



## LOCALE HEIGHT ADJUSTABLE DESK OPERATING INSTRUCTIONS

CAUTION: WHEN OPERATING THIS DESK, MAKE SURE TO REMOVE ANY OBJECTS OR OBSTRUCTIONS THAT COULD BE IN THE WAY OF THE MOVING DESK TOP. The rated load For the desk is 200 lbs. maximum.

- 1) To operate the height adjustable desk, press the up or down arrows on the control switch located under the front edge of the desk top.
- 2) Press the up arrow to move the desk top higher.
- 3) Press the down arrow to move the desk top lower.

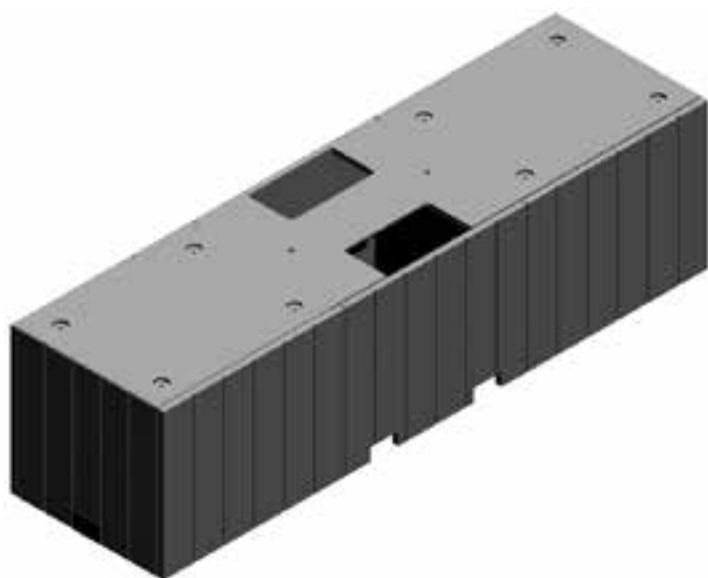


## PARAMÈTRES RÉGIONAUX RÉGLABLE EN HAUTEUR BUREAU INSTRUCTION DE FONCTIONNEMENT

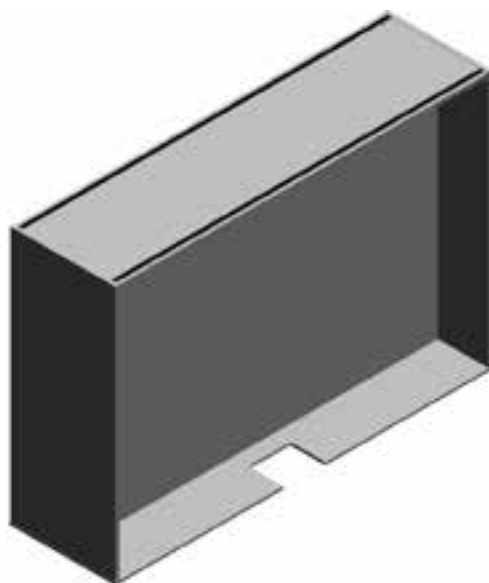
ATTENTION : LORS DE L'UTILISATION DE CE BUREAU, ASSUREZ-VOUS DE RETIRER TOUT OBJESCTS OU OBSTRUCTIONS QUI POURRAIENT ÊTRE DANS LA FACON DE LE DEPLACER DESSUS DE BUREAU. LA CHARGE NOMINAL POUR LE BUREAU EST DE 90.7 KG MAXIMUM.

- 1) Pour faire fonctionner la hauteur réglable de bureau, appuyez sur les flèches vers le haut ou le bassur le commutateur de commande situé sous le bord du bureau.
- 2) Appuyez sur la flèche vers le haut pour déplacer le desk top supérieur.
- 3) Appuyez sur la flèche vers le bas pour déplacer le bureau inférieur le plus haut.

## Parts Included:



**A** Base Assembly



**B** Display Panel



**C** Clamping Screw



**D** Dowel Pin



**F** Column



**G** M8 x 16 Hex Socket  
Cap Head Machine  
Screw(4)



**J** Glide



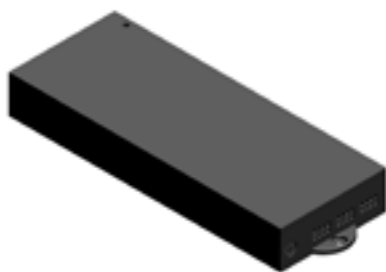
**K** M6 x 20 Hex Socket  
Cap Head Machine  
Screw (8)



**H** Leg (2)



**L** M6 x 8 Slot  
T Nut (8)



**M** Control Box



**N** Control Switch



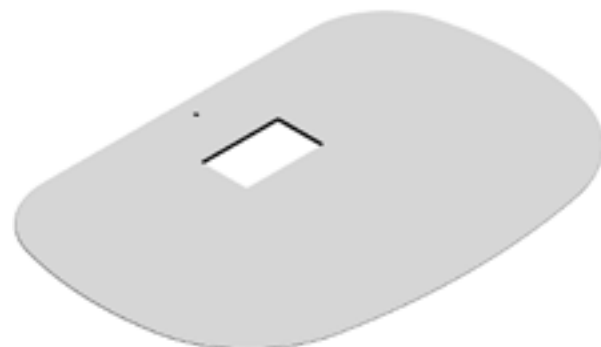
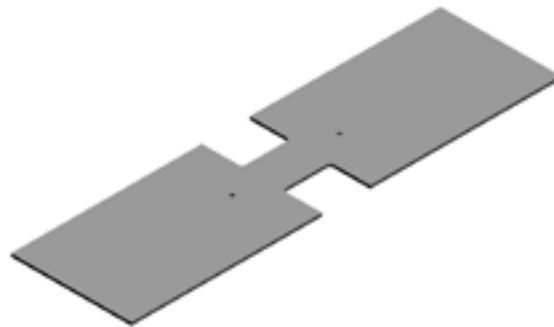
**T** M5 x 10 Socket Button  
Head Cap Screw(4)

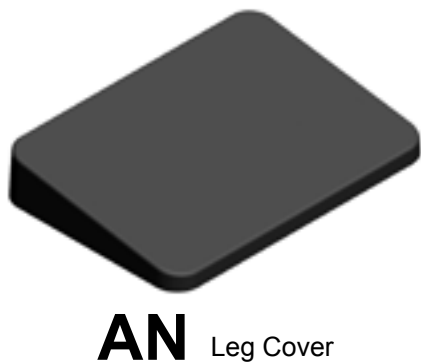
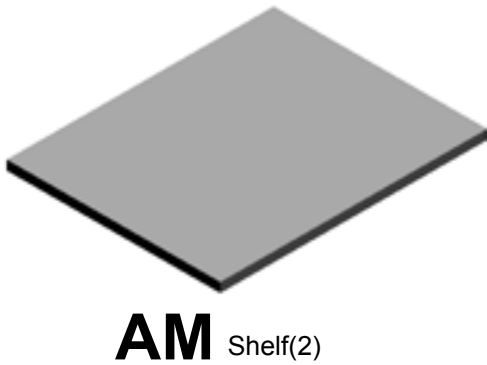
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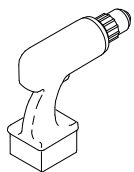
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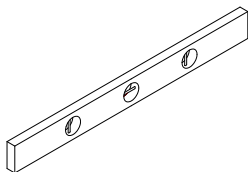




## Tools Needed:



Power Driver



Level



3mm Metric Hex Bit



4mm Metric Hex Bit



5mm Metric Hex Bit



6mm Metric Hex Bit



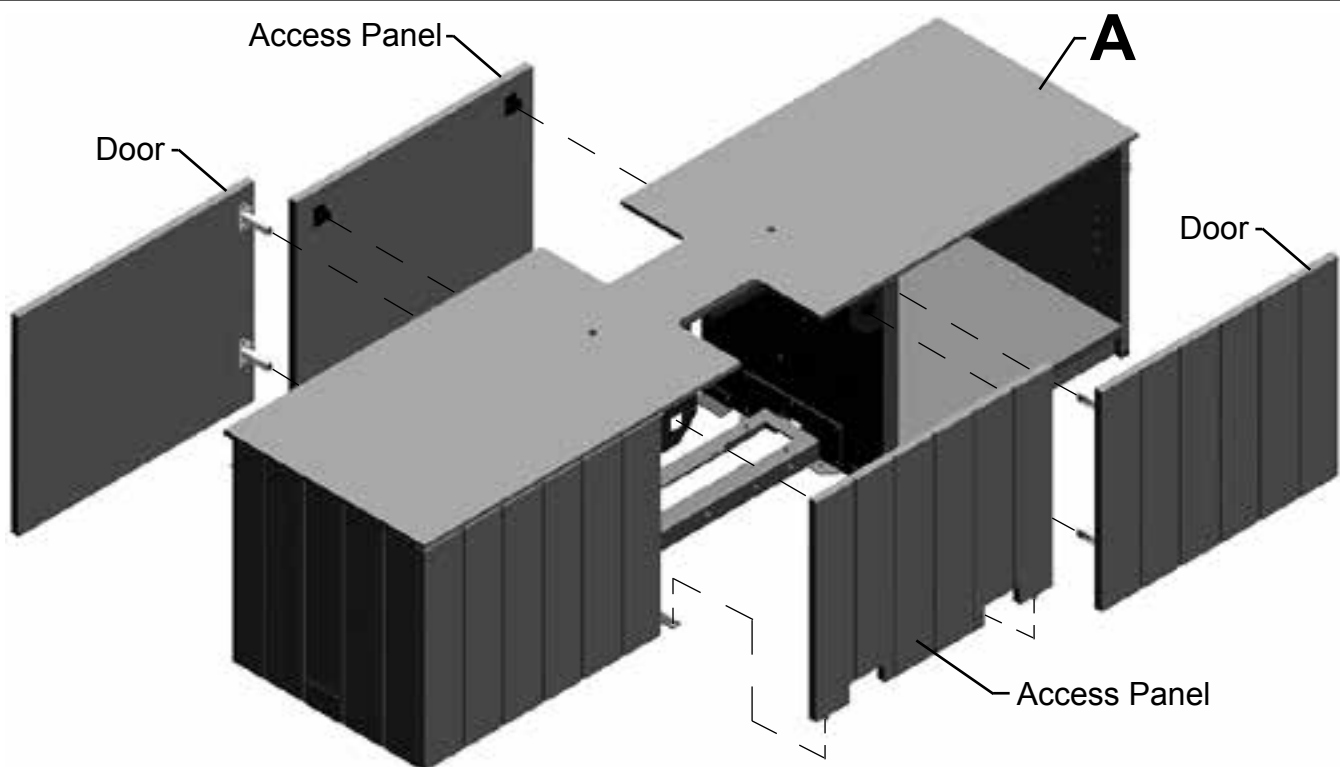
#2 Phillips Bit

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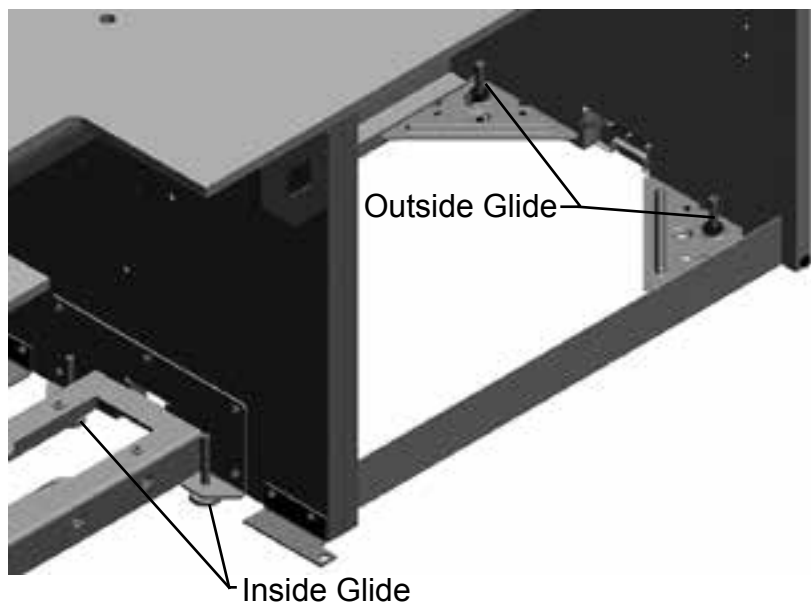
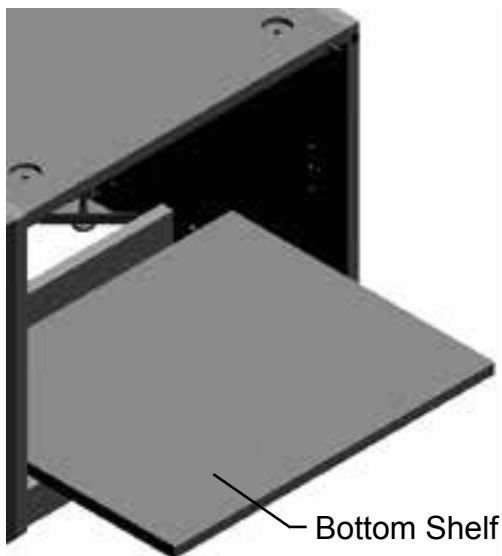
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1. Place Base at desired location.
2. Remove Doors by disengage hinges from hinge plates.
3. Remove Access Panels by pulling out at top of panel, then lifting up and out.



4. Remove Bottom Shelves from Base.
5. Level base by adjusting Outside Glides first. Then adjust Inside Glides down to touch floor.

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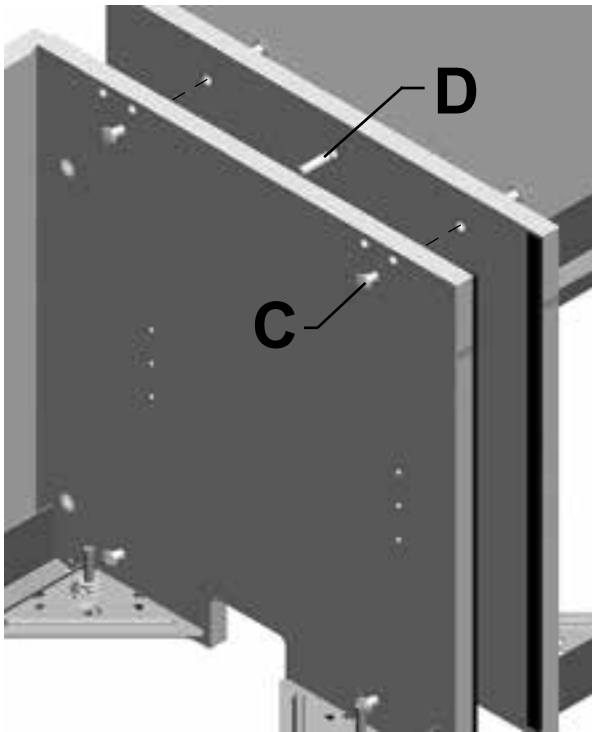
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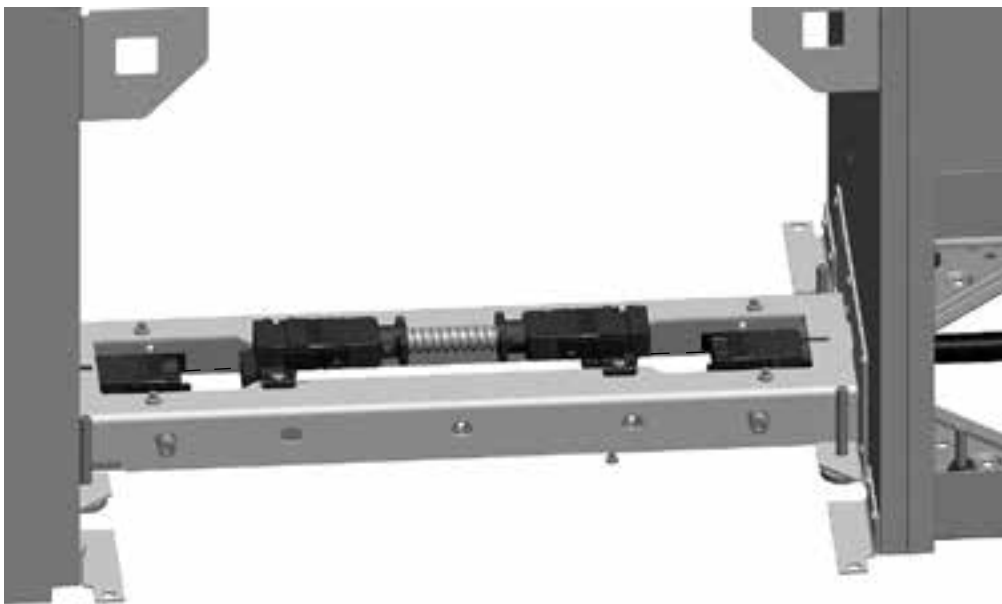
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(Note: View shown with top panel removed for clarity.)

6. If More than one unit is to be installed in a run; position adjoining unit next to one already in position.
7. Level and align that unit to mate with other.
8. Connect bases with 4 Clamping Screws (C) and 1 Dowel Pin (D).



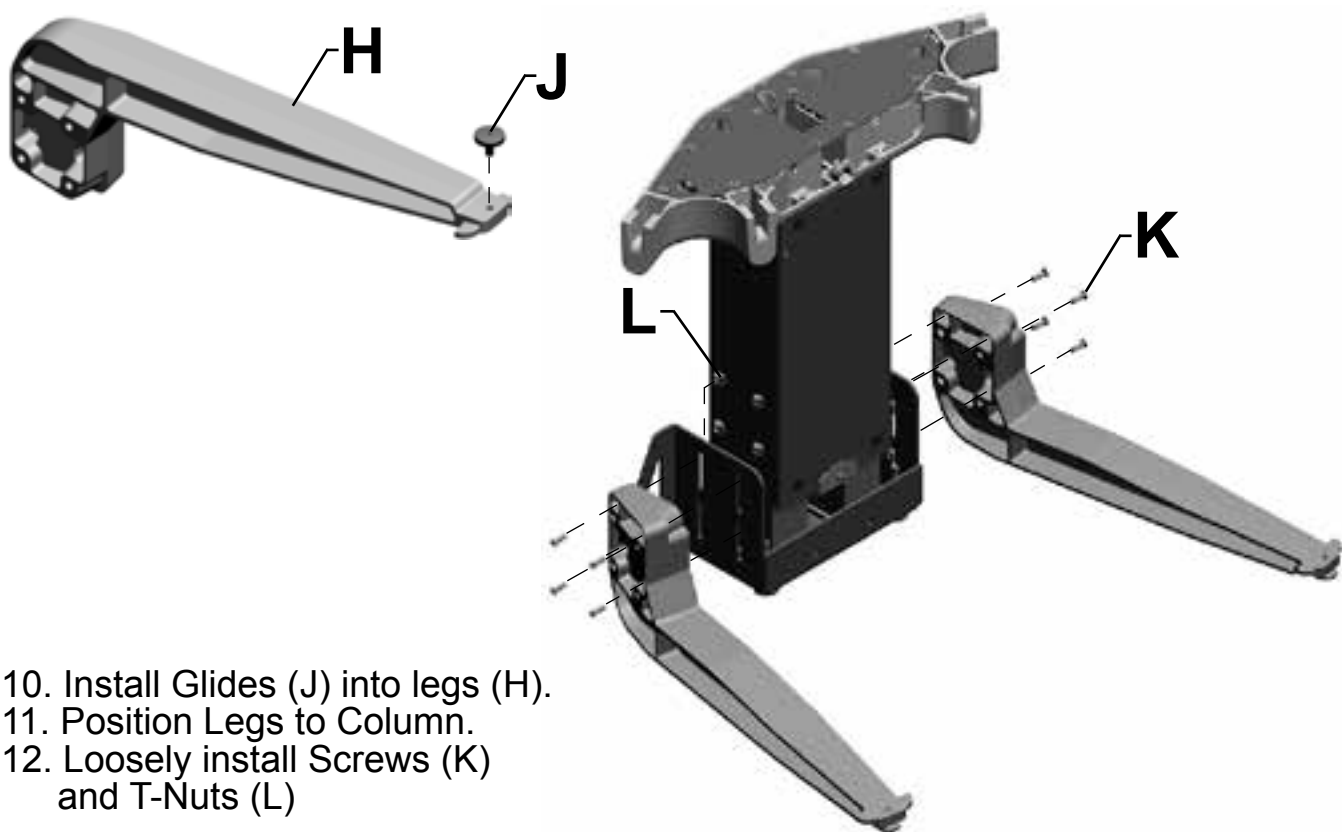
9. When all units in the run are ganged properly together, Install electrical power entry and Jumper Harnesses.

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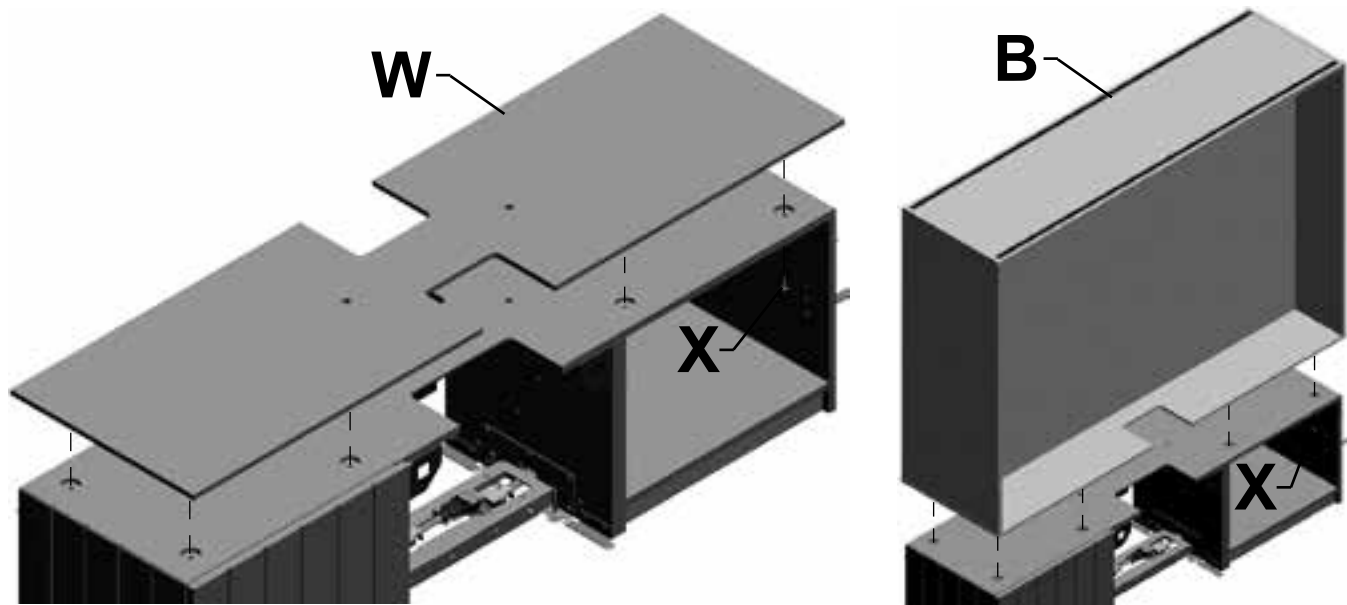
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10. Install Glides (J) into legs (H).
11. Position Legs to Column.
12. Loosely install Screws (K) and T-Nuts (L)



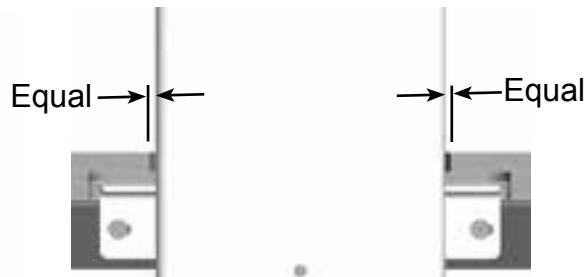
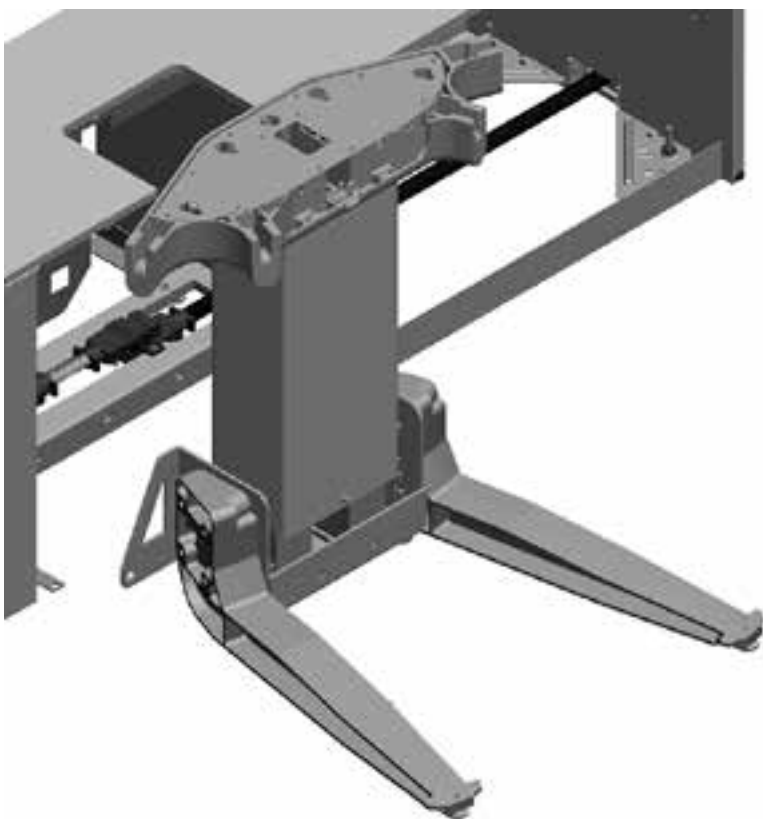
13. Position Base Top (W) or Display Panel (B) onto Base.
14. Secure to Base with 8 Flange Head Screws (X).

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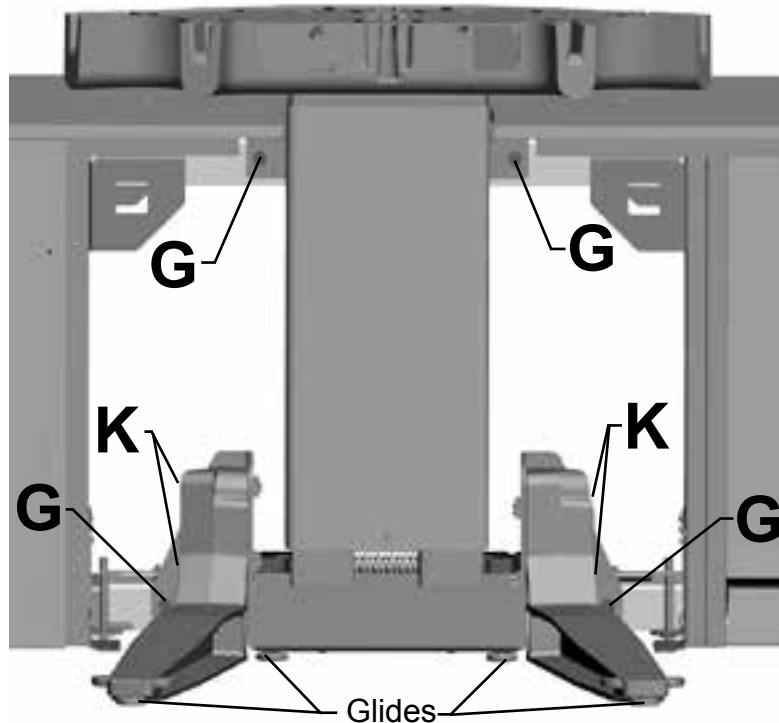
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15. Position Column up to Base.
16. Move left/right until equal gap is achieved between Column and edge of cut-out in Workbase.



17. Secure Column to Base with 4 Hex Socket Cap Head Machine Screws (G).
18. Make sure Legs are flat on floor. Tighten Screws (K) in Legs to 7 para 18 of 20Nm/15 ft-lbs.
19. Lower Glides in Legs and Column to floor. Add some preload to column when adjusting Glides.

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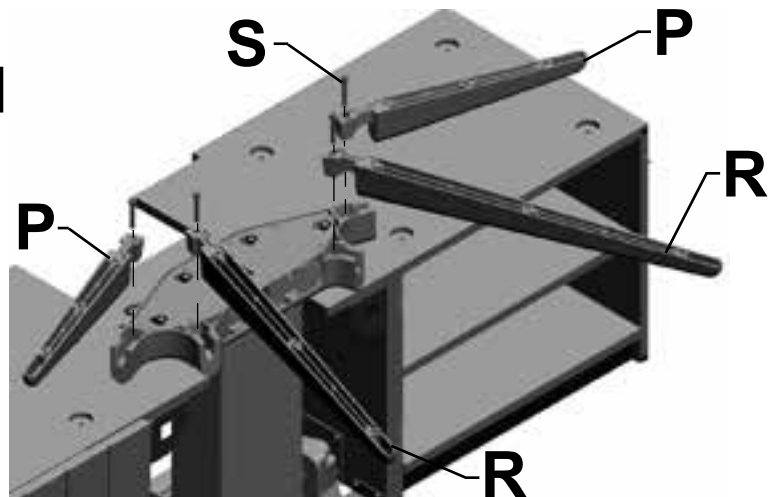
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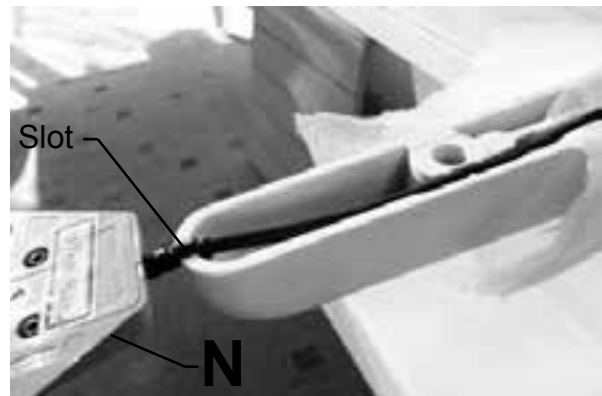
20. For connecting to building power, refer to BRE01. and BRE02. installation instructions.



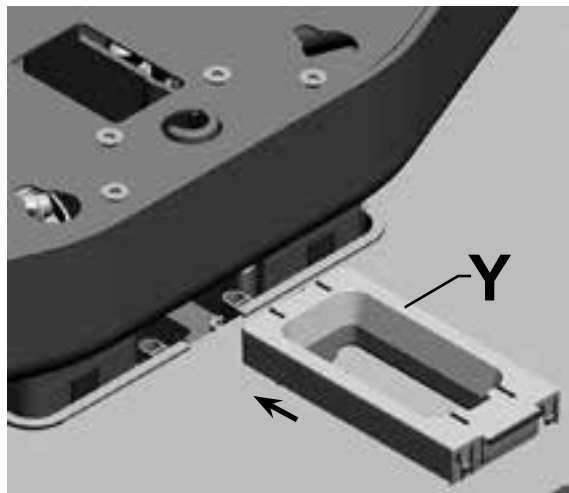
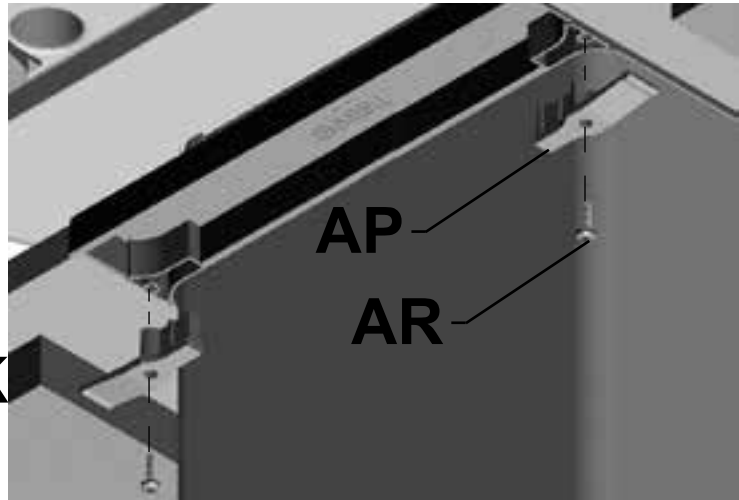
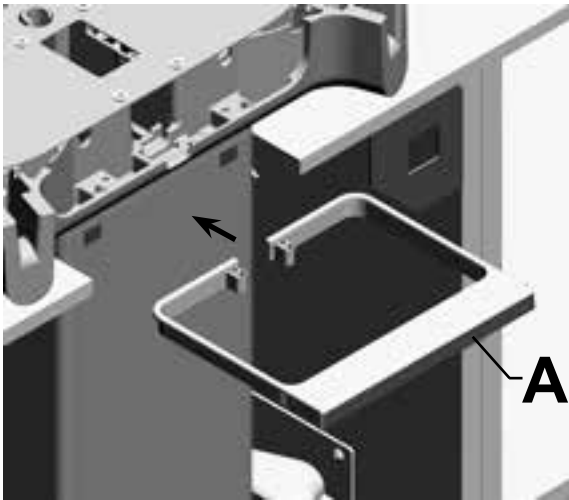
21. Connect lift wiring to Control Box (M).



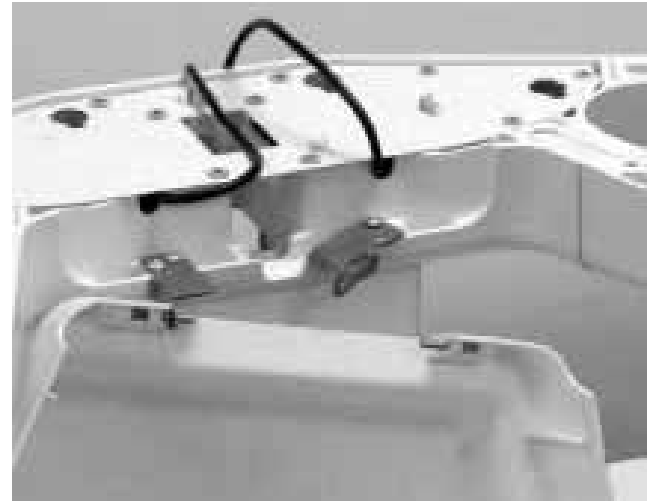
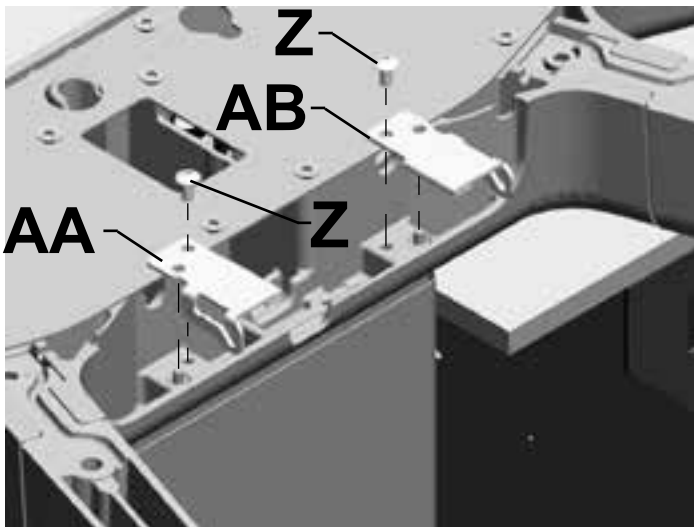
22. Raise column to full height. Leave in position for entire build steps.  
23. Assemble Work Surface Supports (P)(R) to to column.  
24. Secure in place with Socket Head Screws (S).



25. Run Control Switch Cord(N) down length of Work Surface Support (R). Press Grommet end of cord into slot in Support.



26. Position Shroud (AK) around top of Column. Press down into Base Top.
27. Install Clamps into Shroud.
28. Secure Clamps (AP) with Pan Head Screws (AR).
29. Insert Wire Guide (Y) into Column. Press down to snap into Shroud and steel mounting bracket.

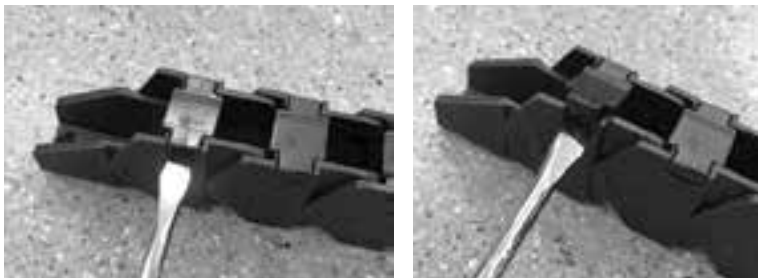


30. Assemble Tray Hinges (AA & AB) to Column with Flange Head Screws (Z).  
Only tighten Screw on one Hinge. Leave other loose.

31. Insert Pin on Cable Tray (AC) into Hinge. Swivel other Hinge inward.



32. Capture other Pin in Tray with Hinge. Tighten Screw.



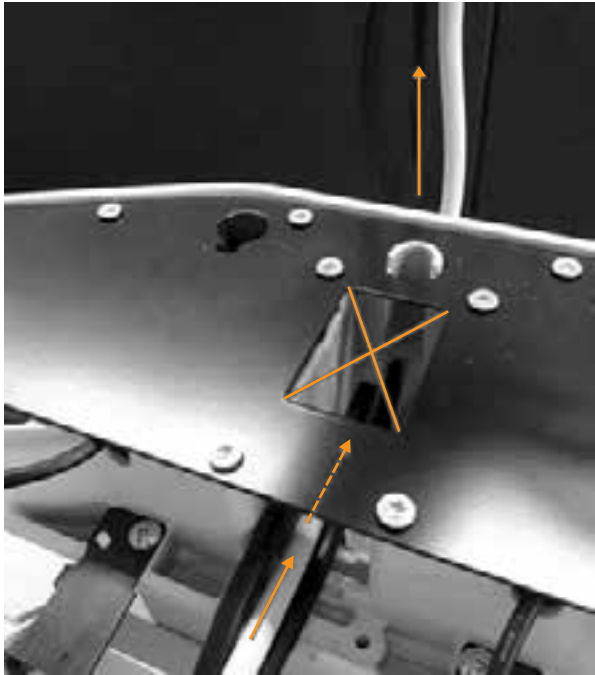
33. Lay chain on the floor with the open side of both end links point up. Then use a Straight / Flat blade screwdriver to open each clasp.

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34. Fully raise the column before installing chain and cords. Feed your cords from the front all the way through the column and out the back side.



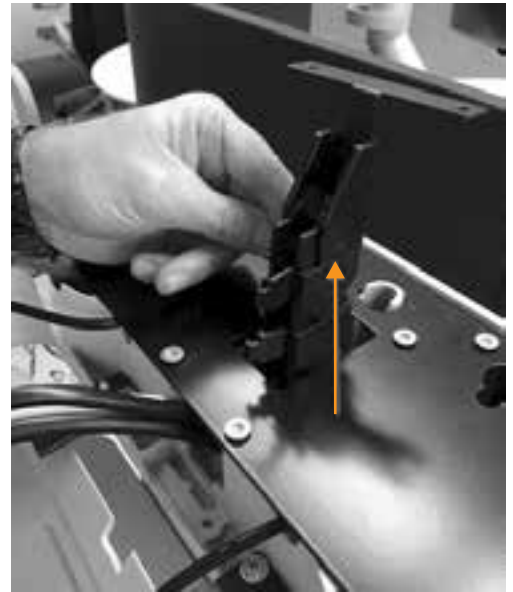
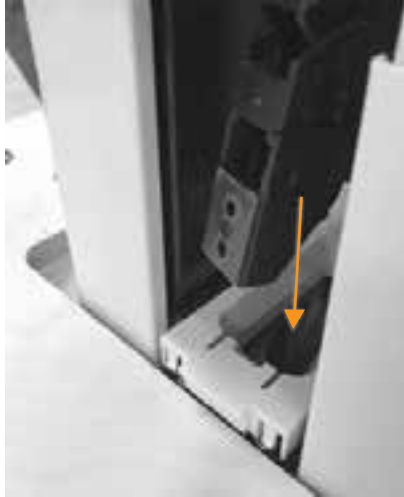
35. Place your cords into the chain, either end of the chain can be the top side. Then close all but the top 3 or 4 links open for ease of attaching brackets later.

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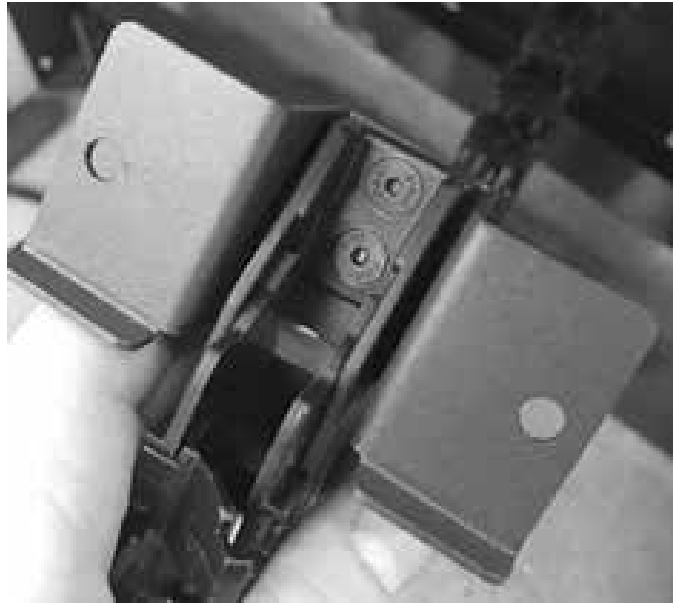
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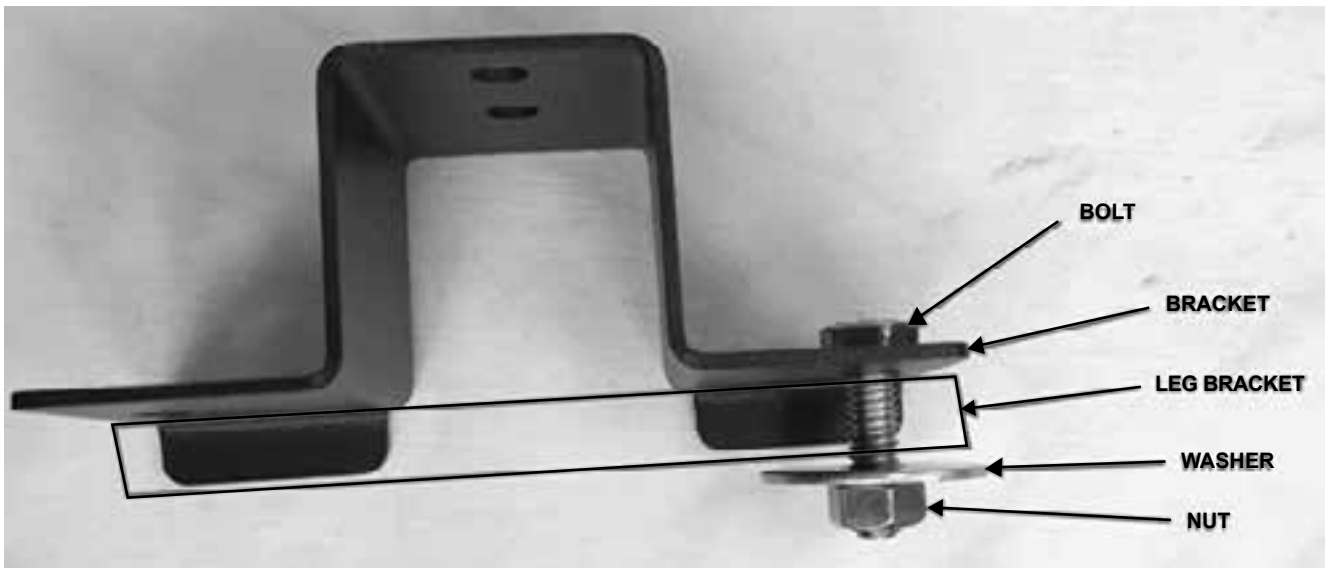
36. Feed energy chain through the grommet which is even with the work base top and then through the top of the plate on the leg column making sure the snap open side is facing towards the desk side of the leg. (Make sure the plastic grommet is installed before you feed the chain through)



37. Attach top bracket.



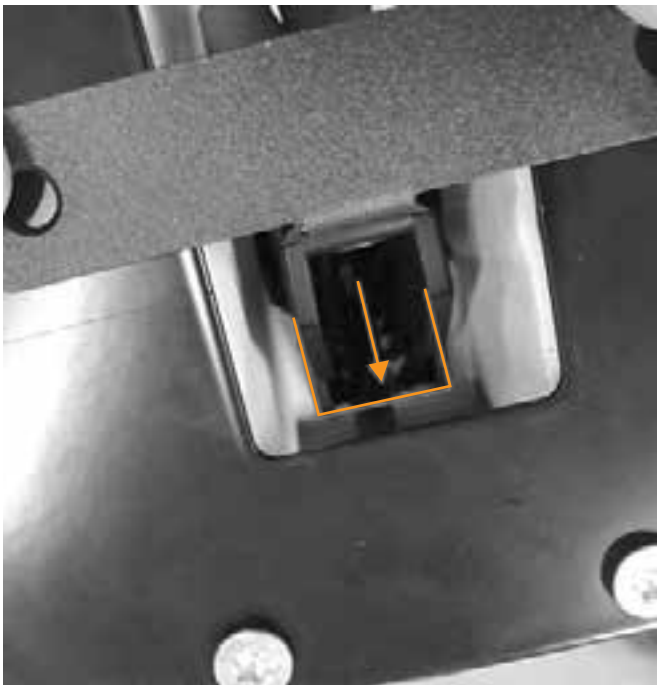
38. After the chain is through the grommet and inside the work base install the bottom bracket to the chain.



39. Install the bottom bracket to the upper inner framework hardware that attaches the leg to the upper part of the work base. The bolt goes through bracket, then the triangular opening of the leg attachment bracket, with the washer and nut on the other side. (For a clearer view pictures do not show the chain)



40. At the top of the leg feed the cords into the trough area and close the top clasps that remained open on both ends of the chain.

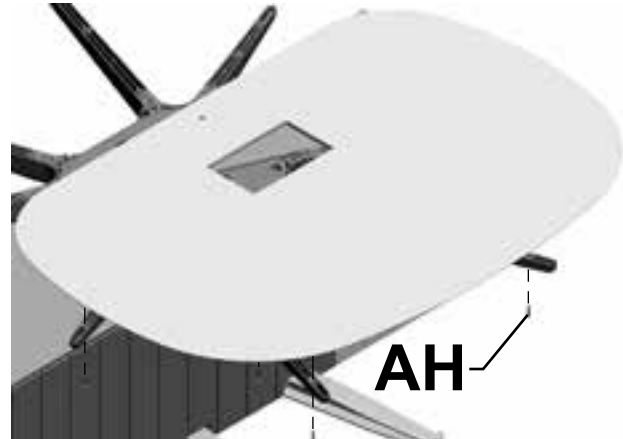
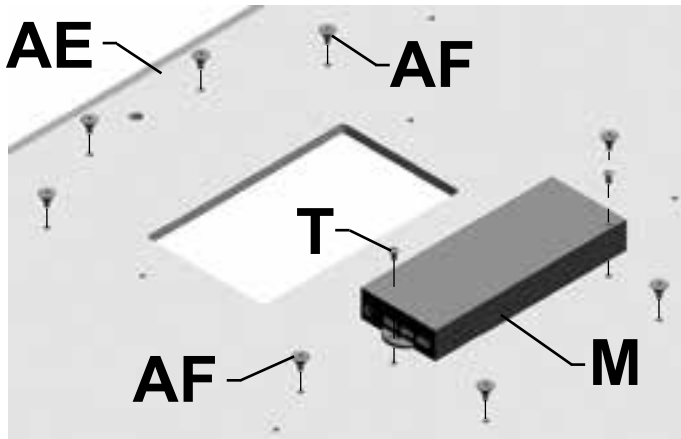


41. Push the chain as far forward as possible while keeping the top bracket flush on the top plate.

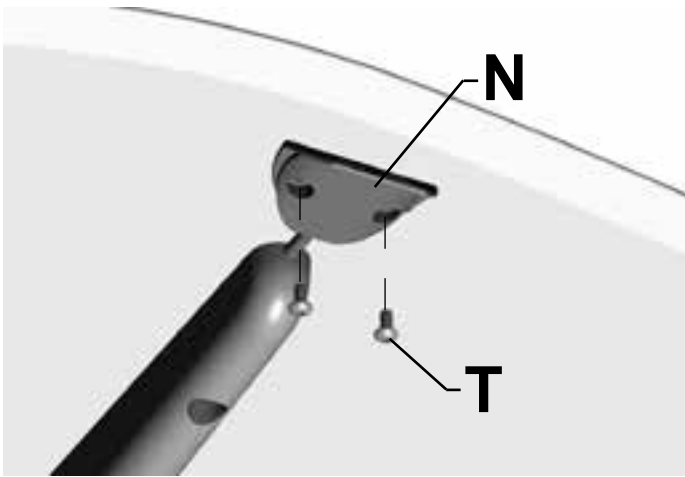




42. Screw bracket down to the top plate using the self-drilling screws. (NOTE: On L and T desks, only one side of the bracket will screw onto the top plate)



43. Place Work Surface (AE) bottom side up on clean, dry, padded surface.
44. Mount Control Box (M) onto Work Surface with Button head Screws (T).
45. Install 8 Mushroom Fasteners (AF) onto Work Surface.
46. Place Work Surface onto Work Surface Supports.
47. Set rear Mushroom Fasteners on Work Surface into keyhole slots in column.
48. Push Work Surface back to engage Mushroom Fasteners into slots.
49. Secure Work Surface to Surface Supports with Screws (AH).

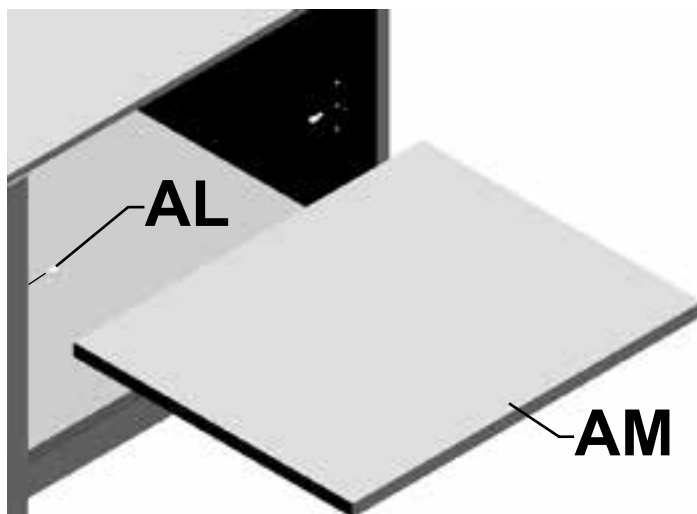
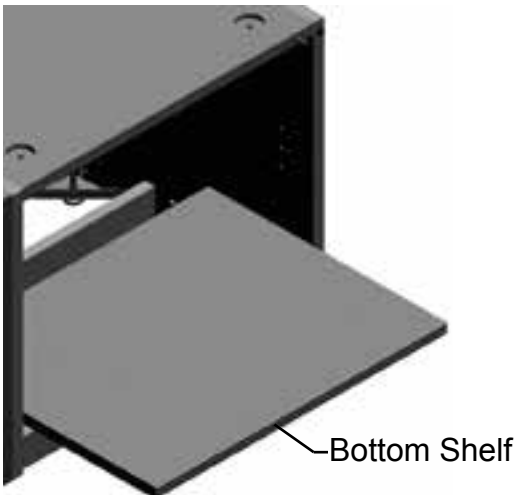


50. Secure Control Switch(N) to Work Surface with 2 Socket Button Head Screws (T).

51. Make cable connections to Control Box.



52. Gather cabling together. Shut Cable Tray. Push Tray back to engage Clips on tray onto Mushroom Fasteners.



53. Return Bottom Shelf to Base.

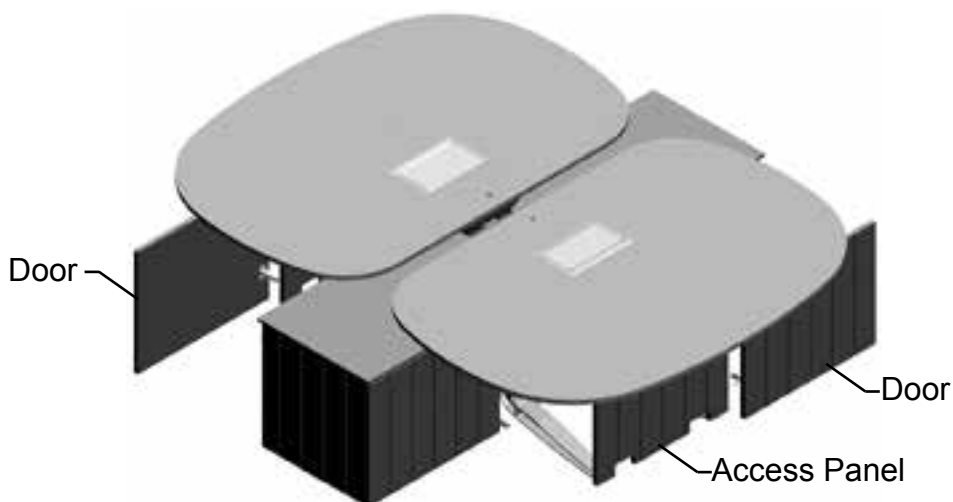
54. Install Shelf Pins (AL) into Shelf locations in base. Set Shelf (AM) onto Pins.

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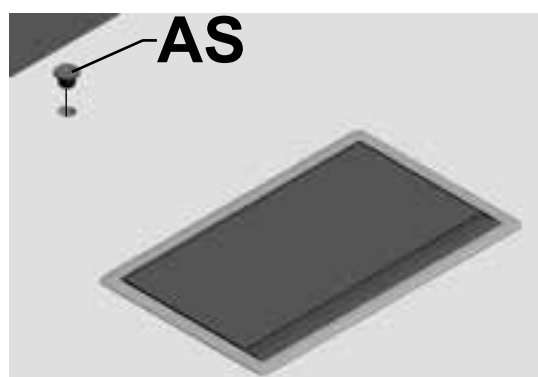
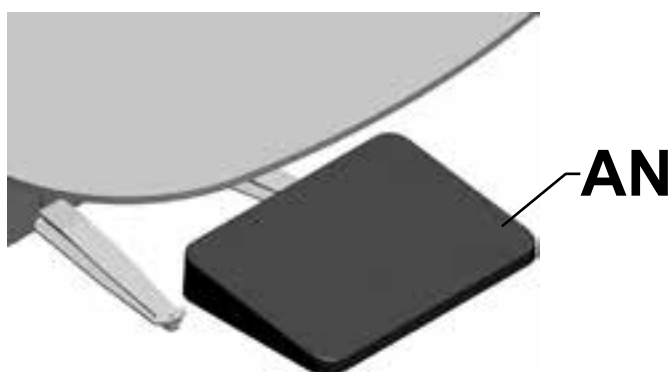
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55. Return Access Panels and Doors to Base.



56. Place Foot Cover (AN) over Feet.

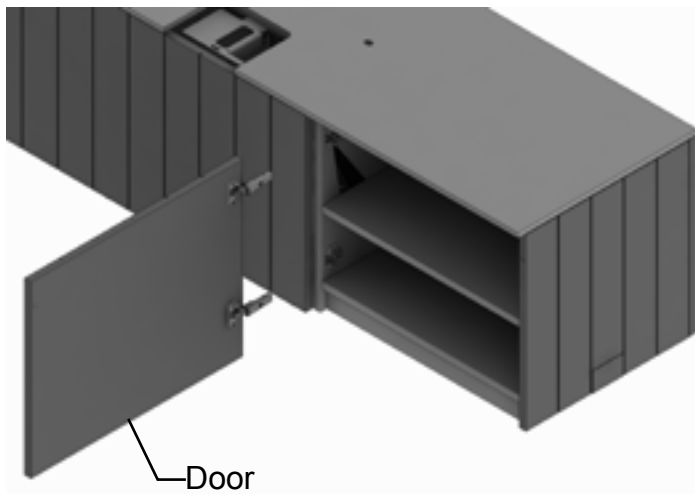
57. Insert Screen Post Cover (AS) into Hole in Work Surface

## **Disassembly and Recycling:**

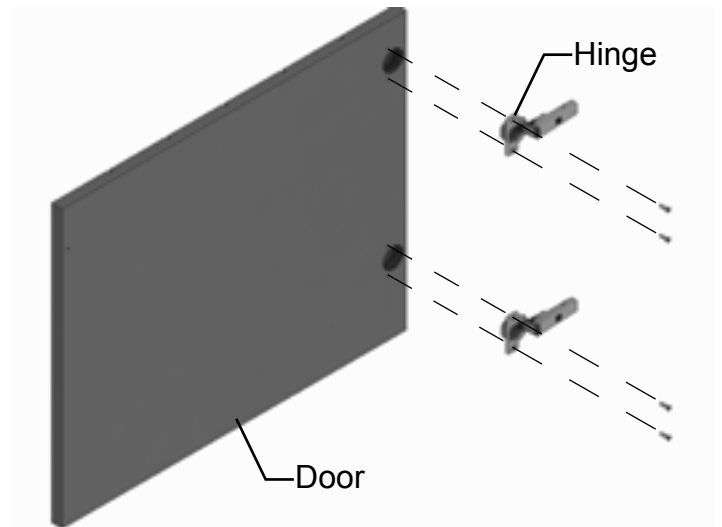
### **Materials Identification and Segregation:**

Where possible, plastic components are marked with ASTM recycling codes. Use these codes to identify material type for recycling. Non-marked components should be treated as mixed plastic. Ferrous metals can be identified using a small magnet for recycling. Non-ferrous metals should be separated and recycled separately.

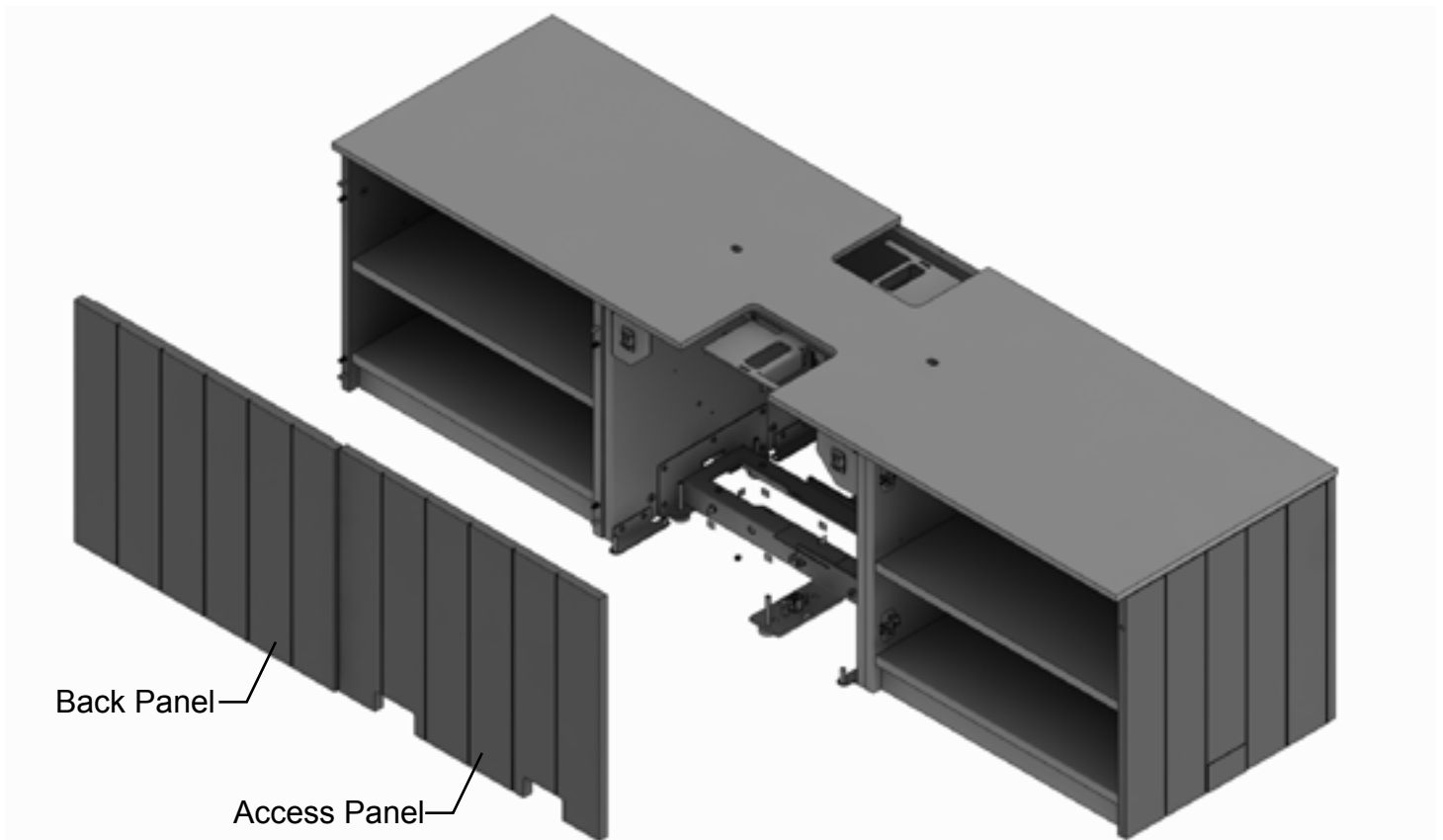
To disassemble product, reverse the above installation steps and also do the following.



1. Disengage the hinge from the base and remove the door.



2. Using a phillips head screw driver uninstall the screws and remove hinge from door. Repeat step 1 and 2 to remove other side door.



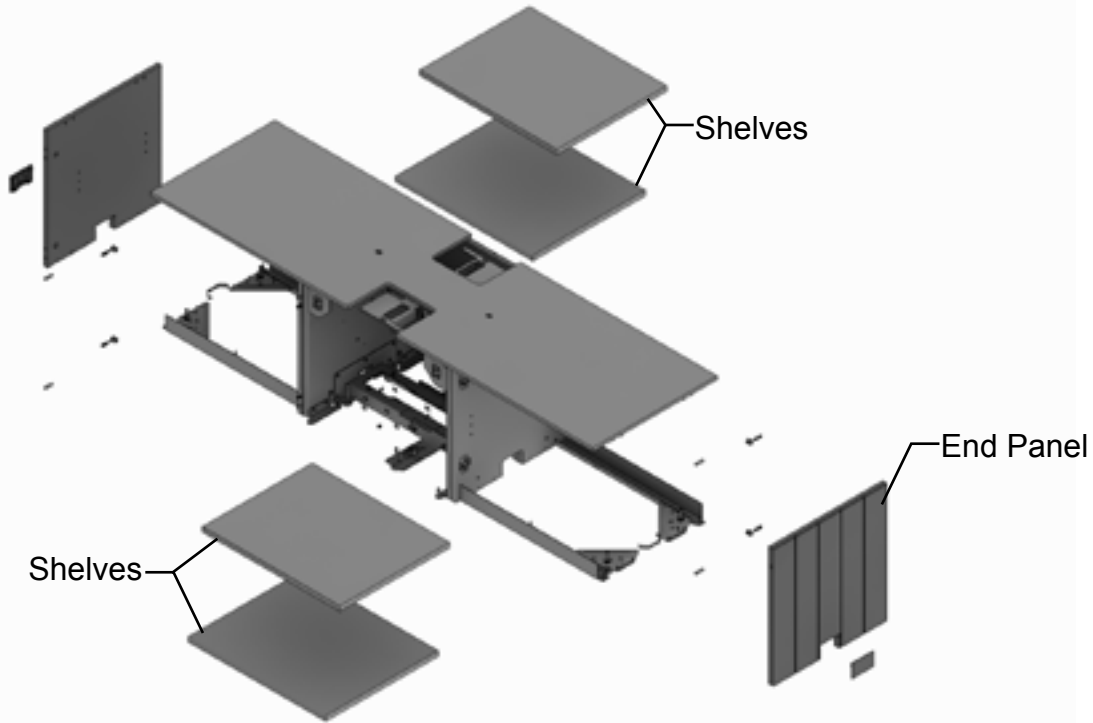
3. Using a straight head screw driver remove the access and back panel from both side of the base.

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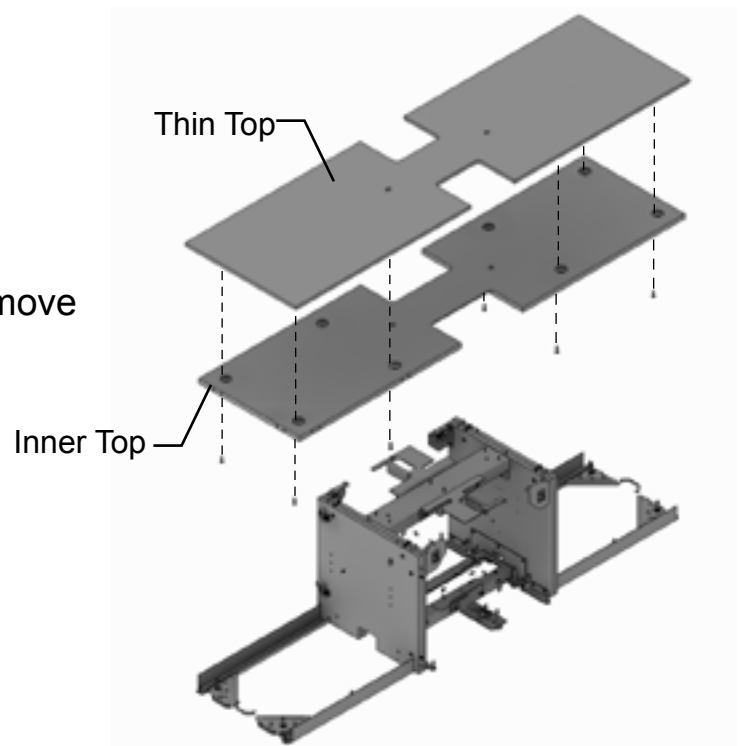


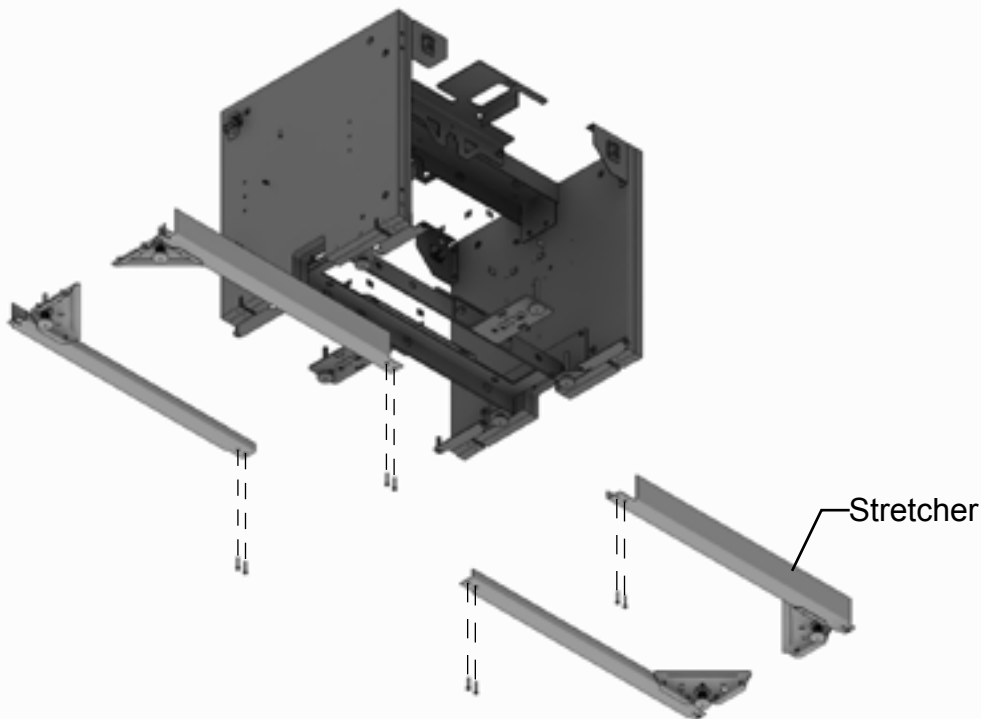
4. Using a straight head screw driver remove end panel. Remove the dowel pins and spreading bolt - minifix.

5. Remove the shelves from the base.

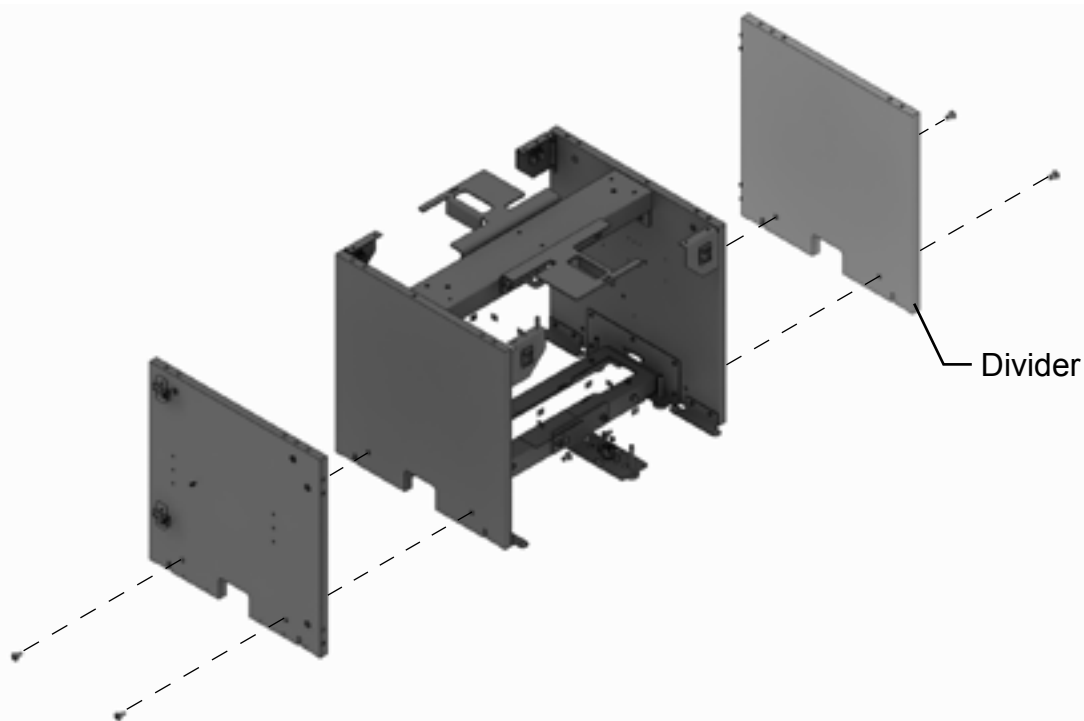
6. Using the phillips head screw driver remove 8 screws under the inner top.

7. Remove the thin top.





8. Using a phillips head screw driver remove screws from stretcher and remove the stretcher from the inner side panel.



9. Using a phillips head screw driver loosen the screw bolts from the front RH divider and LH divider. Remove the both dividers from back dividers.

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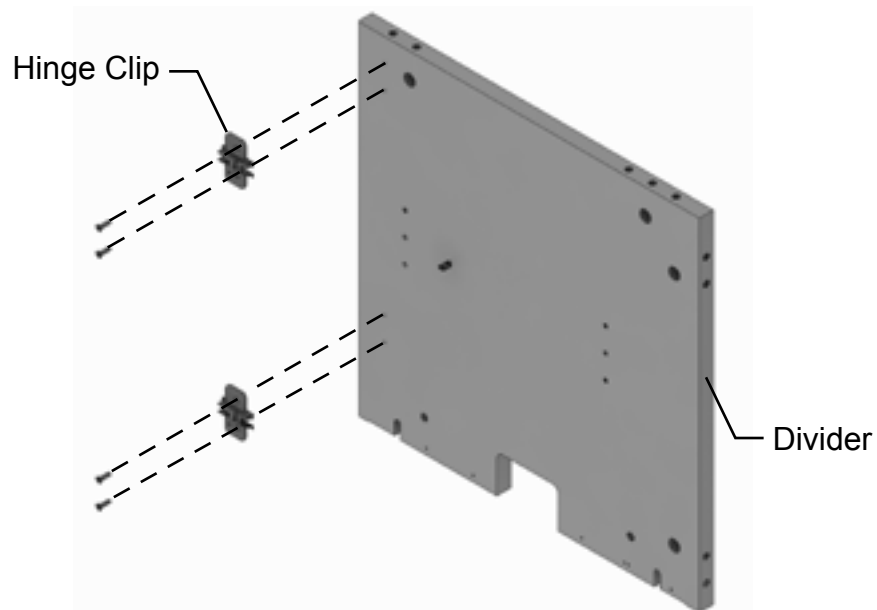
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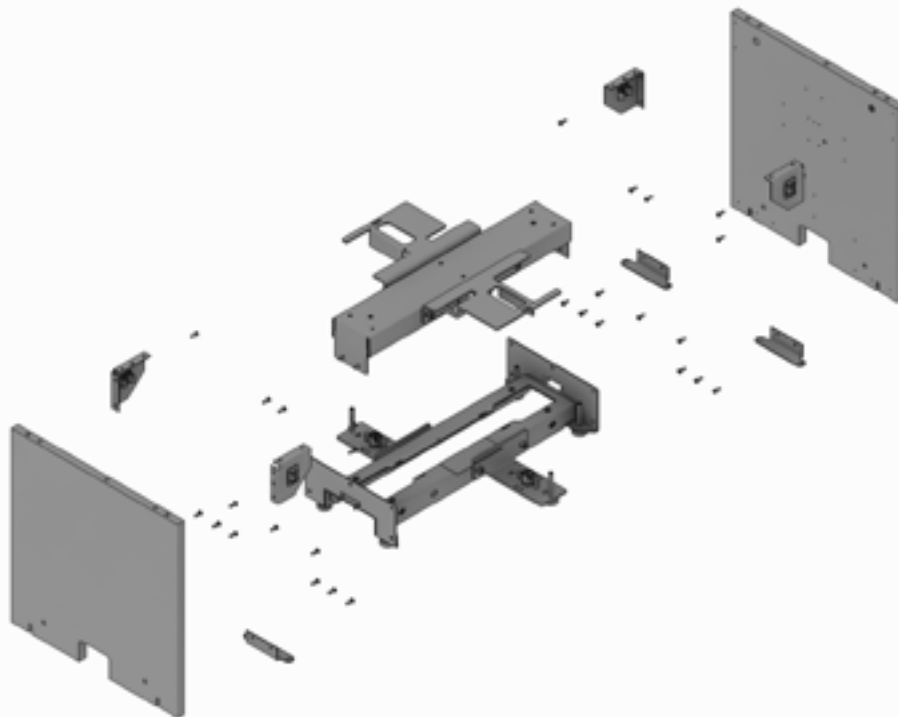
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10. Using a phillips head screw driver loosen the screws and remove the screws and hinge clips from the panel.



11. Using a phillips head screw driver loosen the screws from hot box weldment lower and upper and remove the screws and panels.

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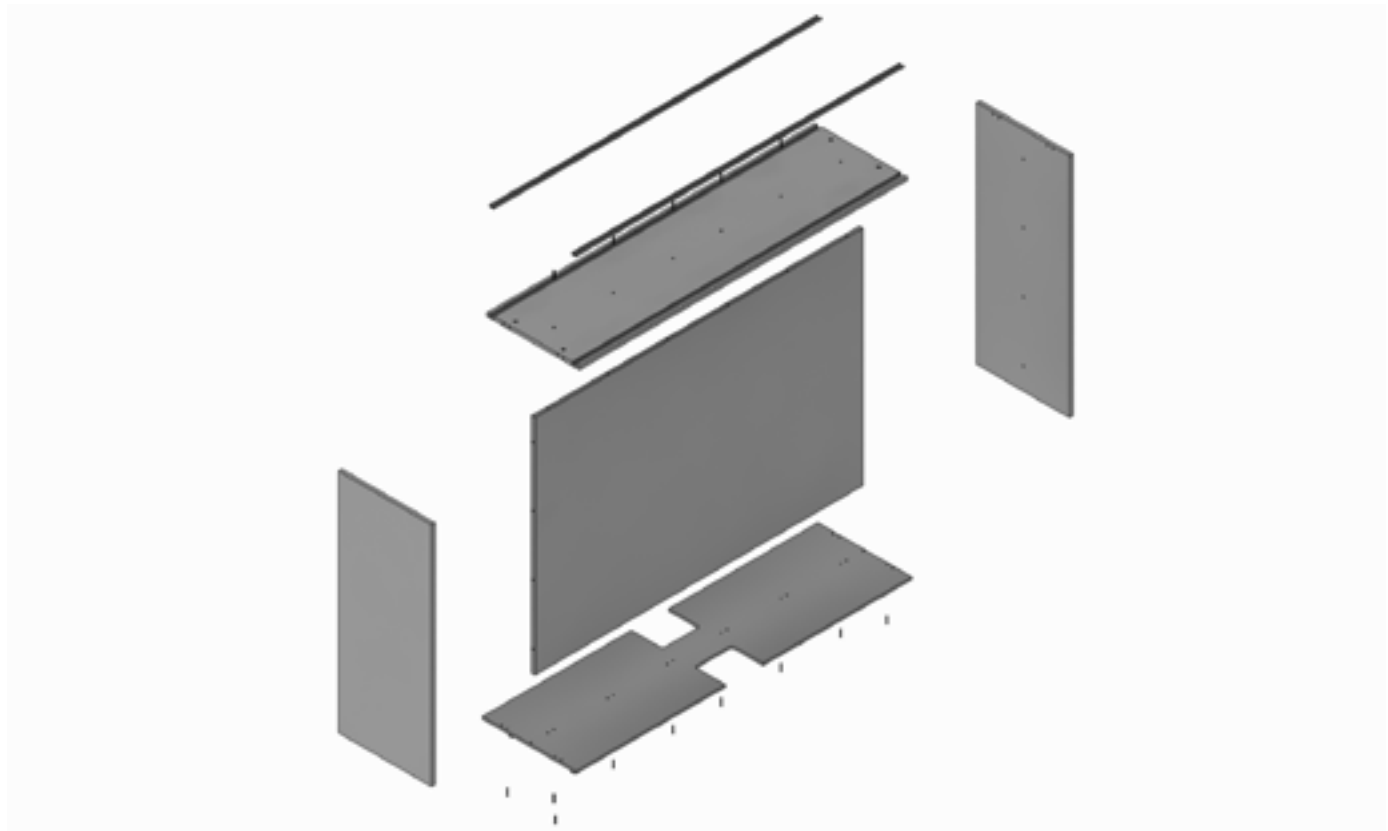
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12. Using a phillips head screw driver loosen the screws and separate the panels.