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>①</td>
<td>W1</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>②</td>
<td>W2</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>③</td>
<td>W3</td>
<td>8</td>
</tr>
<tr>
<td>D</td>
<td>④</td>
<td>W4</td>
<td>12</td>
</tr>
<tr>
<td>E</td>
<td>⑤</td>
<td>W5</td>
<td>16</td>
</tr>
<tr>
<td>F</td>
<td>⑥</td>
<td>Allen Key driver</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Supporting Beam</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Side Bracket</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hand Switch</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Power Plug</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 1:
Install the Side Brackets
Attach the side brackets to the ends of the supporting beam using screws A as shown with the Allen Key.

STEP 2:
Install the Lifting Columns
Insert the lifting columns into the ends of the supporting beam. Fix the lifting columns using screws D with the Allen Key.

STEP 3:
Install the Feet
Place the feet on the bottom of the lifting column. Fix the feet using screws C with Allen Key.
**STEP 4**

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

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

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

3. Loosen and Tighten:
   - Do not stretch the support beam beyond this hole.

**STEP 5**

1. Install the Control Panel and the Control Box:
   - Use the wood screws provided to attach the control panel to 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.

2. Power Port:
   - Port for hand switch
   - Port for cable connected to the lifting column

**STEP 6**

1. Install the Cable Management Tray:
   - Method 1
   - Method 2

   Finally, route the screws (B) incompletely 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).

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**Common Fault Treatment**

The following tips will help you detect and eliminate the common fault and error of the product. If you encounter other problems, please contact the supplier. Only the manufacturer and professionals are capable of investigating and correcting those fault and error.

- **Fault phenomenon**
  - **Method**
  - No response while long pressing down power supply
    - 1. Check if all the cables are connected well
    - 2. Contact your supplier or dealer
  - No response while pushing up power supply
    - 1. Check if all the cables are connected well
    - 2. Contact your supplier or dealer
  - Rising in a low speed
    - 1. Check if the motor is damaged
    - 2. Contact your supplier or dealer
  - Go down but not go up
    - 1. Check if the power supply is connected
    - 2. Contact your supplier or dealer
  - Downward sliding
    - 1. Check if the power supply is connected
    - 2. Contact your supplier or dealer
  - Frequently Reposition
    - 1. Check if the power supply is connected
    - 2. Contact your supplier or dealer

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**Waste disposal**

This marking indicates that this product should not be disposed of with other household waste. 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

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!

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.

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

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!

Tools Needed:
-Phillips Screwdriver
-A Helper

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

Step 1
Figure A

Step 2
Figure B

Step 3

Step 4

Step 5

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"
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.
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