

# PHONE BOOTH Assembly Manual

R O  
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# You got this

We're here for you every step of the way.  
Visit [room.com/assembly](https://room.com/assembly) to watch our tutorial.



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Nice to meet you



# Welcome to ROOM.

Something big is about to happen. This is more than just a personal space for the open office. You're building a room to breathe, think big, and dream up what's next. All you need is one tool, and it's already in your hands.

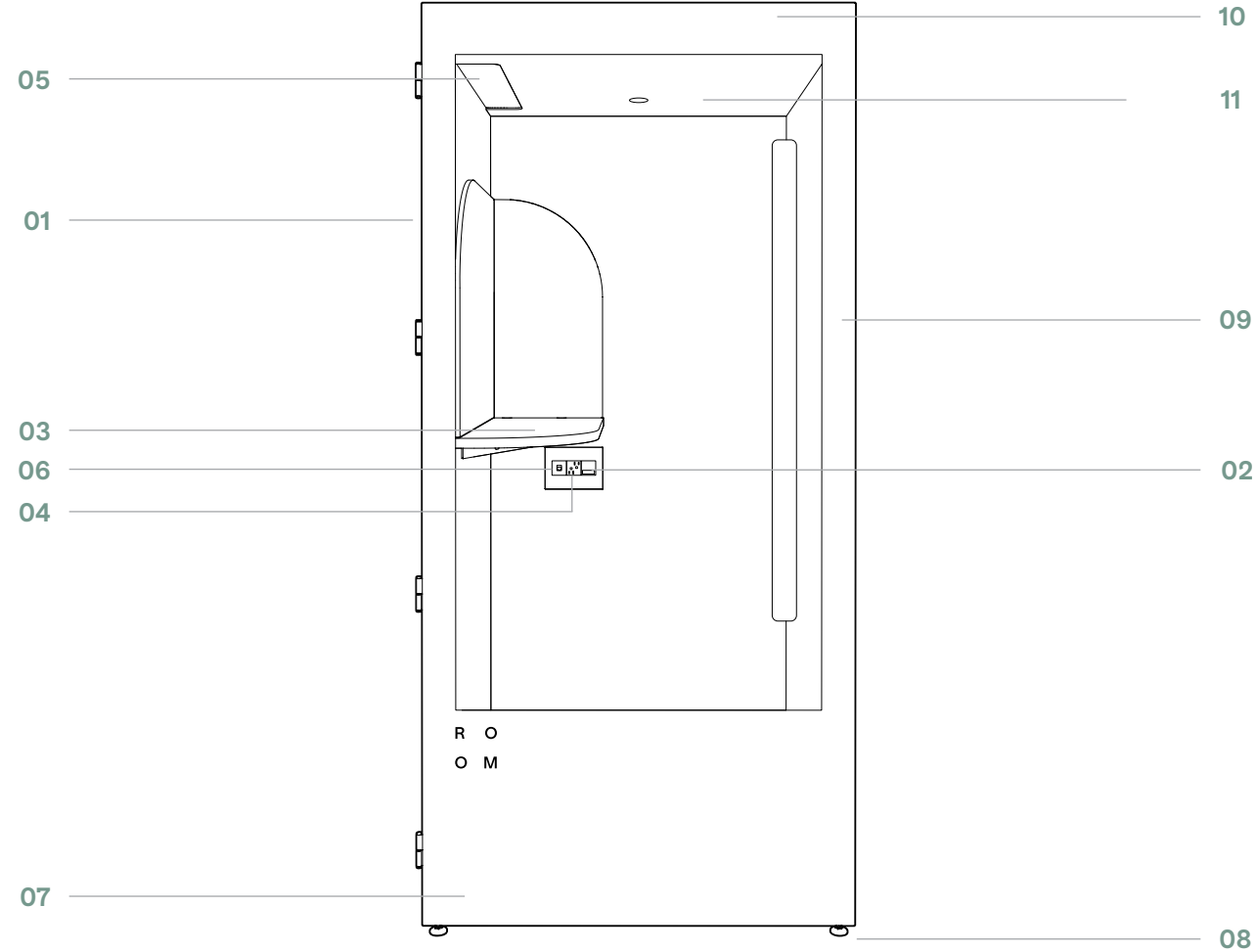
You can rest easy knowing that the soundproofing materials in this booth are made from more than 1,000 recycled plastic bottles. It's our way of doing more by using less.

Thank you for being a part of our community. We're so happy you're here. **Now, let's get to work.**

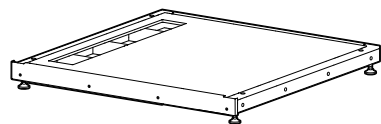
# An inside look

- 01 Sound insulation**  
1.6" sound insulation made from recycled materials tune out the noise.
- 02 Motion sensor**  
Smart sensor activates the fans and the LED light, helping you stay energy efficient.
- 03 Built-in desk**  
31.5" wide desk and magnetic board give you ample space for your big ideas and your big plans.
- 04 Power outlets**  
Two outlets keep you powered up for every charged work session.
- 05 LED light**  
Overhead LED light strip ensures bright ideas don't stay in the dark.
- 06 Ethernet port**  
The ethernet port, compatible with phone cords, ensures you never miss a connection.
- 07 Airflow inlet**  
Discreet inlet, removable for easy cleaning, optimizes airflow.
- 08 Leveling feet**  
Adjustable feet compensate for uneven surfaces, so everyone stays level-headed.
- 09 Magnetic door**  
Acrylic panel with magnetic seal, housed in a metal frame, minimizes noise and keeps office banter out.
- 10 Ceiling fans**  
Two ultra-quiet fans keep you cool under pressure.
- 11 Sprinkler Access Hole**  
Removable caps allow access to a pre-drilled sprinkler hole to ensure a path to compliance in all markets.

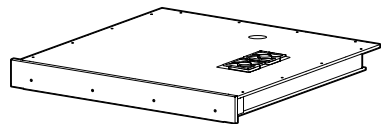




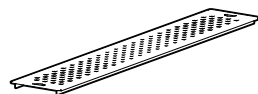
# What you'll need



**A** Floor  
1x



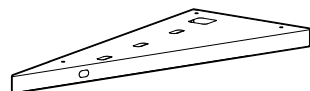
**B** Roof  
1x



**C** Floor Grate  
1x



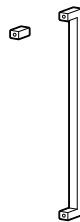
**D** Desk  
1x



**E** Desk Support Bracket  
1x



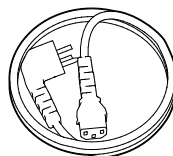
**F** Door Outer Handle  
1x



**G** Door Inner Handle  
1x



**H** Spacer  
2x



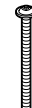
**I** Power Cord  
1x



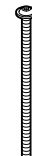
**J** Tiny Bolt  
3x



**K** Small Bolt  
37x



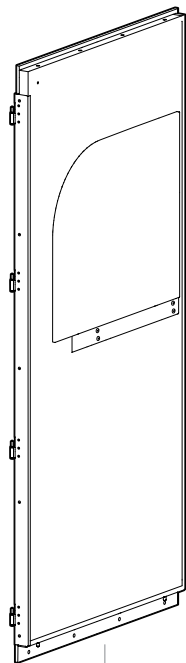
**L** Medium Bolt  
2x



**M** Big Bolt  
2x

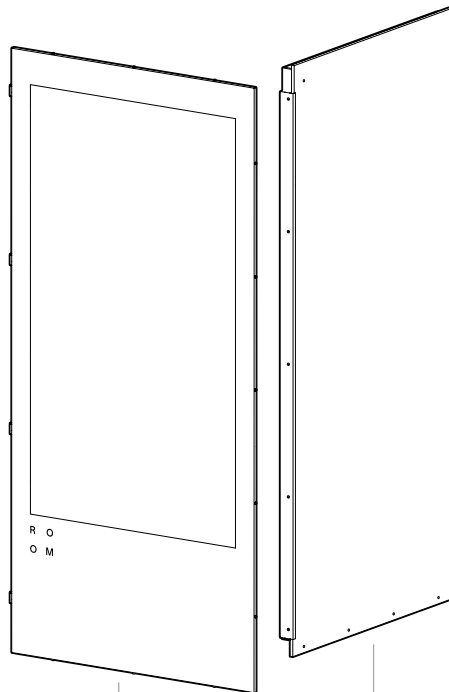


Allen Key  
1x



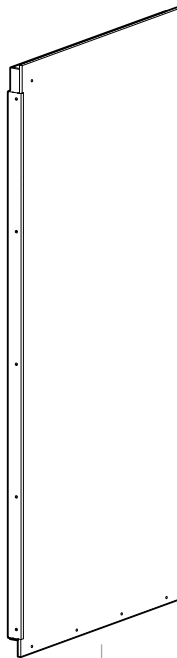
**N**

Left Wall  
1x



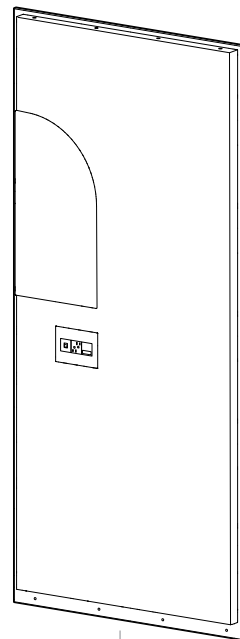
**O**

Door  
1x



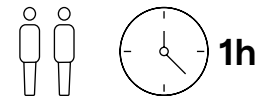
**P**

Right Wall  
1x

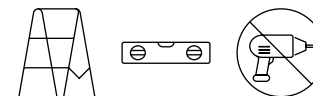


**Q**

Back Wall  
1x



## Tools



## Support



[support@room.com](mailto:support@room.com)



+1 (646) 791-3726

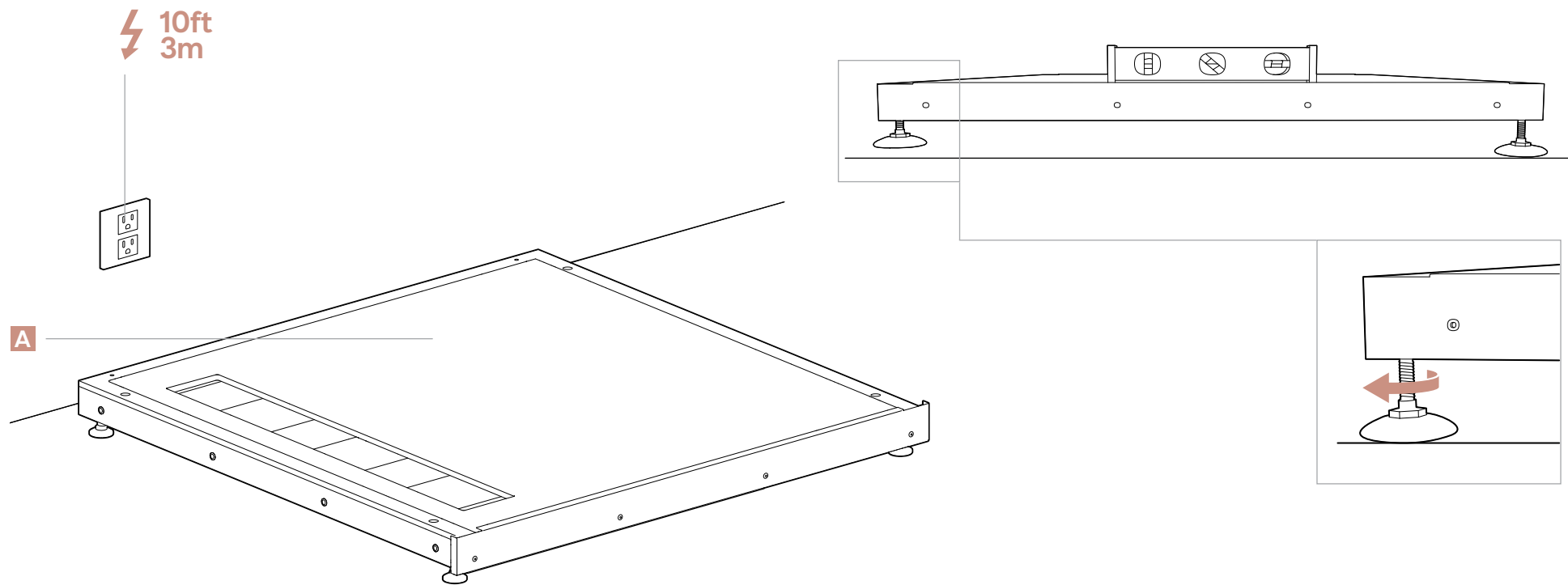
# Step by step

We're here for you at every step of the process.

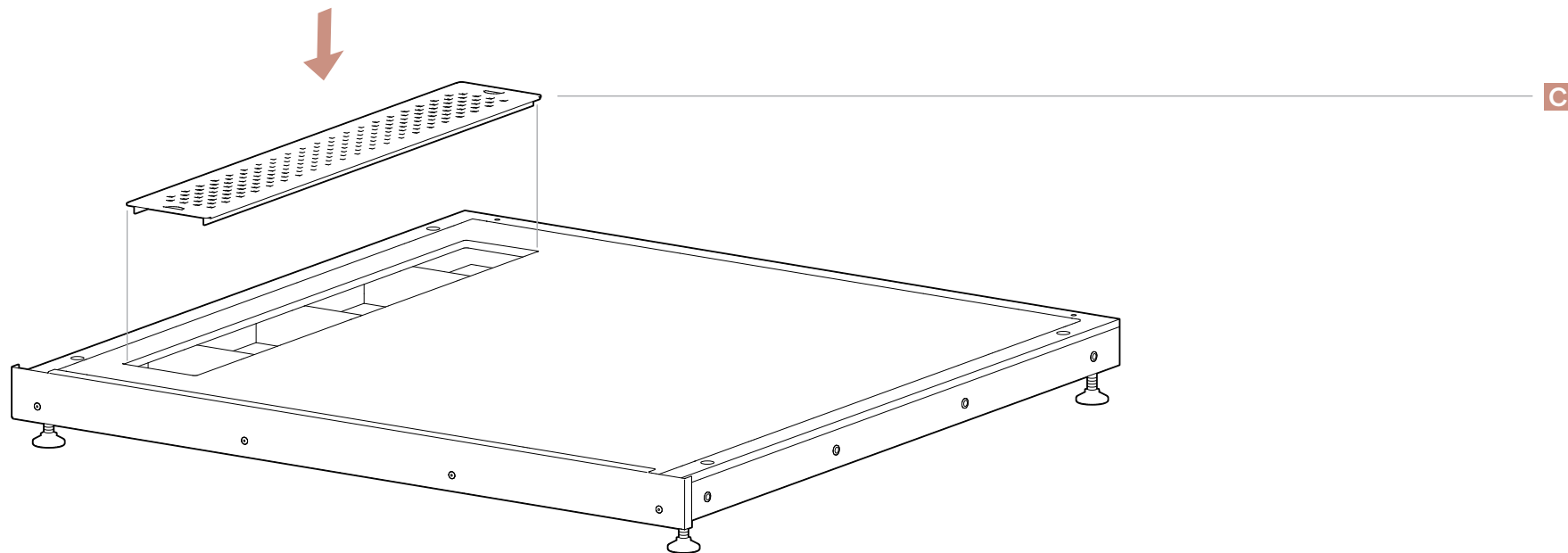
If you get stuck, head over to our ROOM website and watch our detailed assembly video tutorial at [room.com/assembly](https://room.com/assembly).

We'll get through this together.

# 01

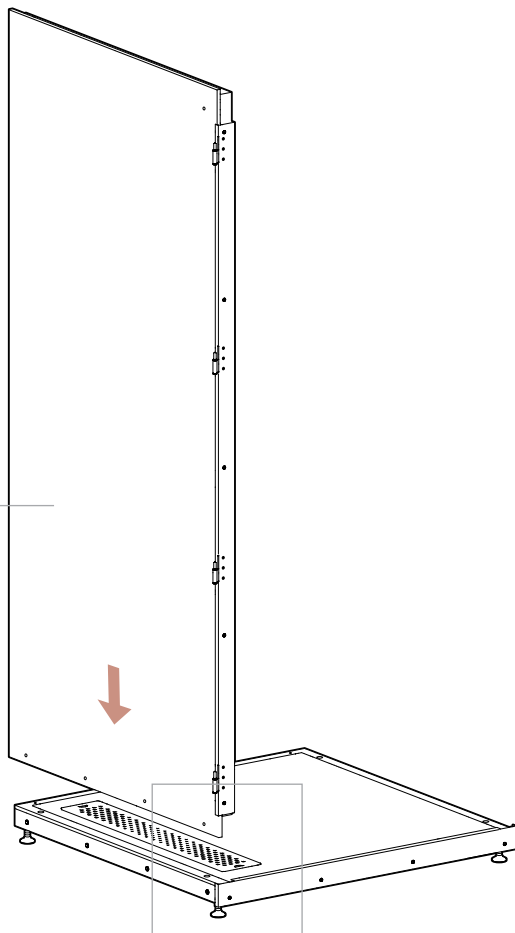


## 02

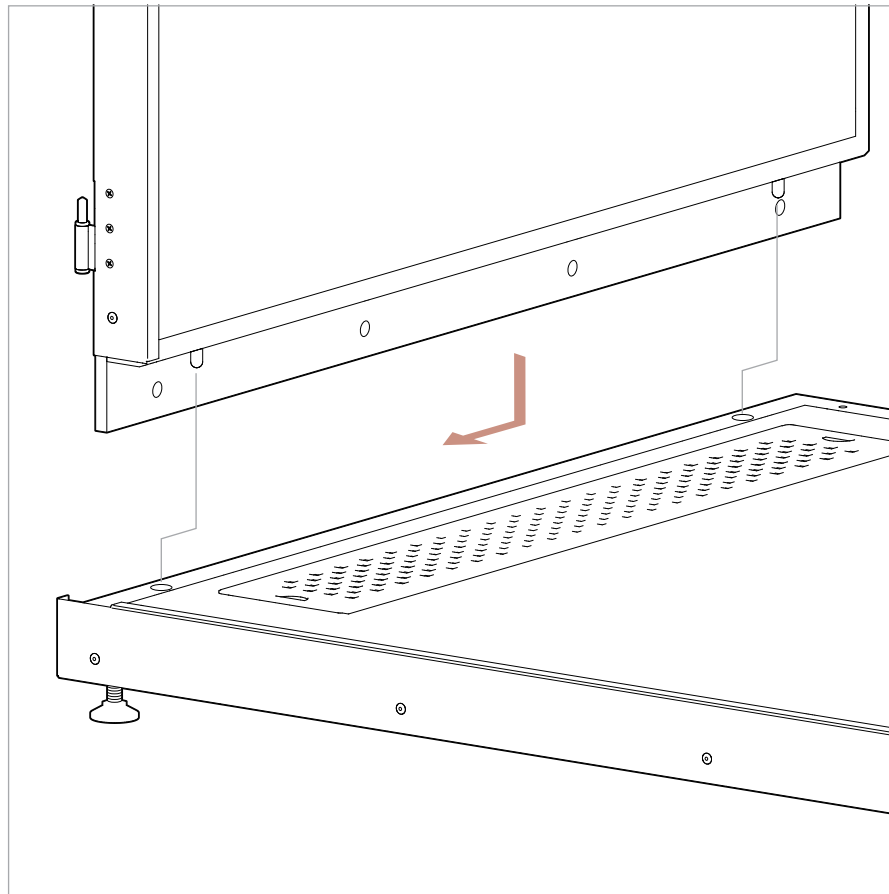


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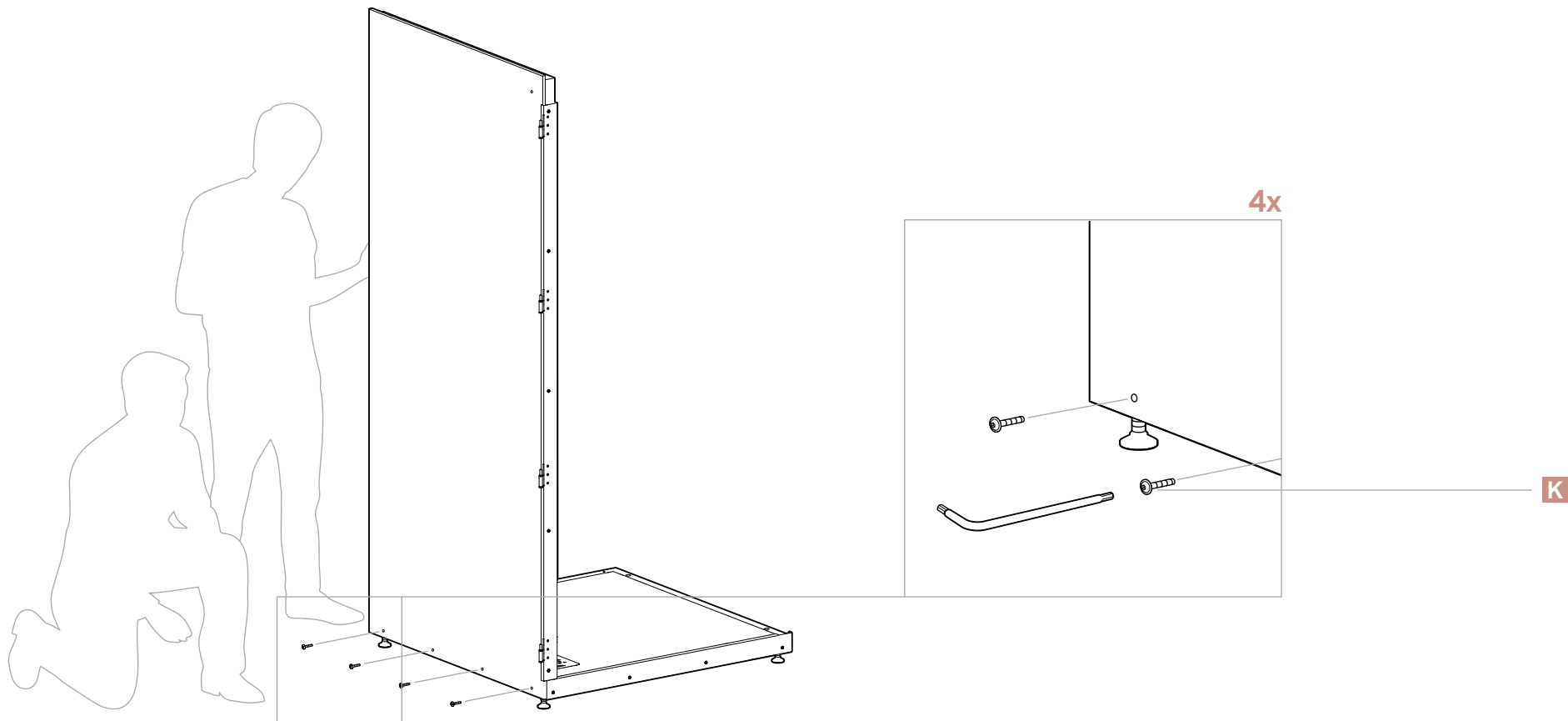
N



2x

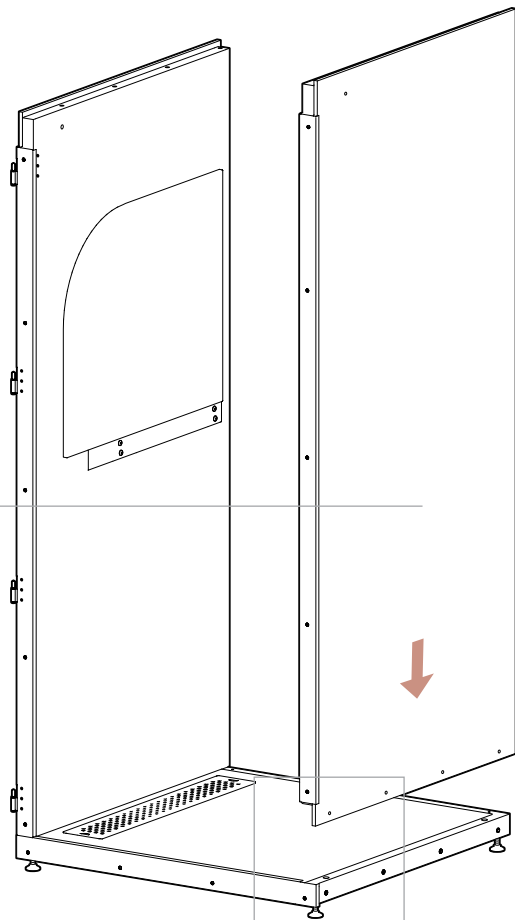




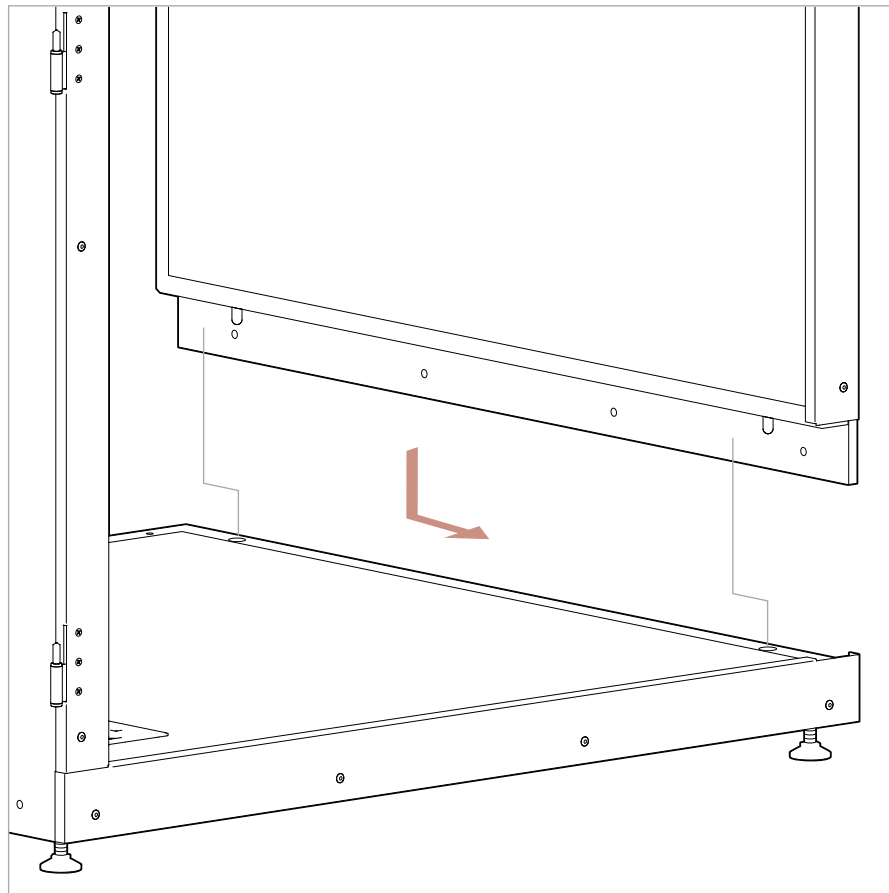


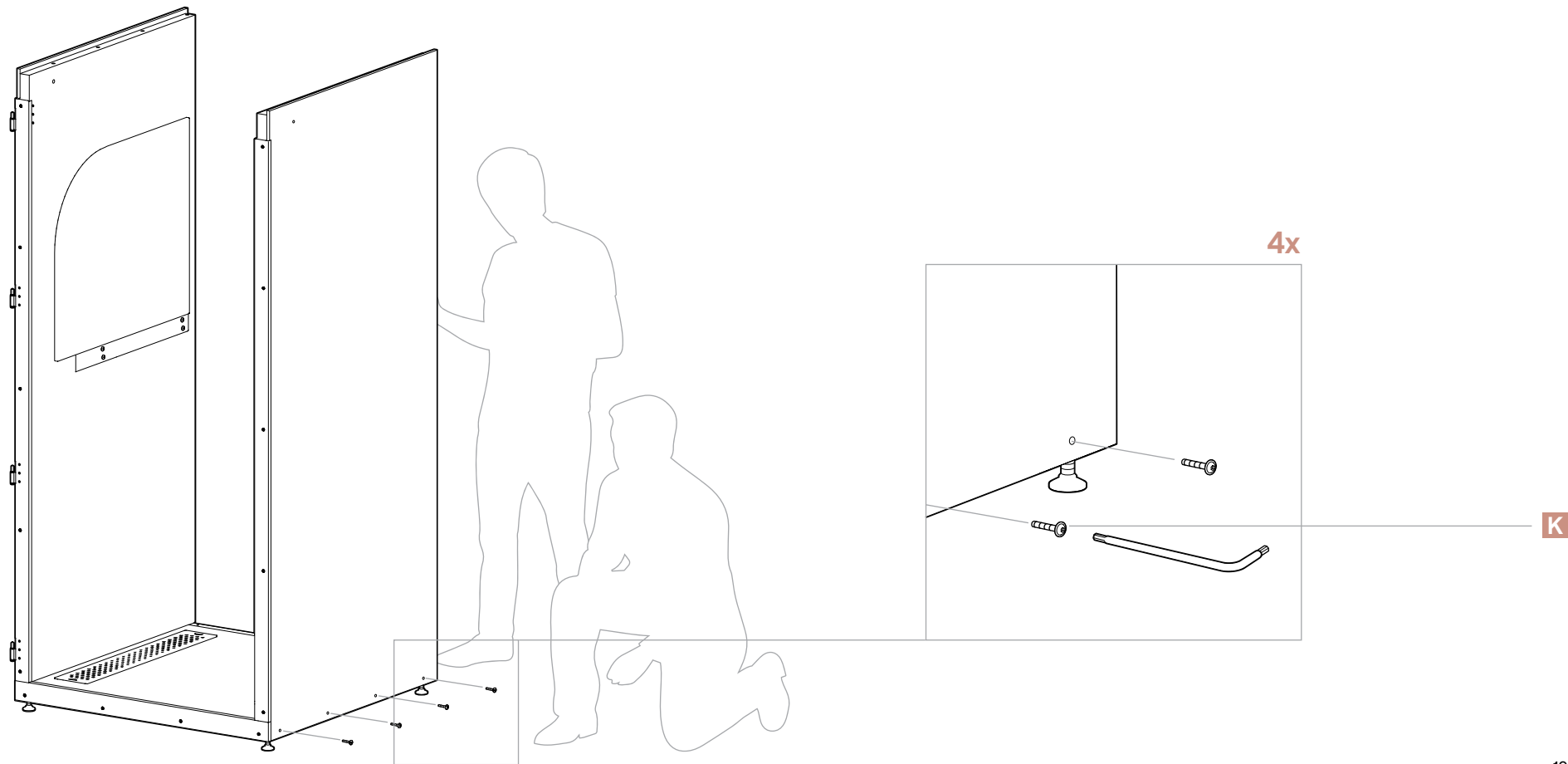
# 04

P

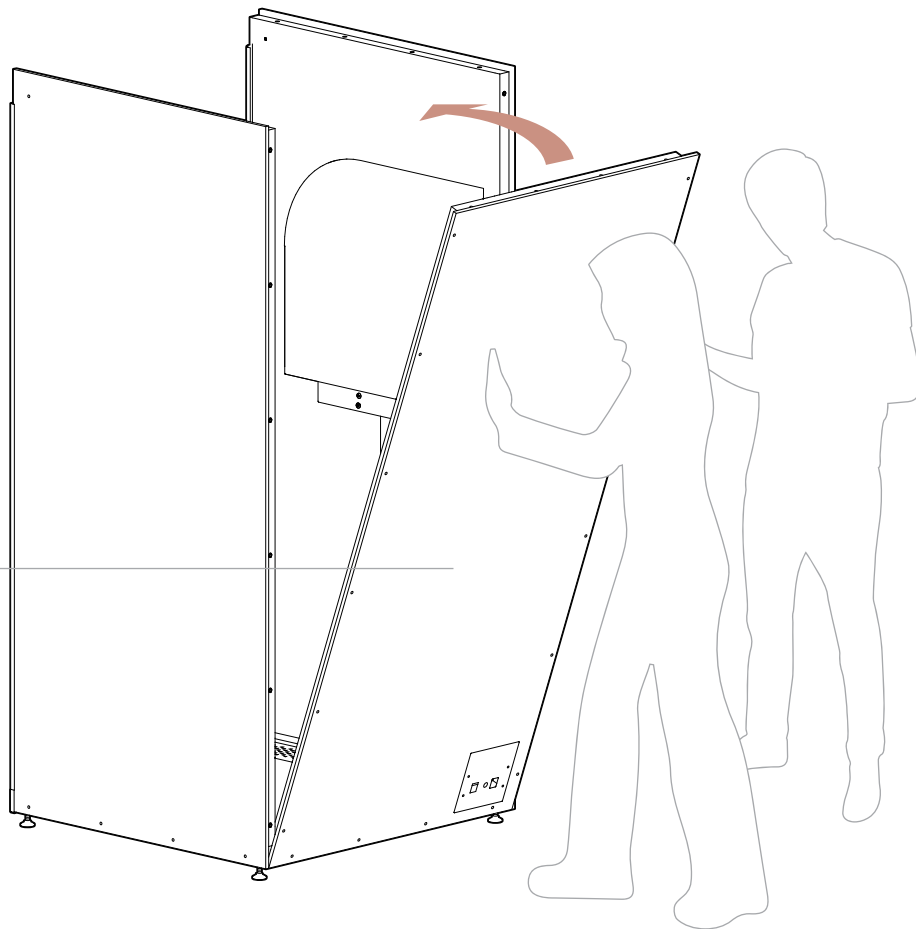


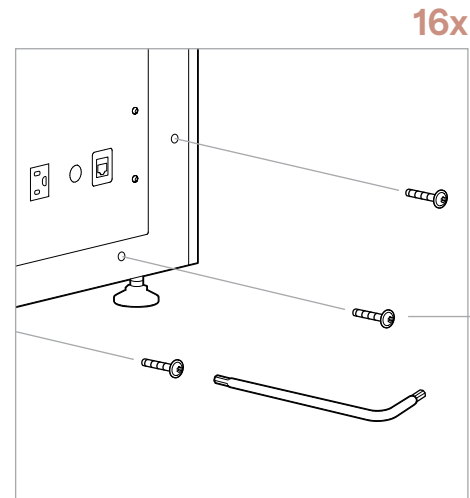
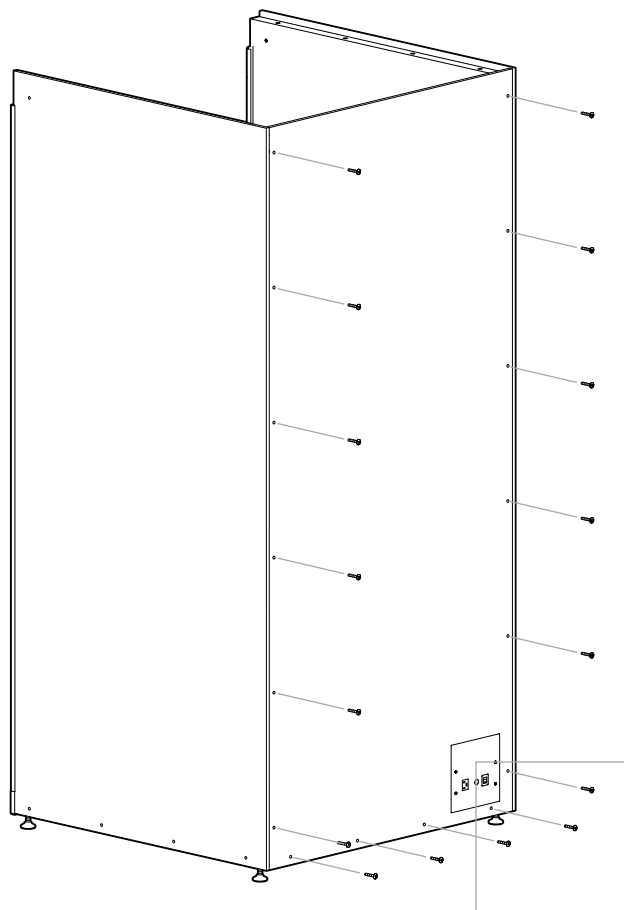
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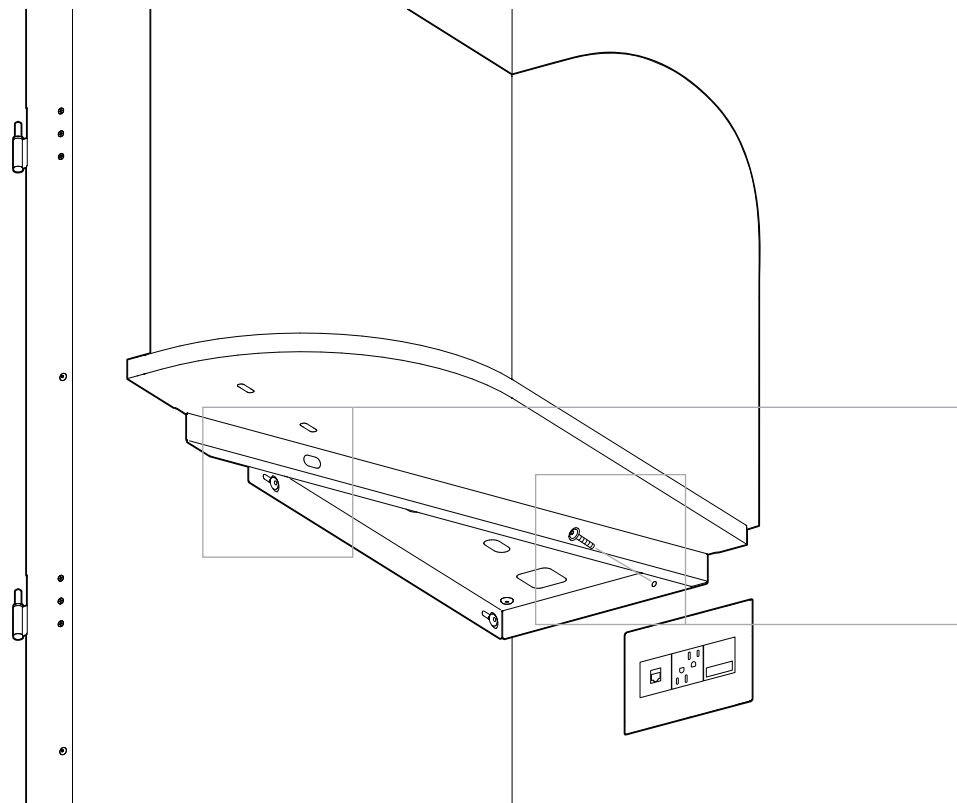
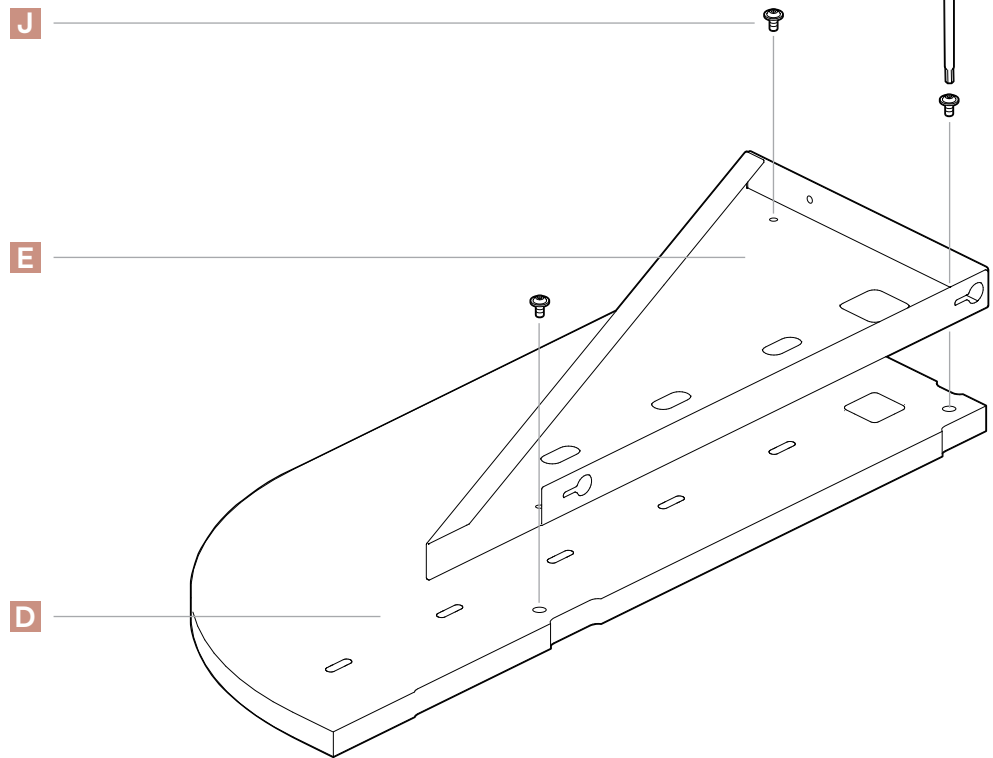
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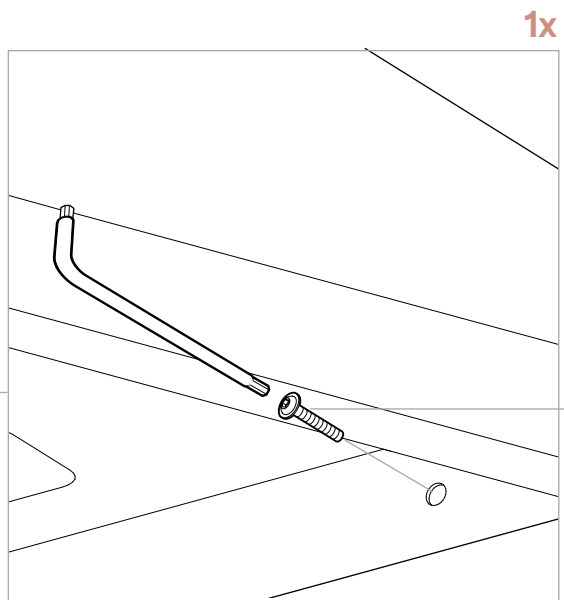




K

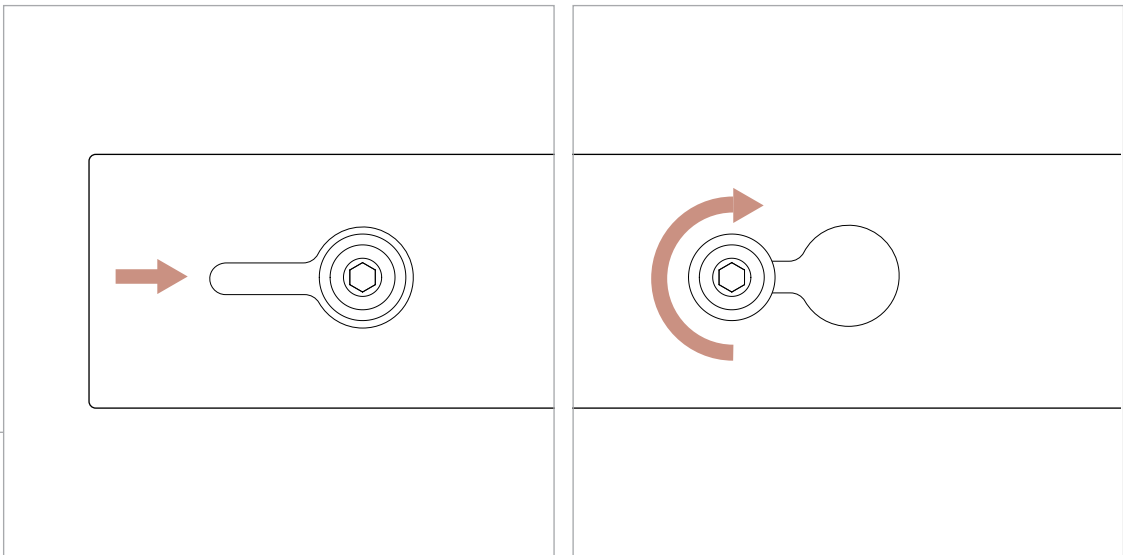
# 06





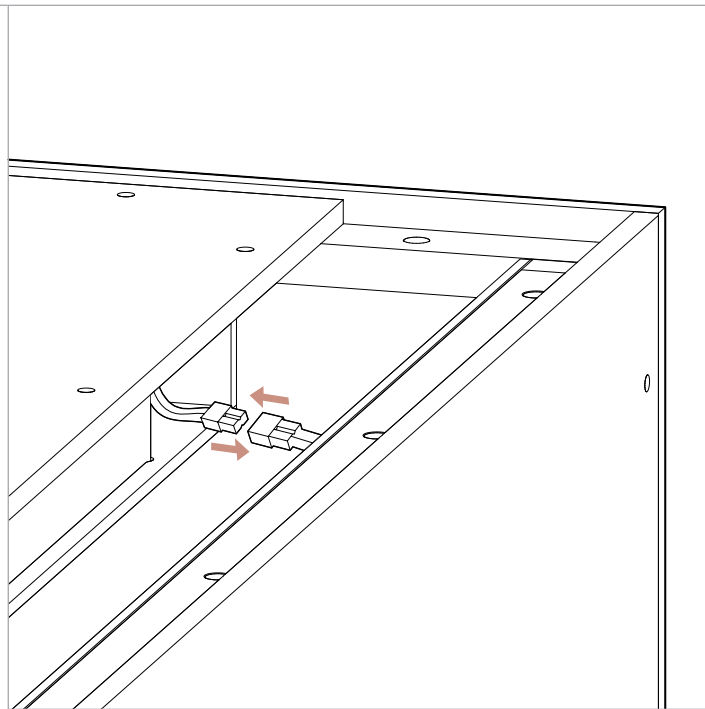
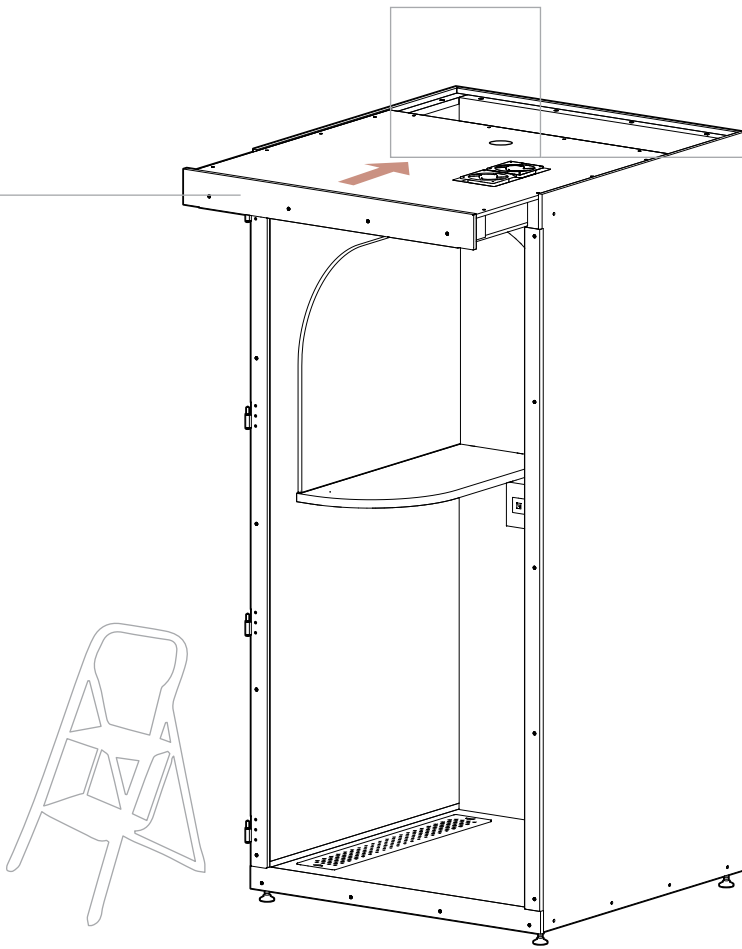
K

2x

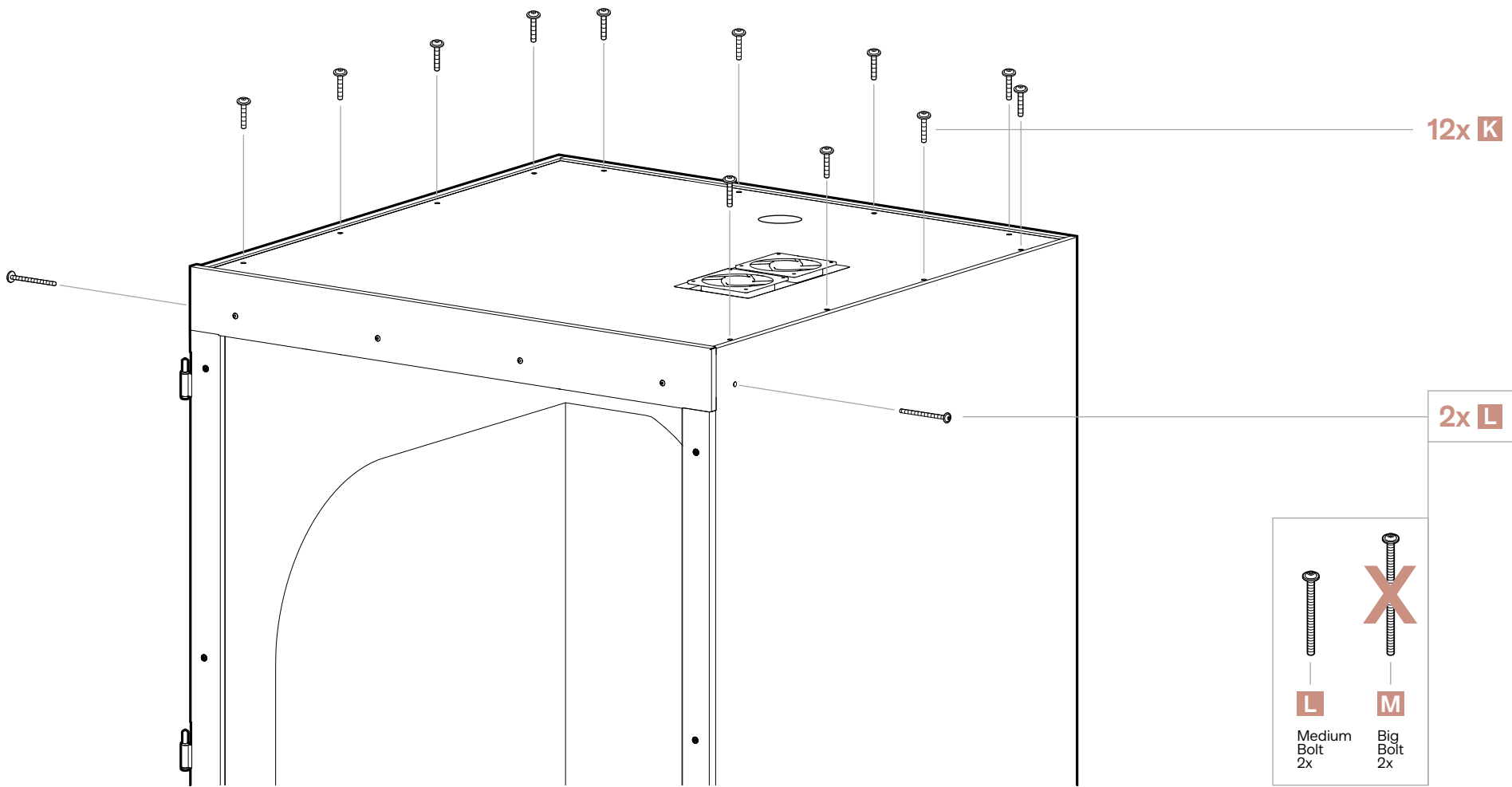


# 07

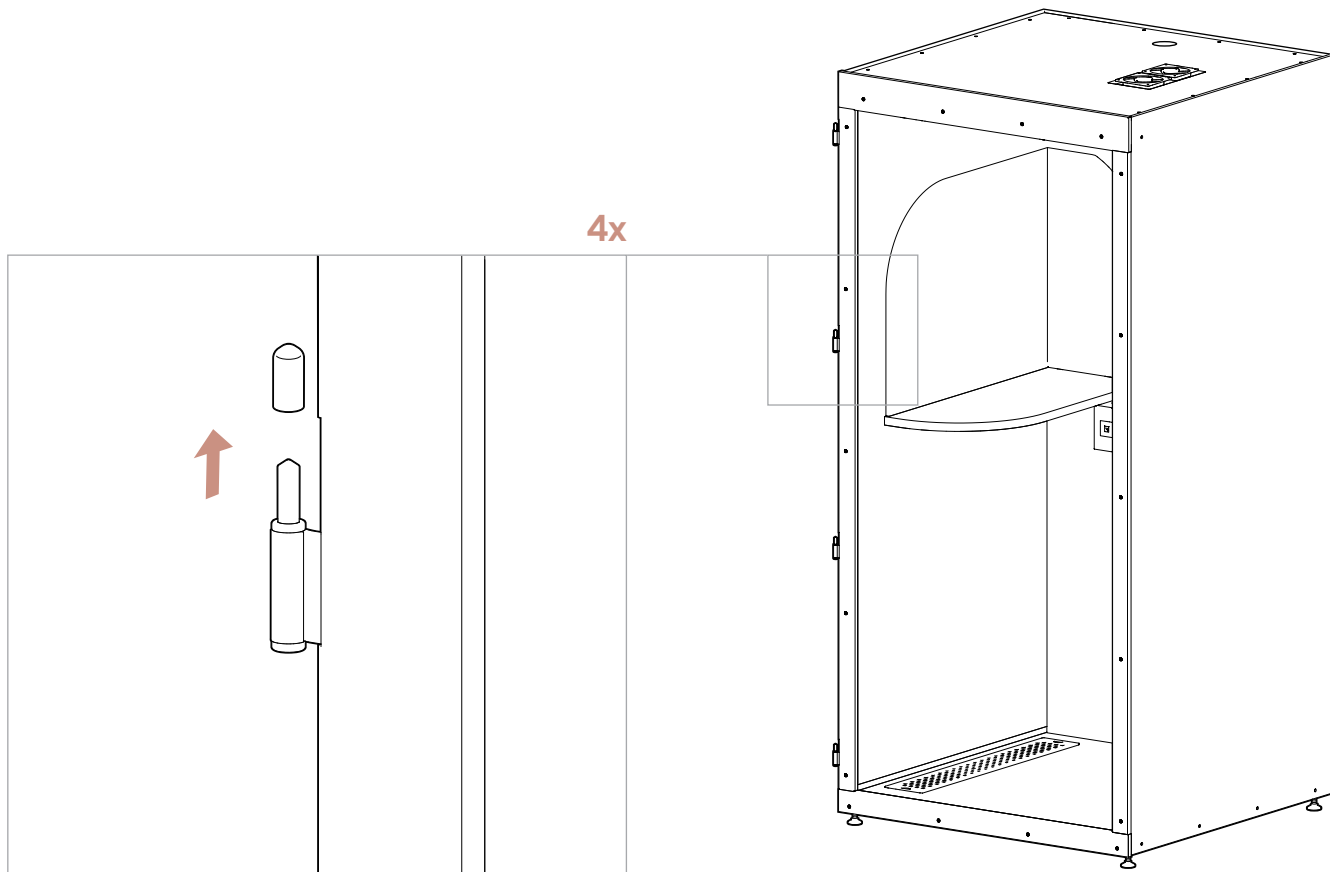
B





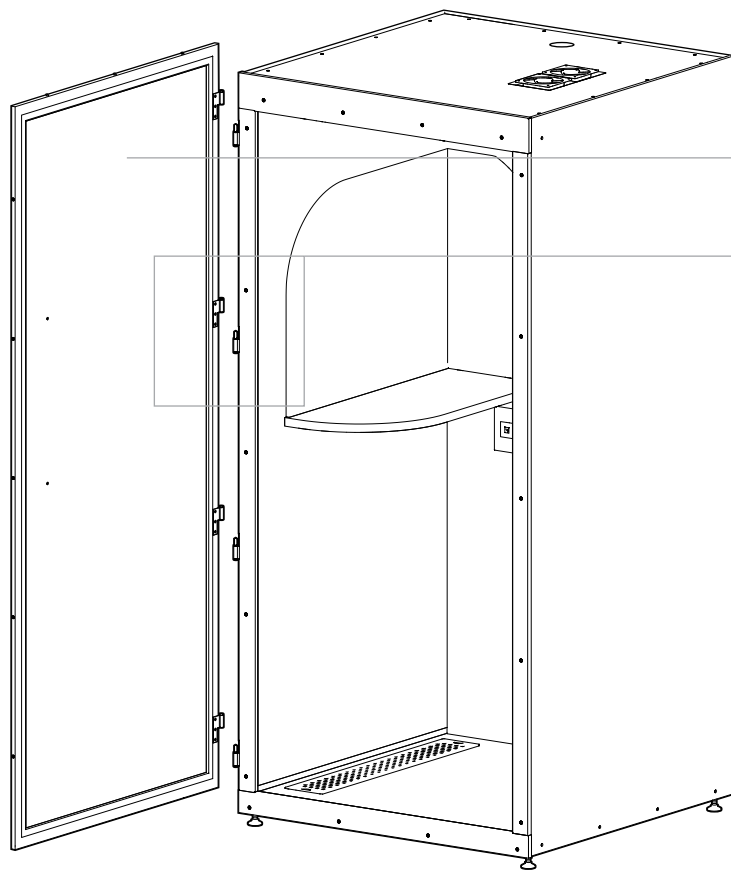
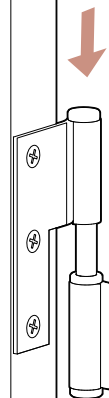


# 08

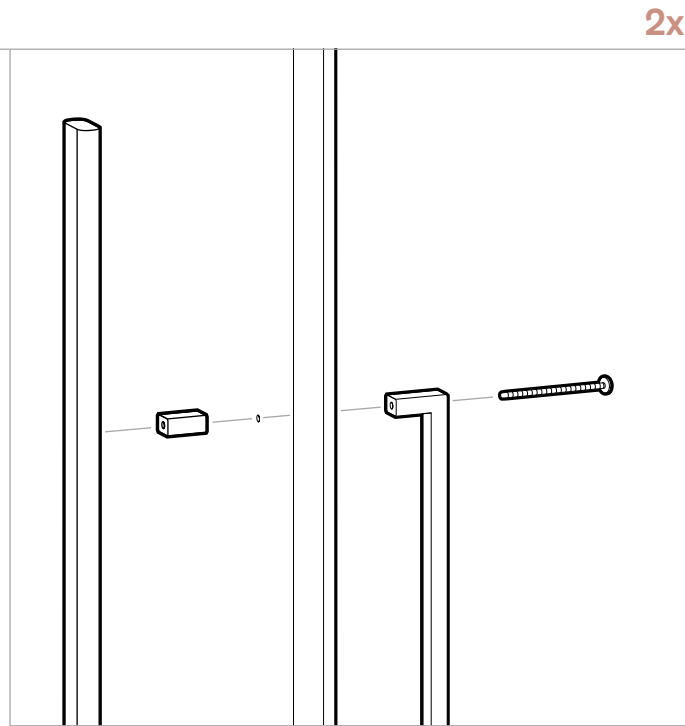
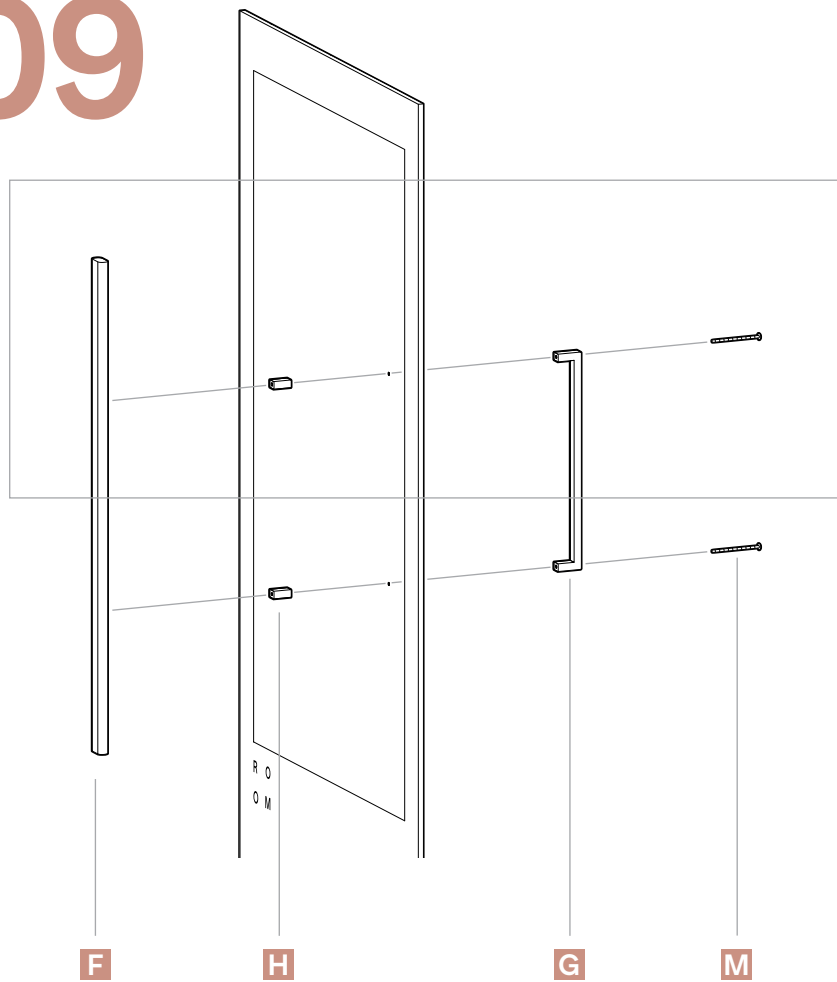




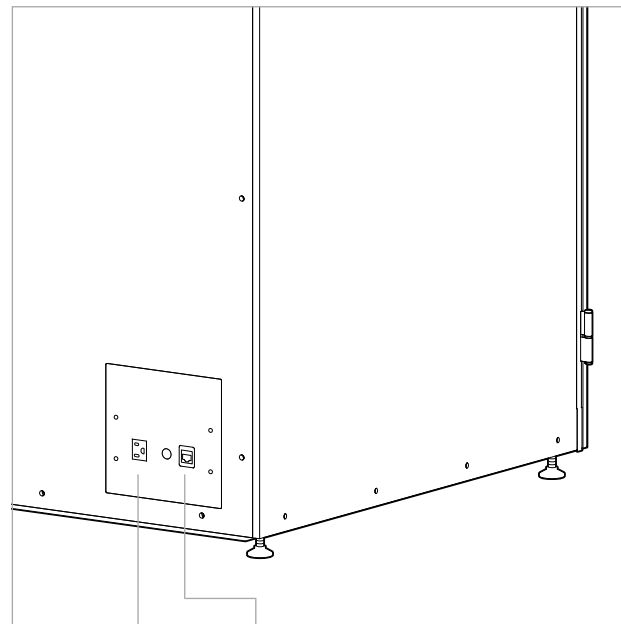
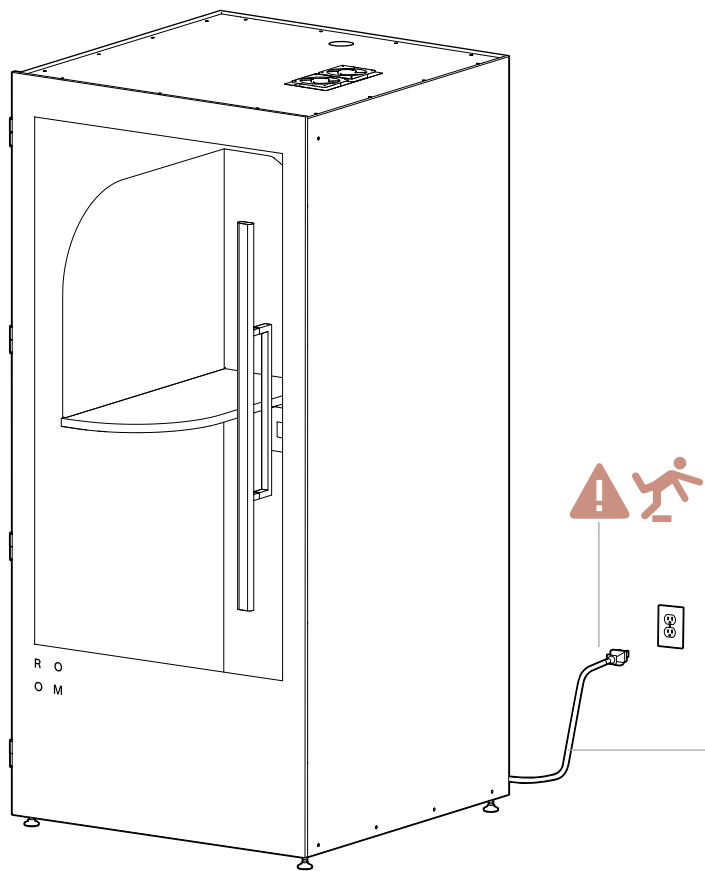
4x



# 09



# 10



# Make room for more

Congrats. You just built a phone booth with your bare hands. From what we know, not many people in the world can say the same. We hope you're feeling as proud as we are. **A few things before you go:**



**Keep  
this manual.**

We designed our booth to be flexible, so whether you're switching floors or moving into a new building, you can take the booth wherever you go. This manual will come in handy when you want to disassemble the booth and put it back together in your new office, so make sure to keep it in a safe place.



**Be mindful  
of the power cord.**

Ten feet of electricity keeps you powered up and ensures room to move your booth around the office. But, that power cord is long. To prevent a trip hazard, make sure the power cord is kept free from walkways and properly wrapped behind the booth. If more than two feet of the cord is exposed, cable drops should be used to keep the cord off the floor.



**Recycle  
the packaging.**

We care about the environment, and we know you feel the same. After all, that's one of the great things that brought us together. Our packaging was designed to be flattened so it's easy to recycle. Together, we can make a little more room for the environment.

Before you go



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