

Standing Desk

Assembly Guide

Branch

The new way of working you've been waiting for.

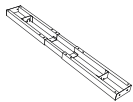
Scan here for a digital copy
of your assembly guide.



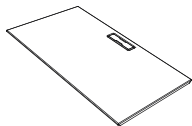
Caution

- Please read these instructions fully prior to assembly and verify that all components are present before you start the assembly process.
- Two-person assembly required.
- Do not change the specifications or modify this product, including the adjustable legs, control box or handset or use for any other purpose beyond its intended use as a desk. This product contains electric components and the risk of ELECTRIC SHOCK.
- KEEP DRY AND AWAY FROM MOISTURE.
- Do not modify any of the electric components or use if any of the components or electric cords are damaged or parts are exposed.
- Make sure all cords are an appropriate length to accommodate the full range of height of the adjustable lifting columns.
- Keep children away from adjustable desktop lifting columns and electrical components to avoid risk of shock and injury.
- TIPPING HAZARD. Do not sit or stand on the desk.
- If any parts are missing, broken, damaged, or worn, stop use of the product until factory authorized replacement parts are received.
- Failure to follow these warnings could result in serious injury or death and void any warranty.
- Keep this manual for future reference.

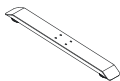
Components



Beam (x1)



Desktop (x1)



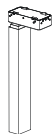
Foot (x2)



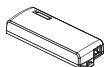
Bracket (x2)



Keypad (x1)



Legs (x2)



Control Box with Power Cable (x1)



Rubber Cushion (x6)



Plastic Pad (x6)

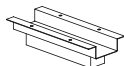


Allen Wrench (x1)



Cable Clip (x5)

In-Desk Power (Optional)

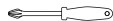


Power Unit (x1)



Screws (x4)

Tools Required



Philips Screwdriver



10mm screws (x8)
pre-installed in beam



12mm screws (x12)



14mm screws (x8)



25mm screws (x6)

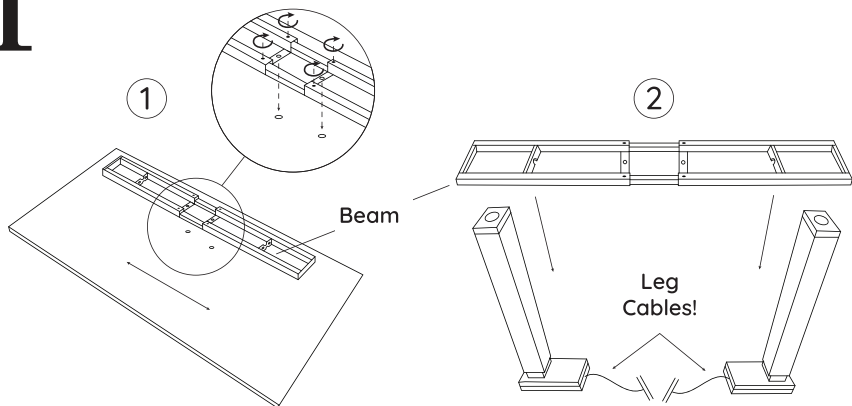


19mm screws (x2)



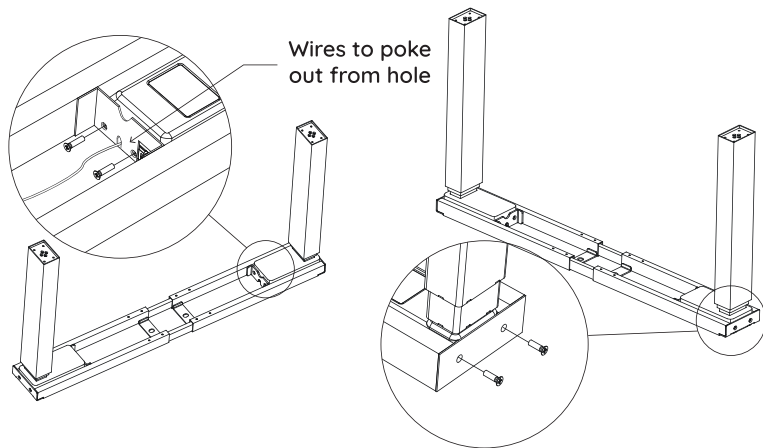
Skinny 19mm screws (x2)

1



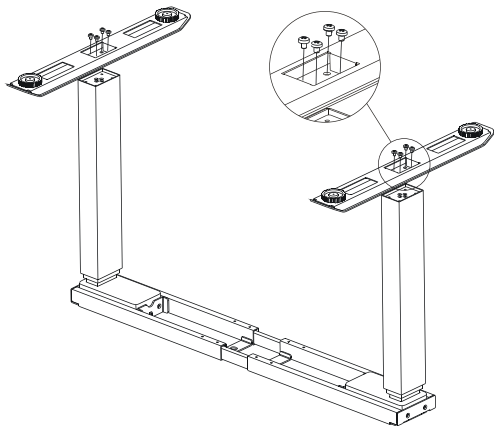
Place the Desktop upside-down on a clean flat surface and position the Beam on top. Use the Allen Wrench to loosen the four set screws on the Beam and then adjust the Beam width to align to the pre-drilled holes in the Desktop. Do not screw the Beam to the Desktop, you'll do that in a later step. Re-Tighten the four set screws on the Beam to lock in the width. Carefully lower the Beam over the Legs (x2), paying extra attention to the Leg Cables.

2



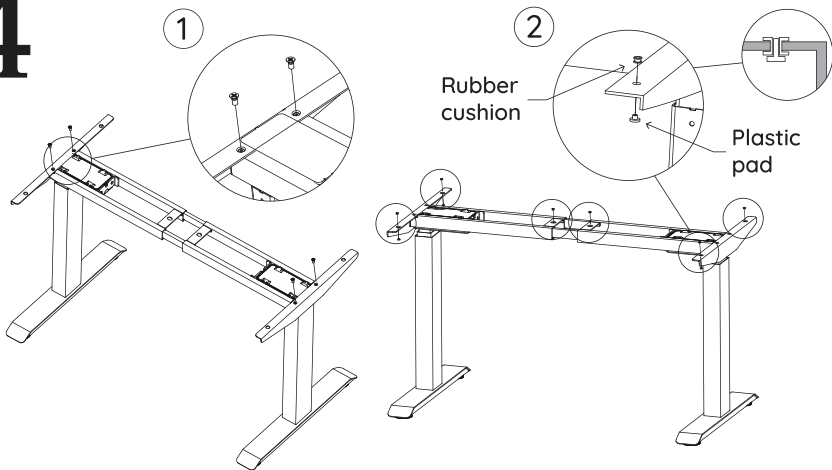
Align the holes in the Legs with the holes in the Beam. Make sure the wires from the Leg pass clear through the openings in the Beam. Tightly secure each Leg to the Beam with four 12mm Screws (x8).

3



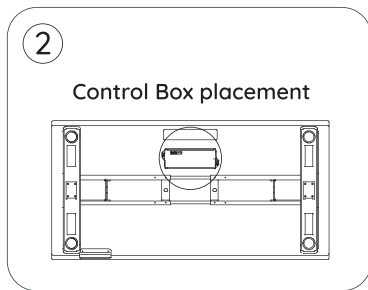
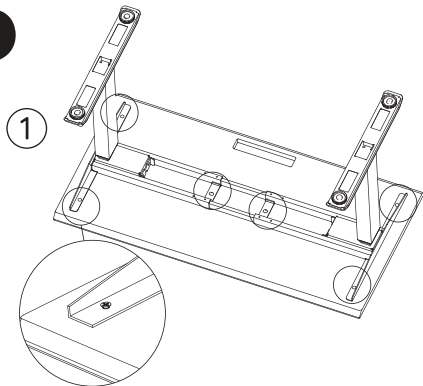
Take the Feet (x2) of the desk and place each foot on the base of the Legs with holes aligned. Use four 14mm Screws (x8) to tightly secure each Foot to the Legs.

4



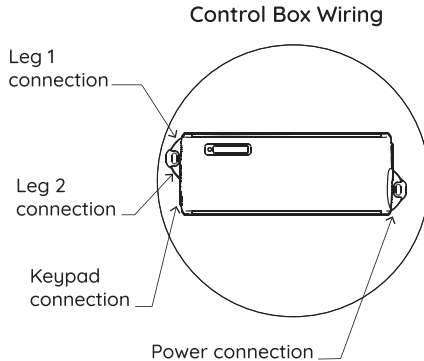
With a friend, flip the desk frame so it is standing upright. Take the Brackets (x2) and align those holes to the holes of the Beam. Tightly secure each bracket with two 12mm Screws (x4). Next, push the Rubber Cushions (x6) through and into the holes marked above where your frame will connect with the desktop. Then insert the Plastic Pads (x6) through the cushions from the bottom.

5



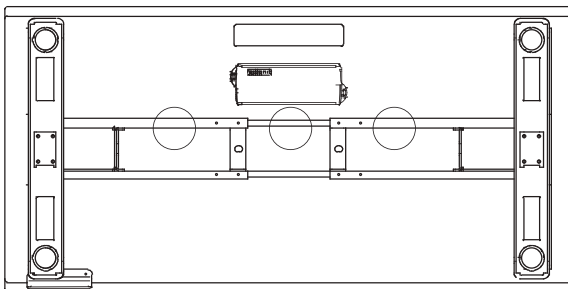
With a friend, place the Desktop upside down on a blanket or carpet, and flip the assembled frame on top of it. Align the frame with pilot holes and use the 25mm Screws (x6) to secure the frame to the desktop. Secure the Control Box between the Beam and wire grommet by using the 19mm Screws (x2) into the pre-drilled holes in the desktop. Then, line up the Keypad holes with the pre-drilled holes in the desktop at the front of the desk (the beveled side) and secure the Keypad in place using the Skinny 19mm Screws (x2).

6



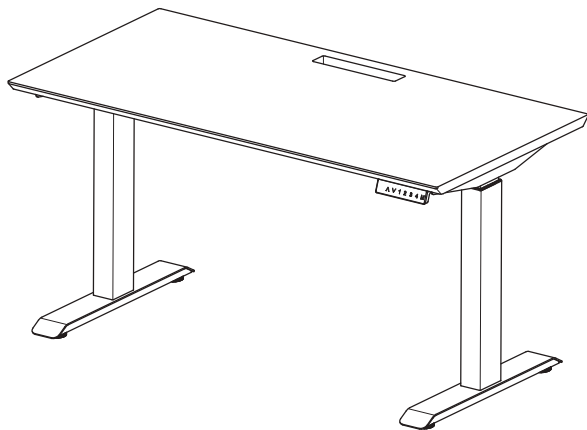
You're almost done! Time to wire up your standing desk. Connect the three wires from your Lifting Columns and Keypad to the appropriate side of the Control Box. Then, connect the power cable to your control box.

7



Attach your Cable Clips (x5) to the inner or outer walls of the Beam and route the wires through them. See above for our recommended configuration, but feel free to place them as you like. Be sure to also 1) wipe down the surface before sticking the adhesive down, and 2) press the adhesive down for 15 seconds before looping in the cables to ensure a solid hold.

8



Double-check that all screws are tight. Then, with help from a friend, grab the main frame of your desk and flip upright. Adjust the pre-installed leveling glides on the feet as needed. Plug in the desk.

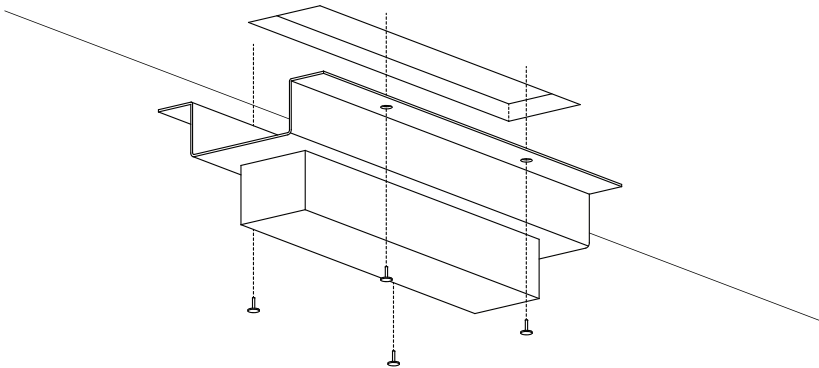
9



One last step and you're finished! It's time to activate your desk using the Keypad.

1. Begin by pressing and holding the ^ and v buttons at the same time.
2. Continue to hold as the frame lowers itself all the way down (if extended). You will hear a slight beep sound followed by a brief flash on the display.
3. Press the ^ button once to engage the motors—your desk should be activated and ready to go!

10 (optional)



To install the in-desk power unit: Screw in the Power Unit using Screws under the Desktop following the four pre-drilled holes surrounding the cut out. Plug in the power cord to the wall—you're now all set!

User Guide

Activating and Troubleshooting:

The process for activating your memory keypad can also be used to reset your desk and fix most issues:

1. Begin by pressing and holding the 'up' and 'down' buttons at the same time.
2. Continue to hold as the frame lowers itself all the way down (if extended). You will hear a slight beep sound followed by a brief flash on the display.
3. Press the 'up' button once to engage the motors - your desk should be activated and ready to go.

Memory Preset:

When the desk rises to the height which you want to memorize, press and hold the "M" button until the display flashes and then press the "1" button. Position 1 is now memorized. Repeat the above procedure for positions 2, 3 & 4. These four number buttons can memorize four different heights repeatedly. These heights won't be lost in case the power is turned off.

Programming Alternative Measurements:

To switch your desk's height measurement from inches to centimeters:

1. Press buttons '1', '2' and 'M' at the same time for five seconds. Letters 'D-E' should appear.
2. Press the '1' button within 5 seconds and you'll see 'C' displayed. Your keypad is now in centimeters.

Revert back to inches from centimeters:

1. Repeat Step 1 from above
2. Press the '2' button within five seconds and you'll see 'E' displayed. Your handset is now in inches.

Contact

Have a question, comment, or suggestion?

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