Electric Lift Desk Shell Assembly Instructions

Applies to:

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 received. 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>φ</td>
<td>895</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>φ</td>
<td>895</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>φ</td>
<td>895</td>
<td>8</td>
</tr>
<tr>
<td>D</td>
<td>φ</td>
<td>895</td>
<td>12</td>
</tr>
<tr>
<td>E</td>
<td>514.2</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>F</td>
<td>Allen Key 4mm</td>
<td></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

STEP 2
Install the Lifting Columns

STEP 3
Install the Feet

Component list

<table>
<thead>
<tr>
<th>No.</th>
<th>Part</th>
<th>Qty</th>
<th>No.</th>
<th>Part</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feet</td>
<td>2</td>
<td>2</td>
<td>Lifting Column</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Cable Management Tray</td>
<td>1</td>
<td>4</td>
<td>Supporting Beam</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Side Bracket</td>
<td>2</td>
<td>6</td>
<td>Head Switch (button)</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Control Box</td>
<td>1</td>
<td>8</td>
<td>Power Plug</td>
<td>1</td>
</tr>
</tbody>
</table>
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 "5-1";
  b. 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";
  c. Press "1", "2" and "3" button directly to automatically adjust the memory height you saved.
Desk/Credenza Shell Assembly Instructions

Applies to:

List of Hardware:

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<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>

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.) Next, insert all cam pins, dowels and cam locks on the top edges of the side panels and front panels. Locate the desktop and with a helper, carefully set the desktop on top of the assembly shown above. Twist cam locks to secure the connection.

5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.

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

Tools Needed:
- Phillips Screwdriver
- A helper!

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Reversible Bridge on Height Adjustable U-Workstation

Dispose of this panel
Use this panel instead

BK/CH/FL/MJ/ML/MWAL/WH2045 + 2045B

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 bridge will be Left or Right handed. Locate your Desktop, Side Panel and End Panel. In a separate box, you will find your Half Size End Panel. Dispose of the full size End Panel, as the Half Size End Panel will take its place.

3.) Insert all Leveling Glides on Side Panel and Half Size End Panel.

4.) Use the Cam Locks, Cam Pins and Dowels to connect the Half Size End Panel to the Side Panel.

5.) Then, attach the Desktop to the Side Panel and Half Size End Panel using the Dowels, Cam Locks and Cam Pins provided.

6.) Your next step is to make sure the desktop is level. This can be adjusted by screwing/unscrewing the leveling glides.

7.) Now it is time to place your bridge in between the assembled front desk and back desk. You will connect the bridge to the back desk using the Desktop Bracket and M6 machine screws. Then, connect the Side Panel to the Side Panel of your back desk using the Side Panel Brackets and Wood Screws.

8.) Your last step is to insert the Grommet into the desktop and use the Shallow and Deep Covers over the Cam Locks.

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>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Large Bolts</td>
<td>3 Drawer Pulls with screws</td>
</tr>
<tr>
<td>1 set of keys</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
4-Door Hutch Assembly Instructions

Applies to:
BK/CH/FL/MJ/ML/WH2044
MJ2025-CHL

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

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cam Lock Cap</td>
<td>Qty 4</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Inside Door Hinge</td>
<td>Qty 4</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
<td>Qty 8</td>
</tr>
</tbody>
</table>

Tools Needed:
-Phillips Screwdriver
-A Helper

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

Step 1

Figure A

Inside Door Hinges are flat
Outside Door Hinges have a ‘bump’

1.) Locate the Back Panel, Left & Right Side Panels and Center Shelf. Insert all wooden dowels, cam pins and cam locks. Connect Back Panel to the Center Shelf. Then connect the Left Side Panel, then Right Side Panel. Once all panels are connected, use your screwdriver to twist the cam locks to secure the connections.

2.) Connect the Middle Support Panel in same method.

3.) Attach Top Surface in same method.

4.) Attach all 8 Hinge Plates to the inside walls of the hutch. Use two per door. The holes are piloted. DO NOT TIGHTEN DOWN THE SCREWS ALL OF THE WAY. LEAVE WIGGLE ROOM!

4.) Your next step is to attach the hutch doors. See Figure “B” which identifies the Outside Doors and Inside Doors. There are different hinges that connect the inside & outside hinges. See Figure “A” to help identify. Attach two hinges per door. Use the hinges with the ‘bump’ on the Outside Left & Right Doors and the flat hinges on the Inside Left & Right Doors. The holes are piloted. Use the screws provided. Once the hinges are attached, slide the hinges over the Hinge Brackets, fitting the screw head of the Hinge Bracket in the slot of the Hinge. Once fitted, slightly tighten the set screw. Now, set your hutch on your desk. Use the double-sided tape to securely adhere to desktop.

5.) Next, it is time to adjust the doors so that they properly align. Using your screwdriver, turn the Set Screw on the hinge to adjust the depth and the screws on the hinge plate to move the door up/down.

6.) Last step is to install Cam Lock Caps and Grommet cover.

Video on Hinge Door Adjustment available at link:
“How to Adjust Hinges on 4-Door Hutch”