OPEN MEETING ROOM
Assembly Manual

R O

O M

Index

Welcome to your new room

You're about to build a social space that inspires out-of-the-box thinking. By opening up a new way to collaborate, you're opening up your workspace to a world of possibilities.

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.**

An inside look

Open Meeting Room
Standard

**01** **Spotlights**
Overhead spotlights help your brightest ideas come to light.

02 **Ambient lighting**
Built-in lighting creates the perfect atmosphere for focus, collaboration, and more.

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

04 **User control panel**
Control panel features lighting presets for relaxation, presentation, or meeting.

05 **Two seater sofa**
A set of two benches provides comfortable seating for everyone.

06 **Power box**
Built-in power box holds cables in place and ensures your devices stay charged.

07 **Desk**
A workstation large enough to fit four laptops means plenty of room to be creative.

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

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

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

11 **Central roof panel**
An electrified wooden panel houses the lighting.

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

An inside look

Open Meeting Room **Pro**

01 Spotlights
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04 User control panel
Control panel features lighting presets for relaxation, presentation, or meeting.

05 Two seater sofa
A set of two benches provides comfortable seating for everyone.

06 Power box
Built-in power box holds cables in place and ensures your devices stay charged.

07 Desk
A workstation large enough to fit four laptops means plenty of room to be creative.

08 Monitor & camera frame
Wooden frame houses built-in monitor and camera for seamless video conferencing.

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

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

11 Central roof panel
An electrified wooden panel houses the lighting.

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

What you'll need

BOX 1A Pro   **BOX 1B** Std
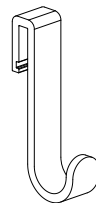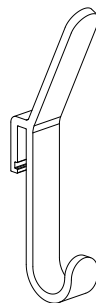
U1
Single Hook
1x

V1 Pro
Flat Head Screw
1x

V3 Pro
4x
(Installed in Monitor)

V5 Std
M5x5
1x

V7
M5x10
16x

V9
M4x12
8x

V11
M6x12
20x

V13
M6x16
18x

V15
M5x15
10x Pro
12x Std

U2
Double Hook
1x

V2
M6x14
13x Pro
12x Std

V4
M6x20
8x
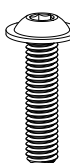
V6
M6x25
4x

V8
M6x25
16x

V10
M6x40
53x

V12
M6x50
8x
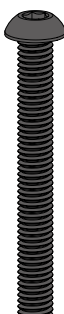
V14
M6x50
2x
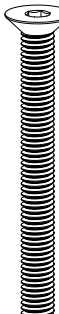
V16
M6x60
4x
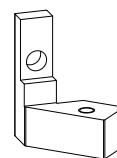
V24
Accessory Rail
Single Mount Left
2x Pro
1x Std
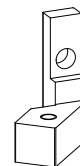
v17
Accessory Rail
Single Mount Right
2x Pro
1x Std
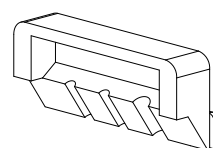
V19
Upper Cable
Entry Grommet
1x
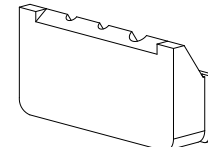
V21
Lower Cable
Entry Grommet
1x
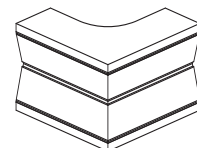
V23
Floor Corner Seal
4x
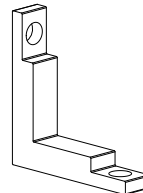
V25
L Connector
8x
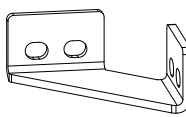
V18
Floor Corner Gusset
2x
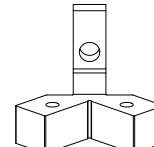
V20 Std
Accessory Rail
Double Mount
2x
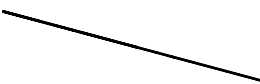
V22
Skylight Spring
2x

Duration

3h

Tools

5 mm
4 mm
3 mm
2.5 mm

4 mm   17 mm
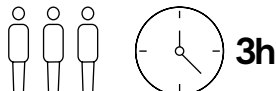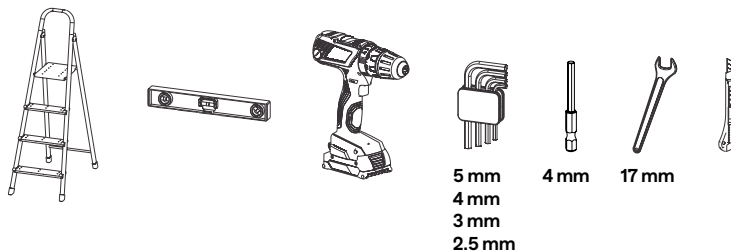
Support

support@room.com

+1 (646) 791-3726

What you'll need

BOX 1A Pro **BOX 1B** Std
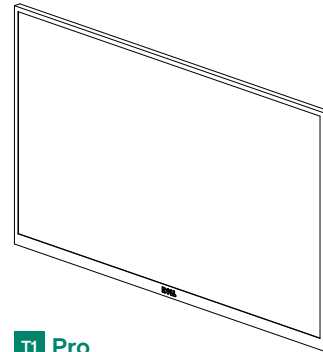
T1 Pro
27" Monitor
1x

T3 Pro
Webcam
1x
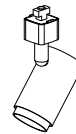
T5
Spotlight
2x
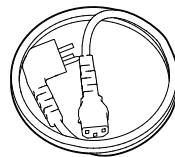
T8
6' Power Cord
1x
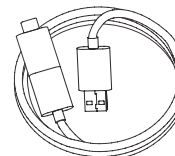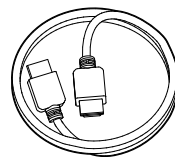
T9 Pro
USB Cable
1x
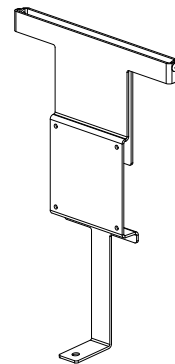
T2 Pro
TV Mount
1x
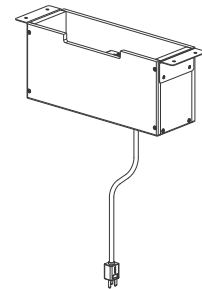
T4
Power Box
1x

T6 Pro
Cable Net
1x
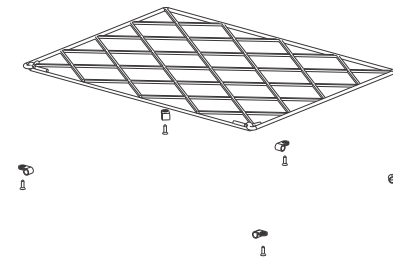
T10 Pro
HDMI Cable
2x

BOX 2
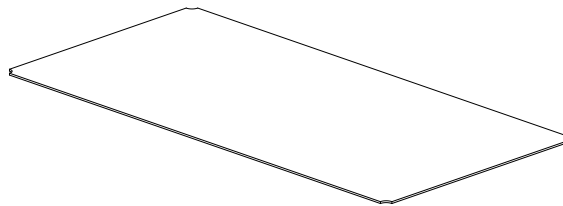
P1
Carpet
1x

BOX 3

L1
Corner Post
4x

BOX 4

L2
Back Vertical Beam
2x
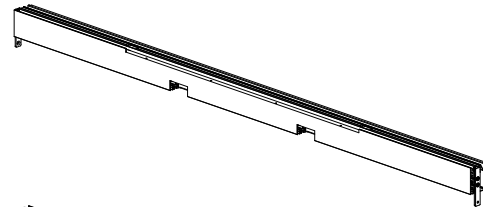
J1
Long Ceiling Beam Back
1x
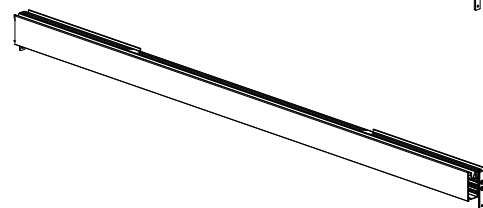
J2
Long Ceiling Beam Front
1x
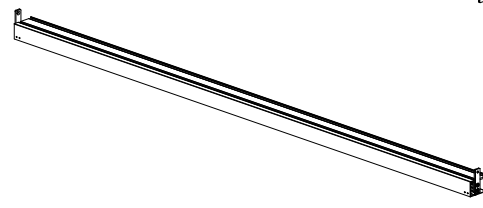
J3
Long Floor Beam
1x
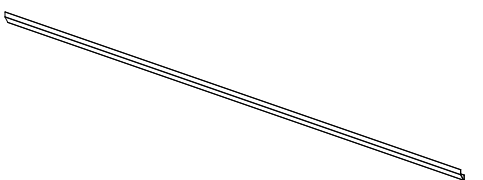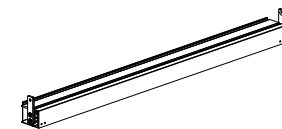
J4
Spring Hider
2x
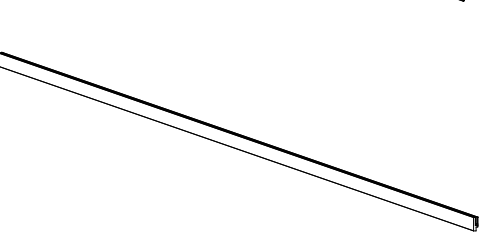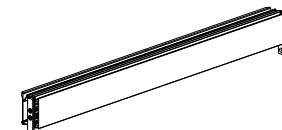
J5 Std
Long Accessory Bar
1x

What you'll need
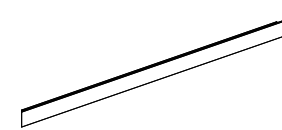
BOX 5
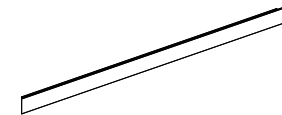
K1
Short Floor Beam
2x
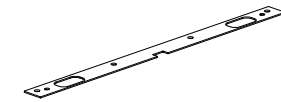
K2
Short Ceiling Beam
2x
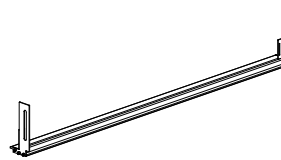
K3 Std
Short Accessory Bar (Right)
1x
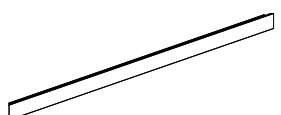
K6 Std
Short Accessory Bar (Left)
1x

K4
Back Roof Holding Shelf
1x

K5
Threshold
1x
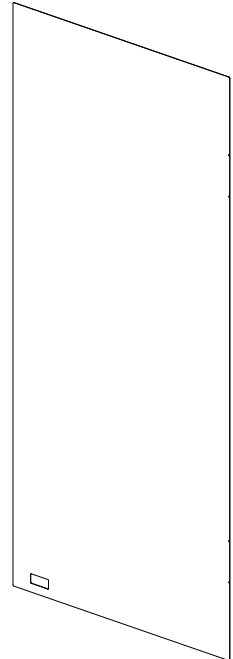
K7 Pro
Short Accessory Bar
2x

BOX 6
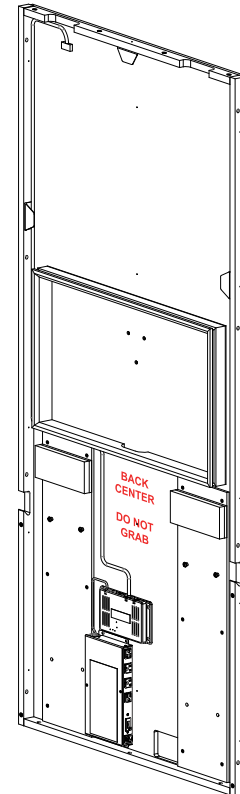
N2
Back Left Cosmetic Skin
1x
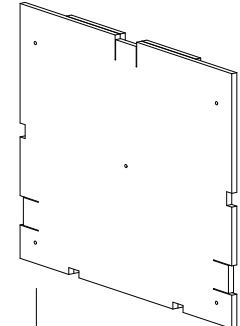
N3
Back Right Cosmetic Skin
1x

BOX 7

BACK CENTER
DO NOT GRAB
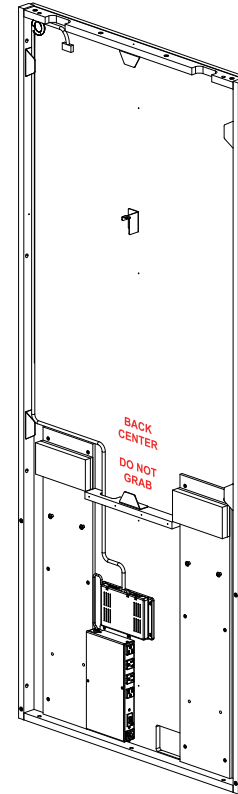
BACK CENTER
DO NOT GRAB
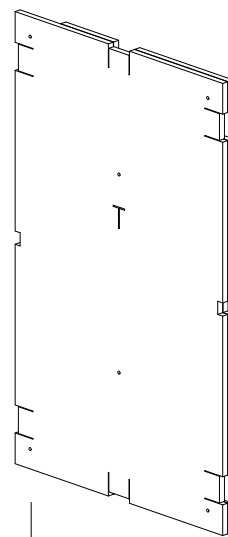
E1 Pro
Back Center Wall
1x

E2 Pro
Back Center Soundproofing
1x
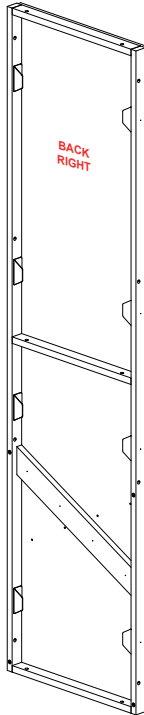
E3 Std
Back Center Wall
1x
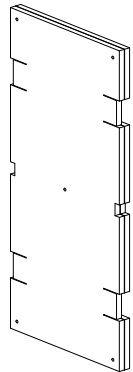
E4 Std
Back Center Soundproofing
1x

What you'll need

BOX 8

D2
Back Outer Right Upper
Soundproofing
1x

D1
Back Right Outer Wall
1x
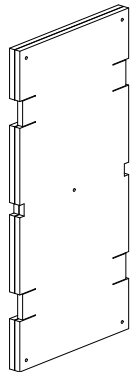
D3
Back Outer Right Lower
Soundproofing
1x

BOX 9

C2
Back Outer Left Upper
Soundproofing
1x

C1
Back Left Outer Wall
1x
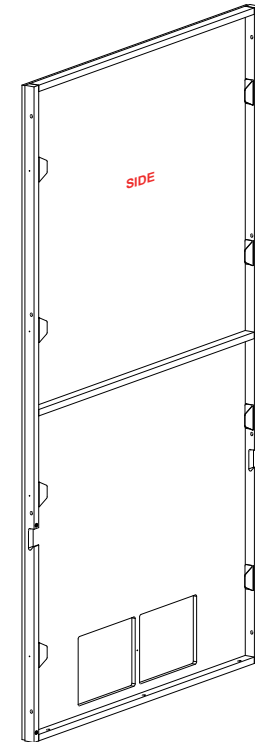
C3
Back Outer Left Lower
Soundproofing
1x

BOX 10
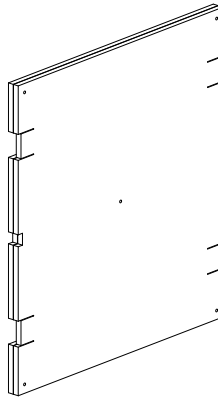
N1
Side Panel Cosmetic Skin
2x
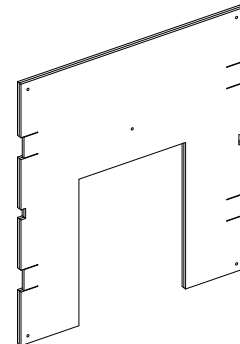
BOX 11
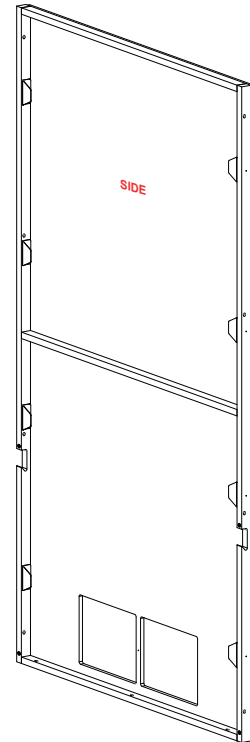
A2
Left Wall Upper
Soundproofing
1x

A1
Left Wall
1x
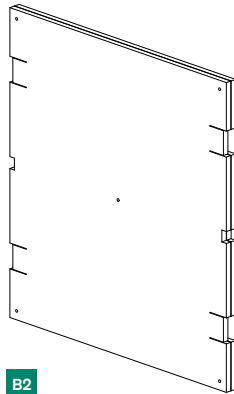
A3
Left Wall Lower
Soundproofing
1x
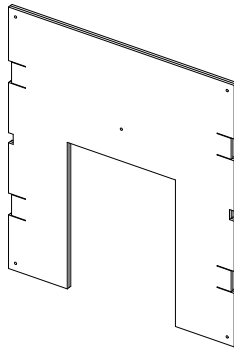
BOX 12

B2
Right Wall Upper
Soundproofing
1x

B1
Right Wall
1x

B3
Right Wall Lower
Soundproofing
1x

What you'll need

BOX 13
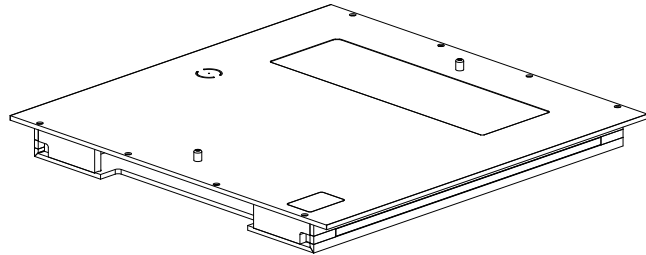
L1
Roof
1x

BOX 14
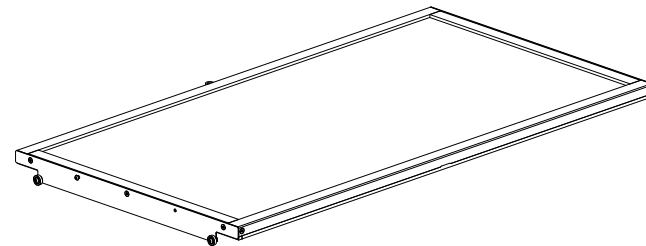
M1
Skylight
2x

BOX 15
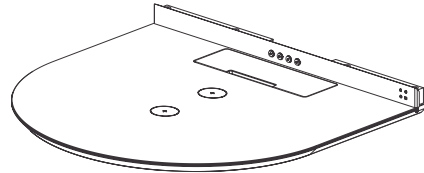
O1
Table
1x

BOX 16
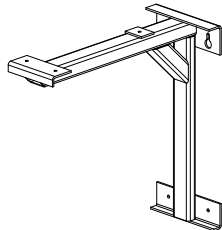
O2
Table Bracket
2x

BOX 17
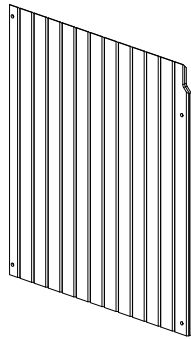
Q1
Panel Tambour Back Outer Left
1x
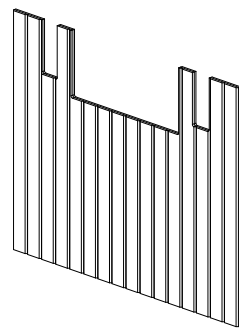
Q2
Access Hatch
1x
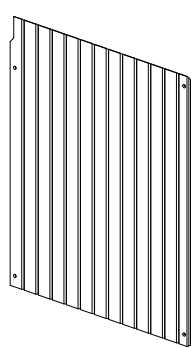
Q3
Panel Tambour Back Outer Right
1x
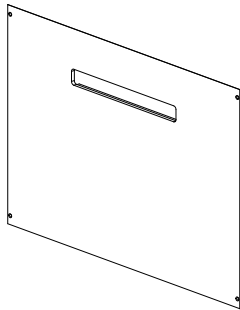
Q4
Side Wall Lower Panel
2x

BOX 18
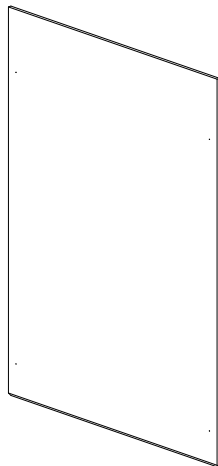
R3
Side Fabric Panel
2x
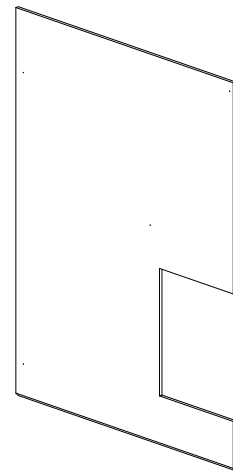
R1 Pro
Back Left Fabric Panel
1x
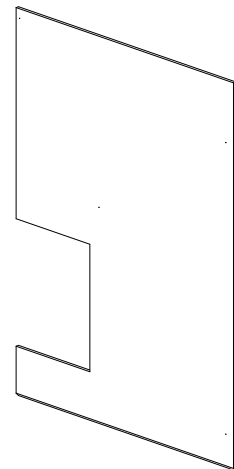
R2 Pro
Back Right Fabric Panel
1x
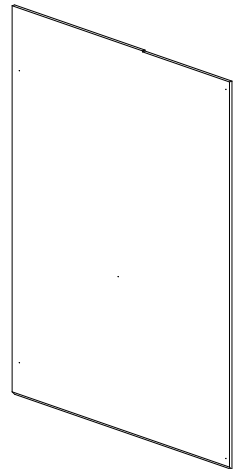
R4 Std
Back Left Fabric Panel
1x
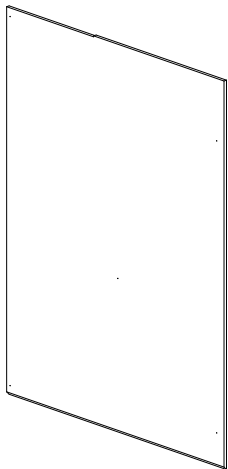
R5 Std
Back Right Fabric Panel
1x

What you'll need

BOX 21
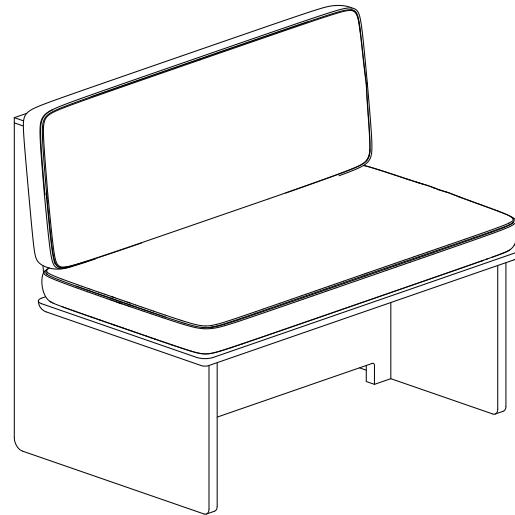
S1
Sofa
2x

BOX 23
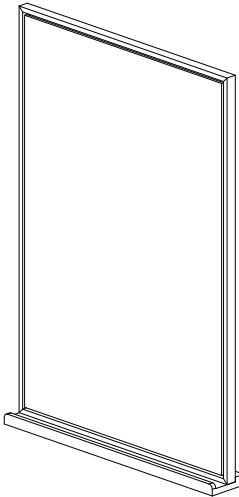
T7 Std (Add-on)
Whiteboard
1x

BOX 24
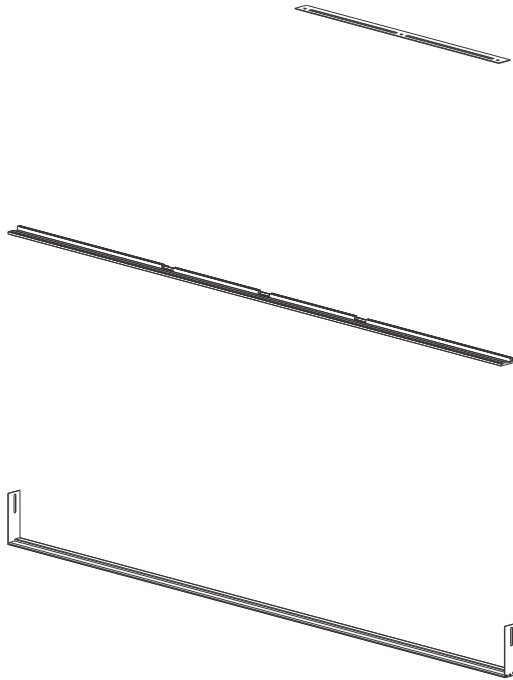
W1
Ceiling Holding Plate
1x

W2
Ceiling Cover
1x

W3
Threshold
1x

W4
Left Cover
1x

W5
Right Cover
1x

V6
M6x25
2x

V8
M6x25
11x

For EU: What you´ll need.

BOX 1 EU
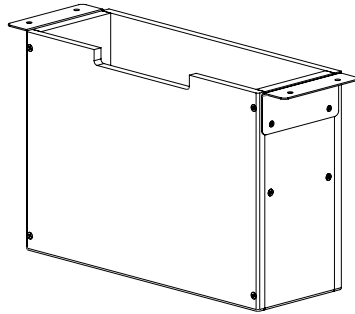
T4 EU
Power Box Bucket
1x
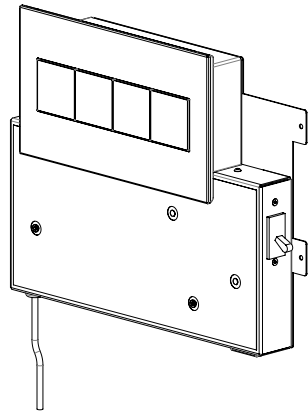
T13 EU
Country Specific
Power Entry Box
1x
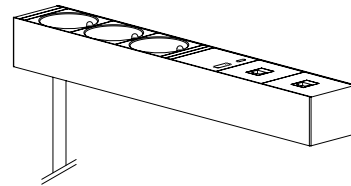
T12 EU
Power Frame
1x
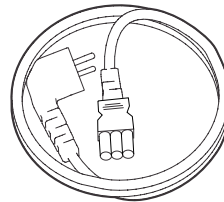
T11 EU
Power Frame Cable
1x

BOX 15 EU
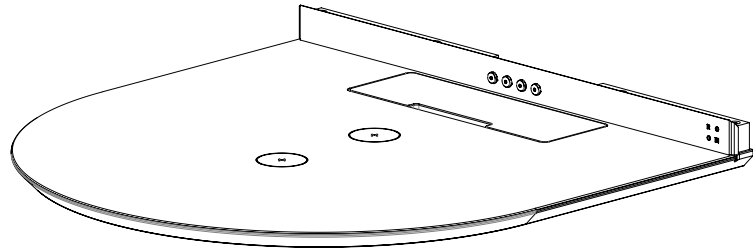
O1 EU
Table
1x

BOX 7 EU
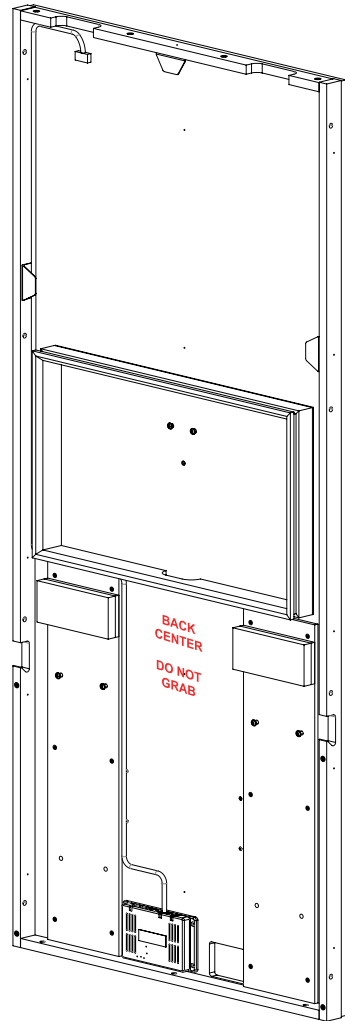
E1 EU Pro
Back Center Wall
1x
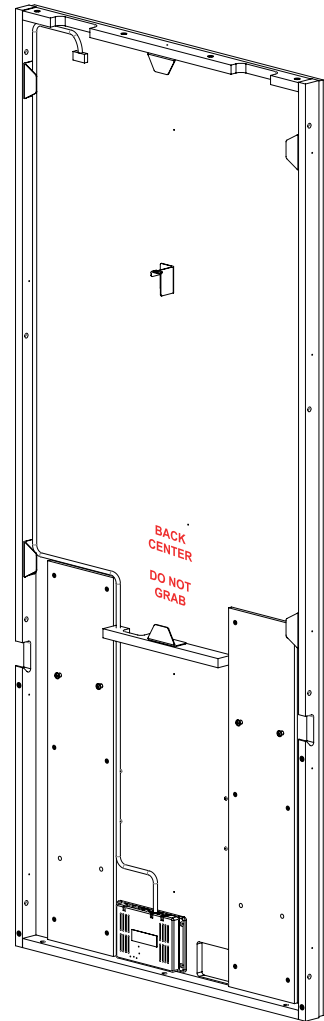
E1 EU Std
Back Center Wall
1x

00

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

⊗
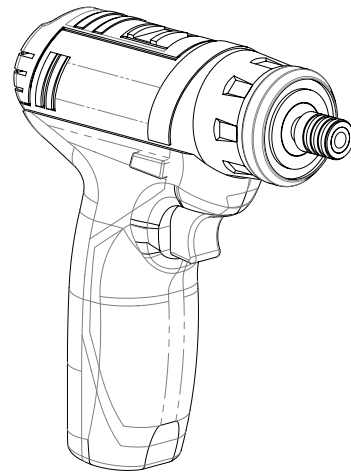
**Do not use an
impact driver.**

M6x16

01

BOX 3   BOX 4   BOX 5

L1

2x

2x V13

>6¨
>15 cm

K1

J3

2.5
3
4
5
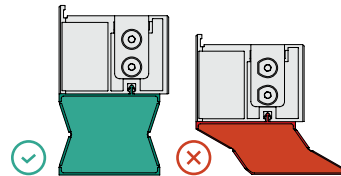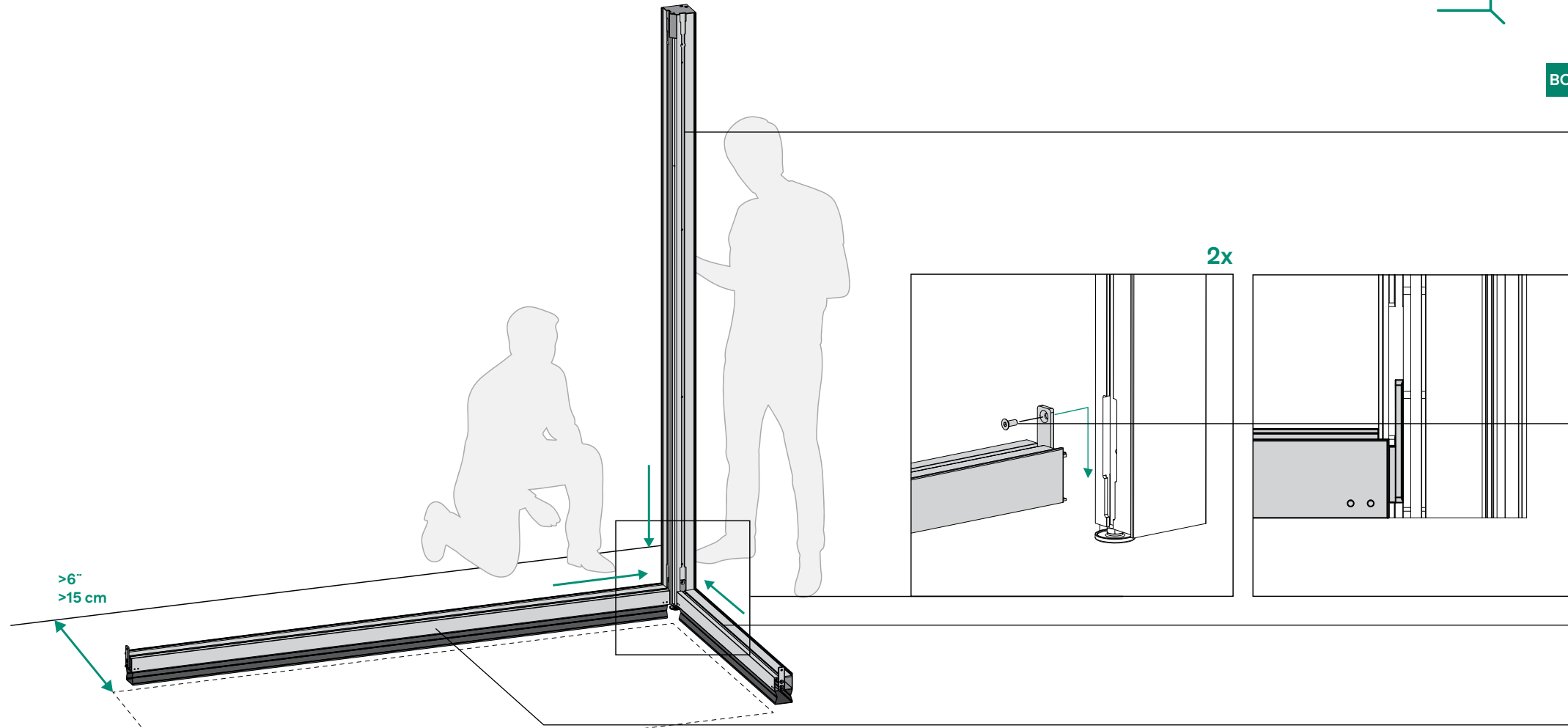
scale 1:1

SCREWS NEEDED

2x V13   M6x16
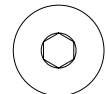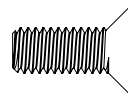
02
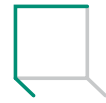
BOX 3 BOX 4 BOX 5
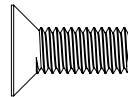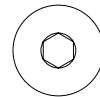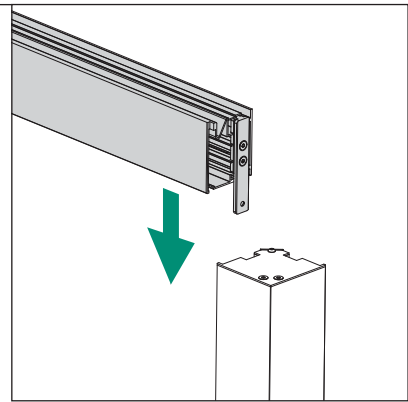
J1

L1

K1

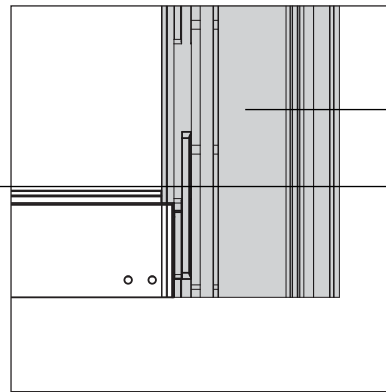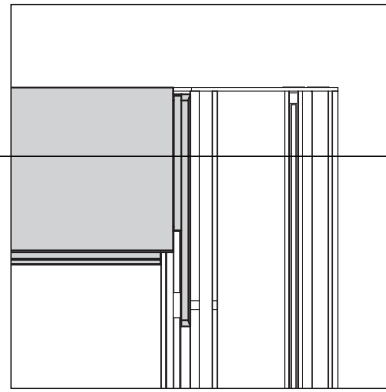⚠ Keep fingers clear of pinch point when installing roof beams.

V13

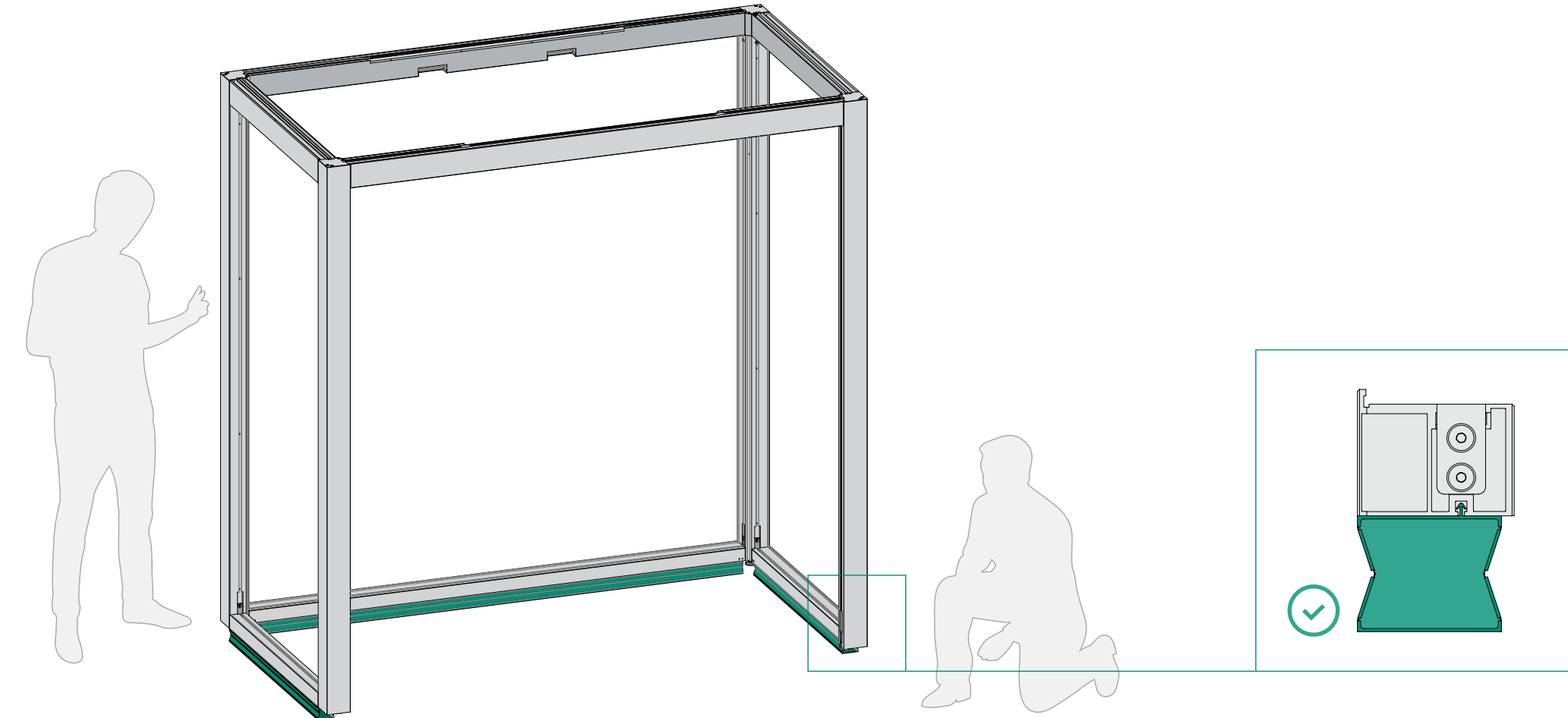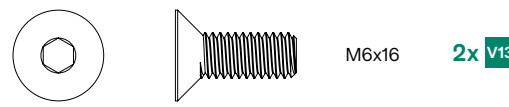**SCREWS NEEDED**   scale 1:1
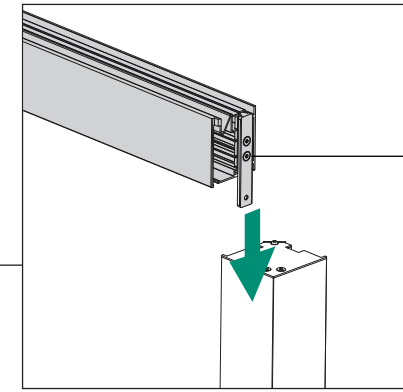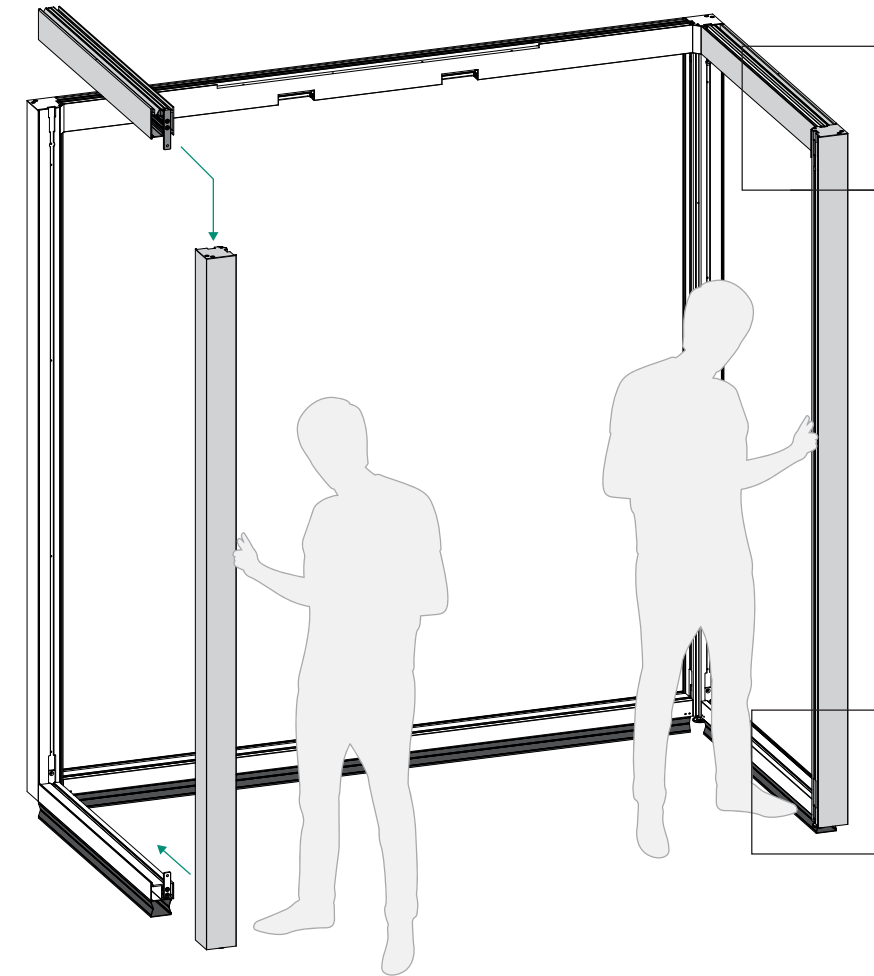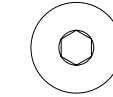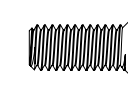
M6x16   **4x** V13

2.5
3
4
5

03

BOX3 BOX 5

2x K2

⚠ Keep fingers clear of pinch point when installing roof beams.

2x L1

6x V13

2.5
3
4
5

scale 1:1   **SCREWS NEEDED**

6x V13   M6x16

04

BOX 4

J2

⚠ ✳ Keep fingers clear of pinch point when installing roof beams.

SCREWS NEEDED   scale 1:1

⬤	▬▬▬▬	M6x16	**2x** V13

2.5
3
4
5

05

BOX 1A   BOX 1B

2x

V18 2x

V7 8x

SCREWS NEEDED   scale 1:1

M5x10   8x V7

2.5
3
4
5

06

Unit position will be set and cannot be moved post this step.

4x

>0.8"
>2cm

17mm
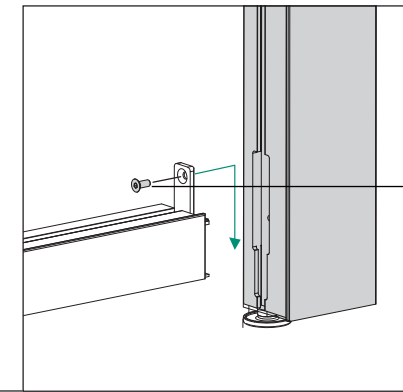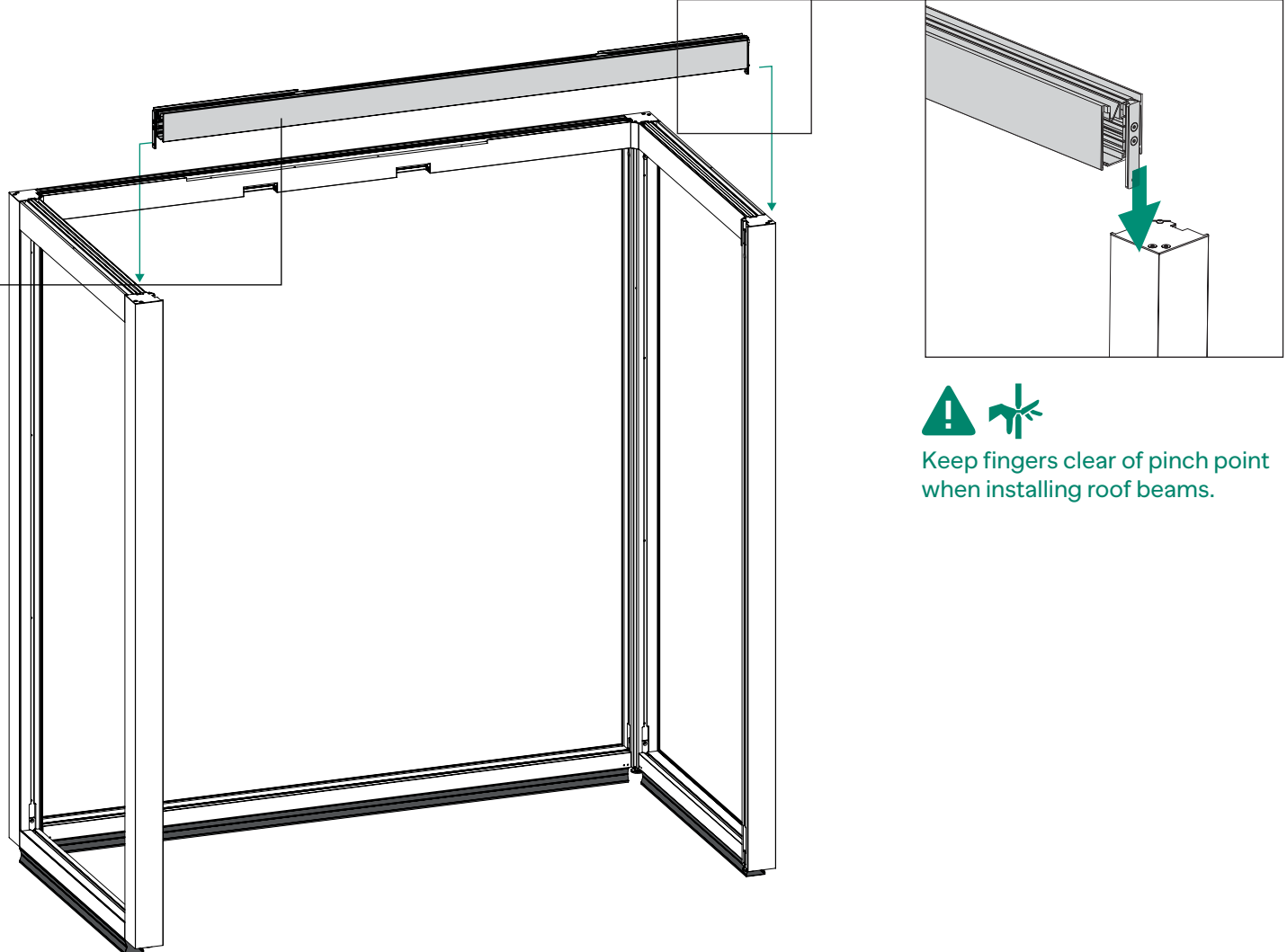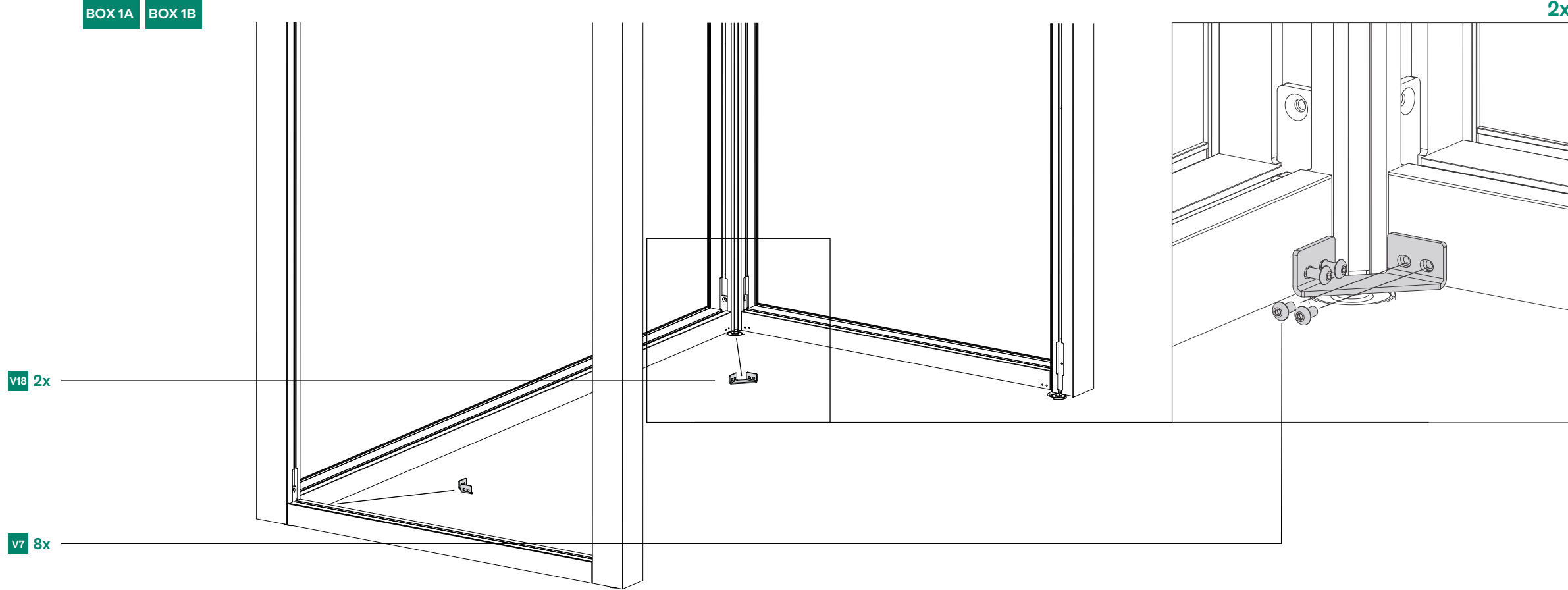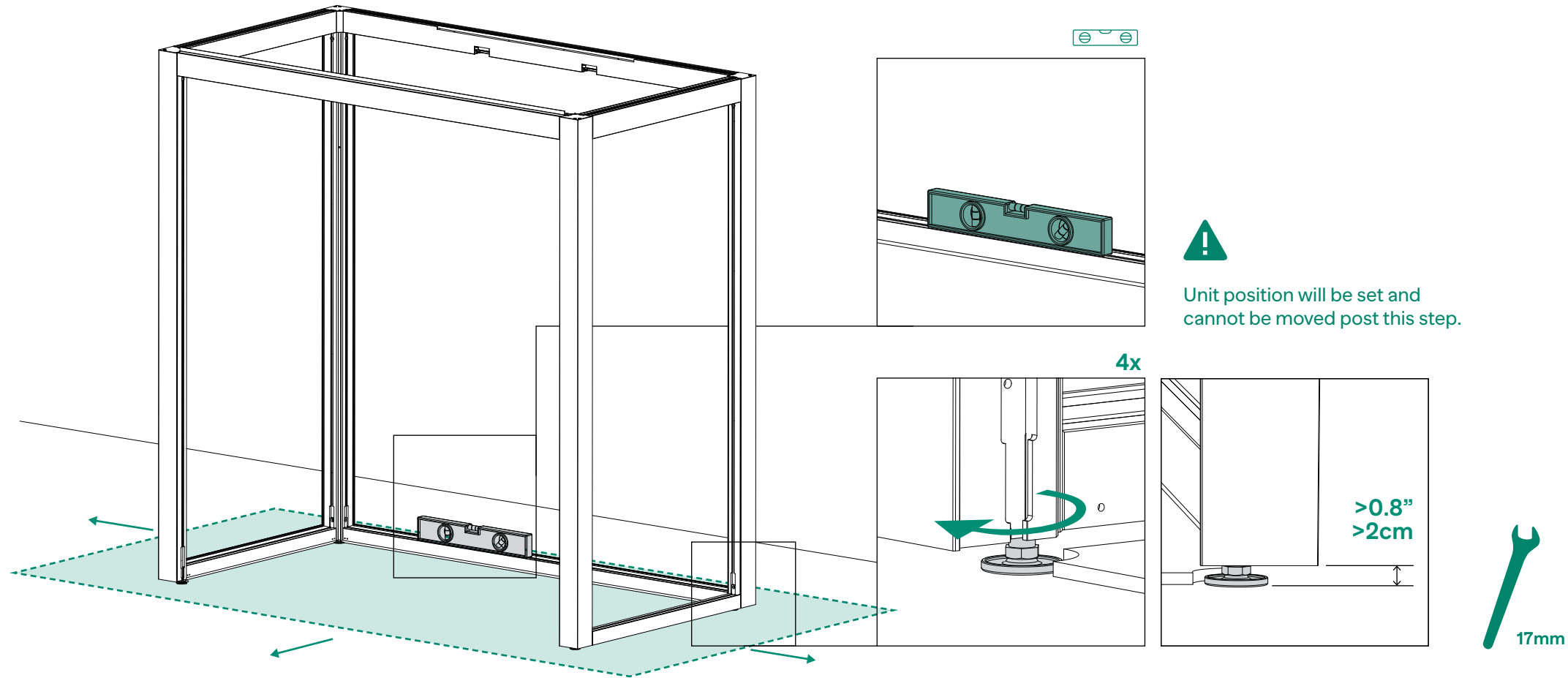
07

BOX 1A BOX 1B BOX 6

1x
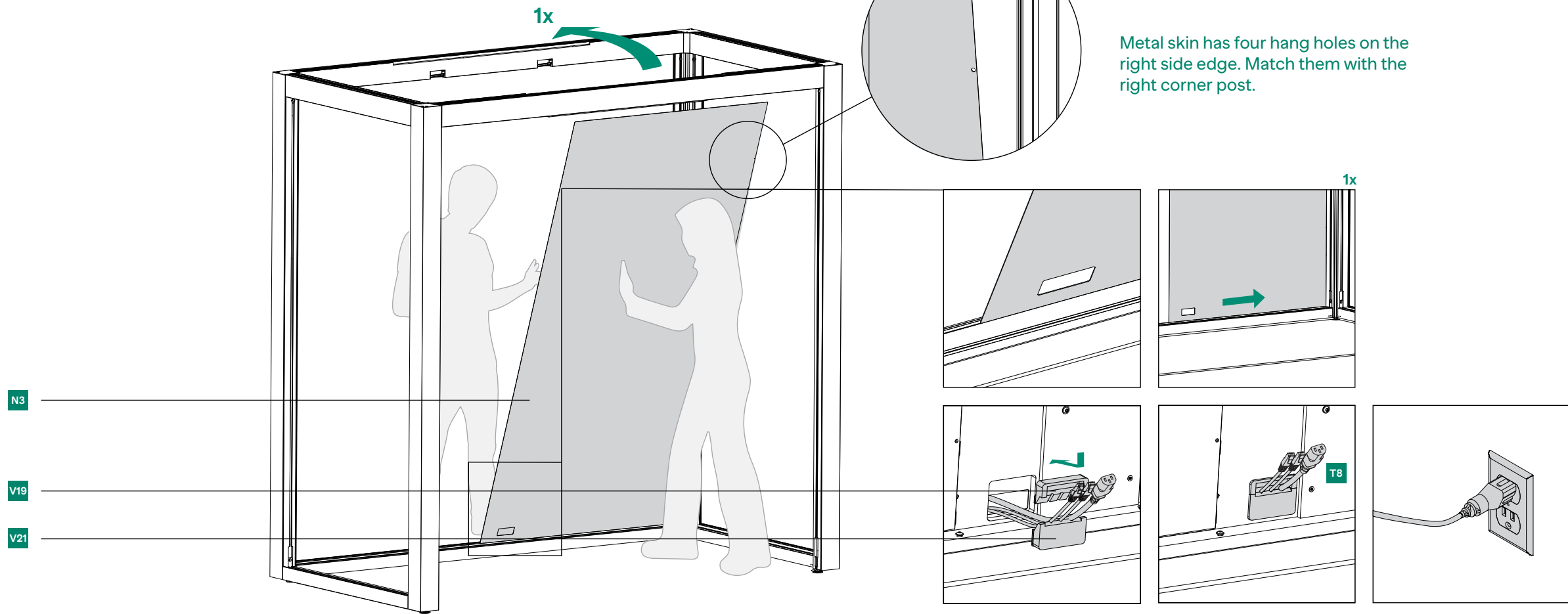
Metal skin has four hang holes on the right side edge. Match them with the right corner post.

1x

1x

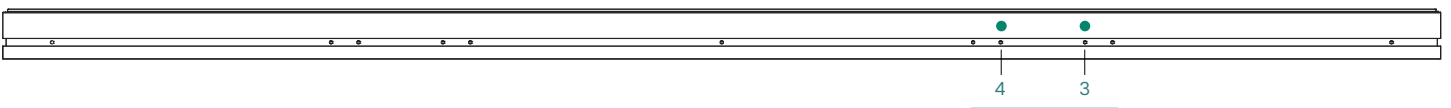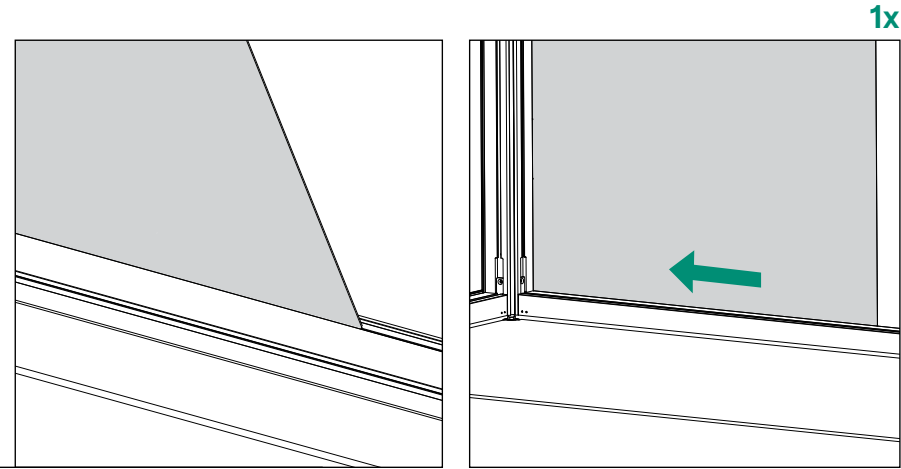N3

V19

V21

T8
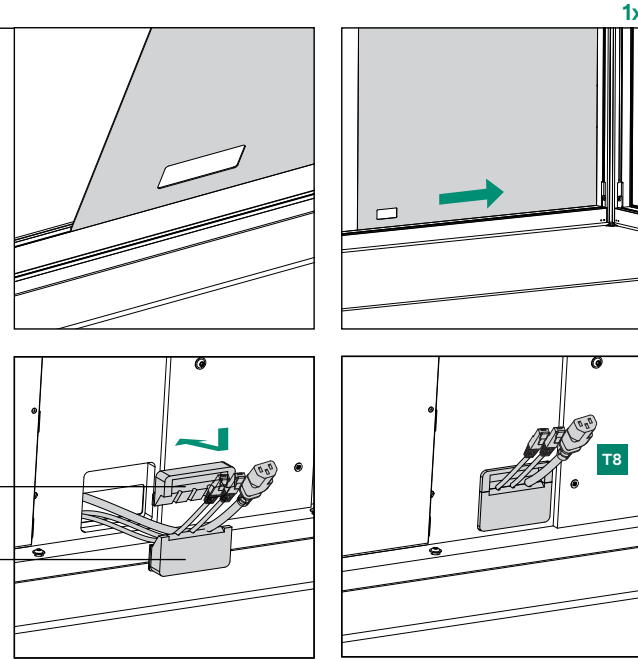
Power cord and ethernet cables should pass through the hole using the grommet piece.

*Note that ethernet is optional. ROOM does not provide the ethernet cable.
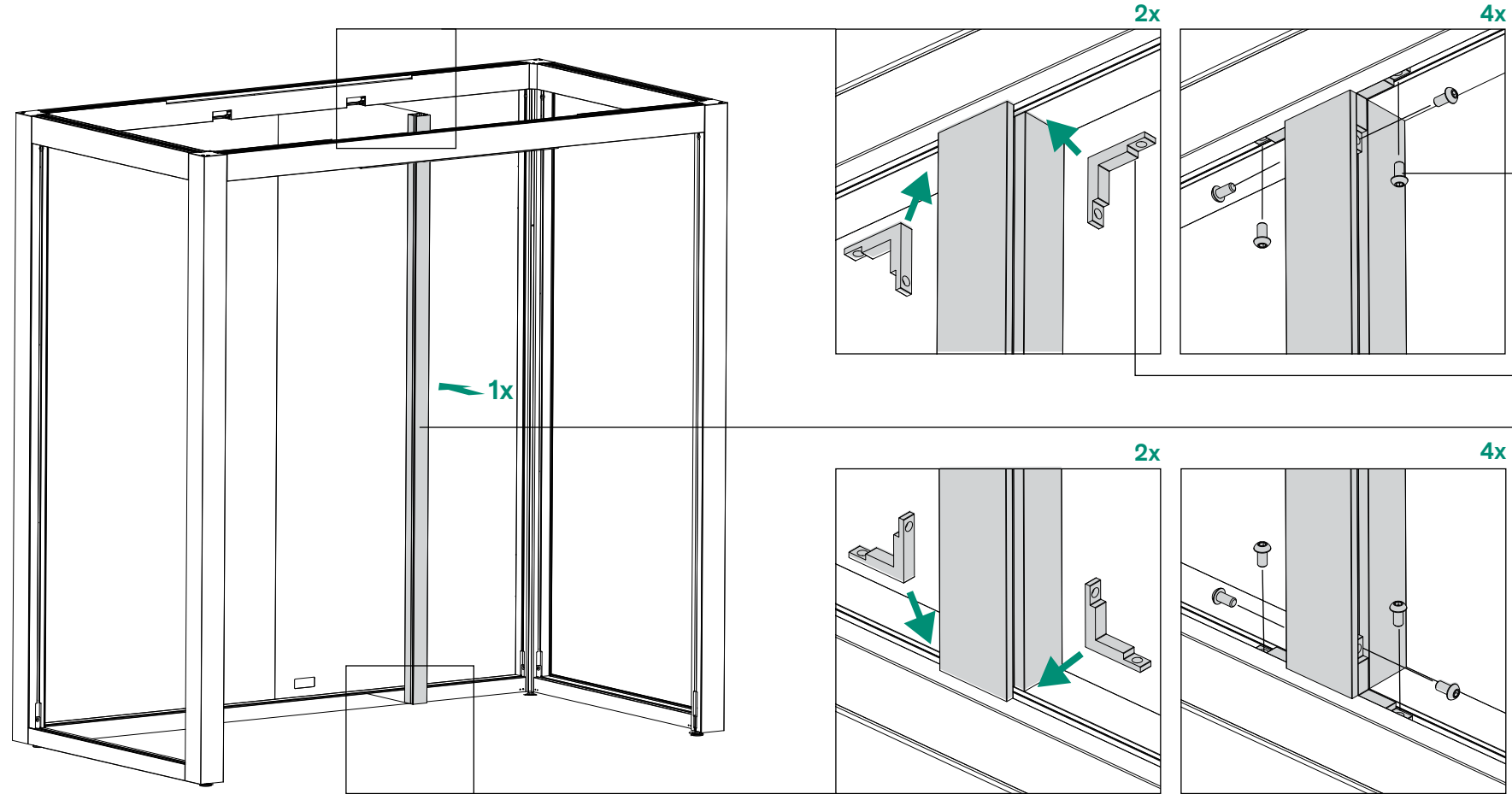
2x **4x**

V11 **8x**

4x V25

L2

2x **4x**

1x

Use the indicated holes (3, 4) in beams J1 J3 to screw the L connectors.

4 3

scale 1:1

SCREWS NEEDED

2.5
3
4
5

8x V11 M6x12

08

BOX 1A BOX 1B BOX 6

1x
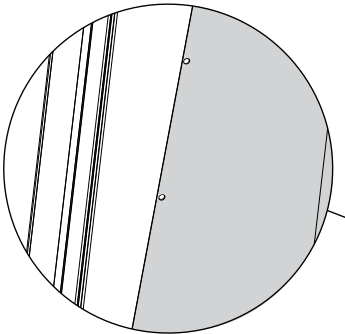
Metal skin has four hang
holes on the left side edge.
Match them with the left
corner post.

N2
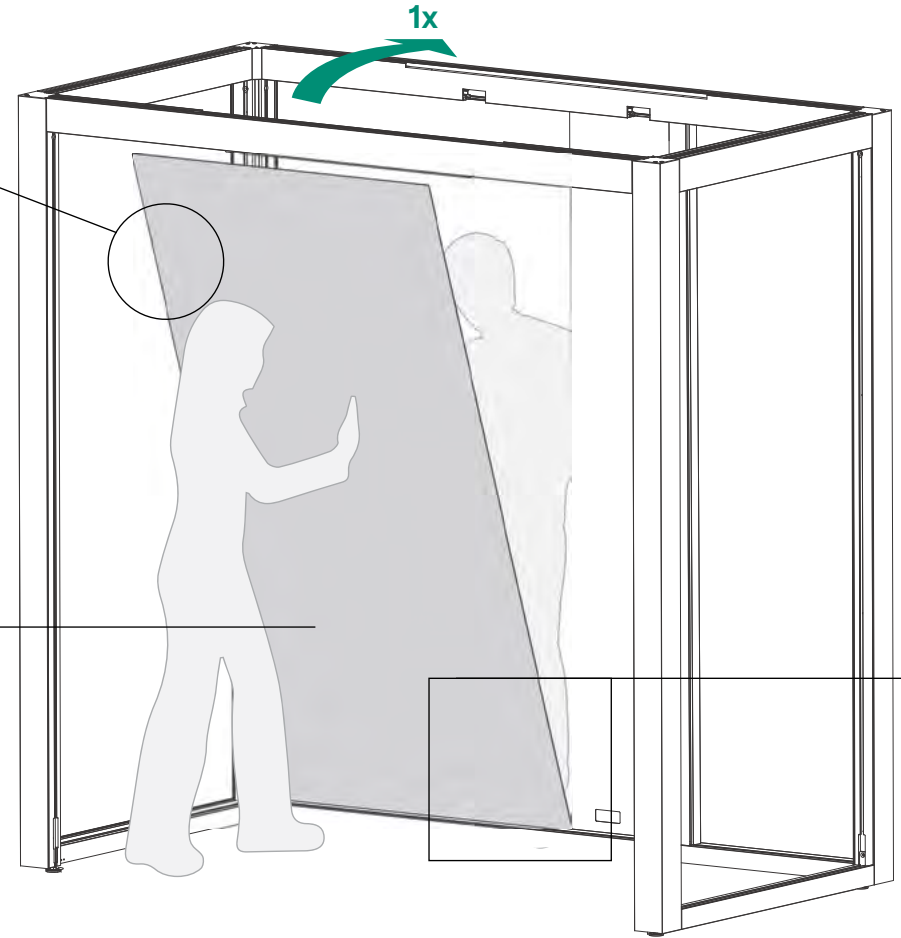
4x

1x

1x

8x V11 M6x12

1x

2x

4x

8x V11

2x

4x

L2

4x V25

Use the indicated holes (3, 4)
in beams J1 J3 to screw the L
connectors.

3 4

scale 1:1

2.5
3
4
5

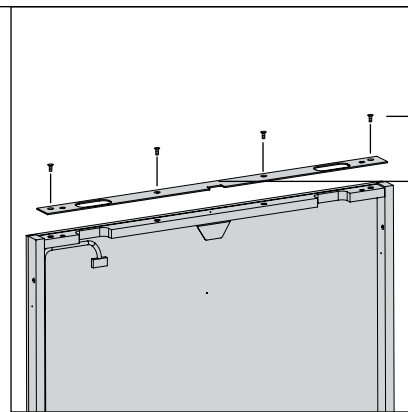SCREWS NEEDED

8x V11 M6x12
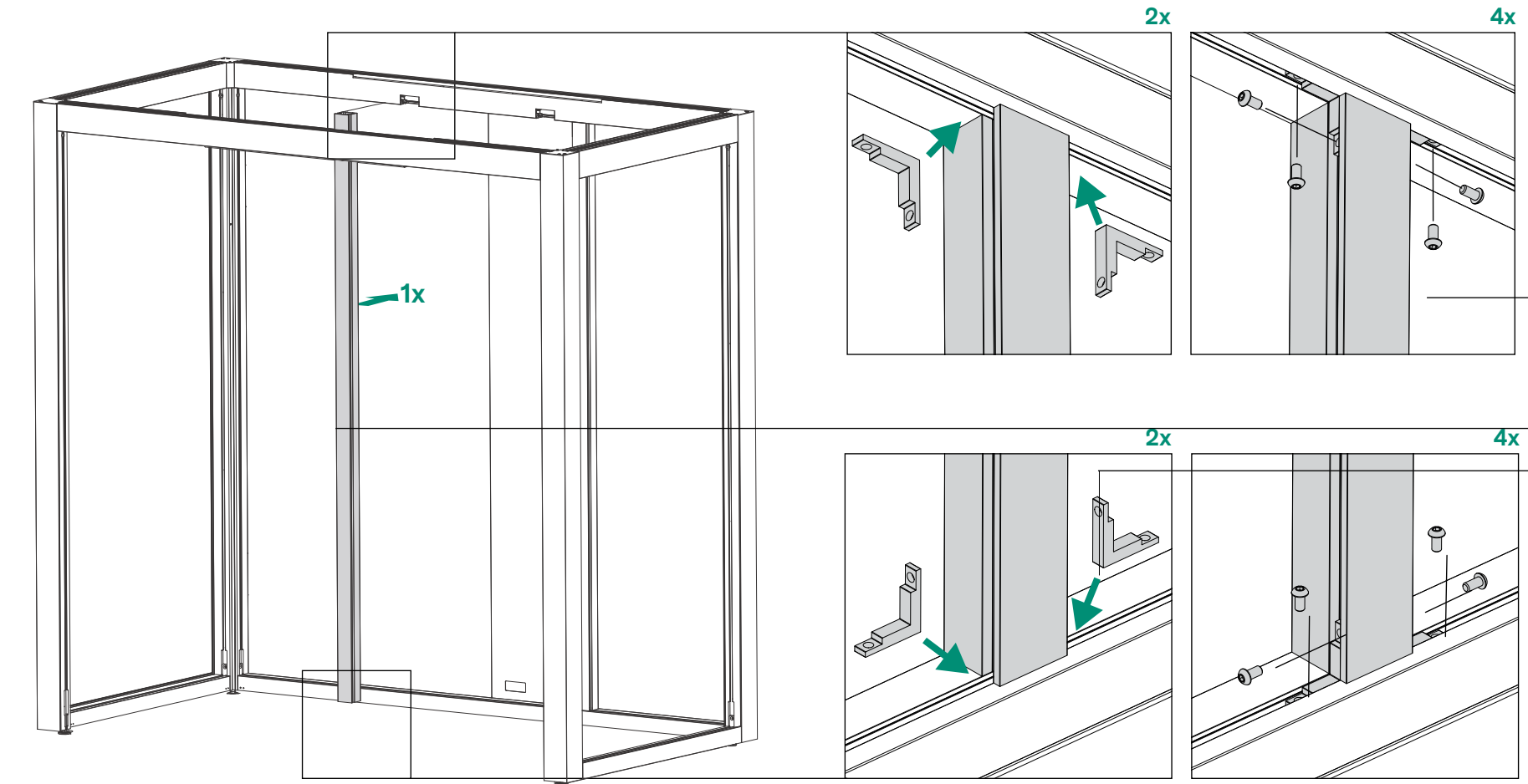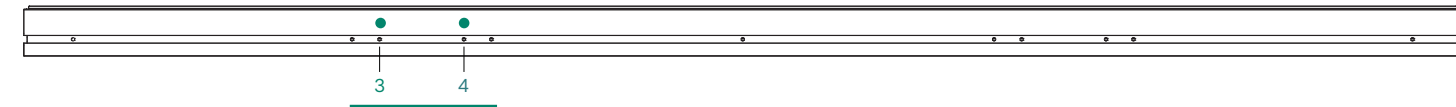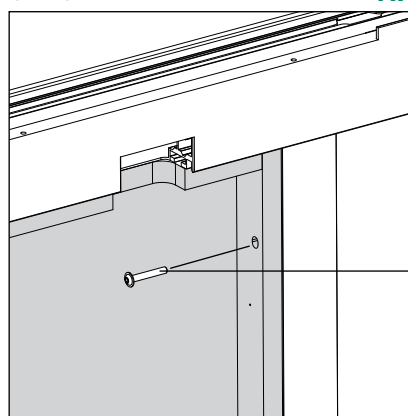
09

BOX 7

E1 Pro
E3 Std

1x
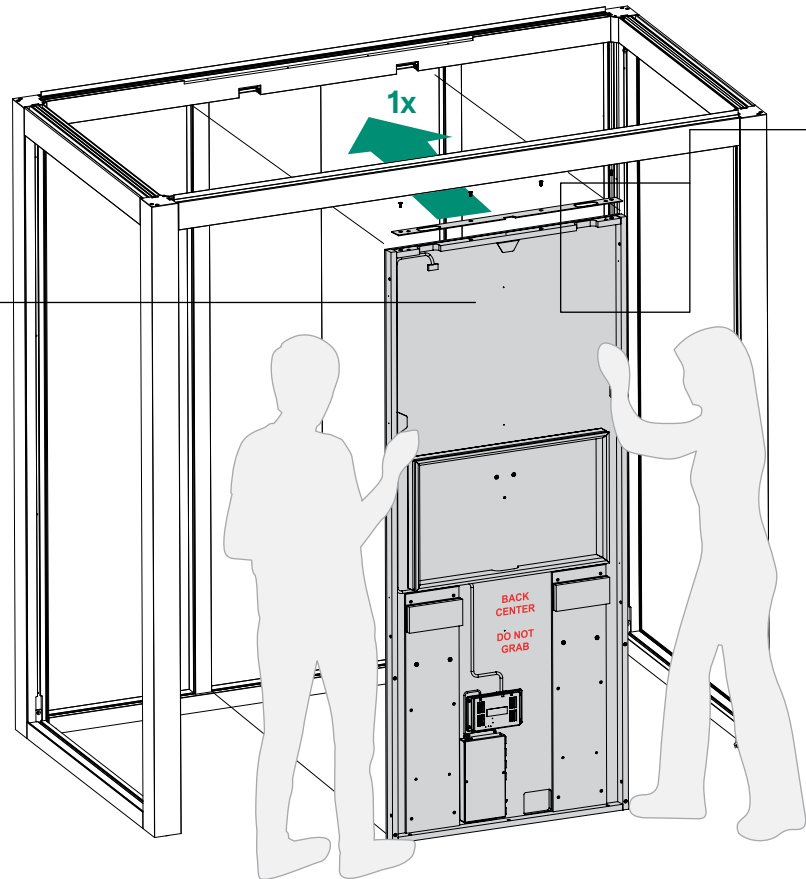
STEP 01 — 4x

V13
K4
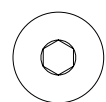
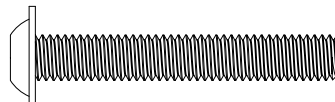⚠️ This step is important.
Don't miss!

STEP 02 — 11x

V10

SCREWS NEEDED — scale 1:1
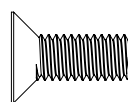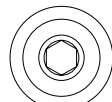
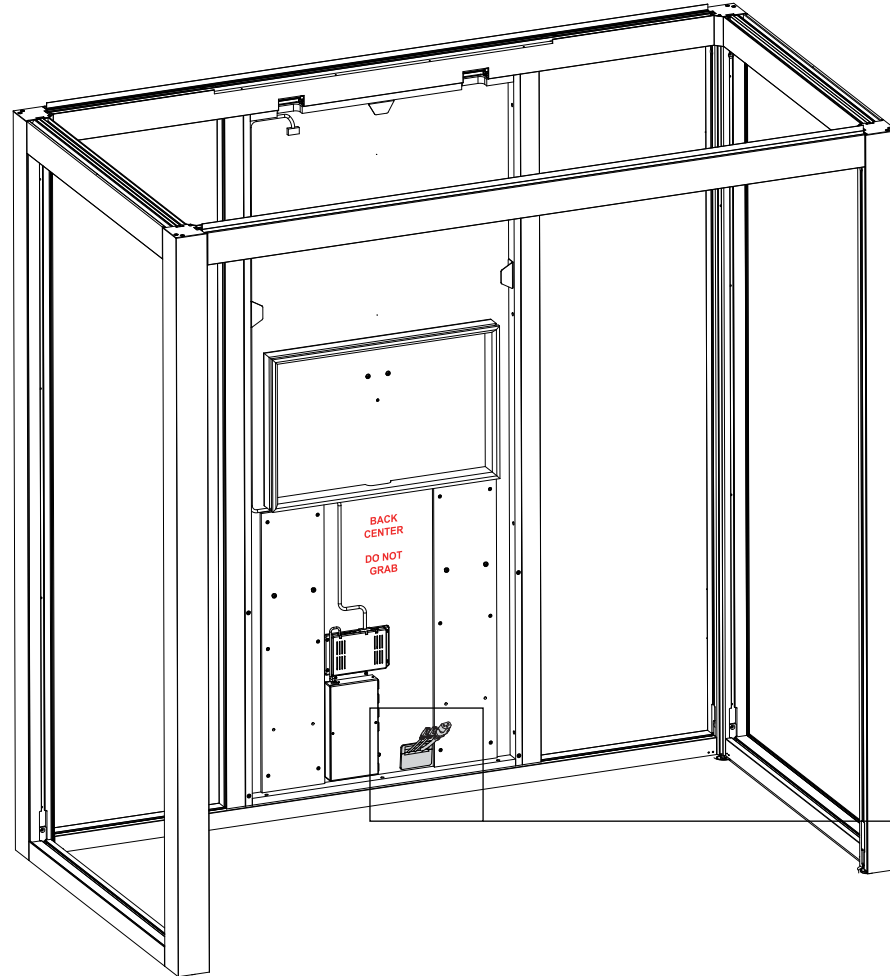⬤ ⬤🔩 M6x16   4x V13   ⬤◉ ◉🔩 M6x40   11x V10
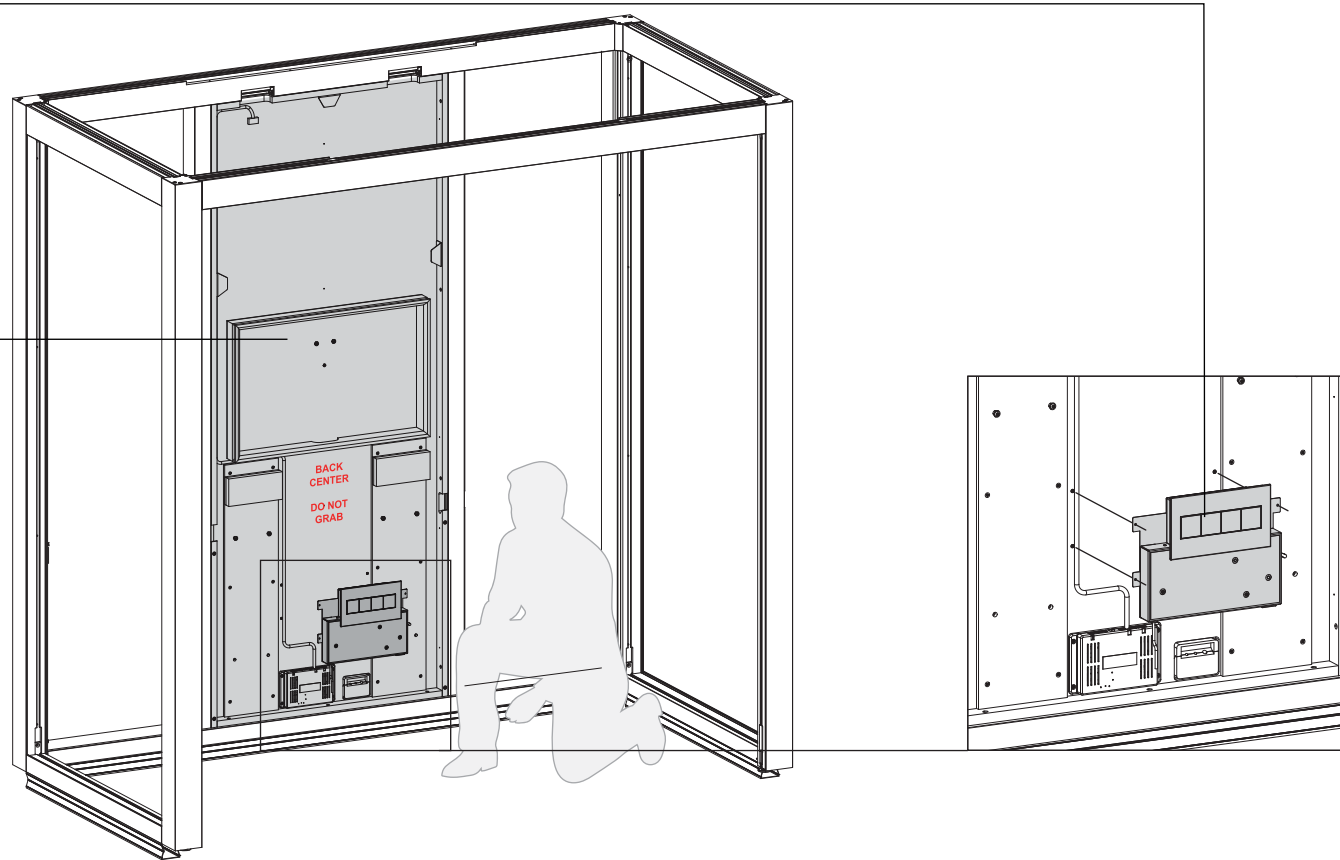
2.5
3
4
5
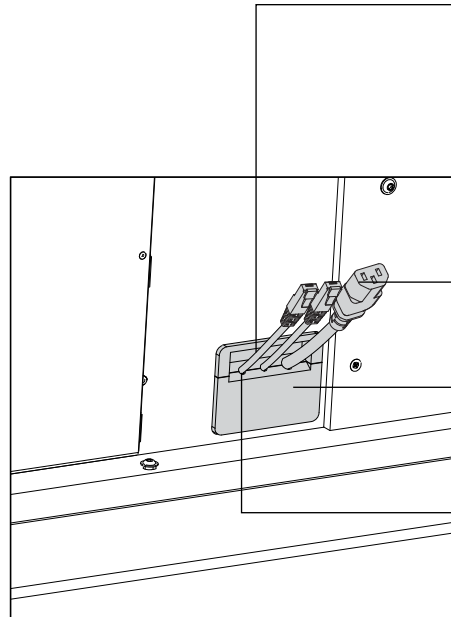
V19

T8
V21

Ethernet
Optional

09EU
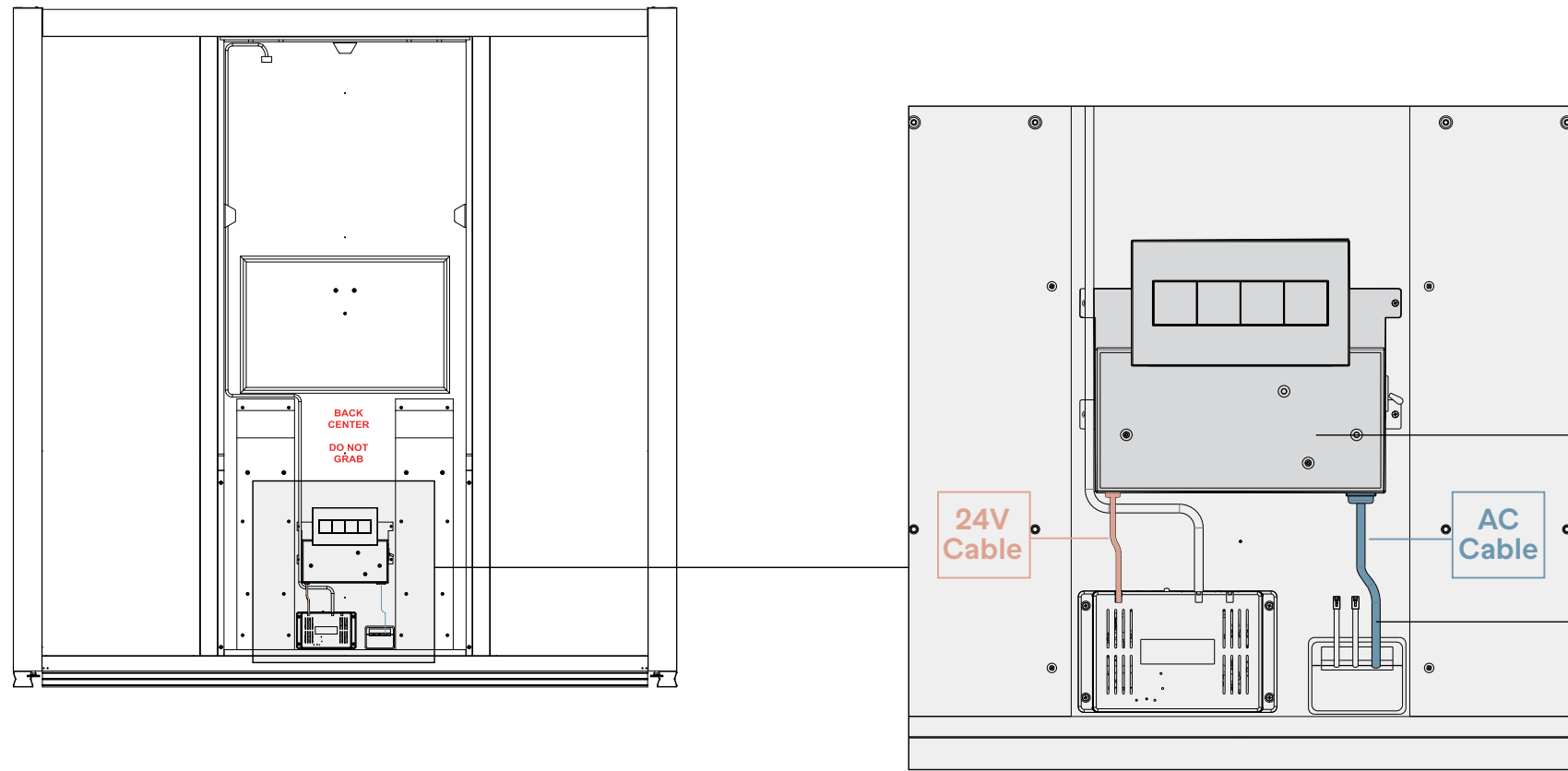
BOX 1 EU   BOX 7 EU

T13-EU

E1-EU Pro
E3-EU Std

Install AC Box with the four
pre-attached screws.

SCREWS NEEDED

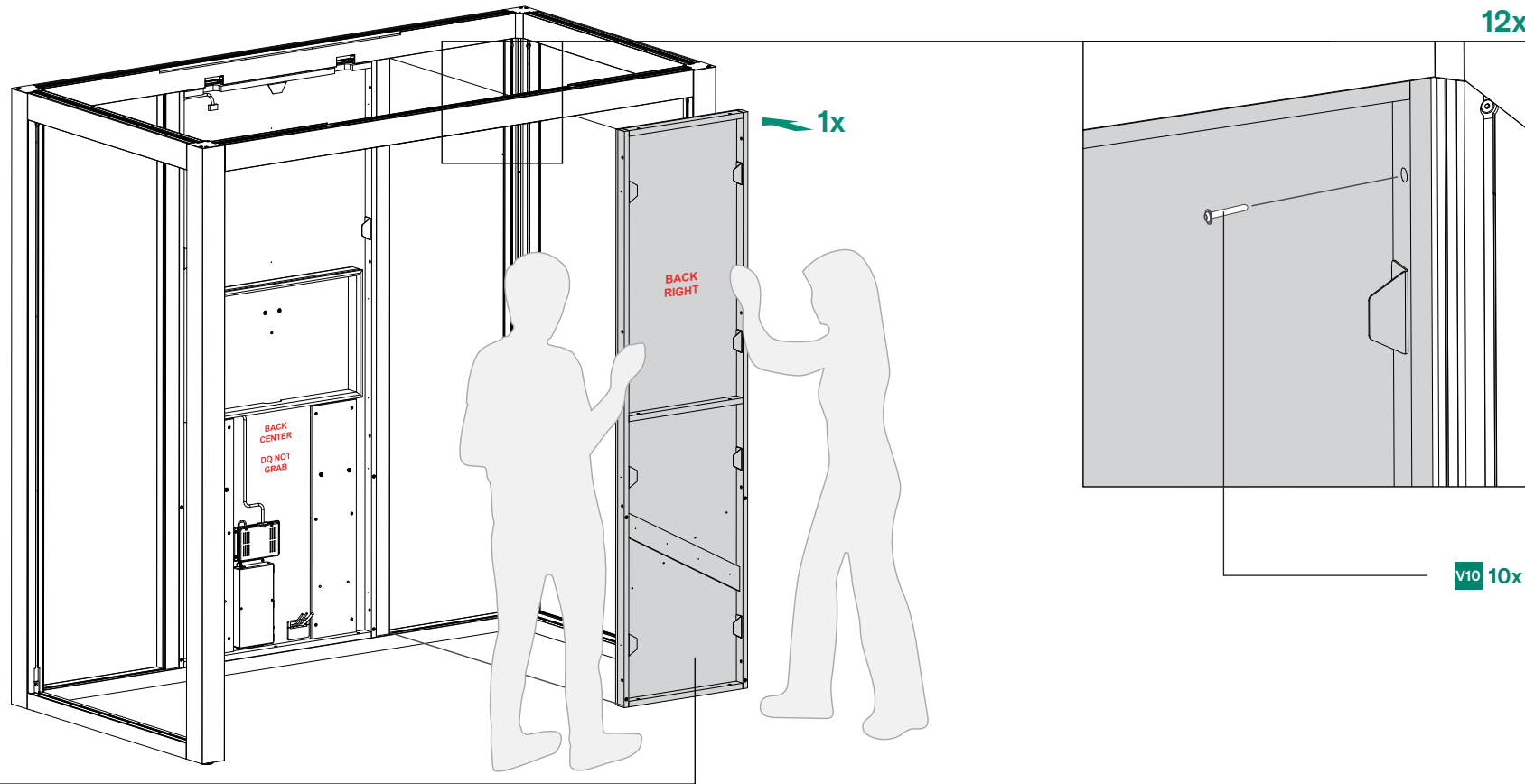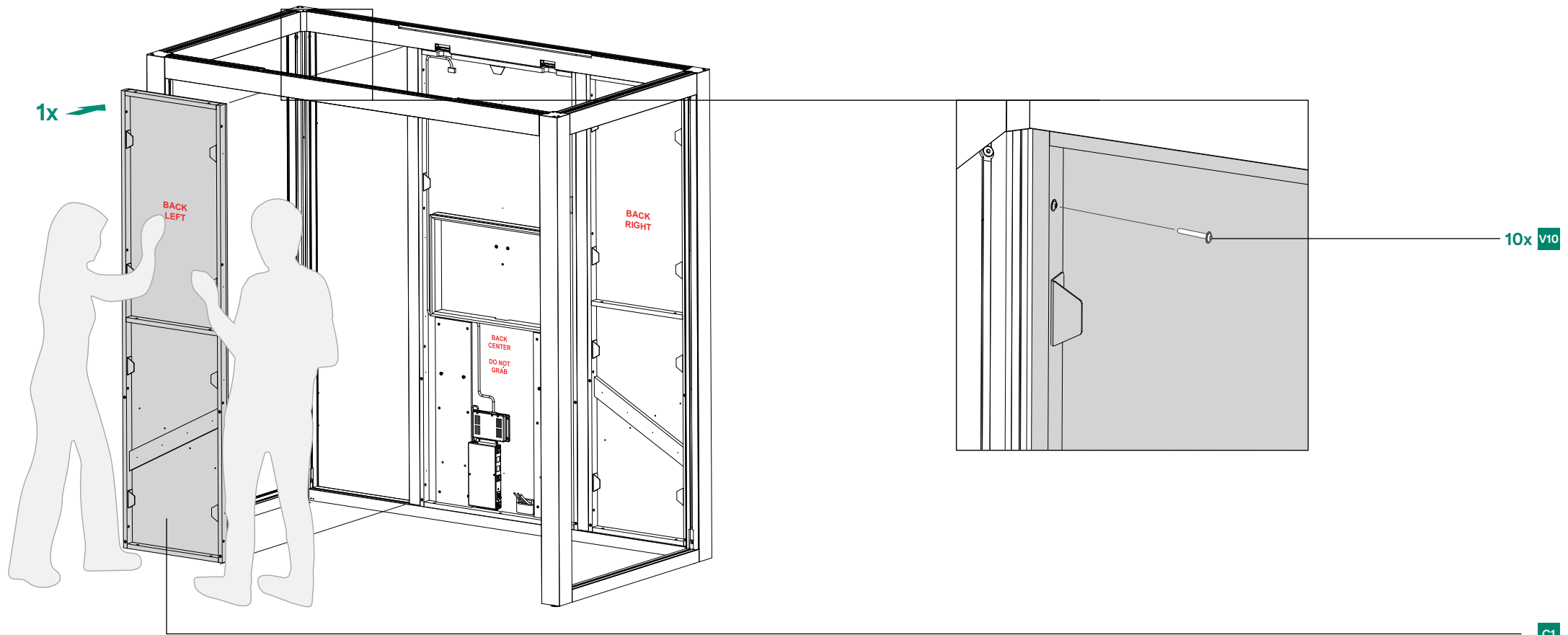Four pre-attached screws in panel   E1-EU   or   E3-EU
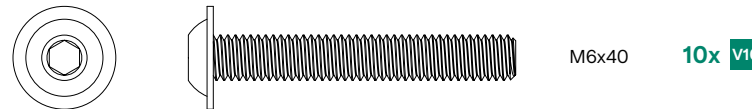Use a Philips screwdriver (not included).

T13-EU

T13-EU

24V
Cable

AC
Cable

T8

10

BOX 8

12x

1x

BACK
RIGHT

BACK
CENTER
DO NOT
GRAB

V10 10x

D1

1x

BACK
RIGHT

BACK
RIGHT

BACK
CENTER
DO NOT
GRAB

10x V10

C1

SCREWS NEEDED

scale 1:1

2.5
3
4
5

M6x40   10x V10

SCREWS NEEDED
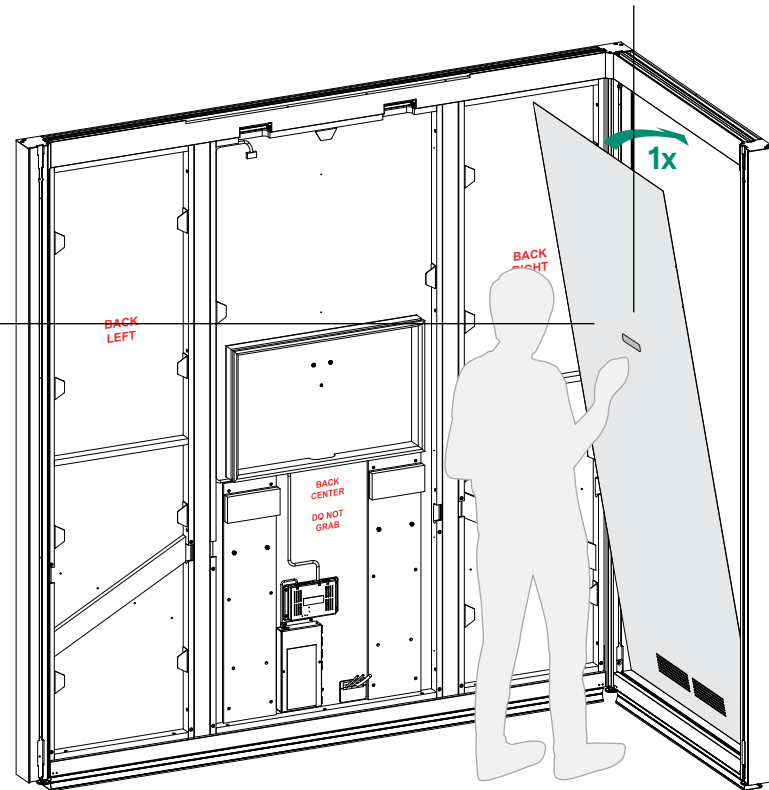
2.5
3
4
5

scale 1:1

10x V10   M6x40

11
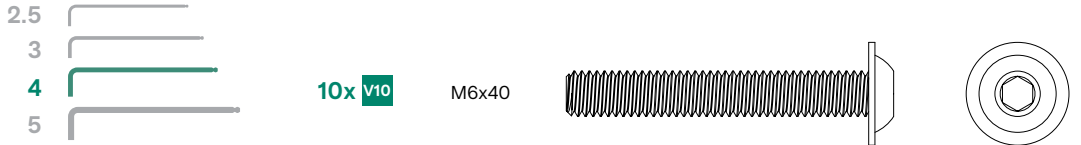
BOX 10 BOX 12

⚠ The sticker on the metal sheet should face inwards.
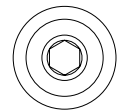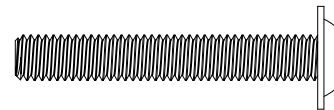
⚠ The label 'SIDE' should face inwards.

1x

1x

N1

11x V10

B1

11x V10

SCREWS NEEDED

scale 1:1

2.5
3
4
5

11x V10 M6x40

BACK LEFT
BACK RIGHT
BACK CENTER
DO NOT GRAB
SIDE

12

BOX 10 BOX 11

1x

1x

BACK
LEFT

BACK
LEFT

BACK
RIGHT

BACK
CENTER
DO NOT
GRAB

BACK
LEFT

BACK
RIGHT

BACK
CENTER
DO NOT
GRAB

N1

A1

11x
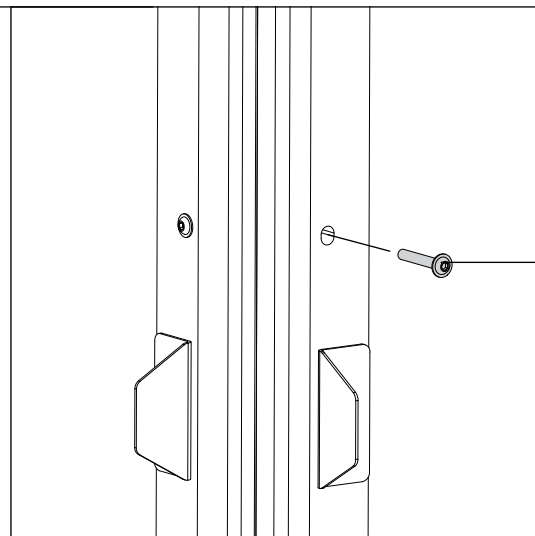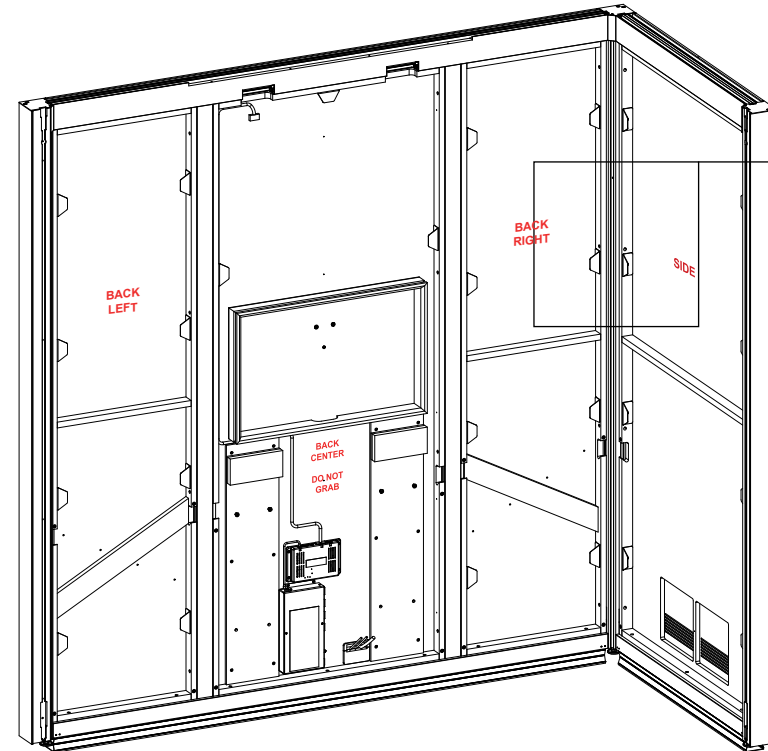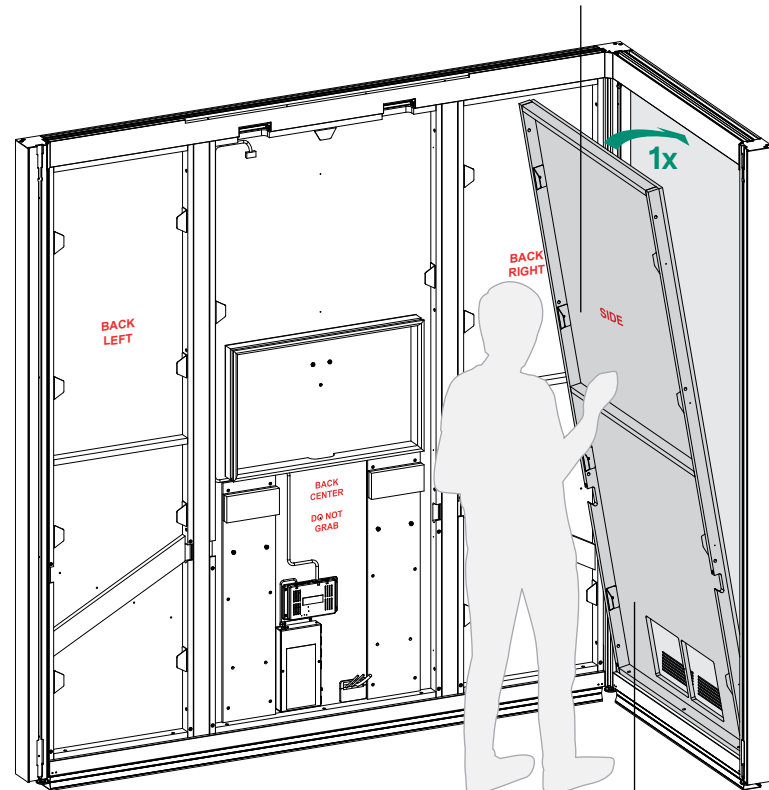
11x V10

11x V10   M6x40

scale 1:1

SCREWS NEEDED

2.5
3
4
5

13

BOX 13

⚠️ 👥

L1

x2

BACK
RIGHT

SIDE

BACK
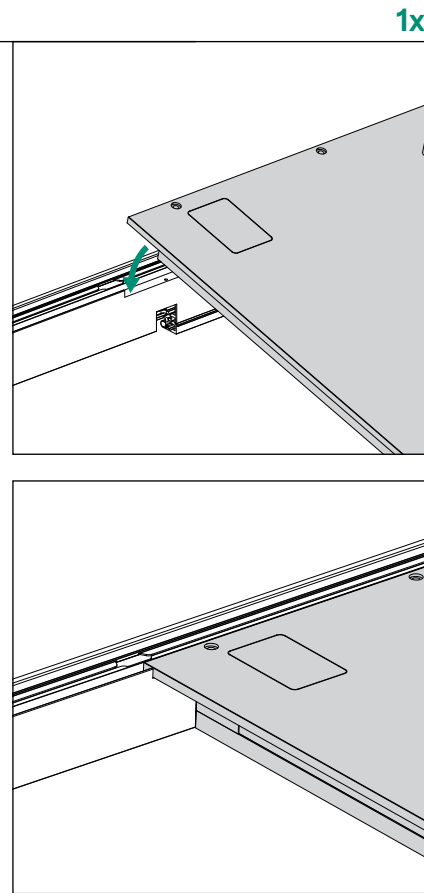CENTER

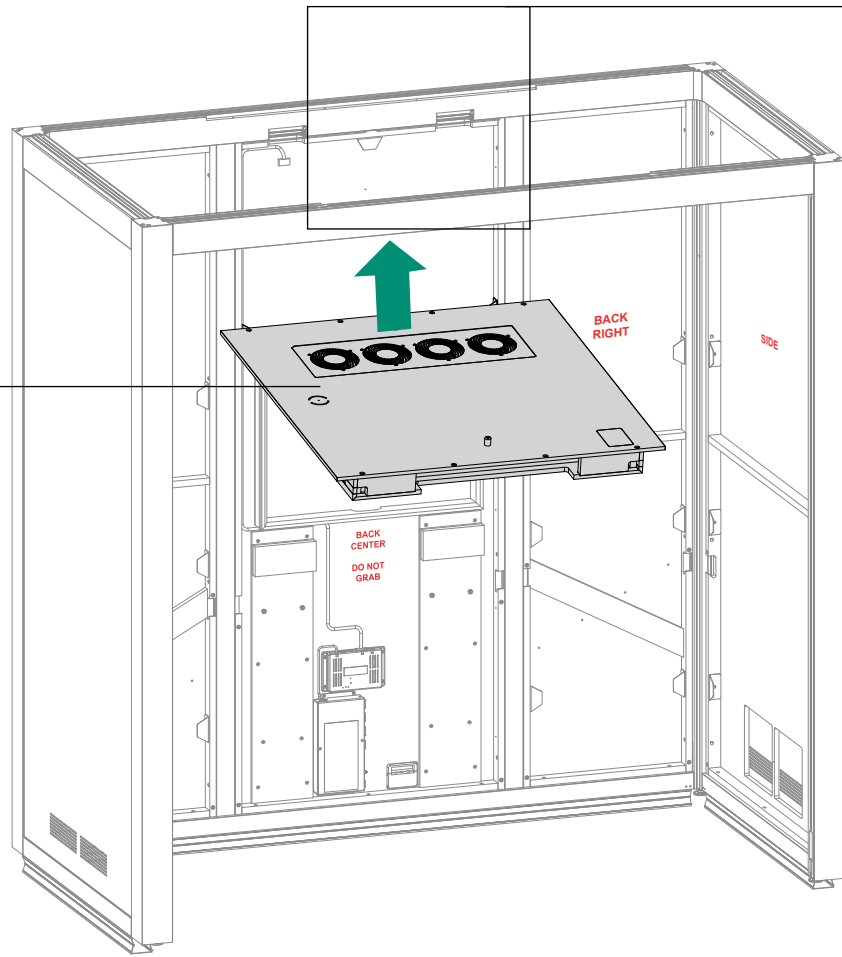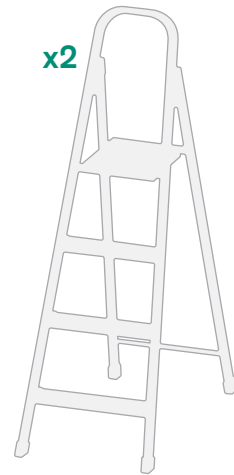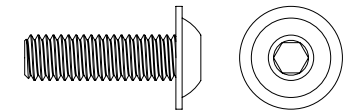DO NOT
GRAB

1x

8x V4   M6x20

8x

8x V4

1x

SIDE
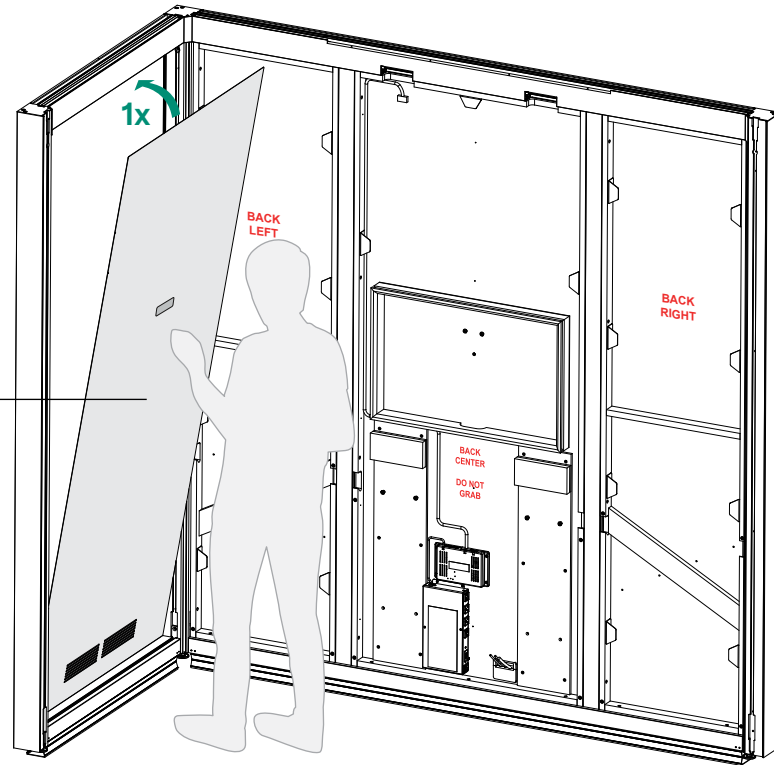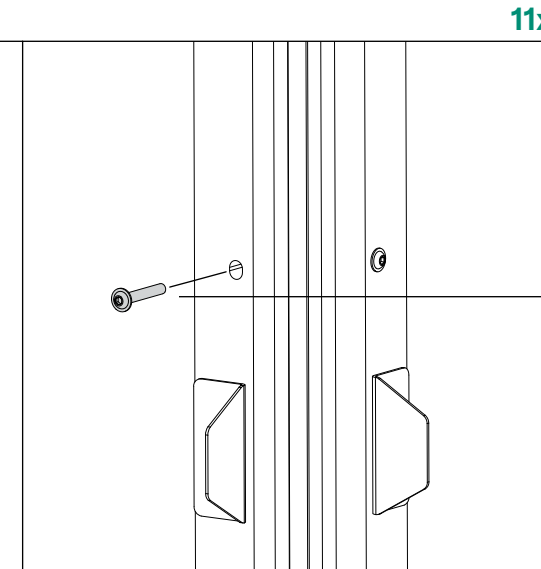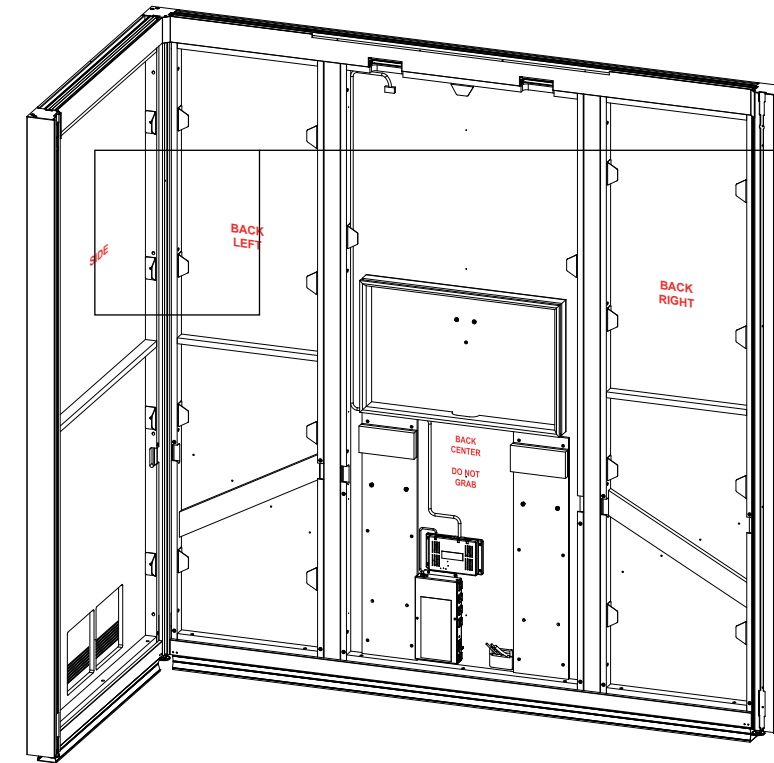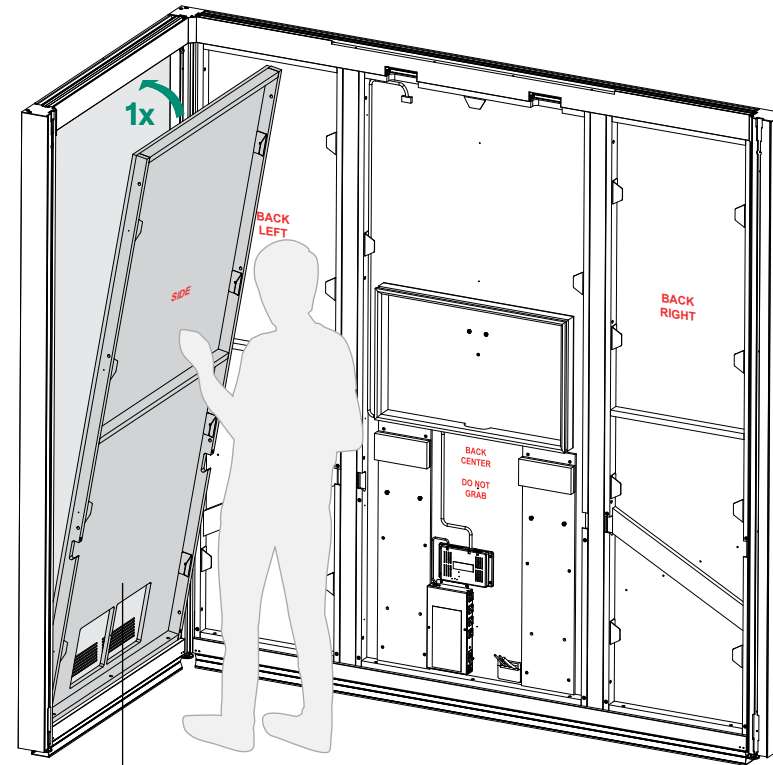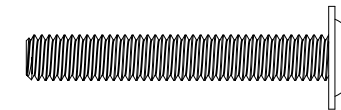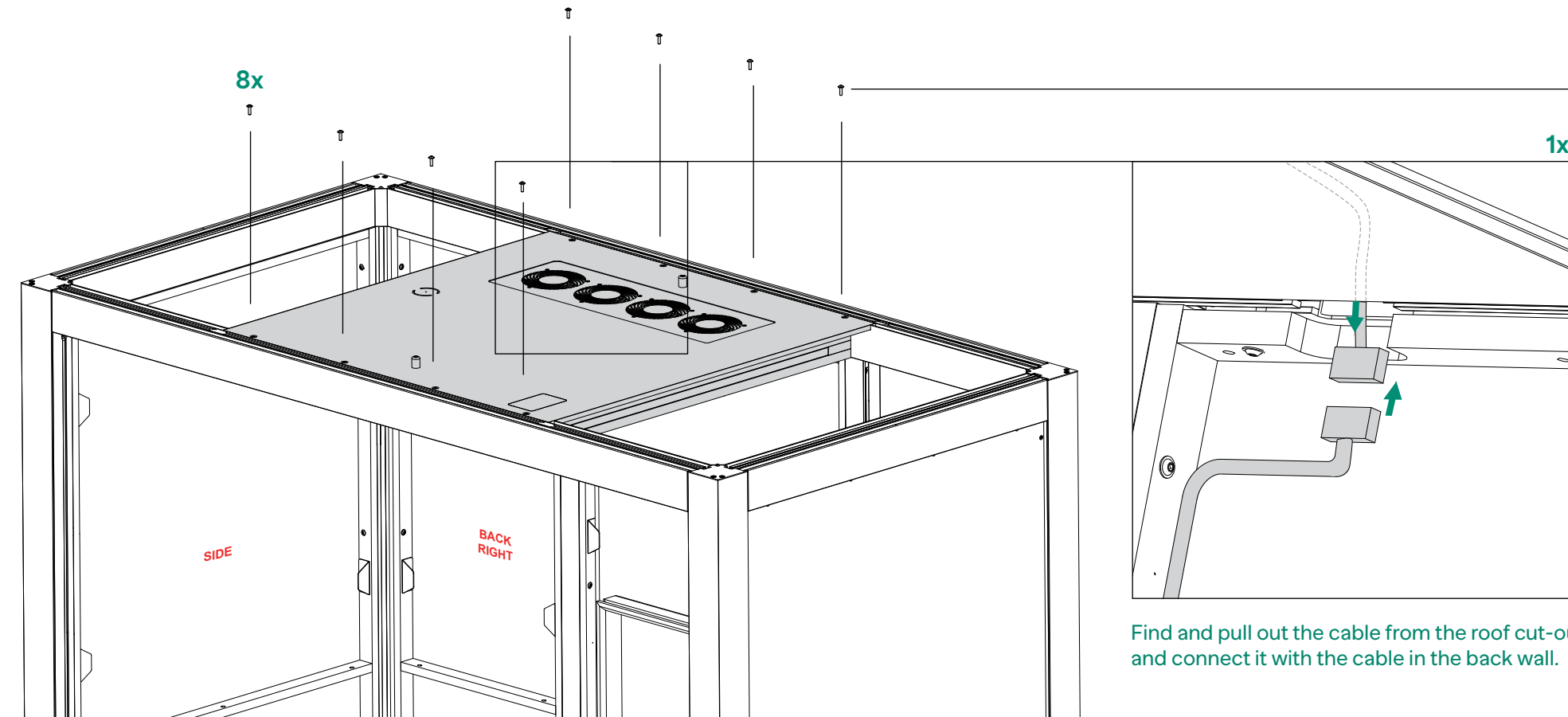
BACK
RIGHT

Find and pull out the cable from the roof cut-out
and connect it with the cable in the back wall.
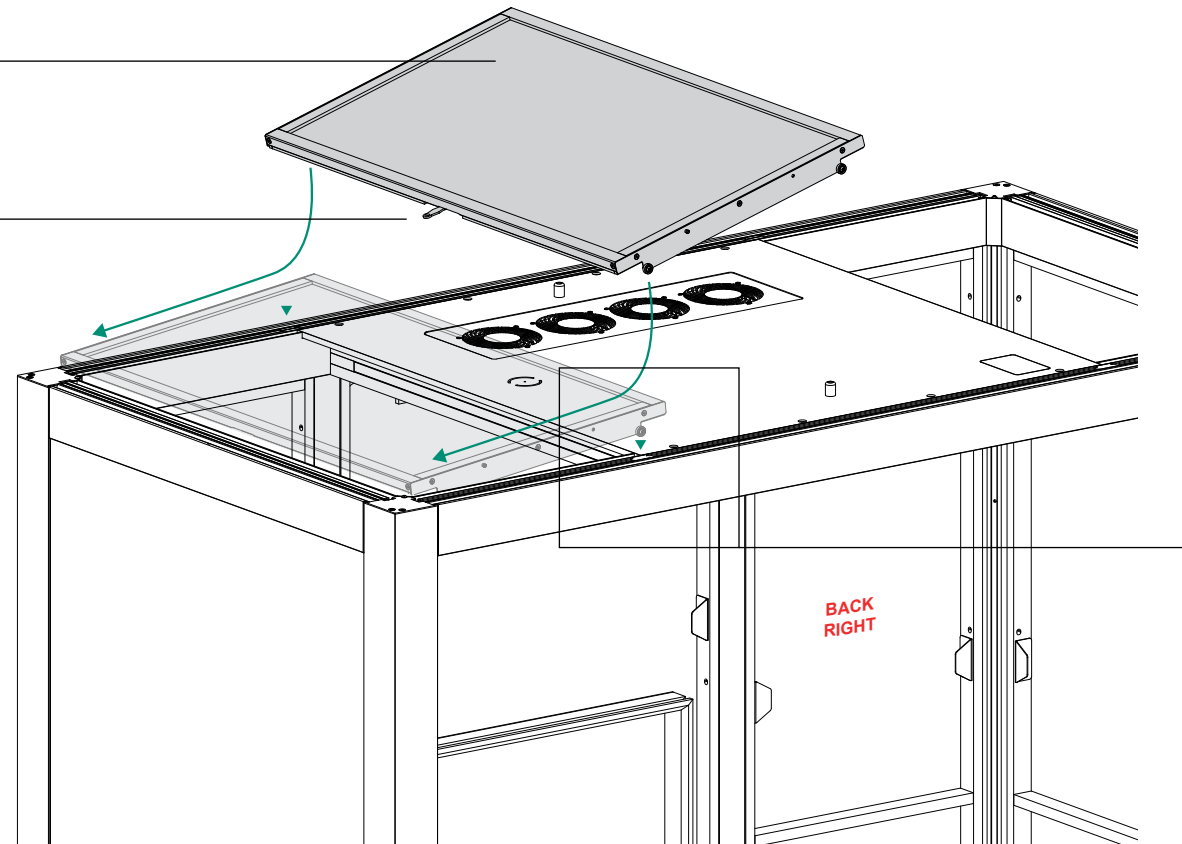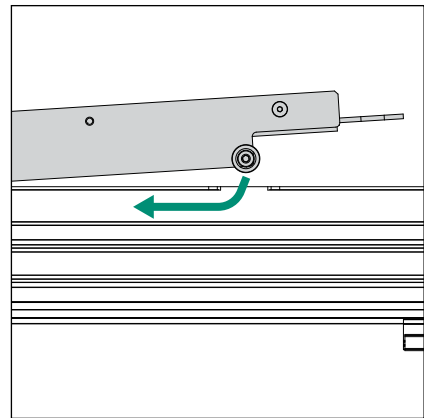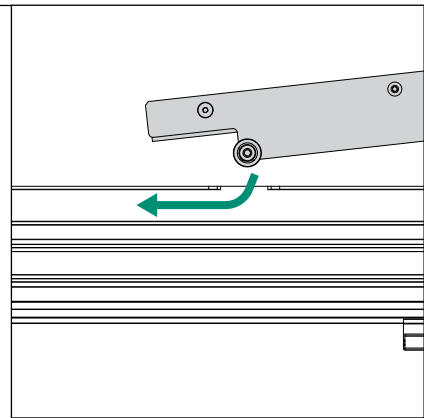
scale 1:1

2.5
3
4
5

SCREWS NEEDED

8x V4   M6x20

14

BOX 14

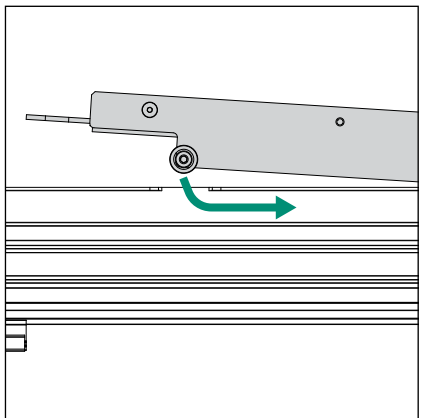M1 ────────────

⚠️ Note the fusible link
orientation for install.

1x
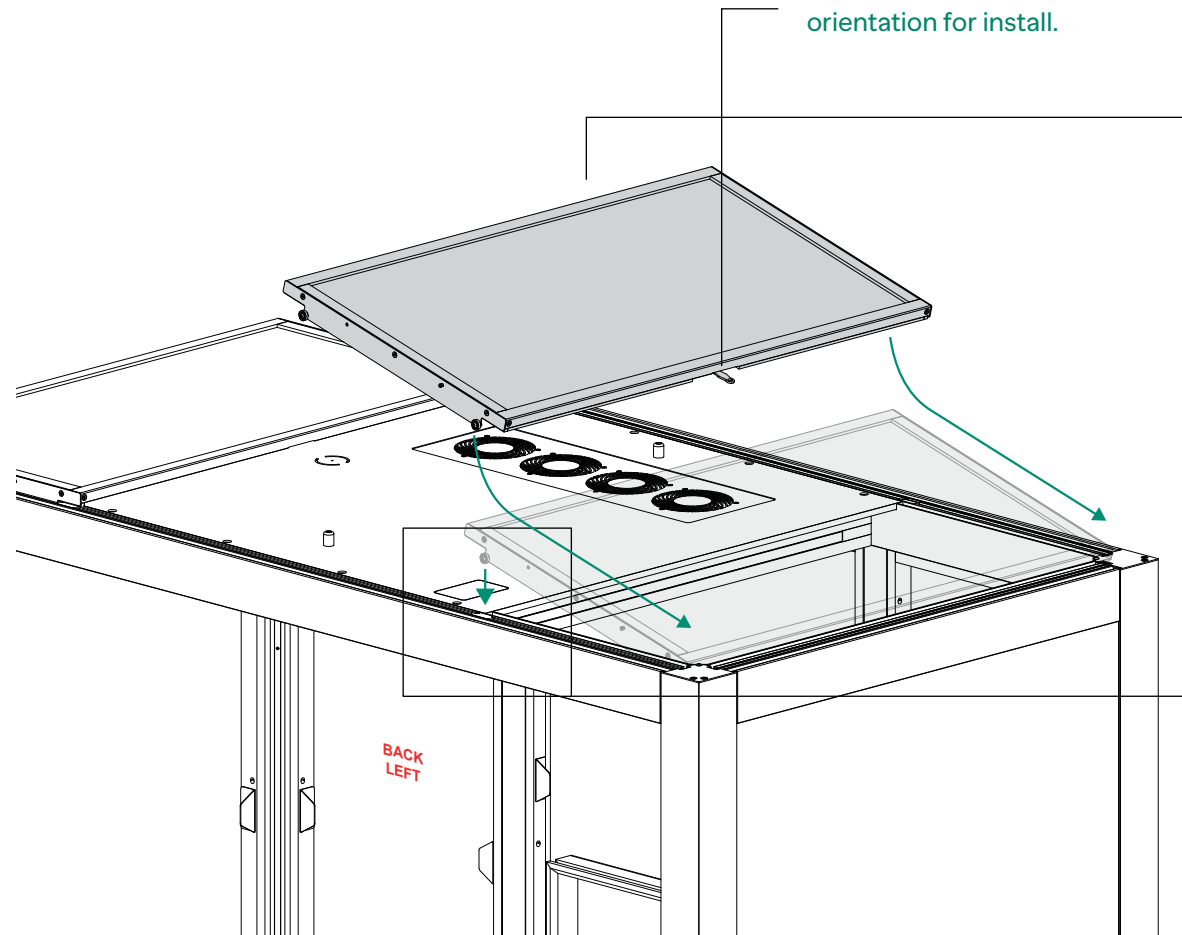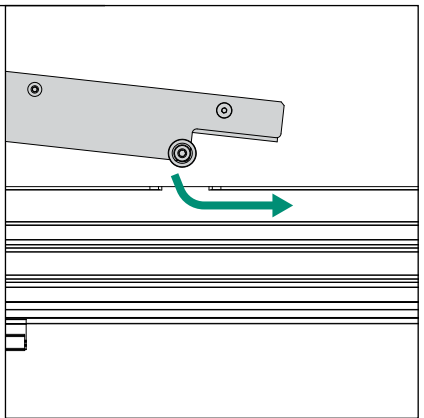
BACK
RIGHT

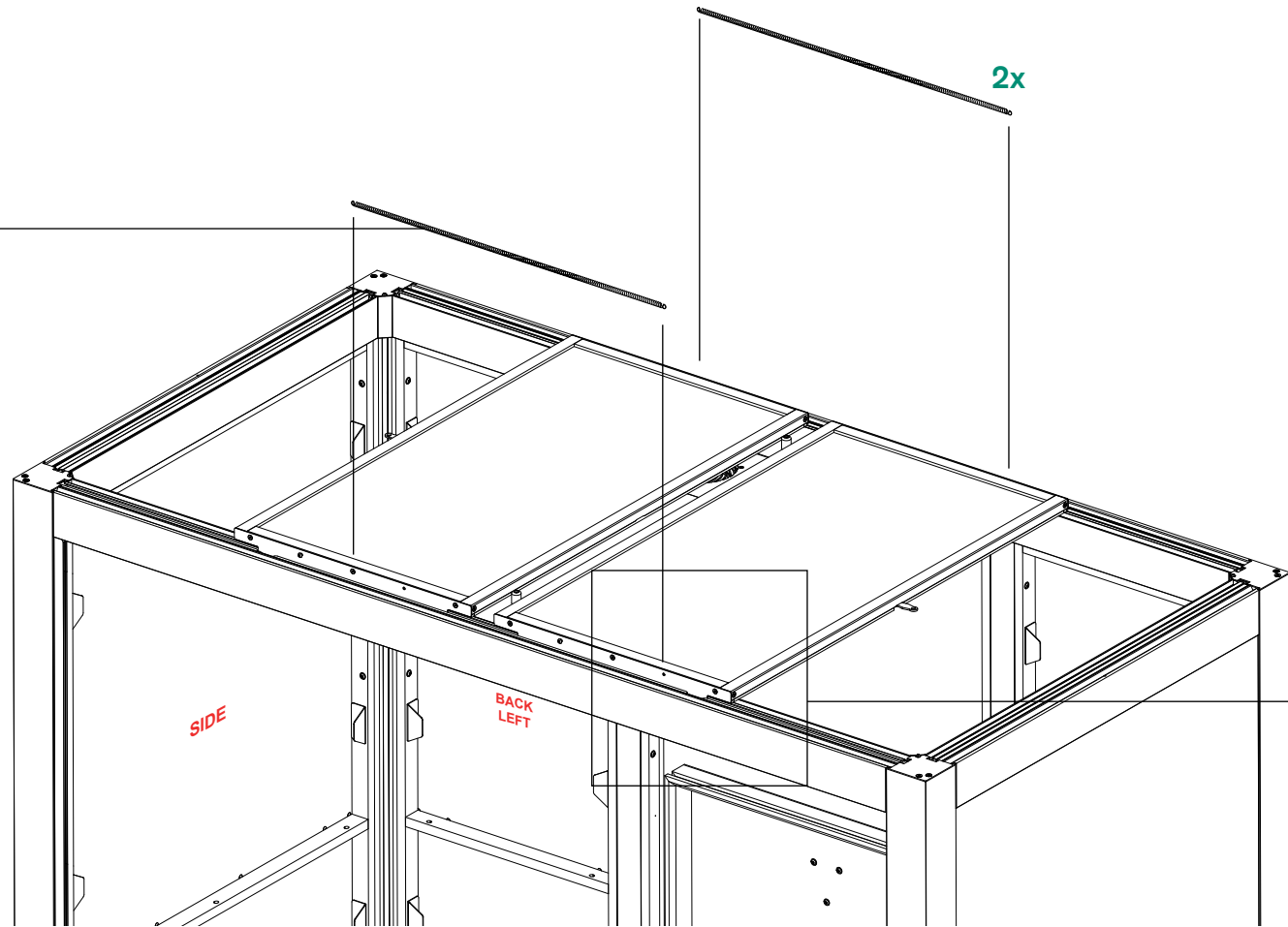⚠️ Note the fusible link
orientation for install.

M1

1x

BACK
LEFT

15

BOX 1A BOX 1B

2x

V22 2x

4x

SIDE

BACK
LEFT

16

BOX 1A BOX 1B

V15

1x

1x

V15

SIDE

BACK
LEFT

1x

SIDE

BACK
LEFT

1x

scale 1:1

2.5
3
4
5

M5x15   1x V15

scale 1:1

2.5
3
4
5

1x V15   M5x15

17

BOX 4

J4 2x

2x

Pay attention to orientation
of the spring hiders.

SIDE

BACK
LEFT

BACK
LEFT

18A

BOX 11

8x

SIDE

BACK
LEFT

2x

BACK
CENTER

DO NOT
GRAB

A2

A3

18B

BOX 12

8x

B2

B3

2x

18C

BOX 7   BOX 8   BOX 9

C2

E2 Pro
E4 Std

19x

5x

D2

D3

C3
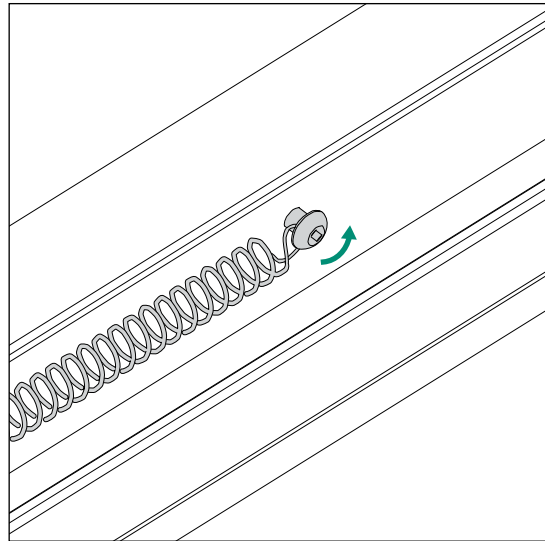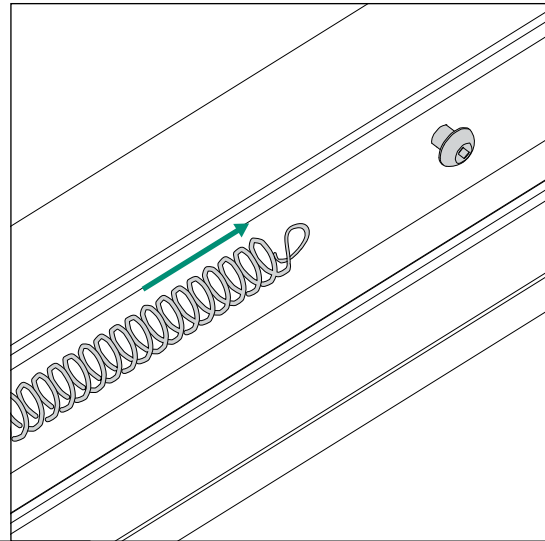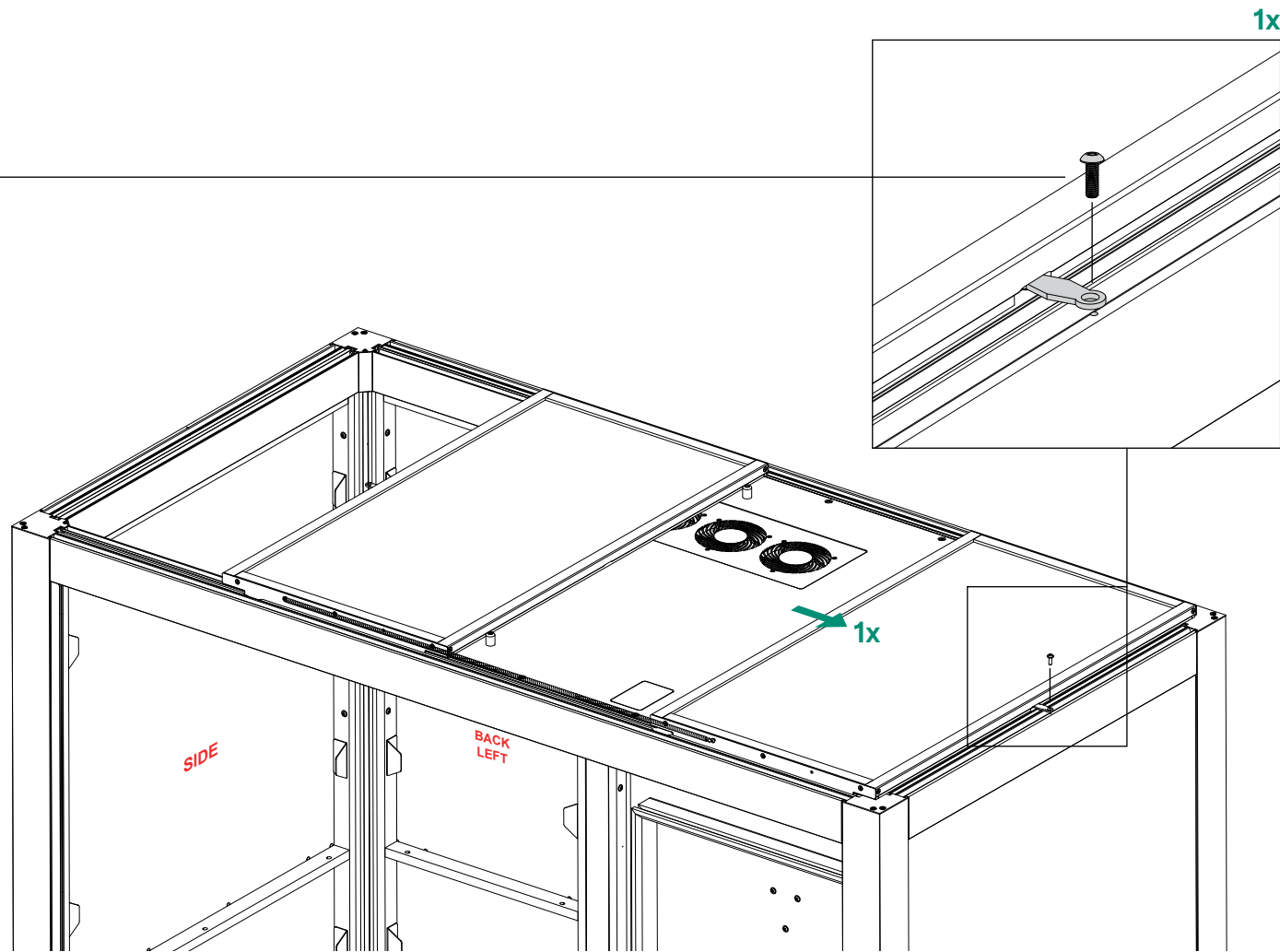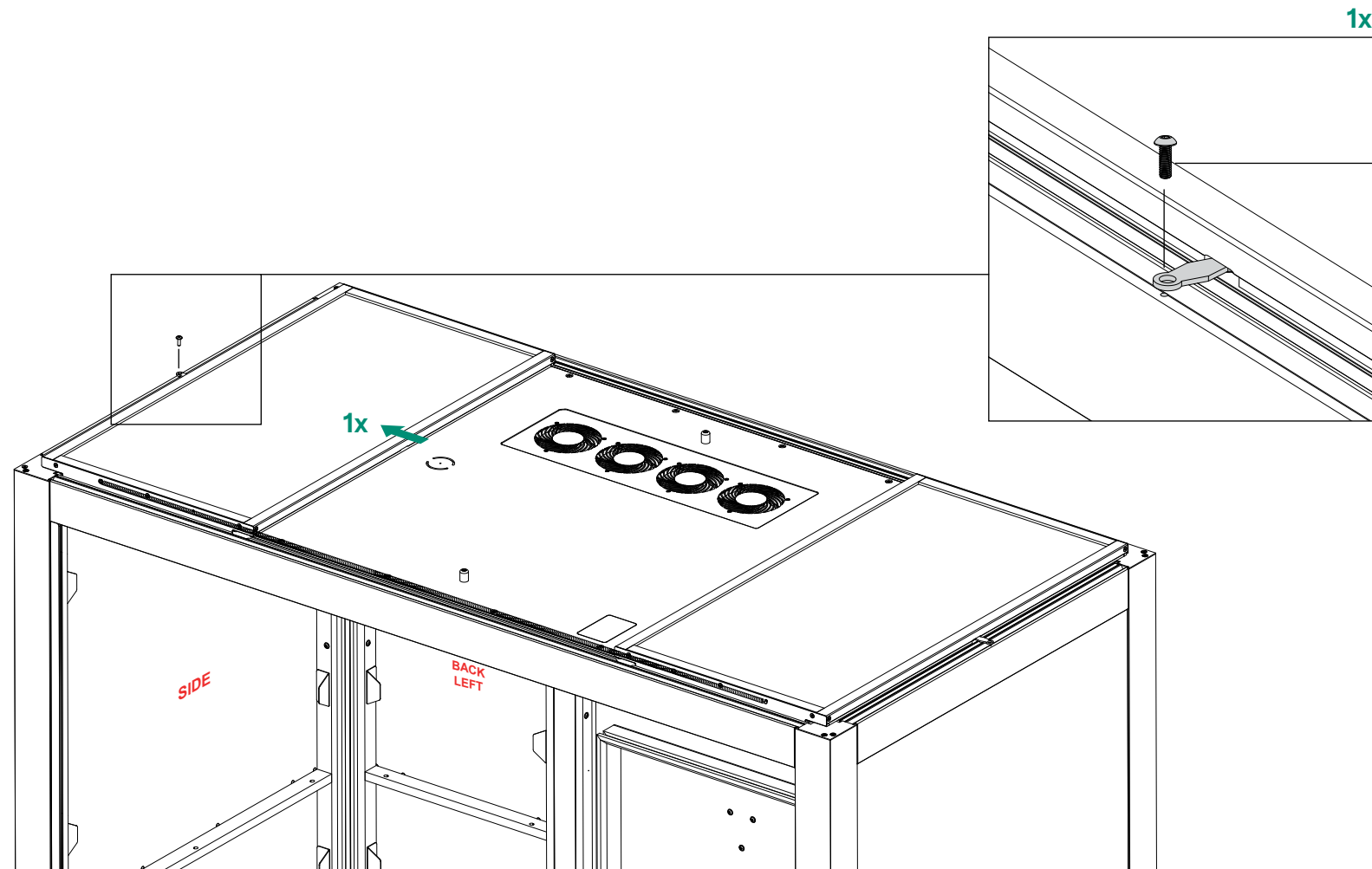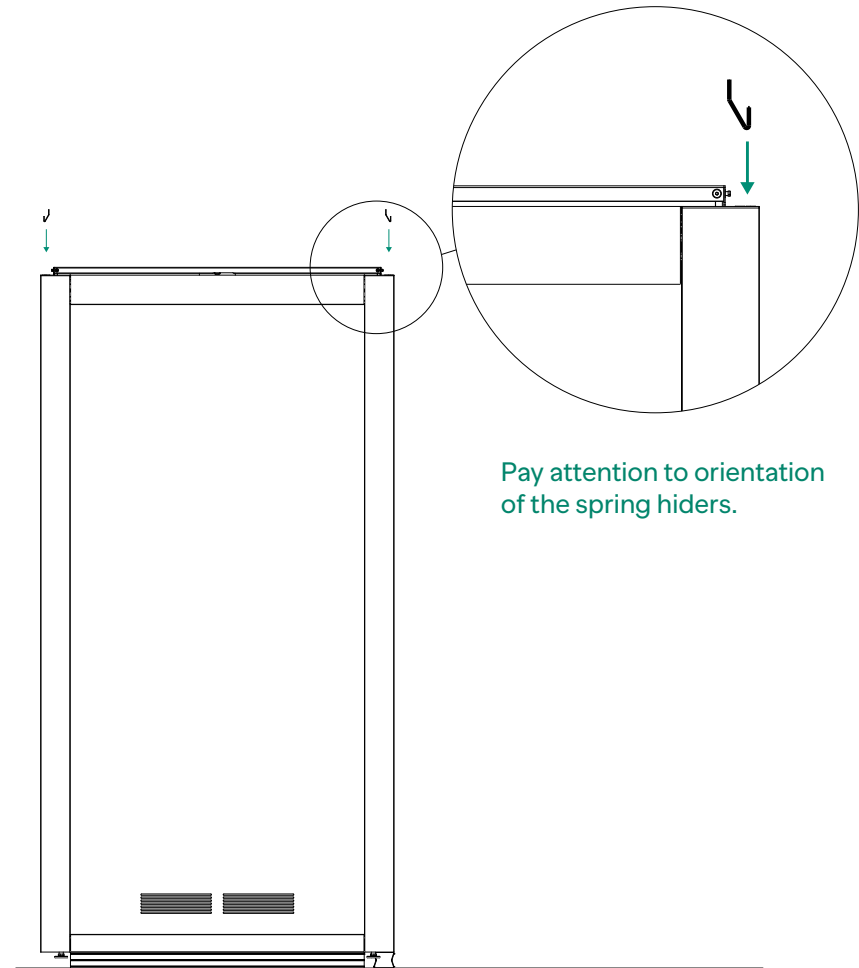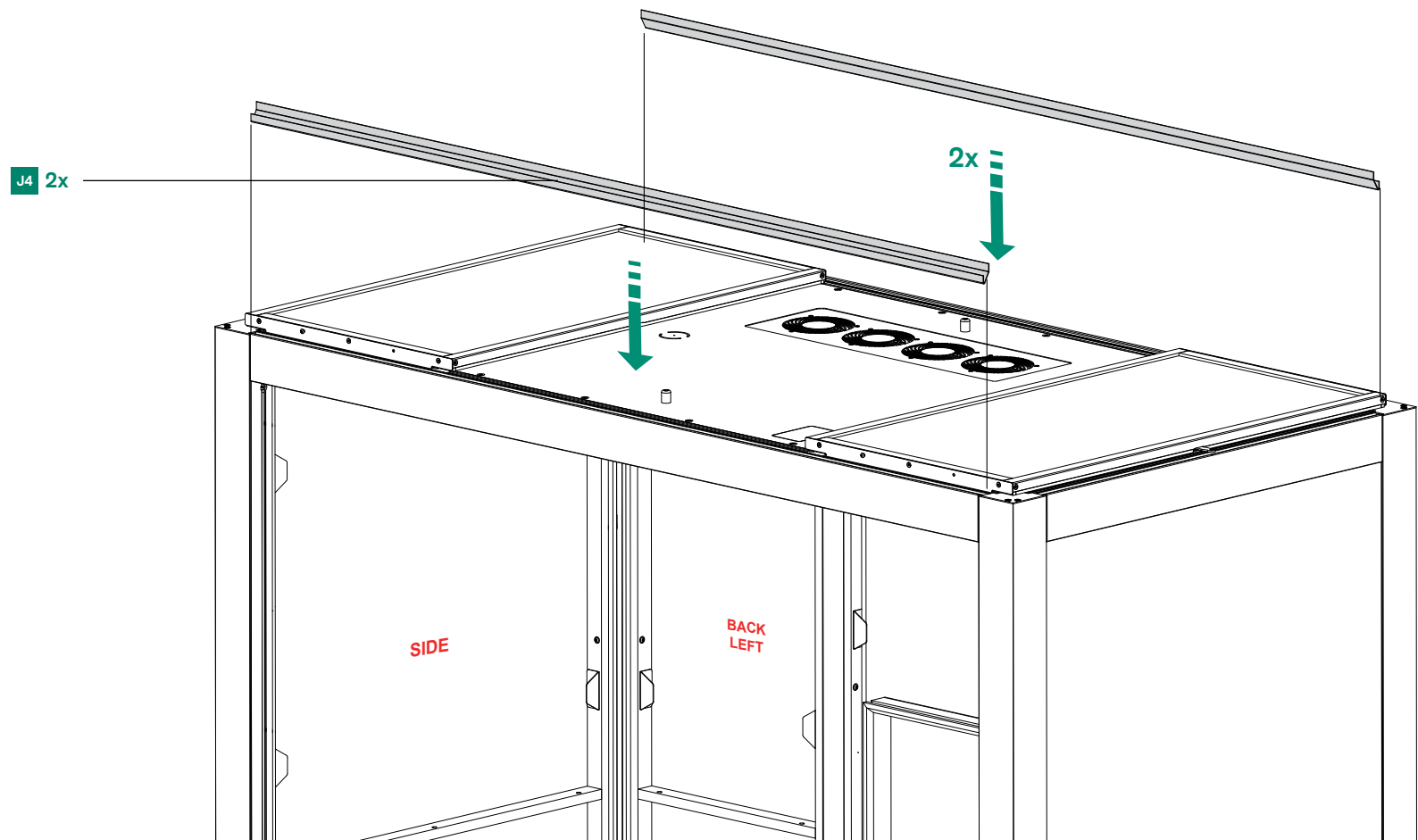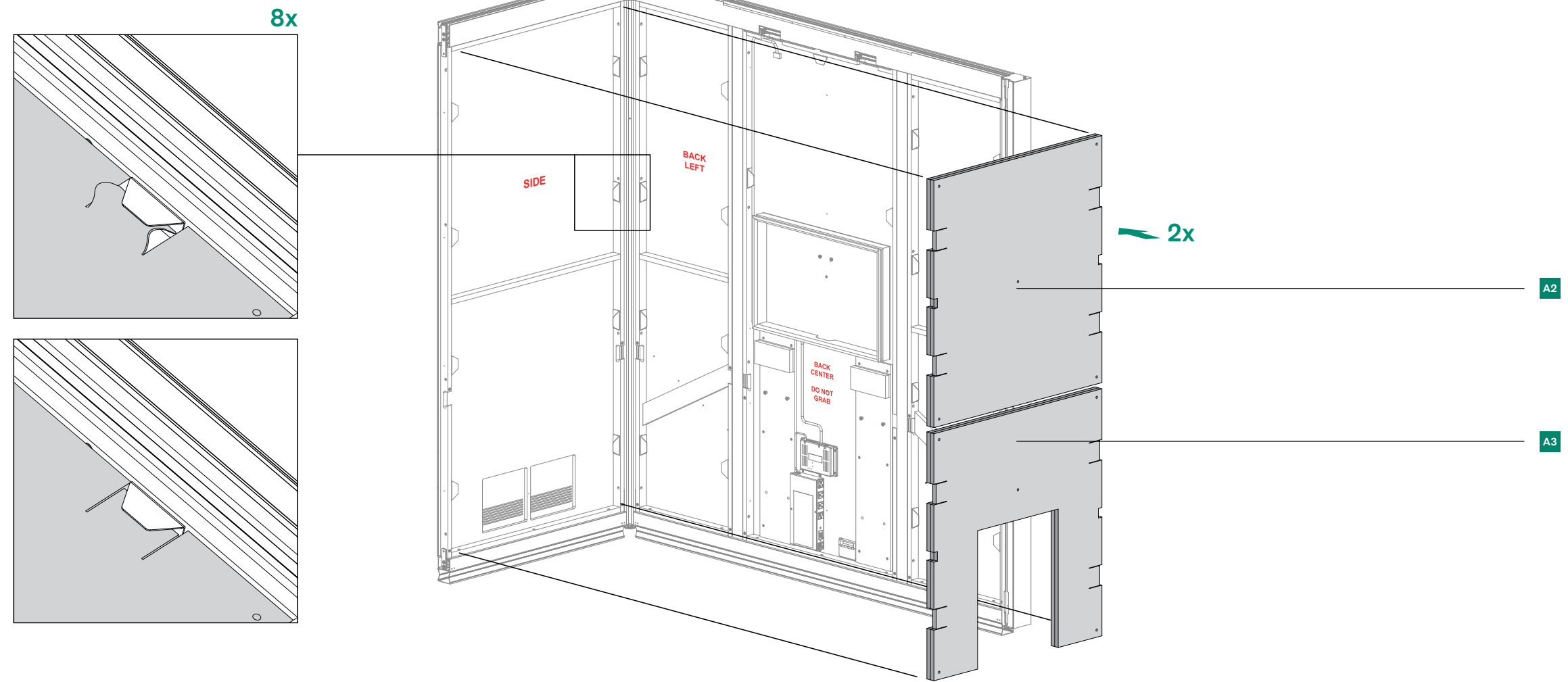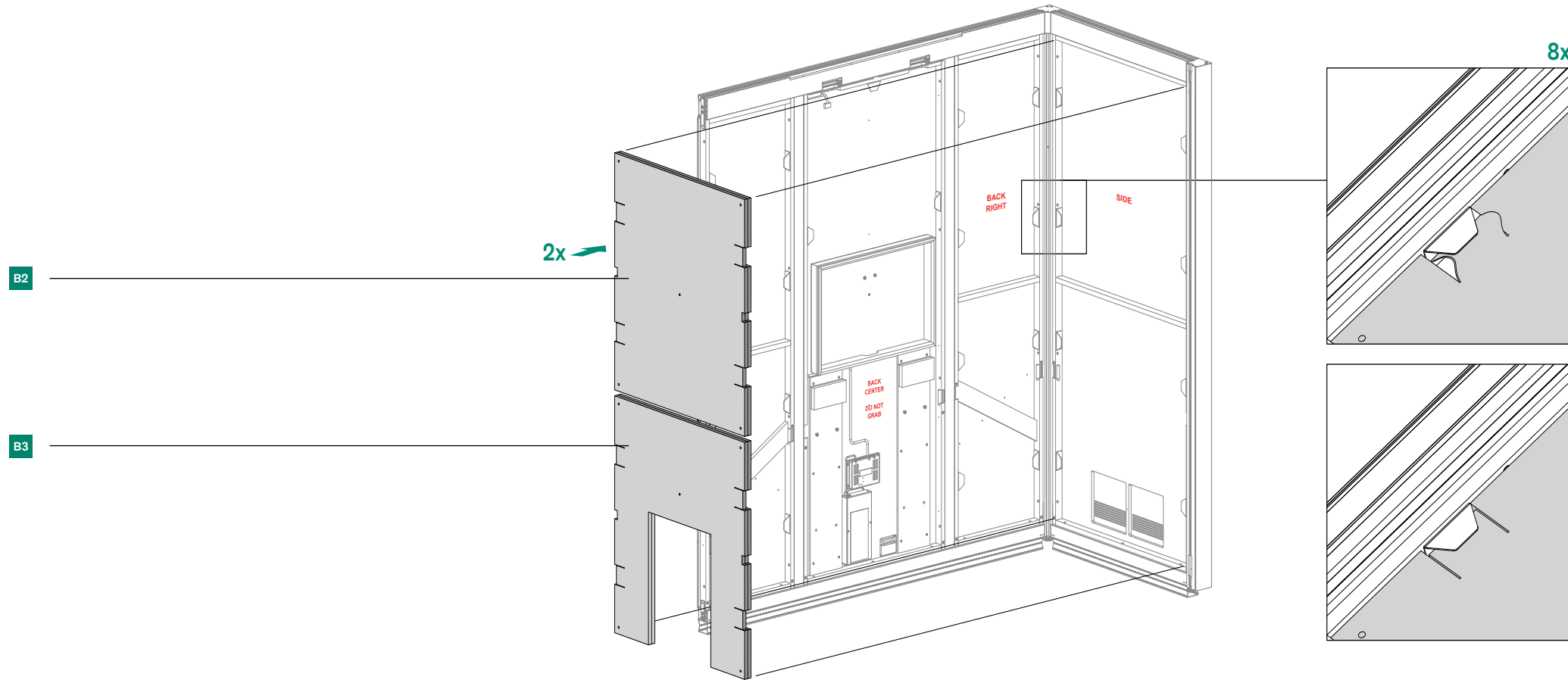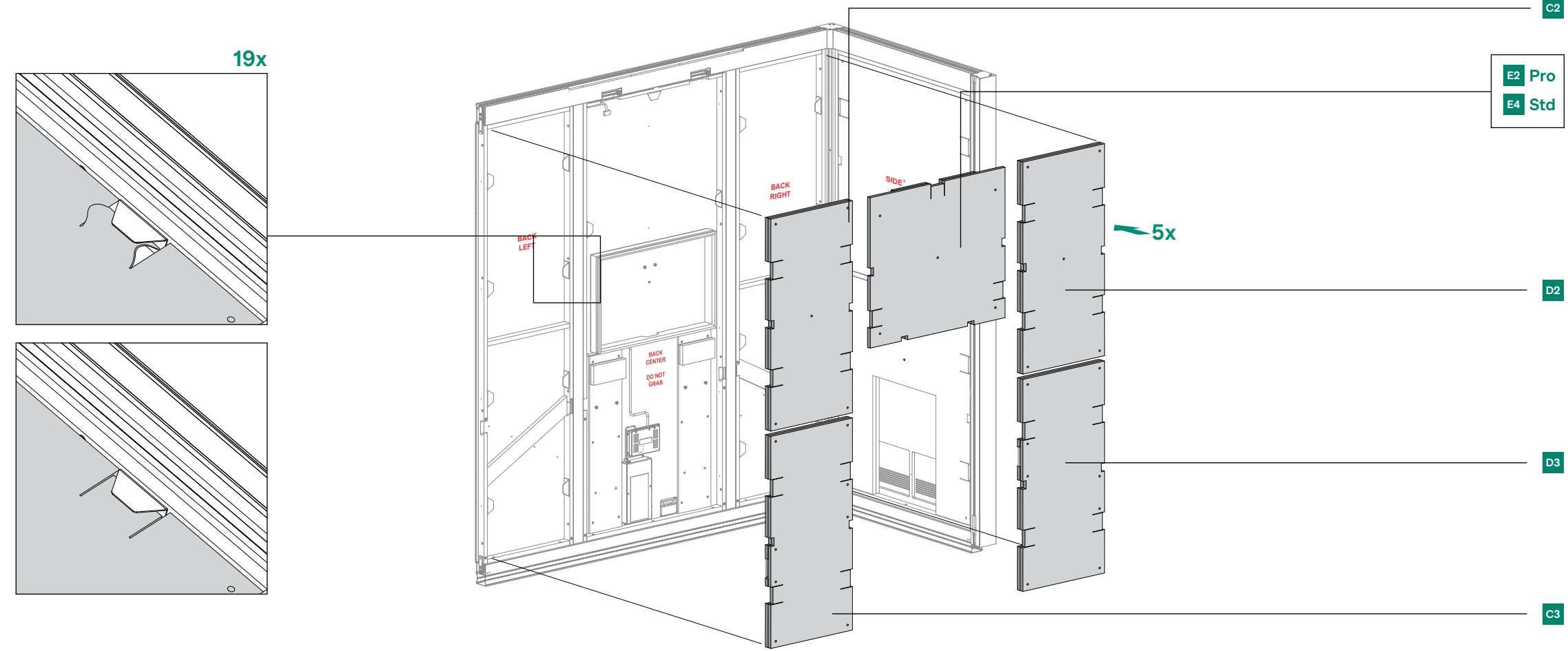
19 Pro only

BOX 1A

T1 Pro
T2 Pro

V3 Pro 4x

1x

T3 Pro

V1 Pro

SCREWS NEEDED

scale 1:1
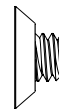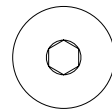
	Flat Head Screw	1x V1 Pro	
	Included in Monitor (back)	4x V3 Pro	
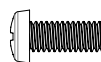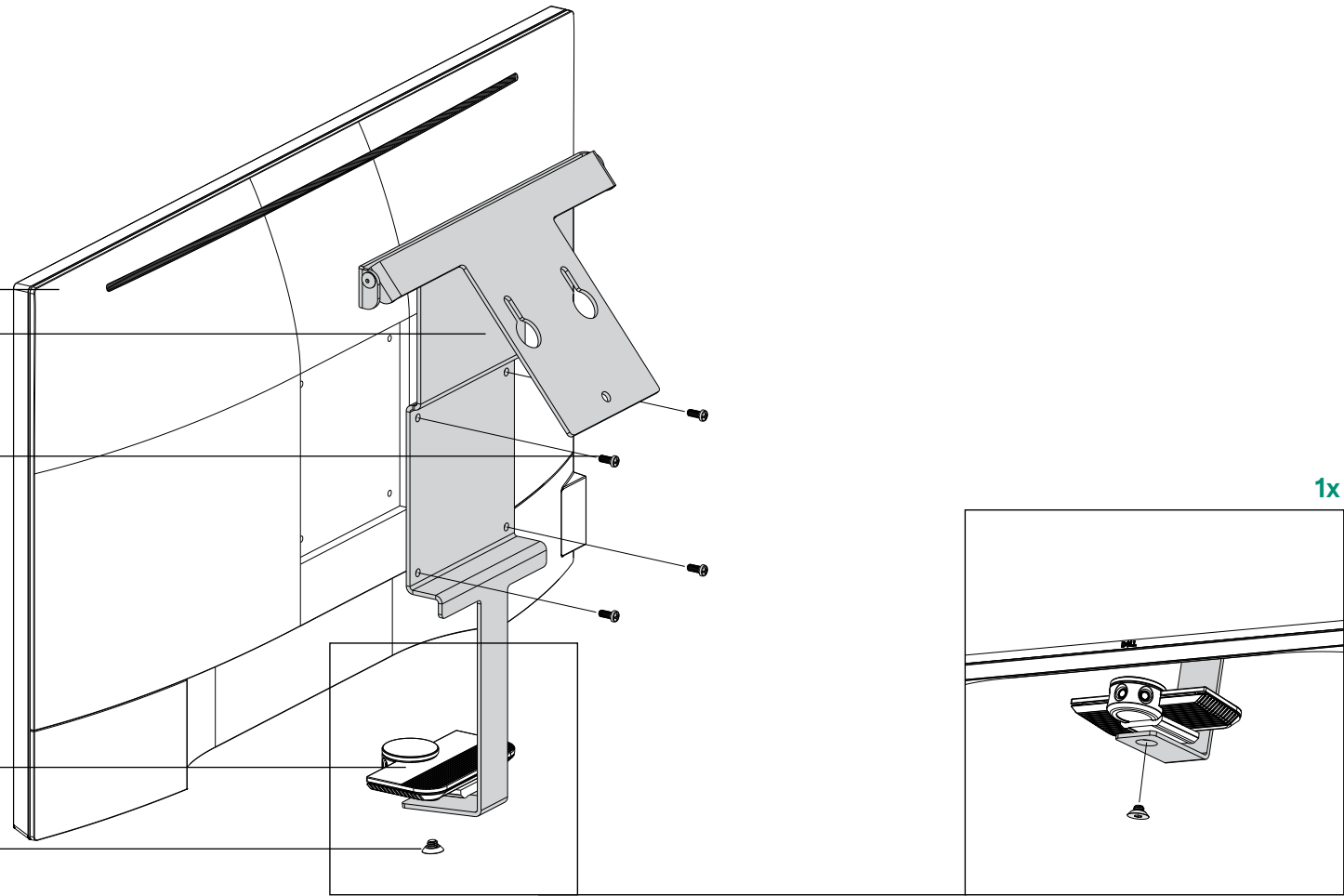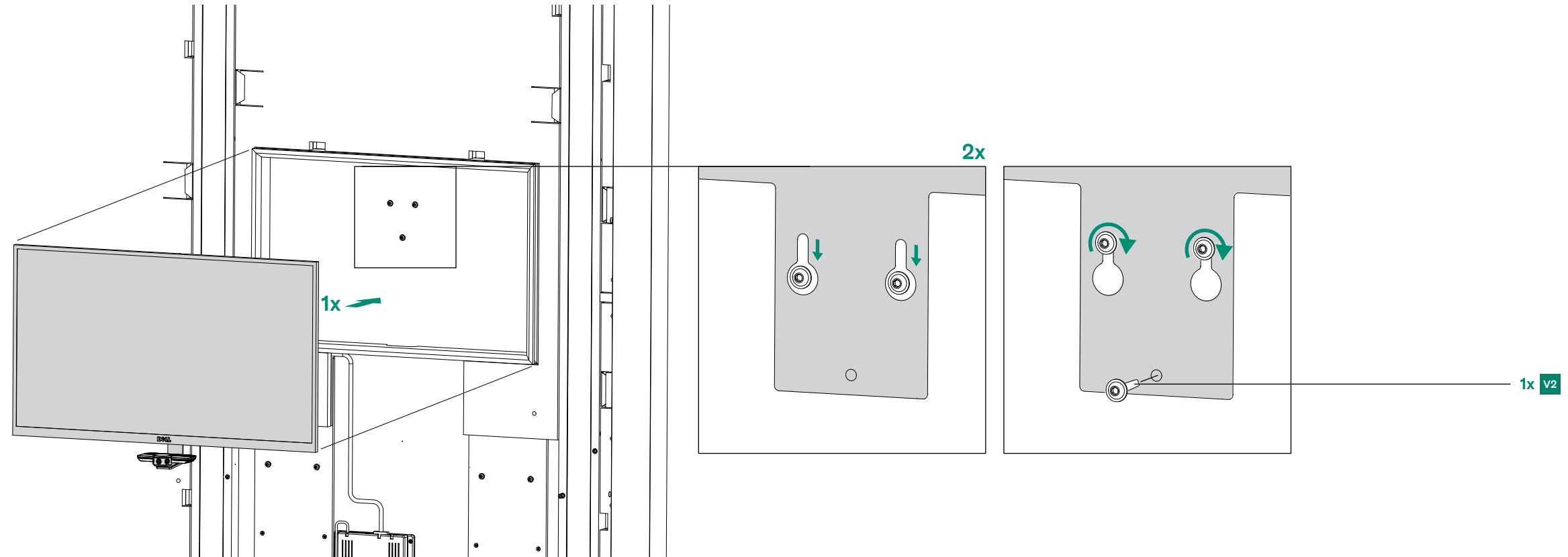
2.5
3
4
5

Philips screwdriver (not included).

58

2x

1x

1x V2

2.5
3
4
5

scale 1:1

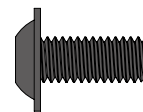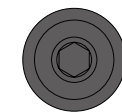1x V2 M6x14 Black Colored

SCREWS NEEDED

59

20A

V2 **4x**

T4

2x

⚠ Place a flat surface under the table to protect the control panel's edge.

O1

scale 1:1

2.5
3
4
5

M6x14
Black Colored

4x V2

20B

2x O2

5x

For Pro only: Screws come with the net.

Pro T6

4x V2

2x

2x

2x V14

scale 1:1

2.5
3
4
5

4x V2 M6x14
Black Colored

2x V14 M6x50
Black Colored

20EU

BOX 1A BOX 1B BOX 15

STEP 01

V2 4x

T4 EU

STEP 02

RIGHT

RIGHT

T4 EU

T12 EU

⚠ Place a flat surface under the table to protect the control panel's edge.
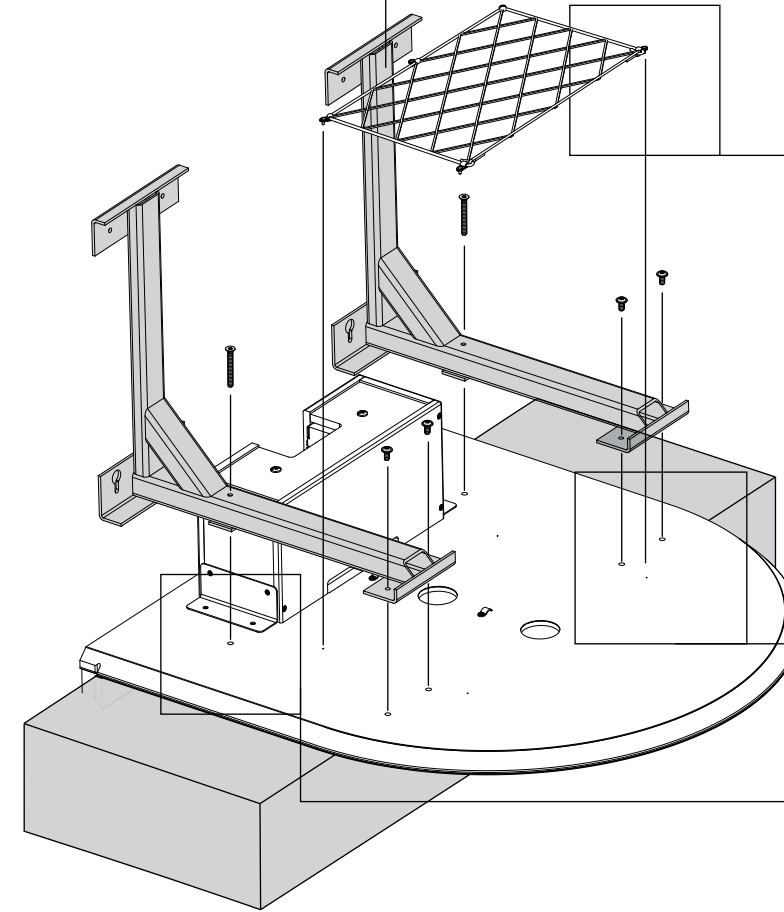
O1

T11 EU
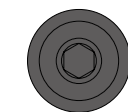
SCREWS NEEDED
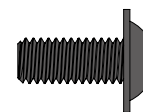
scale 1:1

M6x14
Black Colored

4x V2

2.5
3
4
5

62

20EU

BOX 1A BOX 1B BOX 16

2x O2

5x

For Pro only: Screws come with the net.
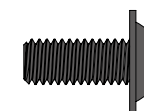
Pro T6

4x V2

2x

2x
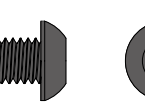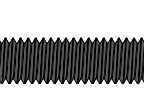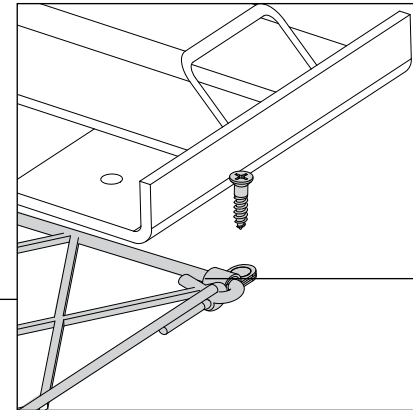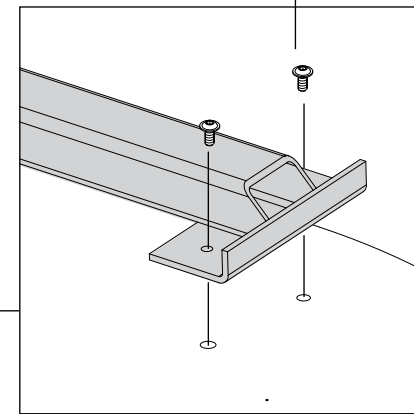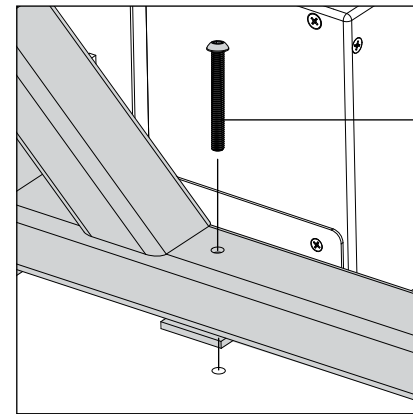
2x V14

2x V14

SCREWS NEEDED

scale 1:1

2.5
3
4
5
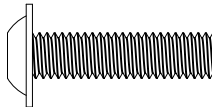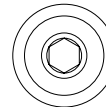
4x V2   M6x14
Black Colored

2x V14   M6x50
Black Colored

63

21

4x

4x

4x
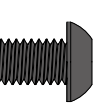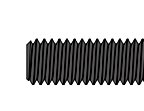
4x V6

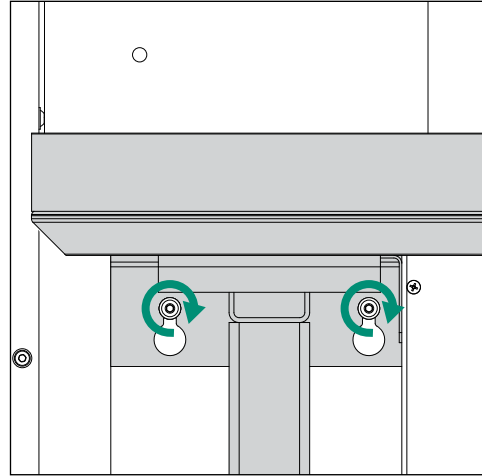V6 **4x**

SCREWS NEEDED

scale 1:1

M6x25   **4x** V6
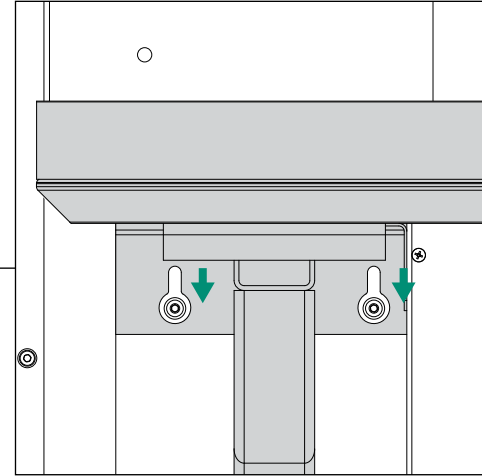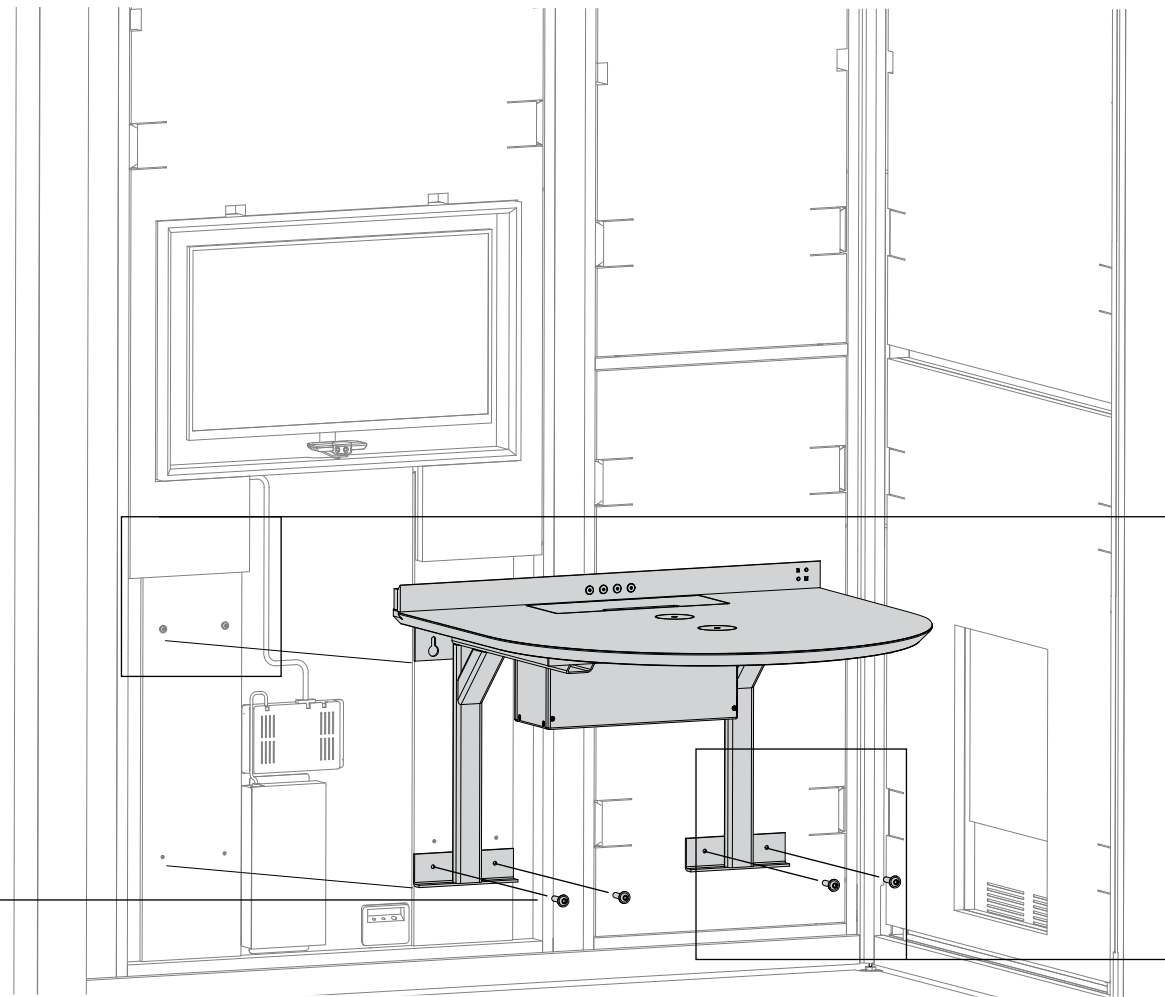
2.5
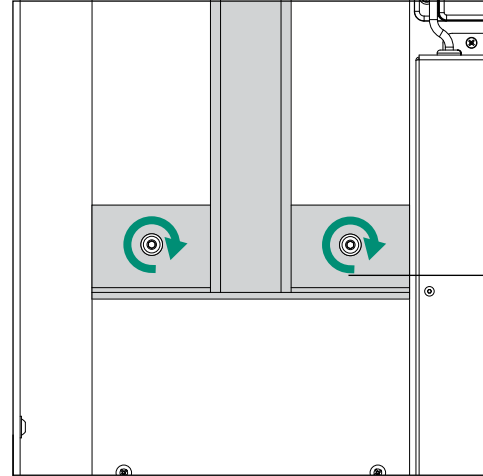3
4
5

22

8 Pin Connector

16 Pin Connector

Cellular Data Switch
Right = Online - Left = Offline

Wireless Charger
(Located under the table)

24V DC Cable

Logic Box

24V DC Cable

Power Box Power (PDU)

Monitor Power Cable

Circuit Breaker

Power Cable (T8)

⚠️

Make note of two-word
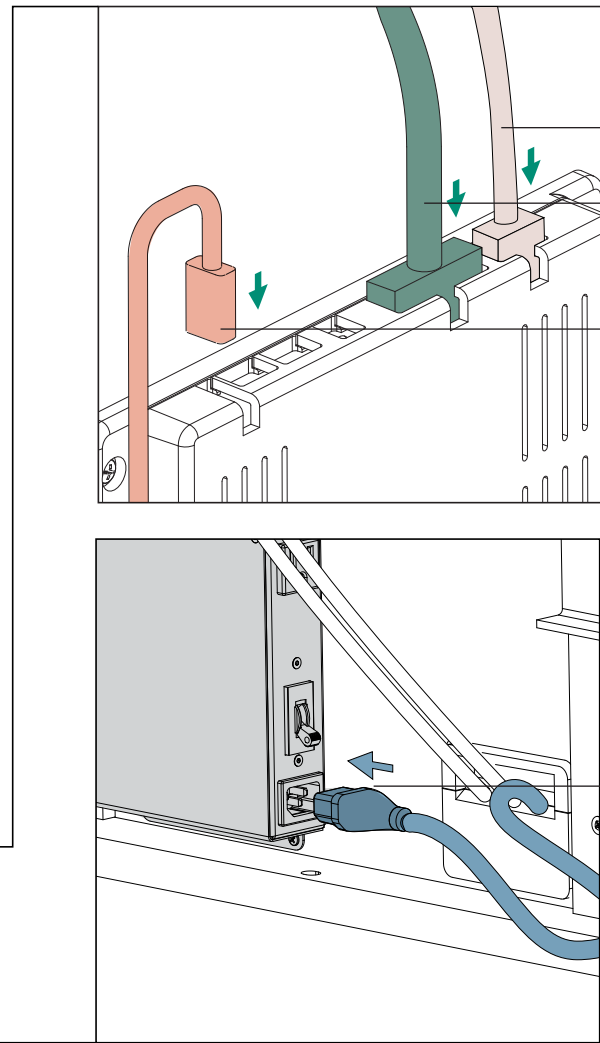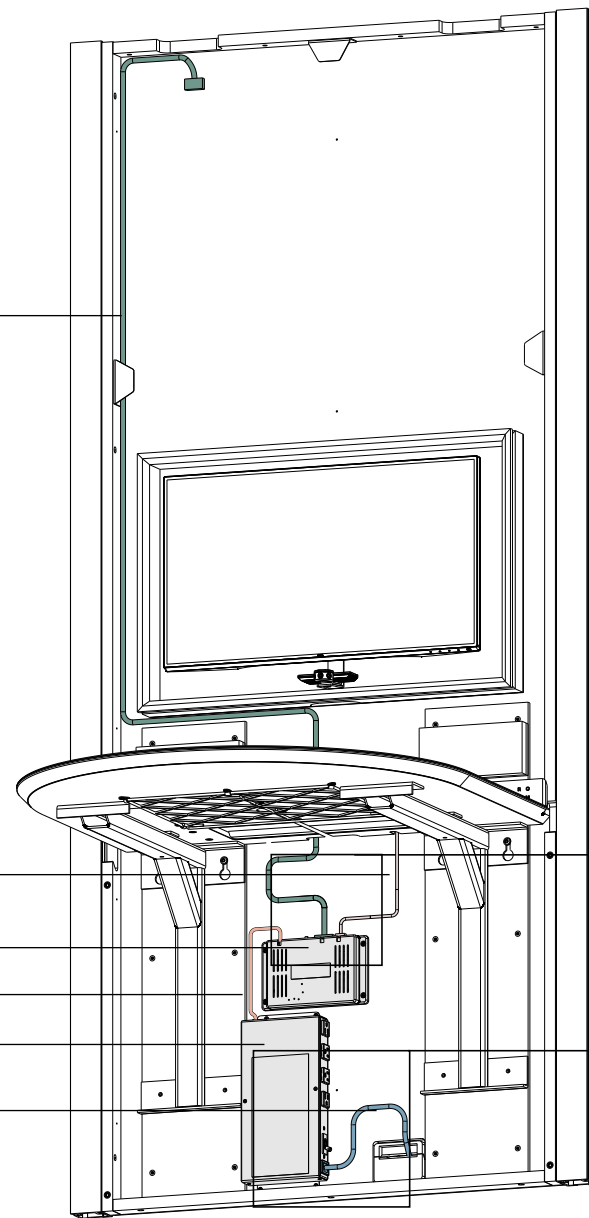name and save for step 34.
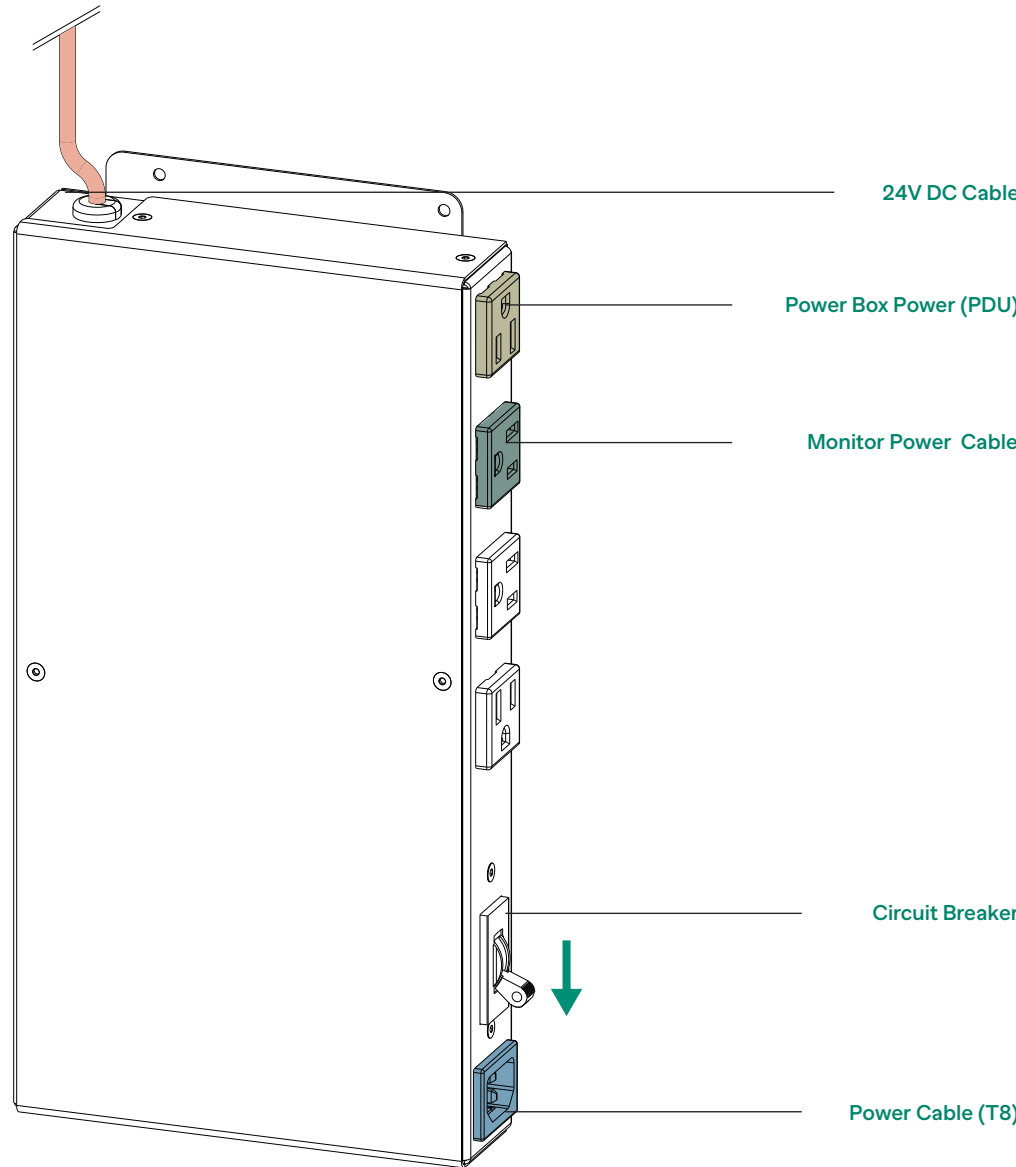
16 Pin Connector

8 Pin Connector

Logic Box

24V DC Cable

AC Box

Power Cable (T8)

8 Pin Connector
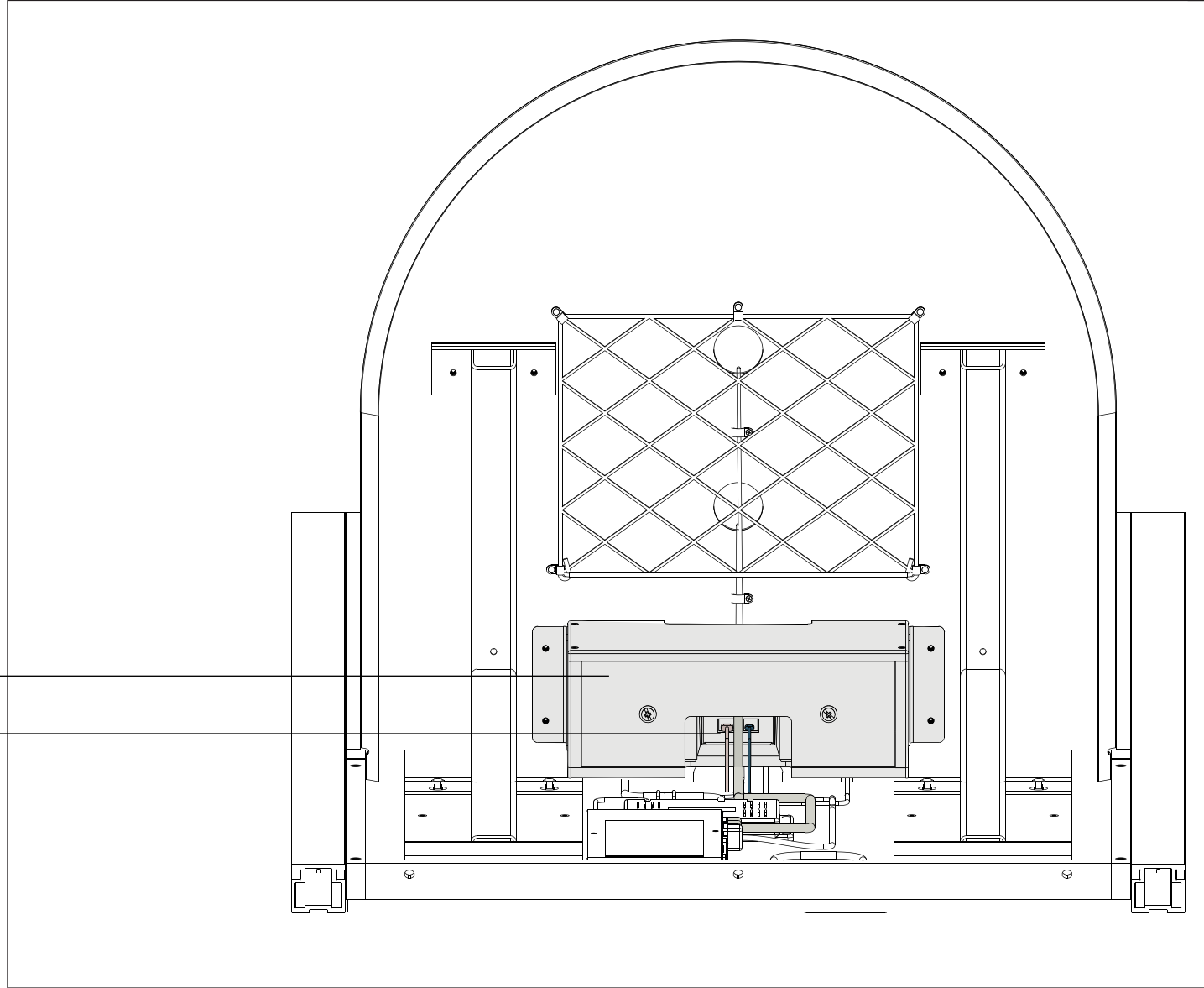
16 Pin Connector

24V DC Cable

Power Cable (T8)

23

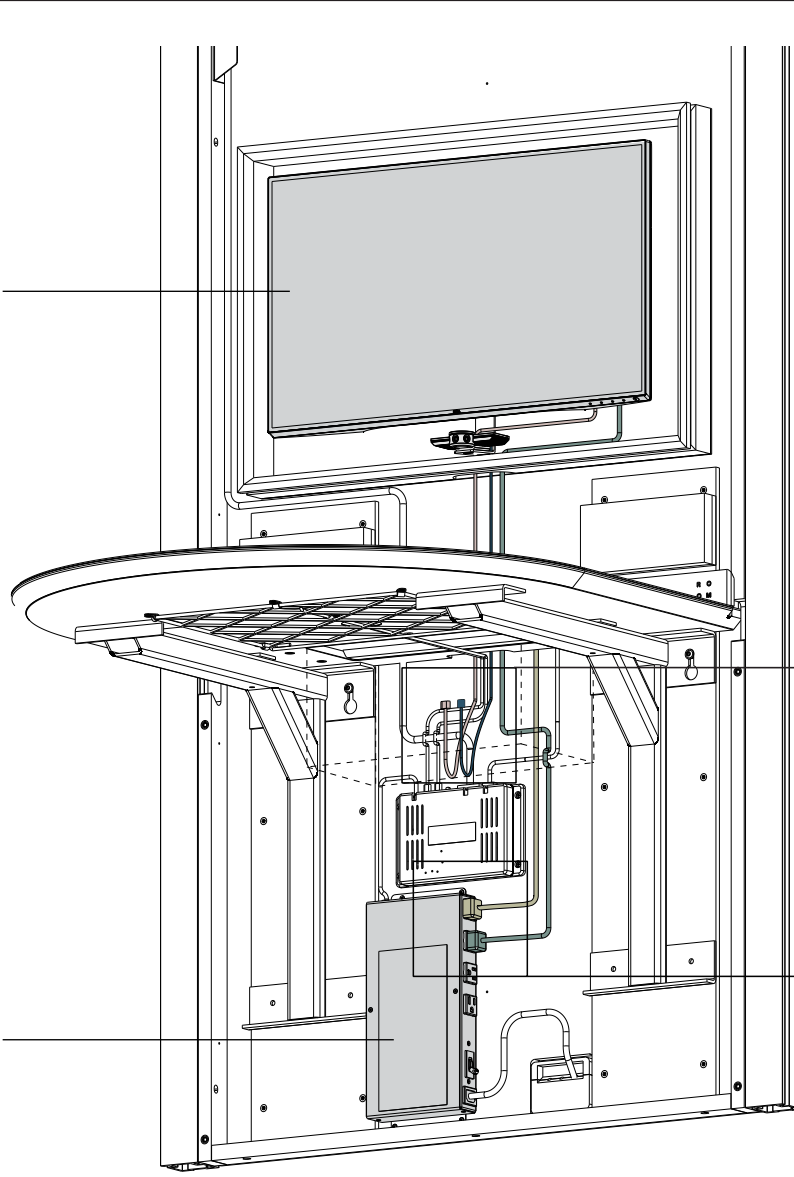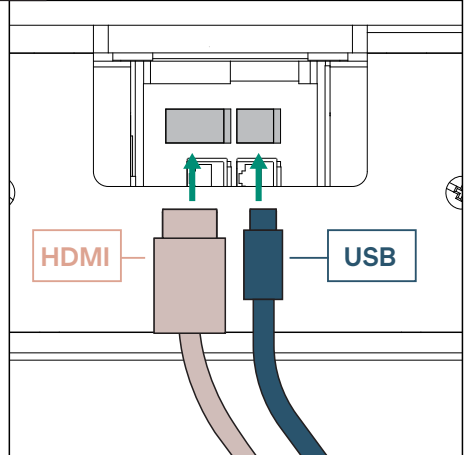BOX 1A   BOX 1B

Power Box

HDMI and
Camera Cable
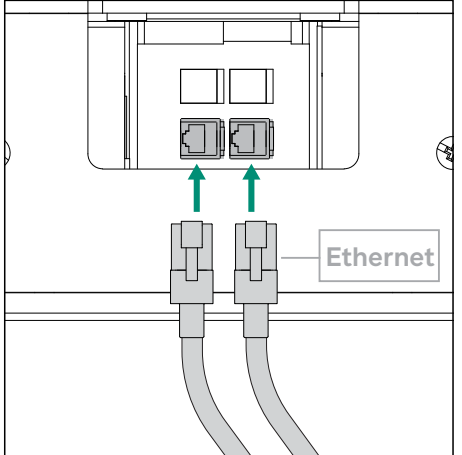
2x

Monitor

HDMI and
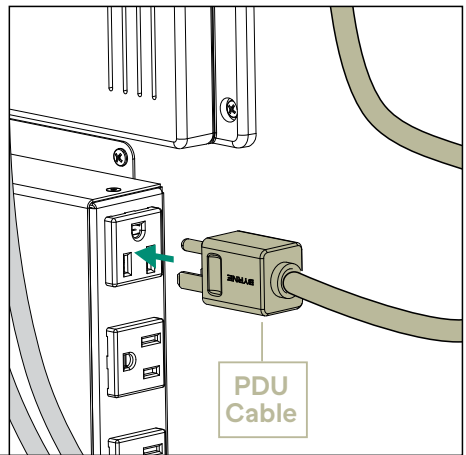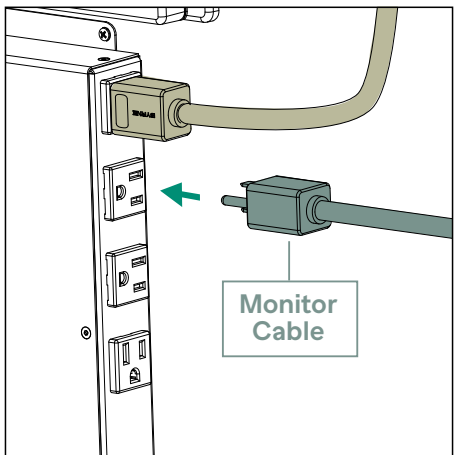Camera Cable

HDMI

USB

Ethernet
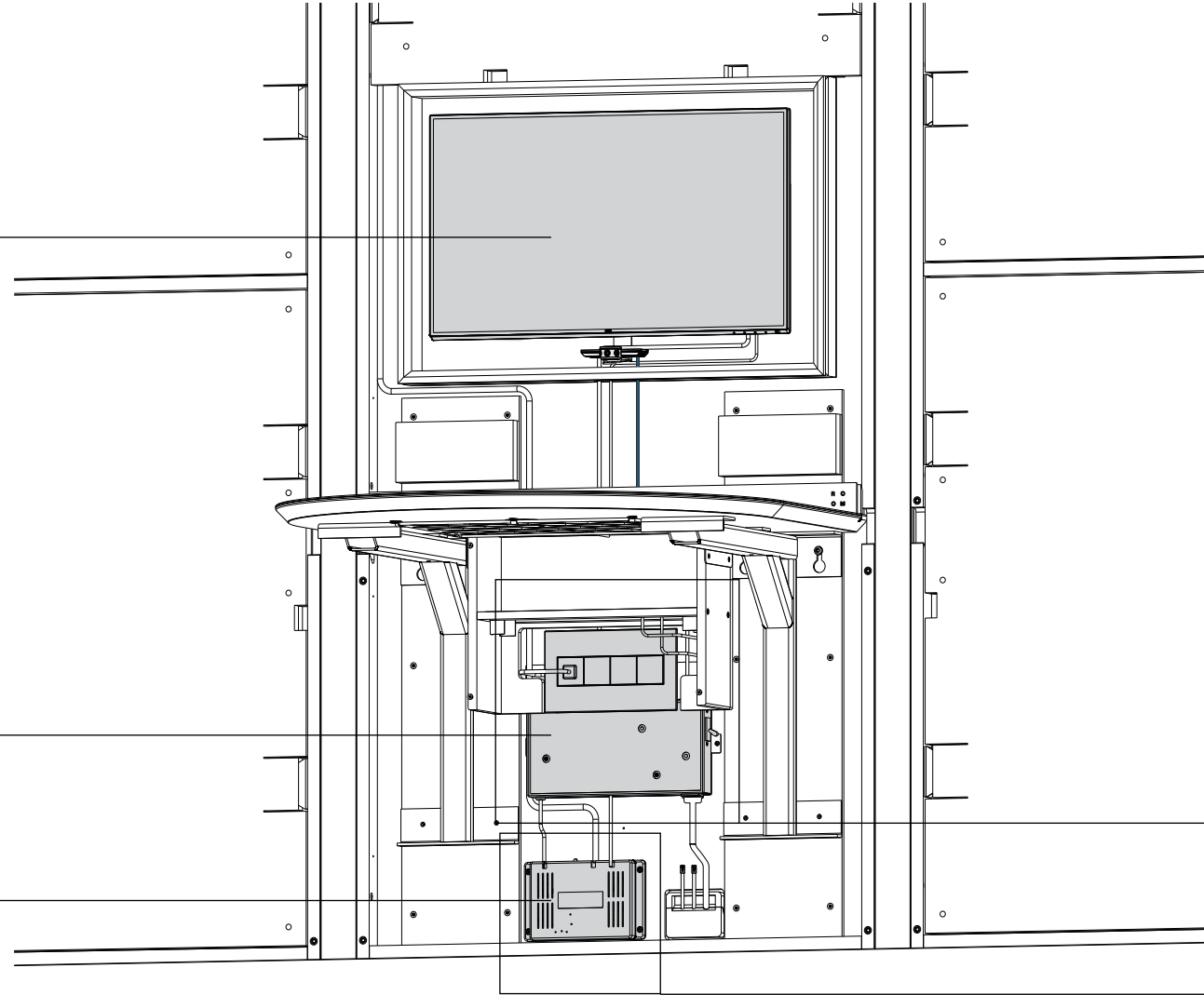
AC Box

PDU
Cable

Monitor
Cable

23EU

BOX 1A BOX 1B
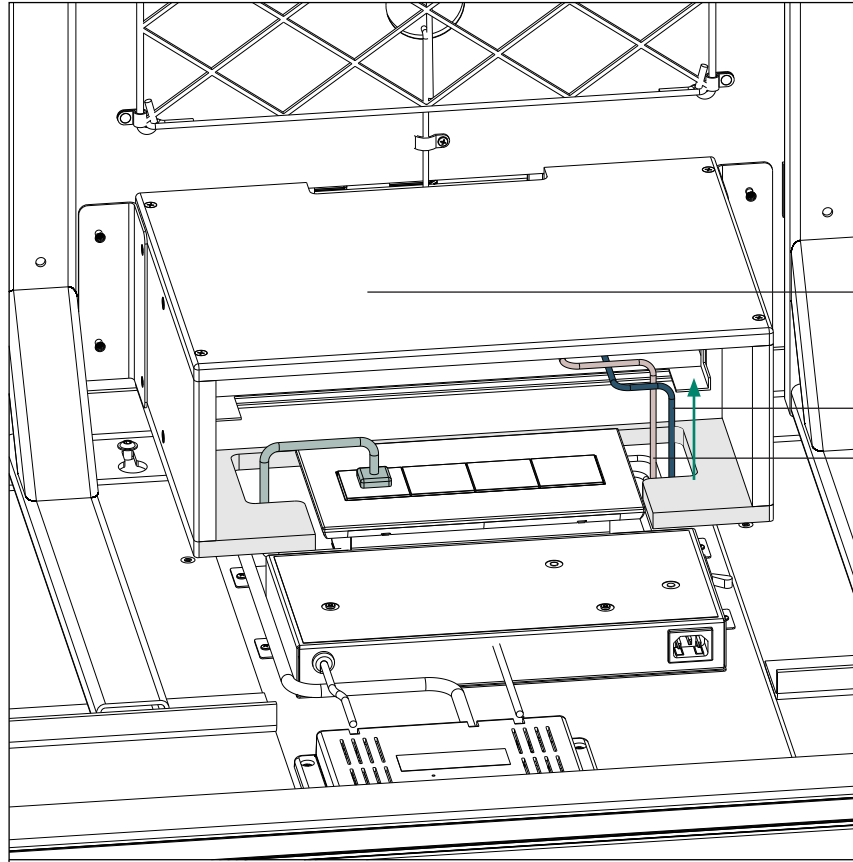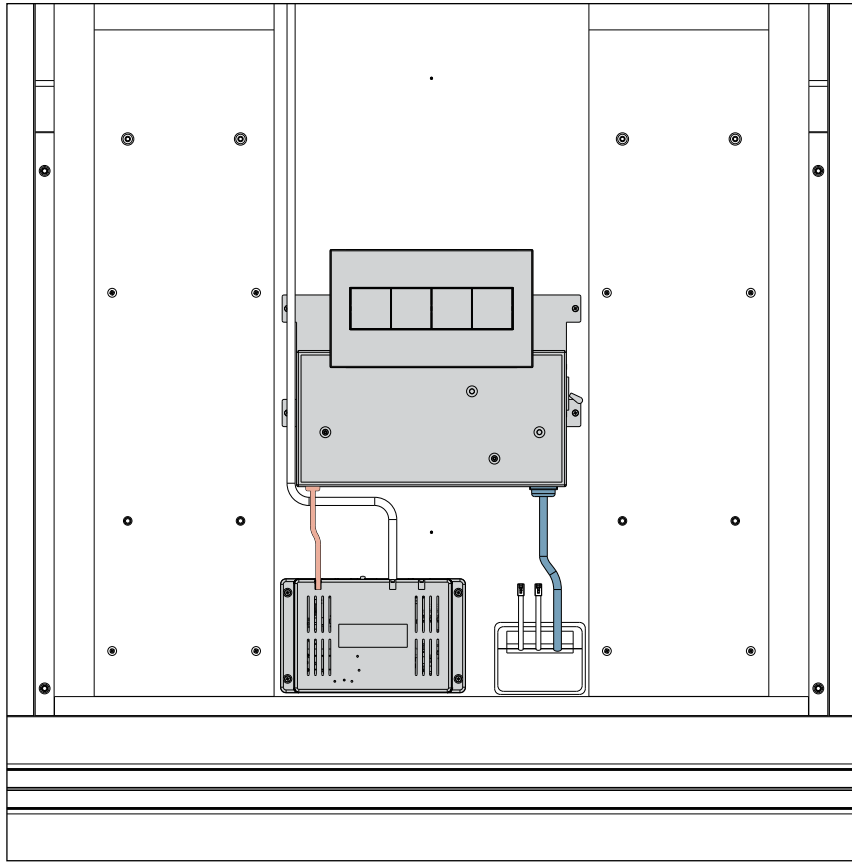
Monitor

T4 EU

Logic Box

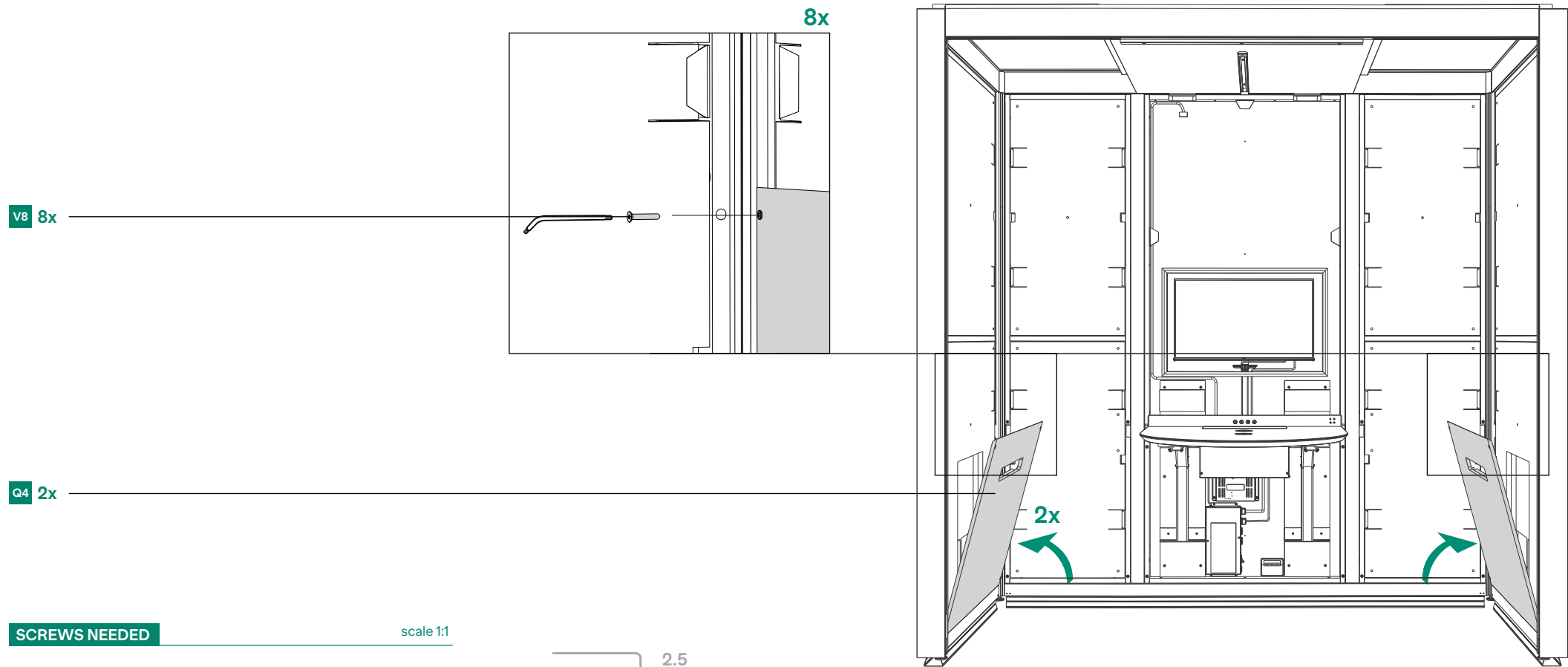# 22EU

BOX 1A BOX 1B

T4 EU

Camera Cable

HDMI Cable

⚠

Cables should run behind the table and come out from the cut-out at the back of the plywood bucket.
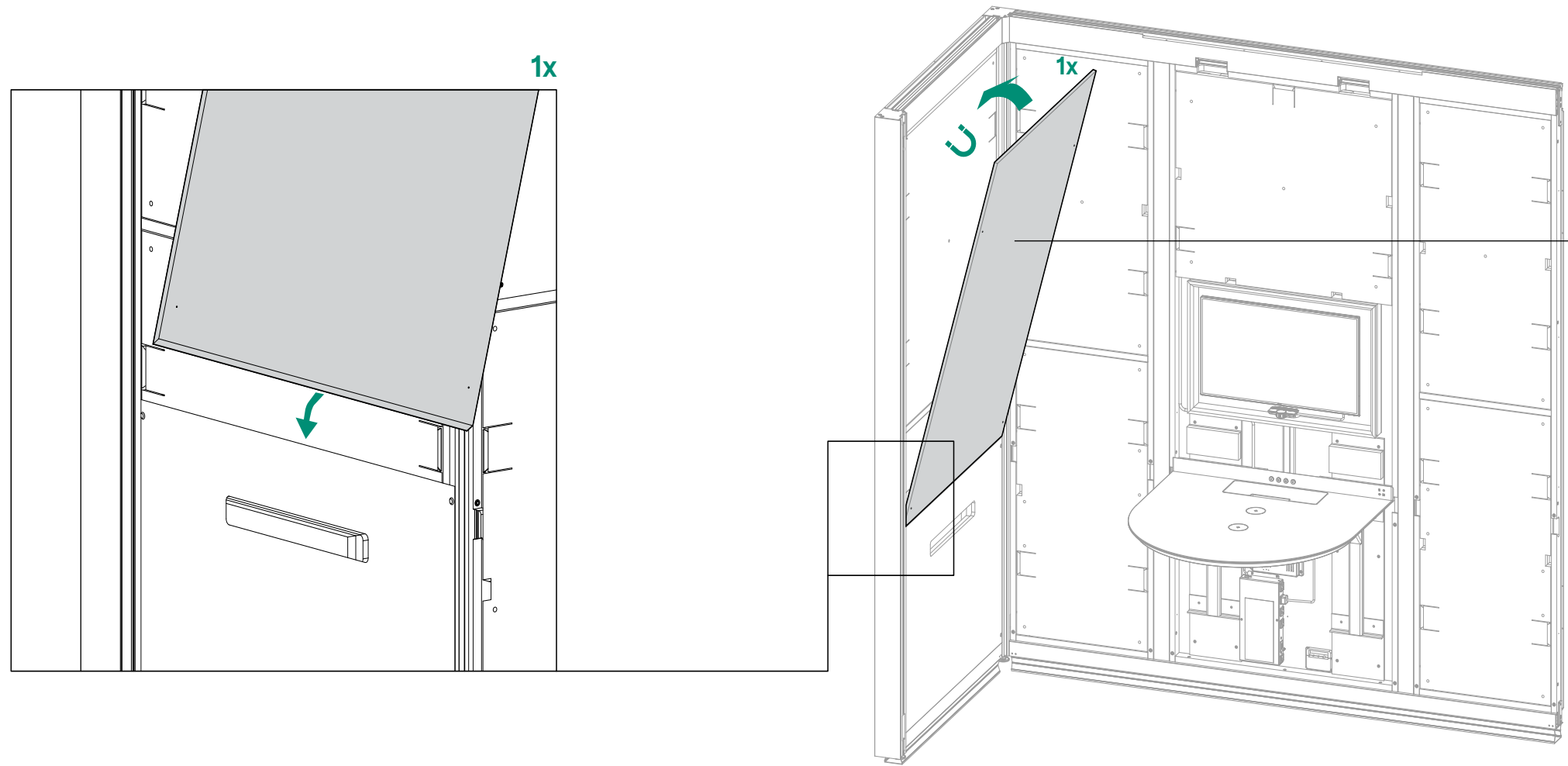
24A

BOX 1A BOX 1B BOX 17

8x

V8 8x

Q4 2x

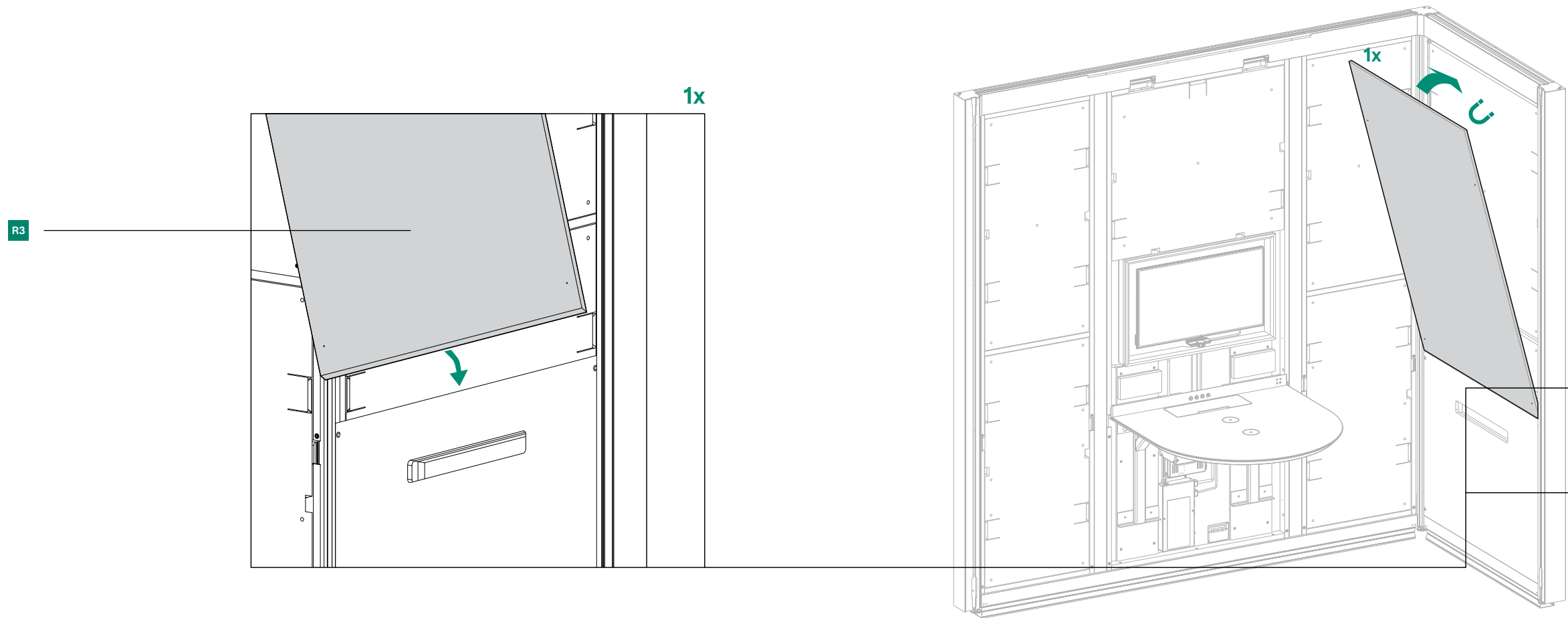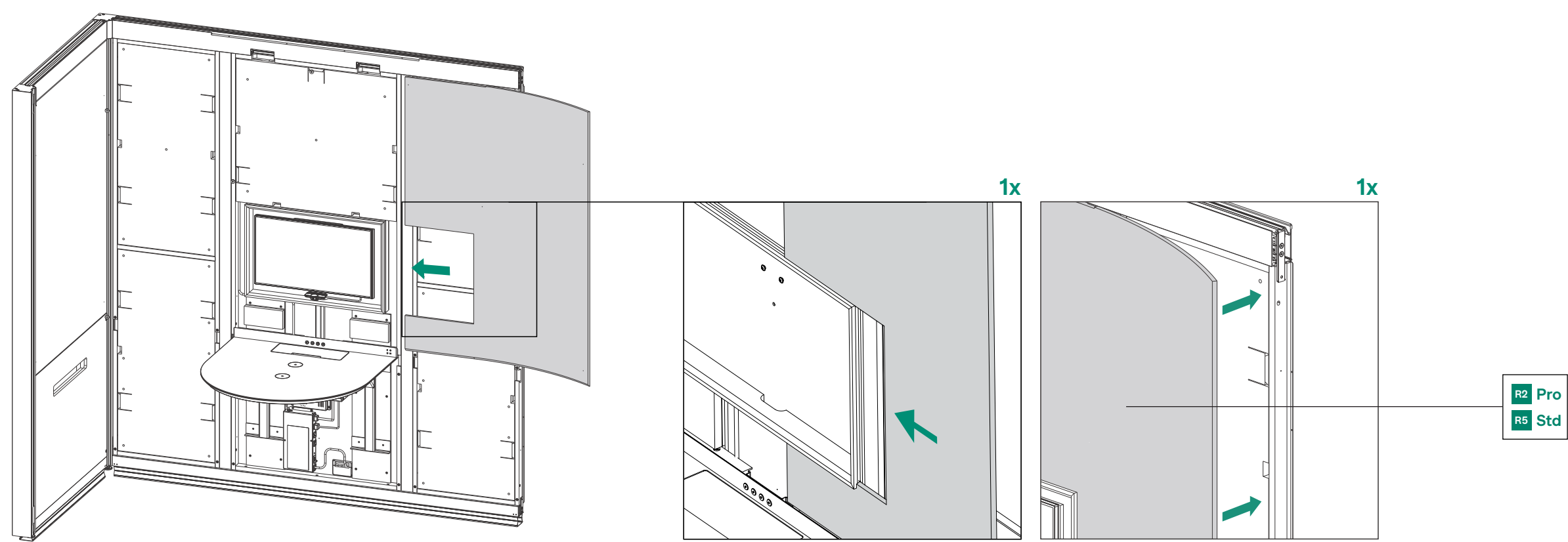2x

24B

BOX 18

1x

1x

R3

SCREWS NEEDED scale 1:1

M6x25 8x V8

2.5
3
4
5

24C

BOX 18

25A

BOX 18

1x

R3

1x

1x

1x

R2 Pro
R5 Std

25B

26A

BOX 18

BOX 17 | BOX 1A | BOX 1B

1x

1x

8x

R2 Pro
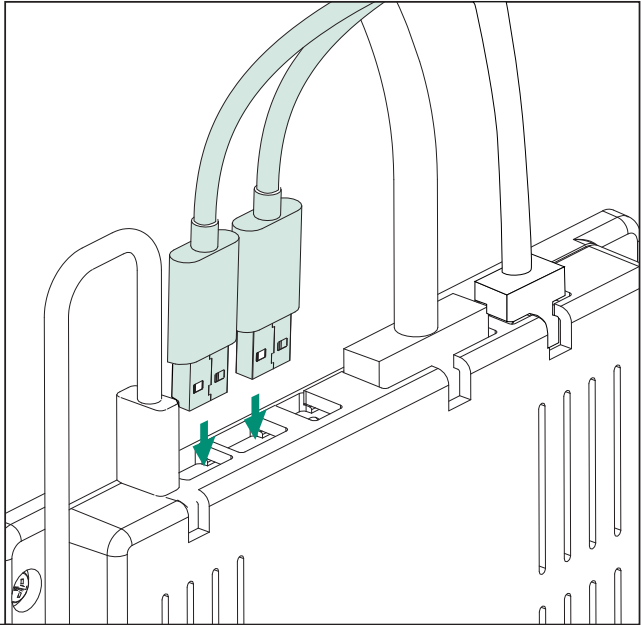R5 Std

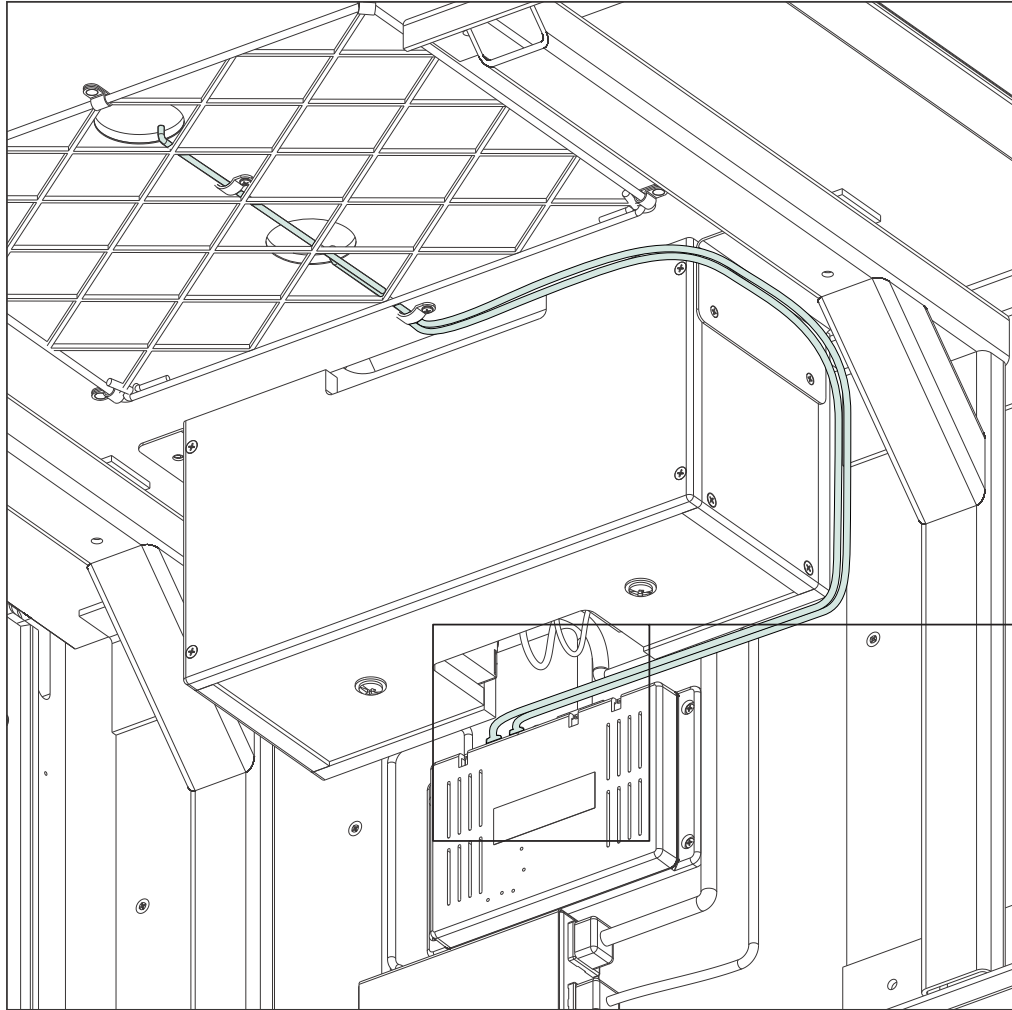8x V8

8x V8

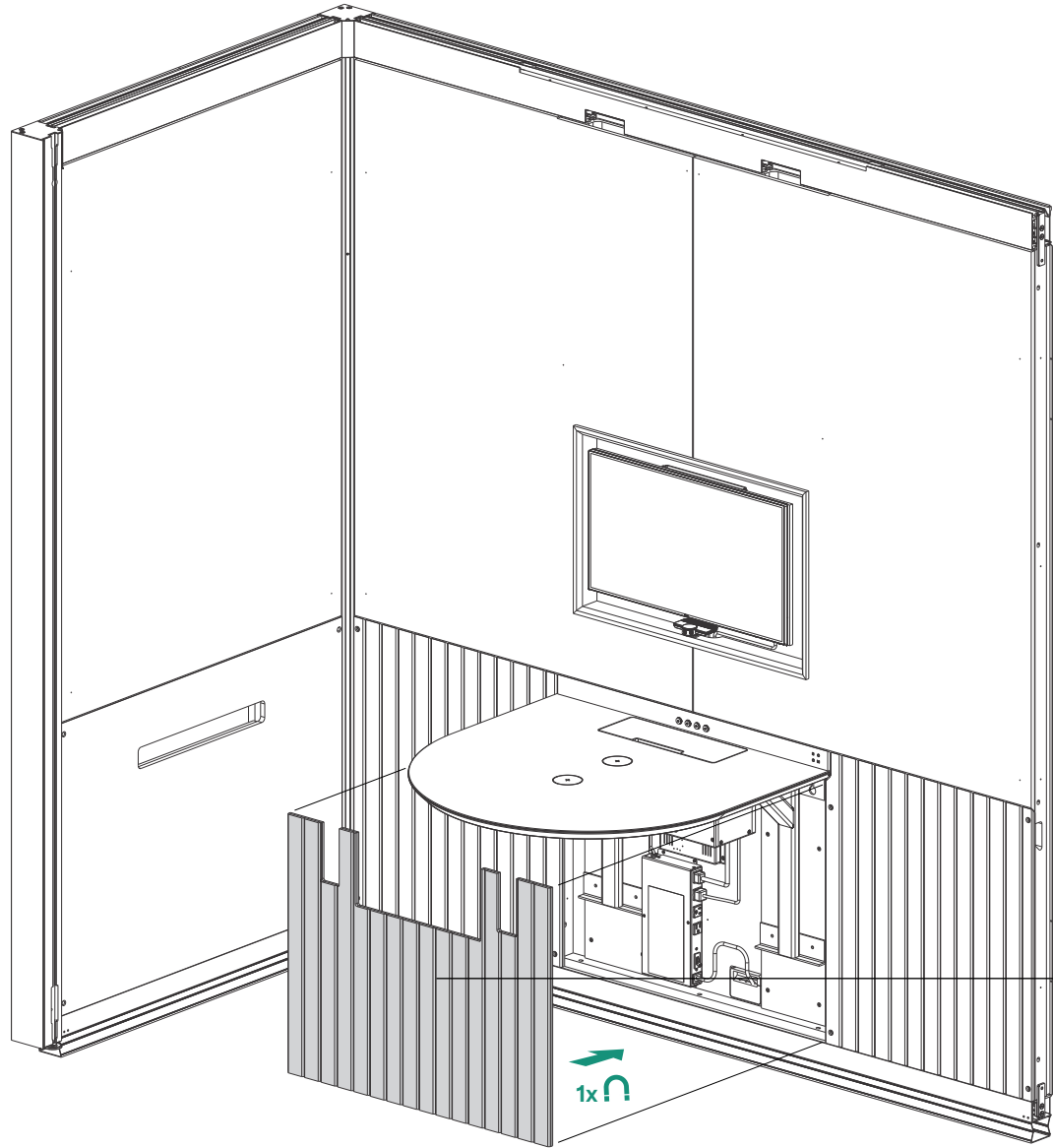Q3

Q1

scale 1:1

2.5
3
4
5
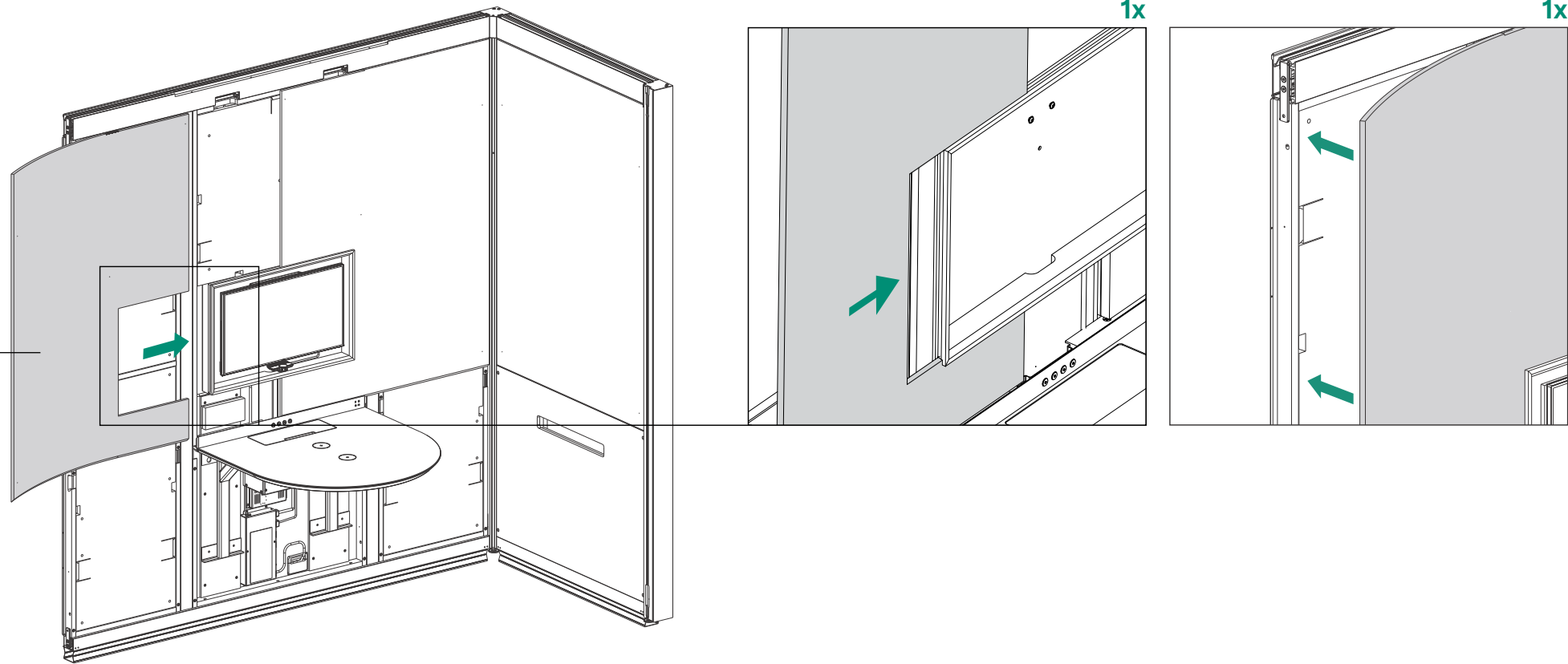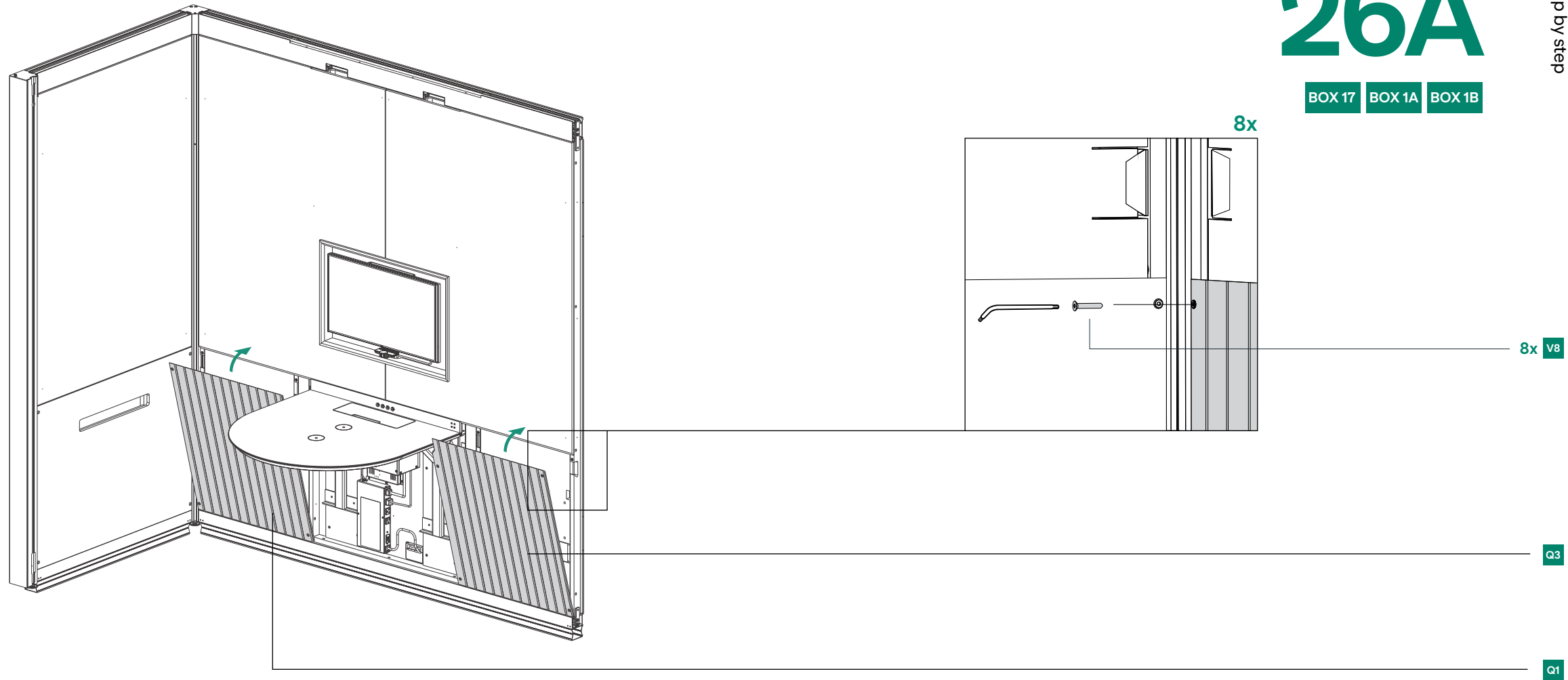
SCREWS NEEDED

8x V8   M6x25
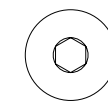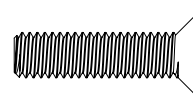
26B

BOX 18

Route Wireless Cables around the Power Box.

26C
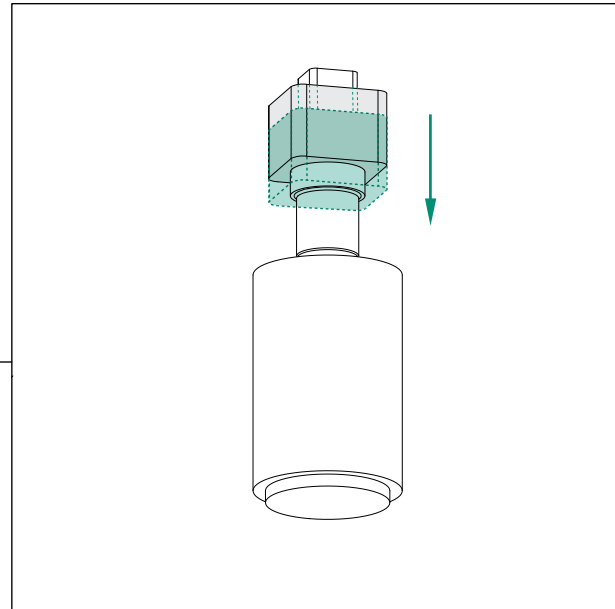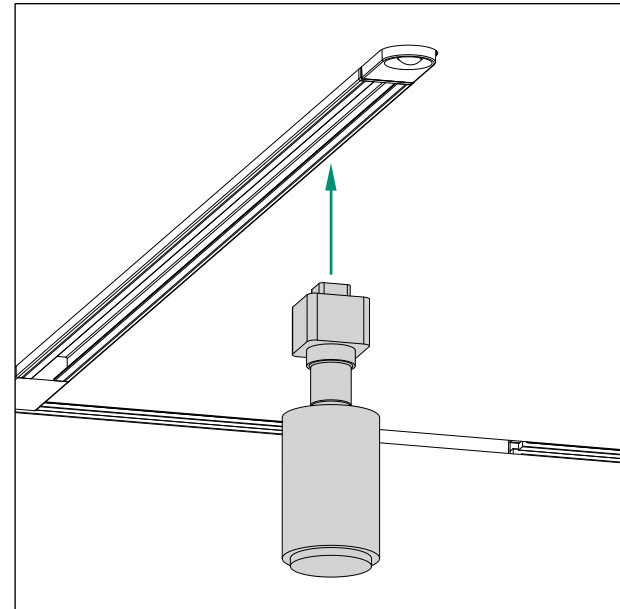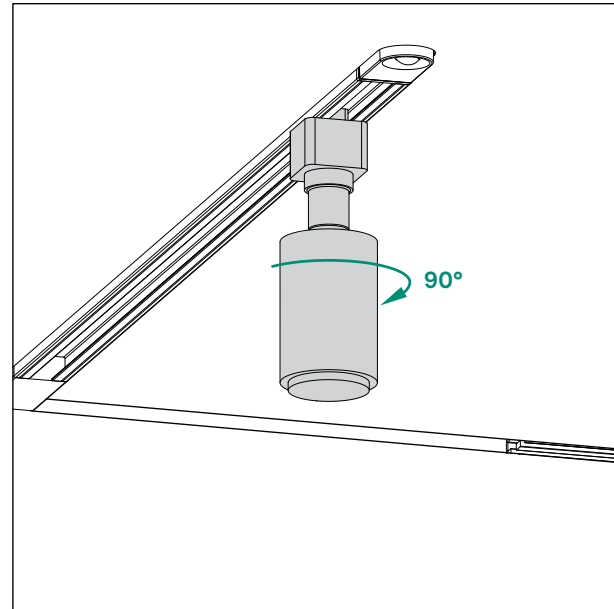
BOX 17

Q2

1x

27

BOX 1A BOX 1B

T5 2x
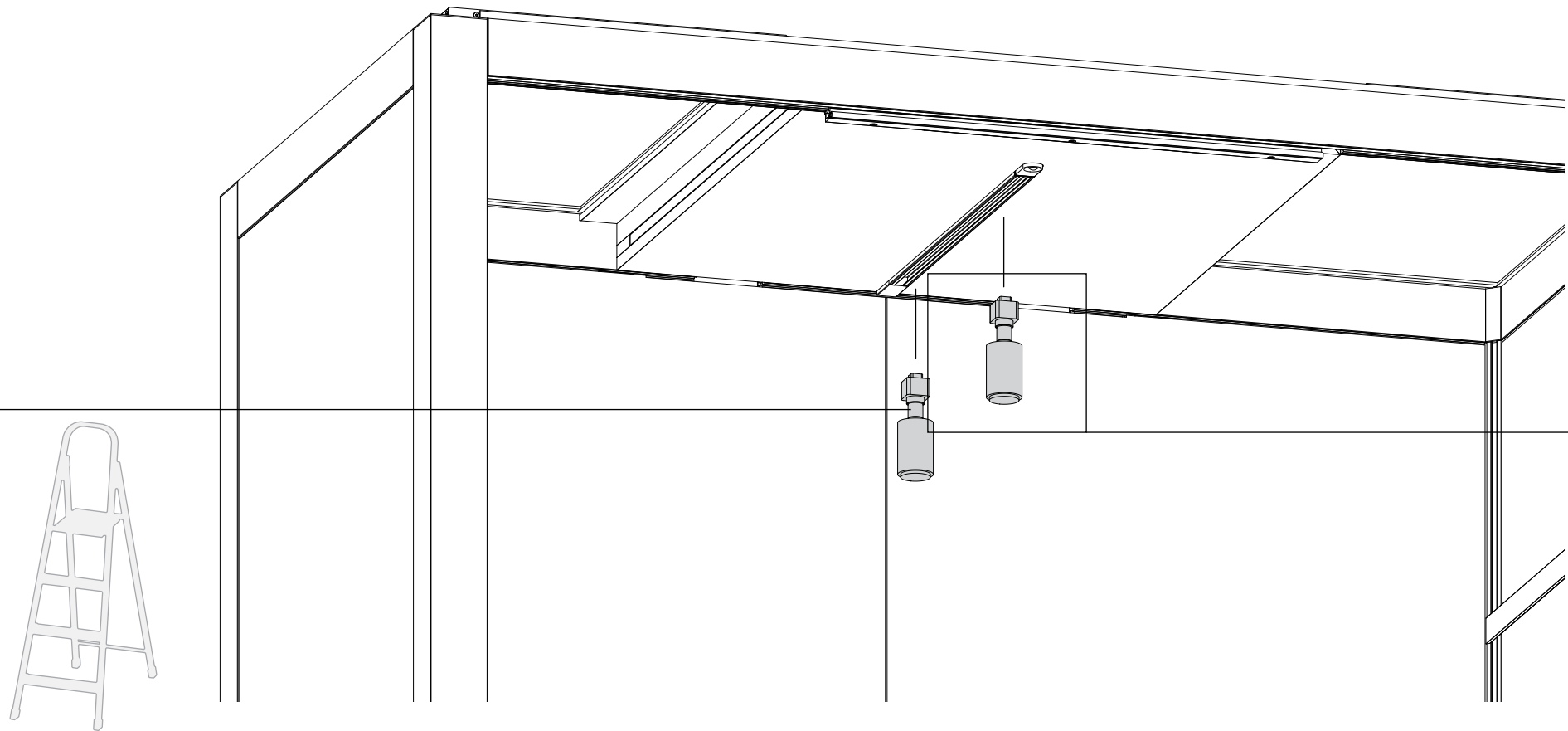
STEP 01

STEP 02

STEP 03

90°

⚠ If light does not turn on, rotate the spotlight
180° degrees and re-install.
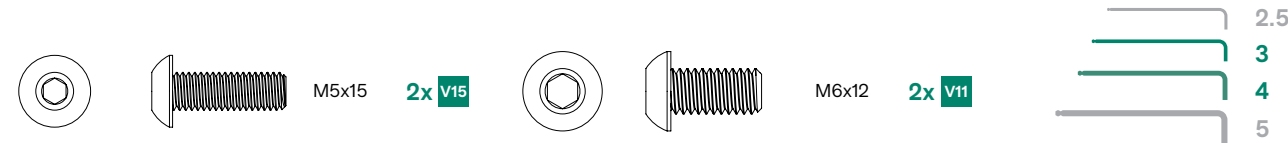
28

BOX 1A BOX 1B BOX 5

K3

V20

V15 2x

V17

V11 2x

Top

User
Facing
Side

Touching
Fabric
Panel

Bottom

2x V15

K6

V20

2x V11

V24

Touching
Fabric
Panel

Top

User
Facing
Side

Bottom

SCREWS NEEDED

scale 1:1

M5x15   2x V15   M6x12   2x V11

2.5
3
4
5

2.5
3
4
5

scale 1:1

2x V11   M6x12   2x V15   M5x15
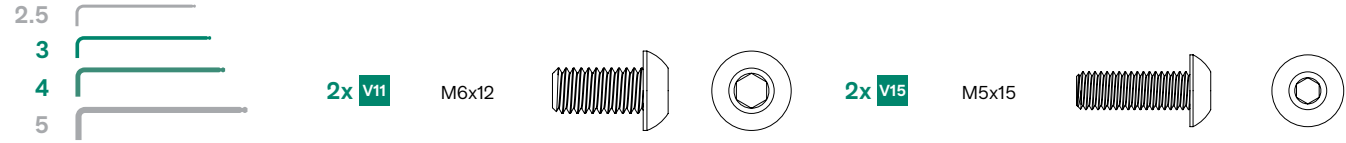
SCREWS NEEDED

29

Standard only

BOX 1B BOX 4
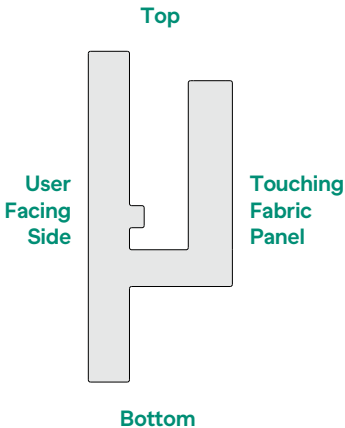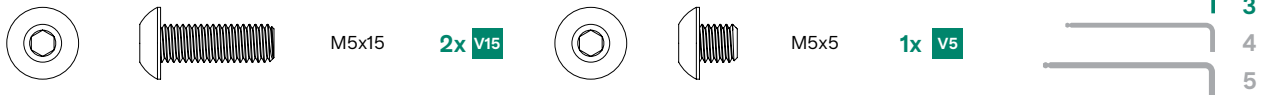
Standard only (add-on)

BOX 23
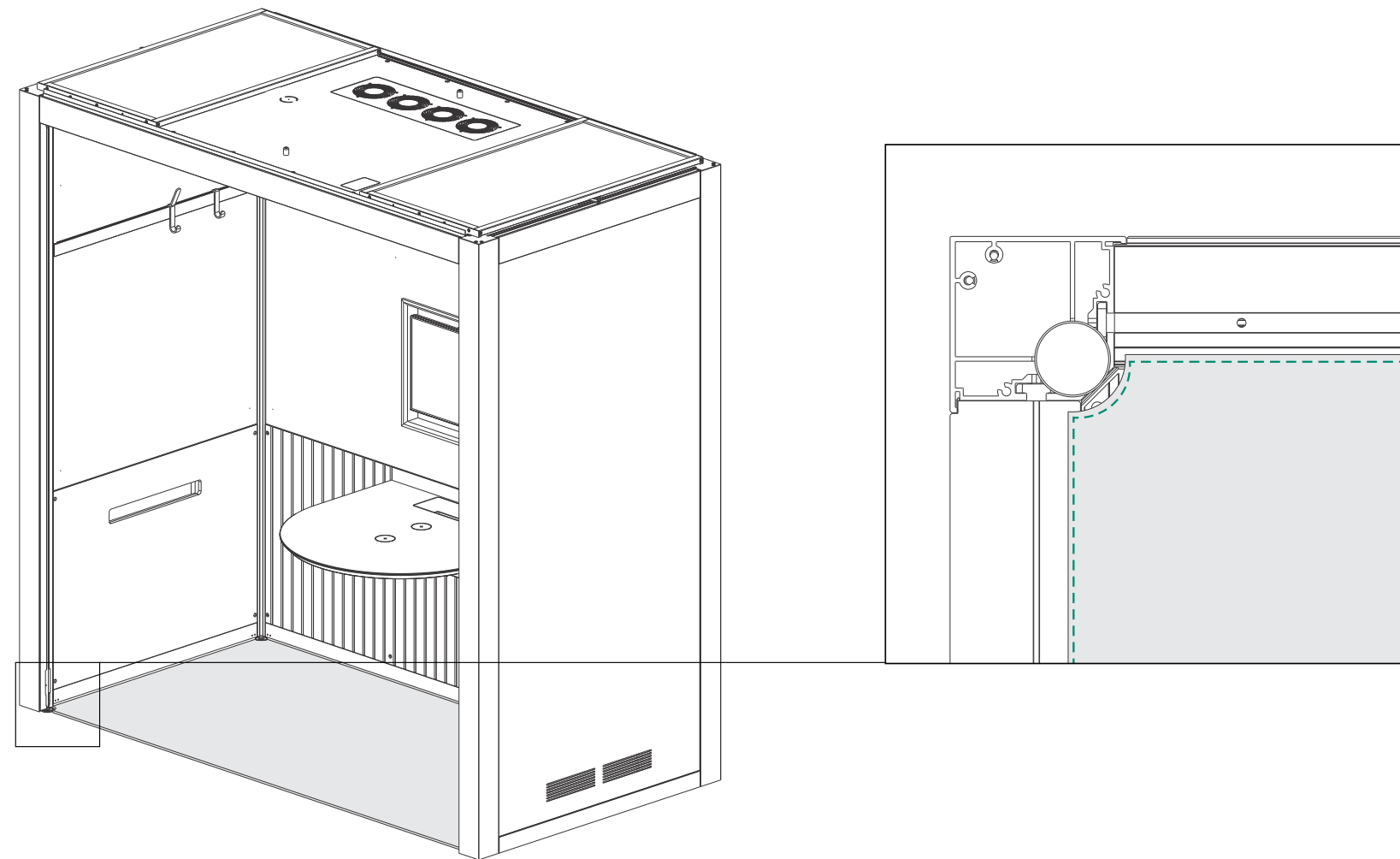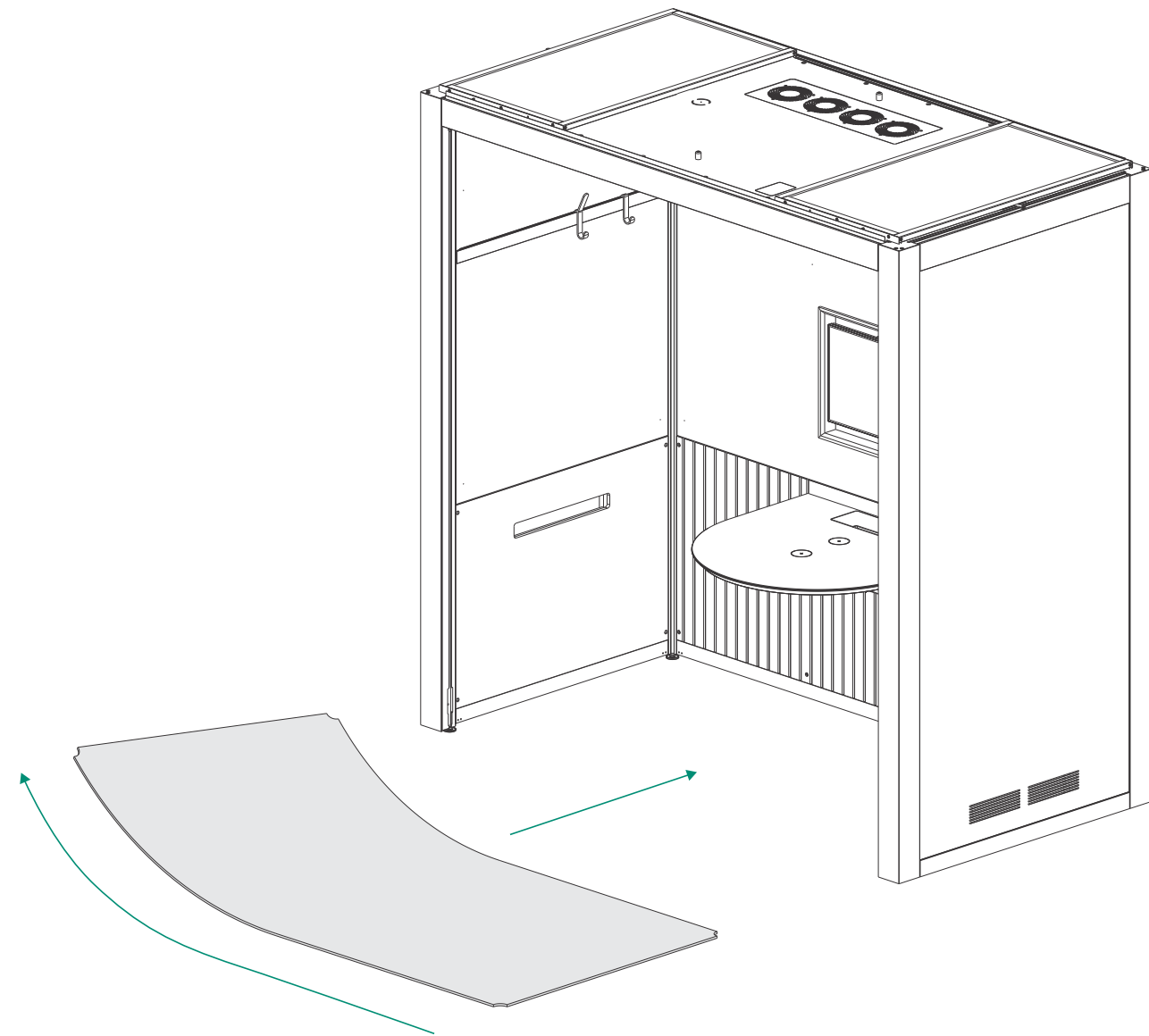
V15 2x

J5 Std

V5 Std

1x

2x

Top

User Facing Side

Touching Fabric Panel

Bottom

T7 Add-on

SCREWS NEEDED

scale 1:1

M5x15   2x V15

M5x5   1x V5

2.5
3
4
5

30

BOX 2

31A

BOX 1A BOX 1B BOX 24

2x

V4 2x

W3

SCREWS NEEDED

scale 1:1

2.5
3
4
5

⊙ ▭▭▭ M6x20 2x V4

31B

BOX 24 BOX 1B BOX 1A

W4

2x

Short inside

Long outside

W5

6x V8

2.5
3
4
5

scale 1:1

6x V8 M6x25 ▭▭▭ ⊙
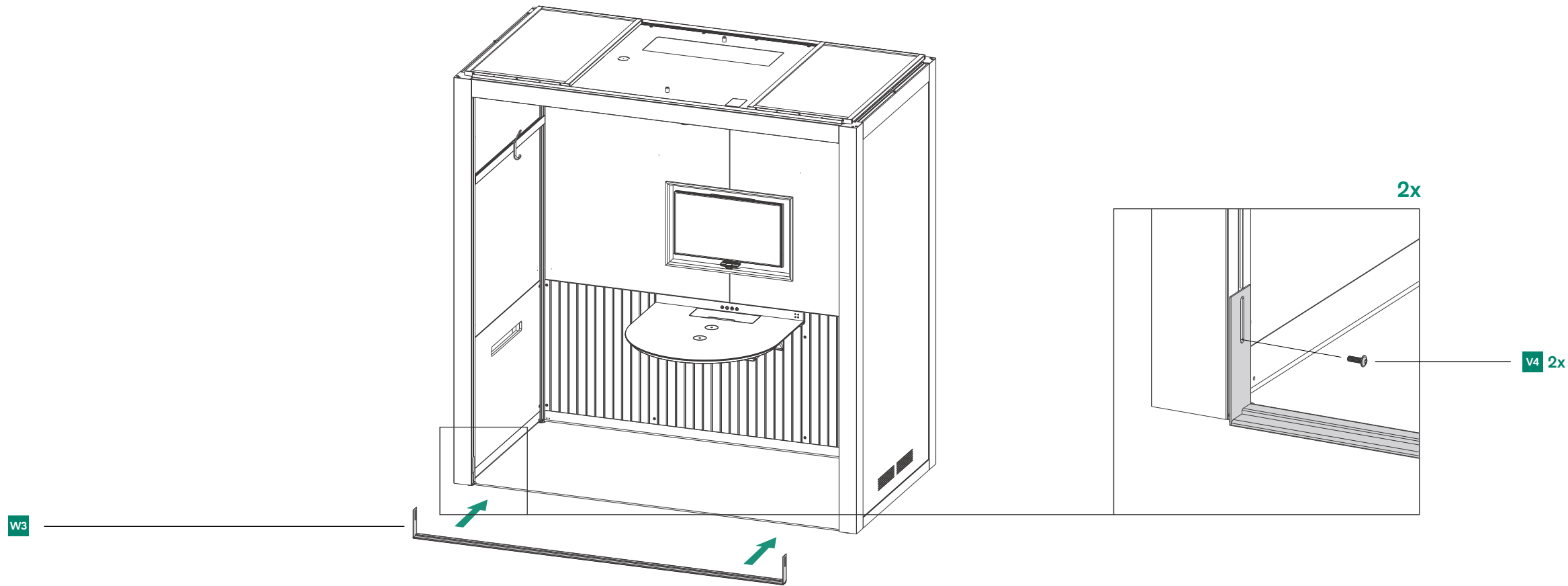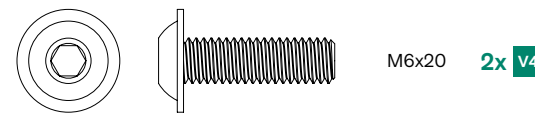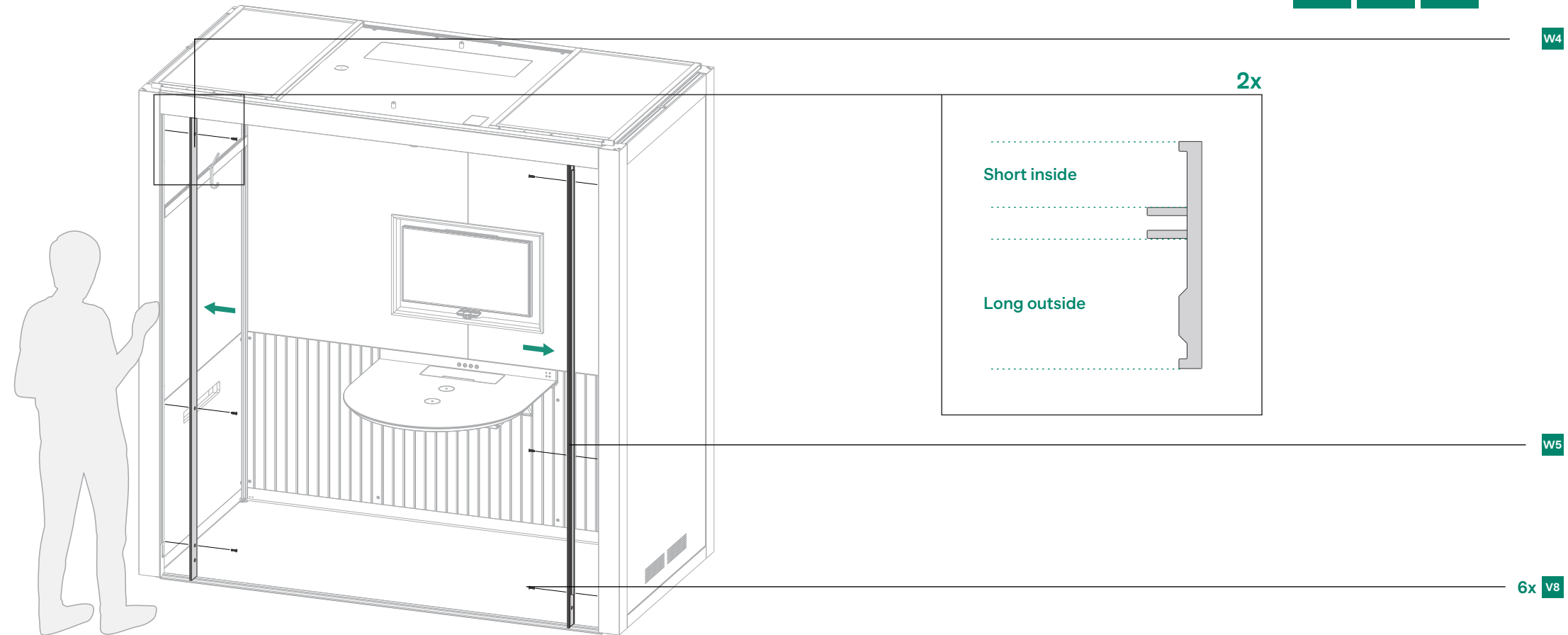
SCREWS NEEDED

31C

BOX 1A BOX 1B BOX 24

BOX 21

W1

K5

V8 5x

Inside

Outside
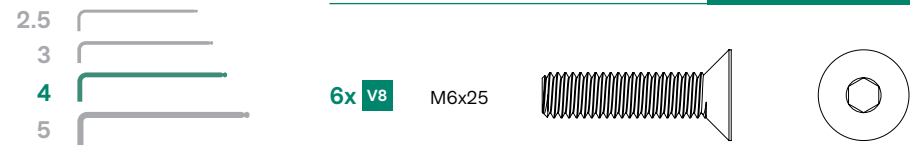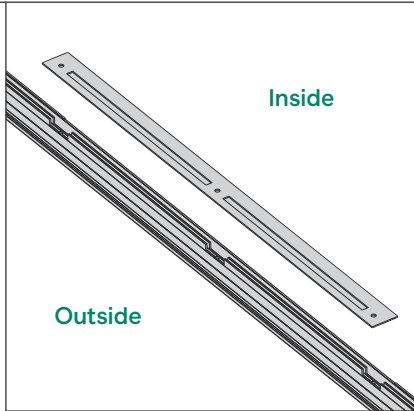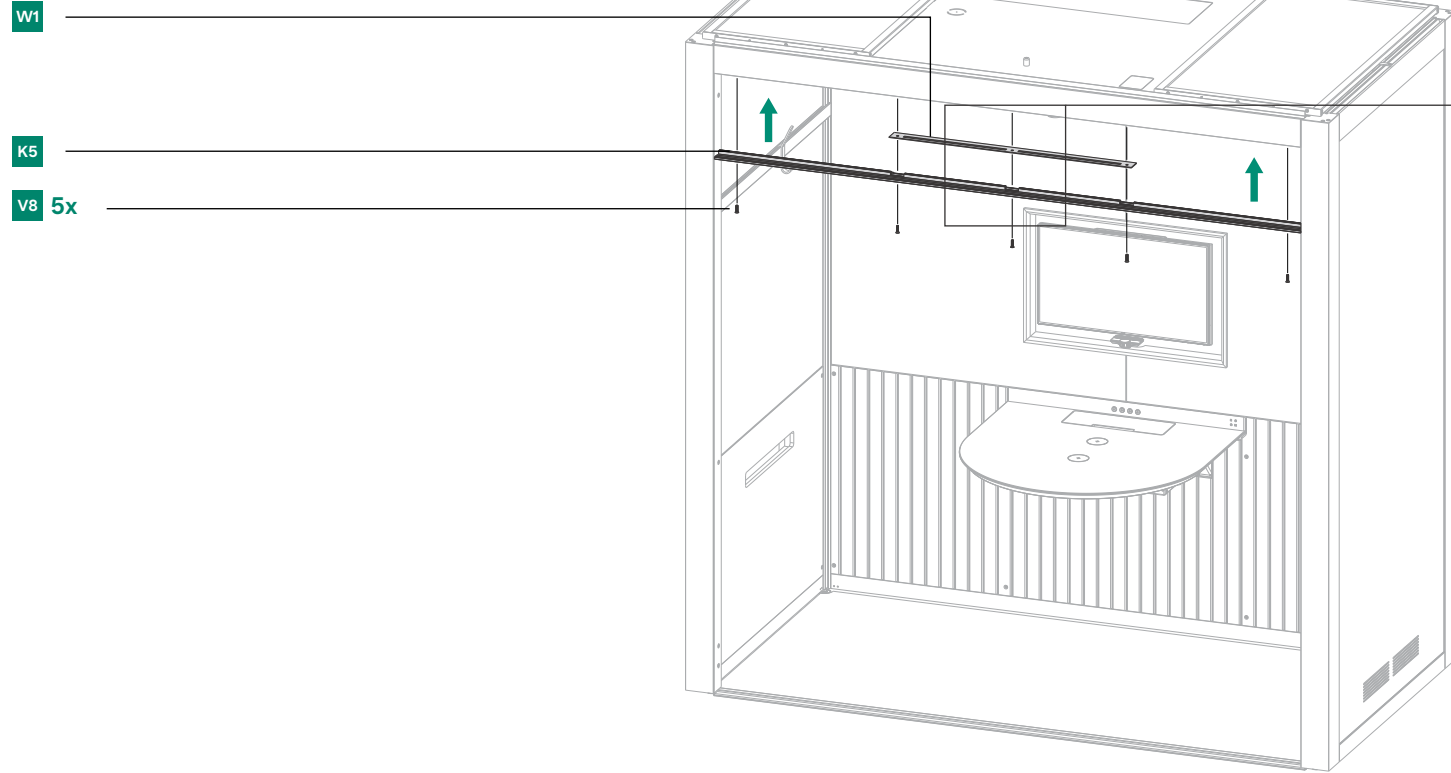
⚠ This step is important.
Don't miss!

SCREWS NEEDED

scale 1:1

M6x25   5x V8

2.5
3
4
5

32

BOX 21

2x

2x

2x S1

33

BOX 1A | BOX 1B

4x
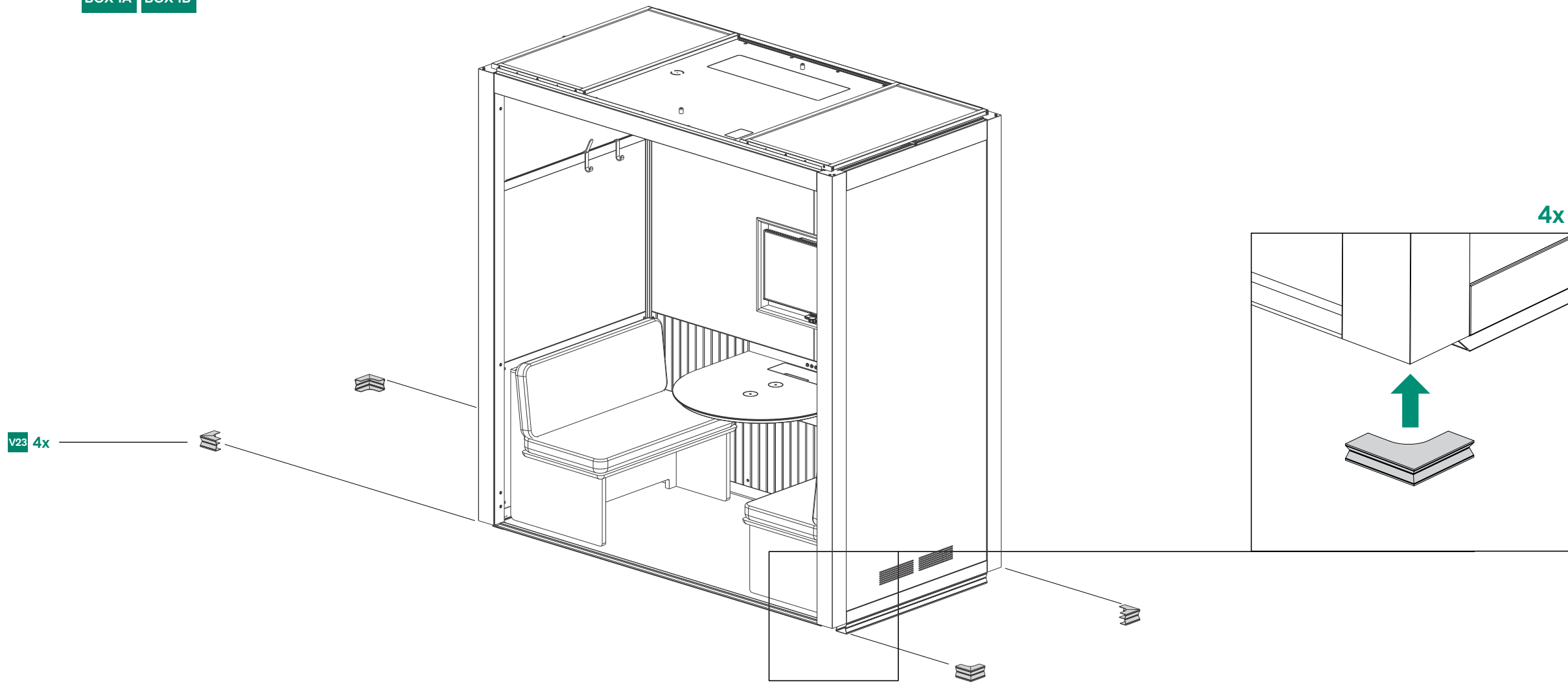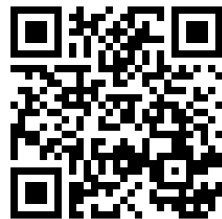
V23 4x

34
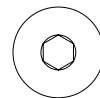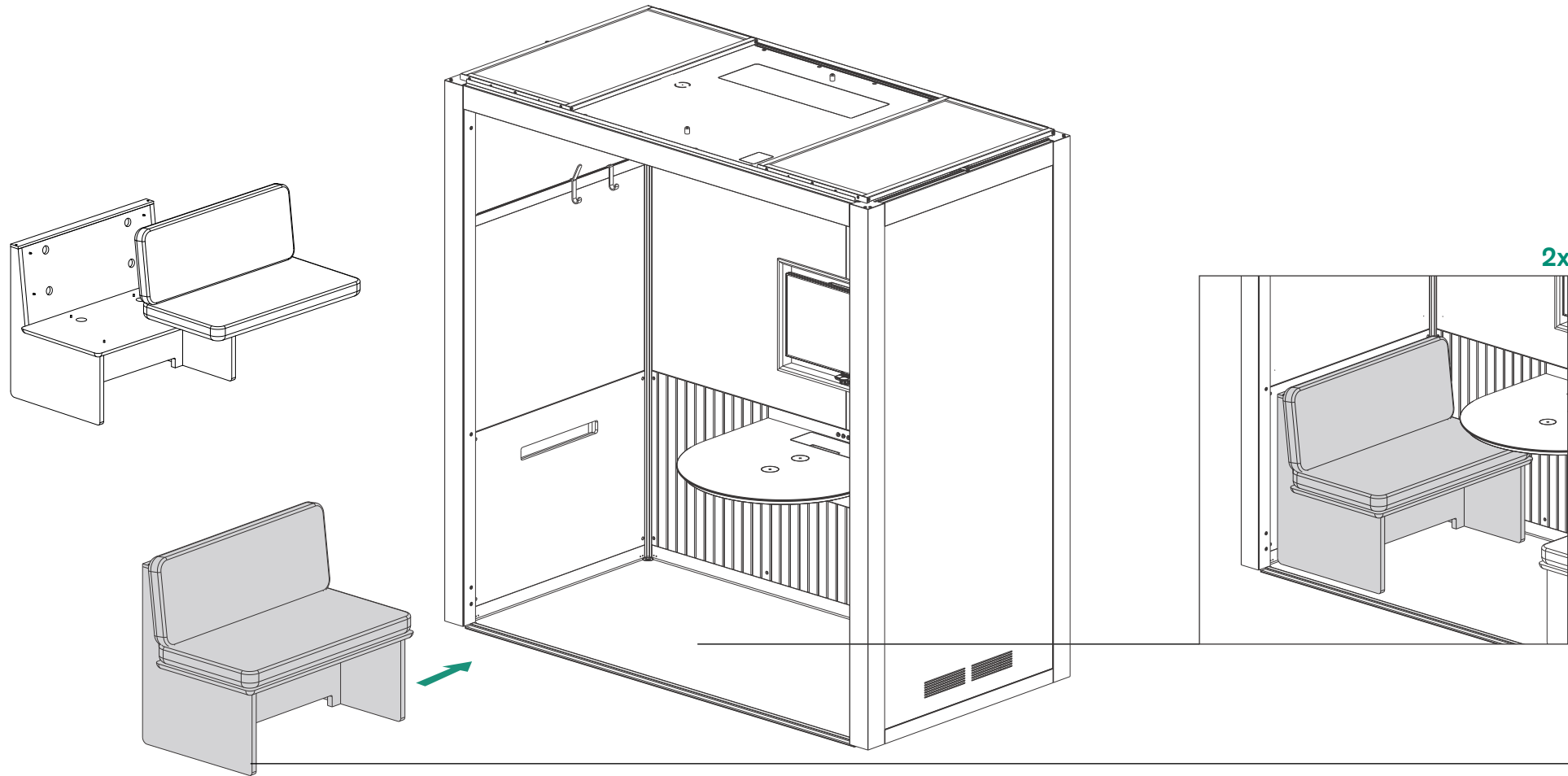
Register unit to ROOM Portal

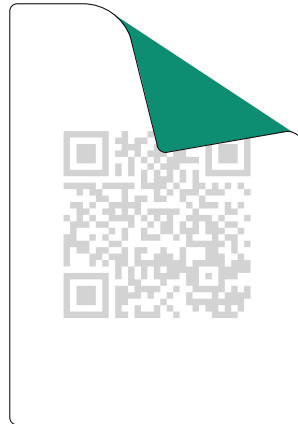### Scan the code below or on the unit

Enter order ID
*refer to bill of landing

Enter two-word name
*refer to step 22

Remove sticker

Well done.
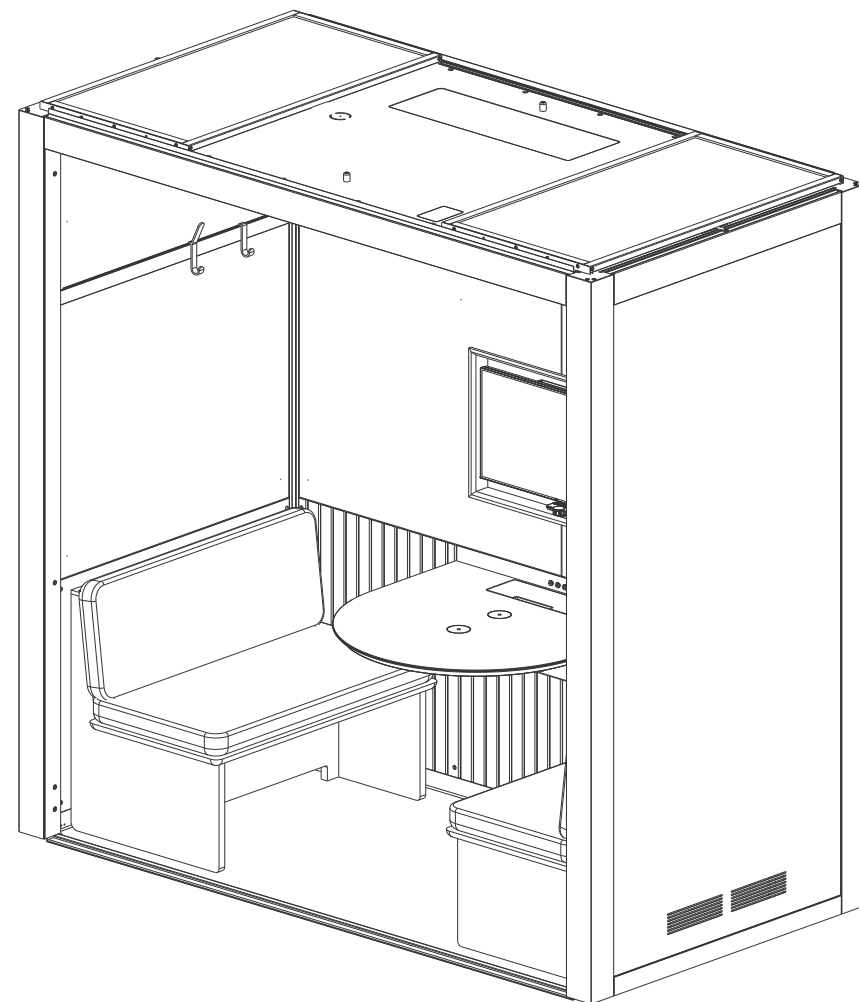
Welcome to your new room.
If you have any questions, we're here to help.

✉ **support@room.com**

🕐 **+1 (646) 791-3726**

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