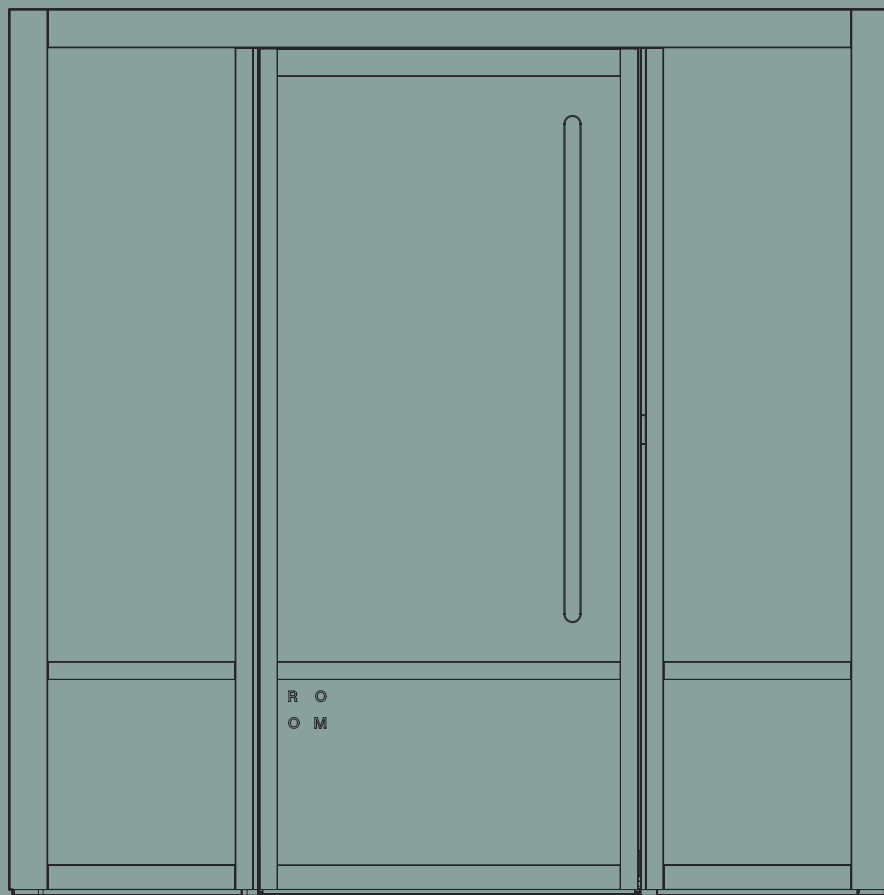




Room S

Assembly Manual

R O
O M

Index

03	Meet the Room S	42	Chapter 10 Panels & Horizontal Rails
07	Chapter 01 Unit & Carpet Location	47	Chapter 11 Window
09	Chapter 02 Super Structure	49	Chapter 12 Window Cover
16	Chapter 03 Door Jamb	51	Chapter 13 Door
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25	Chapter 06 The Roof	71	Small Desk Focus Rooms Accessory
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36	Chapter 08 Wiring	93	Small Whiteboard Focus Rooms Accessory
40	Chapter 09 Skylights	98	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.

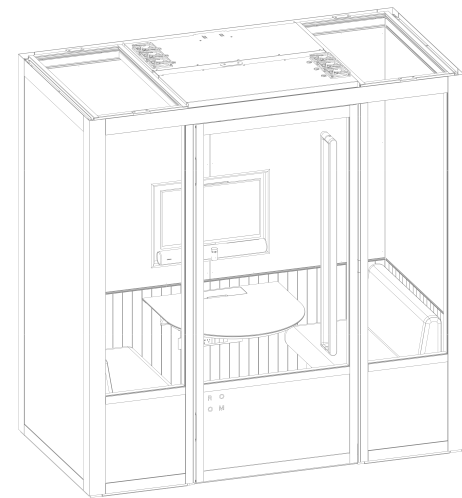
Room S



Frame

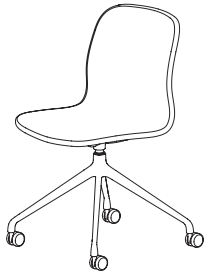


Focus Room

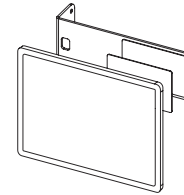


Meeting Room

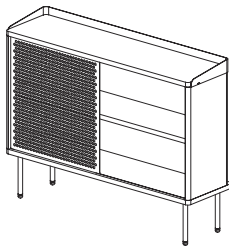
Add Ons



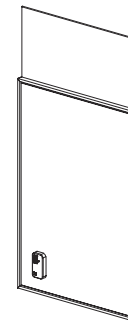
The Chair
(Light & Dark)



Booking Bracket
(Light & Dark)



Credenza
(Pewter & Pebble)

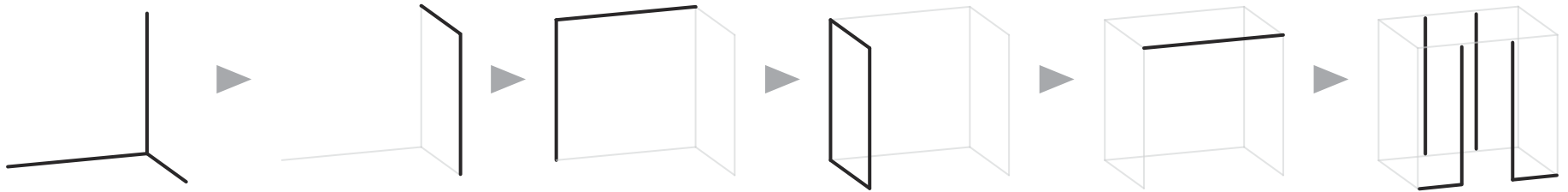


Small Whiteboard
(Light & Dark)

Assembly Sequence

⚠ IMPORTANT

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



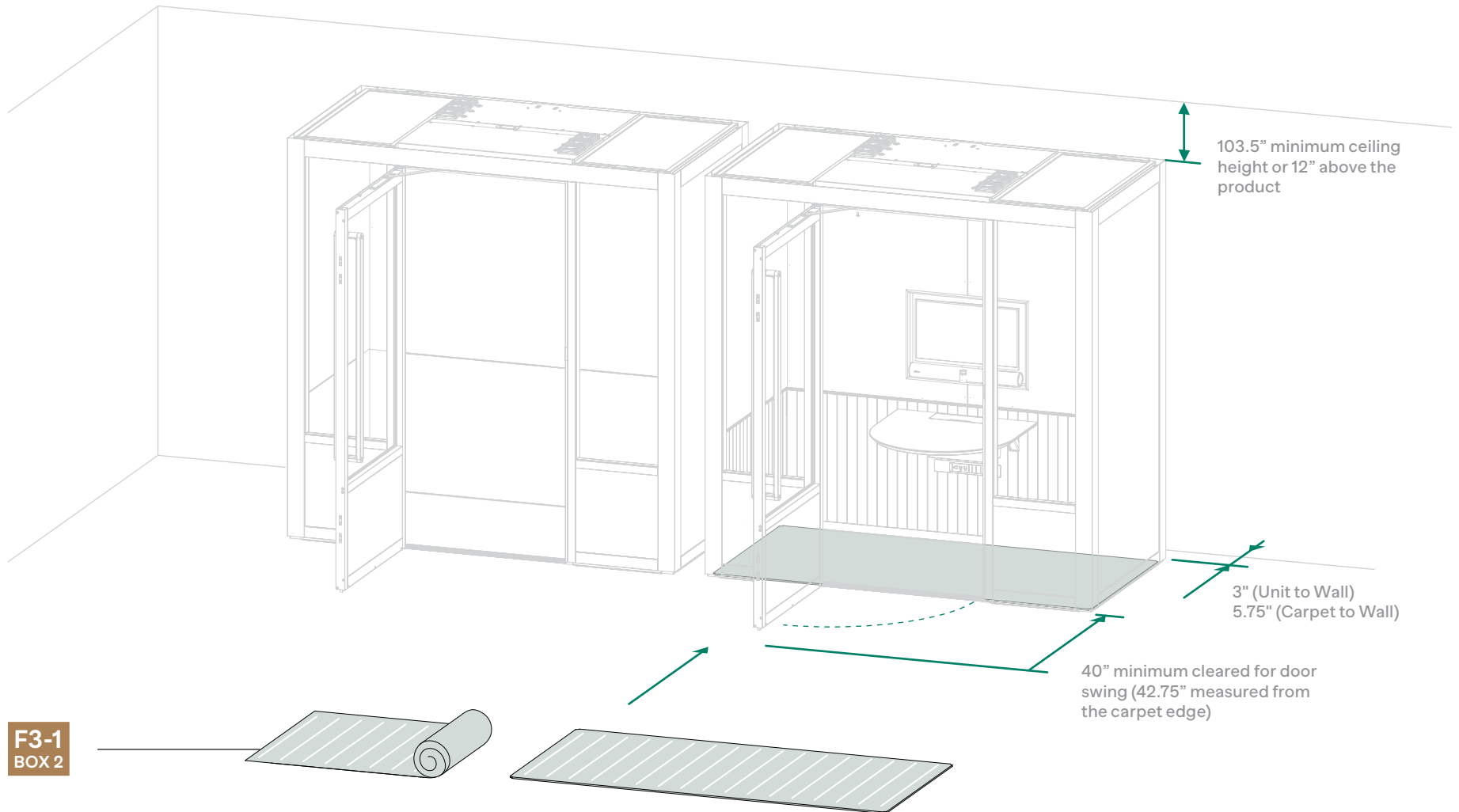
Chapter

01

Unit & Carpet Location

01

Unit & Carpet Placement



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

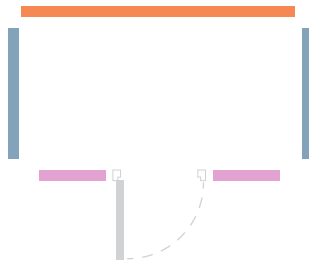
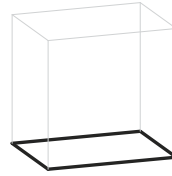
Chapter

02

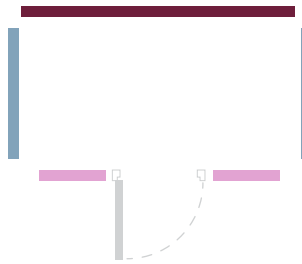
Super Structure

Beam Rules

ROOM 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.

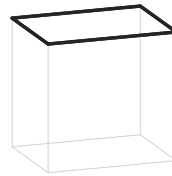


B3-5
BOX 4

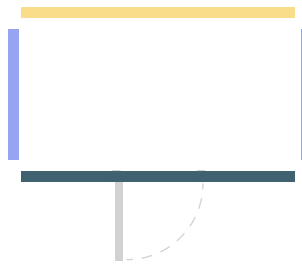
2m Floor Beam 2 Module

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.



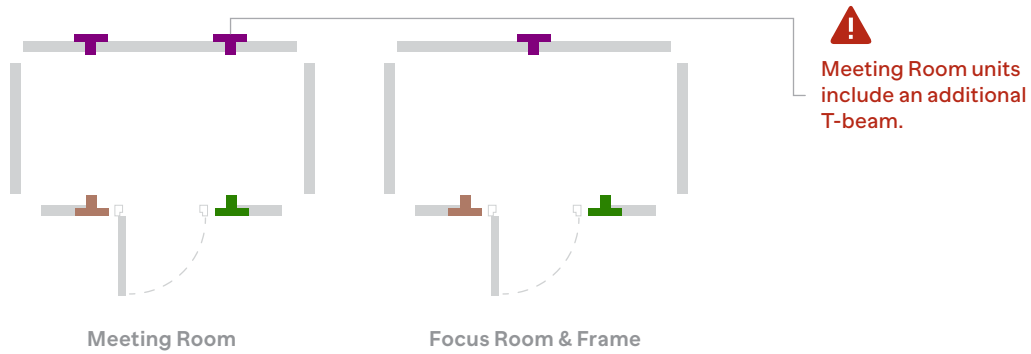
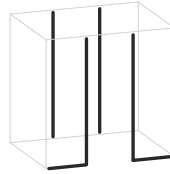
B3-10
BOX 4

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

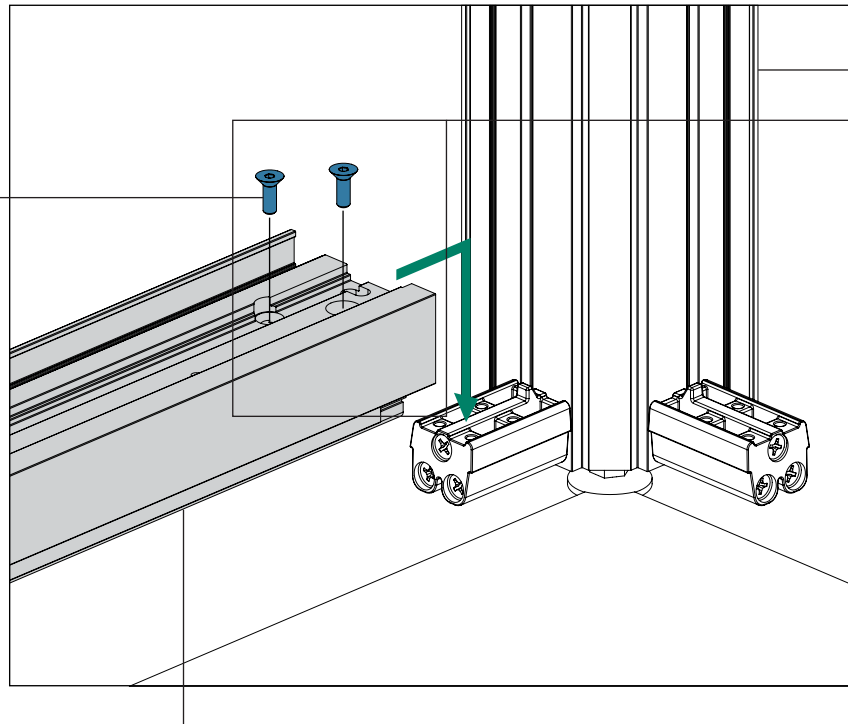
Floor Beam Installation



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

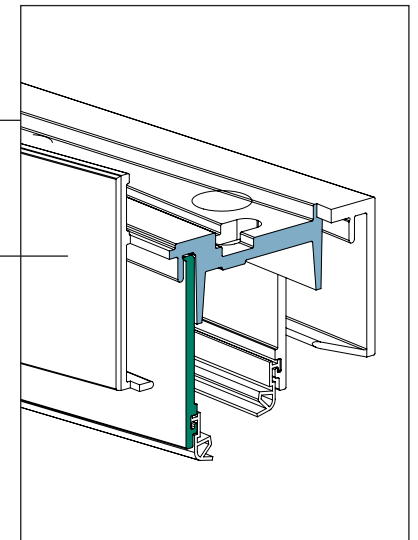
H3-2
BOX 1

x2



B3-1
BOX 3

Exterior Side



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

FLOOR BEAM MODULE

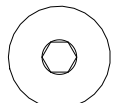
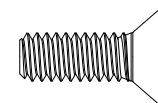
scale 1:1

SCREWS NEEDED

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

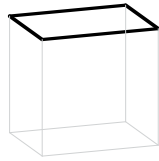
H3-2
BOX 1

x12



03

Ceiling Beam Installation

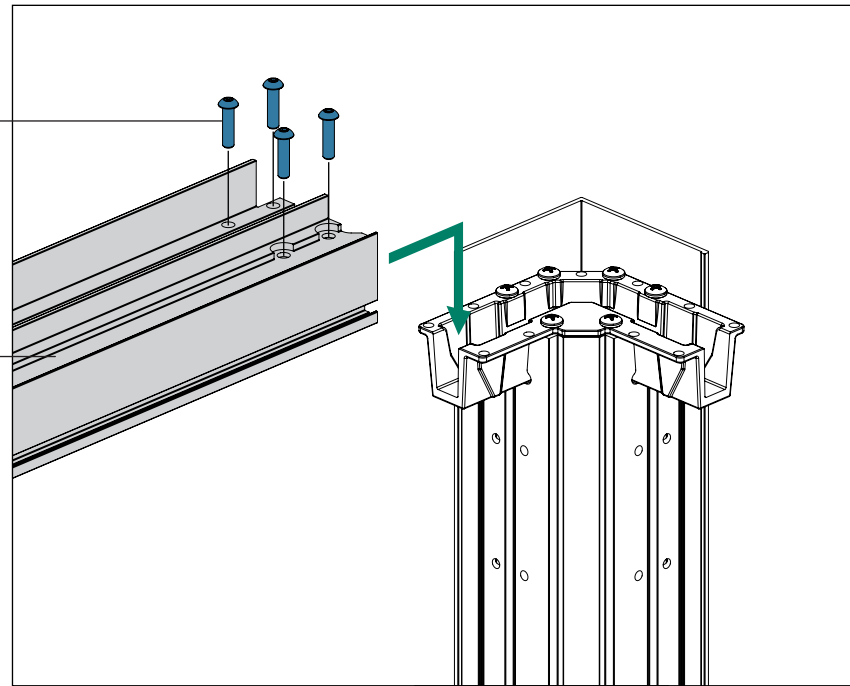


Reference Ceiling Beam Placement Rules
(pg. 10) for placement details.

H3-1
BOX 1

x4

CEILING BEAM MODULE



Repeat at each
Ceiling Beam
location.

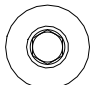
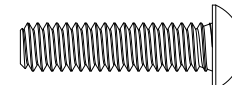
scale 1:1

SCREWS NEEDED

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

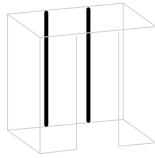
H3-1
BOX 1

x32



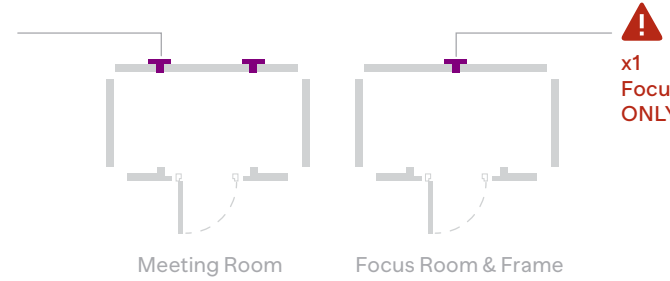
04

Module T-Beam Installation



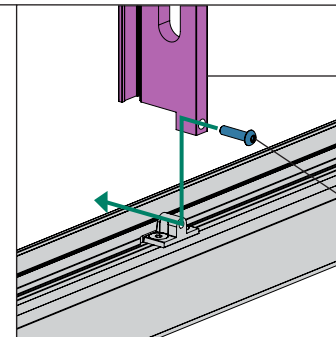
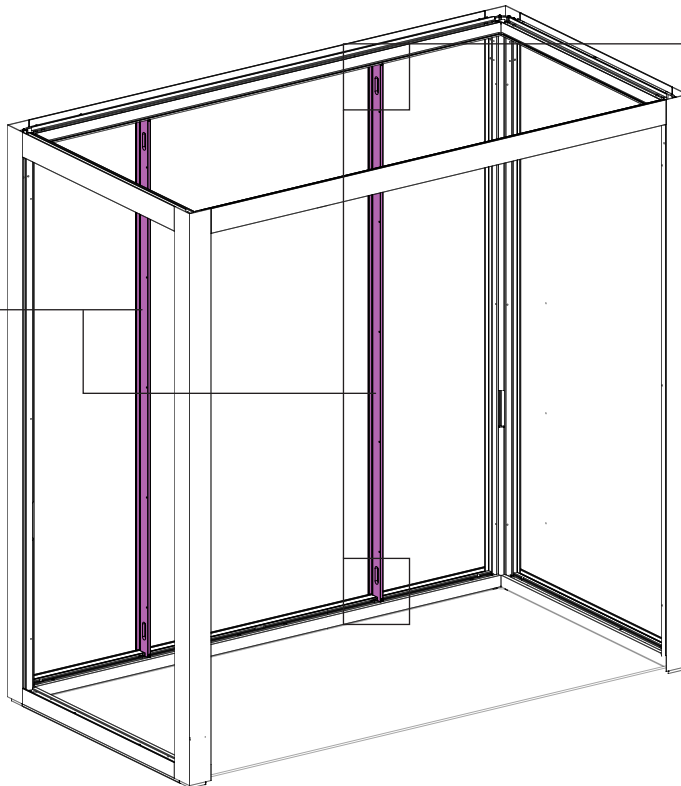
Reference T-Beam Placement Rules
(pg. 11) for more details.

B3-2
BOX 4



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.

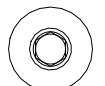
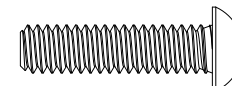
scale 1:1

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)



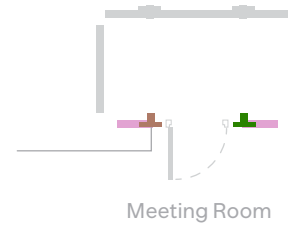
05

Door Side T-Beam Installation

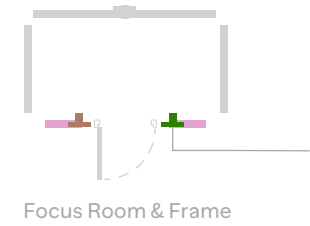


Reference T-Beam Placement Rules
(pg. 11) for more details.

B3-14
BOX 4



Meeting Room



Focus Room & Frame

B3-9
BOX 4

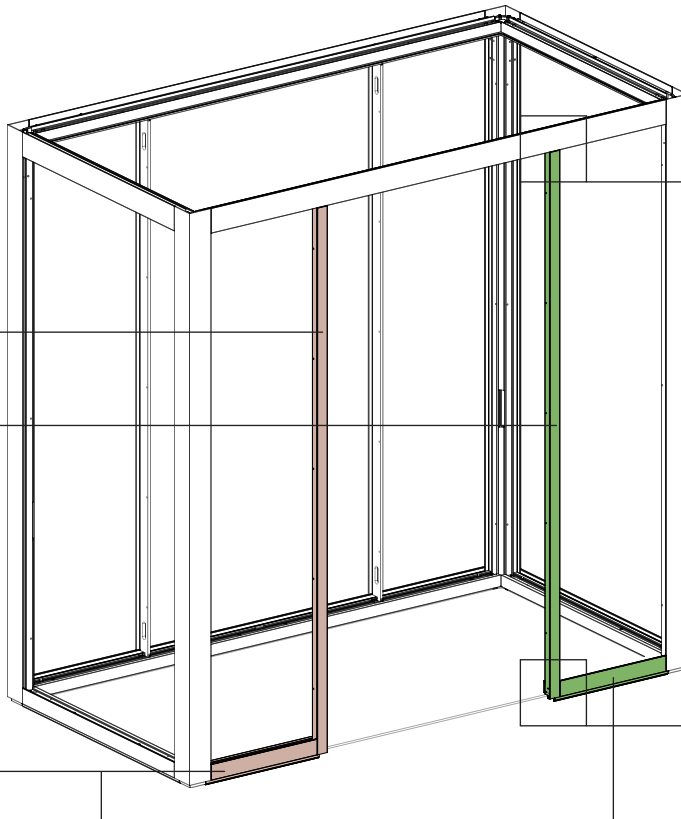
B3-15
BOX 4

B3-14
BOX 4

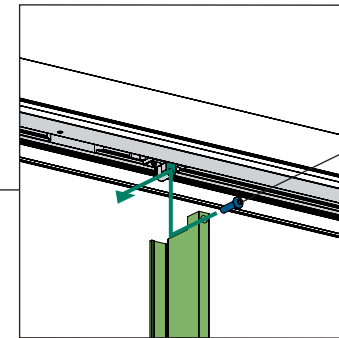
B3-15
BOX 4

B3-9
BOX 4

x2

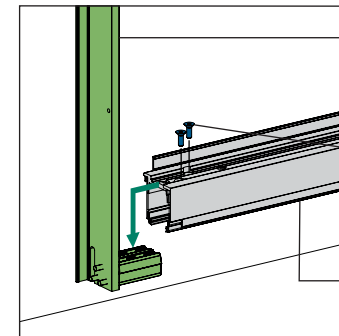


INTERIOR VIEW



H3-1
BOX 1

INTERIOR VIEW



B3-14 OR B3-15
BOX 4

x2

H3-2
BOX 1

x2

B3-9
BOX 4

Repeat at each T-Beam location.

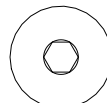
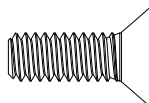
scale 1:1

SCREWS NEEDED

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

H3-2
BOX 1

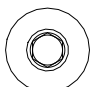
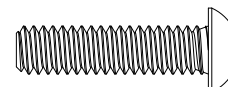
x4



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

H3-1
BOX 1

x2



Chapter

03

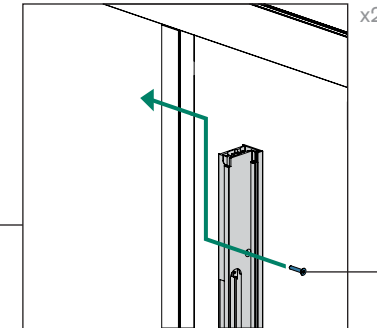
Door Jamb

06

Door Jamb Installation

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

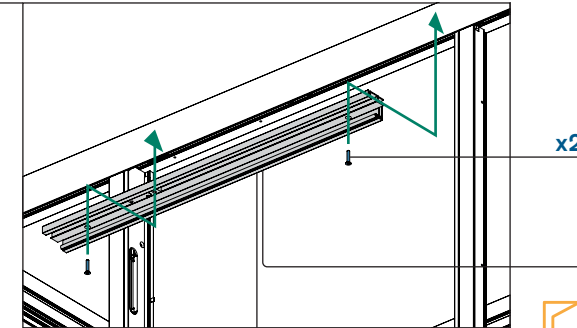
1. Install the two vertical Door Jamb.



x3

H3-8
BOX 13

2. Install the top Door Jamb.

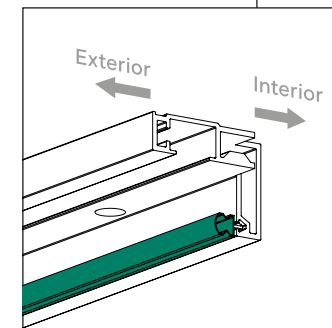


x2

H3-8
BOX 13

D3-8
BOX 13

D3-9
BOX 13



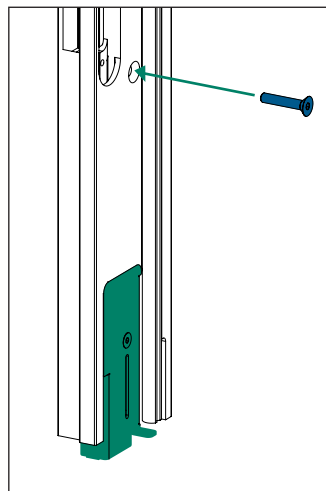
Door seal always points towards the exterior of the room.

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.

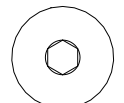
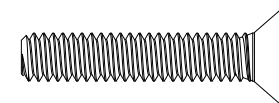
scale 1:1

SCREWS NEEDED

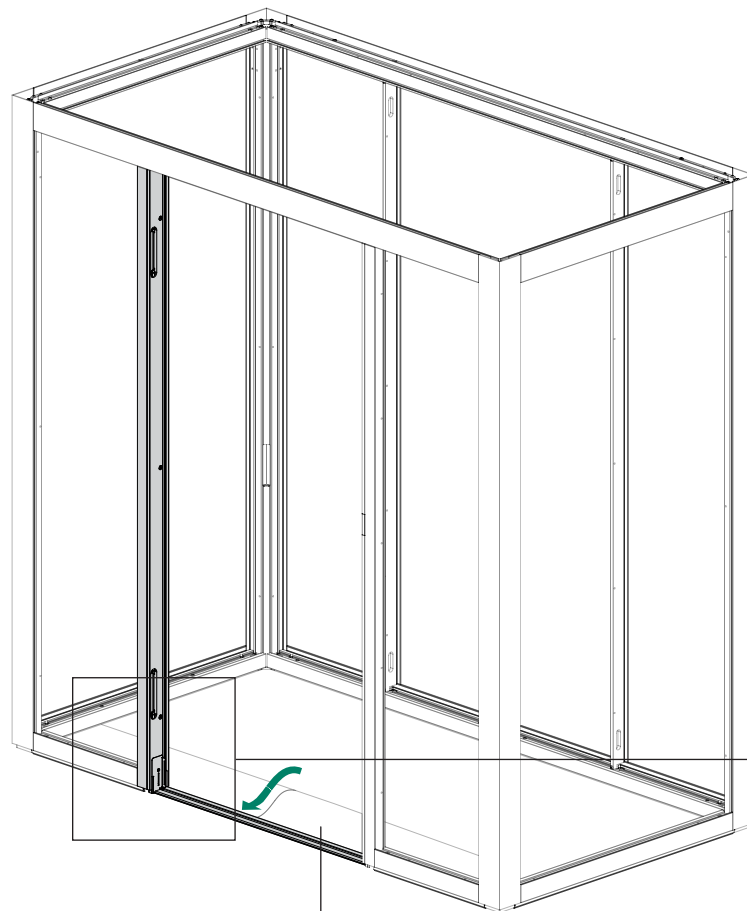
1/4-20 x 1.375"
Flat Head Screw
4mm Hex Drive

H3-8
BOX 13

x8 Color
Specific



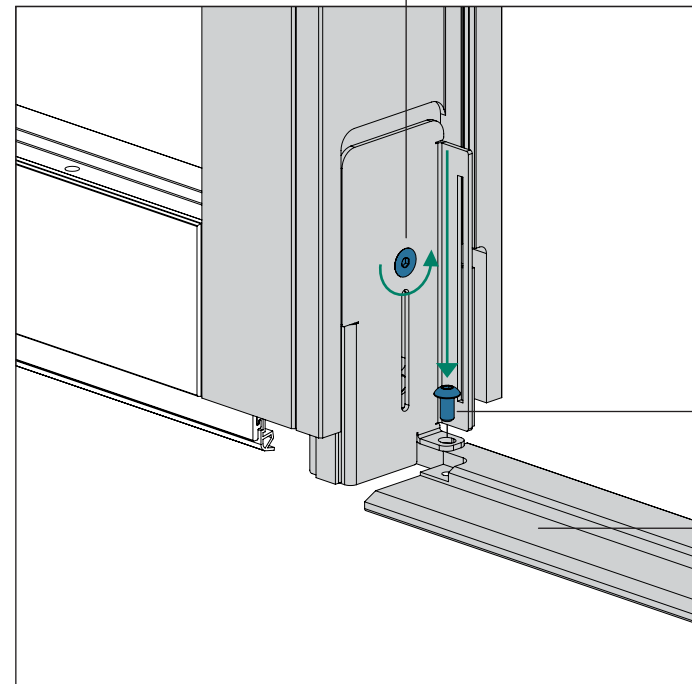
07 Door Threshold Installation



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.



x2

x2

H3-9
BOX 13

D3-7
BOX 13

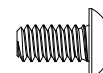
scale 1:1

SCREWS NEEDED

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

H3-9
BOX 13

x2



Chapter

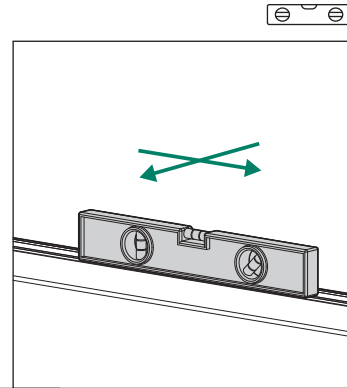
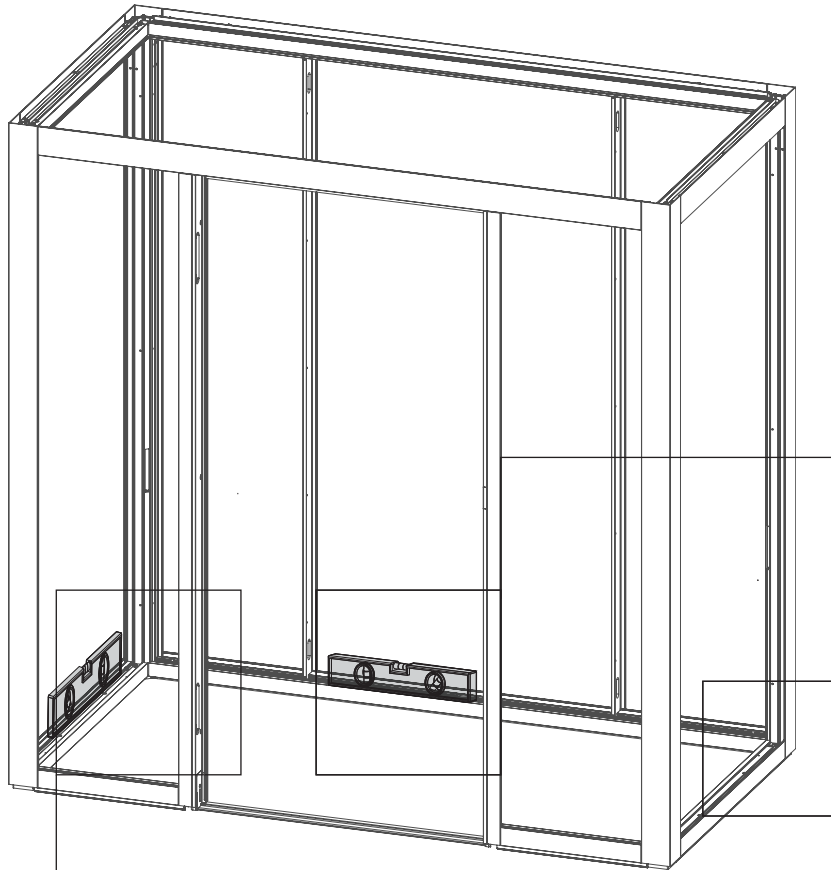
04

Leveling & Squaring

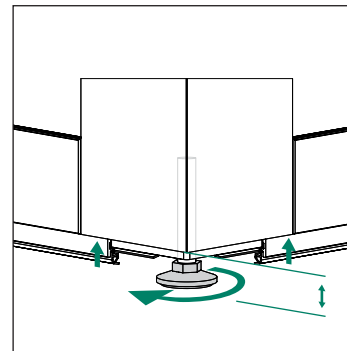
08

Leveling and Squaring

⚠ LAST CHANCE TO VERIFY FINAL PLACEMENT OF UNIT



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

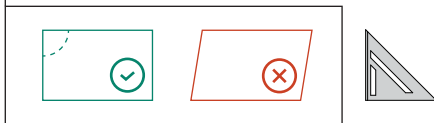


To adjust the height of corner posts, lift the corner seal to access the leveler. Adjust using a 17mm Wrench, turning the leveler clockwise (when viewed from above) to extend the leveler.



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

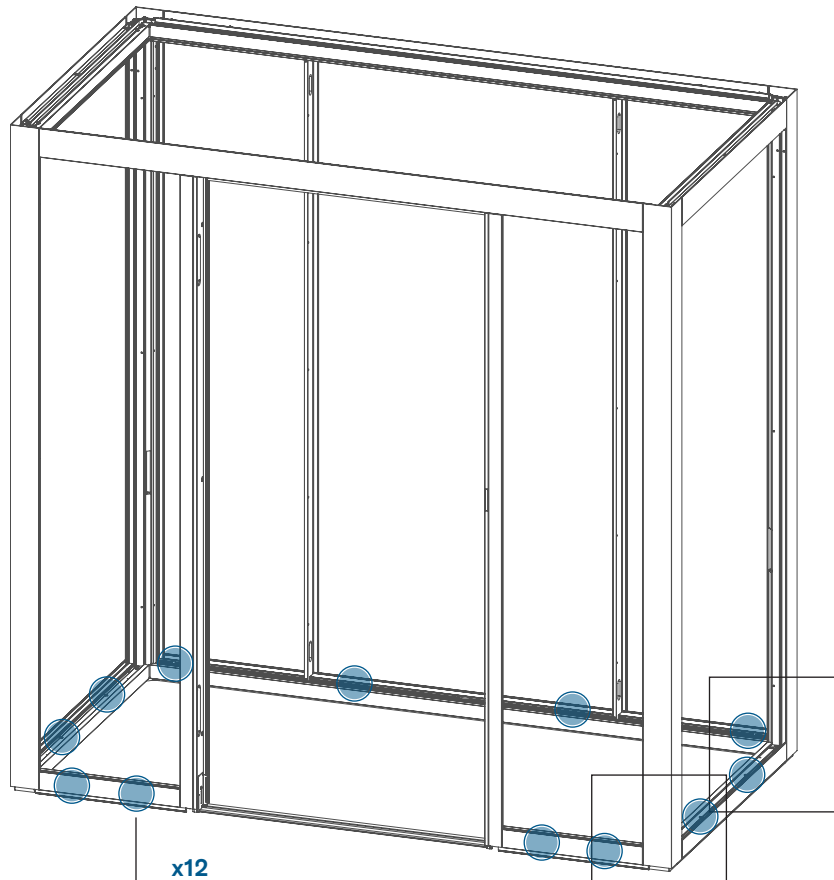
If the unit needs to be anchored after installation, ensure the bottom of the Corner Post is at least 1.5" off the ground.



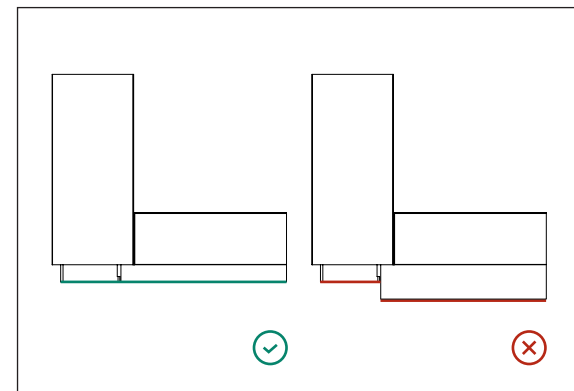
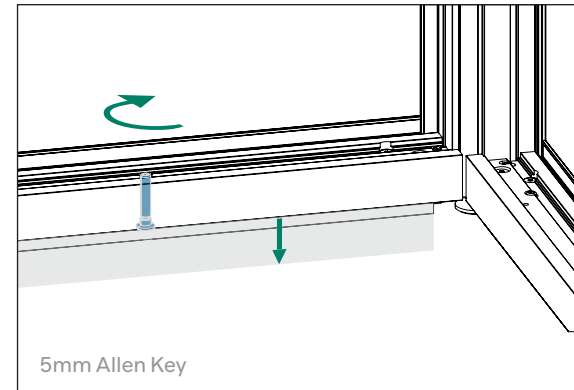
Confirm all corners are properly squared before proceeding.

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.

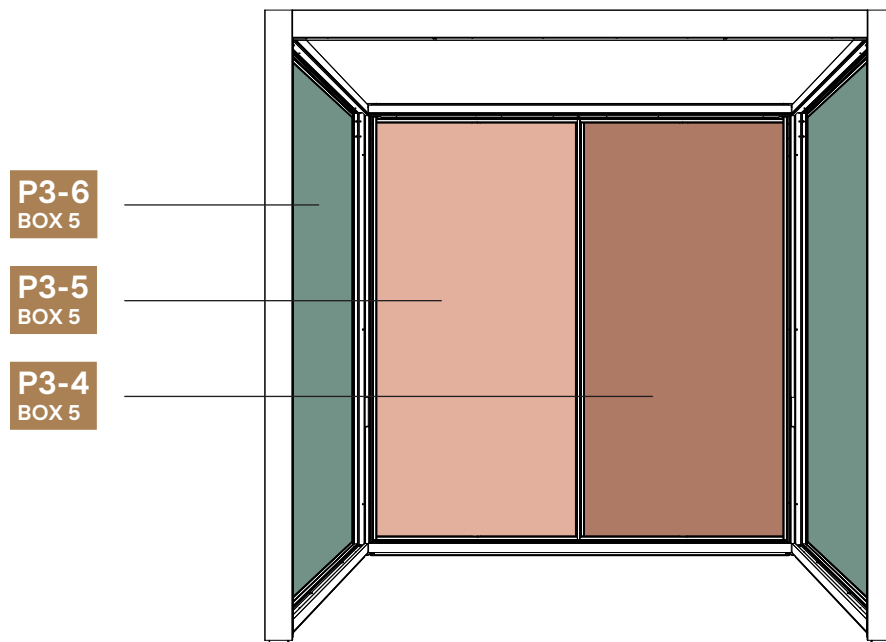


Chapter

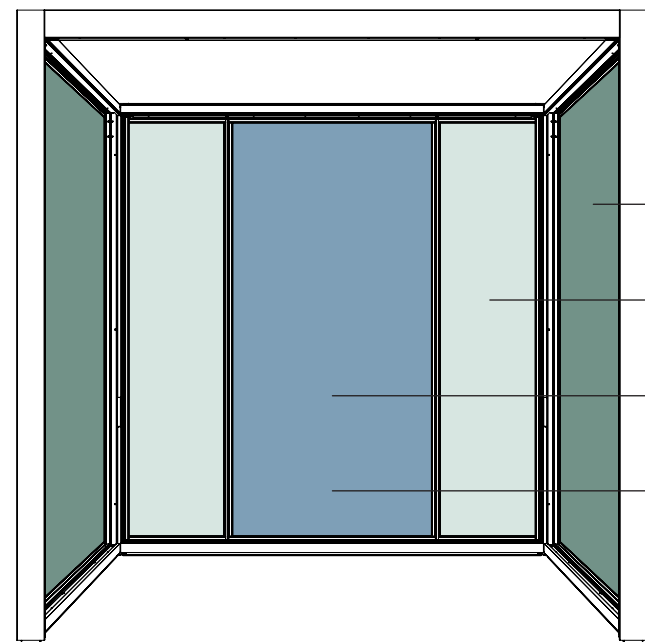
05

Walls

Room S Wall Rules



Room S
Focus Room & Frame

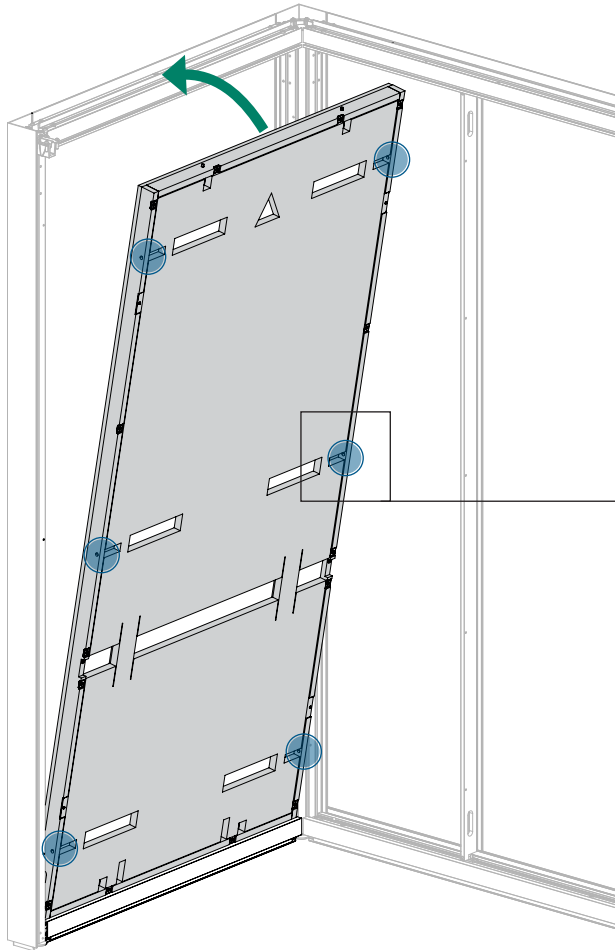


Room S
Meeting Room

10

Solid Wall Installation

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



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

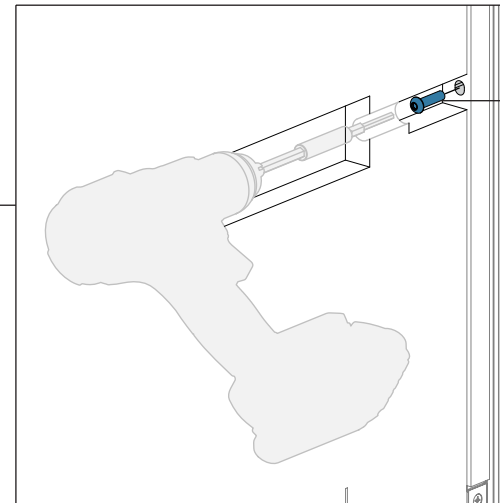
Small Side Wall Panel (P3-6) is about
1" narrower than the standard module walls.

! IMPORTANT

x6 **H3-18**
BOX 1

Must be used
if provided;
otherwise, use

H3-1
BOX 1



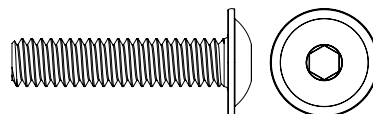
Use the provided 4" Bit Extender for better drill
access when installing the screws.

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

1/4-20 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)

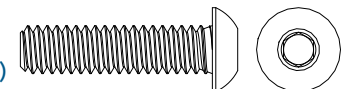


OR

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)



scale 1:1

SCREWS NEEDED

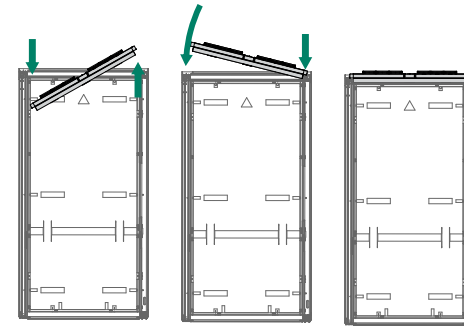
Chapter

06

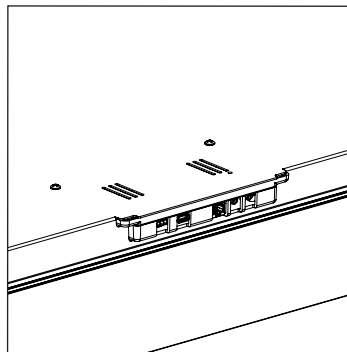
The Roof

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

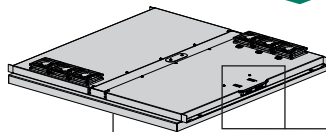
4

3

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

2

1



Back side of the roof.

C3-2
BOX 9

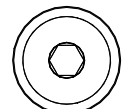
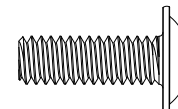
scale 1:1

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.**

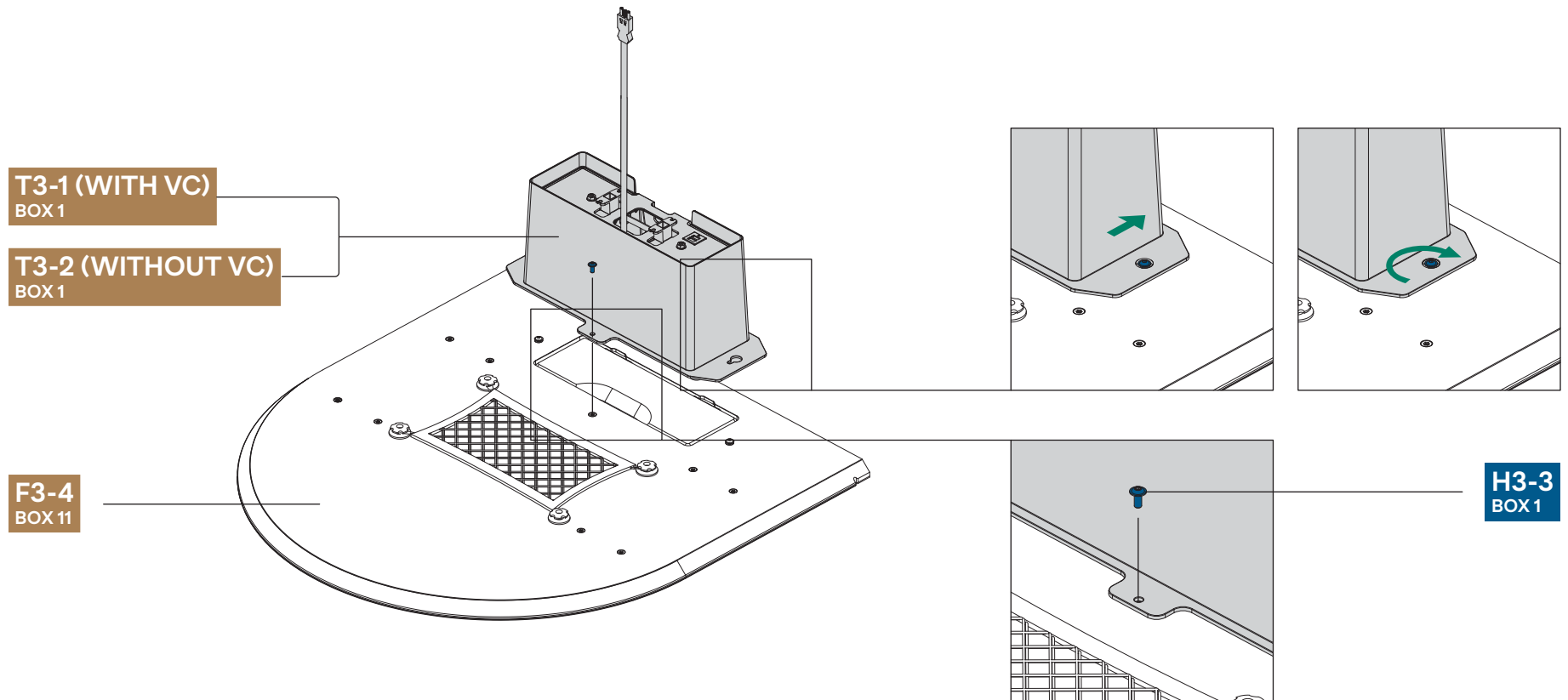
Chapter

07

Meeting Room Table & Monitor

12

Meeting Room Table



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

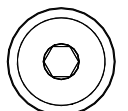
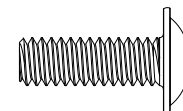
scale 1:1

SCREWS NEEDED

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

H3-3
BOX 1

x1



13

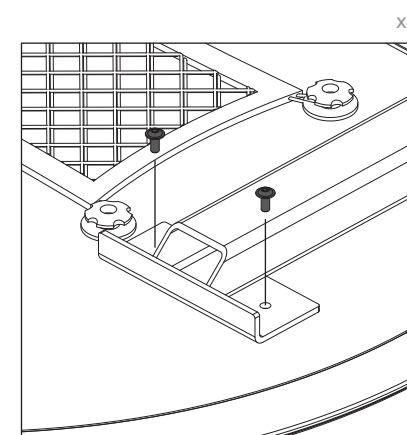
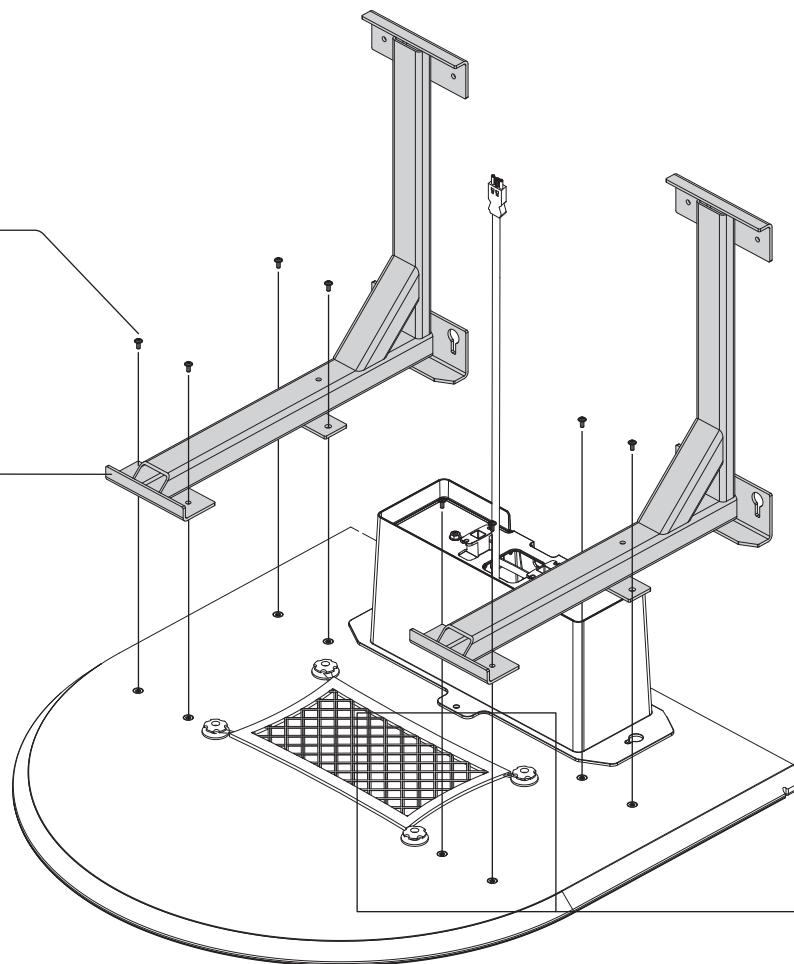
Meeting Room Table

H3-3
BOX 1

x8

F3-7
BOX 11

x2



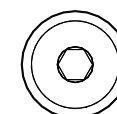
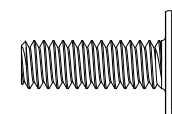
scale 1:1

SCREWS NEEDED

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

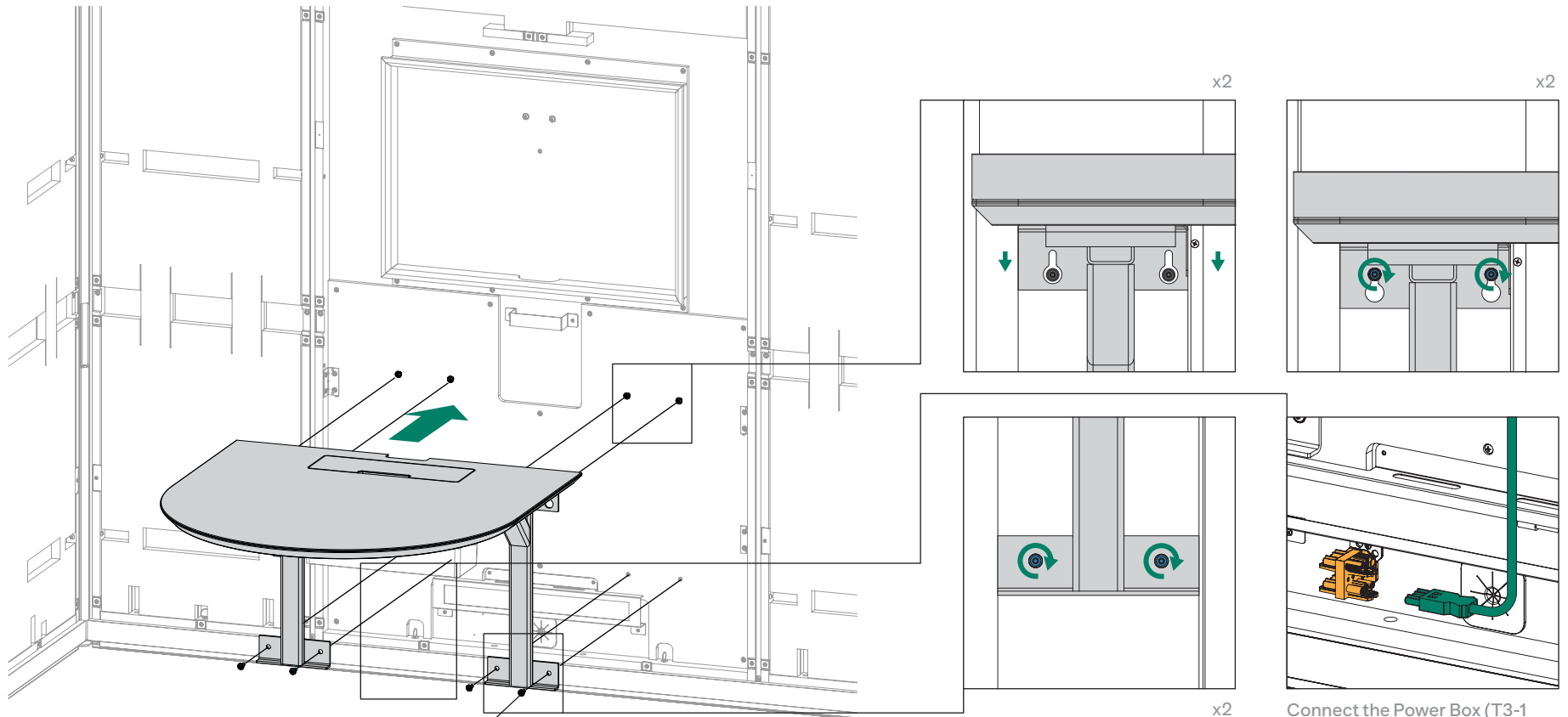
H3-3
BOX 1

x8



14

Meeting Room Table



H3-3
BOX 1 x4

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

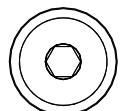
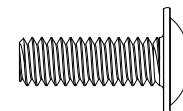
Connect the Power Box (T3-1 or T3-2) power cable (GST connector) to the 1-in-3-out distributor block.

scale 1:1

SCREWS NEEDED

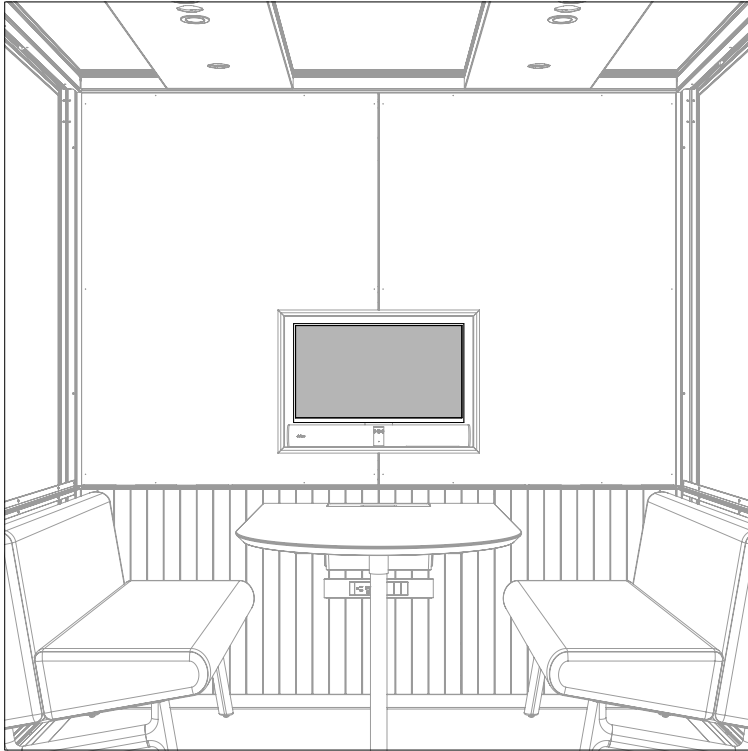
1/4-20 x 3/4"
Flanged Head Screw
4mm Hex Drive

H3-3
BOX 1 x4

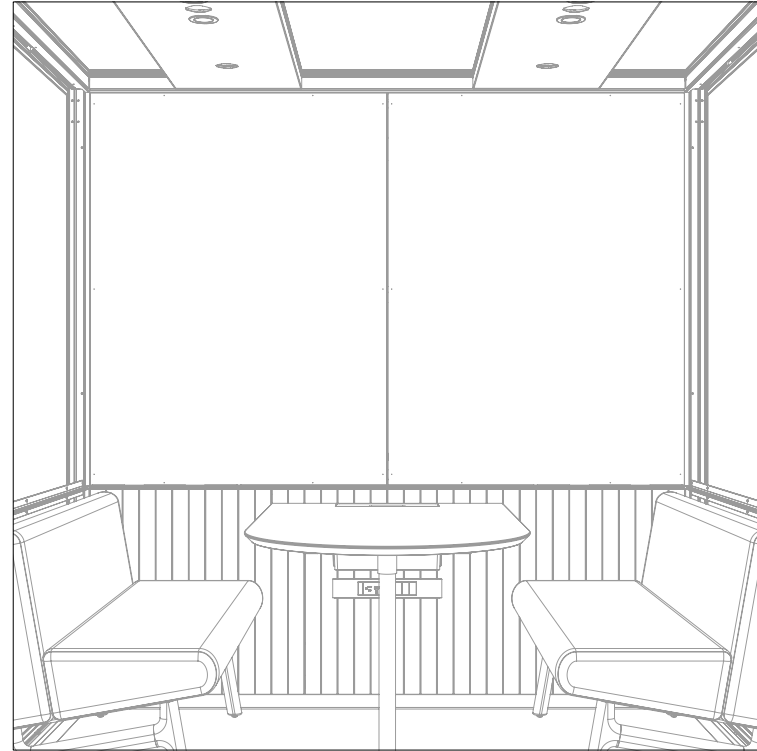


15

Monitor Install (Meeting Room with VC Only)



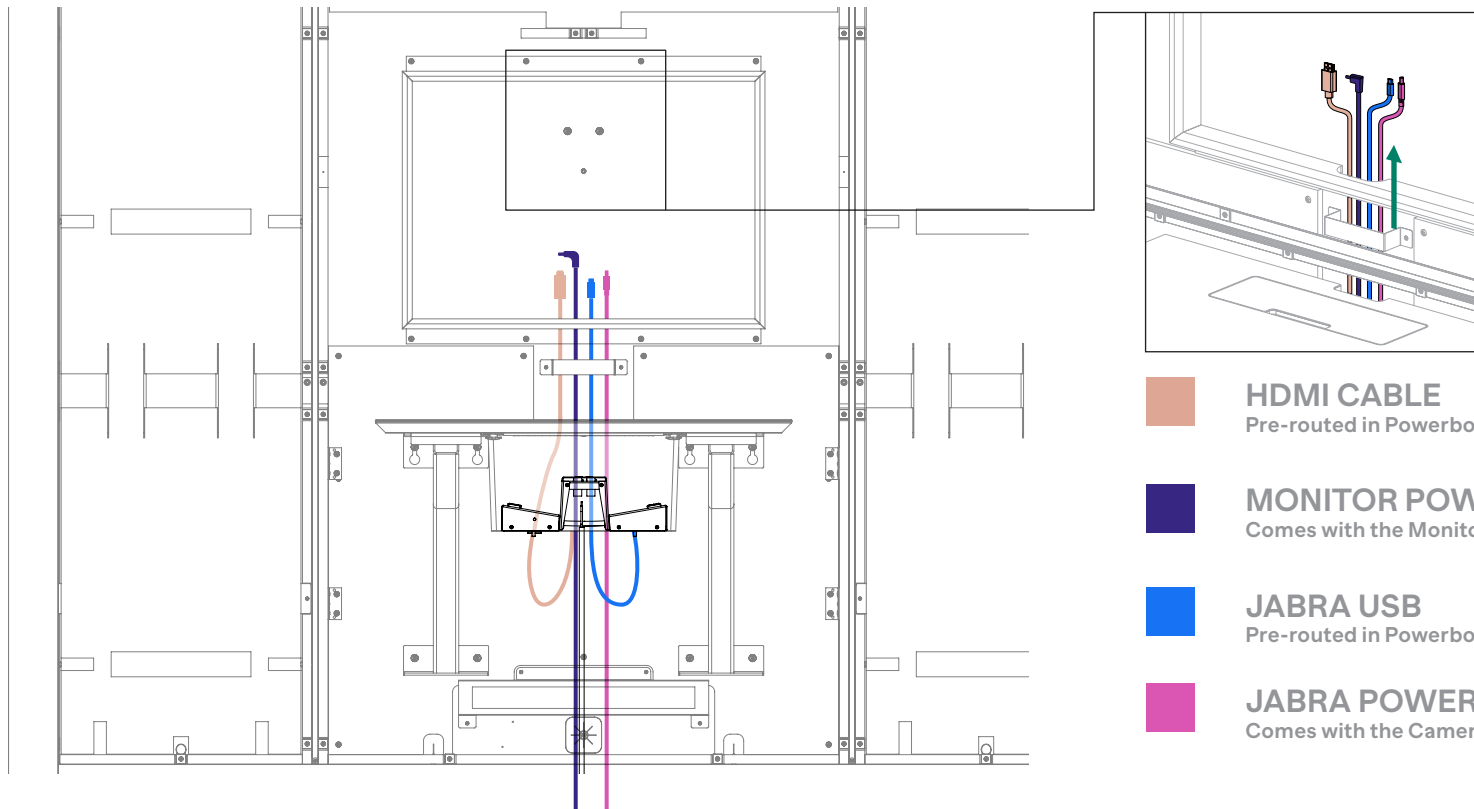
Room S Meeting Room with VC,
continue to next page.



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

15

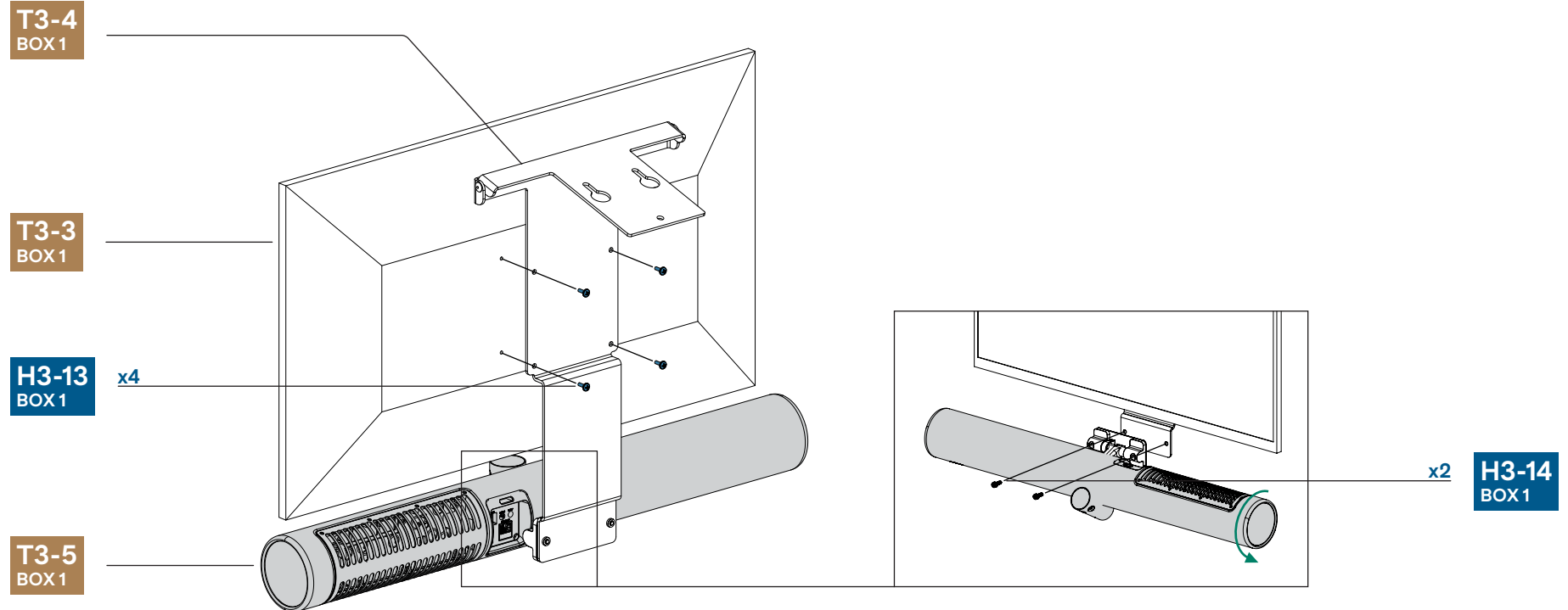
Monitor Install (Meeting Room with VC Only)



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

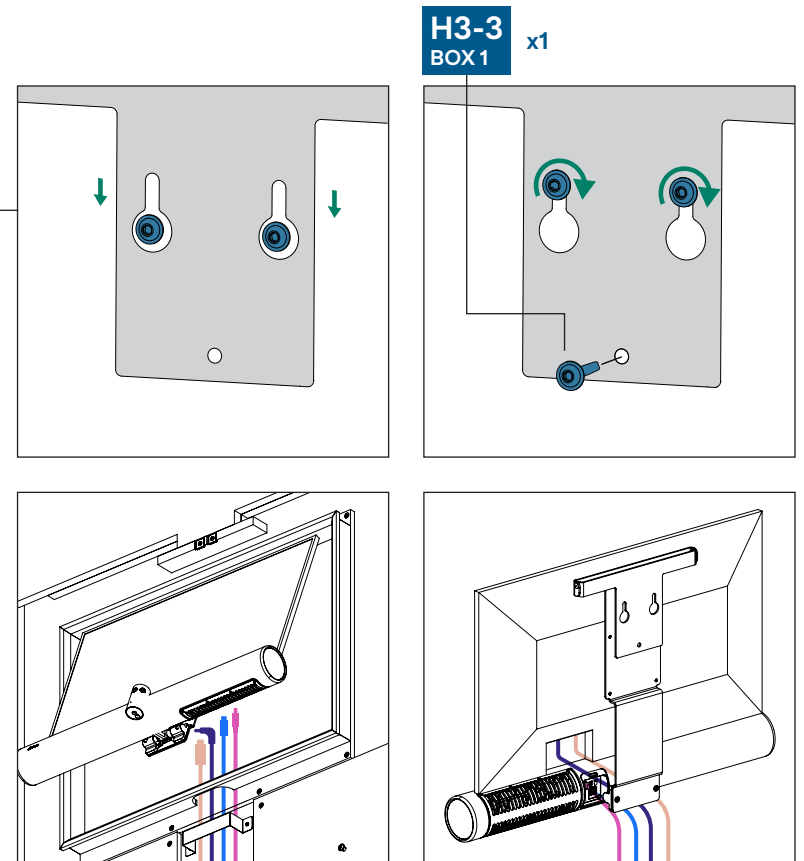
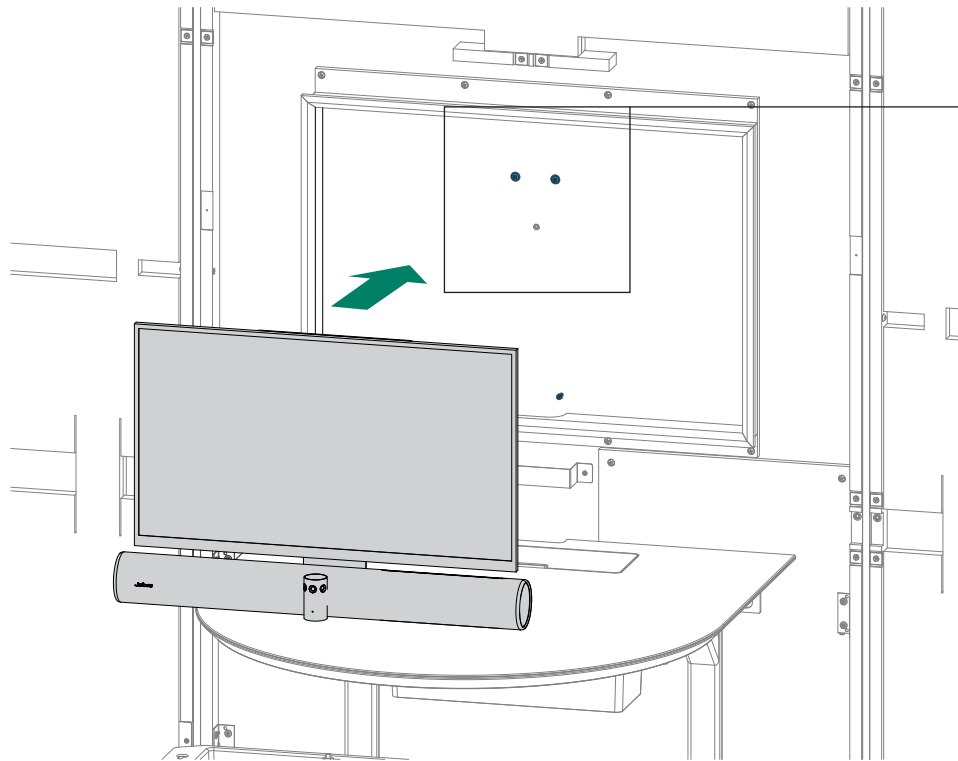
Monitor Install (Meeting Room with VC Only)

 **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

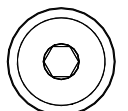
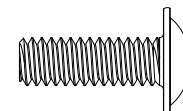


scale 1:1

SCREWS NEEDED

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

H3-3
BOX 1 x1



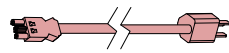
Chapter

08

Wiring

18

AC Cable



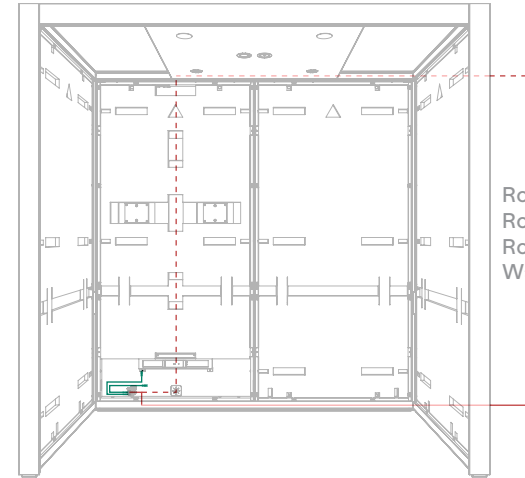
E3-6
BOX 1

12' Power Cord

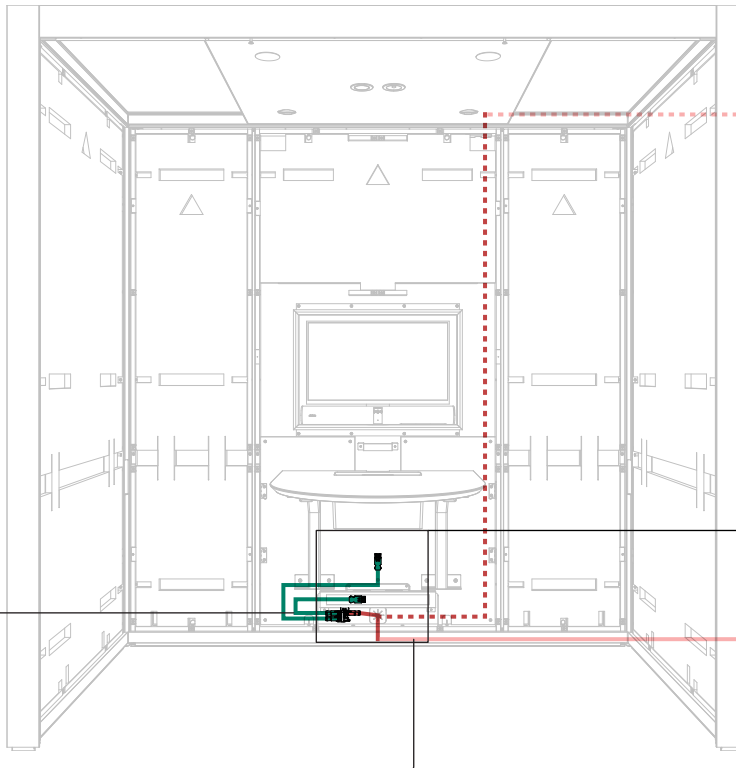


E3-8
BOX 1

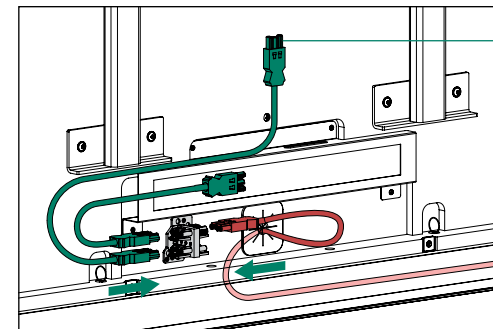
3' AC Jumper



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

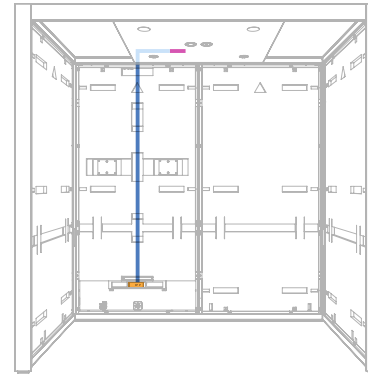
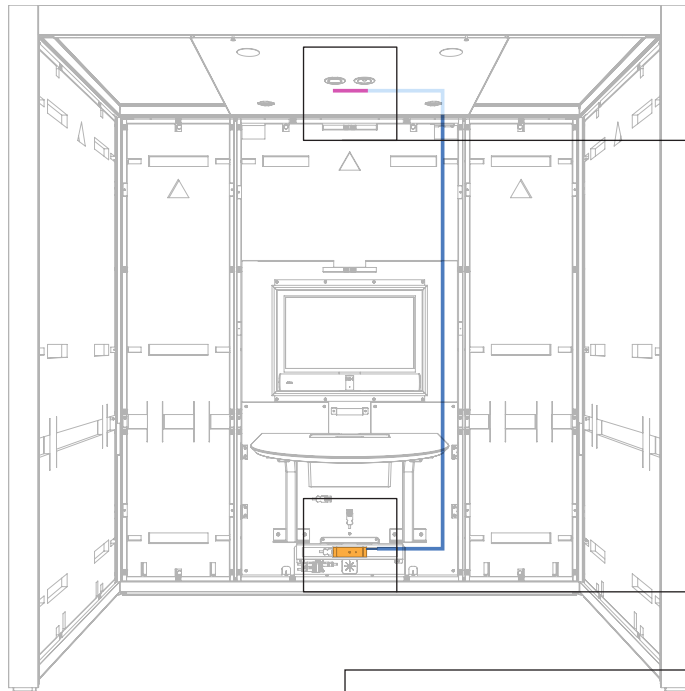
E3-6
BOX 1

Wall Infeed
Routing Path

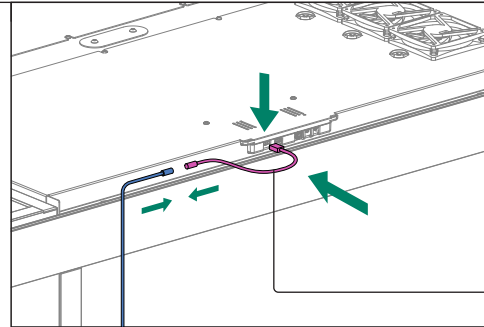
*Power Cord can be fed multiple ways, use this as a typical placement rule; adjust as needed based on model configuration and site specs.

19

DC Cable



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

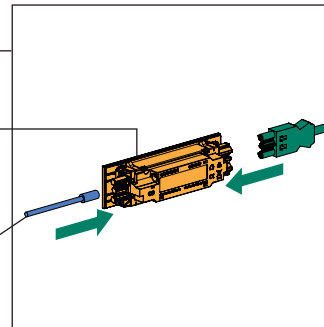


3. Each roof uses one Logic Box Power Cable to make the final connection between the GST08 Jumper (E3-4) and the Logic Box.

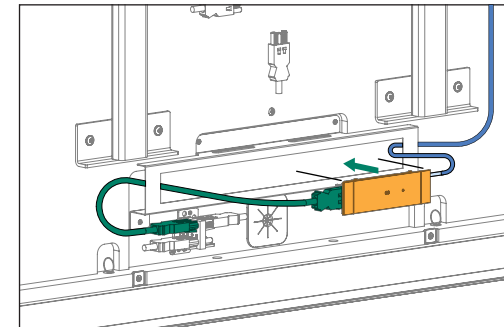
E3-3
BOX 9

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.

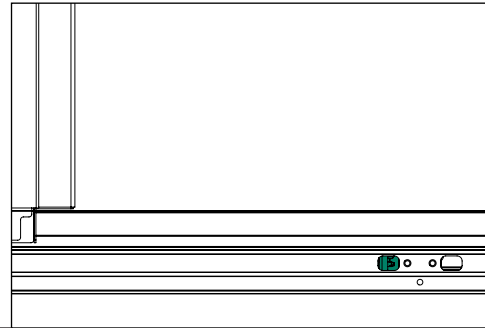
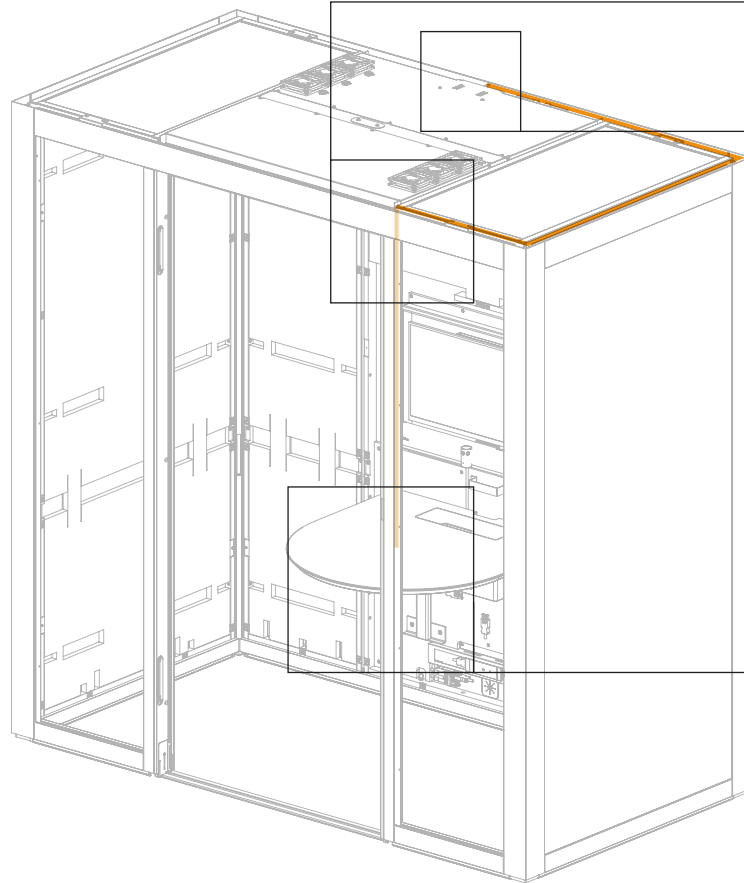


2. Snap the PSU onto the metal bracket on the wall. Carefully guide all connected cables out of the mounting bracket.

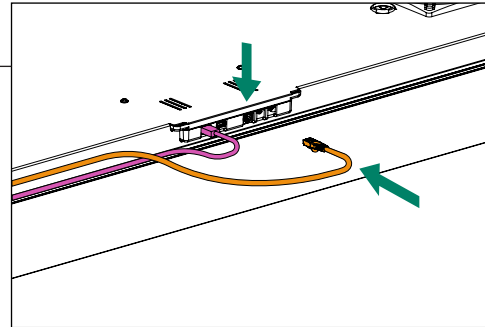
20

Handset Cable

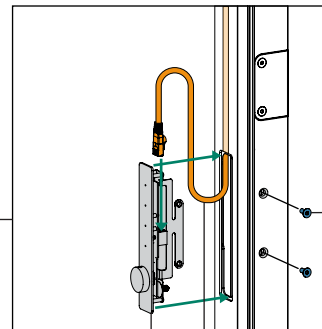
For a right swing, follow the same step in a mirrored orientation.



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

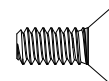
D3-19
BOX 13

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



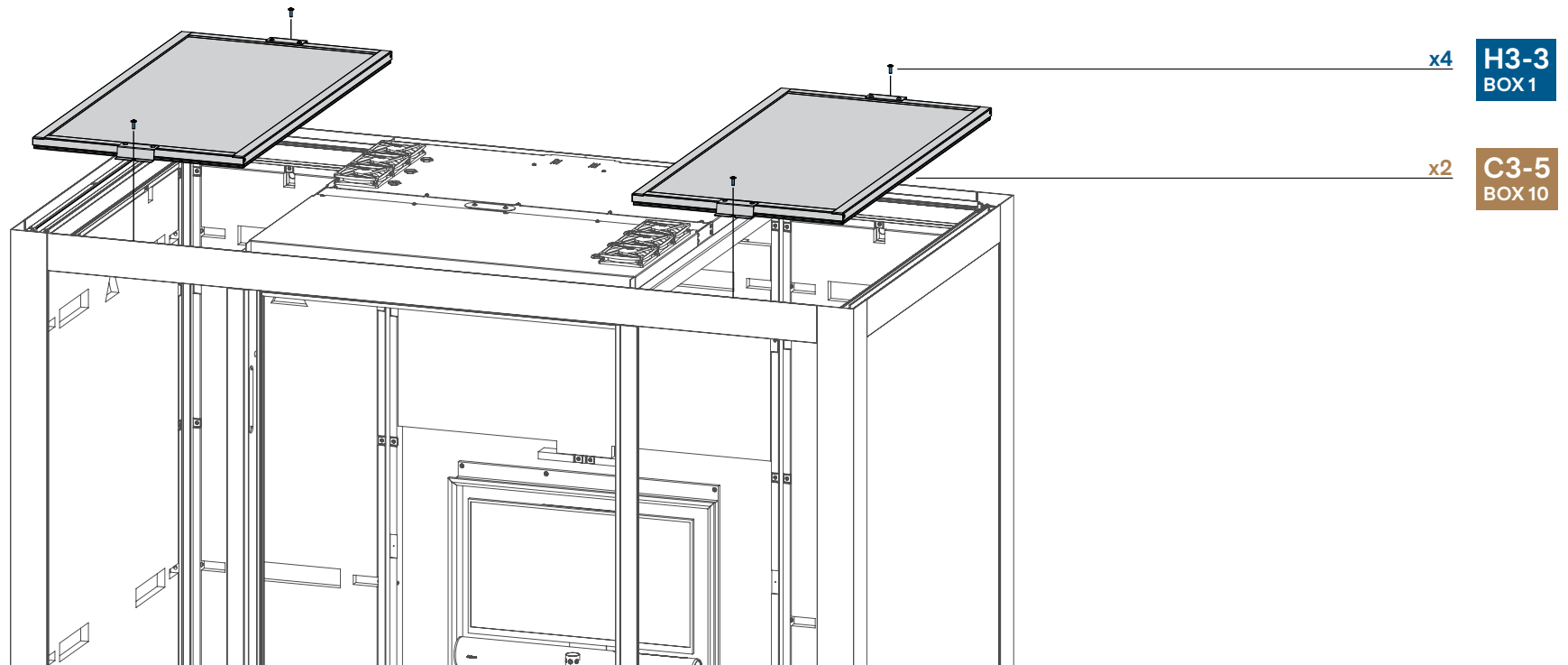
Chapter

09

Skylights

21

Skylights Installation



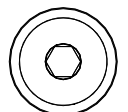
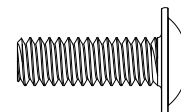
scale 1:1

SCREWS NEEDED

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

H3-3
BOX 1

x4



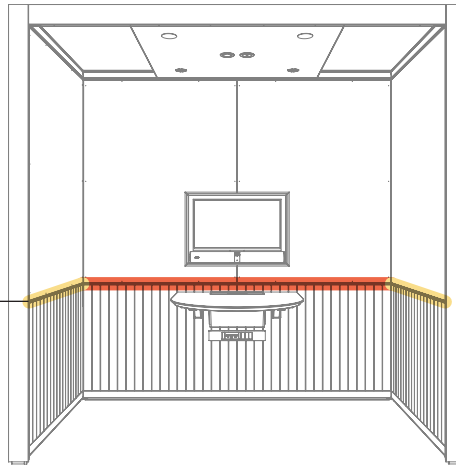
Chapter

10

Panels & Horizontal Rails

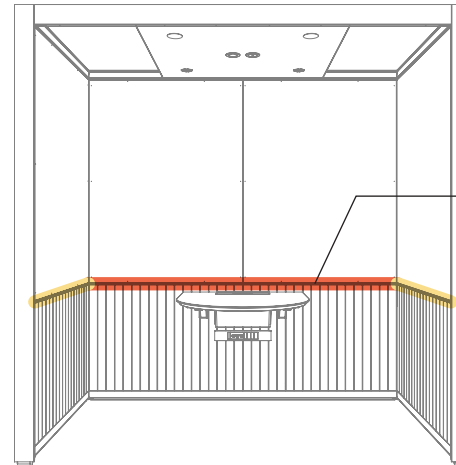
Room S Horizontal Rail Rules

B3-19
BOX 4



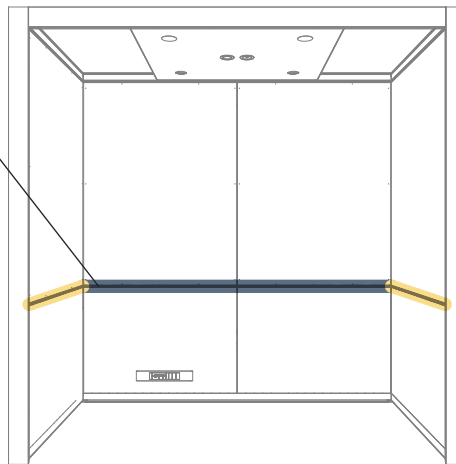
Meeting Room with VC

B3-17
BOX 4

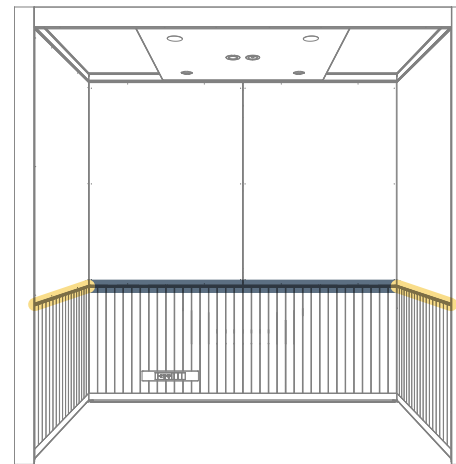


Meeting Room without VC

B3-16
BOX 4



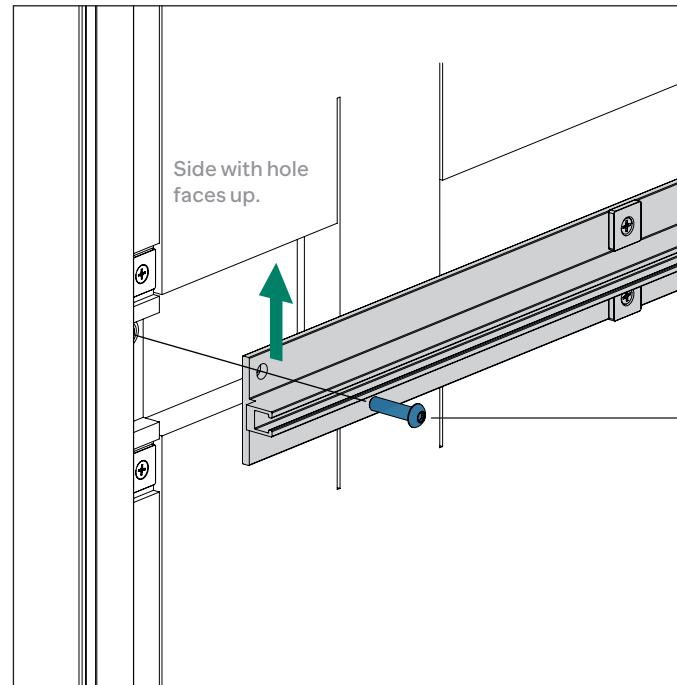
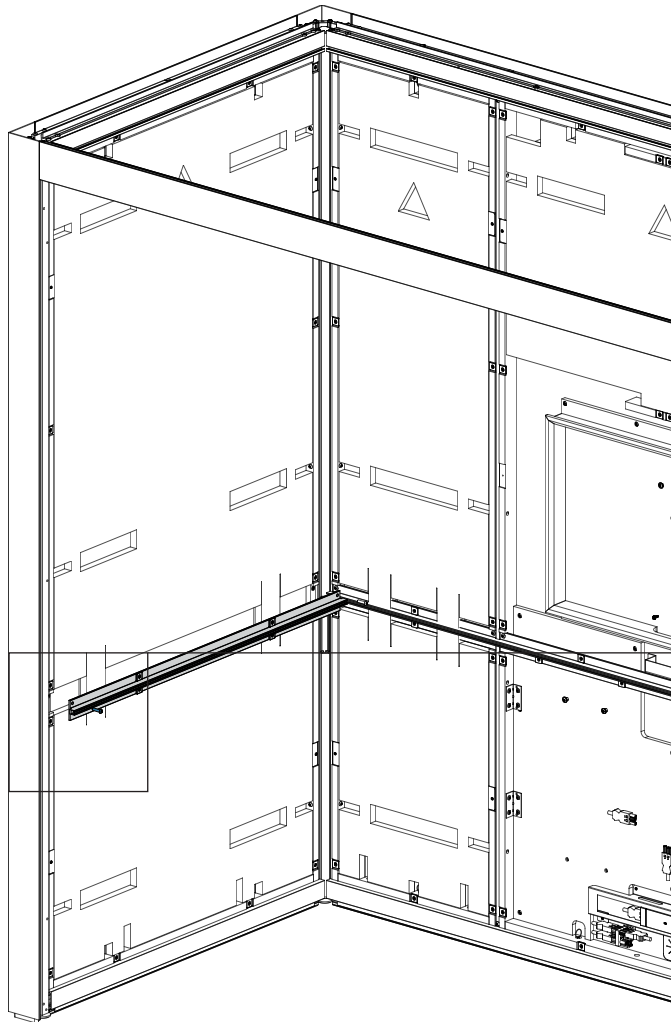
Focus Room



Frame

22

Horizontal Rail Installation



Repeat at each Horizontal Rail location.

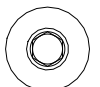
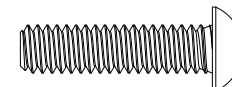
- x2 **H3-1 BOX 1** On each Side Wall Rail
- x6 **H3-1 BOX 1** On Back Wall Rail Meeting Room
- x4 **H3-1 BOX 1** On Back Wall Rail Focus Room & Frame

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

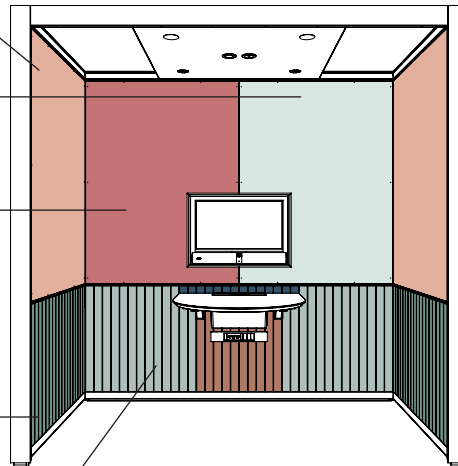
I3-12
BOX 8

I3-14
BOX 8

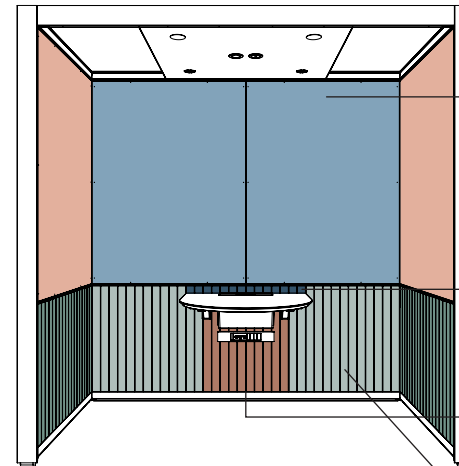
I3-13
BOX 8

I3-6
BOX 7

I3-7
BOX 7



Meeting Room with VC



Meeting Room without VC

I3-11
BOX 8

I3-10
BOX 7

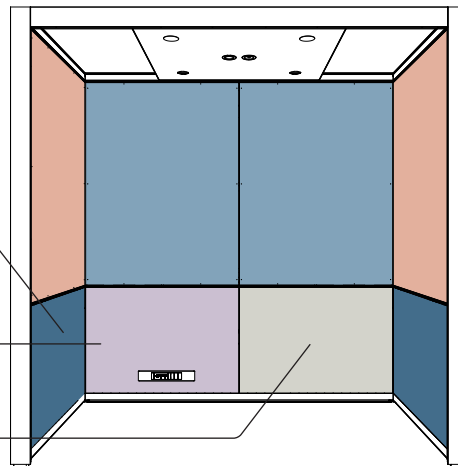
I3-8
BOX 7

I3-9
BOX 7

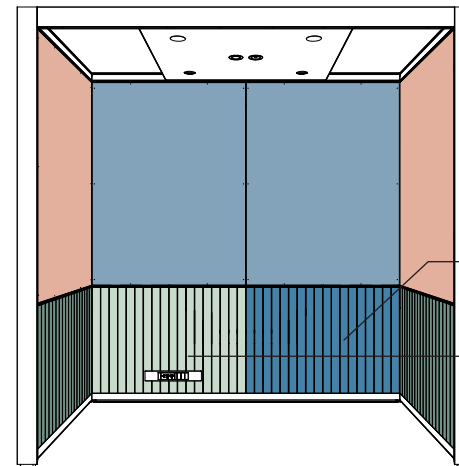
I3-3
BOX 7

I3-2
BOX 7

I3-1
BOX 7



Frame



Focus Room

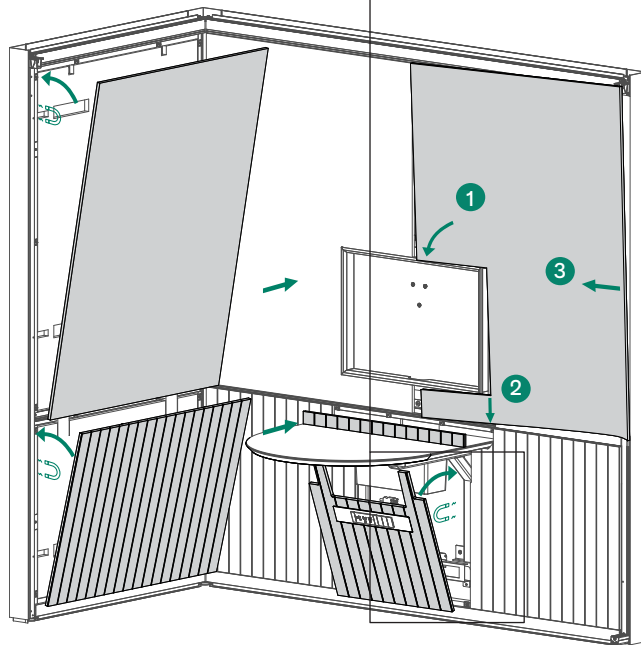
I3-4
BOX 7

I3-5
BOX 7

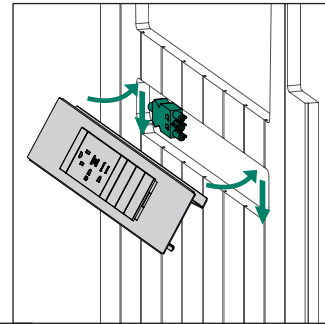
23

Upper & Lower Panel Installation

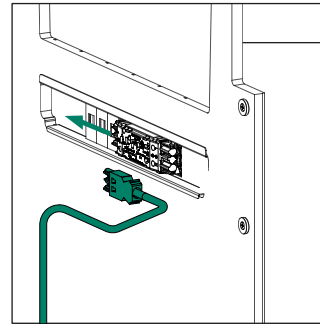
- 1 Hook the top edge over the upper lip.
- 2 Flex the lower edge slightly and hook it over the bottom lip.
- 3 Slide the panel sideways until fully seated.



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

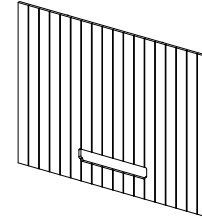


1. Install Power Module (E3-9) onto the lower panel and connect it to the GST Power Cable inside the wall. If the module rattles after installation, secure it using the provided screws (#6x1/2 Pan head Wood Screw).



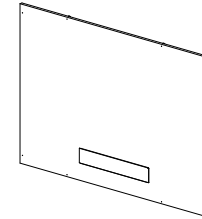
I3-8
BOX 7

Center Cantilever
Tambour



I3-2
BOX 7

1m Electrical
Lower Fabric
Panel

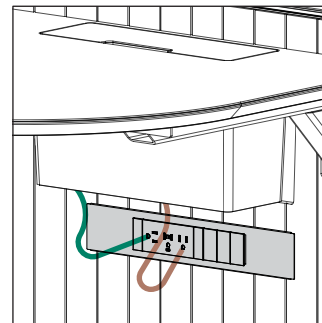


I3-5
BOX 7

1m Electrical
Lower Tambour



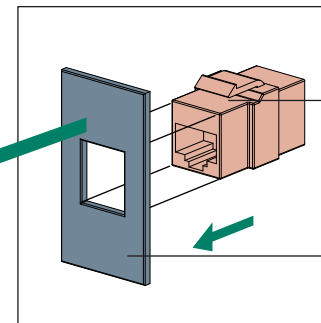
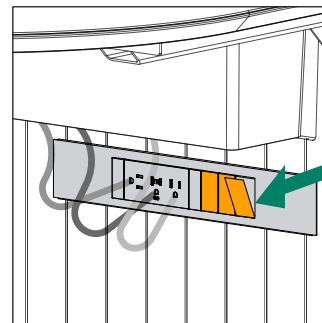
I3-8 Center Cantilever Tambour is shown as an example. All other electrical lower panels follow the same installation procedure.



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

MONITOR POWER CABLE
Room S (Meeting Room Only)

JABRA POWER CABLE
Room S (Meeting Room Only)



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.

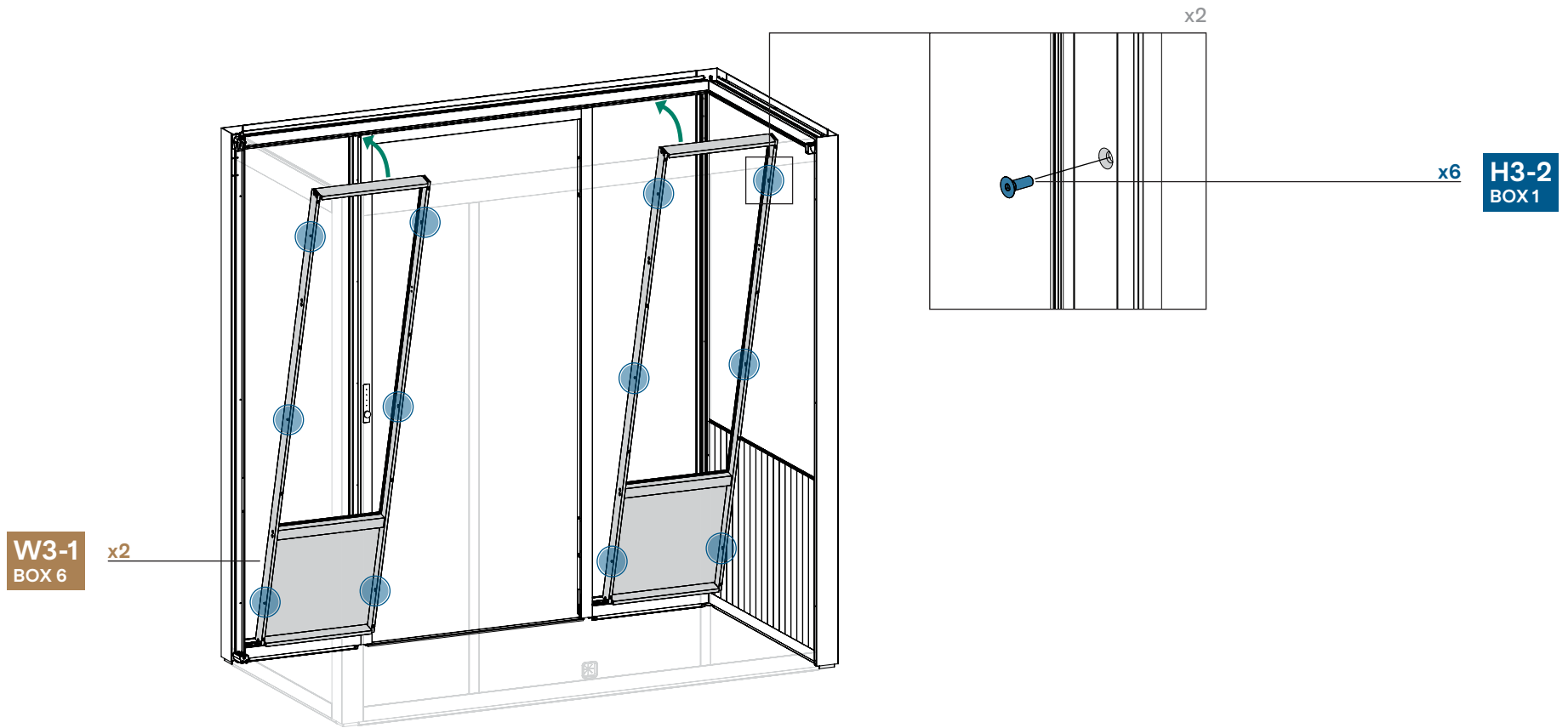
Chapter

11

Window

24

Window Installation



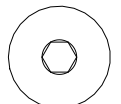
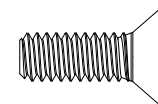
scale 1:1

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

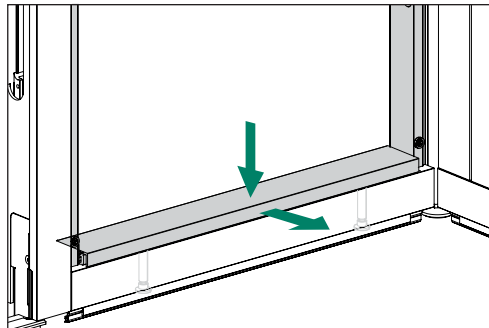
W3-4
BOX 15

W3-3
BOX 15

W3-4
BOX 15

W3-3
BOX 15

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

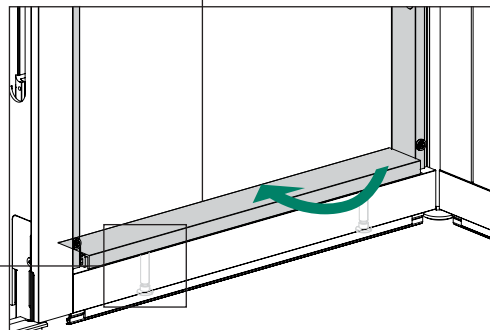


W3-6
BOX 15 x2

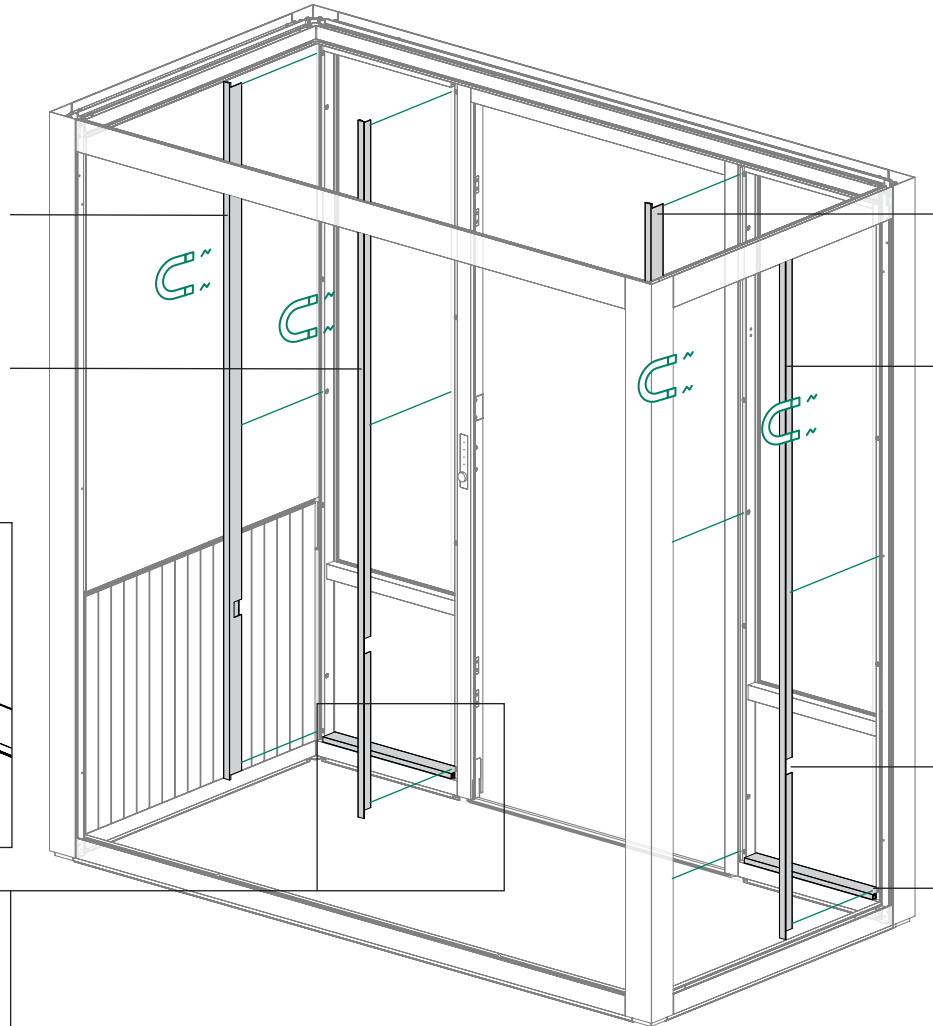
Note notch locations.

W3-6
BOX 15

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.



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



Chapter

13

Door

26

Door Installation

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

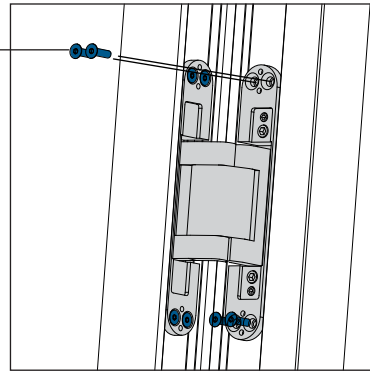
H3-7
BOX 13

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.



1. Mount the Door onto the frame.

H3-11
BOX 14

Packed with Handles

Use a flat head screwdriver to align the Cross Dowel.

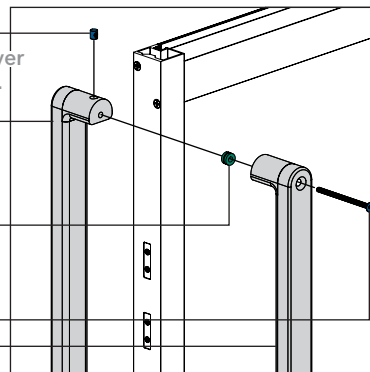
D3-13
BOX 14

H3-12
BOX 14

H3-10
BOX 14

Packed with Handles

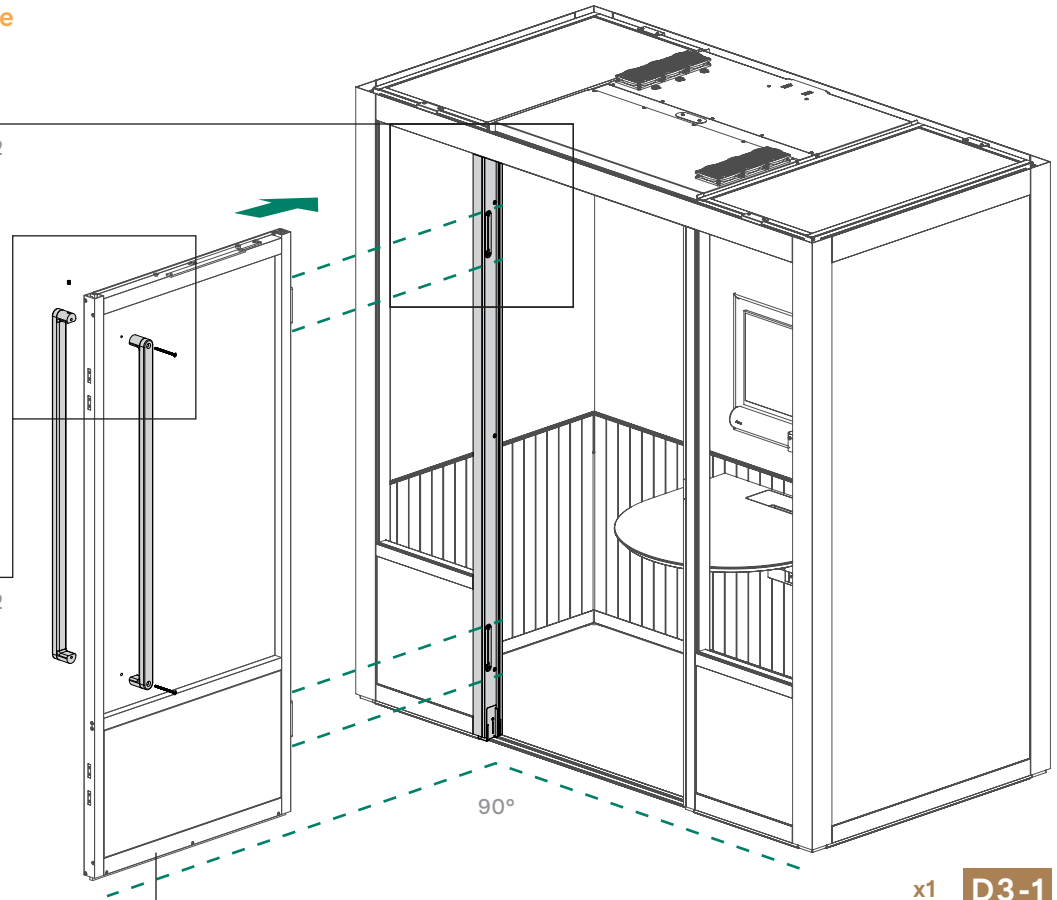
D3-14
BOX 14



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

x2

x2



x1

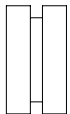
D3-1
BOX 12

D3-2
BOX 12

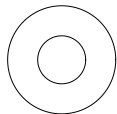


scale 1:1

SCREWS NEEDED



Glass Grommet



H3-12
BOX 14

x2

M5x16mm Flat Head
T25 Drive Screw

H3-7
BOX 13

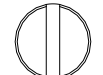
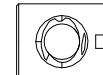
x8 Color
Specific



1/4-20 x 0.472
Cross Dowel

H3-11
BOX 14

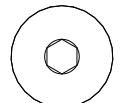
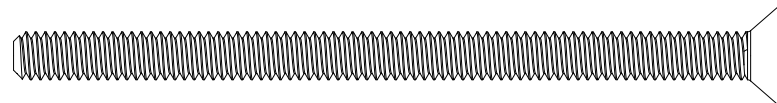
x2



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

H3-10
BOX 14

x2 Brass

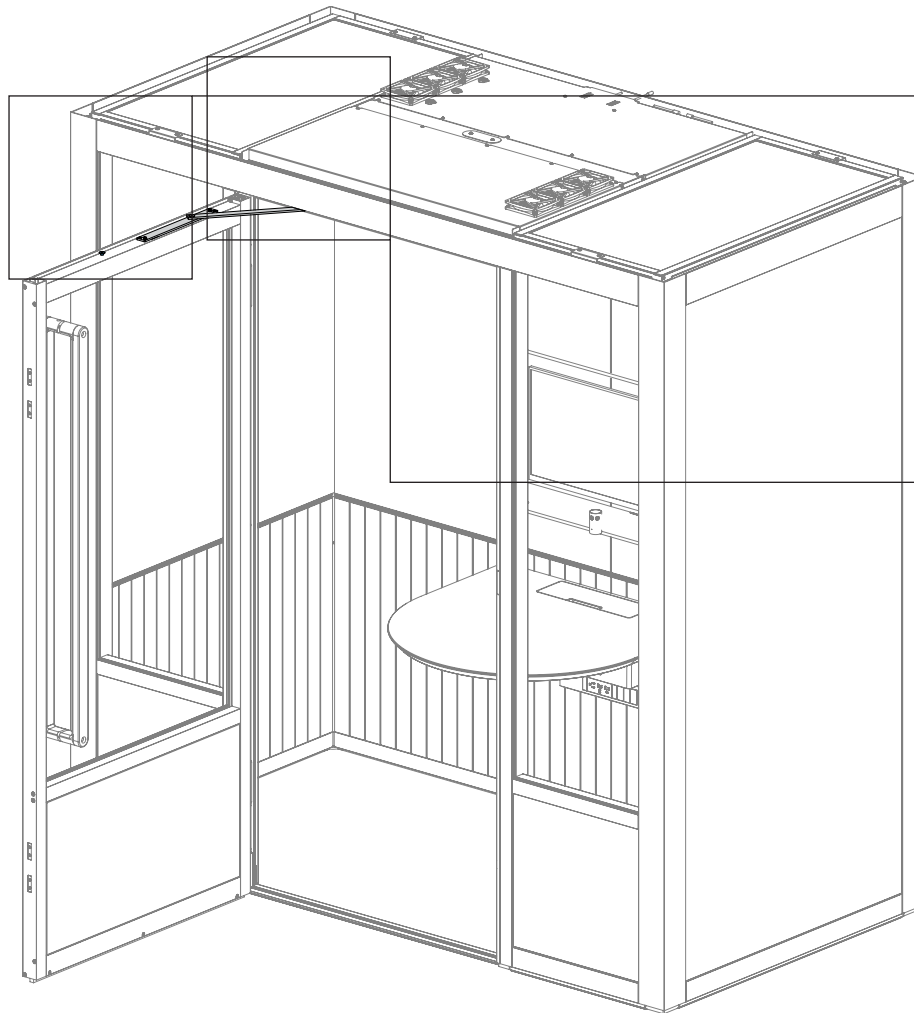


27

Door Closer Installation

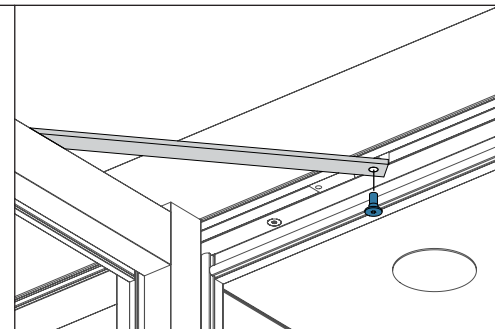
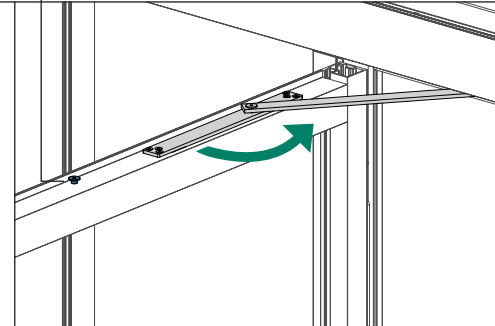


For a right swing, follow the same step in a mirrored orientation.



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

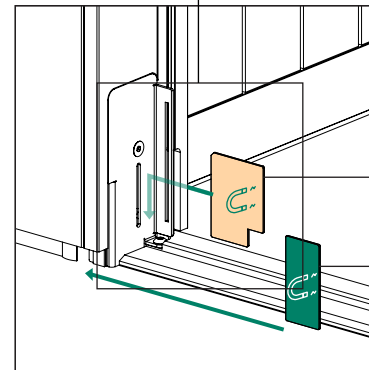
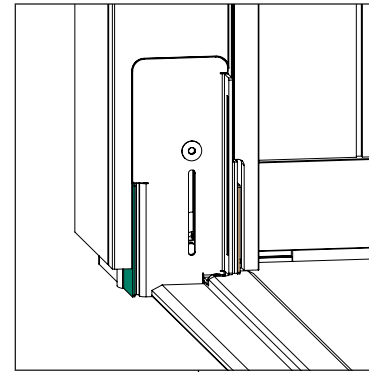
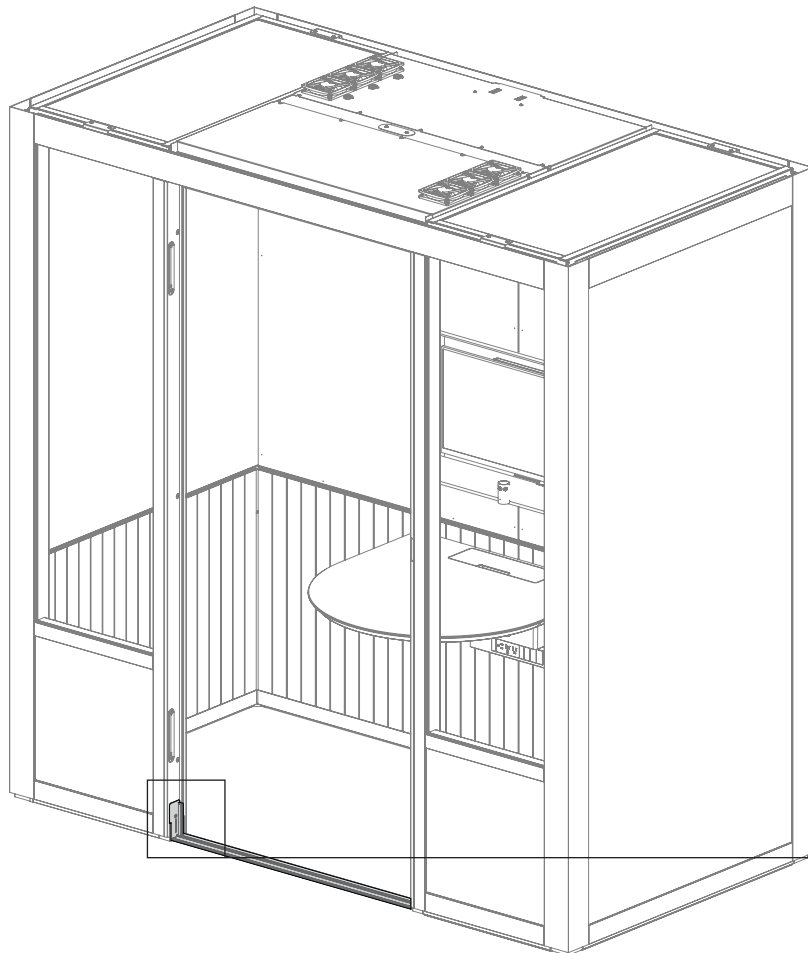
Remove the screw, pull the closer bar into position, and then install the closer.



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

28

Threshold Cover



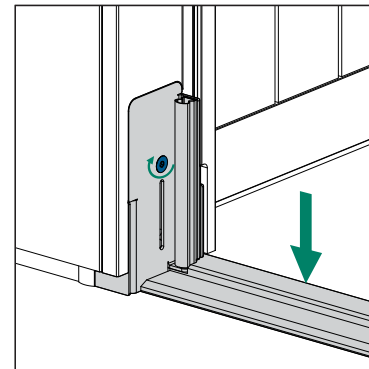
x2

D3-6
BOX 13

x2

D3-4
BOX 13

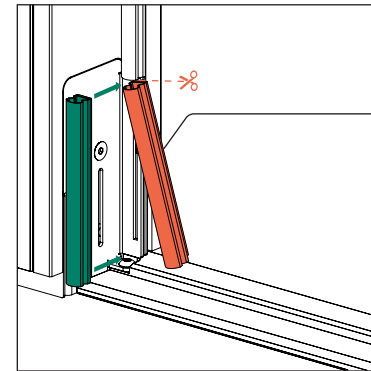
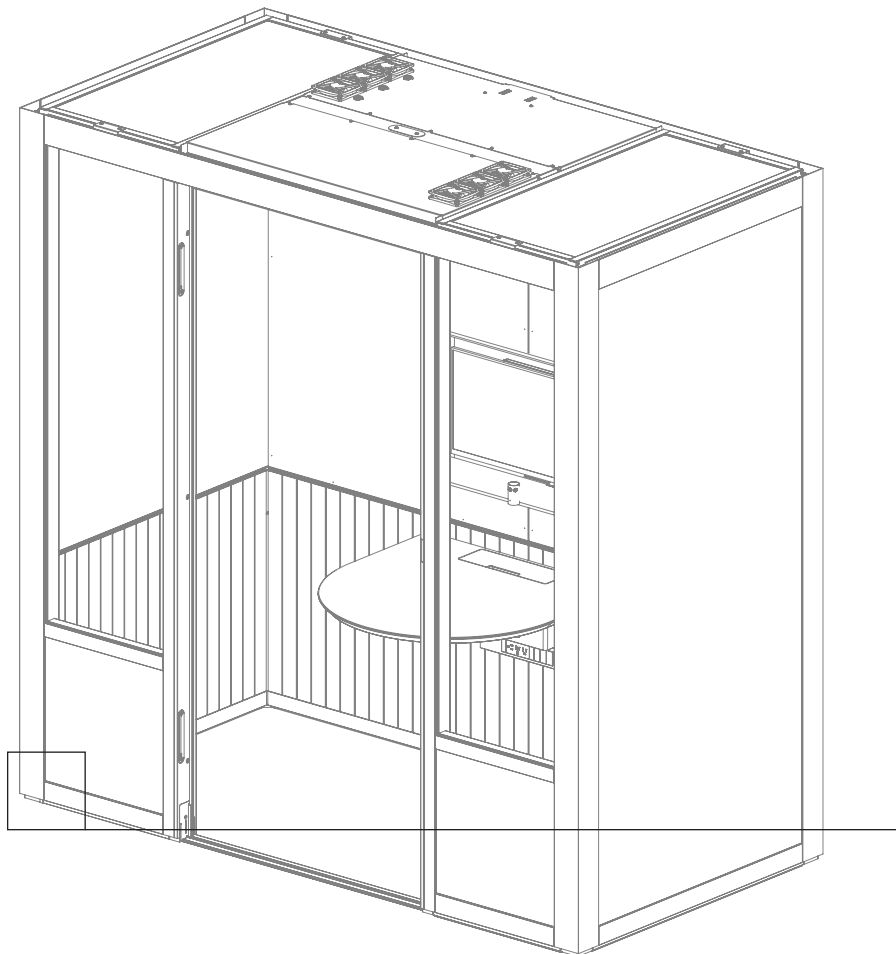
2. Slide exterior and interior cover into the Door Jamb.



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

29

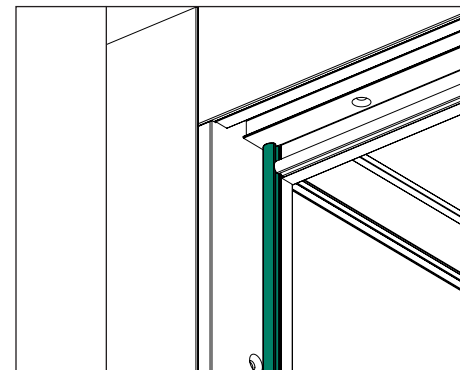
Threshold Seal



x2

D3-16
BOX 13

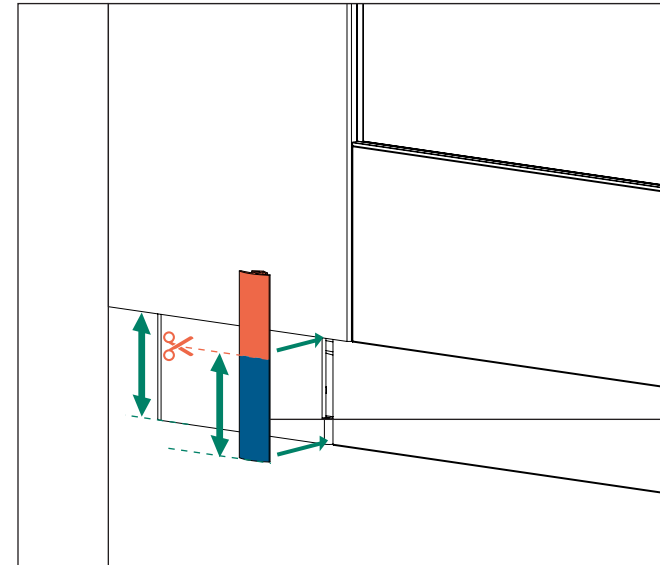
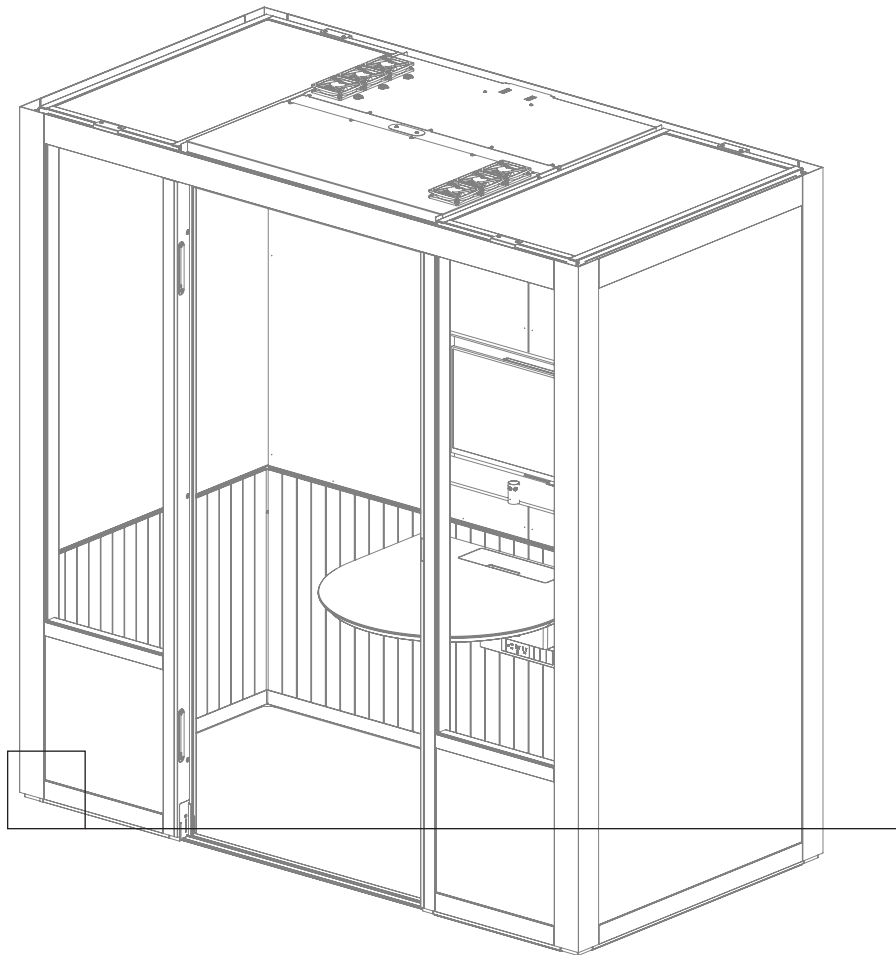
2. Confirm leveling, then using the top of the small adhesive-backed seal as a guide, trim the long door jamb gasket. Then adhere the small seal in line with the door seal.



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

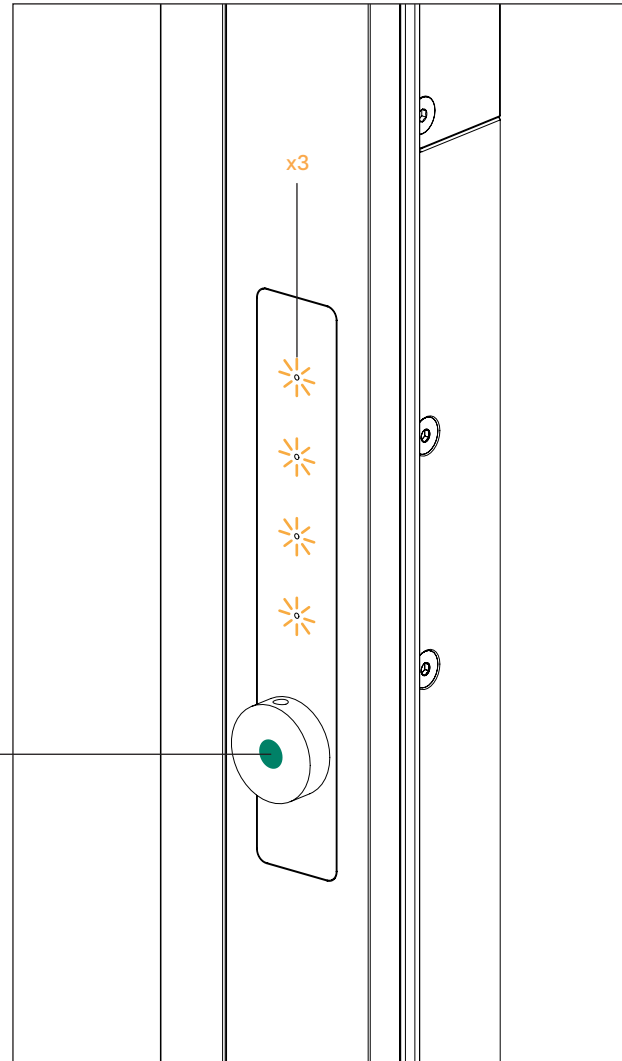
14

Finishing Touches

31

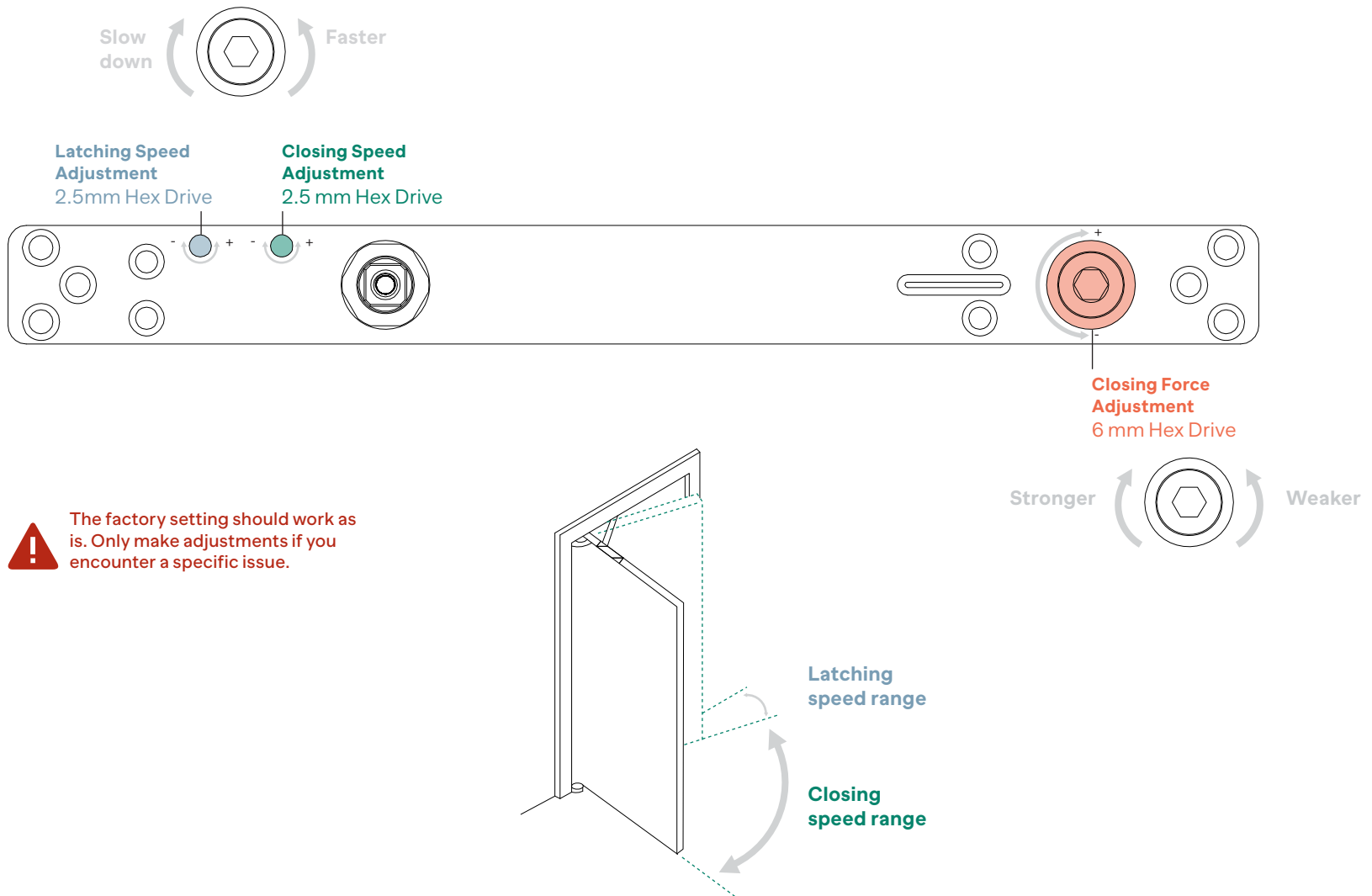
Logic Box Reset

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



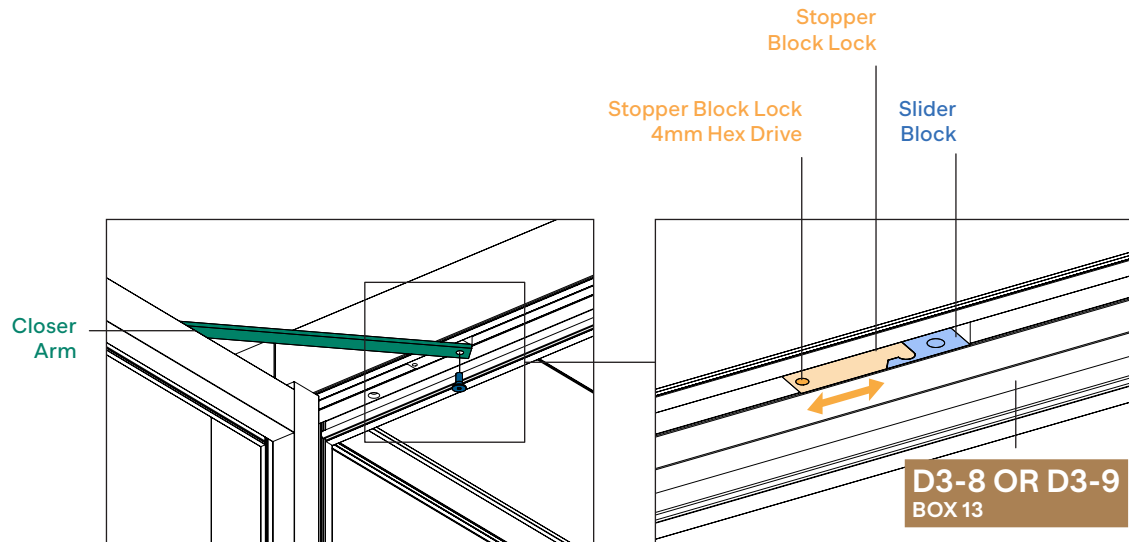
32

Door Closer Adjustment



33

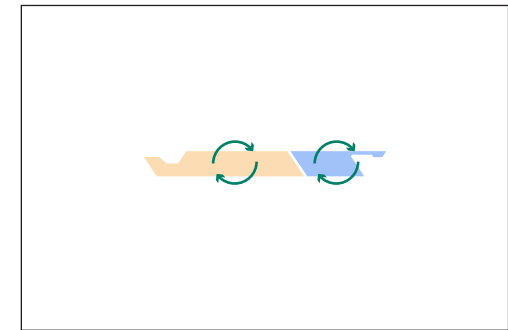
Door Stopper Adjustment



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

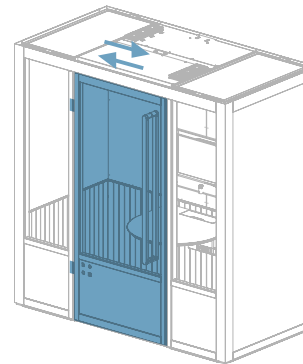
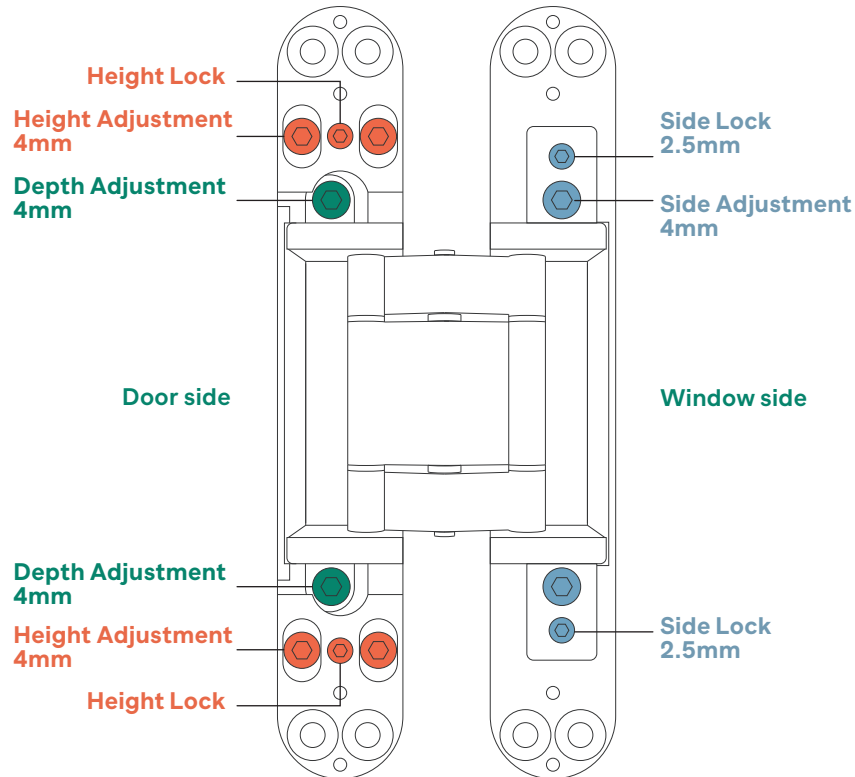


Door Stop ONLY

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

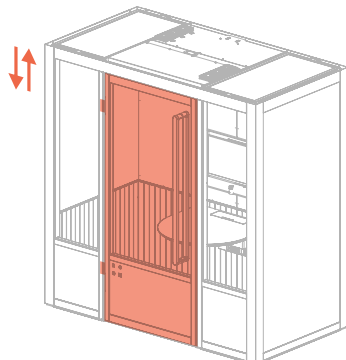


Side Adjustment

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.

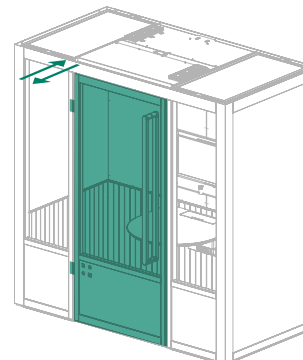


Additional Hinge Features (Should not typically be needed)



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.

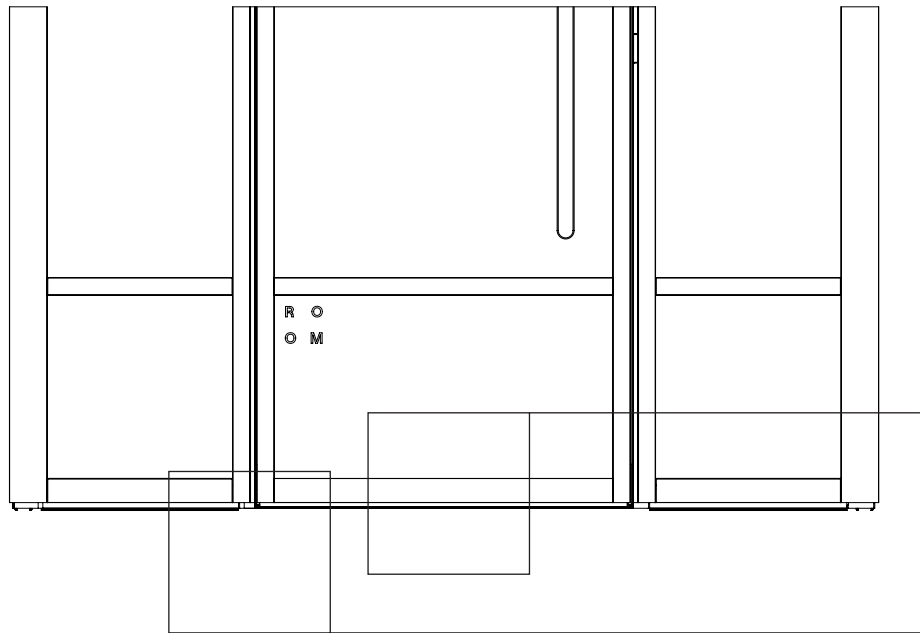


Depth Adjustment

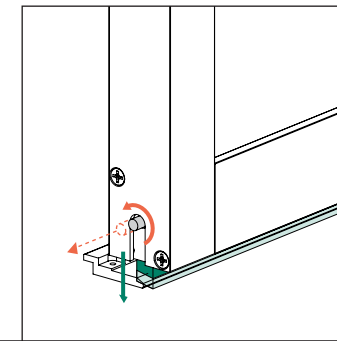
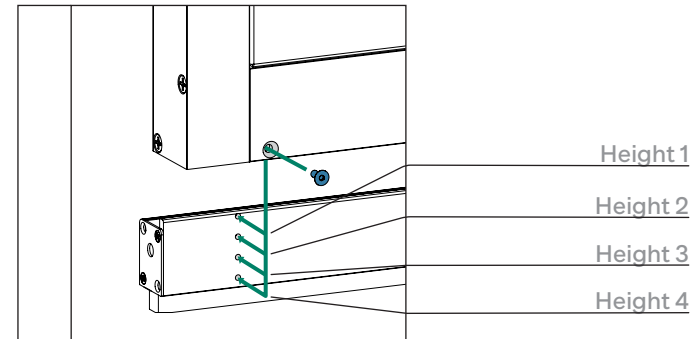
1. Loosen both **Depth Adjustment Screws** for mobility.
2. Move the door inward or outward to the desired position.
3. Tighten both **Depth Adjustment Screws** to lock the position.

35

Door Drop Seal Adjustment

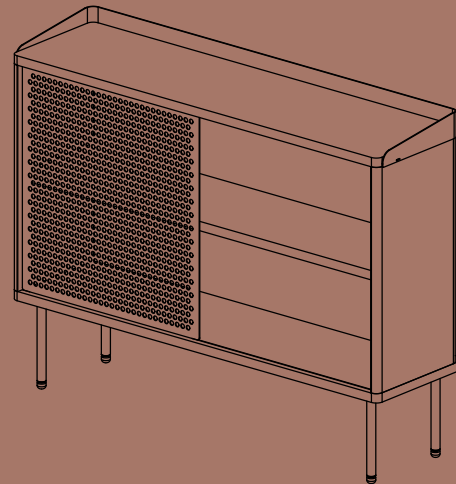
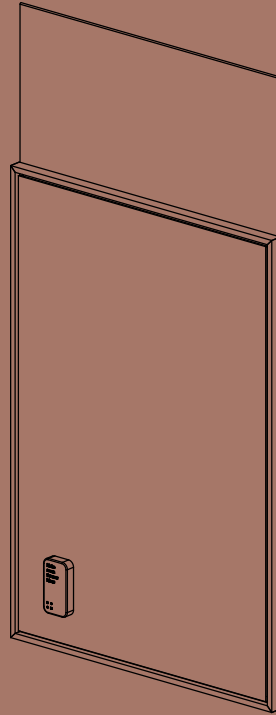
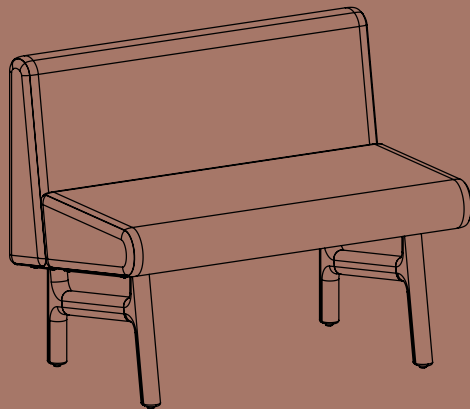
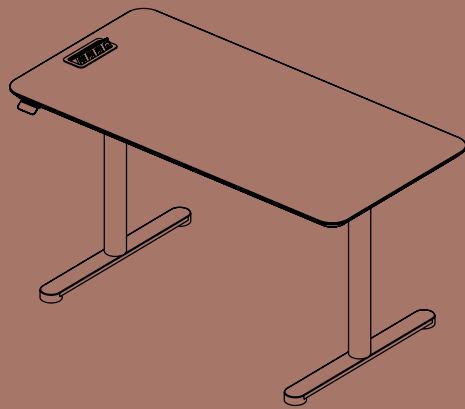
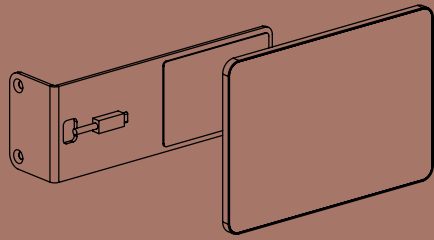


1. The drop seal is pre-installed at Height 4 on the bottom of the Door. Adjust the mounting height to extend the mechanism as far as possible, ensuring it does not hit the floor when the Door is open 90-degrees.



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

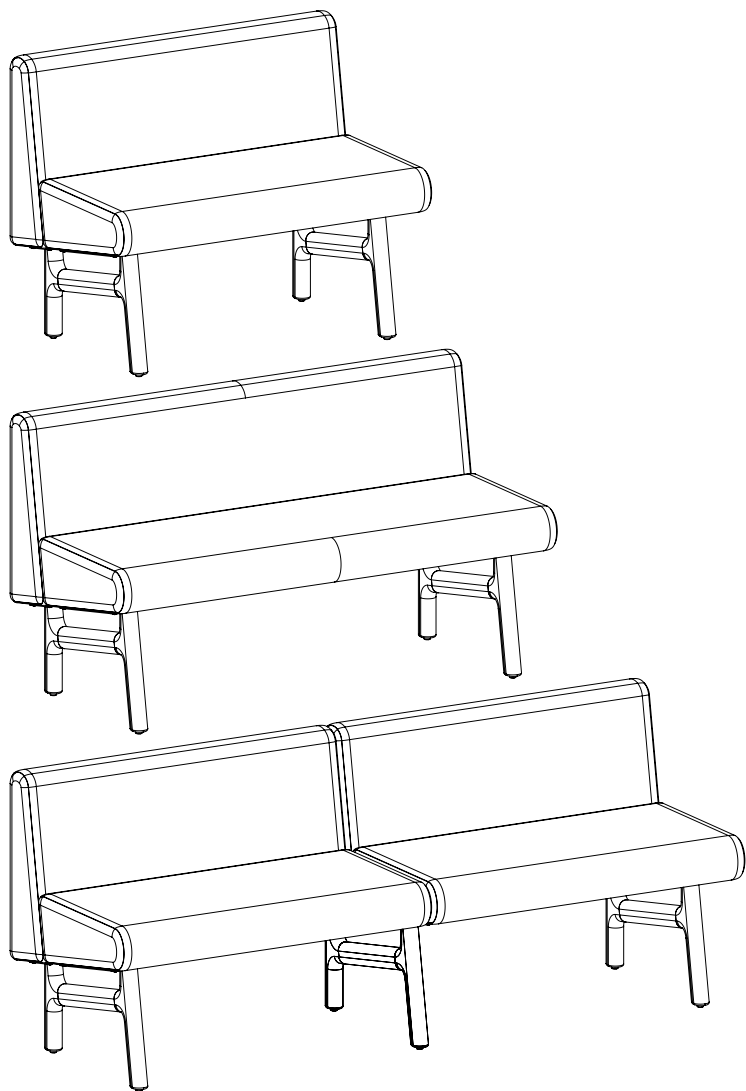
Clockwise: Pushes the Brass pin inward and causes the drop seal to lower later.



Furniture & Accessories

R O
O M

Meeting Room Product

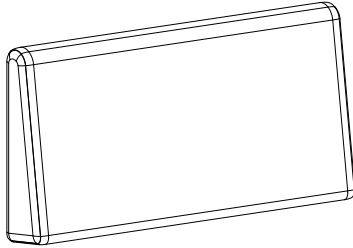


SOFA

Assembly Manual

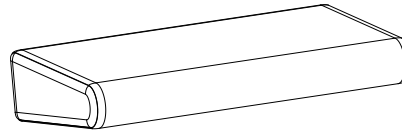
*For Use in Meeting Room

What's In The Box



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

39" Back Cushion



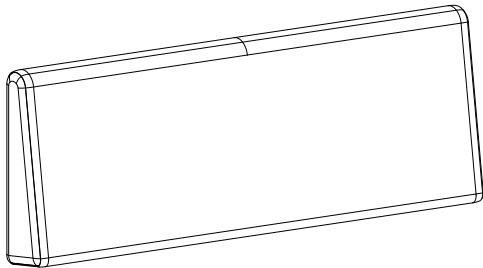
F3-35 x2 Room S (Meeting Room)
x4 Room L (Meeting Room)

39" Seat Cushion



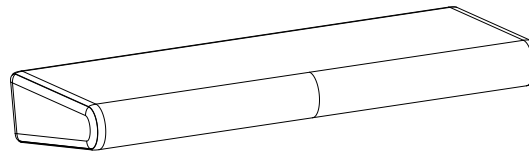
F3-39 x4 Room S (Meeting Room)
x4 Room M (Meeting Room)
x6 Room L (Meeting Room)

Sofa Leg Assembly



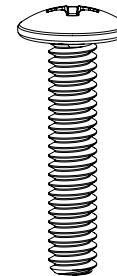
F3-38 x2 Room M (Meeting Room)

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 Phillips

01

Seat Cushion Install

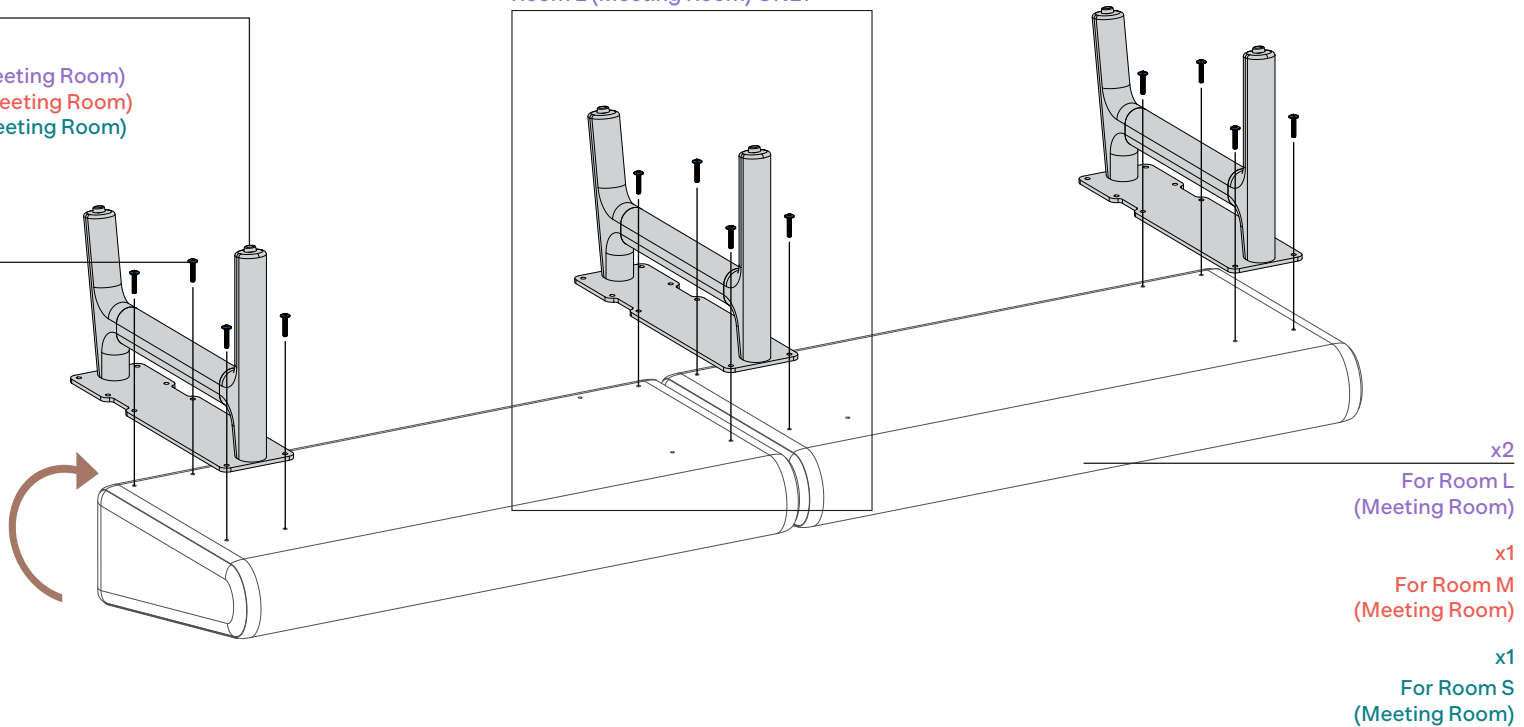
F3-39

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

F3-40

x4 On each
Leg Assembly

Room L (Meeting Room) ONLY



F3-35

F3-36

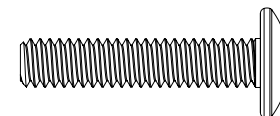
F3-35

scale 1:1

SCREWS NEEDED

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

F3-40



02

Back Cushion Install

Give this a squish. Install with the hard side facing the back of the sofa.

F3-40

x4 On each
Leg Assembly

Room L (Meeting Room) ONLY

x2
For Room L
(Meeting Room)

F3-37

x1
For Room M
(Meeting Room)

F3-38

x1
For Room S
(Meeting Room)

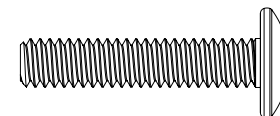
F3-37

scale 1:1

SCREWS NEEDED

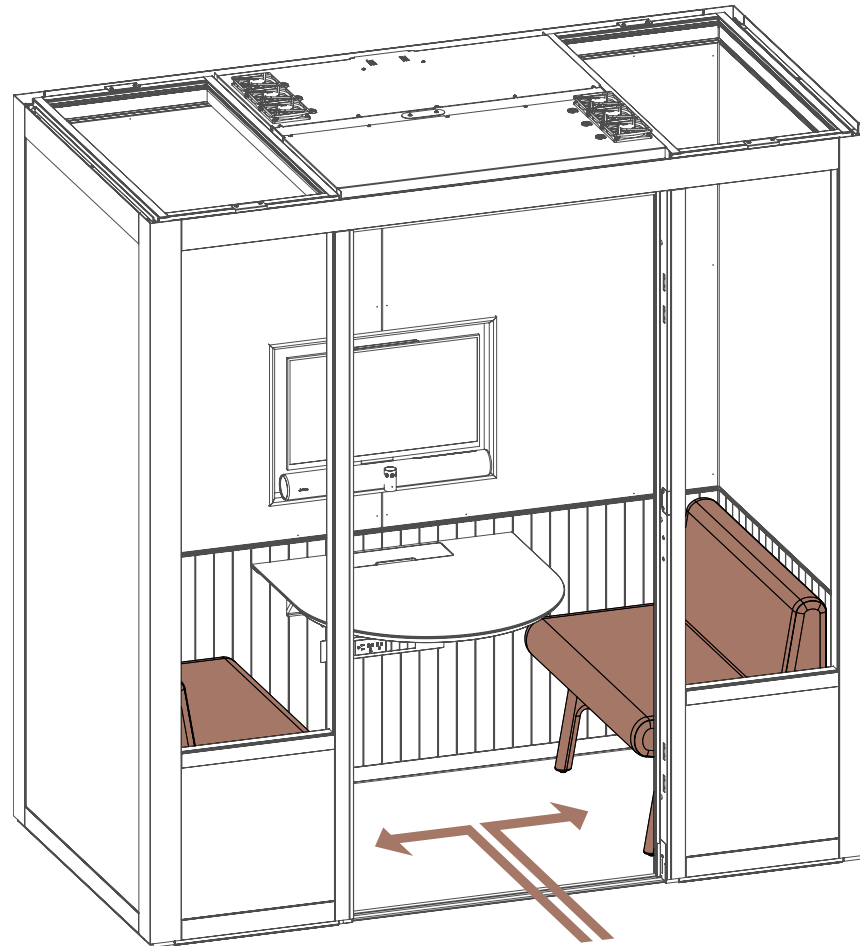
1/4-20 x 1.25"
Truss Head Screw
#3 Philips

F3-40

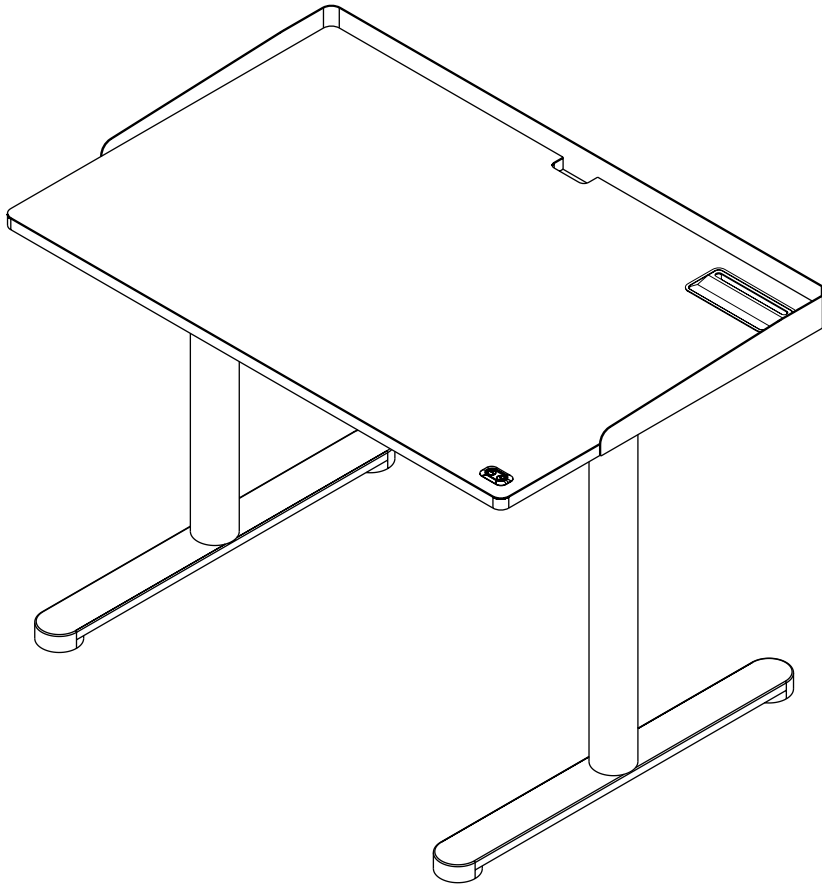


03

Sofa Placement



Focus Room Products

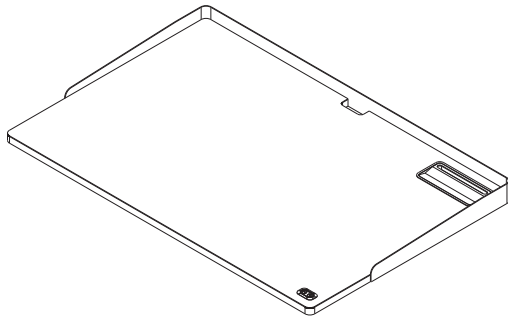


SMALL DESK

Assembly Manual

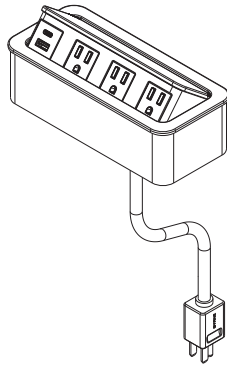
*For Use in Focus Room or Frame

What's In The Box



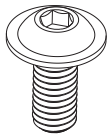
F3-15 x1

Small Sit-Stand
Desktop



E3-1 x1

In-Desk
Electrical



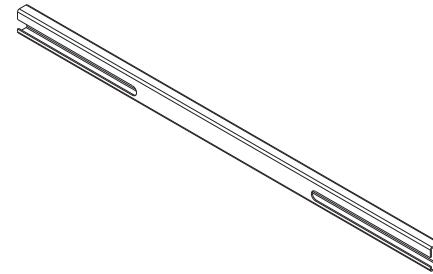
H3-15 x6

M6x14
Flanged Head Screw
4mm Hex Drive



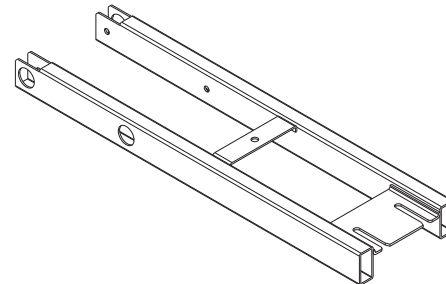
E3-11 x4

In-Desk Electrical
Mounting Clip



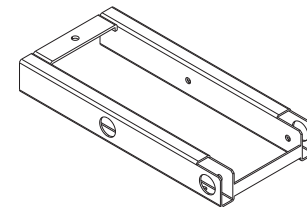
F3-23 x2

Center Rail



F3-24 x1

Long Frame

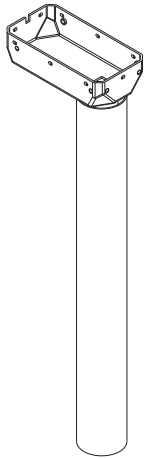


F3-25 x1

Short Frame

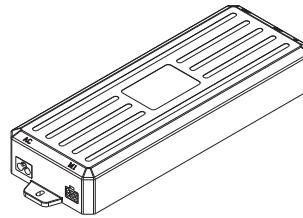
What's In The Box

TOOLS



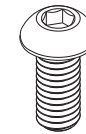
F3-26 x2

Leg



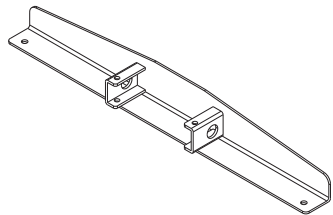
F3-29 x1

Control Box



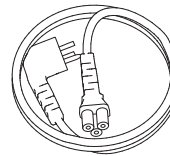
H3-16 x12

M6x14
Pan Head Screw
4mm Hex Drive



F3-27 x2

Side Bracket



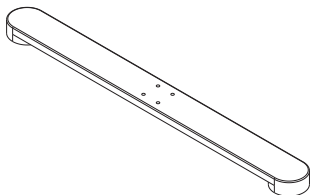
F3-30 x1

Power Cable



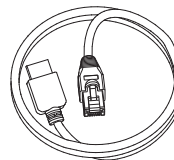
H3-17 x16

M6x10
Pan Head Screw
4mm Hex Drive



F3-28 x2

Foot



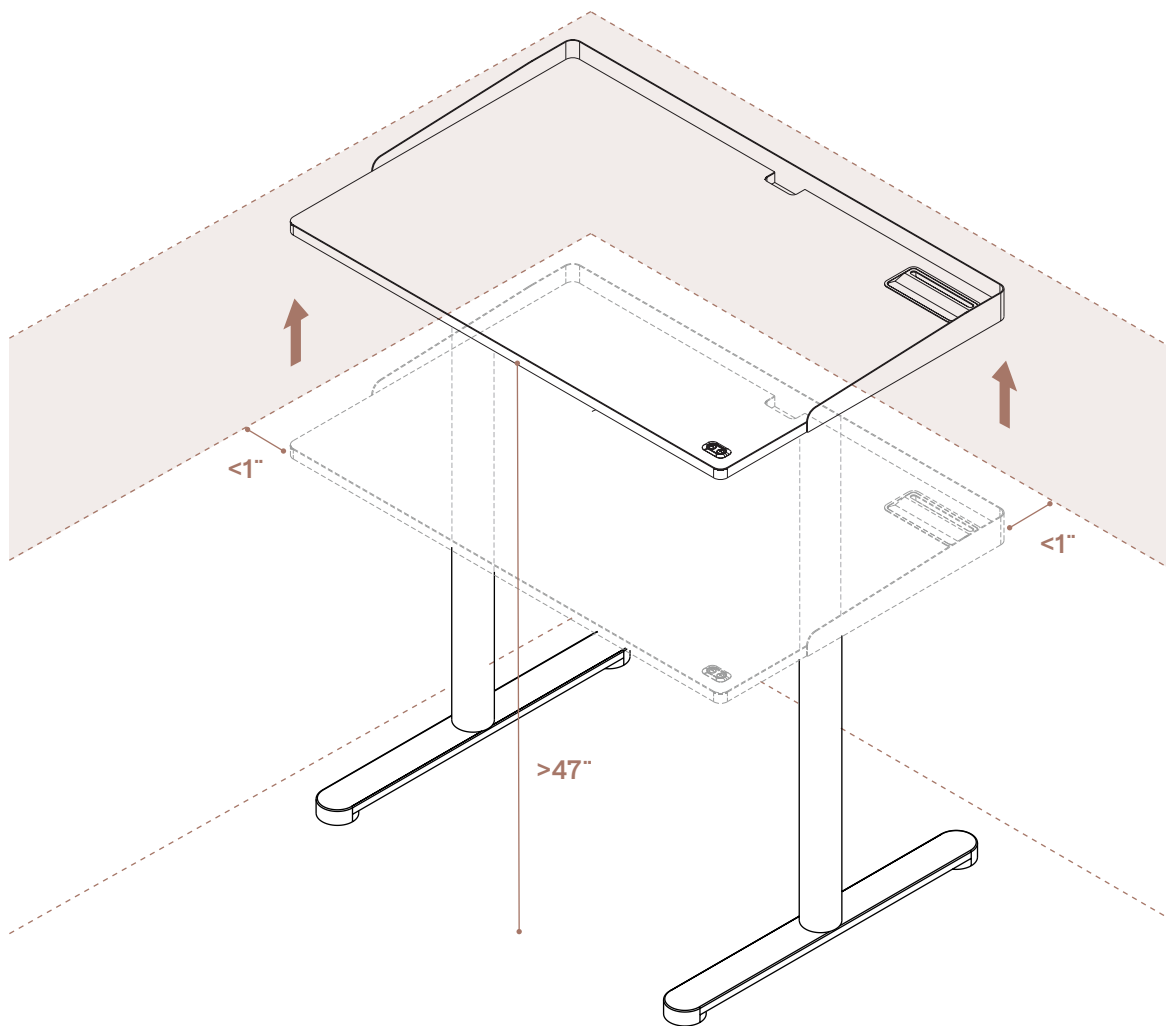
F3-31 x1

Handset Cable



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

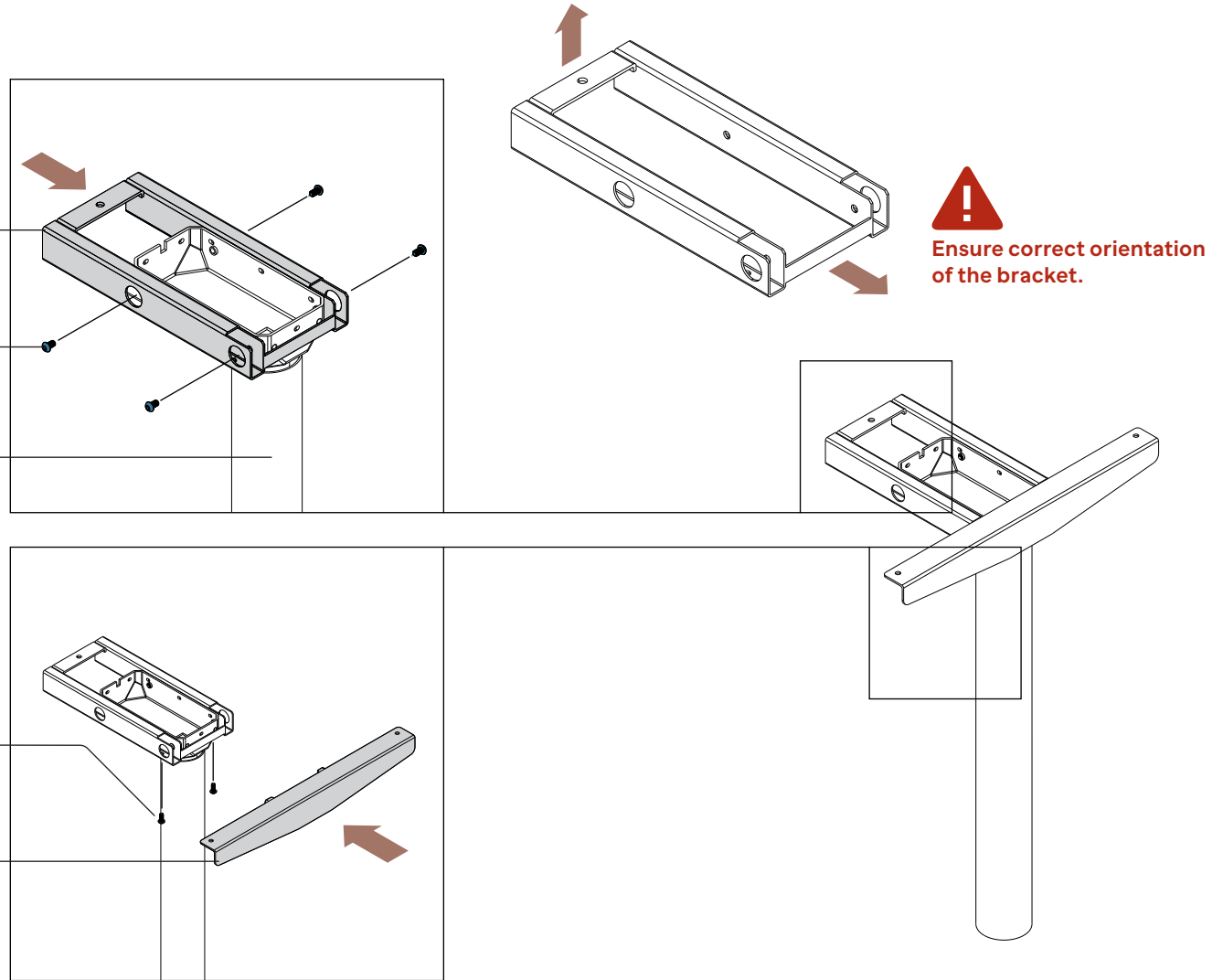
F3-25

H3-17 x4

F3-26

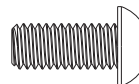
H3-16 x2

F3-27



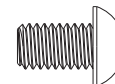
M6x14
Pan Head Screw
4mm Hex Drive

H3-16 x2

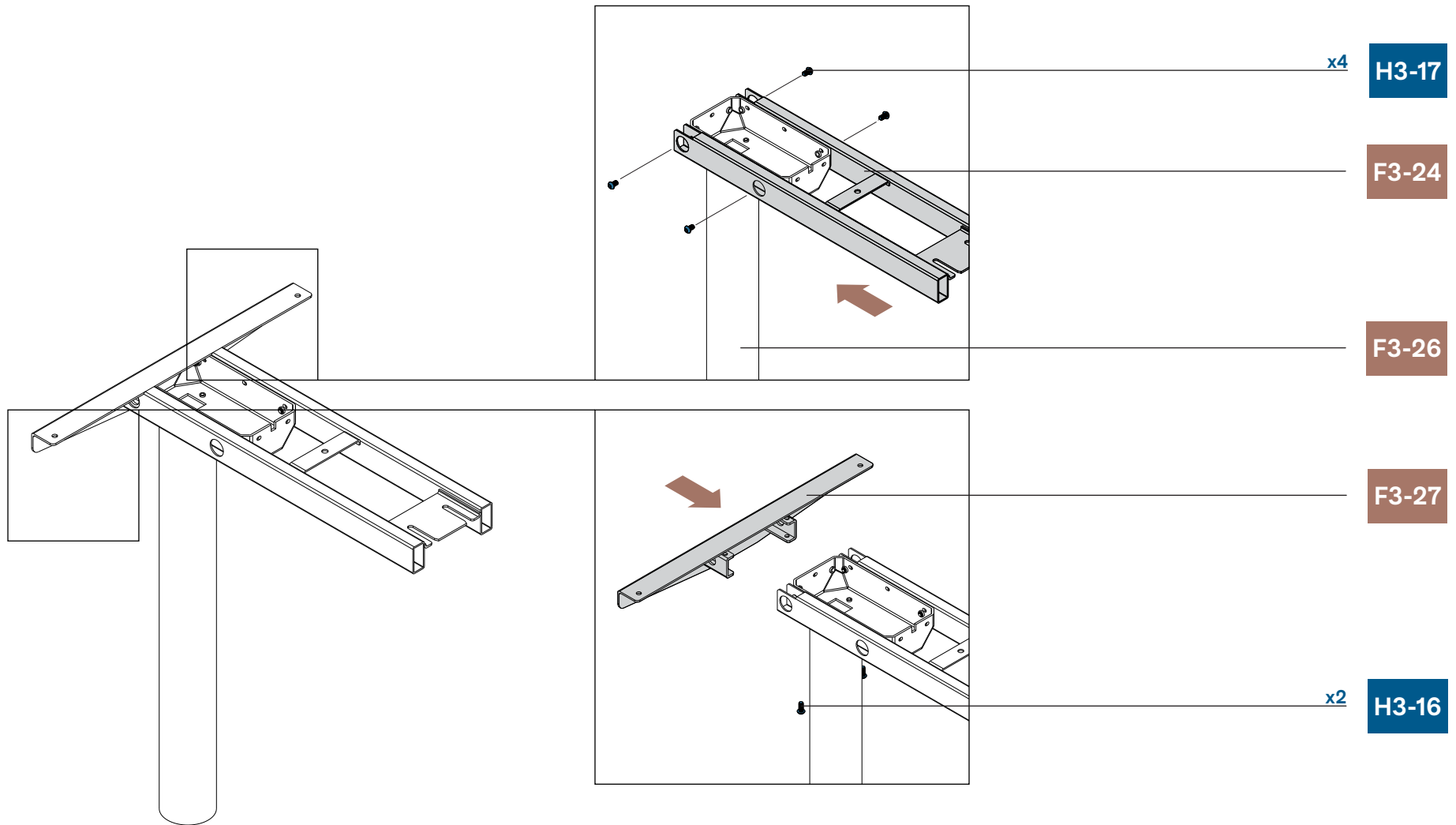


M6x10
Pan Head Screw
4mm Hex Drive

H3-17 x4



02



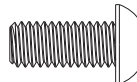
scale 1:1

SCREWS NEEDED

M6x14
Pan Head Screw
4mm Hex Drive

H3-16

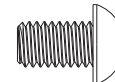
x2



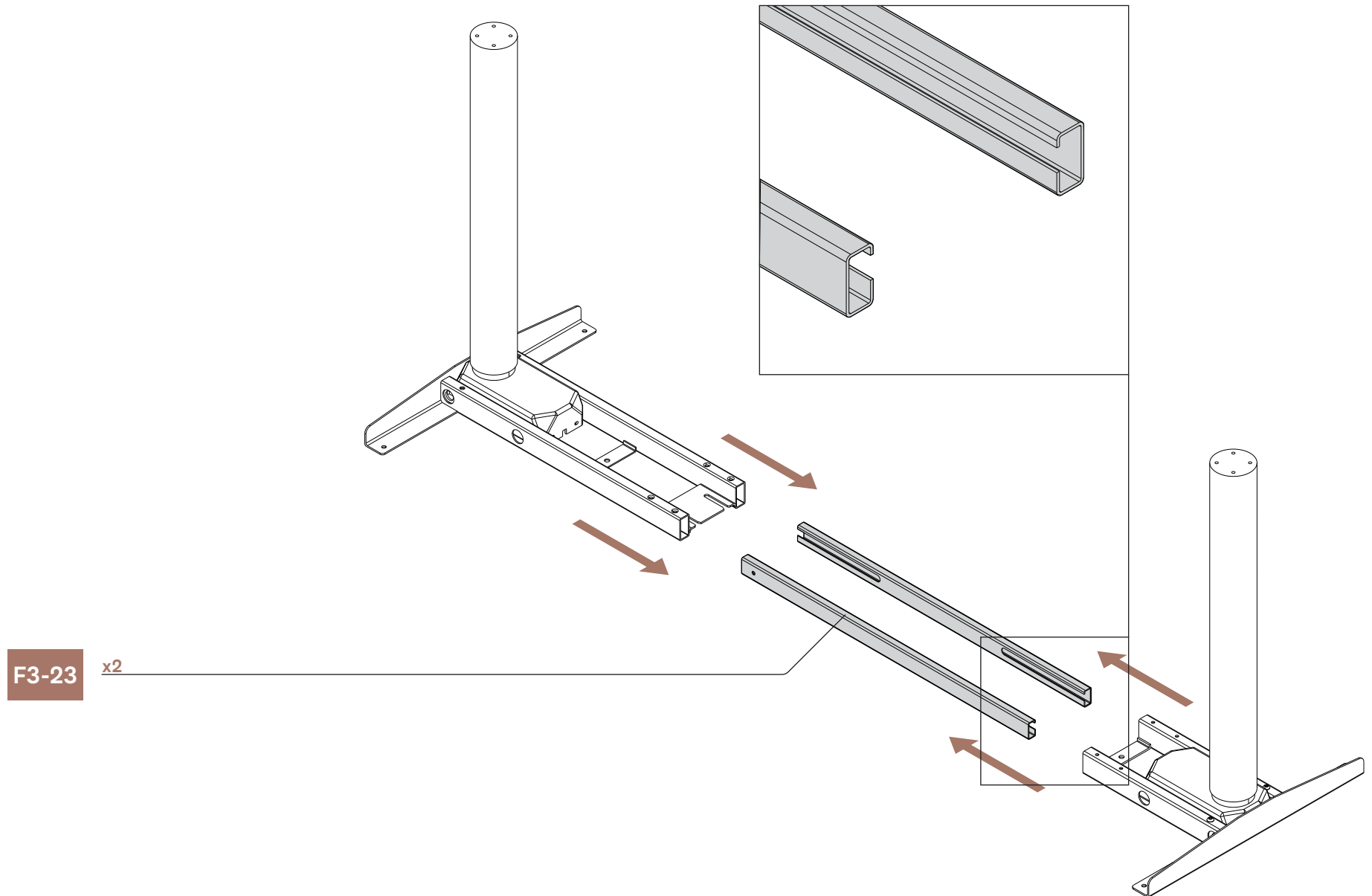
M6x10
Pan Head Screw
4mm Hex Drive

H3-17

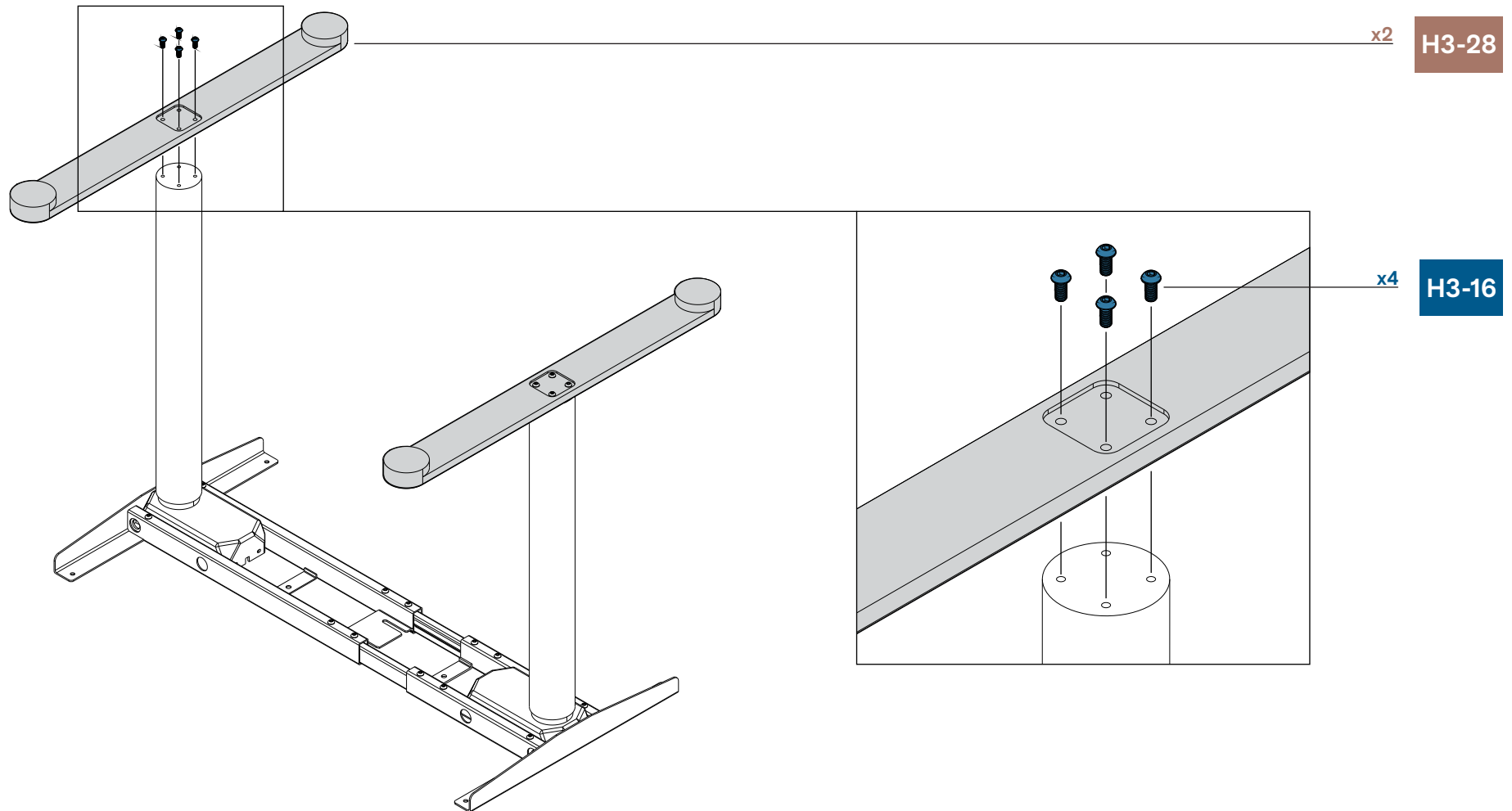
x4



03



04

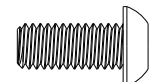


scale 1:1

SCREWS NEEDED

M6x14
Pan Head Screw
4mm Hex Drive

H3-16 x8

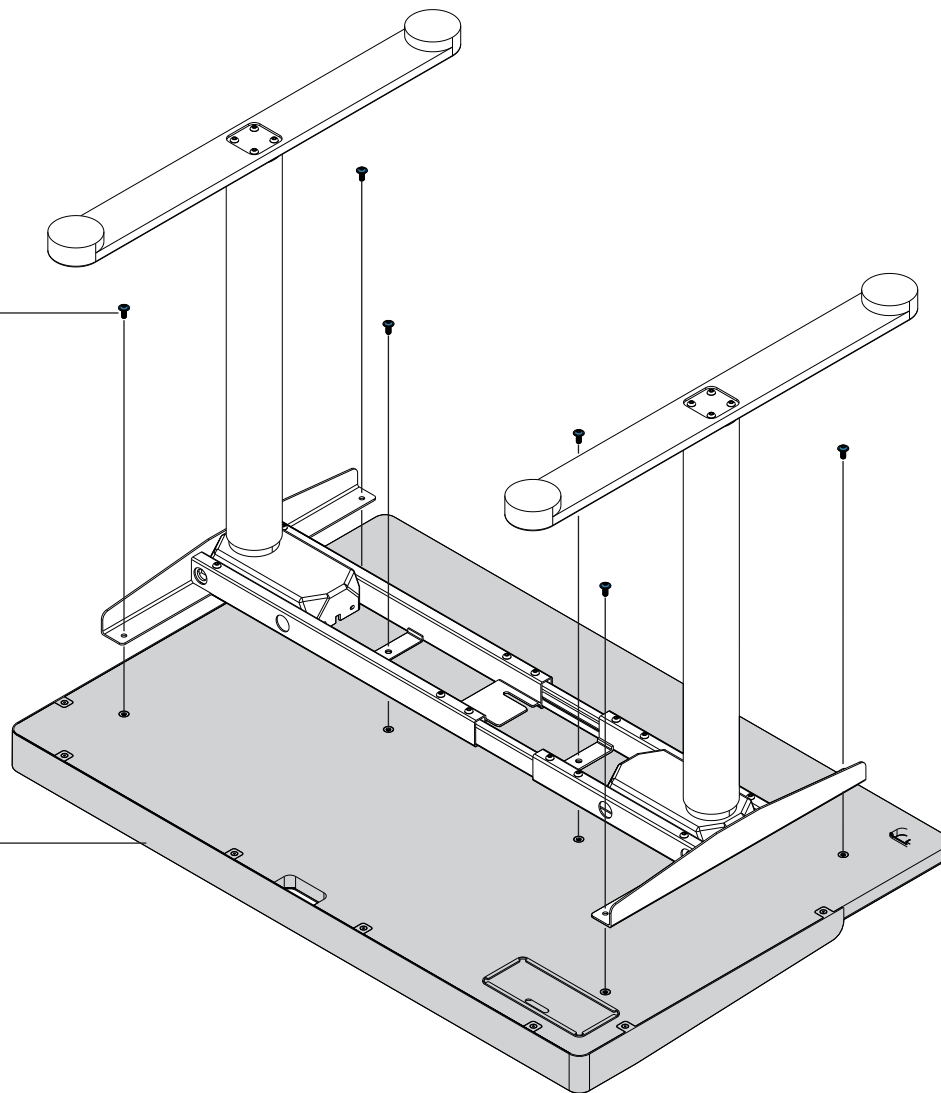


05

H3-15

x6

F3-15



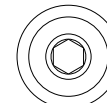
Lay Table on cardboard or blanket during assembly to protect the top surface.

scale 1:1

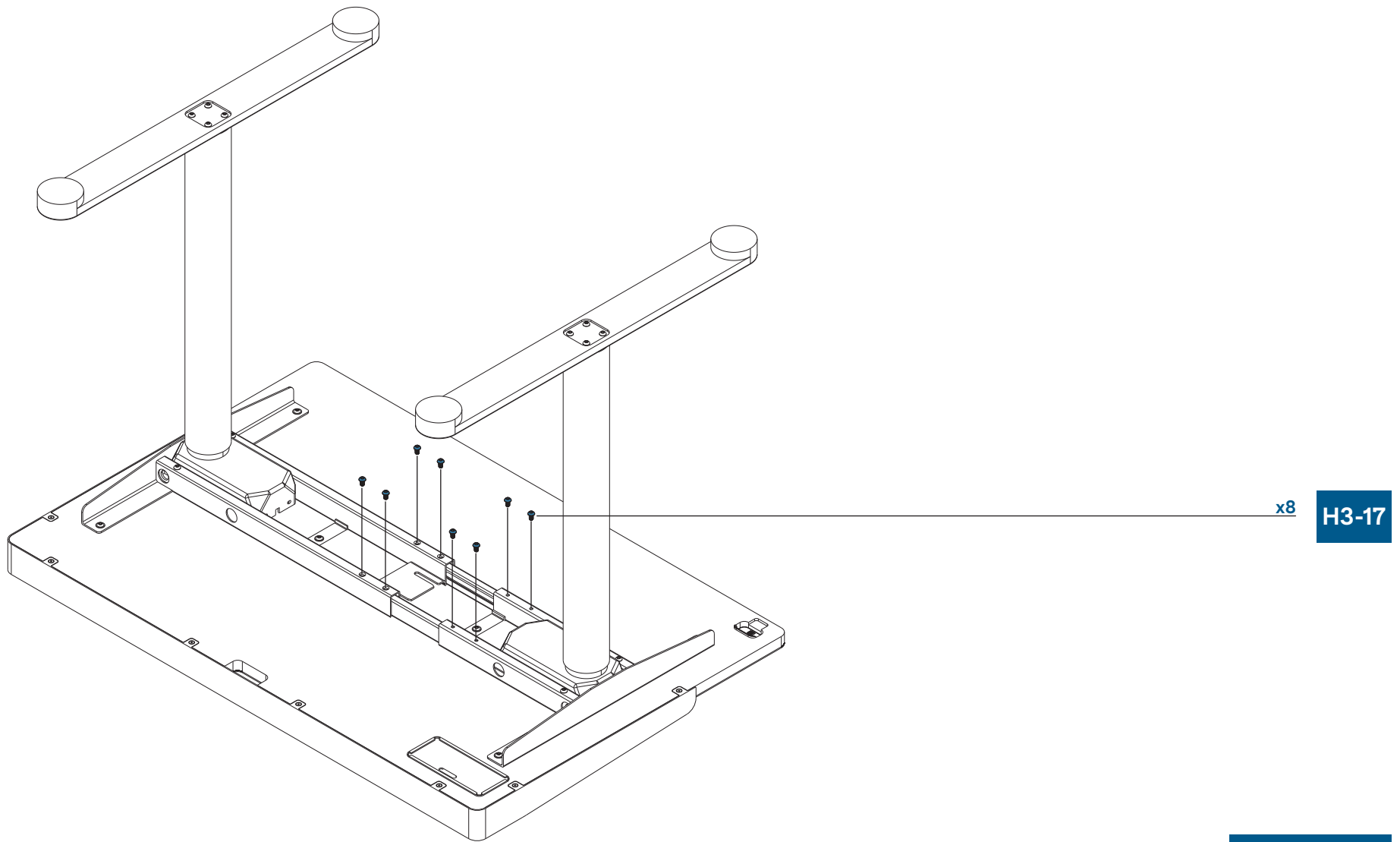
SCREWS NEEDED

M6x14
Flanged Head Screw
4mm Hex Drive

H3-15 x6



06

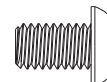


scale 1:1

SCREWS NEEDED

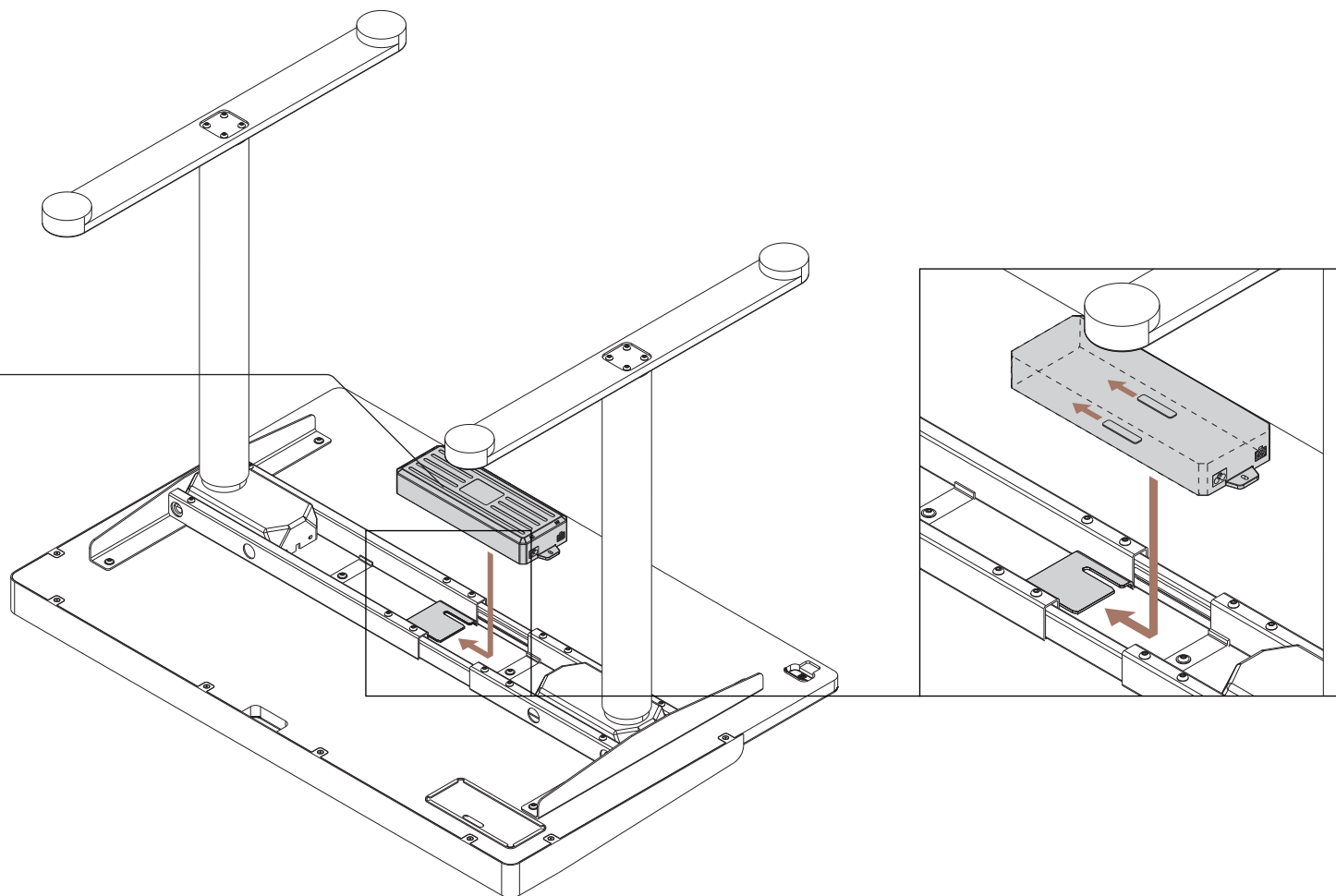
M6x10
Pan Head Screw
4mm Hex Drive

H3-17 x8

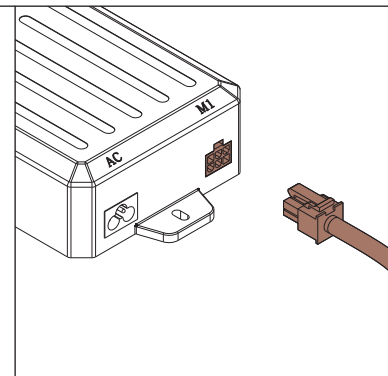
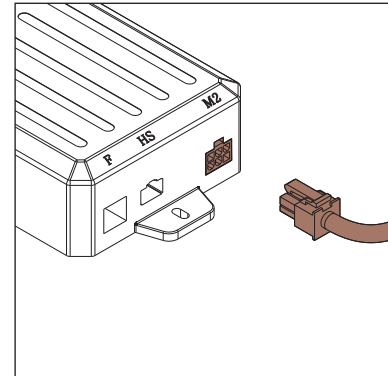
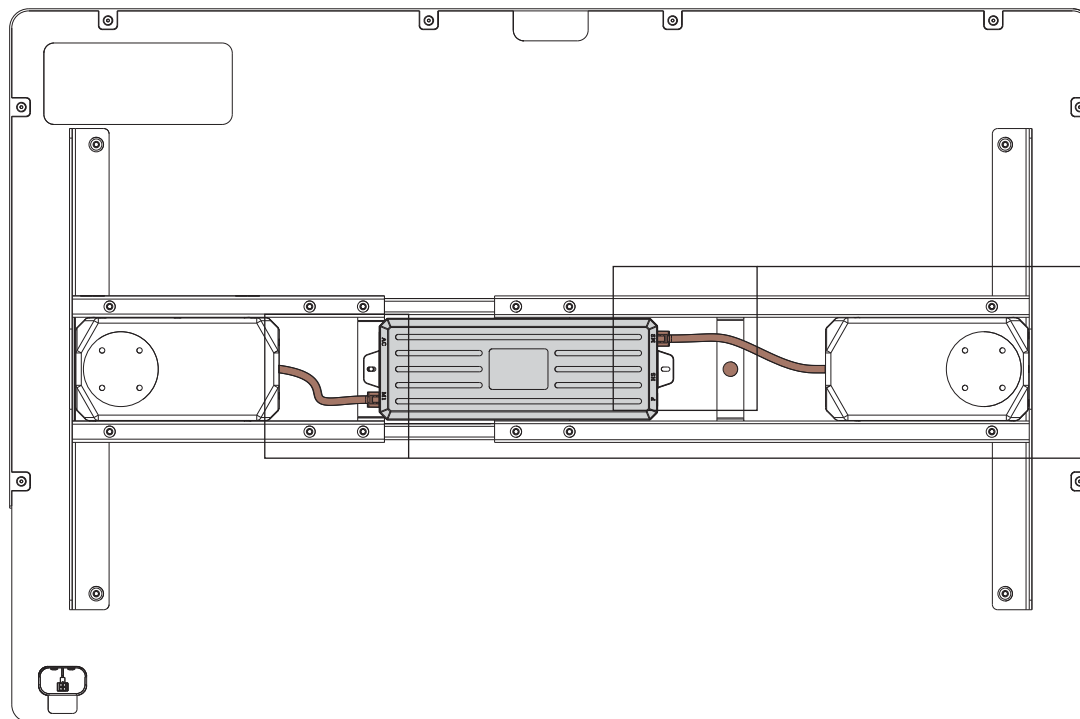


07

F3-29

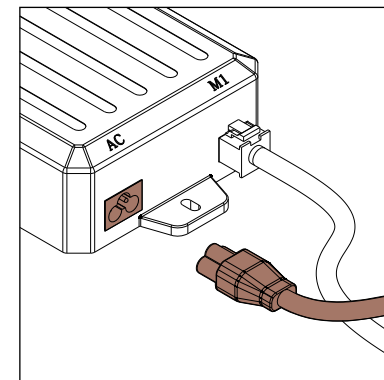
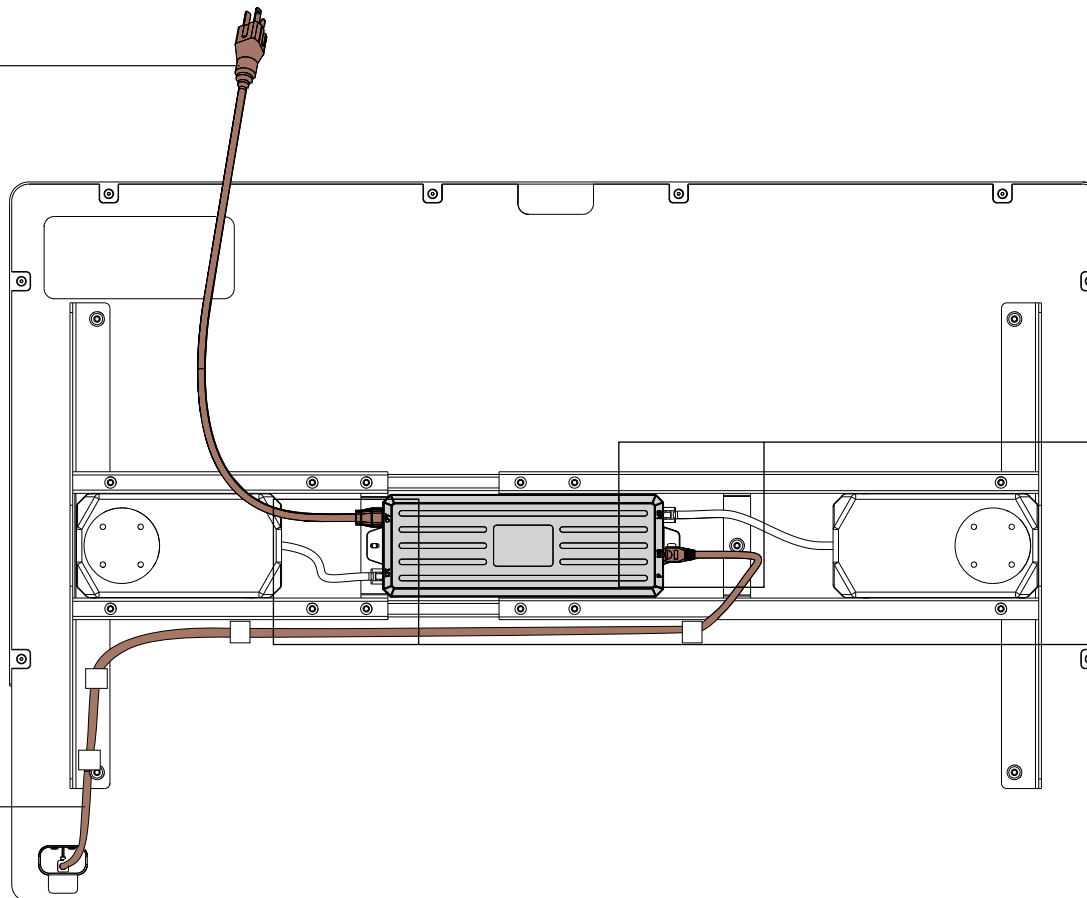


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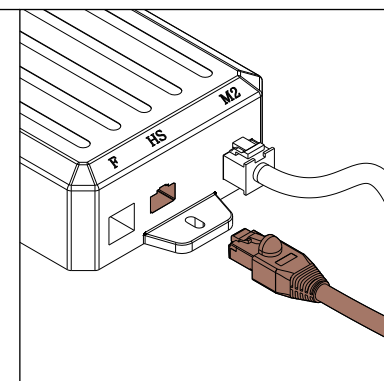


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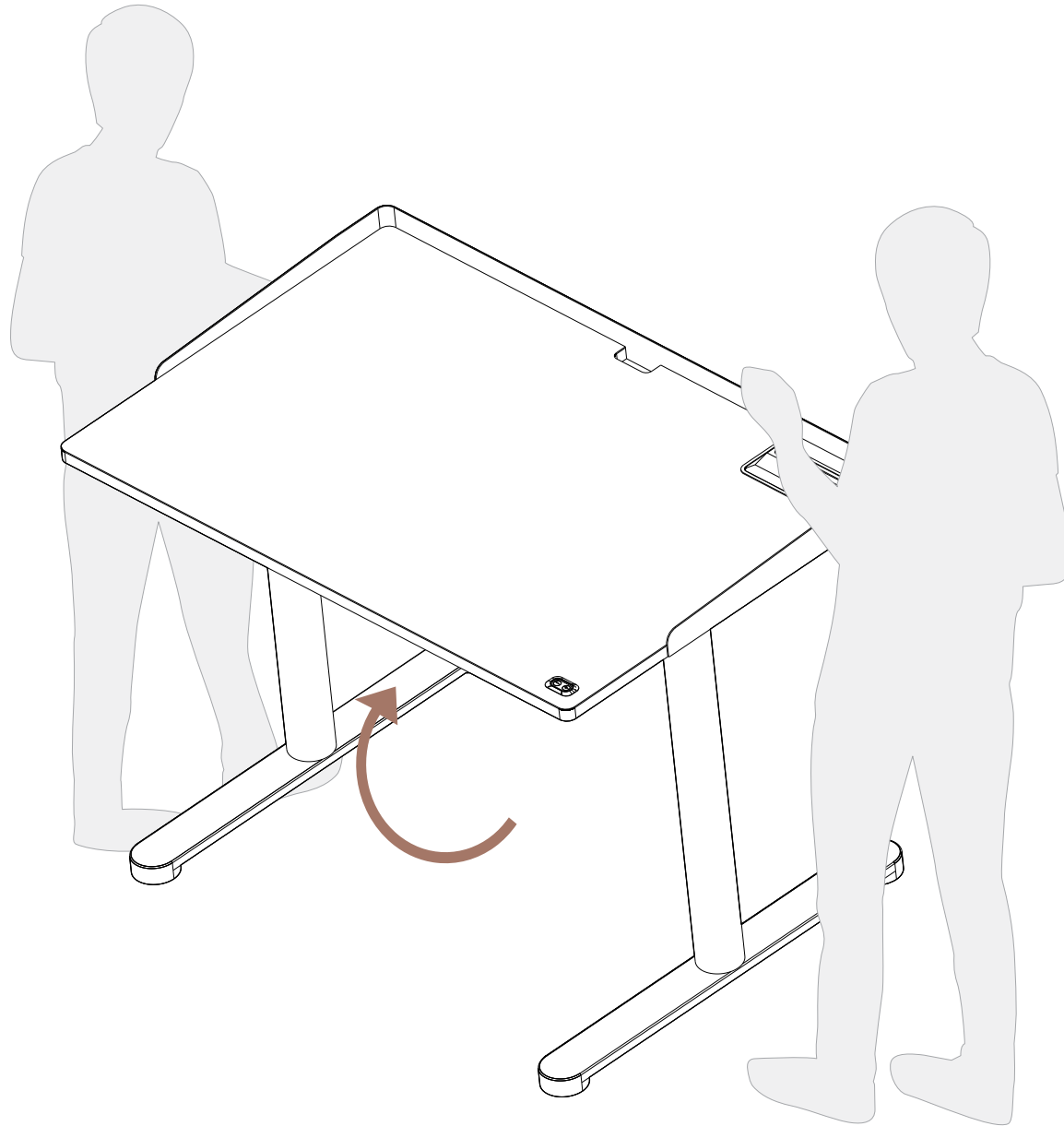
F3-30



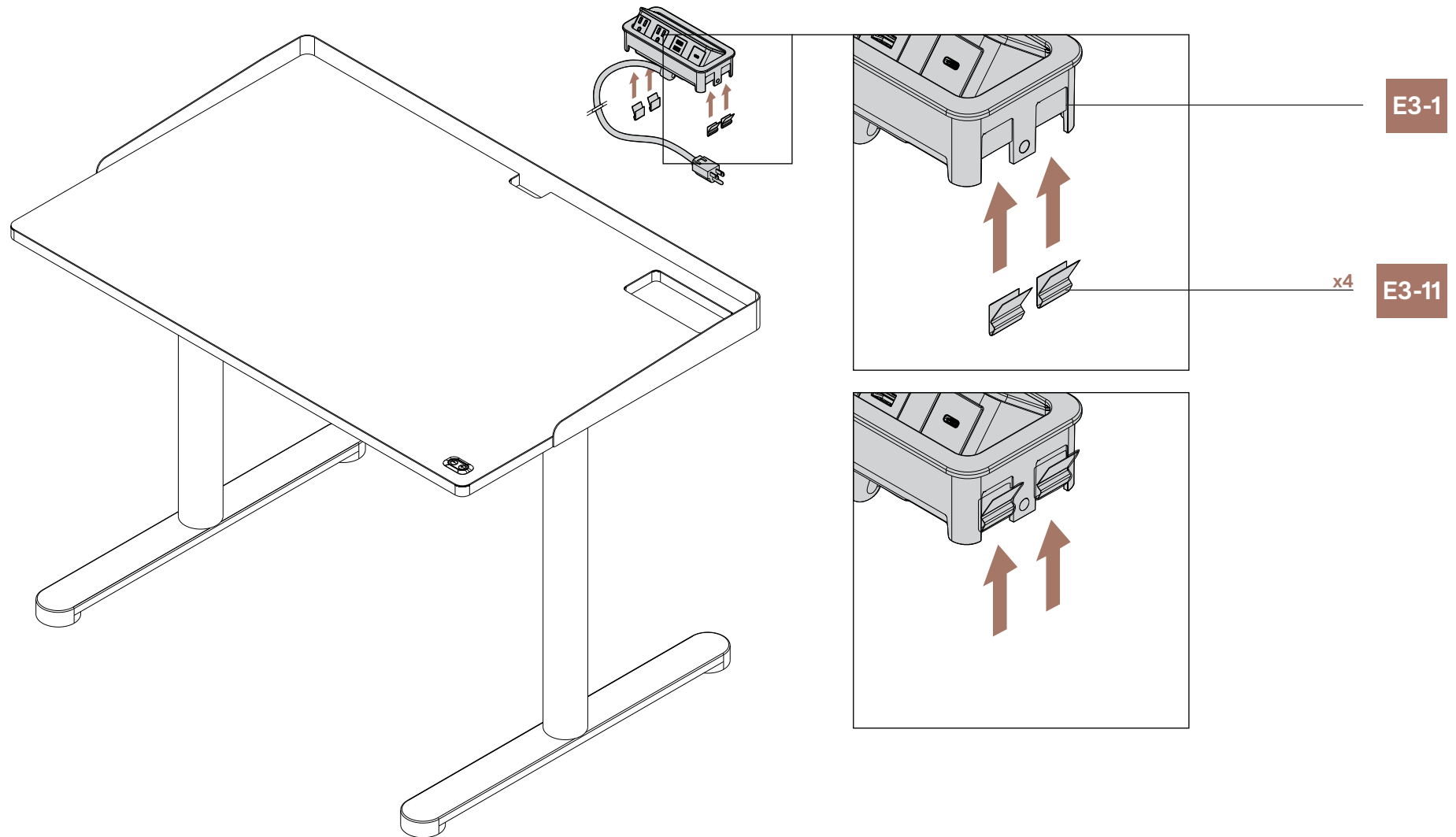
F3-31



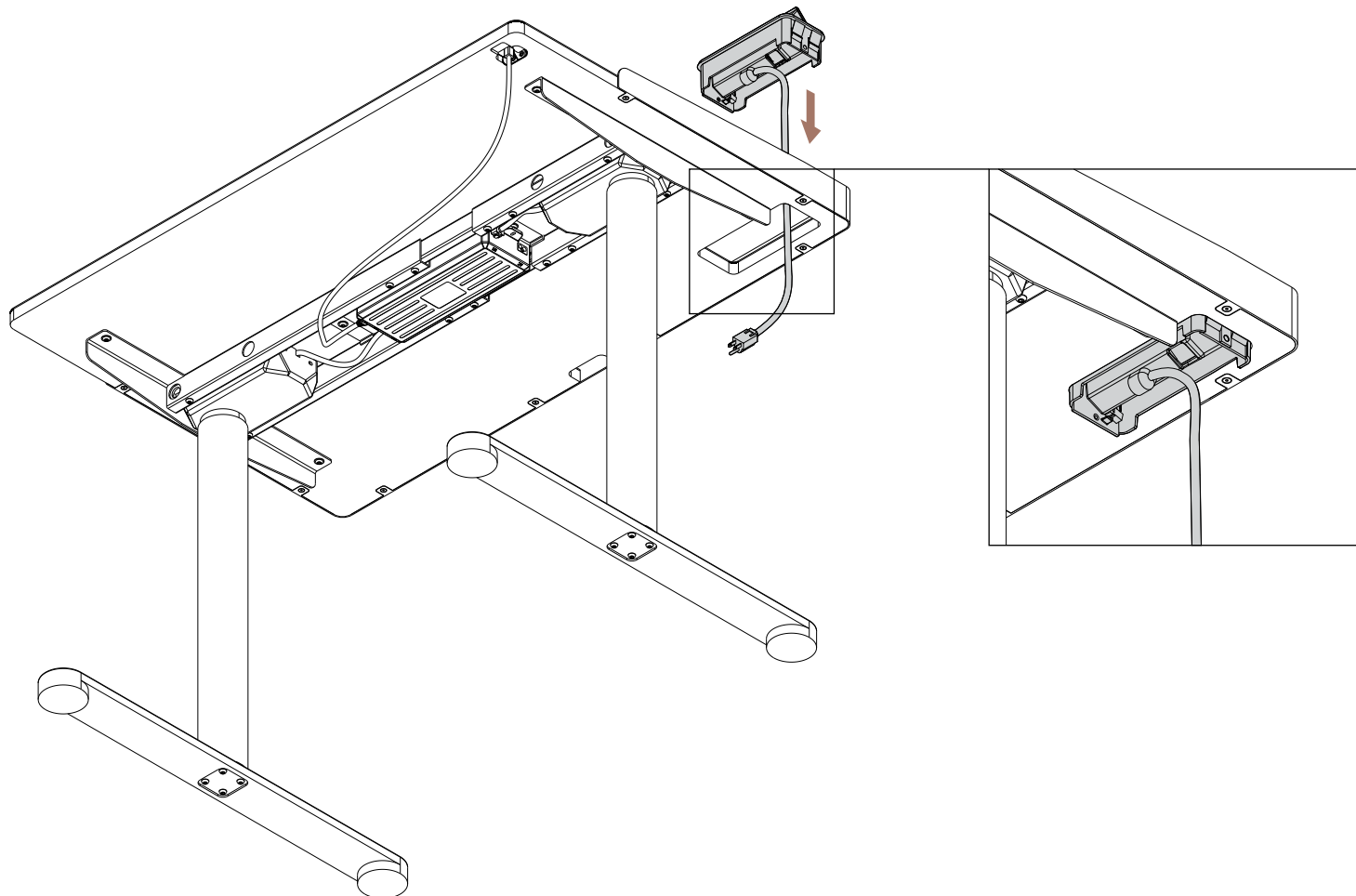
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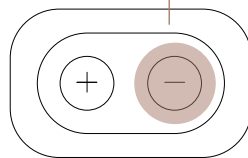


11



12





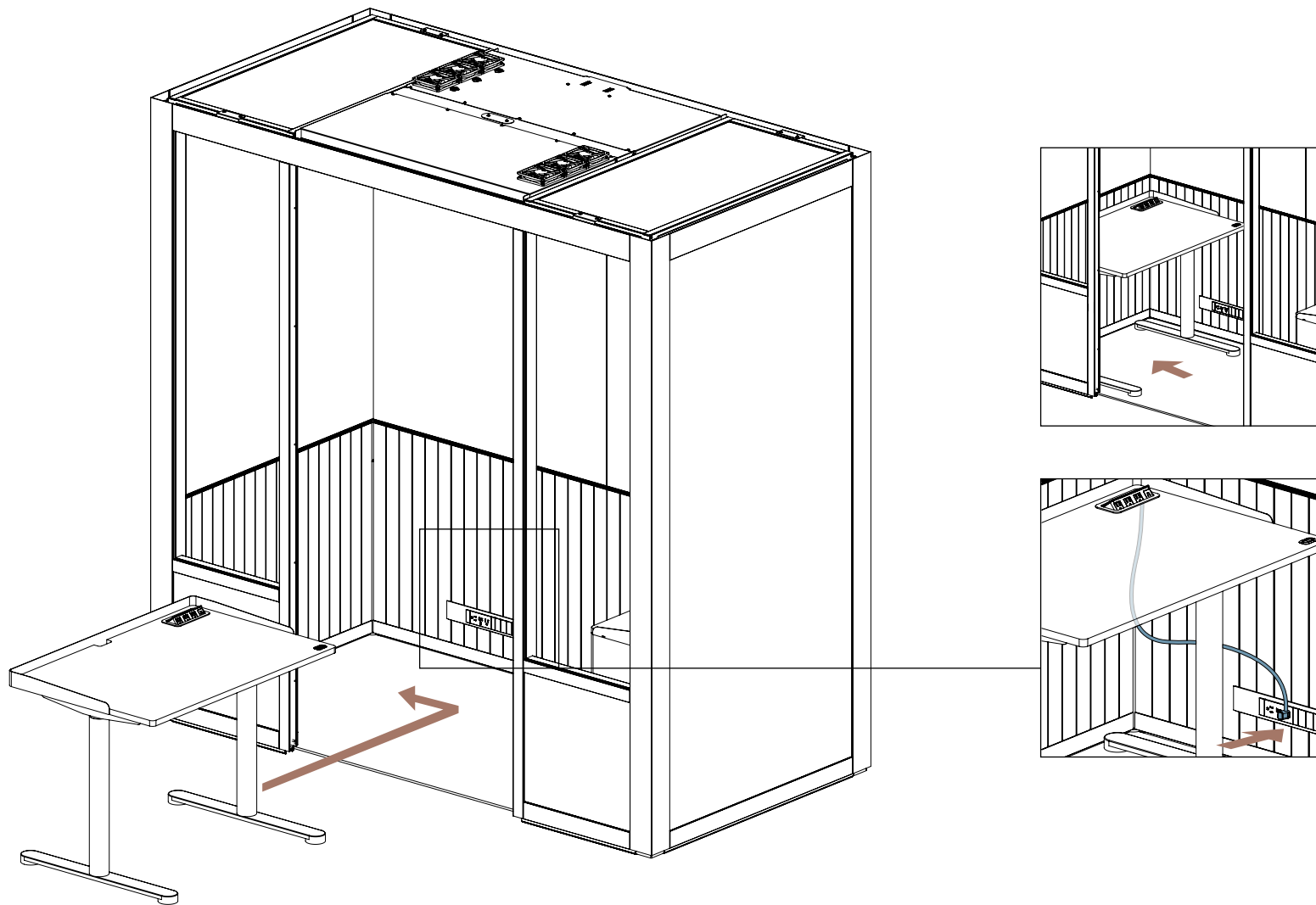
Let's Reset

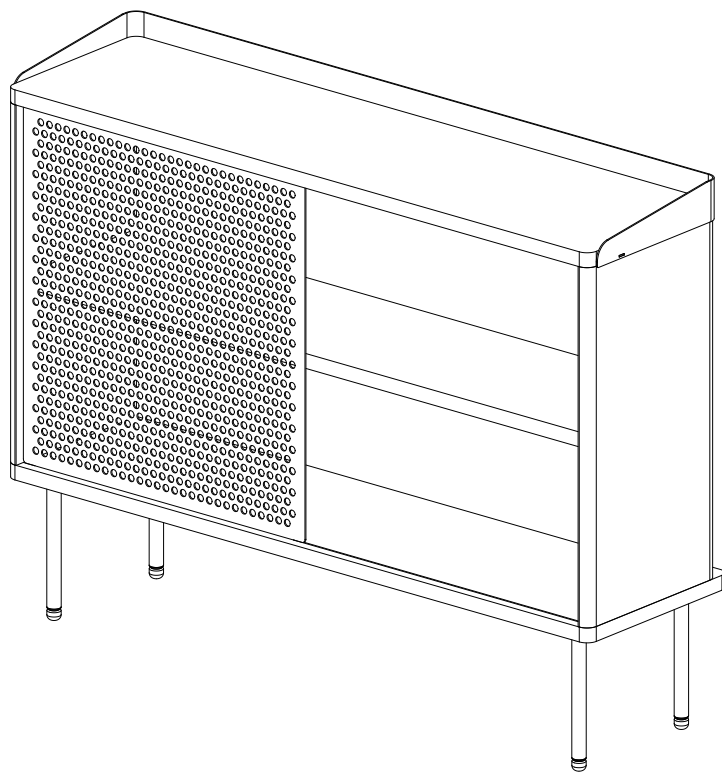
Follow these simple steps to reset your desk and get down to business.

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



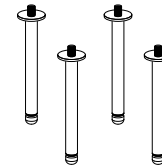
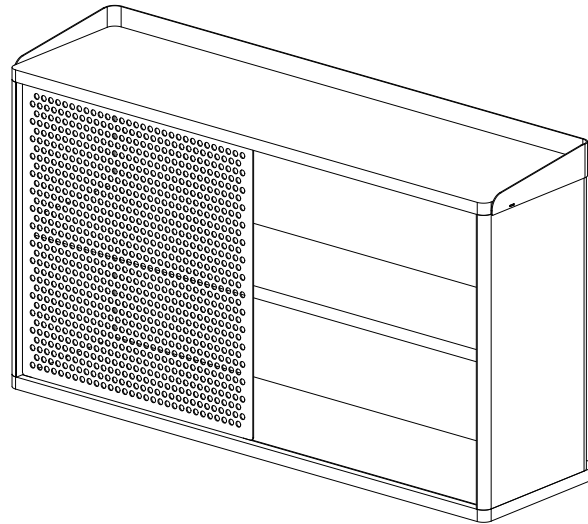


Credenza

Assembly Manual

* For Use in Focus Room or Frame

What's In The Box

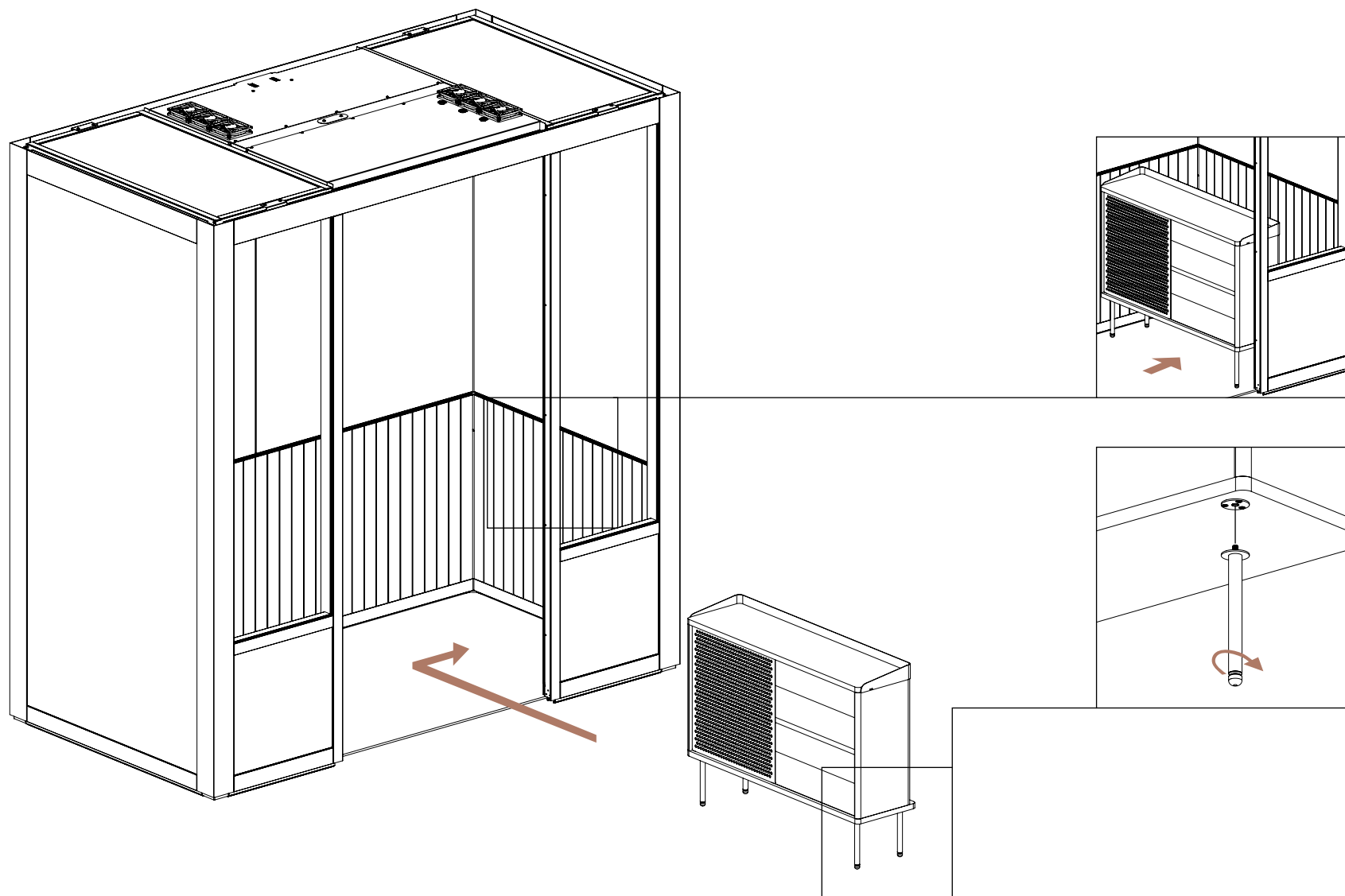


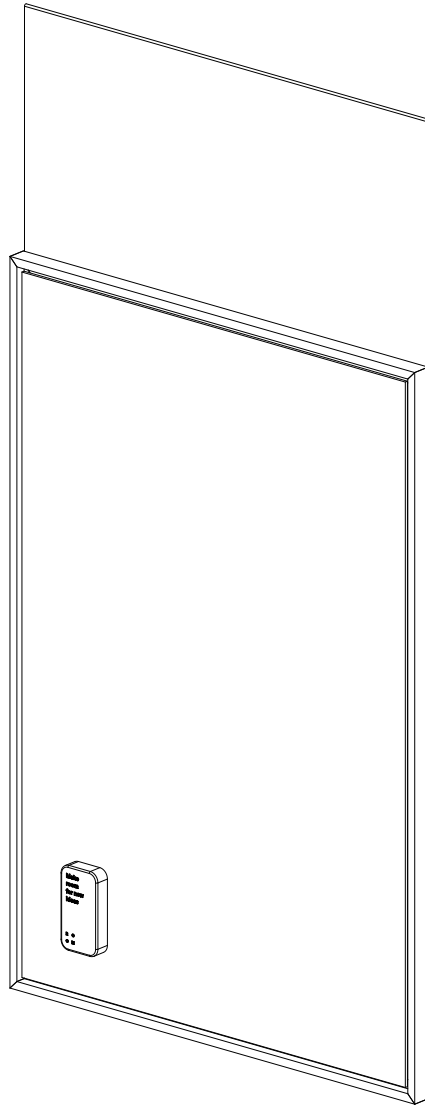
F3-13 x1

Credenza

01

Credenza Install



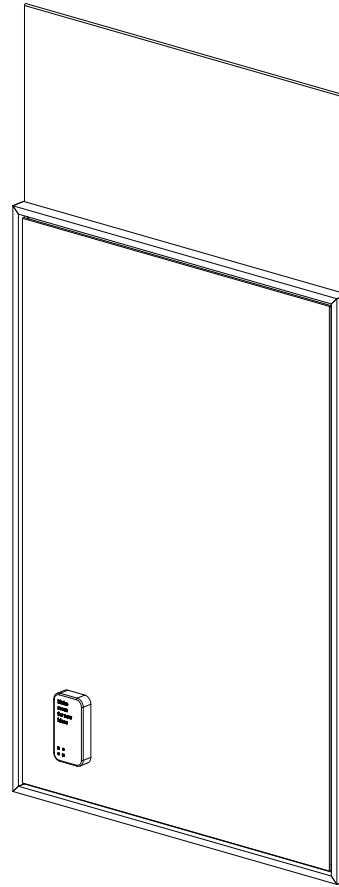


SMALL WHITEBOARD

Assembly Manual

*For Use in Meeting Room, Focus Room or Frame

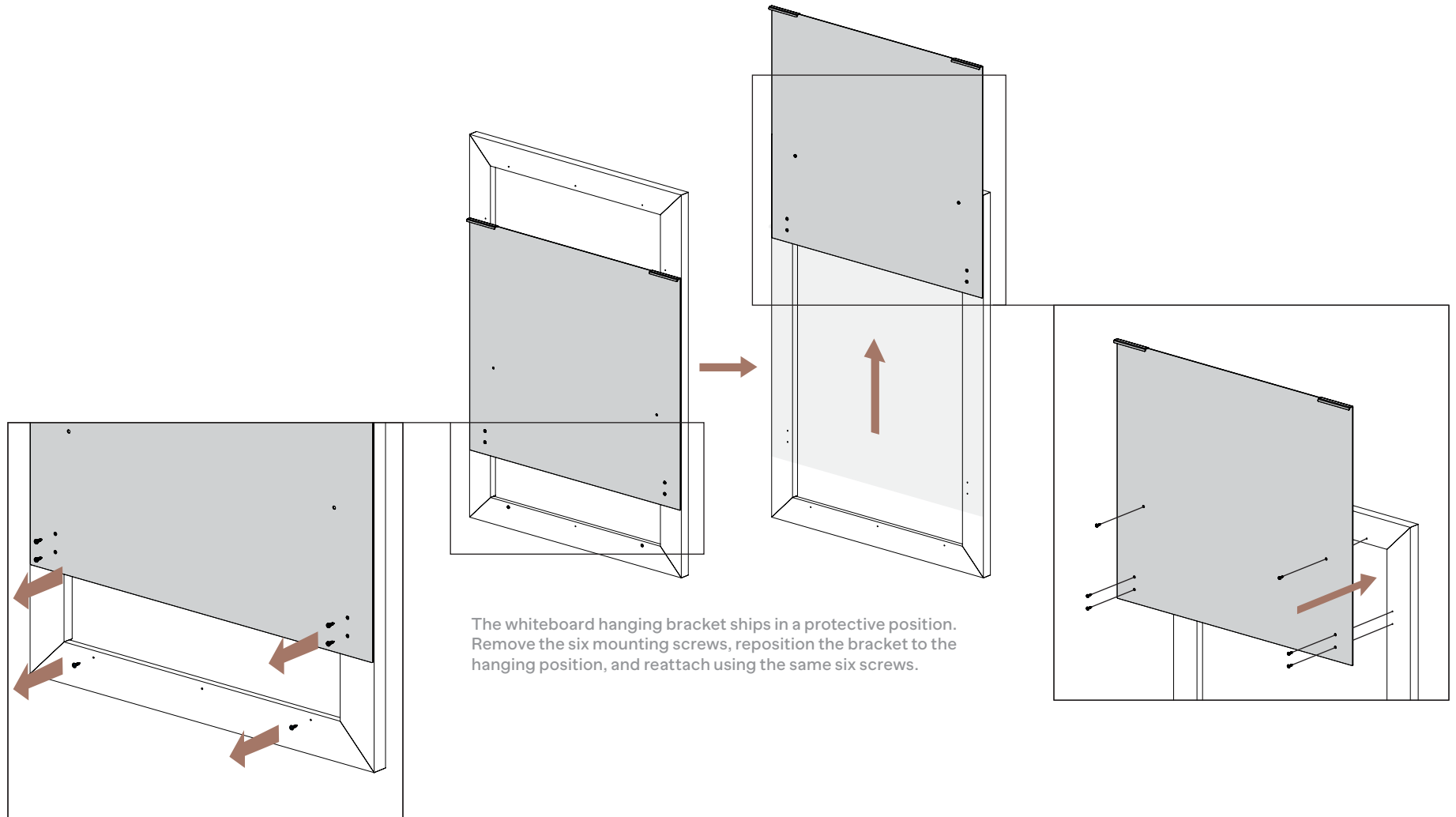
What's In The Box



F3-17 x1
Small Whiteboard

01

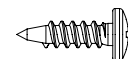
Small Whiteboard Preparation



scale 1:1

SCREWS NEEDED

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



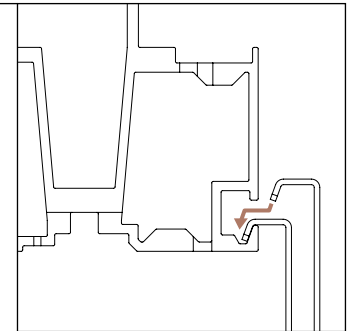
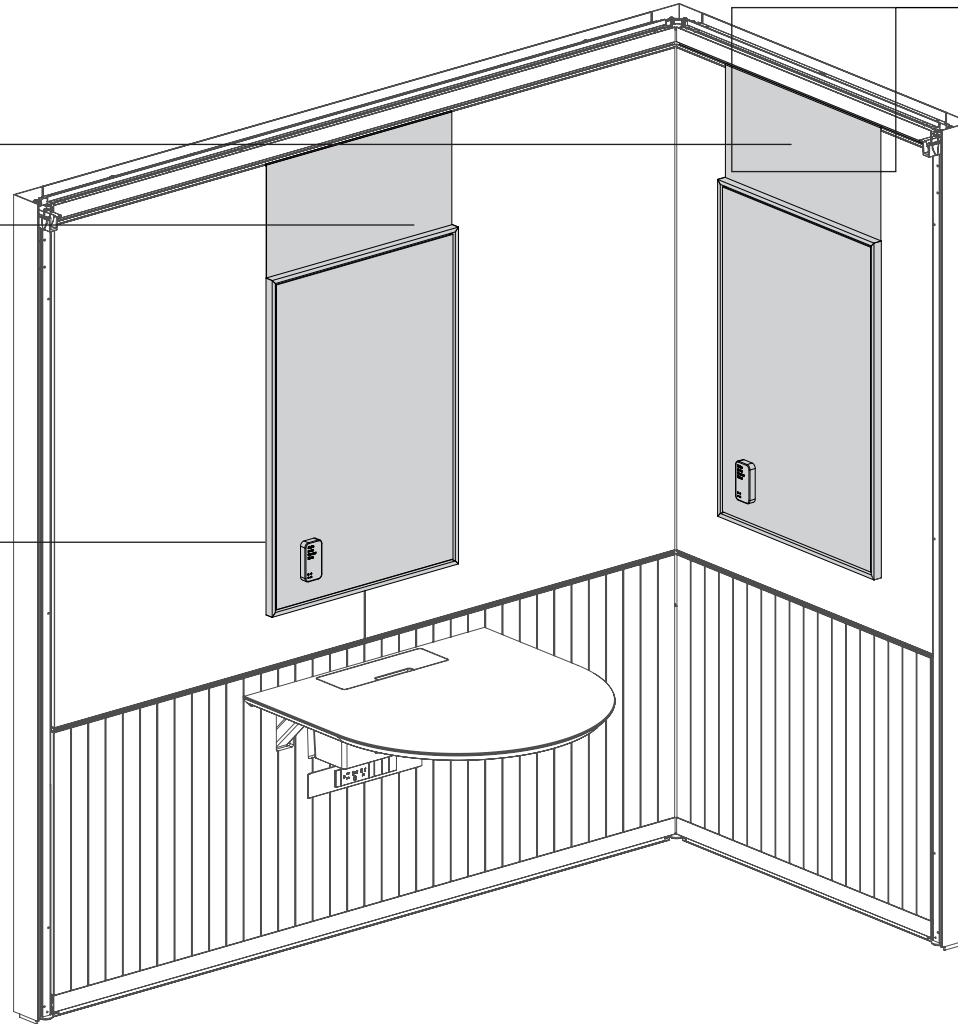
02

Small Whiteboard Install

Install location on
Focus Room or
Frame.

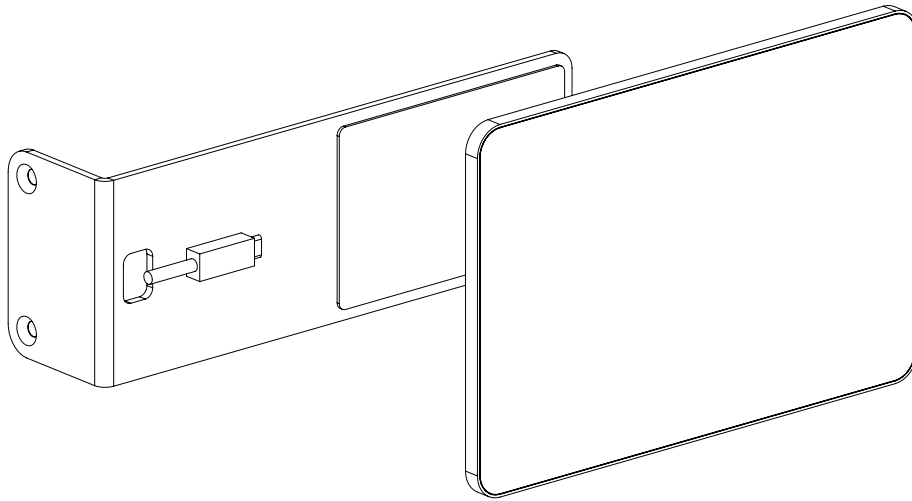
Install location on
Meeting Room if
added on by the
customer.

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

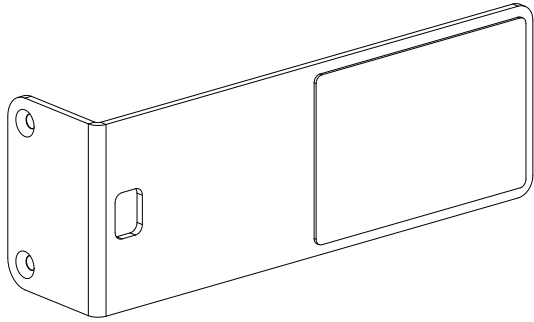


BOOKING BRACKET

Assembly Manual

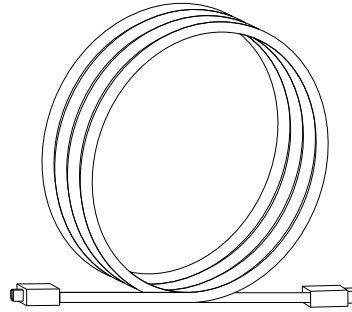
*For Use in Meeting Room, Focus Room or Frame

What's In The Box



A3-1 x1

Booking Bracket



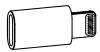
A3-3 x1

USB A/C Cord



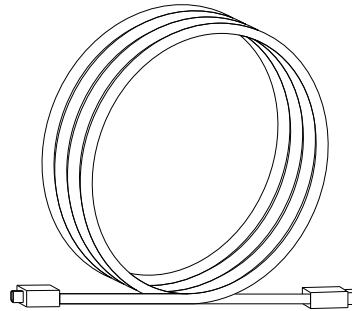
A3-4 x1

USB-C to
Micro USB Dongle



A3-5 x1

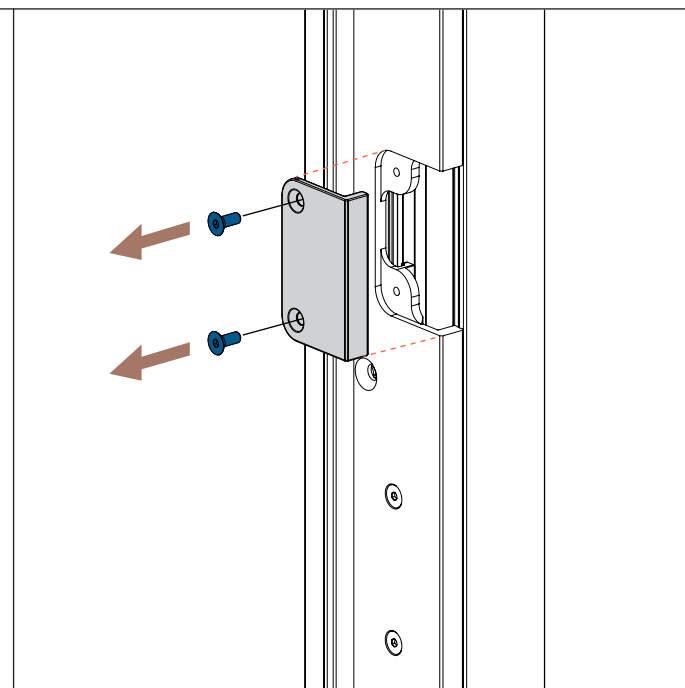
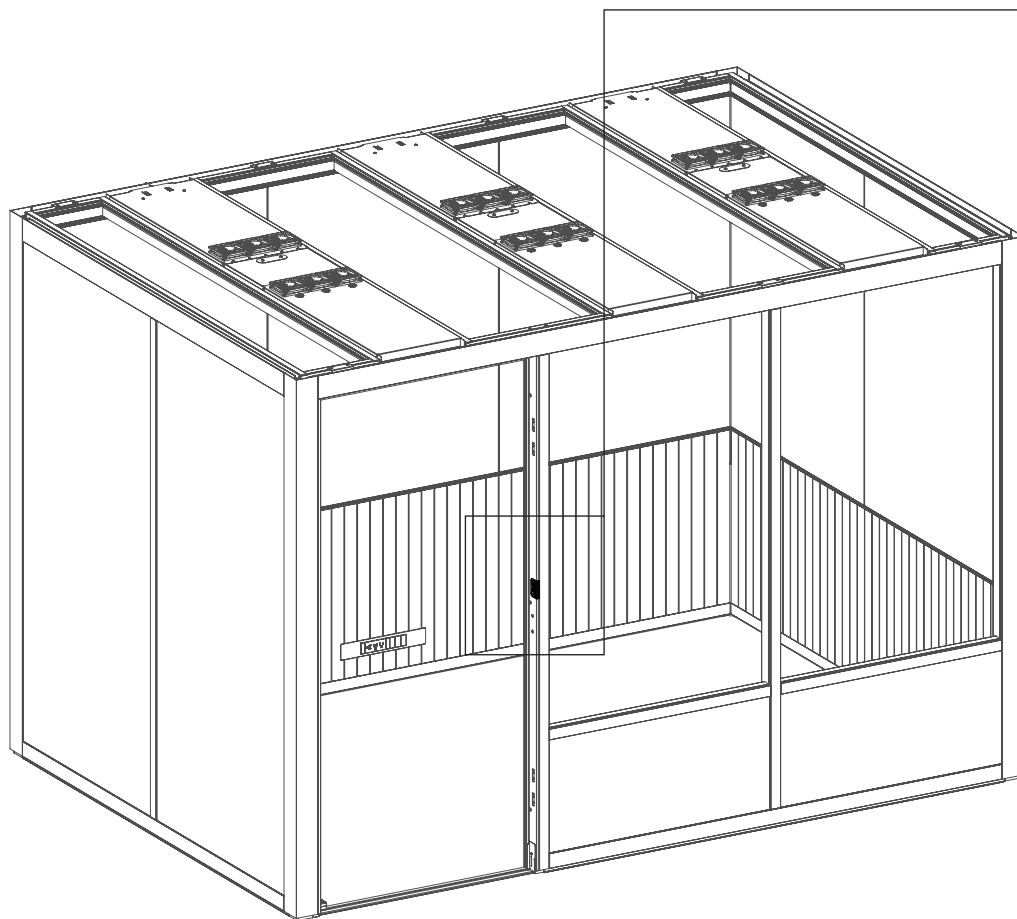
USB-C to
Lightning Dongle



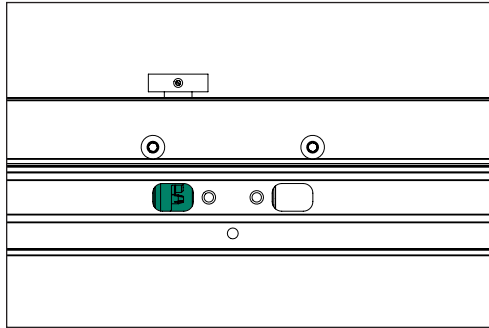
A3-6 x1

USB A/A Extender

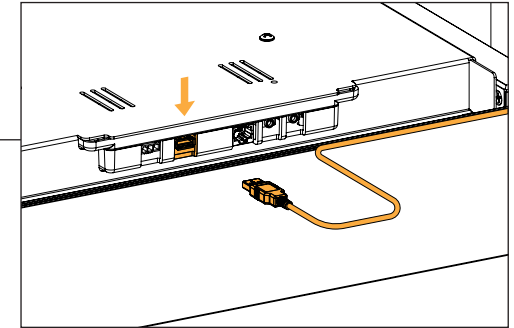
01



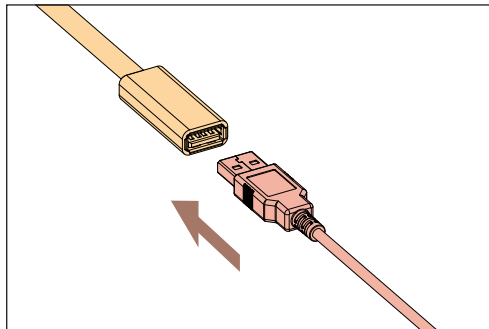
02



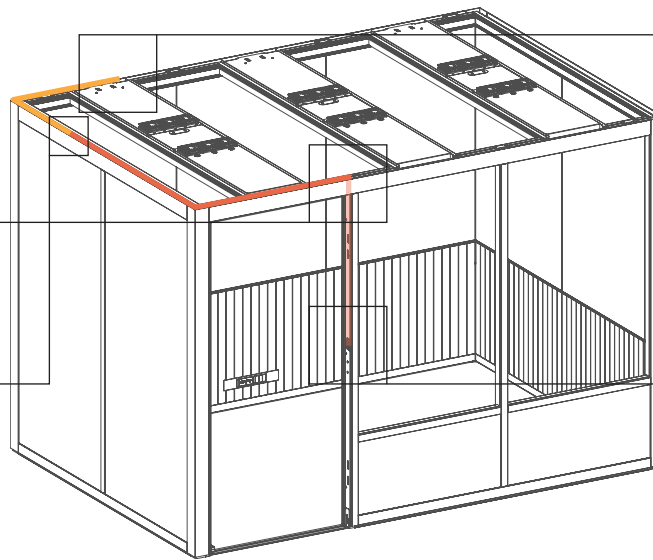
1. Feed USB charging cable (A3-3) through the entry point on the Ceiling Beam, should be right above the Handle Side Door Jamb.



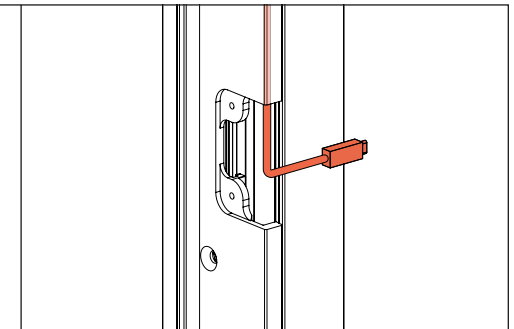
2. Route the USB charging cable on top of the Ceiling Beam and plug into the nearest Logic Box.



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

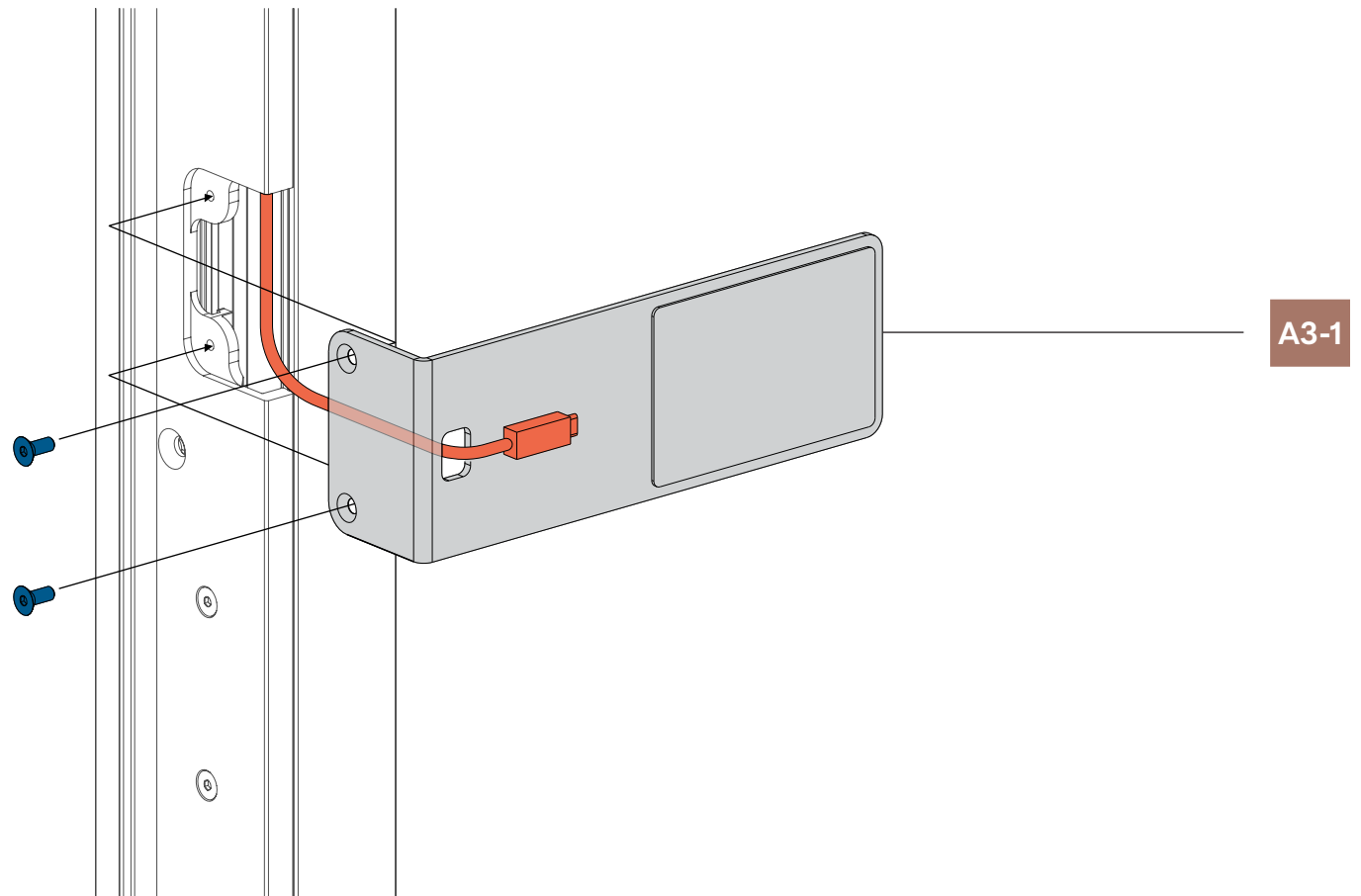


Typical **Room L** unit shown as an example. All other sizes and models follow the same cable routing: from Handle-Side Door Jamb to the nearest Logic Box on the roof.

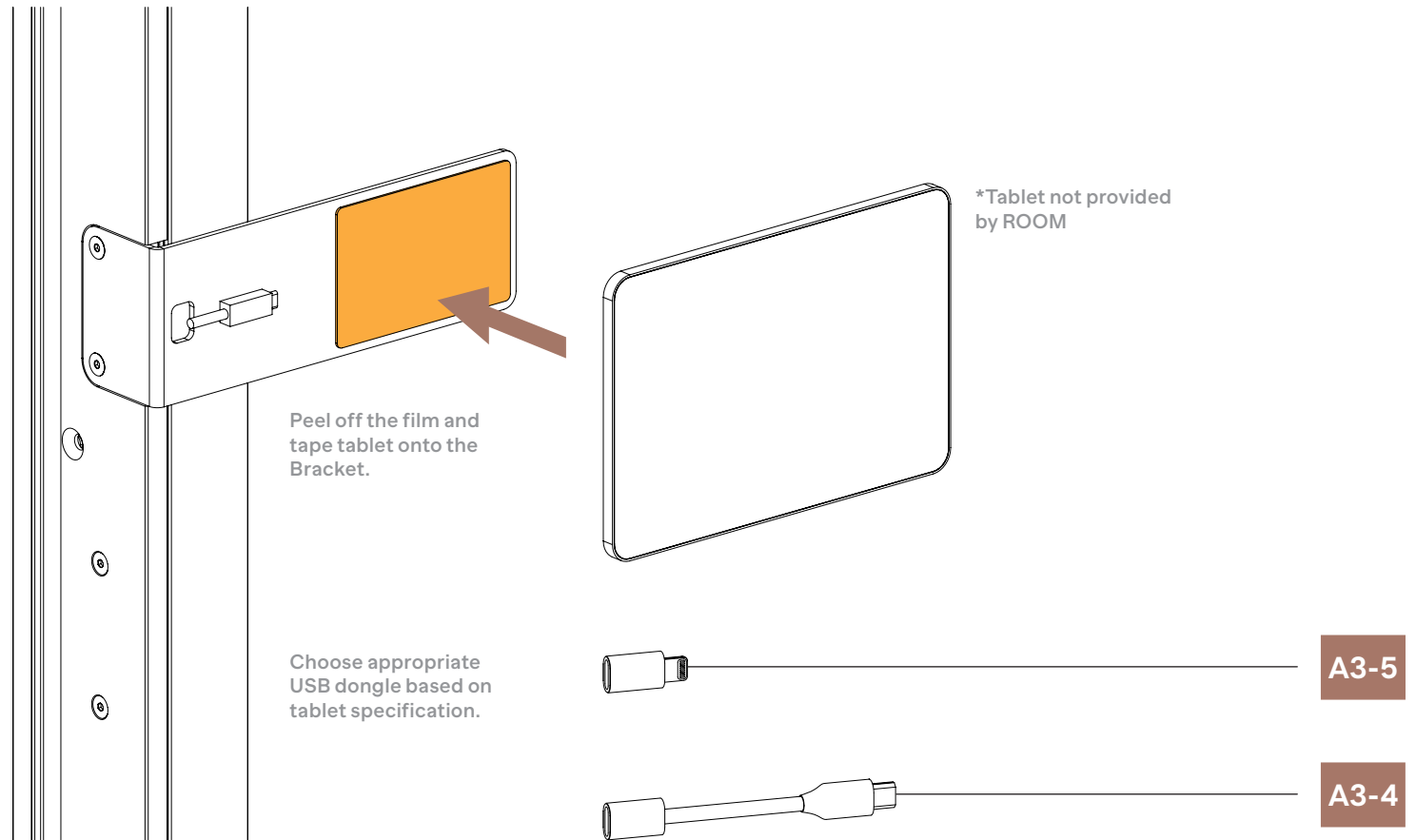


3. The other end of the USB charging cable will route inside the Handle Side Door Jamb and exit through the booking bracket opening.

03



04



Well done.

You've just built a flexible, modular workspace.
If you have questions, don't hesitate to contact us.
We're here to help.



support@room.com

R O
O M