

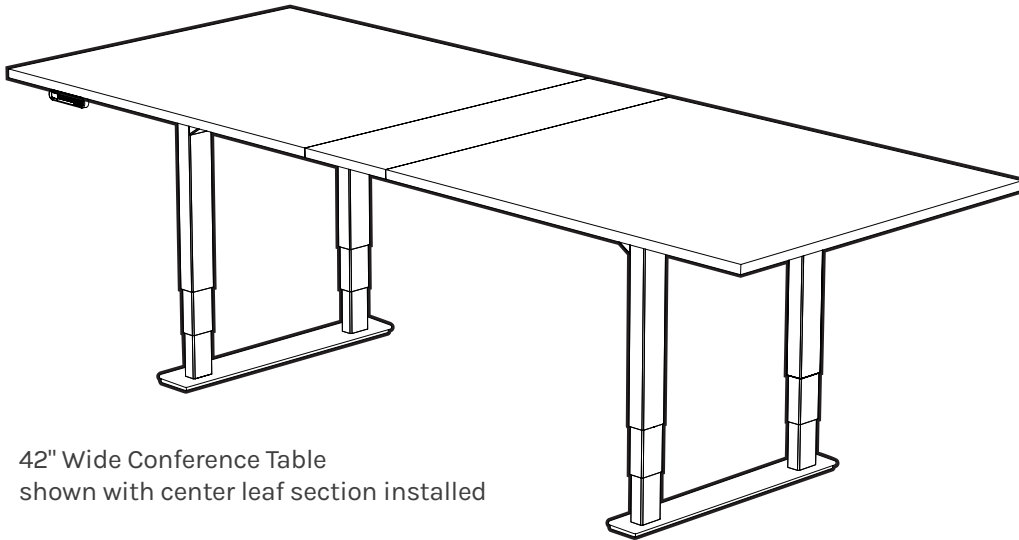
# Height Adjustable Conference Tables

## 42" Wide and Ping-Pong Size

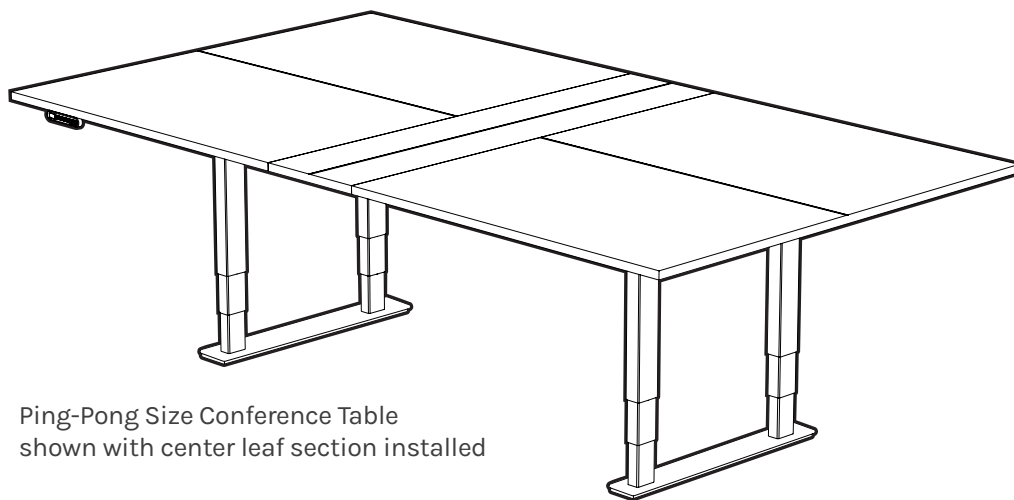
UPL961 and UPL962

UPLIFT DESK

Work better. Live healthier.

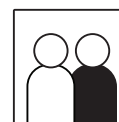


42" Wide Conference Table  
shown with center leaf section installed



Ping-Pong Size Conference Table  
shown with center leaf section installed

Two person  
assembly



Scan QR code for  
Conference Table  
webpage



Scan QR code for  
Ping-Pong Table  
webpage



For assembly assistance, visit [upliftdesk.com/contact](https://upliftdesk.com/contact), call 800-349-3839, or email [support@upliftdesk.com](mailto:support@upliftdesk.com) ©2024 UPLIFT Desk®. All Rights Reserved. The following U.S. Patents apply to this product, Patent No.: US 11, 109, 672 B2

## 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.

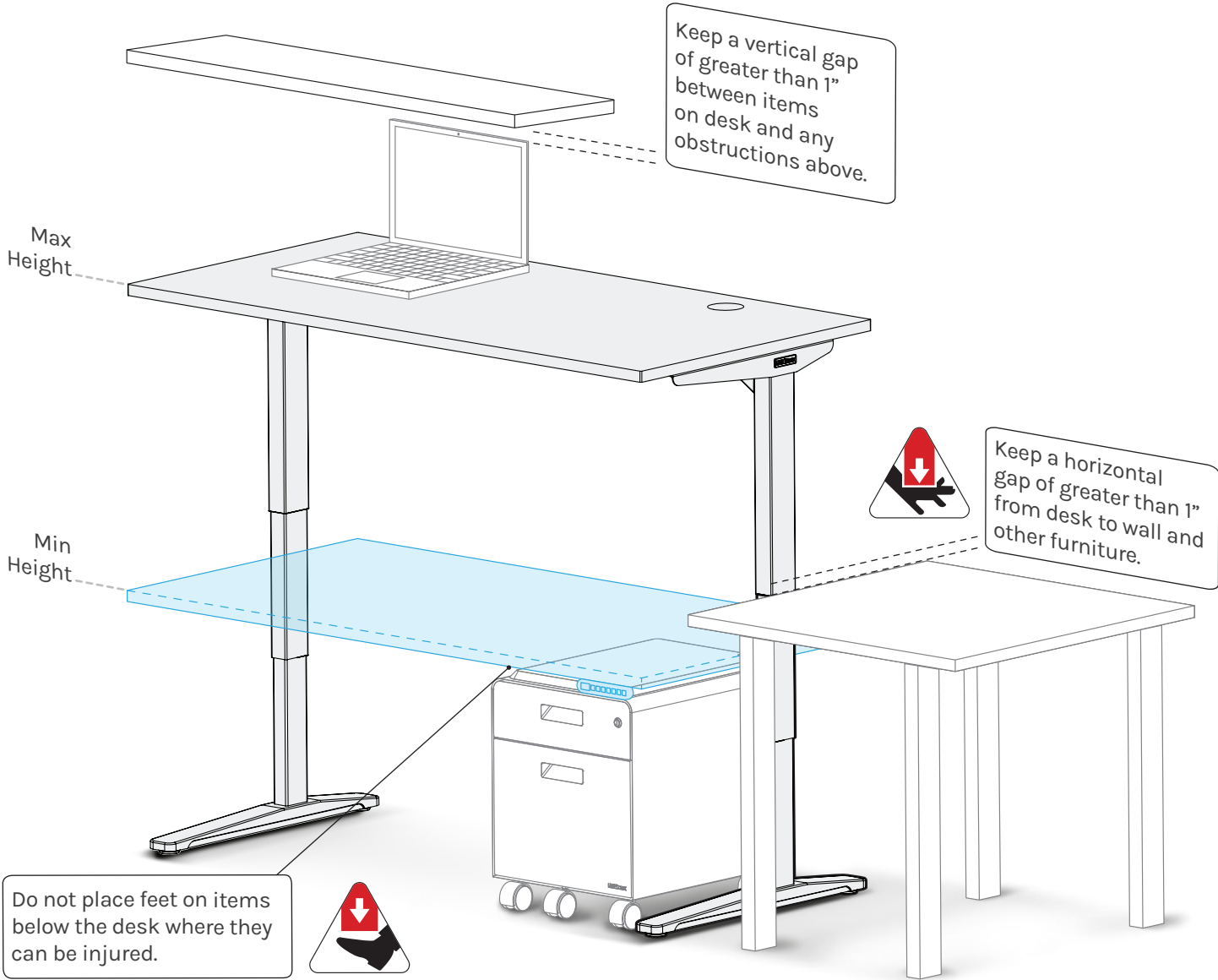


**WARNING:** Inspect the desk regularly and stop using immediately if you notice any damaged or loose parts. Only replace damaged desk parts with authorized UPLIFT Desk parts.

---

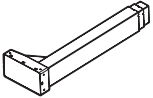
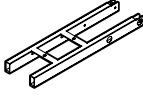

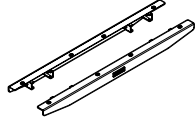
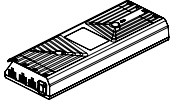
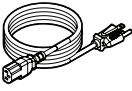
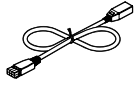
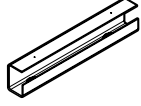
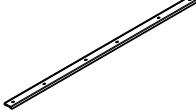
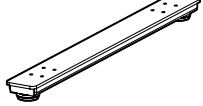
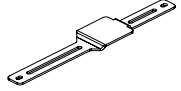
Please read these instructions carefully. This desk is height adjustable to fit the user's height. Inappropriate use of this desk can cause property damage and/or bodily injury. Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use of this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

Desk image is for reference only and may not match your desk model.







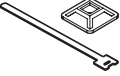

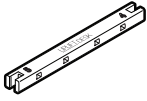
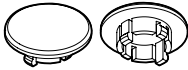



# Package Contents

## Components (packed in multiple boxes)

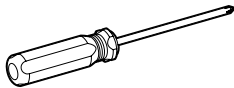
<b>P1</b> Leg qty 4 	<b>P2</b> Crossbar End qty 4 	<b>P3</b> Crossbar Rail qty 4 	<b>P4</b> Side Bracket qty 2 	<b>P5</b> Control Box 	<b>P6</b> Keypad  <div style="border: 1px solid black; padding: 5px; text-align: center;">Type varies</div>
<b>P7</b> Power Cable 	<b>P8</b> Leg Extension Cable qty 4 (2 long & 2 short) 	<b>P9</b> Wire Management Tray 	<b>P10</b> Support Bracket qty 3 	<b>P11</b> Foot qty 2 	<b>P12</b> Control Box Bracket 

## Hardware (packed in multiple boxes)

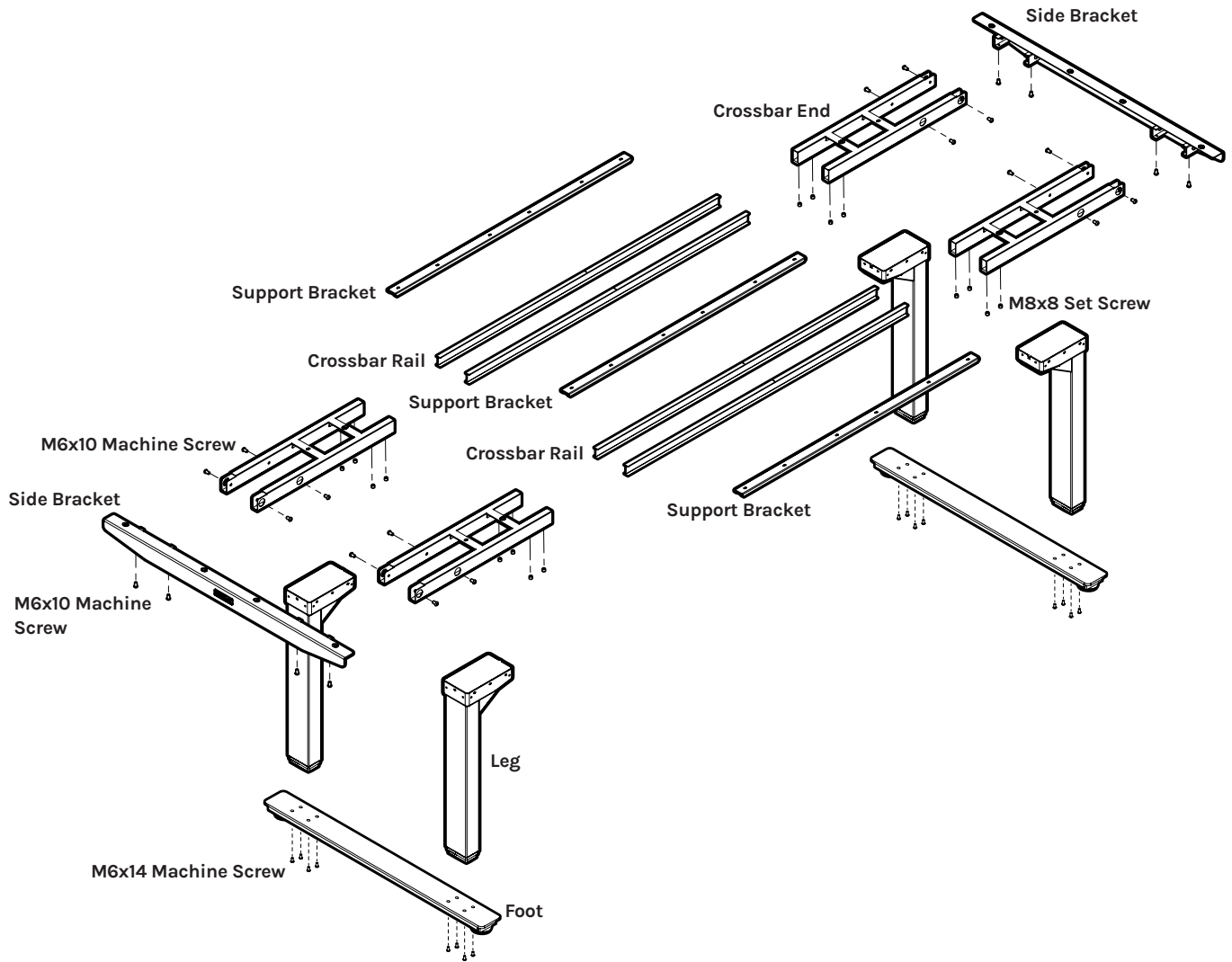
<b>H1</b> M6 x 10 Screw qty 24 	<b>H2</b> M6 x 14 Screw qty 16 	<b>H3</b> M8 x 8 Set Screw qty 16 	<b>H4b</b> #10-24 x 3/4" Screw qty 30 	<b>H5</b> Washer qty 30 	<b>H6</b> 4mm Allen Wrench 
<b>H9</b> Cable Mount qty 20 	<b>H14</b> #10 x 5/8" Wood Screw qty 6 	<b>H15</b> Allen Wrench Handle 	<b>H17</b> Small Hole Plug qty 4 	<b>H18</b> Large Hole Plug qty 4 	

### You'll also need

Phillips Screwdriver



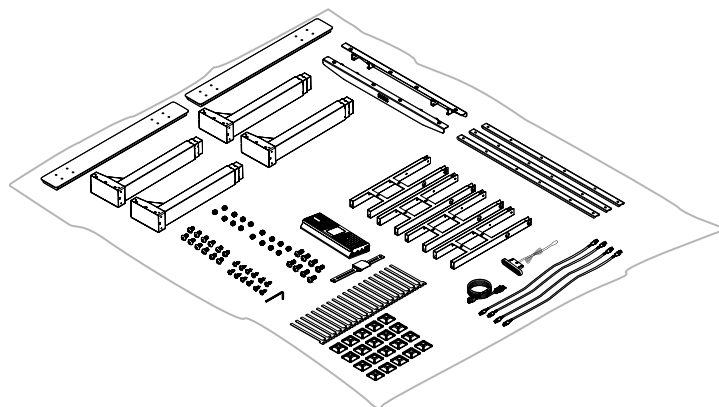
# Parts Diagram



## Step 1 - Inventory of Parts

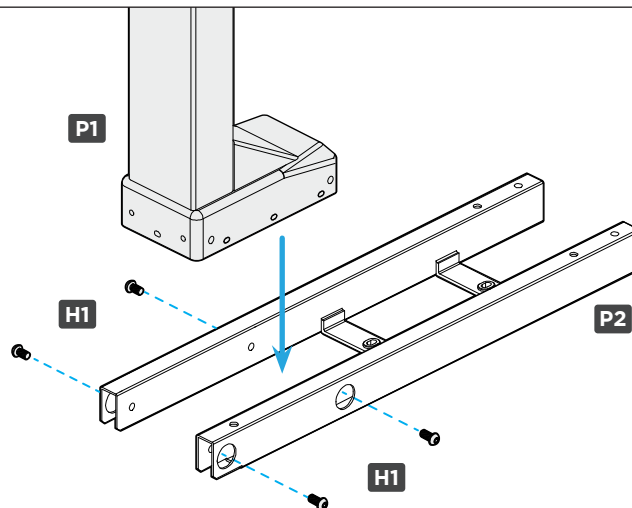
- A. To avoid damage to the floor or tabletop, assemble the conference table on a clean carpet or blanket.
- B. Lay out all parts from each box and ensure you have everything listed in the package contents of this manual before throwing away any packaging.

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



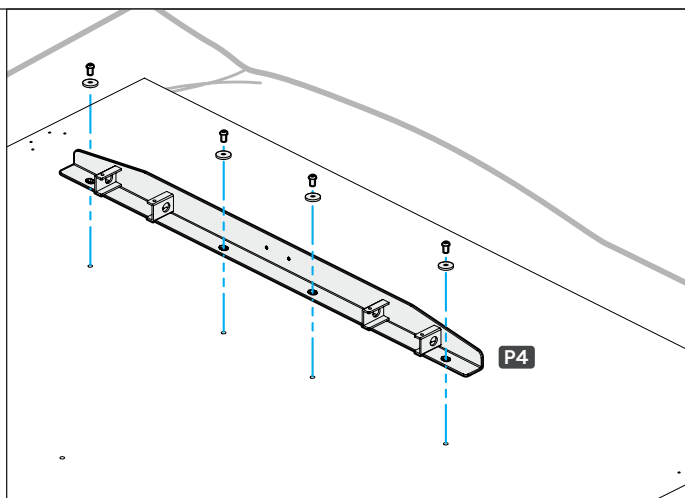
## Step 2 - Attach Crossbar Ends

- A. Place one of the Crossbar Ends (**P2**) upside down as shown.
- B. Align the back of the Crossbar End with the back of one of the Legs (**P1**).
- C. Using the 4mm Allen Wrench (**H6**), loosely insert four M6x10 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.



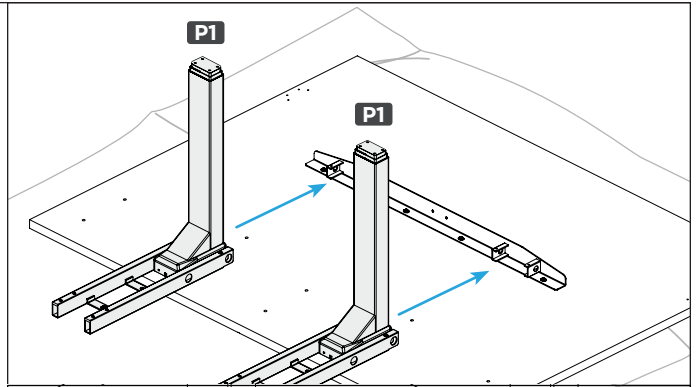
## Step 3 - Attach Side Brackets

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

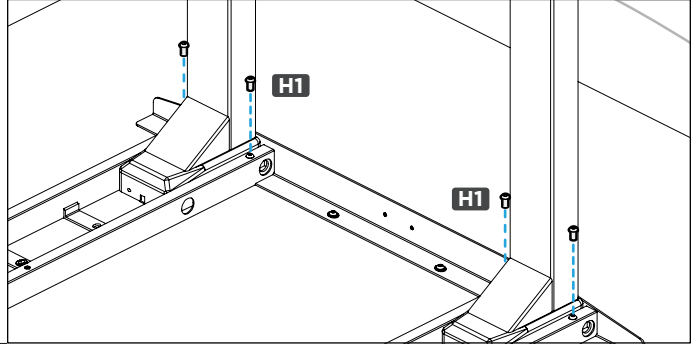


## Step 4 - Attach Legs

A. Slide two Leg Assemblies (**P1**) from Step 2 onto the tabs of the Side Bracket (**P4**) as shown.



B. Loosely insert two M6x10 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 4mm Allen Wrench (**H6**).

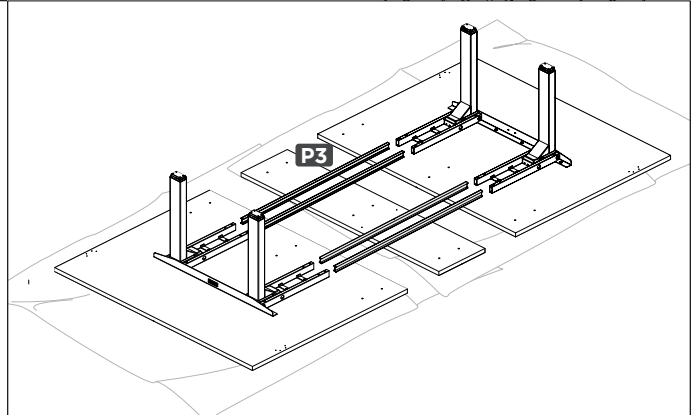


C. Repeat these steps to attach the other two Leg Assemblies to the other Side Bracket.

## Step 5 - Insert Crossbar Rails

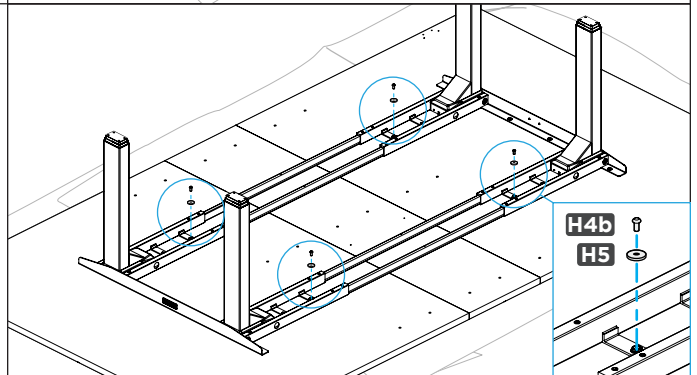
The optional center leaf section is not required, if you are assembling without the center leaf section, the same steps will apply. The tabletop leaf should be used for regulation size ping-pong tables.

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



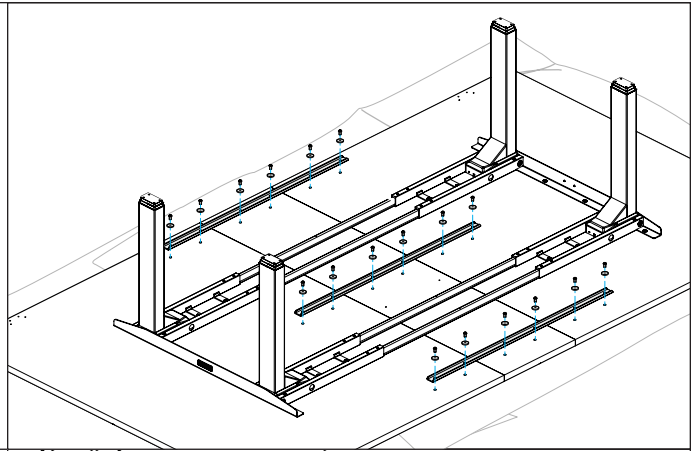
## Step 6 - Attach Crossbar Ends to Tabletop

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



## Step 7 - Attach Support Brackets

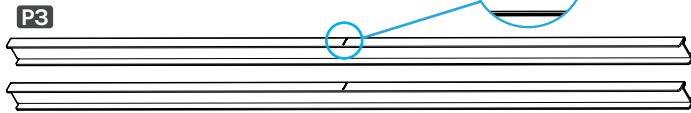
- Align the holes in each of the Support Brackets (**P10**) with the threaded metal inserts along the sides and in the center of the tabletop sections as shown.
- Using a Phillips Head Screwdriver, loosely insert one #10-24x3/4" Screw (**H4b**) and one Washer (**H5**) through each Support Bracket and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



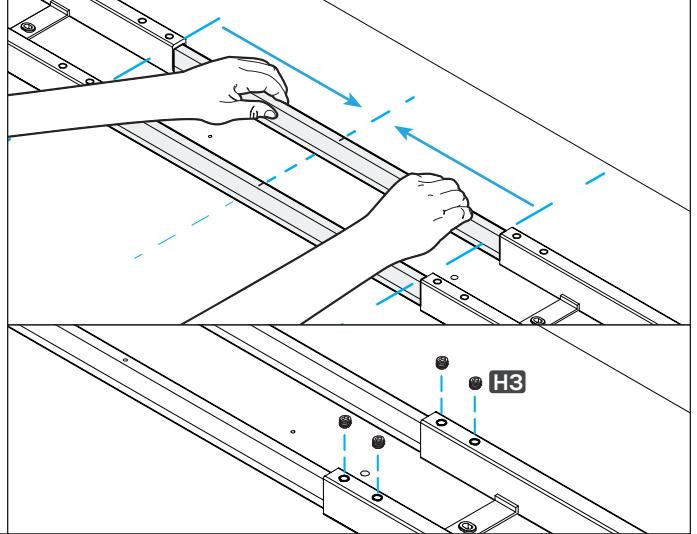
## Step 8 - Position Crossbar Rail

- 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

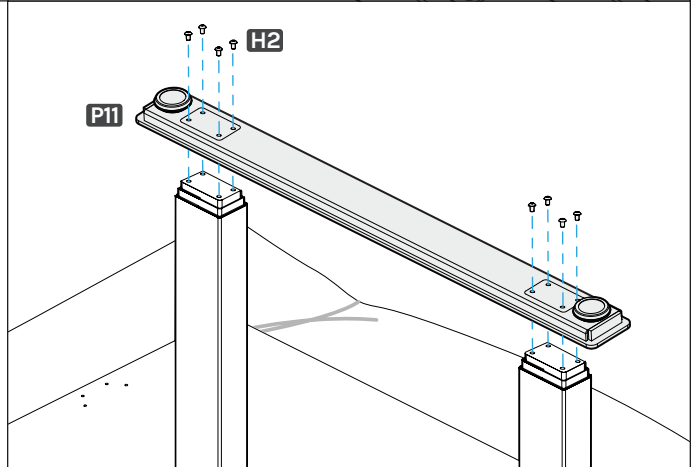


- Insert four M8x8 Set Screws (**H3**) into the holes in each Crossbar End and tighten using the 4 mm Allen Wrench (**H6**).



## Step 9 - Attach Feet

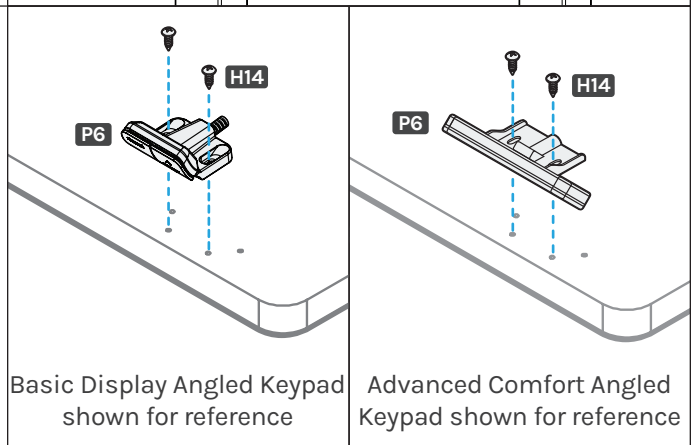
- Place a Foot (**P11**) on top of two of the Legs (**P1**), with the leveling glides facing up as shown.
- Loosely insert eight M6x14 Screws (**H2**) through the holes in the Foot and into the eight threaded holes in the ends of the two Legs.
- Once all eight screws have been started, tighten them with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



## Step 10 - Attach Keypad

UPLIFT Desk Conference Table tops include a set of Keypad mounting holes on both the left and right hand sides of each main section of the tabletop.

- Align the mounting holes of the Keypad with the pre-drilled holes in the tabletop.
- Use a Phillips Screwdriver to attach the Keypad to the tabletop with two #10 x 5/8" Wood Screws (**H14**). Be careful not to overtighten the screws to avoid stripping.





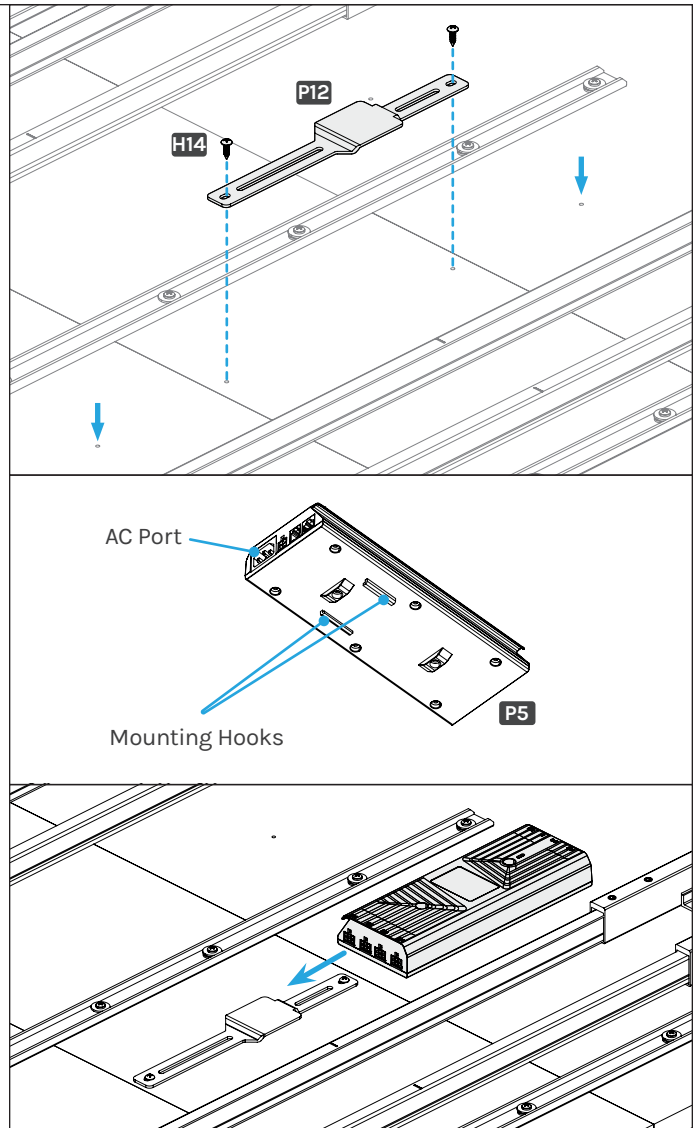
## Step 11 - Attach Control Box

A. If you are assembling with the center leaf section: Align the Control Box Bracket (**P12**) with the pre-drilled holes in the center leaf section as shown, you can ignore the arrows in the image.

If you are assembling without the center leaf section, attach the Control Box Bracket to the holes indicated by the arrows.

B. Using a Phillips Head Screwdriver, attach the Control Box Bracket to the tabletop with two #10x5/8" Wood Screws (**H14**). Be careful to not overtighten to avoid stripping.

C. With the Control Box oriented with the bracket as shown, 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.

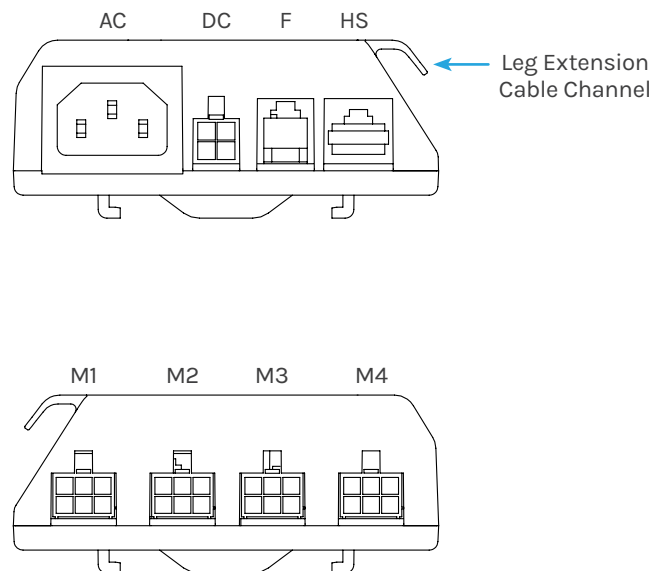


## Step 12 - Connect Cables

- Connect the Power Cable (**P7**) to the port on the Control Box labeled "AC".
- Connect the two long Leg Extension Cables (**P8**) to the cables from the two front Legs.
- Connect the two short Leg Extension Cables (**P8**) to the cables from the two back Legs.
- Connect the four Leg Extension Cables into the Control Box ports marked M1, M2, M3, and M4 (it doesn't matter which Leg Extension Cable is plugged into which M port).
- 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.



If you have purchased accessories that attach to your conference table such as Casters, Wire Management, CPU Holders, or Desk Drawers, it is easiest to install them now before flipping the table over. Refer to the assembly instructions provided with those products.

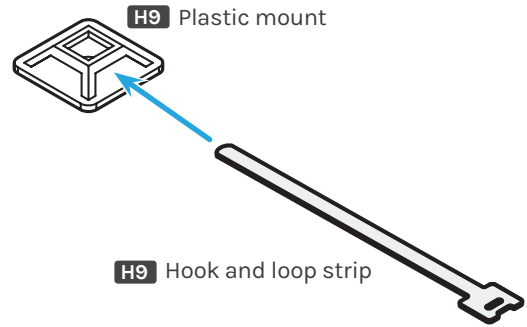
## Attach Cable Mounts

Cable Mounts (**H9**) are provided to organize cables under the tabletop. Organizing cables improves the appearance of your table and prevents cables from snagging on anything while the table 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 tabletop or table frame.

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

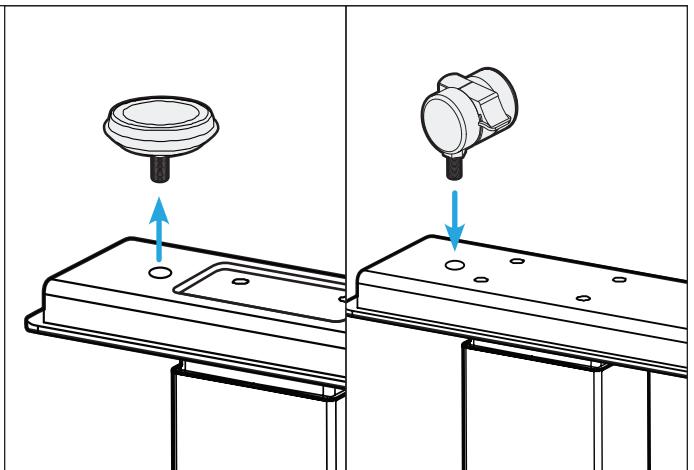
- A. Peel the backing off the back of the plastic mount to expose the adhesive pad.
- B. Position the mount where you would like to attach it and press firmly for 10 seconds.
- C. Take one of the hook and loop strips and slide it through the openings in the plastic mount.
- D. Bundle cables and wrap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



## Caster Installation (optional)

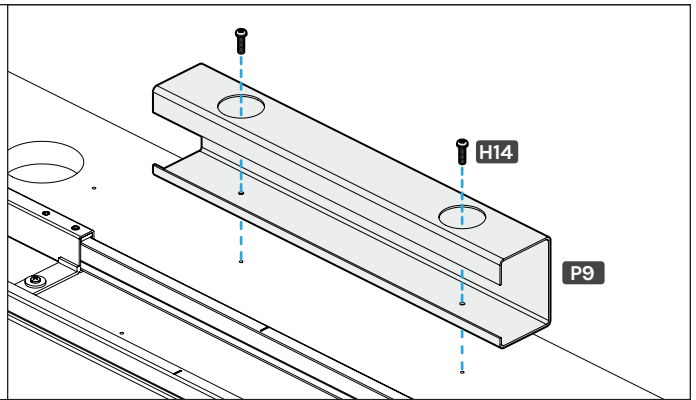
If you purchased Casters for your table, we recommend installing them now.

- A. Remove the Leveling Glides from the Feet by rotating them counterclockwise to unthread them from the mounting holes.
- B. Install a Caster in each of the mounting 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.



## Attach Wire Management Tray (optional)

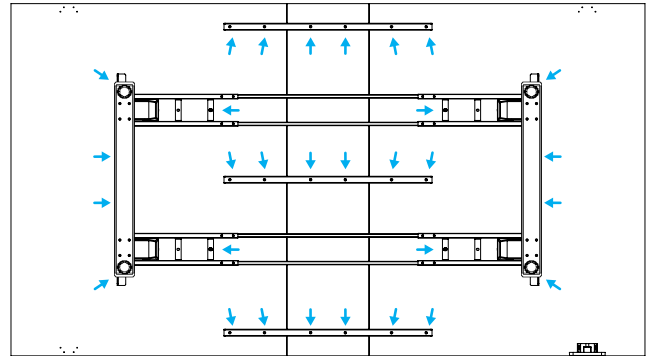
- A. Position the Wire Management Tray (**P9**) where you would like to attach it to your table. The tray can be attached with the opening facing the center (as shown) or the side. Position the opening where it will be most convenient for you to access.
- B. Use a Phillips Screwdriver and two #10 x 5/8" Wood Screws (**H14**) to attach the Tray to the tabletop.



## IMPORTANT: Double Check Screws Are Tight

Since the table is upside down, take this opportunity to double check that all of the screws are tight using the 4mm Allen Wrench and Phillips Screwdriver.

This is an important step, and it is much easier to ensure they are tight now before flipping the table upright. Loctite is pre-applied to all screws to keep them tight over time, so if you tighten thoroughly this one time, you're all set.



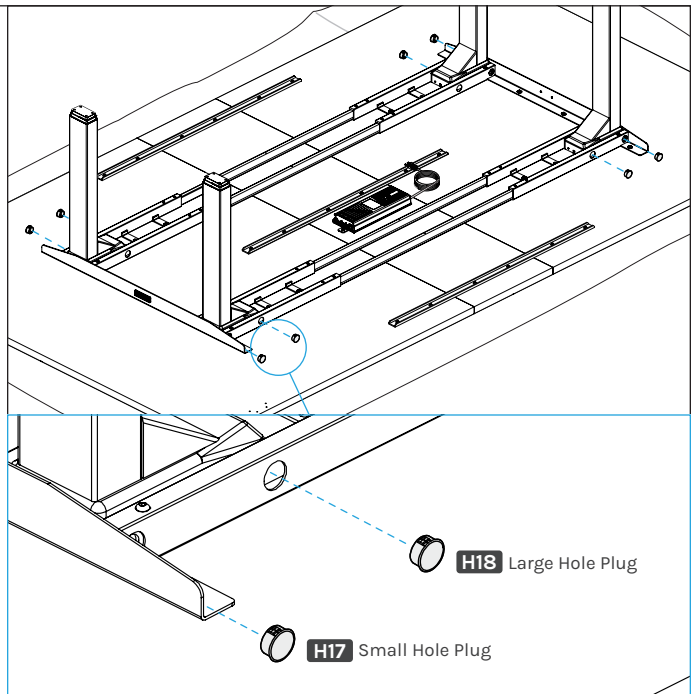
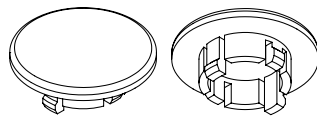
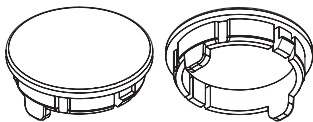
Arrows are pointing to all screw locations to check. If the center leaf section is not installed, there will be six fewer screws.

## 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**).

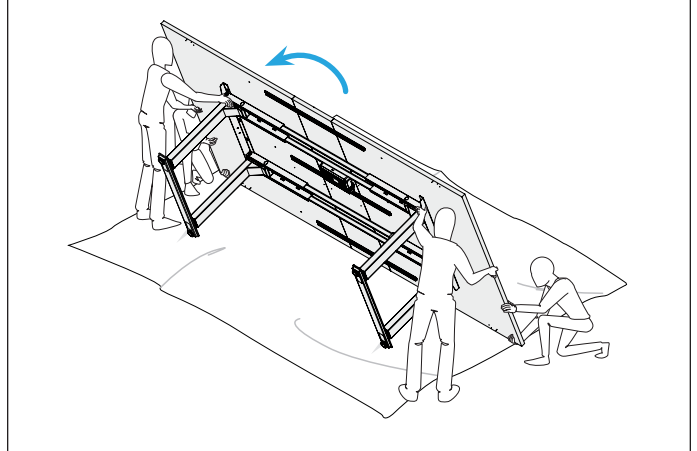
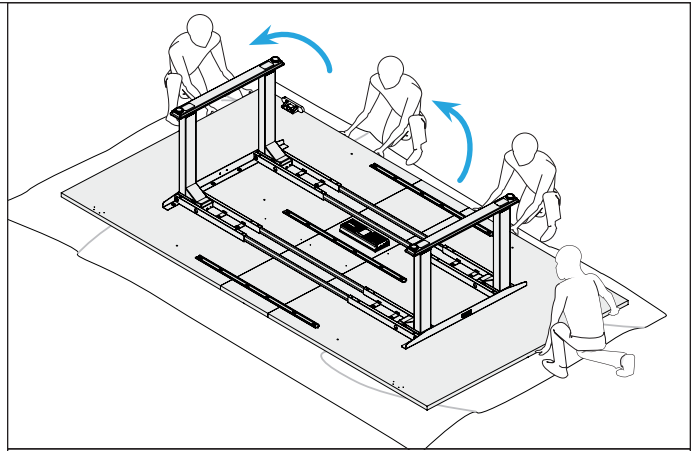
Small Hole Plugs (**H17**).



## Table Placement

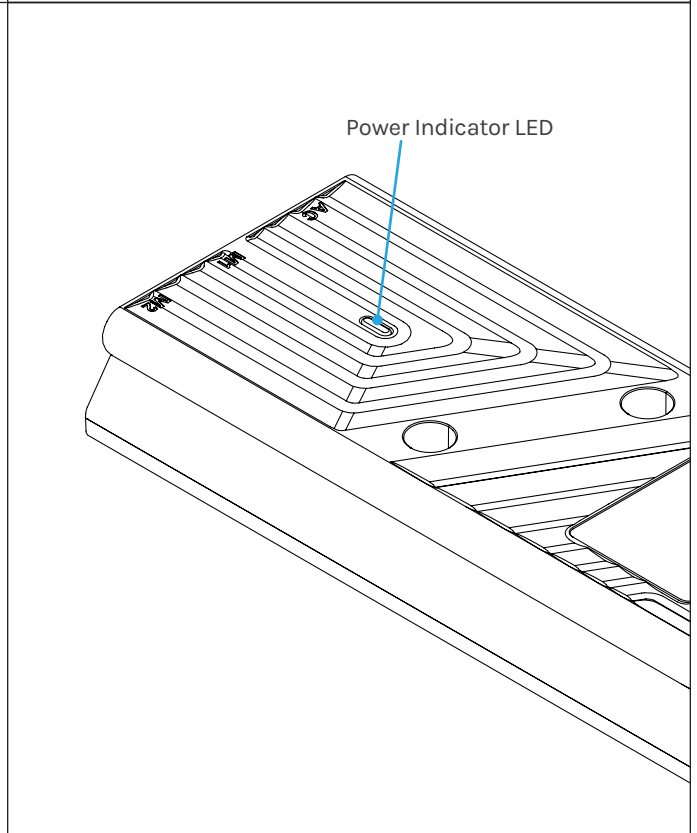
To avoid injury or damage to the table, we recommend using three to four people to flip the assembled conference table over. When preparing to flip the table, be aware of loose cables.

- A. With one person located at each end of the table and one or two people along the long side with the Keypad as shown, begin to tilt the table up slowly so that the Keypad is facing up and the far ends of the Feet are touching the floor.
- B. Readjust your grip and continue to rotate the table until it is right side up with both Feet completely on the floor.
- C. Position the table where you would like it to be. Never lift the table by just the tabletop—doing so puts 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.
- D. If your table does not have Casters, using two people, lift your table (do not drag it) by holding onto the tabletop and Side Brackets together.



## Prepare Table & Surroundings

- A. Check the 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 above or below your table.
- B. Adjust the Leveling Glides as needed to level the table. Each Leveling Glide provides up to  $\frac{3}{8}$ " of leveling.
- C. Ensure that the table's Power Cord and all other power cords used are long enough to accommodate the height adjustment of the table.
- D. Plug the table into a grounded, 100-240V power outlet. If you have a Keypad with a display, you should see it light up, confirming the table is powered. If you have a Keypad without a display, look at the Control Box under the table to see if the small indicator LED is illuminated.
- E. Perform the Table Reset Procedure below before regular use.
- F. Slowly lower and raise the table while watching all cables and clearances to ensure there are no cable snags or obstacles.



## Perform Table Reset Procedure

**IMPORTANT:** Before using your table, perform the Table Reset Procedure below to sync the Legs and Control Box.

1. Remove all items from under the table to allow it to travel to its lowest height.
2. Press the down button once.
3. Hold the down button until the table 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”, Paddle Keypads will show “RESET”).
5. Hold the down button again until the table lowers slightly, rises, and stops. If the table didn’t move, try this step again.
6. Try operating the table. If the table is working properly, you’re done. If the table 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 table back in and restart the reset process steps a second time.
10. Try operating the table again. If the table is working properly, you’re done and the table 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 instructions for Paddle Keypads come with the 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” (double-tap), 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.

## 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.”
3. 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.

---

## 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.

---

## 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](mailto:support@upliftdesk.com) or call 800-349-3839.

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

# UPLIFT DESK

Work better. Live healthier.

[upliftdesk.com](https://upliftdesk.com)

[info@upliftdesk.com](mailto:info@upliftdesk.com)

800-349-3839

512-614-3152

## SAVE THIS MANUAL

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



Copyright Notice: This manual is a component of this UPLIFT Desk product. This manual is a part of the scope of delivery, even if the item is resold. This manual is also available on the UPLIFT Desk website: [upliftdesk.com](https://upliftdesk.com). This manual is subject to United States copyright law.



3293374182312

INS-UPL961-962-PPC