

MEETING ROOM

Assembly Manual

R O
O M

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*For Open Meeting Room

Meet The Meeting Room

You're about to build room for meaningful conversations and better connections. A space designed for 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.**

Scan to Watch Video



Chapter

01

Getting Started

What you'll need

BOX 1



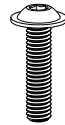
H1 x8

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



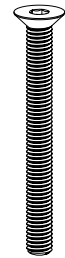
H7 x1

M5 x 5
Pan-Head



H8 - PRO x1

¼ - 20 x ¼
Flat-Head



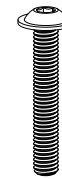
H9 x4

M6 x 60
Flat-Head



H10 x8

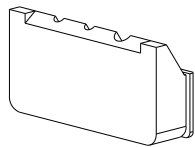
M5 x 16
Flat-Head



H11 x16

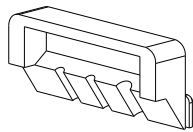
M6 x 40
Flanged

BOX 1



T1 x1

Lower Cable
Entry Grommet



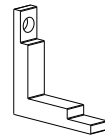
T2 x1

Upper Cable
Entry Grommet



T3 x4

Floor Corner
Gasket



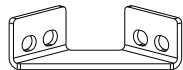
T4 x4

L- Connectors



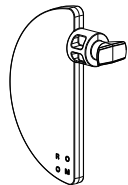
T5 x2

Bottom Door
Seals



T6 x4

Floor
Gussets



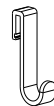
T7 x8

Click-In
Handles



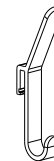
T8 x2

Skylight
Springs



T9 x1

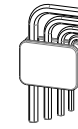
Single
Hook



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

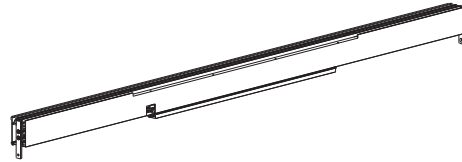
BOX 2



S1 x4

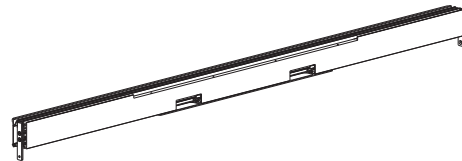
Corner Posts

BOX 3



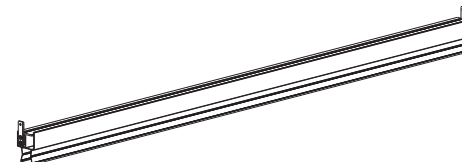
S2 x1

Long Ceiling Beam Front



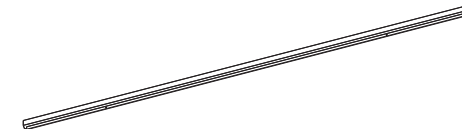
S3 x1

Long Ceiling Beam Back



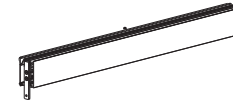
S4 x1

Long Floor Beam



S5 x2

Spring Hiders



S6 x2

Short Ceiling Beam



S7 x2

Short Floor Beam



S8 x1

Threshold
Not included in Open Meeting Room

OPEN MEETING ROOM ONLY



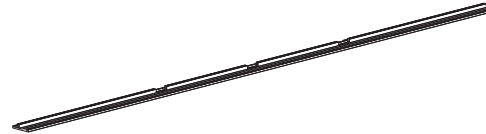
S9 x1

Nook Adapter
Left



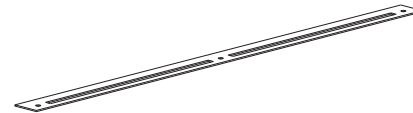
S10 x1

Nook Adapter
Right



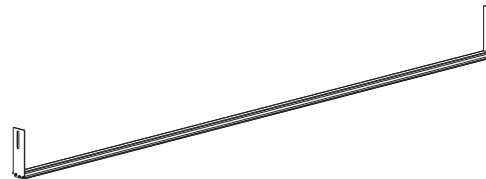
S11 x1

Nook Adapter
Top



S12 x1

Front Ceiling
Holding Shelf



S13 x1

Nook
Threshold



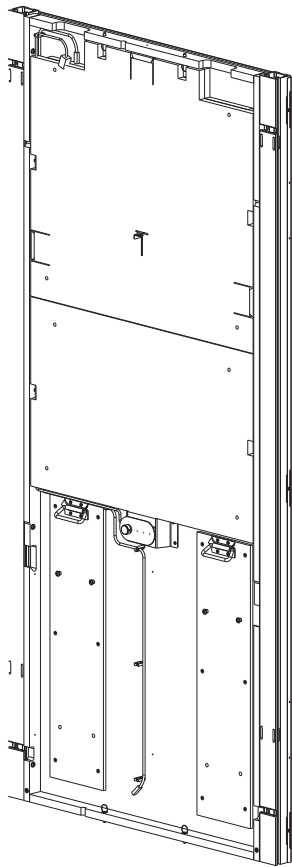
H6 x11 - Color Match

M6 x 25
Flat-Head

What you'll need

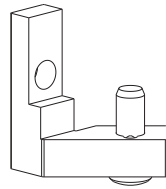
BOX 4

STANDARD ONLY



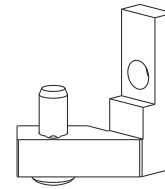
W1 - STD x1

Back Wall



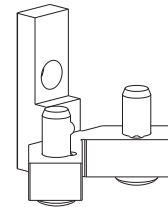
F2 - STD x1

Left Click-In
Rail Mount



F3 - STD x1

Right Click-In
Rail Mount



F5 - STD x2

Double Click-In
Rail Mounts



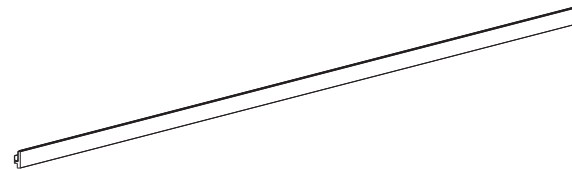
F6 - STD x1

Click-In Left
Accessory Rails



F7 - STD x1

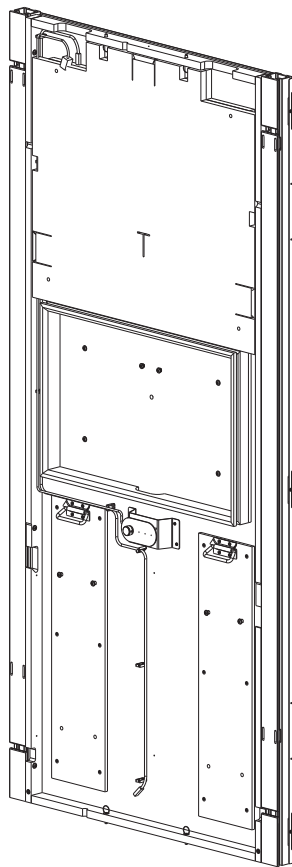
Click-In Right
Accessory Rails



F8 - STD x1

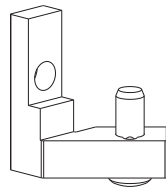
Click-In Back
Accessory Rails

PRO ONLY



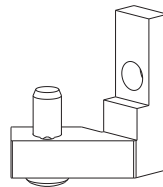
W2 - PRO x1

Back Wall



F2 - PRO x2

Left Click-In
Rail Mounts



F3 - PRO x2

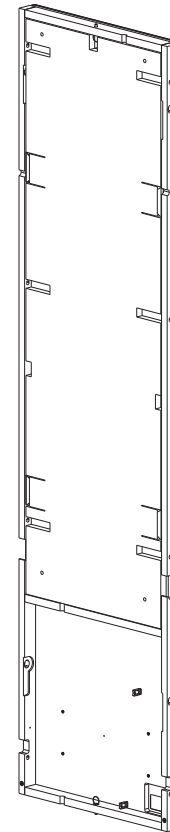
Right Click-In
Rail Mounts



F4 - PRO x2

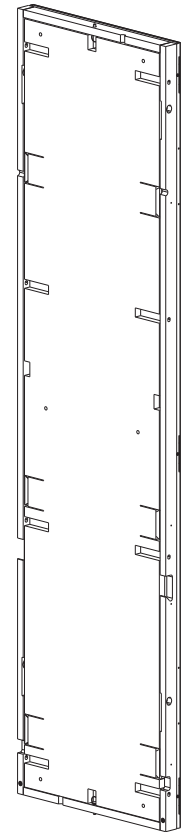
Click-In Short
Accessory Rails

BOX 5



W3 x1

Back Left
Outer Wall



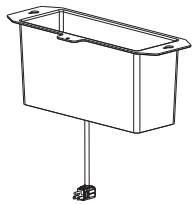
W4 x1

Back Right
Outer Wall

What you'll need

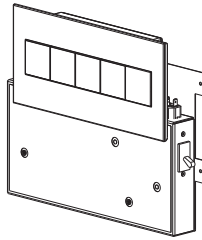
BOX 6

STANDARD ONLY



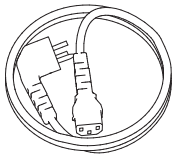
E1 - STD x1

Power Box



E2 - STD x1

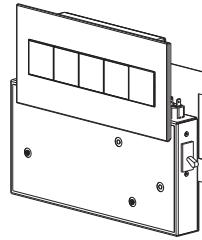
AC Box



E3 - STD x1

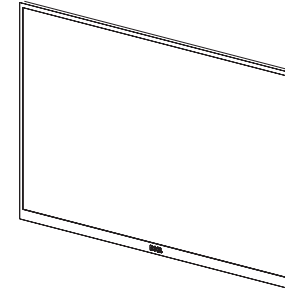
Power Cord

PRO ONLY



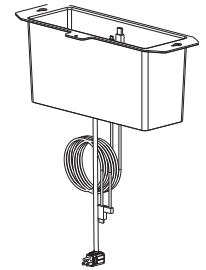
E2 - PRO x1

AC Box



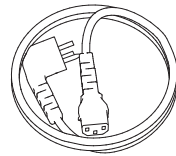
E4 - PRO x1

Monitor



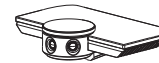
E5 - PRO x1

Power Box
Pre-wired
HDMI & USB



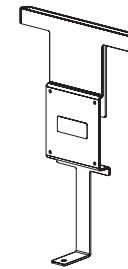
E3 - PRO

Power Cord



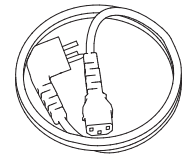
E6 - PRO x1

Jabra
Webcam



E7 - PRO x1

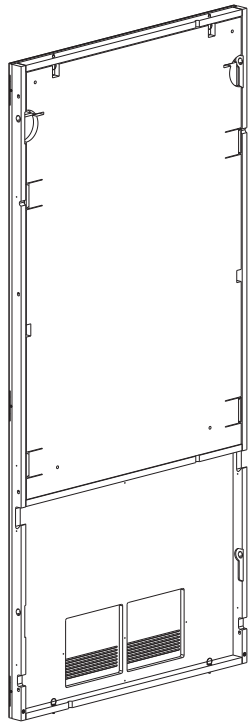
Monitor
Mount



E8 - PRO x1

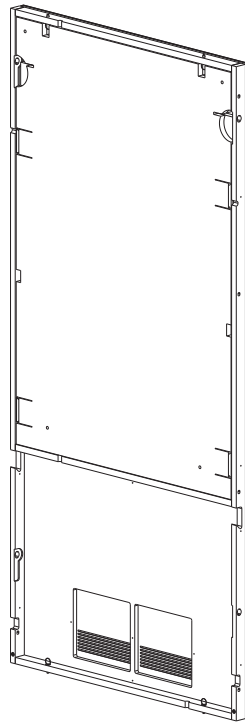
Monitor Cord
EU Only

BOX 7



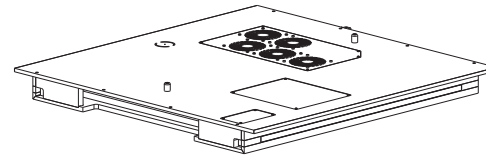
W5 x1
Side Wall

BOX 8

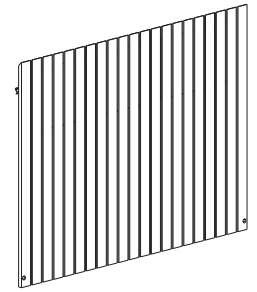


W6 x1
Side Wall

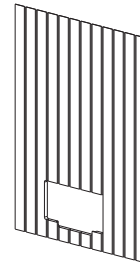
BOX 9



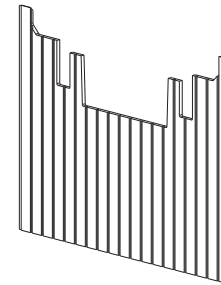
C1 x1
Meeting Room
Roof



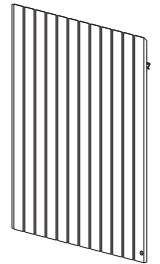
P1 x2
Side
Tambours



P2 x1
Back Left
Tambour



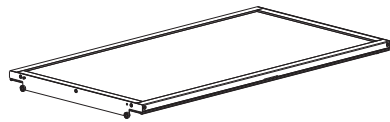
P3 x1
Back Center
Tambour



P4 x1
Back Right
Tambour

What you'll need

BOX 10

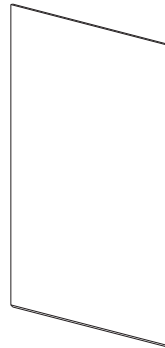


C2 x2

Skylights

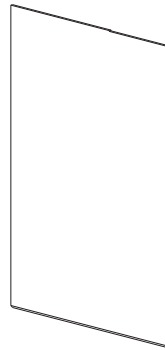
BOX 11

STANDARD ONLY



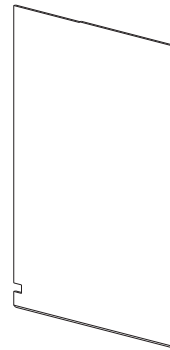
P6 - STD x2

Side
Fabric Panels



P7 - STD x1

Back Left
Fabric Panels



P8 - STD x1

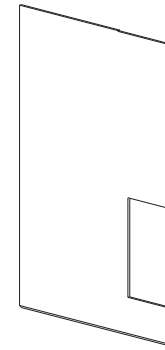
Back Right
Fabric Panels

PRO ONLY



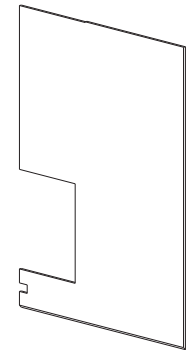
P6 - PRO x2

Side
Fabric Panels



P9 - PRO x1

Back Left
Monitor
Fabric Panels



P10 - PRO x1

Back Right
Monitor
Fabric Panels

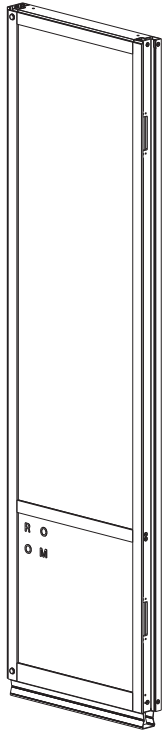
MEETING ROOM ONLY

BOX 12

BOX 13

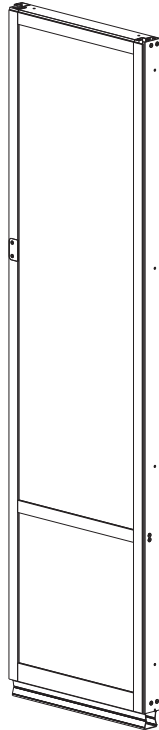
BOX 14

BOX 15



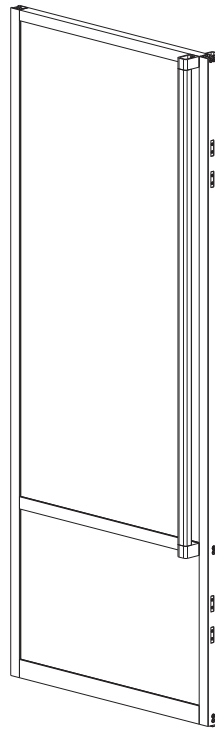
G1 x1

Left Window



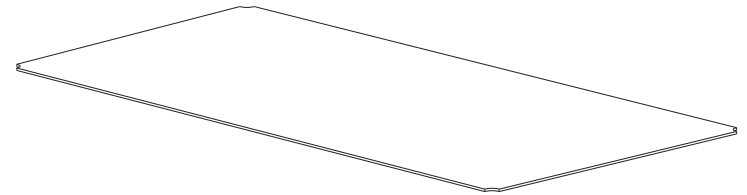
G2 x1

Right Window



G3 x1

Door

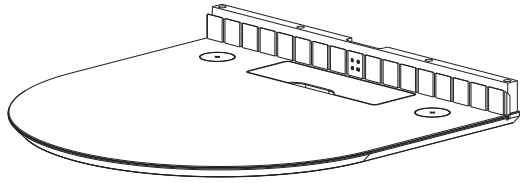


F1 x1

Carpet

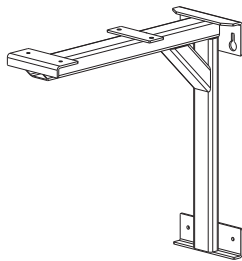
What you'll need

BOX 16



F10 x1

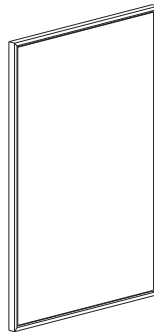
Meeting Room
Table



F11 x2

Meeting Room
Table Brackets

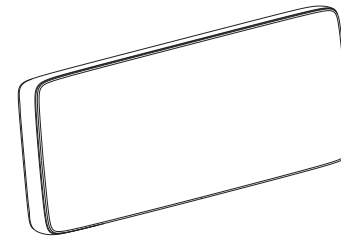
ACCESSORIES



F9 x1

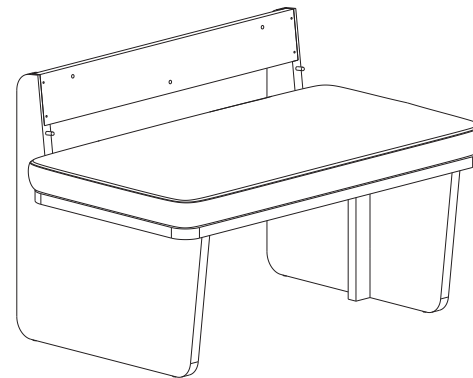
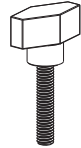
Whiteboard

SEATING



F12 x2

Backrest
Cushions



F13 x2

Sofa Frames

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

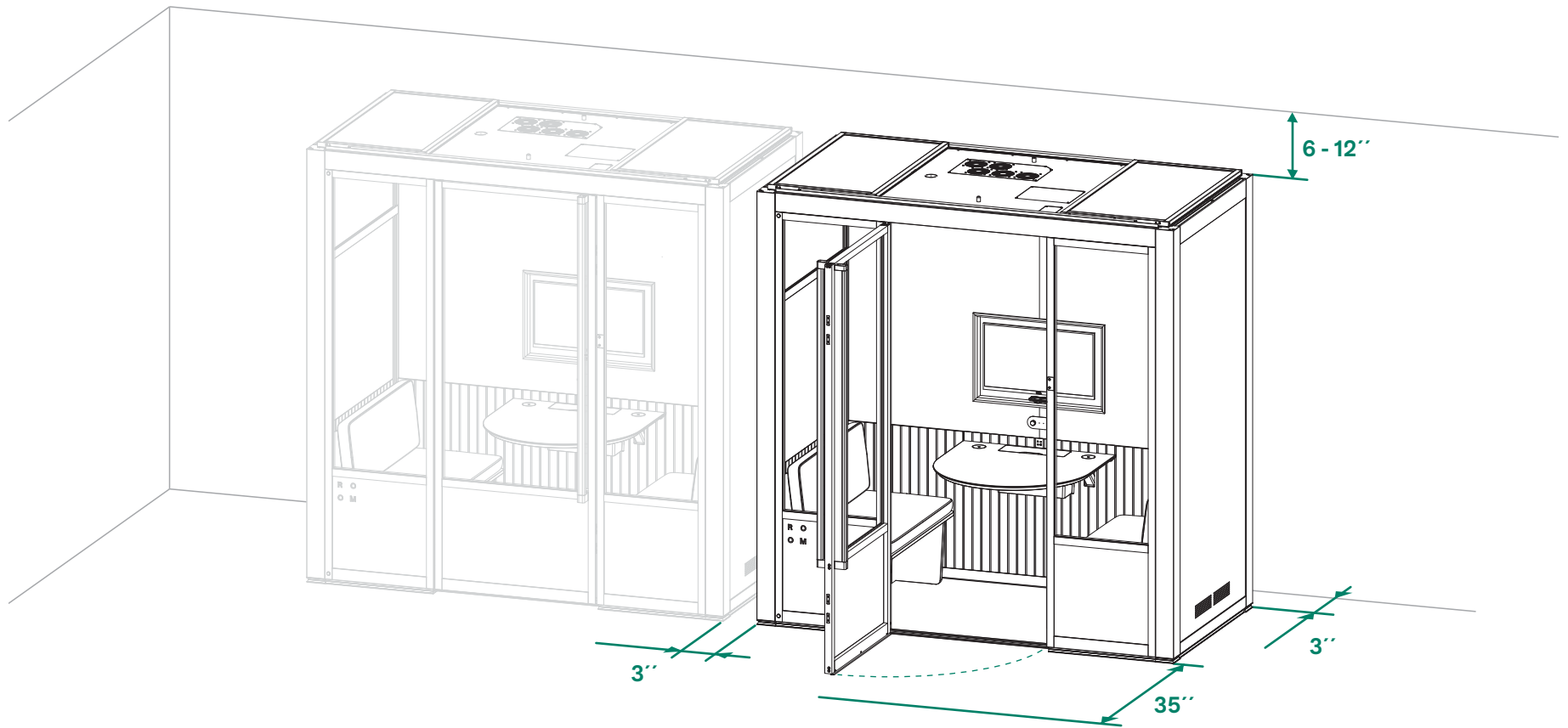
Keep **3 inches** of space available behind the unit.

Door Clearance

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

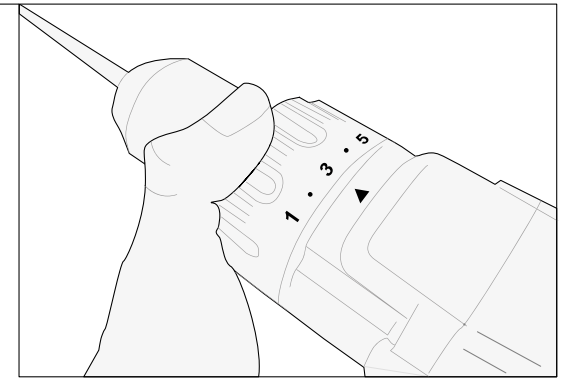
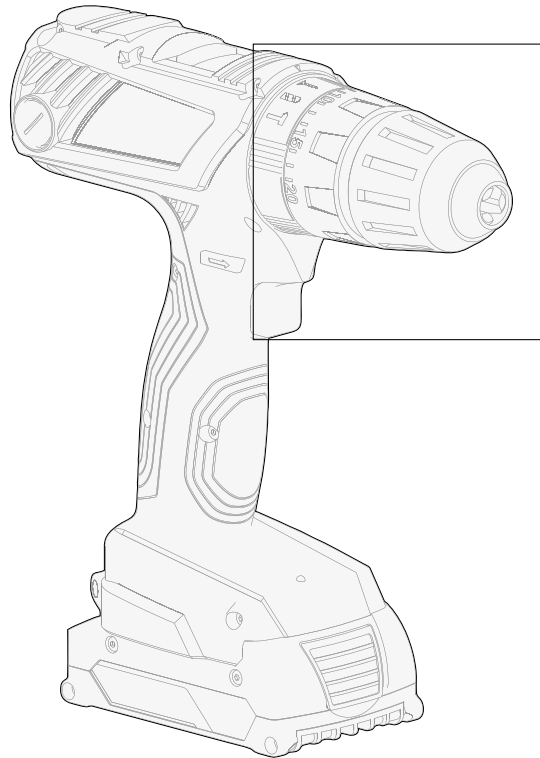
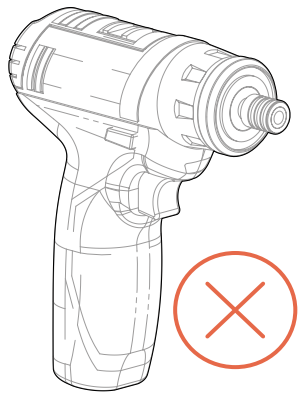
Roof to Ceiling

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

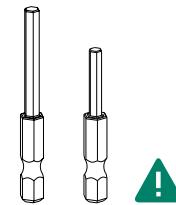


00

 **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

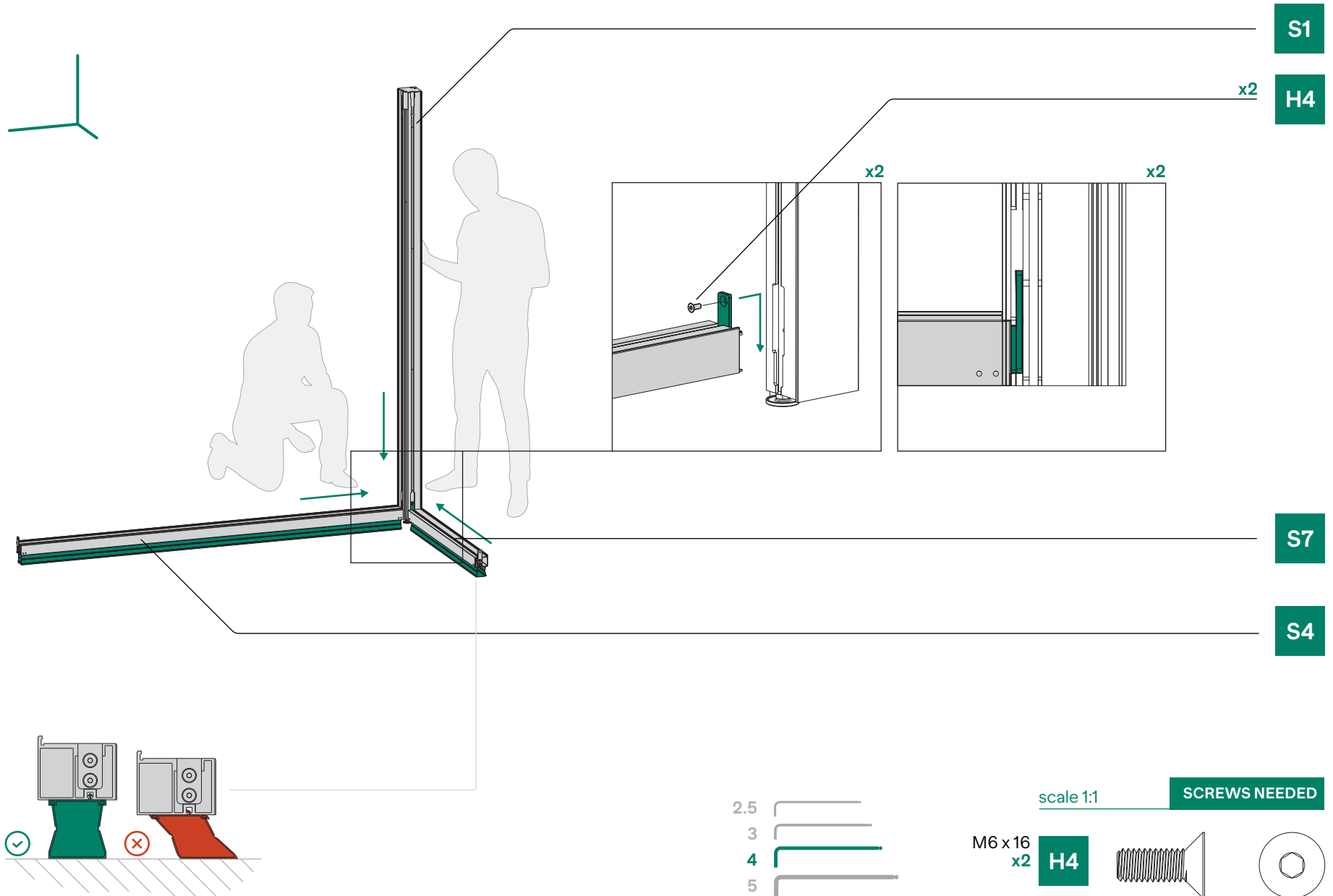
Frame

01

BOX 2

BOX 3

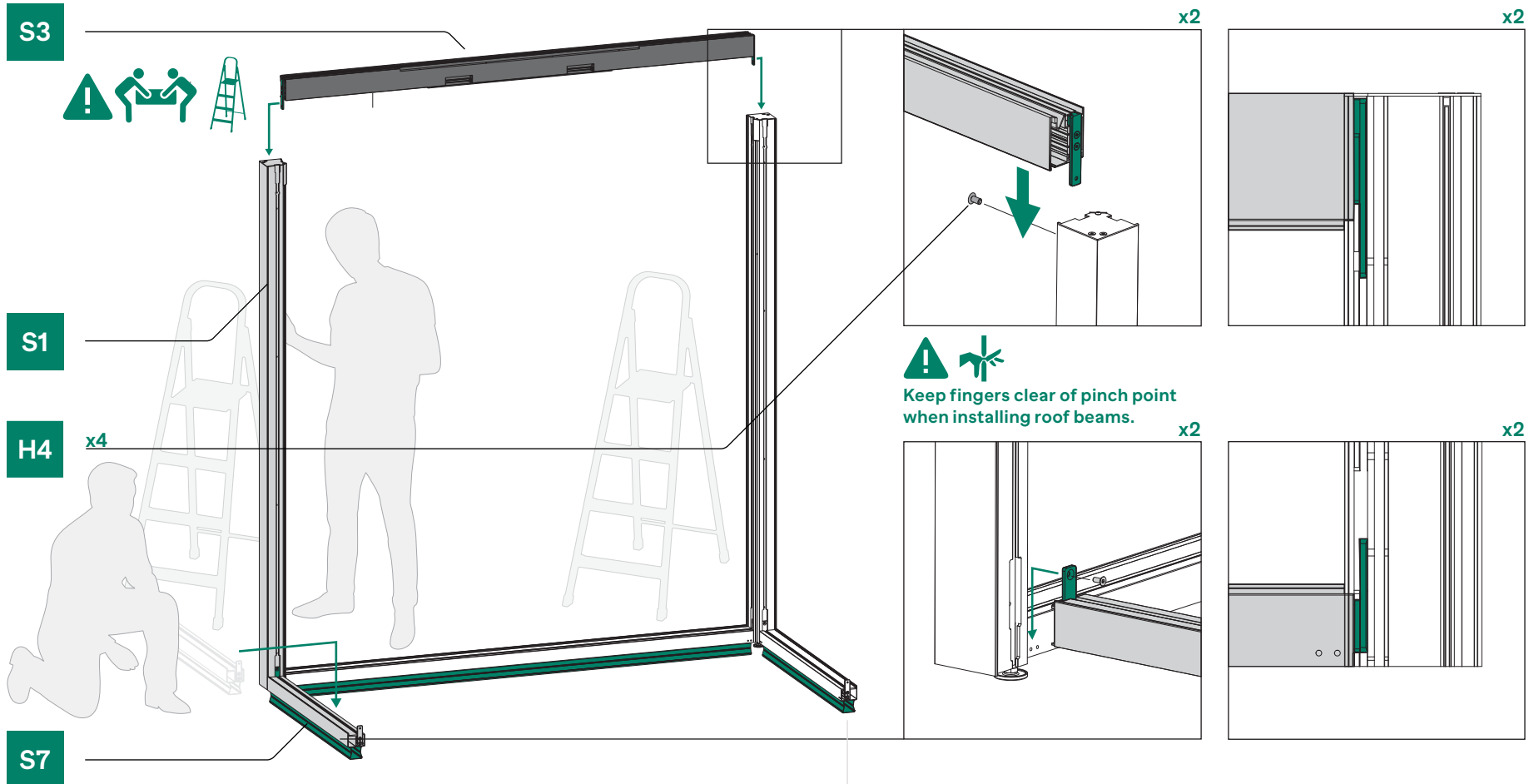
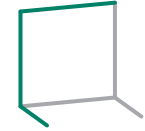
⚠️ VERIFY FINAL PLACEMENT OF THE UNIT



02

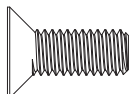
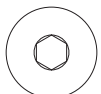
BOX 2

BOX 3



SCREWS NEEDED

scale 1:1



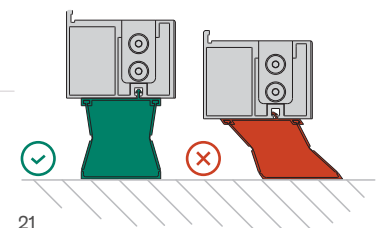
H4

M6 x 16
x4



support@room.com

Step by step

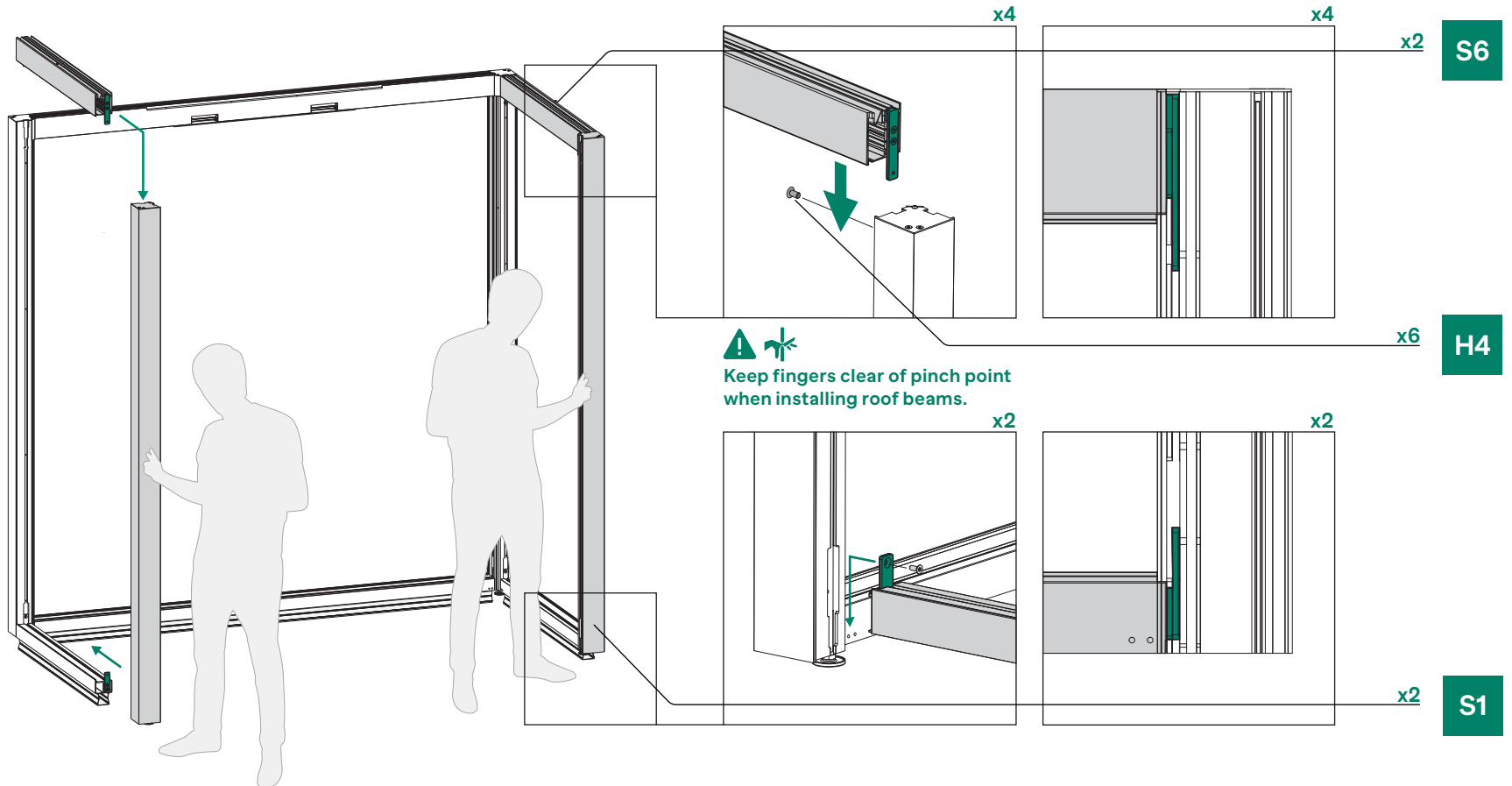
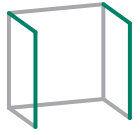


03

BOX 2

BOX 3

! MAKE SURE FREE STANDING POSTS ARE SUPPORTED



scale 1:1

SCREWS NEEDED

M6 x 16
x6

H4



04

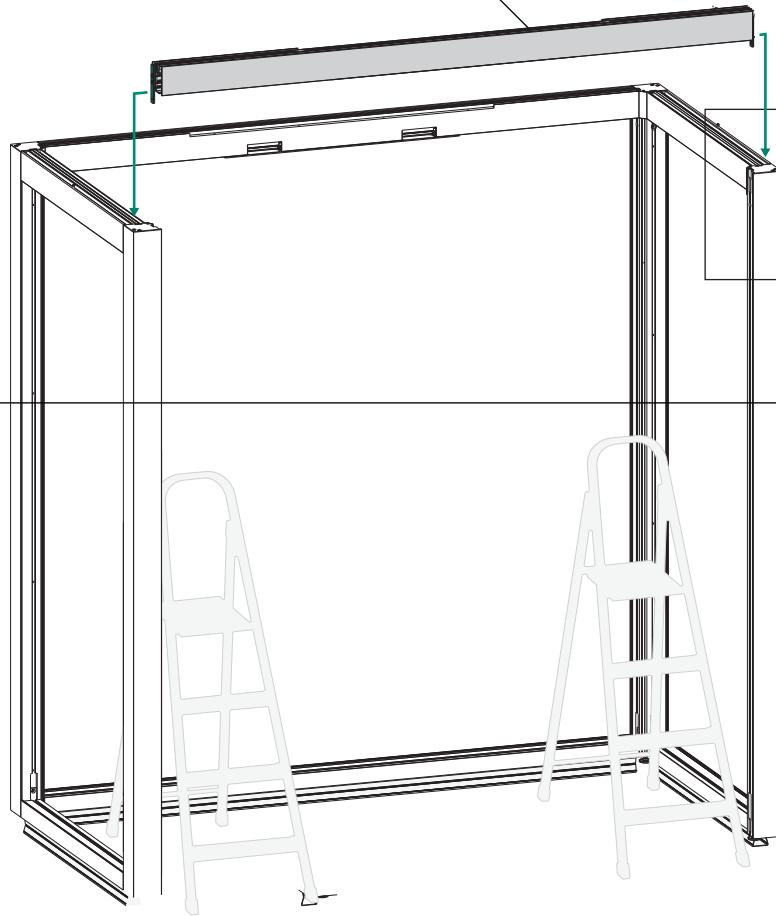
BOX 3

S2



H4

x2



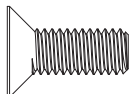
x2



Keep fingers clear of pinch point when installing roof beams.

SCREWS NEEDED

scale 1:1

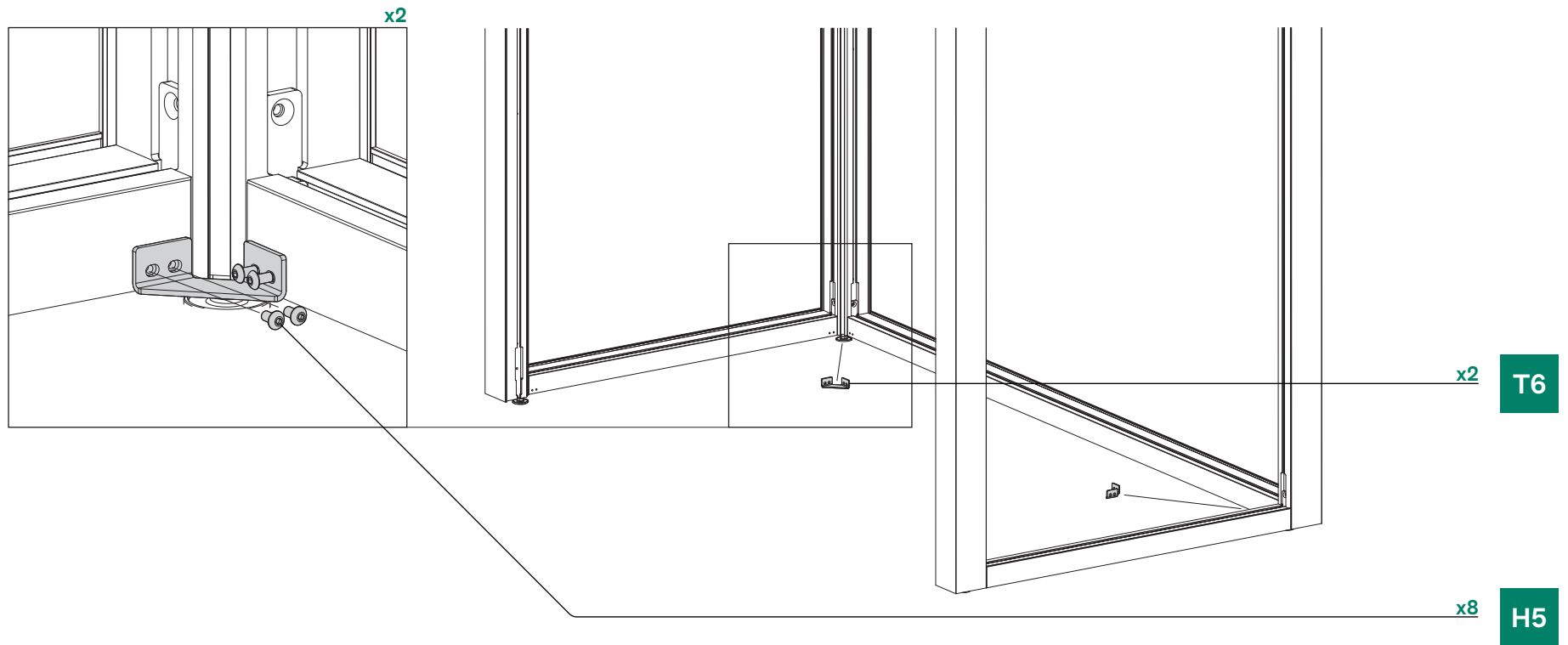


H4

M6 x 16
x2



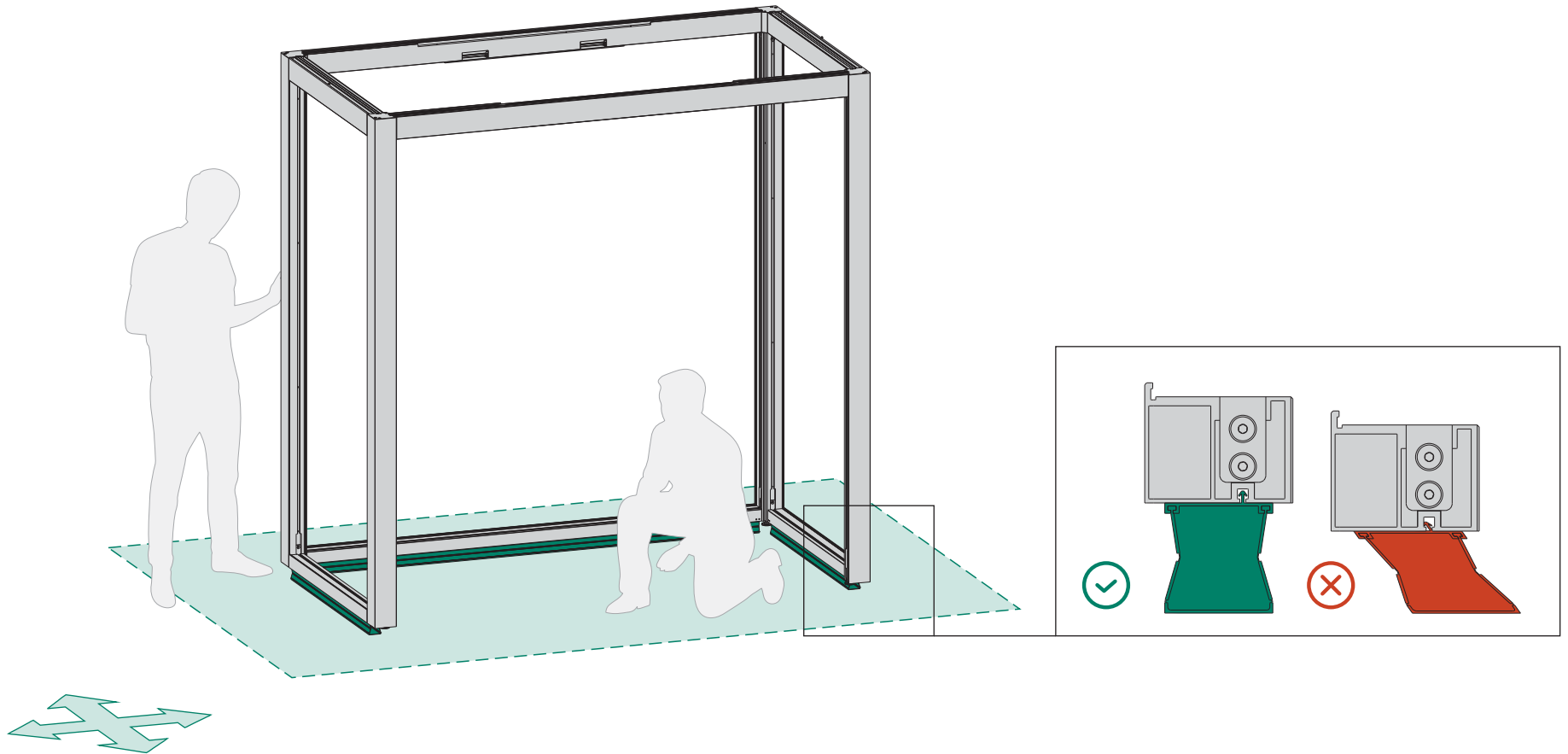
05



06

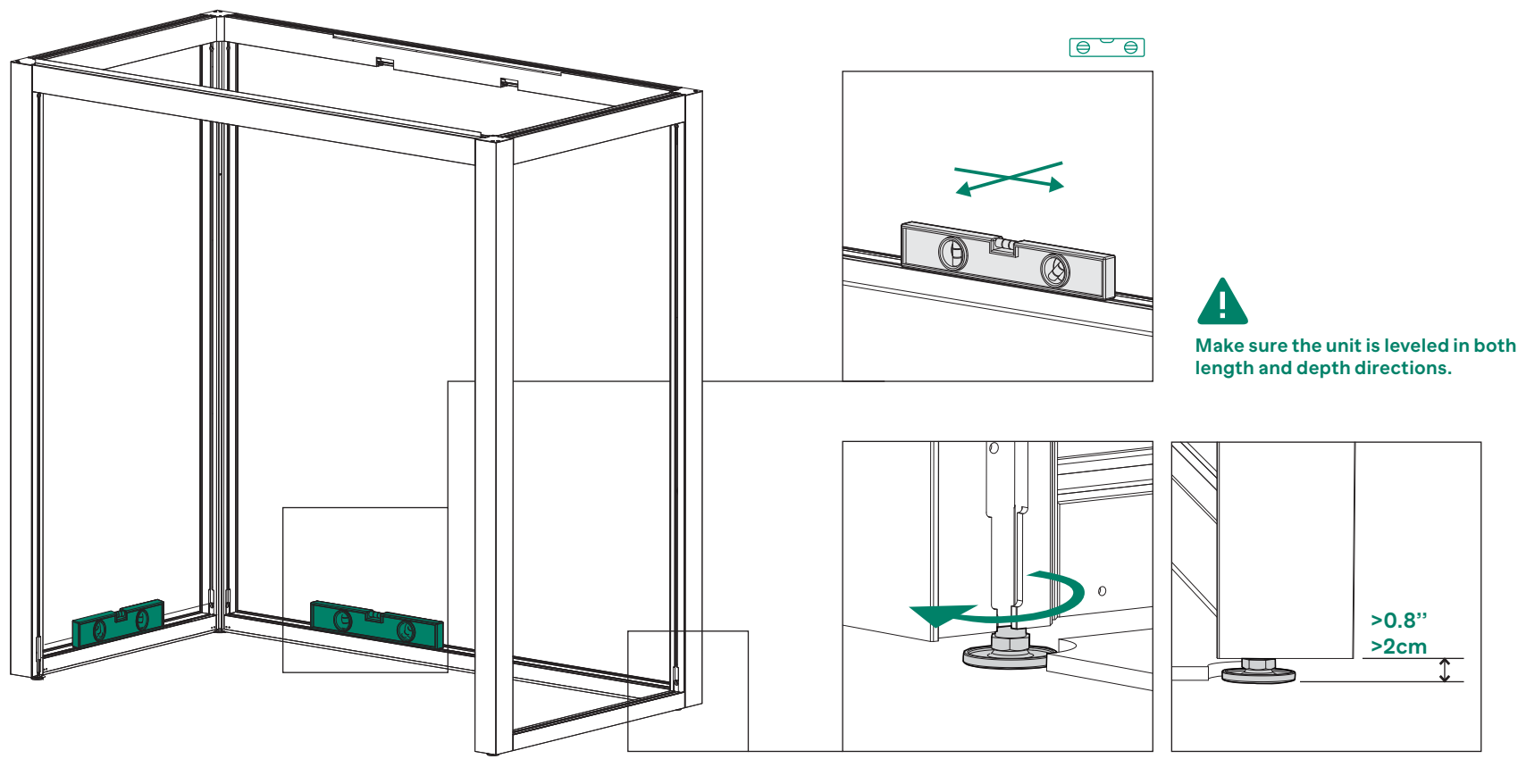
BOX 1

⚠ 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

Scan to Watch Video



Chapter

03

Wall Panels & AC Power Setup

08

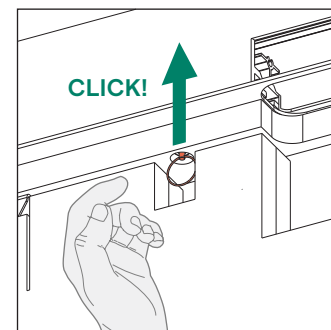
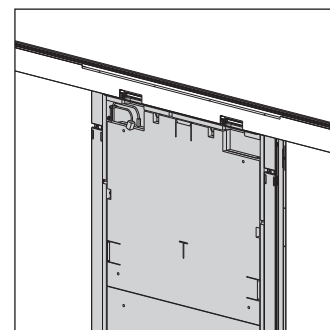
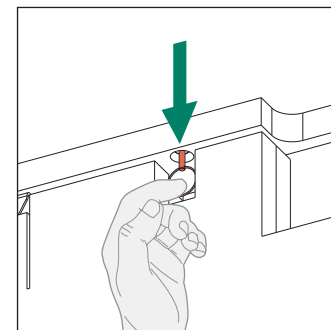
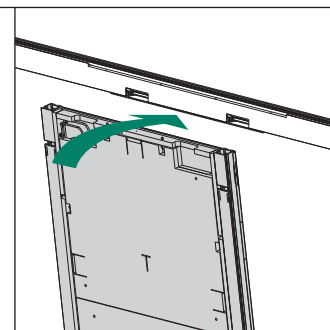
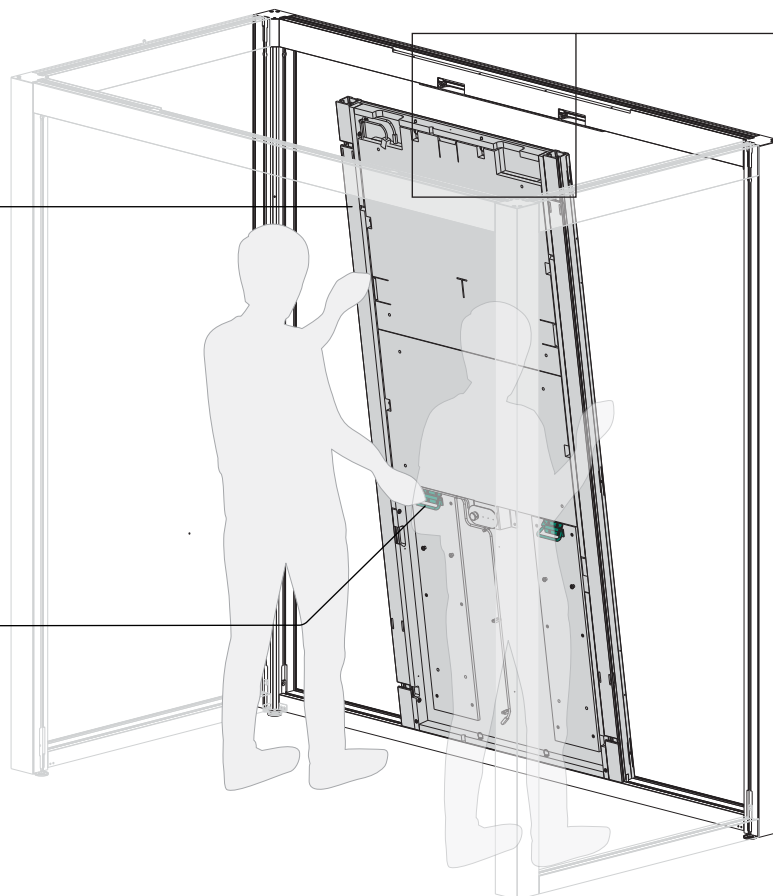
BOX 4

W1 - STD

W2 - PRO

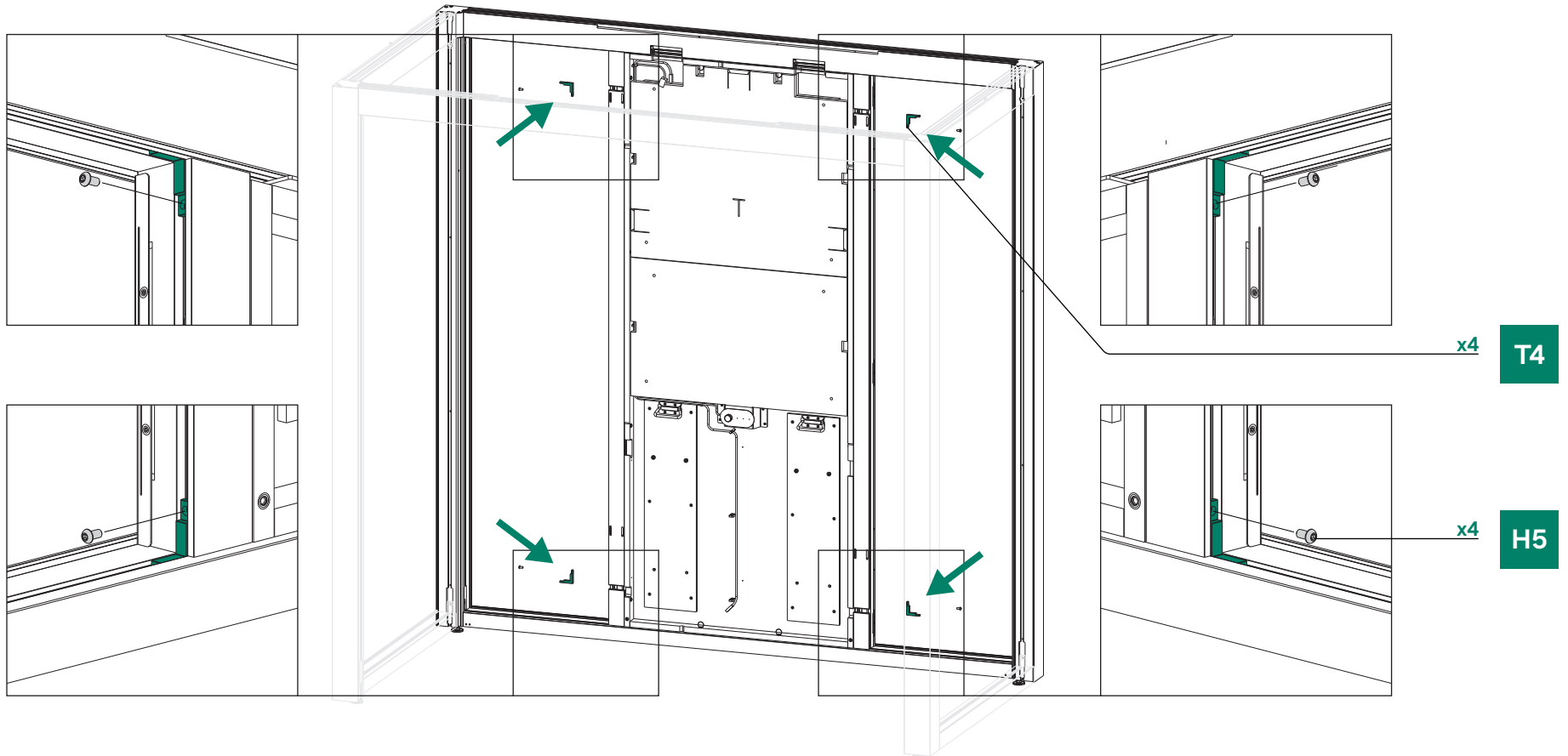


Make use of
built-in handles.



09

BOX 1

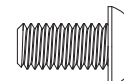


scale 1:1

SCREWS NEEDED

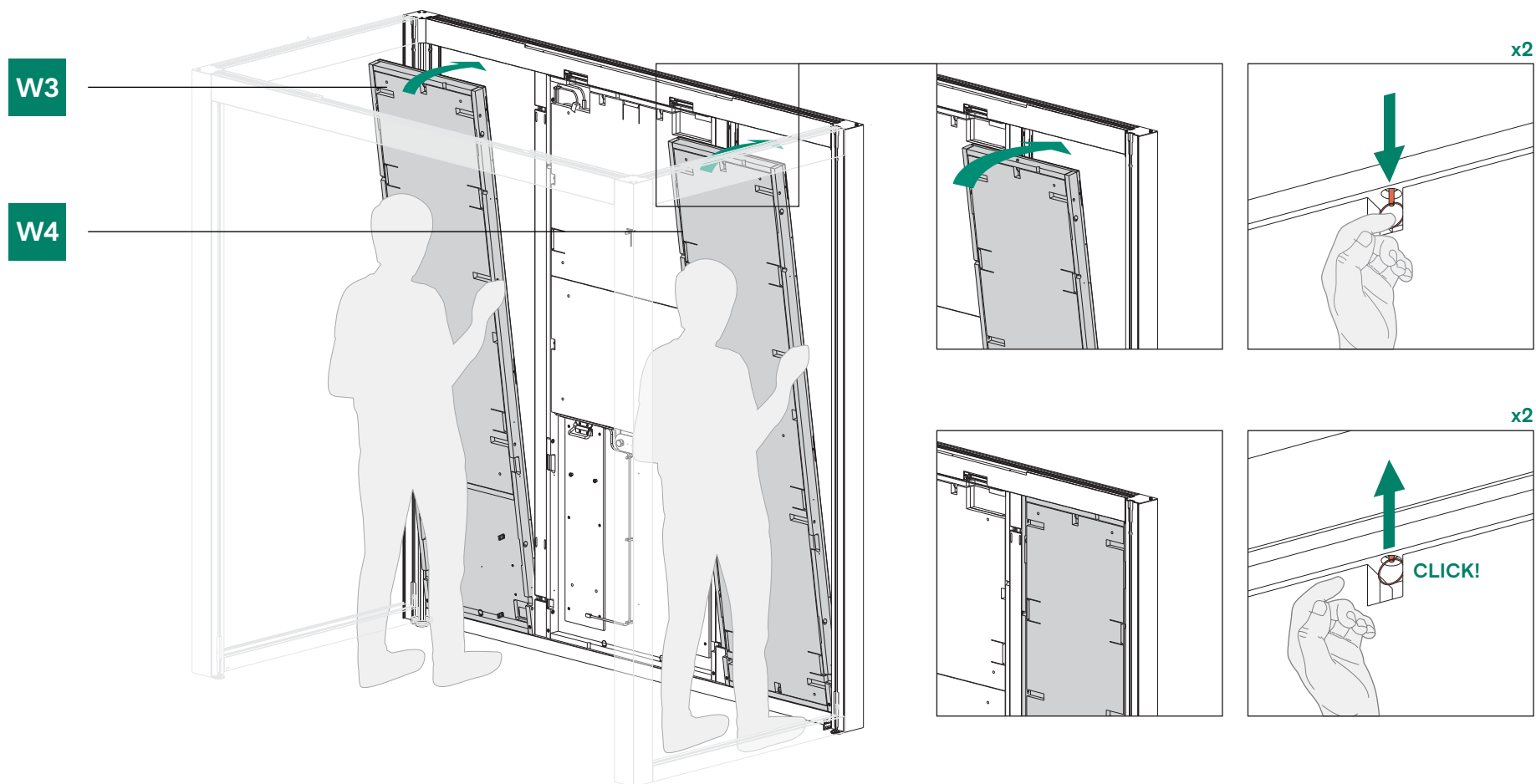
M6 x 12
x4

H5



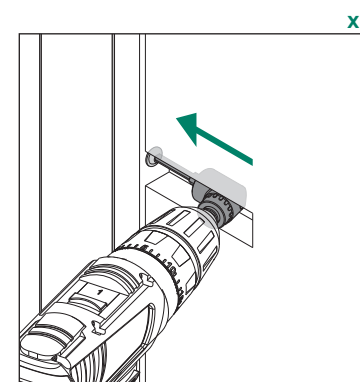
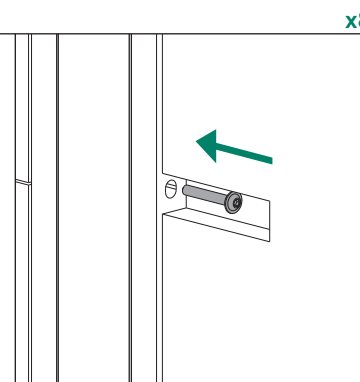
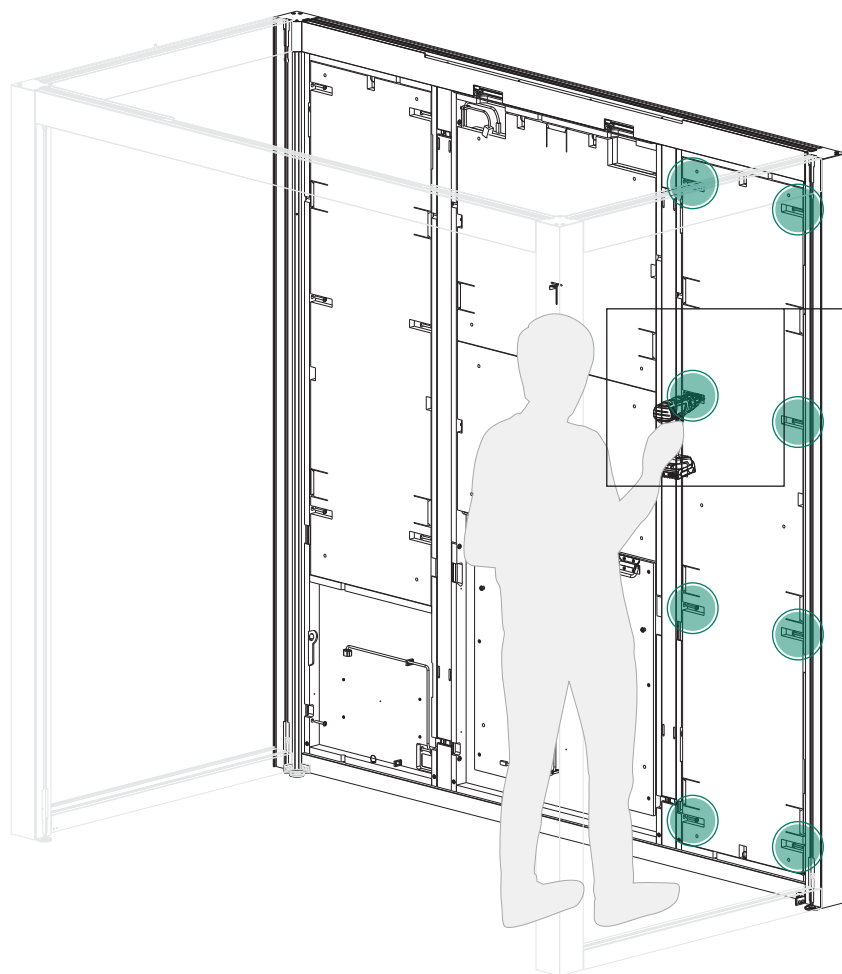
10

BOX 5

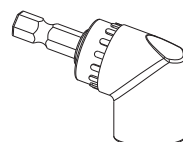


11

BOX 1



 Use the provided 90° drill adapter.

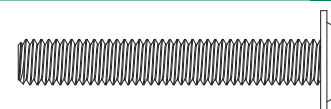


scale 1:1

SCREWS NEEDED

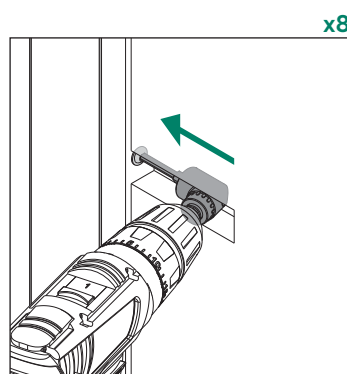
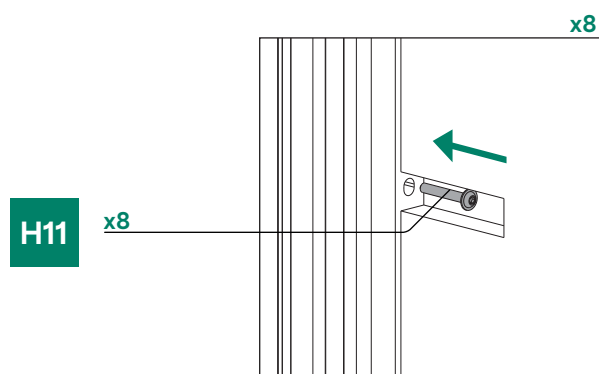
M6 x 40
x8

H11

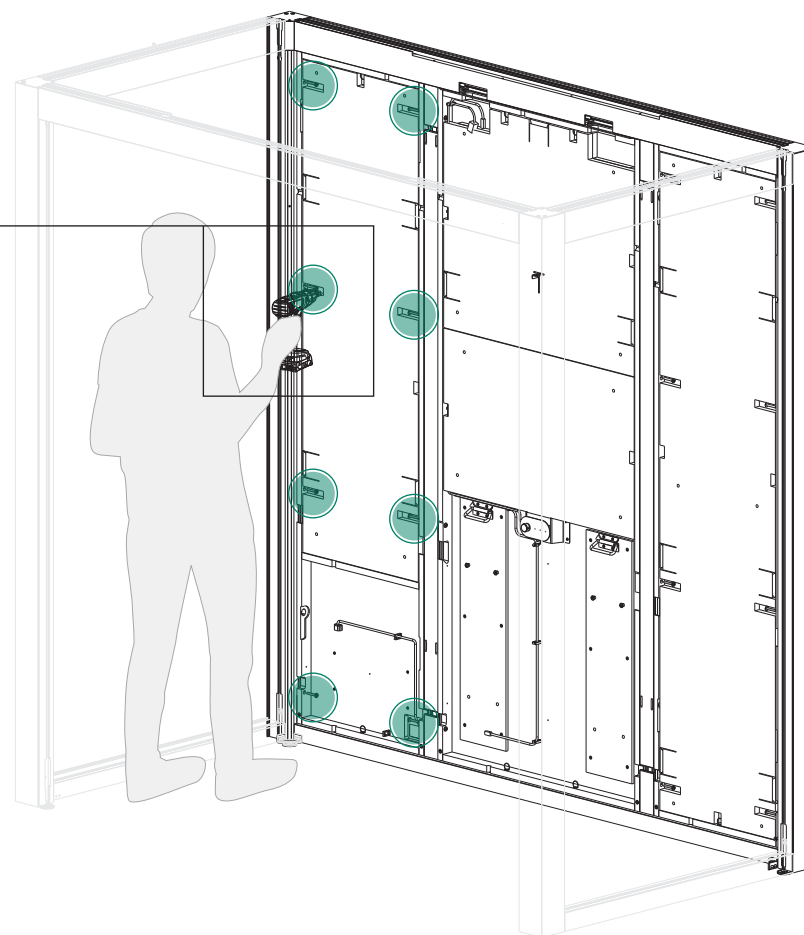


12

BOX 1

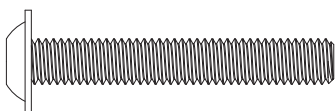
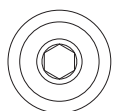


 Use the provided 90° drill adapter.

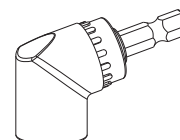


SCREWS NEEDED

scale 1:1

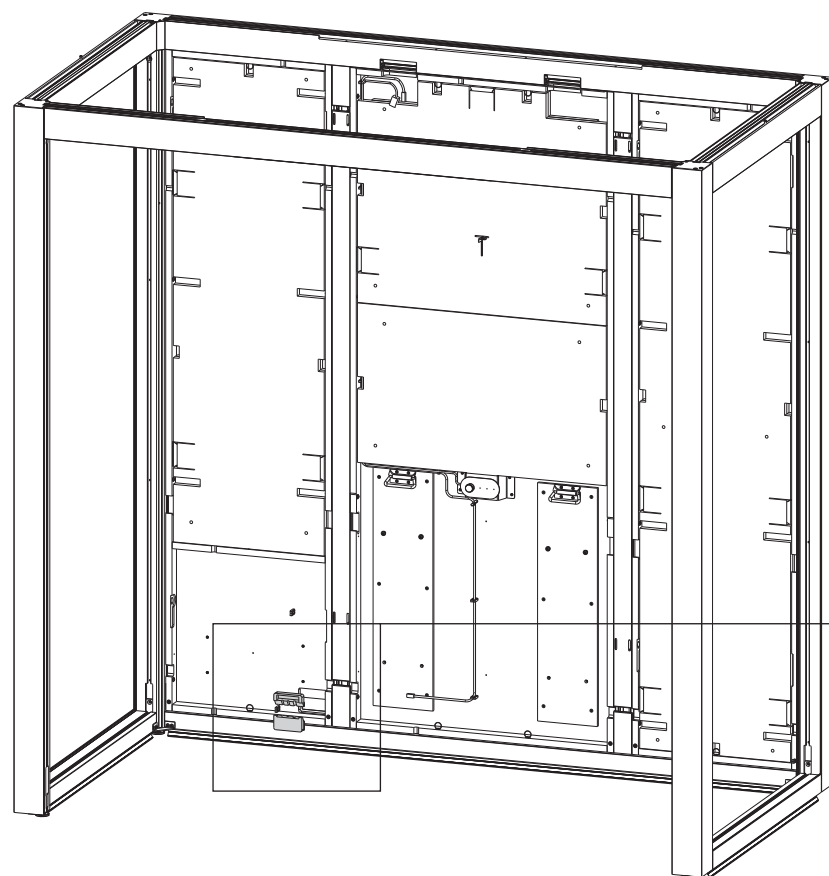


H11 M6 x 40
x8

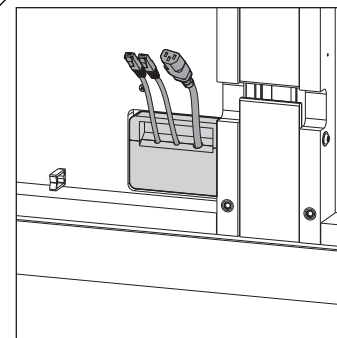
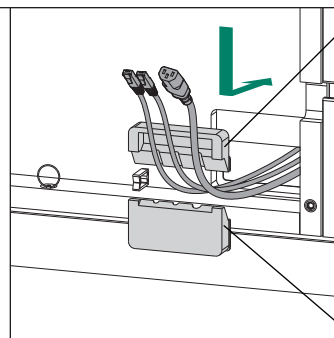


13

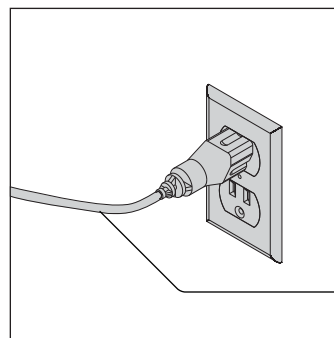
BOX 1



T2



T1



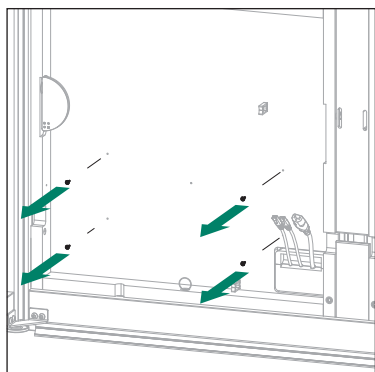
!
Ethernet cable not included.
Confirm with customer if install
is necessary.

E3 - STD

E3 - PRO

14

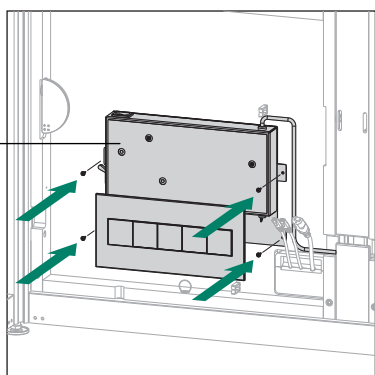
BOX 6



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

E2 - STD

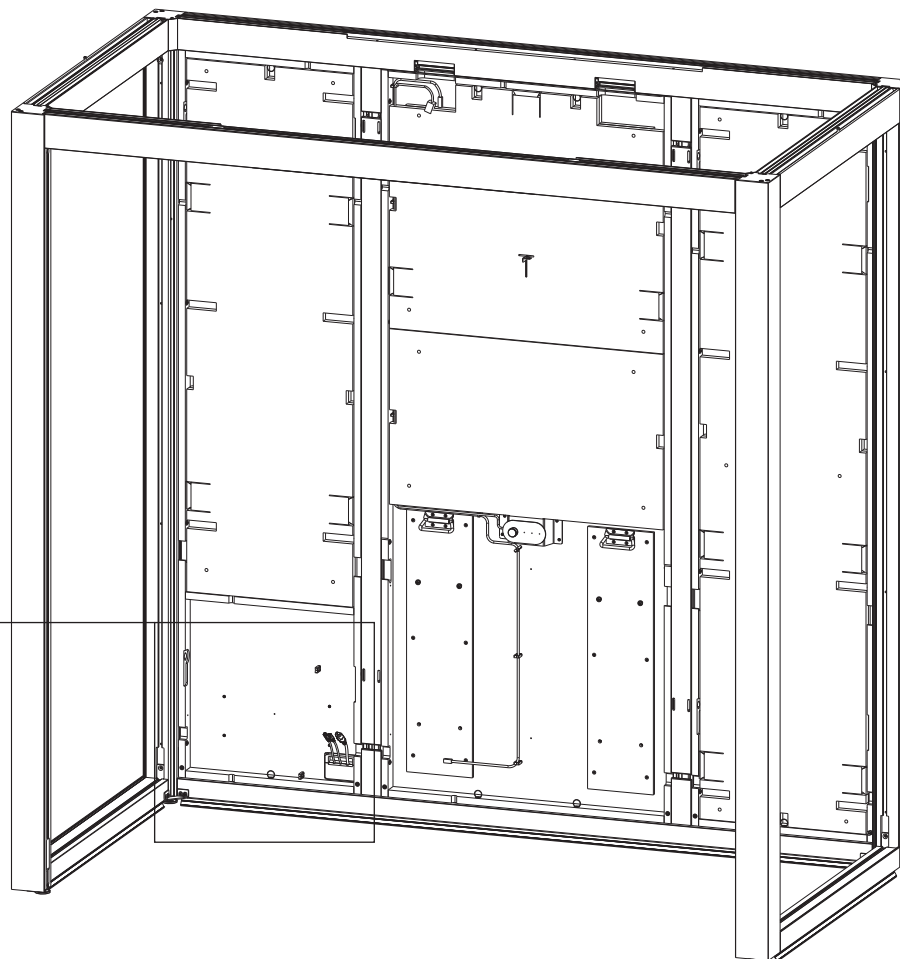
E2 - PRO



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

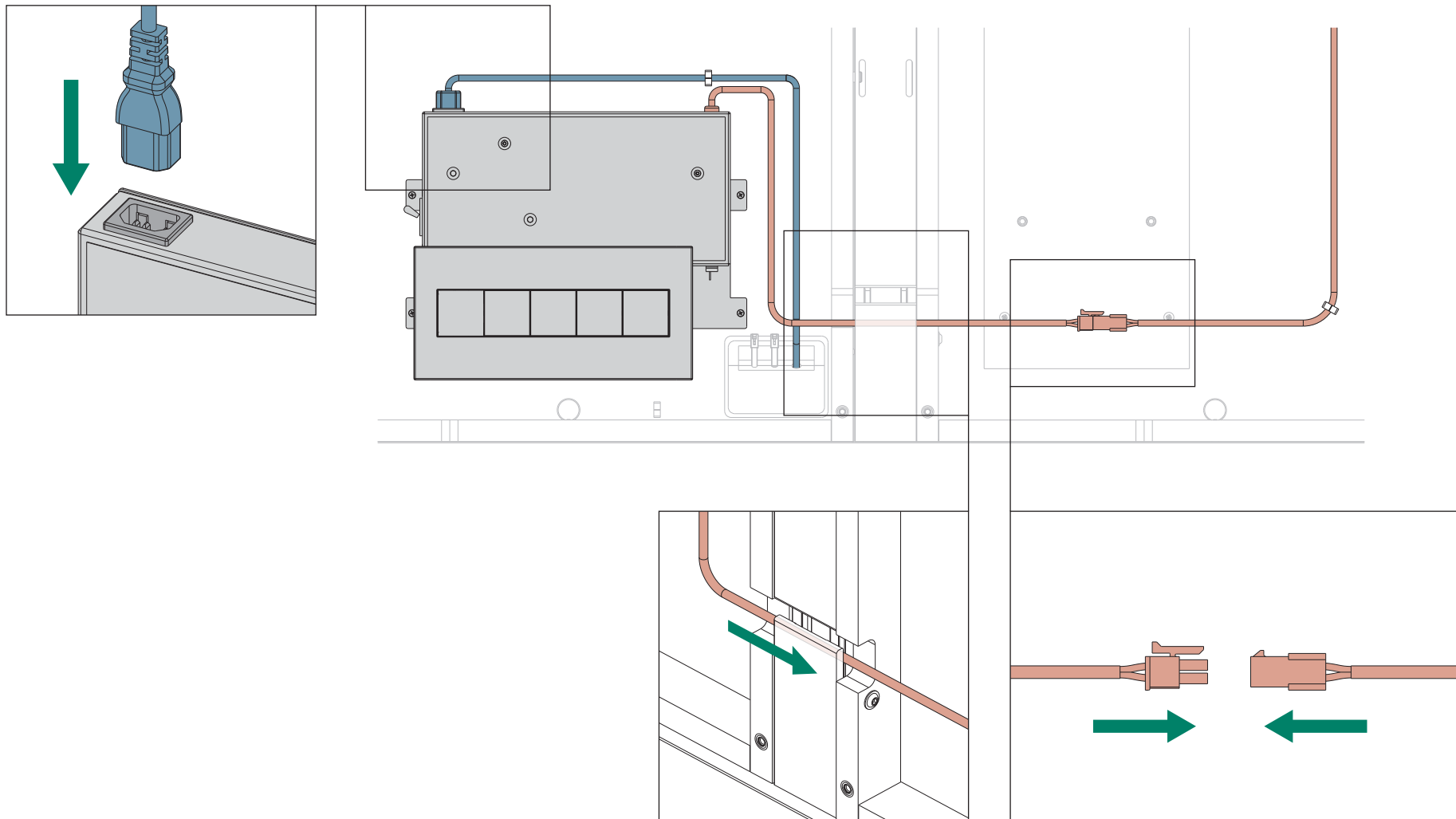


* Philips screwdriver
not included.



15

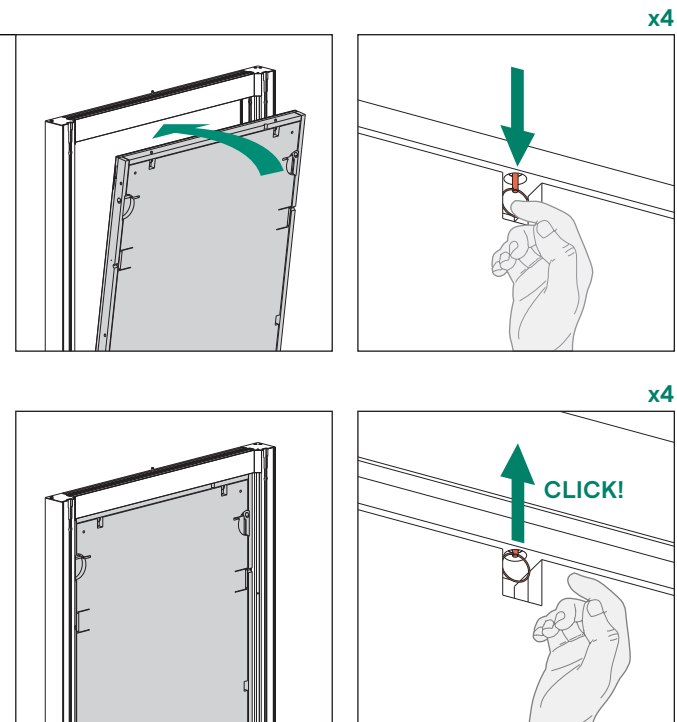
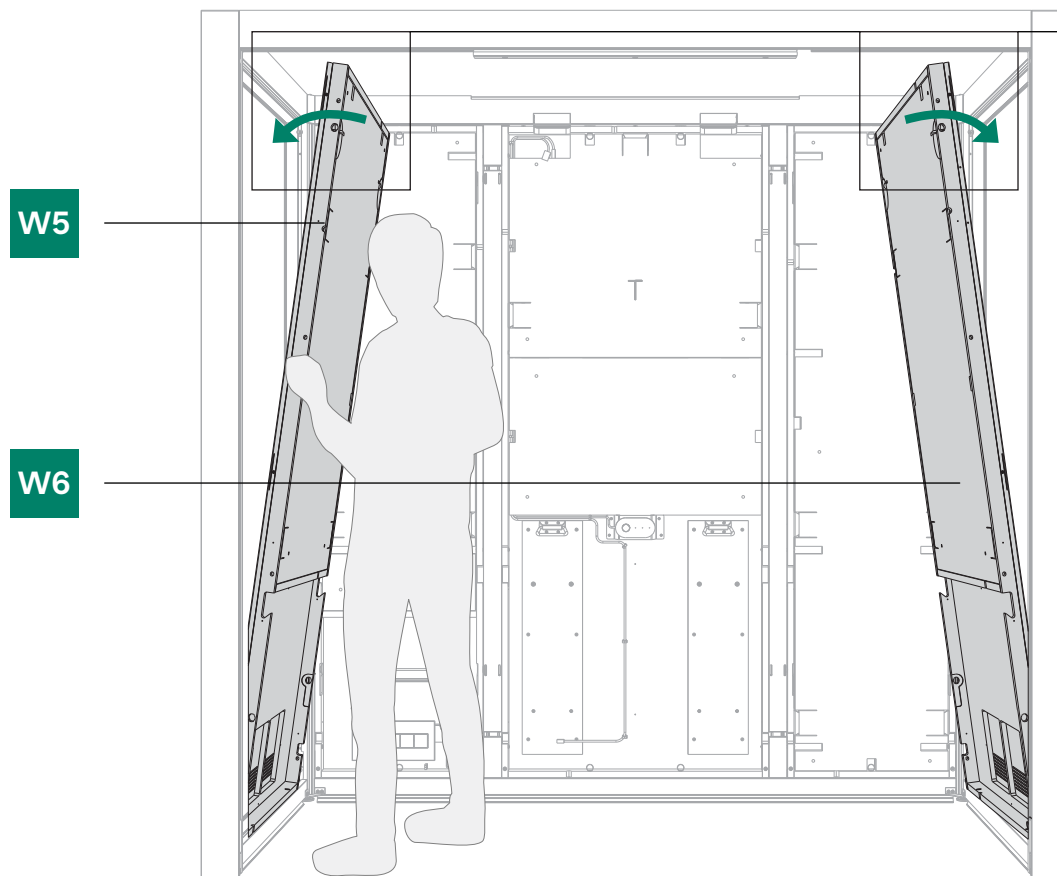
BOX 6



16

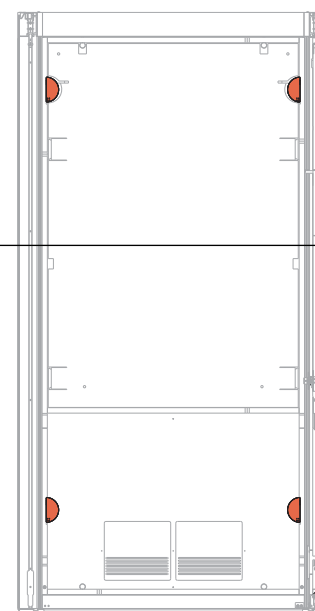
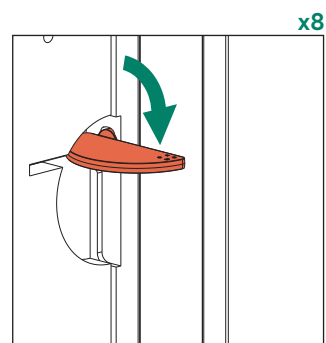
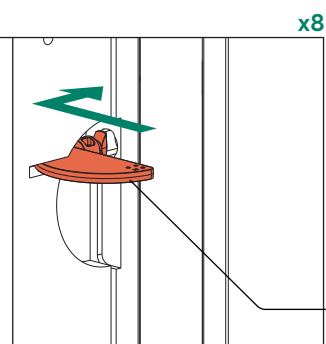
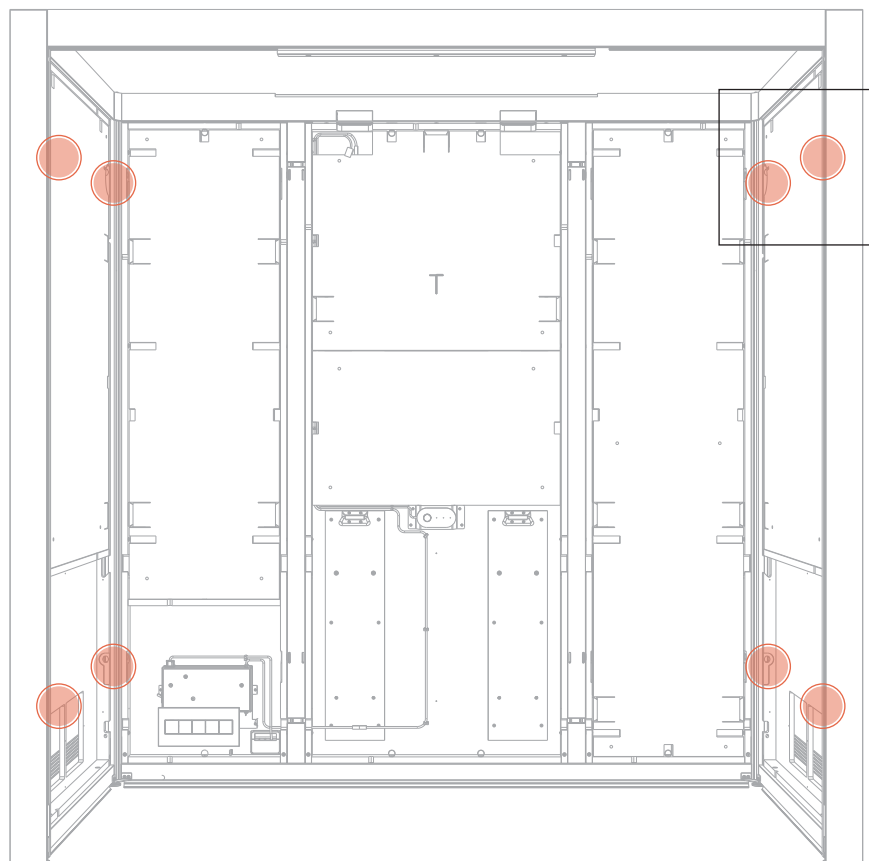
BOX 7

BOX 8



17

BOX 1



x8

T7

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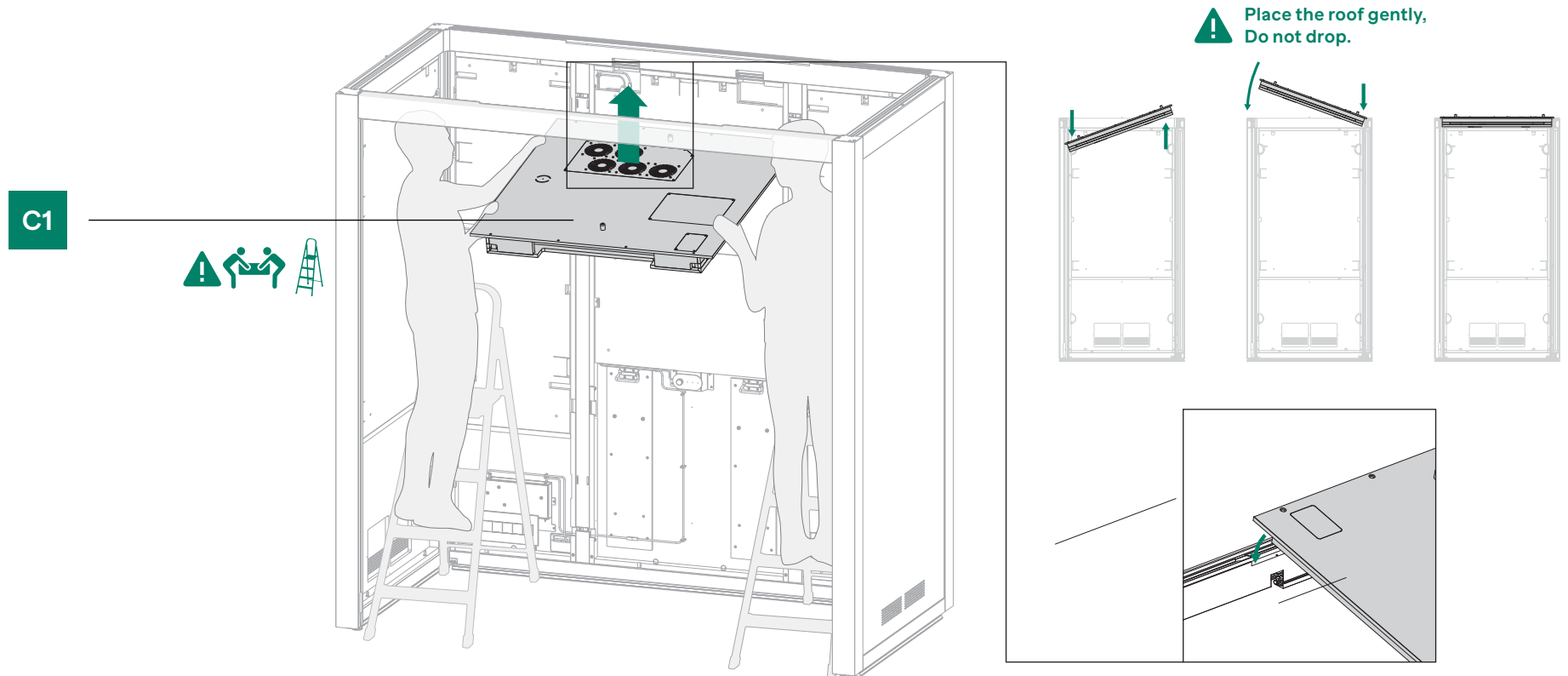


Chapter

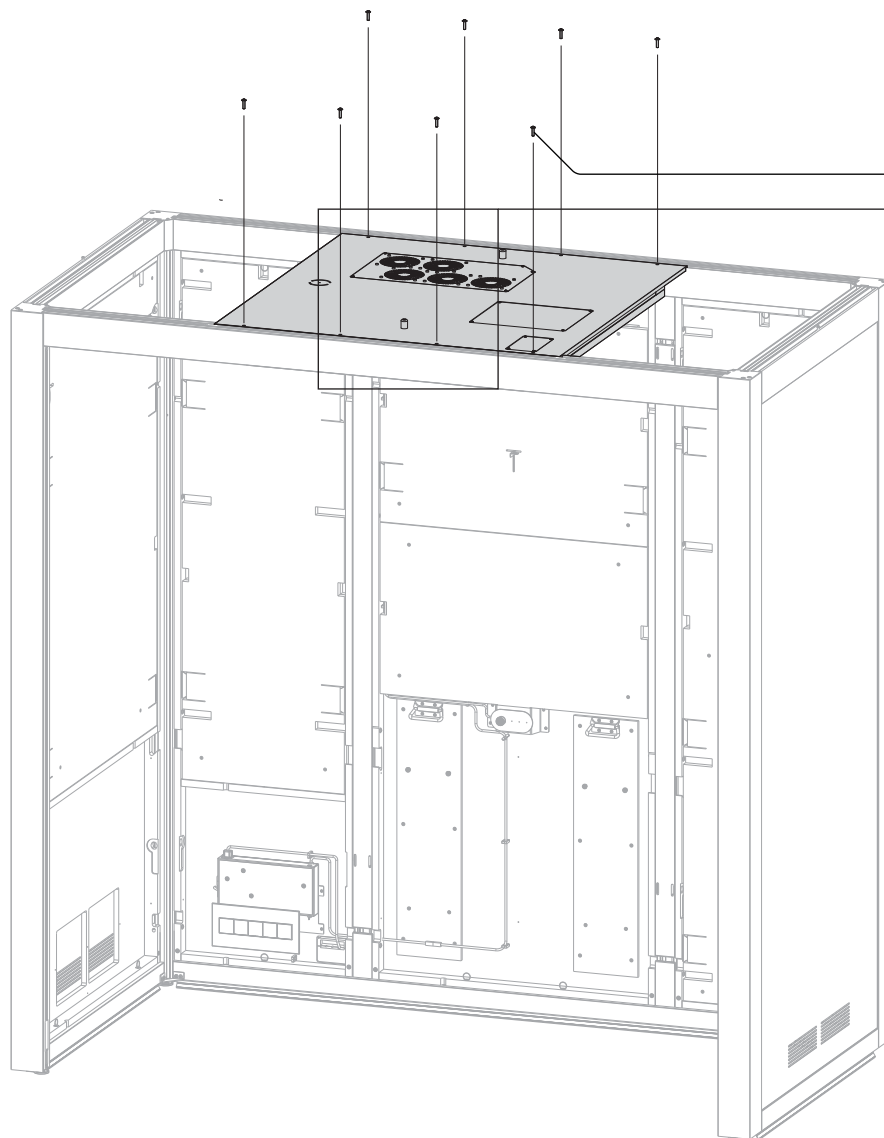
04

Roof

⚠ MAKE SURE ROOF CABLES ARE NOT PINCHED

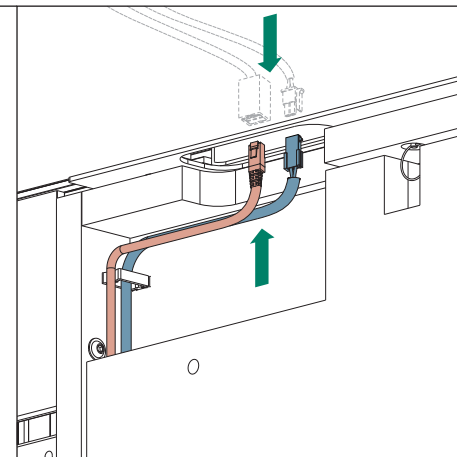


19



x8

H3



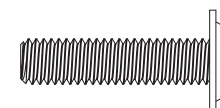
- 2.5
- 3
- 4
- 5

scale 1:1

SCREWS NEEDED

M6 x 25
x8

H3



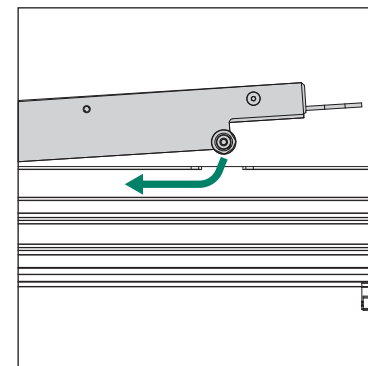
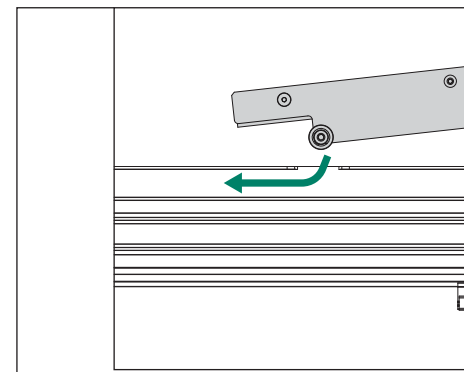
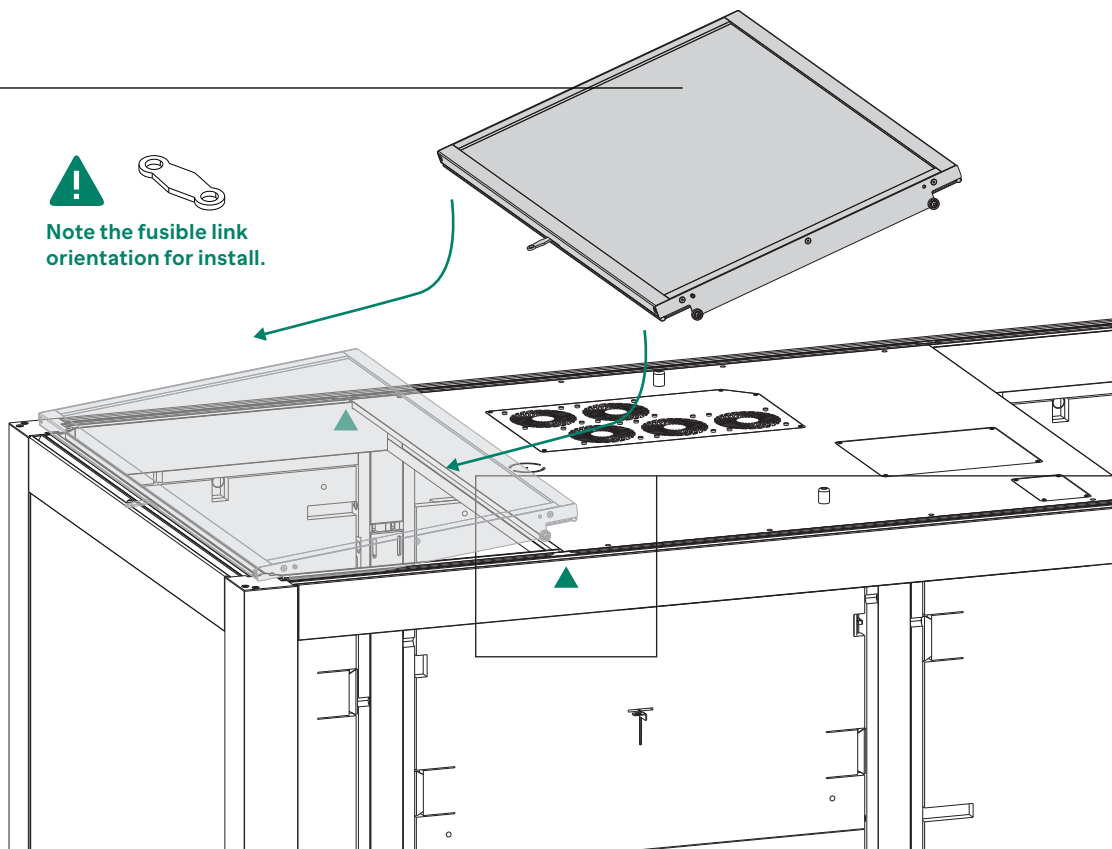
20

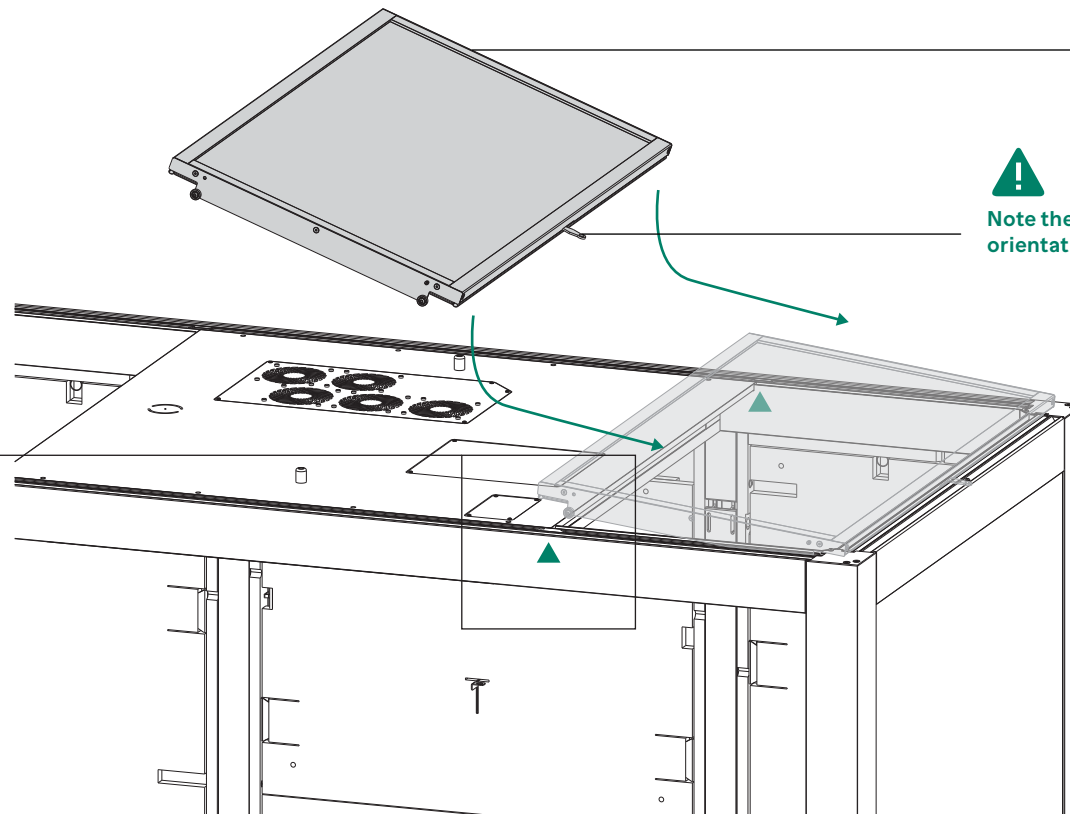
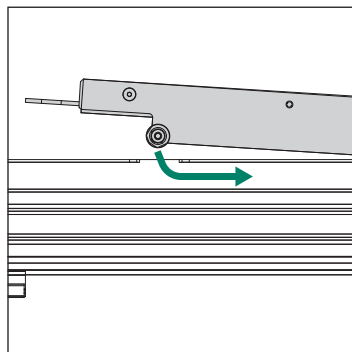
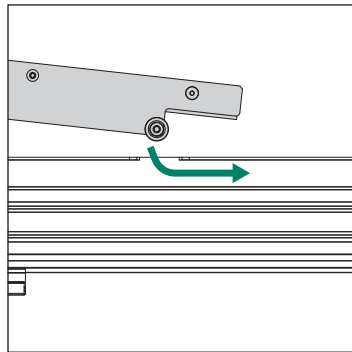
BOX 10

C2

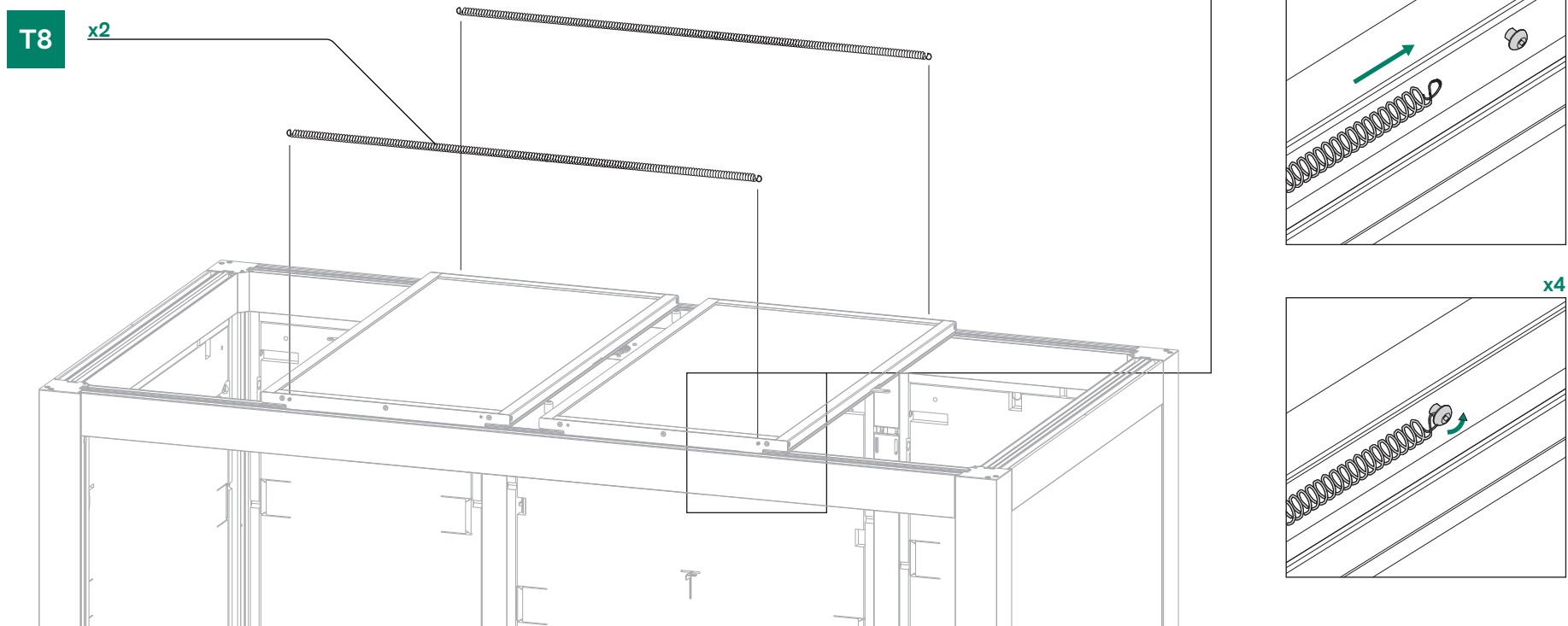


Note the fusible link
orientation for install.

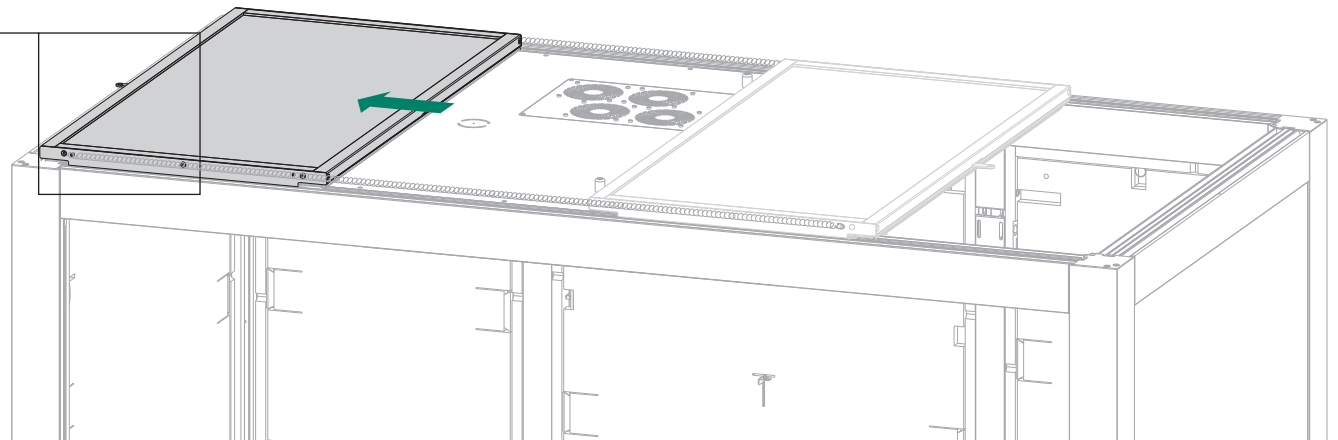
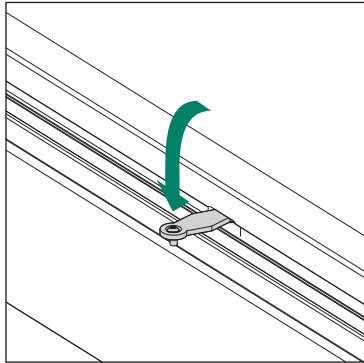




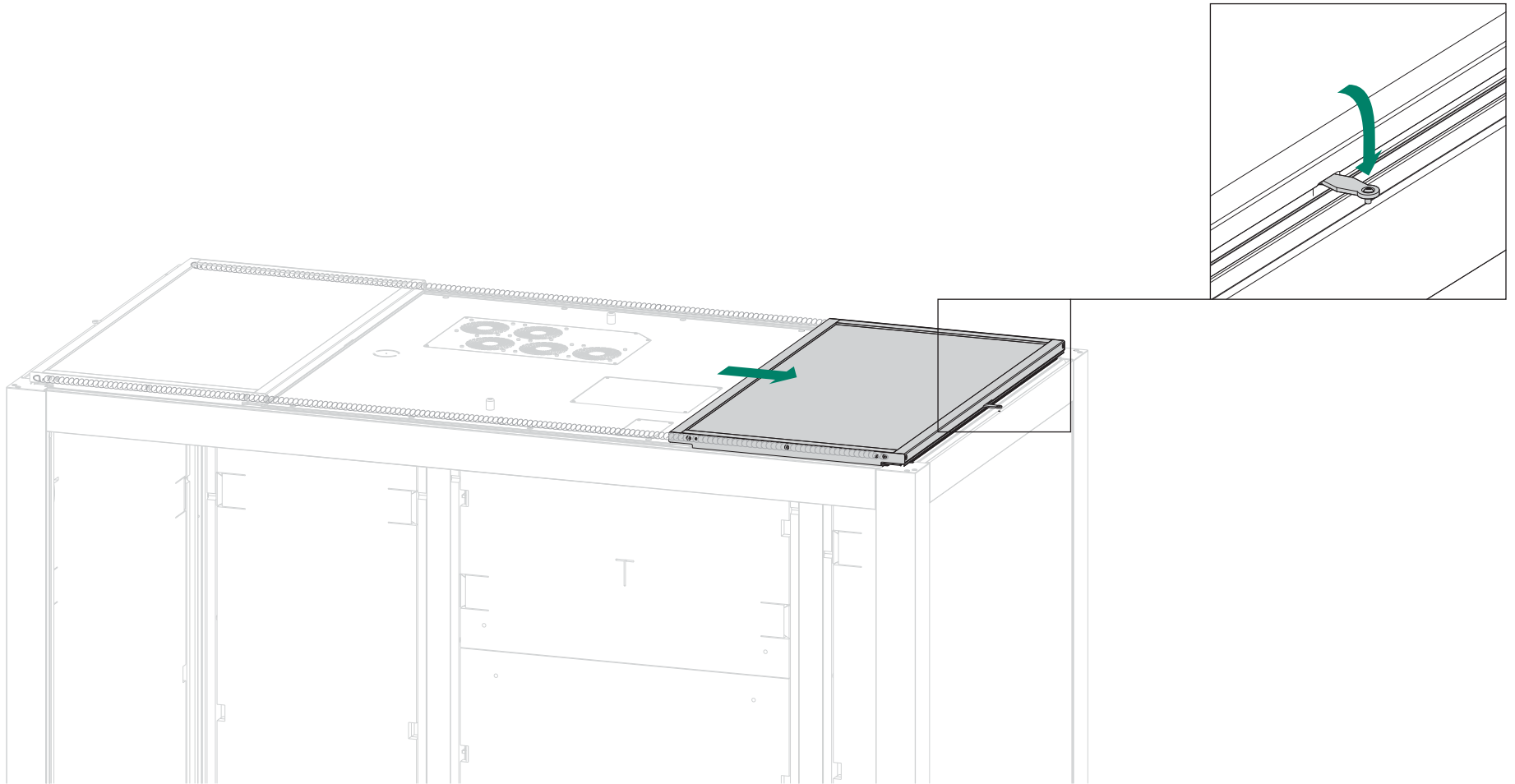
!
Note the fusible link
orientation for install.



23

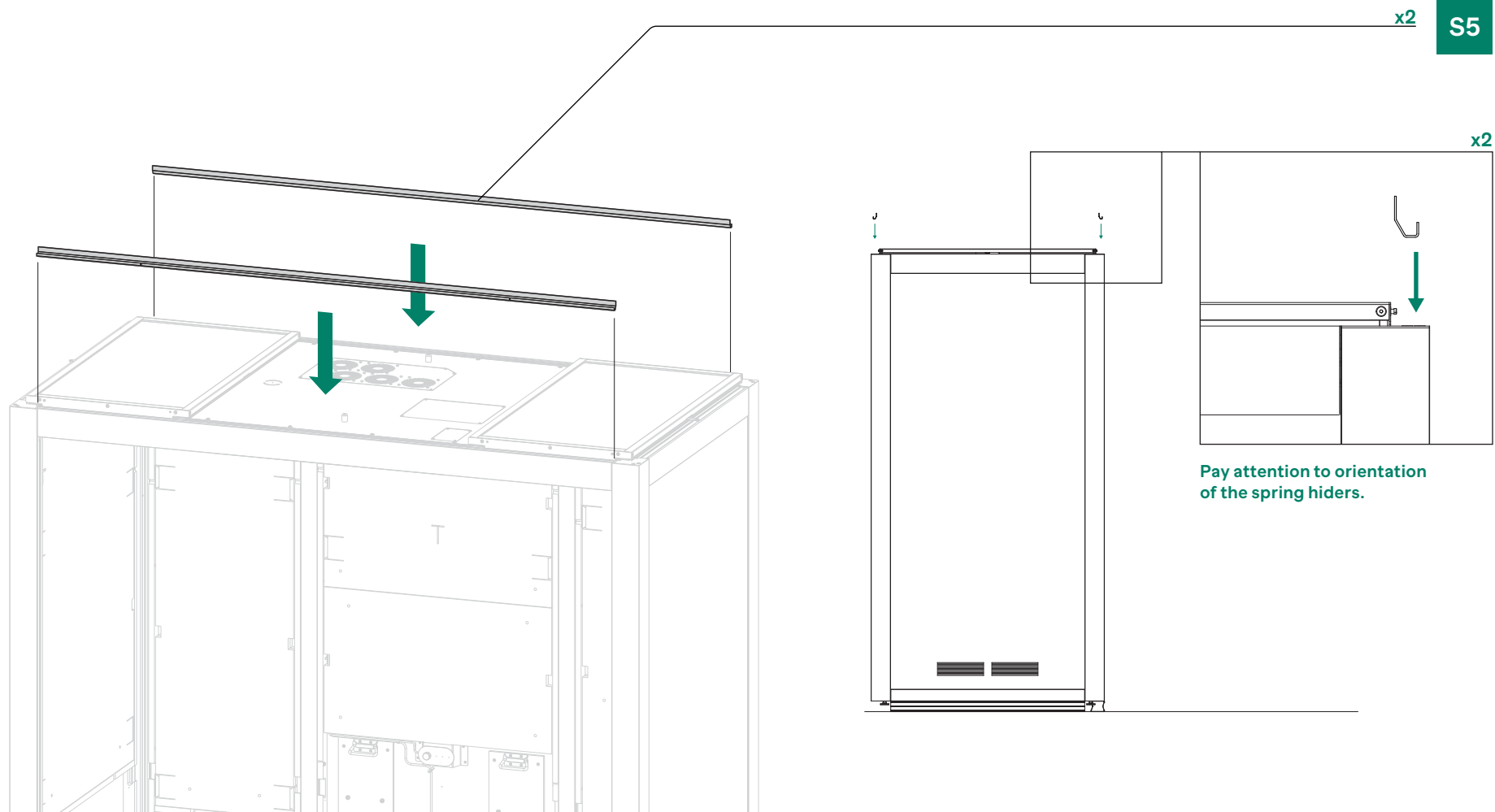


24



25

BOX 1



Scan to Watch Video



Chapter

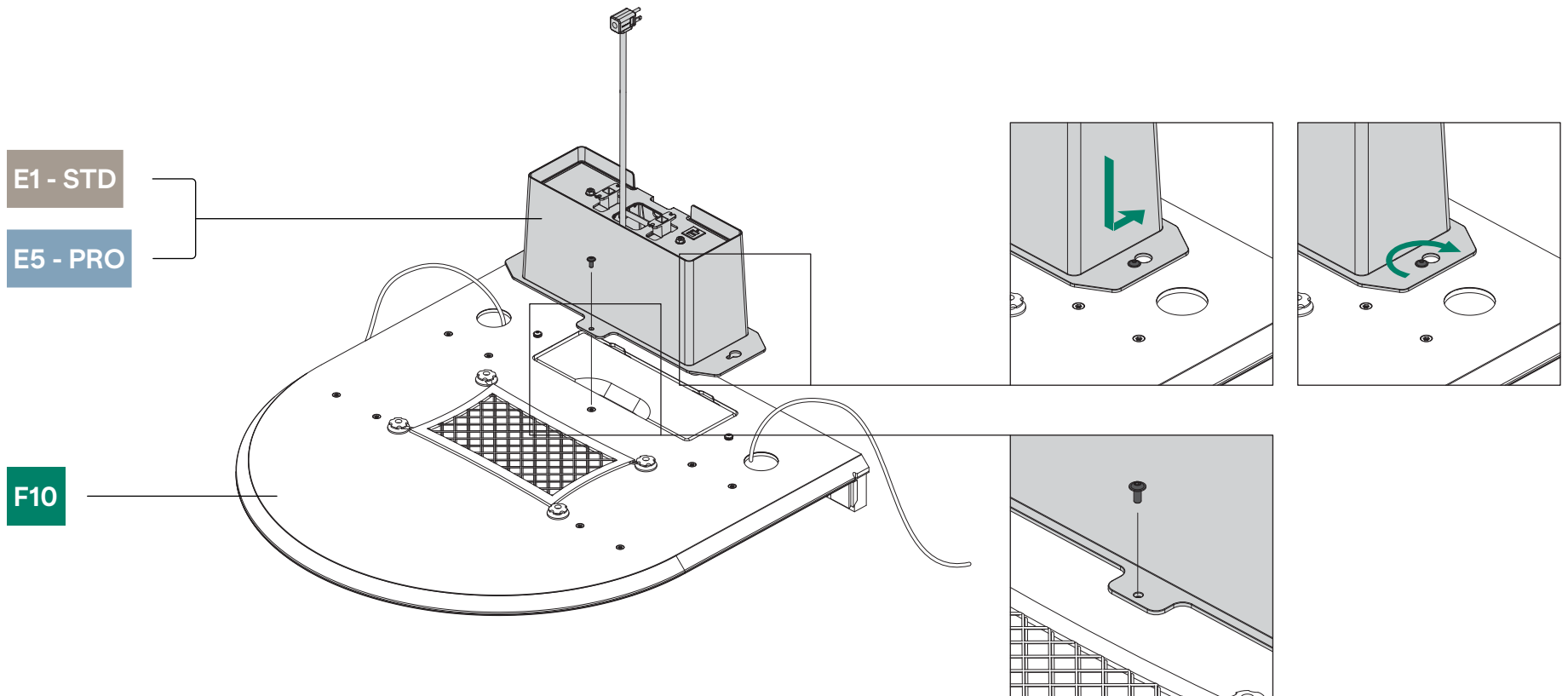
05

Table

26

BOX 6

BOX 16



SCREWS NEEDED

scale 1:1

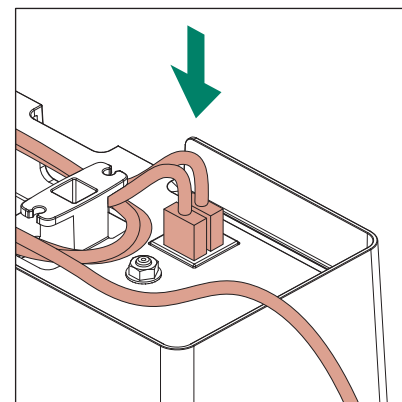
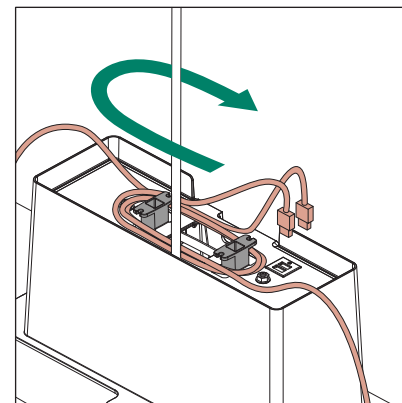
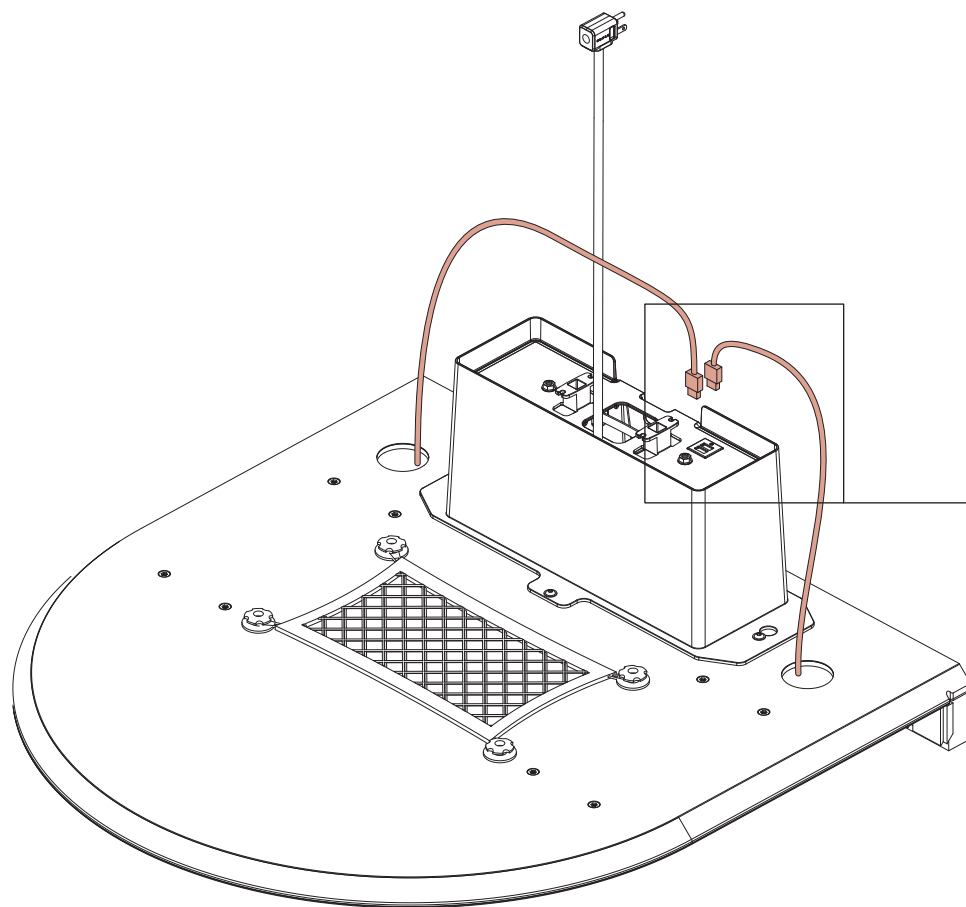


H2

M6 x 14
x1 - Black



27

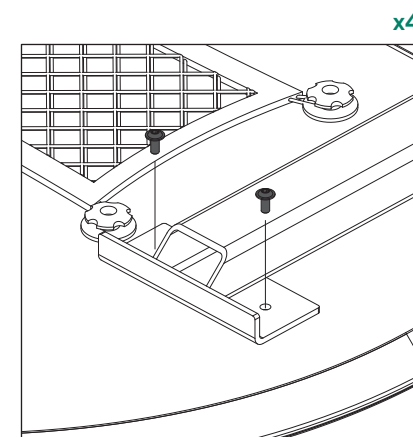
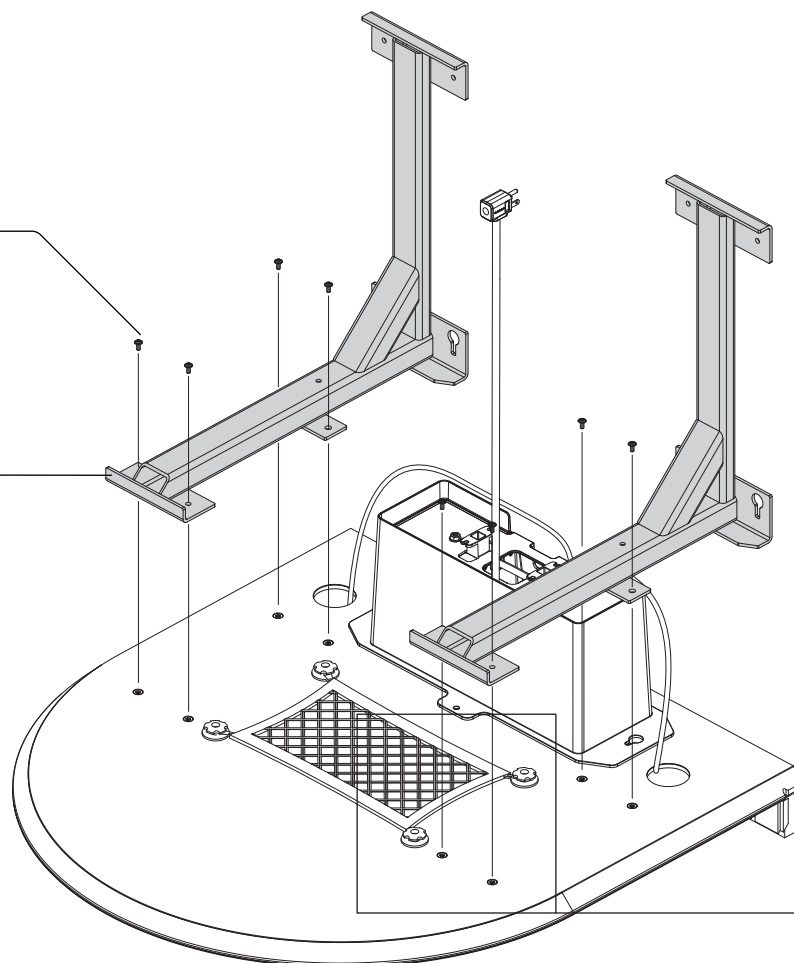


28

BOX 16

H2 x8

F11 x2



x4

SCREWS NEEDED

scale 1:1

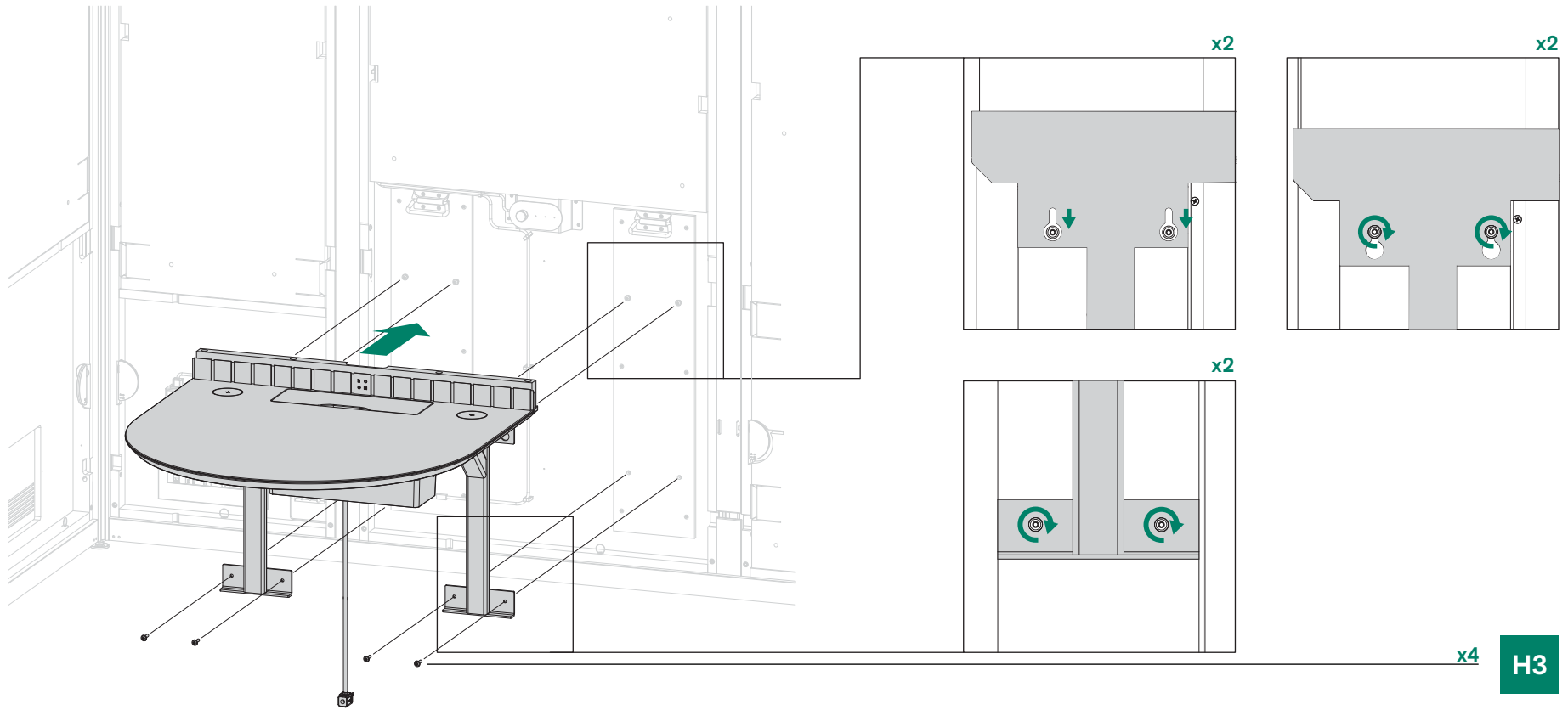


H2

M6 x 14
x8 - Black



29



Keep desk surface protective film until the unit is fully assembled.

support@room.com

2.5

3

4

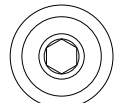
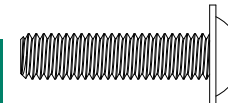
5

scale 1:1

SCREWS NEEDED

M6 x 25
x4

H3



Step by step

53

Scan to Watch Video

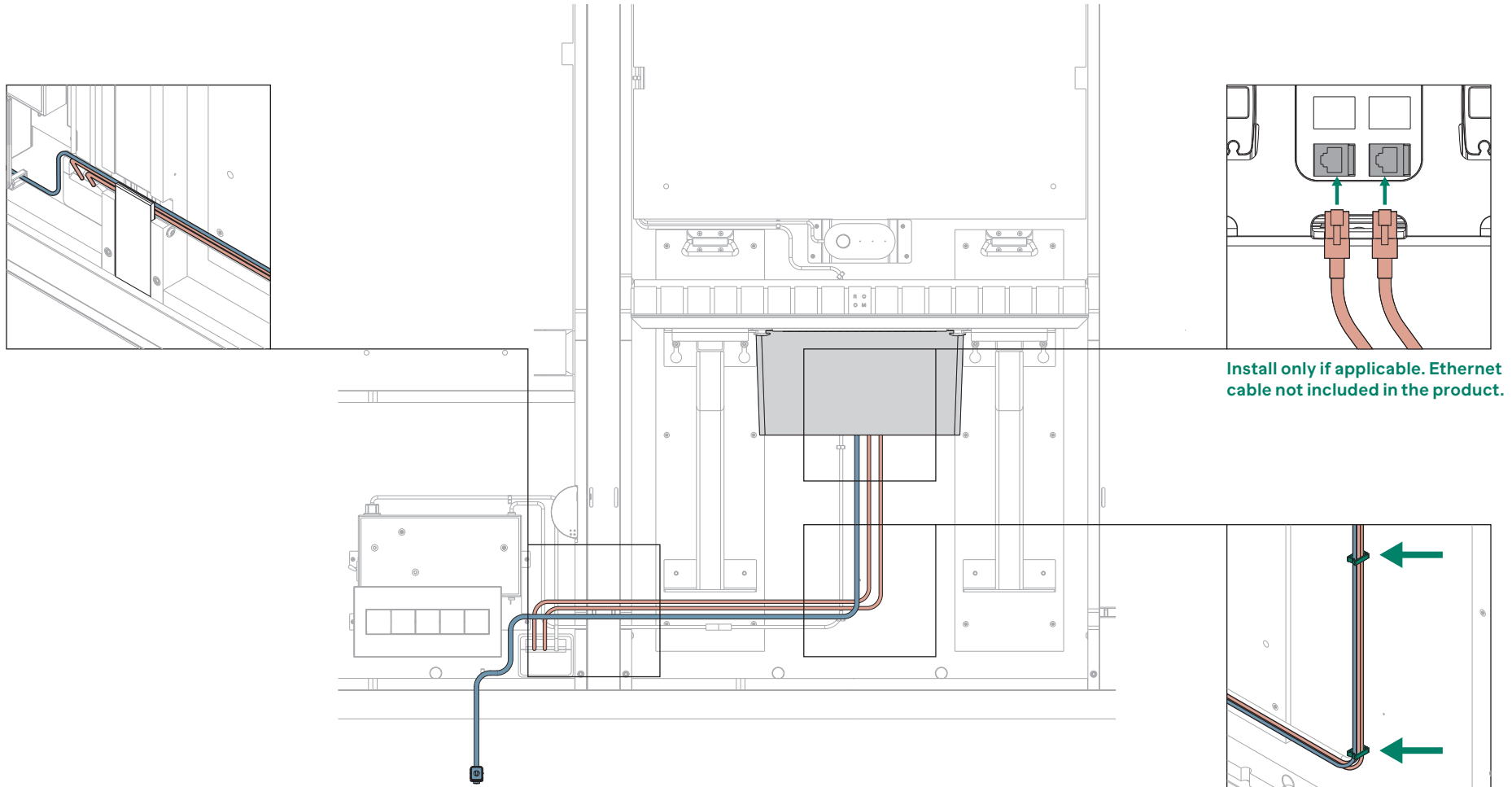


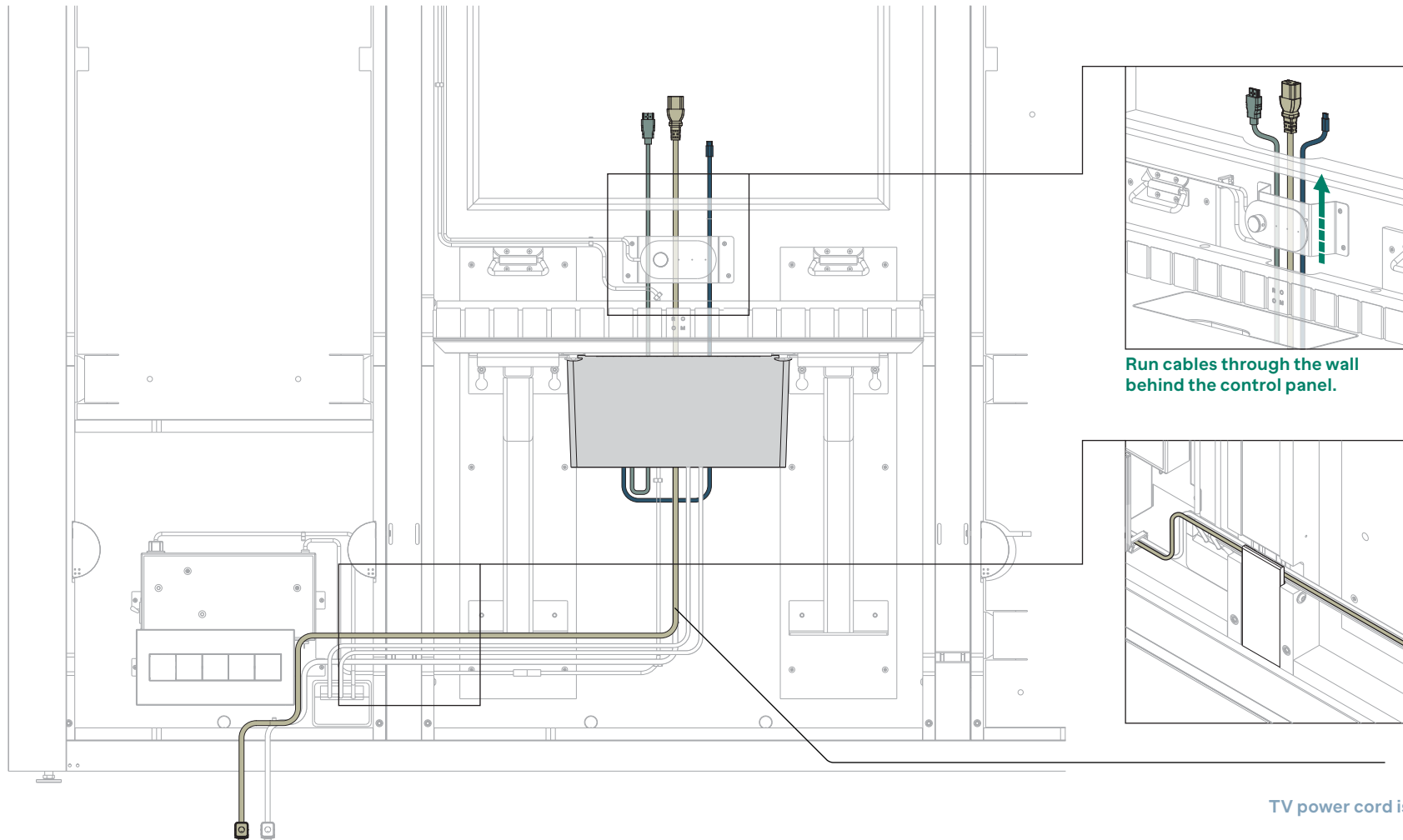
Chapter

06

Monitor & Camera

30





32

PRO Only

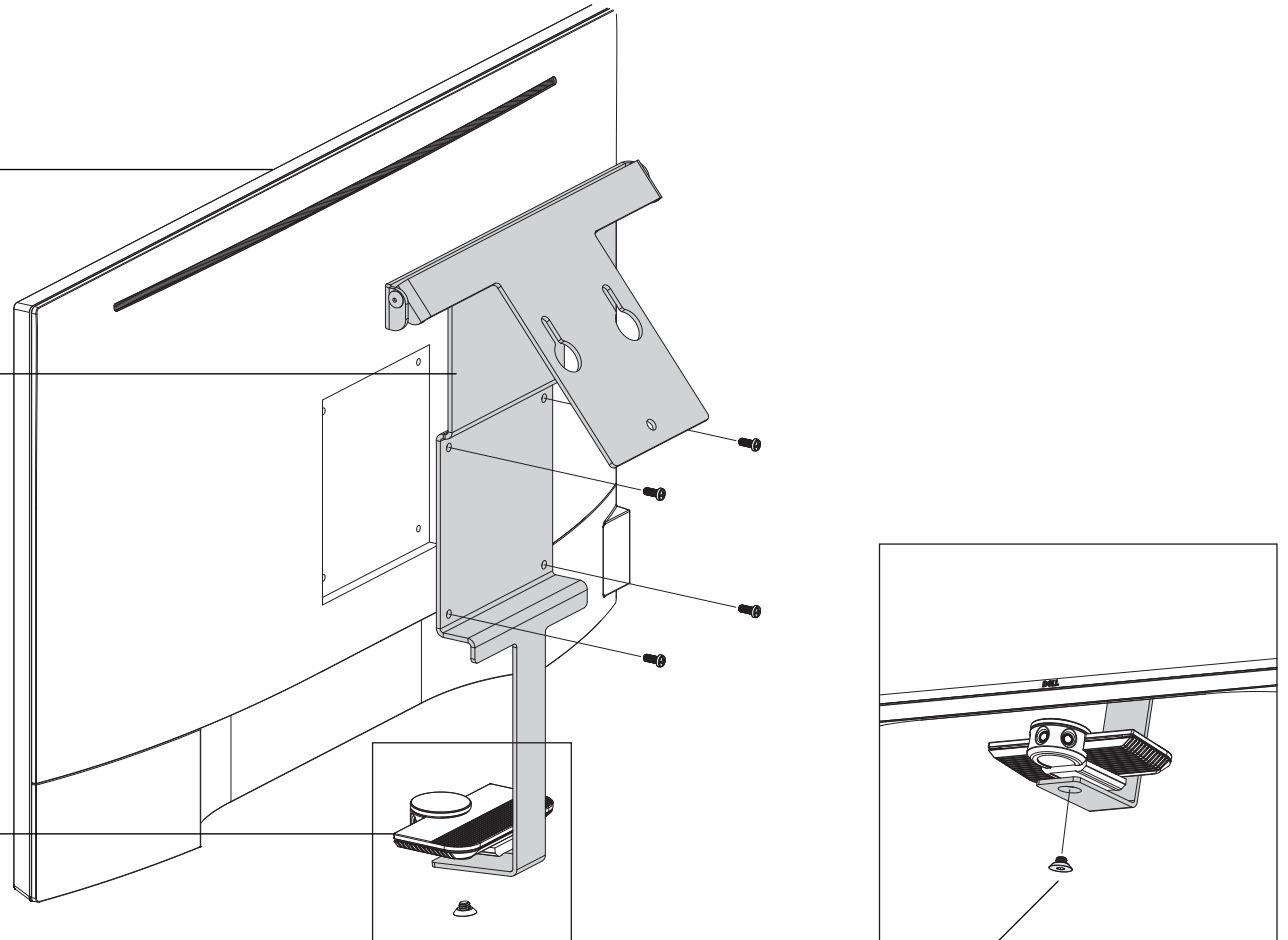
BOX 6

E4 - PRO

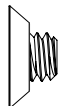
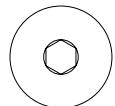
E7 - PRO

E6 - PRO

H8 - PRO

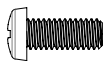


SCREWS NEEDED



H8 - PRO

1/4 - 20 x 1/4
x1



x4
Pre-installed

scale 1:1



2.5
3
4
5

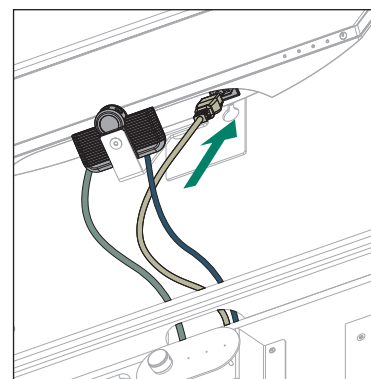
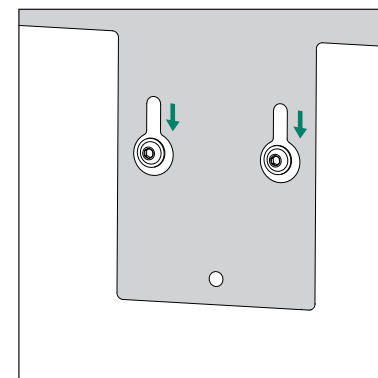
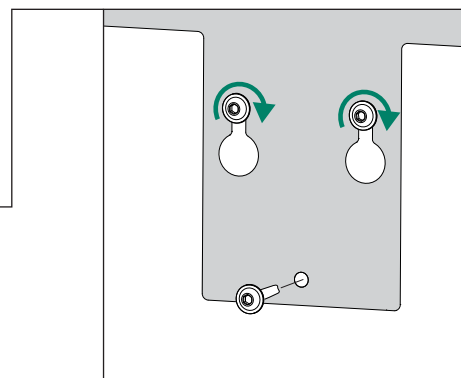
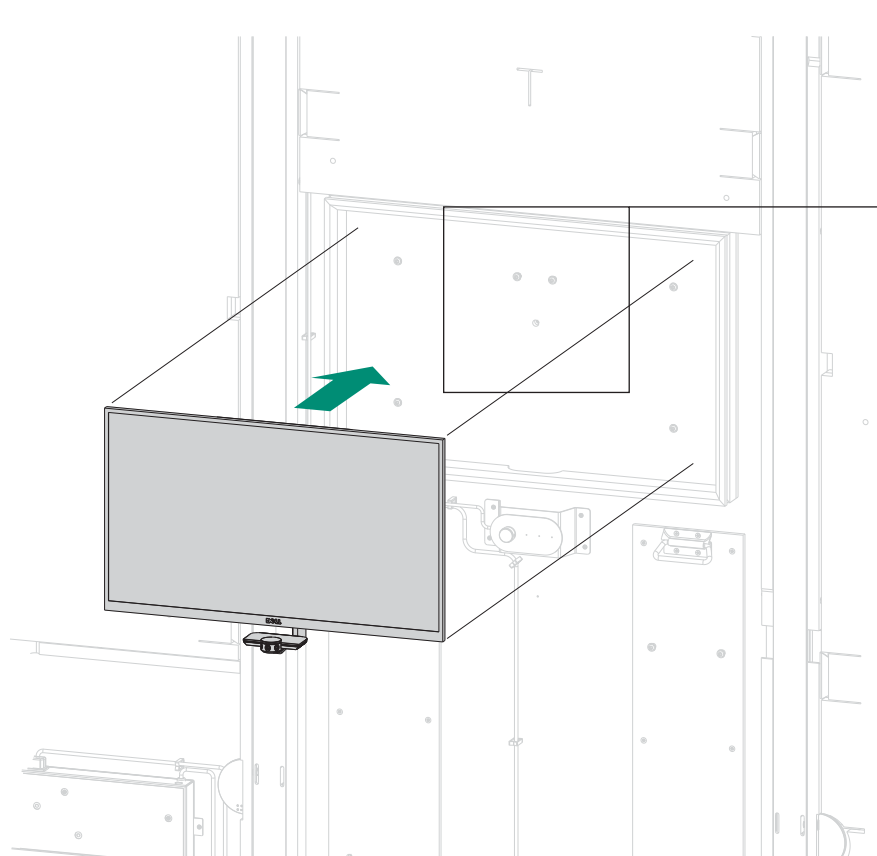
Philips screwdriver not included.

33

PRO Only

BOX 1

BOX 6

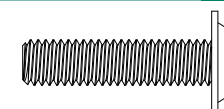


scale 1:1

SCREWS NEEDED

M6 x 25
x1

H3



Scan to Watch Video



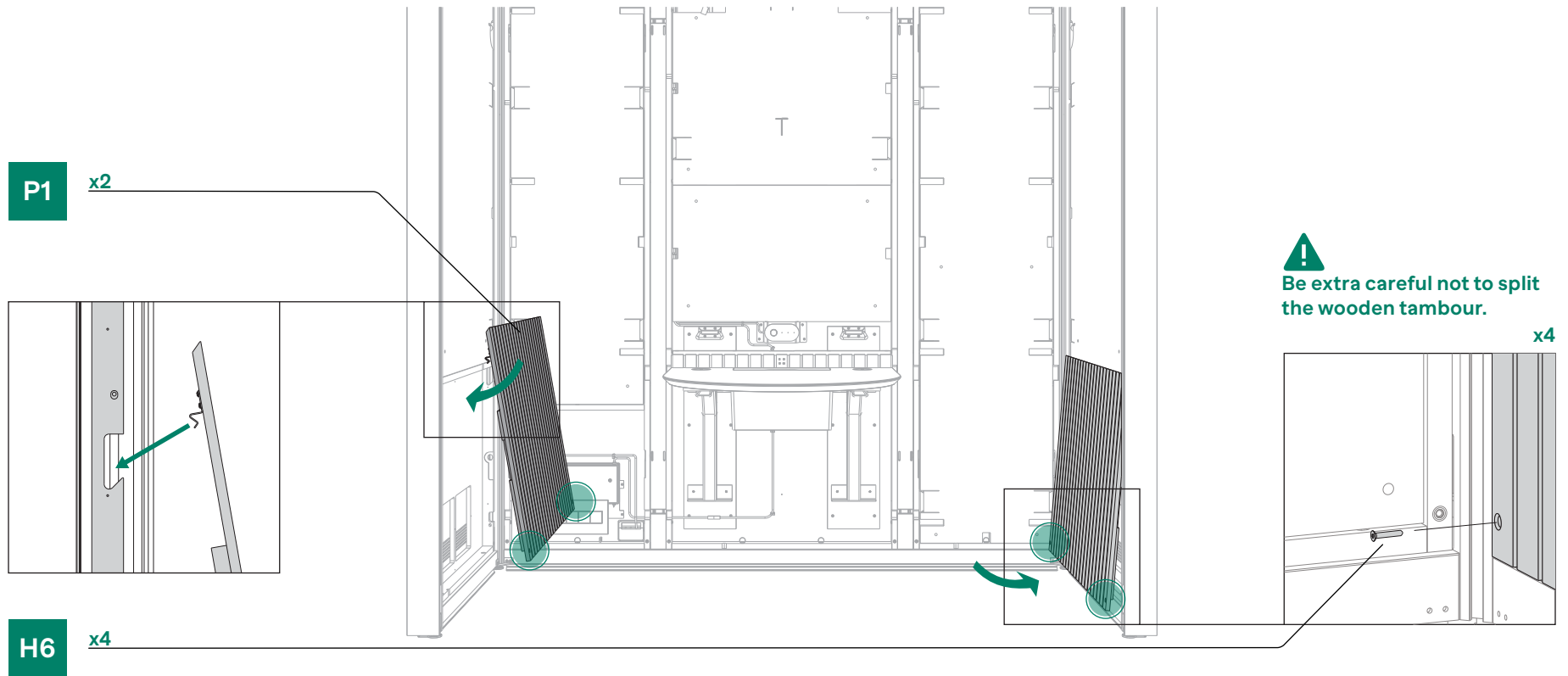
Chapter

07

Interior Wall Finishes

34

BOX 9



SCREWS NEEDED

scale 1:1



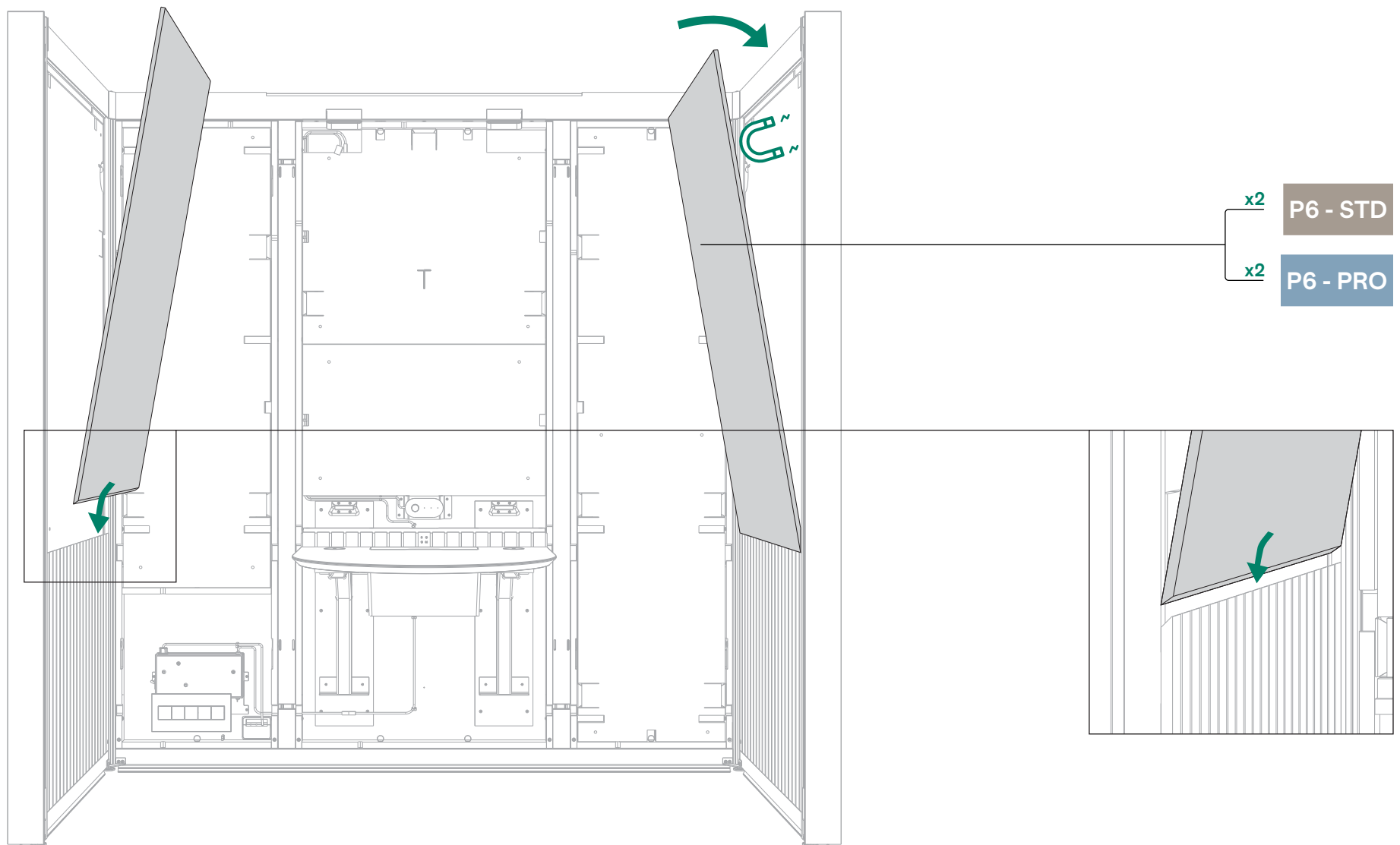
H6

M6 x 25
x4 - Brass



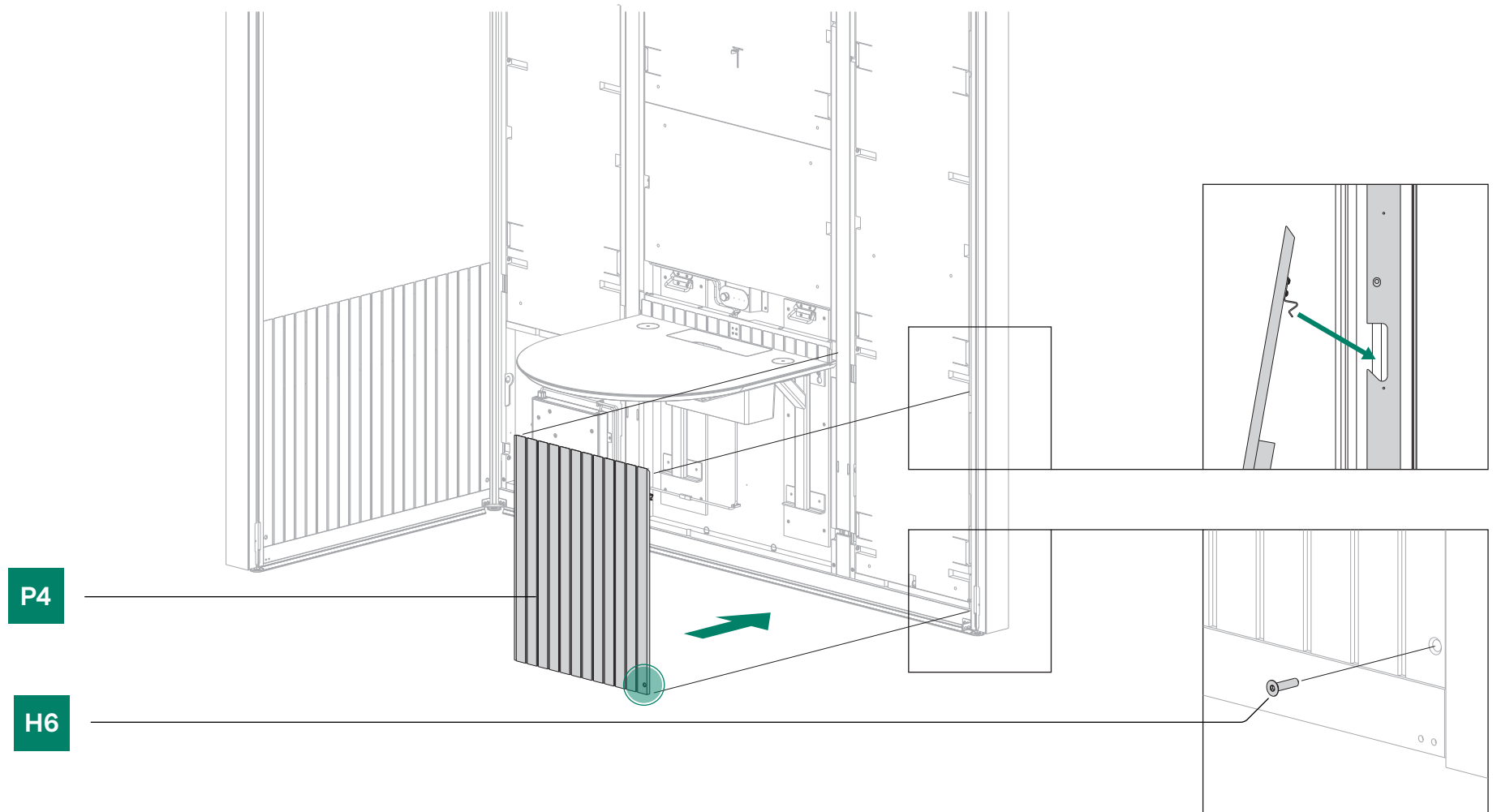
35

BOX 11



36

BOX 9



P4

H6

SCREWS NEEDED

scale 1:1



H6

M6 x 25
x1 - Brass



2.5

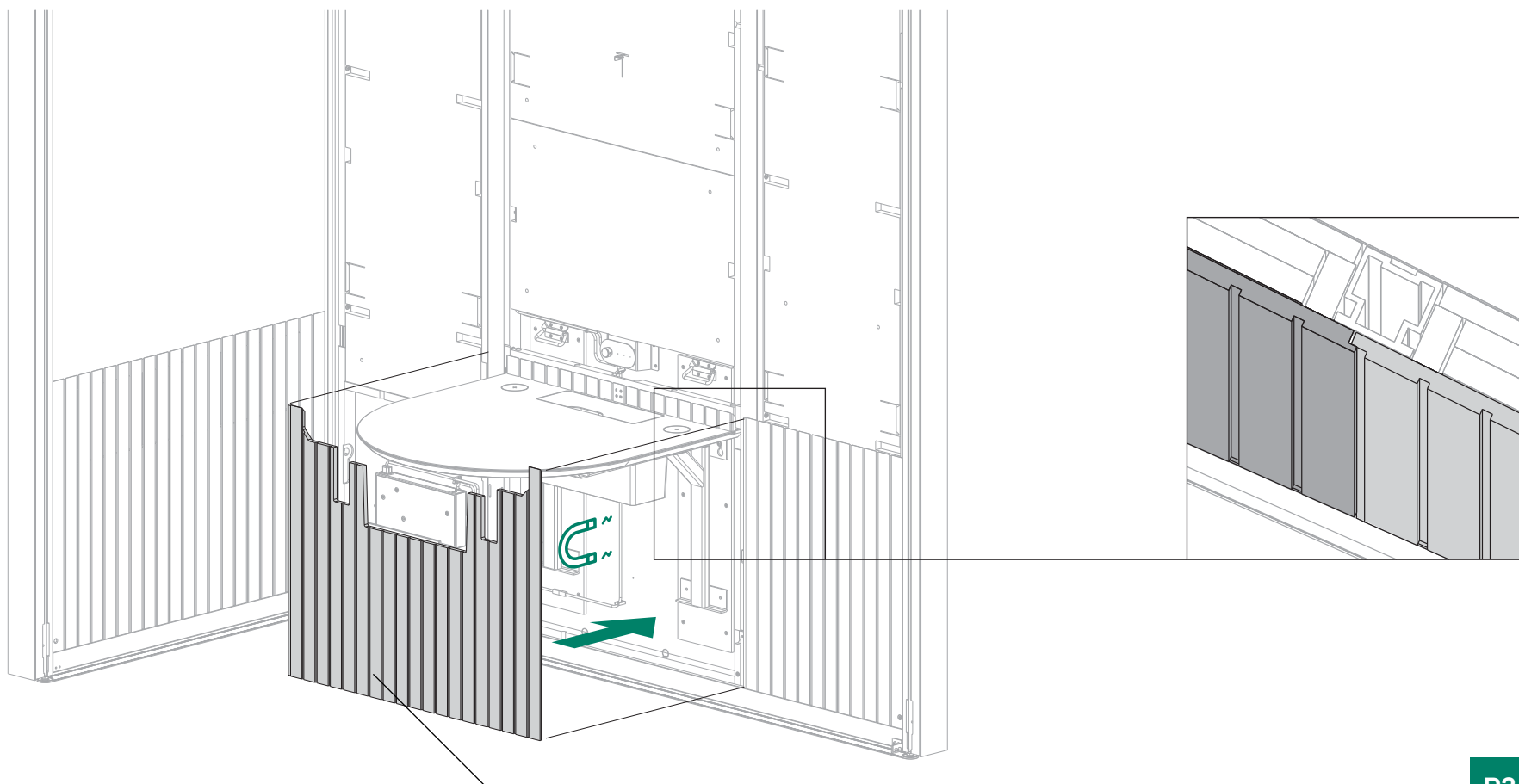
3

4

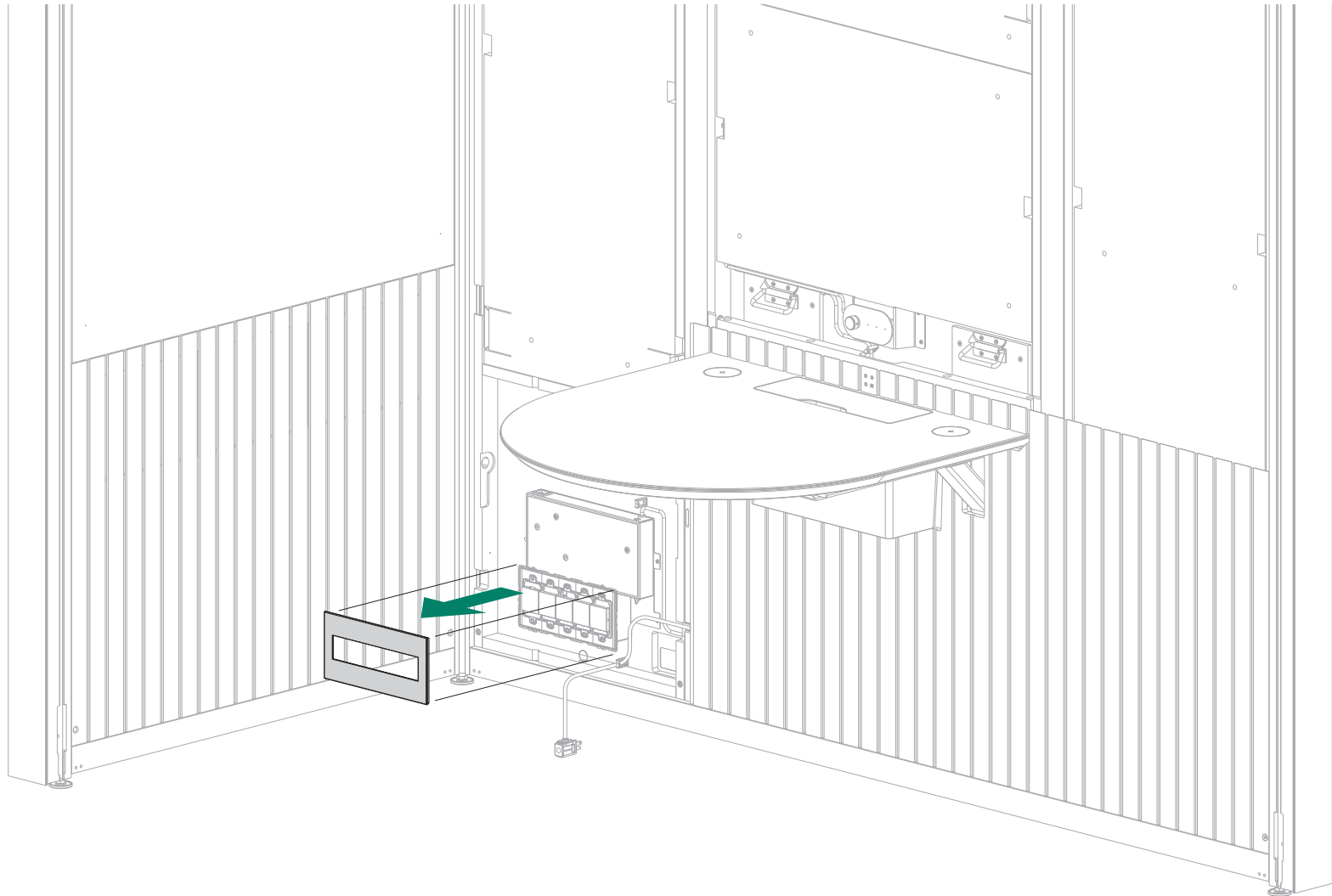
5

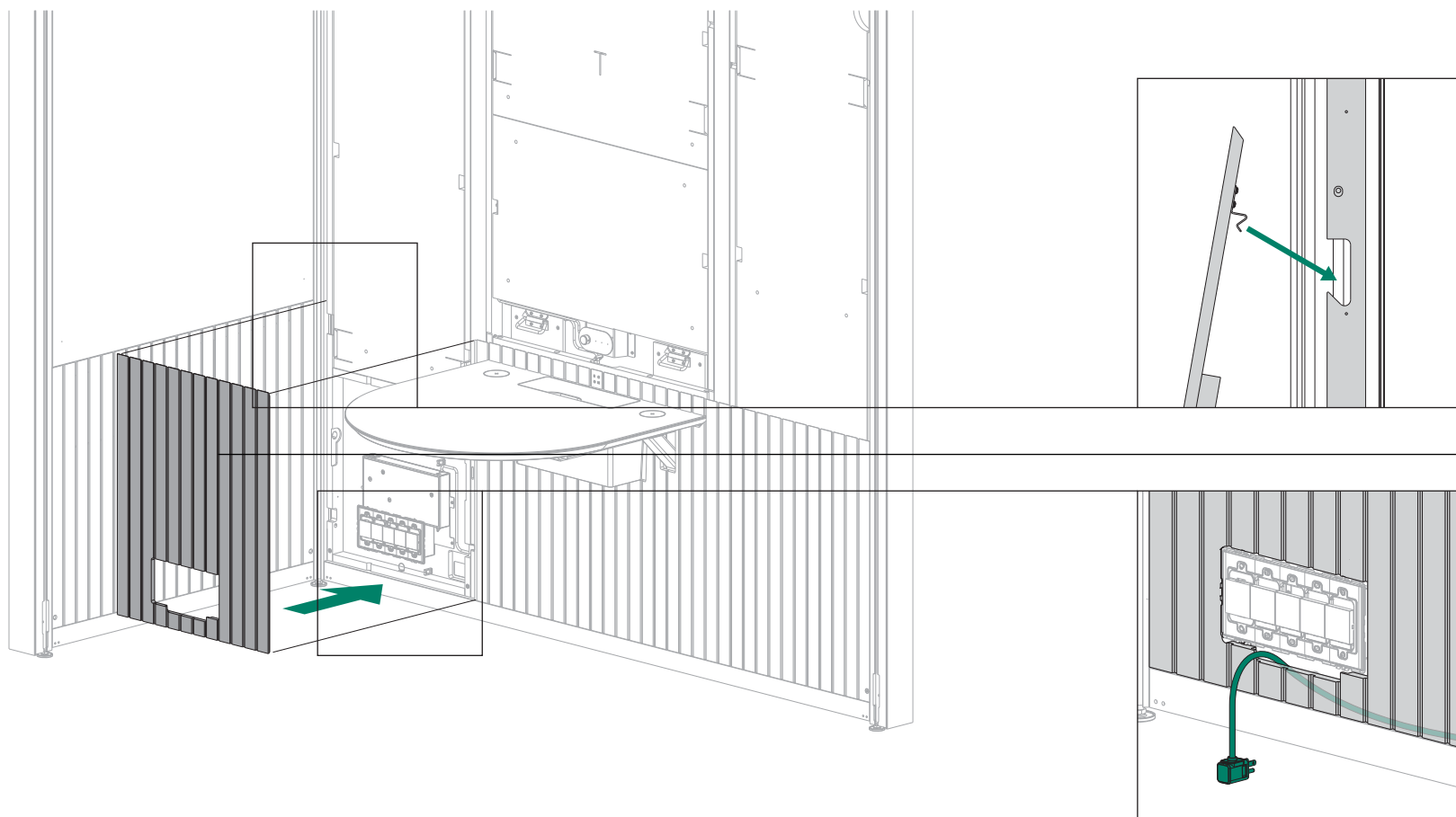
37

BOX 9



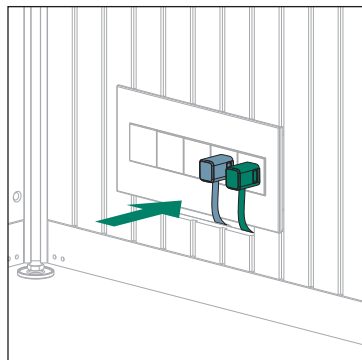
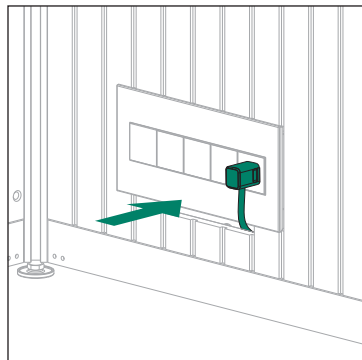
P3



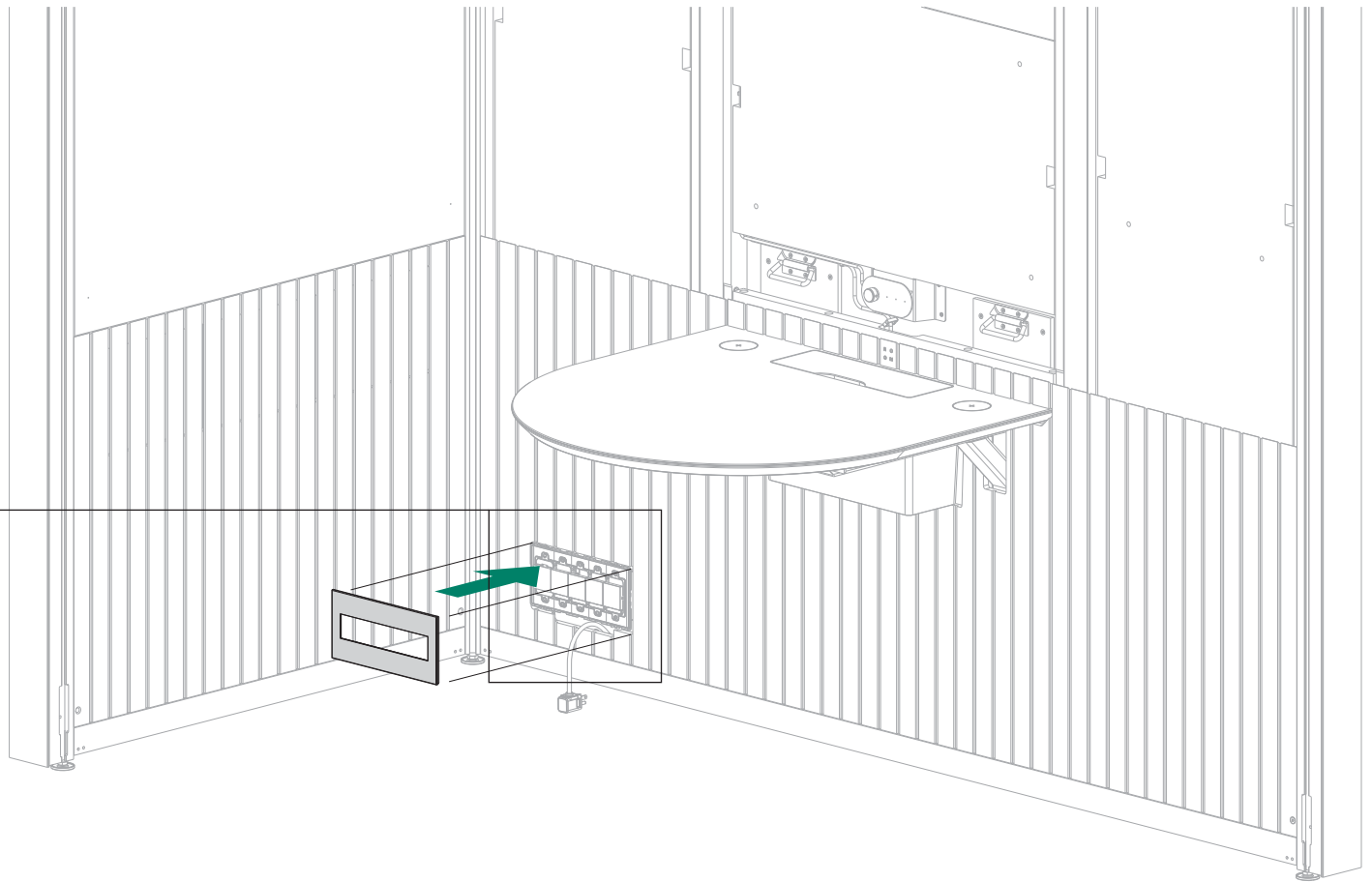


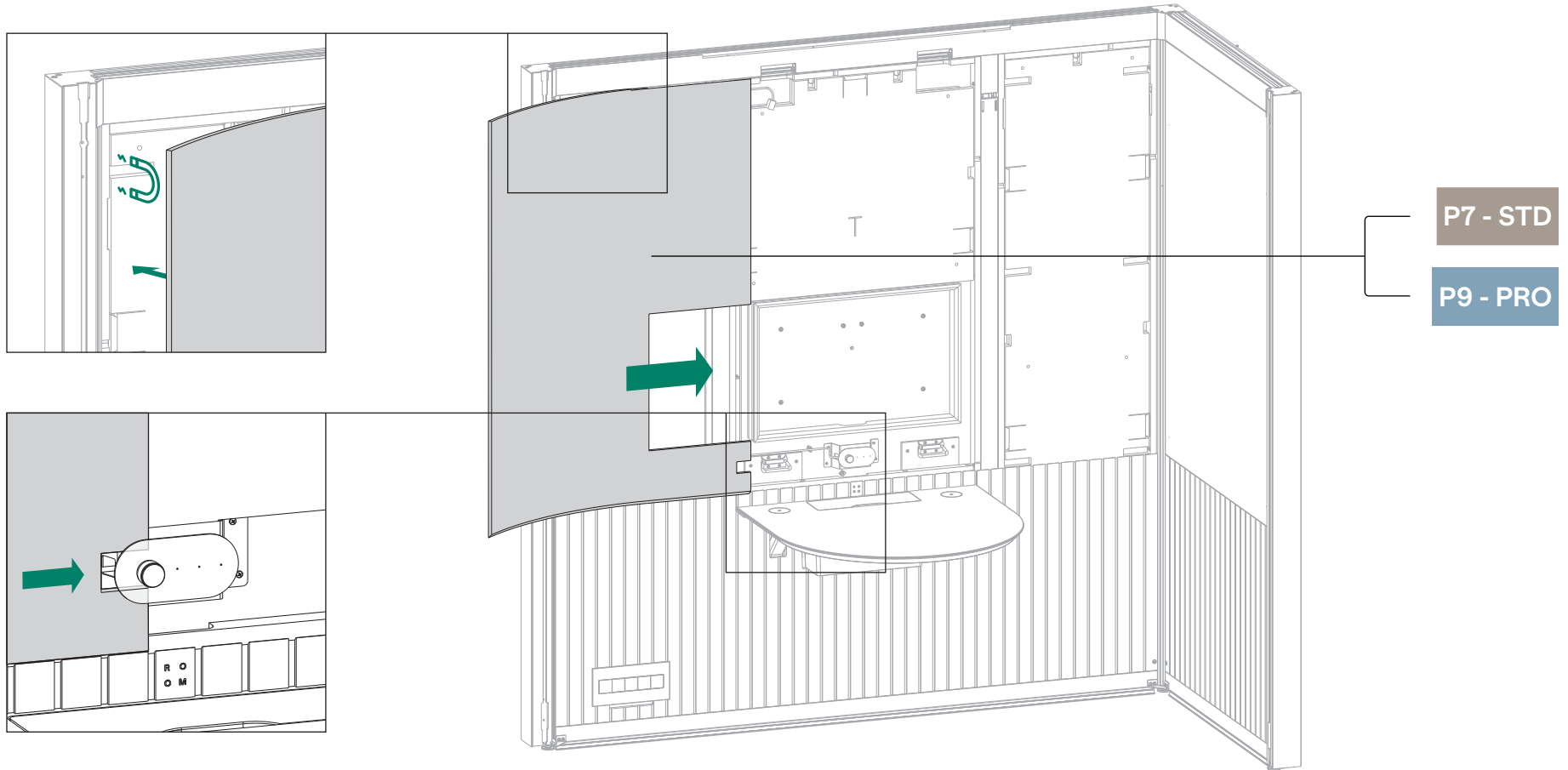
P2

40



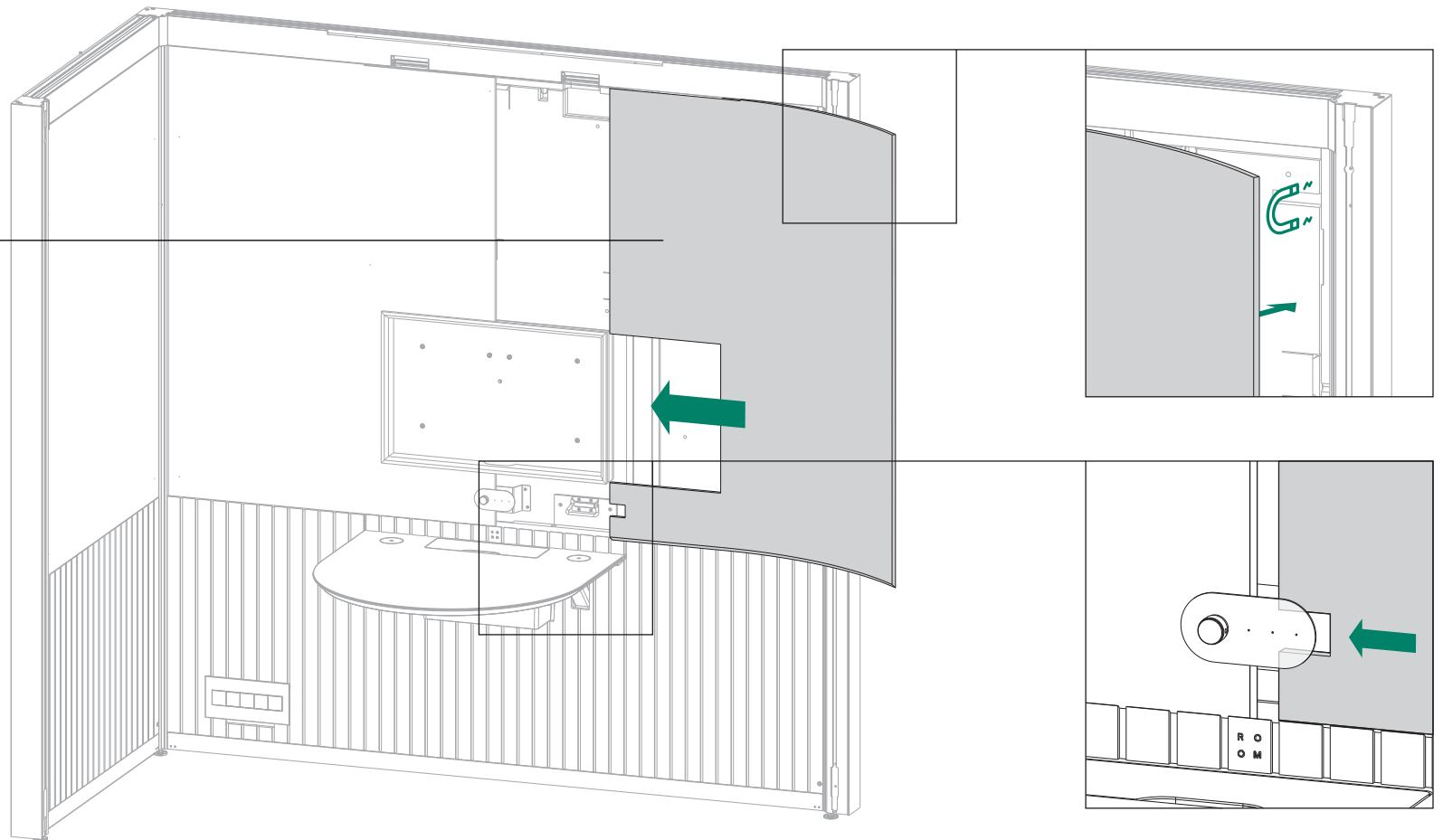
PRO Only





P8 - STD

P10 - PRO



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Chapter

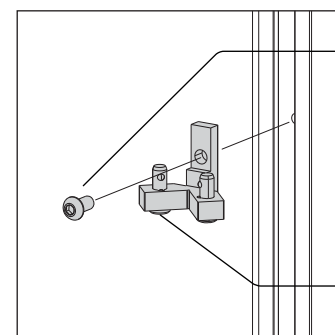
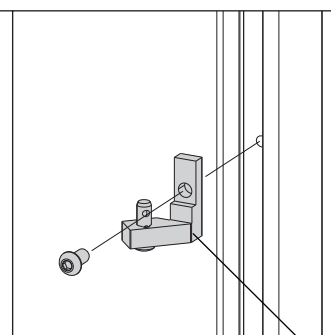
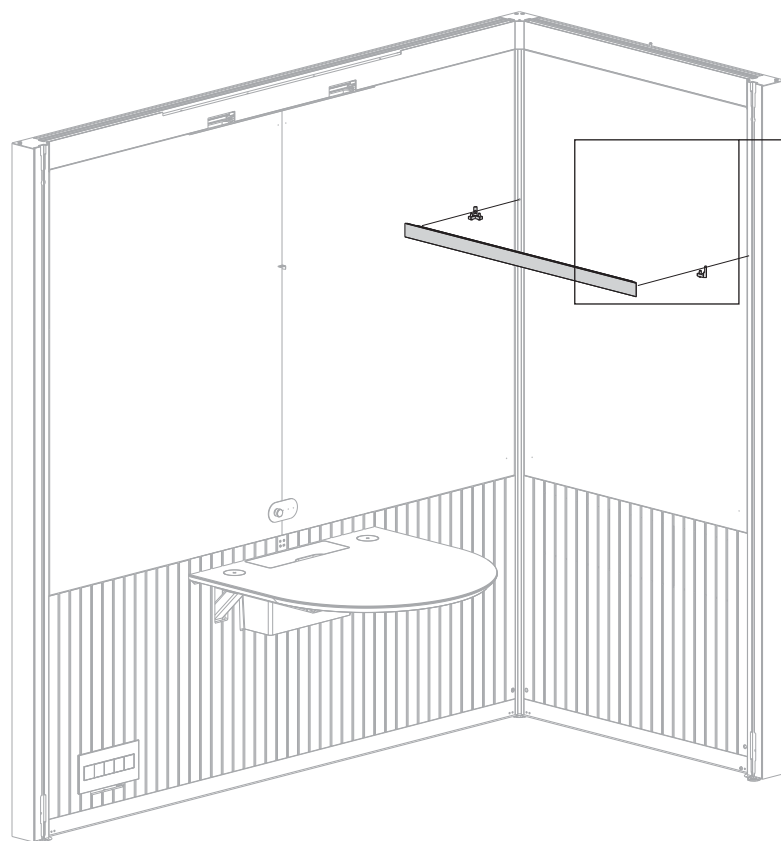
08

Accessory Rails & Accessories

43

STD Only

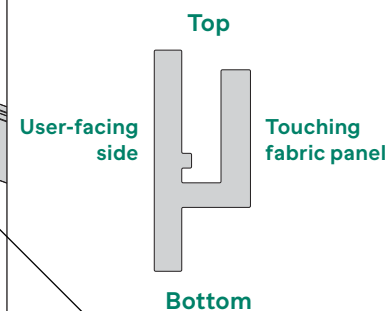
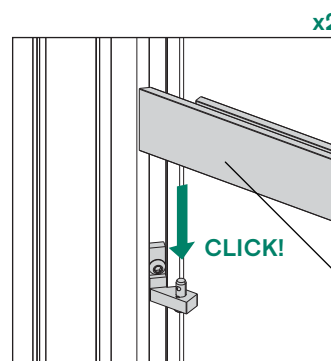
BOX 4



x2 **H5**

F5 - STD

F3 - STD



F7 - STD



scale 1:1

SCREWS NEEDED

M6 x 12
x2

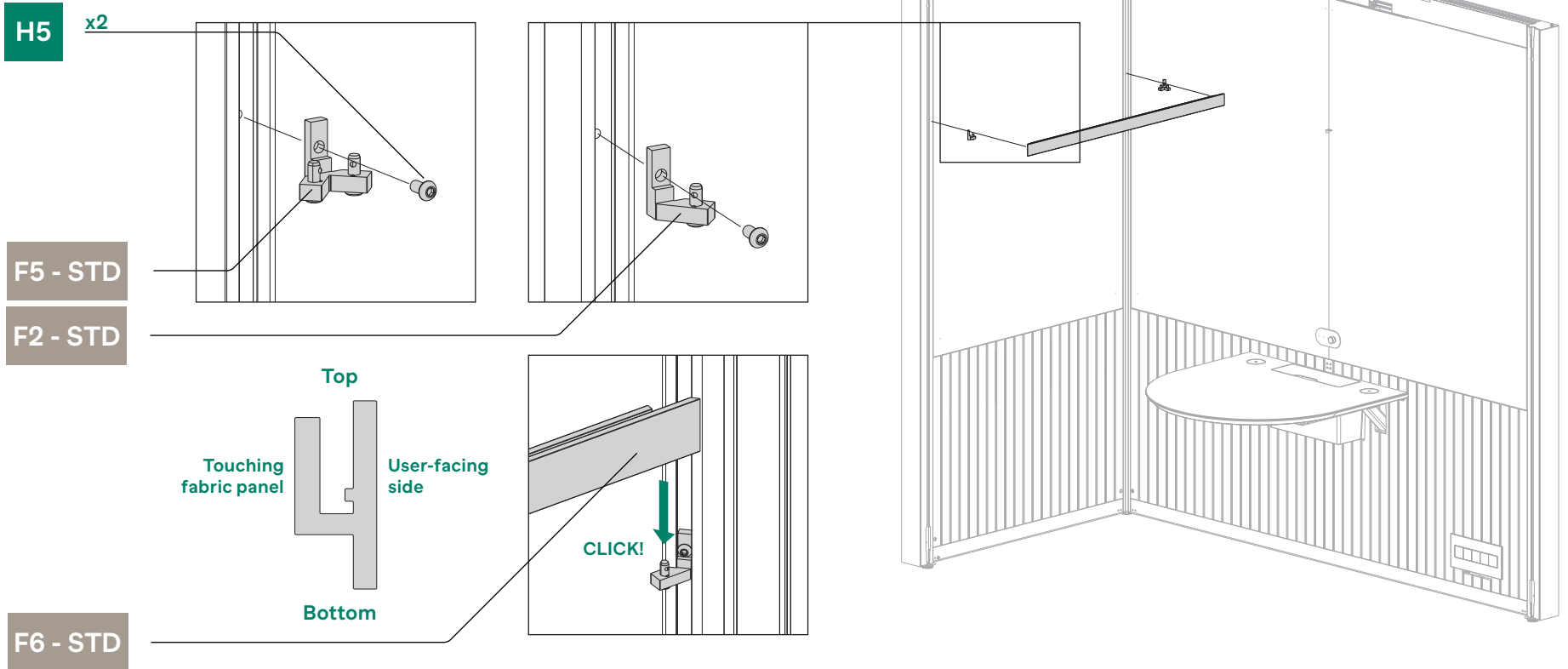
H5



44

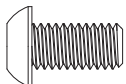
STD Only

BOX 4



SCREWS NEEDED

scale 1:1



H5

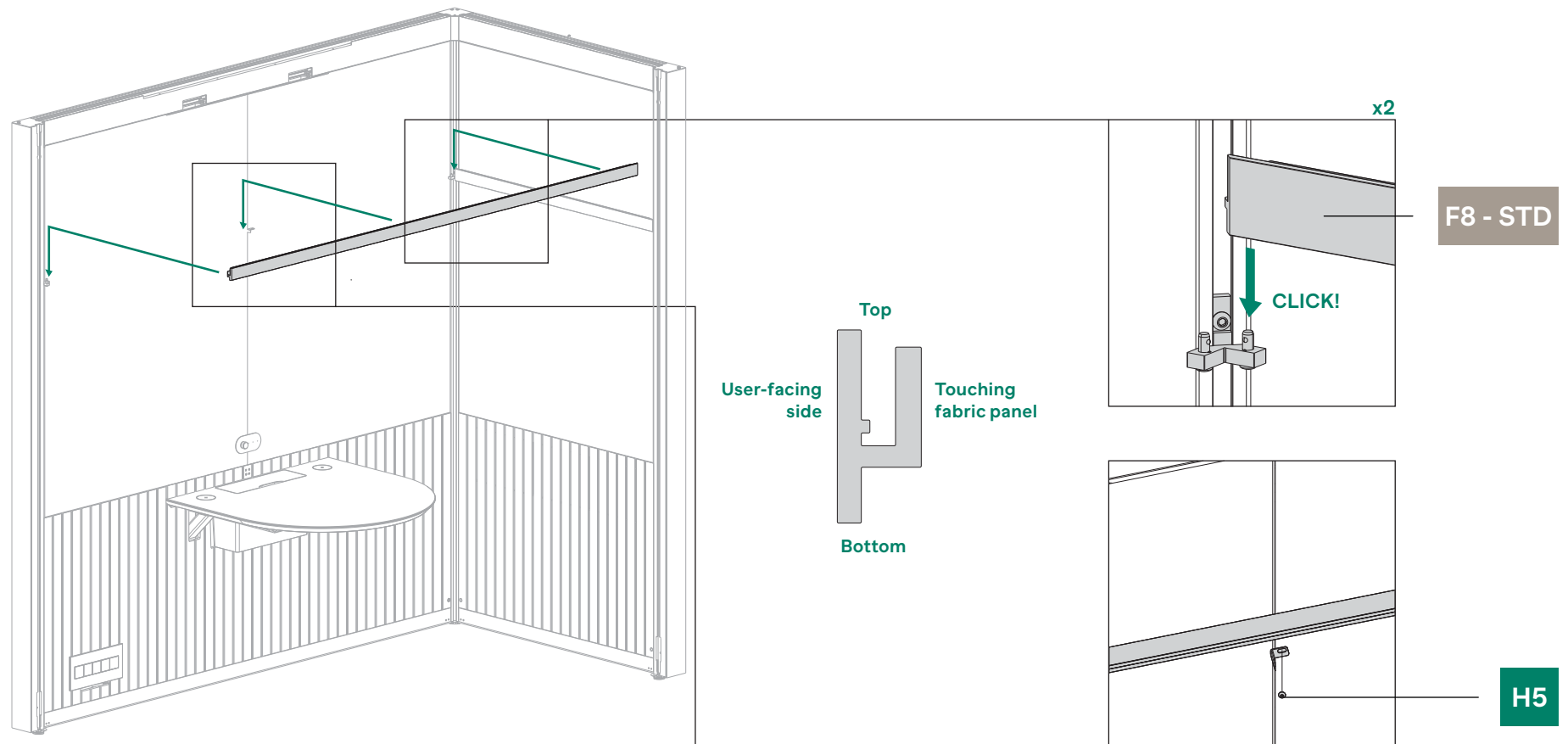
M6 x 12
x2



45

STD Only

BOX 4



scale 1:1

SCREWS NEEDED

M5 x 5
x1

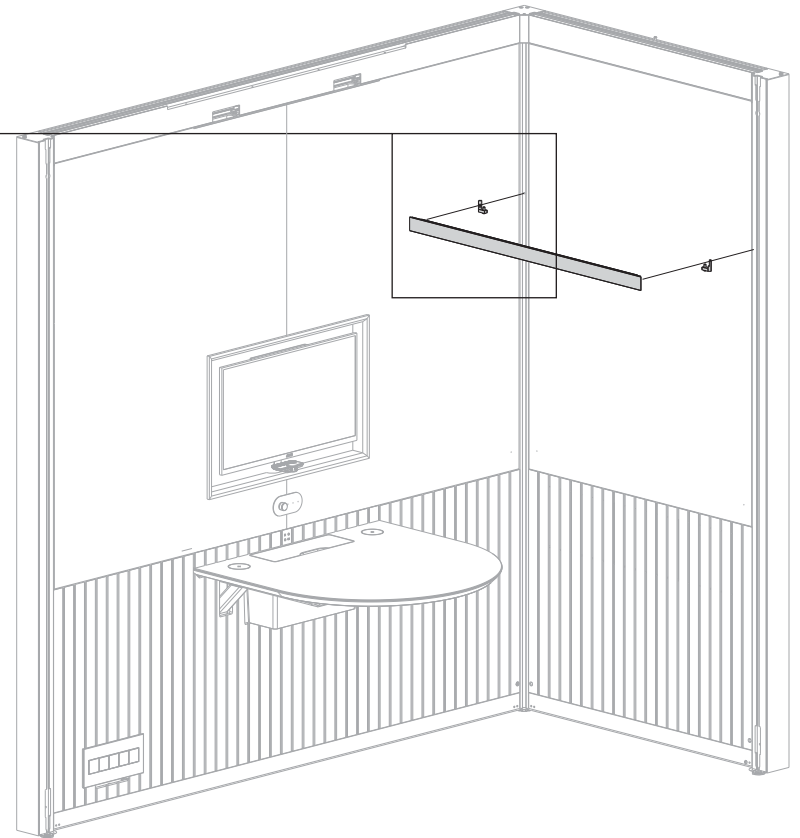
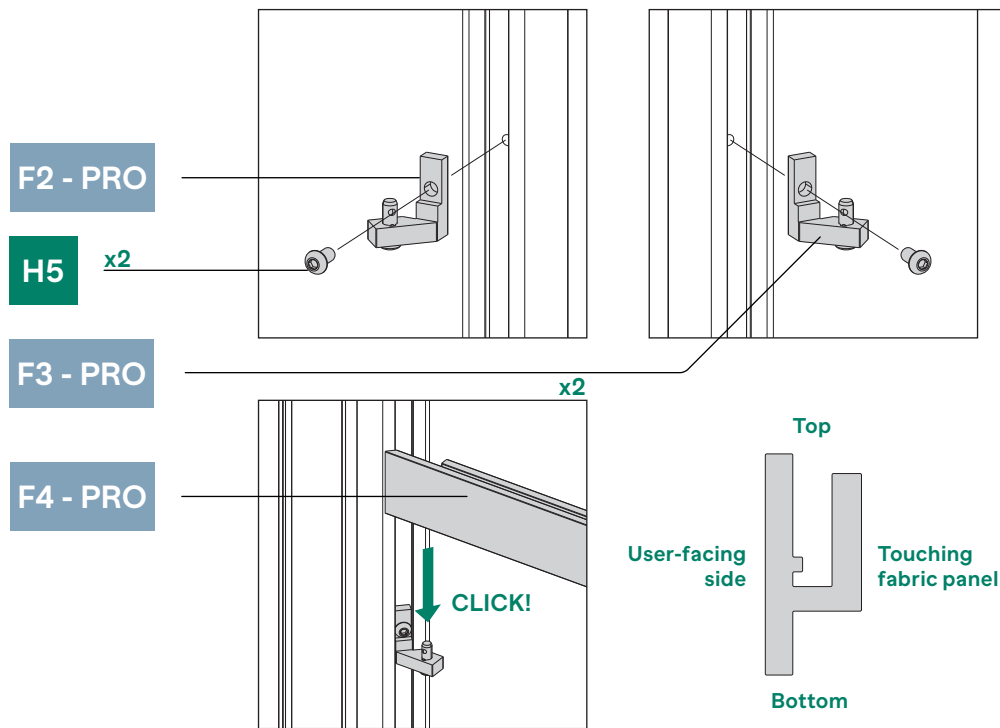
H7



46

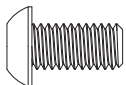
PRO Only

BOX 4



SCREWS NEEDED

scale 1:1



H5

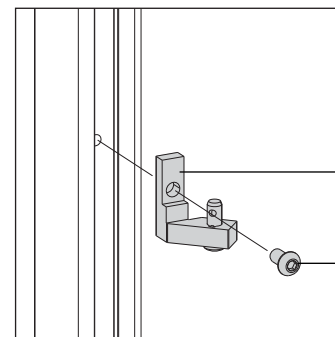
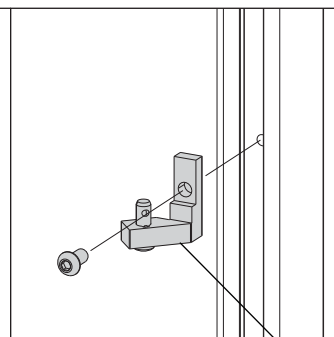
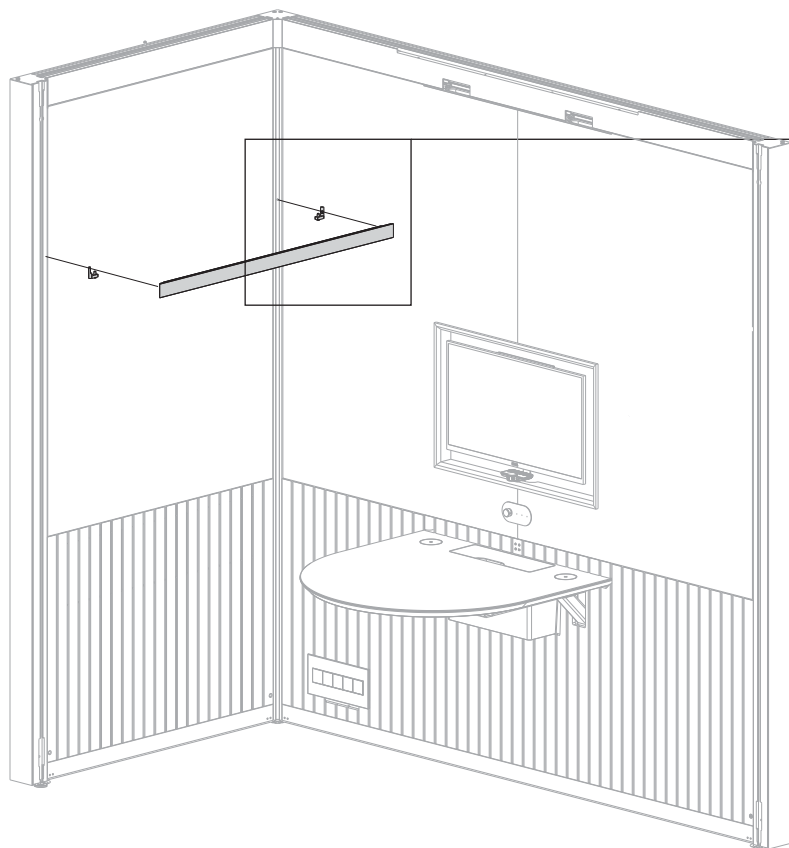
M6 x 12
x2



47

PRO Only

BOX 4



F3 - PRO

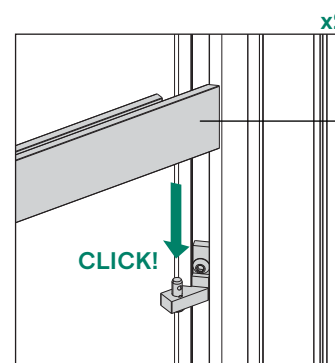
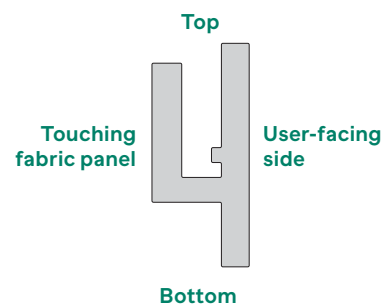
x2

H5

F2 - PRO

x2

F4 - PRO



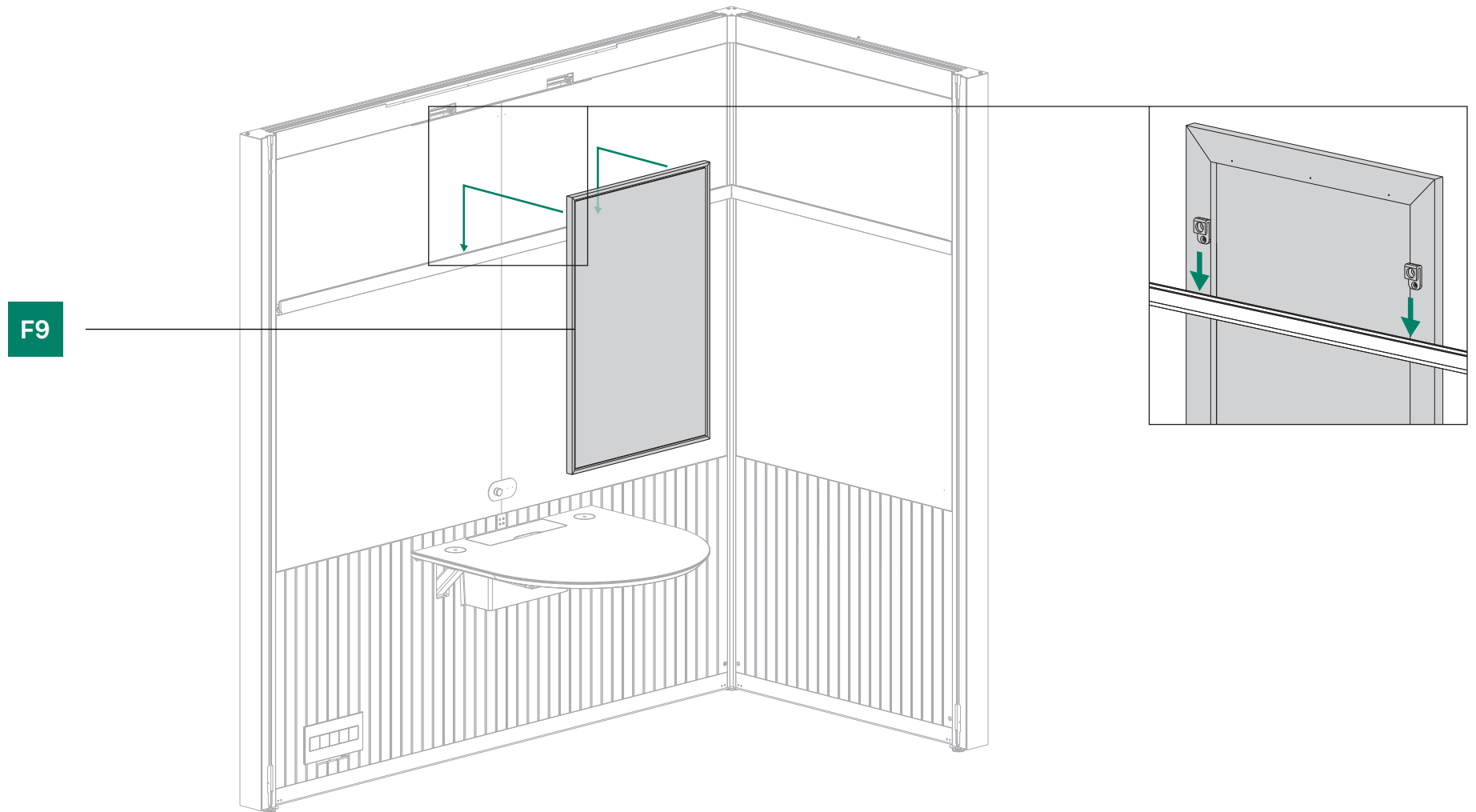
scale 1:1

SCREWS NEEDED

M6 x 12
x2

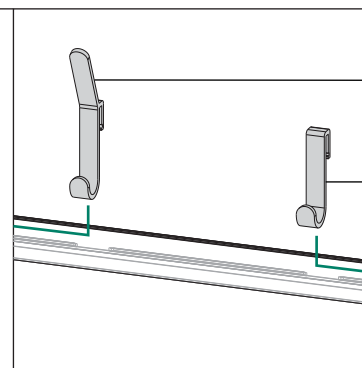
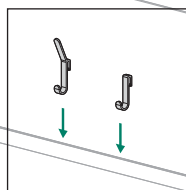
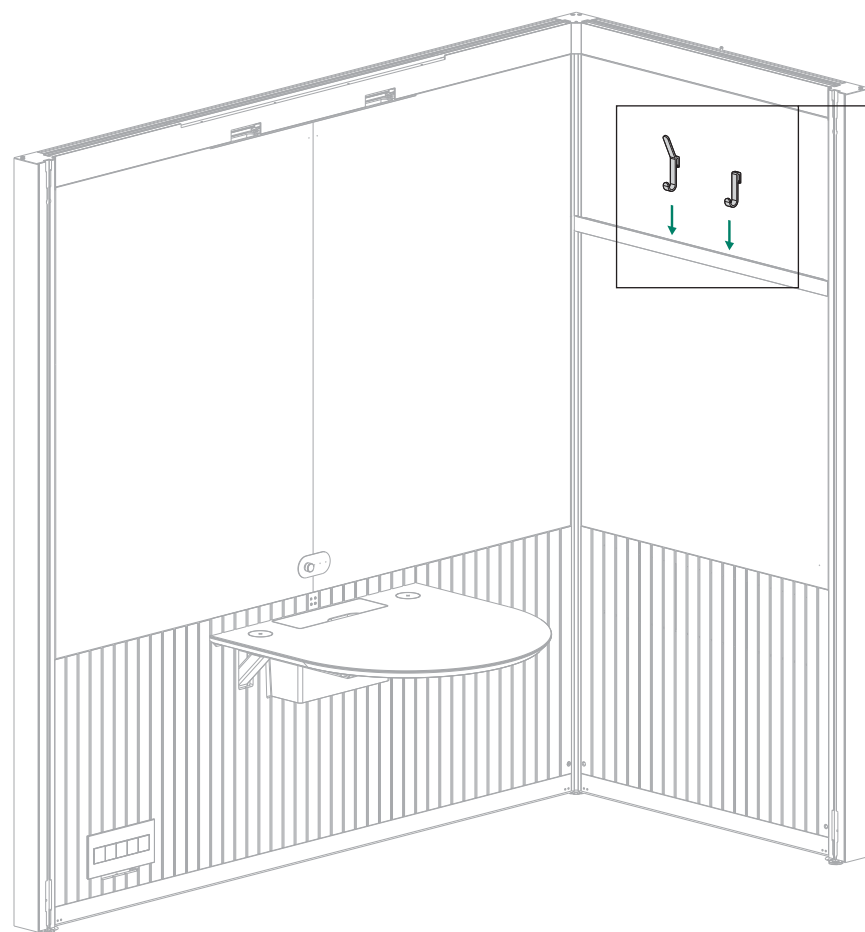
H5





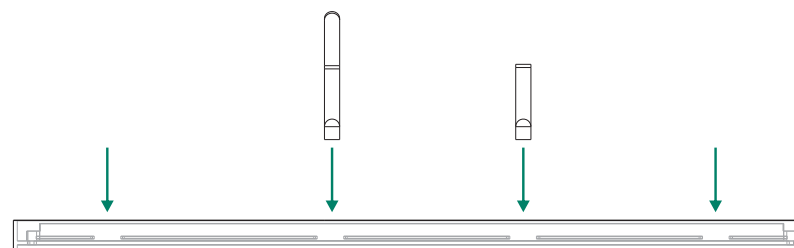
49

BOX 1



T10

T9



MEETING ROOM

Continue

OPEN MEETING ROOM

Jump to step 65

Scan to Watch Video



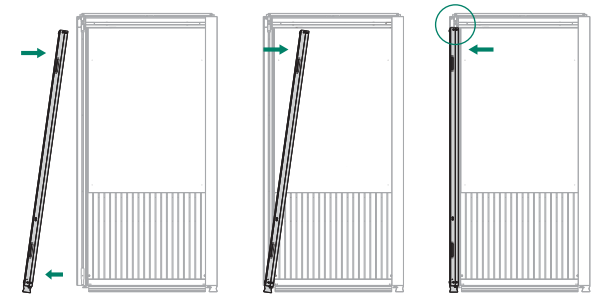
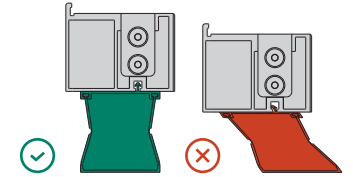
Chapter

09

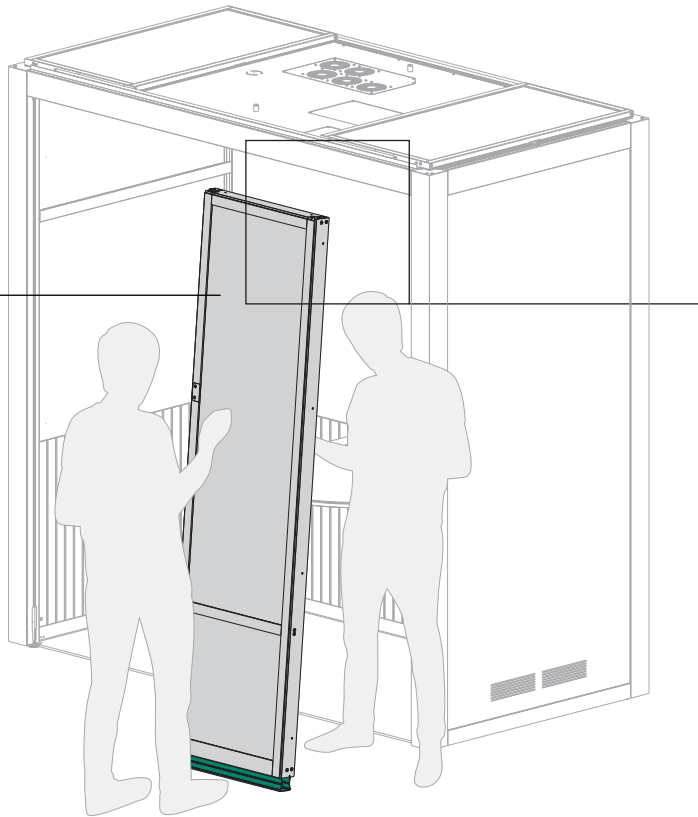
Front Windows

50

BOX 13

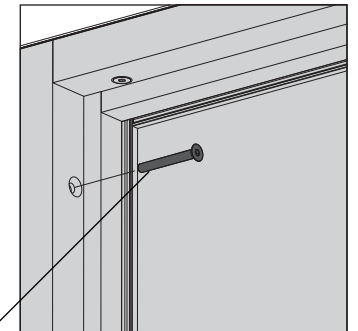
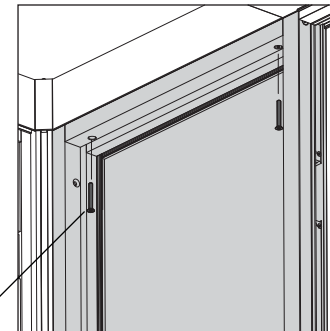


G2



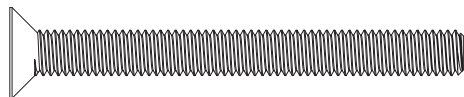
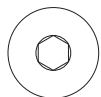
H9 x2

H1 x4



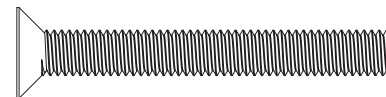
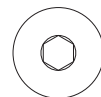
x4

SCREWS NEEDED



H9

M6 x 60
x2



H1

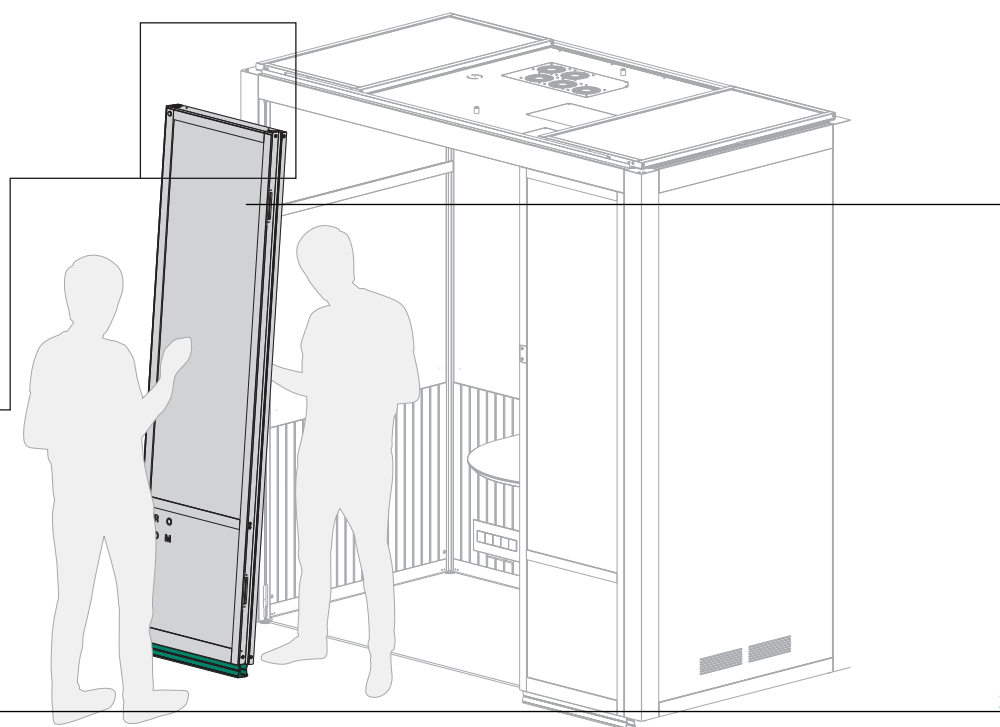
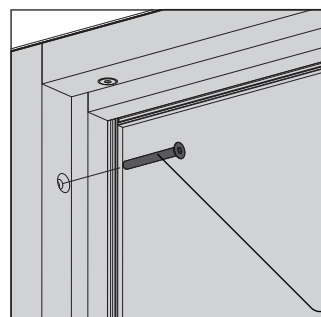
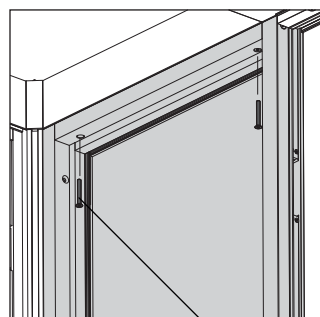
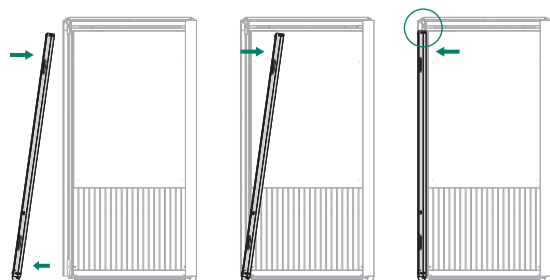
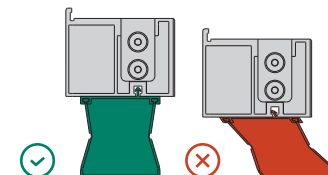
M6 x 50
x4

scale 1:1



51

BOX 12



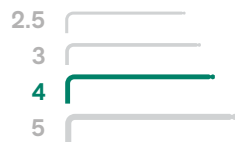
G1

x4

H1

x2

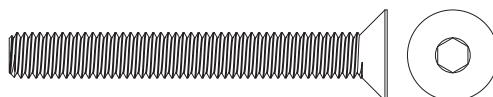
H9



scale 1:1

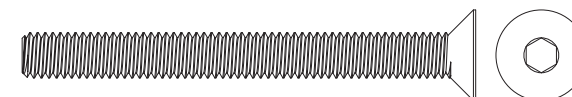
M6 x 50
x4

H1



M6 x 60
x2

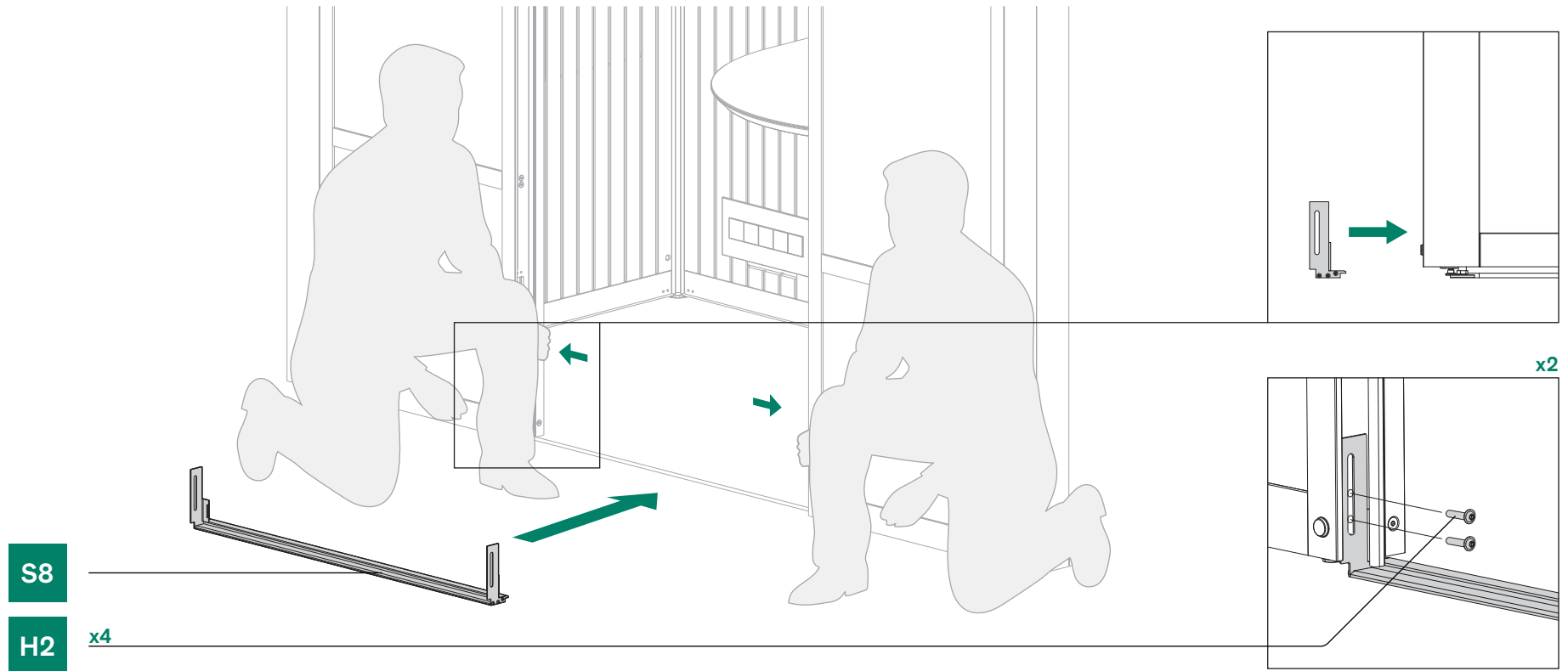
H9



SCREWS NEEDED

52

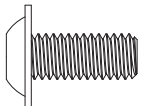
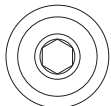
BOX 3



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

SCREWS NEEDED

scale 1:1



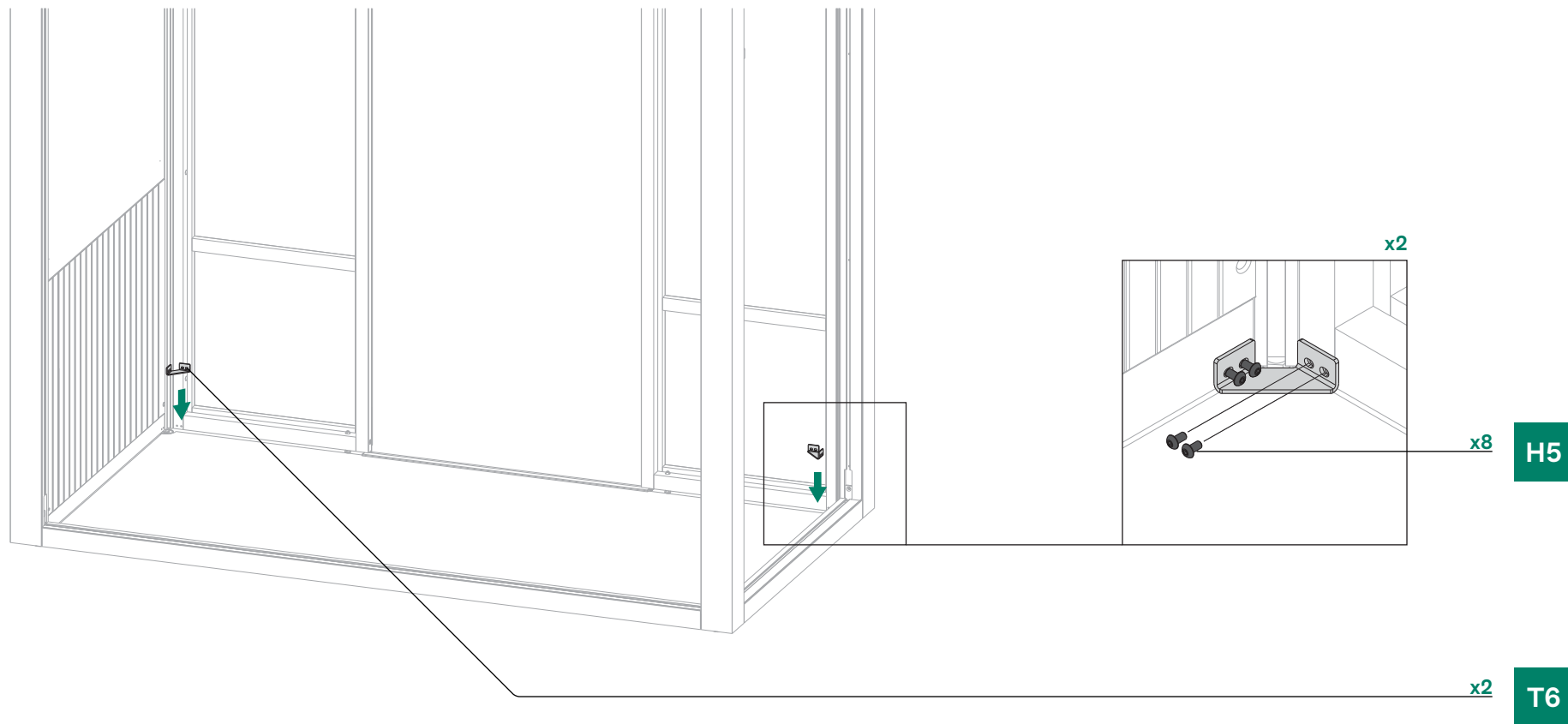
H2

M6 x 14
x4 - Color Match



53

BOX 1



x2

x8

H5

x2

T6

2.5

3

4

5

scale 1:1

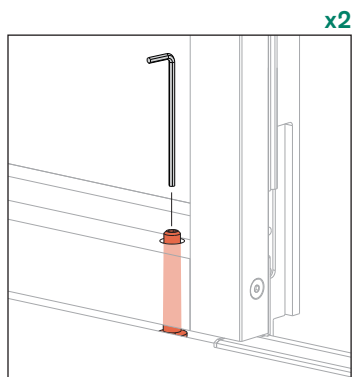
SCREWS NEEDED

M6 x 12
x8

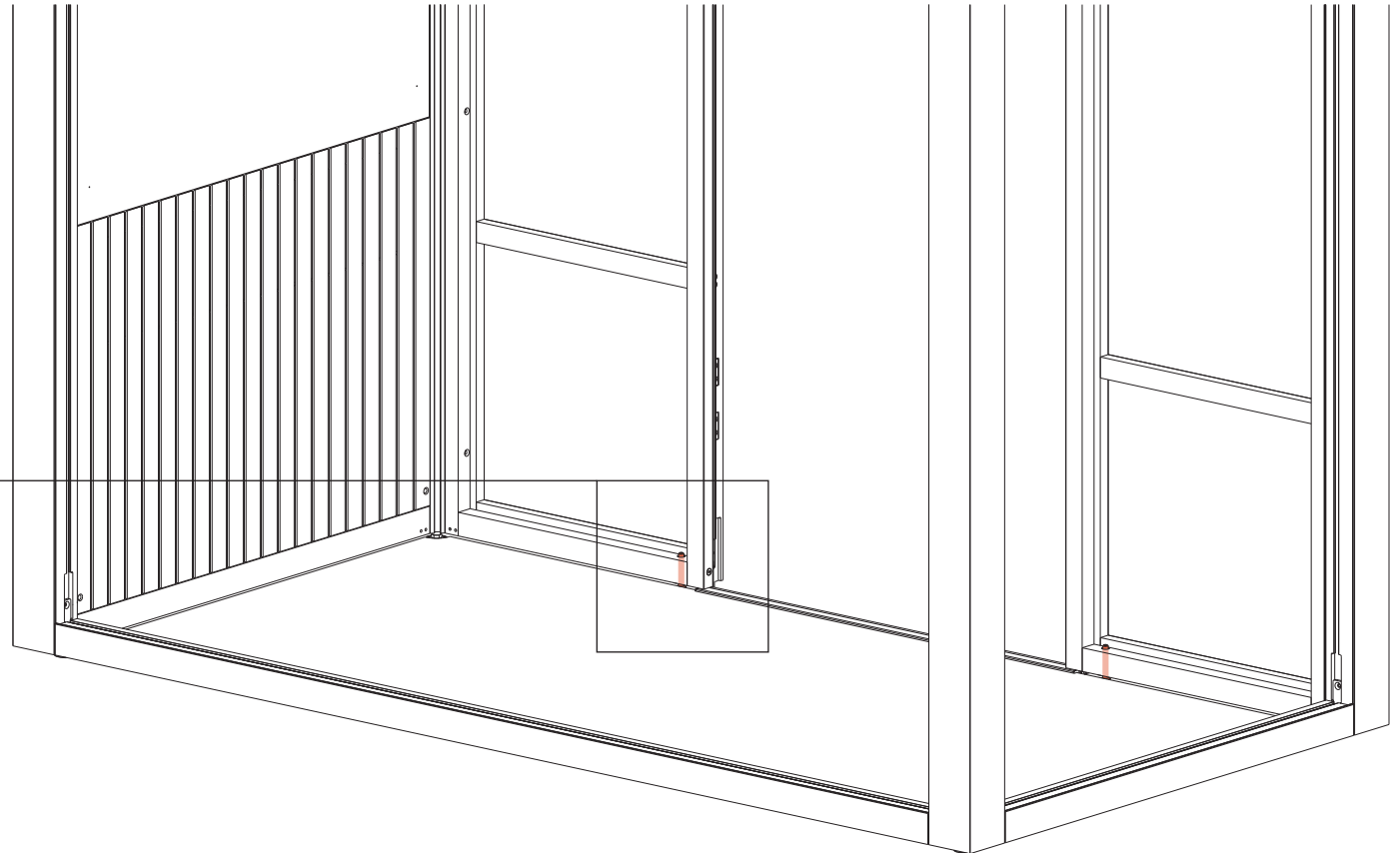
H5



54

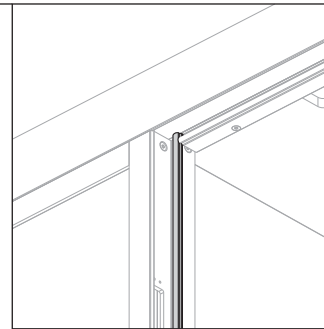
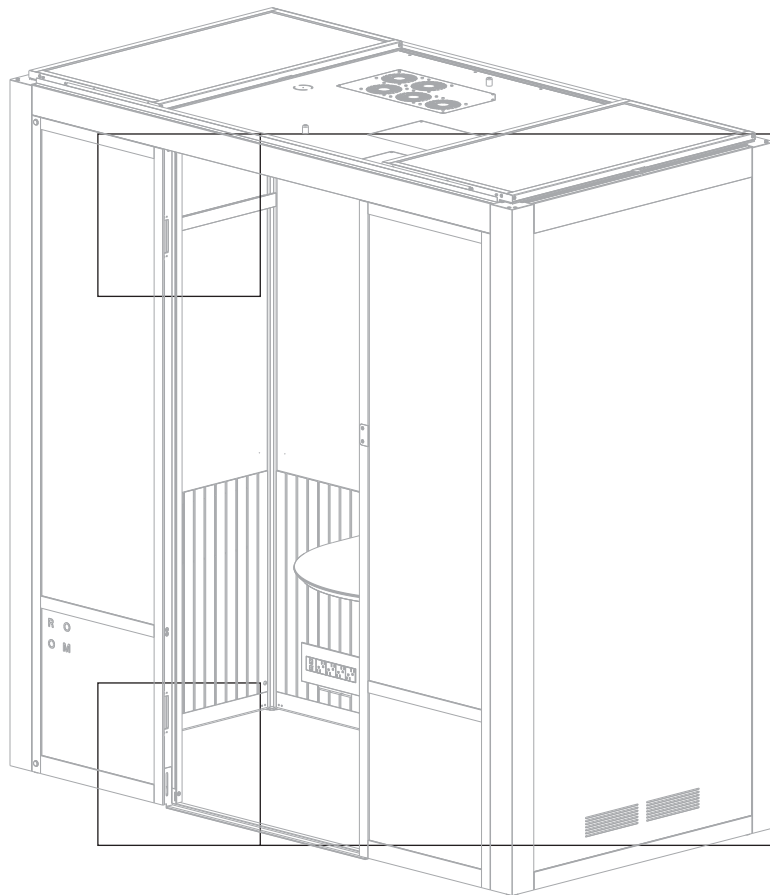


Turn clockwise to drop the window foot until it presses against the floor firmly.



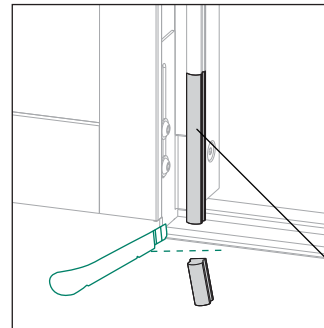
55

BOX 1

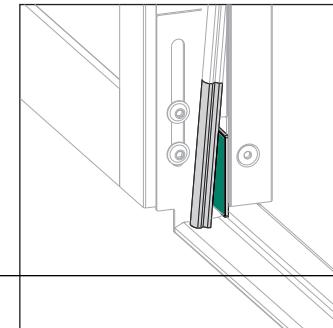


1 - Make sure gasket is flush at top.

x2



2 - Cut excess at bottom if needed.



3 - Tape the gasket.

x2

T5

Scan to Watch Video



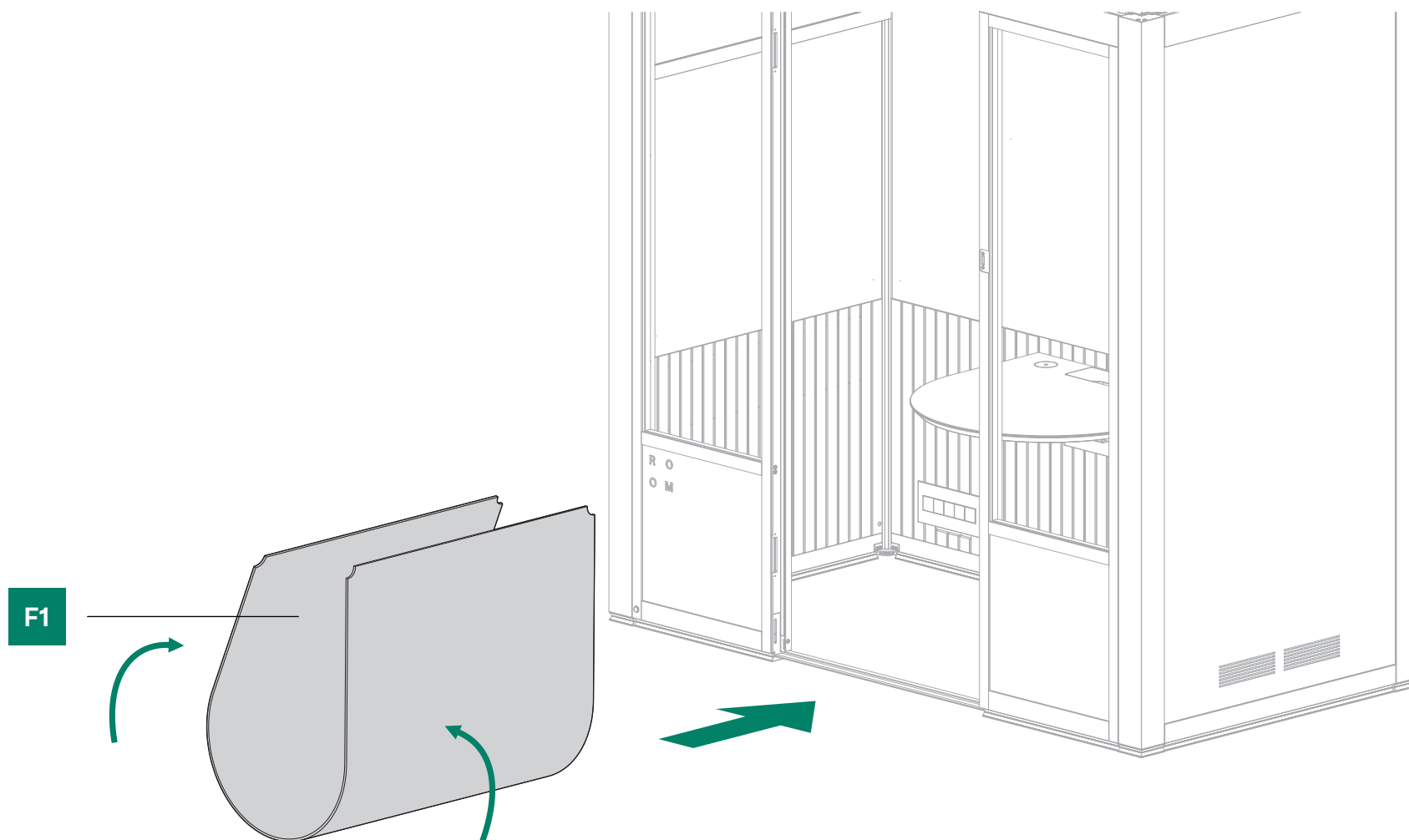
Chapter

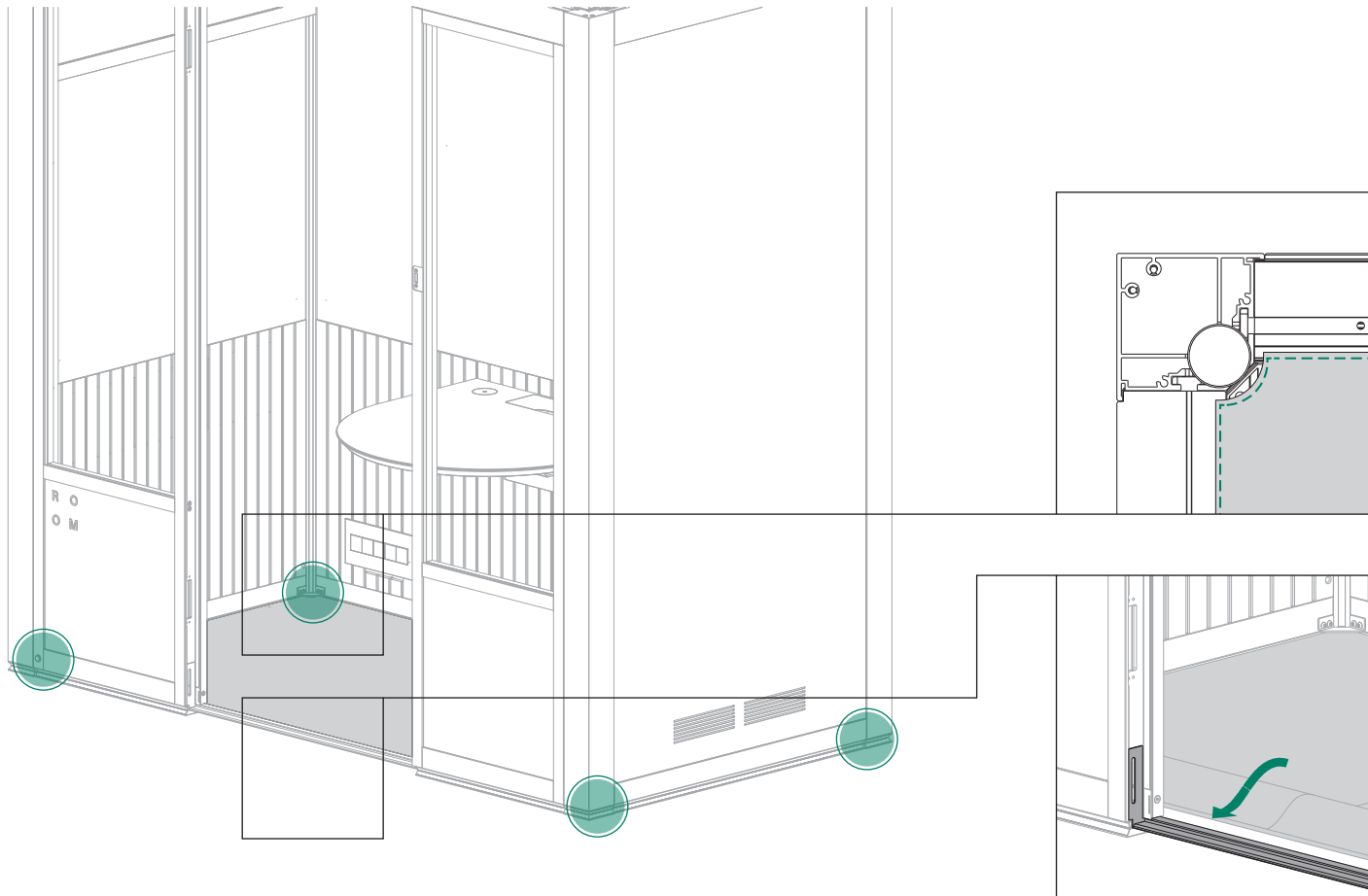
10

Carpet & Sofa

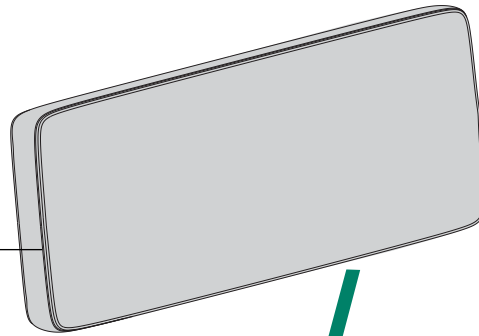
56

BOX 15

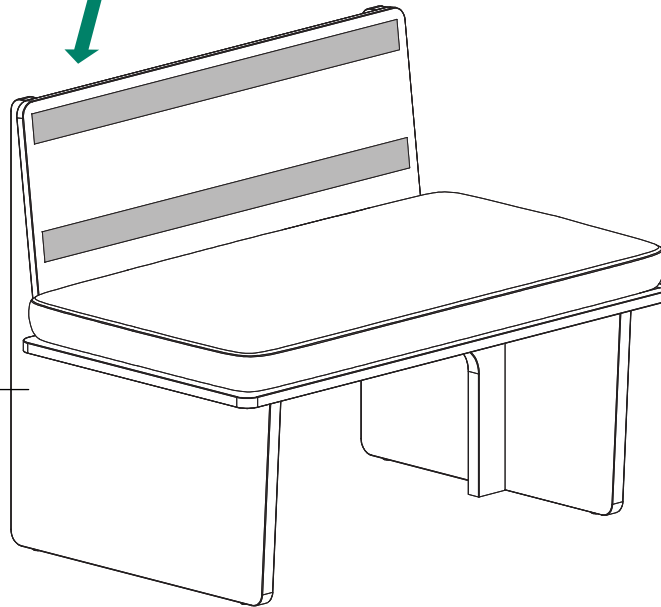




F12

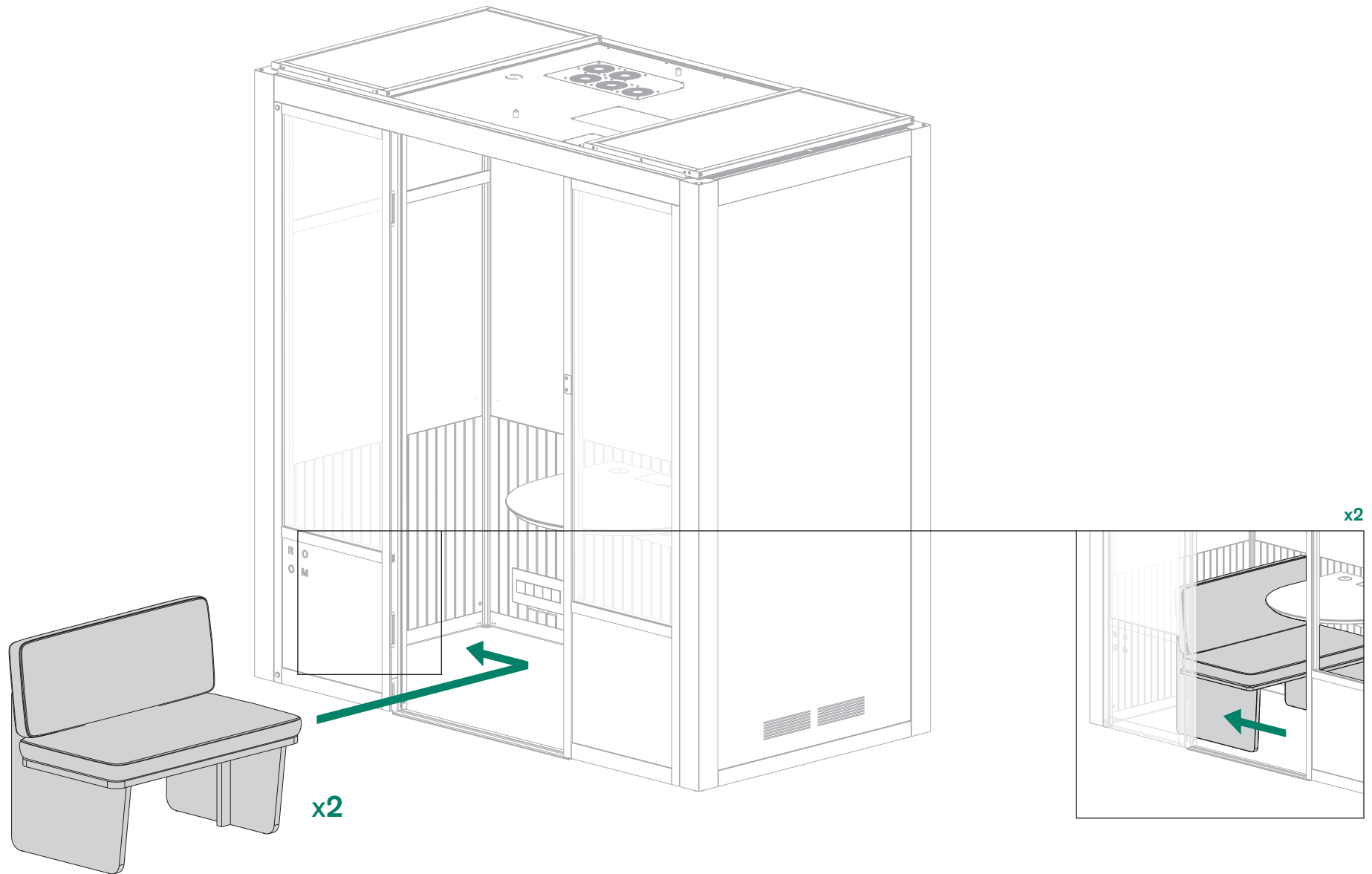


F13



59

SEATING 2x



Scan to Watch Video



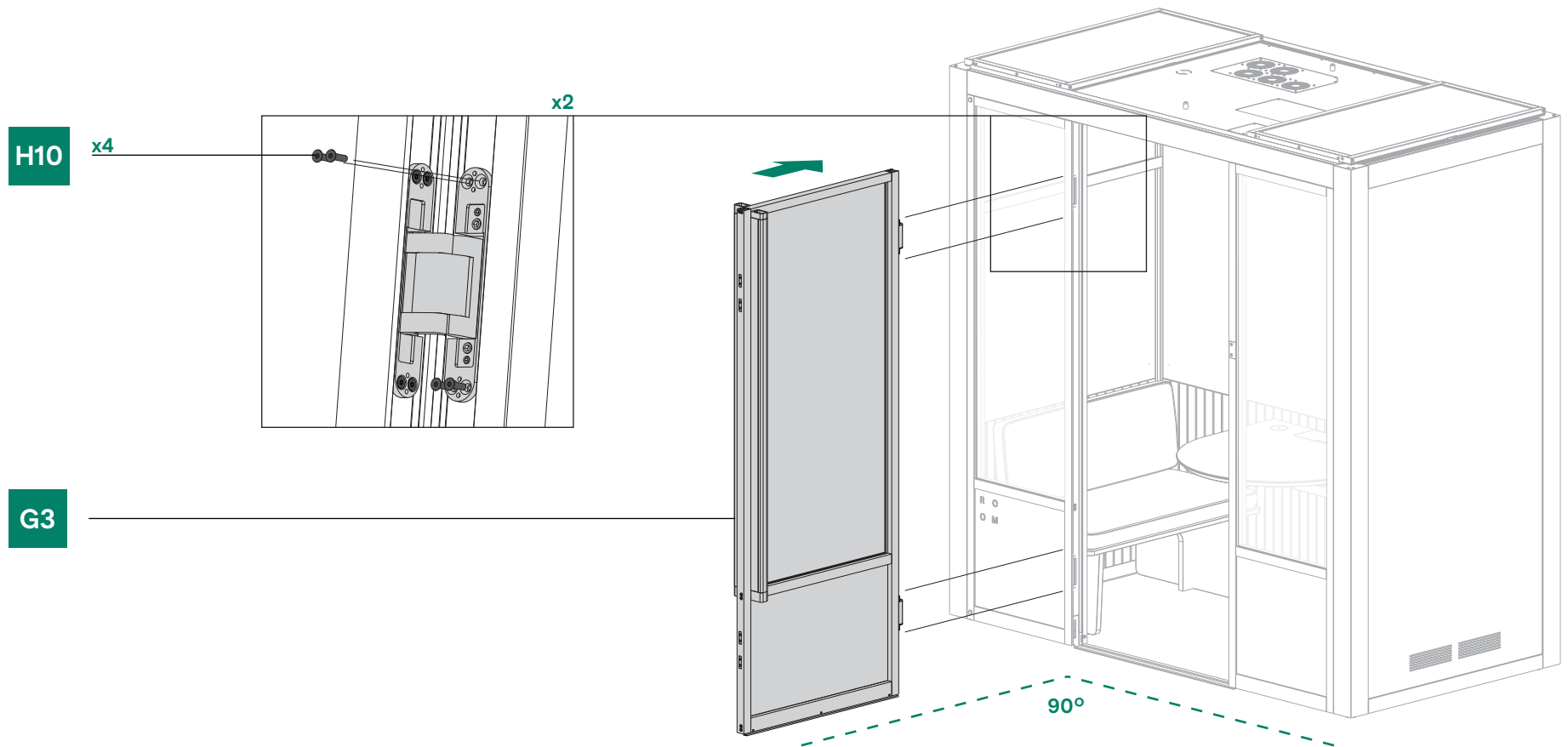
Chapter

11

Door

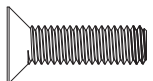
60

BOX 14



SCREWS NEEDED

scale 1:1



H10

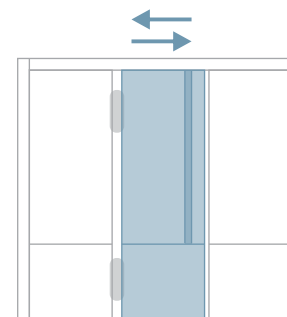
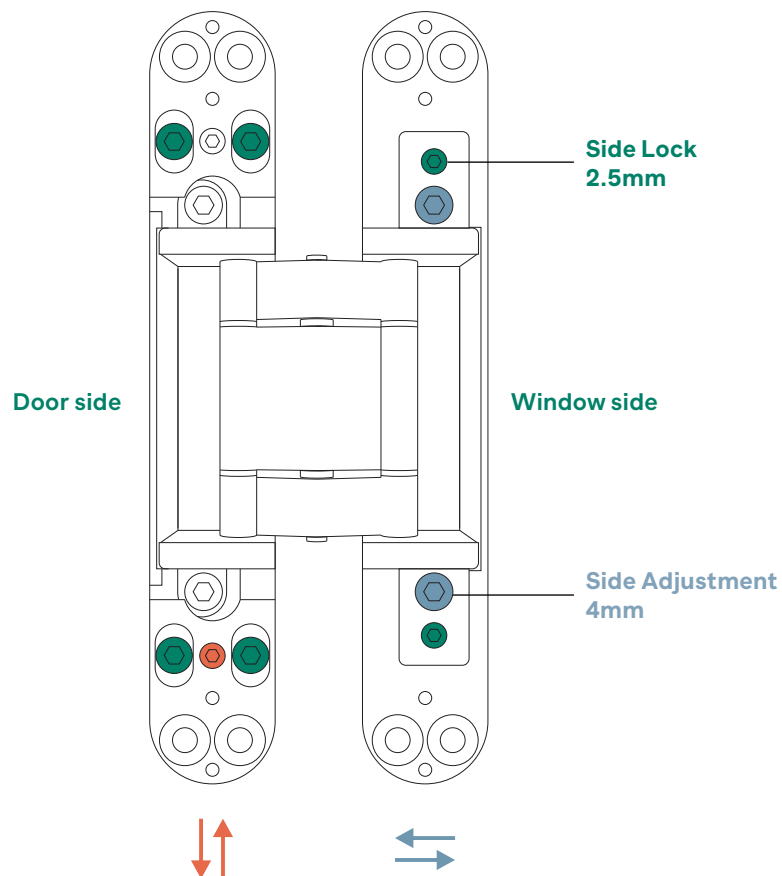
M5 x 16
x8



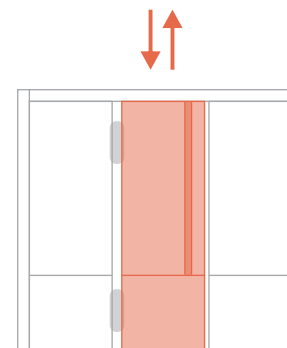
WATCH VIDEO FIRST



Loosen **Green Screws**
for mobility in the desired ad-
justment direction.



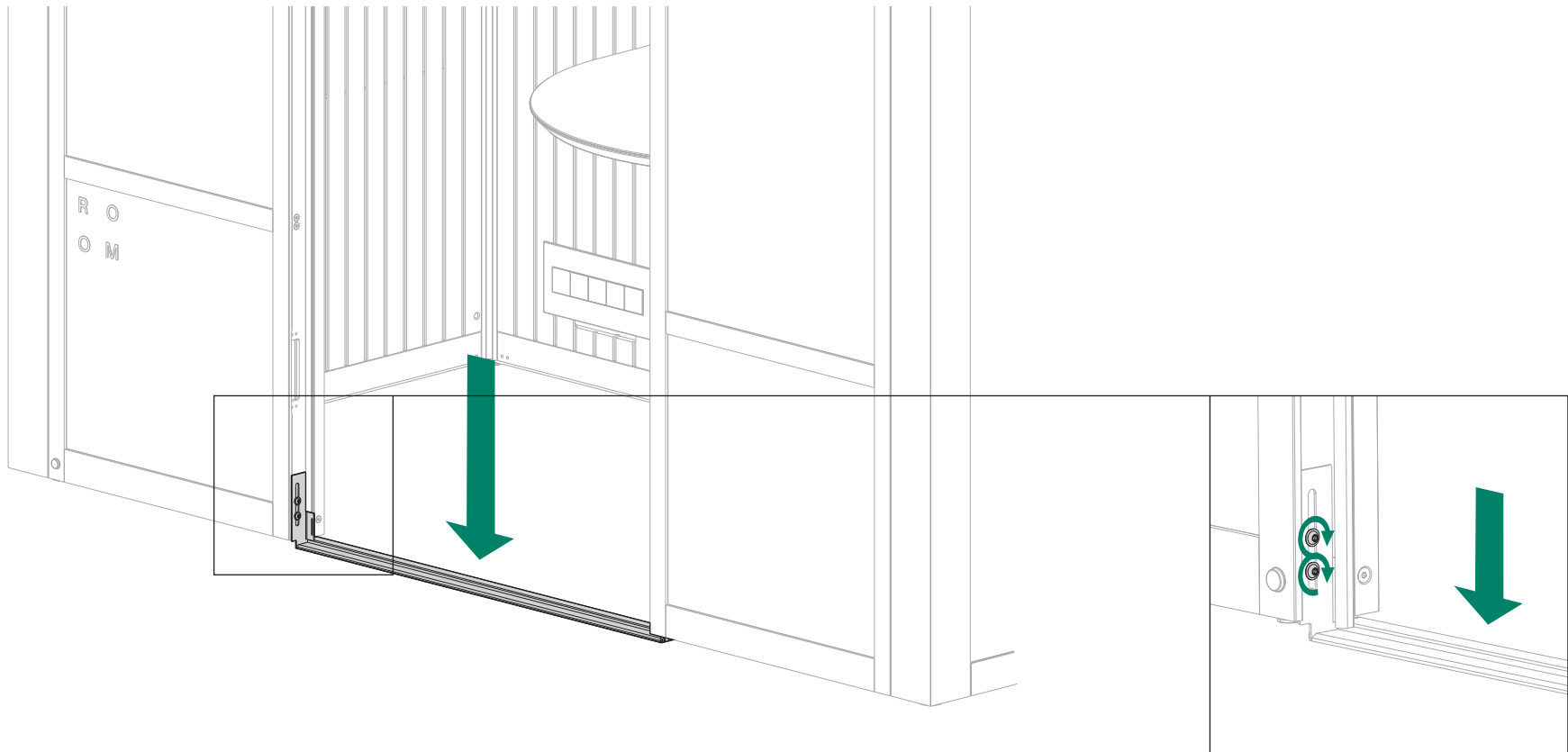
- 1 - Loosen **Side Lock Screws** for mobility.
- 2 - Turn **Side Adjustment Screws** clockwise to push the door right, and counterclockwise to pull the door left.
- 3 - Tighten the **Side Lock Screws** to lock the hinge plate.



**Do not use
Power Drill.**

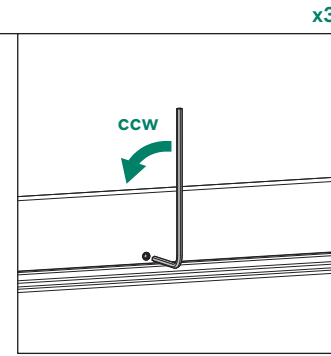
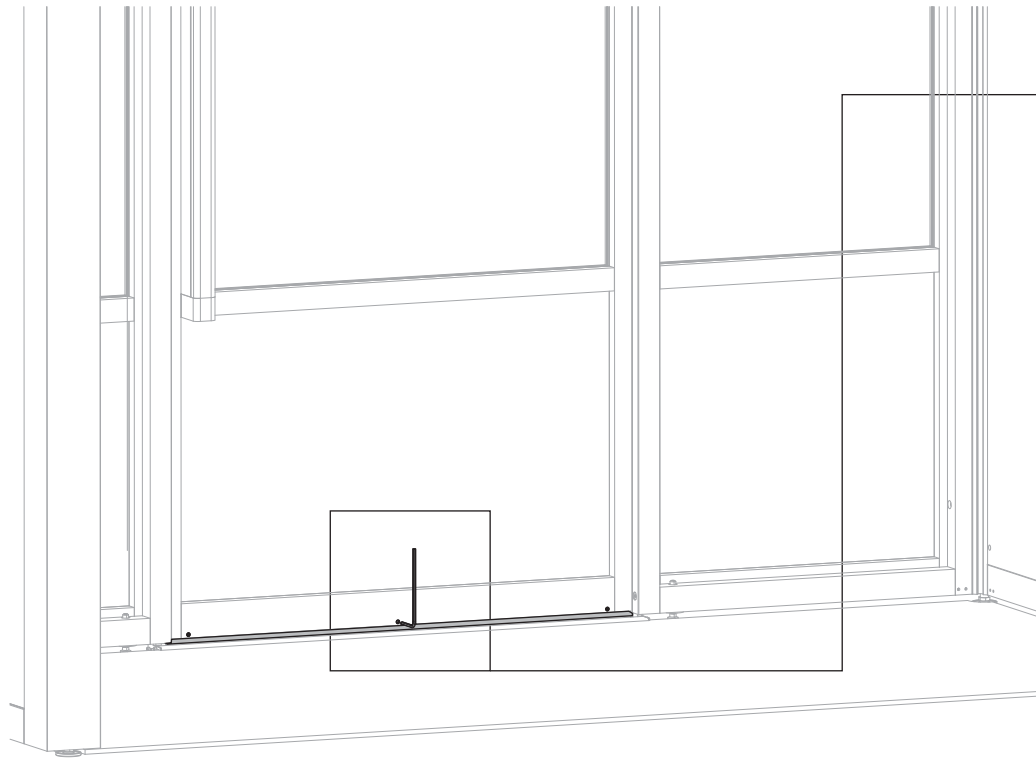


62

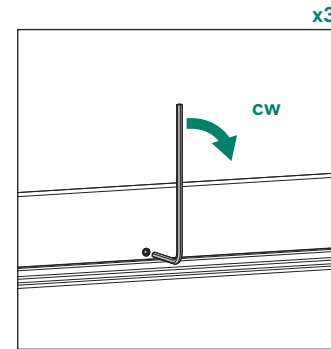


Push the threshold down, and then tighten the screws all the way.

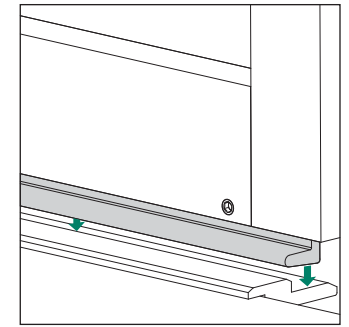




1 - Release preinstalled gasket by loosening three screws.



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



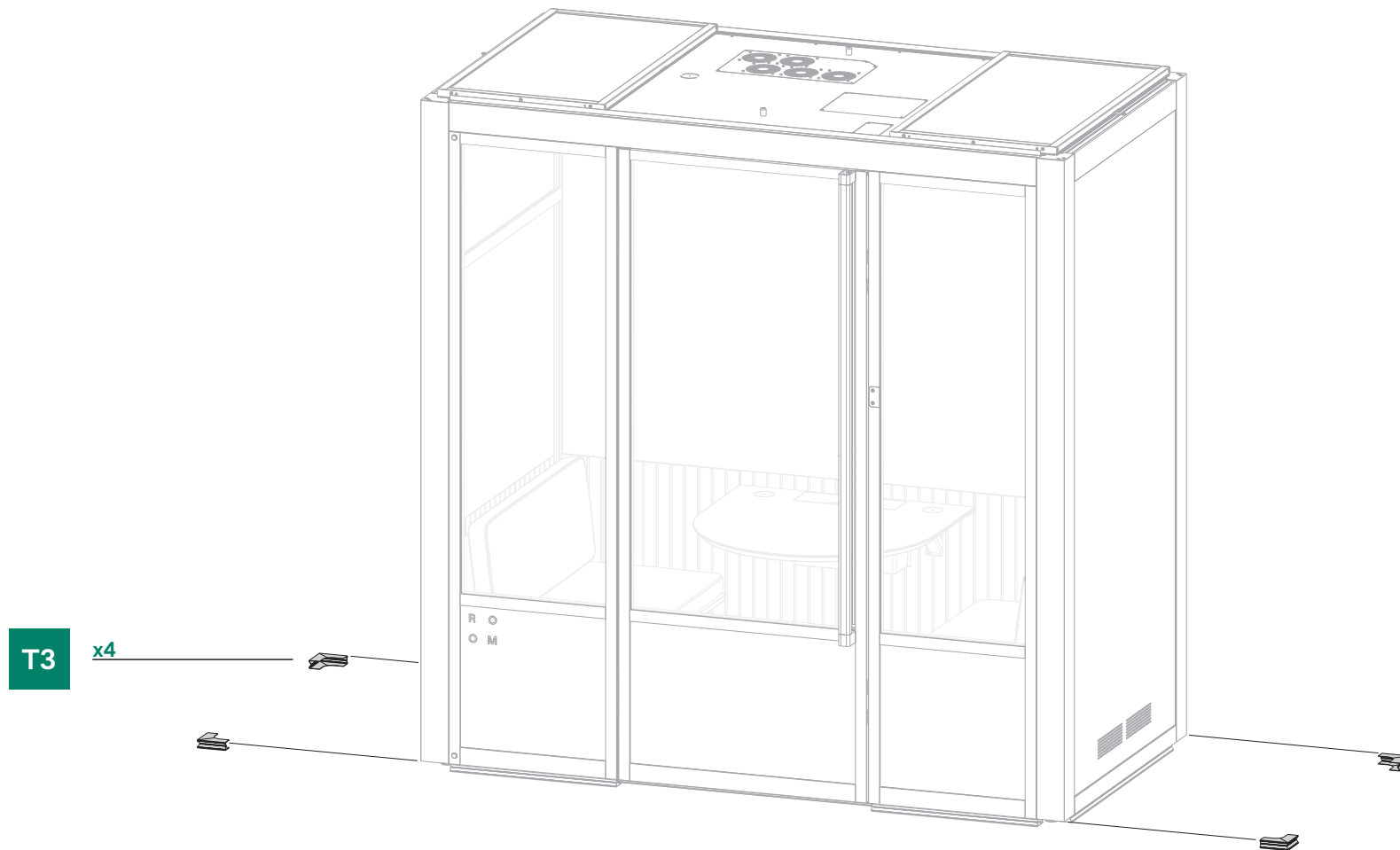
Chapter

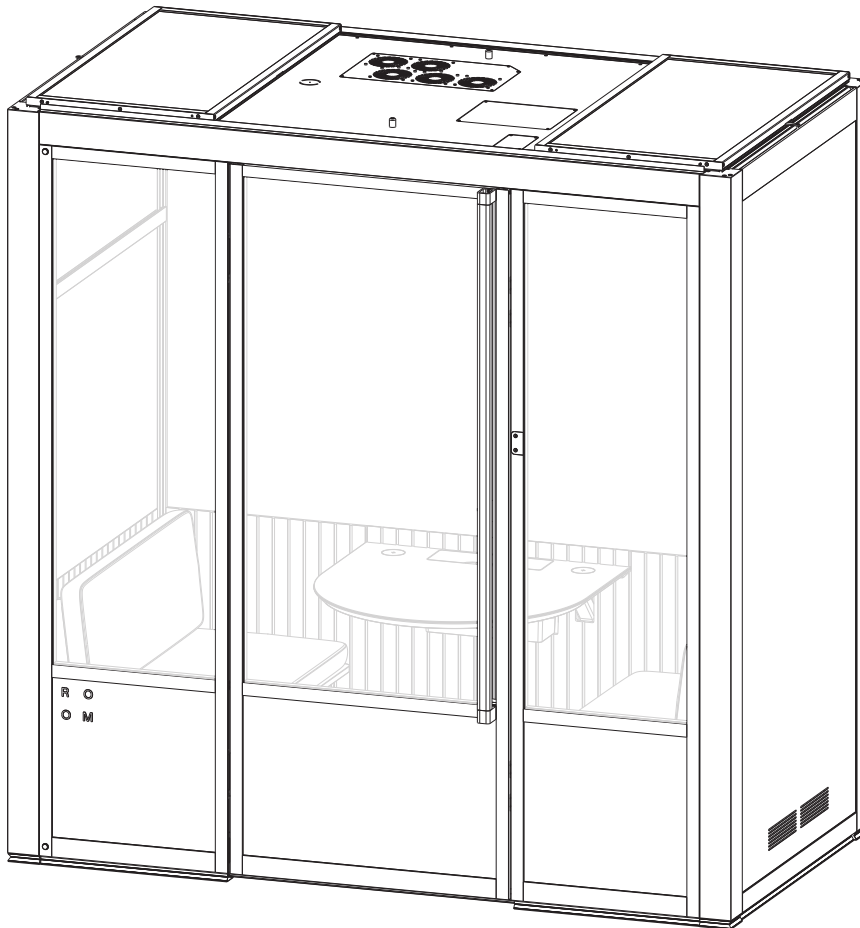
12

Finishing Touches

64

BOX 1



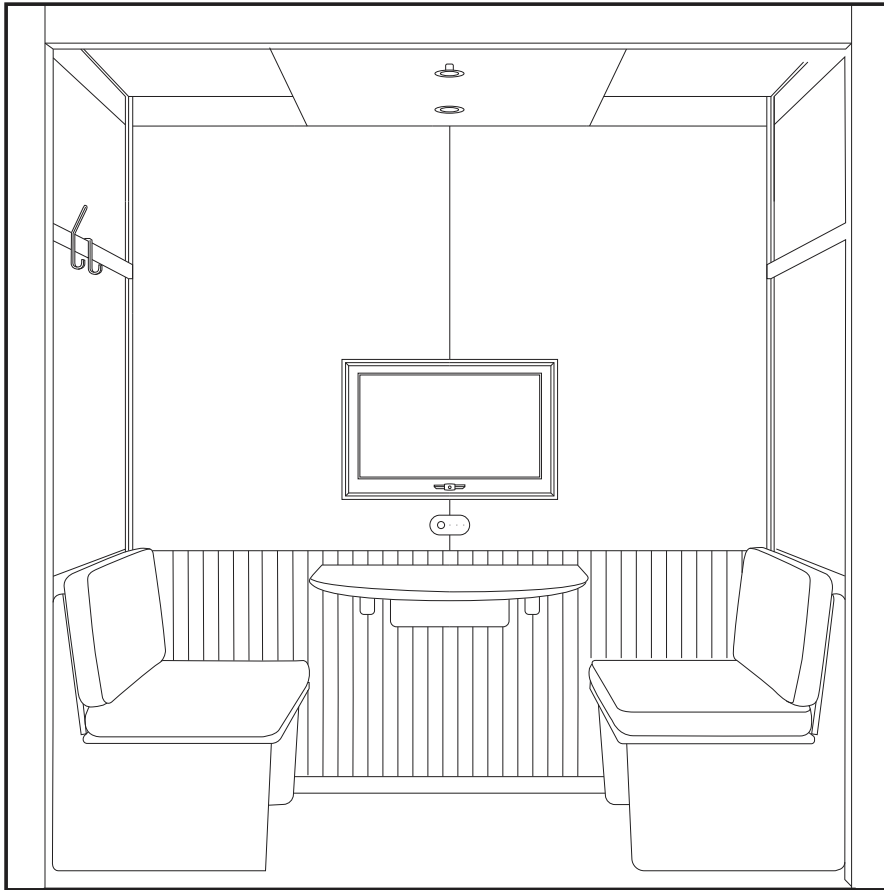


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Open Meeting Room

Scan to Watch Video



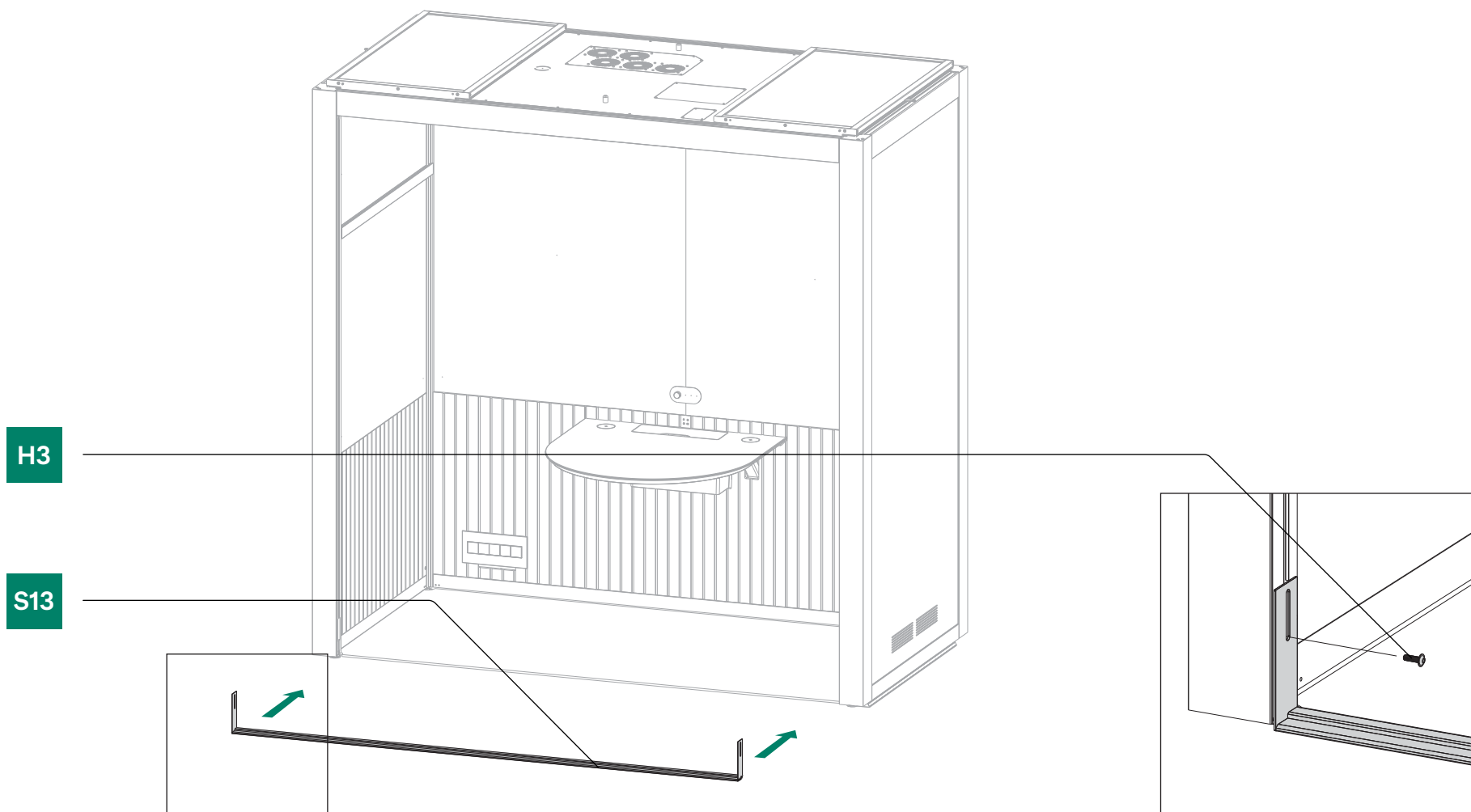
Chapter

13

Open Framing

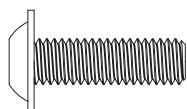
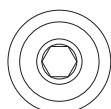
65

BOX 4



SCREWS NEEDED

scale 1:1



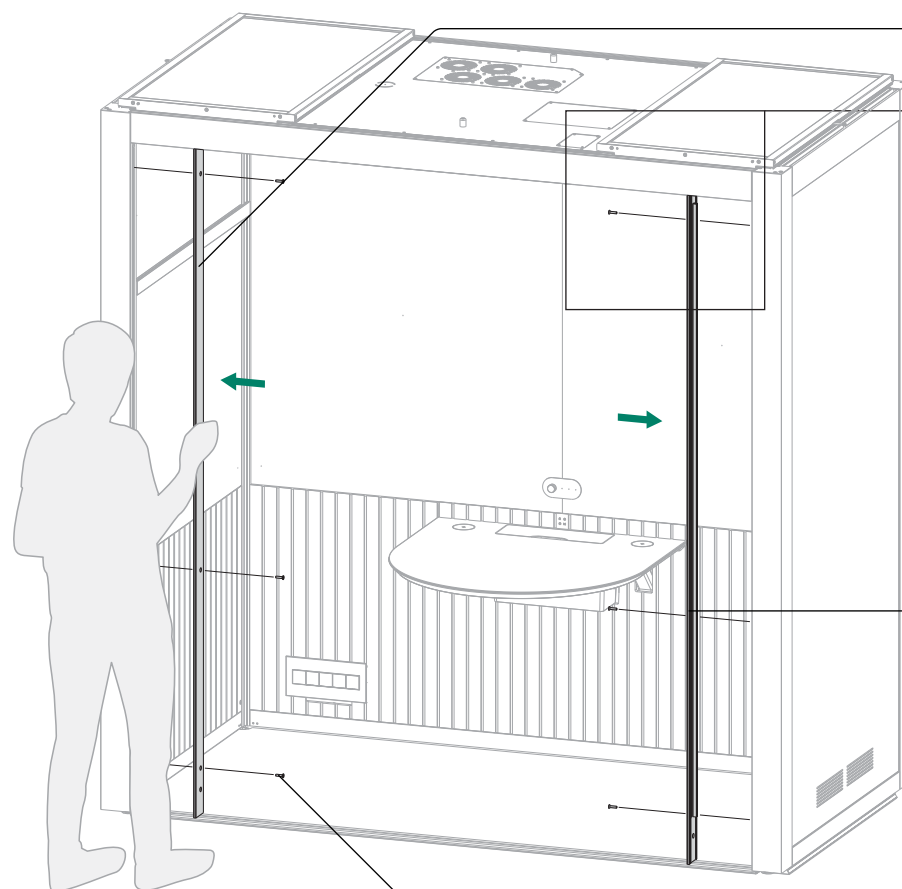
H3

M6 x 25
x2

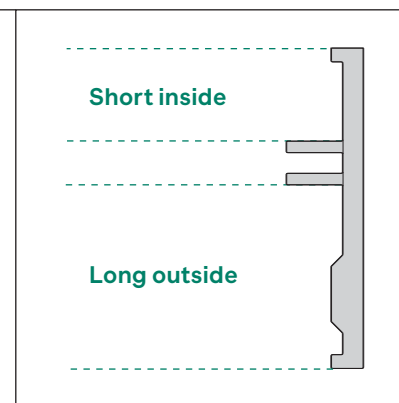


66

BOX 4



S9



S10

x6

H6

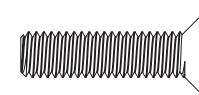


scale 1:1

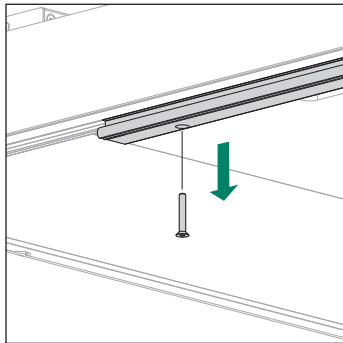
SCREWS NEEDED

M6 x 25
x6

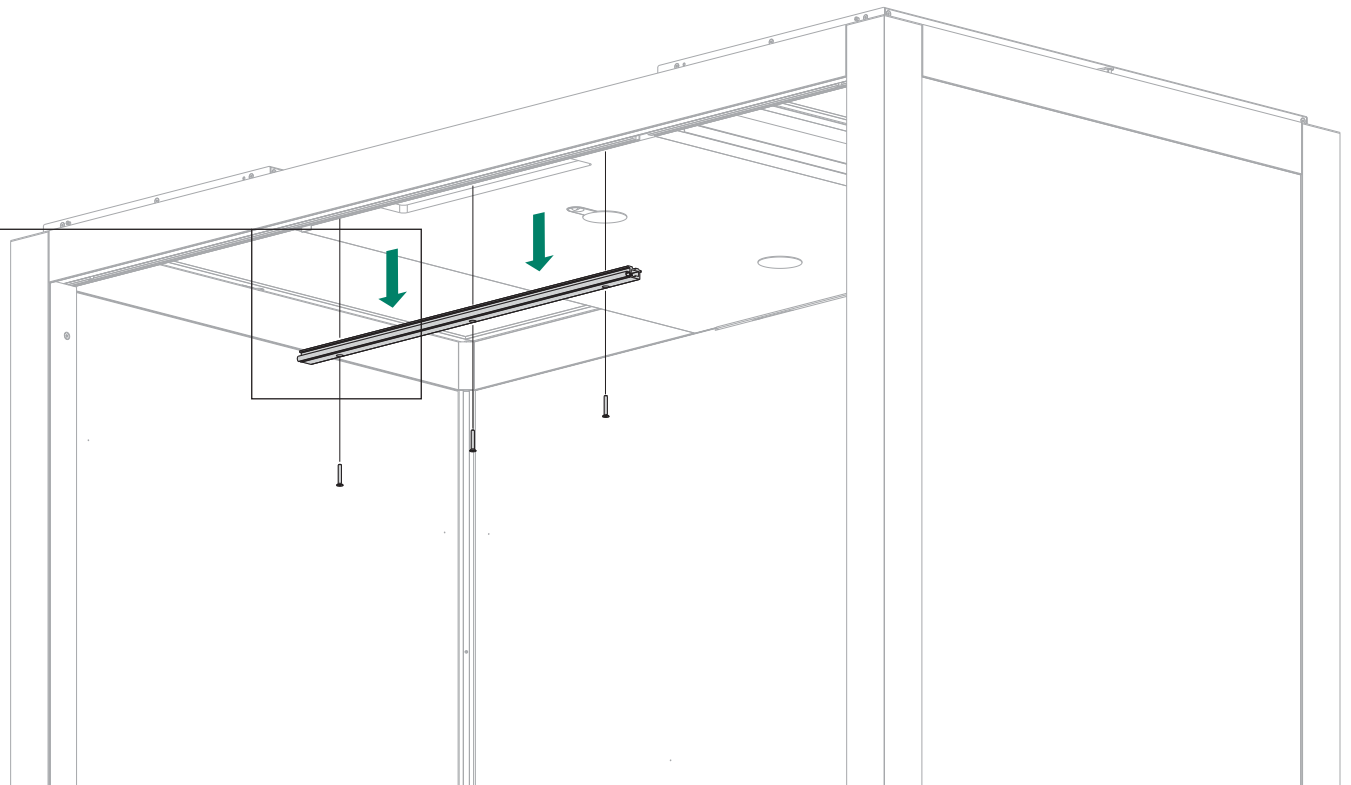
H6



67

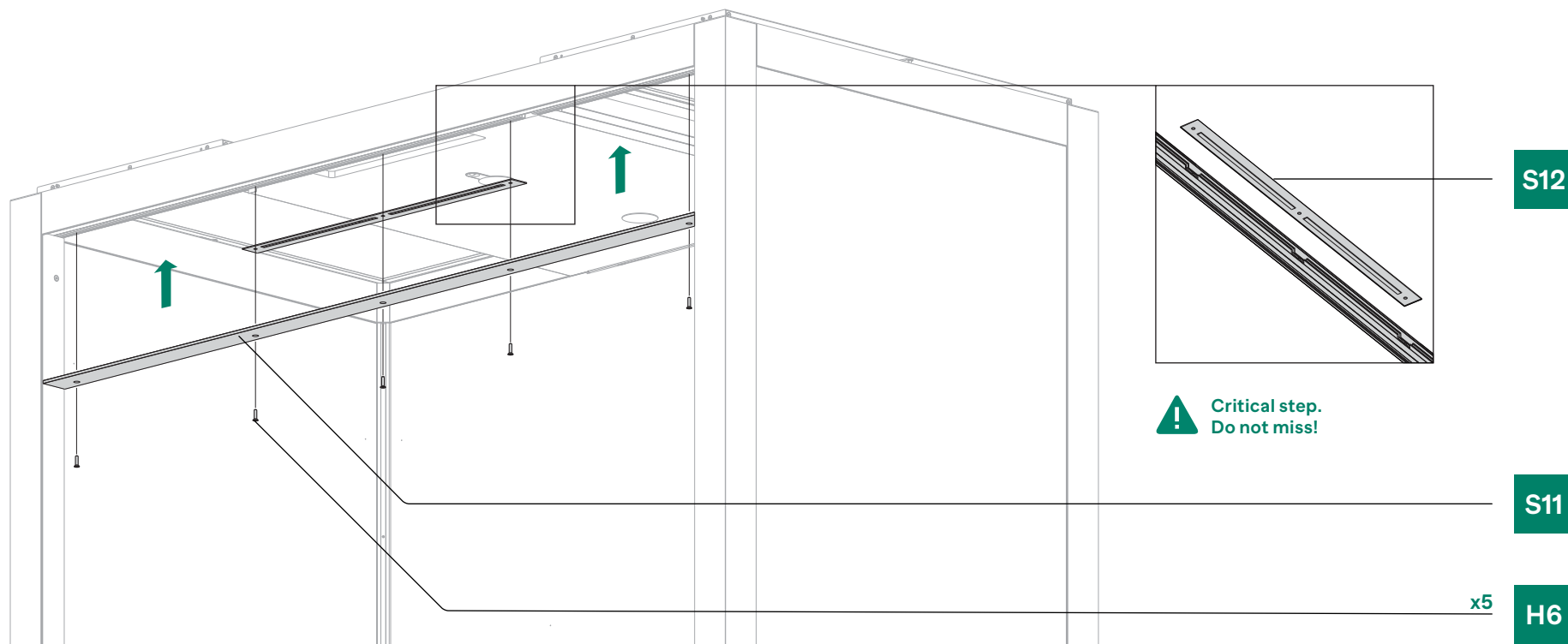


Remove pre-installed door gasket to make room for the nook adapter.



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BOX 3

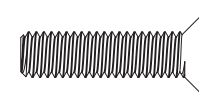


scale 1:1

SCREWS NEEDED

M6 x 25
x5

H6



Scan to Watch Video



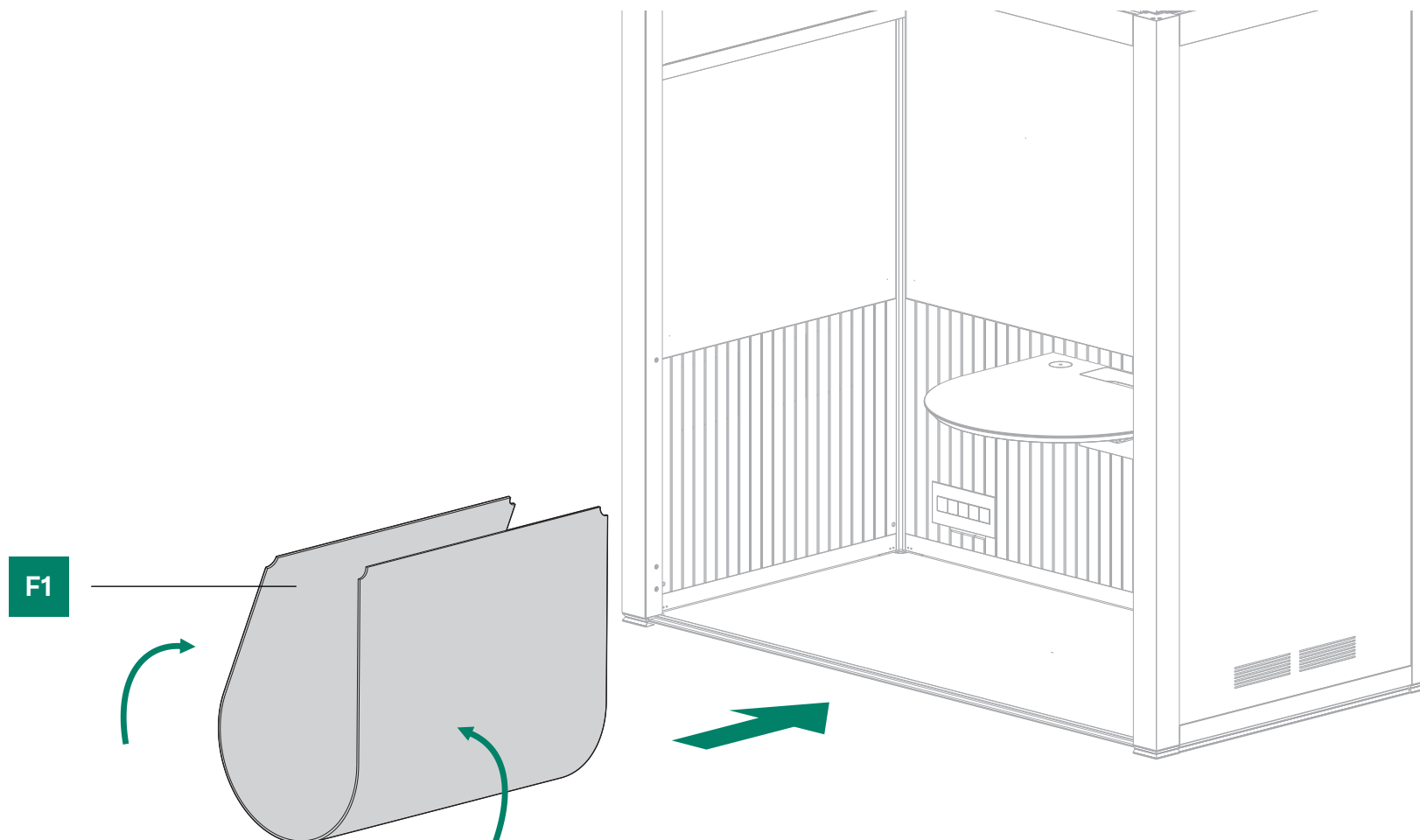
Chapter

14

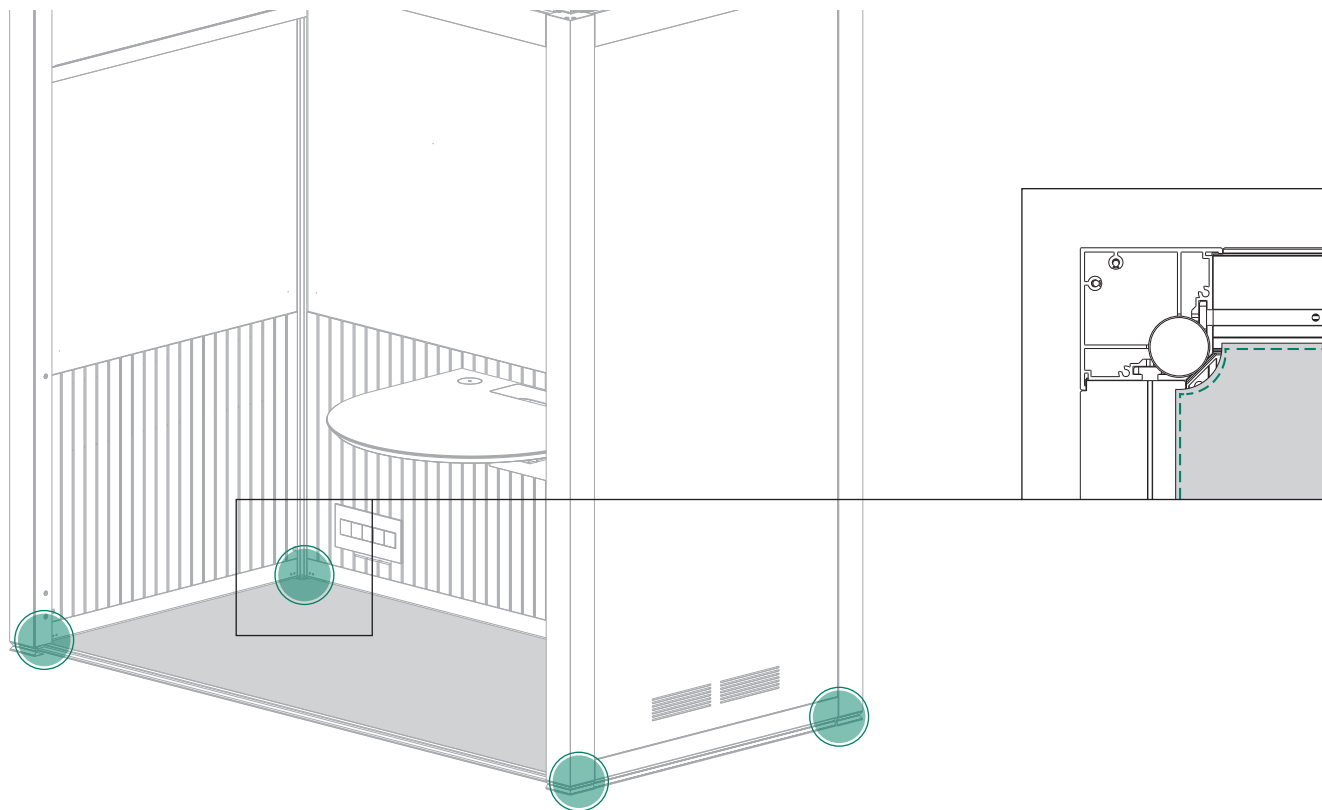
Carpet & Sofa

69

BOX 15



70

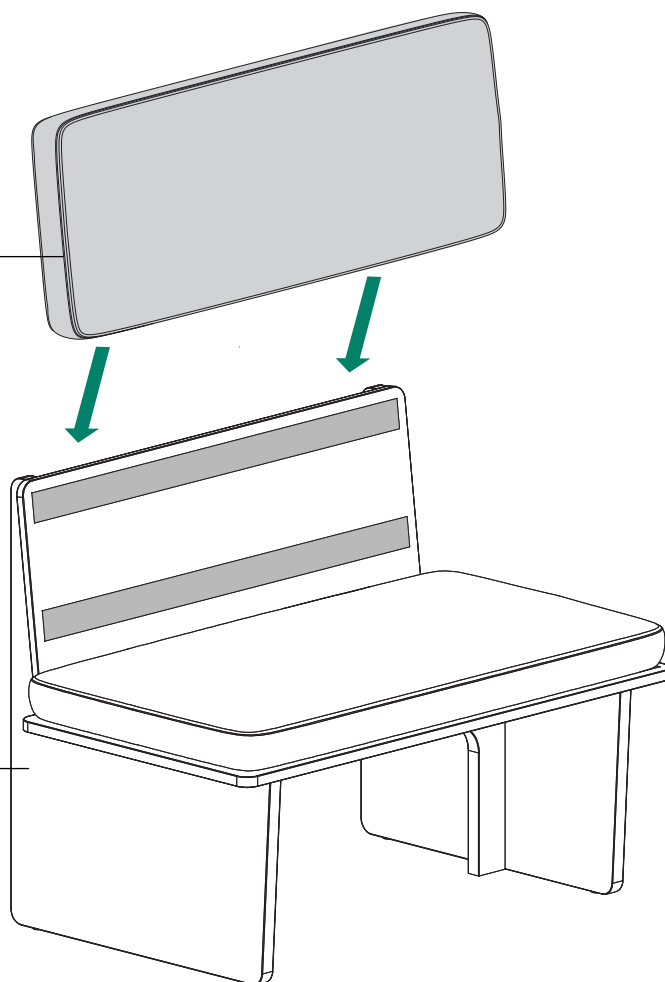


71

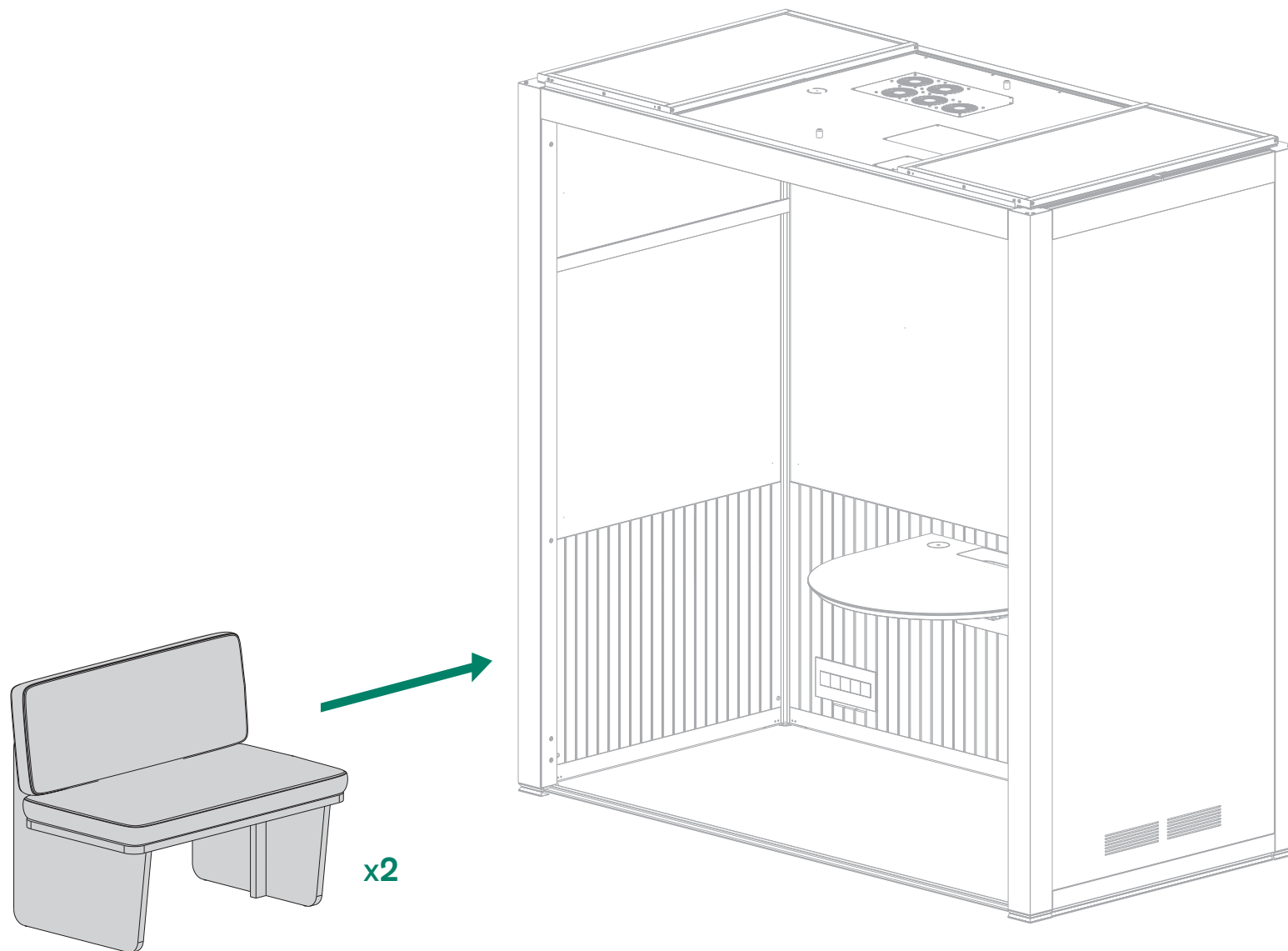
SEATING x2

F12

F13



72



Scan to Watch Video



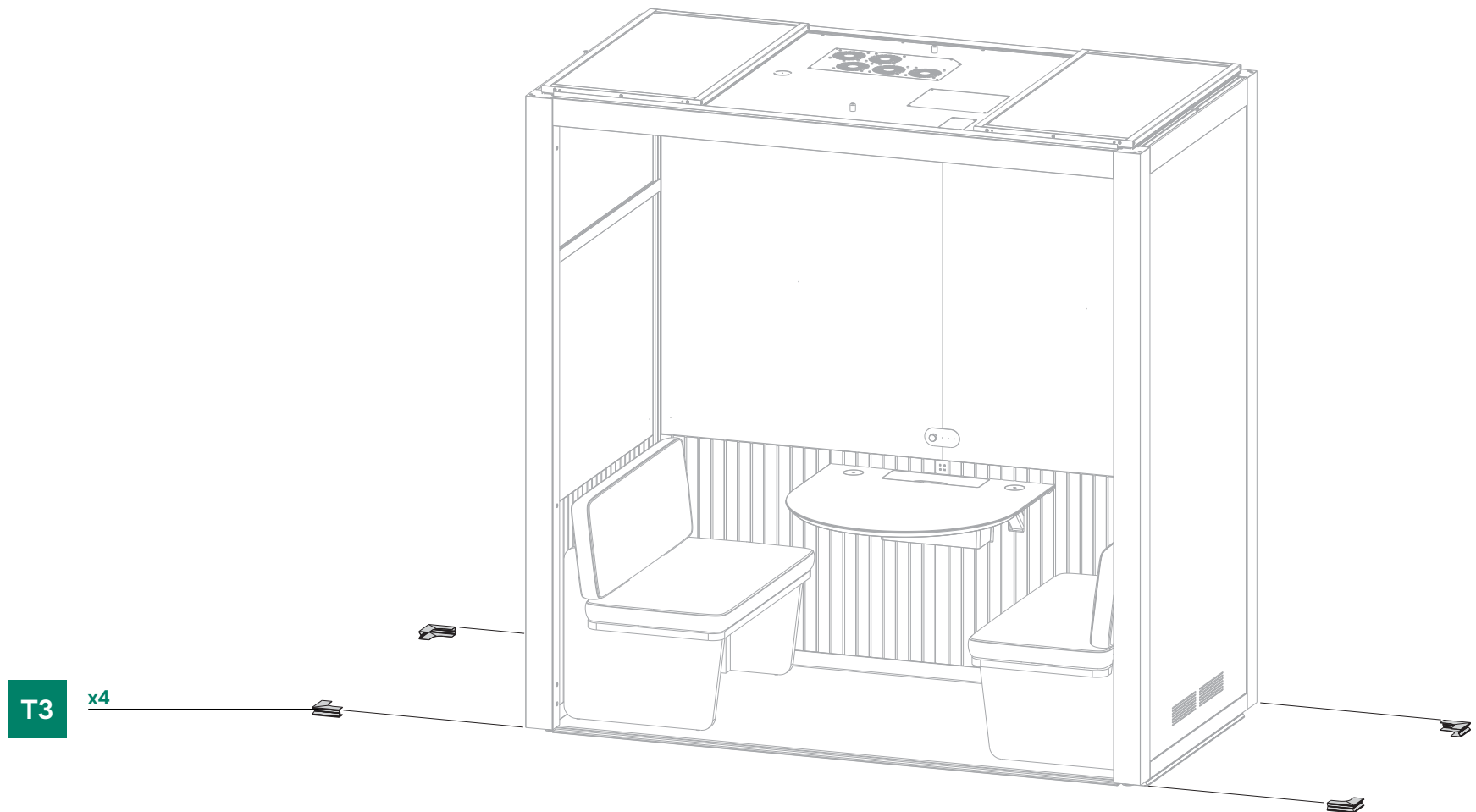
Chapter

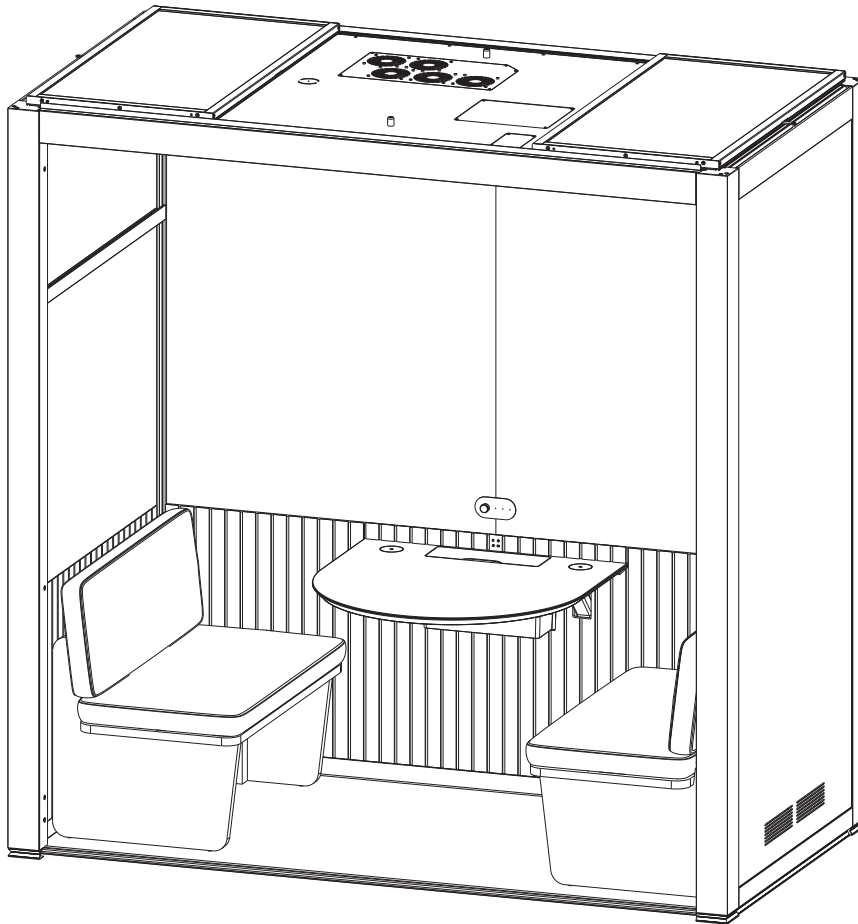
15

Finishing Touches

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BOX 1





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