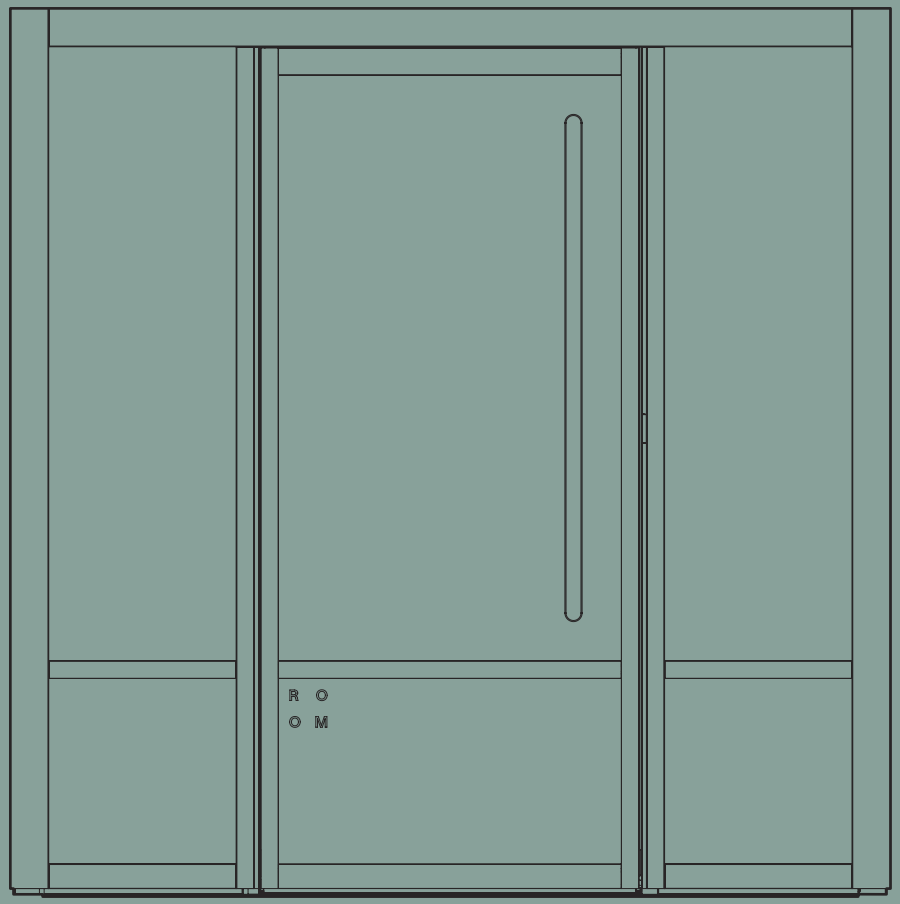


Room S

Assembly Manual

R O
O M

11231207
Updated 09/01/26

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116 Booking Bracket Adds On

Meet The Room S

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.

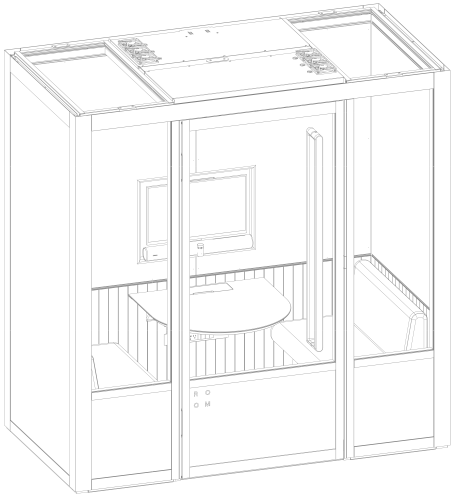
Room S



Frame

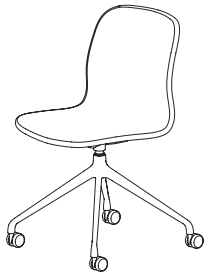


Focus Room

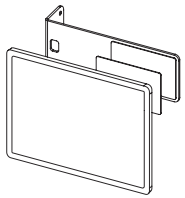


Meeting Room

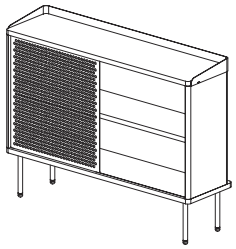
Add Ons



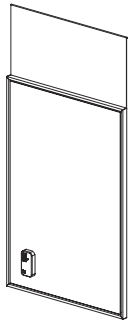
The Chair
(Light & Dark)



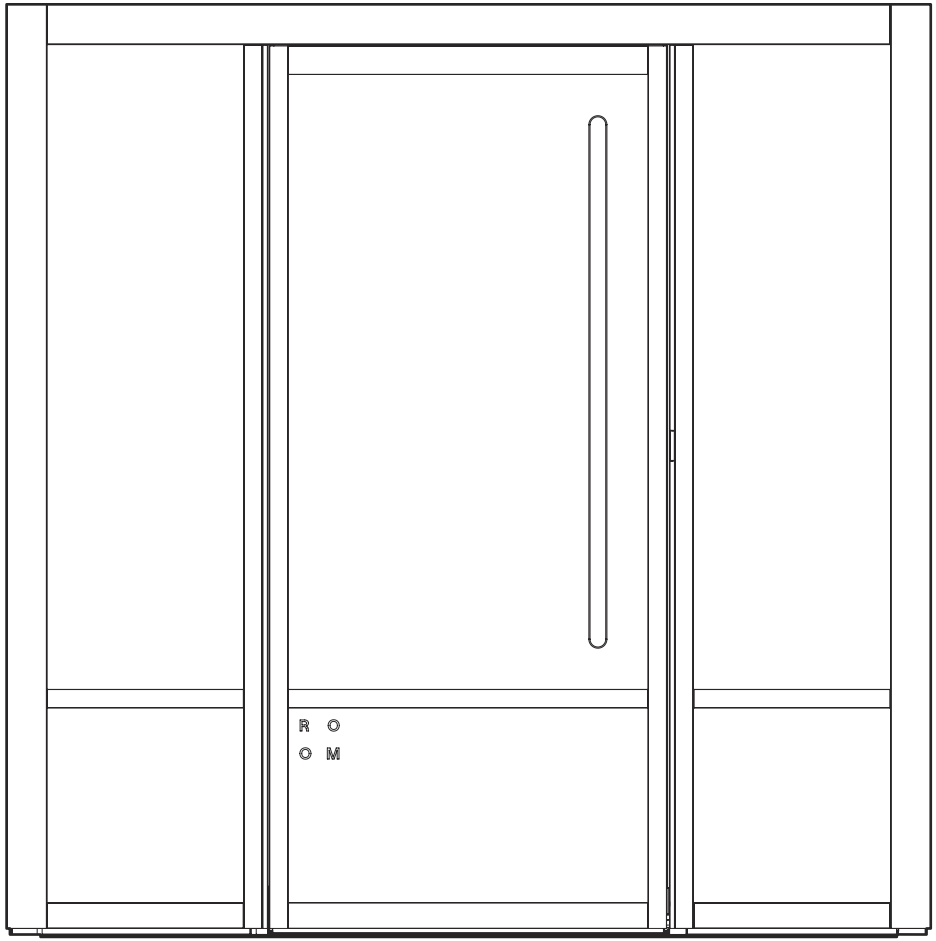
Booking Bracket
(Light & Dark)



Credenza
(Pewter & Pebble)



Small Whiteboard
(Light & Dark)



Room S

Assembly Manual Hardware & Boxes

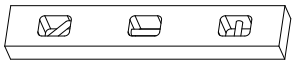
Boxes

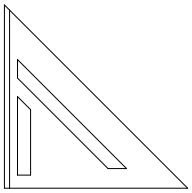
All boxes are used in sequential order, but many of them share the same number. Take a moment to get everything organized first, and then go one box at a time. Easy, clean and no cardboard chaos.

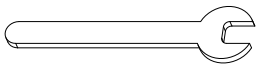
Quantities shown in this manual apply to the curated Room Collection models. Configured Room Collection models may include different quantities of certain components.

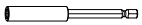
What's In The Box

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

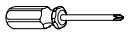

2.5mm Hex Allen Key
(Included in Door Hardware Kit)


#2 Phillips Bit

What you'll need

* NOT PROVIDED BY ROOM


Utility Knife*


Phillips Screwdriver*

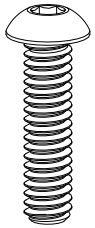

6ft Ladder*


Electric Driver*

No Impact Driver

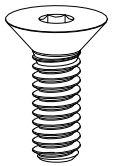
What's In The Box

BOX 1 - HARDWARE KIT



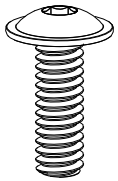
H3-1 x116

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



H3-2 x76

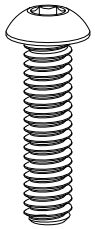
1/4-20 x 0.75" Flat Head Screw
4mm Hex Drive



H3-3 x42

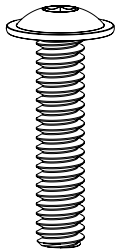
1/4-20 x 3/4" Flanged Head Screw
4mm Hex Drive

OR
Depending on availability, you may receive either version.



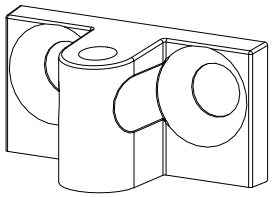
H3-1 x66

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



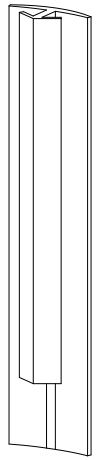
H3-18 x60

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



H3-4 x3

Casted T-Beam Mount

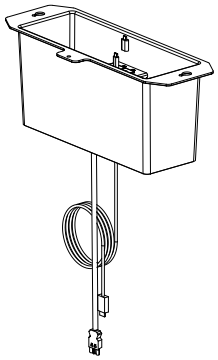


H3-5 x8

Push-In Seals Around Corner Posts

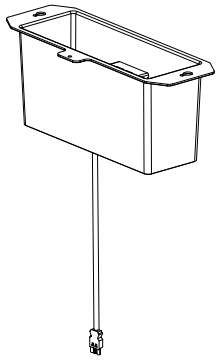
What's In The Box

BOX 1 - TECH



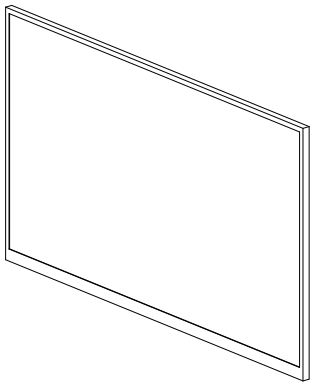
T3-1 x1 Room S (Meeting Room with VC)

Meeting Room with VC
Power Box



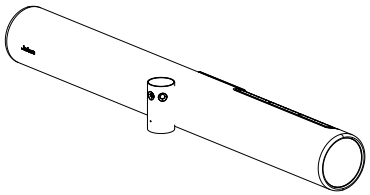
T3-2 x1 Room S (Meeting Room without VC)

Meeting Room without VC
Power Box



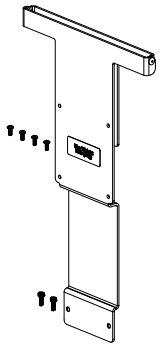
T3-3 x1 Room S (Meeting Room with VC)

Samsung Monitor



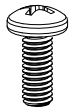
T3-5 x1 Room S (Meeting Room with VC)

Jabra Panacast 50



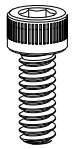
T3-4 x1 Room S (Meeting Room with VC)

Small Monitor Mount



H3-13 x4

M4x10 Pan Head Phillips Head Drive Screw
#2 Phillips

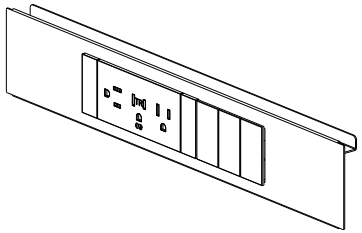


H3-14 x2

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

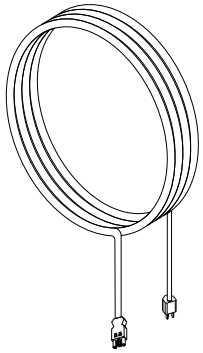
What's In The Box

BOX 1 - ELECTRICAL



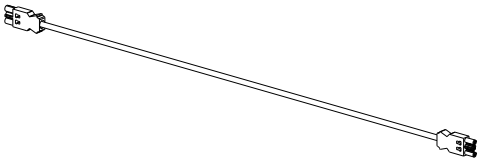
E3-9 x1

Assembled Wall Power Module in Frame



E3-6 x1

12' Power Cord

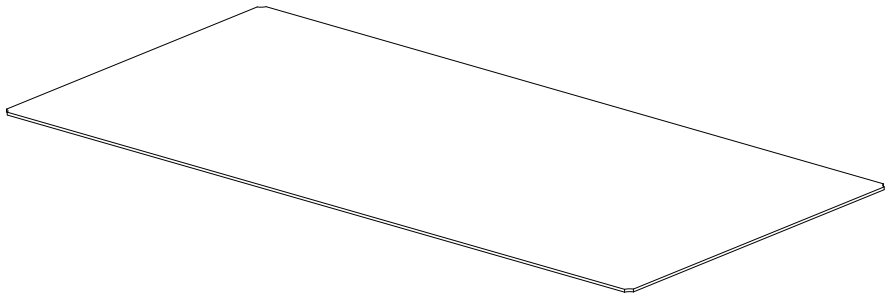


E3-8 x2

3' AC Jumper

What’s In The Box

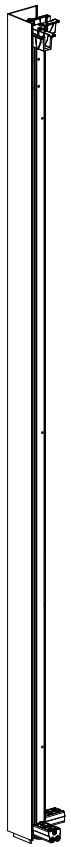
BOX 2



F3-1 x1

Room S Carpet

BOX 3



B3-1 x4

Corner Post

What's In The Box

BOX 4



B3-2 x1 Room S (Focus Room & Frame)
x2 Room S (Meeting Room)

Module T-Beam



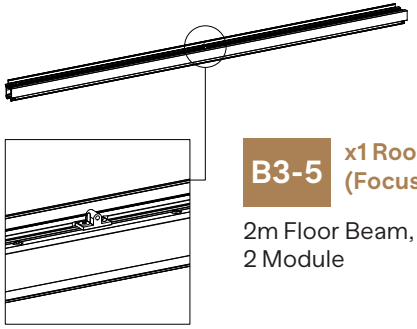
B3-14 x1

Door
T-Beam Left



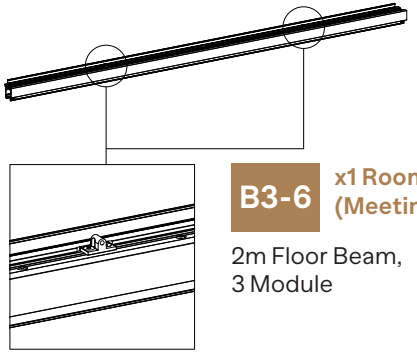
B3-15 x1

Door
T-Beam Right



B3-5 x1 Room S
(Focus Room & Frame)

2m Floor Beam,
2 Module



B3-6 x1 Room S
(Meeting Room)

2m Floor Beam,
3 Module



B3-8 x2

S Side
Floor Beam

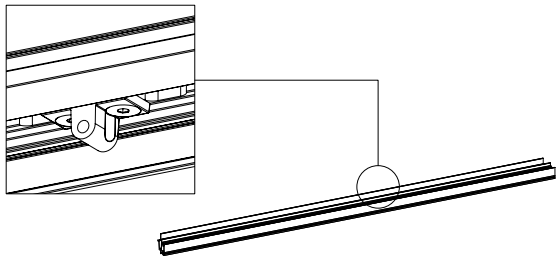


B3-9 x2

Half Floor Beam

What's In The Box

BOX 4



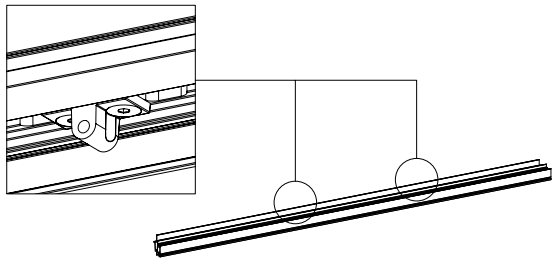
B3-10 x1 Room S (Focus Room & Frame)

2m Ceiling
Beam, 2 Module



B3-16 x1 Room S (Focus Room & Frame)

2m Wall
Horizonal Rail



B3-11 x1 Room S (Focus Room & Frame)
x2 Room S (Meeting Room)

2m Ceiling
Beam, 3 Module



B3-17 x1 Room S (Meeting Room)

2m Table
Horizonal Rail

B3-13 x2

S Side
Ceiling Beam



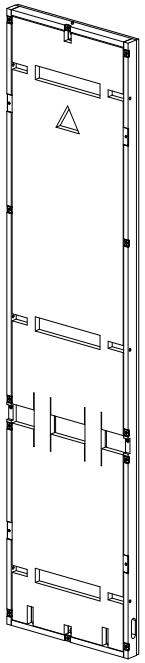
B3-19 x2

S Side
Horizontal Rail



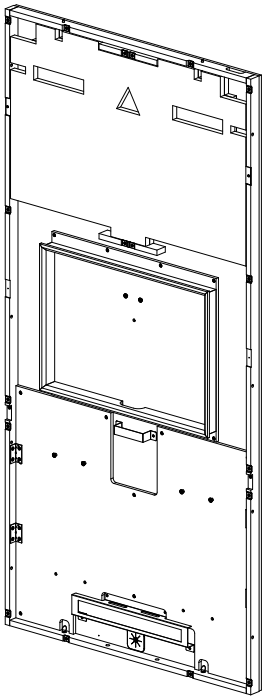
What's In The Box

BOX 5



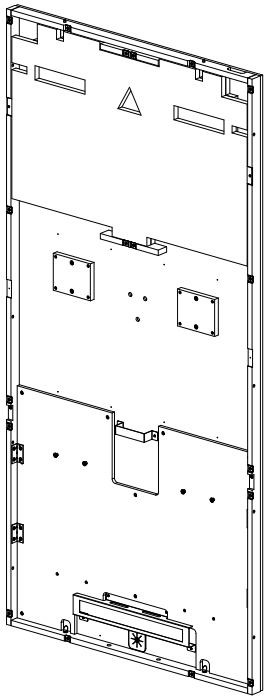
P3-1 x2 Room S (Meeting Room)

1m Cantilever
Surrounding Wall Panel



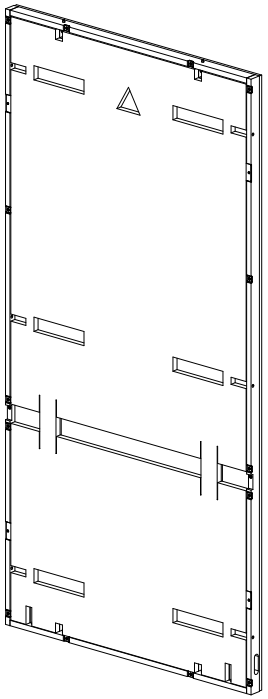
P3-2 x1 Room S (Meeting Room with VC)

1m Cantilever Wall Panel,
Monitor Frame



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

1m Cantilever Wall
Panel, TV Mount

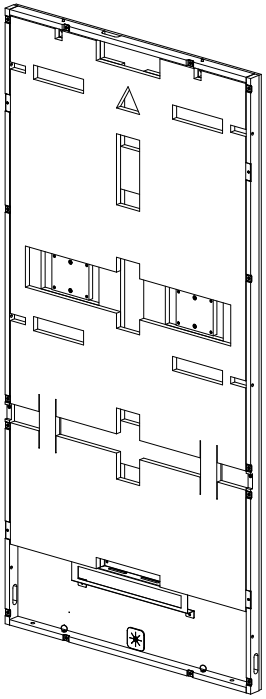


P3-4 x1 Room S (Focus Room & Frame)

1m Standard
Wall Panel

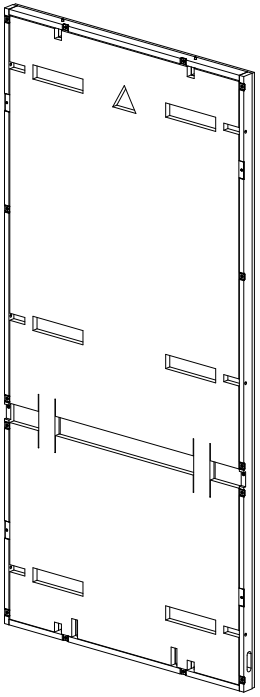
What's In The Box

BOX 5



P3-5 x1 Room S (Focus Room & Frame)

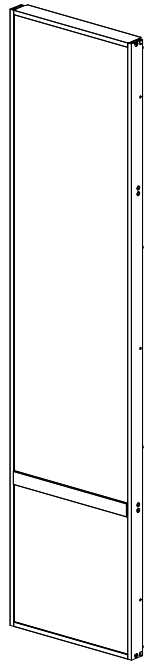
1m Electrical
Wall Panel



P3-6 x2

S Side Wall Panel

BOX 6

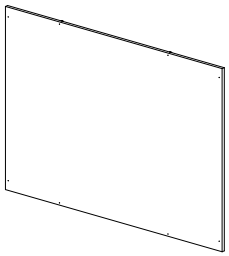


W3-1 x2

Half Paneled
Window

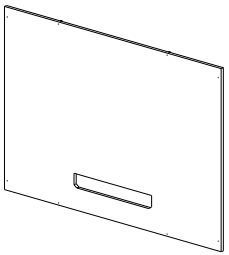
What's In The Box

BOX 7



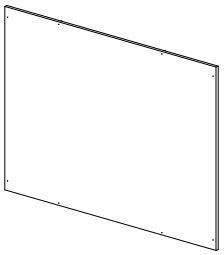
I3-1 x1 Room S (Frame)

1m Lower
Fabric Panel



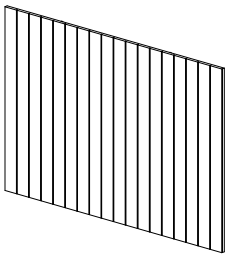
I3-2 x1 Room S (Frame)

1m Electrical
Lower Fabric Panel



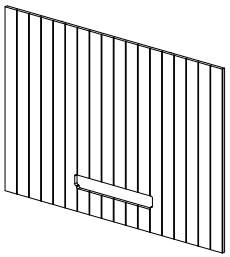
I3-3 x2 Room S (Frame)

S Side Lower
Fabric Panel



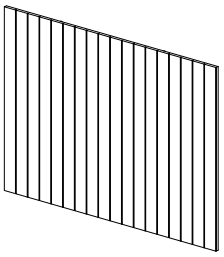
I3-4 x1 Room S (Focus Room)

1m Lower
Tambour



I3-5 x1 Room S (Focus Room)

1m Electrical
Lower Tambour

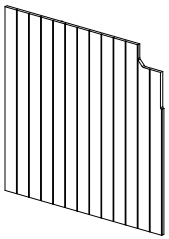


I3-6 x3 Room S (Focus Room & Meeting Room)

S Side Lower
Tambour

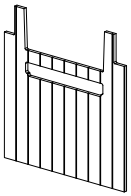
What's In The Box

BOX 7



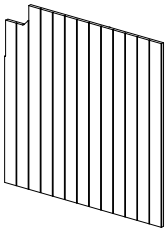
I3-7 x1 Room S (Meeting Room)

Left Cantilever
Tambour



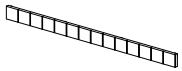
I3-8 x1 Room S (Meeting Room)

Center Cantilever
Tambour



I3-9 x1 Room S (Meeting Room)

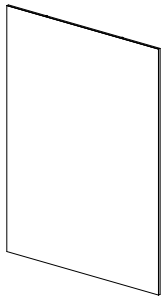
Right Cantilever
Tambour



I3-10 x1 Room S (Meeting Room)

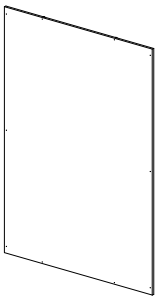
Table Accent
Tambour

BOX 8



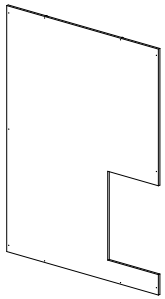
I3-11 x2 Room S (Focus Room, Frame & Meeting Room without VC)

1m Upper
Fabric Panel



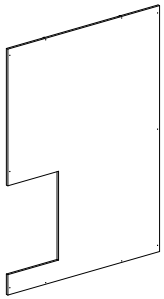
I3-12 x2

S Side Upper
Fabric Panel



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

Left Monitor Frame
Fabric Panel

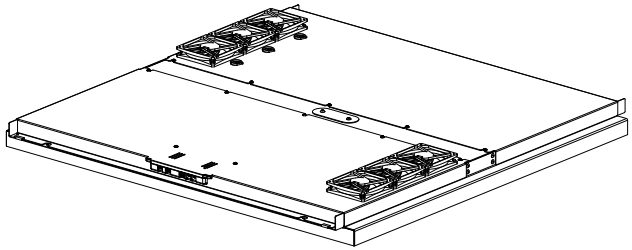


I3-14 x1 Room S (Meeting Room with VC)

Right Monitor Frame
Fabric Panel

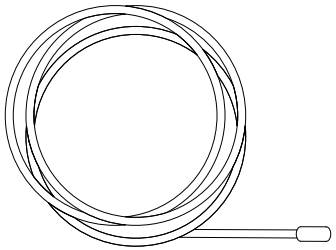
What's In The Box

BOX 9



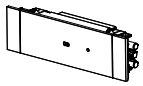
C3-2 x1

S Solid Roof



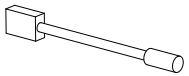
E3-4 x1

5m GST08
Jumper



E3-10 x1

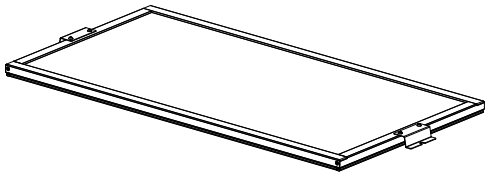
Power Supply



E3-3 x1

Logic Box
Power Cable

BOX 10

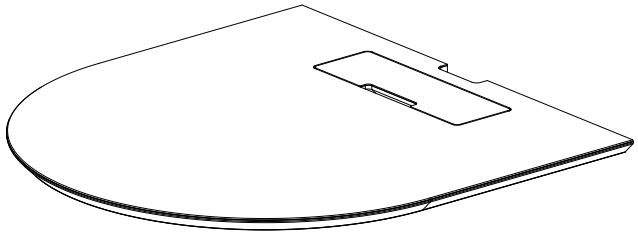


C3-5 x2

S Skylight

What's In The Box

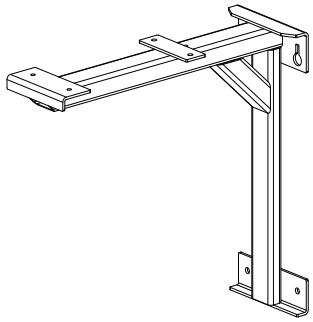
BOX 11



F3-4 x1

S Cantilever Table

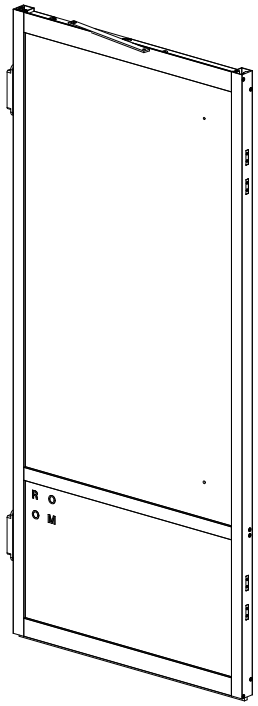
BOX 11



F3-7 x2

Cantilever
Table Bracket

BOX 12



D3-1 x1

Left Hinge Paneled Door

D3-2 If Using Right Swing Option

Right Hinge Paneled Door

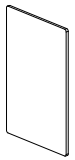
What's In The Box

BOX 13



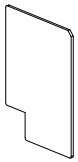
D3-3 x1

Narrow Threshold
Exterior Cover



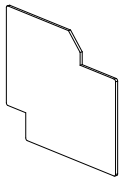
D3-4 x2

Wide Threshold
Exterior Cover



D3-5 x1

Narrow Threshold
Interior 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

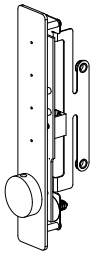


D3-12 x1

Hinge Side Jamb for
Left Hinge Door

D3-13 If Using Right Swing Option

Hinge Side Jamb for
Right Hinge Door

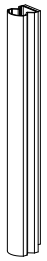


D3-17 x1

Handset for Left
Hinge Door

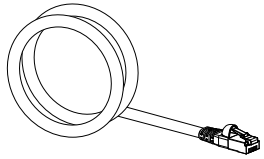
D3-18 If Using Right Swing Option

Handset for Right
Hinge Door



D3-16 x2

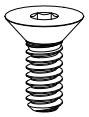
Threshold Seal



D3-19 x1

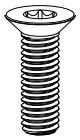
CAT6 Cable for Handset

BOX DOOR HARDWARE KIT



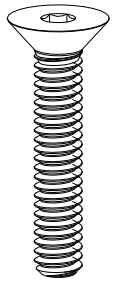
H3-6 x2 **Pre-Installed on the handset, D3-17**

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



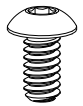
H3-7 x8

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

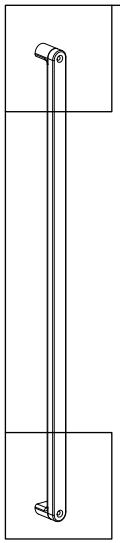
What's In The Box

BOX 14



D3-13 x1

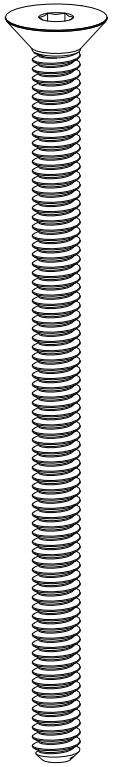
Paneled Door Outer
Door Handle



D3-14 x1

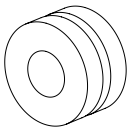
Paneled Door Inner
Door Handle

HARDWARE INCLUDED IN BOX 14



H3-10 x2

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



H3-12 x2

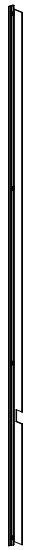
Glass Grommet



H3-11 x2

1/4-20 x 0.472
Cross Dowel

BOX 15

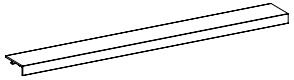


W3-3 x2

Paneled Window
Cover, Left

W3-4 x2

Paneled Window
Cover, Right



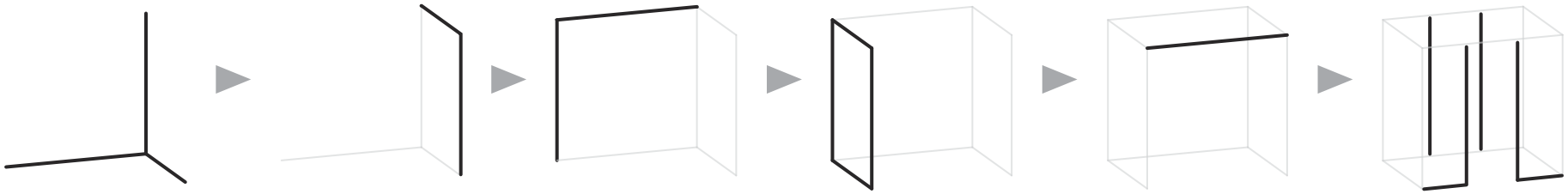
W3-6 x2

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.

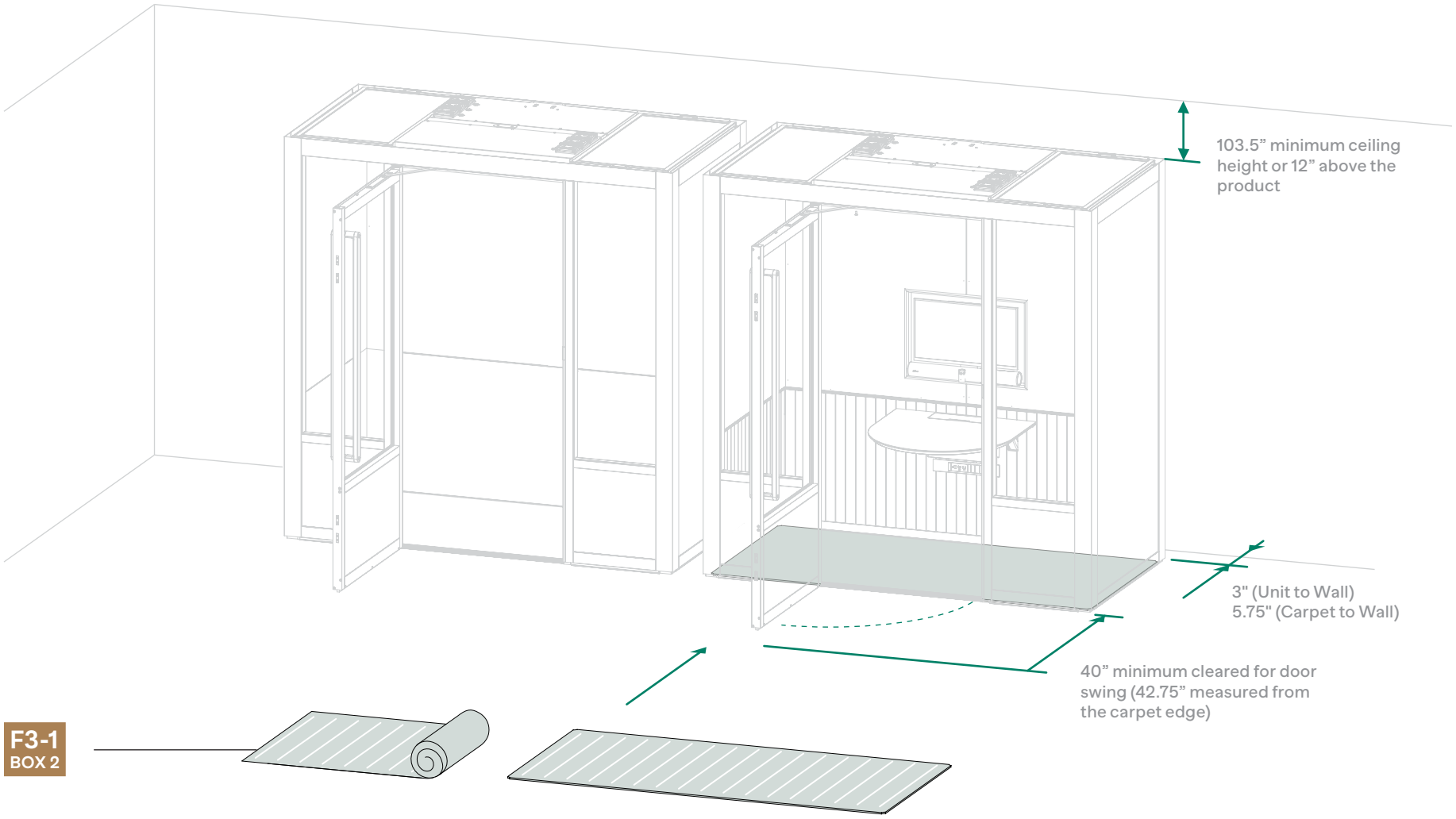


Chapter

01

Unit & Carpet Location

01 Unit & Carpet Placement



F3-1
BOX 2

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

Chapter

02 Super Structure

Beam Rules

ROOM S FLOOR BEAM RULES





Meeting Room

Focus Room & Frame

B3-9 BOX 4 Half Floor Beam

B3-8 BOX 4 S Side Floor Beam

B3-6 BOX 4 2m Floor Beam 3 Module

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

B3-5 BOX 4 2m Floor Beam 2 Module

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

ROOM S CEILING BEAM RULES





Meeting Room

Focus Room & Frame

B3-13 BOX 4 S Side Ceiling Beam

B3-11 BOX 4 2m Ceiling Beam 3 Module

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

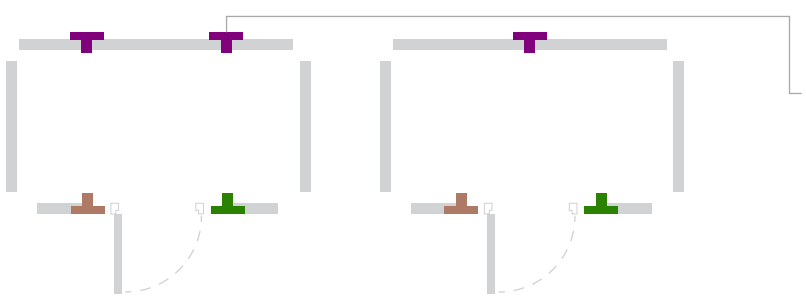
B3-10 BOX 4 2m Ceiling Beam 2 Module

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

Beam Rules

ROOM S T-BEAM RULES





B3-2 BOX 4 — Module T-Beam

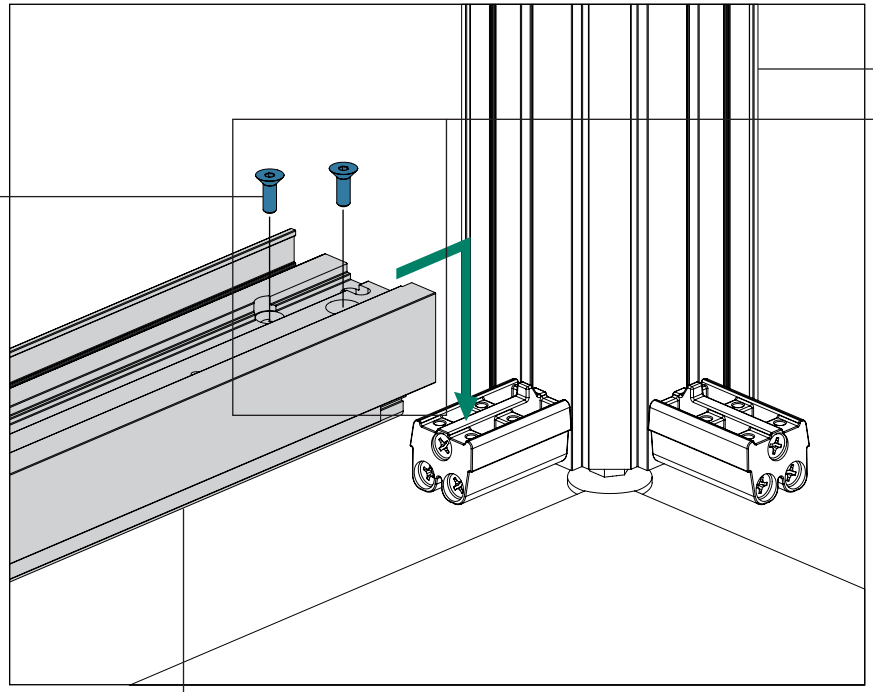
B3-14 BOX 4 — Door Side T-Beam Left

B3-15 BOX 4 — Door Side T-Beam Right

02 Floor Beam Installation



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

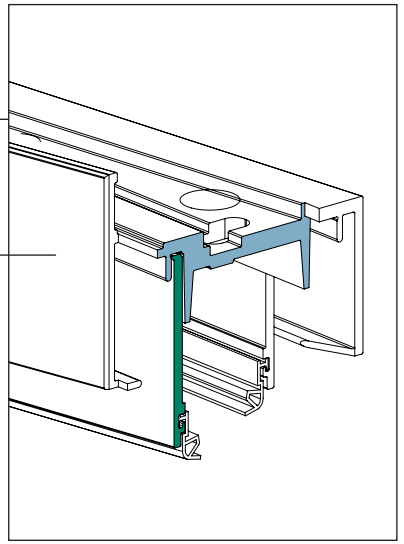


H3-2 BOX 1 x2

B3-1 BOX 3

Repeat at each Floor Beam location.

FLOOR BEAM MODULE



Exterior Side

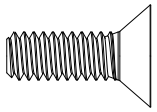
Make sure the colored surfaces are flush before installing the floor beam onto the corner post.

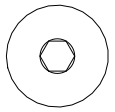
scale 1:1

SCREWS NEEDED

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

H3-2 BOX 1 x12





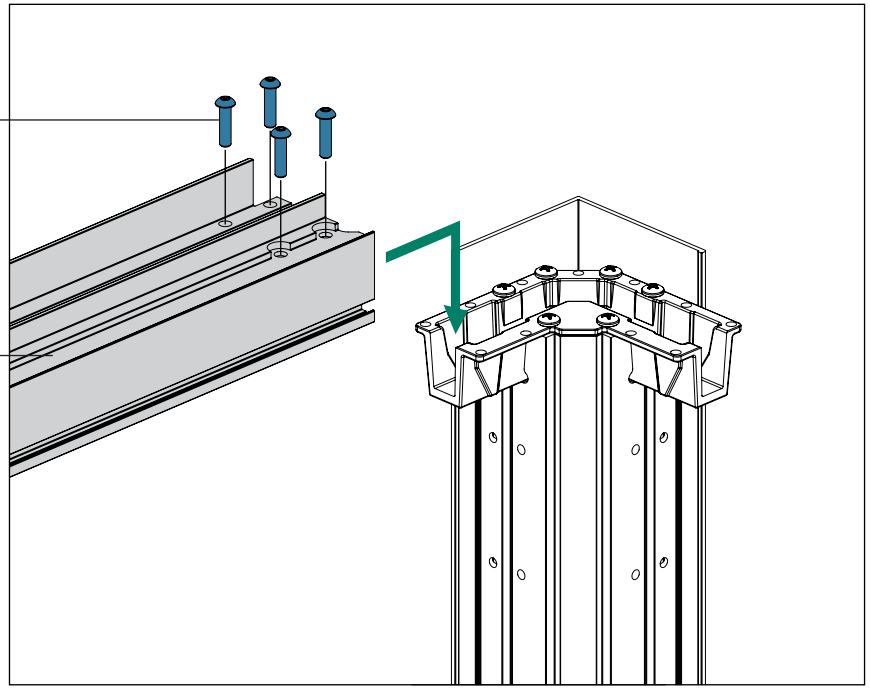
03 Ceiling Beam Installation



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

H3-1 BOX 1 x4

CEILING BEAM MODULE



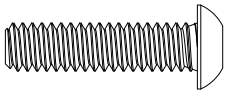
Repeat at each Ceiling Beam location.

scale 1:1

SCREWS NEEDED

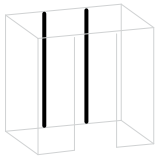
1/4-20 x 1”
Button Head Screw
4mm Hex Drive

H3-1 BOX 1 x32



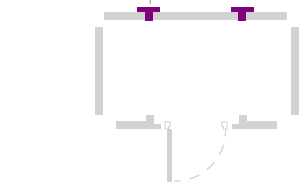


04 Module T-Beam Installation

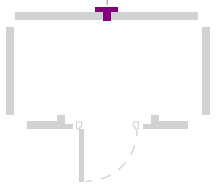


Reference T-Beam Placement Rules (pg. 11) for more details.

B3-2
BOX 4



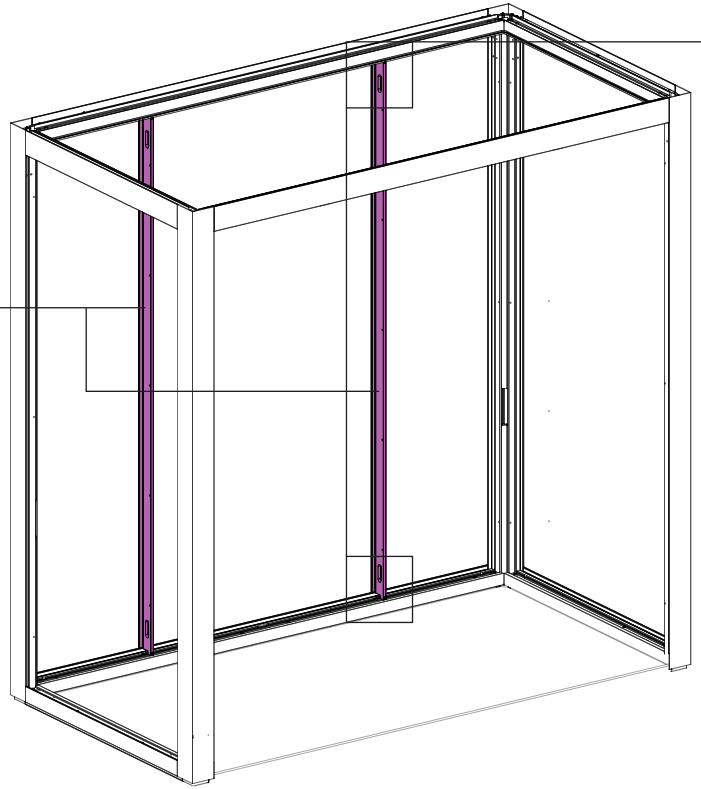
Meeting Room

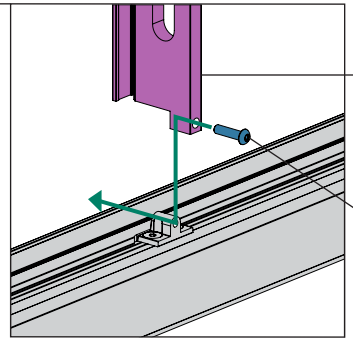


Focus Room & Frame

x1
Focus Room
ONLY

B3-2
BOX 4
x2





B3-2
BOX 4

H3-1
BOX 1

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

Repeat at each T-Beam location.

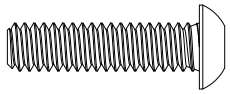
scale 1:1

SCREWS NEEDED

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

H3-1
BOX 1

x4 Room S (Meeting Room)
x2 Room S (Focus Room)

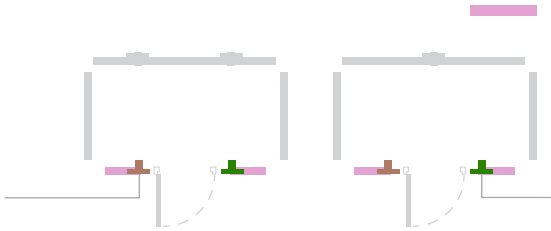


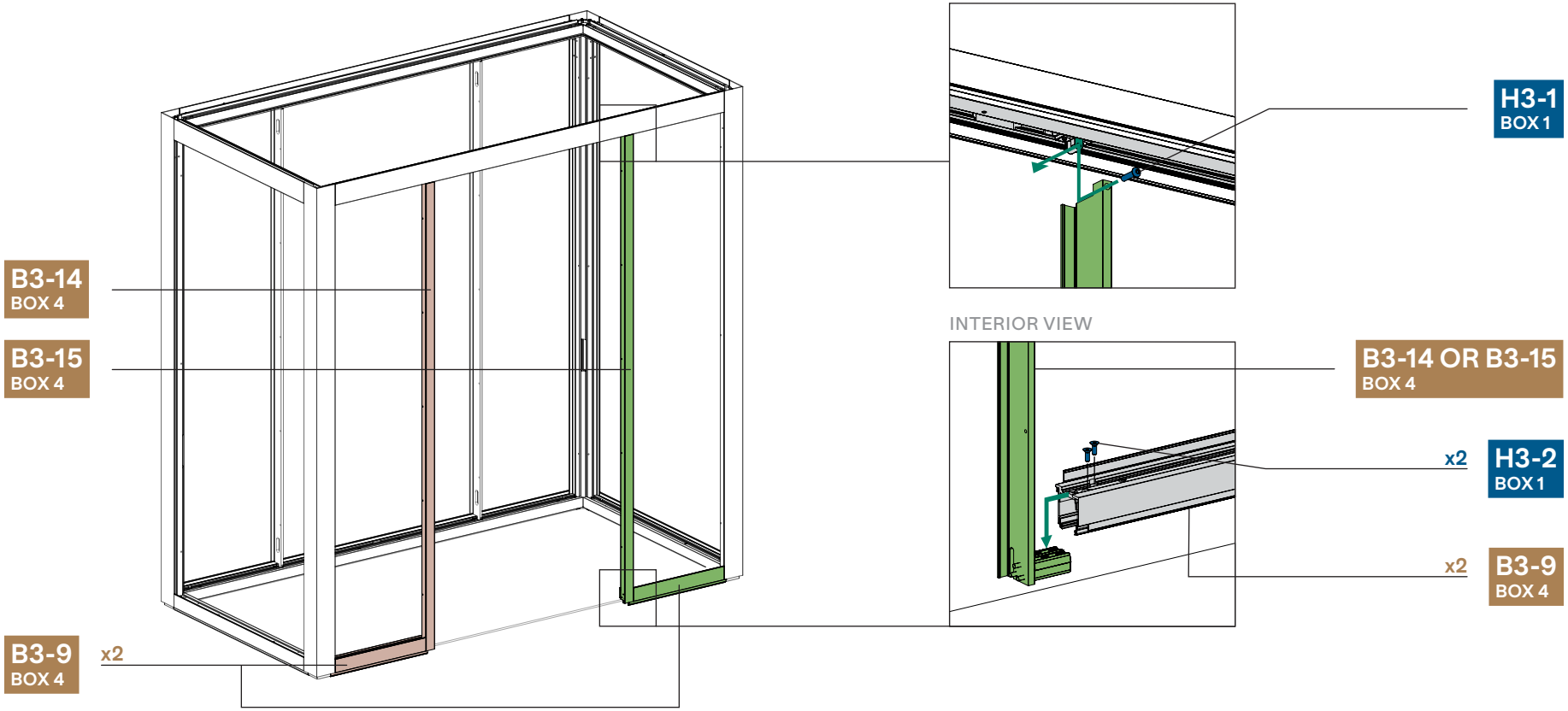


05 Door Side T-Beam Installation



Reference T-Beam Placement Rules (pg. 11) for more details.



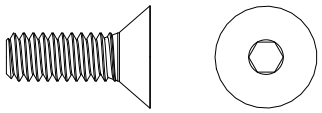


Repeat at each T-Beam location.

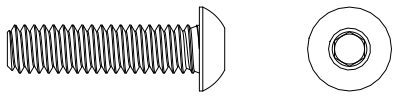
scale 1:1

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



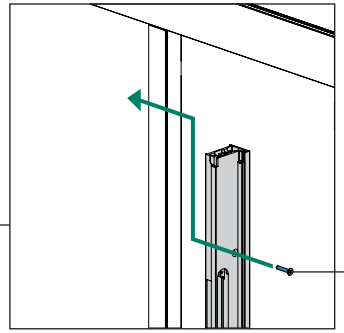
Chapter

03 Door Jamb

06 Door Jamb Installation

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

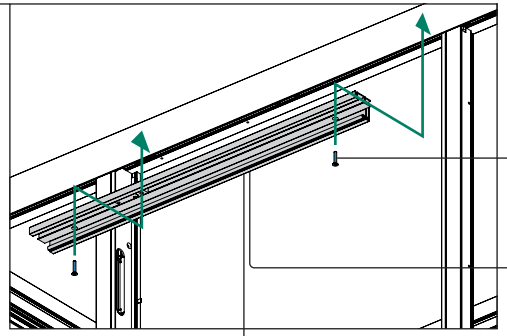
1. Install the two vertical Door Jamb.



x2

x3 **H3-8** BOX 13

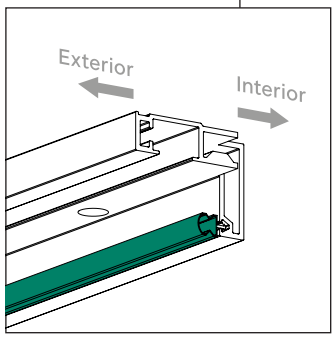
2. Install the top Door Jamb.



x2 **H3-8** BOX 13

D3-8 BOX 13

D3-9 BOX 13



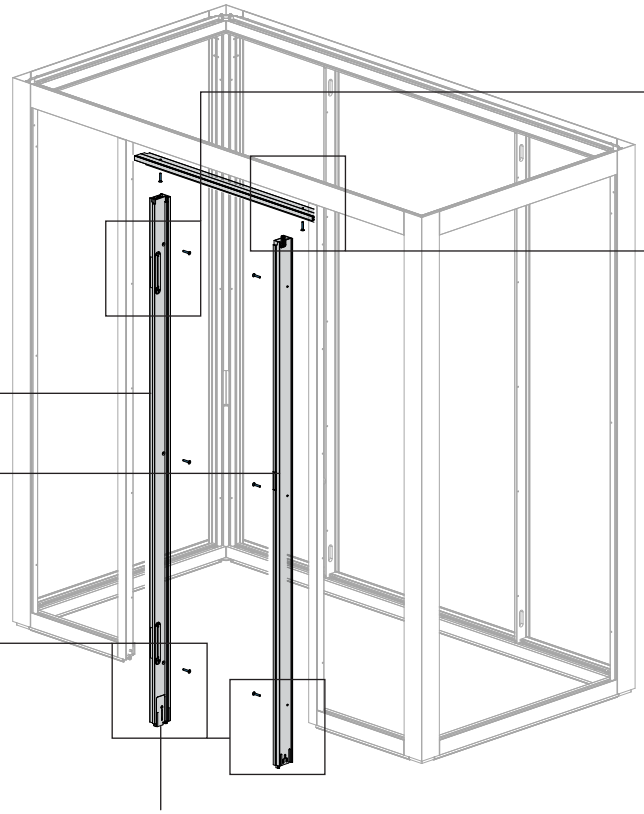
Door seal always points towards the exterior of the room.

D3-12 BOX 13

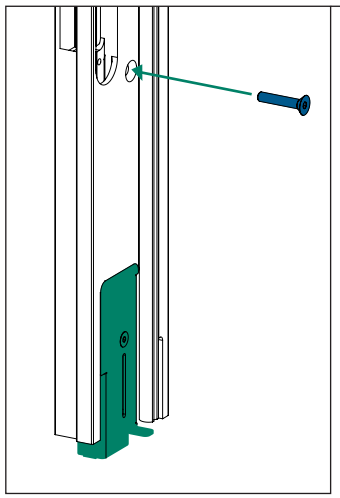
D3-13 BOX 13

D3-10 BOX 13

D3-11 BOX 13



Threshold Attachment at bottom.



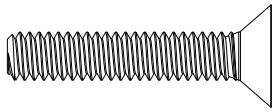
Ensure the end with the threshold mount is positioned at the bottom.

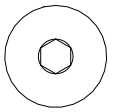
scale 1:1

SCREWS NEEDED

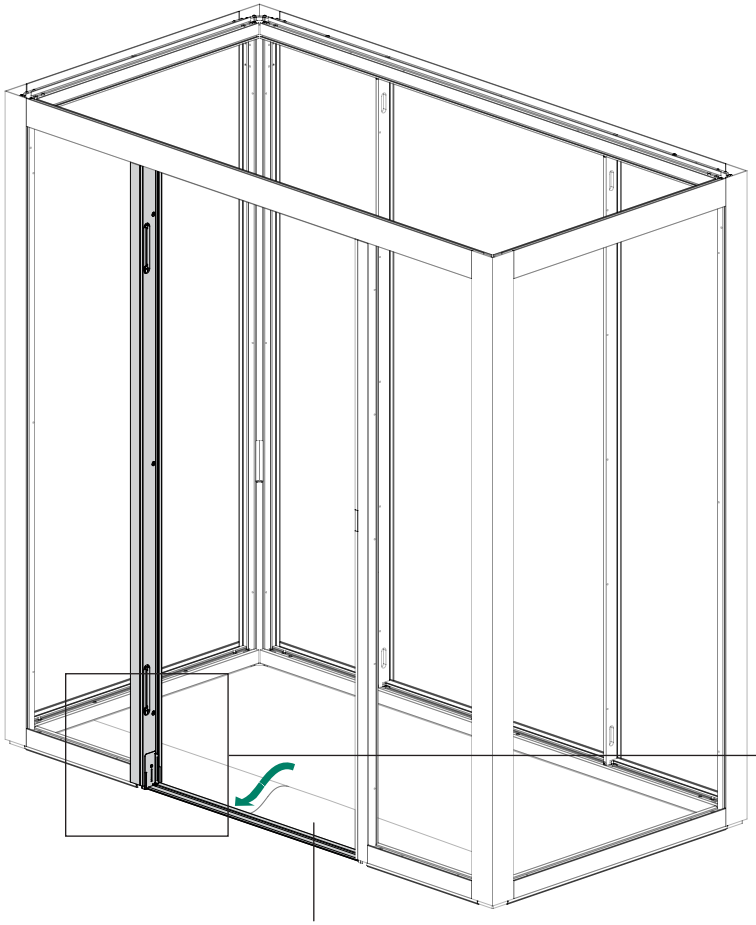
1/4-20 x 1.375"
Flat Head Screw
4mm Hex Drive

H3-8 BOX 13 x8 Color Specific





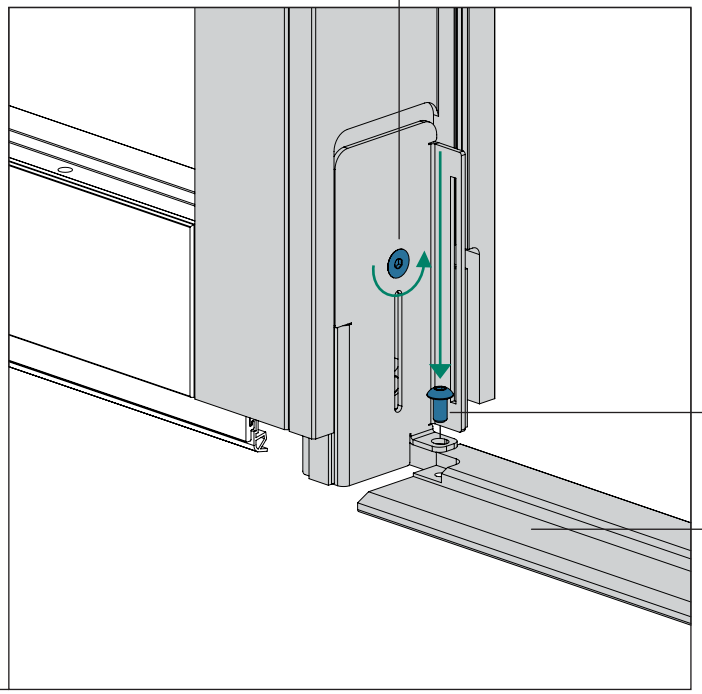
07 Door Threshold Installation



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.

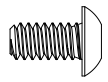


scale 1:1

SCREWS NEEDED

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

H3-9
BOX 13
x2



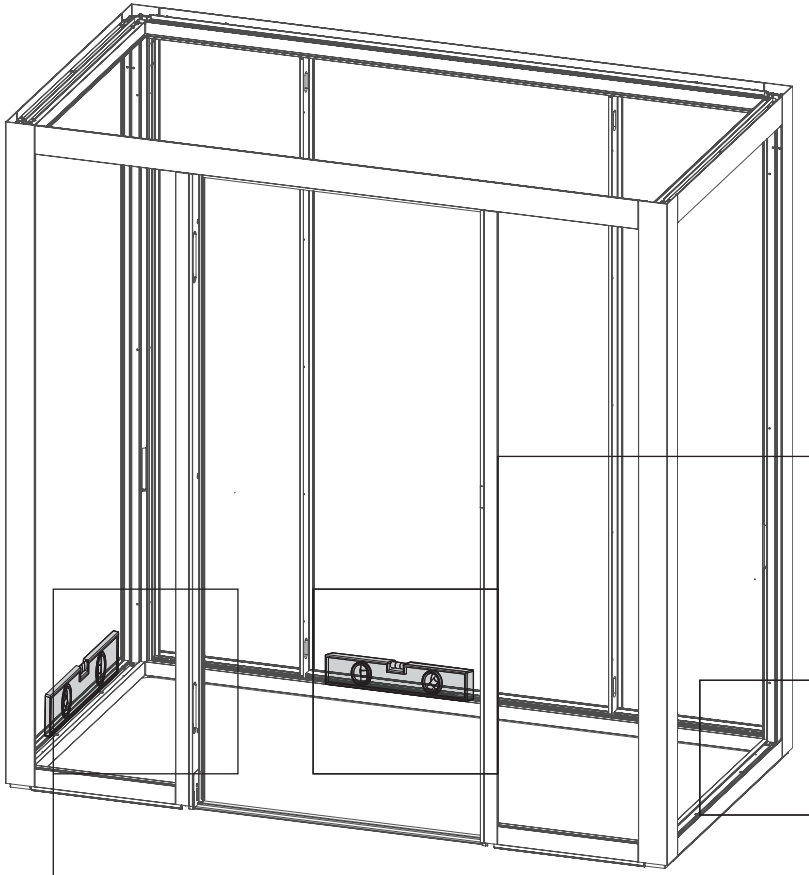


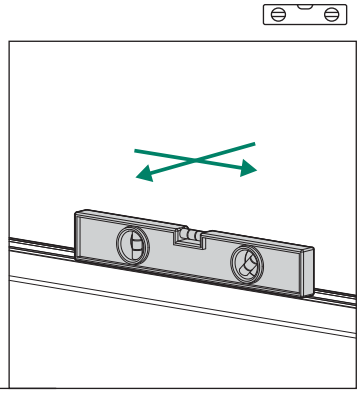
Chapter

04 Leveling & Squaring

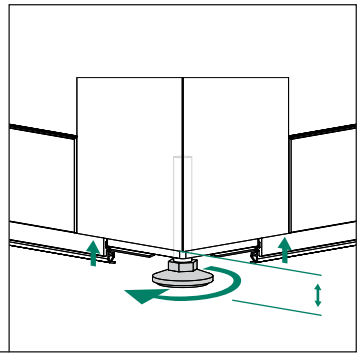
08 Leveling and Squaring

⚠ LAST CHANCE TO VERIFY FINAL PLACEMENT OF UNIT





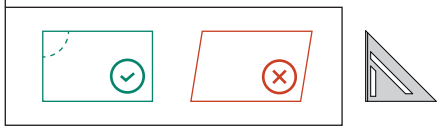
Make sure the unit is level in both length and depth directions.



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.

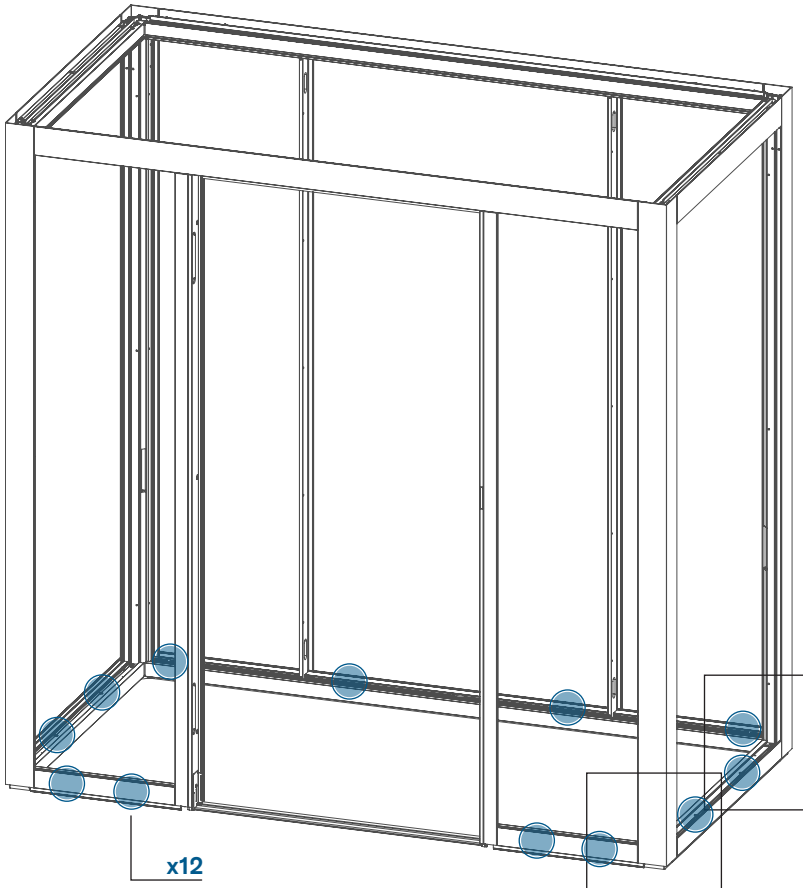
⚠ Start with all levelers fully retracted. Level the booth by extending the levelers outward as needed.

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

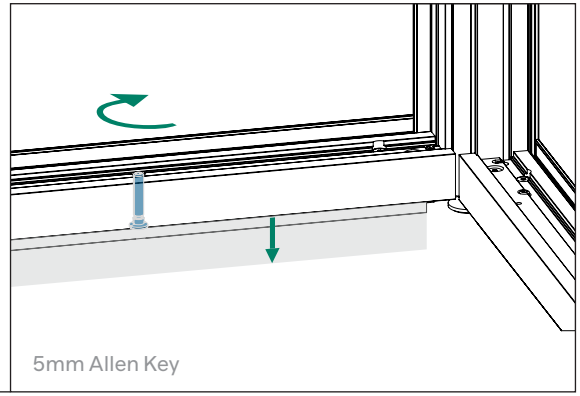


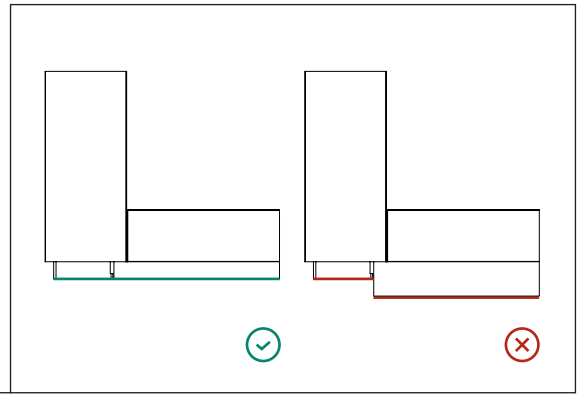
⚠ Confirm all corners are properly squared before proceeding.

09 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.

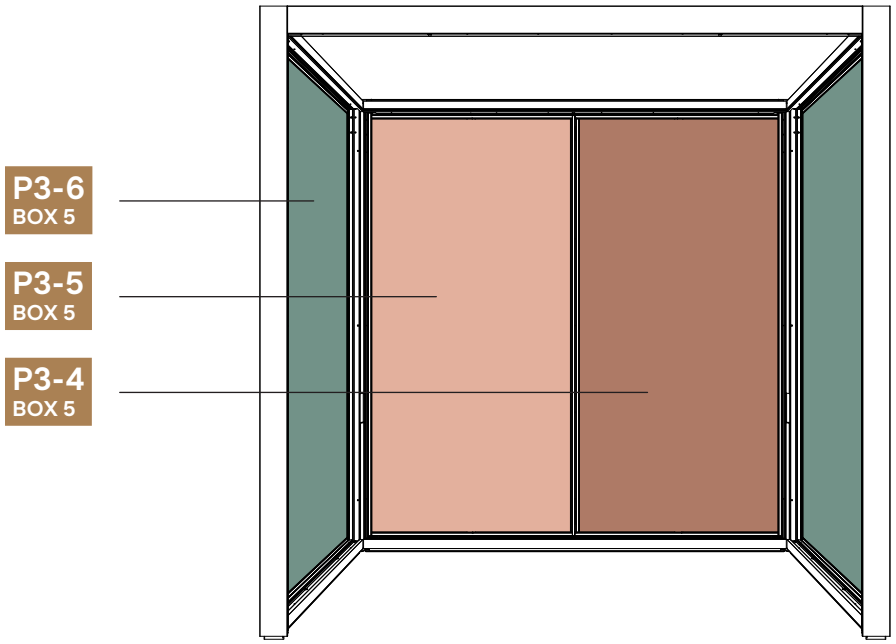




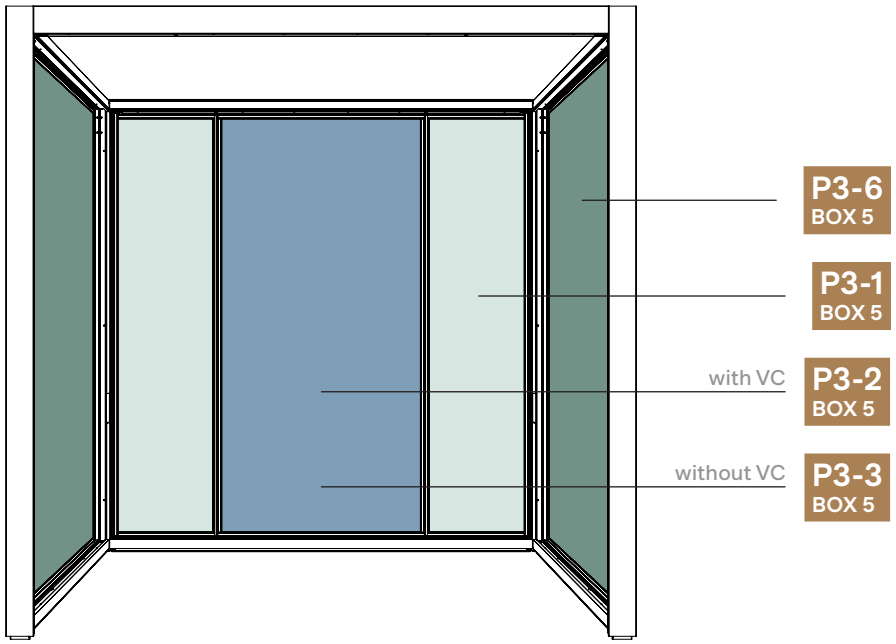
Chapter

05 Walls

Room S Wall Rules



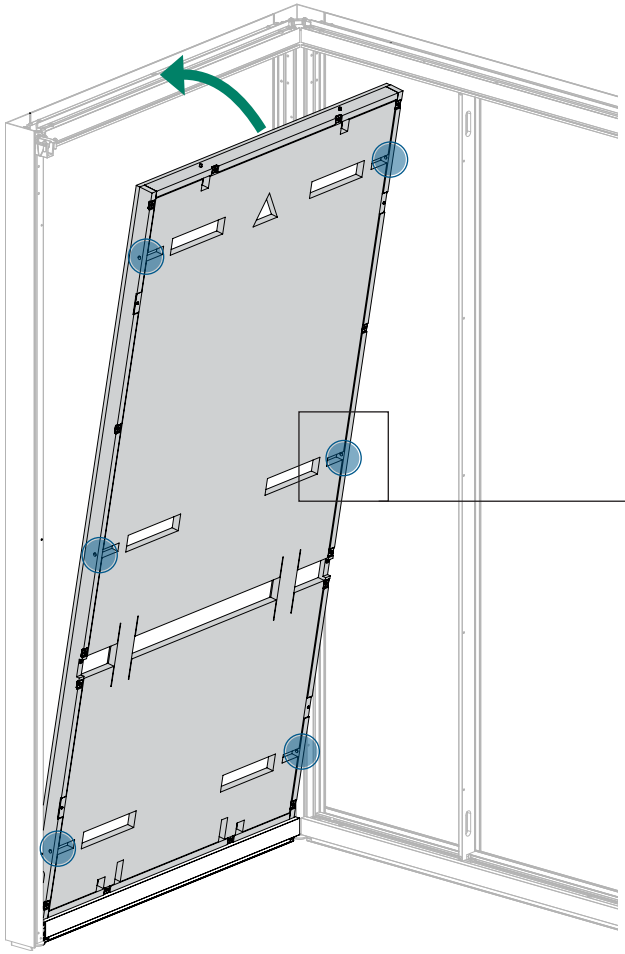
Room S
Focus Room & Frame



Room S
Meeting Room

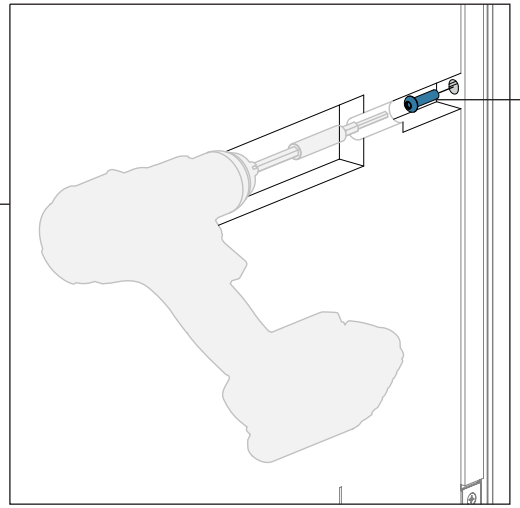
10 Solid Wall Installation

Reference Wall Rules (pg. 23)
for more details.



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

Small Side Wall Panel (P3-6) is about
1" narrower than the standard module walls.



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

x5 Room S (Meeting Room)
x4 Room S (Focus Room & Frame)

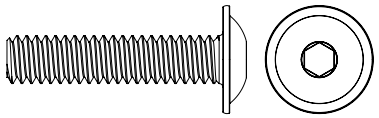
scale 1:1

SCREWS NEEDED

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

H3-18 BOX 1

x30 Room S (Meeting Room)
x24 Room S (Focus Room & Frame)

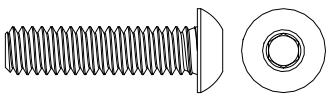


OR

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

H3-1 BOX 1

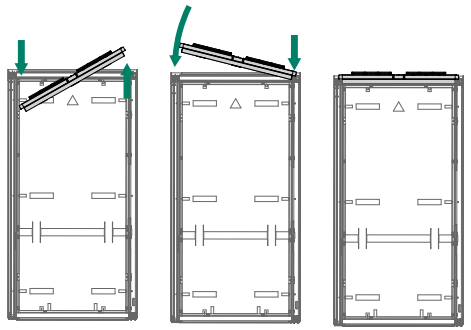
x30 Room S (Meeting Room)
x24 Room S (Focus Room & Frame)



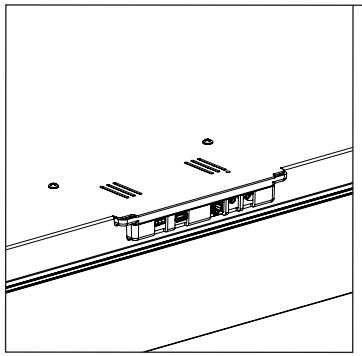
Chapter

06 The Roof

11 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.

H3-3
BOX 1
x4

Be careful not to scratch the powder coat on the bottom of the roof.

Back side of the roof.

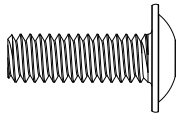
C3-2
BOX 9

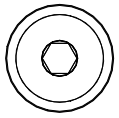
scale 1:1

SCREWS NEEDED

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

H3-3
BOX 1
x4





If you’re building a Focus Room, please turn to page 36.

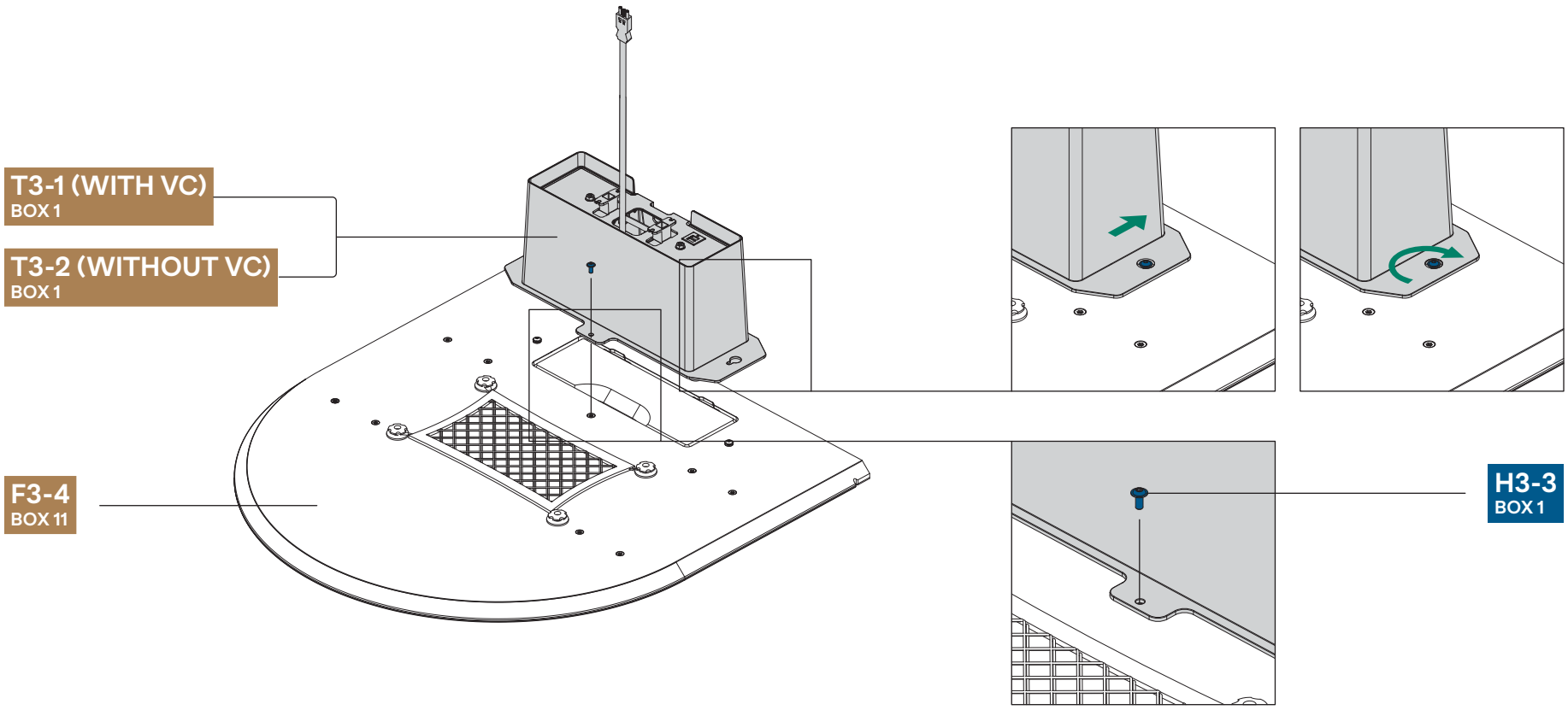
If you’re building a Meeting Room, keep reading.

Chapter

07

Meeting Room Table & Monitor

12 Meeting Room Table



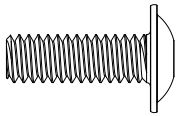
Rest the Table on a soft surface to protect the top surface and prevent scratching.

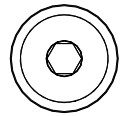
scale 1:1

SCREWS NEEDED

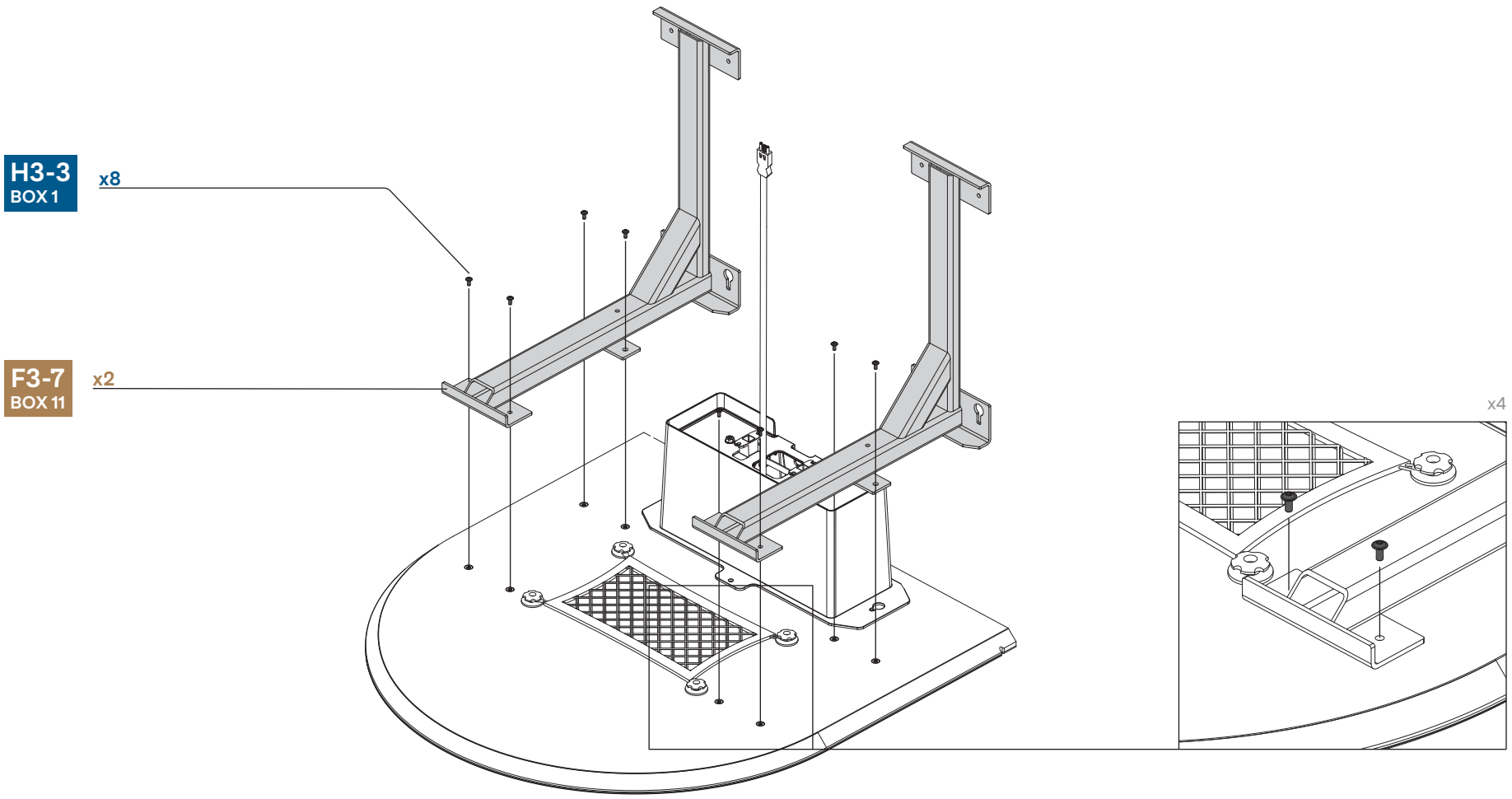
1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3 BOX 1 x1





13 Meeting Room Table

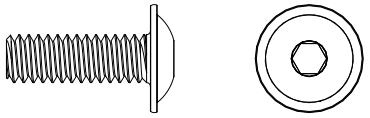


scale 1:1

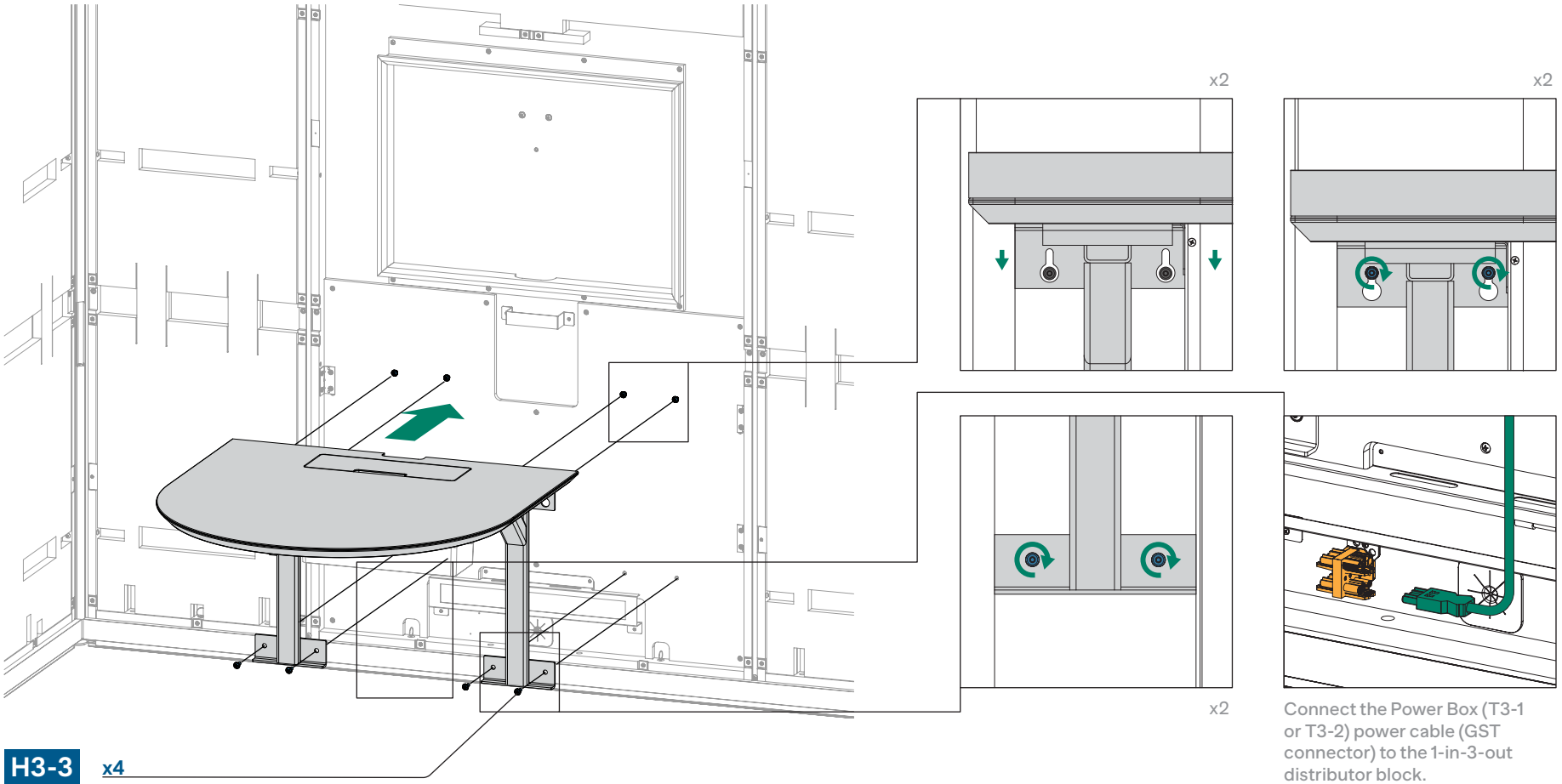
SCREWS NEEDED

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

H3-3
BOX 1
x8



14 Meeting Room Table



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

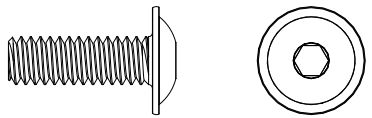
The 4x upper screws are pre-installed on the wall.

scale 1:1

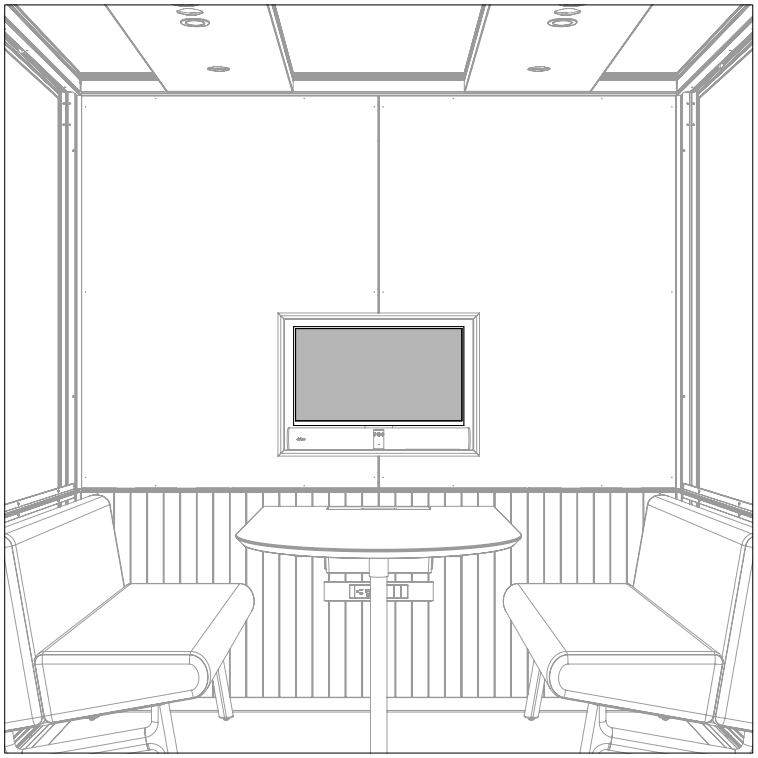
SCREWS NEEDED

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

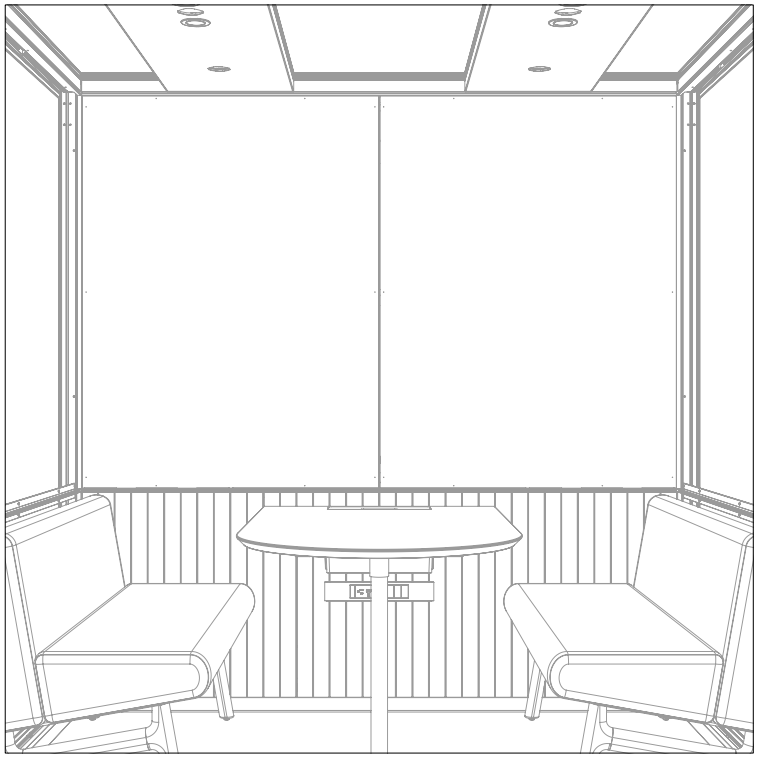
H3-3
BOX 1
x4



15 Monitor Install (Meeting Room with VC Only)

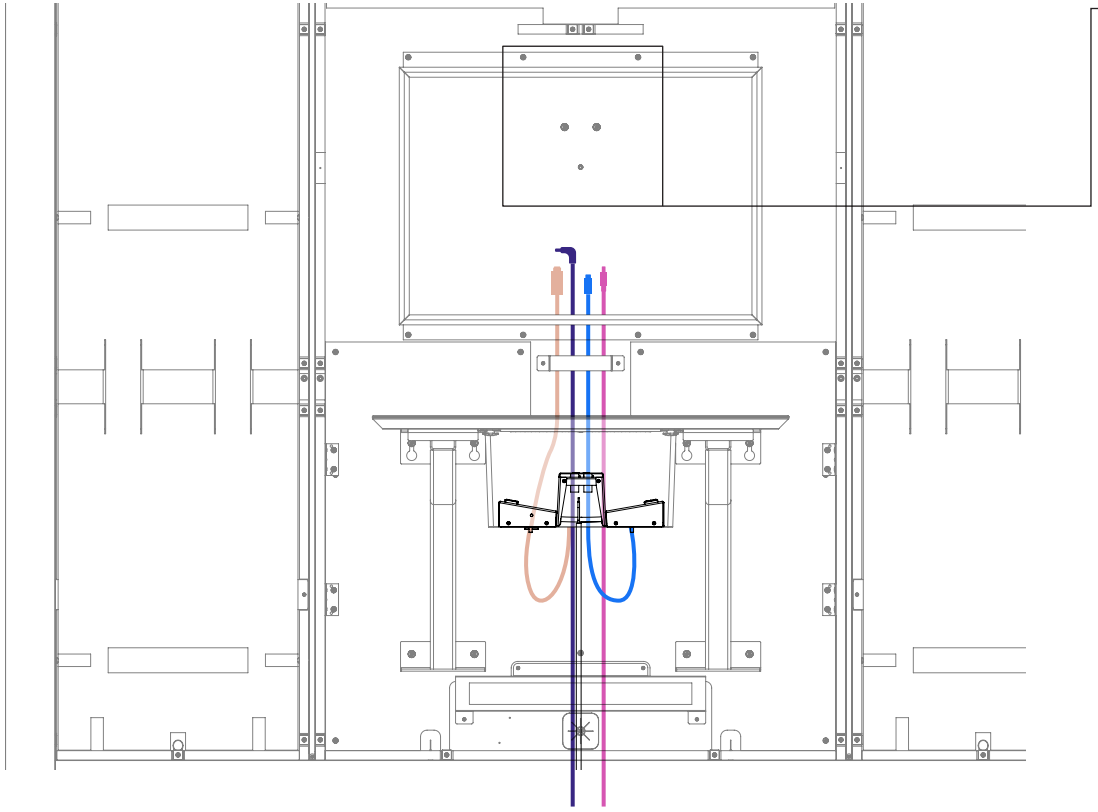


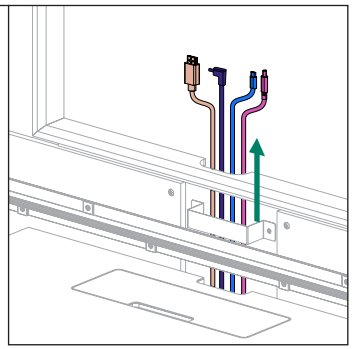
Room S Meeting Room with VC,
continue to next page.



Room S Meeting Room without VC,
go to page 36.

15 Monitor Install (Meeting Room with VC Only)





HDMI CABLE
Pre-routed in Powerbox

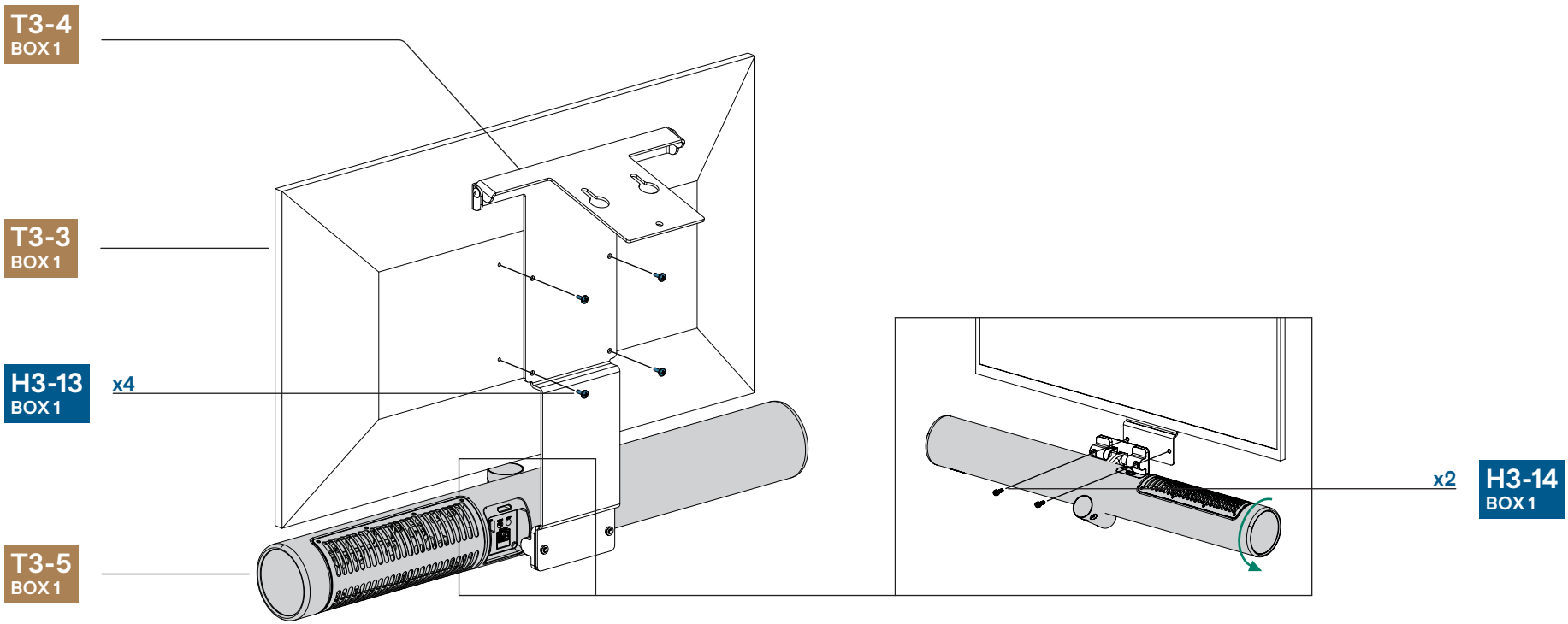
MONITOR POWER CABLE
Comes with the Monitor

JABRA USB
Pre-routed in Powerbox

JABRA POWER CABLE
Comes with the Camera

16 Monitor Install (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



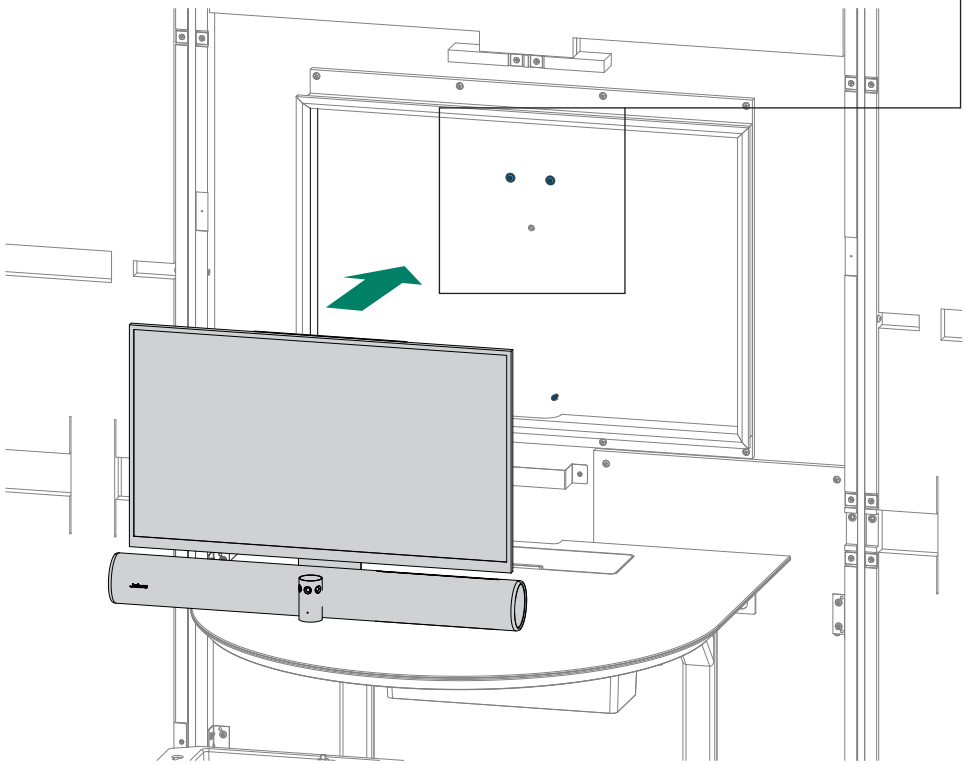
17 Monitor Install (Meeting Room with VC Only)

HDMI CABLE
Pre-routed in Powerbox

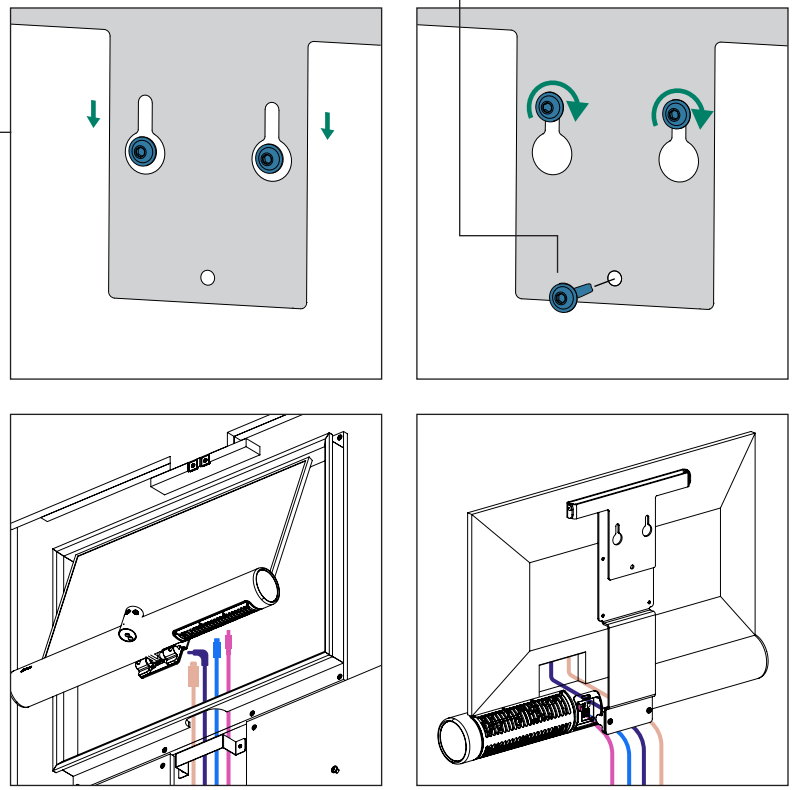
JABRA USB
Pre-routed in Powerbox

MONITOR POWER CABLE
Comes with the Monitor

JABRA POWER CABLE
Comes with the Camera



H3-3 BOX 1 x1

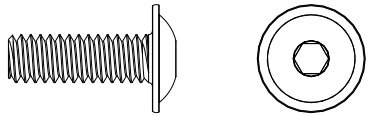


scale 1:1

SCREWS NEEDED

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

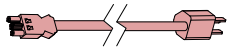
H3-3 BOX 1 x1



Chapter

08 Wiring

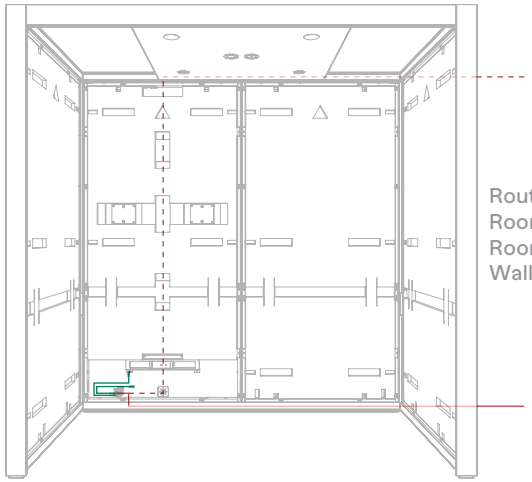
18 AC Cable



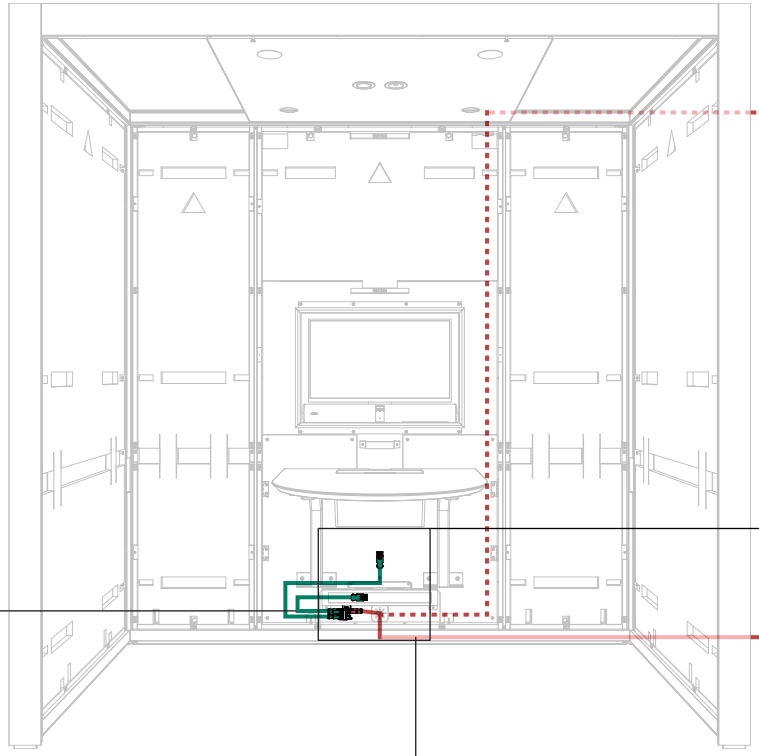
E3-6 BOX 1 — 12’ Power Cord



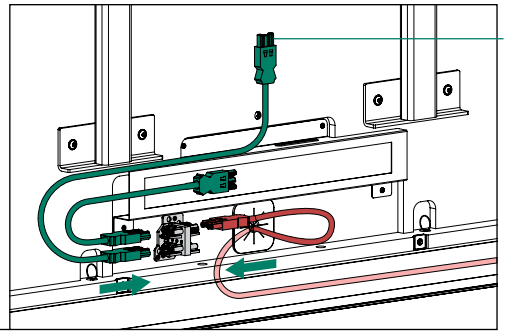
E3-8 BOX 1 — 3’ AC Jumper



Routing is the same for Room S Frame and Focus Room, but the Electrical Wall will be on the left.



Ceiling Infeed Routing Path



This jumper will later connect to the Wall Power Module.

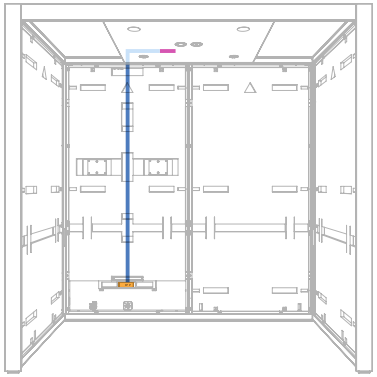
E3-8 BOX 1 x2

Wall Infeed Routing Path

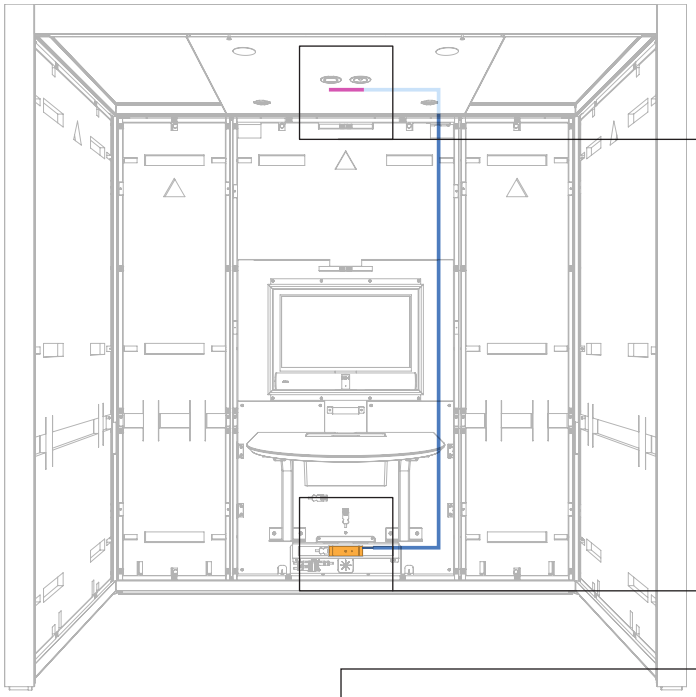
E3-6 BOX 1

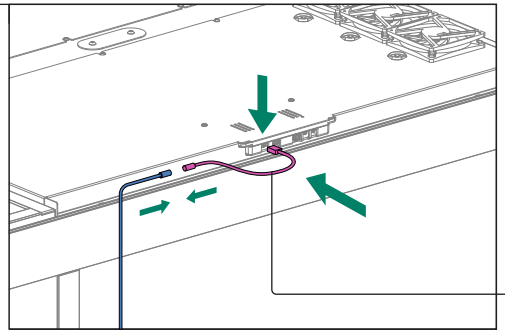
*Power Cord can be fed multiple ways, use this as a typical placement rule; adjust as needed based on model configuration and site specs.

19 DC Cable



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



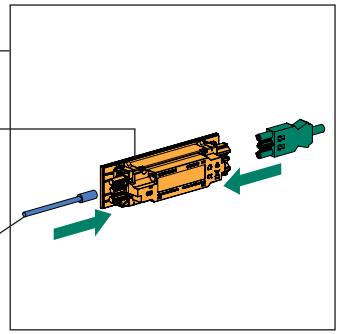


3. Each roof uses one Logic Box Power Cable to make the final connection between the GST08 Jumper (E3-4) and the Logic Box.

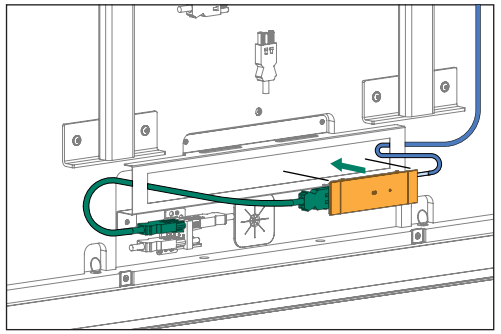
E3-3
BOX 9

E3-10
BOX 9

E3-4
BOX 9



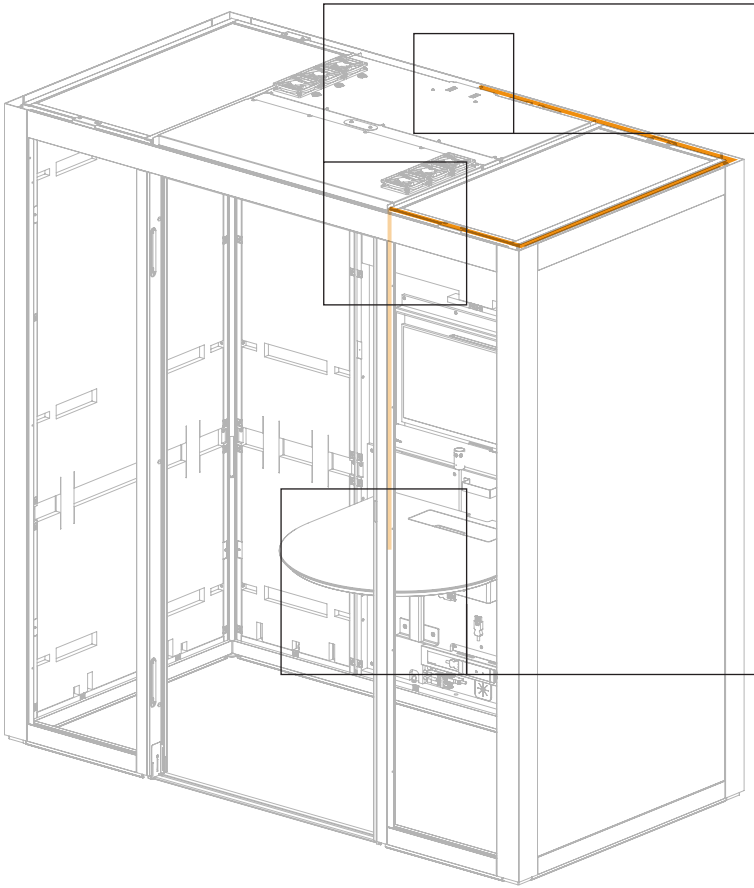
1. Connect one GST08 Jumper (E3-4) to the back of the PSU (E3-10). Then to plug the 3' AC Jumper into the PSU.

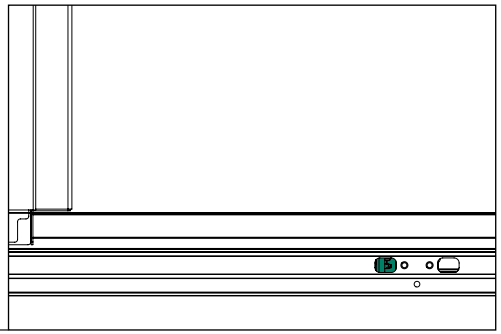


2. Snap the PSU onto the metal bracket on the wall. Carefully guide all connected cables out of the mounting bracket.

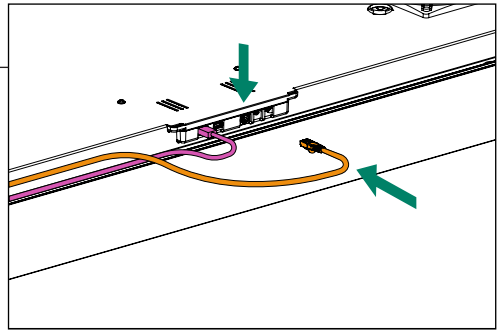
20 Handset Cable

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

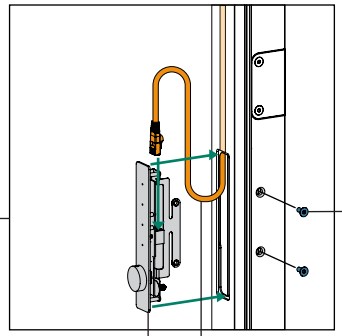




1. Feed Handset Cable (D3-19) through the entry point on the Ceiling Beam, should be right above the Handle Side Door Jamb.



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

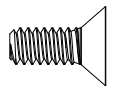
D3-19 BOX 13

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

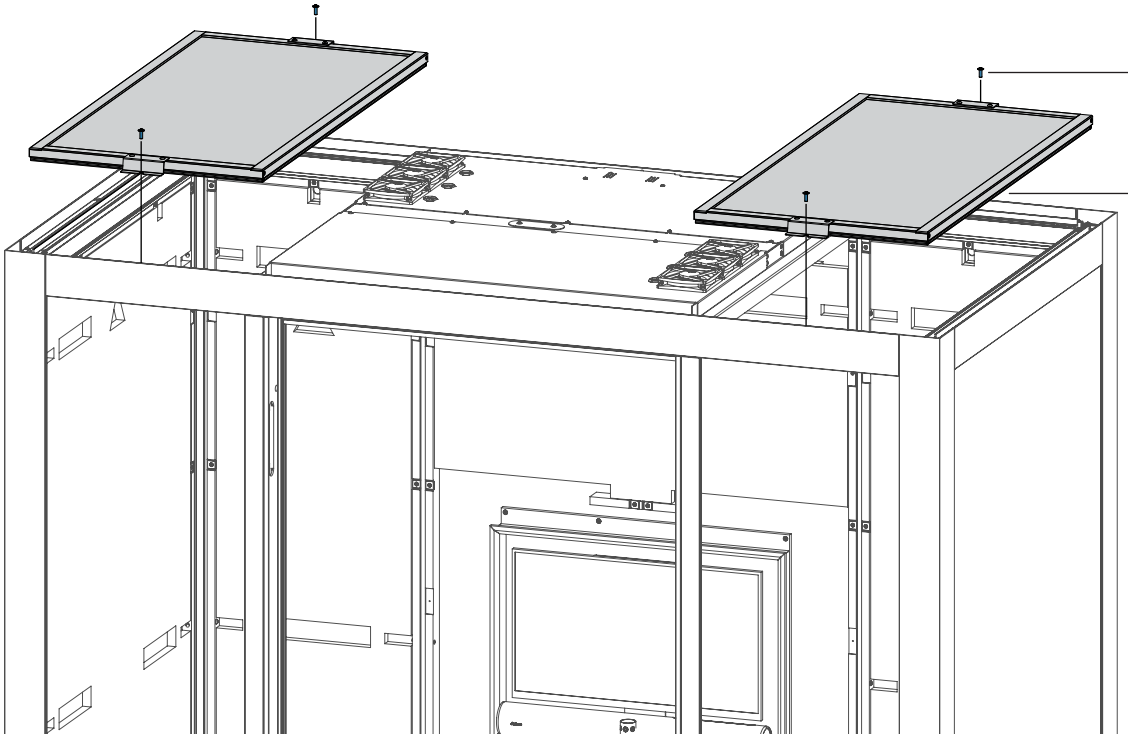




Chapter

09 Skylights

21 Skylights Installation



x4 **H3-3** BOX 1

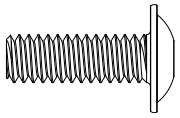
x2 **C3-5** BOX 10

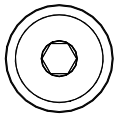
scale 1:1

SCREWS NEEDED

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

H3-3 BOX 1 x4

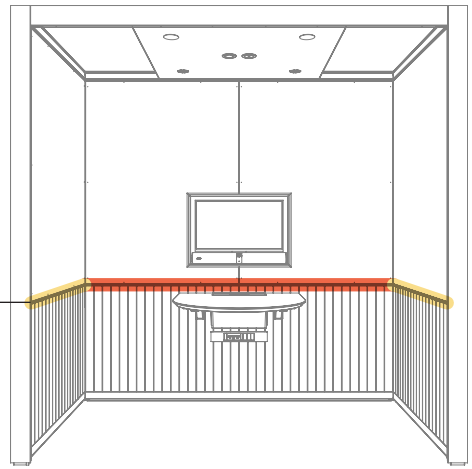




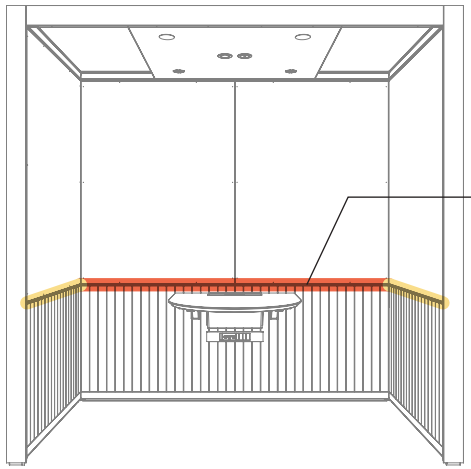
Chapter 10

Panels & Horizontal Rails

Room S Horizontal Rail Rules



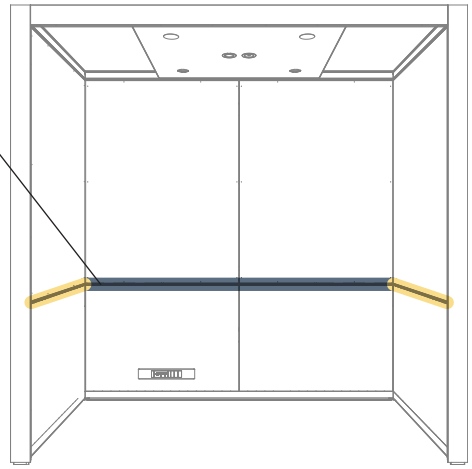
Meeting Room with VC



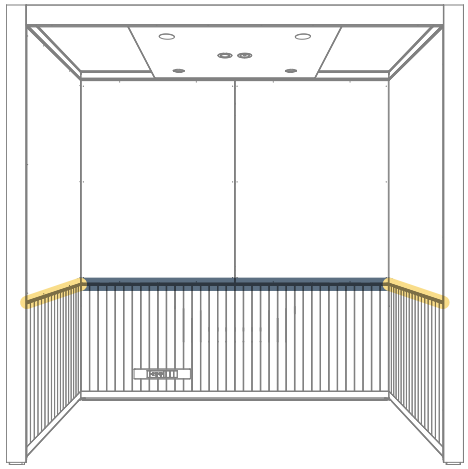
Meeting Room without VC

B3-19
BOX 4

B3-17
BOX 4



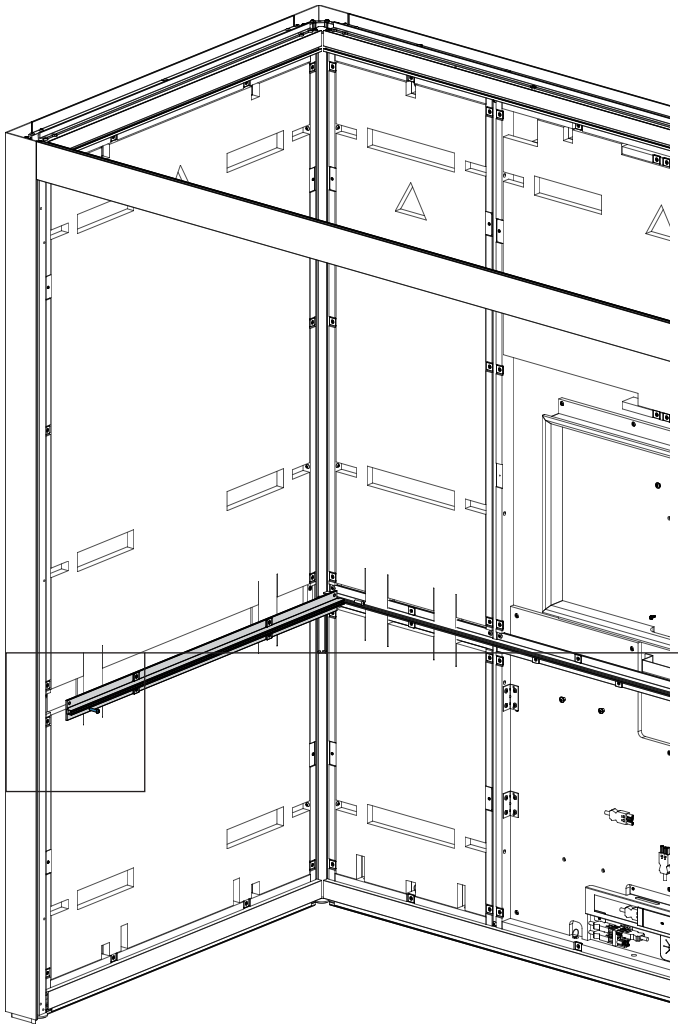
Focus Room

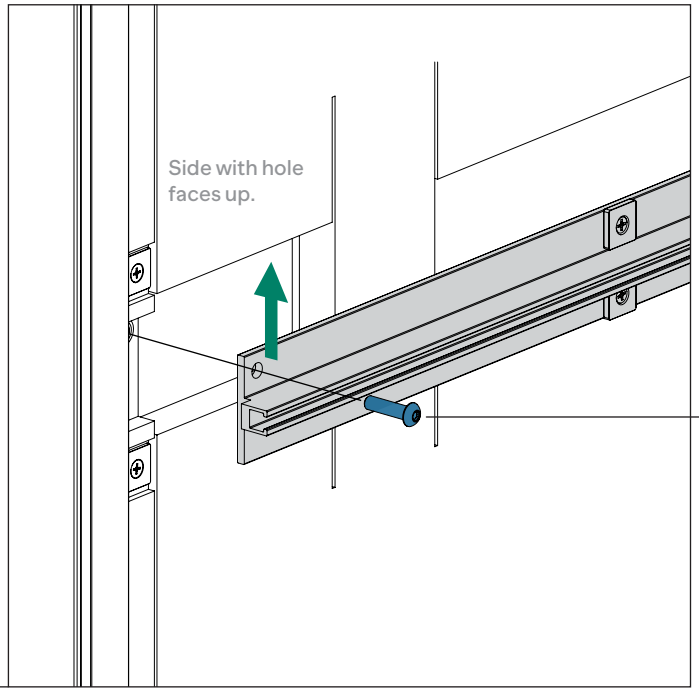


Frame

B3-16
BOX 4

22 Horizontal Rail Installation





Repeat at each Horizontal Rail location.

x2 **H3-1** BOX 1 — On each Side Wall Rail

x6 **H3-1** BOX 1 — On Back Wall Rail Meeting Room

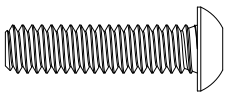
x4 **H3-1** BOX 1 — On Back Wall Rail Focus Room & Frame

scale 1:1

SCREWS NEEDED

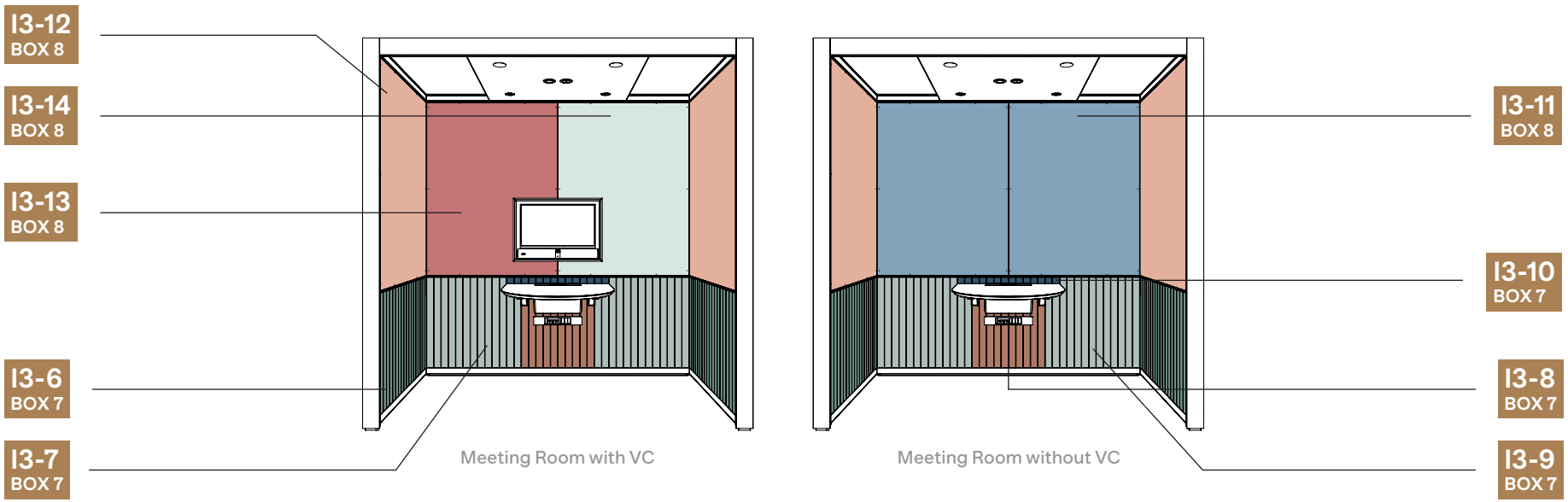
1/4-20 x 1"
Button Head Screw
4mm Hex Drive

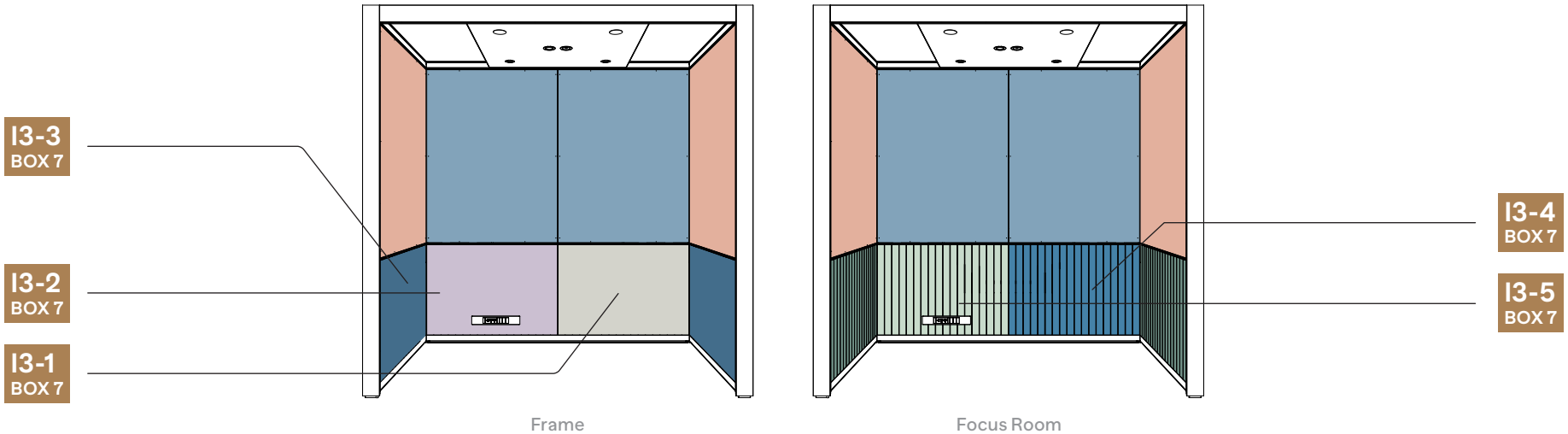
H3-1 BOX 1 — x10 Room S (Meeting Room)
x8 Room (Focus Room)





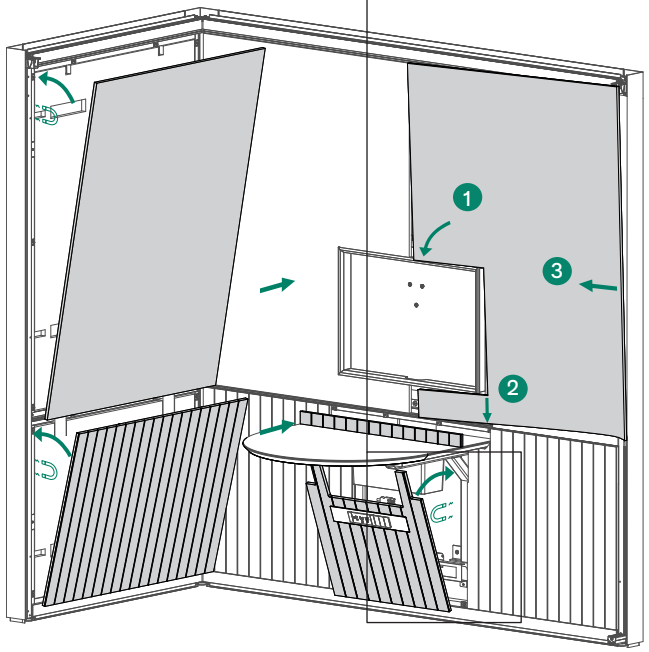
Room S Upper/Lower Panel Rules



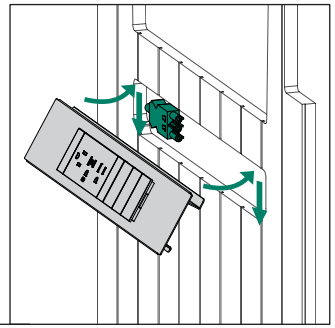


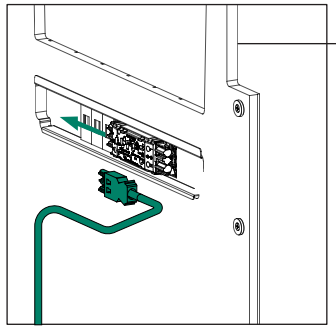
23 Upper & Lower Panel Installation

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.



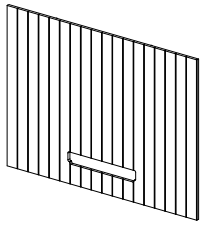
Install the panels around the monitor frame first to give yourself some extra room to work.



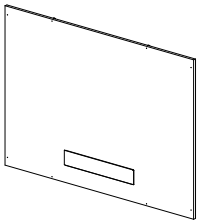


1. Install Power Module (E3-9) onto the lower panel and connect it to the GST Power Cable inside the wall. If the module rattles after installation, secure it using the provided screws (#6x1/2 Pan head Wood Screw).

I3-8 BOX 7
Center Cantilever Tambour

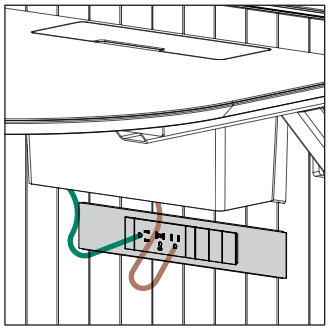


I3-2 BOX 7
1m Electrical Lower Fabric Panel



I3-5 BOX 7
1m Electrical Lower Tambour

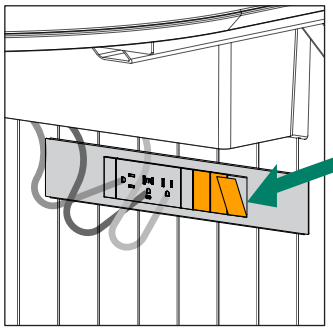
I3-8 Center Cantilever Tambour is shown as an example. All other electrical lower panels follow the same installation procedure.

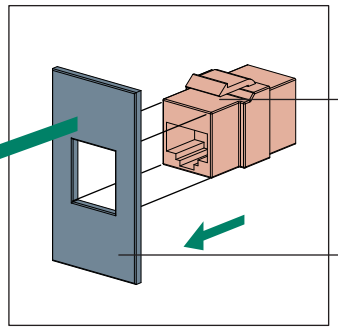


MONITOR POWER CABLE
Room S (Meeting Room Only)

JABRA POWER CABLE
Room S (Meeting Room Only)

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





CAT6 KEYSTONE COUPLER

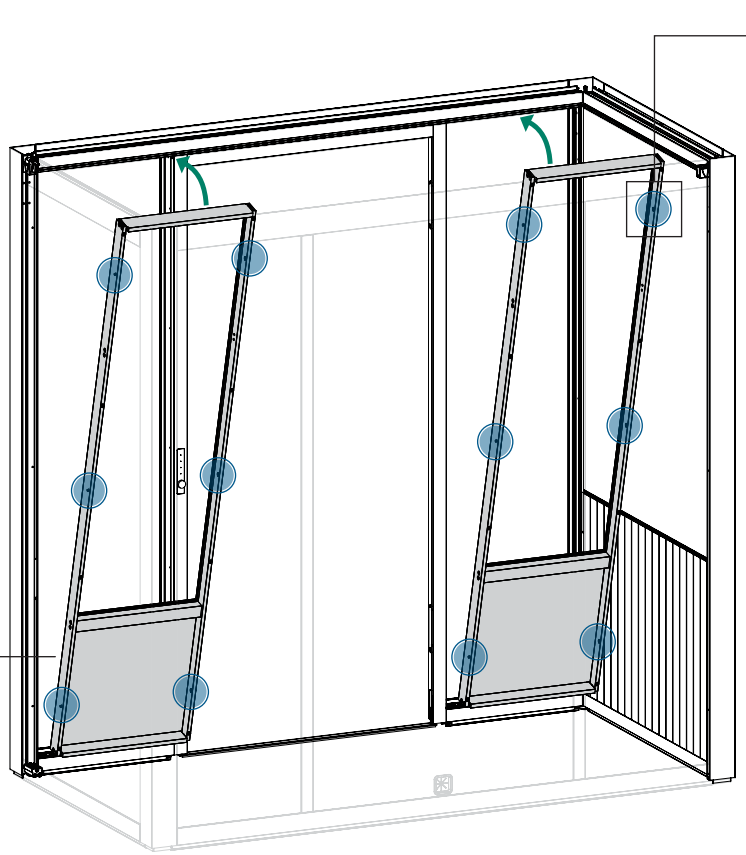
KEYSTONE CAP

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.

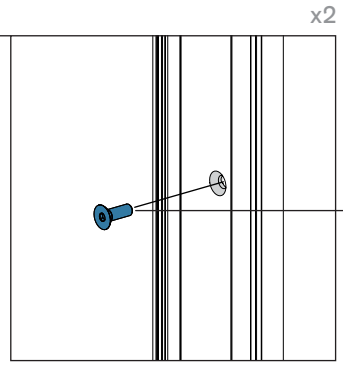
Chapter 11

Window

24 Window Installation



W3-1
BOX 6
x2



x2

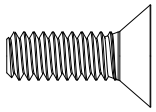
x6
H3-2
BOX 1

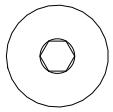
scale 1:1

SCREWS NEEDED

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

H3-2
BOX 1
x12

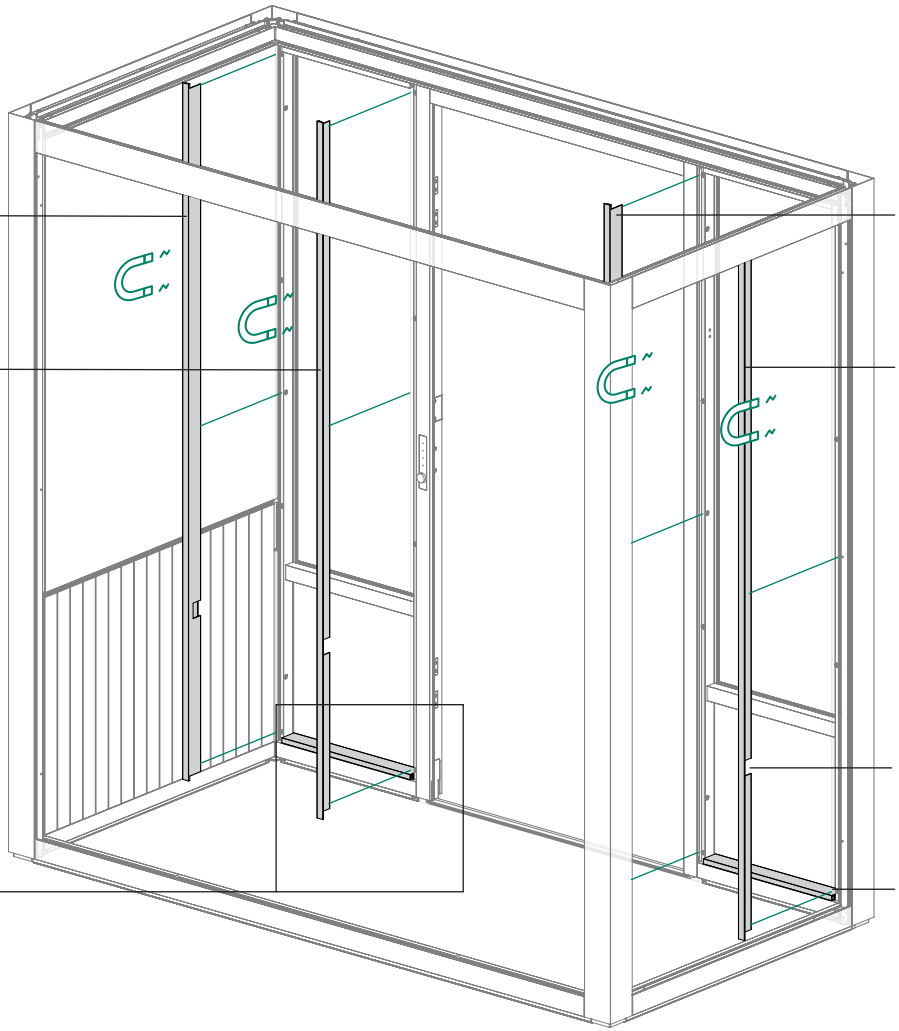




Chapter

12 Window Cover

25 Window Cover Installation



W3-4
BOX 15

W3-3
BOX 15

W3-4
BOX 15

W3-3
BOX 15

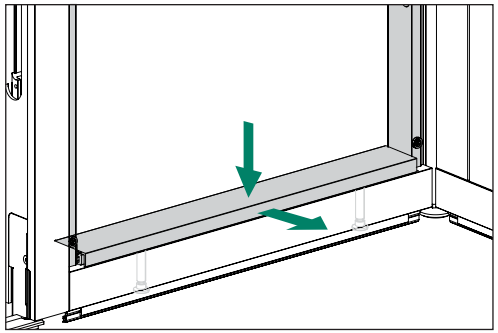
Note notch locations.

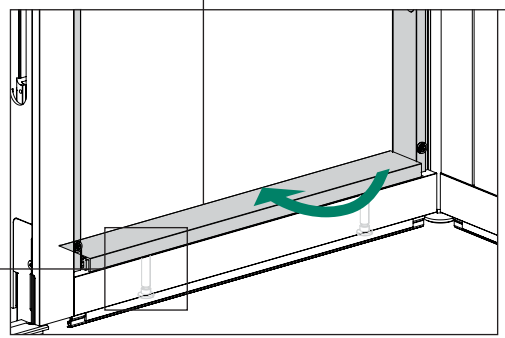
W3-6
BOX 15

W3-6
BOX 15

x2

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





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.

Chapter

13 Door

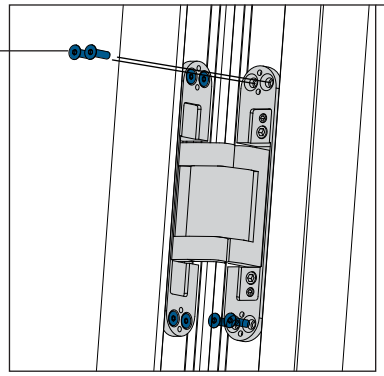
26 Door Installation

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.



x2

1. Mount the Door onto the frame.

H3-11 BOX 14 Packed with Handles

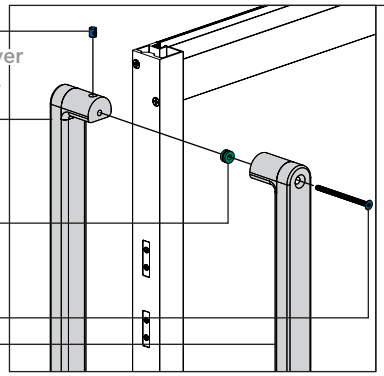
Use a flat head screwdriver to align the Cross Dowel.

D3-13 BOX 14

H3-12 BOX 14

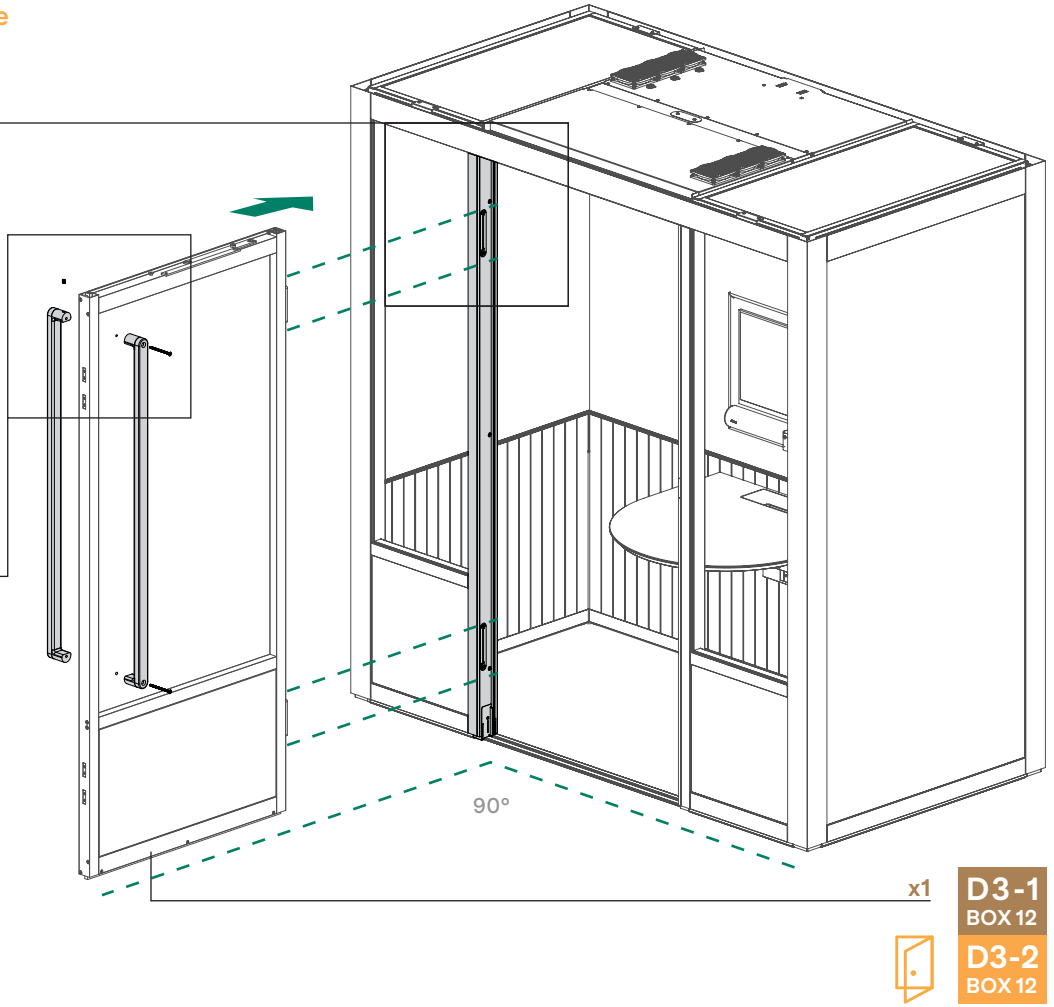
H3-10 BOX 14 Packed with Handles

D3-14 BOX 14



x2

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



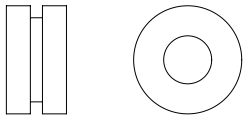
x1

D3-1 BOX 12

D3-2 BOX 12

scale 1:1

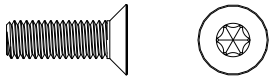
SCREWS NEEDED



Glass Grommet **H3-12** BOX 14 **x2**

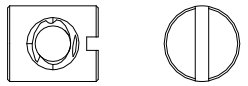
M5x16mm Flat Head
T25 Drive Screw

H3-7 BOX 13 **x8 Color Specific**



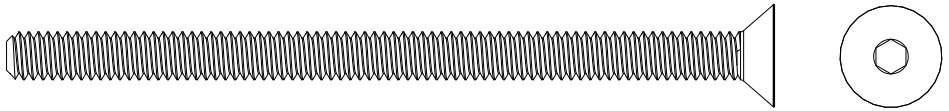
1/4-20 x 0.472
Cross Dowel

H3-11 BOX 14 **x2**



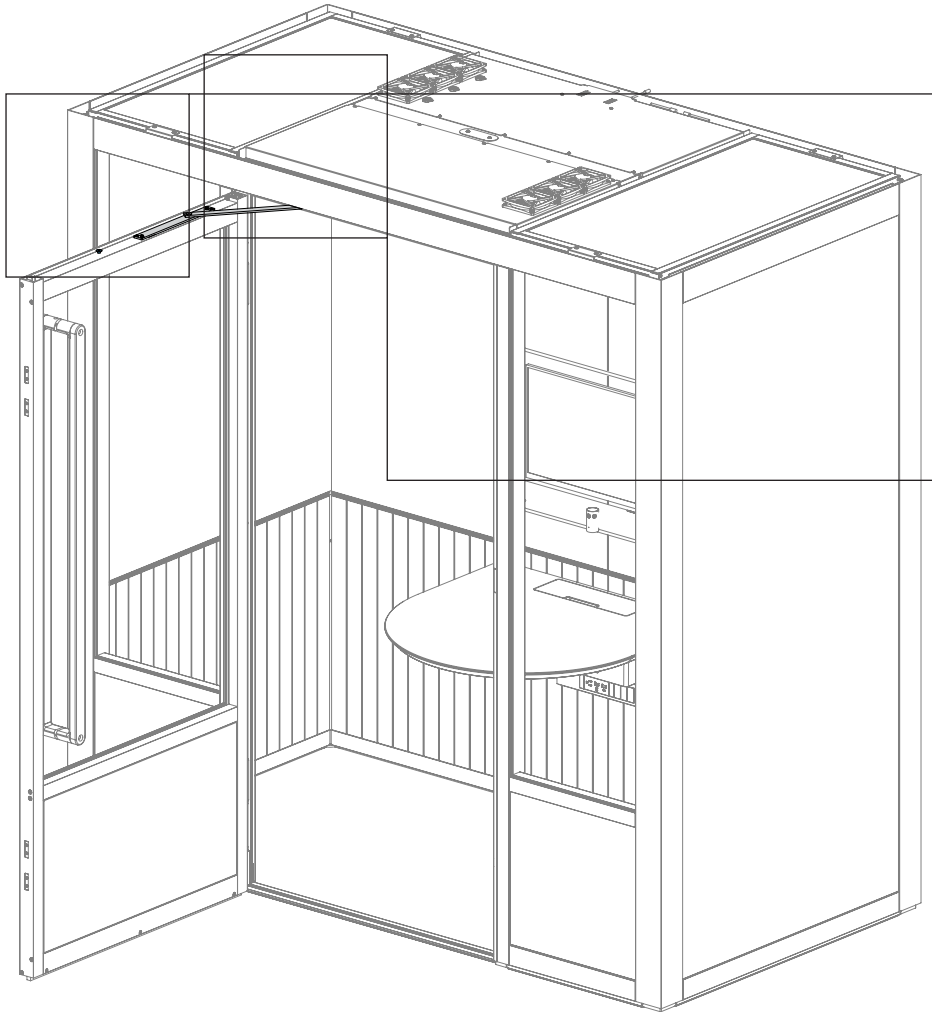
1/4-20 x 4”
Flat Head Screw
Brass 4mm Hex Drive

H3-10 BOX 14 **x2 Brass**



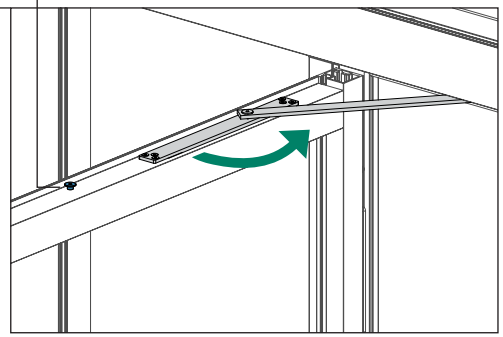
27 Door Closer Installation

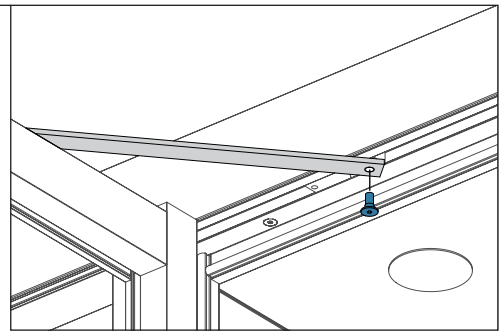
For a right swing, follow the same step in a mirrored orientation.



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

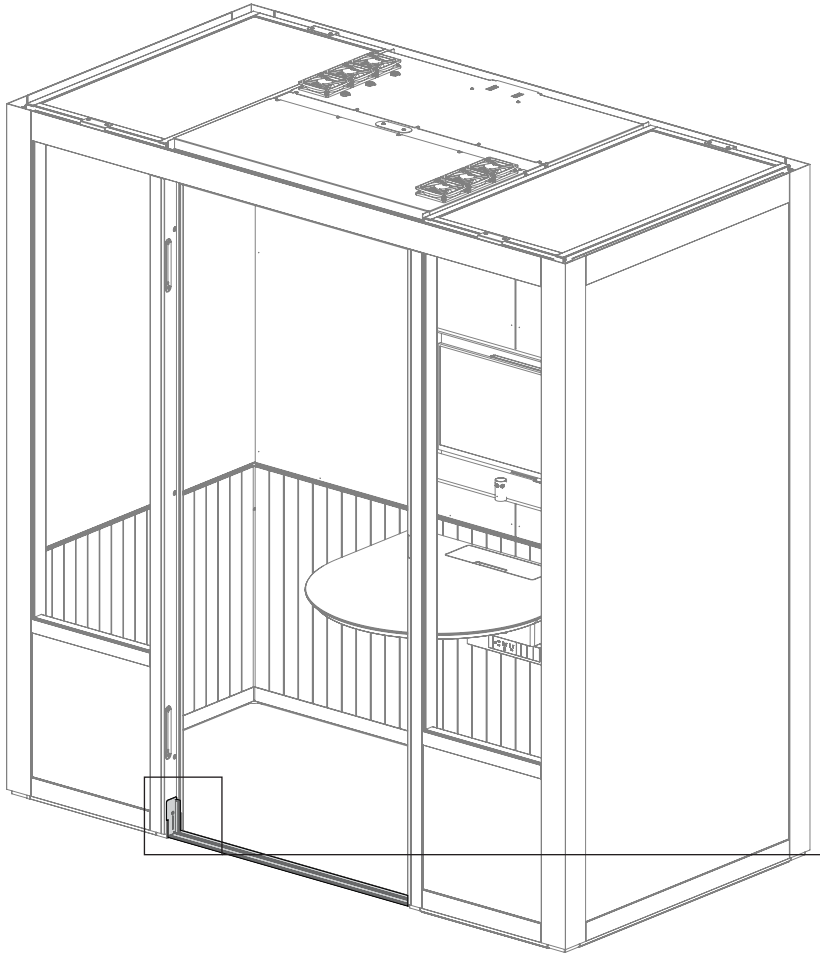
Remove the screw, pull the closer bar into position, and then install the closer.

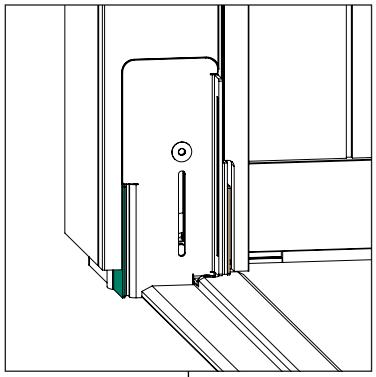


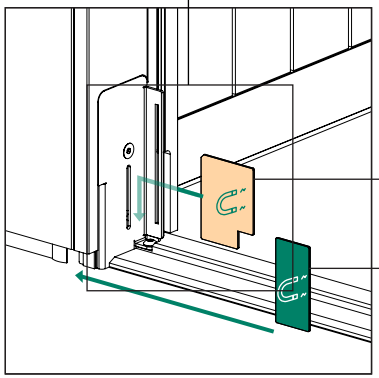


Skip this step if the customer does not want the door closer activated.

28 Threshold Cover



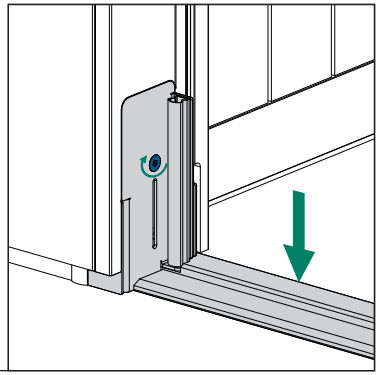




x2 **D3-6** BOX 13

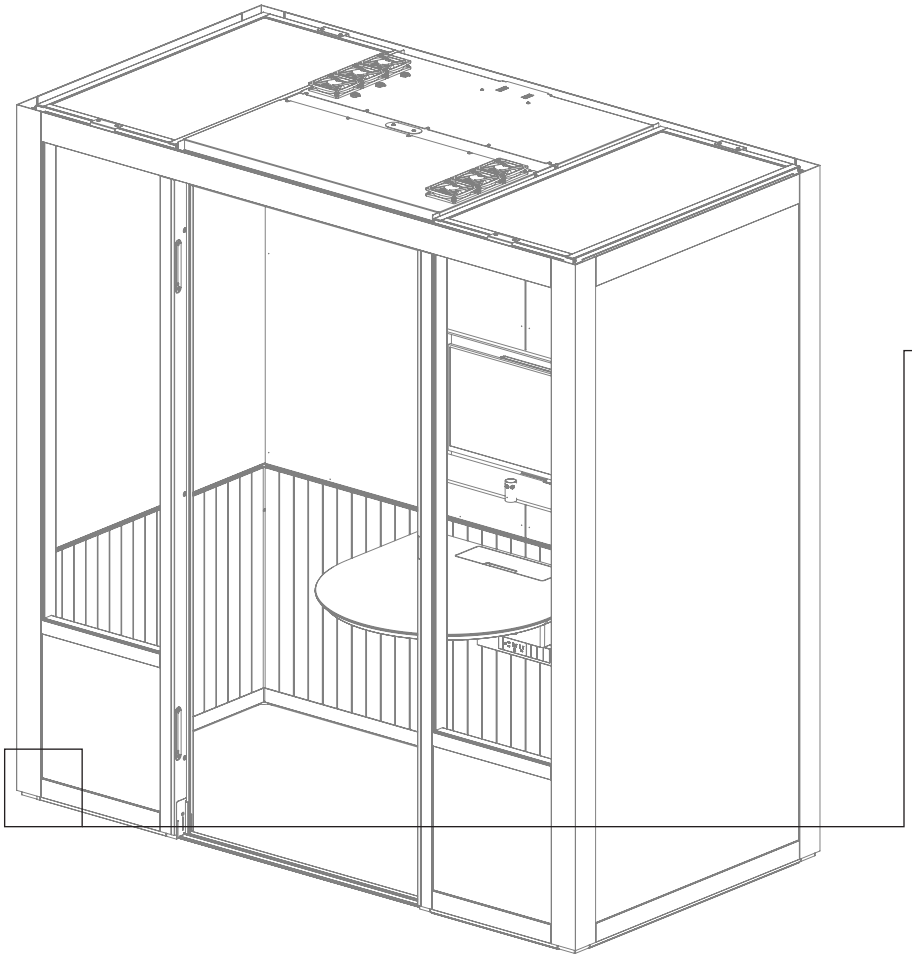
x2 **D3-4** BOX 13

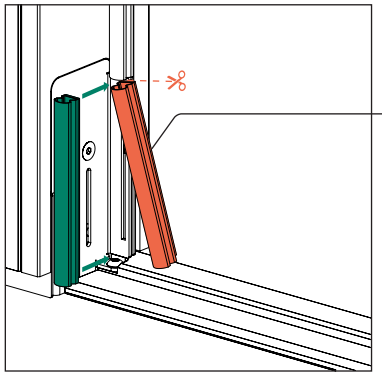
2. Slide exterior and interior cover into the Door Jamb.



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

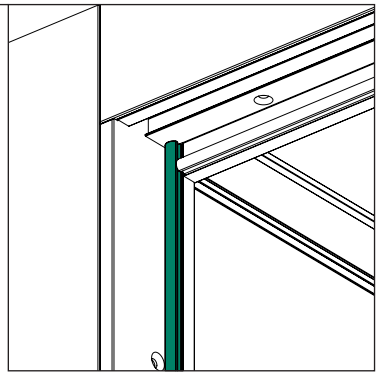
29 Threshold Seal





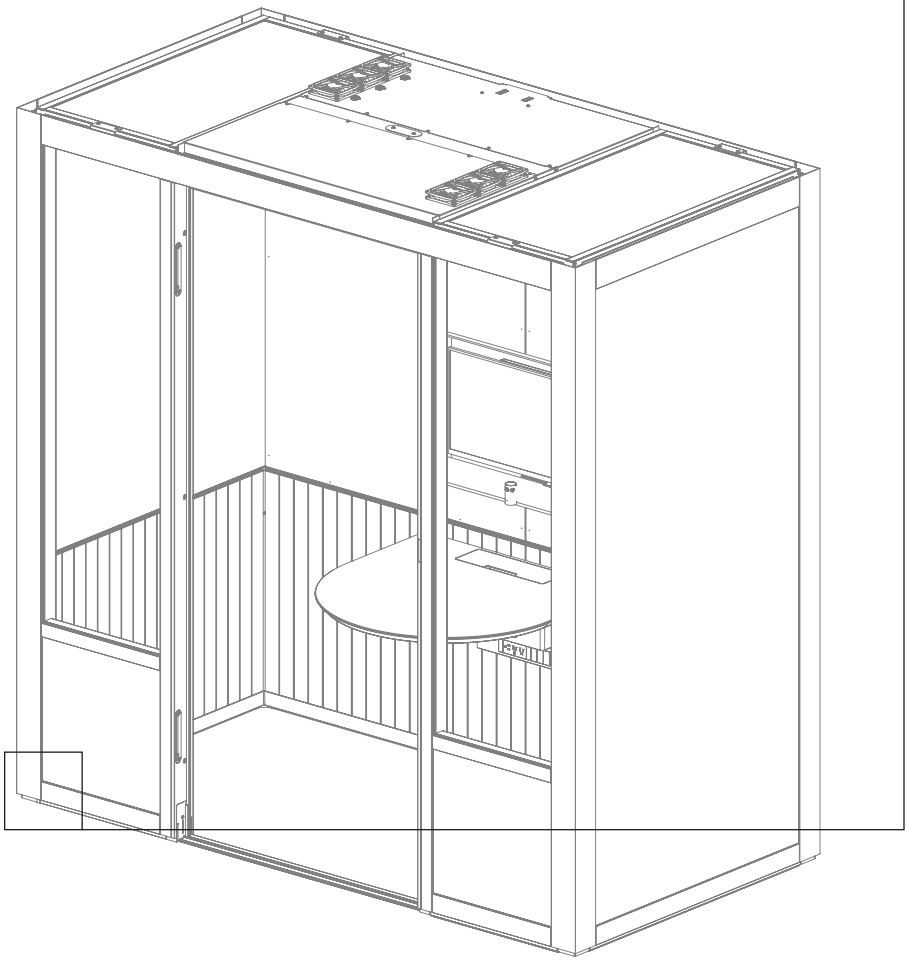
x2 **D3-16**
BOX 13

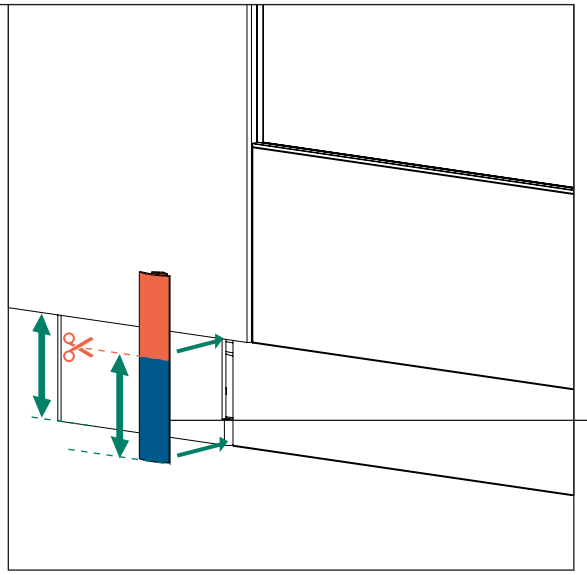
2. Confirm leveling, then using the top of the small adhesive-backed seal as a guide, trim the long door jamb gasket. Then adhere the small seal in line with the door seal.



1. Make sure Gasket is flush at top.

30 Corner Post Seal





x8

H3-5
BOX 1

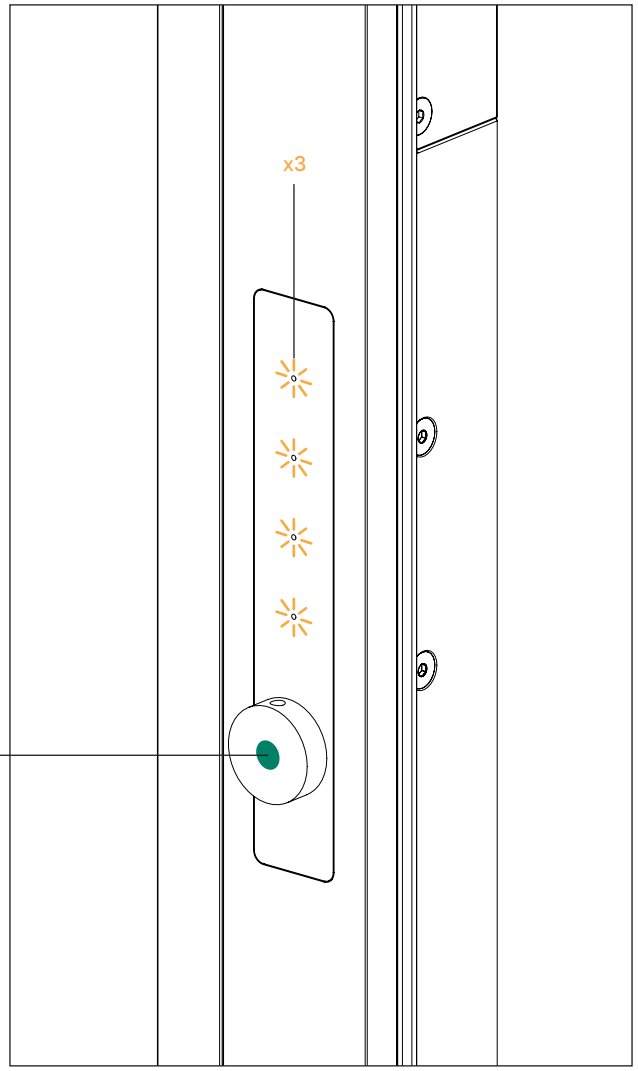
Ensuring the trimmed dart is against the floor, trim to the height between the corner post and the finished floor. Then insert the darts in the gaps around the corner post skirts.

Chapter

14

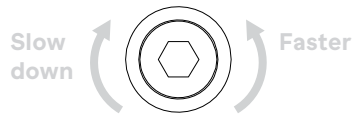
Finishing Touches

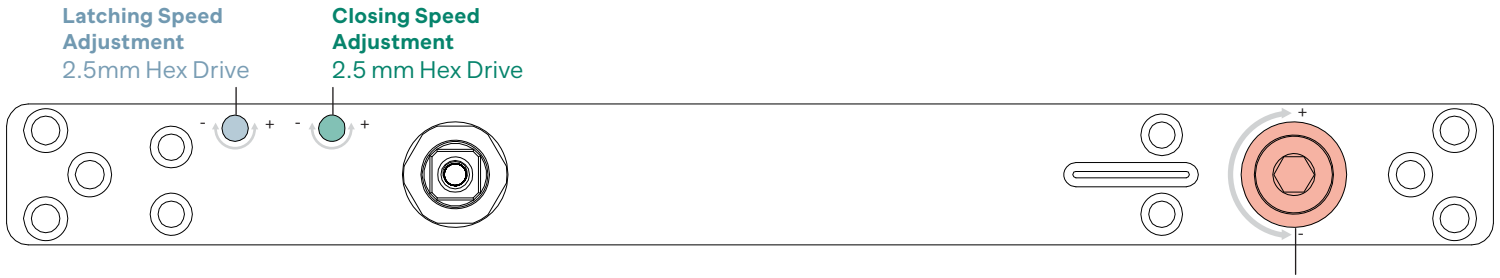
31 Logic Box Reset

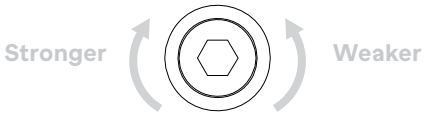


With the unit powered on, press and hold the hand knob for 10s until the 4 LEDs on above blink 3 times

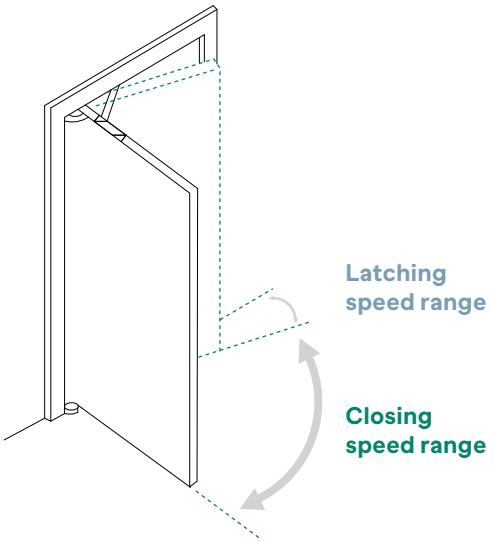
32 Door Closer Adjustment



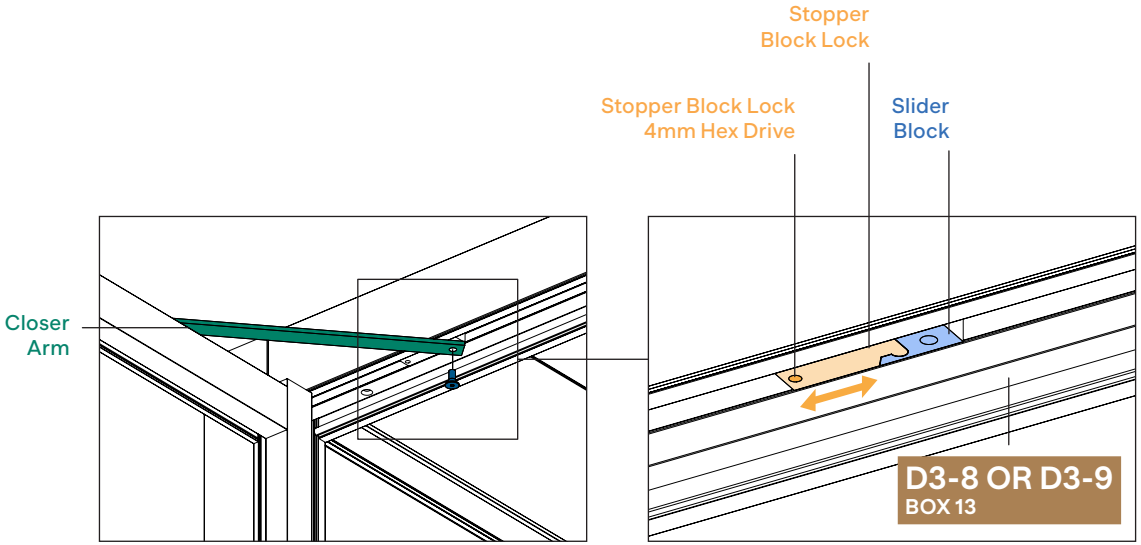




The factory setting should work as is. Only make adjustments if you encounter a specific issue.



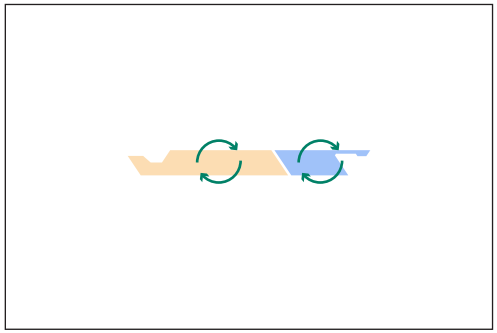
33 Door Stopper Adjustment



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.

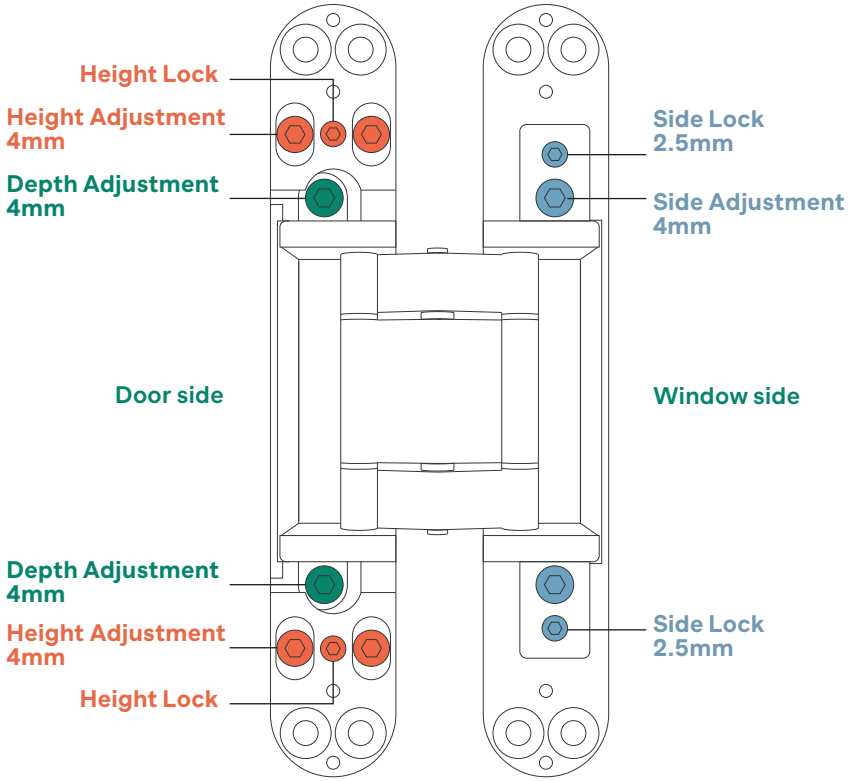
Door Stop ONLY

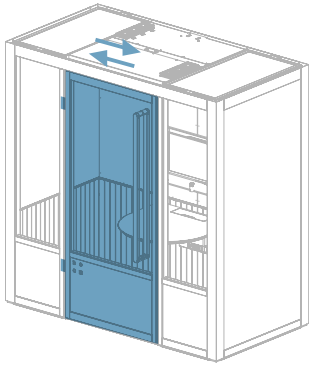


Door Stop ONLY

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.

34 Door Hinge Adjustment



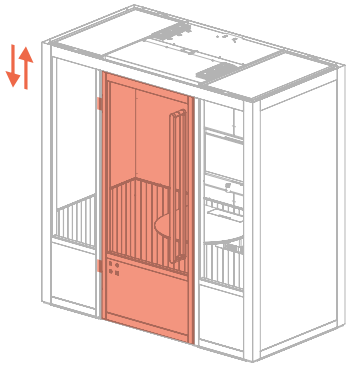


Side Adjustment

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.

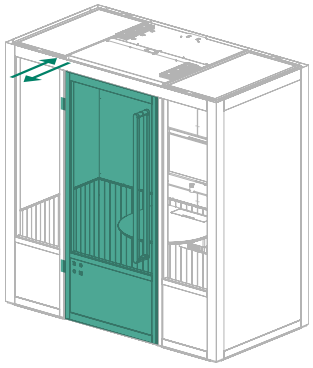
Do not use Power Drill.

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.

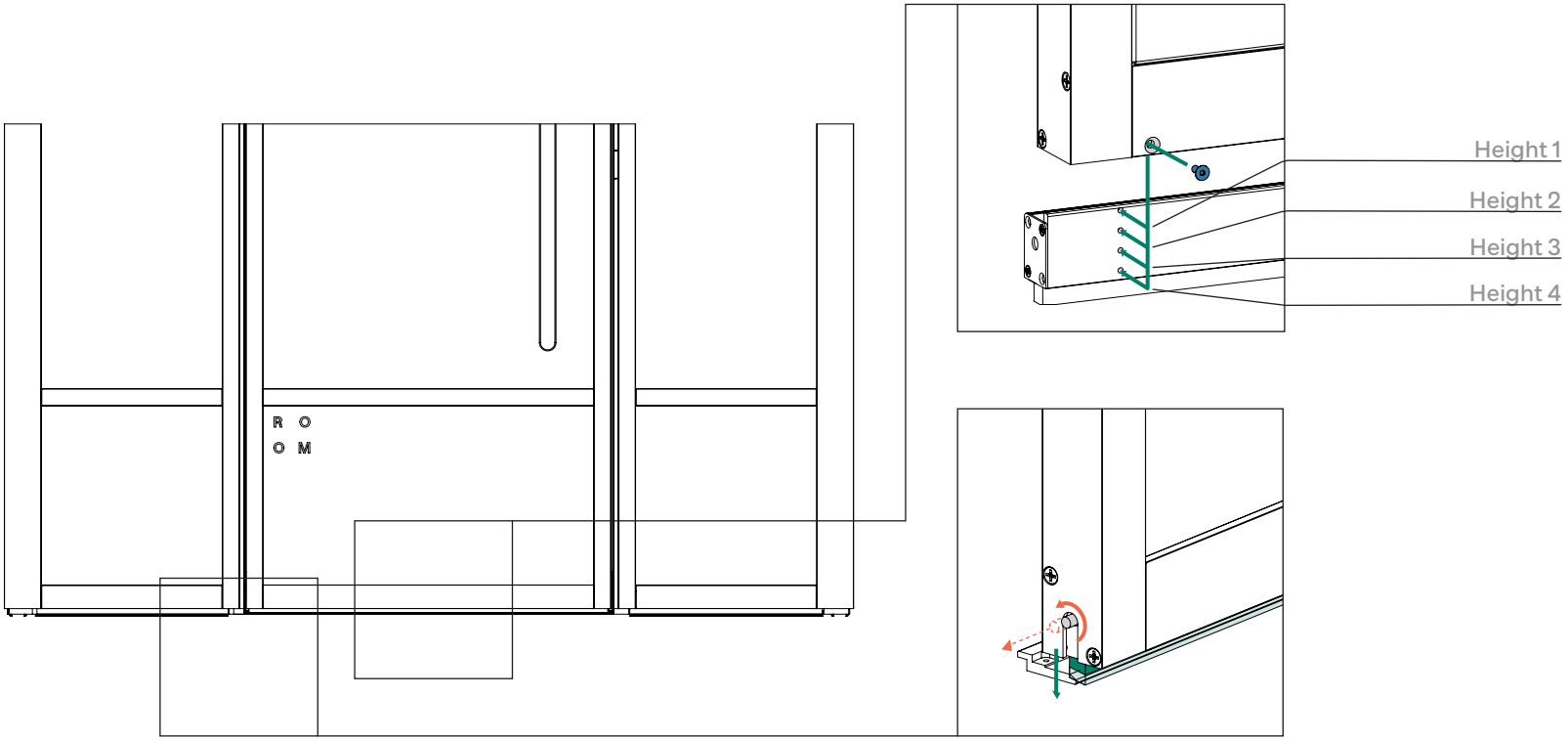


Depth Adjustment

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.

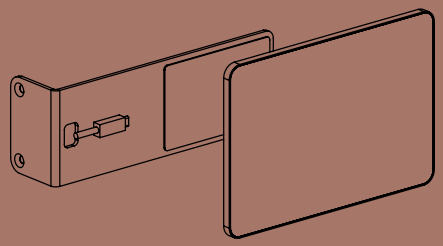
35 Door Drop Seal Adjustment

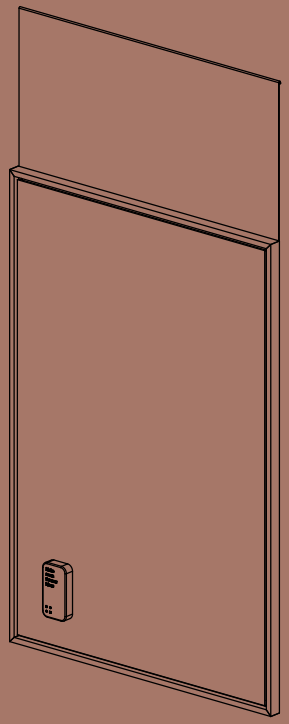
1. The drop seal is pre-installed at Height 4 on the bottom of the Door. Adjust the mounting height to extend the mechanism as far as possible, ensuring it does not hit the floor when the Door is open 90-degrees.

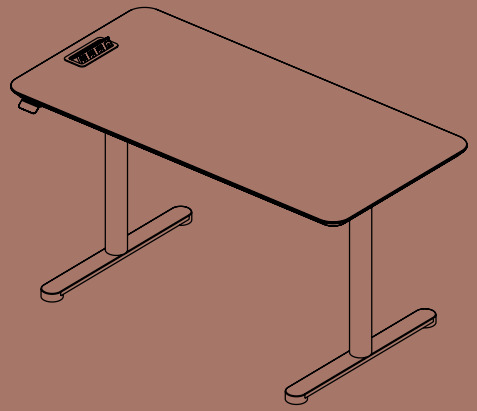


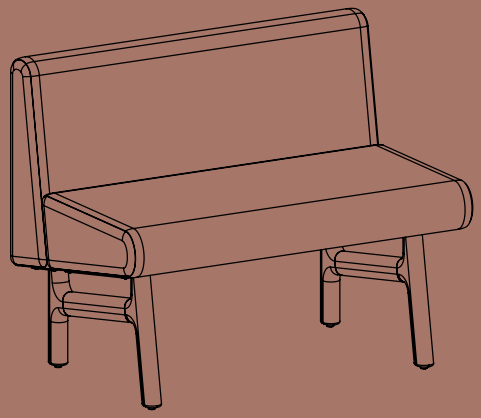
2. Counterclockwise: Draws the Brass pin outward and causes the drop seal to lower earlier.

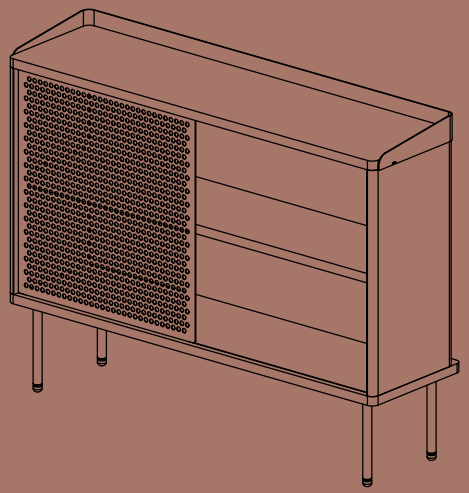
Clockwise: Pushes the Brass pin inward and causes the drop seal to lower later.







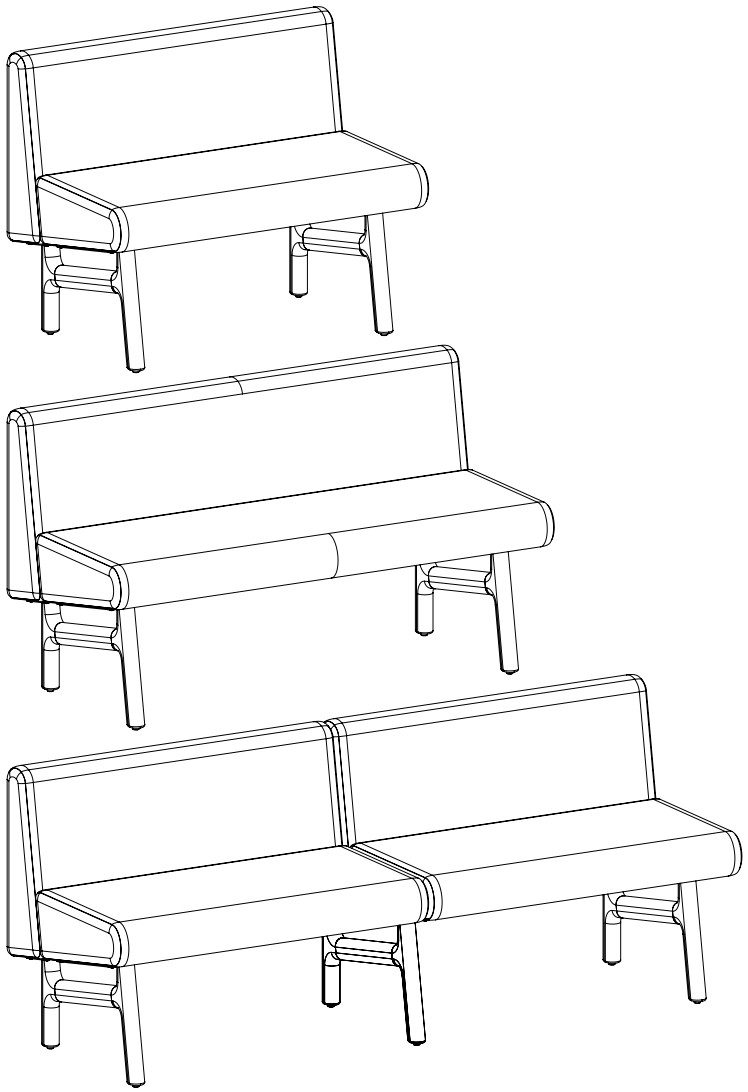




Furniture & Accessories

R O
O M

Meeting Room Product

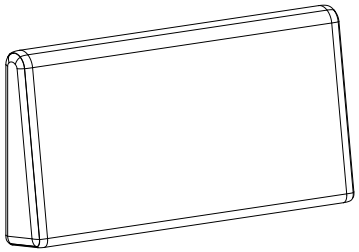


SOFA

Assembly Manual

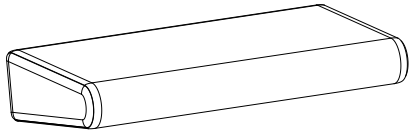
*For Use in Meeting Room

What's In The Box



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

39" Back Cushion



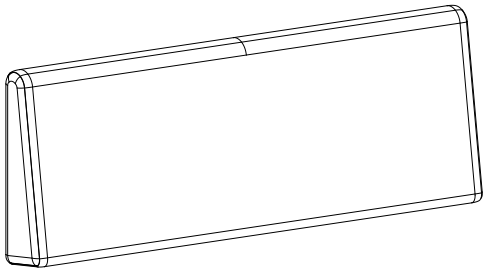
F3-35 x2 Room S (Meeting Room)
x4 Room L (Meeting Room)

39" Seat Cushion



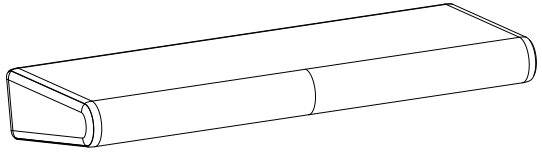
F3-39 x4 Room S (Meeting Room)
x4 Room M (Meeting Room)
x6 Room L (Meeting Room)

Sofa Leg Assembly



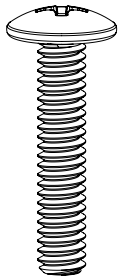
F3-38 x2 Room M (Meeting Room)

54" Back Cushion



F3-36 x2 Room M (Meeting Room)

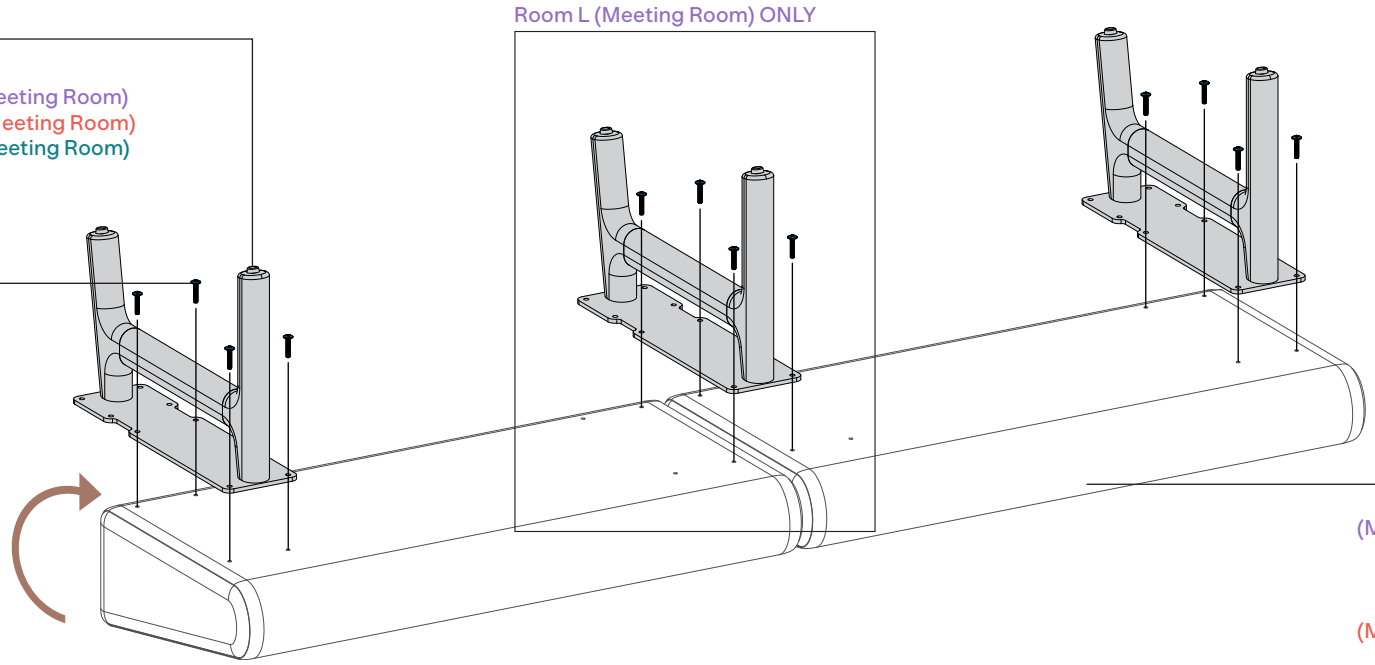
54" Seat Cushion



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

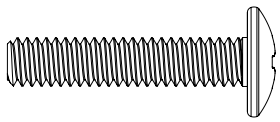


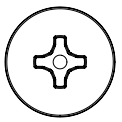
scale 1:1

SCREWS NEEDED

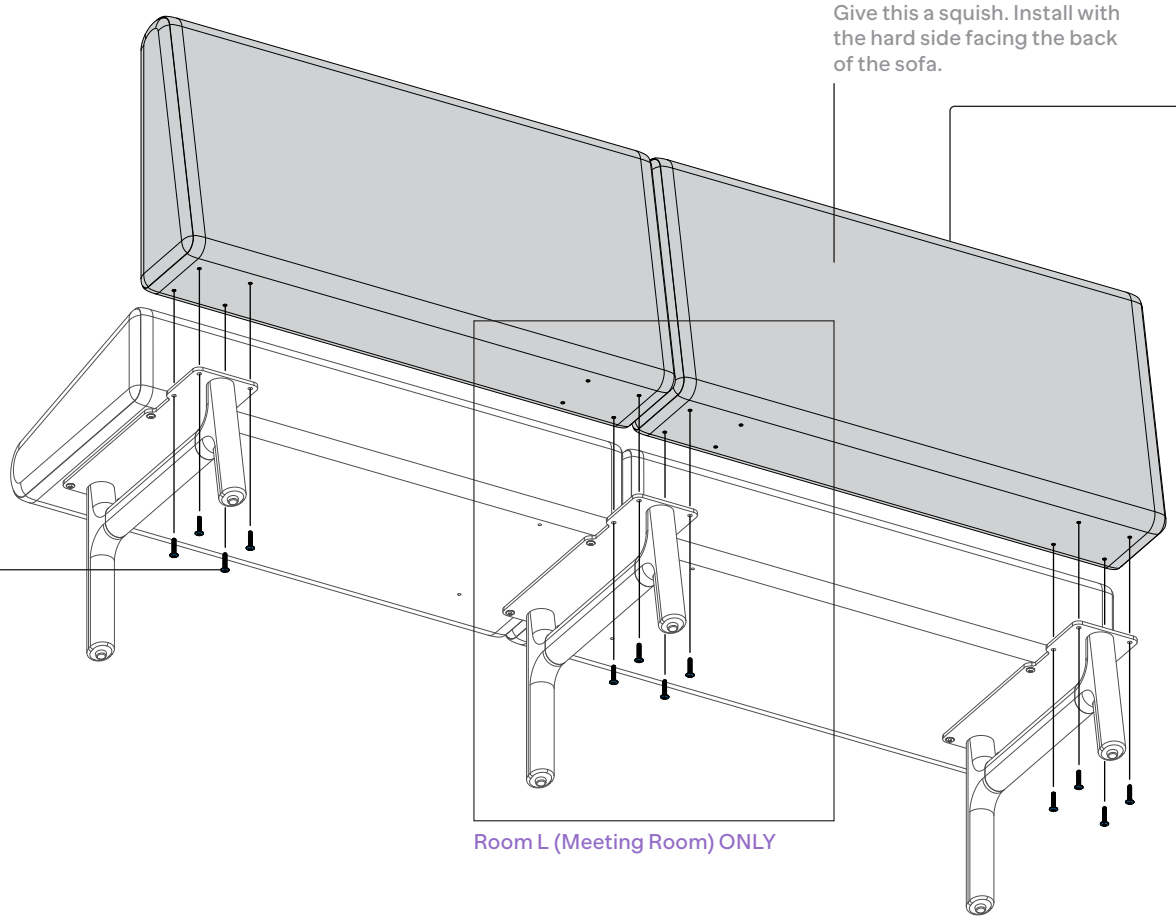
1/4-20 x 1.25”
Truss Head Screw
#3 Philips

F3-40





02 Back Cushion Install

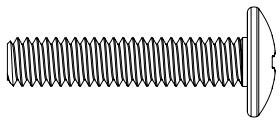


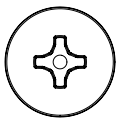
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SCREWS NEEDED

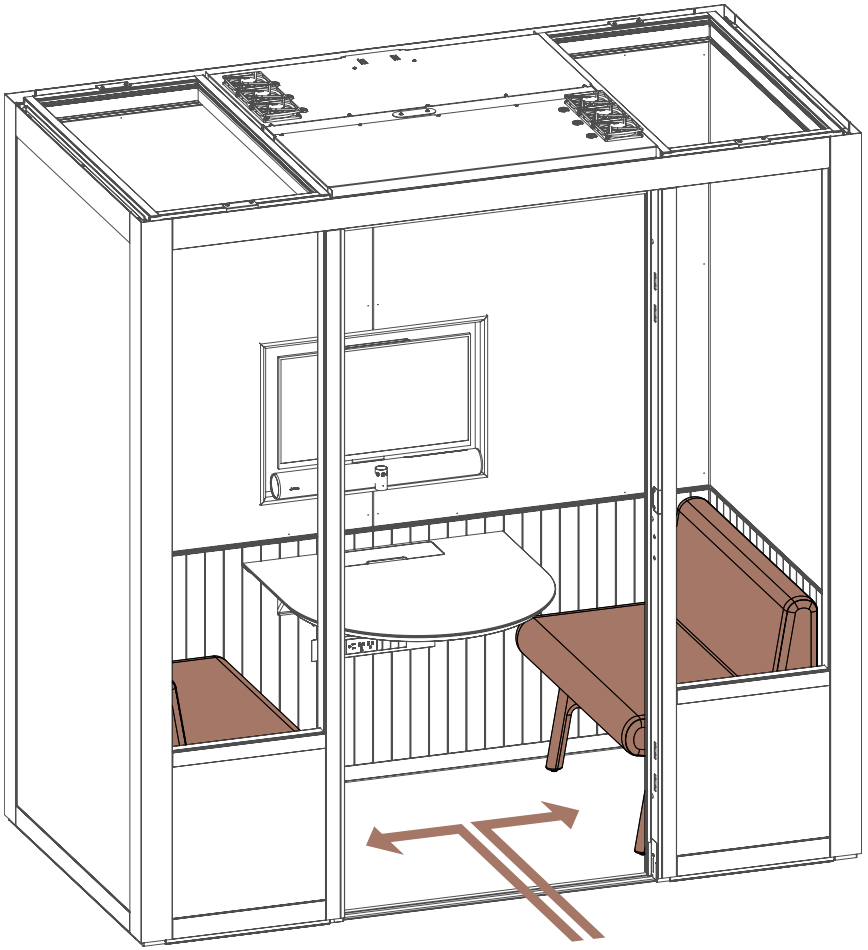
1/4-20 x 1.25"
Truss Head Screw
#3 Philips

F3-40

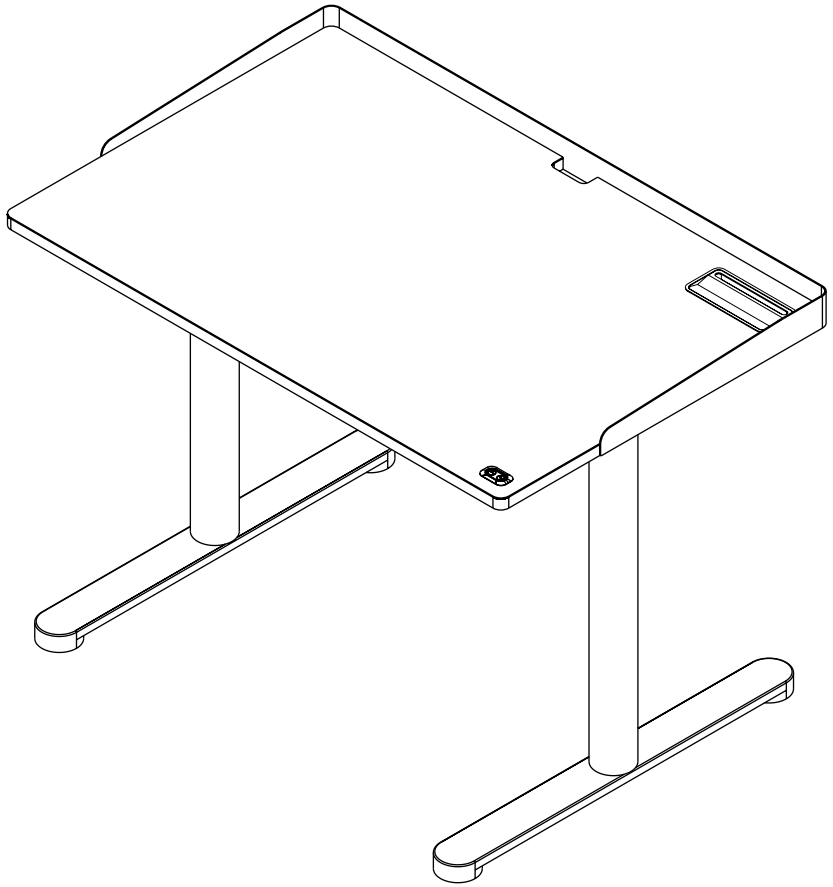




03 Sofa Placement



Focus Room Products

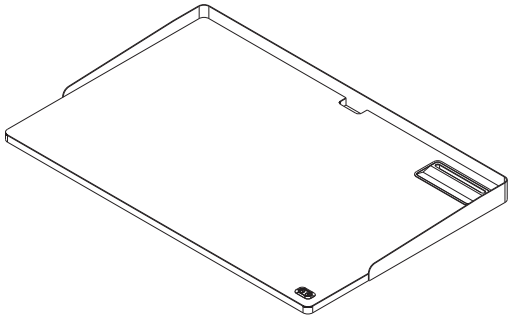


SMALL DESK

Assembly Manual

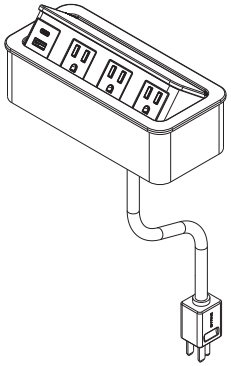
*For Use in Focus Room or Frame

What's In The Box



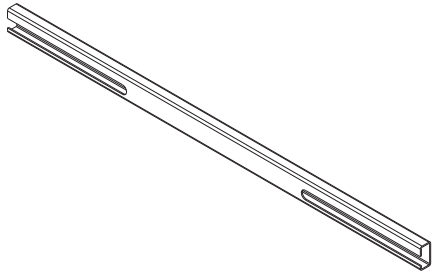
F3-15 x1

Small Sit-Stand
Desktop



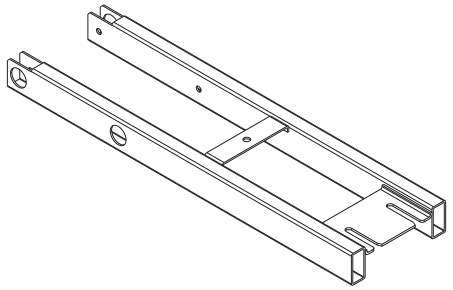
E3-1 x1

In-Desk
Electrical



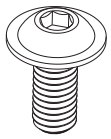
F3-23 x2

Center Rail



F3-24 x1

Long Frame



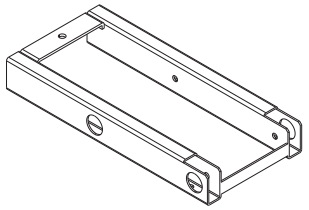
H3-15 x6

M6x14
Flanged Head Screw
4mm Hex Drive



E3-11 x4

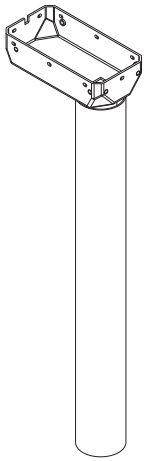
In-Desk Electrical
Mounting Clip



F3-25 x1

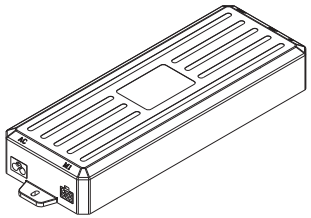
Short Frame

What's In The Box



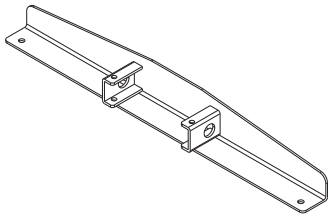
F3-26 x2

Leg



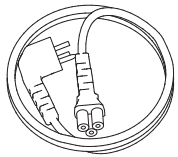
F3-29 x1

Control Box



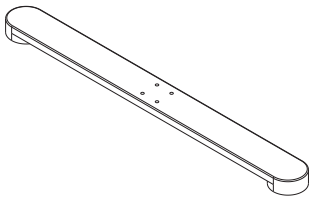
F3-27 x2

Side Bracket



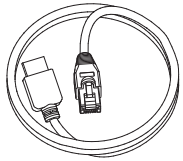
F3-30 x1

Power Cable



F3-28 x2

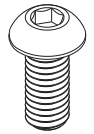
Foot



F3-31 x1

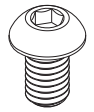
Handset Cable

TOOLS



H3-16 x12

M6x14
Pan Head Screw
4mm Hex Drive



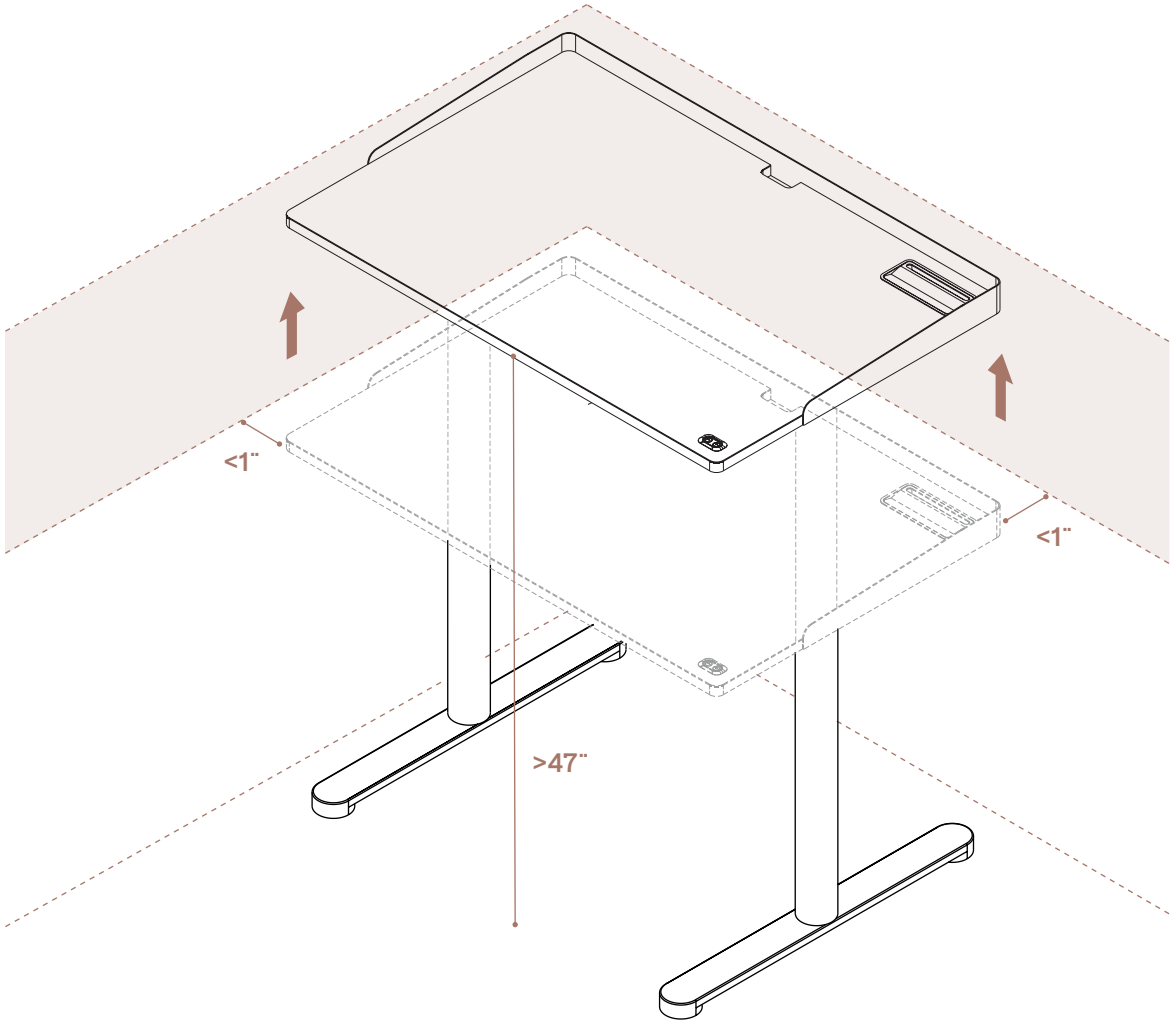
H3-17 x16

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 13 for details.

01

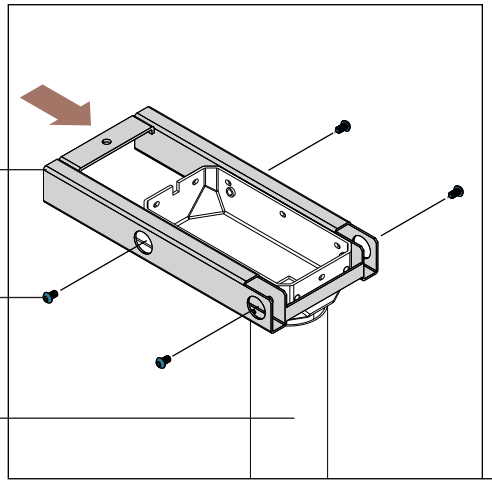
F3-25

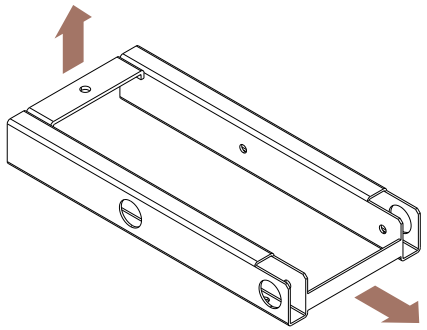
H3-17 x4

F3-26

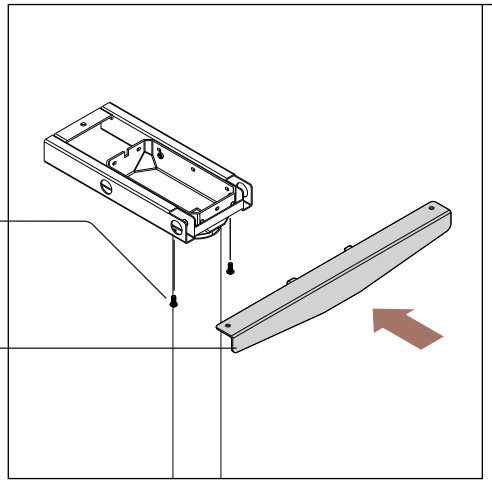
H3-16 x2

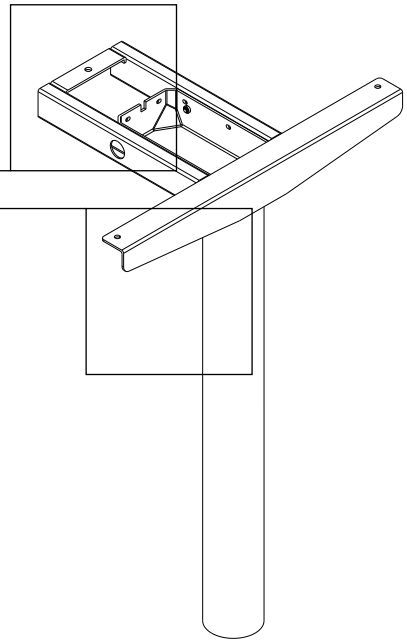
F3-27





Ensure correct orientation of the bracket.



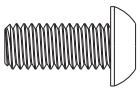


scale 1:1

SCREWS NEEDED

M6x14
Pan Head Screw
4mm Hex Drive

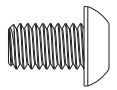
H3-16 x2





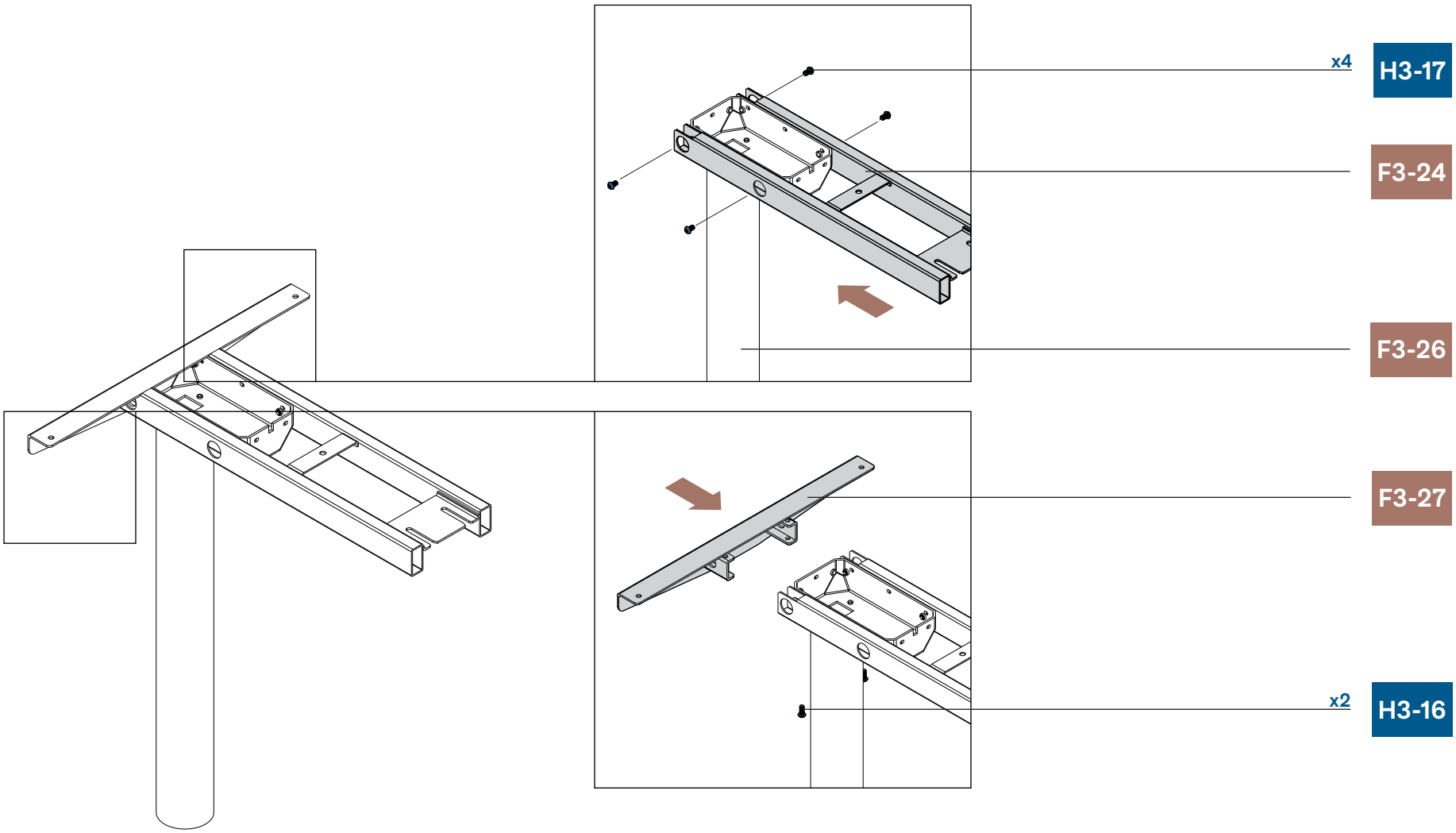
M6x10
Pan Head Screw
4mm Hex Drive

H3-17 x4





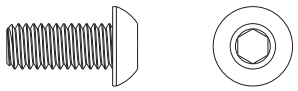
02



scale 1:1

SCREWS NEEDED

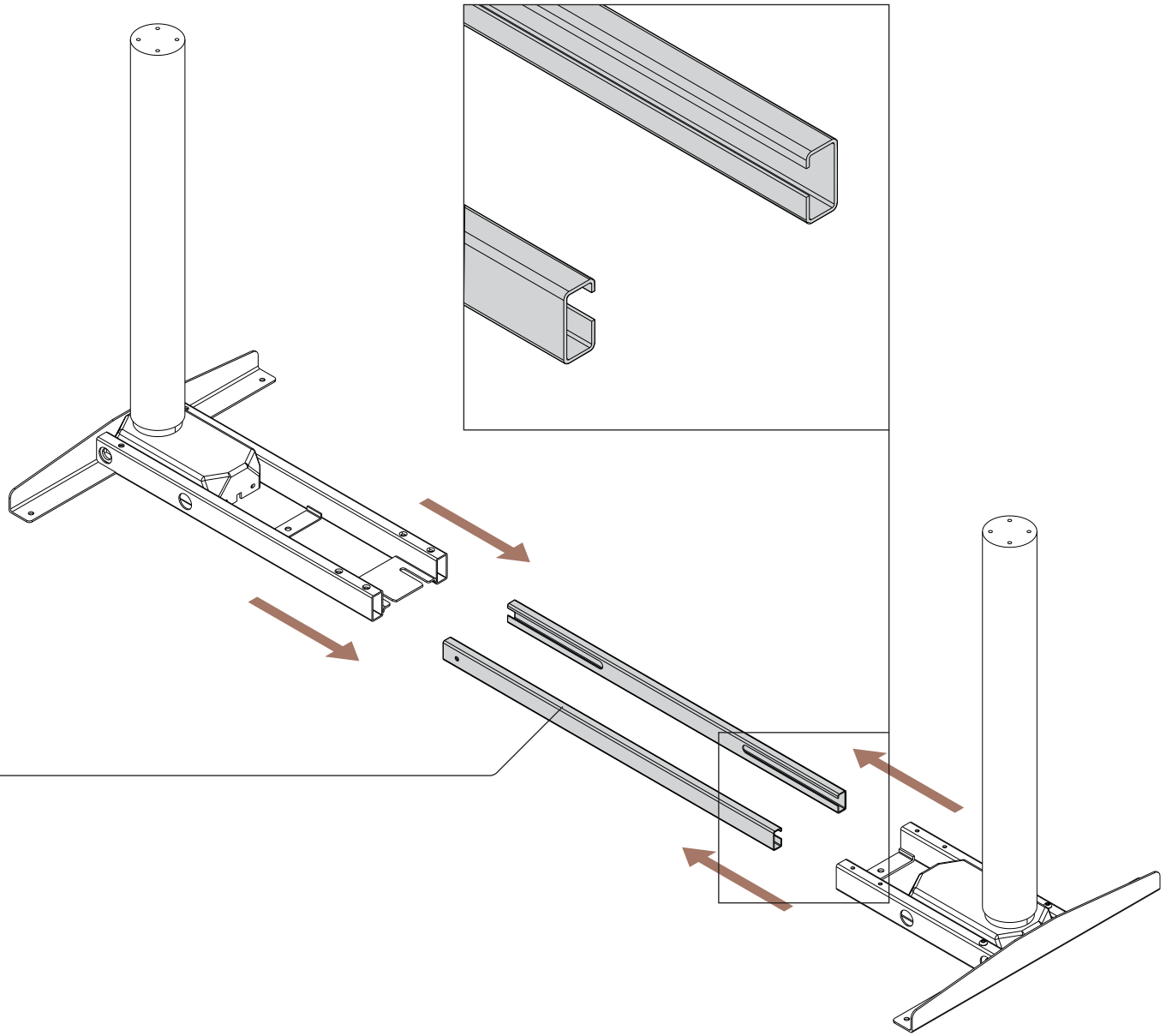
M6x14
Pan Head Screw
4mm Hex Drive
H3-16 x2



M6x10
Pan Head Screw
4mm Hex Drive
H3-17 x4

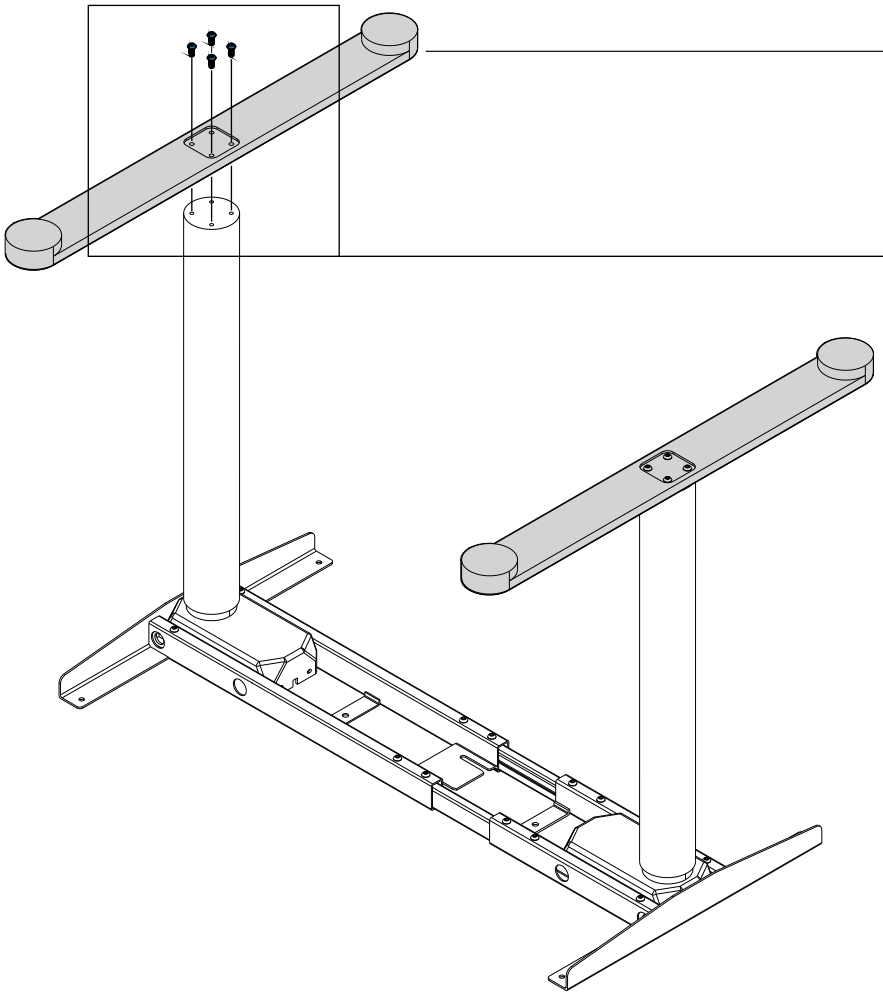


03

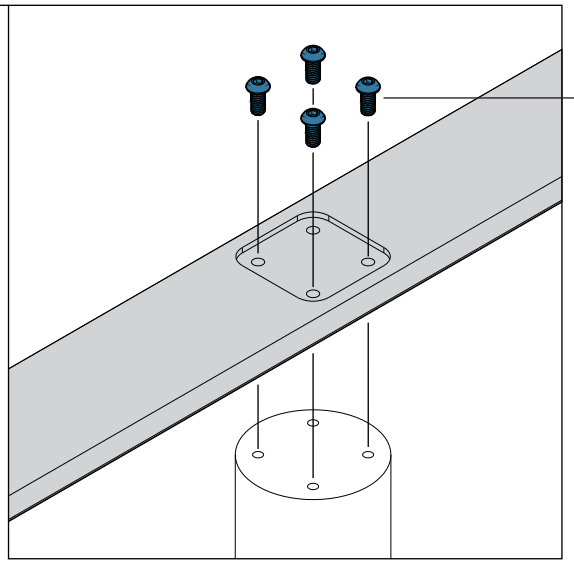


F3-23 x2

04



x2 H3-28



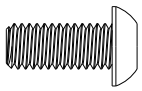
x4 H3-16

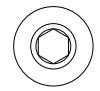
scale 1:1

SCREWS NEEDED

M6x14
Pan Head Screw
4mm Hex Drive

H3-16 x8

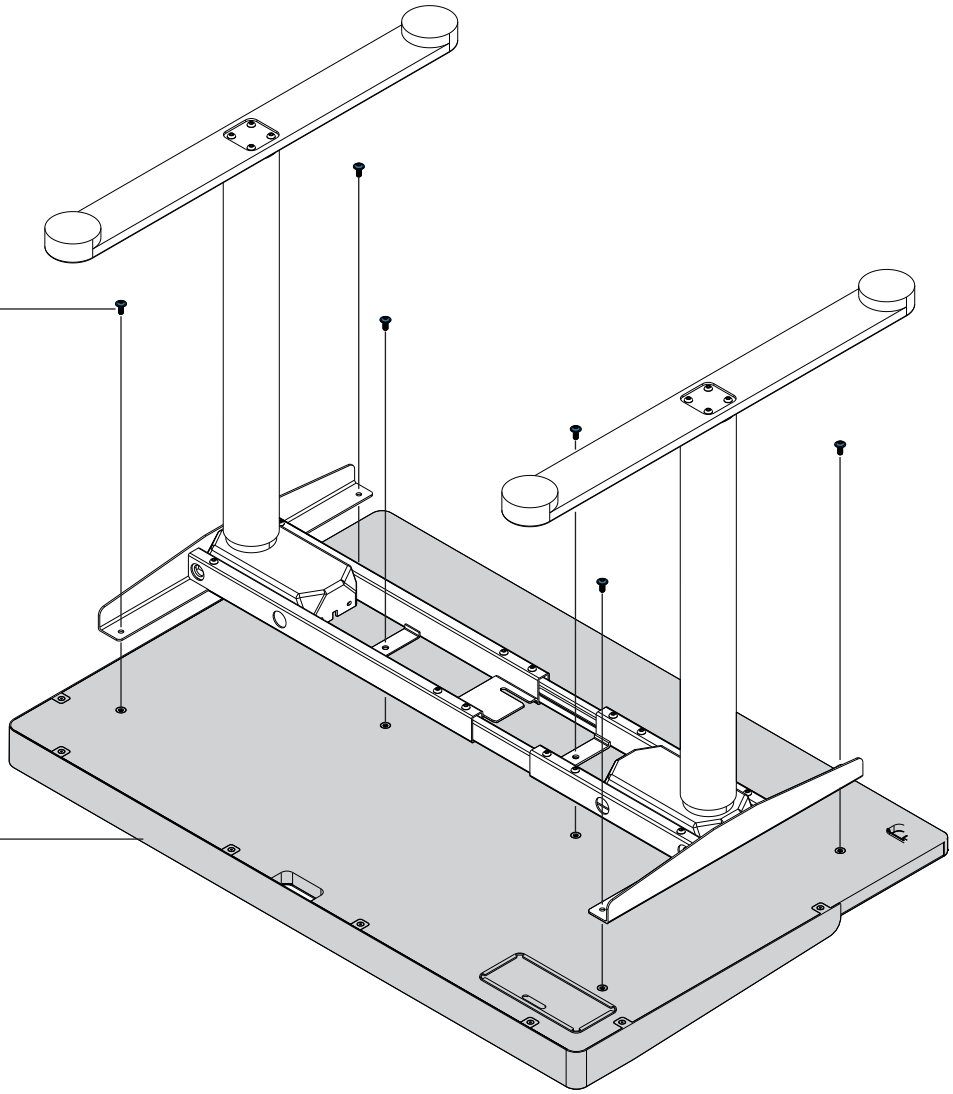




05

H3-15 x6

F3-15



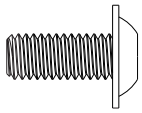
Lay Table on cardboard or blanket during assembly to protect the top surface.

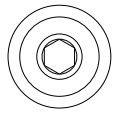
scale 1:1

SCREWS NEEDED

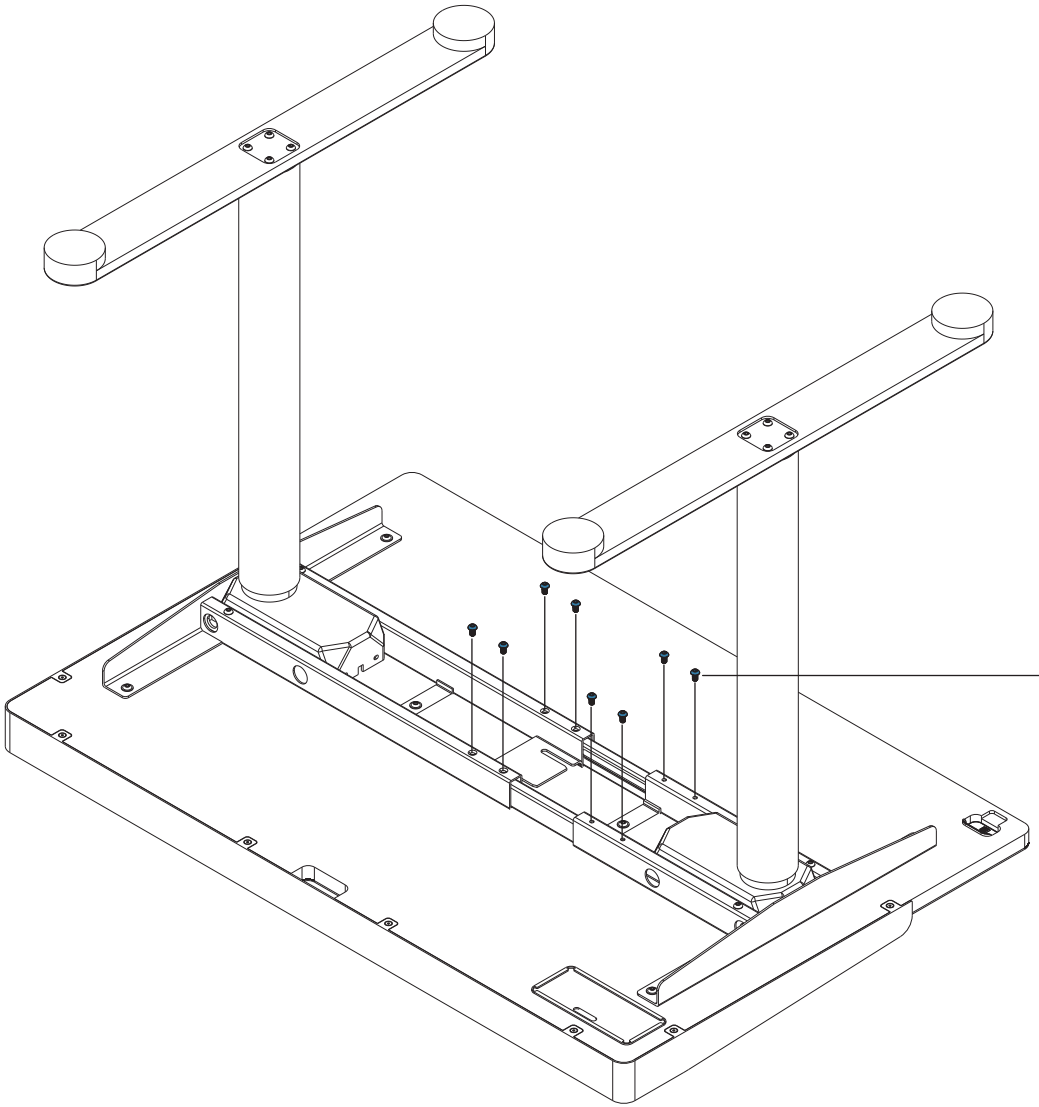
M6x14
Flanged Head Screw
4mm Hex Drive

H3-15 x6





06



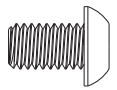
x8 **H3-17**

scale 1:1

SCREWS NEEDED

M6x10
Pan Head Screw
4mm Hex Drive

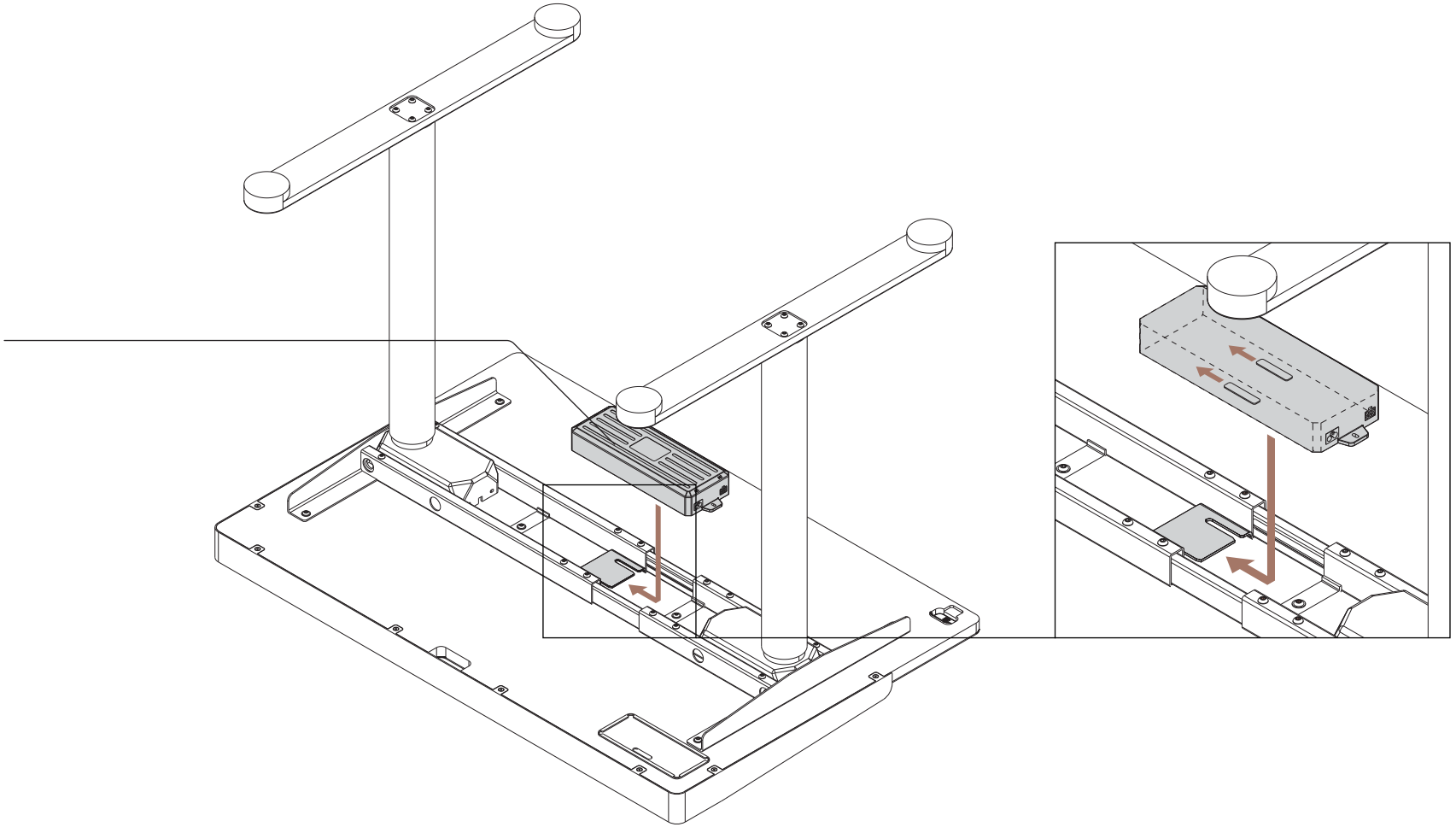
H3-17 x8



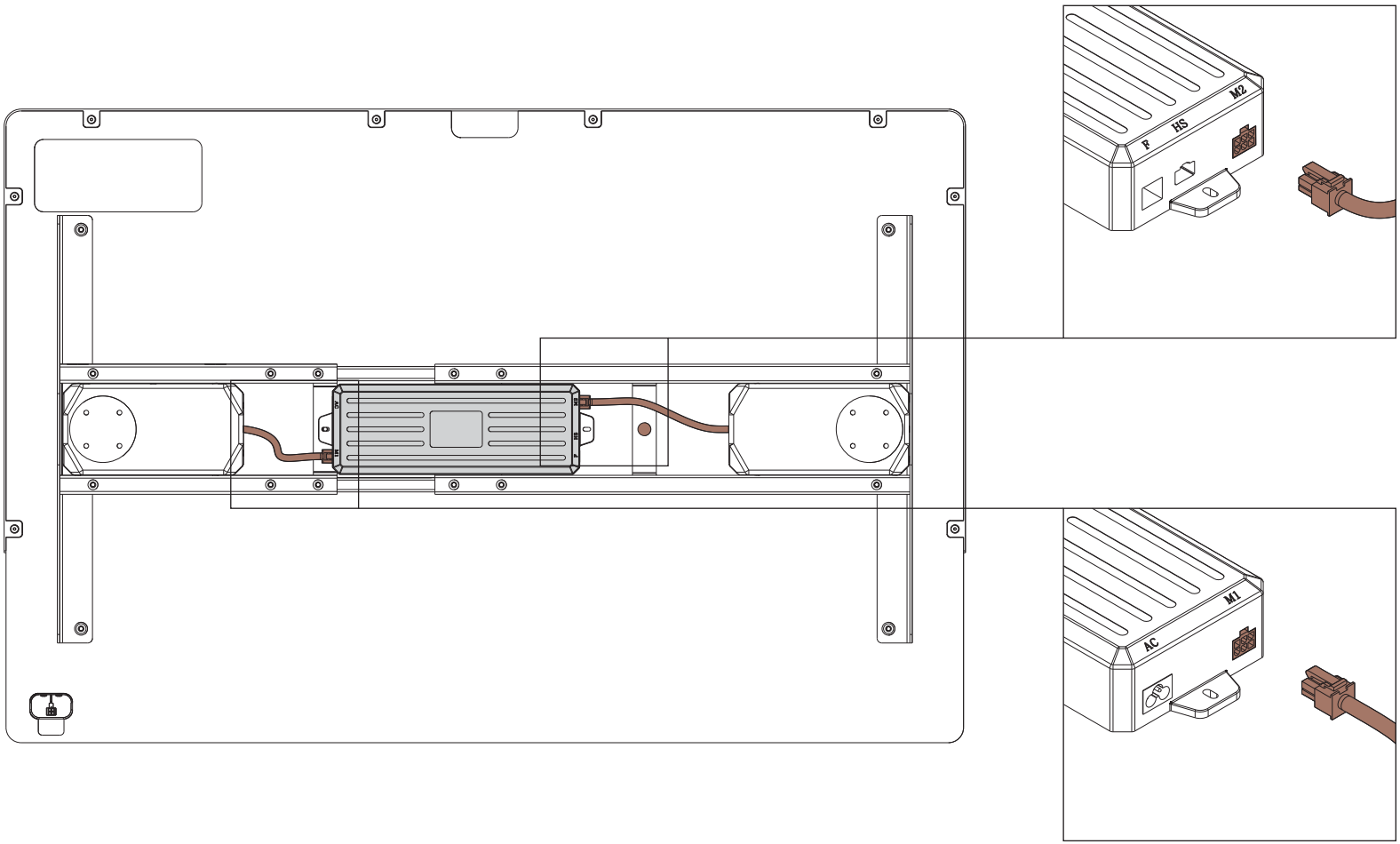


07

F3-29



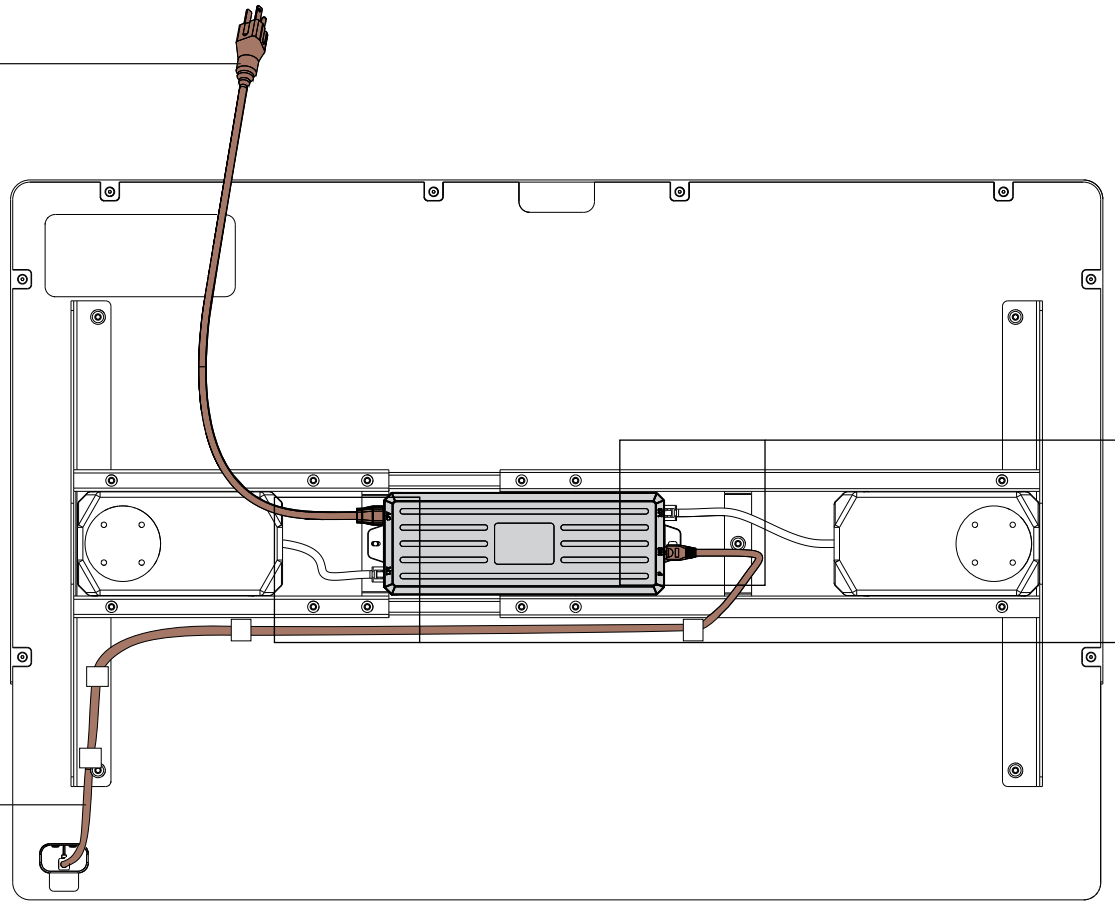
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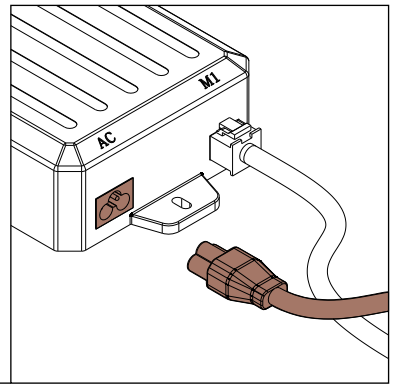


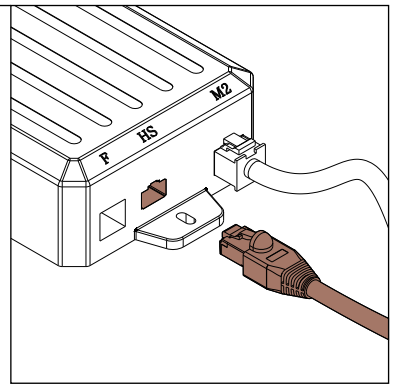
09

F3-30

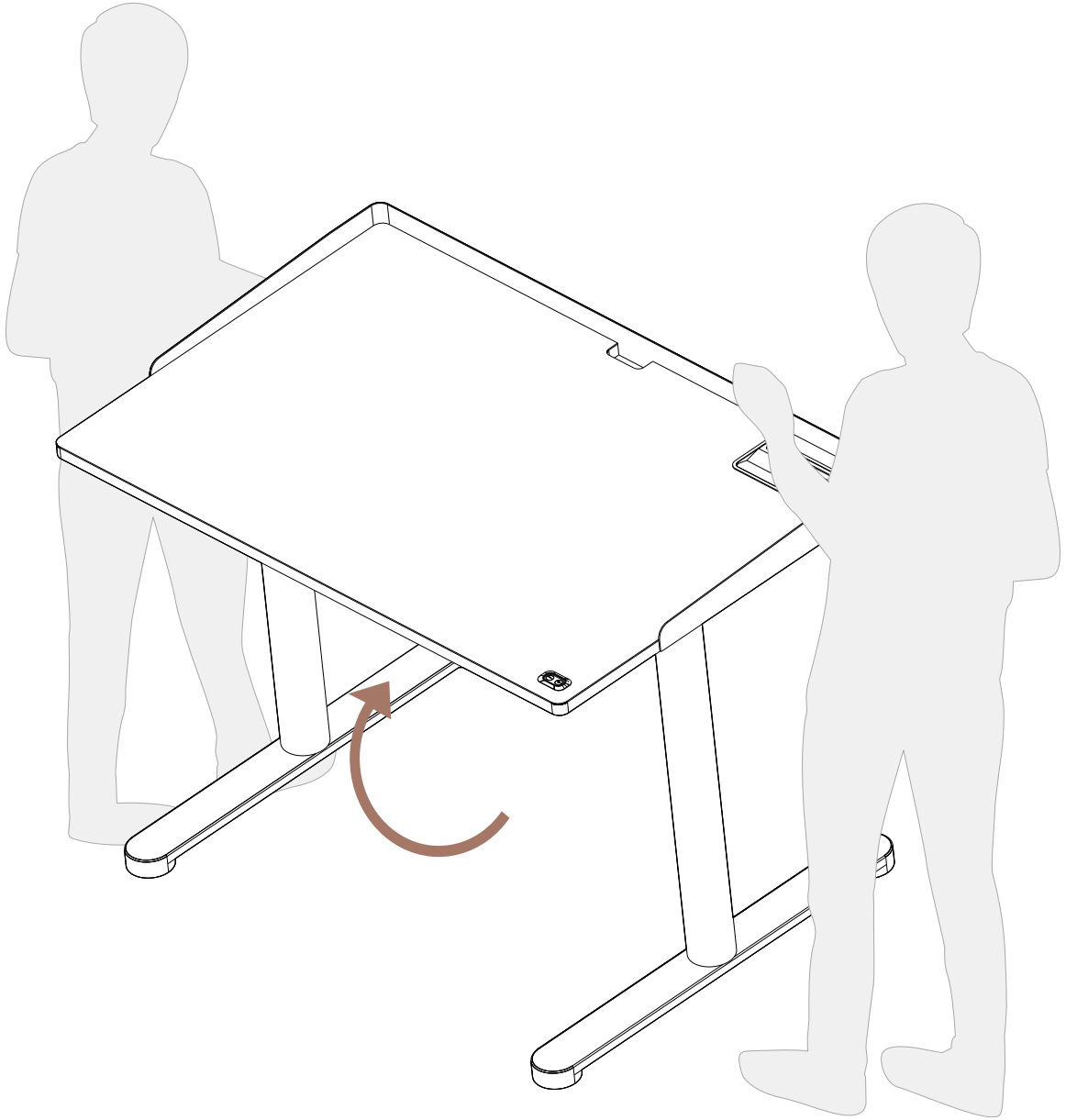
F3-31



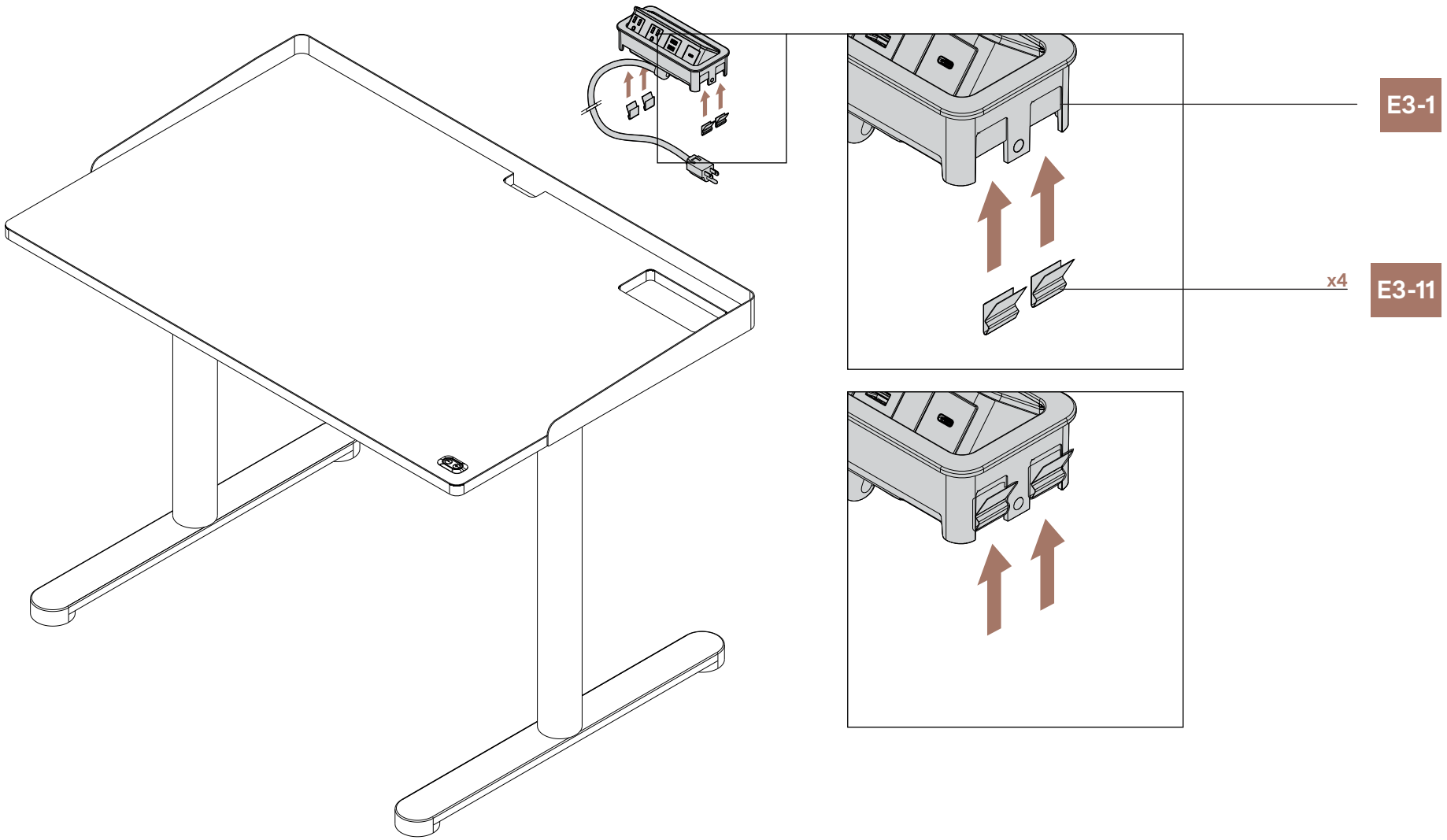




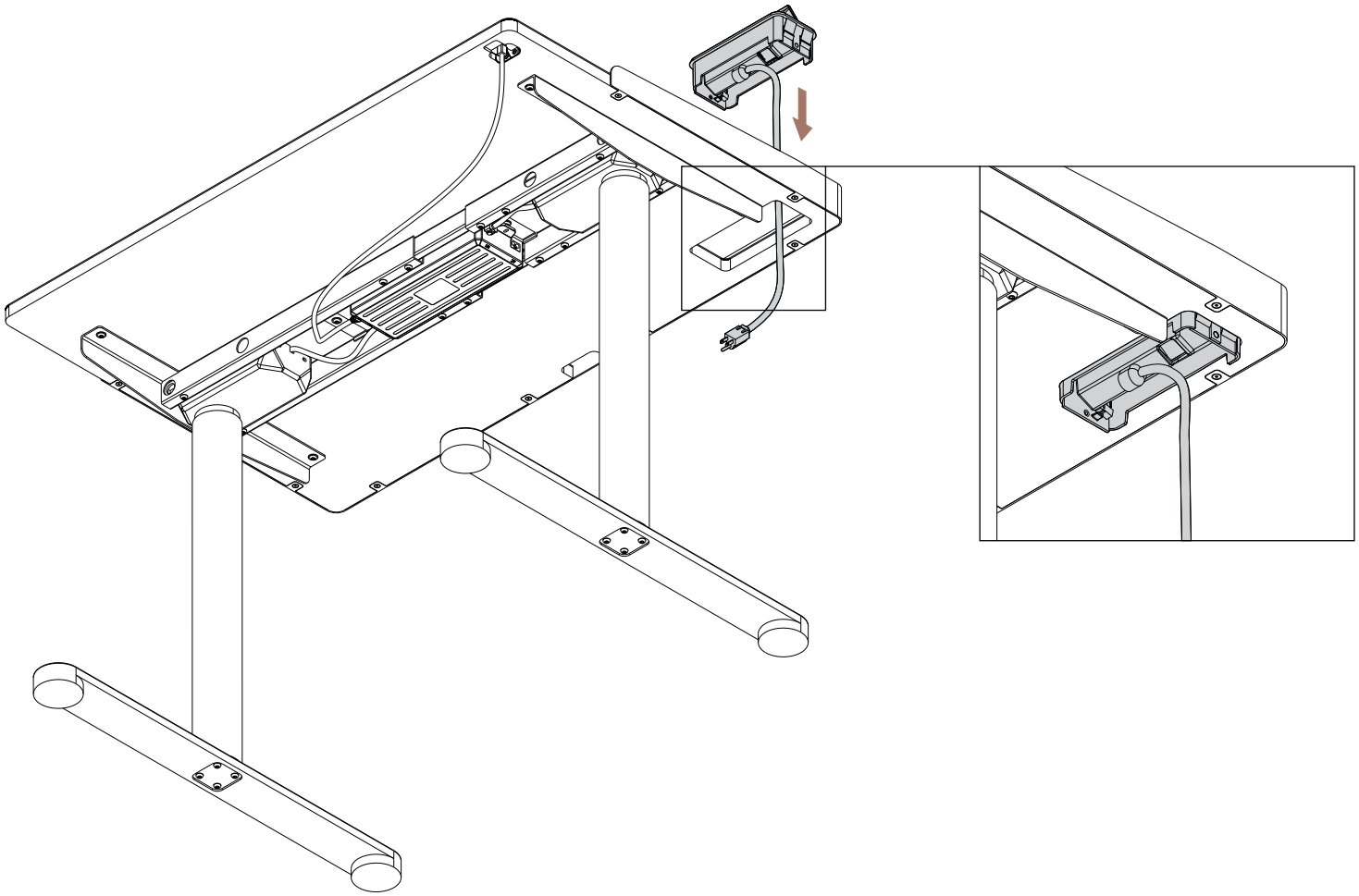
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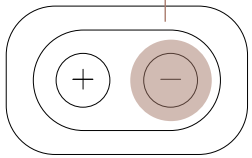
11



12



13



Let’s Reset

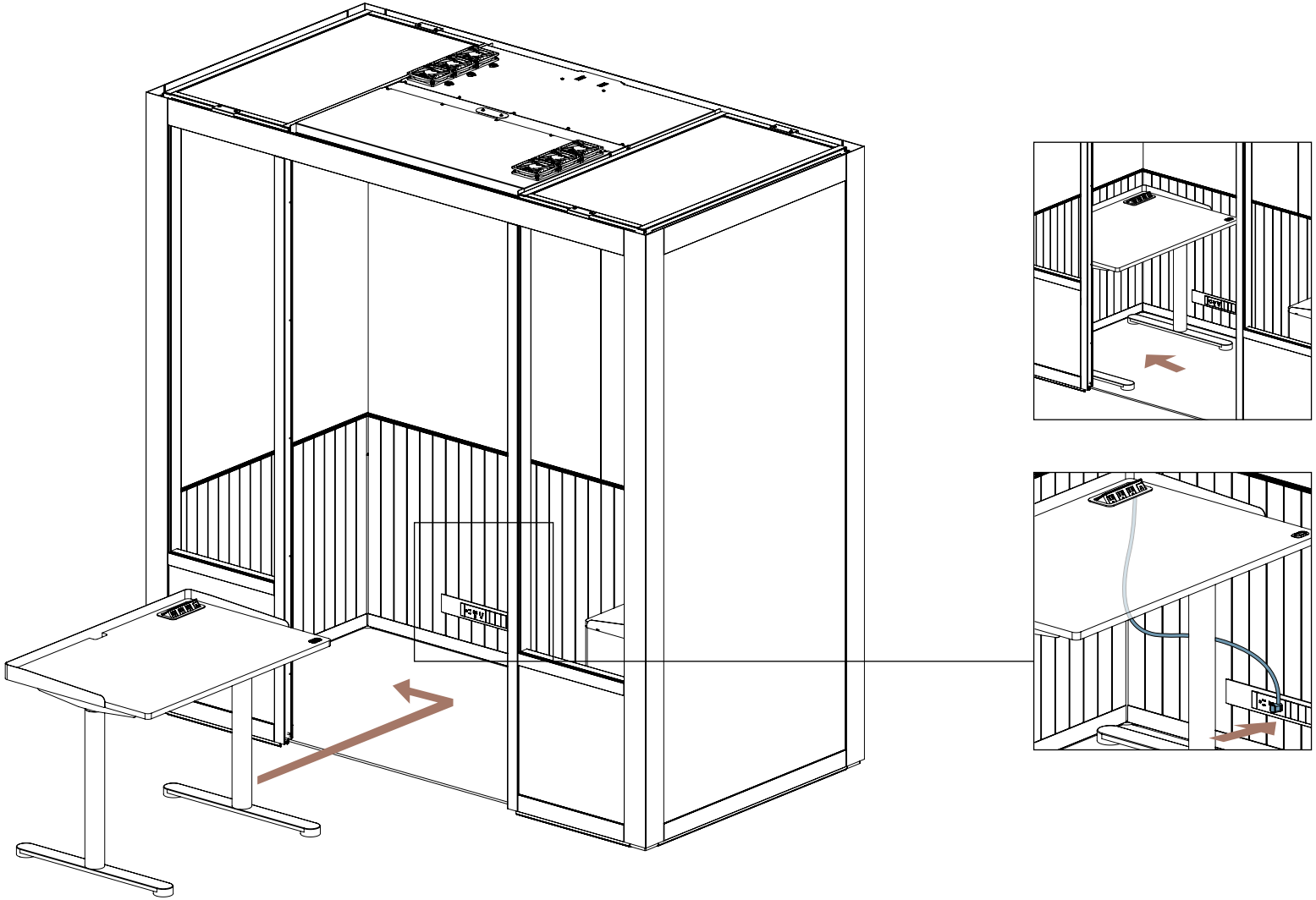
Follow these simple steps to reset your desk and get down to business.

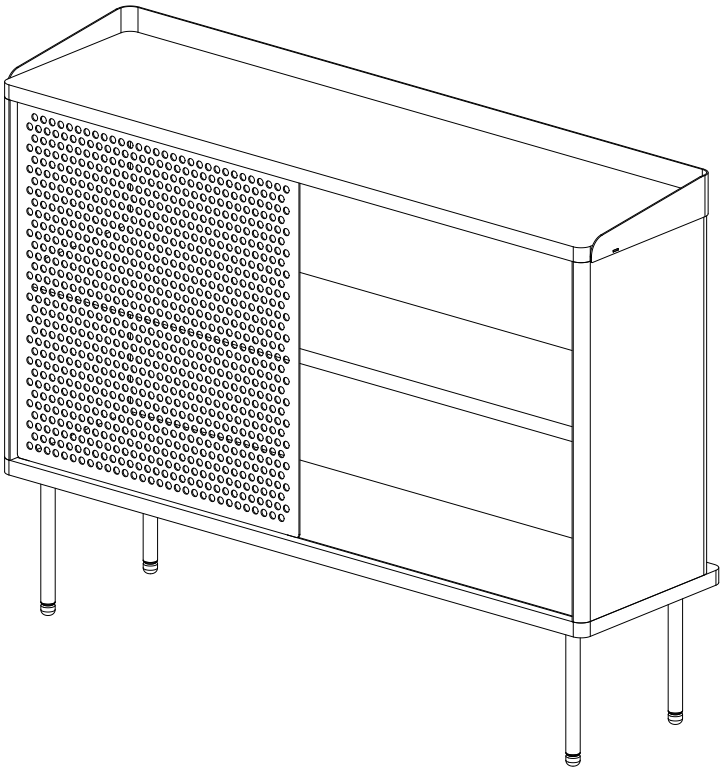
1. Once you plug in, press and hold the (-) minus button down to the desk’s minimum height, then release the button.

2. Press and hold the (-) minus button for 10 seconds, and the table will drop 1 cm 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.

14



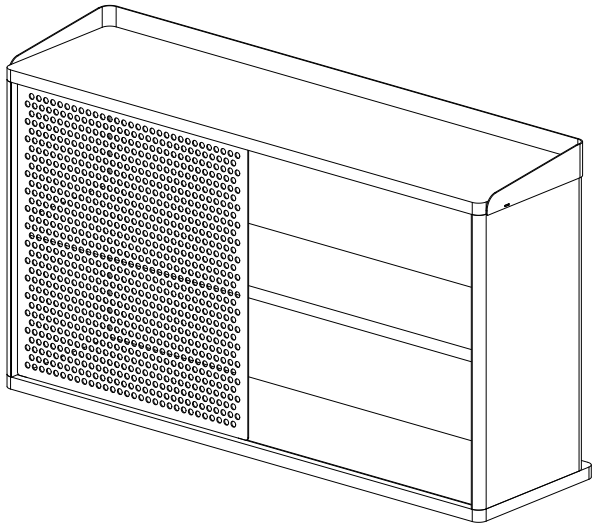


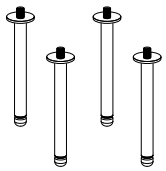
Credenza

Assembly Manual

* For Use in Focus Room or Frame

What’s In The Box

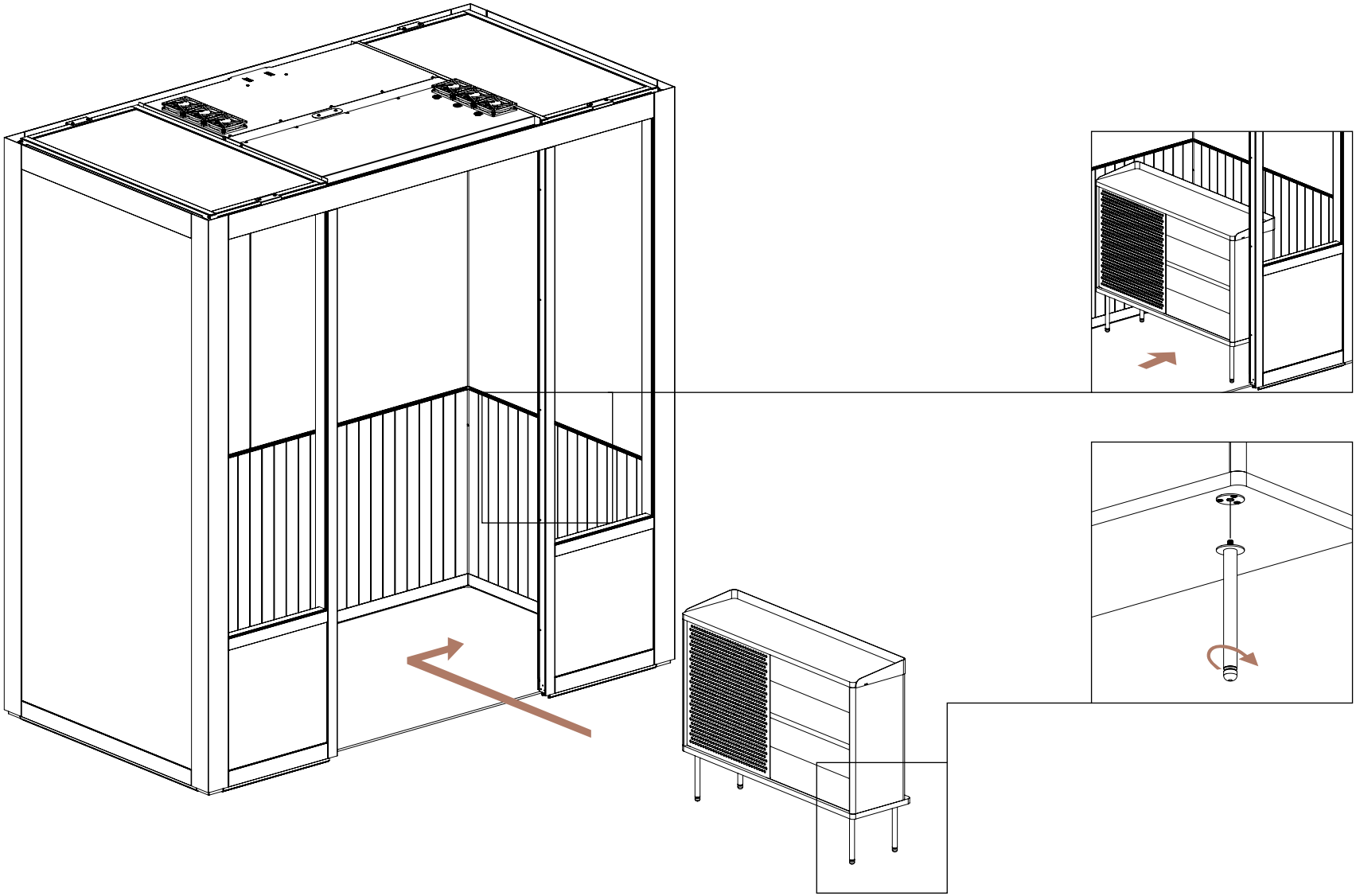


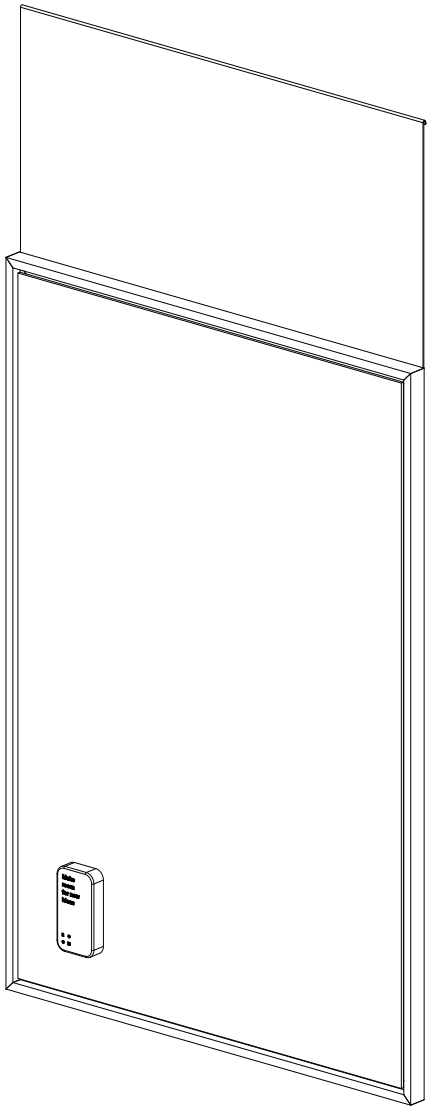


F3-13 x1

Credenza

01 Credenza Install



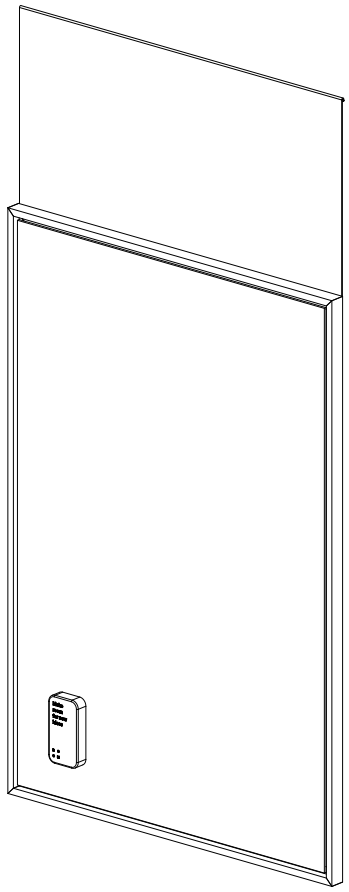


SMALL WHITEBOARD

Assembly Manual

*For Use in Meeting Room, Focus Room or Frame

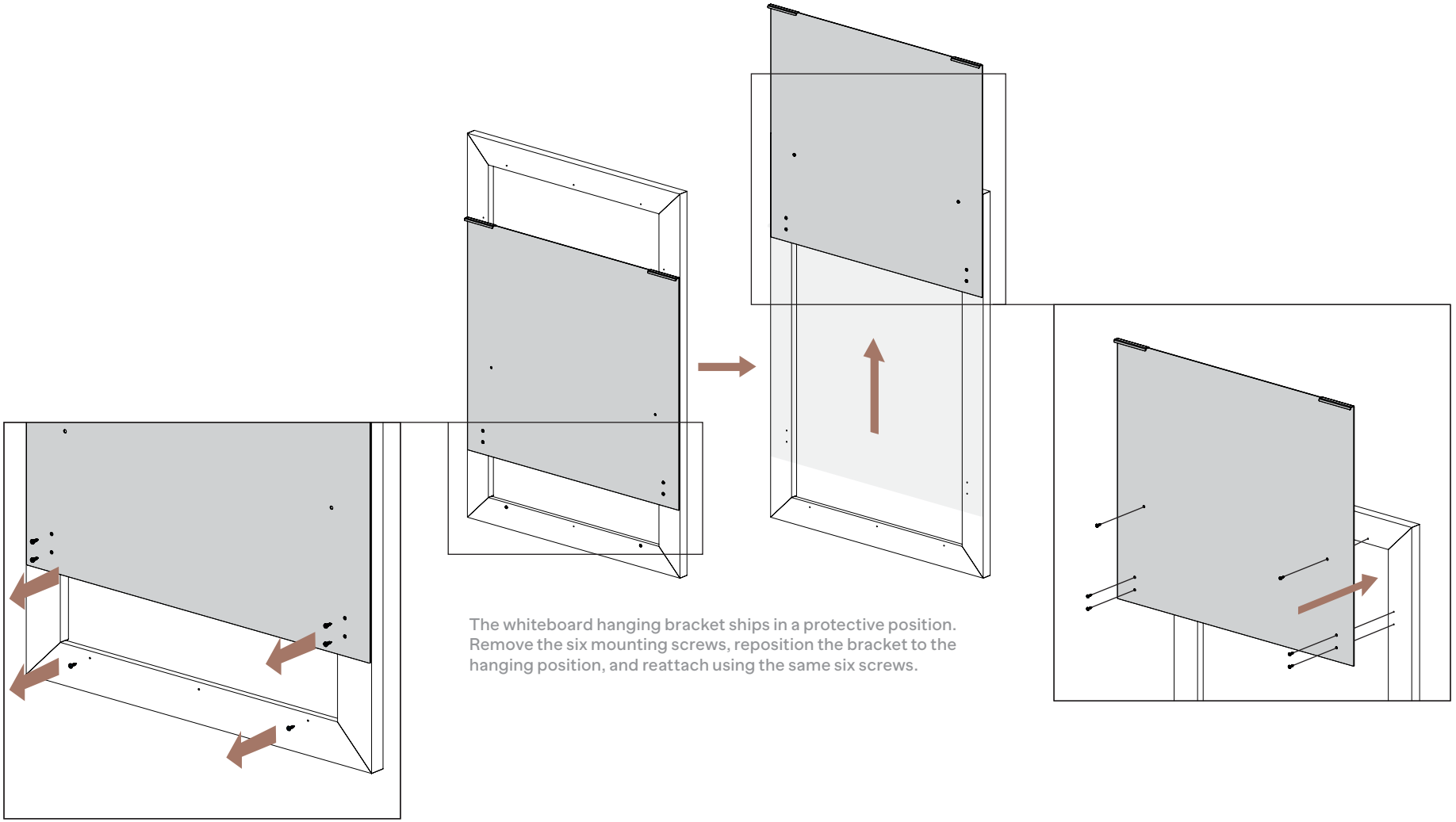
What’s In The Box



F3-17 x1

Small Whiteboard

01 Small Whiteboard Preparation

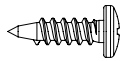


The whiteboard hanging bracket ships in a protective position. Remove the six mounting screws, reposition the bracket to the hanging position, and reattach using the same six screws.

scale 1:1

SCREWS NEEDED

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



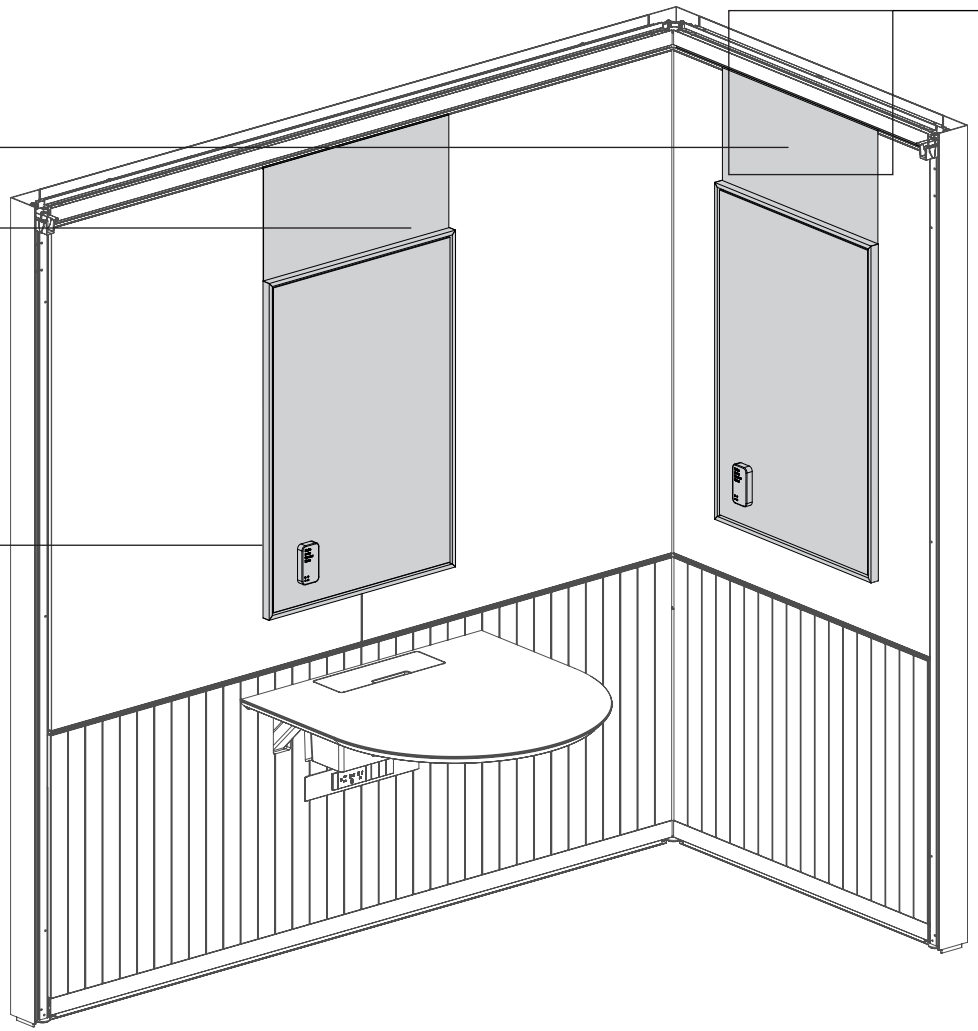


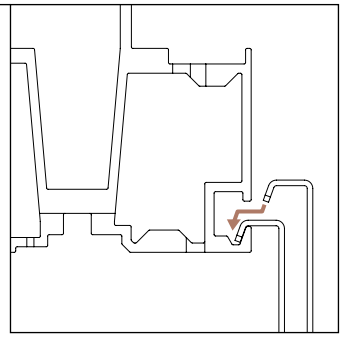
02 Small Whiteboard Install

Install location on Focus Room or Frame.

Install location on Meeting Room if added on by the customer.

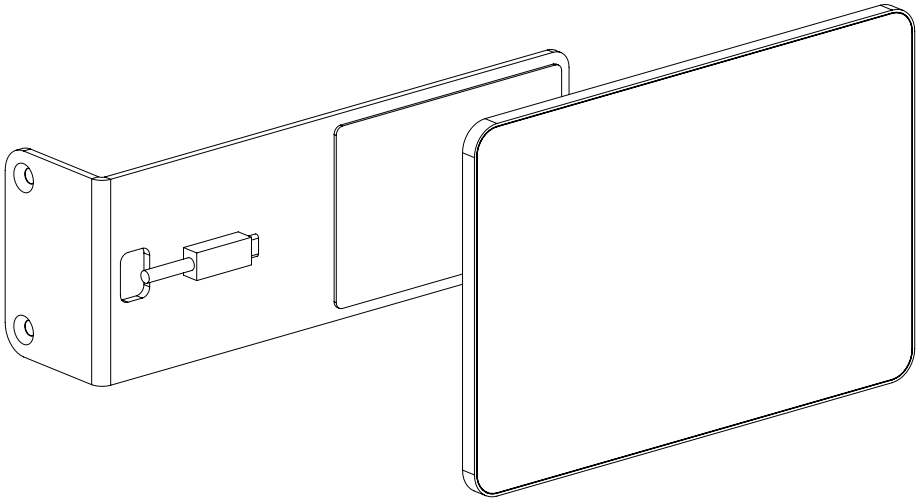
F3-17





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.

Add Ons

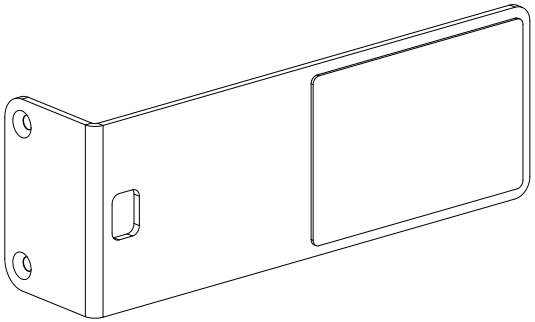


BOOKING BRACKET

Assembly Manual

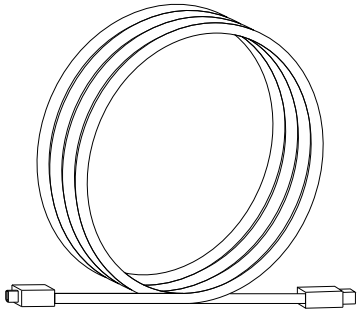
*For Use in Meeting Room, Focus Room or Frame

What's In The Box



A3-1 x1

Booking Bracket



A3-3 x1

USB A/C Cord



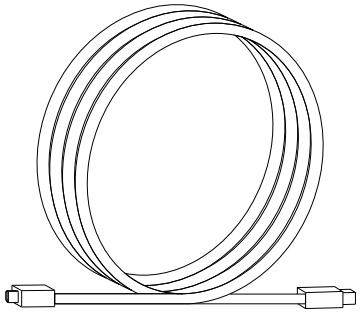
A3-4 x1

USB-C to
Micro USB Dongle



A3-5 x1

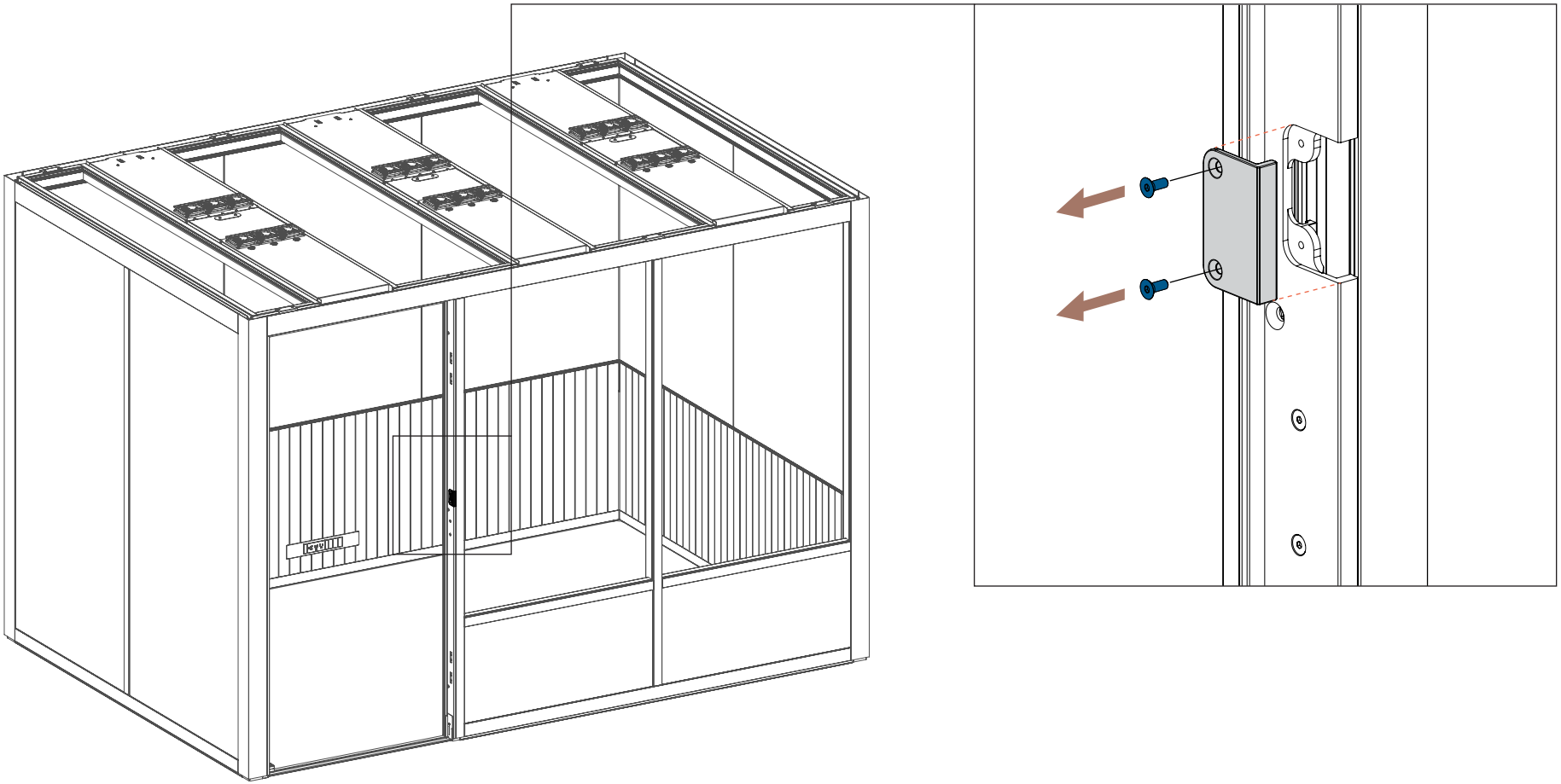
USB-C to
Lightning Dongle



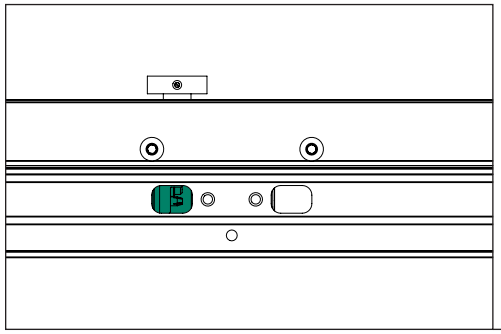
A3-6 x1

USB A/A Extender

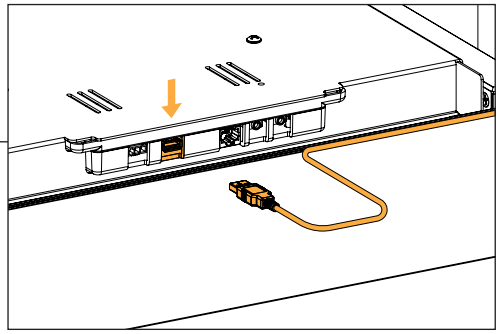
01



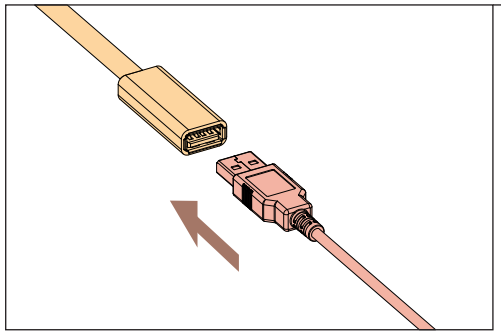
02



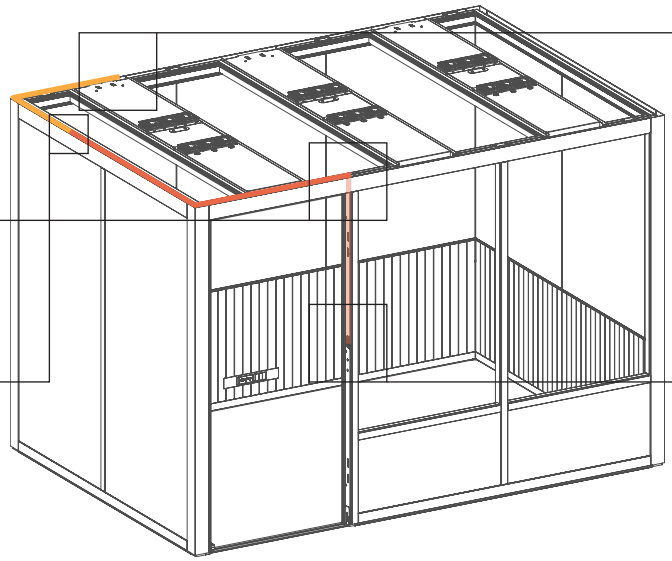
1. Feed USB charging cable (A3-3) through the entry point on the Ceiling Beam, should be right above the Handle Side Door Jamb.



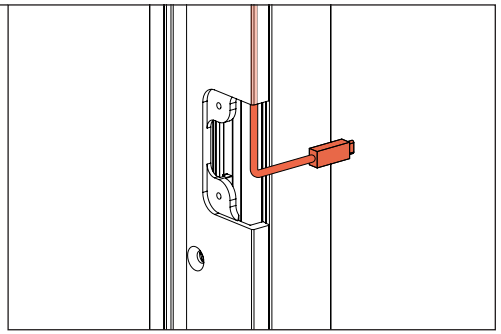
2. Route the USB charging cable on top of the Ceiling Beam and plug into the nearest Logic Box.



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

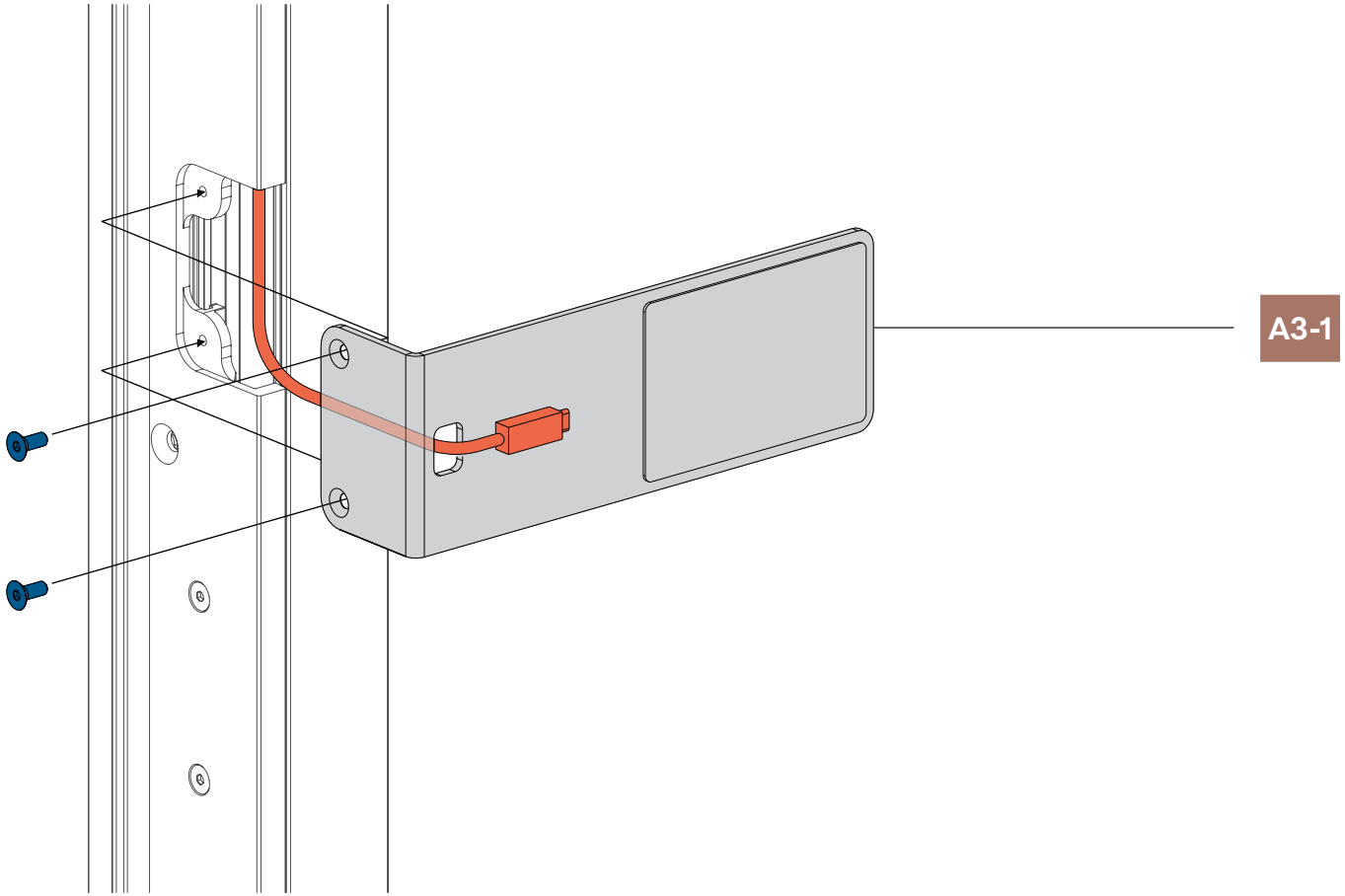


Typical Room L unit shown as an example. All other sizes and models follow the same cable routing: from Handle-Side Door Jamb to the nearest Logic Box on the roof.

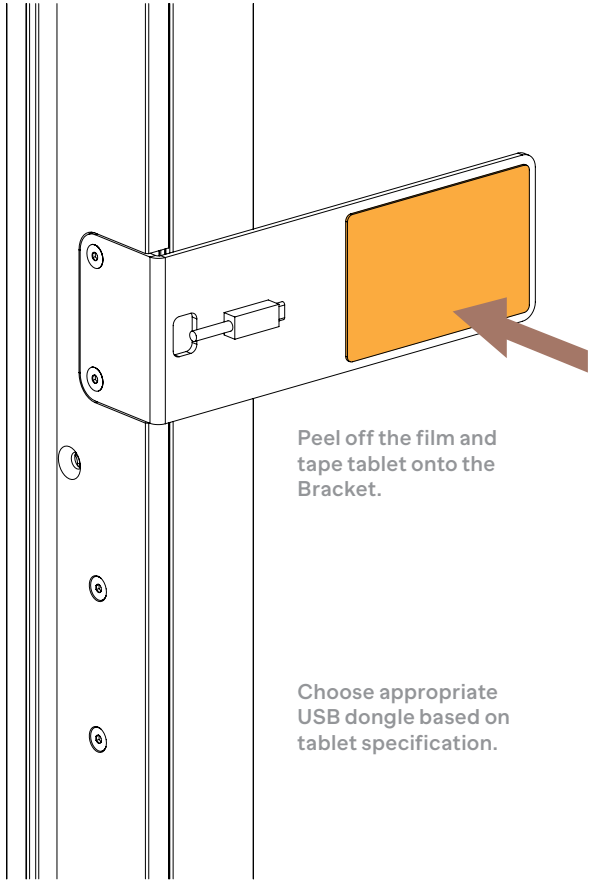


3. The other end of the USB charging cable will route inside the Handle Side Door Jamb and exit through the booking bracket opening.

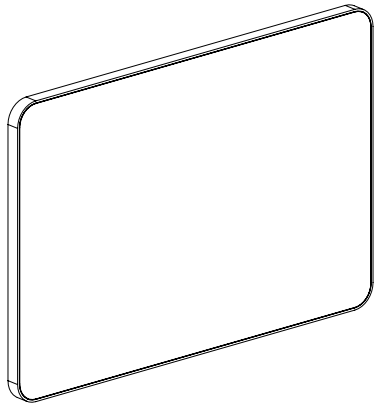
03



04

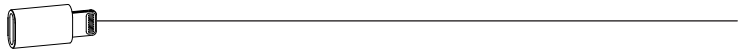


Peel off the film and tape tablet onto the Bracket.



*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.

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R O
O M

