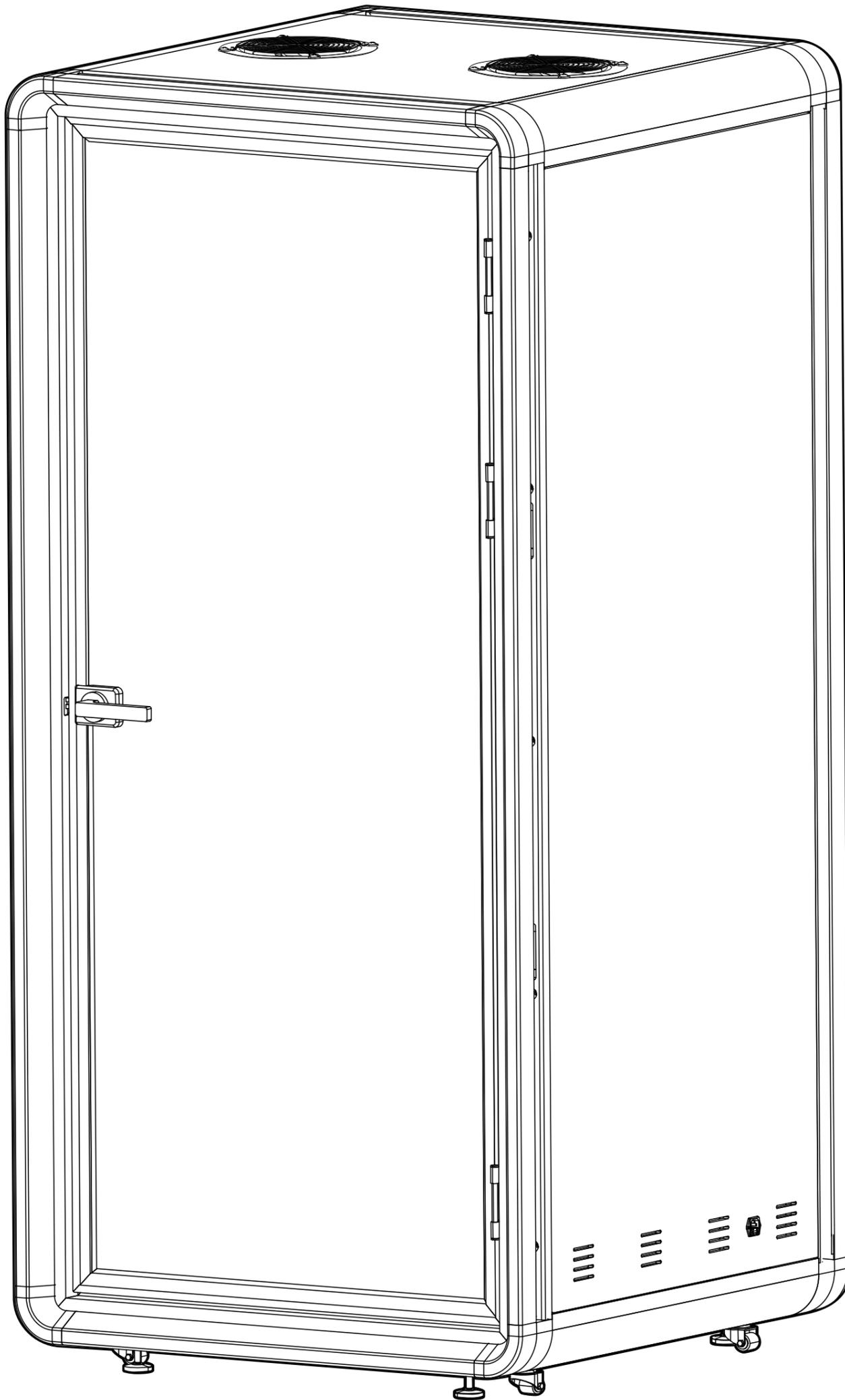


# Privacy Booth



3 People  
Recommended  
for Assembly

**vari**®





**WARNING:** Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury.



**WARNING:** Keep plug away from heated surfaces and sharp edges. Never operate the Privacy Booth if the cord or plug is damaged or is not working properly.



**WARNING:** Risk of electric shock. Connect Privacy Booth to a properly grounded outlet only.



**WARNING:** Designed for use in dry work environments only. Risk of fire, electric shock, or personal injury if used outdoors or in a damp location. Only use indoors. Do not use outdoors.



**WARNING:** No smoking inside of the Privacy Booth.



**CAUTION:** Recommended for use by (1) person at a time.



**CAUTION:** Designate an assembly area and keep the area clean of debris.

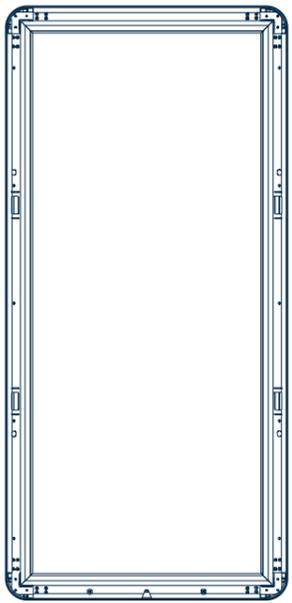


**WARNING:** Do not leave electronic devices plugged in inside the Privacy Booth when not in use.

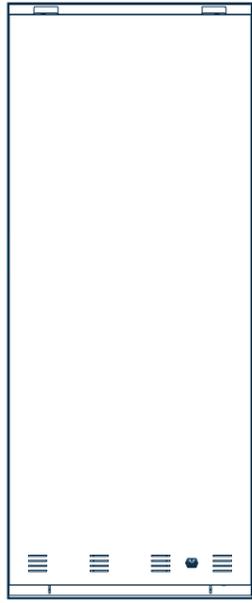


**WARNING:** Before assembly, lift platform by extending Foot Pads to elevate Casters off the ground. After assembly, lower feet for mobility. For stability, elevate platform again when in the desired position.

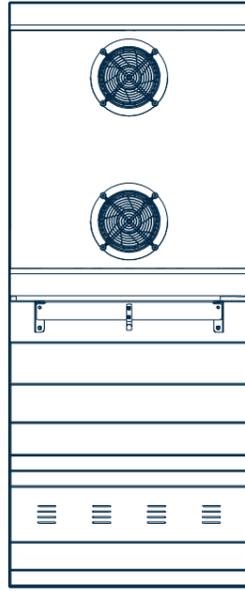
# INCLUDED COMPONENTS FOR ASSEMBLY



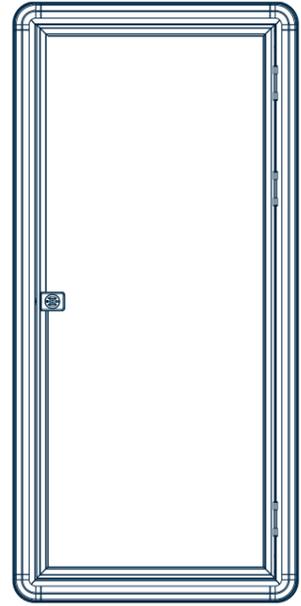
BACK PANEL  
x1



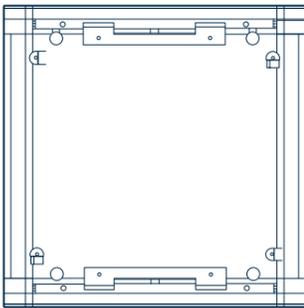
SIDE PANEL  
x1



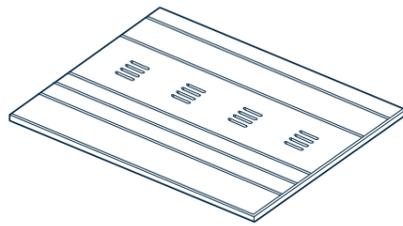
POWER &  
CEILING PANEL  
x1



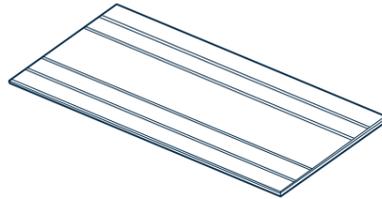
GLASS DOOR  
x1



BASE  
x1



LOWER PANEL  
COVER  
x2



UPPER PANEL  
COVER  
x2



SHELF  
x1



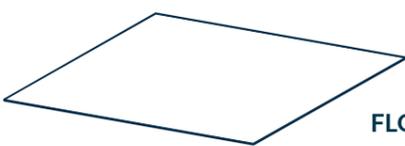
SHELF BRACKET (LEFT)  
x1



SHELF BRACKET (RIGHT)  
x1



SHELF PLATE  
x1



FLOOR MAT  
x1



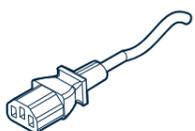
CASTERS  
x4



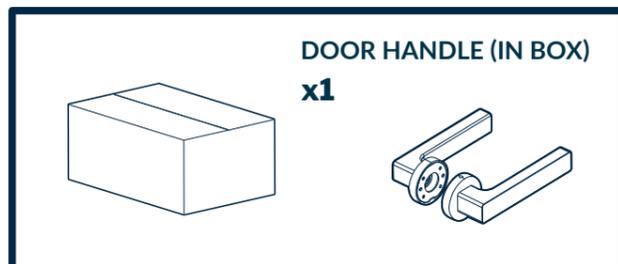
HOOK  
x1



FOOTPAD  
ACCESS COVERS  
x4



POWER CORD  
x1



DOOR HANDLE (IN BOX)  
x1



M8 X 16MM SCREW  
x4



M8 X 25MM SCREW  
x36



M8 X 35MM SCREW  
x4



M8 X 45MM SCREW  
x8



M6 X 8MM SCREW  
x2



6MM ALLEN KEY  
x1

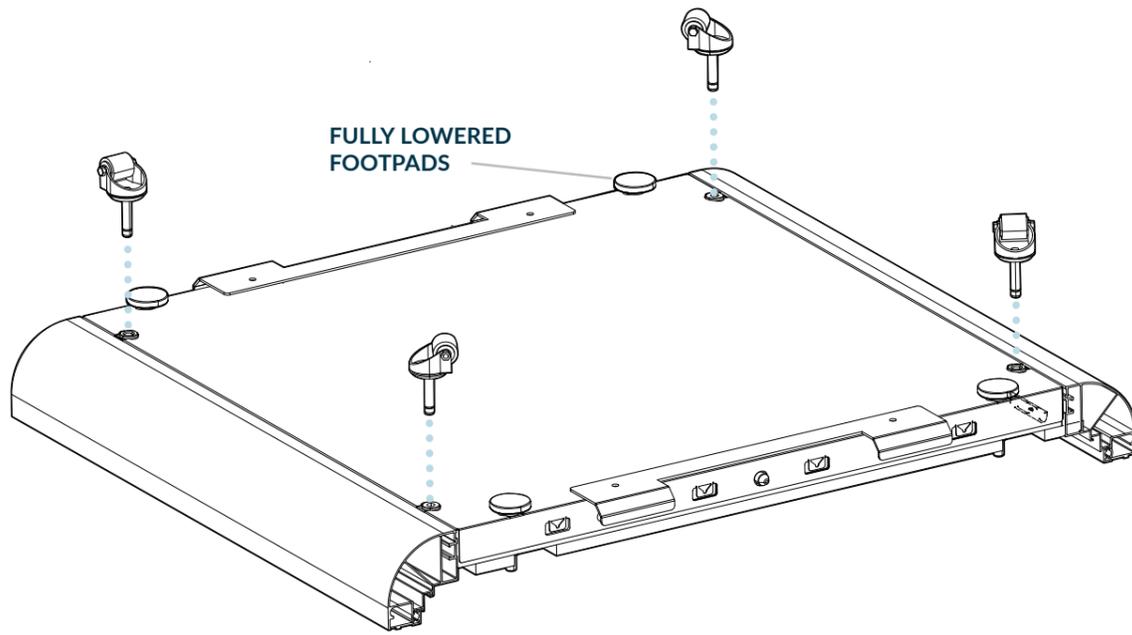


5MM ALLEN KEY  
x1



3MM ALLEN KEY  
x1

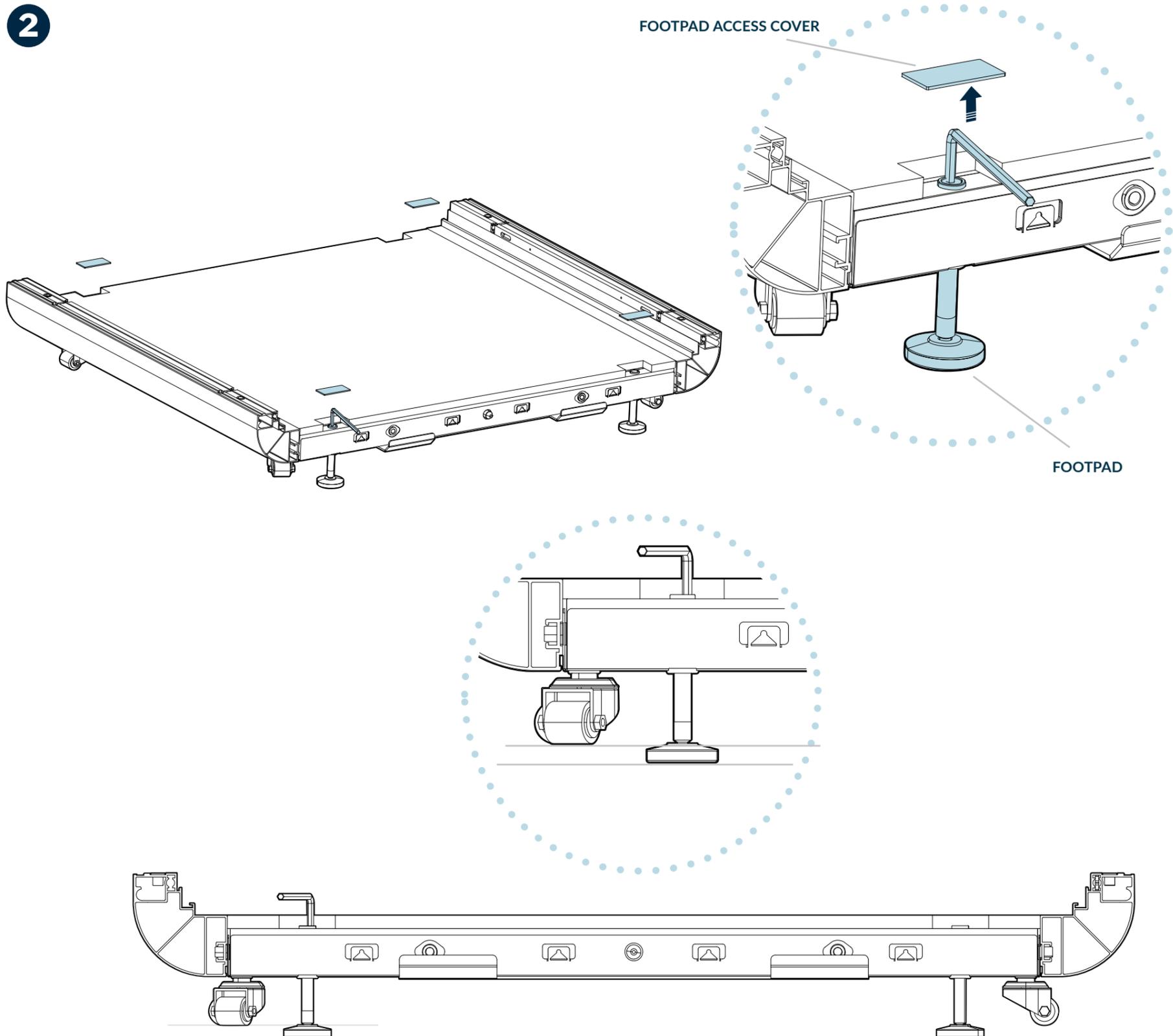
1



Leave the **BASE** in the box and recess each footpad as much as possible. Then insert the 4 **CASTERS**.

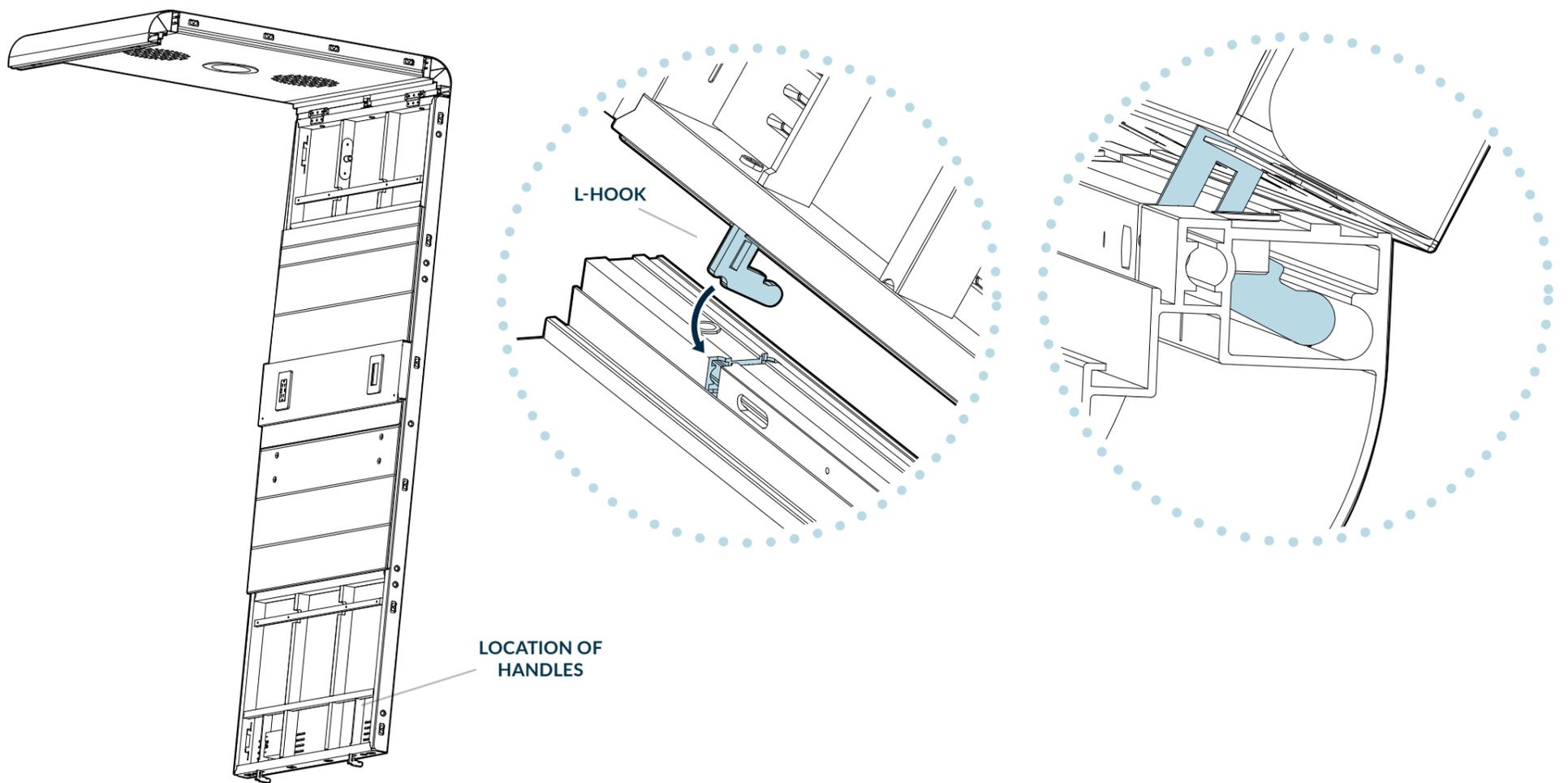
**NOTE:** Adjust the footpads to be lower than the casters to avoid sliding. Ensure the base is stable. After assembly, adjust the height of the footpads so the casters are in contact with the ground and position the Privacy Booth as desired. Lower the footpads again after the Privacy Booth is in the desired location.

2



Before assembling the Privacy Booth, place the **BASE** where there's enough space for assembly. If the **FLOOR MAT** is on the base, remove it to reveal the Floor Board and (4) **FOOTPAD ACCESS COVERS**. Remove the (4) Footpad Access Covers and use the included **6MM ALLEN KEY** to adjust the height of the Footpads so they are in contact with the ground to avoid sliding while assembling. Ensure the Base is stable. Place the Footpad Access Covers back in their original positions.

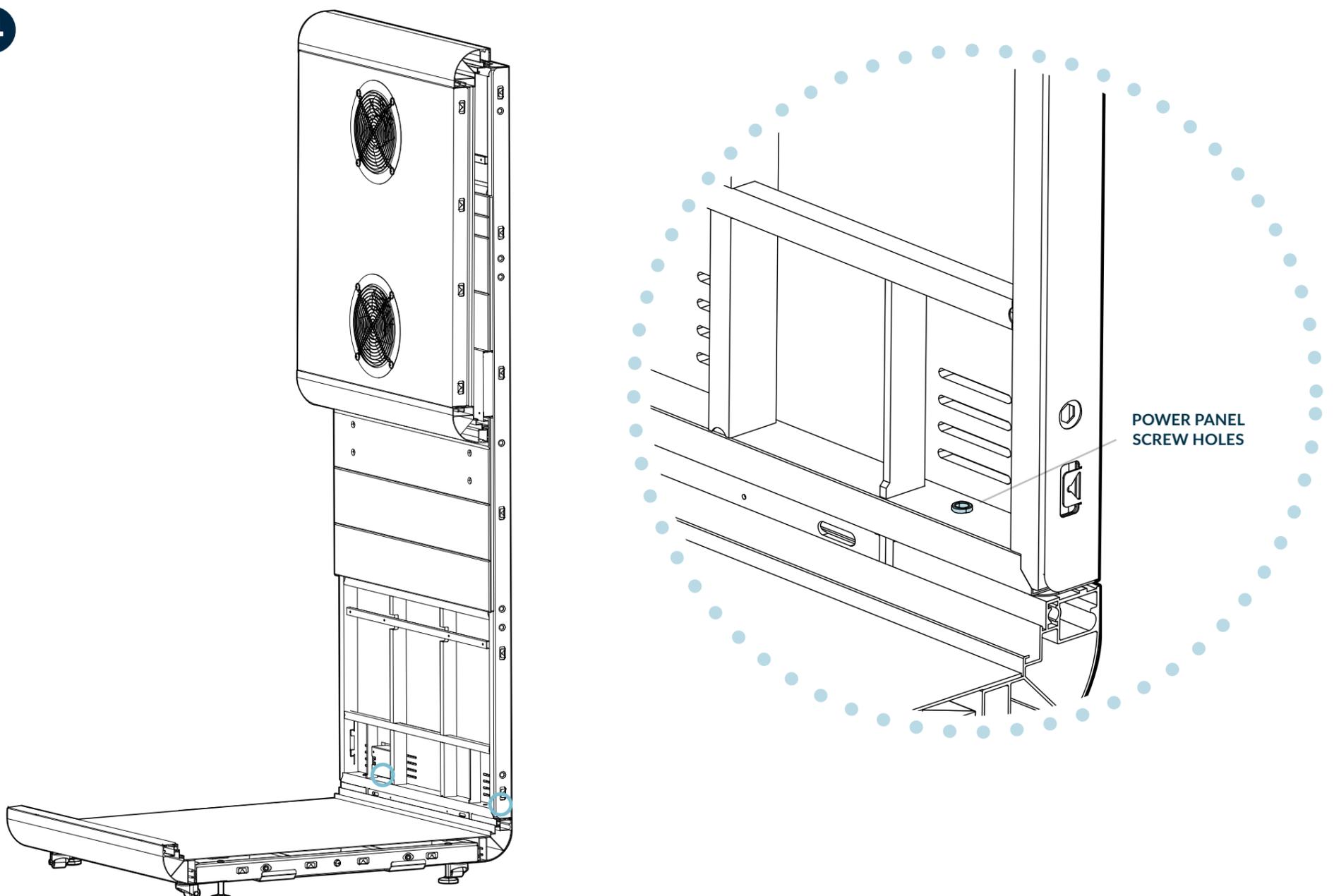
3



With at least (2) people, grasp the handles on each side of the **POWER PANEL** and position it so the two (L) hooks on the bottom line up with the (L) slot holes located on the **BASE**. Pivot the panel upwards until you hear an audible **CLICK**. The Power Panel is now securely in place.

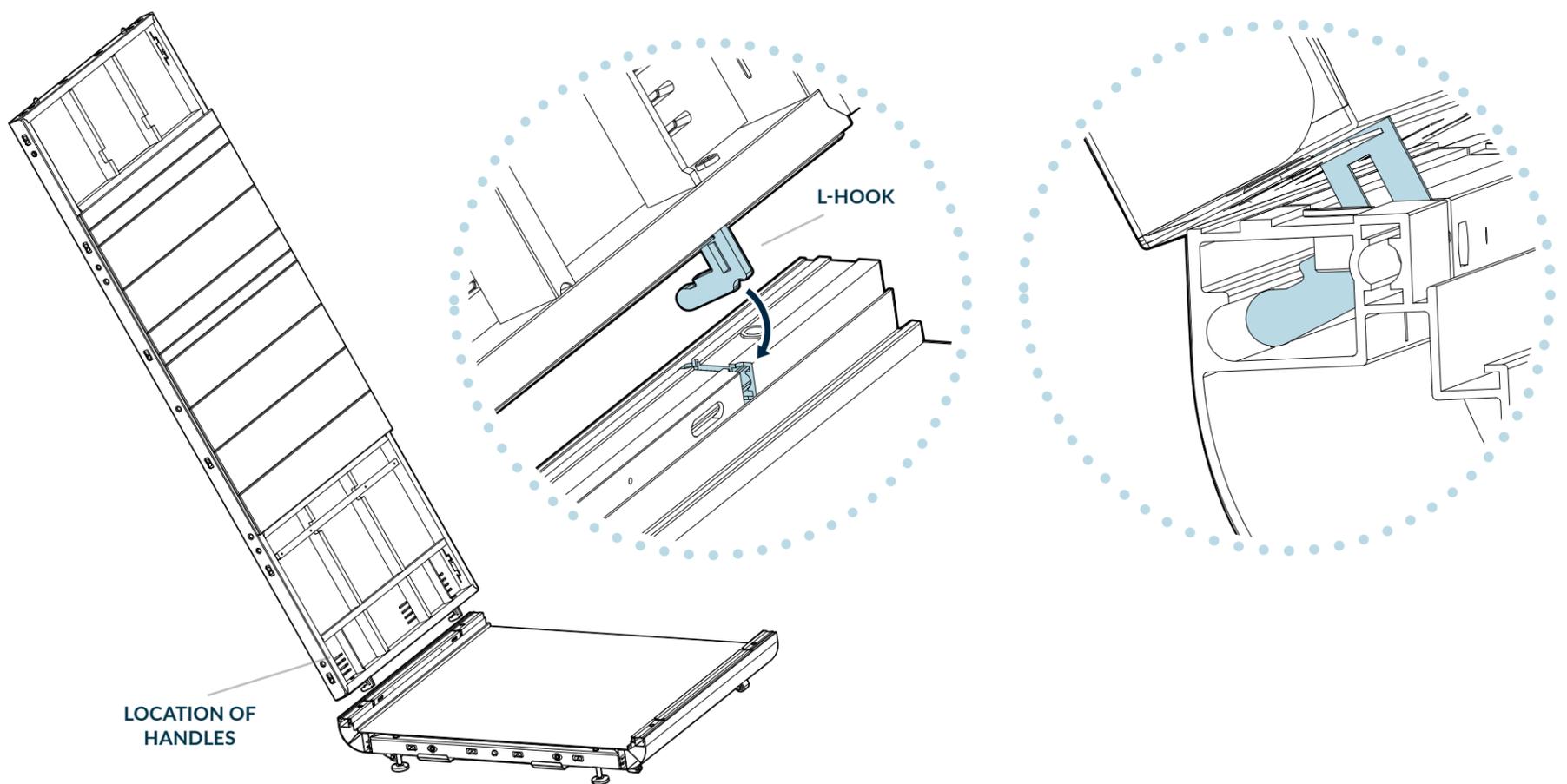
**NOTE:** The Ceiling Panel will come pre-attached to the Power Panel.

4



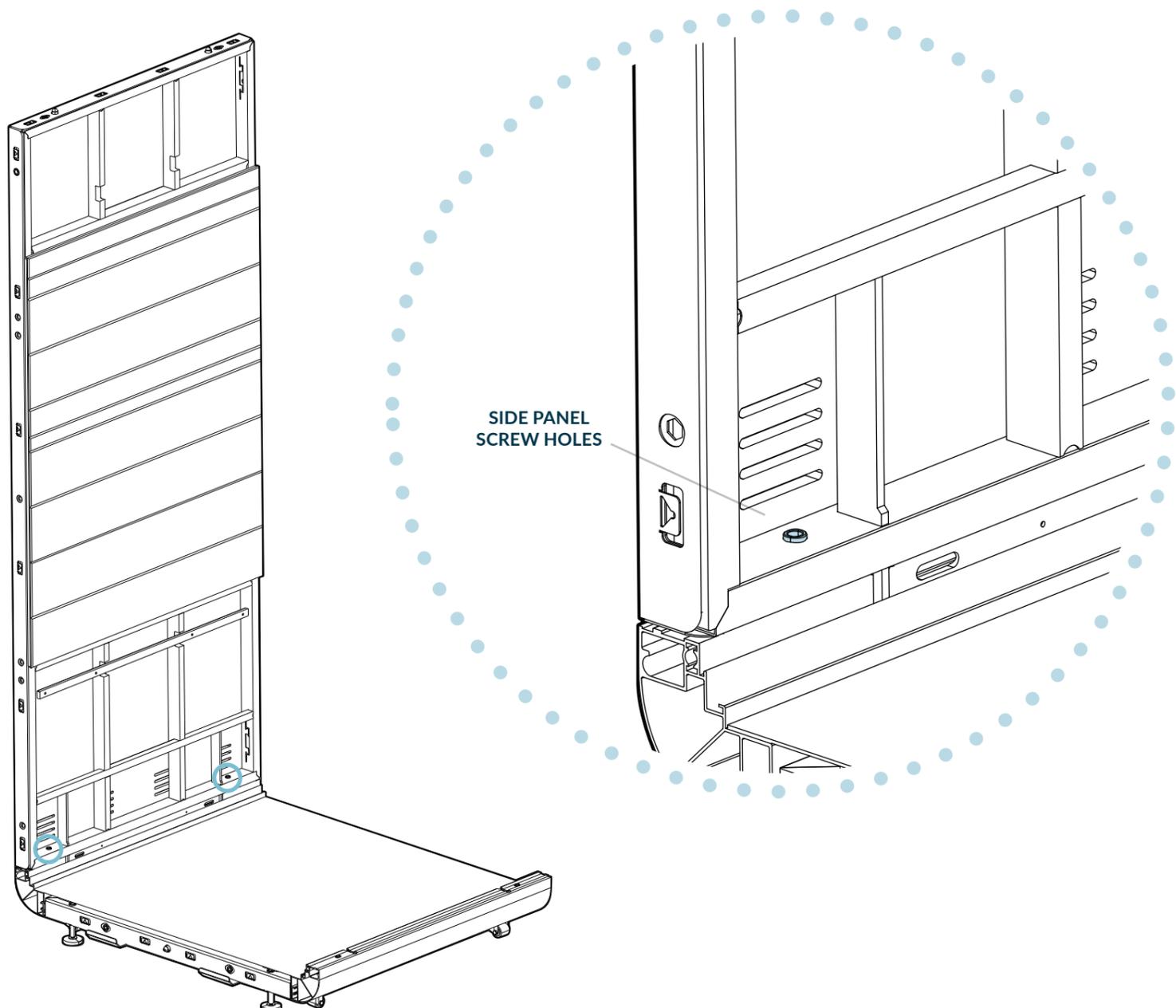
While one person holds the **POWER PANEL**, insert (2) **M8 X 45MM SCREWS** near the **BASE** and loosely tighten them with the included **6MM ALLEN** key to secure the Panel in place.

5



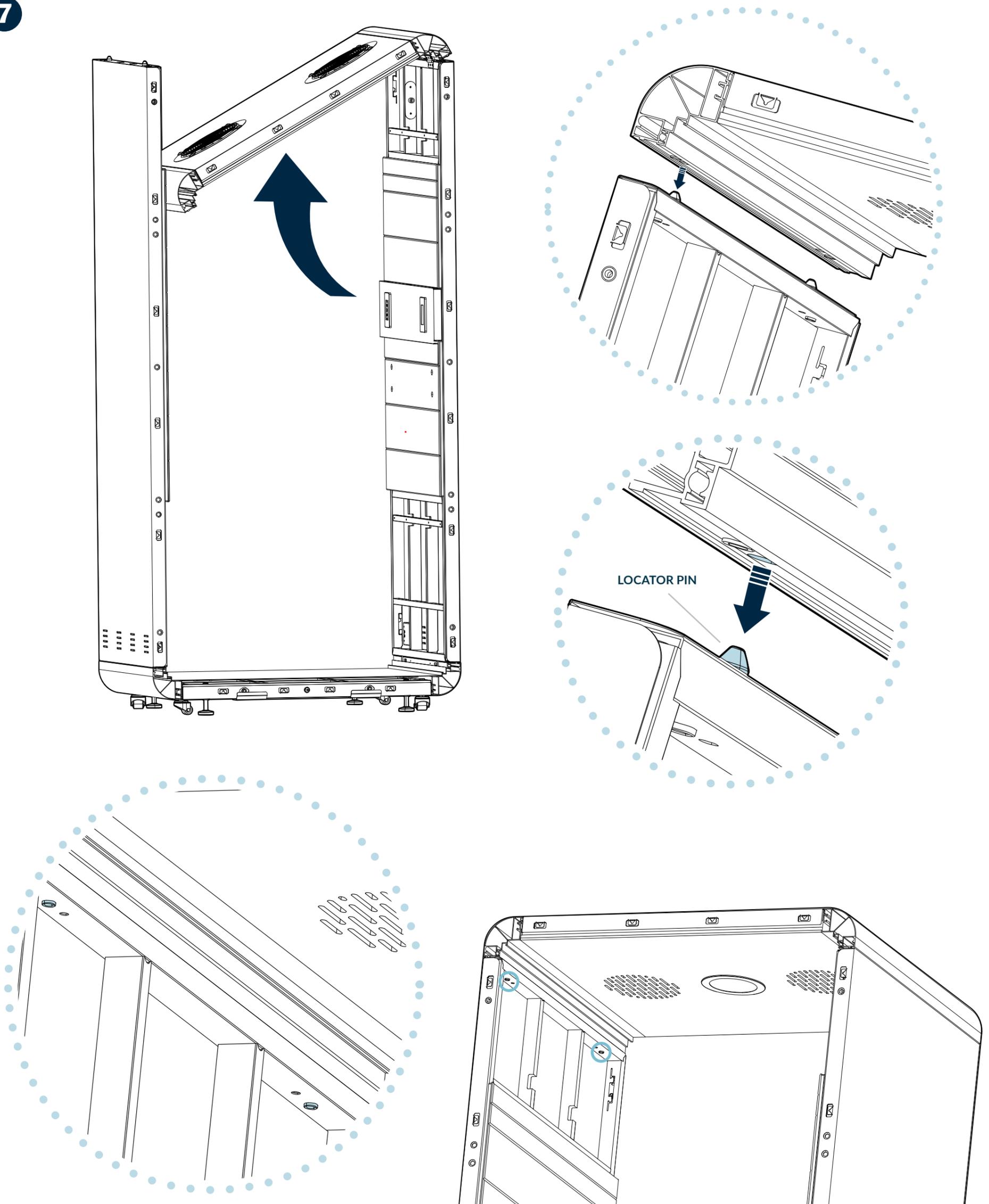
With at least (2) people, grab the handles on each side of the **SIDE PANEL** and position it so the two (L) hooks on the bottom line up with the (L) slot holes located on the **BASE**. Pivot the Panel upwards until you hear an audible **CLICK**. The Side Panel is now securely in place.

6



While one person holds the **SIDE PANEL**, insert (2) **M8 X 45MM SCREWS** near the Base and loosely tighten them with the included **6MM ALLEN KEY** to secure the Panel into place.

7



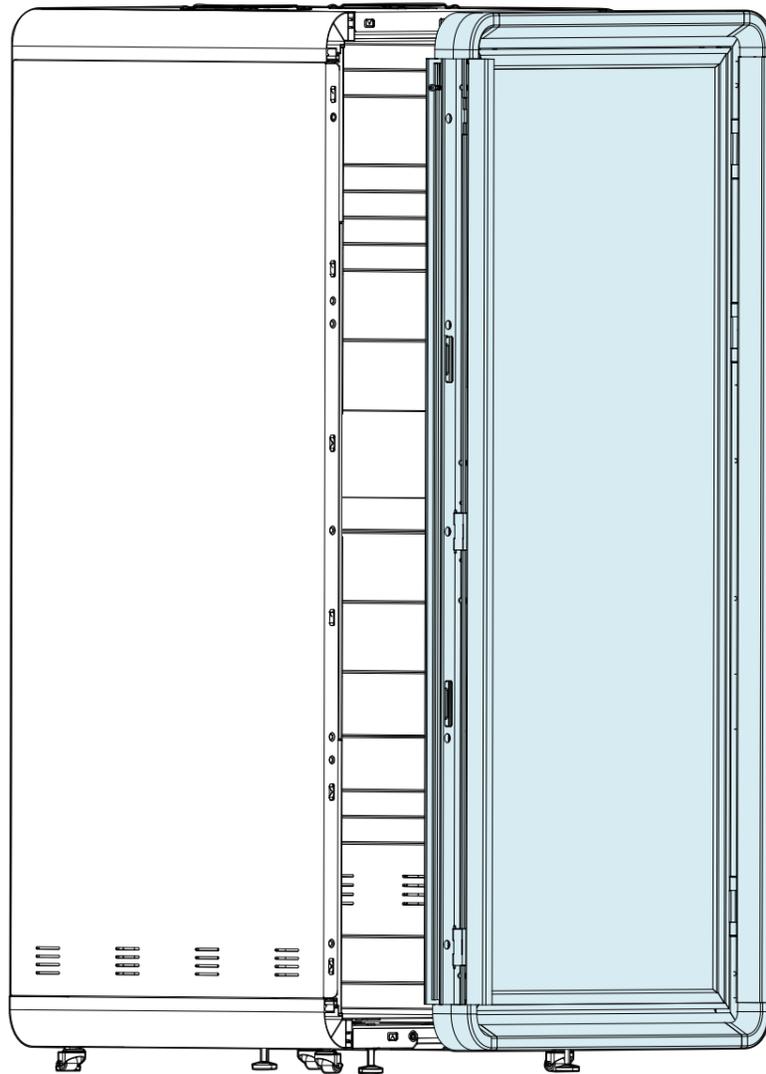
With one person holding the **SIDE PANEL**, have another person raise the **CEILING PANEL** and position the insert holes over the Locator Pins on top of the Side Panel. They will automatically position and secure the Ceiling Panel and loosely tighten using the included **6MM ALLEN KEY**. Then insert (2) **M8 X 45MM SCREWS** into the insert holes located at the top of the Side Panel and loosely tighten using the 6MM Allen key.

Go back and firmly tighten all M8 x 45MM screws that were loosely tightened in the previous steps.

## BACK PANEL ASSEMBLY

**NOTE:** Attach the Back Panel first and then the Door Panel. Have one person hold the Back Panel to ensure the screw holes are aligned when assembling. Apply pressure so the panel is flush with the adjacent panel. Ensure there is no gap. If there is a gap, realign the panels.

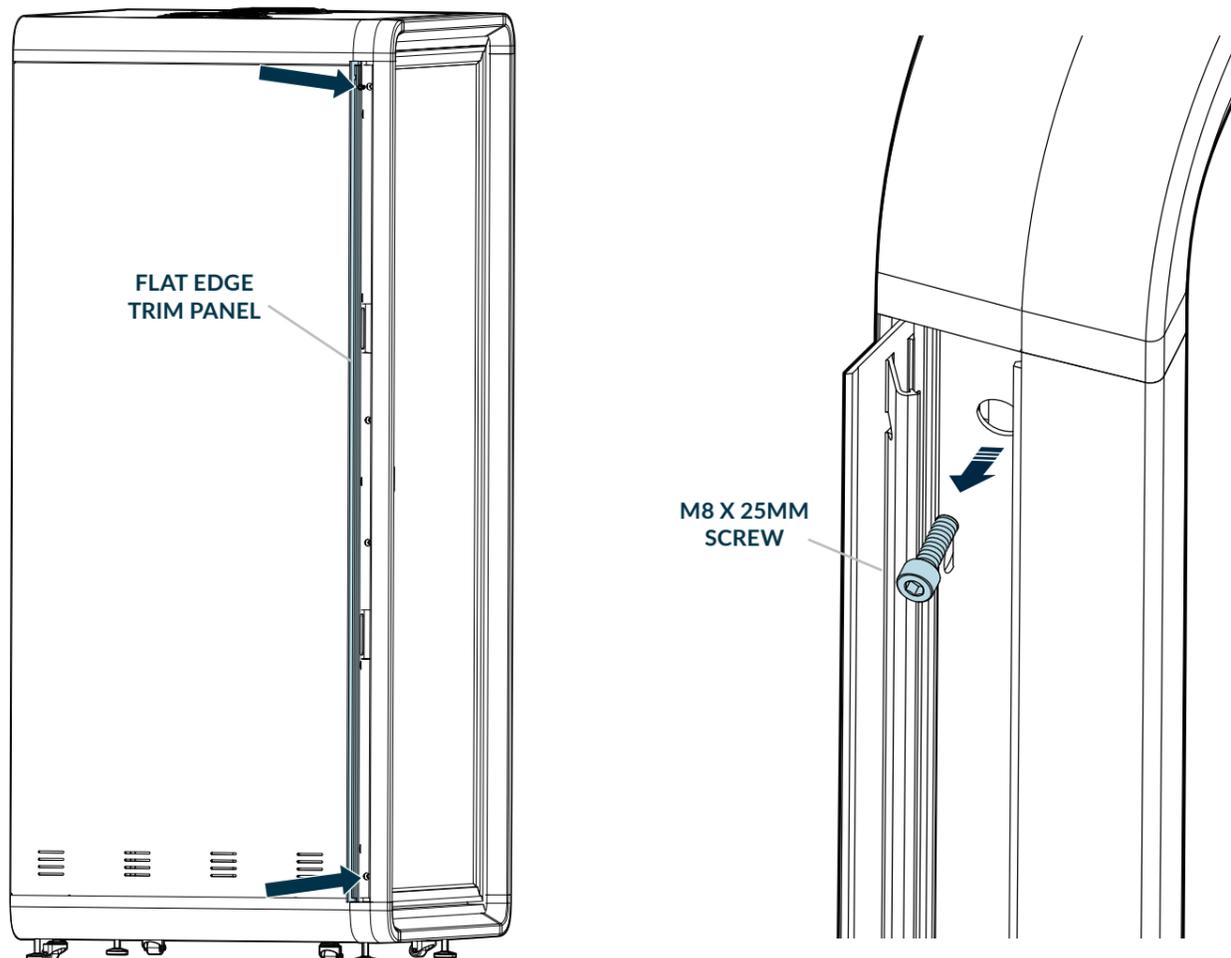
8



With (2) people, grasp the straps on each side of the **BACK PANEL** to lift the panel and secure it.

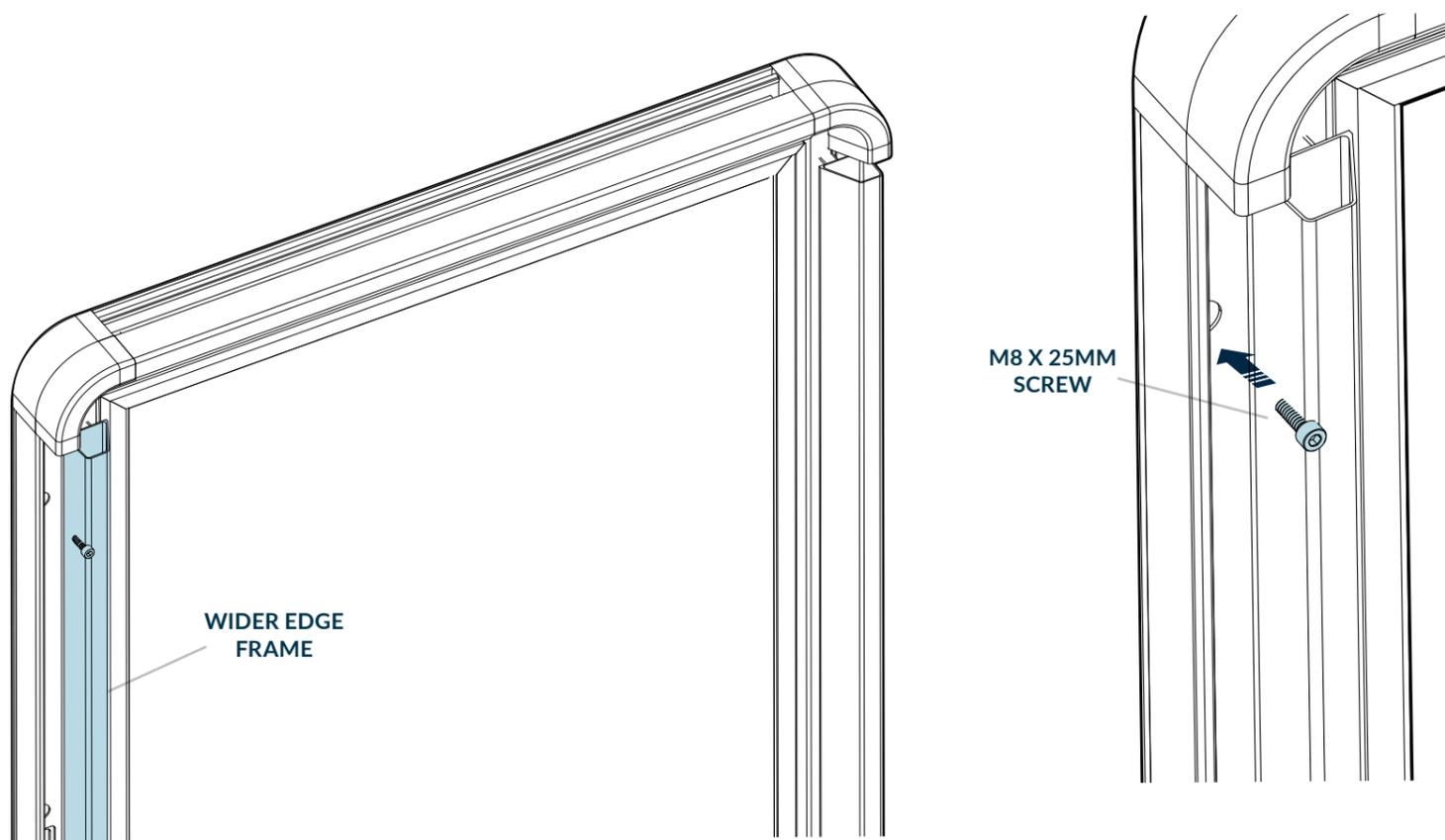
**NOTE:** Ensure the straps are tucked into the cavities on each side before attaching the Back Panel.

9



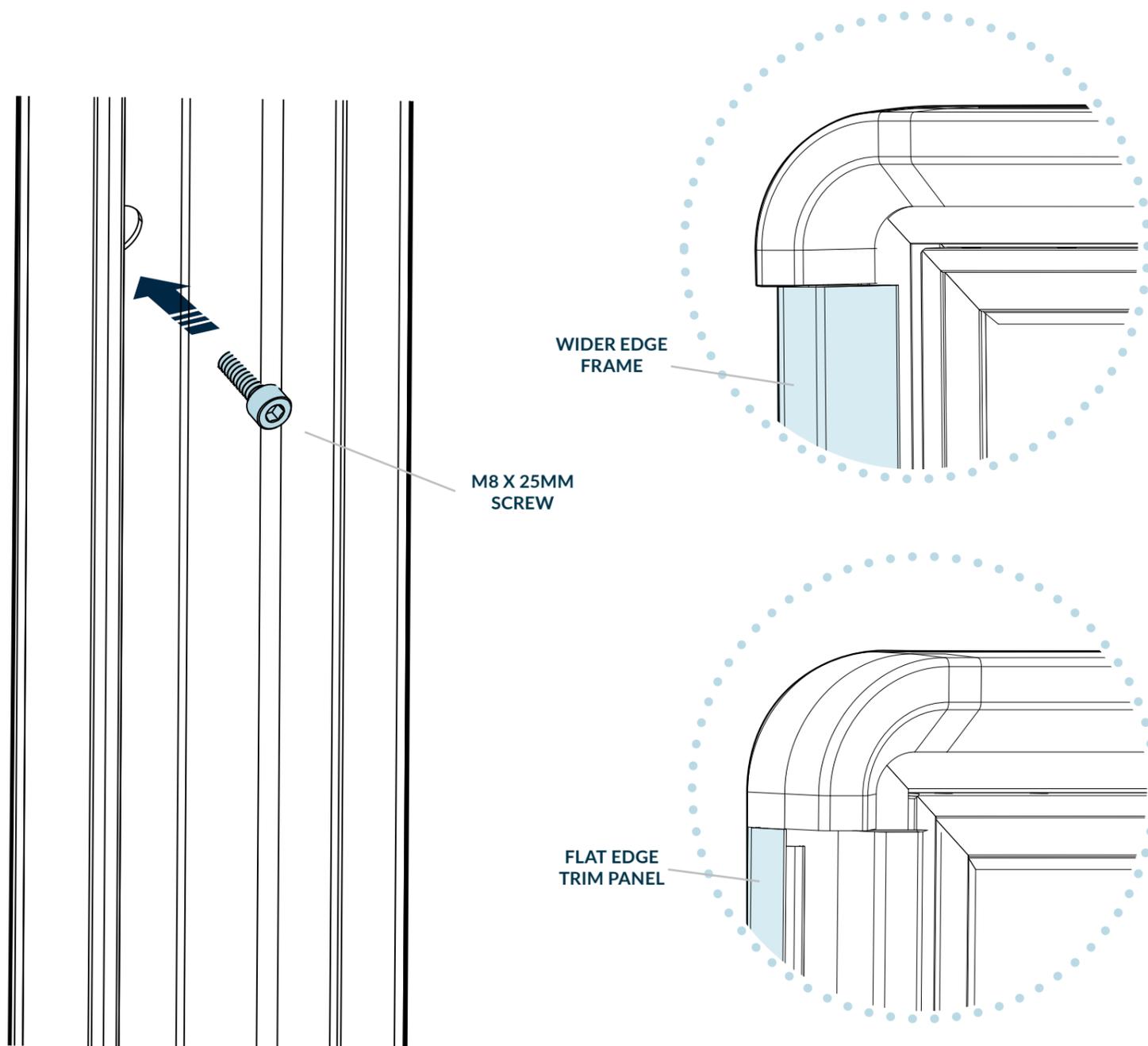
Pry open the Flat Edge Trim Panel. Remove the upper and lower **M8 X 25MM SCREWS** with the included **6MM ALLEN** key for a total of (2) screws per side.

10



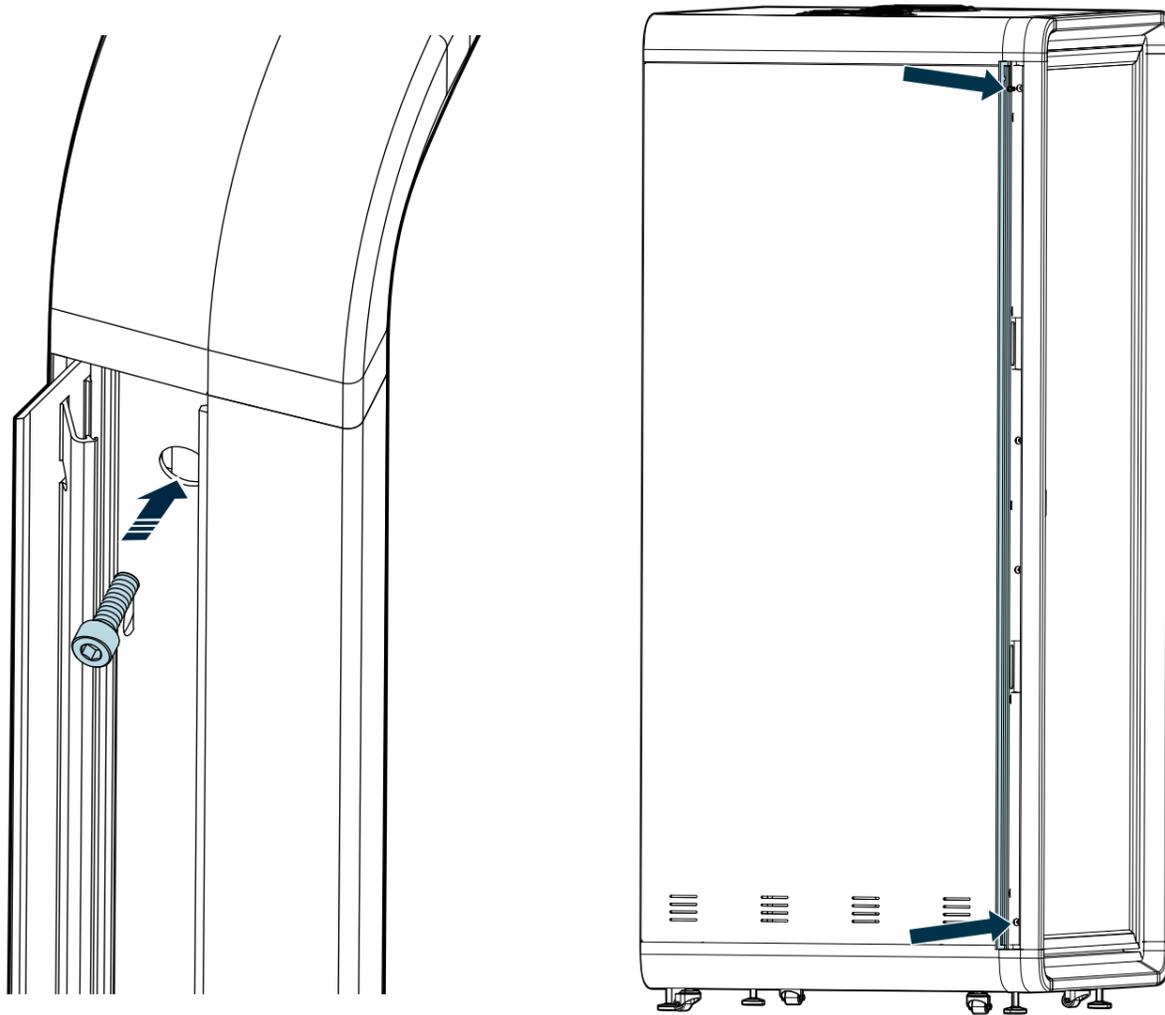
Next, bump the Wider Edge Frame outward and then swing it open to reveal the (5) screw insert holes. Insert (5) **M8 X 25MM SCREWS** into both sides of the Panel and secure them using the included **6MM ALLEN KEY**.

11



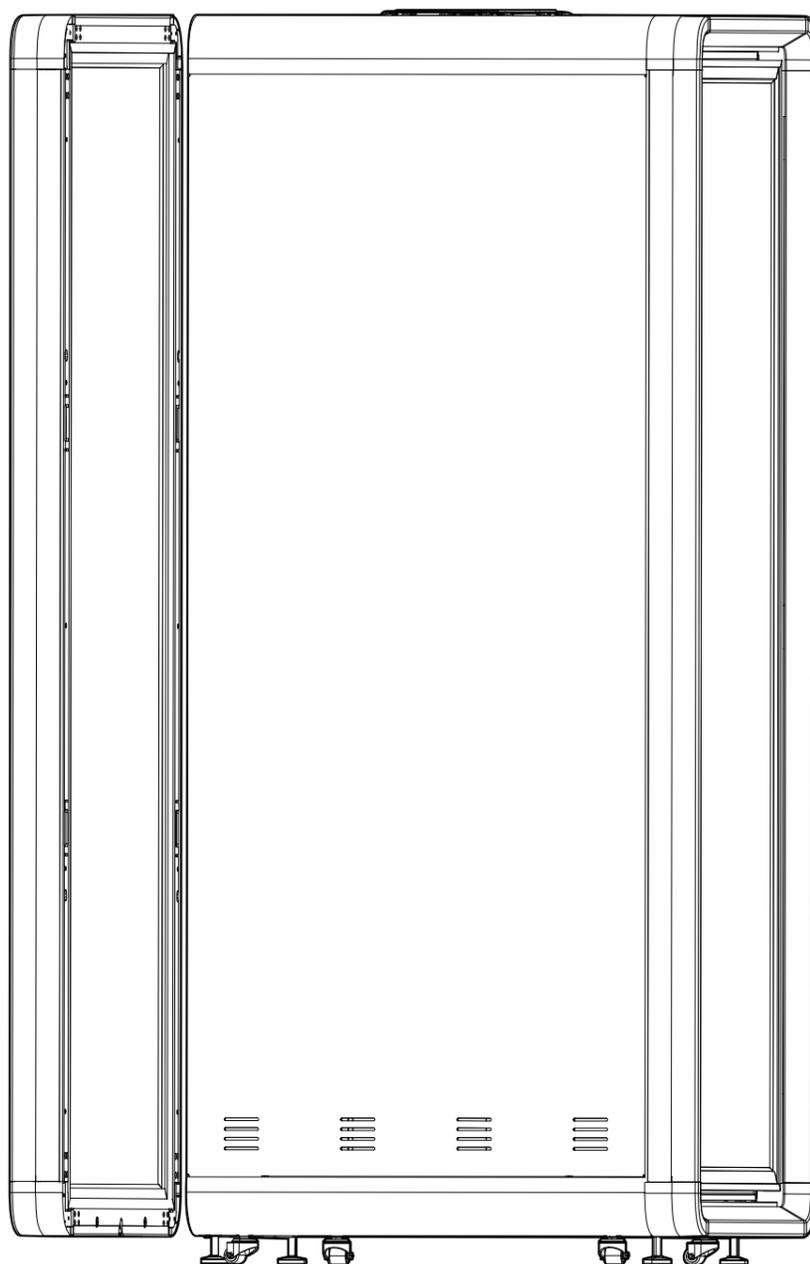
Reposition the Wider Edge Frame so all screw holes align. Reinsert the (2) **M8 X 25MM SCREWS** that were removed during step 2, along with (2) additional **M8 X 25MM SCREWS** for a total of (4). Close the Flat Edge Trim Panel that was opened during step 15.

12



Reinsert the (2) **M8 X 25MM SCREWS** that were removed during step two, along with (2) additional **M8 X 25MM SCREWS** for a total of (4). Close the Flat Edge Trim Panel that was opened during step nine.

13

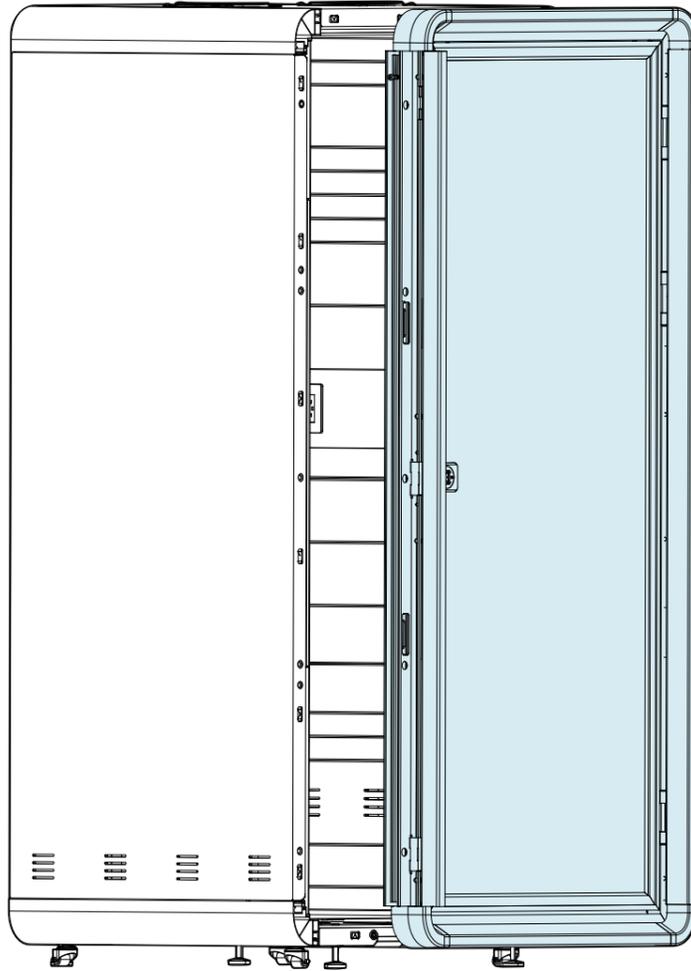


Repeat all previous steps for the opposite side of the panel. Ensure the **BACK PANEL** is flush with the adjacent panel and there is no gap. If there is a gap, realign the Panels.

## DOOR PANEL ASSEMBLY

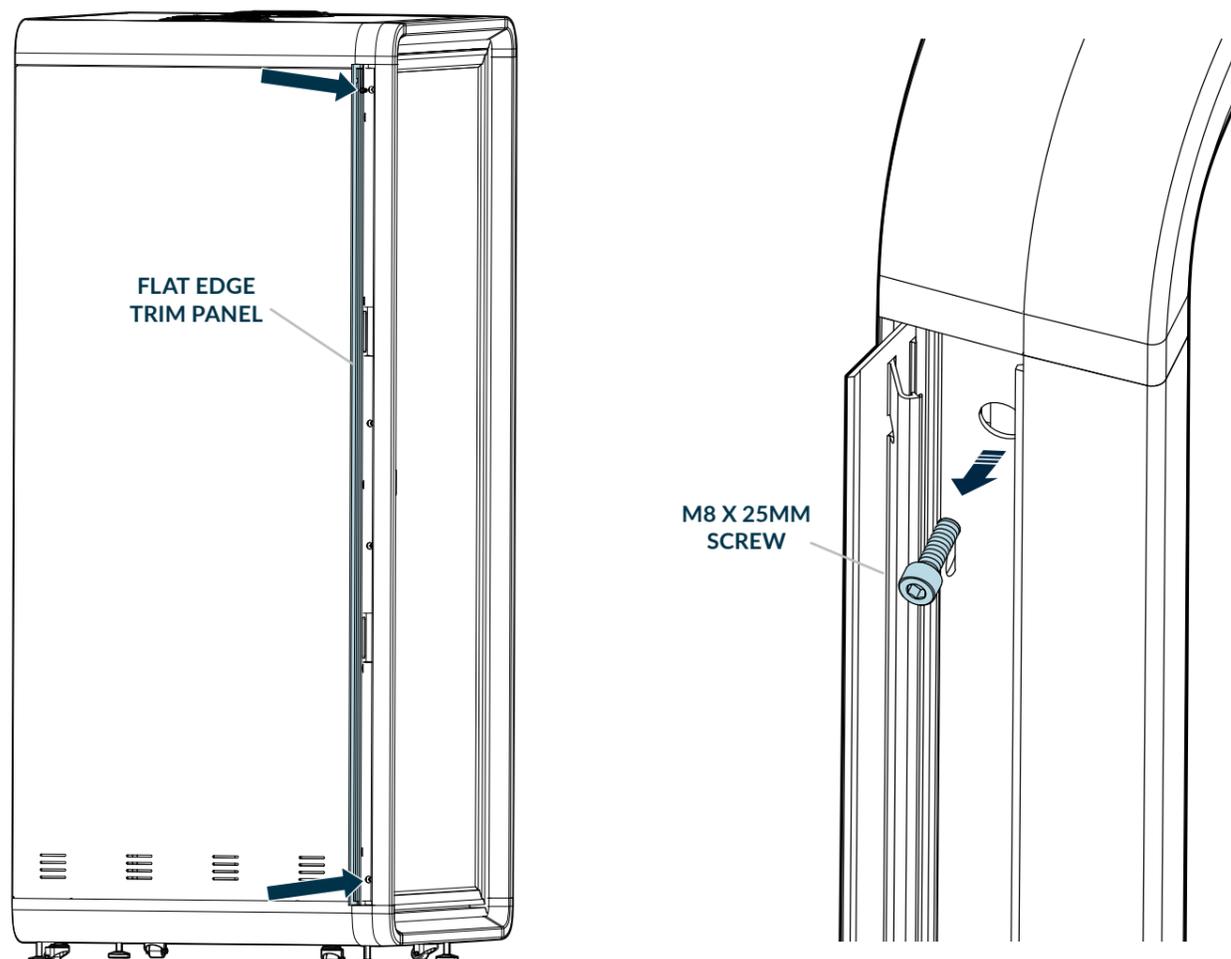
**NOTE:** When attaching the Door Panel, ENSURE the hinges are on the same side as the Power Outlets and where the Work Surface will mount to inside the Privacy Booth. Have one person hold the Door Panel to ensure the screw holes are aligned. Apply pressure so the panel is flush with the adjacent panel. Ensure there is no gap. If there is a gap, realign the panels.

14



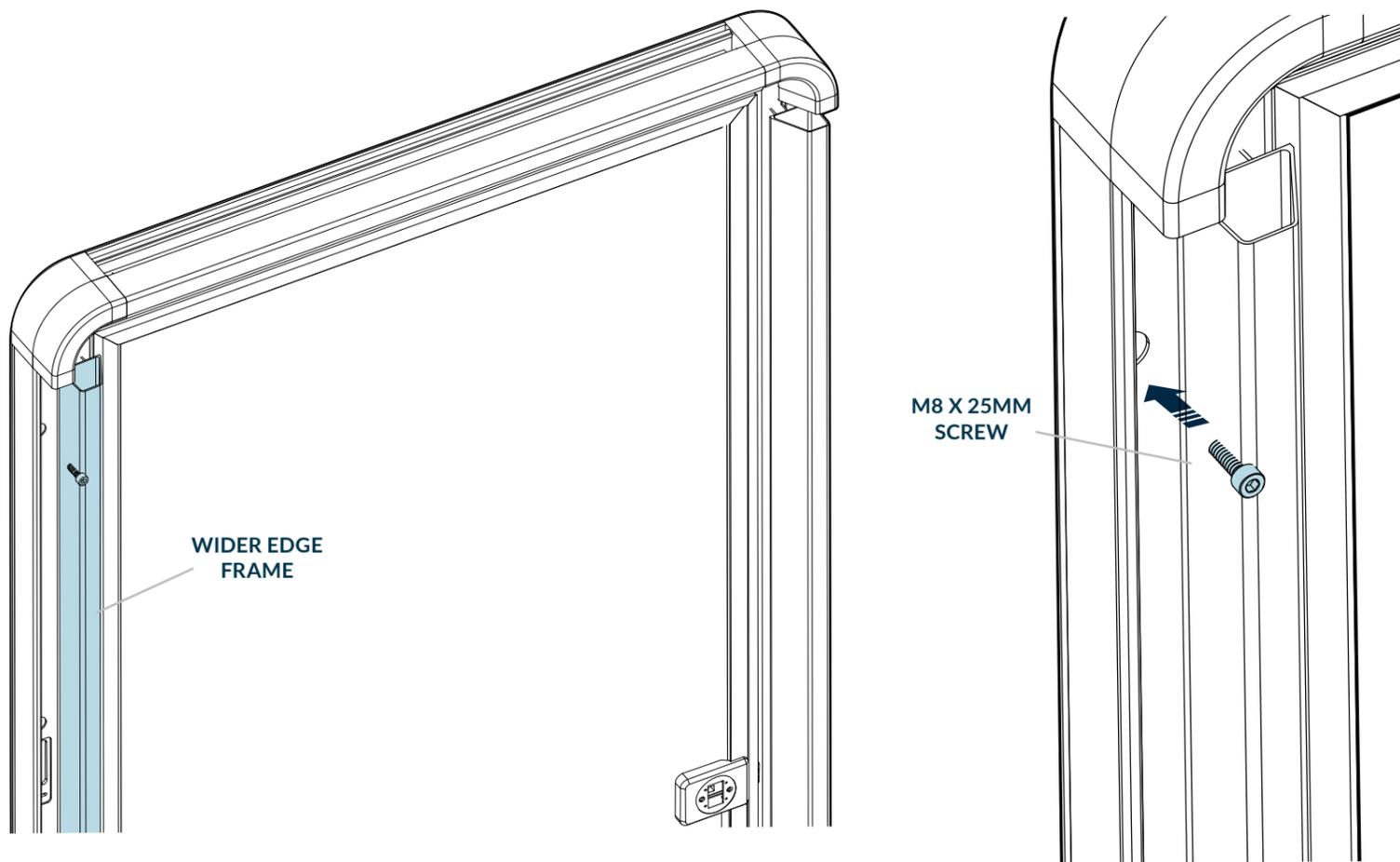
With (2) people, grasp the straps on each side of the **DOOR PANEL** to lift the panel and secure it.  
**NOTE:** Ensure the straps are tucked into the cavities on each side before attaching the Door Panel.

15



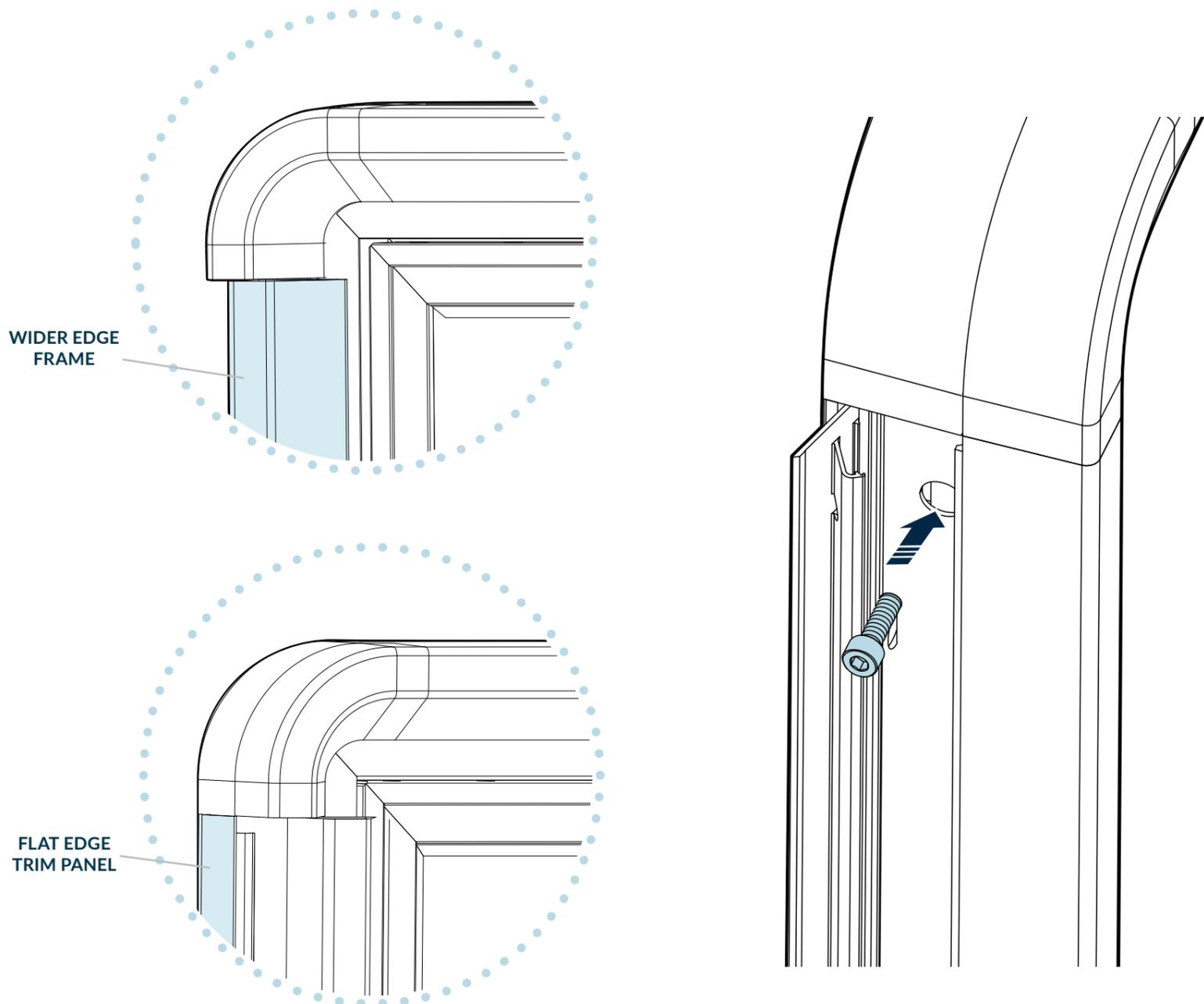
Pry open the Flat Edge Trim Panel. Remove the upper and lower **M8 X 25MM SCREWS** with the included **6MM ALLEN KEY** for a total of (2) screws per side.

16



Next, bump the Wider Edge Frame outward and then swing it open to reveal the (5) screw insert holes. Insert (5) **M8 X 25MM SCREWS** into both sides of the Panel and secure them using the included **6MM ALLEN KEY**.

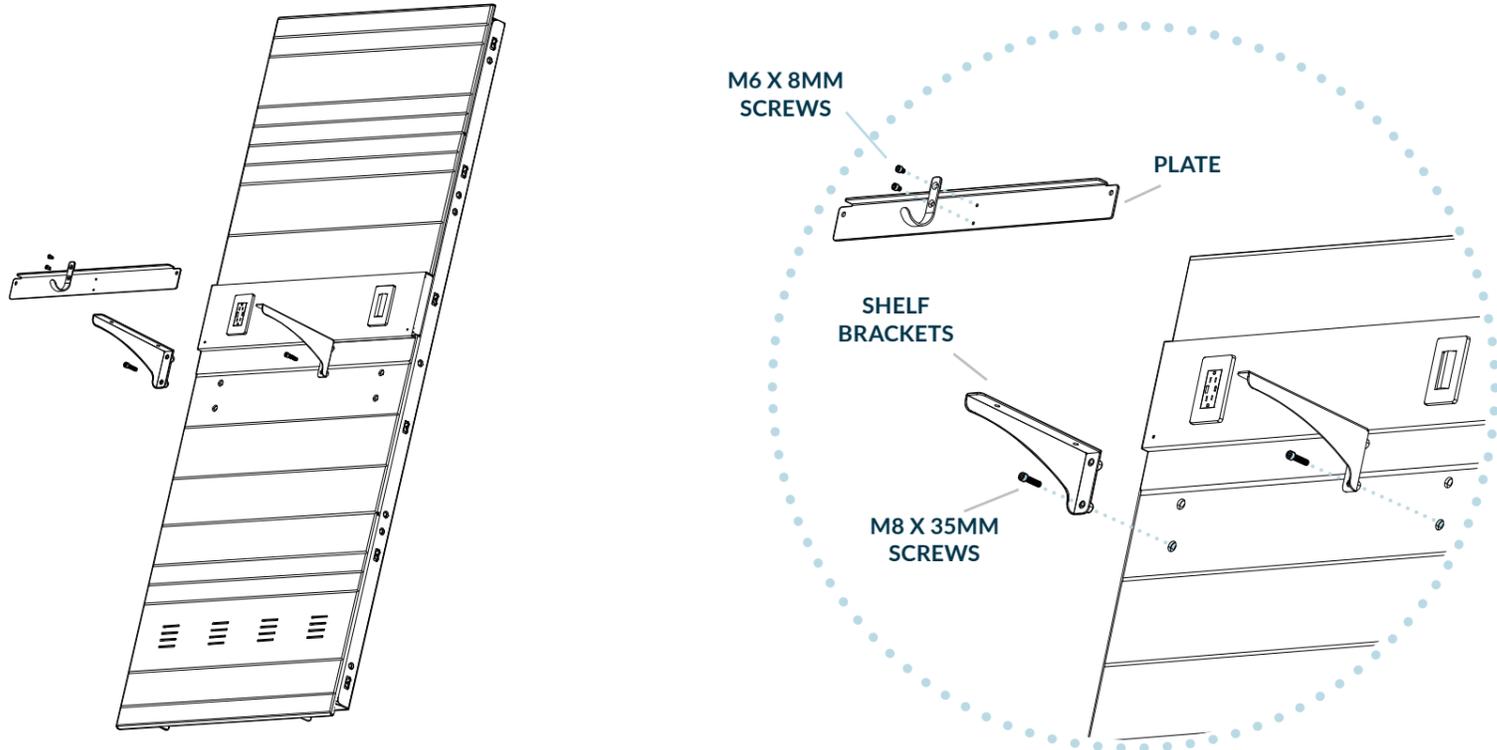
17



Reposition the Wider Edge Frame so all screw holes align. Reinsert the (2) **M8 X 25MM SCREWS** that were removed during step two, along with (2) additional **M8 X 25MM SCREWS** for a total of (4). Close the Flat Edge Trim Panel that was opened during step fifteen.

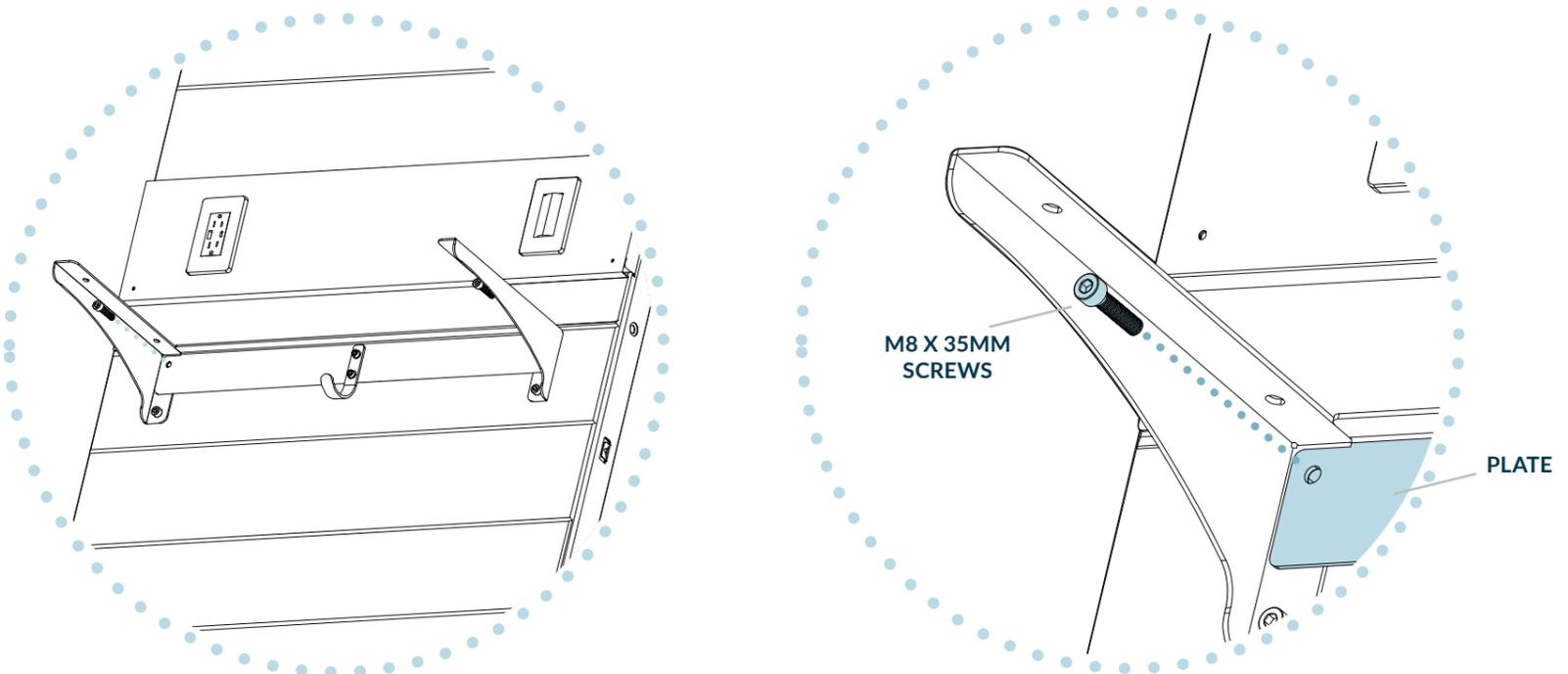
## INTERIOR SHELF ASSEMBLY

18



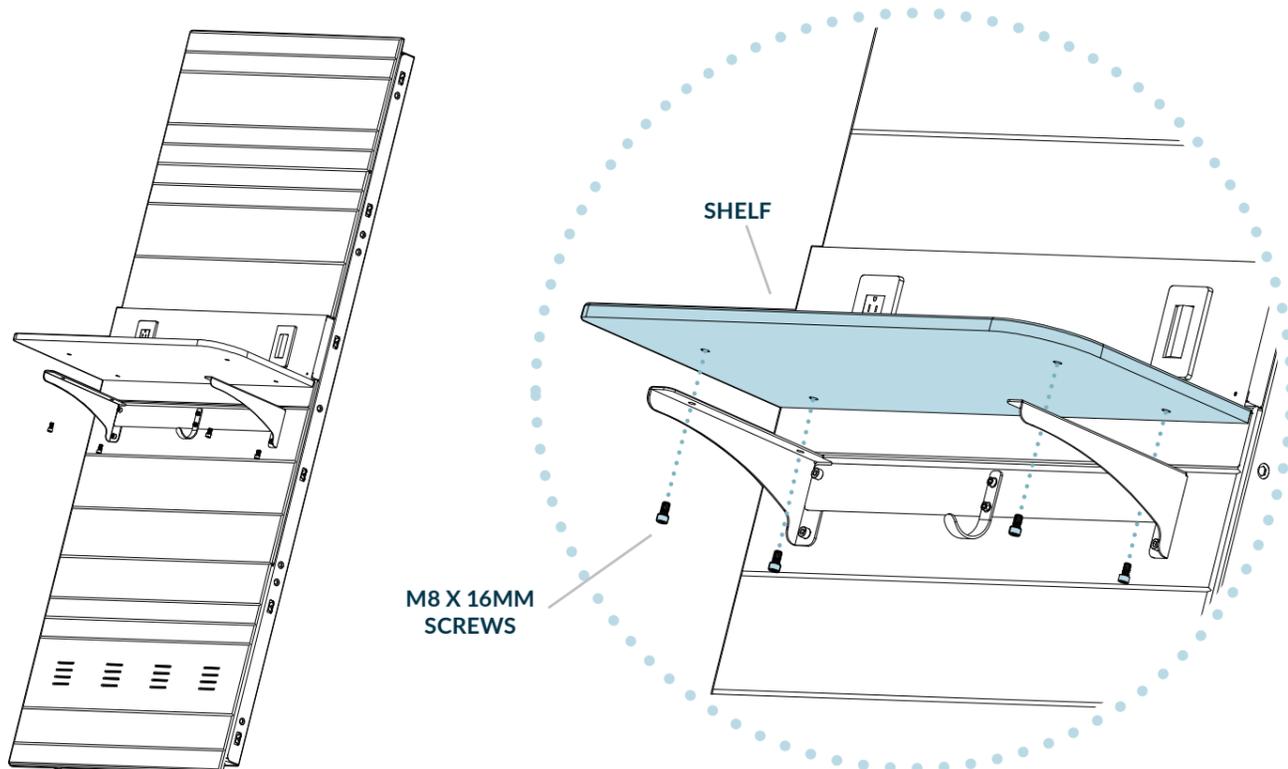
Insert (2) **M6 X 8MM SCREWS** into the **HOOK** to attach it to the included **PLATE**. Tighten using the included **5MM ALLEN KEY**. Insert the **SHELF BRACKETS** into the screw inserts in the **POWER PANEL**, and then insert (1) **M8 X 35MM SCREW** into lower insert of each bracket. Tighten using the **6MM ALLEN KEY**.

19



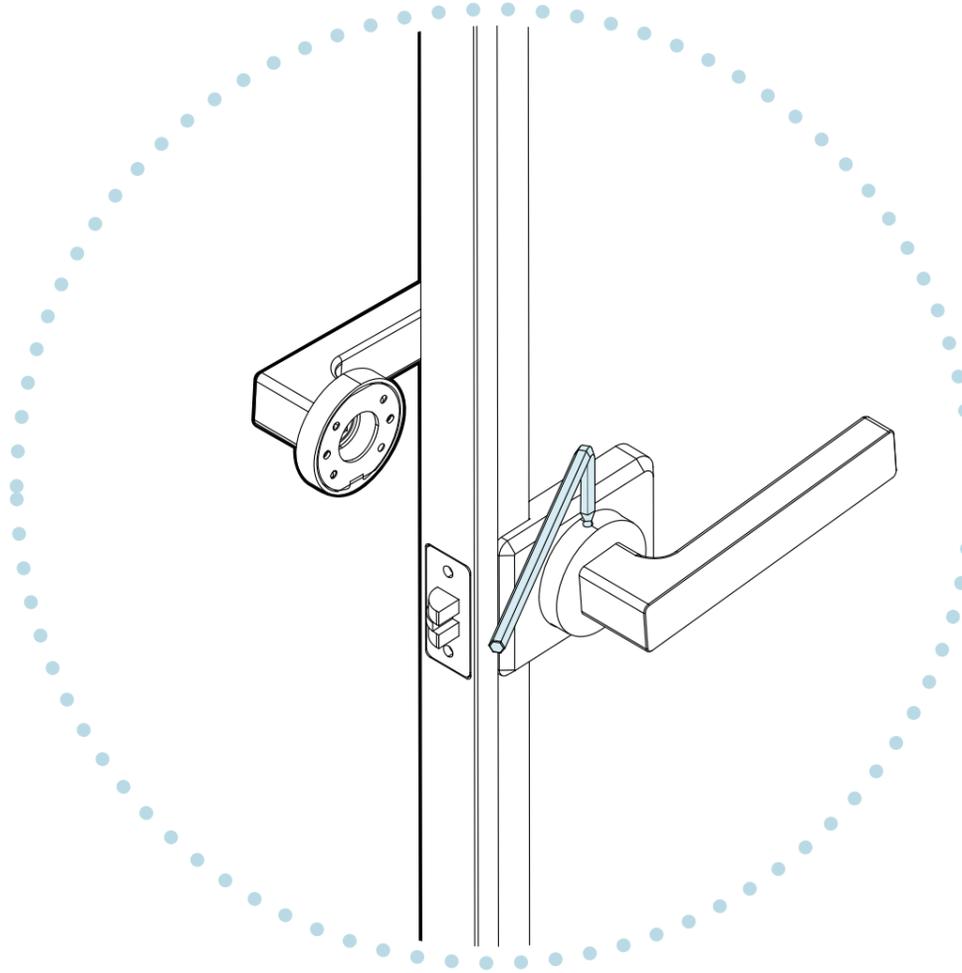
Attach the **PLATE** on top of the **SHELF BRACKETS** by inserting (2) **M8 X 35MM SCREWS** and securely tighten using the **6MM ALLEN KEY**,

20



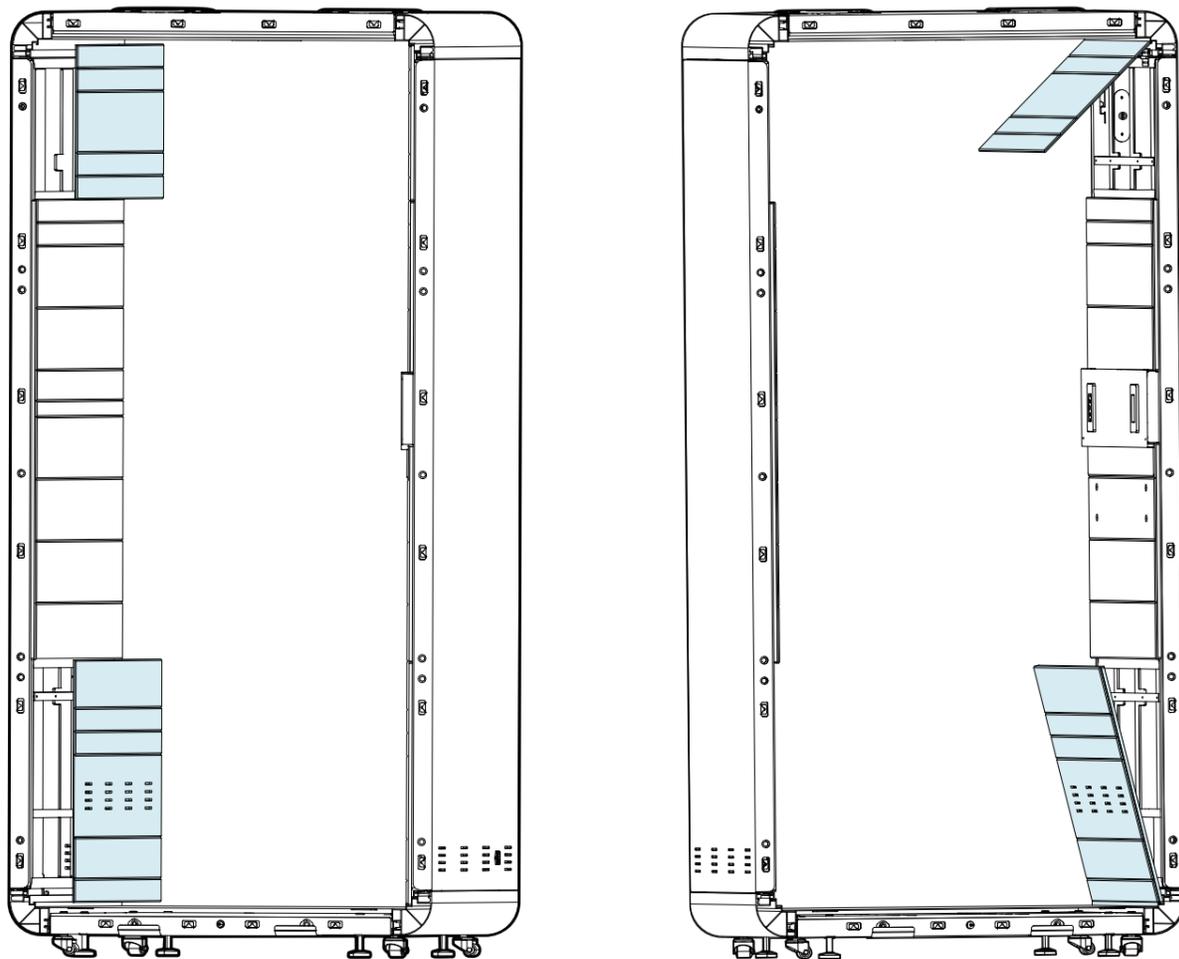
Place the **SHELF** on top of the brackets, Insert (2) **M8 X 16MM SCREWS** into each bracket and securely tighten using the **6MM ALLEN KEY**.

## DOOR HANDLE ASSEMBLY



Loosen the (2) **SET SCREWS**, one on each side, on the **DOOR HANDLE**. Connect each Door Handle to the Door Frame, and then tighten the Set Screws to secure the Door Handle.

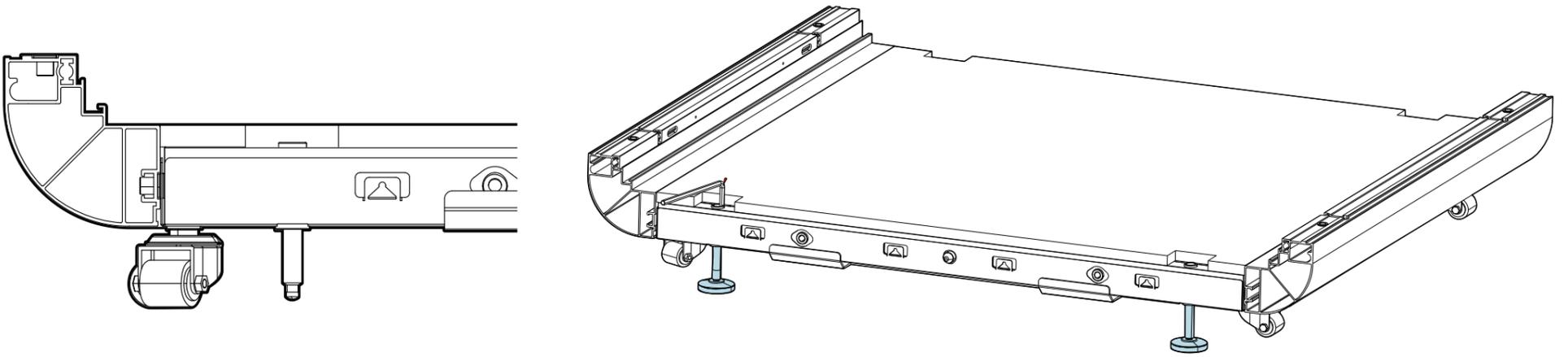
## PANEL COVERS



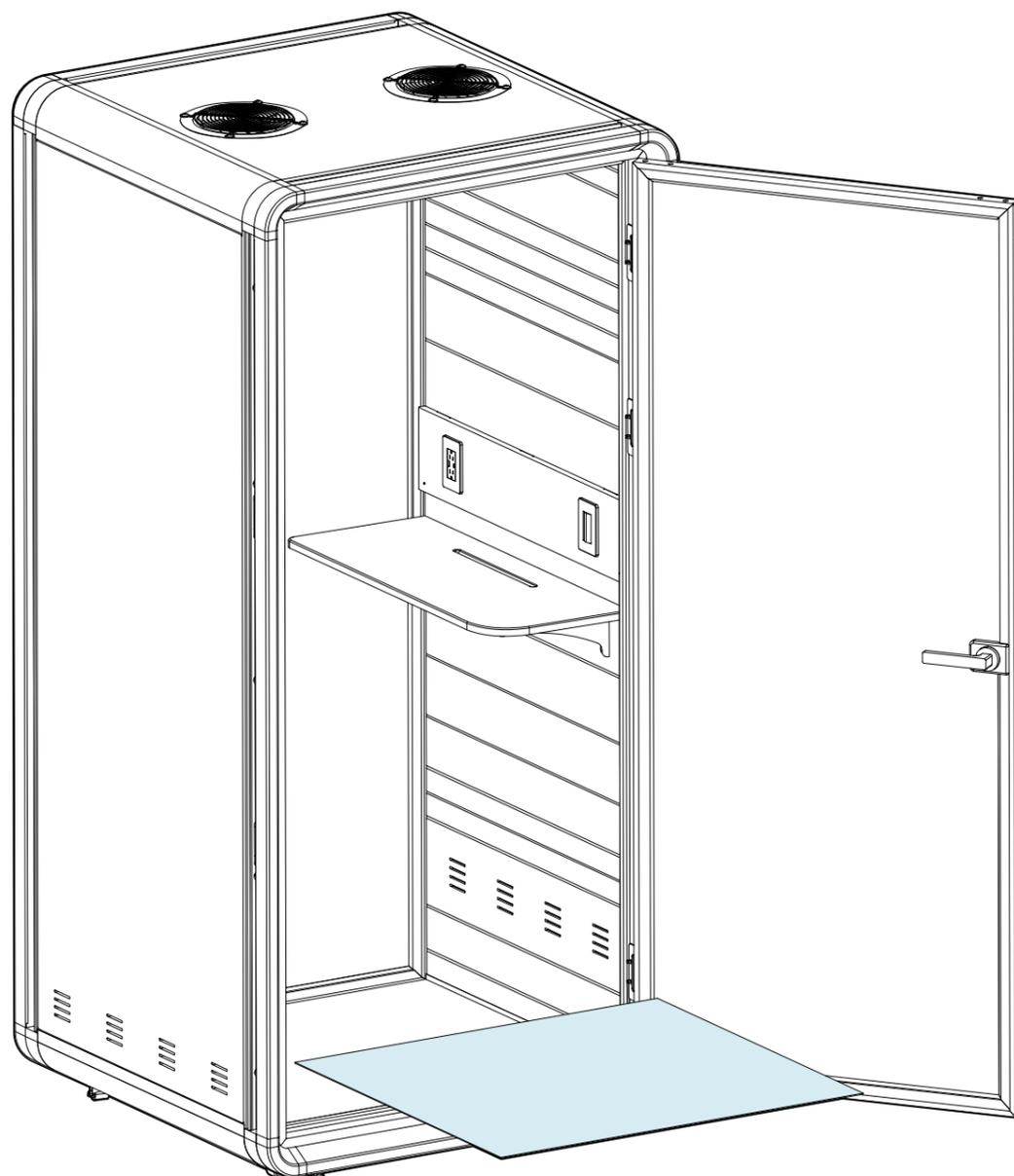
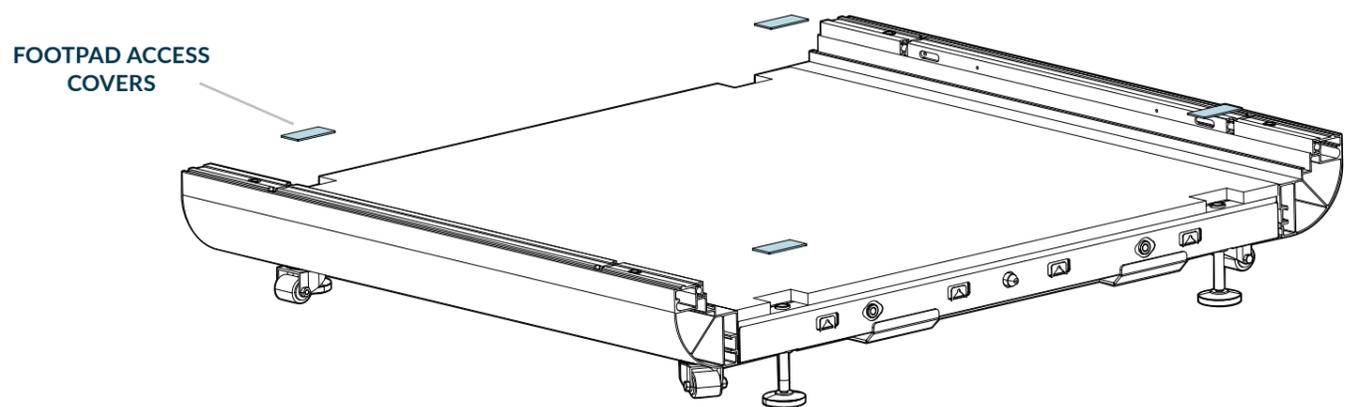
Take the Upper and Lower **PANEL COVERS** and attach them to the **SIDE PANEL** and **POWER PANEL**. The Panel Covers are held into place with magnets.

**NOTE:** *Panel Covers with Vent Covers will be attached at the bottom of the Side Panel and on the Power Panel below the Shelf.*

## FINAL STEPS



After the Privacy Booth is assembled, adjust the height of the Footpads using the included **6MM ALLEN KEY** so the **CASTERS** are in contact with the ground, and move to the desired location. Once the Booth is in place, use the same 6MM Allen key to lower the Footpads. Ensure the Booth is stable and securely in place.



Cover the Footpad Access holes in the base of the Privacy Booth with the **FOOTPAD ACCESS COVERS**, and then place the **FOOT MAT** down to complete assembly.