

UPLIFT[®] DESK

UPLIFT 4-Leg Height Adjustable Standing Desk (Version v4.1 Control Box)



DIRECTIONS FOR ASSEMBLY AND USE

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SAVE THESE INSTRUCTIONS:

Any user or installer of desk base must study this manual carefully. If this desk is sold, please provide the manual to the buyer, installers, or support personnel operating the product.



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1. SAFETY AND WARNINGS

When using an electrical furnishing, basic precautions should always be followed, including the following: Read all instructions before using the desk.

FAILURE TO COMPLY WITH OR OBSERVE ALL ASSEMBLY, SAFETY, AND OPERATION INSTRUCTIONS AND WARNINGS REGARDING THE USE OF THIS PRODUCT MAY RESULT IN SERIOUS PROPERTY DAMAGE OR BODILY INJURY.

DANGER - To reduce the risk of electric shock, Always unplug this furnishing from the electrical outlet before moving, cleaning, or before adding or removing parts and accessories.

WARNING - To reduce the risk of burns, fire, electric shock, injury to persons, or property damage:

- Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons. Keep children away from electric height-adjustable desks, control units, and keypads. There is a risk of injury and electric shock.
- Use this table only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
- Keep the table close to the power socket/outlet to be easily accessible.
- Never operate this table if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water.
- Keep the cords away from heated surfaces.
- Do not open any of the components: legs, control box, or keypad. There is a danger of electric shock. Do not insert anything into any seam or opening.
- Keep all electrical components away from liquids.
- Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
- Do not use outdoors.
- Inappropriate use of this product may cause property or bodily injury.
- Check surroundings on all sides before using the desk. Body parts and property can be crushed if trapped between an immobile obstacle and the desk's range of motion.
- Ensure the length of power cords are of appropriate length for desk travel. Monitors, computers, speakers, anything with a cord that is not long enough for the desk's range of motion could be pulled down and cause other items to fall, and cause damage to property.
- Please provide this manual to any users, installers, or support personnel operating the product.
- Make sure no obstacles are in the desk's path.
- If casters are not installed, use a two-person lift and lift the desk so that it can be moved without dragging. Dragging the desk may cause the frame and screws to pull loose from the desktop.
- Maximum weight capacity of this product is 530 lb. Do not overload your desk.
- Desk contains pinch points. Keep hands and fingers clear of moving parts.

2. USAGE

This height adjustable desk has an electric motor and is designed for use in dry work areas only. The desk height is adjustable so that it can be positioned at the most ergonomically suitable height. These desks are designed only for the purposes included in this manual. They should not be used in environments with high humidity or dampness. Any other use is at user's risk.

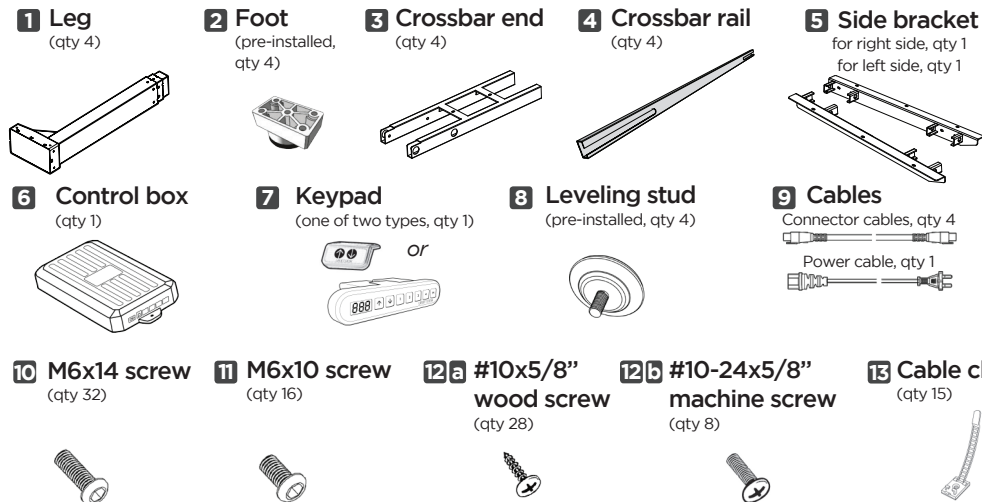
Do not move around, crawl, or lie under the desk frame. Do not sit or stand on the desk frame.

Children should never use the desk unless they are supervised by adults.

Liability: Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused from improper use or handling of the desk frame other than that which is described in this operation manual.

3. PARTS LIST

Components



Tools required

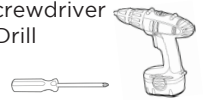
Allen wrench
(included)



Tape Measure

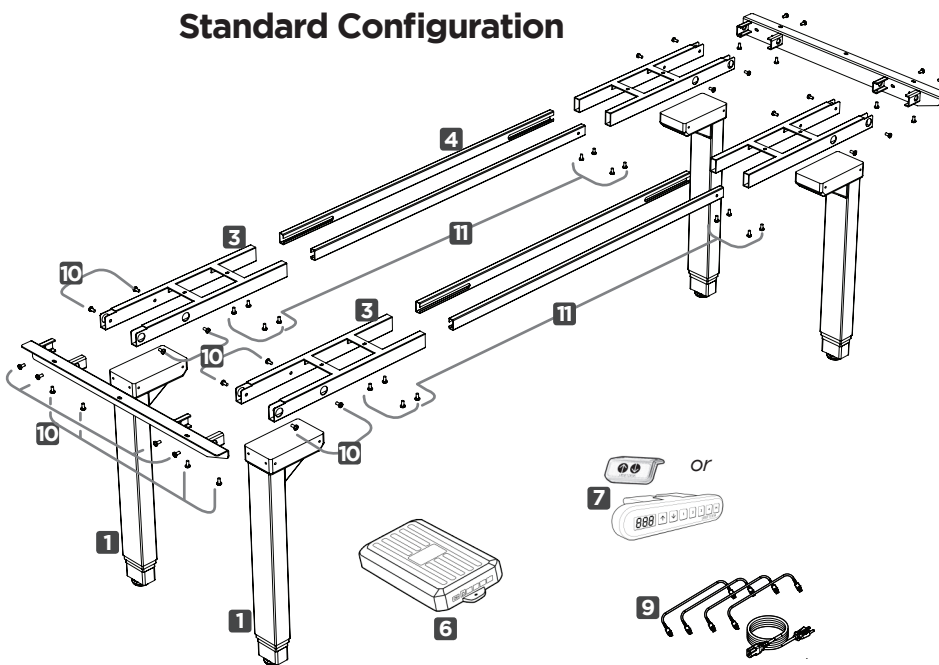


Philips Head Screwdriver
and/or Power Drill



Please count all pieces before disposing of any carton or packing material. Use a padded or carpeted area for assembly to avoid damage. For ease and safety, we recommend two people for assembly.

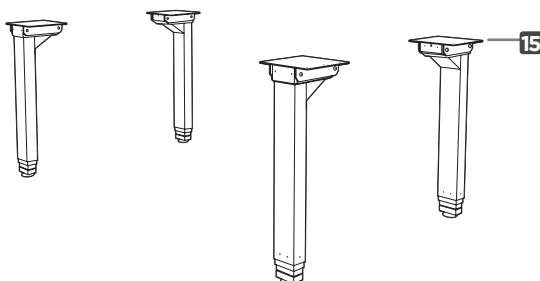
Standard Configuration



Part	Description	Qty
1	Leg	4
2	Foot (pre-installed)	4
3	Crossbar end	4
4	Crossbar rail	4
5	Side bracket	2
6	Control box	1
7	Keypad	1
8	Leveling studs (pre-installed)	4
9	Cables (Power & connector cables)	5
10	M6x14 screw*	32
11	M6x10 screw	16
12a	#10x5/8" wood screw* (not pictured)	14
12b	#10-24x5/8" screw* (not pictured)	6
13	Cable clip (not pictured)	15
14	Adhesive pads (not pictured)	20

*For this configuration, you will need all 32 of M6x14 machine screws, and only need 14 of the #10x5/8" wood screws. You may need to use the #10-24x1/2" screws. See Step G for more details.

Alternate Configuration



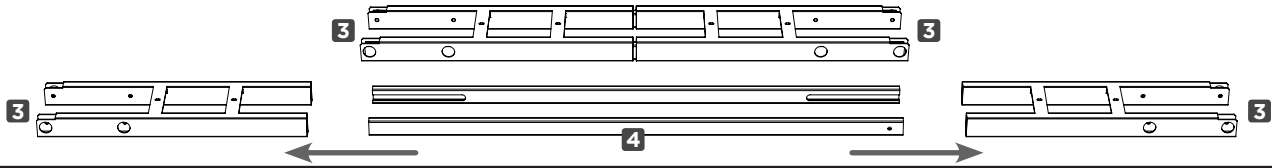
There is an alternate way of assembling your desk. For more details on building your desk using the Zero crossbar bracket, turn to page 7.

Part	Description	Qty
10	M6x14 screw**	16
12	#10x5/8" wood screw**	28
14	Adhesive pads	20
15	Zero crossbar bracket	4

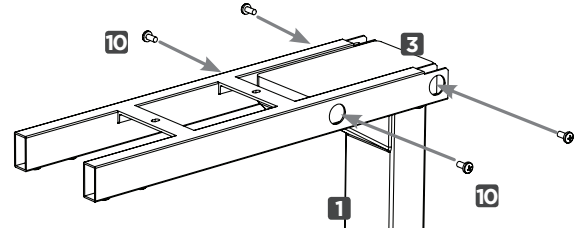
**For this configuration, you will only need 16 M6x14 machine screws, and all 28 of the #10x5/8" wood screws

4. ASSEMBLY INSTRUCTIONS

A. Fully separate the Crossbar ends (part 3), you will find the Crossbar rails (part 4) inside.



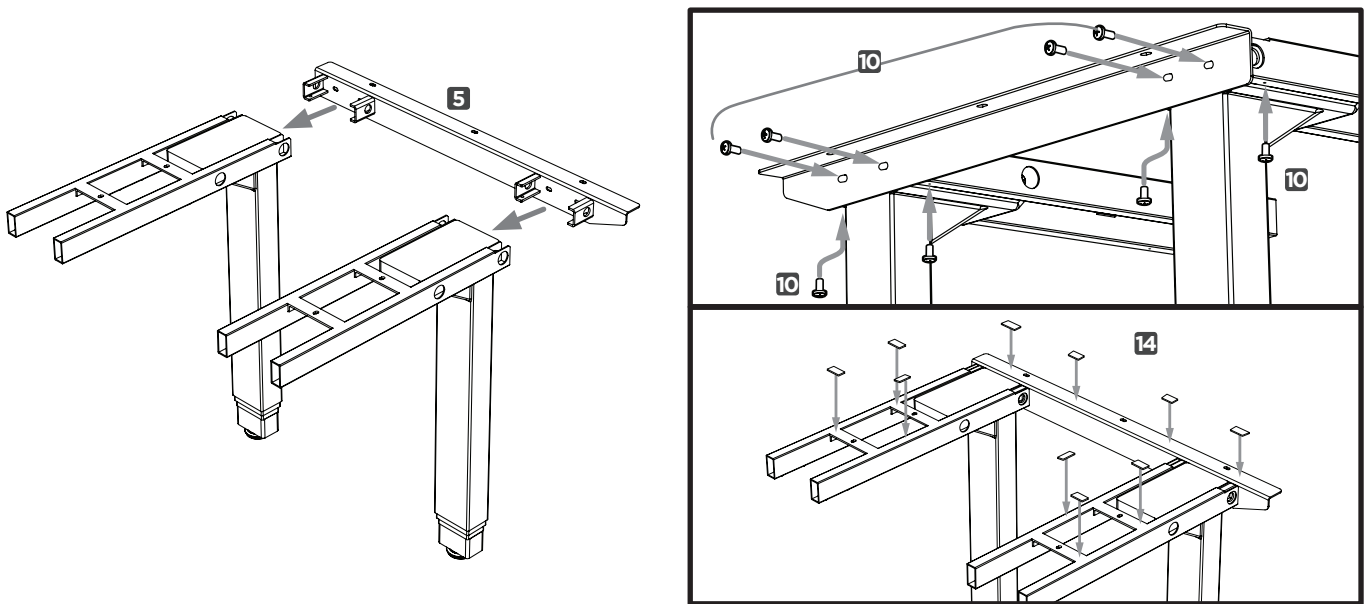
B. Line up each Leg (part 1) into a Crossbar end (part 3). Using the supplied Allen wrench, attach the Legs to the Crossbar ends using four (4) M6x14 machine screws (part 10) each. **Rotate each screw only a few turns.** Do not tighten fully until step F.



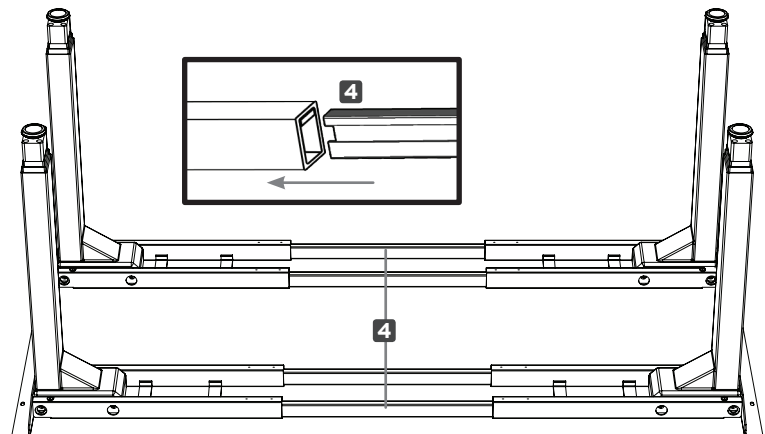
C. Slide The Side bracket (part 5) into each Leg assembly, via the slots on each Crossbar end.

Use four (4) M6x14 screws (part 10) from the side to attach each Side bracket to the Legs, and four (4) more M6x14 screws (part 10) from below to attach each side bracket to the Crossbar ends. **Rotate each screw only a few turns.** Do not tighten fully until step G.

Then place the Adhesive pads (part 14) onto the assemblies as shown.



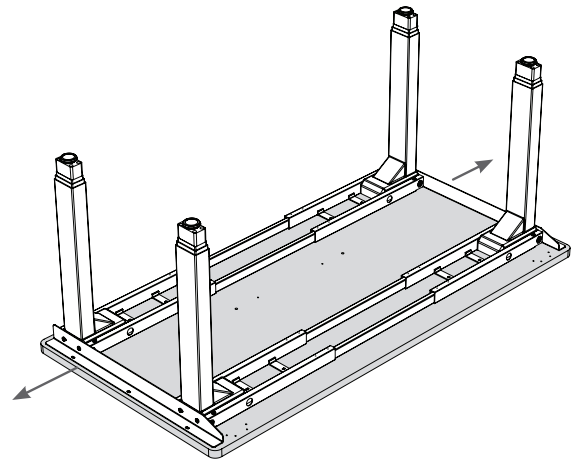
D. Insert the Crossbar rails (part 4) into the Crossbar ends. Ensure that they are facing inward, with the slot closer to the underside of the frame, or else they will not insert properly.



E. Place your desktop onto a clean surface on the ground and position the frame onto the desktop.

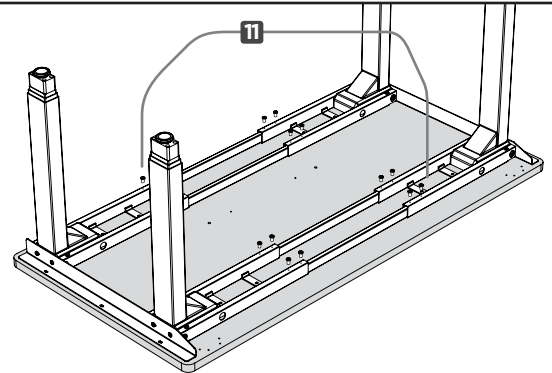
If you are using a desktop from UPLIFT Desk, align the holes in the Side brackets with the existing holes on the right and left side of your desktop.

If you are using your own desktop, move the frame around until it is placed where you want it.



F. Lock the position of the Crossbar rails using sixteen (16) M6x10 machine screws (part 11) to keep everything in place. Ensure that the machine screw hits the metal of the Crossbar rail to keep the assembly from moving.

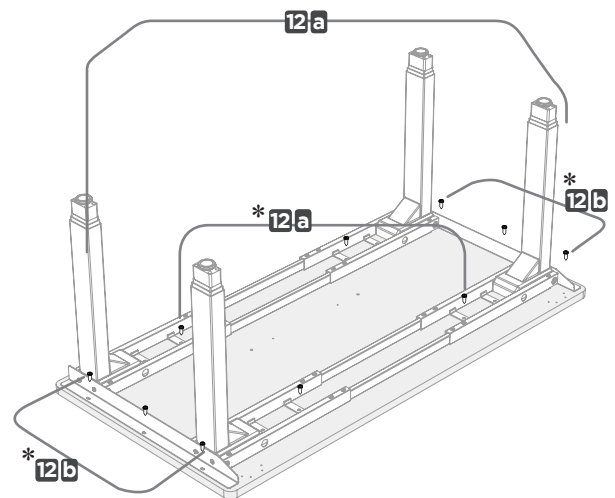
Now, tighten the remaining bolts from steps B and C.



G. If your desktop does NOT have threaded inserts, simply attach the desk frame assembly to the underside of the desktop using ten (10) M5x16 wood screws (part 12-a).

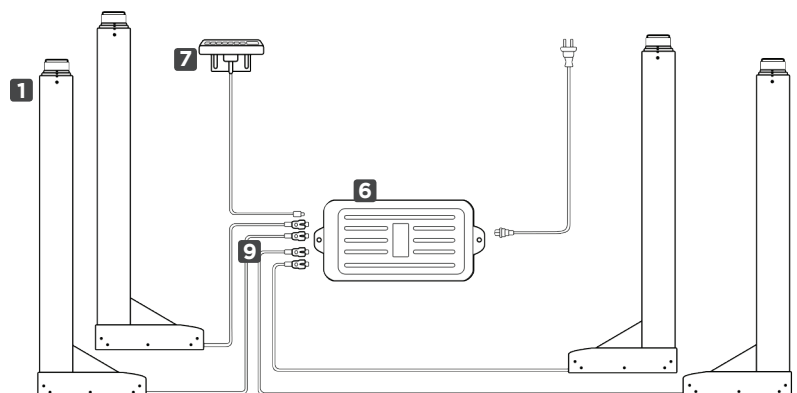
* Some desktops from UPLIFT Desk include threaded inserts; holes with a little metal device which can take the #10-24x5/8" machine screw (part 12-b).

Check the holes for your Side bracket. If your UPLIFT Desktop has threaded inserts, attach the Side brackets of your frame to the Desktop using six (6) #10-24x5/8" machine screw (part 12-b), and use four (4) #10x5/8" wood screws (part 12-a) on the Crossbar ends toward the center of the desk.



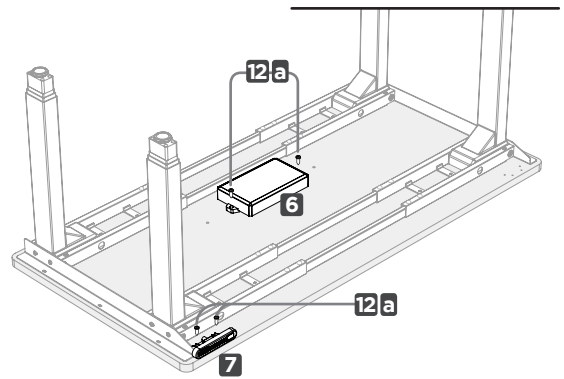
H. Using the cables (parts 9), connect the Legs (part 1) to the Control boxes (part 6) and the Keypad (part 7) as per the diagram here.

Do this so you can place the Keypad and Control box in such a way so that the Cables can reach them.

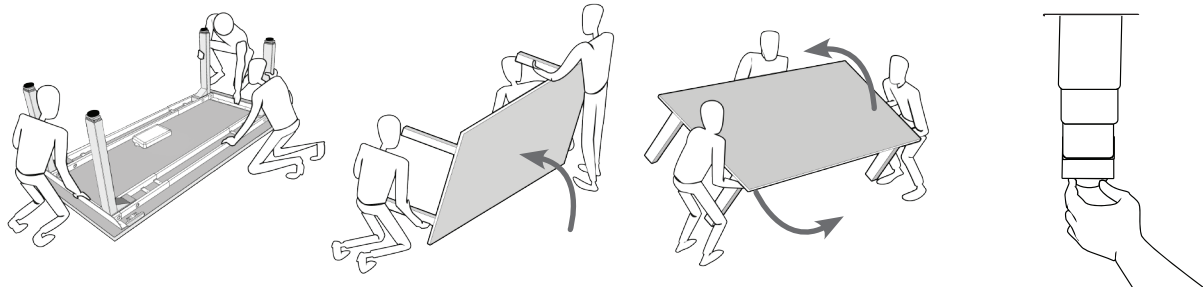


I. Place the Control box (part 6) in a spot where all wires (from the previous step) can reach. Use two (2) #10x5/8" wood screws (part 12-a) to affix it to the desktop.

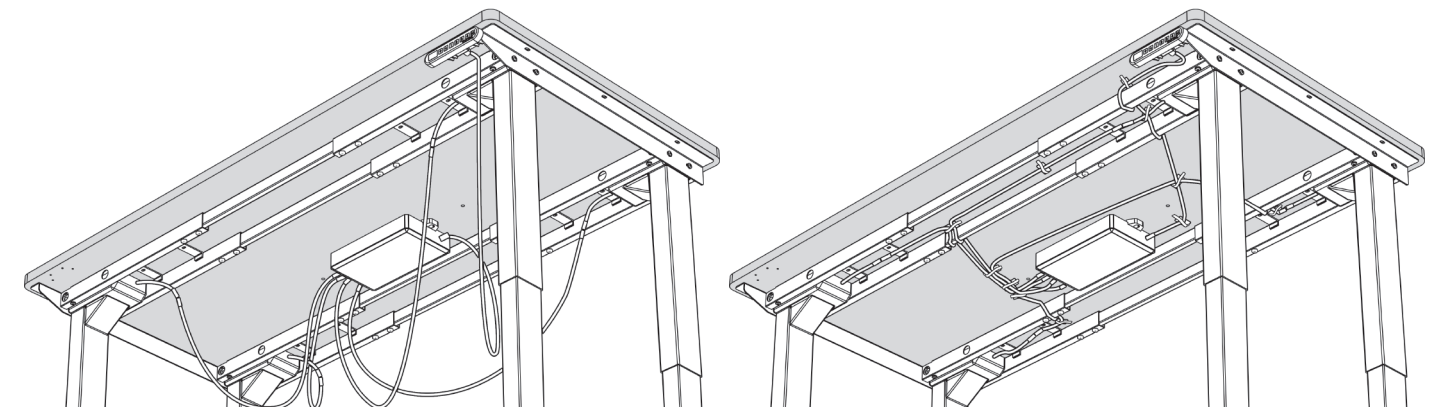
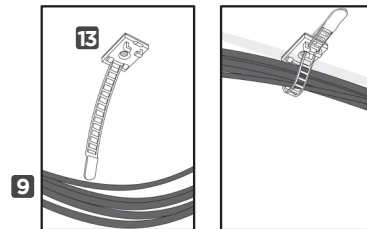
Place the Keypad (part 7) so it is flush with the desktop edge (or recessed up to 1/8"). The Keypad may be placed anywhere along the edge of the desktop but we recommend placing it toward an end so it does not interfere with your chair when seated. Use two (2) #10x5/8" wood screws (part 12-a) to attach the Keypad to the desktop. Most UPLIFT Desktops include pre-drilled hole locations for the keypad on each end.



J. Turn the assembled desk right-side up. With at least three people grab the desk (support the frame and desktop equally to not stress the screws) and turn the desk right-side up. If the desk appears uneven, adjust the pre-installed leveling studs on the feet and the small foot as needed.



K. Connect the legs and keypad to the Control box with the Cables (part 9). You will find that they all hang loose. Once everything is connected, use the Cable clips (part 13) to keep them snug up against the desktop, to prevent them from getting caught on things under your desk.

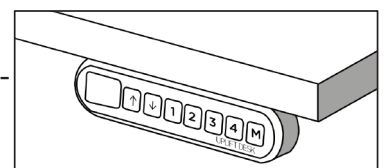
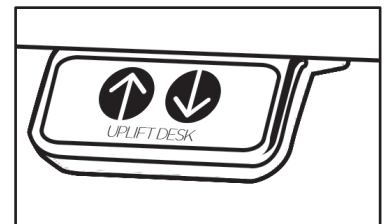


L. Plug the Power Cable into a 120v outlet.

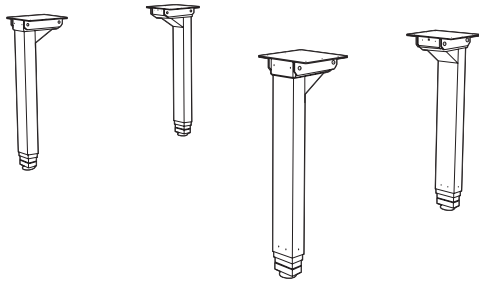
IMPORTANT! You must RESET the desk prior to use!

Press and hold the DOWN button on the Keypad until the desk reaches its lowest height, then release the button. Press and hold the DOWN button again until the desk lowers a little bit more, slightly rises, then stops. Release the button. Your desk has been reset, and is now ready to use.

If you have the Advanced 1-touch digital keypad, the digital display will flash "RST" when you press the DOWN button a second time. For more programming options with the Advanced 1-touch digital keypad, refer to the "Programming" section on page 8.



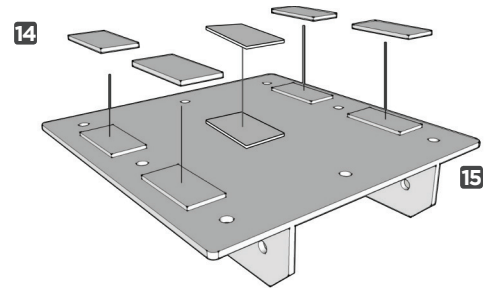
Alternate configuration instructions



Also included in this assembly package is the Zero crossbar bracket which allows the legs to be mounted on their own.

We recommend using the standard method detailed in the steps above, since it is more stable. However there may be DIY situations where this method may be better, so we have included it for your convenience.

A1. Place five (5) Adhesive pads (part 14) on each of the four (4) Zero crossbar brackets (part 15) as shown.

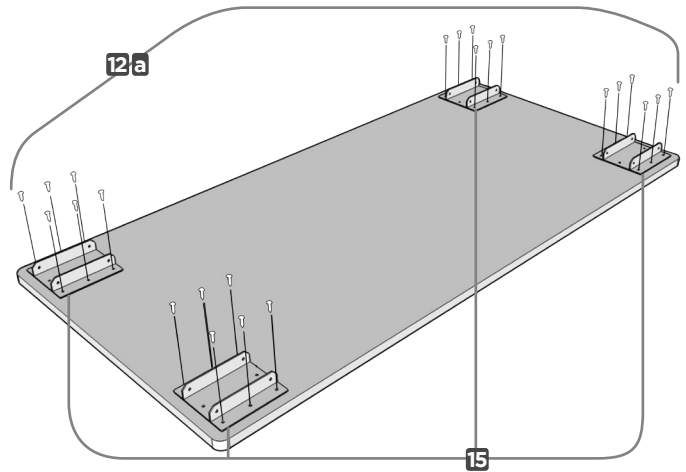


B1. Carefully measure from all sides, and place each Zero crossbar bracket (part 15) on the underside of the desktop. Attach the Zero crossbar brackets to the underside of the desktop with twenty-four (24) #10x5/8" wood screws (part 12-a), six (6) per bracket.

To drill pilot holes, drill no deeper than 1/2" with an 1/8" drill bit. Never use countersunk screws.

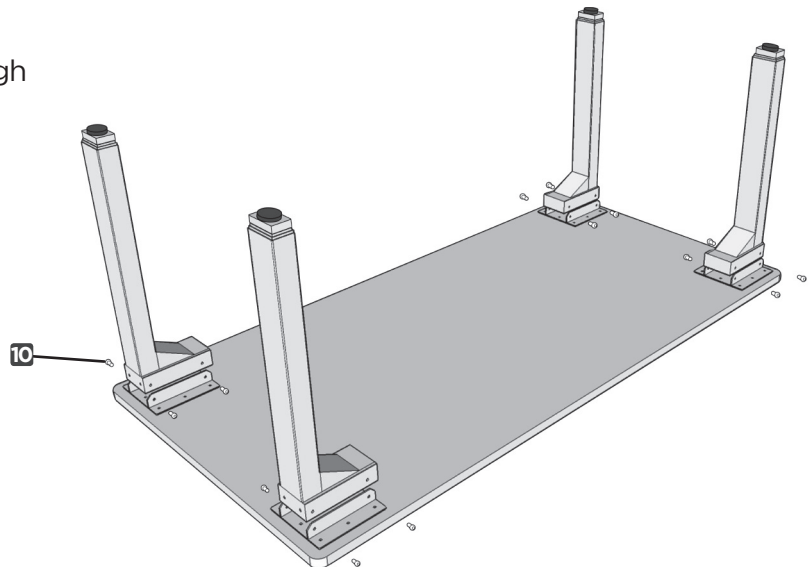


Double check that the wood screws are not too long for the desktop and won't puncture the surface when screwed all the way in.



C1. Using the supplied Allen wrench, insert four (4) M6x14 Machine screws (part 10) through the holes in each Zero crossbar bracket going into the Leg (part 1) and rotate each screw just a few turns.

When all machine screws are threaded, go back and tighten them all.



Once your legs are connected to the desktop, you can resume the instructions from earlier. At this point please flip back to Page five (5), Step H and resume from there.

5. DESK PLACEMENT

Following desk assembly, adjust the Leveling studs or casters (sold separately) on the feet so that the desk is level and does not shift its position.

When moving the desk, if casters are not installed, use a two-person lift and lift the desk so that it can be moved without dragging. Dragging the desk may cause the frame and screws to pull loose from the desktop.

When moving the desk, DO NOT lift the desk by the desktop alone, or the frame, alone. Support both the frame and the desktop equally. Favoring one over the other can stress the fasteners connecting the desk frame to the desktop. Lower the desk completely and lift the desk by grasping the frame.

Choose a placement for the desk that's a safe distance from window frames, radiators, furniture, etc., so that people do not get stuck or trapped by the desk.

Check cord clearance, so that they don't get jammed. Then connect the desk to the 120v outlet and the desk is ready for use.

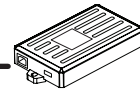
Do not place any objects underneath the desk that are taller than 20".

6. PROGRAMMING (Advanced 1-touch digital keypad only)

These UPLIFT Desk programming instructions are compatible only with the Advanced 1-Touch Digital Memory Keypad and control boxes with the following numbers located on the silver sticker:



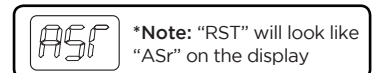
Four-leg frame: 99.052.09.0030



HEIGHT CALIBRATION

Make sure the numeric display matches the actual height of the desktop in its lowest position.

1. Press the DOWN button until the desk reaches the lowest position.
2. Measure the height from the floor to the underside of the desktop. If the displayed height does not match your measurement, follow the next steps.
3. Press the DOWN button until display flashes "RST".
4. Press the "M" button until the numeric display begins flashing.
5. Press the UP or DOWN button to set desk to the measured height.
6. Once display changes back to "RST", press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.



KEYPAD LOCK

The keypad can be locked to prevent accidental activation or movement of the desk.

To lock: Press and hold "M" button until display changes to "LOC" 

To unlock: Press and hold "M" button until display changes to numeric height setting.

NOTE: If a power outage occurs, the program will automatically return to the unlocked setting.

MEMORY SETTINGS

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

1. Press 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 recall any of those heights, press the numbered button to bring desk to assigned height.

6. PROGRAMMING (continued):

CONSTANT-TOUCH & ONE-TOUCH

These steps allow the desktop 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. Constant-Touch requires a continuous touch of the “1, 2, 3, or 4” button to move the desktop to a preset memory location. Constant-Touch is the default setting.

Change between One-Touch and Constant-Touch:

1. Press the DOWN button until the desk reaches the lowest position.
2. Press the DOWN button again until display flashes “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 press the “1” button as many times as you’d like to toggle between the two settings.

4. Press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.



MINIMUM & MAXIMUM HEIGHT SETTINGS

The desk frame ships defaulted to its minimum and maximum height limits. These steps allow the upper and lower limits to be adjusted to your preference.


To Set a new maximum desk height:

1. Press the UP or DOWN button to move the desk to the desired maximum height.
2. Press the “M” button once, and then the UP button once. The Display will flash “S-” 
3. Press and hold the “M” button until the Display shows “999”,  and then changes to numeric value of new upper limit.

To Set a new minimum desk height:

1. Press the UP or DOWN button to move the desk to the desired minimum height.
2. Press the “M” button once, and then the DOWN button once. The Display will flash “S-” 
3. Press and hold the “M” button until the Display shows “000”  and then changes to numeric value of new lower limit.

Removing adjusted maximum and minimum heights:

1. Press the “M” button (the display will show “S-”).
2. Press the “M” button again until the display shows “555”  and changes to the current numeric height setting.

Note: If 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 outside of the current settings, you will need to first remove the current minimum and maximum settings.

DISPLAY UNITS

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

1. Press the DOWN button until the desk reaches the lowest position. Release button.
2. Press the DOWN button 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 press the “2” button as many times as you’d like to toggle between the two settings.

4. Press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.

6. PROGRAMMING (continued):

ANTI-COLLISION SENSITIVITY

The desk has an Anti-Collision Sensitivity that will stop the desk's movement if it hits something on the way down or up. You can change this Sensitivity level by doing the following:

1. Press the DOWN button until the desk reaches the lowest position. Release button.
2. Press the DOWN button until display flashes "RST".
3. Press the UP button until display shows "10.5", "10.6", or "10.7" and goes back to "RST".
"10.5" is code for the 10 kg (22 lbs) setting (most sensitive setting, false positives are sometimes possible).
"10.6" is code for the 15 kg (33 lbs) setting
"10.7" is code for the 20 kg (44 lbs) setting (least sensitive setting).

Note: While "RST" is still flashing, you can press the UP button as many times as you'd like to toggle between the three settings.

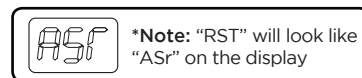
4. Press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.

7. TROUBLESHOOTING

If your desk does not respond when trying to raise or lower it, or if the Keypad displays error messages ("Er1" through "Er13") check to make sure all the cables are secure (legs to cables, cables to control box). If the problem persists, perform the reset procedure below.

- Reset Instructions -

- 1- Unplug the power cord and hold the DOWN button for 30 seconds.
- 2- Plug the power cord back in.
- 3- Press and hold the DOWN button on the Keypad until the desk reaches its lowest height. Release the DOWN button. Press and hold the DOWN button again until the LED display reads "RST" or about 10 seconds on non-LED keypad models. Release the DOWN button. Press and hold the DOWN button again until the desk lowers a little bit more, slightly rises and stops. Release the DOWN button. Your desk is now ready to use.
- 4- The Keypad will then display the current height, and you should be able to operate it now.
- 5- You may need to do this if the desktop is ever unplugged or loses power.



If the error messages persist after the reset procedure, or if there is a height difference between the legs which exceeds 1.5", stop the reset procedure and contact The Human Solution (800.531.3746 or info@thehumansolution.com).

If the Keypad displays "HO1", then it is hot. Let the base cool down for 20 minutes.

If the desk seems to be uneven, try the reset instructions above. If that does not work you may need to adjust the leveling studs at the bottom of the foot.

8. TECHNICAL SPECIFICATIONS

Height Range	23.5" - 49.5" (without desktop)
Travel Speed	1.5" per second (varies, slowest w/ maximum load)
Weight Capacity	530 lbs
Duty Cycle	10%, Max. 2 min on, 18 min off
	4 Memory presets (with Advanced Keypad only)
	Soft Start/Stop
	Adjustable leveling studs



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



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