
Zenbooth Solo Pro Build Instructions

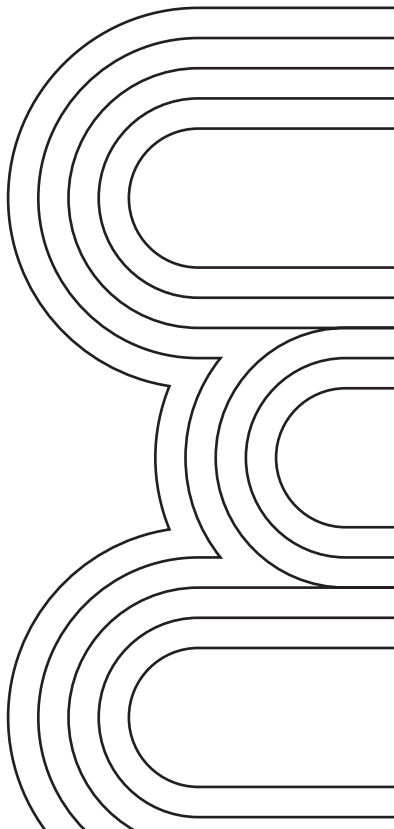
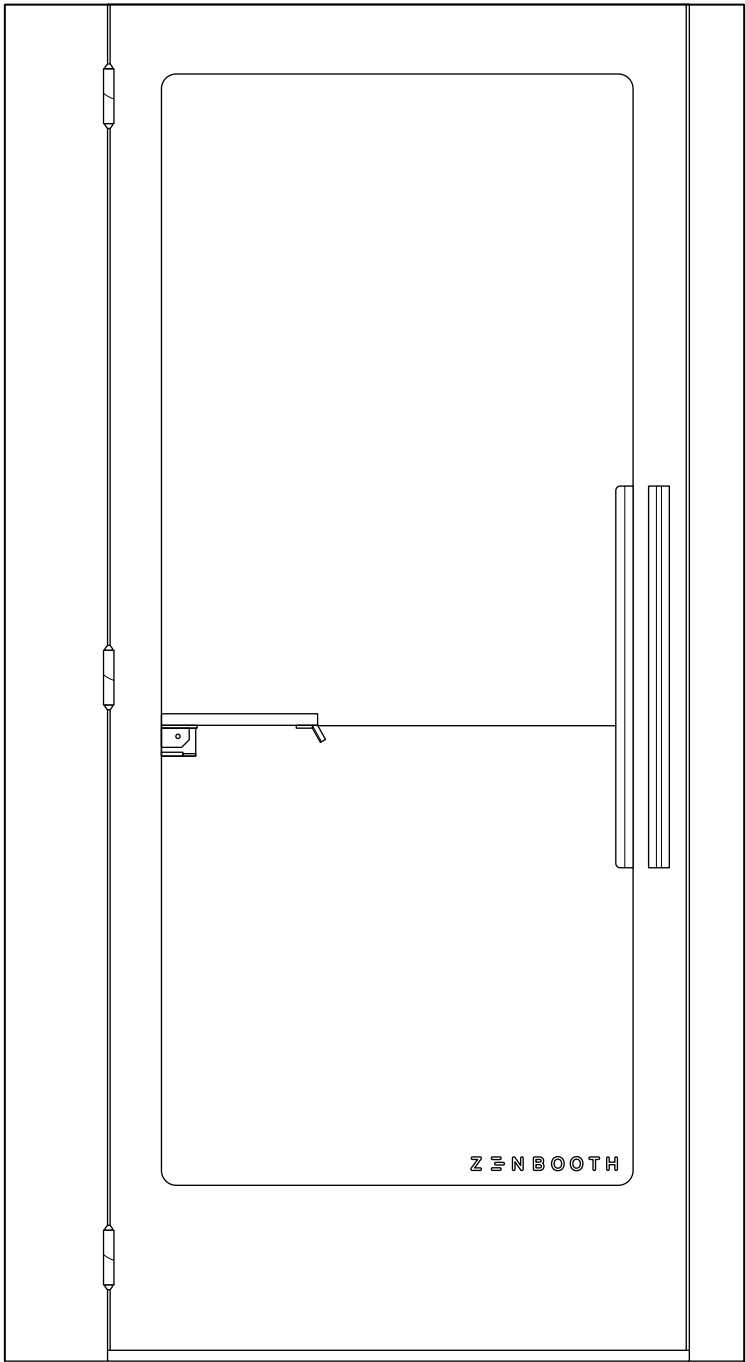


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// INTRODUCTION

🎉 Your Zenbooth has arrived! 🎉

We're thrilled to welcome you into the peace and comfort of your new Zenbooth! Thank you for choosing a sustainable, people-friendly privacy solution for your space. Your decision supports not only your team's productivity but also a healthier, happier community.

Your Zenbooth Solo Pro, carefully crafted in Berkeley, California, brings a touch of nature into your office. Made from eco-friendly materials like FSC-certified wood, low VOC finishes, and recycled materials, your booth is designed to enhance focus and privacy while minimizing environmental impact. We're proud to partner with local suppliers and reduce carbon emissions through sustainable sourcing and lean manufacturing.

We can't wait for you to experience the difference it makes in your workspace!

We're Here to Help Every Step of the Way!

If you have any questions or run into any issues while building your Zenbooth, don't hesitate to reach out — we're a small team of real people here to help you.

✉ **Email us:** support@zenbooth.net

📞 **Call us:** (510) 646-8368

And remember, your Zenbooth comes with a 3-year warranty. Please feel free to contact us at any stage of your booth's lifecycle — we're here to ensure your experience is smooth and enjoyable from start to finish!

🌐 **Find more resources:** [Zenbooth.net](https://zenbooth.net)

Show off your Zenbooth! 🌿 ✨ Snap a pic, tag us, and use #MyZenbooth to share your new space.

Instagram: @zenbooth

X: @zenbooth

LinkedIn: Zenbooth

// PRODUCT SPECS

Measurements

Interior Dimensions
84" Hx 39" Wx 41.75" D

Exterior Dimensions
86.5" Hx 46.5" Wx 41.75" D

Weight

650 lbs

Skylight

1/2" shatterproof polycarbonate

Sound Control

3.25" thick walls containing recycled
acoustic material

Echo-absorbing acoustic felt panels

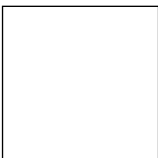
Walls & Color

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

Maple



White



Door

Self-closing wooden door with 0.5" shatterproof
polycarbonate & magnetic acoustic seal

36" wide door

1.25" door threshold

24" door handle

Desk

Adjustable Height: 22" to 46"

Desk Size: 30"Wx 16.75"D

Maximum Load: 100 LB

Floor

Integrated wooden floor

Removable anti-fatigue mat

Internal access to booth leveling

Power & Data Unit

UL-Listed Power Unit

Easy plug-in electrical setup with 10ft standard
three-prong power cord

Interior occupancy sensor controlling ventilation
system & lighting

Two (2) 15A 110v electrical outlets

One (1) USB-A 10W

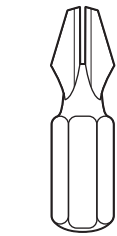
One (1) USB-C 12W

Pass-through option for additional wiring

Product Assembly Time

30-60 Minutes

// TOOLS INCLUDED



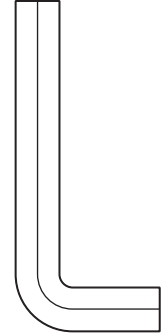
PZ2
Pozi Drive
Bit



PZ3
Pozi Drive
Bit



Hex Key 4mm



Hex Key 6mm

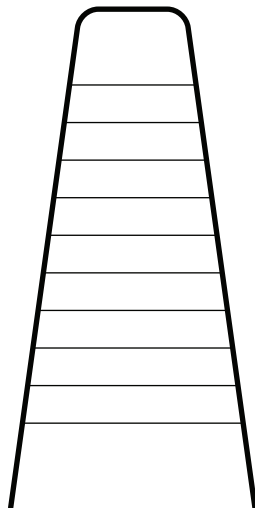
Note: All tools listed above can be found in the small parts box

// TOOLS NEEDED

Note: Not included in hardware kit



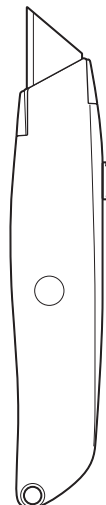
Electric
Screwdriver
(Warning: do not use a drill)



Ladder

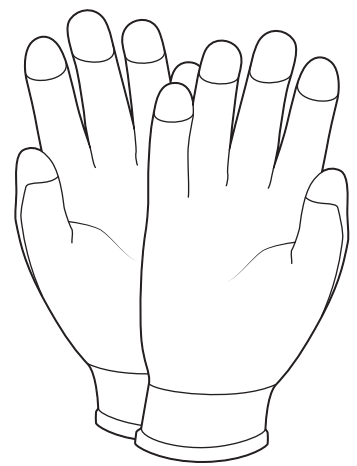


Bubble
Level



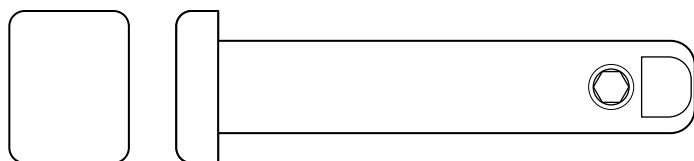
Utility
Knife

(recommended)

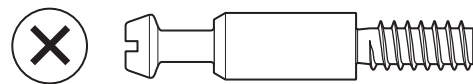


Gloves

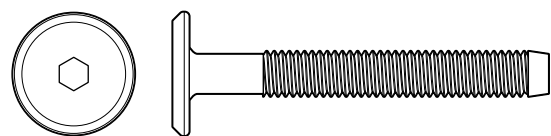
// HARDWARE



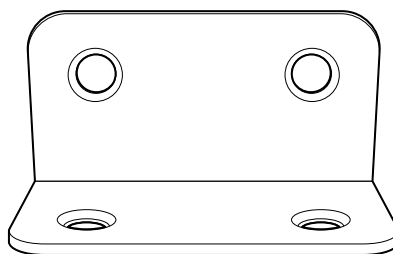
F1 - 5x



F2 - 26x



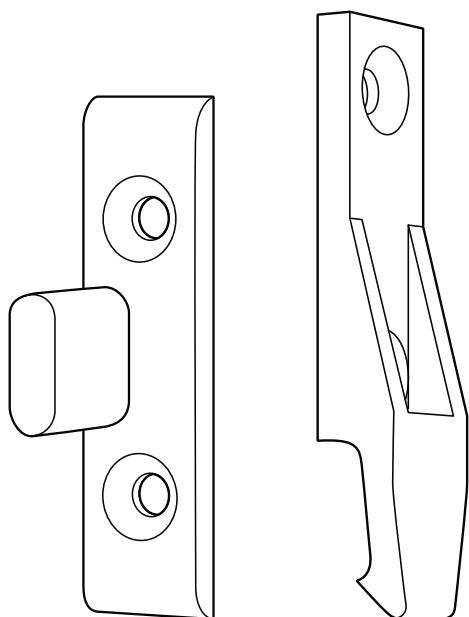
F3 - 8x



F4 - 3x



F5 - 15x

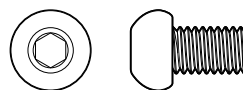


F6 - 12x

F7 - 12x



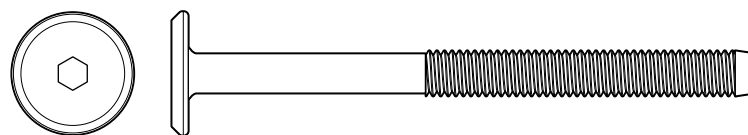
F8 - 4x



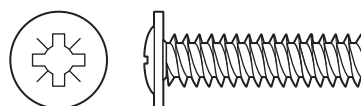
F9 - 9x



F10 - 55x



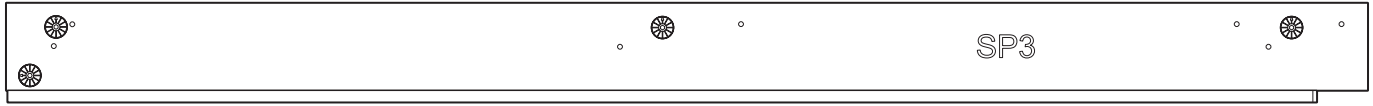
F11 - 2x



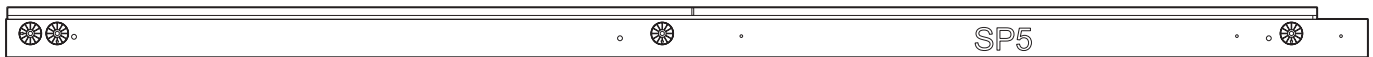
F12 - 3x

Notes: All small fastener counts include one spare. All hardware can be found in the Small Parts Box.
All parts shown are to scale

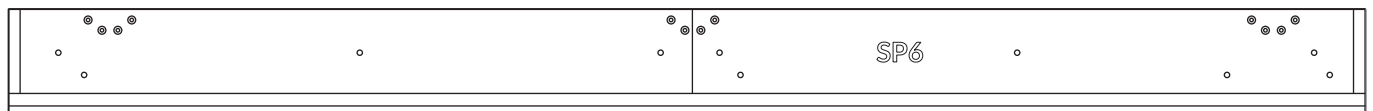
// SMALL PARTS BOX



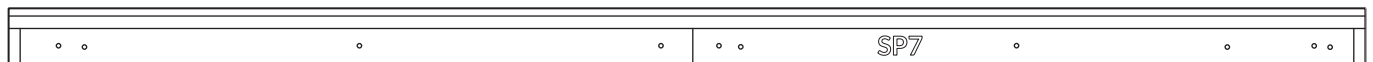
Left Door Frame - SP3
1x



Right Door Frame - SP5
1x



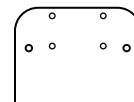
Left Upright - SP6
1x



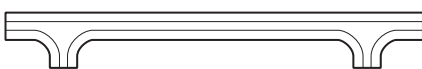
Right Upright - SP7
1x



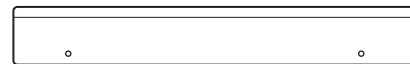
Header Sub Frame - SP8
1x



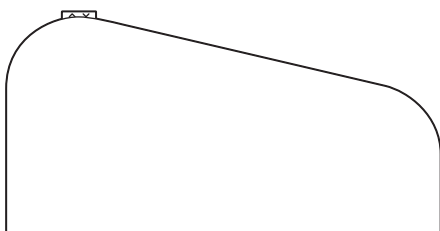
Desk Lift Floor Brace
1x



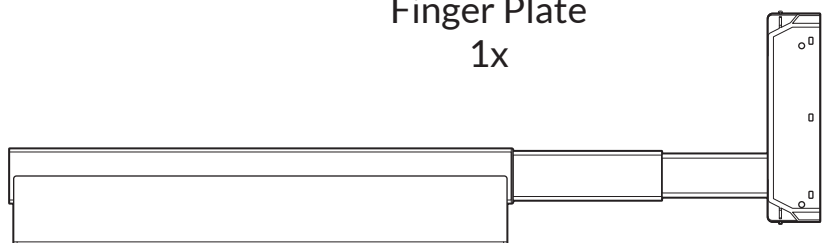
Outside Door Handle
1x



Finger Plate
1x

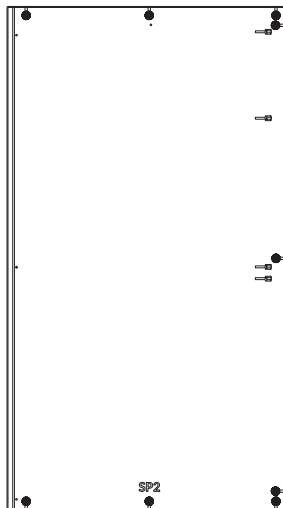


Desktop - SP19
1x

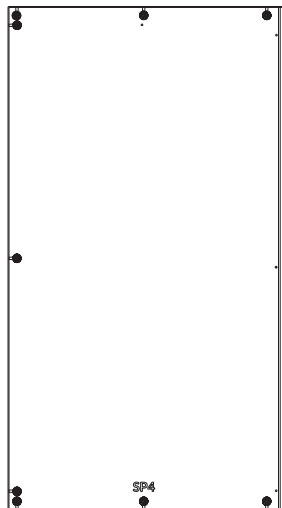


Electric Height Adjustable Lift
1x

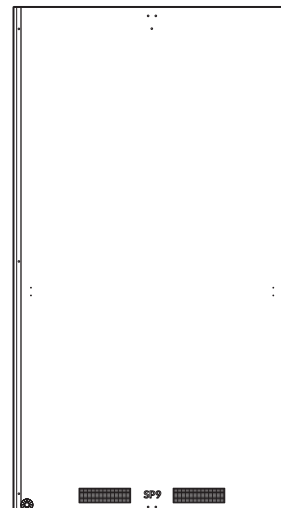
// WALL PANELS



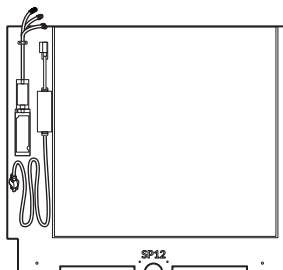
Left Wall - SP2
1x



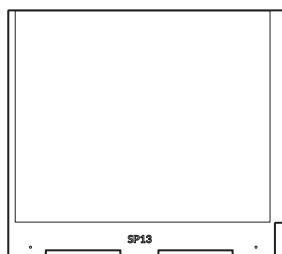
Right Wall - SP4
1x



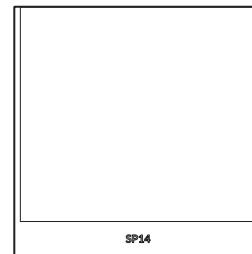
Rear Wall - SP9
1x



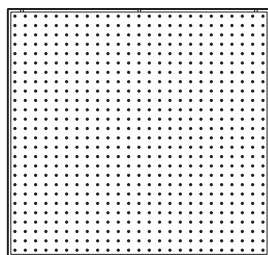
Left Facia - SP12
1x



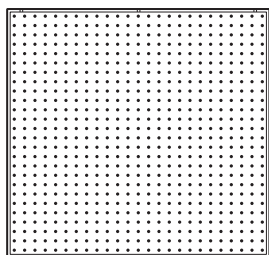
Right Facia - SP13
1x



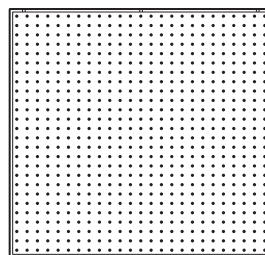
Rear Facia - SP14
1x



Left Acoustic
Panel
1x



Right Acoustic
Panel
1x



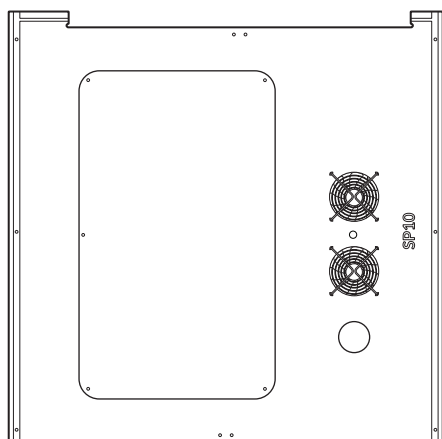
Rear Acoustic
Panel
1x



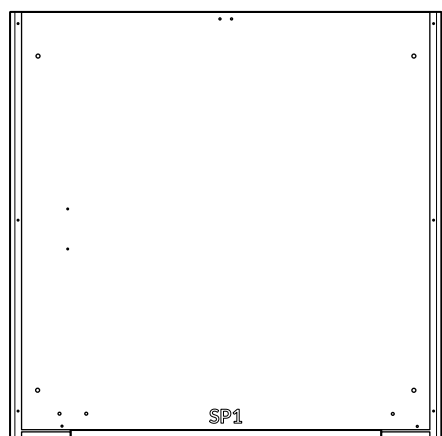
*Acoustic
Paneling

// PARTS OVERVIEW

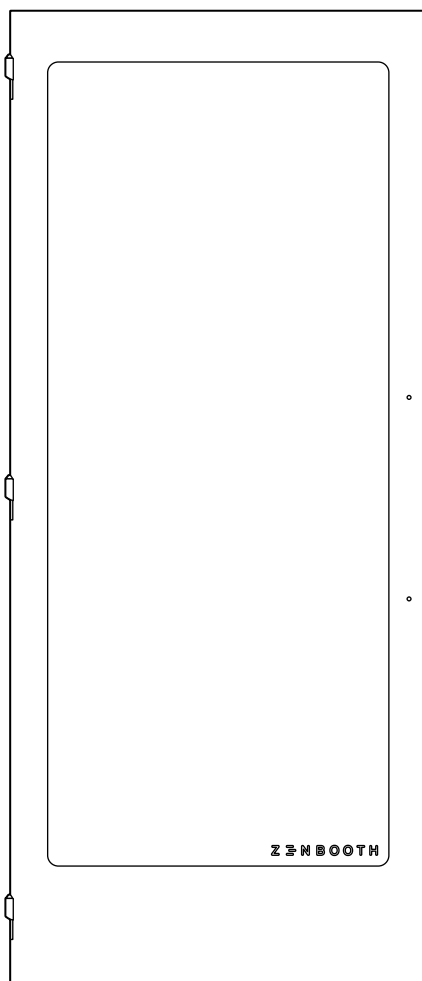
BASE AND TOP + DOOR



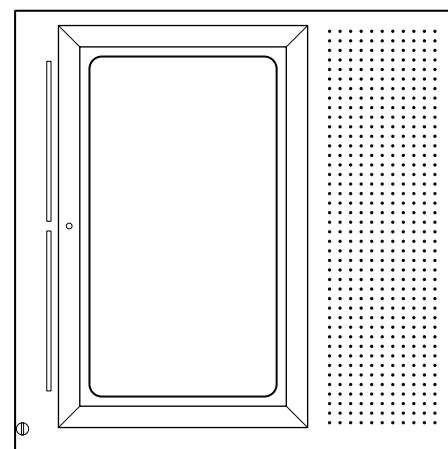
Top - SP10
1x



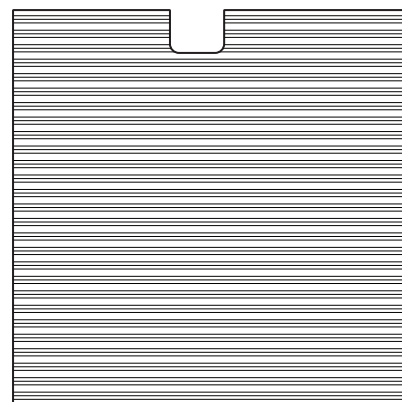
Base - SP1
1x



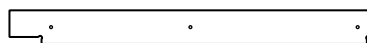
Door
1x



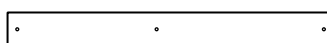
Top Acoustic Panel
1x



Anti Fatigue Mat
1x



Threshold
1x



Threshold Cover
1x

// 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.

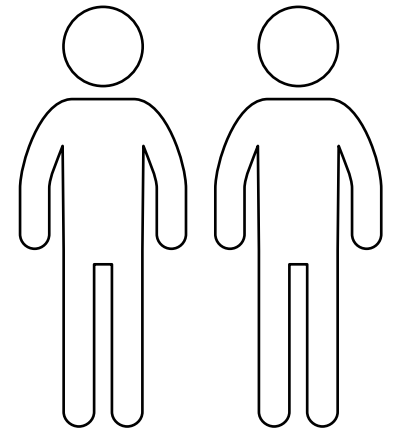
Contact us at support@zenbooth.net for any additional information or customer support.

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

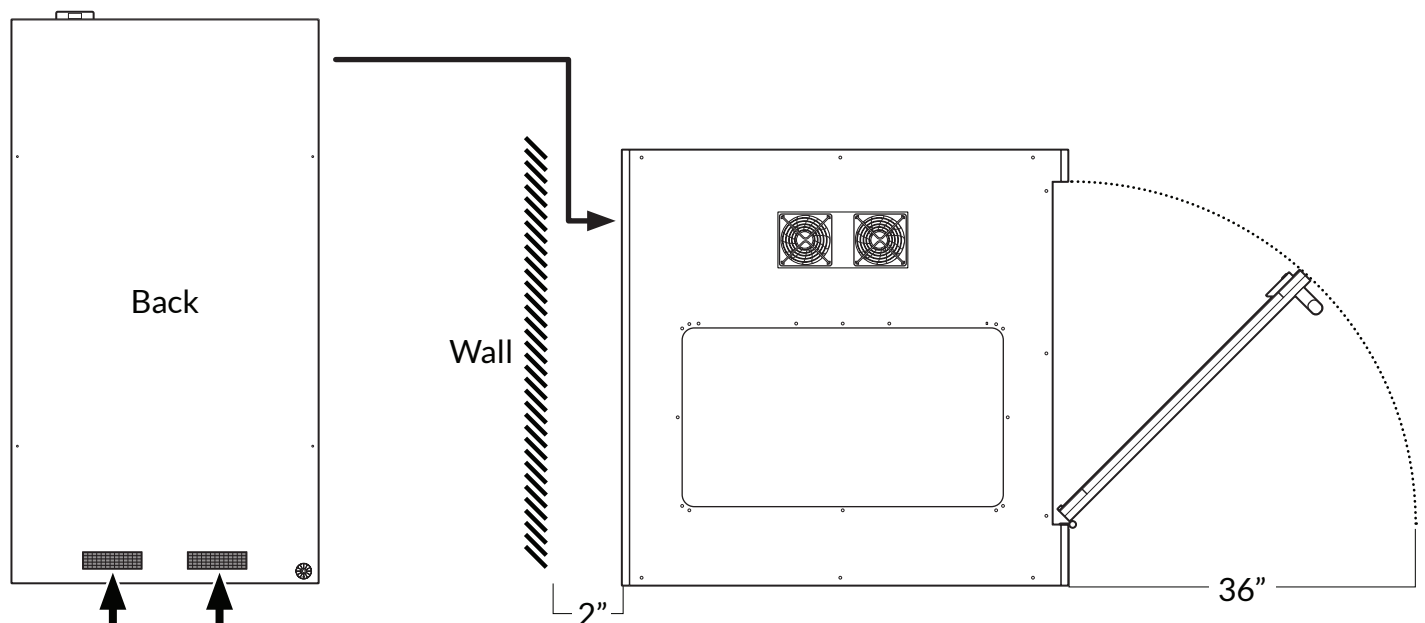
Additionally allow a minimum of 36 inches of clearance at the front of the booth for door access.



Safely execute the install with two people!

⚠ WARNING: Risk of Electric Shock, Fire, and Injury. Please read and follow all assembly instructions to safely assemble your booth.

🔥 Contact your building and fire marshal before installation to discuss the specific fire suppression requirements for your facility.



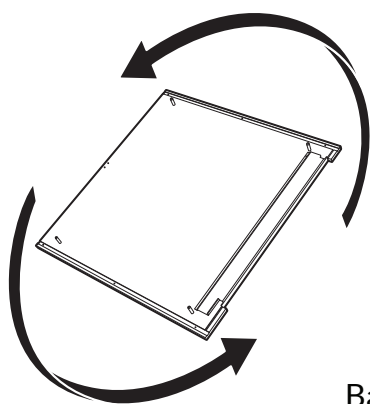
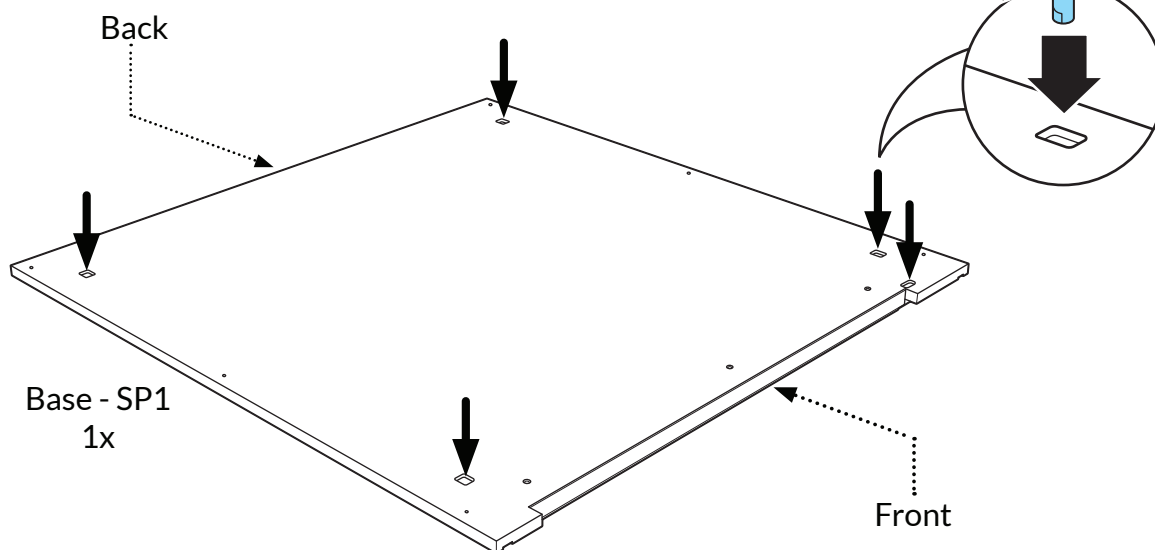
Minimum distance from a wall for optimal ventilation.

// ASSEMBLY STEPS

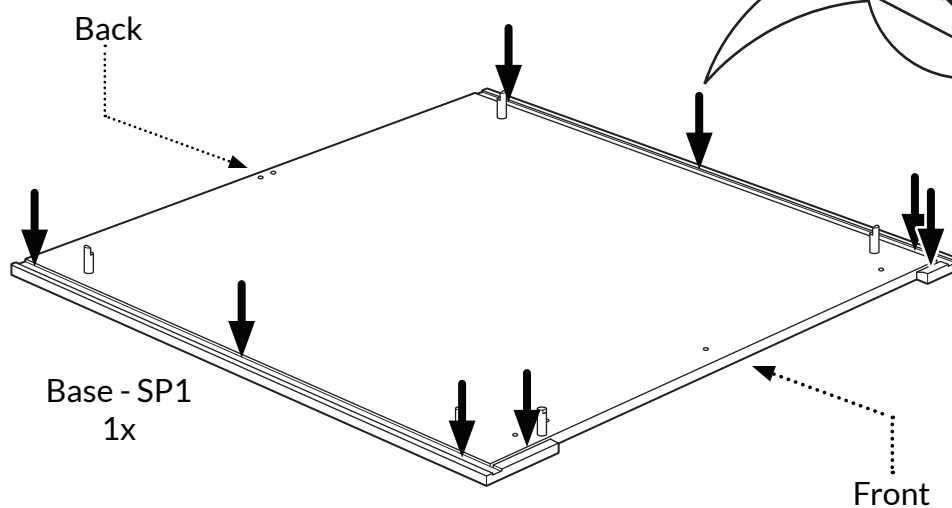
Step 01

All hex sockets need to be pointed inward toward the midline of the booth.

F1 - 5x



F2 - 8x



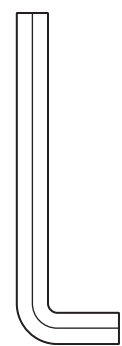
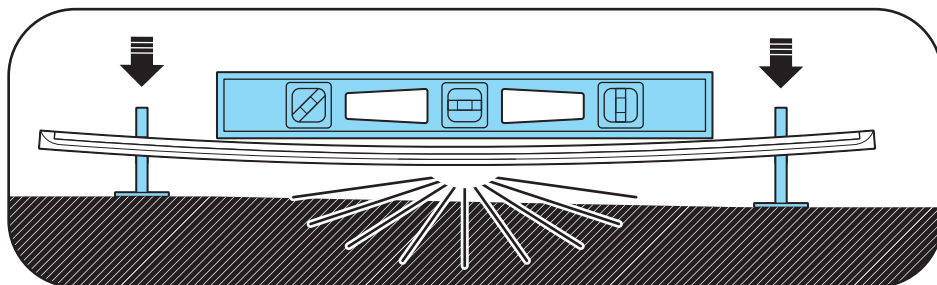
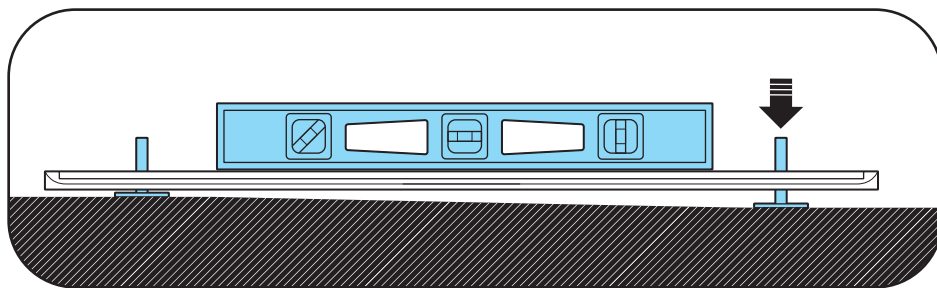
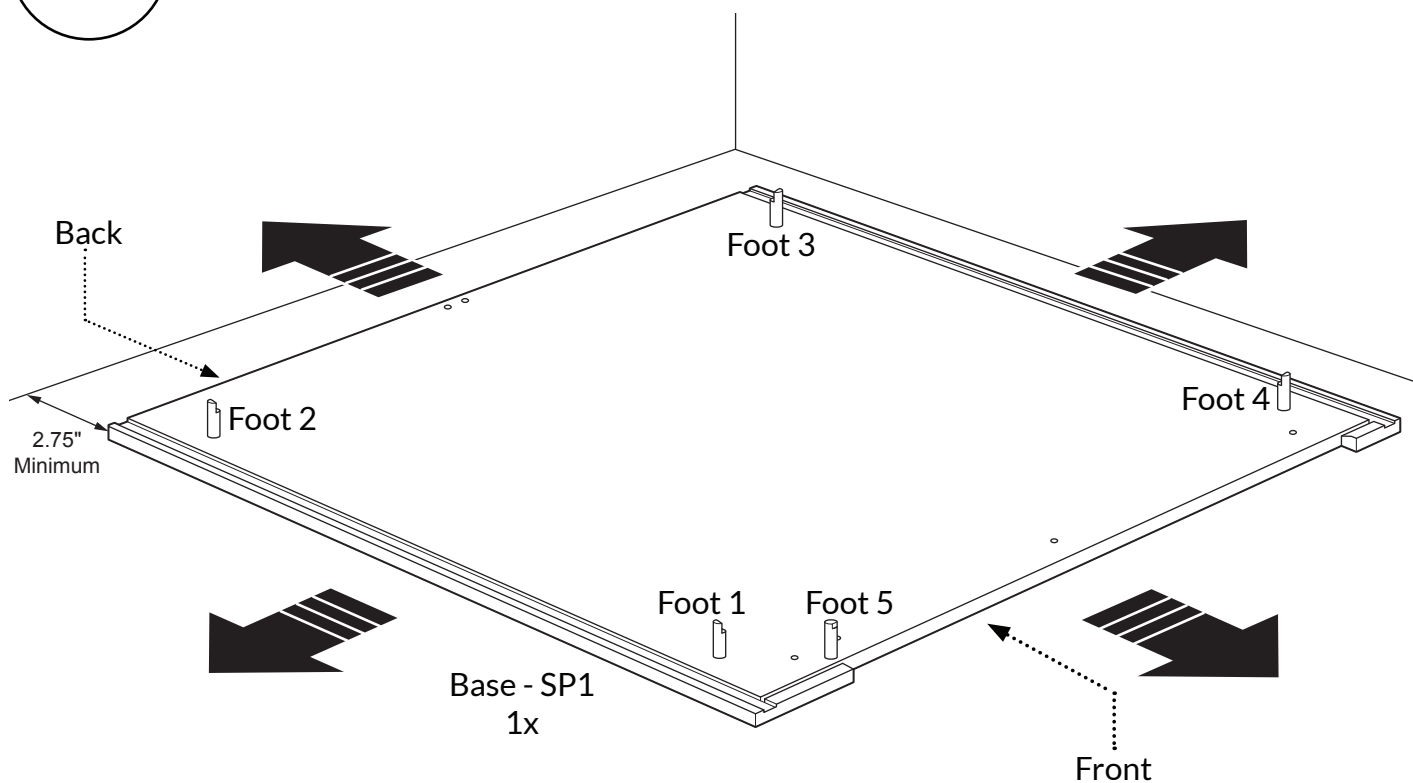
PZ3

// ASSEMBLY STEPS

Step 02

! Tip : Keep a minimum of 2.75 inches between the back of the booth and the wall so the air intake vents are not blocked.

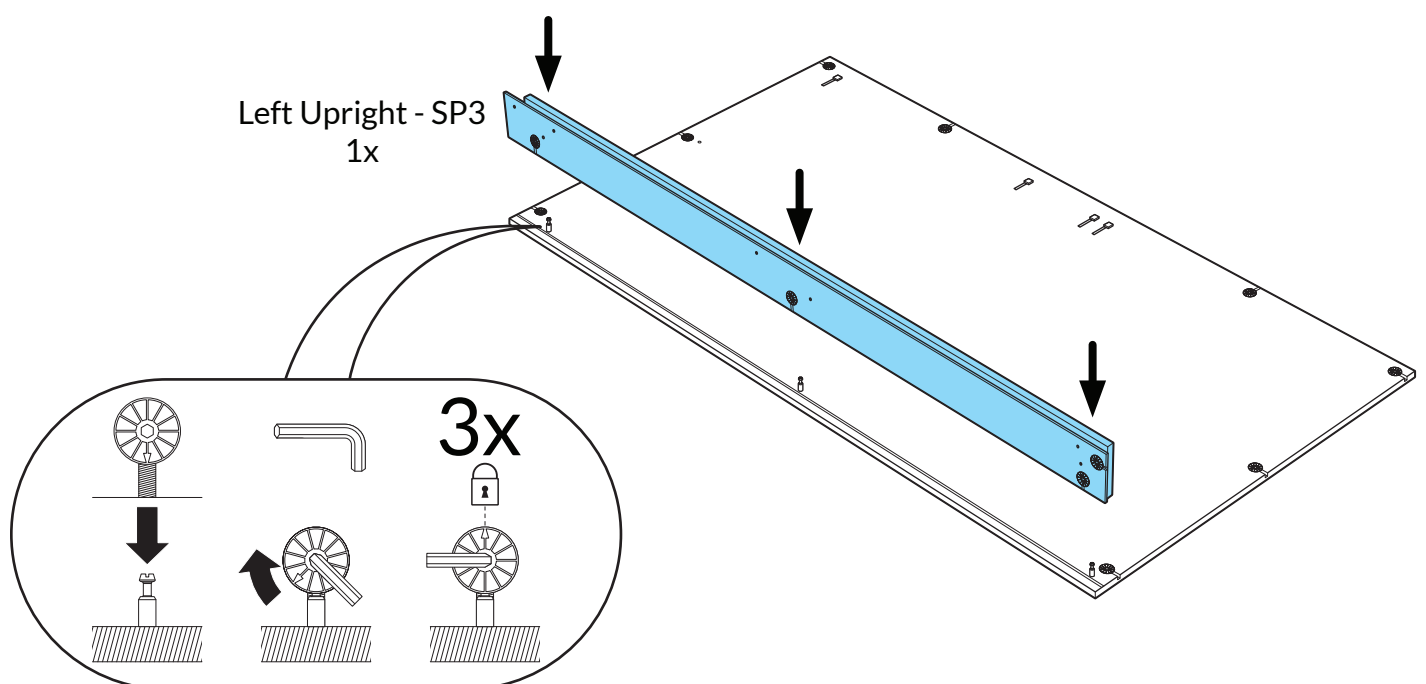
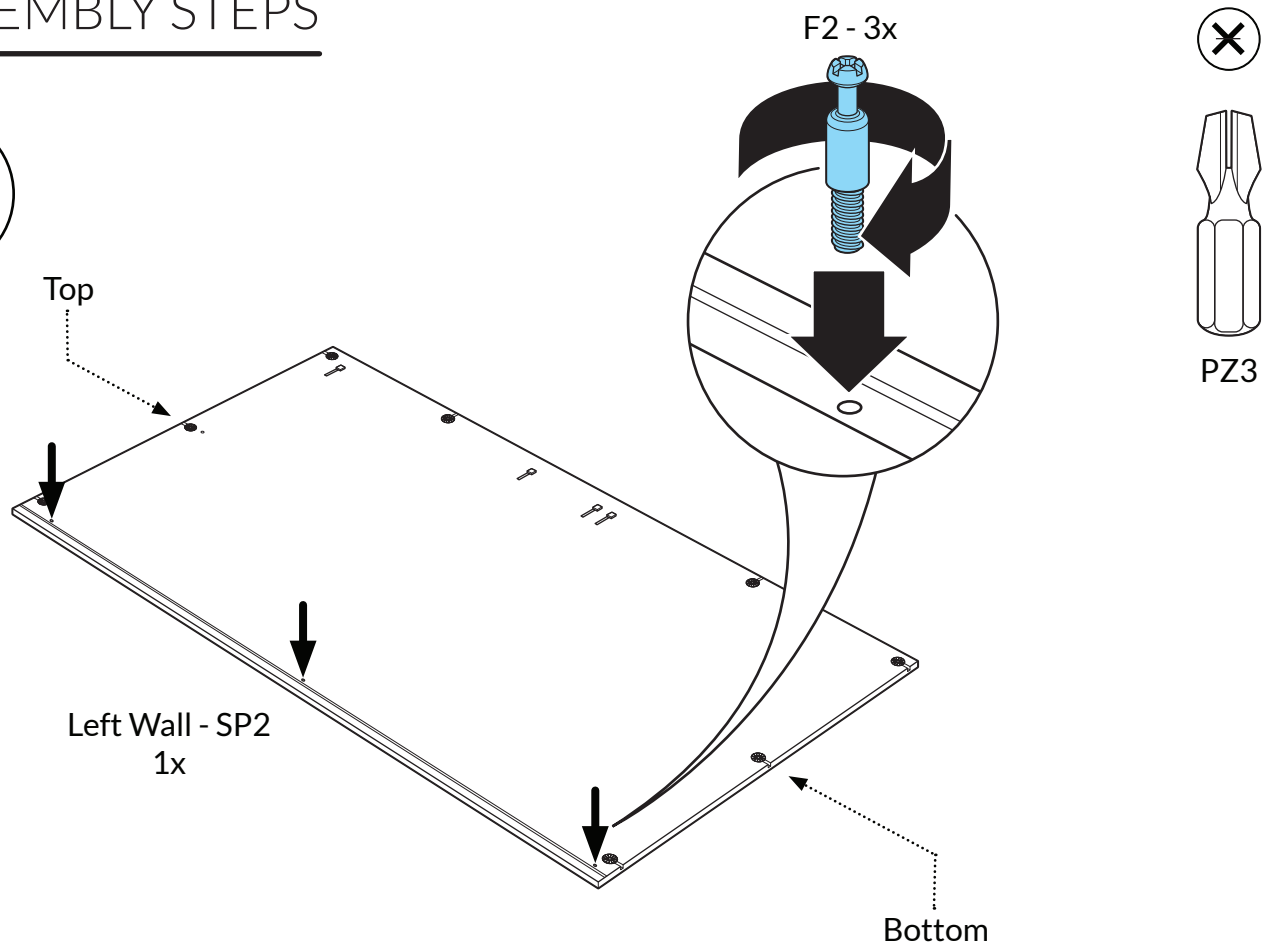
Only use leveling feet 1-4 to level the booth in this step.



Hex Key
4mm

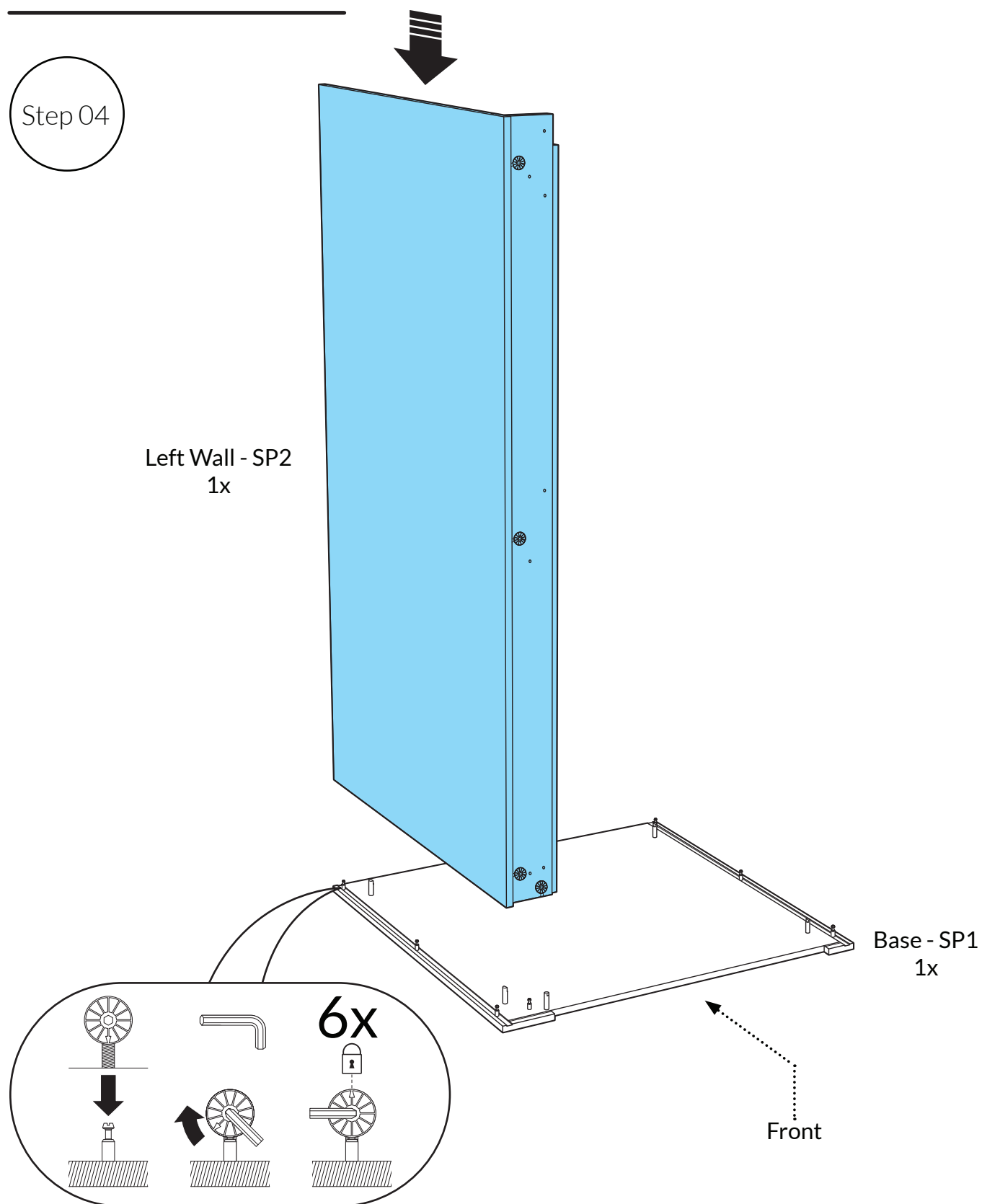
// ASSEMBLY STEPS

Step 03



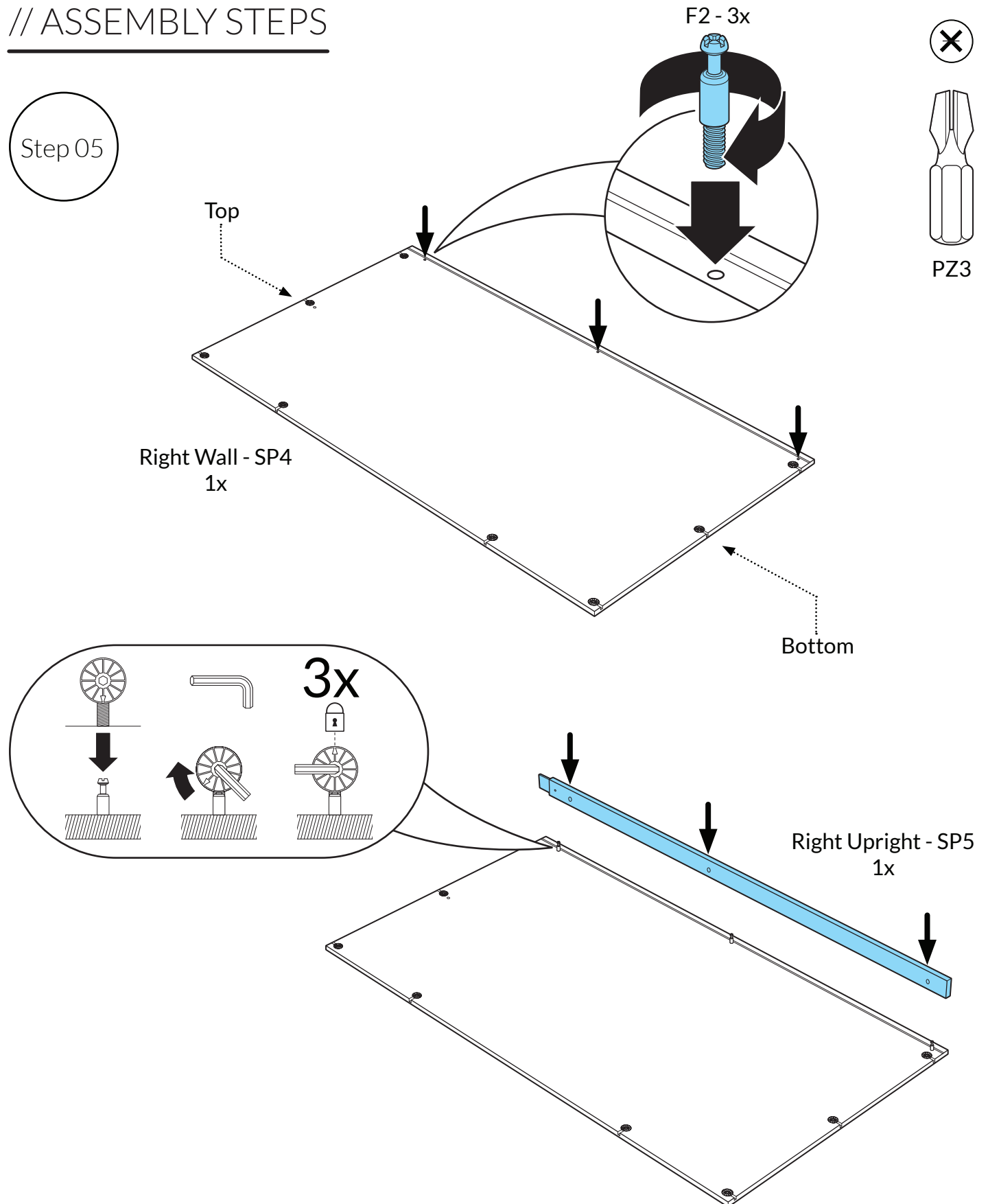
// ASSEMBLY STEPS

Step 04



// ASSEMBLY STEPS

Step 05



// ASSEMBLY STEPS

Step 06

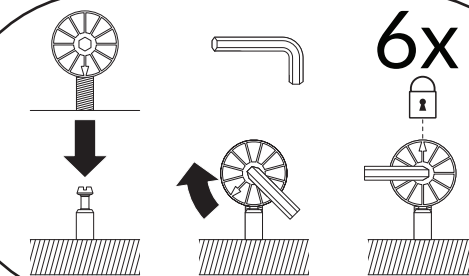
Left Wall - SP2
1x

Right Wall - SP4
1x

Base - SP1
1x

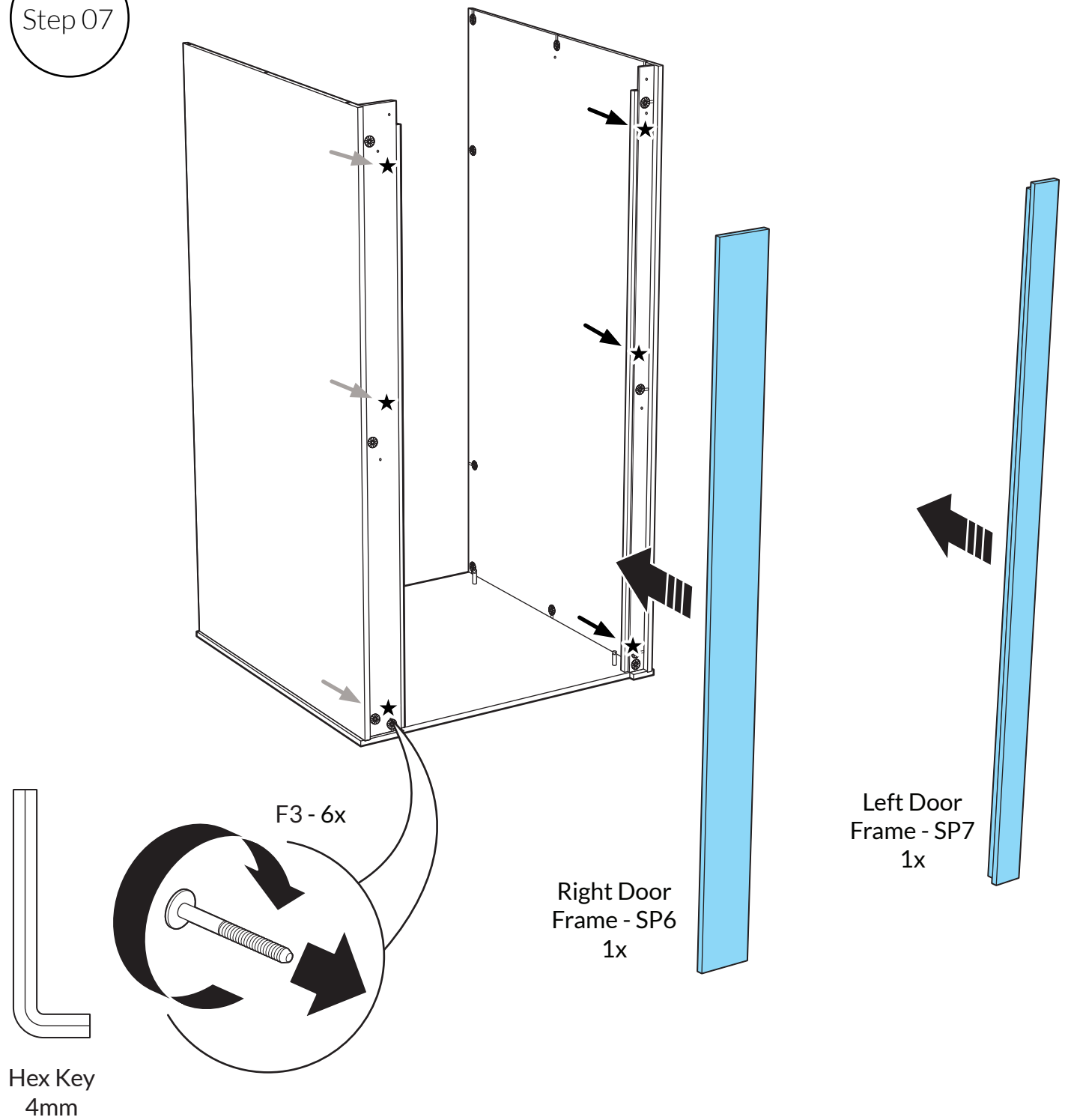
Front

6x



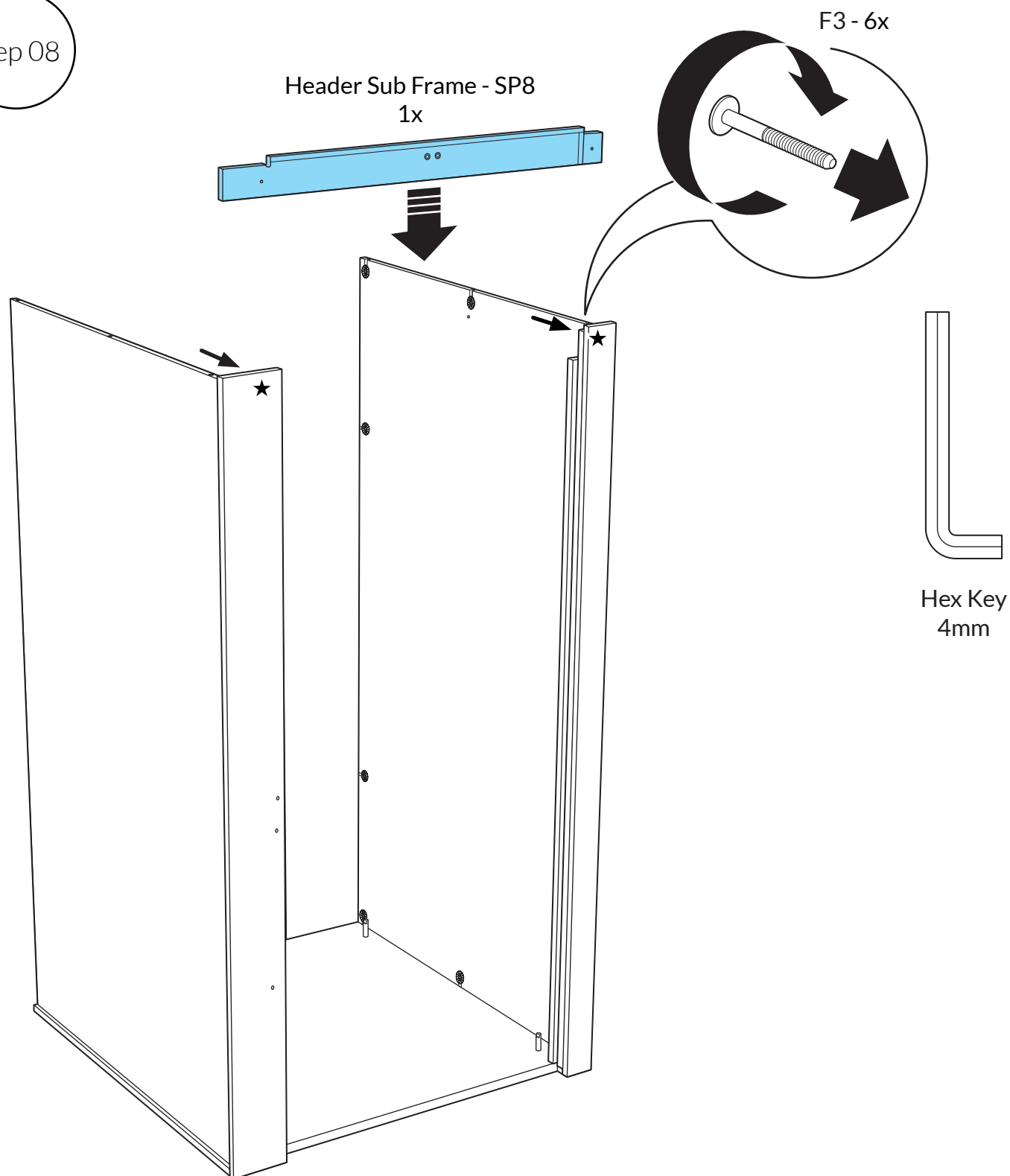
// ASSEMBLY STEPS

Step 07



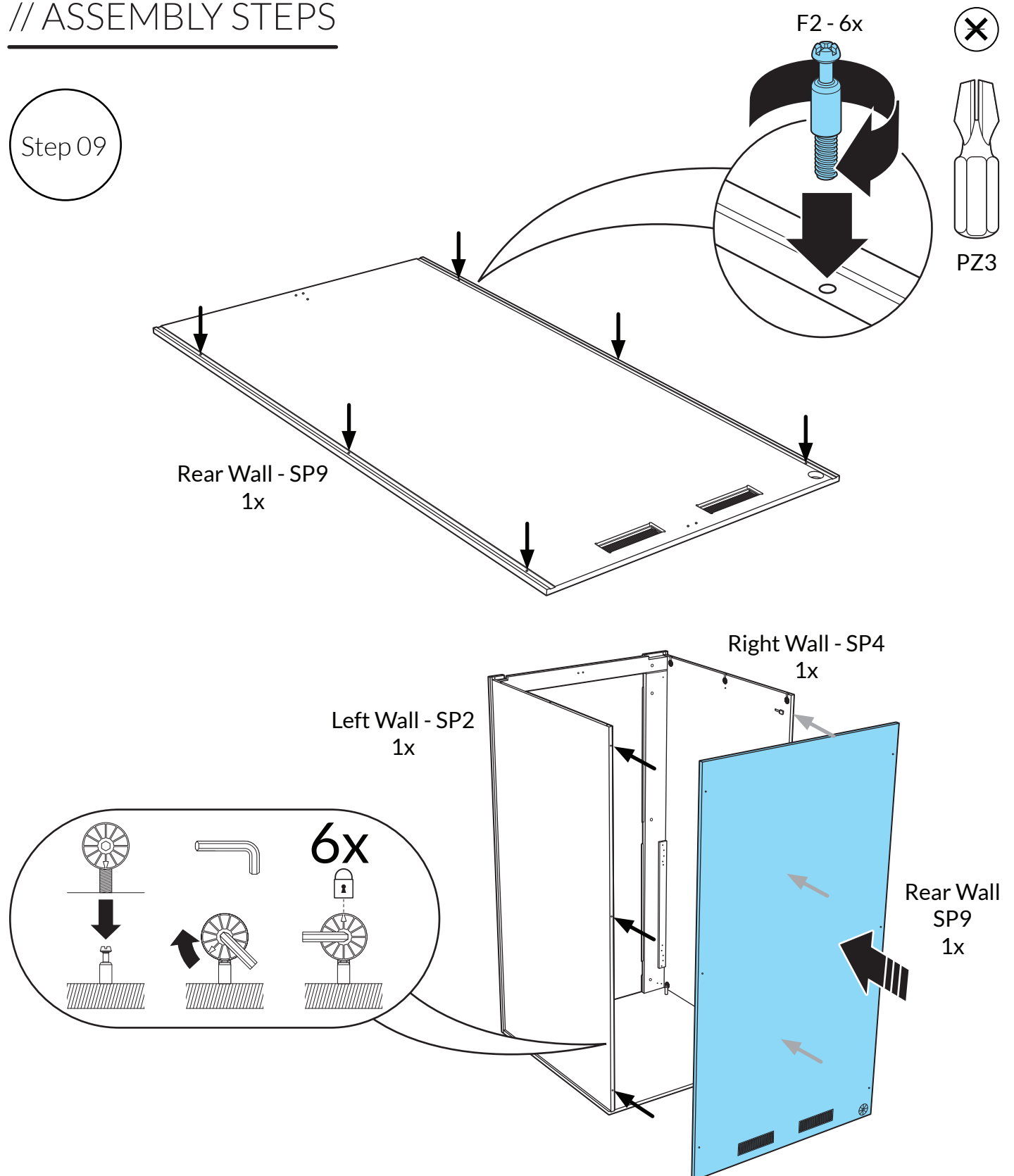
// ASSEMBLY STEPS

Step 08



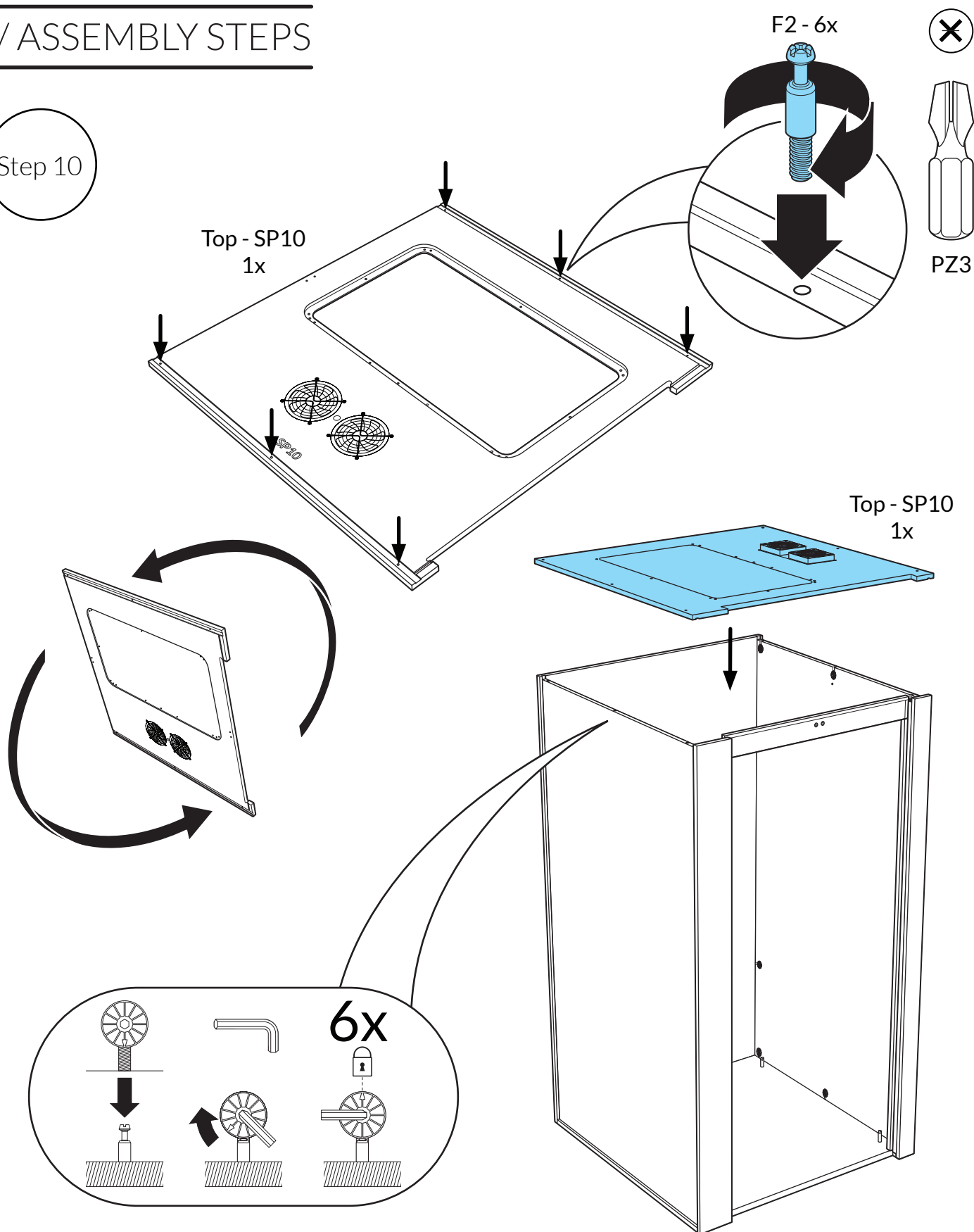
// ASSEMBLY STEPS

Step 09



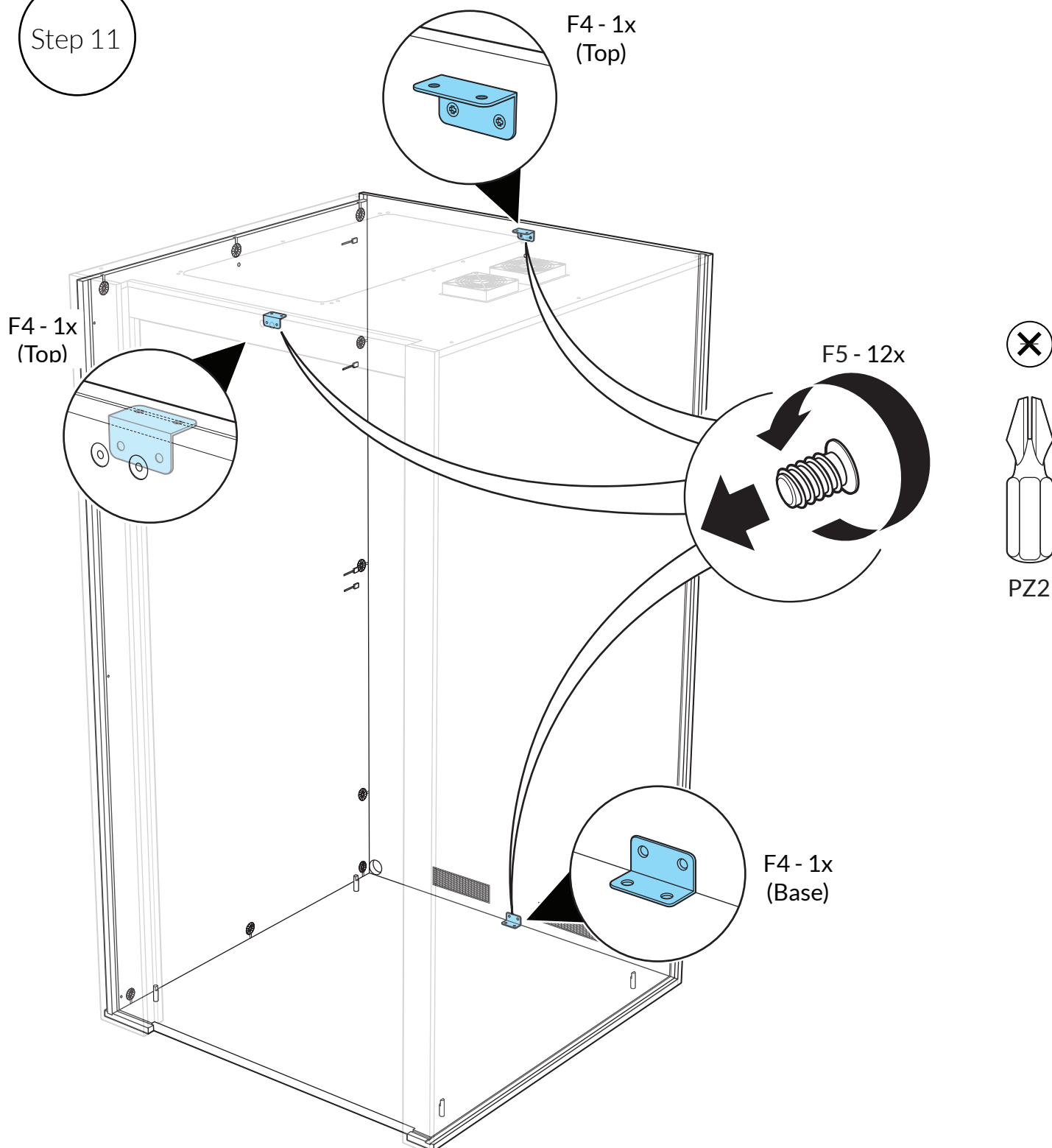
// ASSEMBLY STEPS

Step 10



// ASSEMBLY STEPS

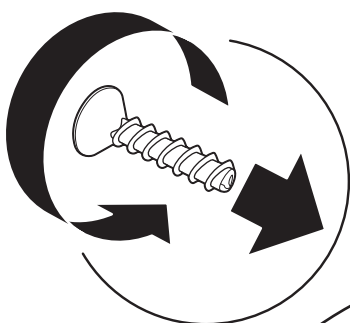
Step 11



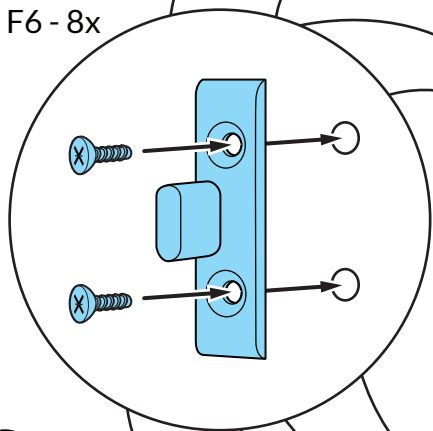
// ASSEMBLY STEPS

Step 12

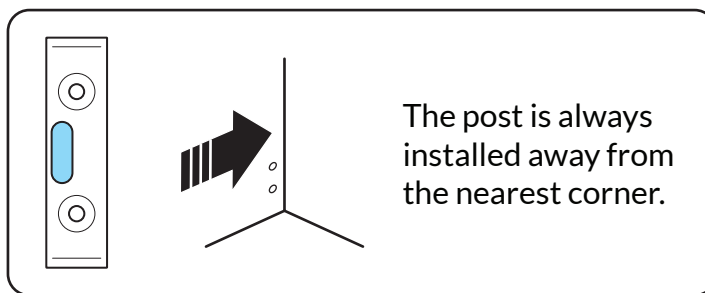
F10 - 8x



F6 - 8x

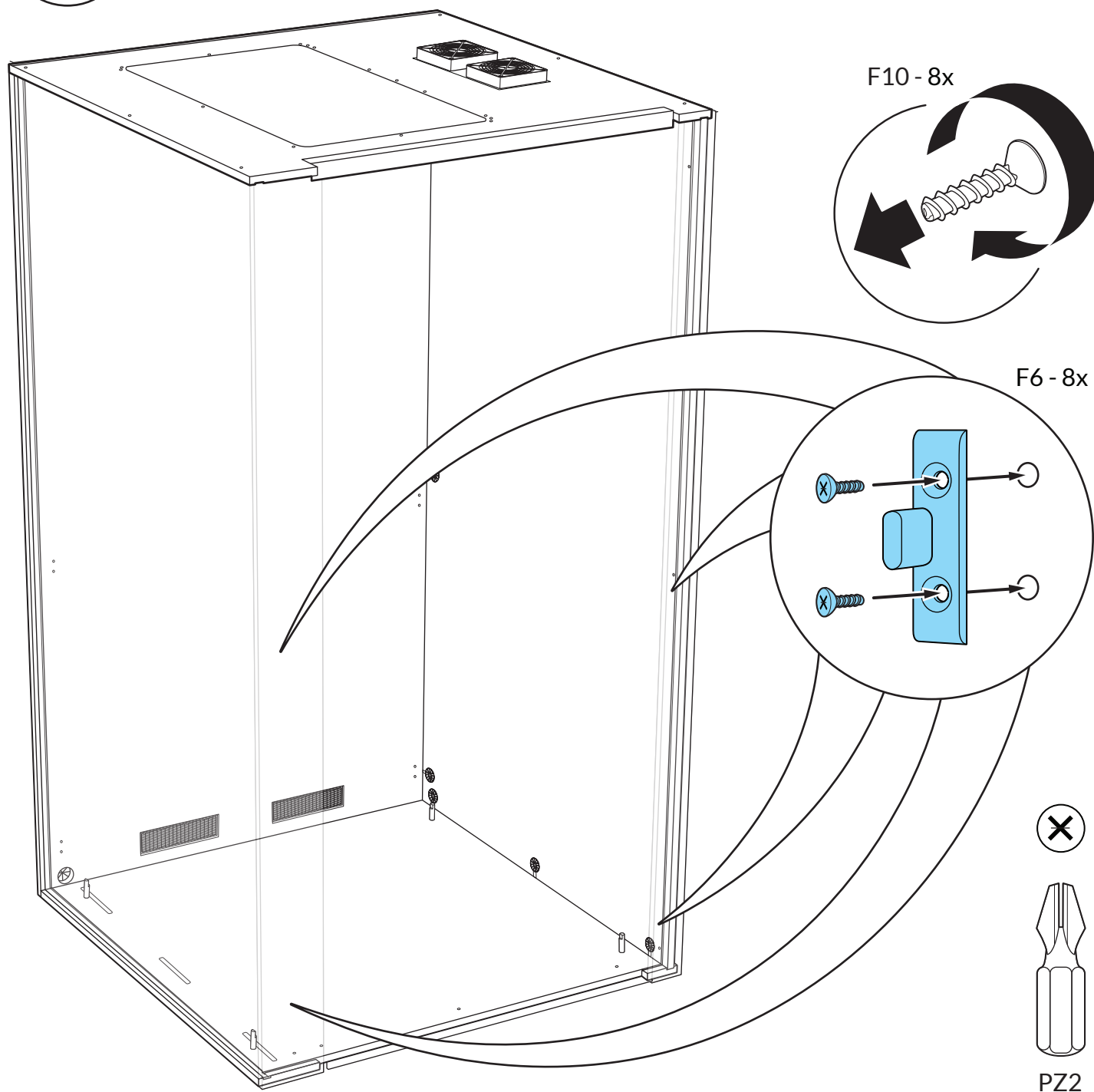
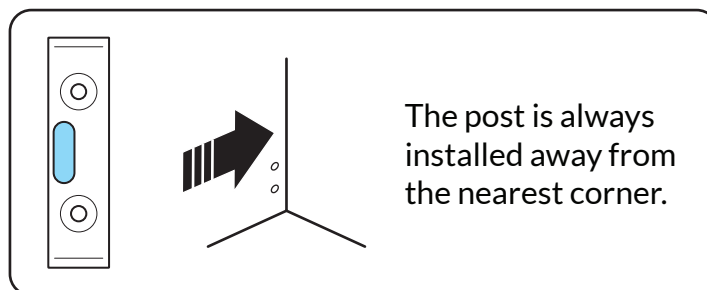


PZ2



// ASSEMBLY STEPS

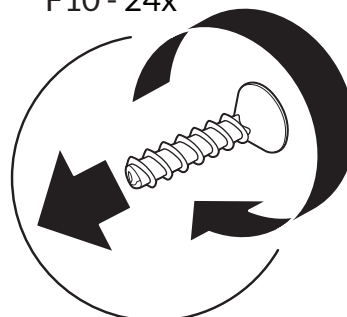
Step 13



// ASSEMBLY STEPS

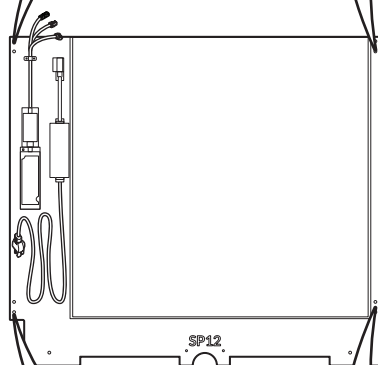
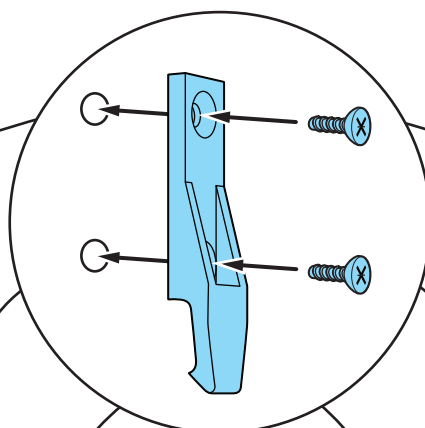
Step 14

F10 - 24x

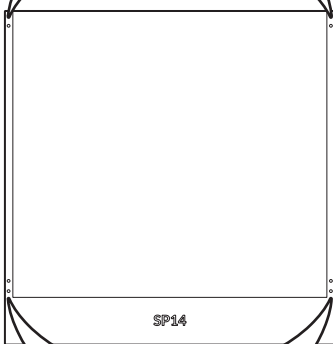


PZ2

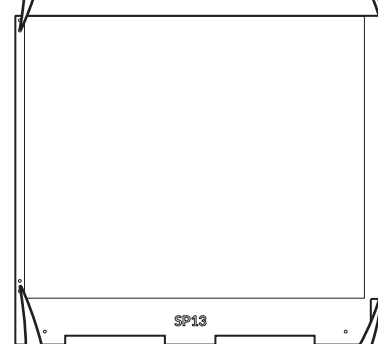
F7 - 8x



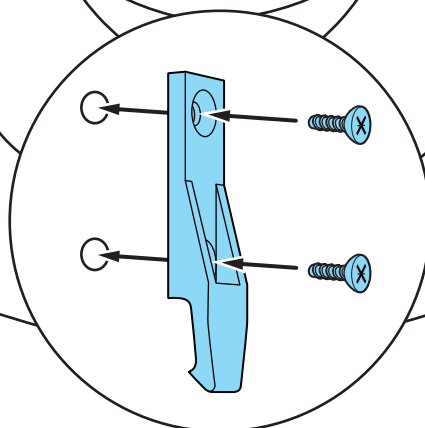
SP12



SP14



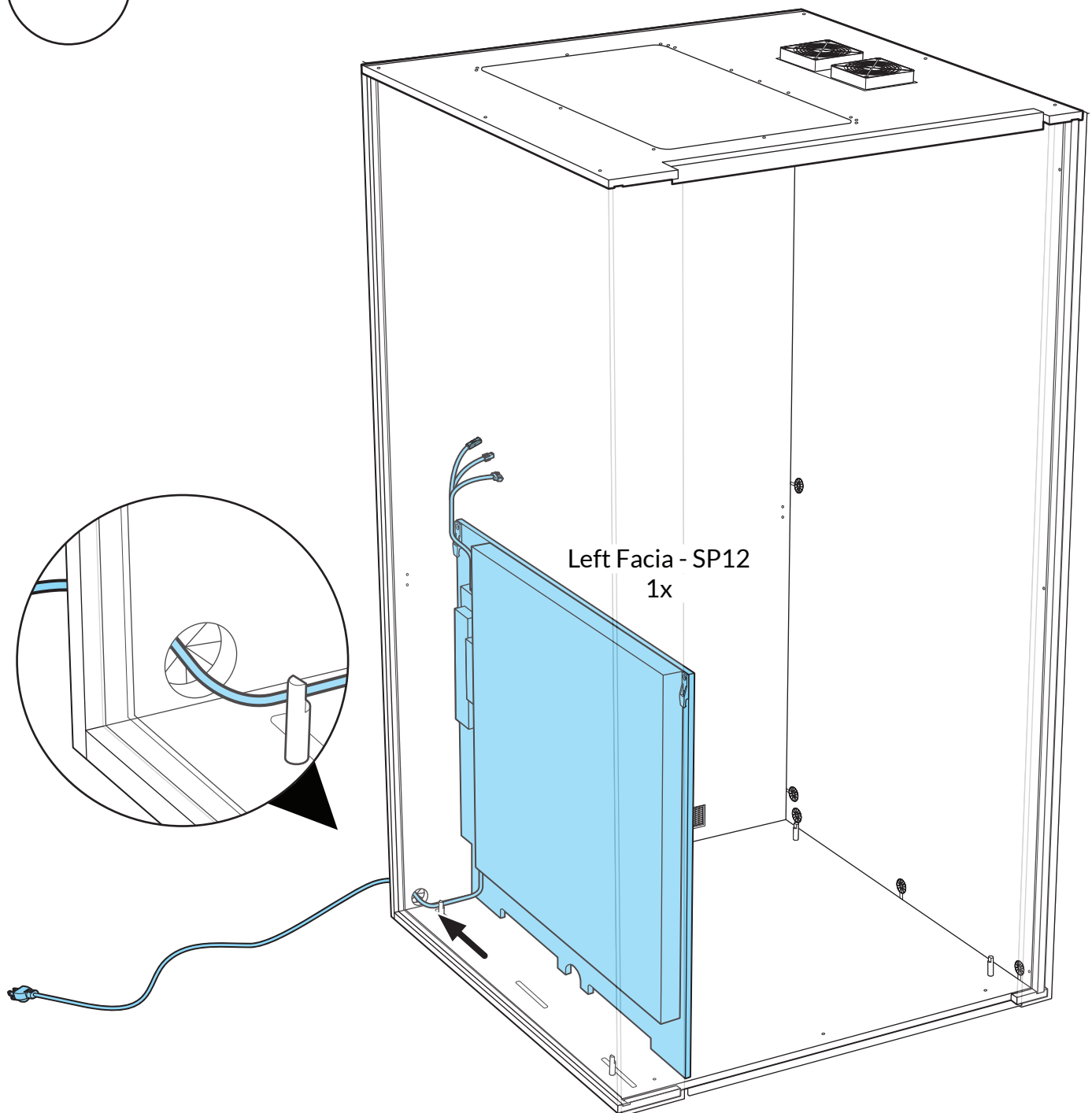
SP13



F7 - 8x

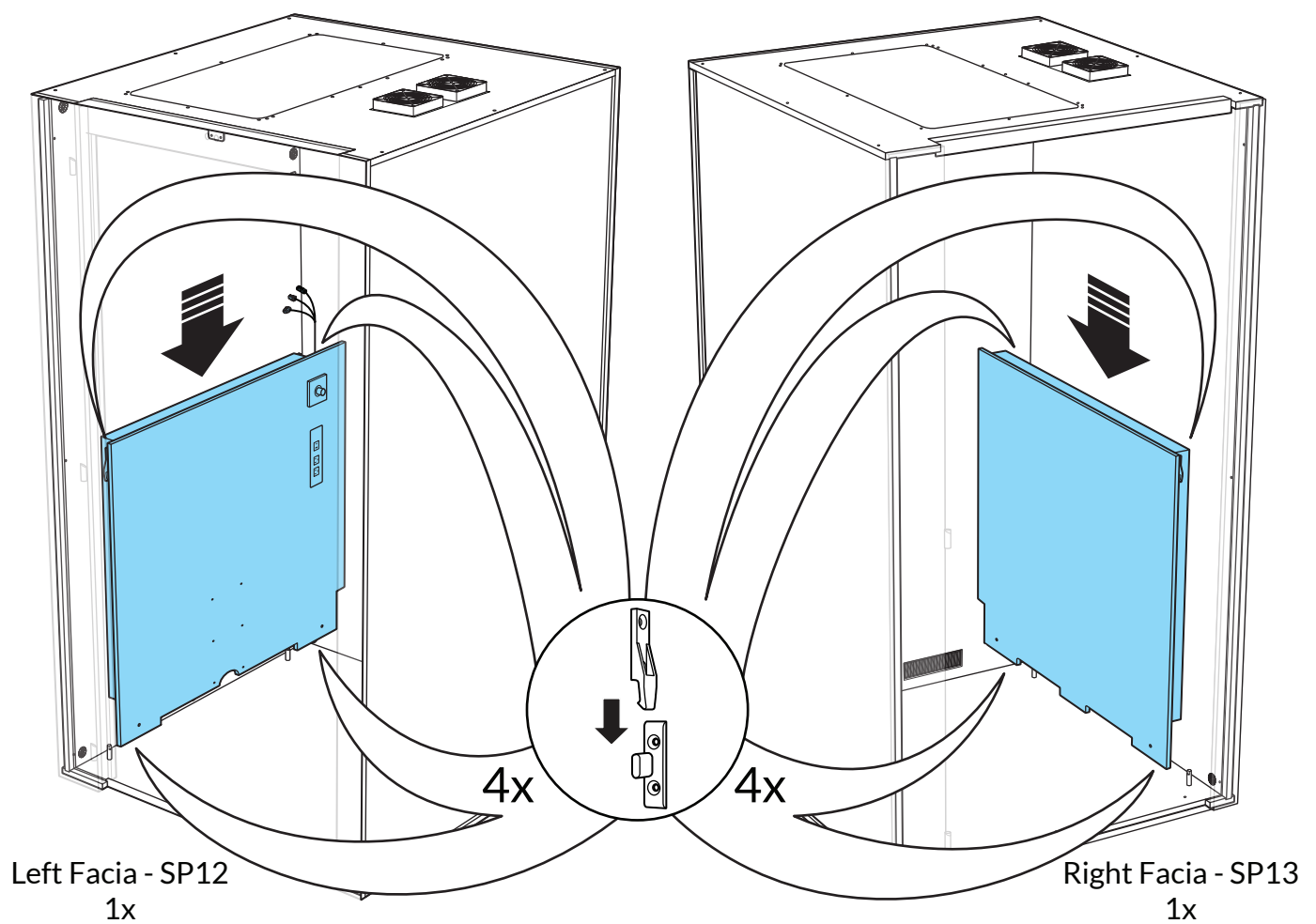
// ASSEMBLY STEPS

Step 15



// ASSEMBLY STEPS

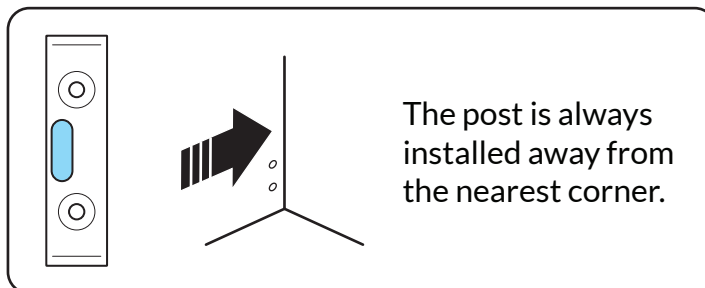
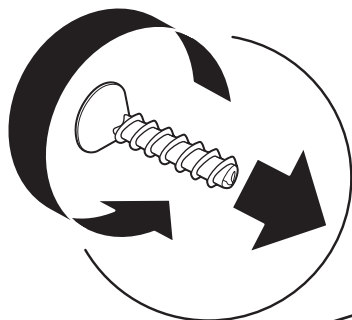
Step 16



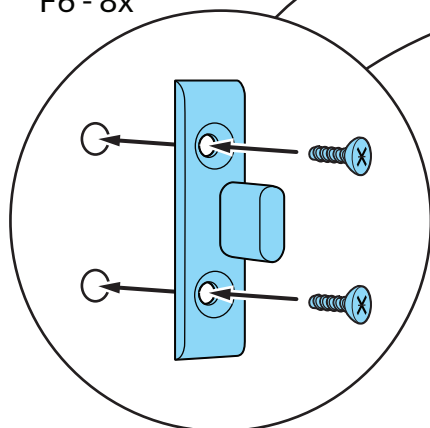
// ASSEMBLY STEPS

Step 17

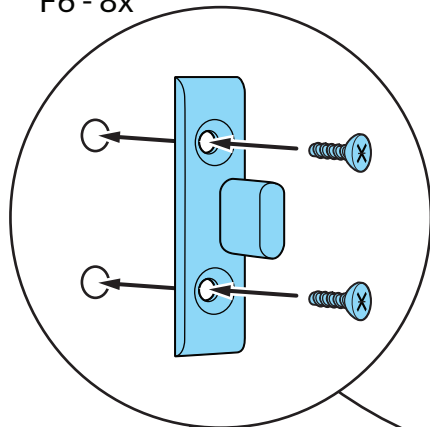
F10 - 16x



F6 - 8x

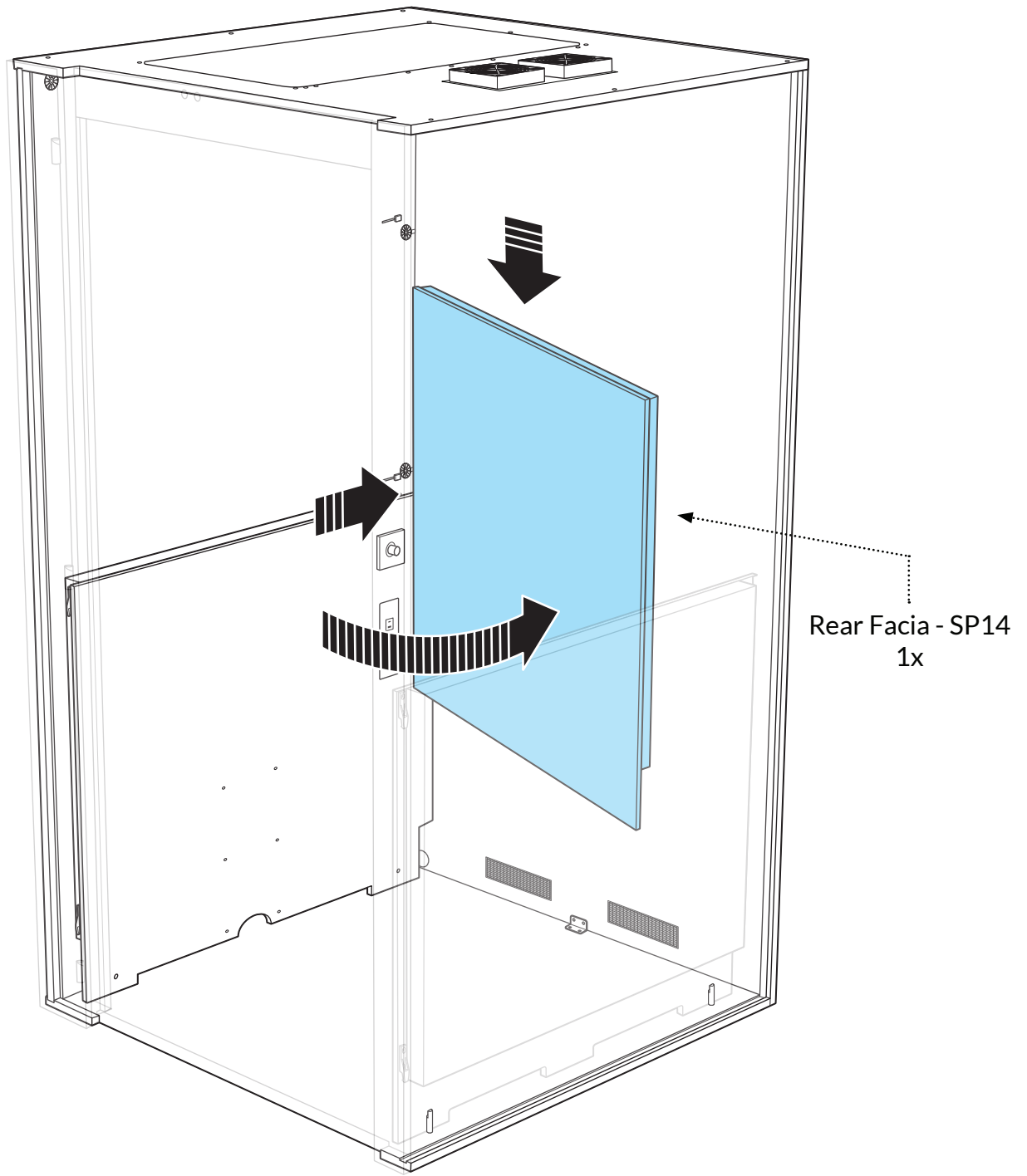
Left Facia - SP12
1xRight Facia - SP13
1x

F6 - 8x



// ASSEMBLY STEPS

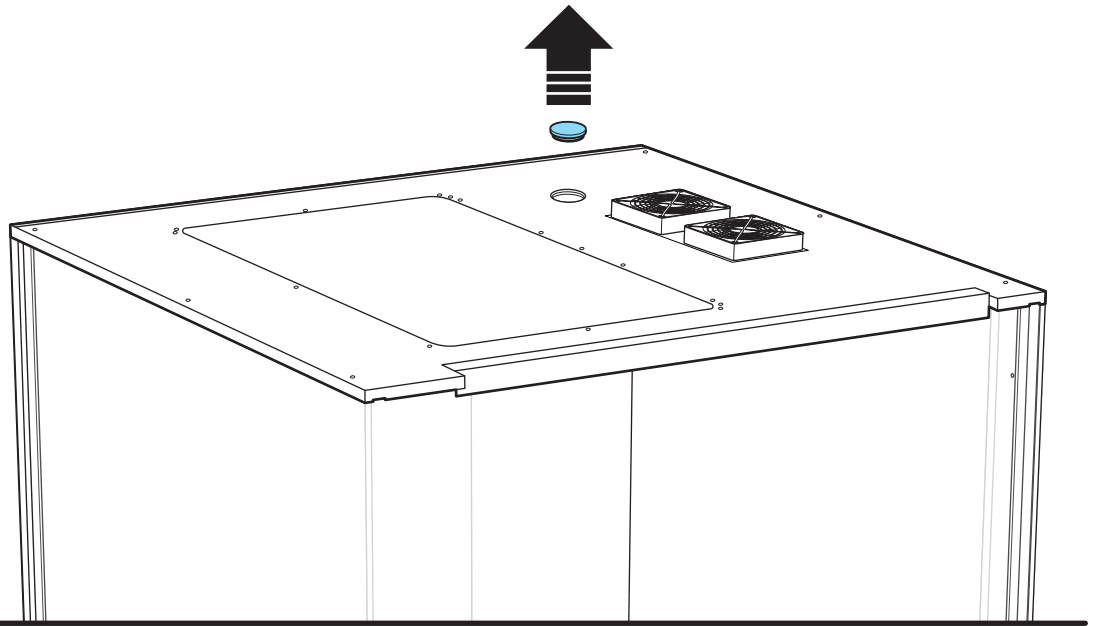
Step 18



// ASSEMBLY STEPS

Step 19

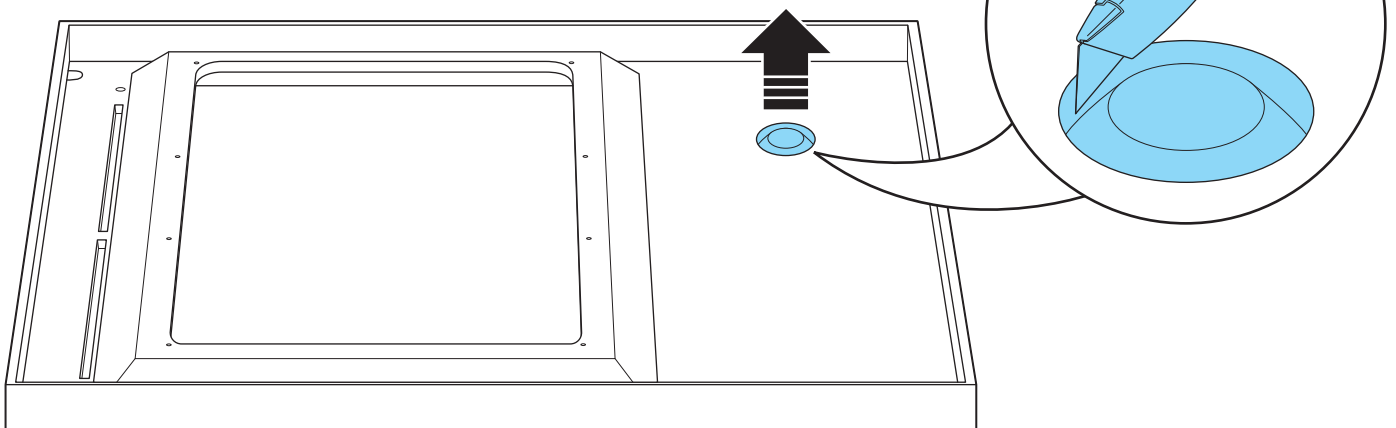
Note: If you need to install fire sprinkler, unscrew fire hole cap from Top of booth.



Step 20

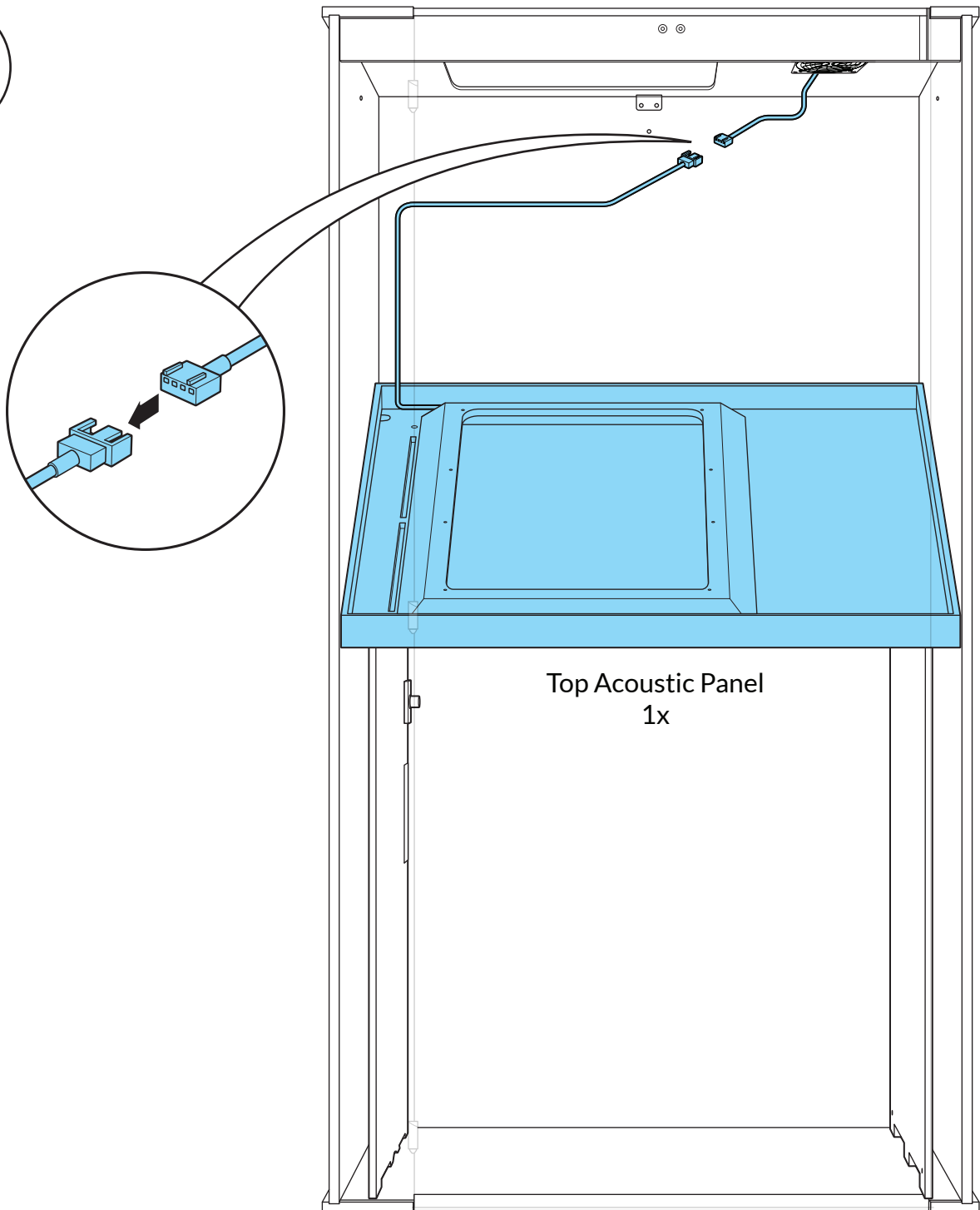
Using a utility knife cut out fire hole in acoustic top panel. Following the pre-cut guide on the panel.

Top Acoustic Panel
1x



// ASSEMBLY STEPS

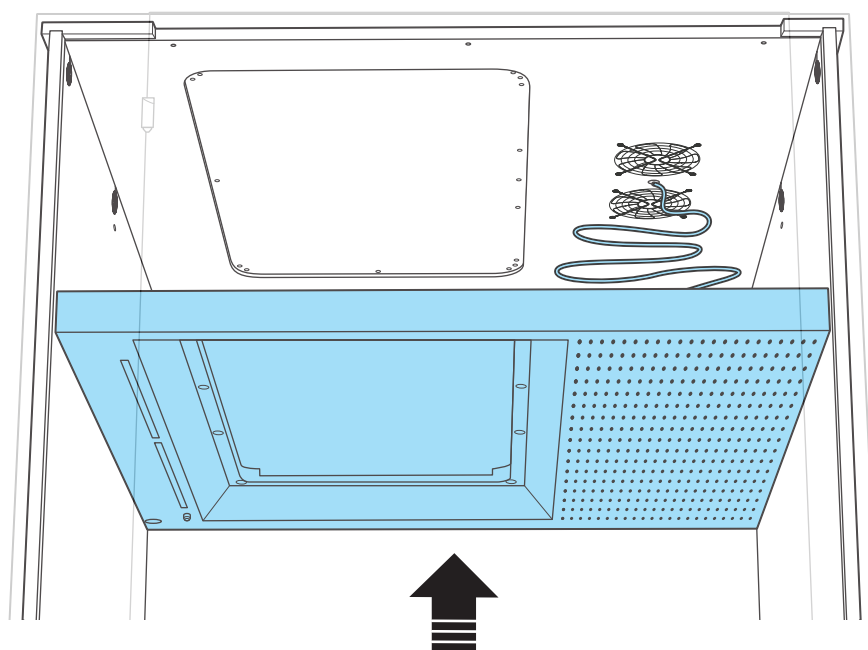
Step 21



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

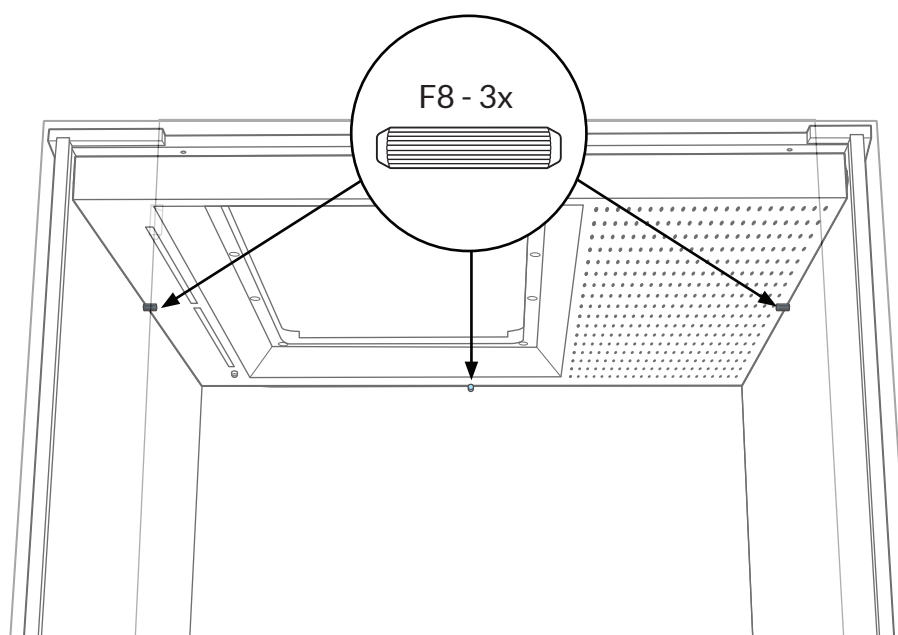
// ASSEMBLY STEPS

Step 22



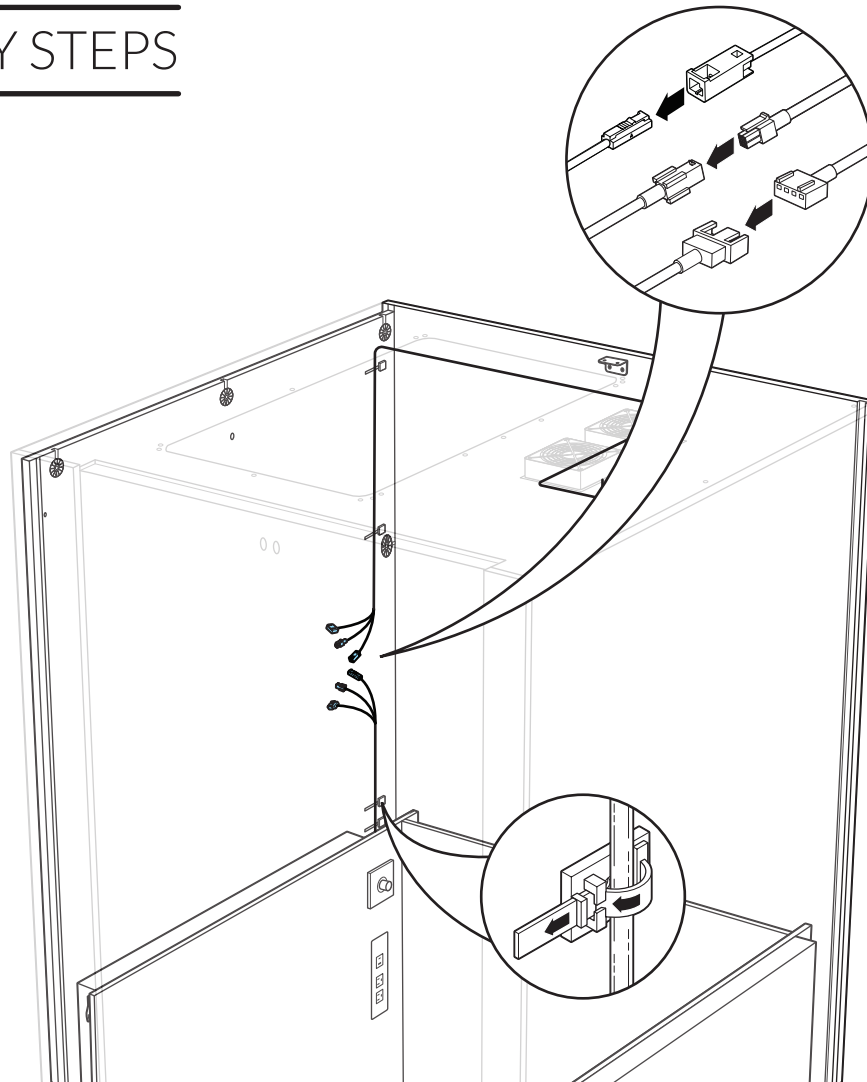
Top Acoustic Panel
1x

Step 23



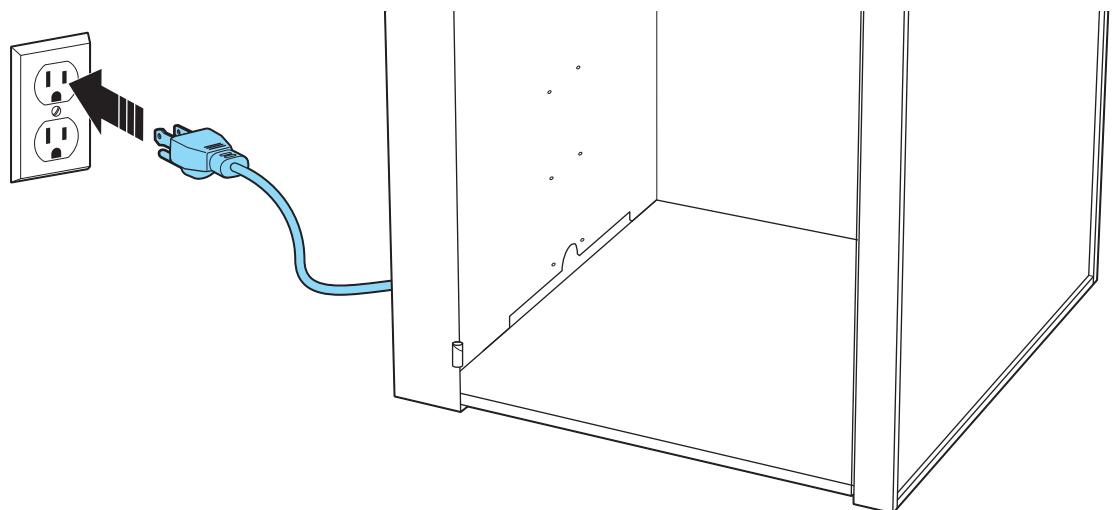
// ASSEMBLY STEPS

Step 24



Step 25

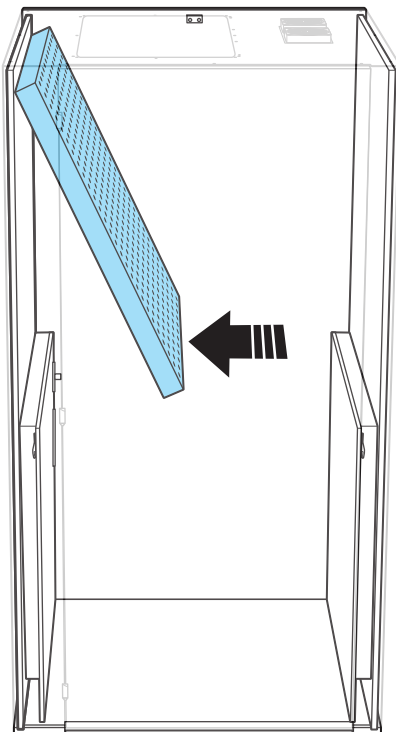
Plug in the booth to the wall socket and make sure the lights and fans turn on.



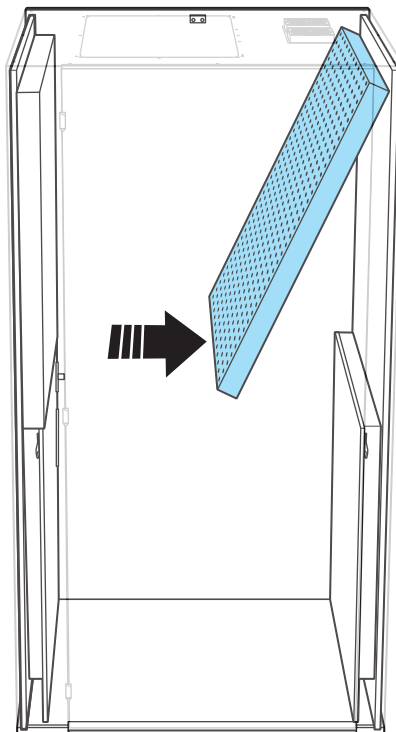
// ASSEMBLY STEPS

Step 26

Right Upper
Acoustic
Panels
1x

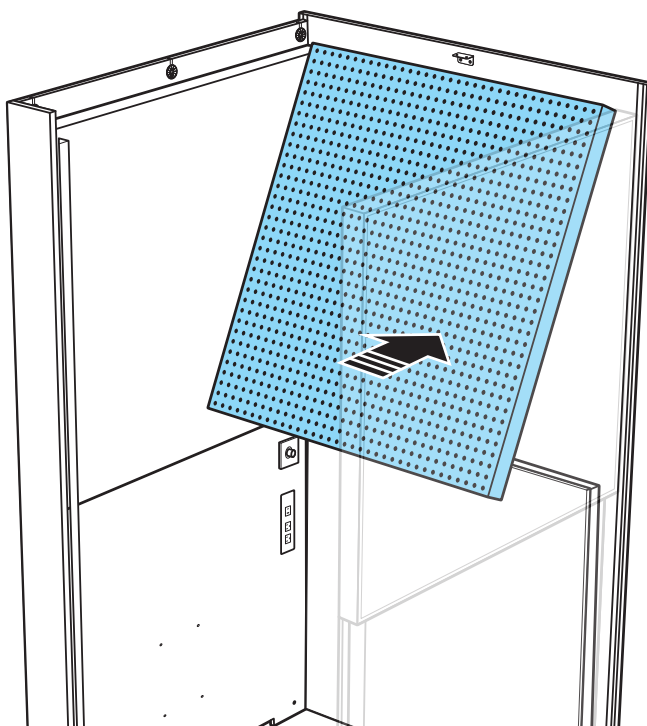


Left Upper
Acoustic
Panels
1x



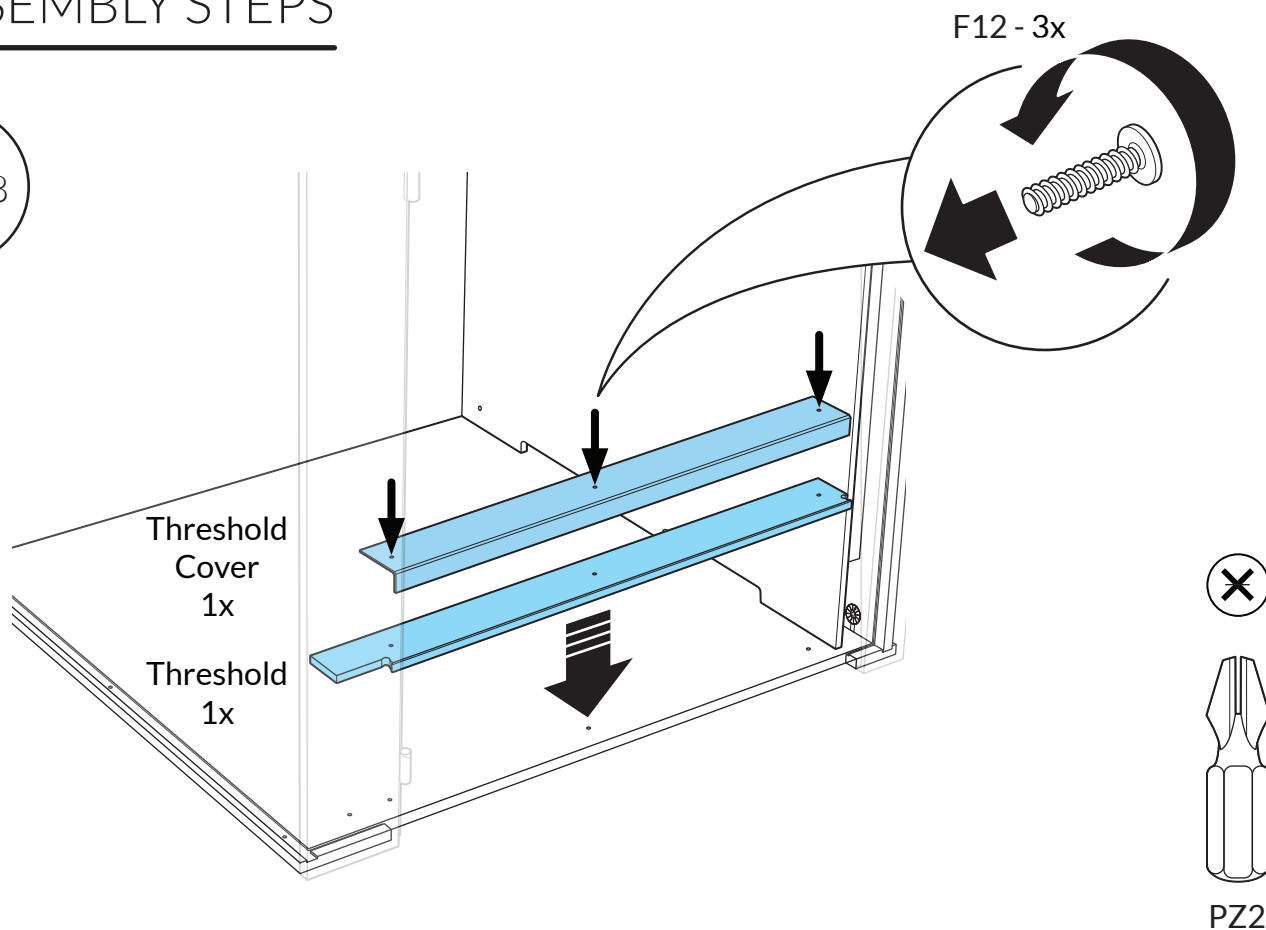
Step 27

Rear Upper
Acoustic Panel
1x

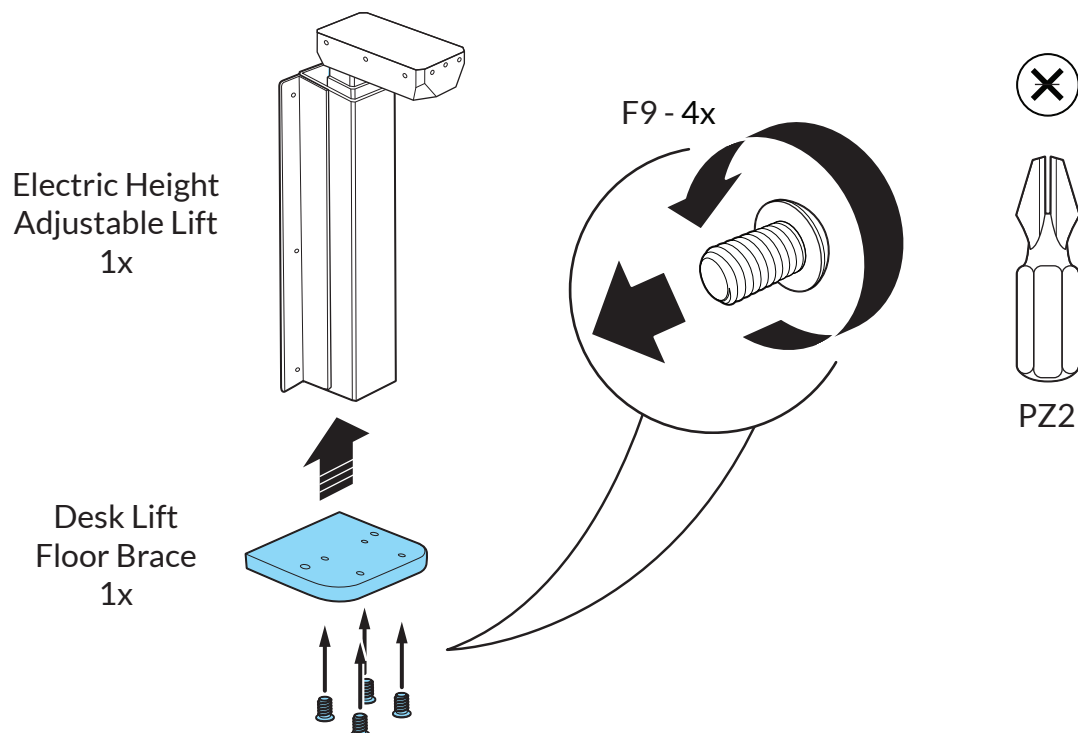


// ASSEMBLY STEPS

Step 28

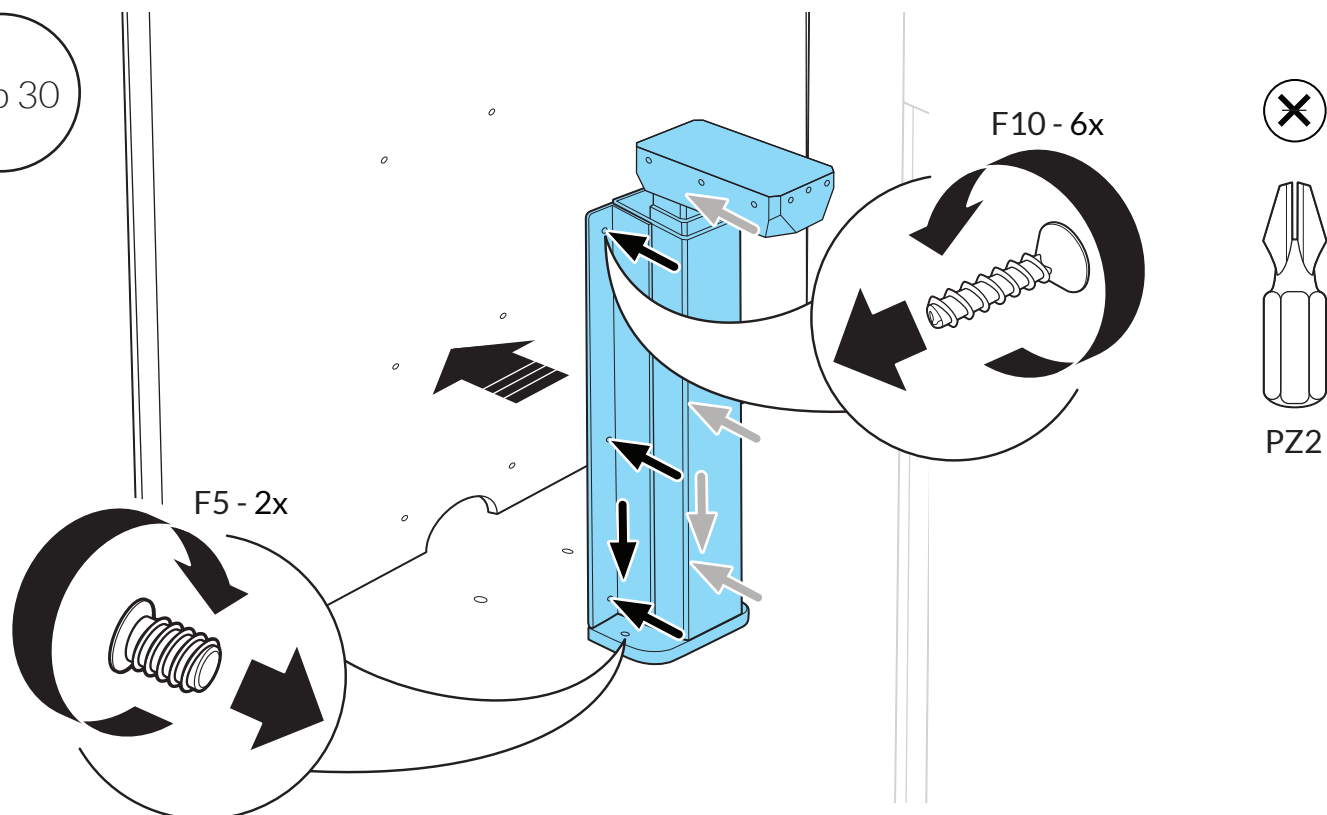


Step 29

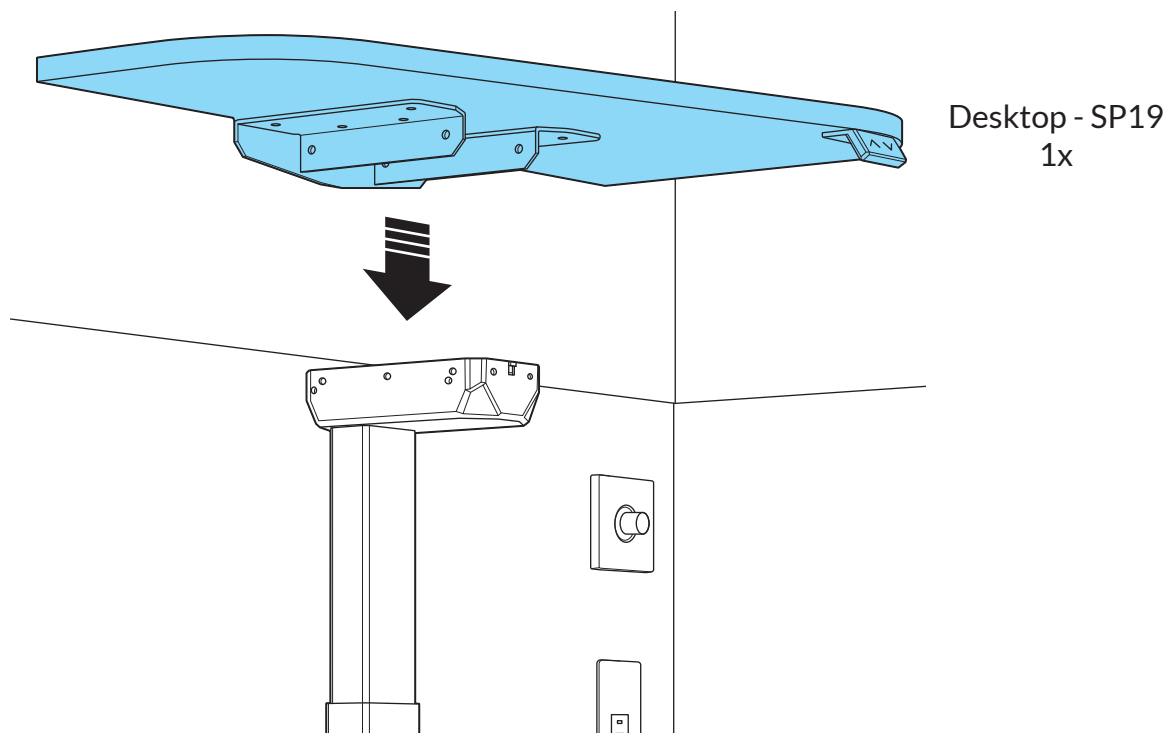


// ASSEMBLY STEPS

Step 30

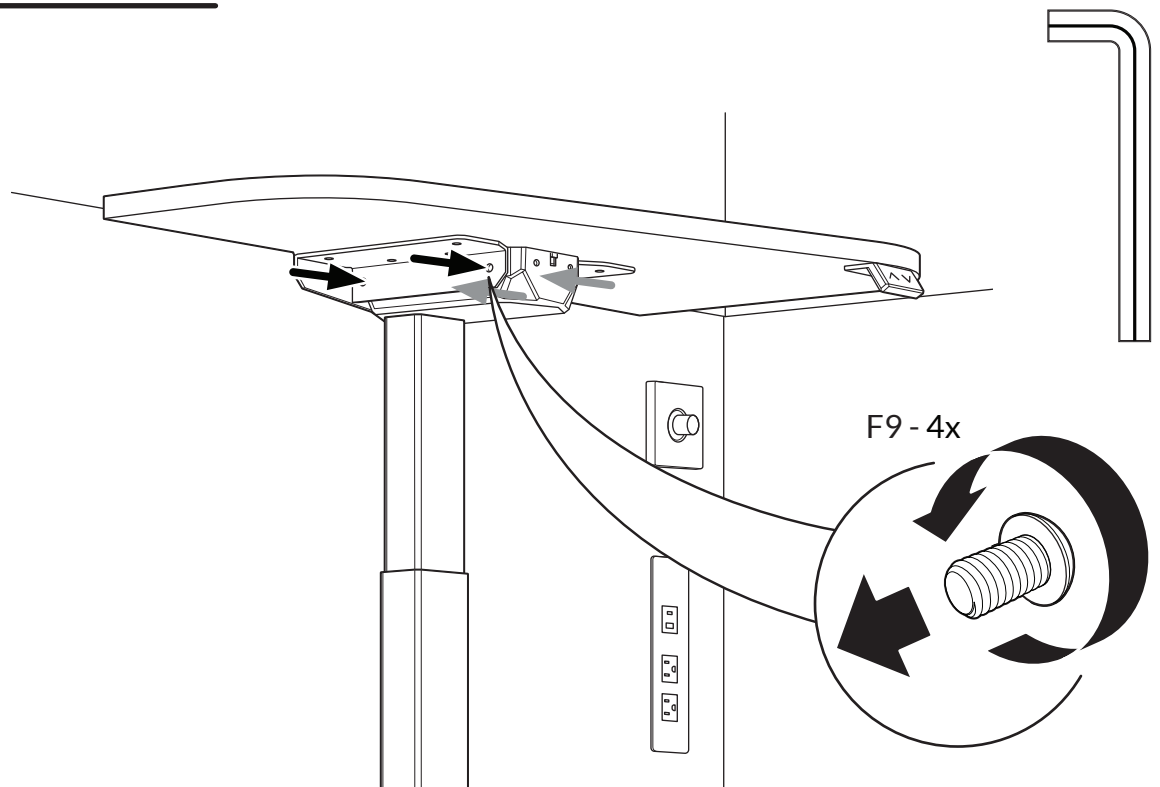


Step 31

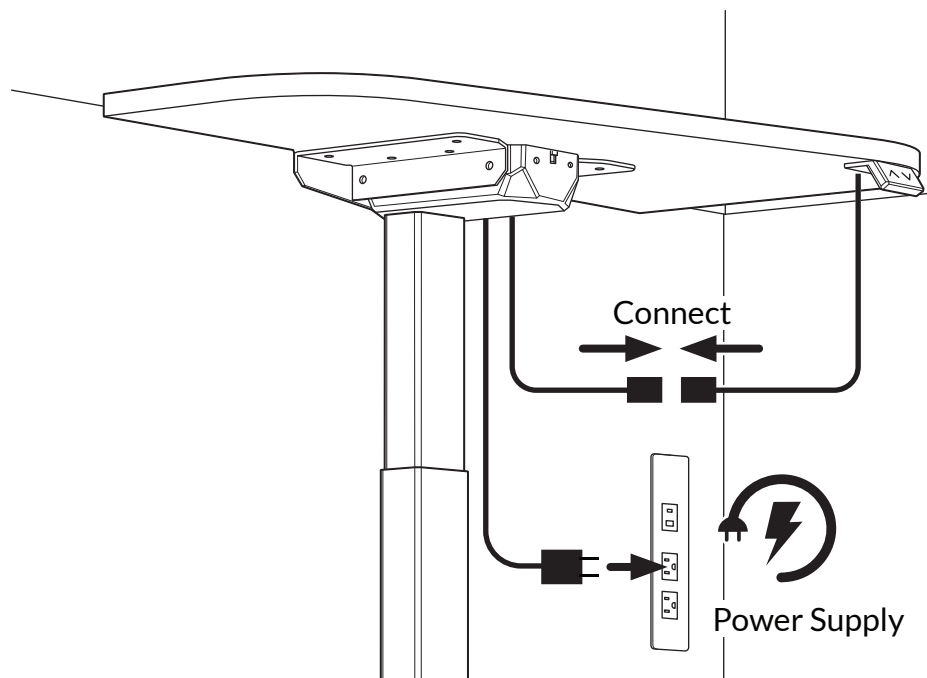


// ASSEMBLY STEPS

Step 32



Step 33

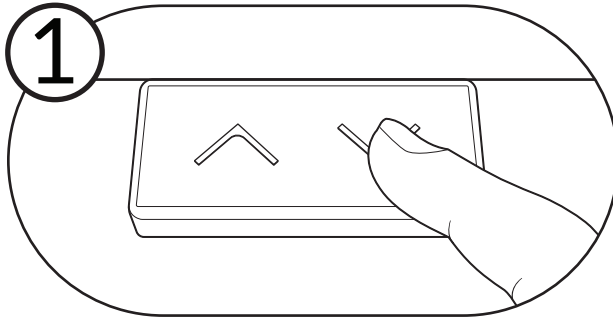
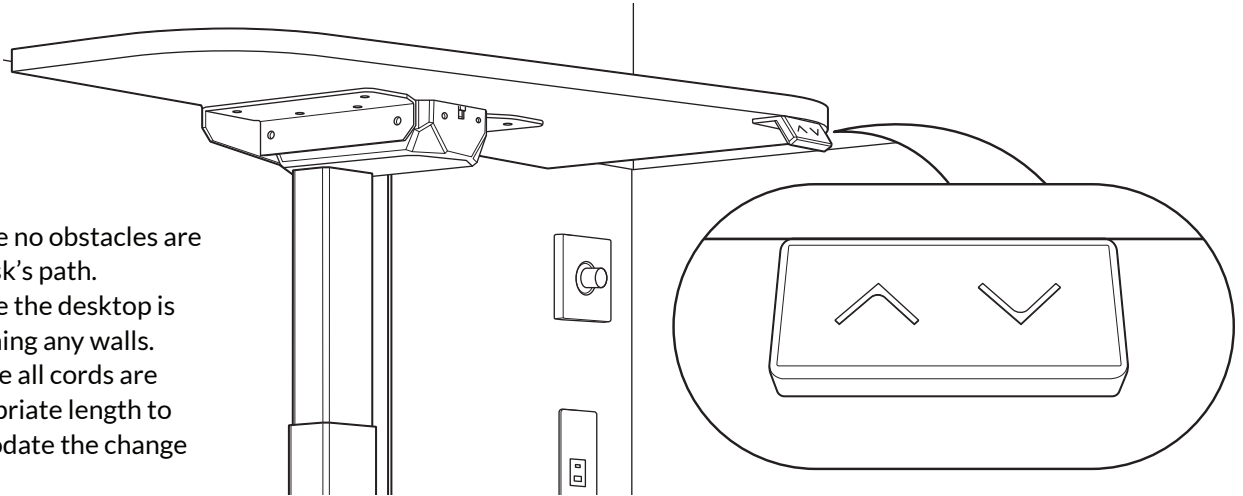


// INITIALIZATION / RESET PROCEDURE

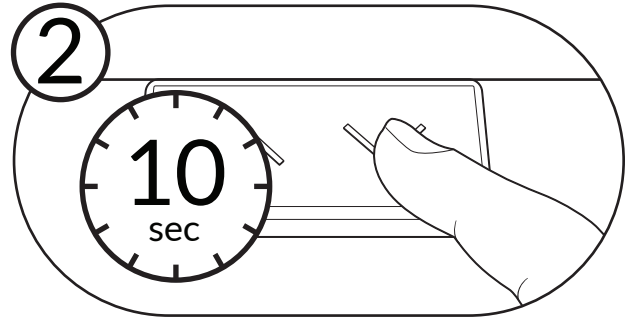
Step 34

WARNING

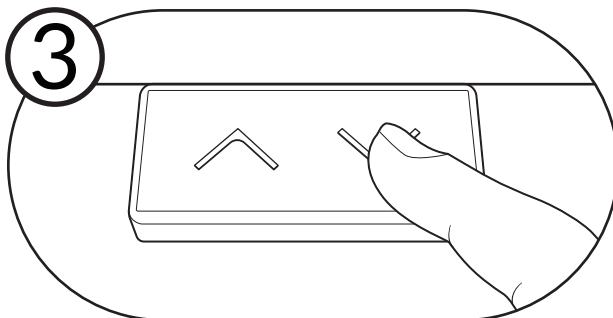
- ⚠ Make sure no obstacles are in the desk's path.
- ⚠ Make sure the desktop is not touching any walls.
- ⚠ Make sure all cords are an appropriate length to accommodate the change in height.



Press and hold the DOWN button on the Handset until the desk reaches its lowest height. Release the DOWN button.



Press and hold the DOWN button for about 10 seconds. Release the DOWN button.



Press and hold the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the DOWN button.

OPERATION:

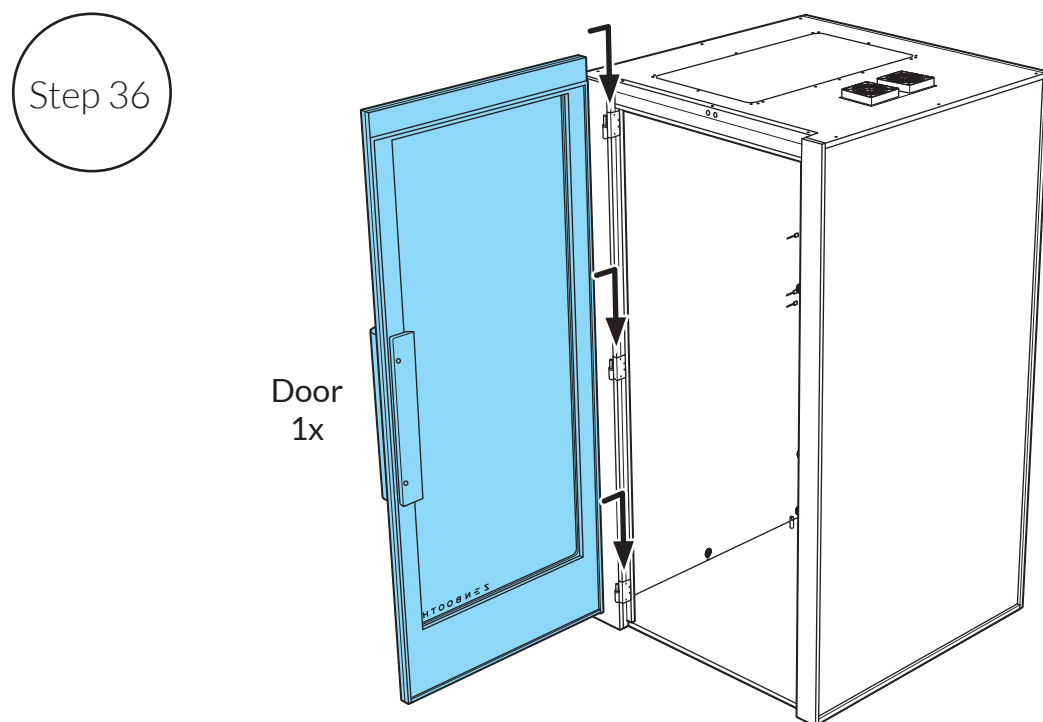
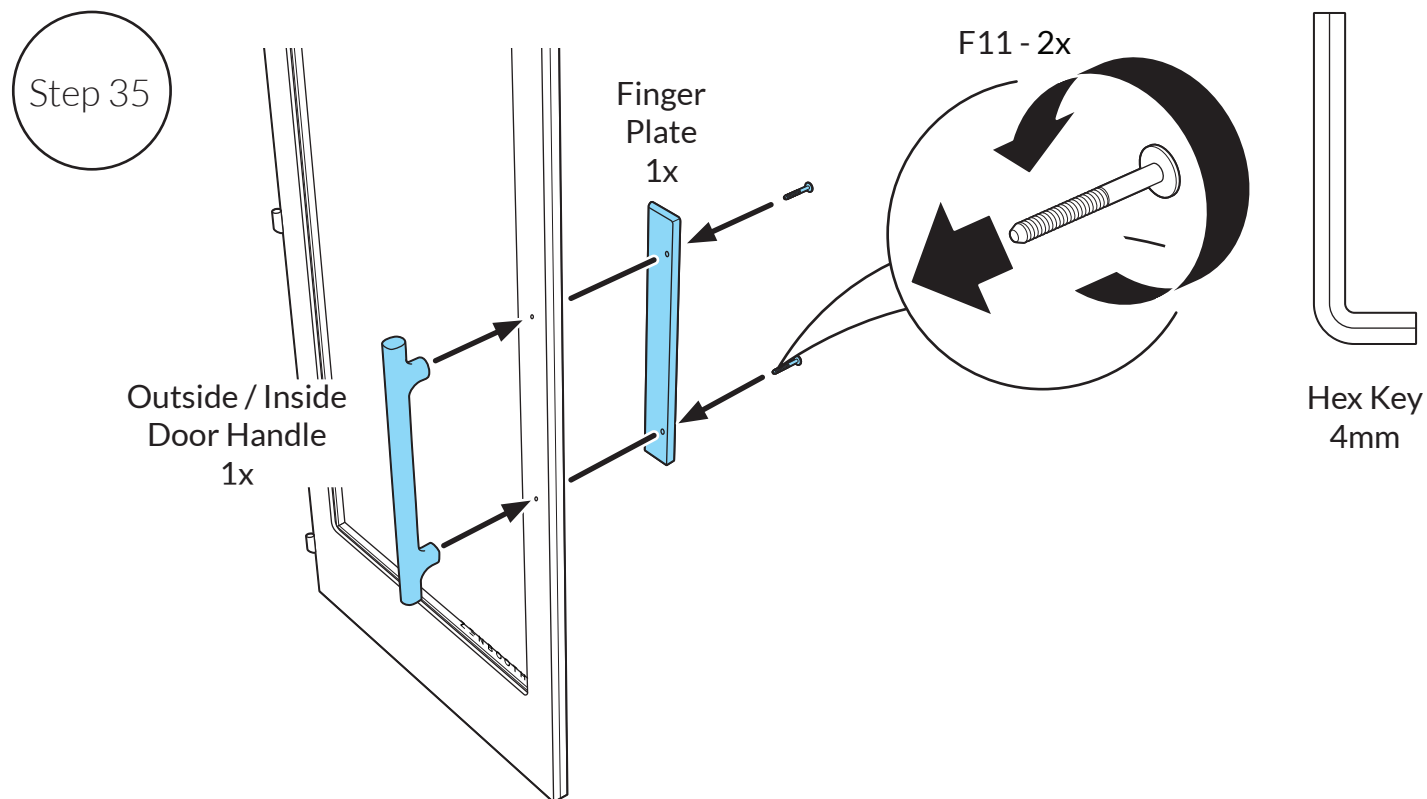
The desk base can be adjusted by pressing and holding either the UP or DOWN button until the desired height is reached.

TROUBLESHOOTING:

If your desk is not functioning properly it may need to be reset. Follow the RESET procedure above.

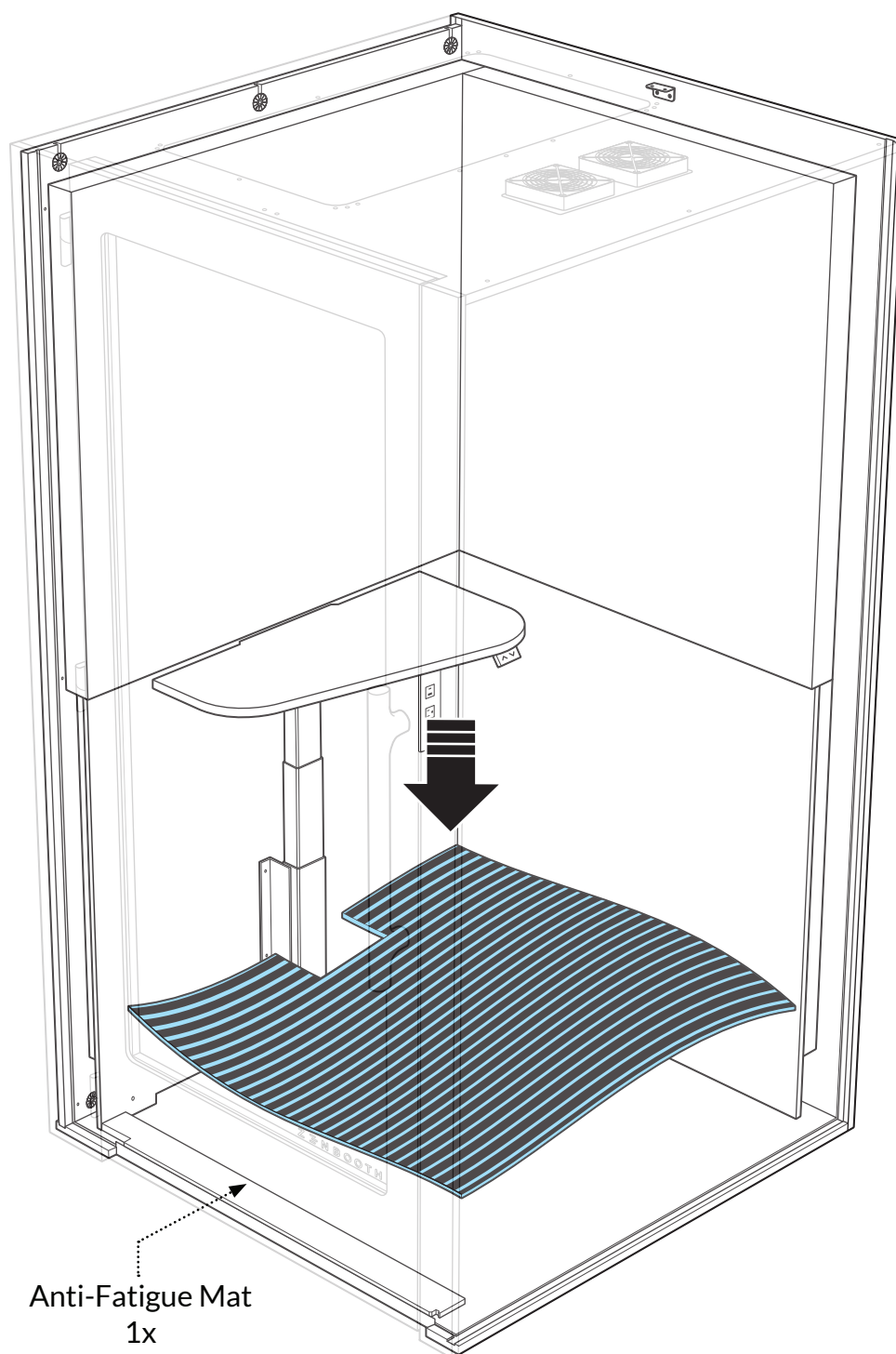
Your desk is now ready to use.

// ASSEMBLY STEPS



// ASSEMBLY STEPS

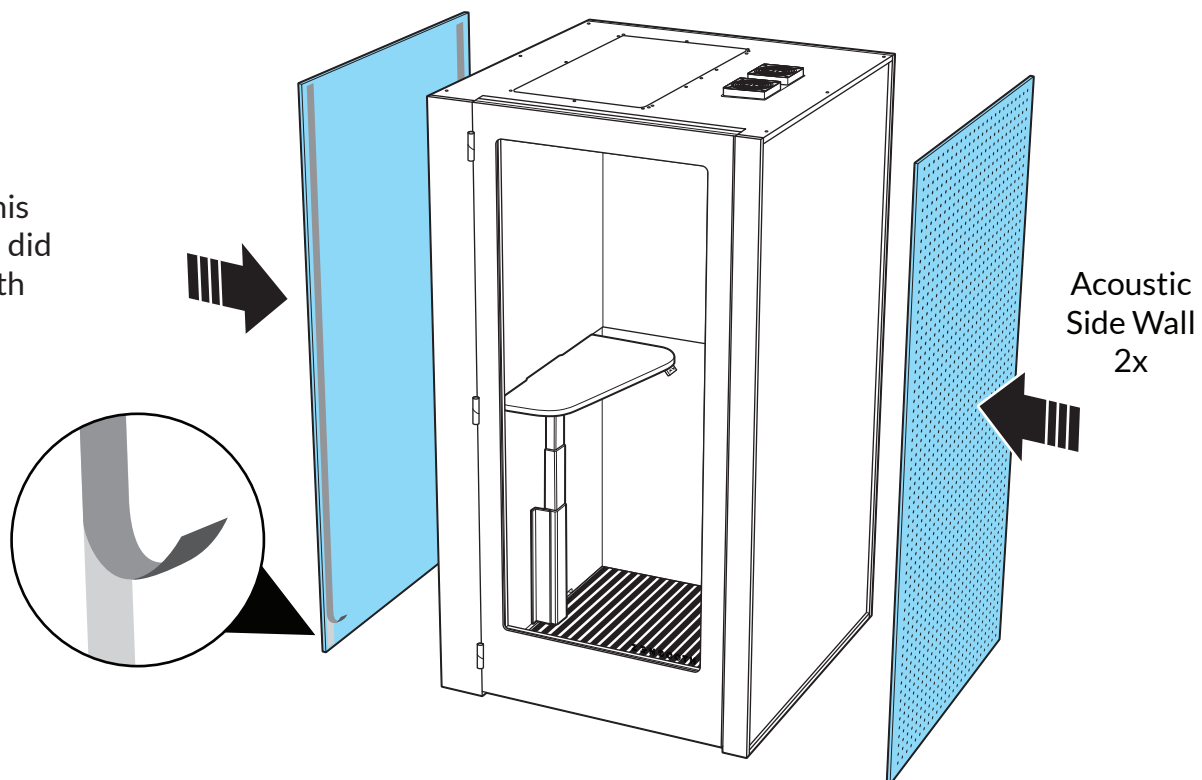
Step 37



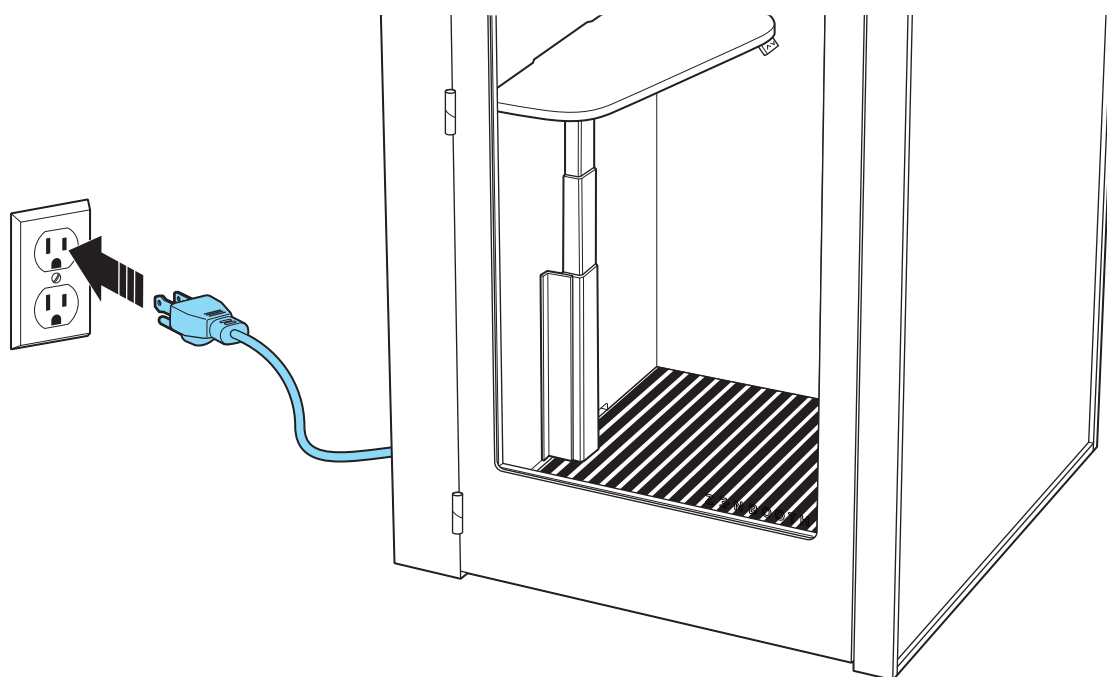
// ASSEMBLY STEPS

Step 38 (option)

Note: Skip this step if booth did not come with side walls.

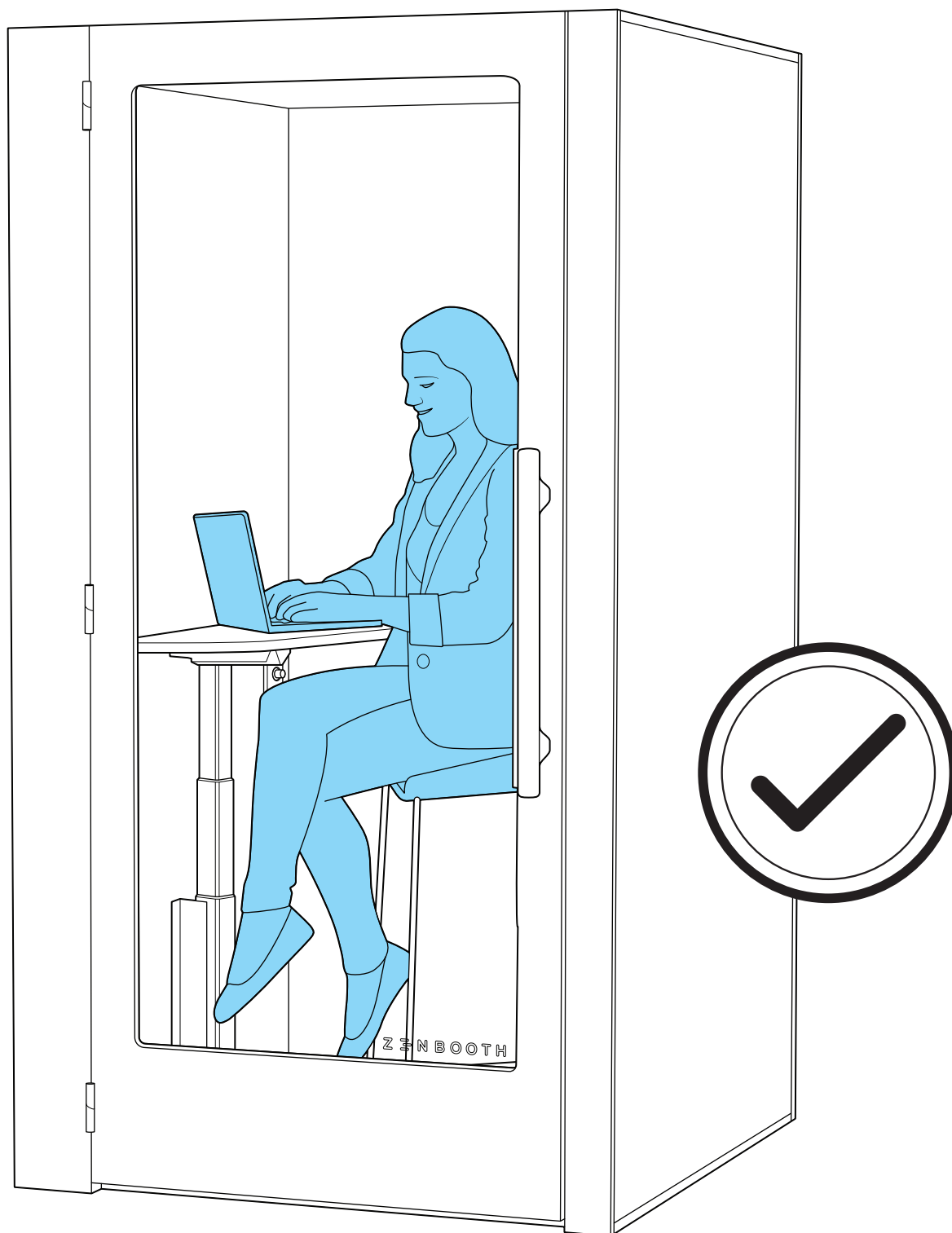


Step 39



// ASSEMBLY STEPS

Step 40



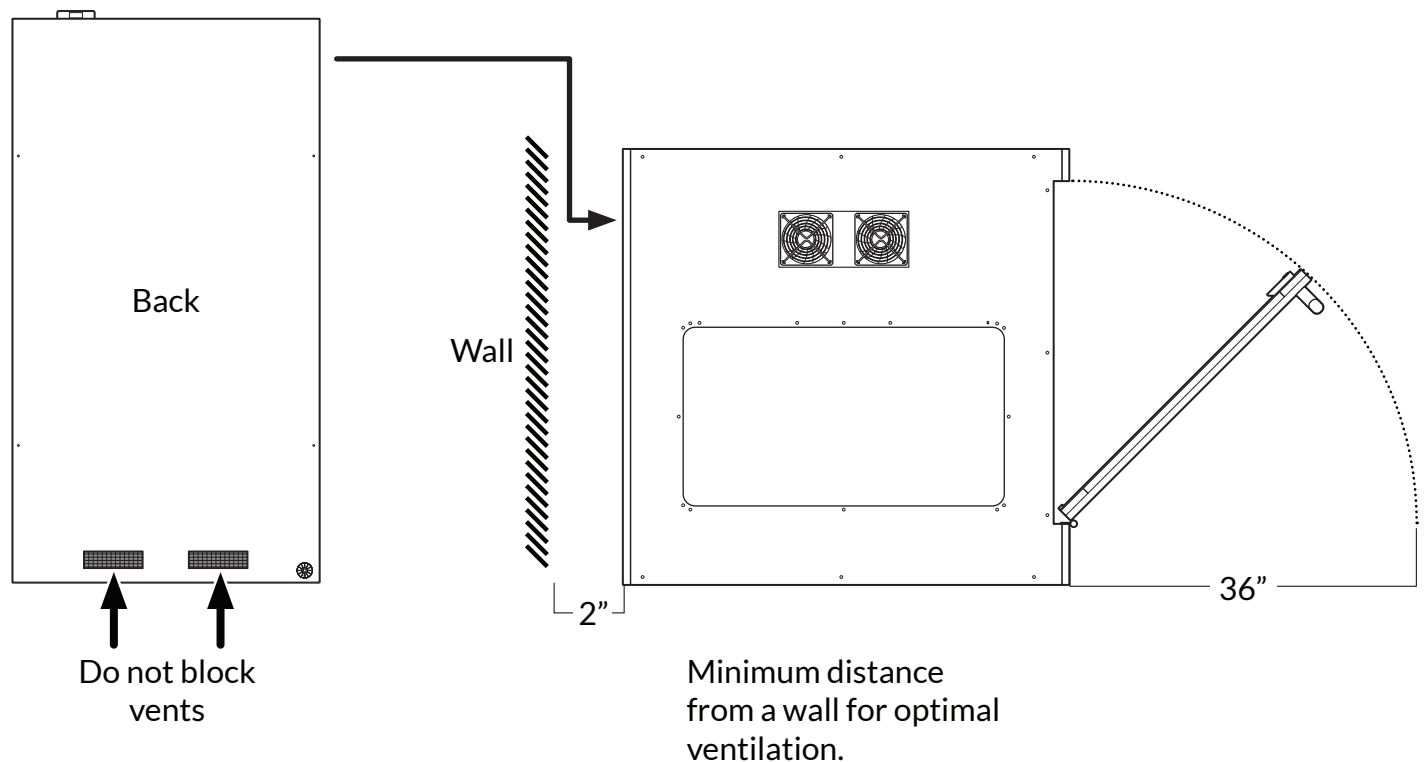
// MOVING THE BOOTH

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 2 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.

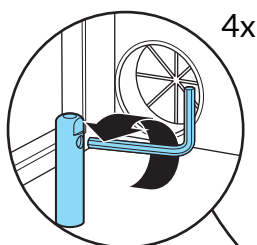
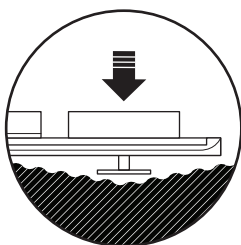


// MOVING THE BOOTH

Step 01

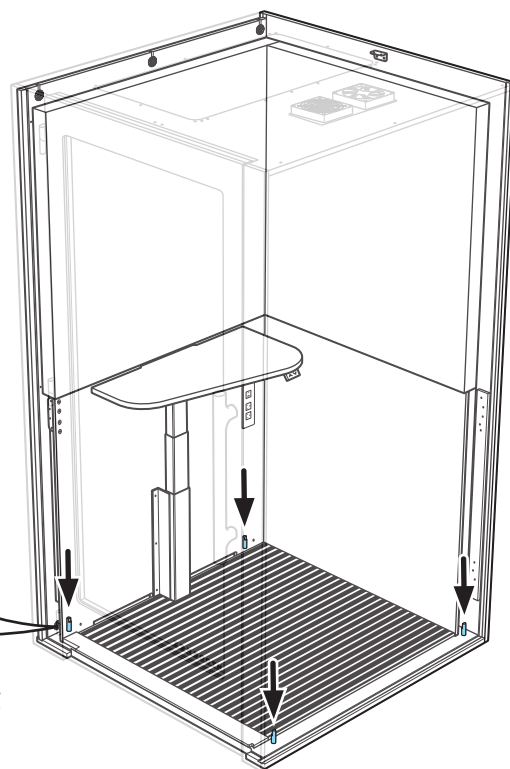
Retract leveling feet

-
Ensure all 5 leveling feet are retracted before moving the booth to not damage the feet.



4x

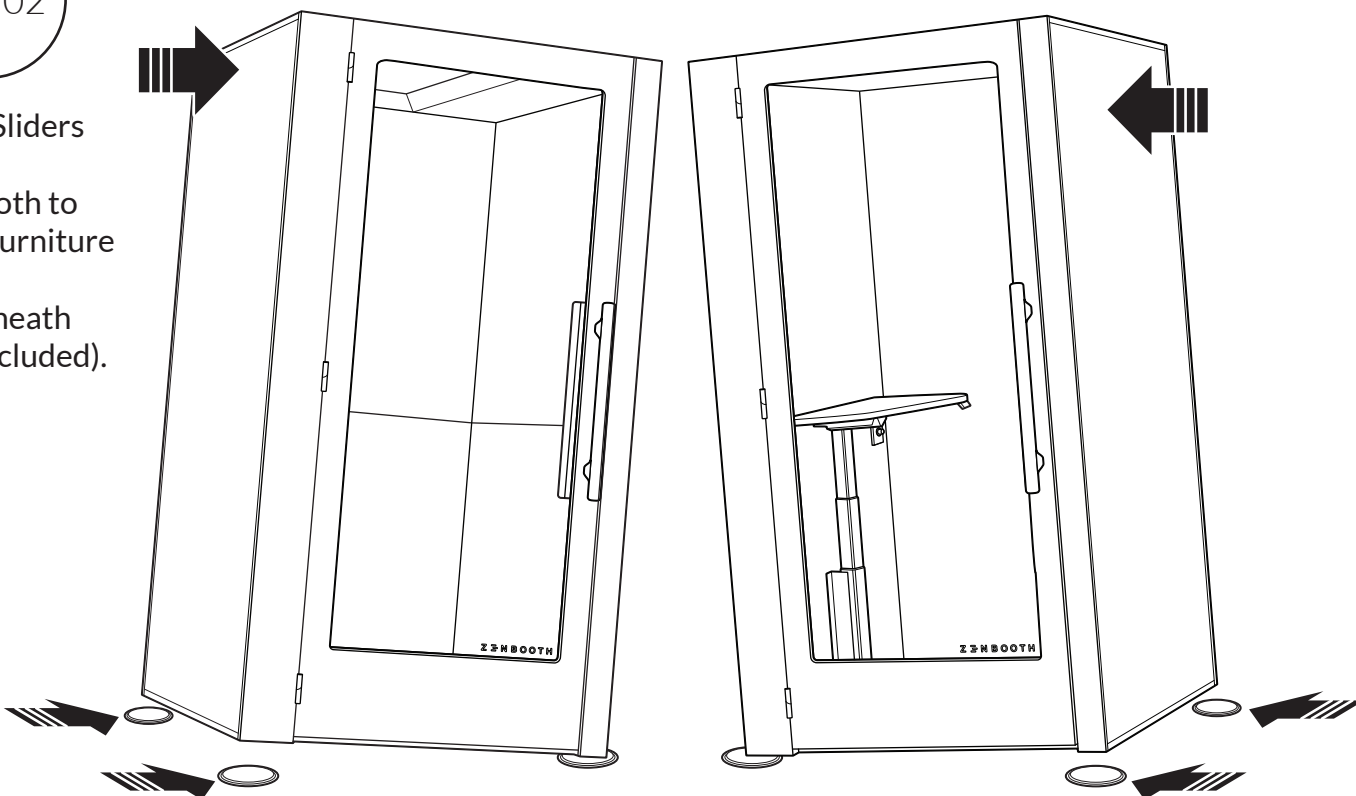
! Note: Adjust the leveling feet if the ground is not level or flat.



Step 02

Place Sliders

-
Tip booth to place furniture sliders underneath (not included).



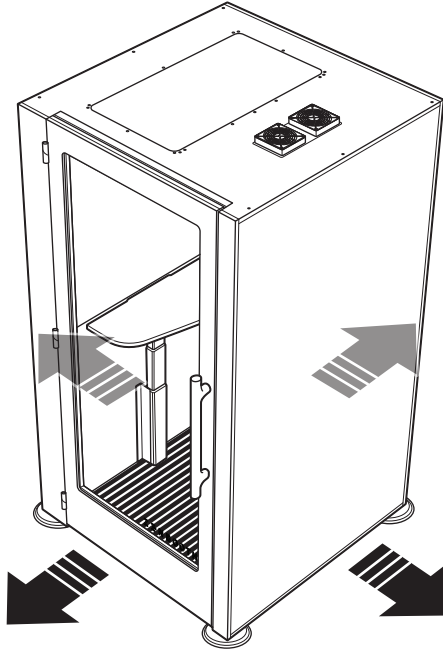
Furniture Sliders (not included)

// MOVING THE BOOTH

Step 03

Move Booth

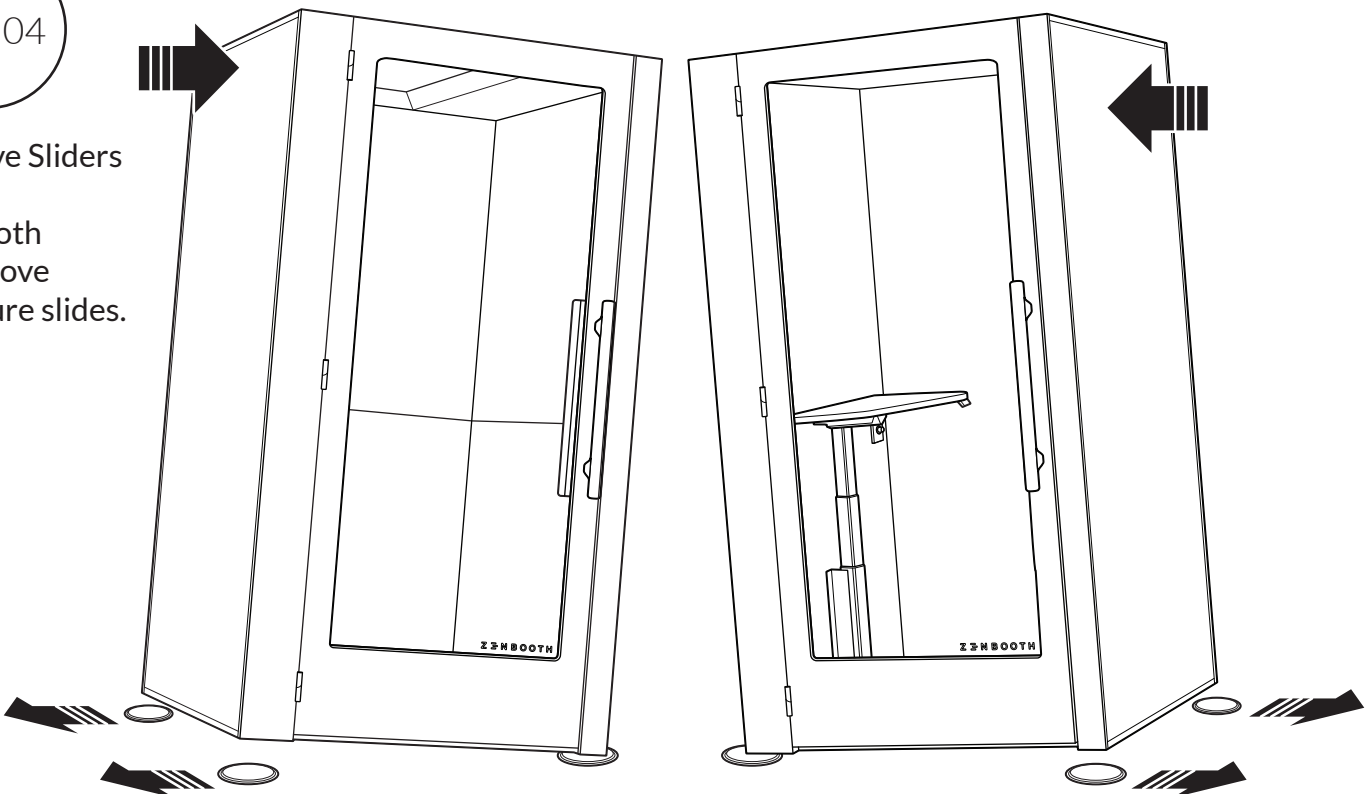
- Slide booth to desired location.



Step 04

Remove Sliders

- Tip booth to remove furniture slides.

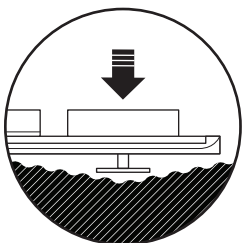
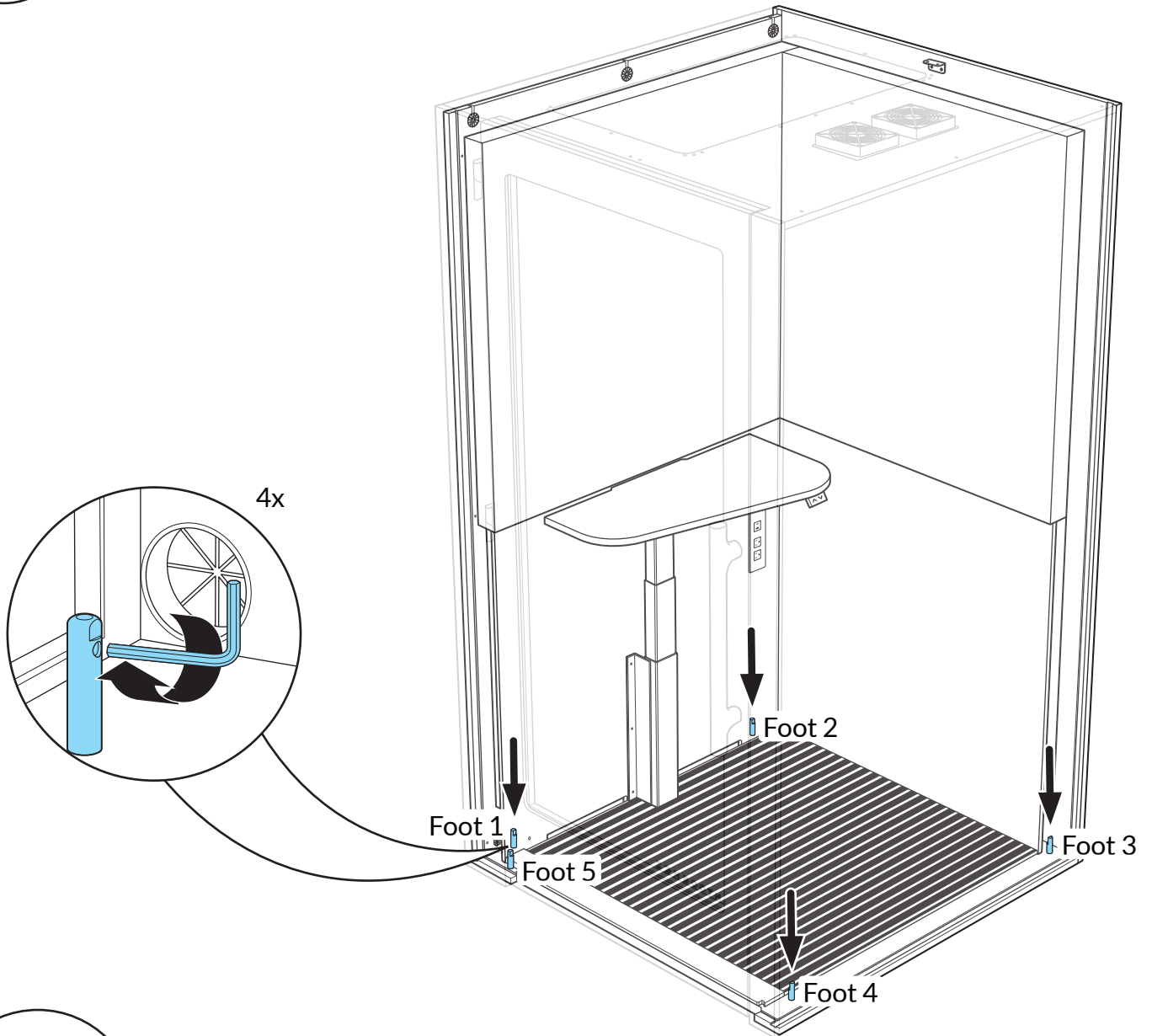


// MOVING THE BOOTH

Step 05

- ! Tip : Keep a minimum of 2 inches between the back of the booth and the wall so the air intake vents are not blocked.

Only use leveling feet 1-4 to level the booth in this step.



- ! Note: Adjust the leveling feet if the ground is not level or flat.

// MOVING THE BOOTH

Note: Troubleshooting - Optional Step

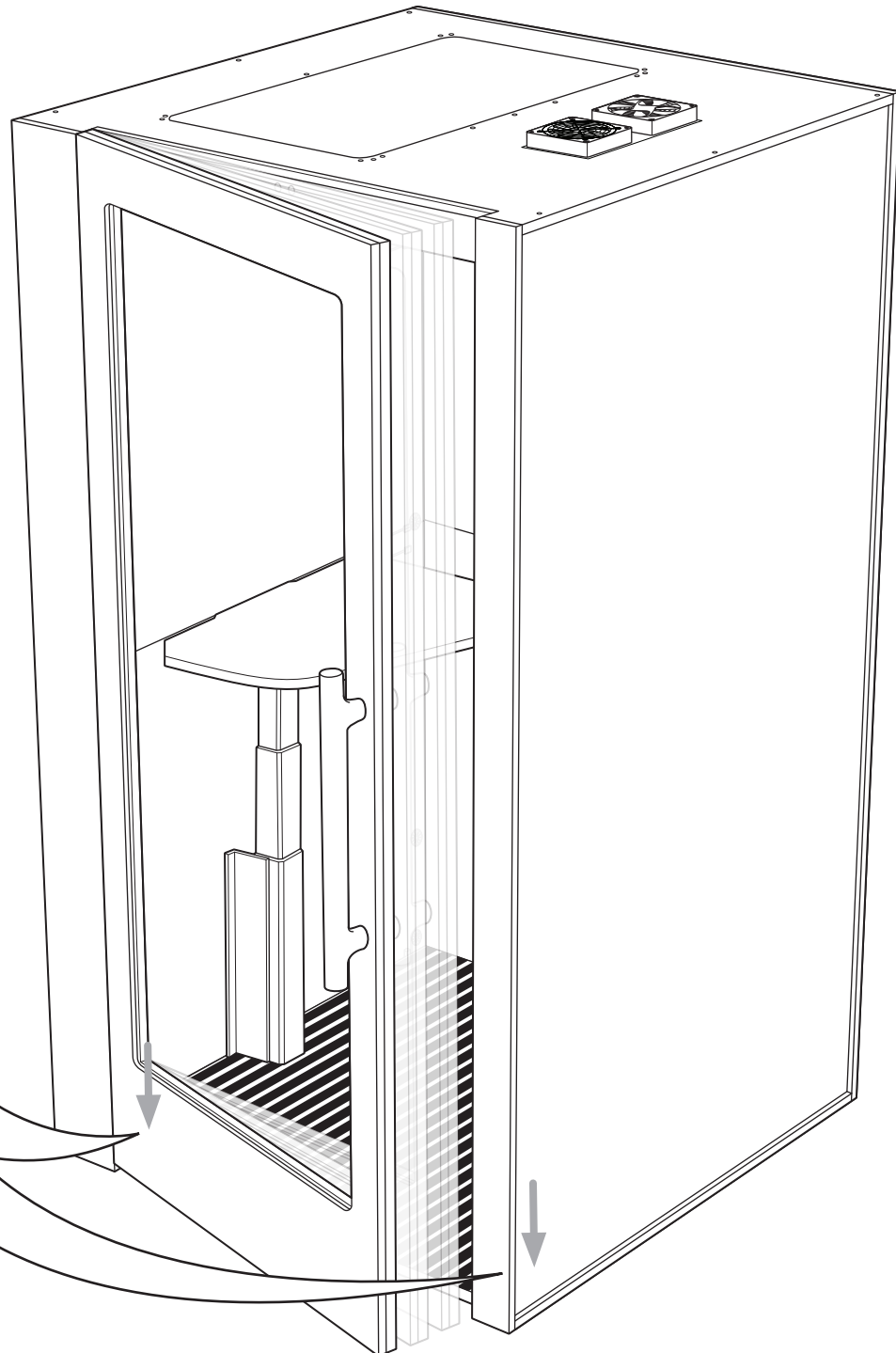
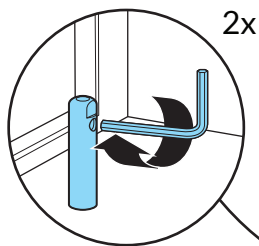
Step 06

Check if Door is Self Closing

-

If door is not self closing, increase the height of leveling feet 1 & 2 evenly until the door closes on its own.

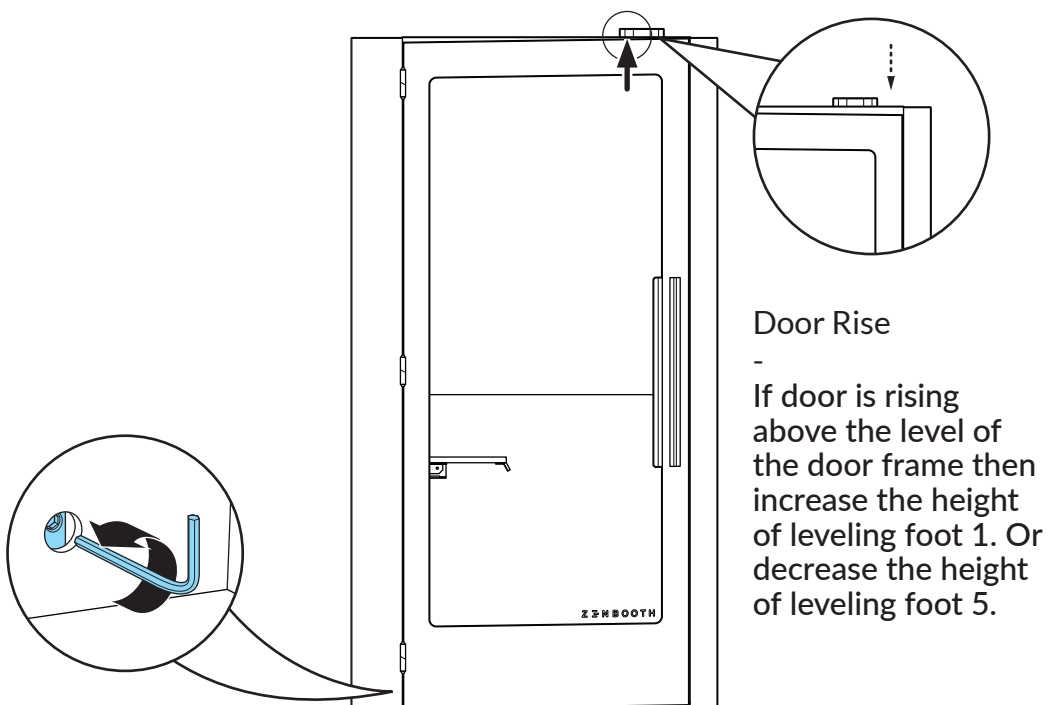
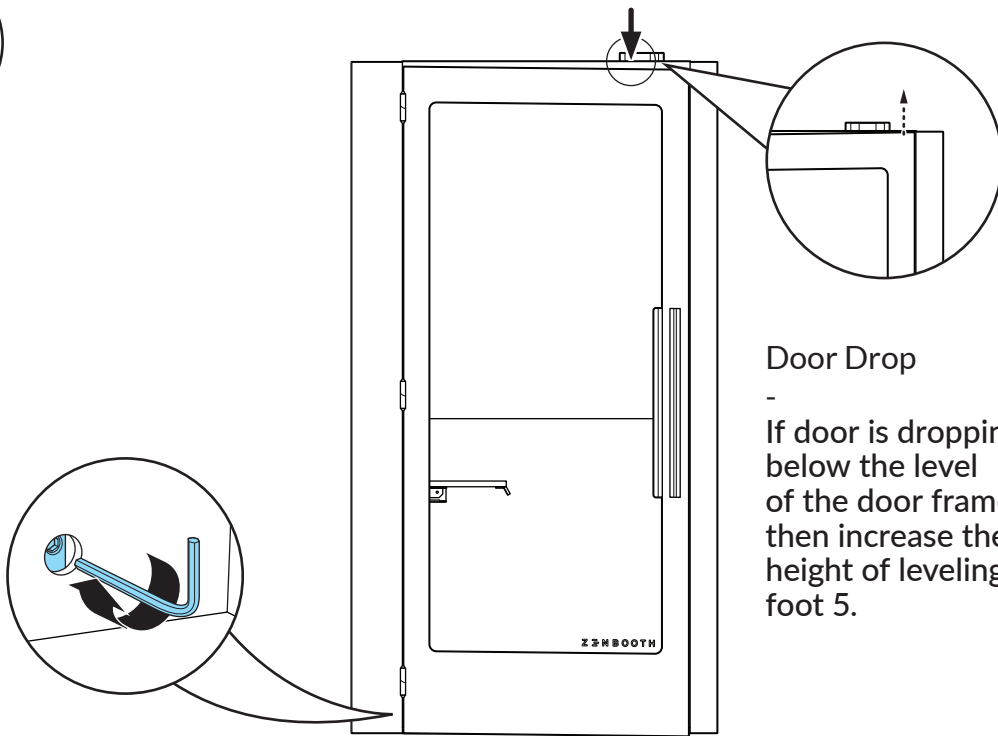
Note: door will not self-close if the door is open more than 90 degrees.



// MOVING THE BOOTH

Note: Troubleshooting - Optional Step

Step 07



// PRODUCT QUALITY, DAMAGE & WARRANTY

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. 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

You can also reach us via Email or phone at:

// Email: support@zenbooth.net

// Call us: (510) 646-8368

-

// TIPS FOR GETTING THE MOST OUT OF YOUR BOOTH

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.

// TROUBLE SHOOTING

<https://community.zenbooth.net/knowledge>

// NOTES

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Berkeley, CA 94710
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 **Email us:** support@zenbooth.net
 **Call us:** (510) 646-8368
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Solo Pro V19.12 BI Rev 25