



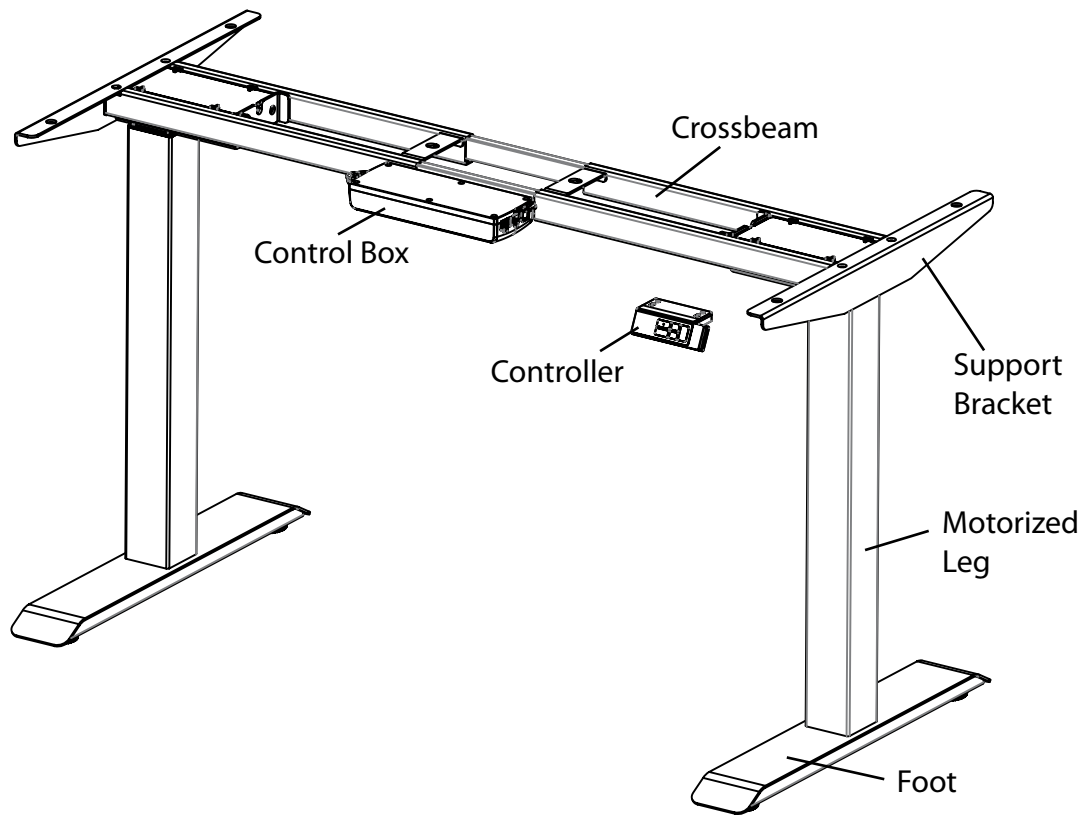
Assembly and Operation Instructions

Metal Base for Height Adjustable Desk



















OFD-CI2ELBASE-A-BS#

OFD-CI2ELBASE-A-WH*

OFD-CI2ELBASE-A-BLK*



COMPONENTS AND TOOLS

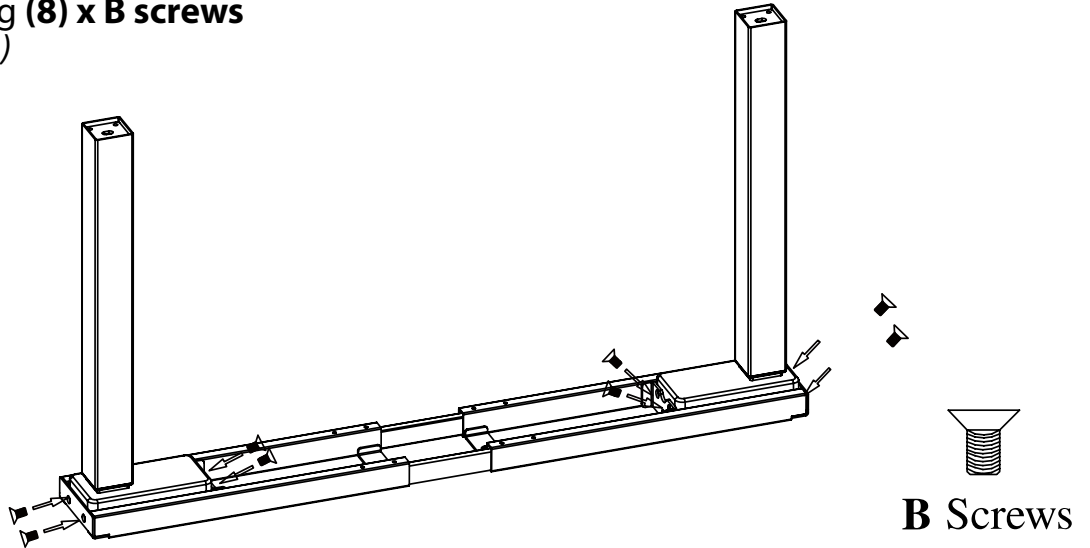
REFERENCE	TYPE	QUANTITY	ITEM
<u>PIECES</u>			
A	M6*10 screw	8	
B	M6*12 screw	12	
C	M8*16 screw	8	
D	ST4.8*19 self-tapping screw	2	
E	ST3.5*19 self-tapping screw	2	
F	ST4.8*25 self-tapping screw	6	
G	Plastic Pad	6	
H	Rubber Cushion	6	
<u>PARTS</u>			
	Control Box	1	
	Controller	1	
	Power Cord	1	
	Crossbeam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

ASSEMBLY INSTRUCTIONS

STEP 1:

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

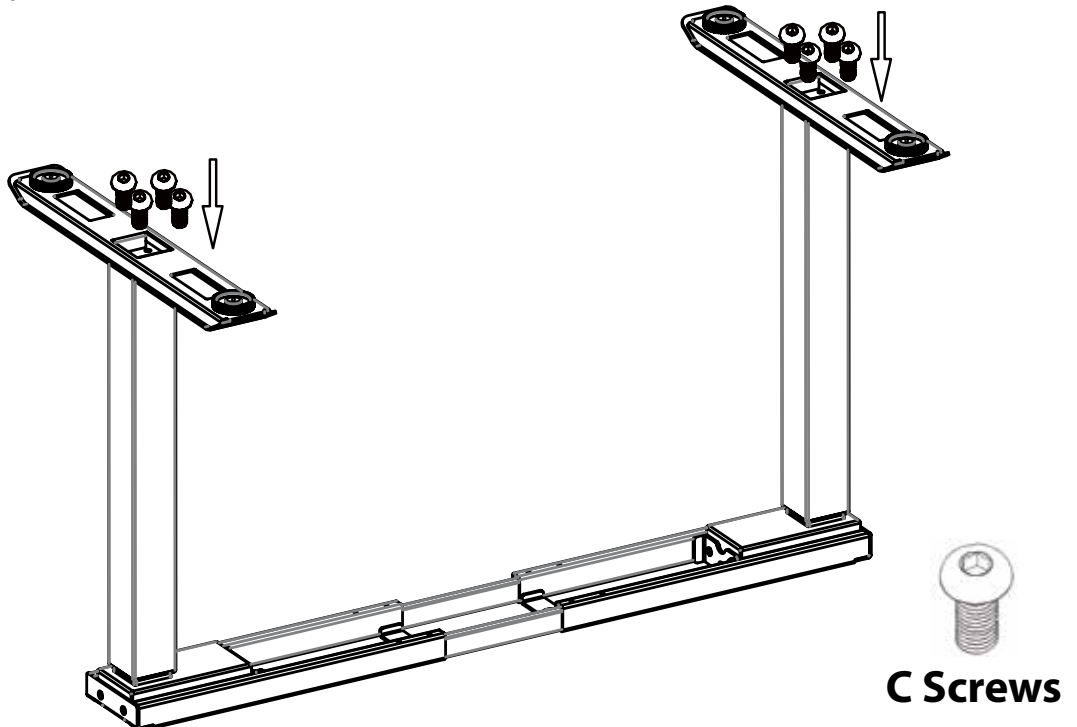
Tool Required:
4mm Allen Key 7



STEP 2:

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

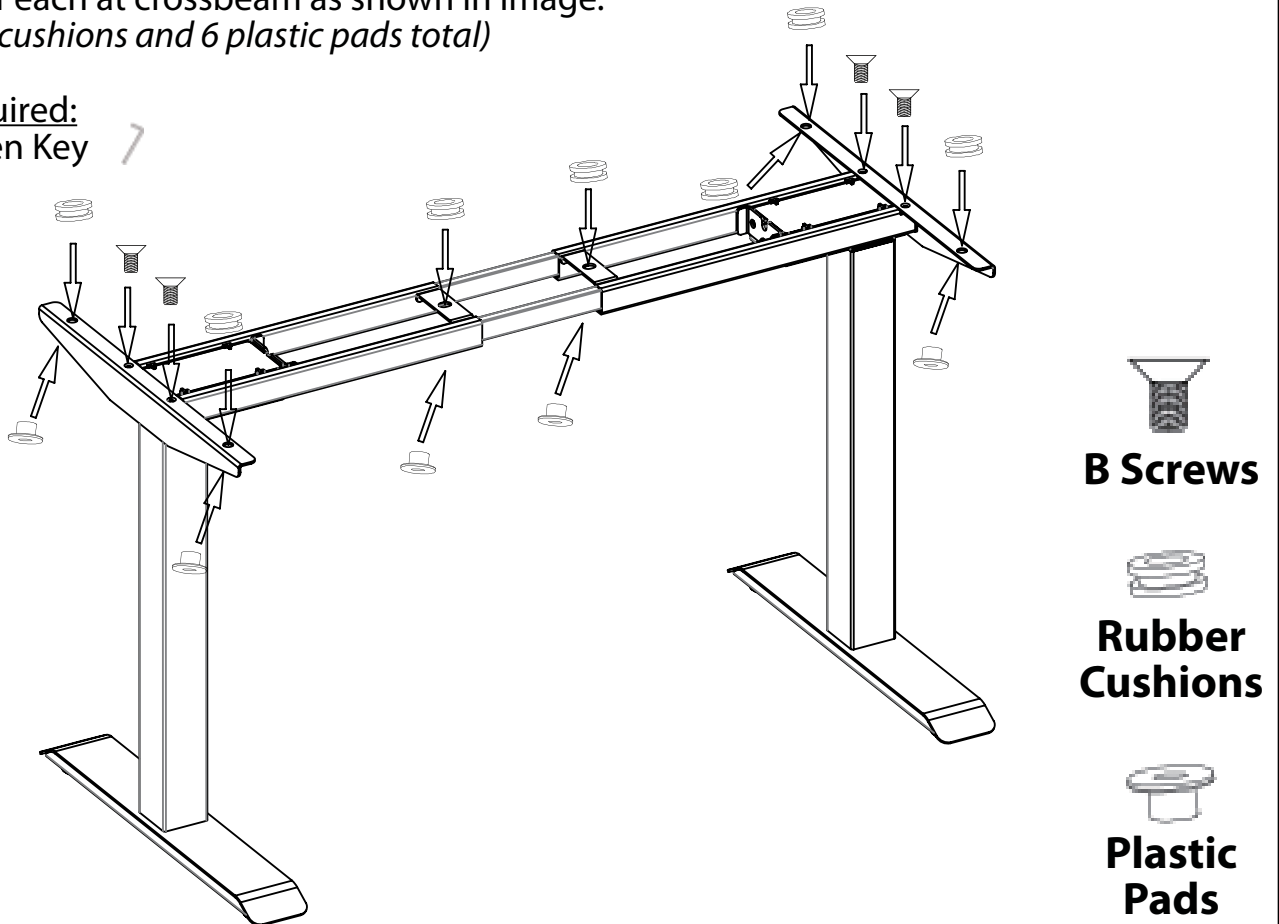
Tool Required:
5mm Allen Key 7



STEP 3:

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

Tool Required:
4mm Allen Key



Clarification for attaching rubber cushions and plastic pads to support bracket:

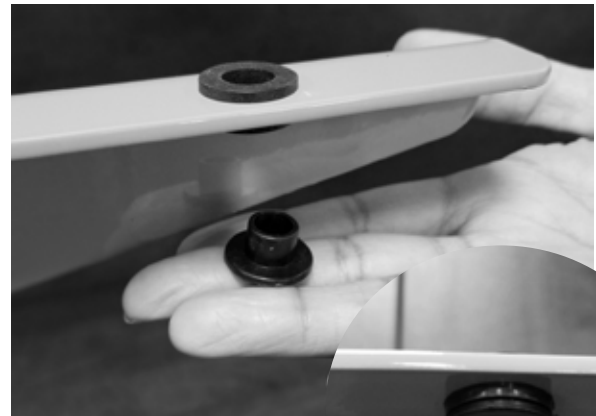
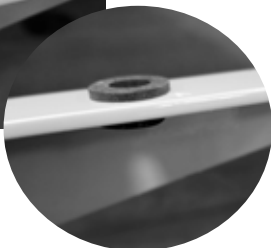
Step 3b:

Insert Plastic Pad on **underside**
VERY IMPORTANT

Plastic Pad must be inserted on the same side F Screw will be inserted



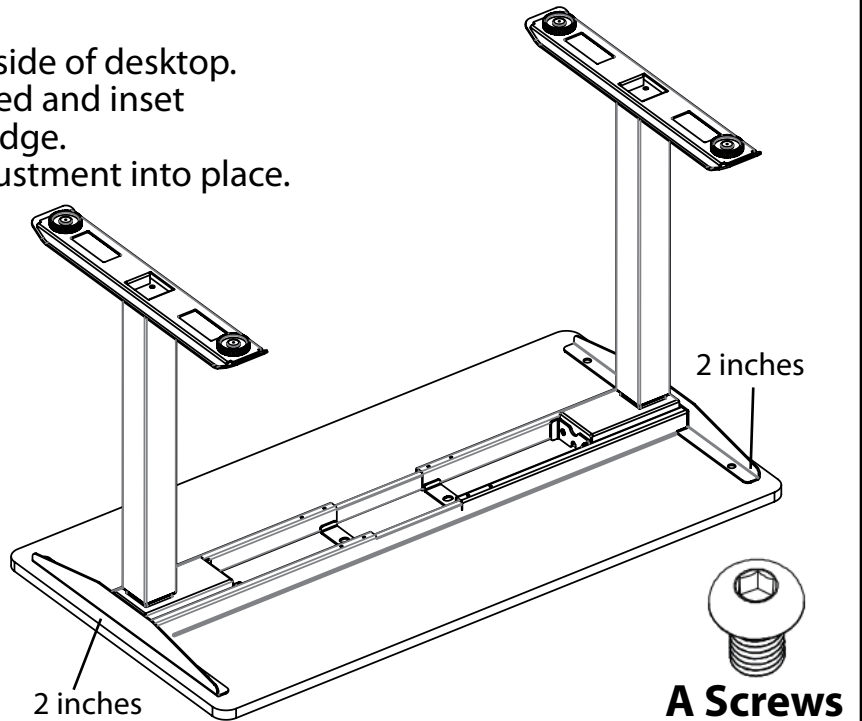
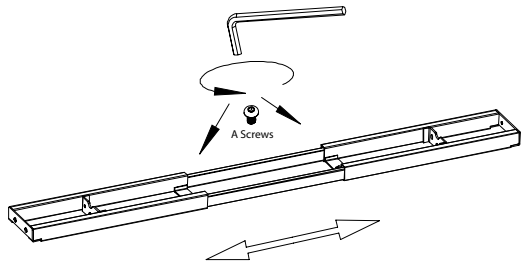
Step 3a:
Insert Rubber Cushion



STEP 4:

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

Tool Required:
4mm Allen Key



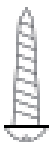
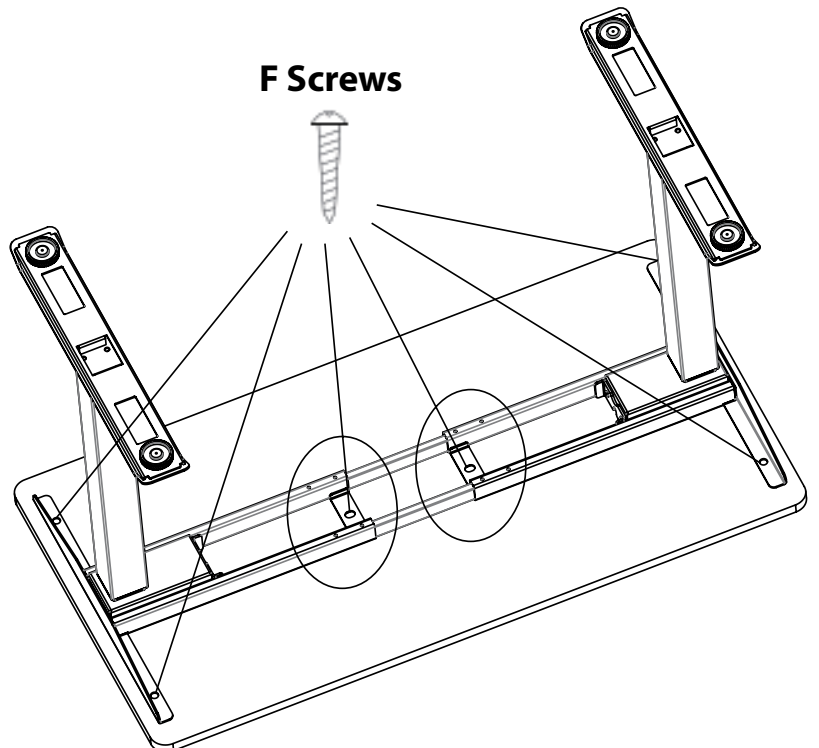
STEP 5:

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



VERY IMPORTANT

***F Screw must be inserted on the
same side as the Plastic Pad***



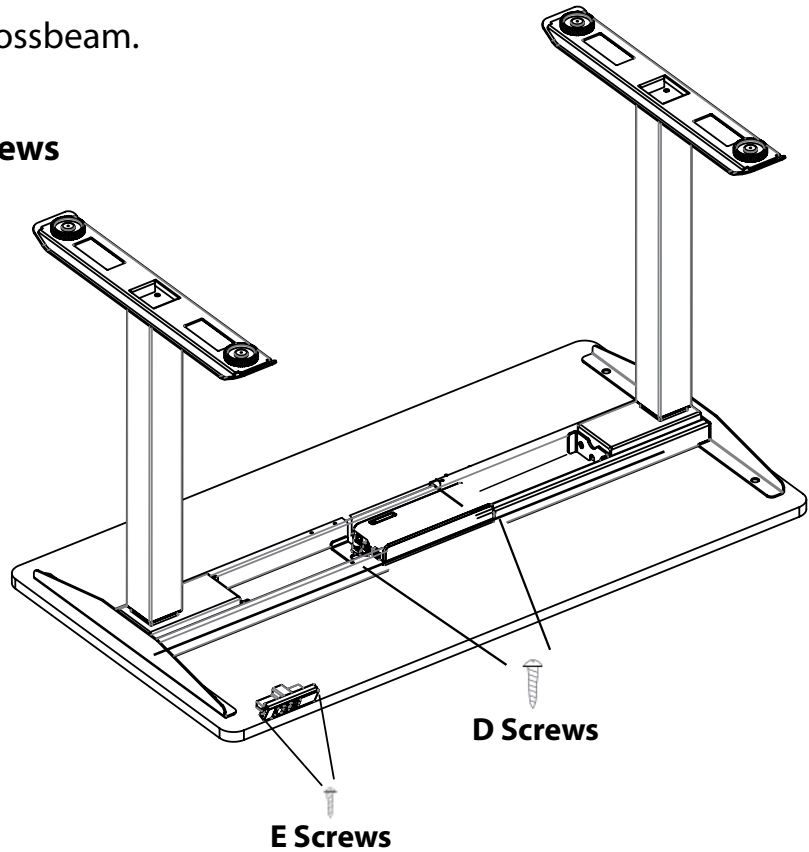
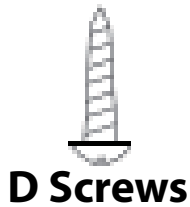
F Screws

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

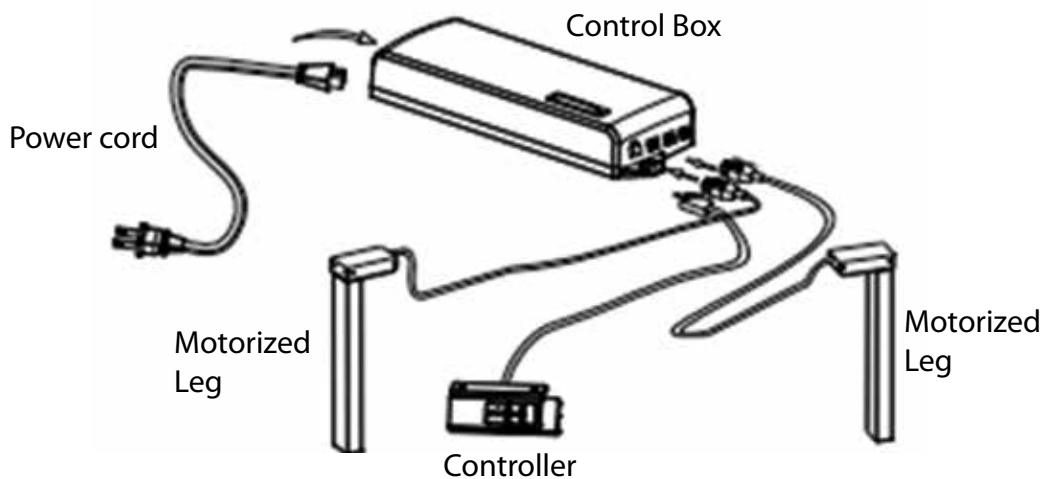


STEP 7:

Return desk to upright position. *(2 people recommended)*

Connect power cord, controller cable, and each of the motorized leg cables to the control box.

Please see the steps for System Initialization on next page to complete set up.



SYSTEM INITIALIZATION

After assembly of desk is complete, it is necessary to reset or initialize the motor system.



STEP 1:

Plug the power cord into an outlet or power strip. *(Display will flash)*

STEP 2:

Press and **continue holding** both the **up** (\wedge) and **down** (\vee) buttons simultaneously until the desk is at its lowest point, *the display will flash "E00" followed by a beep and the display will then show the lowest height. (The buttons can now be released)*

NOTE:

If initialization is interrupted by releasing buttons prematurely *(display will read "E00")* and/or if desk does not begin moving, repeat step 2.

STEP 3:

Press the **up** (\wedge) button to raise the desk to the highest position. *(Now release the button)*

STEP 4:

Press the **down** (\vee) button to lower the desk to the lowest position. *(Now release the button)*

(The system has now been successfully initialized and synced)

INSTALACION DE CONTROL DE MESA Y SINCRONIZACION

DESPUES DE COMPLETAR EL ENSAMBLAJE ES NECESARIO REINICIAR O INICIALIZAR EL SISTEMA DEL MOTOR, POFAVOR DE SEGUIR LOS SIGUIENTES PASOS:

PASO 1:

Conecte el cable de corriente en el enchufe. *(la pantalla va a prender)*

PASO 2:

Presione los botones de (\wedge) arriba y (\vee) abajo al mismo tiempo hasta que las patas de las columna esten en su punto mas bajo y continúe presionando los botones hasta que *la pantalla ensene "E00". Luego sonara un pitido y la pantalla mostrara el numero de la medida mas baja, despues de haber echo esto suelta los botones.*

NOTA:

Si la inicializacion se interrumpe al soltar los botones prematuramente la pantalla mostrara "E00" o si no se mueve, repita el paso dos.

PASO 3:

Presione el boton de arriba (\wedge) para elevar la mesa ala posicion mas alta, despues he haber echo esto suelta el boton.

PASO 4:

Presione el boton de abajo (\vee) para elevar la mesa ala posicion mas baja, despues he haber echo esto suelta el boton.

(El sistema se ha inicializado y sincronizado con exito)

HEIGHT ADJUSTABLE BASE **OPERATION GUIDE**



METRIC OR IMPERIAL HEIGHT SETTING:

The controller can show either Metric (cm) or Imperial (in) height.

STEP 1:

Press the **(1) (2) (3)** buttons simultaneously for 5 seconds until “C-I” appears on the display.
Now Release the buttons.

STEP 2:

Press the **(1)** button to show Metric height or press the **(2)** button for the Imperial mode.

(The height setting is now complete.)

SETTING THE MEMORY FUNCTION:

STEP 1:

Use the up (Λ) and down (∨) buttons to reach the desired height of the desk.

STEP 2:

Press and hold the up (Λ) and **(1)** button until display reads “P1”.
(Position 1 is now memorized.)

*Follow the same procedure for memory preset 2 and 3 by pressing the up (Λ) and **(2)** or **(3)** button for the 2nd and 3rd memory positions.*

(Display will read “P2” and “P3” when the 2nd and 3rd positions have been memorized)

(Memorized positions will remain even if power is lost.)

NORMAL OPERATION:

Raise or lower the desk by pressing and holding the up (Λ) or down (∨) button on the Controller until the desired height is reached.

USB Function: Connect desired USB compatible device to USB port to charge.

NOTES:

*Keep base away from water and corrosion-resistant gas.

*Use this base with actual technical parameters.

*Please contact Office Furniture Distributors with any problems or issues at:
cs@ofdist.com or 972-386-5200/Toll Free: 866-648-3635