

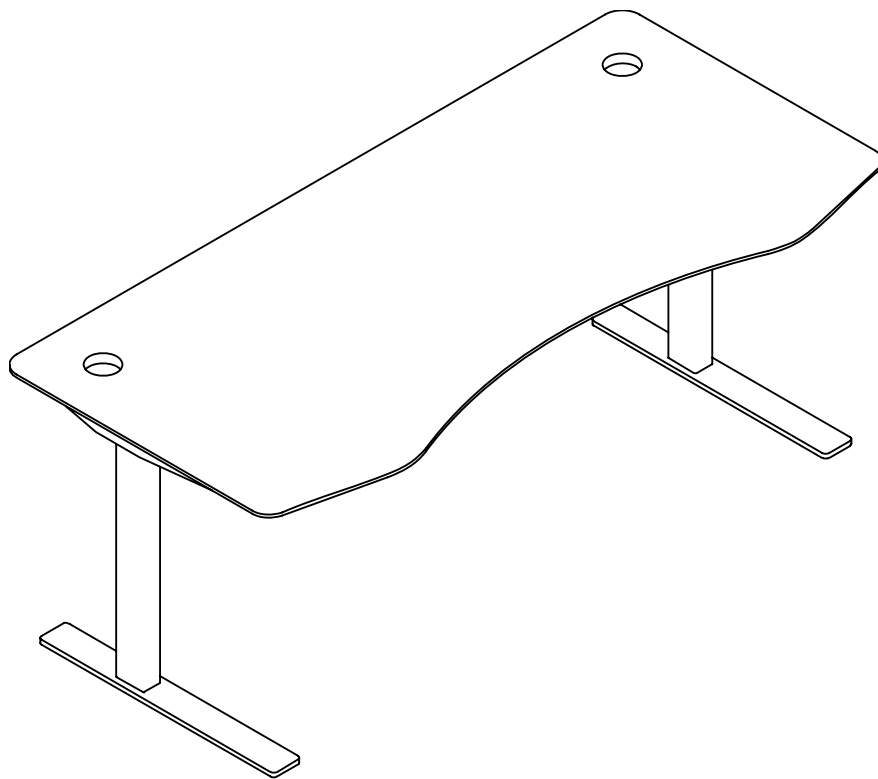


ApexDesk™

ELECTRIC HEIGHT-ADJUSTED SIT TO STAND DESK

# ApexDesk Assembly Guide

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REV-1507C

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## CAUTION, USE & LIABILITY

### CAUTION

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 lengths to accommodate the change in desk height.



Keep children away from electric sit to stand desks, control units and handsets.



Keep all electrical components away from liquids.



Do not sit or stand on the desk frame. Do not crawl or lie under the desk frame.



Do not place any objects taller than 20" underneath the desk.



Do not open any of the components – the Lifting Columns, Control Box, or Controller. There is a risk of electric shock.




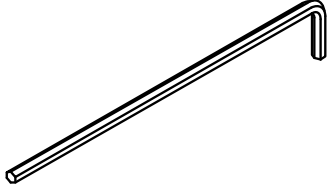
The product is designed with a duty cycle of 10% (2 min on, 18 min off).

### USE & LIABILITY


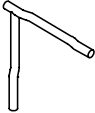




This sit to stand adjustable desk has electric motors and is designed for use in an indoor environment and dry work areas only. The desk height is adjustable so that it can be positioned at the most suitable height. Any other use is at user's risk. Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused from improper use or handling of the desk.

# PARTS & HARDWARE LIST

## TOOLS REQUIRED

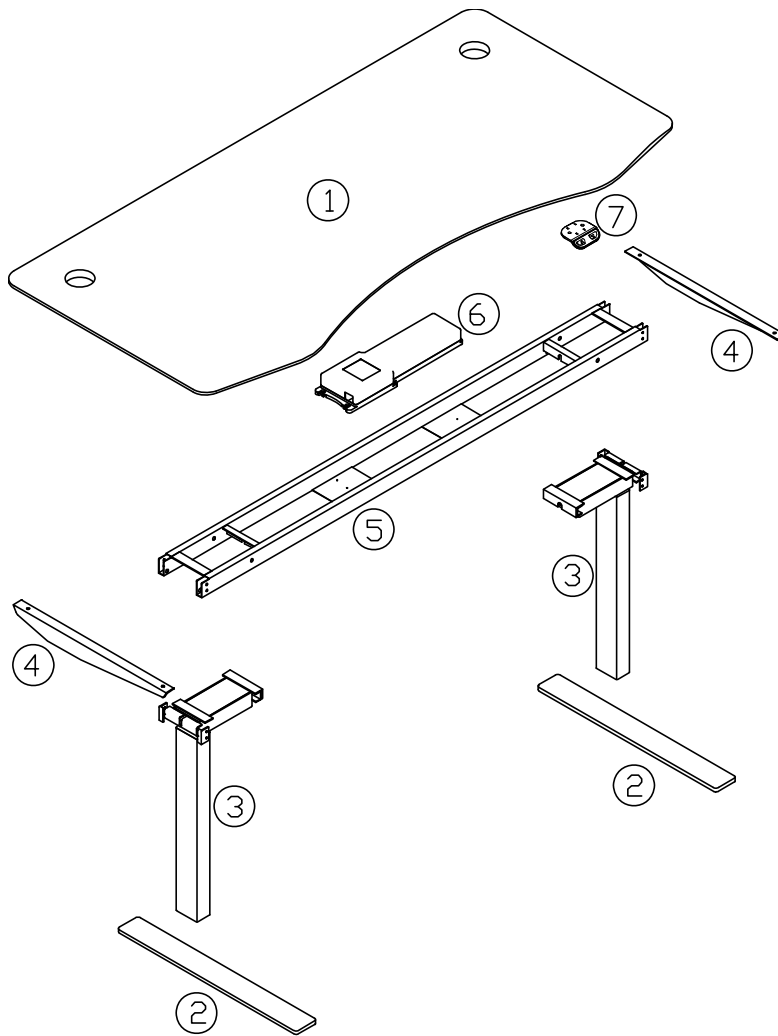
 <p>Phillips Head Screwdriver (not included)</p>	 <p>Allen Wrench (included)</p>
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## HARDWARE INCLUDED

 <p>8 pieces (M6*35mm)</p>	 <p>4 pieces (Ø8*25mm)</p>	 <p>3 sets (M4*12mm)</p>
 <p>2 pieces (M3*14mm)</p>	 <p>6 pieces (M6*15mm)</p>	 <p>4 pieces (M6*20mm)</p>

No.	HARDWARE LIST	Qty
A	M6x35mm Screws	8
B	L-Shaped Lever	4
C	M4x12mm Nuts/Bolts	3 Sets
D	M3x14mm Screws	2
E	M6x15 Screws	6
F	M6x20 Screws	4

## PARTS / COMPONENT DIAGRAMS



No.	PARTS / COMPONENT LIST	Qty
1	Desktop (1800x840x25mm)	1
2	Base Supports	2
3	Lifting Columns	2
4	Upper Supports	2
5	Beam	1
6	Control Box	1
7	Controller	1

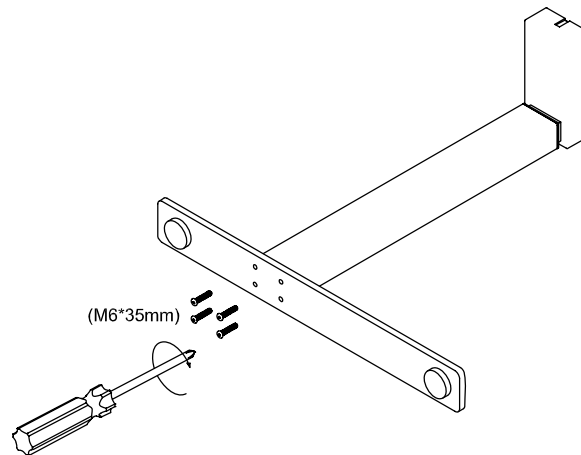
# ASSEMBLY INSTRUCTIONS

## BEFORE YOU BEGIN

1. Lay out all components and hardware to ensure that you have all the parts listed on the parts page.
2. Desk weighs over 100 lbs. Two people are needed to turn or move desktop and some of its components. When turning or moving the assembled desk, grab it **by upper supports** (not the desktop).
3. Assemble on soft surface or cushion to avoid scratch or damage to the desktop.

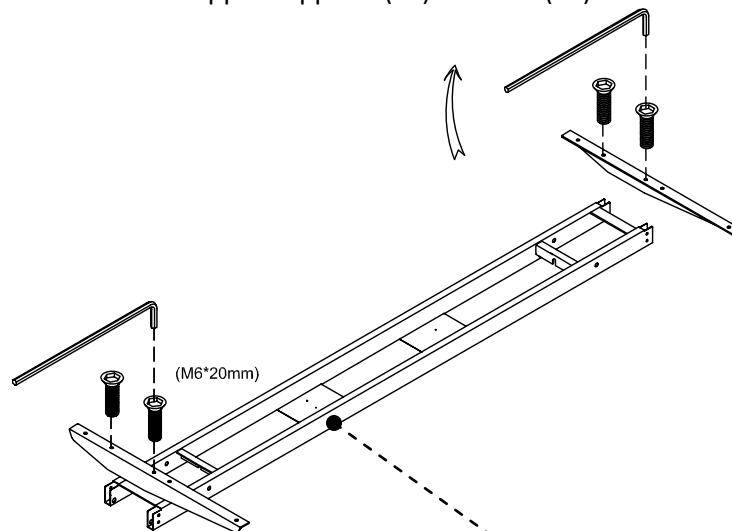
## STEP 1

Use a Phillips screw driver and connect Base Supports (#2) to the Electric Lifting Columns (#3) with M6x35 Screws (A).



## STEP 2

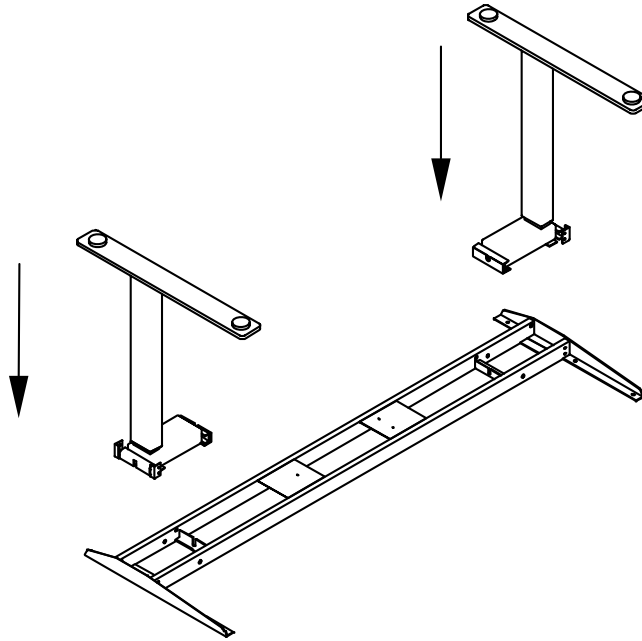
Use supplied Allen Wrench and connect Upper Supports (#4) to Beam (#5) with M6x20 Screws (F).



\* *Tips: Illustrated Beam placement allows the Up/Down Controller to be on the right side of the desk. If you prefer the Controller to be on the left, turn the Beam (only) 180° so the two holes would fall on the right instead. Continue with rest of the Tips and Instructions in each Step.*

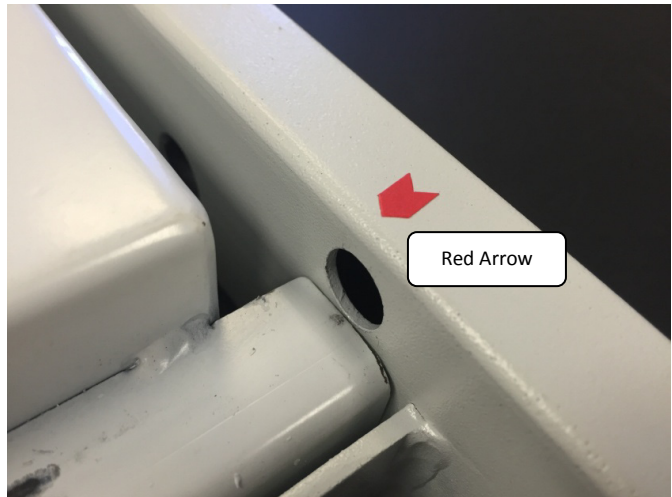
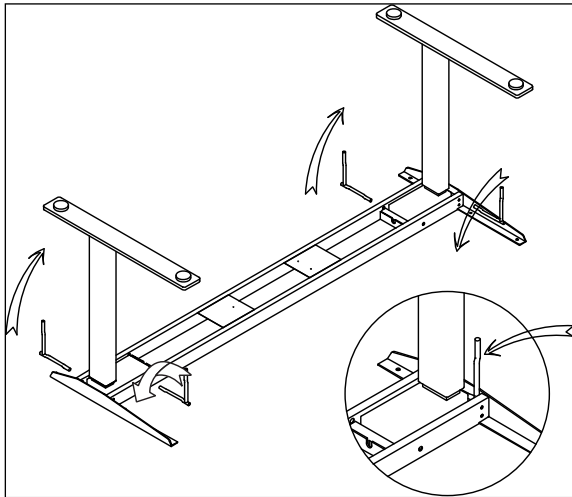
### STEP 3

Insert assembled Lifting Columns from Step 1 into Beam (#5).



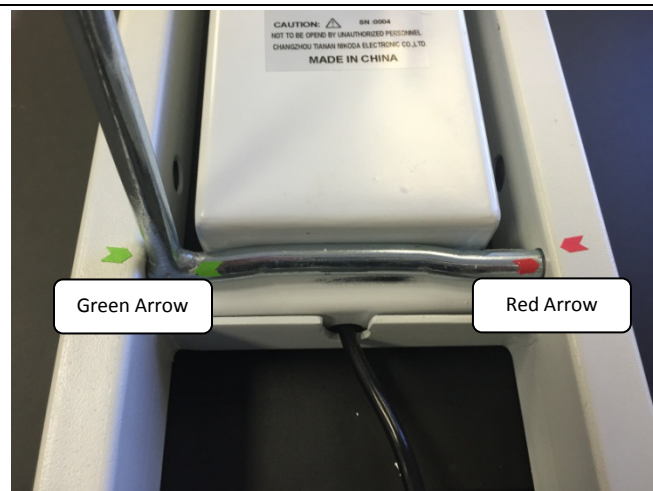
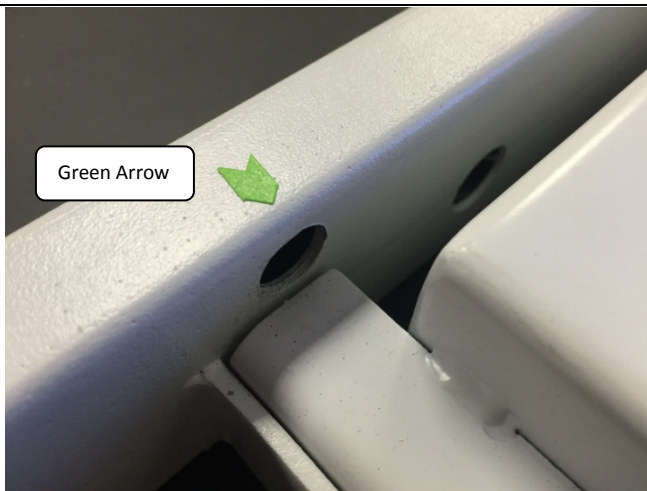
### STEP 4 (VERY IMPORTANT. READ CAREFULLY)

There are 4 holes marked with red arrows and 4 holes with green arrows on the inner side of the Beam (#5). (See picture below).



Locate L-Shaped Lever (B) and insert the end marked with a **RED** arrow into the hole marked with a **RED** arrow. On the opposite side, insert the end of lever marked with a **GREEN** arrow into the holes that is also marked with a **GREEN** arrow. Slide the green-arrowed end all the way inside the hole until it touches the inner beam.

### STEP 4 – CONT'D

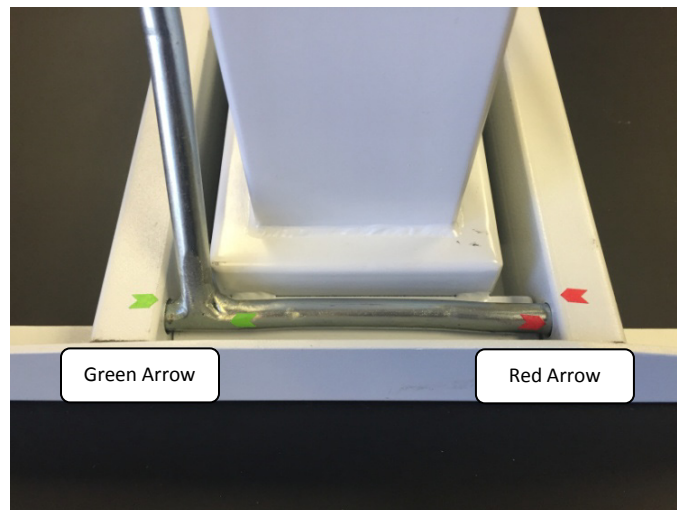


With the green-arrowed end all way into the hole, push lever toward the lifting column. You should feel some pressure and tightness while pushing the lever down. Once the lever is flush with the beam, use a tool like a flat-head screwdriver to push it all the way down until it touches the surface where the beam rests. If no pressure is felt while pushing the lever down, then the lever is not properly inserted. Please go back and repeat previous step.

**!** *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. 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, please repeat STEP 4 again.*

## STEP 5

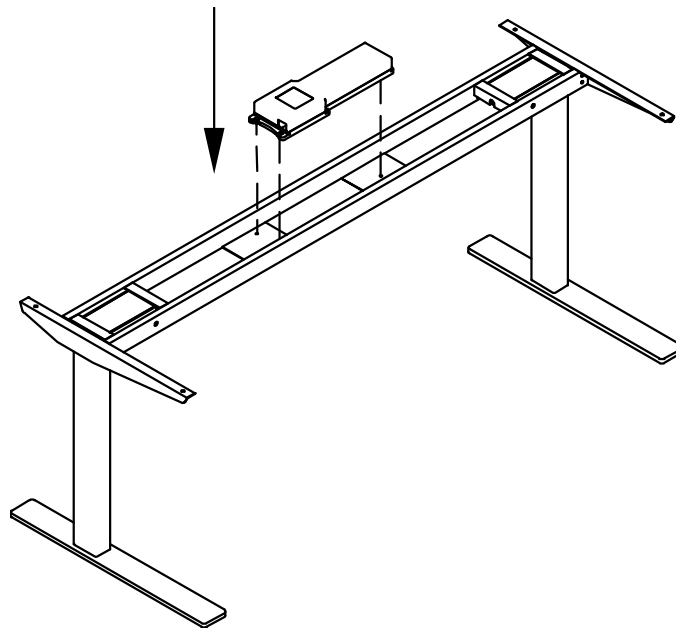
Repeat **STEP 4** on the other side of the Beam (#5).



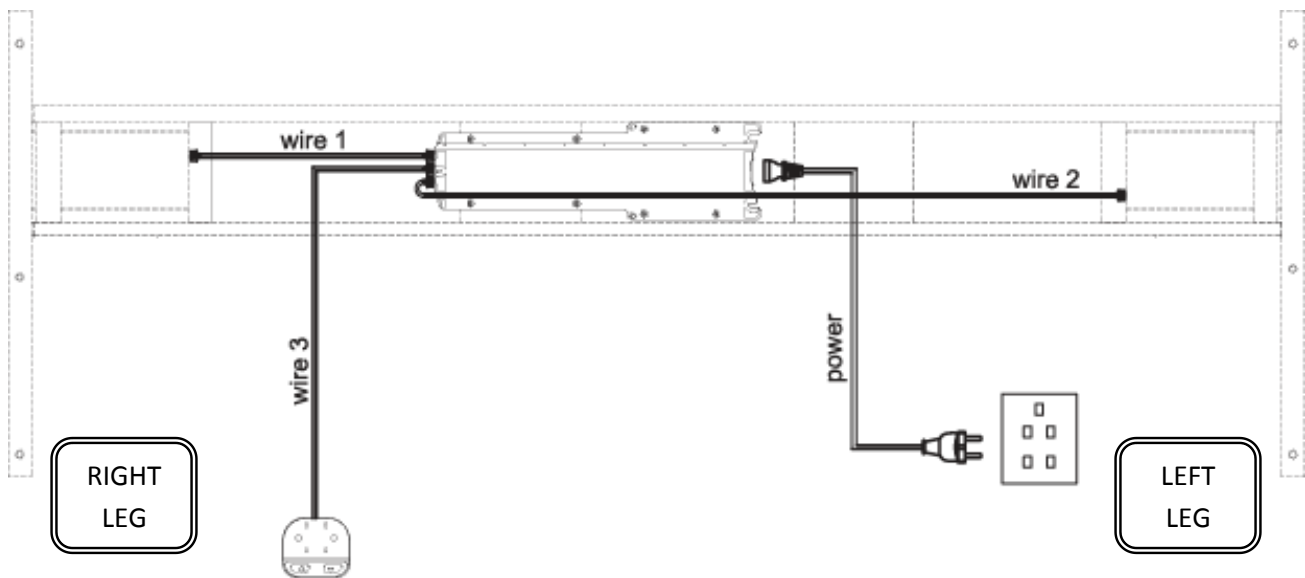
## STEP 6



1) With two people, grab the assembled frame by the Upper Support and turn the frame to an upright position. Insert Control Box (#6) into Beam (#5) without securing the screws yet.



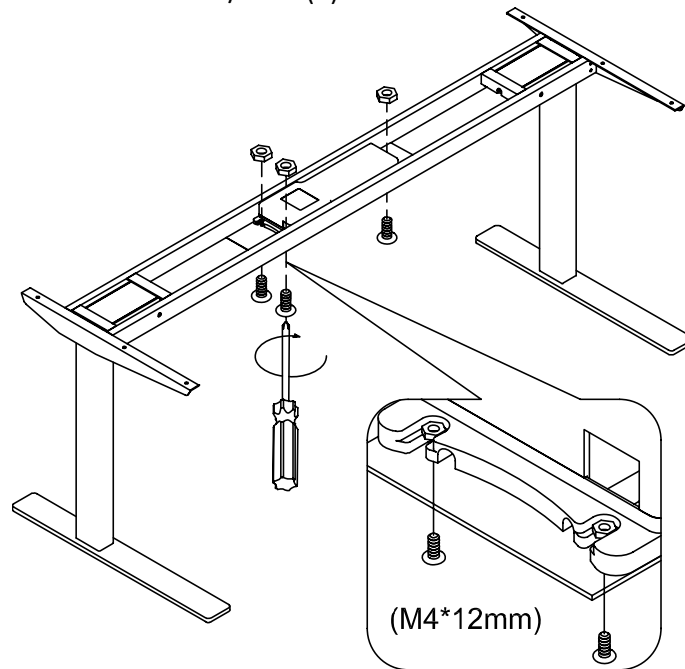
2) Connect Wire 1, 2, 3 and the Power Cord to the Control Box (#6) as shown in below picture. Depending on which side the connections are, you may hide Wire 1 or 2 by tucking it inside the built-in slot underneath the Control Box. If you prefer the Up/Down Controller to be on the left side, make sure you place Beam according to the Tips in **Step 2**. The 4 connection ports on the Control Box (#6) should face left instead to allow easier access.



BOTTOM VIEW

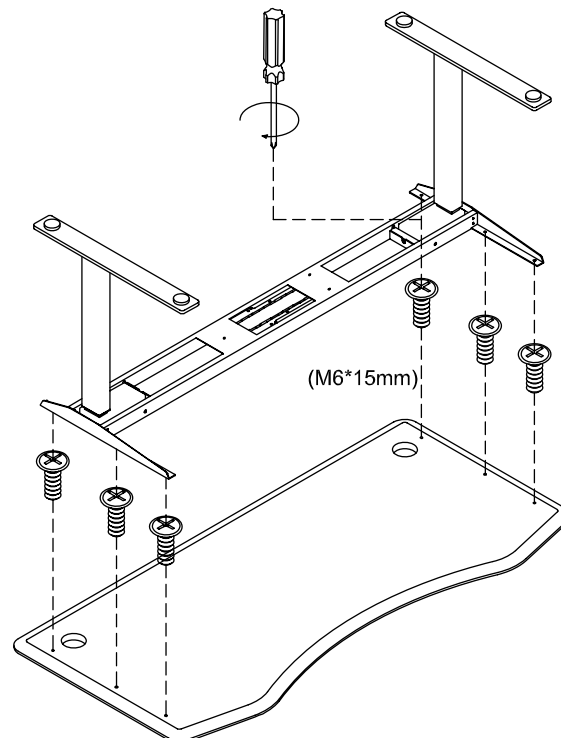
## STEP 7

Secure Control Box to Beam with M4x12 Nuts/Bolts (C).



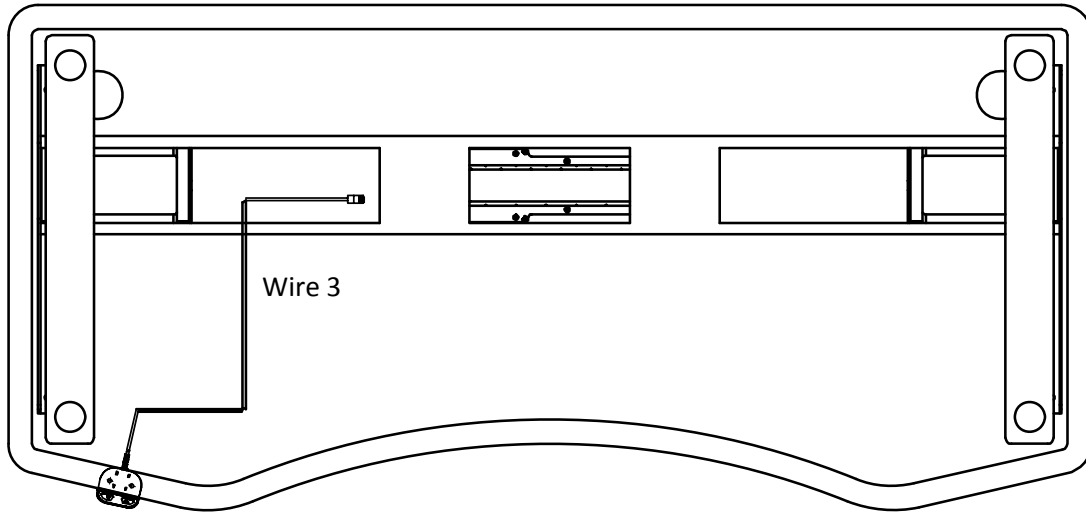
## STEP 8

This step is a two-person job. Lay top down with the underside facing up and flip the assembled frame onto the Desktop. Watch out for hanging cables and power cords. Secure with M6x15 Screws (E) x 3 pieces on each side.



## STEP 9

Secure Up/Down Controller to pre-drilled holes on the right (or left) edge with supplied M3x14 Screws (D) x 2 pieces. With two people, grab the assembled desk by upper supports (not desktop) and turn the desk over to upright position. Adjust leveling studs on the feet as needed.



**STEP 10**

Plug the Power Cord into a 120V outlet and follow the motor initialization instructions in the next chapter.

# MOTOR INITIALIZATION INSTRUCTIONS

The System needs to be initialized prior to use to ensure proper working condition. Attach all cables to the motor as instructed in Step 7 of the *Assembly Instructions*. Do not put anything on the tabletop when performing this step.

## **1 – MEMORIZE END/STOP POSITION**

Press the down button and hold it until it runs into end stop. Once it stops moving, release the button, then hold down button again for five (5) seconds to let motor stall and memorize end/stop position. During memorization process the system will make minor adjustments automatically.

## **2 – MEMORIZE TOP/STOP POSITION**

Press the up button until desk reaches maximum height and stops. Once desk comes to a stop the motor will stall and memorize top position. Same with Step 1, the motor will make minor adjustments automatically – this is normal and necessary.

## **3 – CONFIRM TOP POSITION**

Press the down button for five (5) seconds to let it go down then press the up button to run the desk to the top again to confirm top position. During memorization process the system will make adjustments automatically.

If initialization sequence is interrupted then whole process must start over again. We recommend reinitializing motor whenever the power is interrupted (ie: power cord unplugged, power outage, etc).

## TROUBLESHOOTING

<b>Problem(s)</b>	<b>Solution</b>
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 the motor has been initialized properly. Please follow and complete the “Motor Initialization Instructions.” If symptom persists, contact ApexDesk Support.
Desk wobbles a lot.	Check if the floor is even and adjust leveling feet as needed. Check all screws and make sure they are all tight. Add a rug under desk if used on hardwood or concrete floor.

## CARE INSTRUCTIONS

Recommend checking the screws and bolts several times a year to ensure they stay tight.

For all surfaces: wipe clean with a damp cloth and a weak cleaning solution, then dry with a clean and dry cloth.

## TECHNICAL SPECIFICATIONS

<b>Height Range</b>	24" – 50" (without top)
<b>Lifting Speed</b>	1.3" per second
<b>Load Capacity</b>	225 lbs
<b>Input Power</b>	120V, 2A, 60Hz
<b>Duty Cycle</b>	10%. Max 2 mins on, 18 mins off. Soft start/stop.

# 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 motor and moving parts, five (5) years on steel frame for all warranted desks.

## 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](http://www.apexdesk.com/support).