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>
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<tbody>
<tr>
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<td>B</td>
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Component list

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<tr>
<th>No.</th>
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<th>Part</th>
<th>Qty</th>
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<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>
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<tr>
<td>5</td>
<td>Side Bracket</td>
<td>2</td>
<td>6</td>
<td>Hand Switch (Fits E)</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 to the ends of the supporting beam using screws, 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 with the Allen Key.

STEP 3
Install the Feet

Place the feet on the bottom of the lifting column. Fix the feet using screws with the Allen Key.
**STEP 4**

Install the Tabletop:

1. Center the top on the base and use the wood screws to drill 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.

2. Loosen

3. Adjust

4. Tighten

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

**STEP 5**

Install the Control Panel and the Control Box:

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

Use the wood screws provided to attach the hand 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.

**STEP 6**

Install the Cable Management Tray:

1. [Instructions for installing cable management tray]

2. [Instructions for adjusting the tray]

3. [Instructions for tightening the screws]

**Common Fault Treatment**

The following tips will help you detect and eliminate the common faults and errors of the unit you have just installed. Please contact your supplier if you encounter any issues.

**Fault phenomenon**

- Method 1: Check if all the cables are connected correctly.
- Method 2: Contact your supplier or dealer.

**Rising in a low speed**

1. Contact your supplier or dealer.

**Go down but not go up**

1. Contact your supplier or dealer.

**Downward sliding**

1. Contact your supplier or dealer.

**Frequently Reposition**

1. Contact your supplier or dealer.

**Overhaul**

- Check if the support is engaged with the supporting beam.
- Check if the support is engaged with the supporting beam.
- Check if the support is engaged with the supporting beam.

**Attention**

1. Power supply: AC100V-240V, 50/60Hz.
2. Service Environment: -40°C to 40°C.
3. Do not use the power plug before cleaning; wipe the bolt on surface with slight wet cloth before cleaning.
4. The electric box contains electronic components, metal, plastic, wires, etc. Be sure to inspect it in accordance with local country’s environmental legislation, or the general household waste.
5. Do not throw the power plug in trash. It is not safe to be handled by children.
6. Be familiar with all functions and program settings of the product before first use.
7. Children are forbidden to play on the product because of a serious risk of suffocation from the cable.
8. Light can be very bright, please pay attention to your eyes and hands.
9. Slight noise caused by the Y-shaped belt or brake system due to structure will not have any effect on the use of the equipment.
10. Contains or abrasive materials are forbidden to clean the equipment. Must ensure that the cleaner used will not affect the environment.
11. Do not use the product if the unit is not able to perform any function.
12. Do not use the product if the unit is not able to perform any function.
13. Do not use the product if the unit is not able to perform any function.
14. 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 environmentally 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 "5-2";
  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

Applies to: (BK/CH/MJ/ML/MWAL/WH) 2001/2002/2043/2089/3624/7124

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
Reversible Bridge on Height Adjustable U-Workstation

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

List of Hardware:

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Part</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
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<tr>
<td>Shallow Cover</td>
<td>Rectangular</td>
<td>4</td>
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<tr>
<td>Worksurface Bracket</td>
<td>Rectangular</td>
<td>1</td>
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<tr>
<td>Cam Pin</td>
<td>Round</td>
<td>2</td>
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<tr>
<td>Deep Cover</td>
<td>Rectangular</td>
<td>2</td>
</tr>
<tr>
<td>Side Panel Brackets (2)</td>
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<tr>
<td>Cam Lock</td>
<td>Round</td>
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<td>Grommet</td>
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<td>M6 Screw</td>
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<td>1</td>
</tr>
<tr>
<td>Wood Screw</td>
<td>Round</td>
<td>1</td>
</tr>
<tr>
<td>Leveling Glide</td>
<td>Rectangular</td>
<td>1</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
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>
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</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cam Lock Cap</td>
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<tr>
<td>Cam Pin</td>
<td>Qty 4</td>
<td>Inside Door Hinge</td>
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<tr>
<td>Cam Lock</td>
<td>Qty 8</td>
<td>Grommet</td>
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</table>

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

Tools Needed:
- Phillips Screwdriver
- A Helper

Figure A

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

Step 1

Figure B

Step 2

Step 3

Step 4

Step 5

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.) 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:

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<th>Part</th>
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<tr>
<td>4 Large Bolts</td>
<td>3 Drawer Pulls with screws</td>
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<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