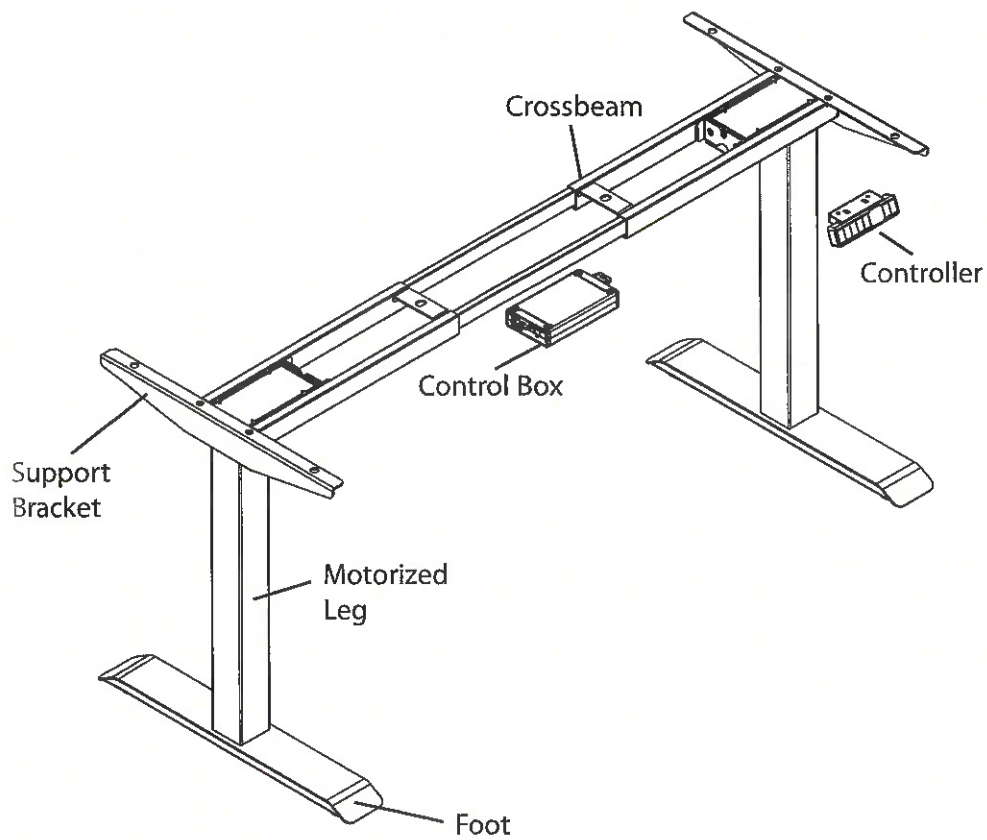























## Assembly and Operation Instructions

### Metal Base for Height Adjustable Desk

OFD-CI2ELBASE-A-BS  
OFD-CI2ELBASE-A-BLK  
OFD-CI2ELBASE-A-WH



## COMPONENTS AND TOOLS

REFERENCE	TYPE	QUANTITY	ITEM
<b><u>PIECES</u></b>			
A	M6*10 screw	8	
B	M6*12 screw	12	
C	M8*16 screw	8	
D	ST4.8*19 self-tapping screw	2	
E	ST3.5*19 self-tapping screw	2	
F	ST4.8*25 self-tapping screw	6	
G	Plastic Pad(6 attached + 2 extra)	8	
H	Rubber Cushion(6 attached + 2 extra)	8	
<b><u>PARTS</u></b>			
	Control Box	1	
	Controller	1	
	Power Cord	1	
	Crossbeam	1	
	Motorized Leg	2	
	Support Bracket	2	
	Foot	2	
	Cable Cover	1	
<b><u>TOOLS</u></b>			
	4mm Allen Key	1	
	5mm Allen Key	1	
	Adhesive Cable Ties	5	
	Drill/Driver	Not Included	

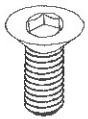
## ASSEMBLY INSTRUCTIONS

(2 people recommended)

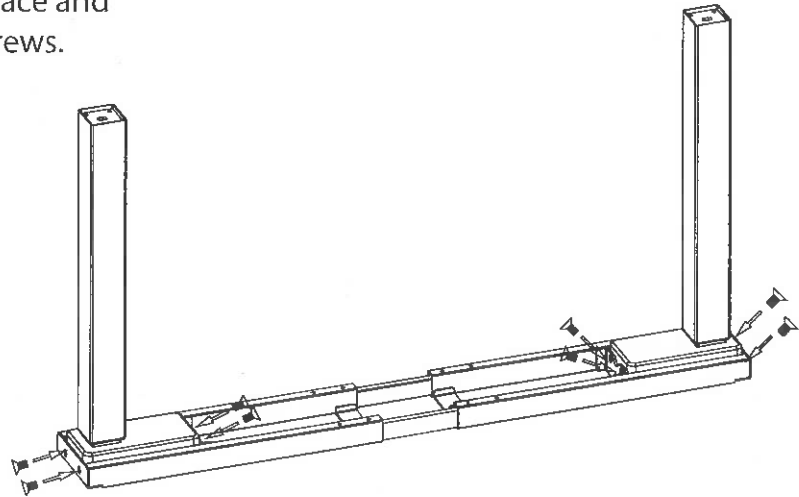
### STEP 1:

Place Crossbeam on stable surface and attach each leg using (8) x B screws.  
(4 screws for each leg)

Tool Required:  
4mm Allen Key



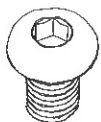
B Screws



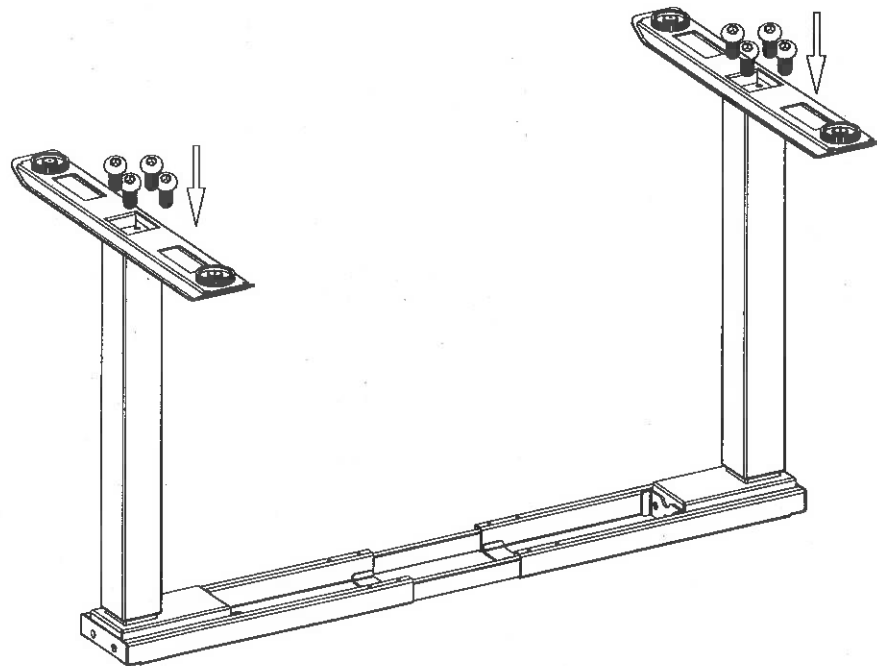
### STEP 2:

Attach each foot to each leg using (8) x C screws.  
(4 screws for each foot)

Tool Required:  
5mm Allen Key



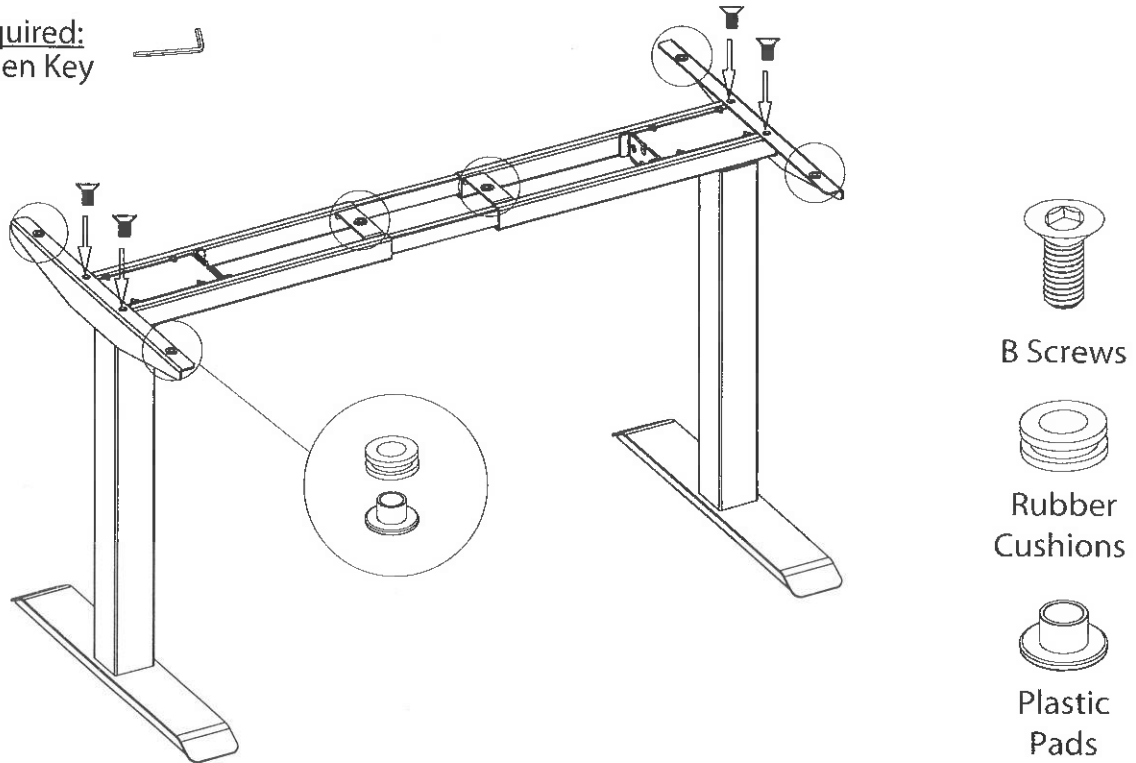
C Screws



**STEP 3:**

Turn frame over and attach both support brackets using (4) x B screws. Make sure (2) rubber cushions and (2) plastic pads on each support bracket and (2) of each at crossbeam have been placed ready as shown in image. (6 rubber cushions and 6 plastic pads total)

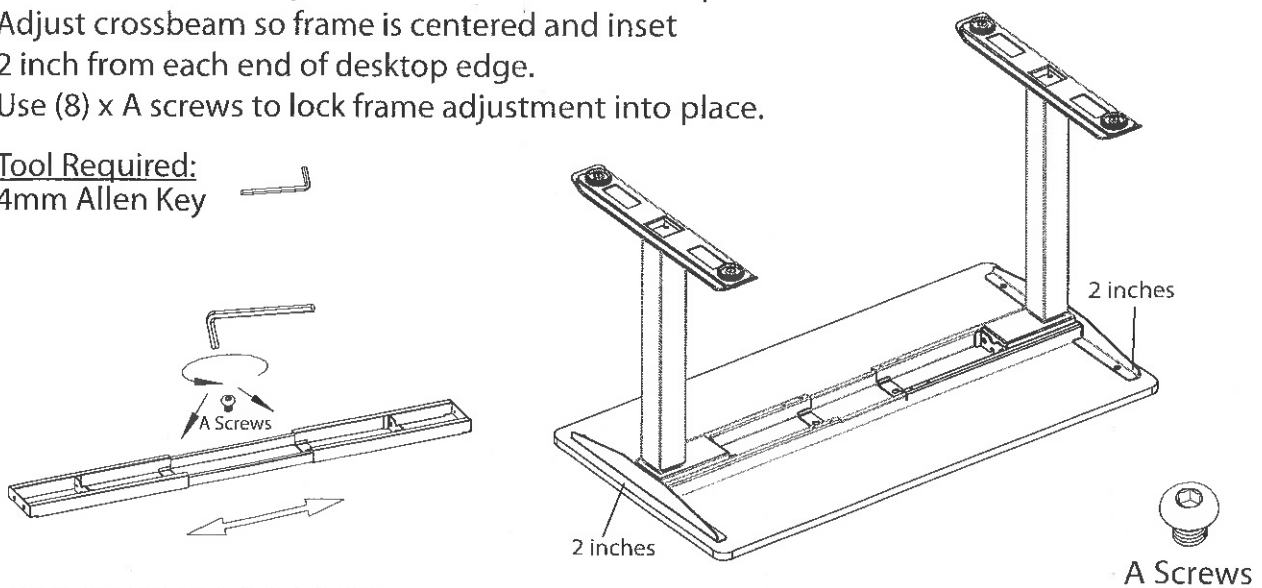
Tool Required:  
4mm Allen Key



**STEP 4:**

Turn frame over and place on underside of desktop. Adjust crossbeam so frame is centered and inset 2 inch from each end of desktop edge. Use (8) x A screws to lock frame adjustment into place.

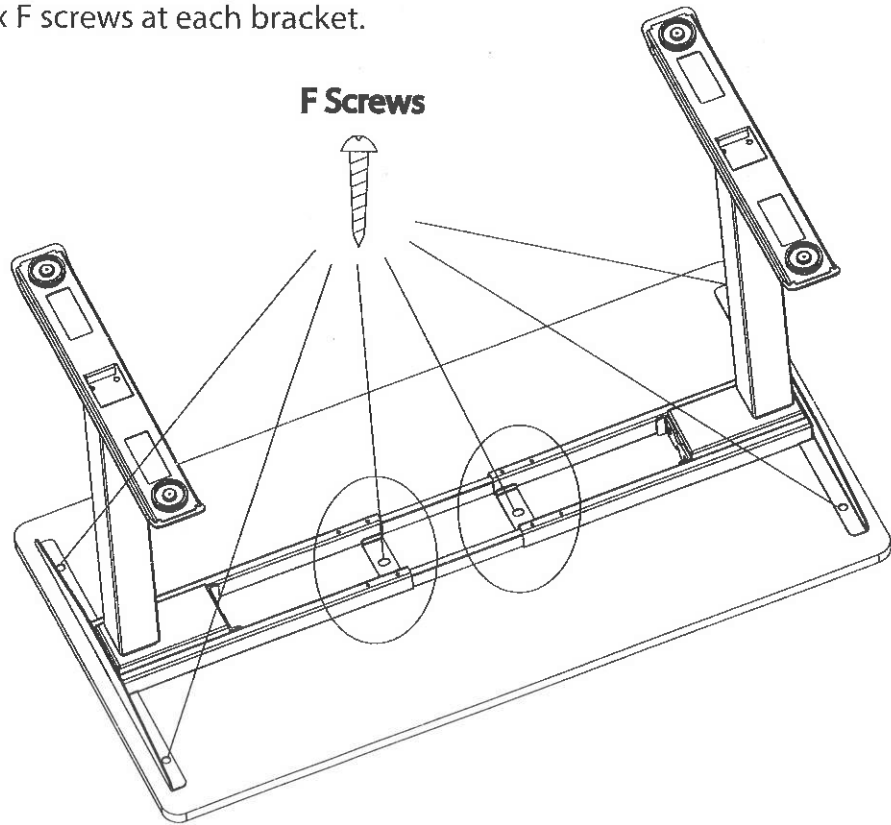
Tool Required:  
4mm Allen Key



**STEP 5:**

Secure frame to desktop using (2) x F screws at crossbeam and (2) x F screws at each bracket. (6 screws total)

Tool Required:  
Drill/Driver



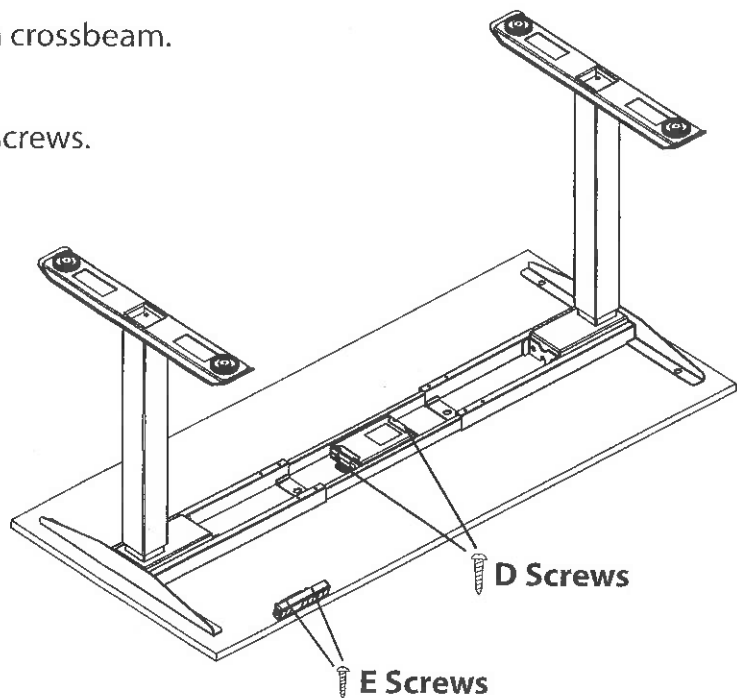
F Screws

**STEP 6:**

A. Place the control box between crossbeam. Attach using (2) x D screws.

B. Attach controller using (2) x E screws.

Tool Required:  
Drill/Driver



D Screws

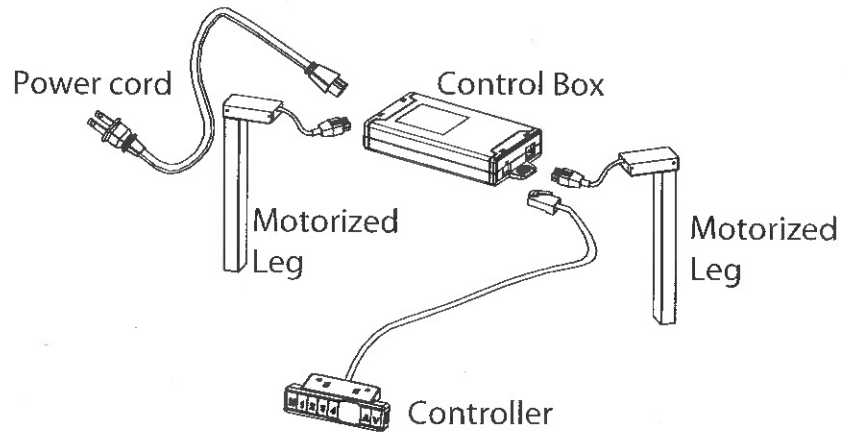


E Screws

**STEP 7:**

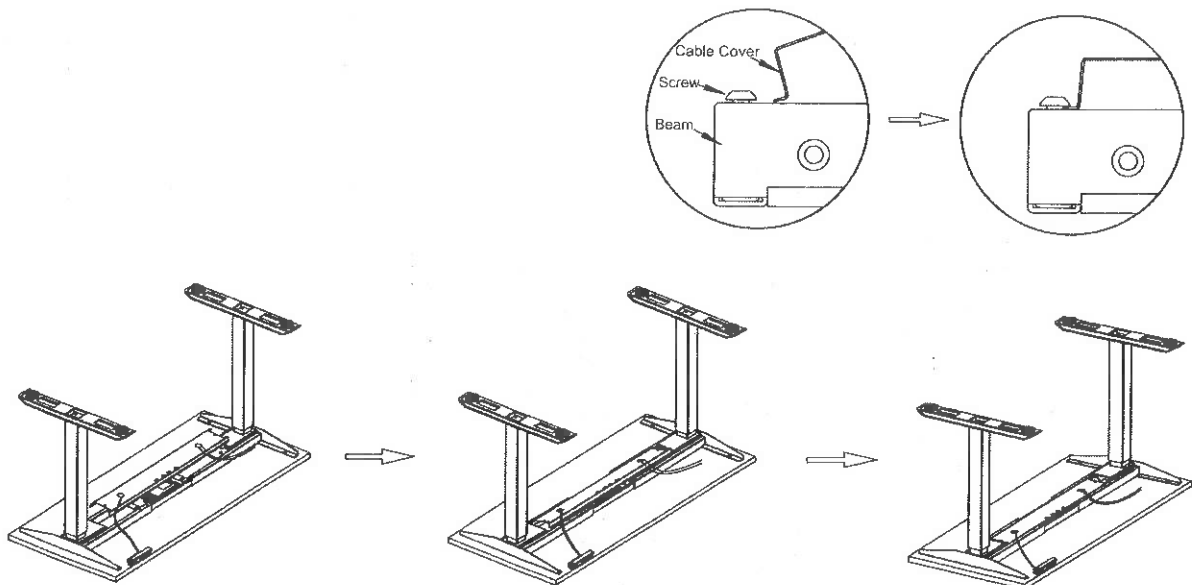
Ensure cables are routed through cable hole in Cable Cover prior to connecting to control box. Refer to desk diagram in STEP 8 for visual reference.

Connect the cables from the controller and each of the leg motors to their prots on the control box.



**STEP 8:**

Attach cable cover to the crossbar by pressing the lip of the cable cover under cross screws as shown (one side at a time) and press to connect.



### **STEP 9:**

With the assistance of a helper, turn the table upright and place it in its final position.

— **Important:** There must be one inch of clearance on all sides of the worksurface (and other moving parts) to ensure free, unobstructed movement.

If necessary, adjust the leveling glides on the feet to level the worksurface.

Plug the power cord into an AC outlet.

Re-activate the motors. See Step 10 below.

**Note:** Whenever the unit is unplugged or the power is cut, the motors must be re-activated.

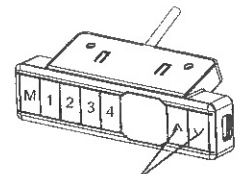
### **STEP 10:**

Once your desk is fully assembled, you will then need to activate the motors using a quick sequence on the handset. Please refer to the following steps below to activate your desk.

#### **Activating and Troubleshooting:**

The process for activating your memory keypad can also be used to reset your desk and fix most issues:

1. Begin by pressing and holding the "up" and "down" buttons at the same time.
2. Continue to hold as the frame lowers itself all the way down (if extended). The display will then flash "E00" followed to the lowest height. You will hear a slight beep sound followed by a brief flash on the display.
3. Press the "up" button once to engage the motors - your desk should be activated and ready to go.



Press and hold both buttons to activate motors

#### **Note:**

If initialization is interrupted by releasing buttons prematurely, the display will continue to show "E00". Repeat STEP 9 if this happens or the desk does not operate.

#### **Anti-Collision Capability:**

Your desk is equipped with an Anti-Collision Sensor to ensure safety during operation. If your desk encounters an obstacle while raising or lowering or if the user taps the tabletop edge, it will stop lifting/lowering and move in the opposite direction. When this happens, the display will show "E03" or "E04". If the control box is not installed properly, the display will show "E04". In any of these cases, please remove obstacles or check the control box installation to ensure that the anti-collision sensor system is working properly.

**(OPTIONAL)STEP 11:**

***Setting the Memory Presets:***

To preset a specific height(s), press and hold the "M" button until the display flashes, then select the number you would like to associate with that height. Your handset will remember the exact height for each designated number even if power is lost.

**(OPTIONAL)STEP 12:**

***Setting from inches to centimeters:***

1. Press buttons "1", "2" and "M" at the same time for five seconds. Letters "C-1" should appear.
2. Press the "1" button and you'll see "C" displayed. Your handset is now in centimeters.

***Revert back to inches from centimeters:***

1. Repeat above step 1.
2. Press button "2" complete inch system set.