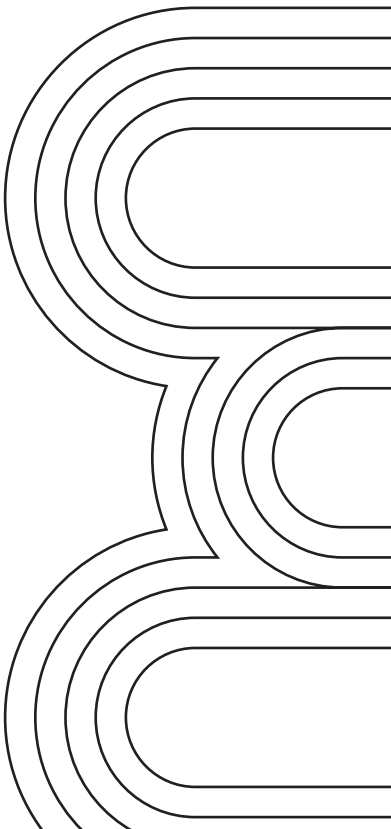
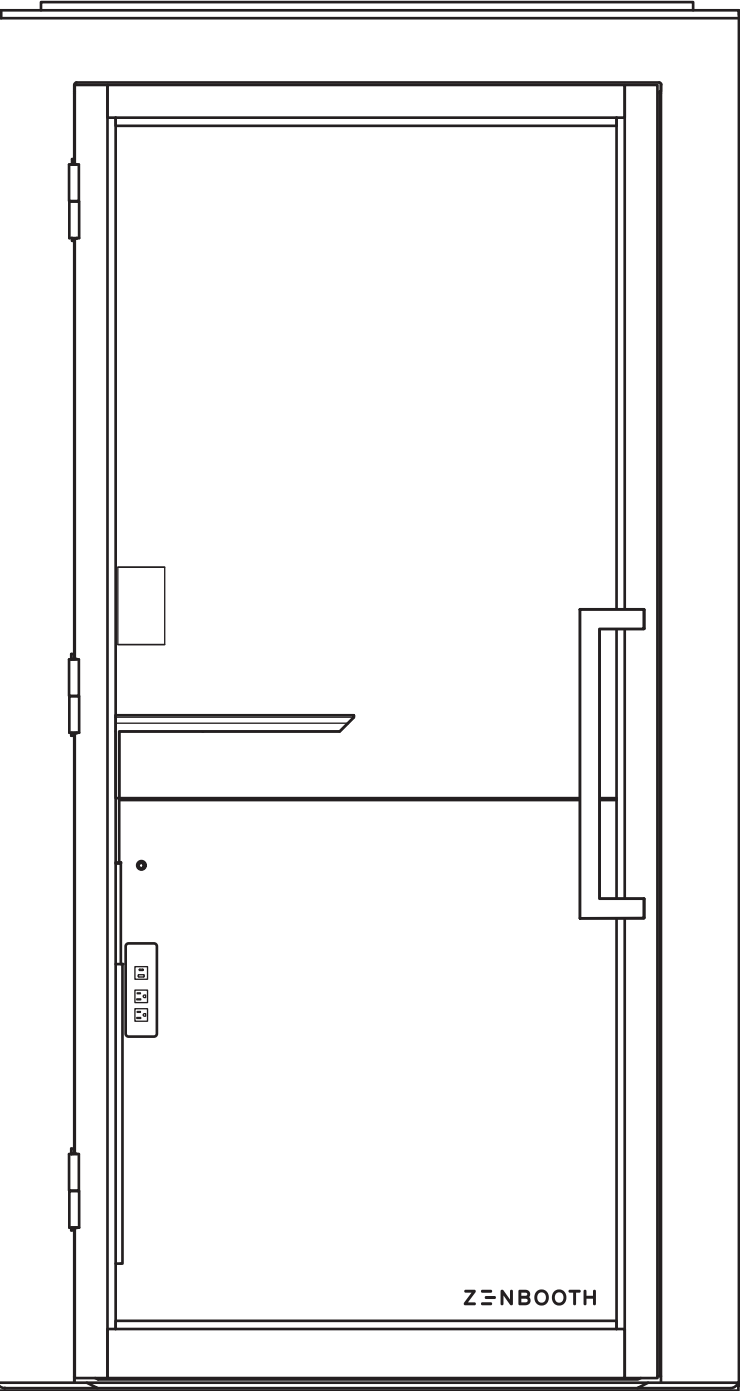


---

# Zenbooth Solo Build Instructions

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## TABLE OF CONTENTS

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---

## // INTRODUCTION

---

### **Dear valued customer,**

Thank you! The entire Zenbooth team would like to congratulate you on your new Zenbooth Solo. We promise you will not be disappointed with your purchase!

Founded in 2016, Zenbooth designs and manufactures all of its products in Berkeley, California. We are committed to offering the highest quality possible, while constantly reducing our environmental impact to a minimum. We make sure to use as many recycled materials and FSC engineered wood products as possible in the making of our products.

-

Email: [support@zenbooth.net](mailto:support@zenbooth.net)

Call us: (510) 646-8368

[zenbooth.net](http://zenbooth.net)

-

Thank you again and enjoy your new quiet space!

---

## // PRODUCT SPECS

---

### Measurements

Interior Dimensions  
36.75"W x 33.25"D x 83"H  
Exterior Dimensions  
45.5"W x 41"D x 84.5"H

### Weight

500 lbs

### Skylight

1/2" shatterproof plexiglass

### Sound control

3.5" thick walls containing recycled  
cotton/denim insulation

### Walls & Color

American made engineered wood panels  
with laminated maple interior and 2  
exterior color options:

### Door

36" wide self-closing door  
18.8" door handle

### Desk

Surface height fixed desk: 41"  
Surface height range of adjustable desk: 29"-55" (optional feature)  
Work surface: 30"W x 16.75"D

### Floor

Anti-fatigue mat

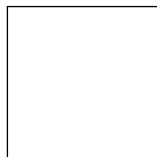
### Power & Data Unit

1x USB A, 1x USB C  
2 x 15A 110V electrical outlets  
Grommet for data and telephone cables

Maple



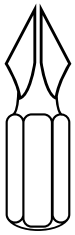
White



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## // TOOLS INCLUDED

---



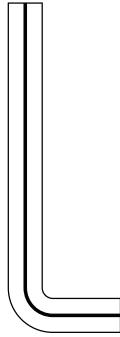
Point Size  
#2 Phillips  
Drive Bit



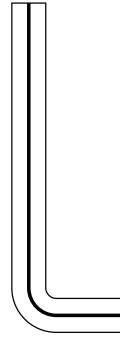
Point Size  
#3 Phillips  
Drive Bit



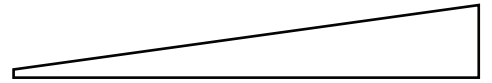
Point Size  
#2 Square  
Drive Bit



Hex Key 3mm  
(Door Handle  
Assembly)



Hex Key 4mm  
(Spring Hinge)



Shims 4x

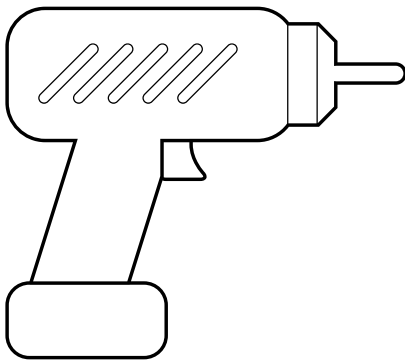
\*All tools listed above can be found in the small parts box

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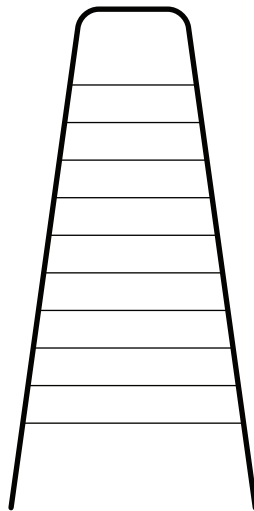
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## // PARTS OVERVIEW TOOLS NEEDED

---

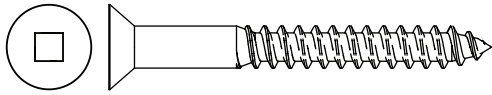


Drill

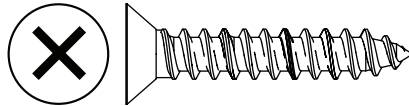


Ladder

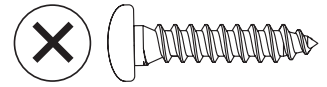
## // PARTS OVERVIEW HARDWARE



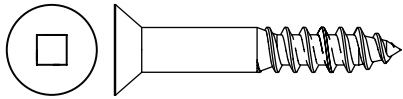
26 x 2" Square Drive Screws  
(Walls/Floor/Door Jam)



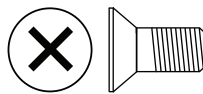
13 x 1 1/2" Phillips Drive Screws  
(Door Hinge - Booth Side)



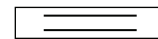
17 x 1" Black Pan Head Wood Screws  
(Desktop to Supports)



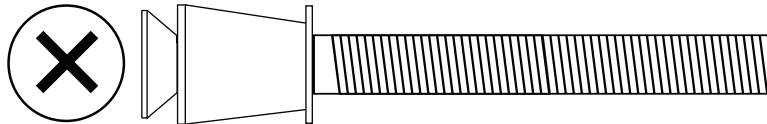
13 x 1 1/2" Square Drive Screws  
(Ceiling/Skylight)



13 x 1/2" Phillips Drive Screws  
(Door Hinges - Door Side)



1 x Spring Hinge Pin

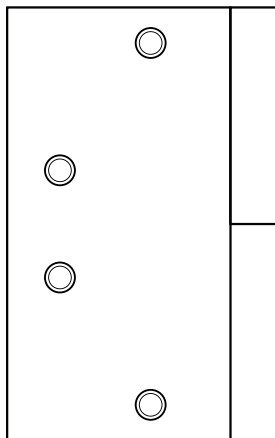


2 x Door handle Screw - Inside/ Outside

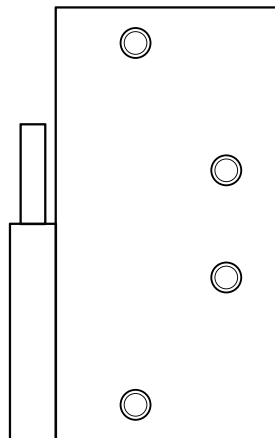
\*All fastener counts includes one spare. All hardware can be found in the Small Parts Box.

\*\*All parts shown are to scale

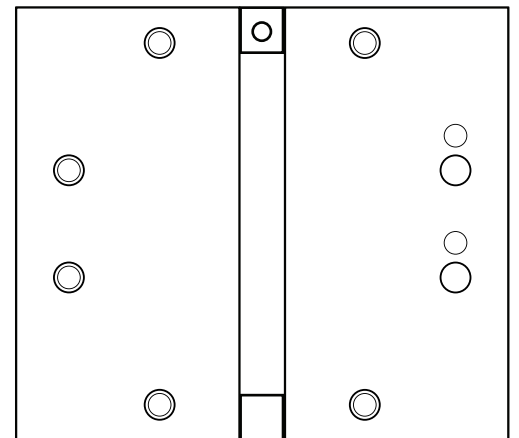
Spring Hinge Pin  
(helps to load tension  
onto the Hinge)



Hinge Plate (Top)  
2 x



Hinge Plate (Bottom)  
2 x



Spring Hinge (Middle)  
1 x

---

## // PARTS OVERVIEW

### SMALL PARTS BOX

---



Door Frame Header Cap

1 x



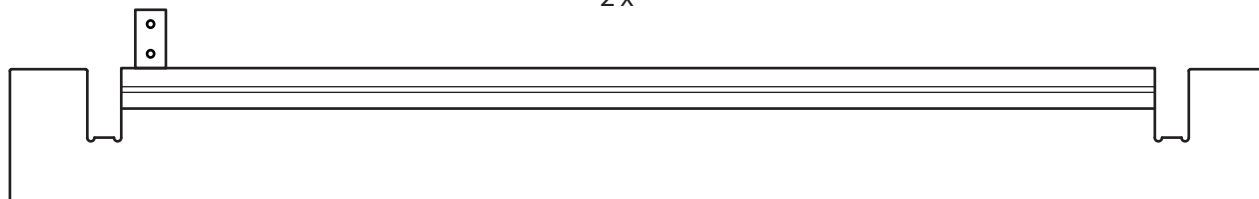
BOTTOM DUCT



TOP DUCT

Vent Ducts

2 x



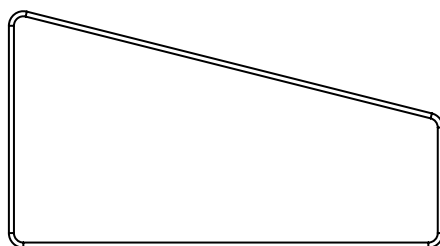
Door Frame Header

1 x



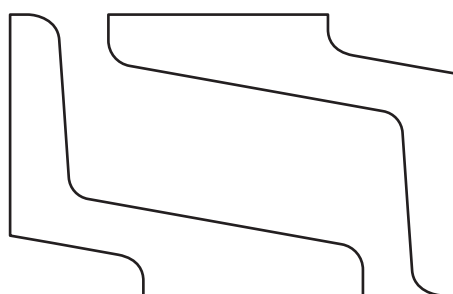
Outside/ Inside Door Handle

2 x



Desktop

1 x



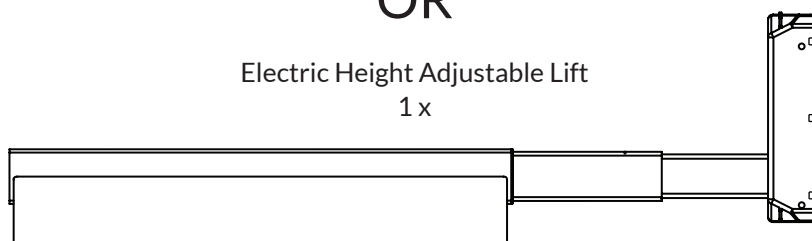
Stationary Desk Brackets

2 x

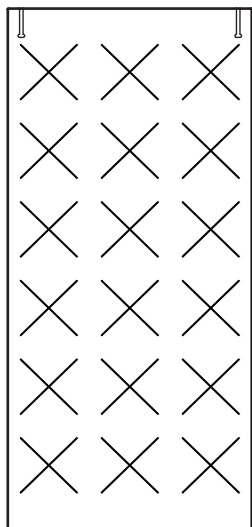
OR

Electric Height Adjustable Lift

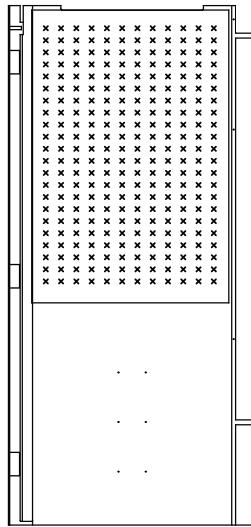
1 x



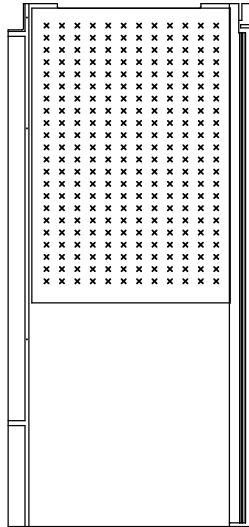
## // PARTS OVERVIEW WALL PANELS



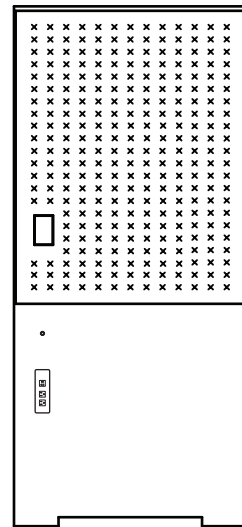
Universal Exterior Wall  
2 x



Interior Left Wall  
1 x

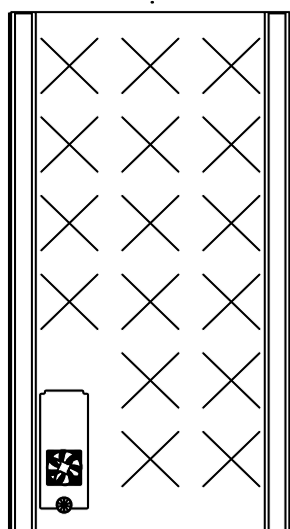


Interior Right Wall  
1 x

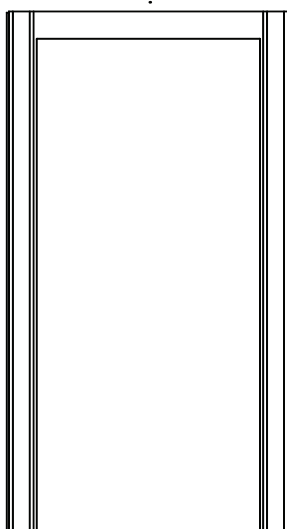


Interior Rear Wall  
1 x

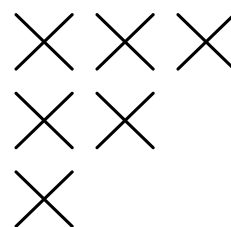
\*Exterior Rear Wall + Facade ship together



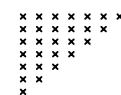
Exterior Rear Wall  
1 x



Facade Front  
1 x



\*Insulation



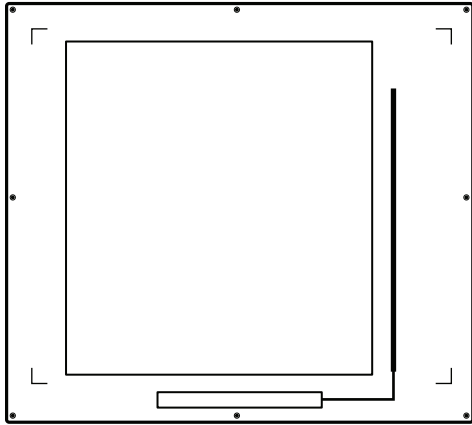
\*Acoustic Paneling



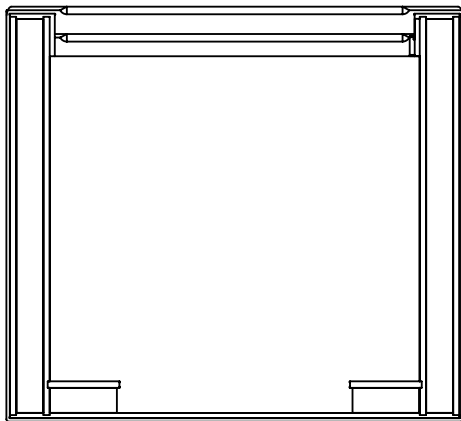
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## // PARTS OVERVIEW BASE AND TOP + DOOR

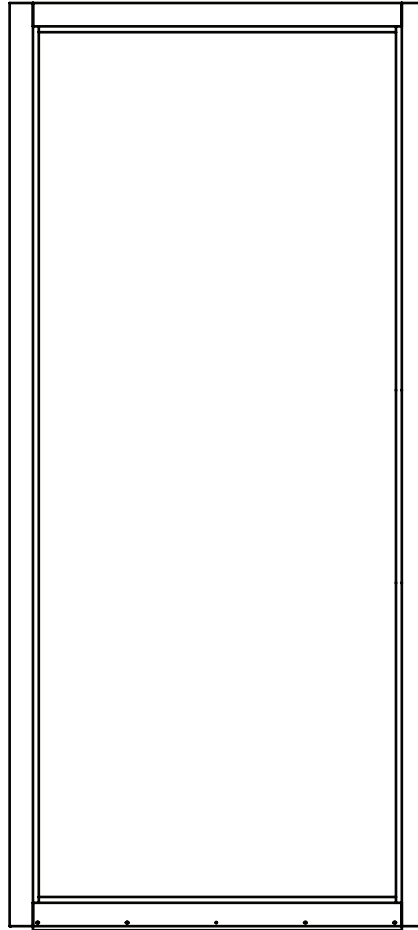
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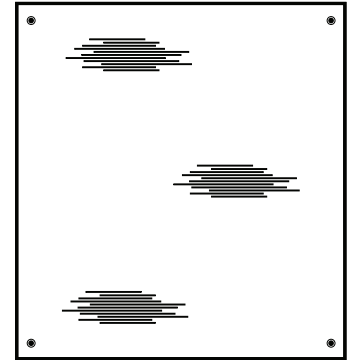
Ceiling  
1 x



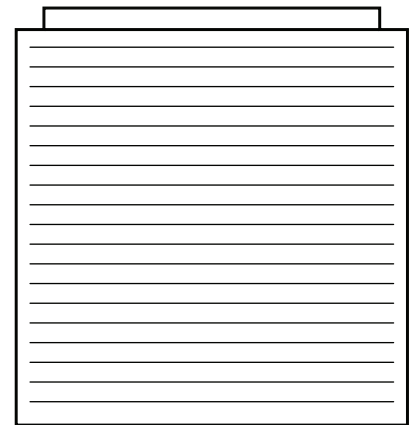
Floor  
1 x



Door  
1 x



Skylight  
1 x



Anti Fatigue Mat  
1 x

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## // ASSEMBLY NOTES

---

### Before assembly!

Before beginning assembly, we recommend consulting a professional insured Zenbooth installer or general contractor. Warranty may be void if components are improperly installed.

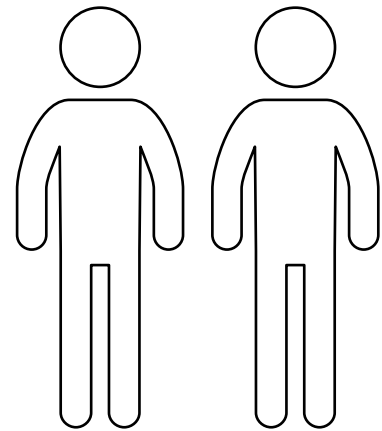
Contact us at [support@zenbooth.net](mailto:support@zenbooth.net) for any additional information or customer support.

After unpacking, inspect all parts for damage. If any parts are damaged as a result of shipping, report them to Zenbooth Support with a photo before assembling so we can send you a replacement part.

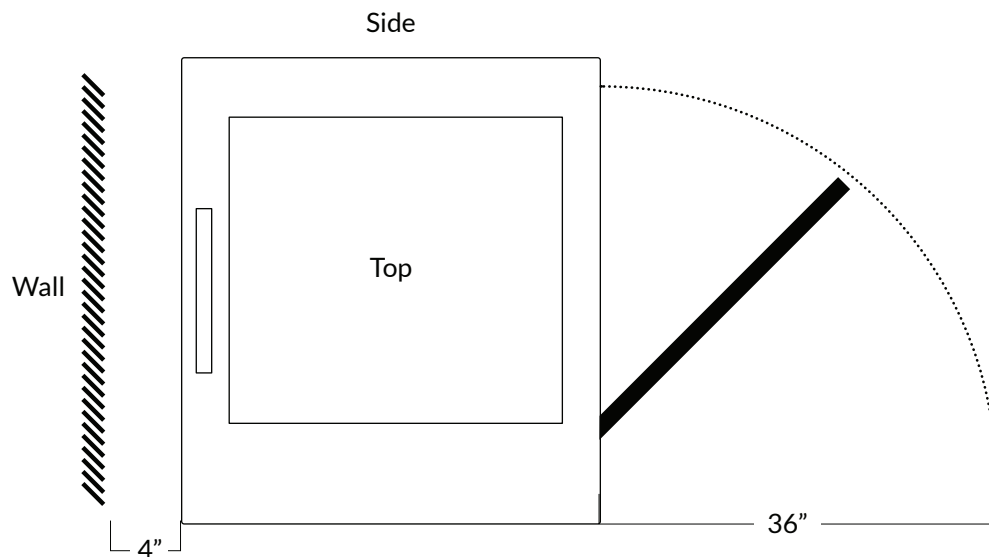
After assembly, use a wet rag to wipe down any dust created in the installation process. Do not use ammonia based cleaners on the skylight. Use a commercial plastic cleaner, or mild soap and water for best results.

Place the booth a minimum of 4 inches away from wall to ensure adequate airflow. If the fan stops working, stop using the booth and contact Zenbooth for a replacement.

Additionally allow a minimum of 36 inches of clearance at the front of the booth for door access.



Safely execute the install with at least two people!



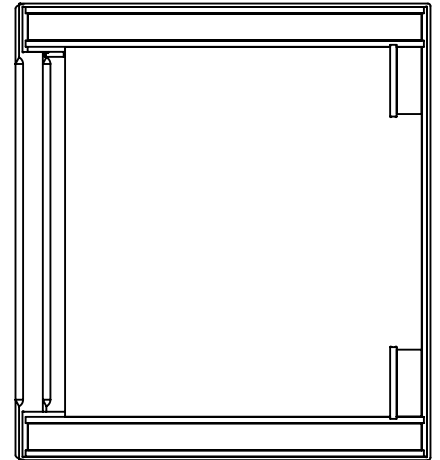
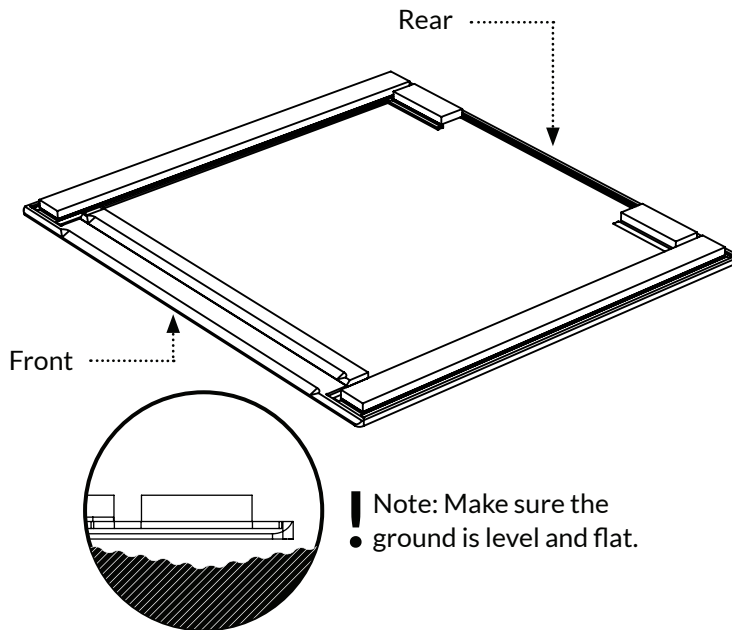
Minimum distance from a wall for optimal ventilation.

## // ASSEMBLY STEPS

### Step 01

#### Base

- Place Base on level ground. The booth can be moved after installation.

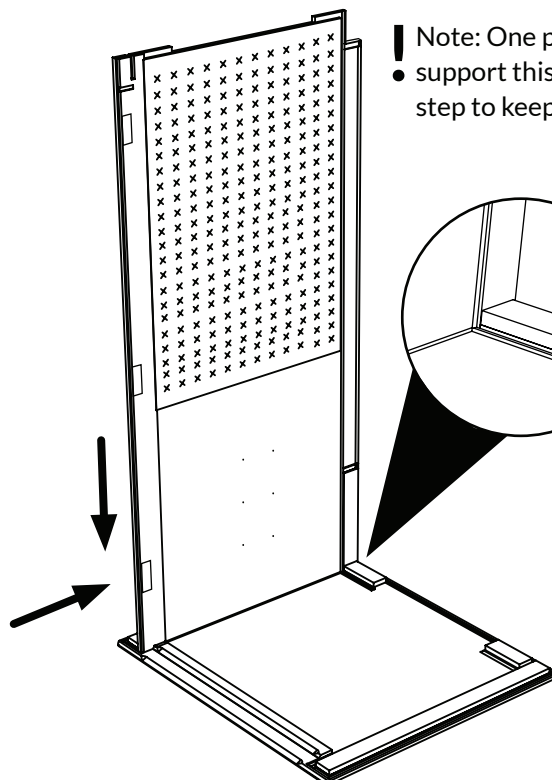


Base  
1 x

### Step 02

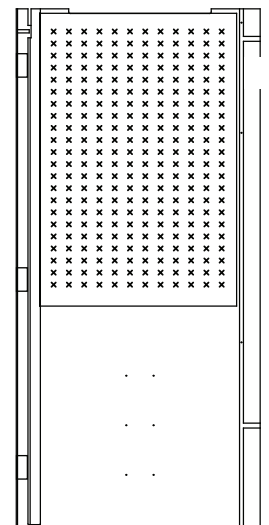
#### Left Wall

- Insert the Interior Left Wall into the Left side of the Floor.



! Note: One person needs to support this panel during this step to keep it from falling over.

Check alignment!  
Make sure the joining grooves are aligned.



Interior Left Wall  
1 x

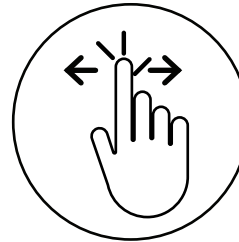
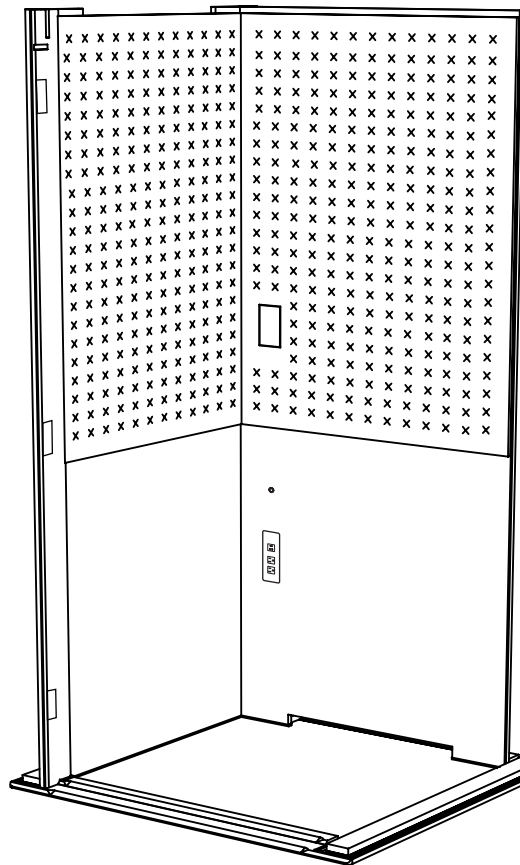
## // ASSEMBLY STEPS

## Step 03

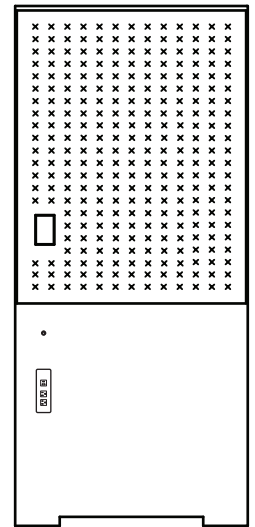
## Interior Rear

- Slide the Interior Rear Wall into the joining grooves of the Base and Left Wall.

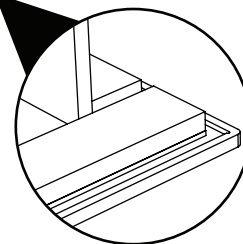
- ! Note: One person is needed  
• to support this panel during this step until the panels are secured with screws.



Be sure the top of all Walls are flush throughout your build once the Walls are set.



Interior Rear Wall  
1 x



The bottom of the Walls should sit inside the grooves and protrude into the adjoining groove in the Floor.

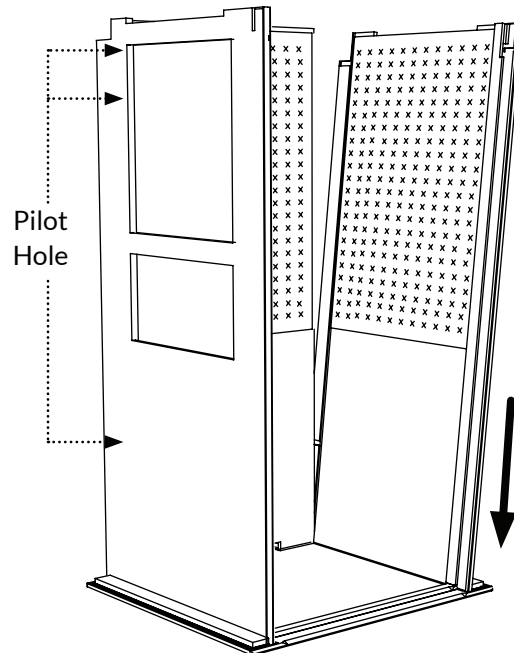
## // ASSEMBLY STEPS

### Step 04

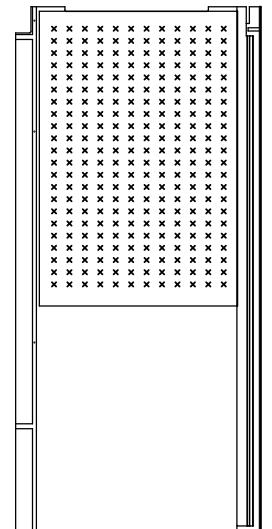
#### Right Wall

- Insert the Interior Right Wall into the Base and Interior Rear Wall.

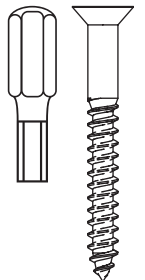
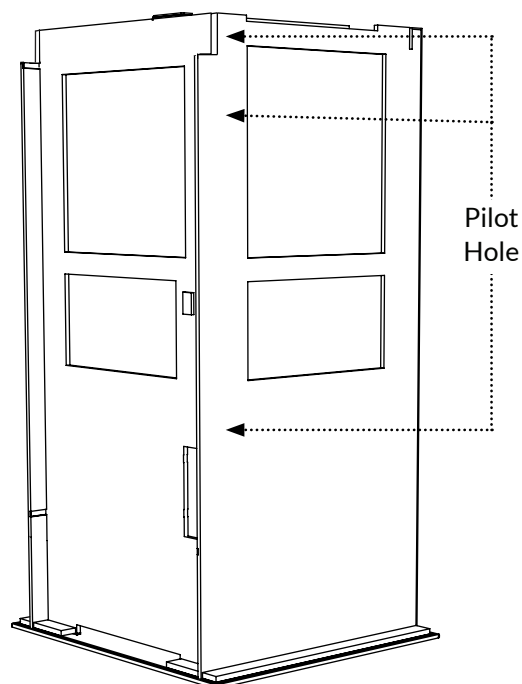
- Using 2" square drive screws, fasten the Right Interior Walls to the Rear Wall.



! Note: One person is needed to support this panel during this step until the panels are secured with screws.



Interior Right Wall  
1 x



6 x 2" Square  
Drive Screws

---

## // ASSEMBLY STEPS

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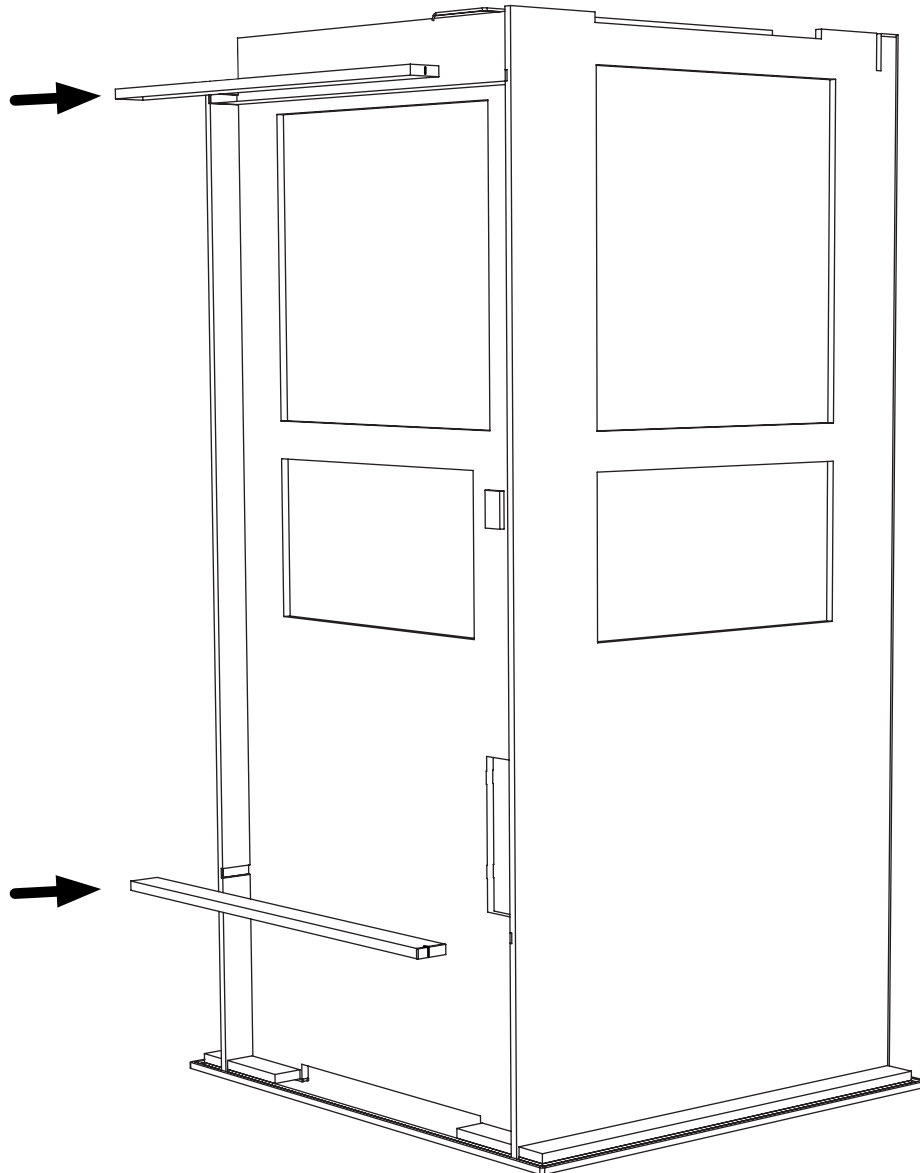
### Step 05

#### Vent Ducts

- Slide the Top & Bottom Vent Ducts into the slots on the inside of the Side Walls, bottoming it out against the Rear Wall.

#### Note

- The direction of the notch should be on the right side, for both top and bottom ducts.



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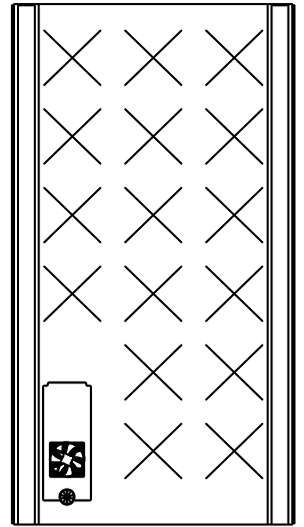
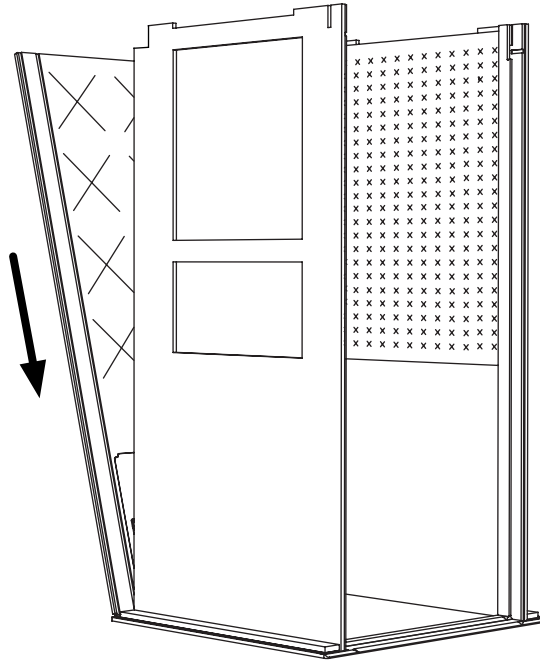
## // ASSEMBLY STEPS

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### Step 06

Insert Exterior Rear

-  
Insert the Exterior  
Rear Wall to the  
Base and join it to  
the Left and Right  
Interior Walls.

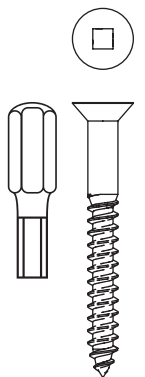
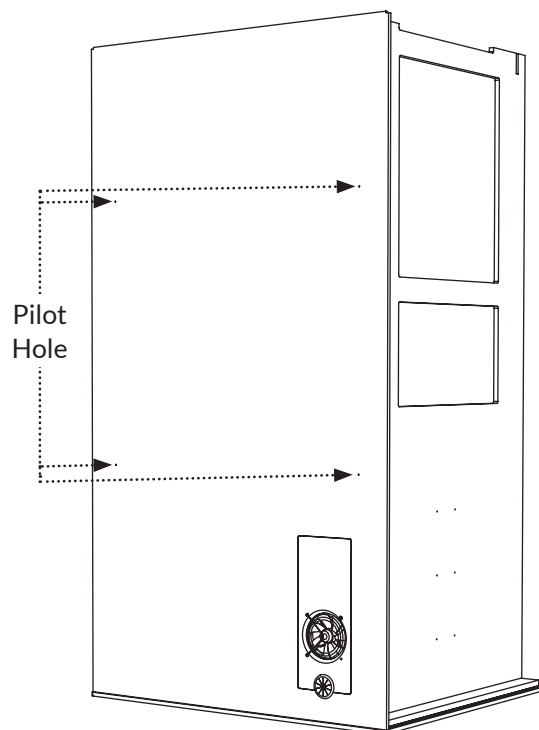


Exterior Rear Wall  
1 x

### Step 07

Fasten Rear Wall

-  
Using 2" square  
drive screws, fasten  
the Rear Wall.



4 x 2" Square  
Drive Screws

---

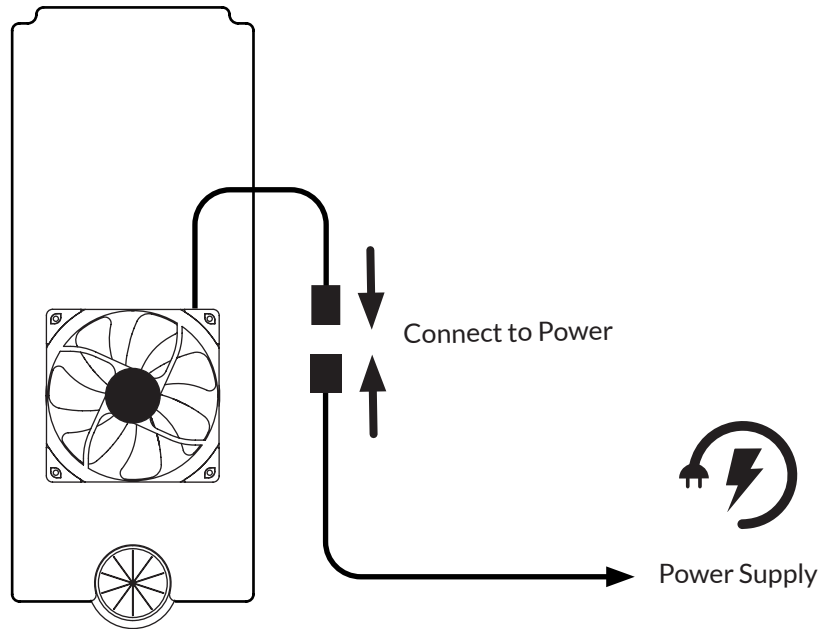
## // ASSEMBLY STEPS

---

### Step 08

Connect Fan Cord

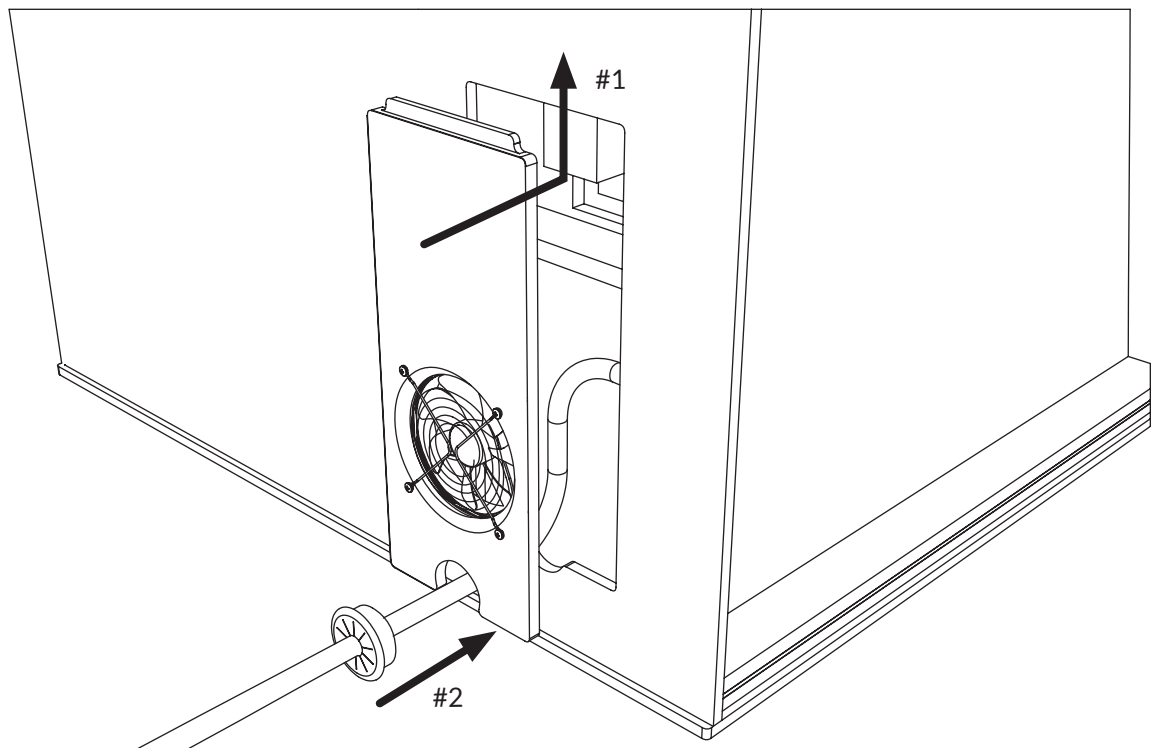
-  
Make sure the 2-Pin Fan connectors are connected.



### Step 09

Hatch Plate

-  
Once all cords have been connected and cleared, insert the Hatch Plate and move the Grommet in place.





---

## // ASSEMBLY STEPS

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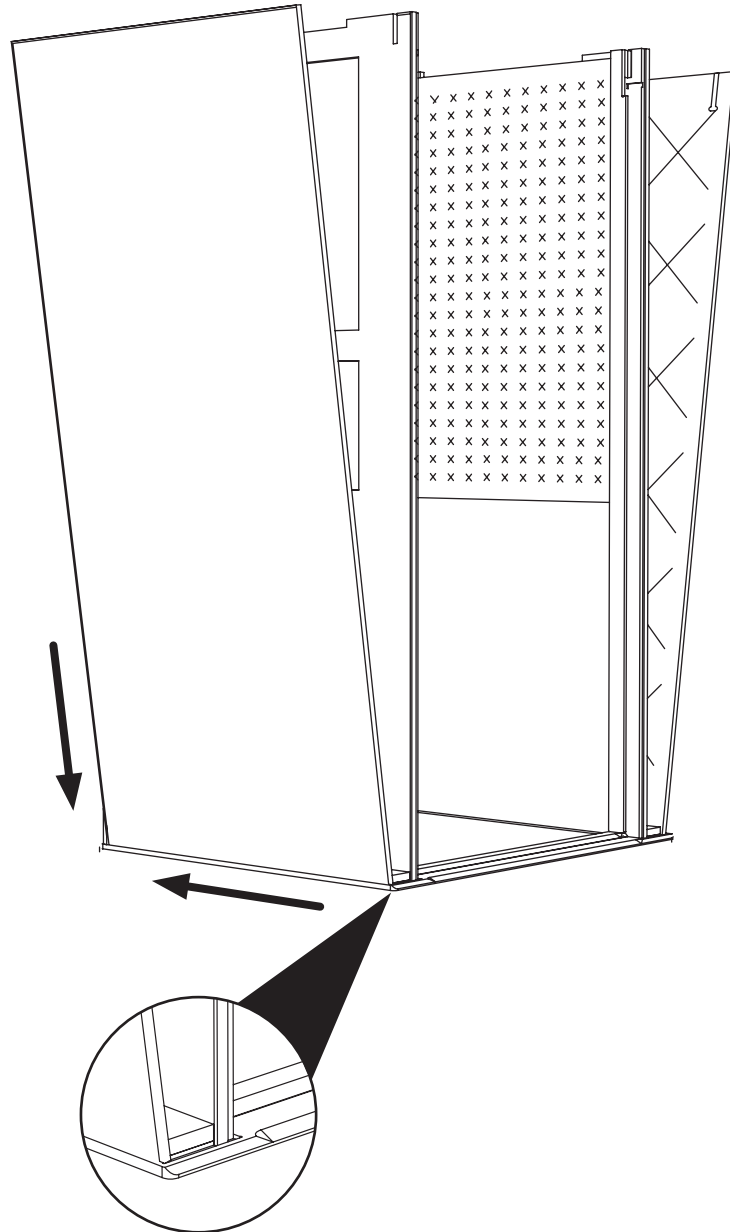
### Step 10

#### Insert Exterior Walls

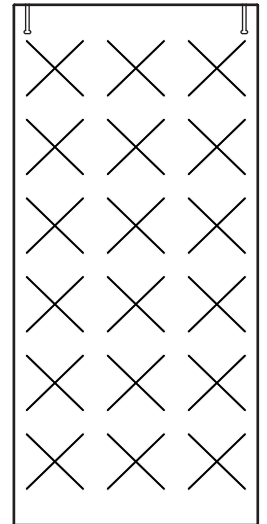
- Insert the Universal Exterior Walls to the Base and Exterior Rear Wall.

#### Note

- Exterior Walls are symmetrical and can be installed on either side of the booth.



Applying pressure at bottom edge of a Wall works well for pushing it into position.



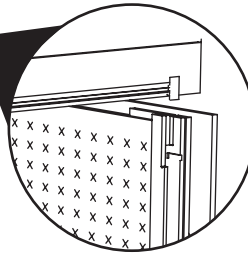
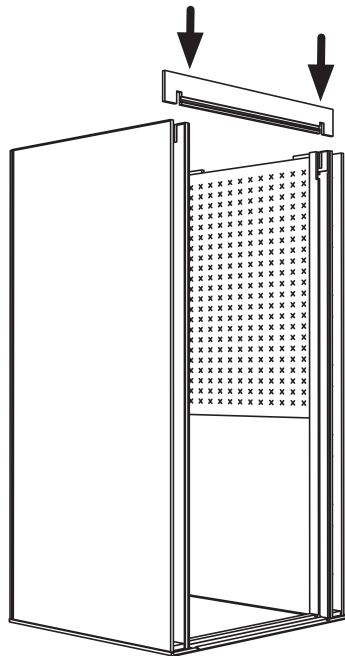
Universal Exterior Wall  
2 x

## // ASSEMBLY STEPS

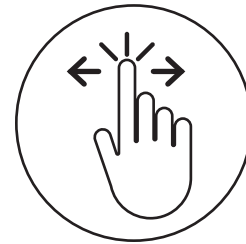
## Step 11

## Insert Door Header

-  
Evenly insert the Door Header into the corresponding notches in the left and right interior walls with the weather stripping facing out.



Make sure all Walls and Header are fully inserted and flush together!

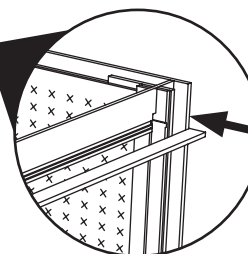
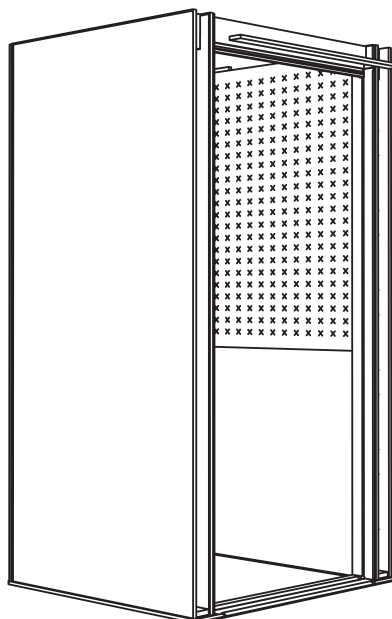


Door Frame Header  
1 x

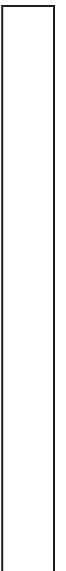
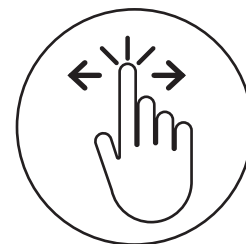
## Step 12

## Cap the Header

-  
Complete the Door Frame by inserting the Door Header Cap into the slot at the top of the Door Frame.



Make sure all Walls and Header are fully inserted and flush together! The Header Cap should stick out a little bit to fit into the groove in the Facade.



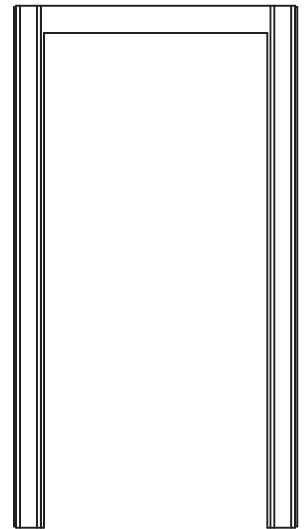
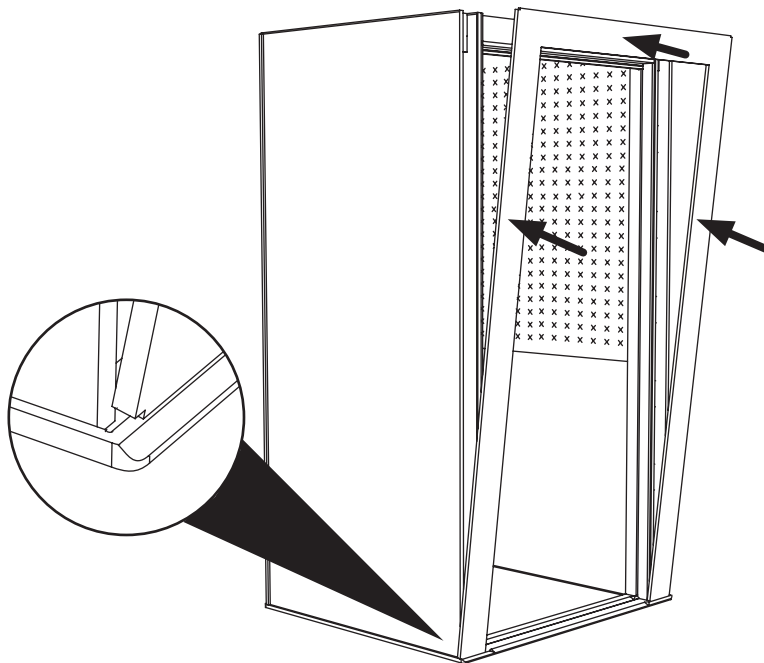
Door Frame Header Cap  
1 x

## // ASSEMBLY STEPS

### Step 13

#### Install The Facade

- Inserting the Facade into the Base at an angle will help ensure the correct fit. The outer edge of the Facade should bottom out on top of the Floor.

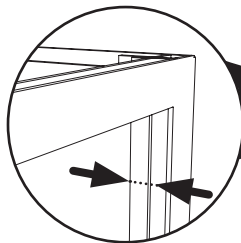


Facade  
1 x

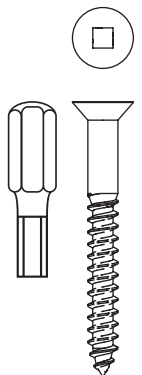
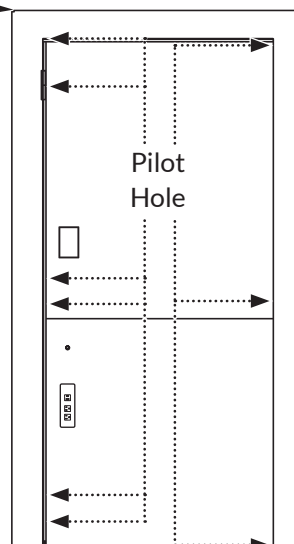
### Step 14

#### Fasten The Facade

- Locate the pre-drilled holes in the Door Frame and screw the Facade in place with 2" square drive screws. Avoid the hinge pocket pilot holes.



Press Into Place: Starting at the top, guide the Facade into the Walls ensuring a snug fit.



9 x 2" Square  
Drive Screws

## // ASSEMBLY STEPS

## Step 15

## Connect Ceiling Lights

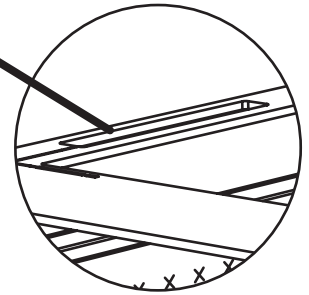
- Locate the male Light Connections on the Front and Rear Ceiling (denoted by arrows).

- Sliding the Y-Split Cable through the Rear Ceiling cutout, connect both female connections of the Y-Split Cable to the male connections in the Front and Rear.

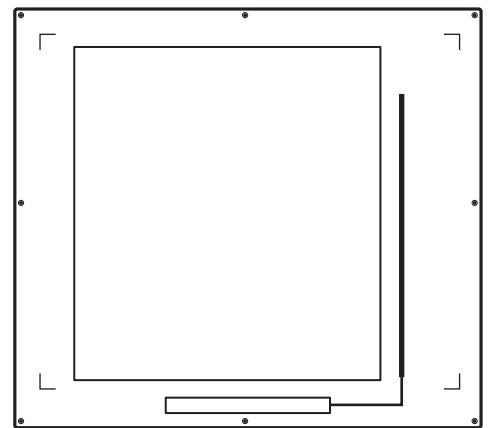
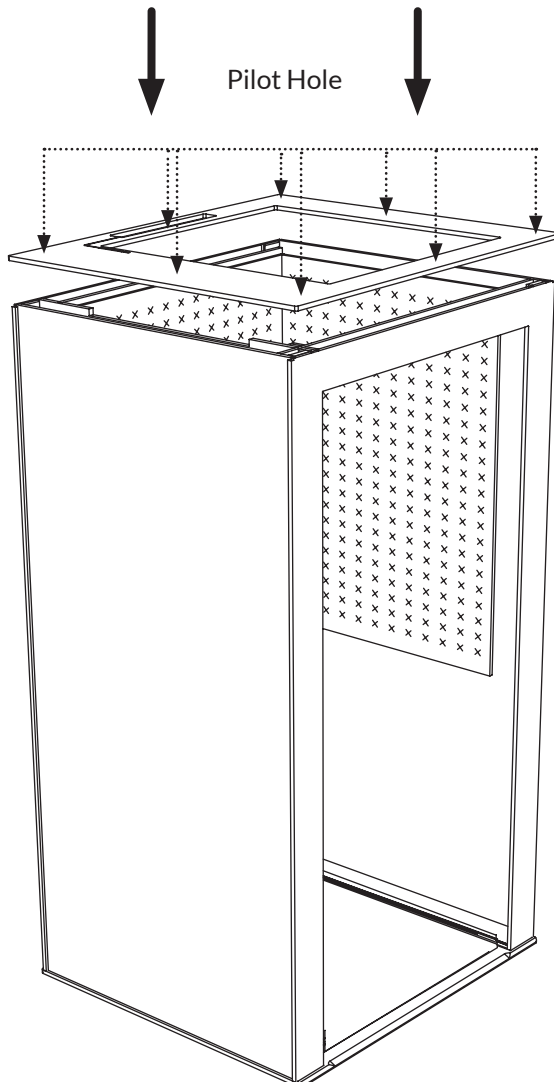
Female to Male  
Connections  
2 x



! Safety Tip : Use a ladder for connecting ceiling lights to avoid potential installation difficulties and injury.



Pilot Hole

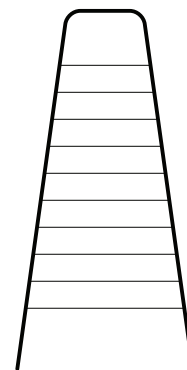


Ceiling  
1 x

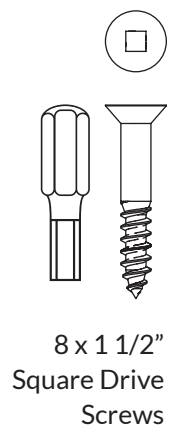
## Step 16

## Fasten the Ceiling

- Guide the Ceiling into place by starting from one corner and working it down onto the top of the booth until it is seated. Next, while standing on a step ladder, locate the eight pre-drilled holes on the top and drive the 1 1/2" square drive screws into each one to attach the Ceiling.



Ladder



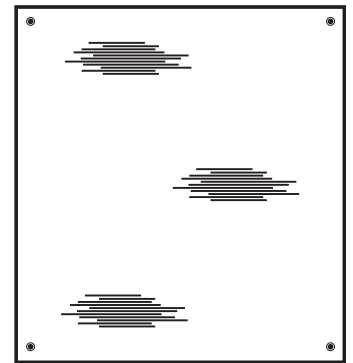
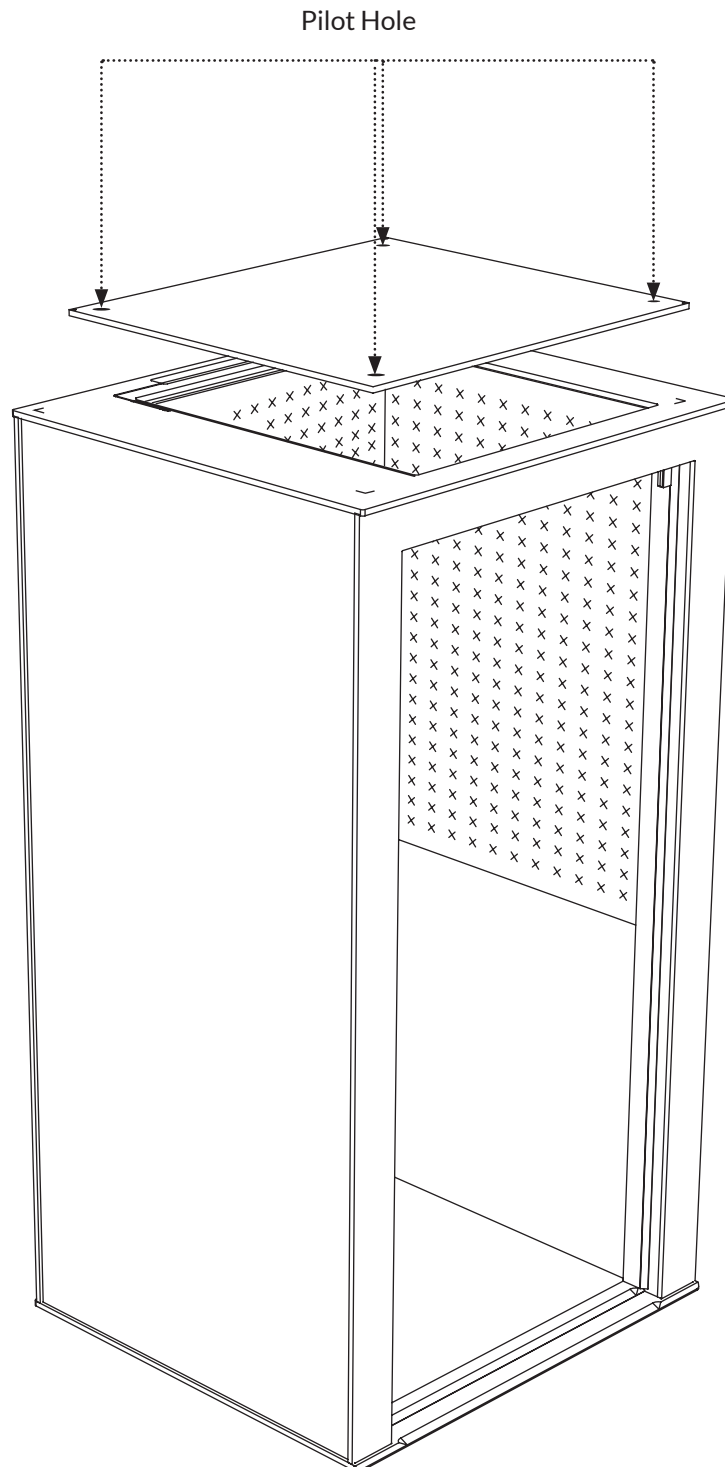
8 x 1 1/2"  
Square Drive  
Screws

## // ASSEMBLY STEPS

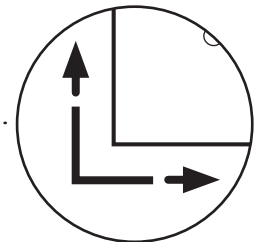
## Step 17

Fasten the Skylight

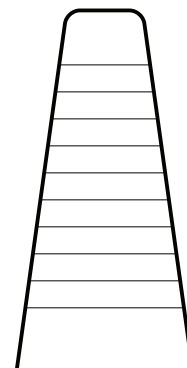
- Remove protective film from the Skylight. Using a step ladder, position the Skylight on the top of the booth. Align the Skylight with the corner marks as to not obstruct the ventilation. Once in position, drive the 2" square drive screws into it to secure it in position.



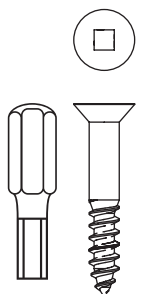
Skylight  
1 x



Align to  
Corner Mark



Ladder



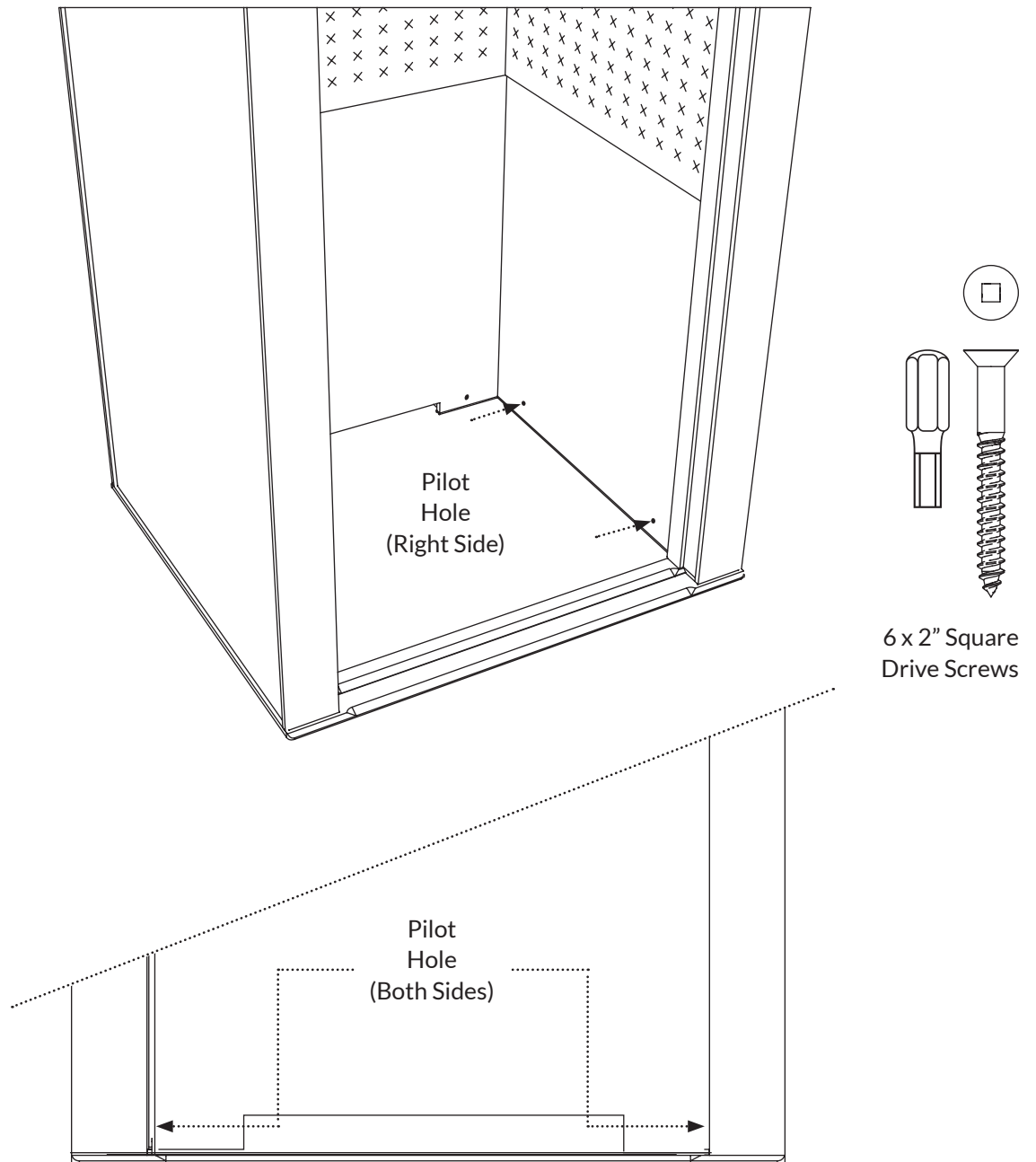
4 x 1 1/2"  
Square Drive  
Screws

## // ASSEMBLY STEPS

## Step 18

## Fasten The Walls

-  
Screw 2" square drive screws through the pre-drilled pilot holes at the bottom of the Interior Walls to attach the booth to the Base.



---

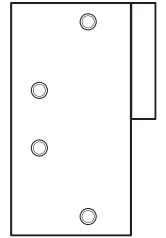
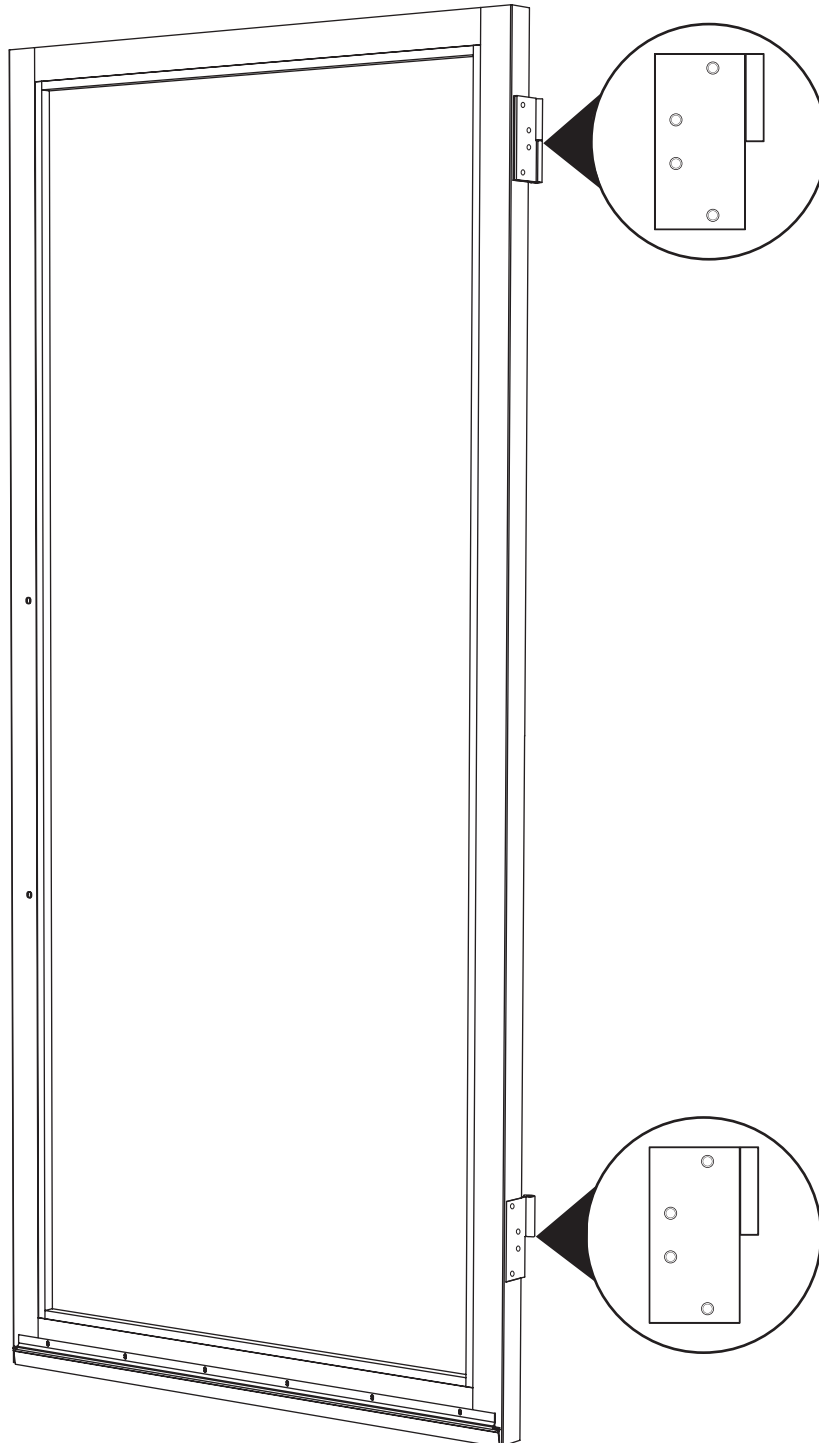
## // ASSEMBLY STEPS

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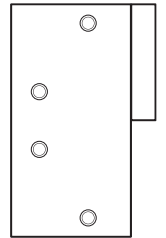
### Step 19

Attach Hinges to Door

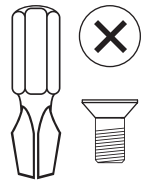
-  
Use 1/2" Philips screws to attach Top and Bottom Hinges to Door.



Hinge Plate (Top)  
1 x



Hinge Plate (Bottom)  
1 x



#3 Philips Bit  
8 x 1/2" Phillips  
Drive Screws

## // ASSEMBLY STEPS

## Step 20

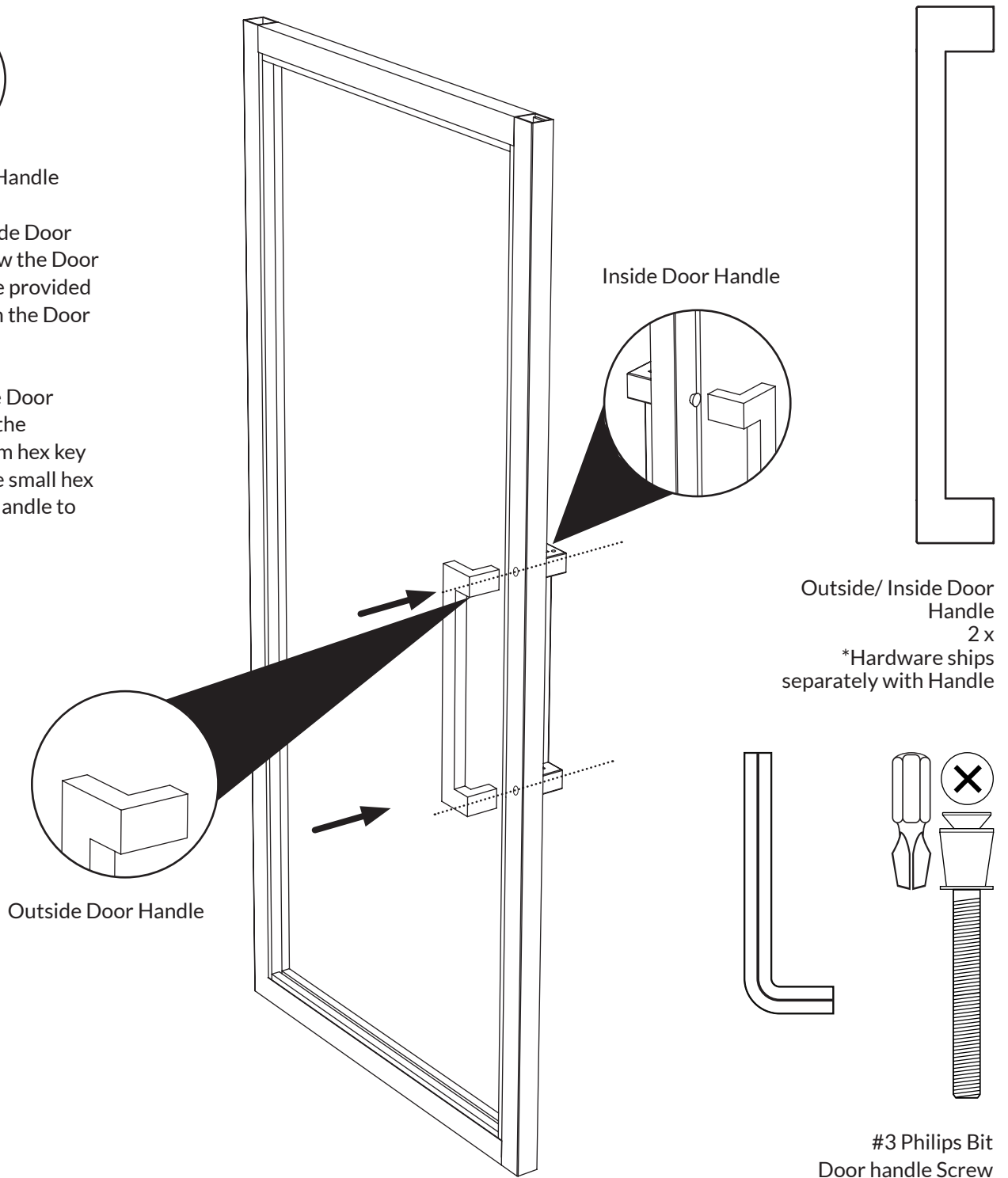
## Install Door Handle

-

Attach Outside Door Handle: Screw the Door Handle to the provided bolts through the Door Frame.

-

Attach Inside Door Handle: Use the provided 3mm hex key to tighten the small hex bolts in the Handle to secure it.



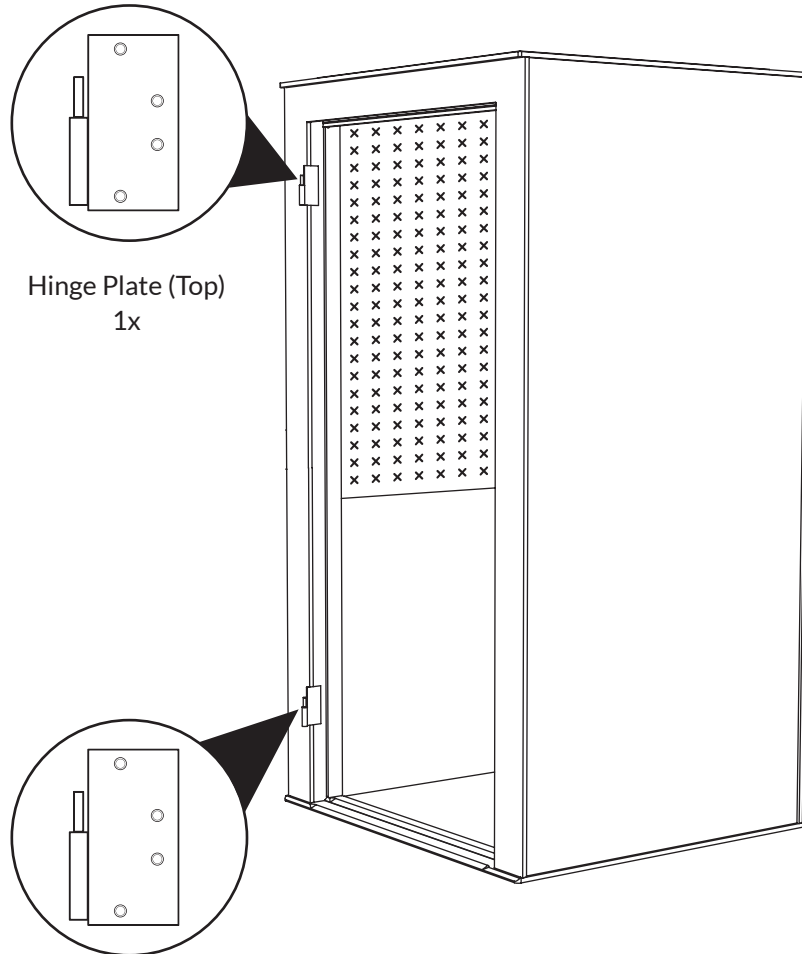


## // ASSEMBLY STEPS

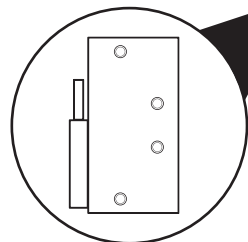
### Step 21

#### Fasten Hinges

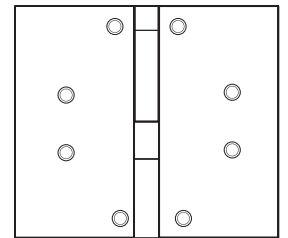
Using the point size 3 Philips Driver bit and screws, attach the two Hinge Plates (Top & Bottom) to the Door Frame of the booth. Make sure the Hinges are fully inserted into the pockets in the Door Frame.



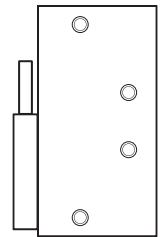
Hinge Plate (Top)  
1x



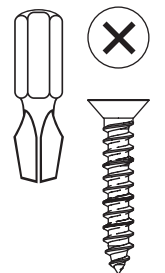
Hinge Plate (Bottom)  
1x



Spring Hinge  
(Middle)  
1x

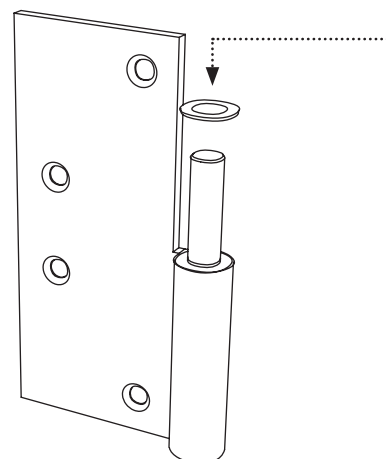


Hinge Plate  
(Top + Bottom)  
1x



12 x 1 1/2" Phillips  
Drive Screws

Lift-Off Hinge Parts



Be sure not to lose the small plastic washer on the male side of the lift-off hinge.

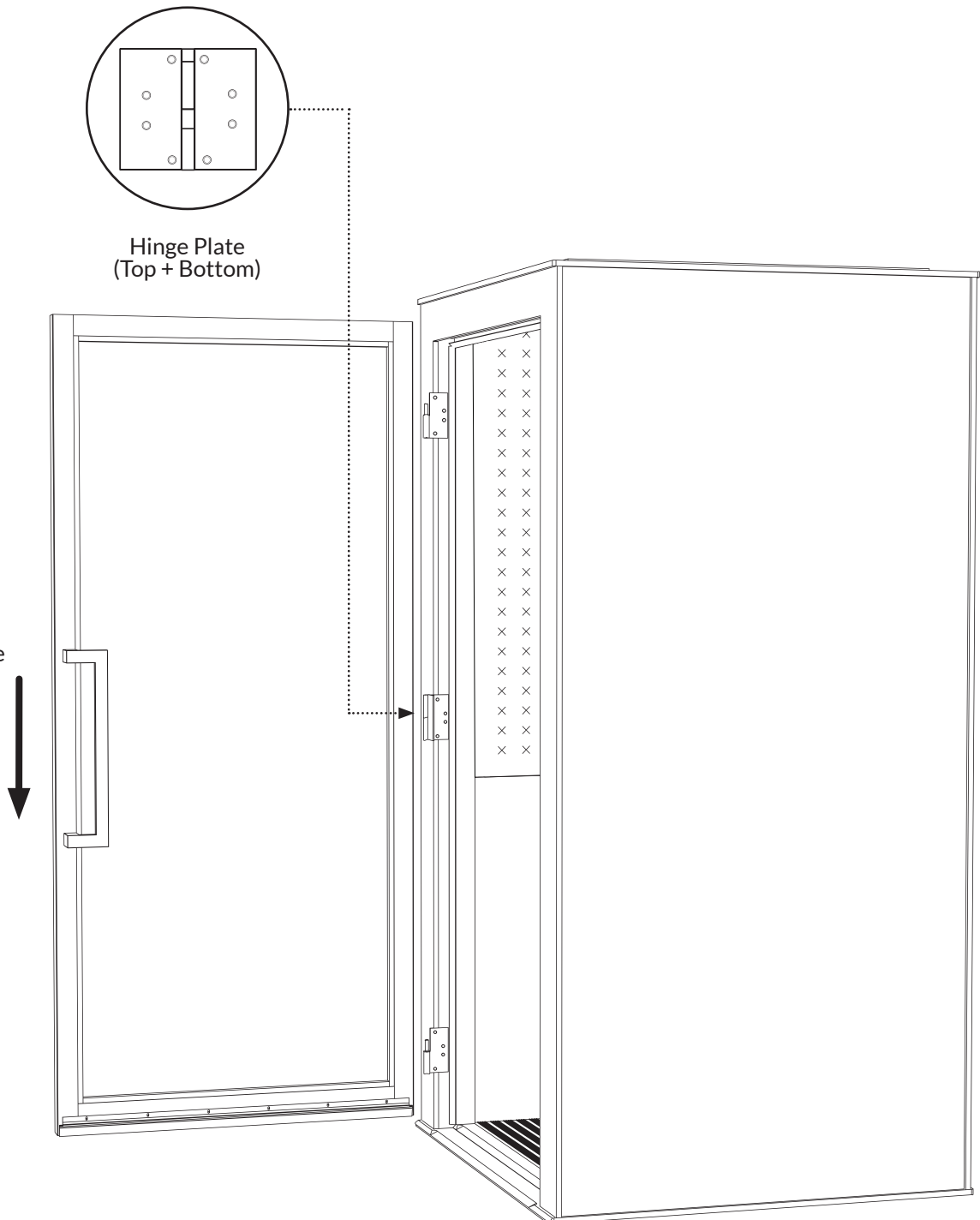
## // ASSEMBLY STEPS

## Step 22

## Land Door on Hinges

- Hang the Door on the mounted Hinges. With the Door hung in place, connect the positioned Spring Hinge (Middle) to the door. It may be necessary to open the Door 180 degrees to mount this Hinge.

- Install Spring Hinge with adjustment mechanism facing upright.

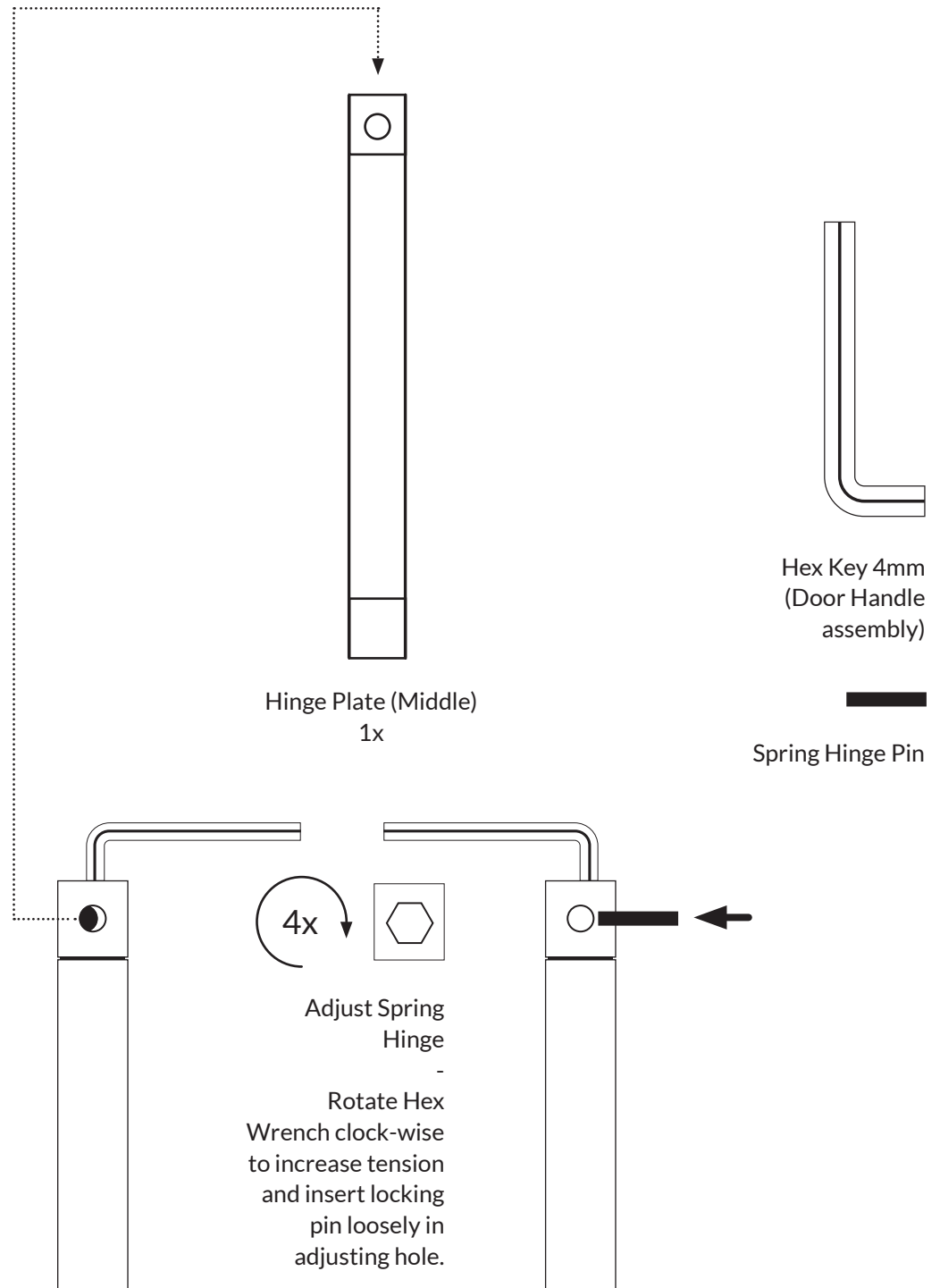


## // ASSEMBLY STEPS

### Step 23

#### Set Spring Hinge

- Place Door in closed position. Insert Hex Wrench in Hex Hole. Rotate Hex Wrench clockwise (while viewing from the adjustment end of hinge) to increase tension and insert locking pin loosely in adjusting hole. Release Hex Wrench until locking pin contacts side of adjusting hole. Check the door closing force.



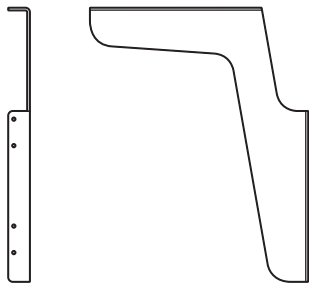
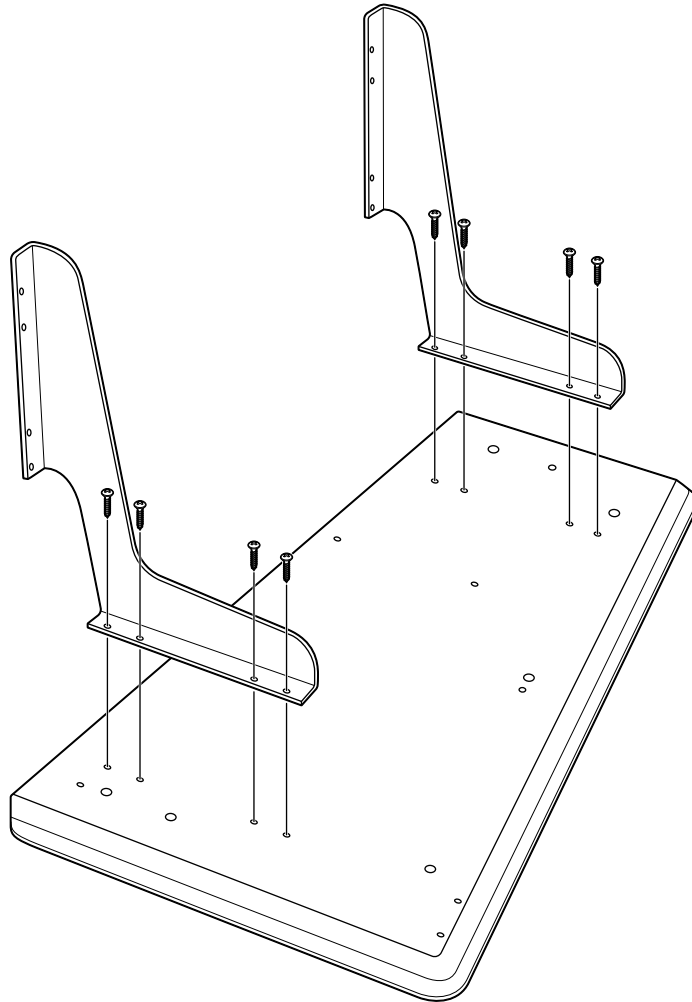
## // ASSEMBLY STEPS

Stationary Desk Installation: If your booth came with a stationary desk follow this step, otherwise skip to step 26.

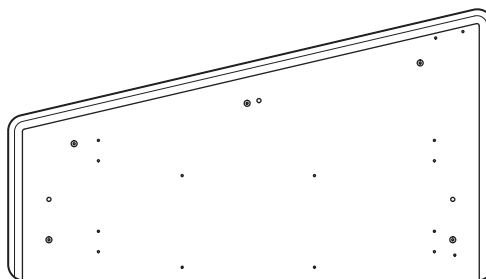
## Step 24

### Install Desktop Supports

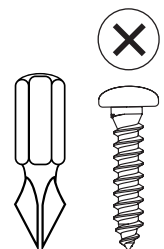
Attach the Metal Supports to the Desktop, using the Point Size 2 Phillips Driver bit Driver bit and 1" Black Panhead wood screws.



Desktop Supports



Desktop



8 x 1" Black Pan Head  
Wood Screws  
(Desktop to Supports)

---

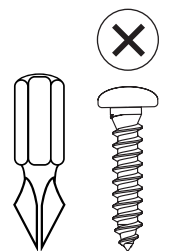
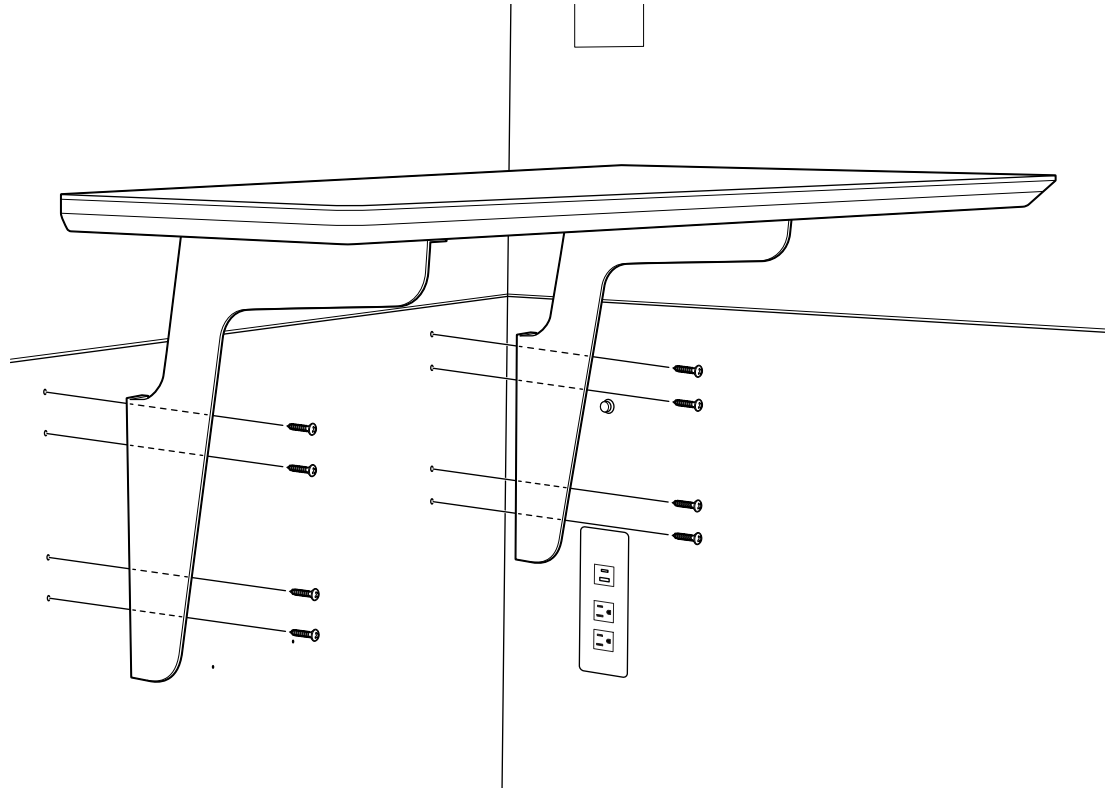
## // ASSEMBLY STEPS

---

### Step 25

Attach Desktop to Interior Wall

- Attach the Metal Supports to the Interior Wall, using the Point Size 2 Phillips Driver bit Driver bit and 1" Black Panhead wood screws.



8 x 1" Black Pan Head  
Wood Screws  
(Desktop to Supports)

---

## // ASSEMBLY STEPS

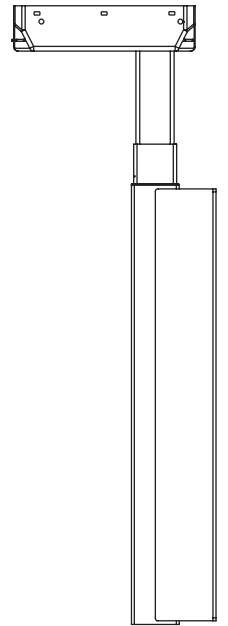
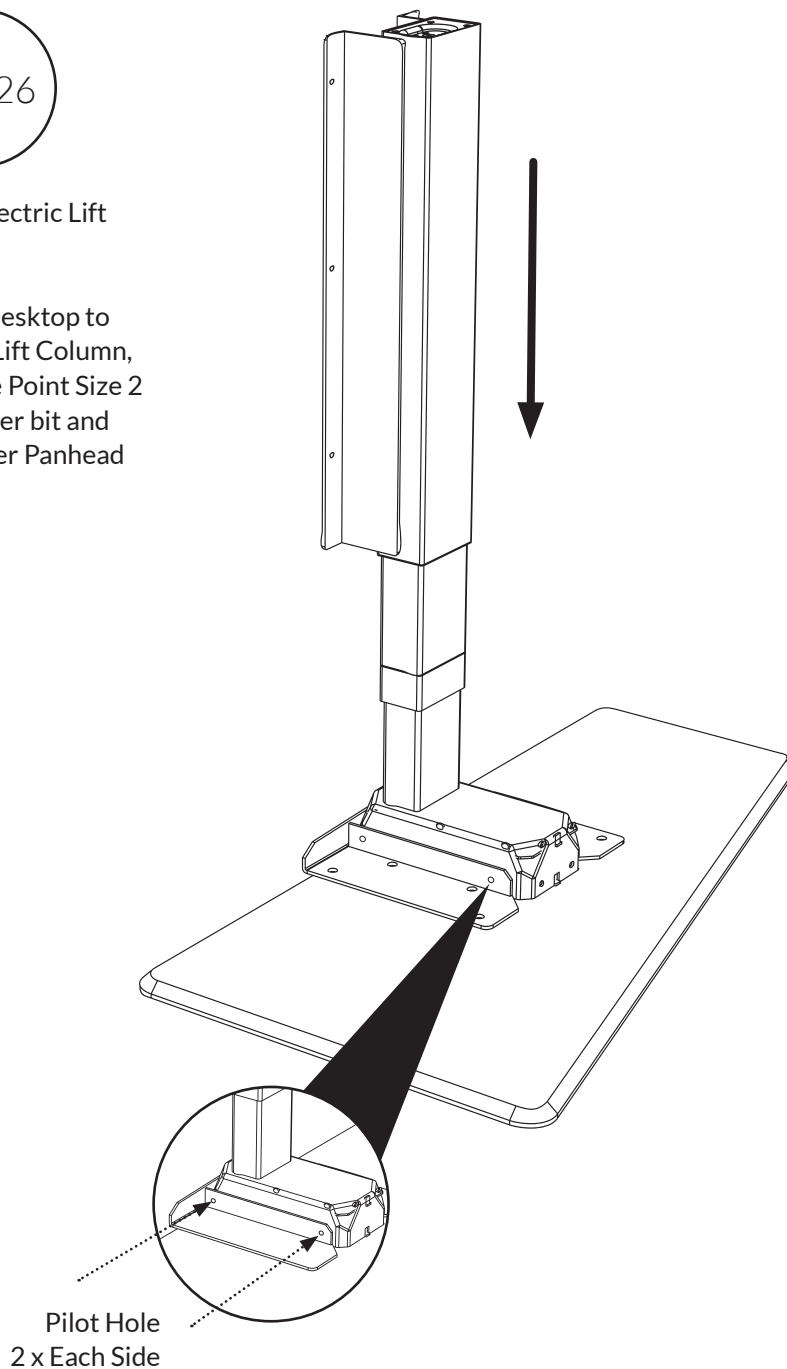
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Adjustable Desk Installation: If your booth came with an adjustable desk follow this step.

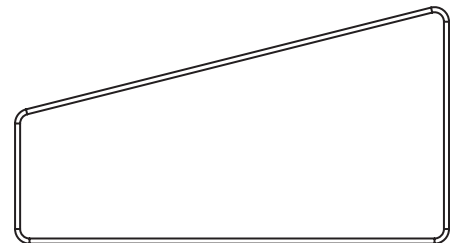
### Step 26

Install Electric Lift  
Column

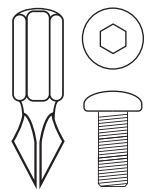
-  
Fasten Desktop to  
Electric Lift Column,  
using the Point Size 2  
Hex Driver bit and  
1/2" Silver Panhead  
screws.



Electric Lift  
1 x



Desktop  
1 x



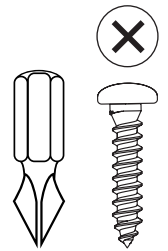
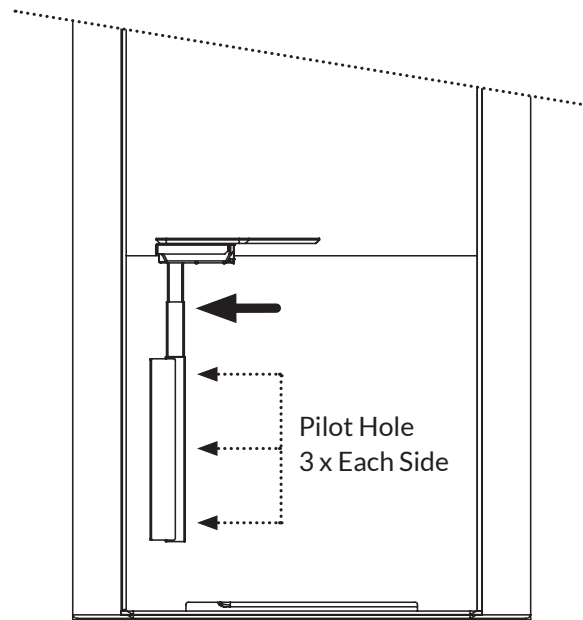
4 x 1/2" Hex Screws  
(Brackets to Desk)

## // ASSEMBLY STEPS

### Step 27

#### Install Desk Brackets

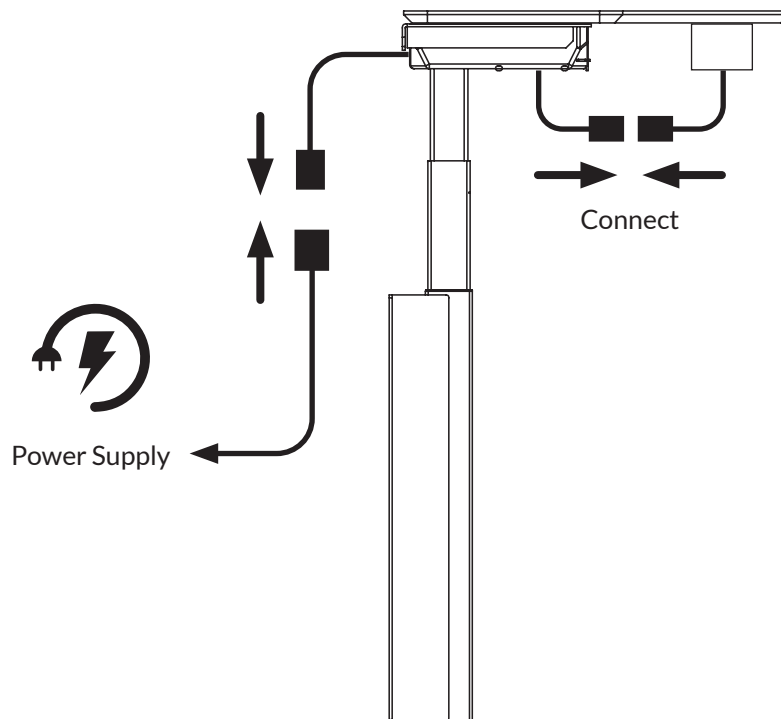
Using the Point Size 2 Phillips Driver bit and six 3/4" Black Panhead screws, align the brackets with the pilots and mount them to the Wall.



6 x 1" Black Pan Head  
Wood Screws  
(Desktop to Supports)

#### Plug in the Column

Plug the yellow cord from the front of the column into the cable protruding from the silver box. Next, plug the Power Cord into one of the available outlets located on the back of the booth. Check to ensure that the Desk moves the full range both up and down.



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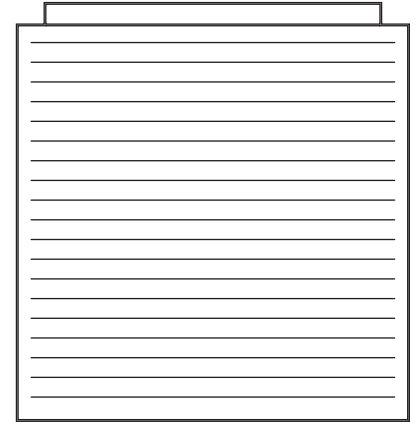
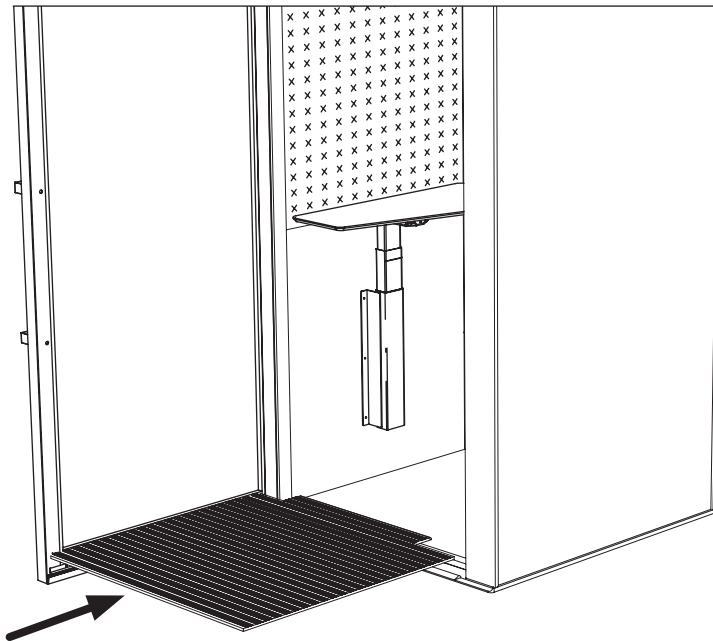
## // ASSEMBLY STEPS

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### Step 28

Place Anti-Fatigue Mat

- The Mat should fit squarely between all three Interior Walls and tuck under the Rear Wall Vent.



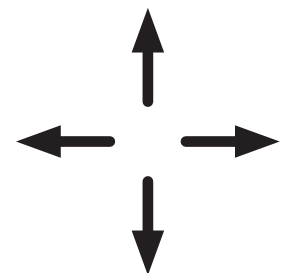
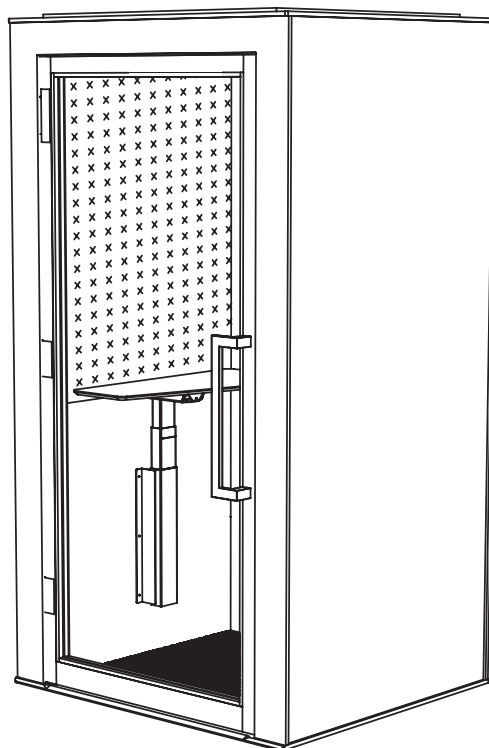
Anti Fatigue Mat  
1 x

### Step 29

Relocate Booth

- After completing the build, move booth into its final position.

- If your office has carpet you can simply slide the Zenbooth in place with two people carefully pushing on it. If you have hard floors the use furniture sliders to help slide the booth to ensure moving it does not scratch your floors.





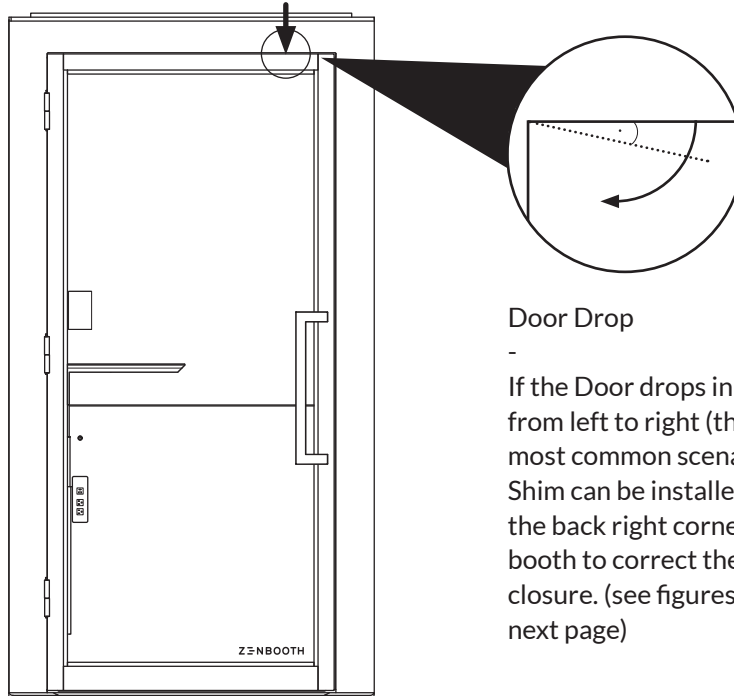
## // ASSEMBLY STEPS

### Step 30

#### Door Tuning

-

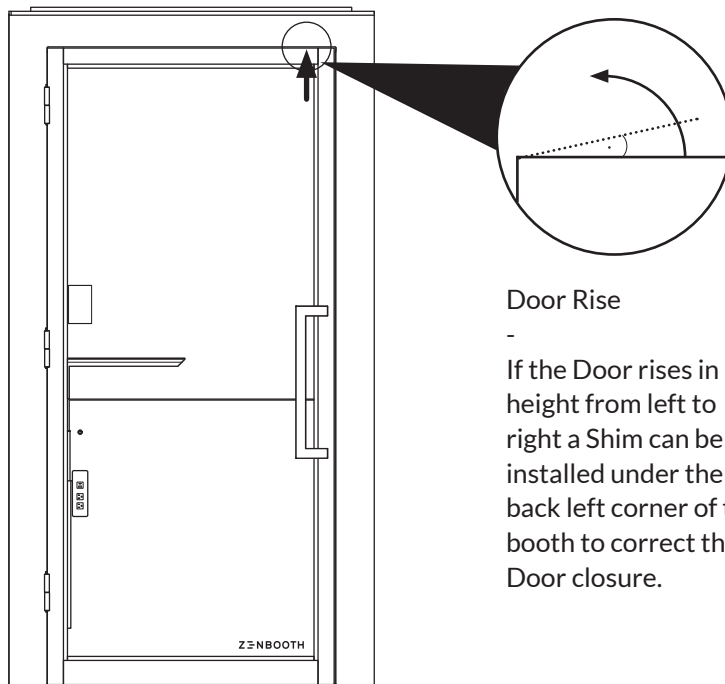
After the booth is fully assembled and is in its final location, check the Door for proper alignment along the top right edge.



#### Door Drop

-

If the Door drops in height from left to right (this is the most common scenario) a Shim can be installed under the back right corner of the booth to correct the Door closure. (see figures on next page)



#### Door Rise

-

If the Door rises in height from left to right a Shim can be installed under the back left corner of the booth to correct the Door closure.

## // ASSEMBLY STEPS

## Step 31

## Shim Locations

- Insert a Shim in the back right corner for Door drop and back left corner for Door rise.

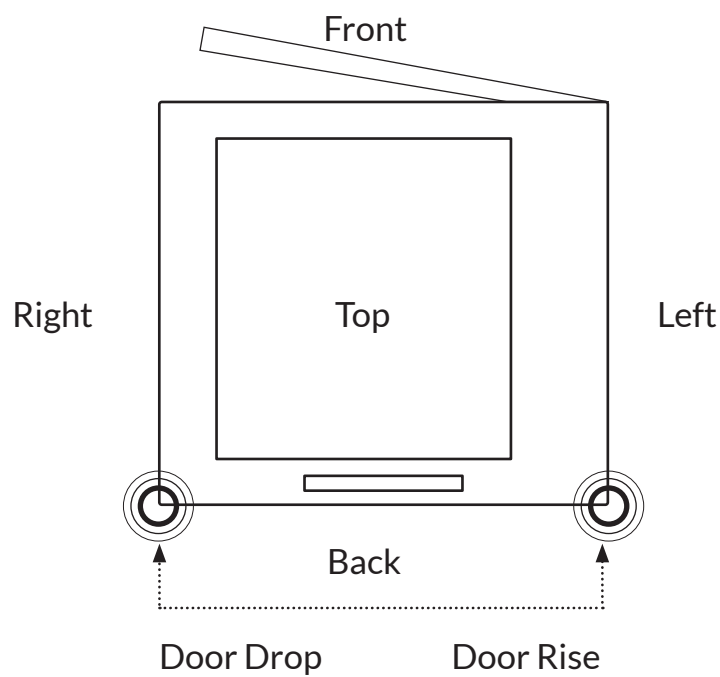
Cut Shim to length after door drop has been corrected.



If the Door drops, place shim at marked areas to correct.



If the Door rises, place Shim at marked areas to correct.



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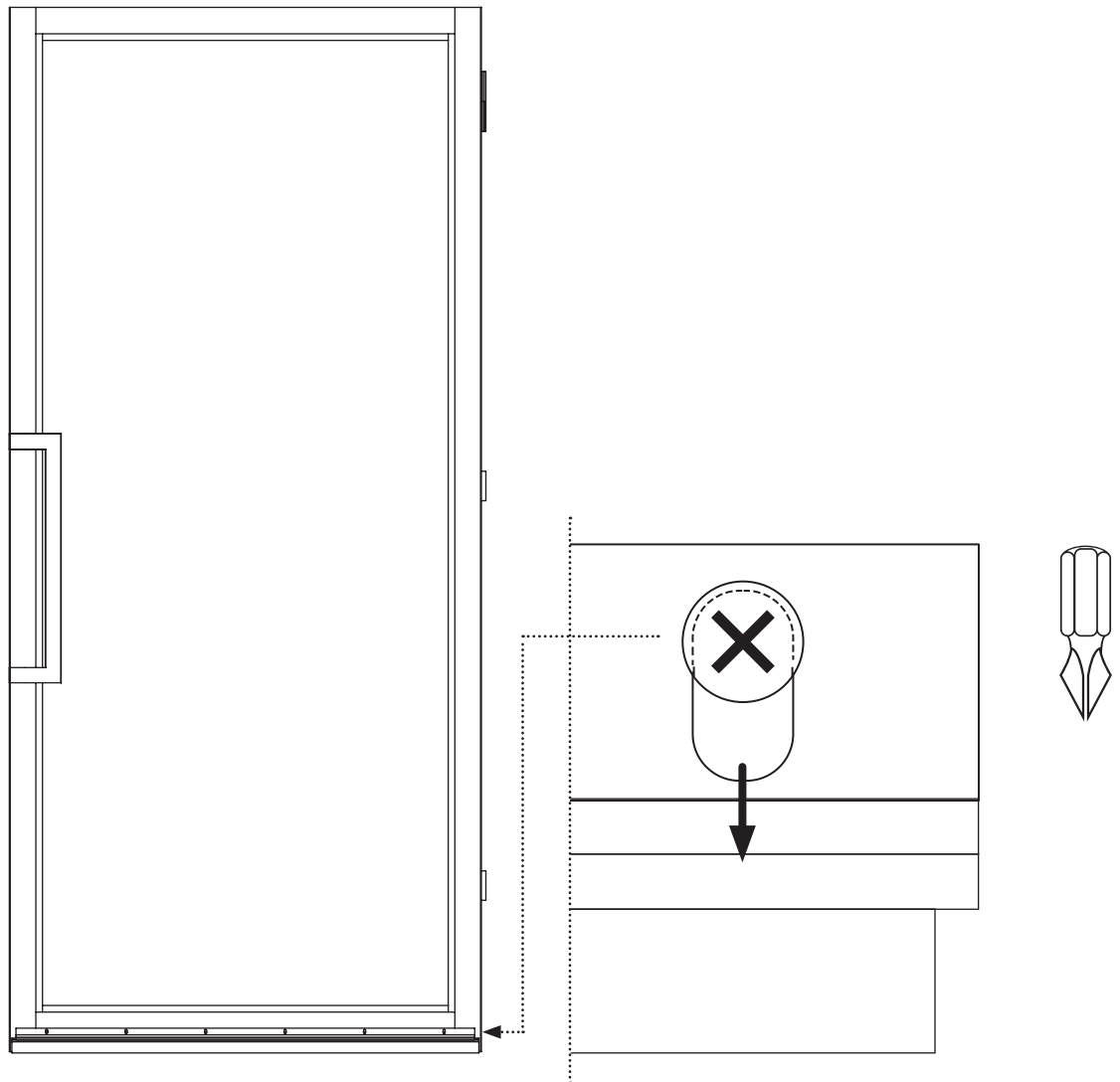
## // ASSEMBLY STEPS

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### Step 32

#### Door Sweep

- Lower the Door Sweep into position to close the air-gap at the bottom of the Door. Then open and close the Door to ensure the lowered Door does not impede the closure of the Door.



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## // PRODUCT QUALITY, DAMAGE & WARRANTY

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### **Product Quality or Damages**

Zenbooth strives to provide a high quality product. If your product arrives damaged, has missing parts, or has other workmanship defects, Zenbooth will ensure necessary services to provide you support and solutions to maintain our product quality standards.

In product quality or damages cases, the customer is responsible to open packaging, inspect product, and report damages within 3 days of the product delivery date. Such claims must be accompanied by photographs, include a detailed description and be emailed to [support@zenbooth.net](mailto:support@zenbooth.net). Failure to make a claim within the 3 day period of time constitutes acceptance of the merchandise.

In cases of missing parts and workmanship defects, Zenbooth will absorb costs incurred in replacing and shipping as necessary.

### **Warranty**

Zenbooth products are sold with a limited warranty against defects in materials and workmanship for a period of three years from the delivery date. Zenbooth reserves the right to repair or replace defective merchandise at its sole discretion. This limited warranty does not extend to other materials supplied by the purchaser or damage caused by shipping, accident, abuse, misuse, cleaning, or normal wear and tear. All other warranties express or implied are excluded.

For full details on return policies, terms and conditions go to:  
[zenbooth.net/pages/terms-and-conditions](http://zenbooth.net/pages/terms-and-conditions)

You can also reach us via Email or phone at:

// Email: [support@zenbooth.net](mailto:support@zenbooth.net)

// Call us: (510) 646-8368

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## // TIPS FOR GETTING THE MOST OUT OF YOUR BOOTH

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### **Not sure how many booths you need for your team?**

We typically recommend at least 1 Zenbooth Solo for every 5-10 employees in your office, and at least one of our larger models for every 15 employees in your office. At Zenbooth HQ, we have about 1 booth per person, and they're always full!

### **Have too much open space in your office?**

Use Zenbooths to create natural divisions of space between areas for different teams, meeting areas, and lounge or break areas. This helps to reduce visible and audible noise in the open office and makes movement and interactions between employees much more intentional.

### **Want to flood your booth with light?**

While the Zenbooth Solo does come with adjustable LED lighting, try placing your booth in a place where it'll receive plenty of artificial or natural light. Our full skylight ceiling will allow this light to supplement the existing light in the booth. Placing them too close to windows can cause green house effects and heat up the booth.

### **Are your booths constantly in use?**

Use a vinyl marker to create a makeshift calendar on the door of your booth or add your Zenbooths as a shared space on your Google Calendar to make booking booths easy and ensure people aren't camping out in the booths!

### **Trying to save space in your office?**

Save space by lining up a bank of phone booths in bustling or high traffic areas like hallways and lobbies.

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## // TROUBLE SHOOTING

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**Q: The Door “scrapes” across the bottom of the booth.**

**A:** Insert shims into rear right corner of the booth (see diagram on page 33).

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**Q: “The Door does not close by itself, is that normal”?**

**A:** Repeat step 23 again, tightening the spring another notch.

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**Q: My fan/light stays on continually.**

**A:** If the timer does not seem to be turning the product off after 10 minutes, please contact Zenbooth support.

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**Q: My booth is stuffy or warm.**

**A:** Ensure the fan is unobstructed and at least 4” from a wall or structure. If it is obstructed, clear the obstruction or move the booth. If this does not fix the problem, ensure the booth is plugged in and the fan is operating normally.

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**Q: The desk lift stopped operating. What can I do?**

**A:** Steps to initialize a Zenbooth Adjustable Desk:

1. Unplug the desk’s power cord wait 10 seconds and plug it back into the power source.
  2. Press the DOWN button on the desk until the desk reaches its lowest position. Release DOWN button.
  3. Press and hold the DOWN button for 10 seconds and then release.
  4. Hold the DOWN button again until the desk lowers slightly and raises back up.
  5. Your desk is ready!
- 

**Q: I am standing in the booth and feel cold. Is there a possible fix?**

**A:** The booth exchanges air from the outside in. To ensure a comfortable experience, make sure that the outside temperature in your office is also at a comfortable level. If this is not ideal, then a small space heater inside the booth can help keep the temperature at a comfortable level. At no time should you obstruct or tamper with the booth’s ventilation system.

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## // NOTES

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**Zenbooth Inc.**

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Berkeley, CA 94710

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