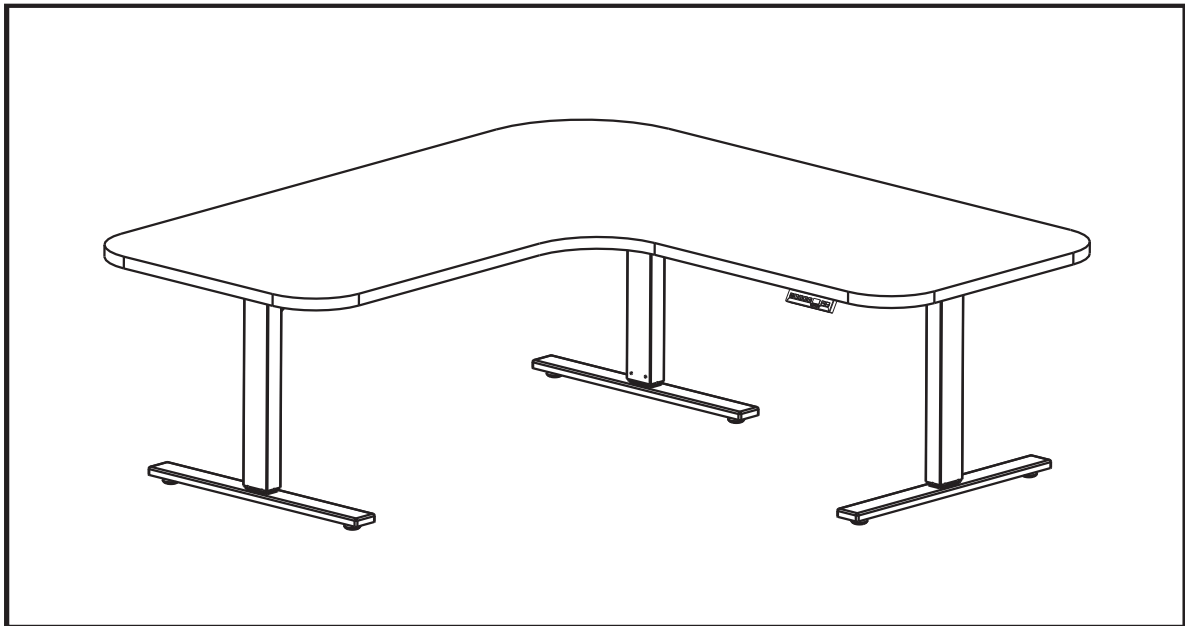




Electric Height Adjustable Desk 3-Leg

User Guide



Distributed in Canada by:
Micwil Group of Companies Ltd.
The Micwil Building
102 Wheeler Street
Saskatoon SK S7P 0A9
Email: sales@micwil.com



CAUTION

MAKE SURE NO OBSTACLES ARE IN THE DESK'S PATH AND ALL CORDS ARE OF APPROPRIATE LENGTH FOR DESK TRAVEL. 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.

IMPORTANT:

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

TABLE OF CONTENTS	PAGE
1. SAFETY AND WARNINGS	2
2. USAGE	2
3. SETUP AND INSTALLATION	2
4. PARTS LIST	3
5. ASSEMBLY INSTRUCTIONS	4
6. TECHNICAL SPECIFICATIONS	8
7. TROUBLESHOOTING GUIDE	8

1. SAFETY AND WARNINGS

- 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 accounted for when operating the desk. Monitors, computers, speakers, anything with a cord that is not long enough for the desk's range of motion could be pulled down or have its wires broken. Items pulled off the desk may cause other items to fall.
- Please provide this operation to any users, installers, or support personnel operating the product.

2. USAGE

This height adjustable desk has electric motors 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. SETUP AND INSTALLATION

Once the desk has been assembled, adjust the feet so that the desk is level and does not shift its position. After this, connect the desk to the 110v or 220v outlet and the desk is ready for use.

Check that no cables can get jammed.

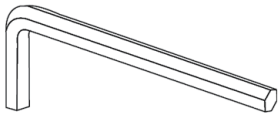
Choose a placement for the desk that's a safe distance from window frames, radiators, furniture etc. so that people do not get stuck or trapped by the desk.

Do not place any objects that are taller than 50cm(20") underneath the desk.

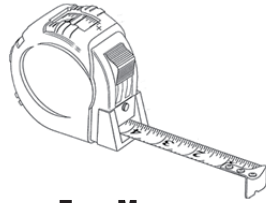
After it has been assembled, when moving the desk, DO NOT lift the desk by the desktop. Lifting this way can stress the fasteners connecting the desk base to the desktop. Lower the desk completely and lift the desk by grabbing the top of the desk base or by removing the desktop first.

4. PARTS LIST

Tools Required



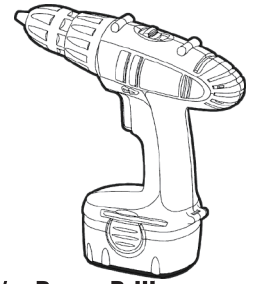
Allen Wrench (included)



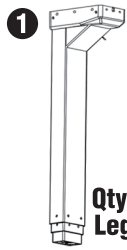
Tape Measure



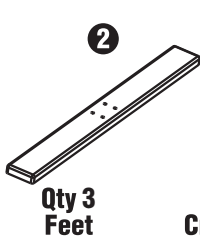
Philips Head Screwdriver, and/or Power Drill



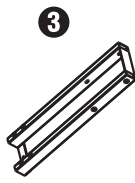
Components



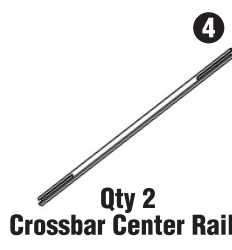
Qty 3
Legs



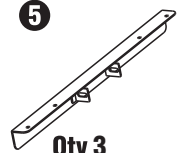
Qty 3
Feet



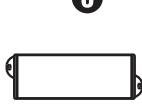
Qty 3
Crossbar End



Qty 2
Crossbar Center Rails



Qty 3
Side Brackets



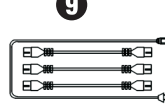
Qty 1
Control Box



Qty 1
Handset



Qty 6
Leveling Studs



Qty 4
Wires
Qty 1 power cord
Qty 3 connecting cables

Hardware



Qty 24
M6x12
Machine Screws



Qty 8
M8x6
Grub screws

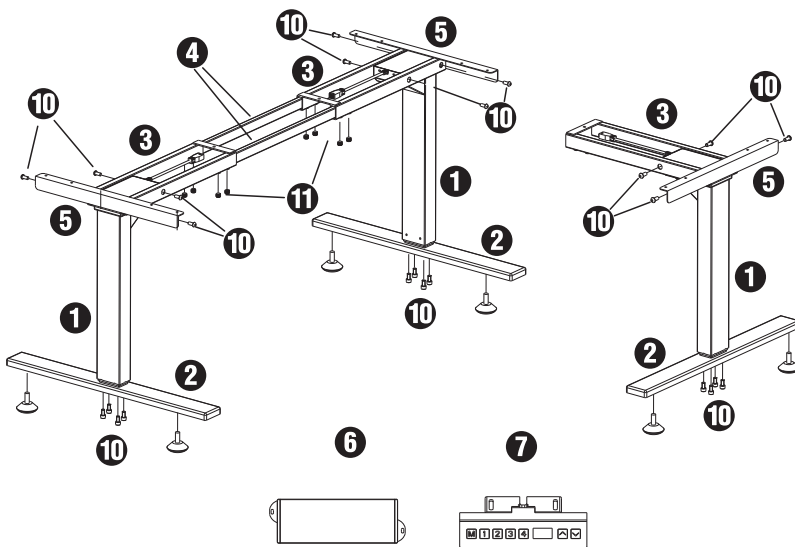


Qty 19
M-5x20
Pan Head
Screws



Qty 10
Cable Clips

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.



Part #	Description	Qty
1	Leg	3
2	Foot	3
3	Crossbar End	3
4	Crossbar Center Rail	2
5	Side Bracket	3
6	Control Box	1
7	Handset	1
8	Leveling Studs	6
9	Wires (Power & Connector wires)	4
10	M6x12 Machine Screw	24
11	M8x6 Grub screw	8
12	M-5x20 Pan Head Screw	19
13	Cable Clips	10

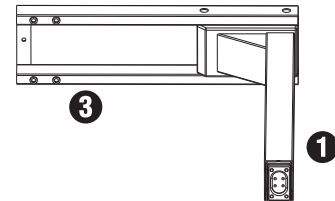
5. ASSEMBLY INSTRUCTIONS

A. First, Lay out all components and hardware to ensure that you have all the parts listed on the components list. Then Slide Crossbar Center Rails (Part #4) out of Crossbar Ends (Part #3).



This will end up being the top side of the desk.

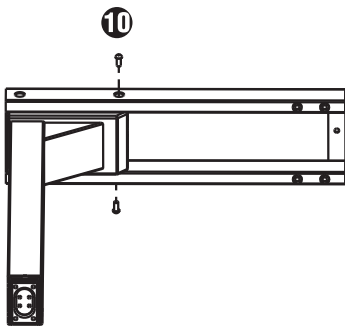
Turn Legs (Part #1) and Crossbar Ends (Part #3) on their sides.



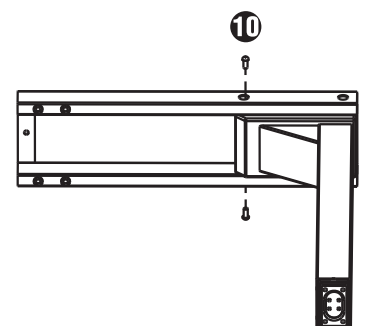
Line up the holes on each Leg (Part #1) with the holes on each Crossbar End (Part #3).

B. **IMPORTANT! DO NOT TIGHTEN SCREWS IN THIS STEP, ONLY INSERT THEM AND ROTATE 3 TIMES. YOU WILL TIGHTEN IN STEP D.**

Insert qty 2 Machine Screws (Part #10) through the 2 holes of each Crossbar End (Part #3) going into the Leg (Part #1). Using the Allen Wrench, rotate each screw ONLY 3 times. Do the same for the third leg as well.



Do not tighten machine screws yet, only rotate each 3 times.

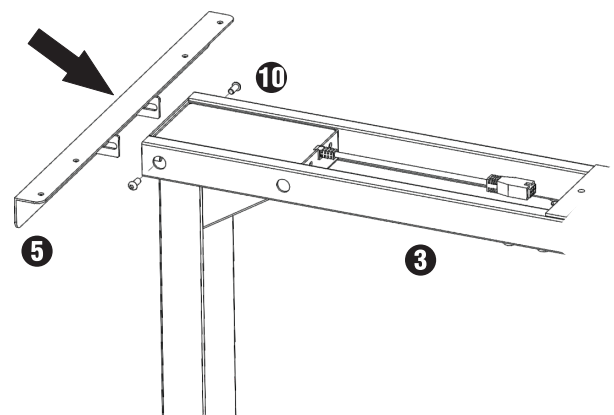


If you drop a screw inside the Crossbar End, simply tilt to retrieve the screw.

C. **IMPORTANT! DO NOT TIGHTEN SCREWS IN THIS STEP, ONLY INSERT THEM AND ROTATE 3 TIMES. YOU WILL TIGHTEN IN STEP D.**

Line up the 2 holes on the Side Brackets (Part #5) with the Crossbar End and Leg assembly from the previous step.

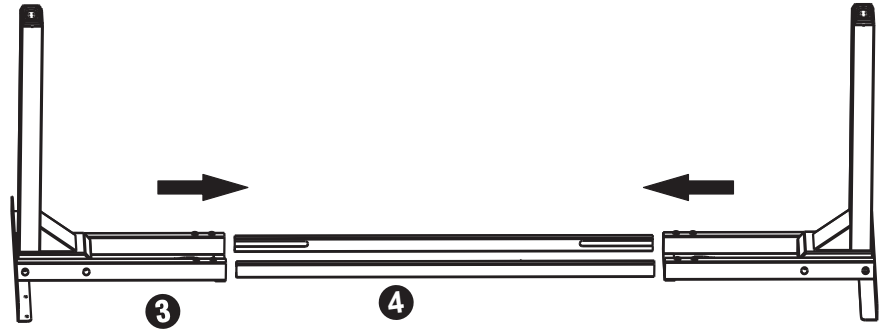
Insert qty 2 Machine Screws (Part #10) through the 2 holes of the Side Bracket (Part #5) going into the Crossbar End/Leg Assembly. Using the Allen Wrench, rotate each screw ONLY 3 times.



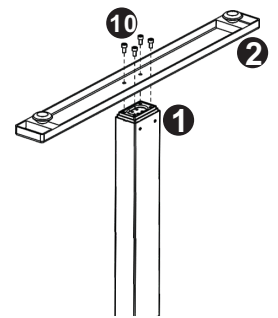
If you are having trouble getting all the screws started, it is because other screws are too tight. You'll need to back out some screws in order to loosen the tolerance of the screw holes.

D. Once all of these screws have been started, you can now tighten the qty 6 Machine Screws (Part #10) from Step C and the qty 6 Machine Screws (Part #10) described in Step B (12 screws in total).

E. The Crossbar Center Rails (Part #4) are optional. They provide more stability but if not needed they can be skipped during installation or removed later. Slide Crossbar Center Rails (Part #4) back into Crossbar Ends (Part #3). Ensure the slots of the Crossbar Center Rails are facing inward.



F. Attach each Foot (Part #2) with qty 4 Machine Screws (Part #10) and tighten bolts in a cross pattern.




G. Your desktop may or may not be pre-drilled. Please check both sides of the desktop before placing the desk base on it for pre-drilling! Carefully place the upside down desk base on the underside of the desktop.

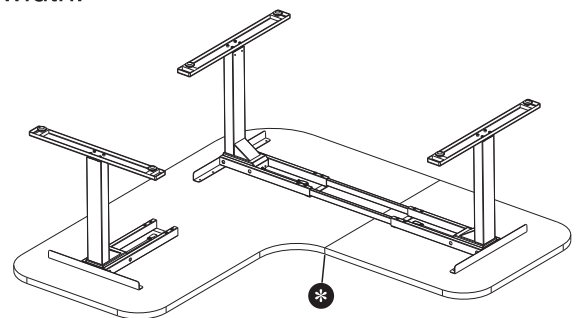
Note: minimum top size: 110cm(43")wide x 60cm(24")deep

Adjust the width of the base to fit the desktop by sliding the two halves outward. 101cm(40") to 174 cm(68.5") max.

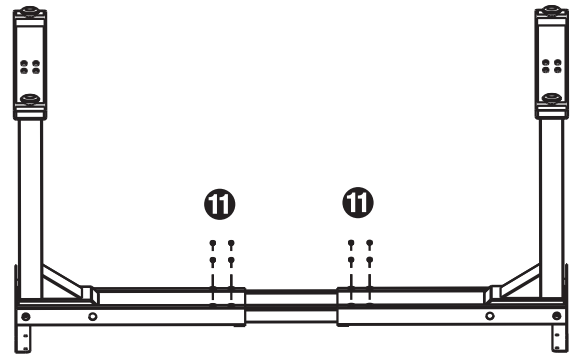
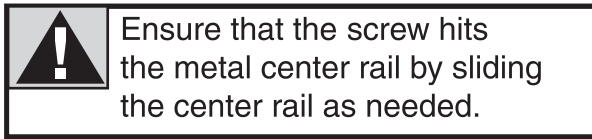
Place the base where you want it. Some will want the frame to be all the way to the edge of the desk. We recommend leaving at least 5cm(2") of desktop width (on each side) protruding beyond the frame width. Do the same for the third leg as well.

* If your desktop has an extension piece, orient the desk base so that the two legs connected by the cross-bar are attached to both pieces of the desktop.

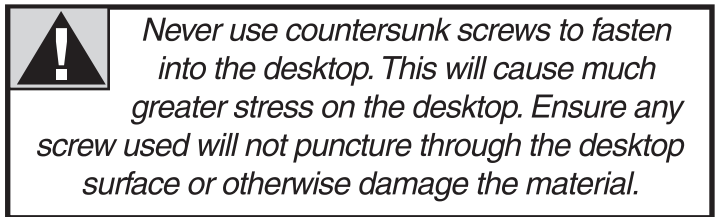
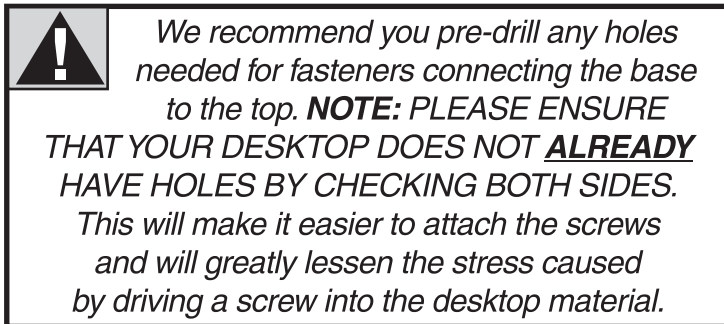
 Center the frame by using the desktop edge as a reference. Measure to the metal brace. Do not use the screw holes as a point of reference.



H. Secure the Center Rails at both ends using qty 8 Grub Screws (Part #11), qty 4 per side.



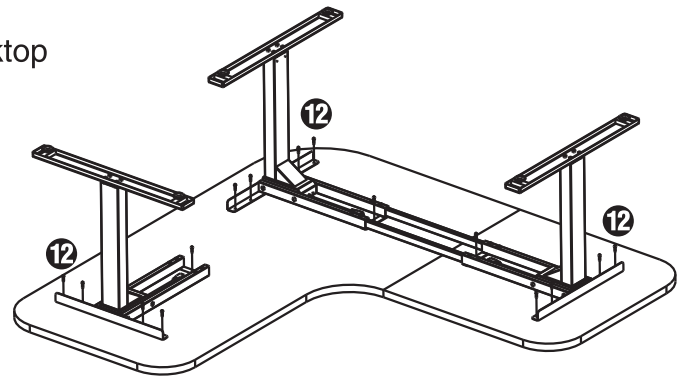
I. Double-check that the base is centered on the underside of the desktop and is located where you want it. Also, double-check that the included wood screws are not too long for your desktop and won't puncture the surface when screwed all the way in.



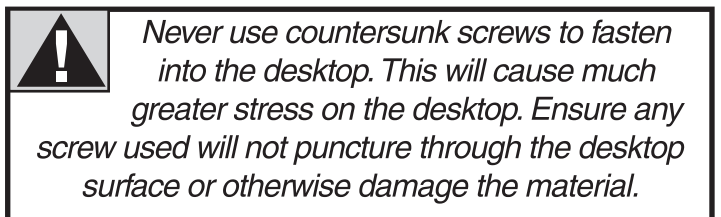
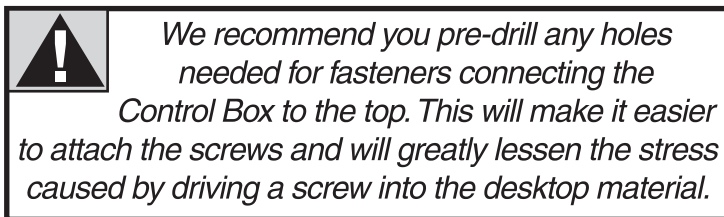
Now, proceed with securing the desk base to the desktop using qty 15 of the Pan Head Screws (Part #12).

Install as follows:

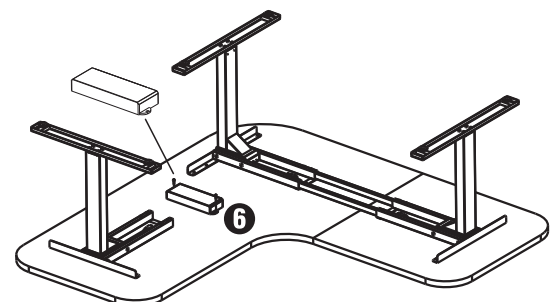
- 4 per Side Bracket (left)
- 4 per Side Bracket (right)
- 4 per Side Bracket (1-leg assembly)
- 1 per Crossbar End (left)
- 1 per Crossbar End (right)
- 1 per Crossbar End (1-leg assembly)



J. **IN THIS FOLLOWING STEP, DO NOT OVERTIGHTEN SCREWS. OVER TIGHTENING COULD CAUSE THE PLASTIC ON THE COMPONENTS TO BREAK.**



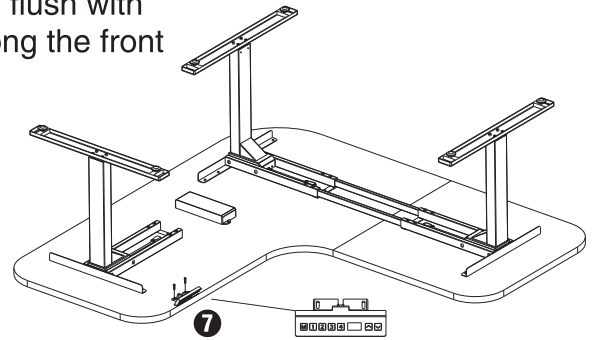
Use qty 2 of the Pan Head Screws (Part#12) to attach the Control Box (Part #6). Ensure enough clearance at the wire ports for cable connections.



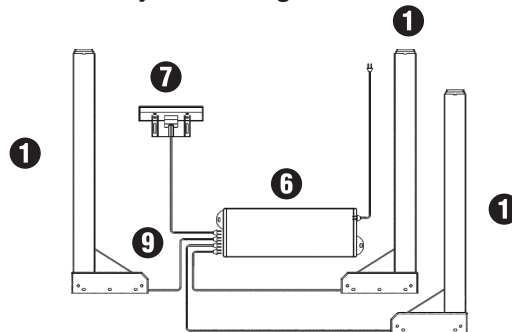
K. IN THIS FOLLOWING STEP, DO NOT OVERTIGHTEN SCREWS. OVER TIGHTENING COULD CAUSE THE PLASTIC ON THE COMPONENTS TO BREAK.

Place the Handset (Part #7) so the front of the Handset runs flush with the desktop edge. The Handset can be placed anywhere along the front edge of the desk, but we recommend placing it near the side so it doesn't interfere with your chair or legs when seated.

Use qty 2 of the Pan Head Screws (Part #12) to attach the Handset (Part #7) to the desktop.



L. Connect the Wires as per the diagram below. Use the adhesive-backed Cable Clips (Part #13) to secure the Connecting Wires, so they don't sag.



M. Turn the assembled desk right-side-up. With two people, grab the desk by the base (not the desktop) and turn the desk right-side up. Adjust the Leveling Studs on the Feet (Part #2) as needed.



MAKE SURE NO OBSTACLES ARE IN THE DESK'S PATH. MAKE SURE ALL CORDS ARE OF A LENGTH THAT WILL ACCOMMODATE THE CHANGE IN HEIGHT.

N. Plug the Power Cord into a 110v or 220v outlet.

IMPORTANT!

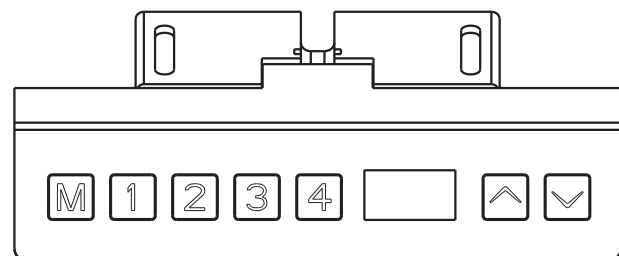
You must RESET the desk prior to use:

Press and hold the DOWN button on the Handset (Part #7) until the desk reaches its lowest height. Release the DOWN button. Press and hold the DOWN button again for about 10 seconds until the desk lowers a little bit more, slightly rises and stops. Release the DOWN button.

Your desk is now ready to use.

To program up to four presets:

Use the up/down buttons to find a desired height, then press "M" followed by a number 1 – 4.



7

6. TECHNICAL SPECIFICATIONS

Height Range	60cm(24") – 125cm (50")
Base Width	101cm (40") min 174cm (68.5") max
Travel Speed	38mm (1.5") per second
Weight Capacity	150kg (330 lbs).
Duty Cycle	10%, Max. 2 mins on, 18 mins off
	4 Memory presets Soft Start/Stop Adjustable leveling studs

7. TROUBLESHOOTING

--Reset Instructions--

If experiencing error messages showing on the Handset or no response when trying to raise or lower:


- Unplug the power cord and hold the down button key for 20 seconds.
- Plug the power cord back in.
- Press and hold the DOWN button on the handset (Part #7) until the desk reaches its lowest height. Release the DOWN button. Press and hold the DOWN button again for about 10 seconds until the desk lowers a little bit more, slightly rises and stops. Release the DOWN button. Your desk is now ready to use.
- The Handset will then display the current height, and you should be able to operate it now.
- You may need to do this if the desk is ever unplugged or loses power.


If the handset displays “Er1” or “Er2”, confirm that all wired connections are secure (legs to cables, cables to control box). Then perform the reset procedure above. If the error message persists after the reset procedure or if the height between the legs exceeds 5cm (1.5 inches) stop the reset procedure and contact us or local distributors.


Distributed in Canada by: Micwil Group of Companies Ltd.
The Micwil Building, 102 Wheeler Street, Saskatoon SK S7P 0A9
Email: sales@micwil.com


If the handset displays “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 levelers at the bottom of the foot.

 In the event of a power outage or if the power cord is unplugged, a manual reset may be necessary (see Reset Instructions above)

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

 Keep Children away from electric height-adjustable desks, control units and handsets. There is a risk of injury and electric shock

 Do not open any of the components: lifting columns, control box, or handset. There is a danger of electric shock

 Keep all electrical components away from liquids

