



altwork™

FLEX series

Assembly Instructions

The new way to work

For Assembly You Will Need:

Two adults who are capable of lifting, kneeling, and bending.
An area to assemble - on carpet or another soft surface.

Make sure to check the boxes for any serious damage before assembling your station.

NOTE: If any box is damaged, photograph the box before opening. If the delivery person is still on-site, document the damage in accordance with the delivery person's procedure. Open the damaged box and photograph any damaged Altwork components. Open the remainder of the boxes and inspect all of the parts for damage before starting assembly.

If any components are damaged, Email pictures of all damaged boxes and components to Altwork (**support@altwork.com**) so we can send replacement parts. If there is no apparent damage, assembly can proceed.



The new way to work

Tools & Hardware

Flush Cutters



Pliers



Level



Nuts



Plug



6mm Hex Key



8mm Hex Key



3/16" Hex Key



3/8" Hex Key & Handle



1/4" Hex Key



Bolts



The new way to work

Unboxing The Movement Core



REMOVE PLASTIC CLIPS: Place two fingers in the opening of the clips, squeeze and pull. Make sure to save the clips.

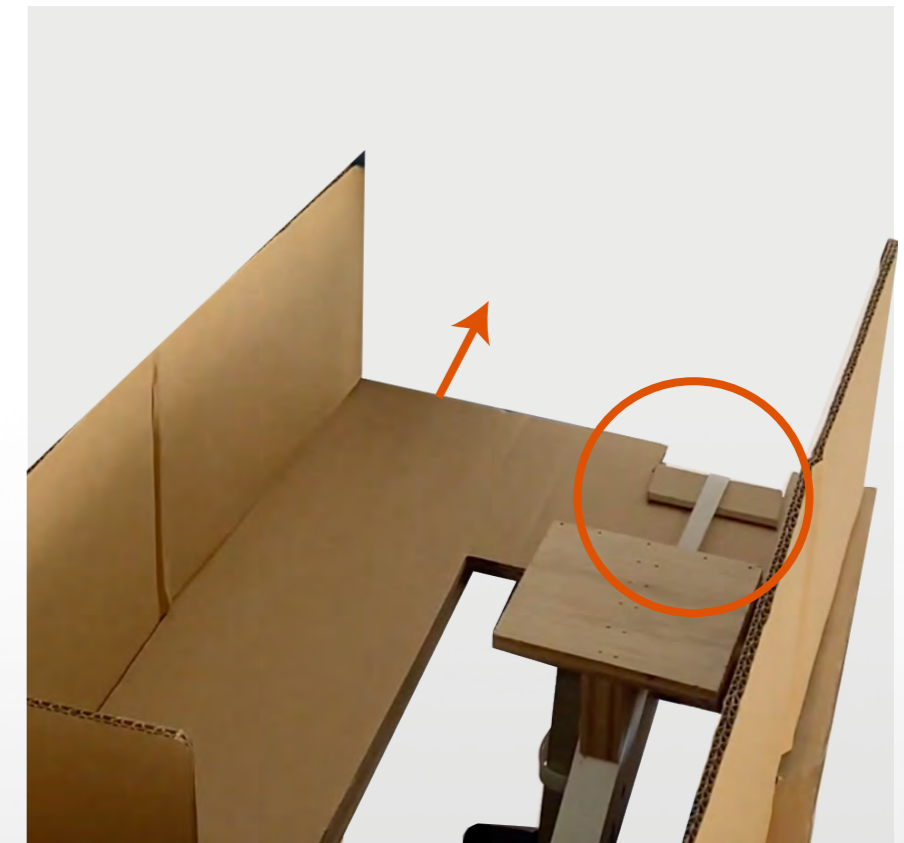


Flush Cutters



OPEN THE BOX: Use the handles and lift the box straight up.

REMOVE CARDBOARD: Remove the cardboard piece by piece (lift straight up).



CUT ZIP TIE: Cut and remove the zip tie. Then remove the final piece of cardboard.

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Unboxing The Movement Core



REMOVE MOVEMENT CORE: Lift the light side of the movement core, then lift the heavy side. Then lift the entire movement core up and out of the box.

Make sure to place the movement core on a soft surface.

TAKE EXTRA PRECAUTIONS TO KEEP ALL THE BOXES AND PACKING PIECES IN GOOD CONDITION IF YOU NEED TO MAKE A RETURN. FULL REFUNDS ARE NOT AVAILABLE FOR DAMAGED PRODUCTS.

The new way to work

1 Movement Core & Base Assembly



Grasp the movement core by the metal tube inside (not the plastic cover) and slide the foam block underneath, so it rests about an inch behind the edge of the plastic cover.



TILT THE BASE: Tilt the base towards the movement core, so the base holes align with the studs at the bottom of the movement core.



The new way to work

1 Movement Core & Base Assembly



CONNECT THE BASE & MOVEMENT CORE: Screw the nuts on with your fingers and use the t-handle wrench to tighten. Tighten the nuts on the base in a diagonal pattern. Make sure you firmly tighten all the nuts 2x.

Tilt the movement core up, so it sits on top of the base.



The new way to work

2 Seat Assembly



PREPARATION: Remove the plastic cap and cut the zip ties.



INSTALLATION: Lift the seat and slide it onto the metal post. The person in the front will support the seat's weight and slowly raise or lower the front of the seat, so the slots in the tube will engage with the post's teeth. The front person should not press the seat onto the post as their angle will make alignment more difficult. The person behind the seat will support the seat weight on the right side and firmly press the seat straight onto the post. The right hand should be in line with the post and press directly toward the post. This will help the coupling to slip straight on without catching on the sides of the tube.



Lift the seat cushion and screw in the bolt first using your fingers. Then finish screwing in the bolt with the hex key just until the plastic washers are partially compressed.



Flush Cutters



3/16" Hex Key



Bolt

The new way to work

3 Shipping Brace Removal



PREPARATION: Remove the nut on the shipping brace closest to the rear of the station, Then remove the nut on the shipping brace closest to the front of the station. Leave both of the bolts in place.



REMOVAL: Put pressure on the arm of the station to help loosen the bolts, then remove the shipping brace.



Pliers



8mm Hex Key



6mm Hex Key

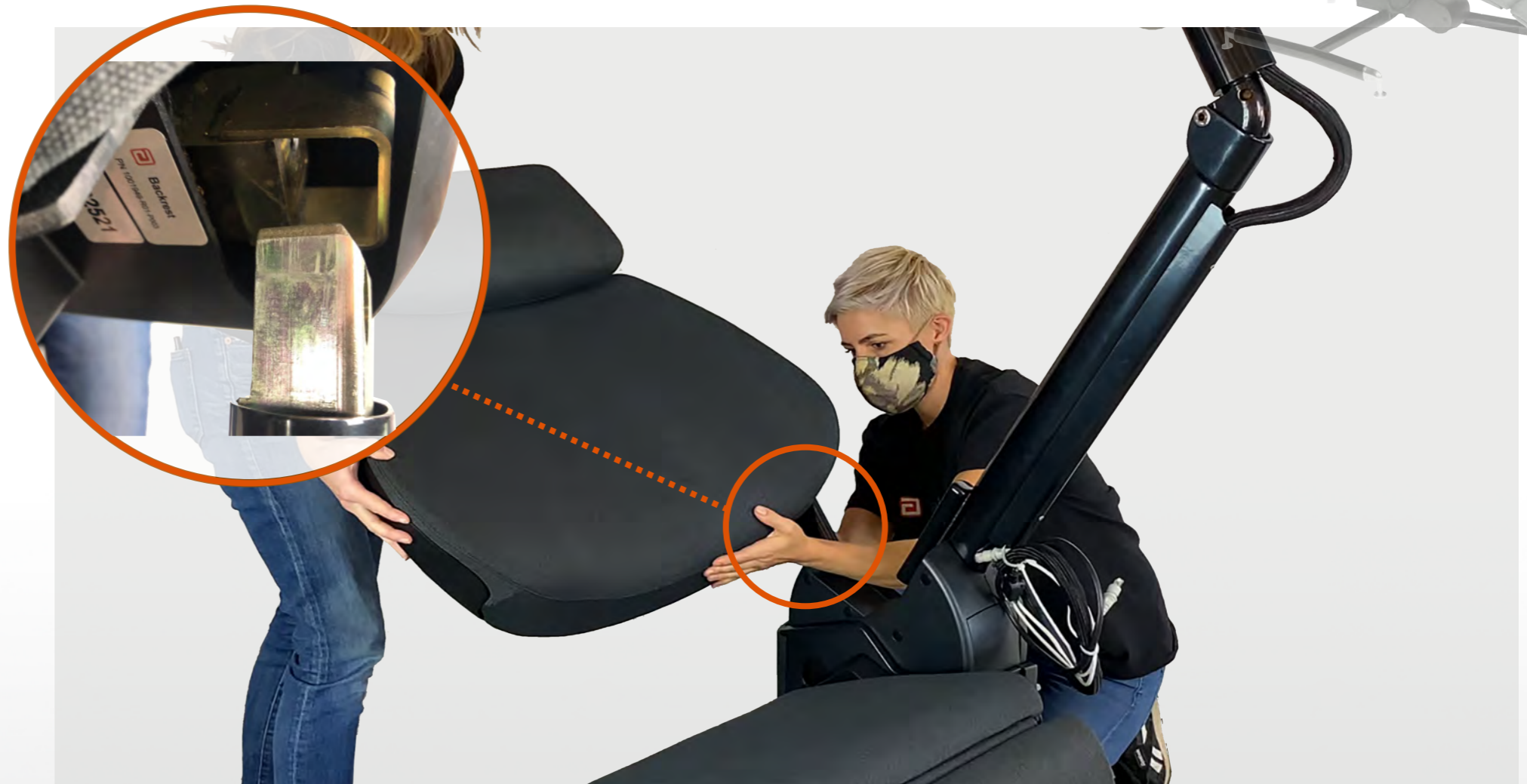


The new way to work

4 Backrest Installation



PREPARATION: Place the metal cover over the movement core post. Push down firmly to ensure it is secure.



INSTALLATION: Then lift the backrest and guide the channel over the movement core post. Move the backrest forward and back to align the channel on the post.

The new way to work

4 Backrest Installation



You will know that the post is completely engaged when you can see that the channel hole and the post hole are aligned. If the seatback plastic has lowered, you will need to press the bottom of the plastic forward and slide the plastic to the highest position to get the hole in the plastic aligned with the bolt hole so you can see inside.



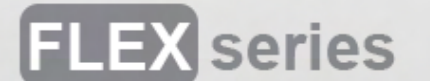
TIGHTEN: Insert the bolt into the post. For the bolt to fully align, the person supporting the weight of the backrest will need to slowly lift the backrest up and down while the person with the wrench ensures that the bolt is turning freely.



3/8" Hex Key & Handle



Bolt



The new way to work

4 Backrest Installation



INSTALLATION: Once the bolt is tight, use the 3/8" hex key handle to tighten fully. Push down until the aluminum handle begins to bend or breaks off completely.

Install the plastic plug.



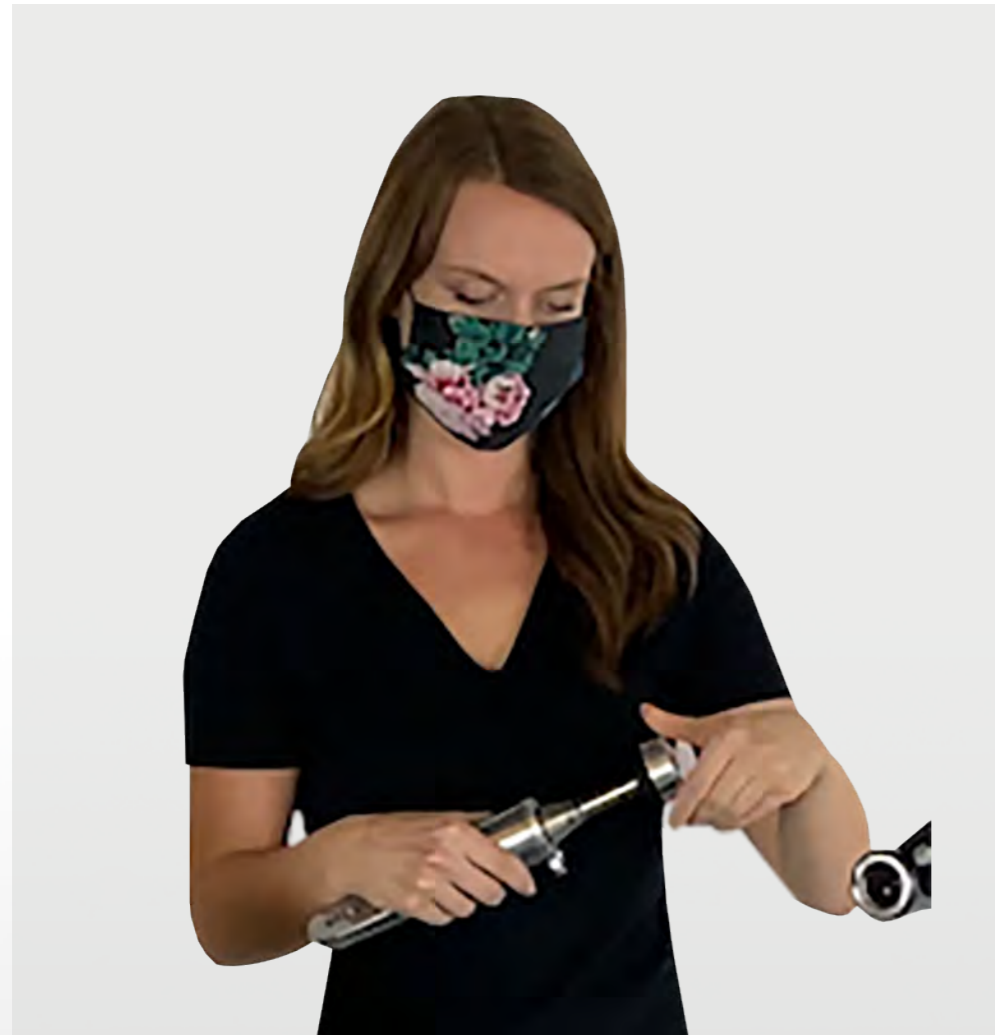
3/8" Hex Key & Handle



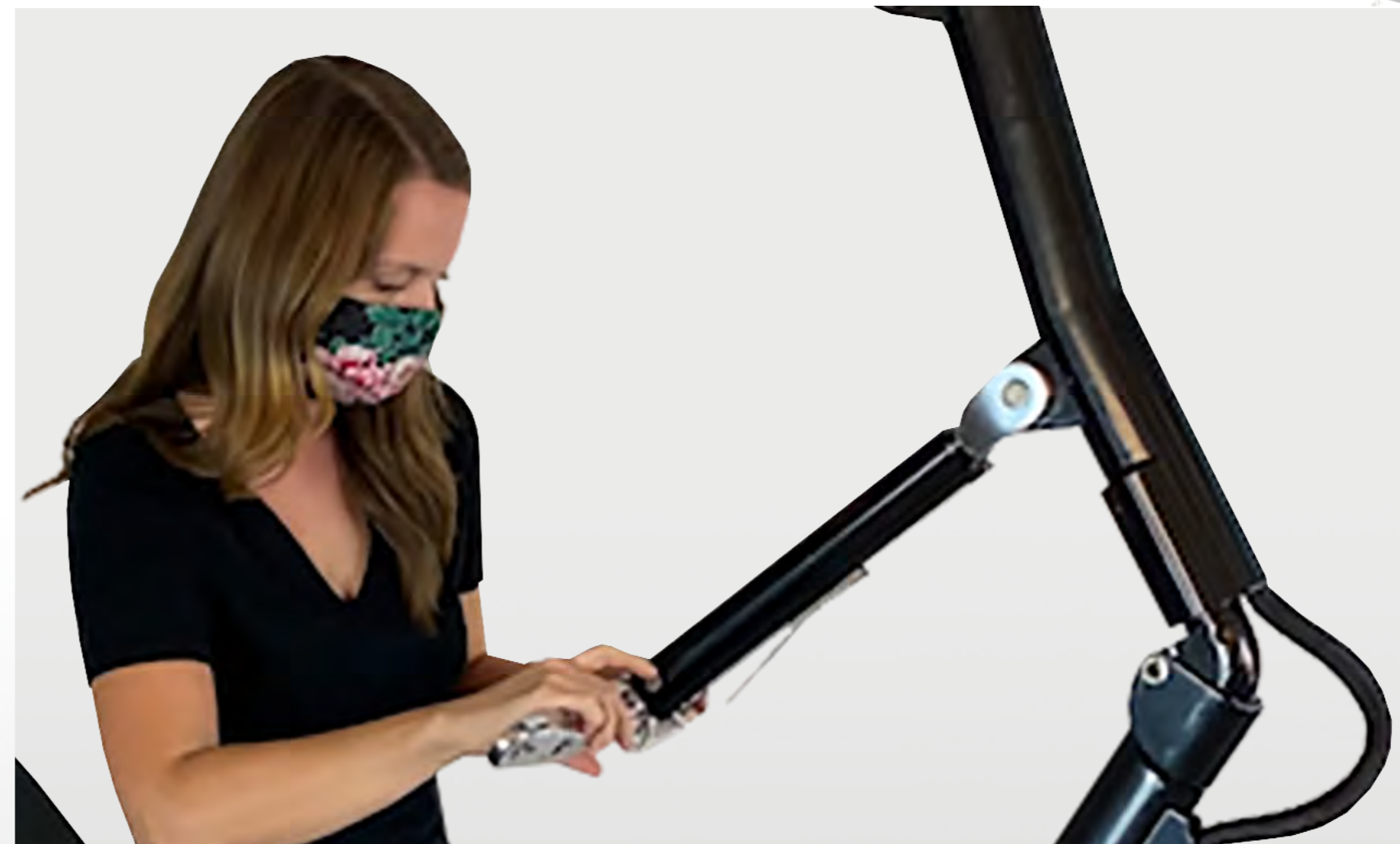
Bolt

The new way to work

5 Desk Assembly



PREPARATION: Unscrew the desk mount and make sure the washer stack is present.



Insert the desk mount into the desk arm and screw the knob onto the shaft.

The new way to work

5 Desk Assembly



INSTALLATION: Insert the bolts and position the desk so the bolts line up with the desired holes. Most users mount the desk using the center two holes. If the user requires more space, use the holes closest to the desk edge. If the user needs the desk closer, use the holes farthest from the desk edge.

Screw in the bolts, starting with the bolt closest to the desk arm. Make sure this bolt is screwed in all the way, then screw in the second bolt.

Firmly tighten both bolts.



3/16" Hex Key



Bolt

The new way to work

6 Monitor Arm Installation



PREPARATION: Remove the bolt from the monitor arm, then remove the magnetic disk on the arm's right side by touching the 1/4" hex key to the disk, then remove the bolt.



INSTALLATION: Slide the yoke grooves over the keys on the monitor arm's two disks. The monitor arm will slide straight down. If the monitor arm fits tightly, firmly push down while wiggling side to side.



Pliers



1/4" Hex Key

The new way to work

6 Monitor Arm Installation



POSITION THE CLEVIS: Position the clevis, tilting at a 45° angle toward the seat when tightening. Insert the bolt and moderately tighten with the ¼" hex key provided. Then replace the magnetic disk.



1/4" Hex Key



Bolt

The new way to work

7 Leg Rest Assembly



PREPARATION: Cut the zip tie under the leg rest.



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Remove the pin on the bar under the leg rest, then slowly lift the leg rest until you see the first hole in the bar under the leg rest. Re-insert the pin. Then remove the cardboard from the ratchet bars under the leg rest.



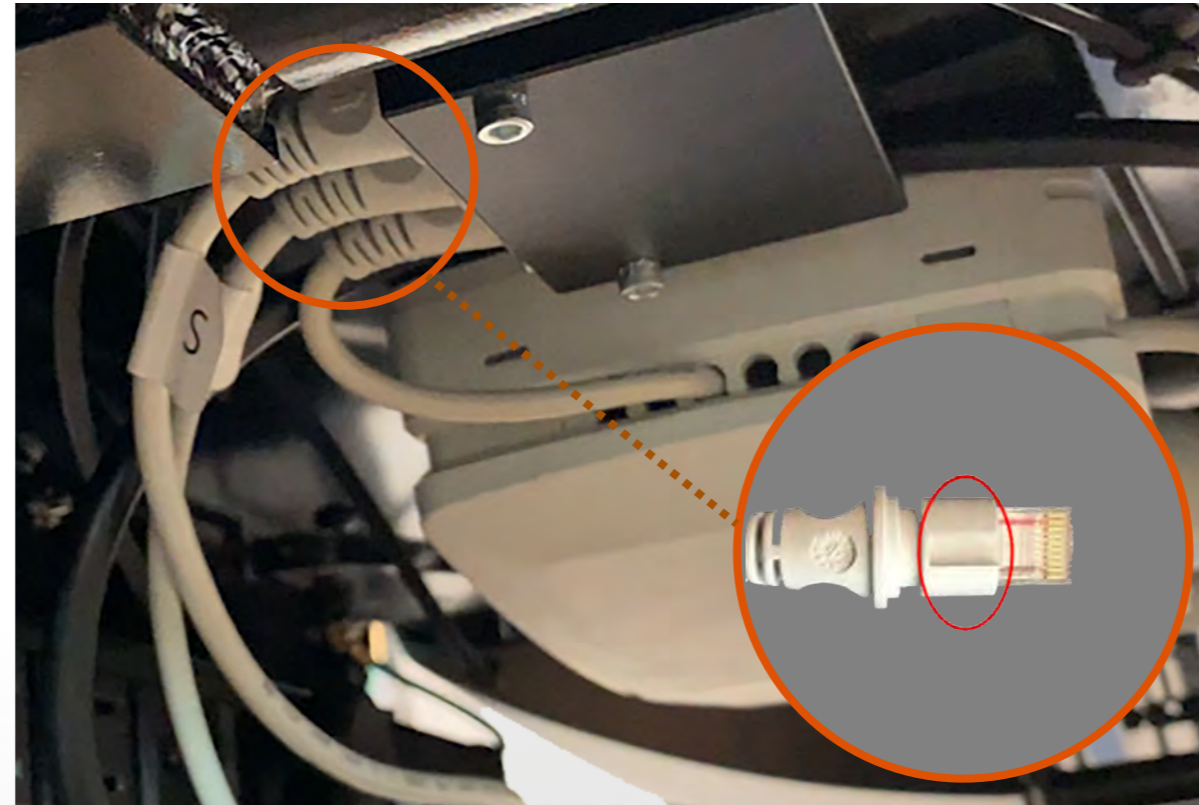
POSITION LEG REST: Push up on the ratchet bar closest to the seat with one hand while slowly lifting the leg rest up with the other. Lift the leg rest until the ratchet bar hits the hinge, then slowly lower the leg rest back down until the bar catches. To adjust the leg rest, lift each section until you reach the desired angle.

The new way to work

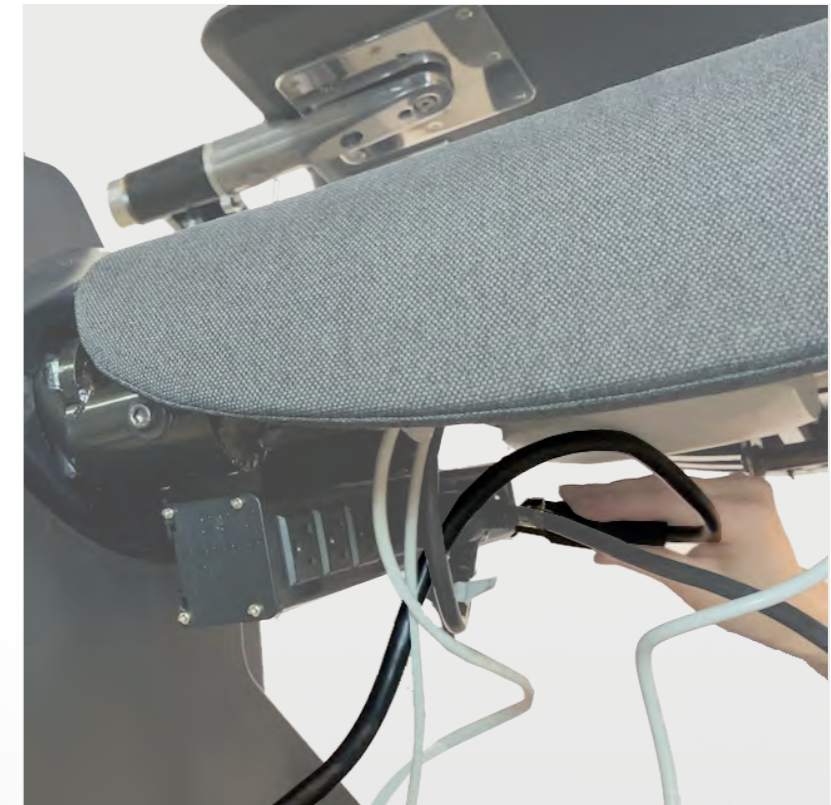
8 Cable Installation



CONNECT THE ACTUATOR CORD: Open the cover under the seat, and plug the actuator cord into the far right port. Route the actuator cord out the right side of the controller box, as seen in the video, to prevent smashing the cable.



'S' AND 'D' CABLES: Plug the 'S' and 'D' cables into the sockets of the connector box. (It does not matter what cable goes into which socket.) To insert the connectors correctly, the slot in the sides of the connectors needs to be facing up towards the bottom of the seat.



CABLE ROUTING: Route the AC monitor cord to the power strip. Route the cord through behind the other wires as shown, and plug it into the power strip.



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Zip Ties

The new way to work

8 Cable Installation



TEST THE CIRCUIT BREAKER: Press the blue GFCI button. A green light will come on. Then turn the circuit breaker on by pressing the red button (So the switch lights up indicating power on). Next, press the gray button to reset the GFCI. Finally, press the blue GFCI once more to power on.



Flush Cutters



Zip Ties

The new way to work

9 Desk Leveling



Before leveling the desk, install your monitor, as the weight of a monitor will affect the desk's angle.

POSITION DESK ARM: Squeeze the lever under the desk arm and position the desk arm about midway out, or three inches.



LEVEL DESK ARM: Raise the desk arm until you hear a click and then push it down firmly until the desk arm is level. Place your level on the desk arm to check for levelness.



Level



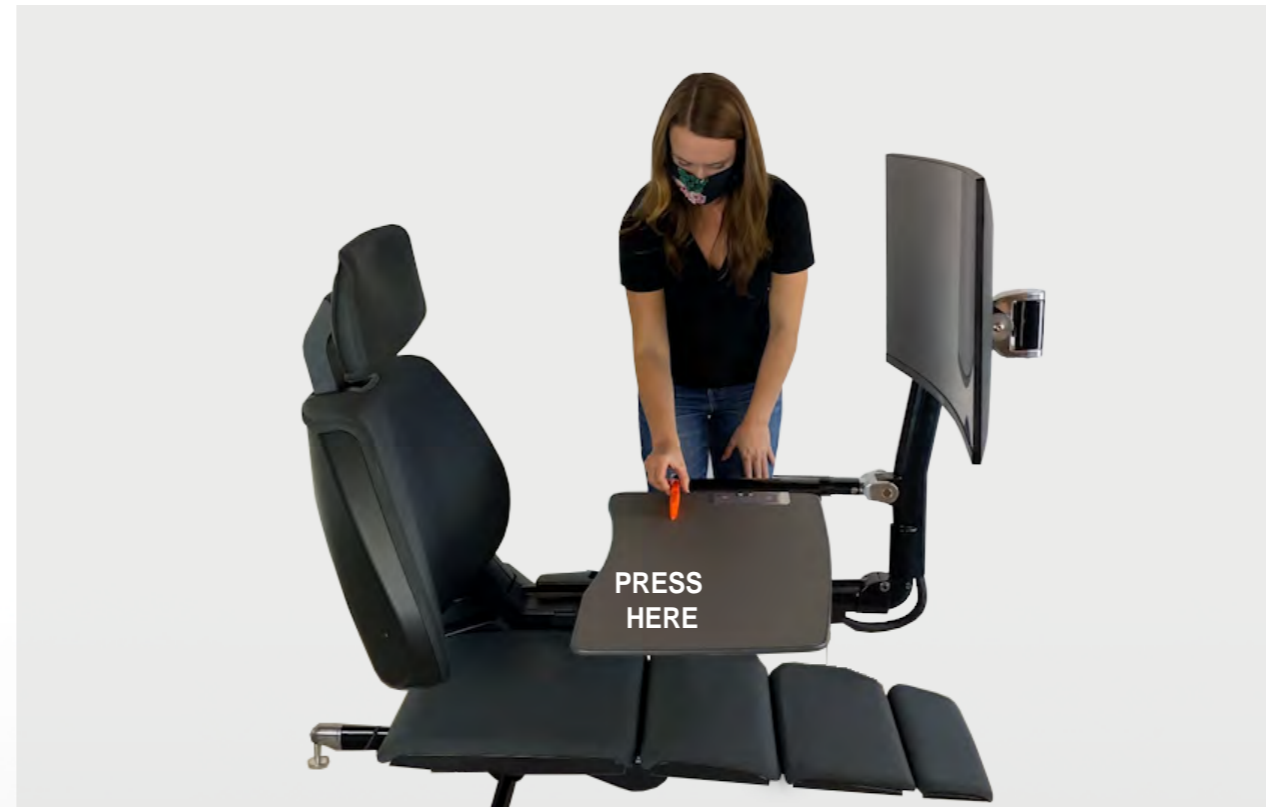
3/16" Hex Key

The new way to work

9 Desk Leveling



DESK ANGLE: Place the level on the desk to check for levelness. Tilt the desk until it is level.



DESK LEVELING: Place the level on the desk parallel to the desk arm and push down on the outer edge of the desk.



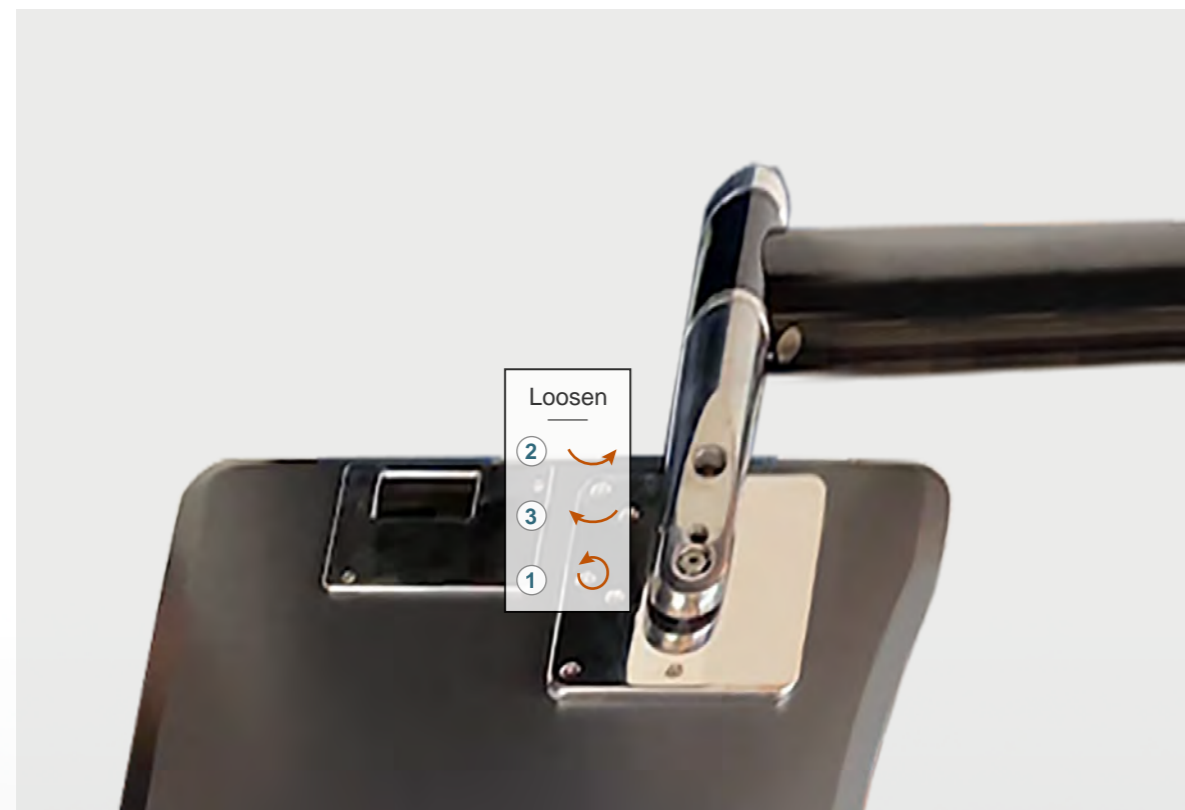
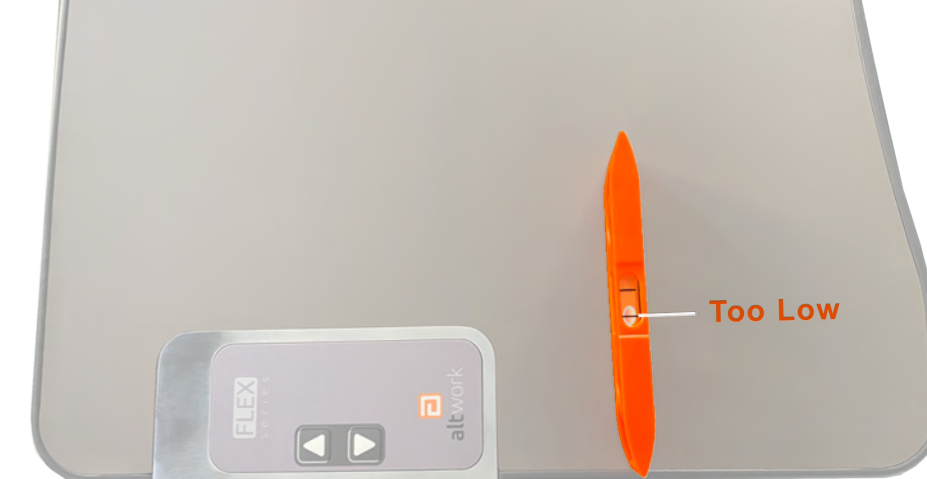
Level



3/16" Hex Key

The new way to work

9 Desk Leveling | Too Low



Turn the desk over and unplug.

LOOSEN: Loosen the keeper screw farthest from the desk arm by one full turn. Then loosen the keeper screw closest to the desk arm by one-half turn. Finally tighten the jackscrew by one-half turn. This will raise the outside edge of the desk by approximately 3/8". If less adjustment is needed, try a 1/4 turn instead.



TIGHTEN: Fully tighten the keeper screw closest to the desk arm. This is critical to do in order. Fully tighten the keeper screw farthest from the desk arm. Then turn the desk back over and recheck the level.

Each full turn of the jackscrew moves the outside edge of the desk, approximately 3/4 of an inch.



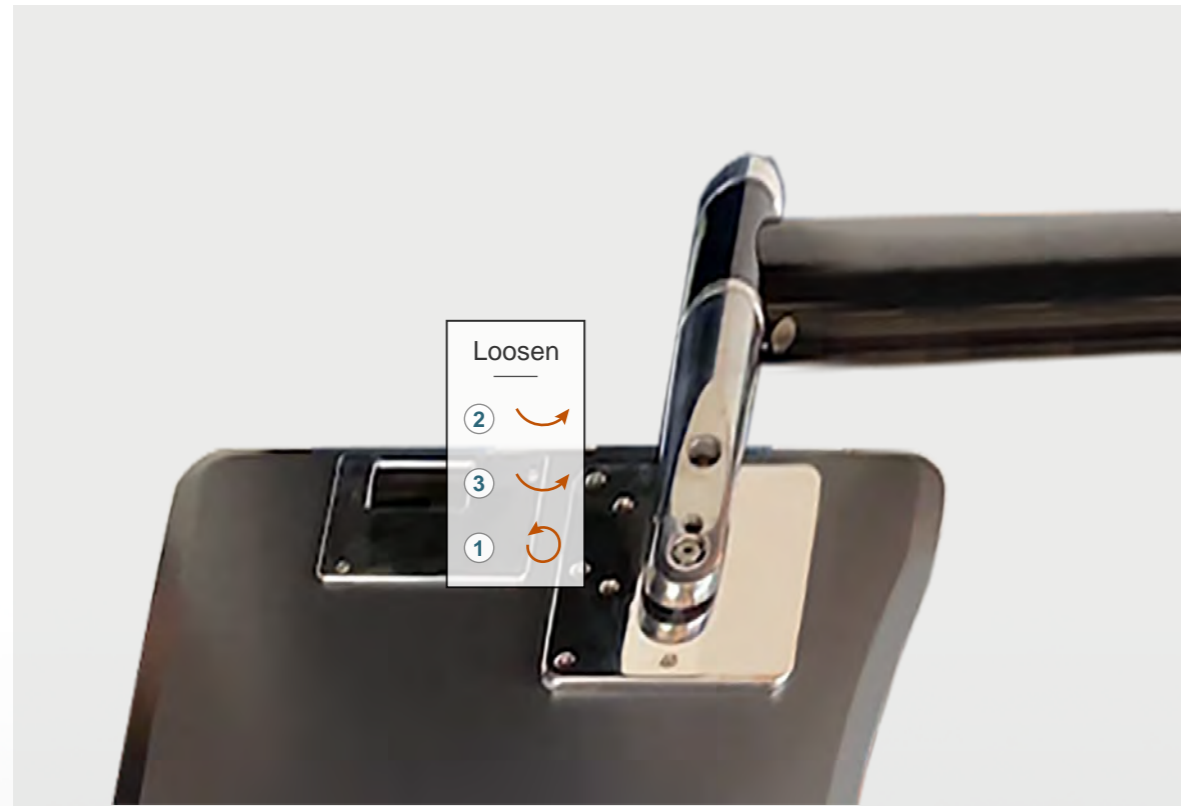
Level



3/16" Hex Key

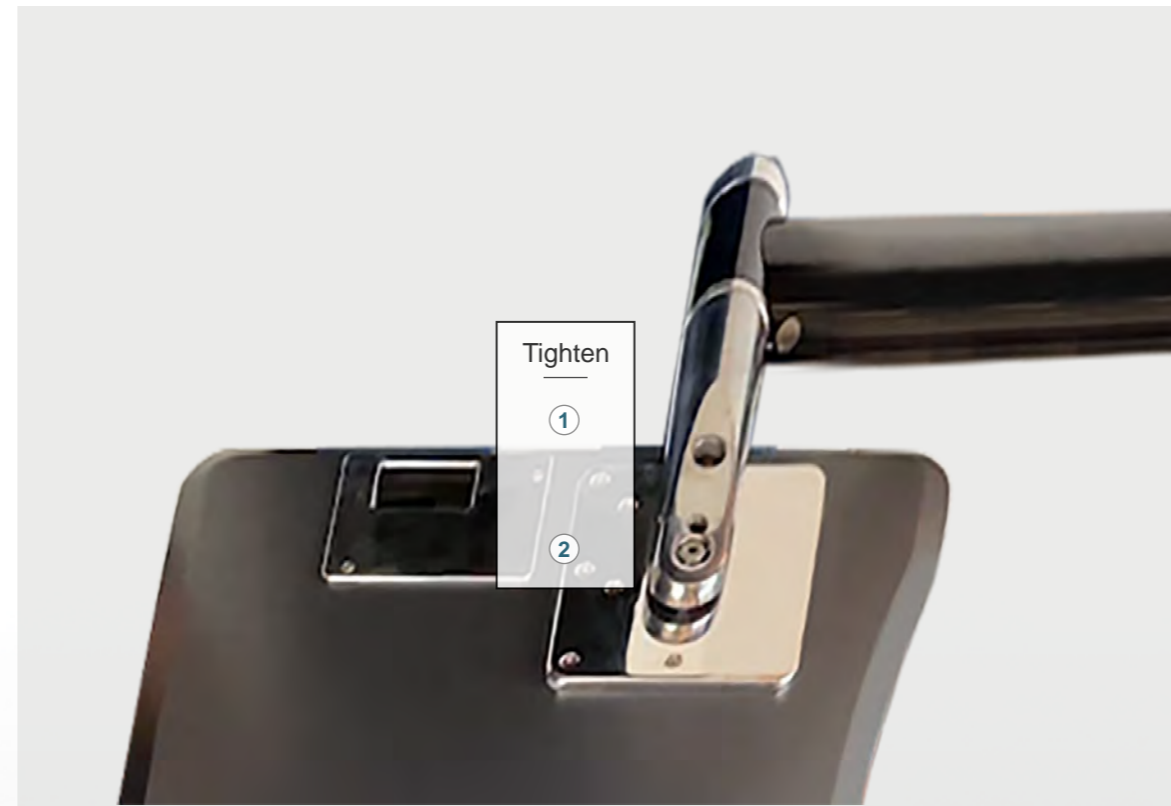
The new way to work

9 Desk Leveling | Too High



Turn the desk over and unplug.

LOOSEN: Loosen the keeper screw farthest from the desk arm by one full turn. Then loosen the keeper screw closest to the desk arm by one-half turn. Finally loosen the jackscrew by one-half turn. This will drop the outside edge of the desk by approximately 3/8". If less adjustment is needed, try a 1/4 turn instead.



TIGHTEN: Fully tighten the keeper screw closest to the desk arm. It is critical that these steps are followed exactly as written. Then fully tighten the keeper screw farthest from the desk arm. Then turn the desk back over and recheck the level.

Each full turn of the jackscrew moves the outside edge of the desk, approximately 3/4 of an inch.



Level



3/16" Hex Key



altwork™

Need help? Contact us
support@altwork.com

EC Declaration of Conformity

Altwork
400 Breezewood Drive
Geyserville
California
95441
United States

For the Altwork Flex Series
Model number: 1002035-R01

The above-described machinery fulfils all the relevant provisions of
The Machinery Directive 2006/42/EC

The above-described machinery also fulfils all the relevant provisions of the following Directives:

Electromagnetic Compatibility Directive 2014/30/EU

The applicable parts of the following harmonised standards were applied to achieve compliance:

EN 60204-1:2018	EN 55011:2016+A1+A2
EN 61000-3-2:2019+A1	EN 61000-3-3:2013+A1

Signed for and on behalf of

Altwork
400 Breezewood Drive
Geyserville
California
95441
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At the above address

On the 31st of March 2022



MATTHEW VALLOTTON

Director of Engineering and Fulfillment