Electric Lift Desk Shell Assembly Instructions

Applies to:
& ET-223 Electric Lift Base

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cap</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Leveling Glide</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
</tr>
</tbody>
</table>

Tools Needed:
- Phillips Screwdriver
- A helper!

Part 1: Desk Shell Assembly

1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.

2.) Locate left & right side panels. Screw in the leveling glides by hand. Then, insert wood dowels & cam pins. The wood dowels fit into the slightly larger holes, compared to the cam pin holes.

3.) Locate front panel and insert all cam locks on the left & right sides. Then, align one of the side panels and connect the panel by inserting the cam pins into the cam locks and the dowels into the corresponding holes. (see diagram on next page). Twist the cam locks with a Phillips Screwdriver to secure.

4.) Set the Desktop aside for final install once Electric Lift Frame has been assembled.

See next page for electric lift frame assembly.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Item No.: ET223-BLACK
Installation guide

Accessory list
Attention: The drawings below are for guidance only and they may differ slightly from the product and fittings released. Please contact our customer service department should you have any queries.

<table>
<thead>
<tr>
<th>No.</th>
<th>Image</th>
<th>Spec</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2</td>
<td>985</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>985</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>4</td>
<td>985</td>
<td>8</td>
</tr>
<tr>
<td>D</td>
<td>5</td>
<td>985</td>
<td>12</td>
</tr>
<tr>
<td>E</td>
<td>6</td>
<td>514.2</td>
<td>16</td>
</tr>
<tr>
<td>F</td>
<td>7</td>
<td>Allen Key 4mm</td>
<td>1</td>
</tr>
</tbody>
</table>

Technical data
Column Stage | 3
Max. Weight Capacity | 125KG
Height Range | 580-1230mm
Width Range | 1100-1900mm

**STEP 1** Install the Side Brackets
Attach the side brackets(S) to the ends of the supporting beam (4) using screws(A) as shown with the Allen Key(F).

**STEP 2** Install the Lifting Columns
Insert the lifting columns (2) into the ends of the supporting beam (4). Fix the lifting columns using screws (2) with the Allen Key (F).

**STEP 3** Install the Feet
Place the feet (1) on the bottom of the lifting column (2). Fix the feet using screws (2) with Allen Key (F).
**STEP 4**

1. Install the Tabletop
   - Center the top on the base and use the wood screws to screw it into the top. Use the Allen Key (E) to tighten them. There are pre-drilled holes for this step. The wood screws are self-drilling screws, you will be making your own holes.

   **Attention:** When the supporting beam is greater than 1720 mm, the installation method is as follows: Method 2 in Step 6.

2. Loose
   - Adjust
   - Tighten

**STEP 5**

Install the Control Panel and the Control Box

- Use the wood screws provided to attach the control panel to the control box using the pre-drilled holes for this step. The wood screws are self-drilling screws, you will be making your own holes.

**STEP 6**

Install the Cable Management Tray

- Method 1

**Method 2**

1. Install the cable management tray as Method 1, Step 6.

2. When the supporting beam stretches over 1720 mm, the cable management tray needs to be mounted on the middle of the supporting beam.

   **Attention**
   - Do not stretch the support beam beyond this hole.

**Common fault treatment**

The following tips will help you detect and eliminate the common fault and error of the table you will be using. Please contact your supplier or dealer if you cannot determine the cause of the problem and error.

1. Common faults and errors include:
   - No response while operating
   - No response while pressing the control panel
   - Not enough cable tray height
   - Overheat
   - Frequently interrupted
   - Overweight
   - Buckled up side

**Fault phenomenon**

<table>
<thead>
<tr>
<th>Fault phenomenon</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>No response while operating</td>
<td>Check if all the cables are connected well</td>
</tr>
<tr>
<td>No response while pressing on</td>
<td>Check if all the cables are connected well</td>
</tr>
<tr>
<td>Not enough cable tray height</td>
<td>Check if all the cables are connected well</td>
</tr>
<tr>
<td>Overheat</td>
<td>Check if all the cables are connected well</td>
</tr>
<tr>
<td>Frequently interrupted</td>
<td>Check if all the cables are connected well</td>
</tr>
<tr>
<td>Overweight</td>
<td>Check if all the cables are connected well</td>
</tr>
<tr>
<td>Buckled up side</td>
<td>Check if all the cables are connected well</td>
</tr>
</tbody>
</table>

**Waste disposal**

The marking on the product should not be disposed of together with other household waste. To avoid possible harm to the environment or human health caused by the waste, recycle it responsibly to promote the sustainable reuse of material resources. If you return your used device, please use the return and collection systems or contact the retailer where the product was purchased. They can take this product for environmental safe recycling.

Questions? Please call 1-800-443-5117.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Item No.: HS11A-1
Operation Instruction

1. Product Outline

2. Product Specification

Introduction to the Buttons:
(1) "▲": Adjust the desk upwards
(2) "▼": Adjust the desk downwards
(3) "1": Position 1, first height position saved by the user
(4) "2": Position 2, second height position saved by the user
(5) "3": Position 3, third height position saved by the user
(6) "M": Height memory function
(7) "A": Alert button to remind users changing posture

3. Operating Instructions

- Height Adjustable Function:
  Press the "▲" or "▼" button to adjust the height. The LED display shows the current height.

- Height Memory Function:
  a. Press UP or DOWN button and adjust the height to the desired height. Press "M" to save the height, and the screen will display "5-.";
  Press "1", "2", or "3" then, that is, save the height to the corresponding position 1 or 2 or 3, which will show in the display screen as "5-1", "5-2", or "5-3";
  b. Press "1", "2" and "3" button directly to automatically adjust the memory height you saved.
Reversible Desk Return Assembly Instructions

Applies to:
BK/CH/FL/MJ/ML/WH2045

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Shallow Cover</td>
<td>Worksurface Bracket</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Deep Cover</td>
<td>Side Panel Brackets (2)</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
<td>M6 Screw</td>
</tr>
<tr>
<td>Wood Screw</td>
<td>Leveling Glide</td>
<td></td>
</tr>
</tbody>
</table>

Tools Needed:
- Phillips Screwdriver
- Power Screwdriver
- A Helper

1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.

2.) Determine if the return will be left or right handed (see diagram next page). Locate Side Panel & End Panel and arrange like shown in drawing. Insert leveling glides, then insert all cam pins, cam locks and wood dowels. Then connect the panels by inserting the dowels into the holes on opposite panel and inserting cam pins into cam locks (see diagram). Then, twist the cam locks with a Phillips Screwdriver to secure connection.

3.) Next, locate the Desktop and insert hardware. Then, set the desktop on the lower assembly and twist cams to securely connect.

4.) Now it's time to attach the return to your desk. Locate the large flat bracket and M6 machine screws (it may be attached to the desktop already. If not, center the bracket over the edge and install 4 of the screws). With a helper, have one person hold the return desk stable while the other screws the machine screws into the desk.

5.) Once installed & leveled, use the wood screws to install the offset side panel brackets. This will further secure the side panel, but is an optional step. A power screwdriver is helpful.

6.) Lastly, insert the grommet into the desktop and use the caps provided to cover the cam locks.

Special Note:
Location & number of cam pin, cam lock and dowel holes may vary.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Box/Box/File Desk Pedestal Assembly Instructions

Applies towards:
BK/CH/FL/MJ/ML/WH2066

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>4 Large Bolts</th>
<th>3 Drawer Pulls with screws</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 set of keys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Leveling Glides</td>
</tr>
</tbody>
</table>

1.) Install 4 leveling glides.
2.) Use the screws to attach drawer pulls.

3.) To install under desk, remove the top box drawer (or top two box drawers) by locating the black tabs inside of the left & right drawer slides. Push down on one and push up on the other. This will release the drawer from the slides. Use 4 large bolts to connect to threaded holes on underside of desk. Once done, simply insert drawers back into the slides. They will snap in place.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Reversible Desk Return
CH/FL/MJ/ML/MWAL/WH2045B
Half Panel
For installation on Electric Lift L-Desks with non-adjustable returns.

Tip: Make sure your drawer pedestal is connected to your return desk with the four bolts included with the file. If that does not stabilize the desk as desired, install this half panel for additional support.

1.) Screw in both leveling glides into Half Panel.

2.) Attach the Brackets as shown. There are no pilot holes, so please use the self-drilling wood screws to attach.

ASSEMBLY INSTRUCTIONS
Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday