

## Assembly Manual

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Register unit to ROOM Portal

### Welcome to your new room

Privacy meets productivity with the Focus Room, a thoughtfully-designed personal office that lets you concentrate on the task at hand.

With over 70% of employees plagued by noise and distraction in the workplace, the Focus Room provides a dedicated, comfortable space for private, productive work sessions. In here, silence never sounded so good.

Thank you for being a part of our community.

We're so happy you're here. Now, let's get to work.

# An inside look

### Focus Room Standard

Desk
A spacious desk gives you plenty of room to bring your ideas to life.
Chair not included.

Sustainably Soundproof
Made from recycled PET and
engineered to reduce noise by 27dB.

Skylights
More natural light means more room to free your mind and think big.

Ventilation
Silent fans in the roof and air inlets behind the desk and credenza keep the air inside fresh.

Accessories rail
Custom rail makes room for accessories like hooks and shelves, for a clutter-free work session.

Built-in Power
A built-in power unit ensures outlets and USB ports are at your fingertips, keeping you charged and connected.

Credenza
Make the room your own with a
credenza designed to show off your
unique taste, and not your clutter.

Task light
An adjustable task light with embedded wireless charging puts the spotlight on productivity.

Sensor
Occupancy sensor helps you stay energy efficient all day long.

Plug
Located in the back of the room,
a standard 120V plug with 5ft cord
reach gives you the freedom to
make room where you need it most,
no hardwiring required.



# An inside look

Focus Room Pro Desk
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Built-in Power
A built-in power unit ensures outlets and USB ports are at your fingertips, keeping you charged and connected.

Credenza
Make the room your own with a
credenza designed to show off your
unique taste, and not your clutter.

Task light
An adjustable task light with embedded wireless charging puts the spotlight on productivity.

Whiteboard
A fully equipped whiteboard moves over the rail for easy access.

Sensor
Occupancy sensor helps you stay energy efficient all day long.

Plug
Located in the back of the room,
a standard 120V plug with 5ft cord
reach gives you the freedom to
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Accessory Rail Single Mount Left 1x











Upper Cable Entry Grommet 1x



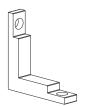


Lower Cable Entry Grommet 1x



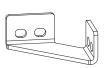


Floor Corner Seal 4x





L Connector 8x





Floor Corner Gusset 4x



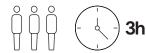


Accessory Rail Double Mount 2x

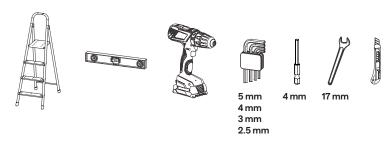


Skylight Spring 2x

#### **Duration**



#### **Tools**



#### Support

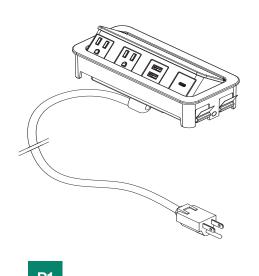


support@room.com

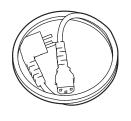


+1 (646) 791-3726

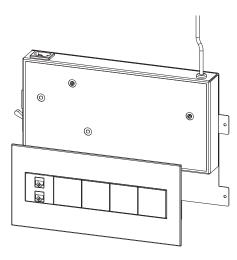




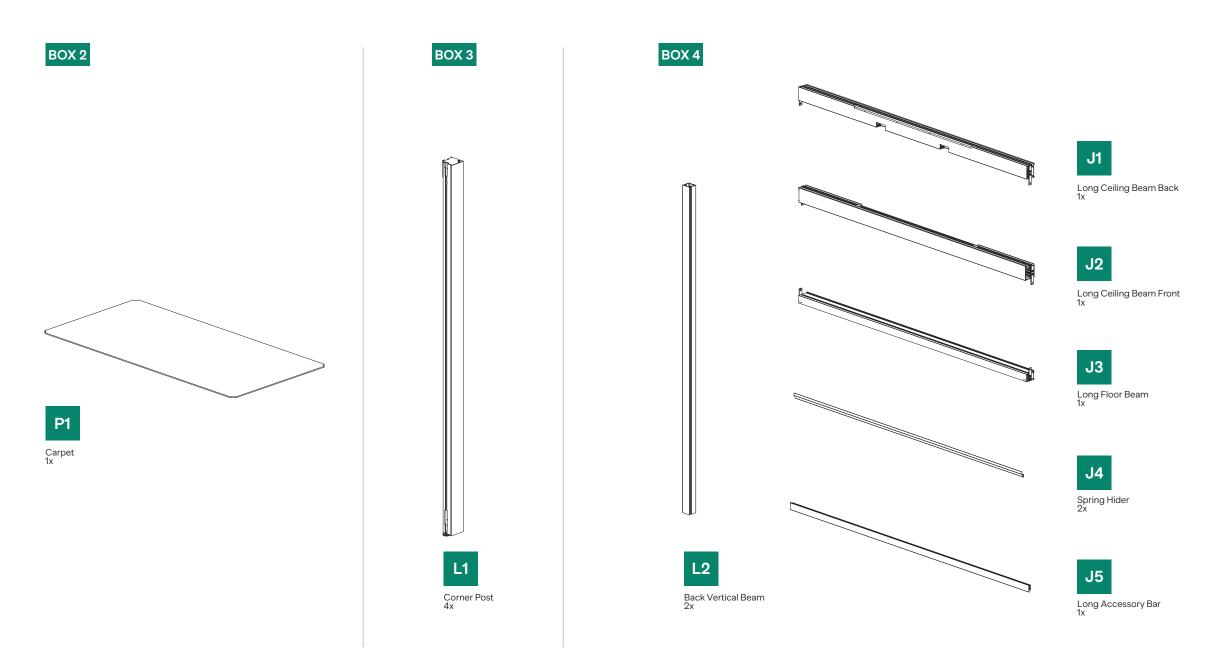
Power Box 1x



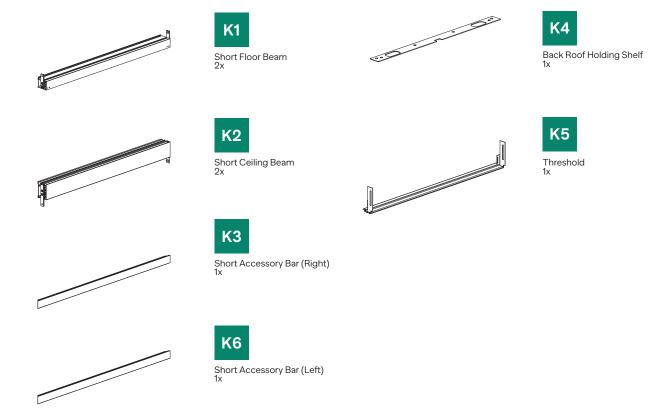






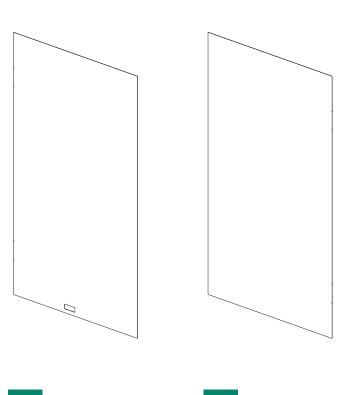


BOX 5

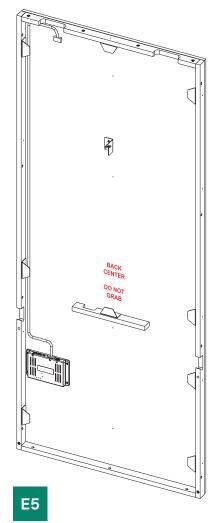


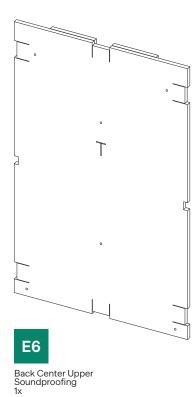
BOX 6

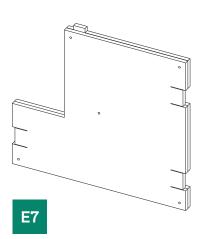
Back Left Cosmetic Skin 1x



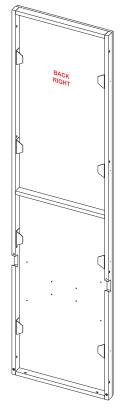
Back Right Cosmetic Skin 1x





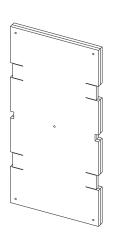


BOX 8



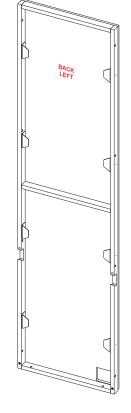


Back Right Outer Wall 1x

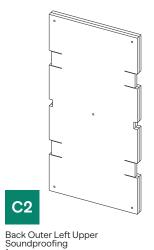


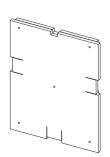


BOX 9



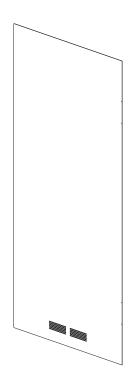
Back Left Outer Wall 1x





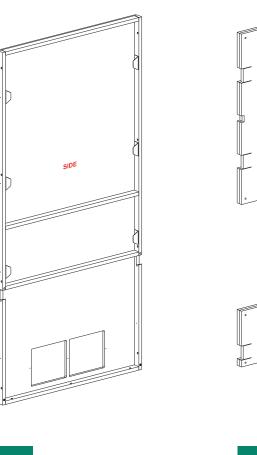


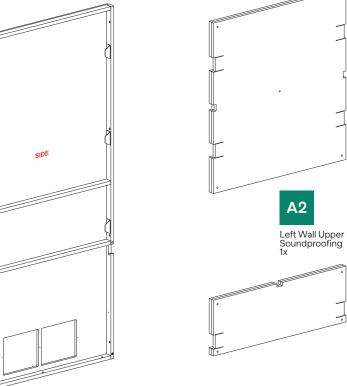
BOX 10





Side Panel Cosmetic Skin 2x BOX 11

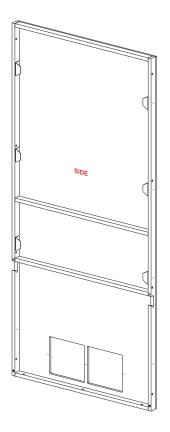


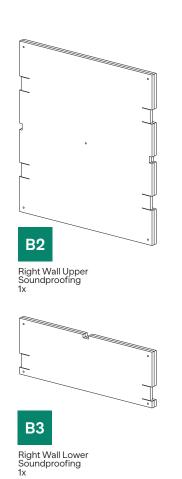








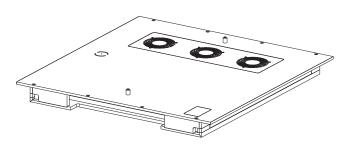






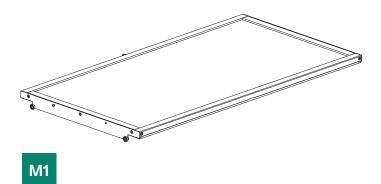
Right Wall 1x

BOX 13





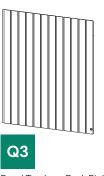
BOX 14



Skylight 2x BOX 17



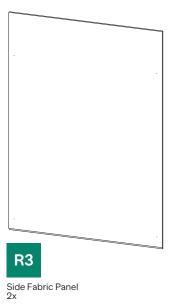


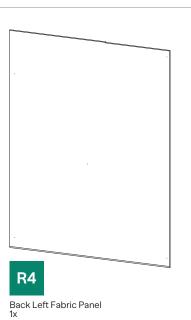




Access Hatch 1x Panel Tambour Back Center 1x Panel Tambour Back Right 1x

**BOX 18** 

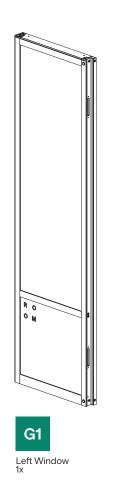




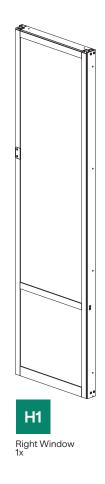


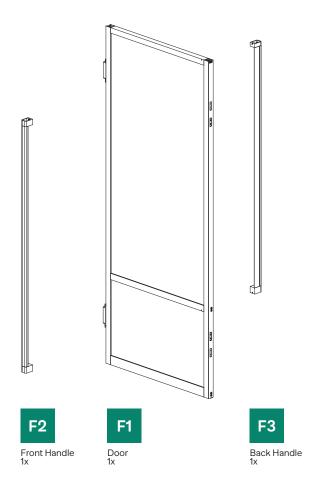
Back Right Fabric Panel 1x

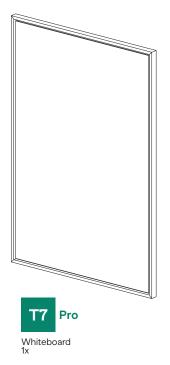
BOX 19





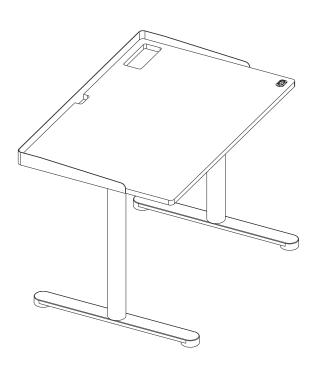




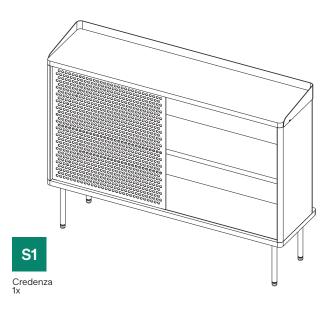


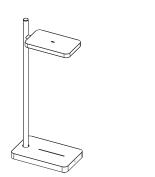














## For EU: What you'll need

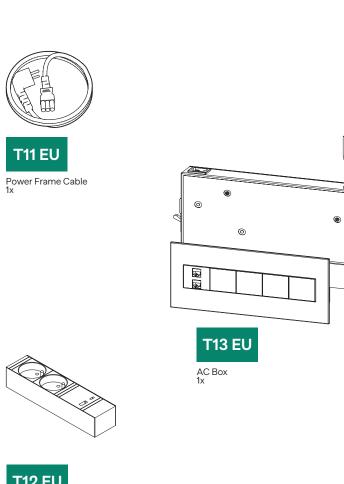




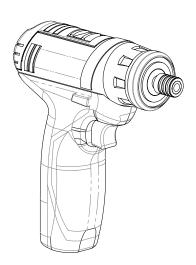






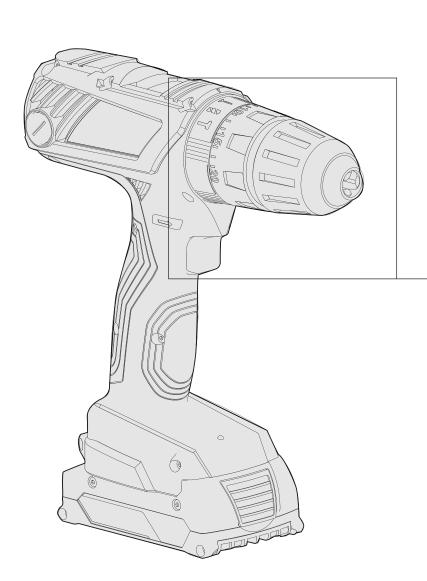


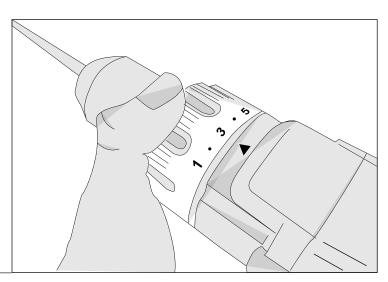
## 00



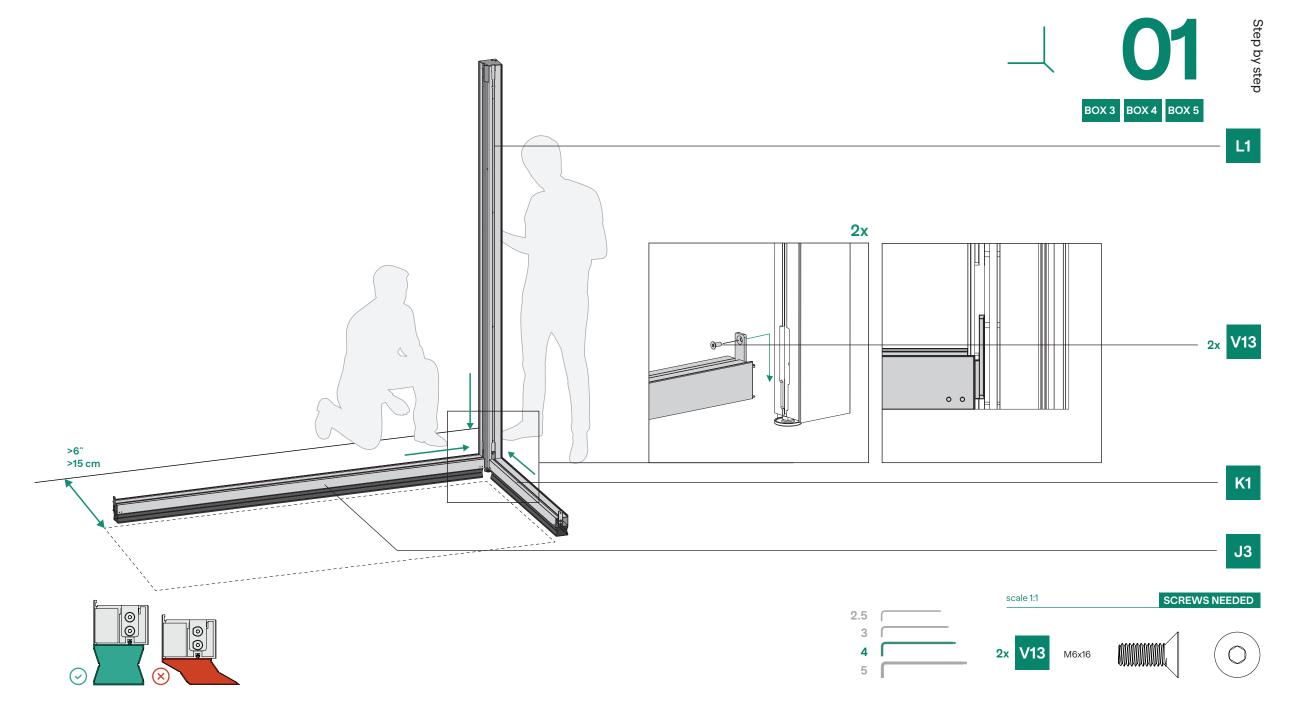


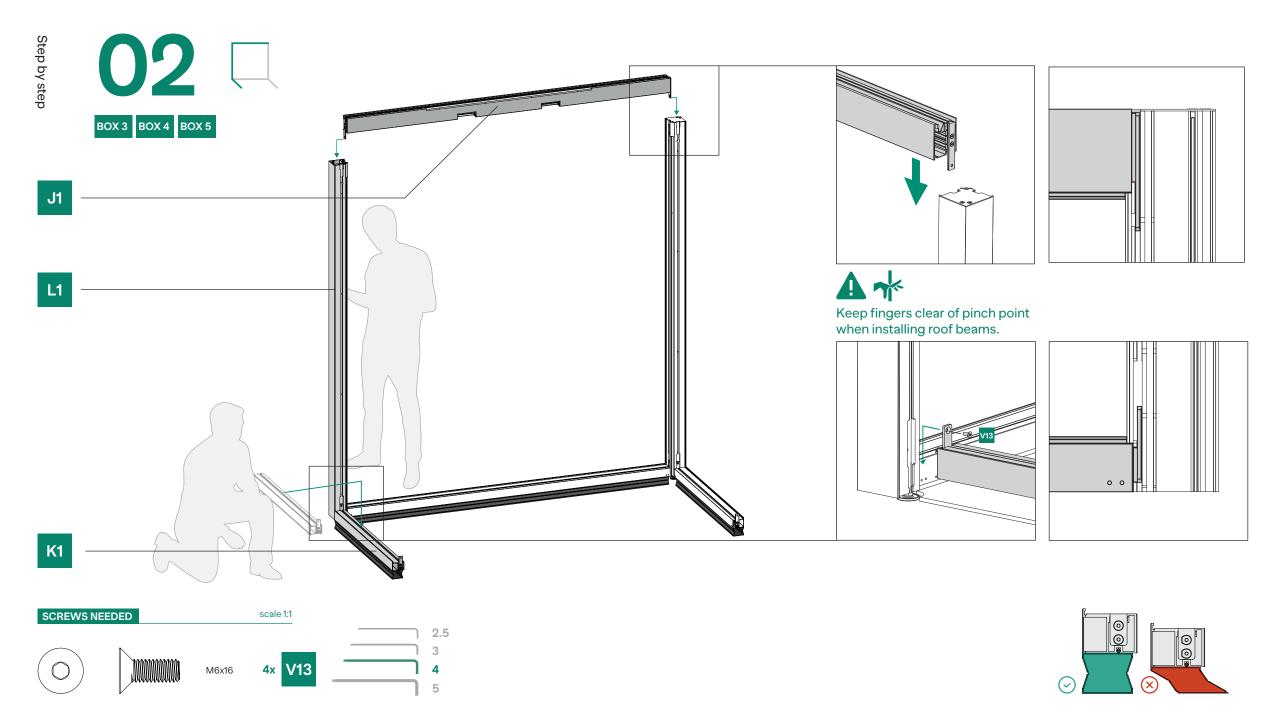
Do not use an impact driver.

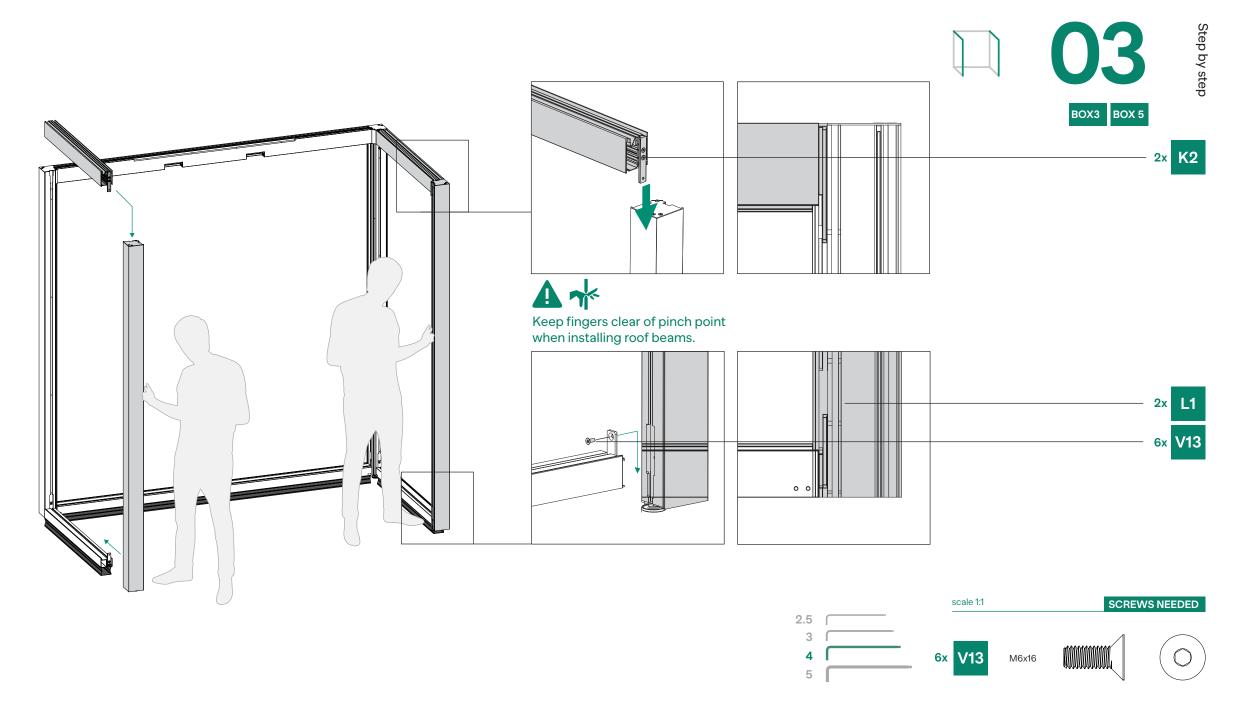


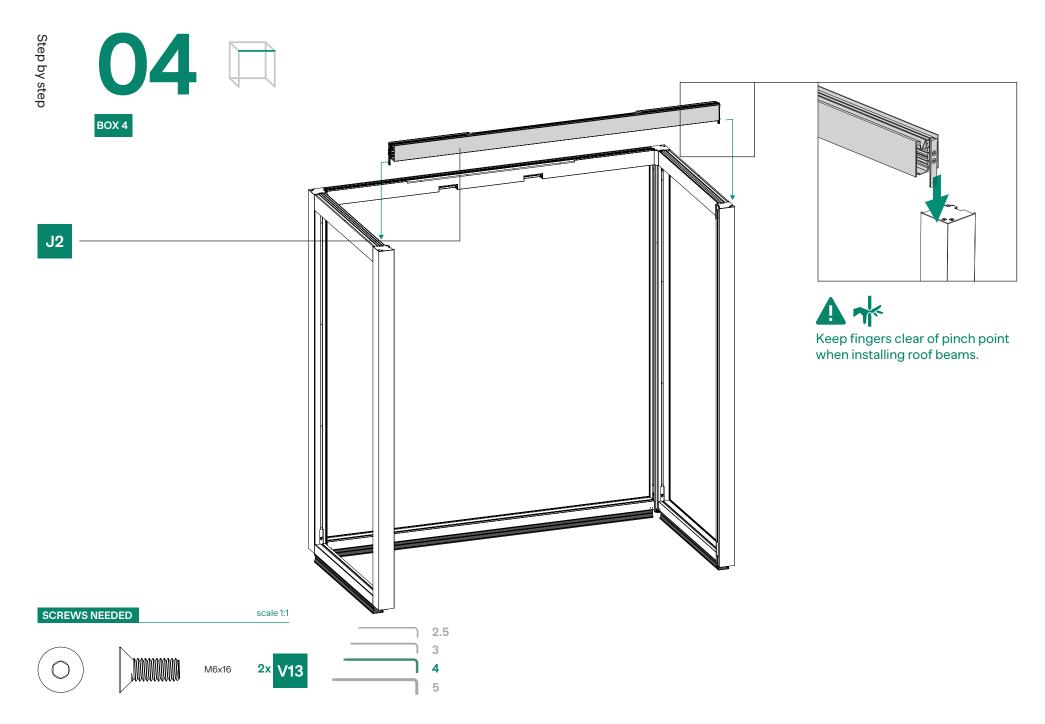


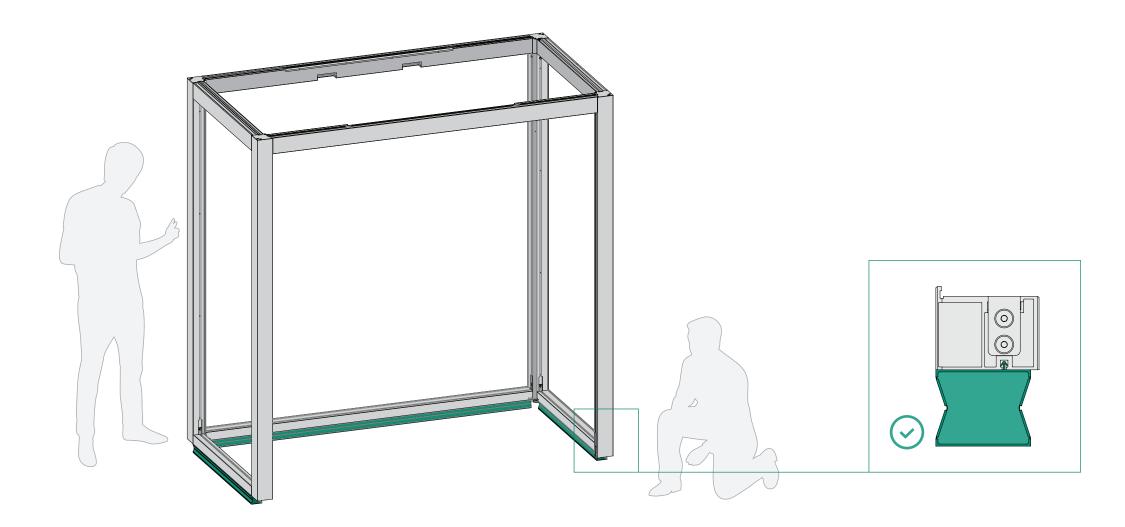
Use low clutch setting. (Do not use the drill mode.)



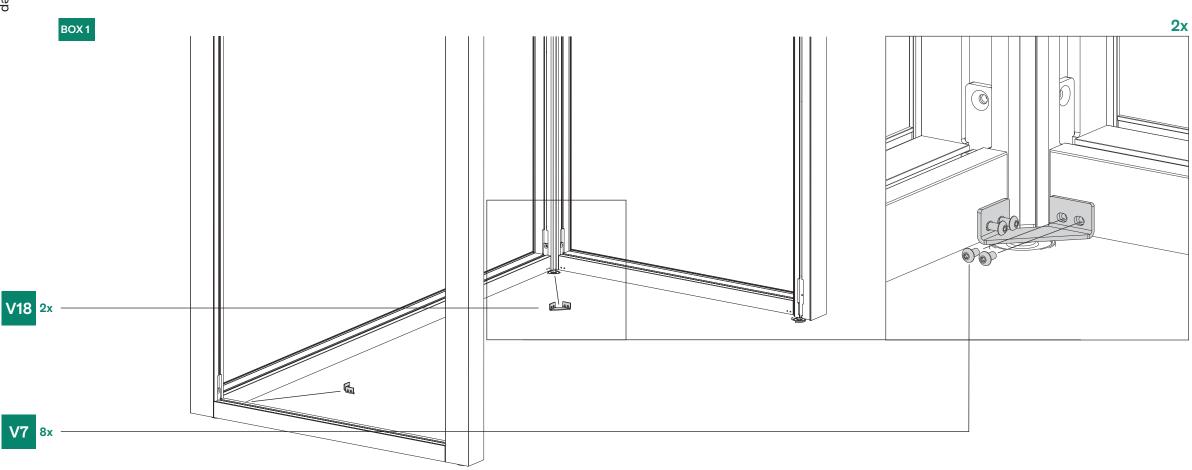




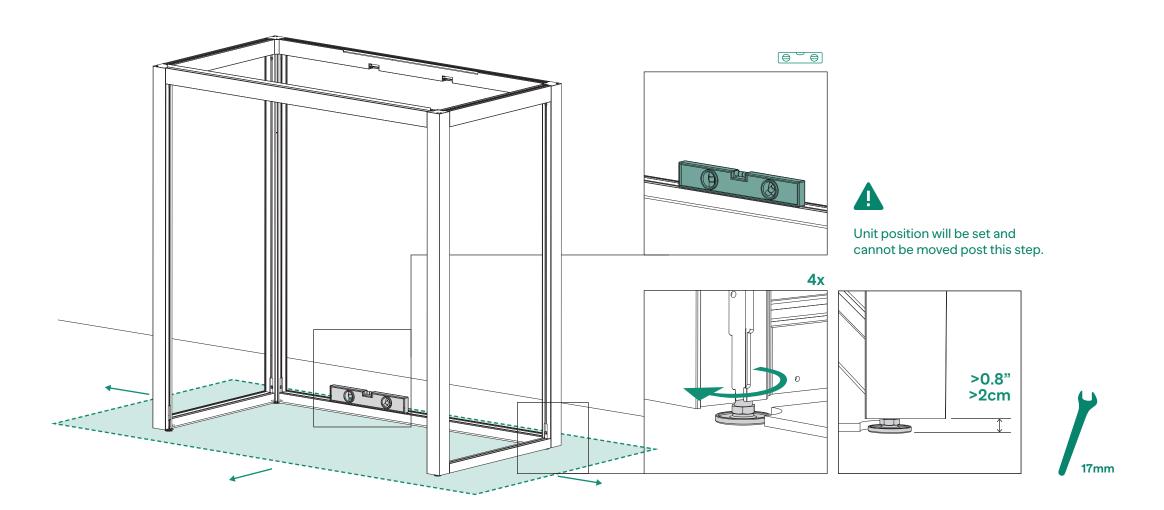




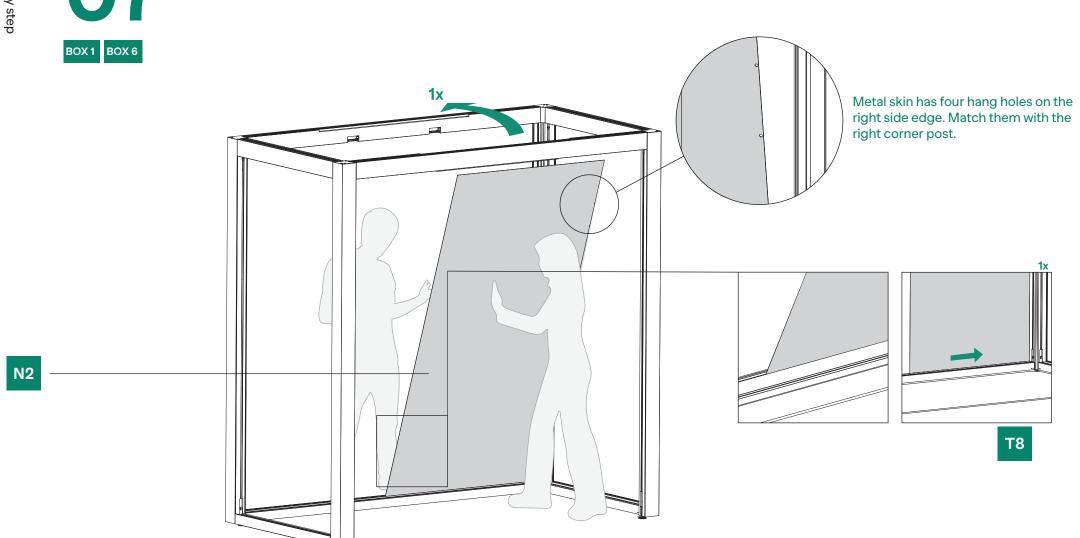


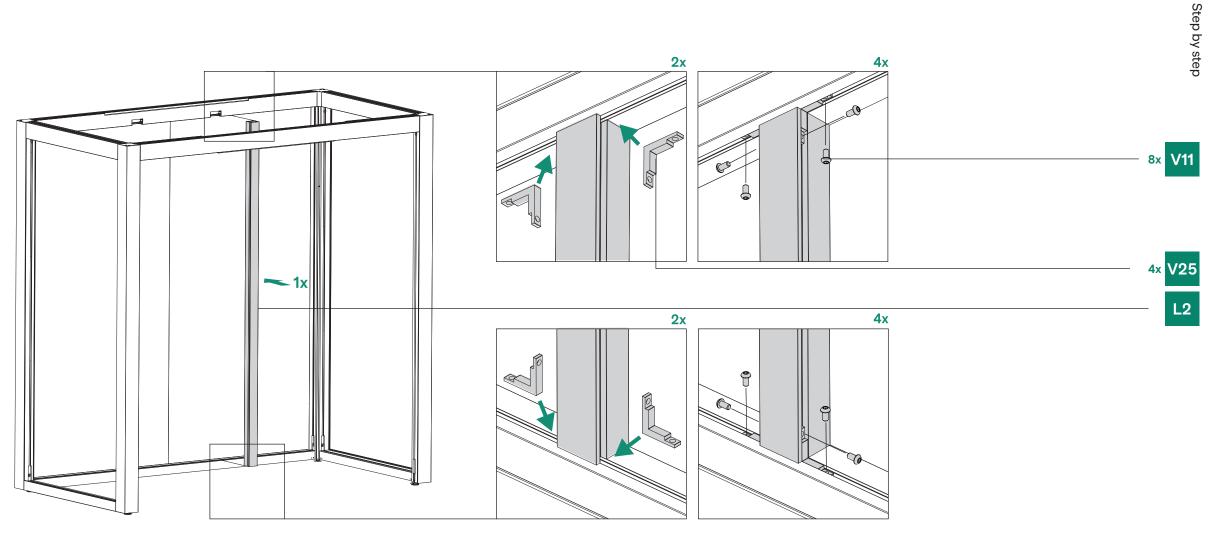








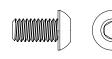








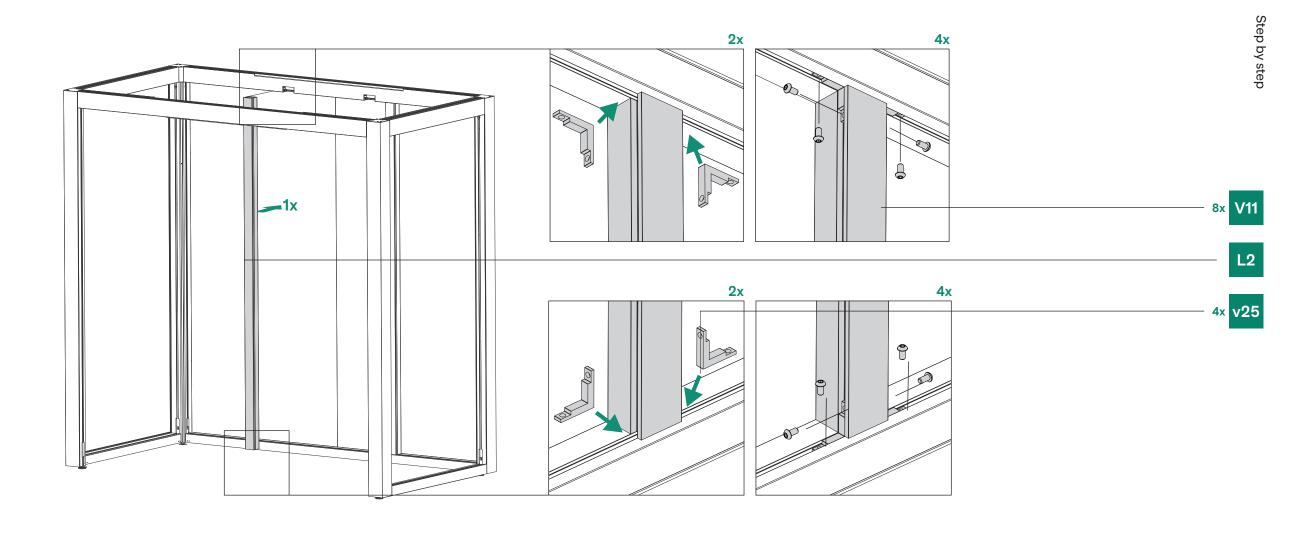




SCREWS NEEDED

08

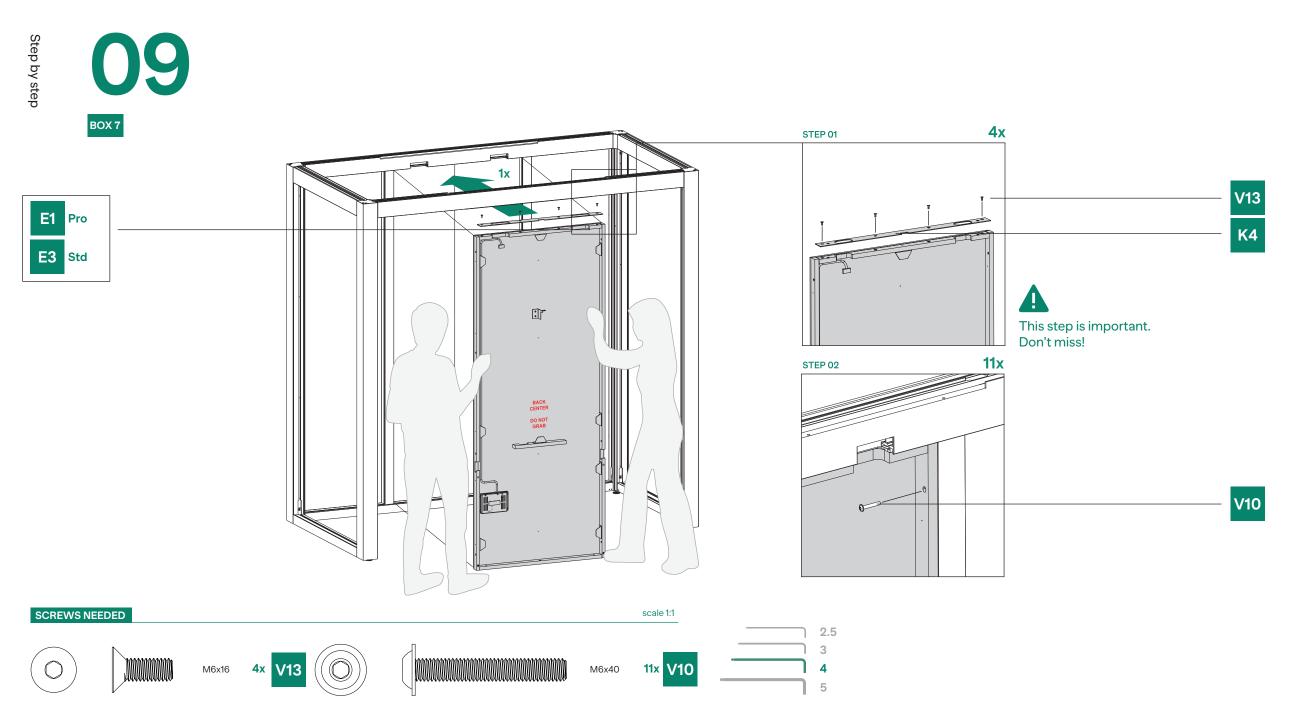
BOX 1 BOX 6 Metal skin has four hang holes on the left side edge. Match them with the left corner post. Power cord and ethernet cables should pass through the hole using the grommet piece. \*Note that ethernet is optional. ROOM does not provide the ethernet cable.

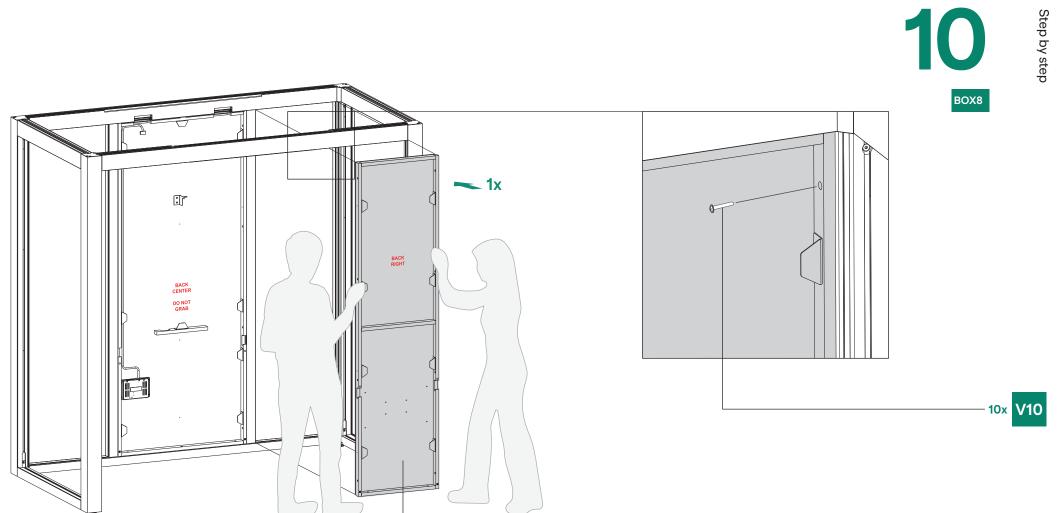








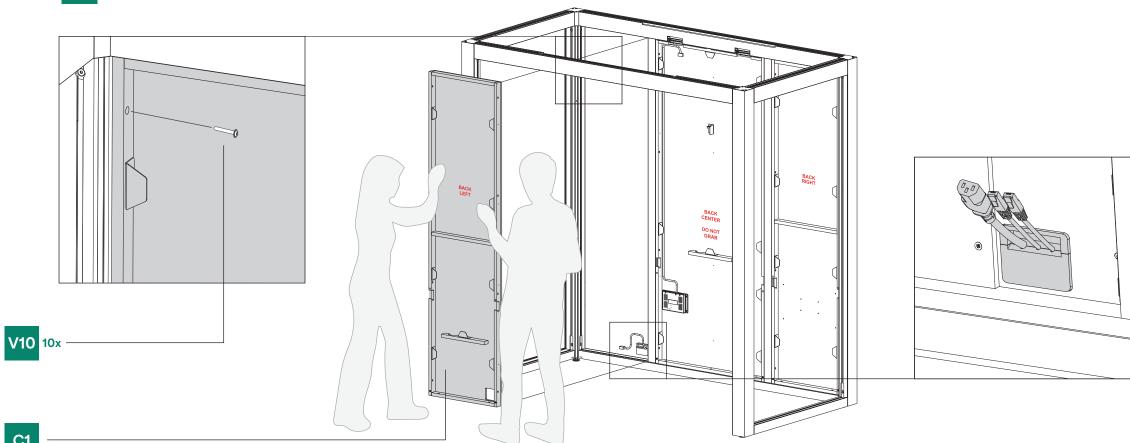












Ci

SCREWS NEEDED

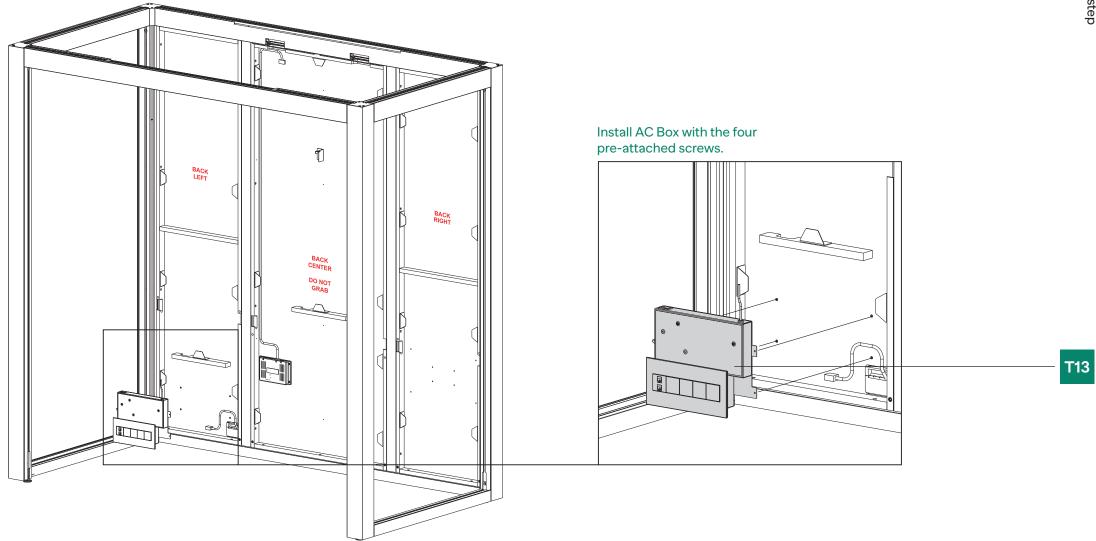
scale 1:





10x V





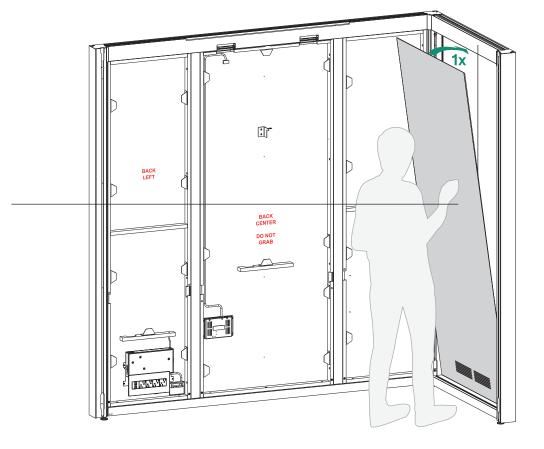
BOX 10 BOX 12

A

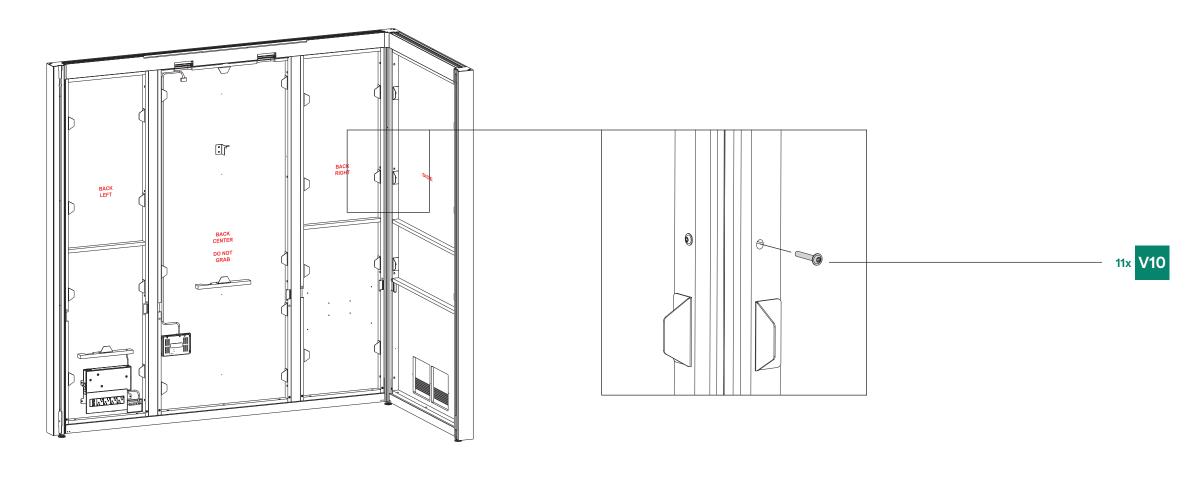
The sticker on the metal sheet should face inwards.



The label 'SIDE' should face inwards.



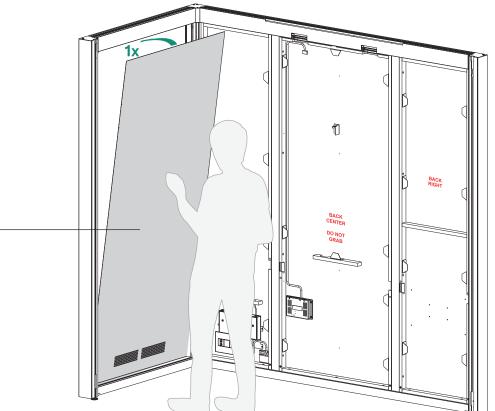






BOX 10 BOX 11

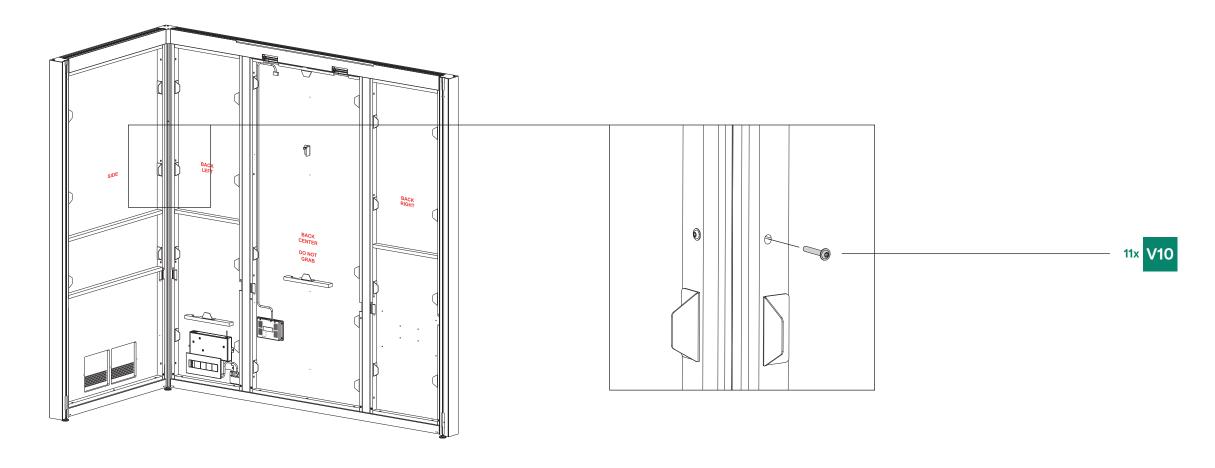
The sticker on the metal sheet should face inwards.







**A1** 





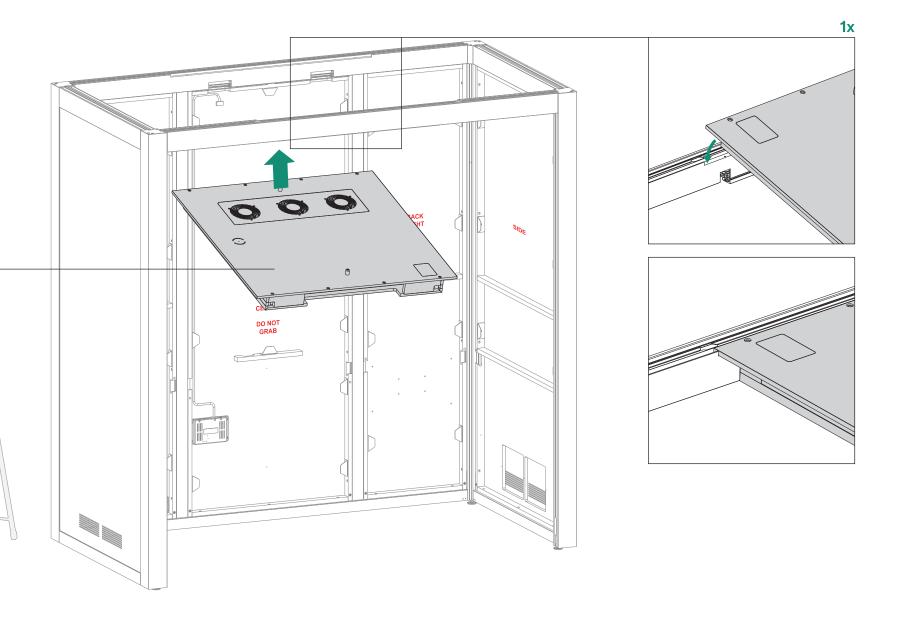


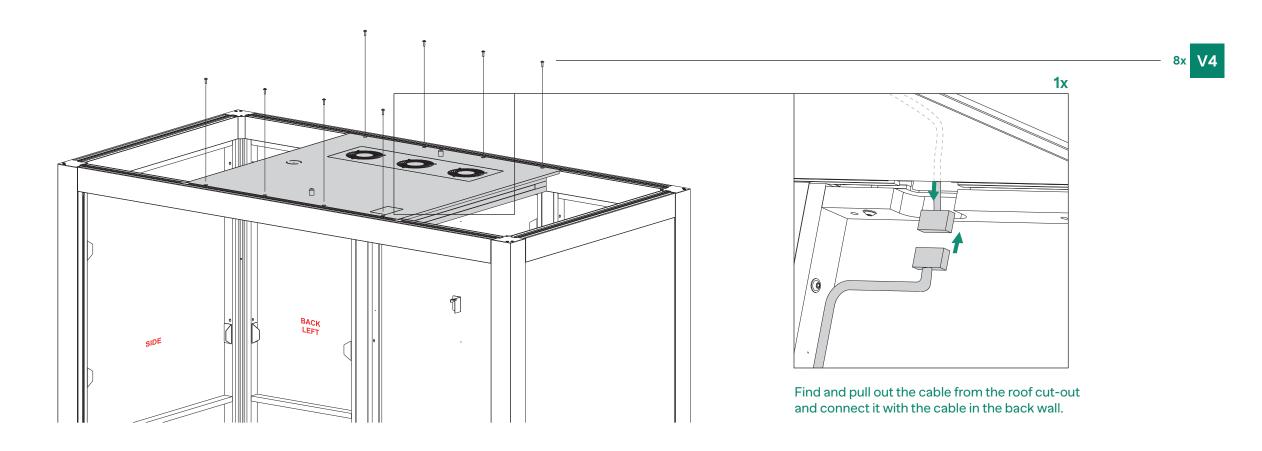
BOX 13



**x2** 

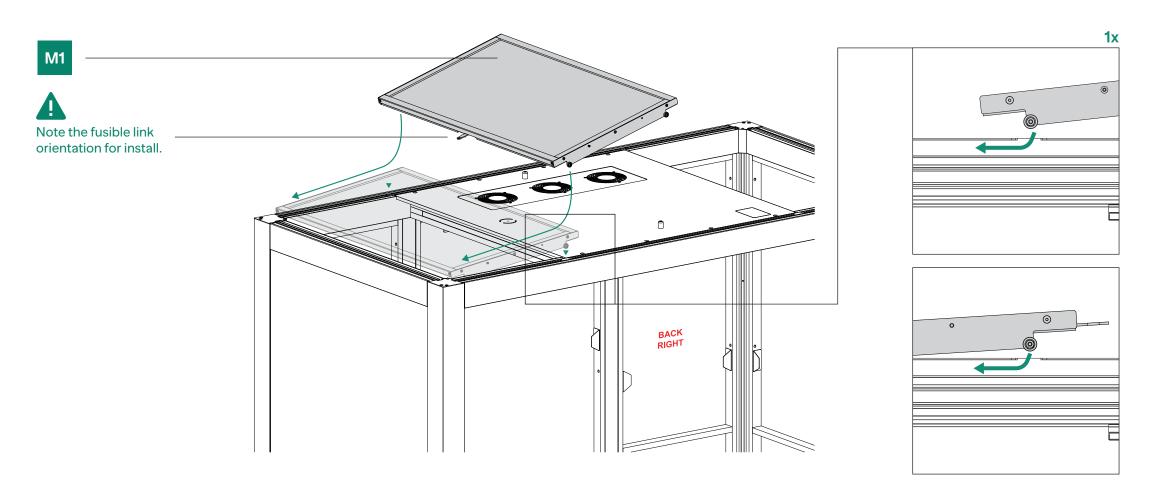
L1

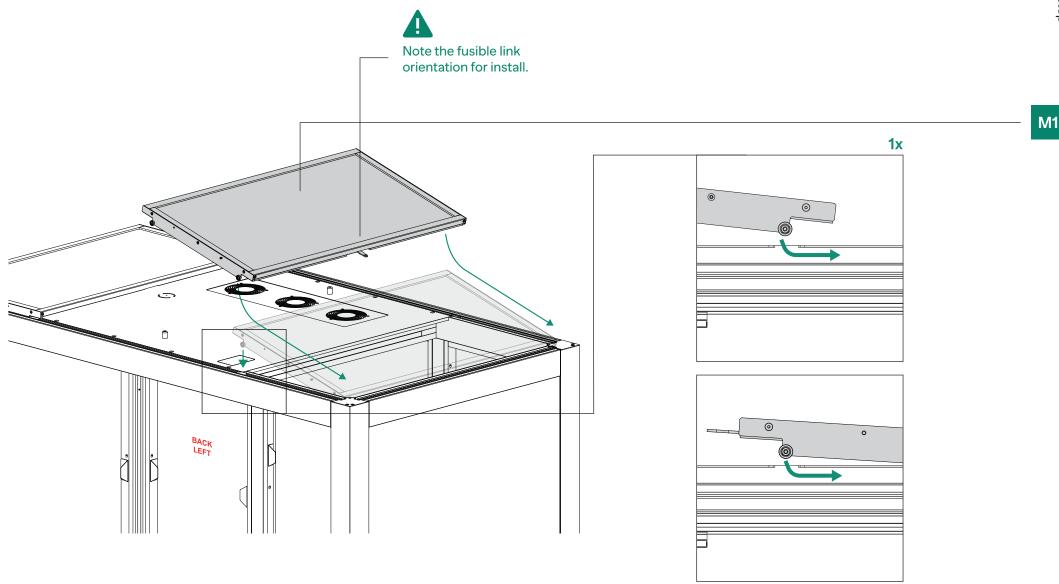


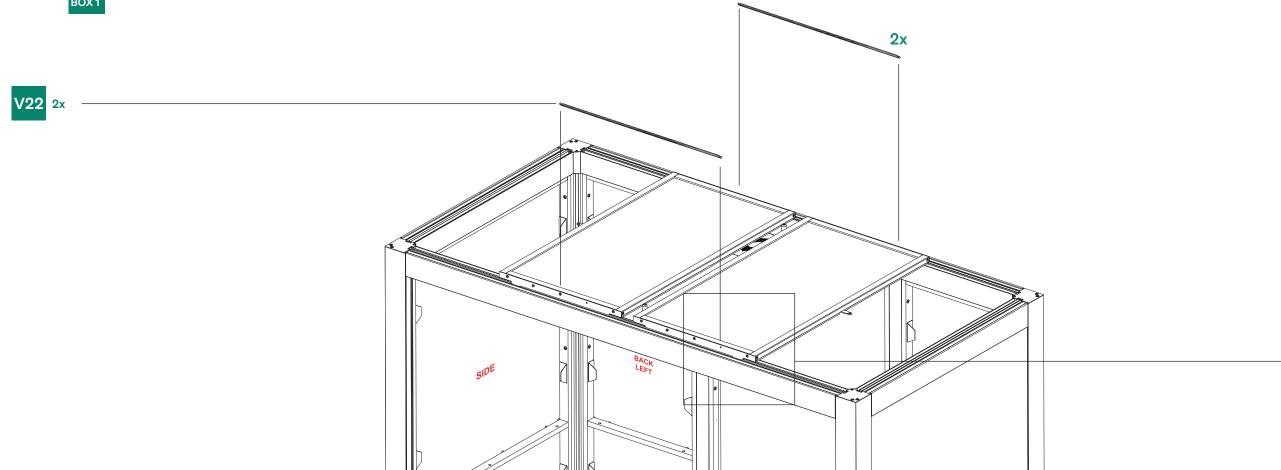


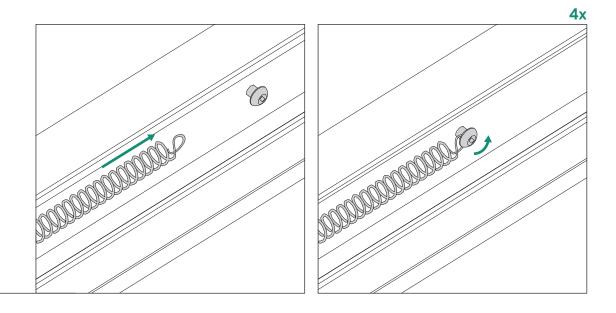


#### 15 BOX 14





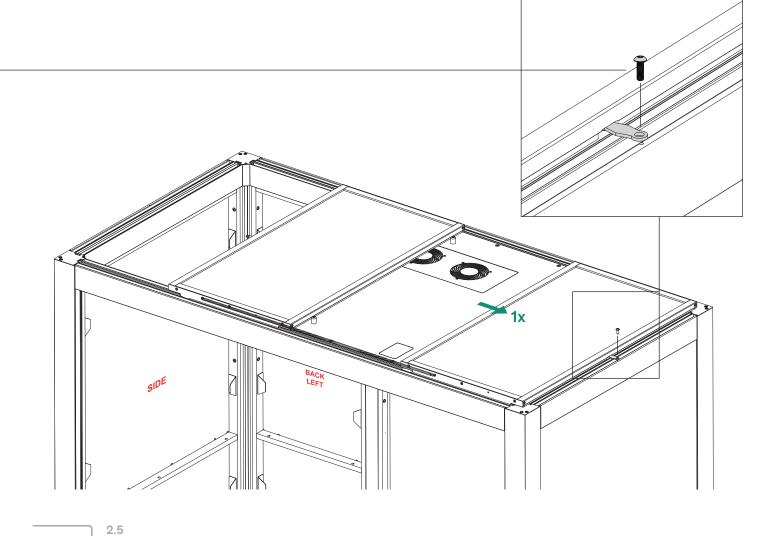






BOX 1





**1**x

SCREWS NEEDED

scale i.

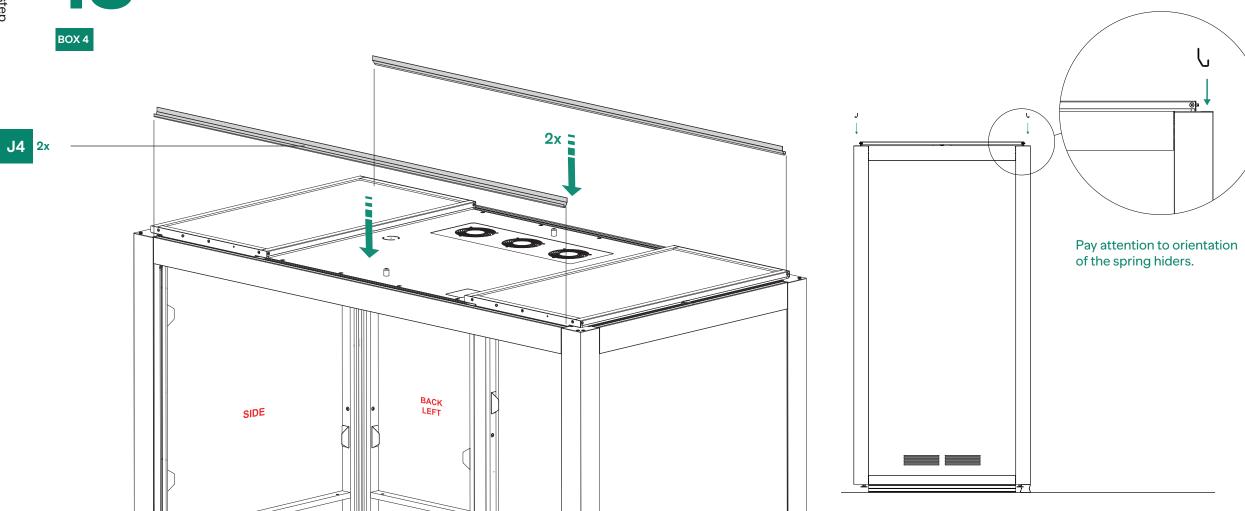




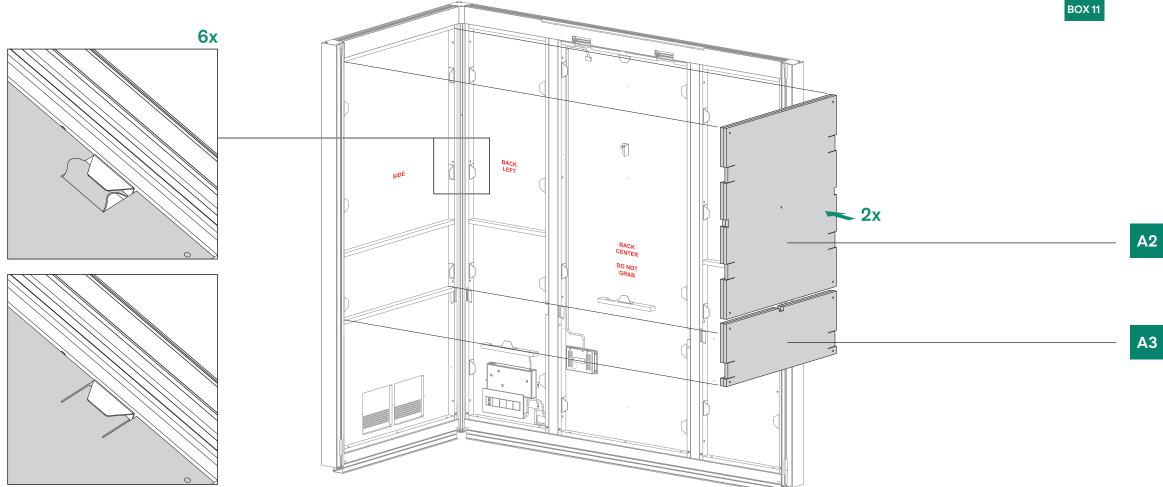
1x







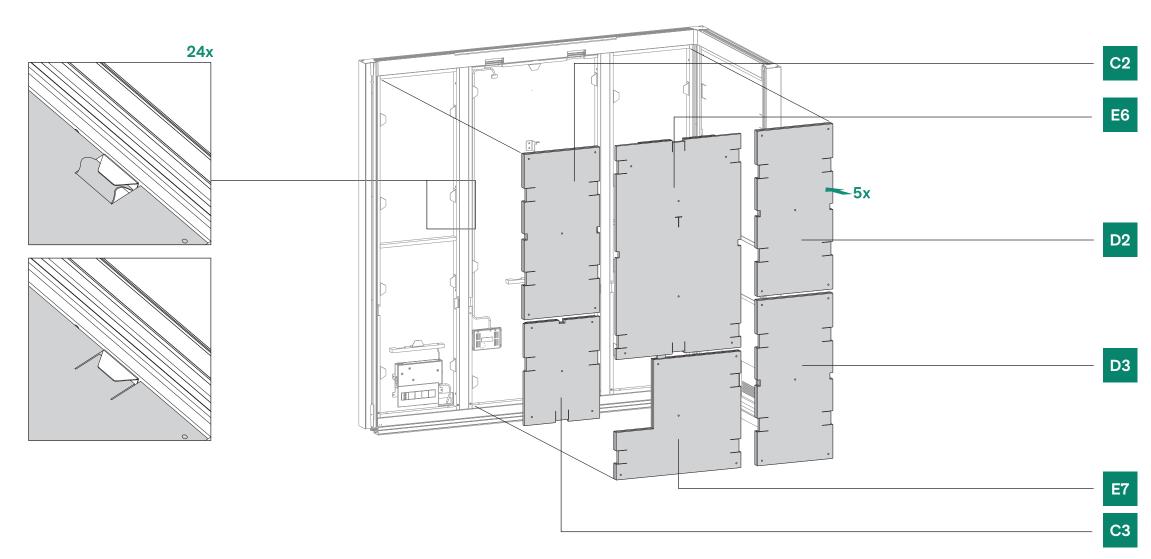


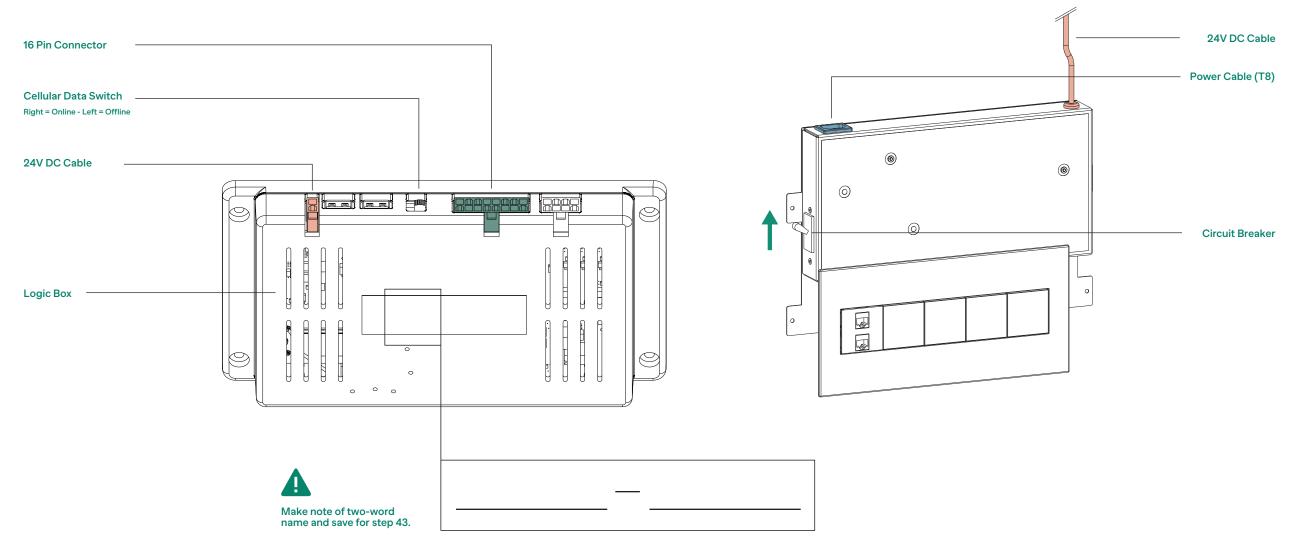


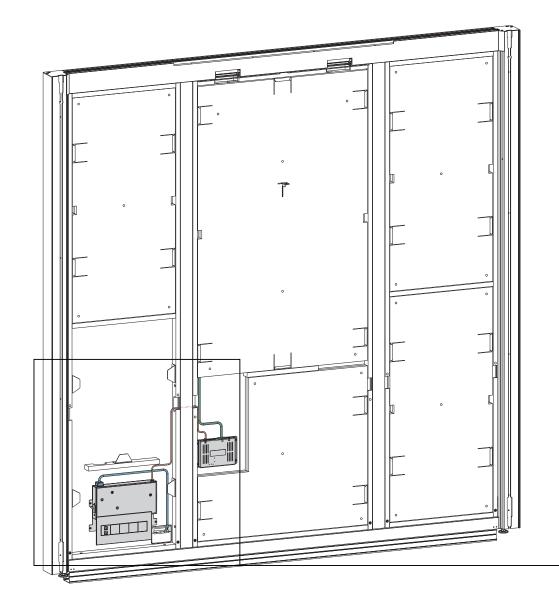
## 19B

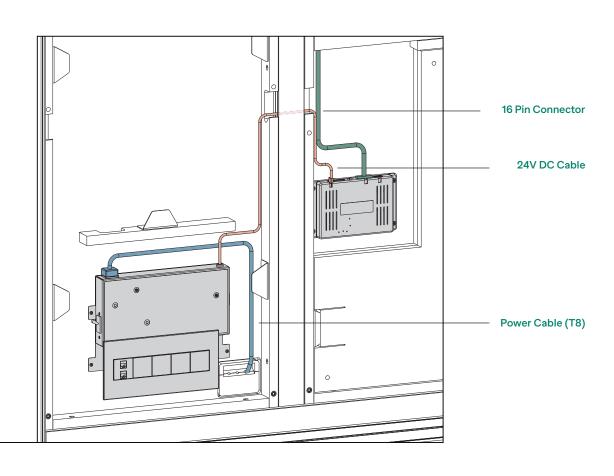
BOX 12 6x • 1 2x -BACK RIGHT BACK LEFT B2 BACK CENTER DO NOT GRAB

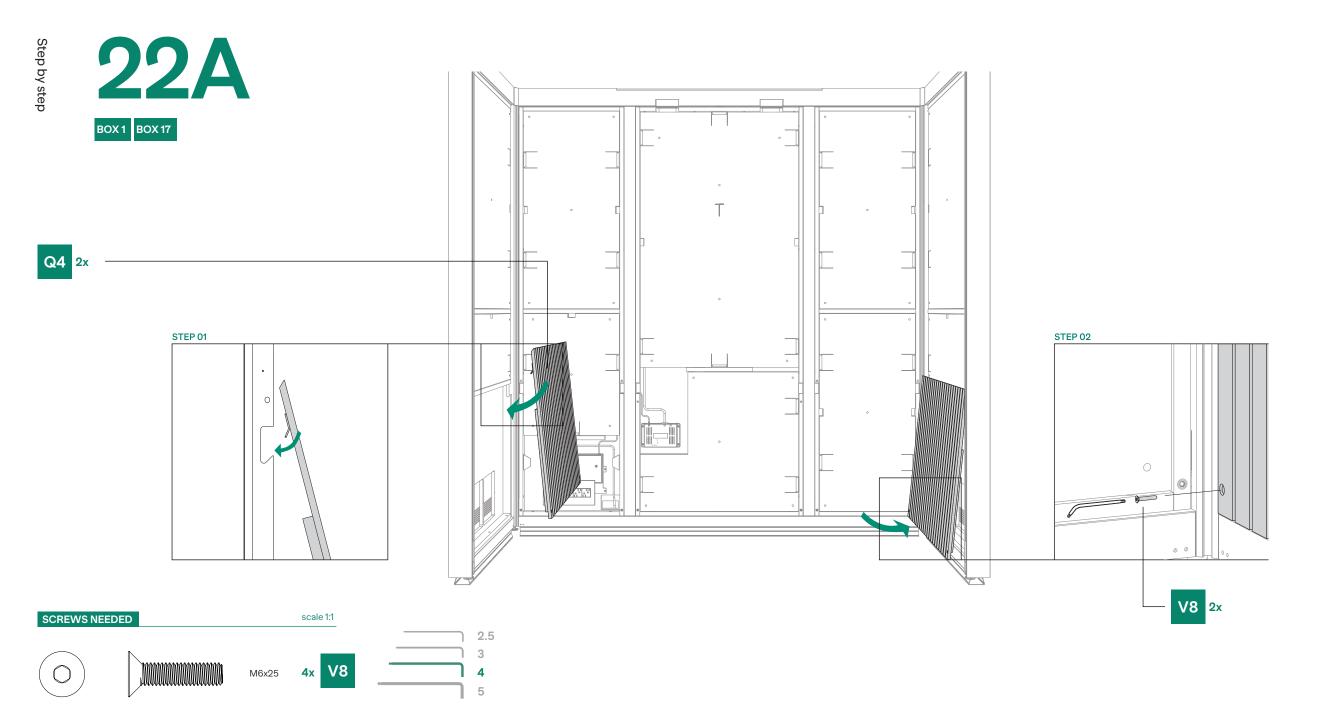




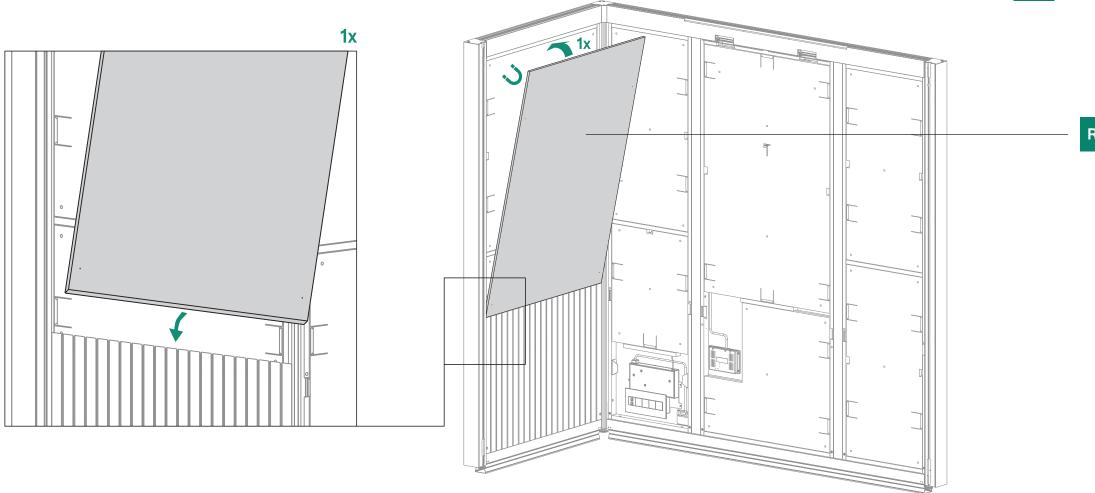




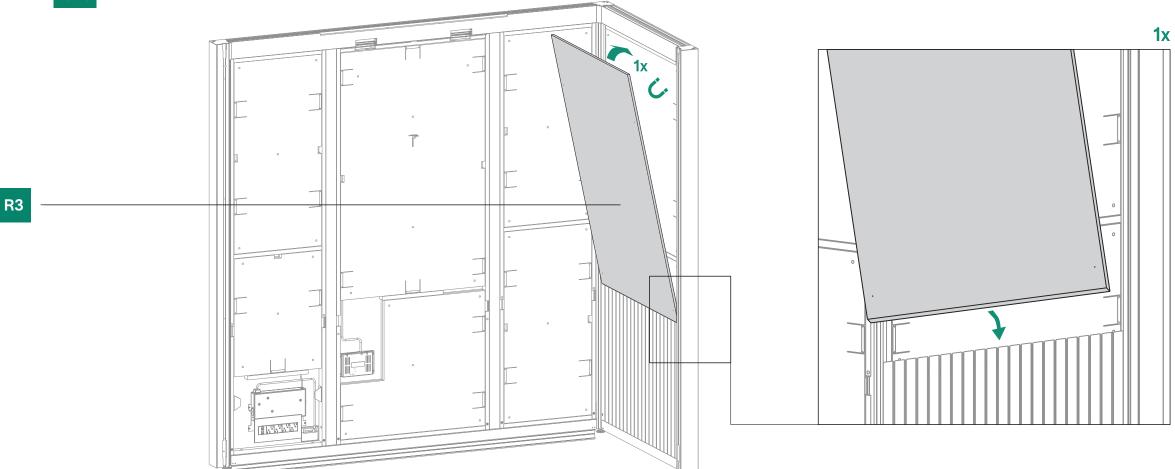


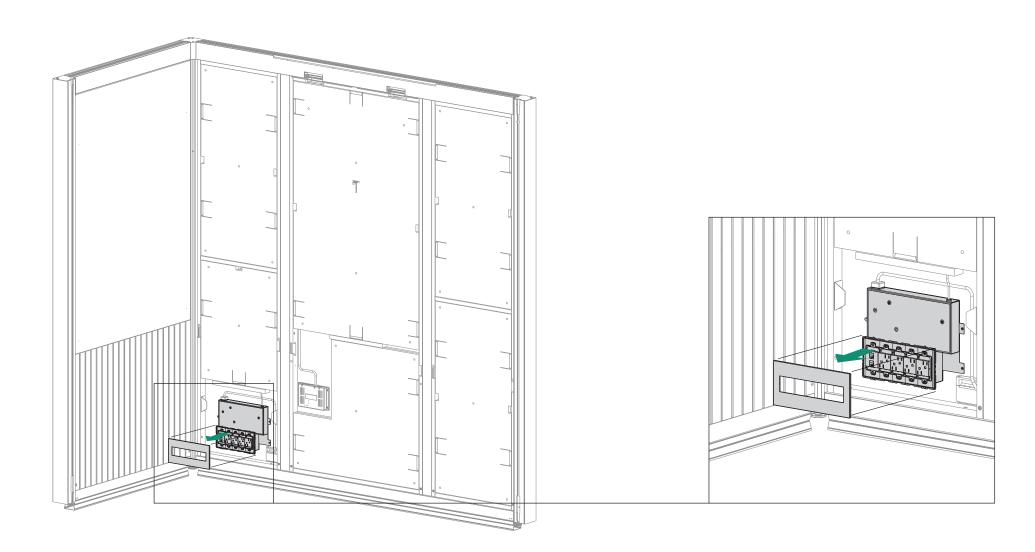






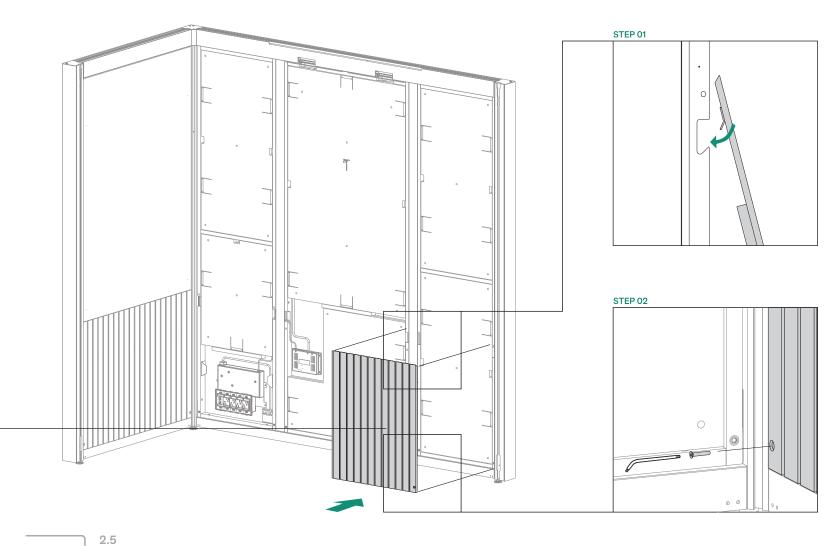






# **24A**

BOX 17



Q3

SCREWS NEEDED scale 1

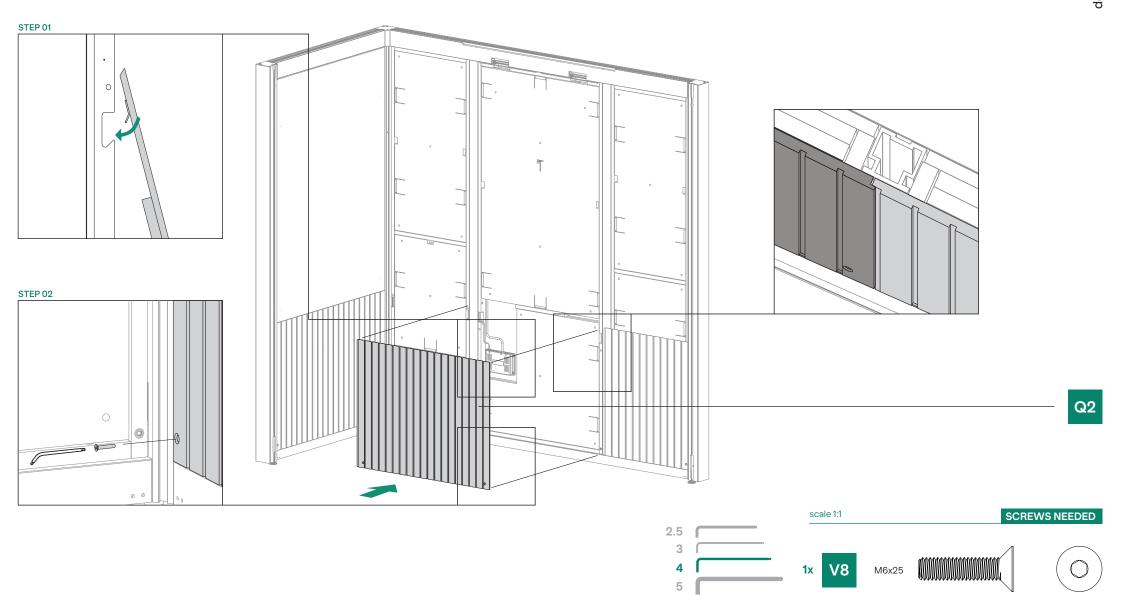




M6x25

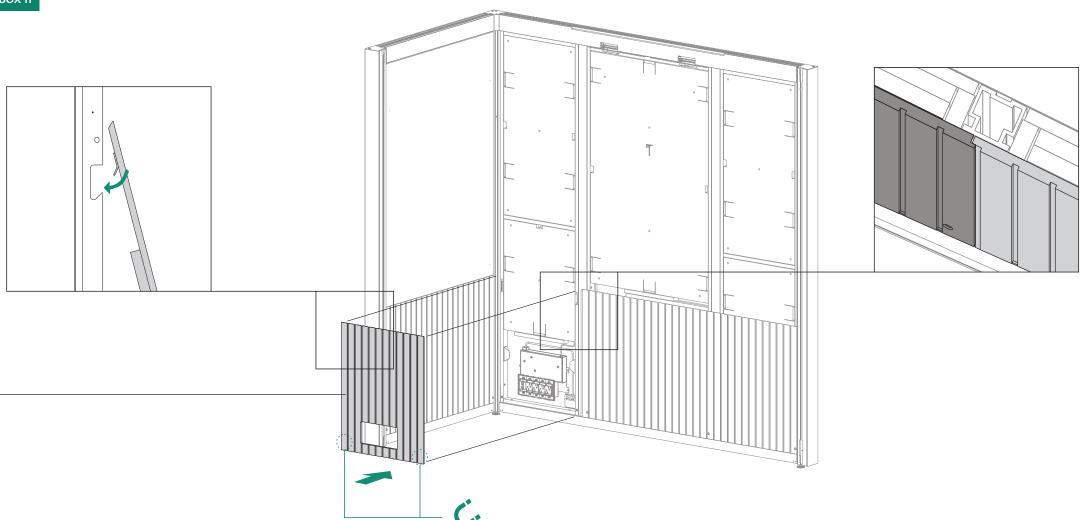


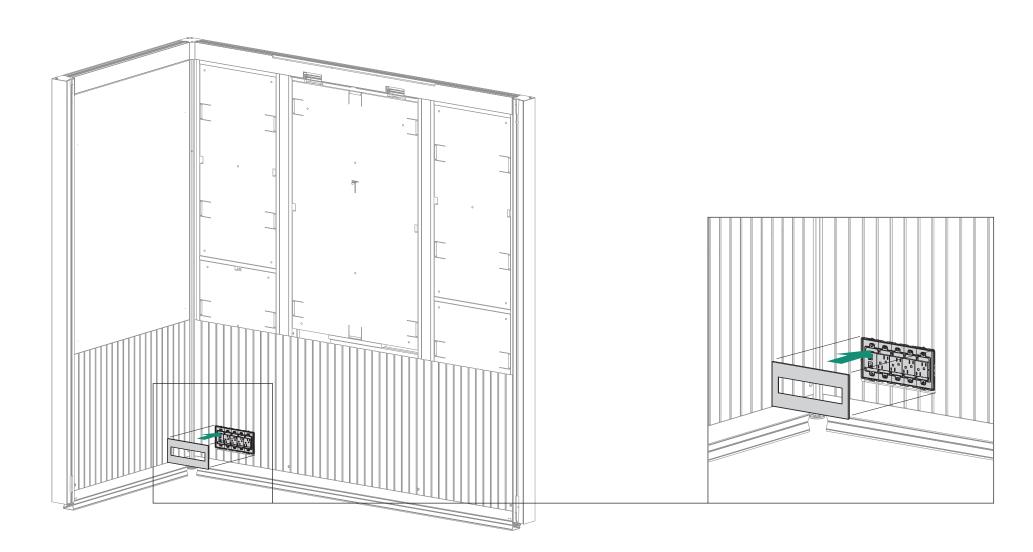


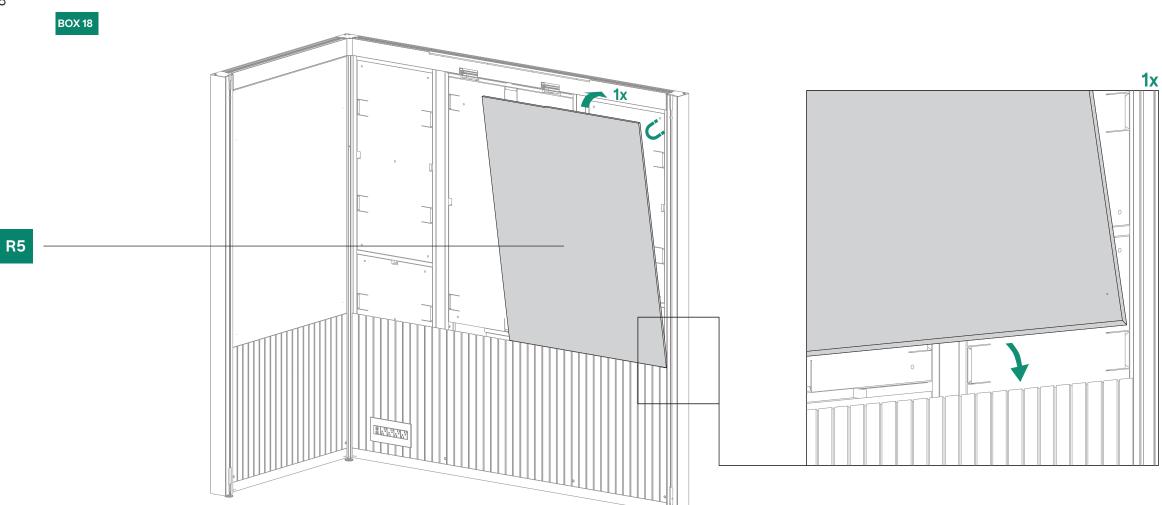


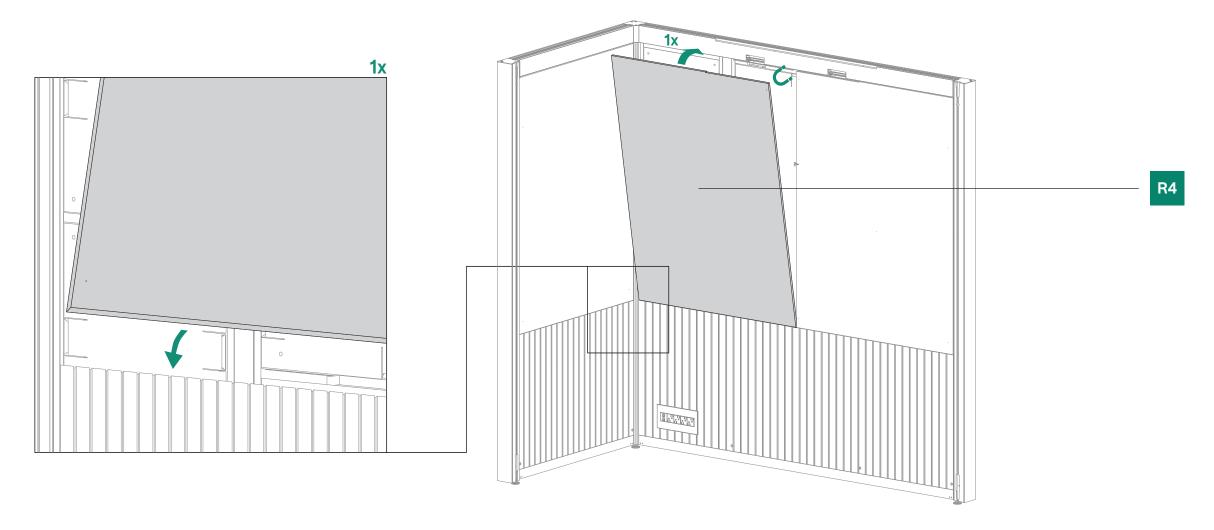
# **24C**

BOX 17

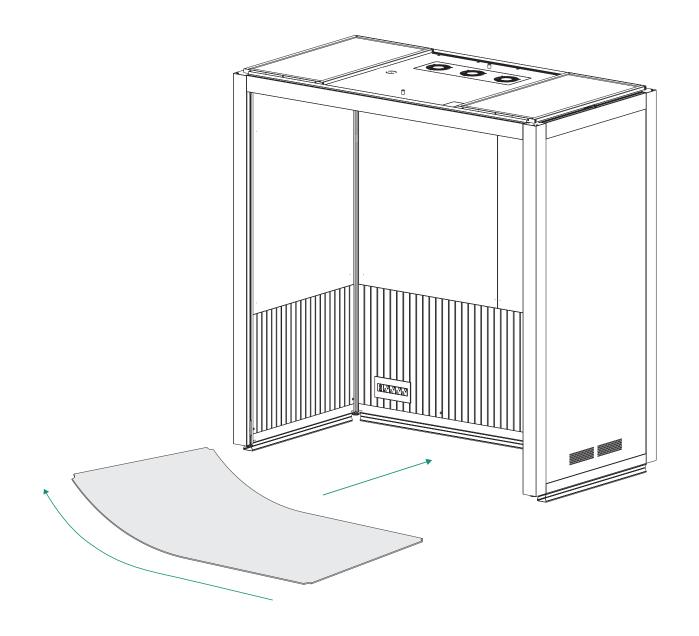


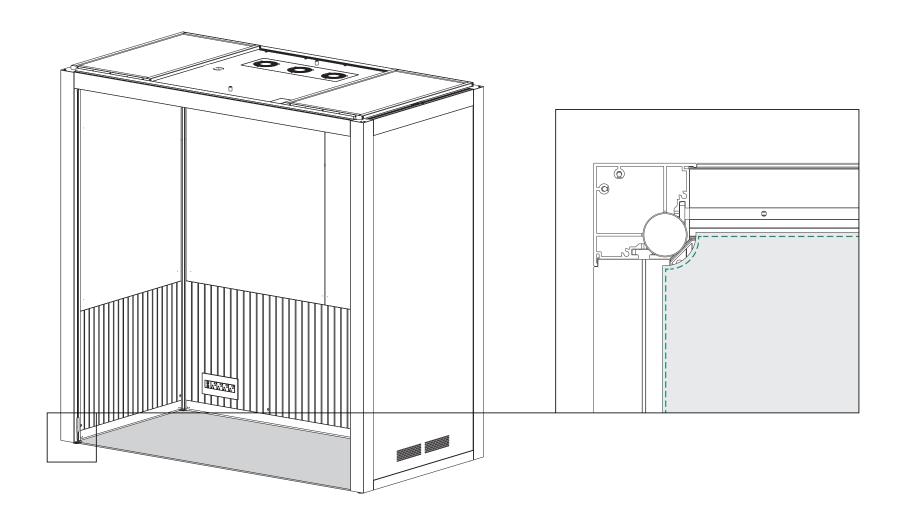






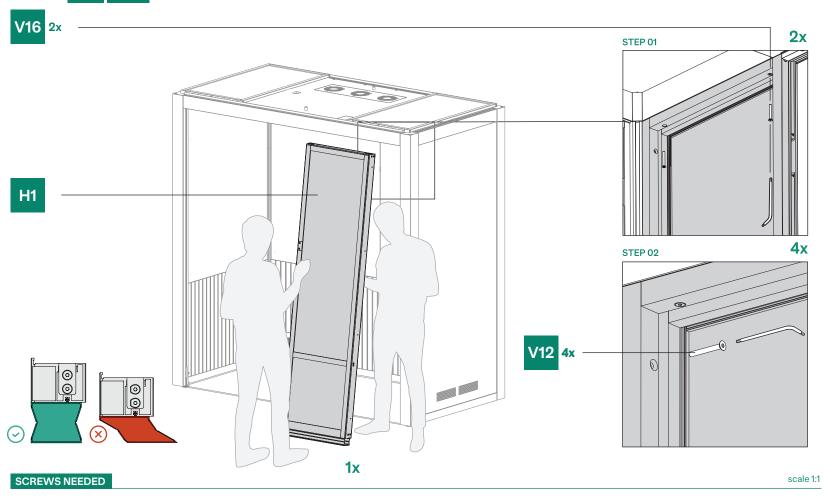
BOX 2

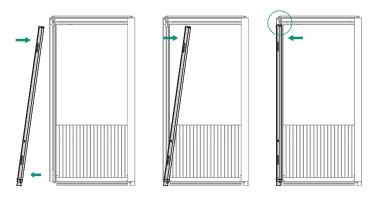




#### 28A

BOX 1 BOX 20





Use vie screws on top to lift window up, then screw in vie on sides.



2x V1

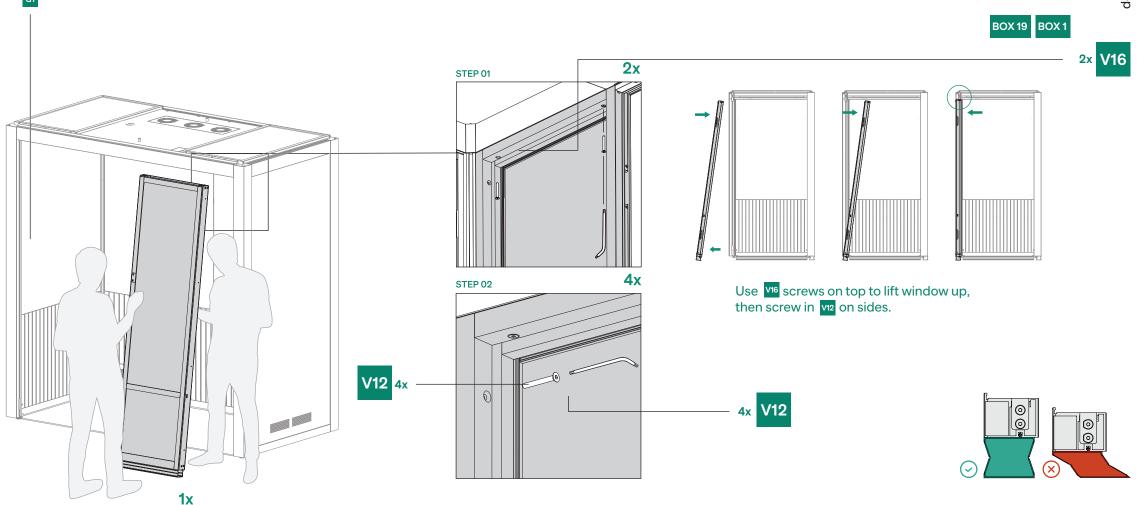






M6x50





SCREWS NEEDED



scale 1:1









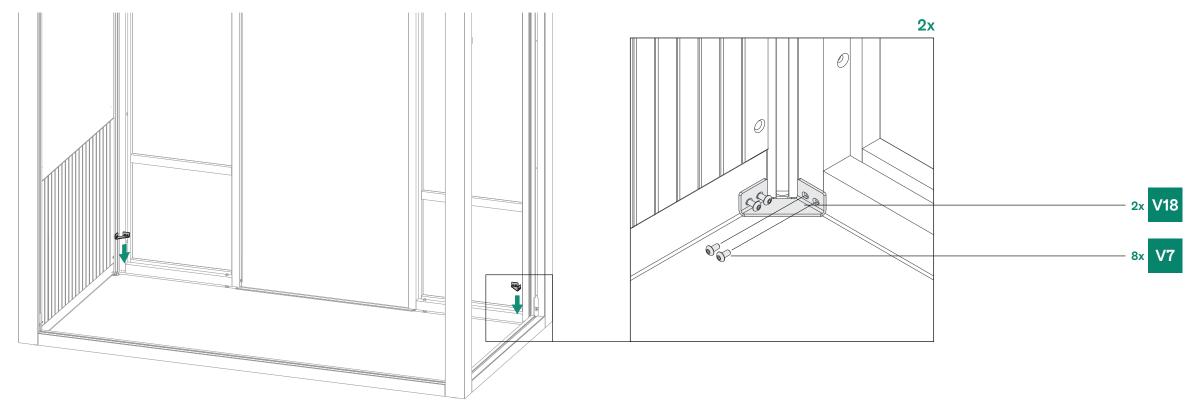


#### 29A

BOX 1 BOX 5

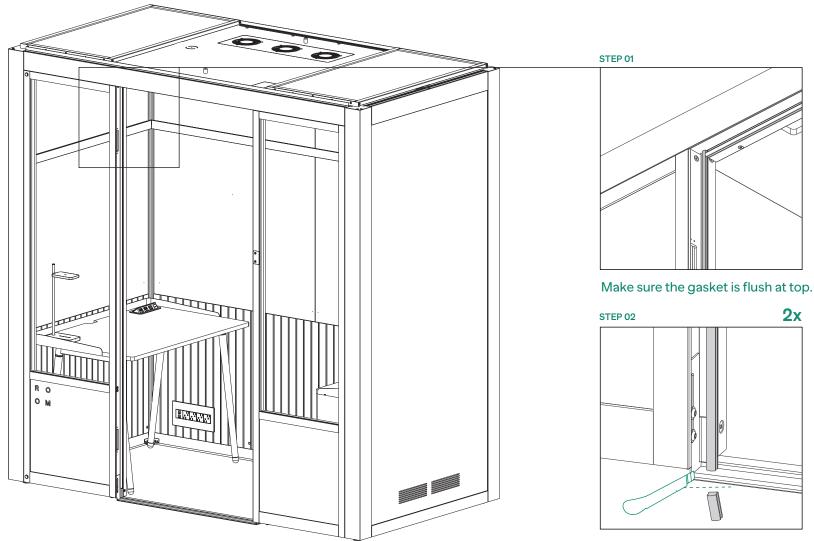
**2**x 1x SCREWS NEEDED scale 1:1 2.5



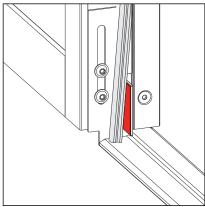




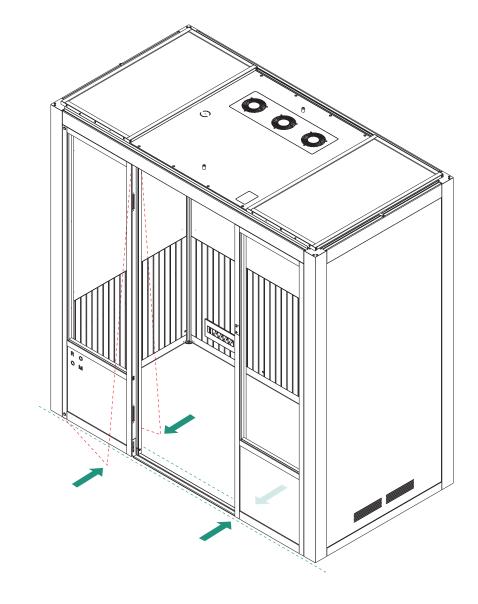
# 29C

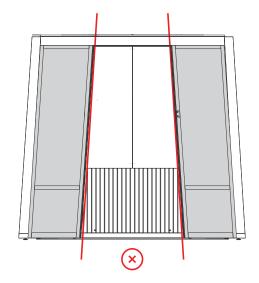


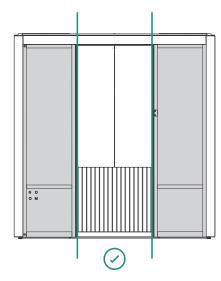
Cut the excess gasket at bottom.

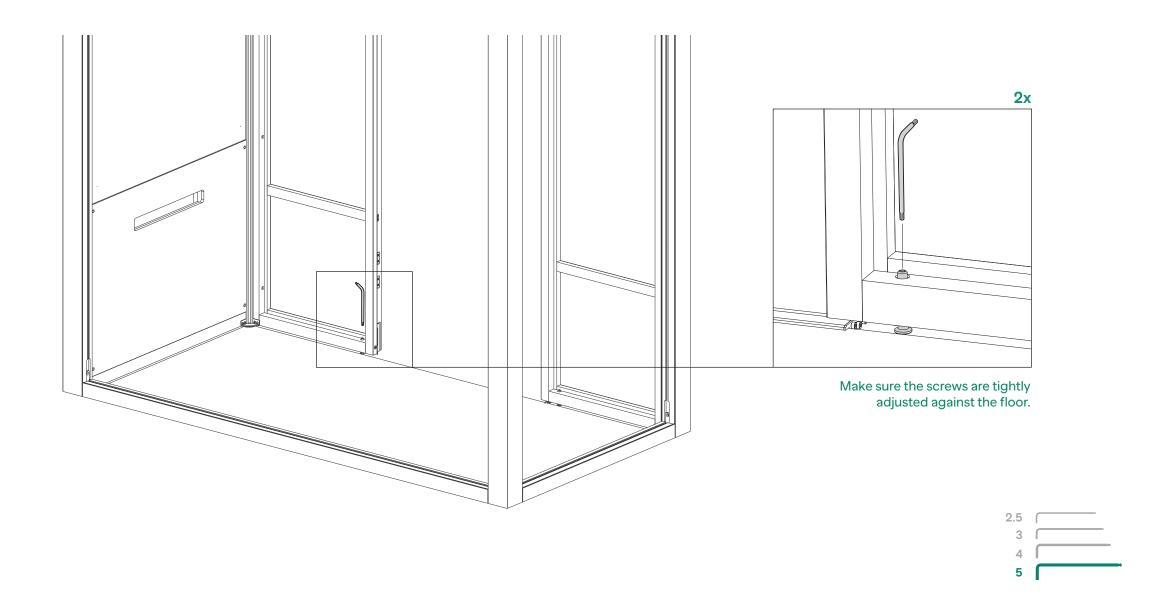


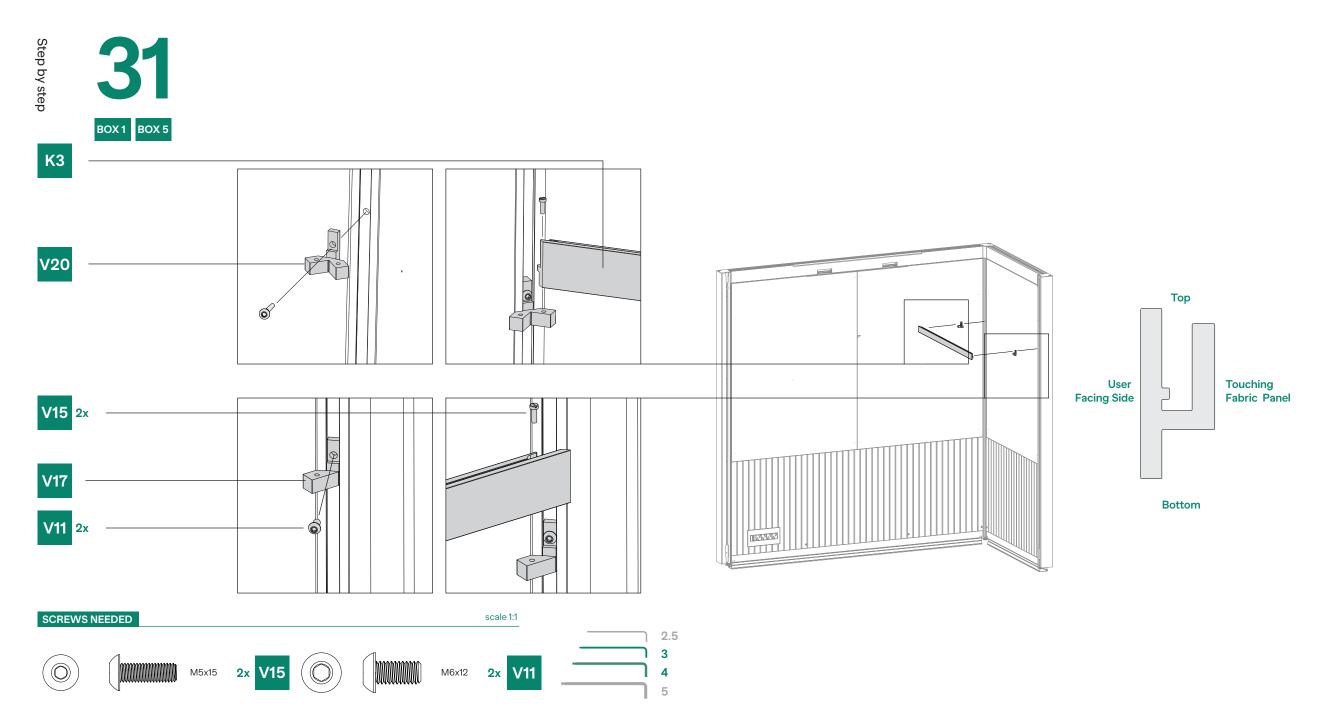
Tape the gasket.

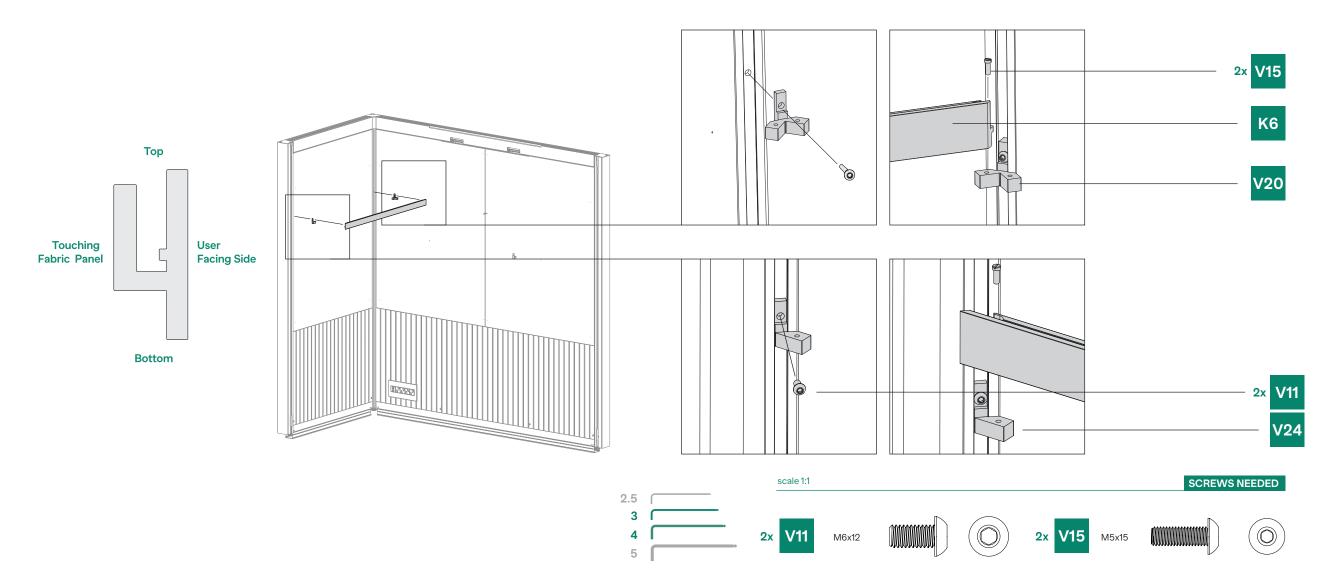




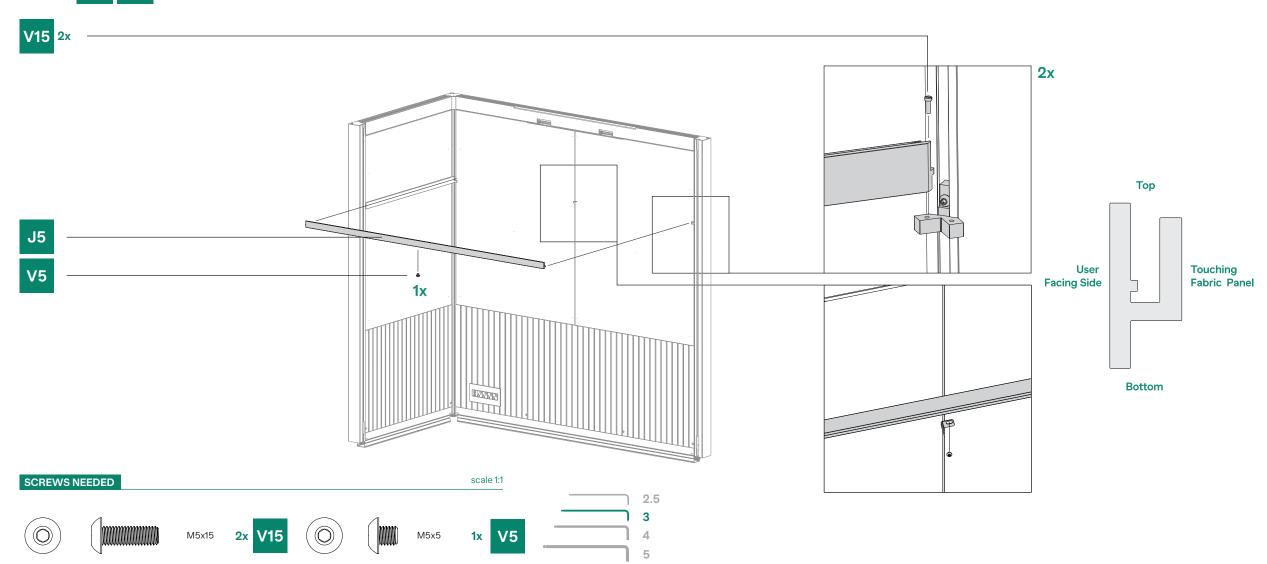




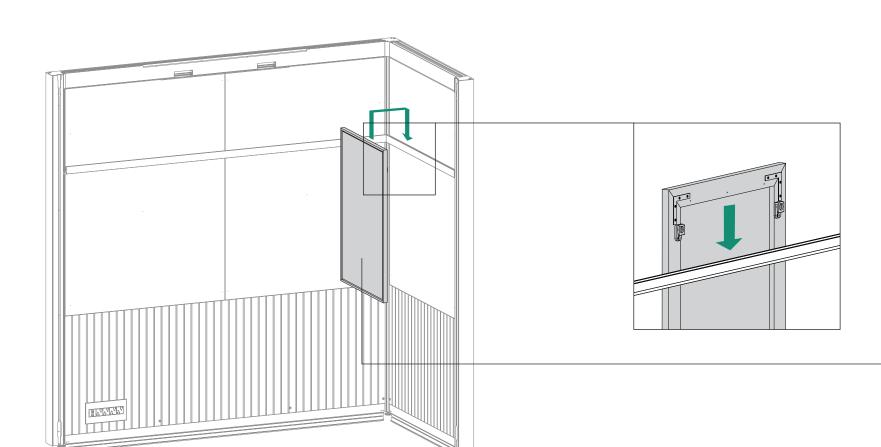




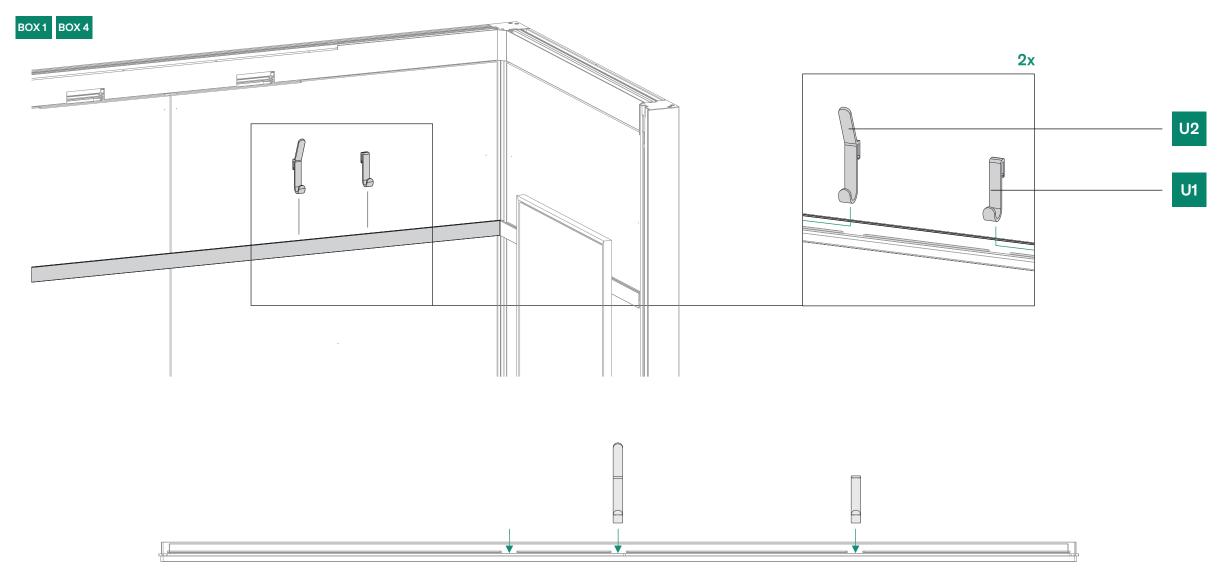
BOX 1 BOX 4











The rail has three entry points to insert the hooks and lock.

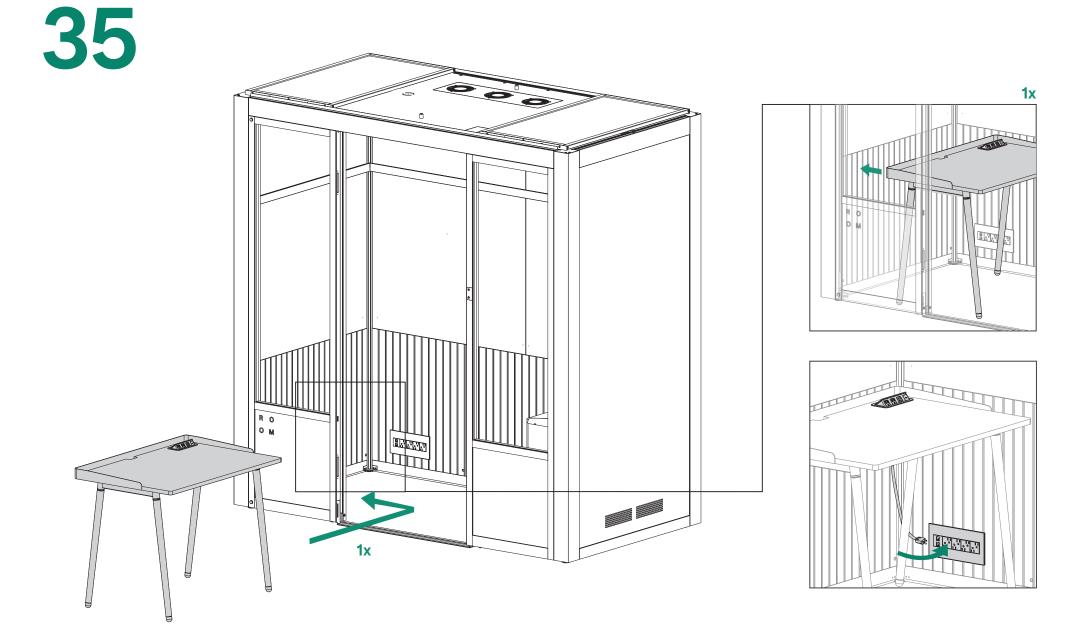
#### 34 Desk Assembly



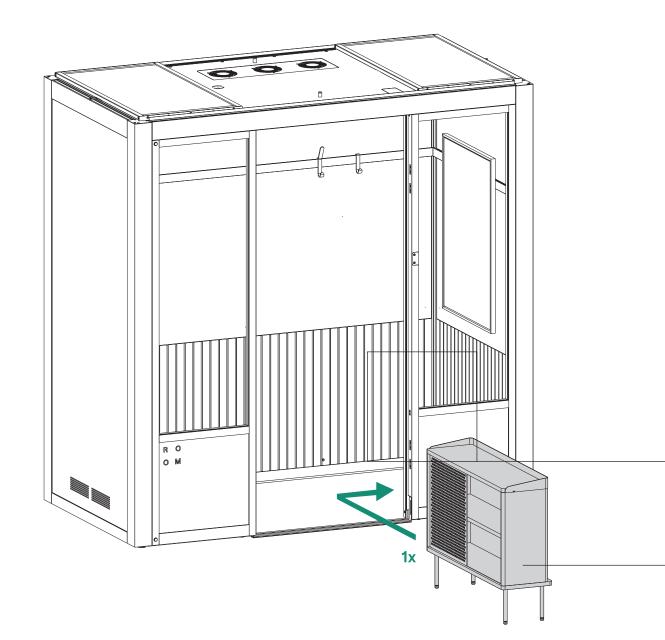


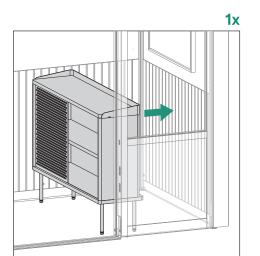


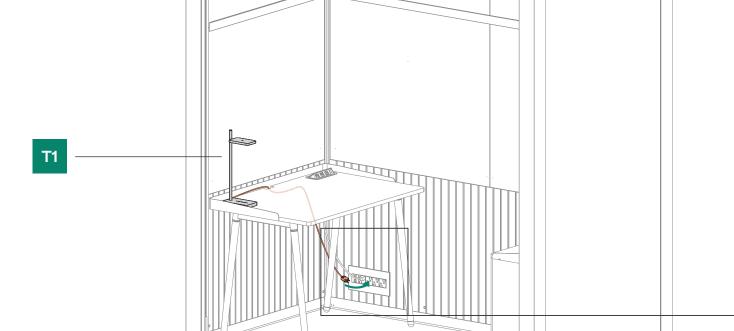
Pro Desk - see page 99

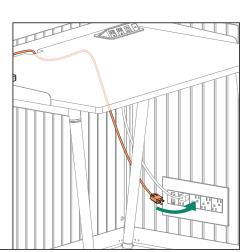


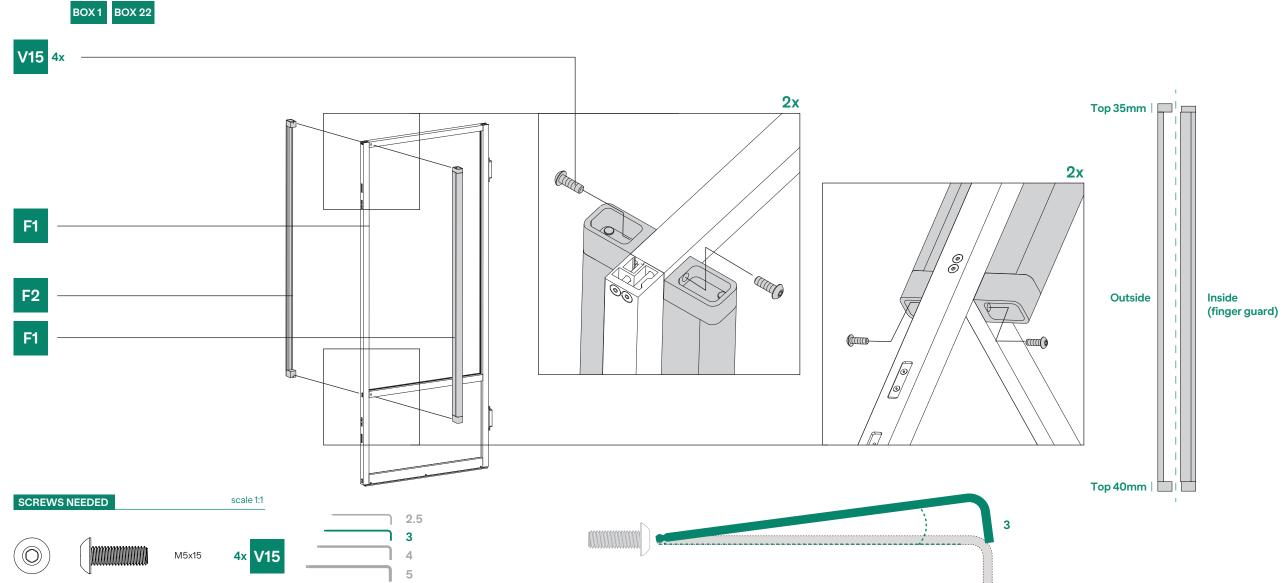


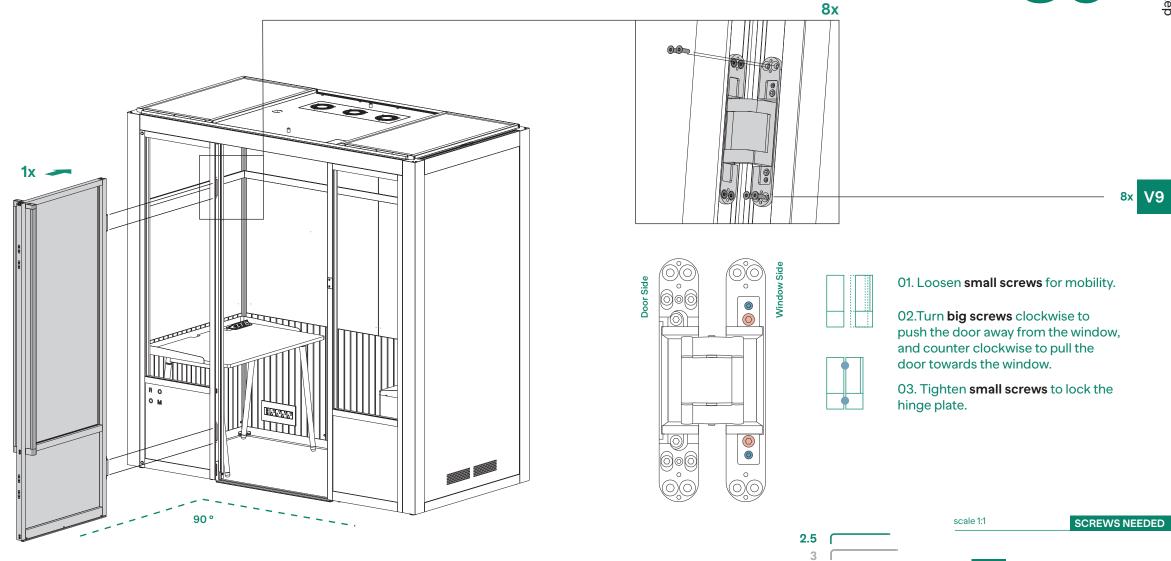


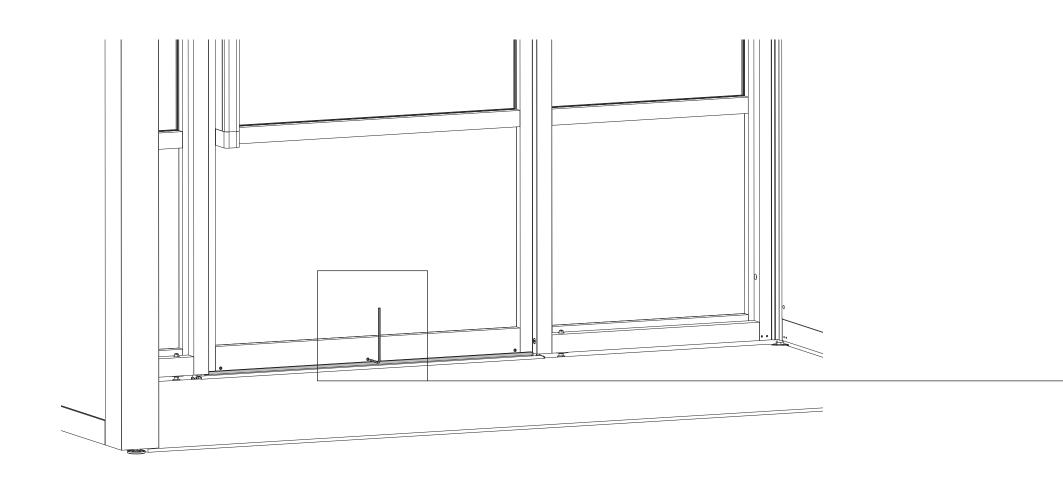




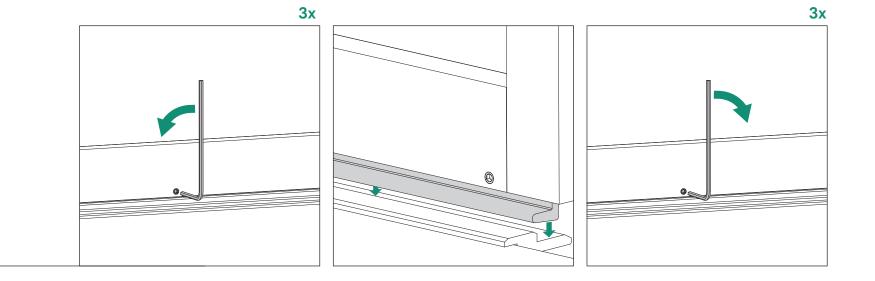








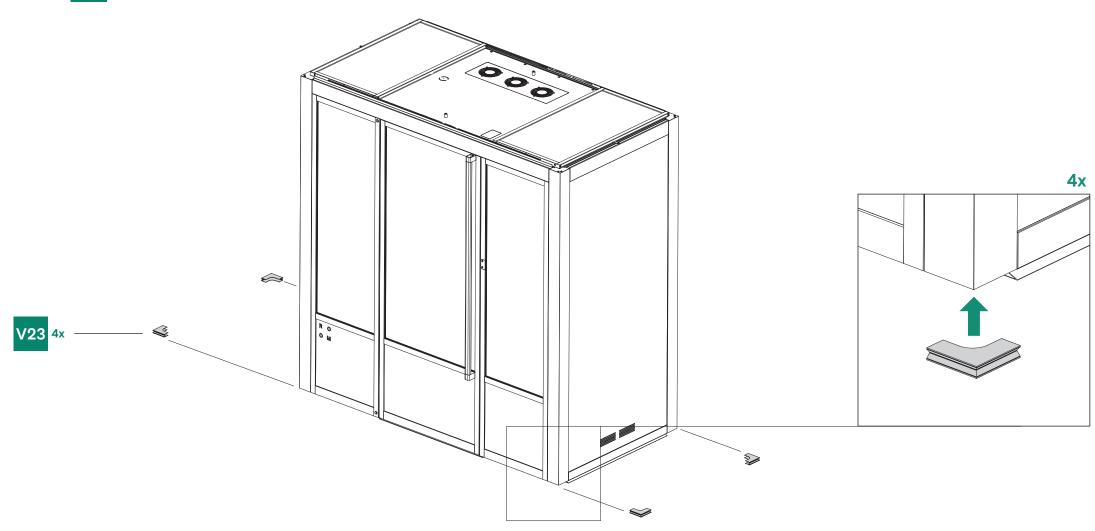






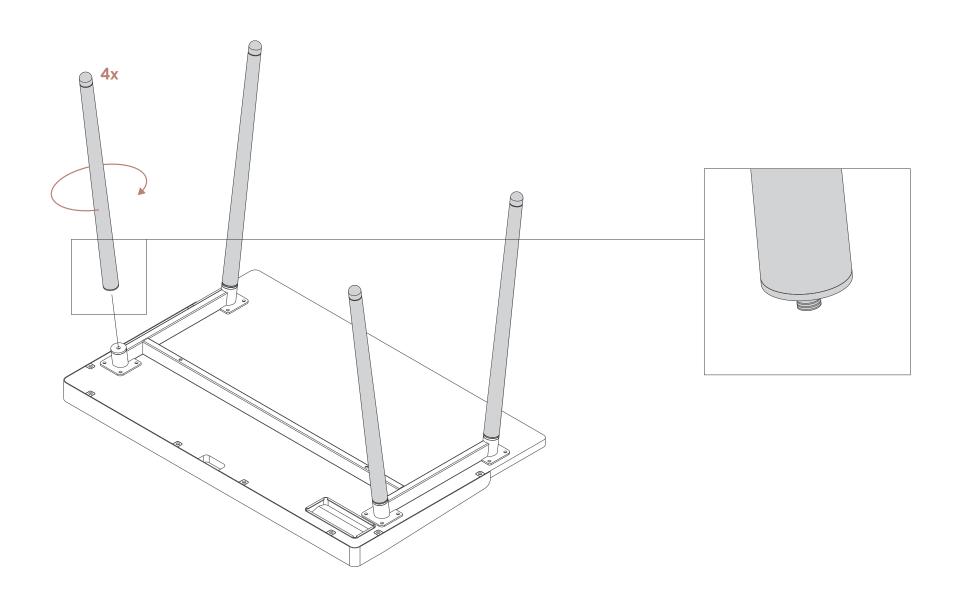




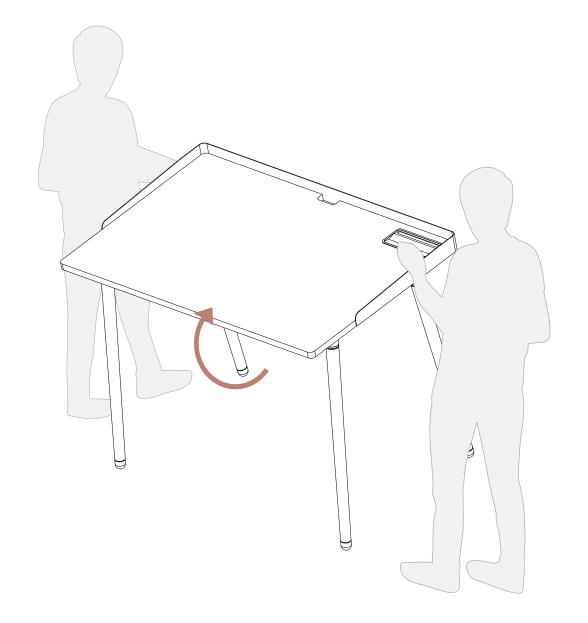




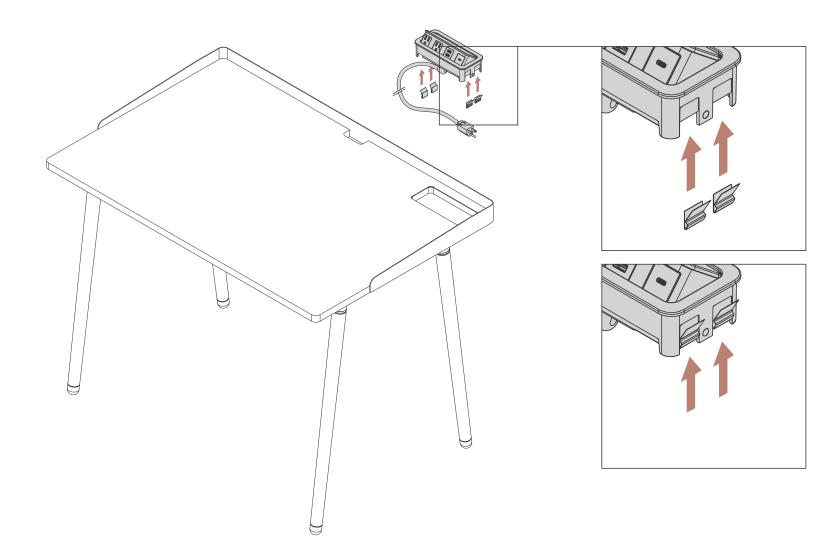
# Assembly Manual



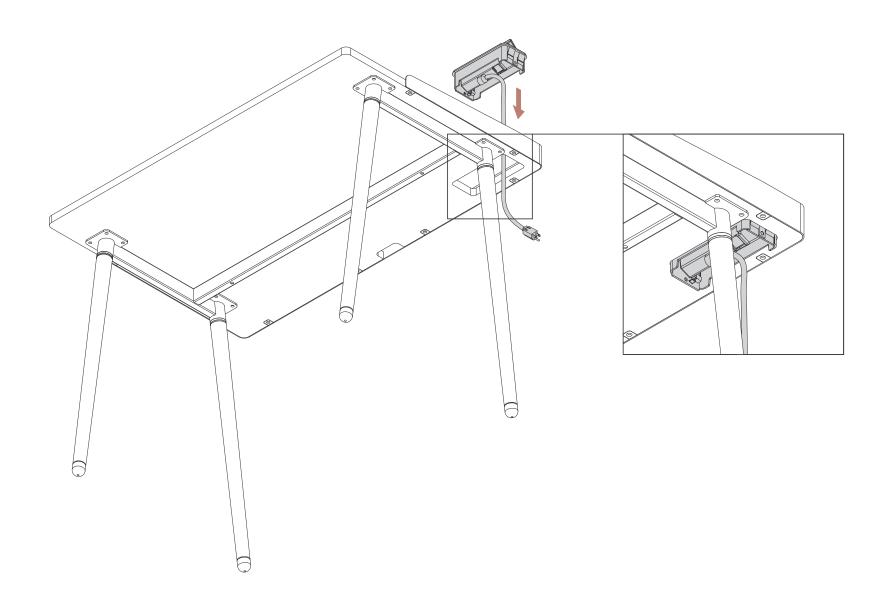




## **03A**

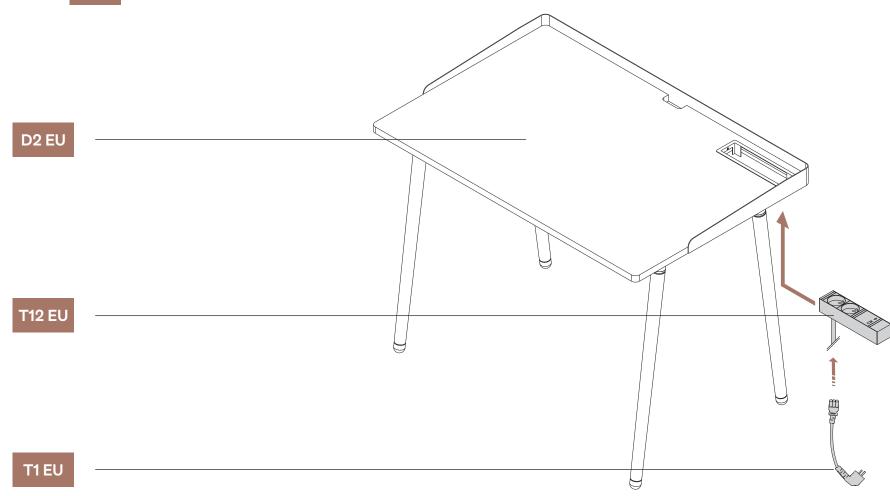


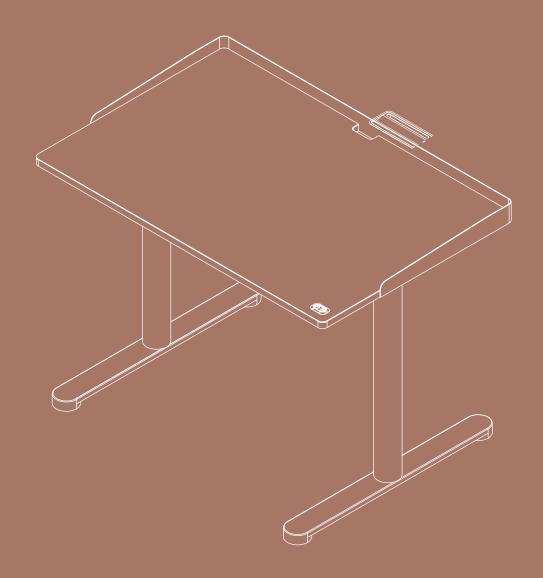
## **03B**



## **03EU**

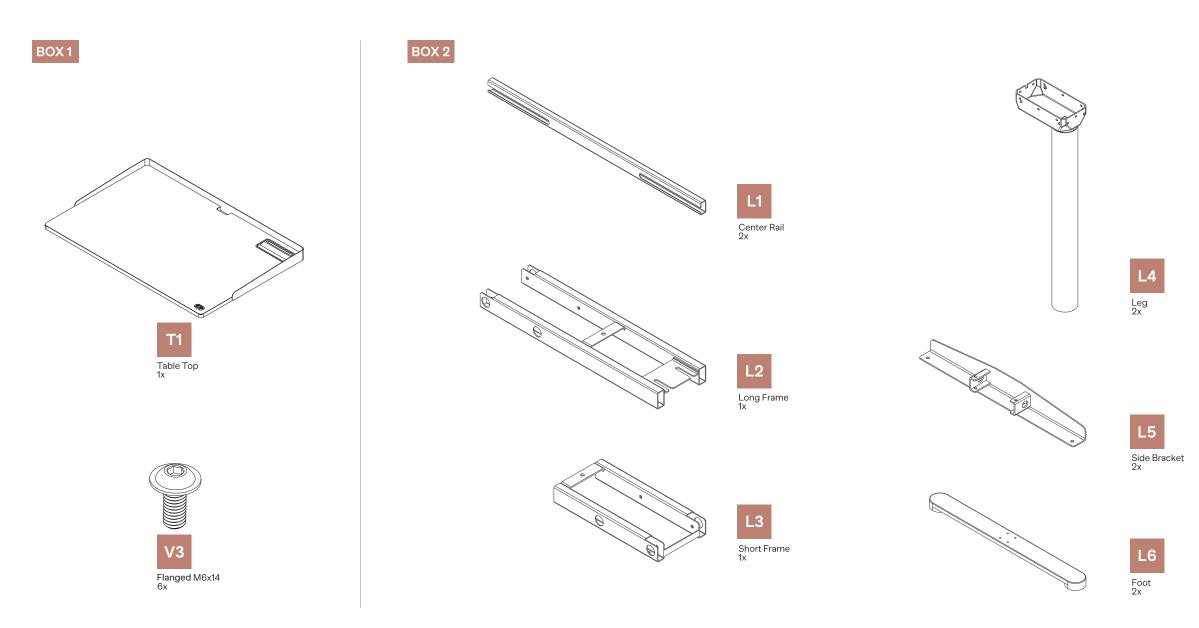
BOX 1 EU

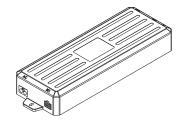




# Assembly Manual

#### What you'll need















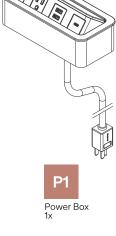






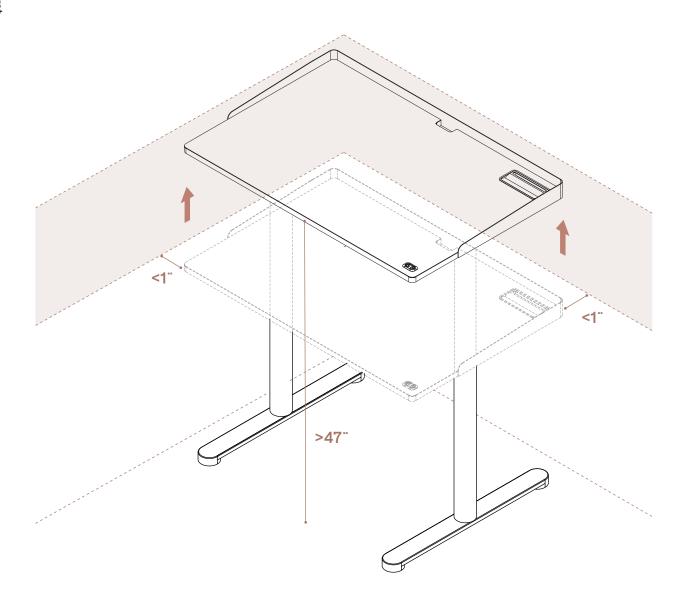








#### **Safety Instructions**





#### Keep in mind:

- 01 Make sure the table is placed at least 1 in / 2.5 cm from any walls
- 02 Make sure there are no obstacles in the desk's path
- 03 Make sure all cords are the appropriate length to accommodate the maximum desk height of 47 in / 119.5 cm

#### Safety Information



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

Keep all electrical components away from liquids.

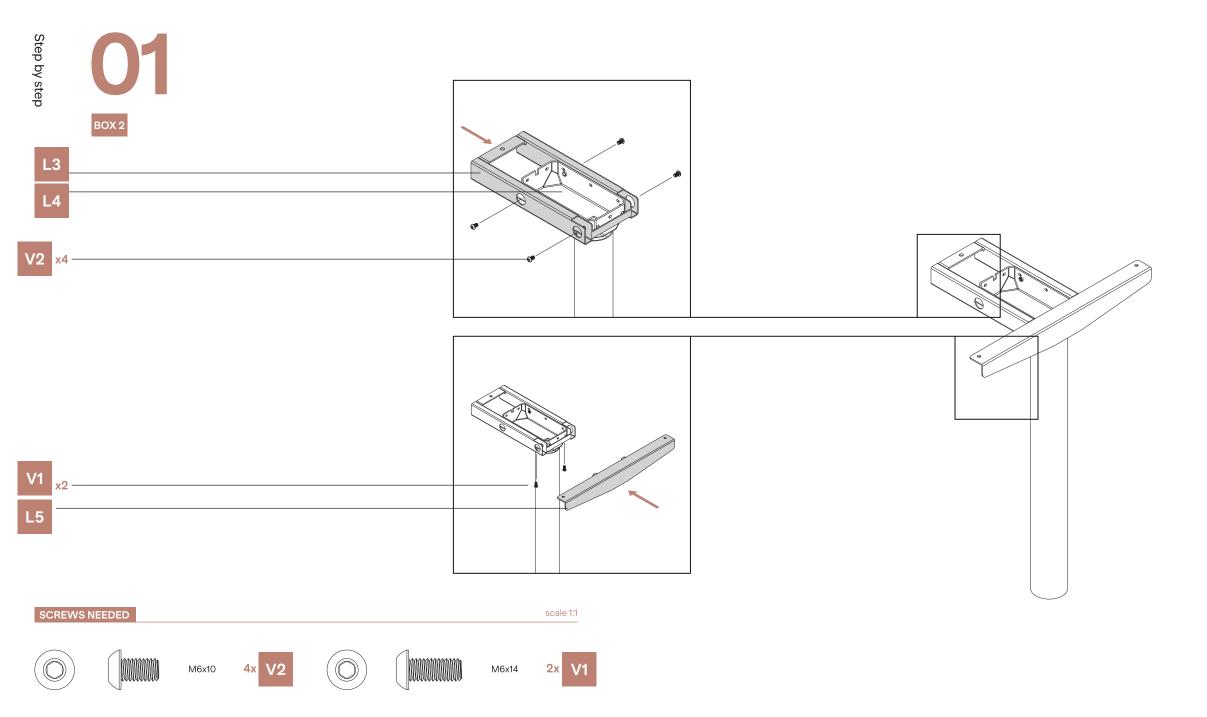
Do not sit or stand on the desk frame, or crawl or lie under the desk frame.

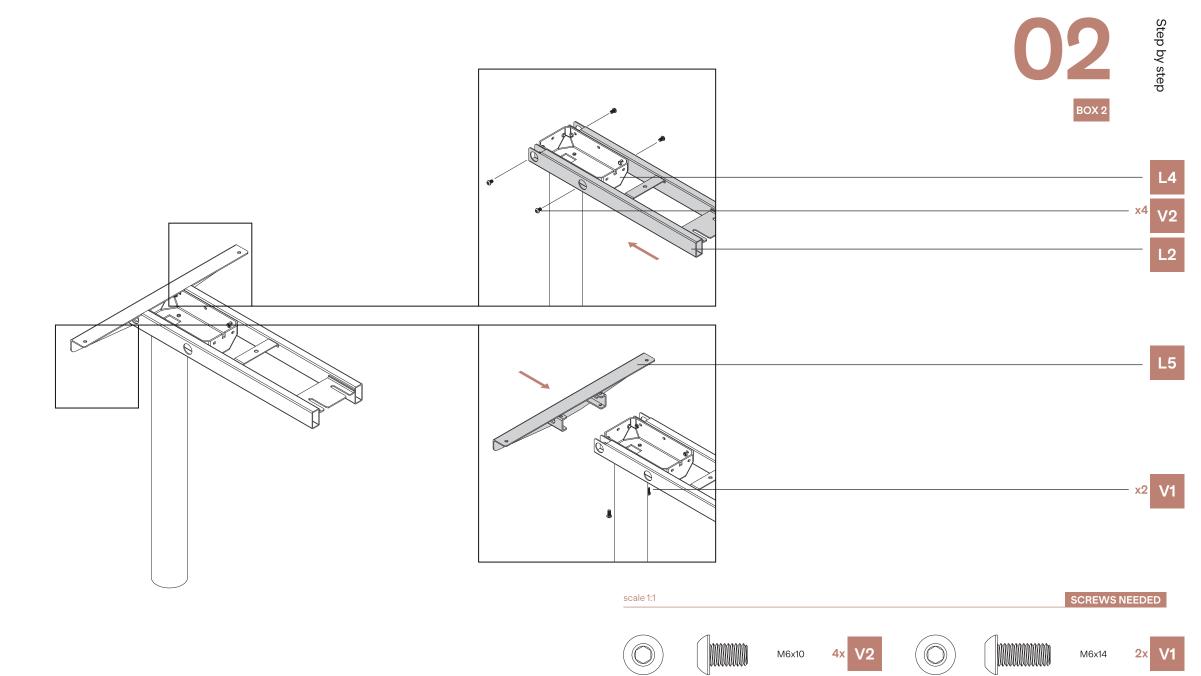
Do not place any object taller than 20 in / 50.8 cm under the desk.

Do not open any of the components - the legs, control box, or switch, for danger of electric shock.



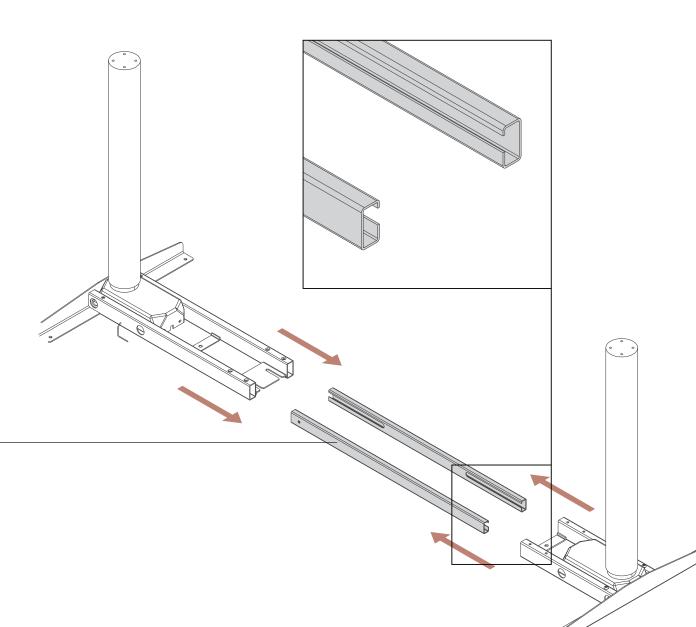
In the event of a power outage, or if the power cord is unplugged, a manual reset may be necessary. Refer to page 115 for additional details.



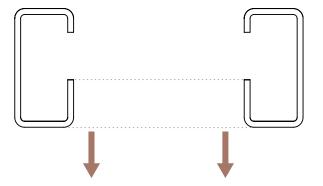


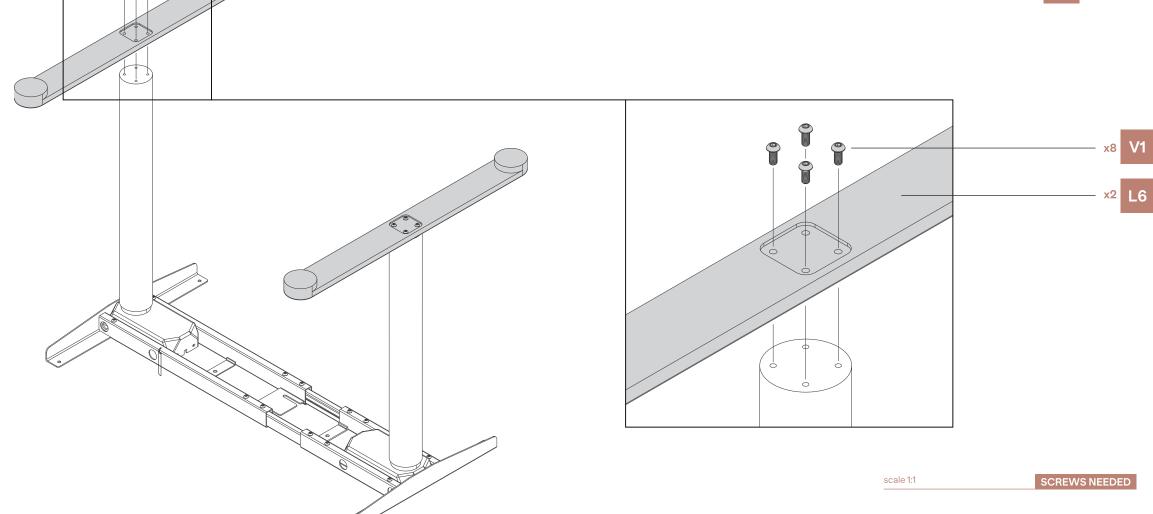






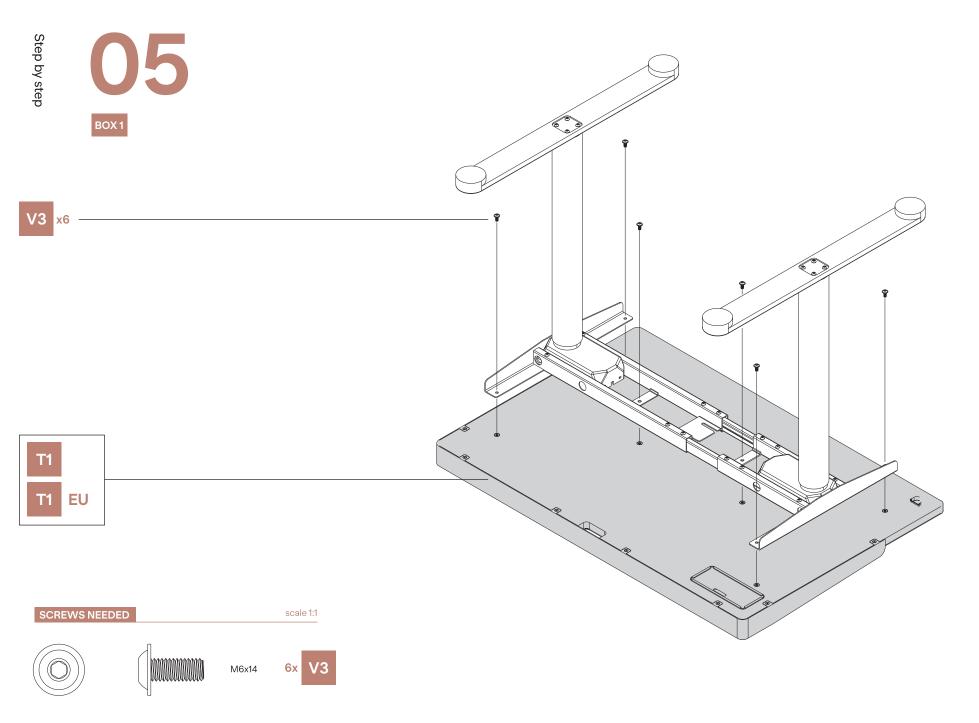




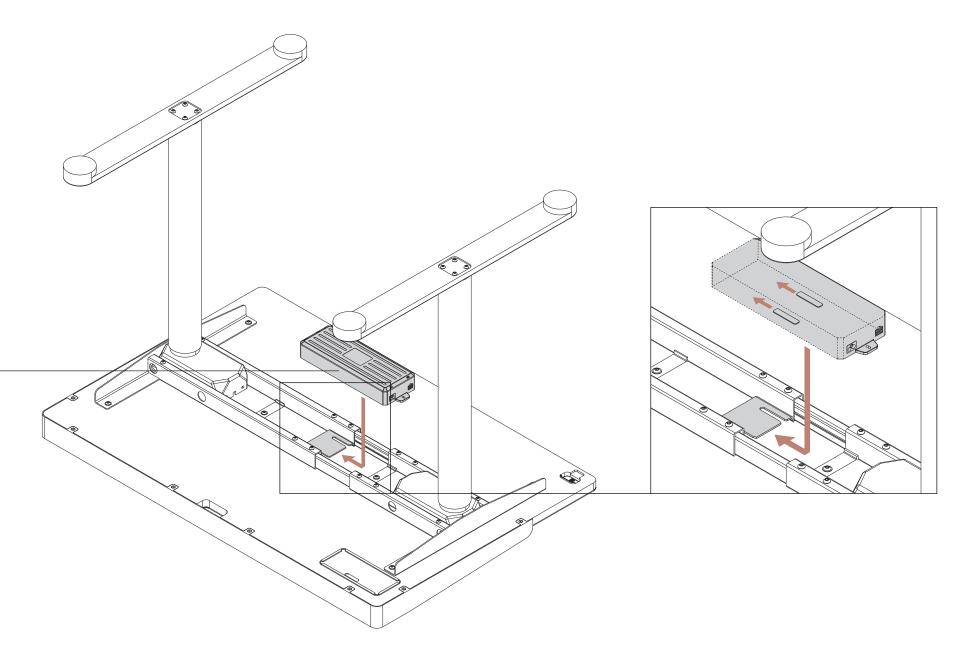


M6x14

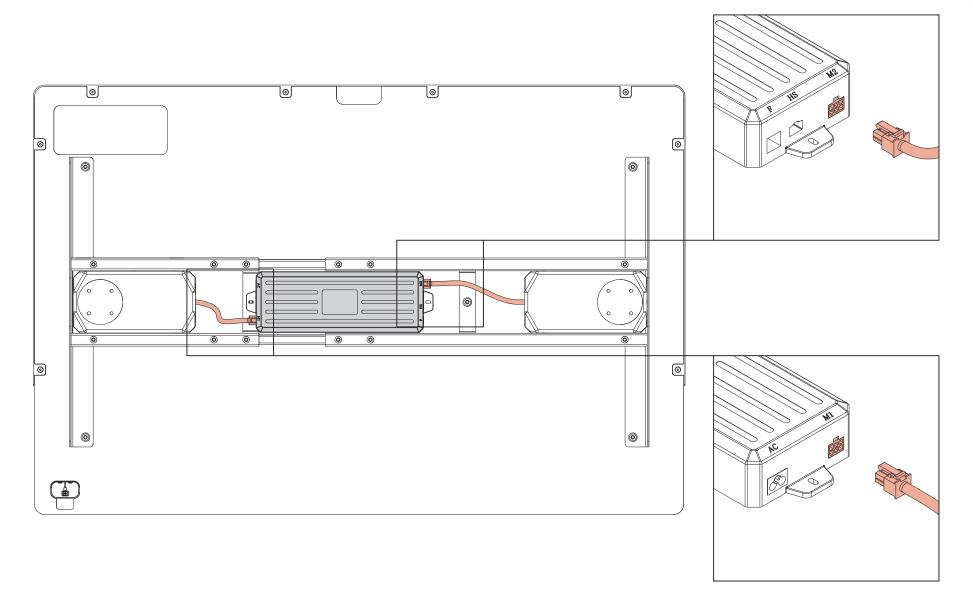


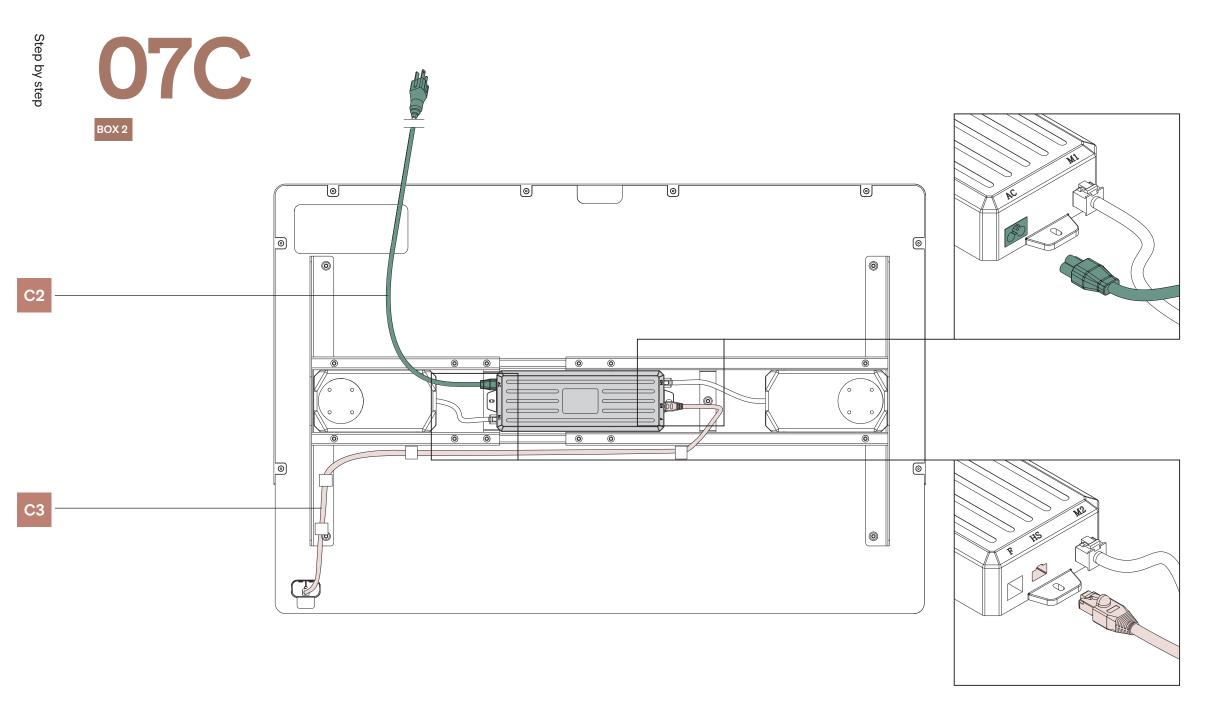




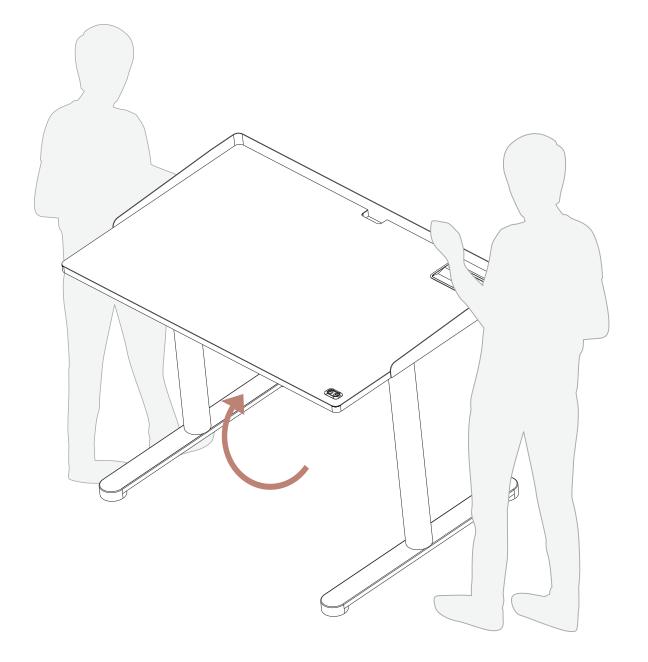


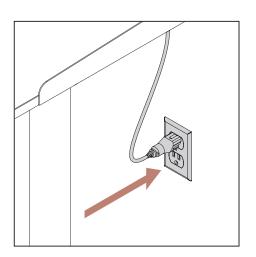
### **07B**



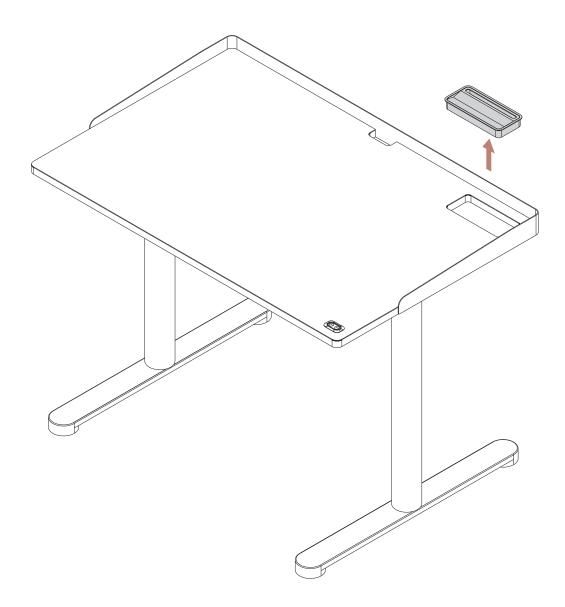


#### 

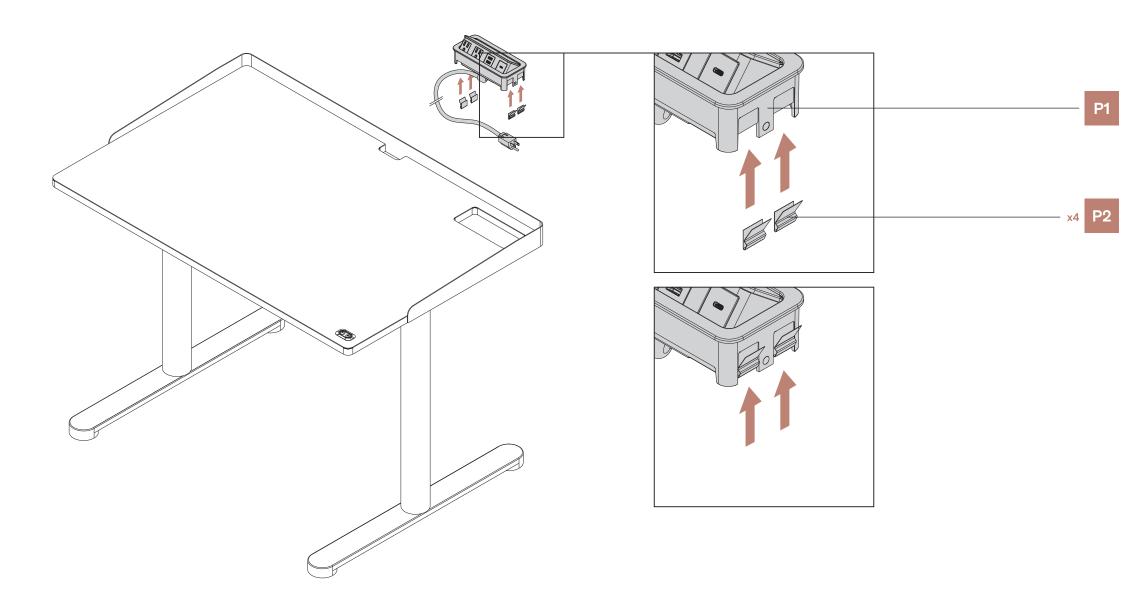




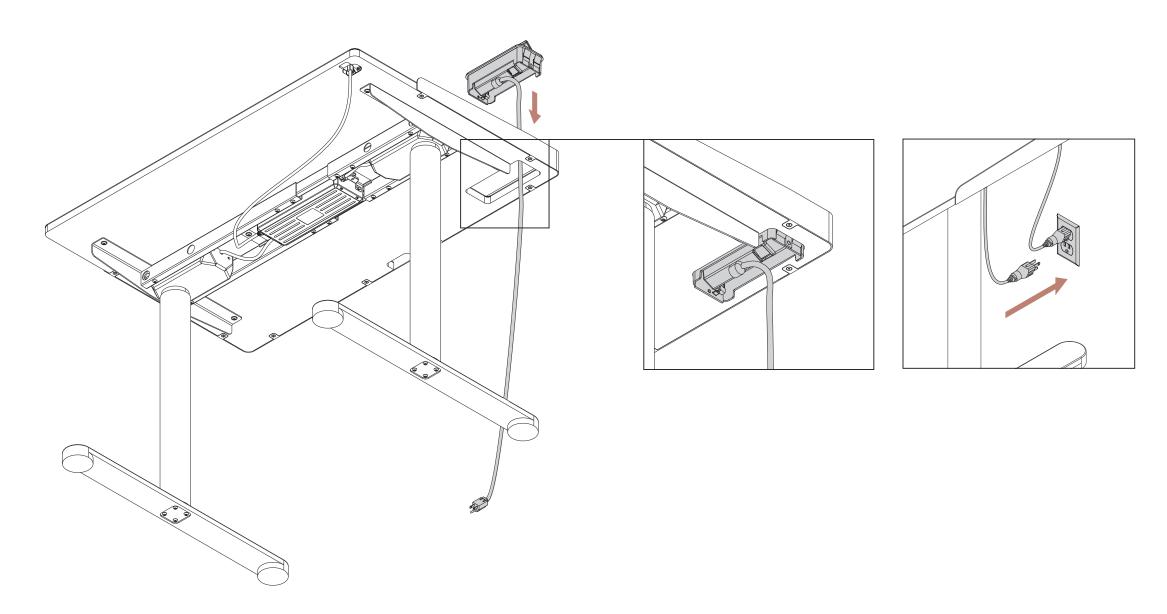
# **09A**



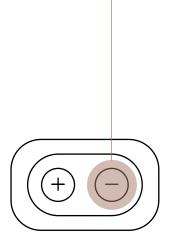
### 09B



## 09C



#### **Let's Reset**



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

- Once you plug in, press and hold the (-) minus button down to the desk's minimum height, then release the button.
- O2 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.

#### Register unit to ROOM Portal

Scan the code below or on unit door



Enter order ID

\*refer to bill of landing



Enter two-word name

\*refer to step 20



Remove sticker



#### Well done.

Welcome to your new room.

If you have any questions, we're here to help.



support@room.com



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