UpDown Desk

PRO Series Complete Guide to Simple Setup and Operation

Corner Desk

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Introduction

Congratulations on the purchase of your Pro-Series UpDown Corner Desk! You've made a significant investment into your health and wellbeing and your body will thank you for it.

This instructional manual will guide you smoothly through the process of assembling the frame, attaching the optional cable tray and installing the desktops with the control panel.

Required tools:

- Philips head screwdriver
- Measuring tape

Optional tools (to simplify desktop installations):
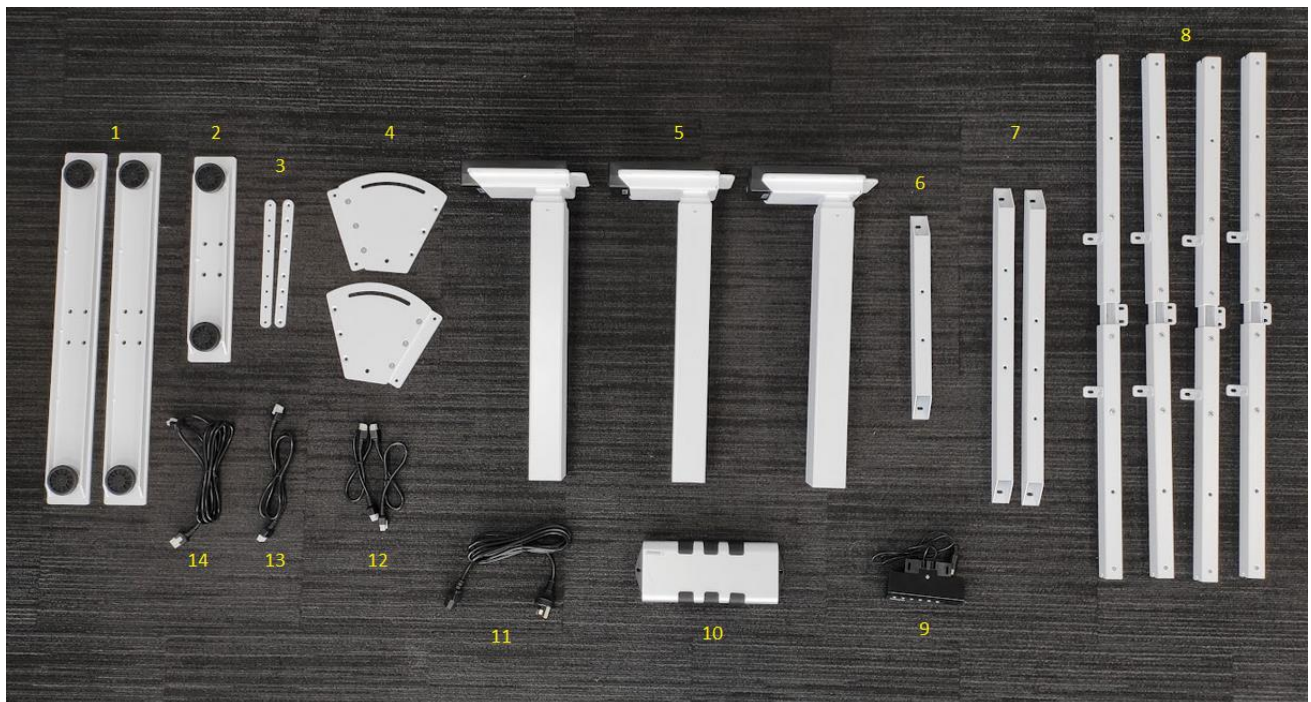
- Power drill
- 2.5mm drill bit

UpDown Desk

# Pro-Series Corner Desk Frame Assembly

2.1. Contents

1. 2 x regular feet
2. 1 x short corner foot
3. 2 x joining bars
4. 2 x pivot plates
5. 3 x legs
6. 1 x short corner wing
7. 2 x regular wings
8. 4 x spreader bars
9. 1 x control panel
10. 1 x control box
11. 1 x power cable
12. 2 x short motor cables (inc 1 spare)
13. 1 x medium motor cable
14. 1 x long motor cable

2.2 A note about screws/bolts

2 bags of bolts/screws are also contained within the corner desk boxes. Bag 1 is a generic package covering several desk models whilst Bag 2 is specific to the corner desk. There may be some unused bolts/screws once assembly/installation is complete.
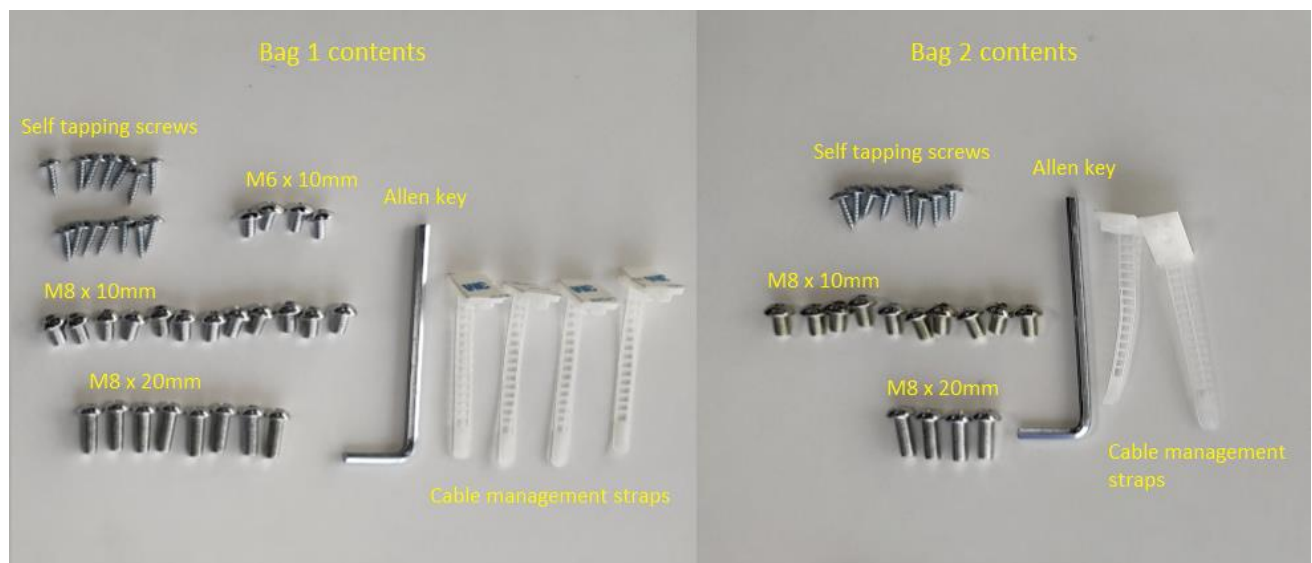
M8 x 20mm

- 12 pieces in total
- Allen key required (supplied)
- Used to attach feet to the legs

M6 x 10mm

- 4 pieces in total
- Philips head screwdriver required (not supplied)
- Used to attach the control box to the adjustable tubes
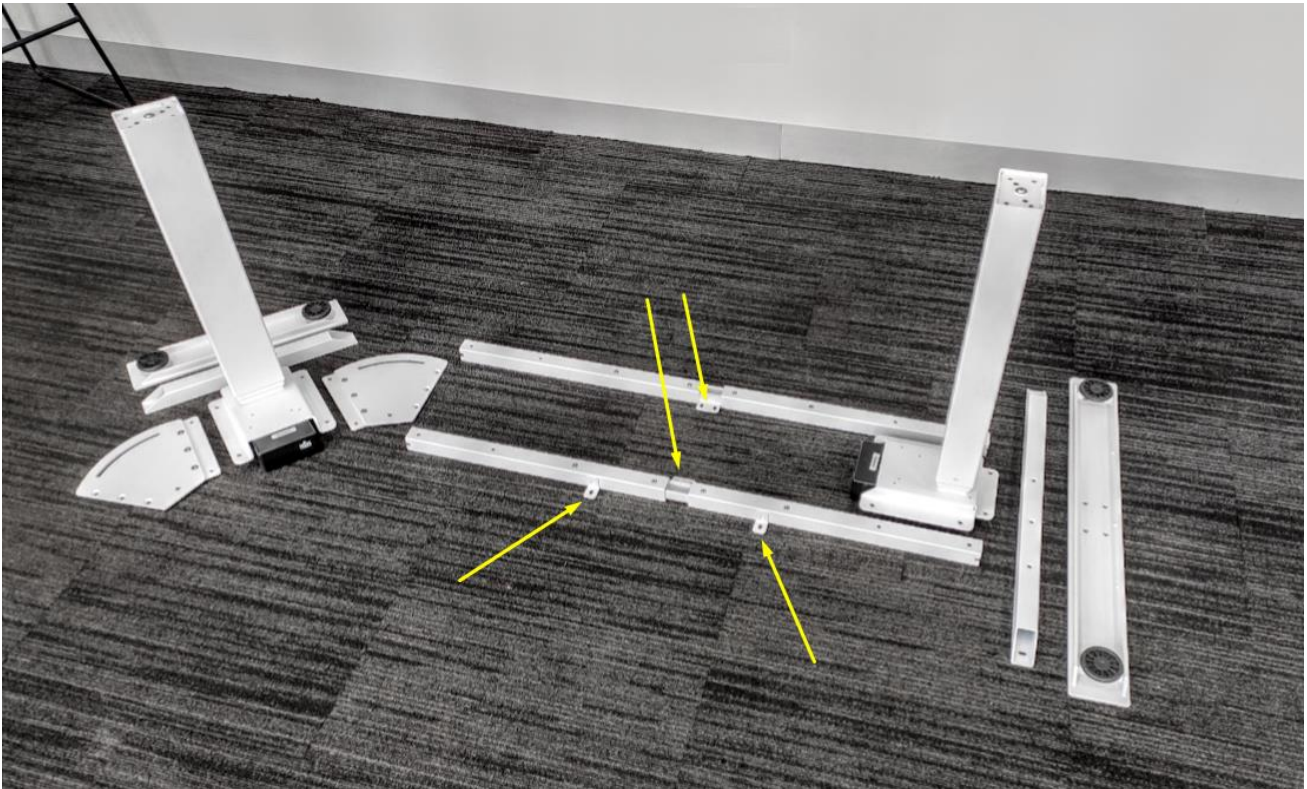
M8 x 10mm

- 22 pieces in total

- Allen key required (supplied)
- Used to attach the legs to the wings/spreader bar, used to attached spreader bars to pivot plates.

Self tapping screws

- 22 pieces in total
- Philips head screwdriver required (not supplied). Power drill optional (not supplied)
- Used to attach the frame, control panel and optional cable tray to the desktop(s)

2.3 Step 1

Note: The frame is being assembled upside-down initially as this is the simplest method.

In this step you will be using:

- 2 x spreader bars
- 2 x legs
- 1 x regular wing
- 1 x regular foot
- 1 x short corner wing
- 1 x short corner foot
- 2 x pivot plates

Arrange the parts as shown, ensuring the spreader bar control box tabs face inwards and the desktop connector tabs facing outwards. *Both* sets of tabs should be adjacent to the ground as shown above.

2.3 Step 2

Using the Allen key provided, loosen (do not remove) the 8 pre-installed grub screws of the spreader bars as indicated below. The bars should be able to slide relatively freely.
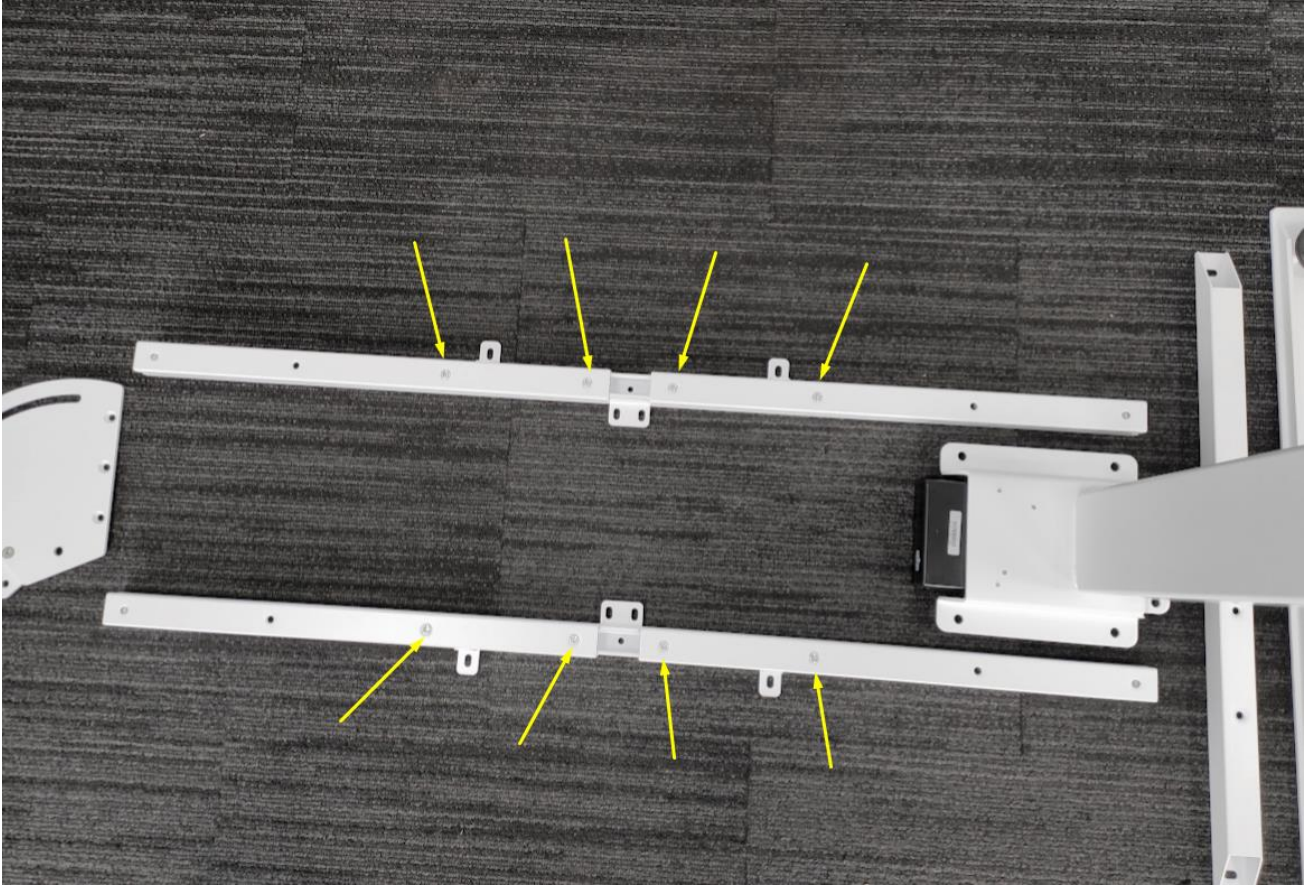
2.3 Step 3

Install the first leg onto the spreader bars and regular wing using 6 x M8x10mm screws
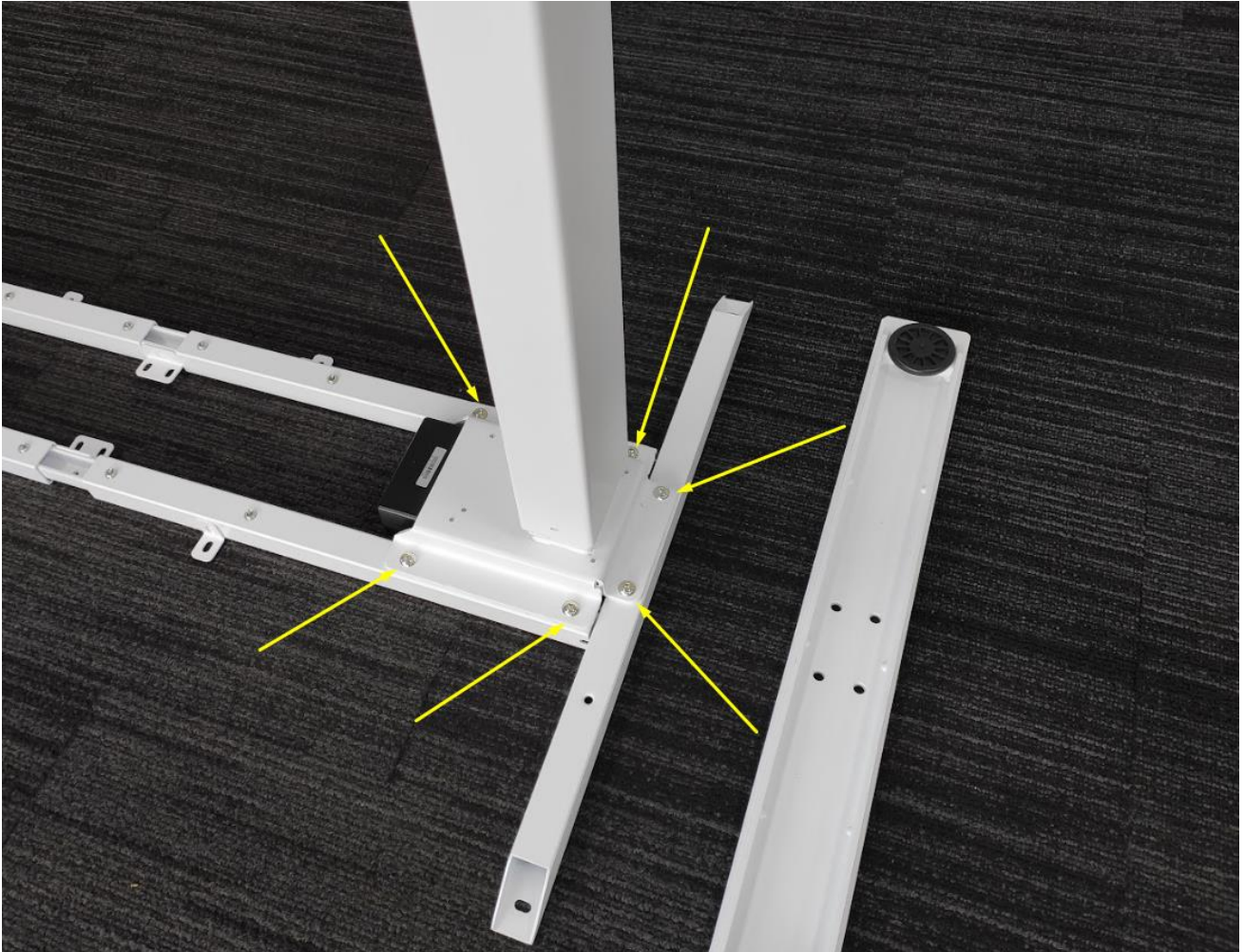
2.3 Step 4

Moving to the second leg, install the pivot plates as shown using 2 x M8x10mm screws *per* pivot plate.

Important: Each pivot plate has a step and must only be installed exactly as shown.
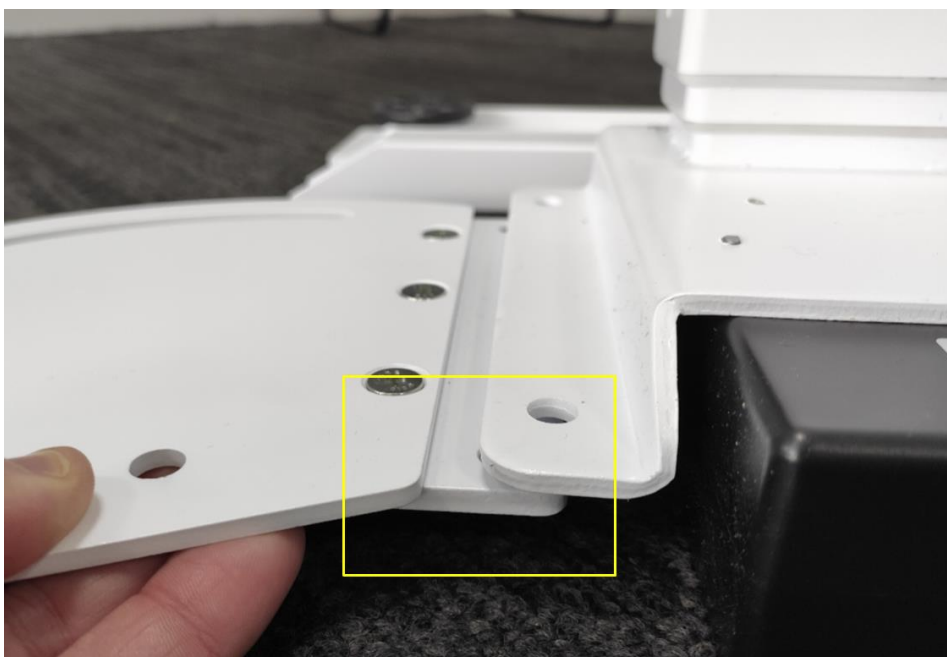
The short corner wing can now be installed use 2 x M8 x 10mm screws
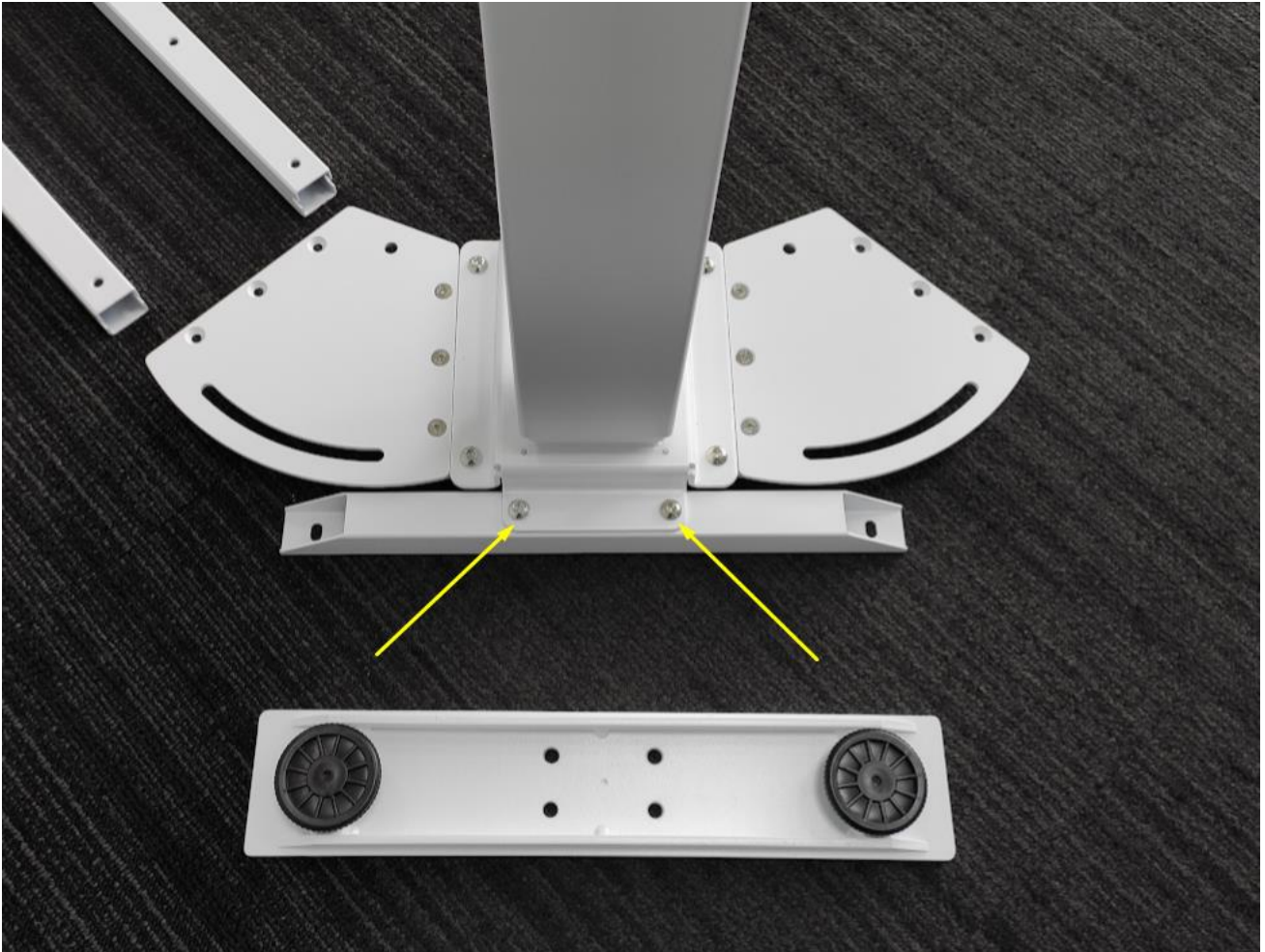
2.3 Step 5

Install the pivot plate to the spreader bars using the holes as shown using 2 x M8x10mm screws. Do NOT tighten; the spreader bar must be able to pivot within the pivot plate slot at this point.
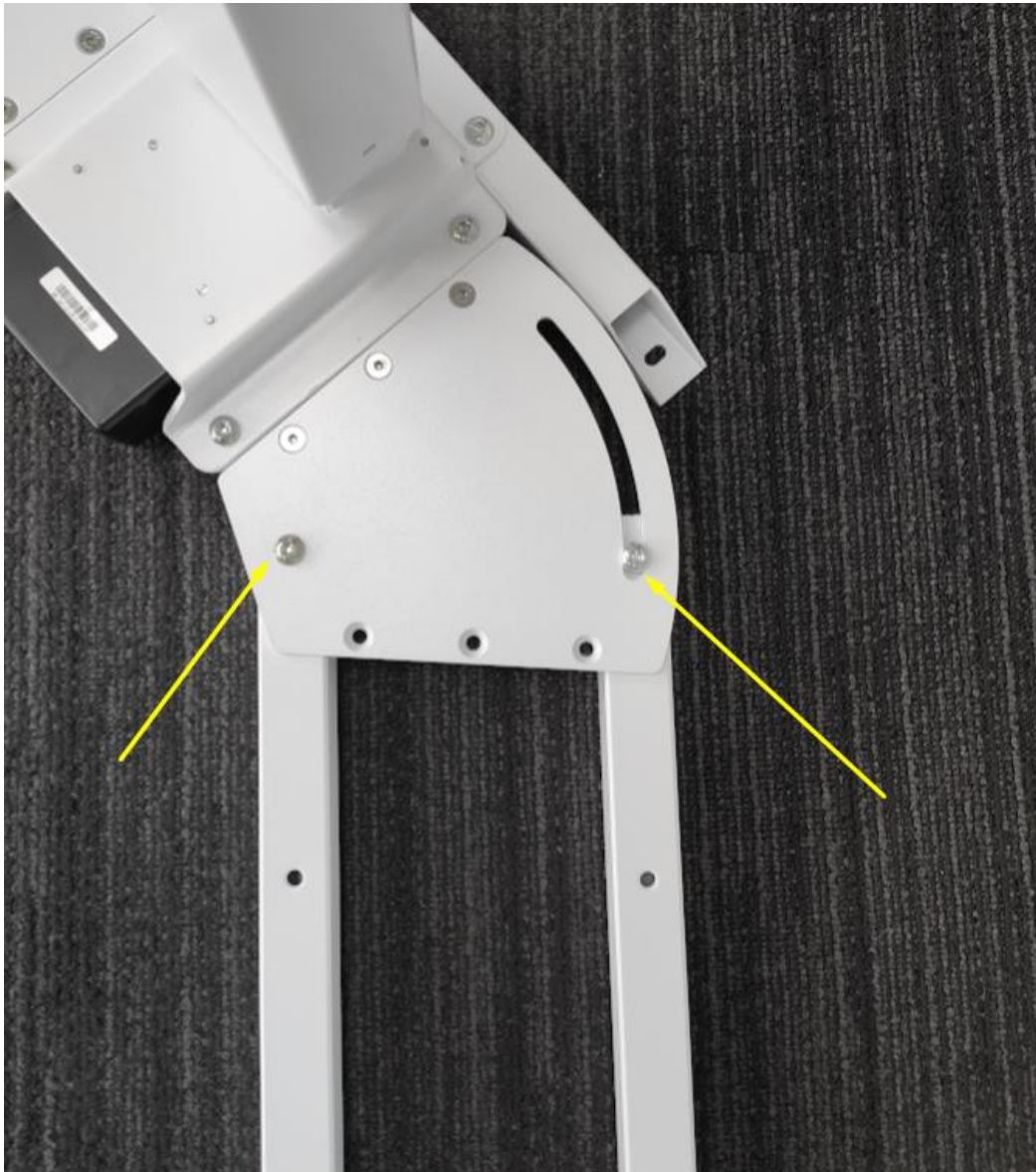
2.3 Step 6

Attach both feet, using 4 x M8x20mm screws for each foot.
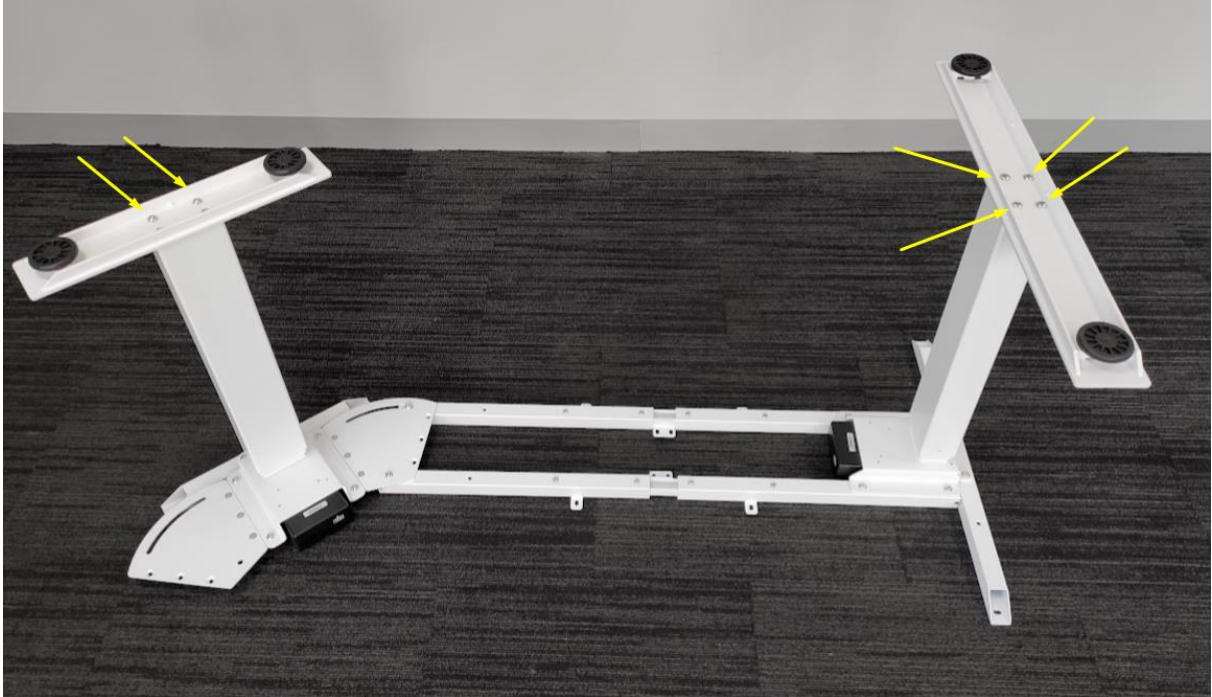
Flip the assembly over and position it as close as possible to its final desired location.

In preparation for the next steps, it's advisable to ensure the pivot-plate-to-spreader-bar angle is approximately 90 degrees as shown below.
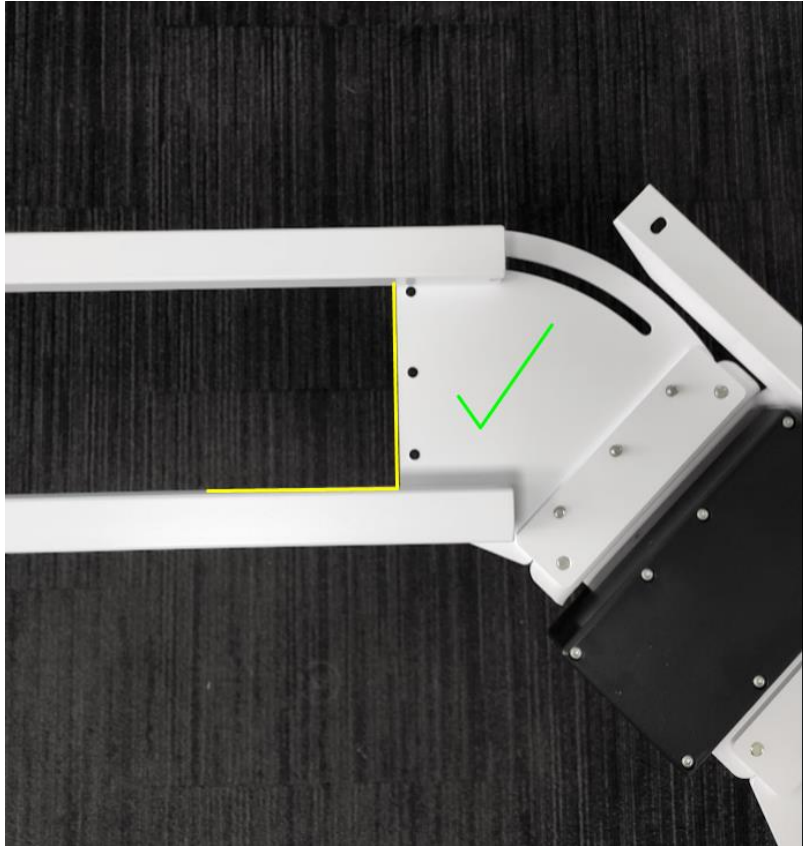
2.3 Step 7

Assembly of the 3rd leg can now take place. In the same manner as Step 2 from earlier, ensure the spreader bar tabs are correctly positioned and adjacent to the ground.

- o Loosen (do not remove) 8 grub screws
- o Assemble spreader bar and regular wing onto the leg using 6 x M8x10mm screws
- o Assemble regular foot onto the leg using 4 x M8x20mm screws

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2.3 Step 8

Flip the 3rd leg assembly and rest the spreaders bars on the pivot plate as shown.

Accessing the frame from underneath, connect the spreader bar to the pivot plate using 2 x M8x10mm screws. Do not tighten at this point; the spreader bar should be able to pivot within the pivot plate slot.
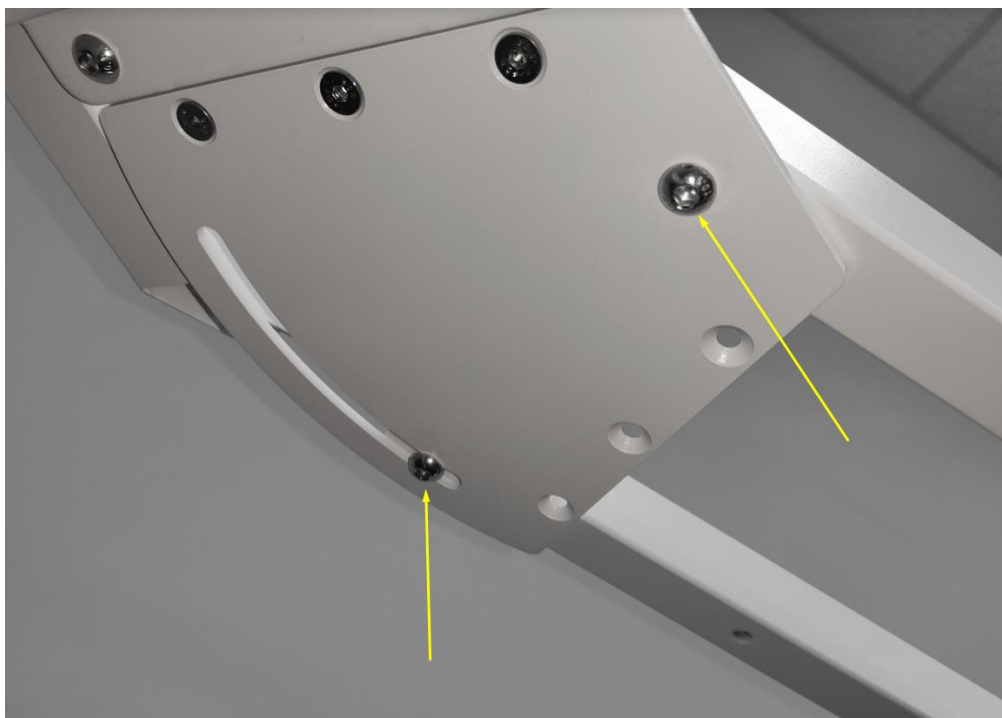
Once again, keep the spreader bar pivot plate of the 3rd leg assembly at approximately 90 degrees as shown below.
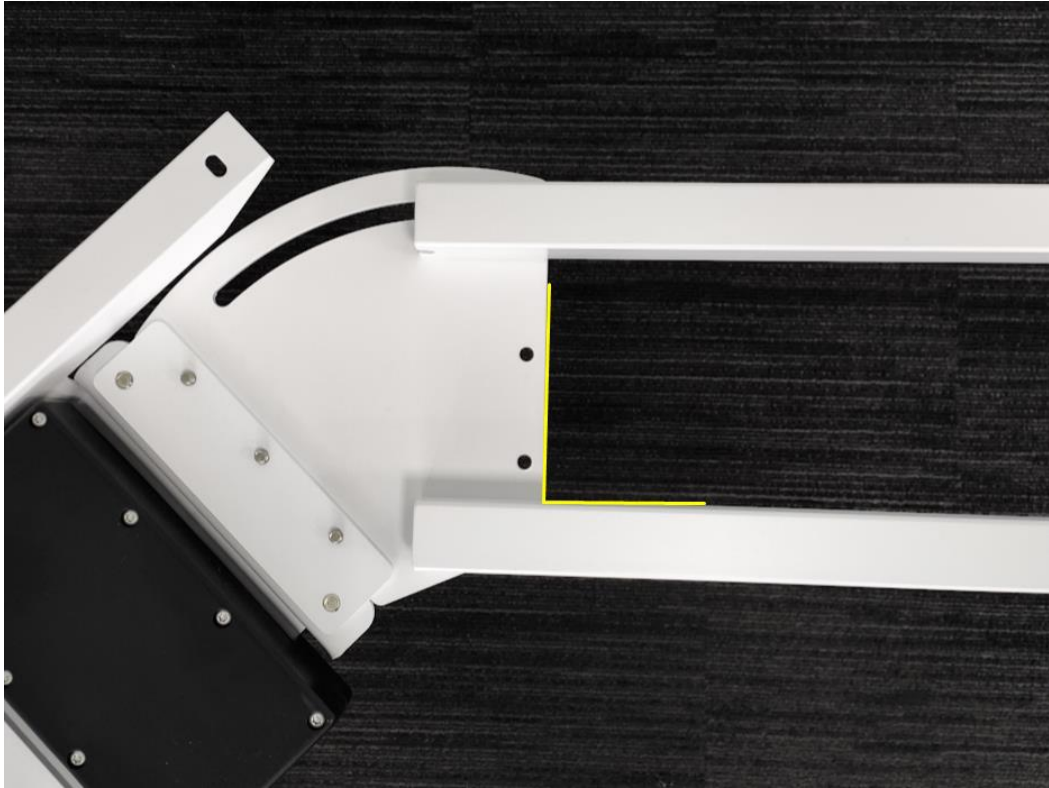
2.3 Step 9

At this point it is necessary to decide where the control *panel* will go as this will determine the side for mounting the control *box*. The control box should be mounted on the side closest to the future control panel location. Control panel location is entirely personal preference. Install the control box to the spreader bar tabs as shown using 4 x M6x10mm screws.
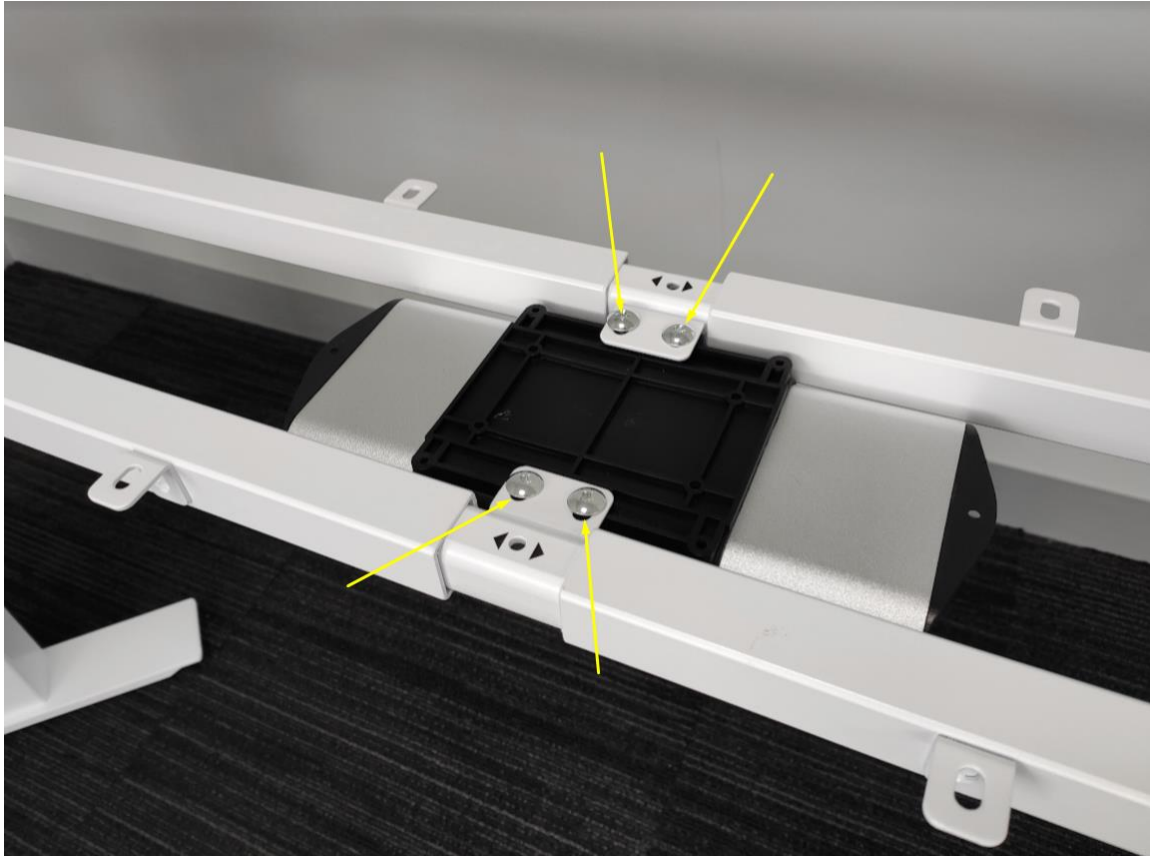
2.3 Step 10

Install all cables. The short cable connects the control box to the closest motor, medium cable to the middle leg motor and long cable to the farthest leg. To assist with cable management later, it's useful to run the long cable behind the middle motor as shown. Final cable management will occur later once the desktops have been installed. Install the power cable and control panel cable into the control box.

![UpDown Desk logo]

Plug the power cable into a 240v power source. The frame should now be operational. It's useful to elevate the frame to a workable height that suits you for installing the desktops as you will need to work underneath the desk.

2.4 Desktops Installation

The following example assumes a *180cm desktop* for the main desktop. Custom sizes will differ slightly, but the principles are the same.

We now pre-configure the main desktop side. Per the earlier instructions, ensure the pivot plates are at right angles to the spreader bars. Extend the leg/spreader bar assembly creating approximately 10cm gap in the spreader bars as shown. The markings are in 10cm increments. These measurements will result in approximately 10cm of overhang on the main desktop side. There is flexibility on this distance depending on your requirements. For example, you may have under desk drawers or obstacles that you need to work around.

Place the desktop onto the frame so that there is in approximately 10cm of overhang and desktop is centred between the spreader bars. Do not attach the desktop with any screws at this point.
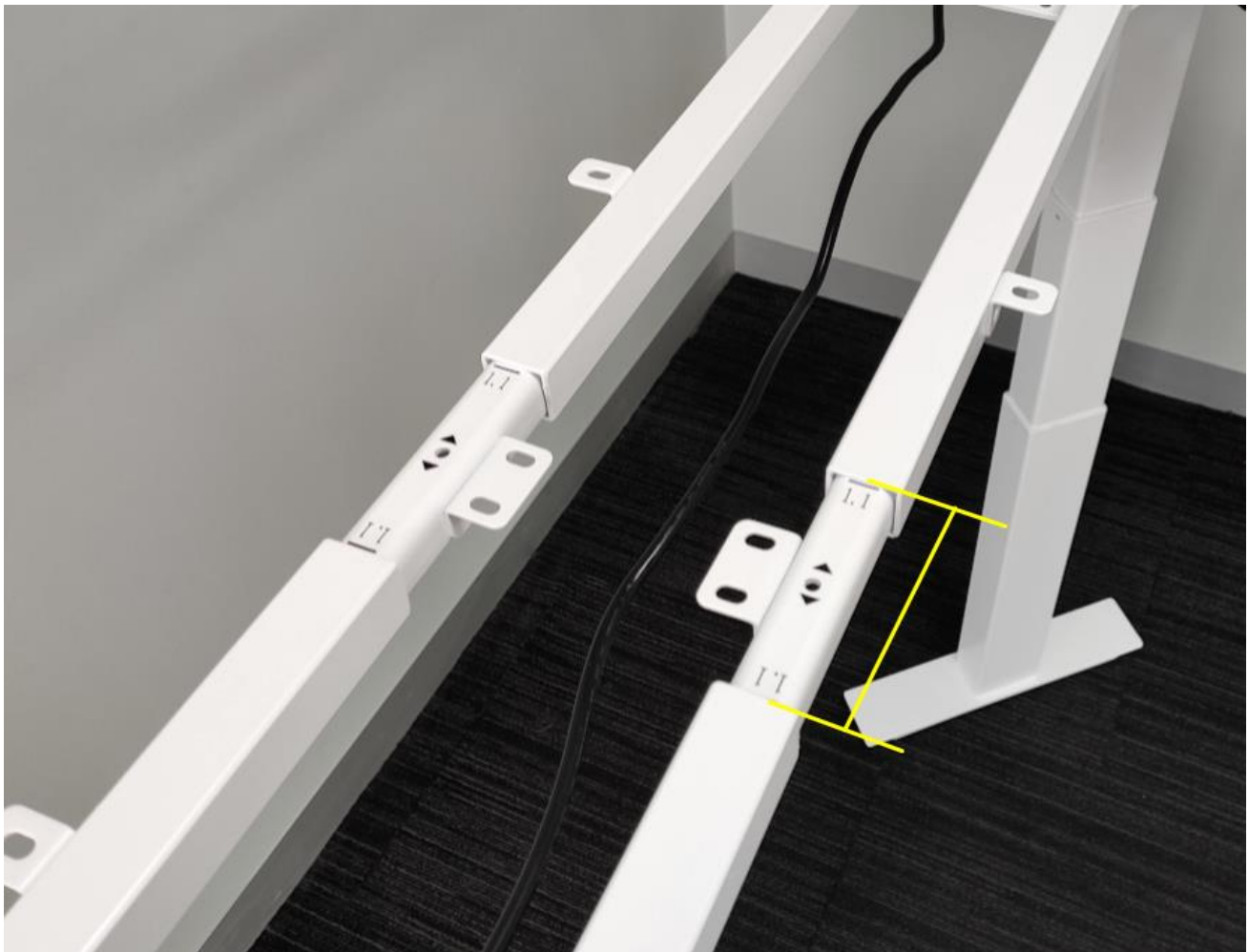
Now, extend the *return* side frame to suit your return desktop. Extend to 1.3 markings for a 120cm desktop and 1.6 markings for a 150cm desktop. It's also advisable to keep the control box parallel to the spreader bars as shown by ensuring mounting tabs stay directly opposite one another. Place the return desktop on the frame ensuring it's butted up to the main desktop.
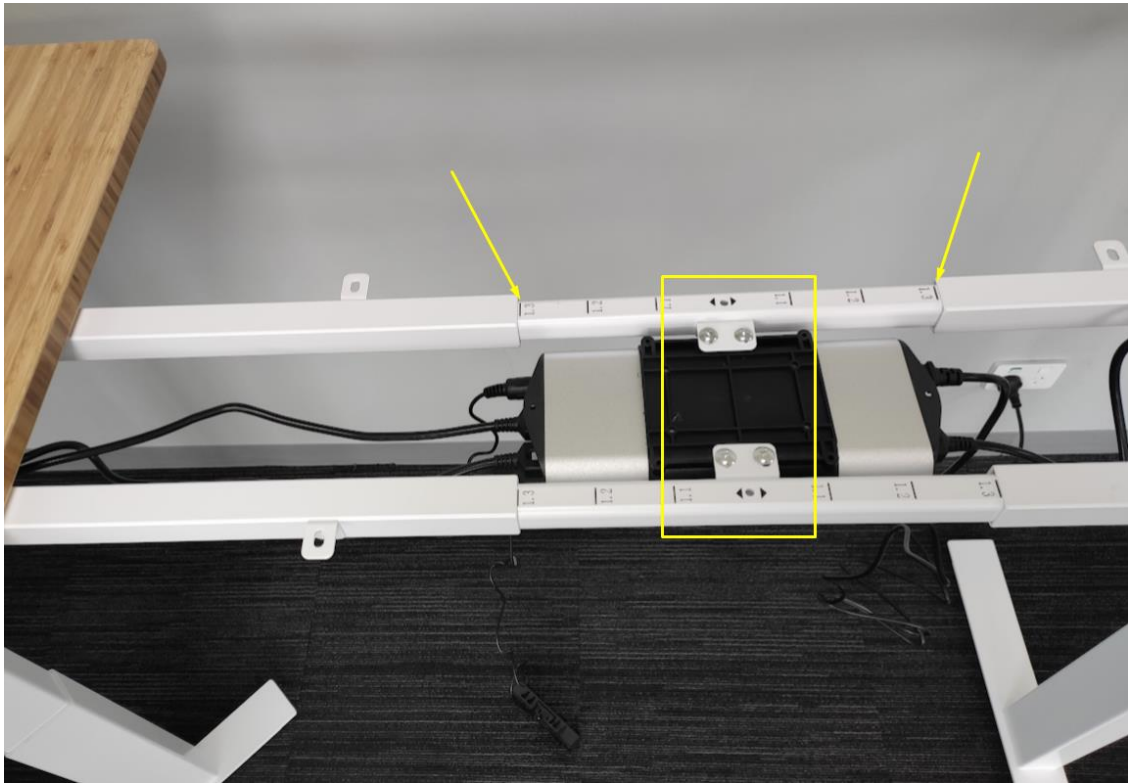
With the desktops square, install the joining bars using the supplied self tapping screws. Only 4 screws per bar are necessary. Ensure 2 screws per side are installed (8 total) as indicated below.
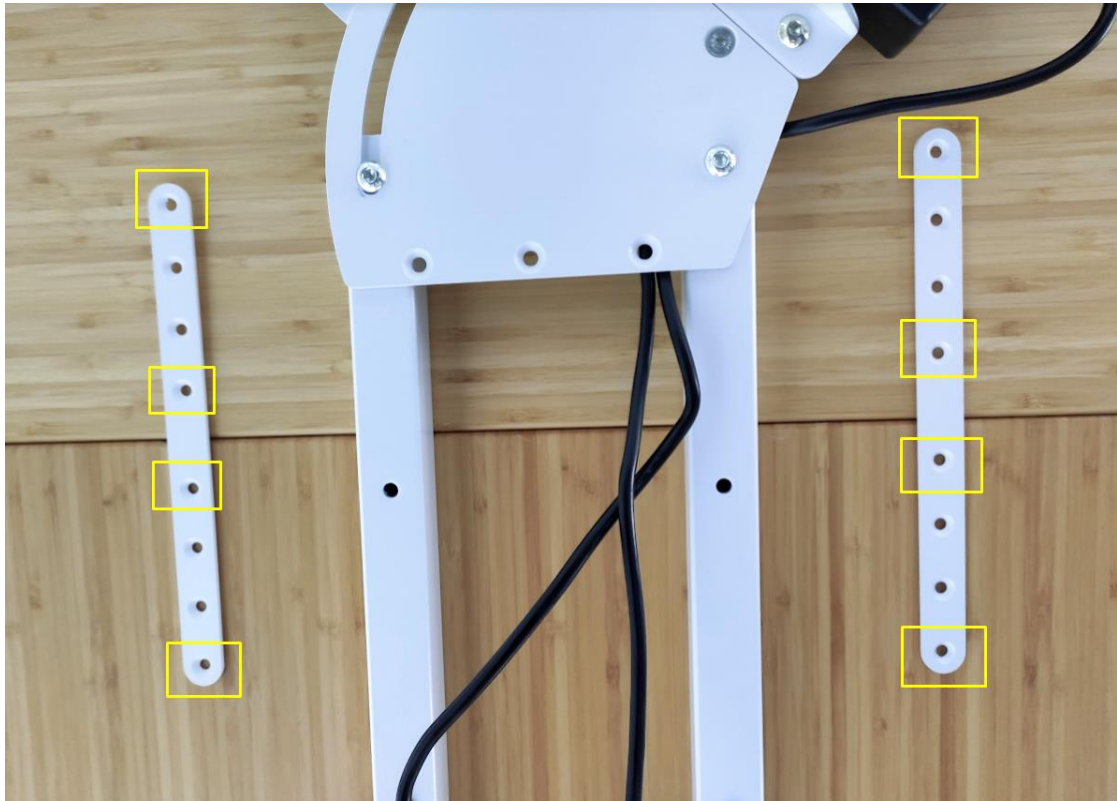
A note about pre-drilling: Predrilling desktops can simplify the desktop installation process. It is not recommended to pre-drill Melamine desktops. Screwing into predrilled desktops is certainly far easier on Hardwood desktops such as Messmate, Vic Ash and Jarrah. Whilst not necessary, some customers report pre-drilling of Bamboo desktops also useful.

To predrill holes, once the frame is perfectly centred per the steps above, using a pen/marker, place a dot in the middle of each affixing point. Remove the frame in preparation for drilling. Using a power drill and a 2.5mm drill bit, drill a hole between 10-12mm deep. **IMPORTANT***: Be extremely careful not to drill further as you may run the risk of drilling all the way through the desktop!* The frame can then be attached using the self-tapping screws either with a manual or electric screwdriver

It is now time to finalise the position of the joined desktops assembly onto the frame. The frame should *still* be loose/moveable underneath the desktop as no spreader bar screws have been tightened and no self tapping desktop screws installed. You may need to adjust the frame to achieve the results described below.

This step applies to *both* the main desktop and return desktop. Beginning with the large desktop (in this case 180cm), finalise the overhang and squareness to the frame. We generally recommend approximately 10cm of overhang for a desktop although 5cm either direction is acceptable.

The desktop should be evenly positioned with respect to the spreader bars.

Install 4 (four) self tapping screws firmly into the wing and spreader bar in the locations shown below. Repeat the aforementioned steps with the return desktop.
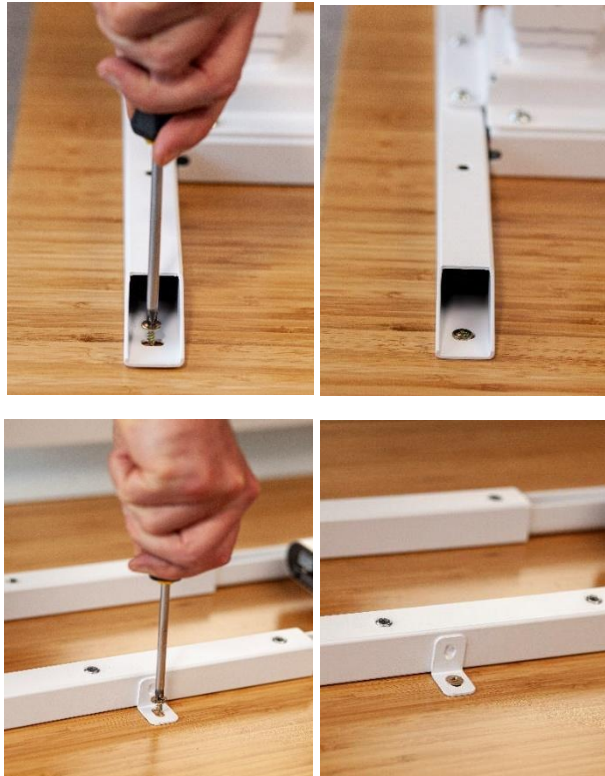
At this point, assess the desk to ensure the frame is approximately square and centred. The centre leg should site at approximately 45 degrees to both other legs as shown below. There is a level of variability allowed which will not affect operation. If adjustment is required, there will be enough movement within the frame to adjust its position.

Tighten up all 16 grub screws on spreader bars.

Tighten the M8 x 10mm screws on both pivot plates (2 on each plate)

Install all frame to desktop self tapping screws (2 per spreader bar and 2 for the short wing of the centre leg).

Using the supplied Cable management straps, secure any loose cables. You should raise/lower the desk entirely before finalising cable management of the *power cable*. The power cable will be moving up and down with the desk and may cause damage if not enough slack has been allowed.

2.5 Control Panel Installation

One of the benefits of the electric Pro-Series desk is that it's possible to locate the control panel wherever you wish. Most people situate it on the leading edge to the far right or left depending on their hand preference. Use 2 self tapping screws to install it.

(Above examples use a 2 legged desk flipped upside down. The corner desk will require you to install from underneath the desk)

2.6 Cable Tray Installation (Optional extra)

The cable tray can go wherever is practicable, depending on the location of your power points, your screen cables, your computer cables etc. It's entirely up to you, however most people locate it underneath the desk, to the rear and in the middle.

(Above example uses a 2 legged desk flipped upside down. The corner desk will require you to install from underneath the desk)

On one side of the cable tray, you will notice a thin, soft padding. This side always goes against the desk. It's to protect the desk from being scratched and prevent squeaking.

If you peer through each of the large holes of the cable tray, you will notice a small hole on the other side. Using a screwdriver and a self-tapping screw, screw all the way through the soft padding and into the timber. Screw both screws in firmly until they sit tight against the cable tray.

IMPORTANT: Before securing any part of the power cable to the cable tray, ensure you leave enough cable for the desk to be raised to the standing position! Failure to do so may cause damage to the power cable or your power point!

2.7 Control Panel Operation
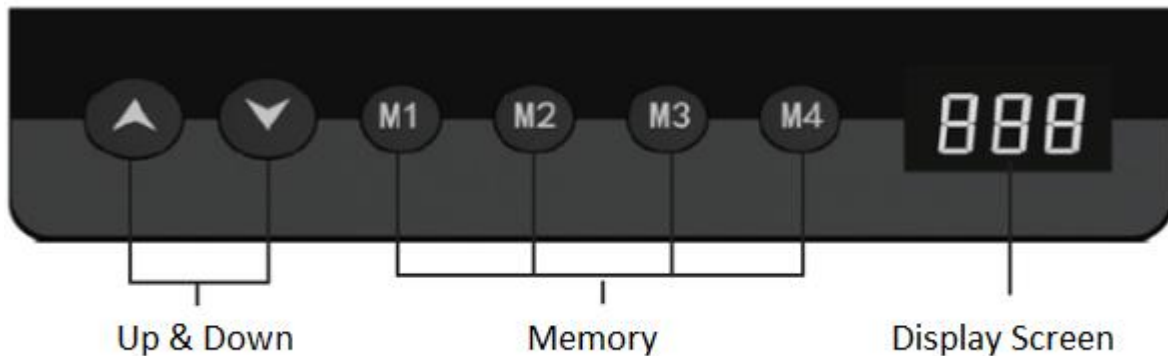
The Pro Series desk can be raised manually by pressing the Up/Down buttons or alternatively by pressing pre-set heights using the M1 – M4 buttons.

To set a height on any given 'M' button, use the Up/Down buttons to achieve your desired position. To store this height, press and hold an M button for 5-6 seconds until you hear an audible beep.

The display screen will show your current height. It is pre-set from factory to show the lowest height at 64cm, which is measured to the top of a standard 2.5cm thick desktop. This can be adjusted in the event you install a thicker desktop or castor wheels to your frame.

The desk has a built in 'anti-collision' safety feature whereby any interference or severe resistance experienced automatically stops the up/down movement of the desk and rebounds it a small amount. The sensitivity for this can be adjusted.

The Control Panel display will switch off after 30 seconds of no use. To reactivate, press the Up or Down button once.

Control Panel Function Settings

    A. 'Down' anti-collision sensitivity
    B. Units – cm or inches
    C. Height correction adjustment (when adding thicker desktop or castor wheels)
    D. Minimum height setting (should you be placing an obstruction under the desk such as pedestal drawers)
    E. Maximum height setting (should you be placing an obstruction above the desk such as a windowsill or printer tray)
    F. 'Up' anti-collision sensitivity

A - 'Down' anti-collision sensitivity

If you feel your desk's *downward* anti-collision feature is being activated too soon or not soon enough, you can adjust its sensitivity.

1. Press and hold the 'M4' button for approximately 10 seconds until you hear the **2ⁿᵈ** audible beep. Release your finger from the button. The letter 'A' will be displayed.
2. Press 'M4' once
3. Use the 'Up' and 'Down' buttons to scroll through 1-4. 1 being the most sensitive, 3 being the least sensitive and 4 turns off the anti-collision.
4. Press 'M3' twice to exit

If you make any errors or need to start the above instructions again, simply press the 'M3' button twice.

B - Units – cm or inch

1. Press and hold the 'M4' button for approximately 10 seconds until you hear the **2ⁿᵈ** audible beep. Release your finger from the button. The letter 'A' will be displayed.
2. Use the 'Up' and 'Down' buttons to toggle through the menu until you reach 'B'
3. Press 'M4' once
4. Use the 'Up' and 'Down' buttons to scroll through 1-2. 1 indicates cm units, 2 indicates inch units.
5. Press 'M3' twice to exit

If you make any errors or need to start the above instructions again, simply press the 'M3' button twice.

C - Height correction adjustment

If you're adding a thicker or thinner desktop than 2.5cm or adding castor wheels, the display height shown is going to be inaccurate. It should be adjusted.

1. Using the 'Down' button, lower your desk to the lowest possible height.
2. Take a tape measure and measure the distance from the ground to the top of your desktop. Take note of this measurement.
3. Press and hold the 'M4' button for approximately 10 seconds until you hear the **2ⁿᵈ** audible beep. Release your finger from the button. The letter 'A' will be displayed.
4. Use the 'Up' and 'Down' buttons to toggle through the menu until you reach 'C'
5. Press 'M4' once
6. Use the 'Up' and 'Down' buttons to scroll through the heights until you reach your desired minimum height.

7. Press 'M3' twice to exit

If you make any errors or need to start the above instructions again, simply press the 'M3' button twice.

D - Minimum height setting

If you have placed an obstruction under the desk such as pedestal drawers, you should set a minimum height. This will ensure that an interference does not occur, and damage is not inflicted to either the obstruction or your desk.

1. Using a tape measure, measure the height of the obstruction from the ground.
2. Press and hold the 'M4' button for approximately 10 seconds until you hear the **2ⁿᵈ** audible beep. Release your finger from the button. The letter 'A' will be displayed.
3. Use the 'Up' and 'Down' buttons to toggle through the menu until you reach 'D'
4. Press 'M4' once
5. Use the 'Up' and 'Down' buttons to adjust the height shown on the display. Add 2cm to the distance you just measured of the obstruction.
6. Press 'M3' twice to exit. Your desk will not go below this height.

If you make any errors or need to start the above instructions again, simply press the 'M3' button twice.

E - Maximum height setting

If you have an obstruction above the desk or above your monitors such as a windowsill or printer tray, you should set a maximum height. This will ensure that an interference does not occur, and damage is not inflicted to either the obstruction or your desk.

1. Using a tape measure, measure the height of the obstruction from the ground.
2. Press and hold the 'M4' button for approximately 10 seconds until you hear the **2ⁿᵈ** audible beep. Release your finger from the button. The letter 'A' will be displayed.
3. Use the 'Up' and 'Down' buttons to toggle through the menu until you reach 'E'
4. Press 'M4' once
5. Use the 'Up' and 'Down' buttons to adjust the height shown on the display. Subtract 2cm from the distance you just measured of the obstruction.
6. Press 'M3' twice to exit. Your desk will not go above this height.

If you make any errors or need to start the above instructions again, simply press the 'M3' button twice.

F - 'Up' anti-collision sensitivity

If you feel your desk's *upward* anti-collision feature is being activated too soon or not soon enough, you can adjust its sensitivity.

1. Press and hold the 'M4' button for approximately 10 seconds until you hear the **2nd** audible beep. Release your finger from the button. The letter 'A' will be displayed.
2. Use the 'Up' and 'Down' buttons to toggle through the menu until you reach 'F'
3. Press 'M4' once
4. Use the 'Up' and 'Down' buttons to scroll through 1-4. 1 being the most sensitive, 3 being the least sensitive and 4 turns off the anti-collision.
5. Press 'M3' twice to exit

If you make any errors or need to start the above instructions again, simply press the 'M3' button twice.

2.8 Troubleshooting

Error Code	Cause	Solution
ER1	Motor stoppage	(1) Turn power off at the power point. (2) Wait 60 seconds. (3) Check cable connections. (4) Turn power back on.
ER2	Legs not synchronised	(1) Turn power off at the power point. (2) Wait 60 seconds. (3) Check cable connections. (4) Turn power back on. (5) Using the down arrow, lower the desk to the minimum height to reset.
ER3	Cable connection fault	(1) Turn power off at the power point. (2) Wait 60 seconds. (3) Disconnect all cables and reconnect. (4) Turn power back on.
ER4	Communication fault	(1) Turn power off at the power point. (2) Wait 60 seconds. (3) Check connection between control panel cable and the control box. (4) Turn power back on.
ER5	Overload protection	(1) Reduce load on desk. (2) Turn power off at the power point. (3) Wait 60 seconds. (4) Turn power back on and lower the desk to the minimum height to reset.
Hot	Continuous over usage (approx. 1min continuous usage every 10min)	(1) Reduce load on desk. (2) Turn power off at the power point. (3) Wait 5 minutes. (4) Turn power back on and lower the desk to the minimum height to reset.
	Desk stuck at a certain height	Follow the instructions above for *minimum height setting* or *maximum height setting*. Set the minimum height to 64, and the maximum height to 129. Please note that these heights have been calculated using a standard 2.5cm thick desktop. If your desktop is thicker or thinner, follow instructions mentioned in the previous section*: Height correction adjustment*
ASR	Anti-collision triggered, obstruction encountered	(1) Turn desk off at wall. (2) Wait 60 seconds. (3) Turn desk back on and as soon as the ASR code appears - BEFORE YOU HEAR A BEEP - hold the down arrow until the desk has reached its lowest height. This will clear the ASR notification.

For any other troubleshooting issues, please visit the Support section of our website at updowndesk.com.au.

2.9 Packaging recycling and disposal

Your UpDown Desk products come packaged in cardboard boxes and lined with *EPE foam* (non-toxic) of various shapes/sizes. The cardboard is 100% recyclable and can be placed (with foam removed) into your local Council recycle bins or any carboard recycling station. At this time, there are currently no official recycling stations accepting EPE foam and it is not accepted in local Council recycle bins.

Based on our own experience and customers suggestions, here are some ideas to help you upcycle, recycle, reuse, or dispose of the packaging:

- Retain the boxes containing frame components in the event you need to move locations; it's the best way to transport your frame – unassembled.
- The boxes with EPE foam attached make great play equipment for kids; makeshift doll houses, matchbox car parks etc.
- Any cardboard can be recycled *without* the EPE foam attached in the appropriate recycling containers.
- Local kindergartens and childcare centres will often graciously accept carboard and EPE foam for kids' art and craft projects.
- As a last resort, EPE foam can legally be placed into your normal waste bins.