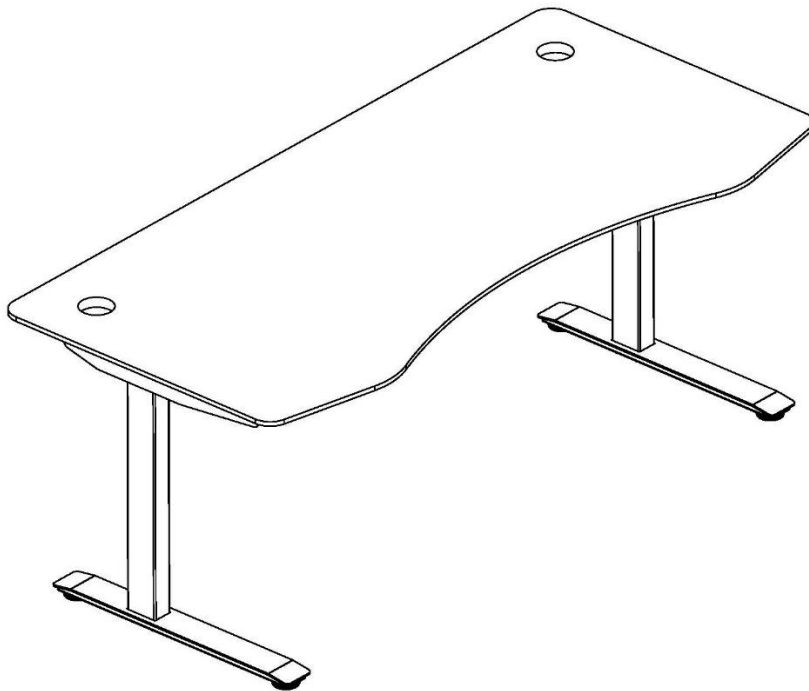




ApexDesk™

ELECTRIC HEIGHT-ADJUSTED SIT TO STAND DESK

Elite Series Assembly Guide



8/12/2017

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CAUTION, USE & LIABILITY

CAUTION

Make sure no obstacles are in the desk's path. Make sure the desk top is not touching any walls. Make sure all cords are of appropriate lengths to accommodate the change in desk height.



Read and understand this manual before attempting to install or operate.



This product is not intended for use by young children or for those who require supervision



Do not sit or stand on the desk. Do not crawl or lie under the desk.



Do not place any objects taller than 20" underneath the desk.



Do not open any of the components – lifting columns, control box, or controller. There is a risk of electric shock.



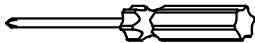
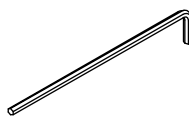
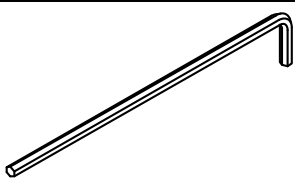
The desk must be INITIALIZED before first use.

USE & LIABILITY

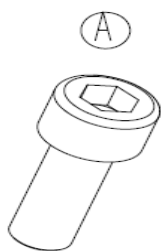
This sit-to-stand adjustable desk has electric motors and is designed for use in an indoor environment and dry work areas only. The desk height is adjustable so that it can be positioned at the most suitable height. Any other use is at user's risk. Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused from improper use or handling of the desk.

PARTS & HARDWARE LIST

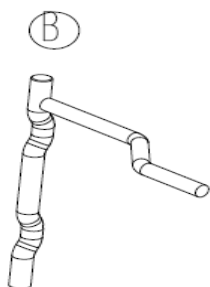
TOOLS REQUIRED

 Phillips screwdriver	  Allen wrench 4mm x 1 Allen wrench 5mm x 1
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HARDWARE INCLUDED



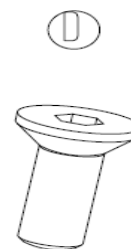
14PCS
M6×16



4PCS
φ 8×135mm



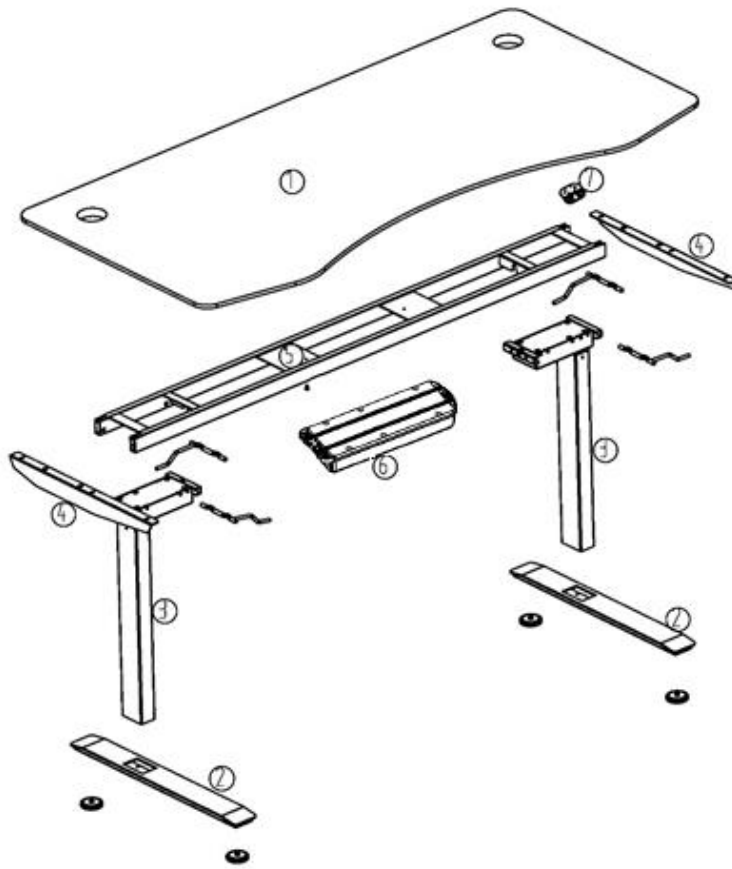
3PCS
M5×10



4PCS
M6×16

No.	HARDWARE LIST	Qty
A	M6x16mm hexagon screw	14
B	L-shaped locking lever	4
C	M5x10mm hexagon screw	3
D	M6x16mm hexagon screw	4
E	ST4.8x7mm pan-head screw	2

PARTS / COMPONENT DIAGRAMS



No.	PARTS / COMPONENT LIST	Qty
1	Desk top	1
2	Foot	2
3	Lifting column	2
4	Top support bracket	2
5	Beam	1
6	Control box	1
7	Controller	1

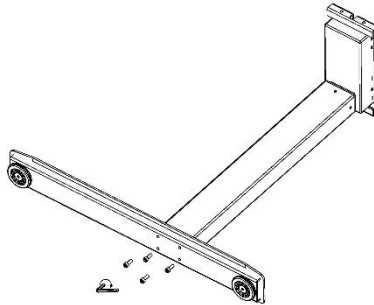
ASSEMBLY INSTRUCTIONS

BEFORE YOU BEGIN

1. Lay out all components and hardware to ensure that you have everything listed on Page 5.
2. The desk weighs over 100 lbs. Two people are needed to turn or move desk top and some components. When turning or moving the assembled desk, grab it by **SUPPORT BRACKETS** (not the desk top).
3. Assemble on soft and non-abrasive surface to avoid scratch or damage to the desk top.

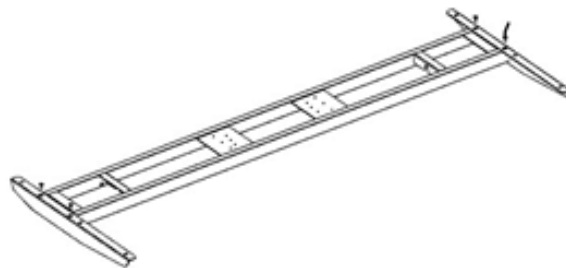
STEP 1

Use 5mm Allen wrench to secure foot to column with four Screw A (M6x16mm) on each side.



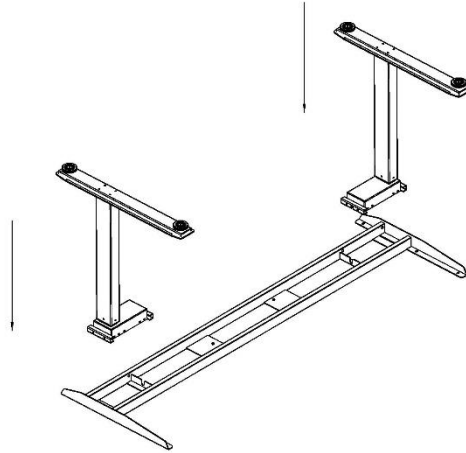
STEP 2

Use 4mm Allen wrench to secure top support bracket to beam with two Screw D (M6x16mm) on each side.



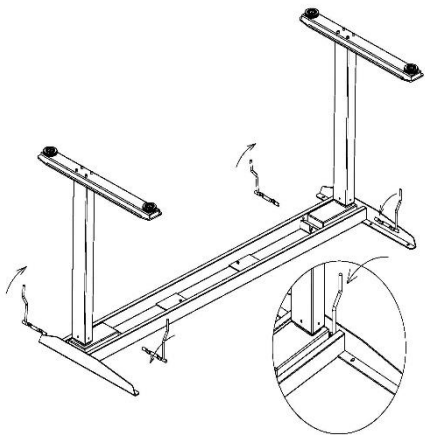
STEP 3

Turn assembled beam over. Insert assembled lifting columns from Step 1 into the beam. The lifting columns are not centered in relation to feet. Make sure the longer end of foot match that of upper support.



STEP 4

On the inner side of beam, there are eight holes – two for each locking lever. Each lifting column is to be secured by two locking levers.



Each locking lever consists of axle (shorter end) and handle (longer end). Insert axle into the hole on the right side first, and then the hole on the left. Please make sure the handle is on your **LEFT** side when facing the lifting column.

STEP 4 – CONT'D



With axles into the holes, push the handle down with your hand toward the lifting column. You should feel some pressure while pushing it down. Once the handle is flush with the beam, use a tool such as a flat-head screwdriver to push it further down. If no pressure is felt while pushing handle down, check whether the top support bracket is installed and secured properly, and whether the handle is on the left.

⚠️ *Each lifting column requires two locking levers to secure it correctly. It is normal that you feel more pressure on one handle than the other when pushing levers down. Shake the lift column with your hand when both levers are down and make sure the lifting column tightly secured and does not wiggle. If the levers are installed correctly and lift column is still not tight, one simple remedy is to insert a piece of cardboard or plastic under the lifting column.*

STEP 5

Use Phillips screwdriver to secure control box with two Screw C on one end and one Screw C on the other end.

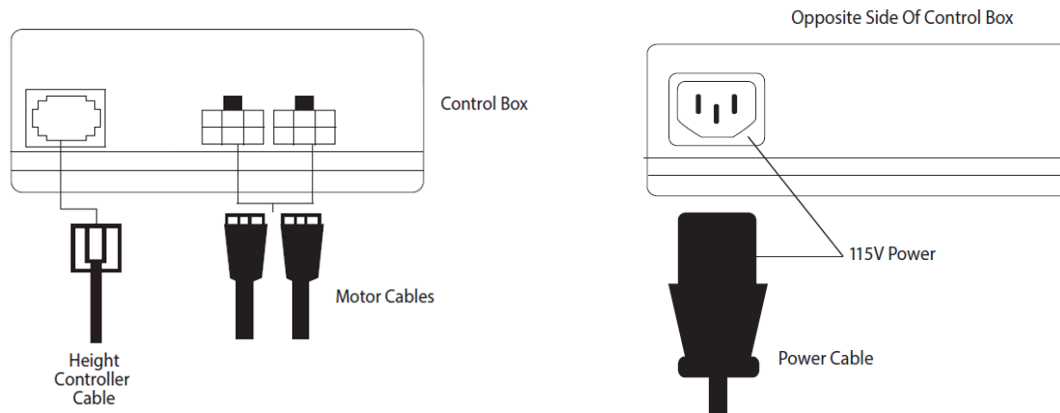


The above drawing illustrates the mounting position of control box if controller is mounted on the right hand side. If you want controller to be installed on the left hand, simply reverse the control box. Please note that two mounting holes for controller are only pre-drilled on the right-hand side not on the left-hand side of the desk top.

STEP 6

Now that you have completed the assembly of underframe, it is a good idea to initialize the desk and make sure everything works before assembling the top to the underframe. Turn the underframe over to upright position.

1. Connect height controller cable to the left plug on control box.
2. Connect motor cables to control box. Motor cables can be connected to either port and interchangeably. Switching cables from one port to another may be needed when trouble-shooting. Please refer to trouble-shooting section for details.
3. Plug power cord to control box.
4. Plug power cord to a power outlet



STEP 7: INITIALIZING DESK WITH 2-BUTTON CONTROLLER



DESK MUST BE INITIALIZED BEFORE YOUR FIRST USE, and may need to be re-initialized (reset) from time to time to work properly. Please note resetting requires more than just a simple power-off and power-on. Use Height Controller to initialize/reset.

Press and hold UP and DOWN arrow buttons for three seconds and then release both buttons. The desk will first go to the lowest position, then the highest position and finally stops in between. The buttons are not designed to be super-sensitive. You will need to press HARD in the center of the buttons. Your desk is ready to use once this process is completed.

STEP 7-A: INITIALIZING DESK WITH MEMORY CONTROLLER



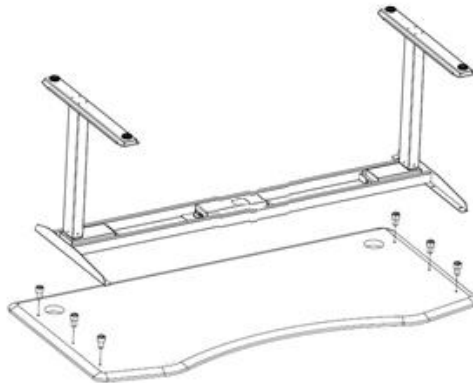
DESK MUST BE INITIALIZED BEFORE YOUR FIRST USE, and may need to be re-initialized (reset) from time to time to work properly. Please note resetting requires more than just a simple power-off and power-on. Use Height Controller to initialize/reset.

Press and hold UP and DOWN arrow buttons until blinking 000 appears on the display, and then release the buttons. The desk will first go to the lowest position, then the highest position and finally stops in between. The initialization is complete when number 38 (+/- 1) appears on the display. Your desk is now ready to use.

You can preset up to four positions. Use UP and DOWN arrow buttons to move desk to your desired position. Press M and one of the number buttons together for 1 to 3 seconds until displayed height starts blinking, and then release the buttons. To go to your preset height, simply press the number button **TWICE** or press and hold the button.

STEP 8

This step is a two-person job. Carefully move the assembled frame onto desk top.



Align the holes on the support brackets to those pre-installed anchors on the top. Secure each side with three Screw A (M6x16mm). Use a Philips screwdriver to secure controller to the pre-drilled holes on the bottom of the top with two Screw E (ST4.8x7mm).

Adjust leveling studs on the feet. Make sure the stubs make solid contact with the floor.

TROUBLESHOOTING

Issues(s)	Solution
Desk does not go up or down	Check all connections. Make sure power cord is plugged into the control box and a power outlet. Unplug the power cord and re-plug after 10 seconds. Re-initialize the desk. If the problem persists, switch motor cables from one port to another at control box and re-initialize one more time. If you have been using the desk continuously for 2 minutes, non-movement might be due to overheat. Stop using the desk for 10 minutes and let it cool down.
Columns do not go up evenly.	Unplug the power cord and re-plug after 10 seconds. Re-initialize the desk. If the problem persists, switch motor cables from one port to another at control box and re-initialize one more time.
Desk wobbles pretty excessively.	It is normal that desk wobbles slightly at standing height when in use. Make sure all the screws are tightened and adjust leveling studs if the floor is uneven.
Desk is unusually noisy	It is normal that the desk is noisier when one stage extends into the other. Apply silicon based lubricant if it is unusually noisy.

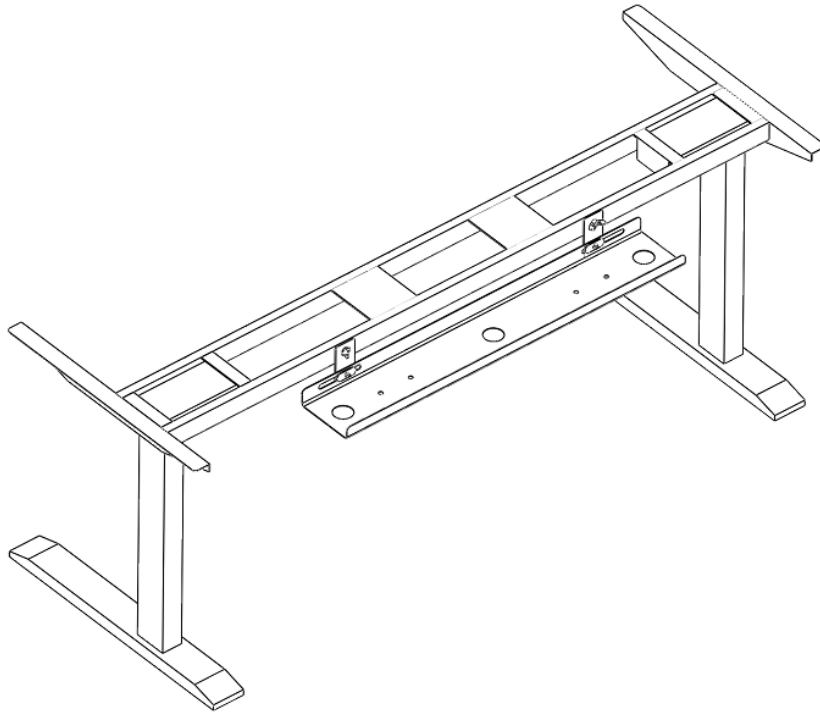
Reset may be needed from time to time in events like non-movement, uneven movement, sudden power outage, over-load, overheat and etc.

For most electronic devices, reset is simply a power-off and a power-on. This desk has dual motors. The reset involves more than a conventional power-off and power-on as both motors need to be synchronized. The reset process is the same as initialization. If your desk has memory controller, press and hold both UP and DOWN arrow buttons, and release both buttons when 000 appears. If your desk has basic 2-button controller, press and hold UP and DOWN arrow buttons for 3 seconds, and then release both buttons. The desk will first go to the lowest position, then the highest position and finally stops in between.

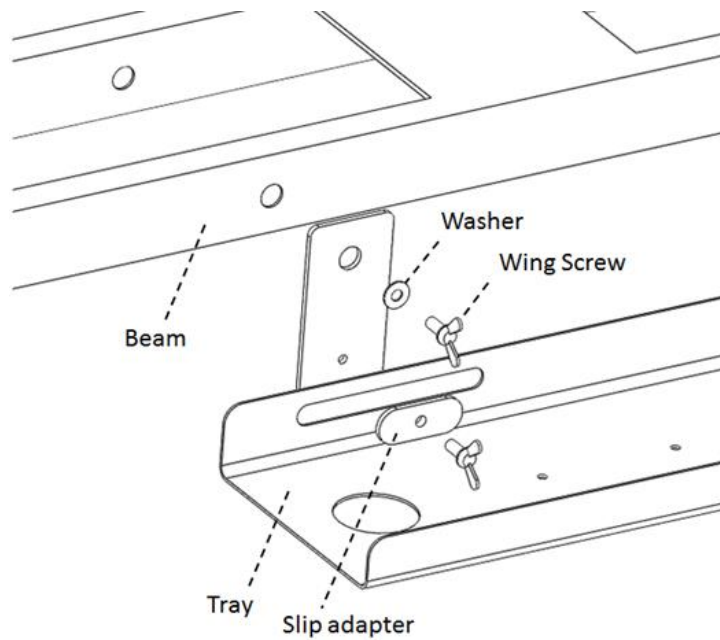
ERROR CODE FOR DESK WITH MEMORY CONTROLLER

Error Code	Solution
E1	System failure. Contact dealer.
E2	Starting current exception. Unplug power and re-plug after 10 seconds. Reset desk. Contact dealer if problem persists.
E3	Starting current exception. Unplug power and re-plug after 10 seconds. Reset desk. Contact dealer if problem persists.
E4	Power supply failure. Contact dealer.
E5	Desk not synchronized. Unplug power and re-plug after 10 seconds. Reset desk. If problem persists, switch motor cables at control box and attempt another reset.
E6	Motor A stalled. Unplug power and re-plug after 10 seconds. Reset desk. If problem persists, switch motor cables at control box and attempt another reset.
E7	Motor B stalled. Unplug power and re-plug after 10 seconds. Reset desk. If problem persists, switch motor cables at control box and attempt another reset.
E8	Motor cable malfunction. Unplug power and re-plug after 10 seconds. Reset desk. If problem persists, switch motor cables at control box or replace motor cables and attempt another reset.
E9	Motor A Hall signal malfunction. Unplug power and re-plug after 10 seconds. Reset desk. If problem persists, switch motor cables at control box or replace controller and attempt another reset.
E10	Motor B Hall signal malfunction. Unplug power and re-plug after 10 seconds. Reset desk. If problem persists, switch motor cables at control box or replace controller and attempt another reset.
E11	Height record error. Unplug power and re-plug after 10 seconds. Reset desk.
HOT	Overheat. Stop using desk for 10 minutes and let it cool down.

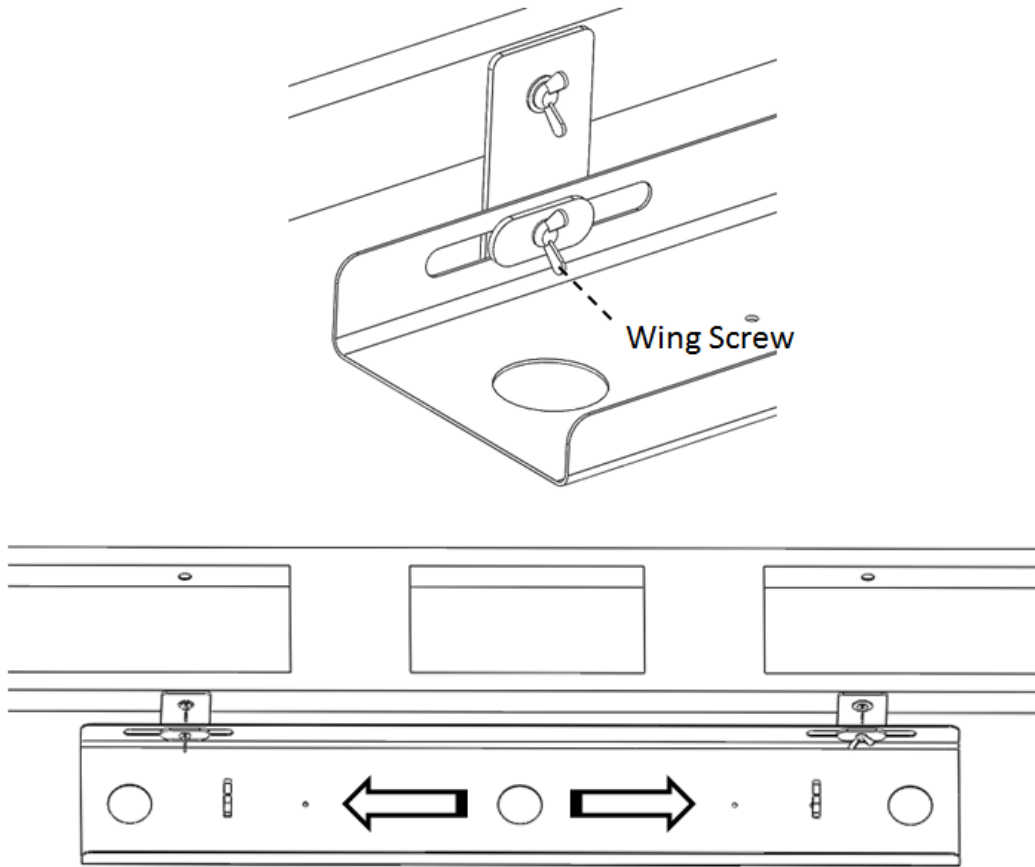
INSTALLING CABLE MANAGEMENT TRAY (SOLD SEPARATELY)



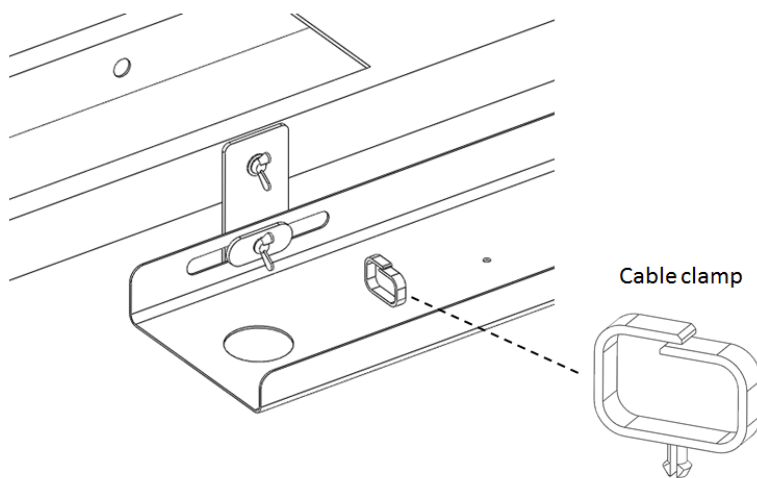
Step 1: Locate two screw holes on the backside of the beam and mount the tray as illustrated below with two wing screws and washers



Step 2: If adjustment is needed, loosen the screws below, slide the tray to the left or right and tighten the screws.



Step 3: Insert two cable clamps



WARRANTY INFORMATION

SCOPE OF WARRANTY

Apex Furniture LLC (“ApexDesk”) warrants to the original purchaser its new desk (except for components not warranted under “Exclusions”) manufactured by ApexDesk to be free from defects in material and workmanship under normal use and service. ApexDesk’s obligation under this warranty is limited to the repair or replacement, at ApexDesk’s sole option, of the parts or products the defect of which are reported to ApexDesk within the applicable warranty period and which, upon examination by ApexDesk, prove to be defective.

APPLICABLE WARRANTY PERIOD

The applicable warranty period, measured from the date of delivery to the original user, shall be two (2) years on electric parts, five (5) years on non-electric parts.

EXCLUSIONS

This limited warranty does not cover and ApexDesk shall not be liable for the following: (1) repairs and replacements because of misuse, abuse, negligence, alteration, accident, freight damage, or tampering; (2) products which are not installed, used, stored and properly cleaned as required in the ApexDesk “Assembly Guide” for this product; (3) products considered to be of a consumable nature; (4) Shipping to or from repair center; (5) accessories or parts not manufactured by ApexDesk; (6) charges by anyone for adjustments, repairs, replacement parts, installation, or other work performed upon or in connection with such products which is not expressly authorized in writing in advance by ApexDesk.

EXCLUSIVE REMEDY

ApexDesk’s only obligation under this warranty is the repair or replacement of defective parts. ApexDesk shall not be liable for any direct, special, indirect, incidental, exemplary, or consequential damages or delay, including, but not limited to, damages for loss of profits or loss of use.

CONTACT INFORMATION

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For technical assistance, please call us or visit us at www.apexdesk.com/support.