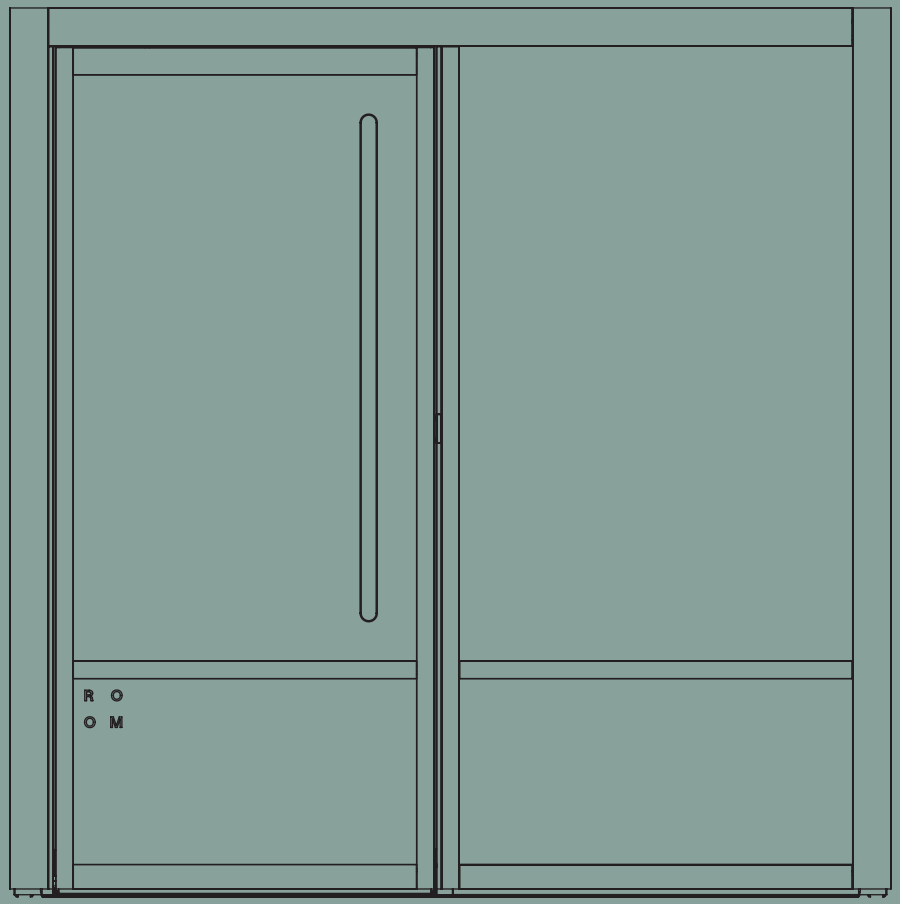


Room M

Assembly Manual

R O
O M

11231209
Updated 09/01/26

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Meet The Room M

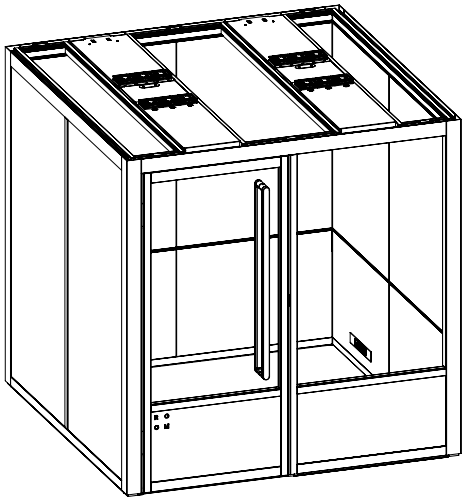
You're about to build room for meaningful conversations and better connections. A space designed for privacy or small group discussions, that inspires a better way to work together.

You can rest easy knowing that the soundproofing materials in this room are made from more than 1,000 recycled plastic bottles. It's our way of doing more by using less, and making room for the environment.

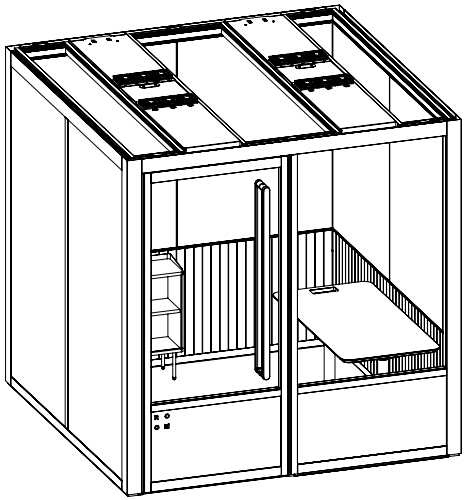
Thank you for being a part of our community. We're so happy you're here.

Now, let's get to work.

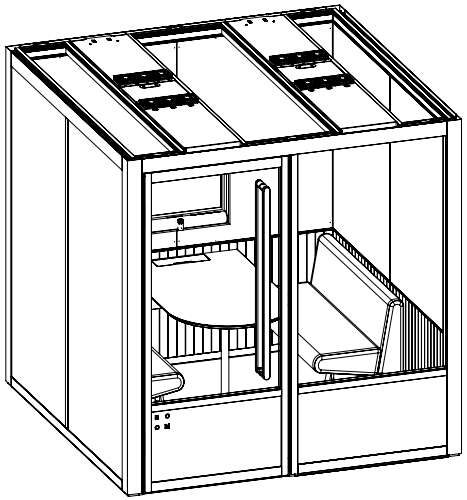
Room M



Frame

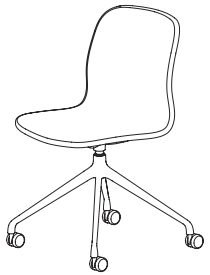


Focus Room

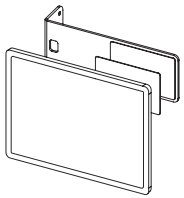


Meeting Room

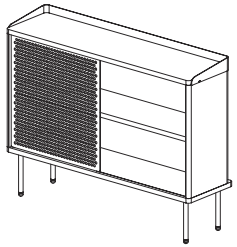
Add Ons



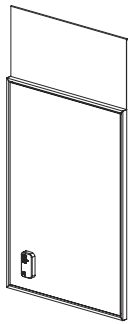
The Chair
(Light & Dark)



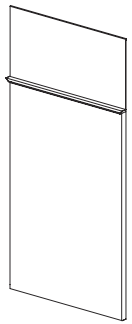
Booking Bracket
(Light & Dark)



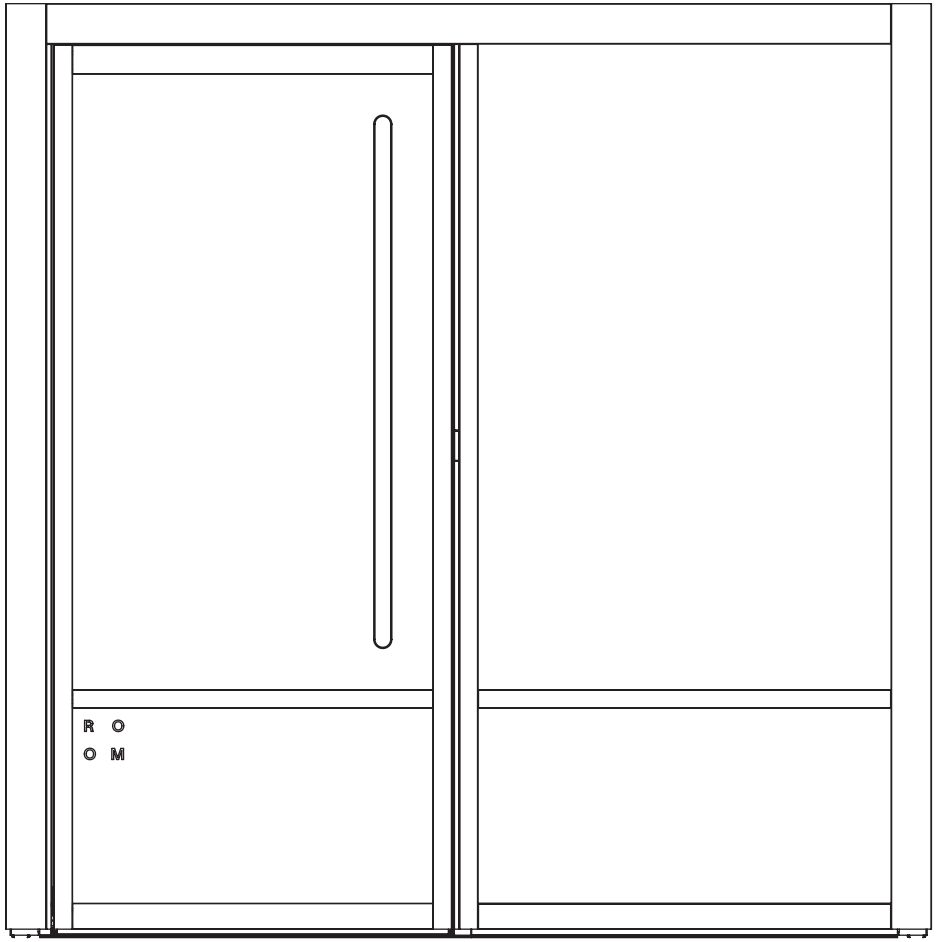
Credenza
(Pewter & Pebble)



Small Whiteboard
(Light & Dark)



Large Whiteboard
(Light)



Room M

Assembly Manual Hardware & Boxes

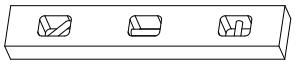
Boxes

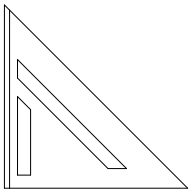
All boxes are used in sequential order, but many of them share the same number. Take a moment to get everything organized first, and then go one box at a time. Easy, clean and no cardboard chaos.

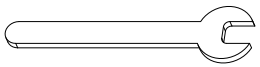
Quantities shown in this manual apply to the curated Room Collection models. Configured Room Collection models may include different quantities of certain components.

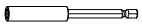
What's In The Box

BOX 1 - HARDWARE KIT


Level


Speed Square


17mm Wrench


4" Bit Extender


6mm Hex Allen Key
(Included in Door Hardware Kit)


4mm Hex Bit


4mm Hex Allen Key


T25 Bit


1/8" Hex Allen Key


5mm Hex Bit

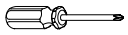

2.5mm Hex Allen Key
(Included in Door Hardware Kit)


#2 Phillips Bit

What you'll need

* NOT PROVIDED BY ROOM


Utility Knife*


Phillips Screwdriver*

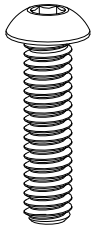

6ft Ladder*


Electric Driver*

No Impact Driver

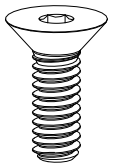
What's In The Box

BOX 1 - HARDWARE KIT



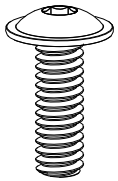
H3-1 x116

1/4-20 x 1" Button Head Screw
4mm Hex Drive



H3-2 x76

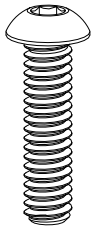
1/4-20 x 0.75" Flat Head Screw
4mm Hex Drive



H3-3 x42

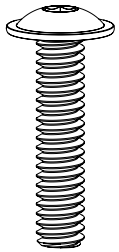
1/4-20 x 3/4" Flanged Head Screw
4mm Hex Drive

OR
Depending on availability, you may receive either version.



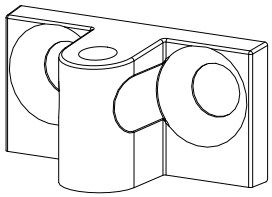
H3-1 x66

1/4-20 x 1" Button Head Screw
4mm Hex Drive



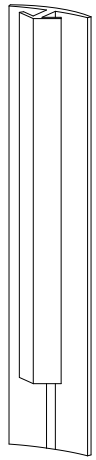
H3-18 x60

¼-20 x 1.125" Button Head Cap Screw
4mm Hex Drive



H3-4 x3

Casted T-Beam Mount

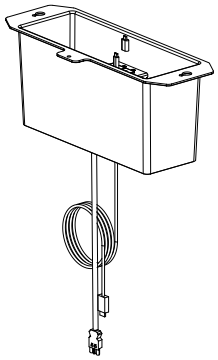


H3-5 x8

Push-In Seals Around Corner Posts

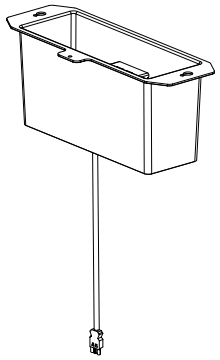
What's In The Box

BOX 1 - TECH



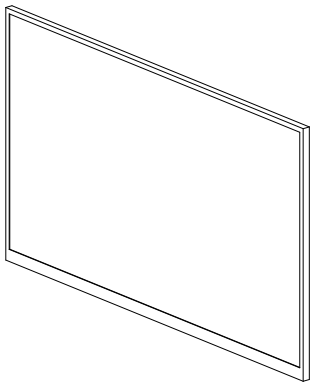
T3-1 x1 Room M (Meeting Room with VC)

Meeting Room with VC
Power Box



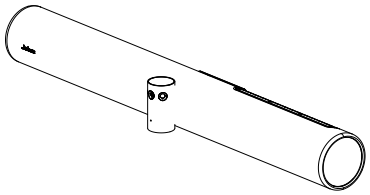
T3-2 x1 Room M (Meeting Room without VC)

Meeting Room without VC
Power Box



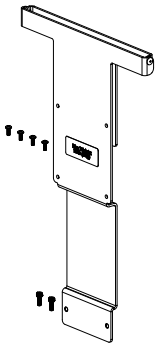
T3-3 x1 Room M (Meeting Room with VC)

Samsung Monitor



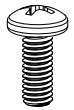
T3-5 x1 Room M (Meeting Room with VC)

Jabra Panacast 50



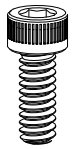
T3-4 x1 Room M (Meeting Room with VC)

Small Monitor Mount



H3-13 x4

M4x10 Pan Head Phillips Head Drive Screw
#2 Phillips

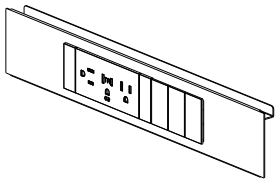


H3-14 x2

10-24 x 1/2" Socket Head Bolt
1/8" Hex Drive

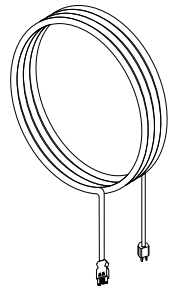
What's In The Box

BOX 1 - ELECTRICAL



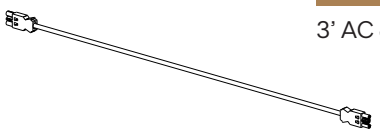
E3-9 x1

Assembled Wall Power Module in Frame



E3-6 x1

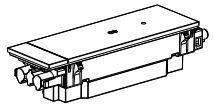
12' Power Cord



E3-8 x2

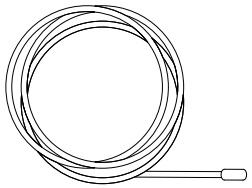
3' AC Jumper

Depending on availability, you may receive either version.



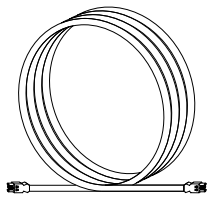
E3-10 x2

70W Power Supply



E3-4 x2 Room M (All Units)

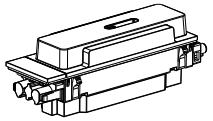
16' GST08 Jumper



E3-7 x2

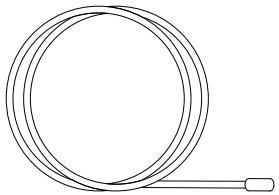
9' AC Jumper

OR



E3-12 x1

150W Power Supply



E3-13 x2

6' GST08 Jumper

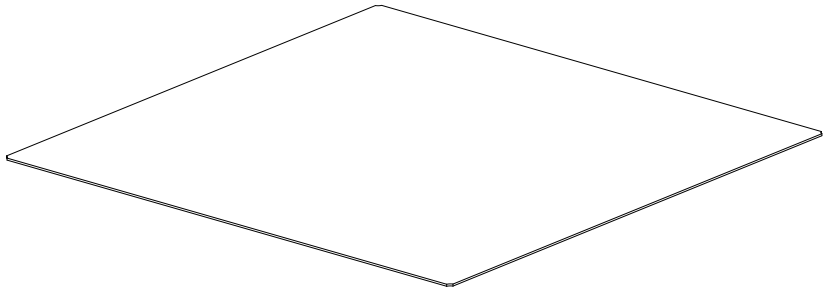


E3-14 x1

GST08 Y-Splitter

What's In The Box

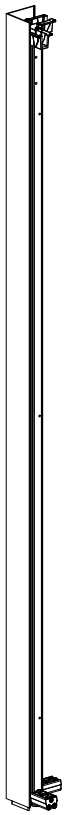
BOX 2



F3-2 x1

Room M Carpet (All Units)

BOX 3



B3-1 x4

Corner Post

What's In The Box

BOX 4



B3-2 x4 Room M (Meeting Room) x3 Room M (Focus Room & Frame)

Module T-Beam



B3-3 x1

Door T-Beam



B3-14 Available configured

Door T-Beam Left



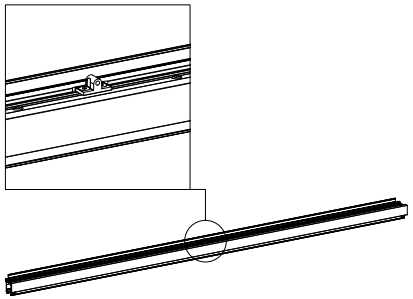
B3-15 Available configured

Door T-Beam Right



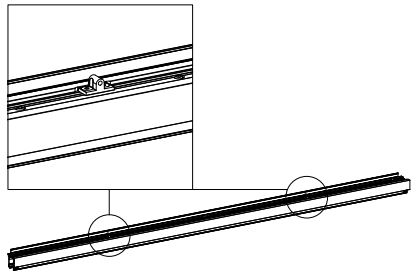
B3-4 x1 Room M (All Units)

1m Floor Beam



B3-5 x2 Room M (Meeting Room) x3 Room M (Focus Room & Frame)

2m Floor Beam, 2 Module

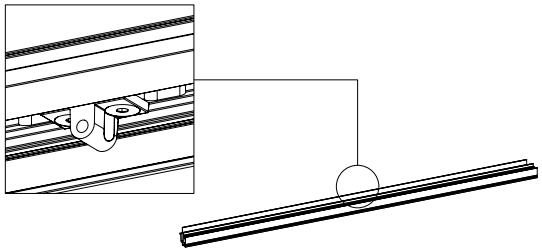


B3-6 x1 Room M (Meeting Room)

2m Floor Beam, 3 Module

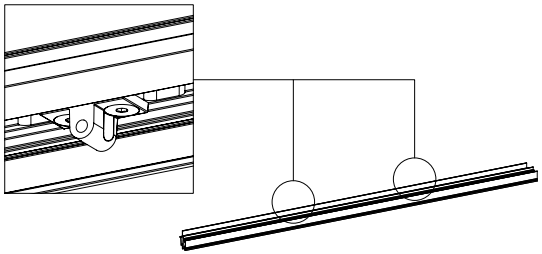
What's In The Box

BOX 4



B3-10 x3 Room M (Meeting Room)
x4 Room M (Focus Room & Frame)

2m Ceiling Beam, 2 Module



B3-11 x1 Room M (Meeting Room)

2m Ceiling Beam, 3 Module



B3-9 Available configured

Half Floor Beam



B3-16 x2 Room M (Meeting Room)
x3 Room M (Focus Room & Frame)

2m Wall Horizonal Rail

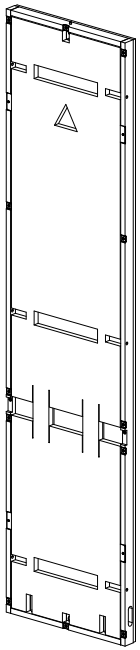


B3-17 x1 Room M (Meeting Room)

2m Table Horizonal Rail

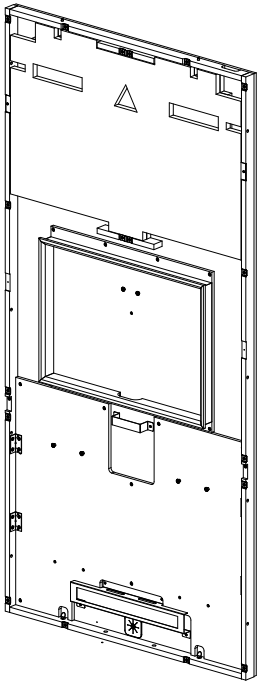
What’s In The Box

BOX 5



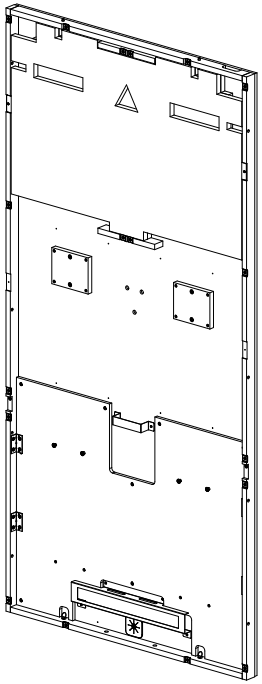
P3-1 x2 Room M (Meeting Room)

1m Cantilever
Surrounding Wall Panel



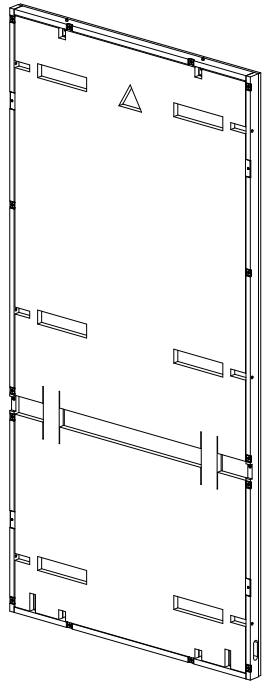
P3-2 x1 Room M
(Meeting Room with VC)

1m Cantilever Wall Panel,
Monitor Frame



P3-3 x1 Room M
(Meeting Room without VC)

1m Cantilever Wall Panel,
TV Mount

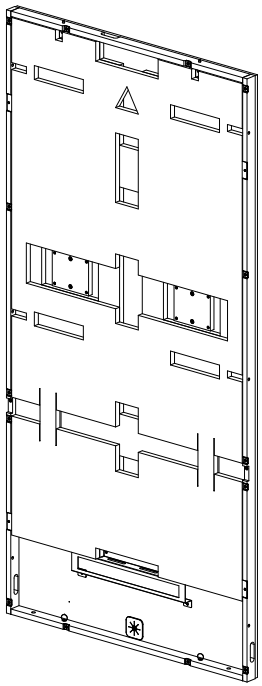


P3-4 x4 Room M (Meeting Room)
x4 Room M (Focus Room)
x5 Room M (Frame)

1m Standard Wall Panel

What's In The Box

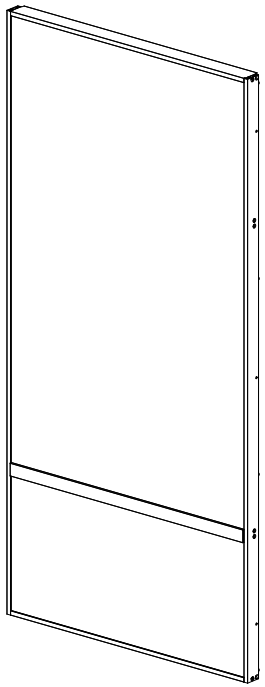
BOX 5



P3-5 x2 Room M (Focus Room)
x1 Room M (Frame)

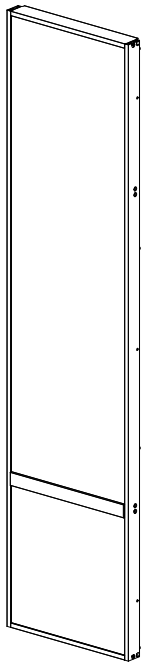
1m Electrical Wall Panel

BOX 6



W3-2 x1 Room M (All Units)

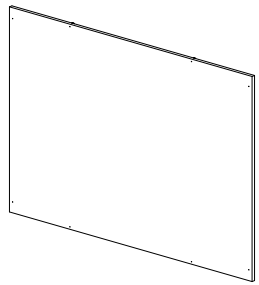
1m Paneled Window



W3-1 Available configured

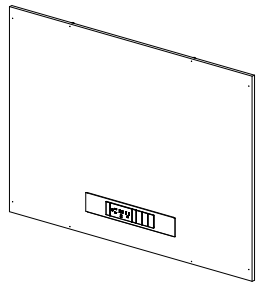
Half Paneled Window

BOX 7



I3-1 x5 Room M (Frame)

1m Lower Fabric Panel

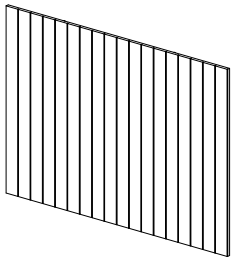


I3-2 x1 Room M (Frame)

1m Electrical Lower Fabric Panel

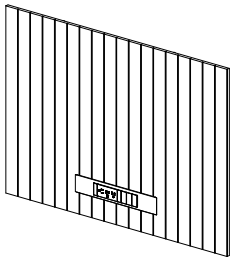
What's In The Box

BOX 7



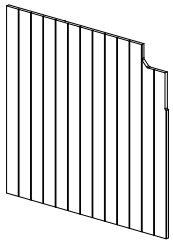
I3-4 x4 Room M (Meeting Room)
x5 Room M (Focus Room)

1m Lower Tambour



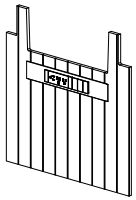
I3-5 x1 Room M (Focus Room)

1m Electrical Lower Tambour



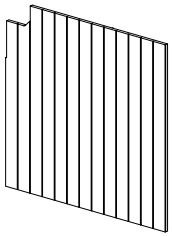
I3-7 x1 Room M (Meeting Room)

Left Cantilever Tambour



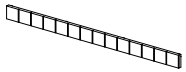
I3-8 x1 Room M (Meeting Room)

Center Cantilever Tambour



I3-9 x1 Room M (Meeting Room)

Right Cantilever Tambour

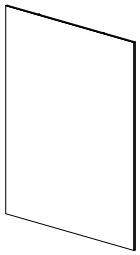


I3-10 x1 Room M (Meeting Room)

Table Accent Tambour

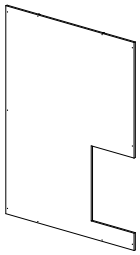
What's In The Box

BOX 8



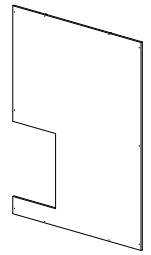
I3-11 x4 Room M (Meeting Room with VC)
x6 Room M (Meeting Room without VC)
x6 Room M (Focus Room & Frame)

1m Upper Fabric Panel



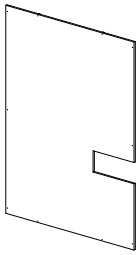
I3-13 x1 Room M
(Meeting Room with VC)

Left Monitor Frame Fabric Panel



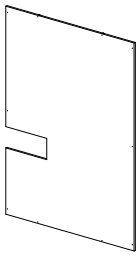
I3-14 x1 Room M
(Meeting Room with VC)

Right Monitor Frame Fabric Panel



I3-15 Available configured

Left TV Mount Fabric Panel

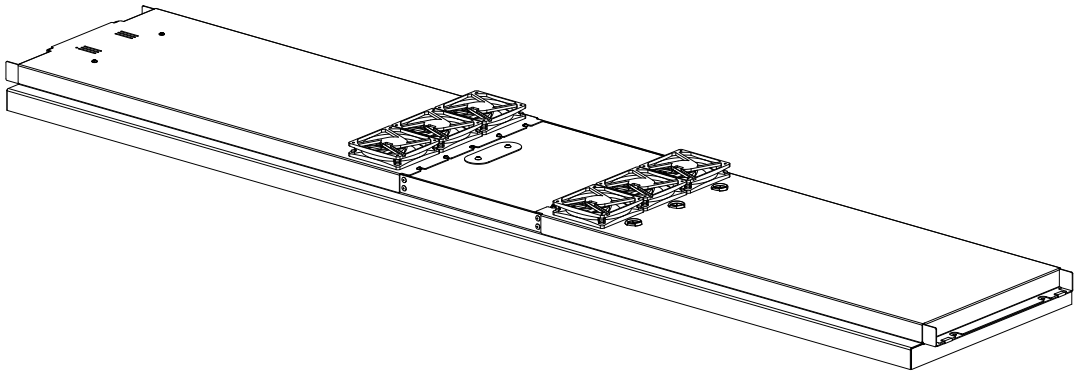


I3-16 Available configured

Right TV Mount Fabric Panel

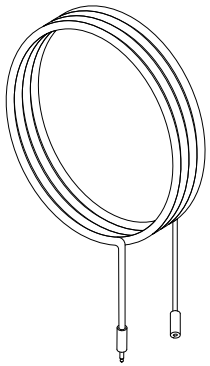
What's In The Box

BOX 9



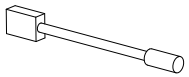
C3-1 x2 Room M (All Units)

M+L Solid Roof



E3-2 x2 Room M (All Units)

3.5mm Aux Jumper

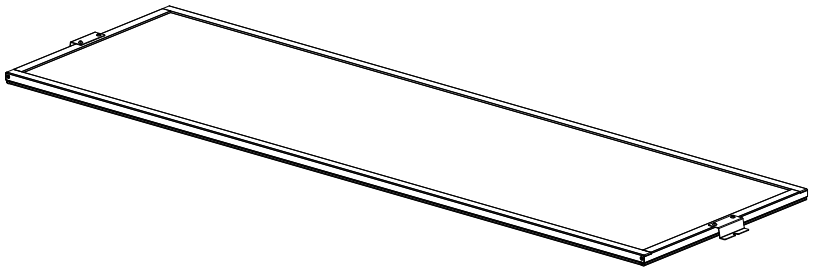


E3-3 x2 Room M (All Units)

Logic Box Power Cable

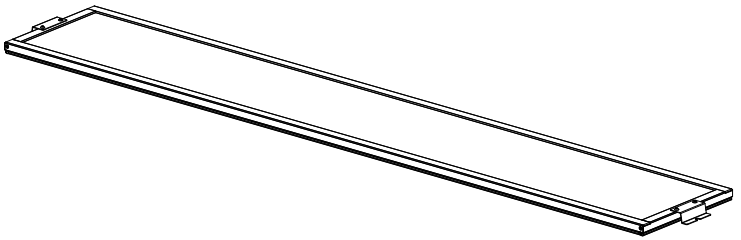
What’s In The Box

BOX 10



C3-3 x1 Room M (All Units)

M+L Full Skylight

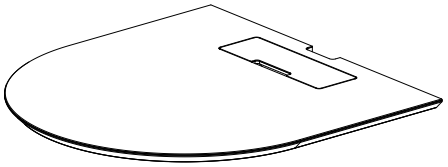


C3-4 x2

M+L Half Skylight

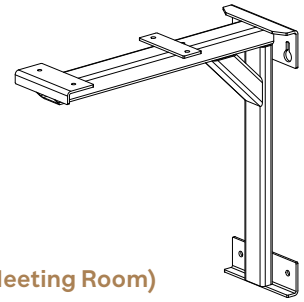
What’s In The Box

BOX 11



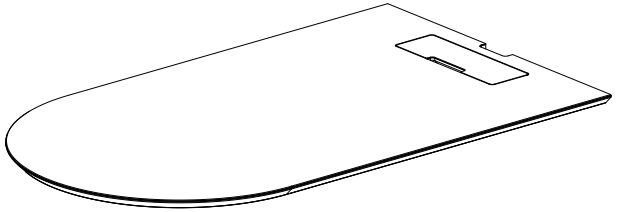
F3-4 Available configured

S Cantilever Table



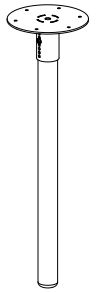
F3-7 x2 Room M (Meeting Room)

Cantilever Table Bracket



F3-5 x1 Room M (Meeting Room)

M Cantilever Table

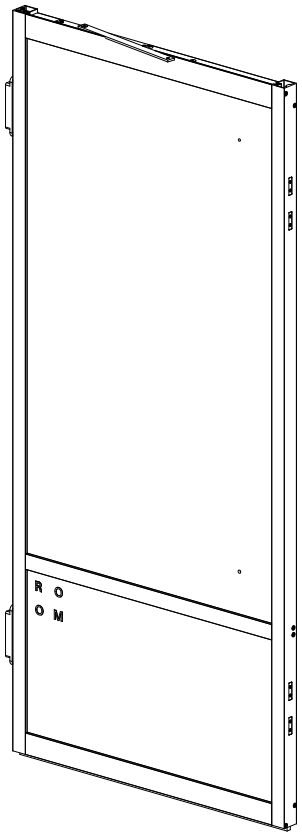


F3-8 x1 Room M (Meeting Room)

Cantilever Table
Post Leg

What's In The Box

BOX 12



D3-1 x1
Left Hinge Paneled Door

D3-2 If Using Right Swing Option
Right Hinge Paneled Door

BOX 13



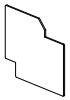
D3-3 x1
Narrow Threshold Exterior Cover



D3-5 x1
Narrow Threshold Interior Cover



D3-4 x2
Wide Threshold Exterior Cover



D3-6 x2
Wide Threshold Interior Cover



D3-7 x1
1m Threshold



D3-8 x1
Upper Door Jamb for Left Hinge Door

D3-9 If Using Right Swing Option
Upper Door Jamb for Right Hinge Door

What's In The Box

BOX 13



D3-10 x1

Handle Side Jamb for
Left Hinge Door

D3-11 If Using Right Swing Option

Handle Side Jamb for
Right Hinge Door

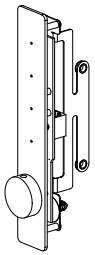


D3-12 x1

Hinge Side Jamb for
Left Hinge Door

D3-13 If Using Right Swing Option

Hinge Side Jamb for
Right Hinge Door

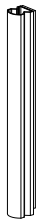


D3-17 x1

Handset for Left
Hinge Door

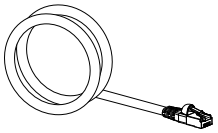
D3-18 If Using Right Swing Option

Handset for Right
Hinge Door



D3-16 x2

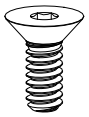
Threshold Seal



D3-19 x1

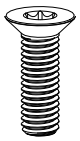
CAT6 Cable for Handset

BOX DOOR HARDWARE KIT



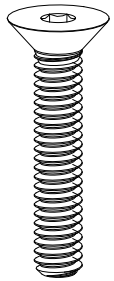
H3-6 x2 Pre-Installed on the handset, D3-17

10-24 x 0.5"
Flat Drive Screw
1/8" Hex Drive



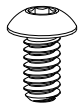
H3-7 x8

M5x16mm Flat Head
T25 Drive Screw
T25 Drive



H3-8 x8

1/4-20 x 1.375"
Flat Head Screw
4mm Hex Drive

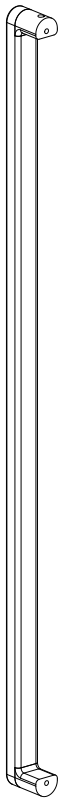


H3-9 x2

10-24 x 0.375"
Button Head Screw
1/8" Hex Drive

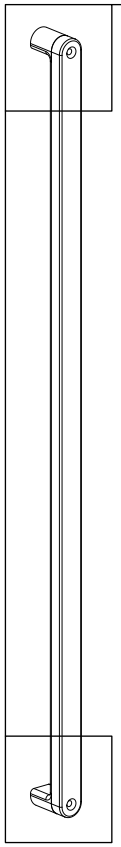
What's In The Box

BOX 14



D3-14 x1

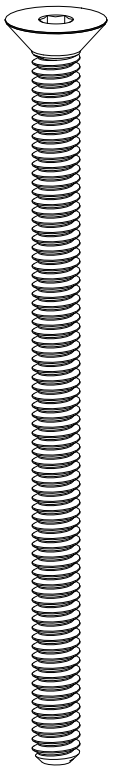
Paneled Door Outer
Door Handle



D3-15 x1

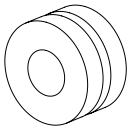
Paneled Door Inner
Door Handle

HARDWARE INCLUDED IN BOX 14



H3-10 x2

1/4-20 x 4" Flat Head Hex
Drive Screw, Brass-03
4mm Hex Drive



H3-12 x2

Glass Grommet

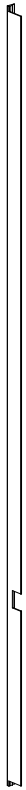


H3-11 x2

1/4-20 x 0.472
Cross Dowel-01

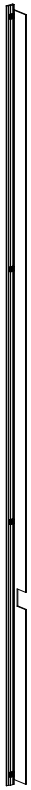
What's In The Box

BOX 15



W3-3 x1

Paneled Window
Cover Left



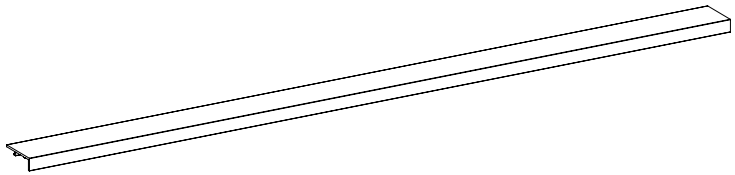
W3-4 x1

Paneled Window
Cover Right



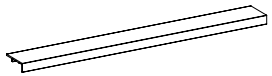
W3-5 Available configured

Paneled Window
Cover Double



W3-7 x1 Room M (All Units)

Window Bottom
Cover 1m



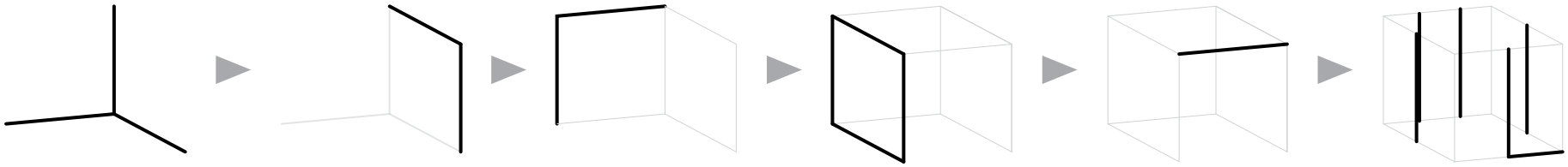
W3-6 Available configured

Window Bottom Cover, Half

Assembly Sequence

IMPORTANT

READ BEFORE YOU BEGIN. Follow this assembly sequence to ensure unit safety. The next five steps (01-05) cover how to attach Floor Beams, Ceiling Beams and T-Beams. It's critical to follow the steps in order.

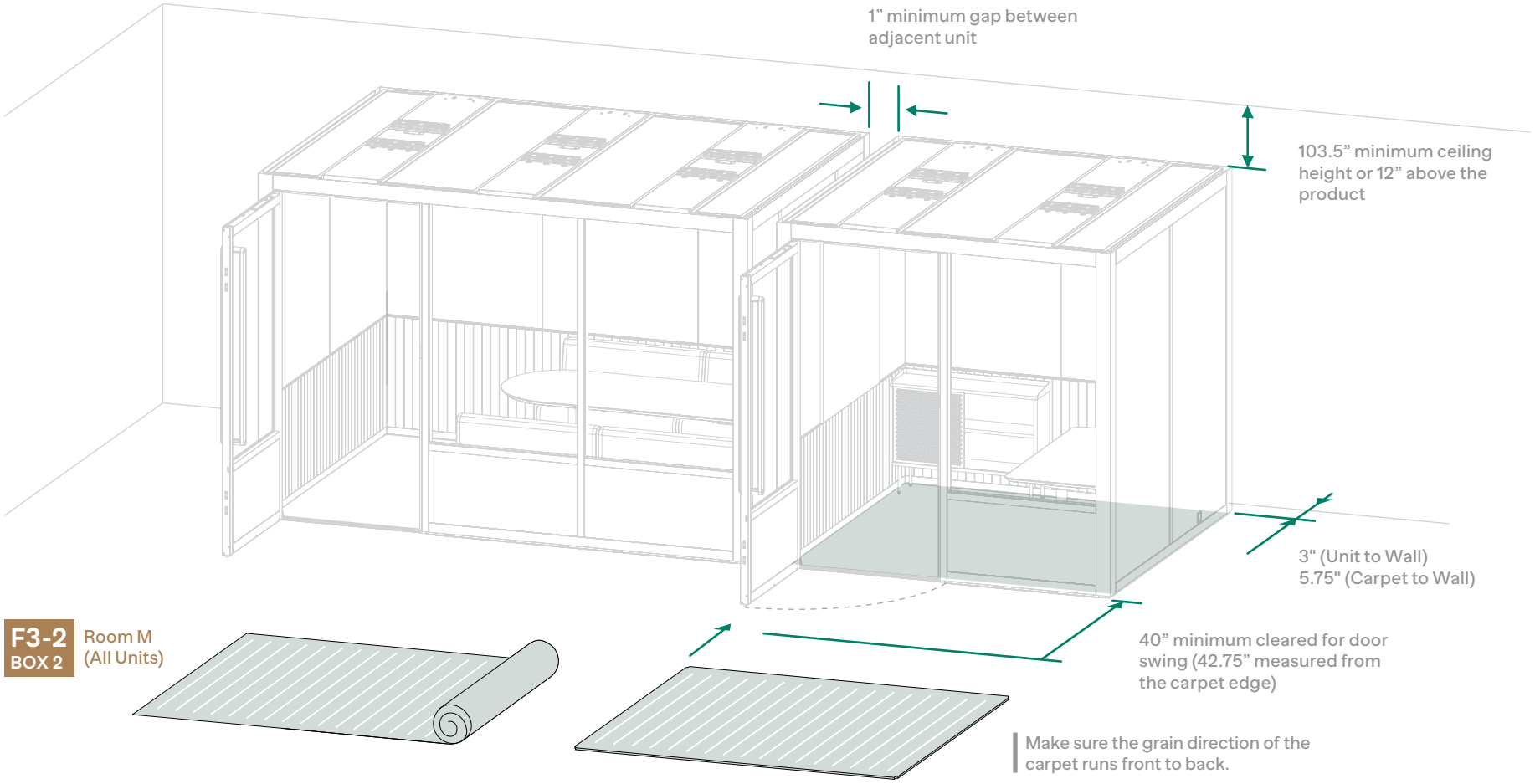


Chapter

01

Unit & Carpet Location

01 Unit & Carpet Placement



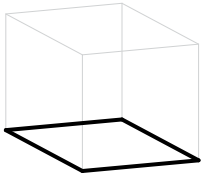
Confirm the exact unit placement on the floor plan with customer before beginning install.

Chapter

02 Super Structure

Beam Rules

ROOM M FLOOR BEAM RULES

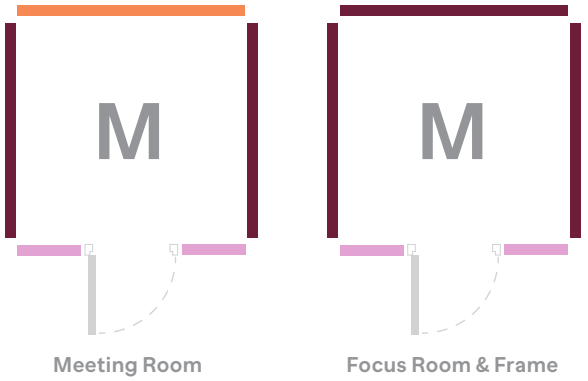


Example configured units

Side Door



Center Door



For side doors, make sure the door is installed according to the configuration specified in the assembly manual or configured spec. Do not install doors closing against the Corner Posts.

Left-hinge side doors are shown as an example. For right-hinge side doors, mirror the entire side (with floor beam) for installation`

The illustrations shown are for a left-hinge door configuration with a Center Table Wall. Configurable Room Collection models can also have doors and floor beams located in different locations.

B3-9 BOX 4 — Half Floor Beam

B3-4 BOX 4 — 1 meter Floor Beam

B3-5 BOX 4 — 2 meter Floor Beam, Standard

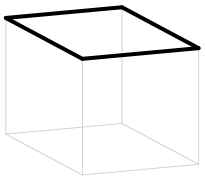
There are two different types of 2m floor beams. Ensure the correct type is used.

B3-6 BOX 4 — 2 meter Floor Beam, Table Mounting

There are two different types of 2m floor beams. Ensure the correct type is used.
**On configured units, use B3-6 wherever a table is mounted.

Beam Rules

ROOM M CEILING BEAM RULES



B3-10
BOX 4

2 meter Ceiling Beam, 2 Module

There are two different types of 2m ceiling beams. Ensure the correct type is used.

B3-11
BOX 4

2 meter Ceiling Beam, 3 Module

There are two different types of 2m ceiling beams. Ensure the correct type is used.
**On configured units, use B3-11 wherever a table or centered door is used.

Example configured units

Side Door



*Left-swing side door shown as an example. Door location and swing direction do not affect ceiling beam selection.

**Meeting room with table cantilevered on the center wall shown as an example

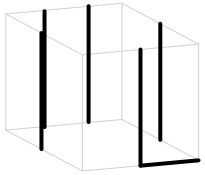
Center Door



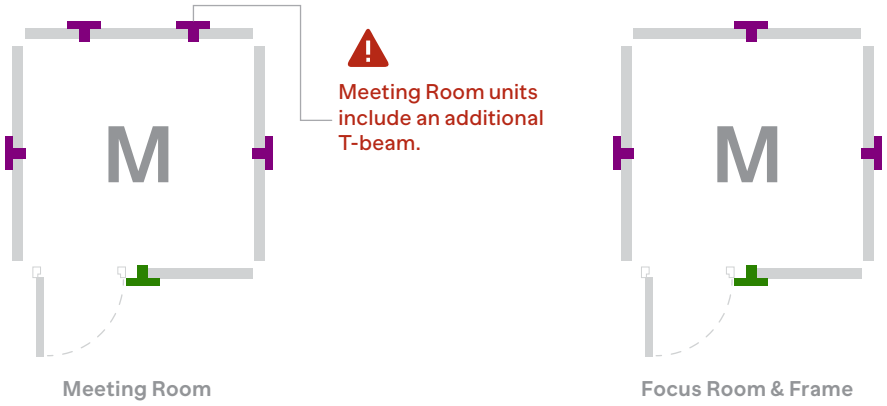
Center door shown as an example.
Make sure B3-11 is used for such a configuration

Beam Rules

ROOM M T-BEAM RULES



Side Door



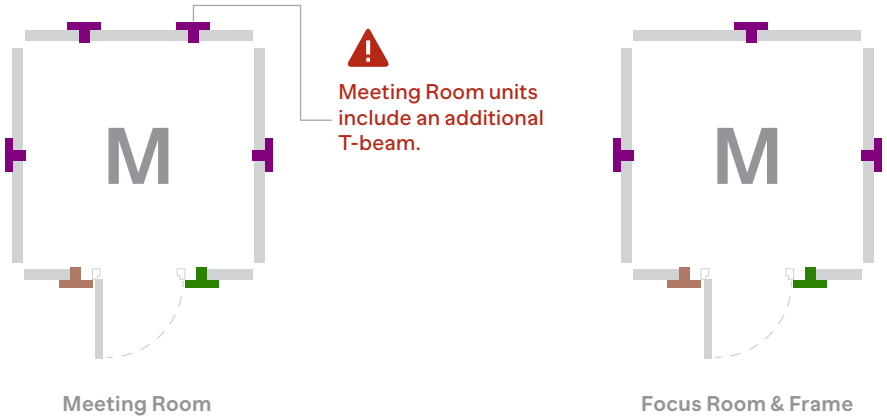
B3-2 BOX 4 — Module T-Beam

B3-14 BOX 4 — Door T-Beam Left

B3-15 BOX 4 — Door T-Beam Right

Example configured units

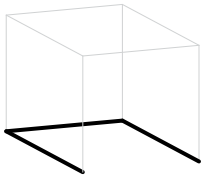
Center Door



Center door shown as an example. Make sure both B3-14 and B3-15 are used for such a configuration.

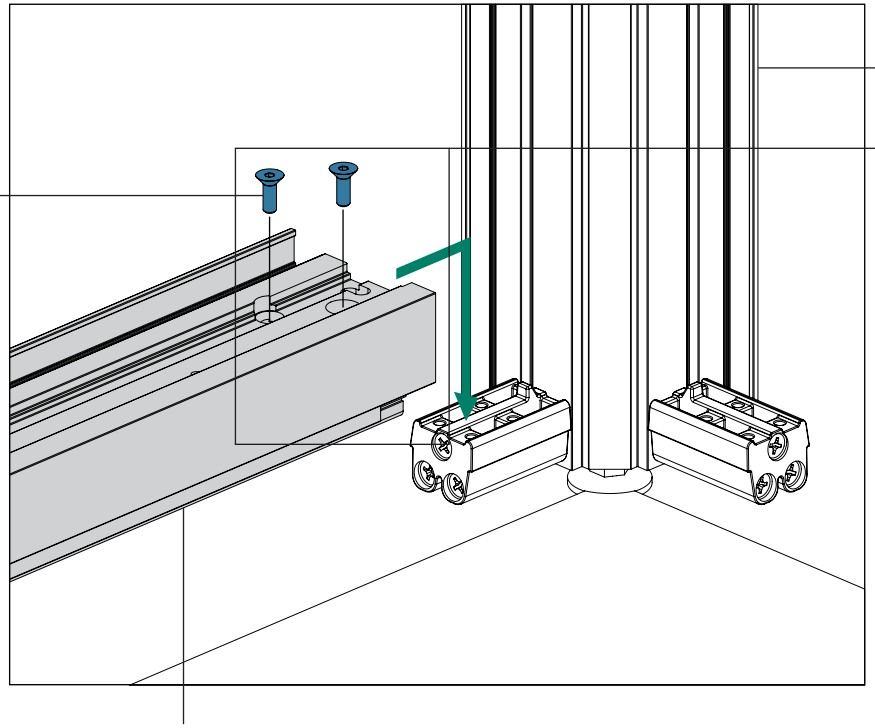
02 Floor Beam Installation

Reference Floor Beam Placement Rules (pg. 10) for placement details.



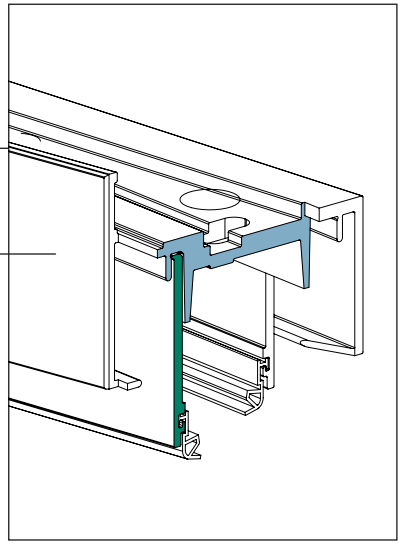
H3-2 BOX 1 x2

B3-1 BOX 3



Repeat at each Floor Beam location.

Exterior Side



Make sure the colored surfaces are flush before installing the floor beam onto the corner post.

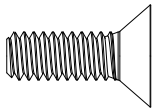
FLOOR BEAM MODULE

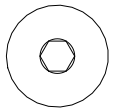
scale 1:1

SCREWS NEEDED

1/4-20 x 0.75" Flat Head Hex Drive Screw
4mm Hex Drive

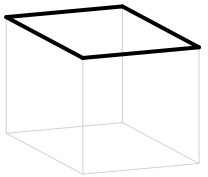
H3-2 BOX 1 x12





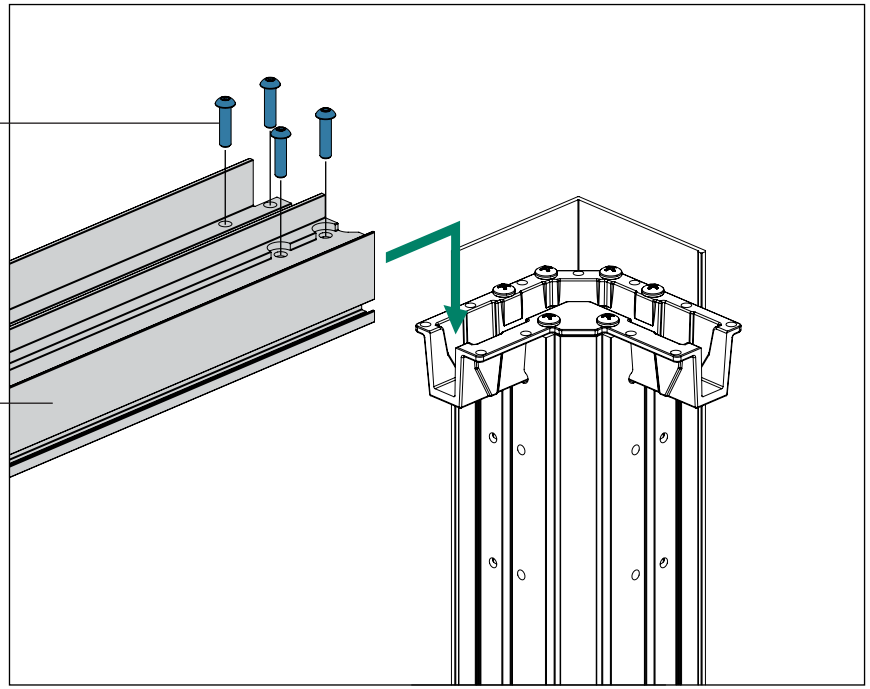
03 Ceiling Beam Installation

Reference Ceiling Beam Placement Rules (pg. 11) for placement details.



H3-1 BOX 1 x4

CEILING BEAM MODULE



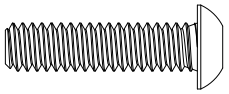
Repeat at each Ceiling Beam location.

scale 1:1

SCREWS NEEDED

1/4-20 x 1" Button Head Screw
4mm Hex Drive

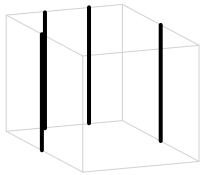
H3-1 BOX 1 x32

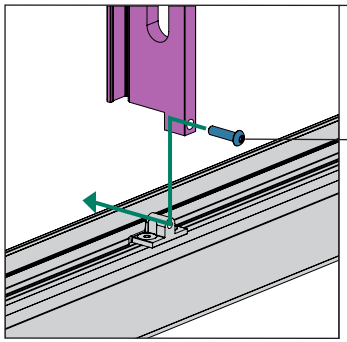




04 Module T-Beam Installation

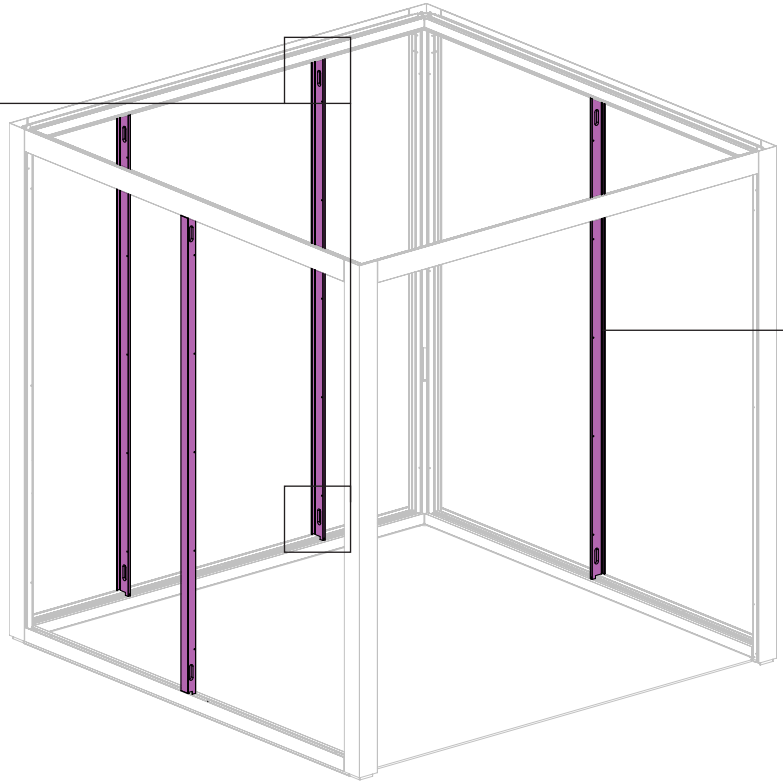
Reference T-Beam Placement Rules (pg. 12) for more details.





H3-1
BOX 1

x1 on top and
x1 on bottom of the T-Beam.



B3-2
BOX 4

x4 Room M (Meeting Room)
x3 Room M (Focus Room & Frame)

Room M Meeting Room shown as representative example. Reference T-Beam Placement Rules (pg.12) for the exact number of T-Beams for each size and model.

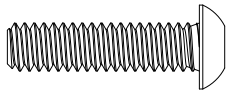
scale 1:1

SCREWS NEEDED

1/4-20 x 1”
Button Head Screw
4mm Hex Drive

H3-1
BOX 1

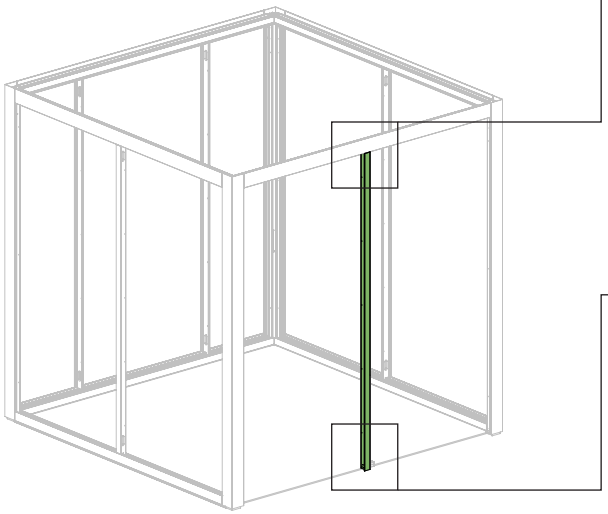
x8 Room M (Meeting Room)
x6 Room M (Focus Room & Frame)



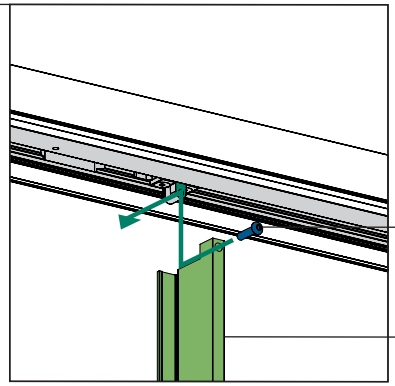


05 Door Side T-Beam Installation (Side Door)

Reference T-Beam Placement Rules (pg. 12) for more details.



INTERIOR VIEW

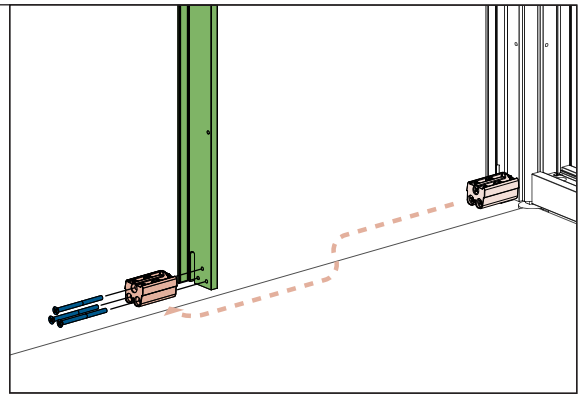


1. Install the Floor Beam onto the door side T-Beam.

H3-1
BOX 1

DOOR SIDE T-BEAM MODULE

INTERIOR VIEW



2. Uninstall the floor cleat from the corner post where the door will hinge using the #3 phillips head bit. Install it onto the Door-Side T-Beam as shown using the same three screws.

For side doors, make sure the door is installed according to configuration specified in the assembly manual or configured spec. Do not install doors closing against the Corner Posts.

Left-hinge side doors are shown as an example. For right-hinge side doors, mirror the entire side (with floor beam) for installation`

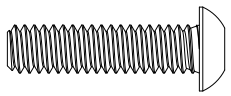
Room M with side door shown as representative example. Reference T-Beam Placement Rules (pg.12) for the exact number of T-Beams for each size and model.

scale 1:1

SCREWS NEEDED

1/4-20 x 1”
Button Head Screw
4mm Hex Drive

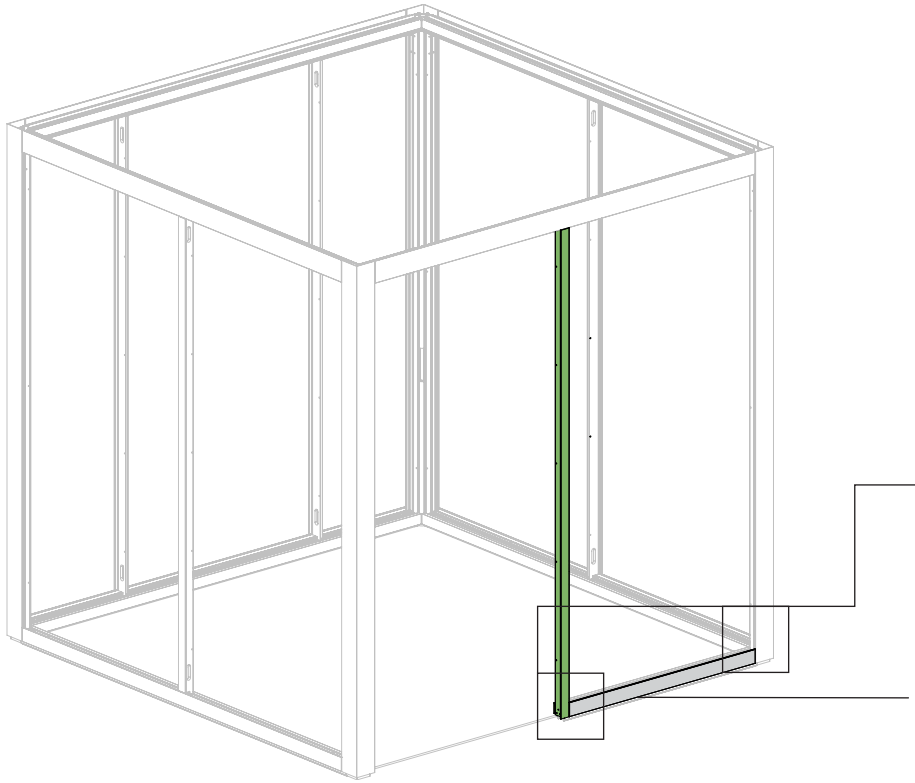
H3-1
BOX 1
x1



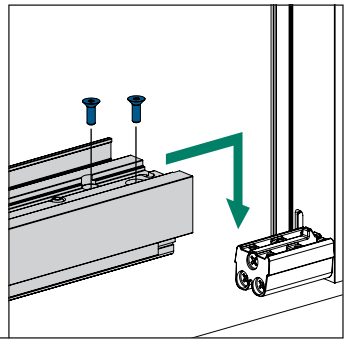


06 Door Side T-Beam Installation (Side Door)

Reference T-Beam Placement Rules (pg. 12) for more details.



INTERIOR VIEW



x2 on both ends of the Floor Beam.

1. Install the front-side Floor Beam onto the floor cleats.

FLOOR BEAM MODULE

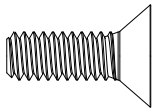
Room M with side door shown as representative example. Reference T-Beam Placement Rules (pg.12) for the exact number of T-Beams for each size and model.

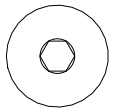
scale 1:1

SCREWS NEEDED

1/4-20 x 0.75" Flat Head Screw
4mm Hex Drive

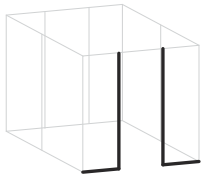
H3-2 BOX 1 x4





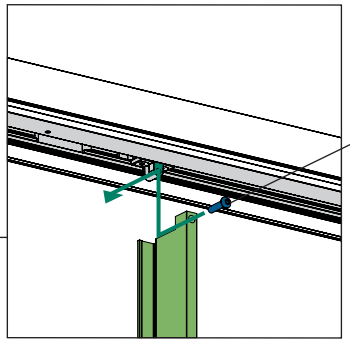
07 Door Side T-Beam Installation (Center Door)

Reference T-Beam Placement Rules (pg. 12) for more details.



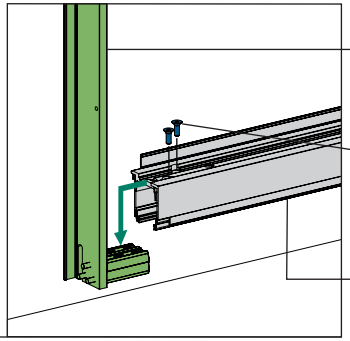
Follow this step if assembling configured unit with center door

INTERIOR VIEW



H3-1 BOX 1

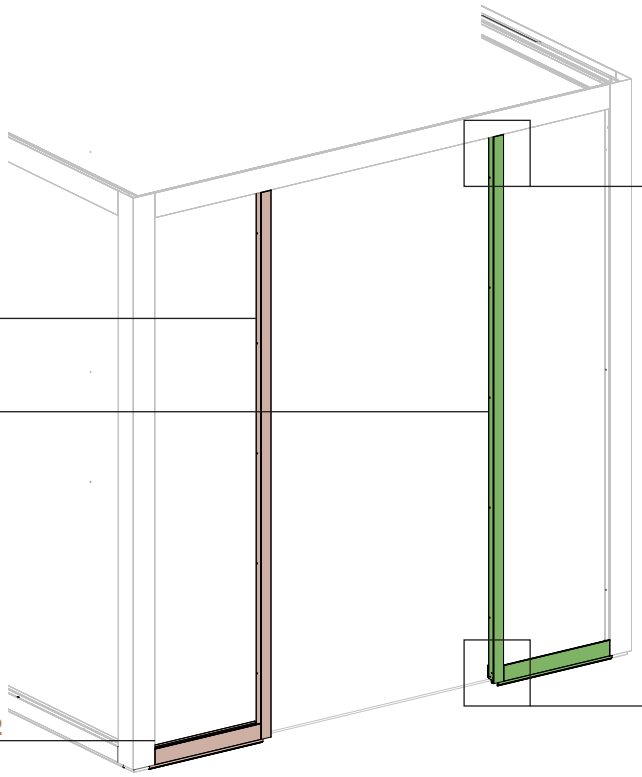
INTERIOR VIEW



B3-14 OR B3-15 BOX 4

x2 **H3-2** BOX 1

x2 **B3-9** BOX 4



B3-14 BOX 4

B3-15 BOX 4

B3-9 BOX 4 x2

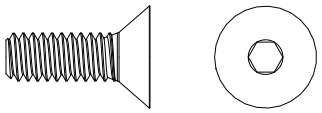
Repeat at each T-Beam location.

scale 1:1

SCREWS NEEDED

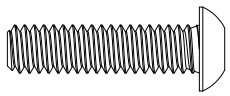
1/4-20 x 0.75" Flat Head Screw
4mm Hex Drive

H3-2 BOX 1 x4



1/4-20 x 1" Button Head Screw
4mm Hex Drive

H3-1 BOX 1 x2



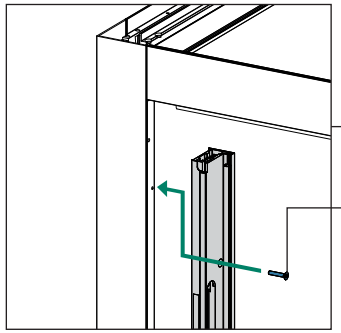
Chapter

03 Door Jamb

08 Door Jamb Installation

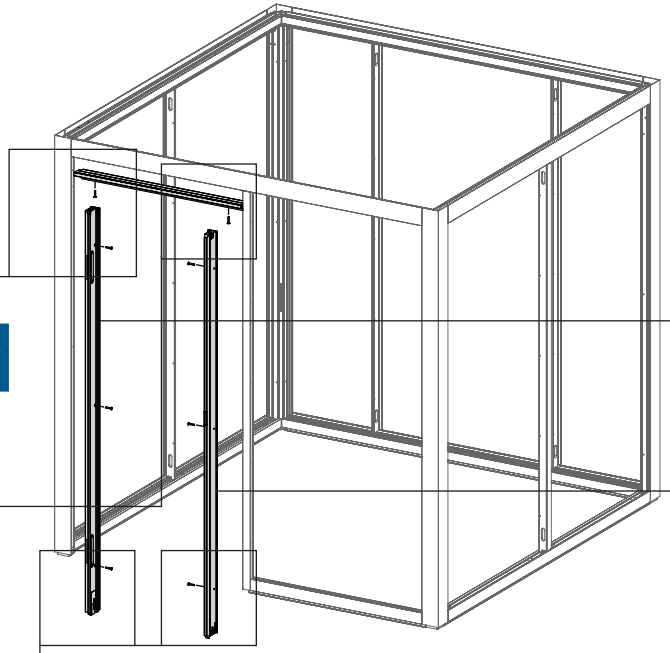
For a right swing, follow the same step in a mirrored orientation.

1. Install the two vertical Door Jambs.



x2

x2 **H3-8** BOX 13



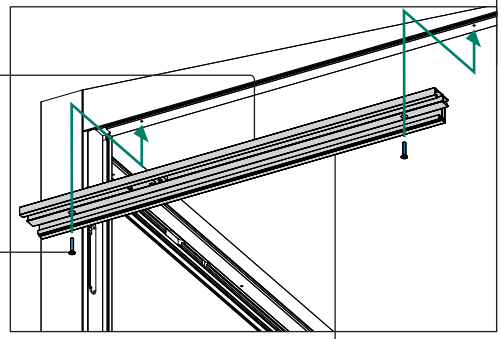
D3-12 BOX 13
D3-13 BOX 13

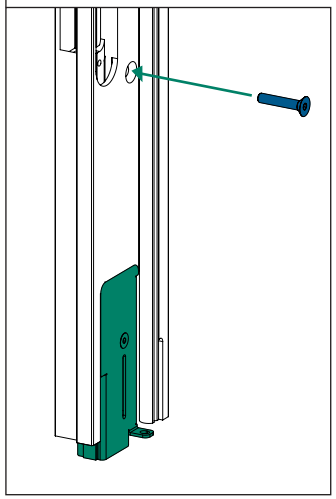
D3-10 BOX 13
D3-11 BOX 13

2. Install the top Door Jamb.

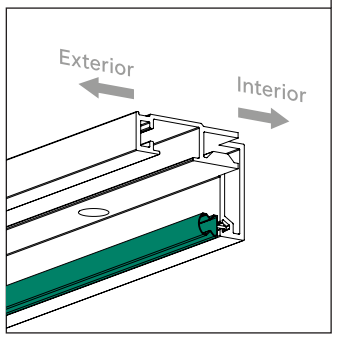
D3-8 BOX 13
D3-9 BOX 13

H3-8 BOX 13 x2





Ensure the end with the threshold mount is positioned at the bottom.



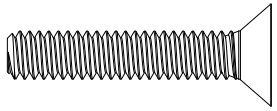
Door seal always points towards the exterior of the room.

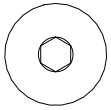
scale 1:1

SCREWS NEEDED

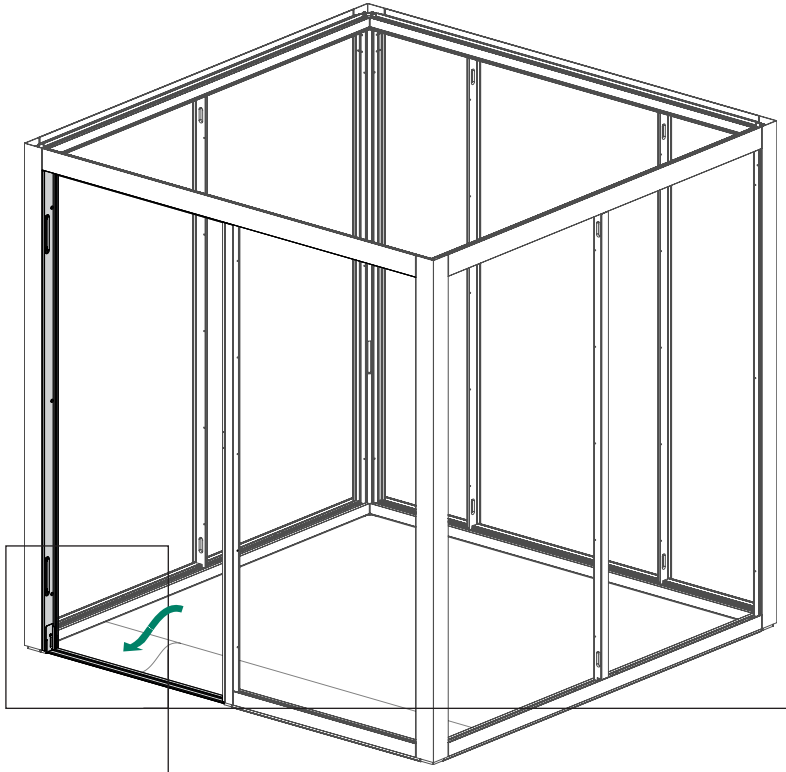
1/4-20 x 1.375" Flat Head Screw
4mm Hex Drive

H3-8 BOX 13 x8 Color Specific





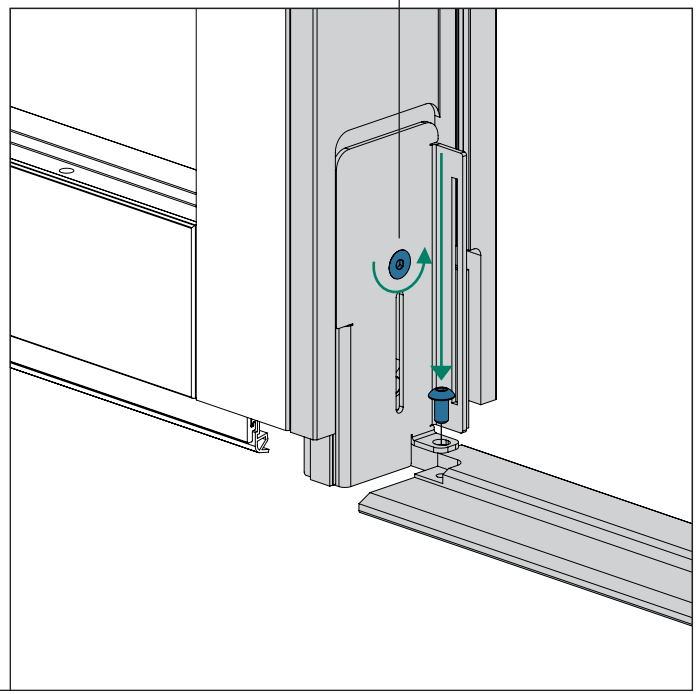
09 Door Threshold Installation



Tuck carpet under Threshold.

Loosen slightly with a 1/8" Allen Key to drop the Threshold. You'll return to tighten this screw at the end.

Tuck the carpet under the Threshold.



x2

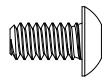
scale 1:1

SCREWS NEEDED

10-24 x 0.375"
Button Head Screw
1/8" Hex Drive

H3-9
BOX 13

x2



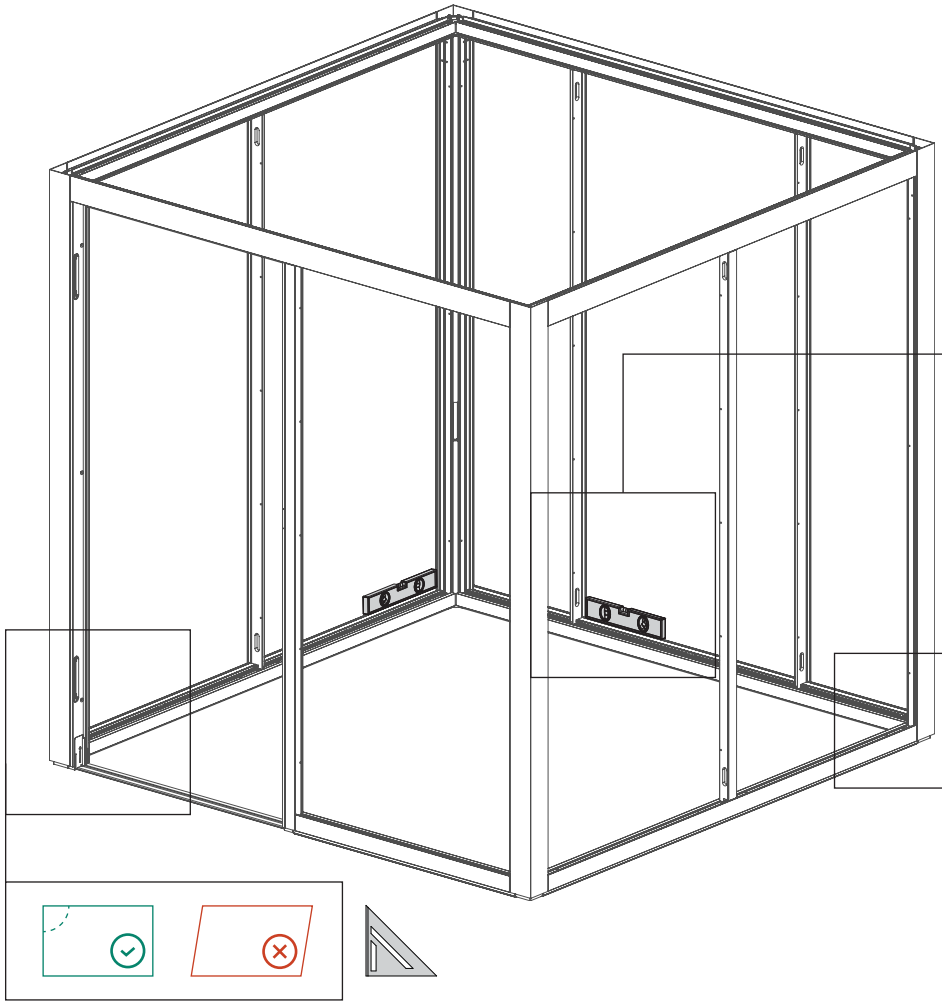


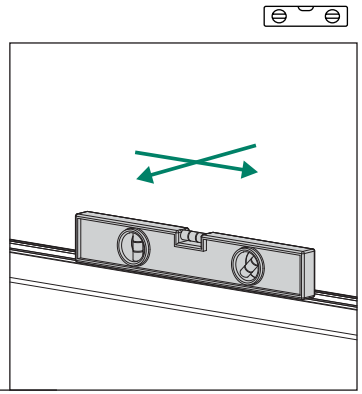
Chapter

04 Leveling & Squaring

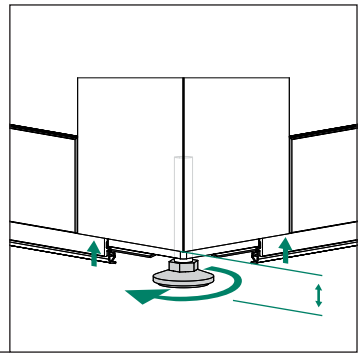
10 Leveling and Squaring

⚠ LAST CHANCE TO VERIFY FINAL PLACEMENT OF UNIT





Make sure the unit is level in both length and depth directions.



To adjust the height of corner posts, lift the corner seal to access the leveler. Adjust using a 17mm Wrench, turning the leveler clockwise (when viewed from above) to extend the leveler.

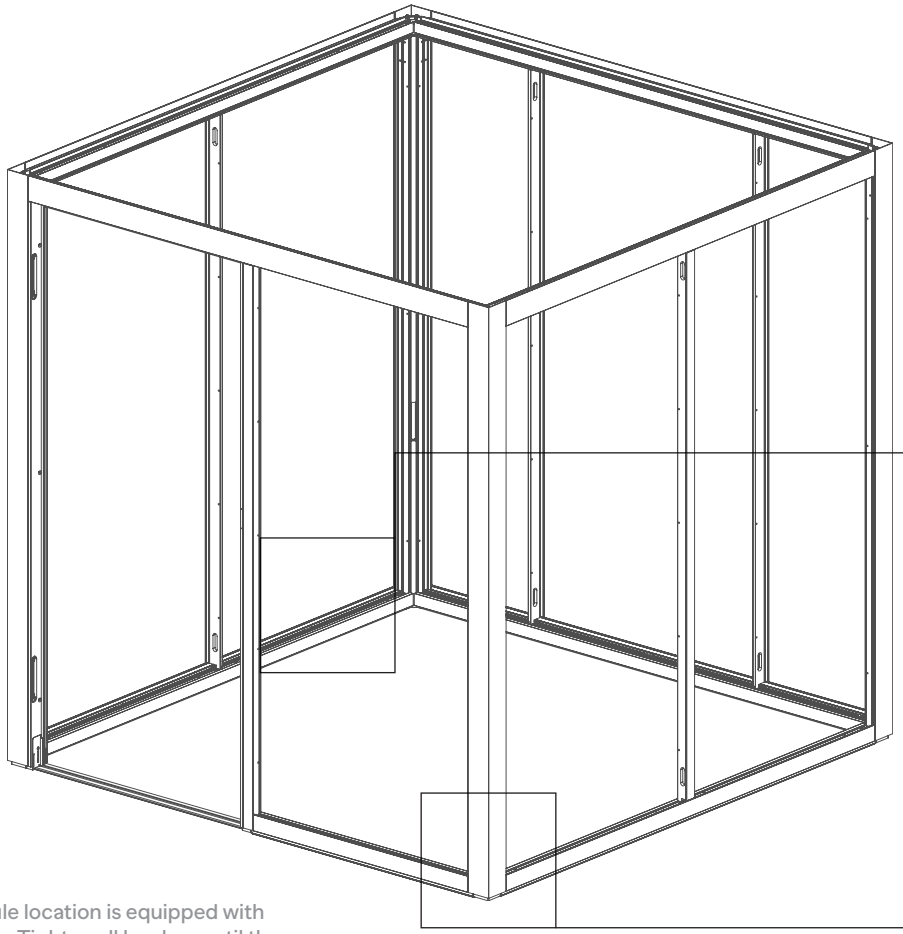
⚠

Start with all levelers fully retracted. Level the booth by extending the levelers outward as needed.

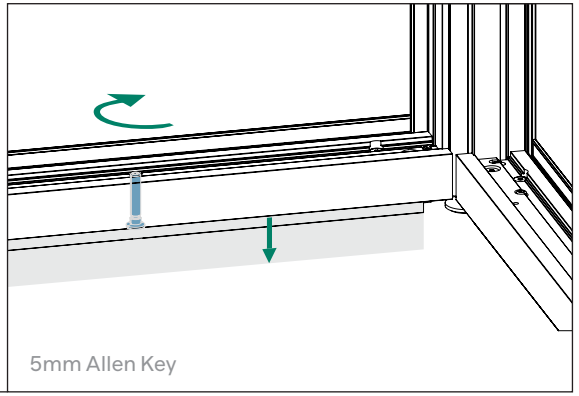
If the unit needs to be anchored after installation, ensure the bottom of the Corner Post is at least 1.5” off the ground.

⚠ Confirm all corners are properly squared before proceeding.

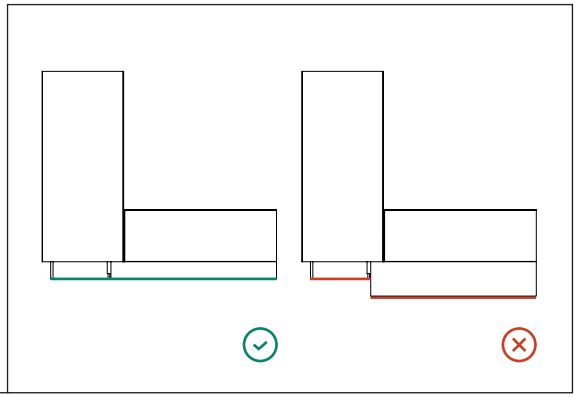
11 Lock Unit Location



Drive levelers clockwise to extend the telescoping beam until the beam just contacts the floor without lifting the Corner Posts. Make sure driver is in a low-torque setting.



5mm Allen Key

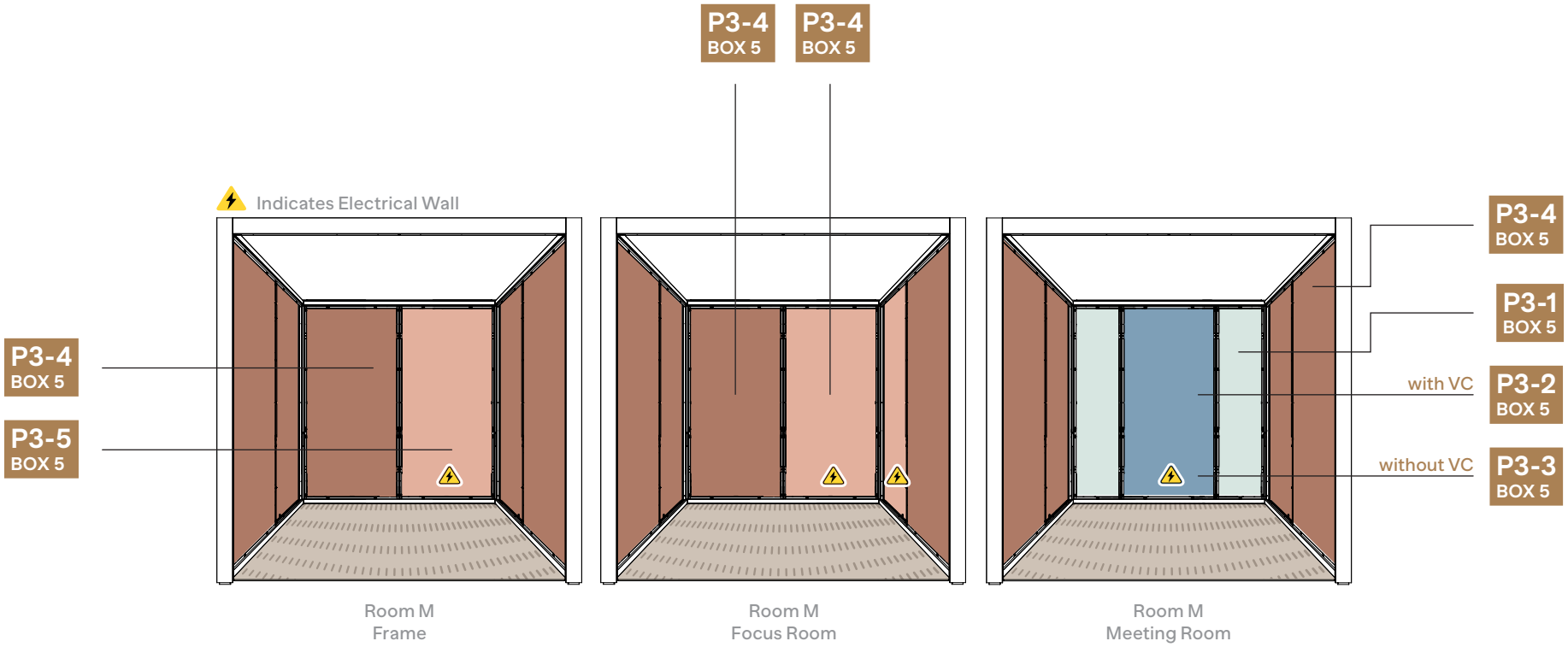


Each module location is equipped with two levelers. Tighten all levelers until they are firmly in contact with the floor.

Chapter

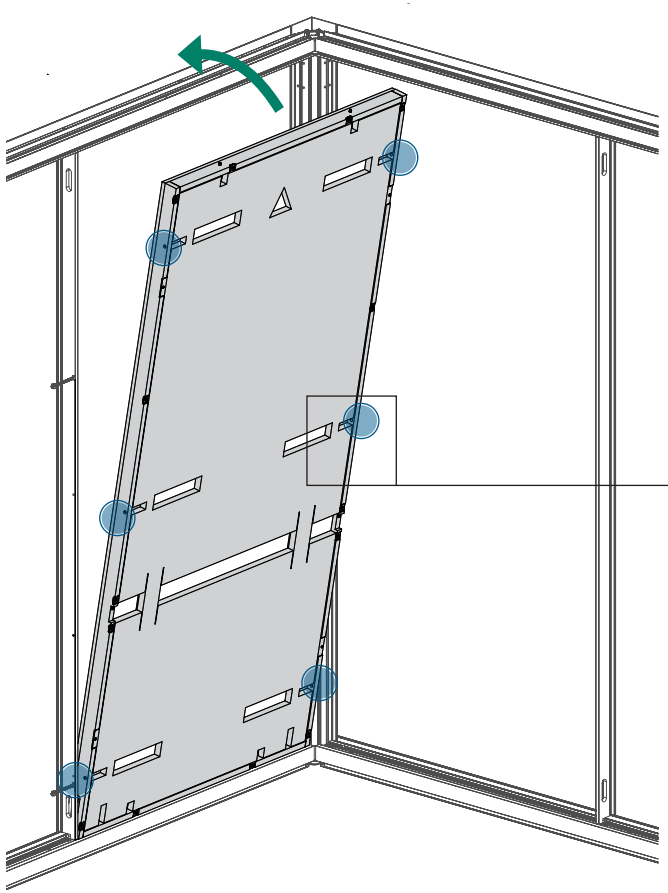
05 Walls

Room M Wall Rules

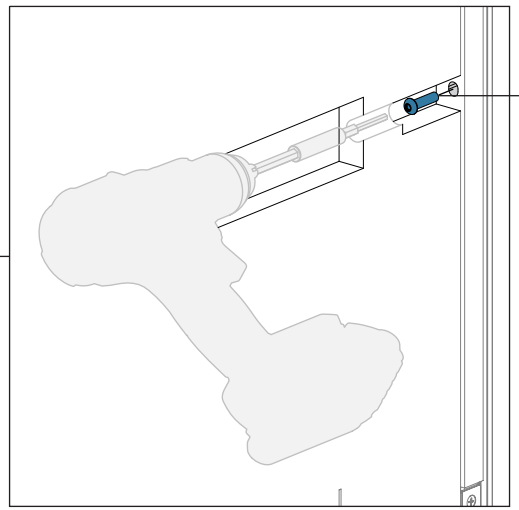


12 Solid Wall Installation

Reference Wall Rules (pg. 26)
for more details.



Example wall is shown.
Repeat at each Solid Wall location.



Use the provided 4" Bit Extender for better drill access when installing the screws.

IMPORTANT

x6 **H3-18** BOX 1

Must be used if provided; otherwise, use

H3-1 BOX 1

x7 Room M (Meeting Room)
x6 Room M (Focus Room & Frame)

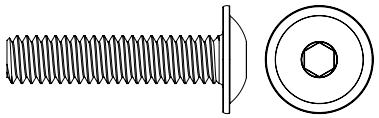
scale 1:1

SCREWS NEEDED

¼-20 x 1.125" Button Head Cap Screw
4mm Hex Drive

H3-18 BOX 1

x42 Room M (Meeting Room)
x36 Room M (Focus Room & Frame)

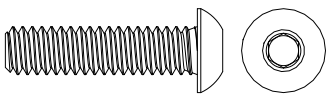


OR

1/4-20 x 1.125" Head Screw
4mm Hex Drive

H3-1 BOX 1

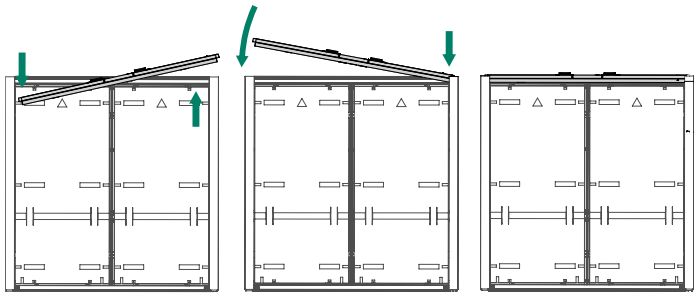
x42 Room M (Meeting Room)
x36 Room M (Focus Room & Frame)



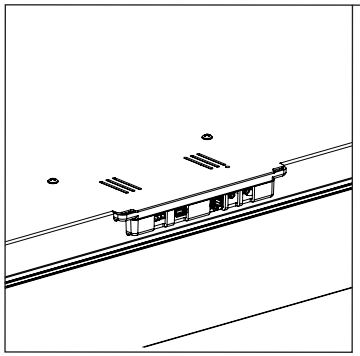
Chapter

06 The Roof

13 Solid Roof Installation



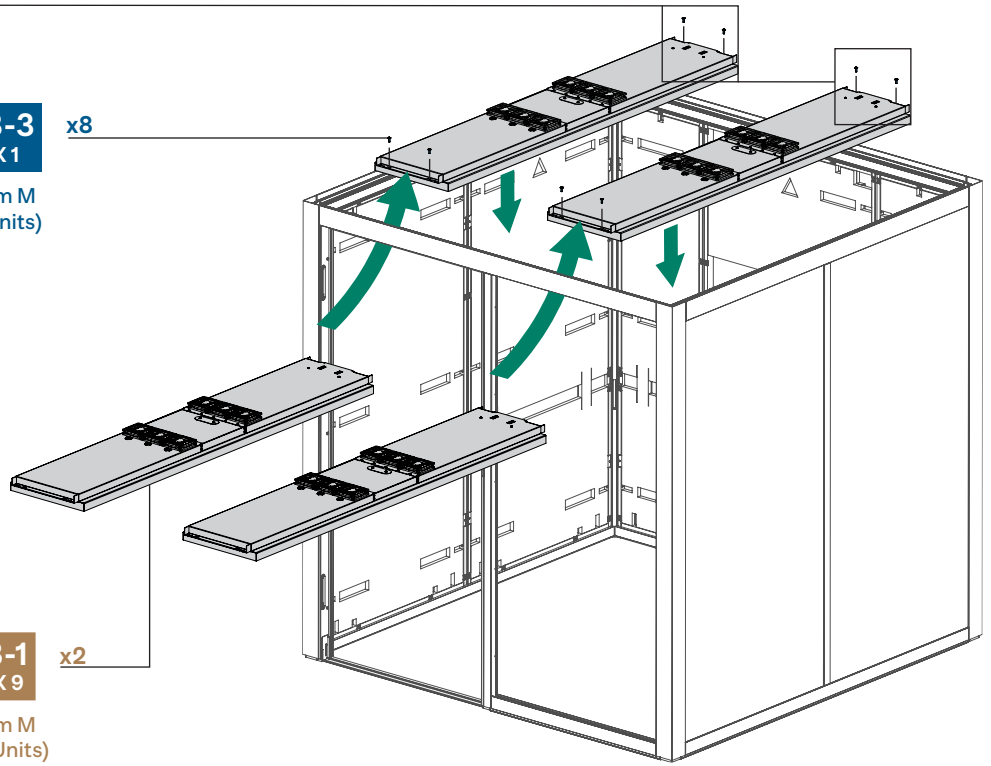
Place the roof gently.
Do not drop.



Orient the Roof modules so that the electrical ports face the back of the units and are oriented in the same direction.

H3-3 BOX 1 x8

Room M
All Units)



C3-1 BOX 9 x2

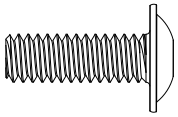
Room M
(All Units)

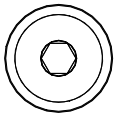
scale 1:1

SCREWS NEEDED

1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3 BOX 1 x8 Room M
(All Units)





If you’re building a Focus Room, please turn to page 40.

If you’re building a Meeting Room, keep reading.

Chapter

07

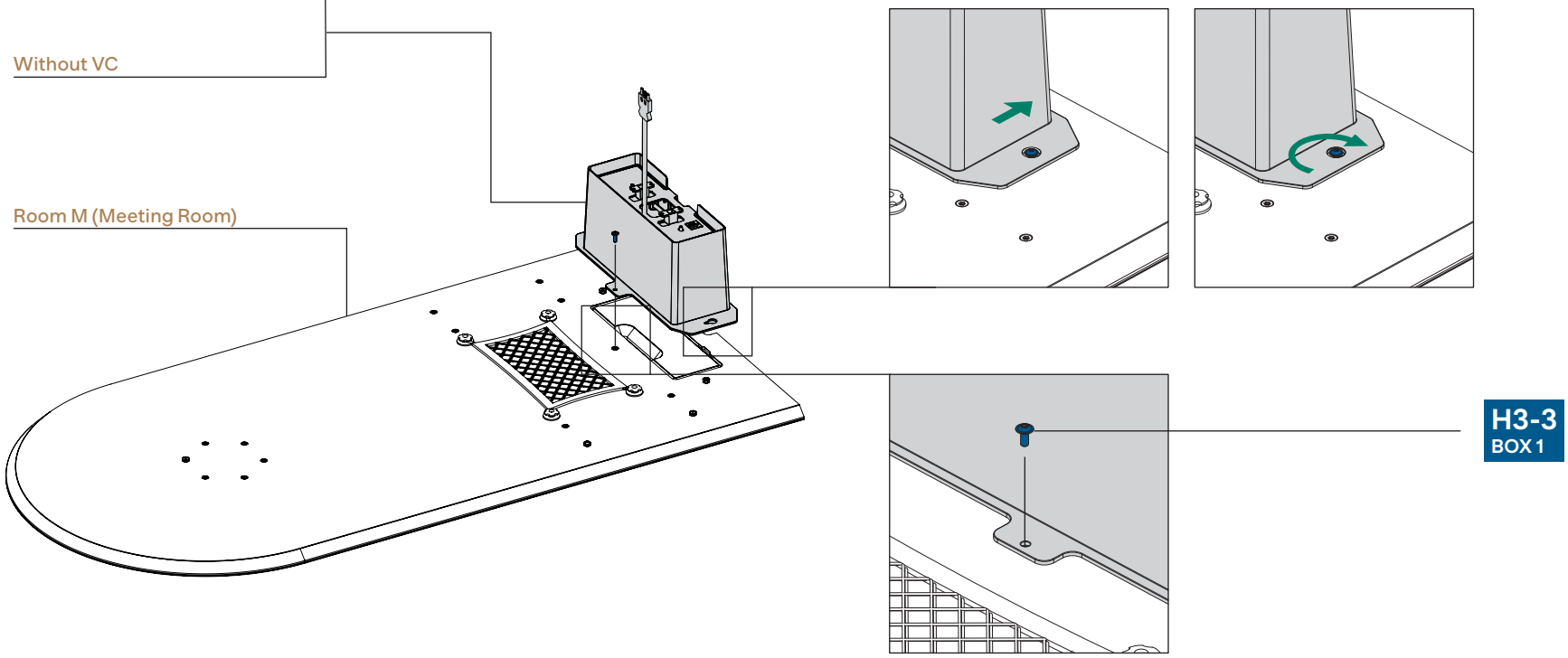
Meeting Room Table & Monitor

14 Meeting Room Table

T3-1 BOX 1 — With VC

T3-2 BOX 1 — Without VC

F3-5 BOX 11 — Room M (Meeting Room)



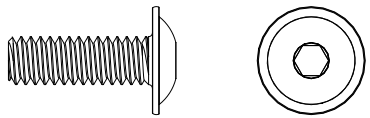
Rest the Table on a soft surface to protect the top surface and prevent scratching.

scale 1:1

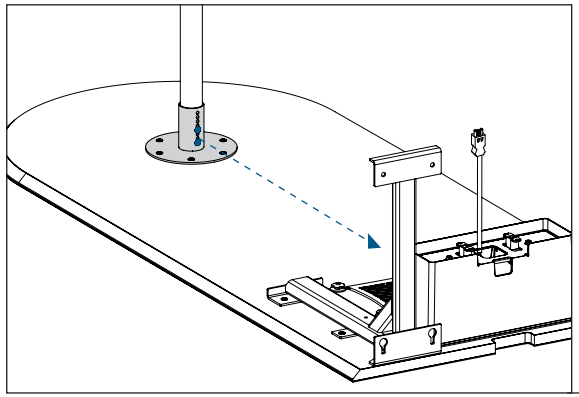
SCREWS NEEDED

1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

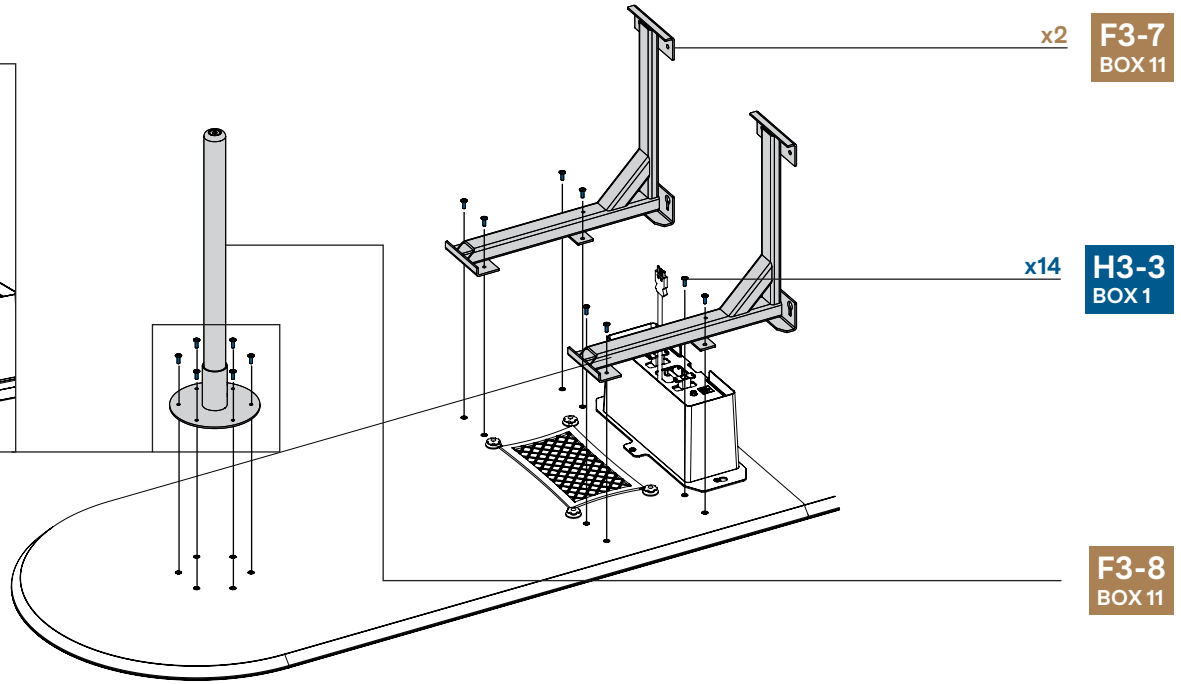
H3-3 BOX 1 x1



15 Cantilever Table Assembly



The Post Leg locking screws should face the Table Brackets.

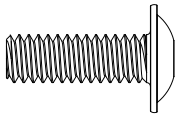


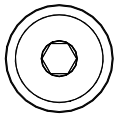
scale 1:1

SCREWS NEEDED

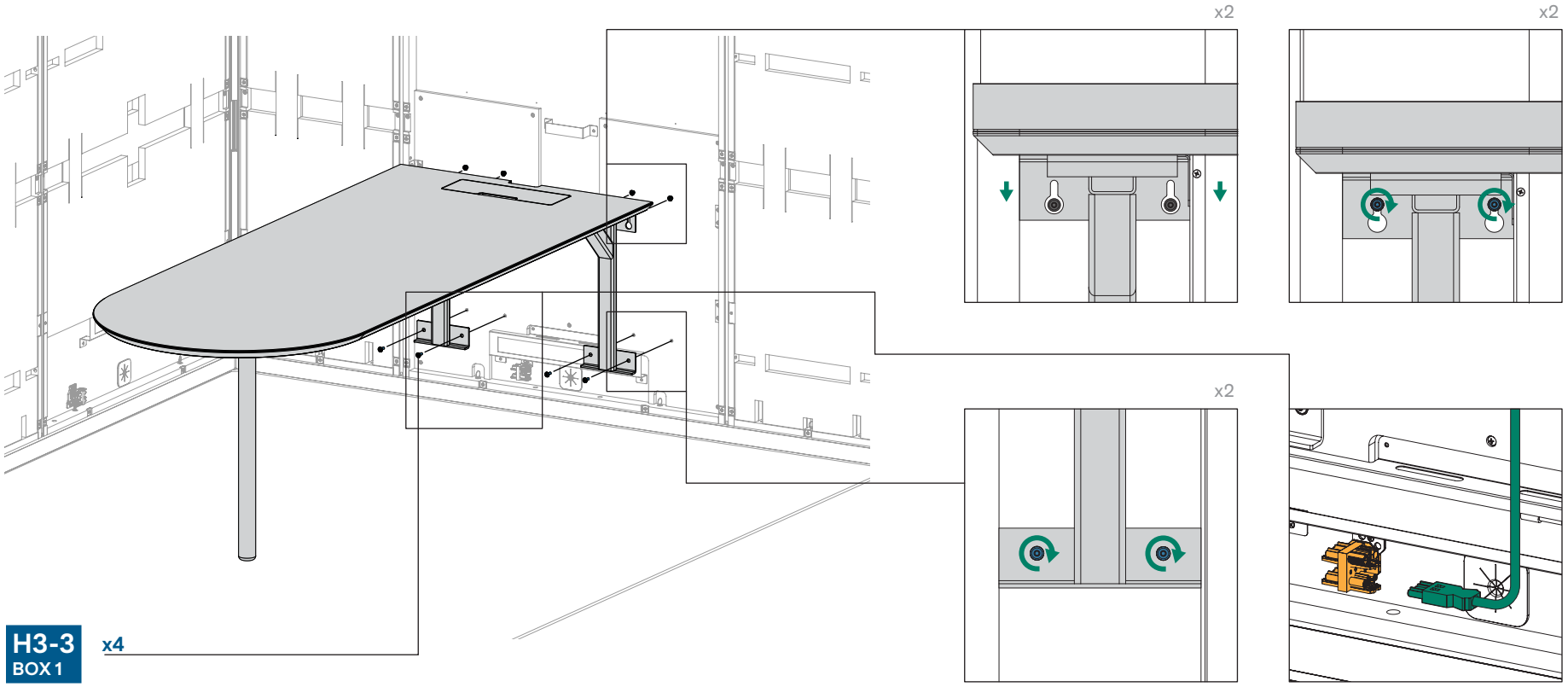
1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3
BOX 1
x14





16 Cantilever Table Assembly



H3-3 BOX 1 x4

Connect the Power Box (T3-1 or T3-2) power cable (GST connector) to the 1-in-3-out distributor block.

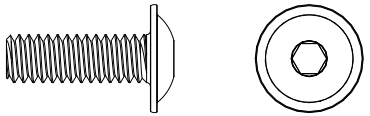
The 4x upper screws are pre-installed on the wall.

scale 1:1

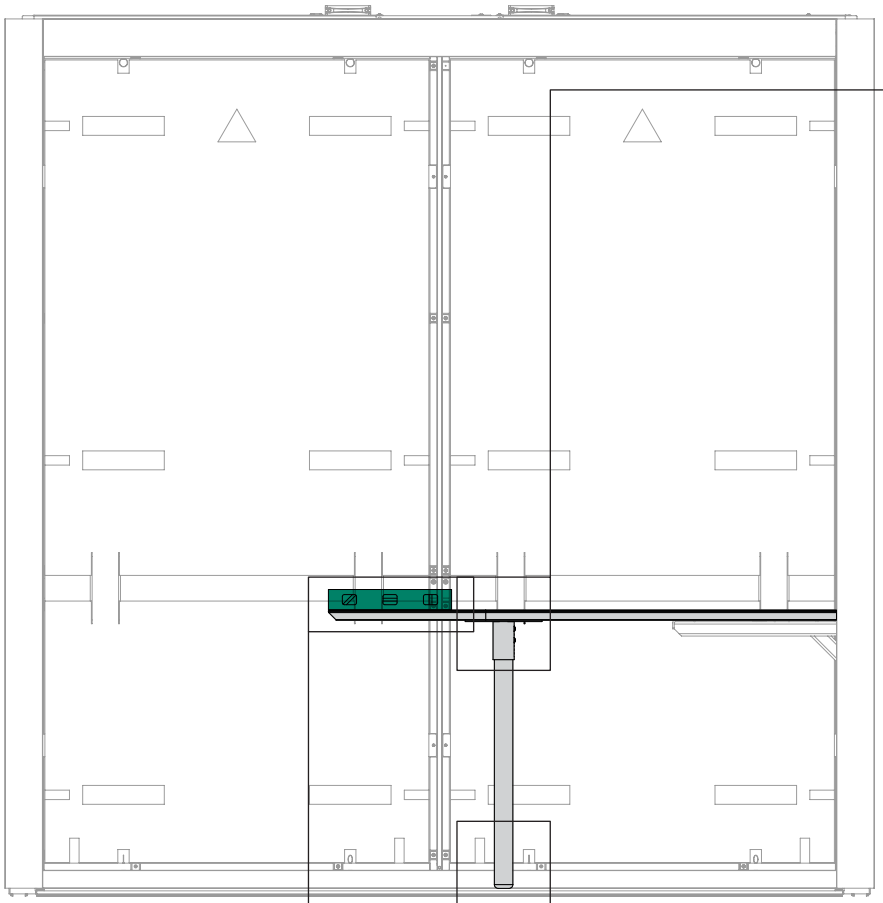
SCREWS NEEDED

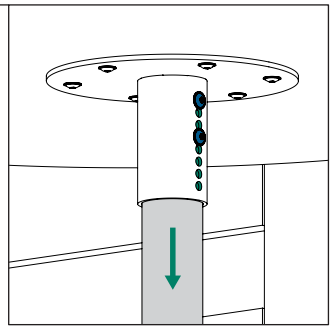
1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3 BOX 1 x4



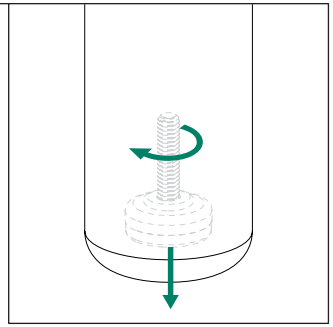
16 Cantilever Table Assembly

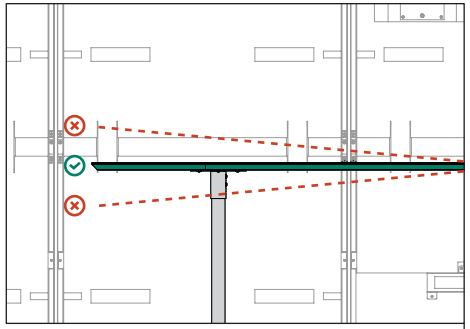




1. Uninstall the two mounting screws using the provided 4mm Hex Allen Key. Adjust the Wood Leg height so that the bottom of the Leg extends as close to the ground as possible.

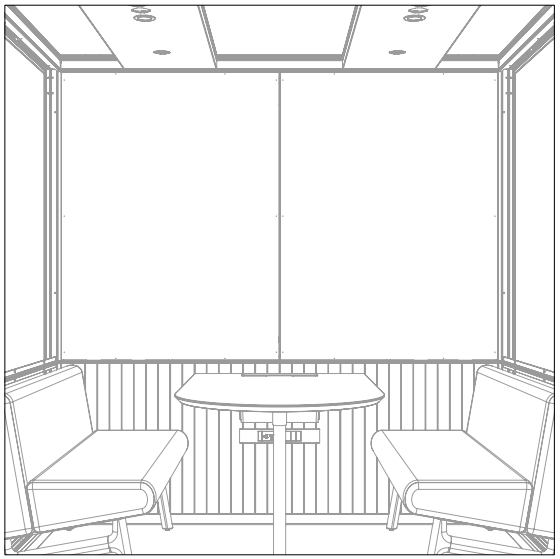
Then reinstall the two screws at the appropriate height.



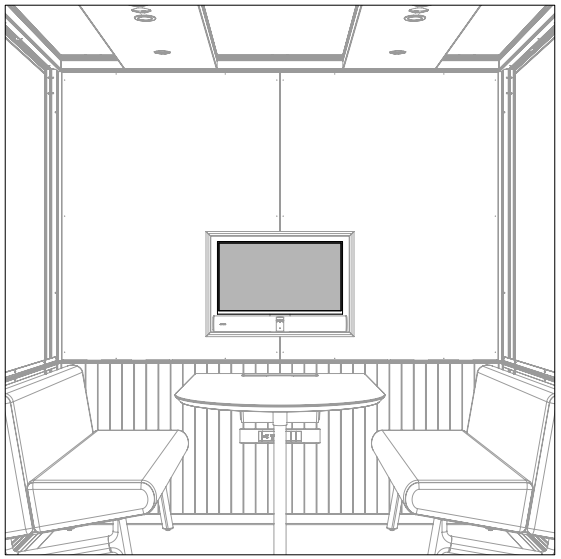


2. Adjust the leveler feet inside the Post Leg to ensure the tabletop is level.

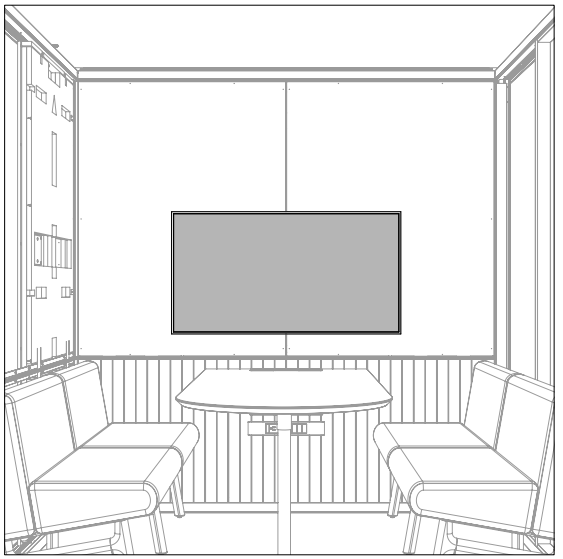
17 Monitor Install (Meeting Room with VC Only)



Room M Meeting Room without VC,
go to page 40.

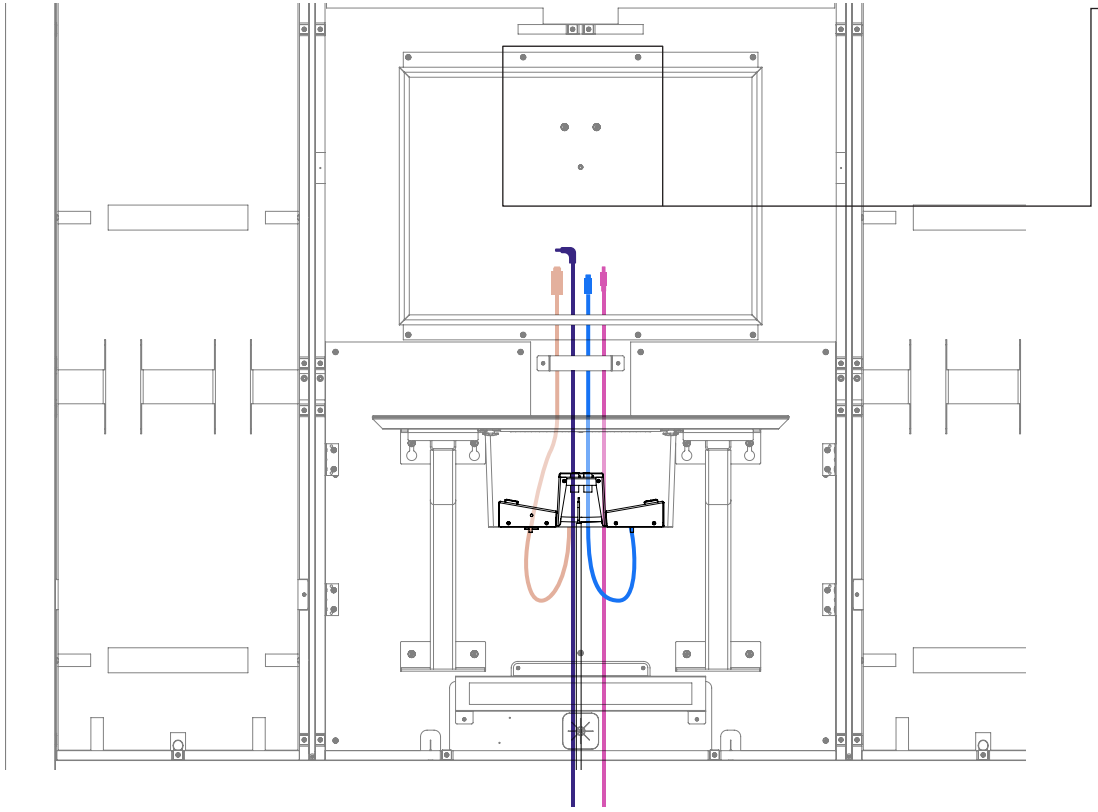


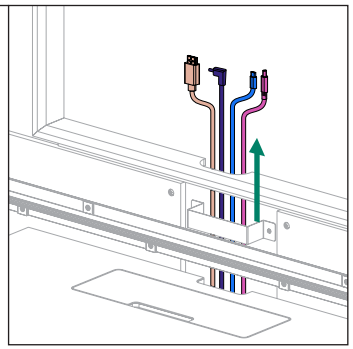
Room M Meeting Room with VC,
go to the next page.



Room M Meeting Room with Large Monitor Mount
(available configured), go to page 70.

17 Small Monitor Install (Room M Meeting Room with VC Only)





HDMI CABLE
Pre-routed in Powerbox

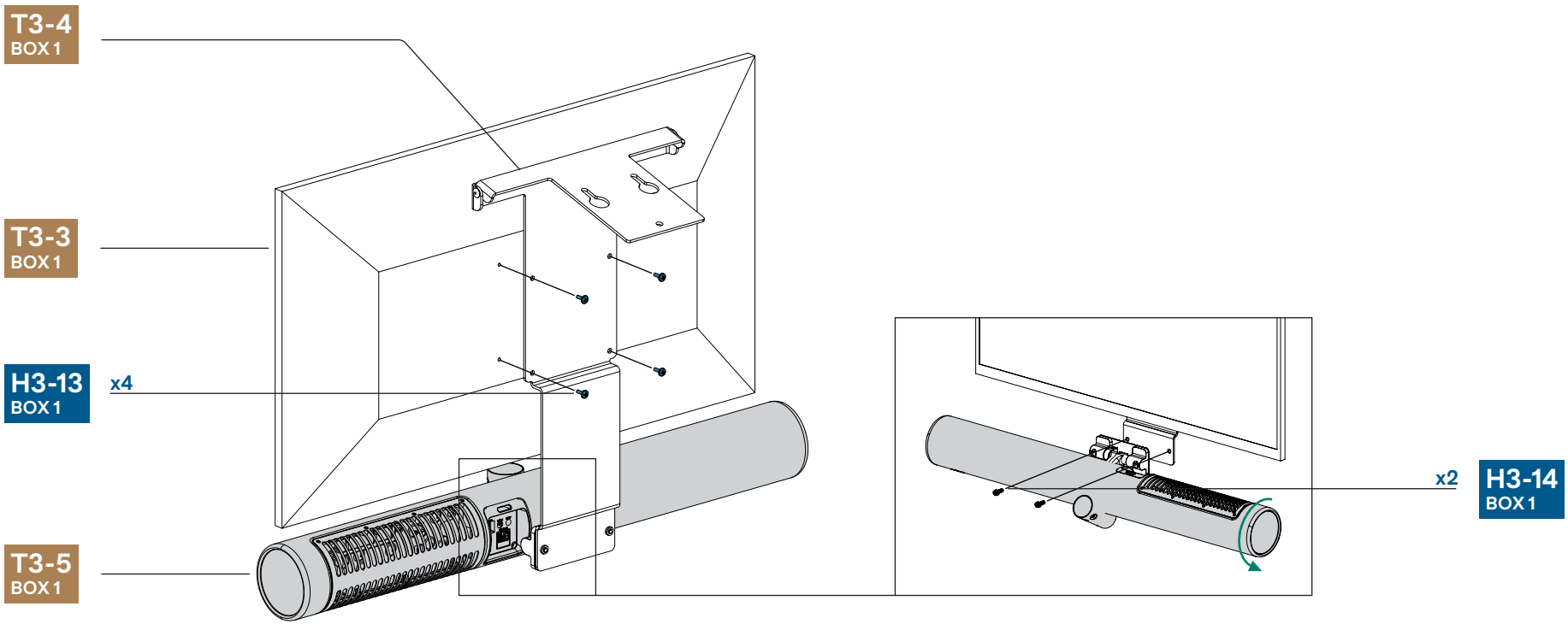
MONITOR POWER CABLE
Comes with the Monitor

JABRA USB
Pre-routed in Powerbox

JABRA POWER CABLE
Comes with the Camera

18 Small Monitor Install (Room M Meeting Room with VC Only)

⚠ DO NOT OVER-TIGHTEN THE SCREWS INTO THE MONITOR



All screws shown on this page are packed with the Monitor Bracket.

Keep the power cord, but discard the stand and any data cables from the monitor box- they won't be needed.

Packed with Small Monitor Bracket

scale 1:1

SCREWS NEEDED

M4x10 Pan Head Phillips Head Drive Screw
#2 Phillips

H3-13 BOX 1 x4



10-24 x 1/2" Socket Head Bolt
1/8" Hex Drive

H3-14 BOX 1 x2



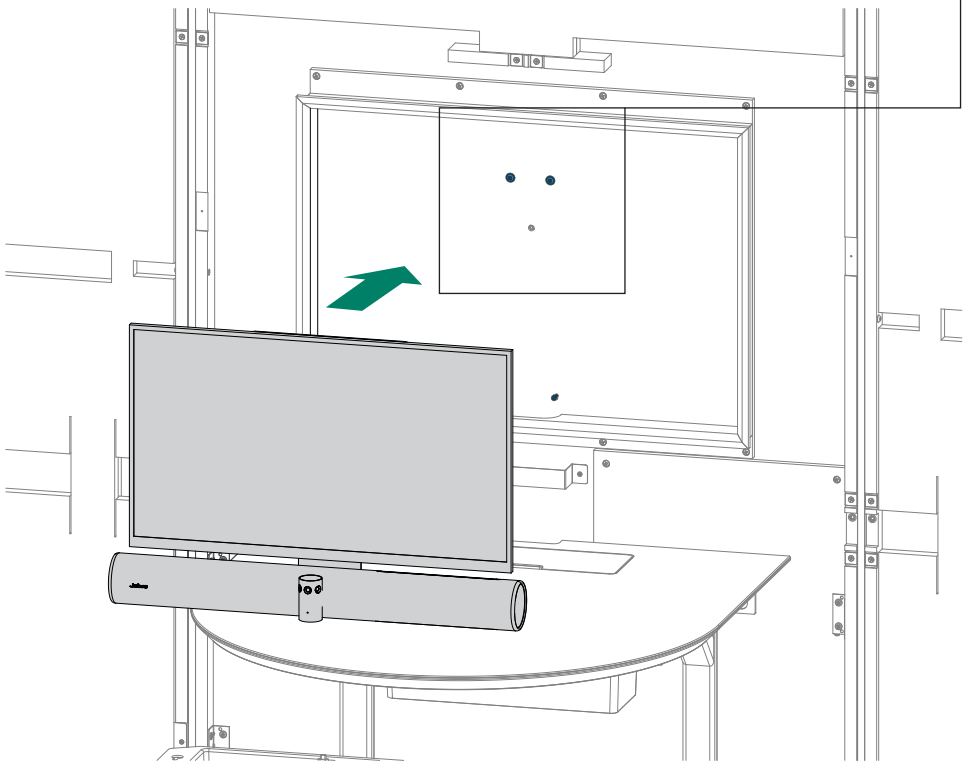
19 Small Monitor Install (Room M Meeting Room with VC Only)

HDMI CABLE
Pre-routed in Powerbox

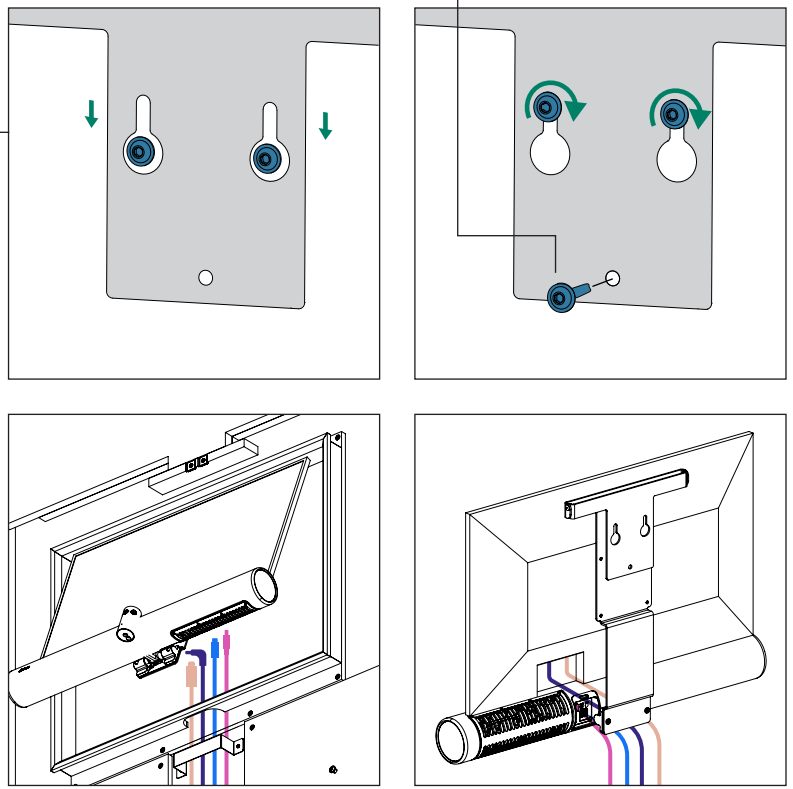
JABRA USB
Pre-routed in Powerbox

MONITOR POWER CABLE
Comes with the Monitor

JABRA POWER CABLE
Comes with the Camera



H3-3 BOX 1 x1

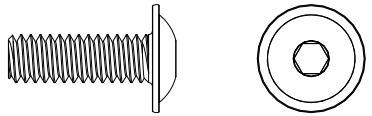


scale 1:1

SCREWS NEEDED

1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3 BOX 1 x1

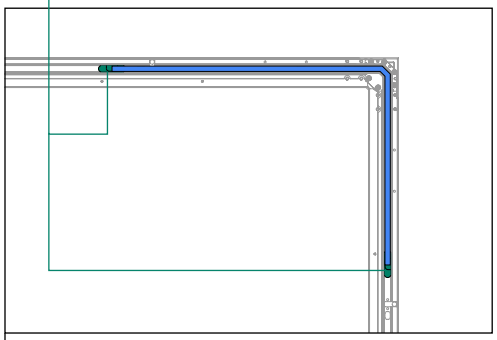


Chapter

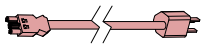
08 Wiring

20 AC Cable Room M

Entry points on the ceiling beams allow cables to enter the routing path on top of the beam, travel around the top of the corner post, and route back down into the walls.

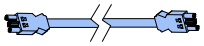


E3-6
BOX 1



12’ Power Cord

E3-7
BOX 1



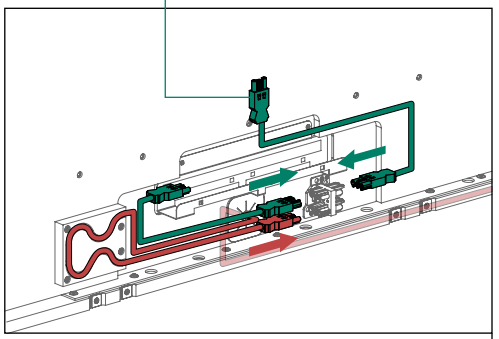
9’ AC Jumper

E3-8
BOX 1



3’ AC Jumper

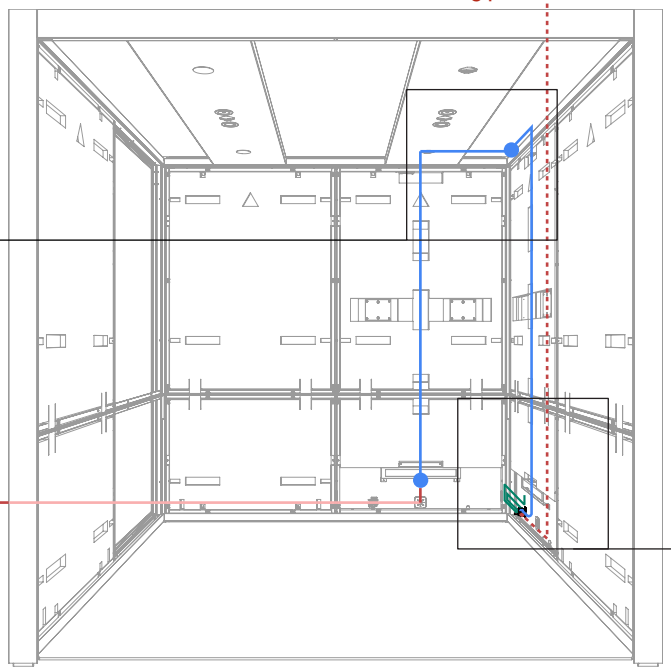
This jumper will later connect to the Wall Power Module.



Feed entry cord into the unit through the grommet. Plug the cable into the 1-in-3-out distributor block before securing the cord in the strain relief block.

Ceiling Infeed routing path

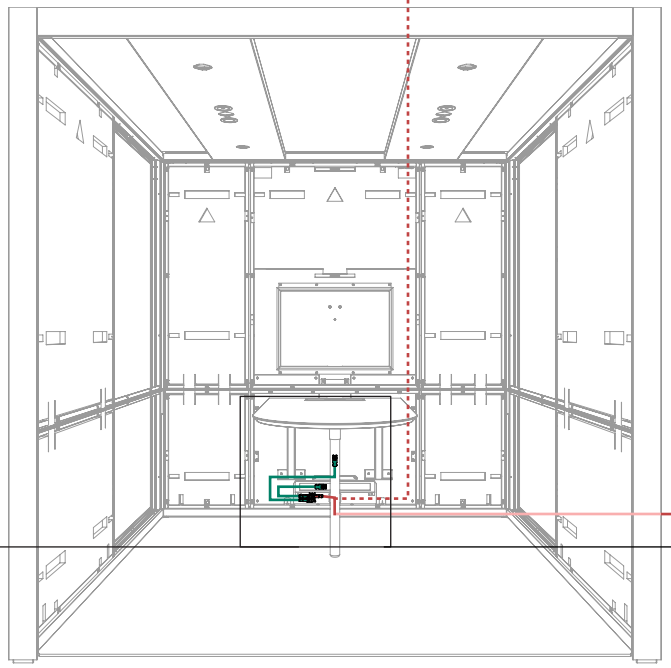
Room M (Focus Room & Frame)



Wall Infeed routing path

Ceiling Infeed routing path

Room M (Meeting Room)

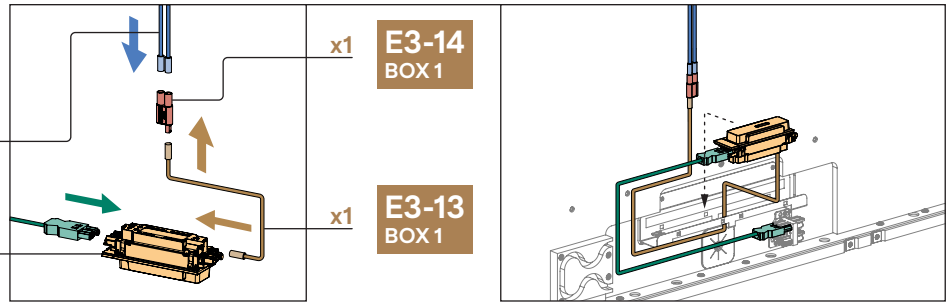


Wall Infeed routing path

*Power Cord can be fed multiple ways, use this as a typical placement rule; adjust as needed based on model configuration and site specs.

21 DC Cable

2 If 1x 150W PSU (E3-12) is supplied

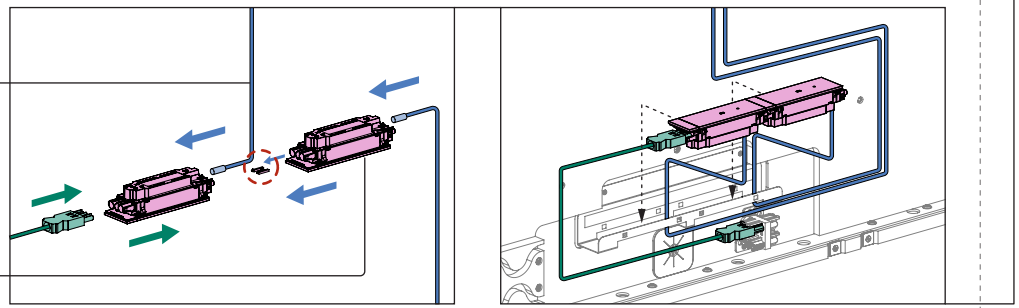


1. Connect the AC jumper to the larger 150W PSU (E3-12). Use the GST08 Y-splitter (E3-14) and the 6' GST08 jumpers (E3-13) to distribute the DC power. Connect the long GST08 jumper cables (E3-4) to the Y-splitter and route them upward to the roof.

2. Lower the PSU into the PSU bracket from the top and route the GST08 Jumper Cables (E3-4) upward and into the roof. It does not matter which cable goes to which roof.

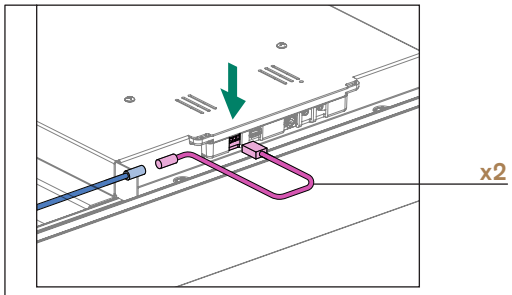
Depending on availability, you may receive either version.

1 If 2x 70W PSU (E3-10) are supplied

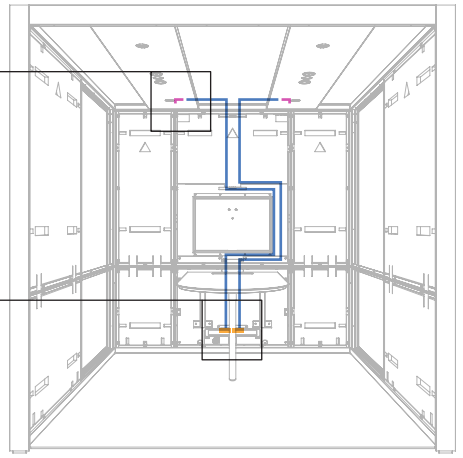


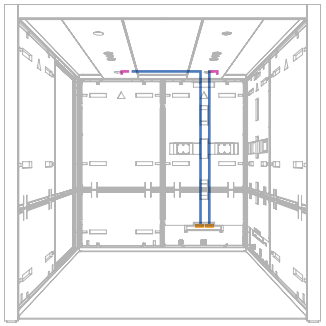
1. Remove the indicated detachable plastic clips from the second PSU using pliers. Plug the 3' AC jumper into the first PSU, then Connect PSUs (E3-10) into each other, and each will have one GST08 Jumper Cable (E3-4) connected on the back.

2. Lower the PSU into the PSU bracket from the top and route the GST08 Jumper Cables (E3-4) upward and into the roof. It does not matter which cable goes to which roof.



3. Each roof uses one Logic Box Power Cable to make the final connection between the GST08 Jumper (E3-4) and the Logic Box.



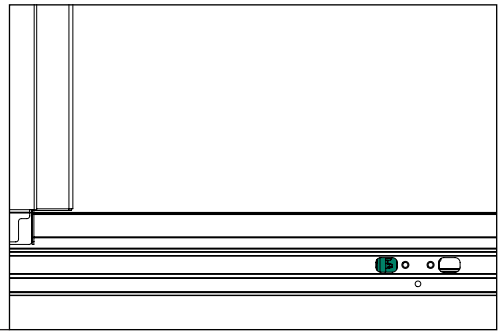


Routing is the same for Frame and Focus Room, but the electrical is in a differente location.

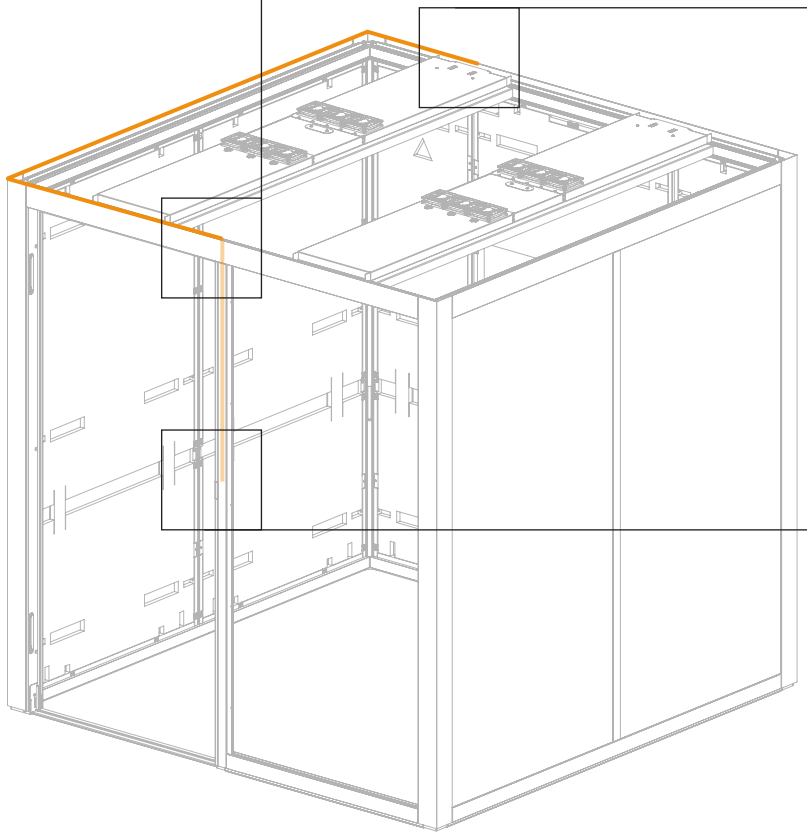
22

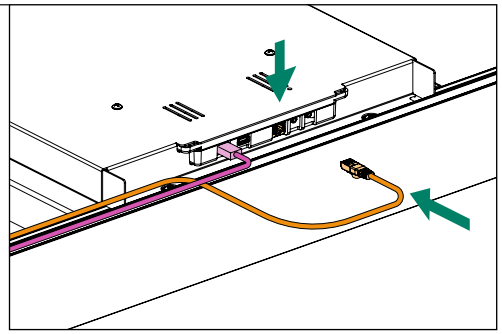
Handset Cable

For a right swing, follow the same step in a mirrored orientation.

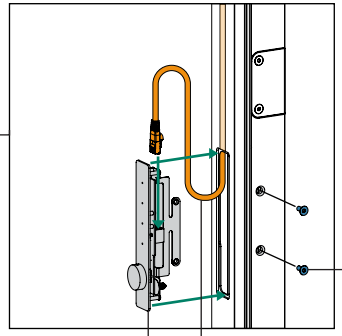


1. Feed Handset Cable (D3-19) through the entry point on the Ceiling Beam, should be right above the Handle Side Door Jamb.





2. Route the Handset Cable on top of the Ceiling Beam and plug into the nearest Logic Box.



3. The other end of the Handset Cable will route inside the Handle Side Door Jamb and exit through the handset mounting opening. Plug the cable into the Handset and secure the Handset onto the Door Jamb.

x2 **H3-6** BOX 13

Pre-Installed on the handset.

D3-17 BOX 13

D3-19 BOX 13

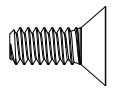
Use this example as a typical wiring path. Adjust as needed based on model configuration and site specs.

scale 1:1

SCREWS NEEDED

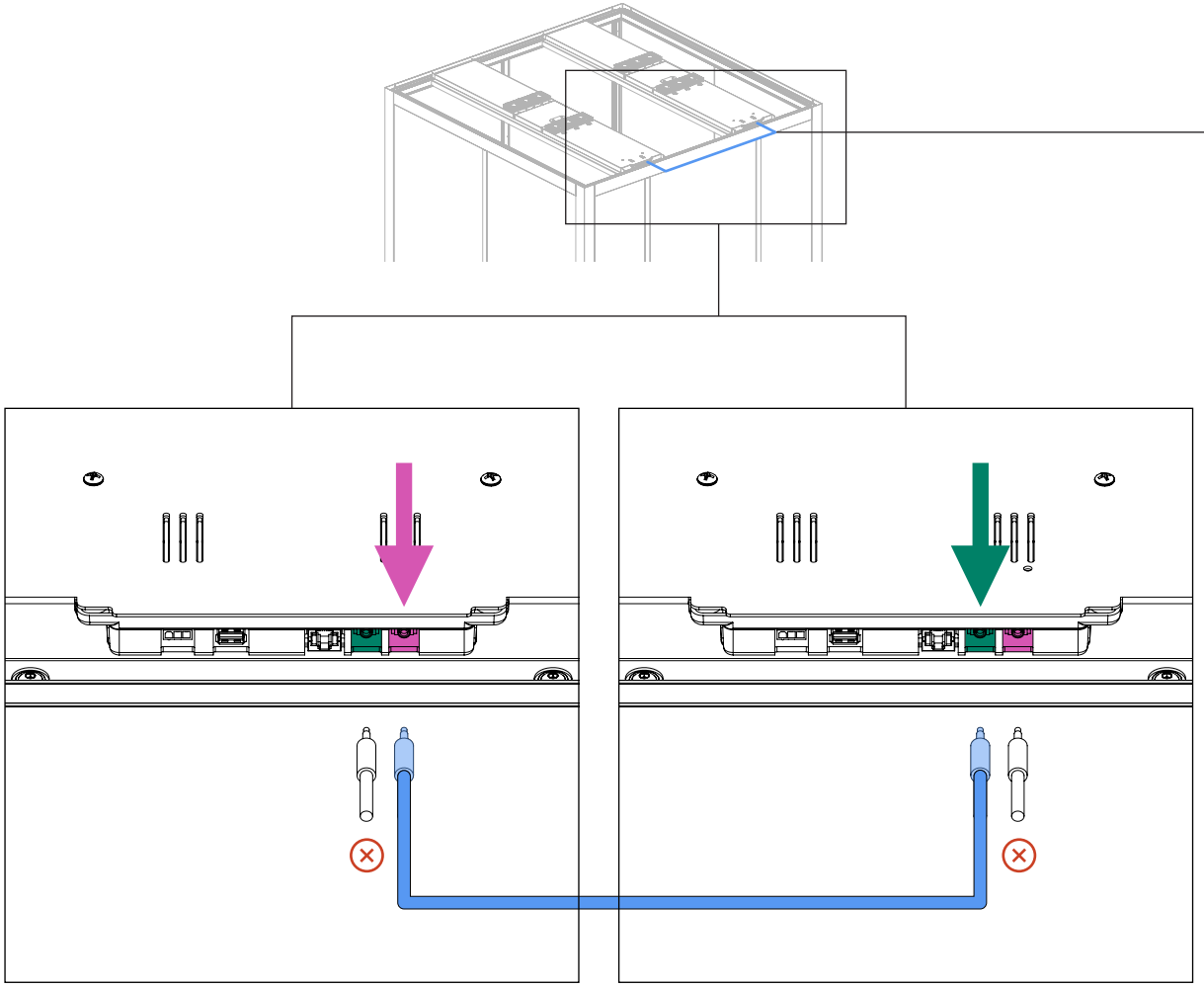
10-24 x 0.5”
Flat Head Screw
1/8” Hex Drive
Pre-Installed on the handset

H3-6 BOX 13 x2 Color Specific





22 Logic Box Syncing Cable - Room M



x1 **E3-2** BOX 9

Room M
(All Units)

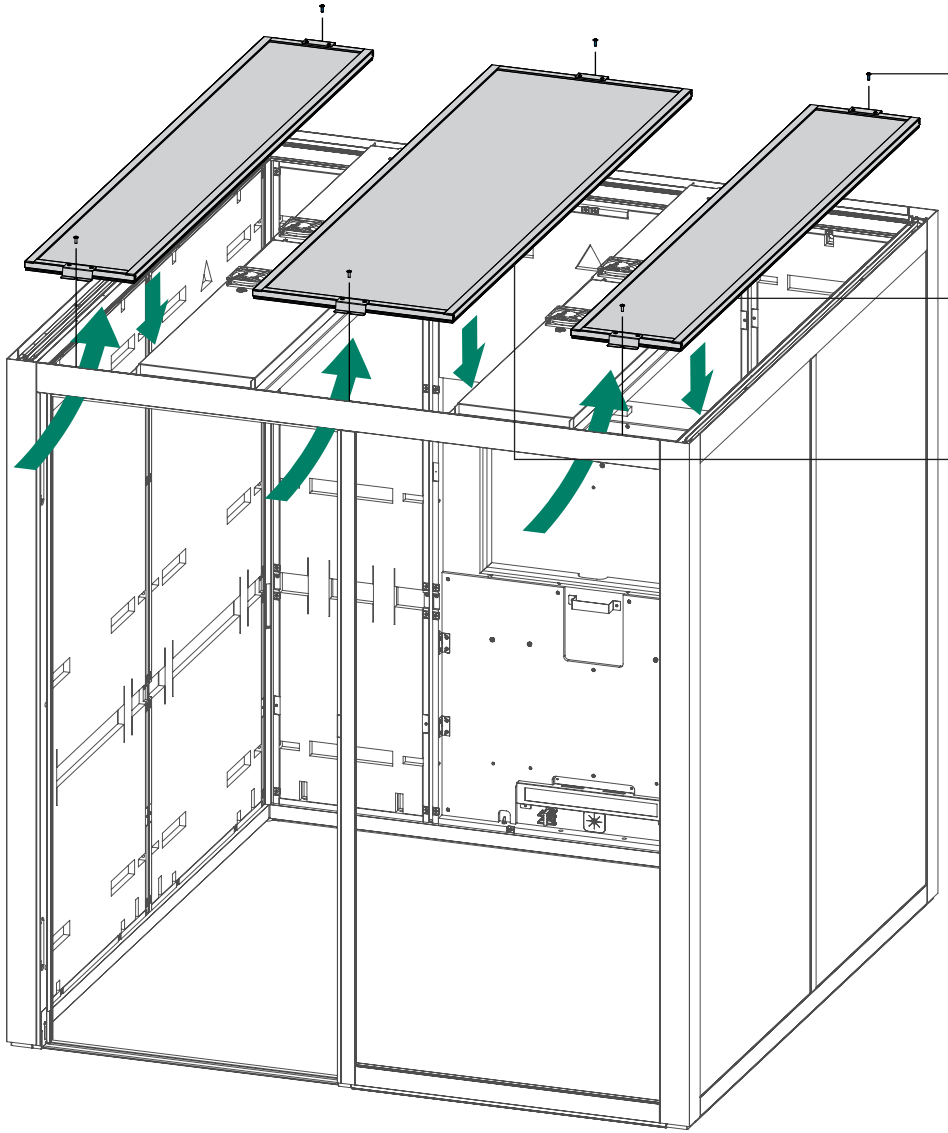
Make sure the ending port of the ending Logic Box is not plugged in. You will have one extra cord which can be discarded.

Room M (All Units) wiring diagram shown above
Logic Box Syncing Cable would be plugged into the closest port (always plug Green into Pink)

Chapter

09 Skylights

23 Skylights Installation



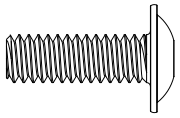
x6 **H3-3** BOX 1
Room M
(All Units)

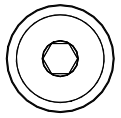
x2 **C3-4** BOX 10

x1 **C3-3** BOX 10
Room M
(All Units)

scale 1:1

SCREWS NEEDED





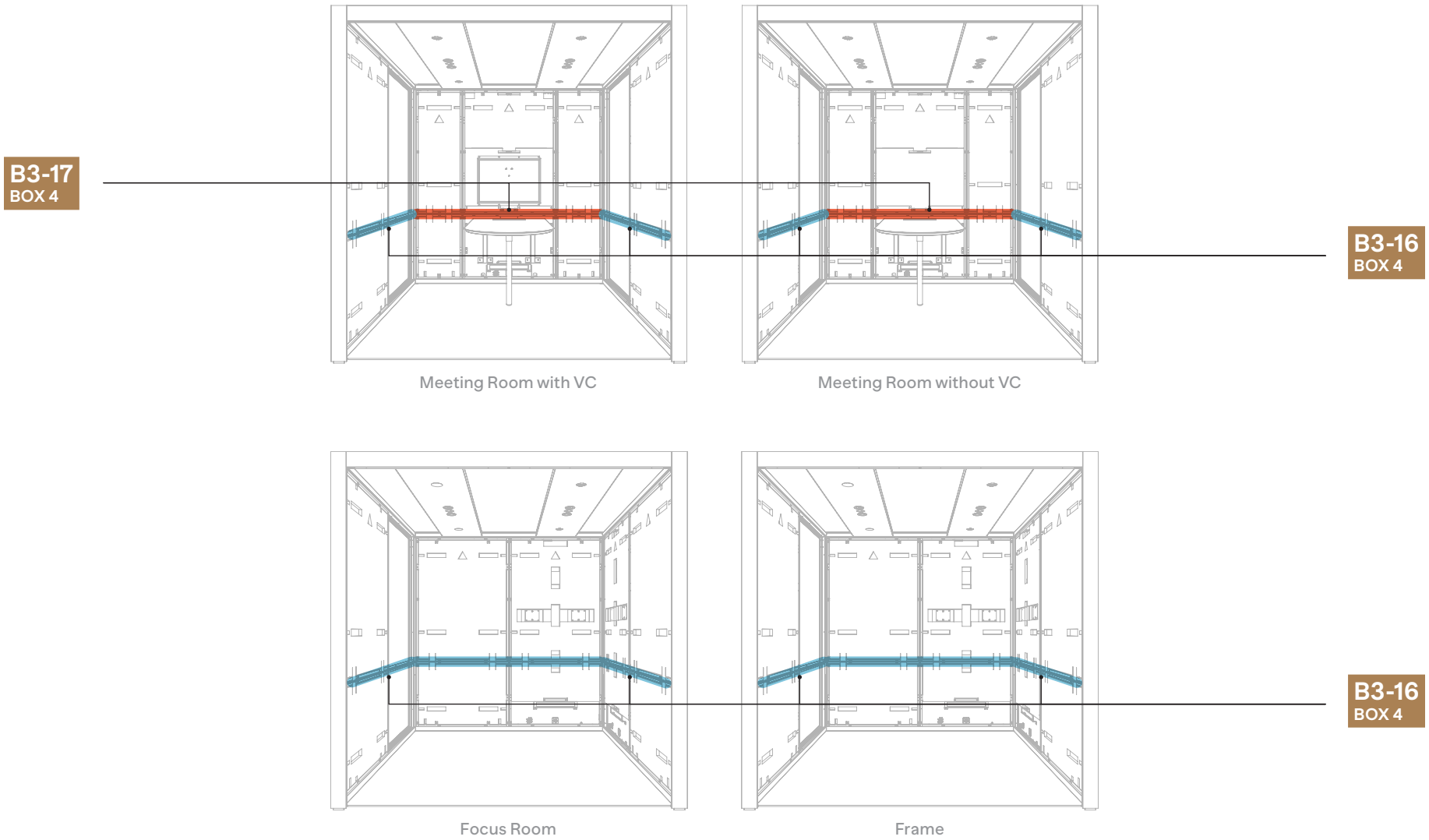
1/4-20 x 3/4”
Flanged Head Screw
4mm Hex Drive

H3-3 BOX 1 x6 Room M (All Units)

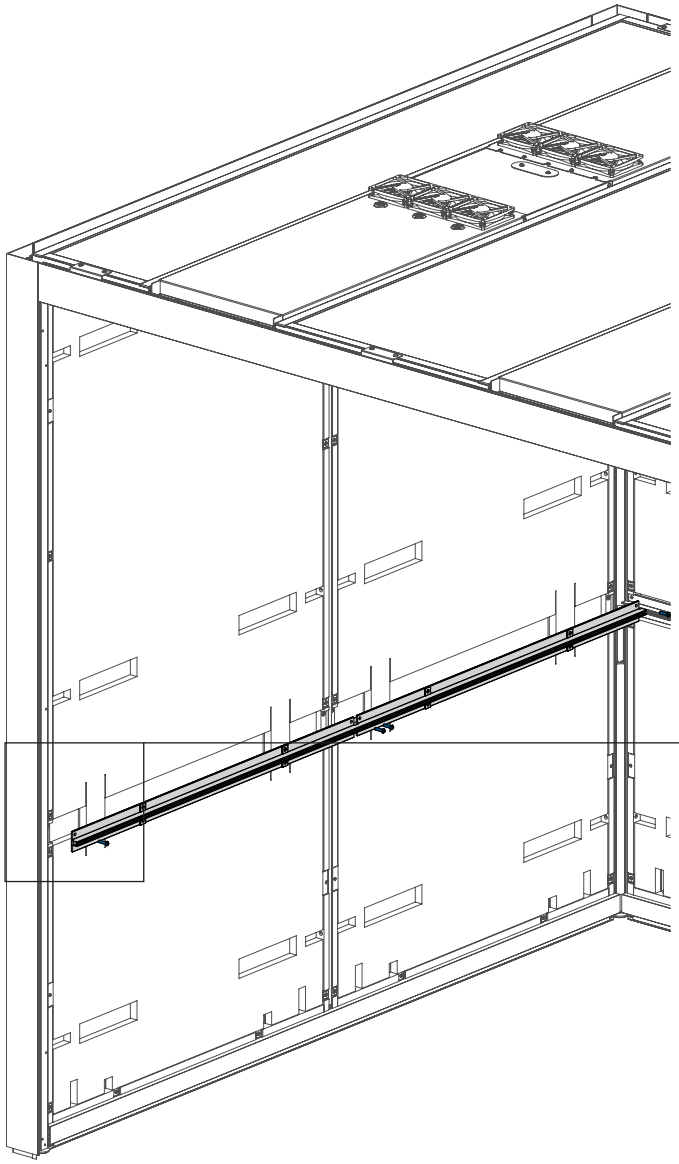
Chapter 10

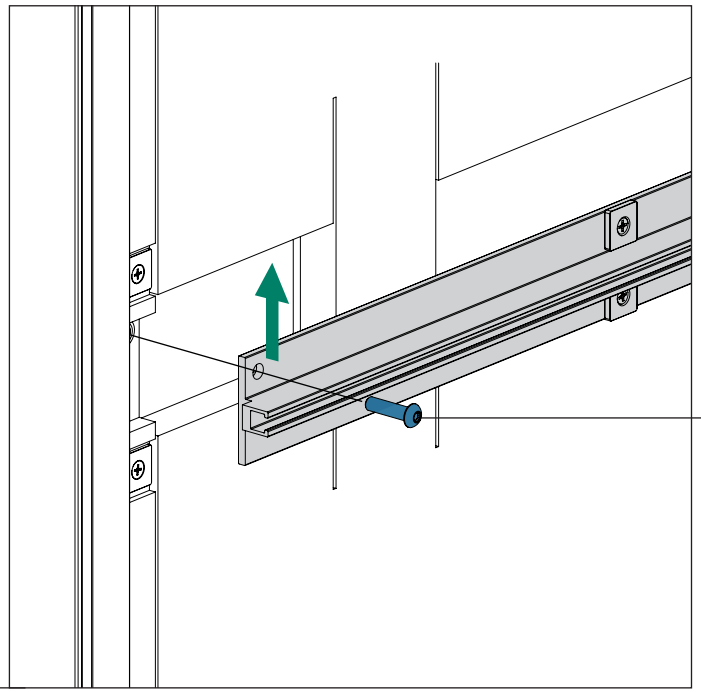
Panels & Horizontal Rails

Room M Horizontal Rail Rules



24 Horizontal Rail Installation





Repeat at each Horizontal Rail location.

x4 **H3-1** BOX 1 on **B3-16** BOX 4

x6 **H3-1** BOX 1 on **B3-17** BOX 4

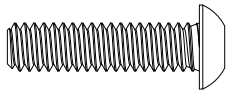
x6 **H3-1** BOX 1 on **B3-18** BOX 4

scale 1:1 **SCREWS NEEDED**

1/4-20 x 1”
Button Head Screw
4mm Hex Drive

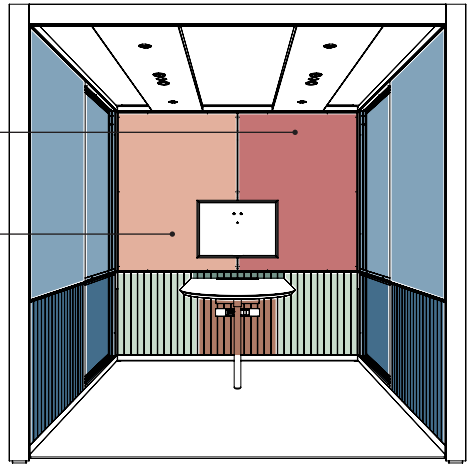
H3-1 BOX 1

x14 Room M (Meeting Room)
x12 Room M (Focus Room & Frame)





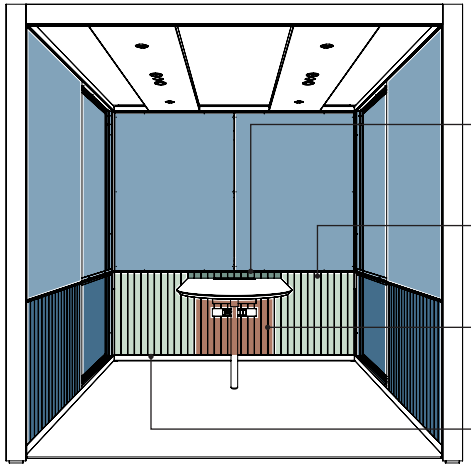
Room M Upper/Lower Panel Rules



I3-14 BOX 8

I3-13 BOX 8

Meeting Room with VC



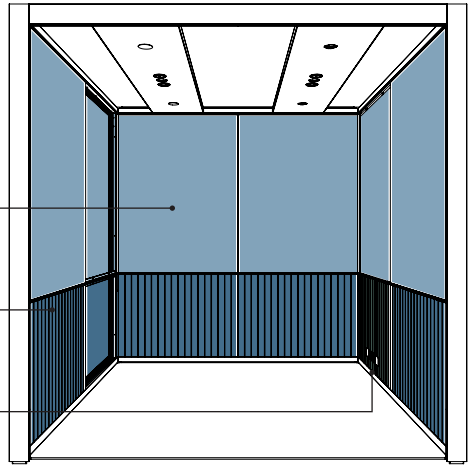
I3-10 BOX 7

I3-9 BOX 7

I3-8 BOX 7

I3-7 BOX 7

Meeting Room without VC

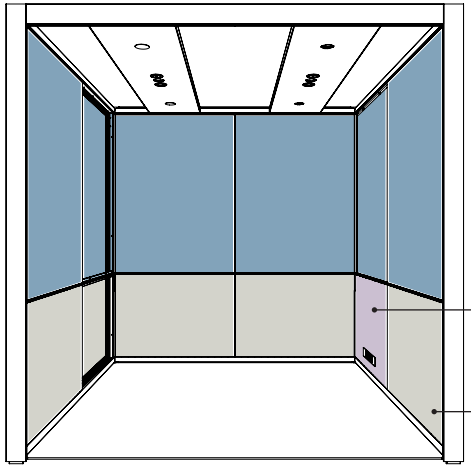


I3-11 BOX 8

I3-4 BOX 7

I3-5 BOX 7

Focus Room

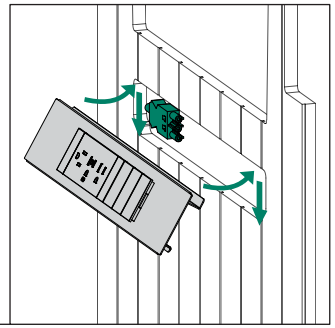


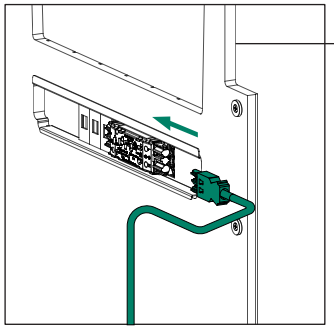
I3-2 BOX 7

I3-1 BOX 7

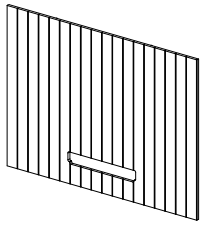
Frame

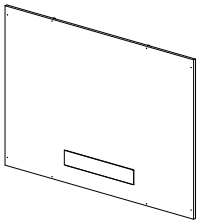
25 Upper & Lower Panel Installation





I3-8 BOX 7
Center Cantilever Tambour





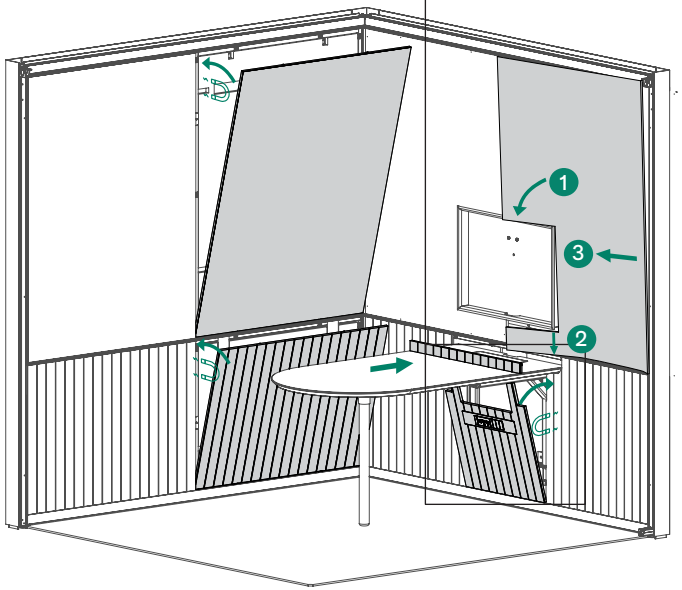
I3-2 BOX 7
1m Electrical Lower Fabric Panel

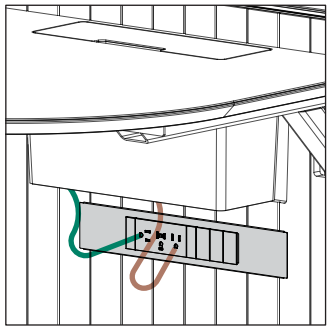
I3-5 BOX 7
1m Electrical Lower Tambour

1. Install Power Module (E3-9) onto the lower panel and connect it to the GST Power Cable inside the wall. If the module rattles after installation, secure it using the provided screws (#6x1/2 Pan head Wood Screw).

I3-8 Center Cantilever Tambour is shown as an example. All other electrical lower panels follow the same installation procedure.

1. Hook the top edge over the upper lip.
2. Flex the lower edge slightly and hook it over the bottom lip.
3. Slide the panel sideways until fully seated.

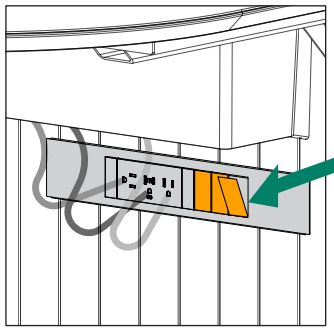


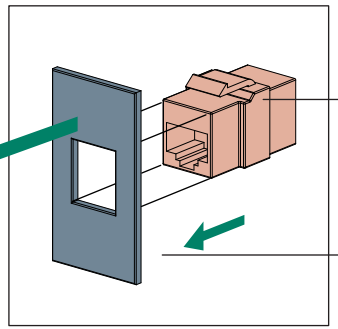


MONITOR POWER CABLE
Room M (Meeting Room Only)

JABRA POWER CABLE
Room M (Meeting Room Only)

2. For Meeting Room, connect Power Cable onto the Power Module.





CAT6 KEYSTONE COUPLER

KEYSTONE CAP

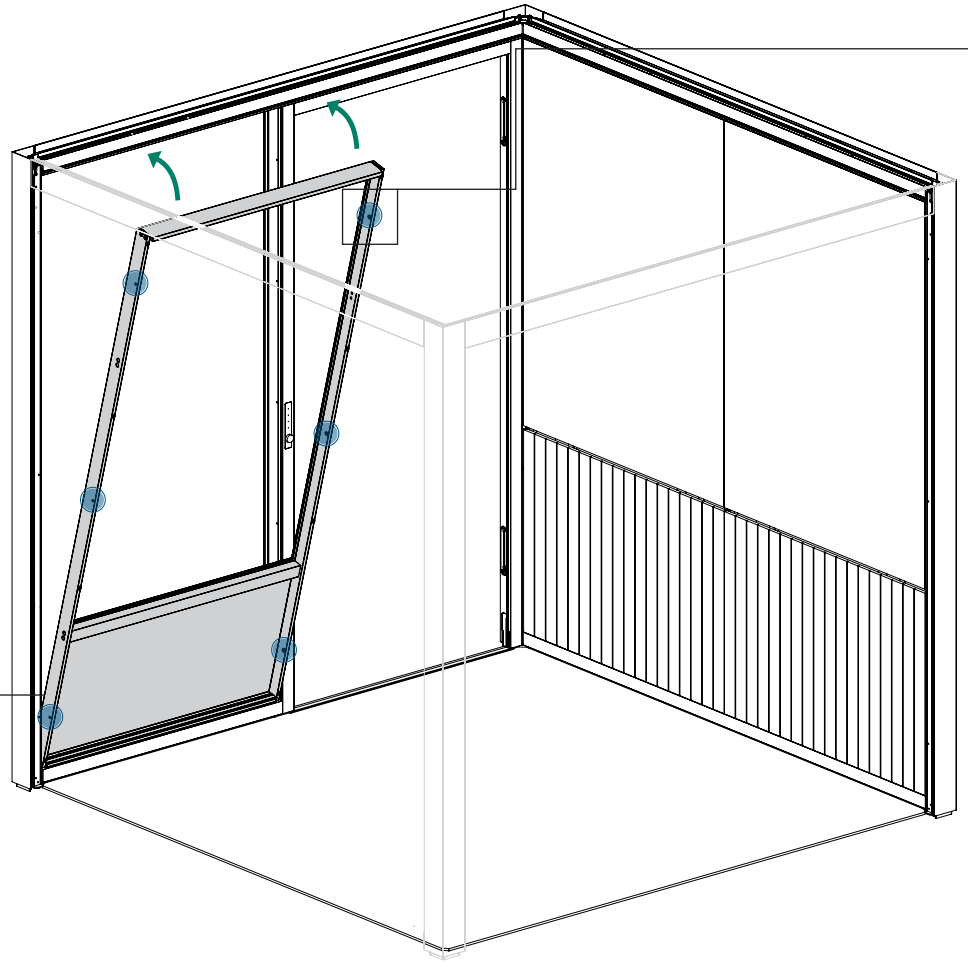
3. To install the Ethernet pass-through coupler, remove the Keystone Blank Cap and install the Coupler onto the fascia. Keystone Caps and CAT6 Keystone Couplers are provided. The Ethernet Cable can be routed behind the panel and exited through the grommet in the wall.

Install the panels around the monitor frame first to give yourself some extra room to work.

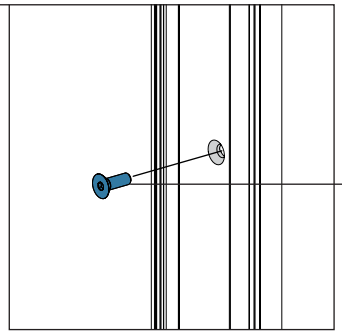
Chapter 11

Window

26 Window Installation



W3-2
BOX 6
x1
Room M
(All Units)



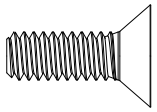
x6 **H3-2** **BOX 1**

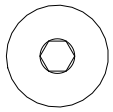
scale 1:1

SCREWS NEEDED

1/4-20 x 0.75”
Flat Head Screw
4mm Hex Drive

H3-2 **BOX 1** x6 Room M (All Units)



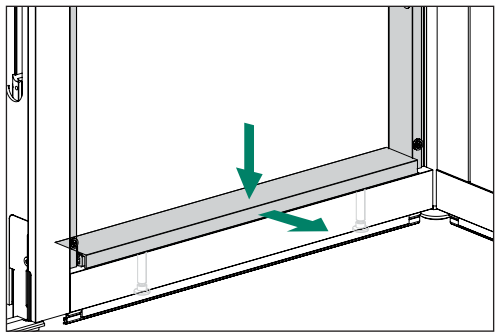


Chapter

12 Window Cover

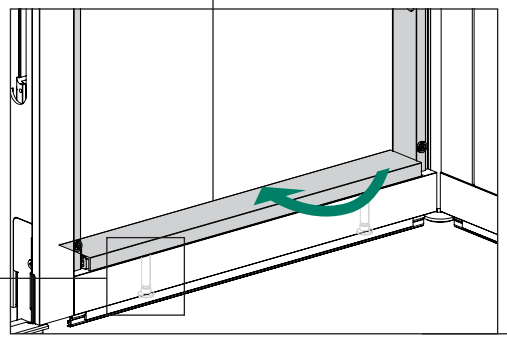
27 Window Cover Installation

Press and pull to disengage the window cover and reveal the Floor Beam leveler, if needed.



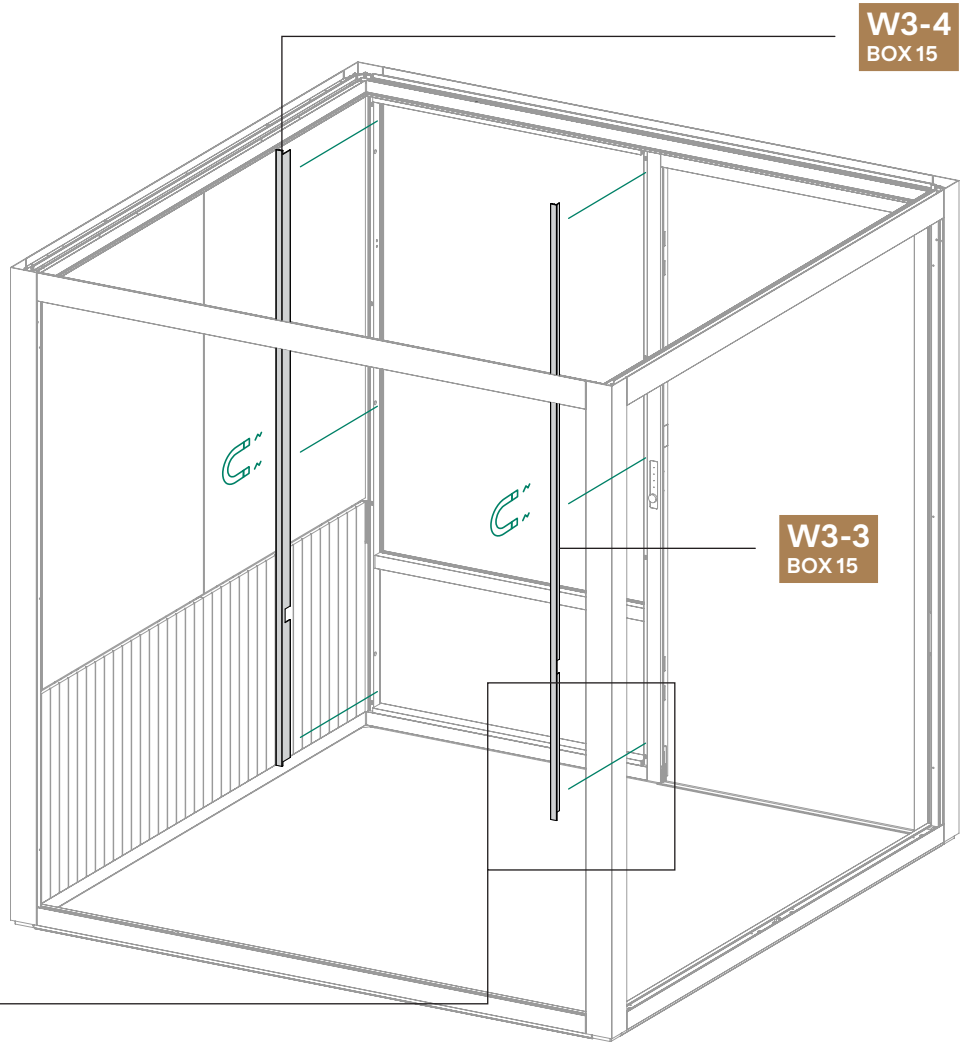
W3-7
BOX 15
x1

Room M
All Units)



Insert the front of the Window Cover at a slight angle, then slide it into place to engage.

Before installing the window covers, ensure the levelers closest to the door (on both sides if centered) are firmly in contact with the floor, then give them an extra ¼ turn, to stabilize the door jamb.



W3-4
BOX 15

W3-3
BOX 15

W3-6
BOX 15

Will be provided if unit is configured with Half Windows (W3-1).

W3-5
BOX 15

Will be provided if double windows is used in Room M unit, only available configured

Chapter

13 Door

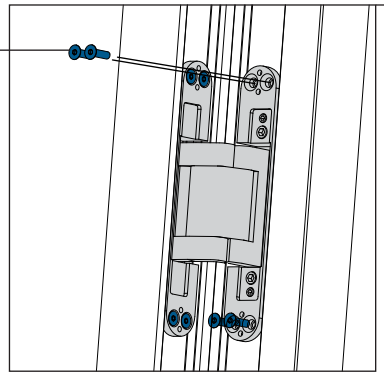
28 Door Installation

For a right swing, follow the same step in a mirrored orientation.

H3-7 BOX 13 — x4

Close door slowly after mounting.

If the screw head on top of the door contacts the ceiling beam, lower the door by adjusting the hinge and then raise the leveler beneath the window on the handle side of the door if needed.



1. Mount the Door onto the frame.

H3-11 BOX 14 — Packed with Handles

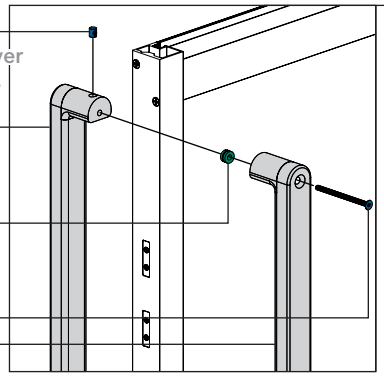
Use a flat head screwdriver to align the Cross Dowel.

D3-14 BOX 14

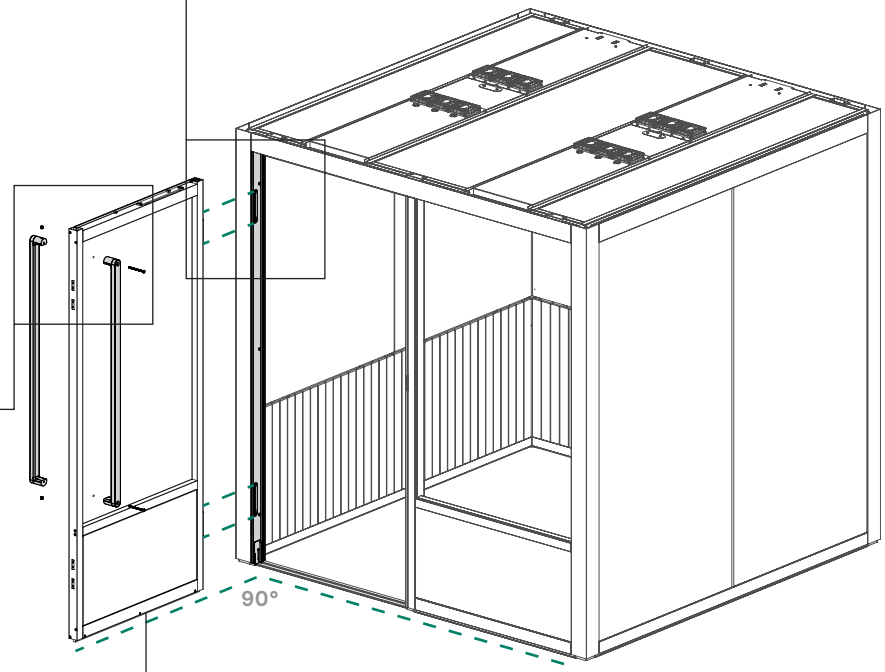
H3-12 BOX 14

H3-10 BOX 14 — Packed with Handles

D3-15 BOX 14



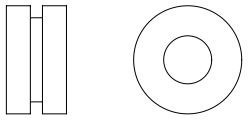
2. Attach both Handles to the Door. The visible hardware should face the inside of the Room.



x1 — **D3-1** BOX 12, **D3-2** BOX 12

scale 1:1

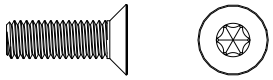
SCREWS NEEDED



Glass Grommet — **H3-12** BOX 14 — x2

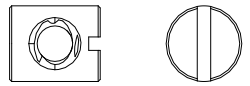
M5x16mm Flat Head
T25 Drive Screw

H3-7 BOX 13 — x8 Color Specific



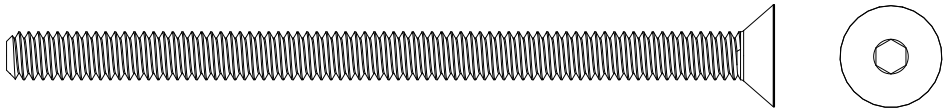
1/4-20 x 0.472
Cross Dowel

H3-11 BOX 14 — x2



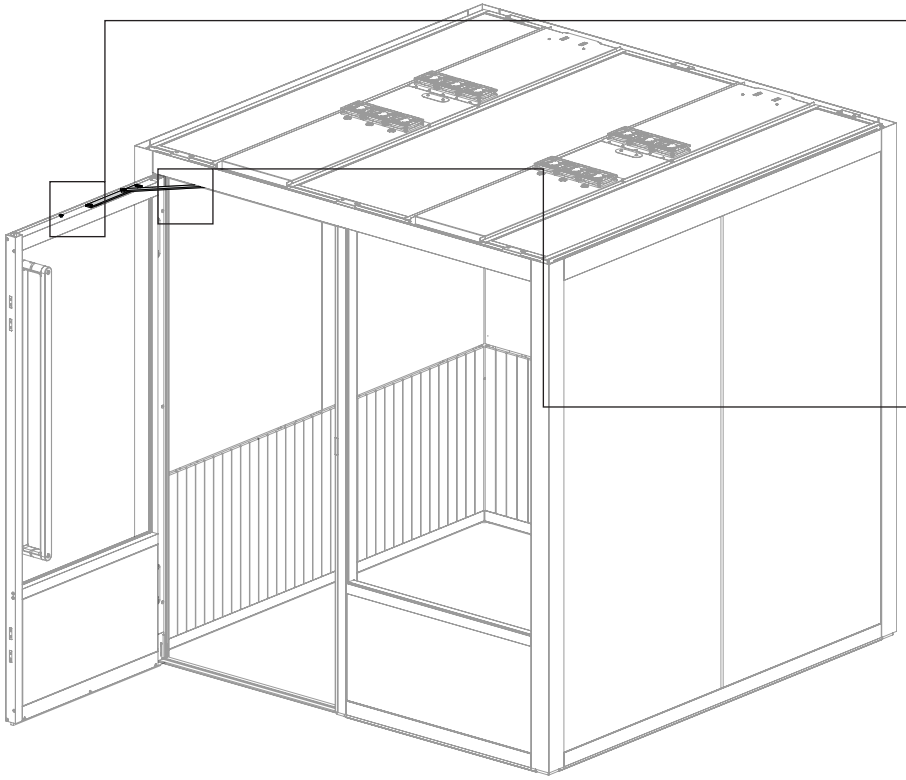
1/4-20 x 4”
Flat Head Screw
Brass 4mm Hex Drive

H3-10 BOX 14 — x2 Brass



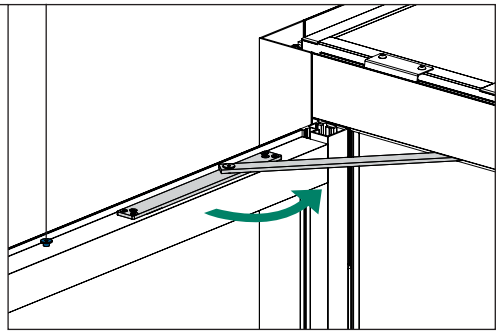
29 Door Closer Installation

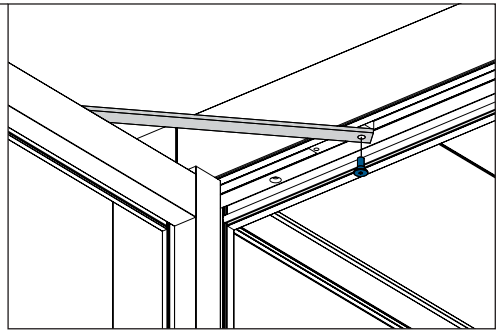
For a right swing, follow the same step in a mirrored orientation.



The closer screw comes pre-installed on top of the Door frame.

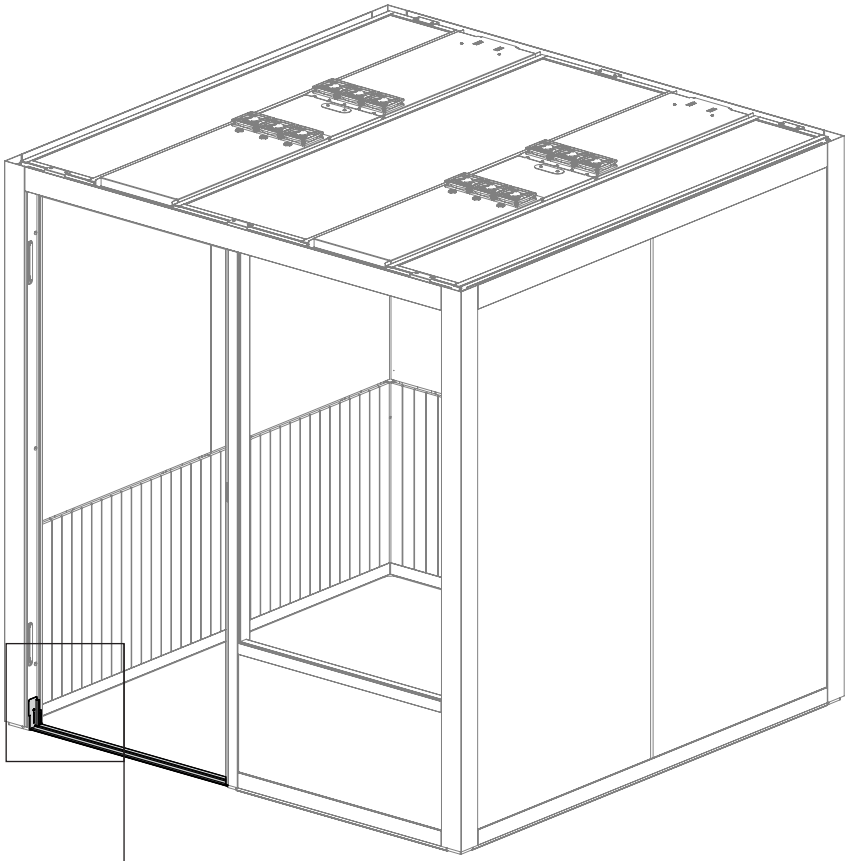
Remove the screw, pull the closer bar into position, and then install the closer.

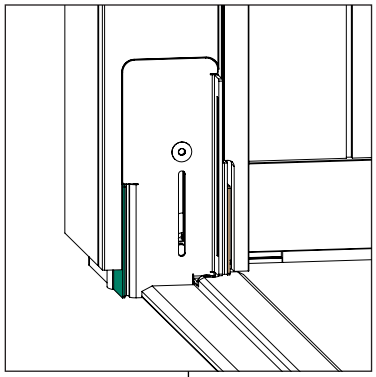


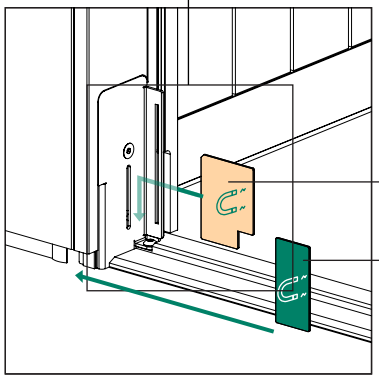


Skip this step if the customer does not want the door closer activated.

30 Threshold Cover







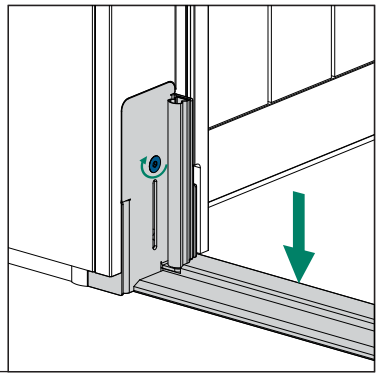
x1
On Door Hinge Side
D3-5
BOX 13

x1
on Door Handle Side
D3-6
BOX 13

x1
On Door Hinge Side
D3-3
BOX 13

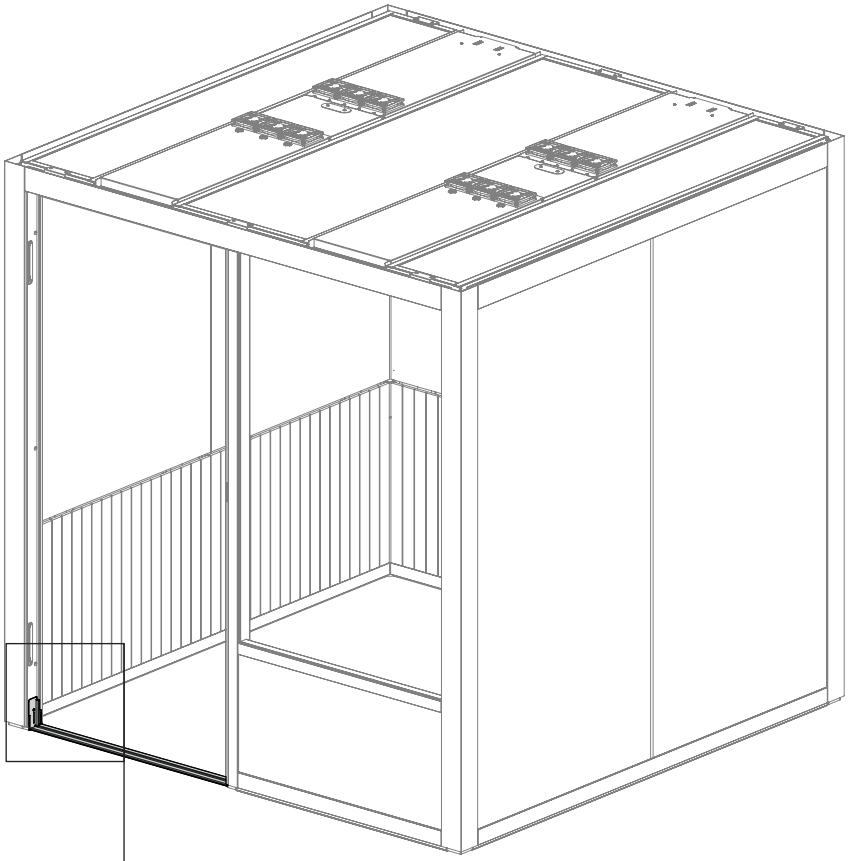
x1
on Door Handle Side
D3-4
BOX 13

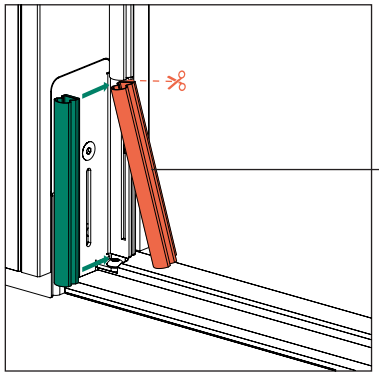
2. Slide exterior and interior cover into the Door Jamb.



1. Push Threshold against the floor, then tighten the screw with the 1/8" Allen Key.

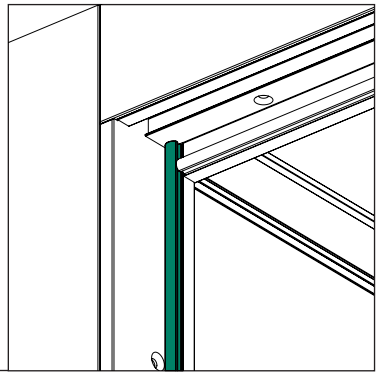
31 Threshold Seal





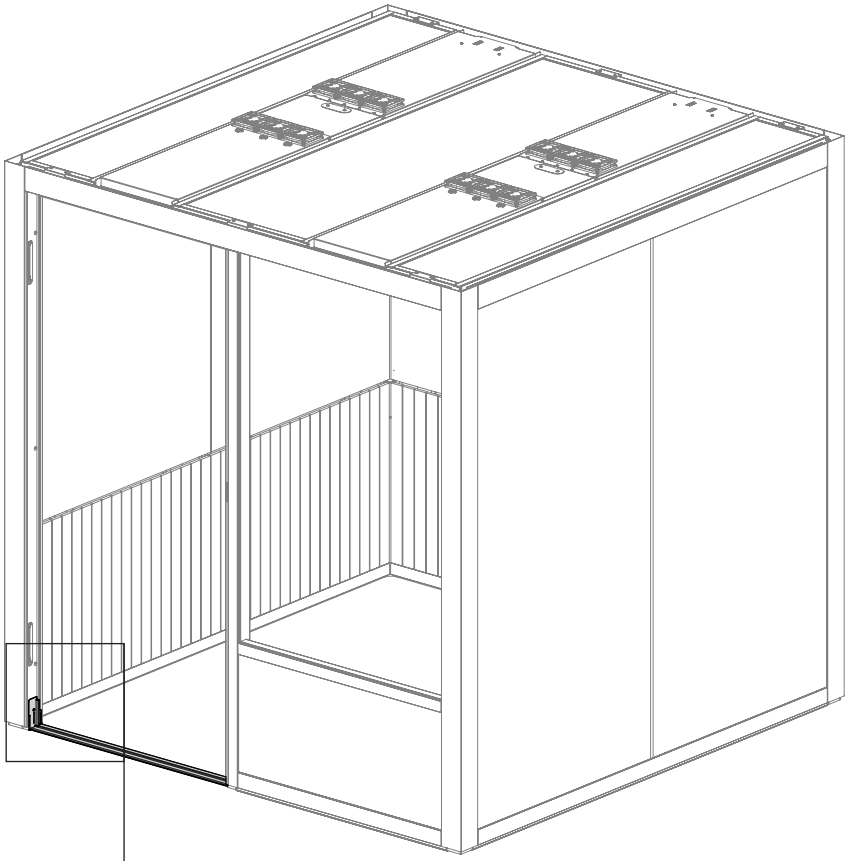
x2 **D3-16** BOX 13

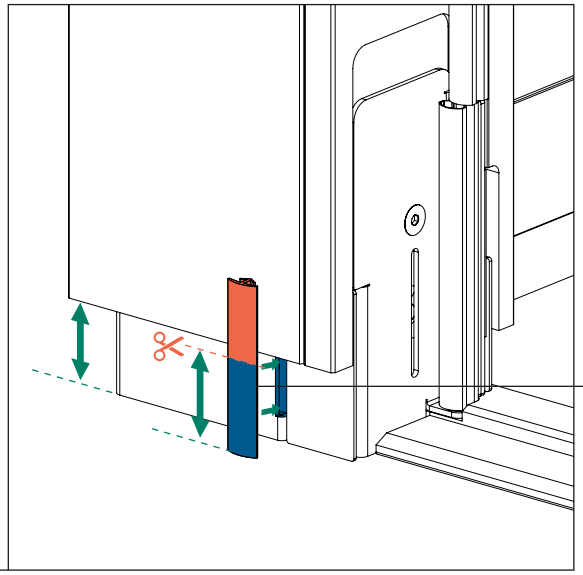
2. Confirm leveling, then using the top of the small adhesive-backed seal as a guide, trim the long door jamb gasket. Then adhere the small seal in line with the door seal.



1. Make sure Gasket is flush at top.

32 Corner Post Seal





x8

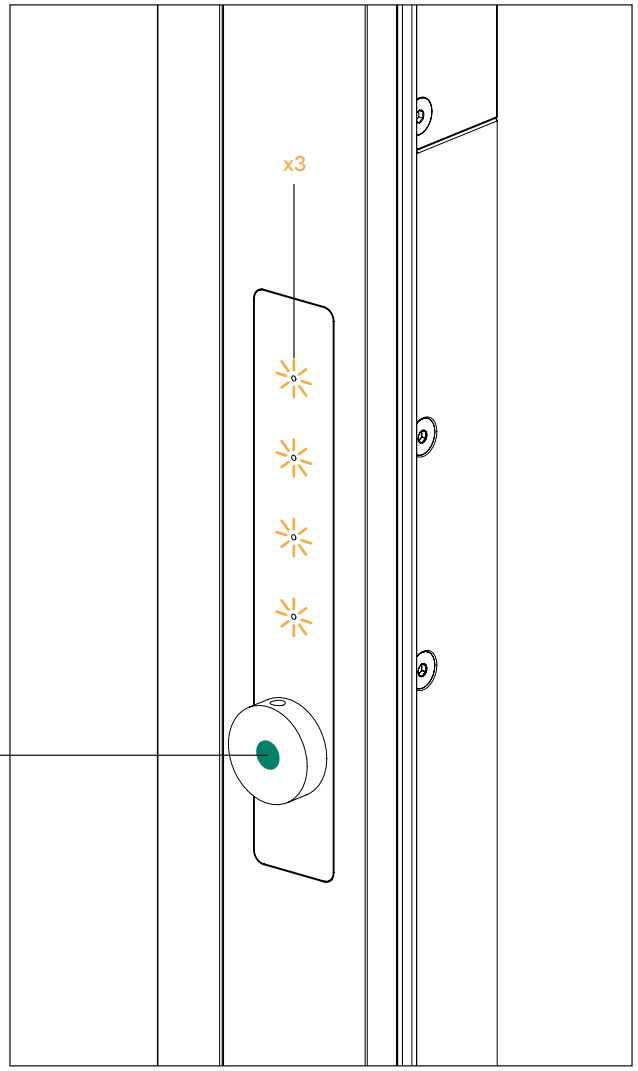
H3-5
BOX 1

Ensuring the trimmed dart is against the floor, trim to the height between the corner post and the finished floor. Then insert the darts in the gaps around the corner post skirts.

Chapter

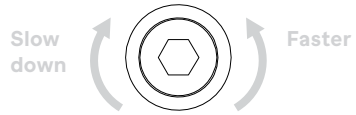
14 Finishing Touches

33 Logic Box Reset



With the unit powered on, press and hold the hand knob for 10s until the 4 LEDs on above blink 3 times

34 Door Closer Adjustment

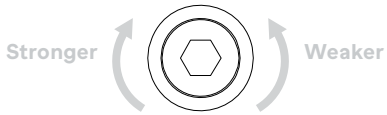


Latching Speed Adjustment
2.5mm Hex Drive

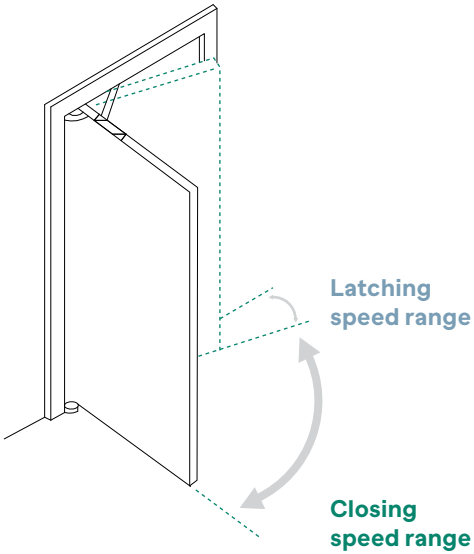
Closing Speed Adjustment
2.5 mm Hex Drive



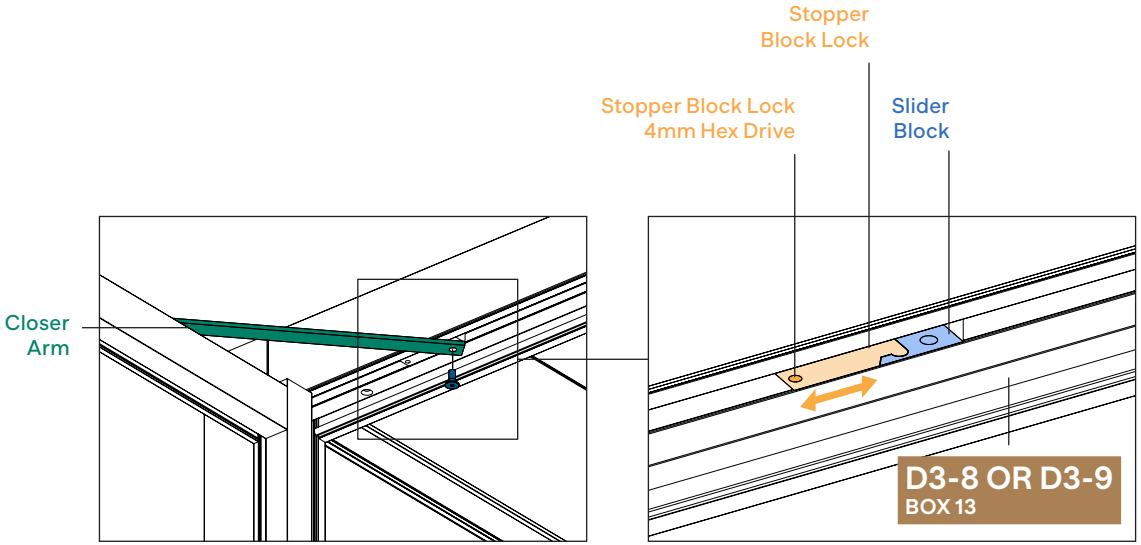
Closing Force Adjustment
6 mm Hex Drive



The factory setting should work as is. Only make adjustments if you encounter a specific issue.



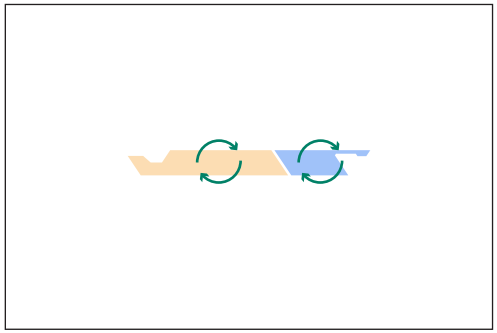
35 Door Stopper Adjustment



Hold-Open Adjustment

1. Open the door and ensure the Slider Block is engaged with the Stopper Block.
2. Loosen the Stopper Block Lock set screw.
3. Move the door to the desired Hold-Open position. The Stopper Block will move with the Slider Block to the new position.
4. Tighten the Stopper Block Lock set screw to secure the new stop location.

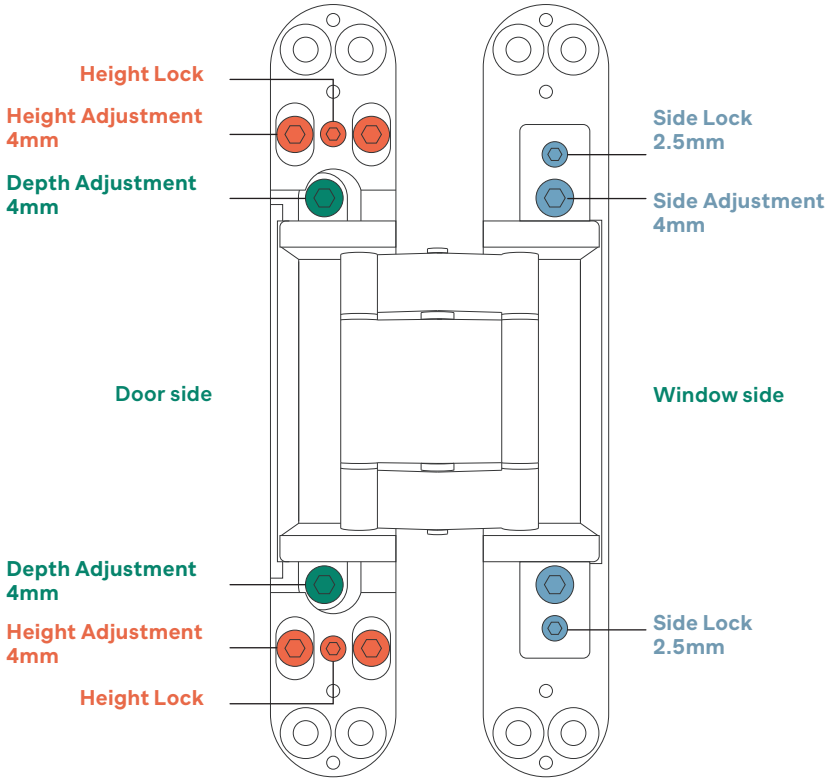
Door Stop ONLY

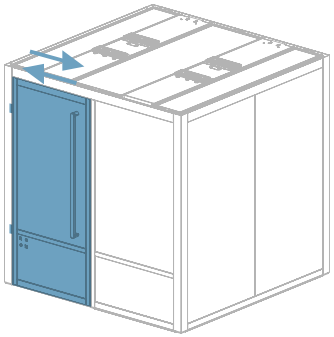


Door Stop ONLY

1. Remove the Upper Door Jamb (D3-8 or D3-9).
2. Rotate the Stopper Block and Slider Block 180° so they no longer engage with each other when the door is opened.
3. Reinstall the Upper Door Jamb and reconnect the Closer Arm.
4. Loosen the Stopper Block Lock set screw and slide the Stopper Block to the desired door stop position.

36 Door Hinge Adjustment



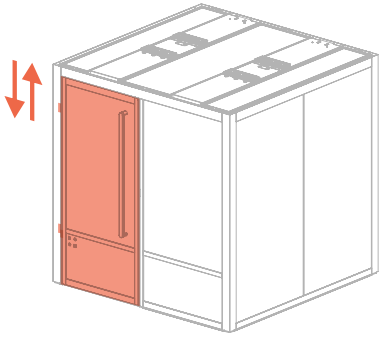


Side Adjustment

1. Loosen Side Lock Screws for mobility
2. Turn the Side Adjustment Screws clockwise to move the door right, or counterclockwise to move left.
3. Tighten the Side Lock Screws to lock the hinge plate.

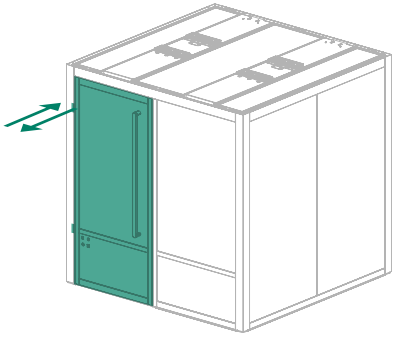
Do not use Power Drill.

Additional Hinge Features (Should not typically be needed)



Height Adjustment

1. Loosen Height Lock and Height Adjustment screws. The top and bottom mounting plates on each hinge move independently.
2. Align the top and bottom mounting plates with threaded holes on the Door Jamb.
3. Tighten Height Lock and Height Adjustment screws.

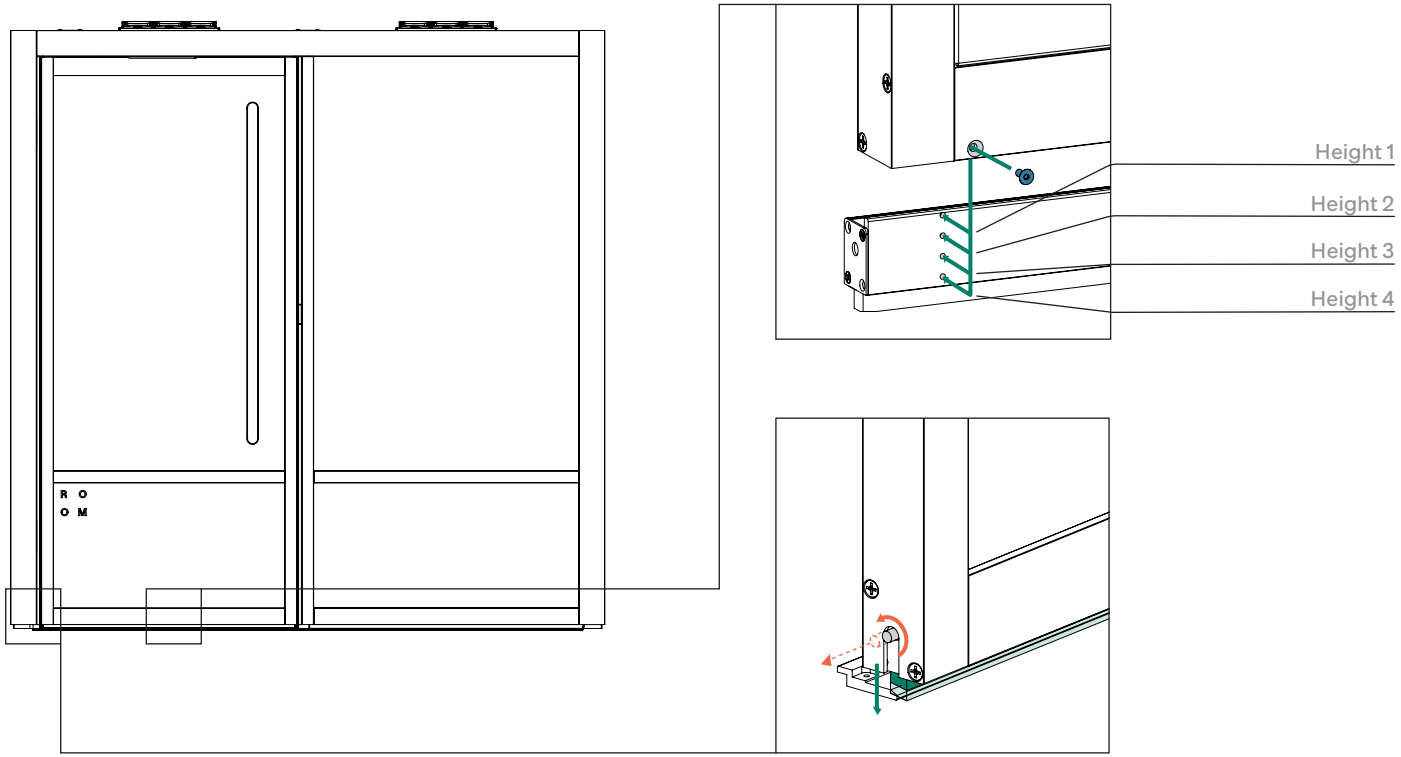


Depth Adjustment

1. Loosen both Depth Adjustment Screws for mobility.
2. Move the door inward or outward to the desired position.
3. Tighten both Depth Adjustment Screws to lock the position.

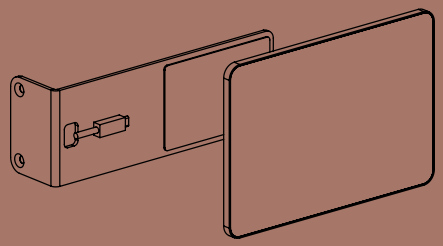
37 Door Drop Seal Adjustment

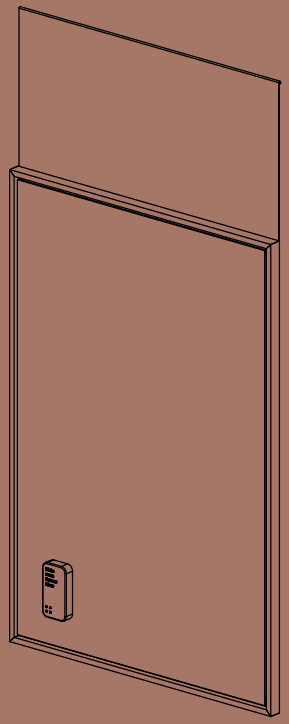
1. The drop seal is pre-installed at Height 4 on the bottom of the Door. Adjust the mounting height to extend the mechanism as far as possible, ensuring it does not hit the floor when the Door is open 90-degrees.

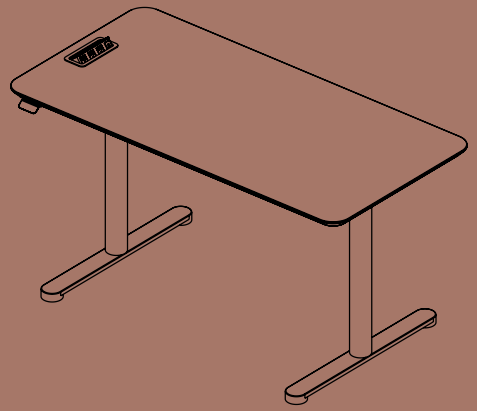


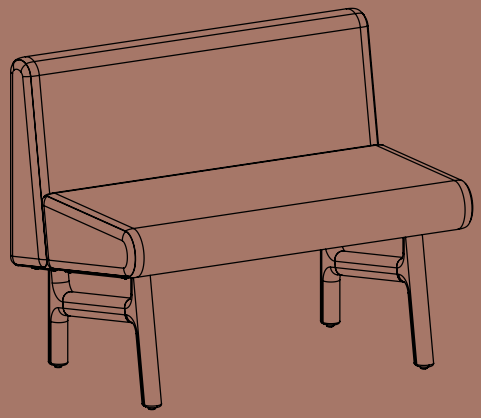
2. Counterclockwise: Draws the Brass pin outward and causes the drop seal to lower earlier.

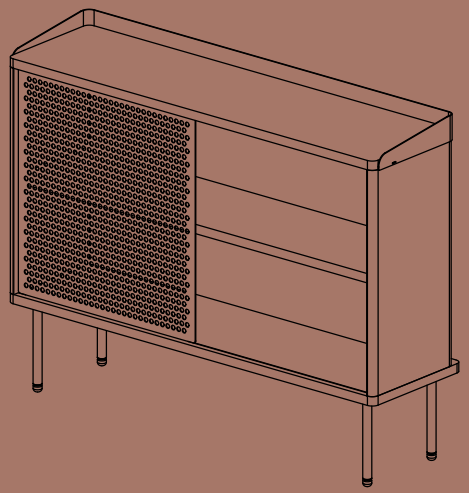
Clockwise: Pushes the Brass pin inward and causes the drop seal to lower later.







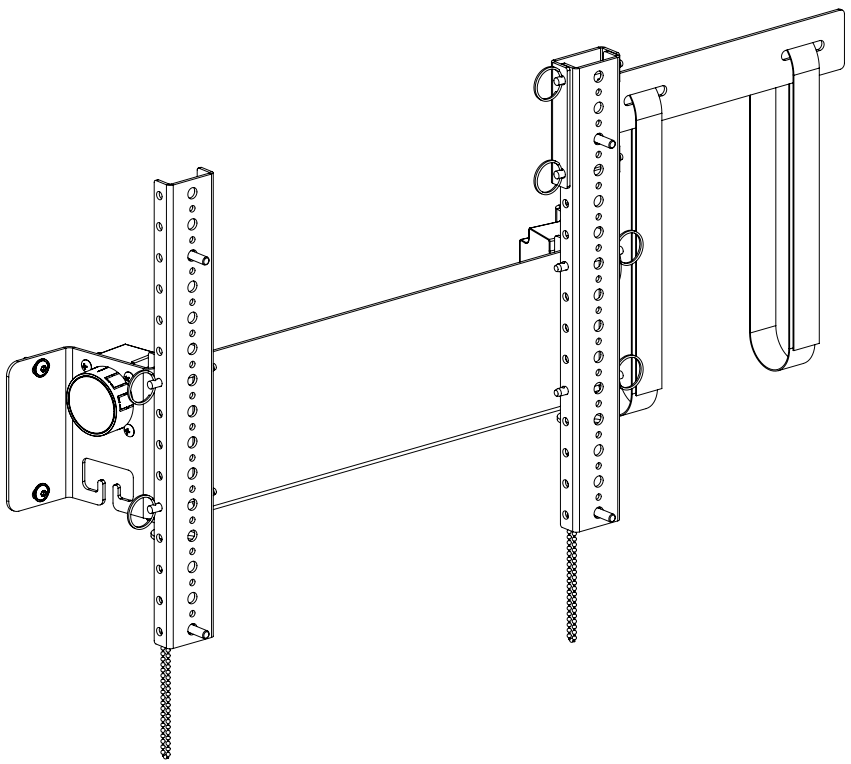




Furniture & Accessories

R O
O M

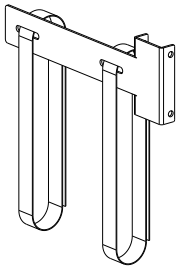
Meeting Room Products



TV Mount

Assembly Manual

What's In The Box



A3-9 x1

Accessory Mount



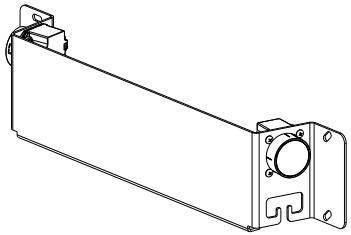
A3-10 x2

Adjustable Bracket



A3-11 x2

Loose Bracket



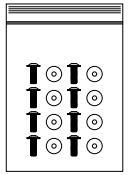
A3-12 x1

Main Body



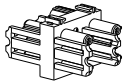
A3-13 x6

Loose Pins



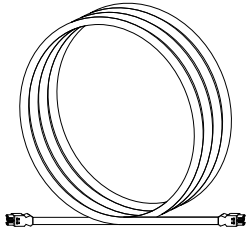
A3-14 x1

TV Mounting Kit



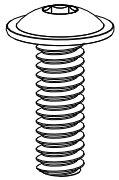
E3-5 x1

1-in-3-out AC Splitter



E3-7 x1

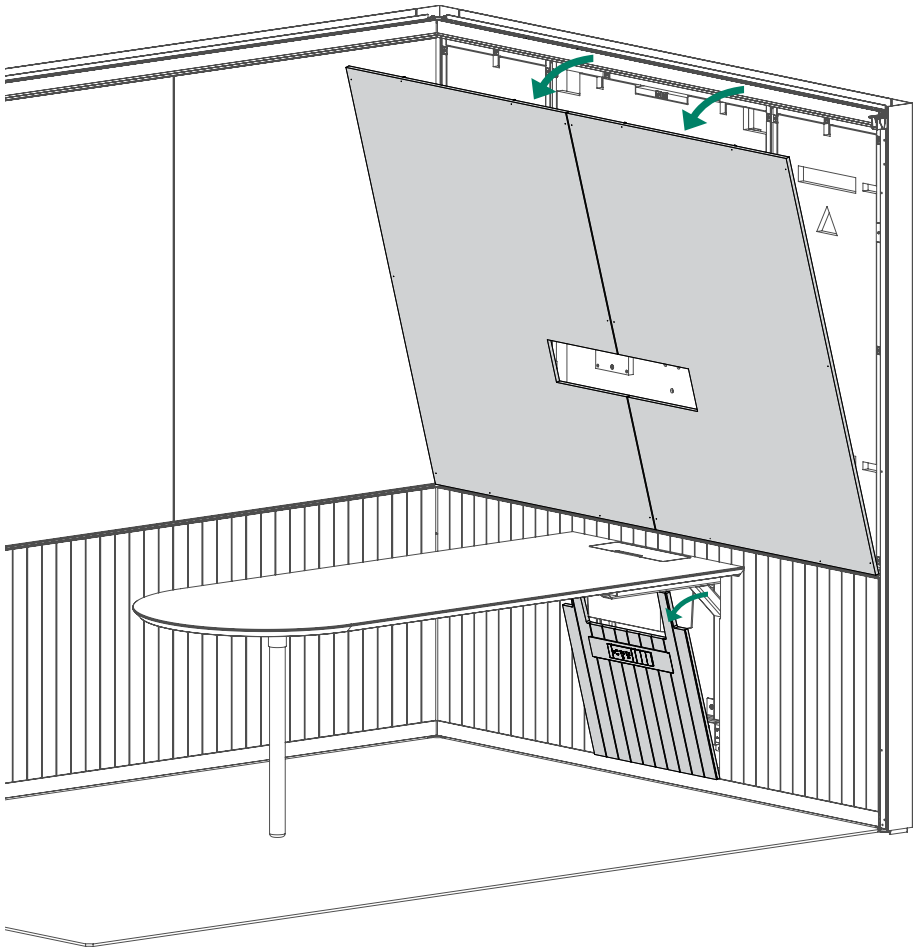
9' AC Jumper



H3-3 x4

1/4-20 x 3/4" Flanged Head Screw
4mm Hex Drive

01

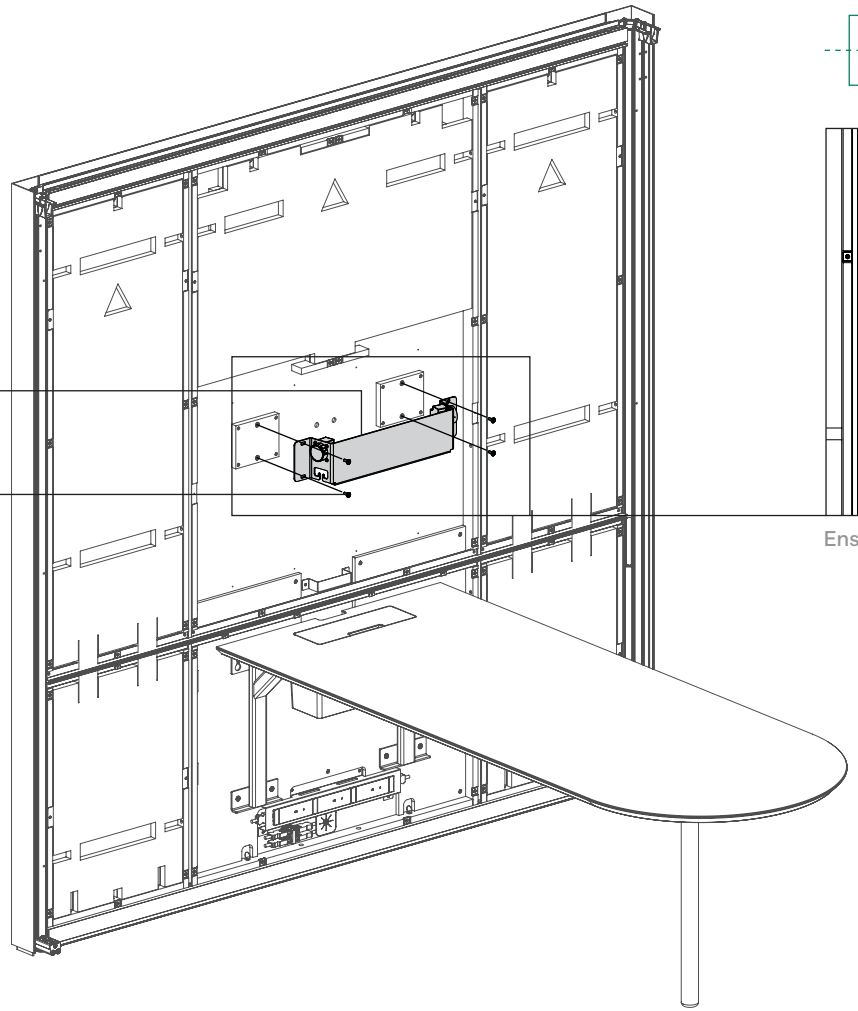


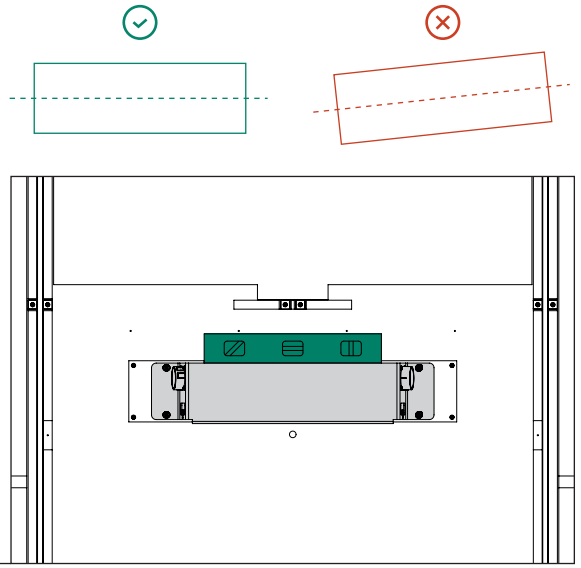
Remove the TV-side Fabric Panel and Lower Tambour, if installed.

02

A3-12

H3-3 x4





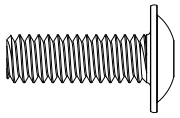
Ensure the TV Mount is level.

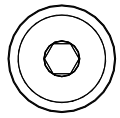
scale 1:1

SCREWS NEEDED

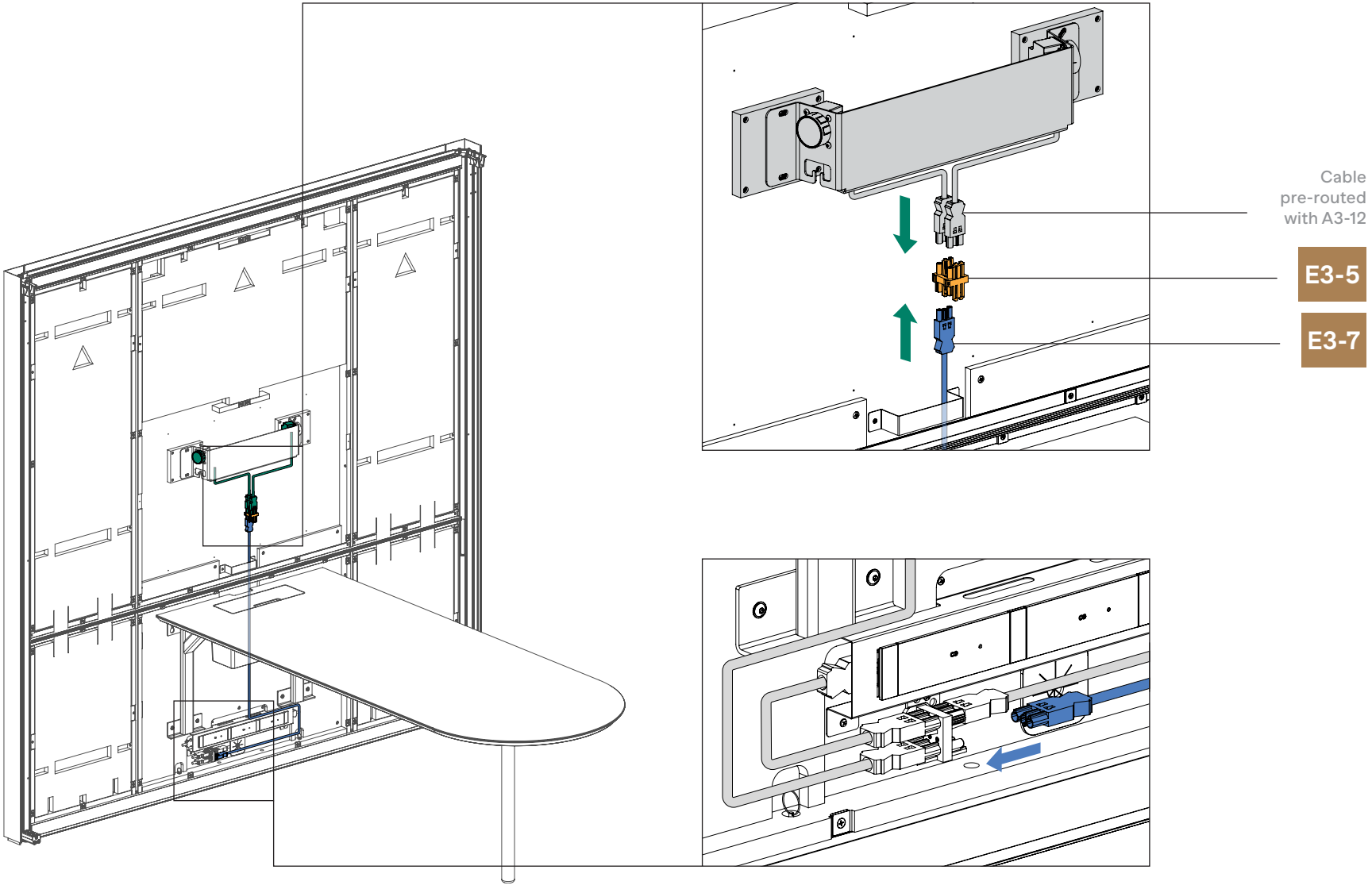
1/4-20 x 3/4”
Flanged Head Screw
4mm Hex Drive

H3-3 x4



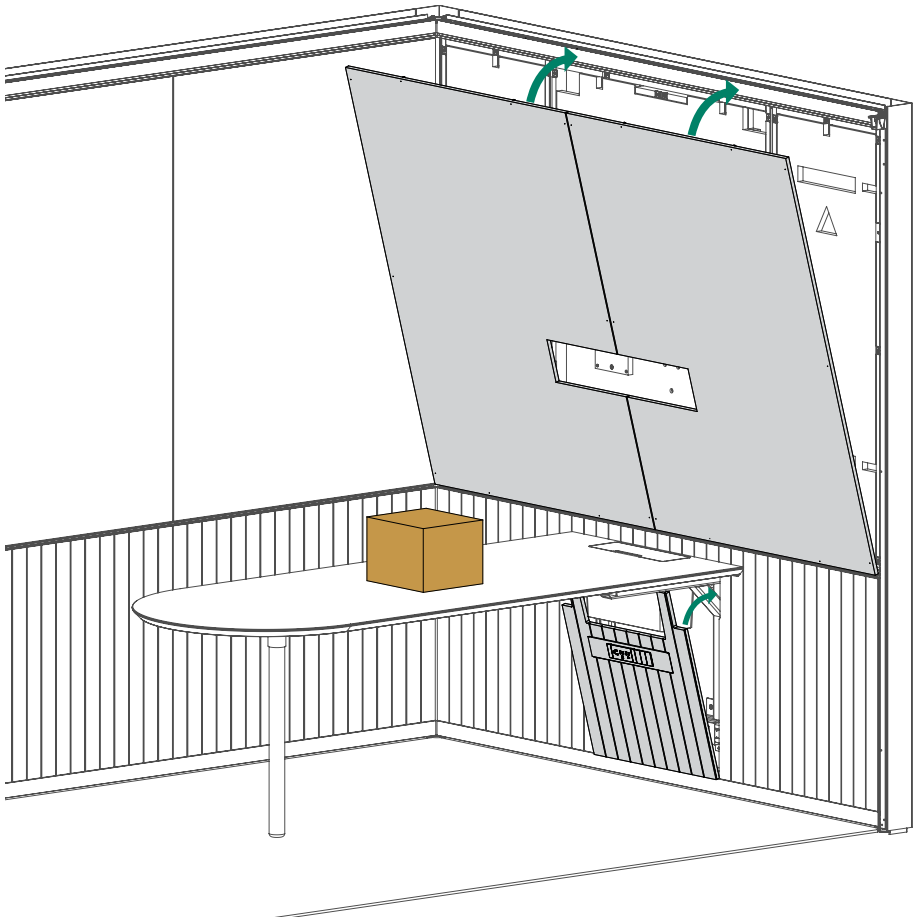


03



04

If you're completing this step mid-build, return back to Chapter 09: Wiring.

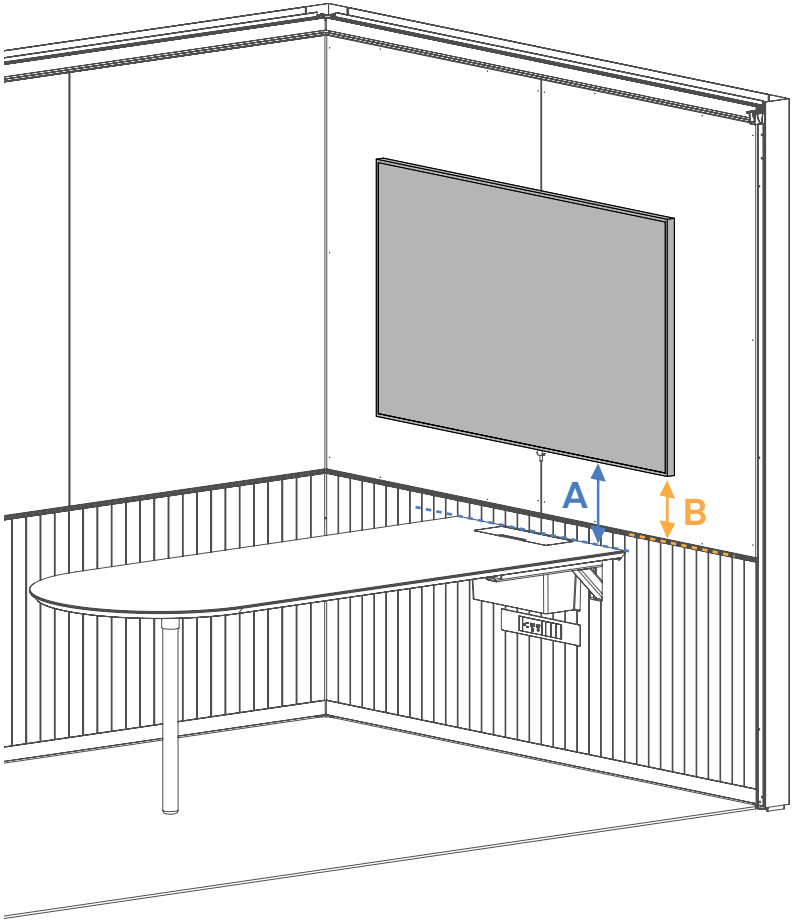


If the TV installation will be completed later, close the Tambour and Fabric Panel and leave the TV Mounting Kit on the table.

⚠ INSTALLER INSTRUCTIONS END HERE.

TV installation are to be completed by the customer. Customer can proceed with hanging the TV using the provided TV Mounting Kit and follow Steps 05–12.

05

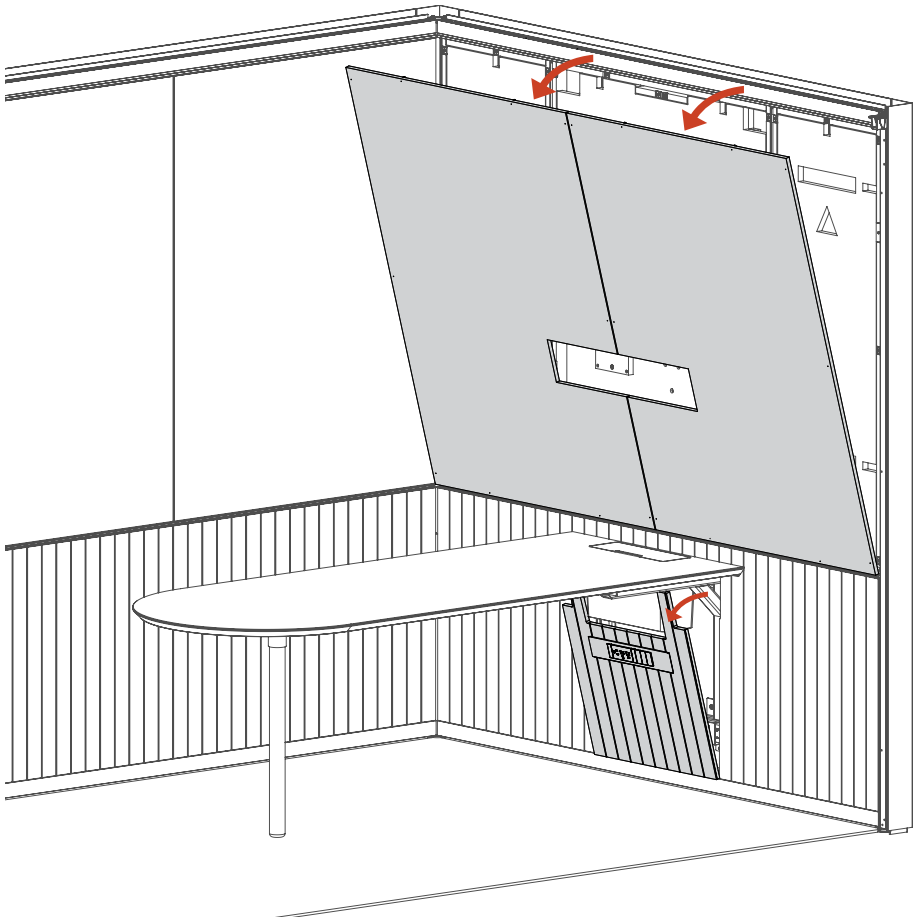


Hold the TV in front of the wall and determine the desired mounting height.

For Sitting Height: We recommend positioning the bottom of the TV 11.5” above the table, or at a height of your choice. Record the measurement as Height A.

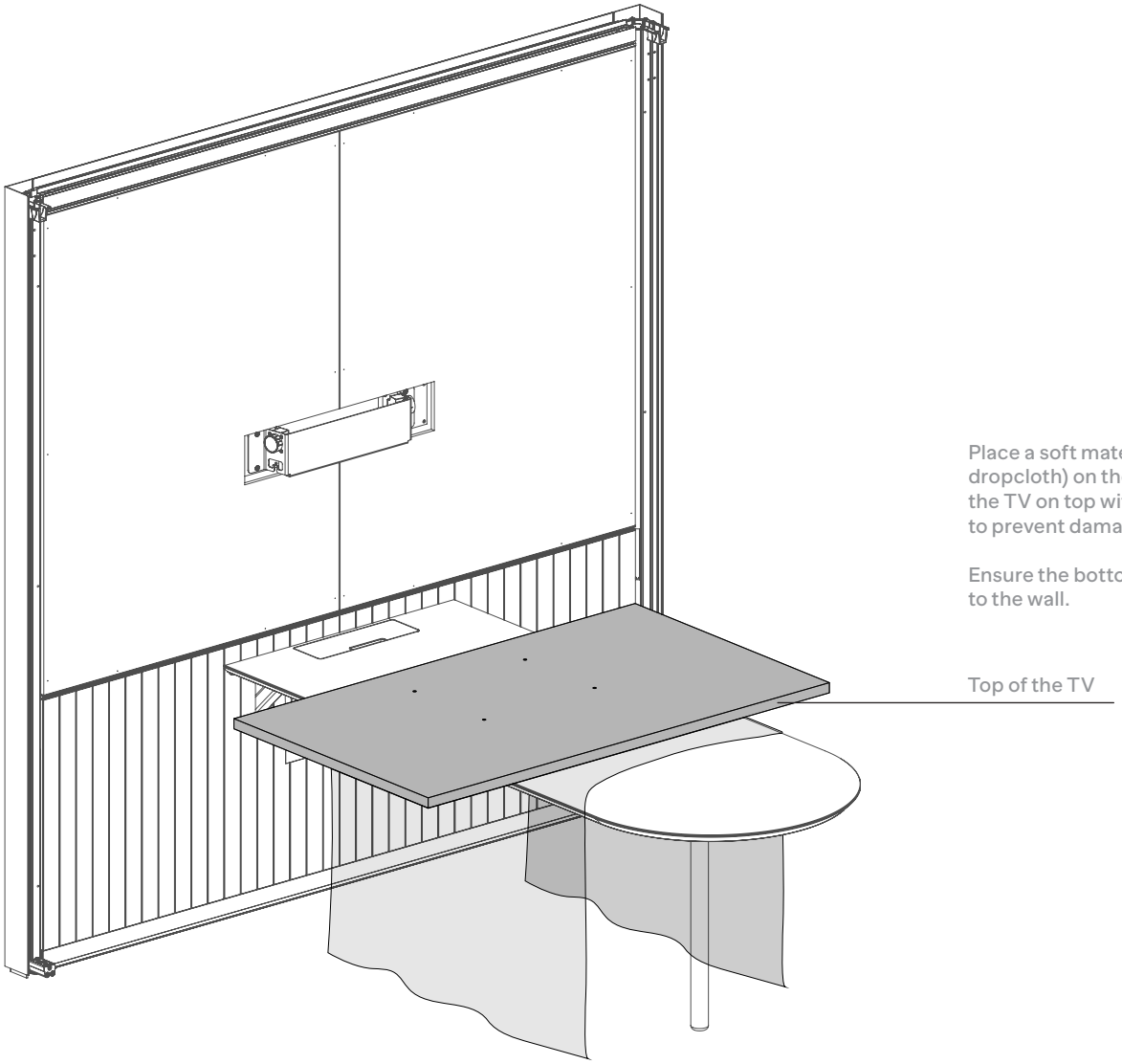
For Standing Height: We recommend positioning the bottom of the TV 19” above the top of the horizontal rail, or at the height of your choice. Record this measurement as Height B.

06



Remove the TV-side Fabric Panel
and Lower Tambour, if installed.

07



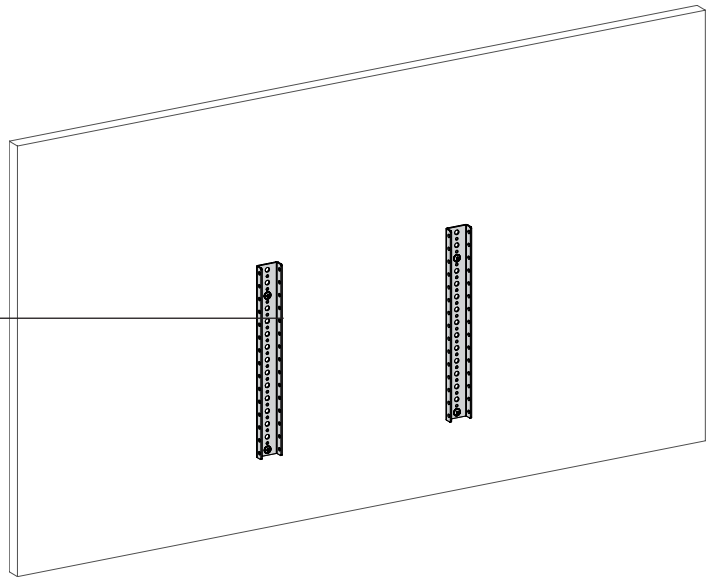
Place a soft material (i.e. blanket, dropcloth) on the table surface, and rest the TV on top with the screen facing down to prevent damage.

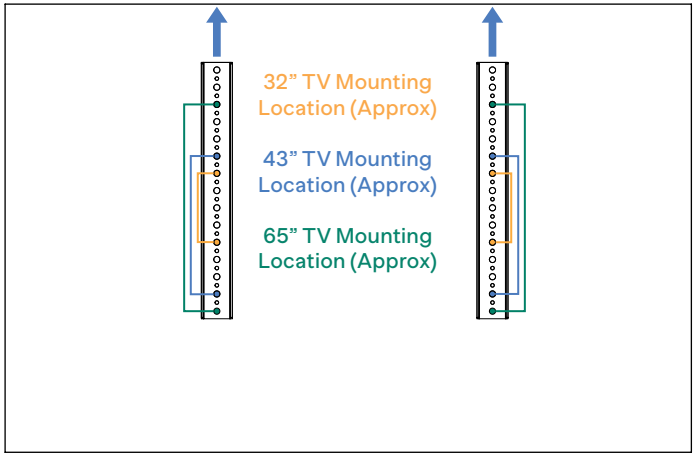
Ensure the bottom of the TV is close to the wall.

Top of the TV

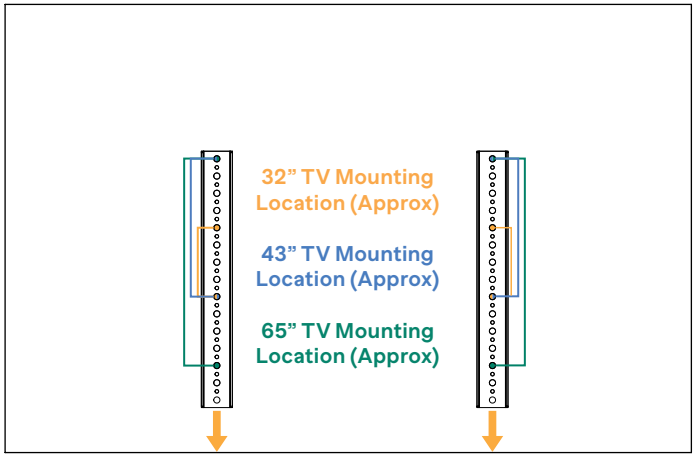
08

A3-11 x2





Sitting Height: Install the Bracket as close as possible to the top of the TV.



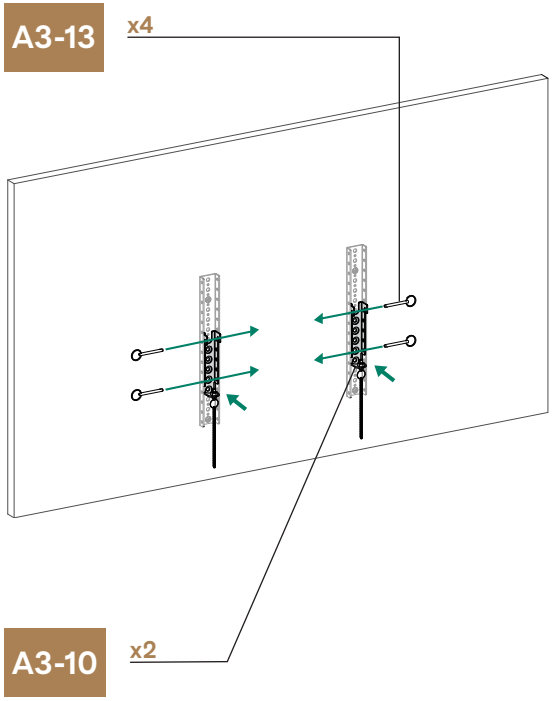
Standing Height: Install the Bracket as close as possible to the bottom of the TV.

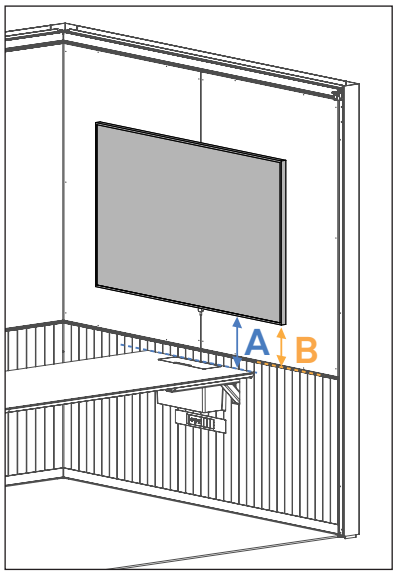
Assorted screws and spacers are provided. Choose the screw size and spacer according to the TV manufacturer’s recommendation.

09

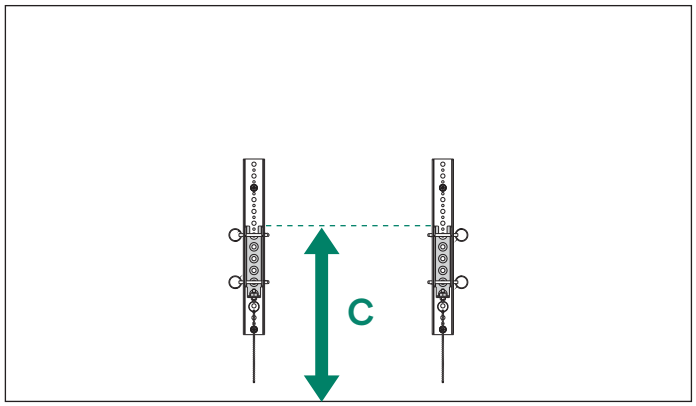
A3-13 x4

A3-10 x2





TOP OF TV

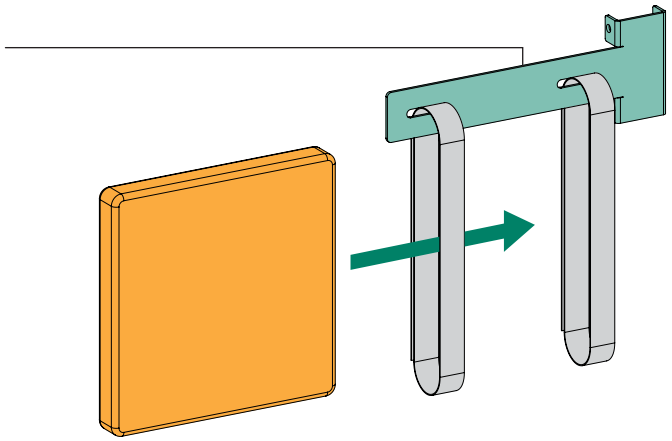


For Sitting Height:
Hanging Bracket Mounting Height [C] : **26”** - **Table-to-Bottom of TV measurement from Step 5 [A] (recommend 11.5”)** = **14.5” or your calculated height**

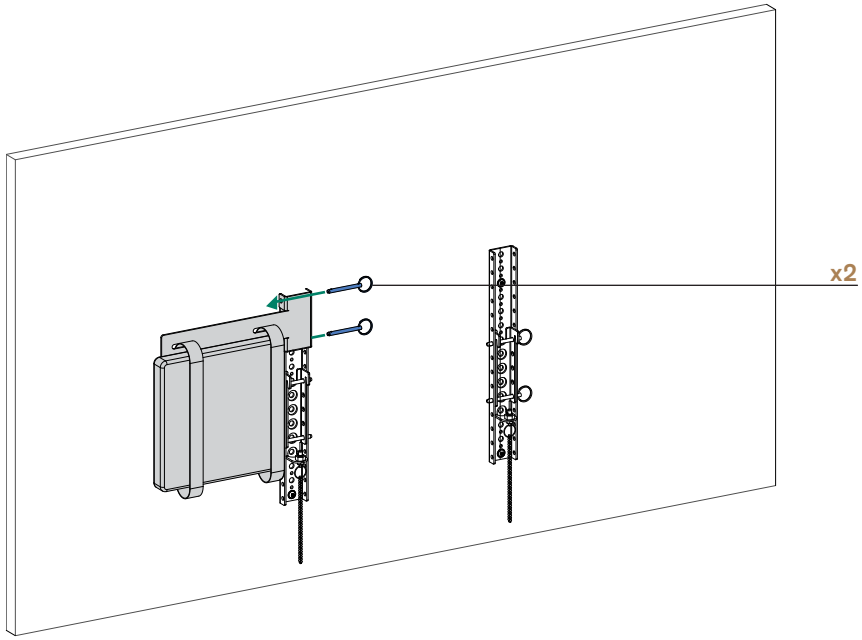
For Standing Height:
Hanging Bracket Mounting Height [C] : **26”** - **Table-to-Bottom of TV measurement from Step 5 [B] (recommend 19”)** = **7” or your calculated height**

10 (IF YOU ARE INSTALLING A MINI PC)

A3-9



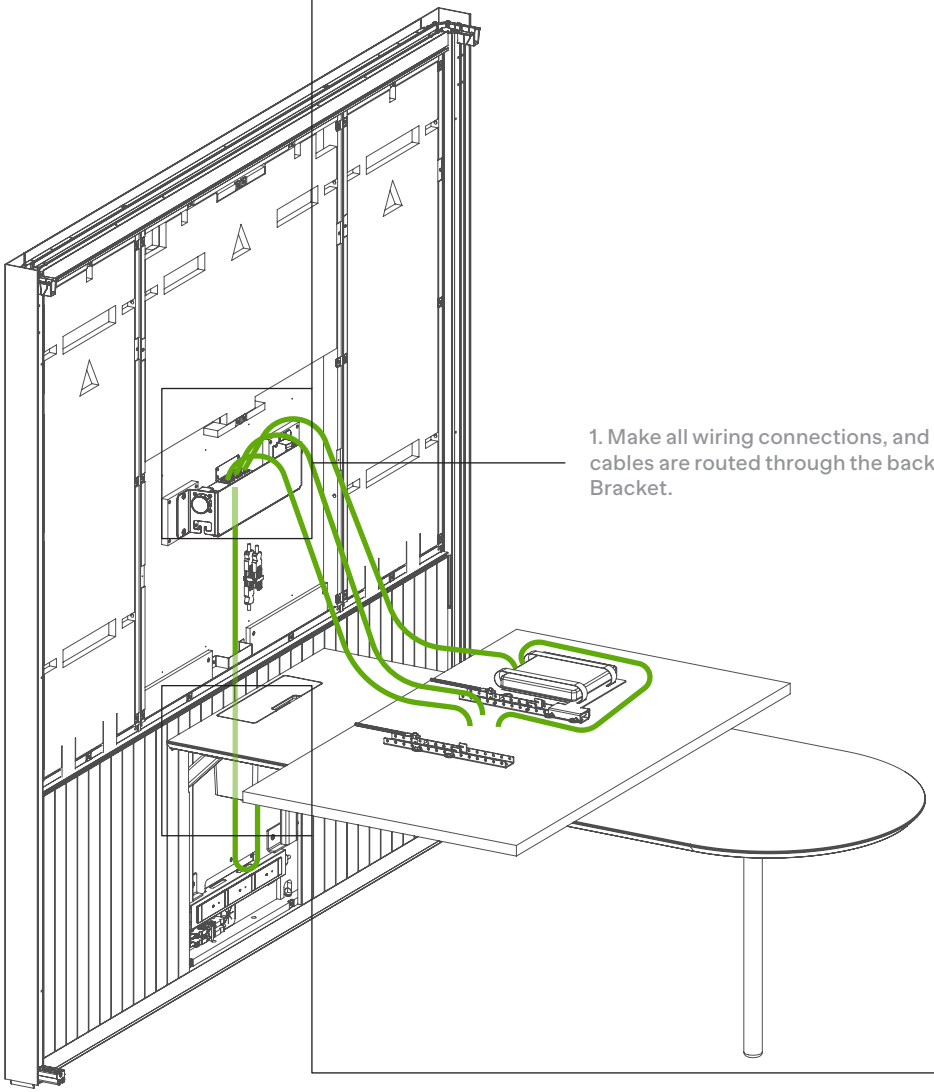
1. Use the provided Velcro loop to secure the mini PC to the Bracket.
*Mini PC not provided by ROOM



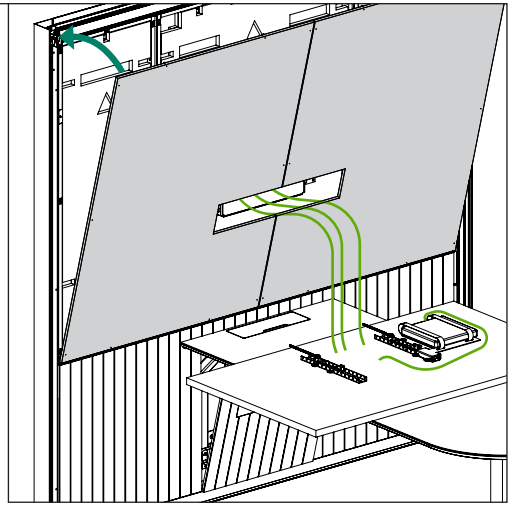
A3-13

2. Install the Bracket onto the back of the TV.

11

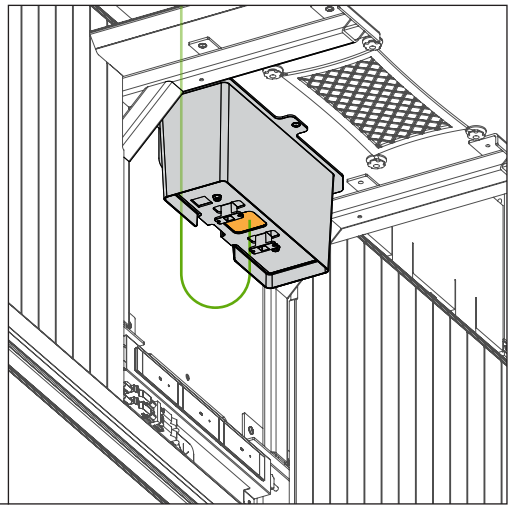


1. Make all wiring connections, and ensure all cables are routed through the back of the Wall Bracket.



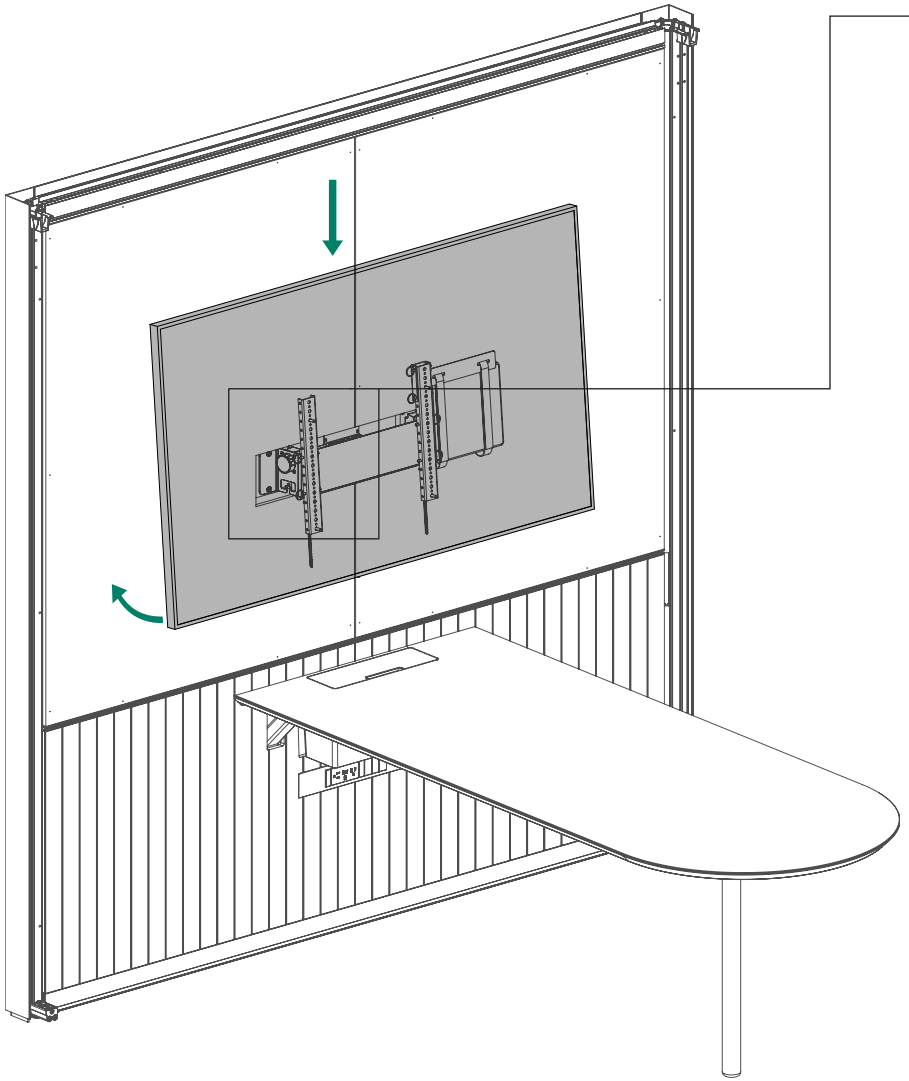
2. Close the Fabric Panel and the Tambour once the wiring is complete.

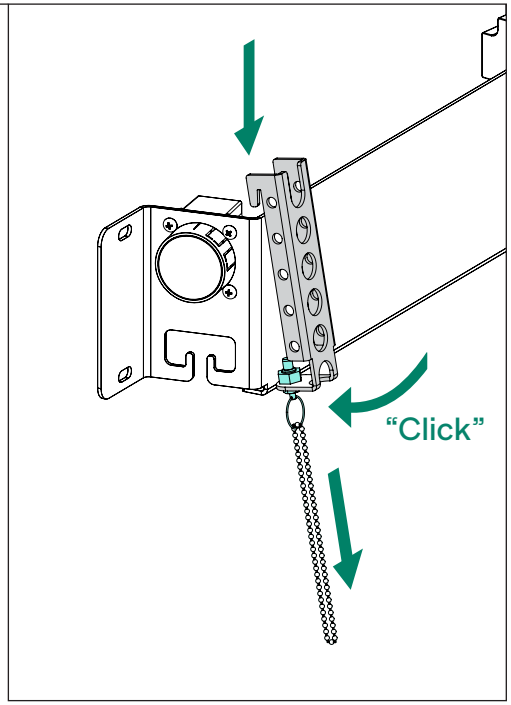
*UNDER TABLE, UPWARD VIEW



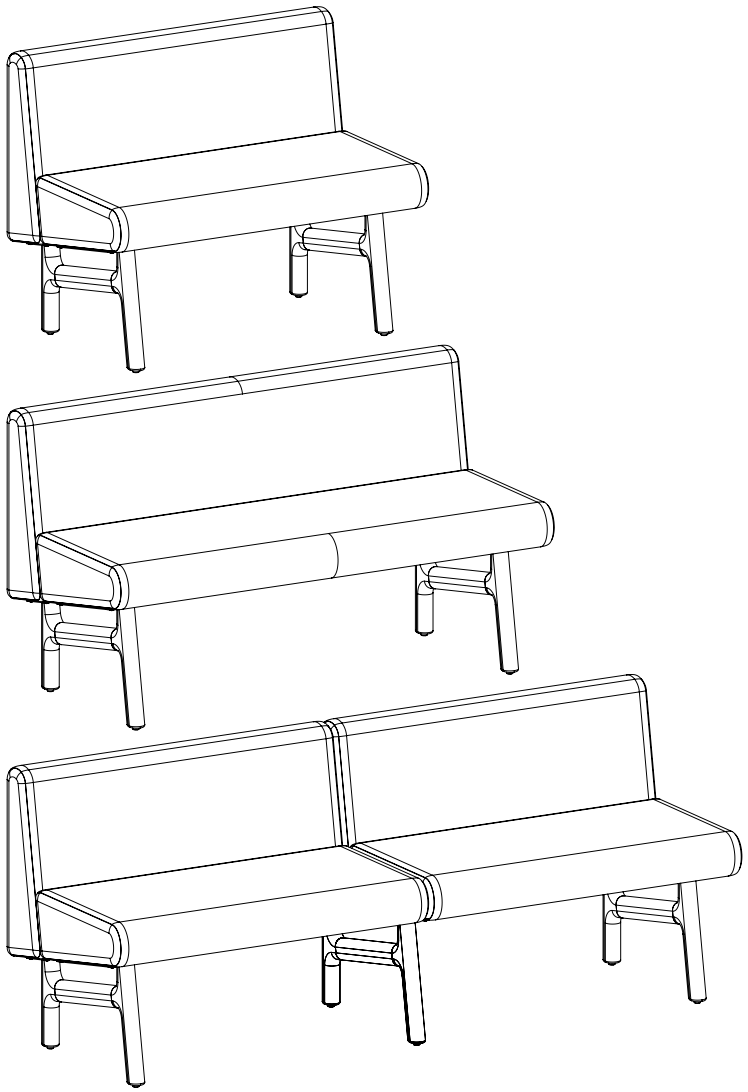
3. Data Cable can be routed into the Power Box through the opening at the bottom.

12





Pull bead chain to retract the plunger.
Center the Monitor until the pins click in place.

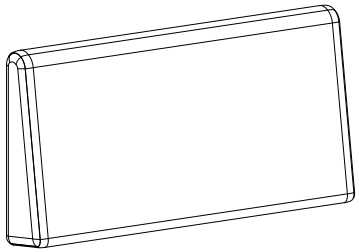


SOFA

Assembly Manual

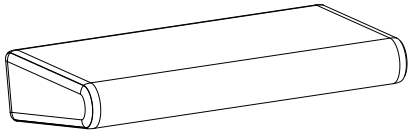
For Use in Meeting Room

What's In The Box



F3-37 x2 Room S (Meeting Room)
x4 Room L (Meeting Room)

39" Back Cushion



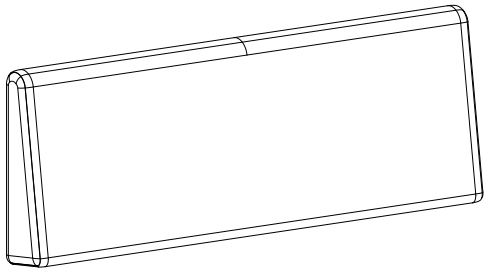
F3-35 x2 Room S (Meeting Room)
x4 Room L (Meeting Room)

39" Seat Cushion



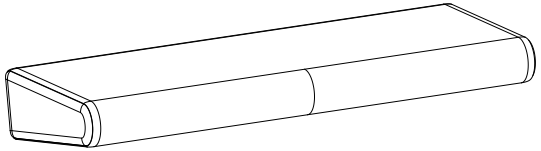
F3-39 x4 Room S (Meeting Room)
x4 Room M (Meeting Room)
x6 Room L (Meeting Room)

Sofa Leg Assembly



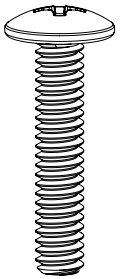
F3-38 x2 Room M (Meeting Room)

54" Back Cushion



F3-36 x2 Room M (Meeting Room)

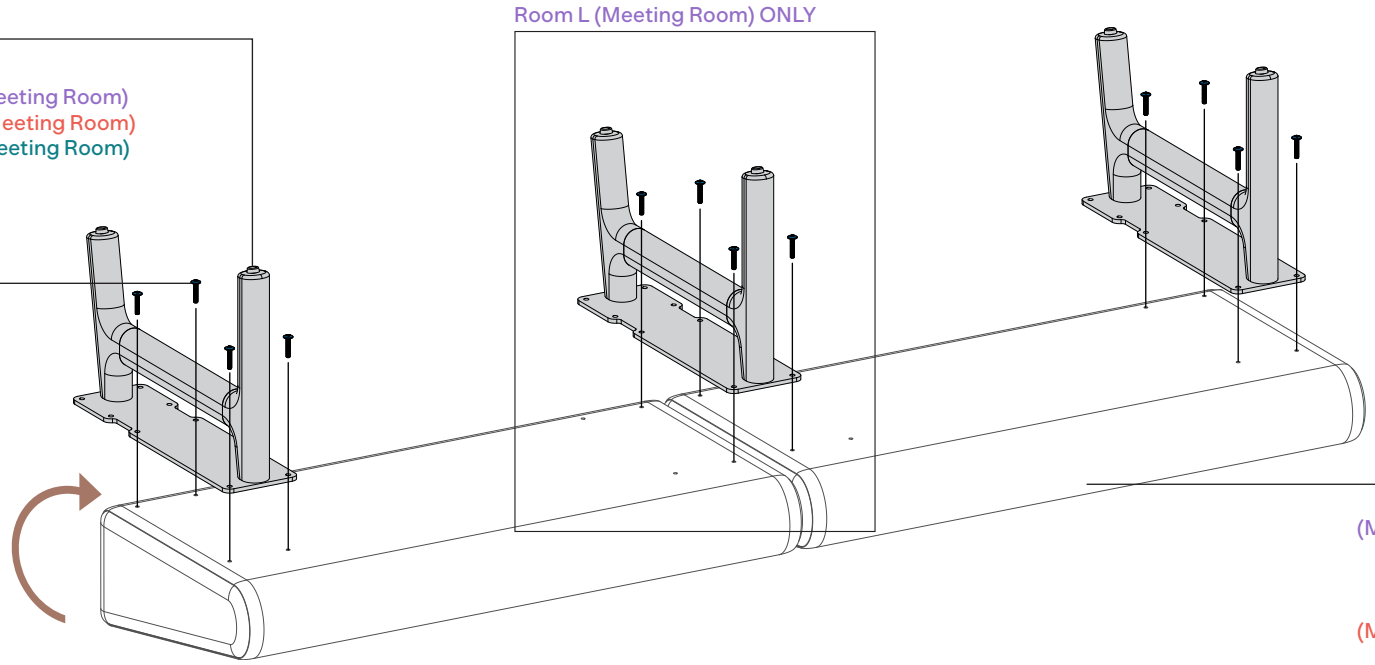
54" Seat Cushion



F3-40 x32 Room S (Meeting Room)
x32 Room M (Meeting Room)
x48 Room L (Meeting Room)

1/4-20 x 1.25"
Truss Head Screw
#3 Philips

01 Seat Cushion Install



F3-39

x3 For Room L (Meeting Room)
x2 For Room M (Meeting Room)
x2 For Room S (Meeting Room)

F3-40

x4 On each Leg Assembly

x2 For Room L (Meeting Room) **F3-35**

x1 For Room M (Meeting Room) **F3-36**

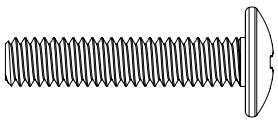
x1 For Room S (Meeting Room) **F3-35**

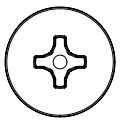
scale 1:1

SCREWS NEEDED

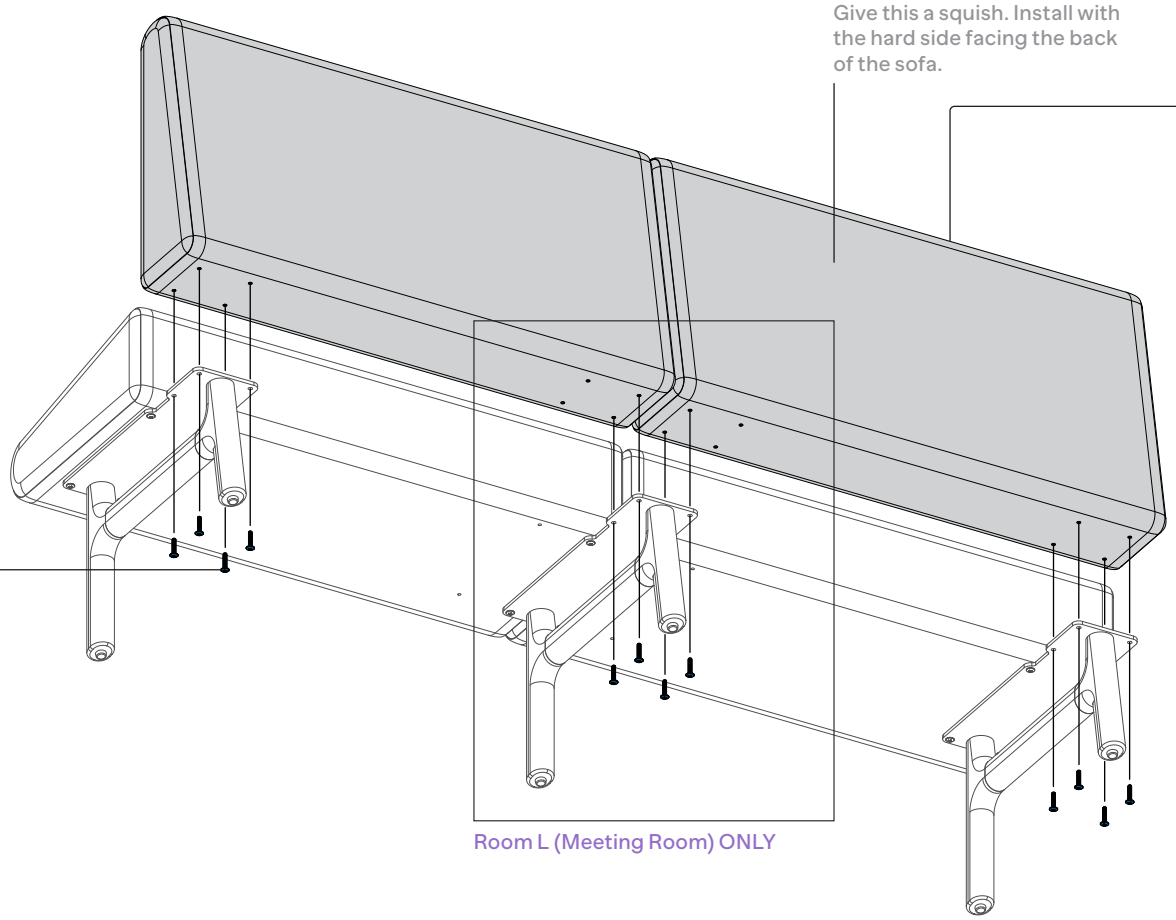
1/4-20 x 1.25" Truss Head Screw
#3 Philips

F3-40





02 Back Cushion Install

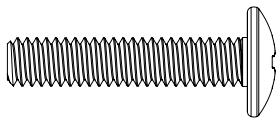


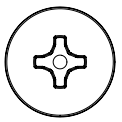
scale 1:1

SCREWS NEEDED

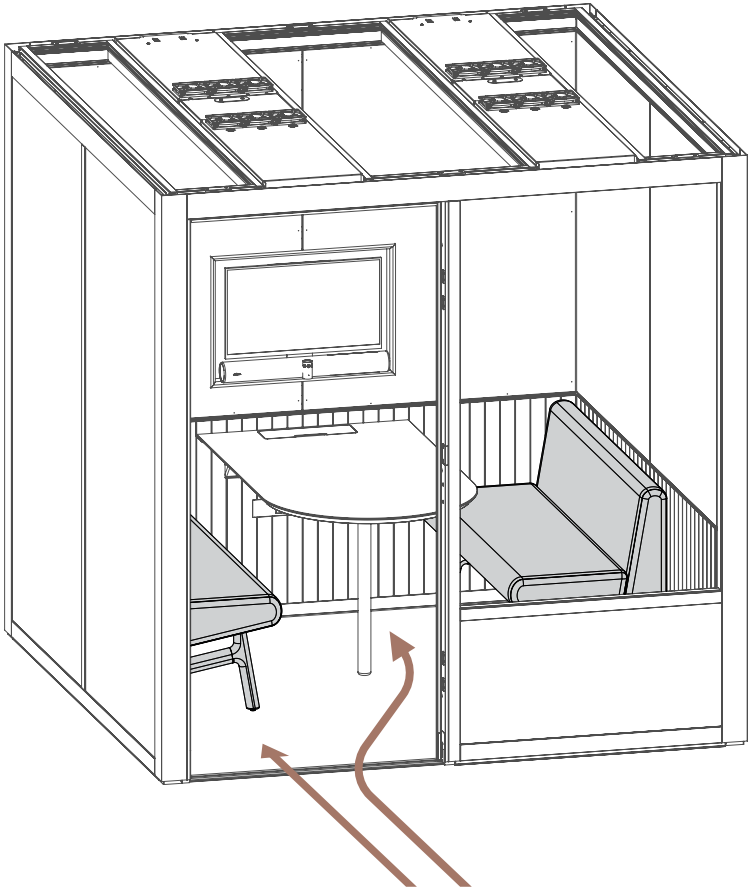
1/4-20 x 1.25"
Truss Head Screw
#3 Philips

F3-40



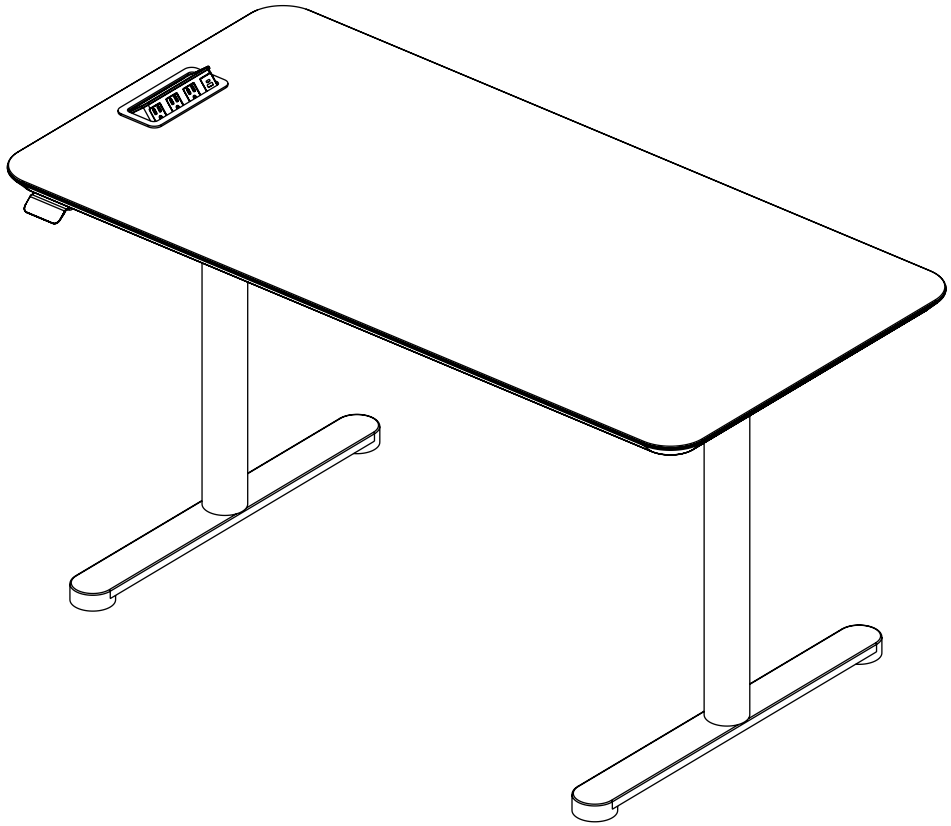


03 Sofa Placement



Room M Meeting Room

Focus Room Products

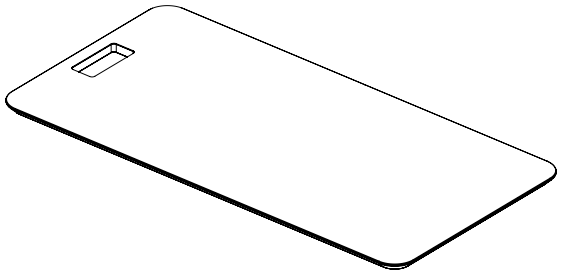


LARGE DESK

Assembly Manual

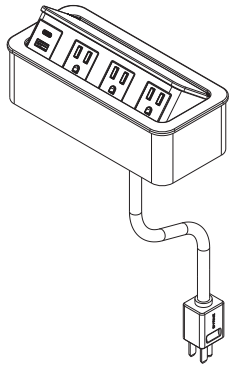
For Use in Focus Room or Frame

What's In The Box



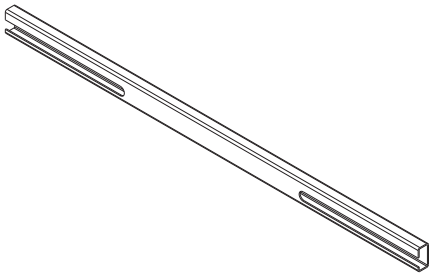
F3-21 x1

54"x27" Tabletop



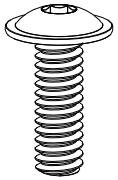
E3-1 x1

In-Desk Electrical



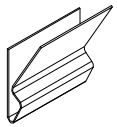
F3-23 x2

Center Rail



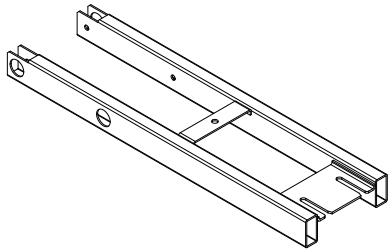
H3-3 **x6 Provided in Hardware Kit**

1/4-20 x 3/4" Flanged
Head Screw
4mm Hex Drive



E3-11 x4

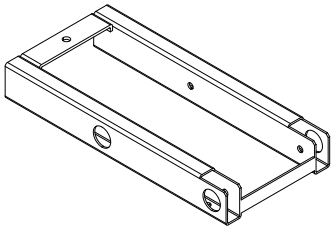
In-Desk Electrical
Mounting Clip



F3-24 x1

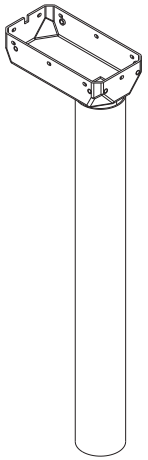
Long Frame

What’s In The Box



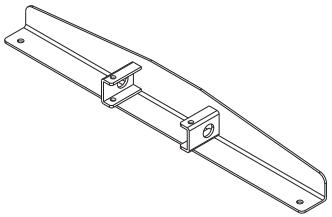
F3-25 x1

Short Frame



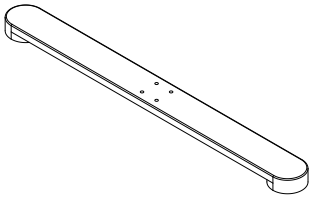
F3-26 x2

Leg



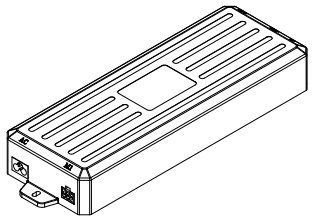
F3-27 x2

Side Bracket



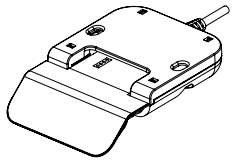
F3-28 x2

Foot



F3-29 x1

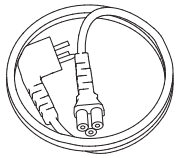
Control Box



F3-34 x1

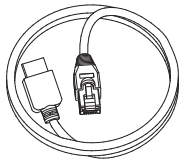
Paddle Handset

What's In The Box



F3-30 x1

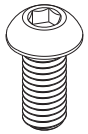
Power Cable



F3-31 x1

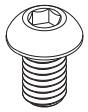
Handset Cable

TOOLS



H3-16 x12

M6x14
Pan Head Screw
4mm Hex Drive



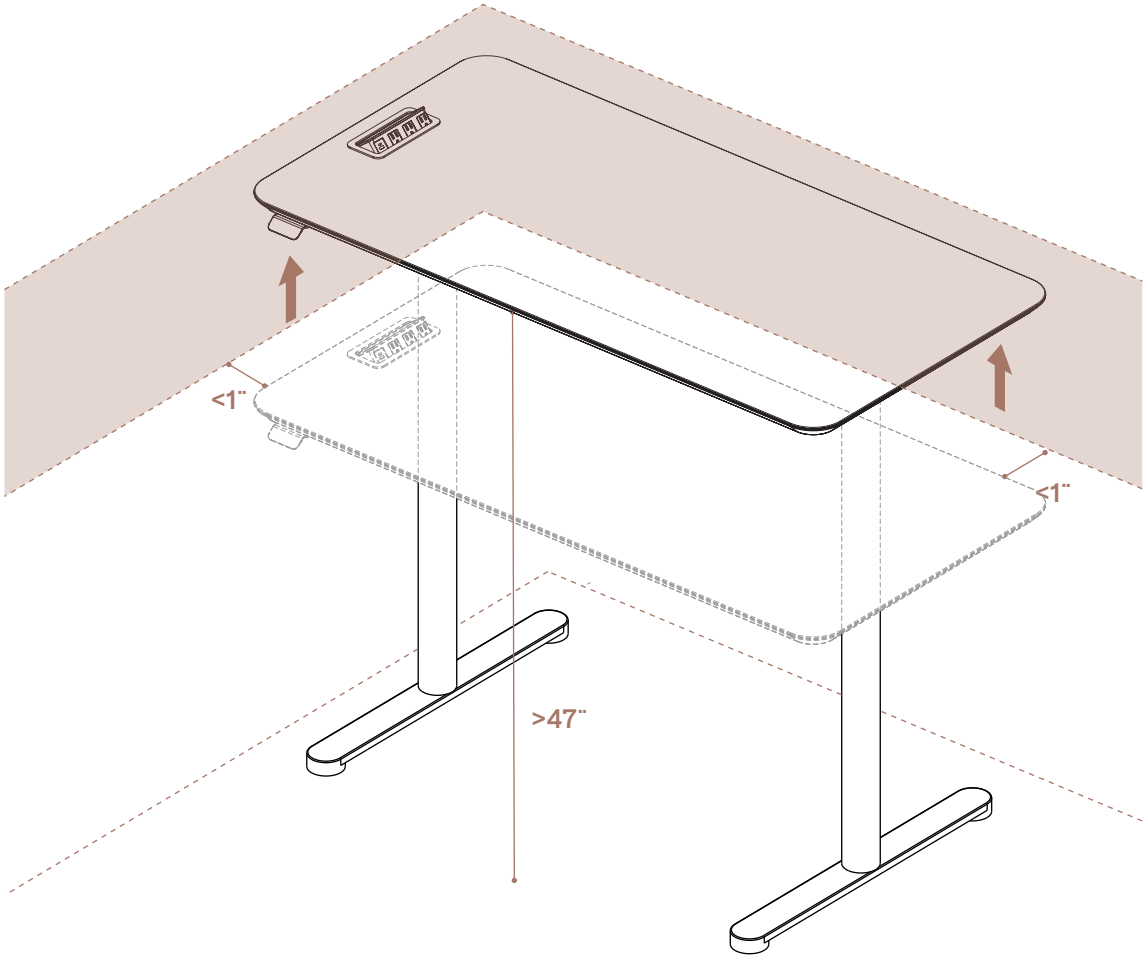
F3-17 x16

M6x10
Pan Head Screw
4mm Hex Drive



Allen Key
4 mm

Safety Instructions



Keep in mind:

1. Place the table at least 1 in/2.5 cm away from any walls.
2. Make sure there are no obstacles in the desk's path.
3. Check that all cables are long enough to accommodate the desk's maximum height of 47 in/119.5 cm.



Keep children away from electric height-adjustable desks, control units and handsets.

Keep all electrical away from liquids.

Do not sit or stand on the desk frame, or crawl or lie under the desk frame.

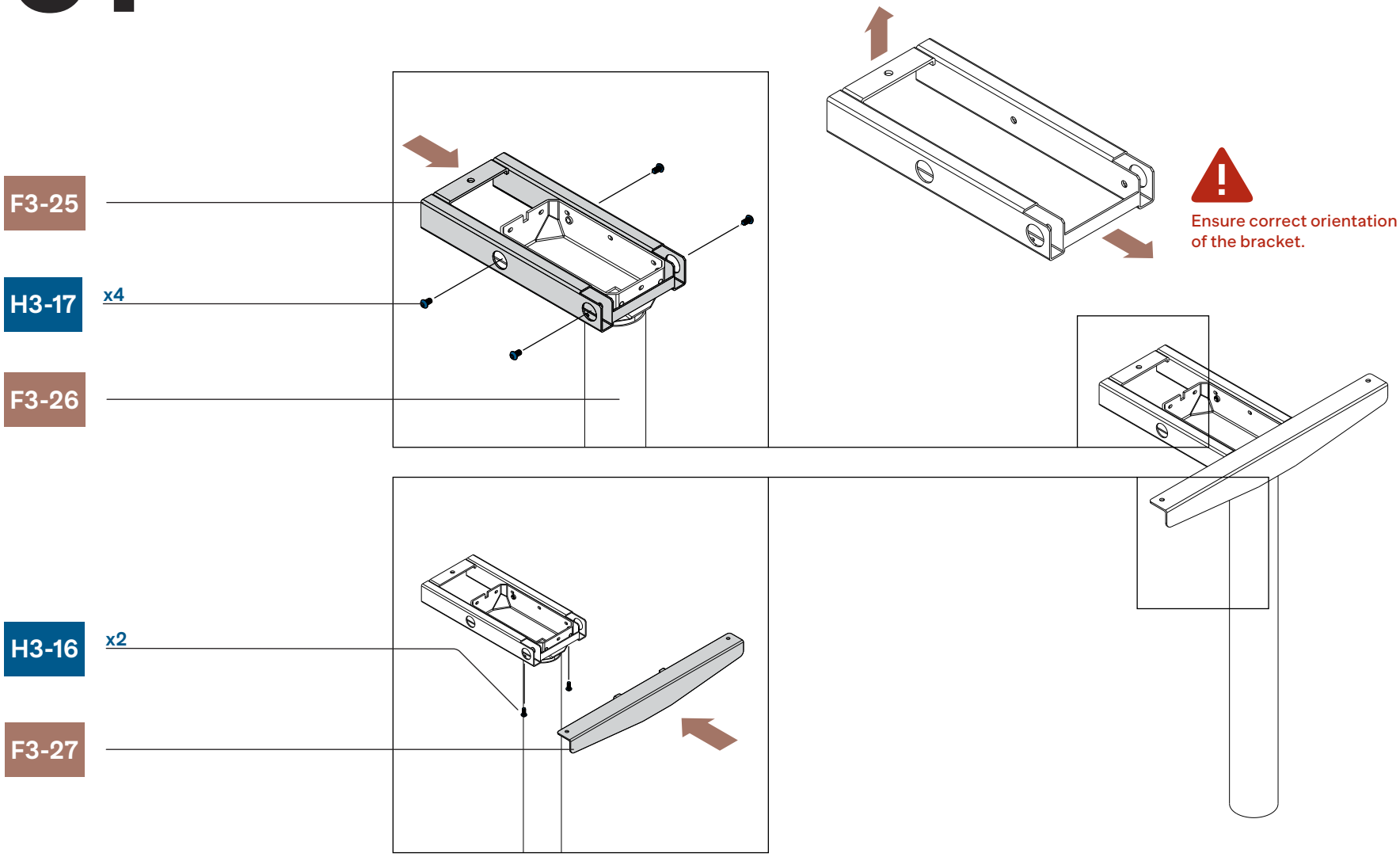
Do not place any object taller than 20 in/50.8 cm under the desk.

Do not open the legs, control box, or switch — risk of electric shock.



In the event of a power outage or if the power cable is unplugged, a manual reset may be required. Refer to Step 12 for details.

01

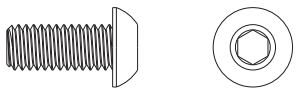


scale 1:1

SCREWS NEEDED

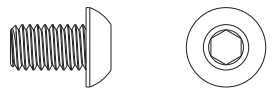
M6x14
Pan Head Screw
4mm Hex Drive

H3-16 x2

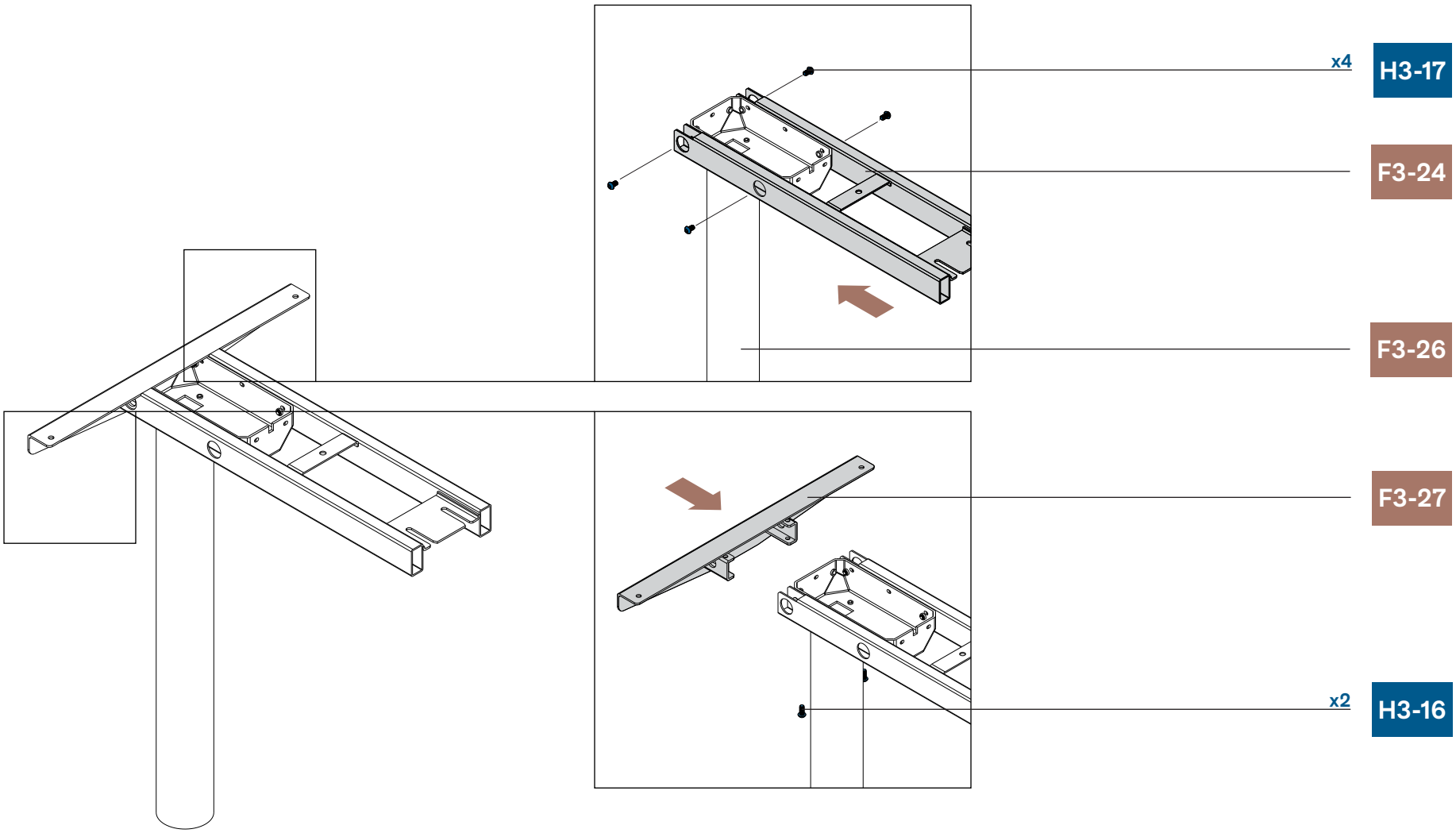


M6x10
Pan Head Screw
4mm Hex Drive

H3-17 x4



02

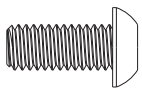


scale 1:1

SCREWS NEEDED

M6x14
Pan Head Screw
4mm Hex Drive

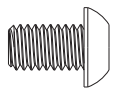
H3-16 x2





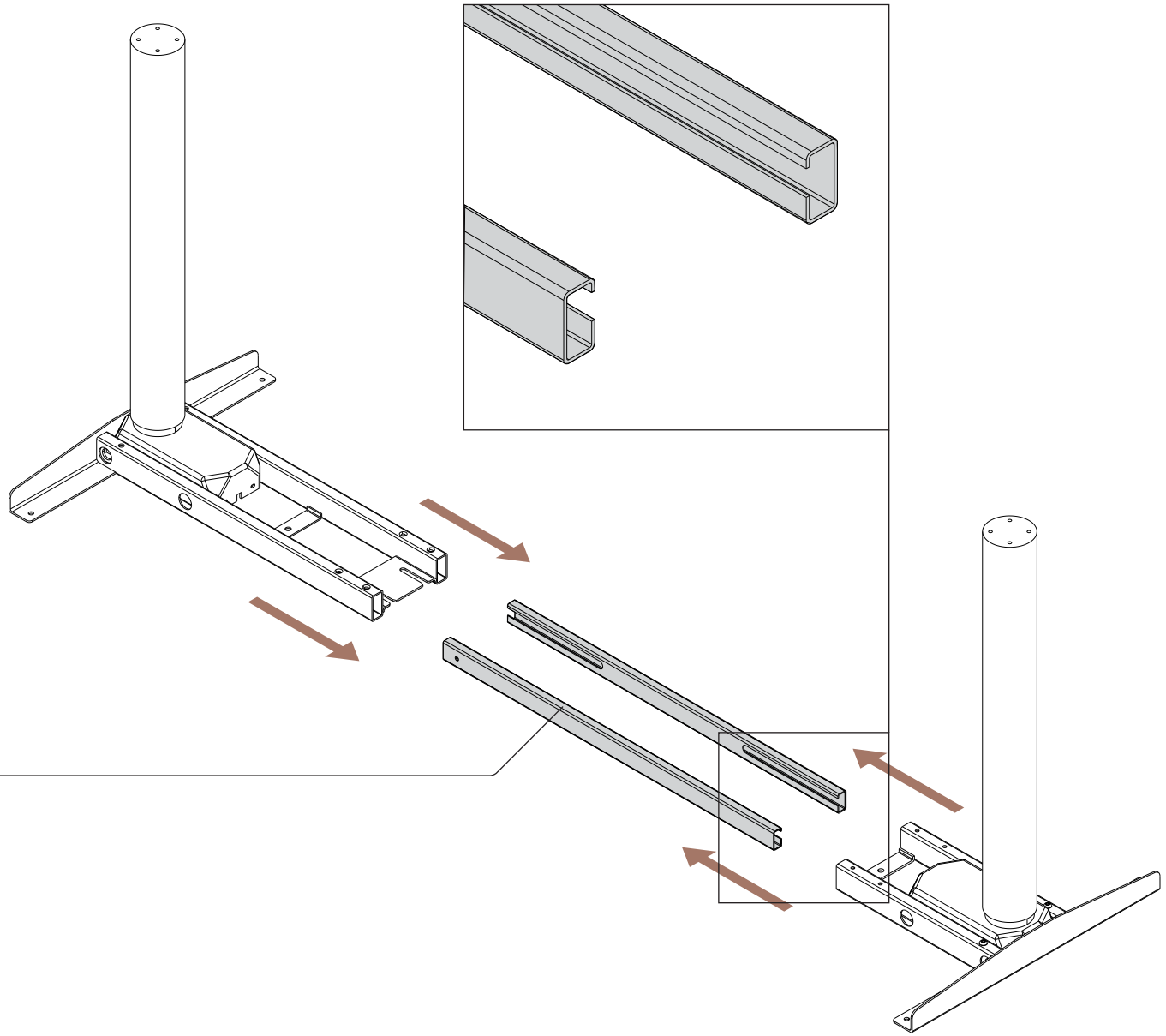
M6x10
Pan Head Screw
4mm Hex Drive

H3-17 x4



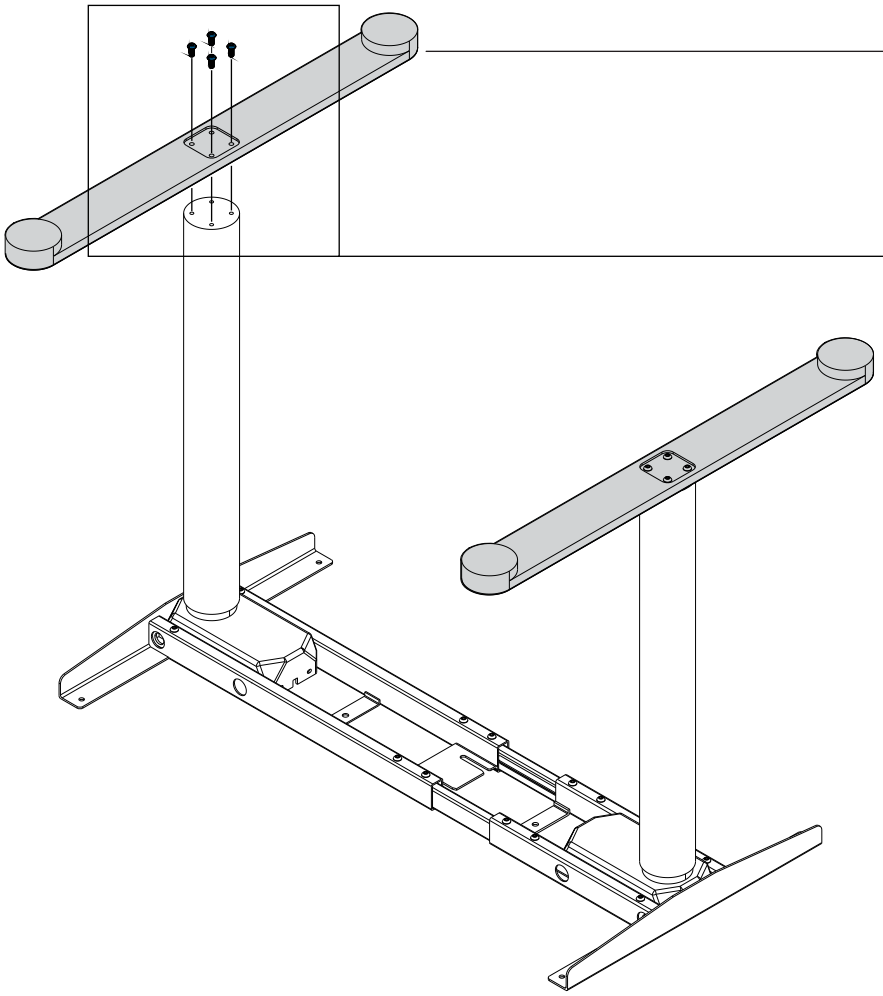


03

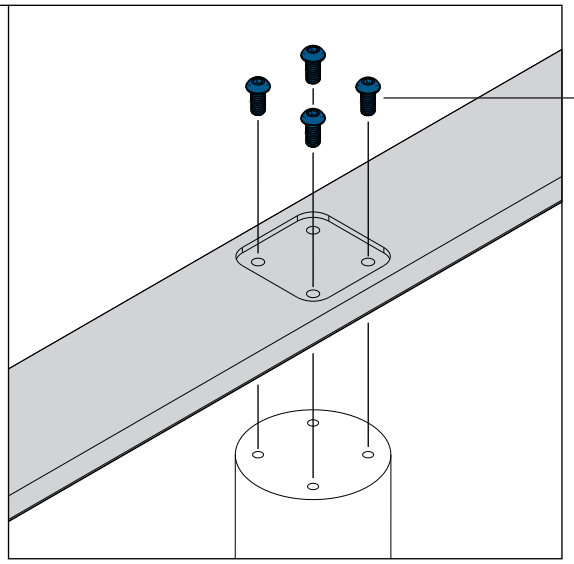


F3-23 x2

04



x2 H3-28



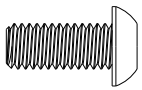
x4 H3-16

scale 1:1

SCREWS NEEDED

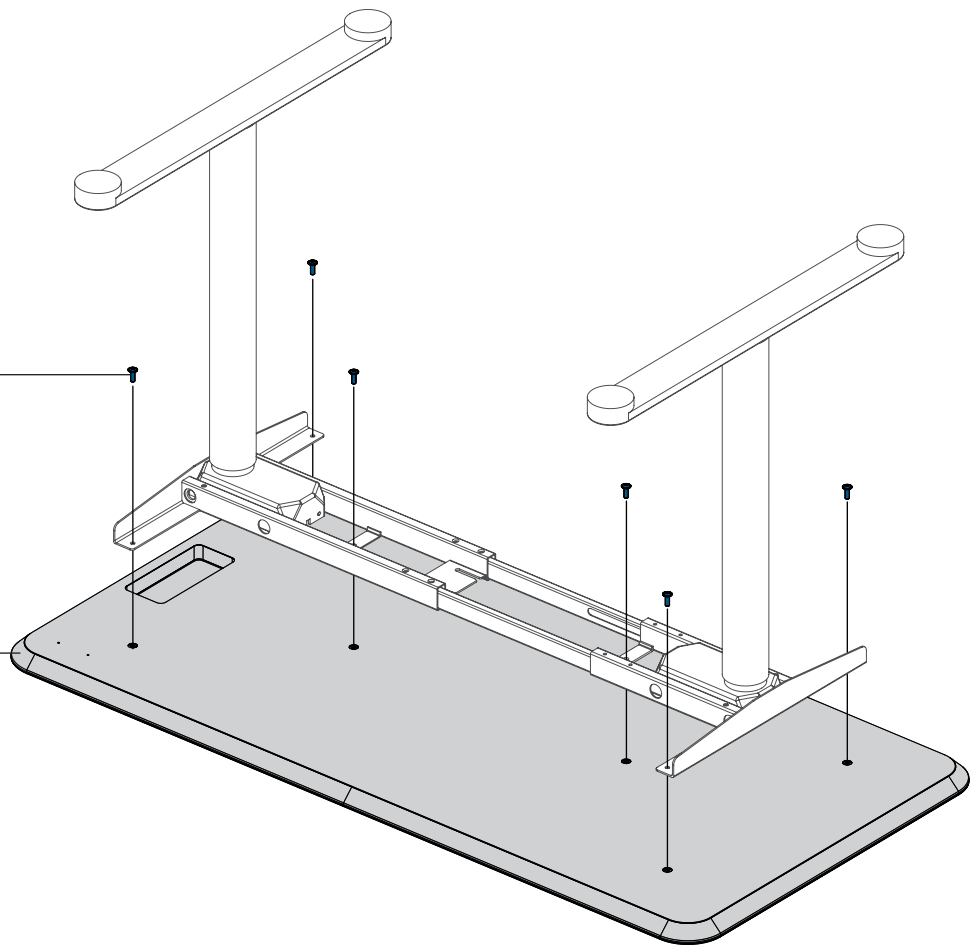
M6x14
Pan Head Screw
4mm Hex Drive

H3-16 x8





05



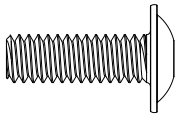
Lay Table on cardboard or blanket during assembly to protect the top surface.

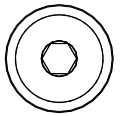
scale 1:1

SCREWS NEEDED

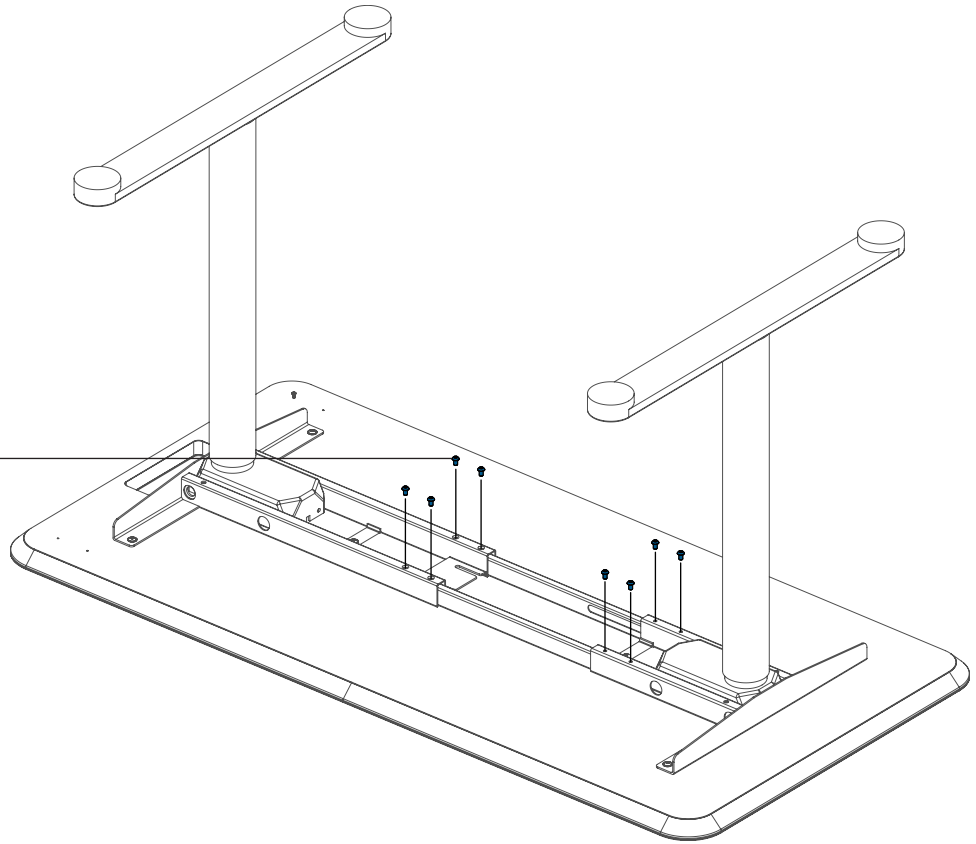
1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3 x6





06



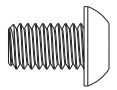
H3-17 x8

scale 1:1

SCREWS NEEDED

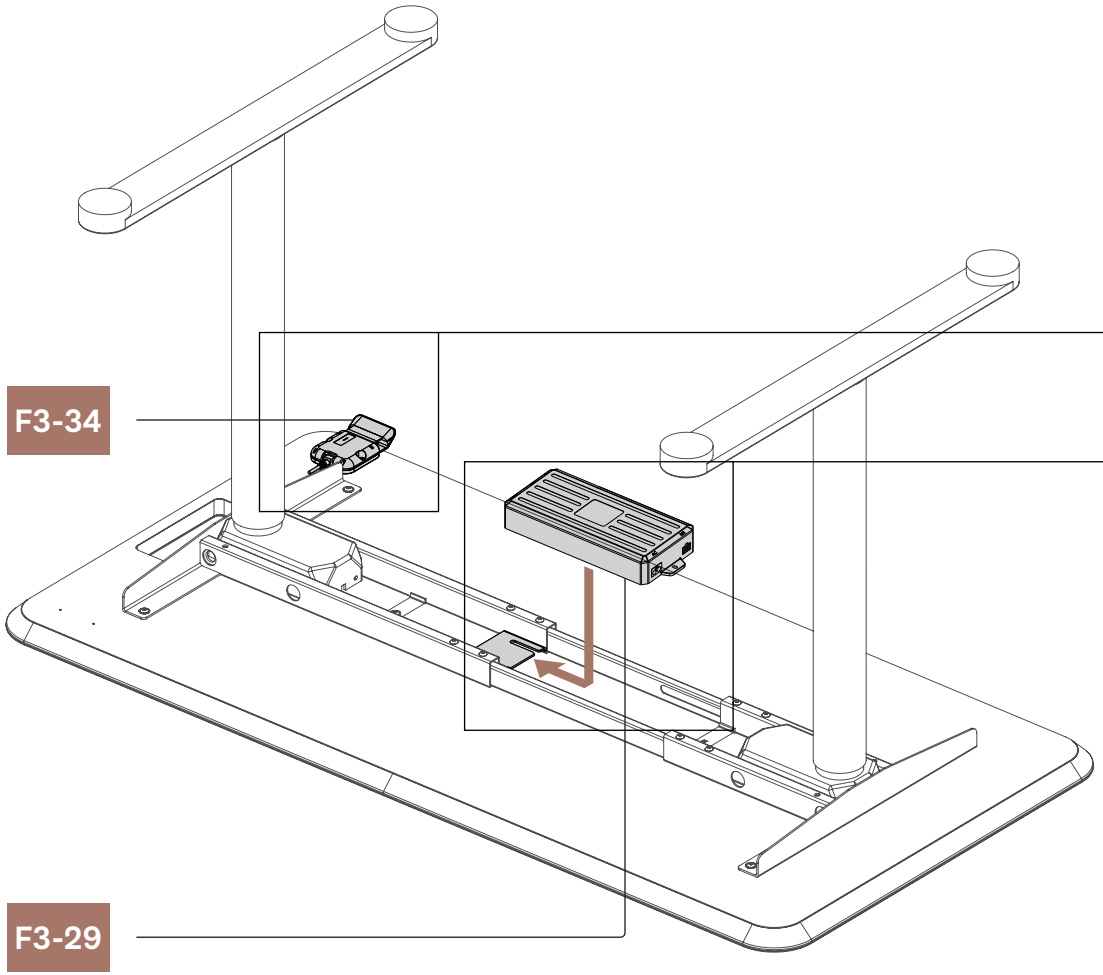
M6x10
Pan Head Screw
4mm Hex Drive

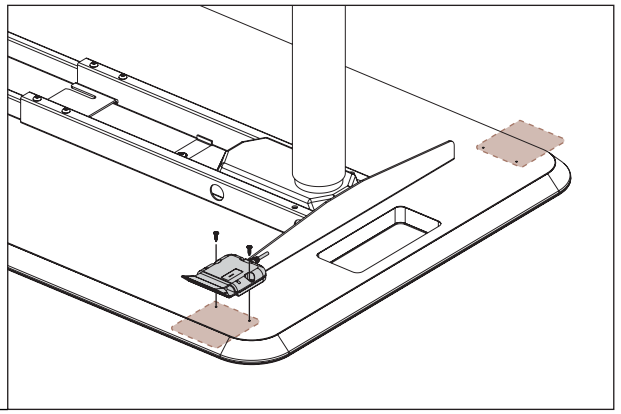
H3-17 x8



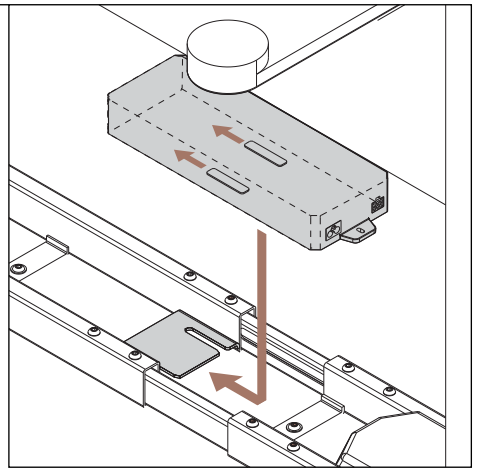


07

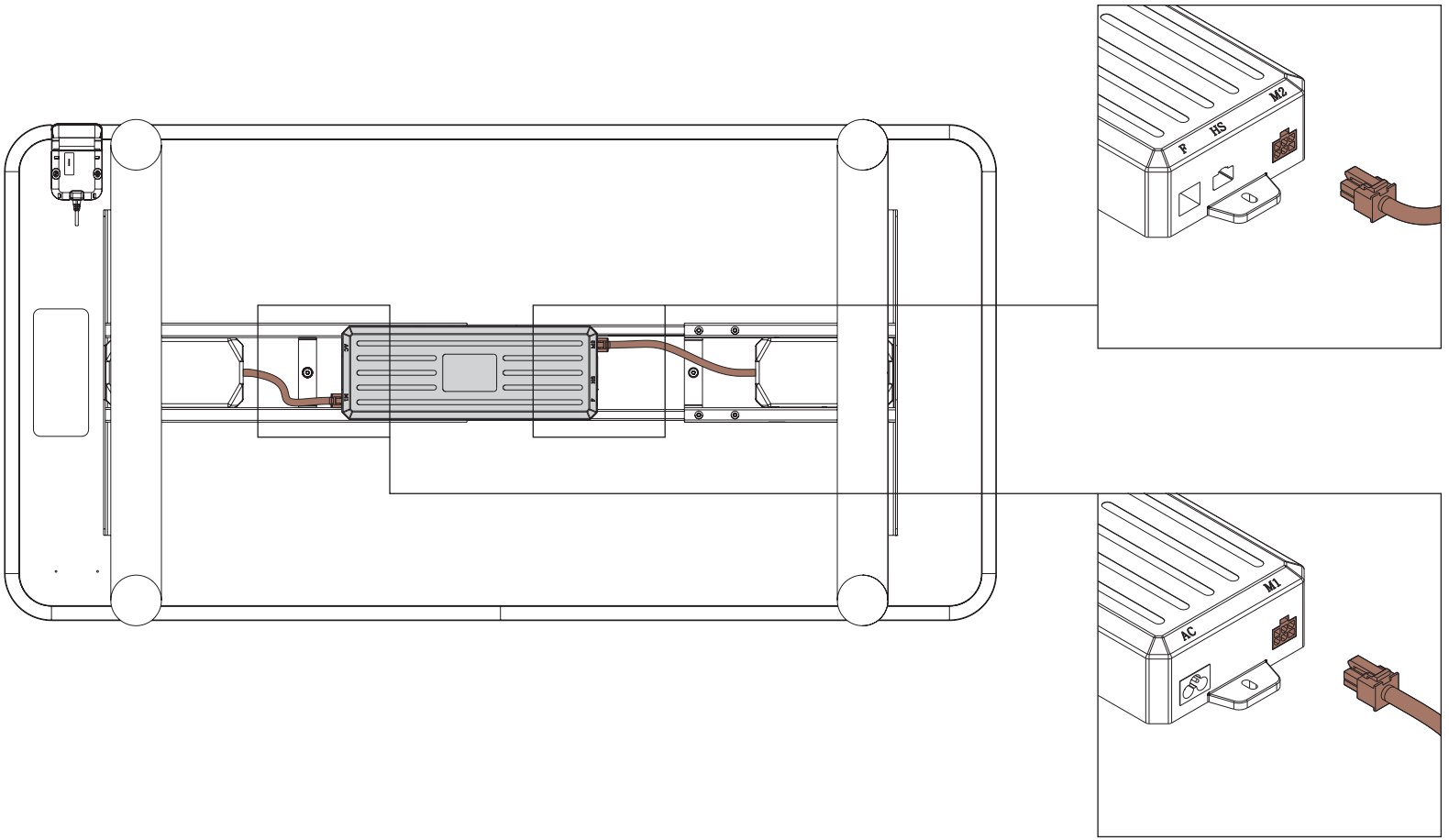




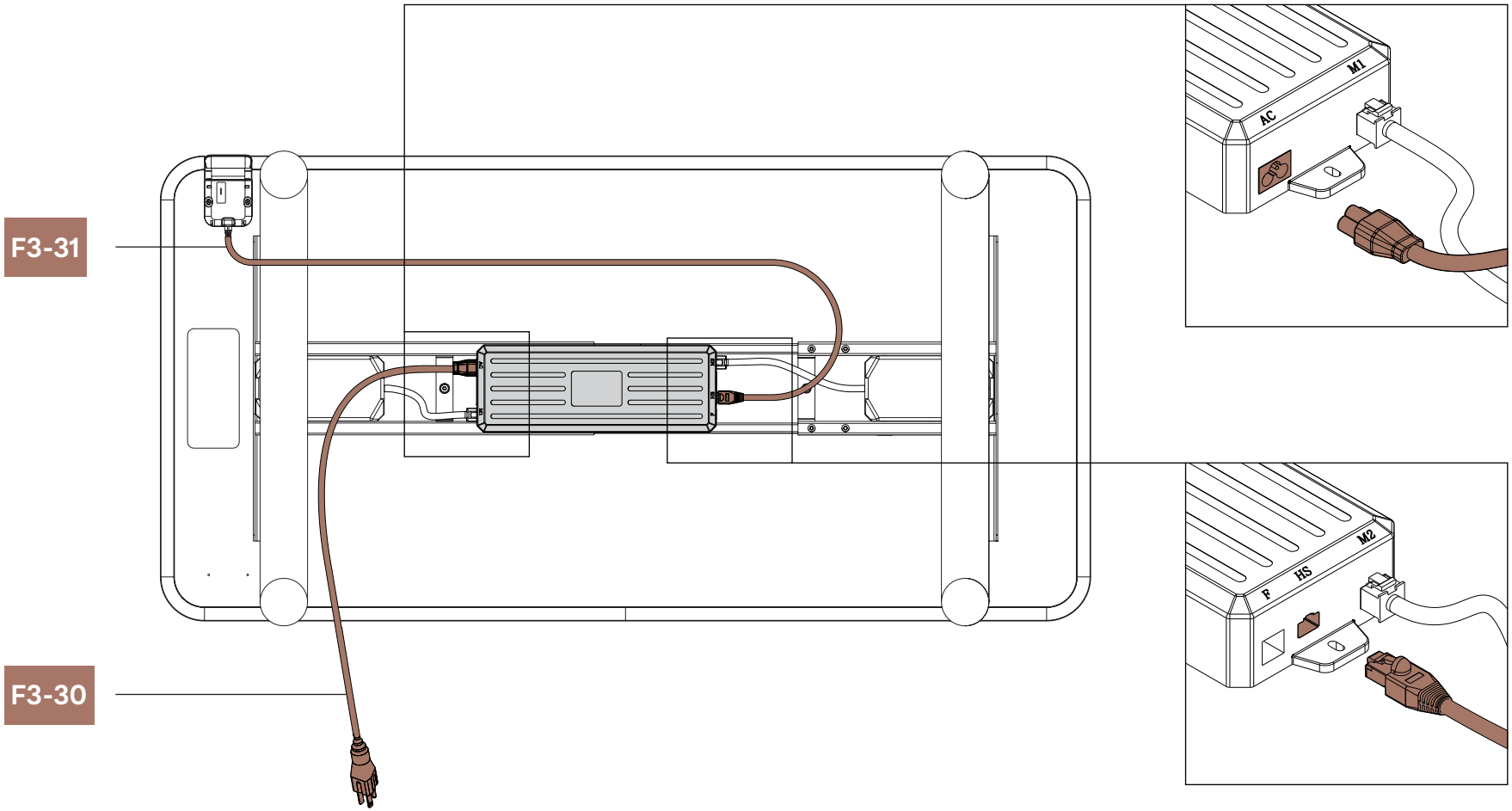
The Handset can be mounted on either side. Screws are packed with the handset.



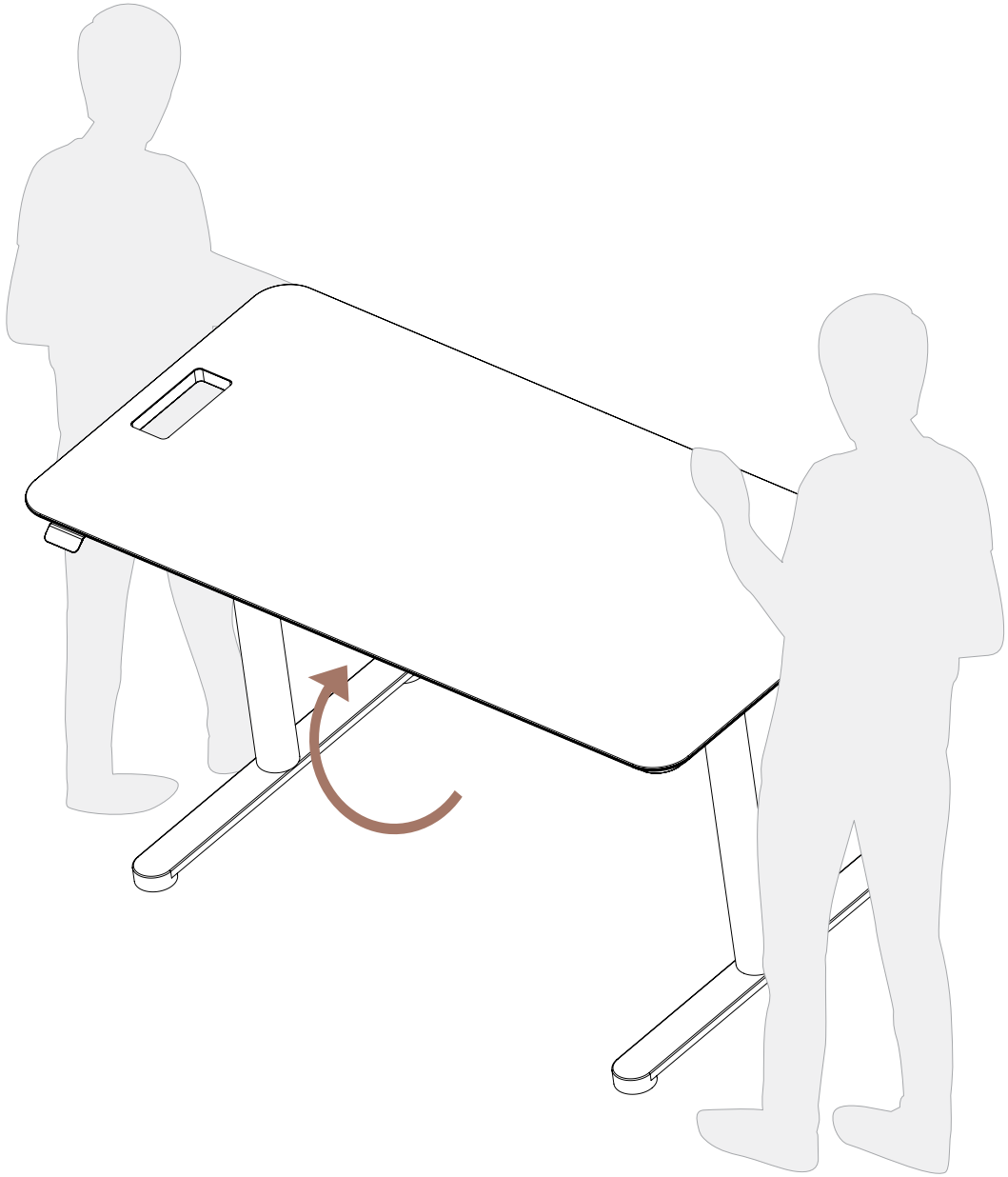
08



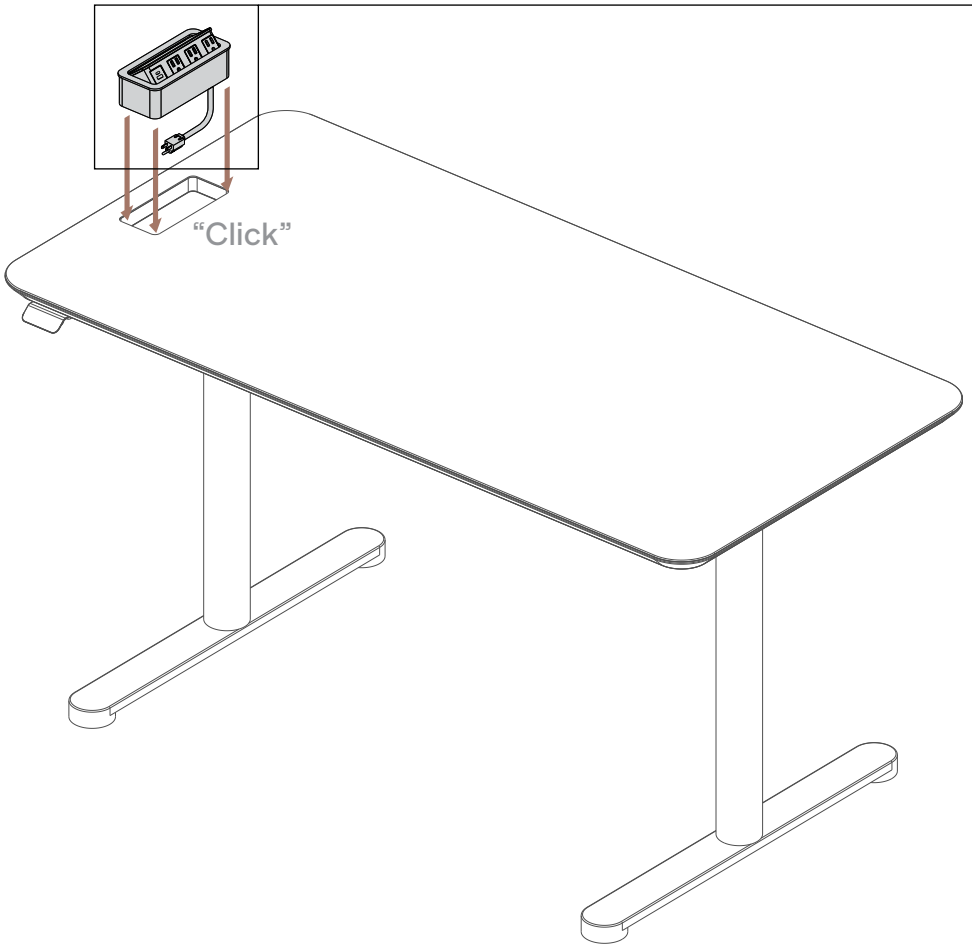
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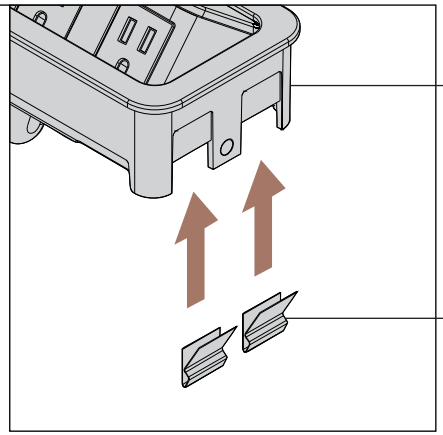


10

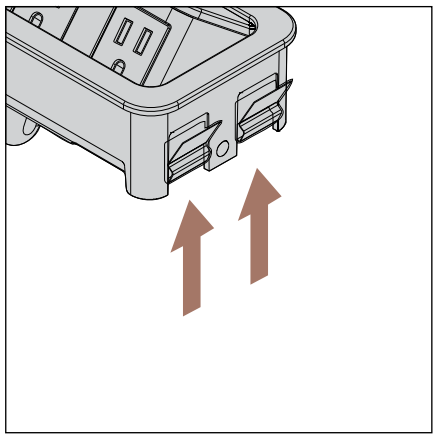


11



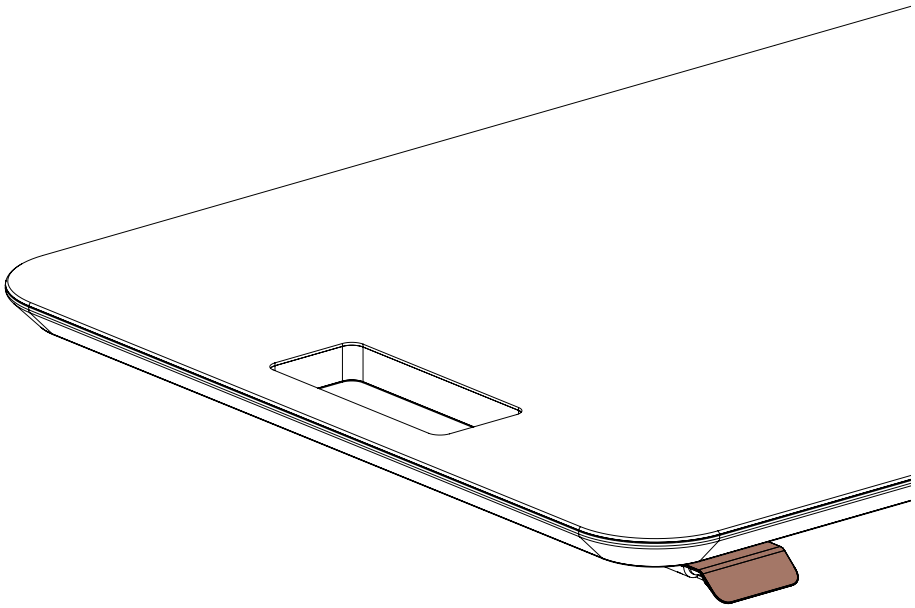


x2 E3-1



x2 E3-11

12



Let’s Reset

Follow these simple steps to reset your desk and get down to business.

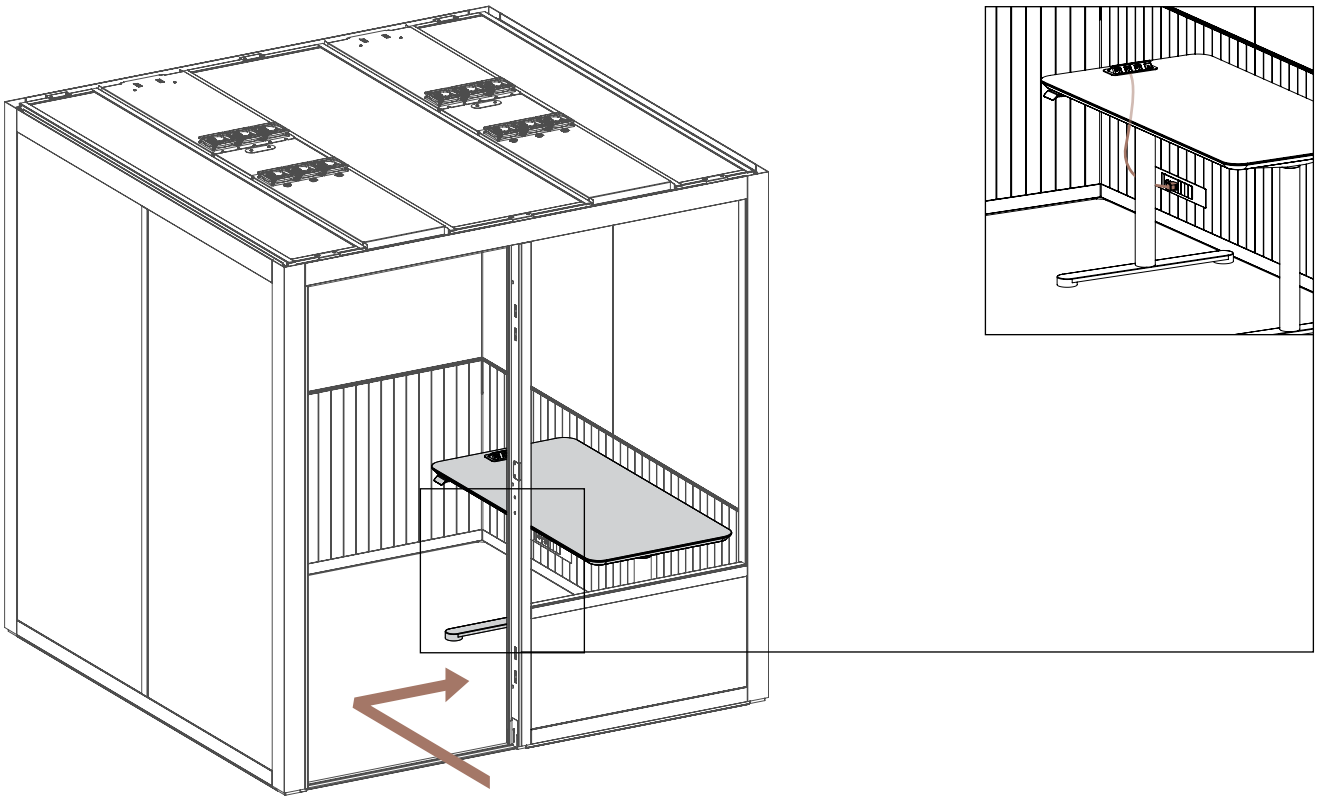
1. Once you plug in, press the paddle down until the desk lowers to its minimum height, then release the paddle.

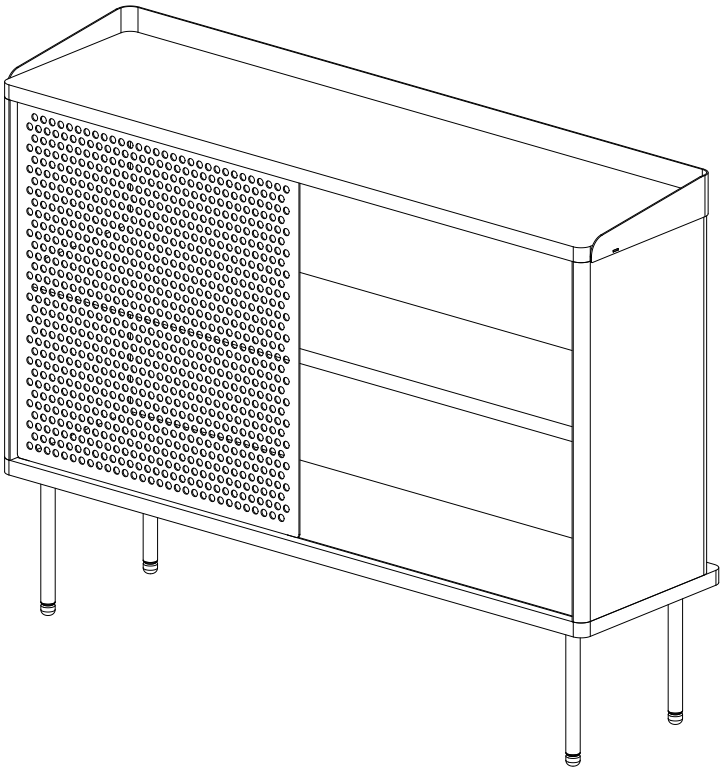
2. Press the paddle down again, holding for 5 seconds, then release the paddle.

3. Press and hold the paddle down one last time. desk will drop 1cm and rise again.

That’s it! Your desk is ready to get to work. If you run into any problems get in touch. We’re here to help.

13 Desk Placement



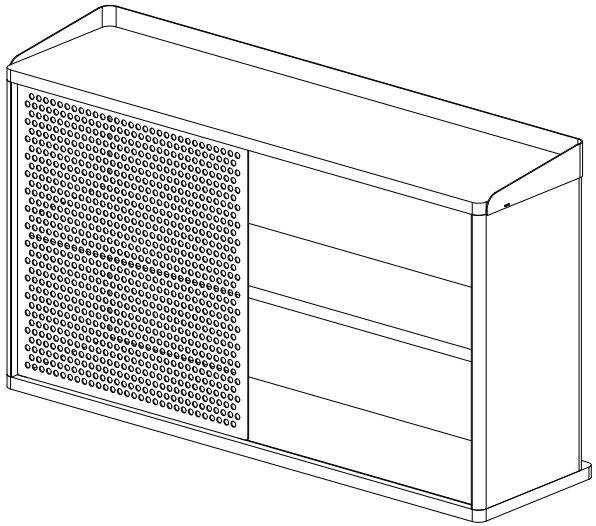


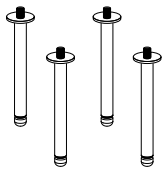
Credenza

Assembly Manual

For Use in Focus Room or Frame

What’s In The Box



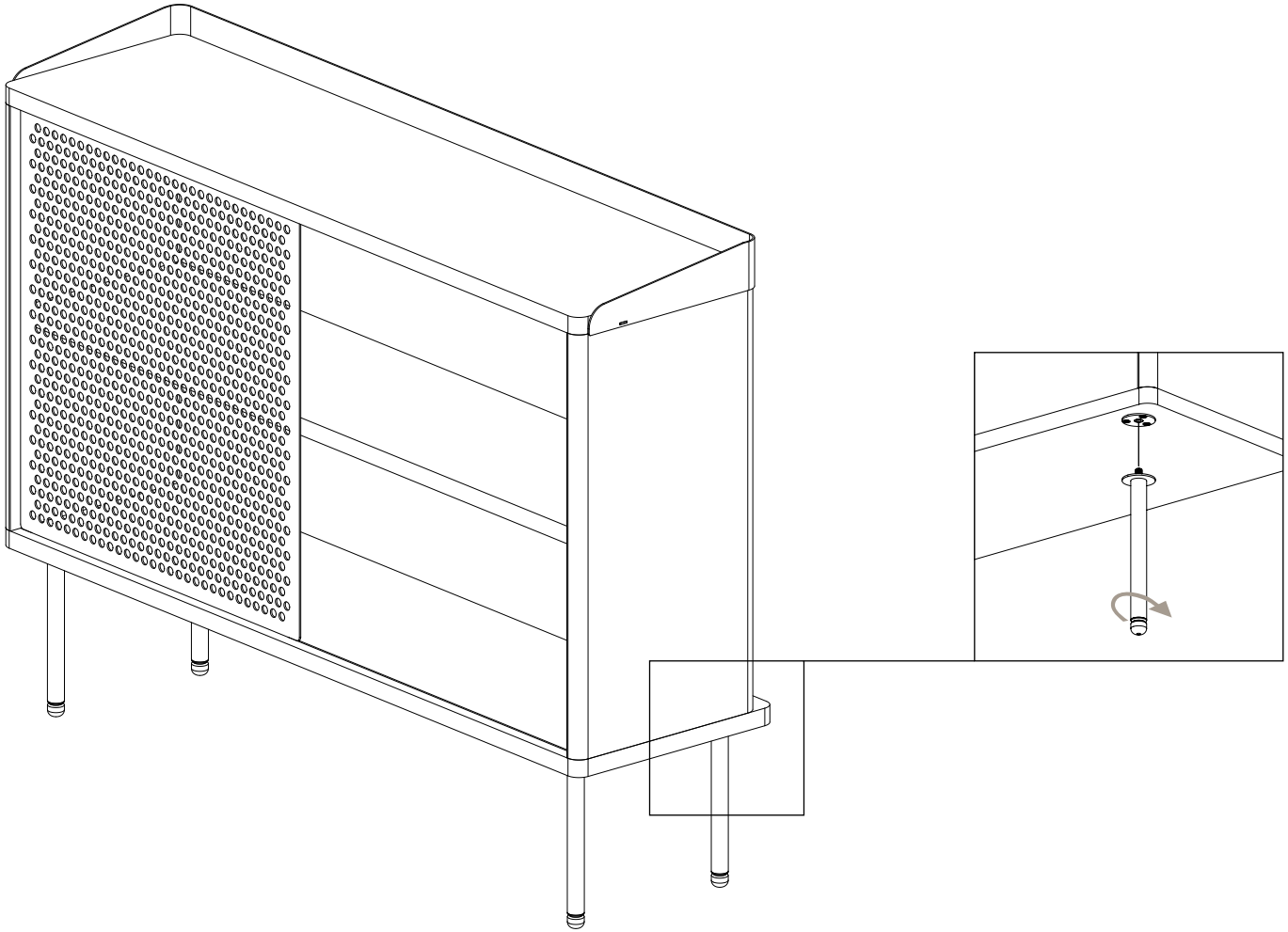


F3-13

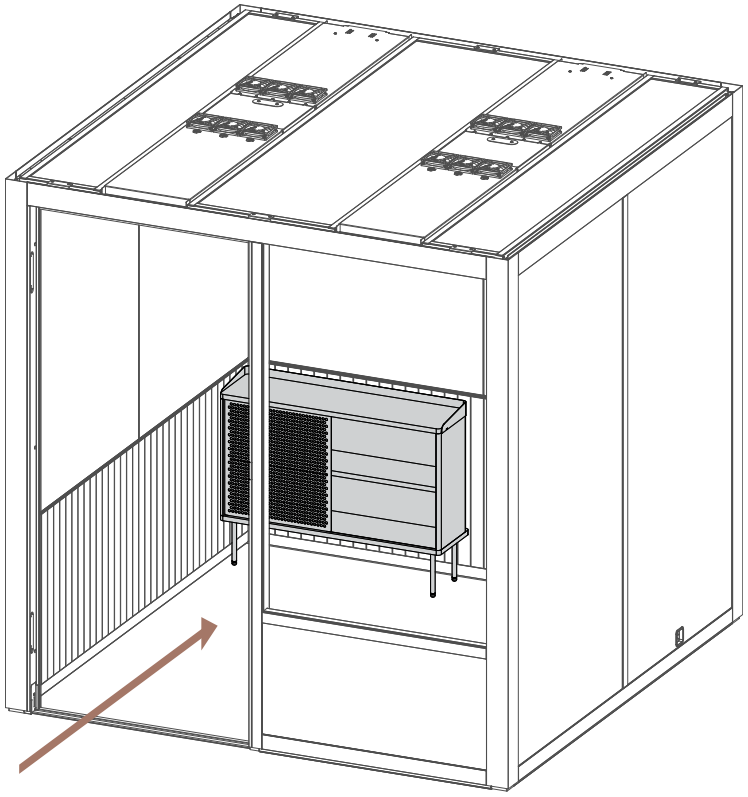
x1 Room M (Focus Room)
x2 Room L (Focus Room)

Credenza

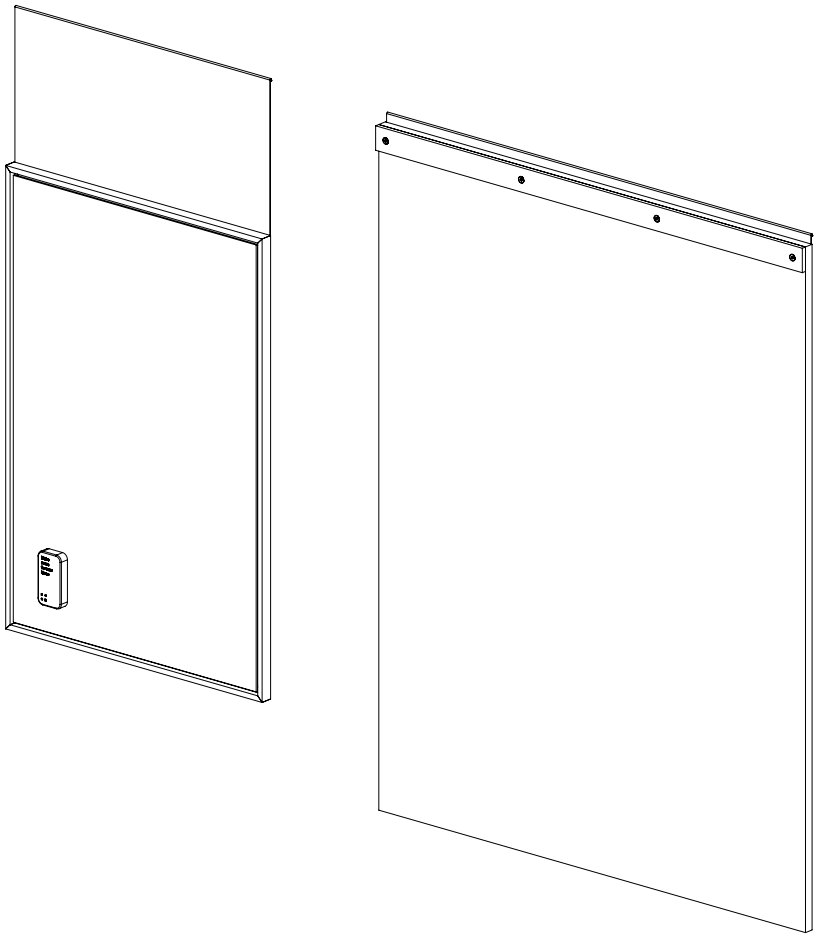
01 Credenza Install



02 Credenza Placement



Room M Focus Room
Room M Frame

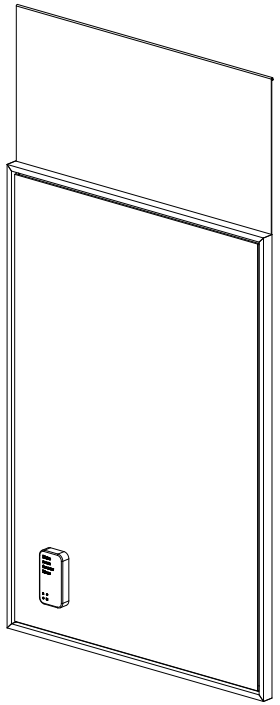


WHITEBOARD

Assembly Manual

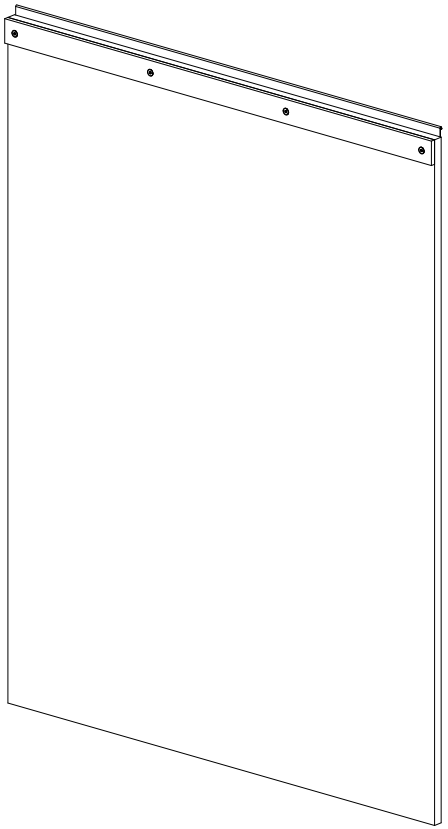
For Use in Meeting Room, Focus Room or Frame

What’s In The Box



F3-17 x1

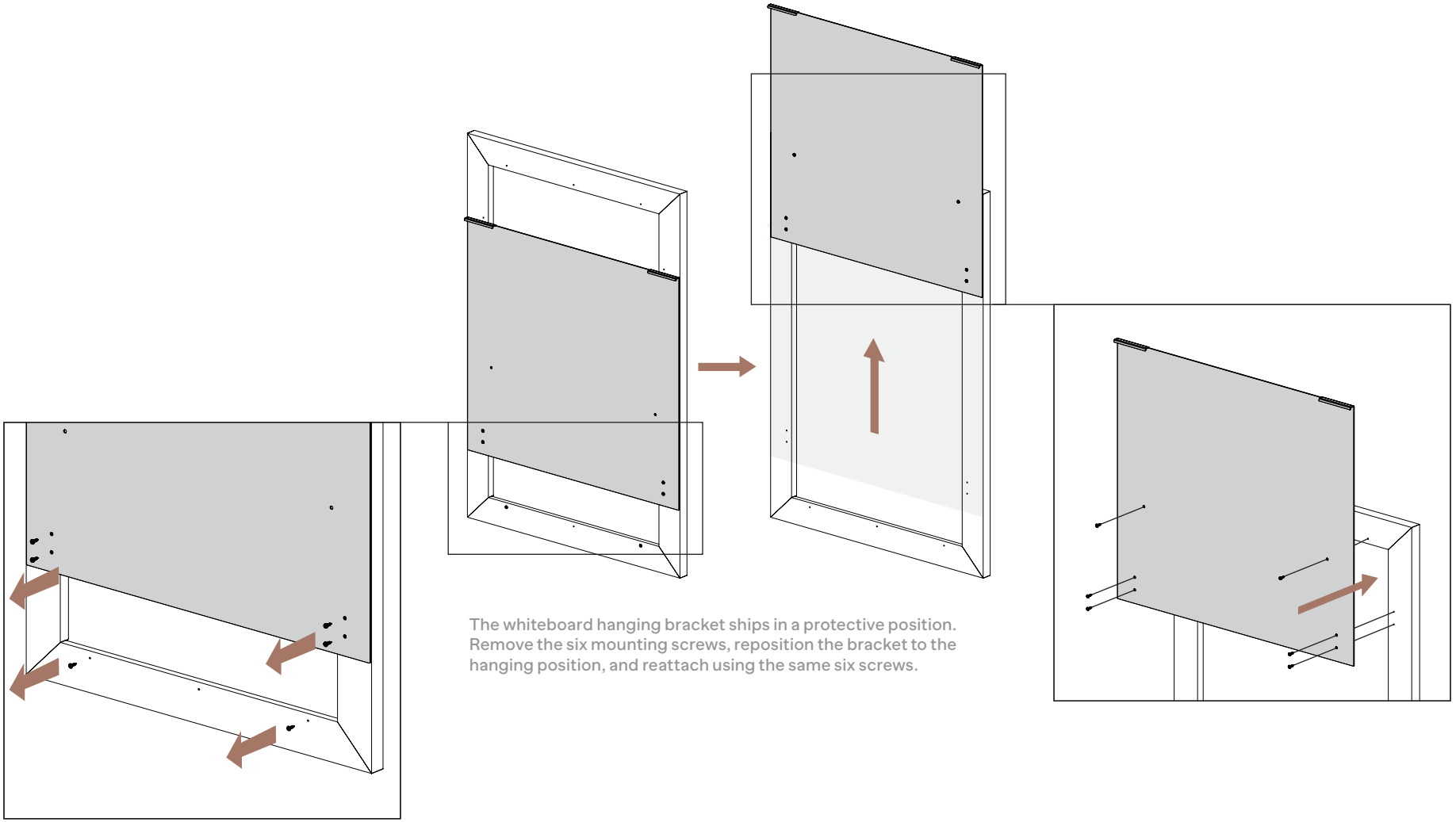
Small Whiteboard



F3-18 x1

Large Whiteboard

01 Small Whiteboard Preparation

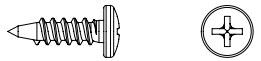


The whiteboard hanging bracket ships in a protective position. Remove the six mounting screws, reposition the bracket to the hanging position, and reattach using the same six screws.

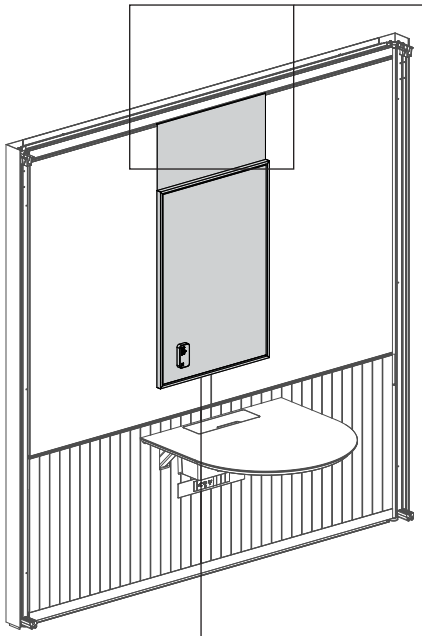
scale 1:1

SCREWS NEEDED

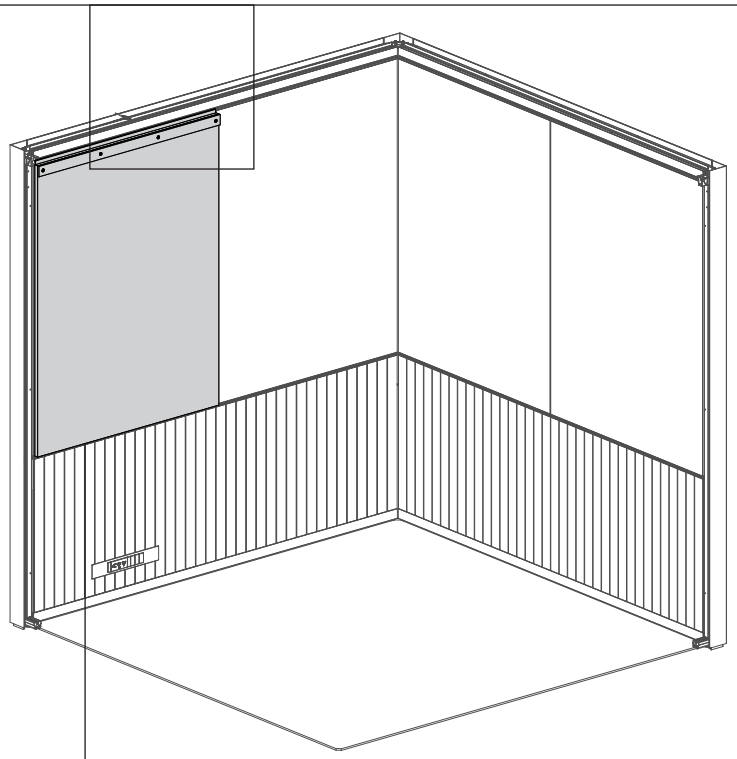
6/13 x 1/2”
Pan Head Wood Screw
No.2 Phillips Drive
Pre-Installed on the Whiteboard



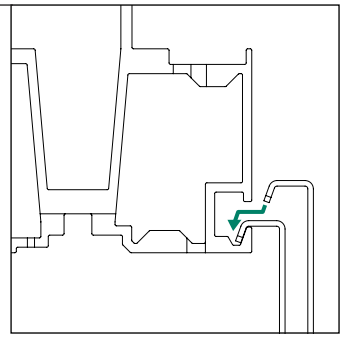
02 Whiteboard Install



F3-17

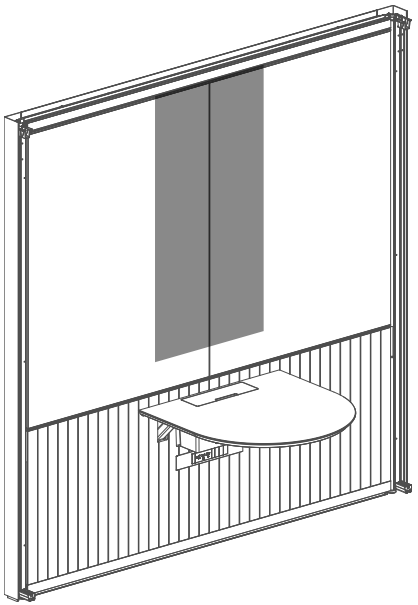


F3-18



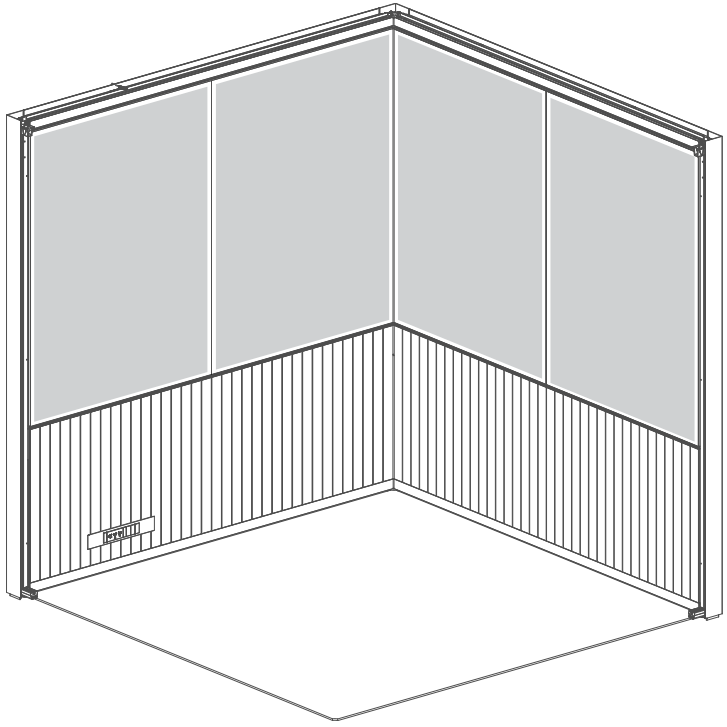
There is a Bracket on the back of the Whiteboard- lift it into the slot in the Ceiling Beam and let it drop into place.

03 Whiteboard Placement

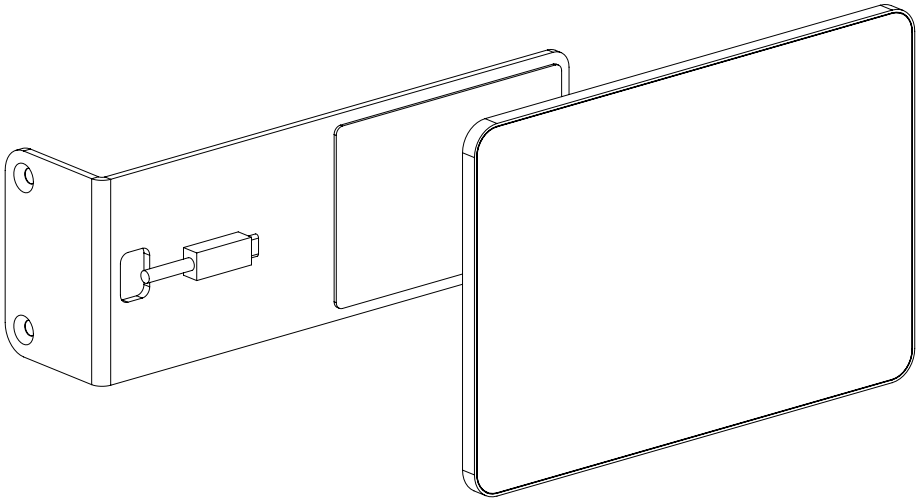


For All Meeting Rooms
Small Whiteboard can be added on for all sizes of the Meeting Room and be placed above the Cantilever Table.

For Room M (Focus Room)
Large Whiteboard can be installed in front of any Solid Wall.



Add Ons

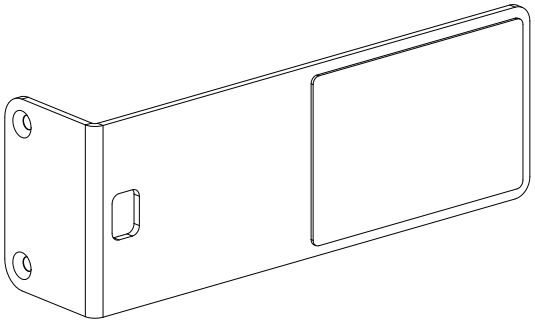


BOOKING BRACKET

Assembly Manual

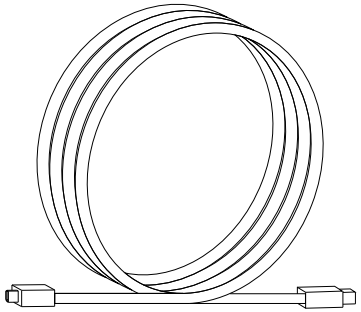
For Use in Meeting Room, Focus Room or Frame

What’s In The Box



A3-1 x1

Booking Bracket



A3-3 x1

USB A/C Cord



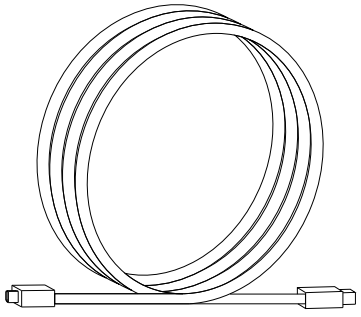
A3-4 x1

USB-C to
Micro USB Dongle



A3-5 x1

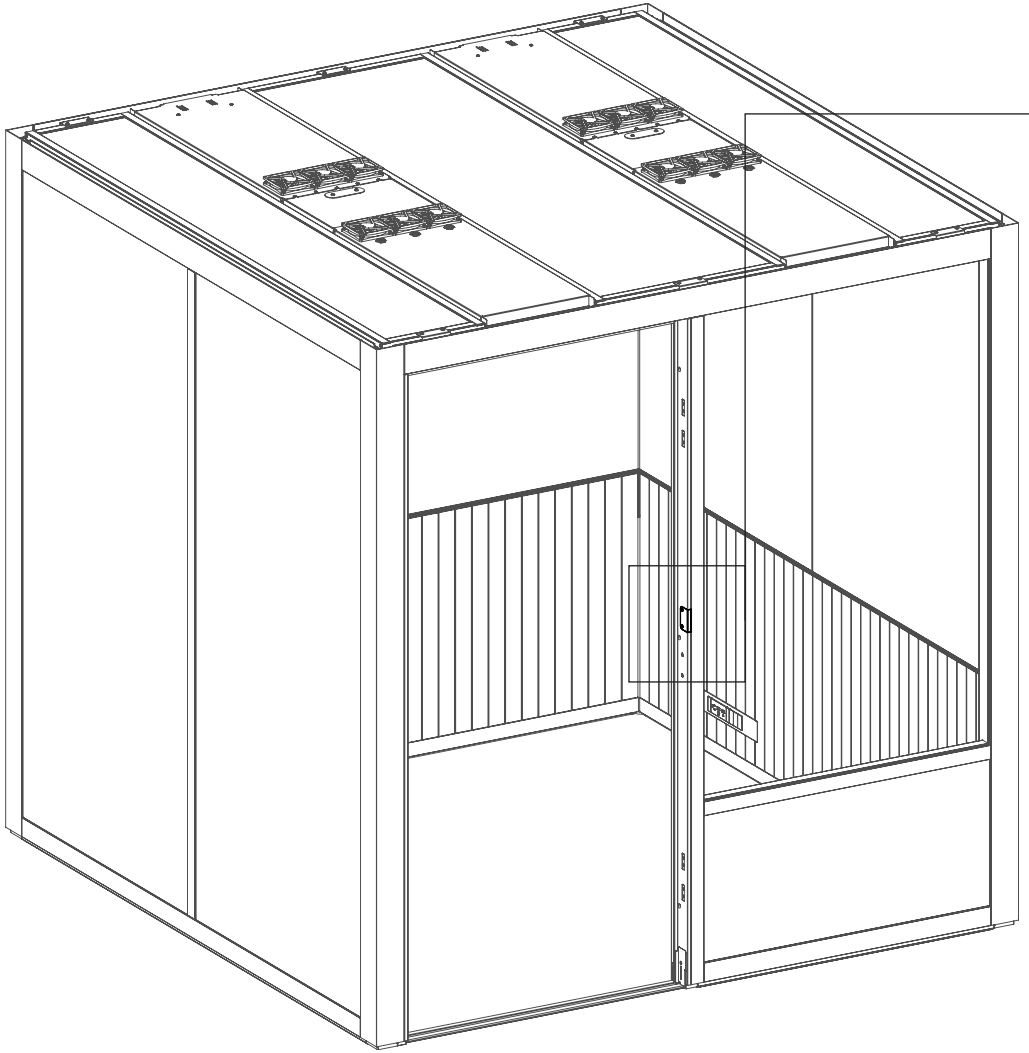
USB-C to
Lightning Dongle

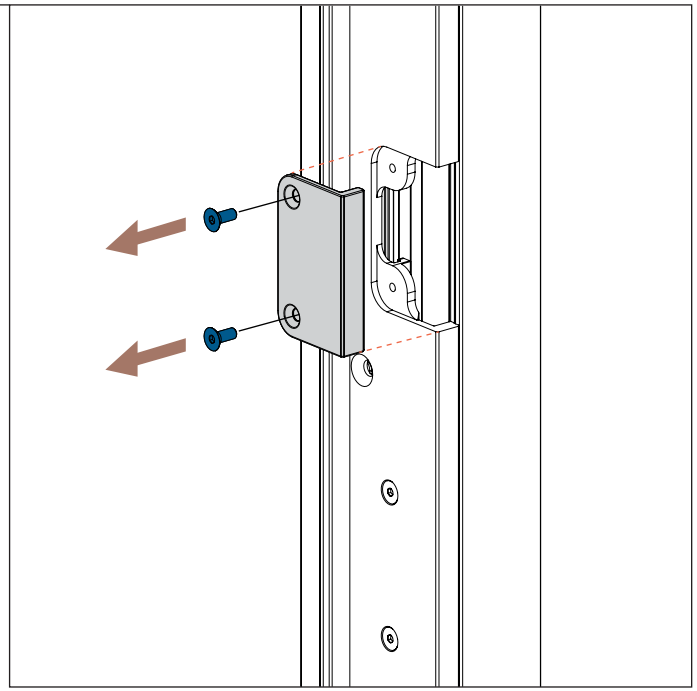


A3-6 x1

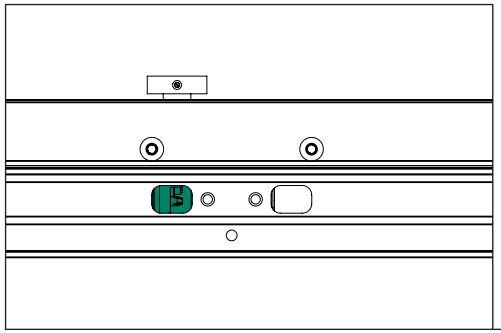
USB A/A Extender

01

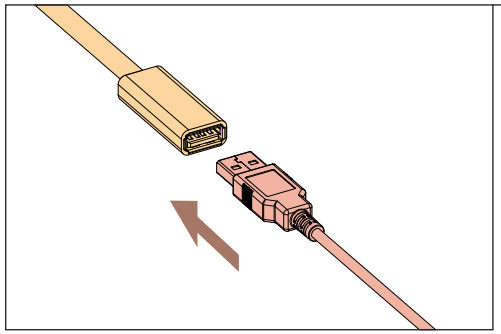




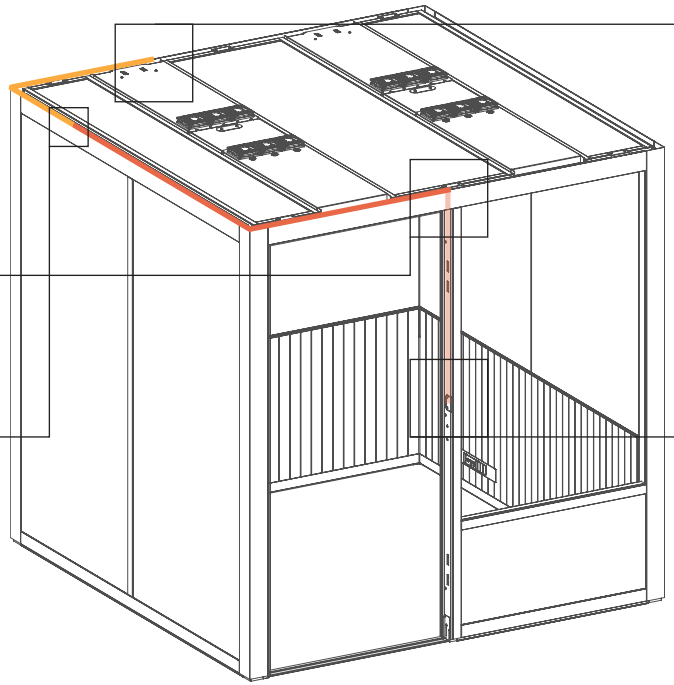
02



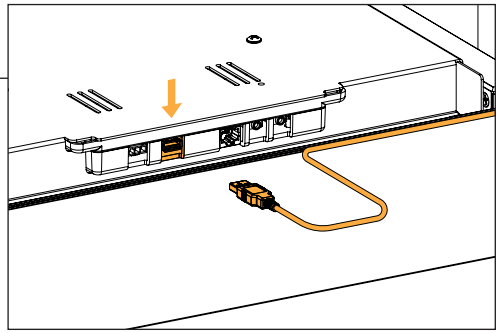
1. Feed USB charging cable (A3-3) through the entry point on the Ceiling Beam, should be right above the Handle Side Door Jamb.



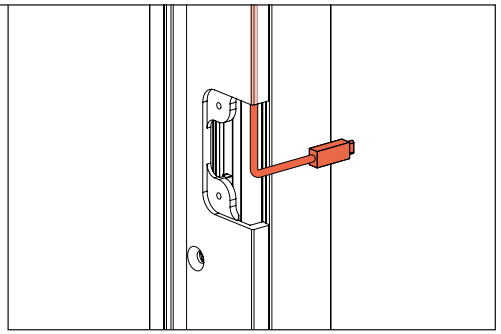
A USB Extender (A3-6) is required if installing for Room M and Room L.



Typical Room M unit shown as an example. All other sizes and models follow the same cable routing: from Handle-Side Door Jamb to the nearest Logic Box on the roof.

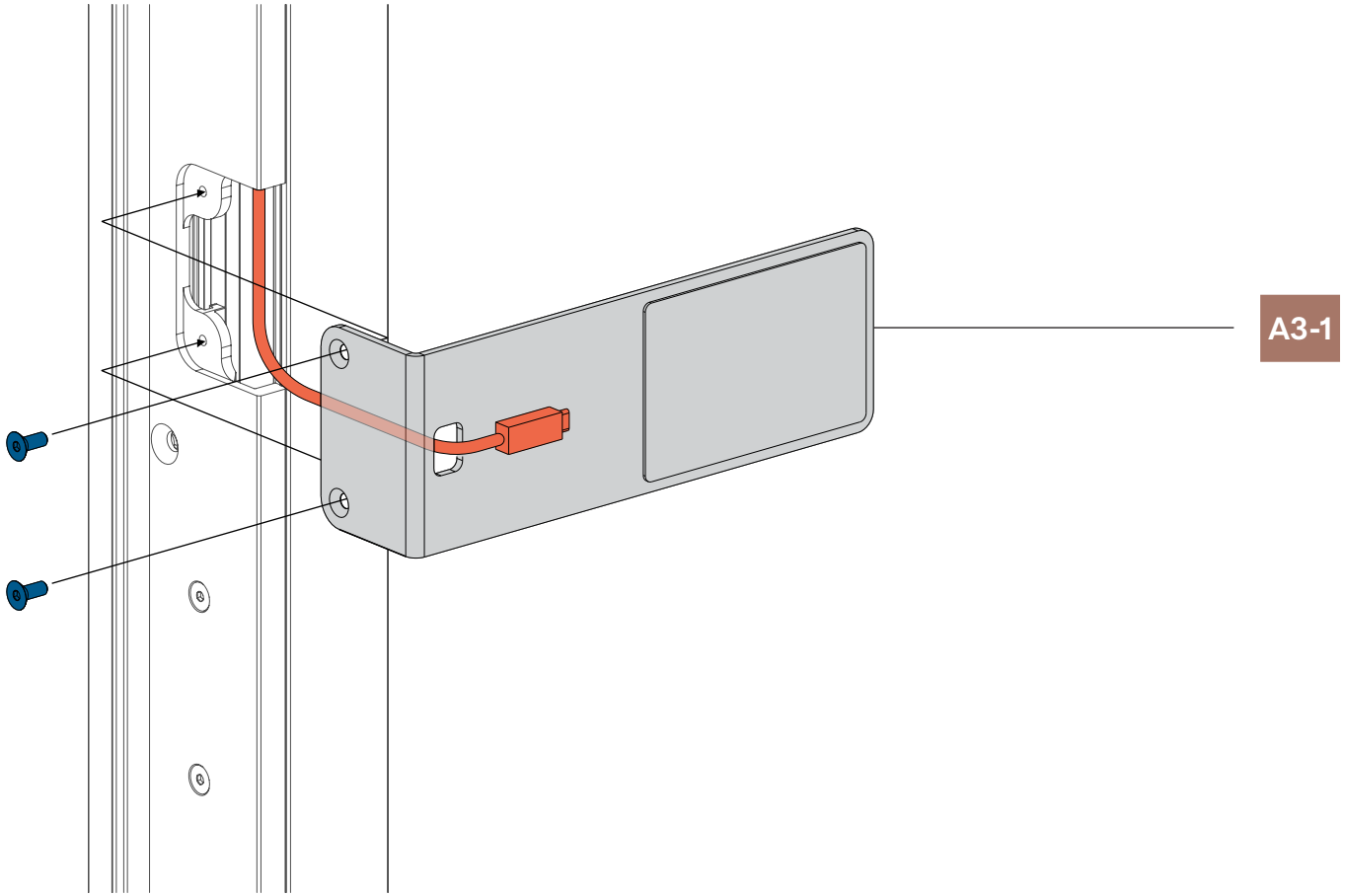


2. Route the USB charging cable on top of the Ceiling Beam and plug into the nearest Logic Box.

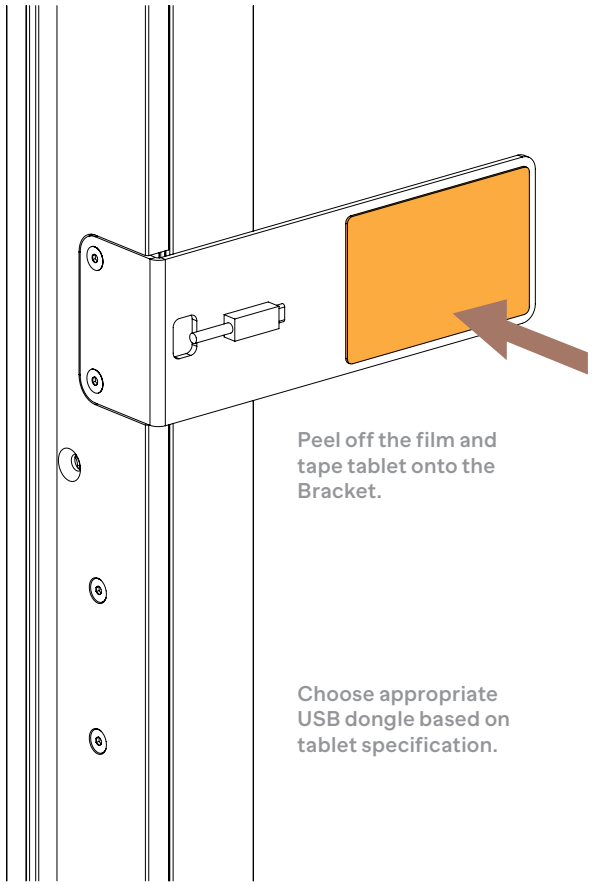


3. The other end of the USB charging cable will route inside the Handle Side Door Jamb and exit through the booking bracket opening.

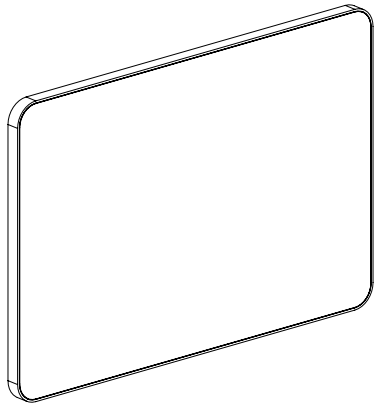
03



04

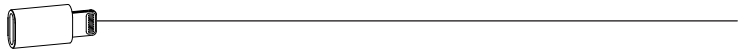


Peel off the film and tape tablet onto the Bracket.



*Tablet not provided by ROOM

Choose appropriate USB dongle based on tablet specification.



A3-5



A3-4

Well done.

You've just built a flexible, modular workspace.
If you have questions, don't hesitate to contact
your OFS Representative.

ofs.com/room

R O
O M

