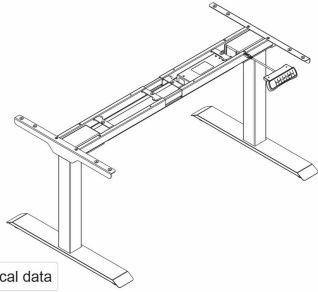


**Item No.: ET223-BLACK**

Installation guide



Technical data

Column Stage	3
Max. Weight Capacity	125KG
Height Range	580-1230mm
Width Range	1100-1900mm

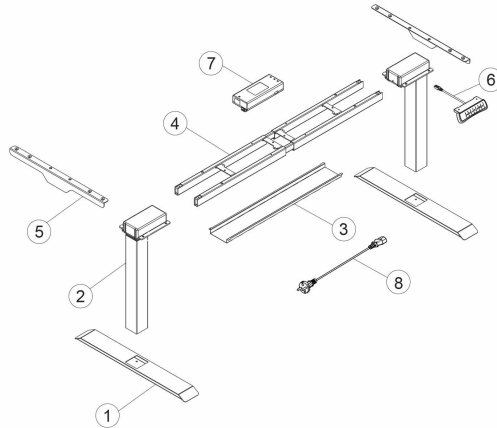
Accessory list

Attention: The drawings below are for guidance only and they may differ slightly from the product and fittings received. Please contact our customer service department should you have any queries.

No.	Image	Spec	Qty
A		M6	4
B		M6	4
C		M6	8
D		M6	12
E		S14.2	16
F		Allen Key 4x4mm	1

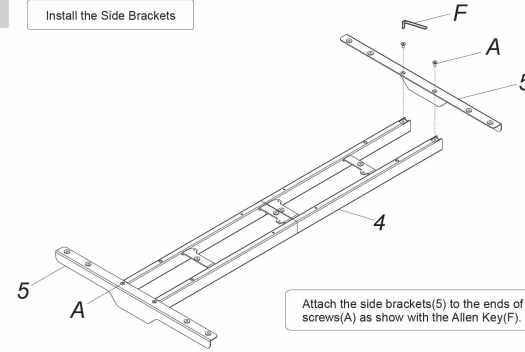
Component list

No.	Part	Qty	No.	Part	Qty
①	Feet	2	②	Lifting Column	2
③	Cable Management Tray	1	④	Supporting Beam	1
⑤	Side Bracket	2	⑥	Hand Switch (Option)	1
⑦	Control Box	1	⑧	Power Plug	1



**STEP 1**

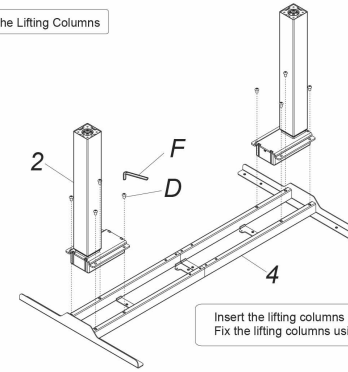
Install the Side Brackets



Attach the side brackets(5) to the ends of the supporting beam (4) using screws(A) as show with the Allen Key(F).

**STEP 2**

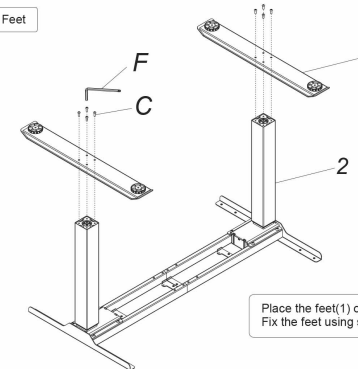
Install the Lifting Columns



Insert the lifting columns (2) into the ends of the supporting beam(4). Fix the lifting columns using screws(D) with the Allen Key(F).

**STEP 3**

Install the Feet



Place the feet(1) on the bottom of the lifting column(2). Fix the feet using screws(C) with Allen Key(F).

### STEP 4

**Install the Tabletop**

Center the top on the base and use the wood screws to drill the top into the base. There are no piloted holes for this step. The wood screws are self-drilling so you will be making your own holes.

**1**

**E** x12

The expansion distance of the supporting beam can be adjusted according to the actual use.

**2**

**F** x4

Loosen

Adjust

Tighten

**Attention:** When the supporting beam is greater than 1720mm, the installation method is as follows: Method 2 in Step 6.

**Method 2**

Install the cable management tray as Method 1, Step 6.

**B** x4

**D** x4

**F** x4

When the supporting beam stretches over 1720 mm, the cable management tray needs to be mounted on the middle of the supporting beam.

Do not stretch the support beam beyond this hole

### STEP 5

**Install the Control Panel and the Control Box**

**7**

**6**

Use the wood screws provided to attach handset/control panel in your preferred spot. There are no piloted holes for this step. The wood screws are self-drilling so you will be making your own holes.

**8**

Power port

Port for hand switch

Port for cable connected to the lifting column

HS M1 M2

### Common fault treatment

The following tips will help you detected and eliminate the common fault and error. If the fault you met is not listed below, please contact with your supplier. Only the manufacturer and professionals are capable for investigating and correcting those fault and error.

Fault phenomenon	Method
No response while long pressing down arrow after connected with a power supply	1. Check if all the cables be connected well 2. Contact your supplier or dealer
No response while pressing up arrow/ down arrow after connected with a power supply	1. Check if all the cables be connected well 2. Contact your supplier or dealer
Rising in a low speed	1. Check if overloaded, max loading: 125kg; 2. Contact your supplier or dealer
The motor not move as instructed	1. Contact your supplier or dealer
Go down but not go up	1. Reposition 2. Contact your supplier or dealer
Downward sliding	1. Check if overloaded, max loading: 125kg; 2. Contact your supplier or dealer
Frequently Reposition	1. Check if overloaded, max loading: 125kg; 2. Contact your supplier or dealer
Overwork (Duty cycle: Max 2min on/18min OFF)	1. Restart after suspend for 18mins while connecting with power; 2. Contact your supplier or dealer;
Not enough up/down height	1. Press "M" and "3" together for 3 seconds or more, after hearing continuous beeping for twice, it will restore factory settings. 2. Contact your supplier or dealer

**Attention**

- Power supply: AC100V-240V, 50/60Hz
- Service Environment: 0-40°C
- Unplug the power plug before cleaning, wipe the dust on surface with slight wet dishcloth when cleaning, be careful not to let the drops into the internal parts, not loose the connector.
- The electric box contains electronic components, metals, plastics, wires etc., so dispose of it in accordance with each country's environmental legislation, not the general household waste.
- Check carefully to ensure correct and complete assembly before using.
- Be familiar with all functions and program settings of the product before first use.
- Children are forbidden to play on the product because of unforeseen action when playing, so any dangerous consequences caused by this improper action will not be on.
- Slight noise caused by the V-ribbed belt or brake system due to structure will not have any effect on the use of the equipment.
- Corrosive or abrasive materials are forbidden to clean the equipment. Must ensure that the cleaner used will not pollute the environment.
- This appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge 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.
- If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or a similarly qualified person in order to avoid a hazard.
- Please make sure there is no hazard sources in your operating environment, e.g., do not litter the tools around. Always be careful to treat the packaging materials in order to avoid any possible danger, e.g. plastic bag may lead to choking hazard to children.
- Keep the original package of the equipment if necessary in case of the future use in transportation.

### STEP 6

**Install the Cable Management Tray**

**Method 1**

**B** x4

**F** x4

**3**

**B**

**4**

**1** Slide one side

**2** Buckle the other side

**3** Tighten

Firstly, rotate the screws (B) incompletely into the supporting beam (4) with Allen Key (F), which means do not tighten them. Next, slide one side of the cable management tray (3) into the screws (B), then the other side. Finally, tighten the screws (B) with Allen Key (F).

**Waste disposal**

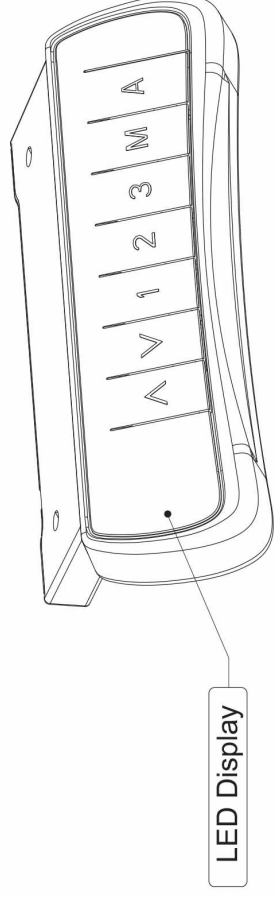
This marking indicates that this product should not be disposed with other household wastes. To prevent possible harm to the environment or human health from uncontrolled waste disposal, recycle it responsibly to promote the sustainable reuse of material resources. To return your used device, please use the return and collection systems or contact the retailer where the product was purchased. They can take this product for environmental safe recycling.

Questions? Please call 1-800-443-5117.  
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

## Item No.: HS11A-1

Operation Instruction

### 1. Product Outline



### 2. Product Specification

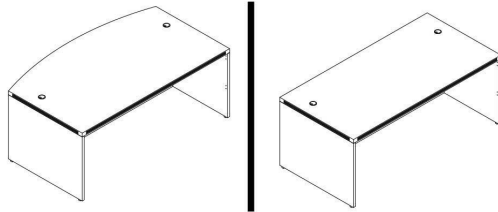
#### Introduction to the Buttons:

- (1) "**▲**" : Adjust the desk upwards
- (2) "**▼**" : Adjust the desk downwards
- (3) "**1**" : Position 1, first height position saved by the user
- (4) "**2**" : Position 2, second height position saved by the user
- (5) "**3**" : Position 3, third height position saved by the user
- (6) "**M**" : Height memory function
- (7) "**A**" : Alert button to remind users changing posture

### 3. Operating Instructions

- Height Adjustable Function:  
Press the "**▲**" or "**▼**" button to adjust the height. The LED display shows the current height.
- Height Memory Function:
  - a. Press UP or DOWN button and adjust the height to the desired height. Press "**M**" to save the height, and the screen will display "**5-**";  
Press "**1**", "**2**", or "**3**" then, that is, save the height to the corresponding position 1 or 2 or 3, which will show in the display screen as "**5-1**", "**5-2**", or "**5-3**";
  - b. Press "**1**", "**2**" and "**3**" button directly to automatically adjust the memory height you saved.

## Desk/Credenza Shell Assembly Instructions



Applies to:

(BK/CH/MJ/ML/MWAL/WH) 2001/2002/2043/2089/3624/7124

### List of Hardware:

Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet

**Tools Needed:**  
-Phillips Screwdriver  
- A helper!

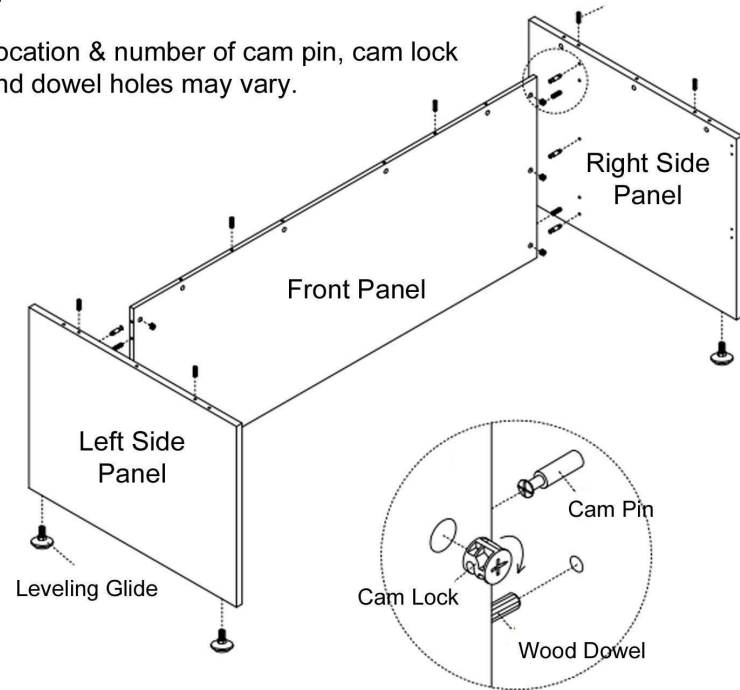
1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.

2.) Locate left & right side panels. Screw in the leveling glides by hand. Then, insert wood dowels & cam pins. The wood dowels fit into the slightly larger holes, compared to the cam pin holes

3.) Locate front panel and insert all cam locks on the left & right sides. Then, align one of the side panels and connect the panel by inserting the cam pins into the cam locks and the dowels into the corresponding holes. (see diagram on next page). Twist the cam locks with a Phillips Screwdriver to secure.

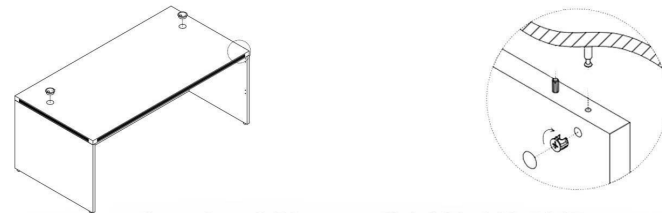
Special Note:

Location & number of cam pin, cam lock and dowel holes may vary.



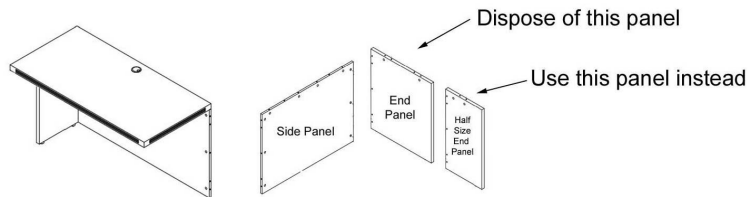
4.) Next, insert all cam pins, dowels and cam locks on the top edges of the side panels and front panels. Locate the desktop and with a helper, carefully set the desktop on top of the assembly shown above. Twist cam locks to secure the connection.

5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.














Questions? Please call 1-800-443-5117.  
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

## Reversible Bridge on Height Adjustable U-Workstation



BK/CH/FL/MJ/ML/MWAL/WH2045 + 2045B

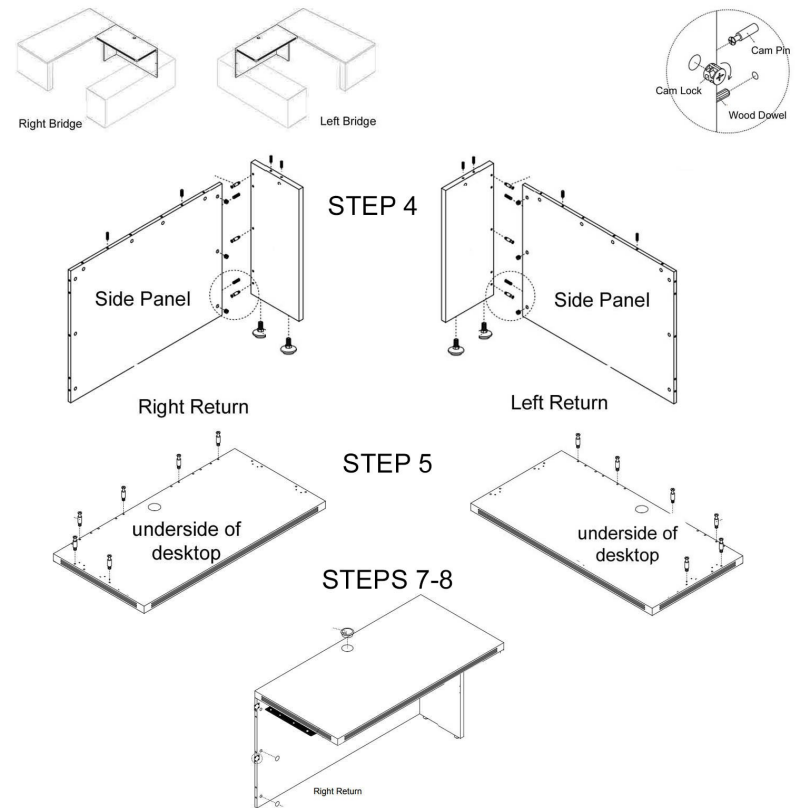
### List of Hardware:

Part	Part	Part
 Wood Dowel	 Shallow Cover	 Worksurface Bracket
 Cam Pin	 Deep Cover	 Side Panel Brackets (2)
 Cam Lock	 Grommet	 M6 Screw
 Wood Screw		 Leveling Glide

### Tools Needed:

- Phillips Screwdriver
- Power Screwdriver
- A Helper

- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Determine if the bridge will be Left or Right handed. Locate your Desktop, Side Panel and End Panel. In a separate box, you will find your Half Size End Panel. Dispose of the full size End Panel, as the Half Size End Panel will take its place.
- 3.) Insert all Leveling Glides on Side Panel and Half Size End Panel.
- 4.) Use the Cam Locks, Cam Pins and Dowels to connect the Half Size End Panel to the Side Panel.
- 5.) Then, attach the Desktop to the Side Panel and Half Size End Panel using the Dowels, Cam Locks and Cam Pins provided.



6.) Your next step is to make sure the desktop is level. This can be adjusted by screwing/unscrewing the leveling glides.

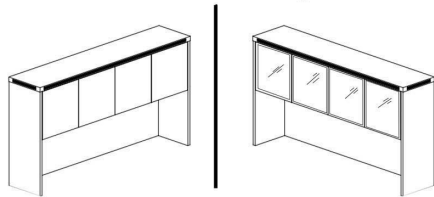
7.) Now it is time to place your bridge in between the assembled front desk and back desk. You will connect the bridge to the back desk using the Desktop Bracket and M6 machine screws. Then, connect the Side Panel to the Side Panel of your back desk using the Side Panel Brackets and Wood Screws.

8.) Your last step is to insert the Grommet into the desktop and use the Shallow and Deep Covers over the Cam Locks.

**Questions? Please call 1-800-443-5117.**  
**Customer Service available 8:30 - 5:00 Central Time, Monday - Friday**



## 4-Door Hutch Assembly Instructions











Applies to:  
BK/CH/FL/MJ/ML/WH2044  
MJ2025-CHL

Questions? Please call 1-800-443-5117.

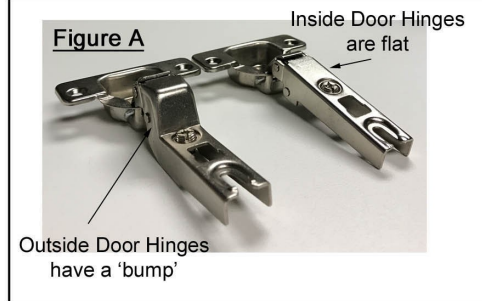
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

### List of Hardware:

Part	Part	Part
 Wood Dowel	 Cam Lock Cap	Qty 4  Outside Door Hinge
 Cam Pin		Qty 4  Inside Door Hinge
 Cam Lock	 Grommet	Qty 8  Hinge Plate

### Tools Needed:

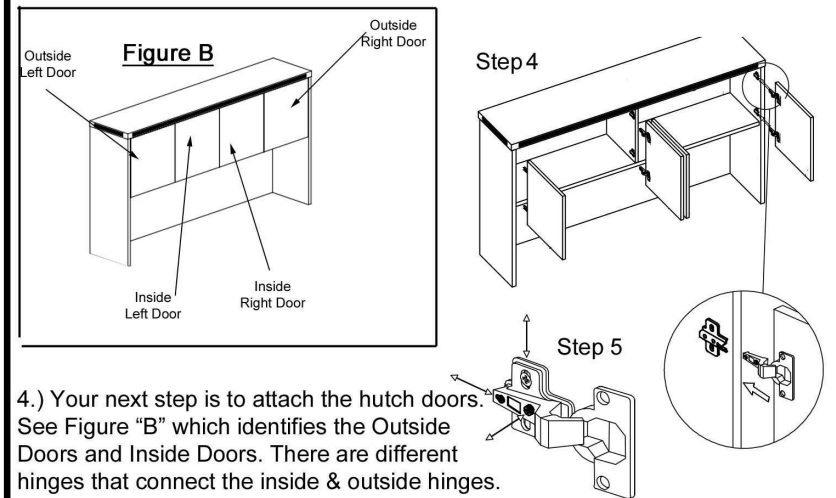
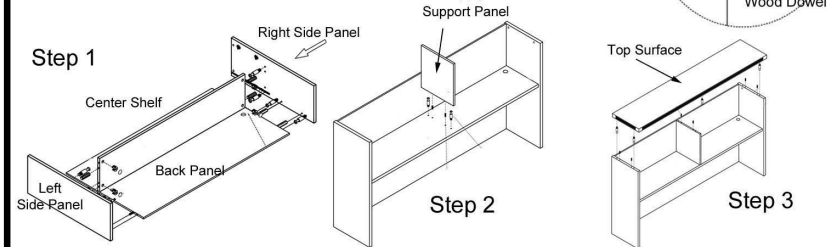
- Phillips Screwdriver
- A Helper



- 1.) Locate the Back Panel, Left & Right Side Panels and Center Shelf. Insert all wooden dowels, cam pins and cam locks. Connect Back Panel to the Center Shelf. Then connect the Left Side Panel, then Right Side Panel. Once all panels are connected, use your screwdriver to twist the cam locks to secure the connections.
- 2.) Connect the Middle Support Panel in same method.
- 3.) Attach Top Surface in same method.
- 4.) Attach all 8 Hinge Plates to the inside walls of the hutch. Use two per door. The holes are piloted. **DO NOT TIGHTEN DOWN THE SCREWS ALL OF THE WAY. LEAVE WIGGLE ROOM!**

### Special Note:

Location & number of cam pin, cam lock and dowel holes may vary.



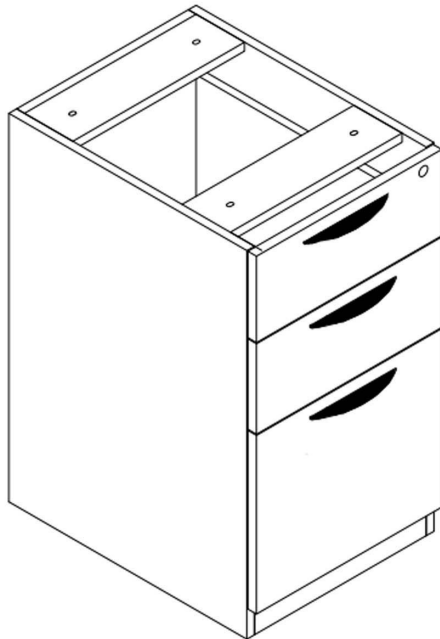
- 4.) Your next step is to attach the hutch doors. See Figure "B" which identifies the Outside Doors and Inside Doors. There are different hinges that connect the inside & outside hinges. See Figure "A" to help identify. Attach two hinges per door. Use the hinges with the 'bump' on the Outside Left & Right Doors and the flat hinges on the Inside Left & Right Doors. The holes are piloted. Use the screws provided. Once the hinges are attached, slide the hinges over the Hinge Brackets, fitting the screw head of the Hinge Bracket in the slot of the Hinge. Once fitted, slightly tighten the set screw. Now, set your hutch on your desk. Use the double-sided tape to securely adhere to desktop.
- 5.) Next, it is time to adjust the doors so that they properly align. Using your screwdriver, turn the Set Screw on the hinge to adjust the depth and the screws on the hinge plate to move the door up/down.
- 6.) Last step is to install Cam Lock Caps and Grommet cover.

Video on Hinge Door Adjustment available at link:  
<http://www.modernofficefurniture.com/office-furniture-assembly-instructions.html>




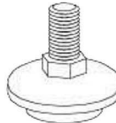
"How to Adjust Hinges on 4-Door Hutch"

## Box/Box/File Desk Pedestal Assembly Instructions

Applies towards:  
BK/CH/FL/MJ/ML/WH2066



### List of Hardware:

Part	Part
 4 Large Bolts	 3 Drawer Pulls with screws
 1 set of keys	 4 Leveling Glides

- 1.) Install 4 leveling glides.
- 2.) Use the screws to attach drawer pulls.
- 3.) To install under desk, remove the top box drawer (or top two box drawers) by locating the black tabs inside of the left & right drawer slides. Push down on one and push up on the other. This will release the drawer from the slides. Use 4 large bolts to connect to threaded holes on underside of desk. Once done, simply insert drawers back into the slides. They will snap in place.

Questions? Please call 1-800-443-5117.  
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday