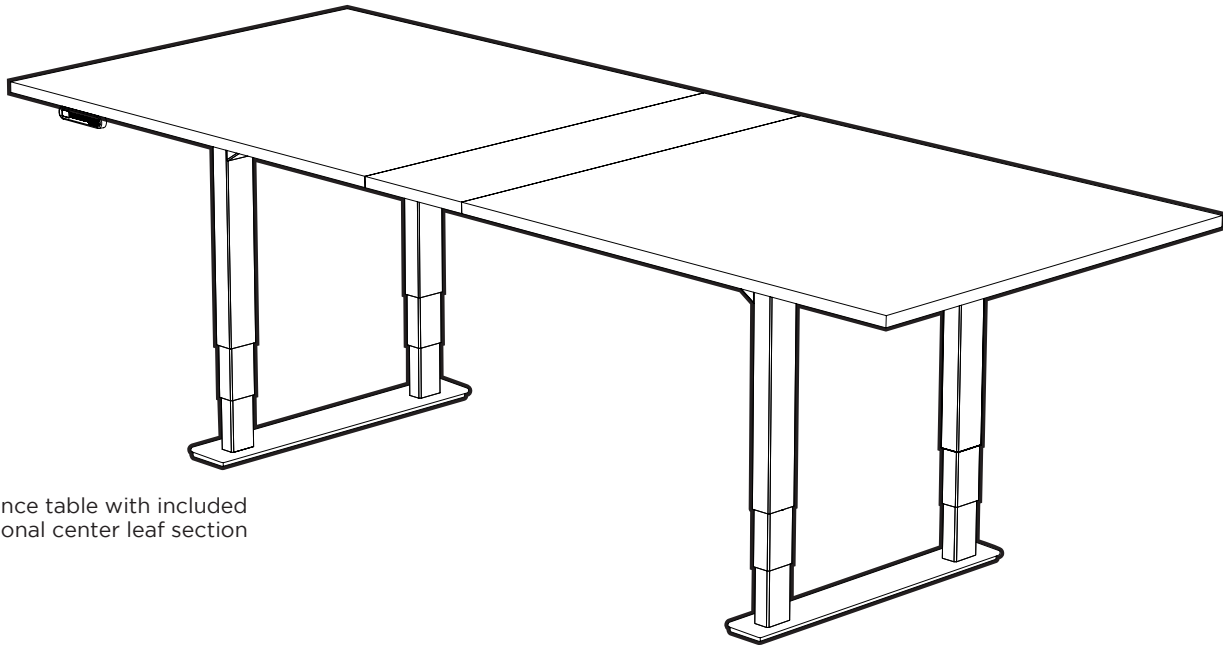
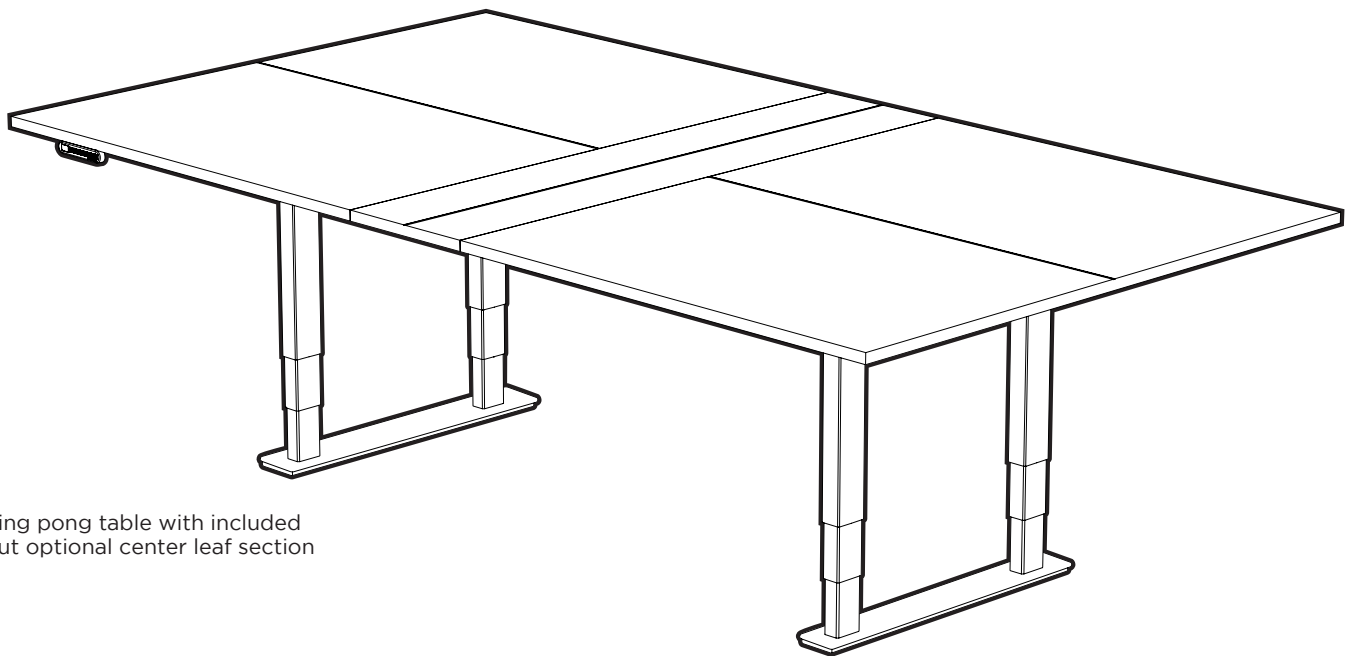


UPLIFT DESK®

Height Adjustable Conference Table and Conference Ping-Pong Table



Conference table with included
but optional center leaf section



Ping pong table with included
but optional center leaf section

For assembly assistance,
visit upliftdesk.com/uplift-height-adjustable-conference-ping-pong-table/
or call 800-349-3839 or email support@upliftdesk.com

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two person
assembly



Safety and Warnings



WARNING: Keep fingers and body parts clear of the moving desk. 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 can damage the desk.



WARNING: Ensure all cords and cables 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 environments, use indoors only. Use of desk outdoors or in damp locations can cause risk of electric shock, fire, or personal injury.



WARNING: Only plug the desk into a properly grounded, 120V 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 a desk frame component such as the motor housing or control box. Doing so may cause damage and presents a risk of electric shock.



WARNING: In case of spilled liquid on any 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 is 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 desk 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 inch 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 inch gap is maintained above, below, and all around the desk.

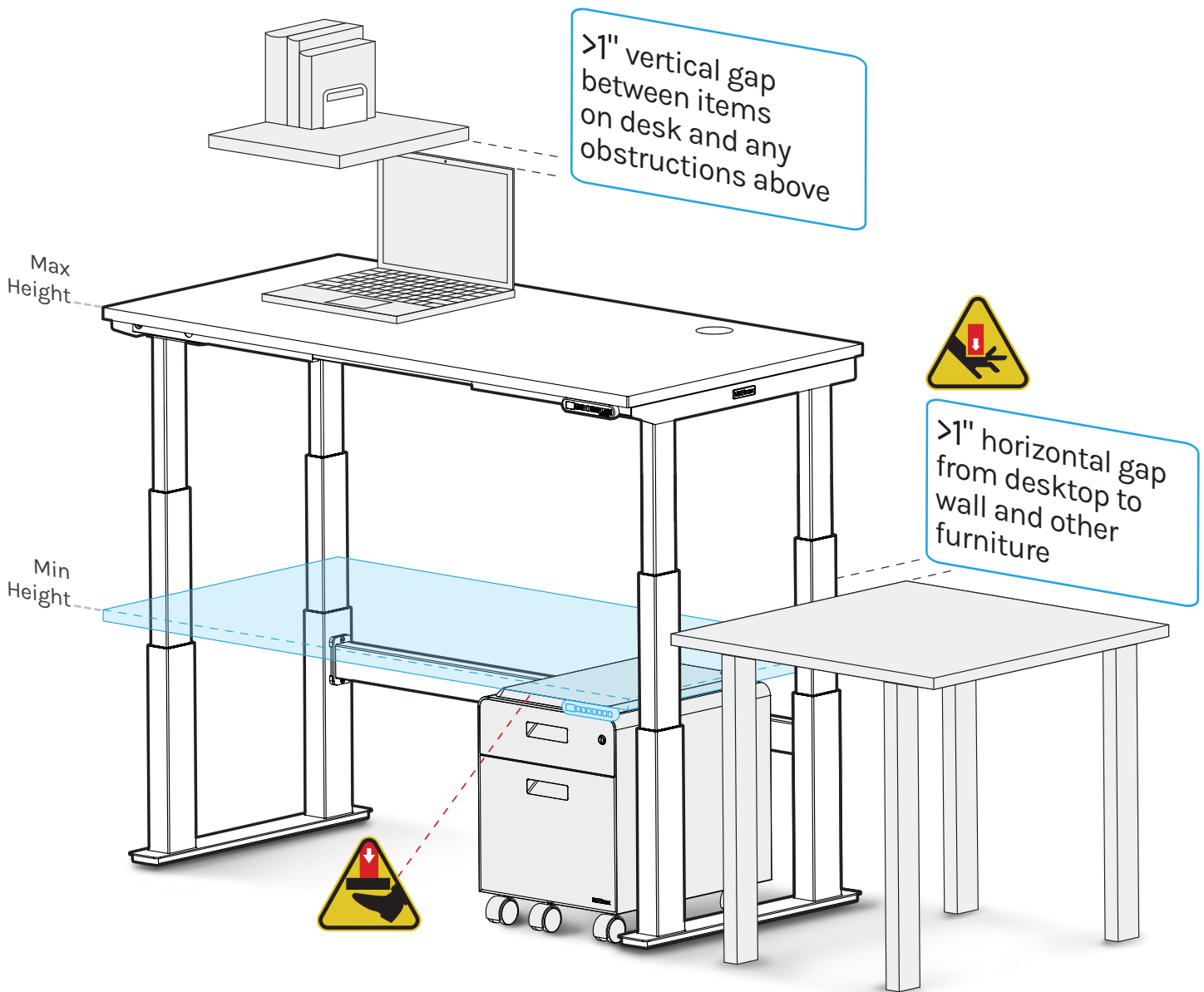


WARNING: Persons with limited mental or physical capabilities who are unable to comprehend the safe operation of the height adjustability feature must not operate the desk.



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 and instructions.

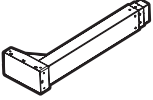
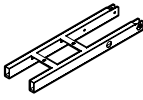

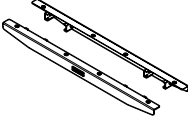
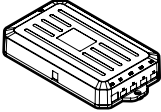
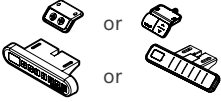
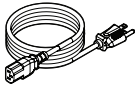
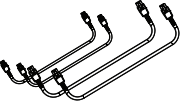
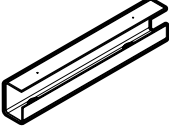

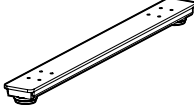
Please read these instructions carefully. This desk is height adjustable to fit the user's height. Inappropriate use of this desk can cause property damage and/or bodily injury. Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use of this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









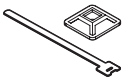


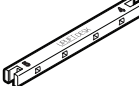
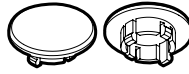

Note: Desk image is for reference only. Desk shape and leg quantity or style may change based on the desk configuration ordered.

Package Contents

Components (packed in multiple boxes)

P1 Leg (qty 4) 	P2 Crossbar End (qty 4) 	P3 Crossbar Rail (qty 4) 	P4 Side Bracket (qty 2) 	P5 Control Box (qty 1) 	P6 Keypad (qty 1)  (Packed in this box, or an accessory box)
P7 Power Cable (qty 1) 	P8 Leg Cable (qty 4)  (2 long & 2 short)	P9 Wire Management Tray (qty 1) 	P10 Support Bracket (qty 3) 	P11 Foot (qty 2) 	

Hardware (packed in multiple boxes)

H1 M6x10 Machine Screw (qty 24) 	H2 M6x14 Machine Screw (qty 16) 	H3 M8x8 Set Screw (qty 16) 	H4 #10-24x3/4" Machine Screw (qty 30) 	H5 Washer (qty 30) 	H6 4mm Allen Wrench (qty 1) 
H9 Cable Mount (qty 20) 	H12 Adhesive Pads (qty 8) 	H14 #10x5/8" Wood Screw (qty 6) 	H15 Allen Wrench Handle (qty 1) 	H17 Small Hole Plug (qty 4) 	H18 Large Hole Plug (qty 4) 

You'll also need:



Phillips Head Screwdriver

Component Diagram

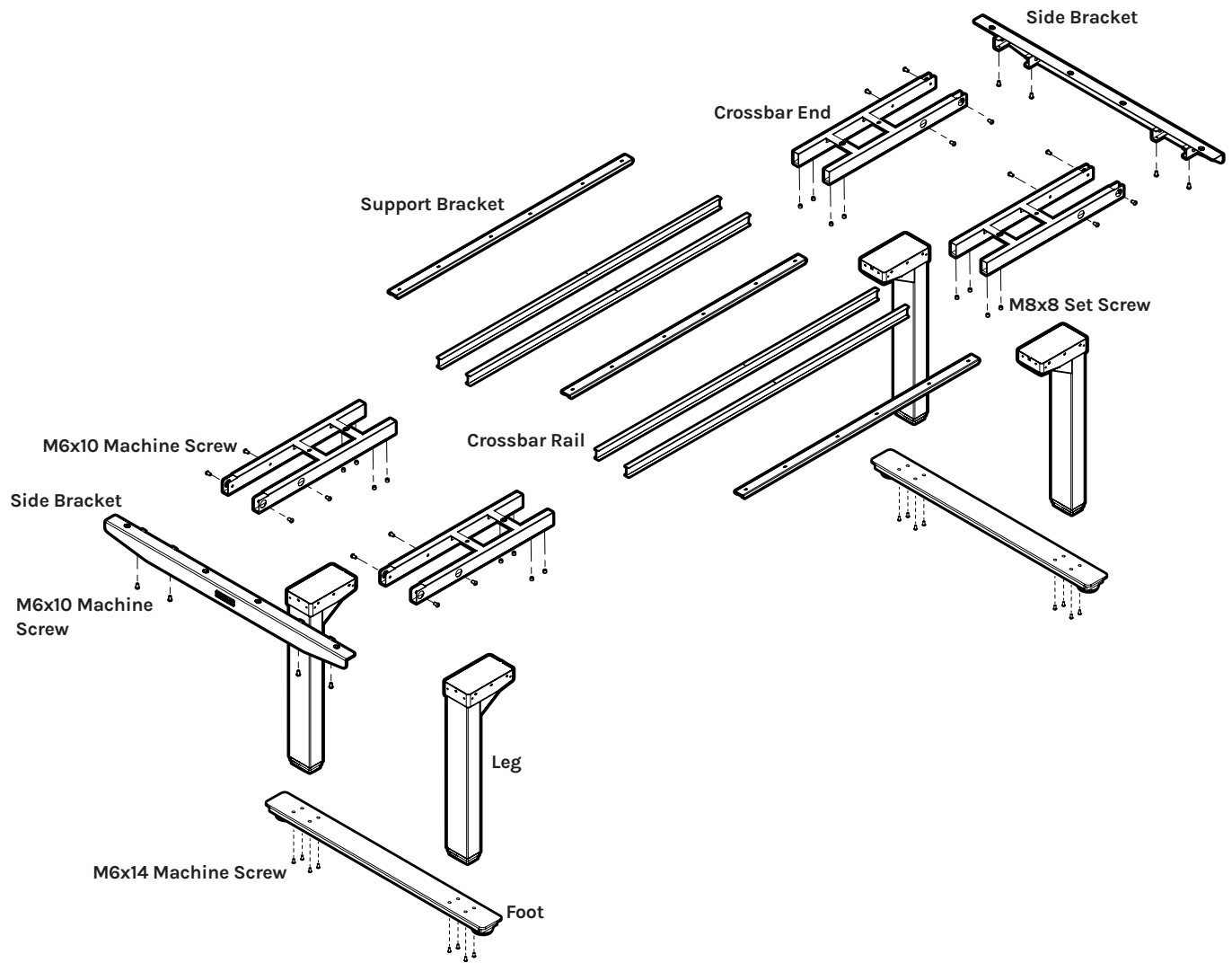
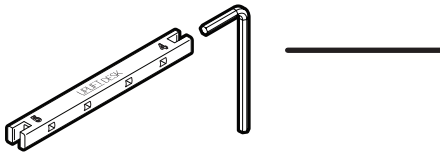
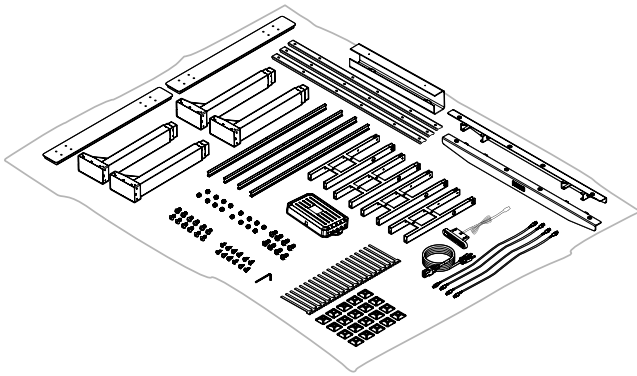


Table Assembly Instructions

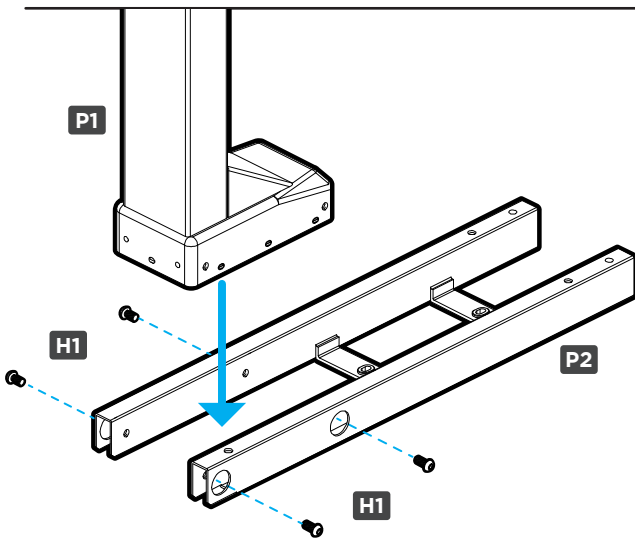
Step 1 - Inventory of Parts

- For ease and safety, we recommend using two people for assembly. Before assembly, consider where you want your table to be located. Since your new table is height adjustable, you will want it located a safe distance from anything that could obstruct the table from being raised or lowered (like a wall-mounted shelf or cabinet). With an Advanced Keypad, you can set the upper and lower height limits for your table to avoid any potential collisions.
- To avoid any damage to your floor or tabletop, we recommend assembling your table on a debris-free carpet or blanket.
- Ensure you have received all components and hardware before disposing of any packing material. Lay out the components from all boxes and make sure the items and quantities match what is shown in each of the package contents sections in these instructions.
- The included Allen Wrench Handle (**H15**) provides increased leverage and better grip while tightening frame screws. Insert the 4 mm Allen Wrench (**H6**) into the side marked with the number "4". Push the Allen Wrench all the way into the slot of the handle until it "snaps" securely into place.



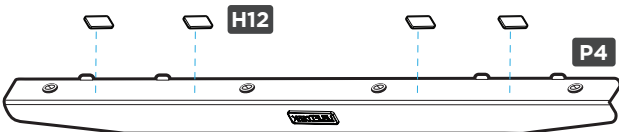
Step 2 - Crossbar End Attachment

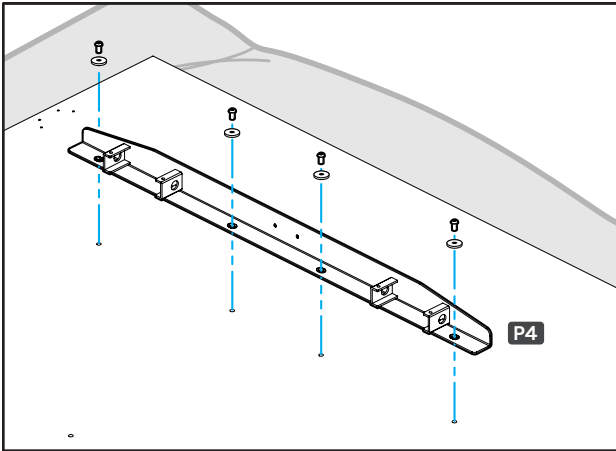
- Place one of the Crossbar Ends (**P2**) upside down as shown.
- Position one of the Legs (**P1**) so that the back of the leg and the back of the Crossbar End are aligned and flush.
- Using the 4 mm Allen Wrench (**H6**), loosely insert four M6x10 Machine Screws (**H1**) through the Crossbar End holes and into the leg as shown, but do not tighten them.
- Once all four screws have been started, tighten them using the Allen Wrench.
- Repeat this step for the remaining three Legs and Crossbar Ends.



Step 3 - Adhesive Pad Application

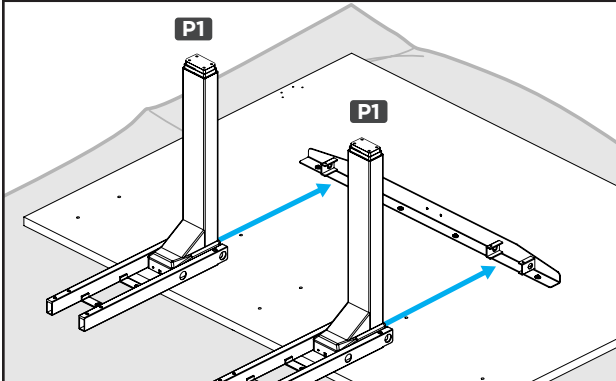
- Peel the backing off of four Adhesive pads (**H12**) and place onto one of the Side Brackets (**P4**) on the side adjacent to the UPLIFT DESK logo plate where shown.
- Repeat for the second Side Bracket.





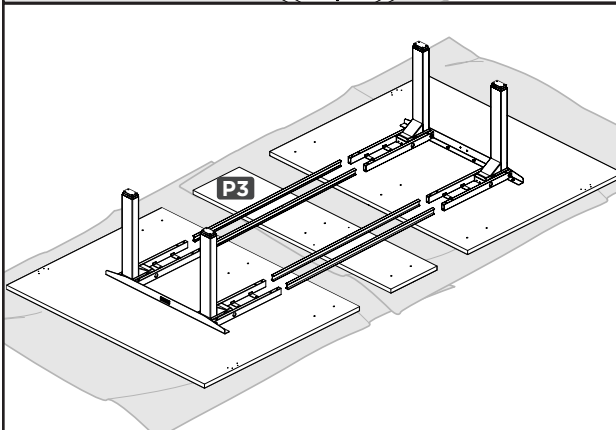
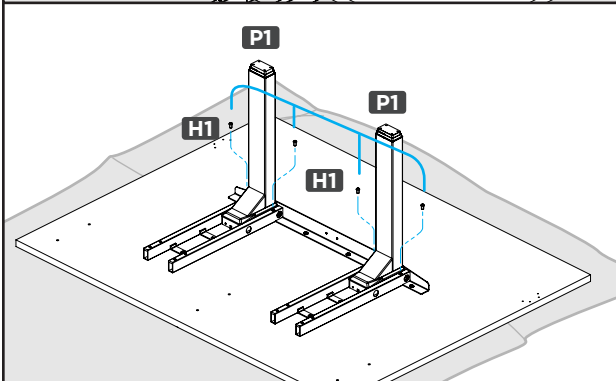
Step 4 - Side Bracket Attachment

- Align the holes in one of the Side Brackets (**P4**) with the threaded metal inserts in one of the main sections of the conference table top as shown.
- Using a Phillips Head Screwdriver, loosely insert one #10-24x3/4" Machine Screw (**H4b**) and one Washer (**H5**) through each Side Bracket hole and into the threaded insert as shown.
- Once all four screws are started, tighten them completely.
- Repeat this steps to attach the second Side Bracket to the other main section of the conference table top.



Step 5 - Leg Attachment

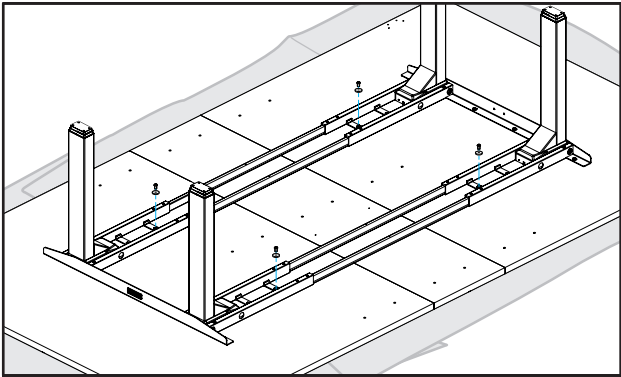
- Slide two Leg Assemblies (**P1**) from Step 2 onto the tabs of the Side Bracket (**P4**) as shown.
- Loosely insert two M6x10 Machine Screws (**H1**) through the top of each Crossbar End (**P2**) and into the Side Bracket as shown. Once all four screws have been started, tighten them using the 4 mm Allen Wrench (**H6**).
- Repeat these steps to attach the other two Leg Assemblies to the other Side Bracket.



Step 6 - Crossbar Rail Installation

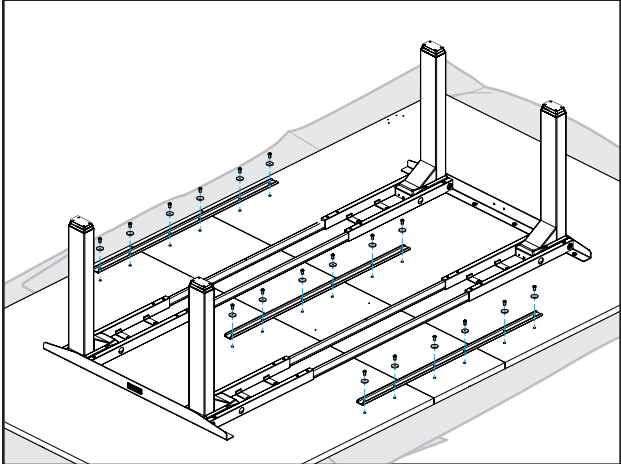
NOTE: The smaller leaf section of the table top is not required for conference tables but should be used for regulation size Ping Pong tables. If you are assembling a conference table without the leaf section, the same assembly steps will apply.

- Position the table top sections and the four Crossbar Rails (**P3**) as shown.
- Slide the table top sections together ensuring that the four Crossbar Rails are inserted into the Crossbars Ends on each side.



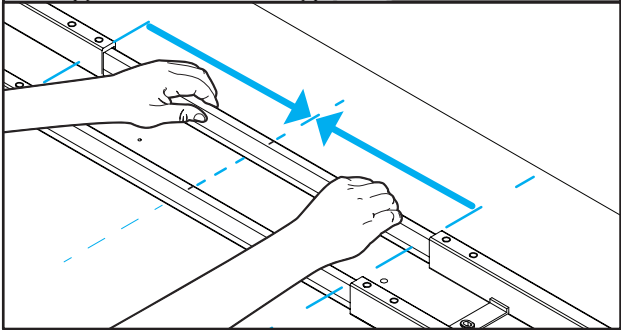
Step 7 - Crossbar End Attachment

- Using a Phillips Head Screwdriver, loosely insert one #10-24x3/4" Machine Screw (**H4b**) and one Washer (**H5**) through each Crossbar End and into the table top as shown.
- Once all four screws are started, tighten them but be careful to not overtighten to avoid stripping.



Step 8 Support Bracket Attachment

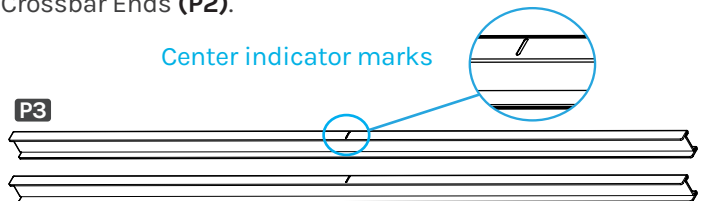
- Align the holes in each of the Support Brackets (**P10**) with the threaded metal inserts along the sides and in the center of the table top sections as shown.
- Using a Phillips Head Screwdriver, loosely insert one #10-24x3/4" Machine Screw (**H4b**) and one Washer (**H5**) through each Support Bracket and into the threaded metal insert in the table top as shown.
- Once all screws are started, **ensure the table top sections are tight against each other with no gaps**, and tighten screws being careful to not overtighten to avoid stripping.



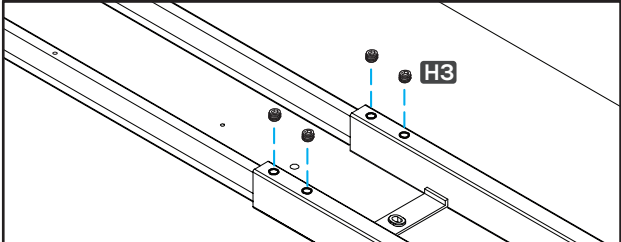
Step 9 - Crossbar Rail Positioning

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

Center indicator marks

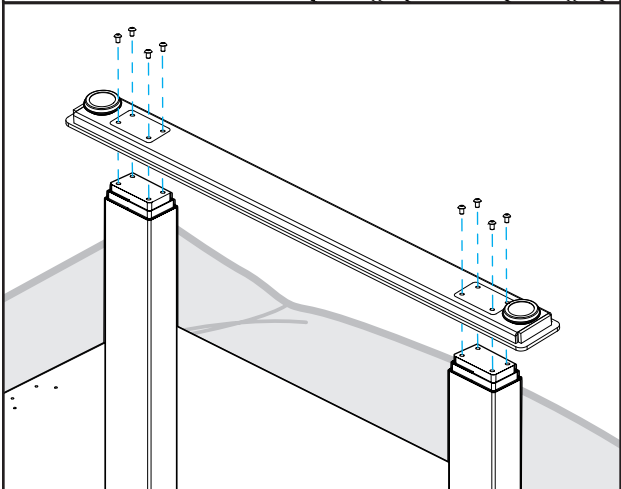


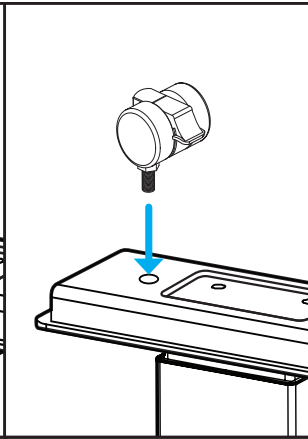
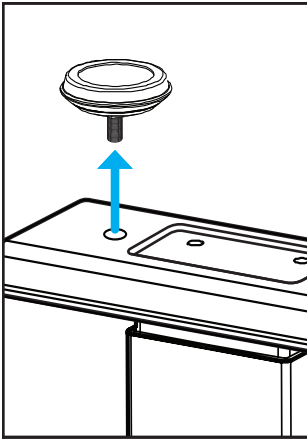
- Insert four M8x8 Set Screws (**H3**) into the holes in each Crossbar End and tighten using the 4 mm Allen Wrench (**H6**).



Step 10 - Foot Attachment

- Place a Foot (**P11**) on top of the two legs (**P1**) on one side of the table with the pre-installed leveling glides facing up as shown.
- Loosely insert eight M6x14 Machine Screws (**H2**) through the holes in the Foot and into the eight threaded holes in the ends of the two legs.
- Once all eight screws have been started, tighten them with the 4 mm Allen Wrench.
- Repeat the previous steps for the second Foot.
- Do one final tightening of all foot screws. Tight foot screws add significant stability.

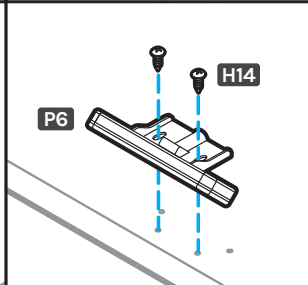
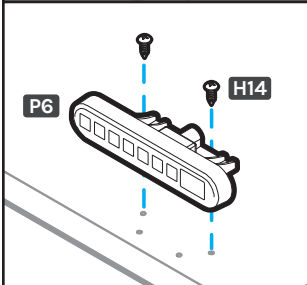
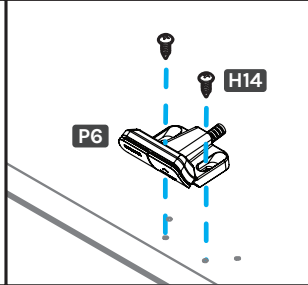
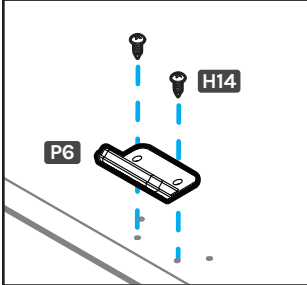




Step 11 - Caster Installation (optional)

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

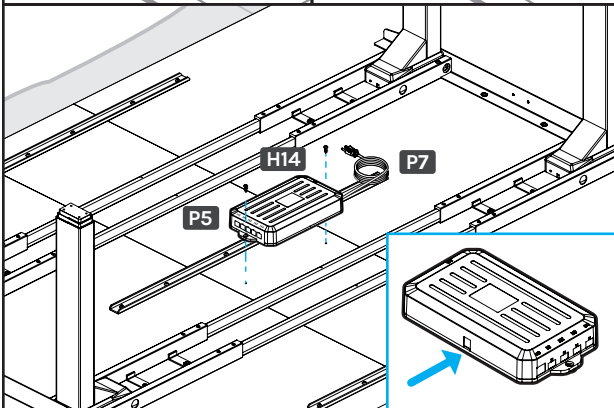
- First, remove the pre-installed Leveling Glides from the Feet by rotating them counterclockwise to unthread them from the mounting holes.
- Install a Caster in each of the Leveling Glide holes by turning the stem of the Caster clockwise, threading it into the hole. Use a 12 mm or 1/2" flat wrench to tighten Casters that include a hex nut on the threaded stem for tightening. Tighten firmly.



Step 12 - Keypad Attachment

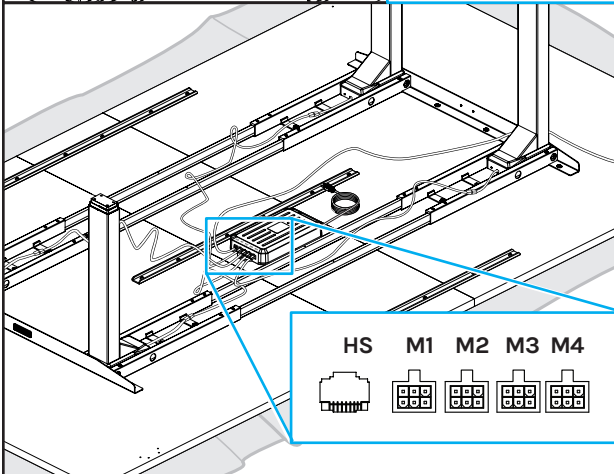
There are two pairs of Keypad mounting holes pre-drilled into each main section of the table top to accommodate several different Keypad designs.

- Choose where you'd like your Keypad (**P6**) to be located. Remember that you are assembling your table upside down, so the Keypad will be on the opposite side once the table is upright.
- Align the Keypad with the pre-drilled table top holes that best align with the Keypad's mounting holes.
- Using a Phillips Head Screwdriver, attach the Keypad to the table top with two #10x5/8" Wood Screws (**H14**). Be careful to not overtighten to avoid stripping.



Step 13 - Control Box Attachment

- Connect the Power Cable (**P7**) into the port on the Control Box marked "AC".
- Align the Control Box with the pre-drilled holes. Be sure the "port" indicated by the arrow is facing away from the Crossbar Rail so it is accessible after installation.
- Using a Phillips Head Screwdriver, attach the Control Box to the table top with two #10x5/8" Wood Screws (**H14**). Be careful to not overtighten to avoid stripping.

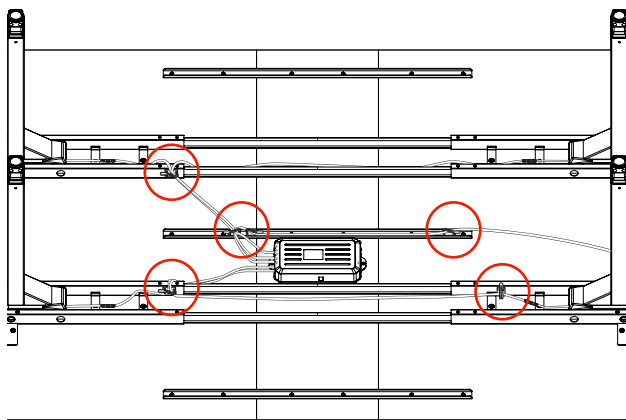


Step 14 - Cable Connections

- Connect a Leg Extension Cable (**P8**) to the end of each of the leg cables.
- Connect the other ends of the Leg Extension Cables to the ports on the Control Box marked M1, M2, M3, and M4.
Note: Leg Extension Cables can be connected to any port on the Control Box, there is no specific order. If any of the shorter Leg Extension Cables do not reach one of the ports on the Control Box, you can swap it with one of the longer cables.
- Connect the end of the Keypad (**P6**) cable into the port on the Control Box marked "HS".

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 table frame. For other accessories, refer to the instructions that were provided with those products.

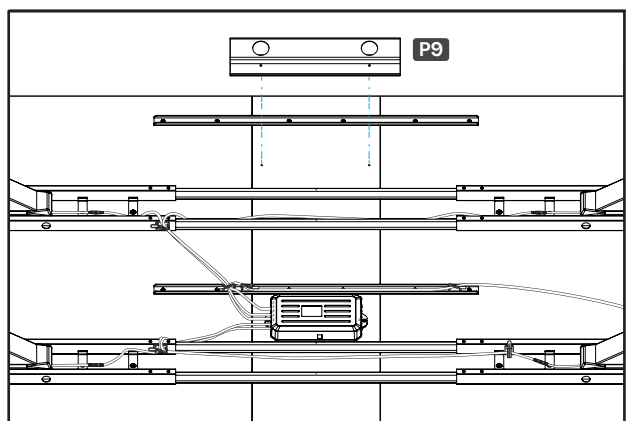


Cable Mounts

NOTE: The adhesive backing on the Cable Mounts is very strong, please carefully decide locations before adhering them under your table top or table frame. Do not attach them to the top surface of your table top. Some potential cable mount locations are shown circled.

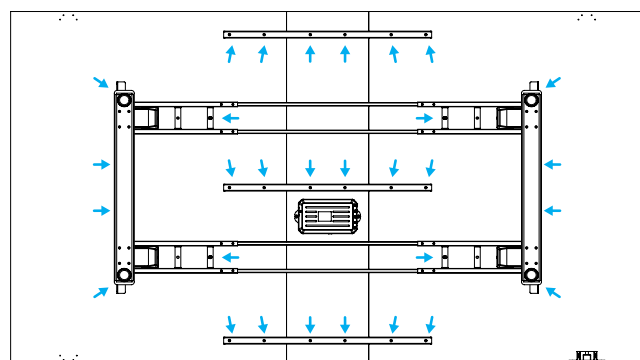
Use the included Cable Mounts (**H9**) to organize your wires and keep them tidy and out of the way. The Cable Mounts can help prevent cables from snagging on stationary objects while the table is moving. The Cable Mounts consist of an adhesive-backed plastic anchor and a reusable hook and loop strip.

You can also use the hook and loop strips without the plastic anchor in places where it can be slid underneath frame parts. You might want to save some of the Cable Mounts for cable management of personal devices after completing the table assembly.



Wire Management Tray (optional)

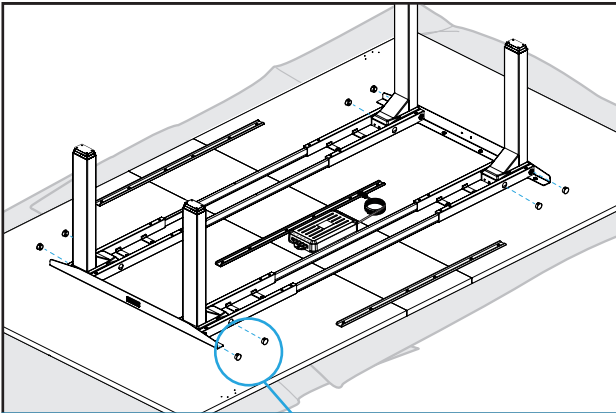
If you'd like to attach the included Wire Management Tray (**P9**), determine where you would like it to be located and attach it using two of the #10x5/8" Wood Screws (**H14**).



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 table upright.

Also, the frame screws may not have been completely tightened during the initial assembly. Since the table 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.



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 table and the frame Side Bracket while the larger plugs fit in the holes further away from the sides of the table. See images for reference.

Large Hole Plugs (H18).

Small Hole Plugs (H17).

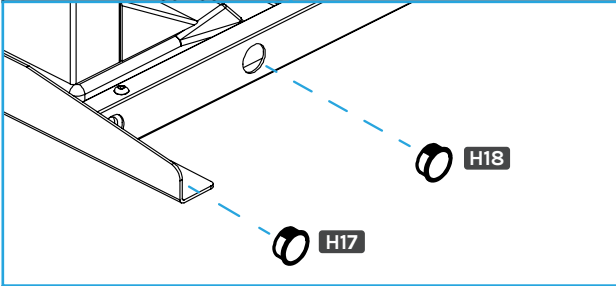
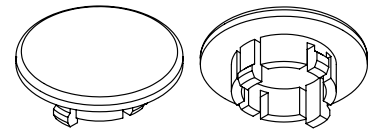
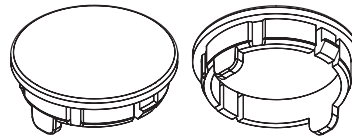


Table Placement

When preparing to flip the table, 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 table, support the table frame and the table top equally and begin to tilt it slowly towards the back of the table so that the Keypad is facing up and the back of the Feet are touching the floor.

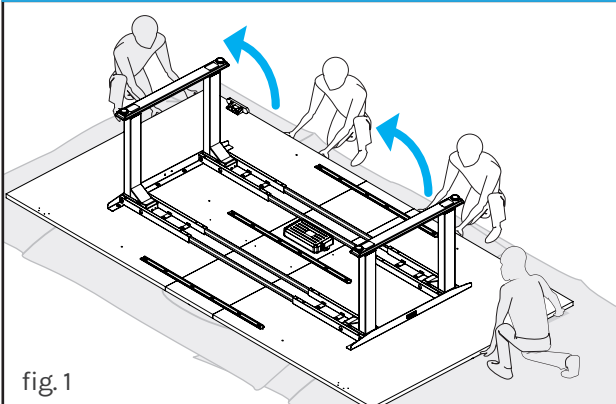


fig. 1

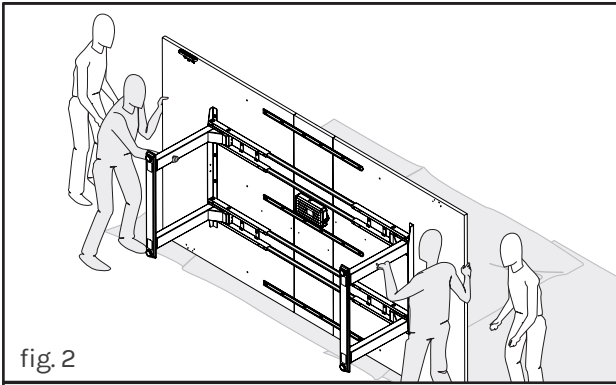
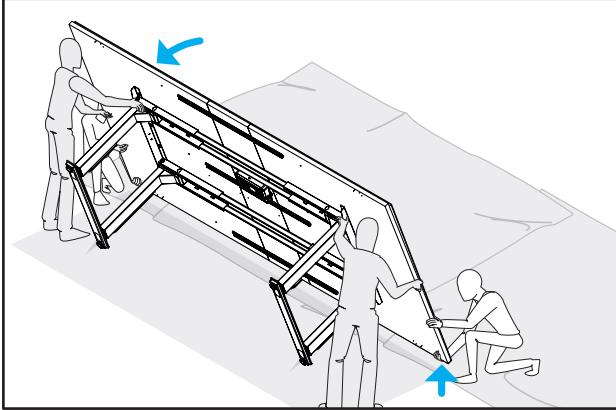


Table Placement (Continued)

B. Readjust your grip and continue to rotate the table until it is rightside up with both Feet completely on the floor.



C. Position your table where you would like it to be. **Never lift the table by just the table top, doing so will put undue stress on the attachment screws. Be sure to hold the frame Side Brackets when lifting.**

- **If your table has Casters:** Moving is easy! If your Casters include locks, make sure they are unlocked and roll the table to the desired location. Be sure to relock the Casters to keep the table stationary.
- **If your table does not have Casters:** Using two people, lift your table (do not drag it) by holding onto the table top and Side Brackets together.

D. Adjust the Leveling Glides as needed to level the table.

E. Check your table's surroundings to make sure there will be no obstacles within the table's path while it is being raised or lowered. Do not place any objects underneath the table that are taller than 21" and be aware of any accessories mounted underneath your table.

F. Ensure that the Power Cord and all accessory cords are long enough to accommodate the raising and lowering of your table.

G. Plug your table into a grounded, 120V power outlet.

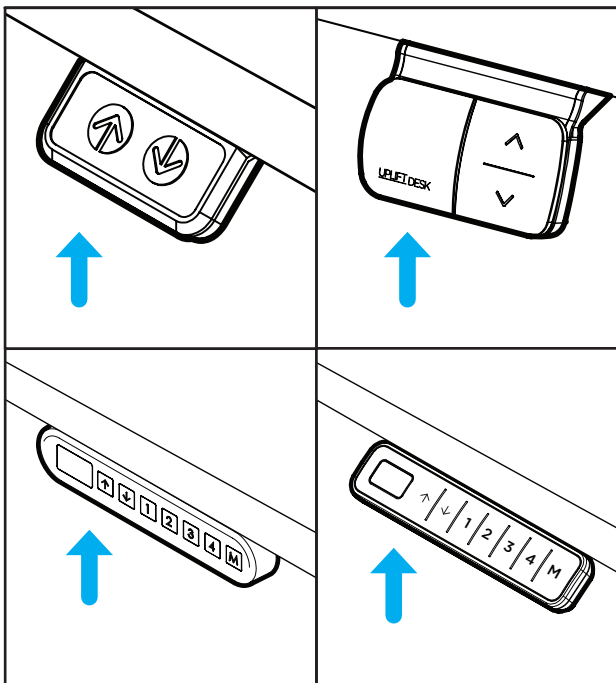


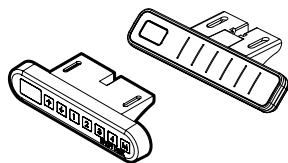
Table Reset Procedure

IMPORTANT! Before using your table, perform the Initial Table Reset Procedure below.

Initial Table Reset Procedure

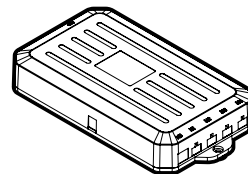
- Press and hold the DOWN button for approximately 10 seconds, then release the button. If you have a Keypad with a display, it will read "RST".
- Press and hold the DOWN button again, the table will lower a little, then rise a little, and then stop.
- Release the button. Your table is now ready for use! If you are using an Advanced Keypad, see the Programming section for further information on how to use your Keypad.

Programming (Advanced Keypads only)



These UPLIFT Desk programming instructions are compatible only with Advanced Keypads.

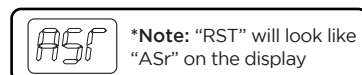
For Advanced Paddle Keypad programming steps, refer to the instructions received with that Keypad.



Height Calibration

This feature will help you ensure that the numeric display matches the actual height to the top of the desktop in the desk's lowest position. This is particularly helpful if you have added Casters to your desk.

1. Hold the DOWN button on the Keypad until the desk reaches its lowest height, then release.
2. Measure the height from the floor to the top side of the desktop. If the displayed height does not match your measurement, follow the next steps.
3. Hold the DOWN button again until the Keypad display reads "RST".
4. Press the "M" button until the numeric display begins flashing.
5. Press the UP or DOWN button to set the desk to the measured height.
6. Once the display changes back to "RST", hold the DOWN button until the desktop lowers slightly, then rises slightly, and the display changes back to the numeric height setting, then release.



Keypad Lock

Warning! If your Keypad does not offer the Lock feature and there are unsupervised children present, remove and secure your power cord to prevent the desk from being operated.

If a power outage occurs, the Control Box will automatically return to the unlocked setting. The Keypad can be locked to prevent accidental activation or movement of the desk and to prevent desk settings from being accidentally changed by others.

- **To lock the Keypad:** Press and hold the "M" button. The display will show "S-" then it will show the current numeric height setting of the desk and finally will change to "LOC". Do not release the "M" button until "LOC" is displayed.
- **To unlock the Keypad:** Press and hold the "M" button until the display changes to a numeric height setting.



Memory Settings

Save up to four commonly used desk heights and recall them quickly.

1. Use the UP or DOWN button to move the desk to the desired height.
2. Press the "M" button.
3. Press the "1, 2, 3, or 4" button to assign the current height to a number on the Keypad.
4. To return the desk back to any of the saved heights, press the number button of the desired saved height.

Constant-Touch & One-Touch

These steps allow the desk to be set to either One-Touch or Constant-Touch. One-Touch requires only a single touch of the "1, 2, 3, or 4" button to move the desktop to a preset memory location. **One-Touch is the default setting of the Control Box when received.** Constant-Touch requires a continuous touch of the "1, 2, 3, or 4" button to move the desktop to a preset memory location.

Change between One-Touch and Constant-Touch:

1. Hold the DOWN button on the Keypad until the desk reaches the lowest height, then release.
2. Hold the DOWN button again until display reads "RST".
3. Press the "1" button until display shows "10.1" (One-Touch) or "10.2" (Constant-Touch) and goes back to "RST".
Note: While "RST" is still flashing, you can continue to press and hold the "1" button to toggle between the two settings.
4. Hold the DOWN button once more until the desk lowers slightly, then raises slightly, and the display changes back to the numeric height setting, then release.

Display Units

Change the numeric display to show the desk height in either inches or centimeters.

1. Hold the DOWN button on the Keypad until the desk reaches the lowest height, then release.
2. Hold the DOWN button again until display flashes “RST”.
3. Press the “2” button until display shows “10.3” (centimeters) or “10.4” (inches) and goes back to “RST”.

Note: While “RST” is still flashing, you can continue to press and hold the “2” button to toggle between the two settings.

4. Hold the DOWN button once more until the desk lowers slightly, then raises slightly, and the display changes back to the numeric height setting, then release.

Minimum & Maximum Height Settings

The desk frame ships with the Control Box set to the lowest minimum height and the highest maximum height. The following steps allow the minimum and maximum height limits to be changed to your preference.

To set a new maximum desk height:

1. Move the desk to the desired maximum height pressing the UP or DOWN button.
2. Press the “M” button once, and “S-” will appear on the display. Immediately follow by pressing the UP button once, so the “S-” flashes once.
3. Hold the “M” button until the display shows “999” then changes to numeric value of new upper limit.

S-
999

To set a new minimum desk height:

1. Use the UP or DOWN buttons to bring the desk to the desired **minimum** height.
2. Press the “M” button once, and “S-” will appear on the display. Immediately follow by pressing the DOWN button once, so the “S-” flashes once.
3. Hold the “M” button until the display shows “000” then changes to numeric value of new lower limit.

S-
000

Removing adjusted maximum and minimum heights:

1. Press the “M” button once and “S-” will appear on the display.
2. Hold the “M” button again until the display reads “555” and then changes to the current numeric desk height setting.

S-
555

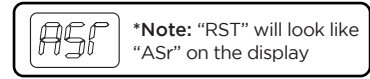
Note: If your desk memory settings were previously set outside of the new minimum and maximum height settings, they will default to the new minimum and maximum settings. To set new minimum and maximum height settings, you will need to first remove the current minimum and maximum settings.

Troubleshooting

If your desk does not respond when you try to raise it or lower it, or if the Keypad displays error messages from “E01” through “E012”, check to make sure that all the cables to the Legs and Control Box are secure. If the problem persists, perform the reset procedure below.

Reset Procedure

1. Unplug the Power Cord and hold the DOWN button on the Keypad for 30 seconds.
2. Plug the Power Cord back in.
3. Hold the DOWN button until the desk reaches its lowest height, then release. Hold the DOWN button again until the LED display reads “RST” (or for about 10 seconds on the Basic Keypad without display), then release. Hold the DOWN button again until the desk lowers a bit, then slightly rises and stops, then release. Your desk is now ready to use.
4. Advanced Keypads and the Basic Display Keypad will display the current desk height and you should be able to operate the desk.
5. You may also need to perform this Reset Procedure if the desk is unplugged or loses power.



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 above

If the error message persists after performing the Reset Procedure above or if there is a height difference between the Legs which exceeds 1.5", contact UPLIFT Desk at the email address or phone number listed on these instructions.

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 attached securely to the Frame. The Control Box **MUST** be attached to your Frame in order for your desk to function properly.

UPLIFT DESK®

Work Better. Live Healthier

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SAVE THE INSTRUCTIONS

If this product is sold, please provide this manual to the buyer, installers, or support personnel operating the product.



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