



# Assembly Manual

The Pillar Booth for Two



Step into a Pillar Booth  
and pause distractions.

## Before you start:

1. Assemble near an outlet
2. Assemble where you want the booth, so you don't have to move it

## What you need:

1. 3 people able to lift ~ 50 lbs
2. Allen wrench (included) or a Hex screwdriver

## Hints:

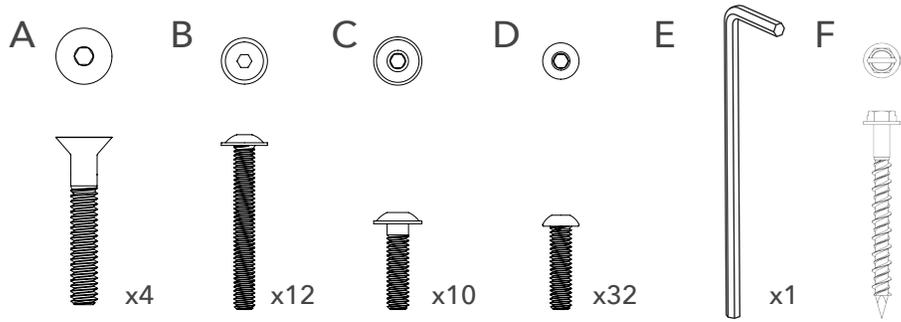
1. **Wait until the very end to fully tighten all the bolts**
2. Wait until the booth is completely assembled to plug it in
3. Please RECYCLE all the packaging materials

## Warning:

**Do not use an impact driver. Over-tightening during assembly can strip the bolts or crack the polycarbonate material, compromising the structural integrity of a Pillar Booth.**

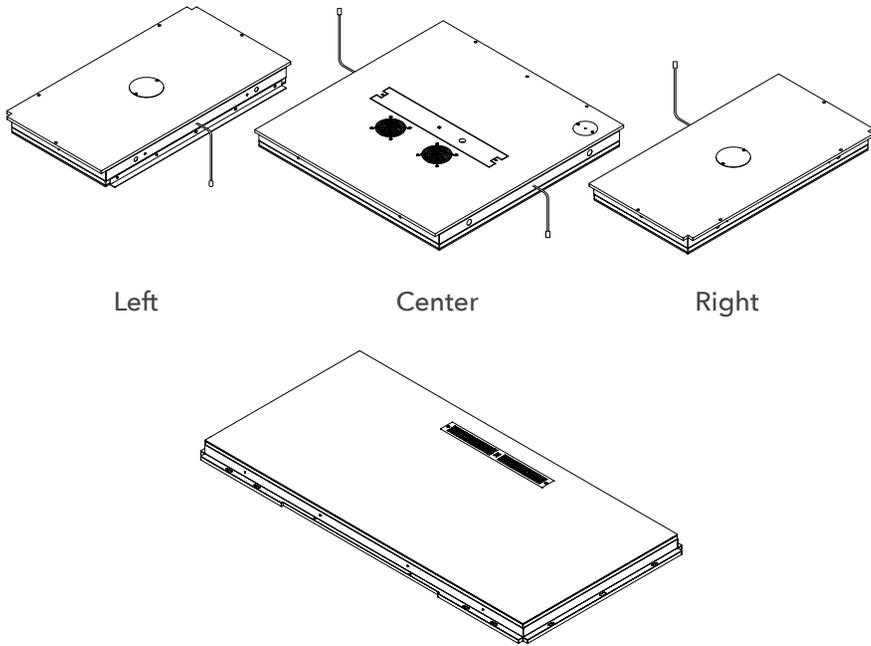
# What's Included

## Hardware



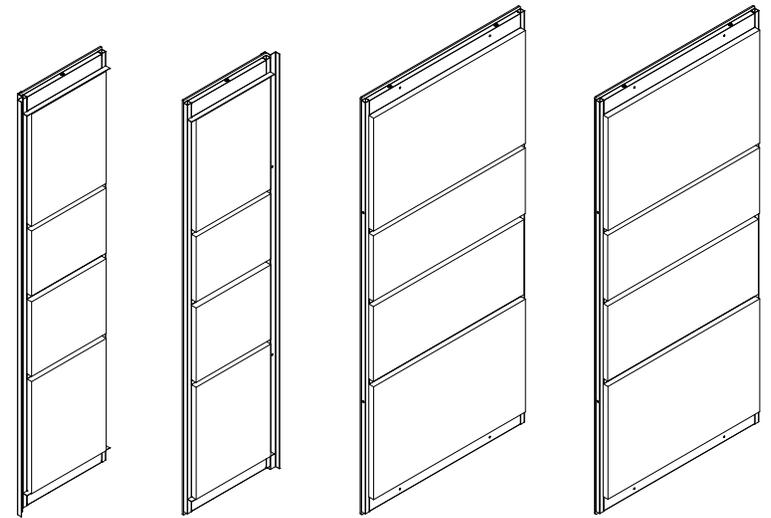
Note: (F) Seismic Hardware is optional for use with seismic install only.

## Ceiling and Base



Base

## Walls

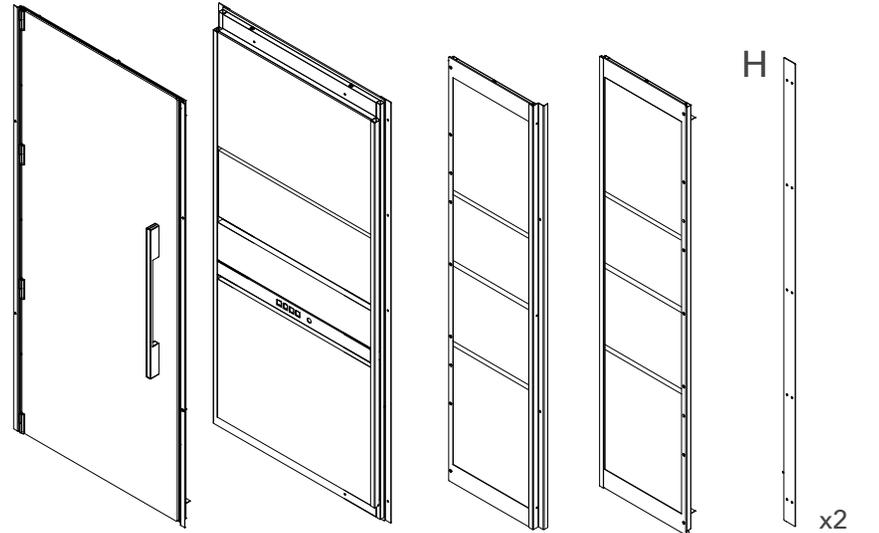


Back Left

Back Right

Left

Right



Door

Back Center

Front Right

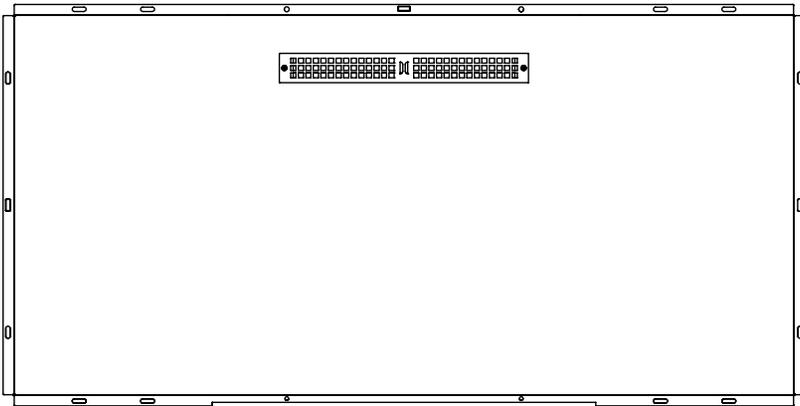
Front Left

Steel Straps x2

## Magnetic Wire Cover x 2

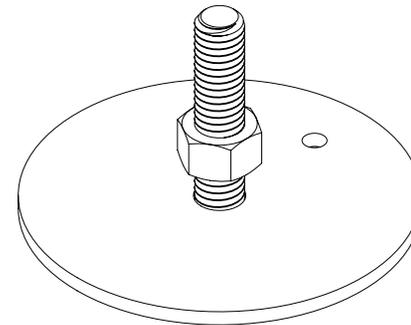
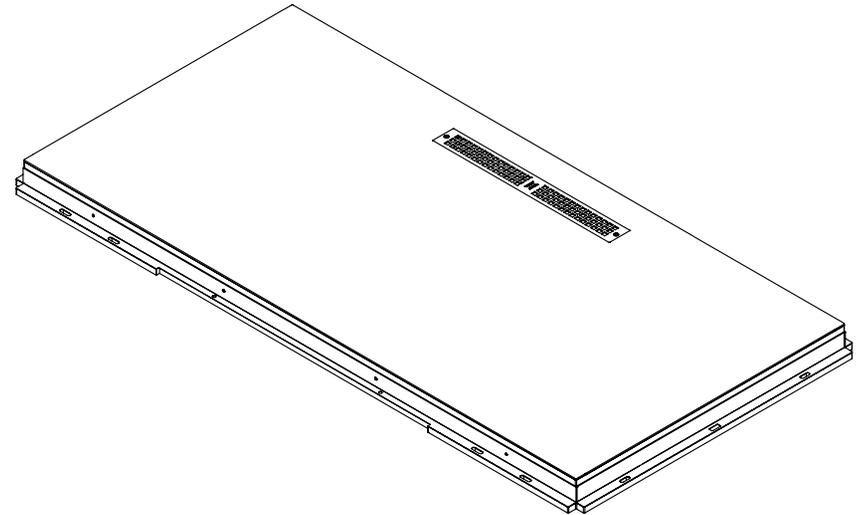


# 01 Set the base in place



**Note:** The vent should be at the back of the booth when you are looking into the booth from the outside.

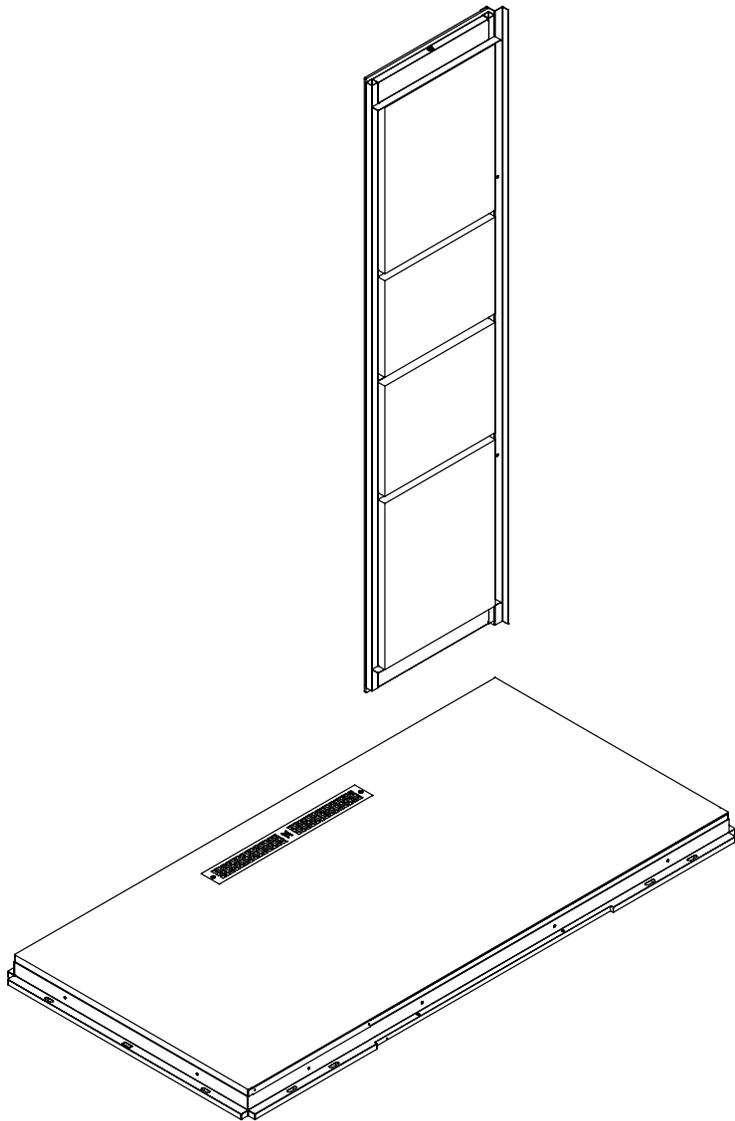
# 02 Level the base



To level the base, spin the feet until each of the three built in levels show the bubble in the middle of the two lines. Press on the base to test that it is stable on all sides.

**Note:** For seismic anchoring, skip steps #1 and #2 and refer to the included Seismic Installation Guide.

# Install the back right wall



**Note:** The back right wall is one of the two narrow walls with 4 fabric panels. The “L” channel will be located on the right side when looking at the fabric panels.

**Before you start:** Locate the back right wall and make sure the arrow stickers on the side of the wall are facing up.

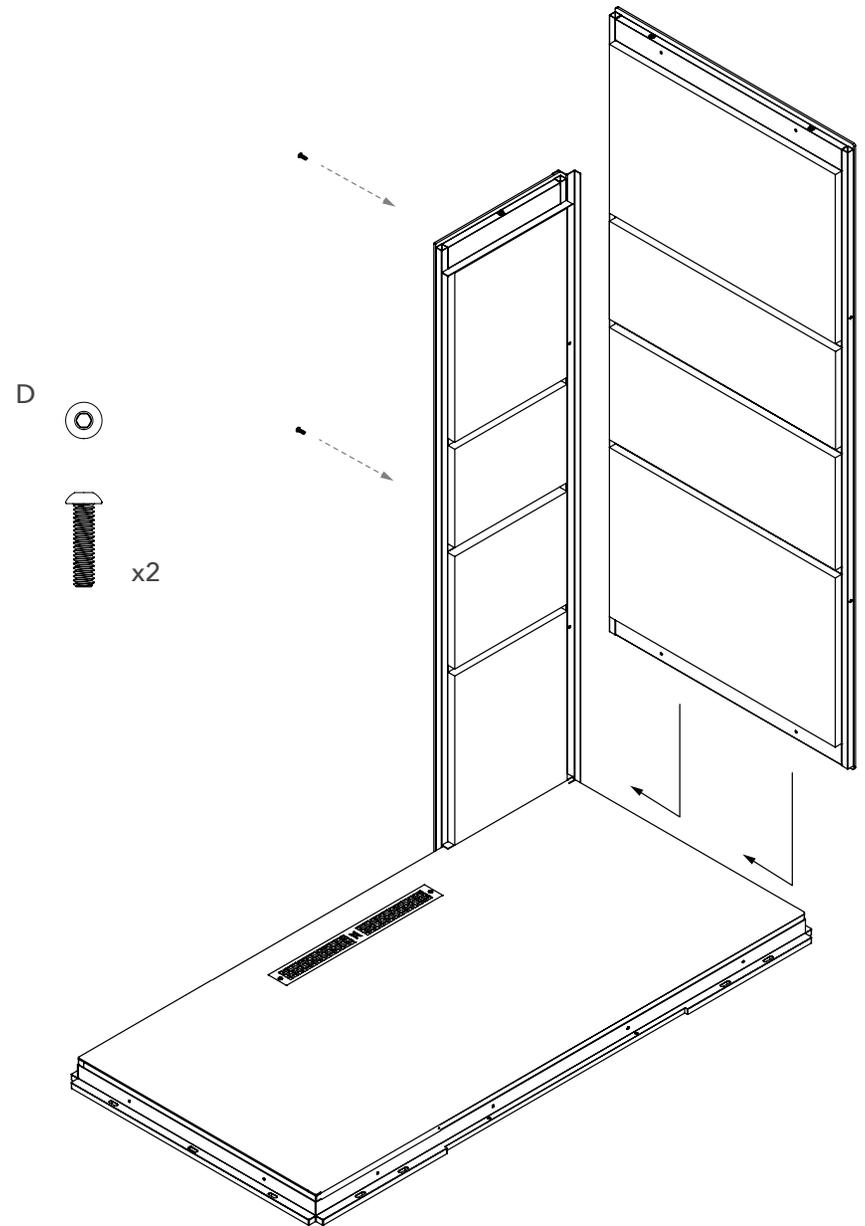
- A. Locate the pins protruding from the bottom edge of the back right wall and lower them into the pinholes in the back right edge of the base.
- B. Once the wall is set in place, have one person hold the wall, while the other two people move to the next step of the assembly.

# 04 Install the right side wall

**Note:** The right and left side walls are exactly the same, either wall can be used.

**Before you start:** Locate one of the two side walls and make sure the arrow stickers on the side of the wall are facing up.

- A. Notice the slits in the base of the floor. Drop the pins on the bottom of the right side wall into the slits in the base. The right side wall should be placed on the base about 3-4 inches from the back wall.
- B. Slide the right side wall toward the back right wall until it is secured in the "L" channel.
- C. Once the right side wall is in place, bolt the side wall to the back right wall by screwing a (D) bolt into each of the two holes in the "L" channel.

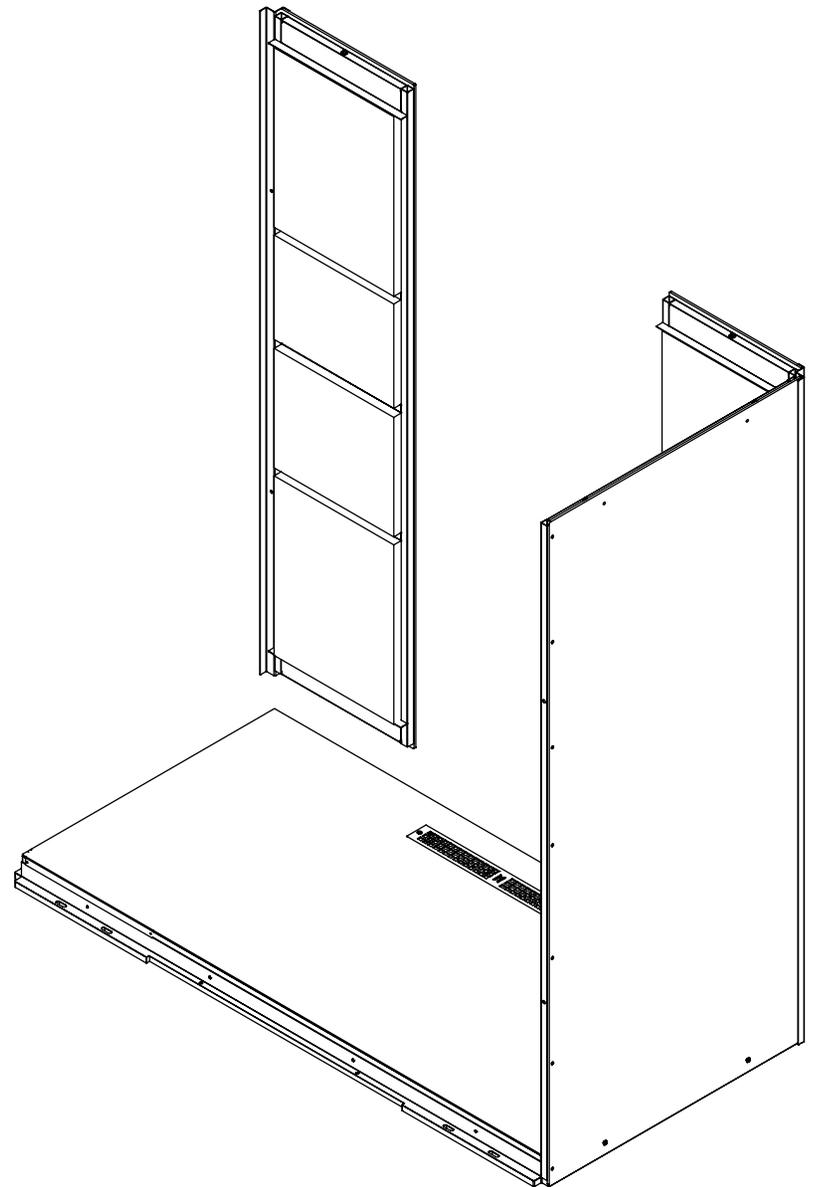


# 05 Install the back left wall

**Note:** The back left wall is one of the two narrow walls with 4 fabric panels. The "L" channel will be located on the left hand side when looking at the fabric panels.

**Before you start:** Locate the back left wall and make sure the arrow stickers on the side of the wall are facing up.

- A. Locate the pins protruding from the bottom edge of the back left wall and lower them into the pinholes in the back left edge of the base
- B. Once the wall is set in place, have one person hold the wall, while the other two people move to the next step of the assembly

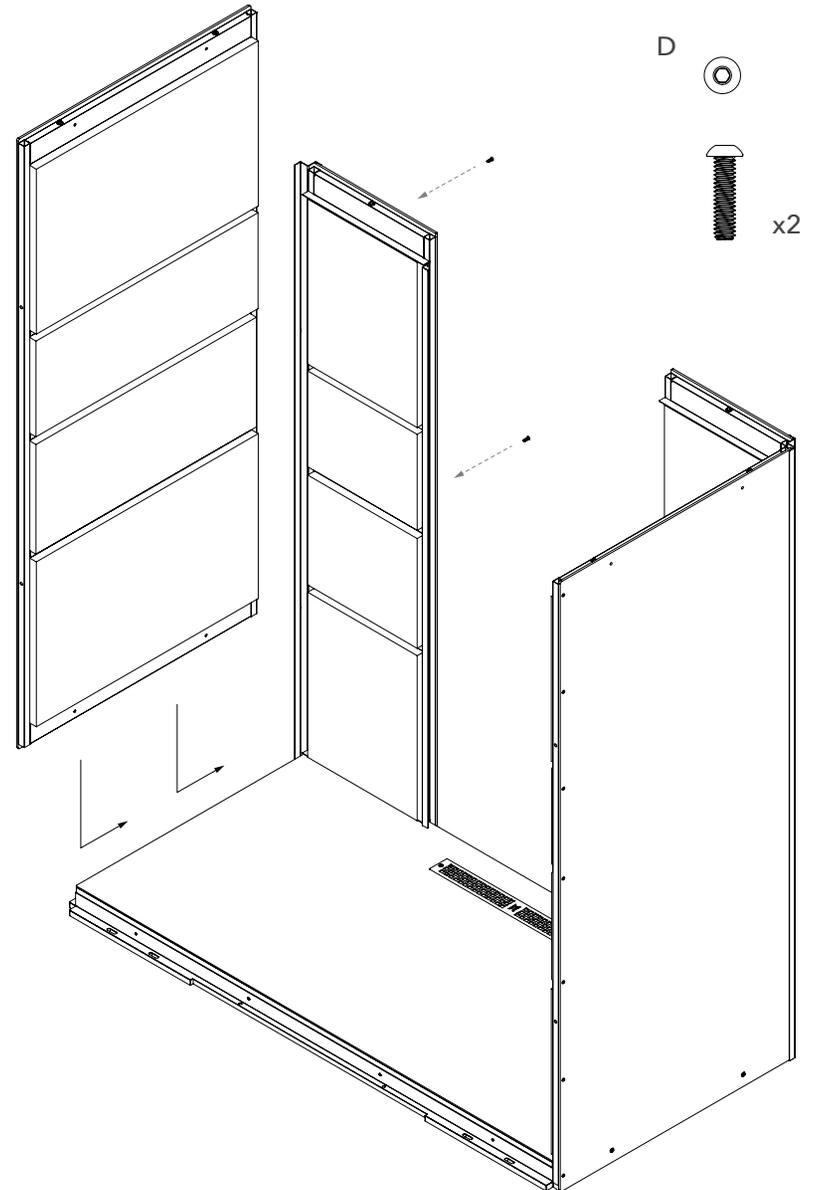


# 06 Install the left side wall

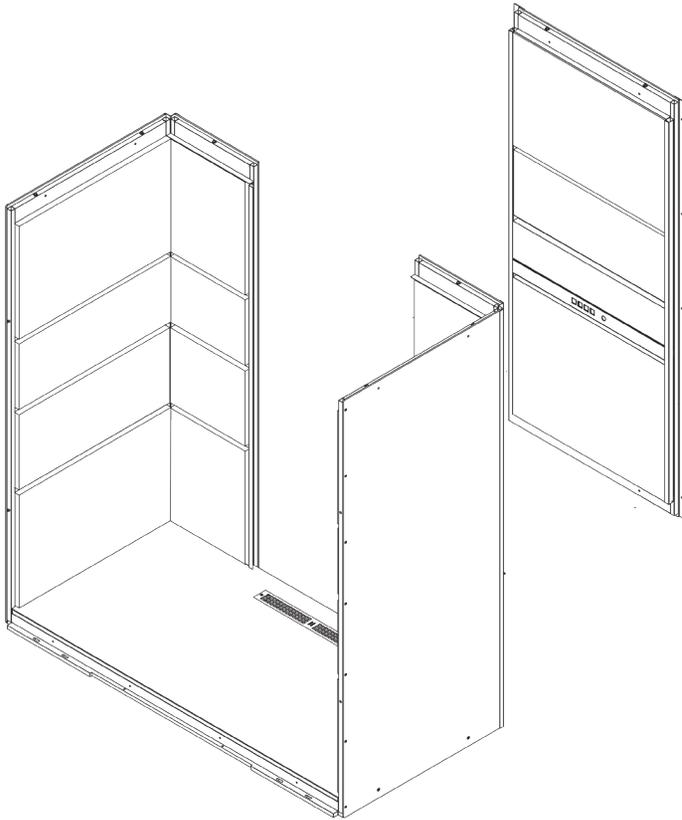
**Note:** The left and right side walls are exactly the same, either wall can be used.

**Before you start:** Locate one of the two side walls and make sure the arrow stickers on the side of the wall are facing up.

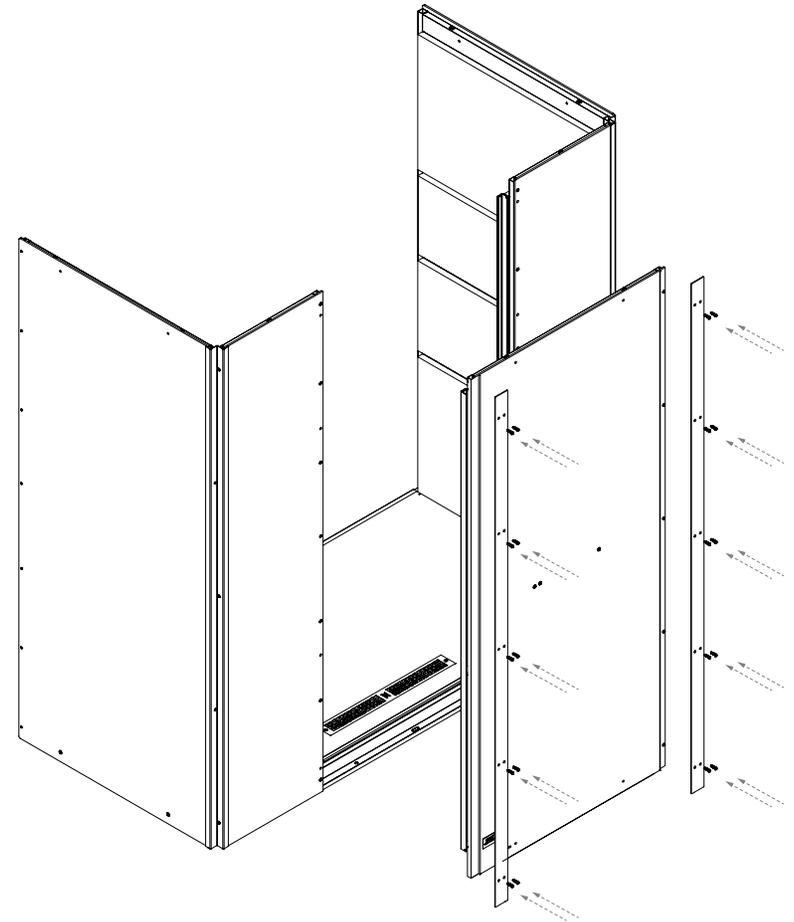
- A. Notice the slits in the base of the floor. Drop the pins on the bottom of the left side wall into the slits in the base. The left side wall should be placed on the base about 3-4 inches from the back wall.
- B. Slide the left side wall toward the back left wall until it is secured in the "L" channel.
- C. Once the left side wall is in place, bolt the side wall to the back left wall by screwing a (D) bolt into each of the two holes in the "L" channel.



# 07 Install the back center wall



**Note:** The back center wall will have the electrical outlet and motion sensor. Be careful not to damage the sensor during installation. Make sure the wires at the bottom and top of the center back wall are taped securely and do not pinch the wires between the base or side wall when placing the back wall on the base.



D



x20

A. Locate the pins protruding from the bottom edge of the back center wall and lower them into the pinholes in the back edge of the base.

B. Once the pins are in the pinholes, place a flat steel trim piece (H) on the back wall covering the seam between the center and left back walls. Bolt the back center wall to the back left wall by screwing a (D) bolt into each of the 10 holes in the flat steel trim piece (H).

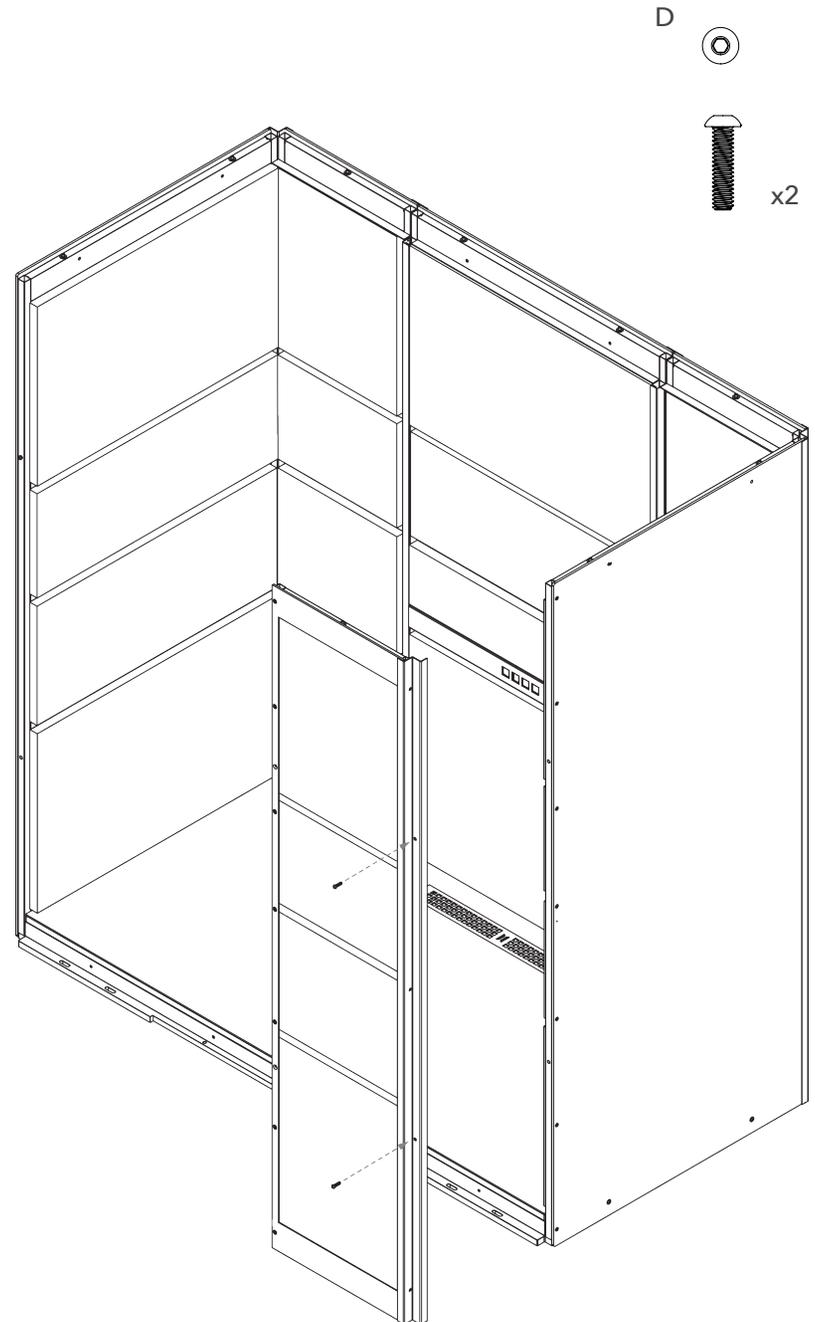
C. Repeat Step B for the right side seam

# Install the front right wall

**Note:** The front right wall is one of the two narrow clear walls. When looking at the front of the wall, the “L” channel will be located on the right side and the steel cross bars will be behind the acrylic panel.

**Before you start:** Locate the front right wall and make sure the arrow stickers on the side of the wall are facing up.

- A. Locate the pins protruding from the bottom edge of the front right wall and lower them into the pinholes in the front right edge of the base
- B. Once the front right wall is in place, bolt it to the right wall by screwing a (D) bolt into each of the two holes in the “L” channel.

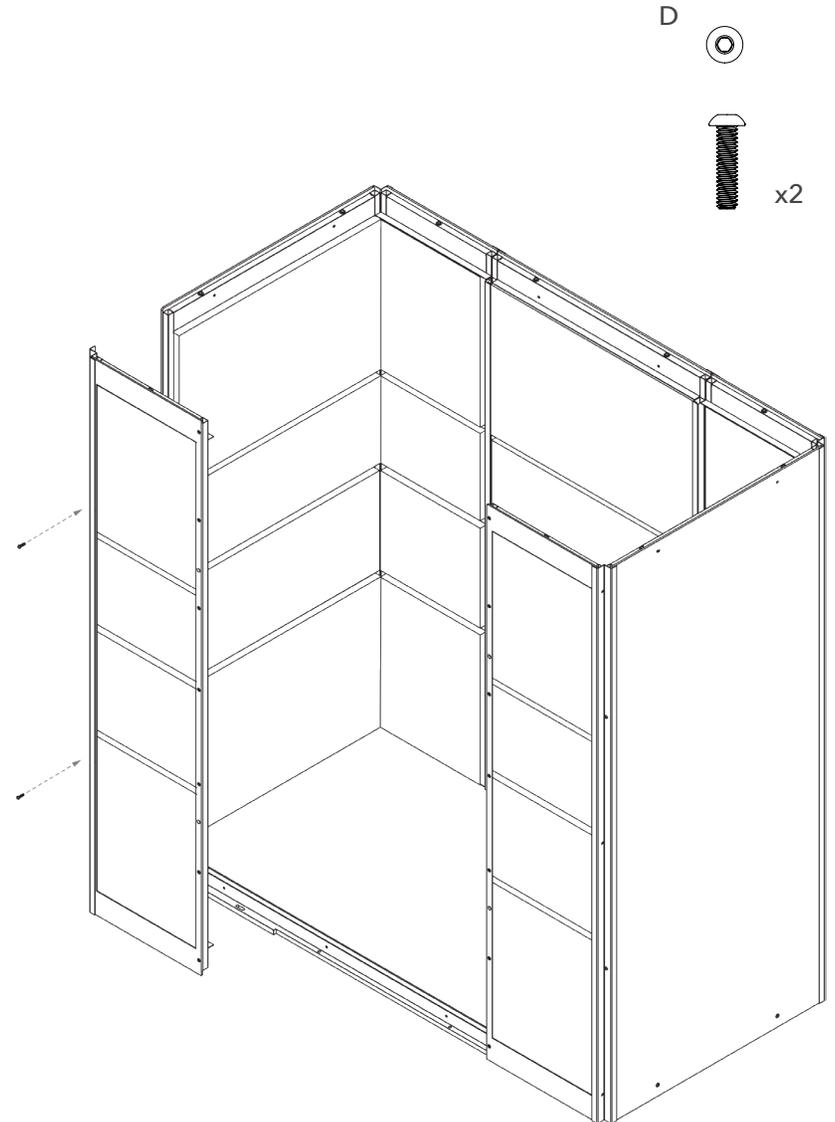


# 09 Install the front left wall

**Note:** The front left wall is one of the two narrow clear walls. When looking at the front of the wall, the "L" channel will be located on the left side and the steel cross bars will be behind the acrylic panel.

**Before you start:** Locate the front left wall and make sure the arrow stickers on the side of the wall are facing up.

- A. Locate the pins protruding from the bottom edge of the front left wall and lower them into the pinholes in the front left edge of the base
- B. Once the front left wall is in place, bolt it to the left wall by screwing a (D) bolt into each of the two holes in the "L" channel.

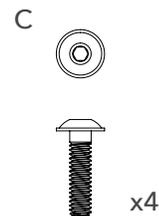
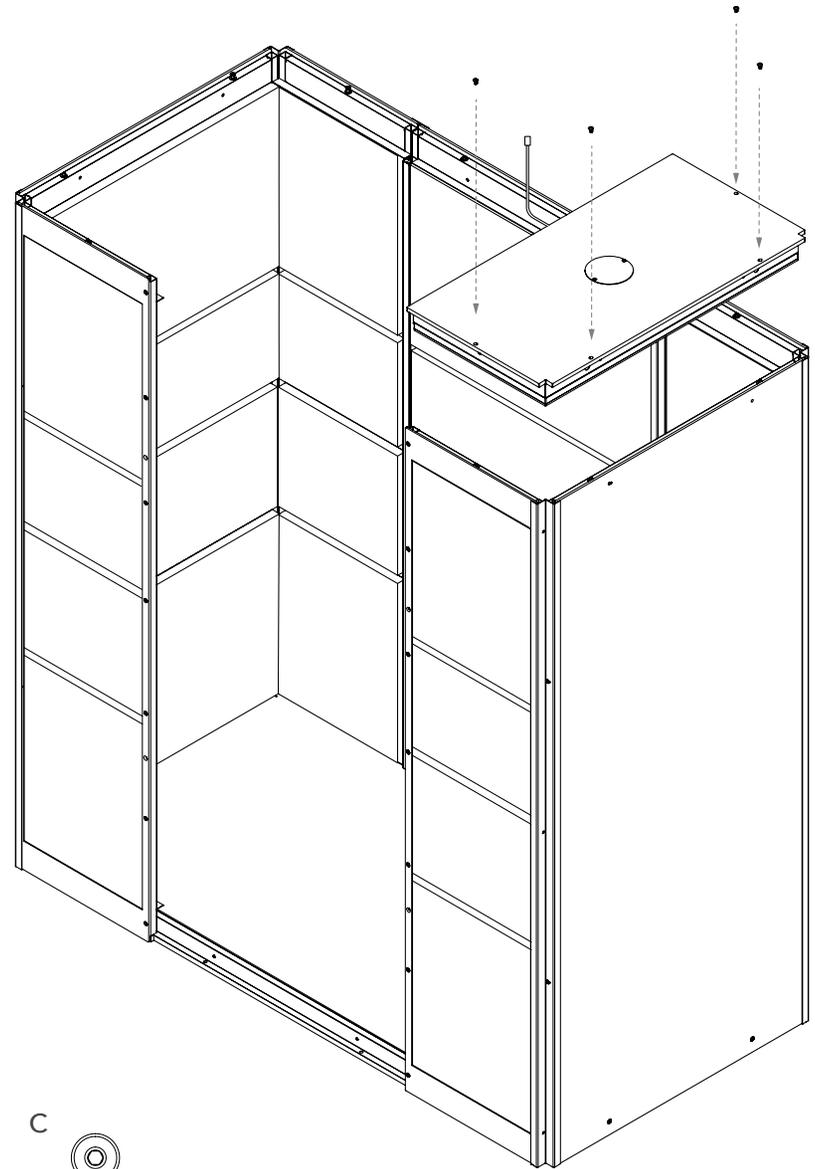


# 10 Install the right ceiling panel

**Note:** The right and left ceiling panels are exactly the same, either can be used. These are the two narrow ceiling panels.

**Before you start:** Locate one of the narrow ceiling panels and position it so that the flat steel trim piece attached to the bottom of the ceiling panel will be on the left side and the light should be facing the ground.

- A. Two people should carry the right ceiling panel into the booth, through the center opening. Lift it up over the walls, and guide it into place above the right side, front and back walls. A third person standing outside of the booth could also help guide it into the correct place.
- B. Lower the ceiling into place. There are holes in the sides and back of the ceiling. The holes correspond to pins sticking out of the top edge of the side, front and back wall. Align these holes with the pins to secure the ceiling in the correct location.
- C. Bolt the right ceiling panel to the right side, front and back walls by locating the pins protruding through the holes in the ceiling and screwing a (C) bolt into each of the four pins - one is at the front, one is at the back and two are on the side.

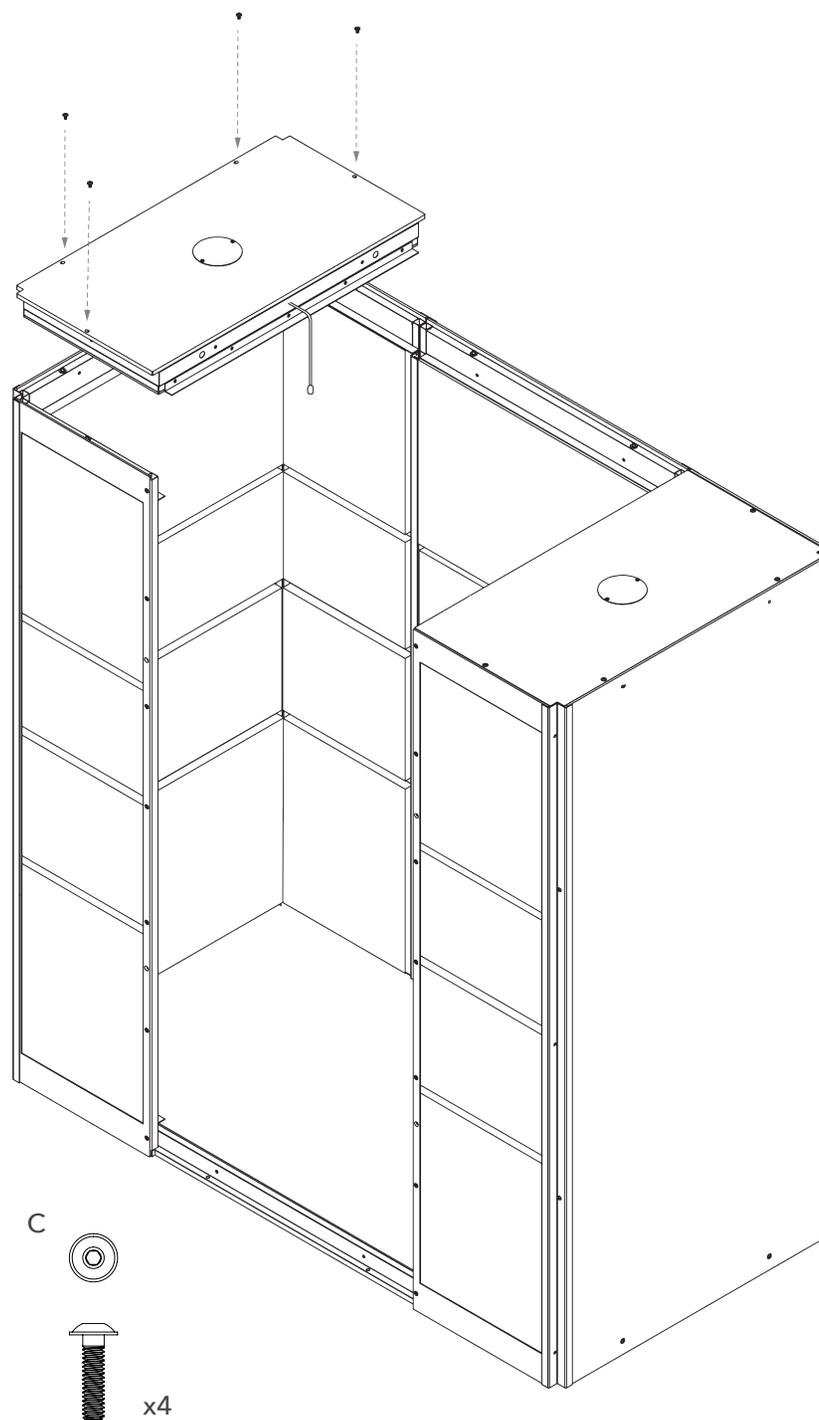


# 1 Install the left ceiling panel

**Note:** The right and left ceiling panels are exactly the same, either can be used. These are the two narrow ceiling panels.

**Before you start:** Locate one of the narrow ceiling panels and position it so that the flat steel trim piece attached to the bottom of the ceiling panel will be on the left side and the light should be facing the ground.

- A. Two people should carry the right ceiling panel into the booth, through the center opening. Lift it up over the walls, and guide it into place above the right side, front and back walls. A third person standing outside of the booth could also help guide it into the correct place.
- B. Lower the ceiling into place. There are holes in the sides and back of the ceiling. The holes correspond to pins sticking out of the top edge of the side, front and back wall. Align these holes with the pins to secure the ceiling in the correct location.
- C. Bolt the right ceiling panel to the right side, front and back walls by locating the pins protruding through the holes in the ceiling and screwing a (C) bolt into each of the four pins - one is at the front, one is at the back and two are on the side.



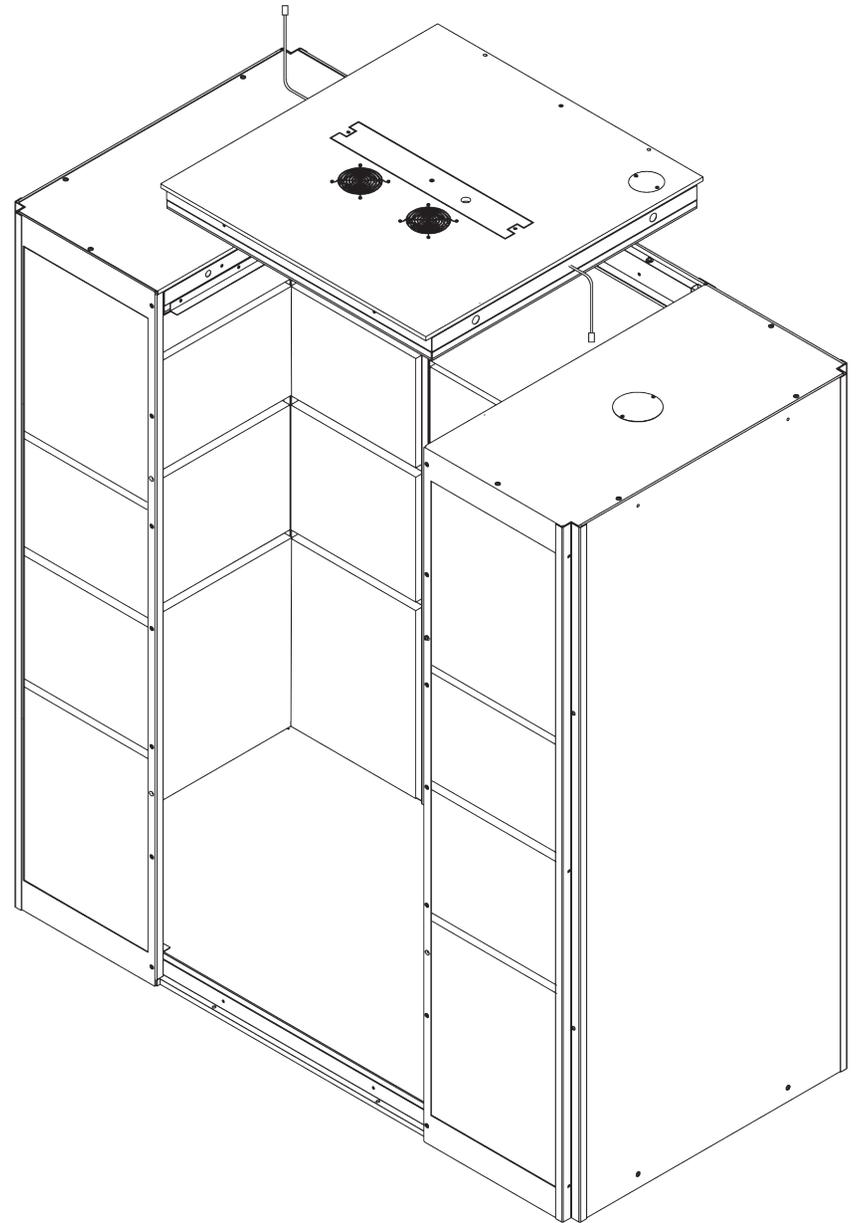
# 12

## Install the center ceiling panel

**Note:** When lowering the center ceiling panel into place, be sure the wires are taped securely and are out of the way so they do not get pinched between the ceiling panel and the back wall.

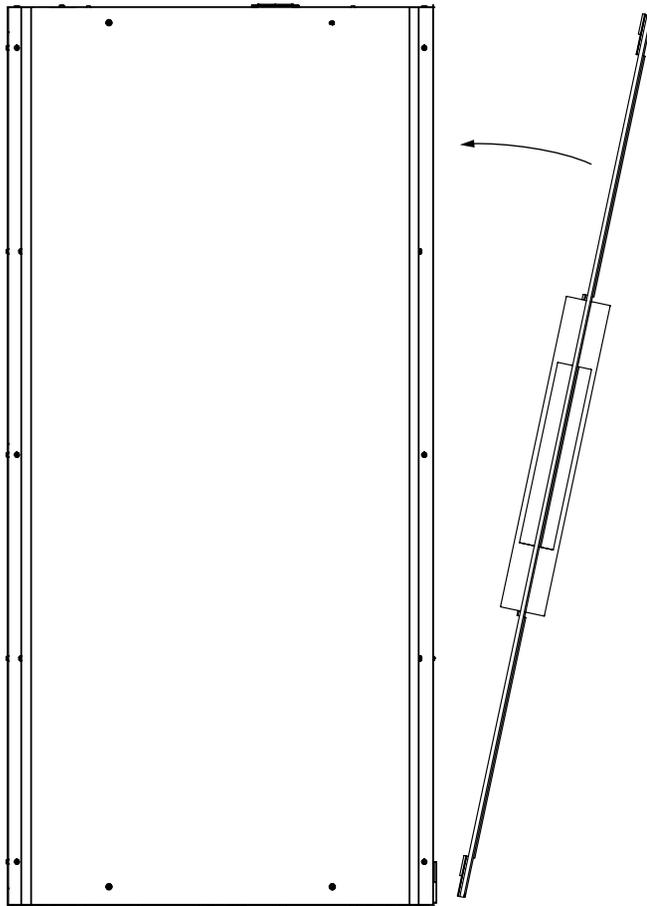
**Before you start:** The center ceiling panel should be positioned with the lights and vent facing the ground. Be sure the vent is at the front of the ceiling panel. Once the booth is built the floor and ceiling vents should be on opposite sides.

- A. Two people should lift the center ceiling panel over their heads and walk it into the booth, lifting it up over the left and right ceiling panels.
- B. While two people hold the center ceiling panel in position over the other ceiling panels, a third person, standing on a ladder at the back of the booth, should connect the electrical wire coming out of the right side of the center ceiling panel to the wire coming out of the left side of the right ceiling panel.
- C. Repeat for the wires connecting the center ceiling panel to the left ceiling panel.
- D. Once the wires are connected, the two people holding the center ceiling panel should carefully lower it into place onto the flat steel trim pieces on either side while the third person feeds the wires on either side into the ceiling panel. Make sure the wires are not pinched between the panels and that the 3 ceiling panels sit tight together. There are two holes in the back of the ceiling which correspond to pins sticking out of the top edge of the back wall. Align these holes with the pins to secure the ceiling in the correct location.



# 13

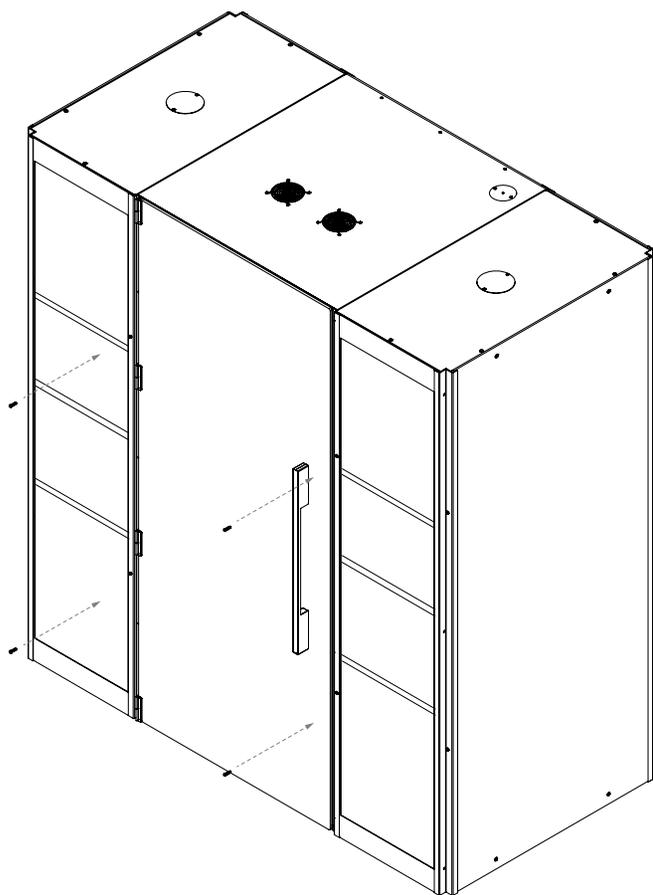
## Install the door



**Before you start:** Be careful when lifting the door so it does not swing open, and only lift the door from the metal frame, not by the handle.

- Hold the door with the bottom angled toward the booth and the top angled slightly away from the booth.
- Locate the pins protruding from the bottom edge of the door frame and lower them into the pinholes in the front edge of the base.
- Once the pins are secure in the holes, push the top of the door towards the booth - the door frame should fit just under the ceiling.

# 14 Bolt the door



D



x4

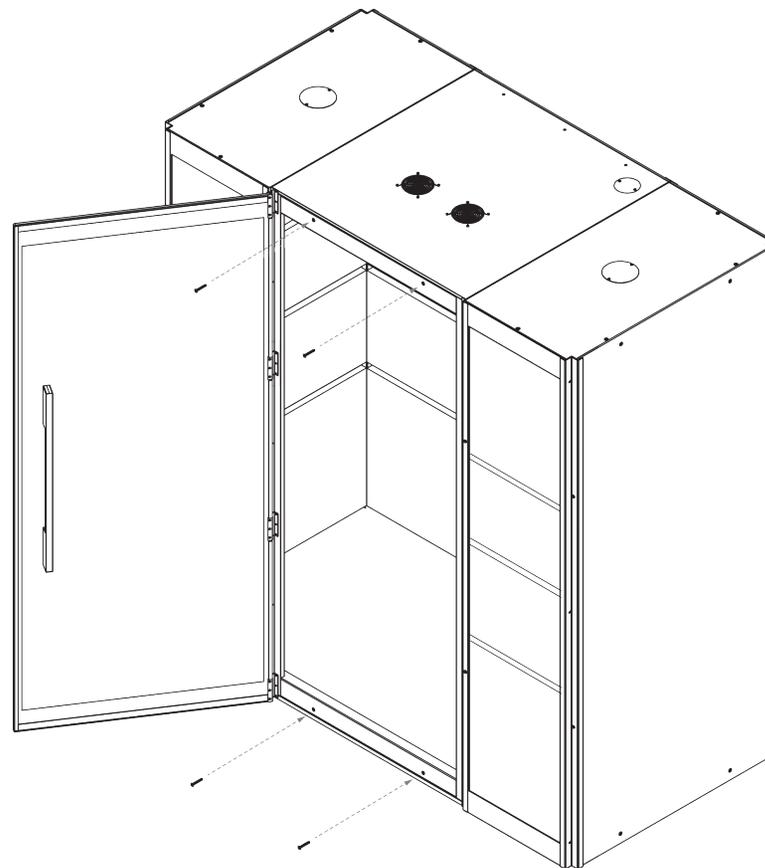
## A. Bolt the door to the two side walls

- Screw in a (D) bolt through each of the two holes on the left side of the door frame.
- Screw in a (D) bolt through each of the two holes on the right side of the door frame.

## B. Bolt the door to the ceiling and base

- Open the door and screw in an (A) bolt through each of the two holes at the top of the door frame.
- Screw in an (A) bolt through each of the two holes at the bottom of the door frame.

## C. Carefully remove the protective material from the acrylic door. You can clean with soap, water, and a microfiber cloth. Do not use ammonia based products or paper towels, they will ruin the finish. For more cleaning instructions visit the FAQ page on our website.



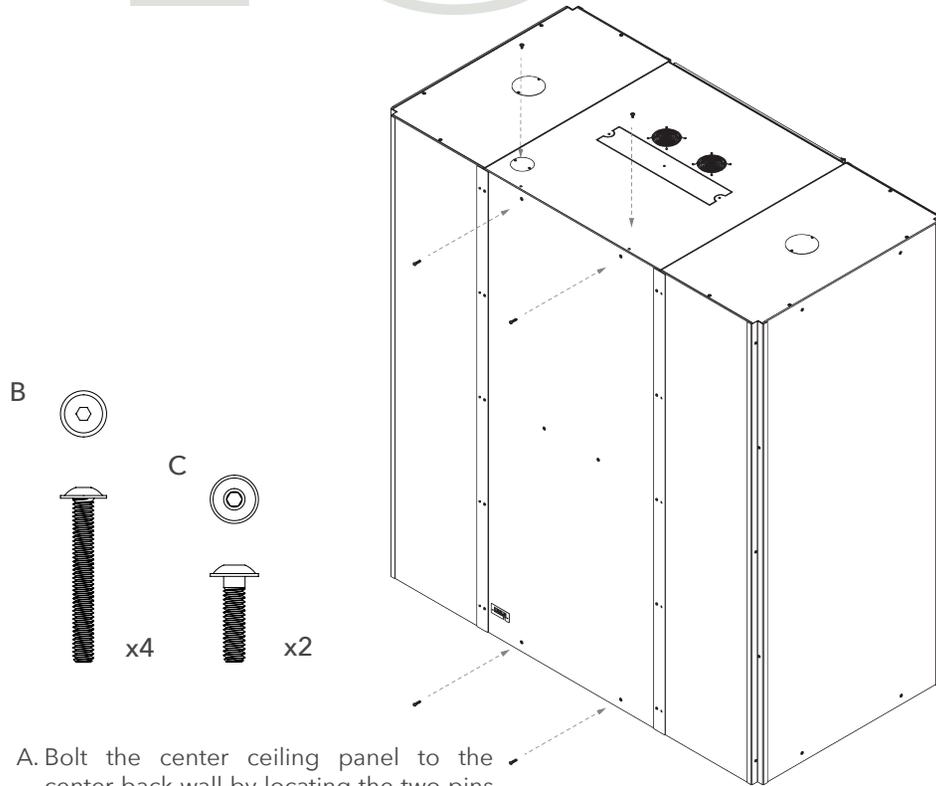
A



x4

# 15

## Bolt the back wall



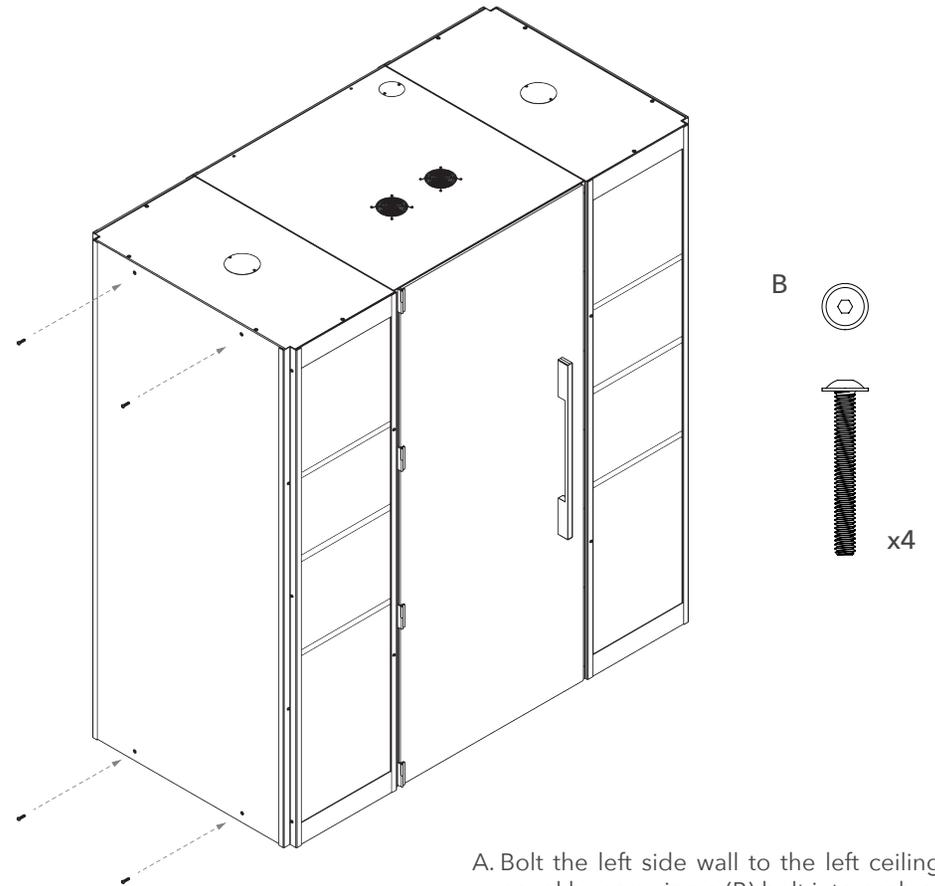
A. Bolt the center ceiling panel to the center back wall by locating the two pins protruding through the holes in the back of the center ceiling panel and screwing a (C) bolt into each of the two pins.

B. Bolt the center back wall to the center ceiling panel by screwing a (B) bolt into each of the two holes at the top of the center back wall.

C. Bolt the center back wall to the base by screwing a (B) bolt into each of the two holes at the bottom of the center back wall.

# 16

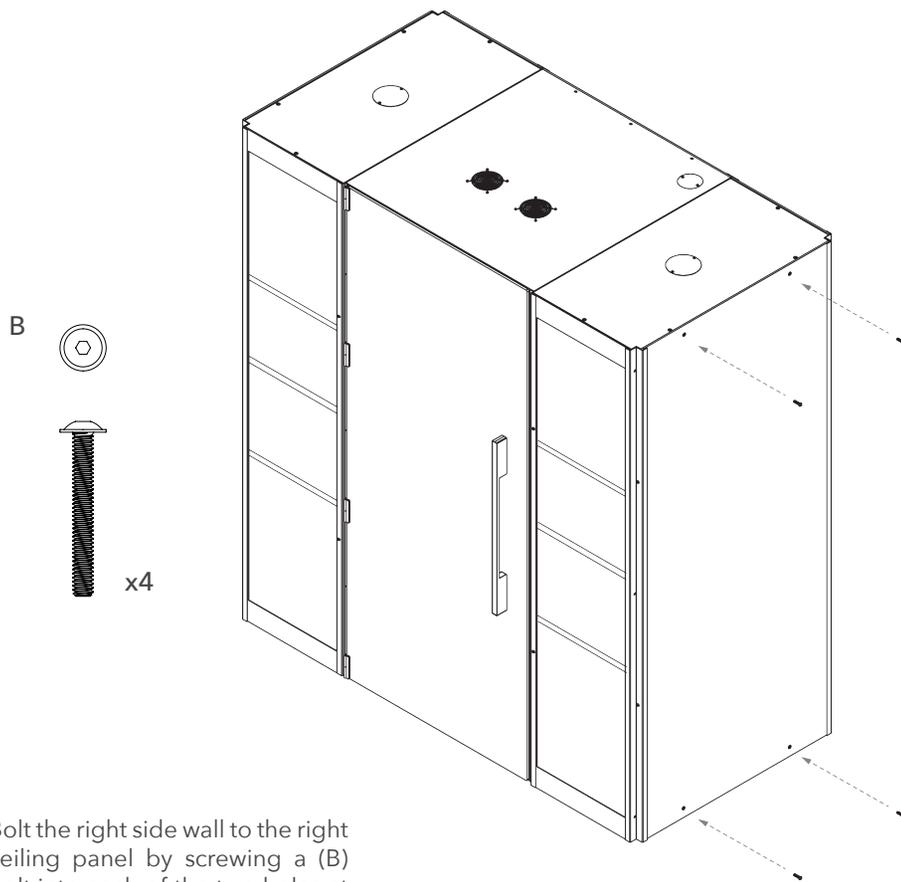
## Bolt the left side wall



A. Bolt the left side wall to the left ceiling panel by screwing a (B) bolt into each of the two holes at the top of the left side wall.

B. Bolt the left side wall to the base by screwing a (B) bolt into each of the two holes at the bottom of the left side wall.

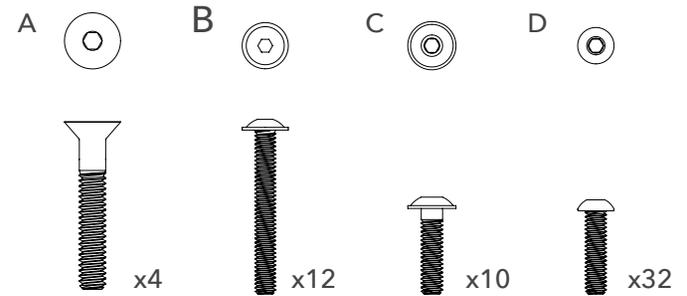
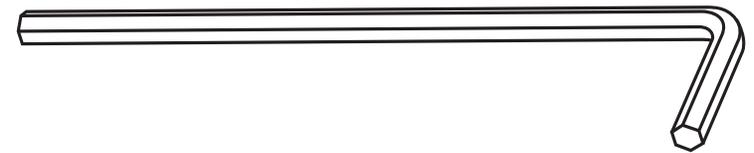
# Bolt the right side wall



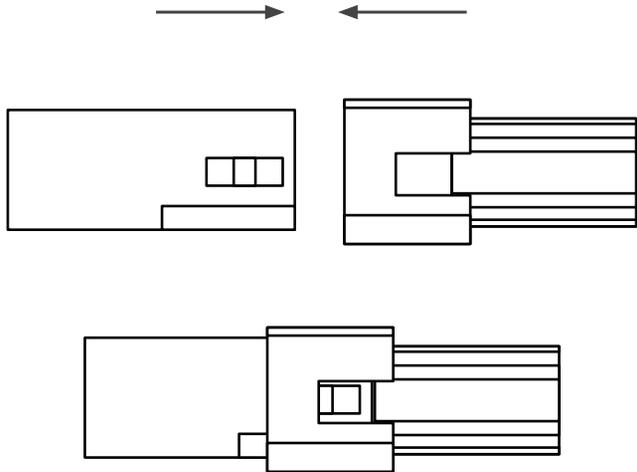
A. Bolt the right side wall to the right ceiling panel by screwing a (B) bolt into each of the two holes at the top of the right side wall.

B. Bolt the right side wall to the base by screwing a (B) bolt into each of the two holes at the bottom of the right side wall.

# Tighten all 58 bolts



# 19 Connect the electrical



**First**, locate the three wires coming out of the back right corner of the center ceiling panel and the three wires coming out of the top right corner of the center back wall - they are each color coded.

A. Connect the matching colored wires to each other - push hard until they are securely together.

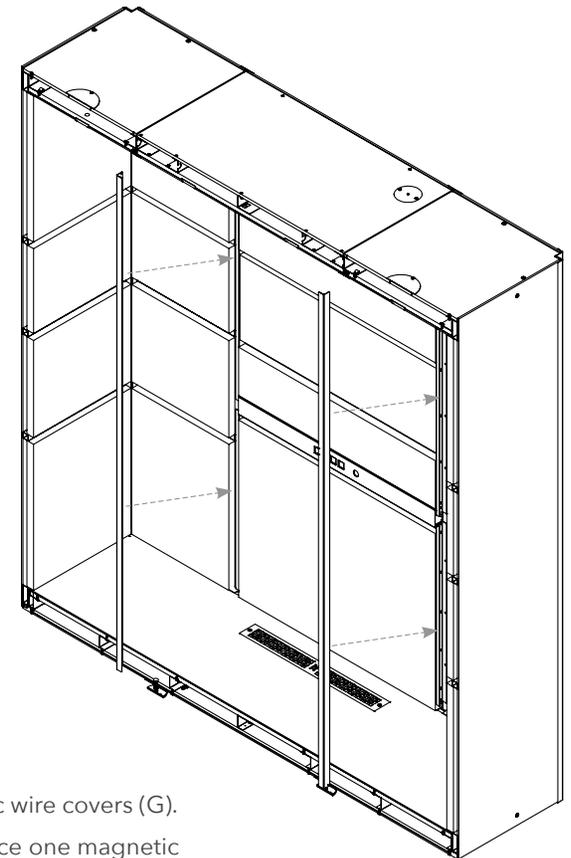
B. Tuck the wires into the chaseway along the right edge of the center back wall.

**Second**, locate the two wires coming out of the base and the two wires coming out of the lower right corner of the center back wall - they are each color coded.

A. Connect the matching colored wires to each other - push hard until they are securely together.

B. Tuck the wires into the chaseway along the right edge of the center back wall.

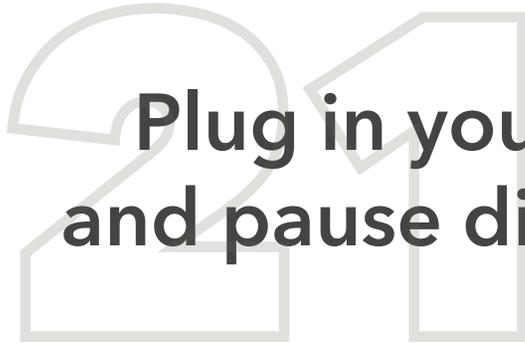
# 20 Install the magnetic wire covers



A. Locate the two magnetic wire covers (G).

B. Enter the booth and place one magnetic wire cover along the right edge of the center back wall, covering the wire chaseway - be sure all of the wires are neatly secured within the chaseway.

C. Place the second magnetic wire cover along the left edge of the center back wall, covering the empty chaseway.



**Plug in your booth  
and pause distractions**

The fans and light will turn on as soon as  
the door is opened.

# APPENDIX



# Seismic Anchor Installation:

## 1. Place the included seismic anchoring template on the floor

- A. Locate the seismic anchoring template.
- B. Place it on the floor where you want the booth and secure it in place with tape.

## 2. Bolt the seismic plates to the floor

- A. Unscrew and remove the eight seismic plates from the base of the booth.
- B. Place the eight seismic plates at the designated locations on the template. Using the included screws (F), bolt the plates to the floor through the two holes in the base of the plates.
- C. Remove the template.

## 3. Set the base in place

- A. Place the base of the booth on the floor, setting the feet inside of the seismic plates.
- B. Align the circular foot inside of the arc of the seismic plate.

## 4. Level the base

- A. To level the base, spin the feet until each of the three built in levels show the bubble in the middle of the two lines.
- B. Press on the base to test that it is stable on all sides.

## 5. Connect the base to the seismic plates

- A. Using the previously removed screws, bolt the base to the seismic plates through the two holes in the side of each seismic plate.
- B. Return to step #3 in the assembly guide.

# Sprinkler System Installation:

## 1. Remove the inside cover plate

- A. From inside the booth, locate the round cover plate on the underside of the ceiling. It is between the light and the back wall.
- B. Twist the cover plate counter clockwise until it is completely removed.

## 2. Remove the outside cover plate

- A. Locate the round cover plate on the top of the ceiling.
- B. Remove the 2 screws.
- C. Remove the cover plate by lifting it off the ceiling.
- D. Store both cover plates in a safe location in case you want to put them back on the booth at a later date.

## 3. Install a sprinkler

- A. Your plumber can now drop a sprinkler through the hole in the ceiling and mount it to the underside of the ceiling.
- B. Please refer to a contractor or a plumber for proper installation.



**Step into a Pillar Booth  
and pause distractions.**

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