BUREAU

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Welcome aboard

You're about to make another space Bureaufied and we're glad to have you in the space. Before you get started, give this guide a quick read. It's short, sharp, and saves you a lot of guesswork later.

Questions? The project team's just a message away.
Your craft and precision are what turn good design into great spaces.

1.1 General

External size

1600mm （63"）

500mm
Power cord
clearance

500mm

Ventilation
clearance

2338mm
（92"）

1375mm （54.1"）

I SPECIFICATION

1.1 General

|	
Ext. size	W1600mm (63") × D1375mm (54.1") × H2338mm (92");
Int. size	W1462mm (57.6") × D1335mm (52.6") × H2146mm (84.5");
Door Passage	W714mm (29.2") × D2118mm (83.4");
Floorspace	2.2㎡ (23.68ft²);
Degree of opening	180°/ 90° with door closer;
Packaging size	W2310mm (90.9") × D890mm (35") × H1270mm (50");
Net./ Gr. weight	502kgs (1106.7lbs) / 442kgs (974.4lbs);
Power input	85~264VAC, 47~63hz / 120~370VDC;
Ventilation	0-110m³ (143yd³)/hr adjustable，5 minutes auto-exchange in 30 mins for vacancy.
Lighting	720 LED strip light ×2, 0-1800lm/pc，adjustable color temperature 3000-6000K，default 4000K
Maximum power	52w
PIR sensor	Auto-on by motion, 8-min auto-off delay (sockets excluded), adjustable timer & disable option
Power supply	5 hole universal outlet×2， USB Type A × 1，USB Type C × 1
Sound proofing	$D_{S,A}$29.3dB in ISO 23351-2020;
Operational noise	<30dB when running in default setting

1.2 Parts & material
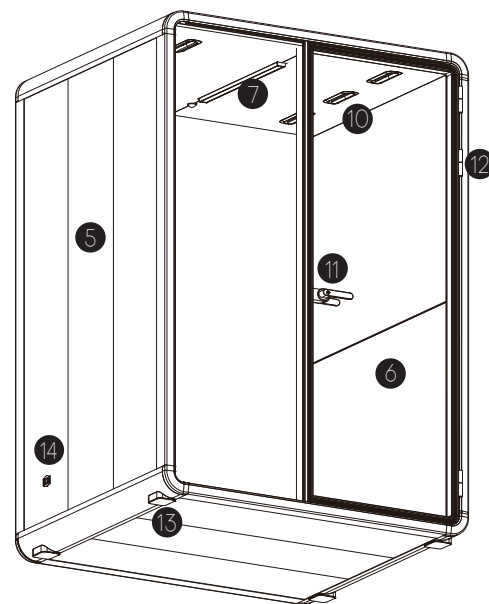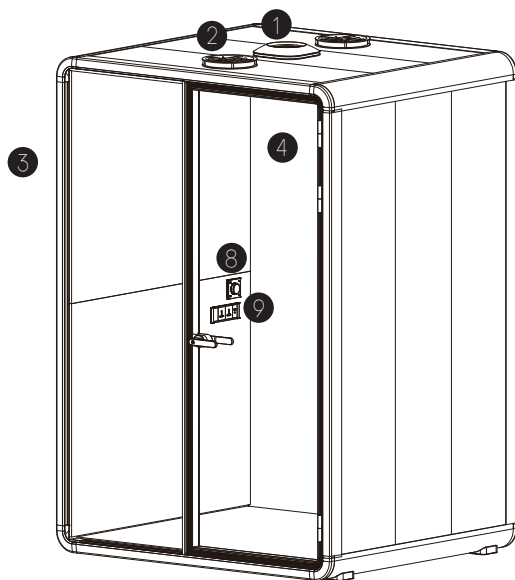
1 Intaking fan	**5** Acoustic side board	**9** Modular power socket	**13** Damper feet / caster wheel
2 Outtaking fan	**6** PET acoustic felt + fabric	**10** Internal vent inlet/outlet	**14** Power provision
3 Alluminum frame	**7** LED ceiling light	**11** Lever handle lock	
4 laminated tempered Glass	**8** Dimmer controller	**12** Barrel hinge	

I SPECIFICATION

1.2 Parts & material
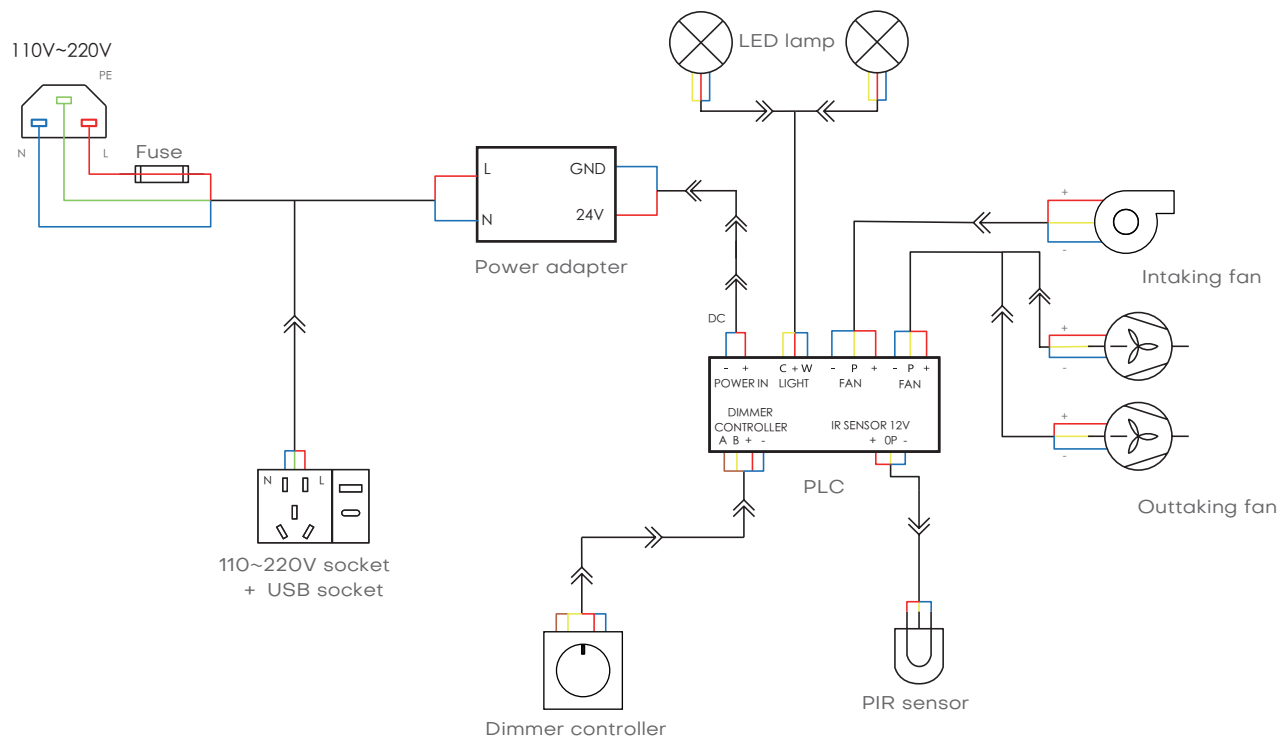
VER. 2310CN

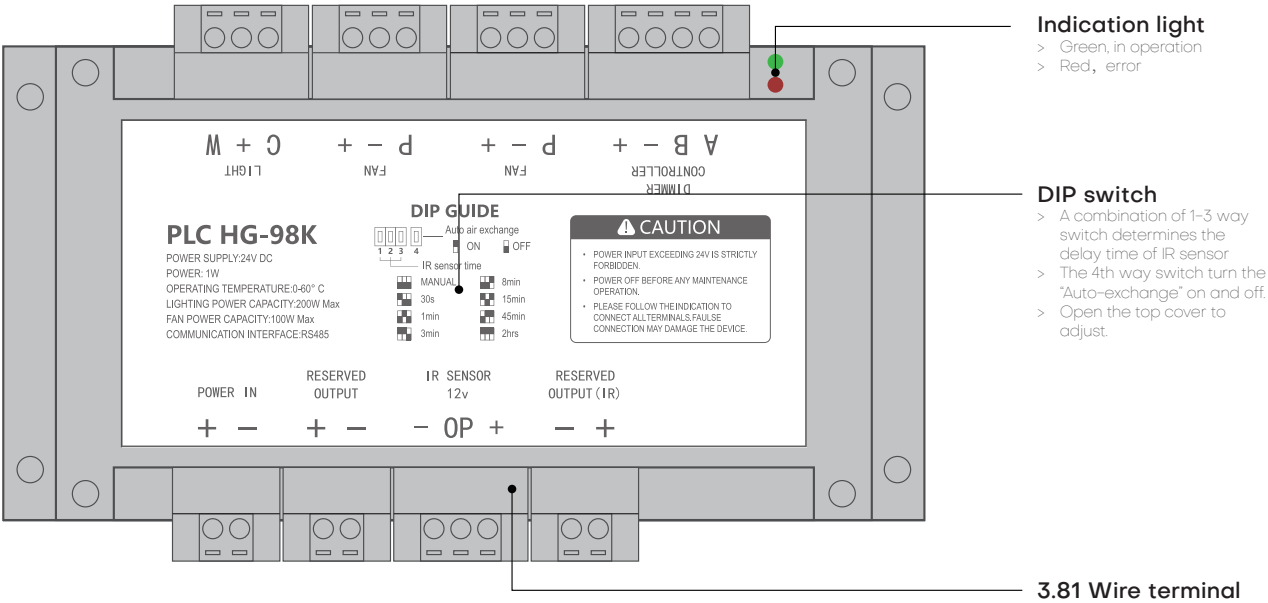|		
Material	Frame	6061 Alluminum alloy, electrostatic powder coating with DuPont thermosetting polymer powder;
	Glass	5+5mm laminated tempered glass, edge with screen print;
	Side wall	PVC film + galvanized steel sheet (outer) + polyester fiber acoustic wool + galvanized steel sheet (inner) (exterior-to-interior sequence)
	Sealing strip	Thermoplastic elastomer;
	Interior surface	24mm PET felt acoustic board + Polyester fabric;
	Carpet	Nylon fiber carpet with PVC based;
	Door lock	Aluminum lever handle lock with magnetic deadbolt, anodized housing, Optional key, external-side installation/removal;
	Hinge	Stainless steel detachable hinge, quick-mount;
	Door closer	Concealed cam-action door closer;
Electricity	Power adapter	Input85~264VAC, 47~63hz / 120~370VDC, Output 24V, Maximum power 100W, OVP/SCP/OCP/OTP protection;
	Internal wire	OFC wire, flame-retardant PUV, FL connector;
	Inlet power socket	IEC C14 AC Socket with switch & 10A fast-blow glass fuse;
	Power cord	IEC C13 AC Power cable;

1.2 Parts & material

|		
Electricity	PLC	Screw-clamp terminal connector; Adjustable human detection timer (ON/OFF); Auto-ventilation switch (ON/OFF); SDK-enabled
	PIR sensor	120° cone angle, 3m range, low electrical level when no detection;
	Dimmer controller	Anodized aluminum alloy; Mode/Off toggle button; Knob adj.; Power icon button (Fan+Light master off); Long-press when off: Manual override
	Intaking fan	Φ220 centrifugal fan*1, 24V, 0-1050rpm adjustable;
	Outtaking fan	Φ250 axial fan*2, 24V, 0-1050rpm adjustable;
	Ceiling lamp	720mm LED lamp*1, OSRAM module, 24V, Anti-glare index 20, CRI 92, low flicker, indivisual luminous flux：0-1800m adjustable, default: 80% Color temperature：3000k-6000k adjustable, default:4000k;
	AC power supply	5 hole universal outlet×2 (Multi-type outlet avalible), Rated current: 10A, Rated power:1100W/110V,2400W/240V, Withstand voltage: DC3000V, 10mA, 10s;
	DC power supply	USB-A*1 Qualcomm-QC 3.0, USB-C*1 PD20W，Ouput：5V/3A，9V/2.22A，12V/1.67A.

1.3 Wiring diagram

110V~220V

PE

N   L

Fuse

Power adapter

L   GND

N   24V

LED lamp

DC

- +   C + W   - P +   - P +
POWER IN   LIGHT   FAN   FAN

DIMMER
CONTROLLER   IR SENSOR 12V
A B + -   + 0P -

PLC

110~220V socket
+ USB socket

N   L

Dimmer controller

PIR sensor

Intaking fan

Outtaking fan

1.4 PLC

PLC HG-98K

POWER SUPPLY:24V DC
POWER: 1W
OPERATING TEMPERATURE:0-60° C
LIGHTING POWER CAPACITY:200W Max
FAN POWER CAPACITY:100W Max
COMMUNICATION INTERFACE:RS485

LIGHT
W + C

FAN
+ P −

FAN
+ P −

DIMMER CONTROLLER
A B − +

DIP GUIDE

Auto air exchange
1 2 3 4
■ ON   □ OFF
IR sensor time
MANUAL   8min
30s   15min
1min   45min
3min   2hrs

⚠ CAUTION

• POWER INPUT EXCEEDING 24V IS STRICTLY FORBIDDEN.
• POWER OFF BEFORE ANY MAINTENANCE OPERATION.
• PLEASE FOLLOW THE INDICATION TO CONNECT ALL TERMINALS, FAULSE CONNECTION MAY DAMAGE THE DEVICE.

POWER IN   RESERVED OUTPUT   IR SENSOR 12v   RESERVED OUTPUT (IR)
+ −   + −   − OP +   − +

Indication light
> Green, in operation
> Red，error

DIP switch
> A combination of 1–3 way switch determines the delay time of IR sensor
> The 4th way switch turn the "Auto-exchange" on and off.
> Open the top cover to adjust.

3.81 Wire terminal

> DC Input: 24V;
> Working temperature : 0ºC ~ 60ºC;
> Operating humidity: <85% (without dew condensation);
> Maximum power of lamp 200W, 1 circuit accommodates;
> Maximum power of fan 100W, 2 circuit accommodates;

> IR sensor works in 12V，low level when no detection;
> Communication to dimmer controller in RS485 , MODBUS protocol;
> Power consumption less than 1W (without extra device connected).

⚠ ATTENTION
> Input above 24V is strictly forbidden;
> Power off before any maintenace;
> Please connect all terminals as the instruction content, False connection may damage the device。

1.5 Dimmer controller
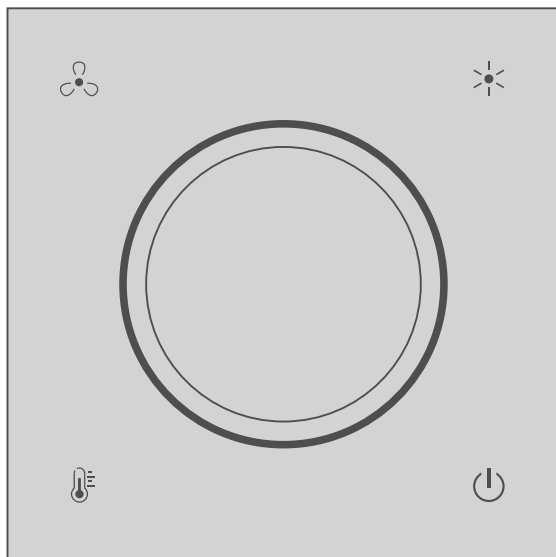
Ventilation

> Short press button to turn on when off;
> Short press button when ventilation is on, the button switch to white. Turn the knob to adjust;
> Long press button for 2 seconds to turn off.

Light strength

> Short press button to turn on when off;
> Short press button when light is on, the button switch to white. Turn the knob to adjust;
> Long press button for 2 seconds to turn off.

Light temperature

> Short press button when light is on, the button switch to white. Turn the knob to adjust;

Power

> Short press button to turn on both ventilation and light when off;
> Short press button to turn off both ventilation and light when on, the IR sensor will be disabled for 30 seconds;
> Long press button for 5 seconds when off, IR sensor will be disabled and all device will be on. Short press will turn off and resume default.
> Long press button for 5 seconds when on, IR sensor will be disabled and all device will be off. Short press will turn on and resume default.

1.6 Internal power supply

AC Univeral 5 hole×2,

USB-A Qualcomm-QC 3.0,

USB-C PD20W
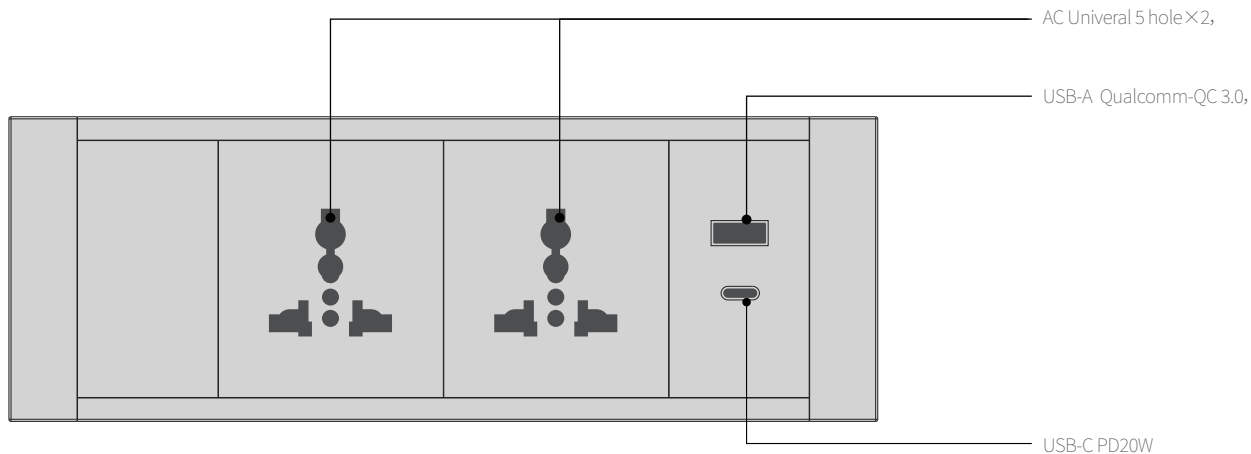
> External size : 193mmx70mmx45mm

> Rated current: 10A

> Rated power: 1100w/110v, 2400w/240v

> voltage–withstand: DC3000V, 10mA, 10s

II ATTENTION

2.1 Installation

	Please wear safety gloves and work boots to prevent injuries from heavy objects falling and sharp edges.
	Please separate parts from unpacking waste to prevent damage to parts' surface.
	Please do not use sharp tools to directly contact the surface of parts, especially interior components, to avoid scratches.
	Some packaging materials are flammable, please keep away from fire.
	If installed on an elevated floor, please strictly confirm the weight conditions of the floor beforehand.

2.2 Electricity

	Input voltage range: 100–240 VAC (10 A) 50–60 Hz. Please ensure that the on-site power supply meets the requirements;
	External power supply: Please use sockets with grounding wires;
	Do not use adapters to convert the socket for external power supply;

⚡	Do not modify the electrical circuit without the presense of professionals to avoid damage to electrical equipment;
1500W	The maximum power capacity of internal power supply is 1500W, exceeding the limit will cause fuses to blow;
⚡	Touching place with the following labels may have risk of electrical shock . Please do not open up without authorization from the manufacturer; **CAUTION MAINTENANCE PERSONNEL ACCESS ONLY** Open without authority is outside of warranty term

2.2 Daily use

🚫	Please avoid the use of odourous or strongly scented materials inside the booth;
⚠	Do not slam the door to avoid glass breaking;
🚭	Do not smoke or use open flames inside to prevent fire hazards;
⚠	Raise all level feet to the highest limit and remove all obstacles higher than 5mm on the route when moving the product;
⚙	After moving to the target position, please adjust the level feet to let the wheel off the ground before any other operation;
⚠	All wall-mounted furniture has a load limit of 45kg. Do not place items exceeded 45kg to avoid damage. Please place the following sticker at a visible area of the desktop. **MAX 45kg** Maximum total load **100 lbs / 45 kg**

III INSTALLATION INSTRUCTION

3.1 Before start

> Two or more persons are required for installation.
> Check major parts (A–D) to make sure no missing or surface damage.
> Make sure there is sufficient space for installation at the site. The power interface should be left with enough space to pull out the power cord and operate the switch. More than 500mm of space should be reserved on the top to ensure enough space for ventilation and avoid sound reflection from being concentrated on the top, affecting user experience.
> The following tools are recommanded to bring for a better installation experience (using the standard tools can also complete the installation).

2 Person

Cross head bi

H3 bit

H4 bit

Power drill

Ladder
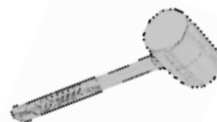
Rubber mullet

H16 Rachet spanner
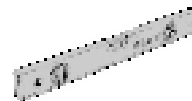
Level tool

Glass suction handlerX2

3.2 Parts list

1 2 3

L R
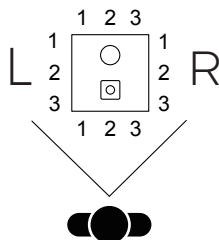
All location remarks are refer to the point that shown above.

Arrow end facing up

A 011

Item code

SIDE TOP LEFT

location or description

L **A 031** **TOP FRONT** R

location or description

Item code

L to left, R to right

Screw in as direction

Terminal connection

Same operation around all side
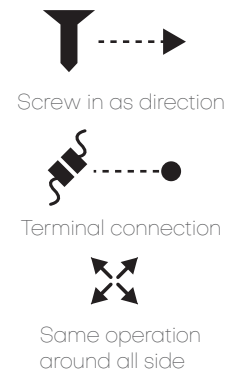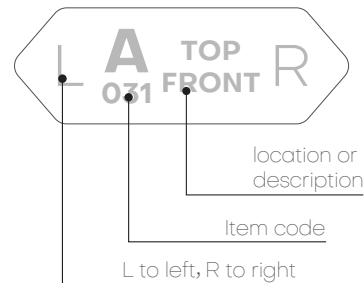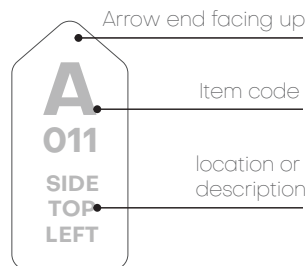
Coding rules

A-000	Aluminum
B-000	Glass
C-000	Side board
D-000	Interior
Y-000	Accessory
Z-000	Standard tool
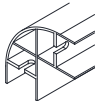
Z-000 Standard tool

Code	Descr.	Qty.	Preview
Z-001	Wrench	1	
Z-002	H4 Hex Key	1	
Z-003	H2.5 Hex Key (Door Closer Adjustment)	1	
Z-004	H5 Hex Key (for Door Closer Screws & Leveling Feet)	1	
Z-005	S/E H4 Hex Key + L/E Phillips Driver	1	

III INSTALLATION INSTRUCTION

3.2 Parts list

A-000 Aluminum

Code	Descr.	Qty.	Preview
A-011	Side top left	1	
A-012	Side Bottom left	1	
A-013	Side top right	1	
A-014	Side top right	1	
A-021	Front middle left	1	
A-022	Back middle left	1	
A-023	Front middle right	1	
A-024	Back middle right	1	
A-031	Top front	1	
A-032	Bottom front	1	
A-033	Top back	1	
A-034	Bottom back	1	
A-101	Corner block	6	
A-102	Non-grooved Corner block	2	
A-201	Jamb	1	

B-000 Glass
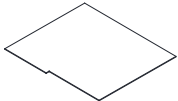
Code	Descr.	Qty.	Preview
B-101	Door	1	
B-011	Front left	1	
B-021	Back left1	1	
B-022	Back left2	1	

B-000 Side board

Code	Descr.	Qty.	Preview
C-011~C-013	Left	3	
C-021~C-023	Right	3	
C-031~C-033	Top	3	
C-041~C-043	Bottom	3	

3.2 Parts list

D-000 Interior

Code	Descr.	Qty.	Preview
D-011~D-012	Left	2	
D-021~D-022	Right	2	
D-031~D-032	Top	4	
D-040	Carpet	1	

Y-000 Accessory

Code	Descr.	Qty.	Preview
Y-011	Power Card	1	
Y-012	Power socket	1	
Y-013	Dimmer controller	1	

Code	Descr.	Qty.	Preview
Y-014	PIR sensor	1	
Y-015	lamp	1	
Y-021	Lock	1	
Y-022	Door closer arm	1	
Y-031	M5*16 screw	30+2	
Y-032	M6*12 screw (Y-021 further end)	1	
Y-033	M6*12 screw (Y-021 close end)	1	
Y-034	door screw	2	
Y-035	Set screws	1	
Y-036	ST4.2*25 screw	8+1	
Y-041	Glass sealing strip (Inner)	1	
Y-042	Glass sealing strip (Between)	1	

III INSTALLATION INSTRUCTION

3.3 Booth installation

1 WRENCH
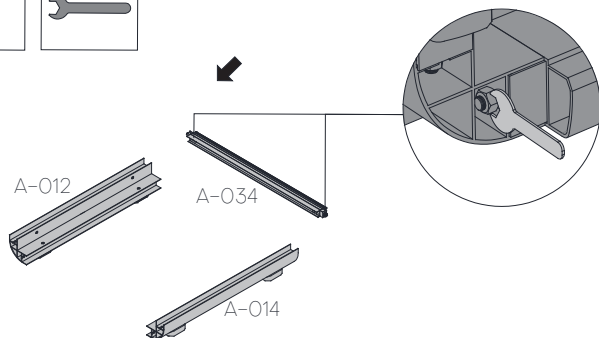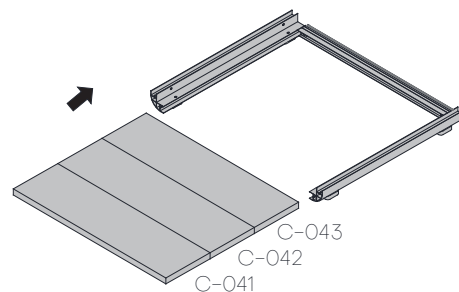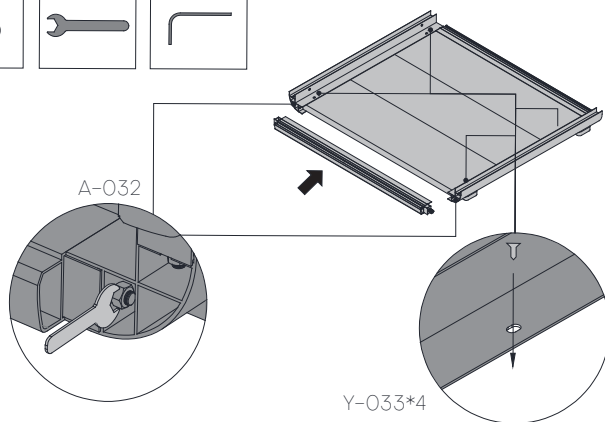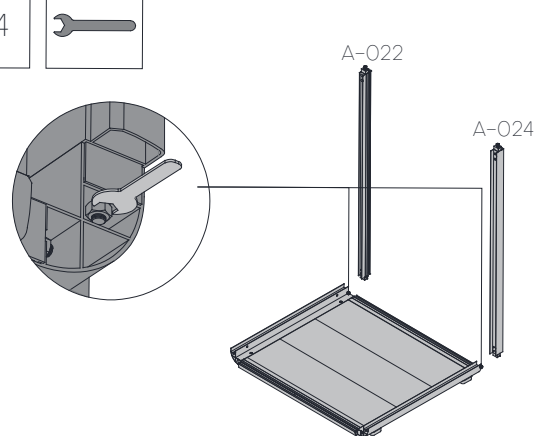
A-012
A-034
A-014

2

C-043
C-042
C-041

3 WRENCH | Allen wrench

A-032

Y-033*4

4 WRENCH

A-022
A-024

3.3 Booth installation

5

Rubber hammer

C-013
C-012
C-011

C-023
C-022
C-021

6

WRENCH

7

WRENCH

Allen wrench

A-033

Y-033*8

8

WRENCH

A-021

A-023

III INSTALLATION INSTRUCTION

3.3 Booth installation

9
C-033
C-032
C-031
A-031

10
Y-033×8
A-101×8
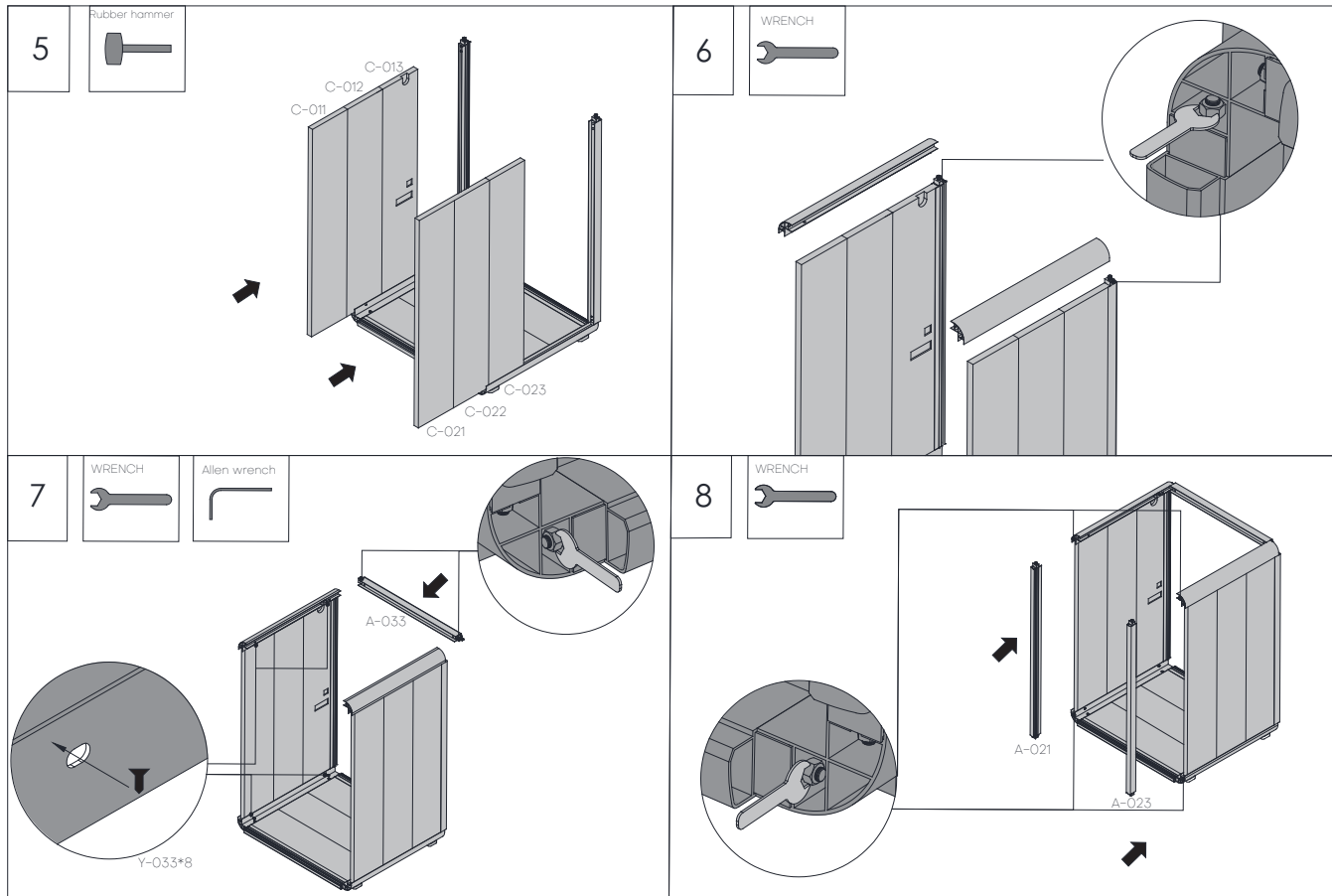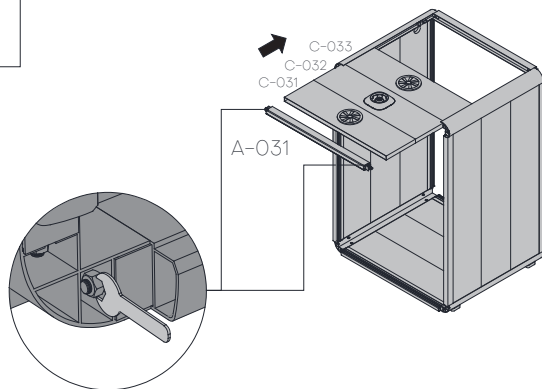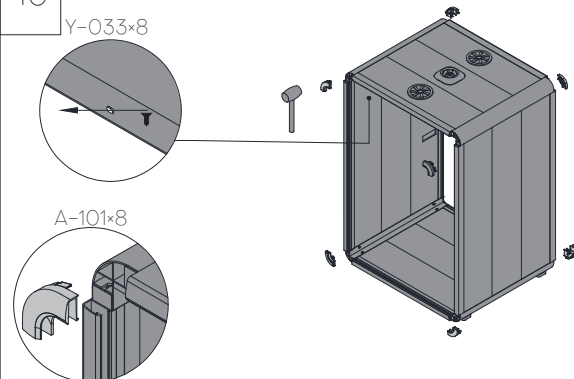
11
Spirit level
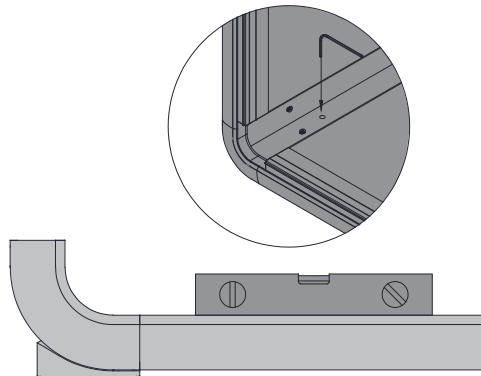
12
Glass suction cup
Behind
Tip:
First install one glass then tear film
Y-042
B-22
B-021

3.3 Booth installation

13

Plastic crowbar

Fit into fixed rear glass

Y–041

14

DC 24V

+12V ○ B ○
GND ○ A ○

15

Glass suction cup

B–011

16

A–201

1.

2.

III INSTALLATION INSTRUCTION

3.3 Booth installation

17

Allen wrench

Y-033×6

Y-033×8

19

Plastic crowbar

Back

Fit into front glass

Y-041

Glass

20

Tips：
If there are openings on the side panels,
install the furniture first.

D-011

D-031

D-032

D-012

D-021

D-022

D-040

22

Cross screwdriver

Y-013
Y-031×4

Y-012
Y-031×4

3.3 Booth installation

23

Y-014

Y-015

24

Glass suction cup

B-101

25

Cross screwdriver

Allen wrench

Y-021

Y-035
Y-034

26

Allen wrench

Y-033

Y-032

Y-011

VER. 2310CN
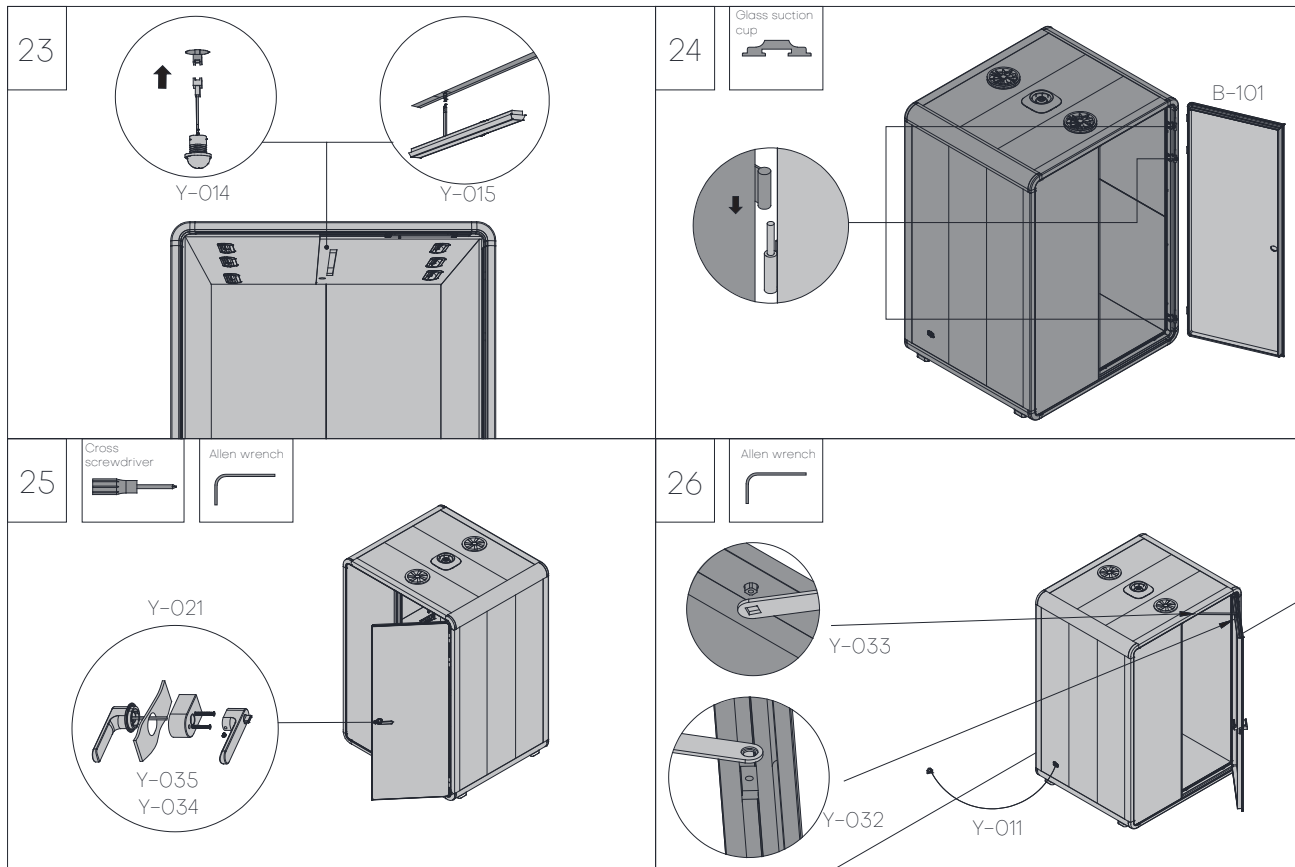
3.4 Integrated furniture installation

Conference Table

Code	Descr.	Qty.
01	Tabletop	1
02	Wall Bracket	1
03	Frame	1
04	Main pillar	1
05	Pillar Base	1
06	M6*12 Hex Cap Screw	14
07	M8*40Hex Head Screw	1
08	M6*40 Hex Cap Screw	3
09	M5*16 Hex Cap Screw	8
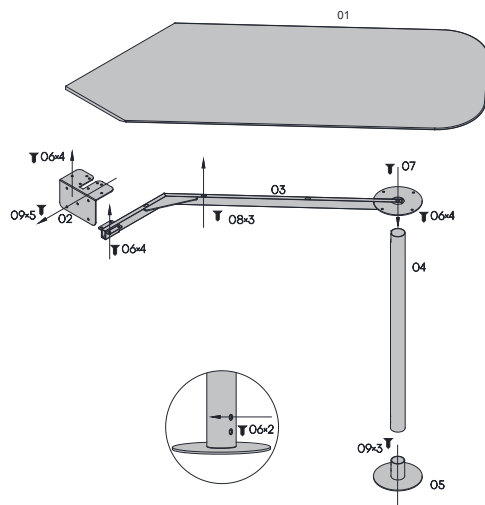
Wall-mounted Workbench

Code	Descr.	Qty.
01	Tabletop	1
02	Wallmount bracket 1	3
03	Wallmount bracket 2	2
04	Support arm	2
05	M6*12Hex Cap Screw	14
06	M5*16Hex Cap Screw	19
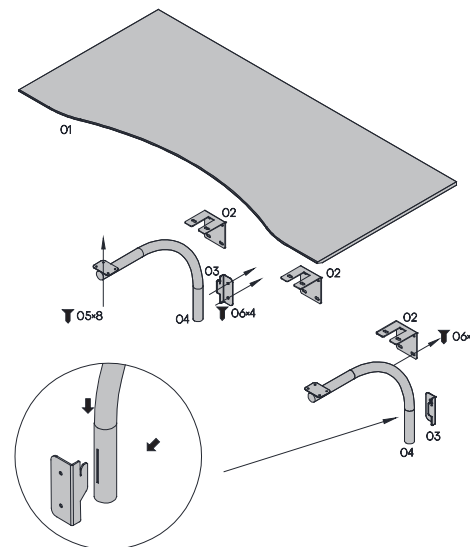
3.4 Integrated furniture installation

Bar Table

Code	Descr.	Qty.
01	Tabletop	1
02	Wallmount bracket	3
03	Pillar Bracket 1	1
04	Floor connector	1
05	Main pillar	1
06	M10*40Screw Rod	1
07	M6*12Hex Cap Screw	8
08	M5*16Hex Cap Screw	10
09	M8*40Hex Cap Screw	1
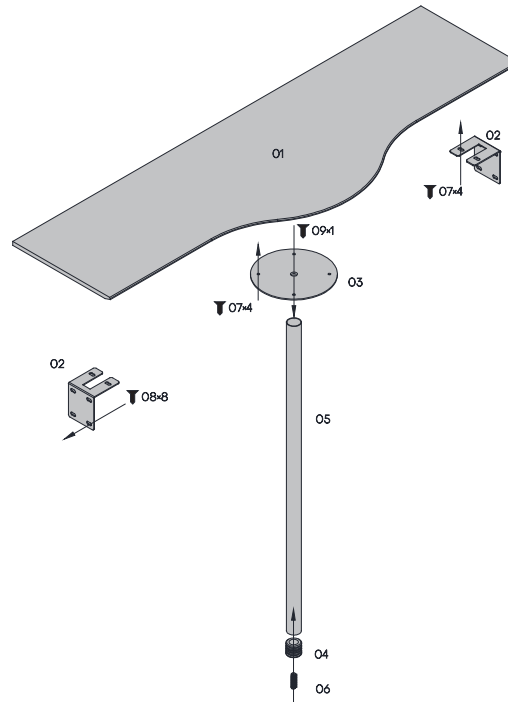
III INSTALLATION INSTRUCTION

3.5 Check list

Please check the installed products according to the following list to ensure their quality and safety:

☐ All screws have been tightened according to instructions;

☐ Confirm the booth is level to maintain performance and avoid damage;

☐ The gap around the door is even;

☐ When the door is closed, the rubber seal between the door and the frame is firmly contacted;

☐ All seal strips are installed in place;

☐ For cabins with castors, nsure that all feet are in contact with the floor.

☐ The socket panel is able to supply power;

☐ The lighting and ventilation system can be turned on, turned off and adjusted;

☐ There is airflow entering from the ventilation grille, and the fan operates well with smooth sound;

☐ All furniture has been installed securely according to instructions.

3.6 Troubleshooting

> **Only part of ventilation grilles have airflow goes in?**

- Some of the outlets in the booth are for air outtaking Please refer to the positioning of different fans in the product specifications to confirm the intake;

- If it is confirmed that there is no airflow from the intaking grilles, please check the working status of fans on top, if the fan is not working, please contact the after-sales personnel.

> **Power socket is not working?**

- Check whether the external socket switch is lit up, if not, it means that there is no power supply from the outside or the fuse has blown out;

- If the external outlet switch is lit up, please check the USB socket of the outlet, if the green light is lit up, it means that power is being supplied, if the light is not on, please check the wiring behind the socket;

- If you have tried all above steps and still cannot solve the problem, please contact the after-sales personnel for assistance.

> **Power socket is working but not the fan/lamp？**

- Check whether all wire terminals are well embraced and if there are any terminal in loosen with wire;

- Open the Maintenance door on top board and observe if the PLC indicator light is red. If red light shows, disconnect the external power source and connect again;

- If you have tried all above steps and still cannot solve the problem, please contact the after-sales personnel for assistance.

> **The door does not close properly？**

- Confirm if there are any obstructions around the edge of the door;

- Confirm if there are uneven gaps around the door edges and if the lower left corner of the door engages with the door thread, if so, adjust the level feet till the gap around the door is even;

- Use the H2.5 allen wrench to adjust the door closer.

> **Interior wall panel edges not aligned properly?**

- Put small amounts of material under the bottom side of the panel to level.

4.1 Maintenance guide

Maintenance Steps

1. Unplug the power cord;
2. Check if the booth is in leveled status;
3. Check if the door gaps is even;
4. Check if there is foreign object in the top fan area, remove the fan cover for cleaning;
5. Remove the furniture from the booth;
6. Use a vacuum cleaner to clean the air duct from the ventilation grille;
7. Clean all parts of the booth including desktop, carpet, inner glass, wall surface, power socket, and control panel;
8. Clean all furniture that was moved ouside, then move them back in;
9. Wipe clean the exterior appearance of the cabin;
10. After confirming no water residue around all electrical equipment locations, reconnect the power cord and check if all functions are well operating.

⚠️ **ATTENTION**

1. Conduct a comprehensive maintenance at least once a month to avoid accumulation of grime.
2. Before wiping, please ensure that the surface of the wipe tool is free of sharp debris to prevent scratches. Dust-free cloths is recommended to use for wiping glass.
3. Please avoid using corrosive detergent for all fabric surfaces.
4. If using uncommon cleaning product, please test them in an insignificant area of the booth first to ensure it is not damageing surfaces.
5. Since the booth is a closed space, please do not use cleaning products with strong smell to prevent lingering odors causing discomfort.

Installation complete.

This space is officially **BUREAUFIED**
Thanks for growing the community.