



BUREAU

Installation Guide: **The Team**



Welcome aboard

You're about to make another space Bureauified 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.

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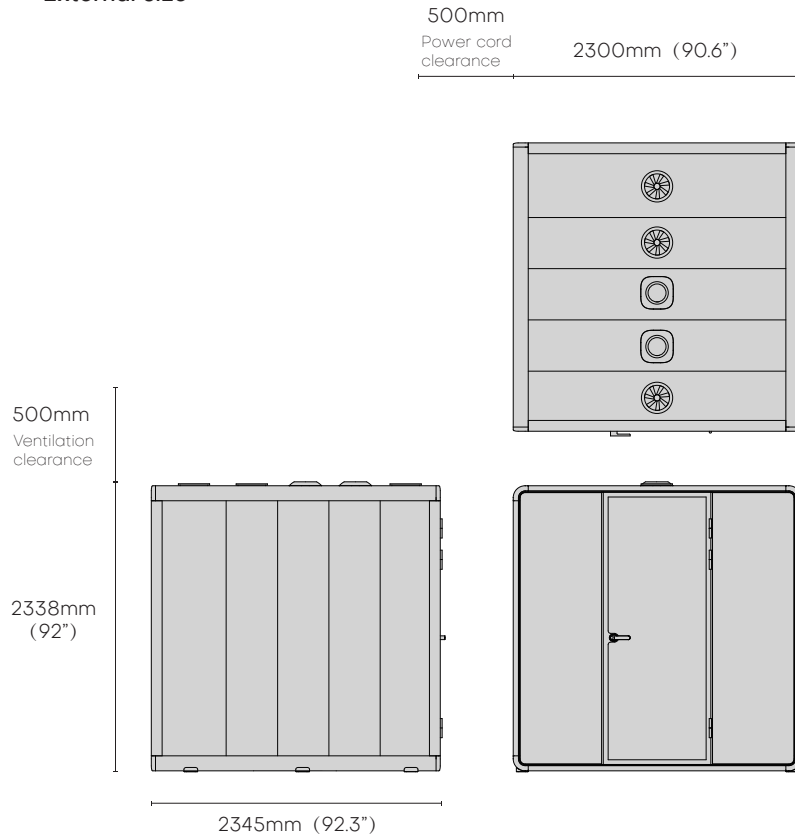
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1.1 General

External size

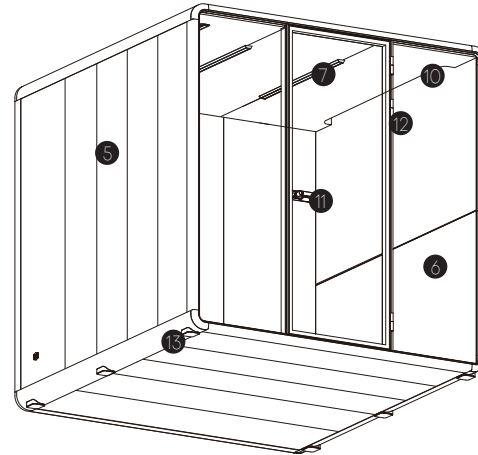
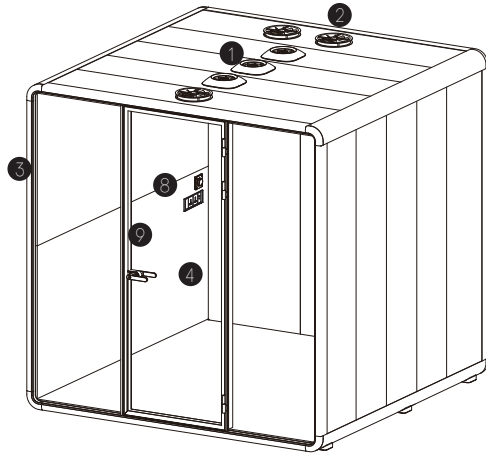


I SPECIFICATION

1.1 General

Ext. size	W2300mm (90.6") × D2345mm (92.3") × H2338mm (92");
Int. size	W2162mm (85.1") × D2305mm (68.7") × H2146mm (84.5");
Door Passage	W714mm (29.2") × D2118mm (83.4");
Floorspace	5.4m ² (58.13ft ²);
Packaging size	W2650mm (104.3") × D760mm (29.9") × H1270mm (50") + W2310(90.9) × D890(35) × H1270(50);
Net./ Gr. weight	806kgs (1777lbs) / 878kgs (1936lbs);
Power input	85~264VAC, 47~63hz / 120~370VDC;
Ventilation	0-218m ³ (283.4yd ³)/hr adjustable, 5 minutes auto-exchange in 30 mins for vacancy.
Lighting	1280mm LED light*2, luminance adjustable, color temperature adjustable .;
Maximum power	120W;
Sensor	8 mins delay time (socket excluded) adjustable
Power supply	AC outlet×2, USB Type A × 1, USB Type C × 1

1.2 Parts & material



- | | | | |
|----------------------------|------------------------------|-------------------------------|-----------------|
| 1 Intaking fan | 5 Side board | 9 Modular power socket | 13 Caster wheel |
| 2 Outtaking fan | 6 PET acoustic felt + fabric | 10 Internal vent inlet/outlet | |
| 3 Alluminum frame | 7 LED ceiling light | 11 Lever handle lock | |
| 4 Laminated tempered glass | 8 Dimmer controller | 12 Hinge | |

I SPECIFICATION

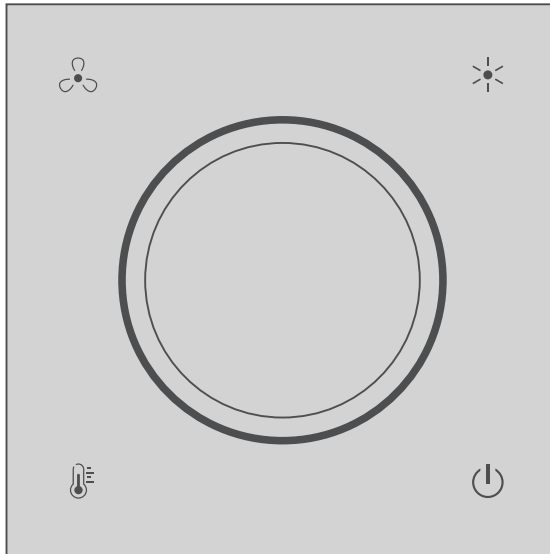
1.2 Parts & material

Material	Frame	Alluminum alloy with electrostatic powder coating
	Glass	5+5mm laminated tempered glass, edge with screen print;
	Side wall	PVC film+galvanized steel sheet+PET acoustic felt+galvanized steel sheet;
	Floor	PVC film+galvanized steel sheet+PET acoustic felt+galvanized steel sheet;
	Interior surface	12mm PET felt acoustic board + Polyester fabric;
	Carpet	PET fiber carpet
	Door lock	Aluminum lever handle lock with magnetic deadbolt, anodized housing
	Door closer	Concealed cam-action door closer;
Electricity	Power adapter	Input85~264VAC, 47~63hz / 120~370VDC, Output 24V, Maximum power 150W,
	Inlet power socket	IEC C14 AC Socket with switch & 10A fast-blow glass fuse;
	Power cord	IEC C13 AC Power cable;
	Controller	Switch button to select channel, knob to adjust, manual on/off;
	Intaking fan	Φ220 centrifugal fan*2, 24V, 0-1050rpm adjustable;
	Outtaking fan	Φ250 axial fan*2, 24V, 0-1050rpm adjustable;

1.2 Parts & material

Electricity	Ceiling light	1280mm LED lamp*2, 24V, individual luminous flux:0-1800lm/pc adjustable, default: 40%, color temperature:3000k-6000k adjustable, default4000k;
	AC power supply	TR outlet*2 (Multi-type outlet available), Total power limit: 1000W
	DC power supply	USB-A*1 Qualcomm-QC 3.0, USB-C*1 PD20W, output: 5V/3A,9V/2.22A, 12V/1.67A

1.4 Regulator



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.



Illuminance

- > 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.



Color 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/off for both ventilation and light ;




II ATTENTION

2.1 Installation

	Please wear safety gloves and work boots to prevent injuries from heavy objects falling and sharp edges.
	Please communicate with local property management for the safety management requirements.
	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 presence of professionals to avoid damage to electrical equipment;
	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;



2.2 Use

	Do not bring smelly or smoke producing items inside, as residues may be left that are difficult to remove;
	Do not slam the door to avoid glass breaking;
	Do not smoke or use open flames inside to prevent fire hazards;
	If any fire hazard happen inside, please exit , turn off the power or pull out the power cord, and call for rescue. ;
	Before moving the product by casters, make sure all personnel exit, lock the door, and detouch the power cord;
	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 15kg. Do not place items exceeded 15kg to avoid damage. Please place the following sticker at a visible area of the desktop.



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 recommended to bring for a better installation experience (using the standard tools can also complete the installation).



2 Person



Helmet



Safety gloves



Safety boots



Power drill



Cross head bit



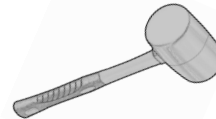
H3 bit



H4 bit



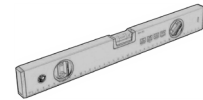
Ladder



Rubber mallet



H16 Ratchet spanner

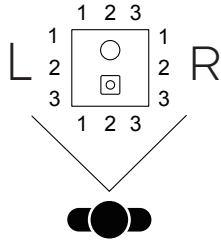


Level tool

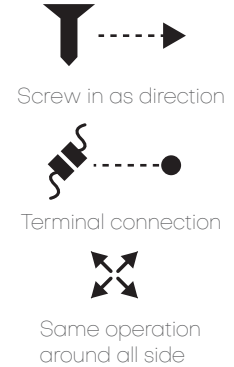
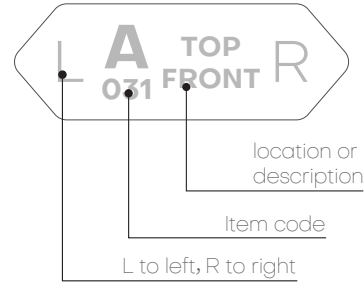
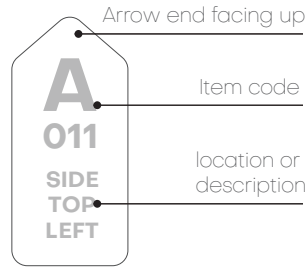


Glass suction handlerX2

3.2 Parts list



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



Coding rules

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

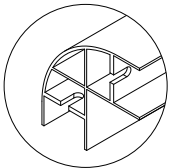
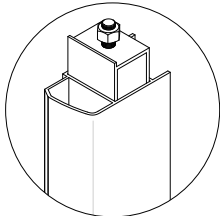


Z-000 Standard tool

Code	Descr.	Qty.	Preview
Z-001	H16 Open-end spanner	1	
Z-002	H4 hex key	1	
Z-003	H3 hex key	1	
Z-004	H2.5 hex key (for door closer)	1	
Z-005	H4 hex key+cross head	1	

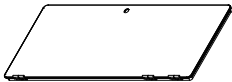

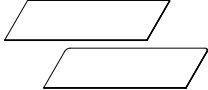
III INSTALLATION INSTRUCTION

3.2 Parts list

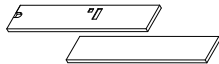

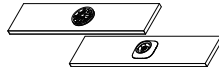
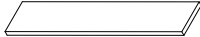
A-000 Aluminum

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 Bottom 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	8	
A-201	Jamb	1	

B-000 Glass




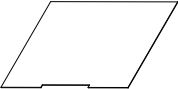
Code	Descr.	Qty.	Preview
B-101	Door	1	
B-011,012	Front left 1, 2	2	
B-021~023	Back left 1~3	3	

B-000 Side board




Code	Descr.	Qty.	Preview
C-011~015	Left 1~5	4	
C-021~025	Right 1~5	4	
C-031~035	Top 1~5	4	
C-041~045	Bottom 1~5	4	












3.2 Parts list

D-000 Interior

Code	Descr.	Qty.	Preview
D-011, 012	Left 1, 2	2	
D-021, 022	Right 1, 2	2	
D-031, 032	Top 1, 2	3	
D-041	Carpet	1	

Y-000 Accessory

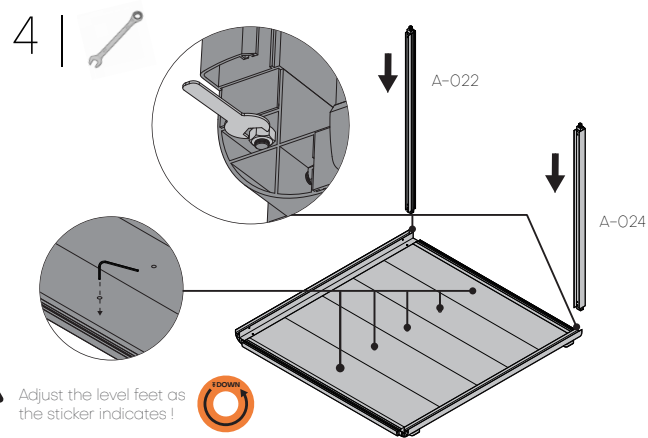
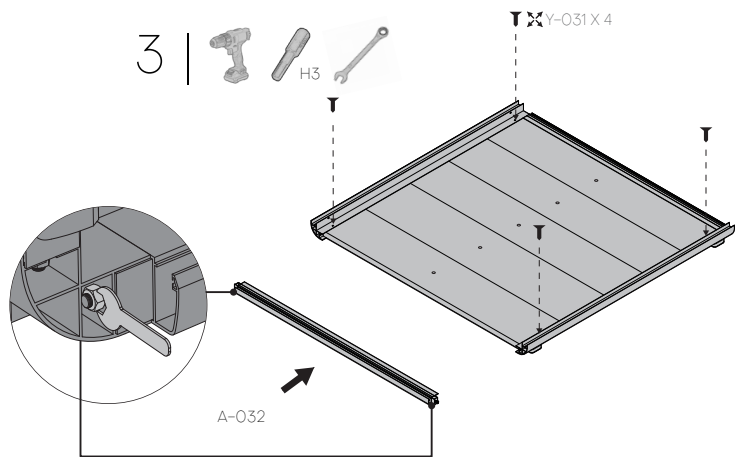
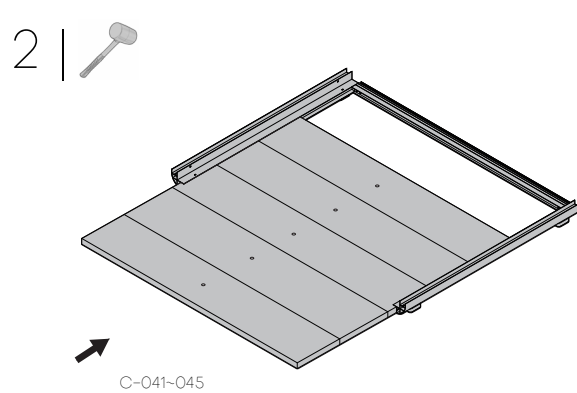
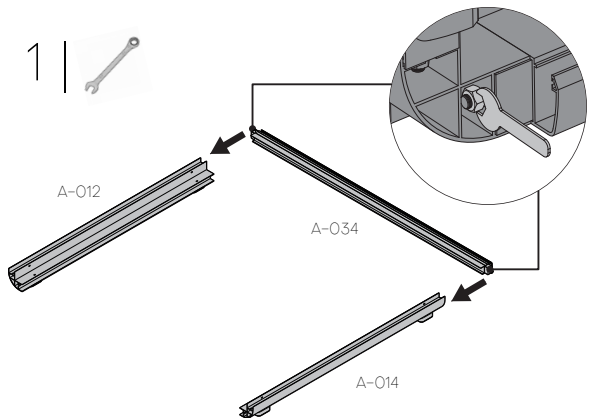
Code	Descr.	Qty.	Preview
Y-011	Power cord	1	
Y-012	Power socket	1	
Y-013	Dimmer controller	1	

Code	Descr.	Qty.	Preview
Y-015	Ceiling lamp	1	
Y-016	Lever handle Lock	1	
Y-021	Door closer arm	1	
Y-031	M5*16 screw	26+2	
Y-032	M6*12 screw (Y-021 further end)	1	
Y-033	M6*10 screw (Y-021 close end)	1	
Y-034	M4 door screw	2	
Y-035	Set screws (in the lock)	1	
Y-036	ST4.2*25 screw	8+1	
Y-041	Glass sealing strip (Inner)	20m	
Y-042	Glass sealing strip (Between)	2	

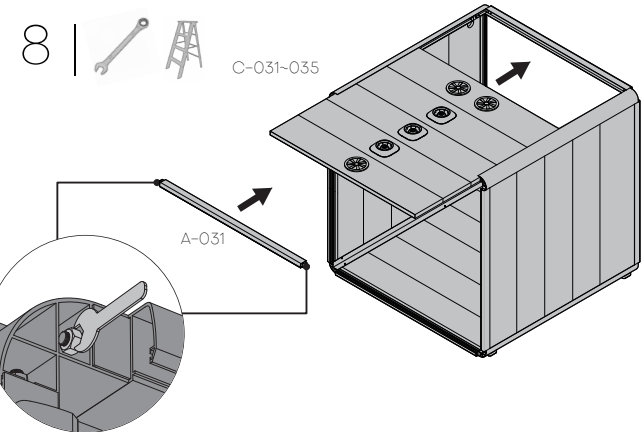
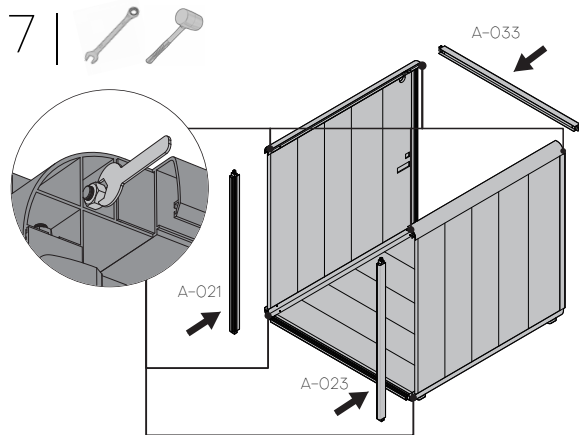
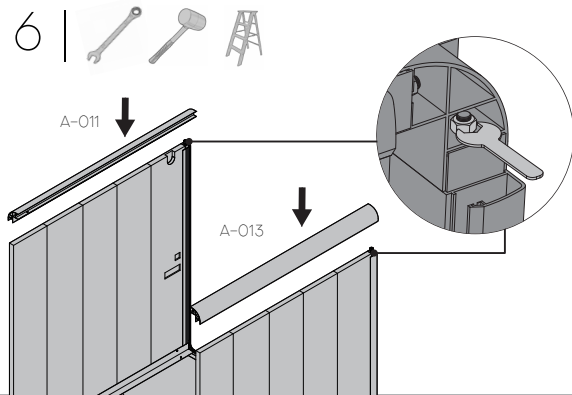
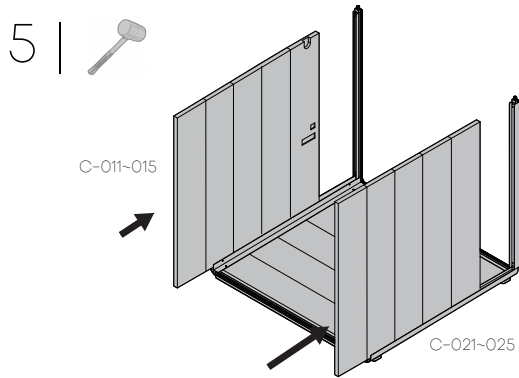
III INSTALLATION INSTRUCTION

3.3 Booth installation

VER. 25/11EN



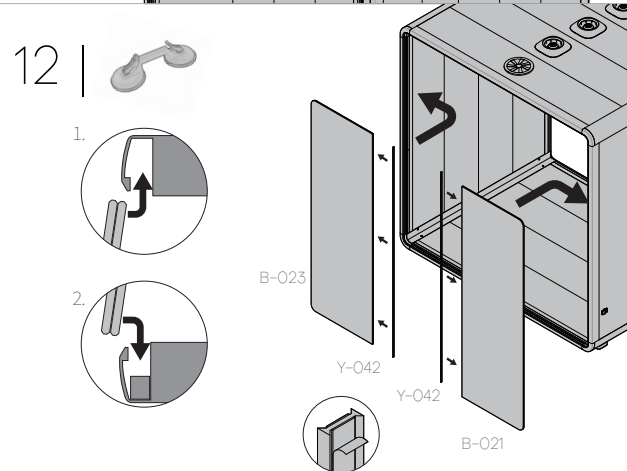
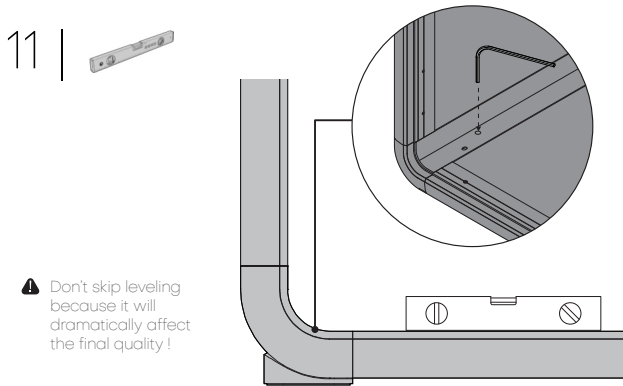
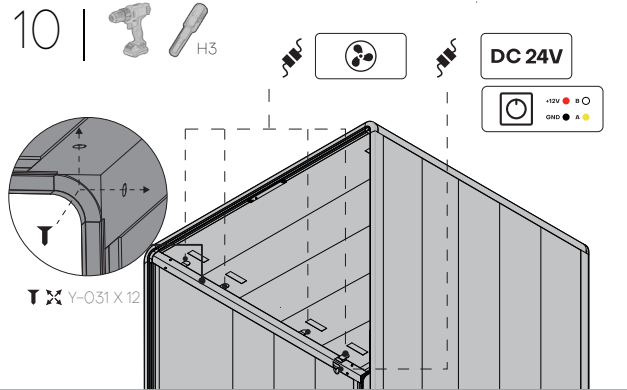
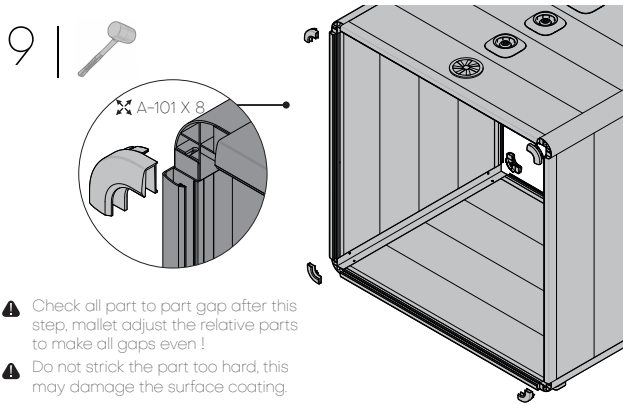
3.3 Booth installation



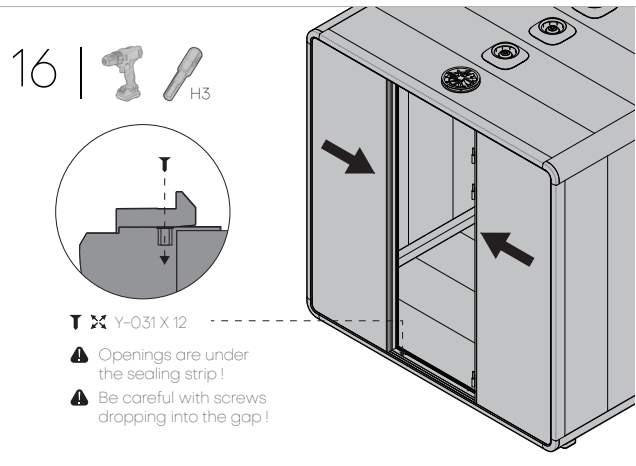
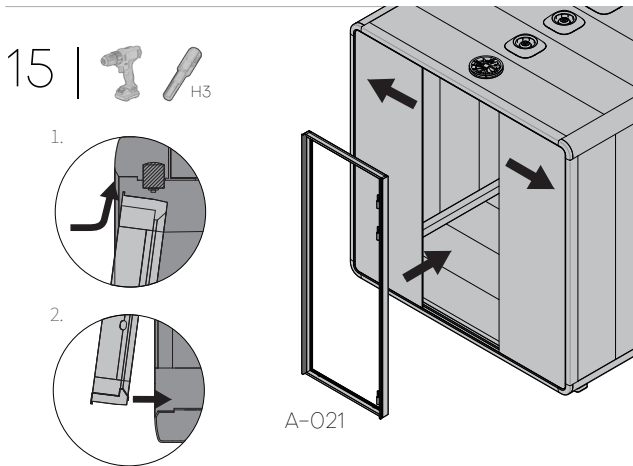
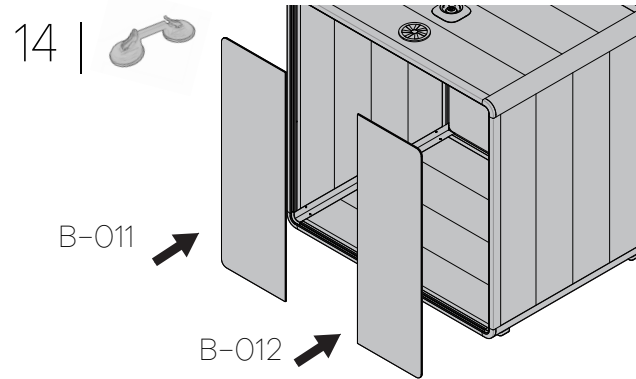
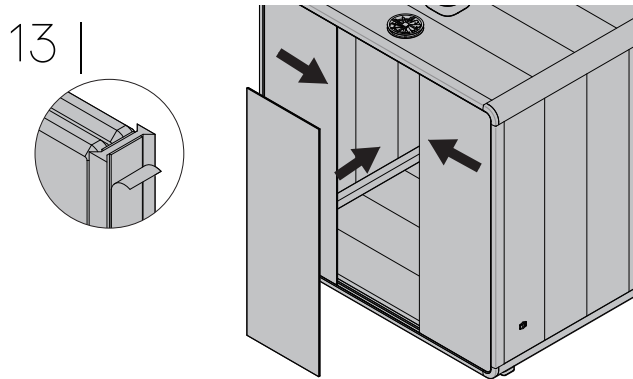
III INSTALLATION INSTRUCTION

3.3 Booth installation

VER. 25/11EN



3.3 Booth installation

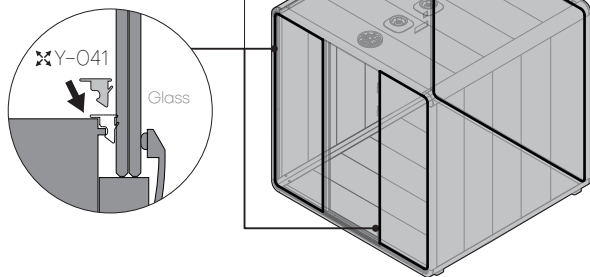


III INSTALLATION INSTRUCTION

3.3 Booth installation

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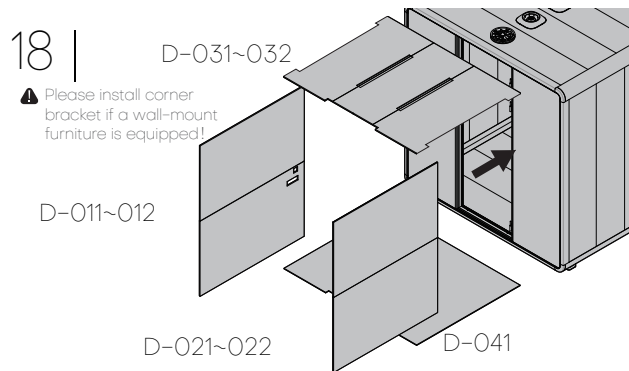
D-031~032

⚠ Please install corner bracket if a wall-mount furniture is equipped!

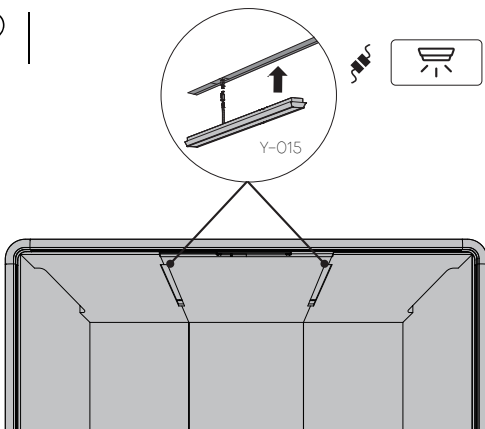
D-011~012

D-021~022

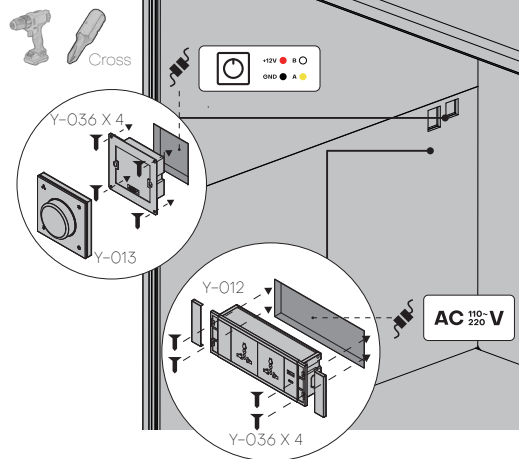
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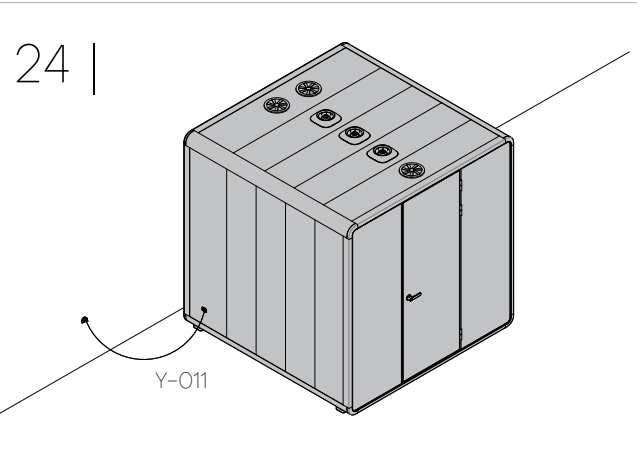
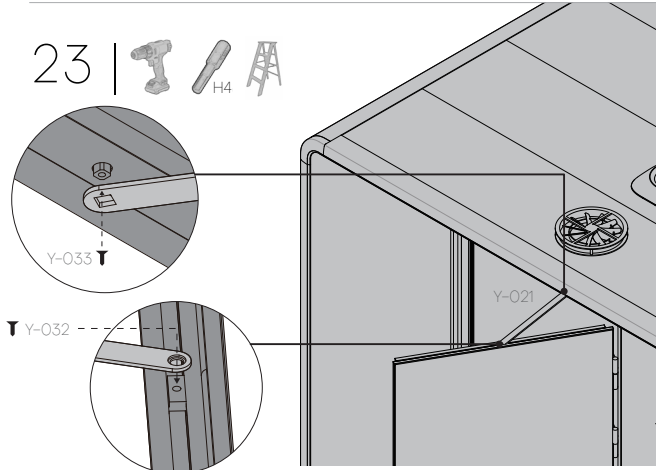
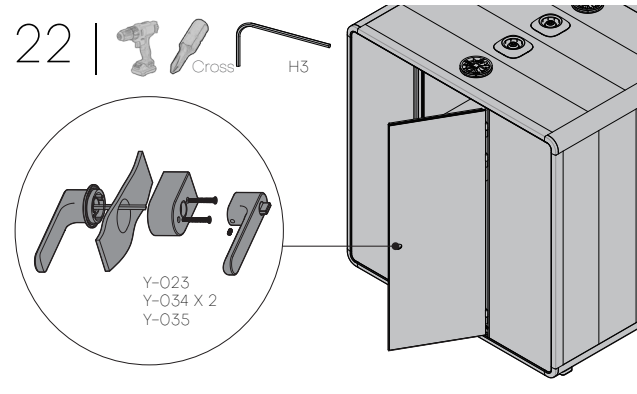
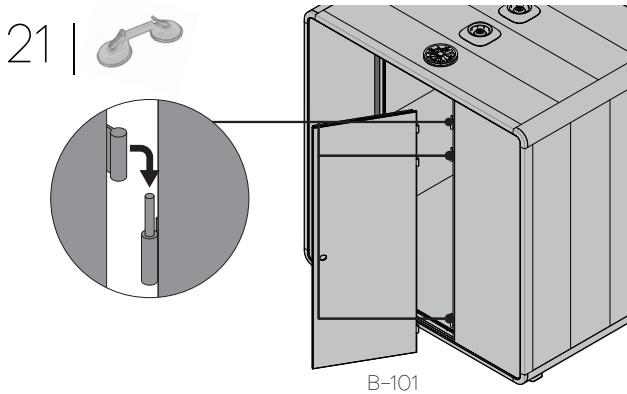
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20 |



3.3 Booth installation



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;
- The cabin is leveled to be balanced;
- 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, make sure the level feet is touch the ground.
- The socket panel is able to supply power;
- The lighting and ventilation system can be opened, closed and adjusted;
- There is airflow entering from the ventilation grille, and the fan operates well with smooth sound;
- The door handle can be opened and locked.
- All furniture has been installed securely according to instructions.

3.6 Trouble shooting

> 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.

IV MAINTENANCE

4.1 Regular maintenance instruction

Maintenance Steps

1. Unplug the power cord;
2. Check if the booth is in leveled statuses;
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 outside, 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 damaging 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.



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