



FOCUS ROOM

Assembly Manual

R O
O M

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Open the Door to Deep Focus

You're about to build an office for one, that's open to all. Privacy meets productivity with the Focus Room, a thoughtfully-designed personal office that lets you concentrate on the task at hand.

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.**

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Chapter

01

Getting Started

What you'll need

BOX 1



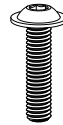
H1 x8

Flat-Head
M6 x 50



H2 x4 - Color Match
x9 - Black

M6 x 14
Flanged



H3 x13

M6 x 25
Flanged



H4 x14

M6 x 16
Flat-Head



H5 x24

M6 x 12
Pan-Head



H6 x7 - Brass Color

M6 x 25
Flat-Head



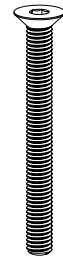
H7 x1

M5 x 5
Pan-Head



H8 - PRO x1

¼ - 20 x ¼
Flat-Head



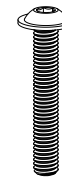
H9 x4

M6 x 60
Flat-Head



H10 x8

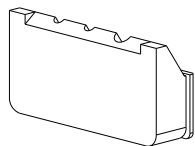
M5 x 16
Flat-Head



H11 x16

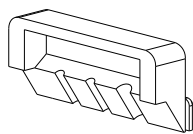
M6 x 40
Flanged

BOX 1



T1 x1

Lower Cable
Entry Grommet



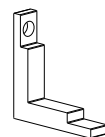
T2 x1

Upper Cable
Entry Grommet



T3 x4

Floor Corner
Gasket



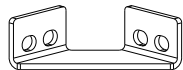
T4 x4

L- Connectors



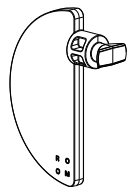
T5 x2

Bottom Door
Seals



T6 x4

Floor
Gussets



T7 x8

Click-In
Handles



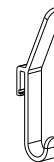
T8 x2

Skylight
Springs



T9 x1

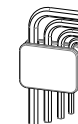
Single
Hook



T10 x1

Double
Hook

Tools



Allen Keys
5 / 4 / 3 / 2.5 mm



Flat Wrench
17 mm



Hex Driver Bit
3 / 4 mm



90° Drill Adapter



6 ft Ladder*
x2



Bubble Level



Electric Driver *



Cutter *



Philips
Screwdriver*

* Items not provided by ROOM

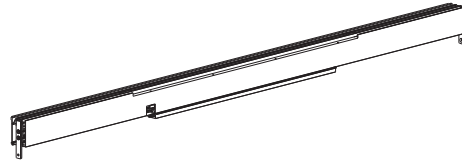
What you'll need

BOX 2

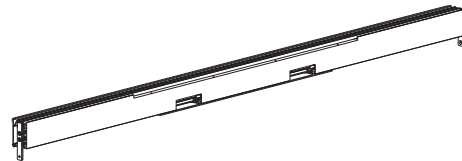


S1 x4
Corner Posts

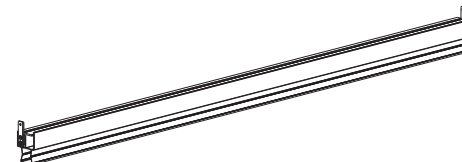
BOX 3



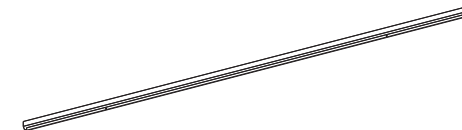
S2 x1
Long Ceiling Beam Front



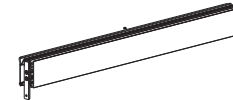
S3 x1
Long Ceiling Beam Back



S4 x1
Long Floor Beam



S5 x2
Spring Hiders



S6 x2
Short Ceiling Beam



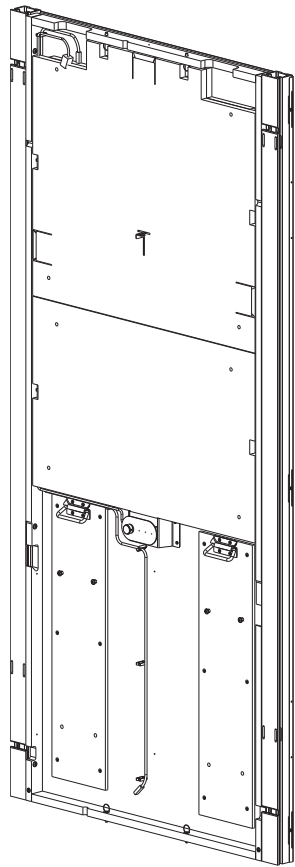
S7 x2
Short Floor Beam



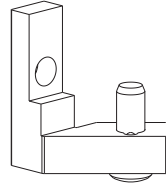
S8 x1
Threshold

What you'll need

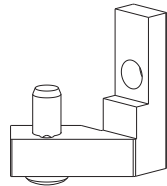
BOX 4



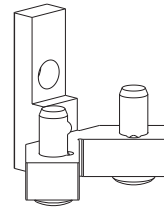
W1 x1
Back Wall



F2 x1
Left Click-In
Rail Mount



F3 x1
Right Click-In
Rail Mount



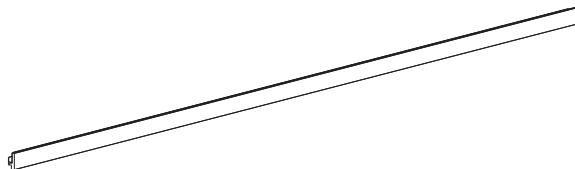
F5 x2
Double Click-In
Rail Mounts



F6 x1
Click-In Left
Accessory Rails

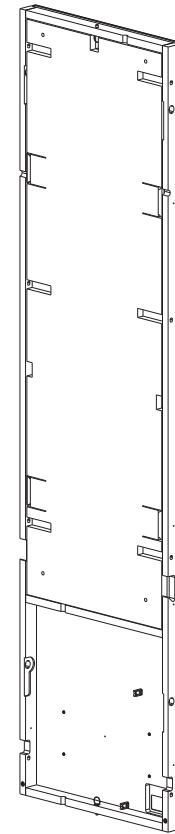


F7 x1
Click-In Right
Accessory Rails

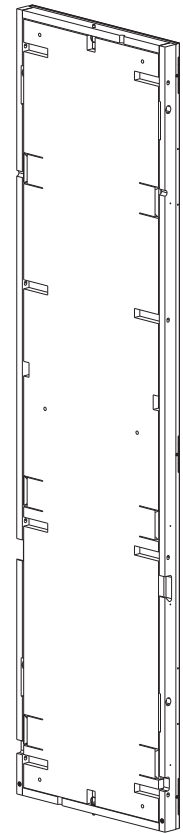


F8 x1
Click-In Back
Accessory Rails

BOX 5



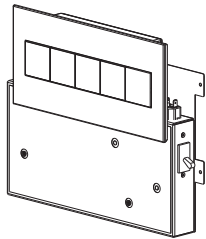
W3 x1
Back Left
Outer Wall



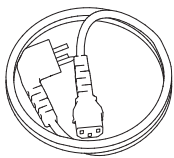
W4 x1
Back Right
Outer Wall

What you'll need

BOX 6

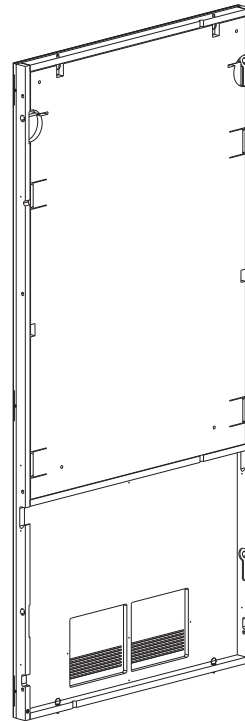


E2 x1
AC Box



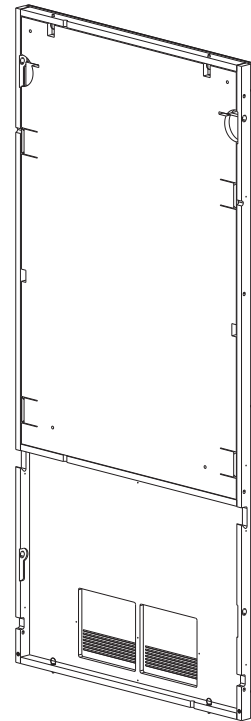
E3 x1
Power Cord

BOX 7



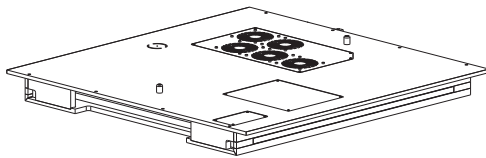
W6 x1
Side Wall

BOX 8



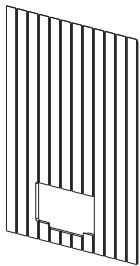
W7 x1
Side Wall

BOX 9



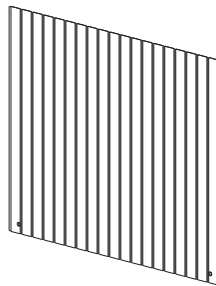
C3 x1

Focus Room
Roof



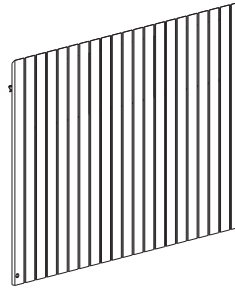
P2 x1

Back Left
Tambour



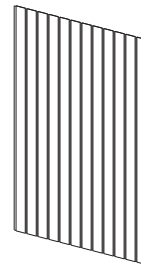
P5 x1

Back Center
Tambour



P1 x2

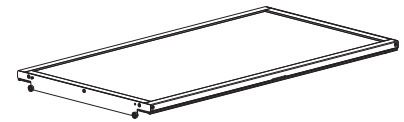
Side
Tambours



P4 x1

Back Right
Tambour

BOX 10

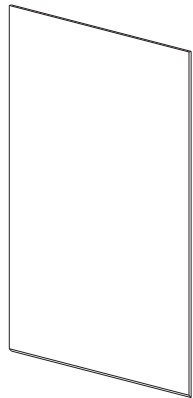


C2 x2

Skylights

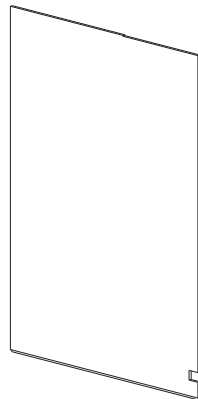
What you'll need

BOX 11



P6 x2

Side
Fabric Panels



P7 x1

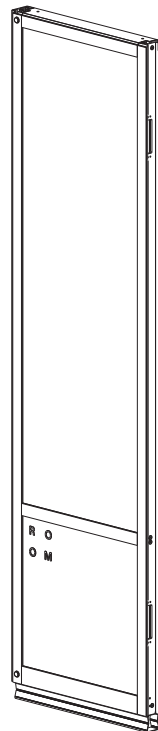
Back Left
Fabric Panel



P8 x1

Back Right
Fabric Panel

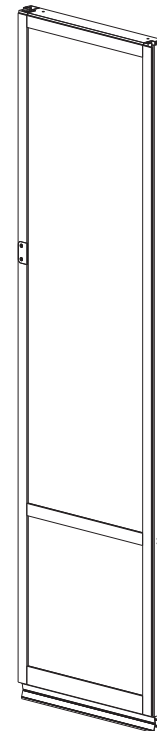
BOX 12



G1 x1

Left Window

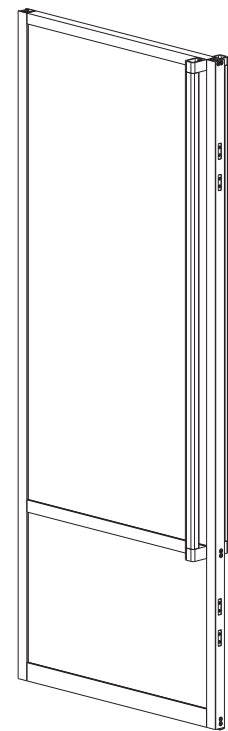
BOX 13



G2 x1

Right Window

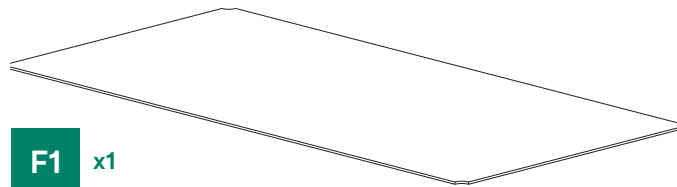
BOX 14



G3 x1

Door

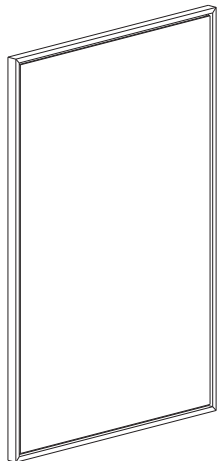
BOX 15



F1 x1

Carpet

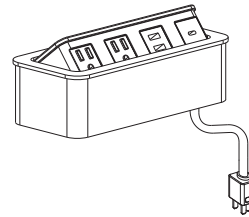
ACCESSORIES



F20 - PRO x1

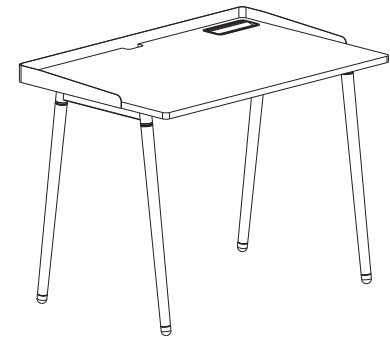
Whiteboard

DESK



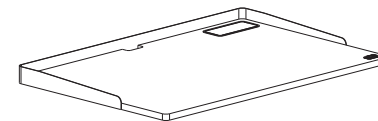
F16 - STD x1

In-desk
Electrical



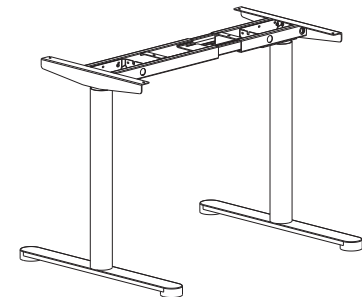
F17 x1

Standard Desk



F18 - PRO x1

Sit-stand Desk-
top



F19 - PRO

Sit-stand Desk
Base

What you'll need

VC LIGHT



L1- PRO x2

VC Light



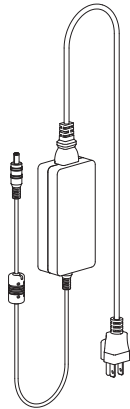
L2 - PRO x1

LED Controller



L3 - PRO x1

Cable Splitter



L4 - PRO x1

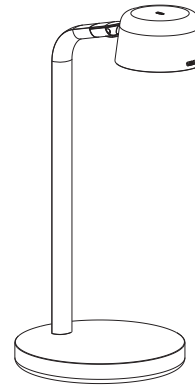
Power Adapter



L5 - PRO x1

Remote Control

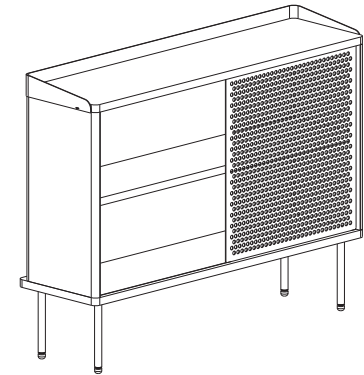
LIGHTING



L6 x1

Task Lamp

STORAGE UNITS



F21 - PRO x1

Credenza

Unit placement

Before we get to work, let's talk placement. First, please be sure you're building your unit in the exact location it will live. Second, take a moment to secure the below clearance.

Unit to Unit

You'll need **3 inches** of space between units.

Back Wall Spacing

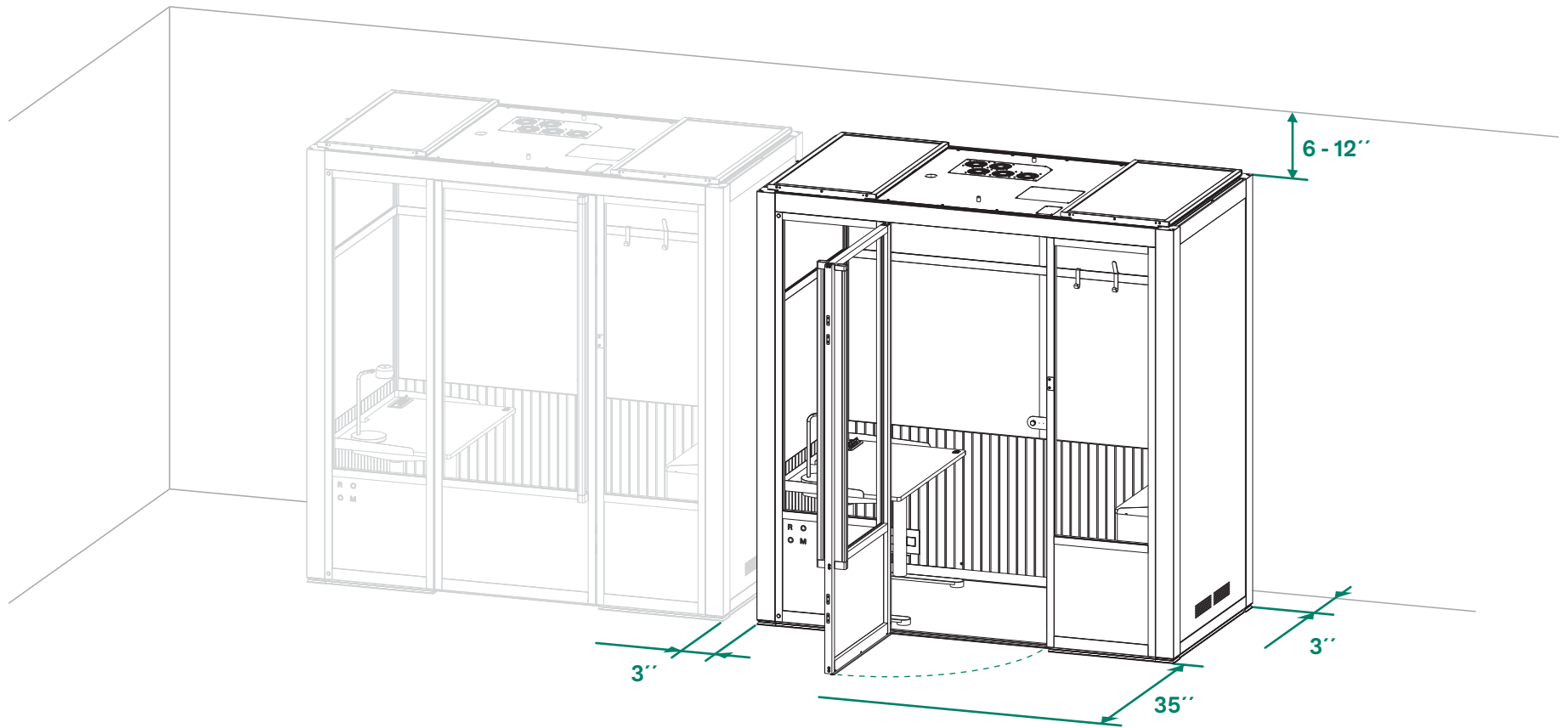
Keep **3 inches** of space available behind the unit.

Door Clearance

Confirm **35 inches** of space in front of the unit to allow the door to swing open fully.

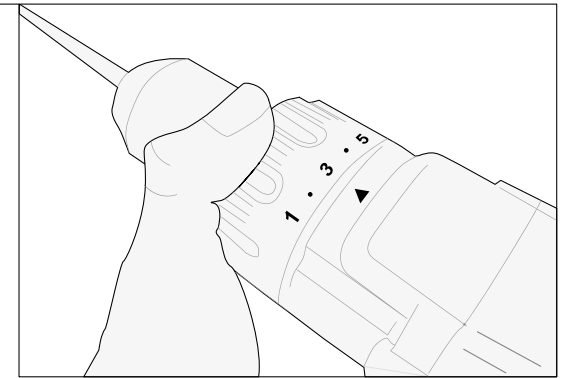
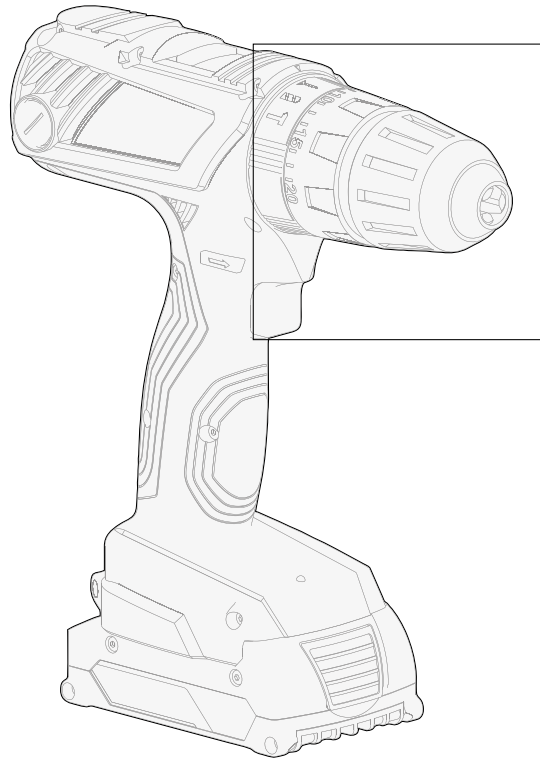
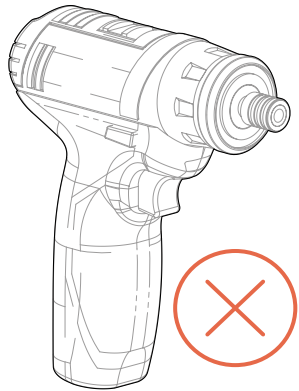
Roof to Ceiling

Allow for a minimum of **6 inches** between the unit and the ceiling. We recommend at least **12 inches** for proper ventilation.

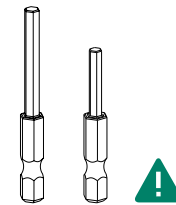


00

 **DO NOT USE IMPACT DRIVER**



**Use low clutch setting.
Do not use the drill mode.**



Only use provided bits.

Scan to Watch Video



Chapter

02

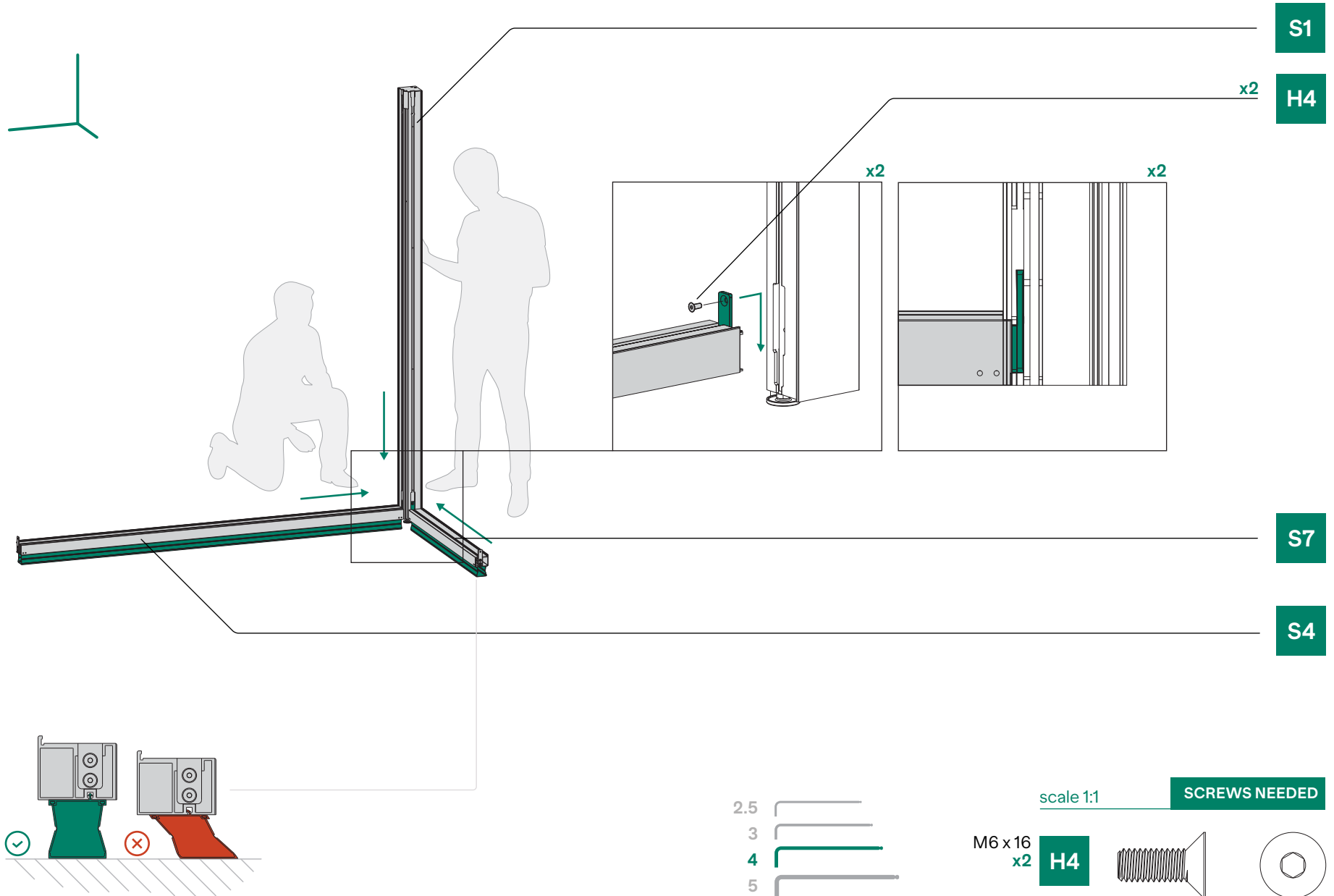
Frame

01

BOX 2

BOX 3

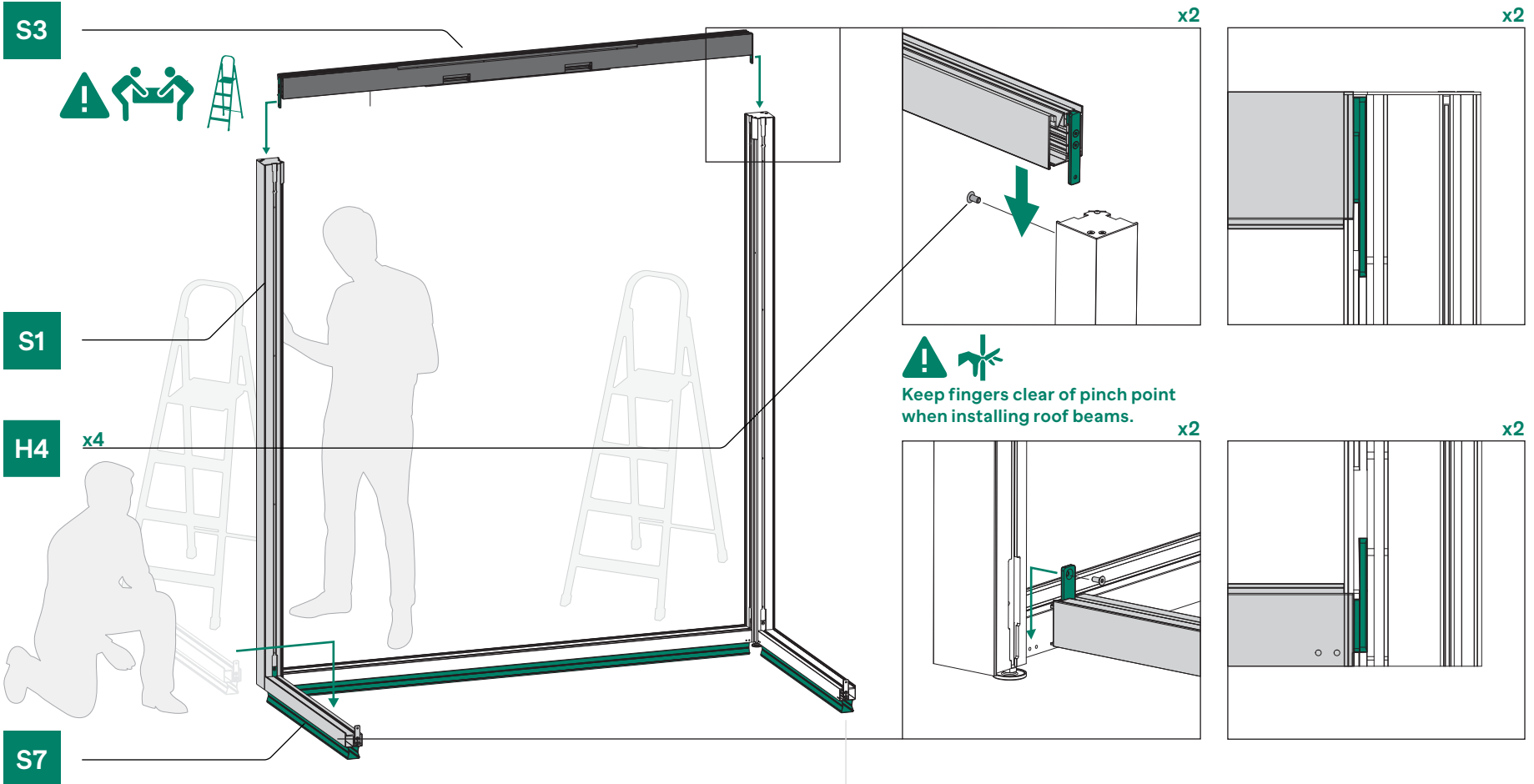
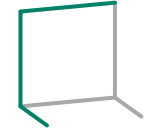
! VERIFY FINAL PLACEMENT OF THE UNIT



02

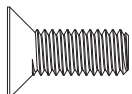
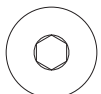
BOX 2

BOX 3



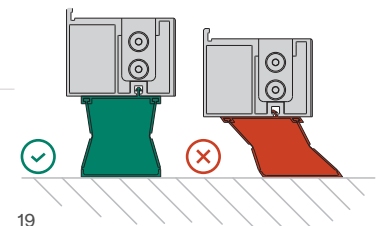
SCREWS NEEDED

scale 1:1



H4

M6 x 16
x4

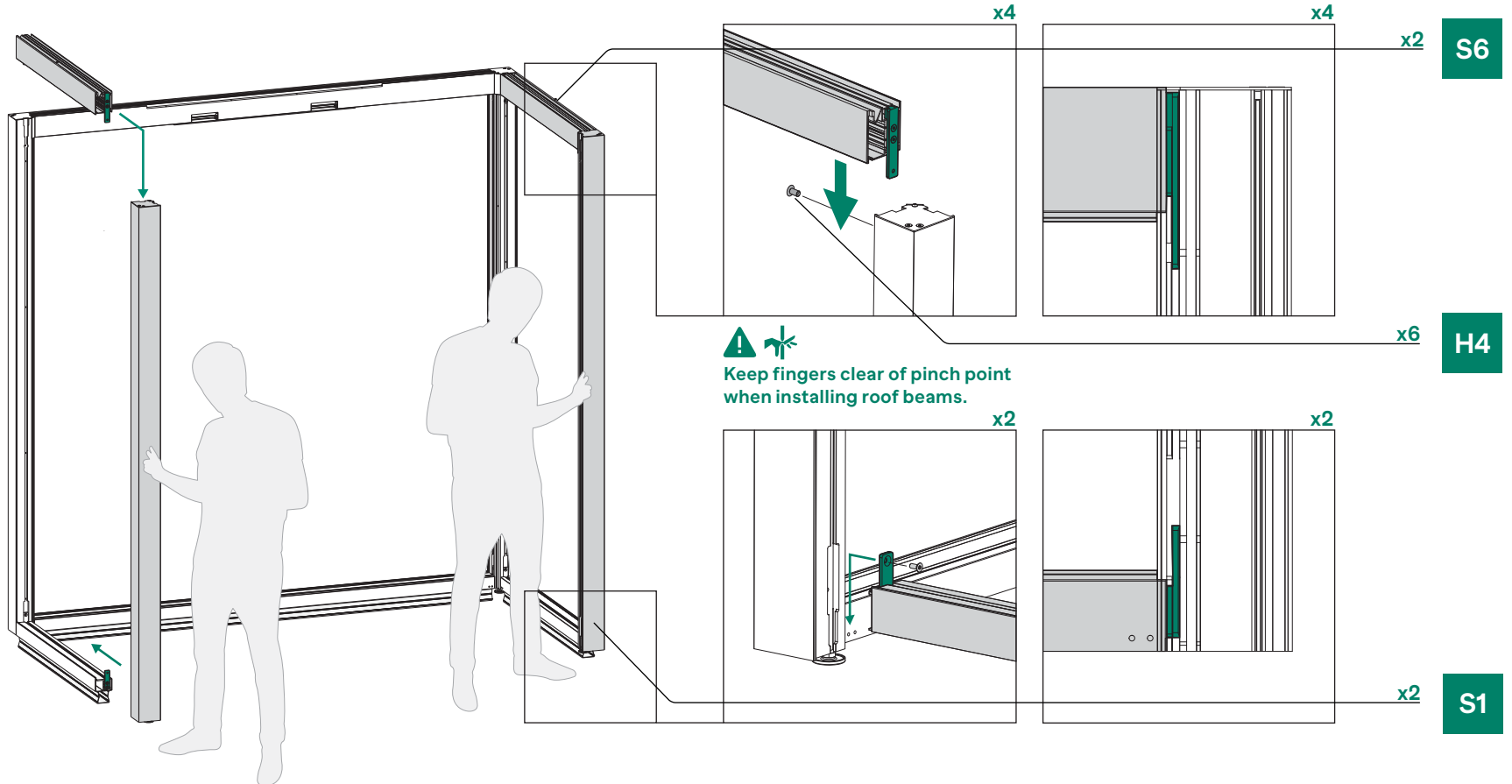
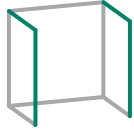


03

BOX 2

BOX 3

! MAKE SURE FREE STANDING POSTS ARE SUPPORTED

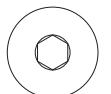
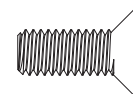


scale 1:1

SCREWS NEEDED

M6 x 16
x6

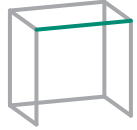
H4



04

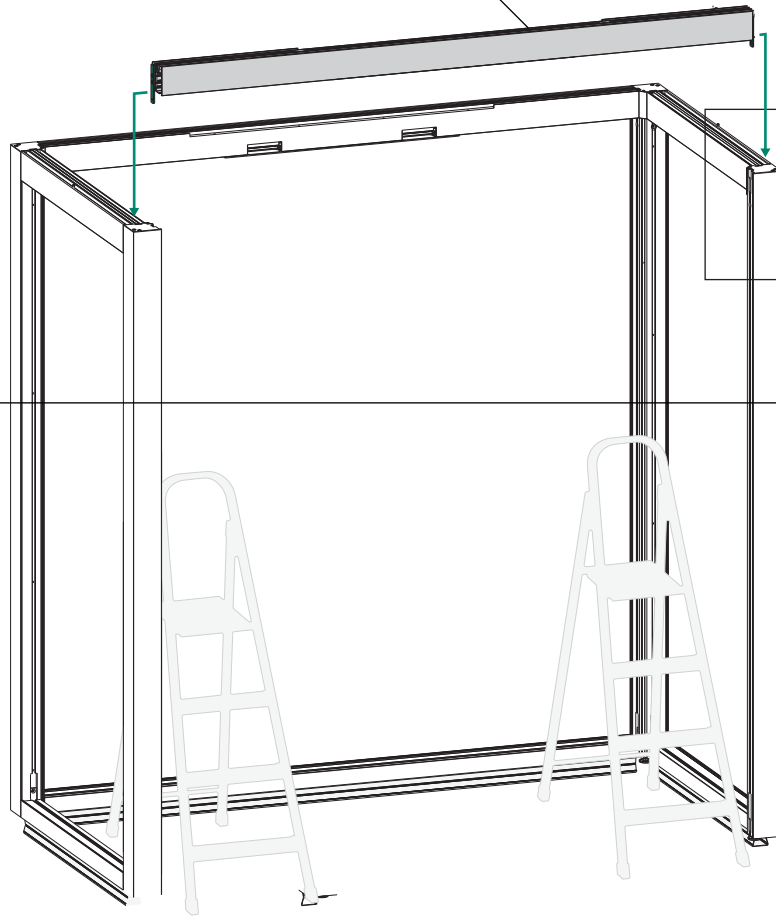
BOX 3

S2



H4

x2



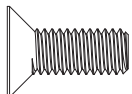
x2



Keep fingers clear of pinch point when installing roof beams.

SCREWS NEEDED

scale 1:1

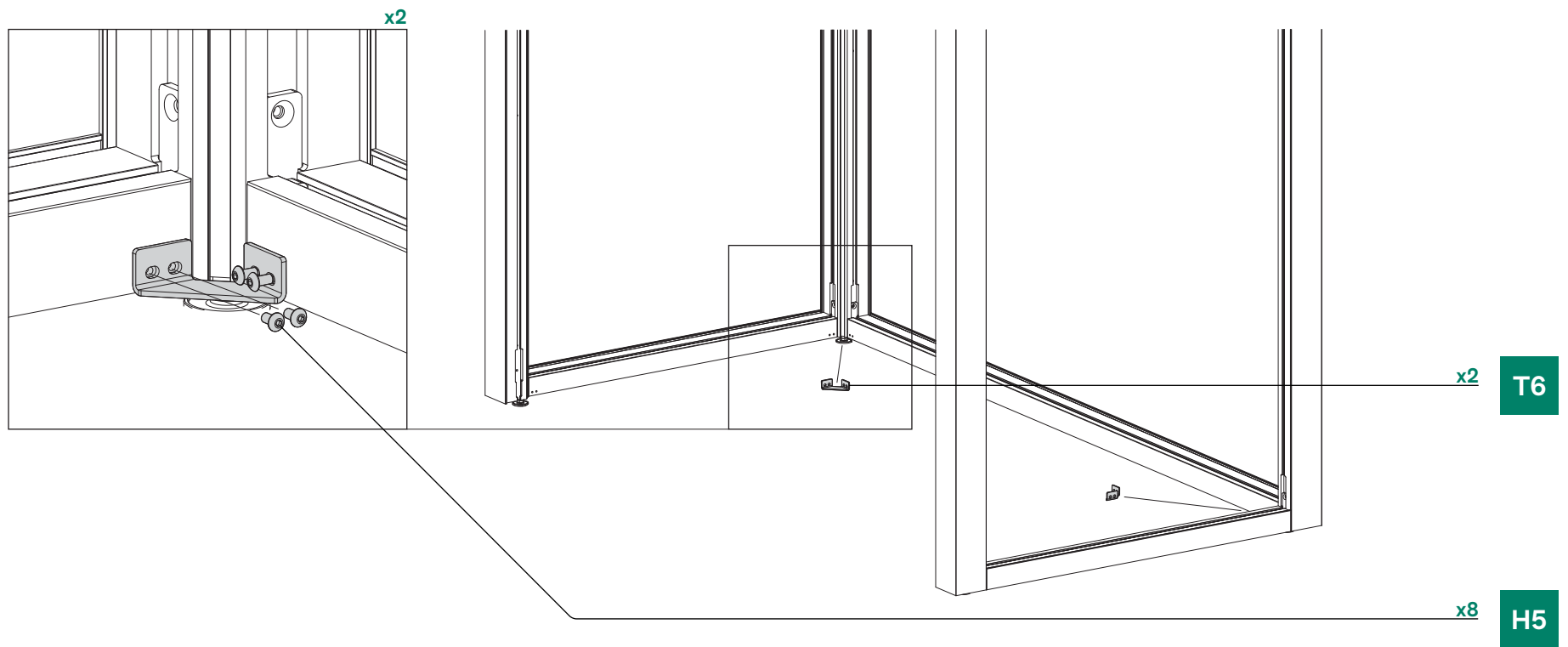


H4

M6 x 16
x2



05

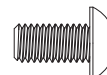


scale 1:1

SCREWS NEEDED

M6 x 12
x8

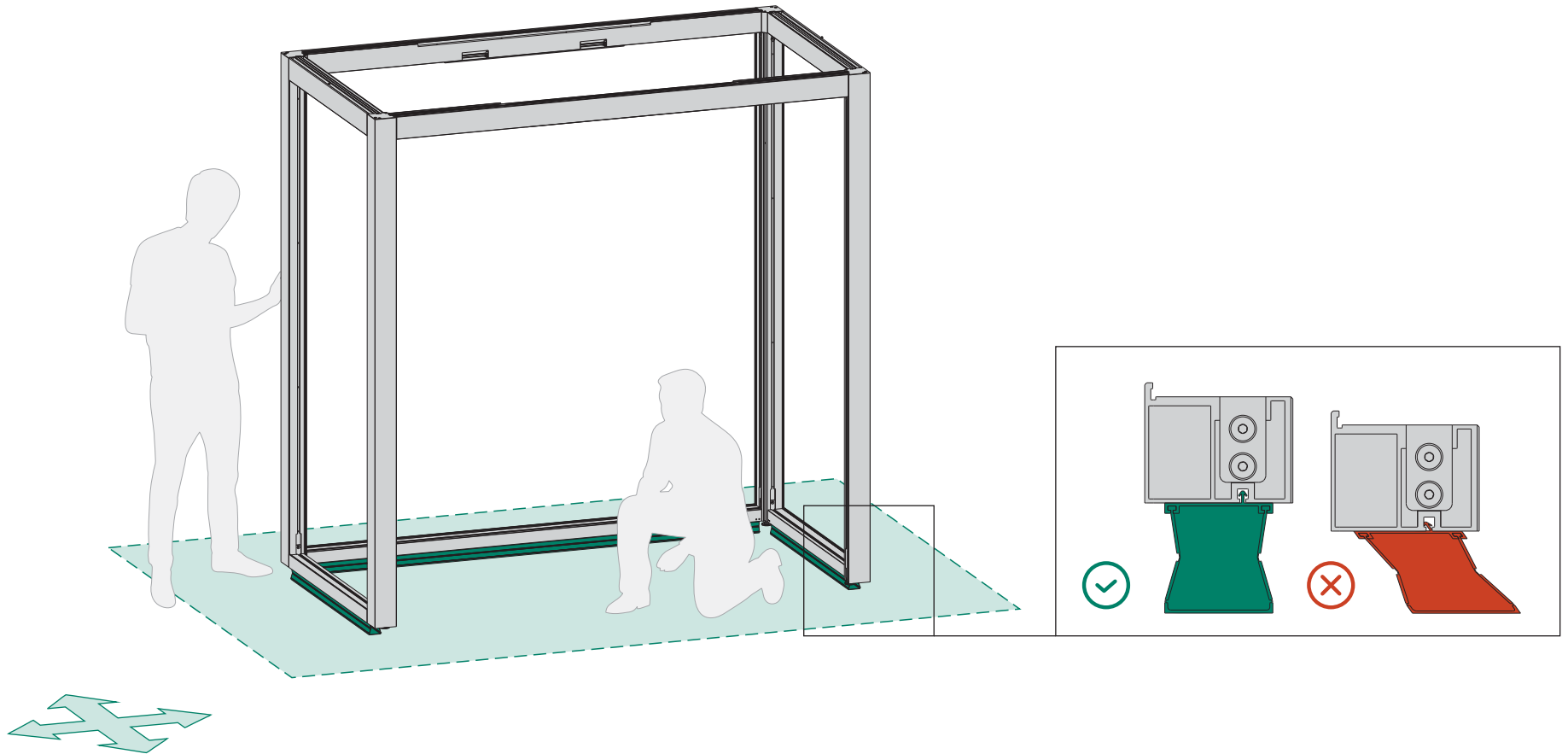
H5



06

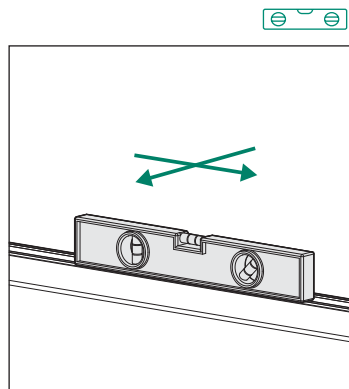
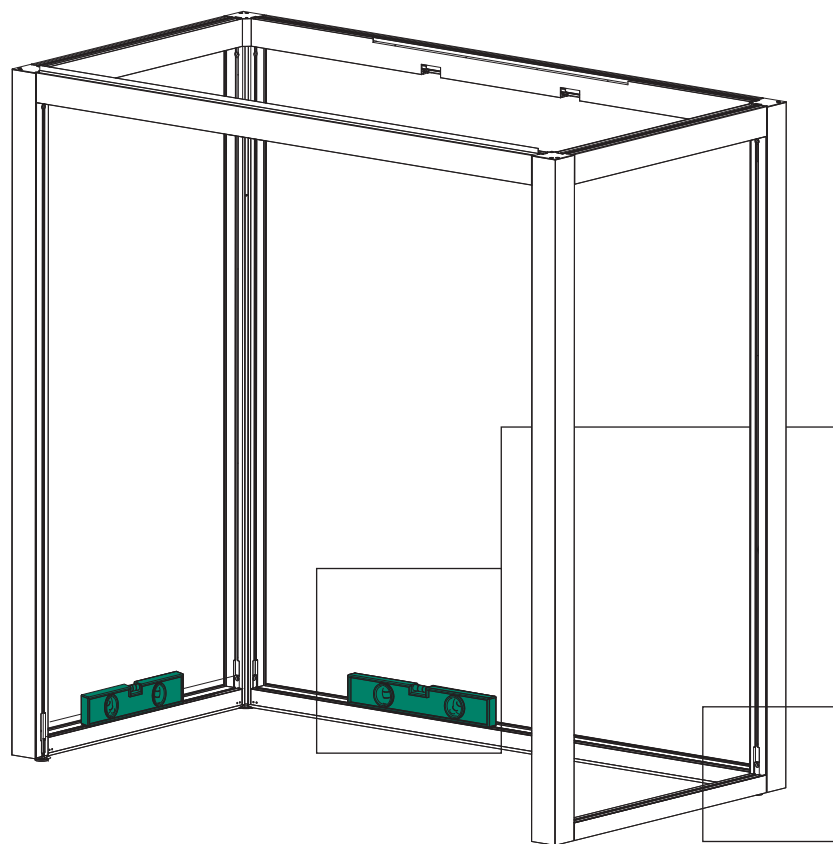
BOX 1

⚠ LAST CHANCE TO VERIFY FINAL PLACEMENT OF THE UNIT

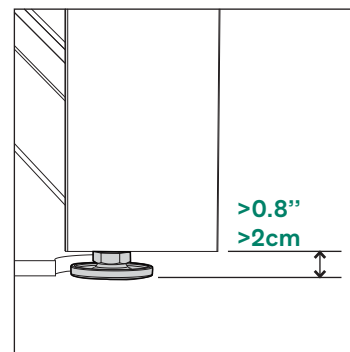
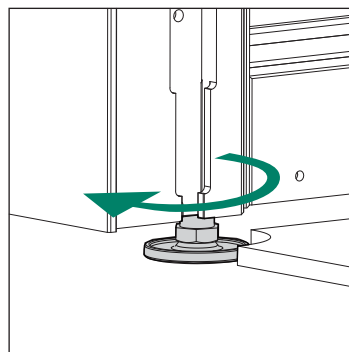


07

! UNIT POSITION WILL BE SET AND CANNOT BE MOVED AFTER THIS STEP



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



17mm

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Chapter

03

Wall Panels & AC Power Setup

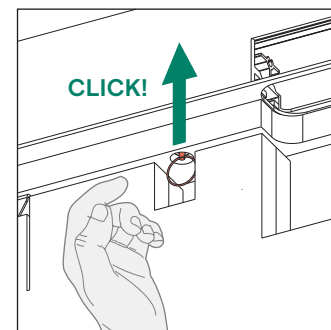
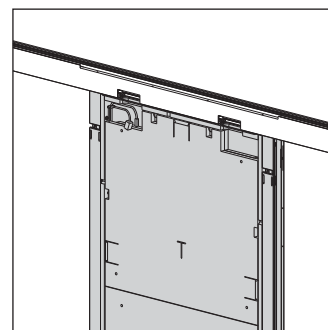
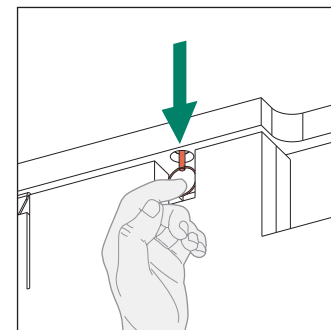
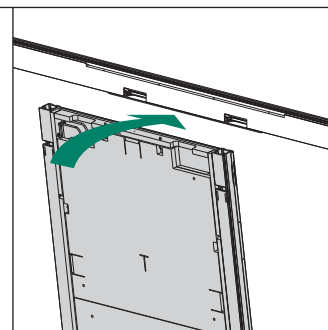
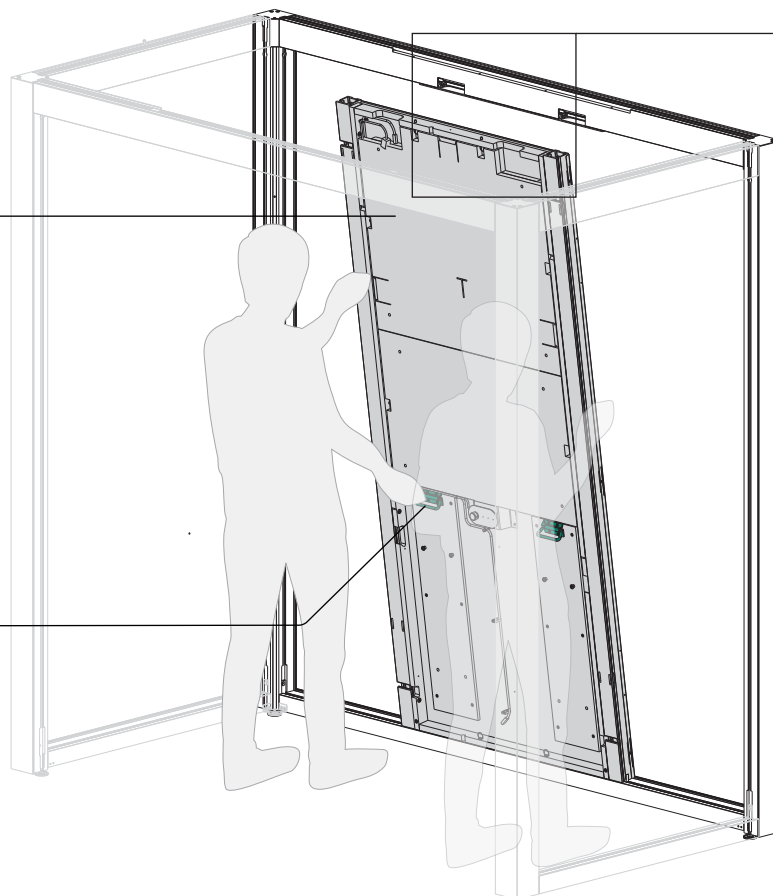
08

BOX 4

W1

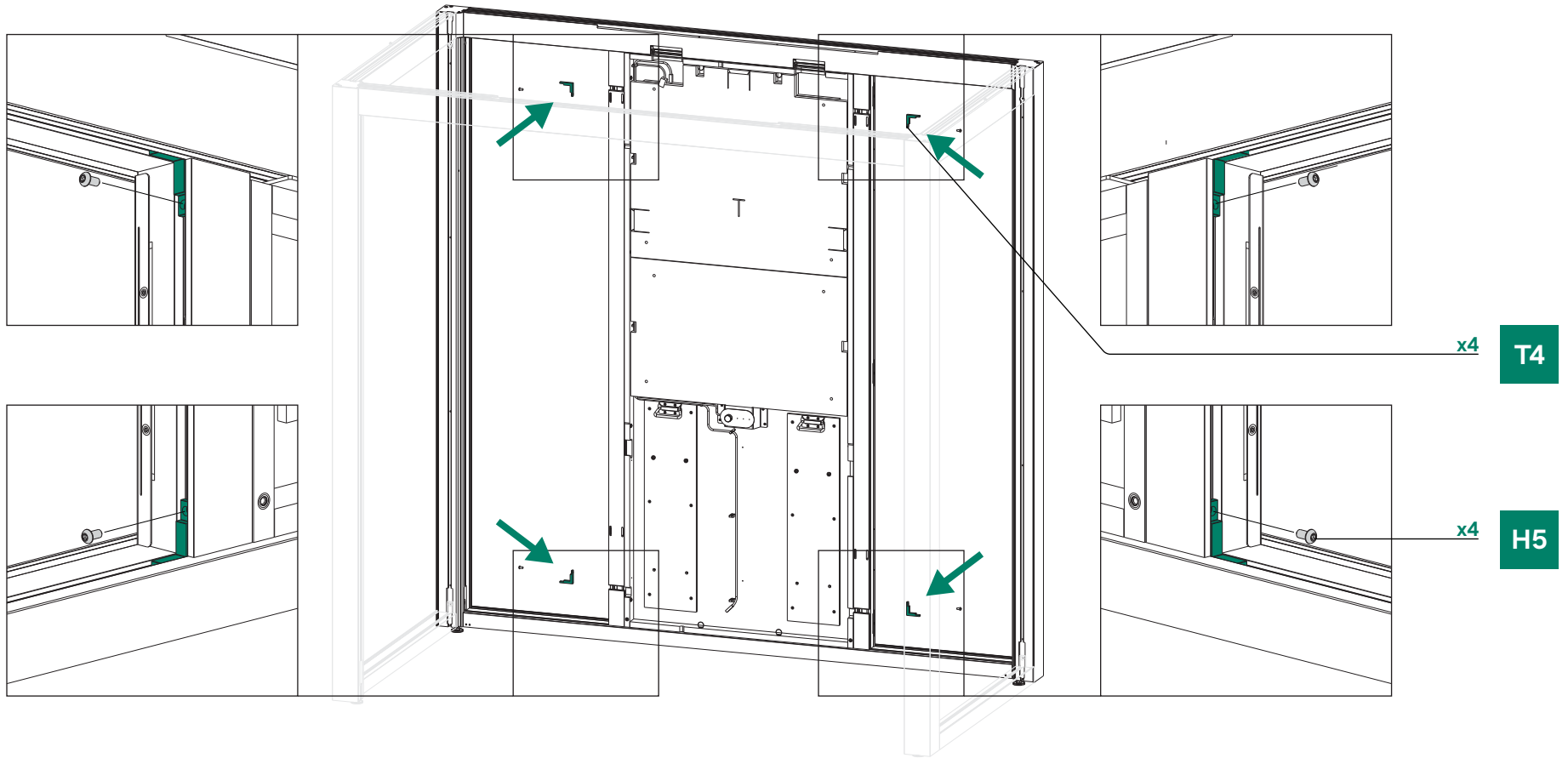


Make use of
built-in handles.



09

BOX 1

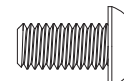


scale 1:1

SCREWS NEEDED

M6 x 12
x4

H5

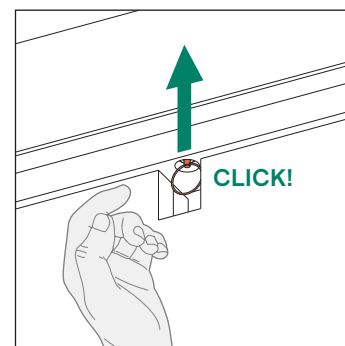
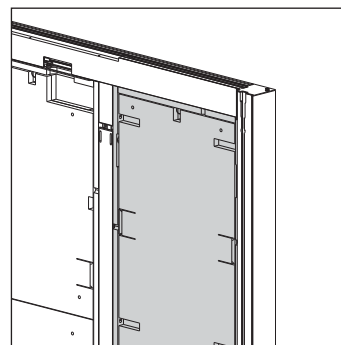
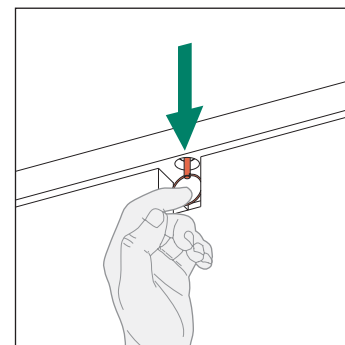
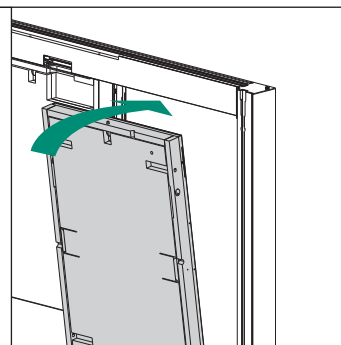
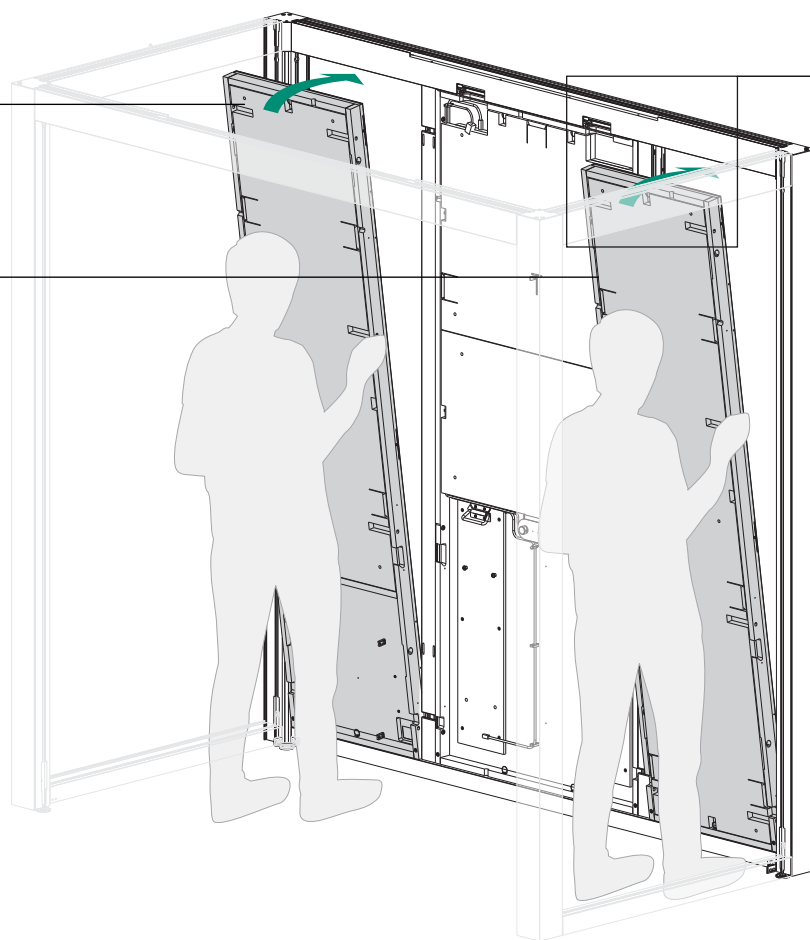


10

BOX 5

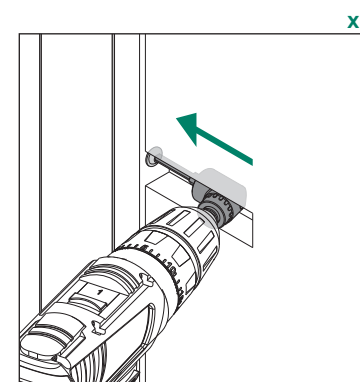
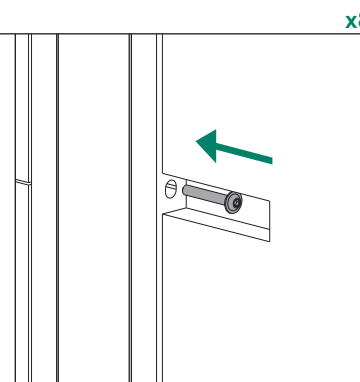
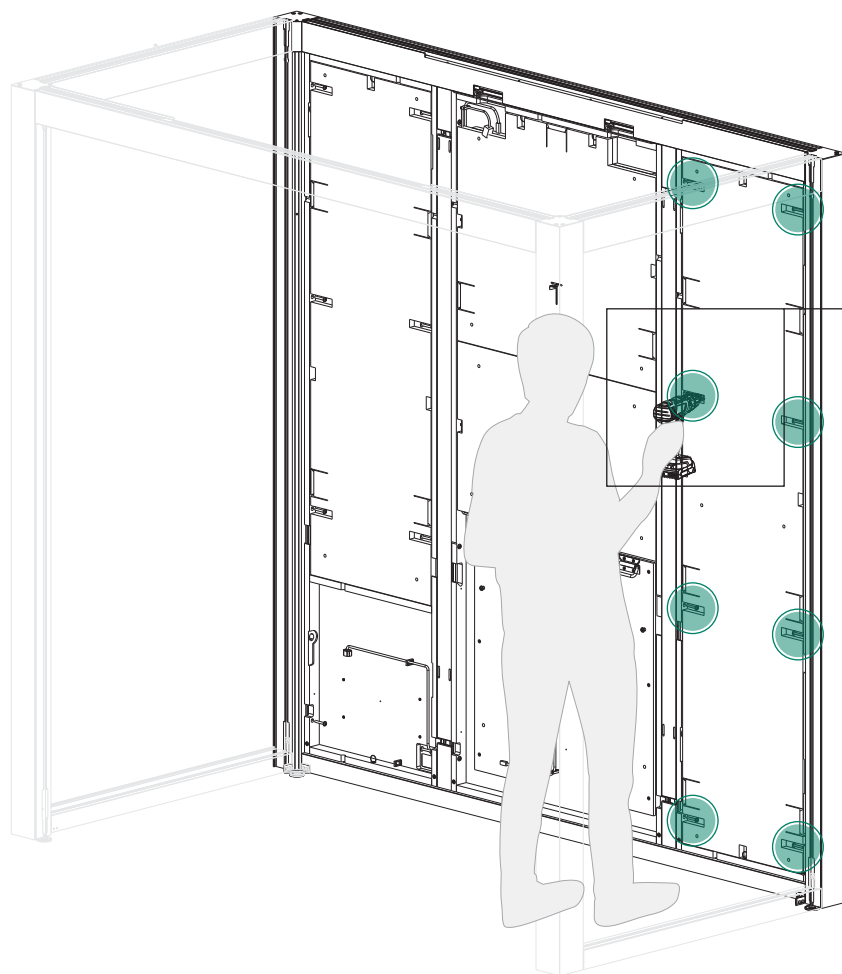
W3

W4

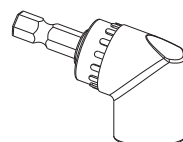


11

BOX 1



 Use the provided 90° drill adapter.

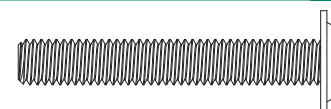


scale 1:1

SCREWS NEEDED

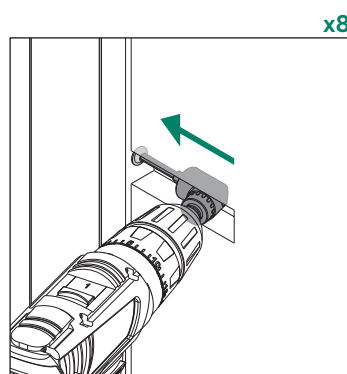
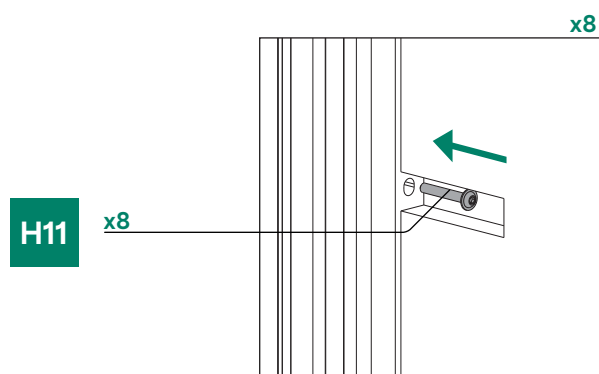
M6 x 40
x8

H11

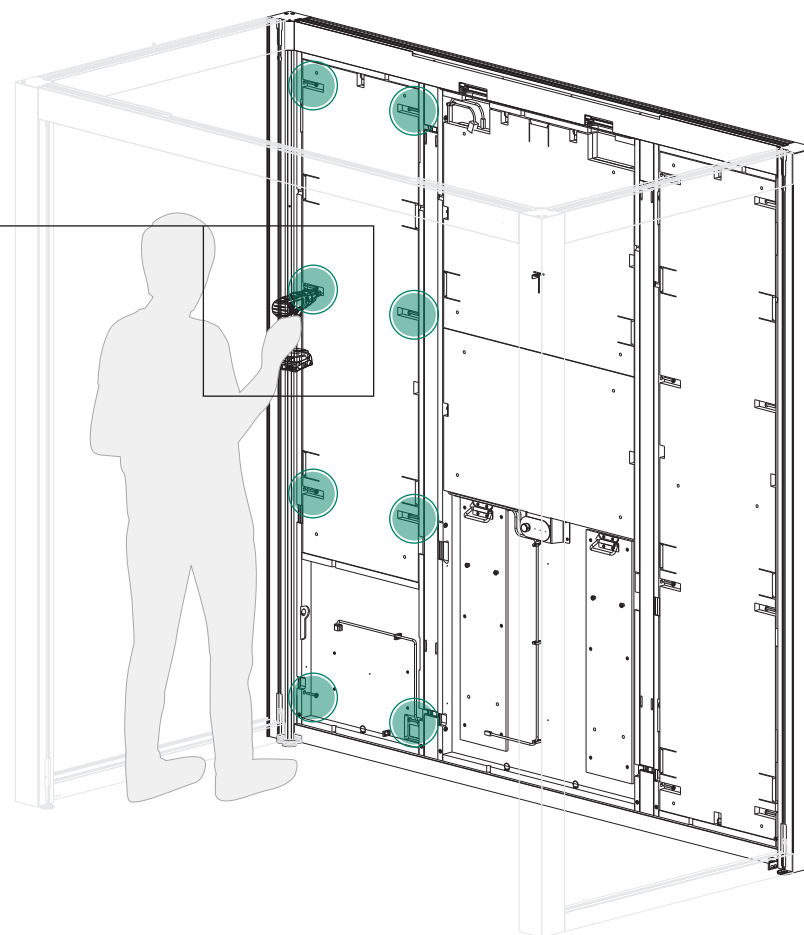


12

BOX 1

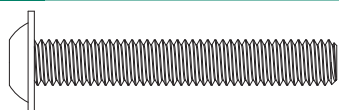


Use the provided
90° drill adapter.

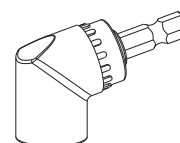


SCREWS NEEDED

scale 1:1

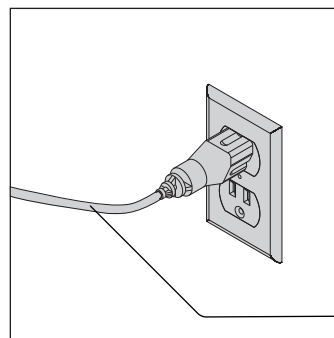
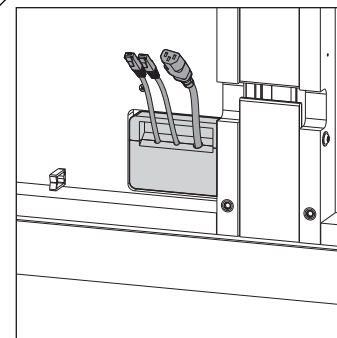
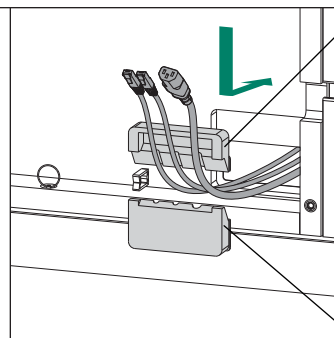
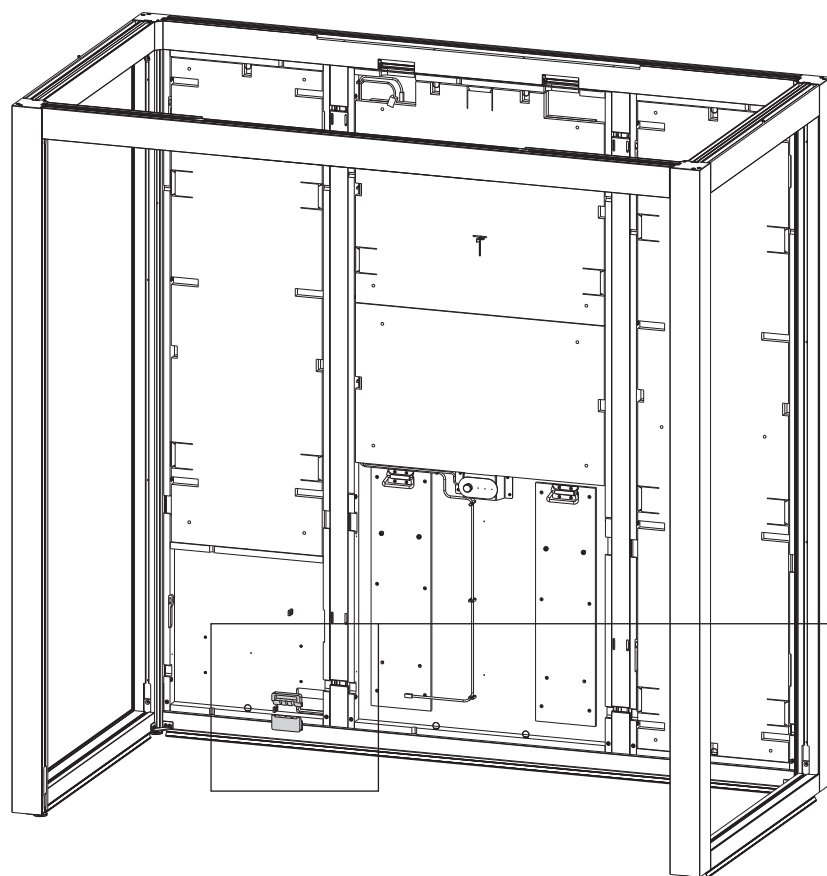


H11 M6 x 40
x8



13

BOX 1



!
Ethernet cable not included.
Confirm with customer if install
is necessary.

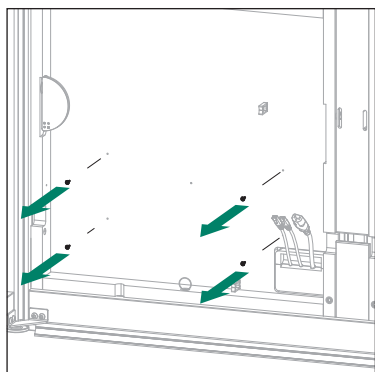
T2

T1

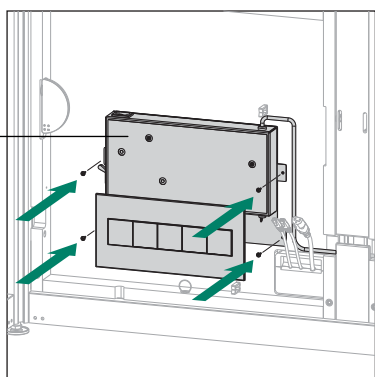
E3

14

BOX 6



Remove the four pre-attached screws using a Philips screwdriver.*

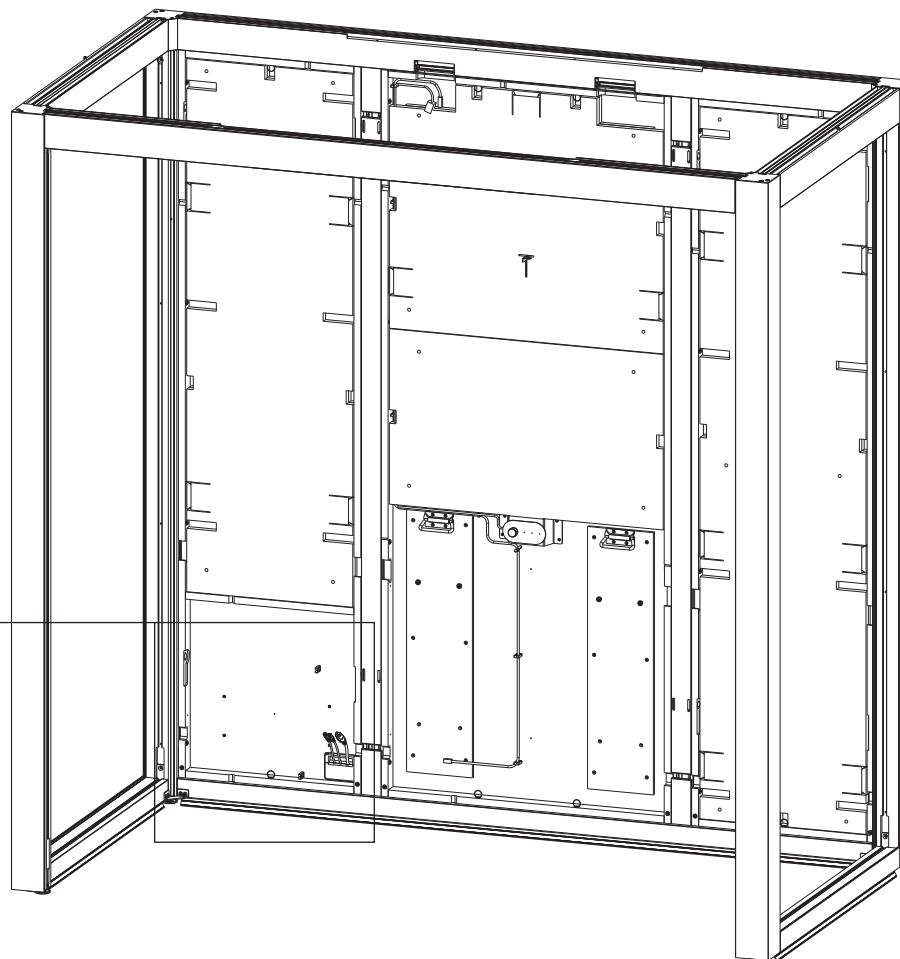


Install AC Box with said screws.
Do not use power drill.

E2

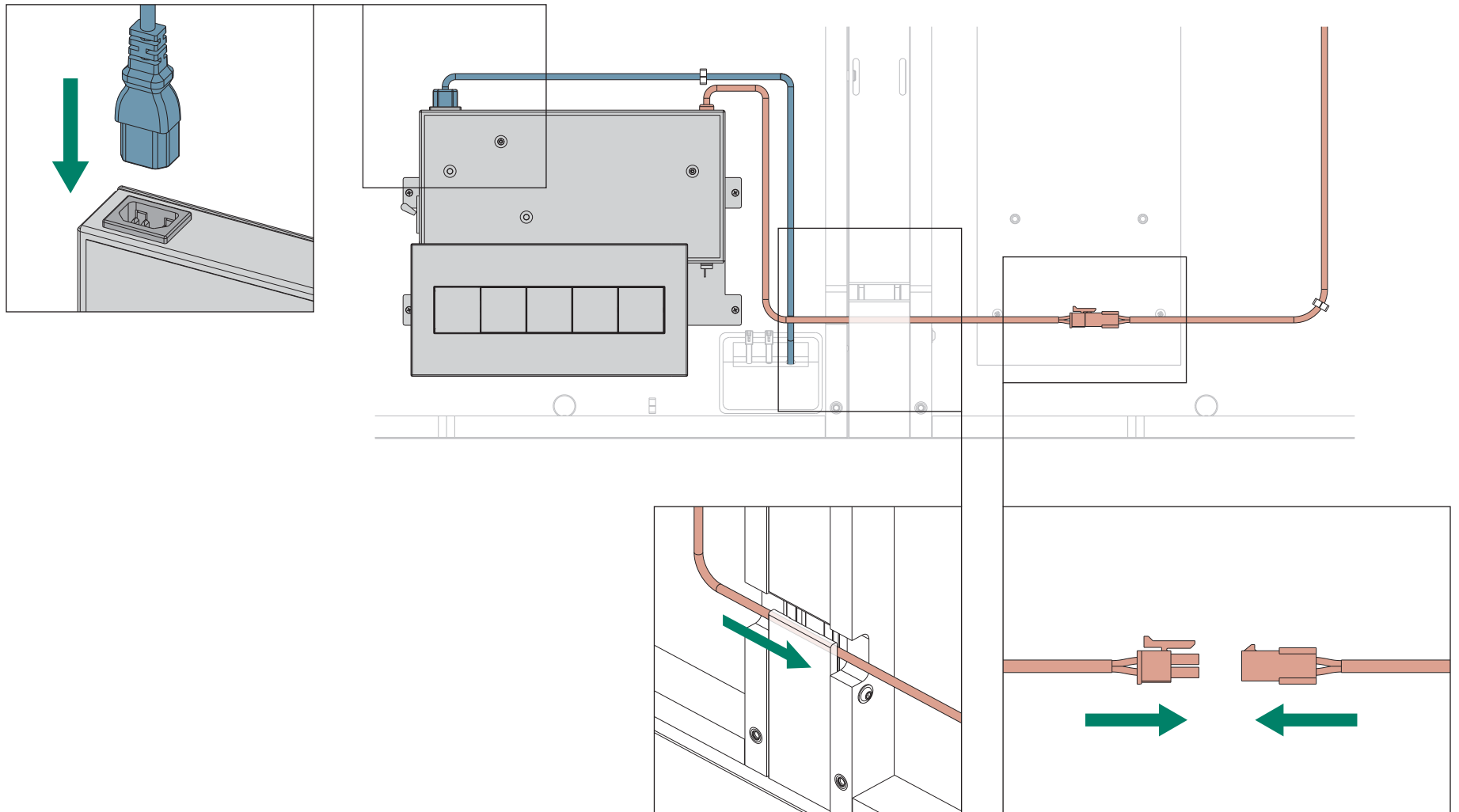


* Philips screwdriver
not included.



15

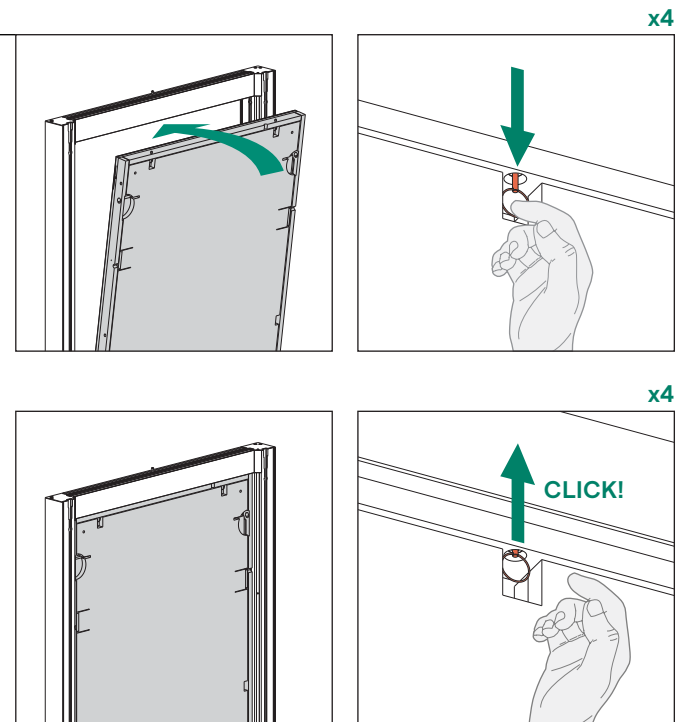
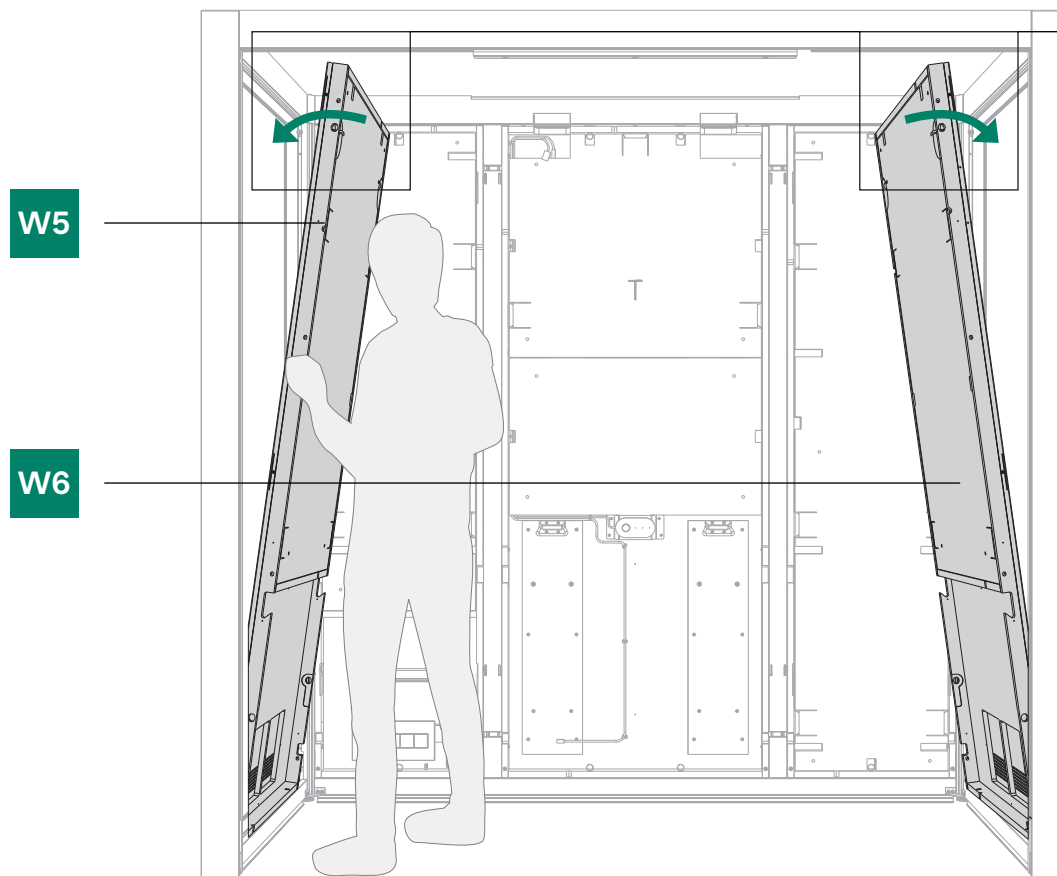
BOX 6



16

BOX 7

BOX 8



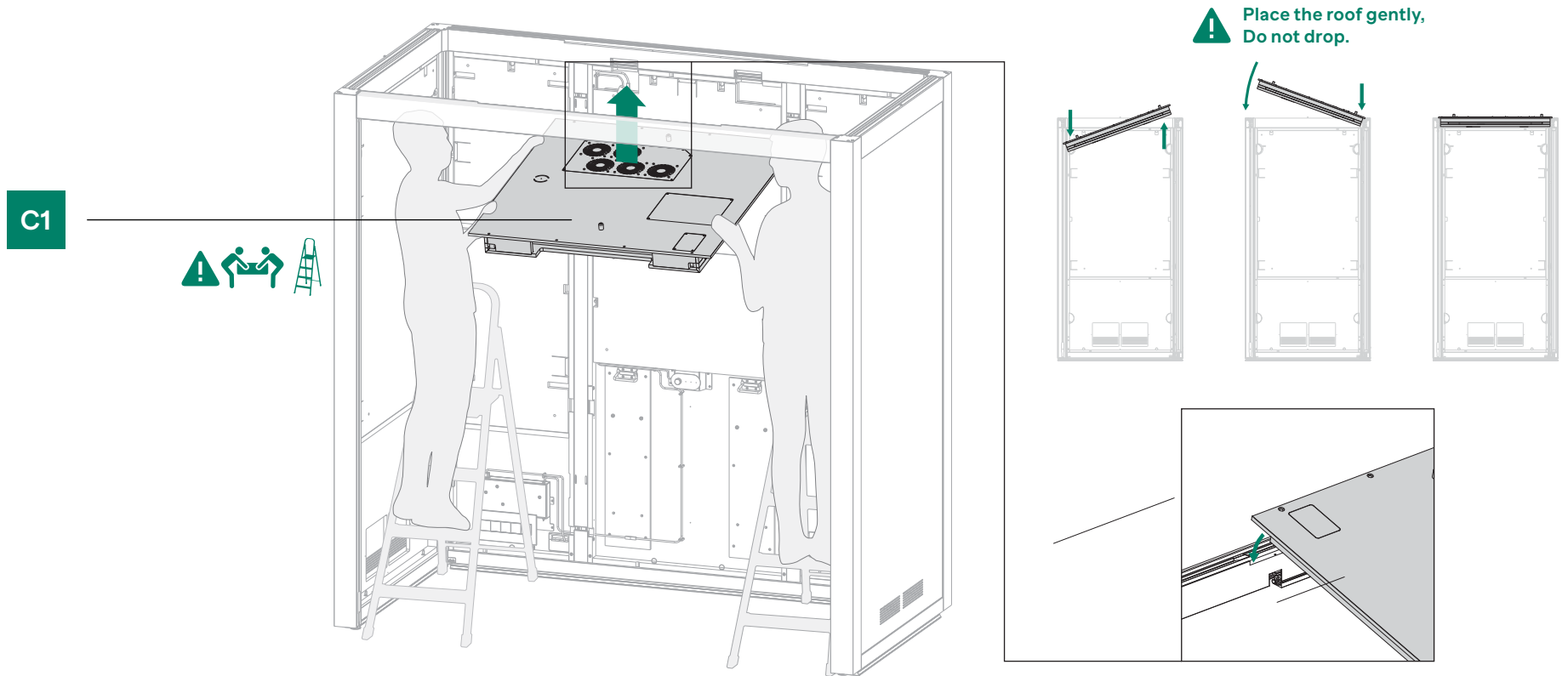
Scan to Watch Video



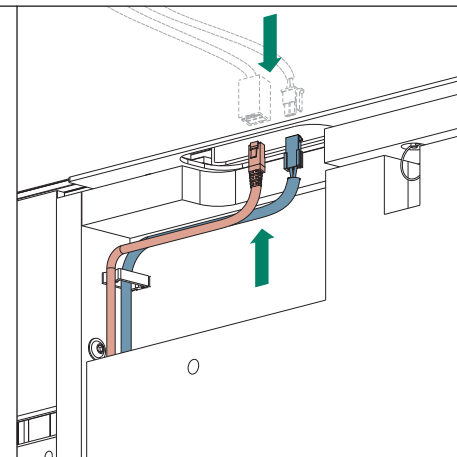
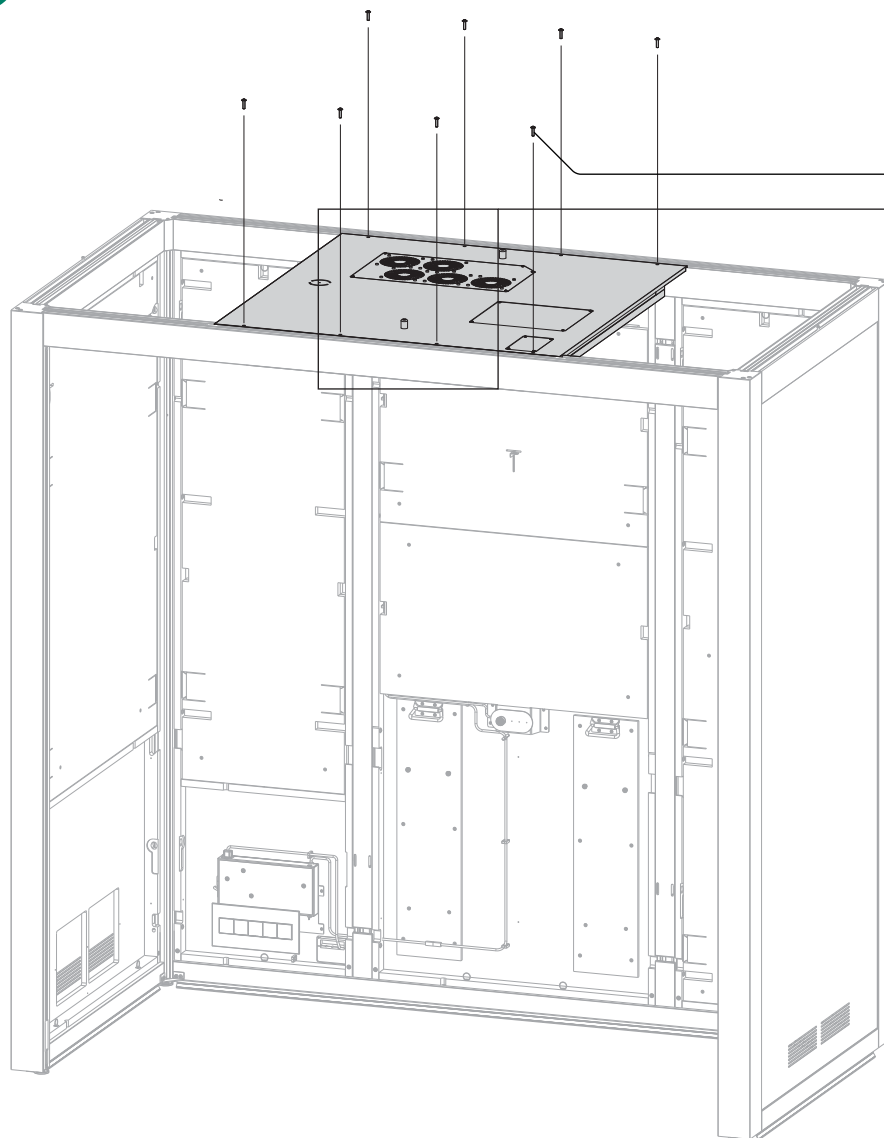
Chapter

04

Roof



18



x8

H3

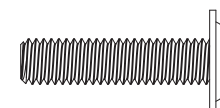
- 2.5
- 3
- 4
- 5

scale 1:1

SCREWS NEEDED

M6 x 25
x8

H3



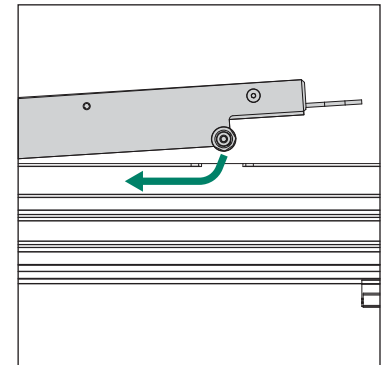
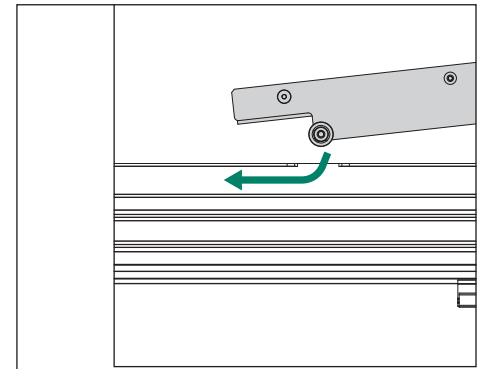
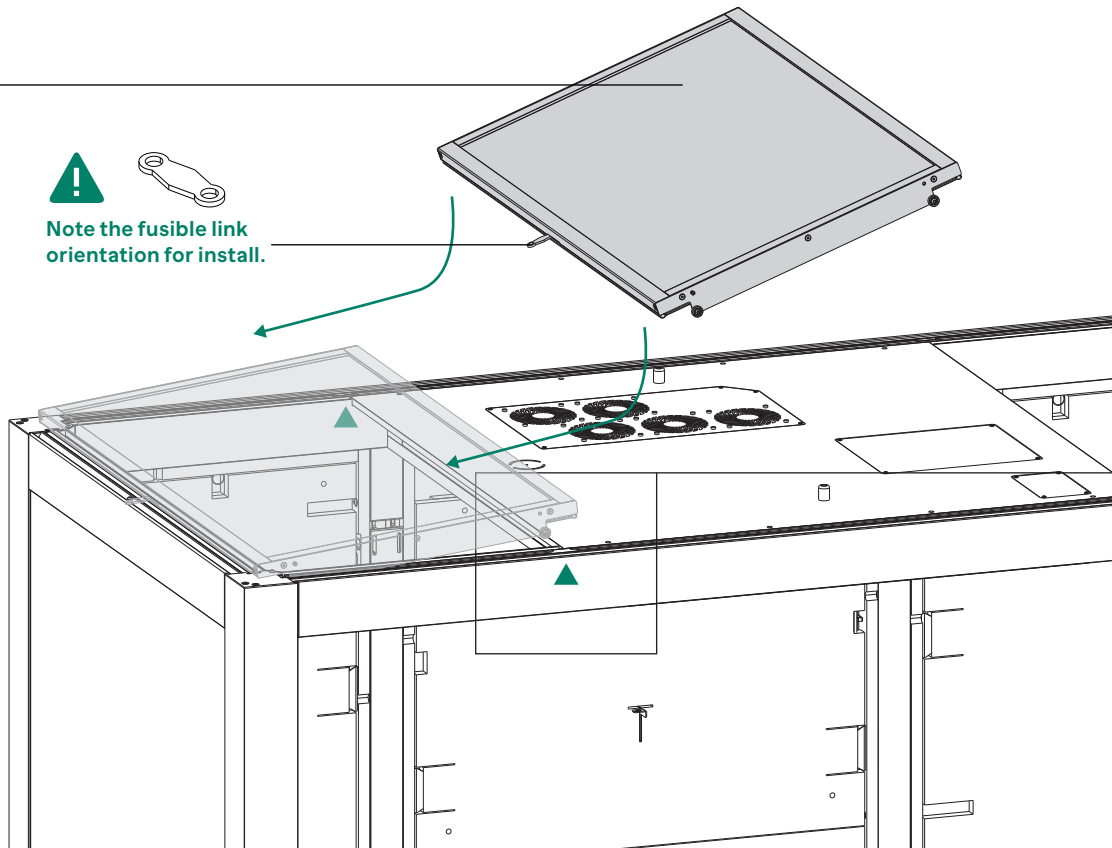
19

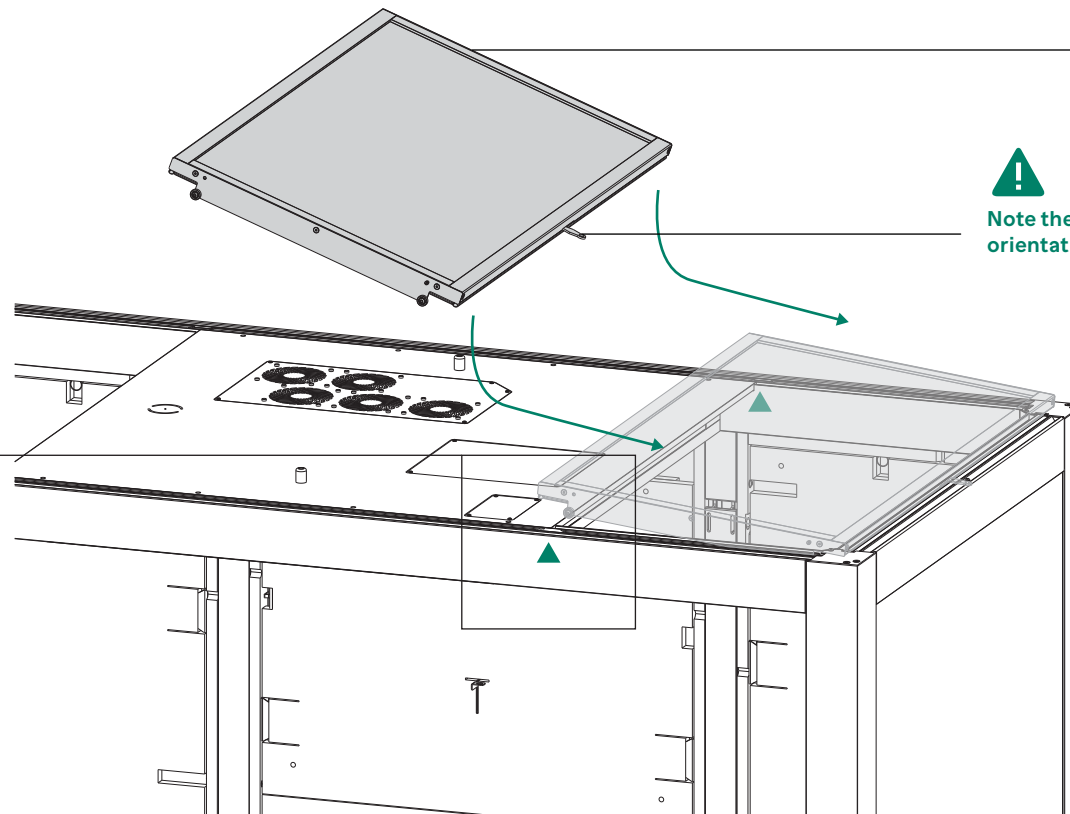
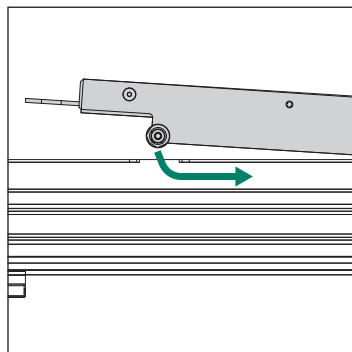
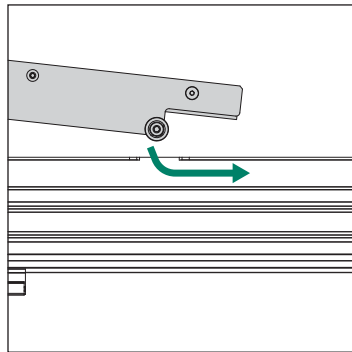
BOX 10

C2



Note the fusible link
orientation for install.





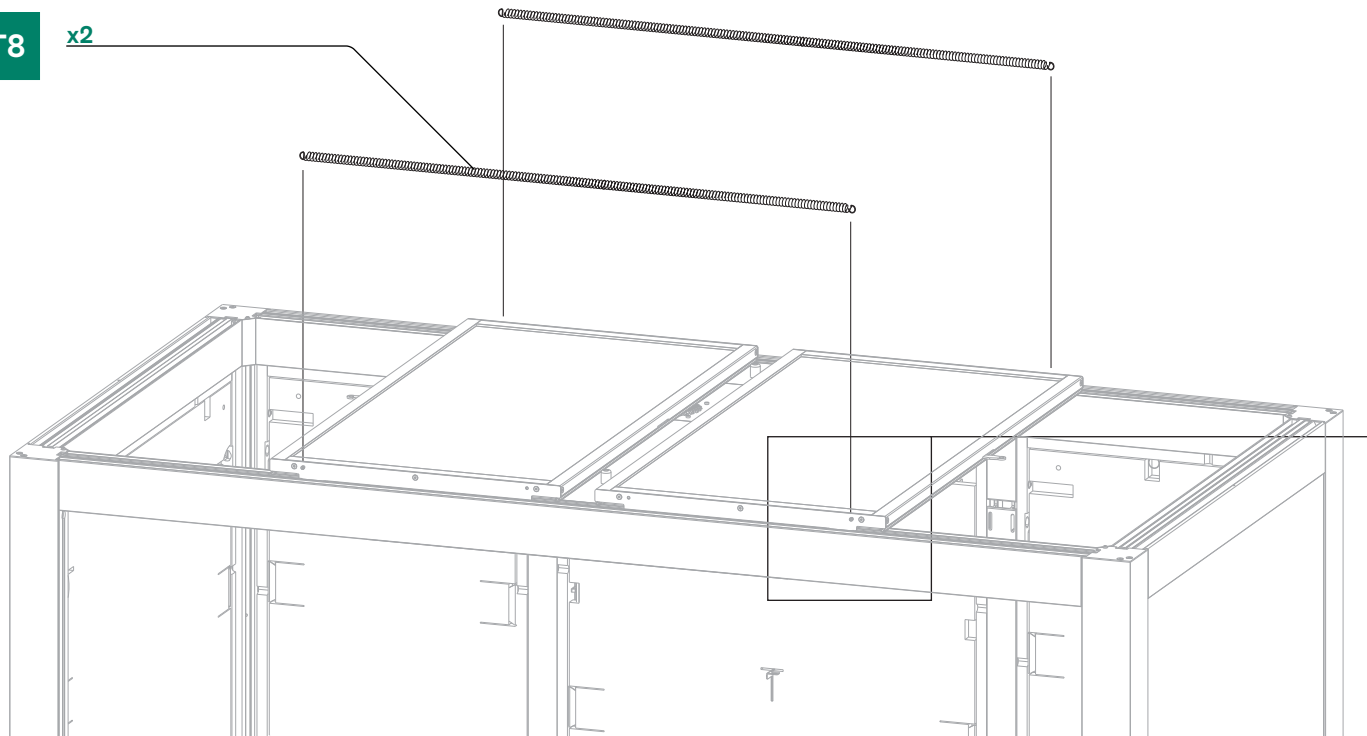
 
Note the fusible link
orientation for install.

21

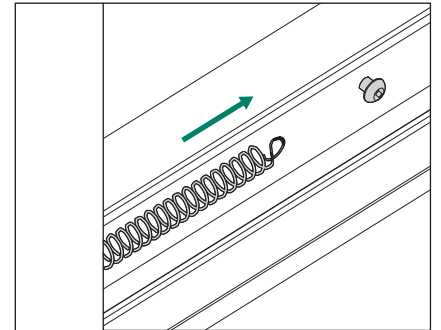
BOX 1

T8

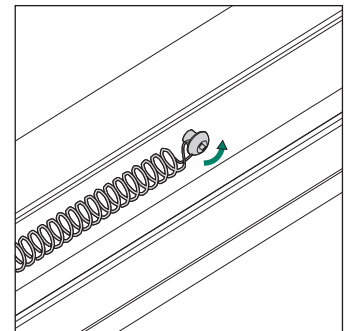
x2



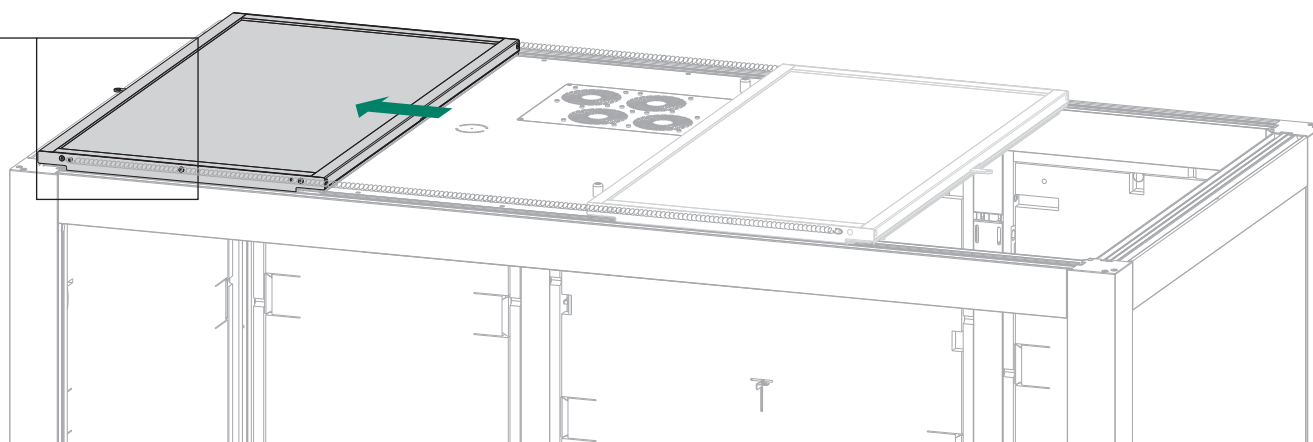
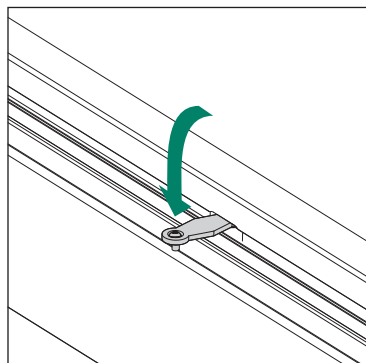
x4



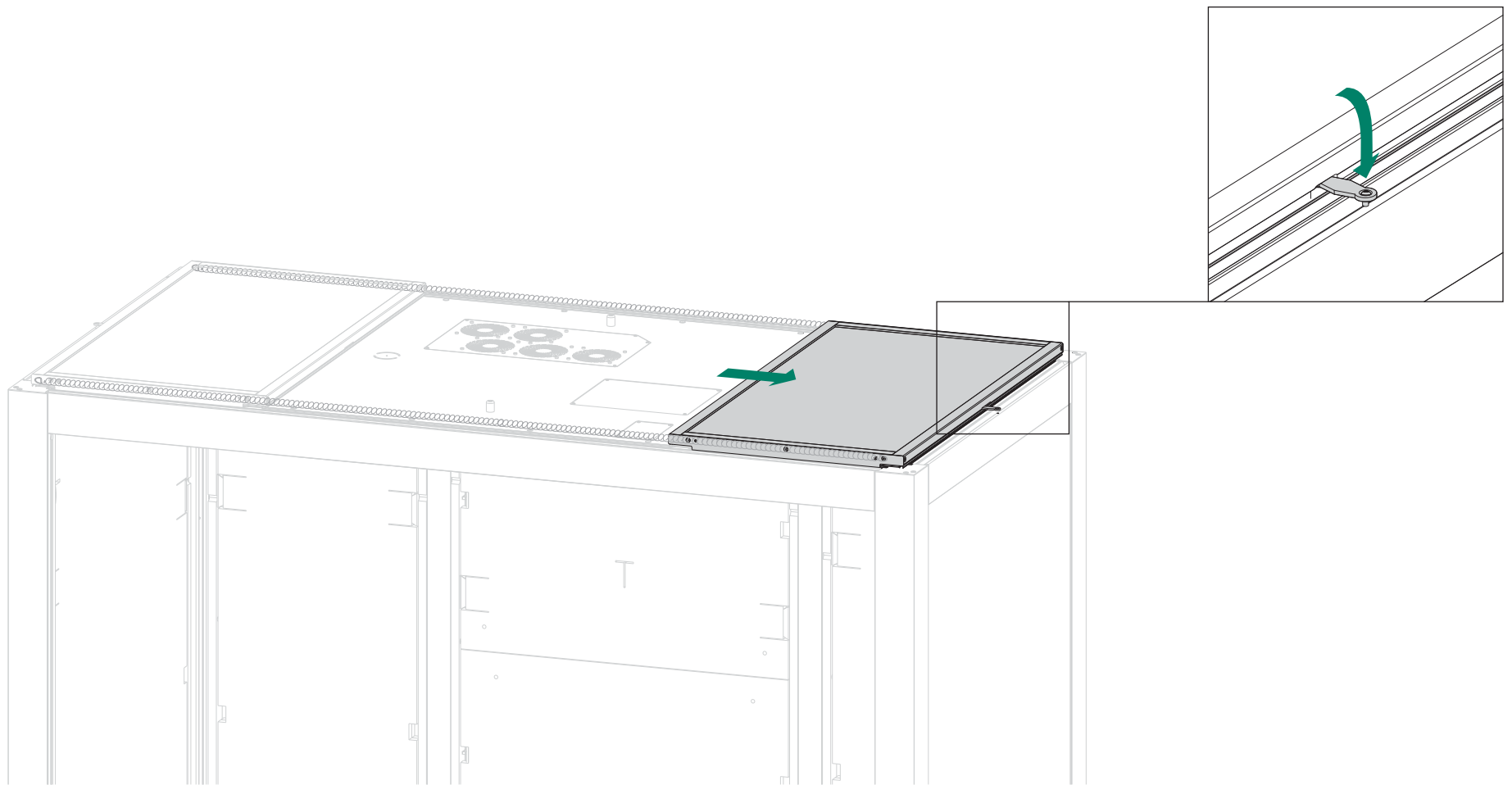
x4



22

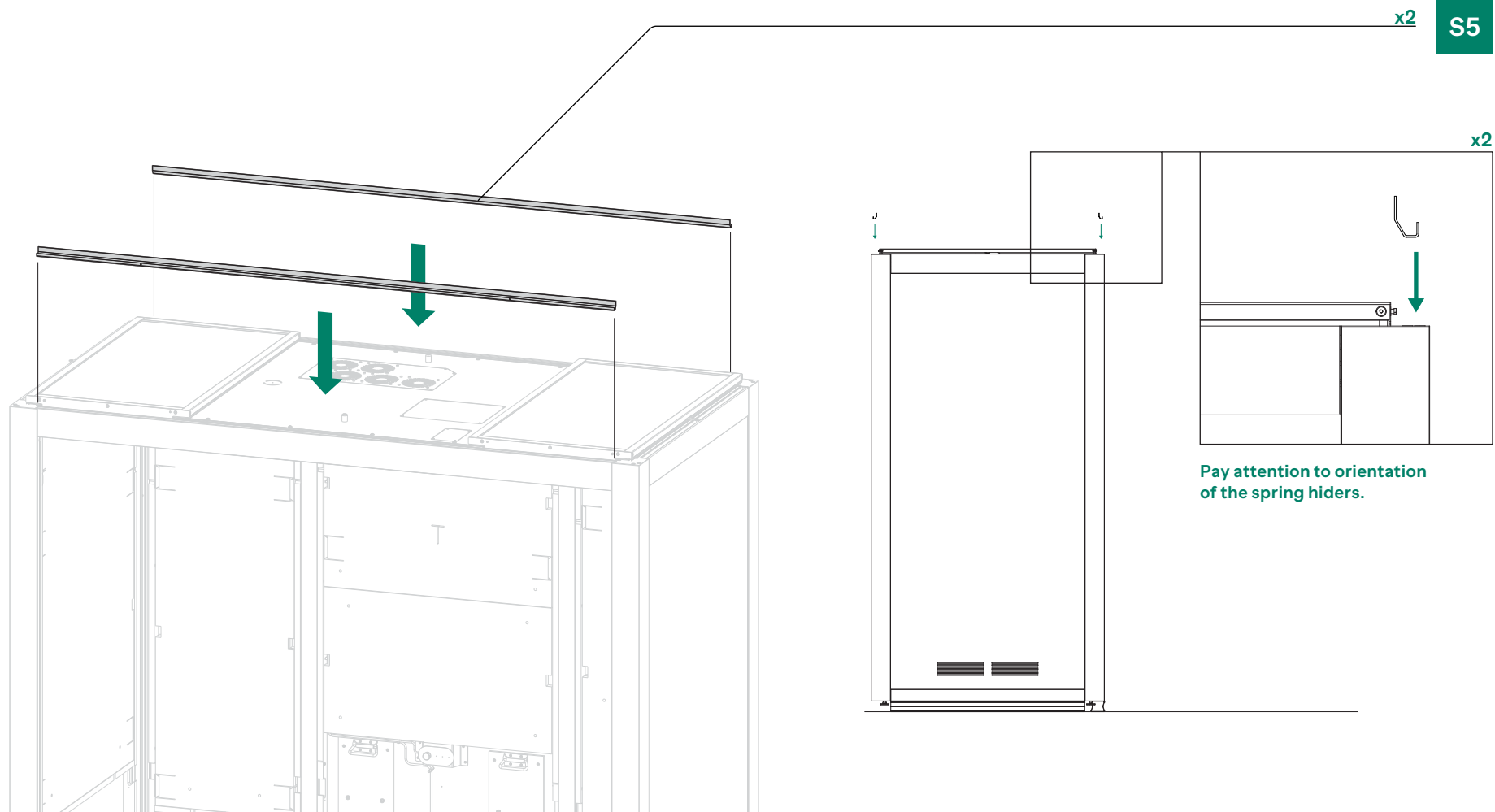


23



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BOX 3



Scan to Watch Video



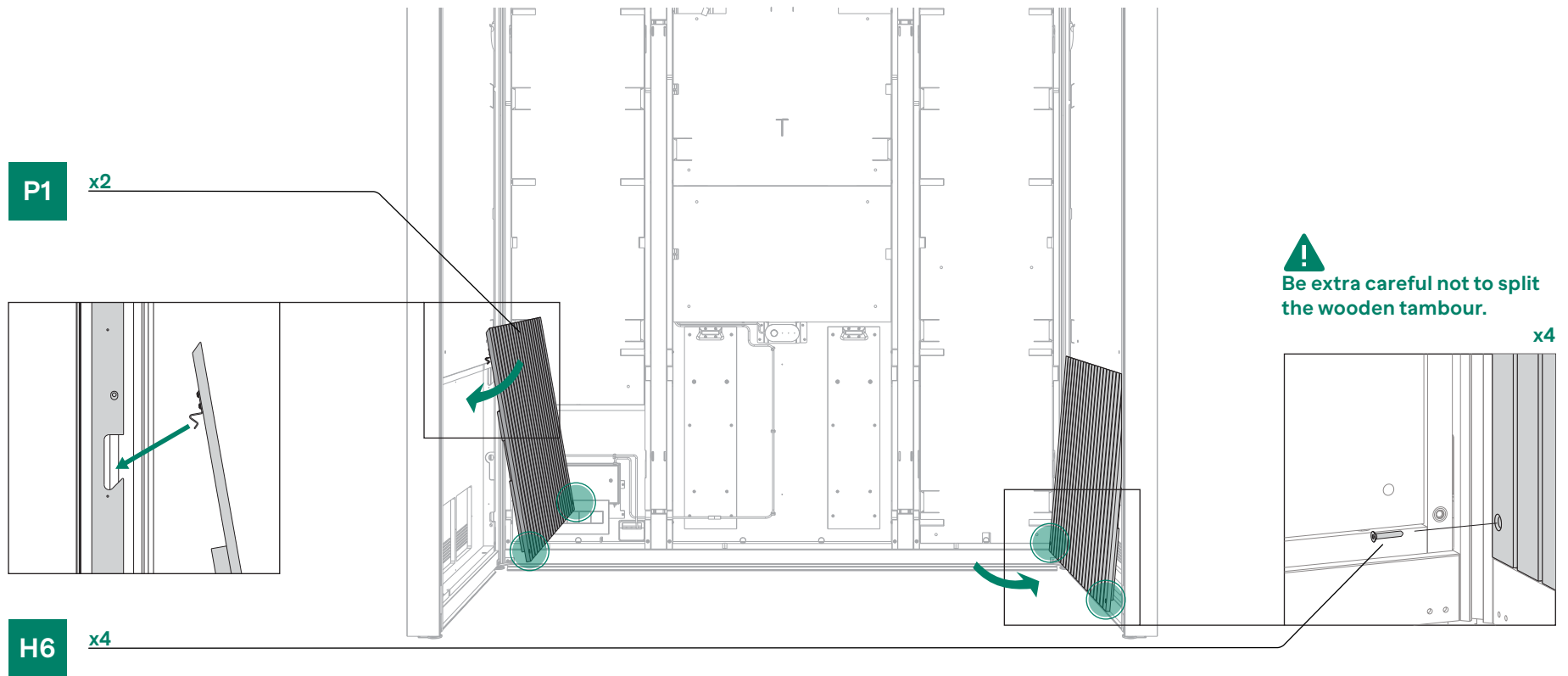
Chapter

05

Interior Wall Finishes

25

BOX 9



SCREWS NEEDED

scale 1:1



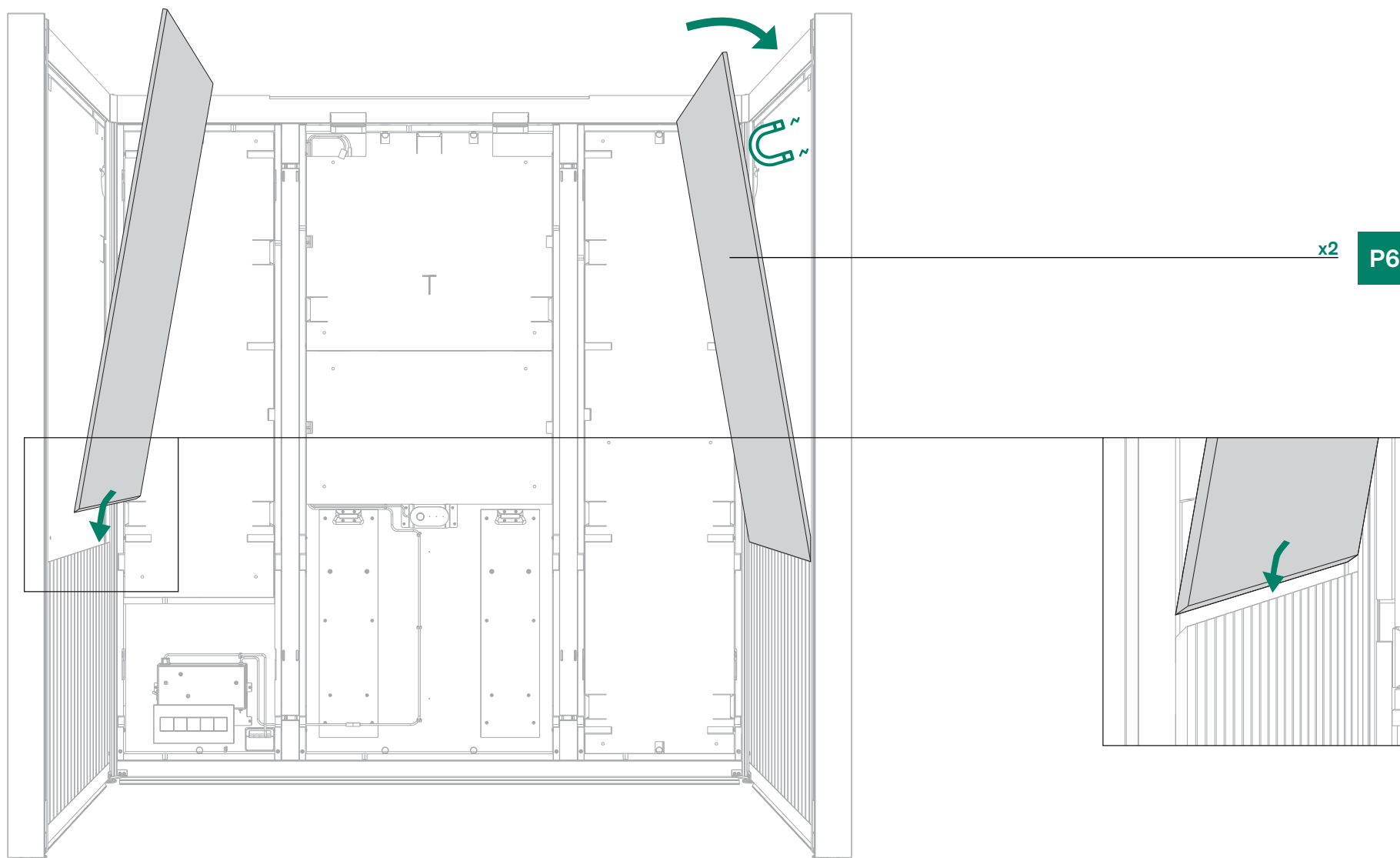
H6

M6 x 25
x4 - Brass



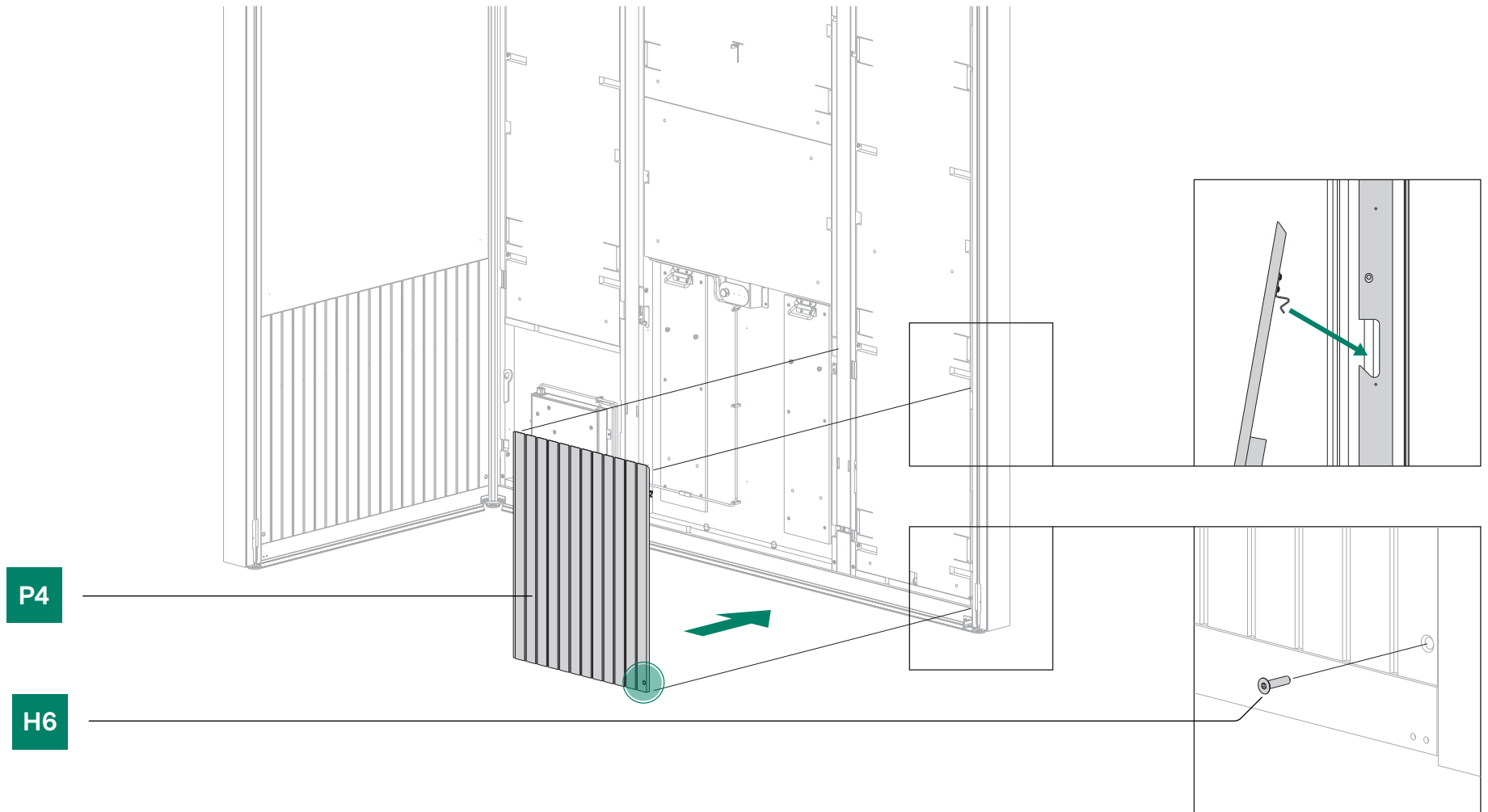
26

BOX 11



27

BOX 9



SCREWS NEEDED

scale 1:1



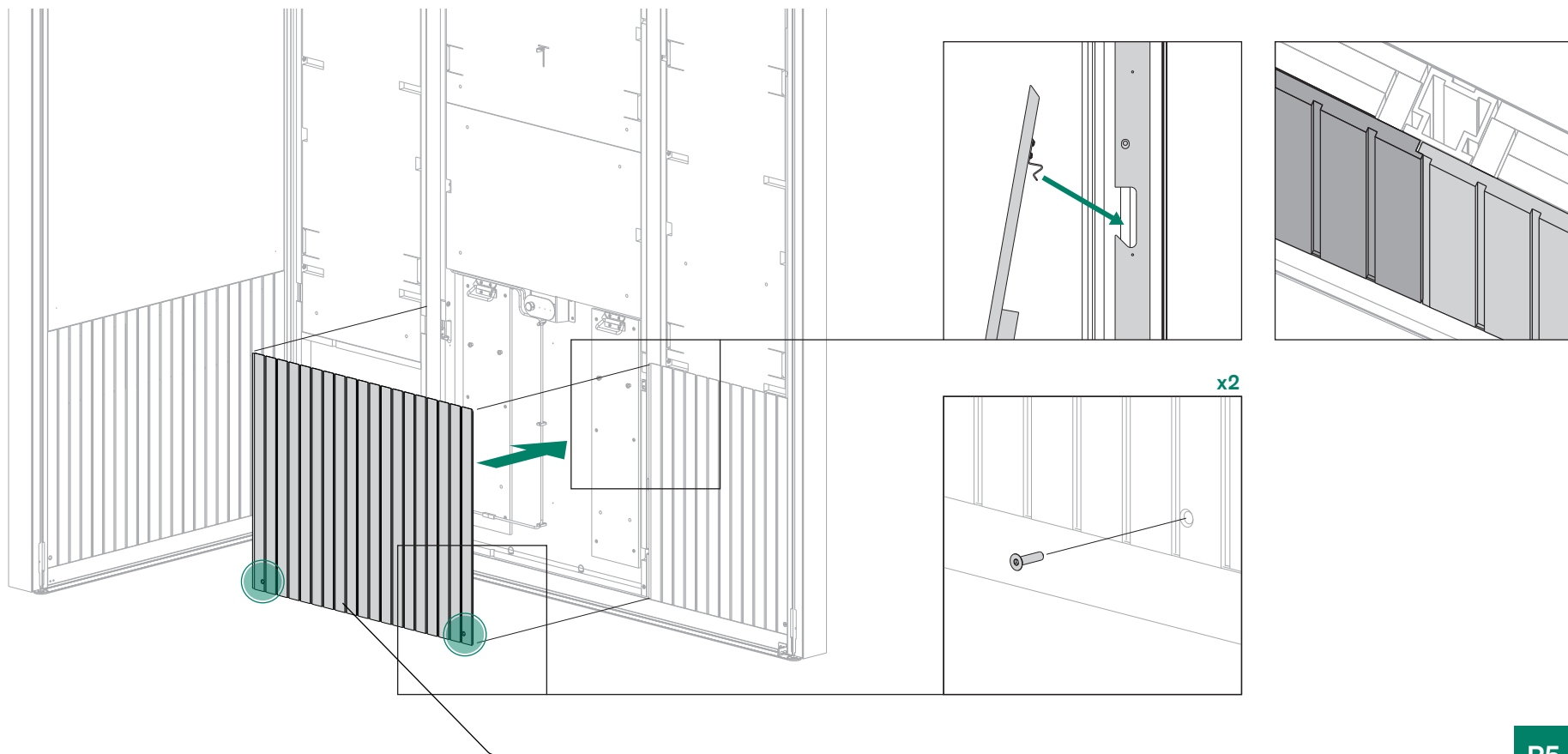
H6

M6 x 25
x1 - Brass

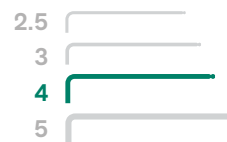


28

BOX 9



P5



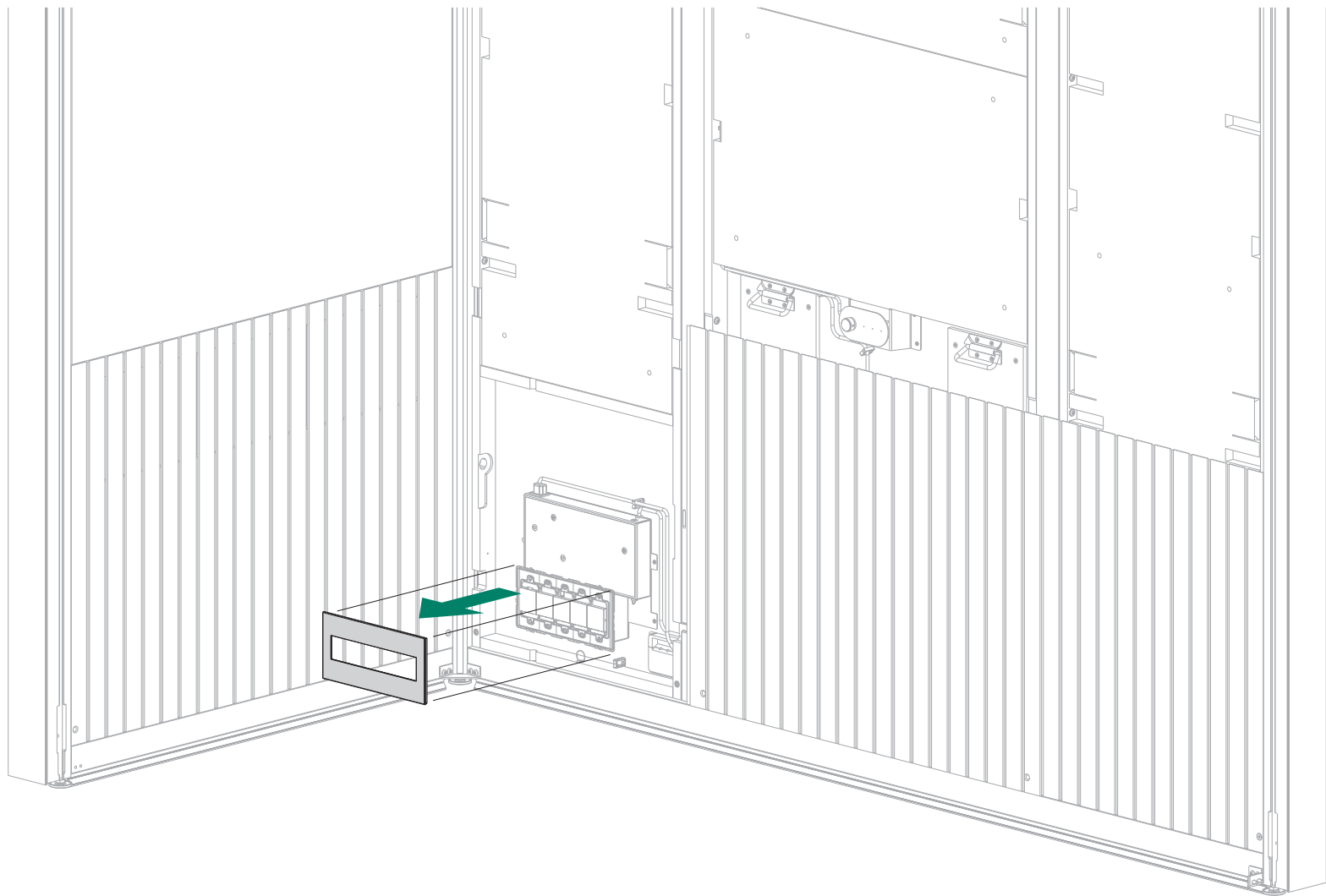
scale 1:1

SCREWS NEEDED

M6 x 25
Brass - x2

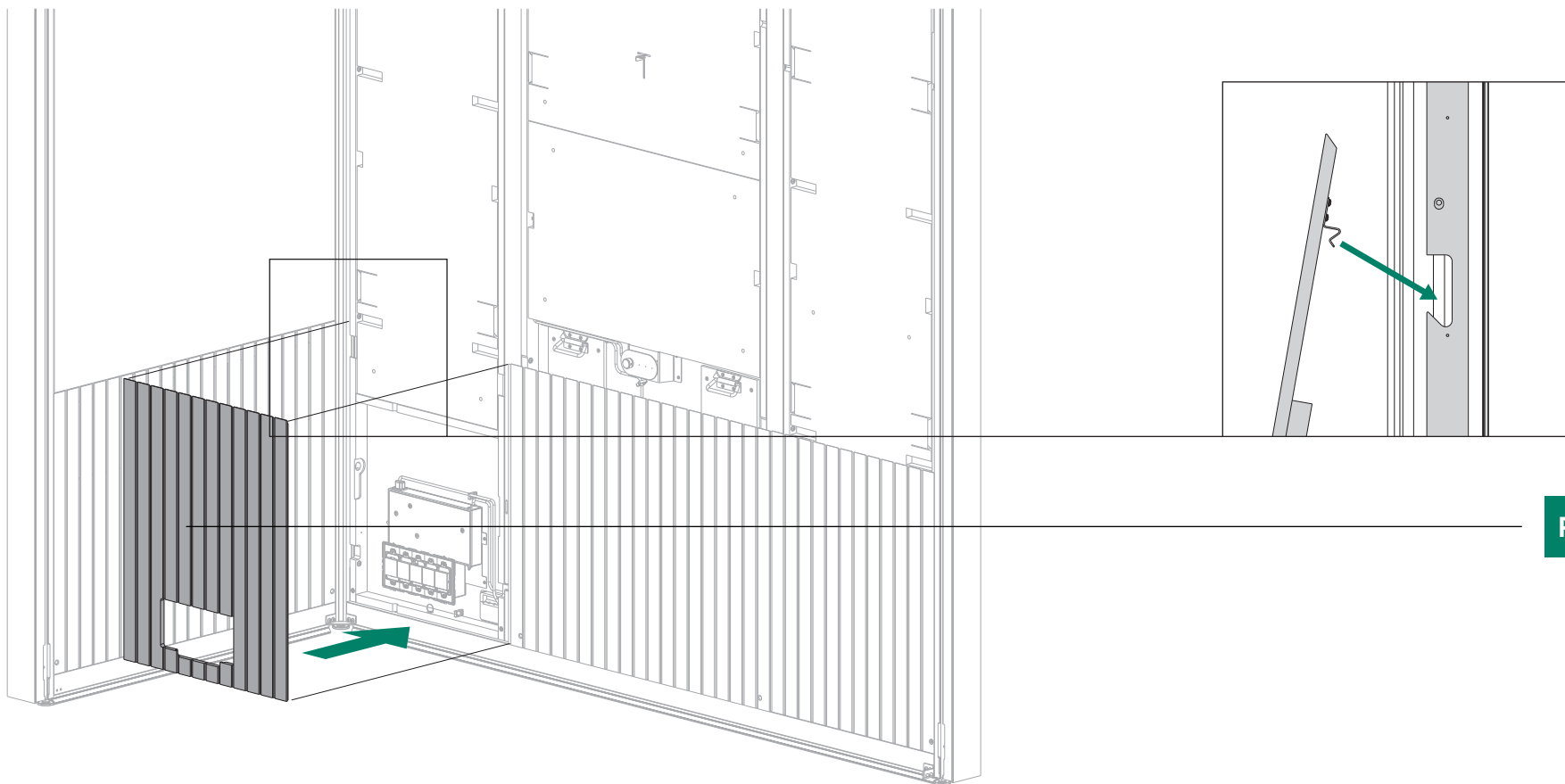
H6



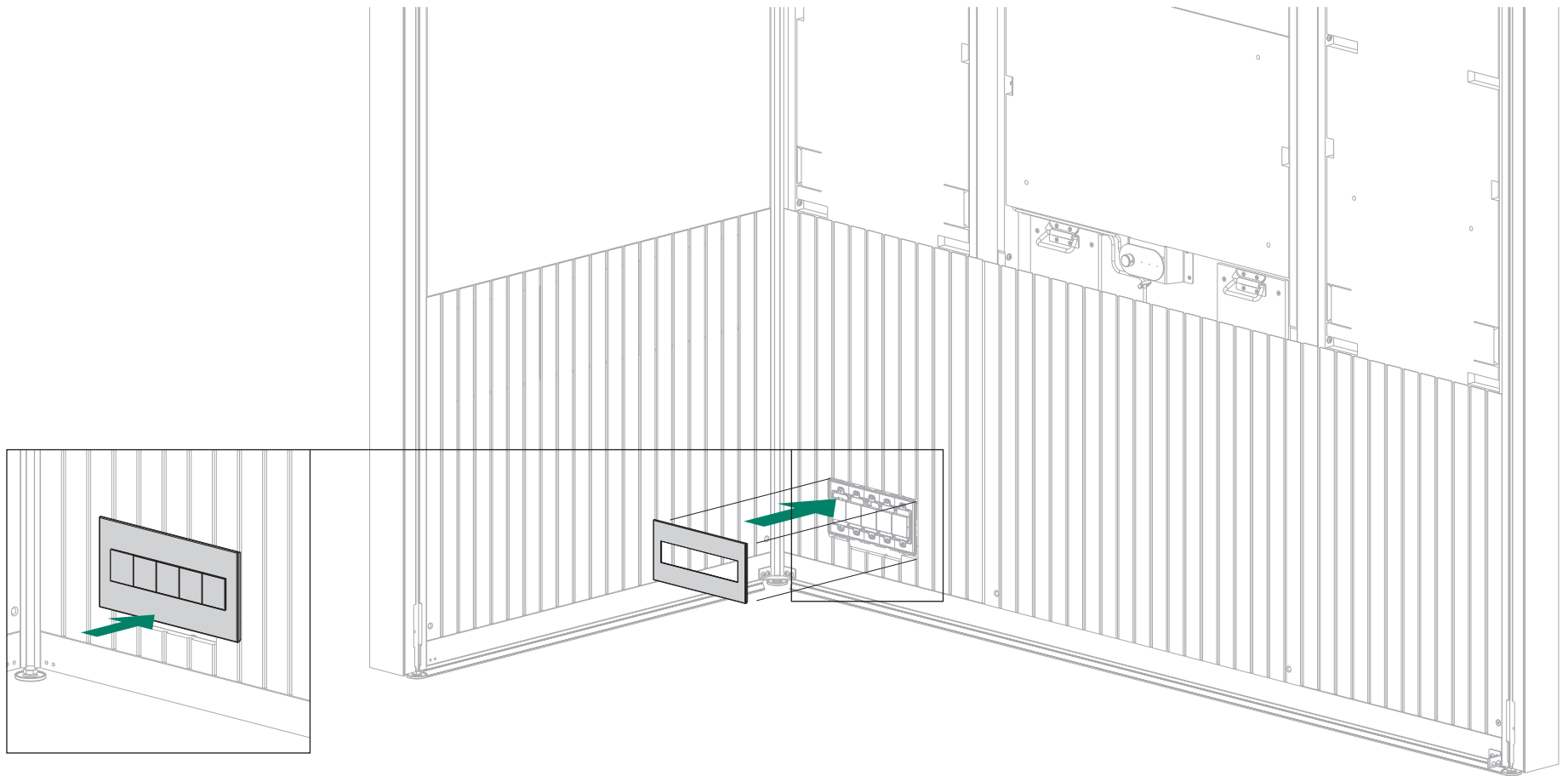


30

BOX 9

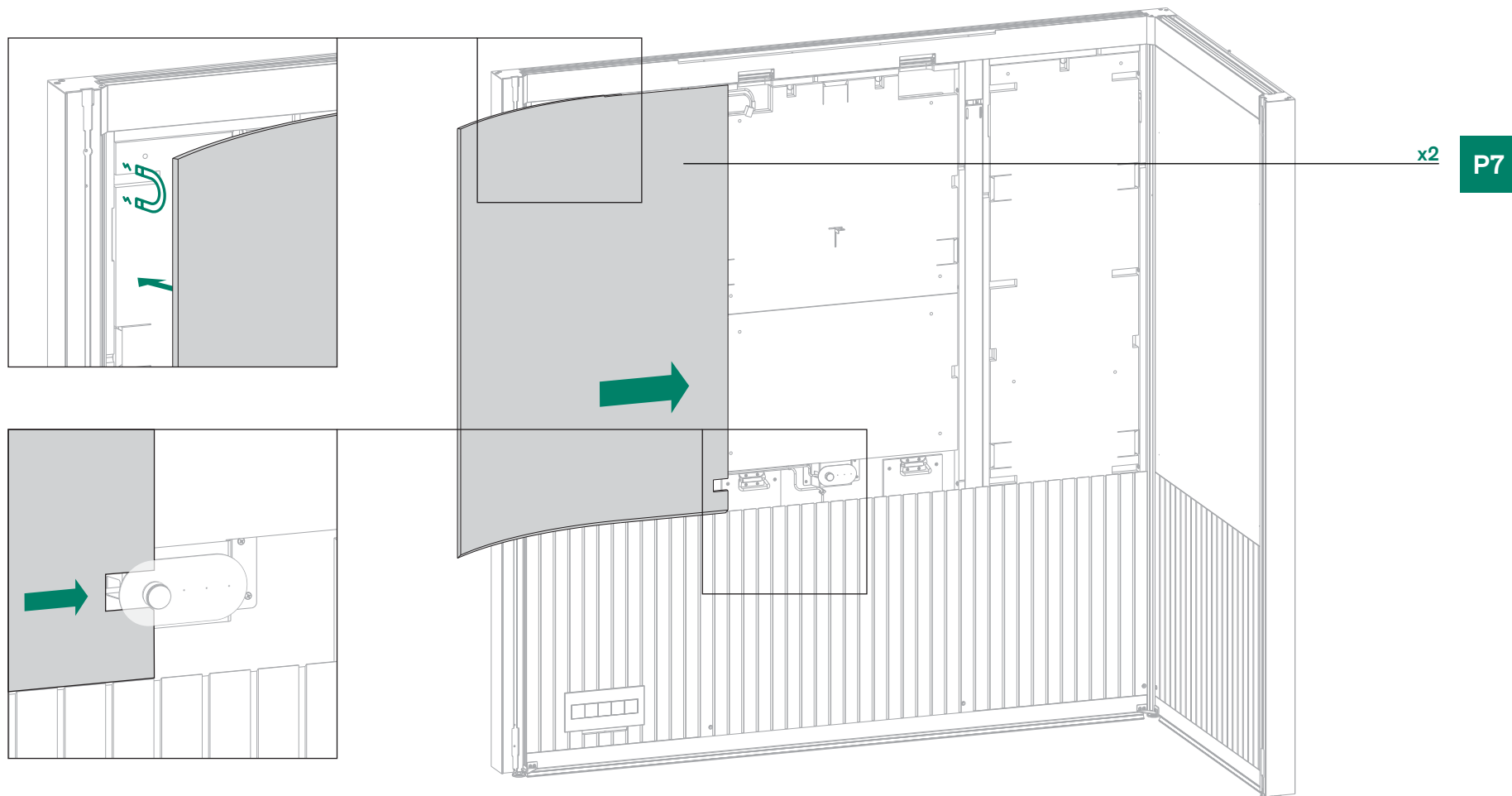


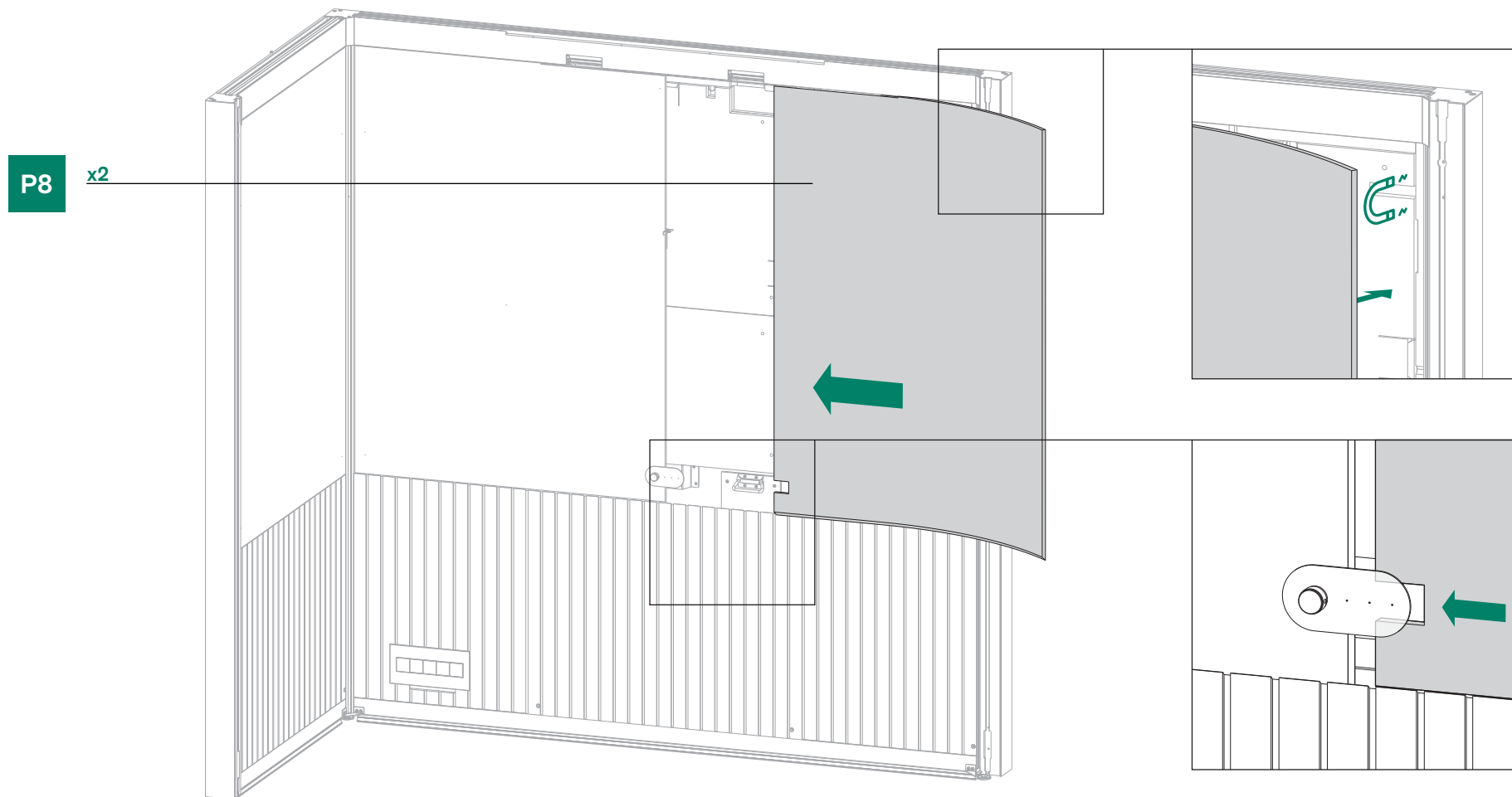
P2



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BOX 11





Scan to Watch Video



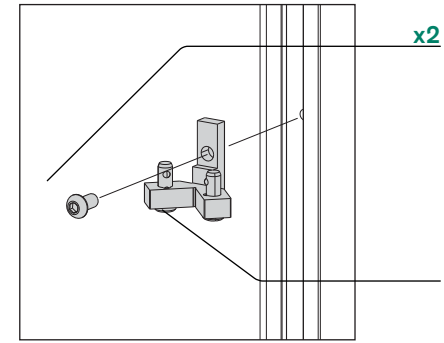
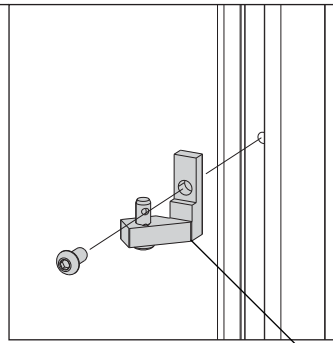
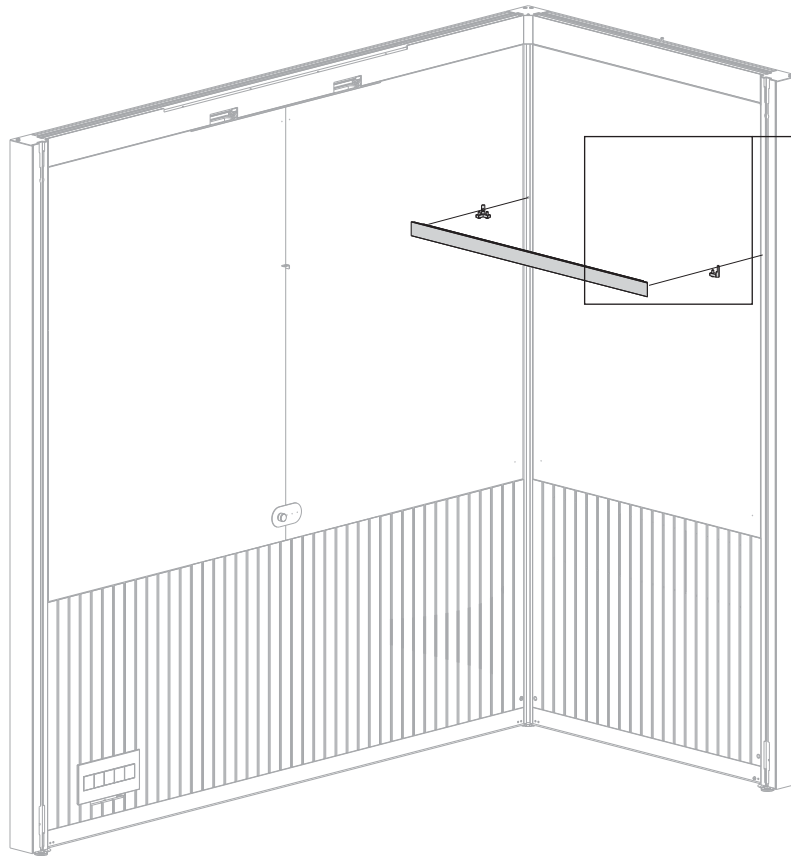
Chapter

06

Accessory Rails & Accessories

34

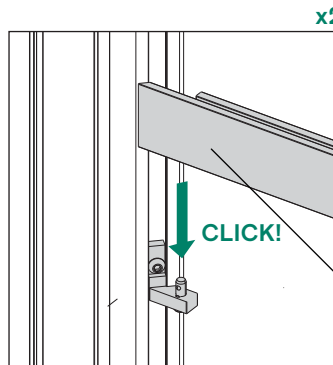
BOX 4



H5

F5

F3



x2

Top

User-facing side

Touching fabric panel

Bottom

F7

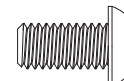


scale 1:1

SCREWS NEEDED

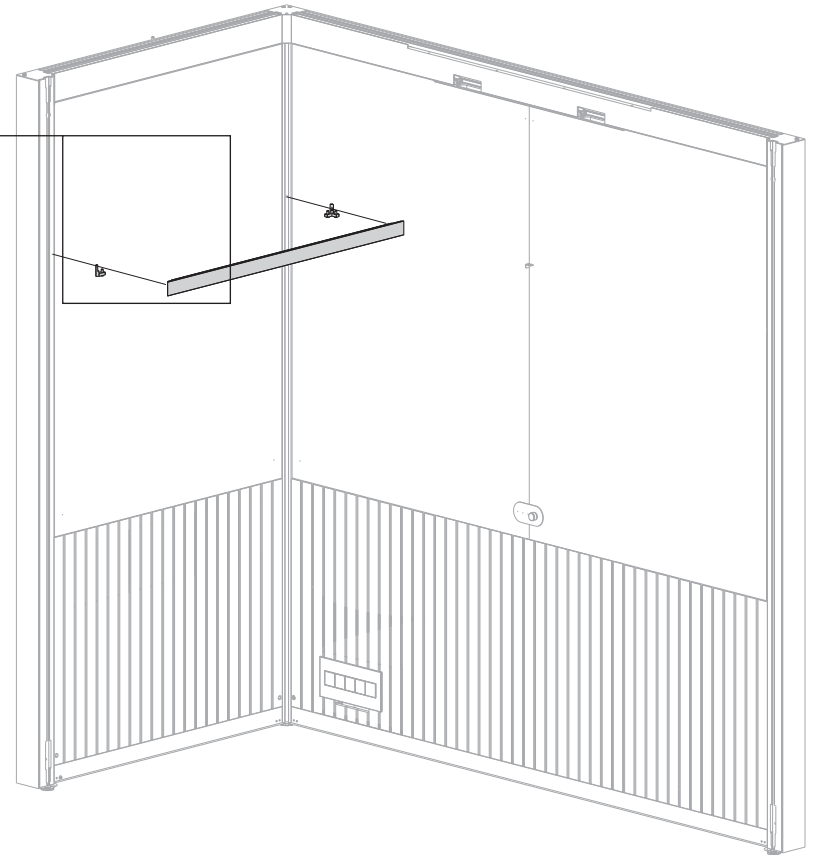
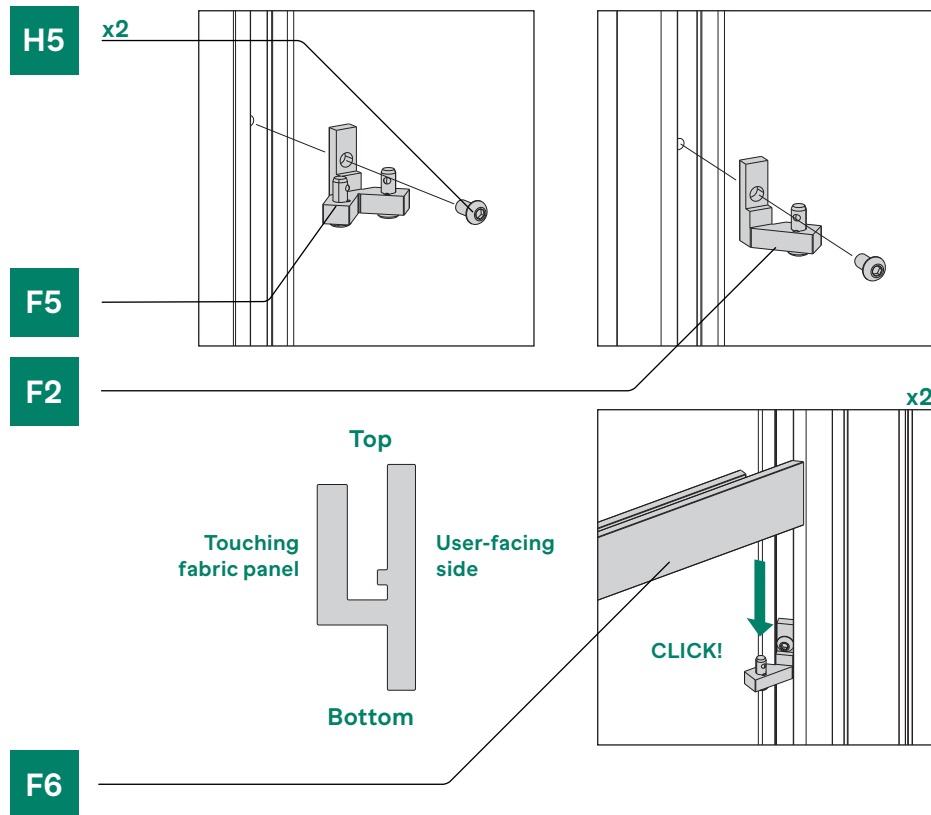
M6 x 12
x2

H5



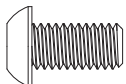
35

BOX 4



SCREWS NEEDED

scale 1:1



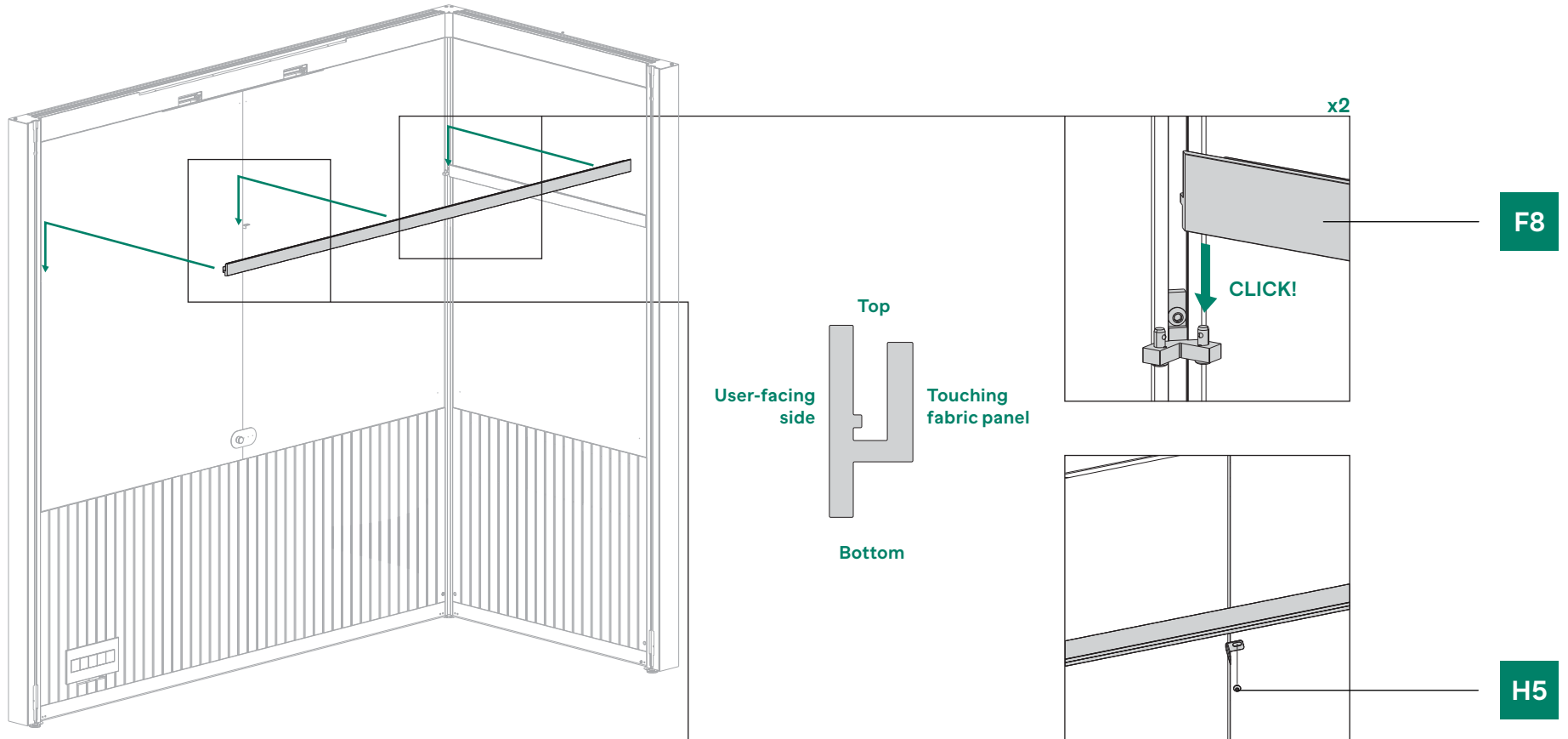
H5

M6 x 12
x2



36

BOX 4

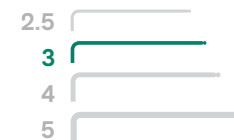


x2

F8

CLICK!

H5



scale 1:1

SCREWS NEEDED

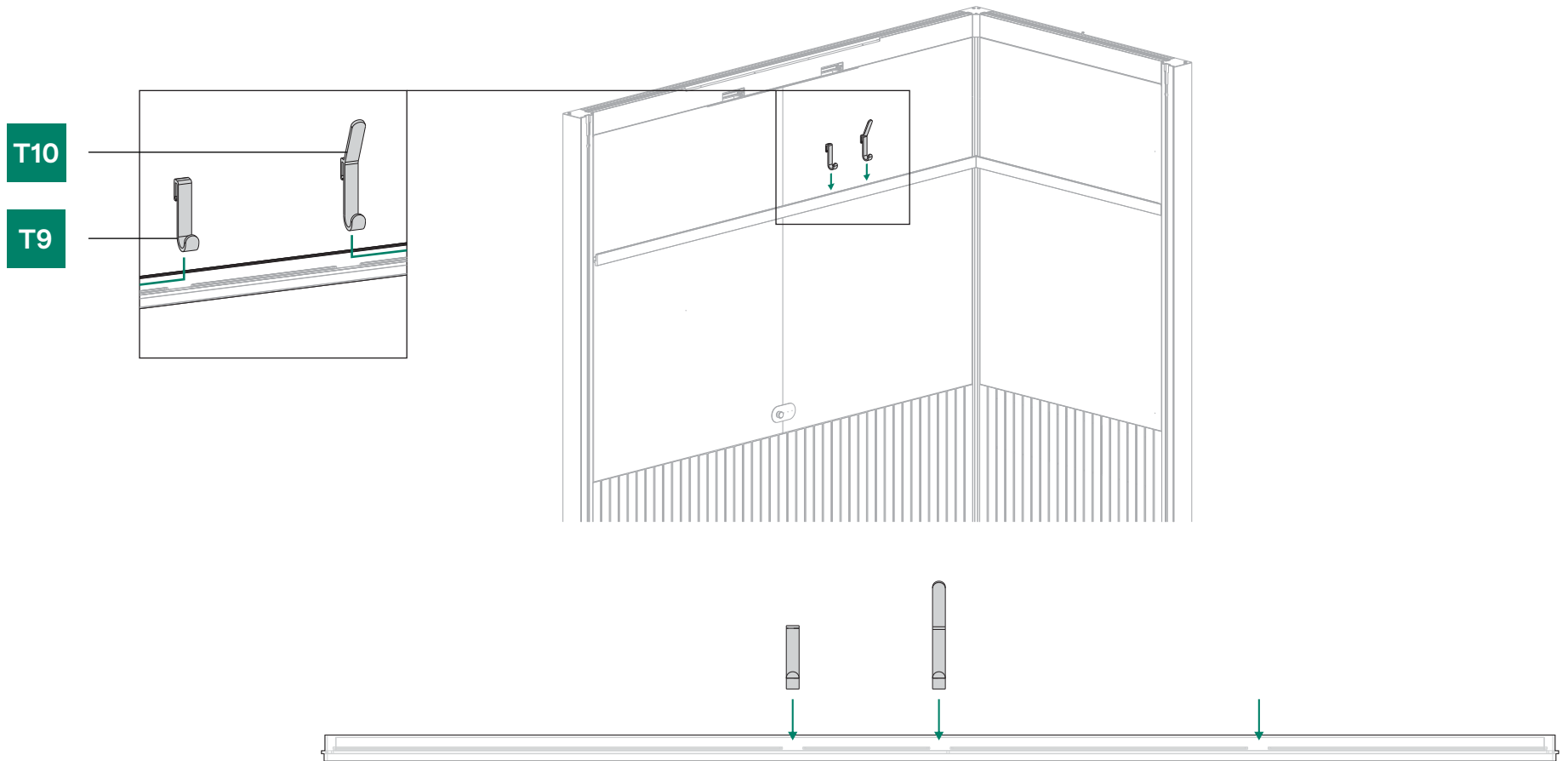
M5 x 5
x1

H7

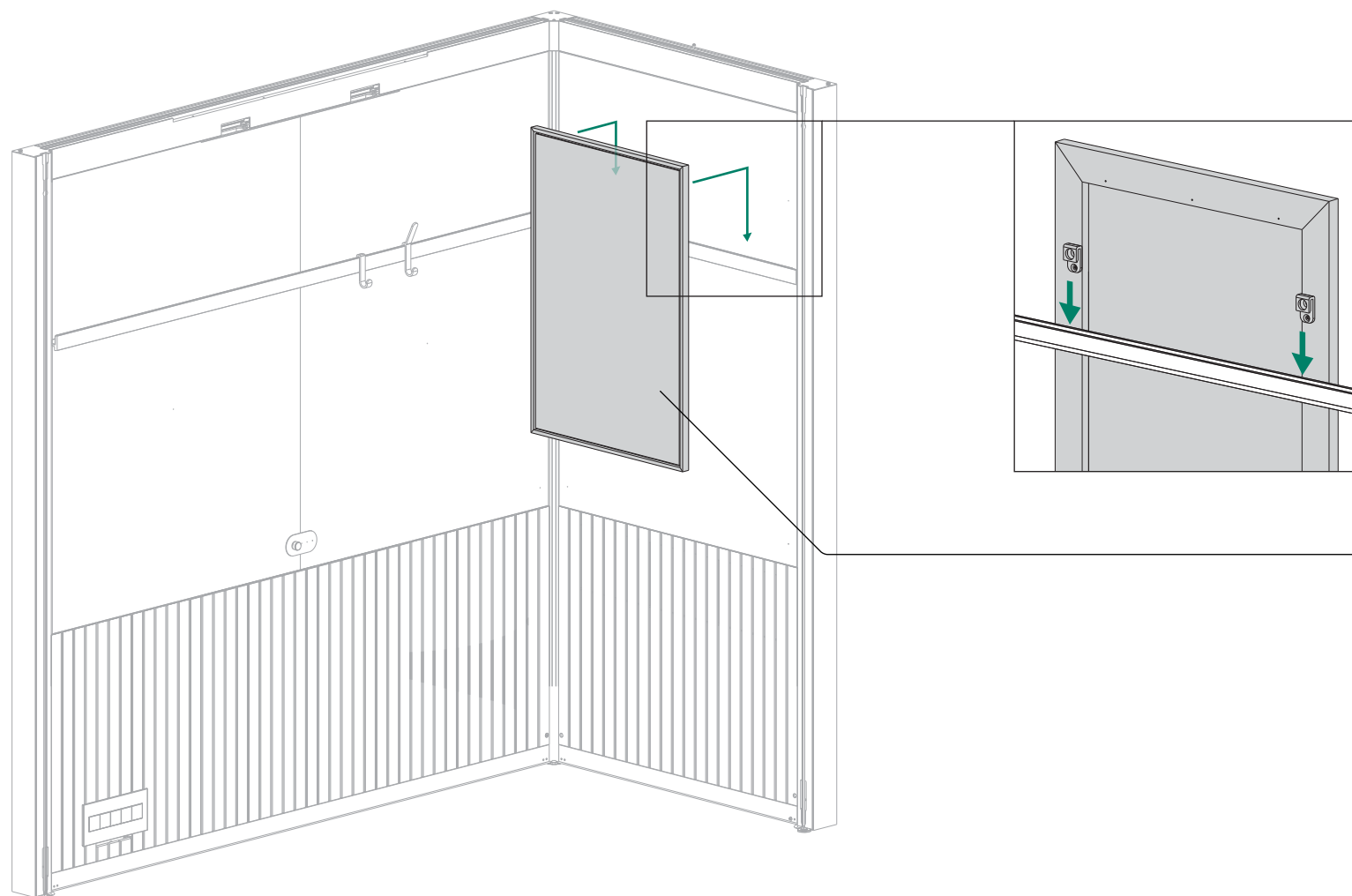


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BOX 1



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



F20 - PRO

Scan to Watch Video



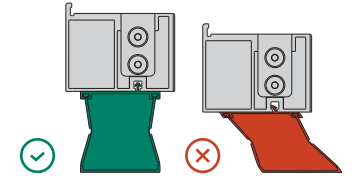
Chapter

07

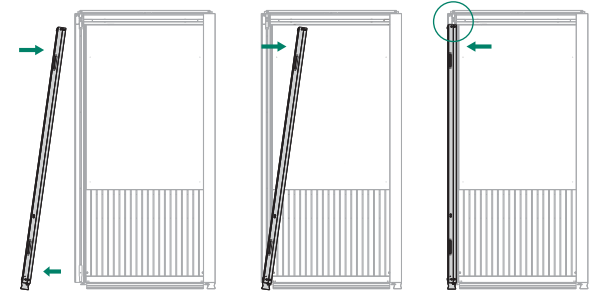
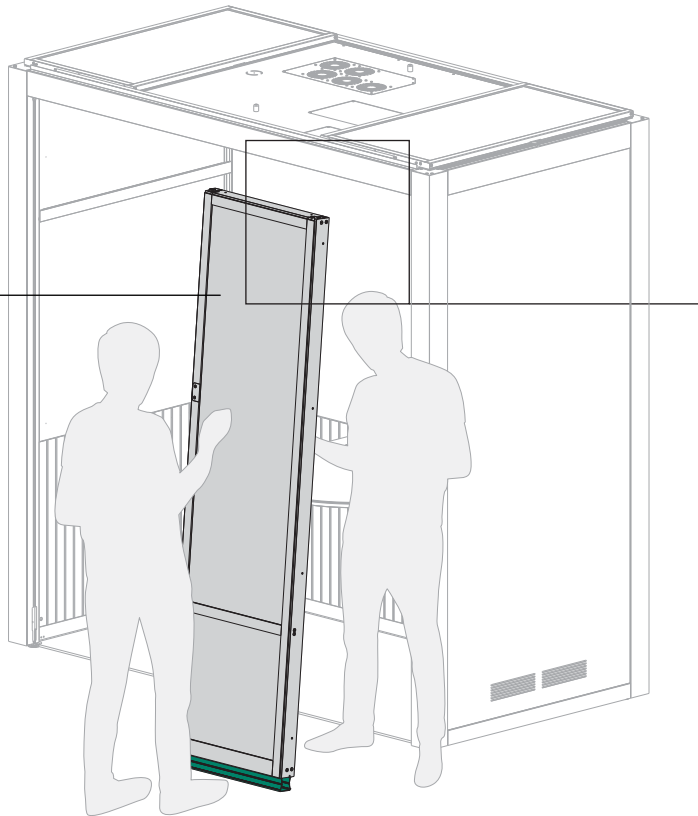
Front Windows

39

BOX 13

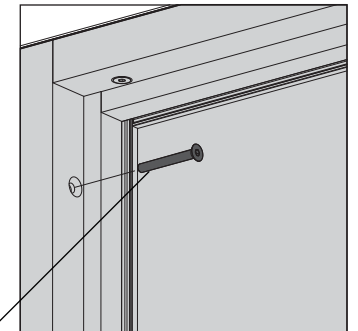
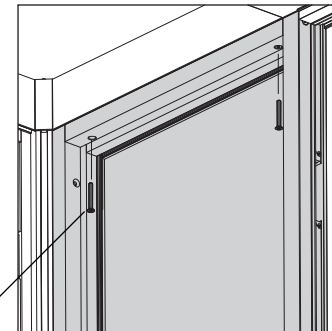


G2



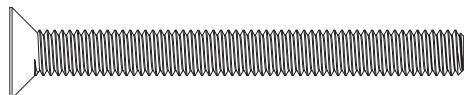
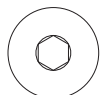
H9 x2

H1 x4



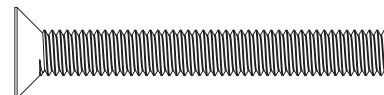
x4

SCREWS NEEDED



H9

M6 x 60
x2



H1

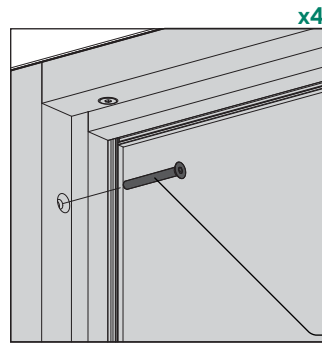
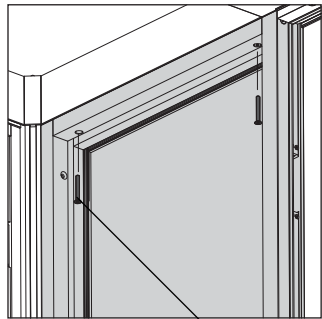
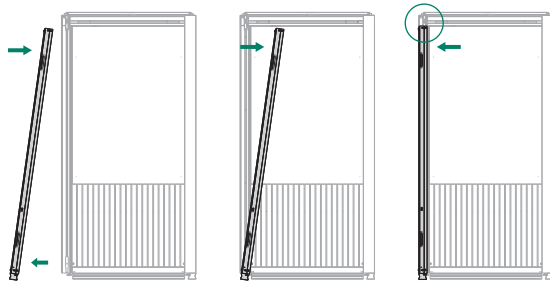
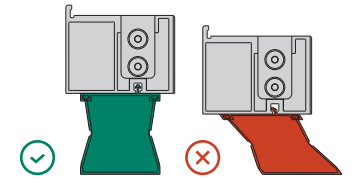
M6 x 50
x4

scale 1:1

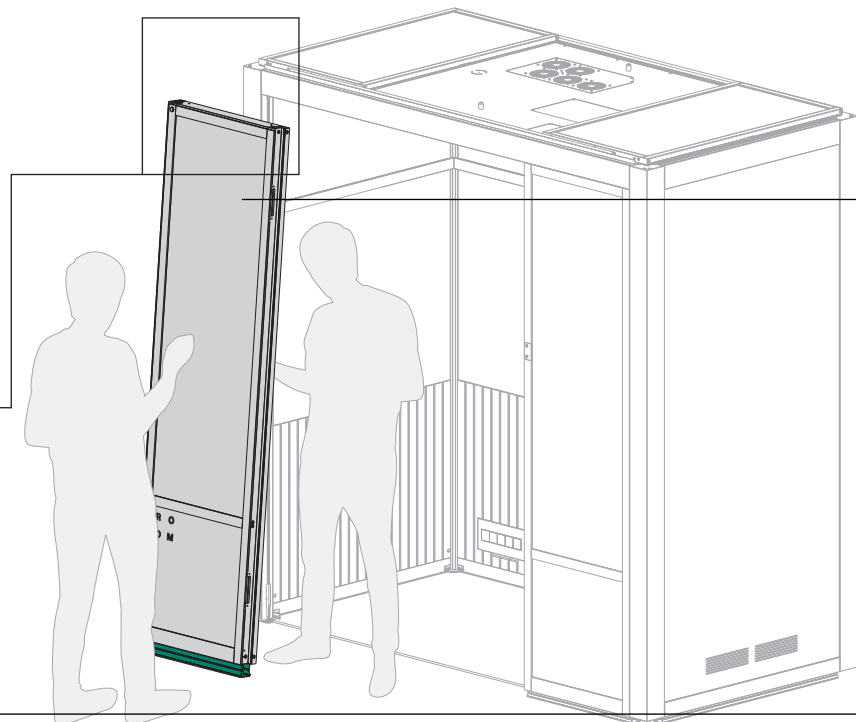


40

BOX 12



x4



G1

x4

H1

x2

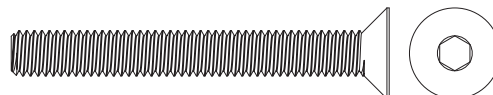
H9



scale 1:1

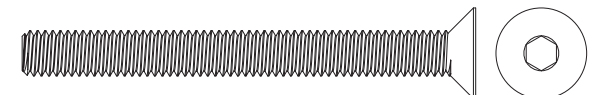
M6 x 50
x4

H1



M6 x 60
x2

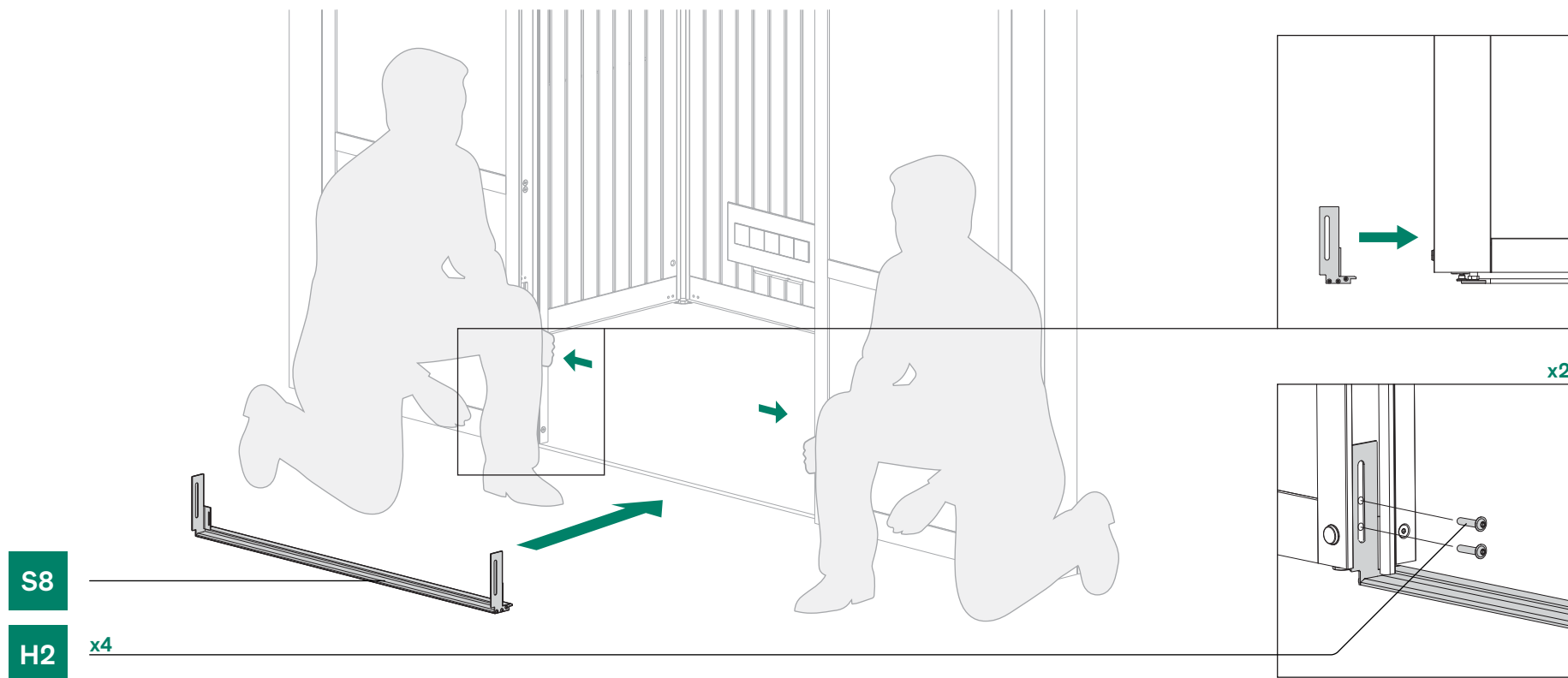
H9



SCREWS NEEDED

41

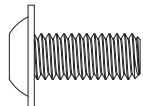
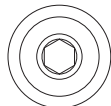
BOX 3



! Do not tighten the screw all the way in. Do not use power drill.

SCREWS NEEDED

scale 1:1



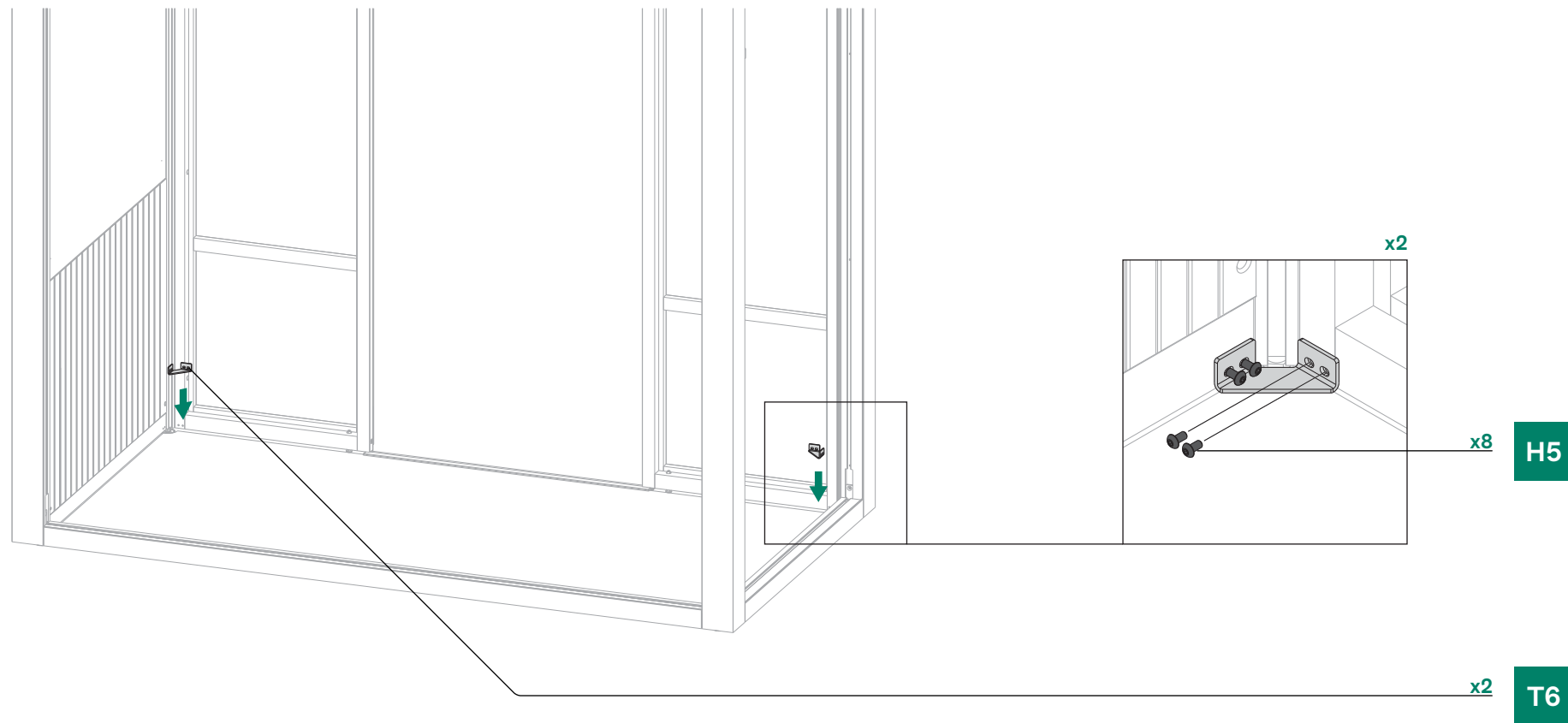
H2

M6 x 14
x4 - Color Match



42

BOX 1



scale 1:1

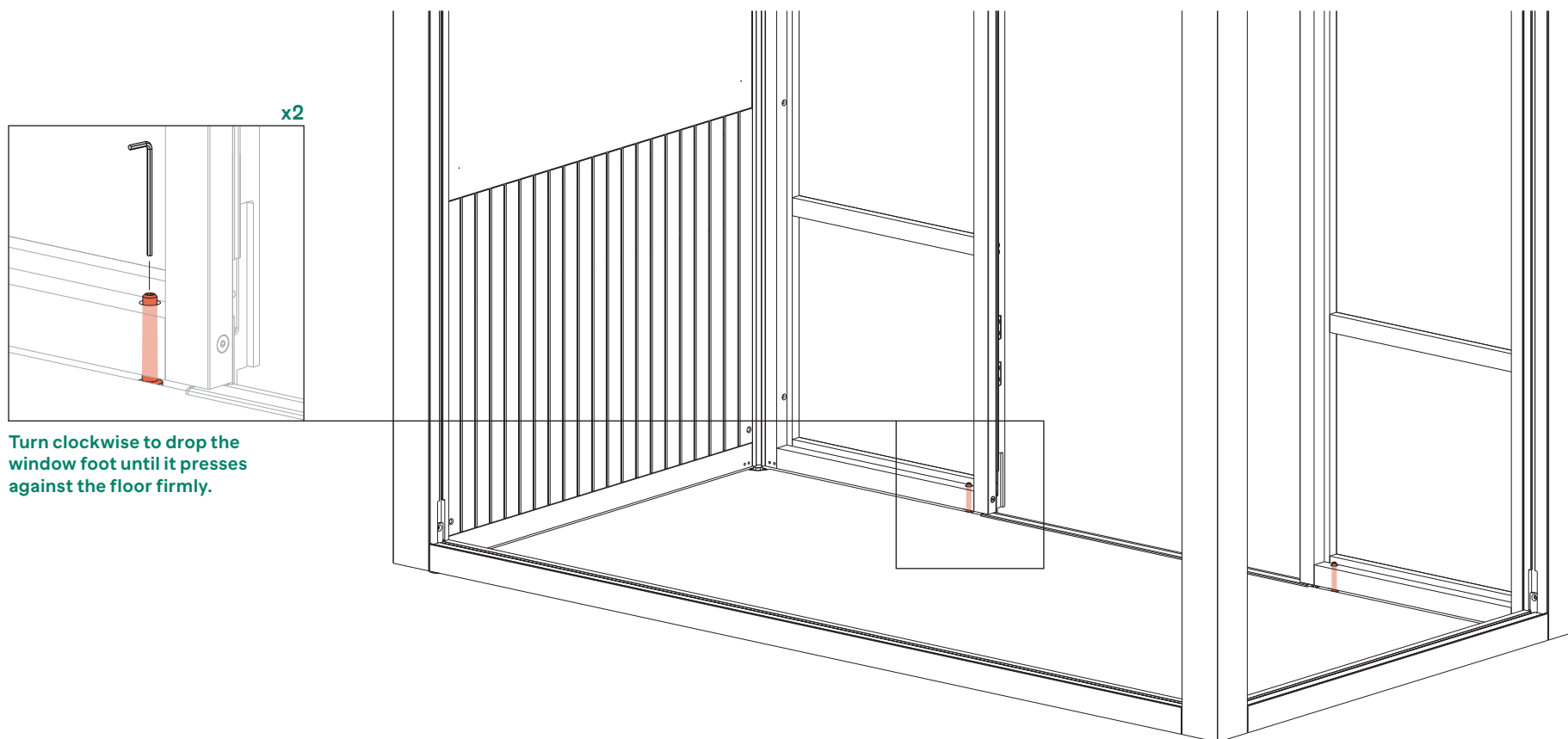
SCREWS NEEDED

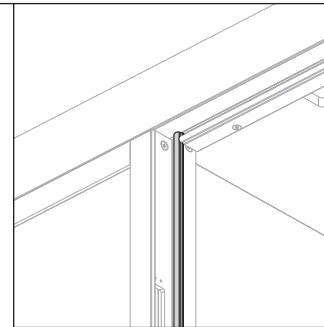
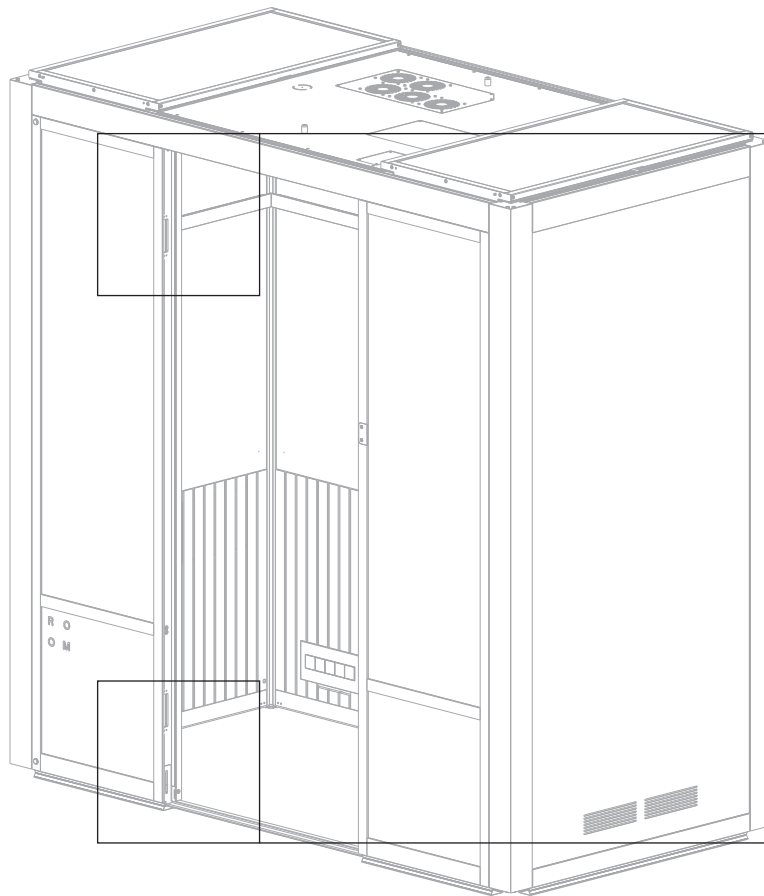
M6 x 12
x8

H5



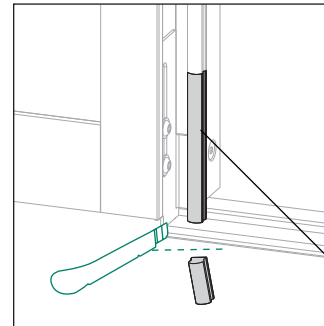
43



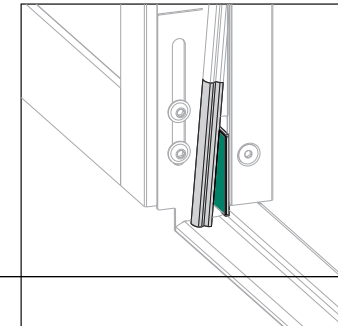


1 - Make sure gasket is flush at top.

x2



2 - Cut excess at bottom if needed.



3 - Tape the gasket.

x2

T5

Scan to Watch Video



Chapter

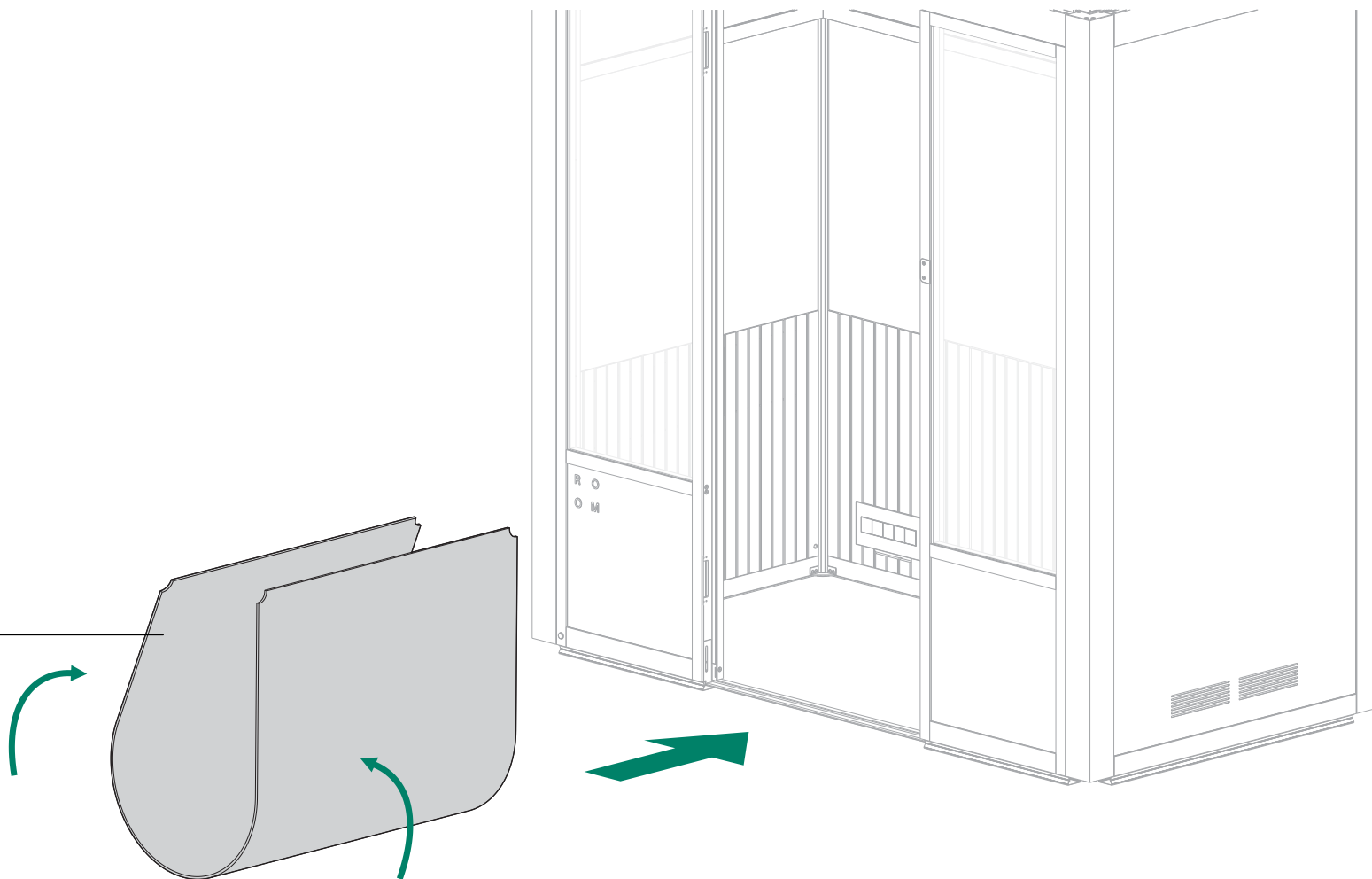
08

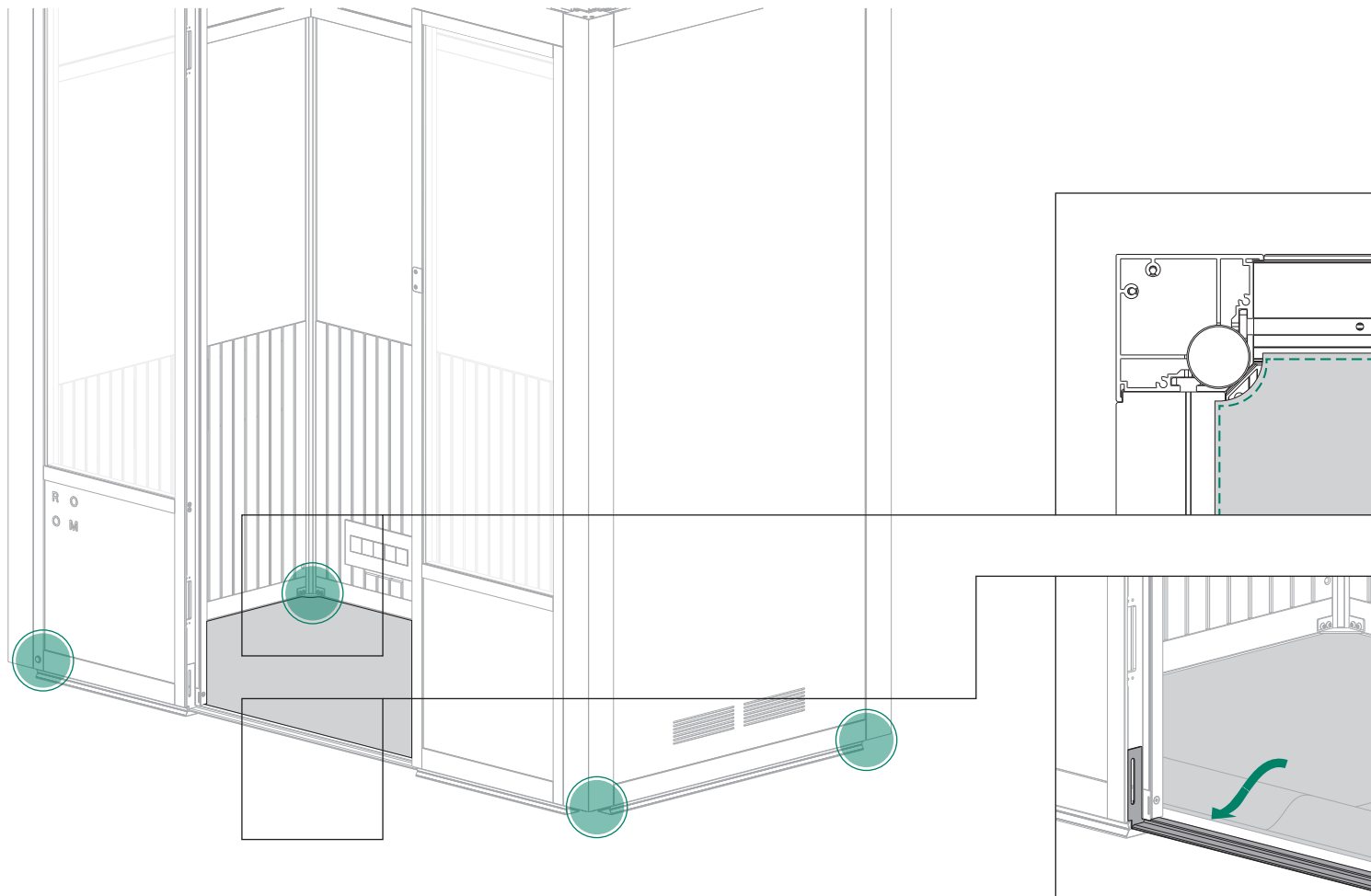
Carpet & Desk

45

BOX 15

F1



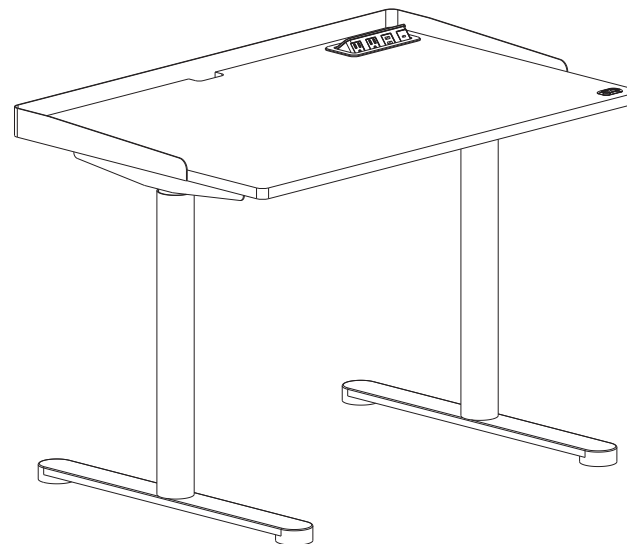


47

DESK



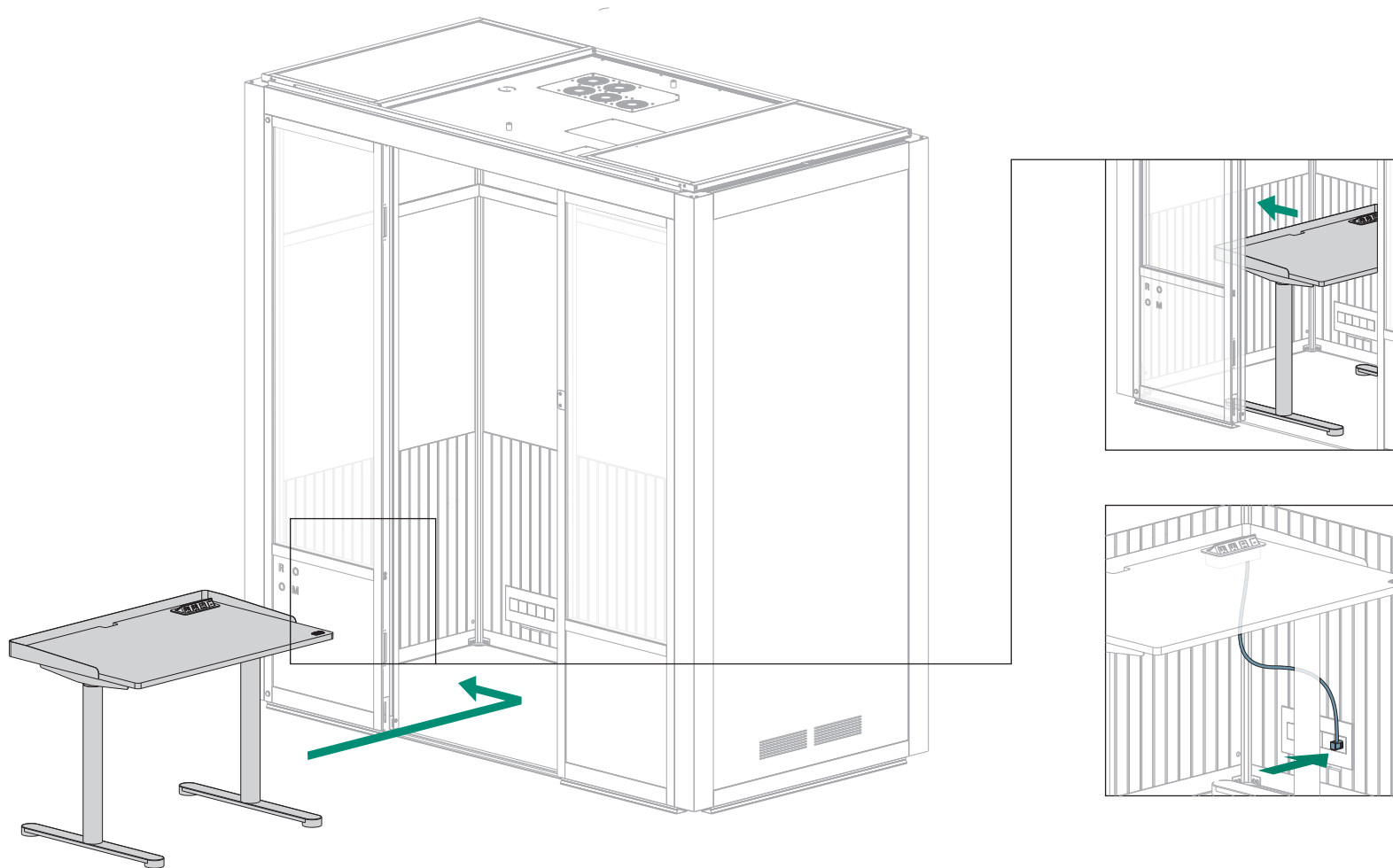
Standard Desk Assembly
Go to page 93



Pro Desk Assembly
Go to page 101

48

DESK



Scan to Watch Video



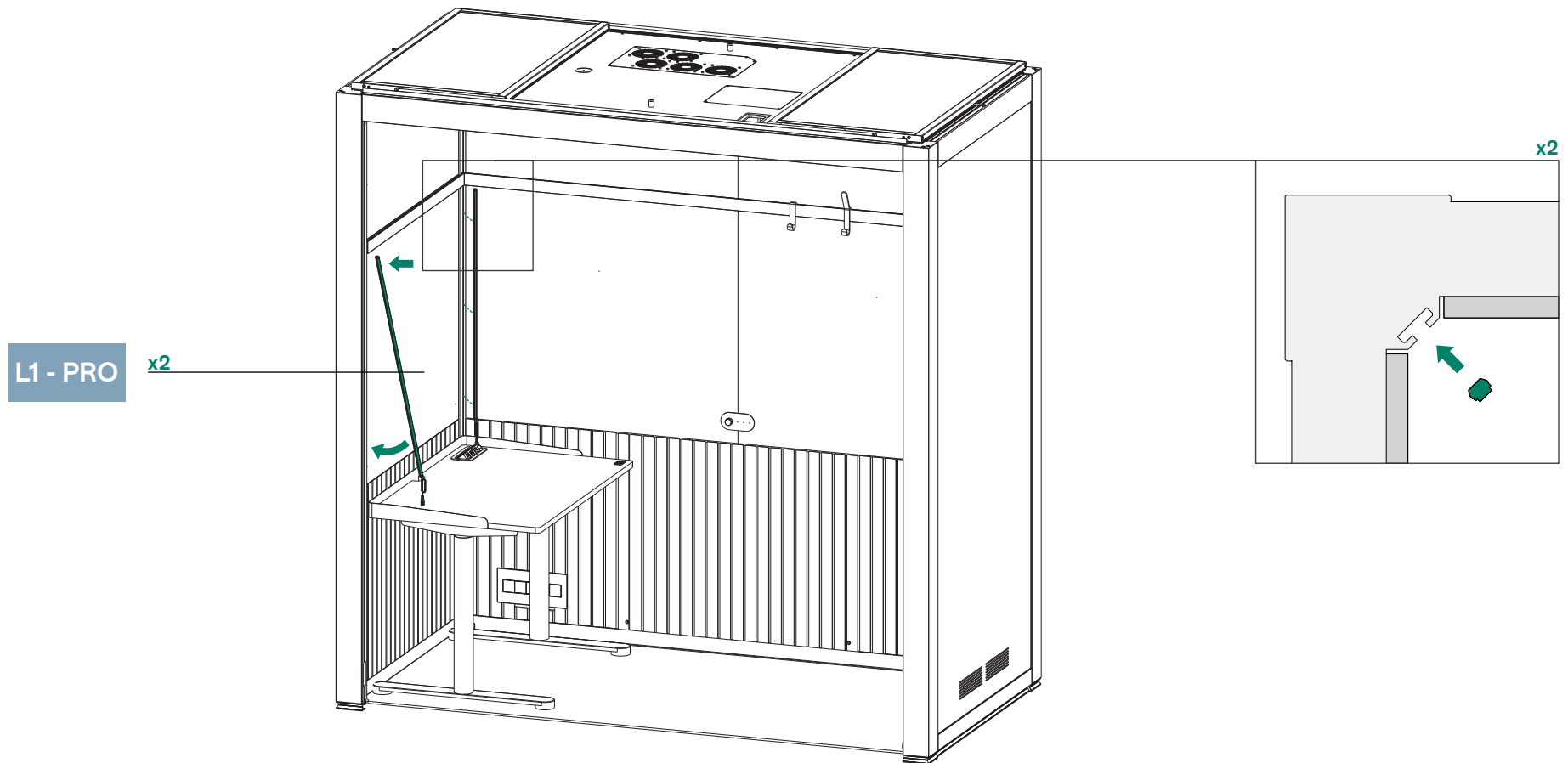
Chapter

09

Lighting

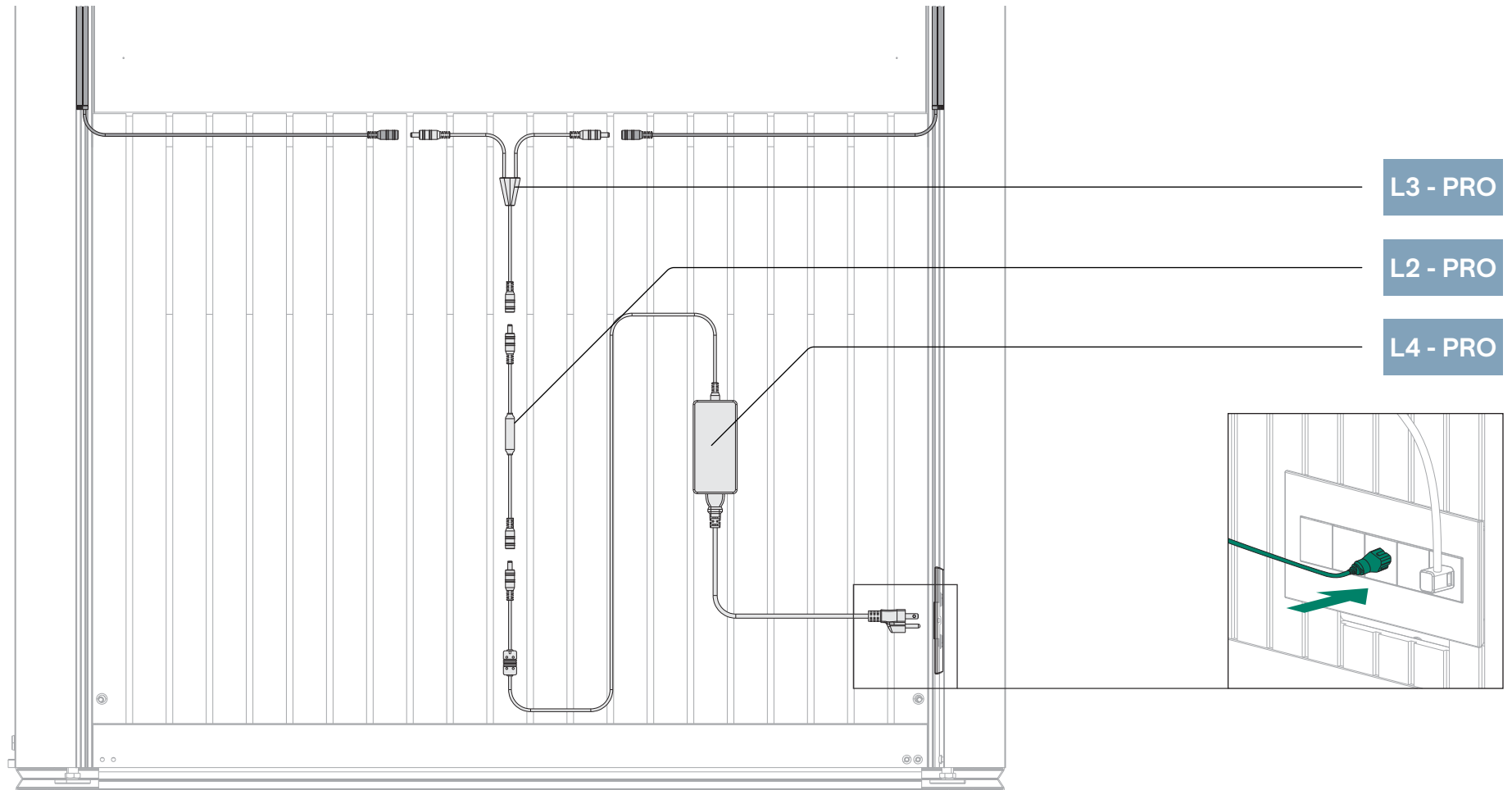
49

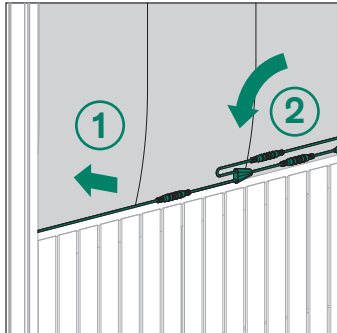
PRO Only
VC LIGHT



50

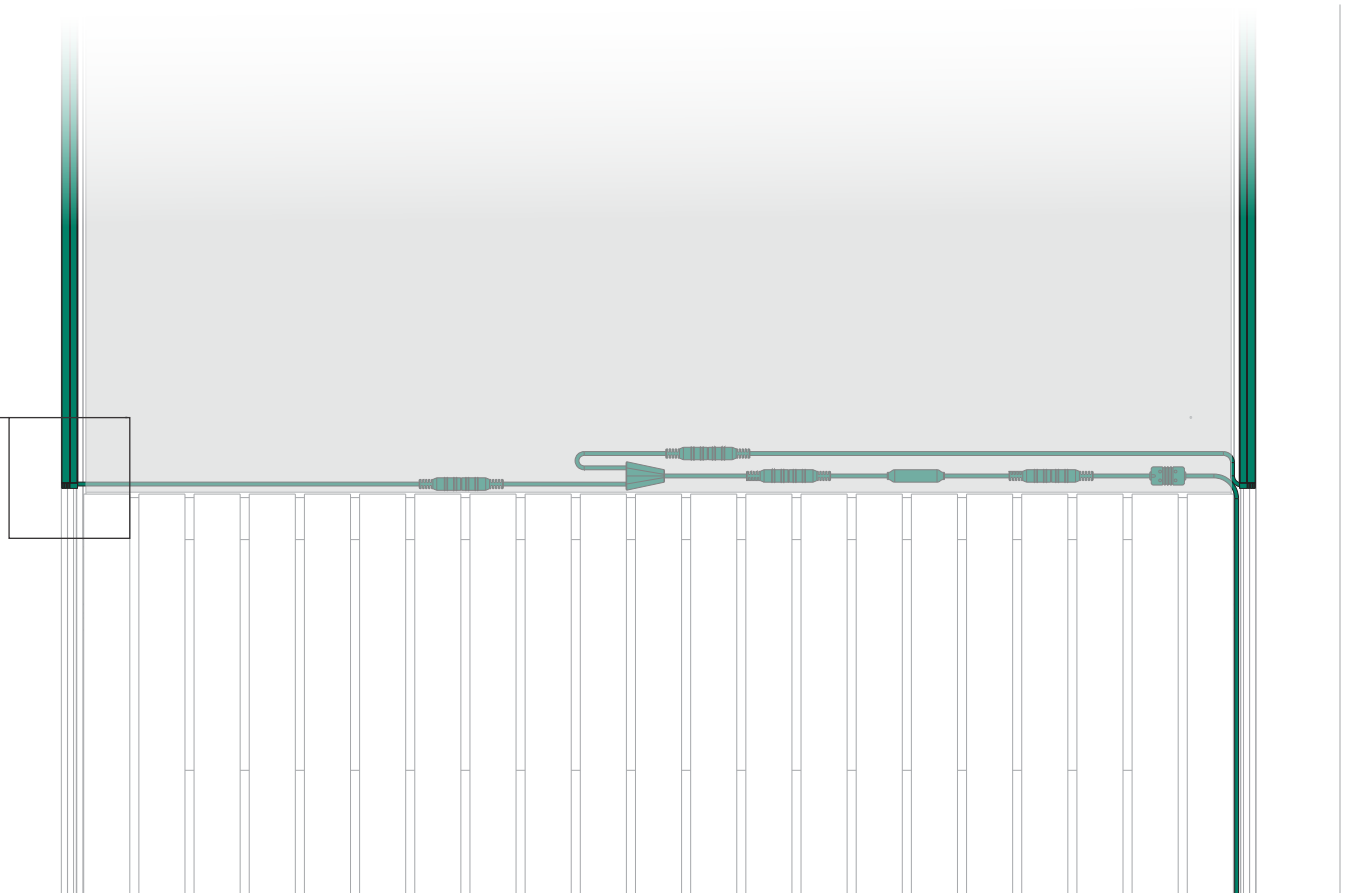
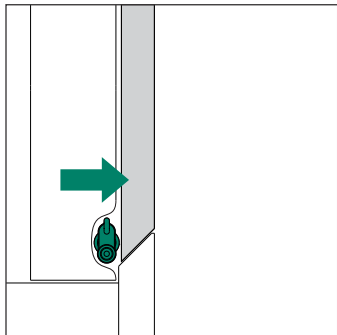
PRO Only
VC LIGHT

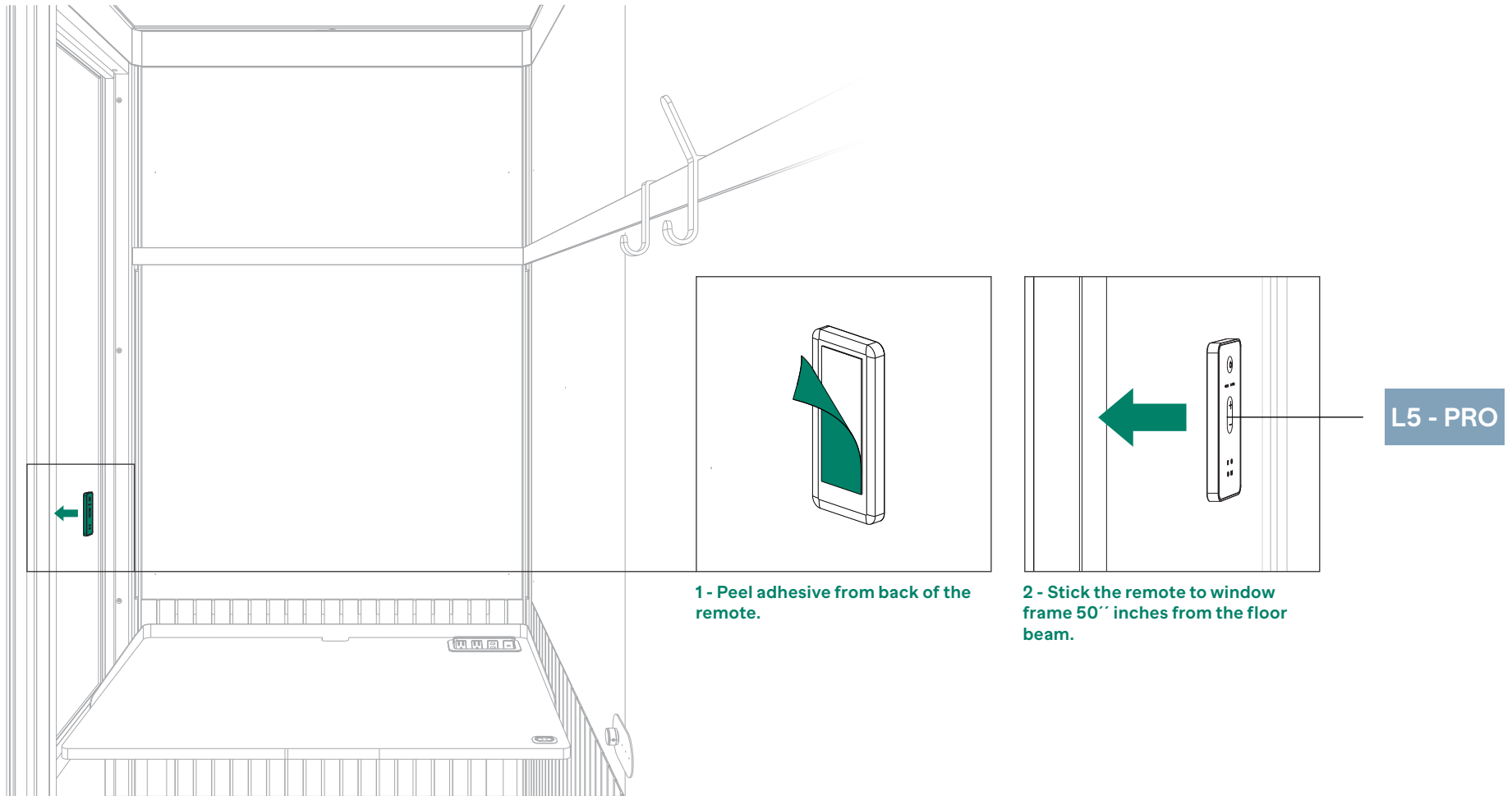


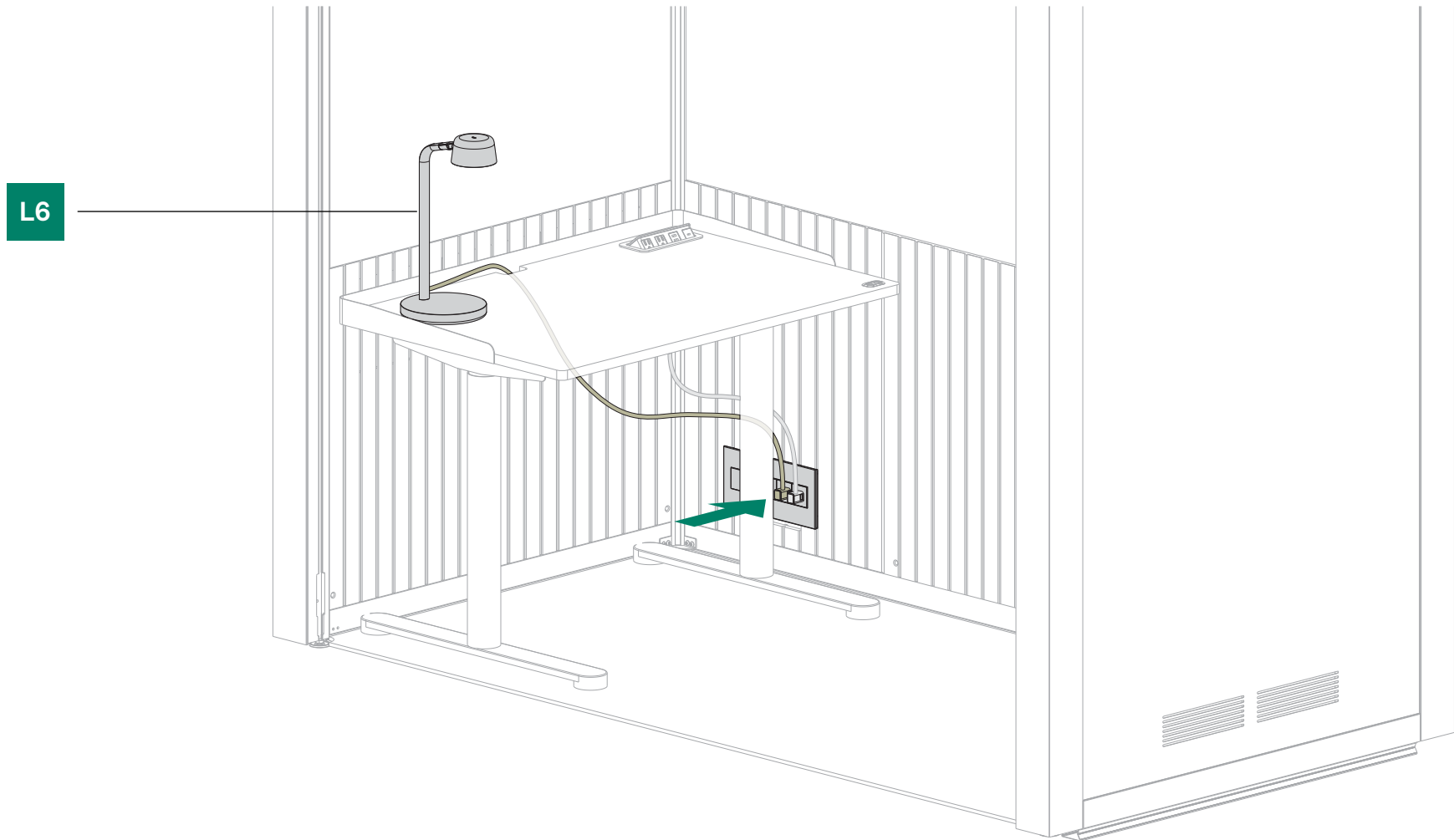


1- Push the panel in and tuck the cable behind.

2- Tuck cables behind tambour edge.







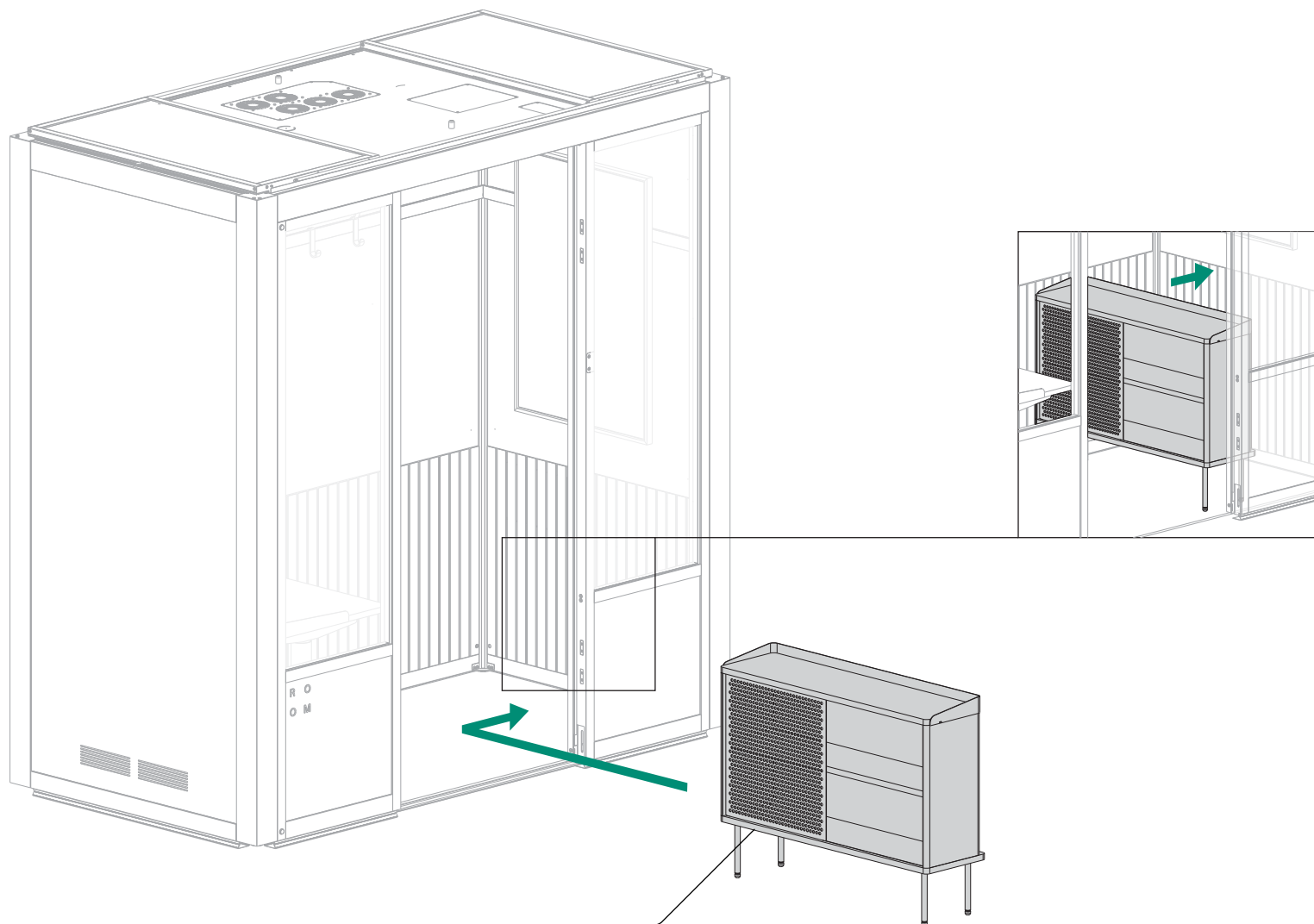
Scan to Watch Video



Chapter

10

Remaining Furnishings



F21 - PRO

Scan to Watch Video



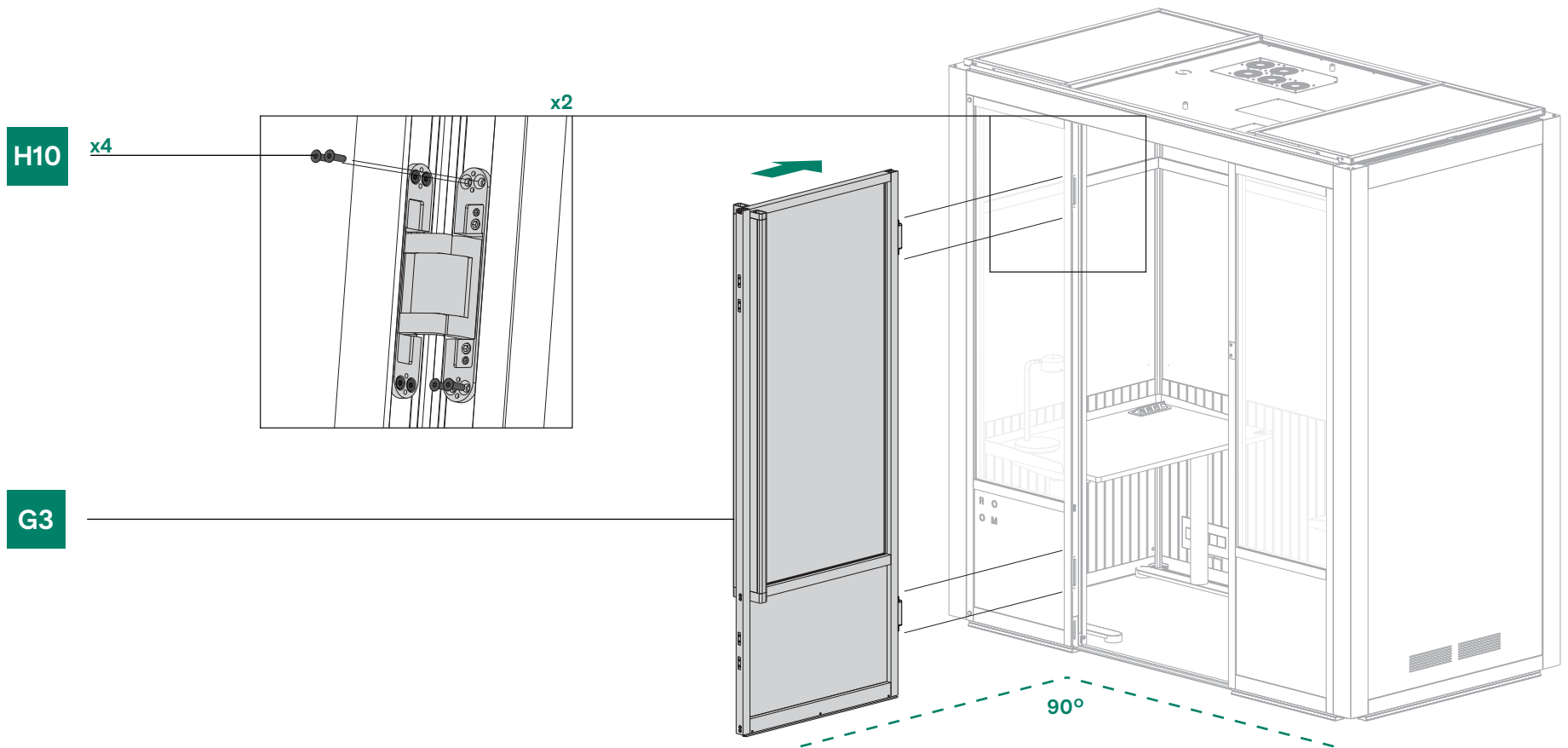
Chapter

11

Door

55

BOX 14



SCREWS NEEDED

scale 1:1



H10

M5 x 16
x8

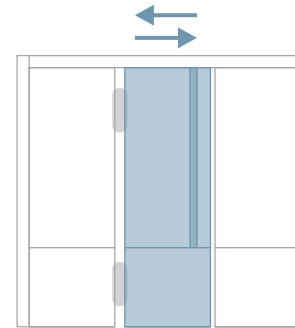
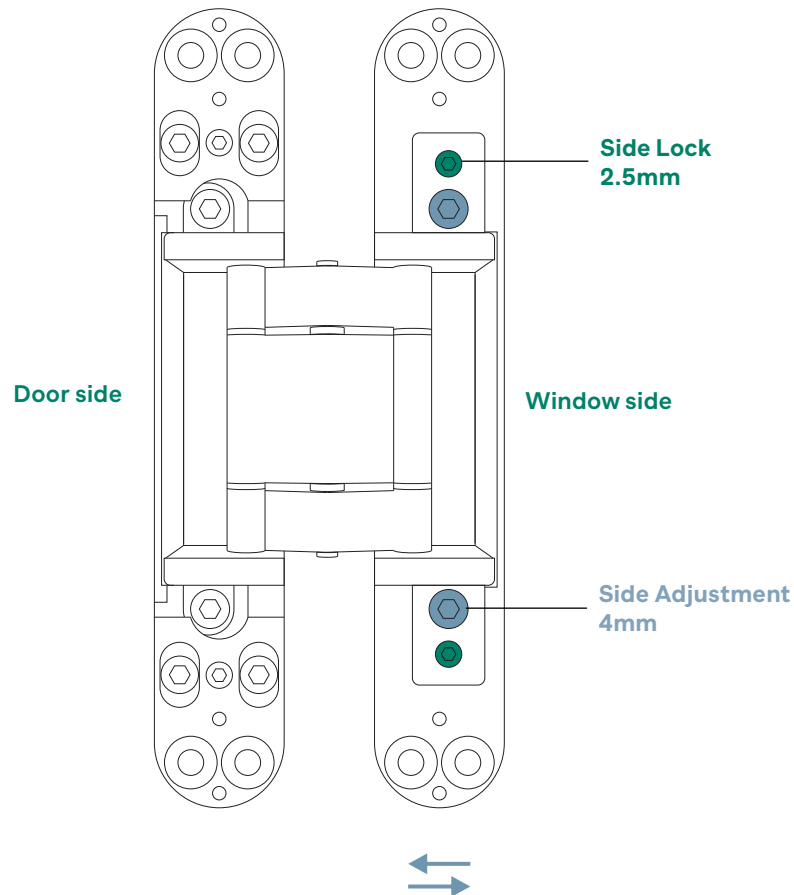


56

WATCH VIDEO FIRST



Loosen **Green Screws** for mobility in the desired adjustment direction.



1 - Loosen **Side Lock Screws** for mobility.

2 - Turn **Side Adjustment Screws** clockwise to push the door right, and counterclockwise to pull the door left.

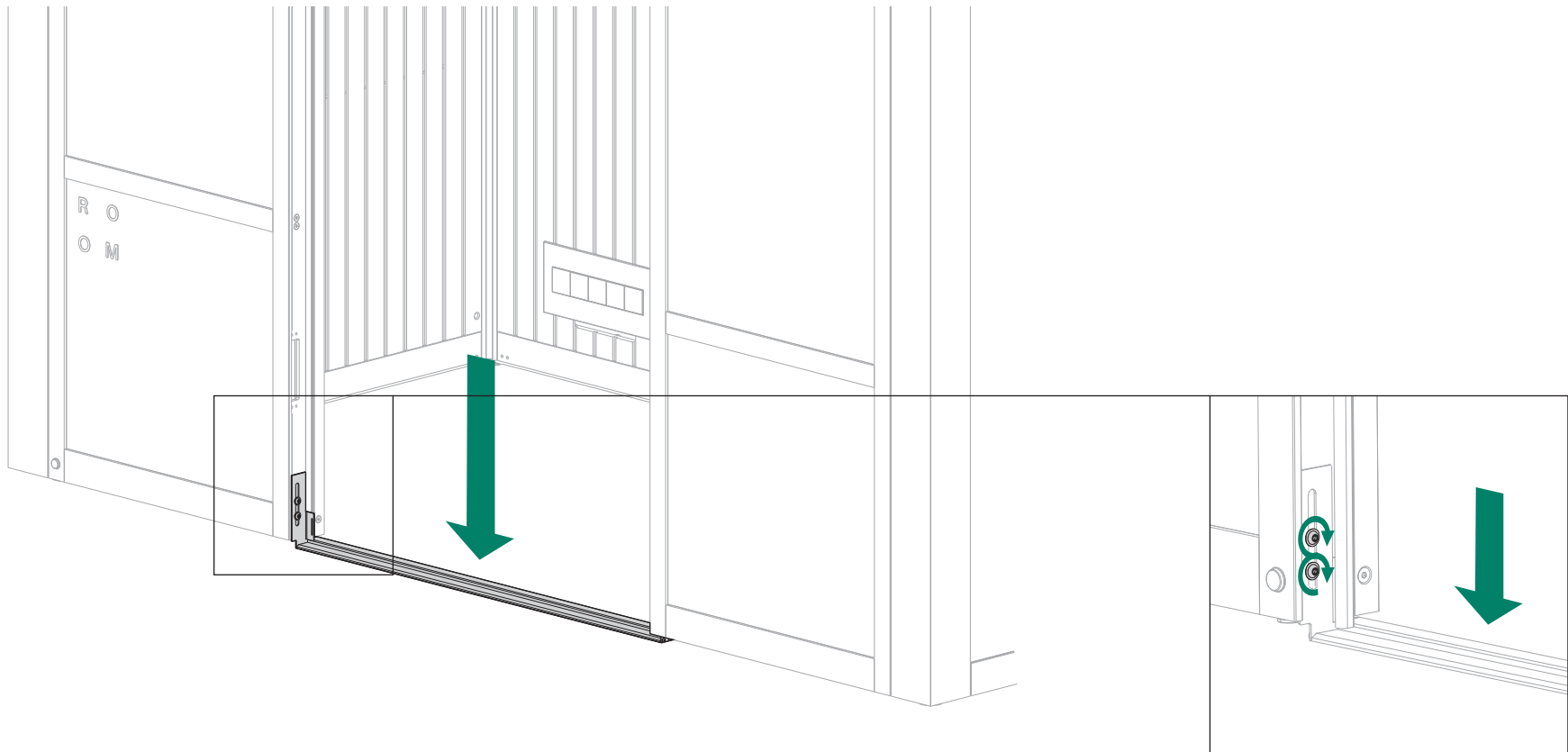
3 - Tighten the **Side Lock Screws** to lock the hinge plate.



Do not use Power Drill.

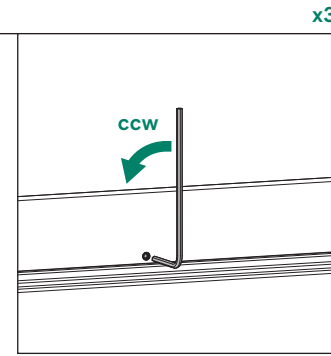
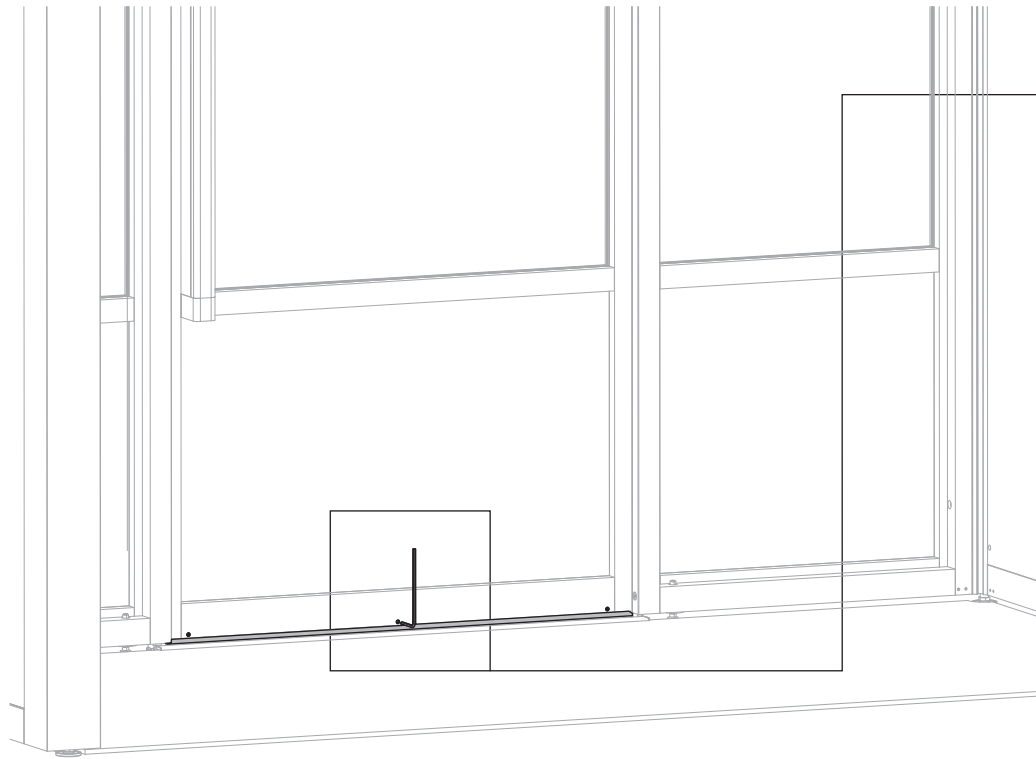


57

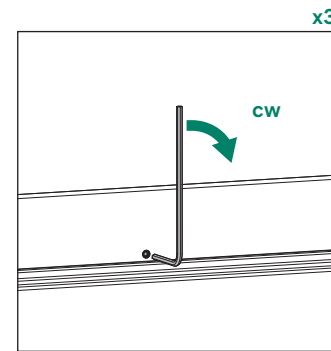


Push the threshold down, and then tighten the screws all the way.

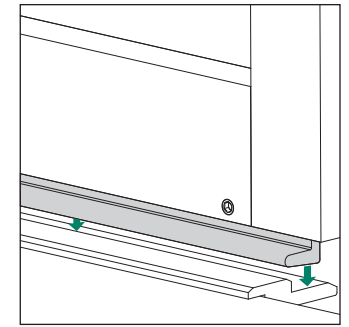




1 - Release preinstalled gasket by loosening three screws.



2 - Lock the gasket position by tightening three screws.



2 - Manually push down the gasket, ensuring it sits flat on the threshold without a gap.



Scan to Watch Video



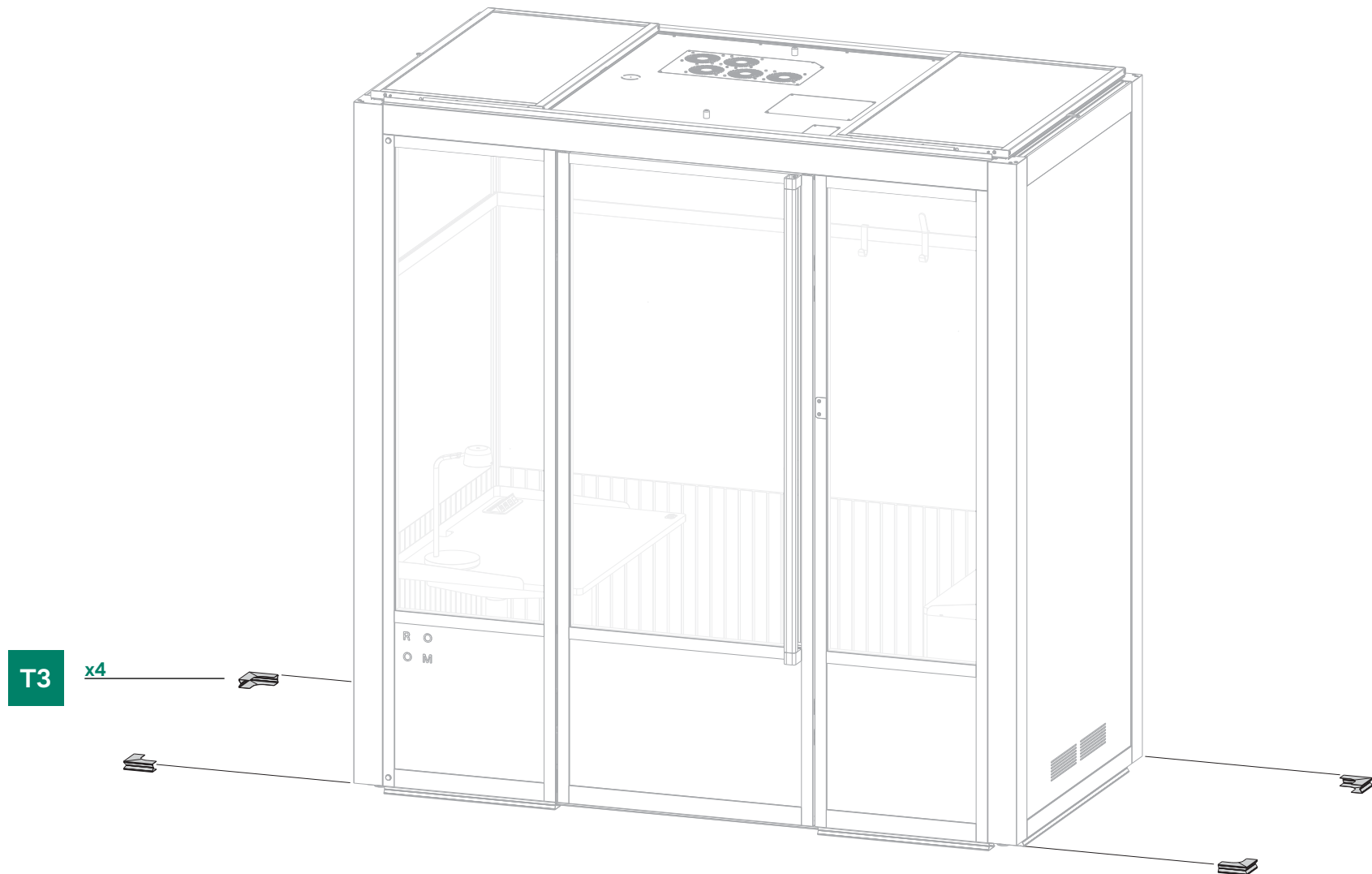
Chapter

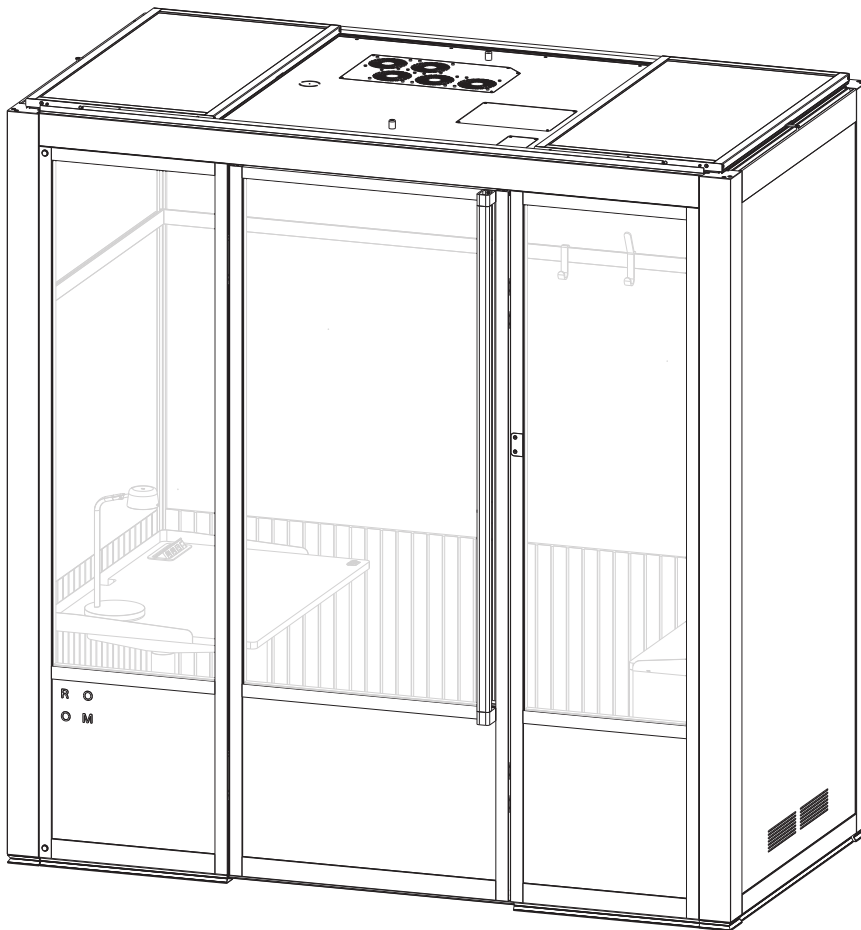
12

Finishing Touches

59

BOX 1





Well done.

You've just built a new way to work, together.
If you have any questions, don't hesitate to contact us.
We're here to help.



support@room.com

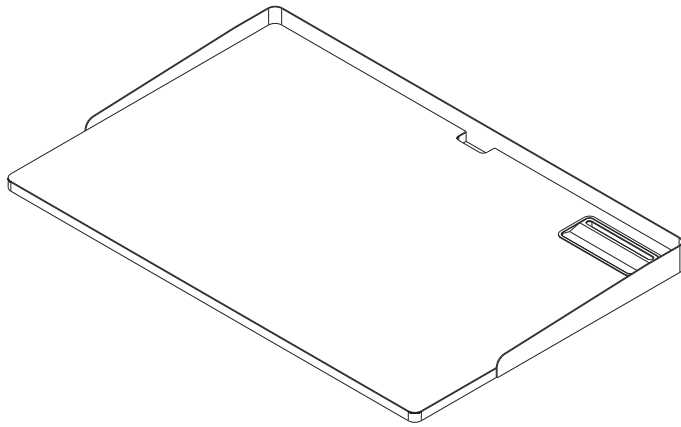


DESK - STANDARD

Assembly Manual

What you'll need

BOX A



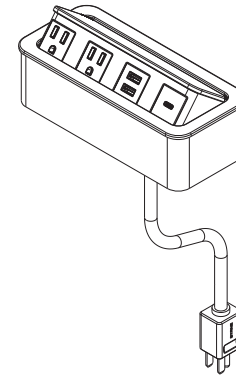
D1 x1

Table Top



D2 x4

Leg



E12 x1

Power Box

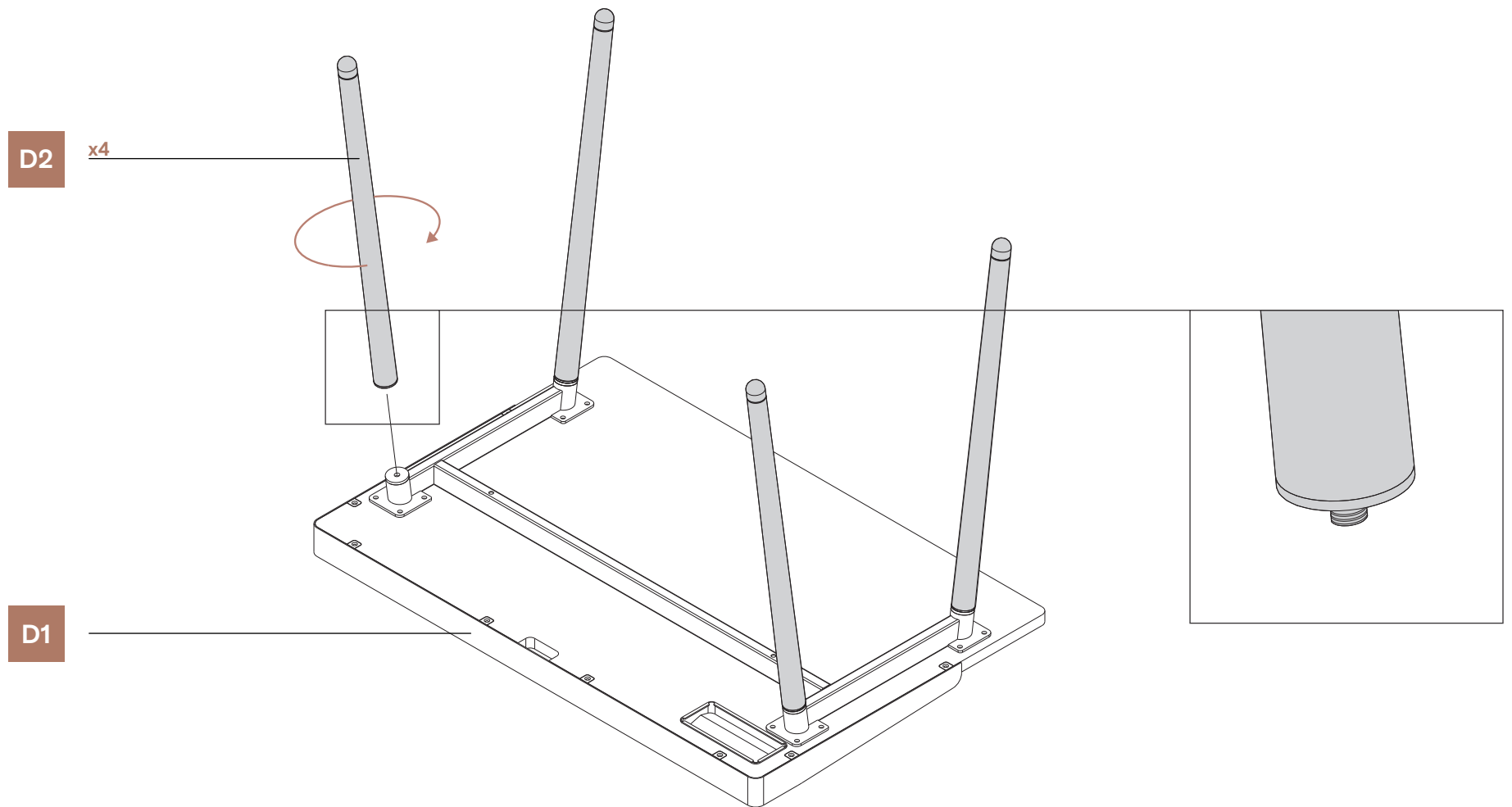


T11 x4

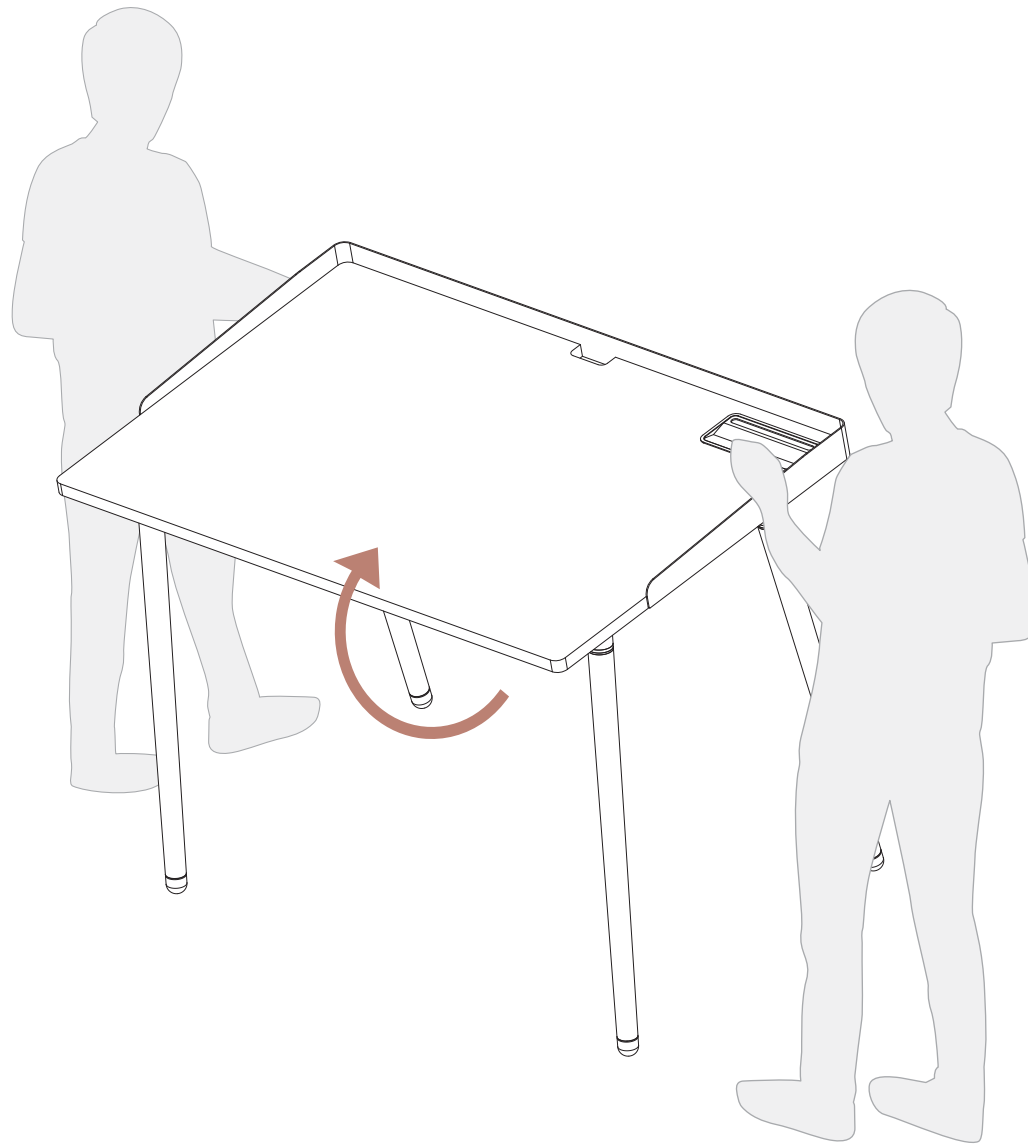
Power Box Clip

Step by step

01



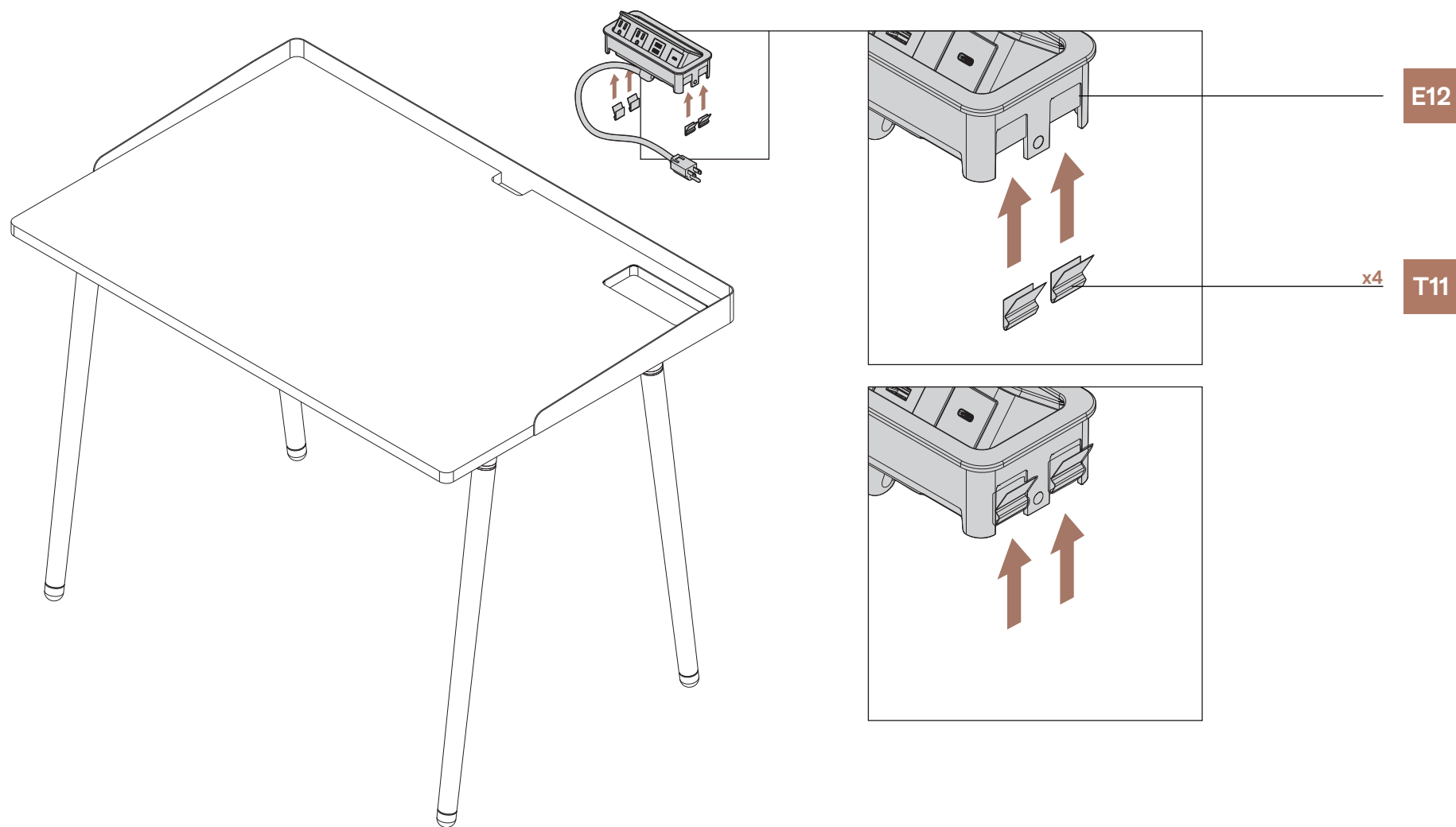
02



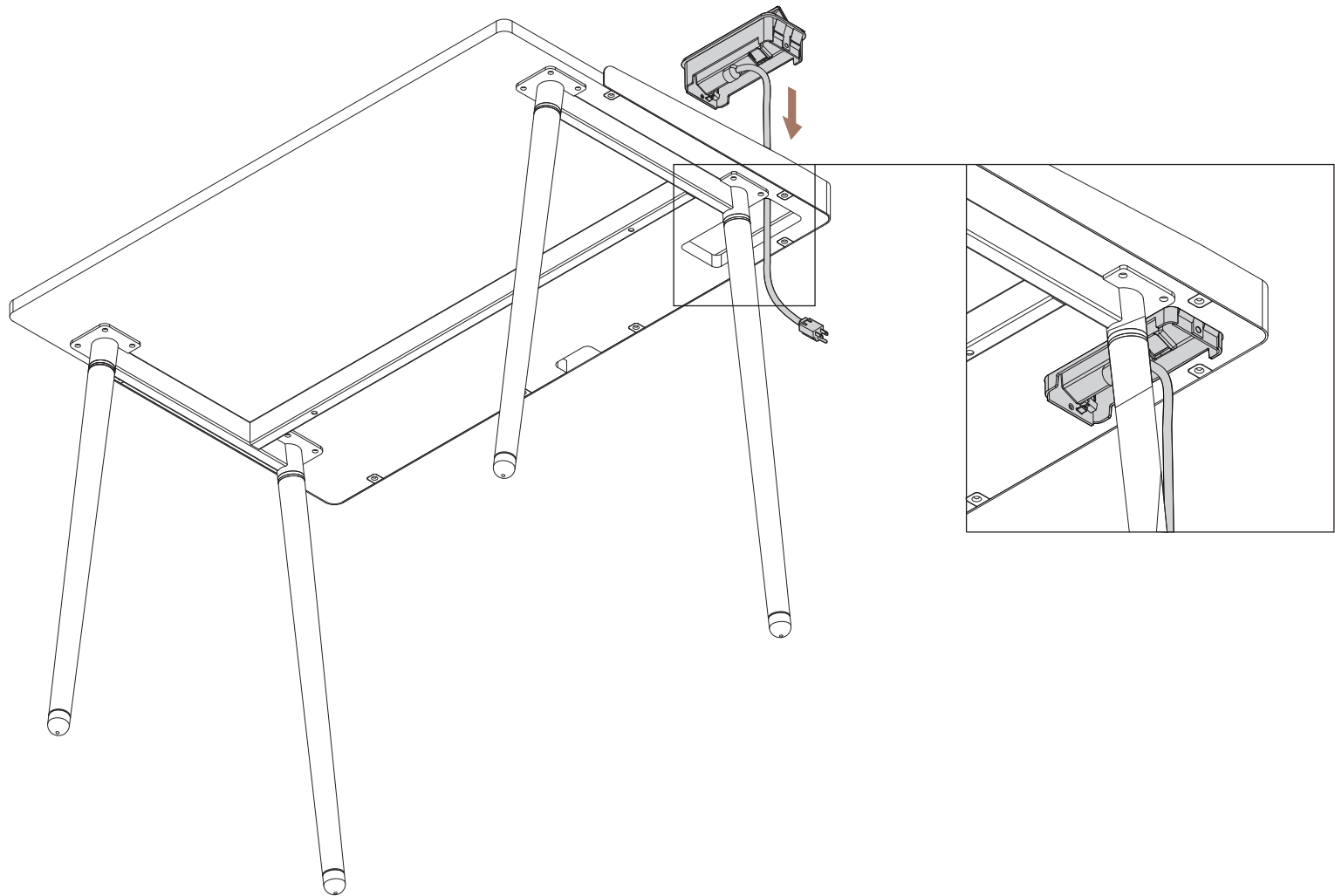
03

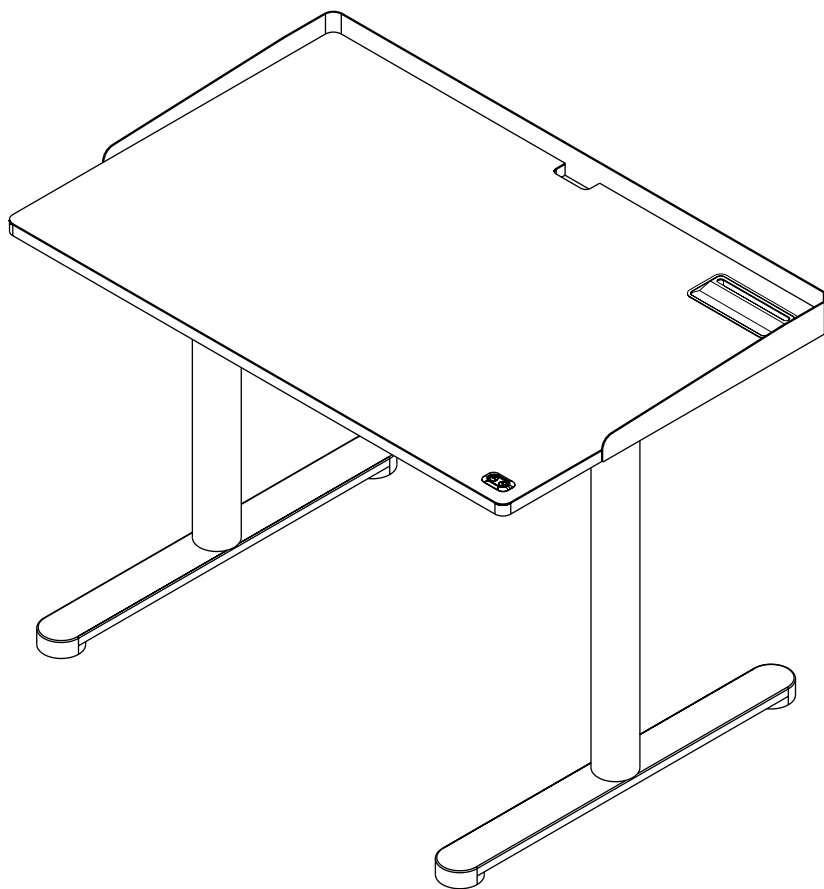


04



05



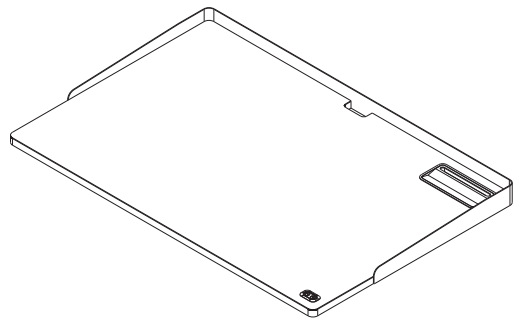


DESK - PRO

Assembly Manual

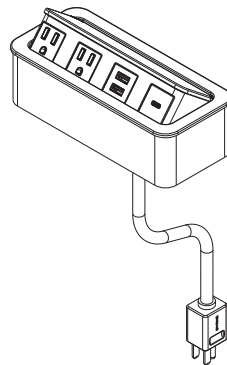
What you'll need

BOX 1



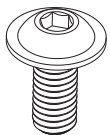
D3 x1

Table Top



E12 x1

Power Box



H12 x6

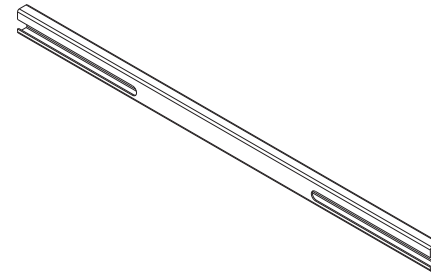
M6 x 14
Flanged



T11 x4

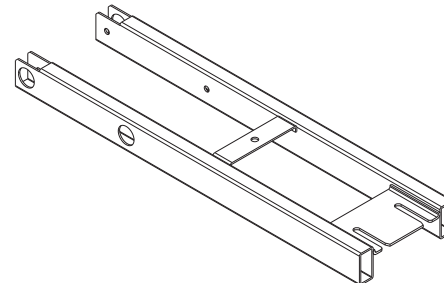
Power Box Clip

BOX 2



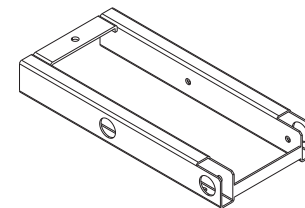
D4 x2

Center Rail



D5 x1

Long Frame

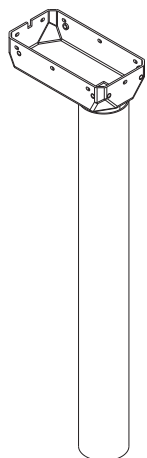


D6 x1

Short Frame

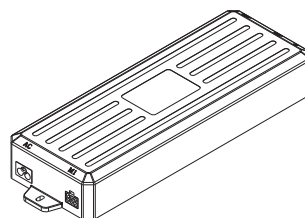
What you'll need

BOX 2



D7 x2

Leg



E9 x1

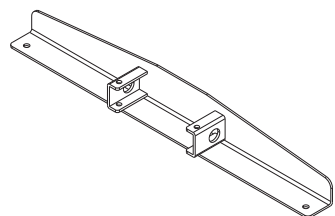
Control Box

Tools



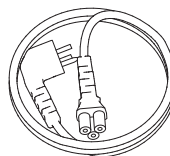
H13 x12

M6 x 14
Pan-Head



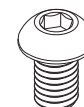
D8 x2

Side Bracket



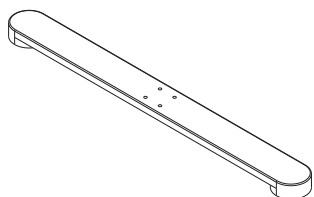
E10 x1

Power Cable



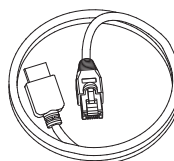
H14 x16

M6 x 10
Pan-Head



D9 x2

Foot



E11 x1

Handset Cable

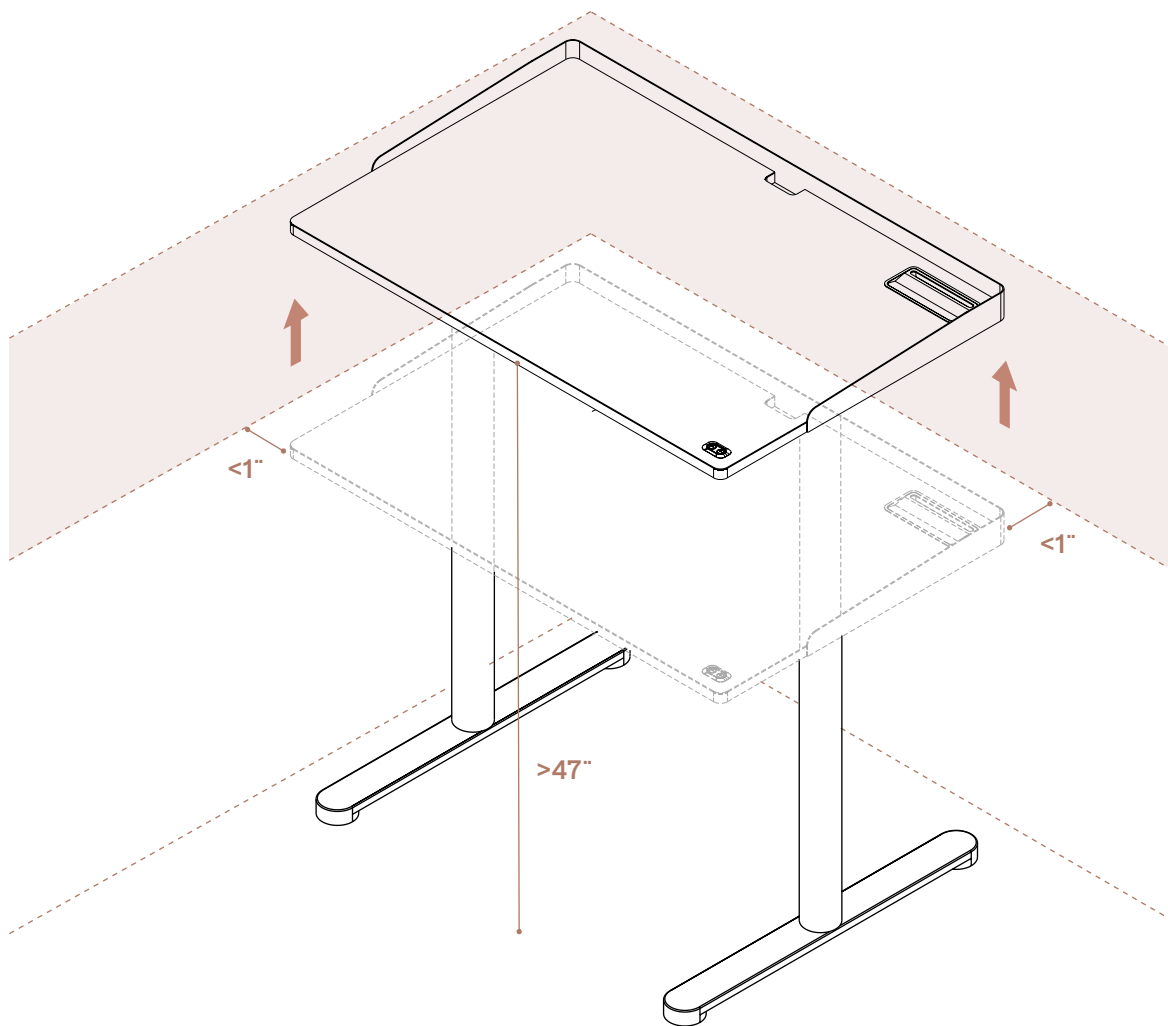


T12 x1

Allen Key
4 mm

Step by step

Safety Instructions



Keep in mind:

1. Make sure the table is placed at least 1 in / 2.5 cm from any walls
2. Make sure there are no obstacles in the desk's path
3. Make sure all cords are the appropriate length to accommodate the maximum desk 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 any of the - the legs, control box, or switch, for danger of electric shock.

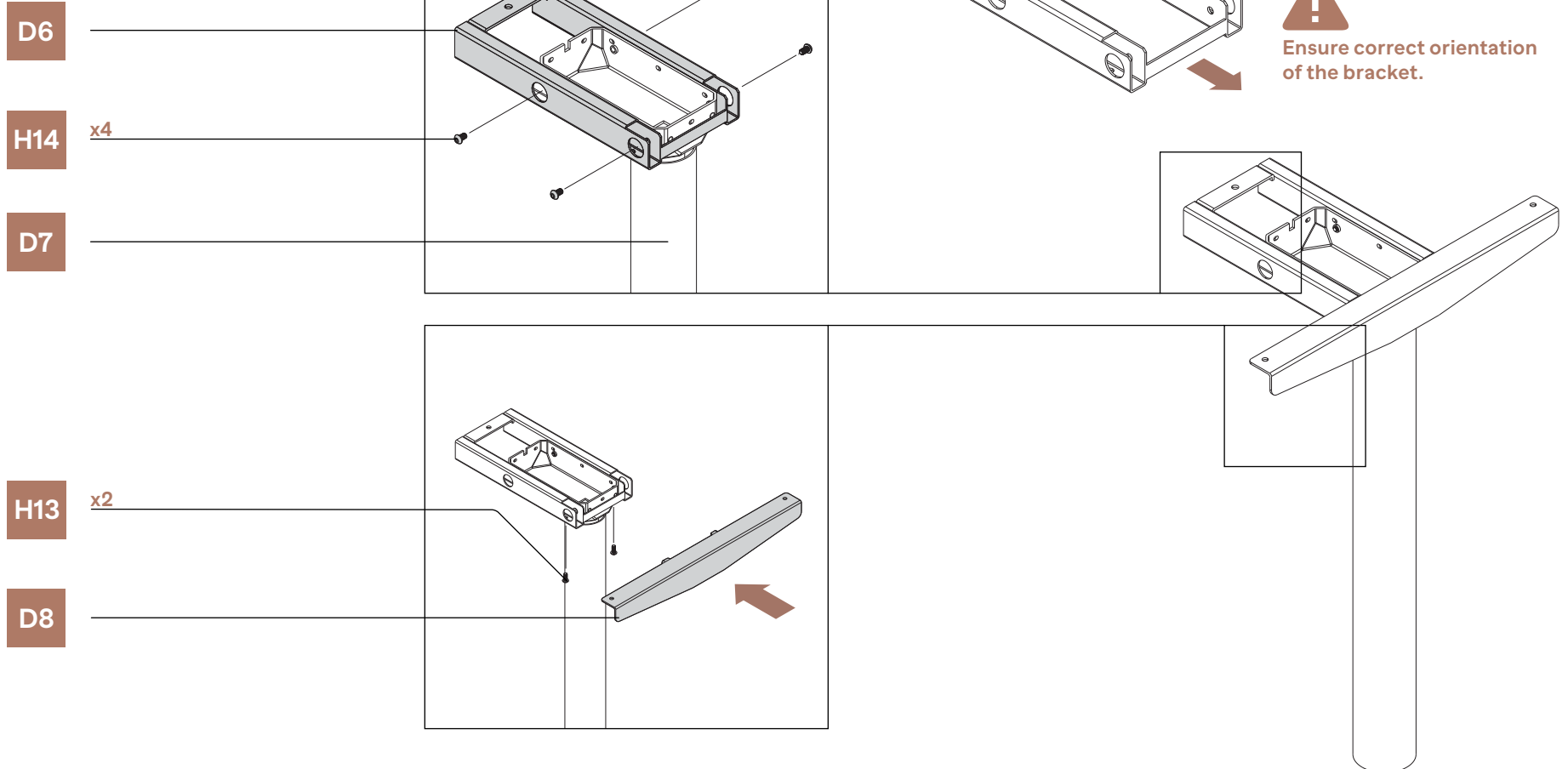


In the event of a power outage, or if the power cord is unplugged, a manual reset may be necessary.

Refer to page 121 for additional details.

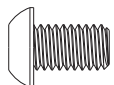
01

BOX 2

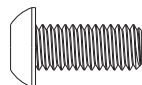


SCREWS NEEDED

scale 1:1



H14 M6 x 10
x4



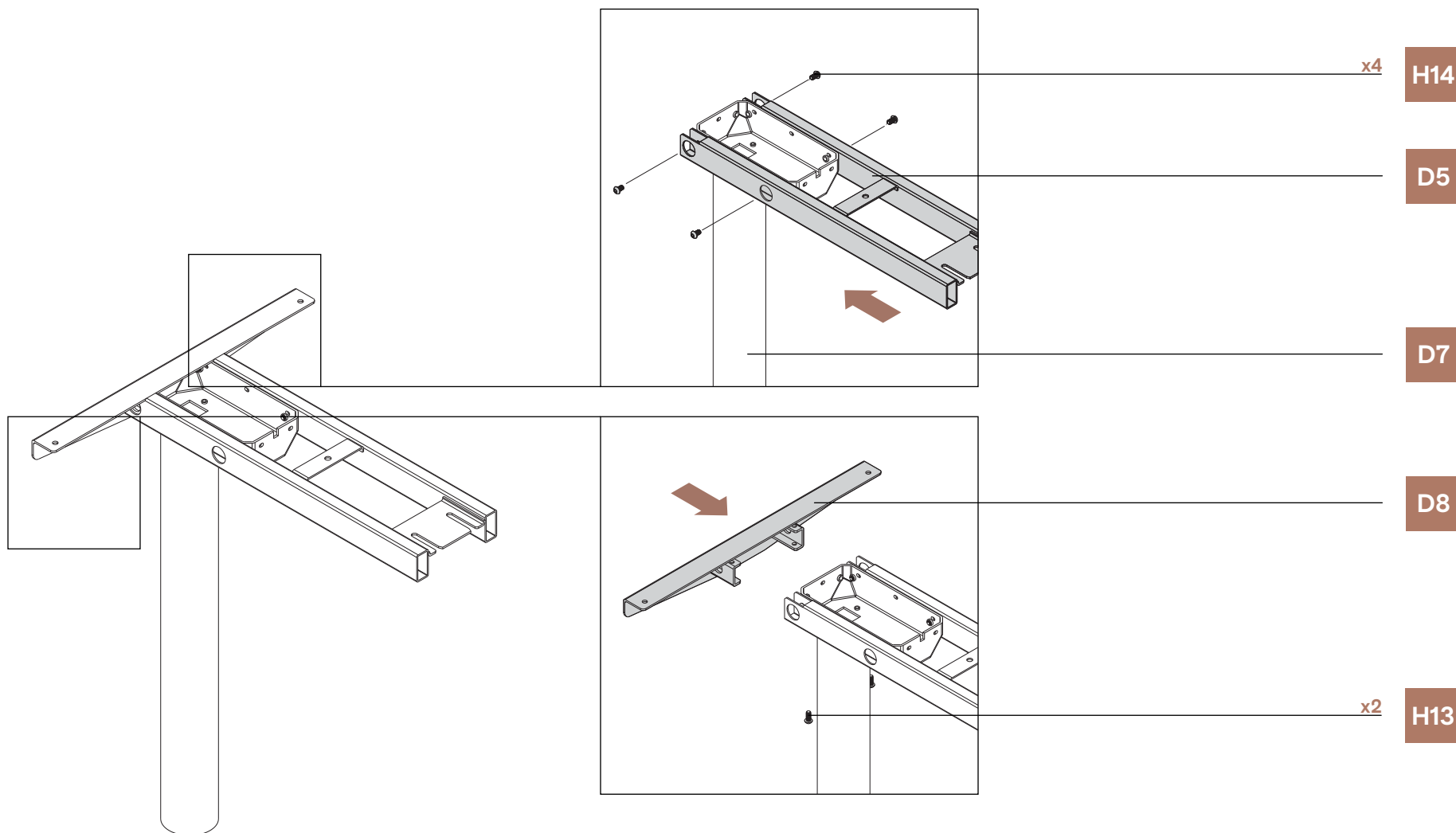
H13 M6 x 14
x2



4

02

BOX 2



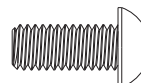
scale 1:1

SCREWS NEEDED

4

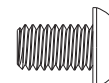
M6 x 14
x2

H13



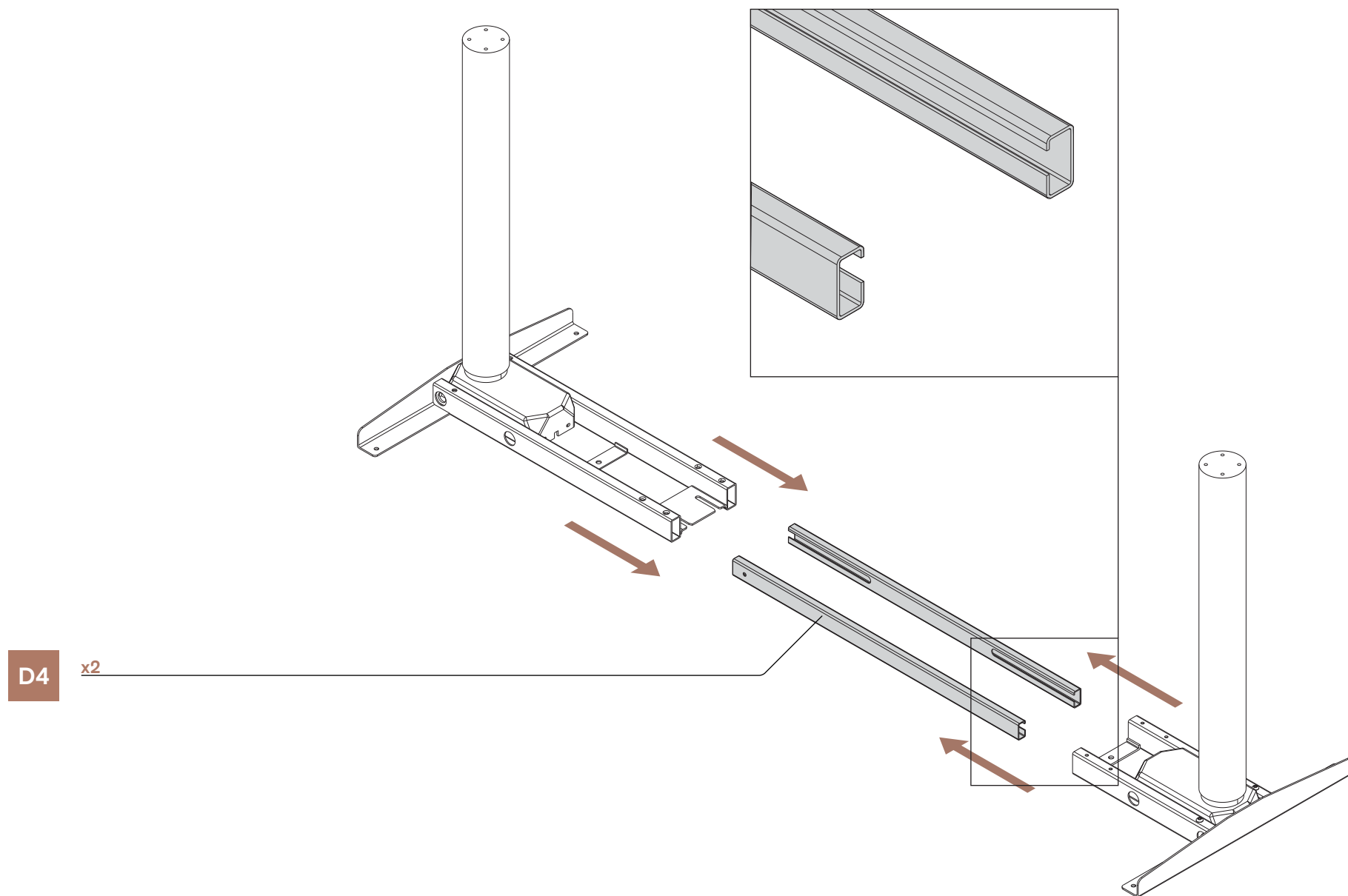
M6 x 10
x4

H14



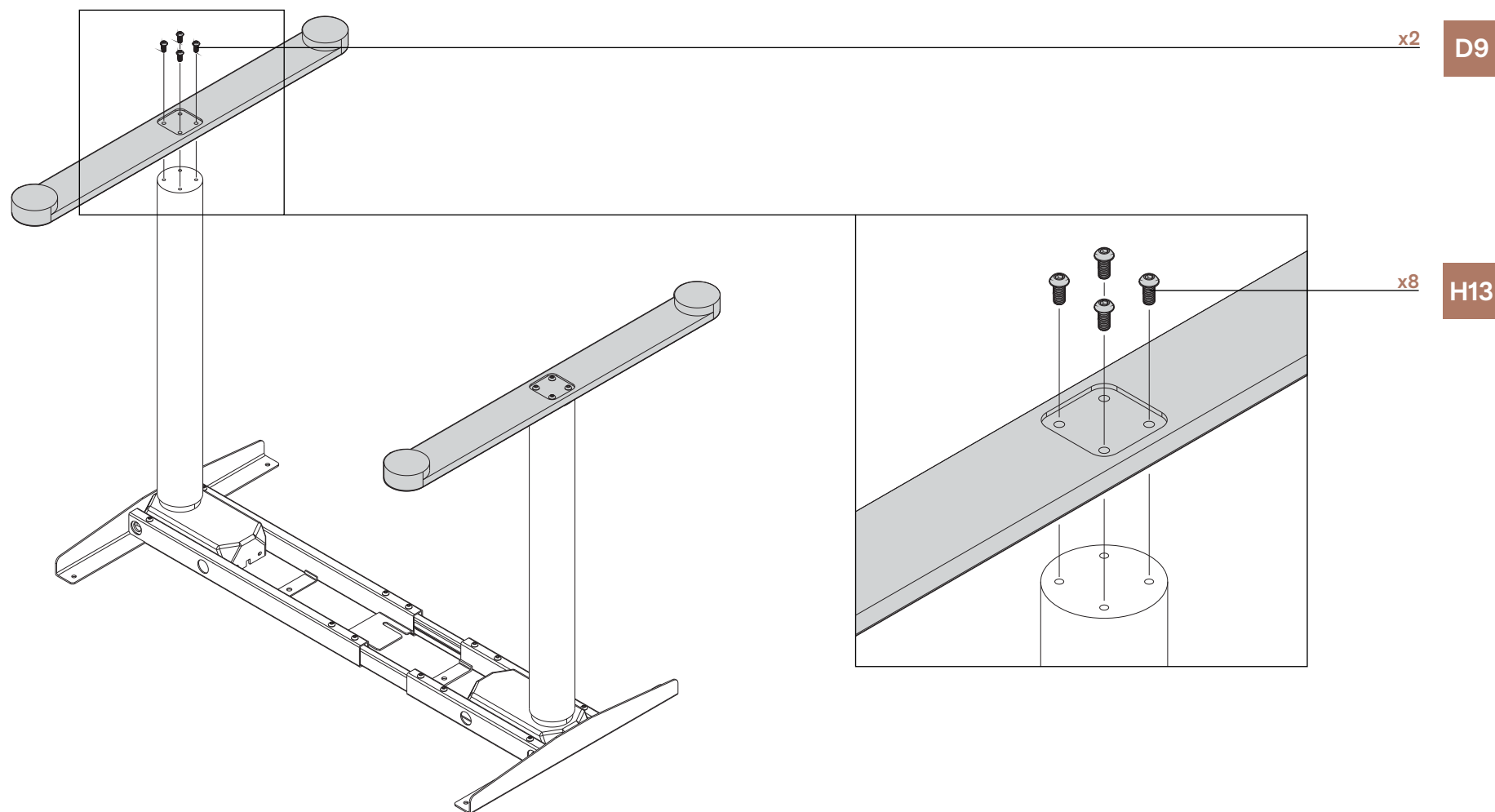
03

BOX 2



04

BOX 2



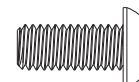
scale 1:1

SCREWS NEEDED

4

M6 x 14
x8

H13

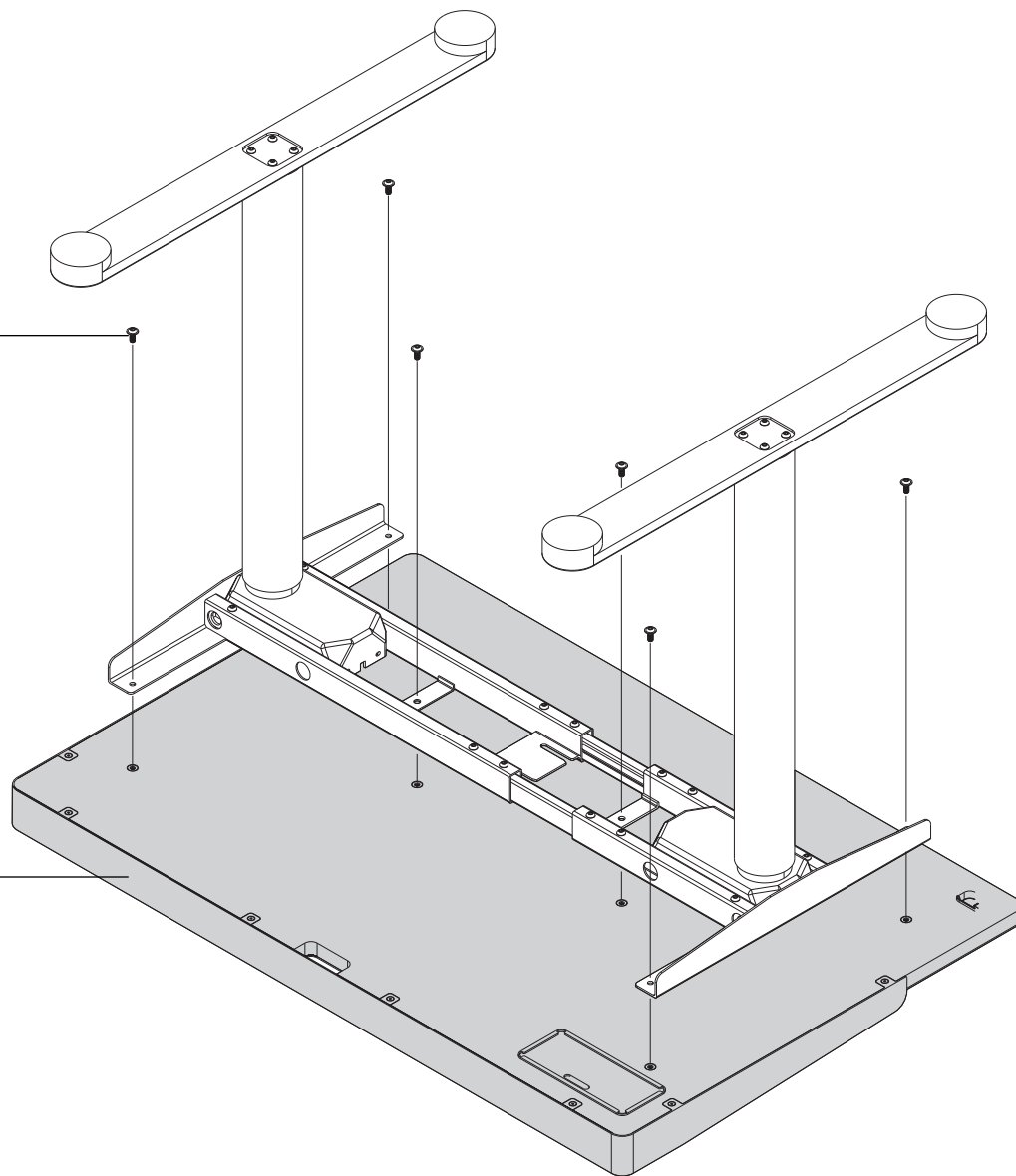


05

BOX 1

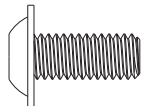
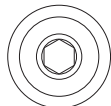
H12 x6

D3



SCREWS NEEDED

scale 1:1



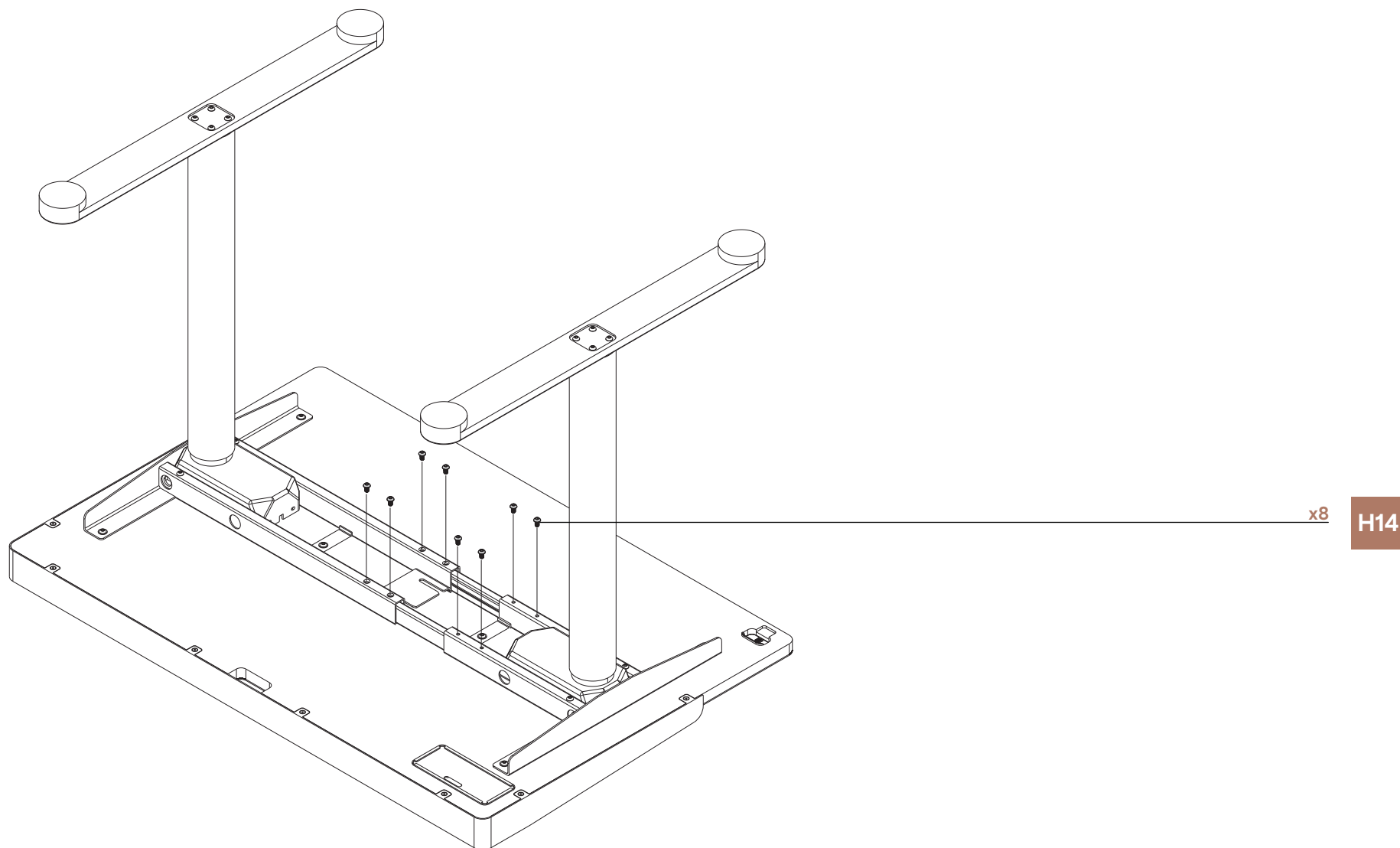
H12

M6 x 14
x6

4

06

BOX 2



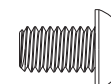
scale 1:1

SCREWS NEEDED

4

M6 x 14
x8

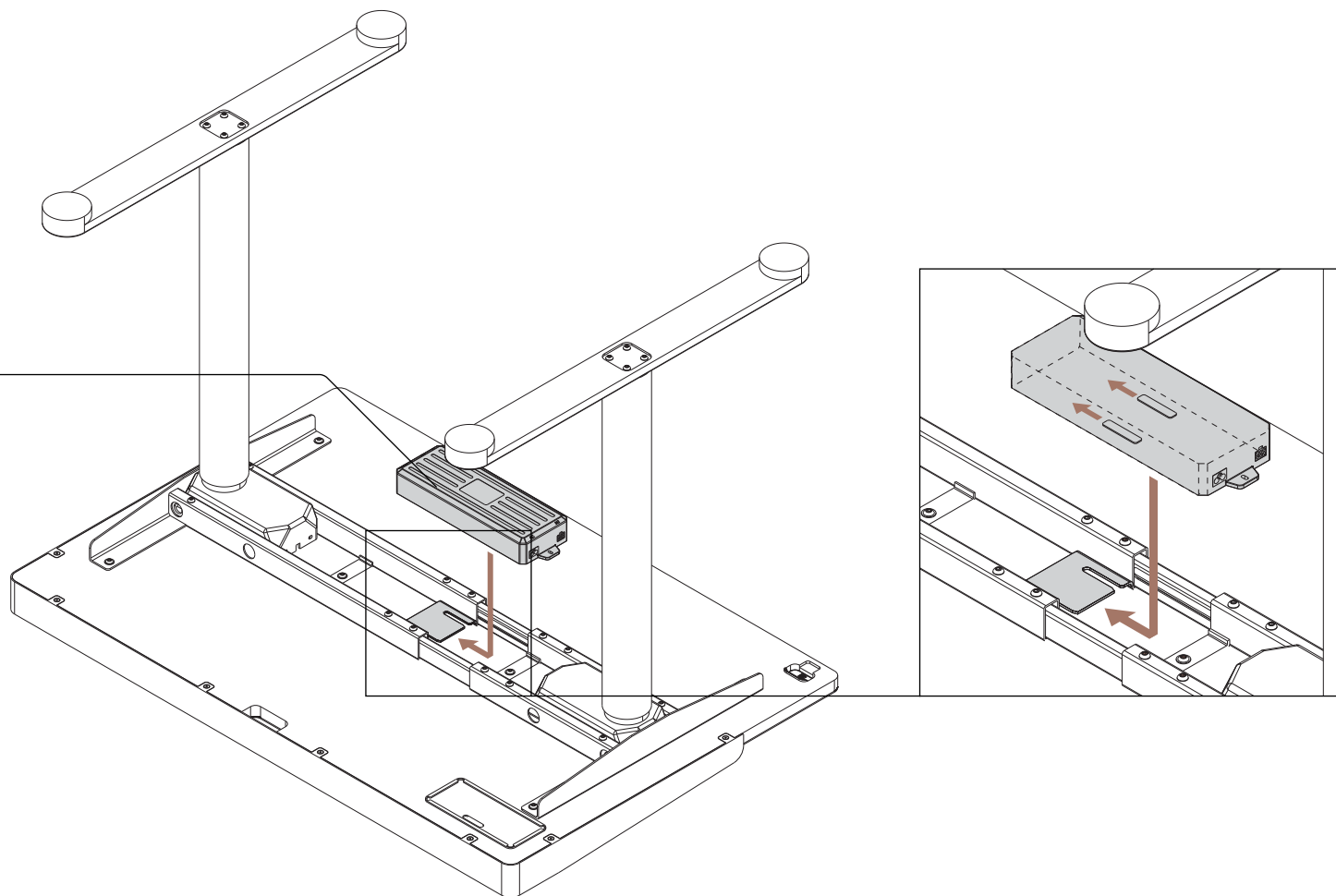
H14



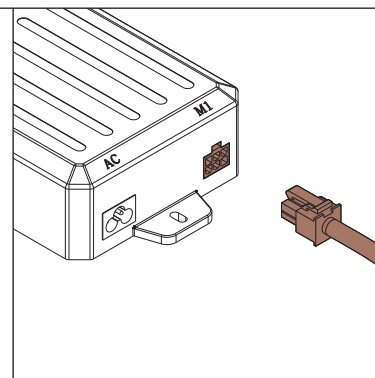
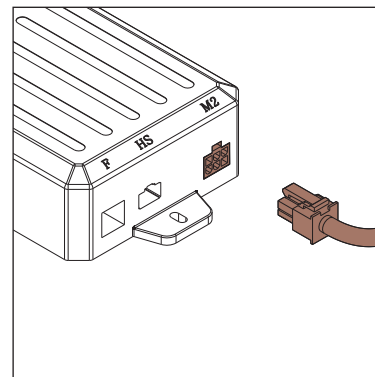
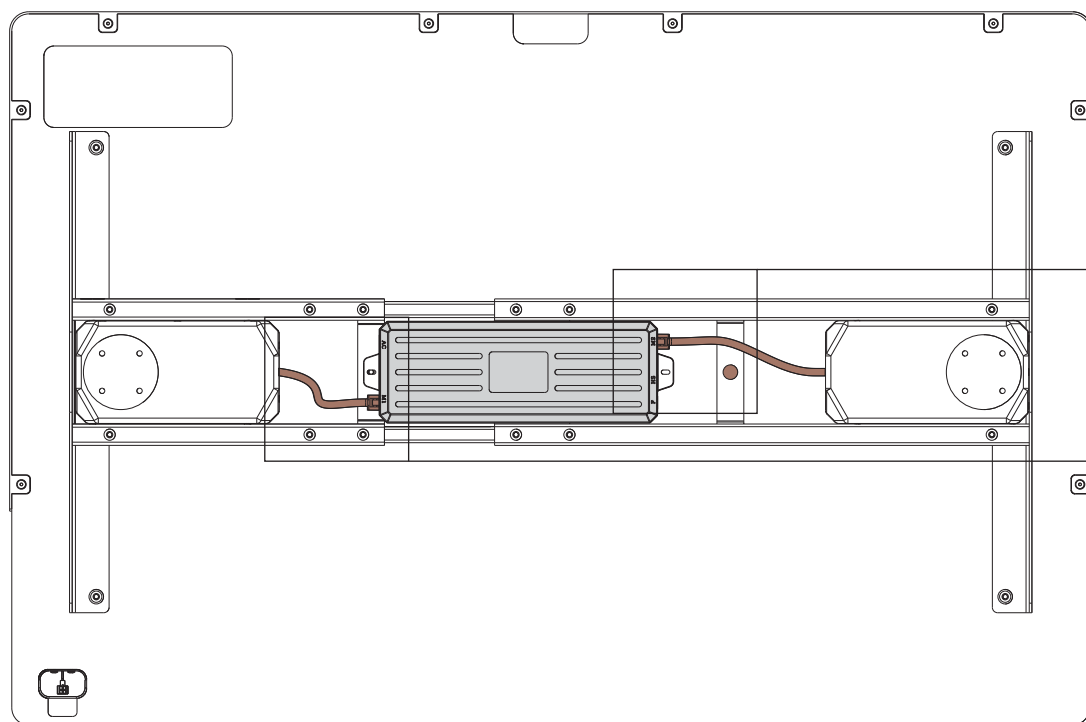
07

BOX 2

E9



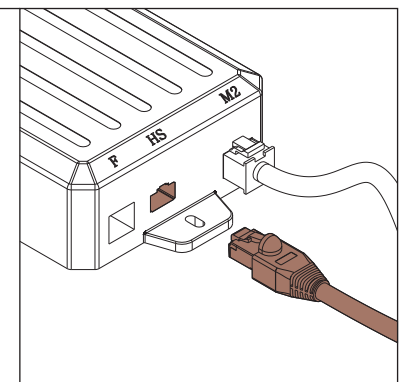
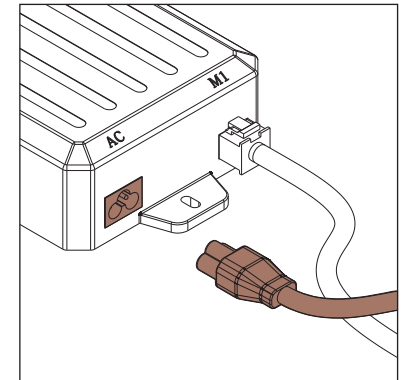
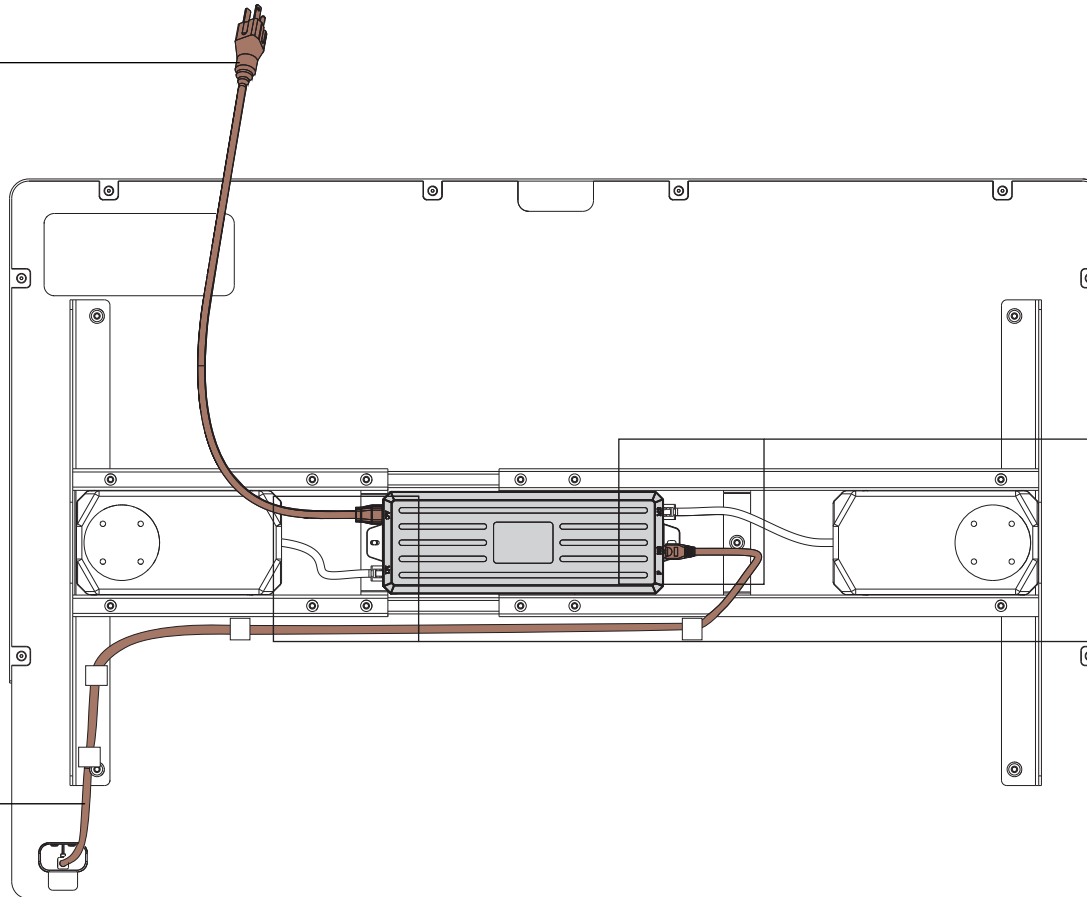
08



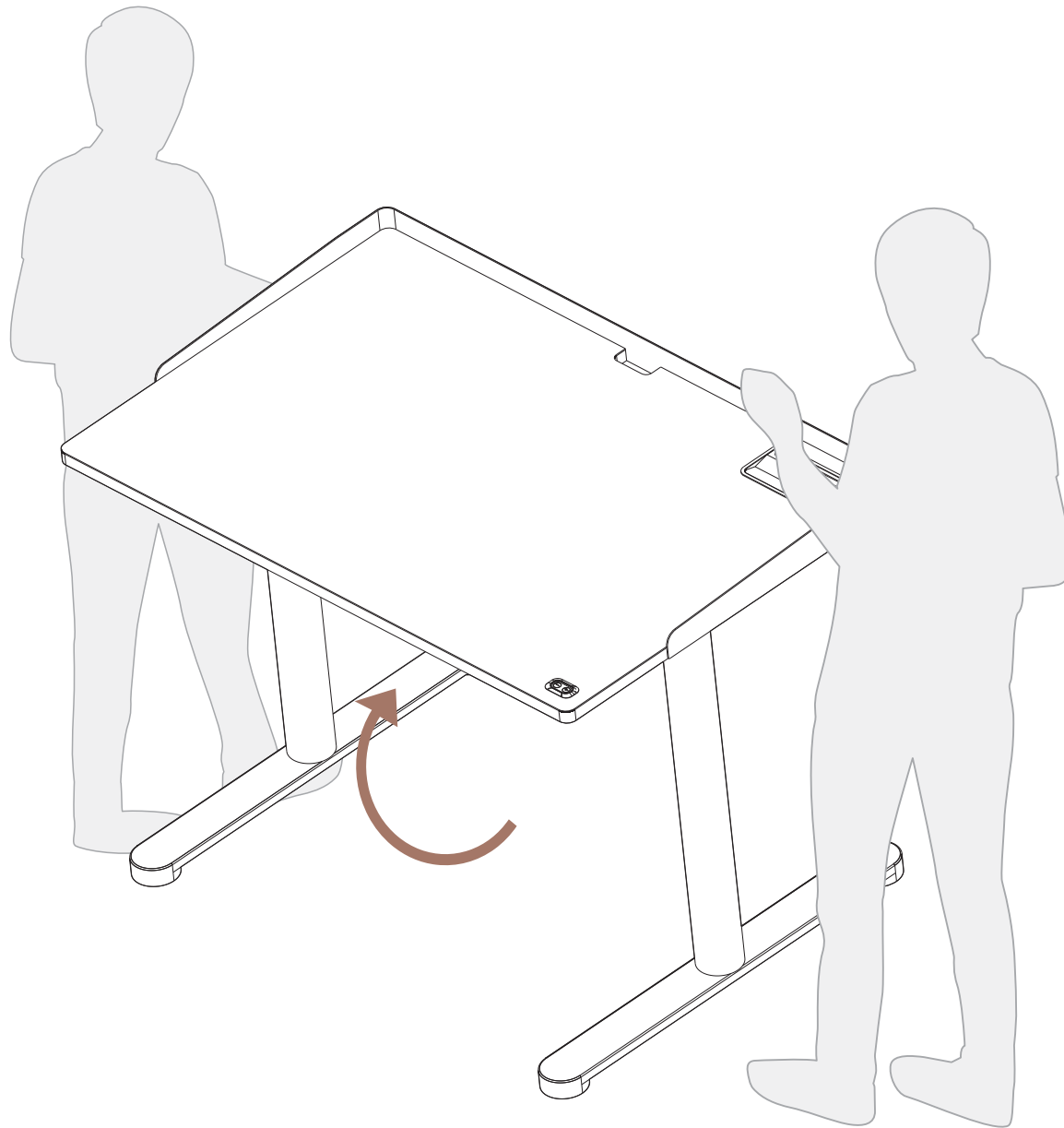
09

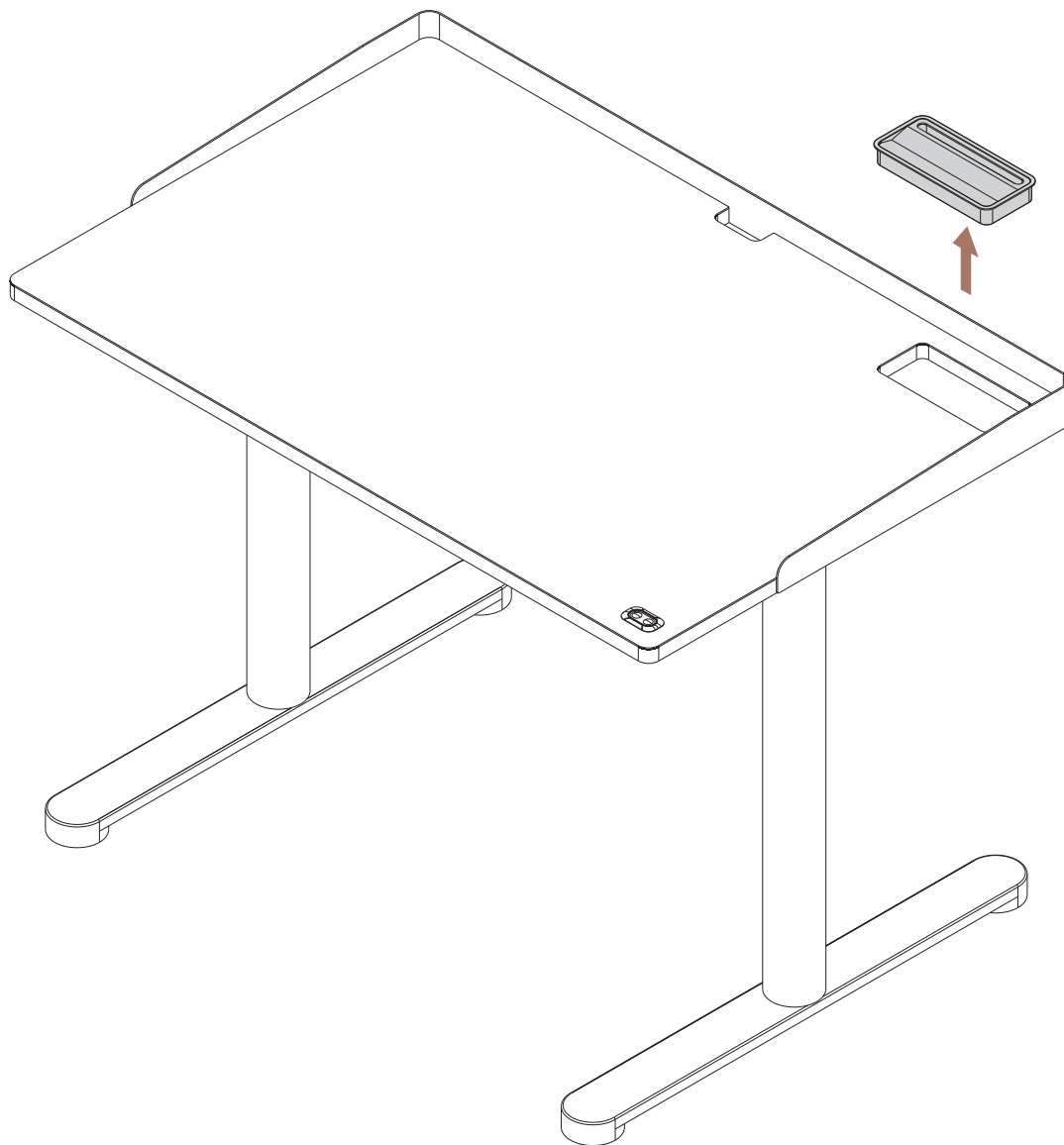
E10

E11



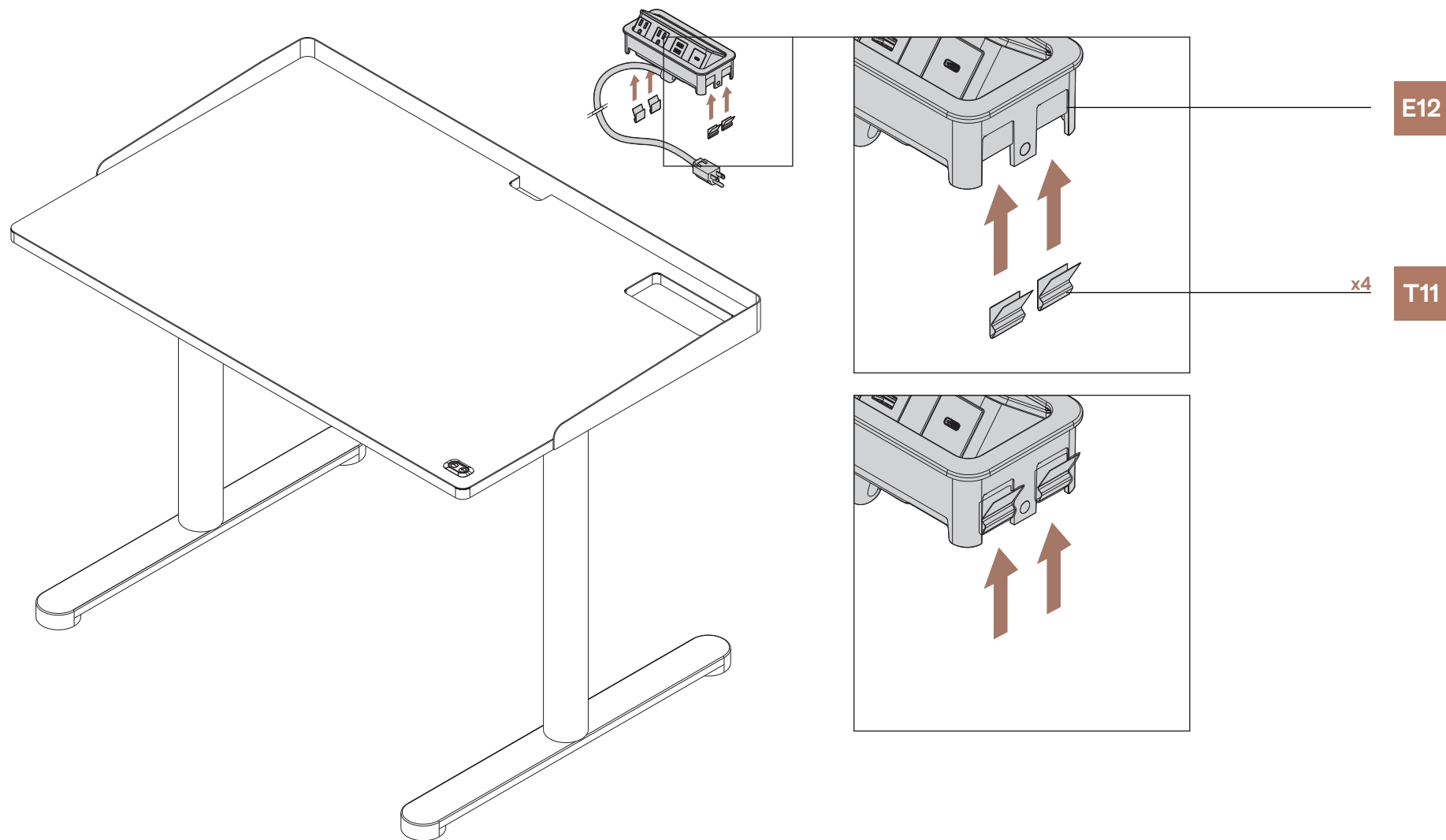
10



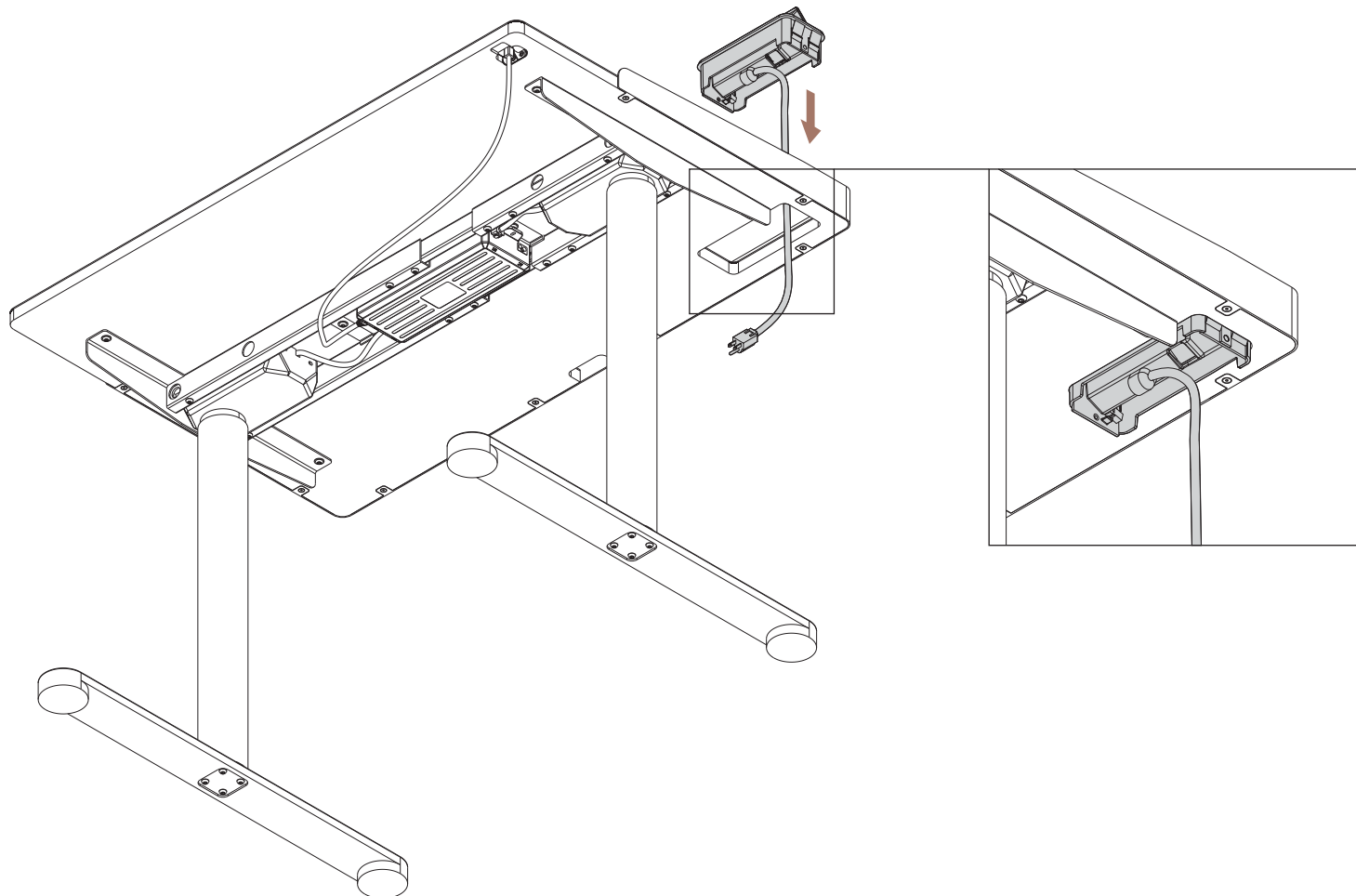


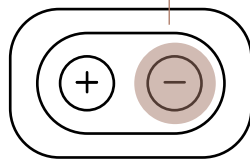
12

BOX 1



13





Let's Reset

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

1. Once you plug in, press and hold the (-) minus button down to the desk's minimum height, then release the button.
2. Press and hold the (-) minus button for 10 seconds, and the table will drop 1 cm and rise again.

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

R O
O M

support@room.com
room.com

830039-01REV. D