



PRO Series Manual Frame Install Guide



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

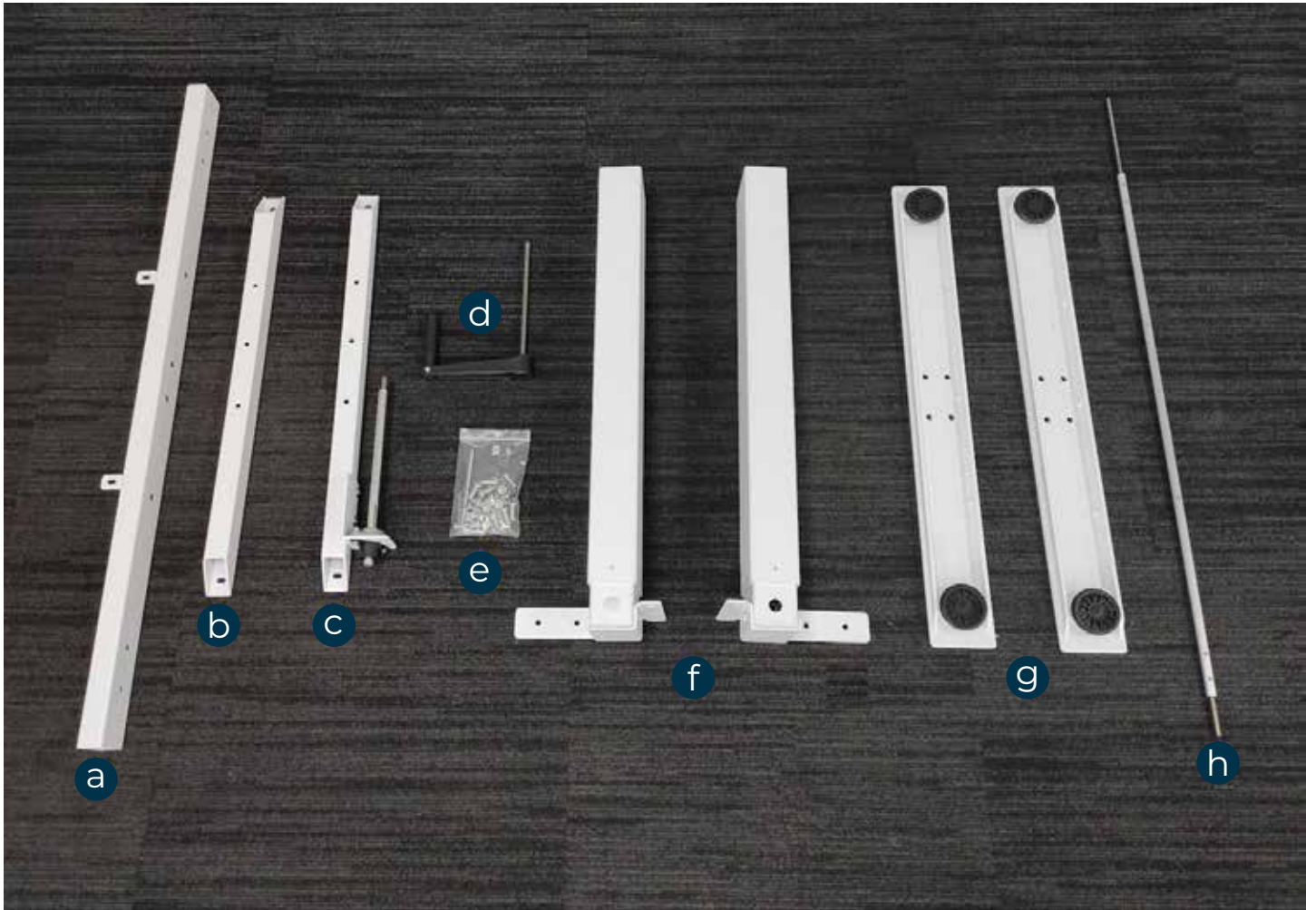
TABLE OF CONTENTS

page

- 03 Introduction
Box Contents
Tool Requirements
- 05 Frame Assembly
- 10 Desktop Installation
- 12 Crank Assembly
- 20 Appendices
- 21 Packaging Recycling and Disposal

INTRODUCTION

- 01 Confirm all the items you received are correct in regards to colour, size, etc.
- 02 Put the desktop aside.
- 03 Unpack Frame, this is made up of 1 box. This box contains all the parts needed to put your frame together. We suggest laying all parts out in an open area, preferably close to where the desk is going to stay. Please ensure you have received all of the parts as set out below.



- a Spreader Bar
- b 1 x Regular Wing
- c 1 x Wing/Crank Assembly
- d Crank Handle
- e Screws/Bolts
- f 2 x Legs
- g 2 x Feet
- h 1 x Crank Shaft

- 04 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.

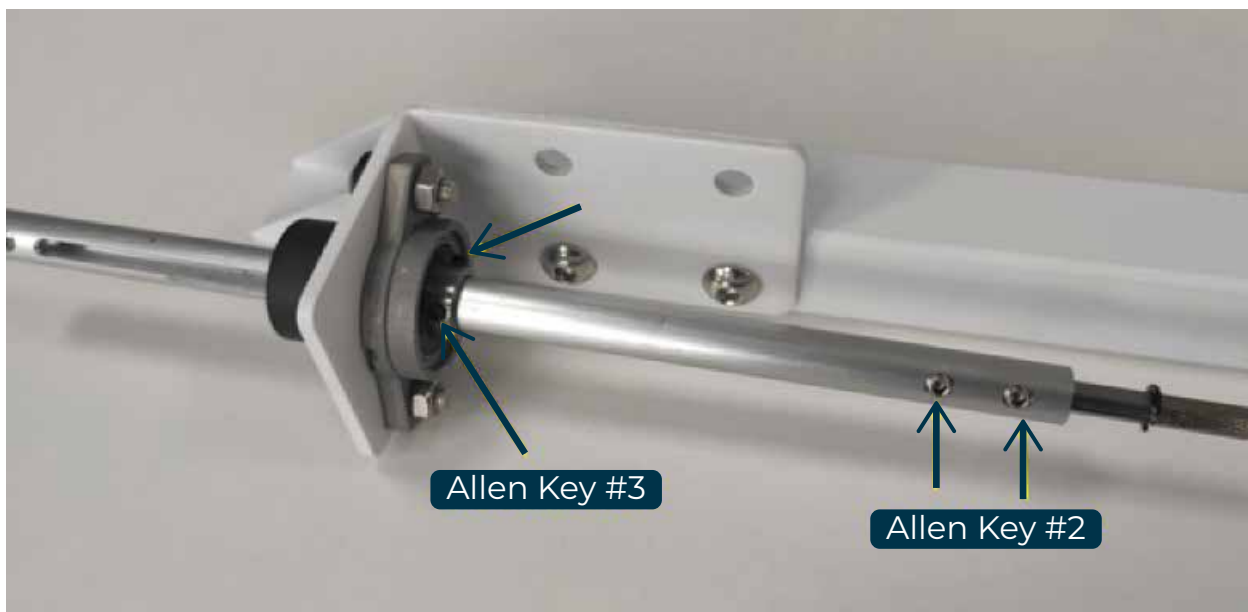


- M8 x 10mm - 10 pieces in total - large Allen Key required (supplied - Allen Key #1) - Used to attach the legs to the Wings (b)(c) and Spreader Bar (a).
- M8 x 20mm - 8 pieces in total - large Allen Key required (supplied - Allen Key #1) - Used to attach Feet (g) to the Legs (f).
- Self Tapping - 16mm - 6 pieces in total - Phillips head screwdriver required (not supplied) - Used to attach the desktop to the frame.
- Crank handle clamp & self tapping screws - 1 x Crank Handle Clamp & 2 x self tapping screws - Used to hide away the handle when not in use.
- Allen Keys & Grub Screws - 4 x Allen Keys (left to right is largest to smallest), 2 x Crank Assembly grub screws (1 x spare) 2 x Crank Handle grub screws (1 x spare).

FRAME ASSEMBLY

- 05 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.

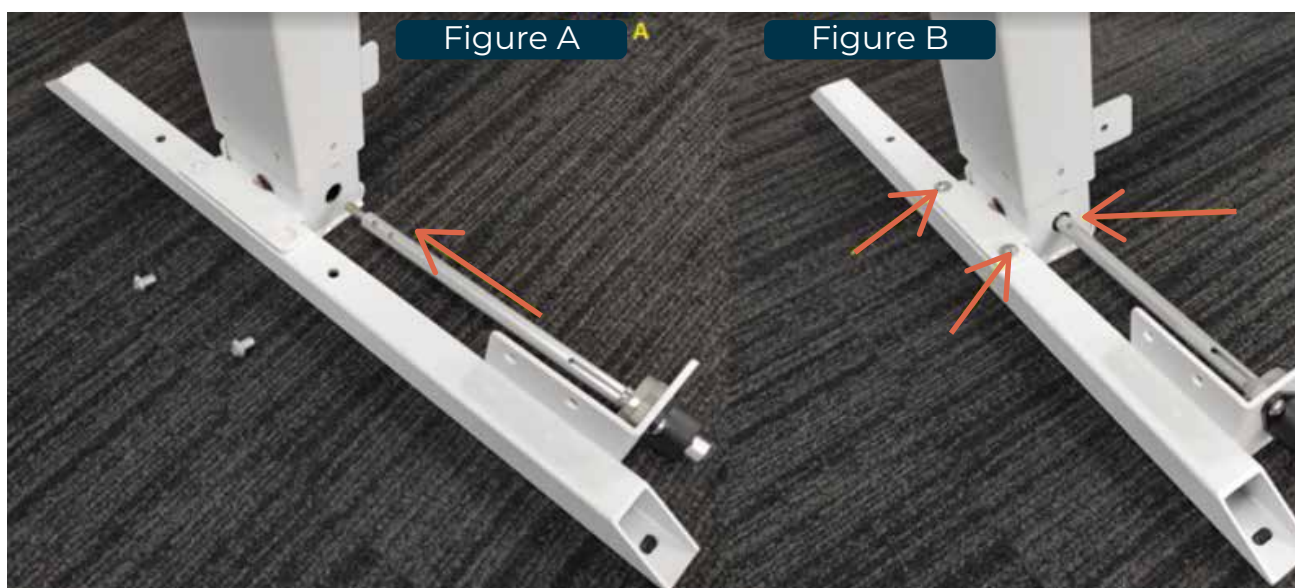
NOTE: THE FRAME WILL BE ASSEMBLED UPSIDE-DOWN AT FIRST AS THIS IS THE SIMPLEST METHOD.



- 06 Position the Leg (f) on the Wing/Crank Assembly (c) 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 it onto the Leg (f) using two M8 x 10mm screws (Figure B).



07 You can then attach the other Wing (b) to the other Leg (f).

- Now you should have a pair of legs with wings attached, looking like the image below.



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



09 Connect the Spreader Bar (a) to the 2 x Legs (f) using Allen Key 1 and 6 x M8 x 10mm bolts, 3 for each side.

- Ensure that you align the Spreader Bar (a) correctly, please refer to the images below.
- Also have the opening on the Spreader Bar (a) facing away from the leg. This gives you access to screwing the bar onto each of the legs.



- 10 The next step would be to attach the Feet (g) to the Leg (f), you will use Allen Key #1 and 8 x M8 x 20 Bolts, 4 per side.
- When installing these bolts we recommend to insert but not tighten all 4 screws before going back and tighten all 4 bolts on both sides.



DESKTOP INSTALLATION

- 11 Place the desk frame assembly on top of the underside of your desktop. Extend the entire assembly to 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 centered for optimum stability.



12 Using 6 self-tapping screws fix the frame to the points outlined in the image below.



NOTE - IF YOUR DESKTOP HAS THREADED INSERTS, PLEASE USE THE 4 X M6 X 12MM SCREWS AND ALLEN KEY PROVIDED IN YOUR BOX. THESE ARE TO BE USED IN EACH CORNER OF THE FRAME. THEN USE 2 X SELF-TAPPING SCREWS TO FIX THE 2 INTERNAL POINTS.



- 13 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.



CRANK ASSEMBLY

- 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.



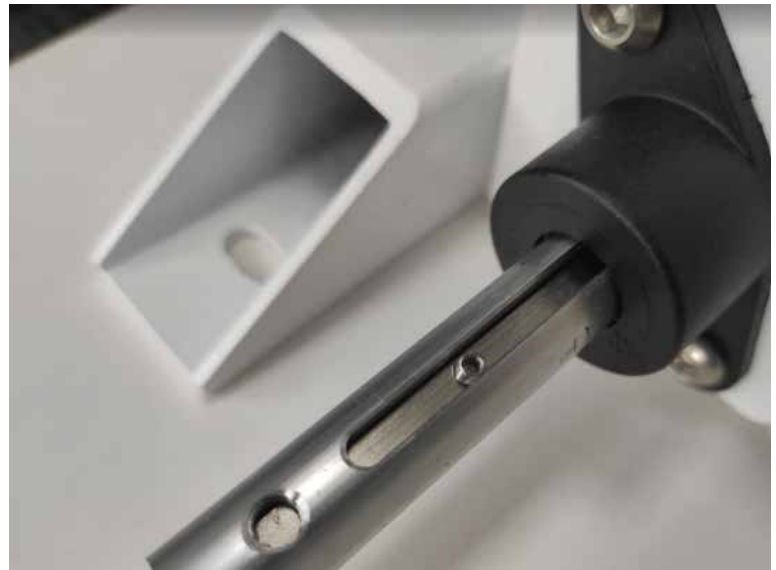
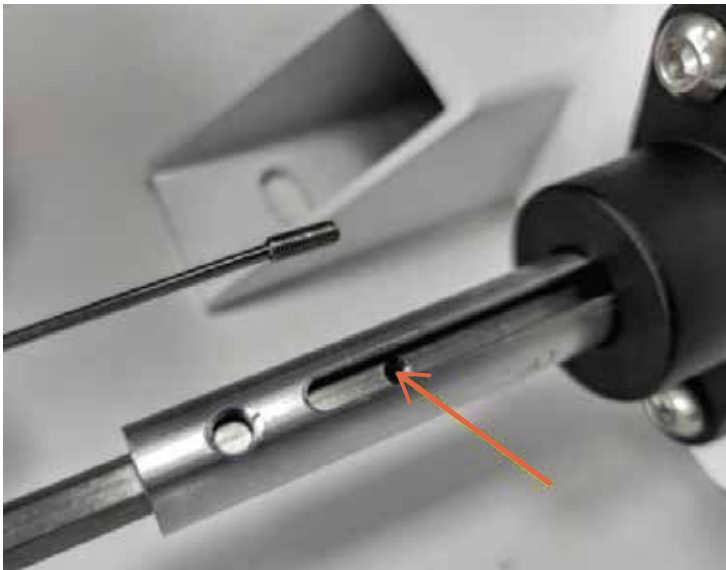
- 14 Ensuring the small hex shaft remains firmly within the Leg (f), pull the crank shaft sleeve through the bearing housing in the direction shown and only by a similar amount as show below.



15 From here, insert the Crank Handle (d) into the Crank Assembly (c).



- Using Allen Key #4 install a crank handle grub screw into the Crank Handle (d) 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.



- 16 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.
- Ensure that the space between the sleeve and leg matches with the photo below (a)



- 17 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.

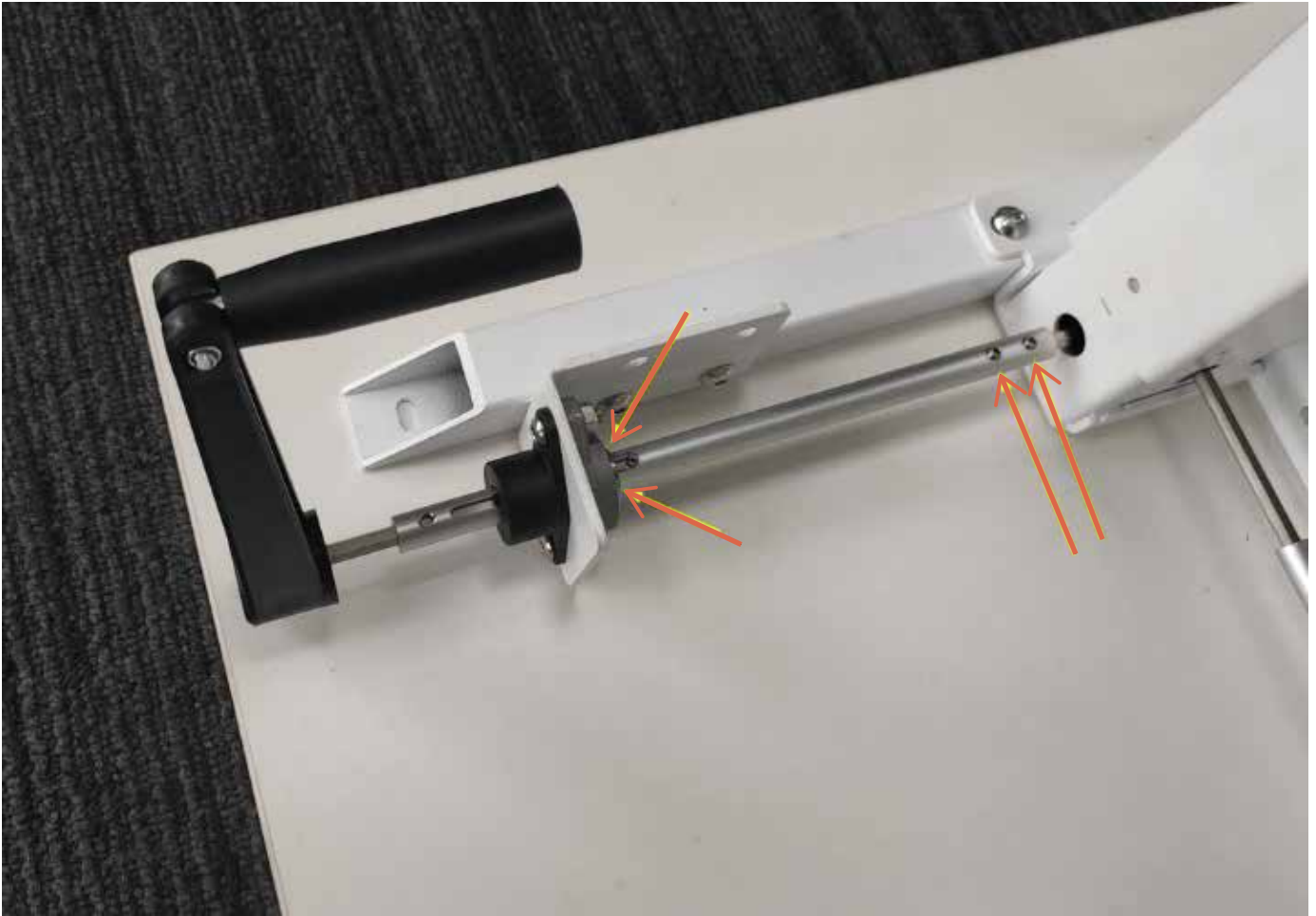
Crank handle position - NOT in use



Crank handle position - IN use



- 18 Tighten the 4 grub screws loosened 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).



19 The Crank Handle Clamp (found in the bag with screws and bolts) can now be installed. You will need

2 x Self tapping screws

1 x Crank Handle Clamp



- To determine where to put the clamp, fold the Crank Handle (d) inwards (like in the image below). From there align the clamp with the thick part of the handle. With a pencil, mark the screw holes of the clamp. Then using the two self tapping screws provided, fix the clamp to the pencil marks that you had made.



- 20 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.



- !** 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.



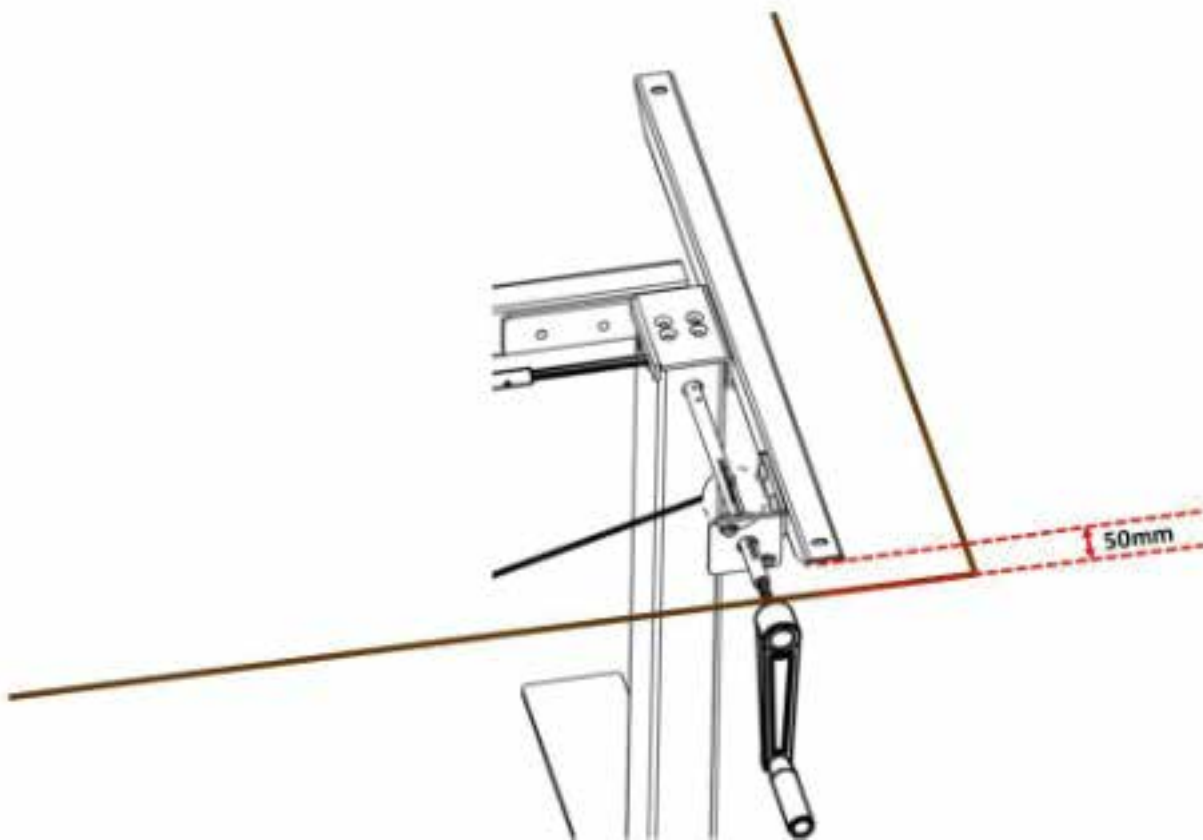
APPENDICES

Appendix A

SPECIAL CAUTION:

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).

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 (nontoxic) 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 centers 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.

UpDown
DESK