



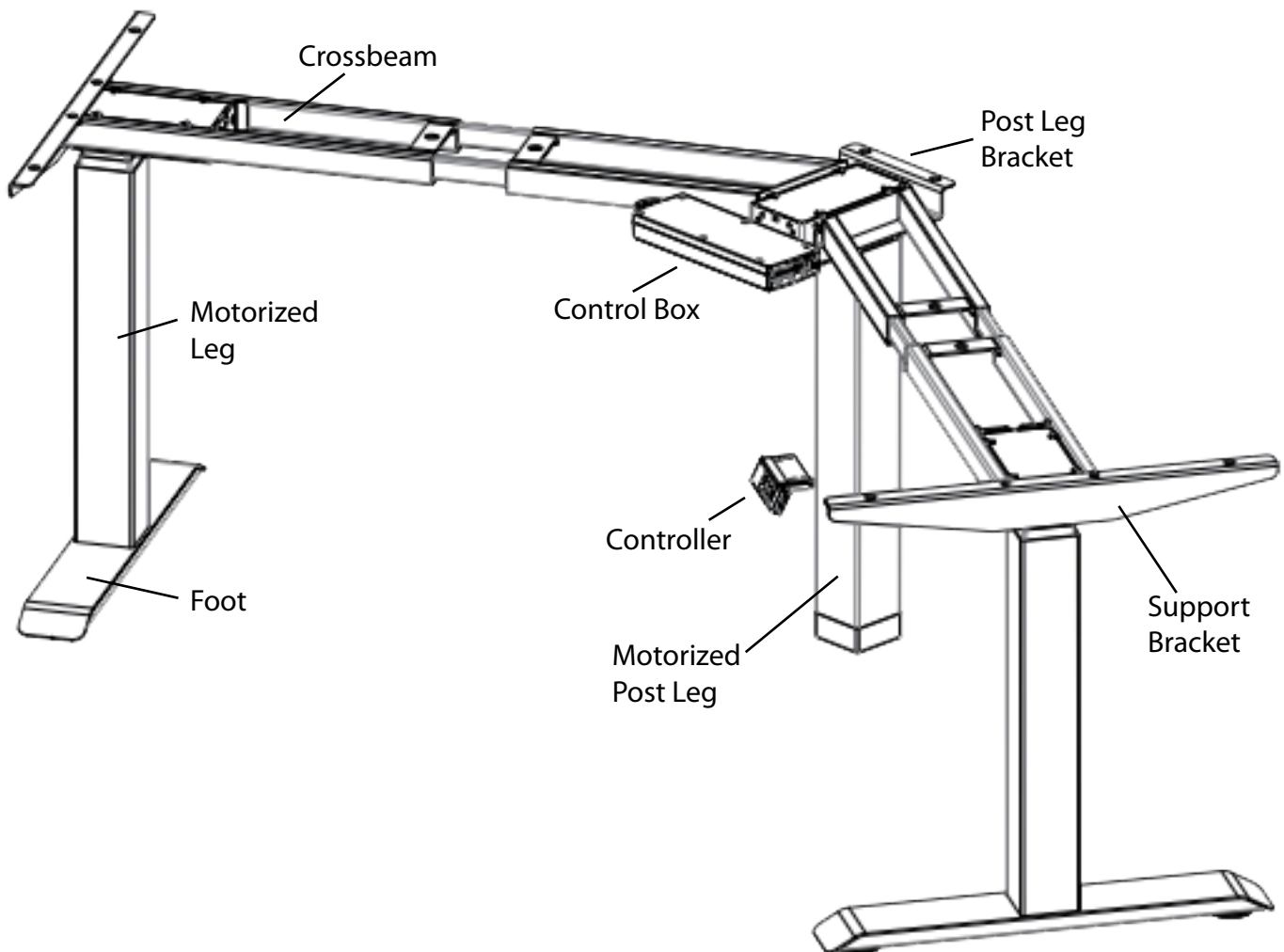
Assembly and Operation Instructions

Metal Base for Height Adjustable Desk



















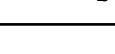



OFD-CI3ELBASE-120-BS

OFD-CI3ELBASE-120-WH

OFD-CI3ELBASE-120-BLK



COMPONENTS AND TOOLS

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

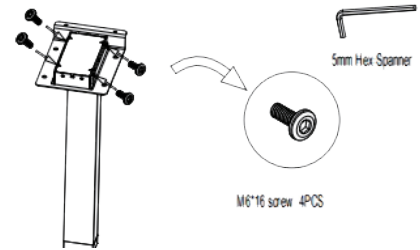
ASSEMBLY INSTRUCTIONS

(2 people recommended)

STEP 1:

Attach post leg bracket to the post leg using **(4) x E screws**

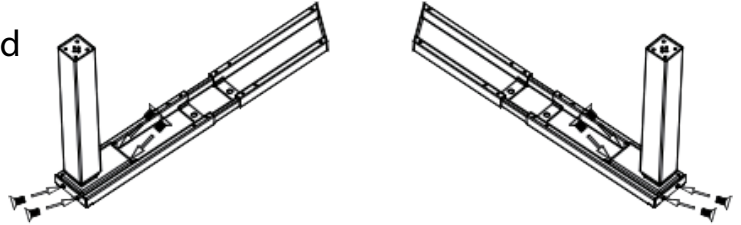
Tool Required:
5mm Allen Key



STEP 2:

Place (2) x crossbeams on stable surface and attach each leg using **(8) x B screws**
(4 screws for each leg)

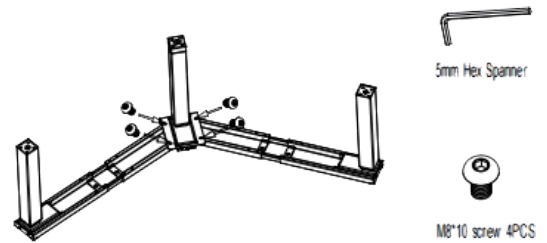
Tool Required:
4mm Allen Key



STEP 3:

Attach post leg to each crossbeam using **(4) x D screws**

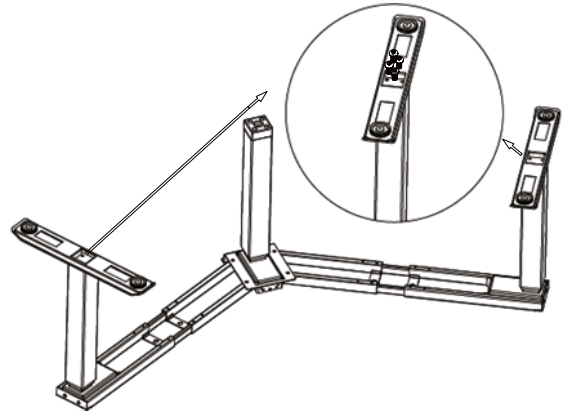
Tool Required:
5mm Allen Key



STEP 4:

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

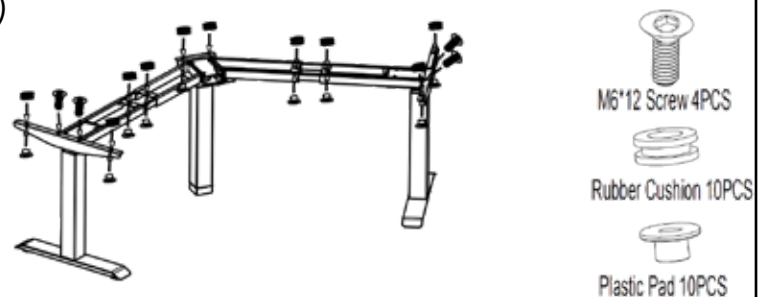
Tool Required:
5mm Allen Key



STEP 5:

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 each crossbeam and **(2)** of each at post leg bracket as shown in image.
(10 rubber cushions and 10 plastic pads total)

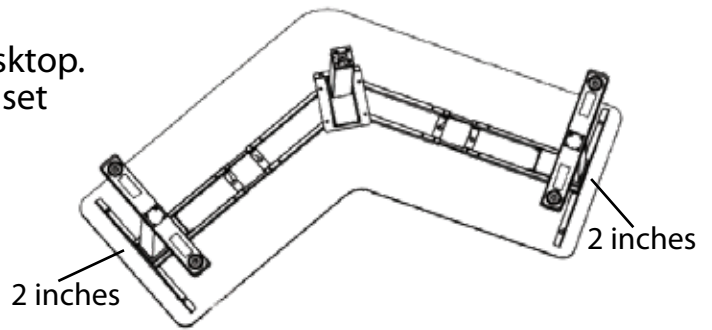
Tool Required:
4mm Allen Key



STEP 6:

Turn frame over and place on underside of desktop.
Adjust crossbeams so frame is centered and inset
2 inches from each end of desktop edge.
Use 2 x(8) x A screws to lock frame
adjustment into place. (16 screws total)

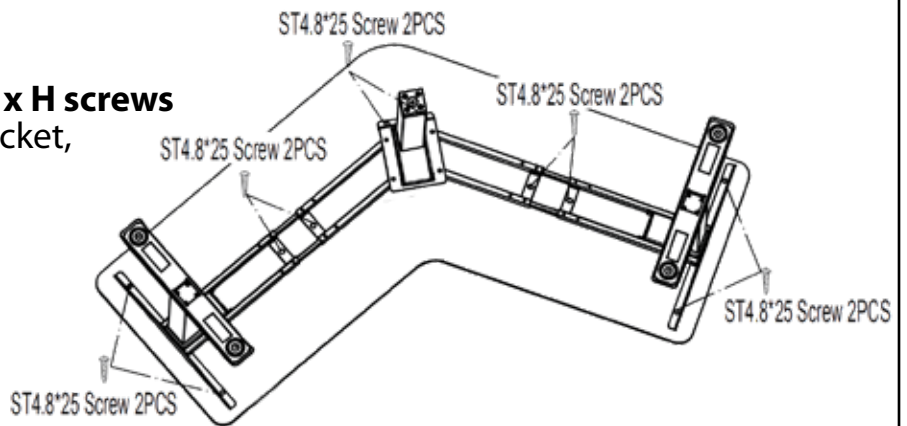
Tool Required:
4mm Allen Key 7



STEP 7:

Secure frame to desktop using (2) x H screws
at each crossbeam, (2) at each bracket,
and (2) at post leg bracket.
(10 screws total)

Tool Required:
Drill/Driver

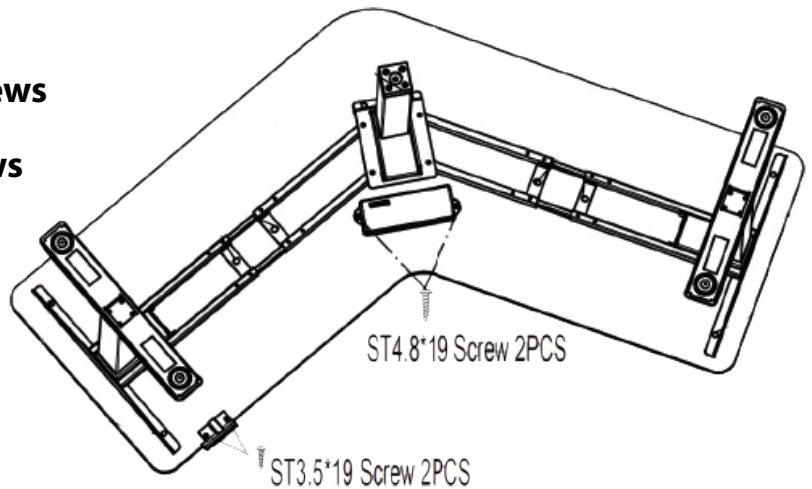


STEP 8:

A. Attach control box using (2) x F screws

B. Attach controller using (2) x G screws

Tool Required:
Drill/Driver

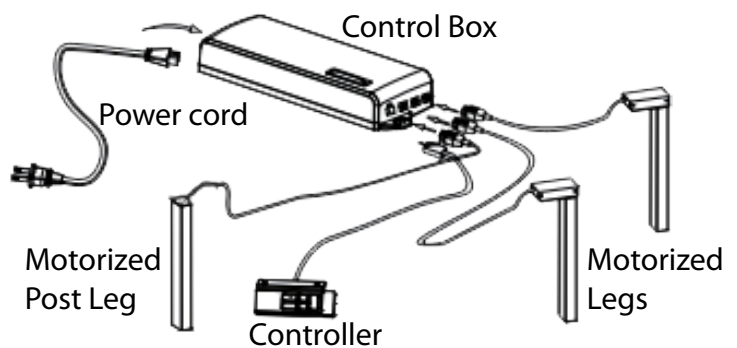


STEP 9:

Return desk to upright position.

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** (Λ) and **down** (∇) buttons simultaneously until the desk is at its lowest point, *the display will flash "000" 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 "000")* and/or if desk does not begin moving, repeat step 2.

STEP 3:

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

STEP 4:

Press the **down** (∇) 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 (Λ) arriba y (∇) 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 "000". 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 "000" o si no se mueve, repita el paso dos.

PASO 3:

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

PASO 4:

Presione el boton de abajo (∇) 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