Officesto**Go**

OTGHABASE2 HEIGHT ADJUSTABLE TABLES
OPERATING INSTRUCTIONS

A. INITIAL SETUP

1. Make sure the worksurface is securely affixed to the mechanism.

2. Please be sure the area around the table is clear of any obstructions.

3. Your Offices To Go Height Adjustable Table Base comes out of the box ready to use. Just plug into a standard outlet and enjoy.

B. OPERATION

1. Press and hold the ∧ or ∨ to set the table to your desired position. The table will reach a maximum height of 45.5" and minimum height of 27.8" when measured to the top of the Offices To Go (OTG) 1" Laminate Top.

C. MEMORY SETTINGS

• Once you have adjusted the desk to your desired height, you can set the height to a memory key on the handset.

1. Press and hold the **S** button for approximately two seconds until the screen begins to flash. Then press the number on the handset where you want the position stored. You may store up to three positions using numbers **1** through **3** on the handset.

   a. If no selection is made within 10 seconds, the screen will stop flashing and will leave the Memory Settings mode.

2. Once you have set your memory position, simply press the number on the handset and the table will automatically adjust to the stored height. To stop the table during automatic adjustment, tap any button on the handset.

D. PINCH + COLLISION PROTECTION

1. Press and hold the **S** button for about two seconds until the screen begins to flash.

2. While the screen is flashing, press and hold the ∧ and ∨ at the same time for about five seconds.

   a. Press 1 for Pinch + Collision with light resistance (most sensitive).

   b. Press 2 for Pinch + Collision with moderate resistance (least sensitive).

   c. Press 3 to turn off and on the Pinch + Collision settings.

3. Once your selection is made, press the **S** to save it. The screen will then show the current table height. This indicates your setting has been saved.

E. CALIBRATING THE HEIGHT

• Your table comes out of the box calibrated to its height limits when paired with an Offices To Go Laminate 1" Laminate Top. However, there may be a need after installation to adjust the handset readout, i.e if using alternate tops of varying thicknesses.

• To ensure the readout on the handset matches the measurement to the top of the worksurface, follow the steps below.

1. Press and hold ∨ until the mechanism is at its lowest setting.

2. Measure the distance in inches from the floor to the top of the worksurface using a tape measure.

3. Press and hold the **S** button for about two seconds until the screen begins to flash.

4. Press the ∧ or ∨ to adjust the readout of the base height.

5. Once you have matched the handset readout to your measurement, press and hold **S** until the screen flashes briefly.

6. The calibration is now done and your table is ready for use.

F. RESETTING THE BASE AFTER AN ERROR OR POWER DISRUPTION

• Occasionally, an error code or power disruption will cause the base to flash its lowest standard height (27.8").

• This indicates that a reset is required. To reset the base:

1. Press and hold the ∨ until the base reaches the lowest position.

2. The readout will stop flashing. The table will operate normally.

G. INITIALIZING — RESETTING THE BASE AFTER RECONFIGURATION

• Although your Offices To Go (OTG) Height Adjustable Table Base comes out of the box ready to use, it is recommended to re-initialize the table if reconfigured, relocated or if worksurface is changed. To RE-INITIALIZE:

1. Please be sure the area around the table is clear of any obstructions.

2. Press and hold the ∧ and **S** at the same time for about three seconds. The screen will flash "SET" and begin the reset process. The table will automatically go to the lowest position, then the highest position, then back down to the lowest position.

3. The reset process is now done, and your table is ready for use.

H. ERROR CODES

1. Protection from Overheating

   a. If table is used continuously for 5 minutes (cycling up / down) the table base will stop and the handset readout will display "HOT". The table will remain locked for a one minute "cool down" before allowing operation.

2. Overload Protection

   a. The table base can hold up to 220 lbs. (including the worksurface). If the table becomes overloaded, the handset readout will display "E01". Remove weight from the table to continue operation.

3. Pinch + Collision Detection

   a. Pinch + Collision Protection allows the table to "sense" when it encounters an obstruction while moving up or down. This feature will automatically stop the table and reverse it slightly to prevent any damage to the motor or obstructions. The handset readout will display "E16". Remove the obstruction from the tables path and continue operation.

ERROR CODE SUMMARY

HOT = motor is overheating from continuous use. Table will rest for one minute before operation is allowed.

E01 = motor is overloaded with too much weight. Table will not function until the weight load is reduced below 220 lbs.

E16 = the table sensed an obstruction and stopped. Remove the obstruction and operate the table per instructions.