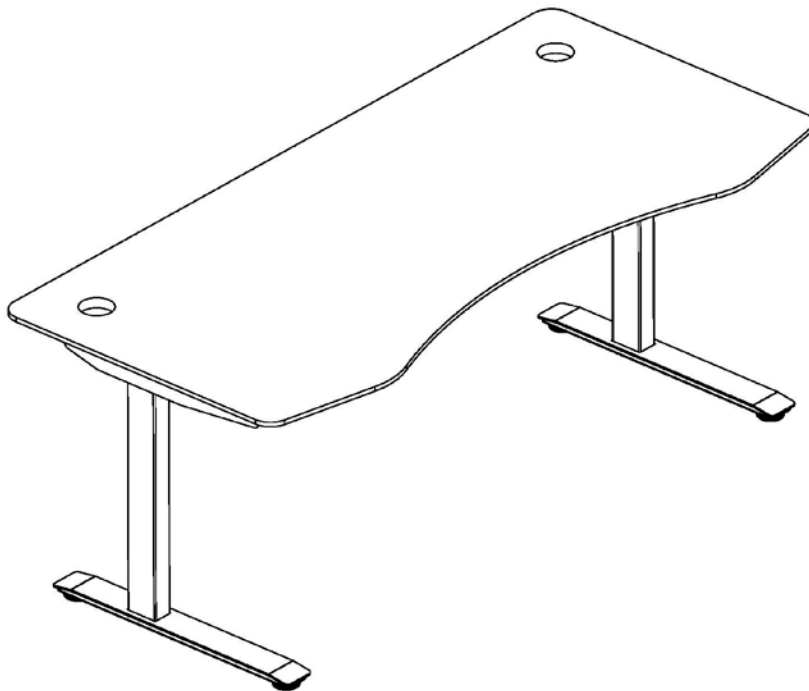




ELECTRIC HEIGHT-ADJUSTED SIT TO STAND DESK

Elite Series Assembly Guide



REV-1512A

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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.



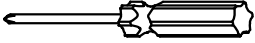
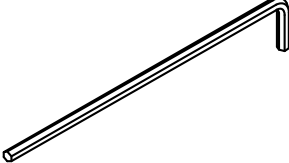
Desk must be INITIALIZED before first use.

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

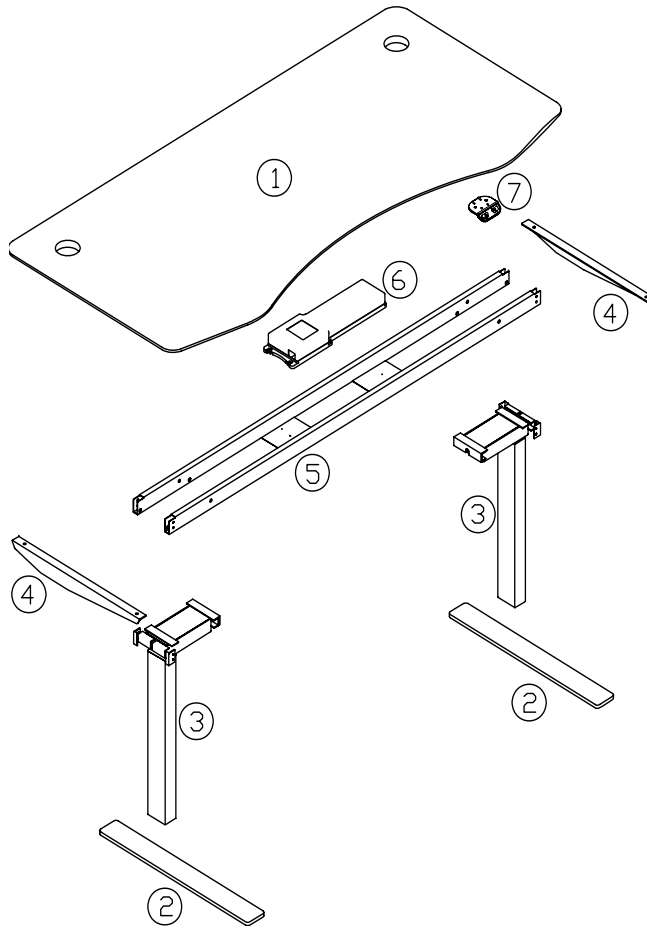
TOOLS REQUIRED

 <p>Phillips screwdriver (not supplied)</p>	 <p>Allen wrench</p>
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HARDWARE INCLUDED

No.	HARDWARE LIST	Qty
A	M6x35mm screw	8
B	L-shaped lever	4
C	M4x12mm nut/bolt	3 Sets
D	M6x15 hexagon screw	6
E	M6x20 screw	4
F	ST4.8x7mm pan-head screw (enclosed in a separate bag w/motors)	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

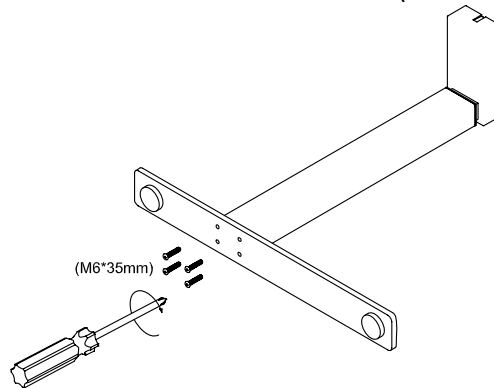
ASSEMBLY INSTRUCTIONS

BEFORE YOU BEGIN

1. Lay out all components and hardware to ensure that you have everything listed on Page 4 and 5.
2. The desk weighs over 100 lbs. Two people are needed to turn or move desk and some components. When turning or moving assembled desk, grab it by **SUPPORT BRACKETS** (not desk top).
3. Assemble on soft and non-abrasive surface to avoid scratch or damage to the top.

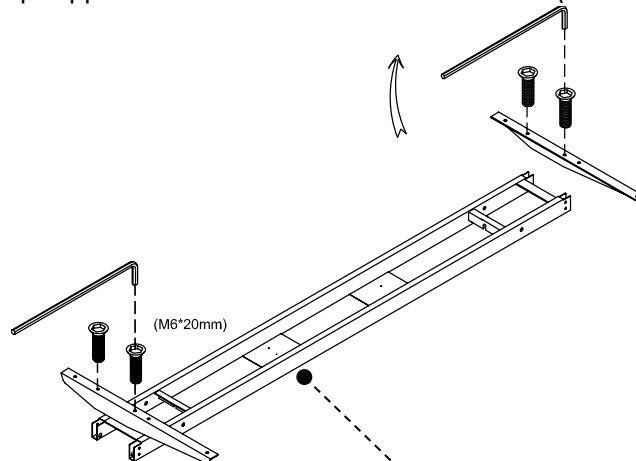
STEP 1

Use Phillips screwdriver to secure foot to column with four Screw A (M6x35mm) on each side.



STEP 2

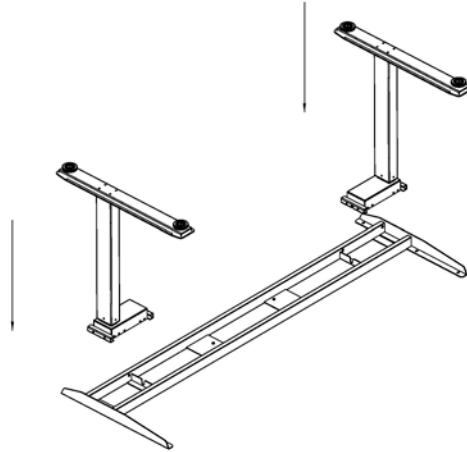
Use Allen wrench to secure top support bracket to beam with two Screw E (M6x20mm) on each side.



* *Tip: The illustrated beam placement allows controller to be on the right side of the desk. If you prefer controller to be on the left, turn the beam (only) 180° so the two mounting holes for the control box will be on the right instead.*

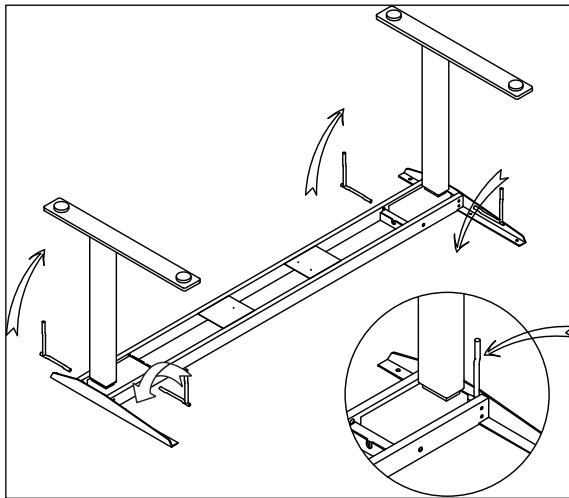
STEP 3

Turn the assembled beam from **Step 2** over and insert assembled lifting columns from **Step 1** into them beam



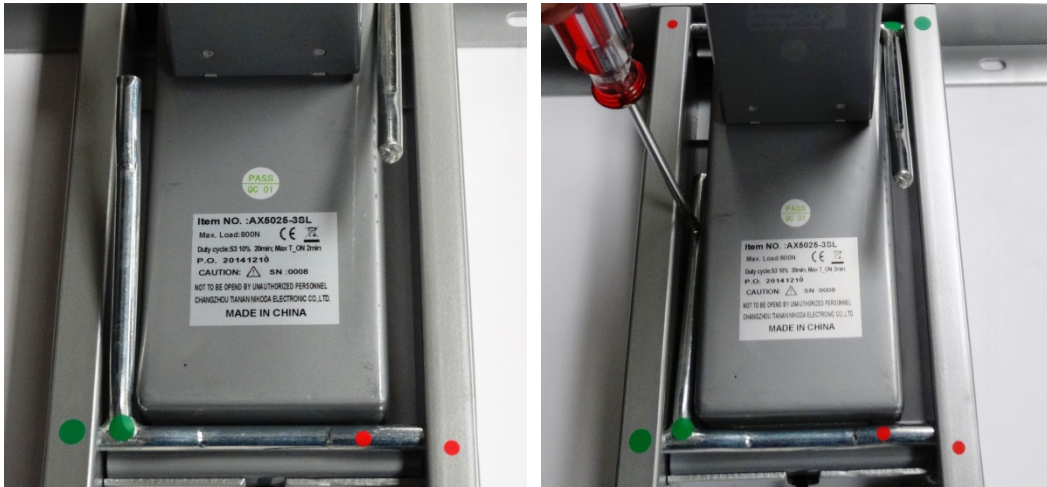
STEP 4 (VERY IMPORTANT. READ CAREFULLY)

At each end of the beam, there are two holes marked with red dots and two holes with green dots on the inner side. (See picture below).



Locate L-shaped lever and insert the end marked with a **RED** dot into the hole also marked with a **RED** dot. On the opposite side, insert the end of lever marked with a **GREEN** dot into the hole that is also marked with a **GREEN** dot. Slide the green-dotted end all the way into the hole until it touches the inner beam.

STEP 4 – CONT'D



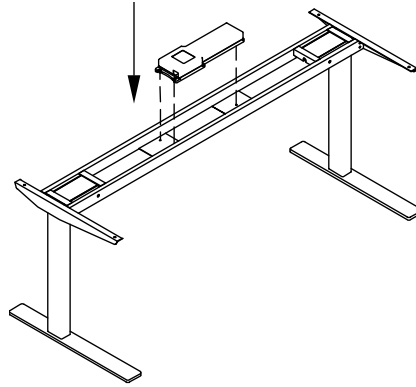
With the green-dotted end all way into the hole, use your hand to push lever **TOWARDS** the lifting column. You should feel some pressure while pushing the lever down. Once the lever is flush with the beam, use a tool like a flat-head screwdriver to push it all the way down until it touches the surface where the beam rests. If no pressure is felt while pushing the lever down, check whether the top support bracket is installed and secured properly.

Repeat on the other side.

⚠ *Each lifting column requires two L-shaped levers to be properly secured. The two L-shaped levers, when installed correctly, should form a tight lock and secure the lifting columns to the beam. Top support brackets must be installed first. It is normal that you feel more pressure on one lever than the other when pushing the levers down. Make sure the levers **DO NOT WIGGLE** or **DO NOT FEEL LOOSE**. If they do, the levers are either defective or not properly installed.*

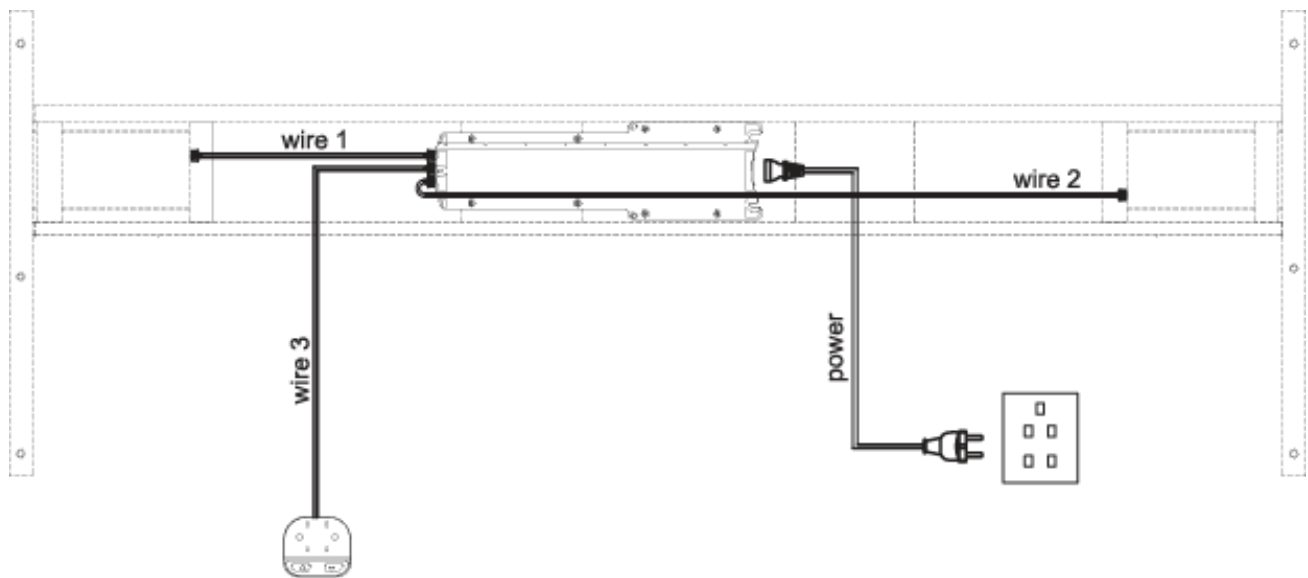
STEP 5

With two people, turn the frame to upright position. Control box is to be installed inside the beam and rests on the two holders.



On one end of control box, there are four ports – two for motor cables and two for controller. On the opposite end, there is only one socket for power cord. If you want controller to be installed on the right side of desk, make sure the 4-port end is on the right side as well. If you want controller to be on the left side, make sure that you place the beam according to the tip in **Step 2** and the 4-port end of control box is on the left. Please note that there are two pre-drilled holes for controller on the bottom of right side desk top, not on the left side.

Depending which side of the desk you want controller to be installed, make sure to tuck one of the motor cables (shown as Wire 1 or 2 in the diagram) underneath control box's built-in slot before securing it two nuts and bolts on one end and one on the other.

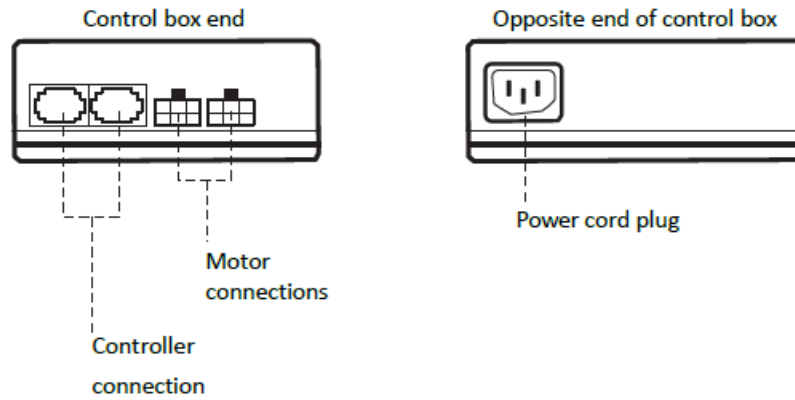


STEP 6

Connect both motor cables to the control box.

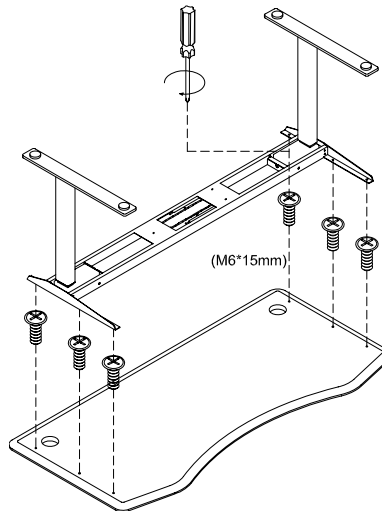
Connect controller cable to either port on the control box.

Connect one end of power cord to the control box. Don't connect the other end to a power outlet yet.



STEP 7

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 D (M6x15mm).

STEP 8

Secure controller to pre-drilled holes on the bottom of right desk top with two Screw F. Please note that there are no pre-drilled holes on the bottom of left desk top. If you prefer controller to be installed on the left, please go back to **Step 2**.

With two people, grab the assembled desk by **SUPPORT BRACKETS** (not desk top) and turn the desk over to upright position. Adjust leveling studs on the feet as needed.

STEP 9

Motors must be initialized before your first use.

Connect power cord to a power outlet. Press and hold the **DOWN** button from the controller. The lifting columns will make a short downward motion and reach their lowest position. They will back up slightly and then stop. This completes the initialization and synchronization process. Your desk is now ready to use.

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. Make sure that you are pressing down button not up button when initializing the desk. Re-initialize the desk. Contact tech support if the problem persists.
Columns do not go up evenly.	Re-initialized desk. Contact tech support if the problem persists.
Desk wobbles pretty excessively.	It is normal that desk wobbles slightly at standing height. Make sure all the screws are tightened and adjust leveling studs.

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.