**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>①</td>
<td>#6</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>②</td>
<td>#6</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>⑥</td>
<td>#6</td>
<td>8</td>
</tr>
<tr>
<td>D</td>
<td>①</td>
<td>#6</td>
<td>12</td>
</tr>
<tr>
<td>E</td>
<td>②</td>
<td>#6</td>
<td>16</td>
</tr>
<tr>
<td>F</td>
<td>③</td>
<td>Allen Key</td>
<td>1</td>
</tr>
</tbody>
</table>

**Technical data**

- **Column Stays:** 3
- **Max. Weight Capacity:** 125KG
- **Height Range:** 580-1230mm
- **Width Range:** 1150-1900mm

**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>Hand Switch (380VAC)</td>
<td>1</td>
</tr>
<tr>
<td>⑦</td>
<td>Central Box</td>
<td>1</td>
<td>⑧</td>
<td>Power Plug</td>
<td>1</td>
</tr>
</tbody>
</table>

**STEP 1**

**Install the Side Brackets**

Attach the side brackets (5) 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 (D) 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 (C) with Allen Key (F).
**STEP 4**

1. Install the Tabletop:
   - Center the top on the base and use the wood screws to drill the top into the base. There are no plated holes for this step. The wood screws are self-tapping so you will be making your own holes.

2. Loosen:
   - The expansion distance of the supporting beam can be adjusted according to the actual use.

3. Adjust:

4. Tighten:

   **Attention:** When the supporting beam is greater than 1720mm, the installation method is as follows: Method 2 in Step 5.

**STEP 5**

5. Install the Control Panel and the Control Box:
   - Use the wood screws provided to attach: control panel and control box in your preferred spot. There are no plated holes for this step. The wood screws are self-tapping so you will be making your own holes.

6. Power port:

   **Port for hand switch**
   - Power port
   - Port for cable connected to the lifting column

**STEP 6**

7. Install the Cable Management Tray:
   - Finally, slide the screws (B) completely into the supporting beam (A) with Allen Key (F), which means do not tighten them. Next, slide one side of the cable management tray (C) into the screws (B), then the other side. Finally, tighten the screws (B) with Allen Key (F).

8. Common fault treatment

   **Method 1:**
   - Power supply: AC100V–240V, 50/60Hz
   - Service Environment: 0–40°C
   - Unplug the power plug before cleaning, wipe the bulb on surface with slightly wet cloth when cleaning, no need to wash the lights, dry them after cleaning.
   - The electric box contains electronic components, metals, plastics, wires etc., so dispose of it in accordance with each country’s environmental regulations, not the general household waste.
   - Check carefully to ensure correct and complete assembly before using.
   - Be familiar with all functions and program settings of the product before first use.
   - Children are forbidden to play on this product because of unintentional injury, especially children under 3 years old.

   **Method 2:**
   - Slight noise caused by the vibration of brake system due to structure will not have any effect on the use of the equipment.
   - Contains or abrasive materials are forbidden to clean the equipment. Must ensure that the cleaner used will not pollute the environment.
   - When the equipment is not in use, the power plug must be disconnected. The equipment is not safe for use when not in use, and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge may be exposed to risks to health by handling this appliance in a safe way and understand the hazards involved. Children shall not play with the equipment.
   - Cleaning and user maintenance shall not be made by children without supervision.
   - If the supply cord is damaged, it should be replaced by the manufacturer, its service agent or similar qualified persons to prevent the hazard.
   - As the product is non-waterproof, it must be kept away from the rain or water.

   **Fault phenomenon**
   - No response after long pressing down switch after initialization will power supply.
   - No response while pressing up and down switch connected to power supply.

   **Method**
   - Check if all the cables are connected well
   - Contact your supplier or dealer

   **Rising in a low speed**
   - Check if the cables are connected with power supply.
   - Contact your supplier or dealer

   **Go down but not go up**
   - Check if the cables are connected
   - Discharge
   - Contact your supplier or dealer

   **Downward sliding**
   - Check if the cables are connected
   - Contact your supplier or dealer

   **Frequently Reposition**
   - Check if the cables are connected
   - Contact your supplier or dealer

   **Overheat**
   - Check if the cables are connected
   - Contact your supplier or dealer

   **Waste disposal**
   - This marking indicates that this product should not be disposed of with other household wastes. To prevent possible harm to the environment or human health from uncontrolled waste disposal, recycle it responsibly to promote the sustainable reuse of material resources. To 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.
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";
     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.
Desk/Credenza Shell Assembly Instructions

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

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>

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.

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>Leveing 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