IMPORTANT!
PLEASE READ THIS GUIDE THOROUGHLY BEFORE BEGINNING INSTALLATION.
IT IS STRONGLY RECOMMENDED THAT INSTALLATION BE PERFORMED BY AT LEAST 2 PEOPLE. FAILURE TO DO SO MAY RESULT IN PRODUCT DAMAGE AND/OR PERSONAL INJURY.
PLEASE SAVE THESE INSTRUCTIONS FOR DISASSEMBLY OR RECONFIGURATION.

⚠️ WARNING
PRODUCT IS NOT MADE FOR CHILDREN’S USE!
DO NOT LET YOUR CHILD USE THE HEIGHT ADJUSTMENT UNATTENDED!

How to install your Nevi Desk

Tools Required

Hex Allen Key
Size 5
Hex Allen Key
Size 8
Open Spanner
Size 9
Star-headed Magnetic Screwdriver
Spirit Level

Contents

Safety information 2
Parts Included 3
Identifying the Work Surface Holes 4
Motor Cable and E-Beam Clip Connection 5
Work Surface and Motor Housing Position 6
Control Box, Motor Retaining Bracket and Controller Switch Attachment 7
Cable Routing 8
Motor Housing Attachment 9
Leg and Spacer Plate Position 10
Work Surface Support Attachment 13
Foot, Glide and Centre Beam Attachment 14
Cable Tray Attachment 15
Final Assembly 18
Levelling 19
Height-Adjustment System Set-Up/Reset 20
Control Switch 20
Wiring Diagram 21
Control Box 21
Notes 22
Trouble Shooting and Feedback Click Codes 23
SAFETY INFORMATION

MAINTAIN A 25 MM GAP FROM ALL SIDES OF THE WORK SURFACE EDGE

MOVING WORK SURFACE IS A CRUSH HAZARD

REQUIRES TWO PEOPLE TO LIFT
Parts Included

**Work Surface Pack – DWGTAN**

- A. Work Surface (x1)
- V. Motor Retaining Bracket (x2)
- W. Pan Head Screw
  Size: M5 x 20 (x4)

**Leg Pack – DWGP14BU/D.07G**

- B. Leg (x2)
- C. Spacer Plate (x4)
  (if applicable)
- D. Glide (x4)
- E. Controller Switch (x1)
- F. Work Surface Support (x2)
- G. Foot (x2)
- H. Control Box (x1)
- J. Mains Cable (x1)

**Wire Management Pack – DWGP24.15**

- K. Centre Beam (x1)
- L. Motor Housing Beam (x2)
- M. Cable Tray (x1)
- N. Motor Cable (x2)
- P. Button Head Screw
  Size: M8 x 16 (x8)
- Q. Socket Head Screw
  Size: M10 x 16 (x4)
- R. Pan Head Screw
  Size: M5 x 20 (x44)
- S. Cable Tray Bracket (x2)
- T. Self Adhesive Clip (x4)
- U. E-Beam Cable Clip (x2)
- X. Collision Sensor (x1)
Identifying the Work Surface Holes

● = Screw Holes

- H. Control Box (x 1)
- L. Motor Housing Beam (x 1)
- F. Work Surface Support (x 1)
- E. Controller Switch (x 1)
- S. Cable Tray Bracket (x 2)
- K. Centre Beam (x 1)
- L. Motor Housing Beam (x 1)
Step 1. Connect the Motor Cable (if applicable)

Please note the motor may be supplied pre-connected, if so please move to step 2.

L. Motor Housing Beam
N. Motor Cable

Step 2. Add the E-Beam Cable Clips

L. Motor Housing Beam
N. Motor Cable
U. E-Beam Cable Clip
Step 3. Position the Work Surface

Assemble on a carpet/rug to protect work surface during assembly.

A. Work Surface

Step 4. Position the Motor Housing

L. Motor Housing Beam
Step 5. Attach the Control Box

H. Control Box
R. Pan Head Screw
(x2)

Step 6. Attach the Motor Retaining Brackets and Controller Switch

V. Motor Retaining Bracket (x2)
W. Pan Head Screw
(x4)

E. Controller Switch
R. Pan Head Screw
(x2)
Step 7. Route the Cables – Front View

- J. Mains Cable
- N. Motor Cable
- X. Collision Sensor
- E. Controller Switch

Step 8. Route the Cables – Back View

- E. Controller Switch
- N. Motor Cable
- J. Mains Cable
Step 9. Rotate the Motor Housing
Handle with care to avoid damaging cables.

Step 10. Attach the Motor Housing
Handle with care to avoid damaging cables.
Step 11. Position the Legs (with Spacer Plate)

If no spacer plate is included, please move to step 15.

B. Leg
C. Spacer Plate

Step 12.
Step 13. Remove the Legs

Step 14. Add the Spacer Plate
Step 15. Align the Legs

B. Leg

Step 16. Insert the Legs

B. Leg
Step 17. Position the Work Surface Supports

- F. Work Surface Support
- P. Button Head Screw (x8)

Step 18. Attach the Work Surface Supports

- F. Work Surface Support
- R. Pan Head Screw (x12)

Hex Allen Key (Size S)
Step 19. Attach the Feet and Glides

G. Foot (x2)
Q. Socket Head Screw (x4)
D. Glide (x4)

Step 20. Attach the Centre Beam

K. Centre Beam (x1)
R. Pan Head Screw (x8)

Hex Allen Key (Size 8)
Step 21. Attach the Cable Tray Brackets

S. Cable Tray Bracket (x2)
R. Pan Head Screw
(x4)

Step 22. Open the Cable Tray Brackets

S. Cable Tray Bracket (x2)

BACK
FRONT
Step 23. Position the Cable Tray

Step 24. Close the Cable Tray Brackets
Step 25. Attach the Cable Tray Brackets

R. Pan Head Screw

(x4)

Step 26. Operating the Cable Tray

Open

Close
Step 27. Final Assembly

Step 28. Rotate the Desk on to the Feet

REQUIRES TWO PEOPLE TO LIFT
Step 29. Level the Desk

Step 30. Identify Mains power ⚡
Step 31. Set-up/Reset the Height-Adjustment System

After installation and connection to power, the desk’s height-adjustment system needs to be set-up. In this state, the table can only be moved down with reduced speed.

To set-up height-adjustment:

1. Lower the table to its lowest position using the DOWN button on the Controller switch (E).
2. Once the desk has stopped moving, release the DOWN button briefly.
3. Hold DOWN button again for 15 seconds or until the desk moves down a further 3-6 mm, pauses and then moves up again the 3-6 mm.
4. Release the DOWN button.

Note: If the button is released too early, the set-up procedure will need to be repeated. Please follow these instructions each time the desk is reconnected to power, following a fault, or after reconnecting the drives and the controller.
Notes

**IMPORTANT: PLEASE ENSURE THAT THERE IS NO OBSTRUCTION TO THE MOVEMENT OF THE MECHANISM OR WORK SURFACE.**

Nevi Desk allows for continuous height adjustment of the work surface from 650mm-1250mm above floor level at a speed of 38 mm per second. The desk must be connected to a suitable mains (240) voltage supply using a Herman Miller mains cable appropriate to the country of use.

The electronic mechanism is designed to European safety standards with a cut out to ensure the motors do not overheat. The desk will move freely up and down for up to 2 minutes. After this time the movement will cease and the mechanism will require a full 20 minutes rest time before resuming. If the mechanism is pressed after only 10 minutes rest time the desk will work for only 1 minute of continuous use.

Nevi Desk should be installed with a minimum safety gap of 25 mm between each of the non-user edges and any adjacent hard surface i.e. building walls, storage units, other desks etc. throughout the full height range.

Any cables that rise and fall with the work surface must be of sufficient length to ensure that no strain is placed upon the cables or their connectors to other apparatus. Similarly, the cables must not interfere with the operation of the desk.

**Set-up and Reset**
After installation and connection to power, the desk’s height-adjustment system needs to be set-up. In this state, the table can only be moved down with reduced speed. Please refer to Step 31 in this guide.

**Collision Sensor**
If the desk is moved and there is a collision with an object, the sensor recognises the collision and moves a short distance in the opposite direction. When the hindrance has been removed, the table can be moved again as usual.

Illustrations and specifications, where shown, are based on latest product information available at the time of publication. We reserve the right to make changes to the design and specification at any time, without notice. We also reserve the right to discontinue products.

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**Setting Upper and Lower Limits**
1. Move the work surface to the desired position using the UP and DOWN arrow keys. Note: The upper limit can only be set above the desk’s mid-position (950 mm from floor), and the lower limit can only be set below the mid-position.
2. Press both arrow keys at the same time.
3. The controller confirms with one ‘click-clack’ sound. (If there is no sound it means that setting may not be permitted.)

**Deleting the Lower Limit**
1. Press the DOWN arrow key and keep it pressed.
2. The work surface stops automatically when it reaches the lower limit.
3. Press both arrow keys at the same time.
4. The controller confirms with a single ‘click-clack’ sound.

**Deleting the Upper Limit**
1. Press the UP arrow key and keep it pressed.
2. The work surface stops automatically when it reaches the upper limit.
3. Press both arrow keys at the same time.
4. The controller confirms with a single ‘click-clack’ sound.

If an attempt is made to set the upper and lower limit too close to the middle, the controller signals this with six ‘click-clack’ sounds.
**Troubleshooting**

<table>
<thead>
<tr>
<th>Fault</th>
<th>Cause</th>
<th>Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk does not move.</td>
<td>No power supply.</td>
<td>Plug in mains cable. Check the plug connector on the controller.</td>
</tr>
<tr>
<td></td>
<td>No connection or loose connection from controller to motor(s).</td>
<td>Check to ensure solid connection of cables between controller and motor(s).</td>
</tr>
<tr>
<td></td>
<td>No connection to the control switch.</td>
<td>Check controller is plugged in to the switch.</td>
</tr>
<tr>
<td></td>
<td>Maximum lifting force has been exceeded.</td>
<td>Reduce weight on desk.</td>
</tr>
<tr>
<td></td>
<td>Maximum operating time exceeded.</td>
<td>The controller will independently reactivate after approximately 3 minutes.</td>
</tr>
<tr>
<td></td>
<td>NOTE: The maximum travel time of 2 minutes is only available after an idle time of at least 20 minutes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Motor defective.</td>
<td>Please contact Herman Miller Customer Services.</td>
</tr>
<tr>
<td></td>
<td>Control switch defective.</td>
<td>Please contact Herman Miller Customer Services.</td>
</tr>
<tr>
<td>Desk only lowers slowly.</td>
<td>Controller needs to be reset.</td>
<td>Refer to Set-up / Reset instructions.</td>
</tr>
<tr>
<td>Desk only moves slowly.</td>
<td>Maximum lifting force exceeded.</td>
<td>Reduce weight on desk.</td>
</tr>
<tr>
<td>Desk will only move briefly on one side but then stops.</td>
<td>No connection or loose connection from controller to motor(s).</td>
<td>Check to ensure solid connection of cables between controller and motor(s).</td>
</tr>
<tr>
<td></td>
<td>Motor defective.</td>
<td>Please contact Herman Miller Customer Services.</td>
</tr>
</tbody>
</table>

**Feedback Click Codes of the Controller**

As soon as the motor controller is supplied with power, the controller uses the integrated relay to acoustically inform the user about the system status and the reason for the most recent shutdown.

Click = Relay actuated, Clack = Relay dropping

<table>
<thead>
<tr>
<th>Click / Clacks</th>
<th>When</th>
<th>Status information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1x</td>
<td>If the mains is on</td>
<td>Normal operation: The system works without any problem.</td>
</tr>
<tr>
<td>1x</td>
<td>Up key pressed</td>
<td>Reset. Run set-up process.</td>
</tr>
<tr>
<td>7x</td>
<td>During the movement, the connection to a drive is lost.</td>
<td>Error: Desk cannot be moved up or down.</td>
</tr>
<tr>
<td>2x</td>
<td>Setting an upper or lower limit.</td>
<td>Confirmation of the limit position having been successfully saved (only with the simple hand switch without a display).</td>
</tr>
<tr>
<td>4x</td>
<td>Delete an upper or lower limit.</td>
<td>Confirmation of the limit position having been successfully deleted (only with the simple hand switch without a display).</td>
</tr>
<tr>
<td>7x</td>
<td>Table moves at an angle</td>
<td>Error: The drives do not have the same height. Run set-up process.</td>
</tr>
</tbody>
</table>