



ELECTRIC HEIGHT-ADJUSTED SIT TO STAND DESK

Flex Pro Series Assembly Guide

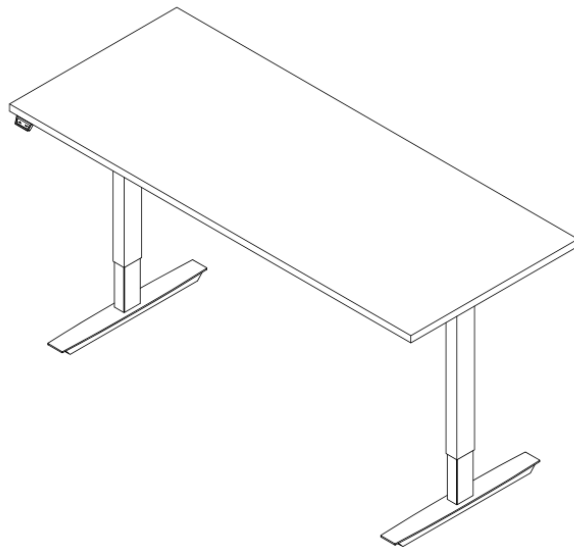


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CAUTION, USE & LIABILITY

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.




The desk must be INITIALIZED before first use.

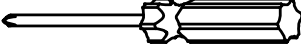

USE & LIABILITY






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

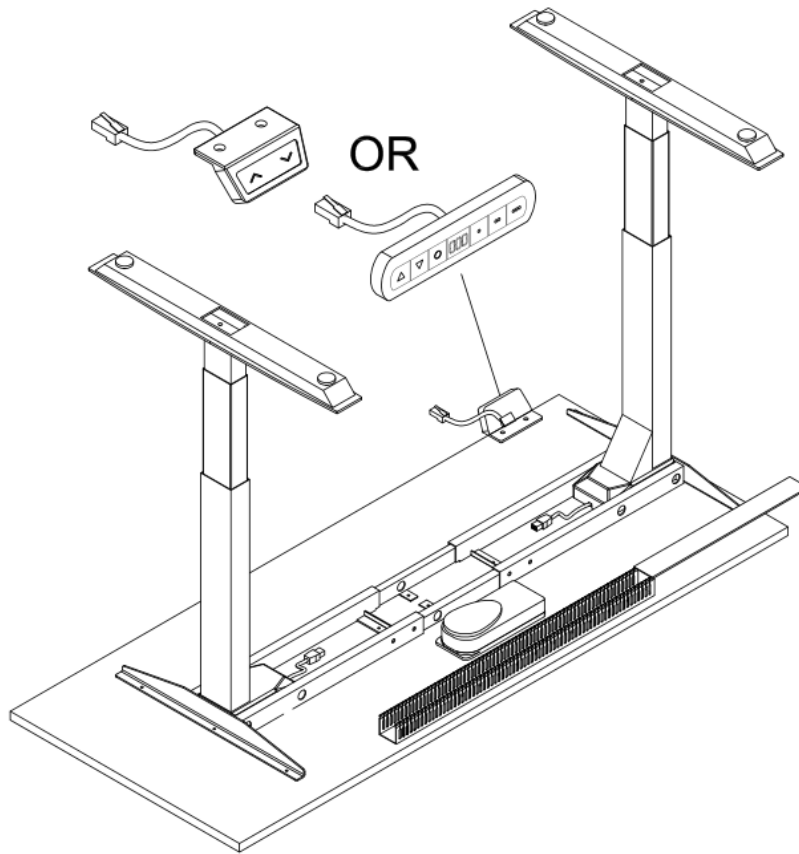
TOOLS REQUIRED

 screwdriver.png Phillips Screwdriver	
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 Phillips screwdriver (not provided)	 4mm Allen Wrench
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Ref #	QTY	DESCRIPTION	IMAGE
E1	14	M6x15mm Machine Screw w/Lock & Flat Washer	
E2	20	5x20mm Wood Screw	
E3	10	4mm Set Screw	
E4	1	4mm Allen Wrench	
E5	7	M6x20mm Machine Screw	

PARTS / COMPONENT DIAGRAMS



No.	PARTS / COMPONENT LIST	Qty
1	Lifting column	2
2	Foot	2
3	Adjustable Frame	2
4	Adjustable Connecting Bar	2
5	Top Support Bracket	2
6	Control box	1
7	2-button or Memory Height Controller	1
8	Motor Cable (not shown)	2
9	Cable Management Tray	1
10	Power Cord (not shown)	1

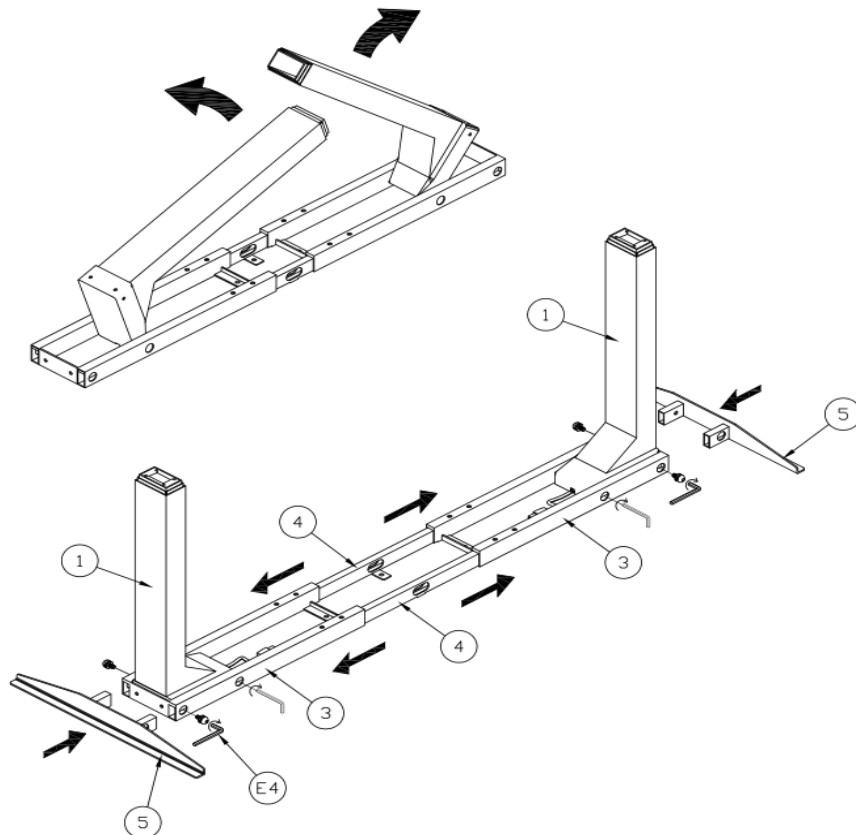
ASSEMBLY INSTRUCTIONS

BEFORE YOU BEGIN

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

STEP 1: INSTALLING DESK SUPPORT BRACKET

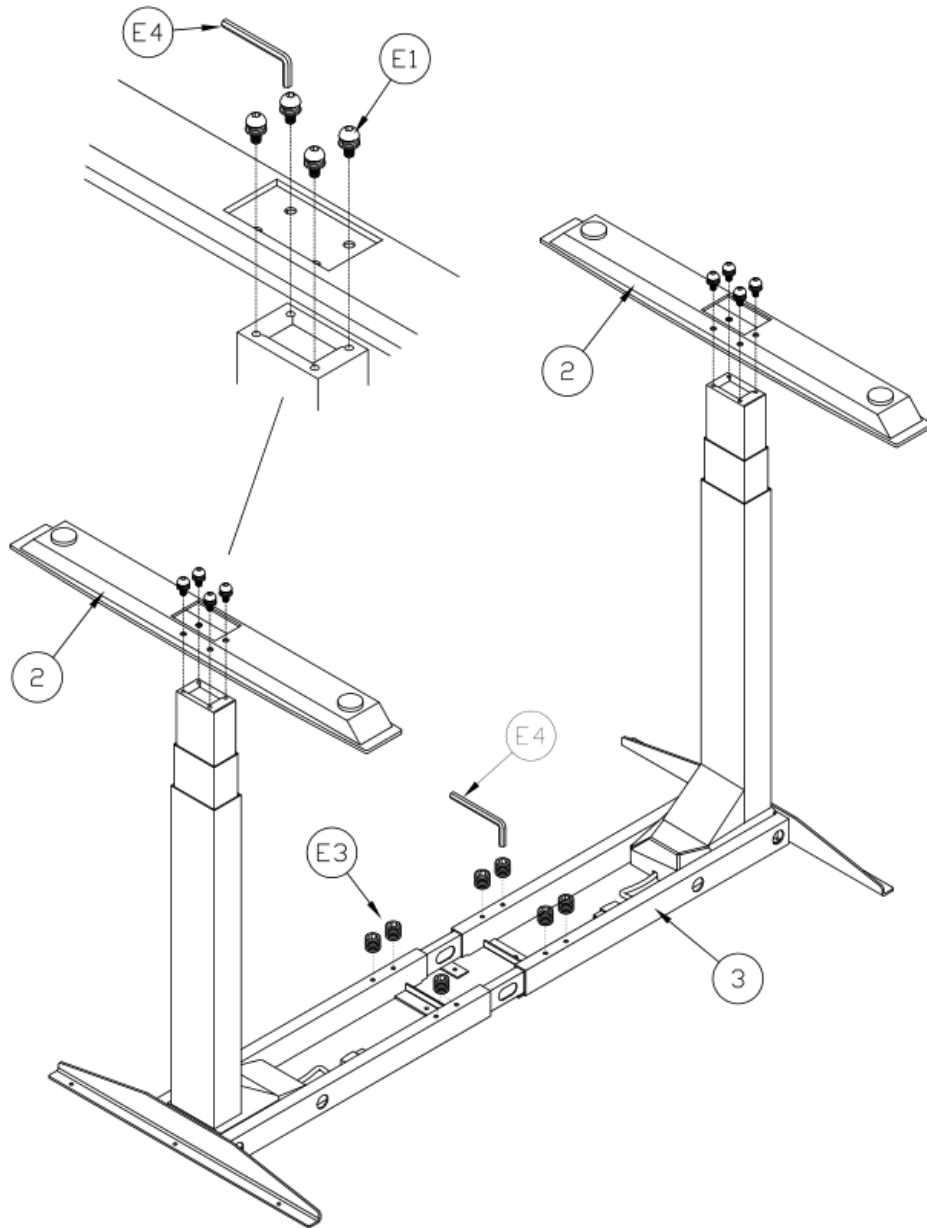
- 1) Unfold legs.
- 2) Slide in Desk Support Bracket.
- 3) Align outer screw holes with Desk Support Bracket, and insert 2 machine screws (E1) to each side of the leg.
- 4) Each leg is secured by 4 machine screws (E1) with 2 pre-installed. Make sure to tighten all 4 screws.



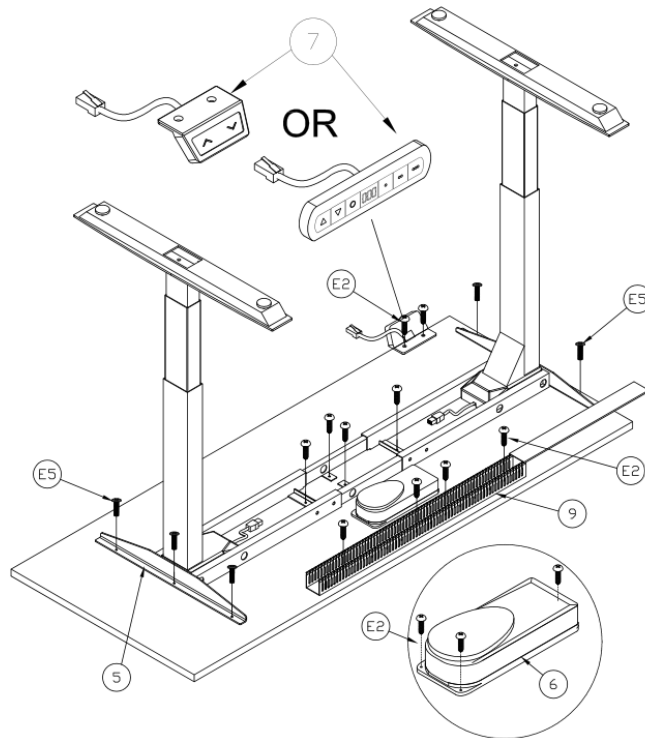
STEP 2: INSTALLING DESK FEET

Use 4mm Allen wrench to secure each foot to column with four machine screws (E1) and washers.

Insert 8 set screws (E3) into the frame – 4 on each side. Don't tighten those screws now.



STEP 3A: MOUNTING DESK TOP (with matching top from us)



Place desk top on a flat and non-abrasive surface with holes facing up. Carefully place assembled frame onto the desk top. The frame is heavy. Two people are needed to move it and to turn the desk over after it is assembled. Align the holes on the support brackets to those pre-installed anchors on the desk top if you are using the matching top from us. Insert 3 machine screws (E5) into the mounting holes of each Support Bracket and only tighten them HALF-WAY.

1. Make adjustment to the two connecting bars in the mid-section of the beam by sliding them to the left or right and make sure to center two mounting holes on the bars. Tighten 8 set screws (E3) that you installed in Step 2, and all 6 machine screws (E5) for the Support Bracket.
2. Use 2 wood screws (E2) to secure the Height Controller to the desk top edge. Please note that pilot holes are only pre-drilled on the right side.
3. Use 3 wood screws (E2) to mount Control Box on the back side of the top. Three pilot holes are pre-drilled in the mid-section behind the beam.
4. Use 4 wood screws (E2) to mount Cable Management Tray.
5. Optional: use 2 to 4 wood screws (E2) to secure two connecting bars to the top. Most users forgo this step.

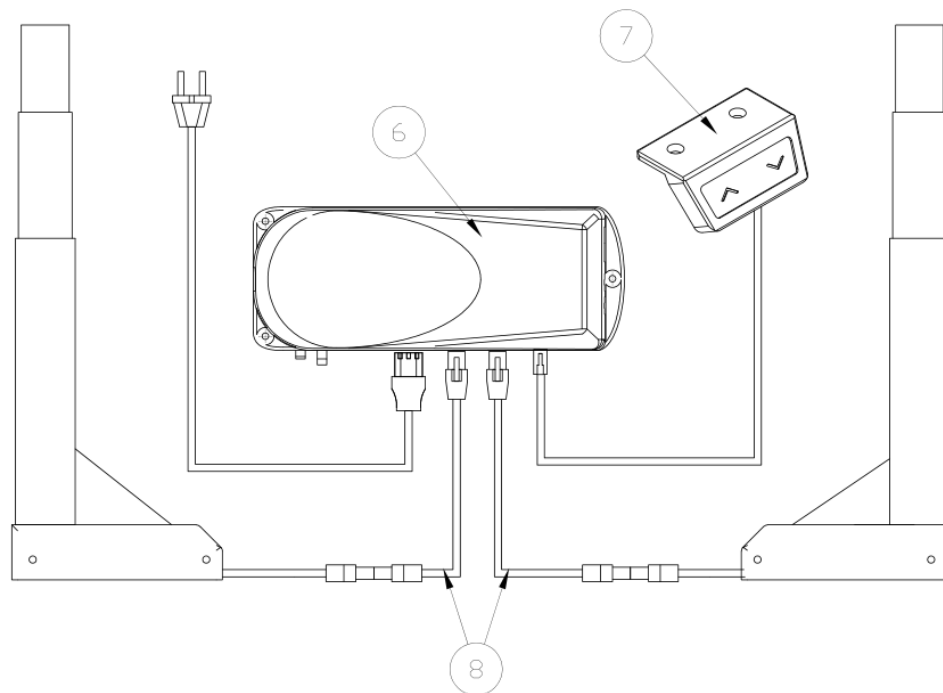
STEP 3B: MOUNTING DESK TOP (with your own top)

1. Place the frame in the center of your own top and make adjustment to connecting bars. For best stability, the frame should be centered with Support Brackets about 2" from the edge.
2. Use provided Wood Screws to secure the frame to your own top. If you are using own screws, please check the length and make sure they do not go through the top.
3. Follow 1 to 5 under STEP 3A.

STEP 4: CONNECTING CABLES

Use following diagram as a guide

- 1) Connect Height Controller cable (7) to Control box (6).
- 2) Connect two motor cables to Control Box. Motor cables can be plugged into either port interchangeably. The motor whose cable is plugged into the port next to power cord is #1 motor while the other one is #2. You may need to switch cables at control box when troubleshooting. Please refer to troubleshooting section for details.
- 3) Plug power cord to Control Box.
- 4) Plug power cord to a power outlet.



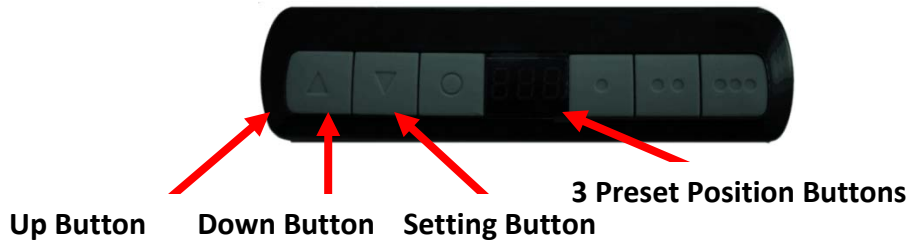
Make sure no obstacles are in the desk's path

Make sure the desktop is not touching any walls.



Make sure all cords are appropriate length to accommodate the change in height.

STEP 5: INITIALIZING SYSTEM & SETTING HEIGHT POSITION



DESK MUST BE INITIALIZED BEFORE YOUR FIRST USE, and may need to be re-initialized (reset) from time to time to work properly. Use Height Controller to initialize. If your desk has Bluetooth option, initializing and programming can also be done with your phone. Please go to PAGE 10 more detailed instructions.

INITIALIZATION: Press and hold **Down Button** until RST appears on the display. The desk will first go to the lowest position, then rise slightly and stop. Release the **Down Button** when 28.1" is shown on the display. Your desk is now ready to use.

RESET: Please note that desk needs to be reset from time to time when it is not working properly in events like sudden power outage and etc. Unlike most electronic device, the reset process requires more than a simple power-off and power-on. Unplug the power cord for 20 seconds, plug back in and follow initialization procedure.

PROGRAM HEIGHT LIMITS: Move the desk to your desired upper height limit. Press the **Setting Button** and **Up Button** simultaneously for one second. The upper limit is set when HCF is displayed. To cancel, press the same buttons again. The upper limit is cancelled when HCL is displayed. To set lower height limit, press **Setting Button** and **Down Button** simultaneously for one second. The lower limit is set when LCF is displayed. To cancel, press the same buttons again. The lower limit is cancelled when LCL is displayed. If you need to program height limits, always do it before you program presets.

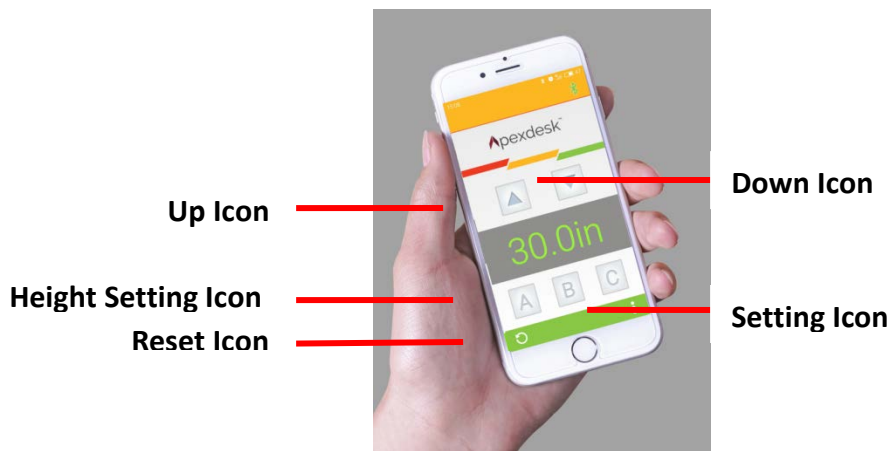
PROGRAM POSITION PRESETS: Use **Up and Down Buttons** to move desk to your desired position, press **SETTING** button and one of the three **Preset Position** buttons simultaneously. You can program up to three presets. The panel will display 1CF, 2CF and 3CF for each preset when it is done.

PROGRAM SPEED: Press **Setting Button** for seven seconds, the LED will display default speed SP2 (18mm/second). Press **Up Button** to change to a high speed (20mm/second), or **Down Button** to a lower speed (16mm/second).

PROGRAM INCH/CM: Press the **Setting Button** for 7 seconds until SP2 is displayed, and then press the first **Preset Button**. The LED will show the default unit of measurement, then press **Up Button** or **Down Button** to change.

OVERHEAT: To avoid overheating, don't move the desk up and down continuously for over two minutes within any 20 minute period. If the desk overheats, LED will display OH. Stop using the desk for 10 minutes and let the desk cool down.

BLUETOOTH



INSTALL APP TO YOUR PHONE: Search Apexdesk in Apple or Google APP store and download APP to your phone. Apexdesk logo will appear on your phone once downloaded.

CONNECTING TO DESK VIA BLUETOOTH: Open APP on your phone and stay within 15 feet of the desk. Devices ADJUST163xxxx will appear on your phone screen. Touch to connect. Once connected, the Bluetooth symbol on the far right corner will turn from red to blue. Touch Bluetooth symbol to disconnect. Please don't connect or disconnect from your phone's Bluetooth setting.

INITIALIZATION/RESET: Same process with different name. Reset is also called re-initialization. Two ways to do it--touch and hold **Reset Icon** or touch and hold **Down Icon**. The desk will first go to the lowest position, then rise slightly and stop. Release **Reset/Down Icon** when 28.1" is shown on display, and your desk is ready to use.

PROGRAM PRESETS: Use **Up** and **Down Icon** to move desk to your desired position. Press and hold one of the three **Height Setting Icons (A, B, C icons)**. You can program up to three presets. During this process, you will be prompted to rename the height setting icon with your own code (one character only).

PROGRAM HEIGHT LIMITS: Move the desk to your desired upper or lower height limit, press the **Setting Icon**, the screen will show the **Height Limit**, then set your desired **Maximum** or **Minimum** height.

To cancel the setting height limit, press the **Setting Icon**, the screen will show the **Height Limit**, then cancel the **Maximum** or **Minimum** height.

PROGRAM SPEED: Press **Setting Icon** and select one of the three symbols – bird (20mm/second), leopard (18mm/second) or rabbit (16mm/second). The factory default is 16mm/second.

PROGRAM INCH/CM: Touch **Setting Icon** and select IN or CM for unit of measurement

Help us improve our APP by reporting bugs to debug@apexdesk.com. Please specify your device and version of OS when reporting. Your email address will not be sold to any company. You could win free products.

TROUBLESHOOTING

Issues/Error Message	Solution
Desk does not go up or down. The controller illuminates when any button is pressed.	Unplug the power cord. Wait for 20 seconds and re-plug. Reset desk. If the problem persists, switch motor cables at control box and attempt another reset.
Desk does not go up or down. The controller does not illuminate when any button is pressed.	Check all connections. Make sure power cord is plugged into the control box and a power outlet. Check fuse if the controller still does not illuminate. Reset desk when the controller illuminates. If the problem persists, switch motor cables at control box and attempt another reset.
Desk is unusually noisy	The desk has multiple stages. It is normal that it is noisier when one stage extends into another. Apply silicon lubricant if it is unusually noisy.
Columns do not go up evenly	Unplug the power cord. Wait for 20 seconds and re-plug. Reset desk. If the problem persists, switch motor cables at control box and attempt another reset.
Desk does not reset	Perform a hard reset. Unplug one motor cable and press up button. ER1 or ER2 will be displayed. Re-plug the motor cable and press down button for 10 seconds until RST appears.
Overheat (on Bluetooth device)	The message is displayed as OH on the controller. Stop using the desk for 10 minutes and let the desk cool down.
Overload (on Bluetooth device)	The message is displayed as OL on the controller as OL. Reduce the load on the desk.
Motor Jam (on Bluetooth device)	The message is displayed on the controller as ER1 or ER2. Reset the desk. If the problem persists, switch motor cables at control box and attempt another reset.
Motor Speed Malfunction (on Bluetooth device)	The message is displayed on the controller as ER1 or ER2. Reset the desk. If the problem persists, switch motor cables at control box and attempt another reset.
Motor Wire Malfunction (on Bluetooth device)	The message is displayed on the controller as ER1 or ER2. Switch motor cables at control box and reset the desk. If the problem persists, replace motor cables and reset.

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