

MEETING ROOM

# Assembly Manual

R O  
O M

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# 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



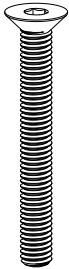
Chapter

# 01

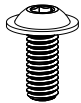
# Getting Started

# What you'll need

## BOX 1



**H1** x8  
Flat-Head  
M6 x 50



**H2** x4 - Color Match  
x9 - Black  
M6 x 14  
Flat-Head



**H3** x13  
M6 x 25  
Flanged



**H4** x14  
M6 x 16  
Flat-Head



**H5** x24  
M6 x 12  
Pan-Head



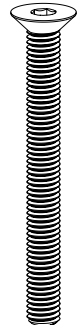
**H6** x7 - Brass Color  
M6 x 25  
Flat-Head



**H7** x1  
M5 x 5  
Pan-Head



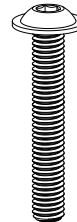
**H8 - PRO** x1  
¼ - 20 x ¼  
Flat-Head



**H9** x4  
M6 x 60  
Flat-Head

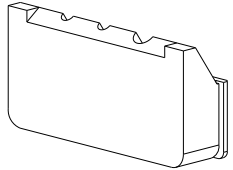


**H10** x8  
M5 x 16  
Flat-Head

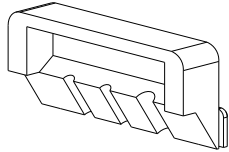


**H11** x16  
M6 x 40  
Flanged

## BOX 1



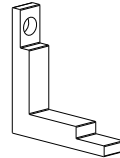
**T1** x1  
Lower Cable  
Entry Grommet



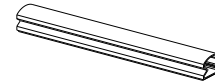
**T2** x1  
Upper Cable  
Entry Grommet



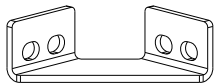
**T3** x4  
Floor Corner  
Gasket



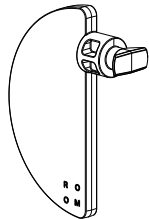
**T4** x4  
L- Connectors



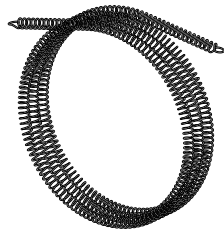
**T5** x2  
Bottom Door  
Seals



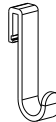
**T6** x4  
Floor  
Gussets



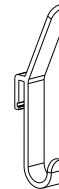
**T7** x8  
Click-In  
Handles



**T8** x2  
Skylight  
Springs

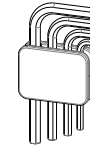


**T9** x1  
Single  
Hook



**T10** x1  
Double  
Hook

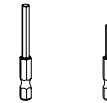
## Tools



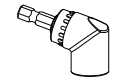
Allen Keys  
5 / 4 / 3 / 2.5 mm



Flat Wrench  
17 mm



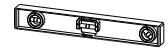
Hex Driver Bit  
3 / 4 mm



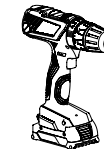
90° Drill Adapter



6 ft Ladder\*  
x2



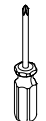
Bubble Level



Electric Driver \*



Cutter \*

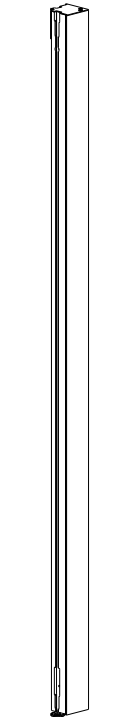


Philips  
Screwdriver\*

\* Items not provided by ROOM

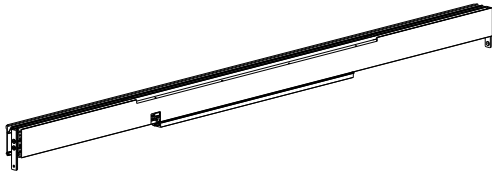
# What you'll need

BOX 2

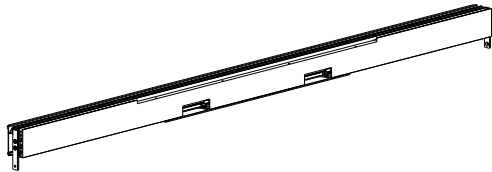


**S1** x4  
Corner Posts

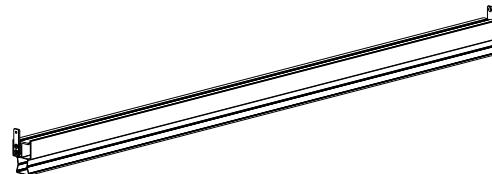
BOX 3



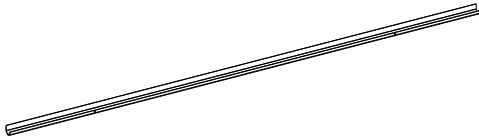
**S2** x1  
Long Ceiling Beam Front



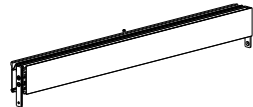
**S3** x1  
Long Ceiling Beam Back



**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**

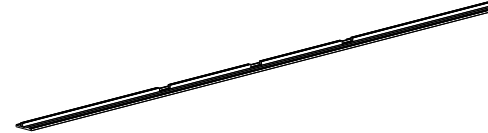
OPEN MEETING ROOM ONLY



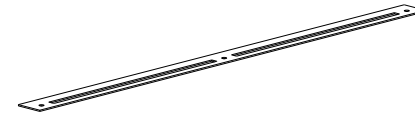
**S9** x1  
Nook Adapter  
Left



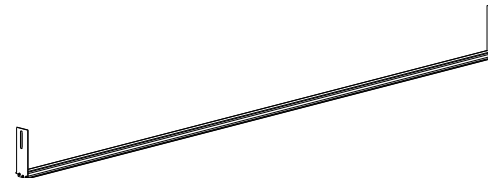
**S10** x1  
Nook Adapter  
Right



**S11** x1  
Nook Adapter  
Top



**S12** x1  
Front Ceiling  
Holding Shelf



**S13** x1  
Nook  
Threshold

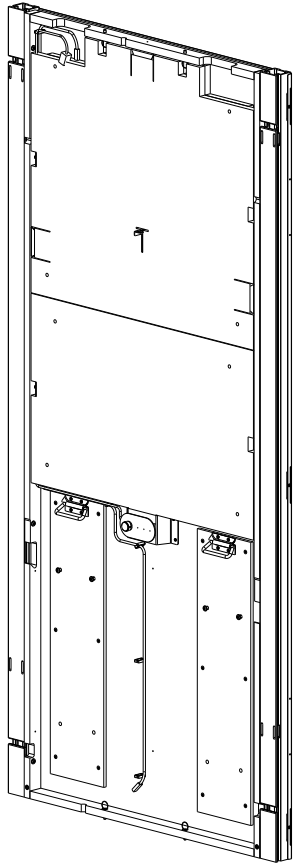


**H6** x11 - Color Match  
M6 x 25  
Flat-Head

# What you'll need

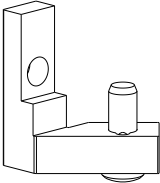
BOX 4

STANDARD ONLY



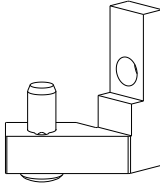
W1 - STD x1

Back Wall



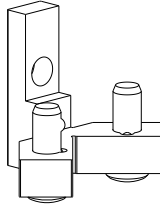
F2 - STD x1

Left Click-In Rail Mount



F3 - STD x1

Right Click-In Rail Mount



F5 - STD x2

Double Click-In Rail Mounts



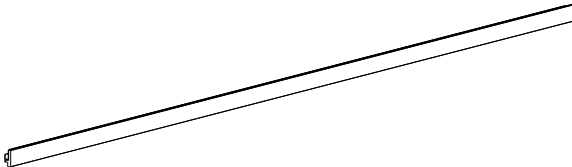
F6 - STD x1

Click-In Left Accessory Rails



F7 - STD x1

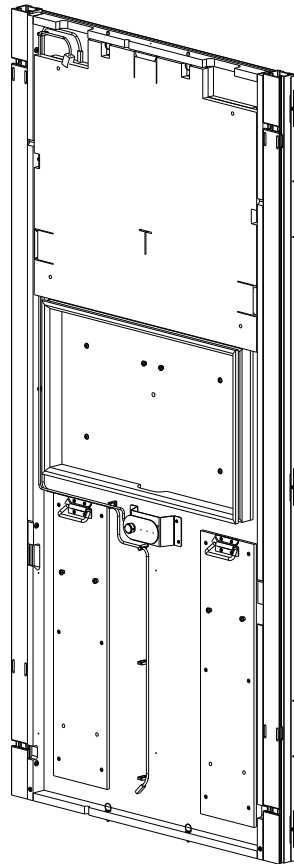
Click-In Right Accessory Rails



F8 - STD x1

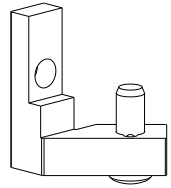
Click-In Back Accessory Rails

PRO ONLY



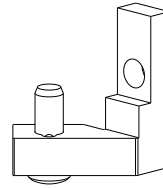
**W2 - PRO** x1

Back Wall



**F2 - PRO** x2

Left Click-In  
Rail Mounts



**F3 - PRO** x2

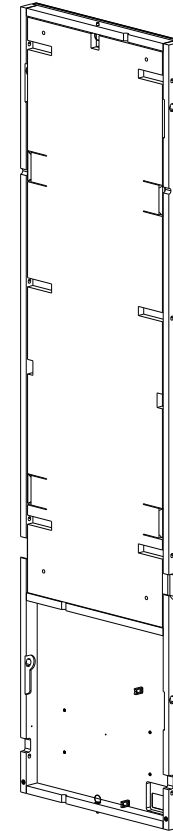
Right Click-In  
Rail Mounts



**F4 - PRO** x2

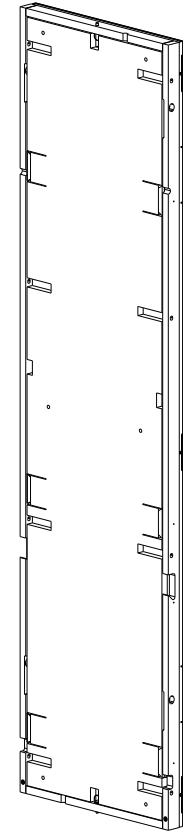
Click-In Short  
Accessory Rails

**BOX 5**



**W3** x1

Back Left  
Outer Wall



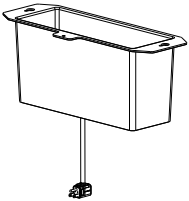
**W4** x1

Back Right  
Outer Wall

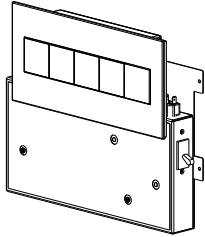
# What you'll need

## BOX 6

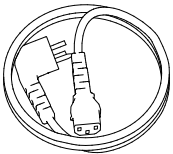
STANDARD ONLY



E1 - STD x1  
Power Box

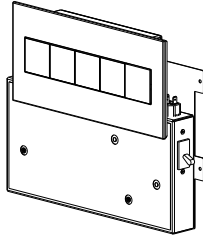


E2 - STD x1  
AC Box

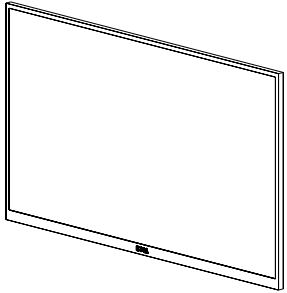


E3 - STD x1  
Power Cord

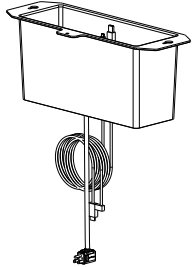
PRO ONLY



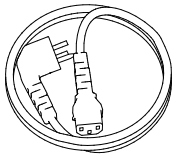
E2 - PRO x1  
AC Box



E4 - PRO x1  
Monitor



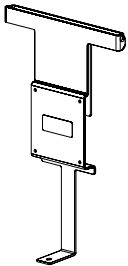
E5 - PRO x1  
Power Box  
Pre-wired  
HDMI & USB



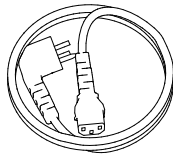
E3 - PRO x1  
Power Cord



E6 - PRO x1  
Jabra  
Webcam



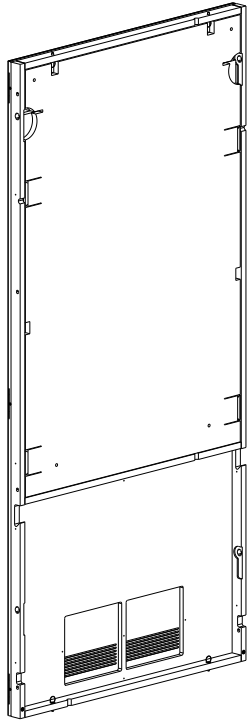
E7 - PRO x1  
Monitor  
Mount



E8 - PRO x1  
Monitor Cord  
EU Only



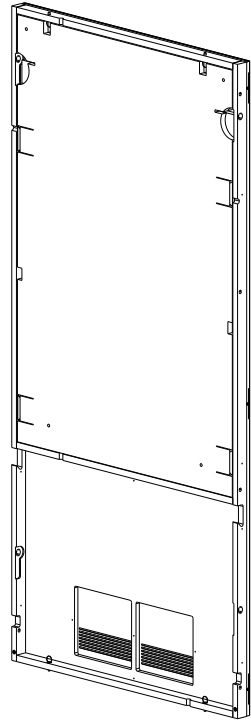
BOX 7



W5 x1

Side Wall

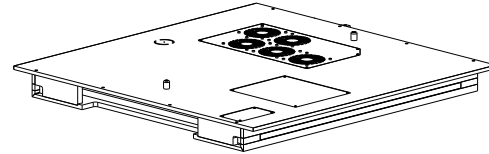
BOX 8



W6 x1

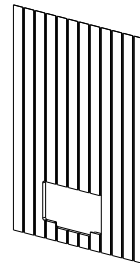
Side Wall

BOX 9



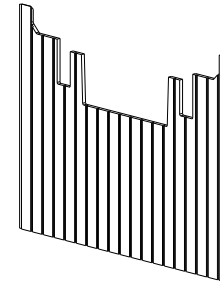
C1 x1

Meeting Room  
Roof



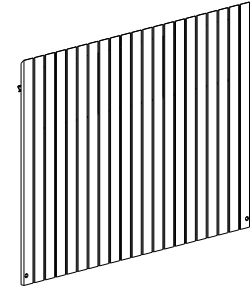
P2 x1

Back Left  
Tambour



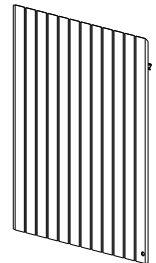
P3 x1

Back Center  
Tambour



P1 x2

Side  
Tambours

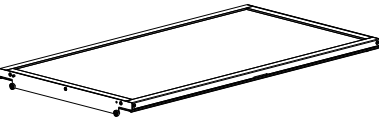


P4 x1

Back Right  
Tambour

# What you'll need

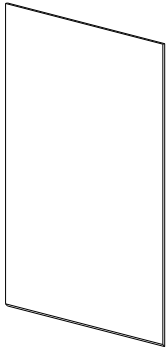
BOX 10



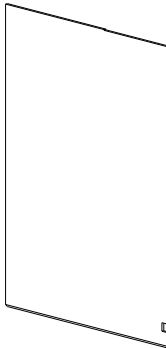
**C2** x2  
Skylights

BOX 11

STANDARD ONLY



**P6 - STD** x2  
Side  
Fabric Panels



**P7 - STD** x1  
Back Left  
Fabric Panels

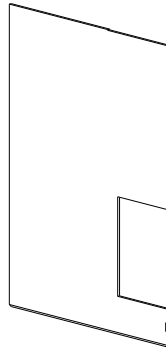


**P8 - STD** x1  
Back Right  
Fabric Panels

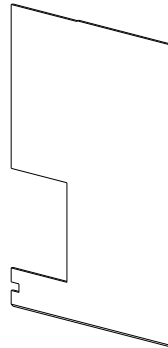
PRO ONLY



**P6 - PRO** x2  
Side  
Fabric Panels



**P9 - PRO** x1  
Back Left  
Monitor  
Fabric Panels



**P10 - PRO** x1  
Back Right  
Monitor  
Fabric Panels

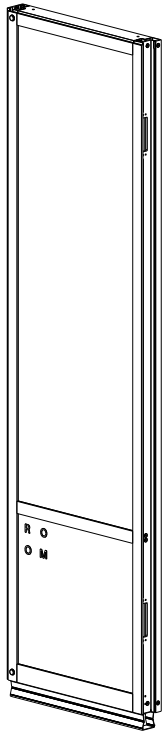
MEETING ROOM ONLY

BOX 12

BOX 13

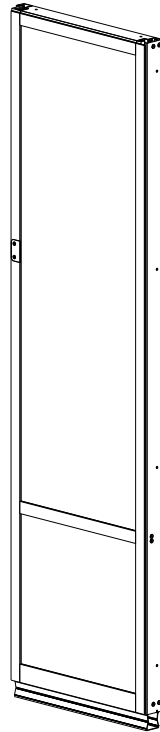
BOX 14

BOX 15



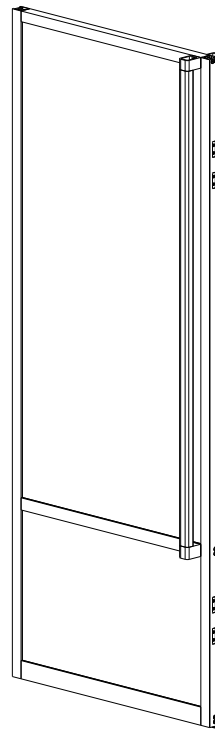
G1 x1

Left Window



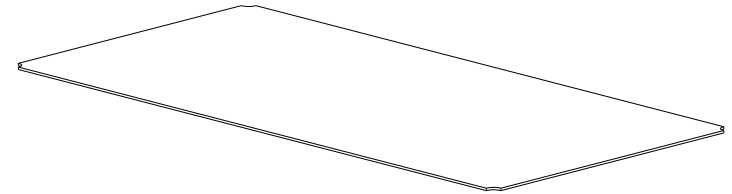
G2 x1

Right Window



G3 x1

Door

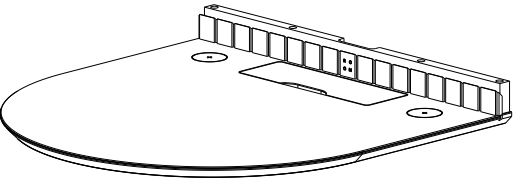


F1 x1

Carpet

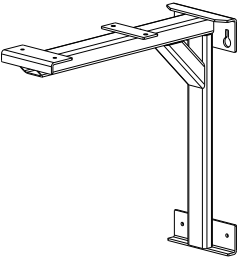
# What you'll need

## BOX 16



**F10** x1

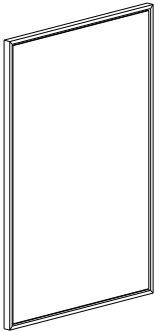
Meeting Room  
Table



**F11** x2

Meeting Room  
Table Brackets

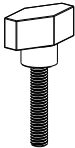
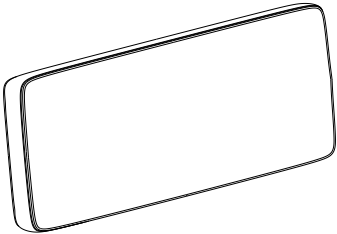
## ACCESSORIES



**F9** x1

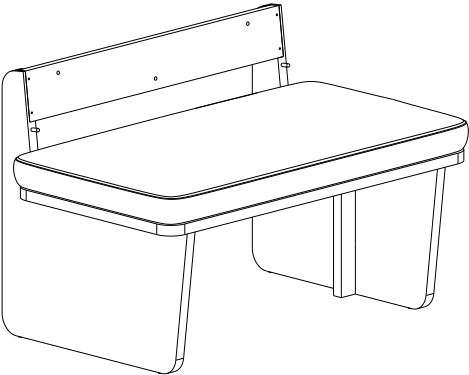
Whiteboard

## 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

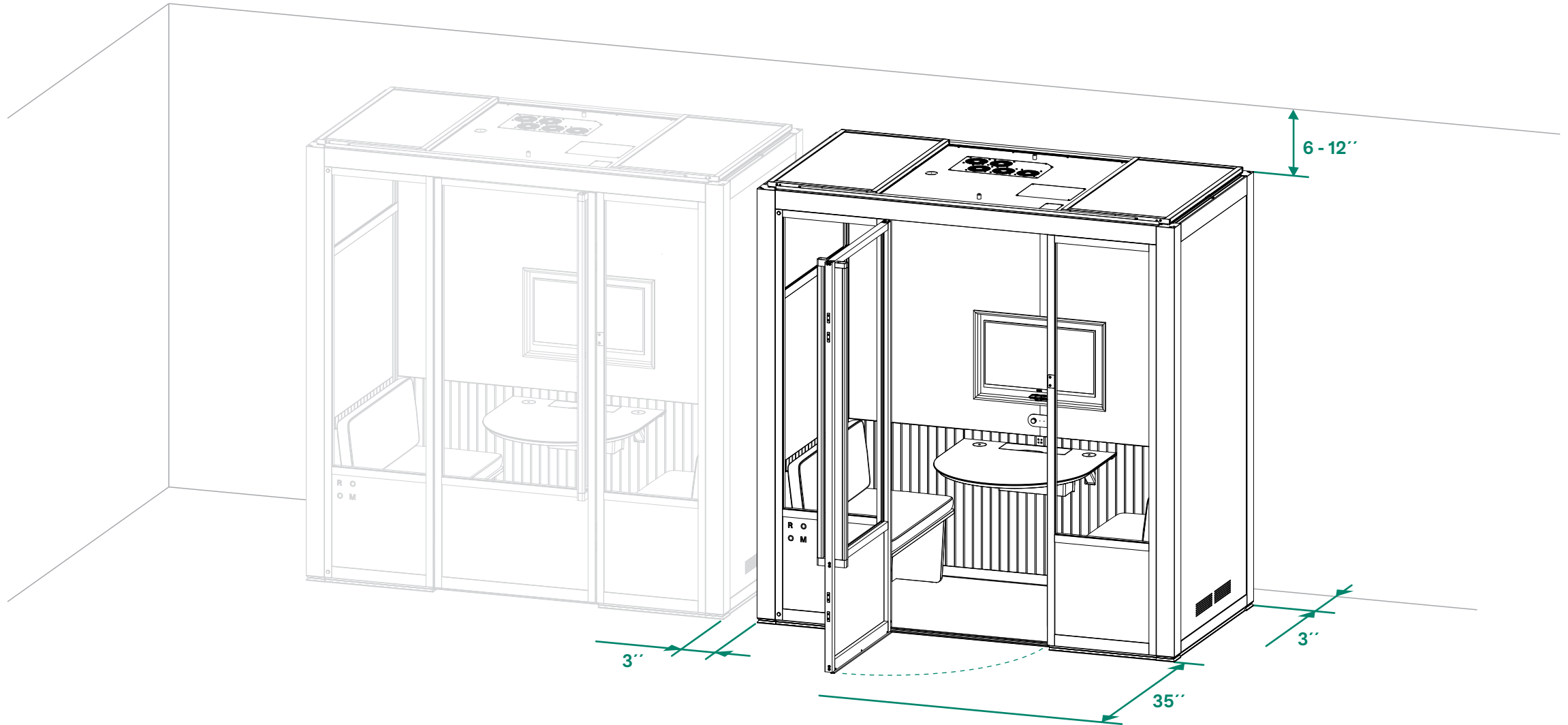
Keep **3 inches** of space available behind the unit.

## Door Clearance

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

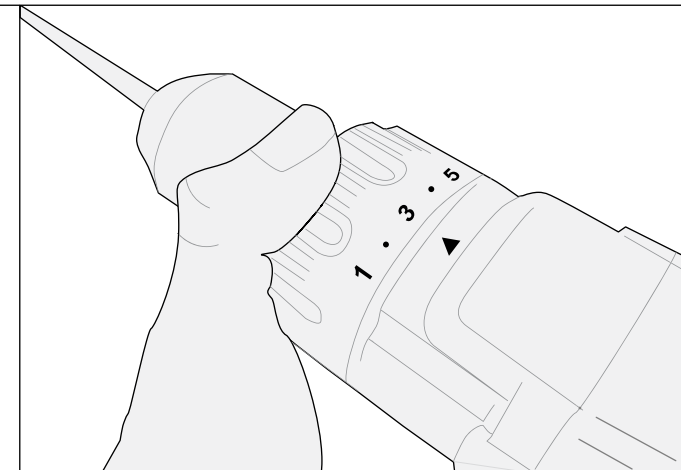
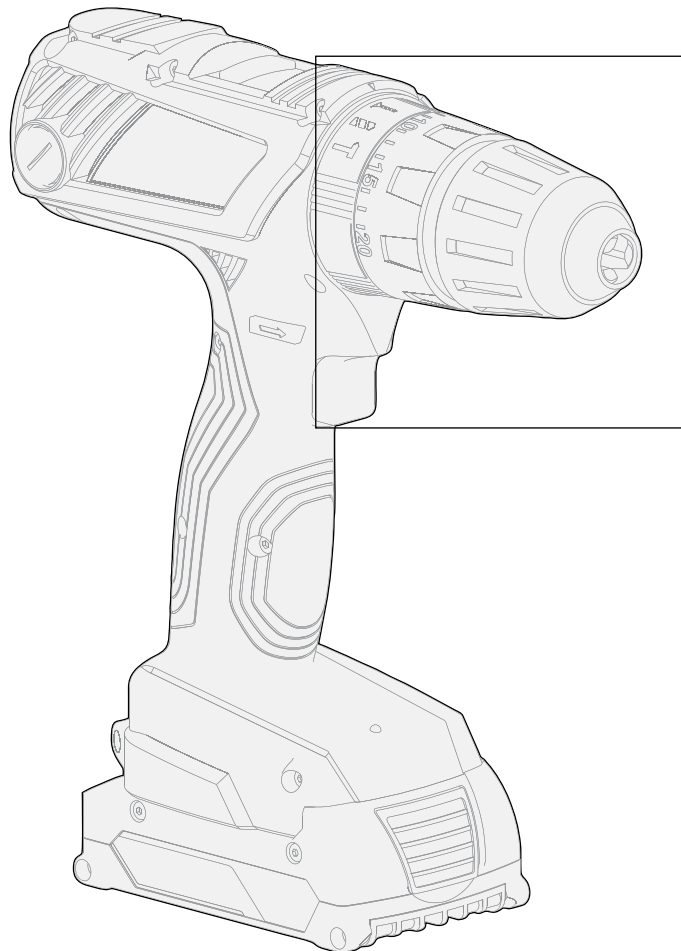
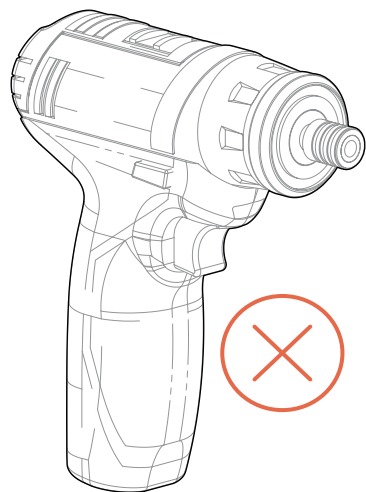
## Roof to Ceiling

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

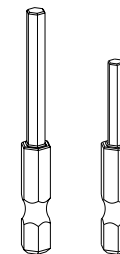


# 00

**⚠ DONOTUSE IMPACT DRIVER**



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



Only use provided bits.



Scan to Watch Video



Chapter

02

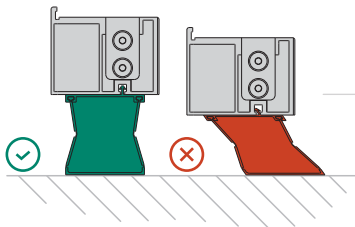
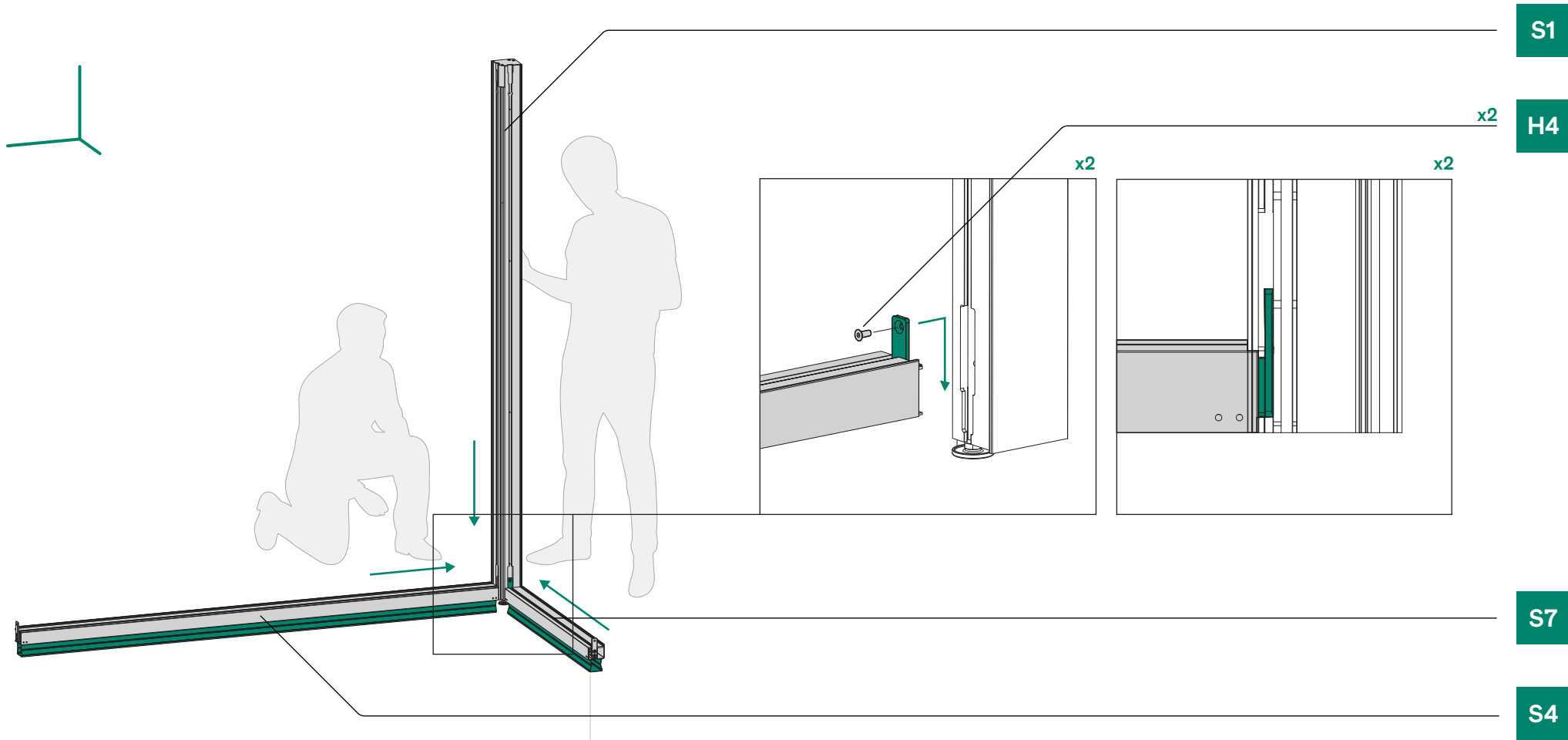
Frame

# 01

BOX 2

BOX 3

⚠️ VERIFY FINAL PLACEMENT OF THE UNIT



- 2.5
- 3
- 4
- 5

scale 1:1

SCREWS NEEDED

M6 x 16  
x2

H4



# 02

BOX 2

BOX 3

S3



S1

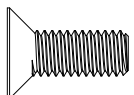
H4

x4

S7

SCREWS NEEDED

scale 1:1



H4

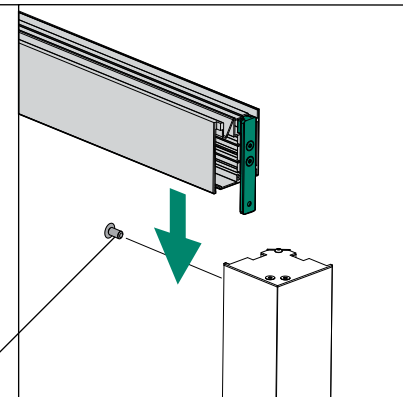
M6 x 16  
x4



support@room.com

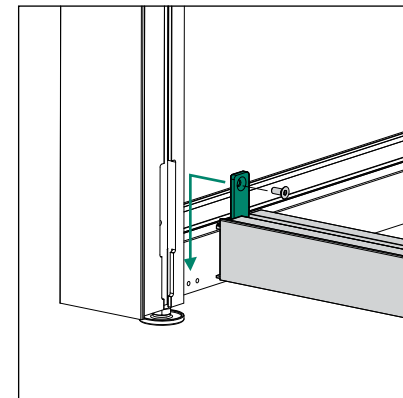
+1 646.880.9651

x2

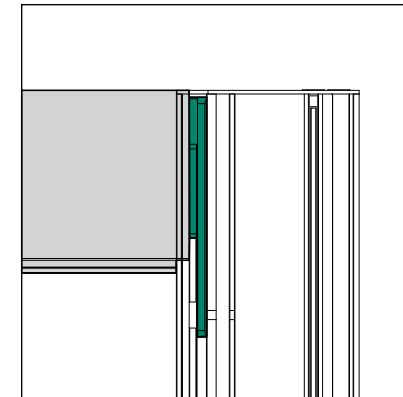


Keep fingers clear of pinch point  
when installing roof beams.

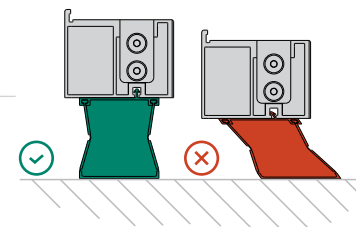
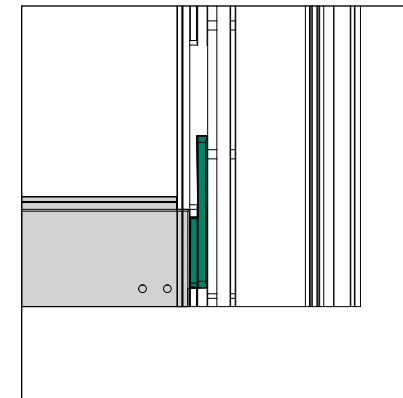
x2



x2



x2

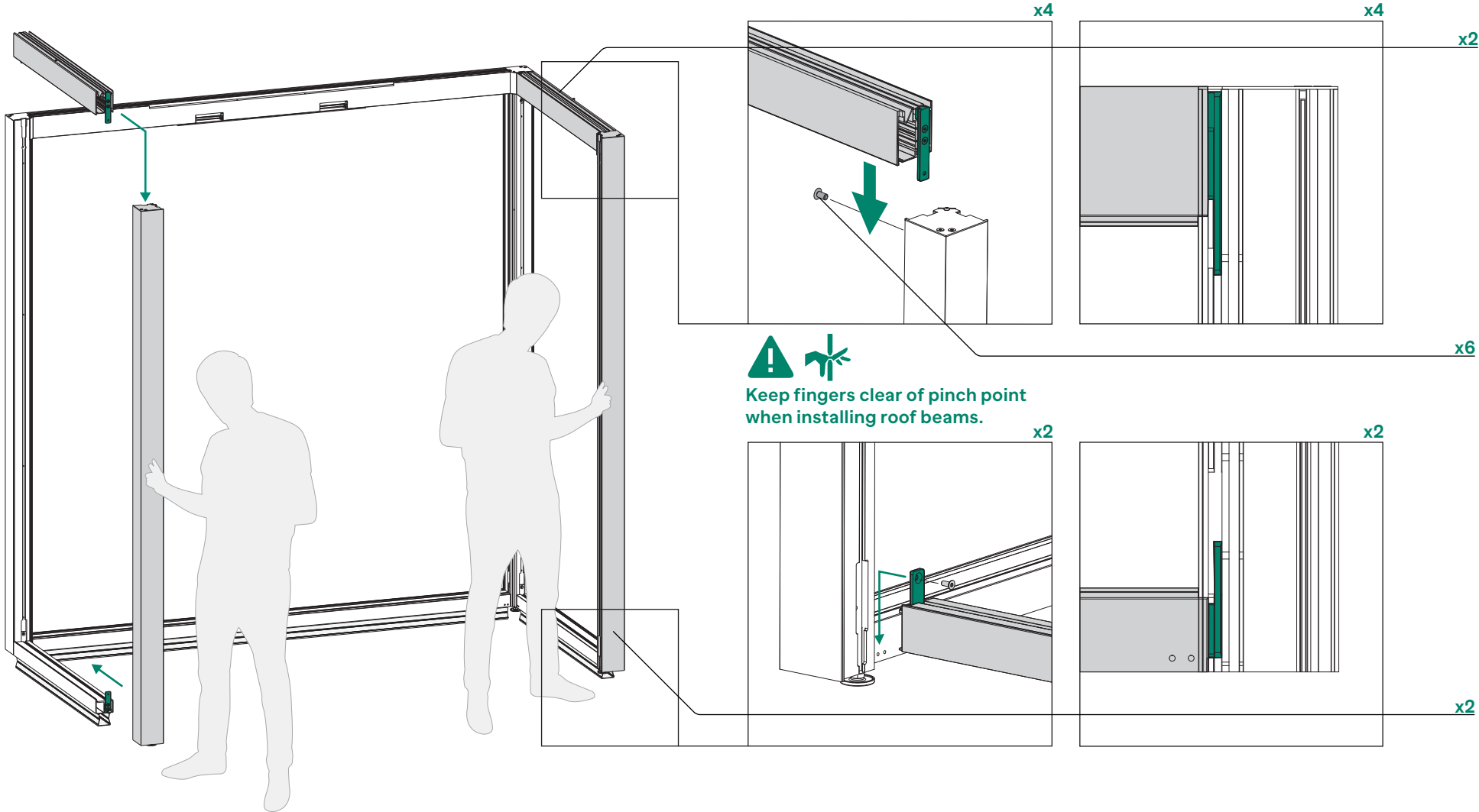
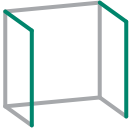


Step by step

# 03

BOX 2 BOX 3

⚠ MAKE SURE FREE STANDING POSTS ARE SUPPORTED



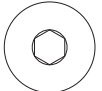
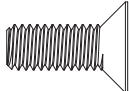
Keep fingers clear of pinch point when installing roof beams.

- 2.5
- 3
- 4
- 5

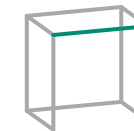
scale 1:1 SCREWS NEEDED

M6 x 16  
x6

H4



# 04 BOX 3

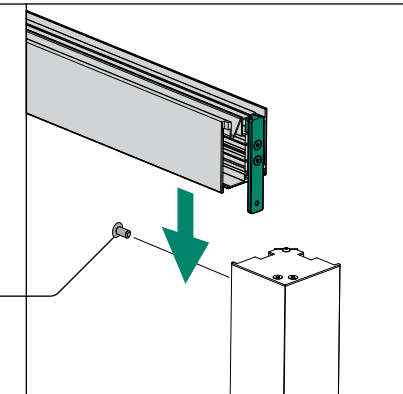
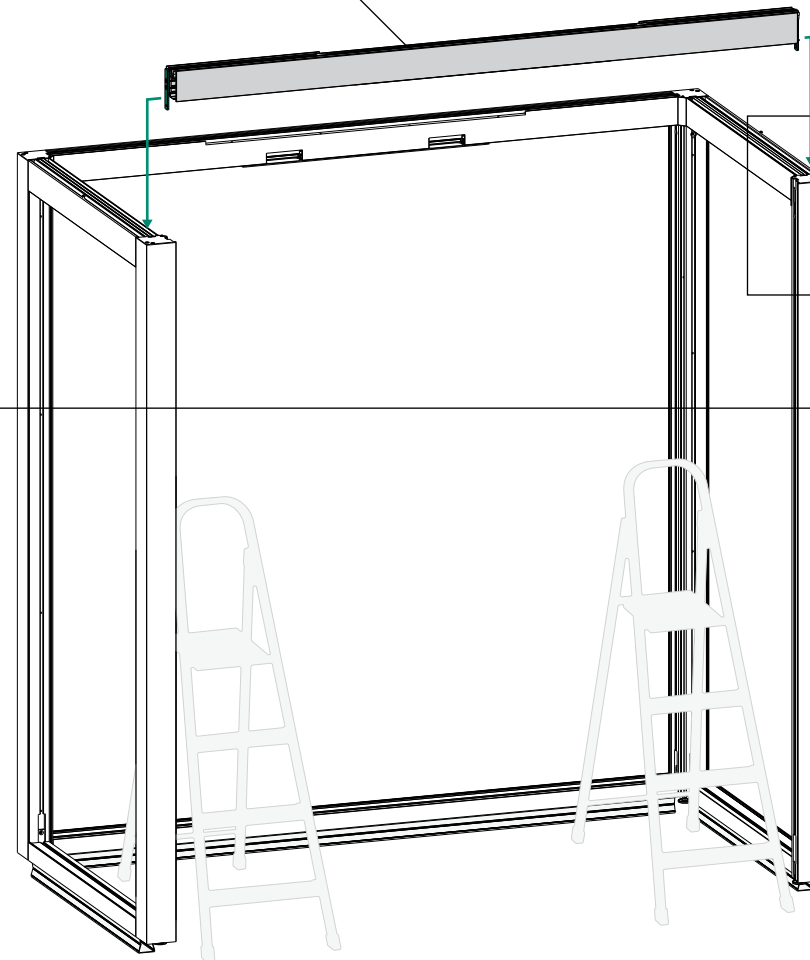


S2

H4

x2

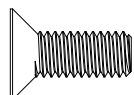
x2



Keep fingers clear of pinch point when installing roof beams.

## SCREWS NEEDED

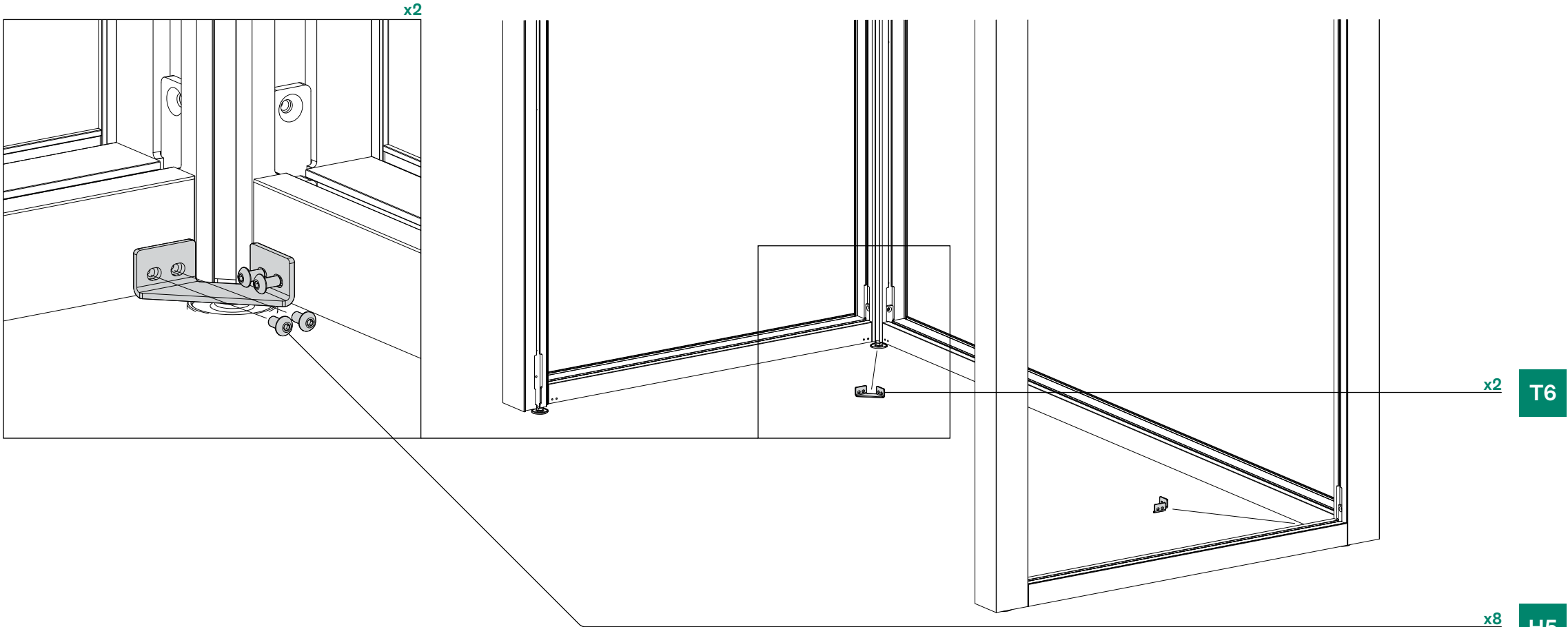
scale 1:1



**H4** M6 x 16  
x2



# 05

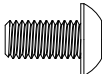


scale 1:1

SCREWS NEEDED

M6 x 12  
x8

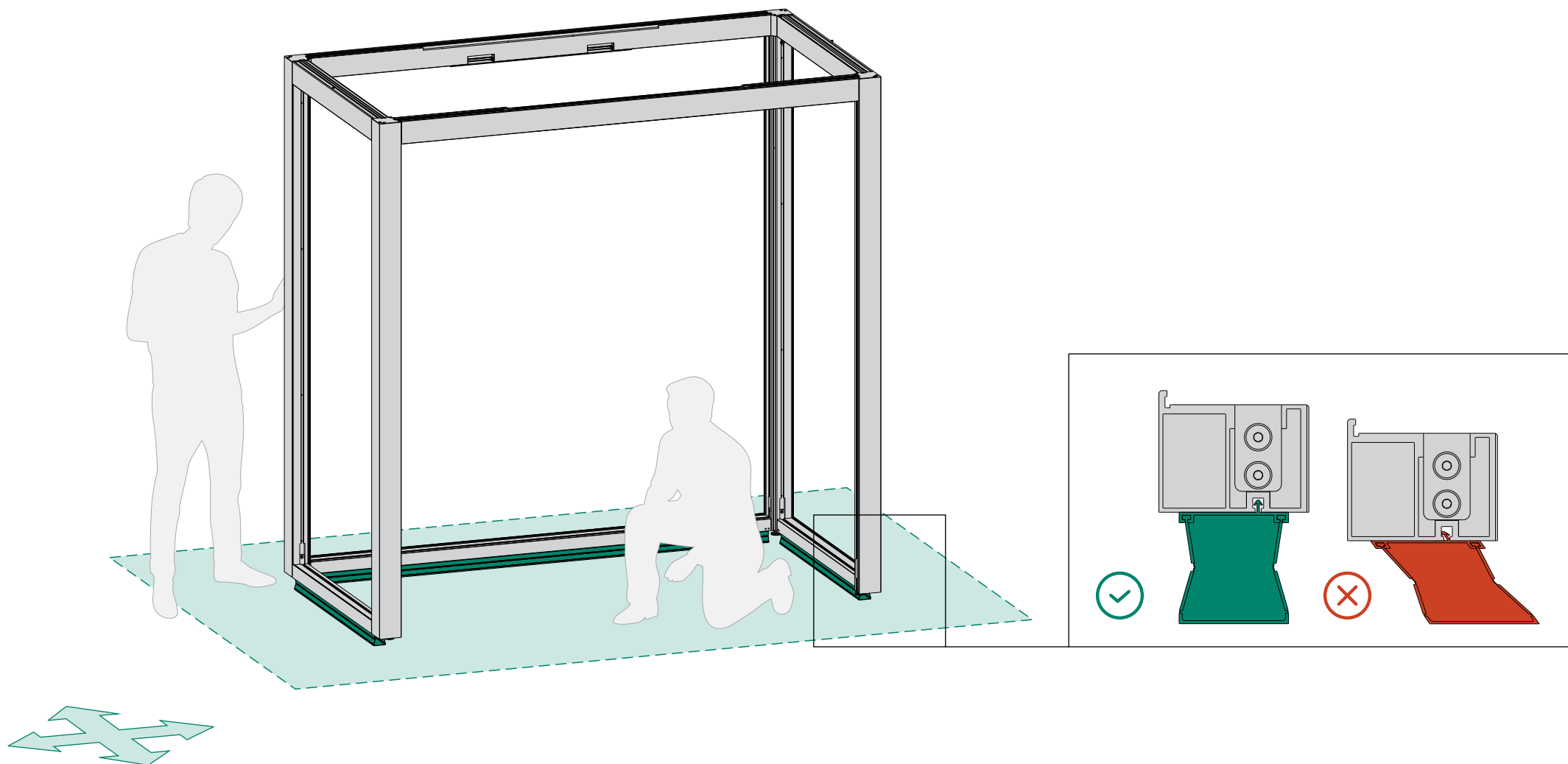
H5



# 06

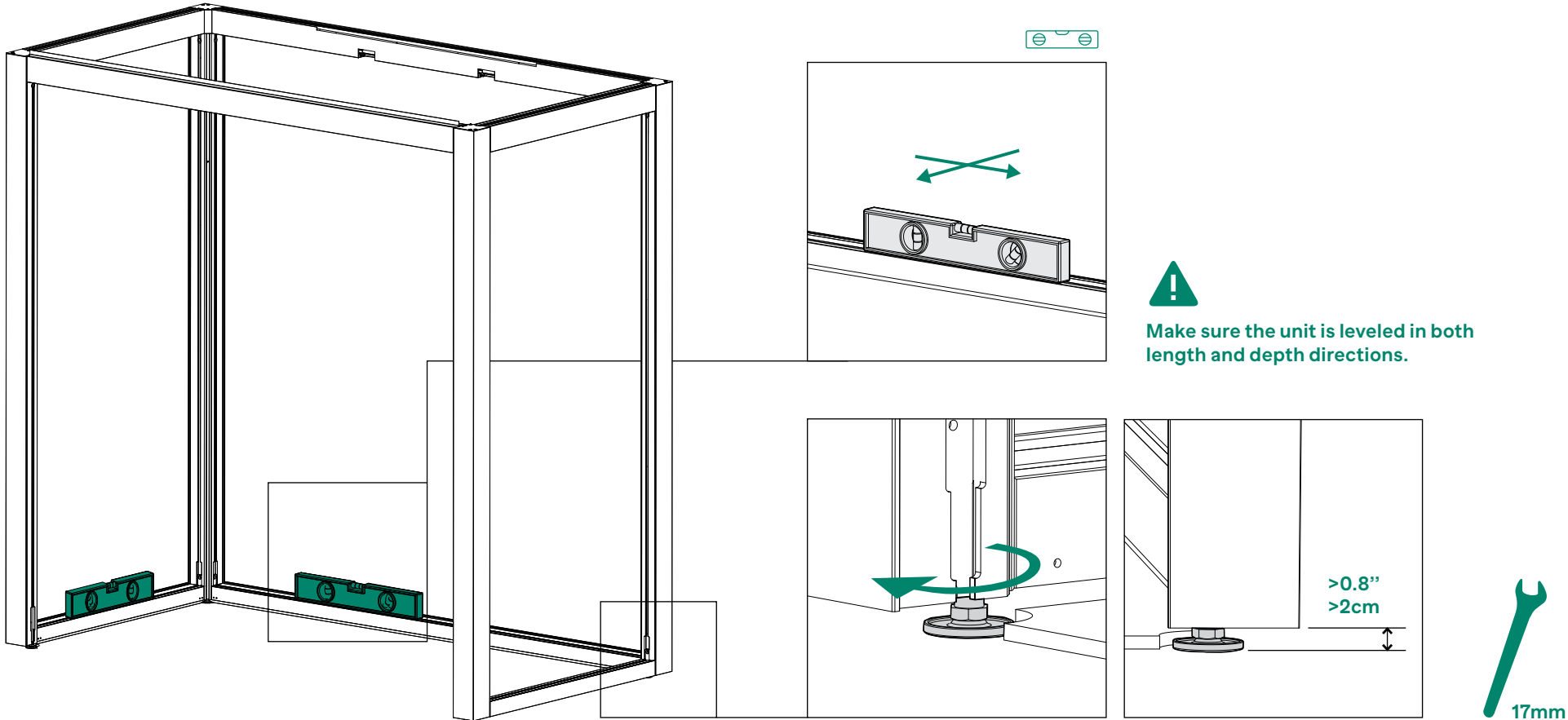
BOX 1

⚠ LAST CHANCE TO VERIFY FINAL PLACEMENT OF THE UNIT



# 07

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









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Chapter

# 03

## Wall Panels & AC Power Setup

# 08

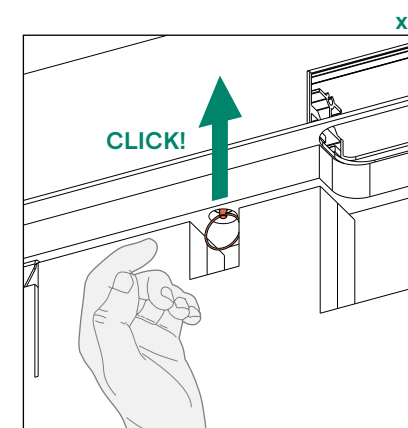
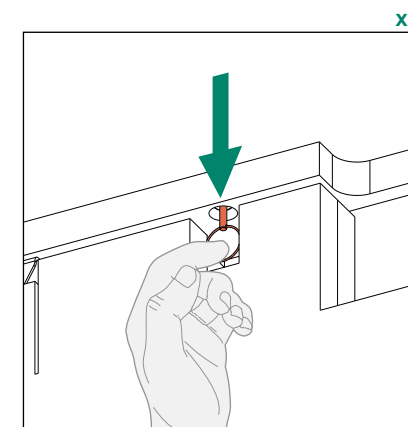
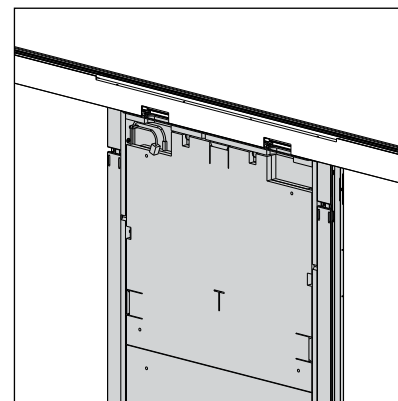
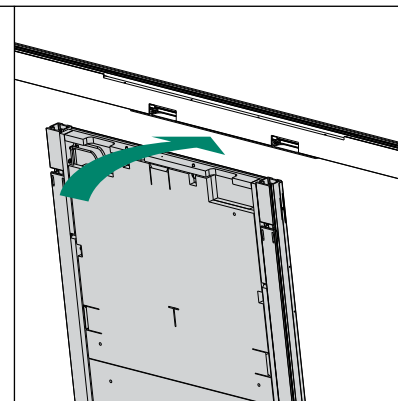
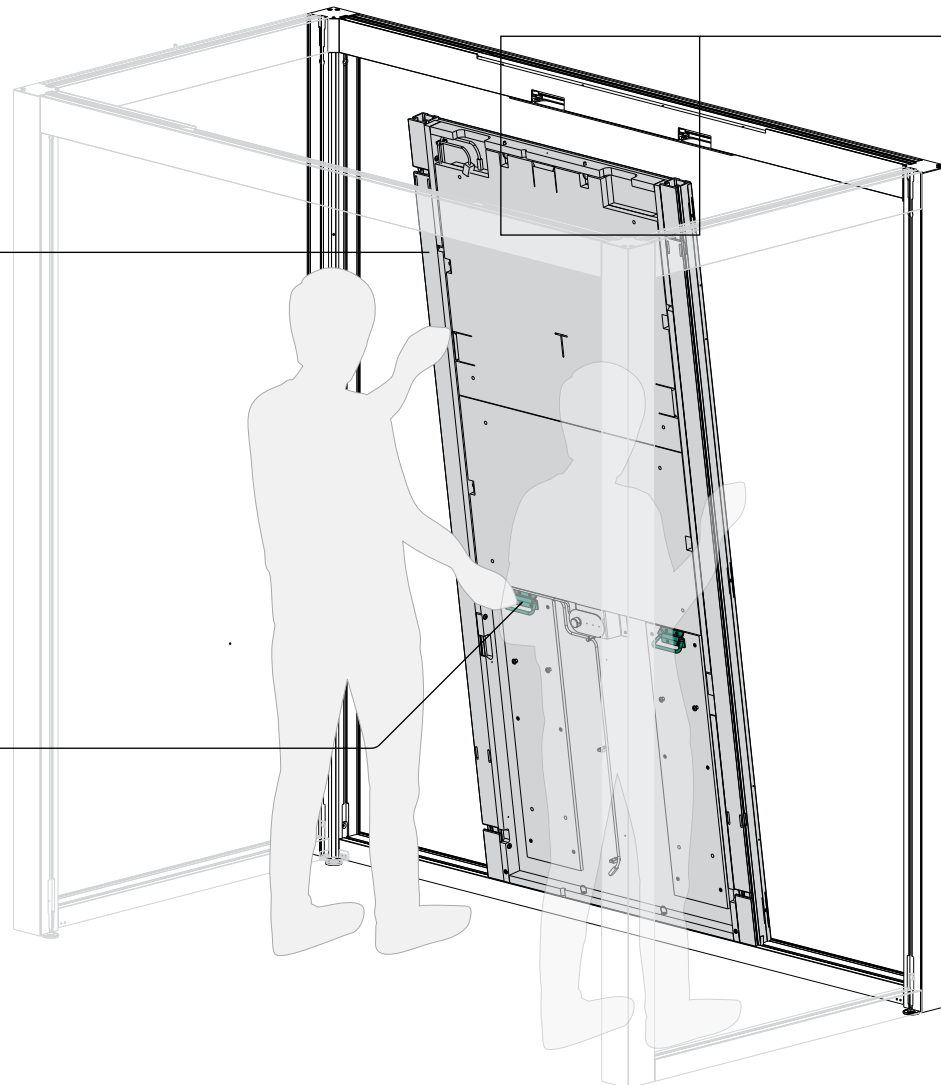
BOX 4

W1 - STD

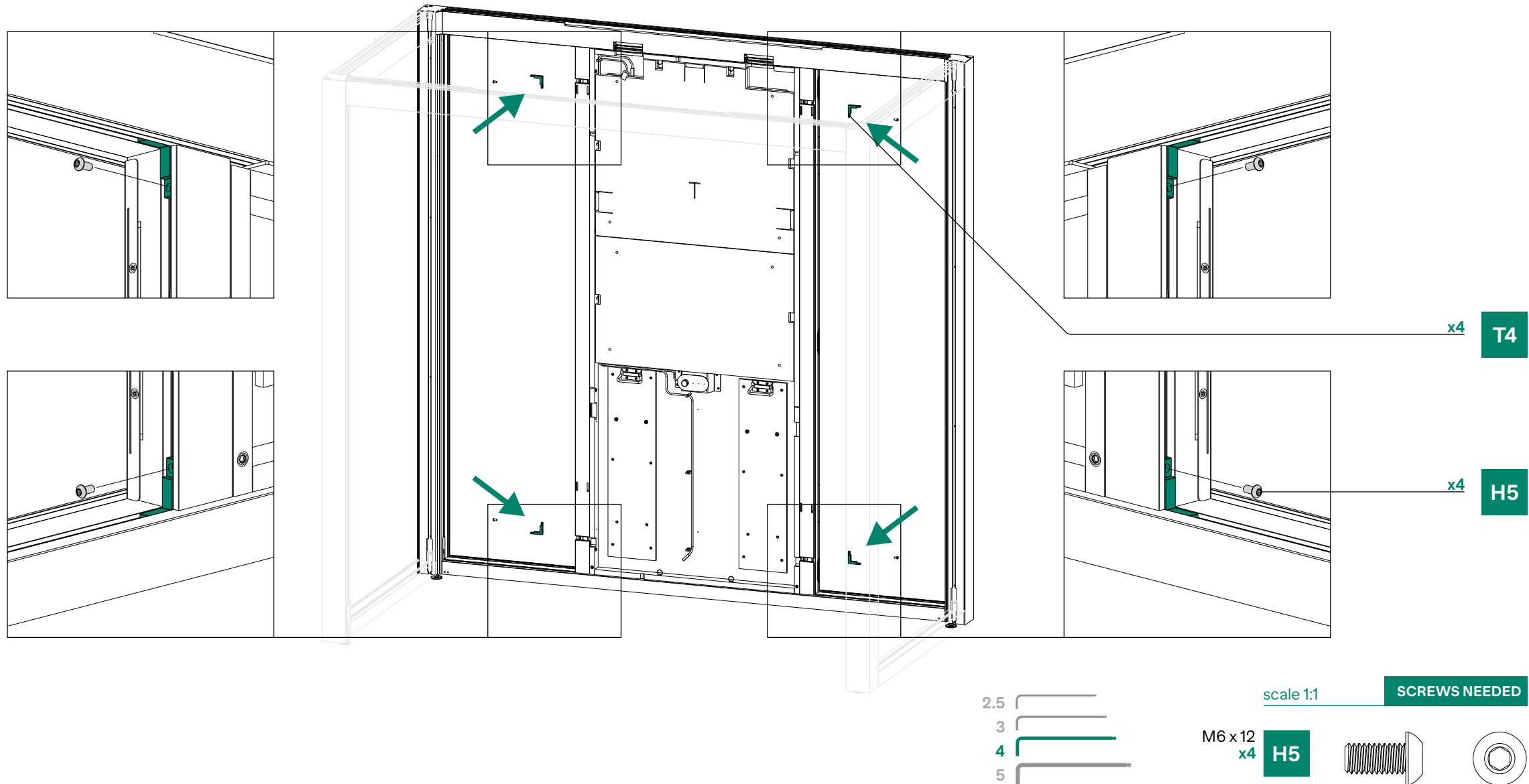
W2 - PRO



Make use of  
built-in handles.



# 09 BOX 1

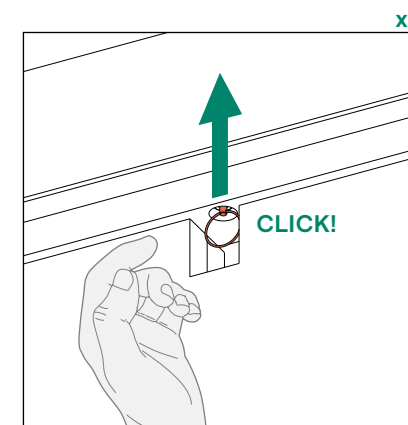
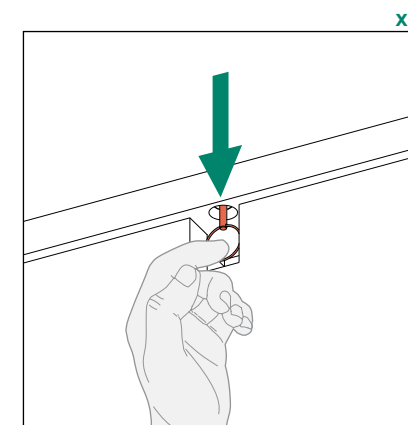
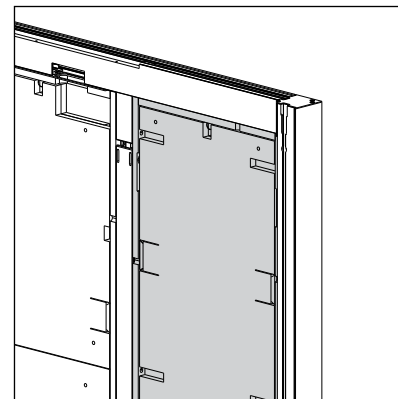
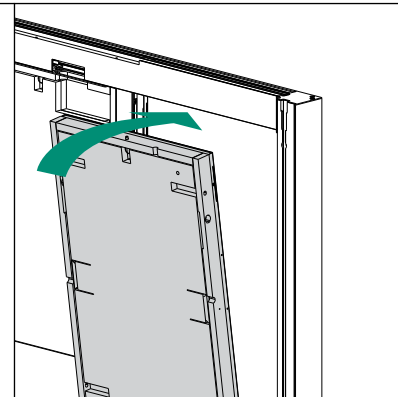
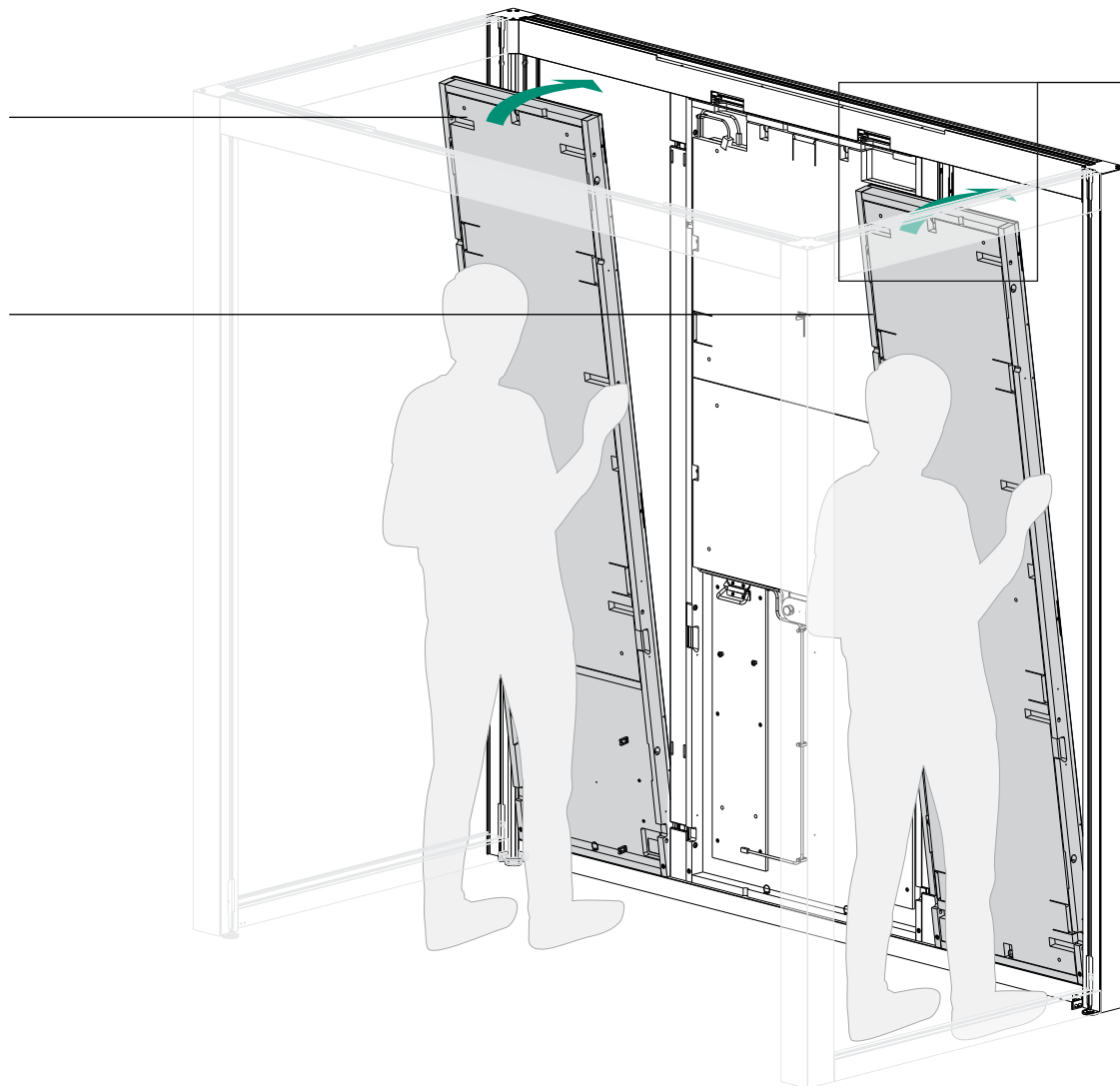


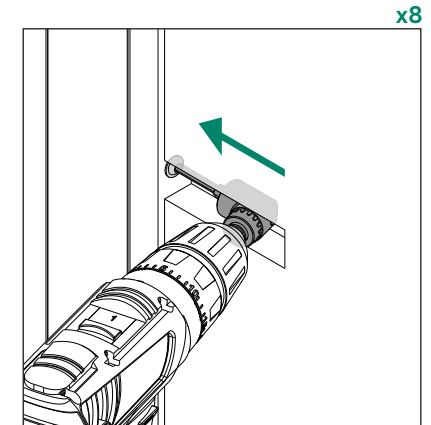
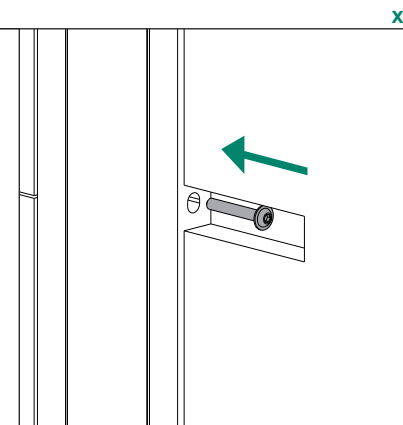
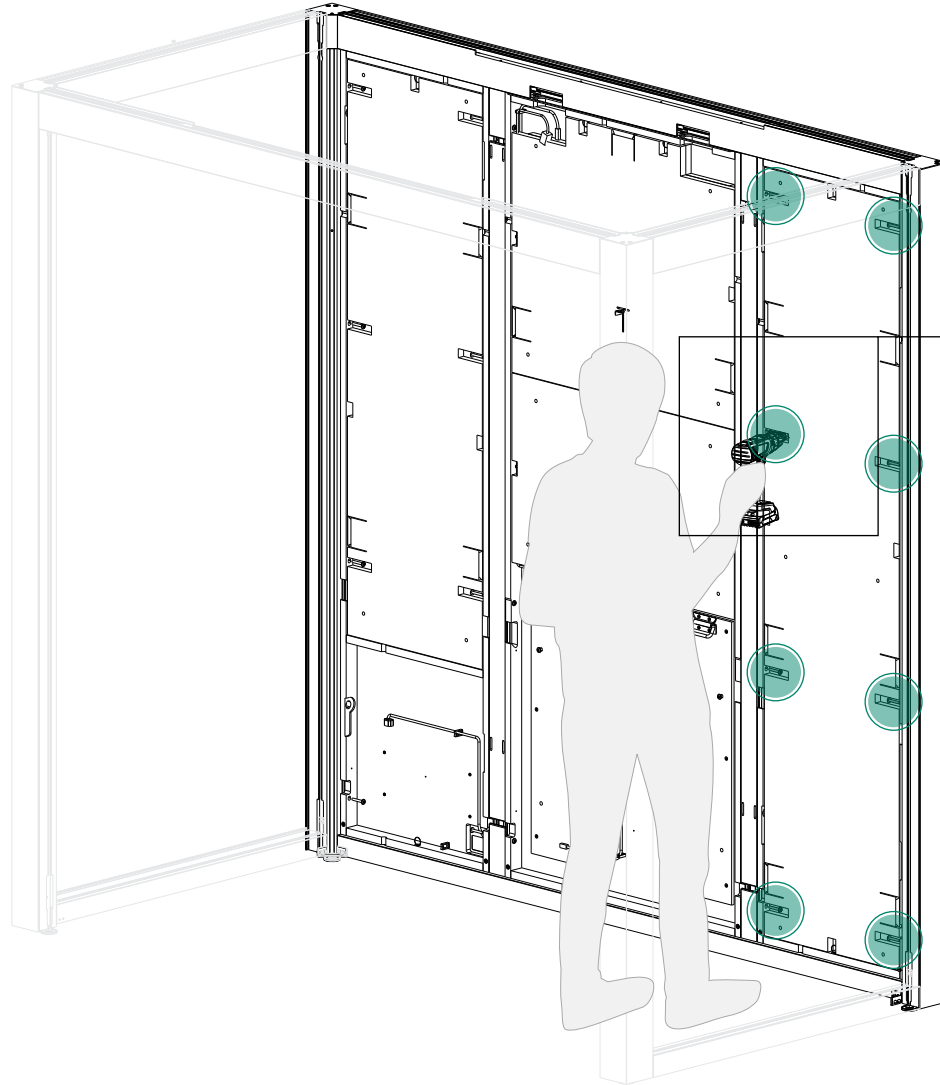
# 10

## BOX 5

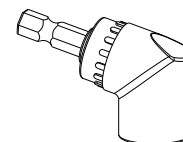
W3

W4





Use the provided 90° drill adapter.

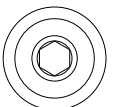
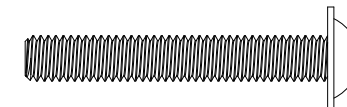


scale 1:1

SCREWS NEEDED

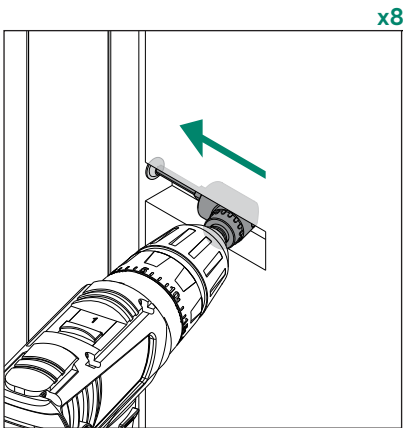
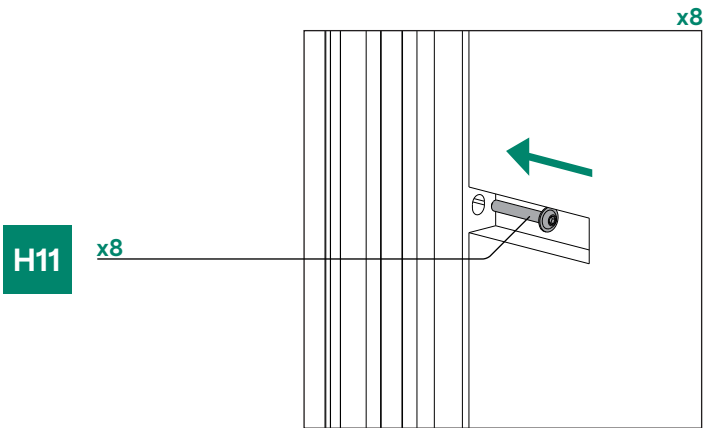
M6 x 40  
x8

H11

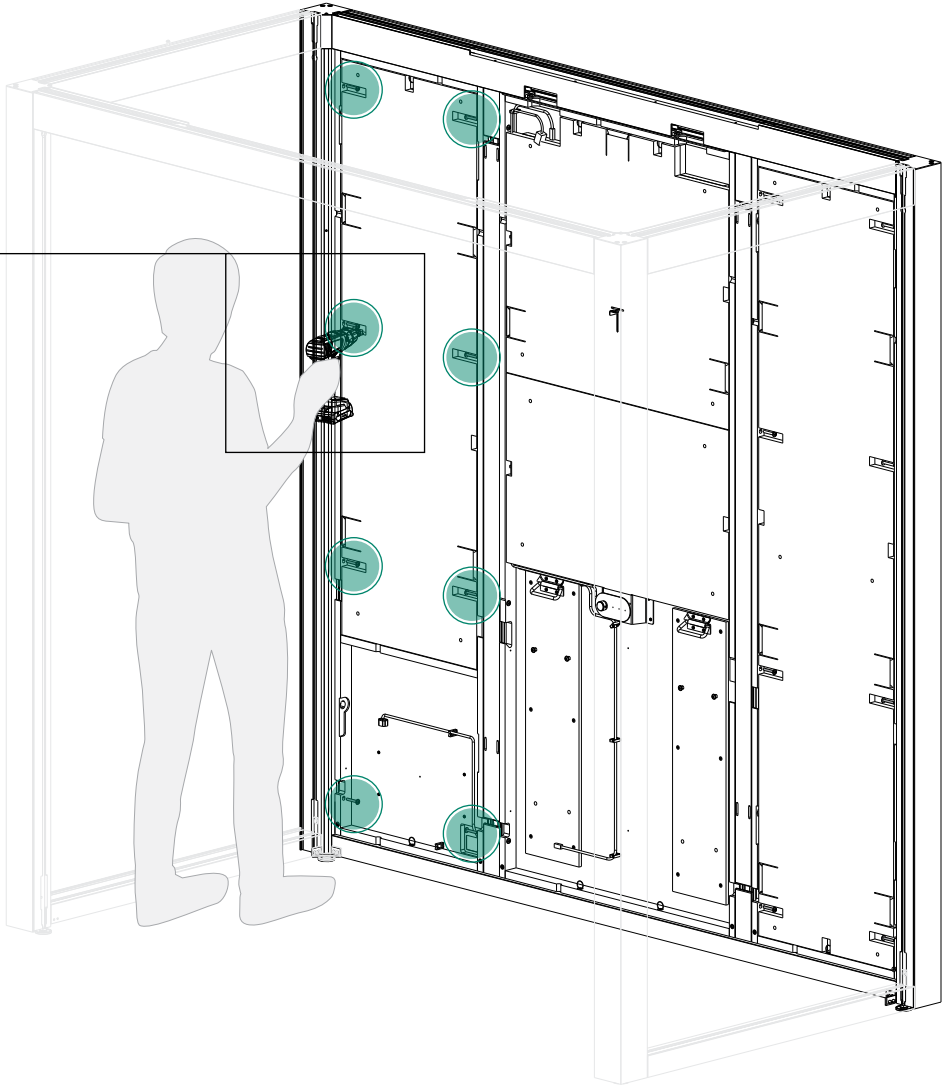


# 12

## BOX 1

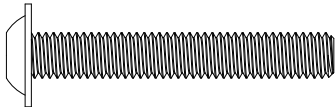
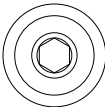


Use the provided  
90° drill adapter.

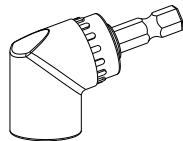


### SCREWS NEEDED

scale 1:1



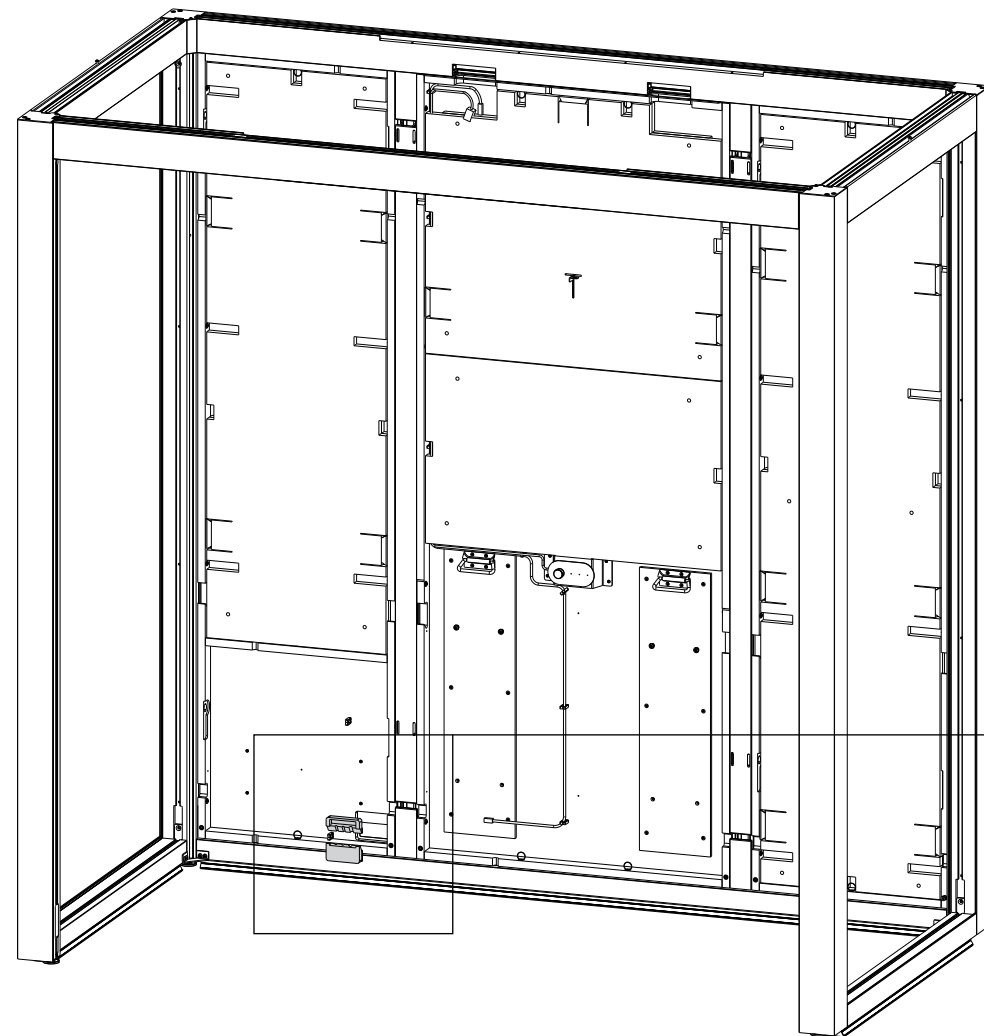
H11 M6 x 40  
x8



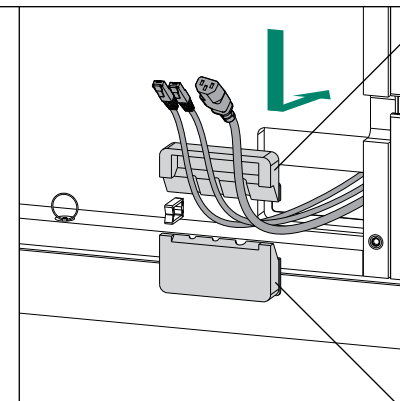


# 13

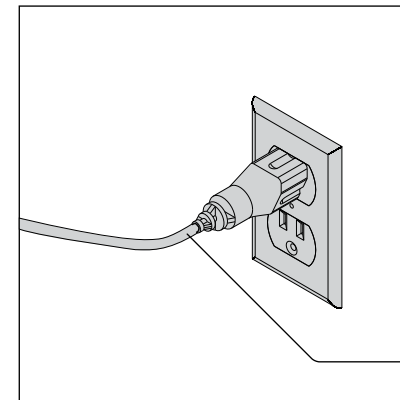
## BOX 1



T2



T1



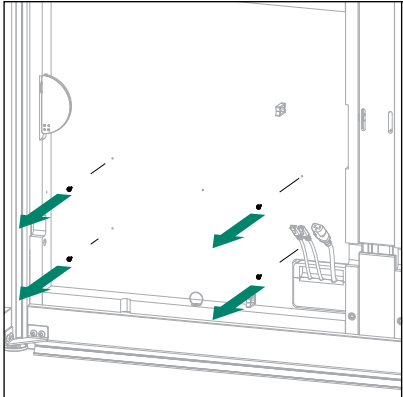
Ethernet cable not included.  
Confirm with customer if install  
is necessary.

E3 - STD

E3 - PRO

# 14

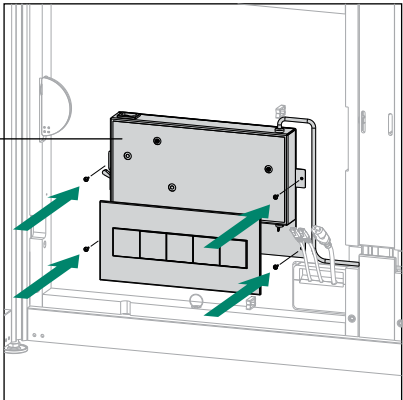
## BOX 6



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

E2 - STD

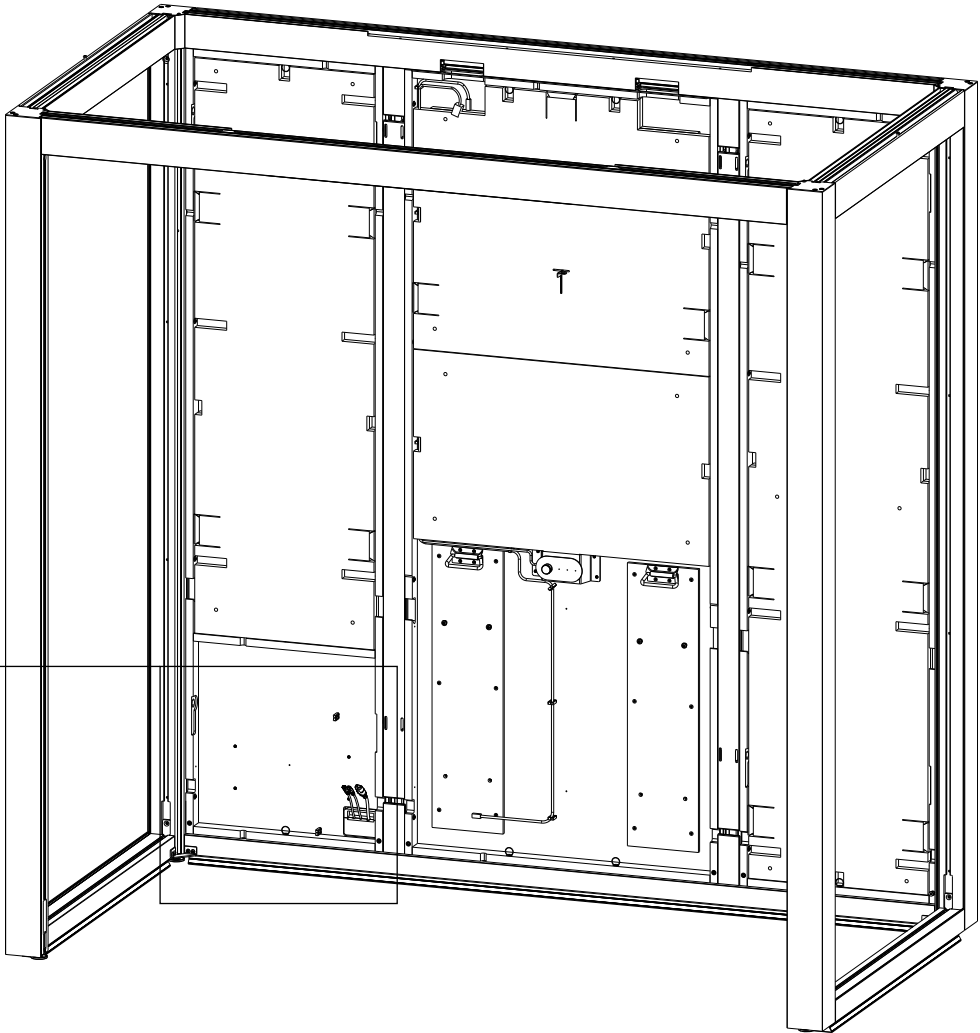
E2 - PRO



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

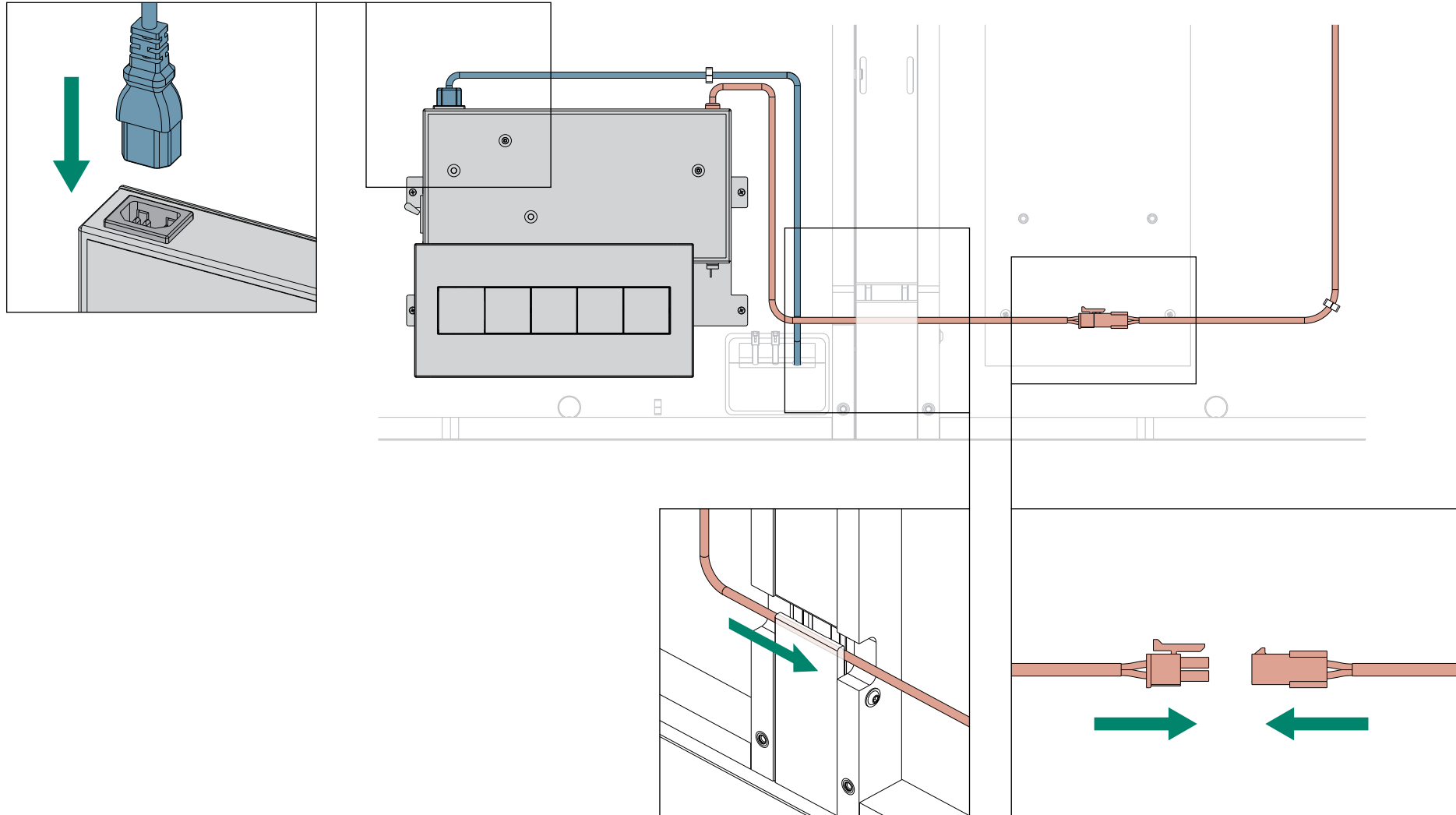


\* Philips screwdriver  
not included.



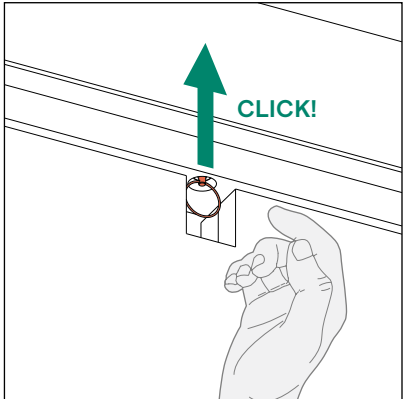
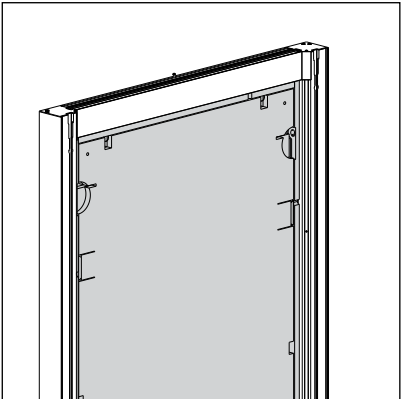
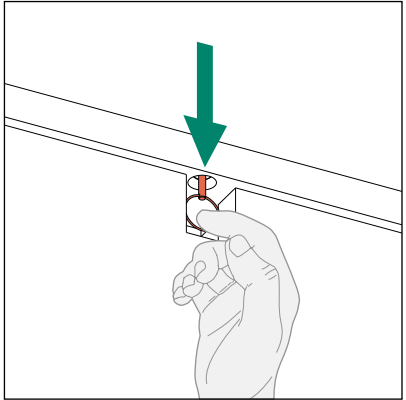
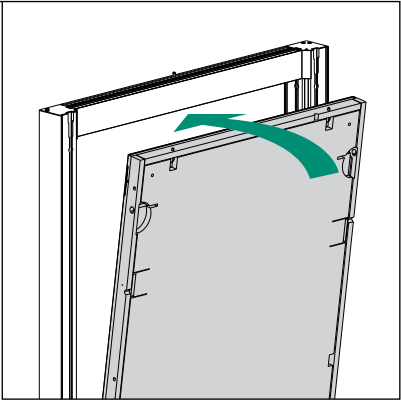
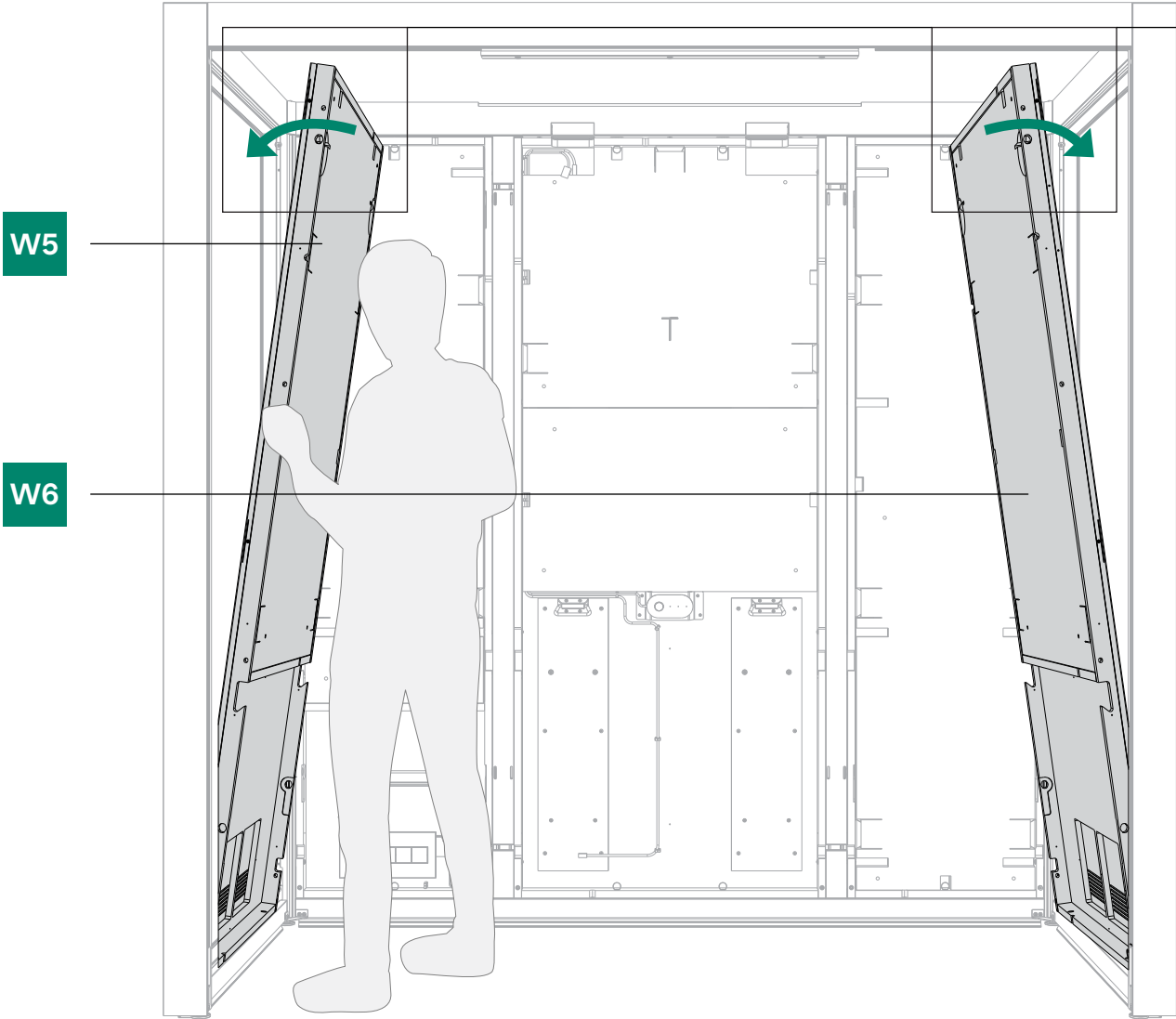
# 15

BOX 6



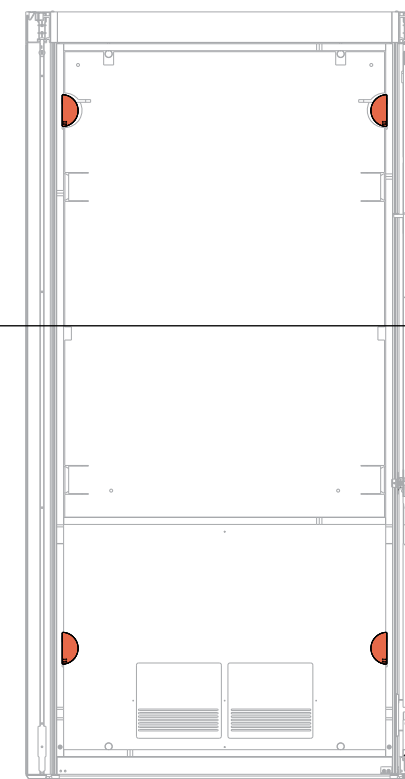
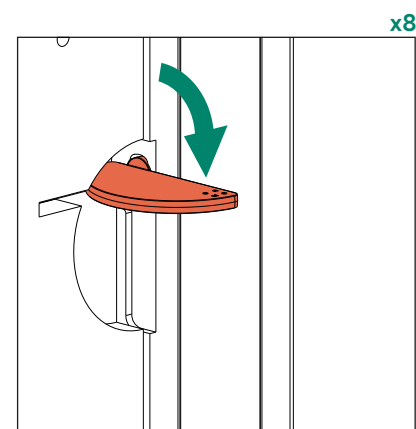
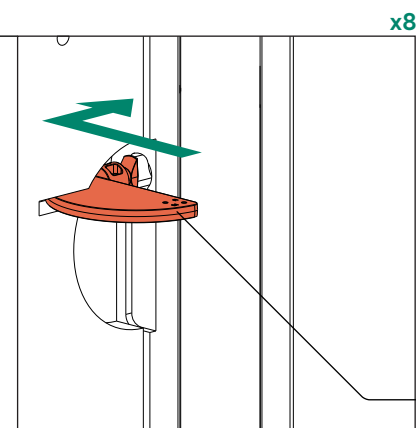
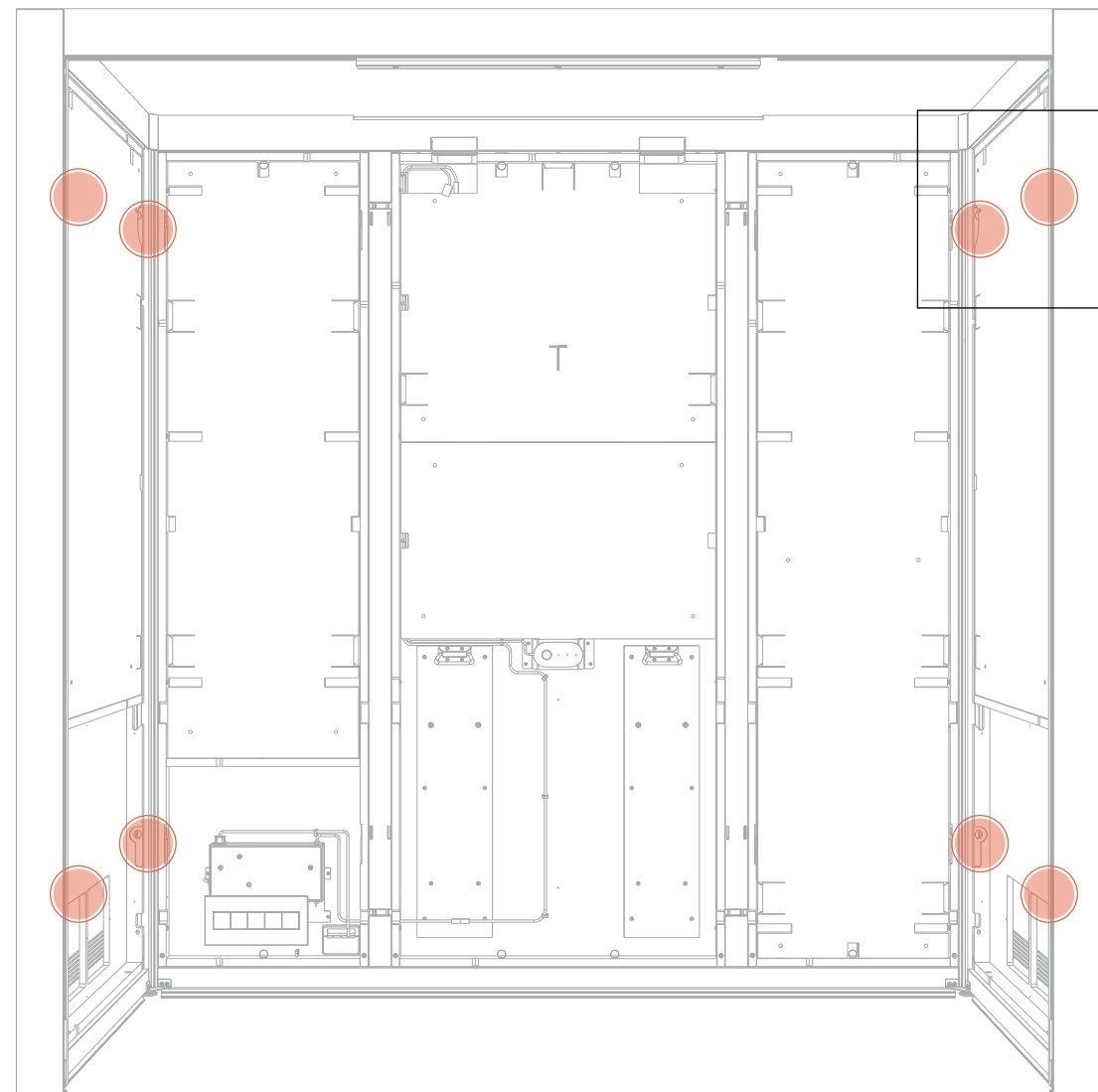
# 16

BOX 7 BOX 8



# 17

BOX 1



x8

T7



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Chapter

# 04

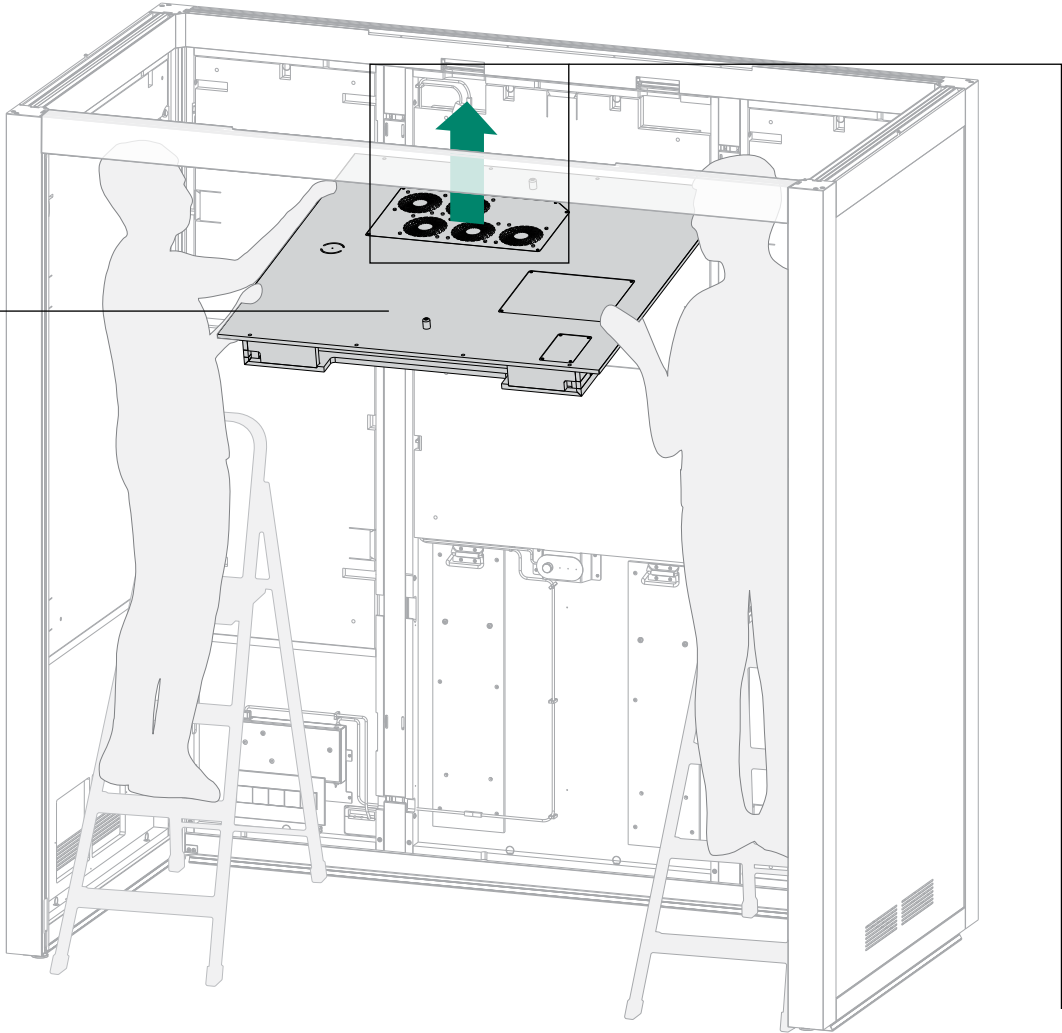
# Roof

# 18

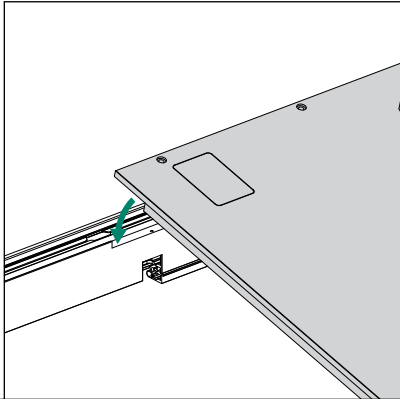
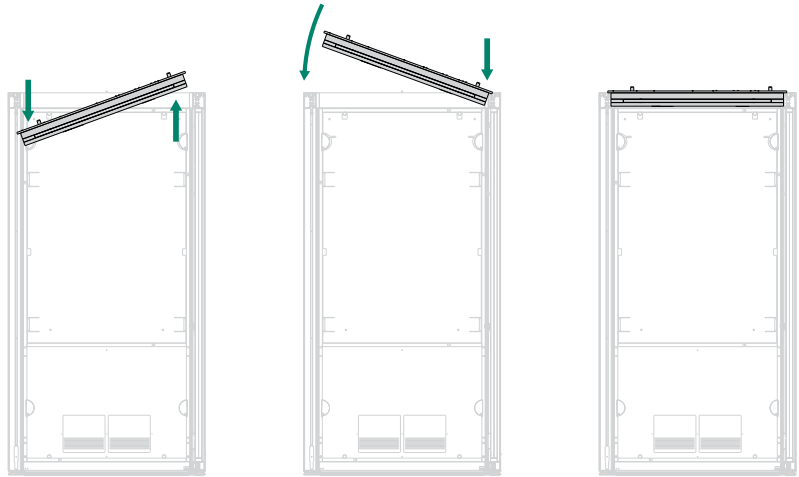
BOX 9

⚠ MAKE SURE ROOF CABLES ARE NOT PINCHED

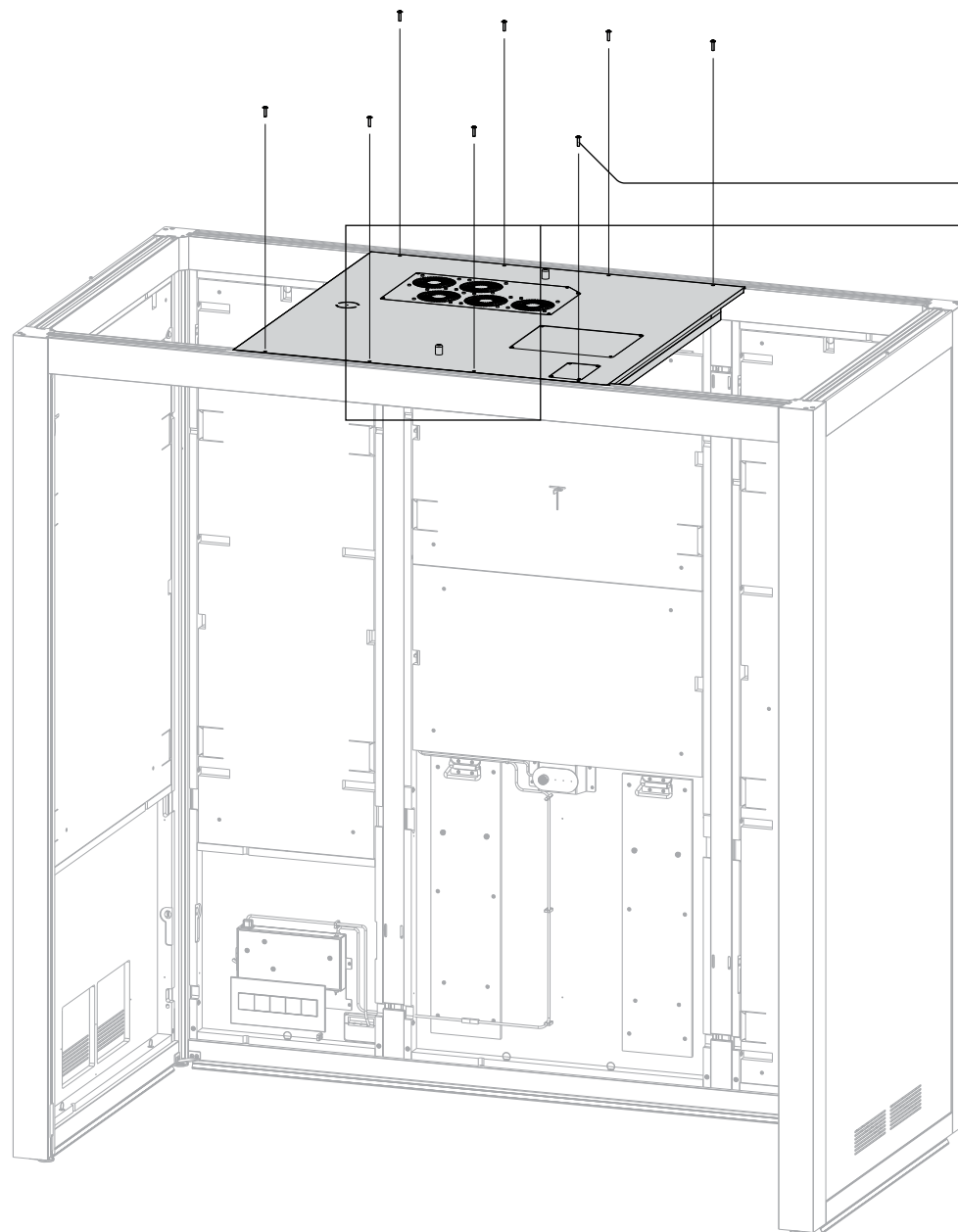
C1



⚠ Place the roof gently,  
Do not drop.

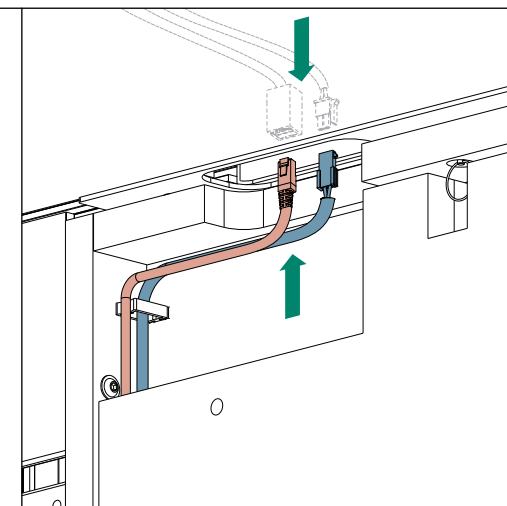






x8

H3



- 2.5
- 3
- 4
- 5

scale 1:1

SCREWS NEEDED

M6 x 25  
x8

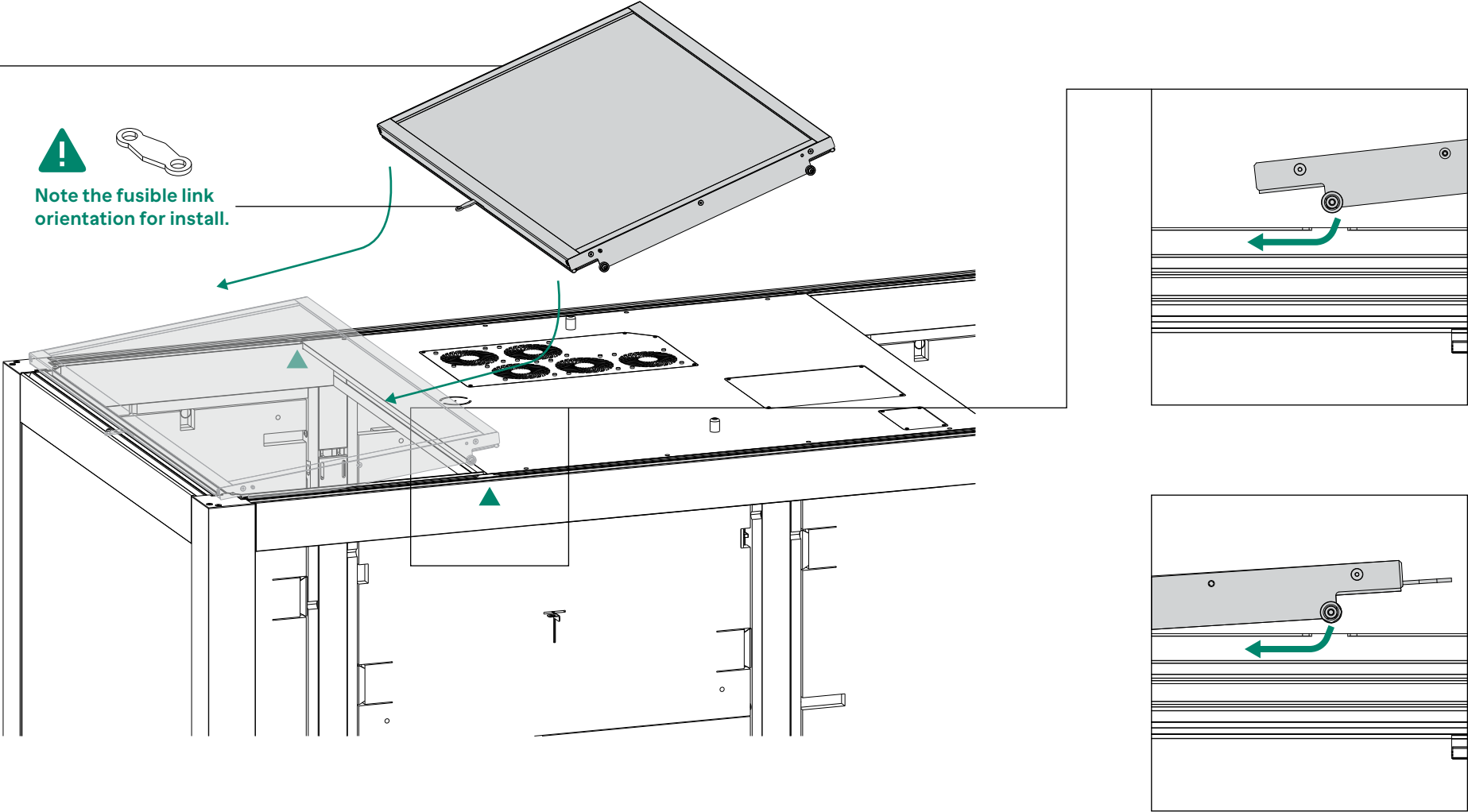
H3

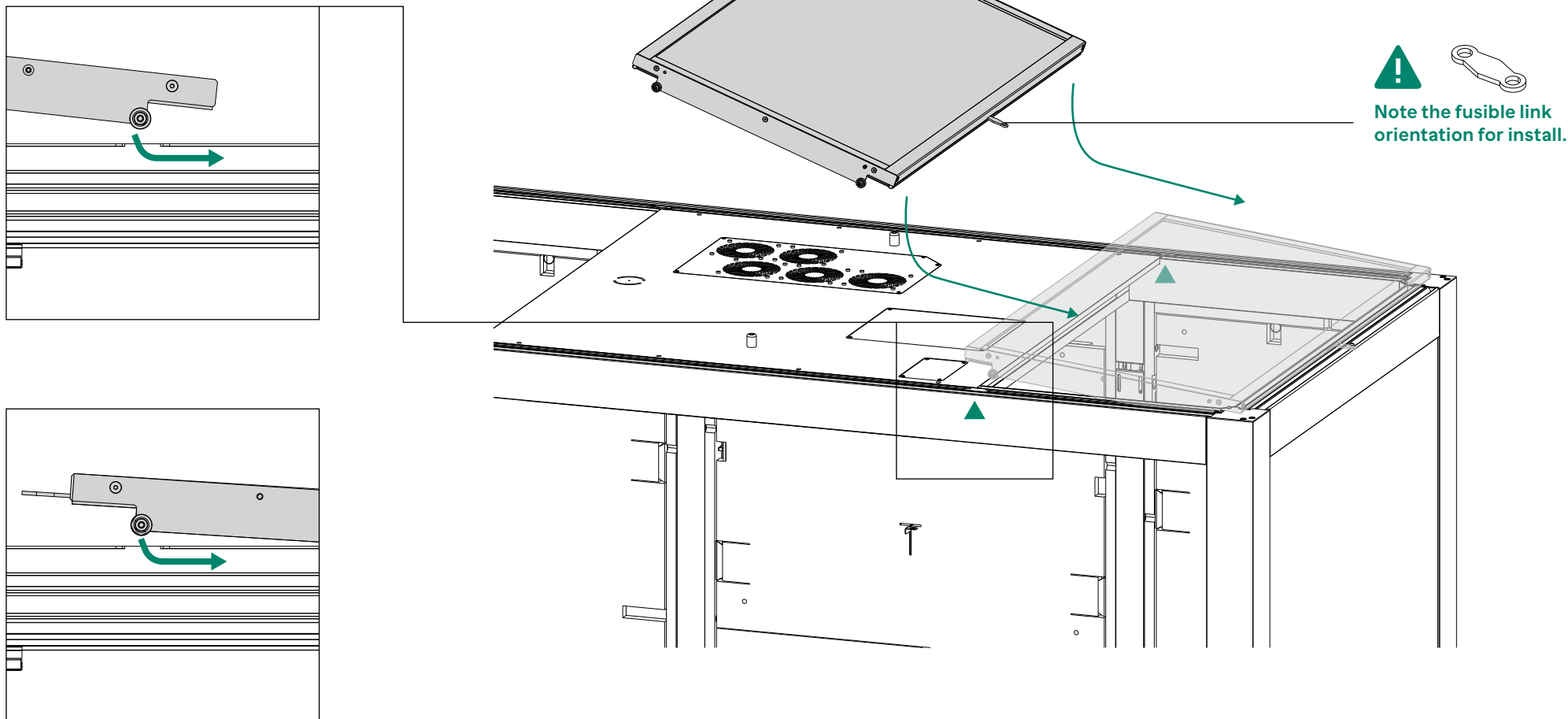


# 20

BOX 10

C2



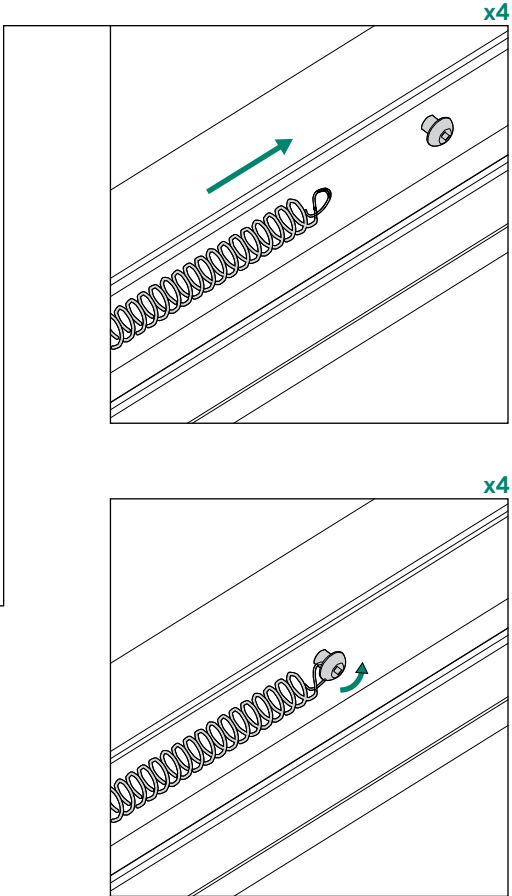
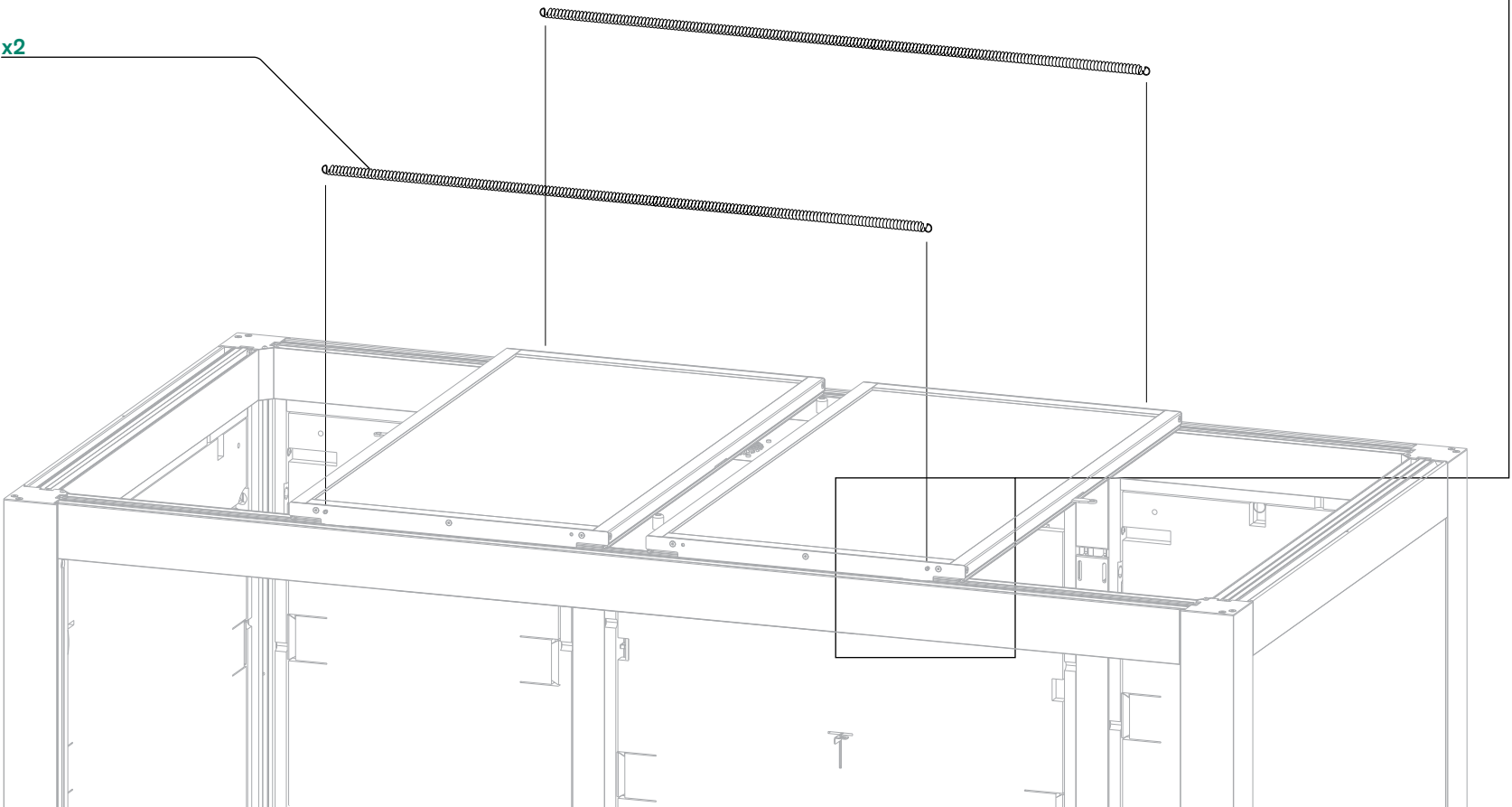


# 22

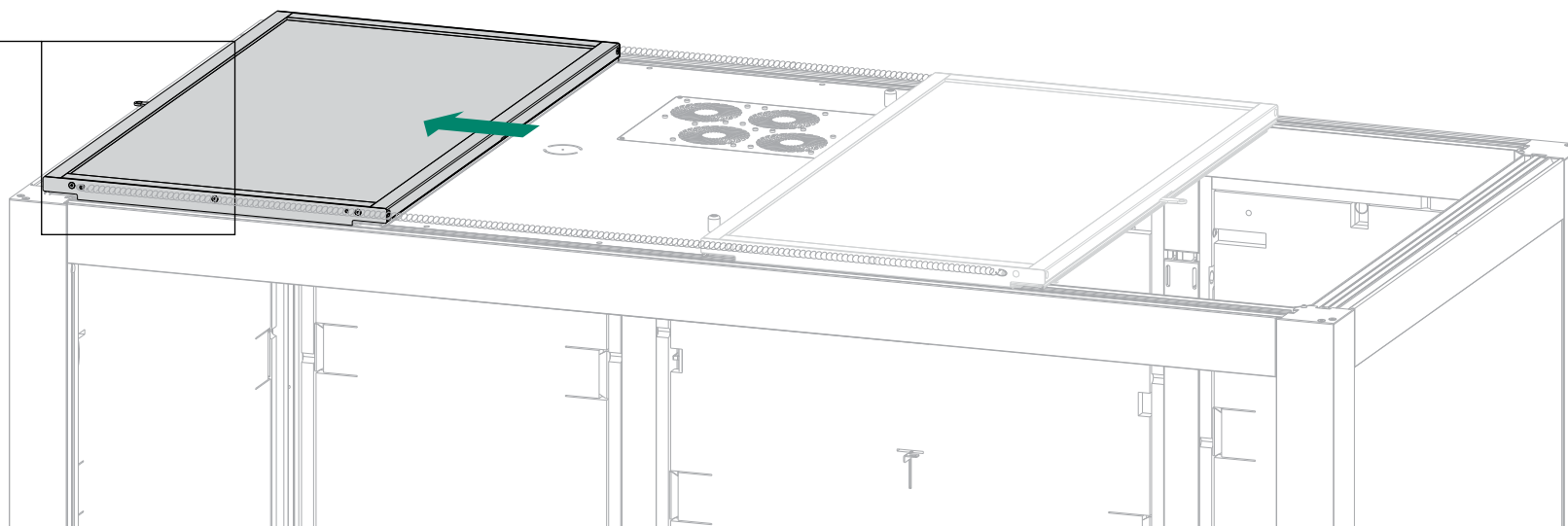
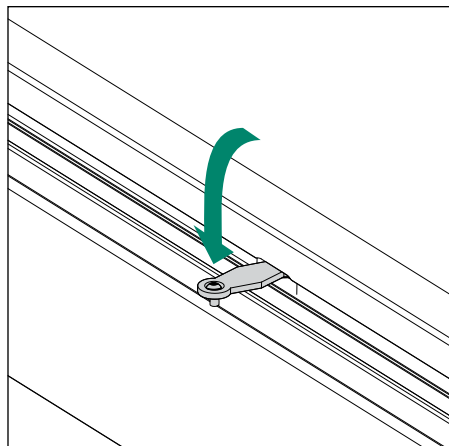
BOX 1

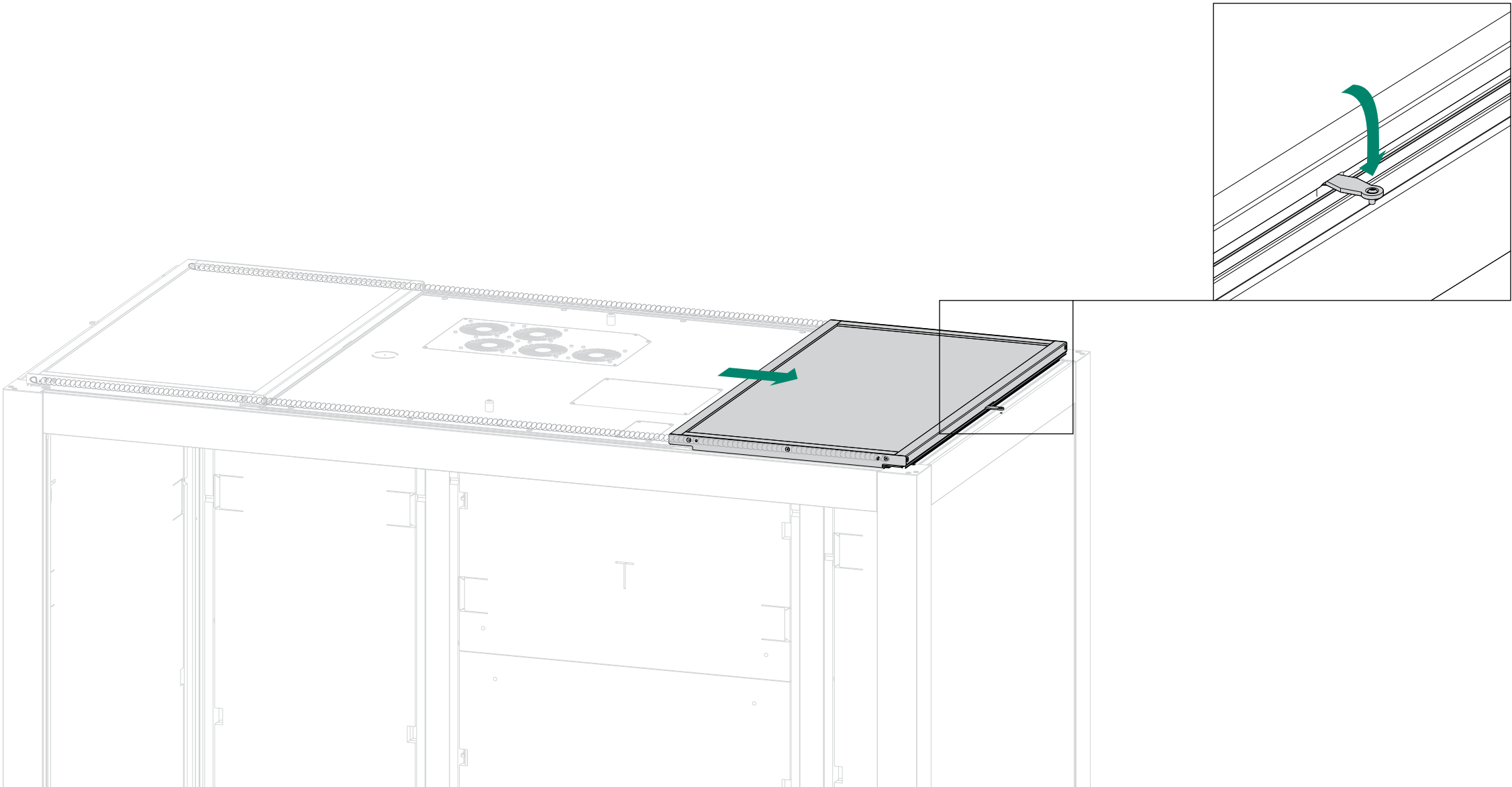
T8

x2



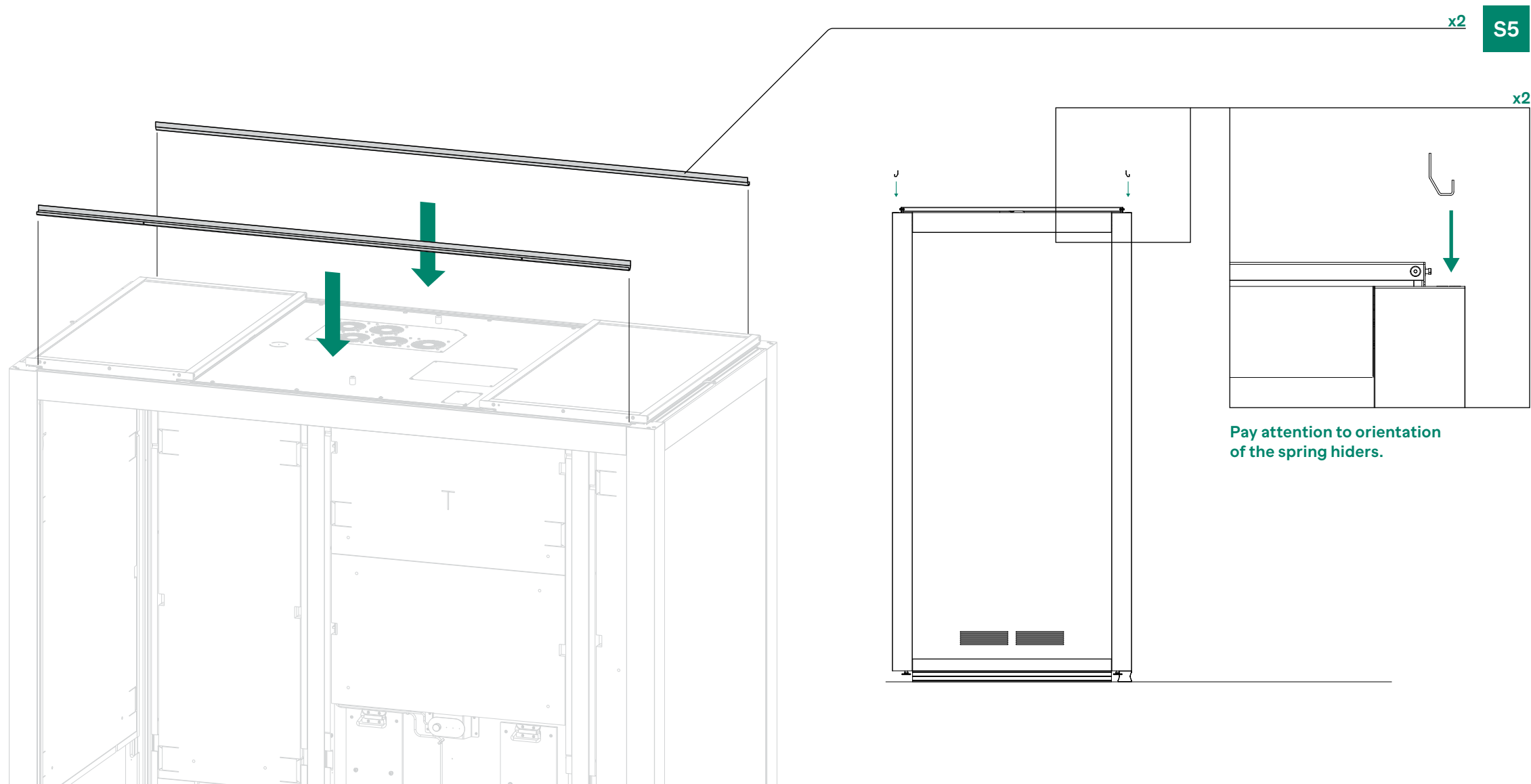
# 23





# 25

BOX 3







Scan to Watch Video



Chapter

05

Table

# 26

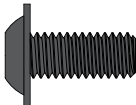
BOX 6 BOX 16

E1 - STD  
E5 - PRO

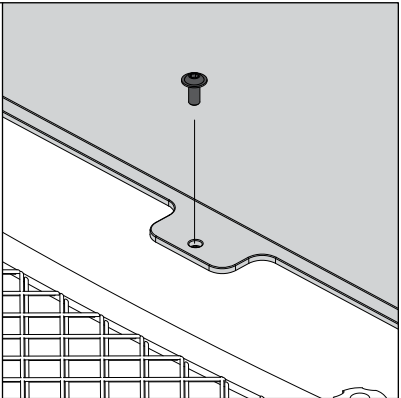
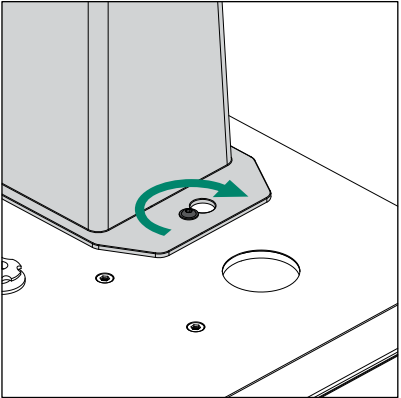
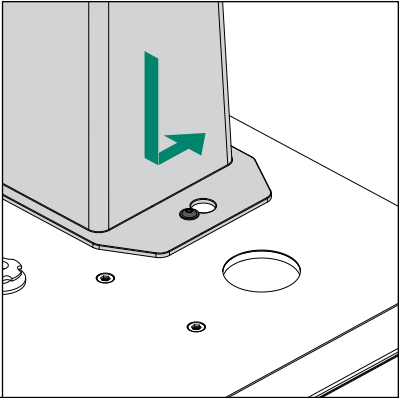
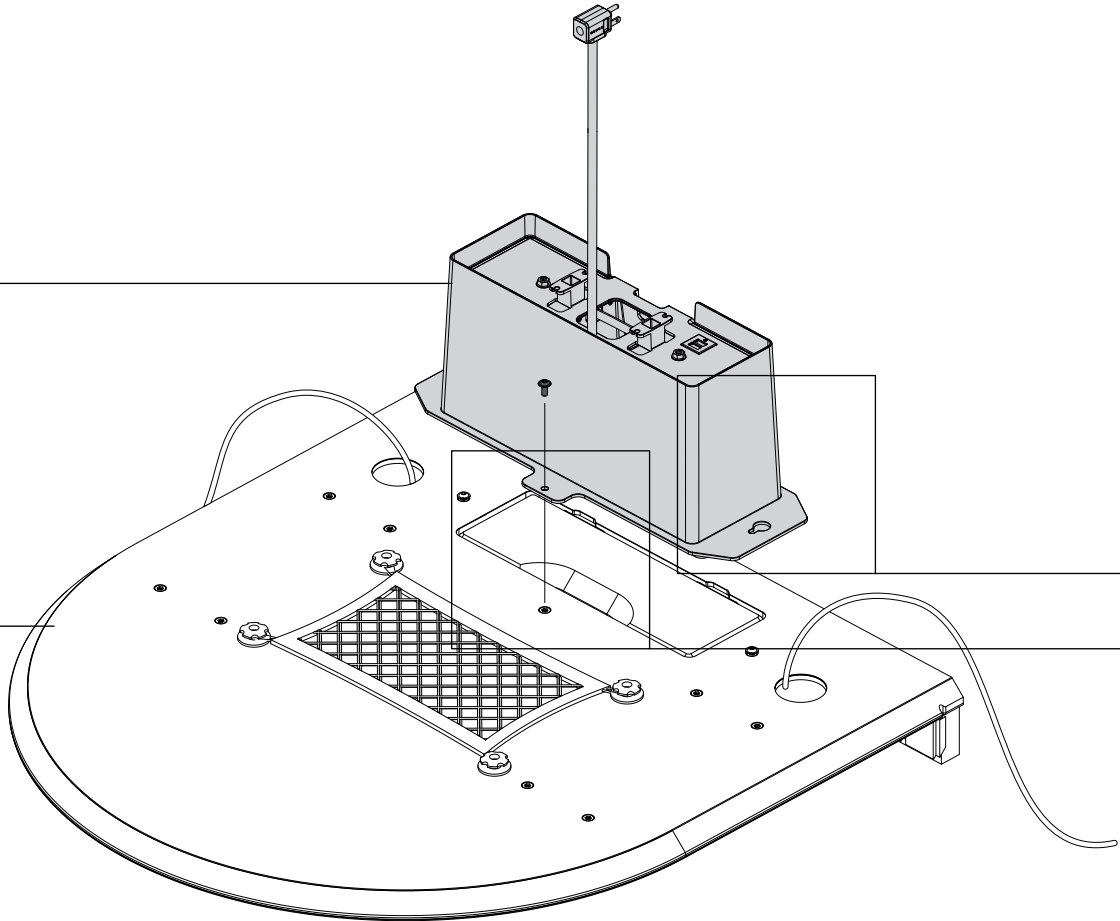
F10

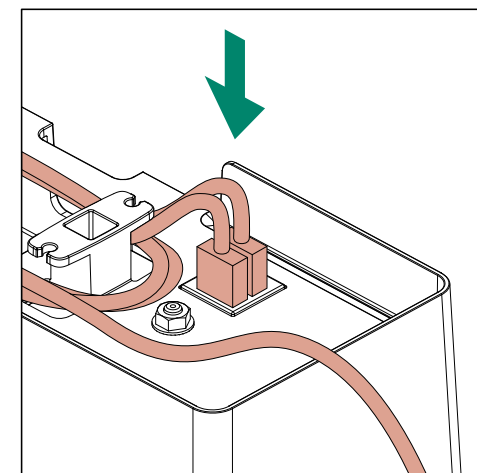
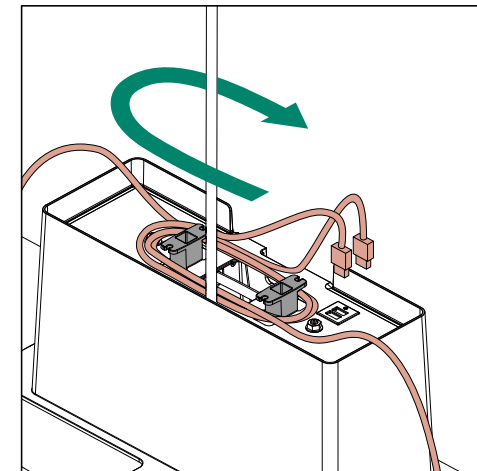
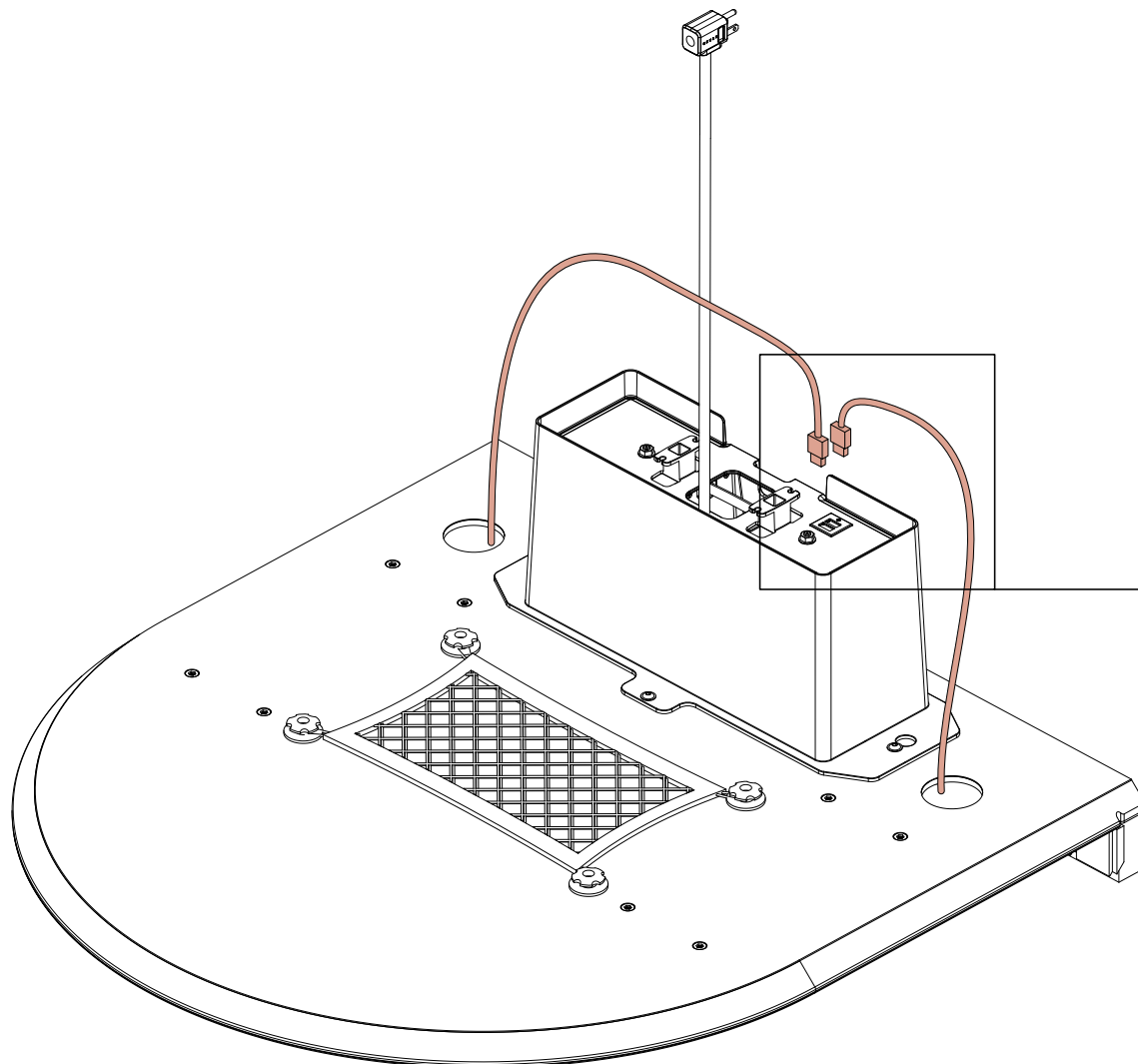
SCREWS NEEDED

scale 1:1



H2 M6 x 14  
x1 - Black





# 28

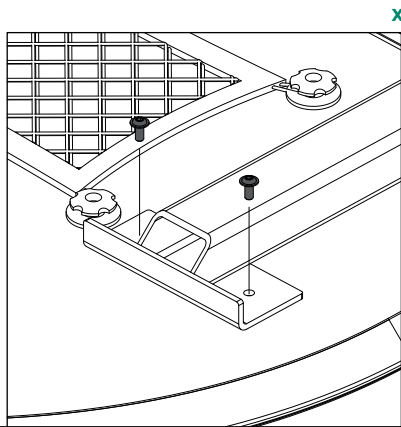
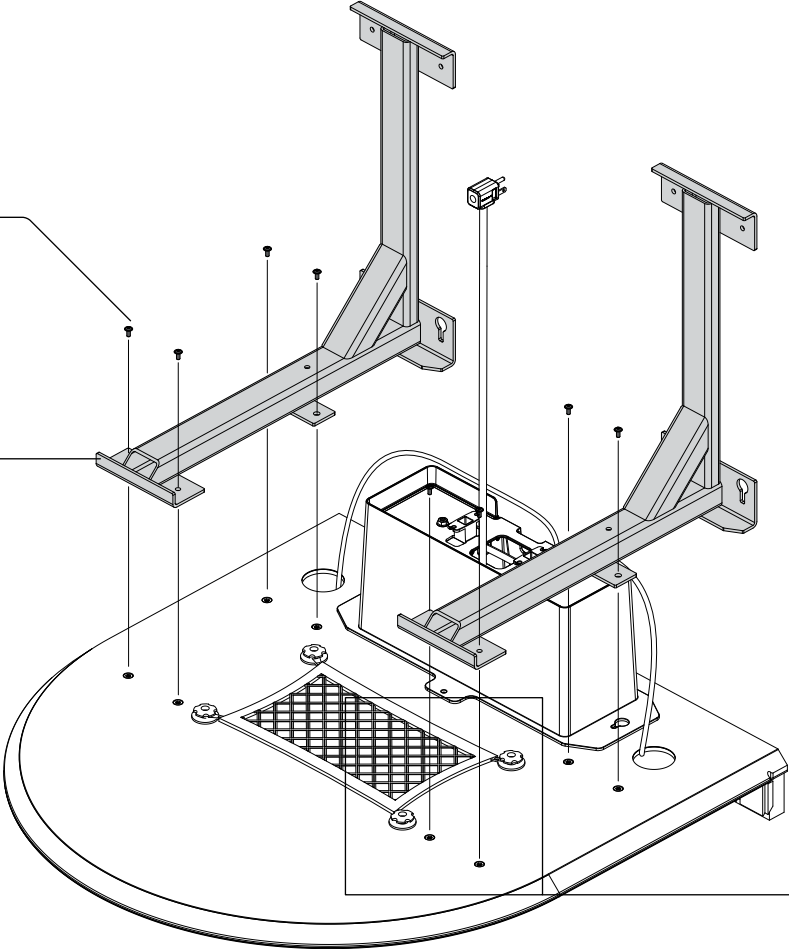
BOX 16

H2

x8

F11

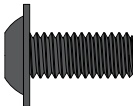
x2



x4

SCREWS NEEDED

scale 1:1

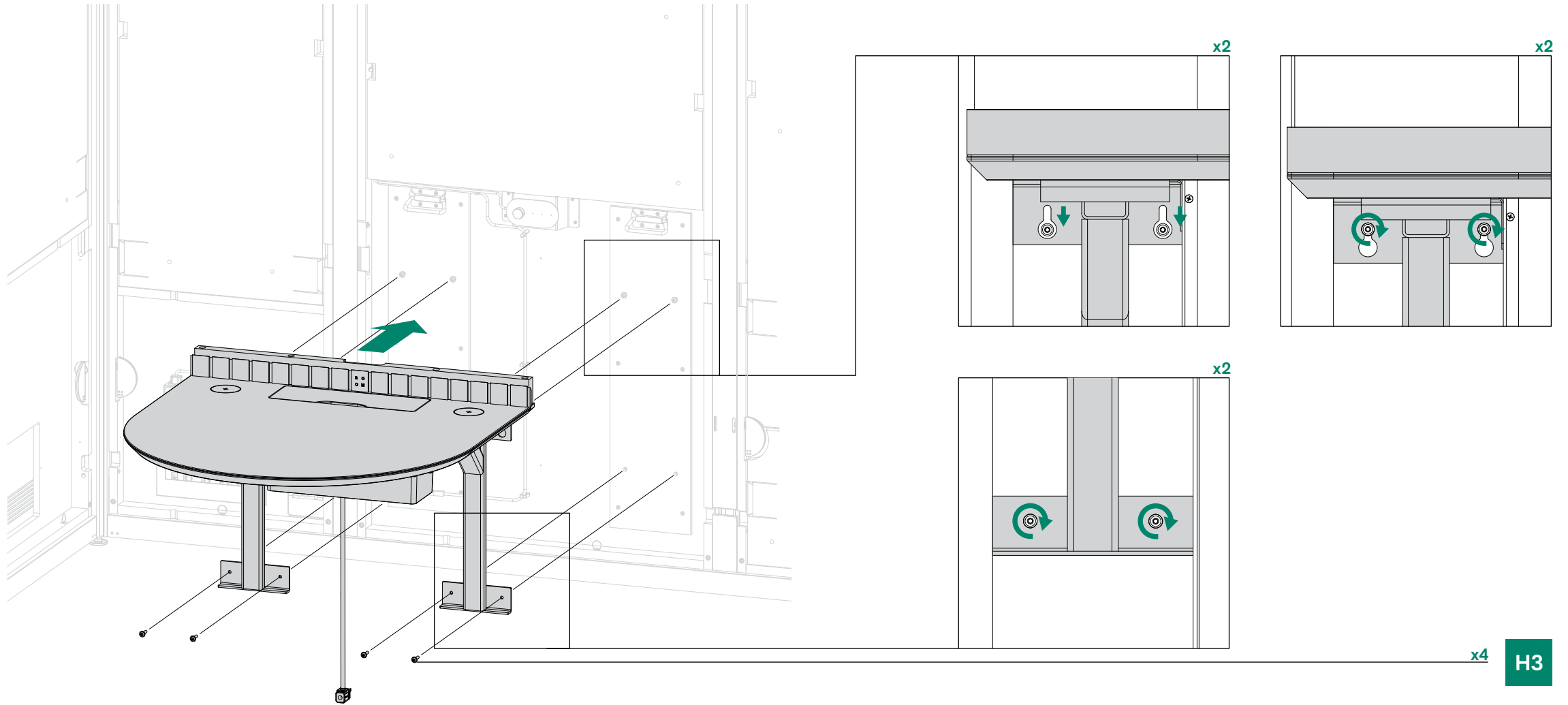


H2

M6 x 14  
x8 - Black



# 29



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

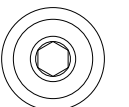
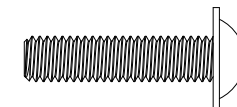


scale 1:1

SCREWS NEEDED

M6 x 25  
x4

H3





Scan to Watch Video

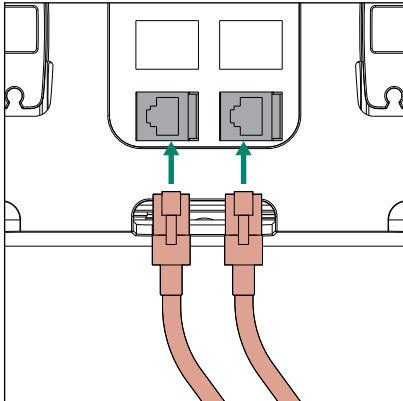
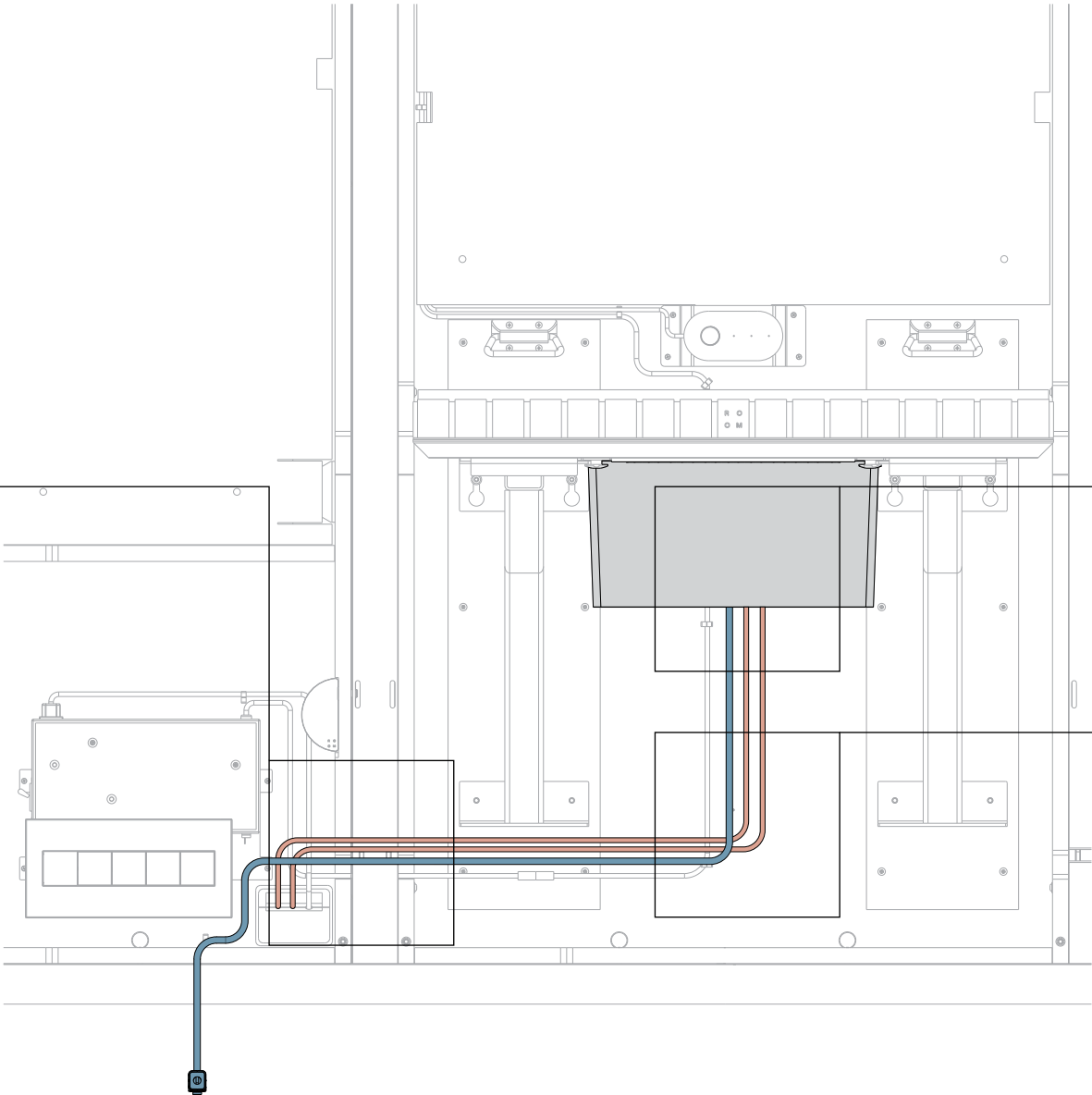
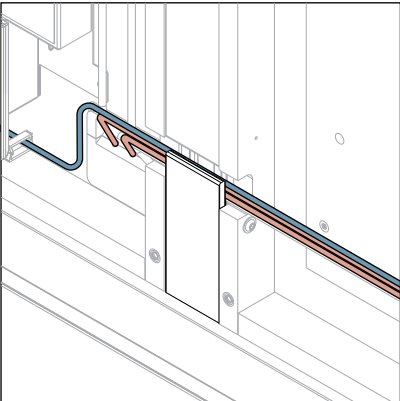


Chapter

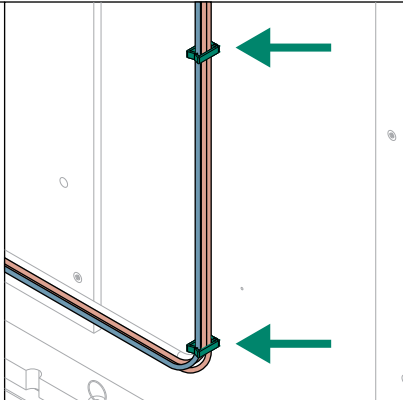
# 06

# Monitor & Camera

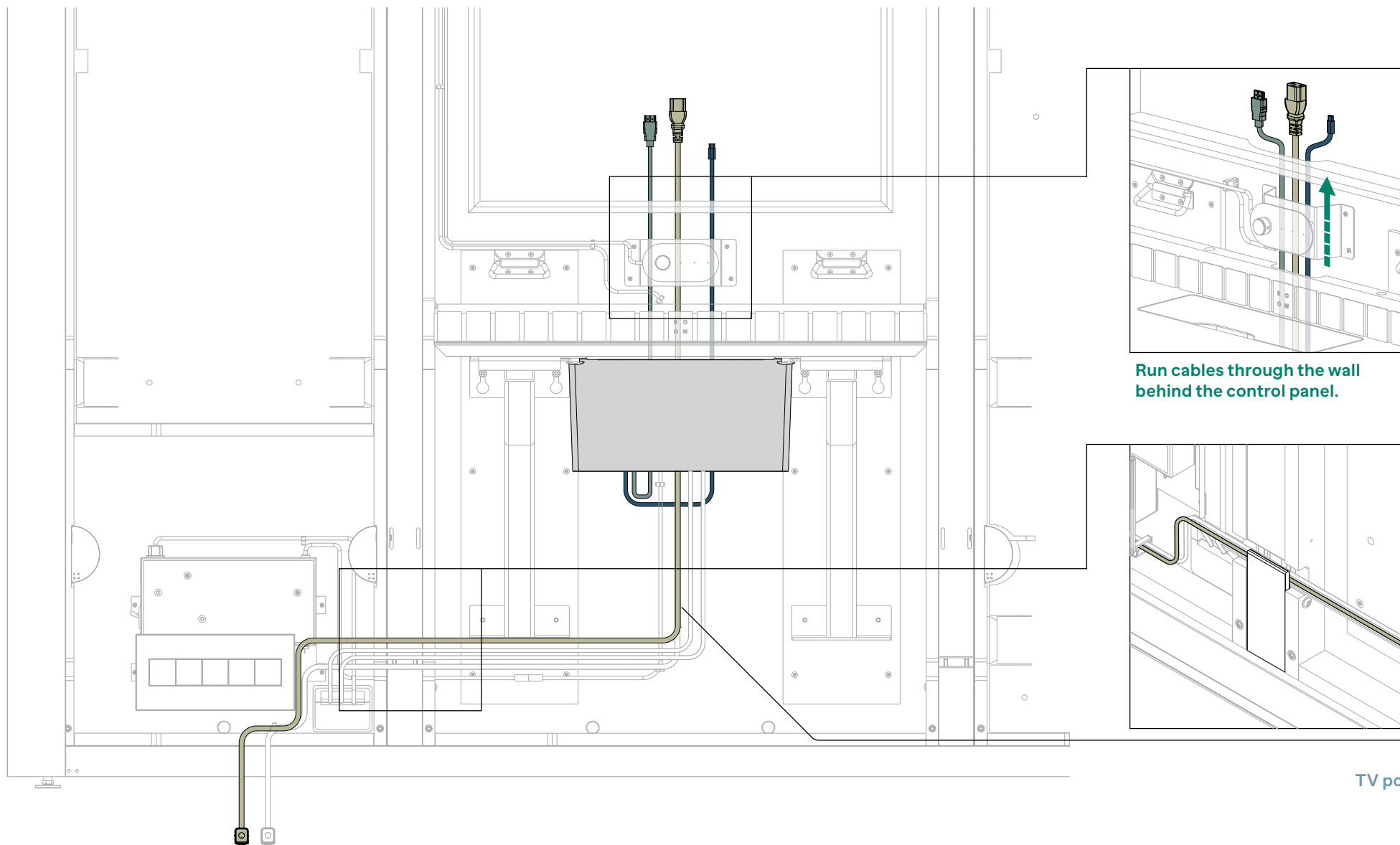
# 30



Install only if applicable. Ethernet cable not included in the product.







Run cables through the wall behind the control panel.

E8 - PRO

TV power cord is in the TV box.

32

PRO Only

BOX 6

E4 - PRO

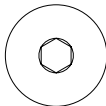
E7 - PRO

E6 - PRO

H8 - PRO

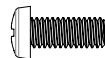
SCREWS NEEDED

scale 1:1



H8 - PRO

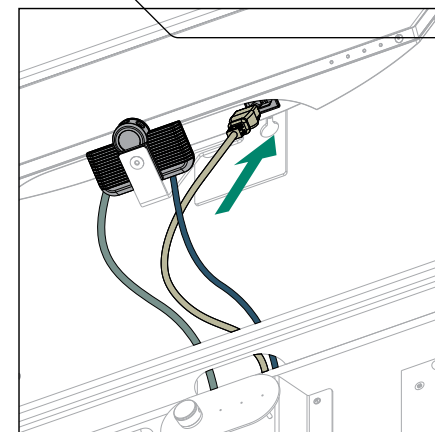
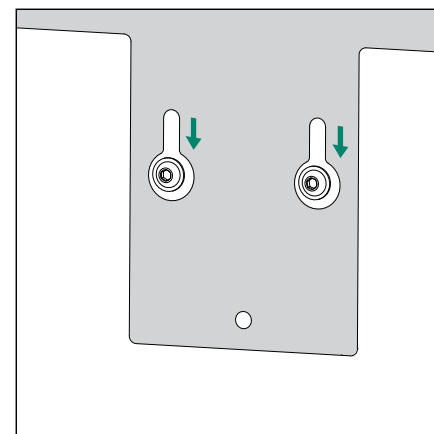
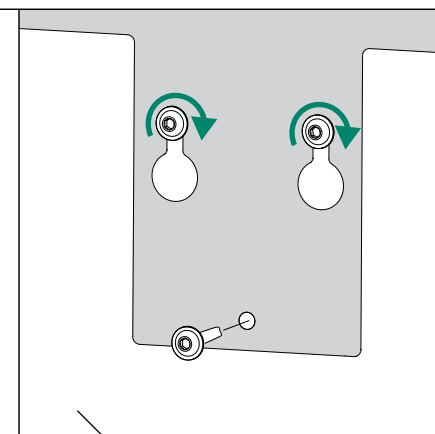
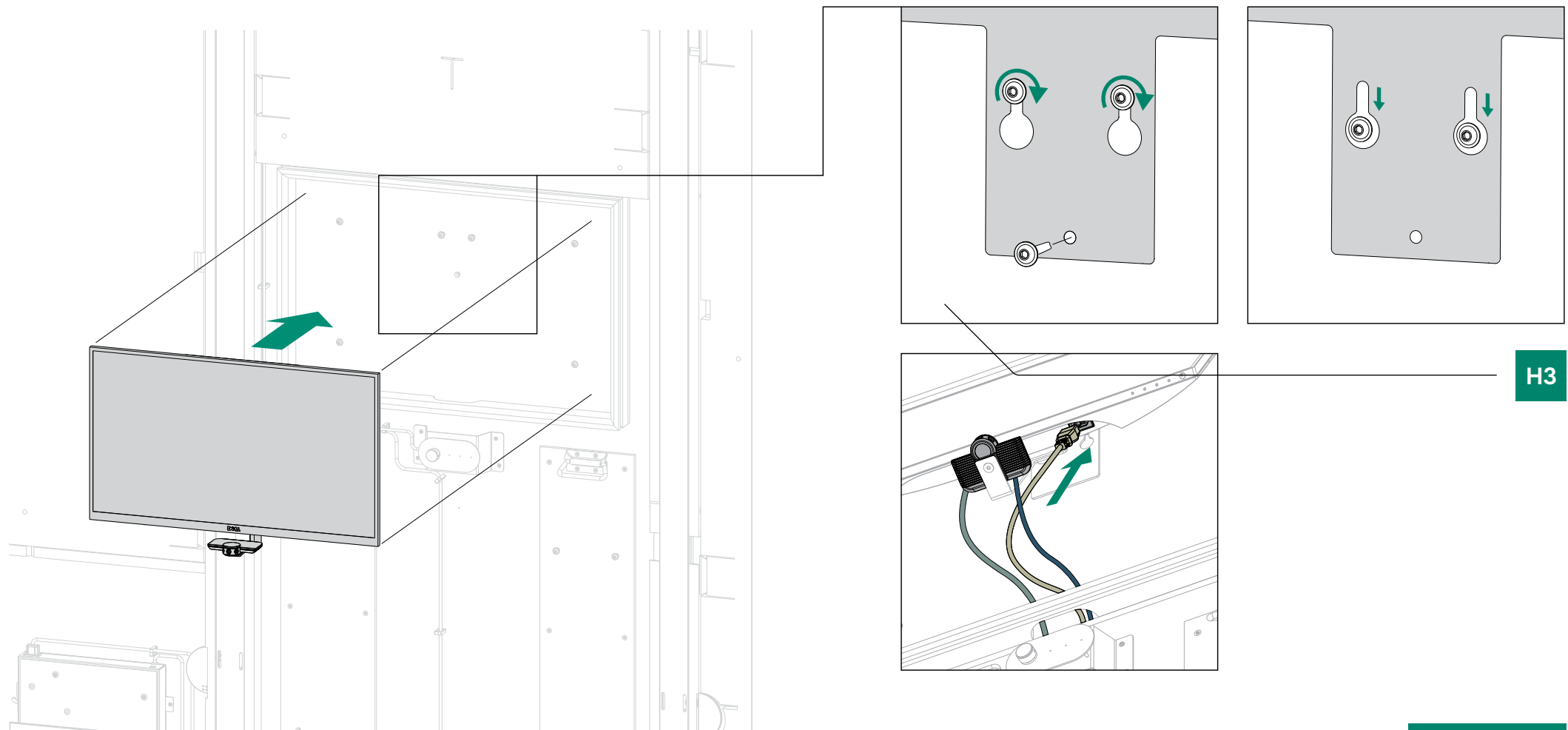
1/4 - 20 x 1/4  
x1



x4  
Pre-installed

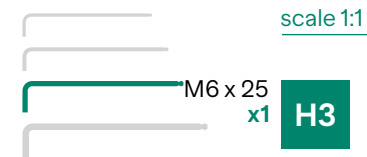


Philips screwdriver not included.



H3

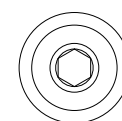
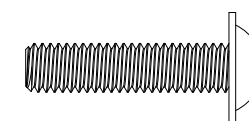
- 2.5
- 3
- 4
- 5



scale 1:1

SCREWS NEEDED

M6 x 25  
x1 H3





Scan to Watch Video



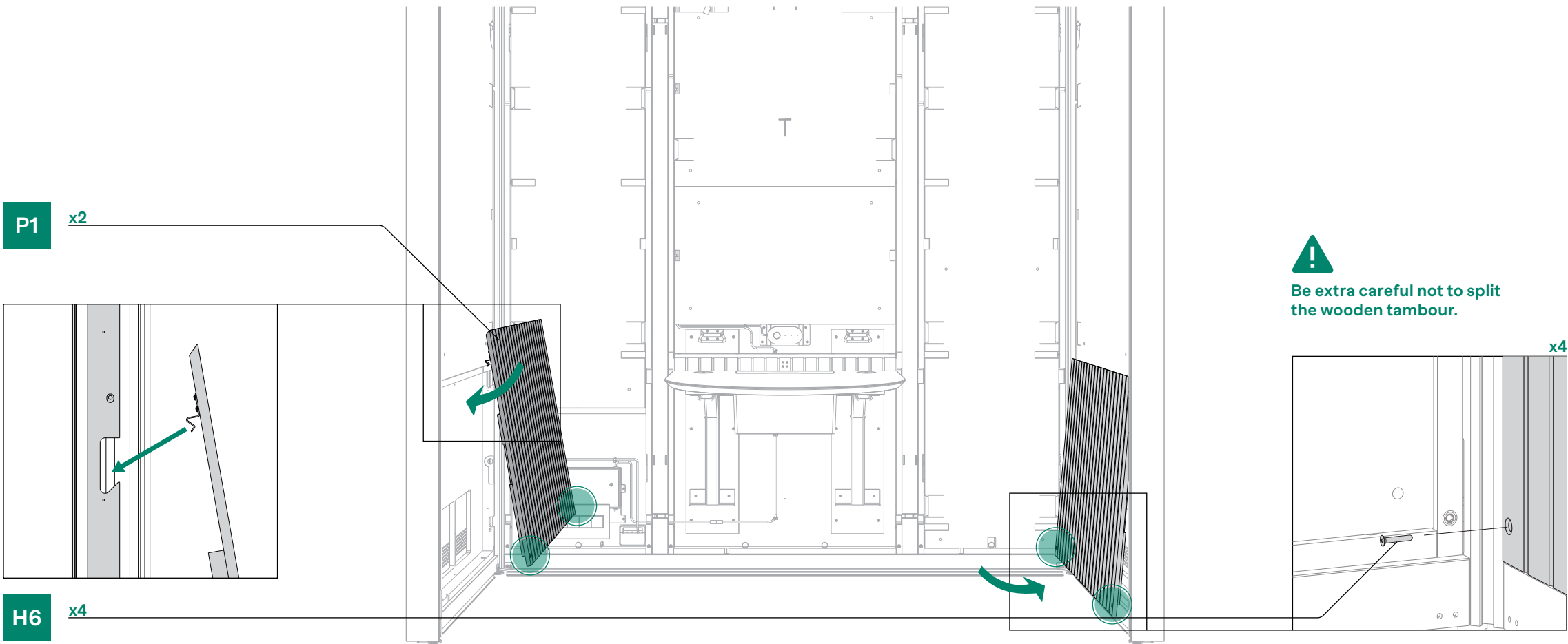
Chapter

07

# Interior Wall Finishes

# 34

BOX 9



SCREWS NEEDED scale 1:1

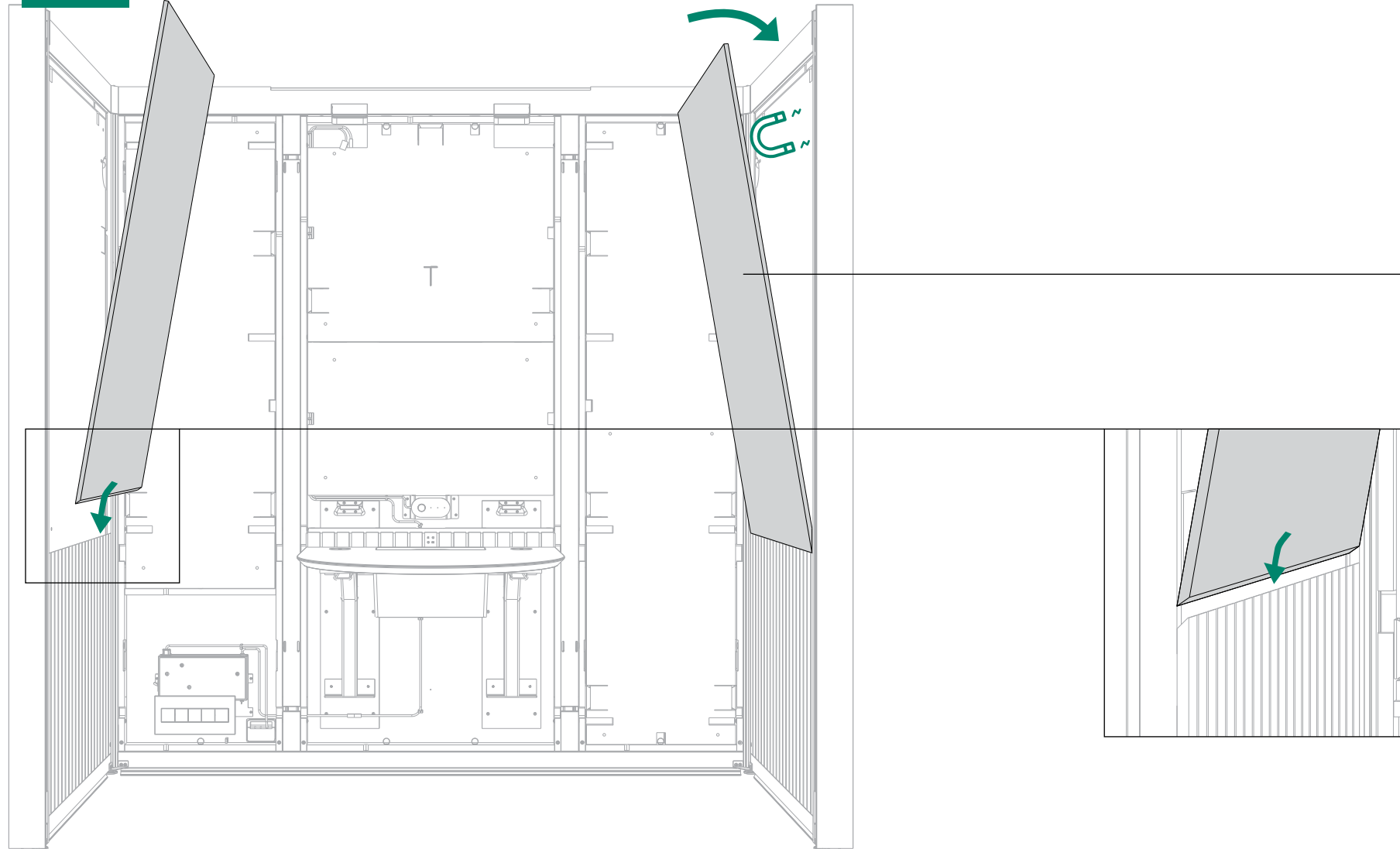


**H6** M6 x 25  
x4 - Brass



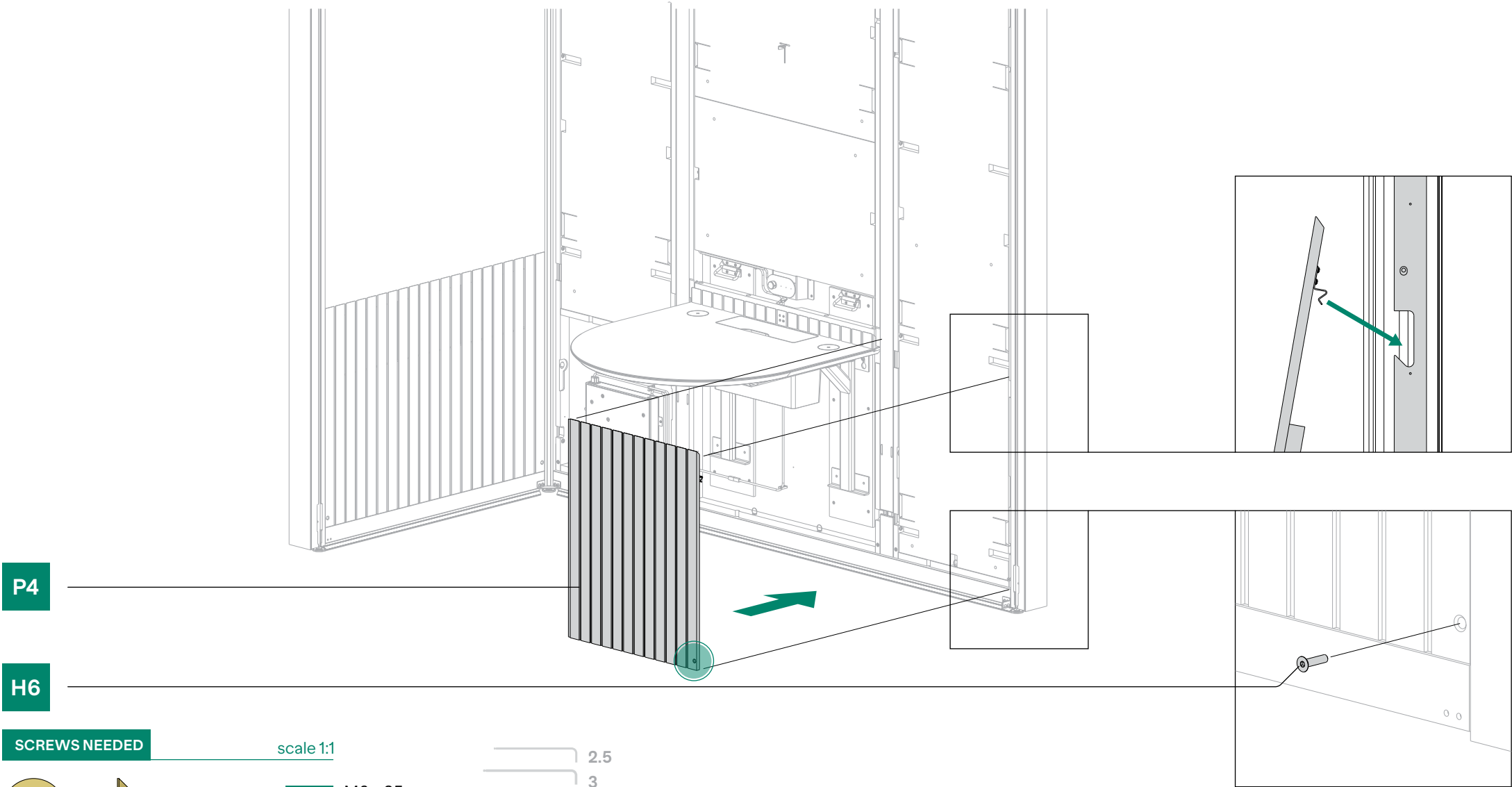
# 35

BOX 11

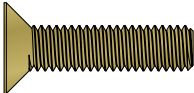


# 36

BOX 9



SCREWS NEEDED scale 1:1



H6

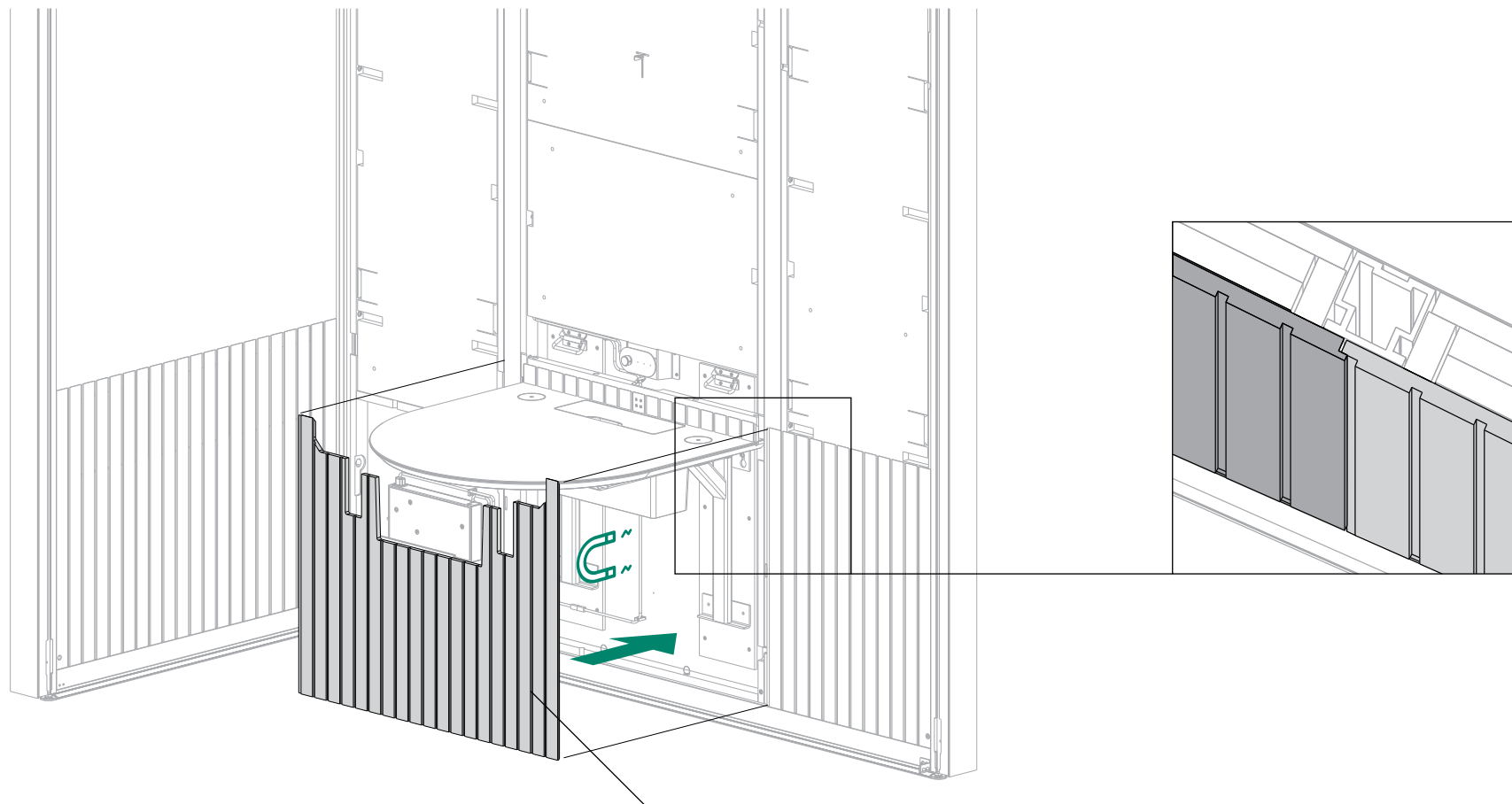
M6 x 25  
x1 - Brass





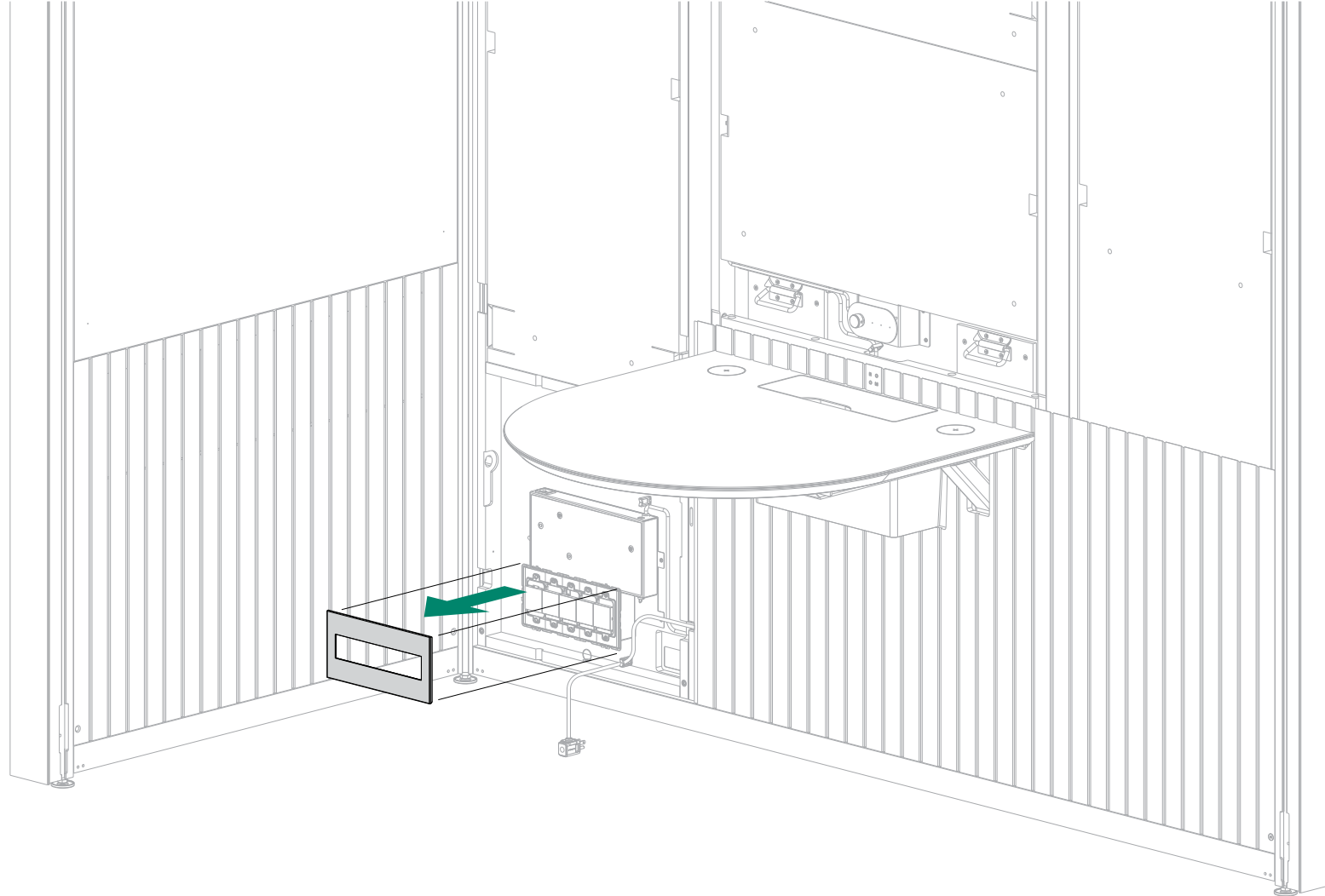
# 37

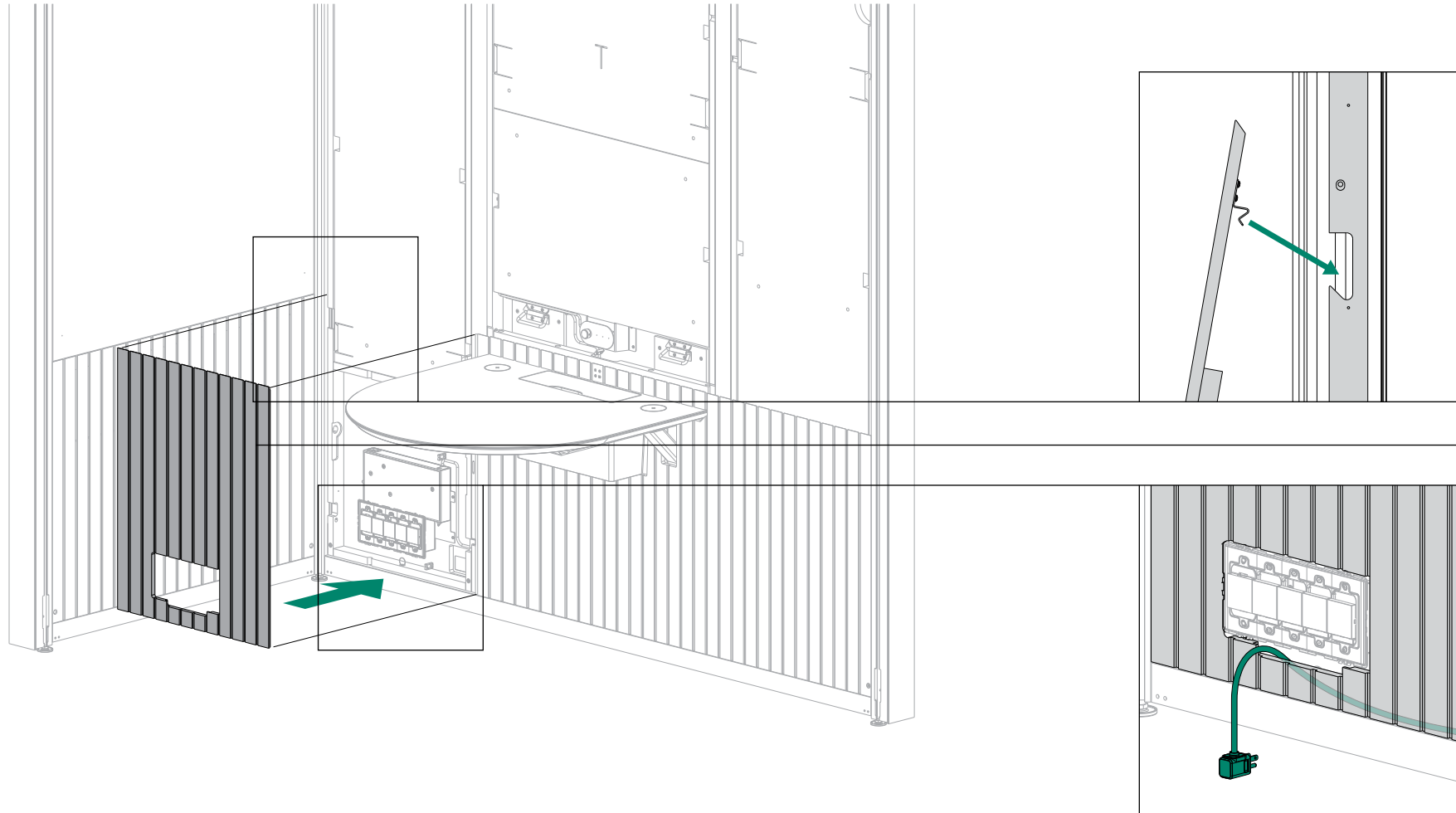
BOX 9



P3

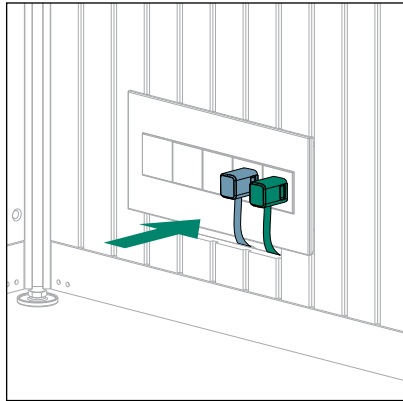
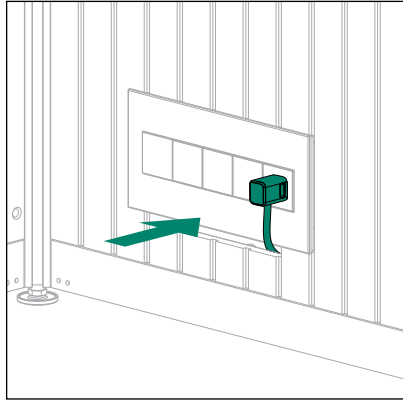
# 38



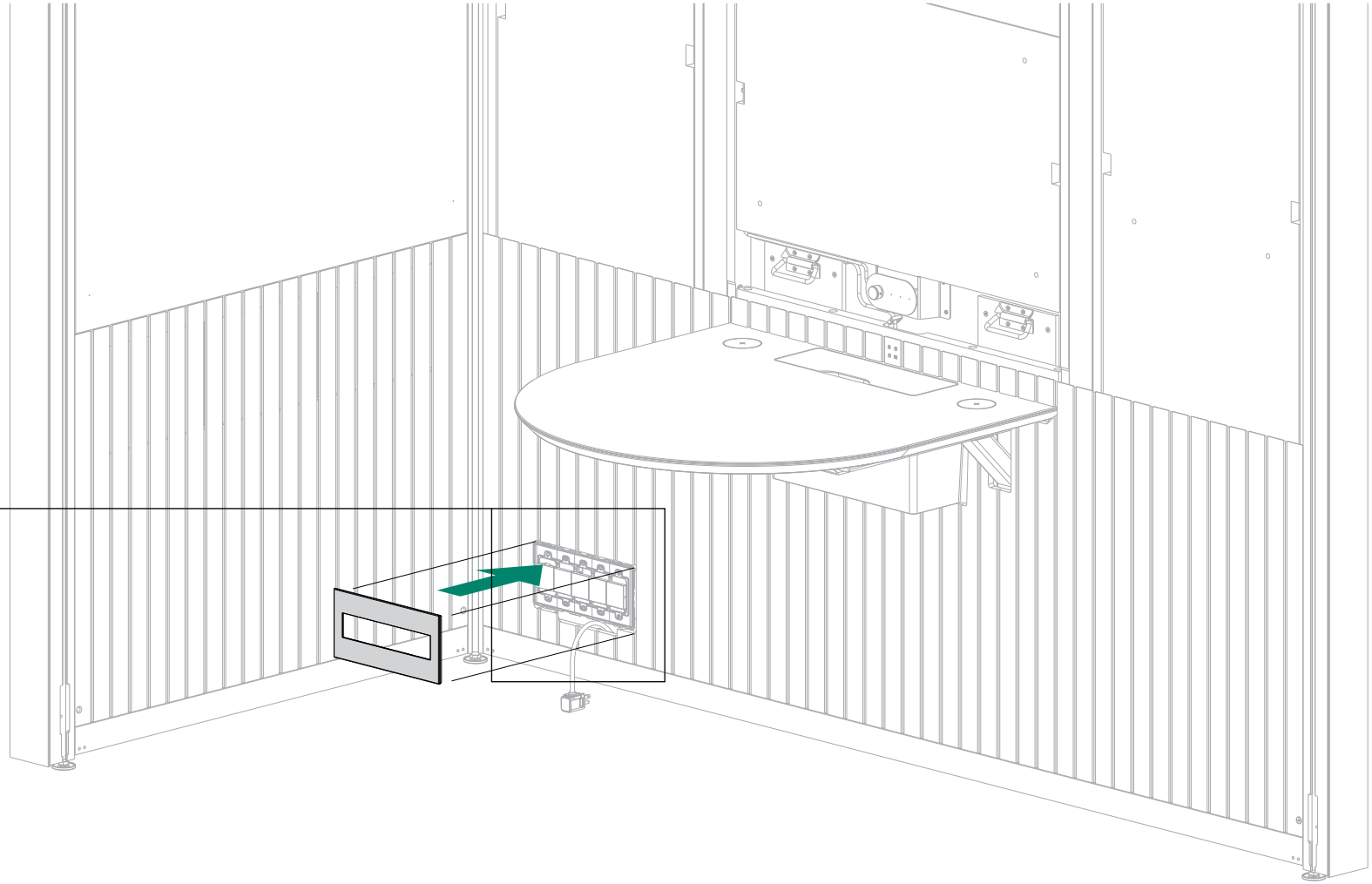


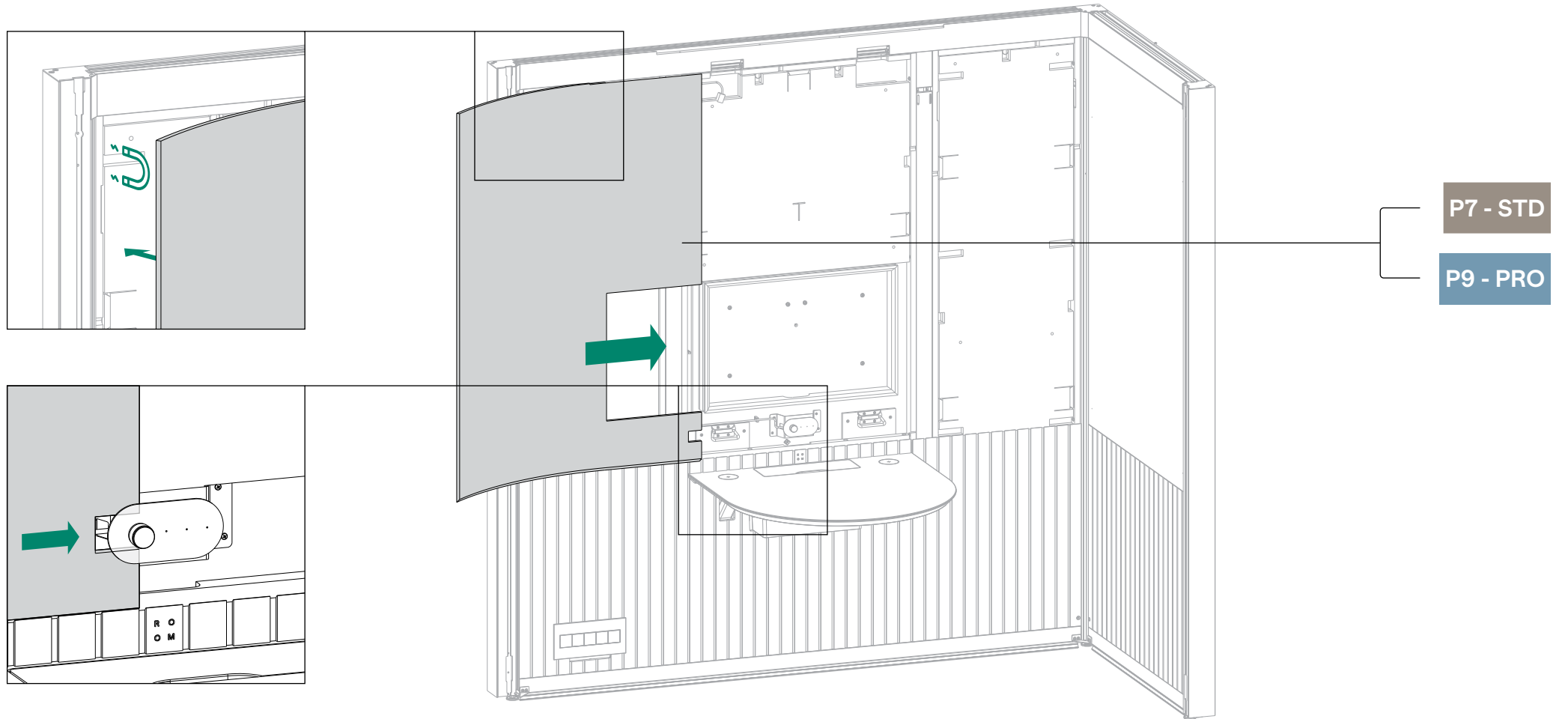
P2

# 40



PRO Only



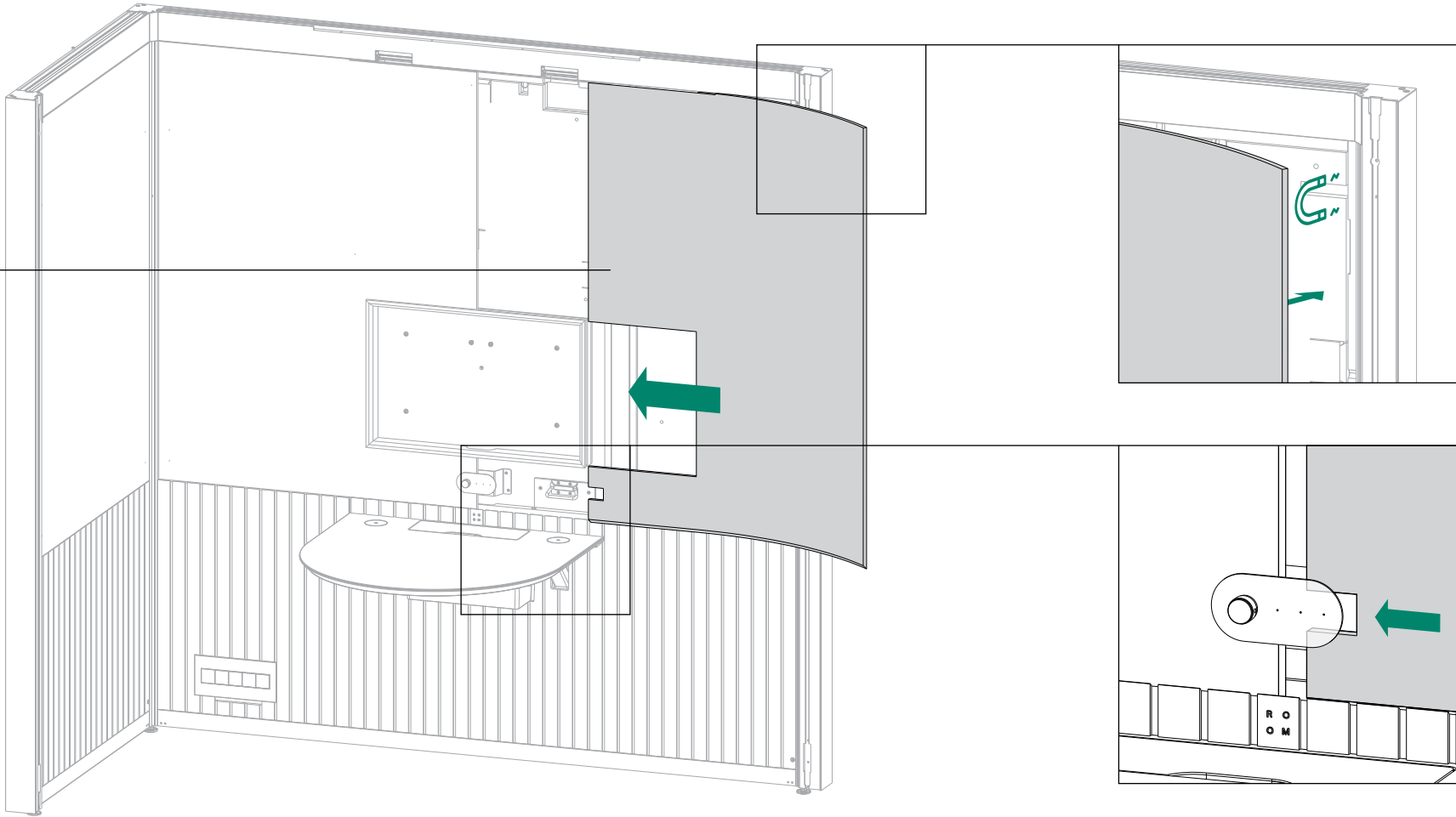


# 42

BOX 11

P8 - STD

P10 - PRO





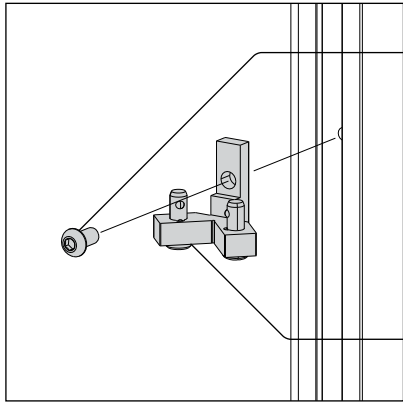
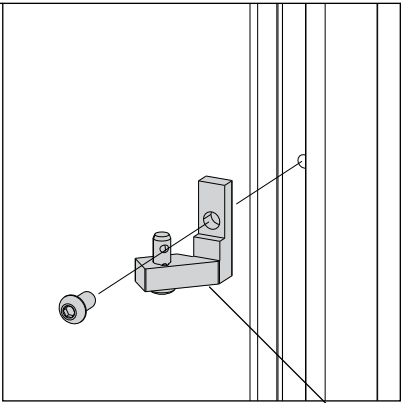
Chapter

# 08

# Accessory Rails & Accessories

# 43

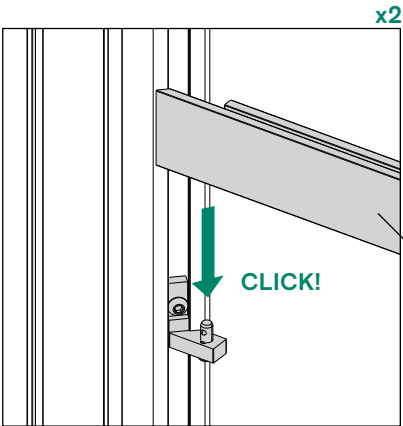
STD Only  
**BOX 4**



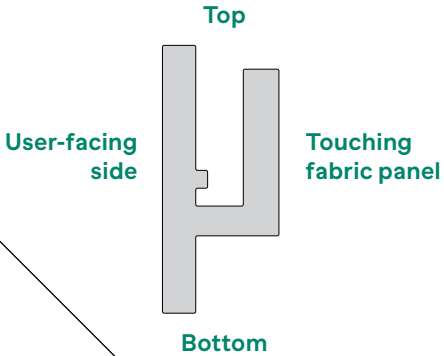
x2 **H5**

F5 - STD

F3 - STD



x2



F7 - STD

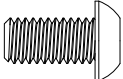


scale 1:1

**SCREWS NEEDED**

M6 x 12  
x2

**H5**

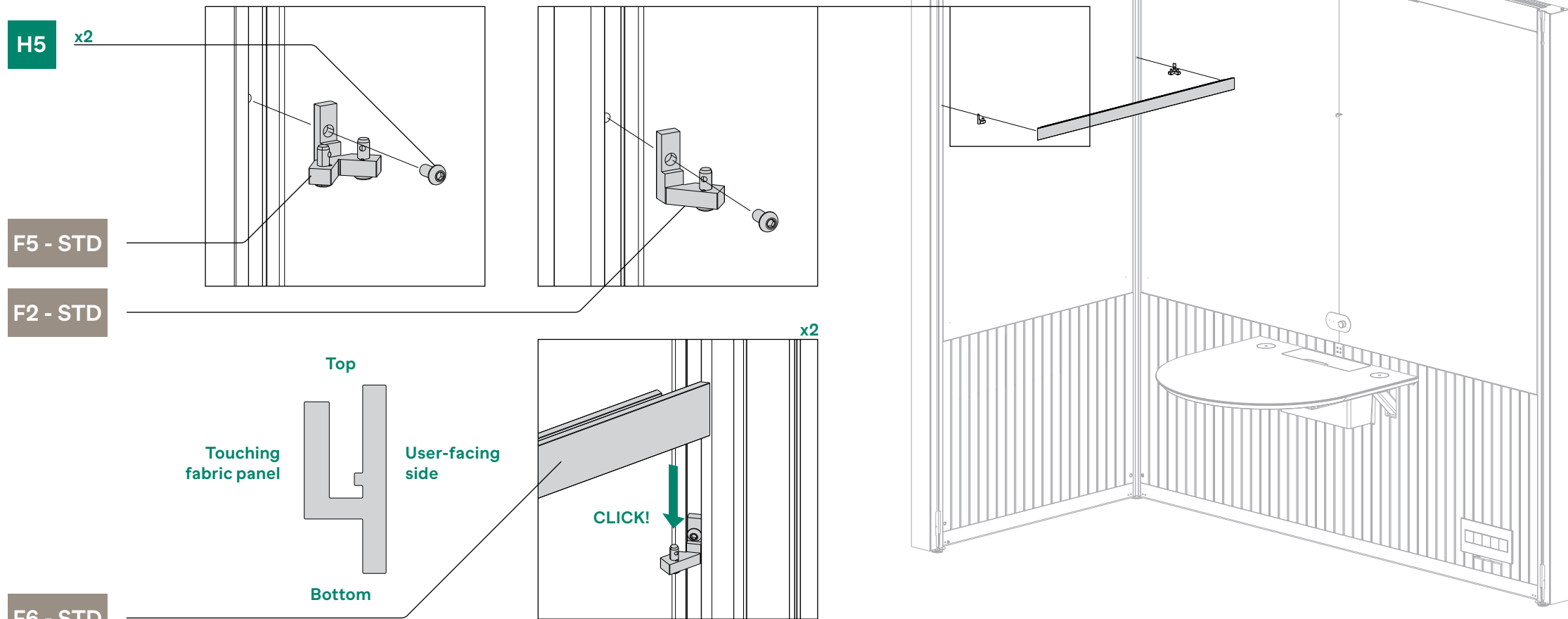




# 44

STD Only

**BOX 4**



SCREWS NEEDED

scale 1:1

H5

M6 x 12

x2

2.5

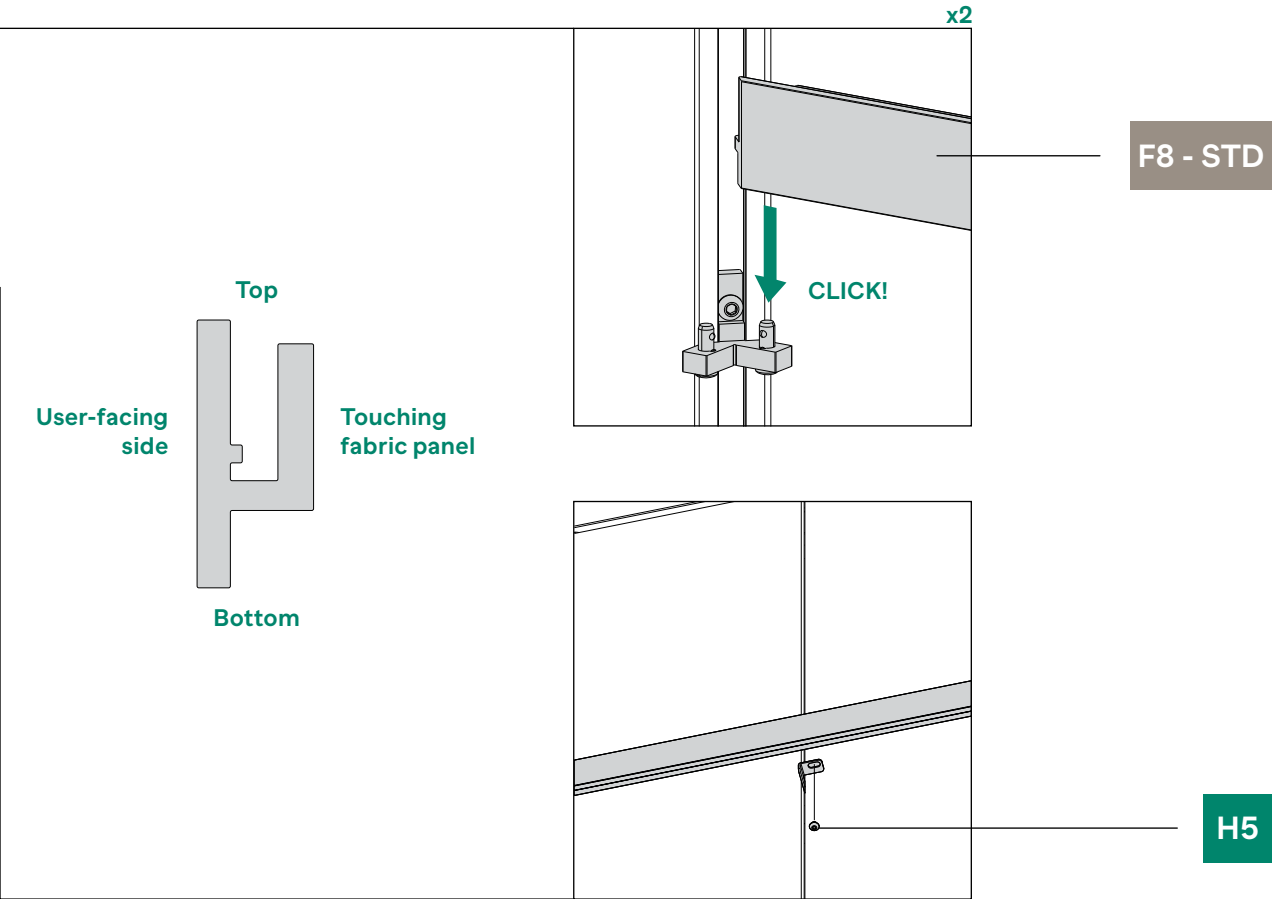
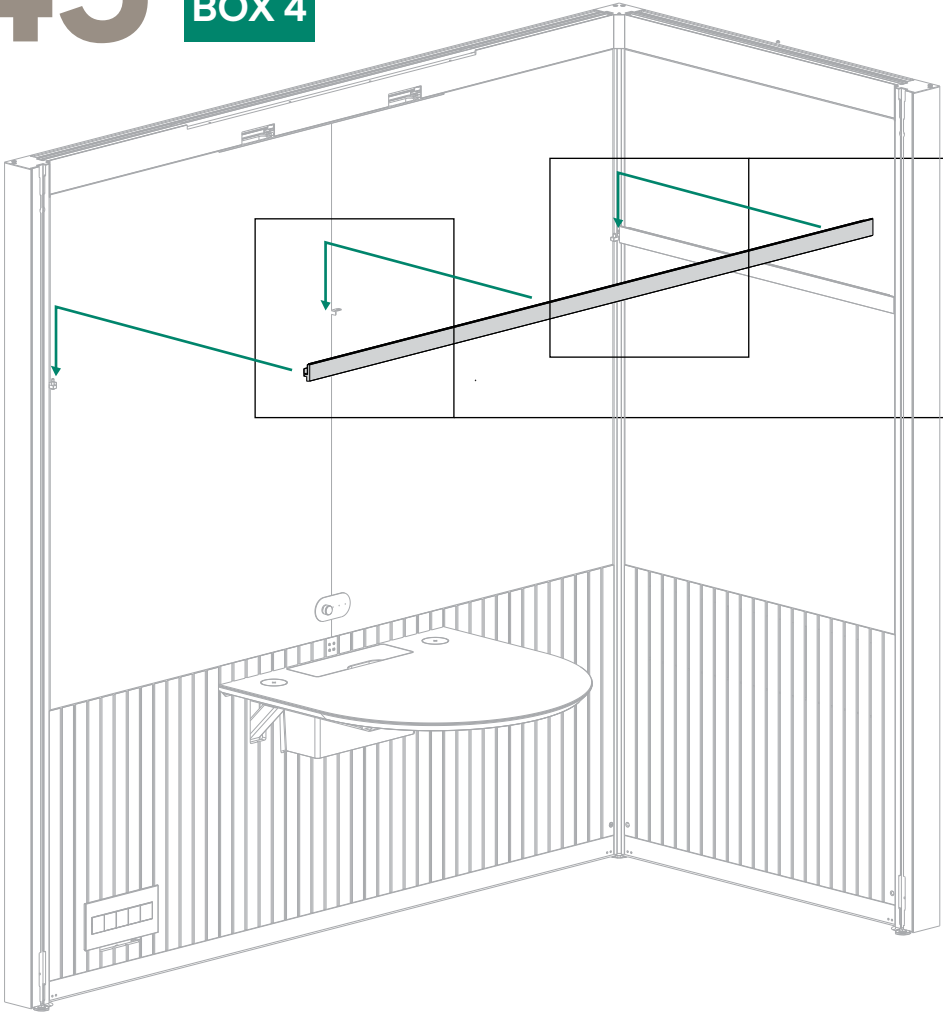
3

4

5

# 45

STD Only  
**BOX 4**



2.5

3

4


5


scale 1:1

SCREWS NEEDED

M5 x 5  
x1

**H7**





# 46

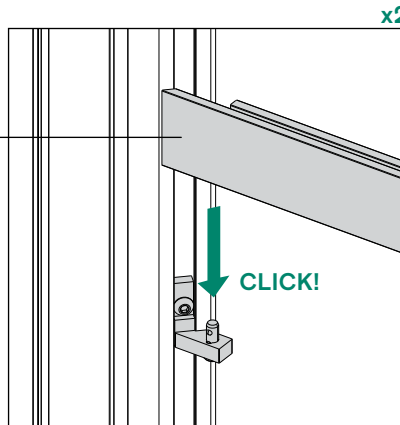
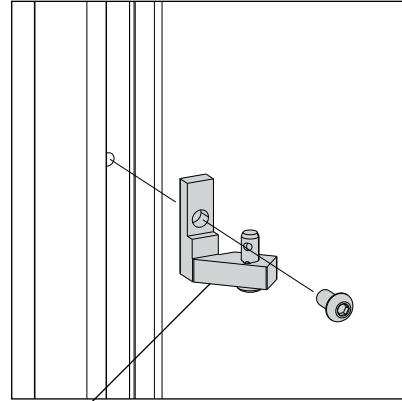
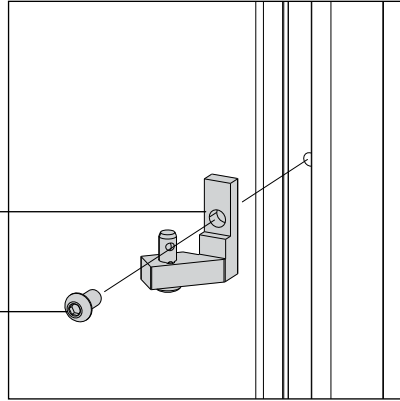
PRO Only  
**BOX 4**

F2 - PRO

H5 **x2**

F3 - PRO

F4 - PRO



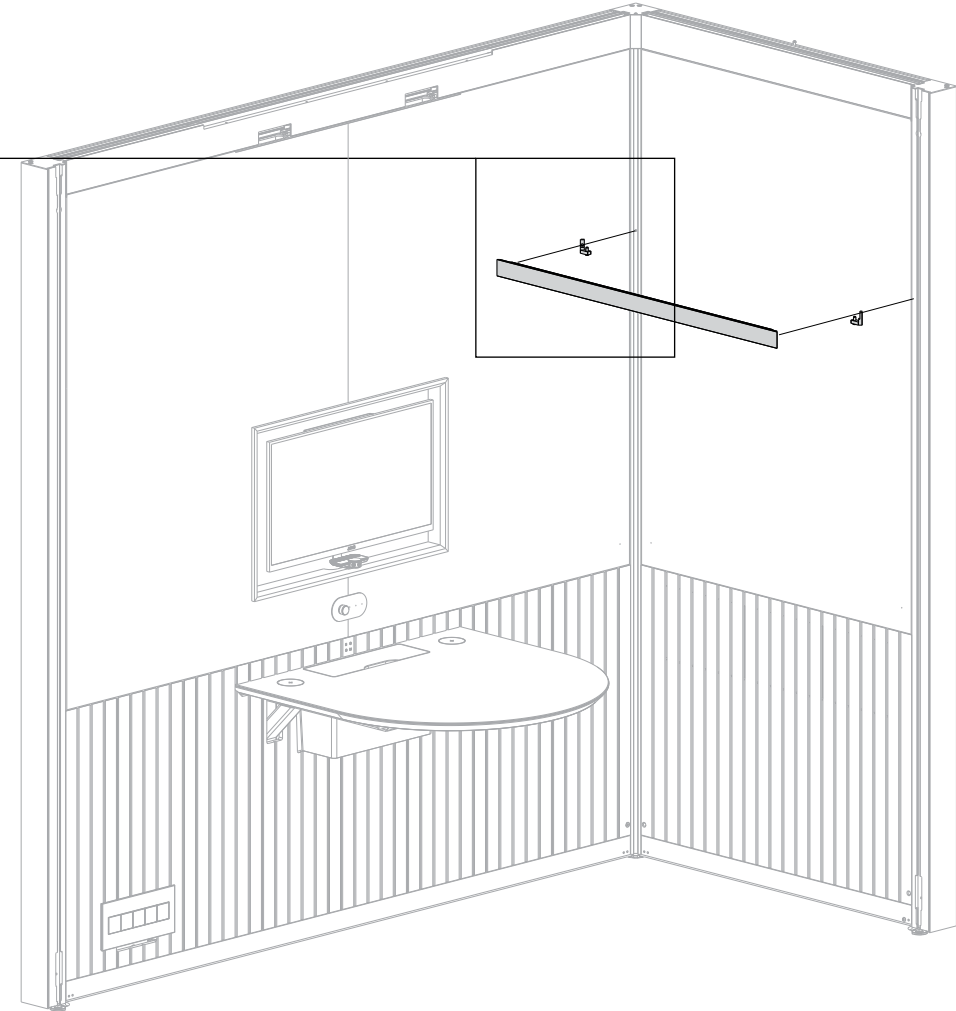
**x2**

Top

User-facing side

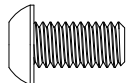
Touching fabric panel

Bottom



SCREWS NEEDED

scale 1:1



**H5**

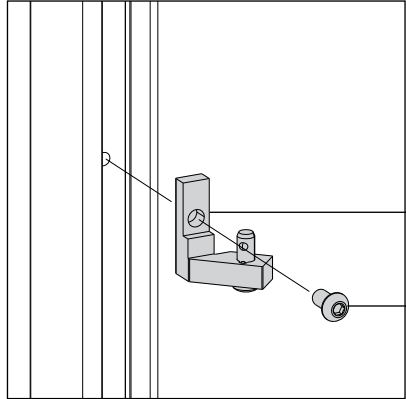
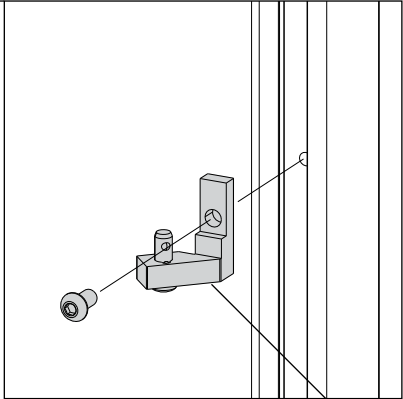
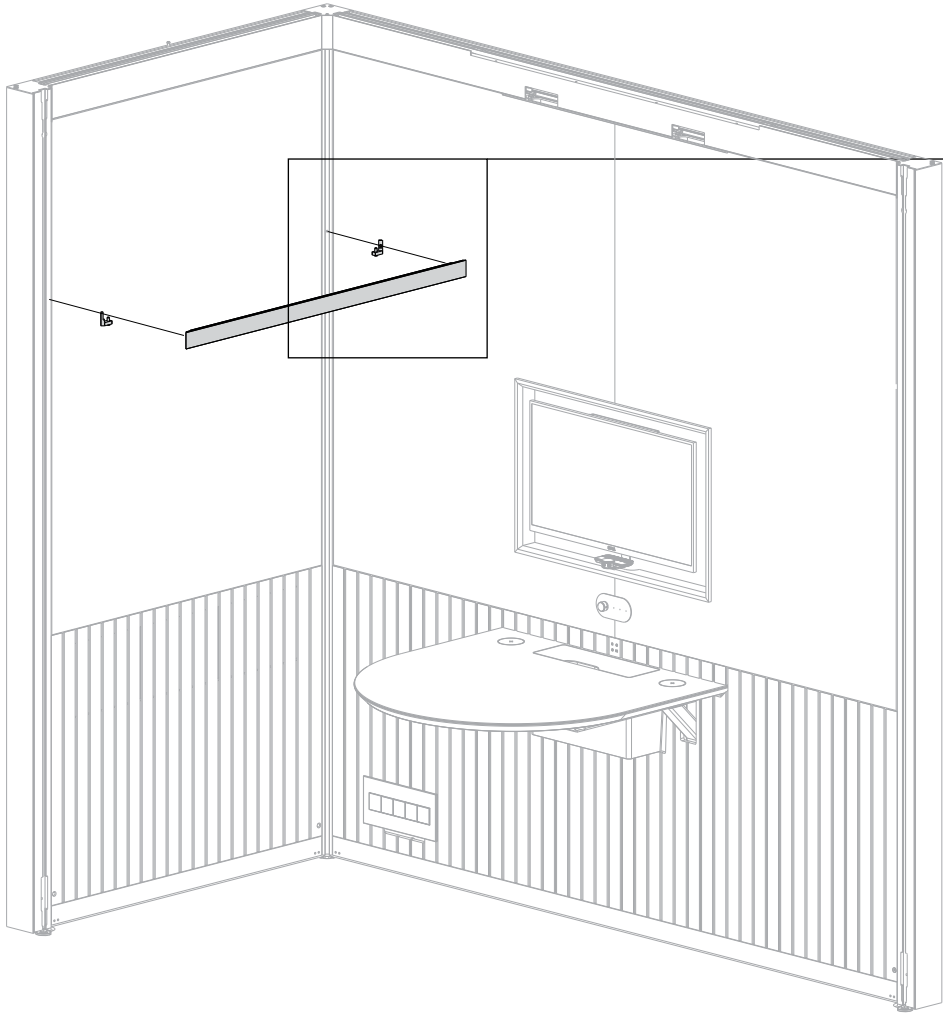
M6 x 12  
**x2**



47

PRO Only

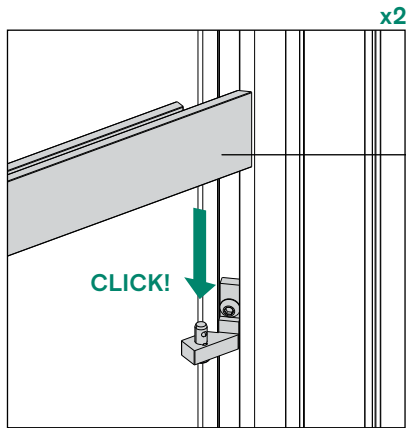
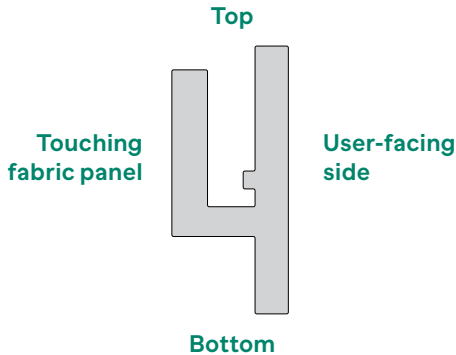
BOX 4



F3 - PRO

x2  
H5

F2 - PRO



F4 - PRO

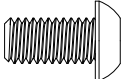


scale 1:1

SCREWS NEEDED

M6 x 12  
x2

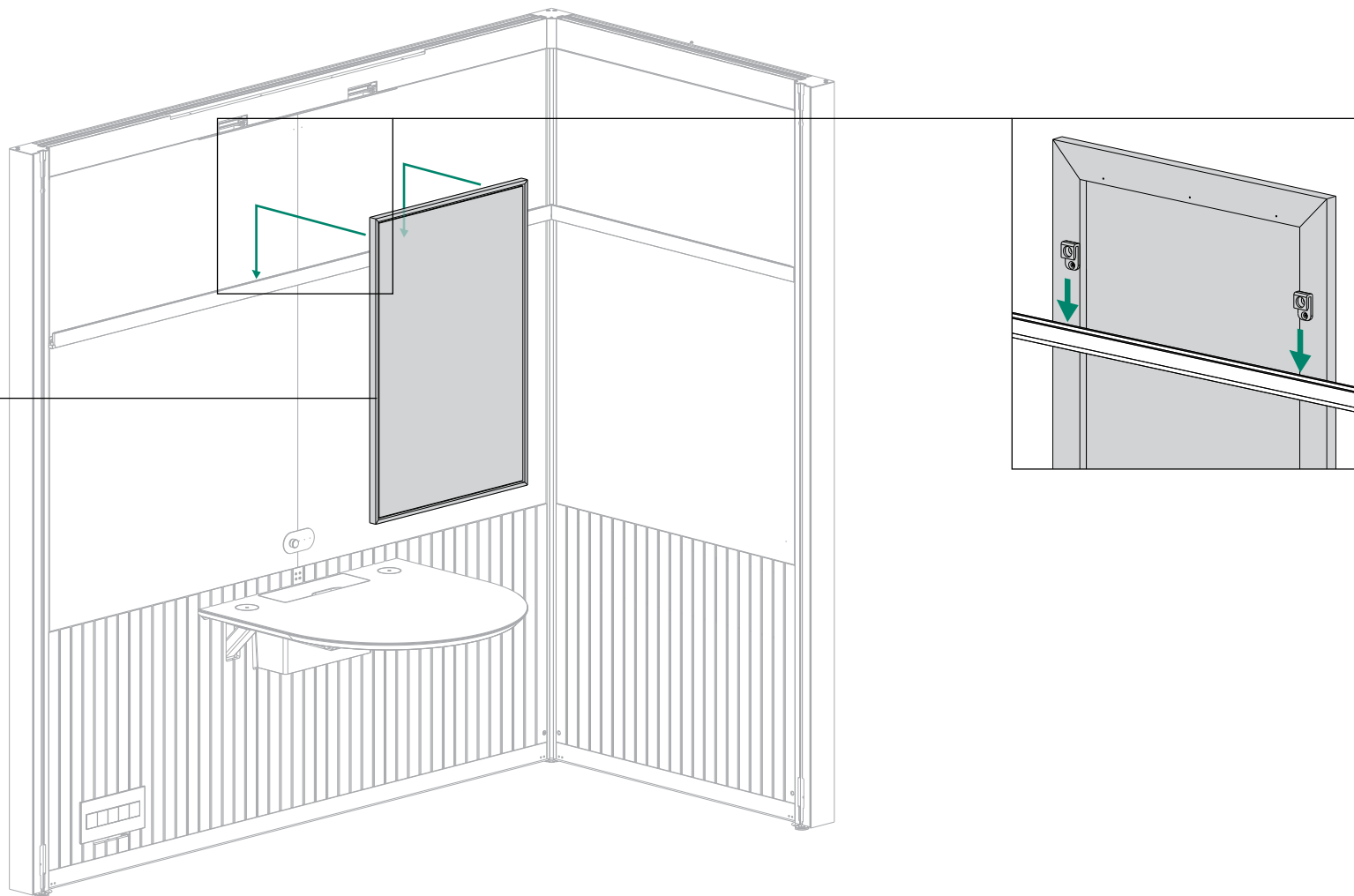
H5



# 48

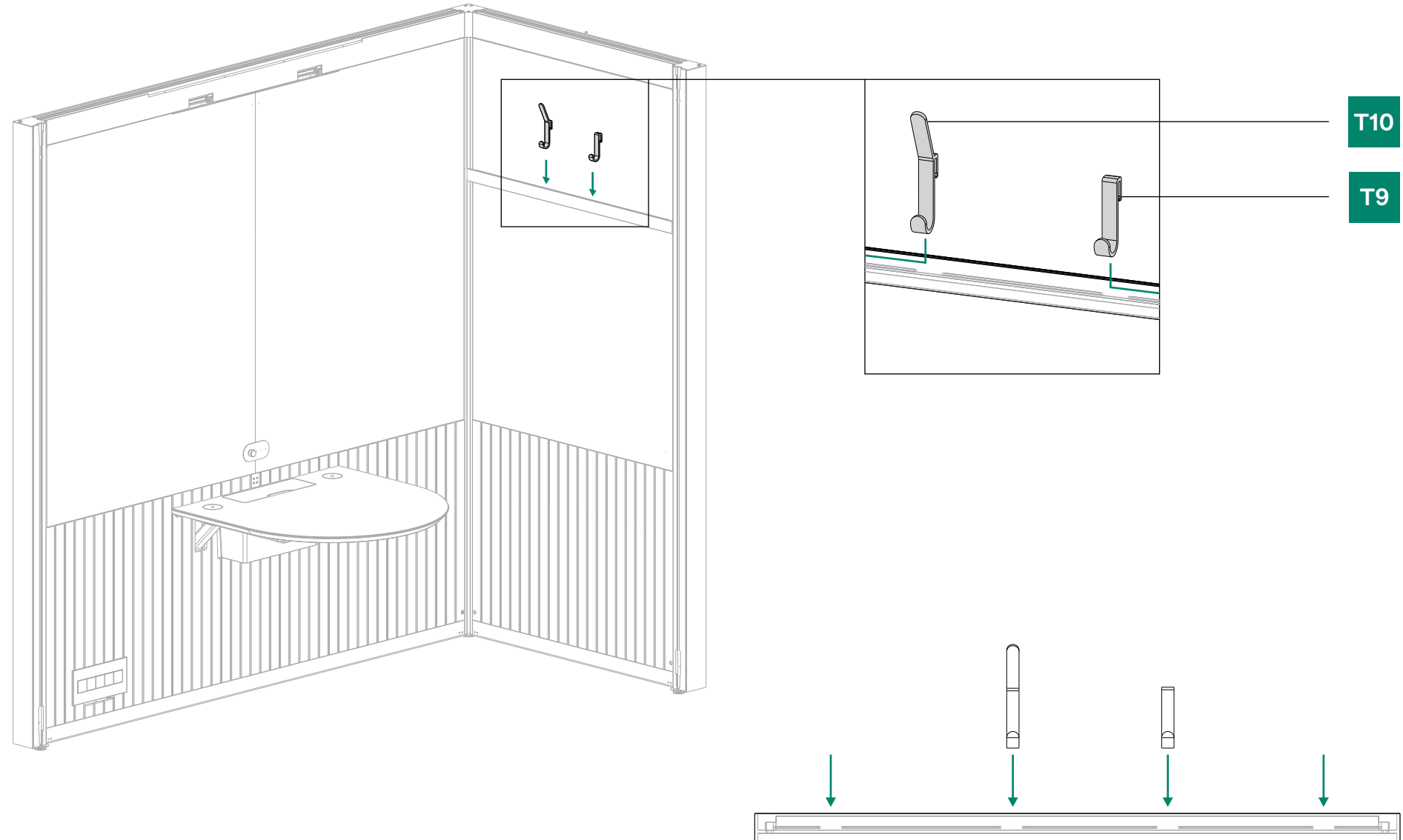
## ACCESSORIES

F9



# 49

BOX 1



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

MEETING ROOM

**Continue** →

OPEN MEETING ROOM

**Jump to step 65**





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Chapter

09

# Front Windows

# 50

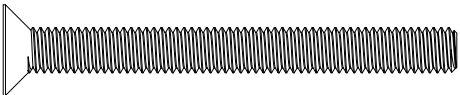
BOX 13

G2

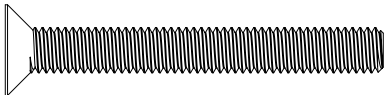
H9 x2

H1 x4

SCREWS NEEDED

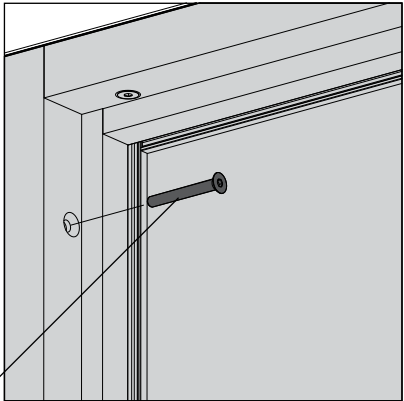
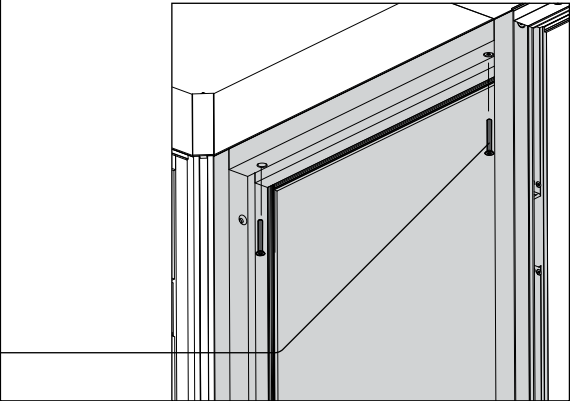
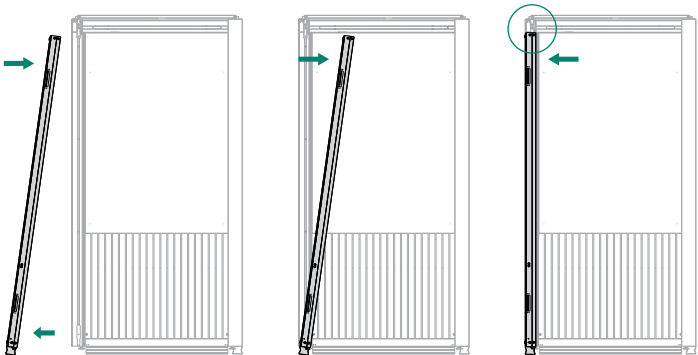
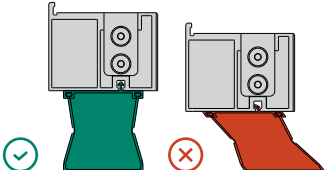


H9 M6 x 60 x2



H1 M6 x 50 x4

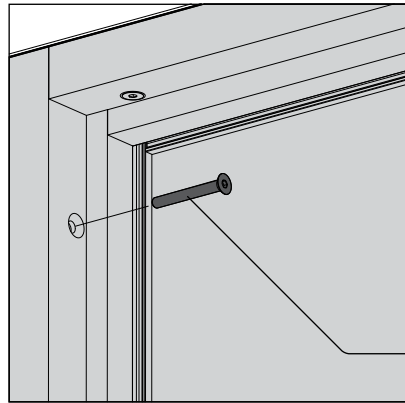
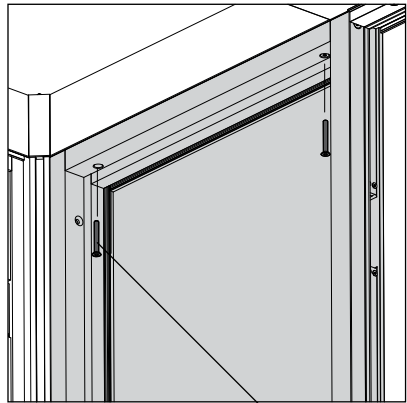
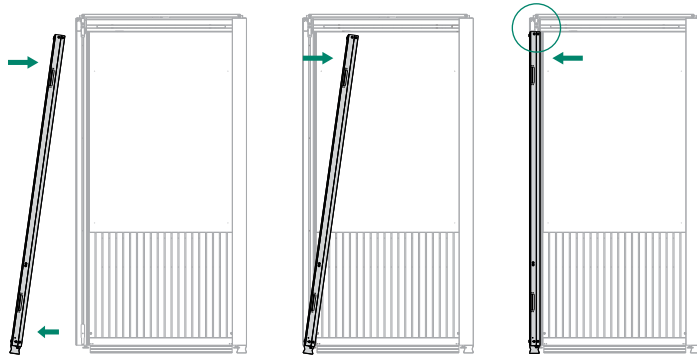
scale 1:1



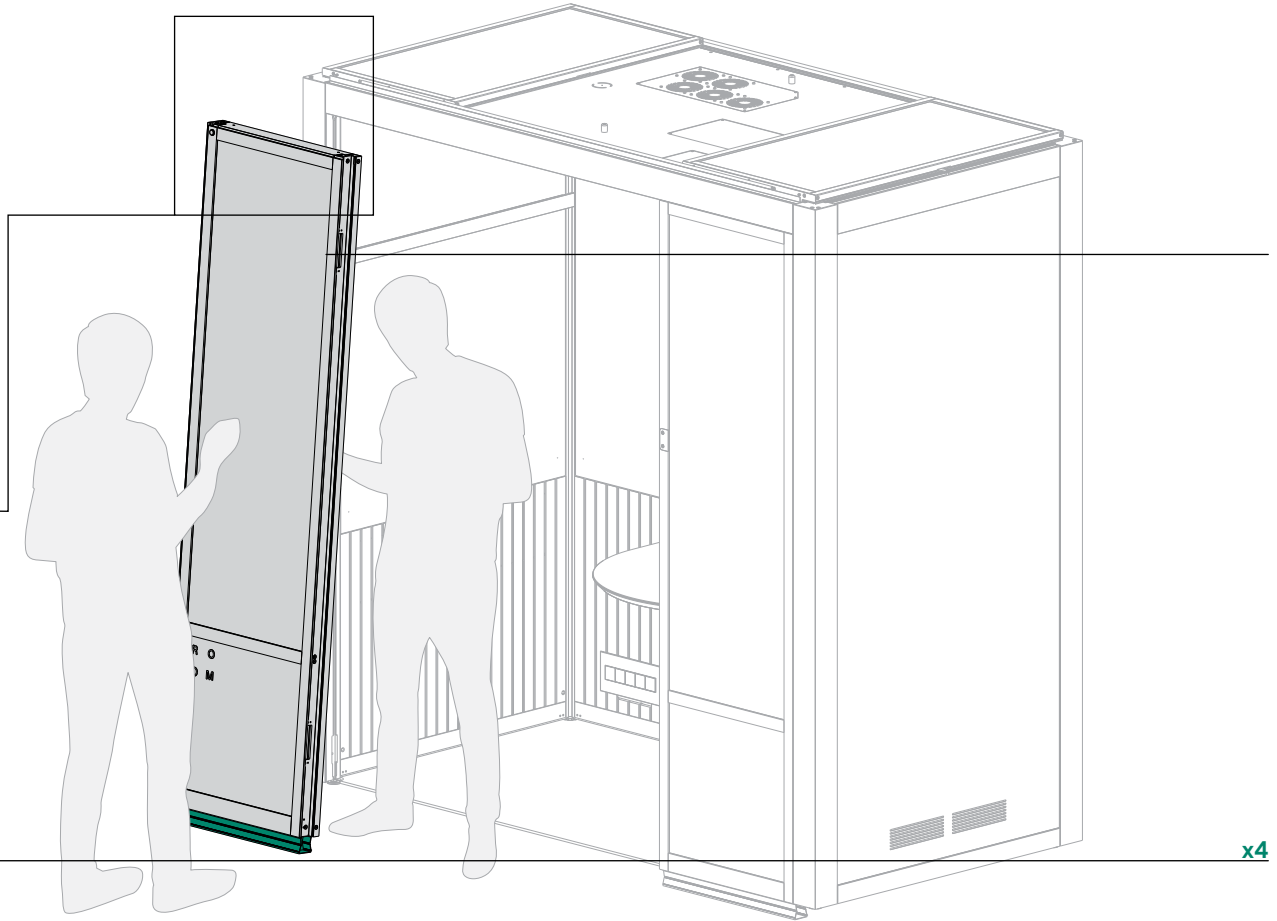
x4

# 51

BOX 12



x4



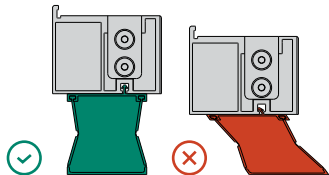
G1

x4

H1

x2

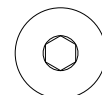
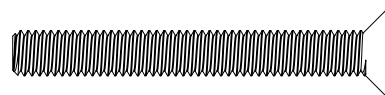
H9



M6 x 50  
x4

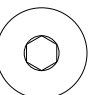
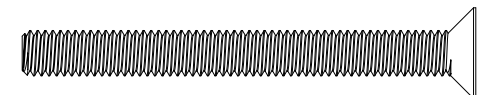
scale 1:1

H1



M6 x 60  
x2

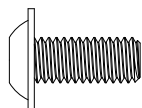
H9



SCREWS NEEDED



scale 1:1



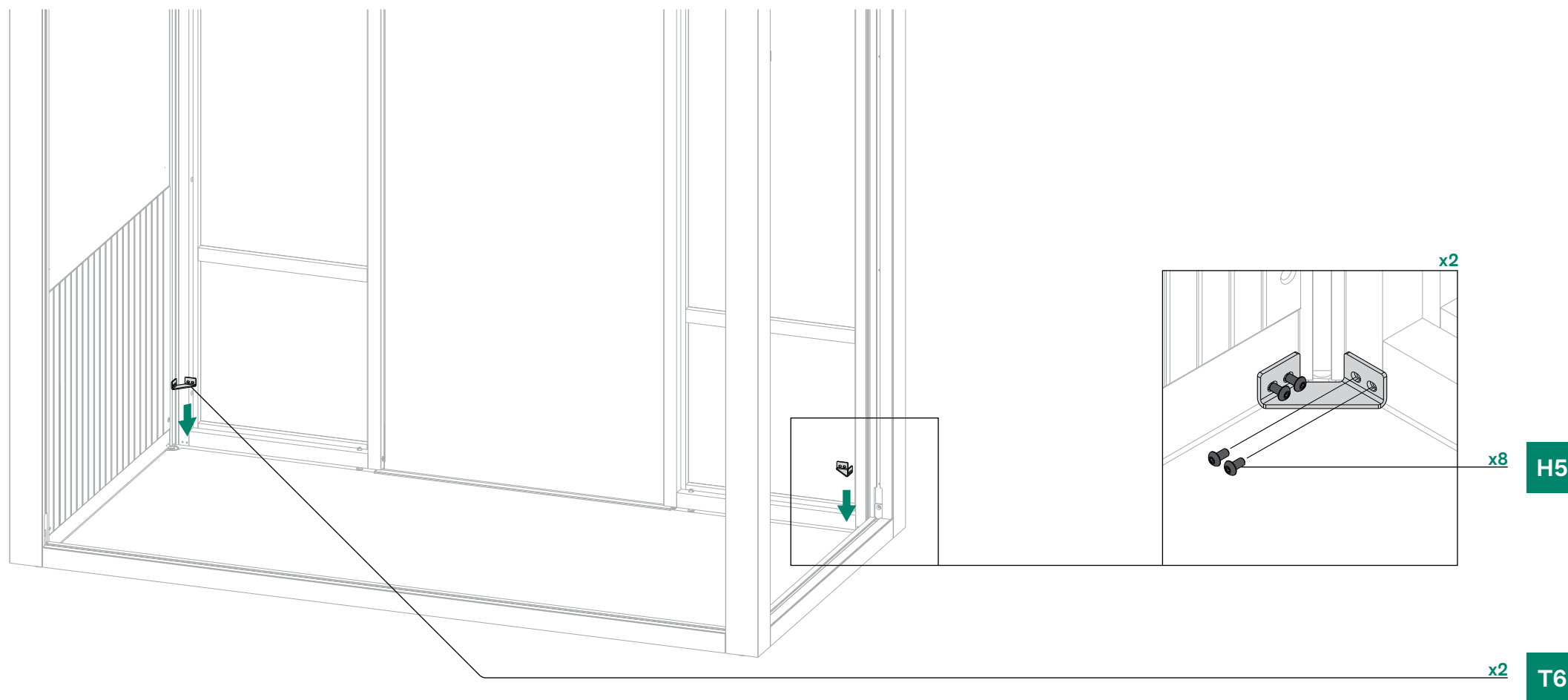
M6 x 14  
x4 - Color Match



# 53

BOX 1

Step by step



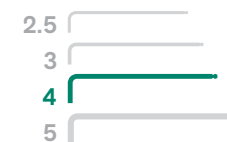
x2

x8

H5

x2

T6

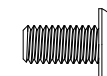


scale 1:1

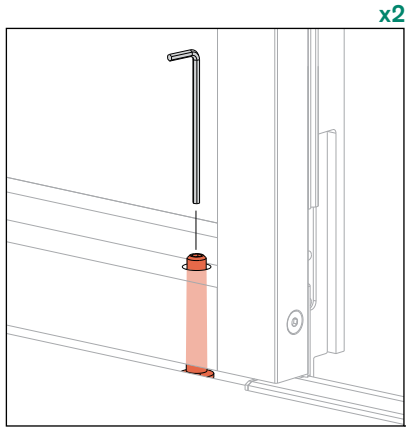
SCREWS NEEDED

M6 x 12  
x8

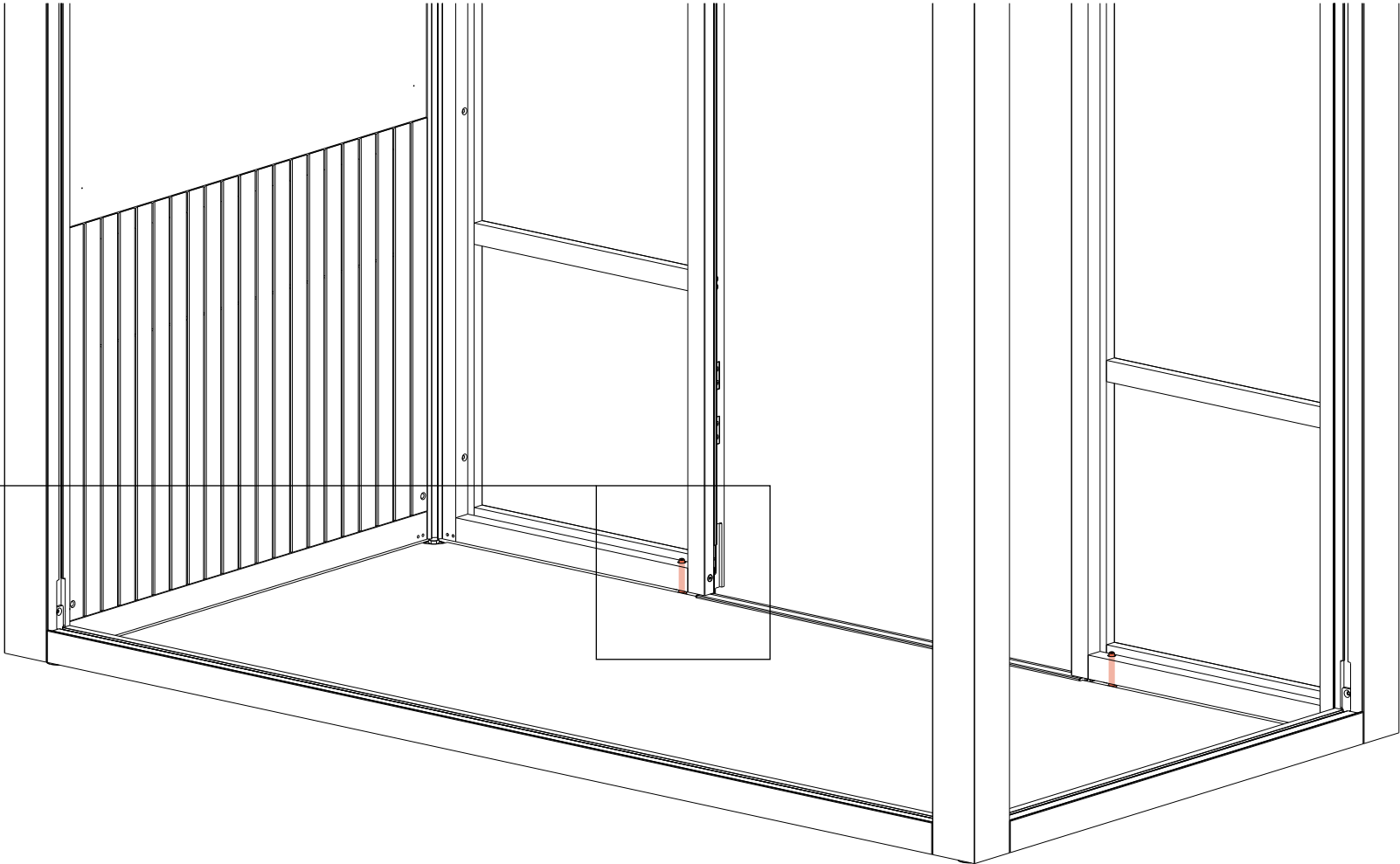
H5



# 54

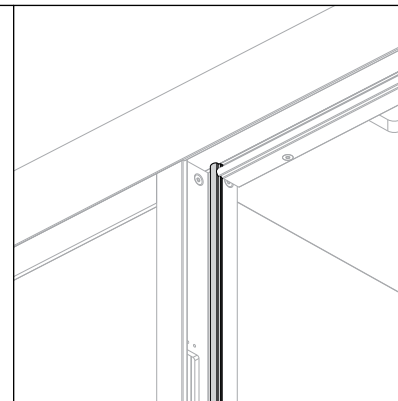
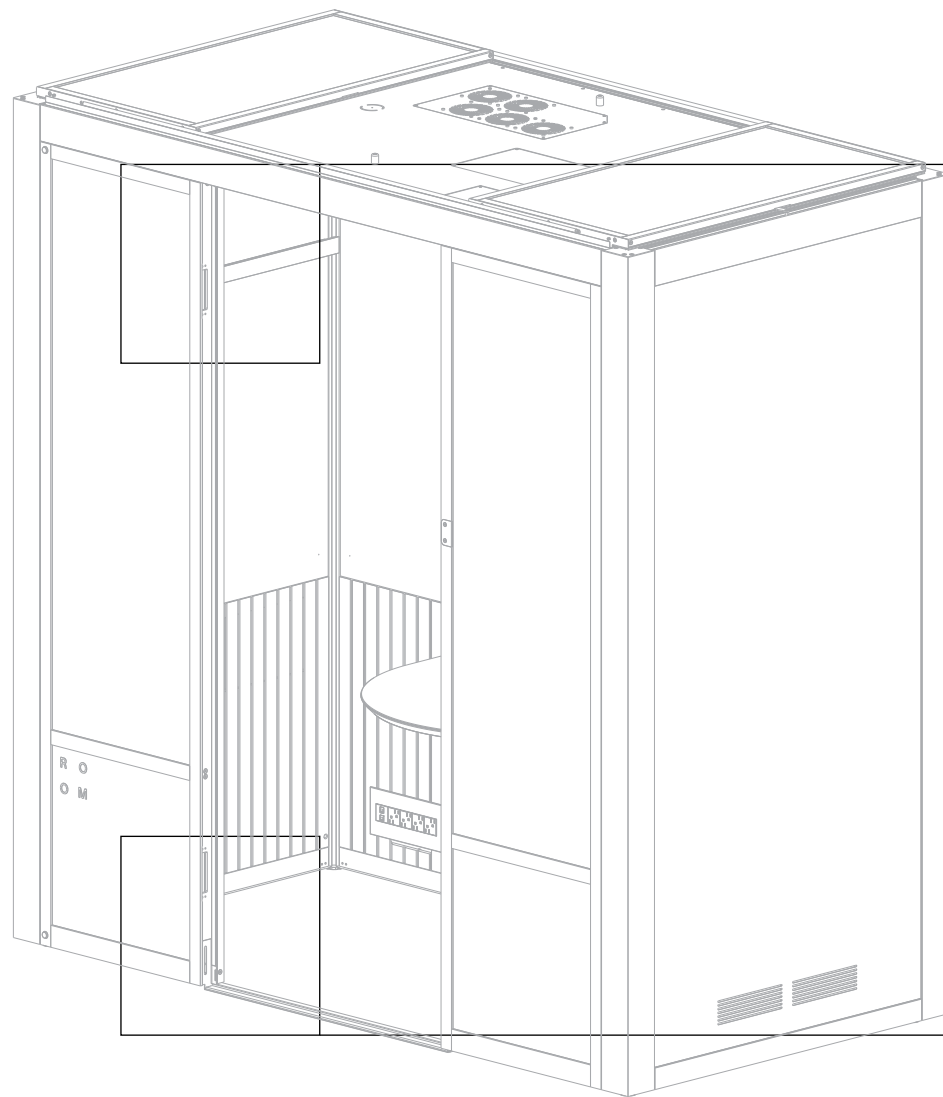


Turn clockwise to drop the window foot until it presses against the floor firmly.

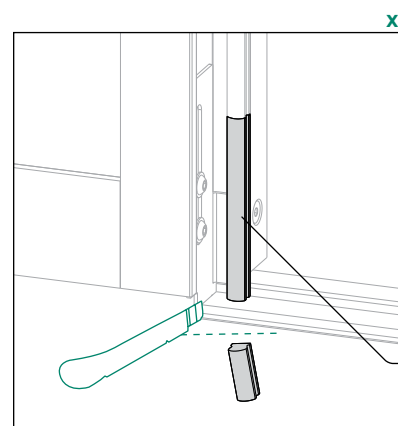


# 55

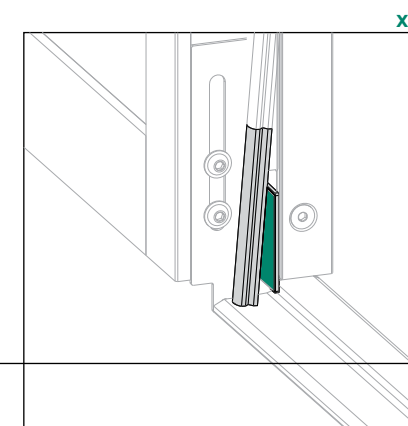
BOX 1



1 - Make sure gasket is flush at top.



2 - Cut excess at bottom if needed.



3 - Tape the gasket.

T5





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Chapter

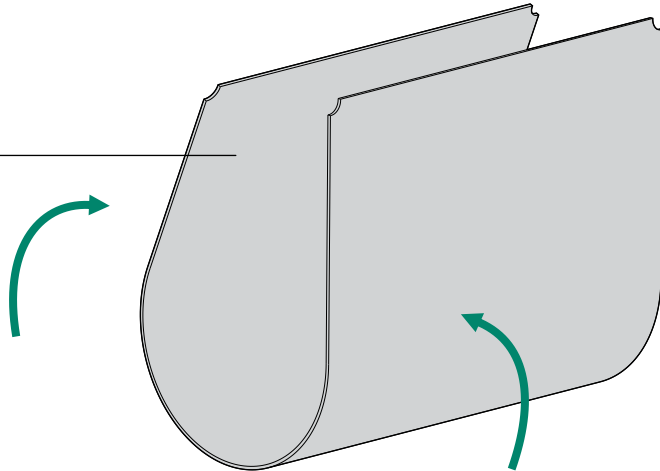
# 10

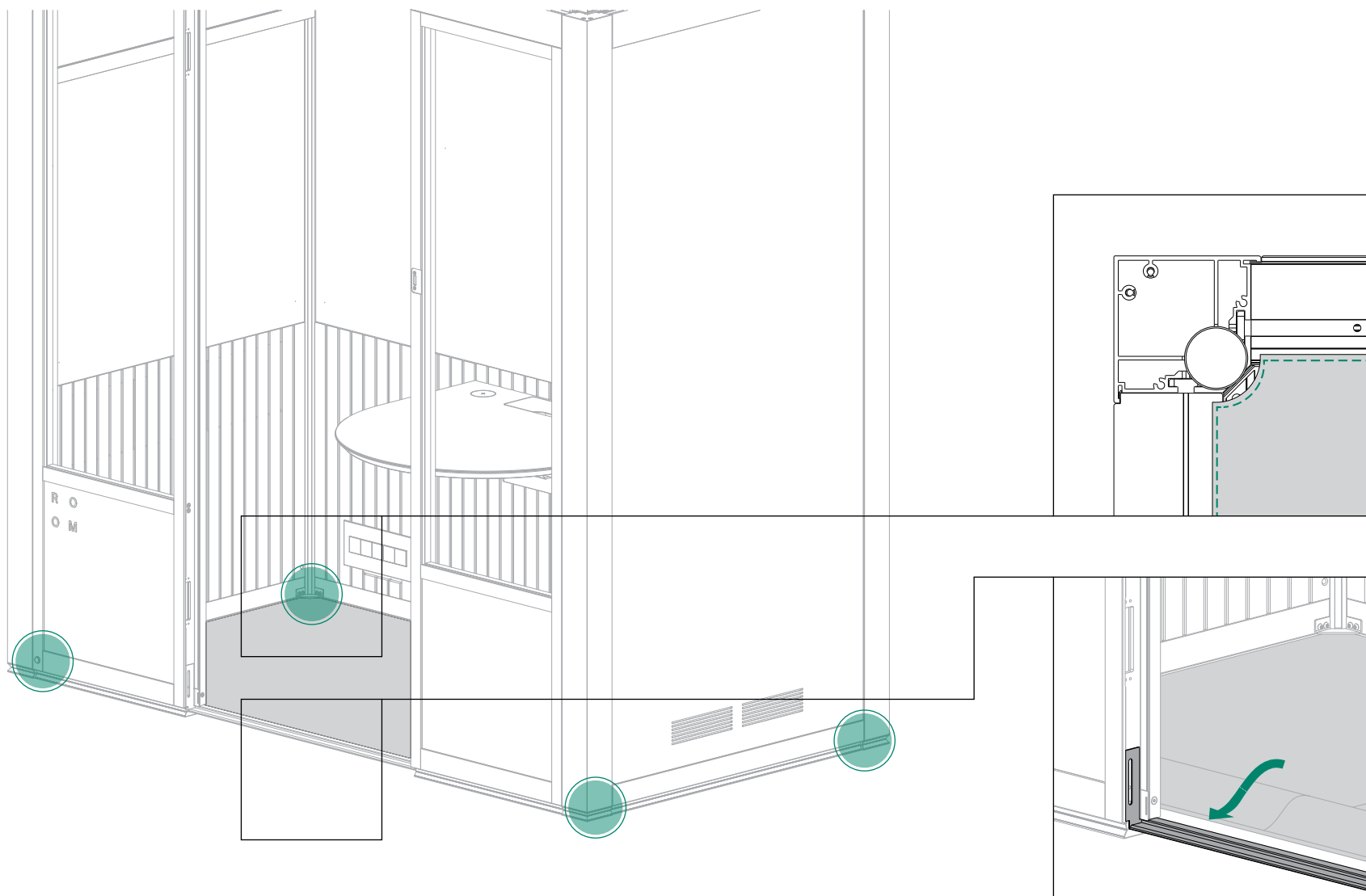
## Carpet & Sofa

# 56

BOX 15

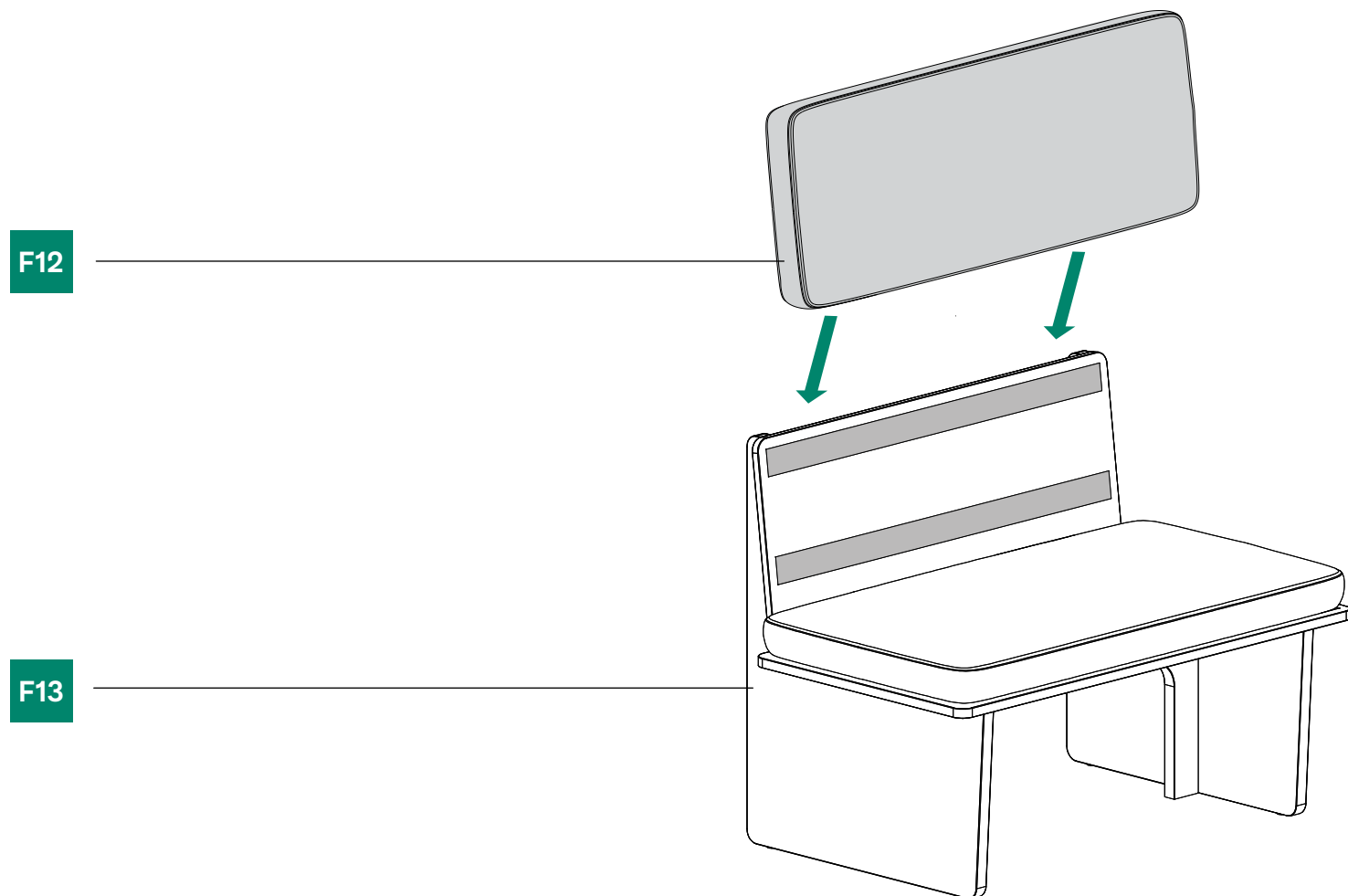
F1





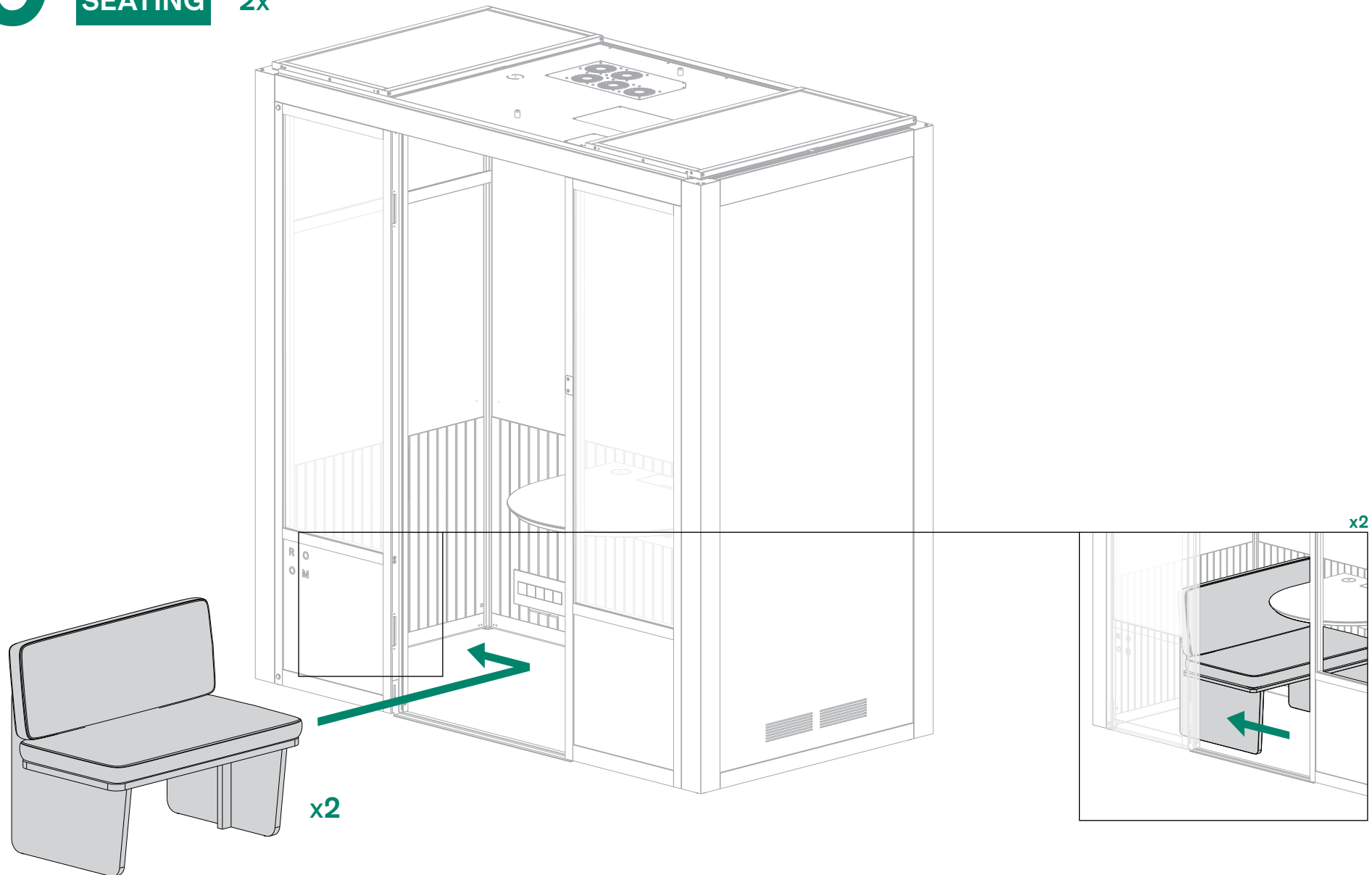
# 58

## SEATING



# 59

SEATING 2x





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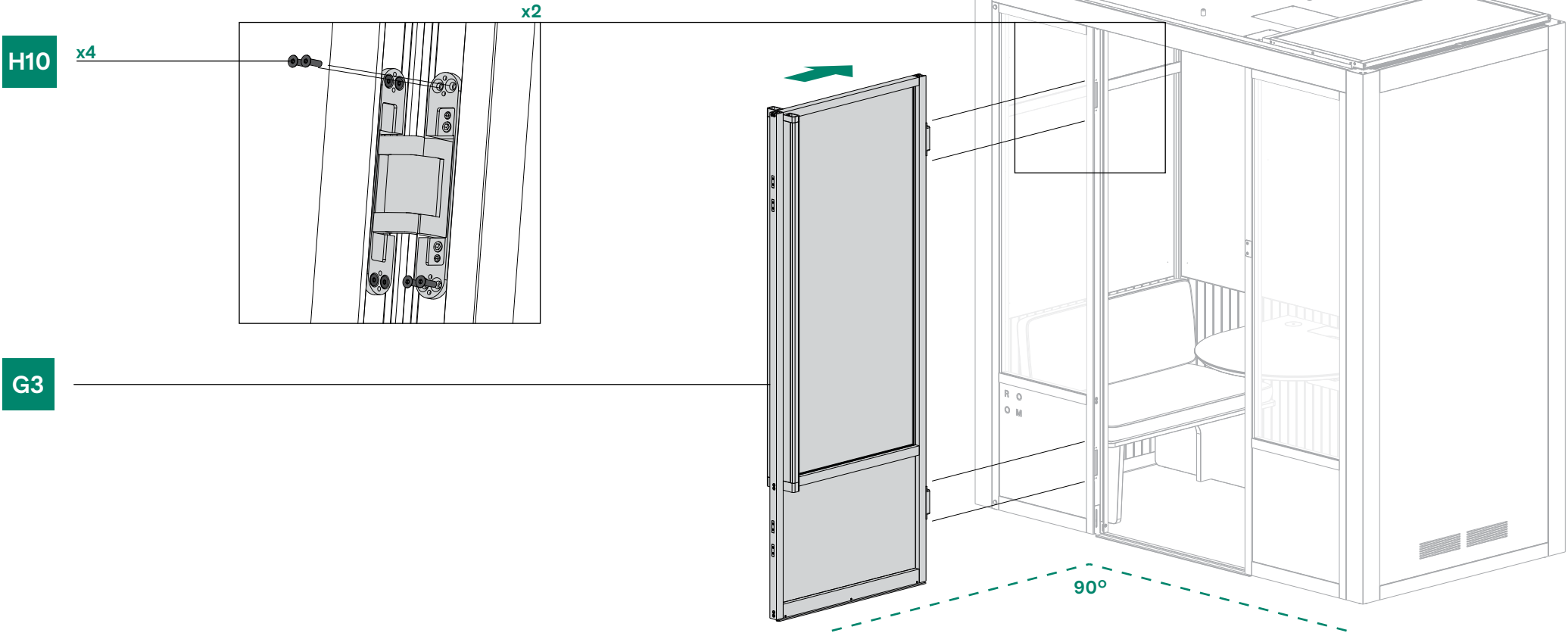
Chapter

11

Door

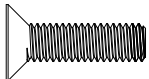
# 60

BOX 14



SCREWS NEEDED

scale 1:1



**H10** M5 x 16  
x8

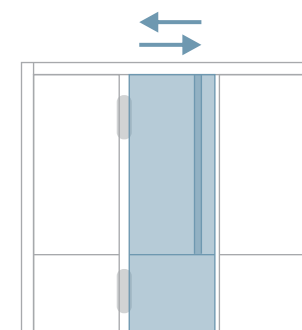
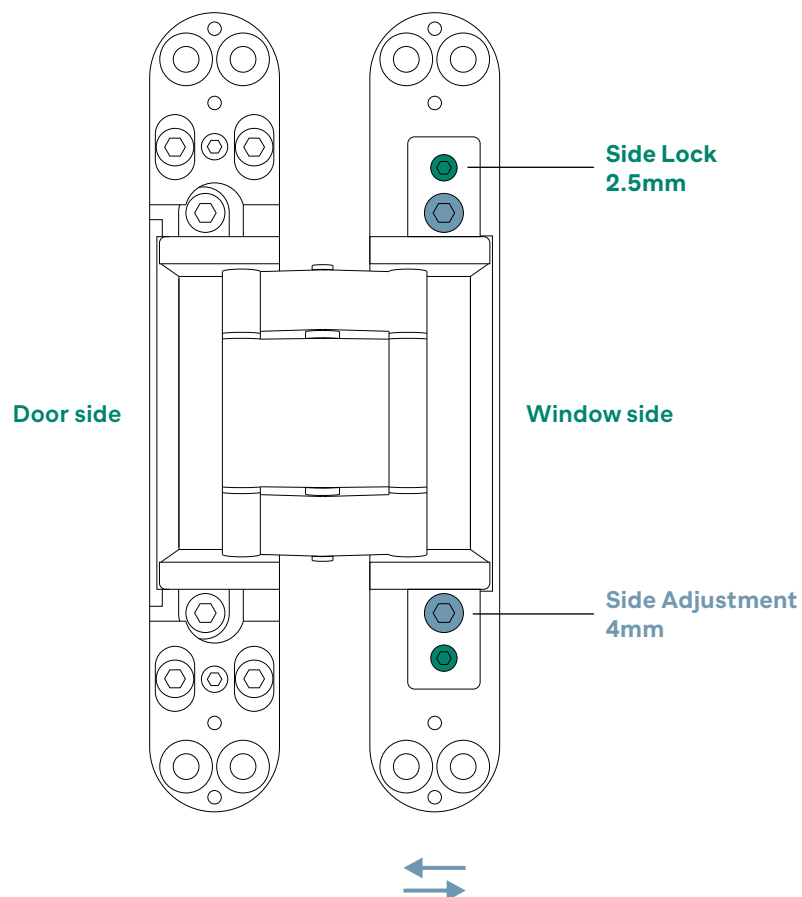




**! WATCH VIDEO FIRST**



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



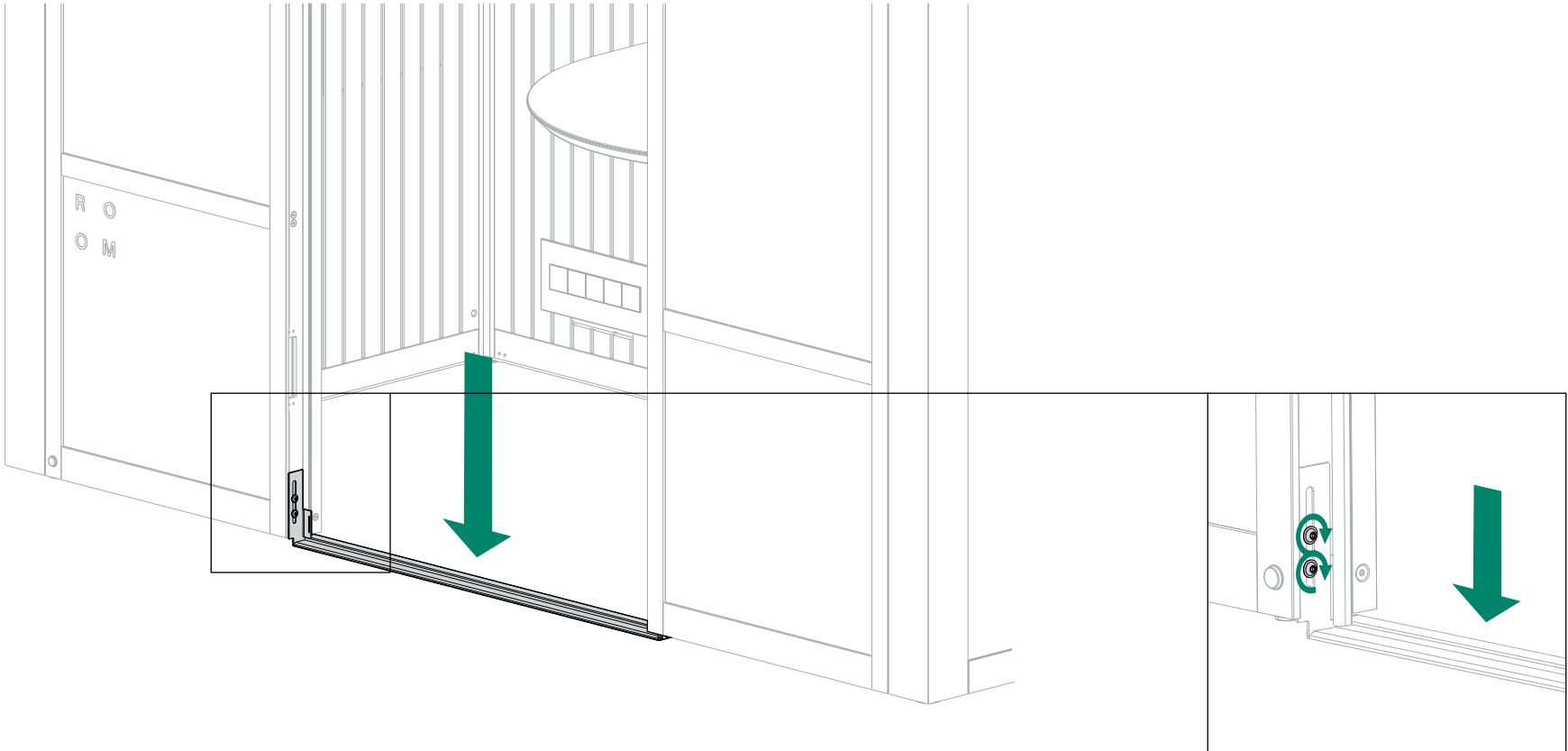
- 1 - Loosen **Side Lock Screws** for mobility.
- 2 - Turn **Side Adjustment Screws** clockwise to push the door right, and counterclockwise to pull the door left.
- 3 - Tighten the **Side Lock Screws** to lock the hinge plate.



**Do not use  
Power Drill.**



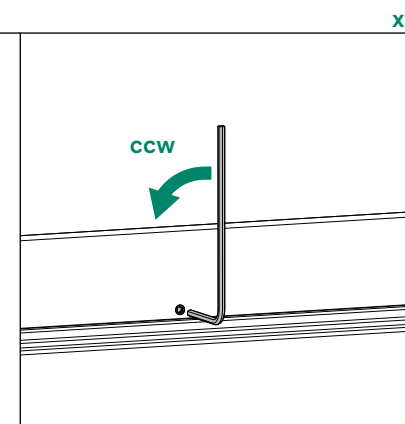
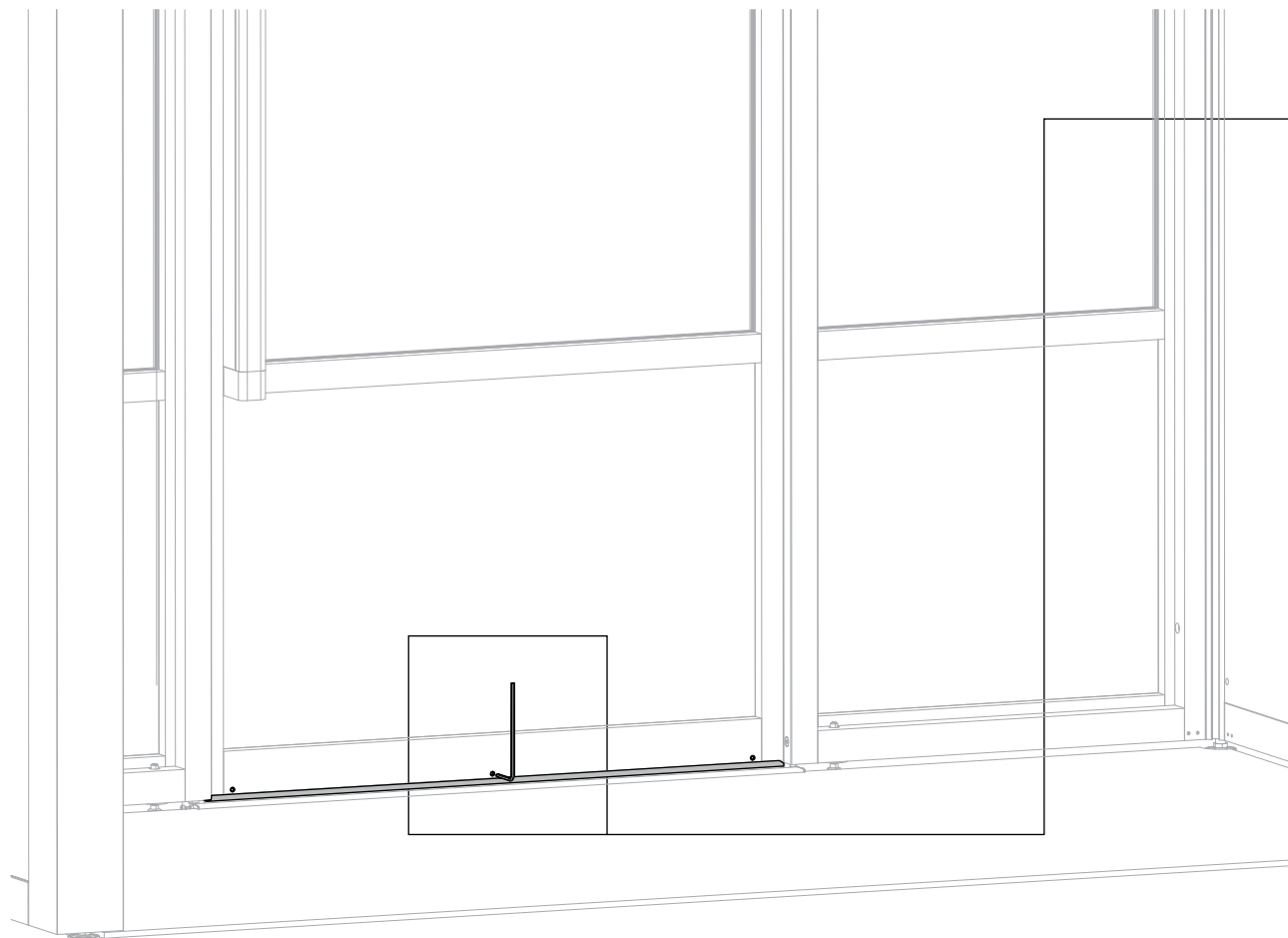
# 62



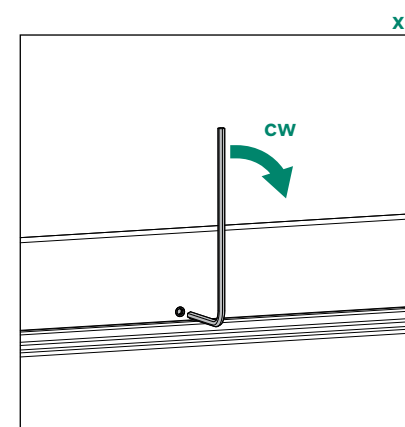
Push the threshold down, and then tighten the screws all the way.



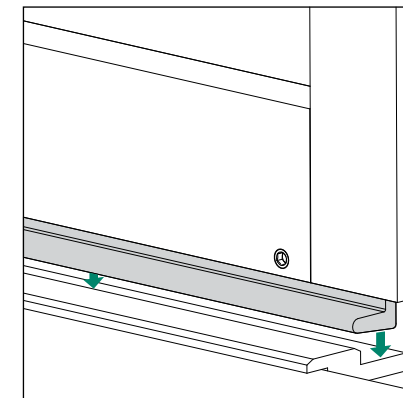
! MAKE SURE THE SEAL IS AIRTIGHT



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.





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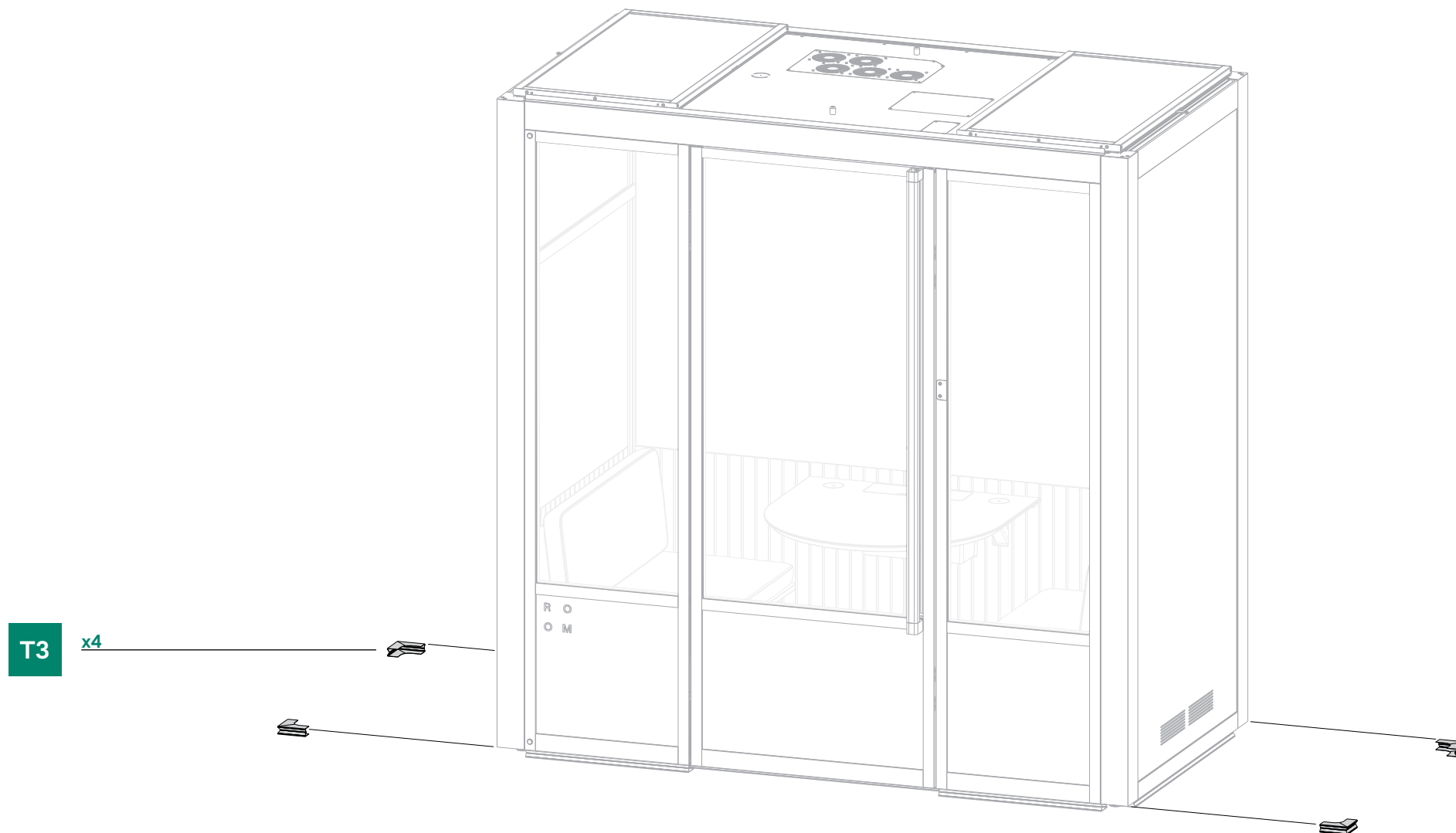
Chapter

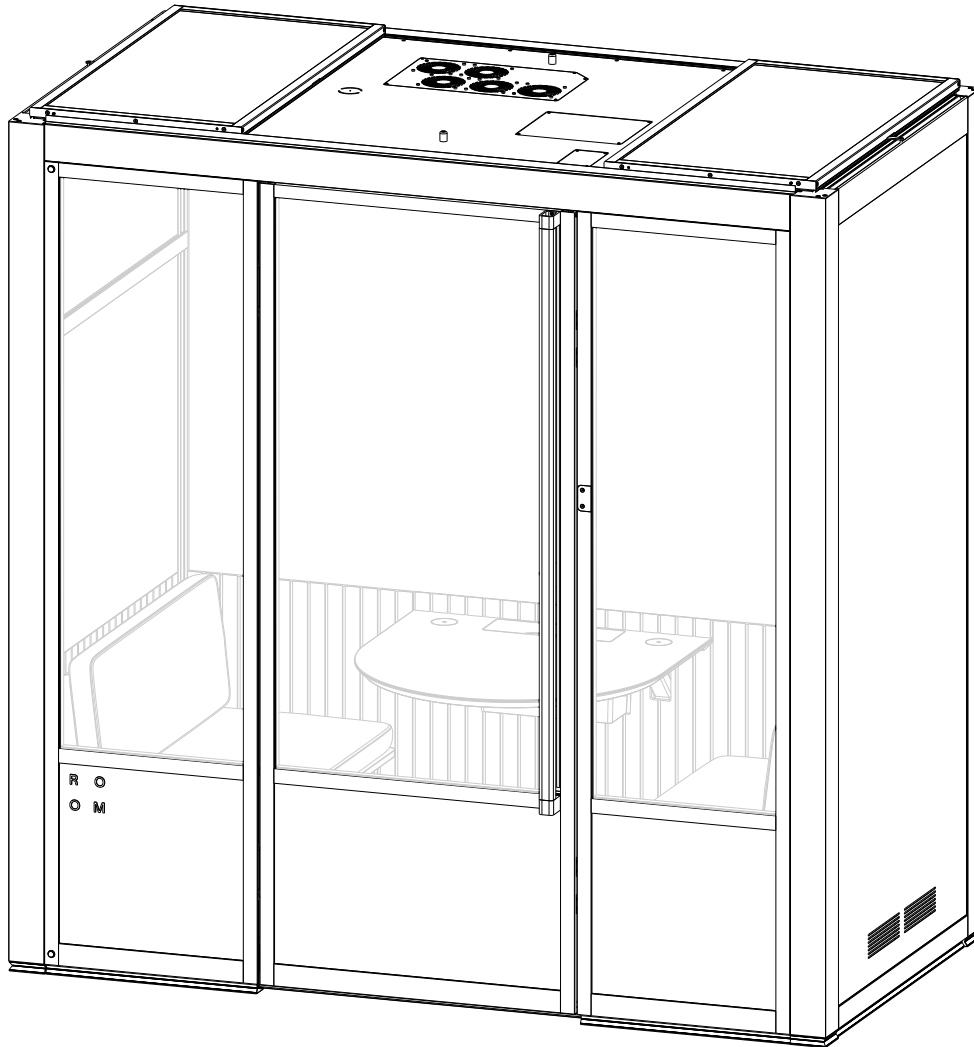
# 12

# Finishing Touches

# 64

BOX 1





# Well done.

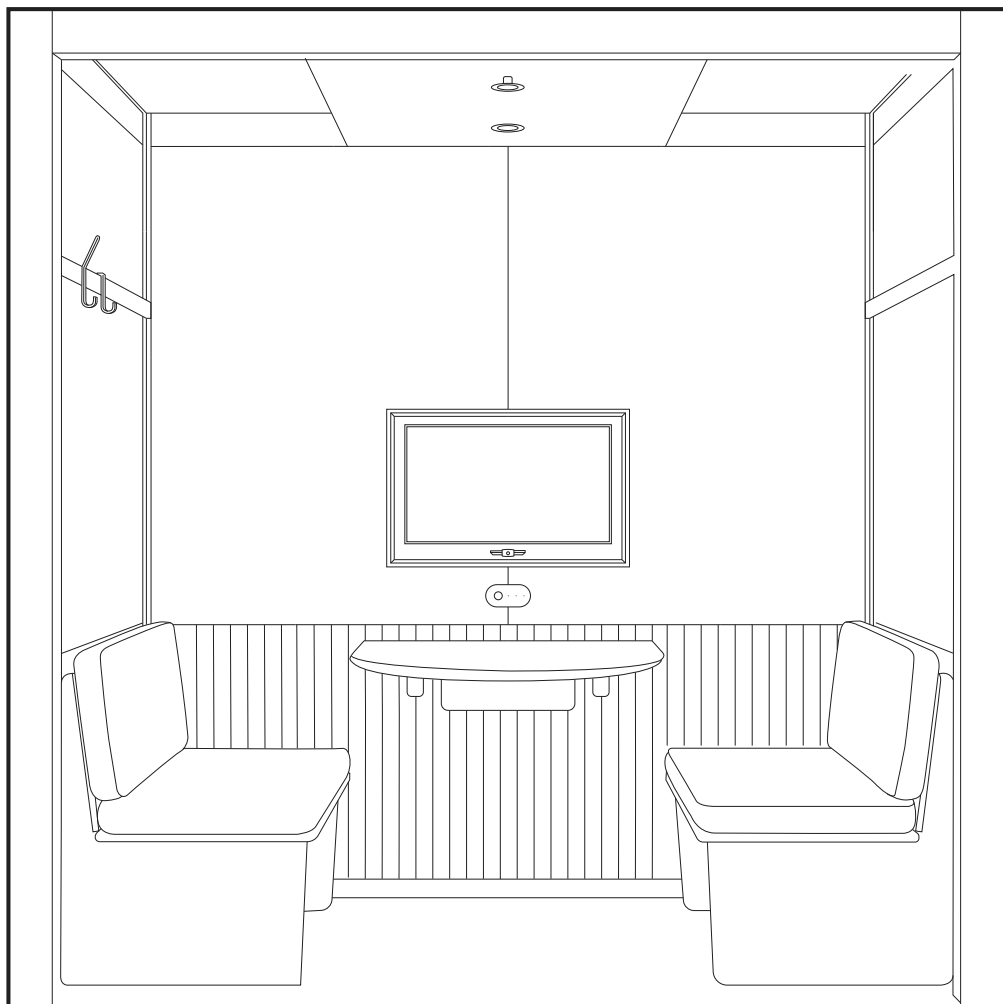
You've just built a new way to work, together.  
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# Open Meeting Room



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Chapter

# 13

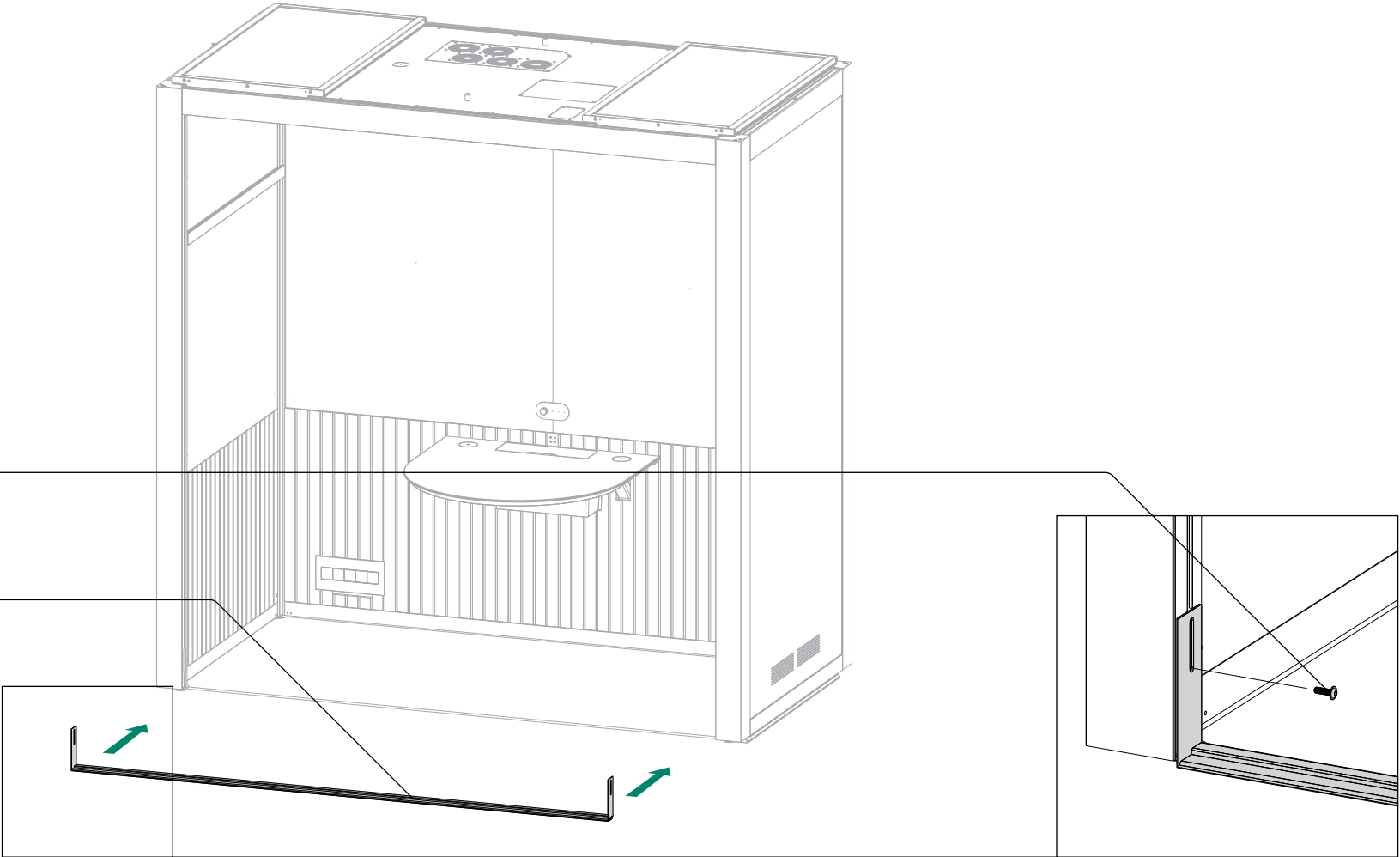
## Open Framing

# 65

BOX 4

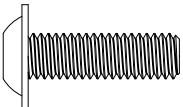
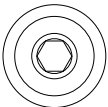
H3

S13



SCREWS NEEDED

scale 1:1

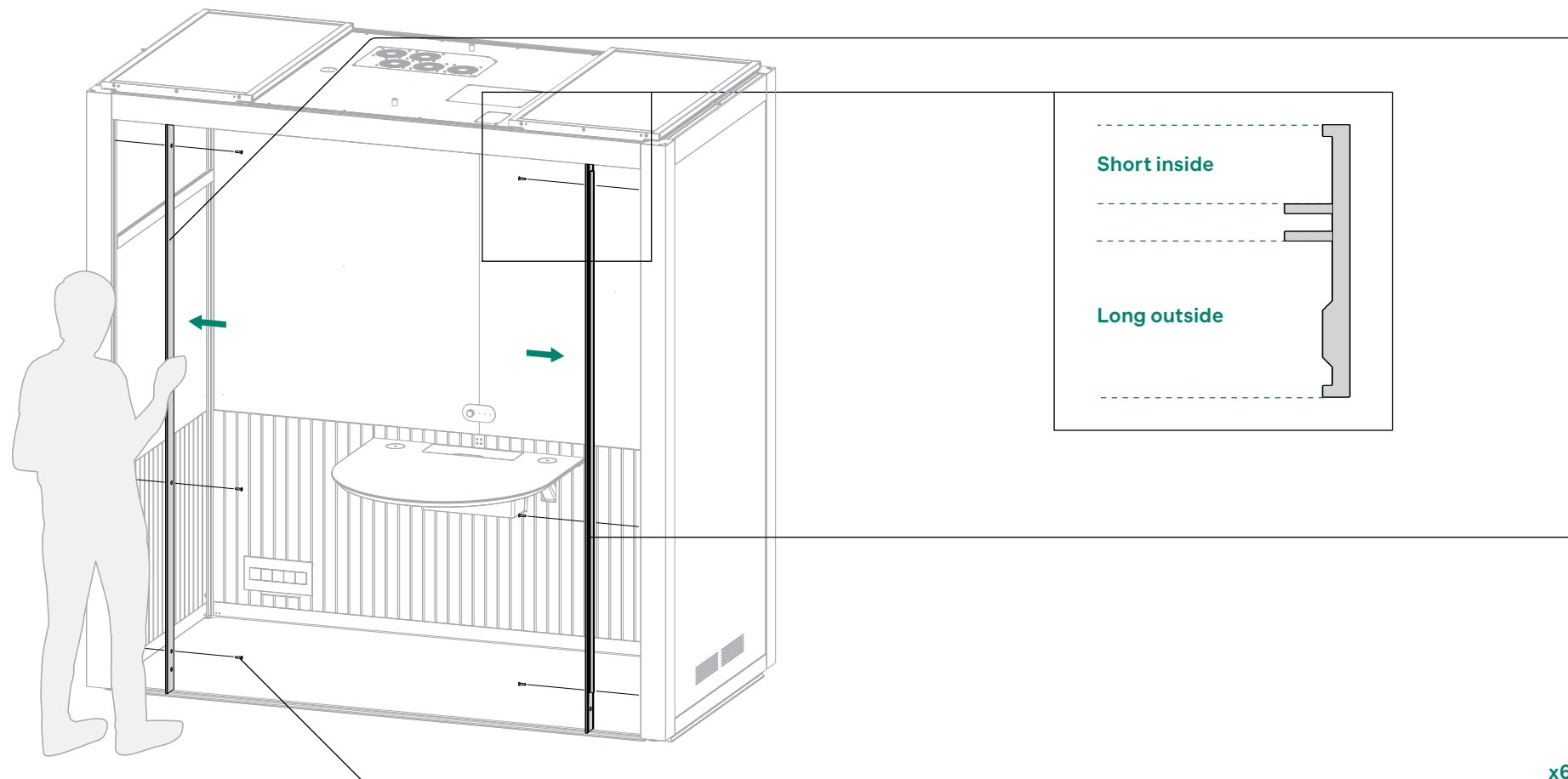


**H3** M6 x 25  
x2



# 66

BOX 4



S9

S10

x6 H6

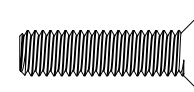


scale 1:1

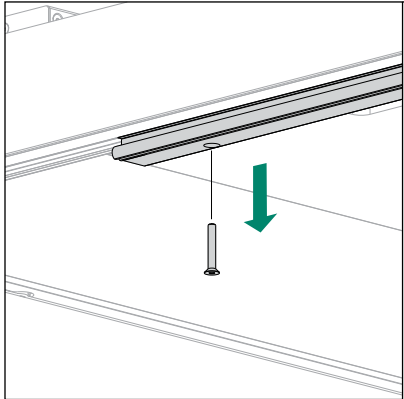
SCREWS NEEDED

M6 x 25  
x6

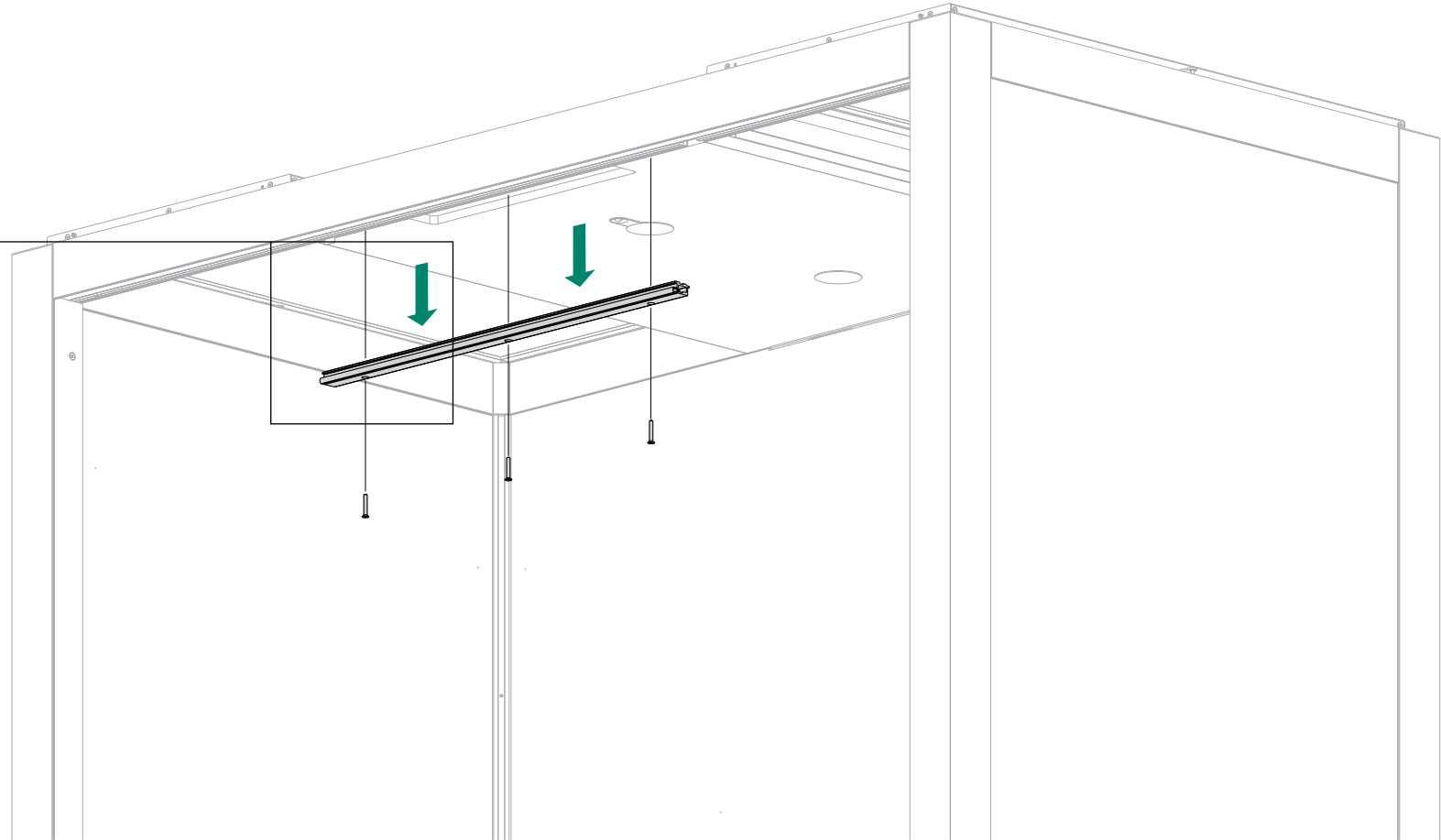
H6



# 67

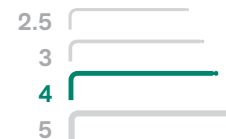
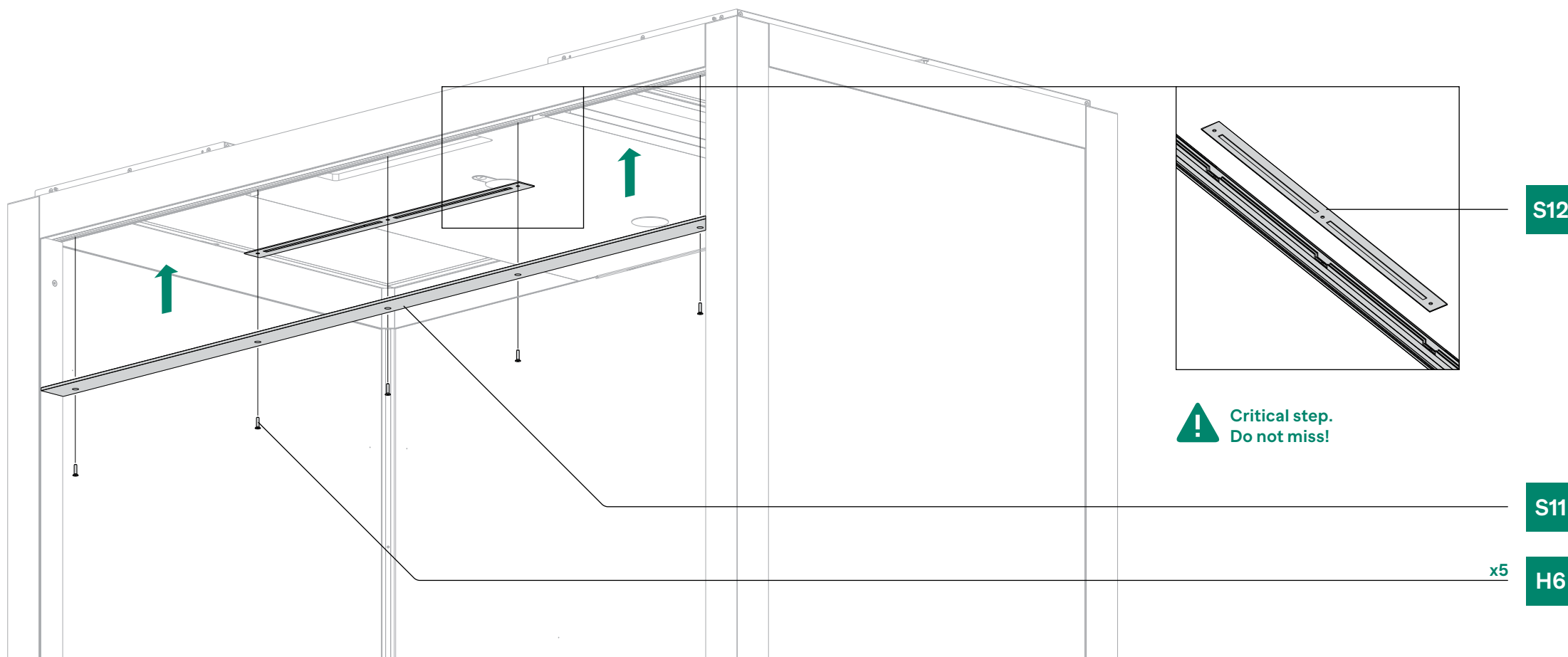


Remove pre-installed door gasket to make room for the nook adapter.



# 68

## BOX 3

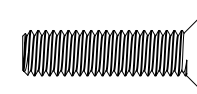


scale 1:1

SCREWS NEEDED

M6 x 25  
x5

**H6**





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Chapter

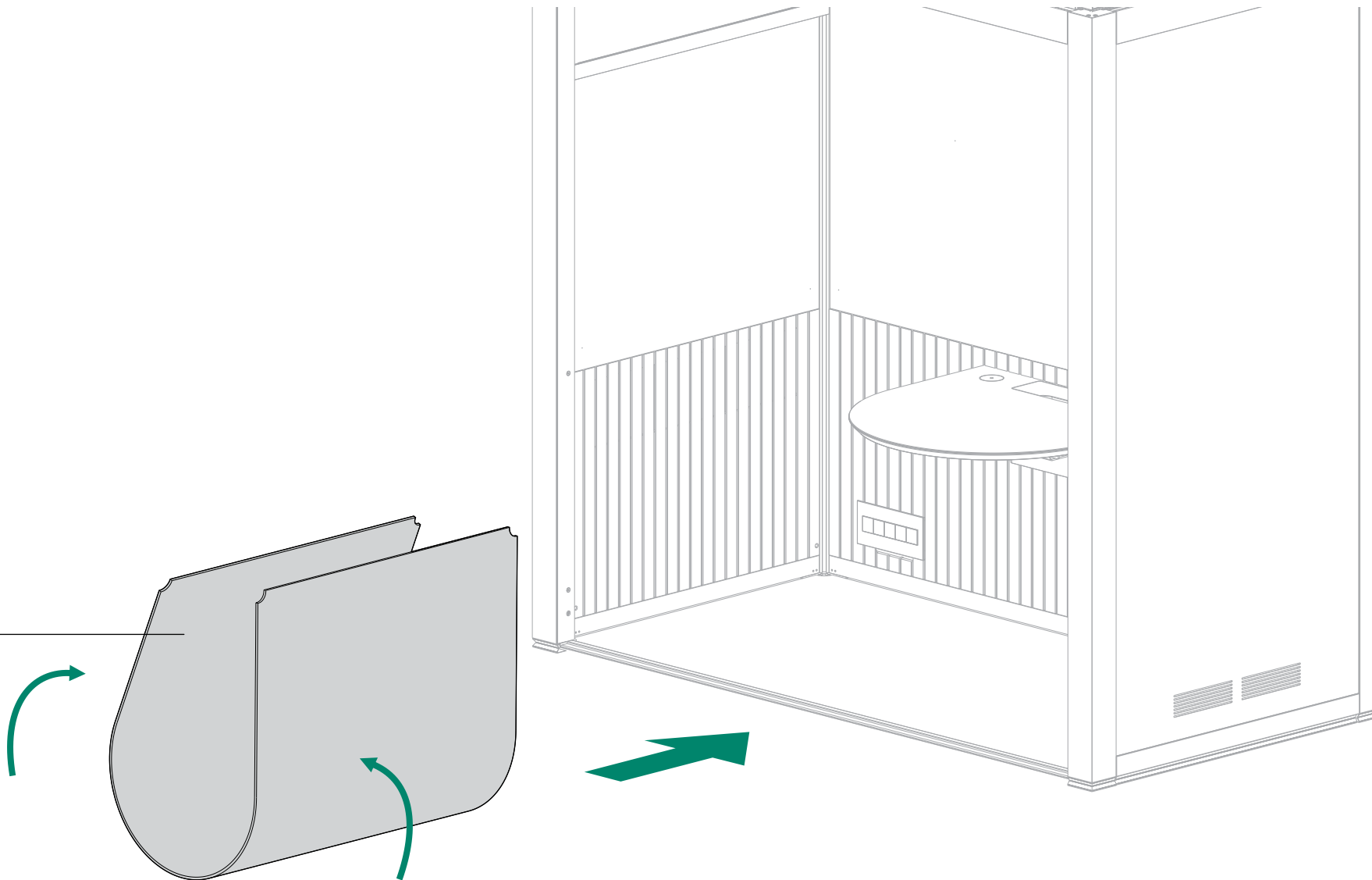
# 14

## Carpet & Sofa

# 69

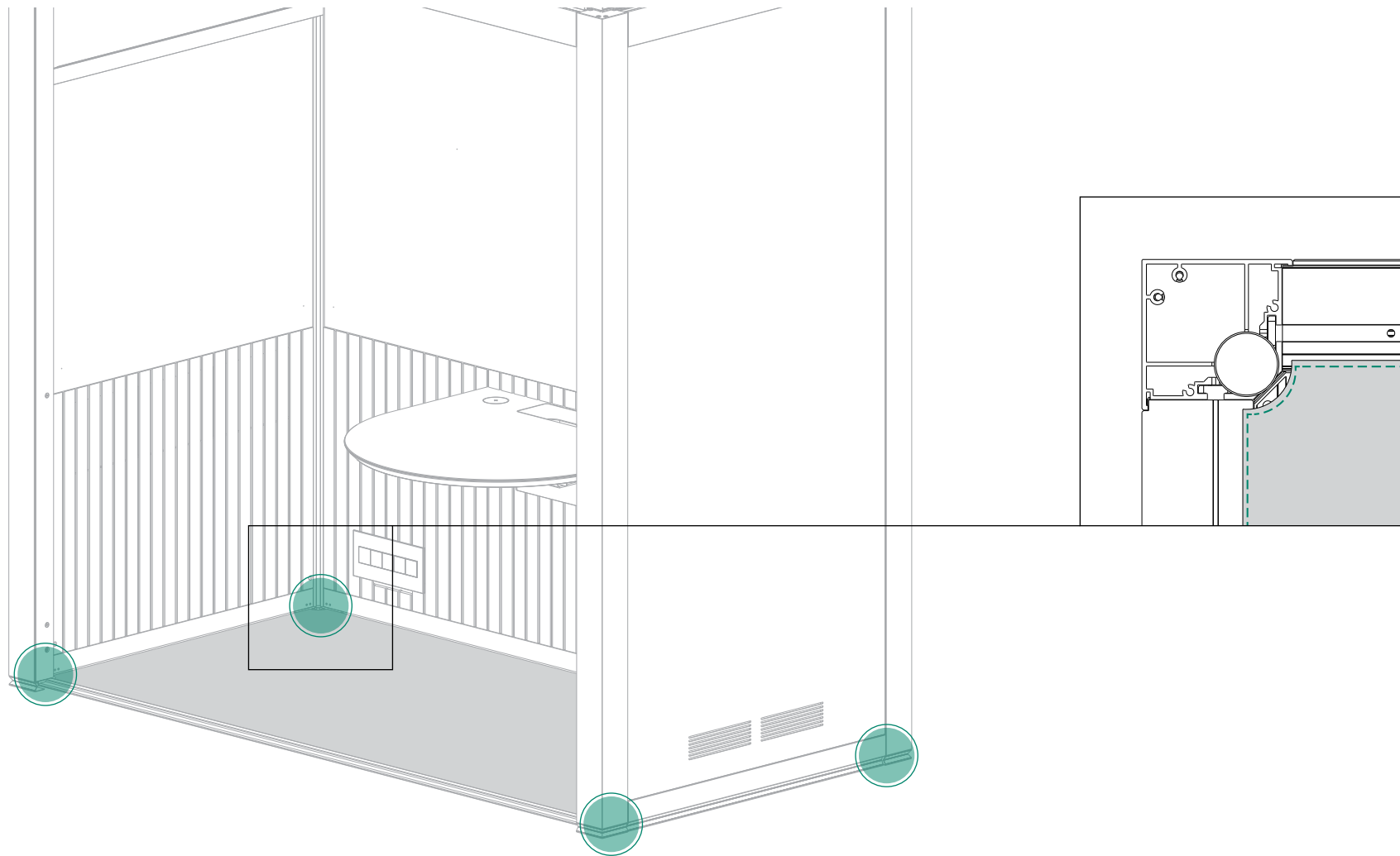
BOX 15

F1



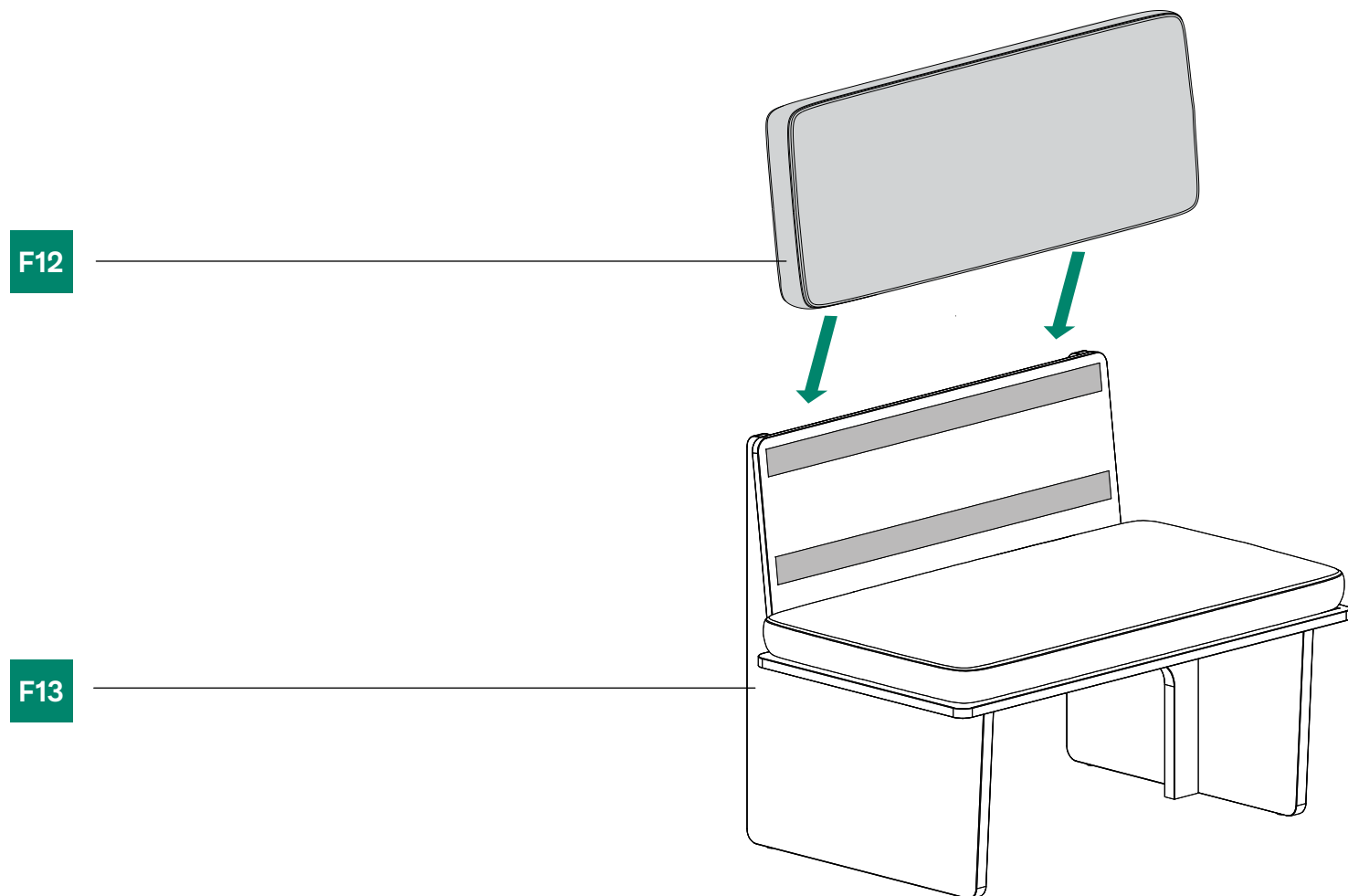


# 70

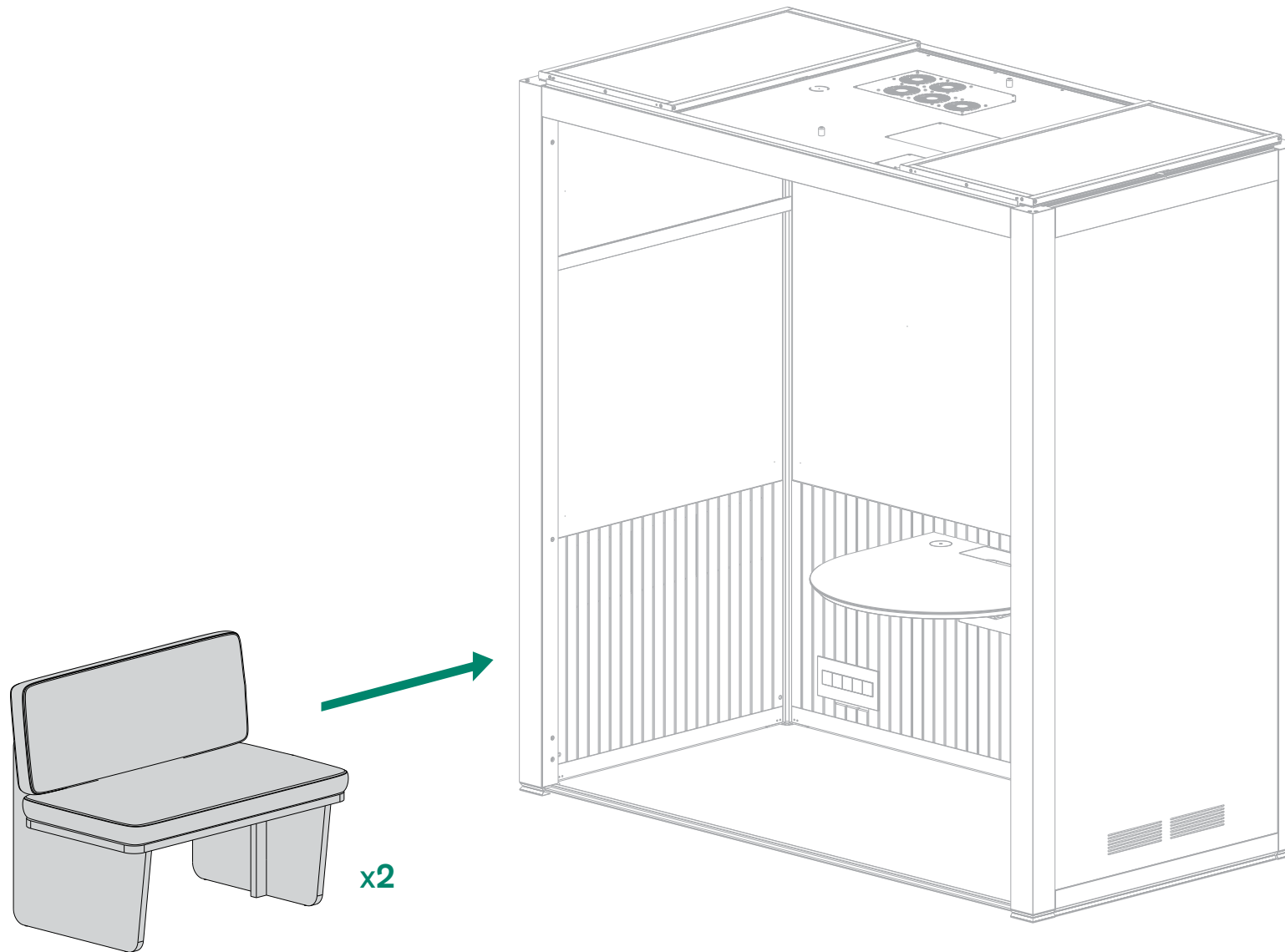


71

SEATING x2



# 72





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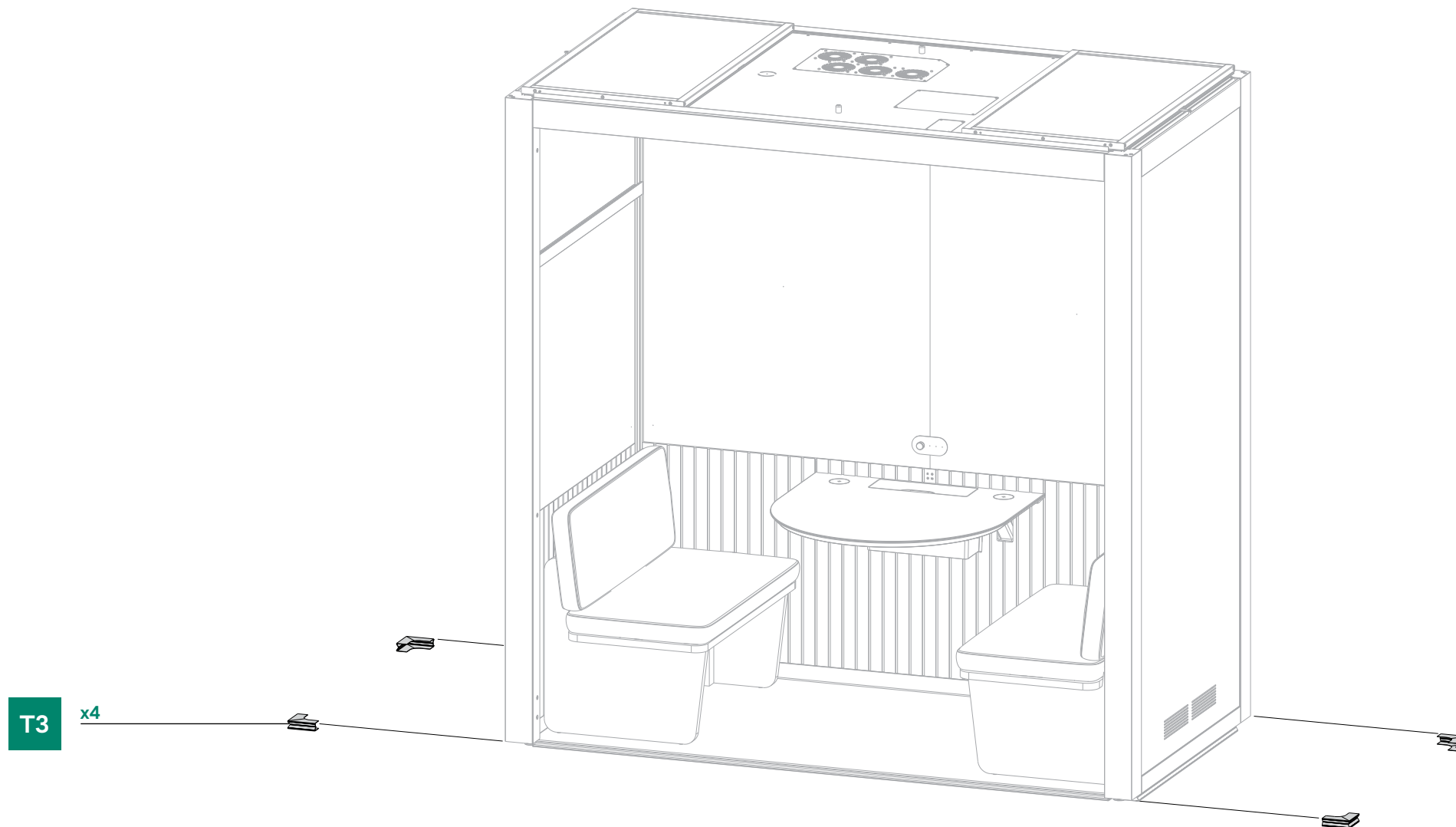
Chapter

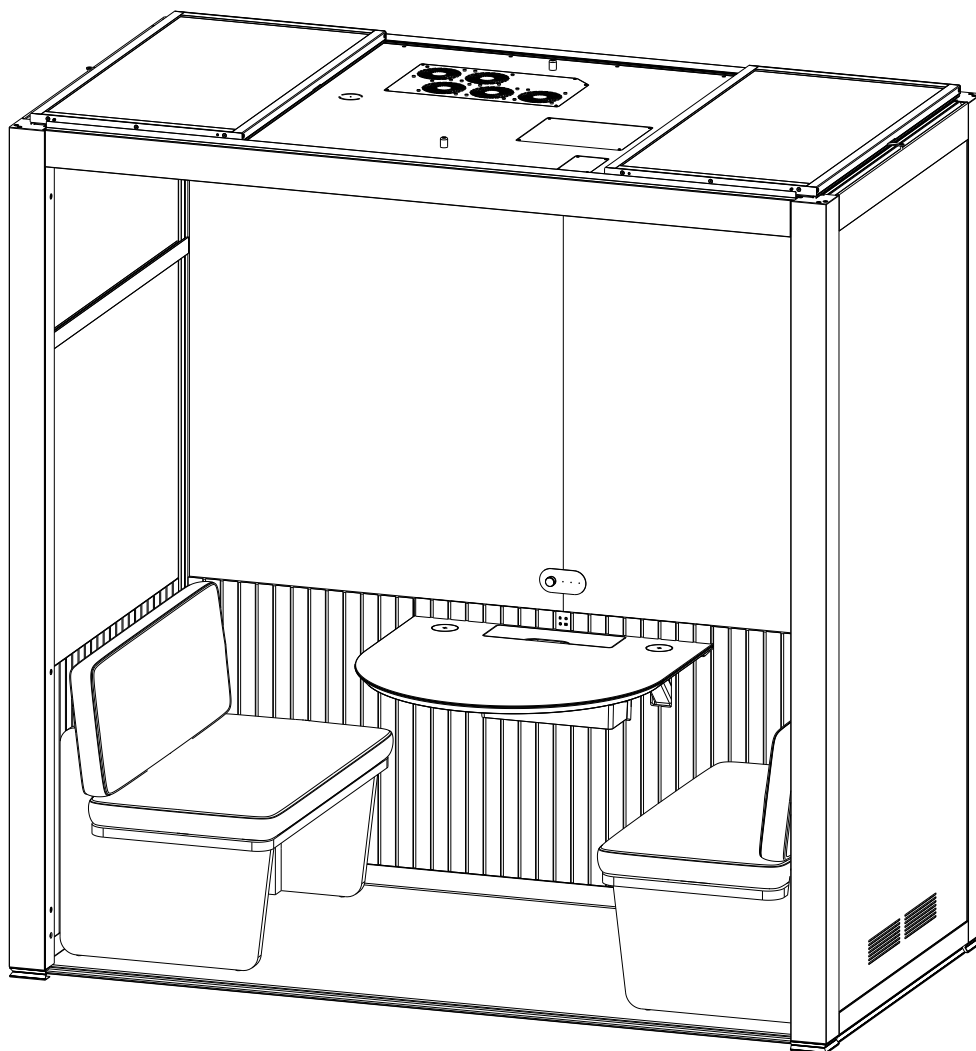
# 15

## Finishing Touches

# 73

BOX 1





# Well done.

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