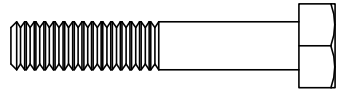


Assembly Instructions

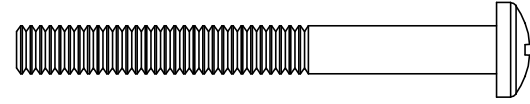
Nevins Phone Booth



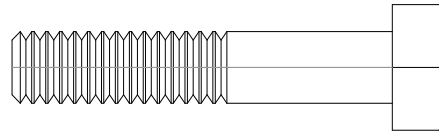
Included Hardware



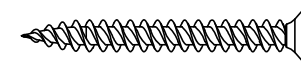
Bolt A - (16)
1/4-20 x 1-1/2" hex head



Bolt B - (20)
1/4-20 x 2-1/4" phillips head



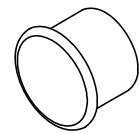
Bolt C - (3)
1/4-20 x 1-1/4" hex head



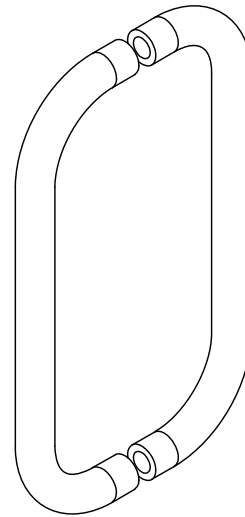
Screw 1 - (24)
#8 x 1-1/2" wood screw



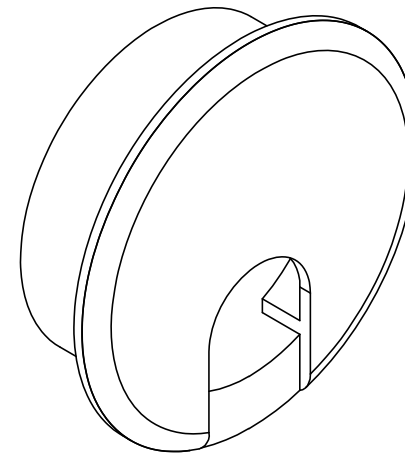
Allen Wrench
use with door handle



Cover Caps - (20)
1/2" diameter



Door Handle Set
(4) Washers
(4) clear gaskets
(2) mounting screws
(1) interior pull
(1) exterior pull



Grommet

Tools Required
supplied by installer



Drill & Bit



Socket Wrench



Suction Cups



Level

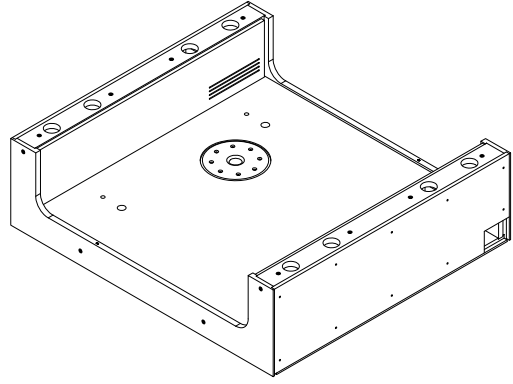


Flathead Screwdriver

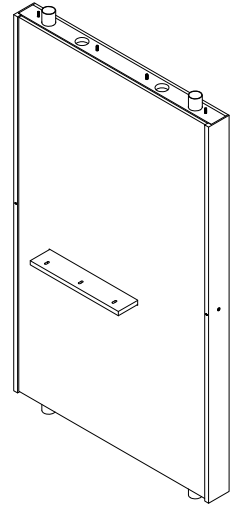


Utility Knife

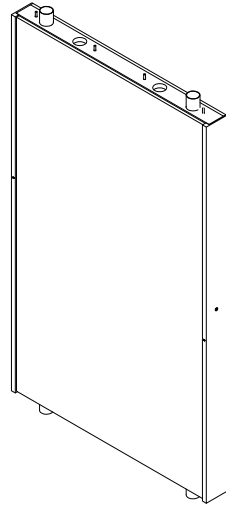
Included Parts



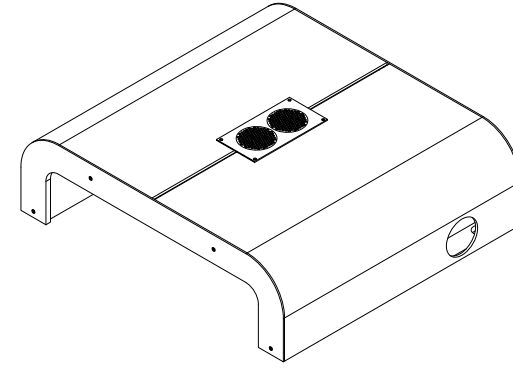
Base Unit Assembly



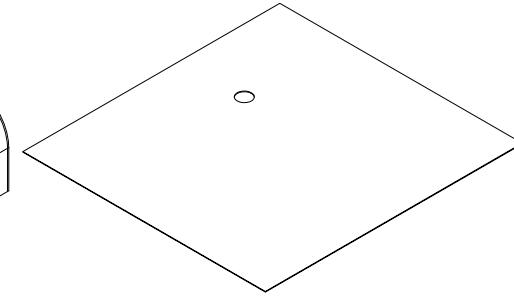
RH Wall Panel



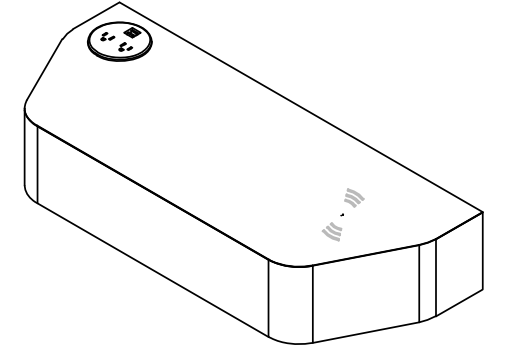
LH Wall Panel



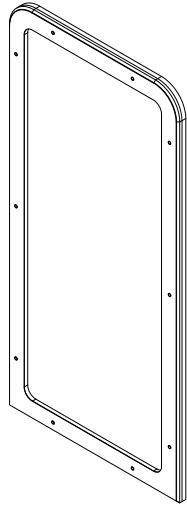
Upper Unit Assembly



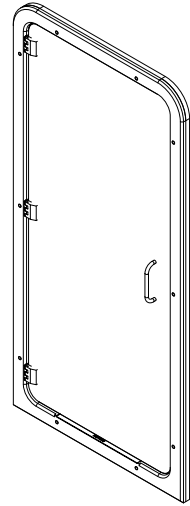
Carpet



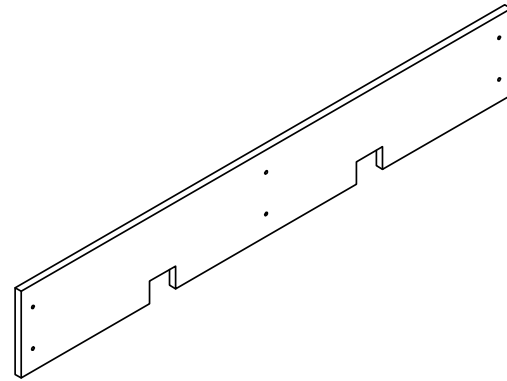
Shelf



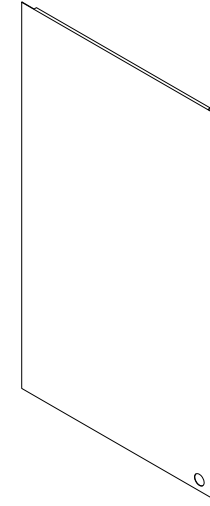
Rear Frame Assembly



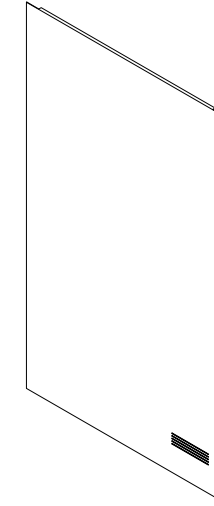
Door Frame Assembly



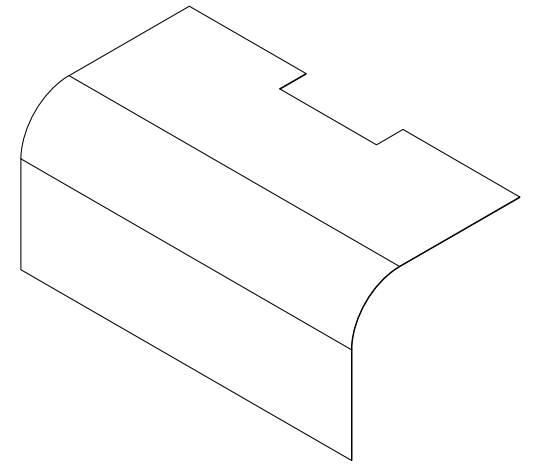
Insert Panels - (4)



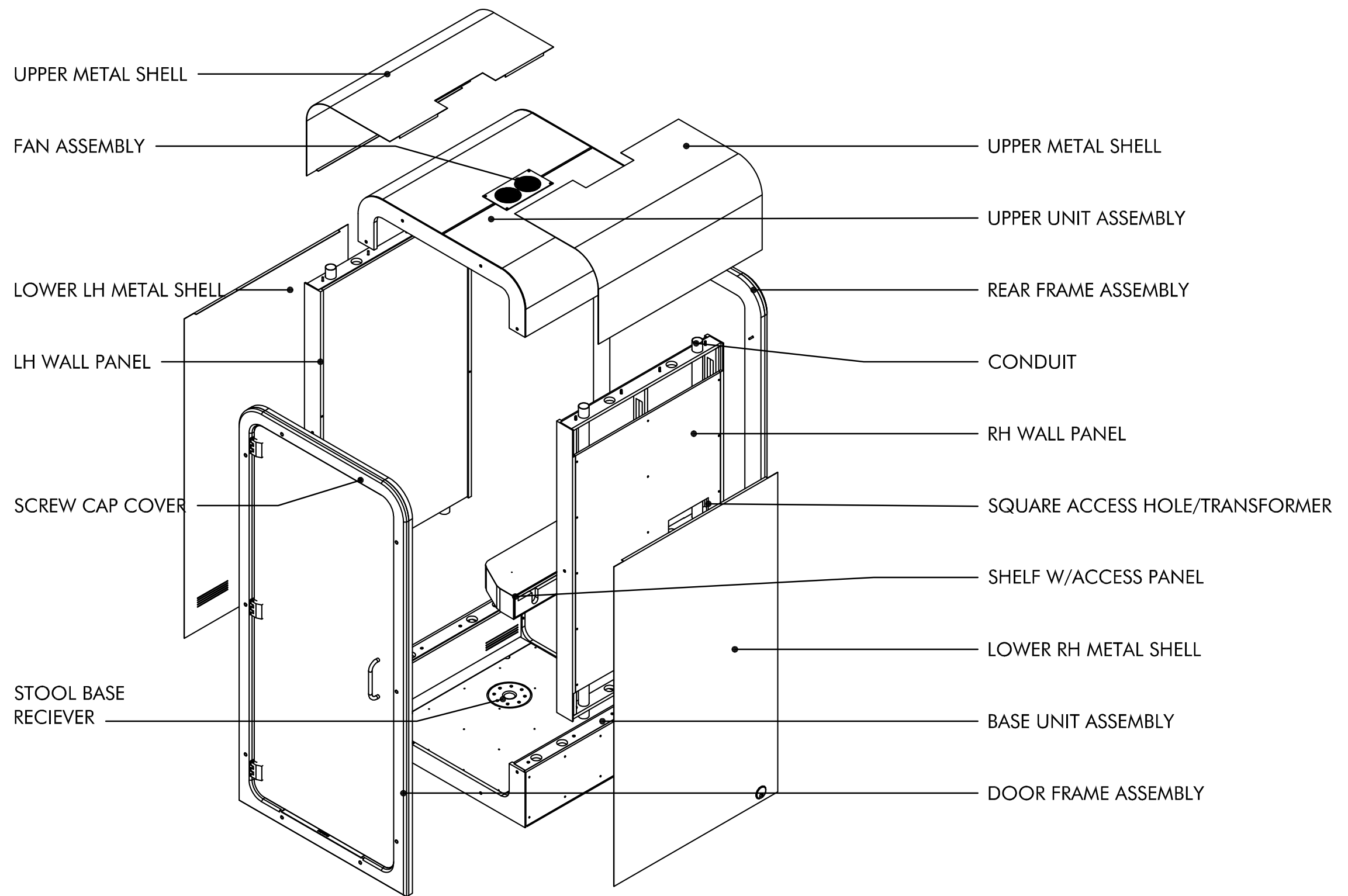
Lower RH Metal Shell

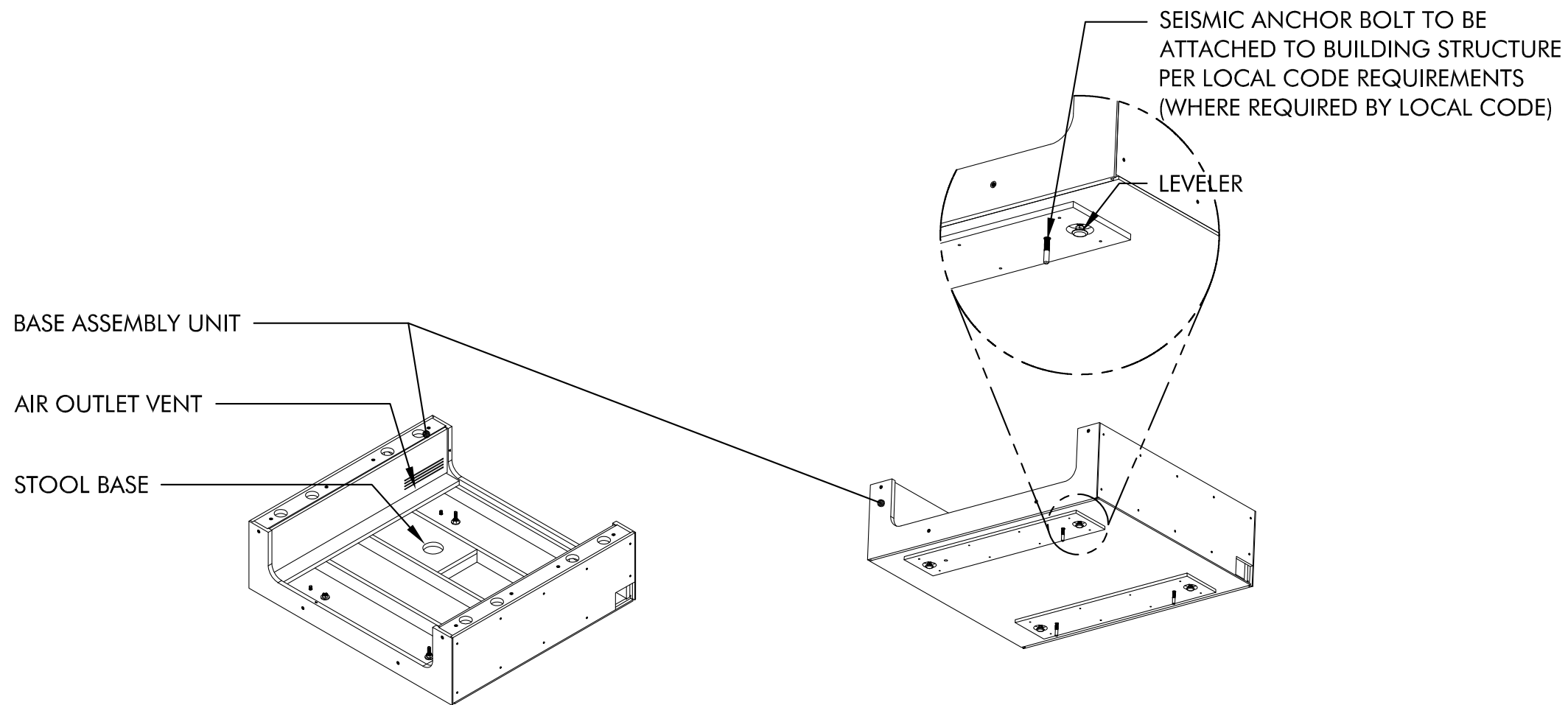


Lower LH Metal Shell



Upper Metal Shell - (2)





1 SET BASE

Place *Base Assembly Unit* on floor in or near the final installed location.

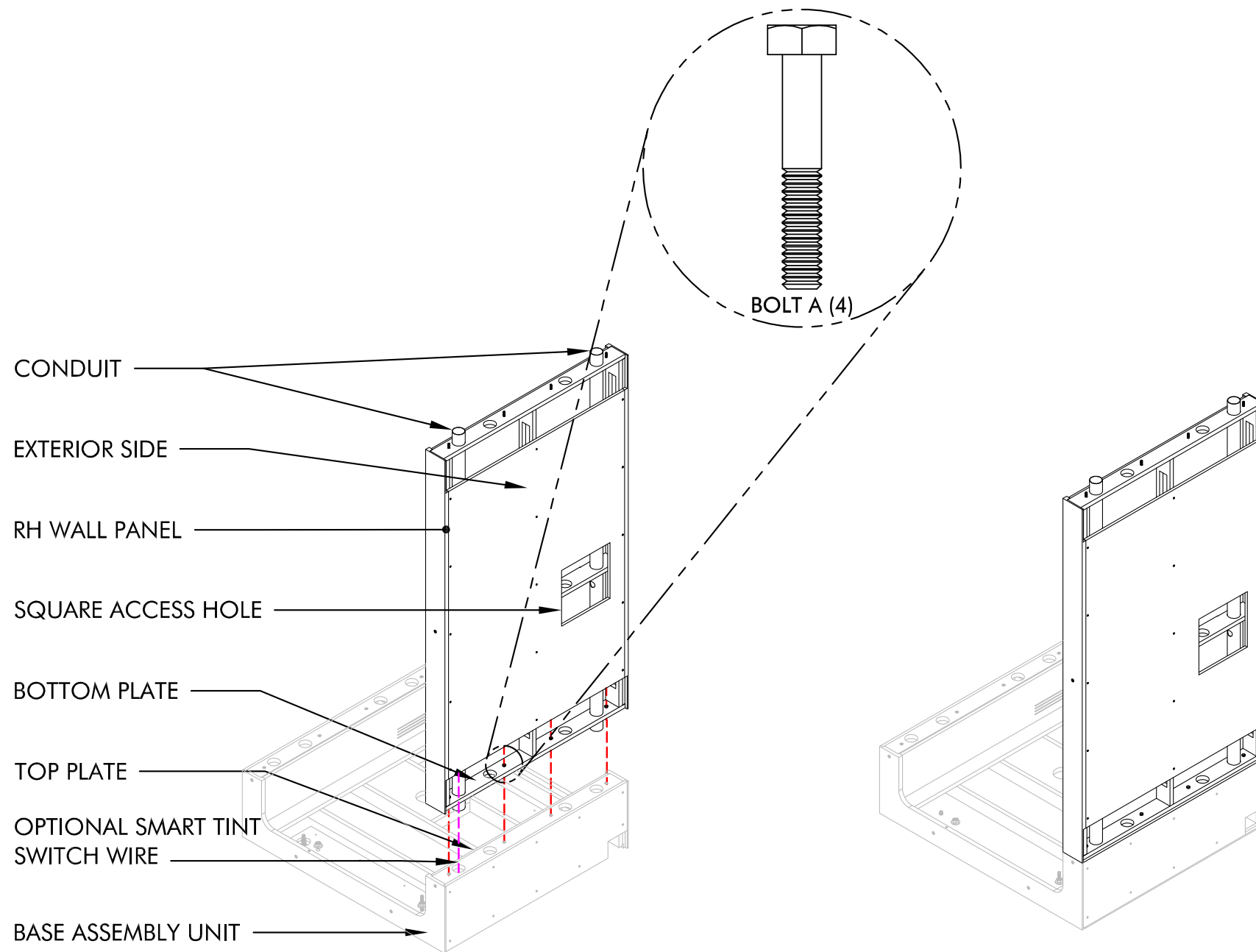
Using *Flathead Screwdriver* and level, adjust the *Base Assembly Unit*, left-to-right and front-to-back.

- Insert screwdriver through (4) leveling holes on the bottom deck and turn left to lower or right to raise the leveler. It is best to start with all levelers at their lowest level, then raise only the levelers needed to match the highest level.

****IMPORTANT****

Warranty will be void, if the Base Assembly Unit is not leveled properly, in all directions.





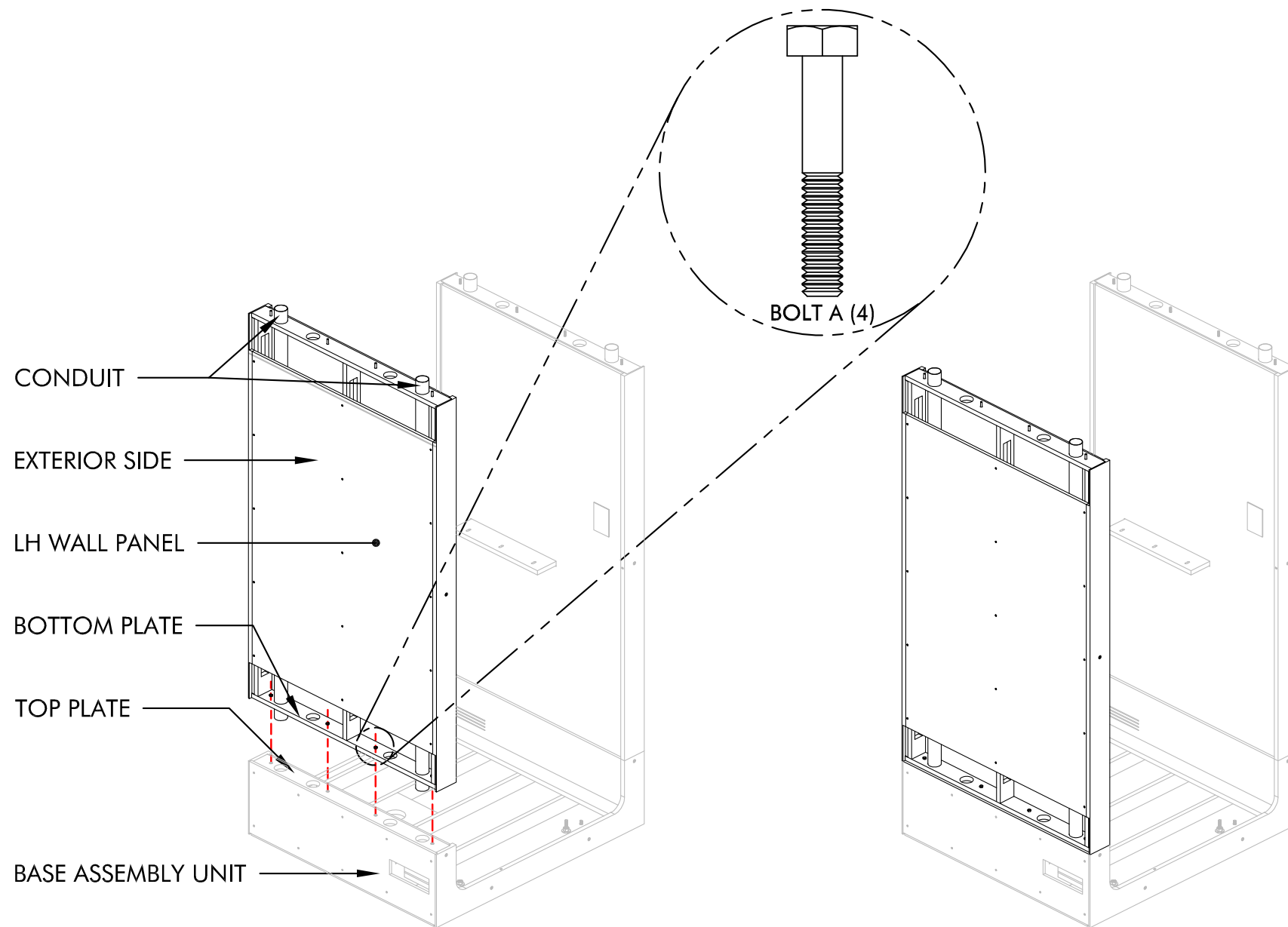
ERECT RH WALL

Set the bottom plate of *RH Wall Panel* to the right side (as facing) of the *Base Assembly Unit*, aligning the *Conduit* with the holes on the top plate of the *Base Assembly Unit*. Be sure the exterior side of the panel is facing outward.

- Insert **Bolt A** through pre-drilled holes in bottom plate (4 bolts required)
- Using **Socket wrench** secure panel tightly to the *Base Assembly Unit*.

2





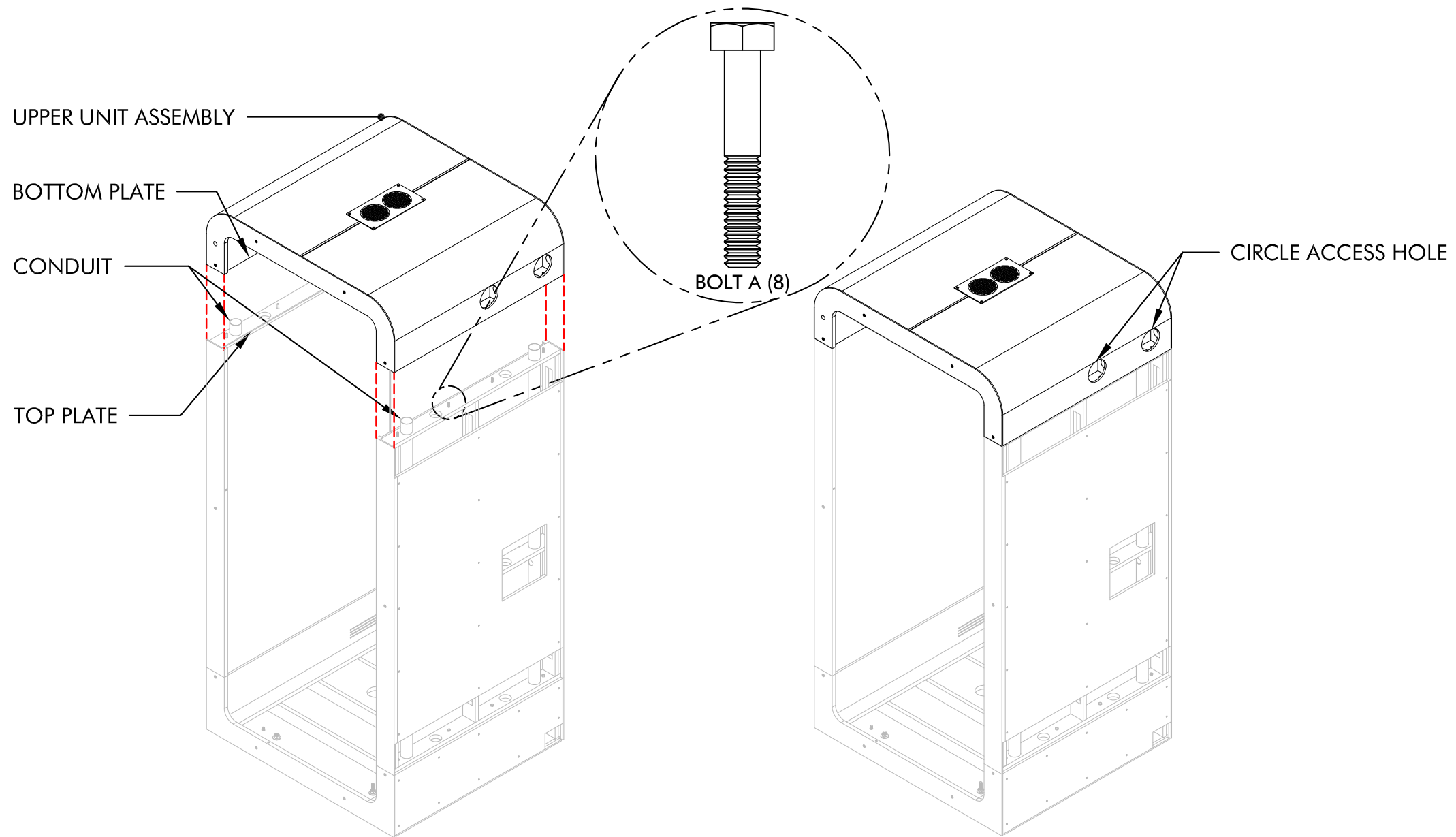
ERECT LH WALL

3

Set the bottom plate of *LH Wall Panel* to the left side (as facing) of the *Base Assembly Unit*, aligning the conduits with the holes on the top plate of the *Base Assembly Unit*. Be sure the exterior side of the panel is facing outward.

- Insert **Bolt A** through pre-drilled holes in bottom plate (4 bolts required)
- Using **Socket wrench** secure panel tightly to the *Base Assembly Unit*.





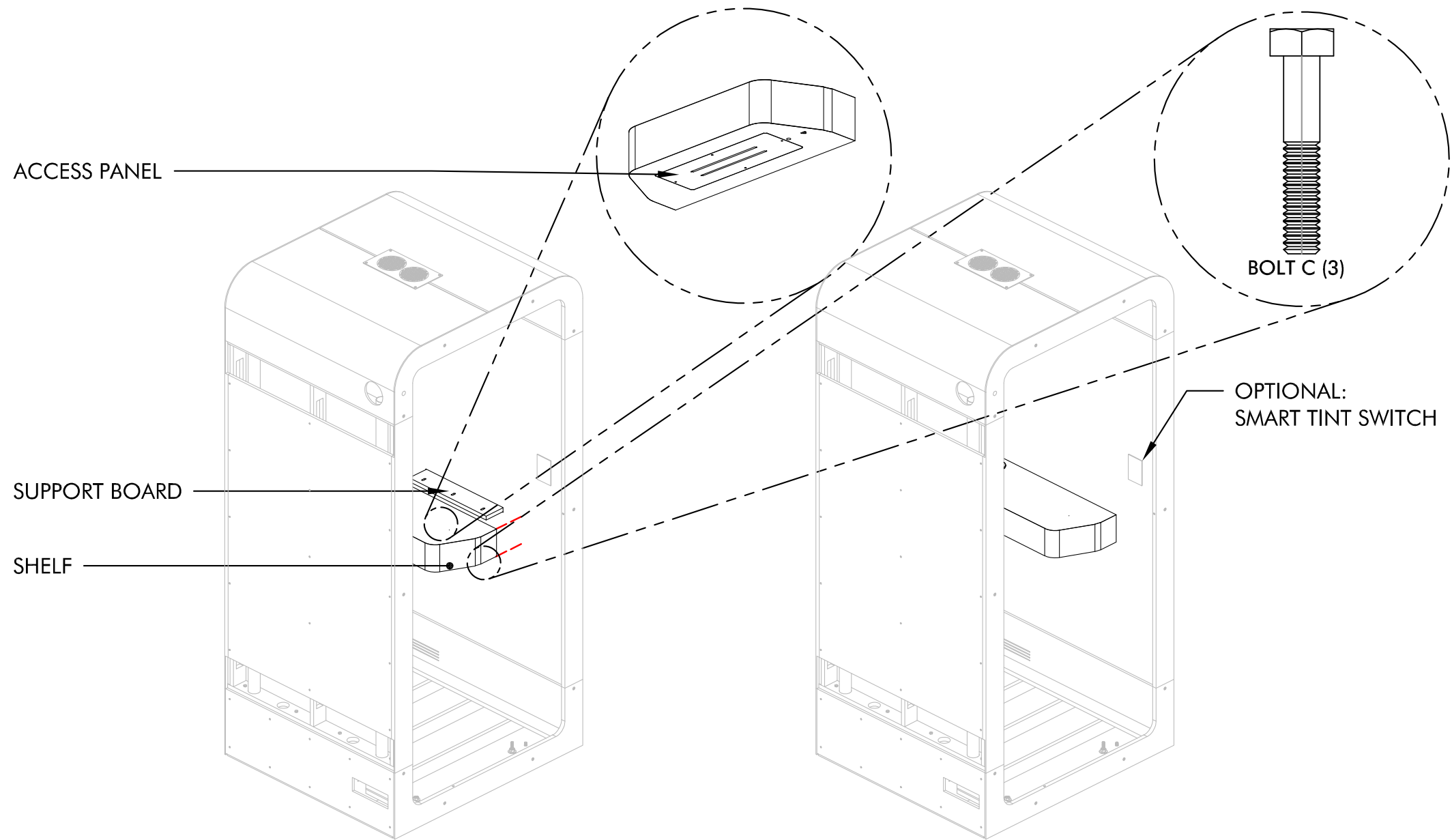
INSTALL UPPER UNIT

3a

Set the (2) bottom plates of *Upper Unit Assembly* onto top plates of *RH & LH Wall Panels*, aligning the conduits with the holes on the bottom plate of the upper unit. Please note the right side of the Upper Unit has a circle access hole.

- Insert **Bolt A** upward through pre-drilled holes in top plate (4 bolts required per side)
- Using ratchet wrench, tightly secure *Upper Unit Assembly* to *RH & LH Wall Panel*.



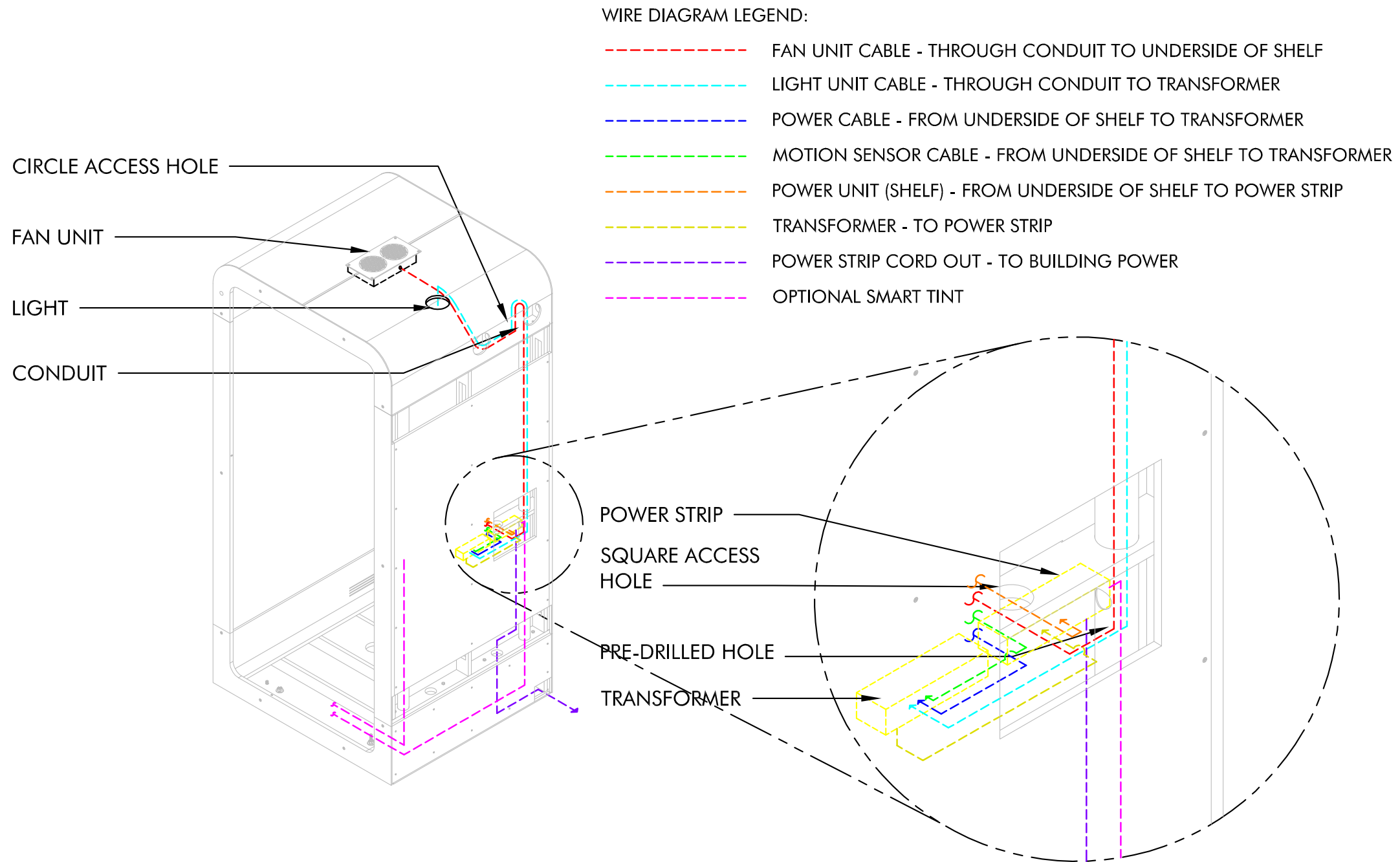


4 APPLY SHELF

Remove the underside access panel from **Shelf**. Insert Shelf over the support board on the **RH Wall Panel**. Using **Bolt C** and a **drill**, secure upward through pre-drilled holes in the support board and into underside of the **Shelf**.

(3 screws required)

4

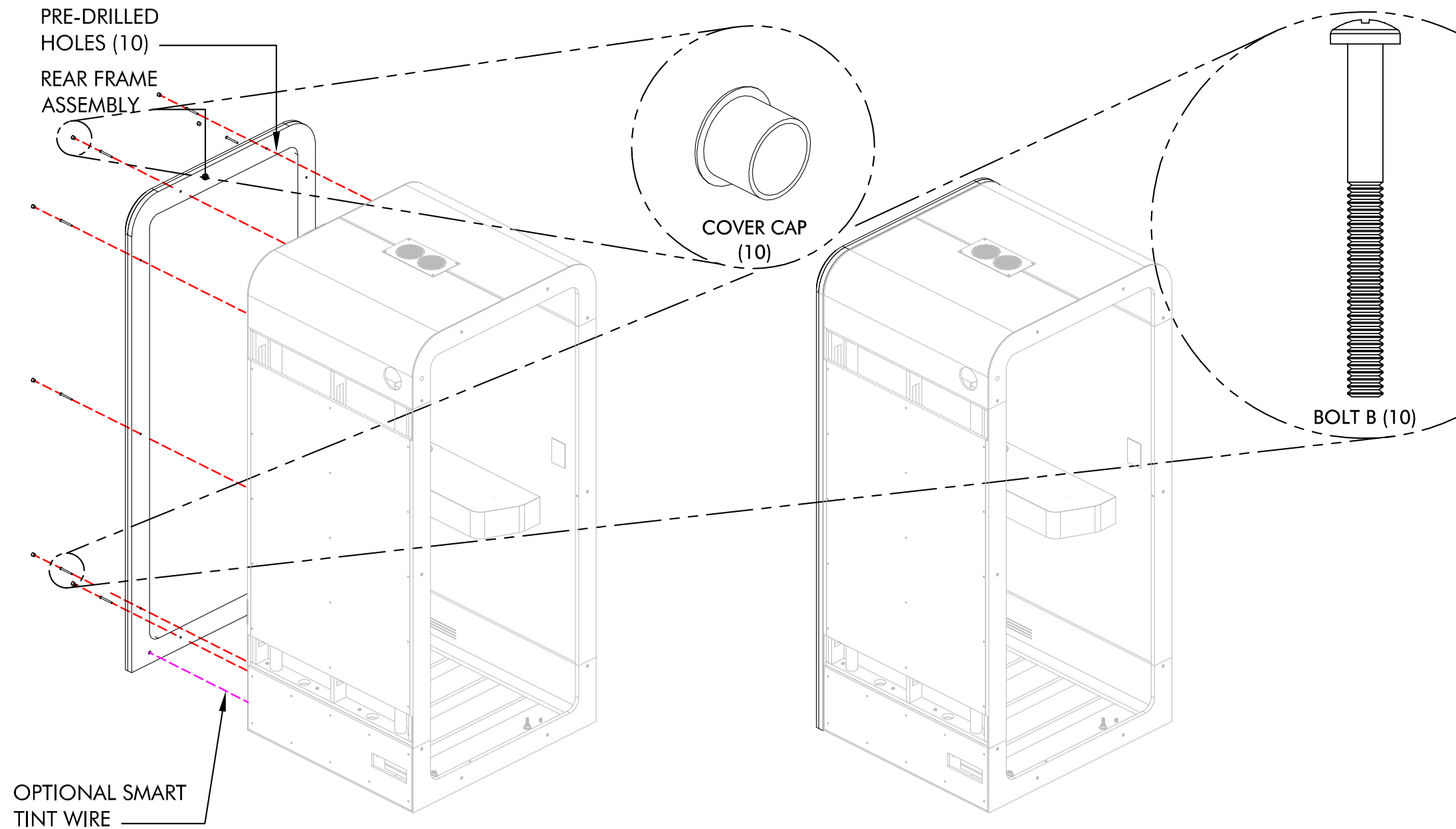


WIRING

Using the circle access hole, route fan unit cable and light unit cable through the rear RH conduit and out the pre-drilled hole near the shelf location.

- From the square access hole on the RH wall panel, feed wire to shelf and plug the light cable into the transformer.
- Route the fan cable from the conduit exit hole to the interior of the shelf and plug the cable into the USB hub
- From the underside of the shelf, plug the motion sensor cord and the power cord from the USB hub into the transformer, and the power unit cord into the power strip.
- Plug the transformer power cord into the power strip
- Optional: Route the Smart Tint output wire through the RH wall conduit to the underside of the shelf and plug it into the power strip

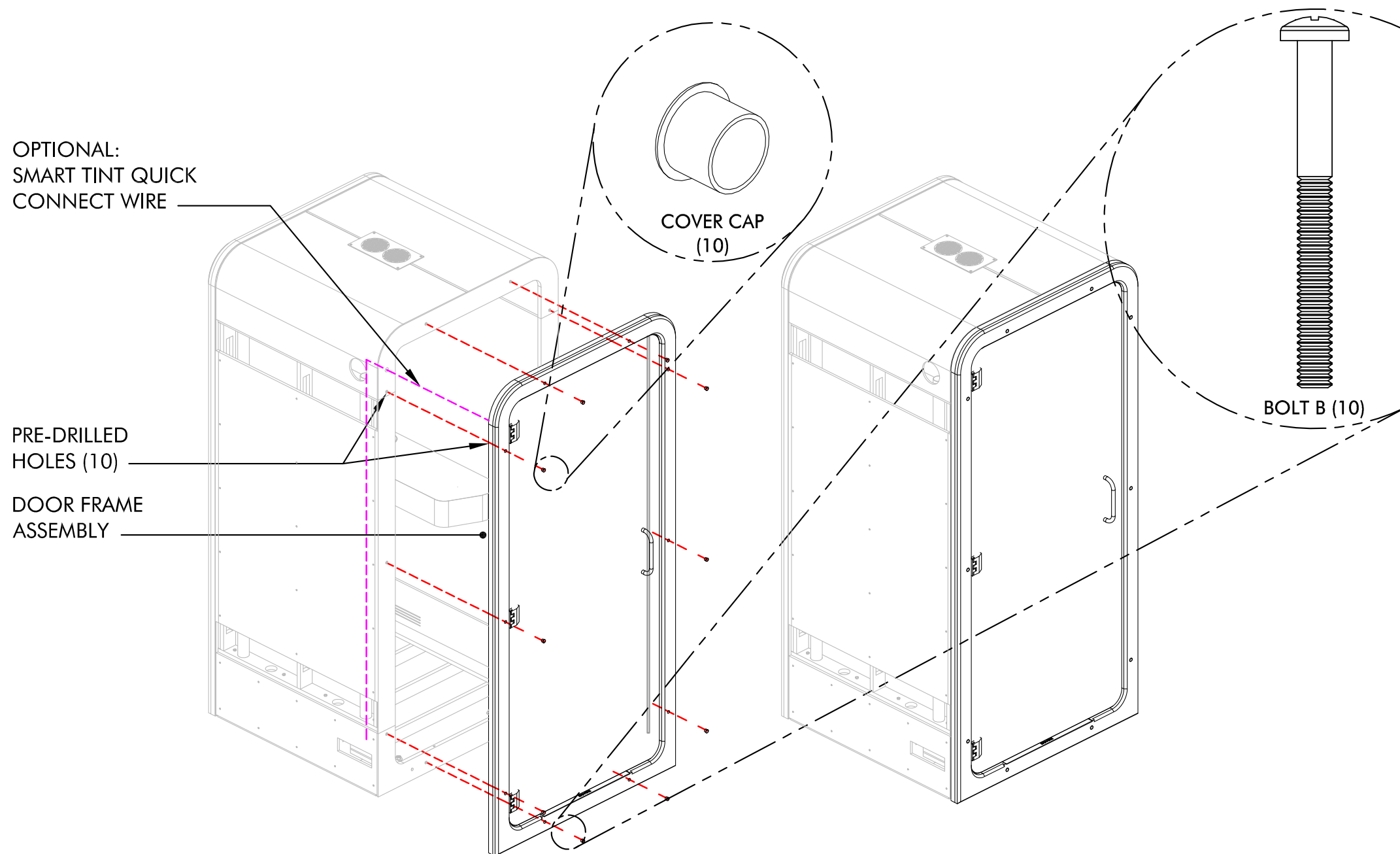
5



6 REAR FRAME ASSEMBLY

Align pre-drilled holes on *Rear Frame Assembly* to the back side of the unit.

- Using the drill and **Bolt B** carefully secure back frame in place.
- Peel back protective film from laminate
- Carefully insert **Cover Caps** into screw holes to conceal the screw head
- **Optional:** route smart tint wire into the base unit and connect to quick connect input



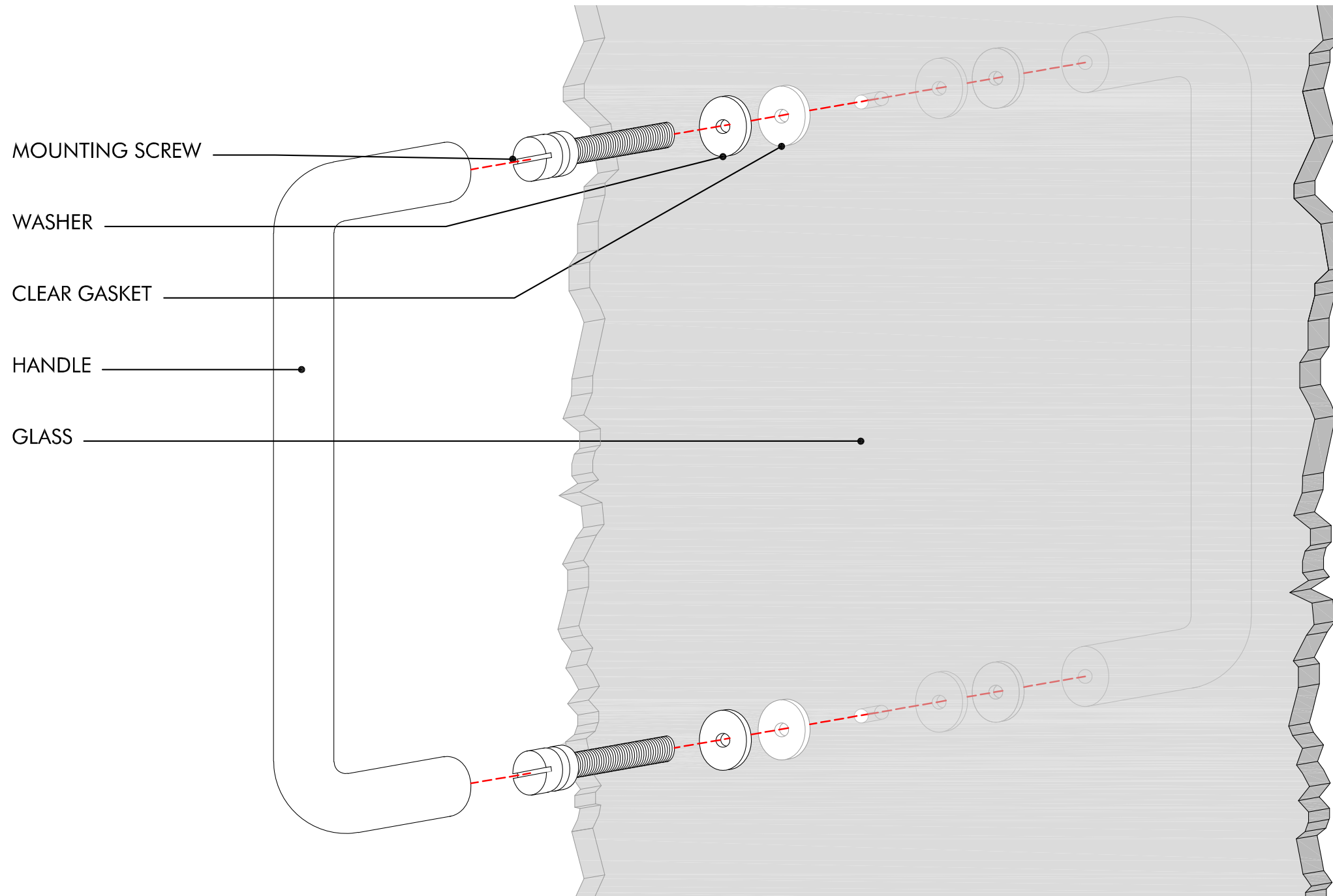
DOOR FRAME ASSEMBLY

Align pre-drilled holes on *Door Frame Assembly* to the front side of the unit.

- Using the drill and **Bolt B** carefully secure *Door Frame Assembly* in place. (10 bolts required)
- **Optional:** route smart tint wire through LH wall conduit into the base unit and connect to the quick connect input
- Peel back protective film from laminate
- Carefully insert **Cover Caps** into screw holes to conceal the screw head (10 caps required)

6^a





DOOR HANDLE

Sleeve (1) washer followed by (1) gasket on each (2) mounting screw

From the outside, insert each threaded screw through the pre-drilled glass hole

From the inside sleeve (1) gasket followed by (1) washer to each mounting screw, sandwiching the glass panel.

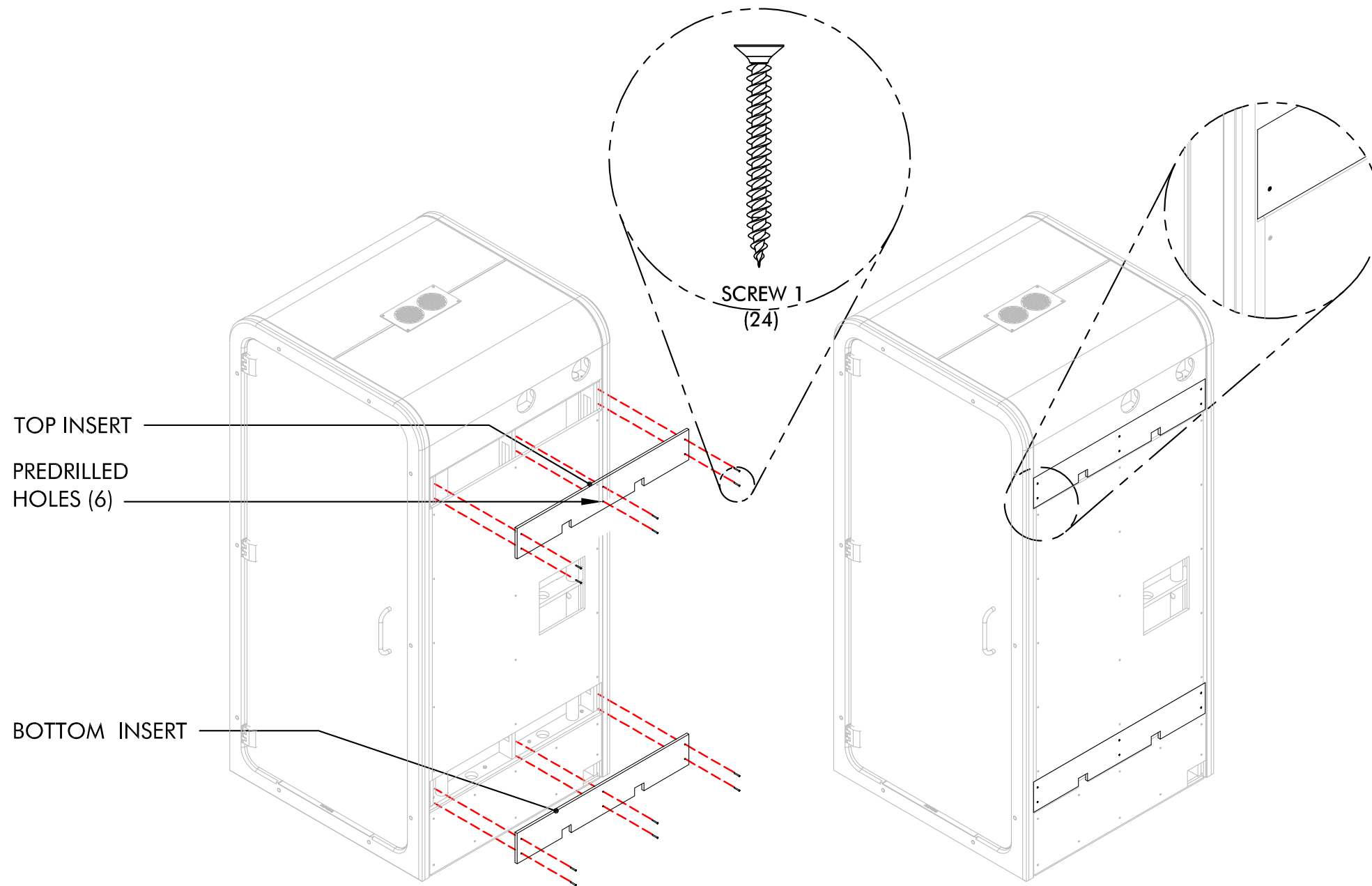
Hand tighten the (2) mounting screws to the interior handle. The interior handle has smaller thread holes than the exterior.

Place the exterior handle (larger thread holes) onto the screw heads.

Using the *Allen Wrench* provided, tighten the (2) set screws on the underside of the handle

7





TOP & BOTTOM INSERTS

Align *Top RH Insert* to appropriate location.

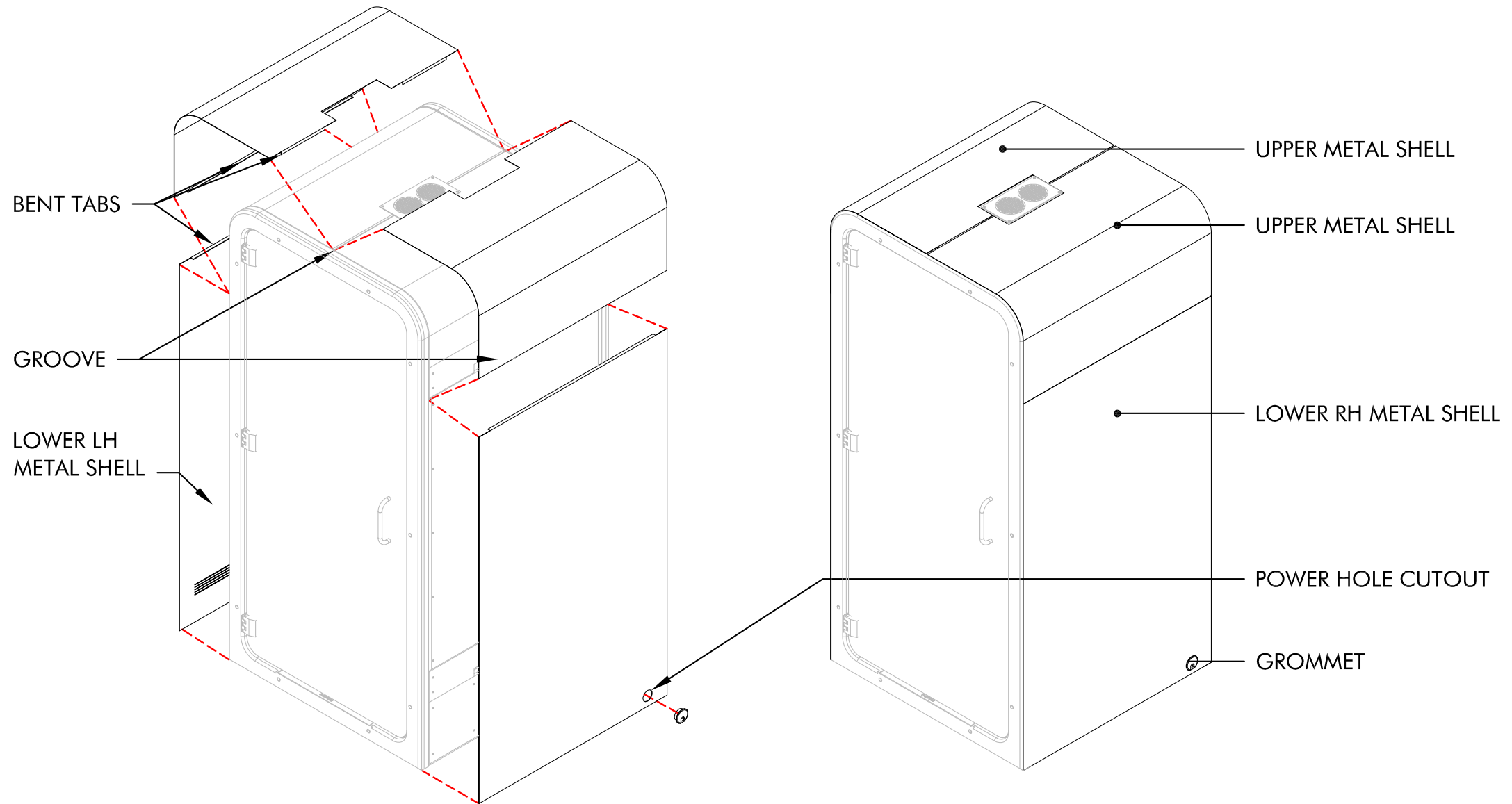
- Using *Screw 1*, and drill secure *Top Insert* to the unit through pre-drilled holes (6 screws required)

Align *Bottom RH Insert* to appropriate location.

- Using *Screw 1*, and drill secure *Bottom RH Insert* to the unit through pre-drilled holes (6 screws required)

Repeat Step 9 for *Top & Bottom LH Insert*

8



EXTERIOR METAL SHELL

Using suction cups - Insert the bent tabs of **Upper Metal shells** into the grooves on the unit's frame. Integral magnets will hold it tight against the unit.

Feed exit cord through the **Lower RH Metal Shell** power hole cutout

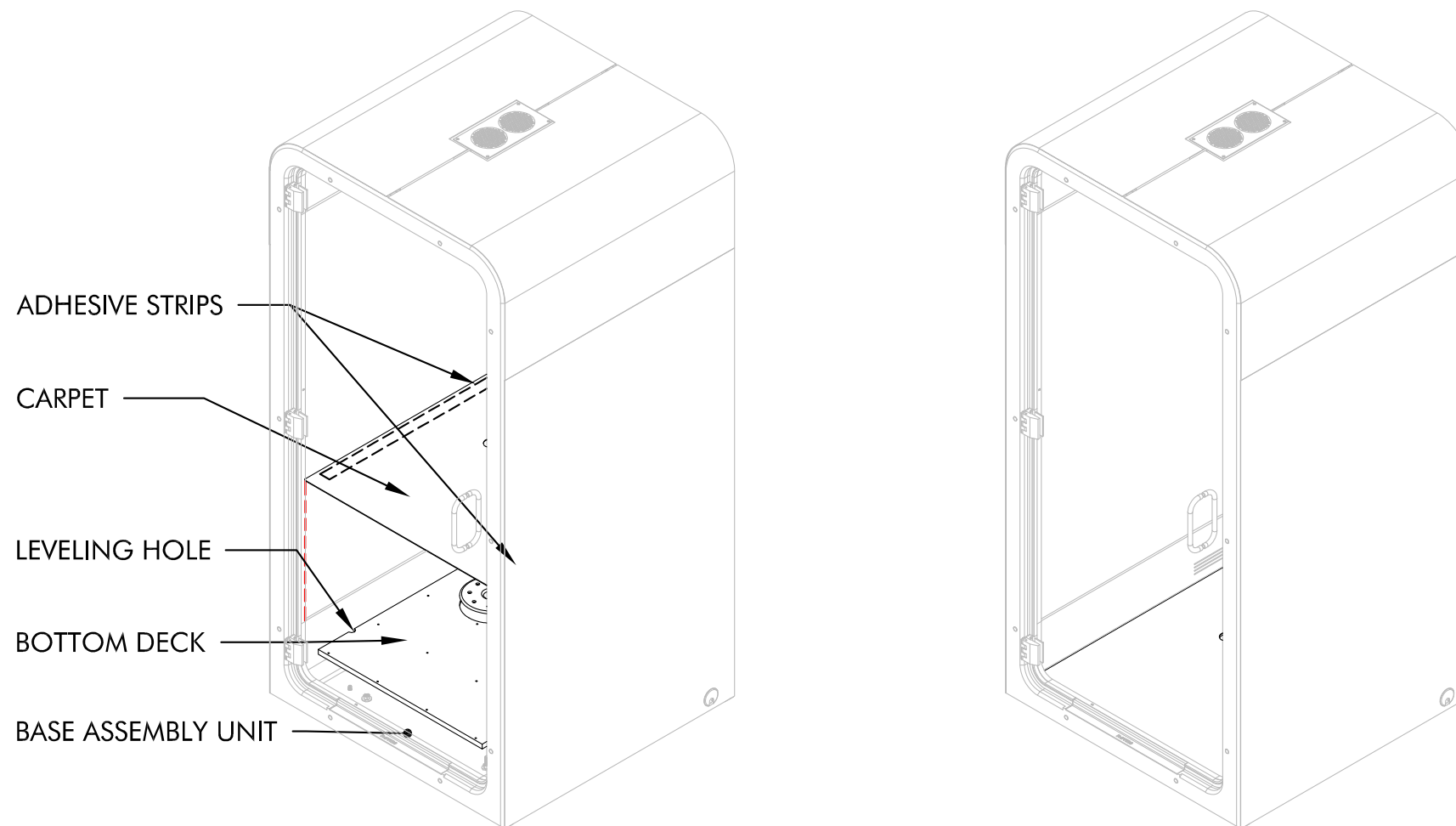
Using suction cups - Insert the bent tabs of **Lower RH Metal Shell** (power hole) into the grooves on the unit's frame. Integral magnets will hold it tight against the unit.

Repeat step for **Lower LH Metal Shell** (air outlet vent)

Feed the exit cord through **Grommet**, and into the pre-cut hole of RH panel.

9





INSTALL CARPET & STOOL

10

Optional - For floor mounted stools - secure stool post receiver to base unit using (10) #10 1-1/4" screws provided
Align the precut **Carpet** to bottom deck to ensure proper orientation and fit.

- Utility knife carefully cut out hole for the stool post then Insert stool post into the reciever
- Once aligned, fold back one corner of the **Carpet** to expose adhesive strip and begin to separate the release liner from adhesive strip.
- As you pull the release liner, press the carpet to the bottom deck, this should be done in a fluid motion.