

**M02-23R**


Instruction Manual

# **ELECTRIC SIT-STAND DESK**

# I Preface

This electric height adjustable standing desk consists of a heavy-duty steel desk frame and a motorized height adjustment system. Please read and completely understand this manual before installation in order to make sure the safe and correct use of the system and maintain the longevity of the overall construction and the built-in electronics.

## Instructions of Safety and Warnings:

- Any failure to comply with the safety and installation instructions in this manual may cause serious bodily injury.
- Any incomplete observation of the instructions, warnings and additional information marked with the **"Note"** and "" may result in serious damage to the system or its components.
- This product can be used by children aged from 8 years and above if they have been given supervision or instruction concerning use of the appliance in a safe way and understand the hazards involved. Children shall not play with the appliance. Cleaning and user maintenance shall not be made by children without supervision. Unplug the desk when the system isn't in use, and place the power plug out of children reach.
- Persons with reduced physical, mental abilities and or lack of experience and knowledge must not use the product, unless they're under supervision, understand the hazards involved or they have been thoroughly instructed in the use of the apparatus by a person who is responsible for the safety of these persons.
- Users should make sure that they never sit on the desktop in order to prevent serious bodily injury.



## Electrical Safety Instructions:

The product is powered by electricity. In order to avoid burns, fire and electric shock, please read the instructions carefully.



Don't clean the product with water while the power is still connected.



Never operate the system if it's in moist environment or its electrical components have contact with liquids.



Don't disassemble or replace components while the power is still connected.



Don't operate the system if the control box makes noise or odor. Alterations of the given power unit and control box aren't allowed.



Never operate the system with a damaged cord or plug. Please contact your point of purchase to replace the damaged parts.




## Other Safety Instructions:

- Clear up all obstacles within the height adjustment range.
- Don't leave the cords or plug unorganized in order to prevent tripping hazards.
- Any attempts to reconstruct the desk frame aren't allowed.
- Don't add anything to the adjustable junctions of the desk frame.
- Outdoor use is prohibited.

# I Preparation


## 1 What are the specifications you need to know?



Weight Capacity  
**100kg (220lbs)**



Power Input  
**(100-240V)**



Operation Temperature  
**(-5°C--+40°C)**

## 2 What are the tools you require while installation?



Bubble Level



Allen Wrench  
(Included)

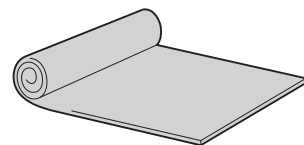


Drill



Phillips Screwdriver


## 3 What's the thing you'd better have before installation?



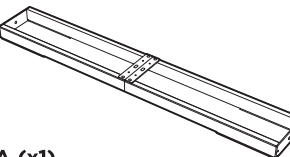
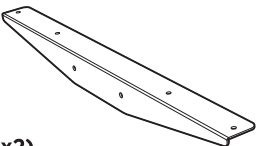
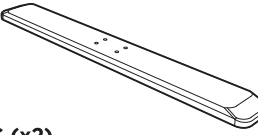
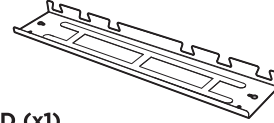
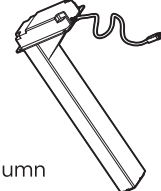
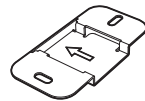
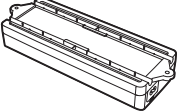
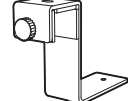
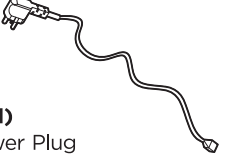

A Shipping Blanket to protect the desk and the floor

## 4 Things you need to know before installation

Please check all of the components shown in the component checklist. If any of the components are missing or damaged, contact your point of purchase for a replacement.


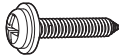
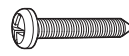


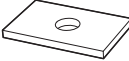

 **Disposal:** The product with this mark indicates that this product shouldn't be disposed with other household wastes throughout the EU. To prevent possible harm to the environment or human health from uncontrolled waste disposal, recycle it responsibly to promote the sustainable reuse of material resources. To return your used device, please use the local recycle service or contact your point of purchase to withdrawn the product.

# I Checklist and Installation

 <p><b>A (x1)</b> Crossbar</p>	 <p><b>B (x2)</b> Side Bracket</p>	 <p><b>C (x2)</b> Foot</p>	 <p><b>D (x1)</b> Cable Management Tray</p>
 <p><b>E (x2)</b> Lifting Column</p>	 <p><b>F (x1)</b> Fixing Plate</p>	 <p><b>G (x1)</b> Control Box</p>	 <p><b>H (x2)</b> Hook</p>
 <p><b>I (x1)</b> Power Plug</p>	<p>The picture of the controller is for your reference only. Actual product may vary.</p>  <p><b>J (x1)</b> Controller</p>		

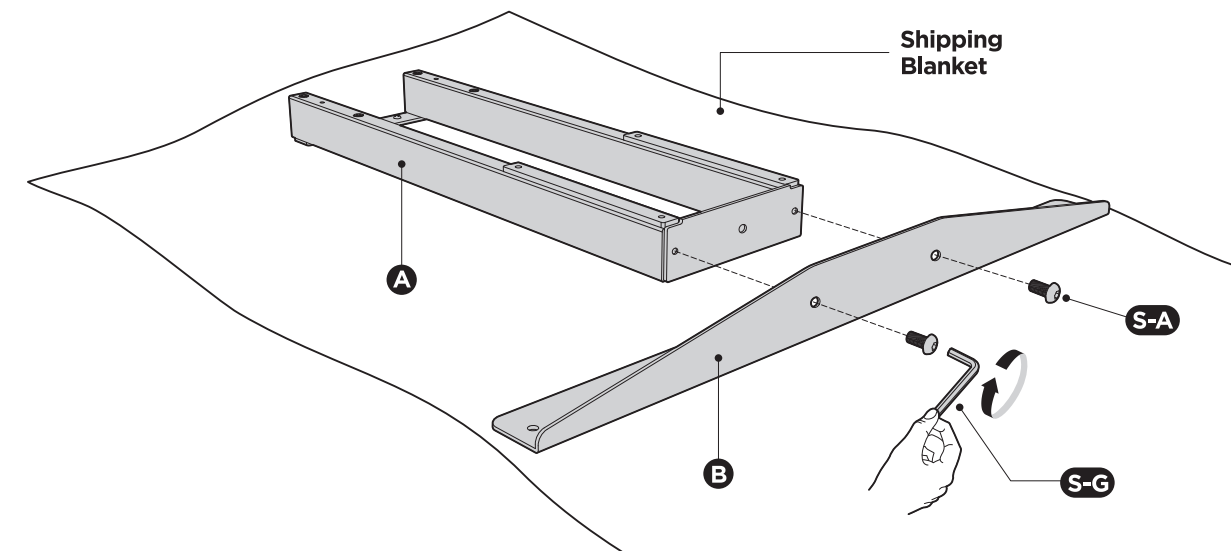


This page can be torn so that it's easier for you to match the components with the images.

 <b>S-A (x20)</b> Hex Head Screw	 <b>S-B (x10)</b> Phillips Head Screw+ 1 Spacer	 <b>S-C (x2)</b> Phillips Head Screw
 <b>S-D (x6)</b> Phillips Head Screw	 <b>S-E (x3)</b> Cable Clip	 <b>S-F (x8)</b> Rubber Pad
 <b>S-G (x1)</b> Allen Wrench		

Now let's start the installation.

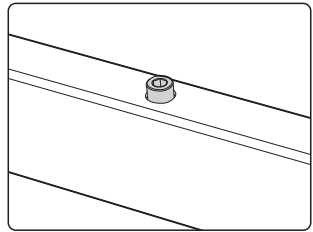
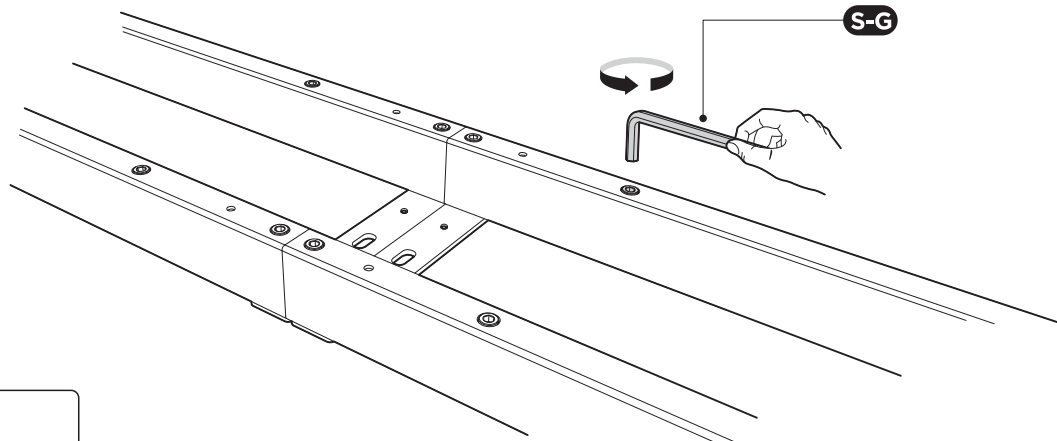
## I Attaching Side Brackets



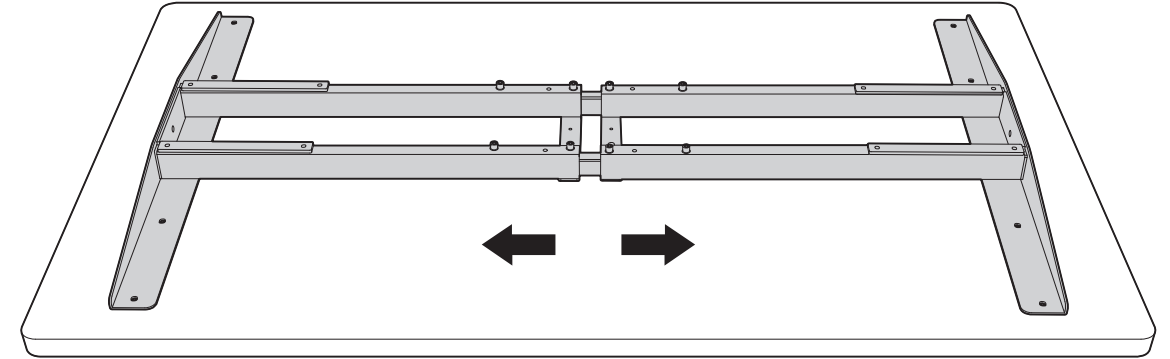
- Please prepare a spacious area for installation, and put a shipping blanket on the area to prevent scratches on the floor and the frame.
- Unpack the **crossbar A**, and carefully place it on the floor upside-down. Attach the **side brackets B** to the end of the **crossbar A** using the **2 screws S-A** as shown with the **Allen wrench S-G**.
- Repeat the same process to assemble the other side bracket.

**Note:** The drawings of both of the crossbar and side brackets are the **backside** of the components. Please make sure the crossbar and side brackets keep facing down while installation, which is convenient for the further steps.

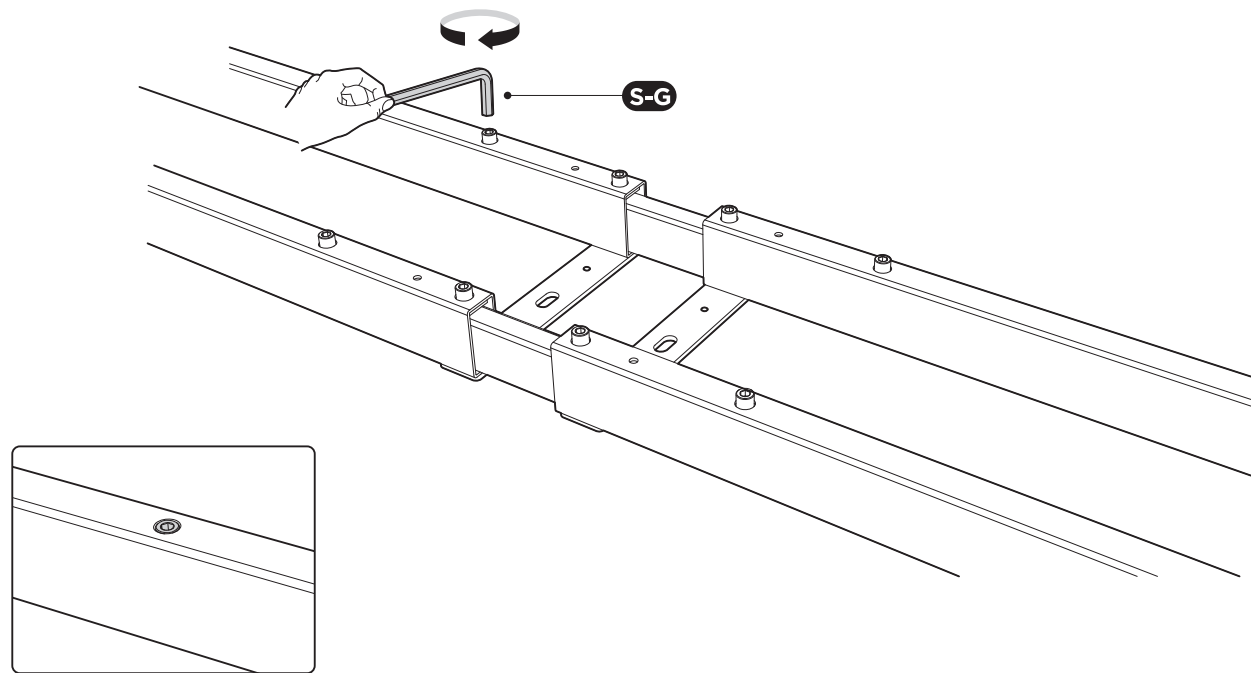
# I Drilling Mounting Holes



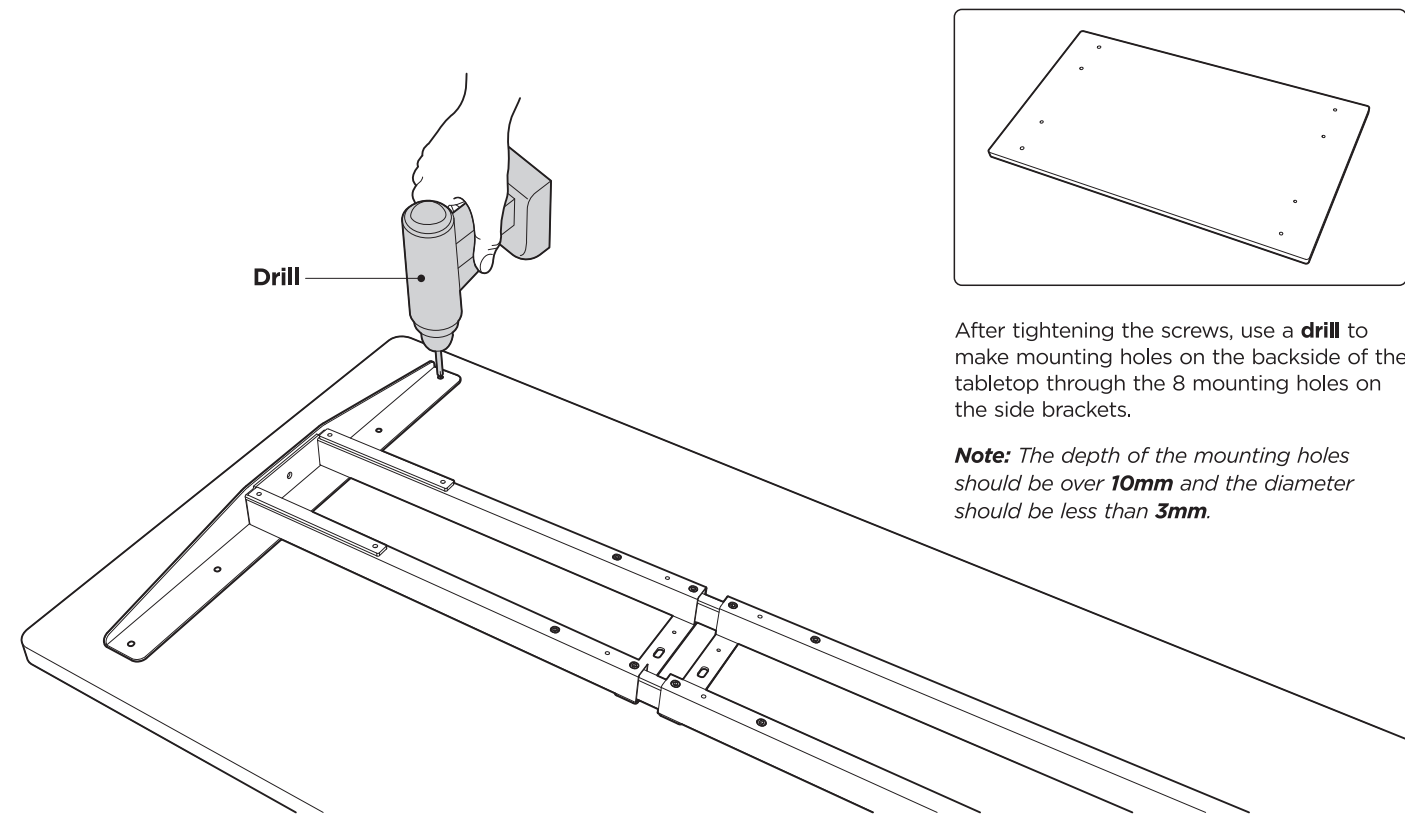
Loosen the hex head screws that fix the adjustable junction, but don't completely take out the screws.



- Place the assembled frame on the back of the tabletop.
- Ensure that the frame is placed in the center of the table.
- Then adjust the frame to suit the size of the tabletop.



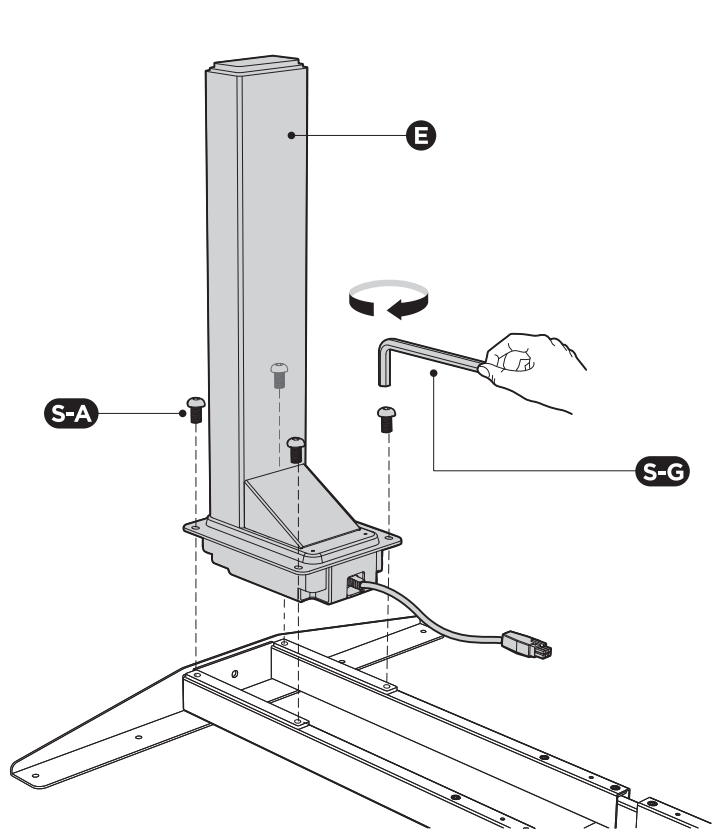
Retighten all the hex head screws to finish the adjustment.



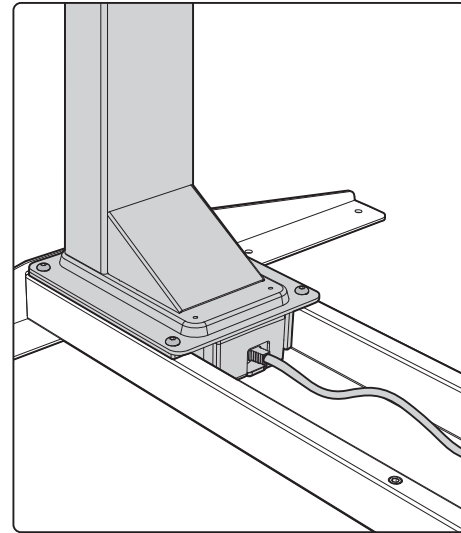
After tightening the screws, use a **drill** to make mounting holes on the backside of the tabletop through the 8 mounting holes on the side brackets.

**Note:** The depth of the mounting holes should be over **10mm** and the diameter should be less than **3mm**.

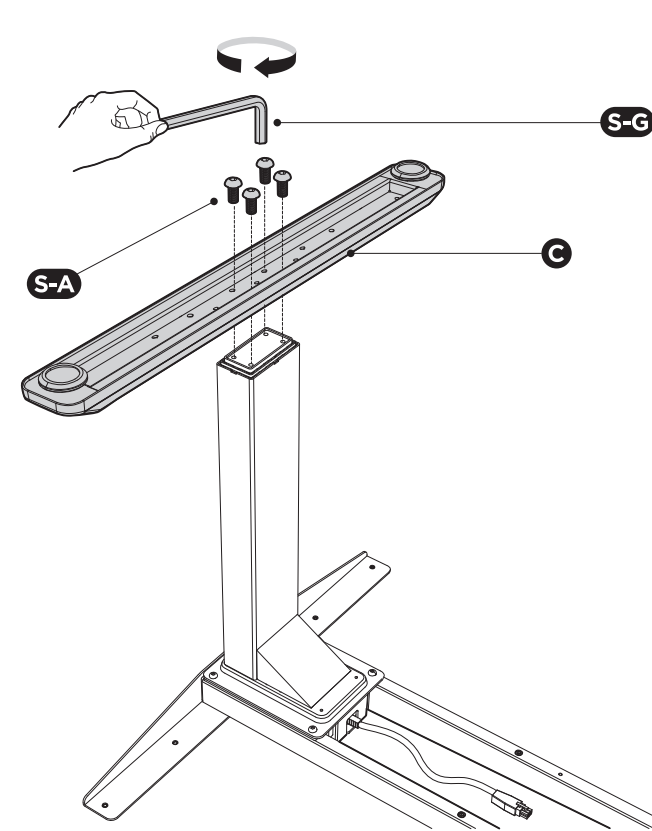
## I Assembling the Lifting Columns



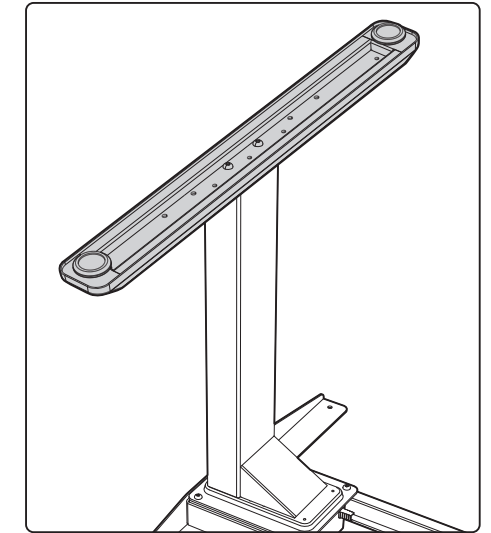
- Remove the tabletop for further installation.
- Insert one lifting column into one end of the crossbar with the head of the lifting column facing inward. Make sure the mounting holes on the lifting column completely align with the screw holes on the crossbar.
- Fix the **lifting column E** with crossbar using **4 screws S-A** with the **Allen wrench S-G**.
- Repeat the same process to assemble the other lifting column.



## I Assembling the Feet



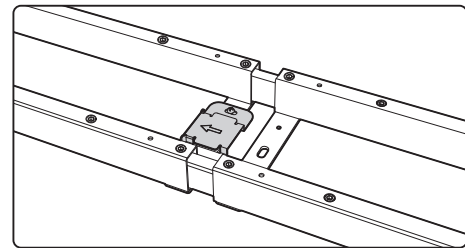
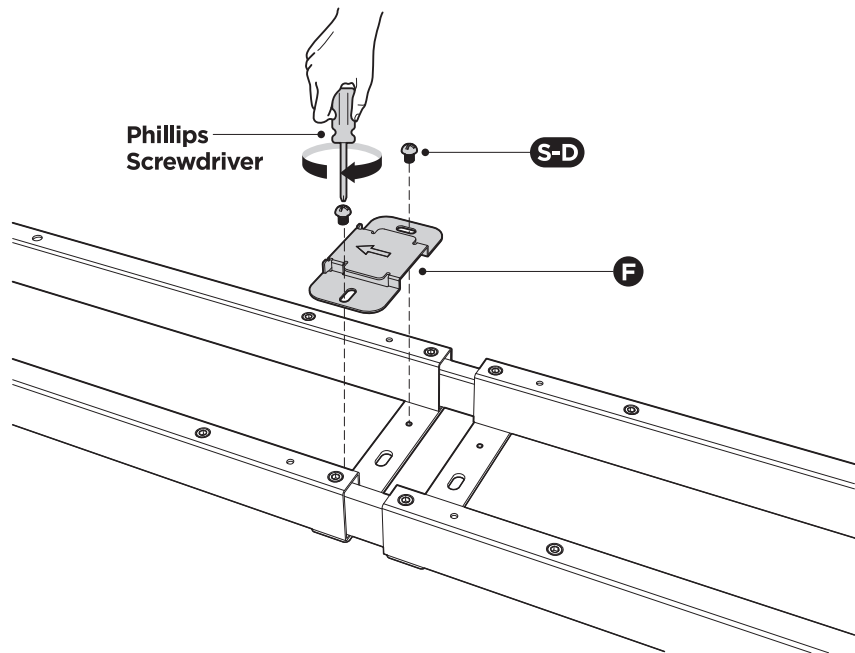
- Place the foot on the bottom of the lifting column. Align the mounting holes on the foot with the screw holes on the lifting column.
- Fix the **foot C** using **4 screws S-A** with the **Allen wrench S-G**.
- Repeat the same process to assemble the other foot.



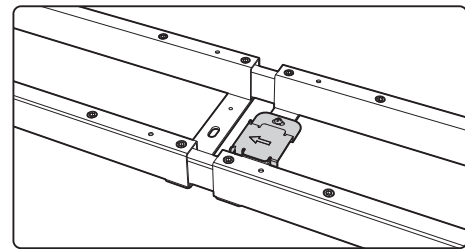
## I Assembling the Fixing Plate

- Align the mounting holes on the fixing plate with the screw holes as shown.
- Attach the **fixing plate F** on the center of the crossbar with **2 screws S-D** using a **Phillips screwdriver**.

**Note:** The arrow on the fixing plate indicates the direction of sliding in the control box. Follow the direction of the arrow to mount the control box in the next step.



OR



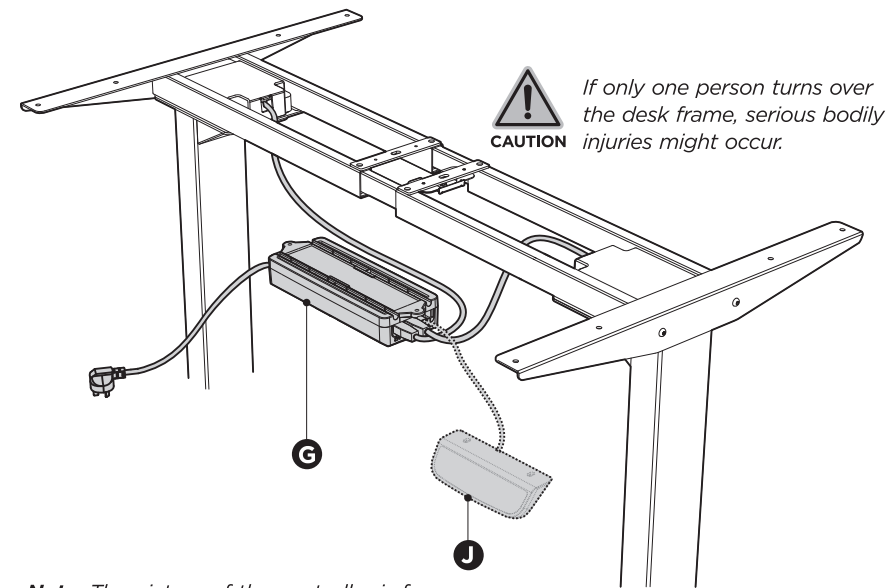
The fixing plate can be attached to either of the right side and the left side.

## I Connecting Cords and Attaching the Control Box

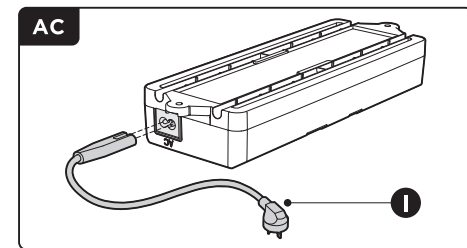
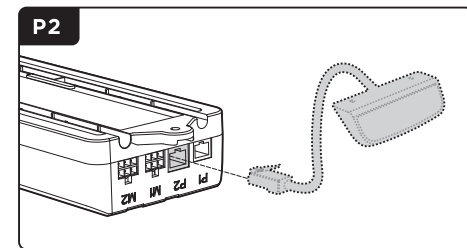
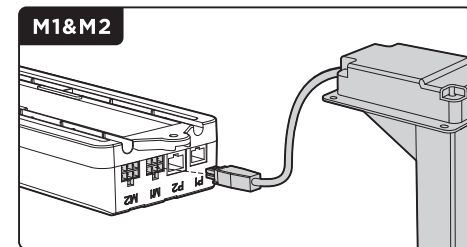
Turn over the desk frame with the crossbar facing up. **At least two people** are required when turning over the desk frame.

- Connect the two motor cords to the two ports on the right marked "M1" and "M2".
- Connect the **controller J** cord to the port on the right marked "P2".
- Insert the **power plug I** in the port on the left.

**Note:** Please make sure the slot on the **control box G** is facing upward. There is no corresponding relation between the two motor ports and the two lifting columns.

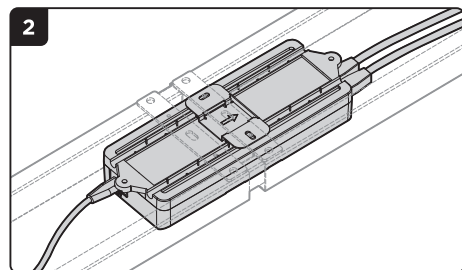
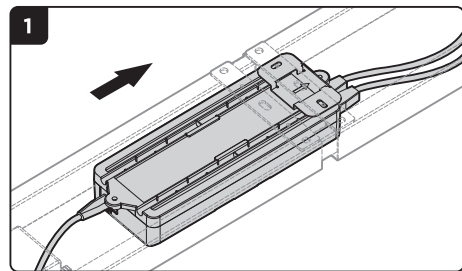
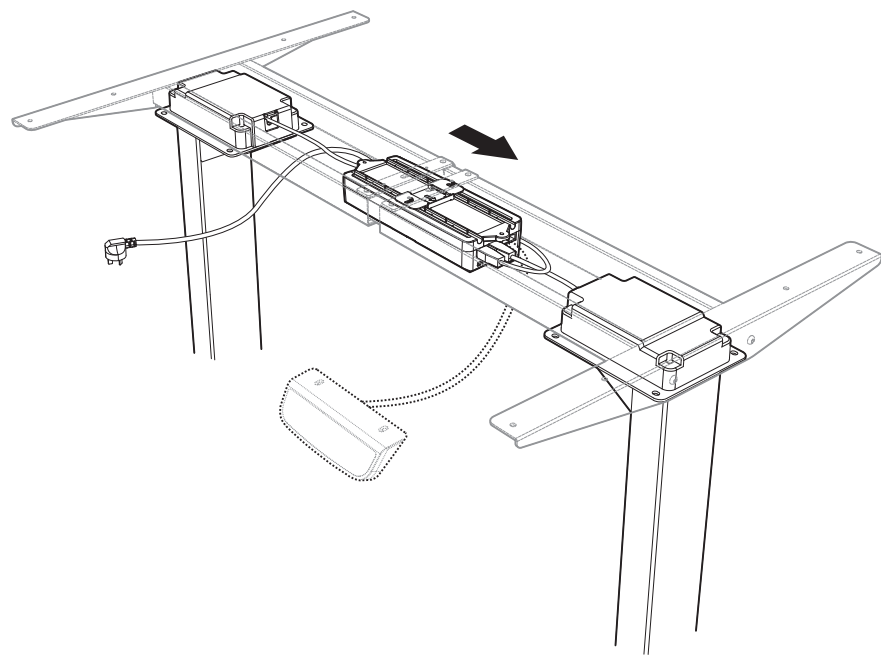


**Note:** The picture of the controller is for your reference only. Actual product may vary.



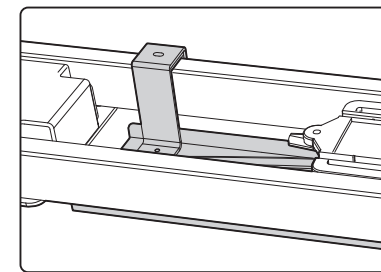
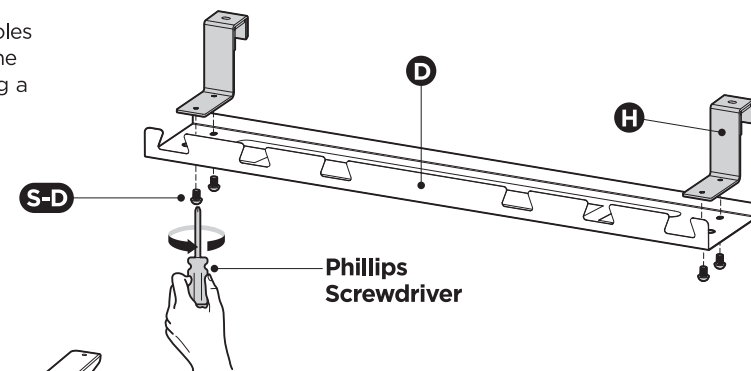
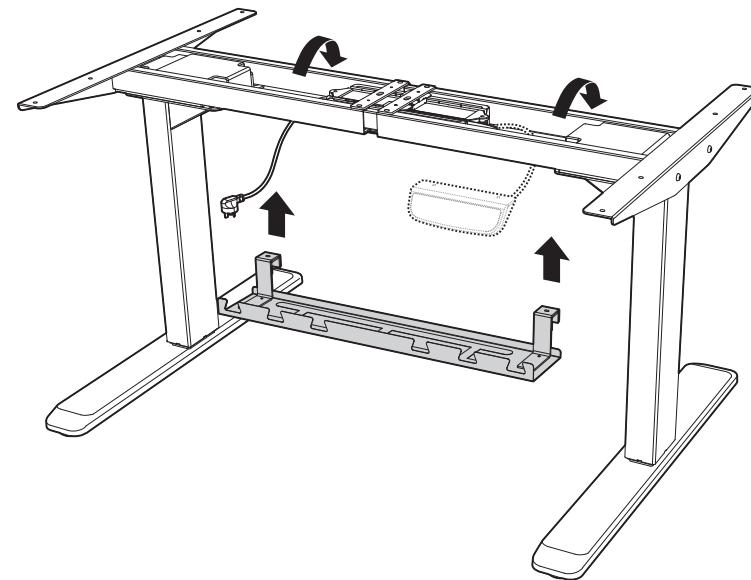


Align the fixing plate with the right end of the control box's slot. Slide the control box into the fixing plate from the left until the control box can't be moved.

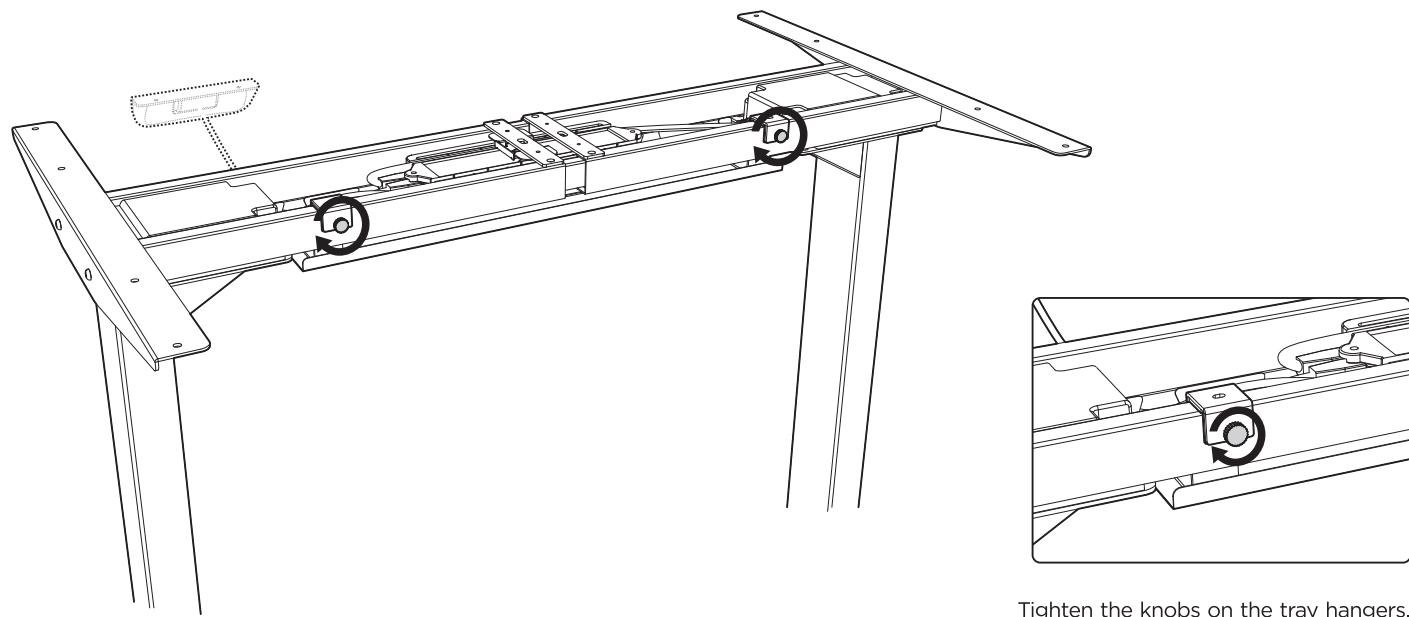


## I Assembling the Cable Management Tray

Align the mounting holes on the tray hangers with the screw holes on the cable management tray. Assemble the tray hangers to the cable management tray **D** with 4 screws **S-D** from below using a Phillips screwdriver.



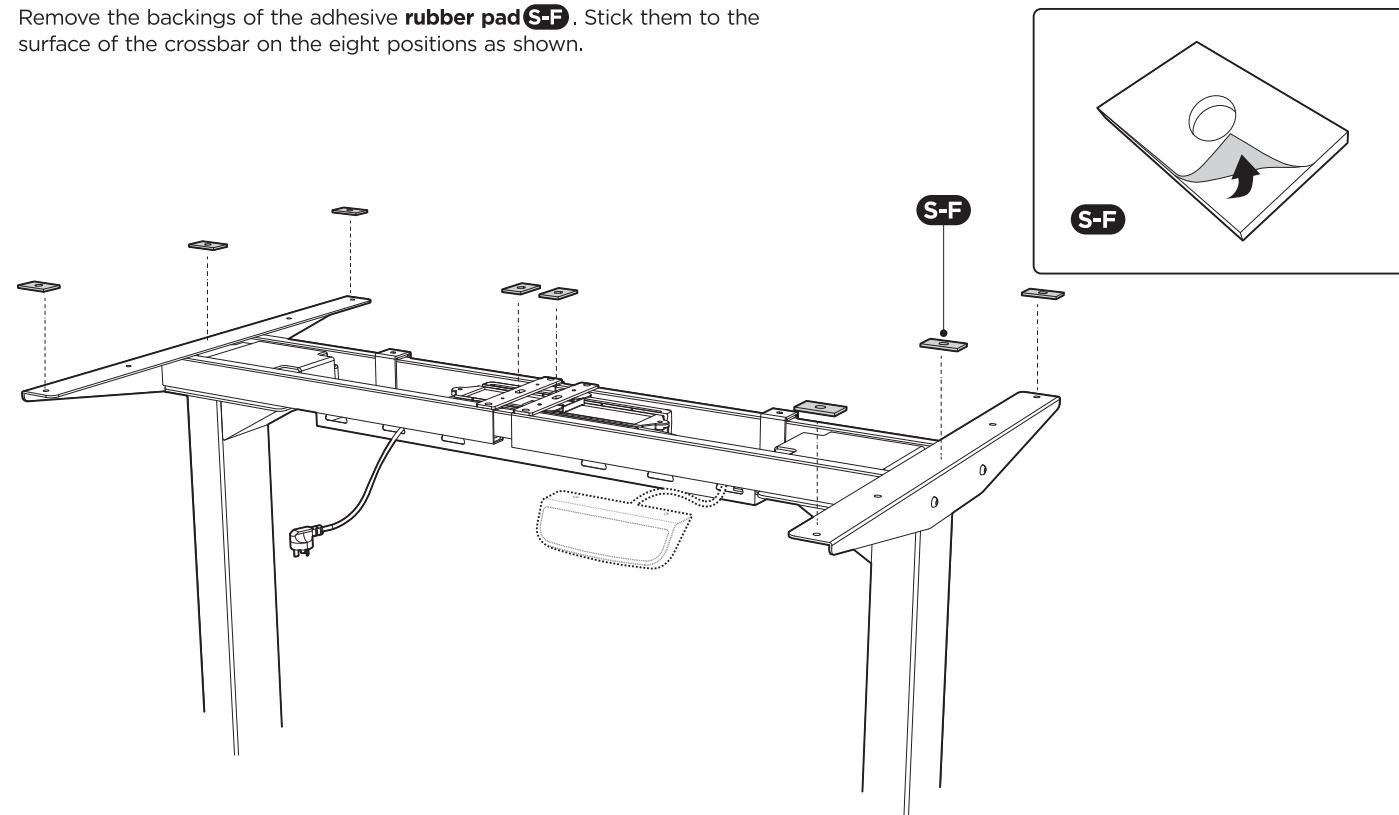
Hang the cable management tray on the crossbar as shown.



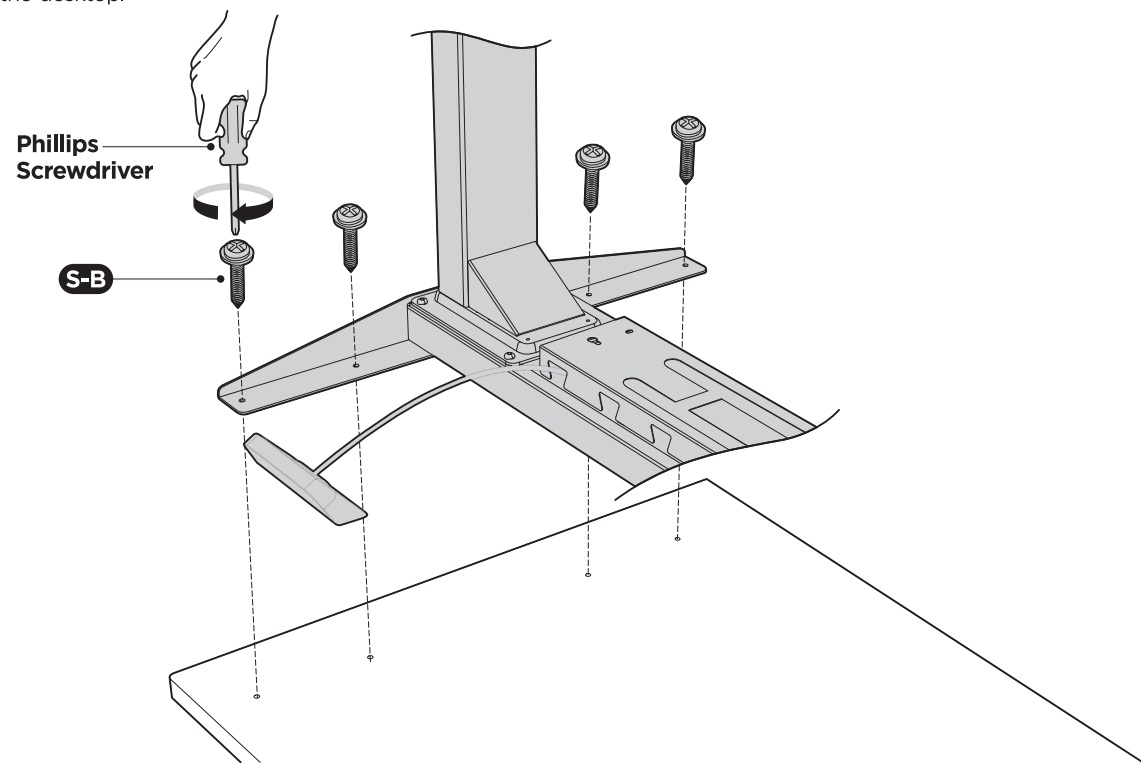
Tighten the knobs on the tray hangers.

## I Assembling the Desktop

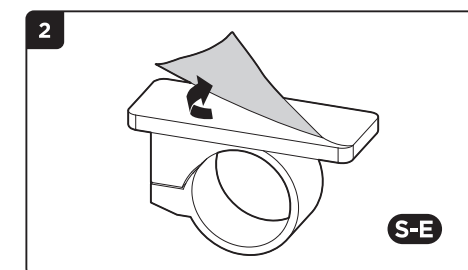
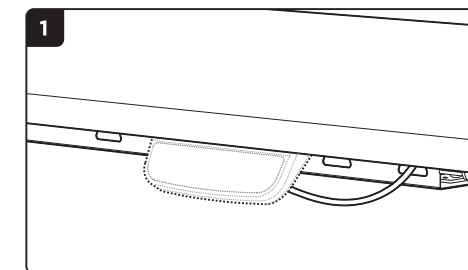
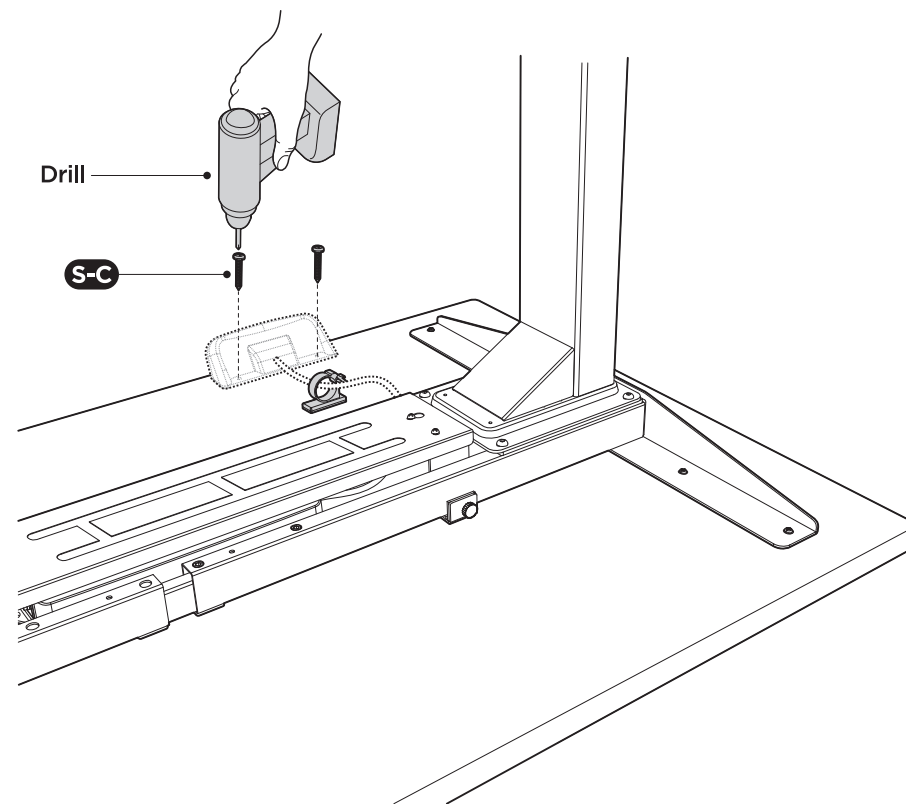
Remove the backings of the adhesive **rubber pad S-F**. Stick them to the surface of the crossbar on the eight positions as shown.



- Align the previously drilled screw holes with the mounting holes on the crossbar. Insert and tighten the **4 screws S-B** from below.
- Repeat the same process to assemble the other side of the desktop.



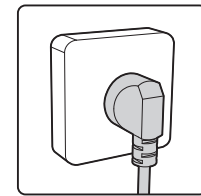
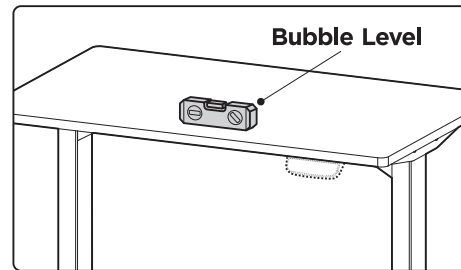
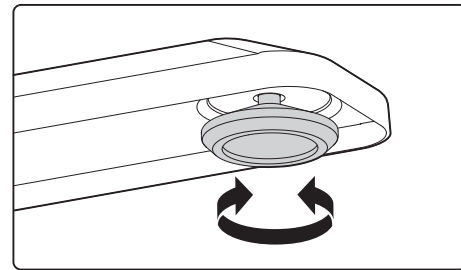
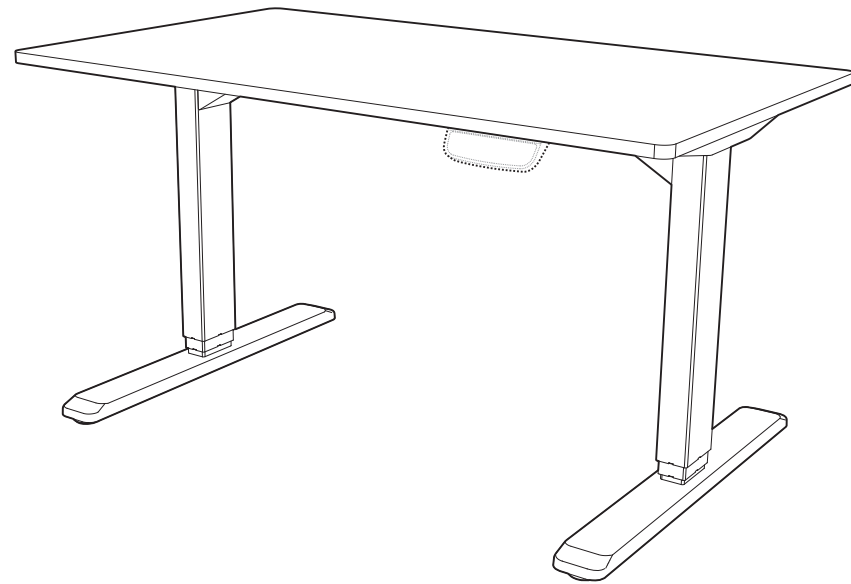
- Attach the controller to the desktop with **2 screws S-C** using a **driller**.
- Stick the adhesive **cable clip S-E** under desk to organize cords.



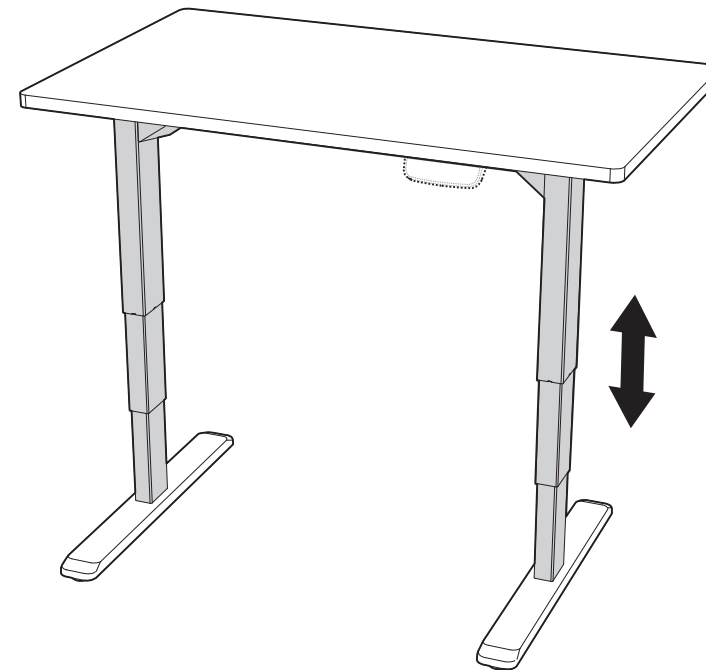
# I Low Profile Adjustment

There are two adjustable foot pads under each foot. If the floor isn't even, simply turn the pad to adjust the height to make the desk stable.

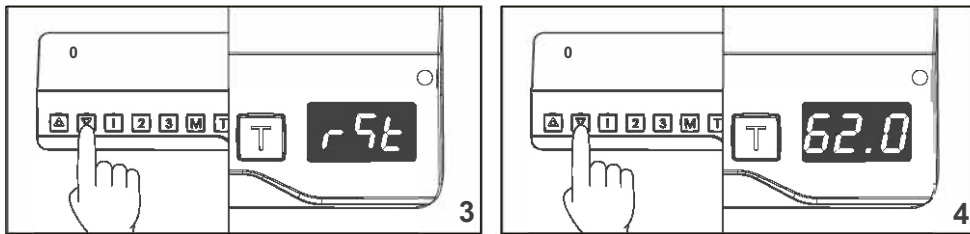
**Tip:** Use a **bubble level** to check if the desktop is even.



Connect the desk to power.  
You can now use the sit-stand desk.



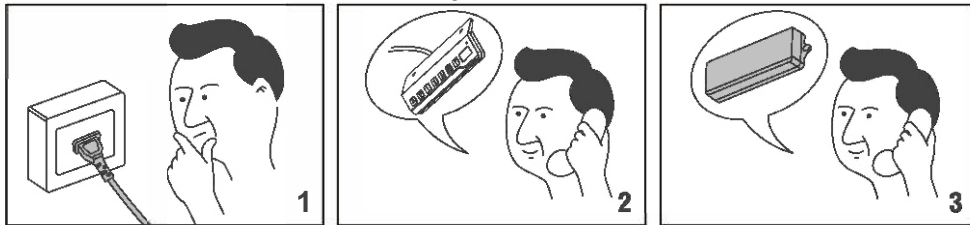
**Note:** We have another manual of the digital controller for detailed instruction. Please check the Digital Control Panel For Electric Height Adjustable Desk User Guide.



## Altri problemi:

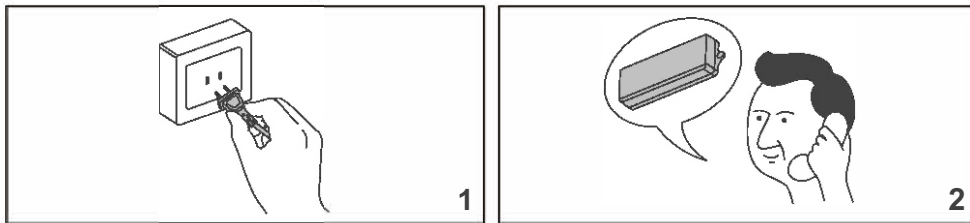
### 1. Problemi del pannello di controllo

Se il pannello di controllo non risponde o non è in grado di regolare la scrivania, contattaci dopo aver verificato che la scrivania è correttamente collegata all'alimentazione.



### 2. Le colonne mobili non funzionano

Se la scrivania non funziona, dopo aver verificato che il pannello di controllo funzioni correttamente, spegnere e riavviare il sistema. Se il problema persiste, contattaci per assistenza o riparazione sull'unità.



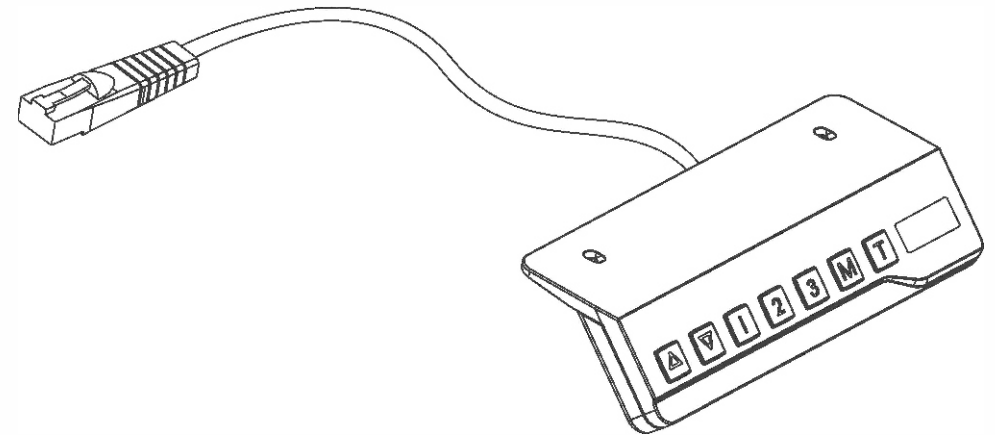
### 3. Protezione da sovracorrente

In aggiunta, in questo sistema è stata programmata anche una modalità di protezione da sovracorrente. Quando l'elettricità supera le specifiche nominali, il sistema entrerà in questa modalità. La scrivania si abbasserà di circa 30 mm e si fermerà con l'altezza visualizzata se la modalità si attiva. Questa è solo un'introduzione alla funzione del movimento verso il basso. Non è necessario risolvere il problema quando ciò accade.



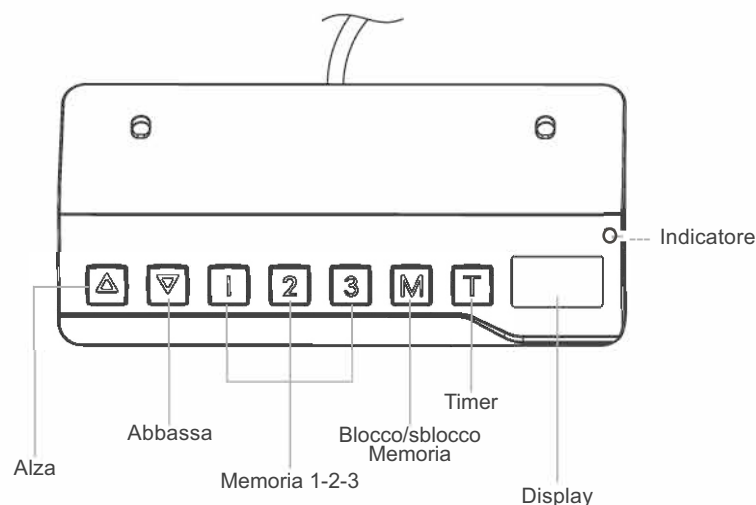
## PANNELLO DIGITALE DI CONTROLLO SCRIVANIA ELETTRICA REGOLABILE IN ALTEZZA

### ISTRUZIONI PER L'USO E GUIDA PER L'UTENTE



# 1

## COME UTILIZZARE IL PANNELLO DI CONTROLLO



### Istruzioni per l'uso

**Regolazione dell'altezza:** tenere premuto il pulsante su per sollevare la scrivania. Tieni premuto il pulsante giù per abbassare la scrivania.

**Timer:** il timer è progettato per informare gli utenti di alzarsi dopo un determinato periodo di tempo. Premere il tasto "T" per impostare il periodo di tempo. Il display lampeggerà "0,5 h" per 0,5 ore. Premendo il pulsante "T" porta ad un incremento di 0,5 ore. L'impostazione massima del tempo è di 2 ore. Quando il display smette di lampeggiare, il periodo di tempo viene impostato correttamente e la spia in alto a destra del pannello si accende, emette un segnale acustico per ricordare gli utenti quando il tempo impostato è scaduto. Il timer si spegnerà automaticamente dopo un lungo segnale acustico. Per annullare il timer, premere il pulsante "T" per 5 volte fino a quando il display mostra l'altezza attuale e la spia luminosa è spenta.

**Impostazioni memoria:** regola la scrivania nella posizione desiderata. Premere il tasto "M", quindi "S" appare sul display. Premere "1", "2" o "3". La memoria è stata impostata correttamente. È possibile memorizzare fino a 3 altezze ripetendo lo stesso processo.

**Modalità di risparmio energetico:** quando non vengono eseguite azioni per più di 10 minuti, il sistema entrerà in modalità di risparmio energetico. Premere un pulsante qualsiasi per accedere alla modalità operativa.

**Modifica unità di misura (cm / pollici):** premere "T" per 8 secondi. Emetterà due segnali acustici. La misurazione viene modificata da centimetro a pollice. Se vuoi riportare la misura al centimetro, premi "T" per 8 secondi.

**Modalità di ripristino:** mentre il sistema è ricollegato, premere il pulsante giù fino a quando viene visualizzato "RST". Continua a premere il pulsante. La scrivania si sposterà verso il basso e quindi si alza un po'. (Assicurarsi di non rilasciare mai il pulsante durante il processo.) Dopo l'arresto del movimento, il sistema viene ripristinato correttamente alla posizione iniziale.

# 2

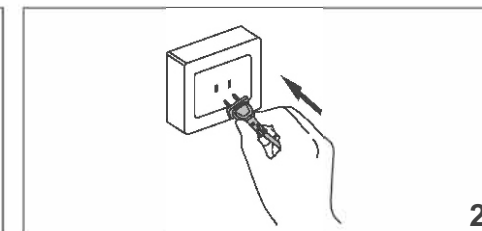
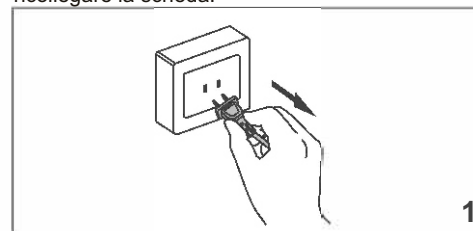
## GUIDA ALLA RISOLUZIONE DEI PROBLEMI

*Questa guida alla riparazione intende aiutarvi a identificare e risolvere i problemi minori causati dall'inusuale funzionamento del sistema elettrico della nostra scrivania sit-stand. Le semplici procedure in questo manuale sono facili da seguire e in grado di risolvere la maggior parte dei problemi nell'uso quotidiano.*

Se sul pannello di controllo viene visualizzato ER1 / ER2 / HOT / ER3 / ER4 / ER5, di solito non c'è nulla di cui preoccuparsi e di solito indica che il sistema ha subito attività superiori alle specifiche nominali. Segui semplicemente i passaggi seguenti, la maggior parte degli errori può essere risolta. Se i problemi non vengono risolti, contattaci per sostituire i componenti.

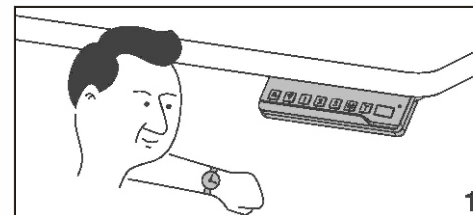
### 1.ER1 Risoluzione dei problemi

Step 1: Verificare se la scrivania è sovraccarica. In tal caso, rimuovere gli elementi sul desktop e scollegare l'alimentazione. In caso contrario, scollegare solo l'alimentazione. Step 2: Attendere 10 secondi, quindi ricollegare la scheda.



### 2.ER2 / HOT Risoluzione dei problemi

Step 1: Il sistema ha superato la temperatura normale, consenti alla tua scrivania di raffreddarsi e rimanere inattivo per circa 20 minuti. Non spegnere mai l'alimentazione durante il processo.



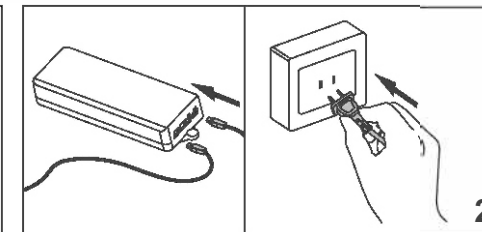
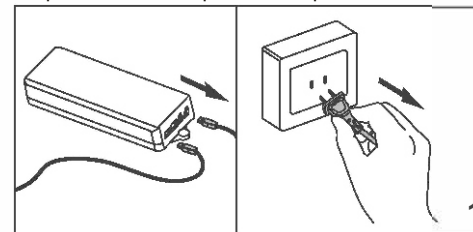
### 3. Risoluzione dei problemi ER3 / ER4 / ER5

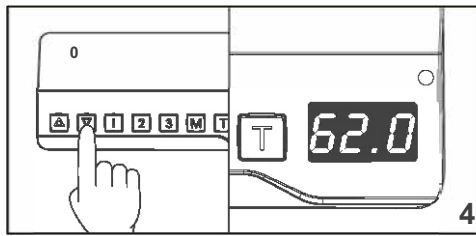
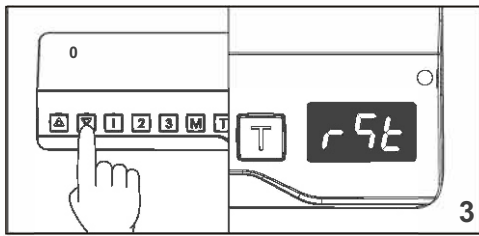
Step 1: Si sono verificati problemi elettrici insoliti nel sistema. Innanzitutto, scollegare i cavi del motore e l'alimentazione.

Step 2: Attendere 10 secondi, quindi ricollegare i cavi.

Step 3: Premere e tenere premuto il pulsante giù fino a quando appare l'immagine, continuare a premere il pulsante. La scrivania si sposterà verso il basso e quindi si alza un po'. (Assicurarsi di non rilasciare mai il pulsante durante il processo.)

Step 4: Rilasciare il pulsante dopo l'arresto del movimento.

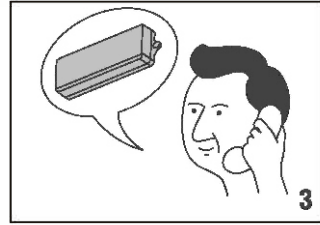
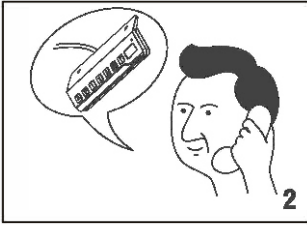
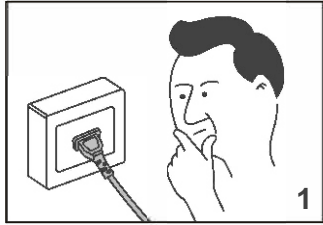




## Other Problems:

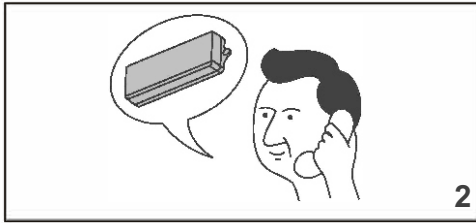
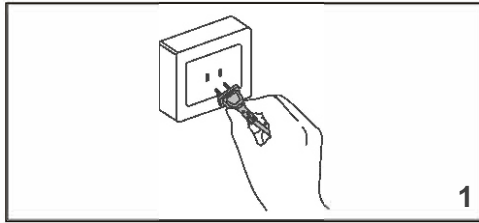
### 1. Control Panel Problems

If the control panel has no response or can't adjust the desk, please contact us after verifying that the desk is properly connected to power.



### 2. Lifting Columns Can't Operate

If the desk doesn't work, after confirming the control panel works properly, please turn the power off, and restart the system. If it still doesn't work, please contact us for service or repair to your unit.



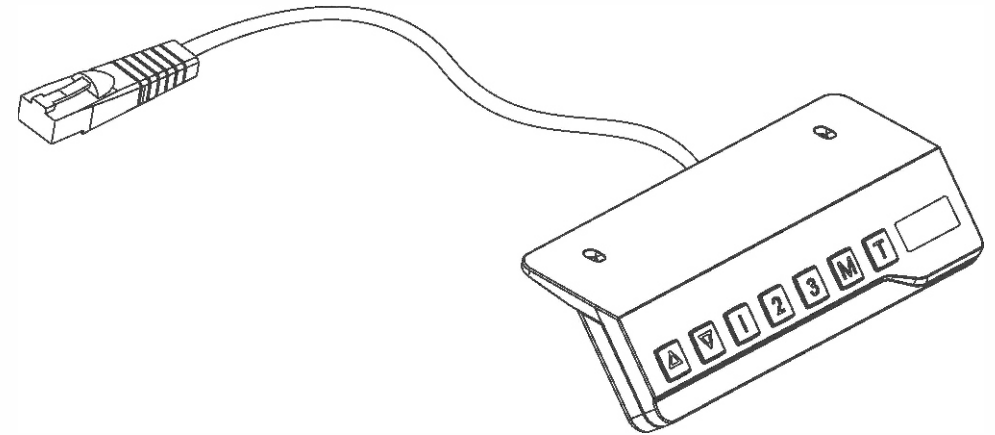
### 3. Overcurrent Protection

In addition, an over-current protection mode has been also programmed in this system. When the electricity is over rated specification, the system will enter this mode. The desk will lower approximately 30mm and stop with the height displayed if the mode activates. This is only an introduction of the function of the downward movement. No trouble shooting is required when this happens.



## DIGITAL CONTROL PANEL FOR ELECTRIC HEIGHT ADJUSTABLE DESK

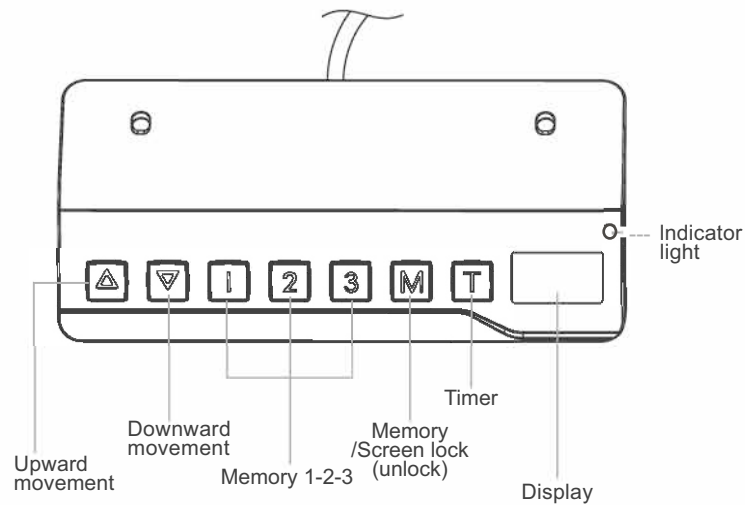
### INSTALLATION INSTRUCTION & USER GUIDE





# 1

## OPERATING CONTROL PANEL



### Operation Instruction:

**Height Adjustment:** Press and hold the up button to lift the desk. Press and hold the down button to lower the desk.

**Timer:** The timer is designed to inform users to stand up after a set period of time. Press the "T" button to set the period of time. The display will flash "0.5 h" for 0.5 hour. Each press of the "T" button leads to a 0.5 hour increment. The maximal setting of time is 2 hours. When the display stops flashing, then the period of time is successfully set and the indicator light on the top right of panel will be on. When the set time is up, the buzzer will beep to remind the users. The timer will turn off automatically after a long beep. To cancel the timing, press "T" button for 5 times until the display shows the current height and the indicator light is off.

**Memory Setting:** Adjust the desk to your desired position. Press the "M" button, then "S-" appears on the display. Press "1", "2" or "3". The memory is successfully set. You can store up to 3 heights by repeating the same process.

**Power-saving Mode:** When no actions are made for over 10 minutes, the system will enter power-saving mode. Press any buttons to enter operation mode.

**Measurement Switch (cm/inch):** Press "T" for 8s. The buzzer will beep twice. The measurement is changed from centimeter to inch. If you want to switch the measurement back to centimeter, also press the "T" for 8s.

**Reset Mode:** While the system is reconnected, press the down button until "RST" is displayed. Continue to press the button. The desk will move down and then raise a little bit. (Make sure you never release the button during the process.) After the movement stops, the system is successfully reset to the starting position.

# 2

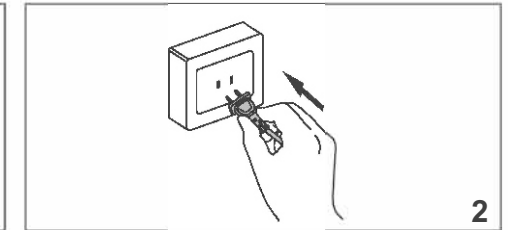
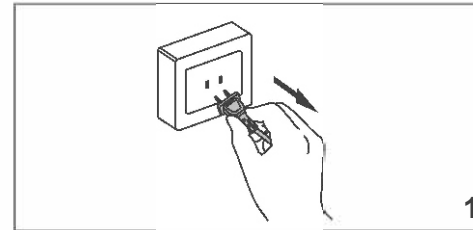
## TROUBLESHOOTING GUIDE

*This repair guide intends to help you identify and solve the minor problems caused by unusual operation of the electric system of our sit-stand desk. The simple procedures in this manual are easy to follow and capable of solving most of the problems in everyday use.*

If ER1/ER2/HOT/ER3/ER4/ER5 appear on the control panel, this is normally nothing to worry about, and usually is an indication that the system has experienced activity that is above rated specifications. Simply follow the steps below, most errors can be solved. If the problems aren't solved, please contact your point of purchase to replace components.

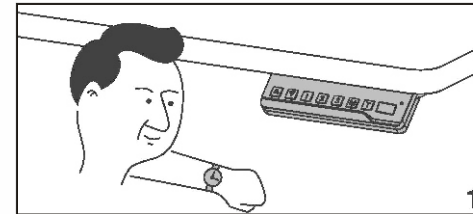
### 1.ER1 Troubleshooting

Step 1: Check if the desk is overloaded. If so, remove the items on the desktop and disconnect the power. If not, only disconnect the power. Step 2: Wait for 10s then reconnect the cord.



### 2.ER2/HOT Troubleshooting

Step 1: The system has experienced above-normal temperature, allow your desk to cool down and remain idle for approximately 20 minutes. Never turn off the power during the process.



### 3.ER3/ER4/ER5 Troubleshooting

Step 1: The system has experienced unusual electrical problems. Firstly, disconnect the motor cords and power.

Step 2: Wait for 10s then reconnect the cords.

Step 3: Press and hold the down button until the image appears, continue to press the button. The desk will move down and then raise a little bit. (Make sure you never release the button during the process.)

Step 4: Release the button after the movement stops.

