V2 4-Leg Standing Desk





Two person assembly

Scan QR code for product webpage





For assembly assistance, visit upliftdesk.com/contact, call 800-349-3839, or email support@upliftdesk.com ©2023 UPLIFT Desk®. All Rights Reserved. Patented

UPL941

Safety and Warnings



WARNING: Read all instructions before assembly. Failure to assemble or operate the desk properly may result in damage or personal injury. Retain this manual for future reference or owners.



WARNING: Keep fingers and body parts clear of the moving desk edges. Check the desk's surroundings on all sides before raising or lowering the desk to ensure there are no obstacles that can be damaged or damage the desk.



WARNING: Ensure all desk and accessory cords have enough slack so they don't pull as the desk moves up and down.



WARNING: Keep children away from the desk unless supervised. Misuse of the desk can cause personal injury. If children cannot be supervised at all times, use the desk's safety lock feature or remove the power cord to prevent its operation.



WARNING: The desk is designed for use in dry indoor environments only. Use of desk outdoors or in damp locations will damage the desk and can cause risk of electric shock, fire, or personal injury.



WARNING: Only plug the desk into a properly grounded 100-240V power outlet. Using a voltage converter is considered improper use and can cause damage to the desk.



WARNING: Do not open or insert any object into any desk frame component such as the legs or control box. Doing so may cause damage and can cause risk of electric shock.



WARNING: In case of spilled liquid on any electrical desk component, disconnect the desk from the power outlet immediately. Clean up the spill with a dry cloth and plug the desk back into the power outlet. There is a risk of desk failure or electric shock if desk components become wet.



WARNING: Never use the desk if the power cord or plug becomes damaged as this can cause a risk of fire and electric shock. Contact UPLIFT Desk for a replacement power cord if it is damaged in any way.



WARNING: Risk of serious injury or death. Adjusting the height of the desk can pinch or crush body parts trapped between the desktop and stationary objects. Do not place feet or other body parts on any items located under the desk other than on approved items such as foot rests and desk mats.



WARNING: Be sure there is a gap of at least 1" between the moving parts of the standing desk and objects located next to it to avoid pinch and crush hazards. Move the desk through its full range of motion to ensure the 1" gap is maintained above, below, and all around the desk.

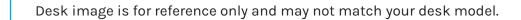


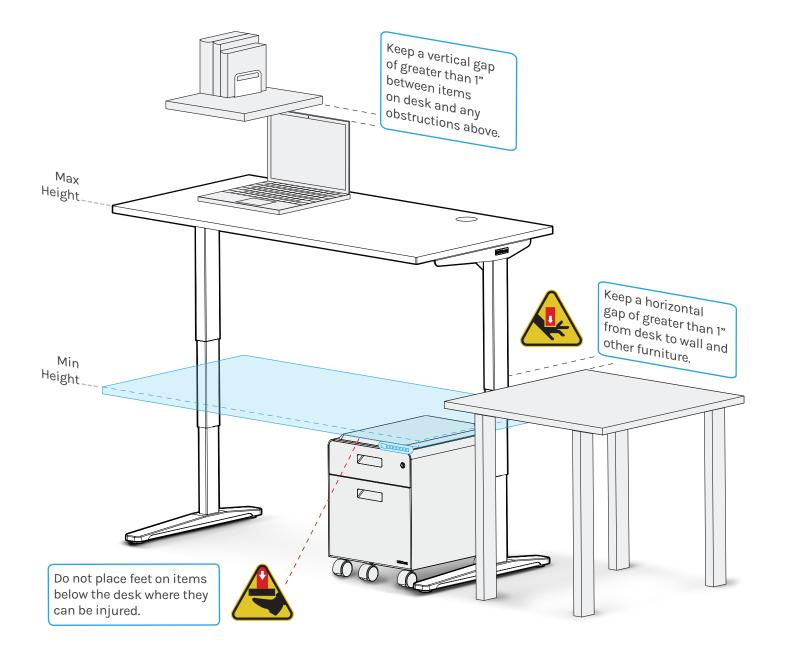
WARNING: Persons with limited mental or physical capabilities who are unable to comprehend the safe operation of the height adjustability feature must be supervised and must not operate the desk.



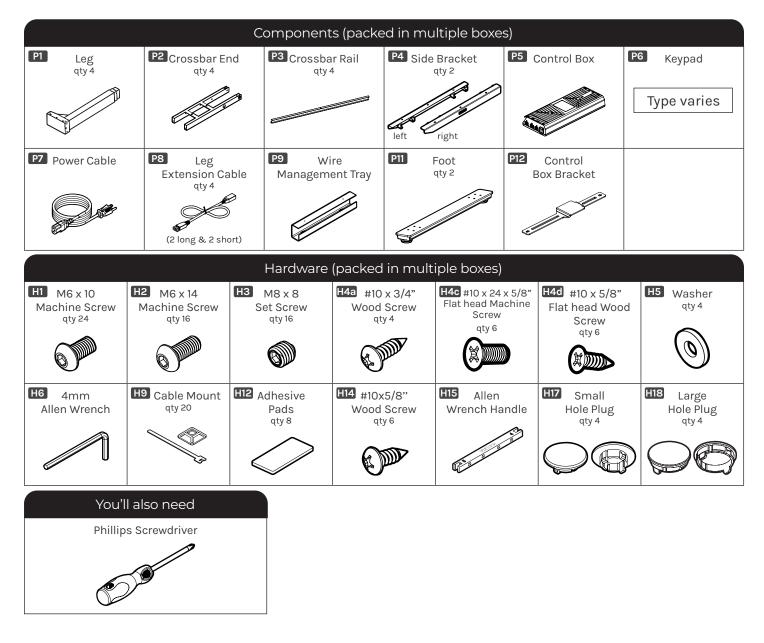
WARNING: Inspect the desk regularly and stop using immediately if you notice any damaged or loose parts. Only replace damaged desk parts with authorized UPLIFT Desk parts.

Please read these instructions carefully. This desk is height adjustable to fit the user's height. Inappropriate use of this desk can cause property damage and/or bodily injury. Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use of this desk. Please provide these instructions to any new user or owner of the desk.

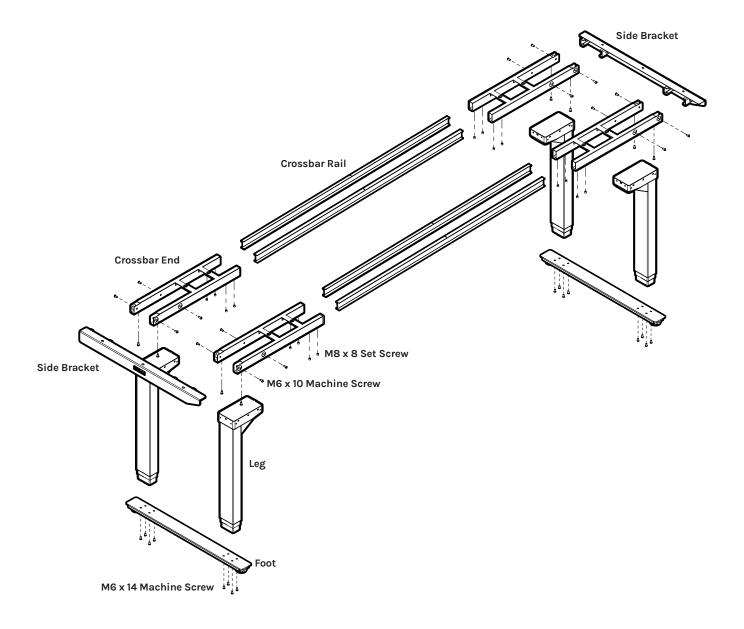




Package Contents



Parts Diagram



Step 1 - Inventory of Parts

- A. To avoid damage to your floor or desktop, assemble the desk on a clean carpet or blanket.
- B. Lay out all parts from each box and ensure you have everything listed in the package contents of this manual before throwing away any packaging.

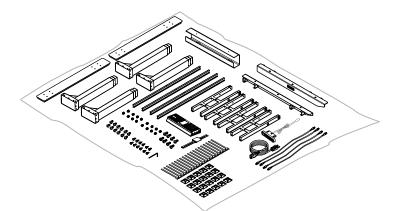
If a part is missing, please triple check that the part isn't in a box. Check boxes very thoroughly by removing all packaging; check every nook and cranny. If the part is still missing, call (800) 349-3839 or email support@ upliftdesk.com before beginning assembly.

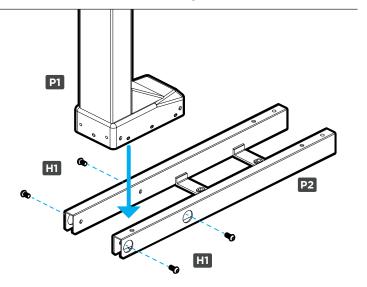
Step 2 - Crossbar End Attachment

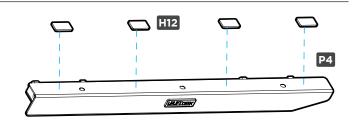
- A. Place one of the Crossbar Ends **(P2)** upside down as shown.
- B. Position one of the legs **(P1)** so that the back of the leg and the back of the Crossbar End are aligned and flush.
- C. Using the 4 mm Allen Wrench **(H6)**, loosely insert four M6 x 10 Machine Screws **(H1)** through the Crossbar End holes and into the leg as shown, but do not tighten them.
- D. Once all four screws have been started, tighten them using the Allen Wrench.
- E. Repeat this step for the remaining three Legs and Crossbar Ends.

Step 3 - Adhesive Pad Application

- A. Peel the backing off of four Adhesive pads (H12) and place onto one of the Side Brackets (P4) on the side adjacent to the UPLIFT Desk logo plate where shown.
- B. Repeat for the second Side Bracket.



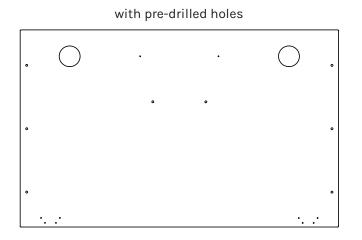




Step 4 (if applicable) - Drill Side Bracket Holes

Skip this step and proceed to Step 5 if your desktop has threaded metal inserts or pre-drilled holes. See images showing a desktop with pre-drilled holes and inserts and without pre-drilled holes and inserts.

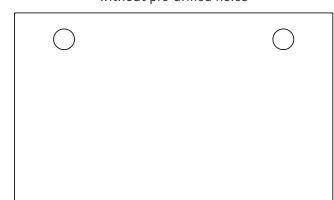
A. Select the top surface of your desktop and make sure that side is facing down. Make sure you only drill into the bottom surface of your desktop.

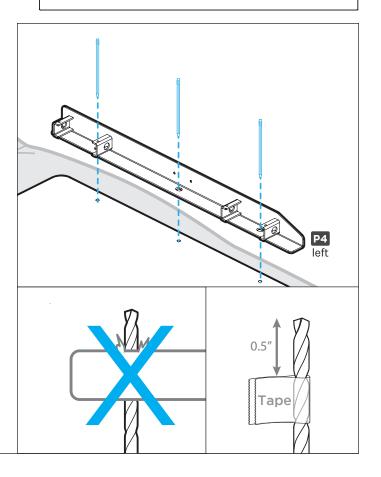


B. Place the left Side Bracket (P4) onto the desktop as shown so it's centered between the front and back edges of the desktop and approximately 1/2" from the side edge of the desktop. Make sure the tapered end of the Side Bracket is towards the edge of the desktop you would like to be the front and make a pencil mark in the center of each of the three holes in the Side Bracket.

IMPORTANT: Don't drill through your desktop top surface. DRILL NO DEEPER THAN 1/2". To ensure this, we recommend wrapping a piece of tape around your drill bit 1/2" from the tip. Stop drilling just before the tape touches the desktop.

- C. Move the Side Bracket out of the way and drill pilot holes at your pencil marks using a 1/8" drill bit.
- D. Follow the same pre-drilling process with the other Side Bracket at the other end of the desktop.





Step 5 - Side Bracket Attachment (first side)

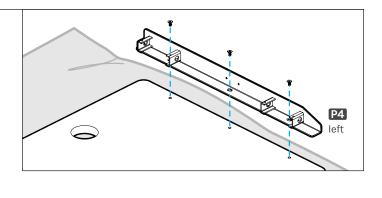
A. Align the holes in the Side Bracket **(P4)** with the holes or threaded metal inserts in the desktop. **NOTE:** Be sure that the tapered end of the Side Bracket is pointing towards the front of the desktop. If your desktop has pre-drilled holes, there will be Keypad attachment holes located at the front.

IMPORTANT: Determine the correct screws to use based on whether your desktop has threaded metal inserts or pre-drilled holes.

- For desktops that have threaded metal inserts: use the #10-24 x 5/8" Flat Head Machine Screws (H4c) for the following steps.
- For desktops that have pre-drilled holes: use the #10 x 5/8" Flat Head Wood Screws (H4d) for the following steps.
- B. Use a Phillips Head Screwdriver and the screws selected above to attach the Side Bracket to the desktop.

Step 6 - Leg Attachment (first side)

- A. Slide two Leg Assemblies (P1) from Step 2 onto the tabs of the Side Bracket (P4) as shown.
- B. Loosely insert two M6 x 10 Machine Screws (H1) through the top of each Crossbar End (P2) and into the Side Bracket as shown. Once all four screws have been started, tighten them using the 4 mm Allen Wrench (H6).

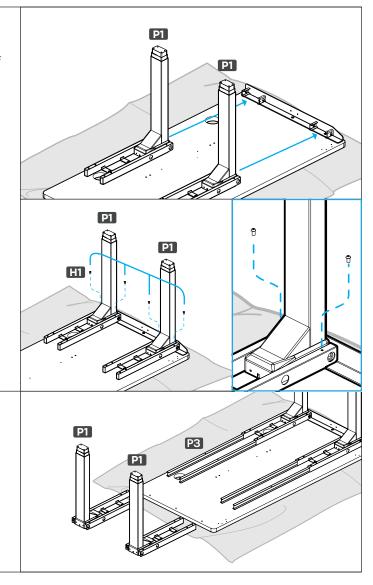




Machine screw: flat end



Wood screw: pointy end



Step 7 - Crossbar Rail Installation

- A. Insert two Crossbar Rails (P3) into each Crossbar End
 (P2) as far as they will go.
- B. Take the remaining leg assemblies **(P1)** and slide them onto the Crossbar Rails as far as they will go.

Step 8 - Side Bracket Attachment (second side)

- A. Align the holes in the right Side Bracket **(P4)** with the holes or threaded metal inserts in the desktop at the other end.
- B. Use a Phillips Head Screwdriver and the screws used in Step 5 to attach the Side Bracket to the desktop.
- C. Slide the second set of leg assemblies back towards the Side Bracket and onto the tabs of the Side Bracket.

D. Loosely insert two M6 x 10 Machine Screws (H1) through the top of each Crossbar End (P2) and into the Side Bracket as shown. Once all four screws have been started, tighten them using the Allen Wrench.

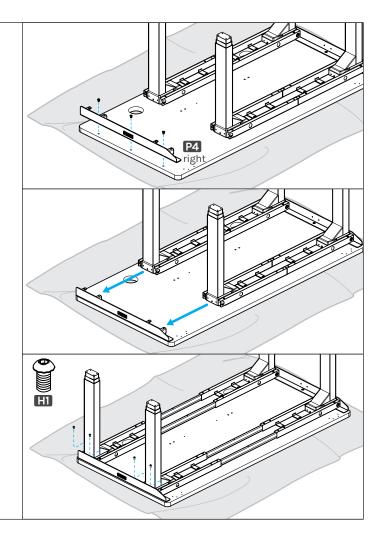
Step 9 (if applicable) - Drill Crossbar End Holes

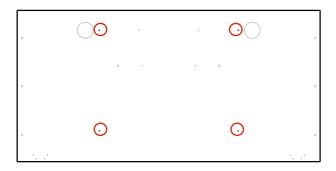
See image showing a desktop with pre-drilled holes for the Crossbar Ends (circled). Skip this step and proceed to Step 10 if your desktop has pre-drilled holes for the Crossbar Ends.

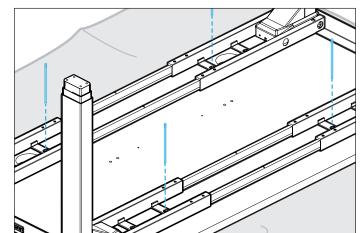
- A. If you are using a desktop that does not include predrilled holes for the Crossbar End (P2) attachment, you will need to pre-drill holes for the attachment screws now.
- B. Make a pencil mark in the center of each of the holes at the end of each of the four Crossbar Ends where shown.

IMPORTANT: Don't drill through your desktop top surface. DRILL NO DEEPER THAN 1/2". To ensure this, we recommend wrapping a piece of tape around your drill bit 1/2" from the tip. Stop drilling just before the tape touches the Crossbar End.







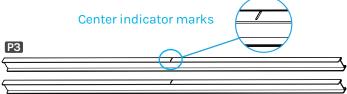


Step 10 - Crossbar End Attachment

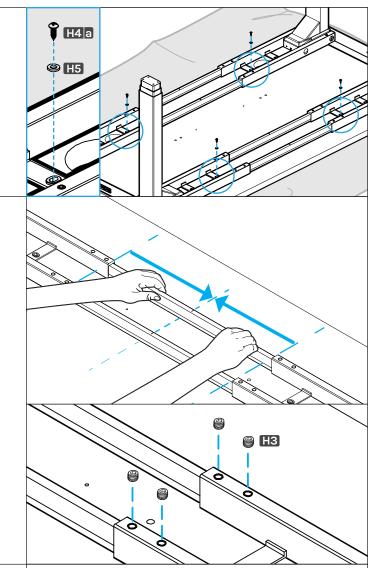
- A. Using a Phillips Head Screwdriver, loosely insert one #10 x 3/4" Wood Screw (H4a) and one Washer (H5) through each Crossbar End and into the desktop as shown.
- B. Once all four screws are started, tighten them but be careful to not overtighten to avoid stripping.

Step 11 - Crossbar Rail Positioning

A. Slide each Crossbar Rail **(P3)** left or right until the center indicator mark is located approximately in the middle of the Crossbar Ends **(P2)**.



B. Insert four M8 x 8 Set Screws (H3) into the holes in each Crossbar End and tighten using the 4 mm Allen Wrench (H6).

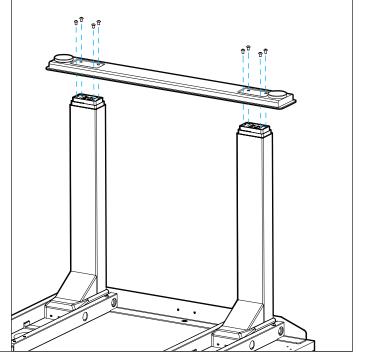


Step 12 - Foot Attachment

- A. Place a Foot **(P11)** on top of the two legs **(P1)** on one side of the desk with the pre-installed leveling glides facing up as shown.
- B. Loosely insert eight M6 x 14 Machine Screws **(H2)** through the holes in the Foot and into the eight threaded holes in the ends of the two legs.

NOTE: If you are having difficulty aligning the holes of the Foot and legs, use the 4 mm Allen Wrench **(H6)** to loosen, WITHOUT REMOVING, the four screws that attach the Legs to the Crossbar Ends **(P2)**. Be sure to firmly tighten these screws again once the Foot has been fastened to the legs.

- C. Once all eight screws have been started, tighten them with the 4 mm Allen Wrench.
- D. Repeat the previous steps for the second Foot.
- E. Do one final tightening of all foot screws. Tight foot screws add significant stability.



Step 13 - Caster Installation (optional)

If you purchased Casters for your desk, we recommend installing them now.

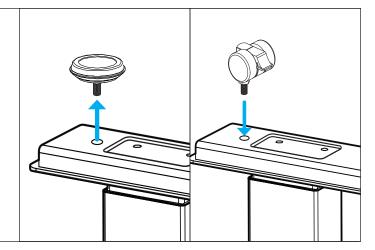
- A. First, remove the pre-installed Leveling Glides from the Feet by rotating them counterclockwise to unthread them from the mounting holes.
- B. Install a Caster in each of the Leveling Glide holes by turning the stem of the Caster clockwise, threading it into the hole. Use a 12 mm or ½2" flat wrench to tighten Casters that include a hex nut on the threaded stem for tightening. Tighten firmly.

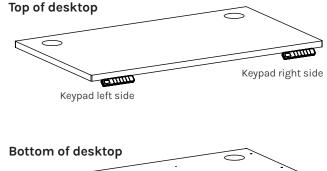
Step 14 - Keypad Attachment

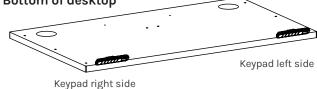
There are two pairs of Keypad mounting holes pre-drilled into each side of most UPLIFT desktops to accommodate several different Keypad designs. Align the Keypad with the pre-drilled desktop holes that best align with the Keypad's mounting holes.

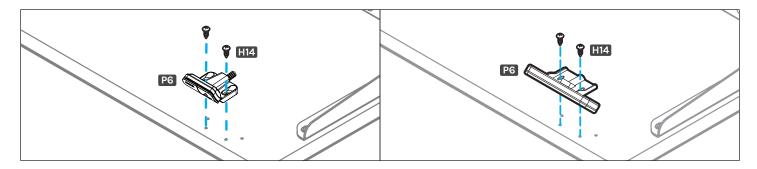
If you are using a desktop that does not include pre-drilled holes for the Keypad **(P6)** attachment, locate the Keypad approximately where shown in the image. Refer to Step 4 to make pre-drilled holes for the Keypad attachment; be careful not to drill through your desktop surface.

- A. Choose which side of the desktop you'd like your Keypad (P6) to be located. Remember that you are assembling your desk upside down, so the Keypad will be on the opposite side once the desk is upright.
- B. Align the Keypad with the pre-drilled desktop holes that best align with the Keypad's mounting holes.
- C. Using a Phillips Head Screwdriver, attach the Keypad to the desktop with two #10 x 5/8" Wood Screws **(H14)**. Be careful to not overtighten to avoid stripping.









Step 15 - Control Box Attachment

If you are using a desktop that does not include pre-drilled holes for the Control Box **(P5)** attachment, locate the Control Box Bracket **(P12)** approximately where shown in the image. Refer to Step 4 to make pre-drilled holes for the Control Box Bracket attachment; be careful not to drill through your desktop surface.

- A. Align the Control Box Bracket with the pre-drilled holes.
- B. Using a Phillips Head Screwdriver, attach the Control Box Bracket to the desktop with two #10 x 5/8" Wood Screws (H14). Be careful to not overtighten to avoid stripping.

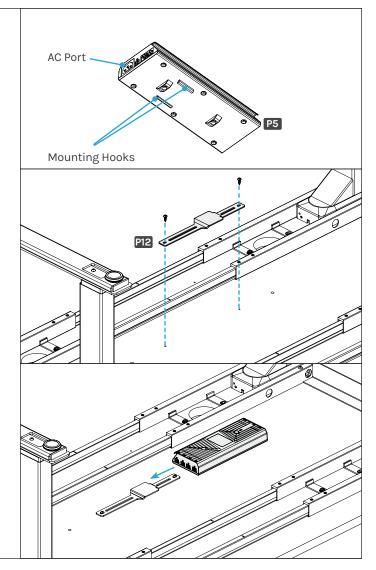
C. With the Control Box oriented as shown with the bracket, slide it onto the bracket so that the mounting hooks on the bottom of the Control Box are engaged with the large raised section of the bracket.

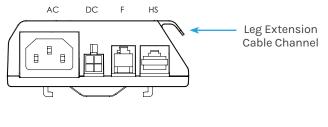
Step 16 - Connect Cables

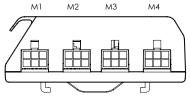
- A. Connect the Power Cable **(P7)** to the port on the Control Box labeled "AC".
- B. Connect the two long Leg Cables **(P8)** to the cables from the two front Legs.
- C. Connect the two short Leg Cables **(P8)** to the cables from the two back Legs.
- D. Connect the four Leg Cables into the Control Box ports marked M1, M2, M3, and M4. **NOTE:** It does not matter which cable is plugged into each port.
- E. Connect the Keypad cable into the Control Box port labeled "HS".

The Control Box port labeled "F" is used to connect the Bluetooth Adapter (FRM125) for use with the UPLIFT Desk App.

The Control Box port labeled "DC" is used to connect low voltage accessories with compatible connectors.







Accessory Installation

Now is a good time to install any accessories such as the Wire Management Tray, CPU Holder, Keyboard Tray, or other items that attach to the underside of your desktop. This section will cover accessories that are included with your desk frame. For other accessories, refer to the instructions that were provided with those products.

Attach Cable Mounts

Cable Mounts **(H9)** are provided with your desk to attach under the desktop and organize cables. Organizing cables improves the appearance of your desk and prevents cables from snagging on anything while the desk is moving up and down.

IMPORTANT: The adhesive backing on the Cable Mounts is very strong, so carefully consider where you would like to locate them before attaching to the bottom of the desktop or desk frame.

- A. Peel the backing off the back of the plastic mount to expose the adhesive pad.
- B. Position the mount where you would like to attach it and press firmly for 10 seconds.
- C. Take one of the hook and loop strips and slide it through the openings in the plastic mount.
- D. Bundle cables and wrap the hook and loop strip around the bundle to secure it in place.

Hook and loop strips can also be used without the plastic mounts in places where they can be slid through the gap between the underside of the desktop and the frame.

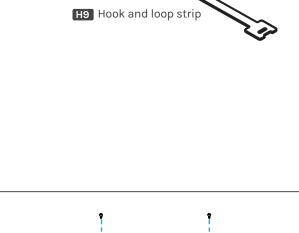
Attach Wire Management Tray (optional)

Most UPLIFT desktops include two pre-drilled holes about 12" apart located near the back of the desktop. If your desktop includes grommets, these holes will be located between them. These holes are meant for attaching the included Wire Management Tray **(P9)**. If you choose to place the tray in a different location, refer to Step 4 to make pre-drilled holes for the Wire Management Tray attachment; be careful not to drill through your desktop surface. Attach the tray to your desktop using two #10x5/8" Wood Screws **(H14)**.

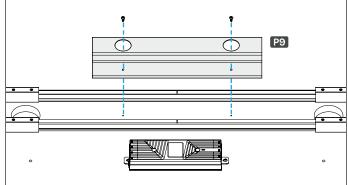
IMPORTANT:

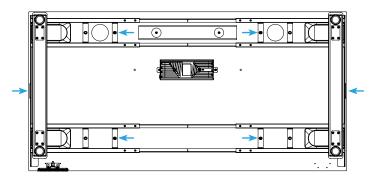
Take this moment to double check that all of the screws indicated with arrows are tight. This is an important step and it is much easier to ensure they are tight now before flipping the desk upright.

Also, the desk frame screws may not have been completely tightened during the initial assembly. Since the desk is upside down, take the opportunity to ensure all frame screws are tight using the 4 mm Allen Wrench. We supplied Loctite pre-applied to all screws to keep them tight over time, so if you tighten thoroughly this one time you're all set.



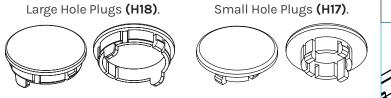
H9 Plastic mount

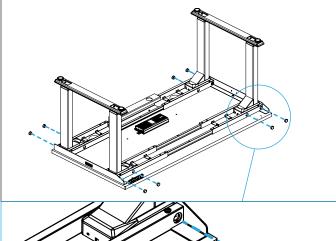




Hole Plugs (optional)

If you prefer to cover the four large holes in the front and back of the upper frame section, use the provided Small Hole Plugs **(H17)** and Large Hole Plugs **(H18)**. The smaller plugs fit in the holes that are closer to the side of the desk and the frame Side Bracket while the larger plugs fit in the holes further away from the sides of the desk. See images for reference.



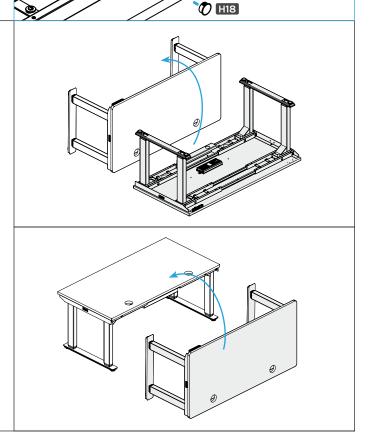


🕐 H17

Desk Placement

When preparing to flip the desk, be aware of loose cables and attached accessories, especially an accessory that might move on a track like a Keyboard Tray or CPU Holder.

- A. With one person located at each end of the desk, support the desk frame and the desktop equally and begin to tilt it slowly towards the back of the desk so that the Keypad is facing up and the back of the Feet are touching the floor.
- B. Readjust your grip and continue to rotate the desk until it is rightside up with both Feet completely on the floor.



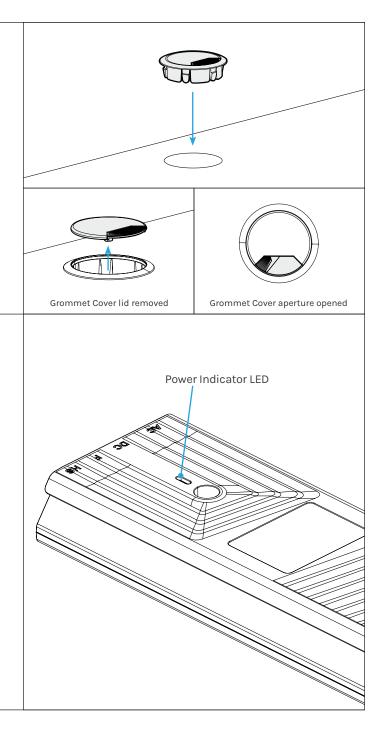
Insert Grommet Covers (optional)

Follow the steps below for installing Grommet Covers, if a different grommet option was selected, follow the instructions included with your grommet option.

- A. Place the Grommet Covers over the grommet holes and press down until the edges of the Grommet Covers are flush with the desktop surface.
- B. Remove the Grommet Cover lid or rotate the aperture cover to pass cables through the Grommet Cover housing.
- C. Replace the lid.

Prepare Desk & Surroundings

- A. Check the desk's surroundings to make sure there will be no obstacles within the desk's path while it is being raised or lowered. Do not place any objects underneath the desk that are taller than 21" and be aware of any accessories mounted above or below your desk.
- B. Adjust the Leveling Glides as needed to level the desk. Each Leveling Glide provides up to 3/8" of leveling.
- C. Ensure that the Power Cord and all accessory cords are long enough to accommodate the raising and lowering of your desk.
- D. Plug your desk into a grounded, 100-240V power outlet. If you have a Keypad with a display you should see it light up confirming the desk is powered. If you have a Keypad without a display, look at the Control Box under the desk to see if the small LED indicator is illuminated.
- E. Perform the desk reset procedure below. Slowly lower and raise the desk while watching all cables and clearances to ensure there are no cable snags or obstacles.



Perform Desk Reset Procedure

IMPORTANT: Before using your desk, perform the Desk Reset Procedure below to sync the Legs and Control Box.

- 1. Remove all items from under the desk to allow it to travel to its lowest height.
- 2. Press the down button once.
- 3. Hold the down button until the desk stops at its lowest position.
- 4. Hold the down button again for 30 seconds or until the display changes. Keypads with a display will show "ASr" when ready to reset. Paddle Keypads will display "RESET."
- 5. Hold the down button again until the desk lowers slightly, rises, and stops. If the desk didn't move, try this step again.
- 6. Try operating the desk. If the desk is working properly, you're done. If the desk is not working properly, continue with the following steps.
- 7. Unplug the power cord from the electrical outlet.
- 8. Hold the down button for 10 seconds to discharge any stored power in the control box.
- 9. Plug the desk back in and restart the Desk Reset process steps a second time.
- 10. Try operating the desk again. If the desk is working properly, you're done and the desk is ready to use.

If you have an Advanced Keypad, see the Programming section below for further information on how to use your Keypad.

Programming (Advanced Keypads only)

These UPLIFT Desk programming instructions are compatible with all UPLIFT Advanced Keypads except the Advanced Paddle Keypad.

For Advanced Paddle Keypad programming steps, refer to the instructions provided with that Keypad.

Set & Use Memorized Heights

Save heights on the keypad:

- 1. Hold the up or down button to move the desk to the desired height.
- 2. Tap the "M" button followed by a number button (1, 2, 3, or 4) to assign the current height to that number.
- 3. Once the memory buttons are programmed, tap a numbered button and the desk will automatically move to the preset height.

If you would rather the button be pressed and held instead of tapped to make height adjustments, see One-Touch or Constant-Touch below.

Keypad Lock

Lock the keypad to prevent accidental adjustments:

- 1. Hold the "M" button until the display shows "LOC."
- 2. To unlock your keypad, hold the "M" button until the display shows the current numeric height setting.

In the event of a power outage, the keypad will return to the unlocked setting.

One-Touch, Constant-Touch, or Double-Tap

One-touch is the default setting of the control box and requires only a single touch of a keypad button to move the desktop to a saved height. Constant-touch requires the continuous hold of a button or paddle to move the desktop to a saved height. Double-tap requires pressing the keypad button twice to move the desktop to a saved height. This helps avoid accidental activation of the desk if a keypad button is bumped.

Toggle between one-touch and constant-touch modes:

- 1. Hold the down button until the desk reaches its lowest position.
- 2. Hold the down button again until the display flashes "ASr."
- 3. Hold the "1" button until the display shows "10.1" (one-touch), "10.2" (constant-touch), or "10.8" (doubletap), and then goes back to "ASr." While the display is flashing "ASr," hold the "1" button to toggle between the three settings.
- 4. Wait for the display to change back to "ASr."
- 5. Hold the "down" button until the desktop lowers and rises slightly and the display changes back to the numeric height setting.

Calibrate Desk Height

Compare the desk height to the displayed height:

- 1. Press and hold the "down" button until the desk reaches its lowest position.
- 2. Use a tape measure to check the height from the floor to the top surface of the desktop. If the measurement matches the displayed height, the desk is already calibrated and ready for use.

If the displayed height doesn't match the desk's actual height, follow these steps:

- 1. Hold the down button until the display flashes "ASr."
- 2. Hold the "M" button until the numeric display begins flashing.
- 3. Tap the up or down button to adjust the displayed height to match your desk's measured height.
- 4. Wait for the display to change back to "ASr."
- 5. Hold the "down" button until the desktop lowers and rises slightly and the display changes back to the numeric height setting.

Units of Measurement

Switch between inches and centimeters on your display:

- 1. Hold the down button until the desk reaches its lowest position.
- 2. Hold the down button again until the display flashes "ASr."
- Hold the "2" button until the display shows "10.3" (centimeters) or "10.4" (inches) and then goes back to "ASr." While the display is flashing "ASr," hold the "2" button to toggle between the two settings.
- 4. Wait for the display to change back to "ASr."
- 5. Hold the "down" button until the desktop lowers and rises slightly and the display changes back to the numeric height setting.

Max/Min Height Limits

Set the desk's maximum height limits:

- 1. Hold the up or down button to move the desk to the desired height.
- 2. Tap the "M" button once and "S-" will appear on the display.
- 3. Tap the up button and the display will flash "S-."
- 4. Hold the "M" button until the display shows "999" and changes to the numeric height of the now set upper limit.

Set the desk's minimum height limits:

- 1. Hold the up or down button to move the desk to the desired height.
- 2. Tap the "M" button once and "S-" will appear on the display.
- 3. Tap the down button and the display will flash "S-."
- 4. Hold the "M" button until the display shows "000" and changes to the numeric value of the now set lower limit.

Remove the maximum and minimum height limits:

- 1. Tap the "M" button once and the display will show "S-."
- 2. Hold the "M" button until the display shows "555" and changes to the current numeric height setting.

Anti-Collision System Sensitivity Adjustment

Adjust the sensitivity on your desk's advanced anti-collision system:

- 1. Hold the down button until the desk reaches the lowest position.
- 2. Hold the down button again until the display flashes "ASr."
- 3. Hold the UP button until the display shows "10.5," "10.6," or "10.7". This is your current anti-collision sensitivity setting.

10.5 = most sensitive setting (possible false positives)

- 10.6 = moderate sensitivity setting
- **10.7** = least sensitive setting

While "ASr" is flashing, press the up button to toggle between the three settings.

- 4. Wait for the display to change back to "ASr."
- 5. Hold the "down" button until the desktop lowers and rises slightly and the display changes back to the numeric height setting.

Troubleshooting		
Error Code	Description	Troubleshooting Solution
H01	Overheated	The desk motor has a 10% duty cycle to protect from overheating. For example, in a 20 minute period if your desk motor is activated for 2 minutes you will want to let it rest for 18 minutes. Otherwise you may see an H01 code on your keypad
E01-E06	Firmware or connectivity issues	Check all cables to ensure they're all firmly plugged in, and perform Reset Procedure above
E07-E012	Legs are uneven	Perform Reset procedure

Starting & Stopping

If your desk is continuously starting and stopping as you try to raise or lower it, check to make sure the Control Box is securely attached to the frame. The Control Box MUST be attached to your frame in order for your desk to function properly.

Desk Reset Procedure

If your keypad display shows any of the error codes listed, perform the Desk Reset Procedure provided at the end of the desk assembly steps to clear it. If the error message persists after performing the reset procedure or if there is a height difference between the Legs of more than 1.5", email us at support@upliftdesk.com or call 800-349-3839.

Perform the desk reset procedure any time the desk is unplugged or loses power.



upliftdesk.com info@upliftdesk.com 800-349-3839 512-614-3152

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