

UpDown Desk

*PRO Series Complete Guide to Simple
Setup and Operation*
Manual Crank Desk





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Introduction

Congratulations on the purchase of your PRO Series UpDown Manual Crank 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, installing the desktop and attaching the optional cable tray.

Required tools:

- Philips head screwdriver
- Measuring tape



Optional tools (to simplify desktop installations):

- Power drill
- 2.5mm drill bit



PRO Series Manual Crank Desk Frame Assembly

2.1. Contents

1. 1 x Spreader bar
2. 1 x regular wing
3. 1 x wing/crank assembly
4. 1 x crank handle
5. 1 x Bag of bolts/screws/Allen keys
6. 2 x legs
7. 2 x feet
8. 1 x horizontal crank shaft



2.2 A note about screws/bolts

The bag of bolts/screws/Allen keys (#5) is a generic package covering several desk models. If you discover any screws beyond what is described in this setup manual, you may consider them spares.

Below we describe each item within the bag and what it's used for.



M8 x 20mm

- 8 pieces in total
- Allen key #1 required
- Used to attach feet to the legs

M8 x 10mm

- 10 pieces in total
- Allen key #1 required
- Used to attach the legs to the wings and legs to spreader bar

Desktop self tapping screws

- 6 pieces in total
- Philips head screwdriver required (not supplied)
- Used to attach the frame to the desktop

Crank handle clamp & Clamp self tapping screws

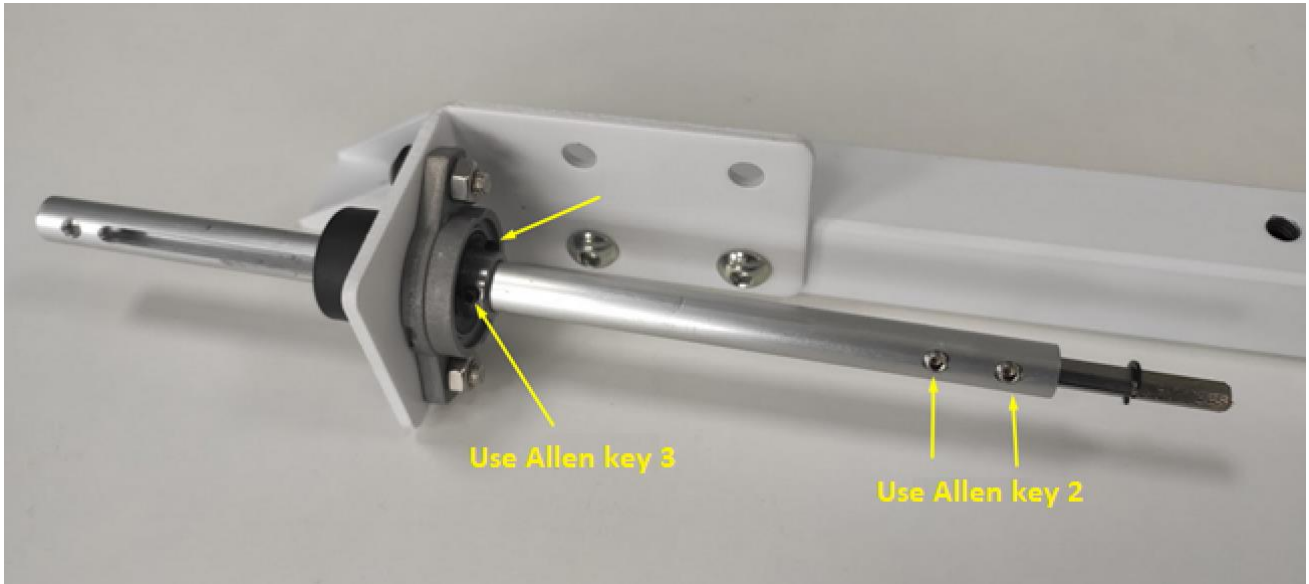
- 1 x clamp, 2 x screws
- Attaches under the desktop and acts as a cradle for the crank handle when not in use.

Allen keys & grub screws

- 4 Allen keys (left to right is largest to smallest), 2 x crank assembly grub screws (1 spare), 2 x crank handle grub screws (1 spare)
- Each will be referred to throughout this manual.

2.3 Step 1

Note: The frame will be assembled upside-down at first as this is the simplest method.



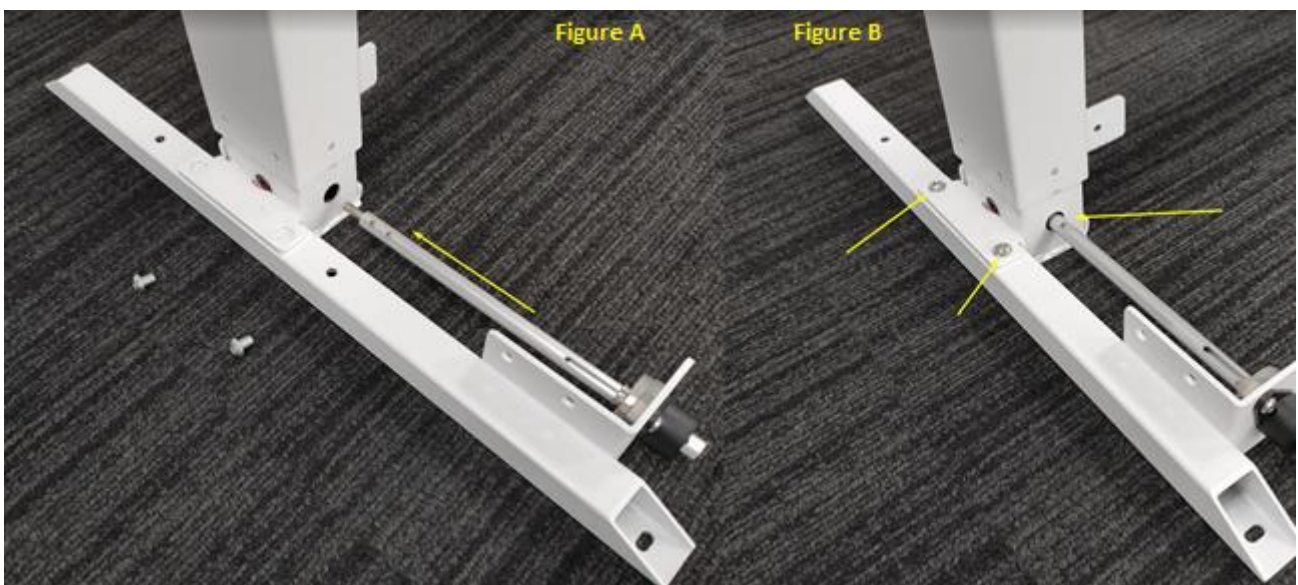
Loosen (do not remove) the two shaft grub screws as shown of the wing/crank assembly using Allen key 2. The hex shaft within is then able to move in/out.

Loosen the two bearing coupling screws as shown using Allen key 3. The shaft can then slide back and forth within the bearing assembly. This will make for an easier installation later.

2.4 Step 2

Position the leg on the wing/crank assembly as shown (Figure A). The hex shaft will slide into a hex seat within the leg. Note: it is ***not*** necessary to disassemble the pre-assembled wing/crank.

Attach the wing on the leg using two M8x10mm screws (Figure B)



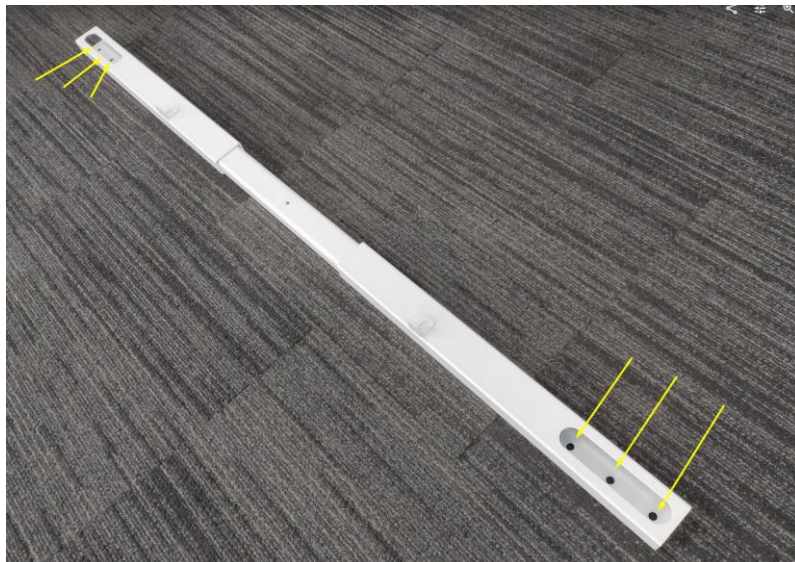
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Attach the regular wing on the 2nd leg using two M8x10mm screws.



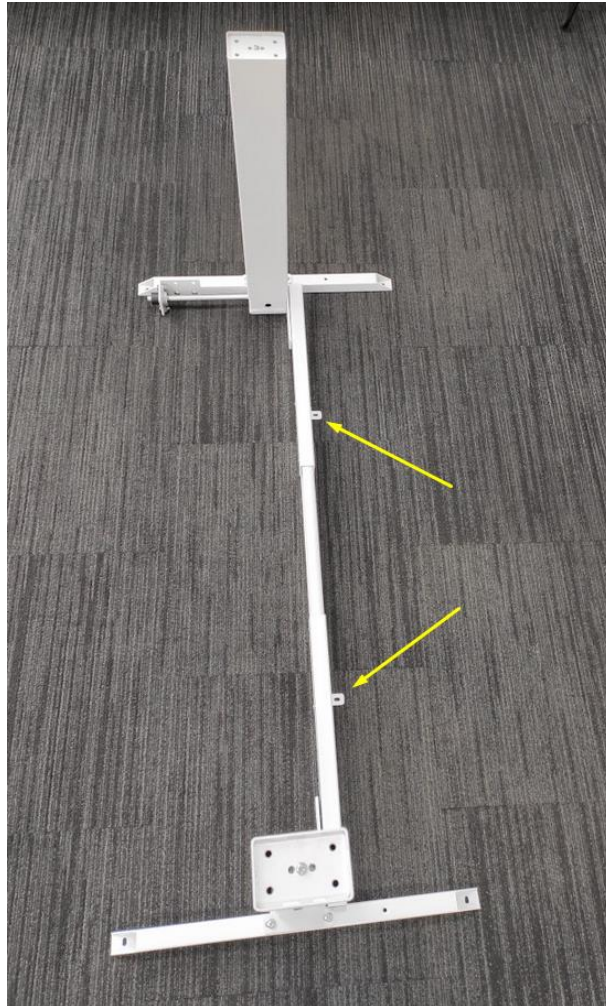
2.4 Step 3

Loosen 4 grub screws of the spreader bar and extend to expose 3 mounting holes on *each* side.



2.4 Step 4

Set up the spreader bar in preparation to install onto each leg using six M8x10mm screws (3 each side). Ensure spreader bar tabs are facing down and flat on the ground (these tabs are used to install the desktop later). Do NOT re-tighten the grub screws of the spreader bar at this point!



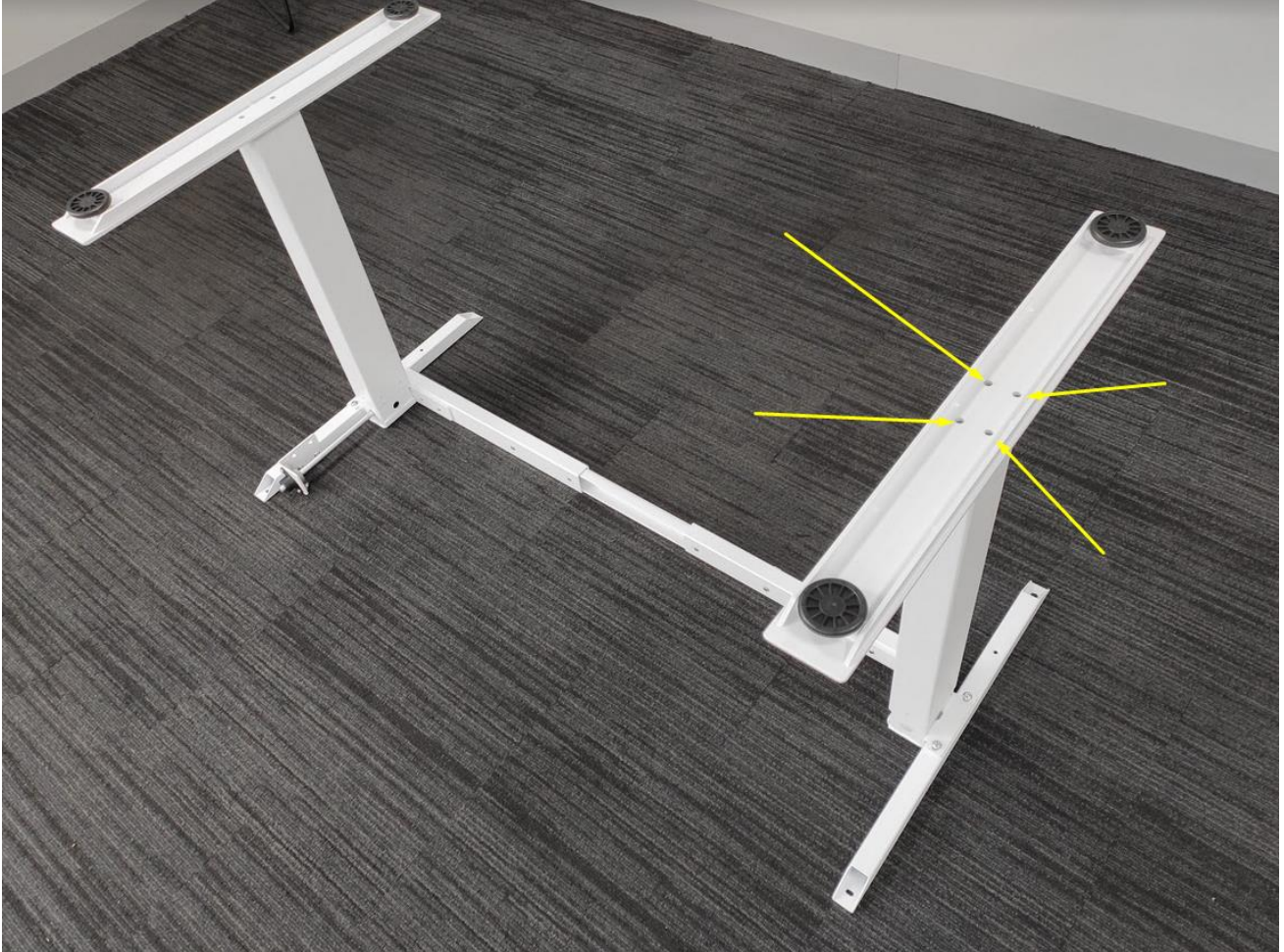
Take note below of the incorrect and correct spreader bar to leg attachment layout.



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2.4 Step 5

Install the feet on each leg using the eight M8x20mm screws (4 on either side) and Allen key 1.



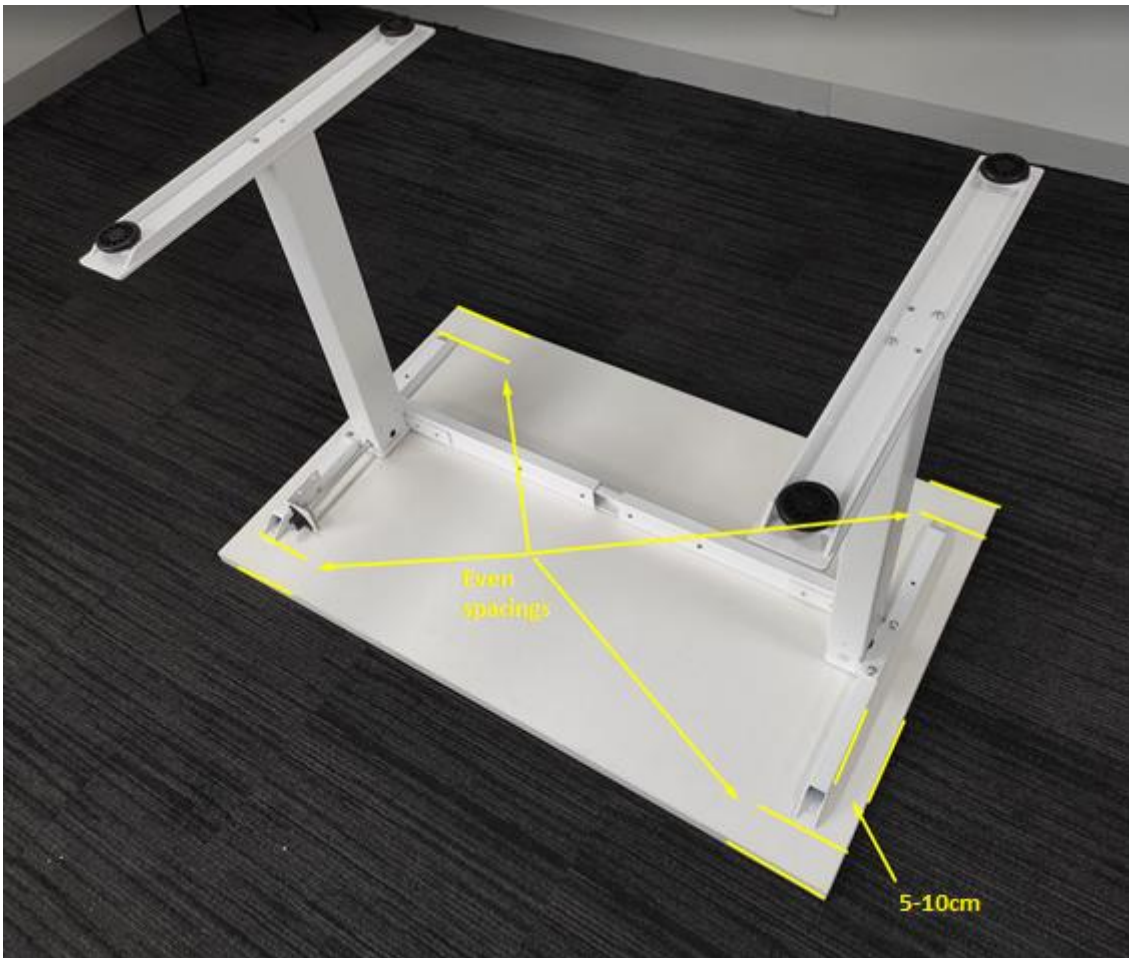
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2.4 Step 6

Place the desk frame assembly on top of the *underside* of your desktop. Extend the entire assembly the appropriate length to suit your desktop. As a guide, a 5-10cm of gap between the edge of the desk and the wing is acceptable; they should be the same on both sides of the desk.

Re-tighten the 4 grub screws of the spreader bar that were loosened earlier using Allen key 1.

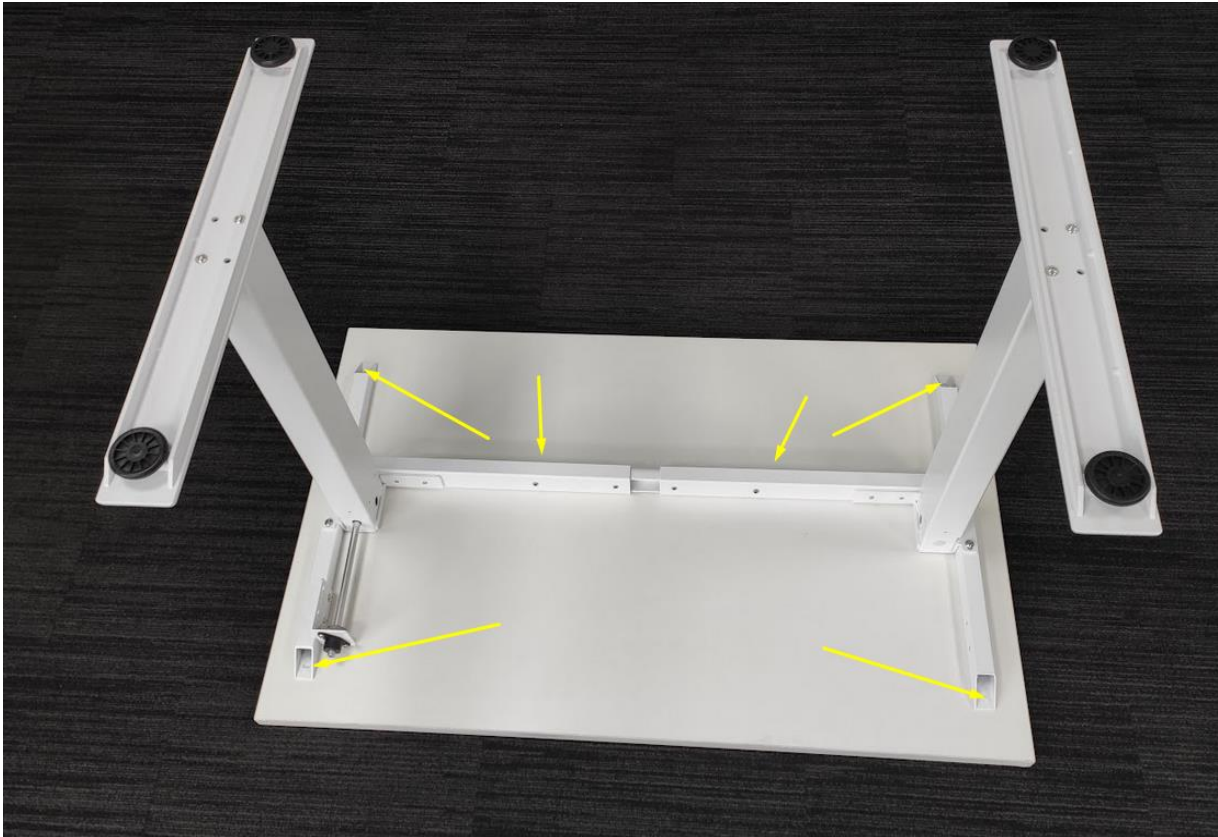
Ensure all 4 corners of the desk frame are evenly spaced to the edge of the desk. This will ensure the desk frame is perfectly centred for optimum stability.



Note: If your desktop is not the standard depth of 750mm, see Appendix A. It contains information regarding the crank/frame positioning for other desktop depths.

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Install 6 self tapping screws through the tabs located below using a Phillips head screwdriver.



Predrilling desktops can simplify the desktop installation process. It is not recommended to pre-drill Melamine desktops. Installation of predrilled desktops is certainly far easier on Hardwood desktops such as Messmate, Vic Ash, Jarrah and Acacia. 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.

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2.4 Step 7

Using Allen key 2, loosen (do not remove) the 4 screws of the horizontal crank shaft closest to the exposed shorter hex shaft end. This will allow you to extend the shaft to suit the width of the frame.



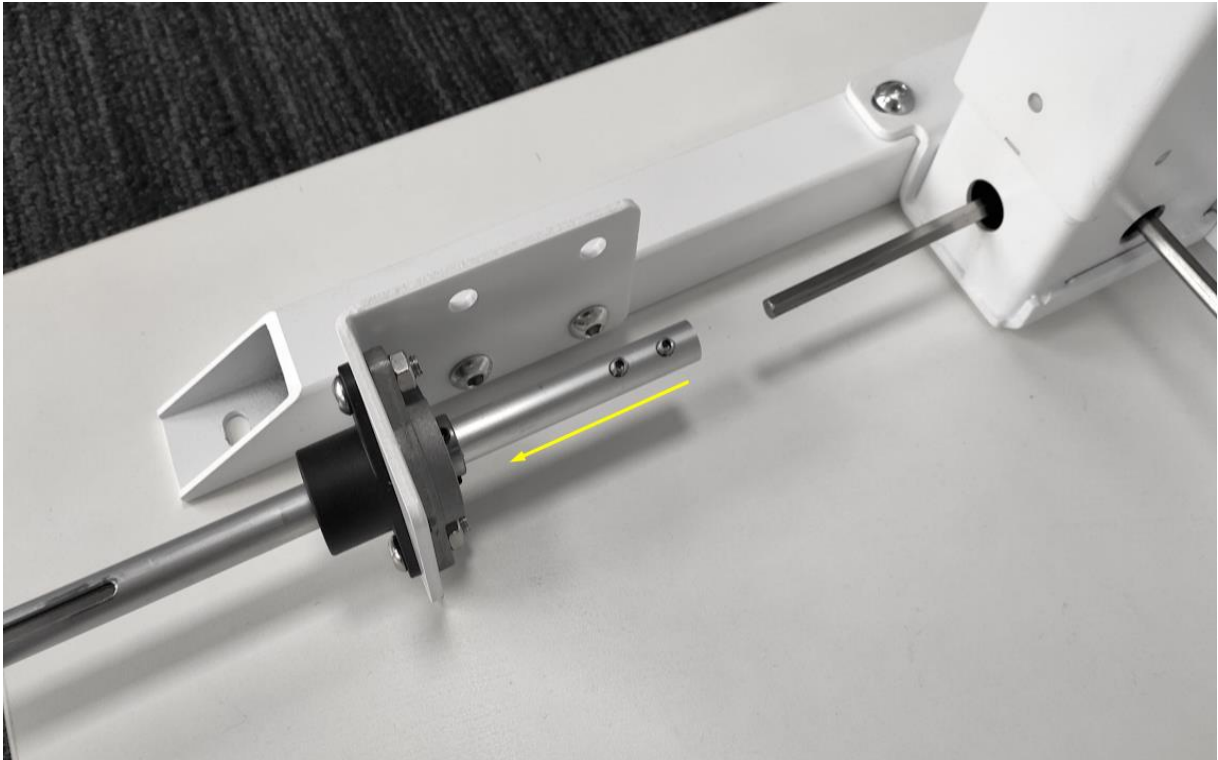
Extending the loosened shaft, install each end of the horizontal crank shaft into each leg as shown until the ends are firmly seated within each leg. Re-tighten the 4 grub screws using Allen key 2.



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2.4 Step 8

Ensuring the small hex shaft remains firmly within the leg, pull the crank shaft sleeve through the bearing housing in the direction shown and only by a similar amount as show below.

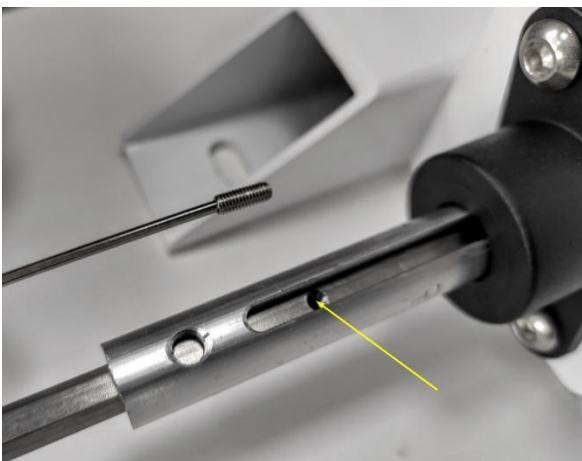


2.4 Step 9

Install the crank handle into the crank assembly.



Install a crank handle grub screw into the crank handle shaft as shown below. Tighten until it bottoms out, then back off $\frac{1}{2}$ turn. This will allow the crank handle to move back and forth within the crank handle shaft, which is required if you want the crank handle hidden when not in use.



2.4 Step 10

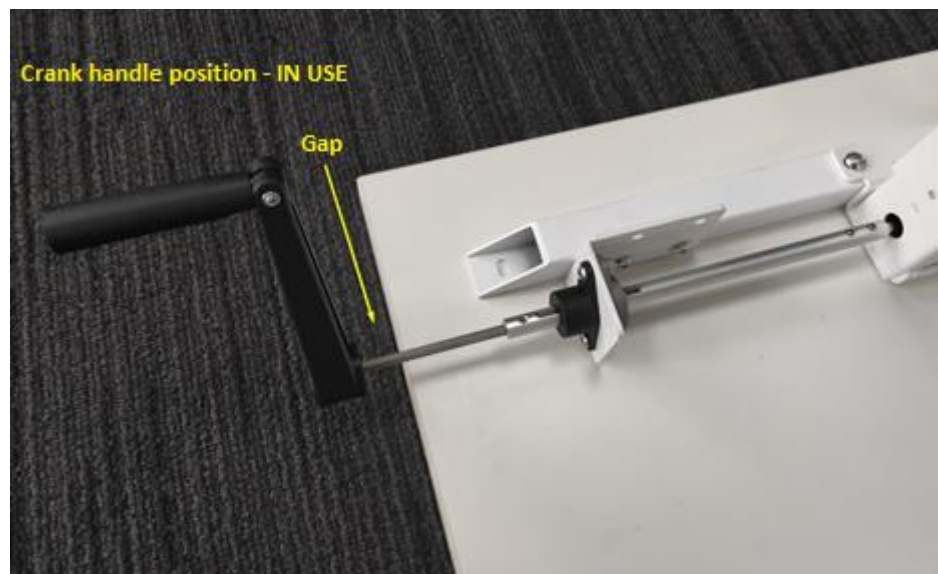
Using the palm of your hand, begin to gently tap the crank handle to install the outer crank shaft sleeve onto the small hex shaft that remained within the leg in Step 8.



Tap the handle so that it is positioned as shown below. The goal is to ensure the crank handle is situated completely under the desk when not in use, and can be pulled out when you require a desk height change.



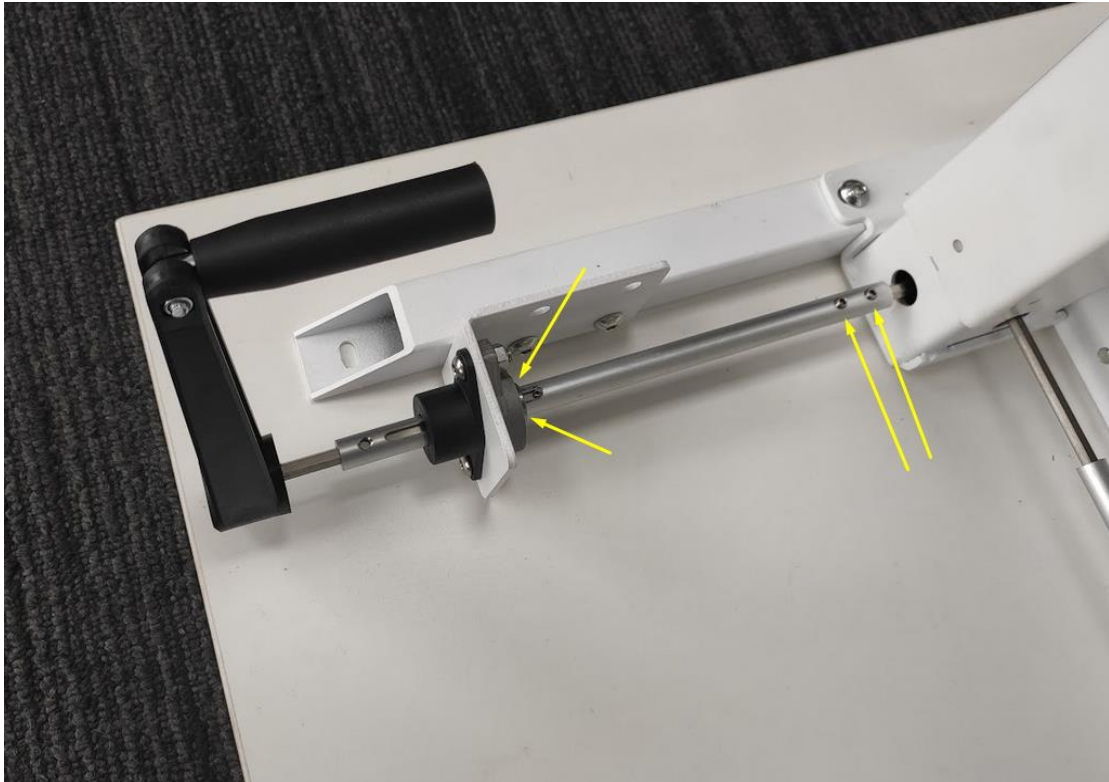
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Troubleshooting tip: if you have tapped too far and the crank handle does *not* clear the desk when extended, you will need pull the crank shaft sleeve through the bearing housing as seen in Step 8.

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Tighten the 4 grub screws loosened off in Step 1, ie the two bearing coupling screws indicated below using Allen key 3 and two shaft grub screws of the wing/crank assembly using Allen key 2 (Note: if only 1 grub screw is visible, simply tighten this; it will suffice.)

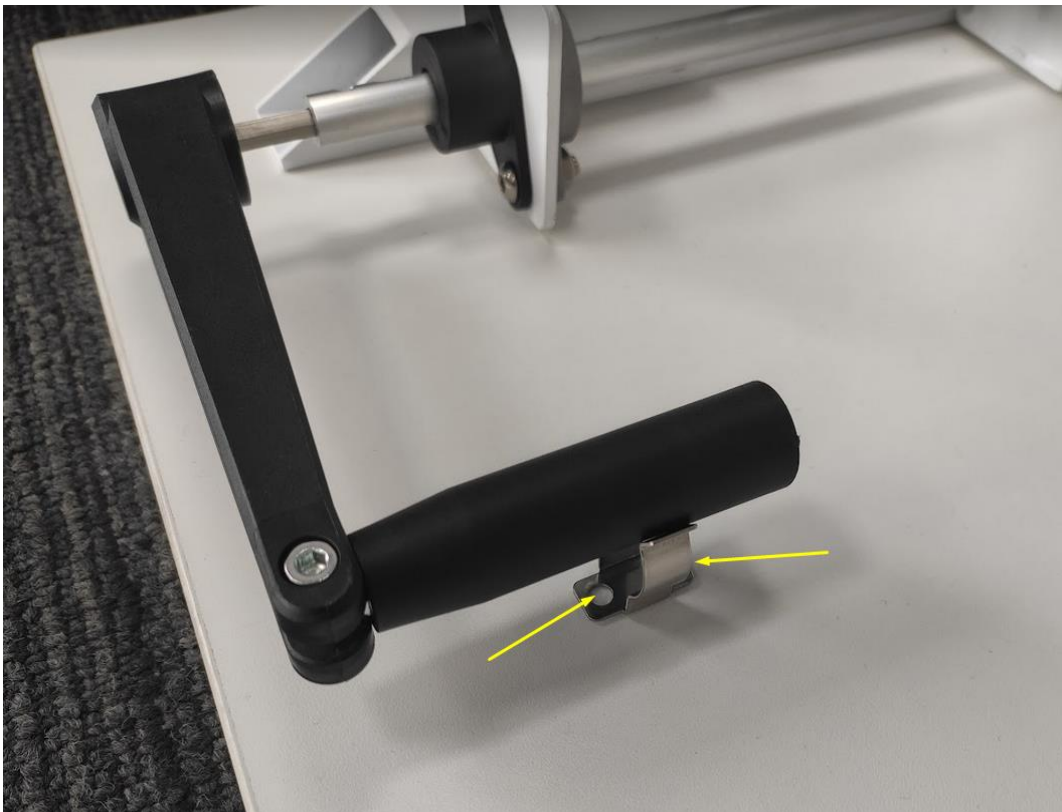


2.4 Step 11

The crank handle clamp can now be installed on the underside of the desk using the 2 Clamp self tapping screws.



Line up the crank handle within the clamp and mark the hole positions with a pencil. The clamp can now be installed.



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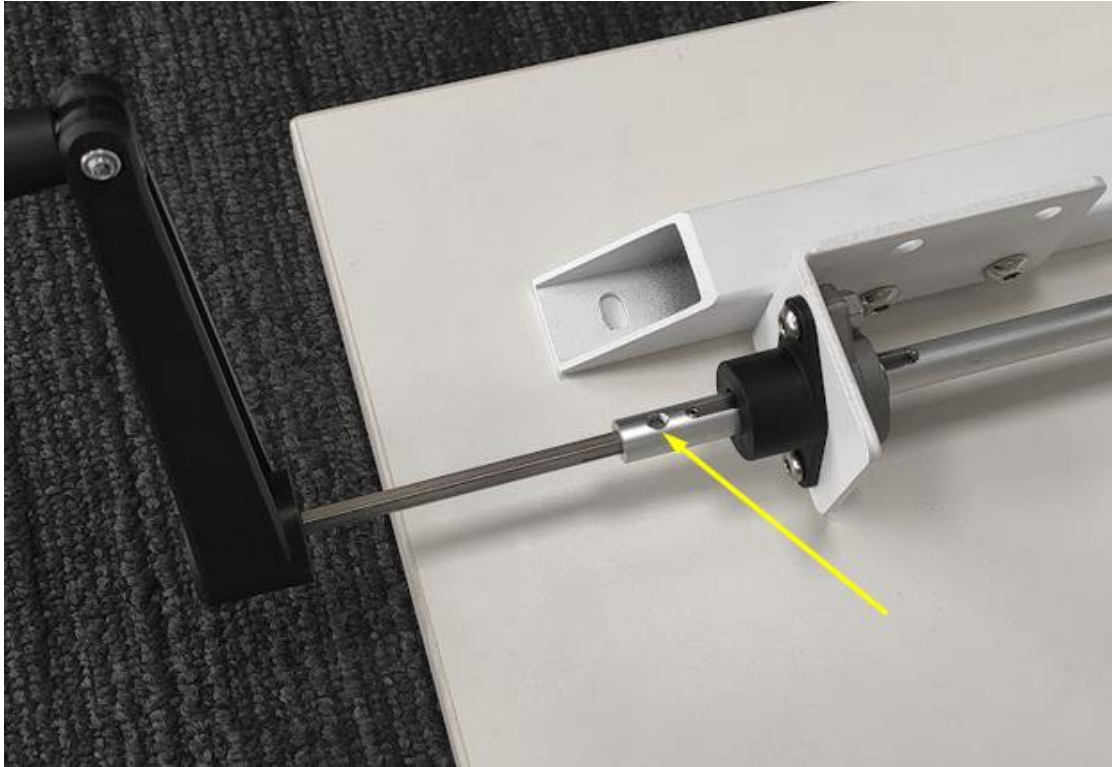
2.4 Step 12

Flip the desk about the NON-crank handle side (to avoid damage to the handle). Crank the handle in an anti-clockwise direction to raise the desk and clockwise direction to lower the desk.



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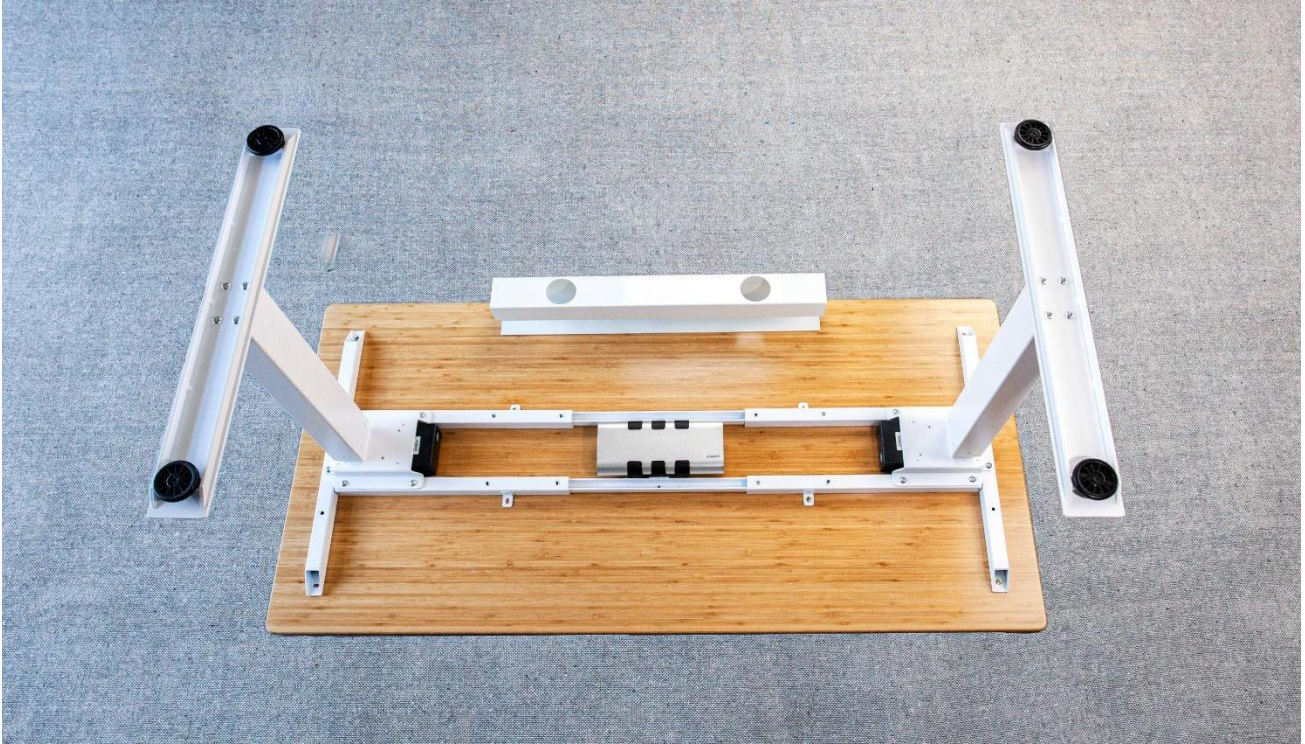
Note: If you wish to have the crank handle locked in position, ie cannot slide back and forth, there is an optional grub screw included that allows you to lock this in.



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Cable Tray Installation (Optional Extra)

The cable tray can go wherever is practicable, it's entirely up to you, however most people locate it underneath the desk, to the rear and in the middle.



(Electric PRO Series model shown above for demonstrative purposes only)

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.

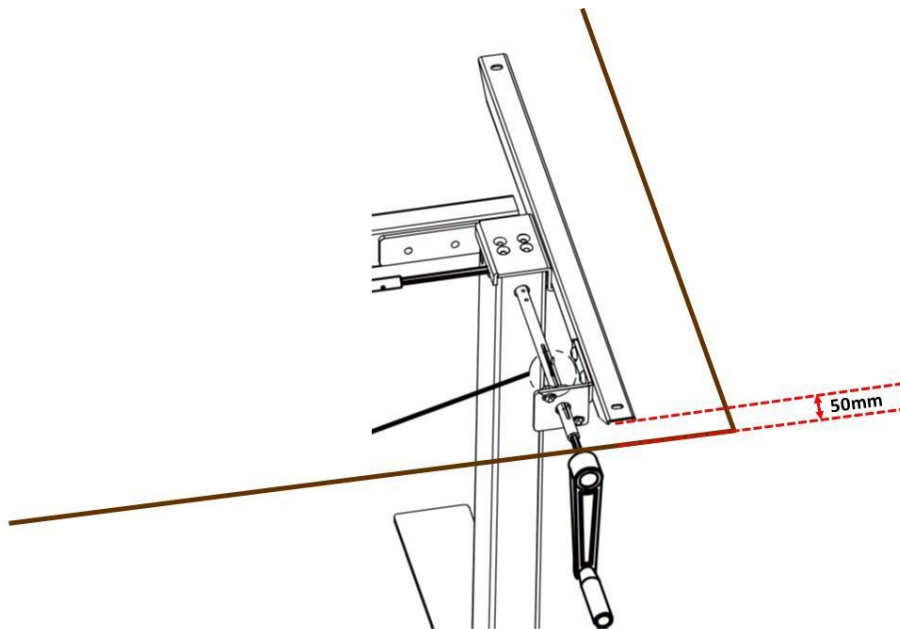


Appendices

Appendix A

SPECIAL CAUTION:

1. The maximum allowable overhang of the front of desktop in relation to the side wing is 50mm. I.e. for a 750mm desktop, there will 50mm overhang at the front and a 100mm overhang at the rear in relation to the side supports of the frame (see diagram below).
2. When installing the crank handle, insert it inside the hex shaft as far as possible (without



fouling the desktop edge)

Failure to observe these instructions will void the warranty.



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 cardboard 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 cardboard and EPE foam for kids' art and craft projects.
- As a last resort, EPE foam can legally be placed into your normal waste bins.