

# Assembly Instructions

## Elevate Pneumatic Adjustable Teacher's Desk

Before you begin, please make sure all parts and proper quantities are included. (See Part Identifier Key) Any parts damaged during shipment must be reported within 24 hours of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

**WARNING:** Do not activate the release lever until the table is fully assembled and in the upright position. Do not remove any bolts or hardware from the leg columns. Do not remove the safety pins, warning tags, and warning labels until the table is fully assembled and in the upright position. Sudden extension of the table legs may cause serious injury if these instructions are not followed.

### Step 1:

- Place the table top face down on a protected flat surface. Center the frame assembly on the top, aligning with the pre-drilled holes.

**WARNING:** Do not remove the safety label on the release handle and do not remove the safety pins securing the legs until the table is fully assembled and in the upright position.

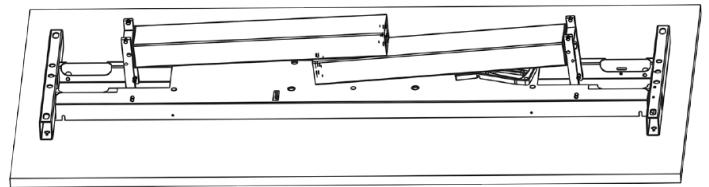
### Step 2:

- Raise the table legs to the vertical position.

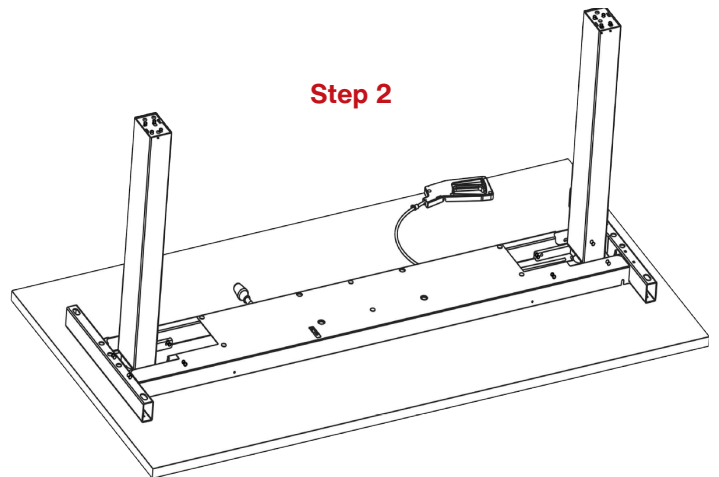
### Step 3:

- Remove the cover by releasing the two hooks from the cut-outs.

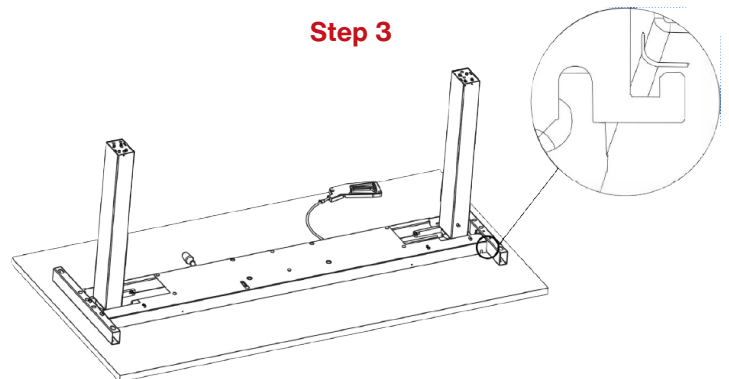
### Step 1



### Step 2



### Step 3



### Tools Required

- #2 Phillips screwdriver
- #3 Phillips screwdriver
- 6mm Allen wrench OR
- 6mm hex bit &
- Screw gun
- Rubber mallet

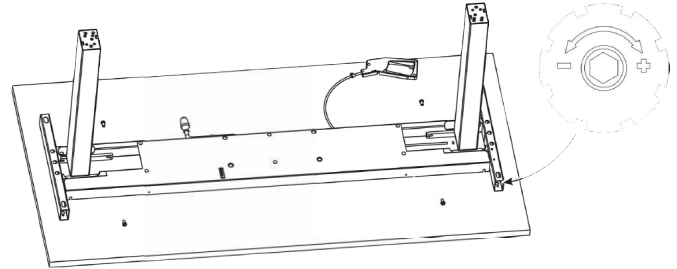
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### Step 4:

- Secure the legs in the vertical position with the four M8x14 screws using a 6mm Allen key.
- Align the hole on each side of the leg column with the hole in the frame channel by rotating the leg column.
- **Note:** A small spacer or box may be helpful to hold the frame in the proper position. The alignment of the leg column and the hole in the frame channel is most easily done by inserting the Allen key through the hole in the frame channel and the hole in the leg column. Then hold the leg in place and drive the screw.
- If necessary, use a 10mm hex bit or the adjustment handle to rotate the square drive rod to gain access to the left rear screw hole.
- The hex adjustment is located on the side of the top support, as shown. Rotate the bit clockwise only. [Do not go below 0-0 on the gauge; do not rotate the bit counterclockwise.]

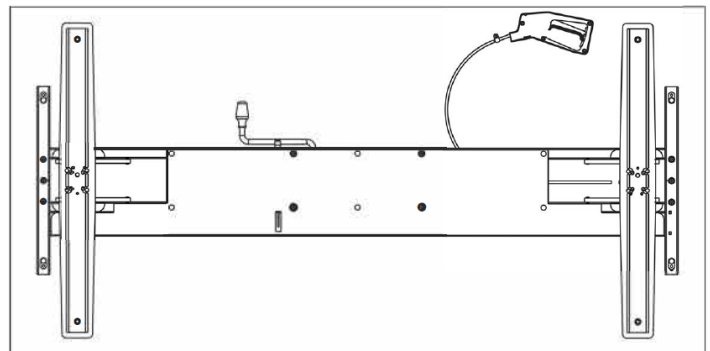
### Step 4



### Step 5:

- Adjust the position of the frame before screwing it to the table.
- The frame should be centered from side to side & front to back.
- For asymmetrical the rear of the feet should align with the rear of the table, and the rear of the cover should be 5" from the rear of the table.
- For symmetrical the center column should be equal distance from the front to the rear of the table.

### Step 5

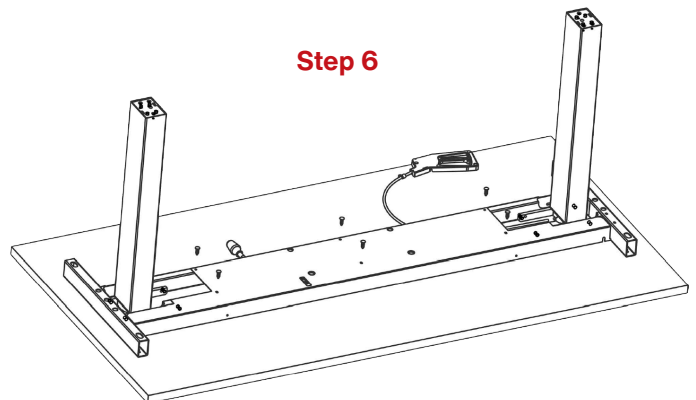


Symmetrical shown

### Step 6:

- Re-install the cover.
- Insert the two hooks back into the cut-outs (see **Step 3**).
- Insert the eight plastic clips where shown to secure the cover in position.

### Step 6



Asymmetrical shown

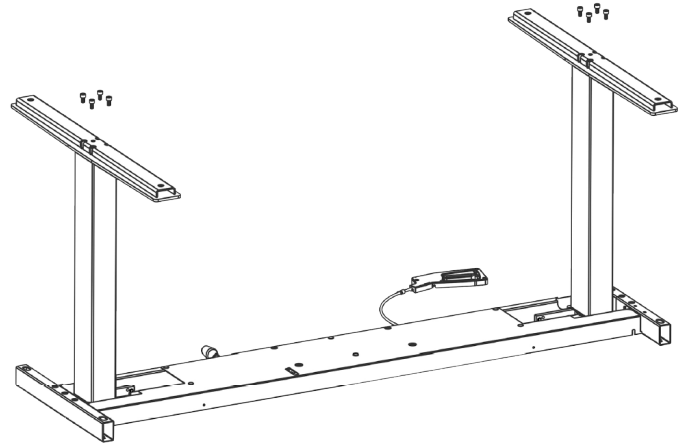
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### Step 7:

- With the base upside down, use the 5mm Allen wrench to install the 5mm flathead cap screws to the columns (4 per column).

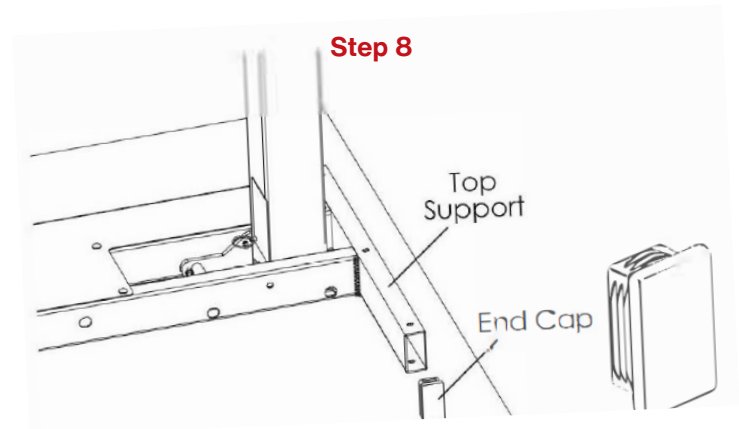
### Step 7



### Step 8:

- Once the frame is in its final position, attach it to the top, as shown, using (10) #12x2 3/4" pan head screws and a #3 Phillips screwdriver.

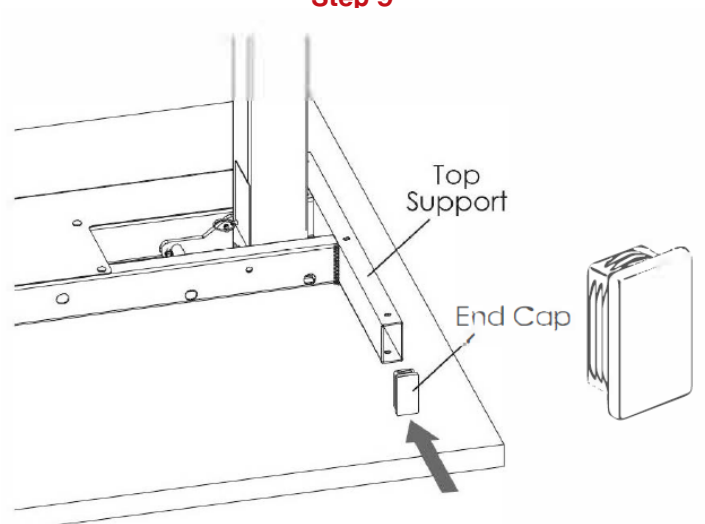
### Step 8



### Step 9:

- Use a rubber mallet to install the four end caps into the open ends of the top supports.
- Tap the end caps with the mallet to secure them in position.

### Step 9



# Assembly Instructions

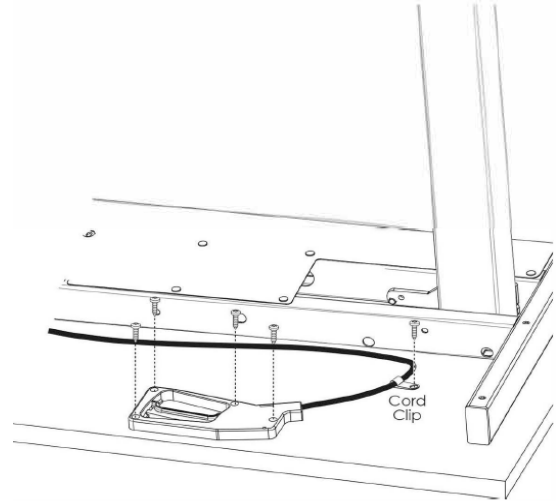
## Elevate Pneumatic Adjustable Teacher's Desk

### Step 10:

- Attach the release lever at the front of the table on the left or right side for easy access by the user.
- Use four #8x $\frac{1}{2}$ " screws to attach the lever to the underside of the worksurface.
- Slide the cable clip over the release lever cable. Position the clip to support the cable from sagging and attach it with the remaining #8x $\frac{1}{2}$ " screw.

**IMPORTANT:** When securing the cable, the cable should be gently curved to ensure smooth operation. Do not kink the cable or form right angle corners with it.

### Step 10



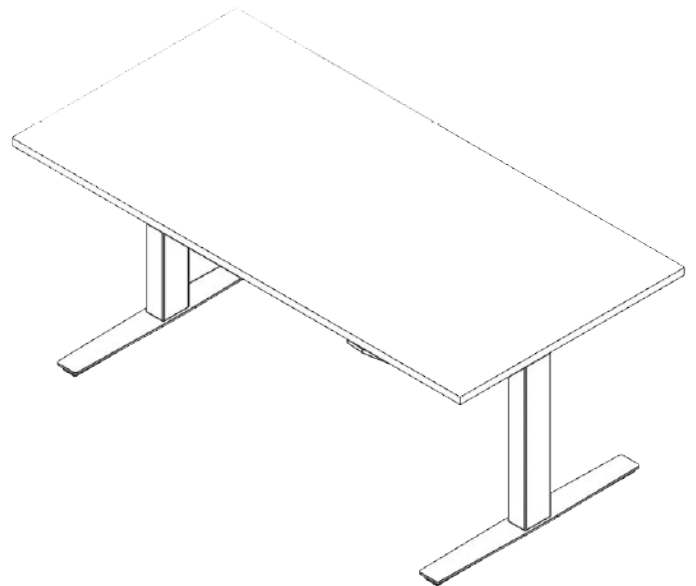
### Step 11:

- With the help of another person, turn the table upright and place it in its final position.

**IMPORTANT:** There must be 1" (25mm) of clearance on all sides of the worksurface (and other moving parts) to ensure free, unobstructed movement.

- Adjust the leveling glides on the feet to level the worksurface, if necessary.
- Place the contents on the table that have been specified for the worksurface. The weight of the contents is important when testing operation.

### Step 11



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## Elevate Pneumatic Adjustable Teacher's Desk

### Step 12:

- Test operation.
- Verify that the weight of the worksurface and contents is within the lift rating shown on the bottom of the frame.
- Lightly press your hand onto the table top as a safeguard. Remove the safety pins one by one on both sides with your other hand and store them so that the frame can be fully secured for transport at a later time.

**IMPORTANT:** The safety pins and release lever warning label must be removed or else the table will not operate.

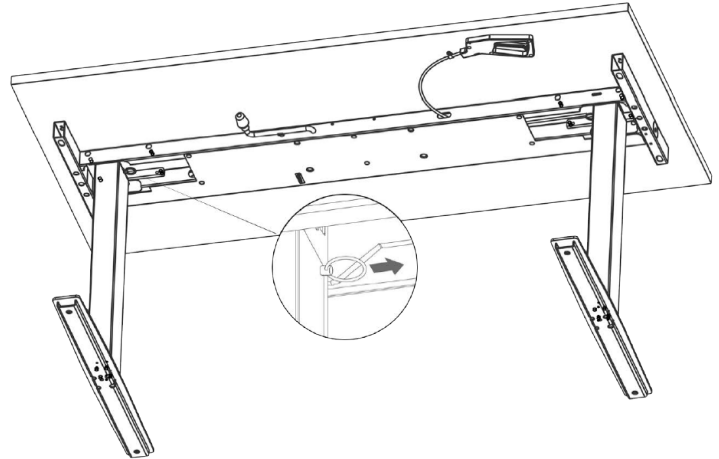
- Check operation by pulling the release lever toward you with one hand and using the other hand to raise or lower the table.

**WARNING:** The table may suddenly raise upward or fall downward when the release lever is pulled. The table is designed to be balanced when the weight of the worksurface and its contents is at the midpoint of the load rating.

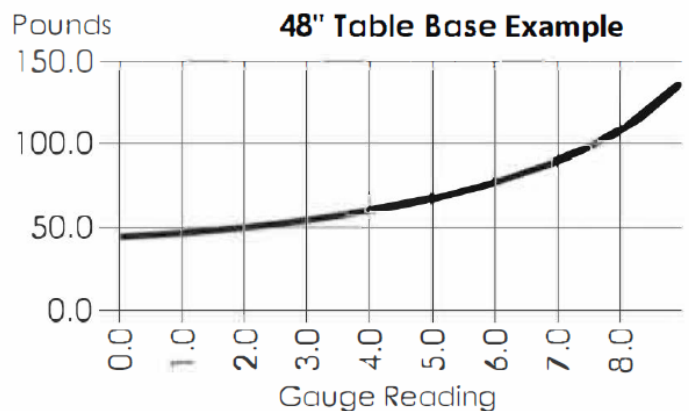
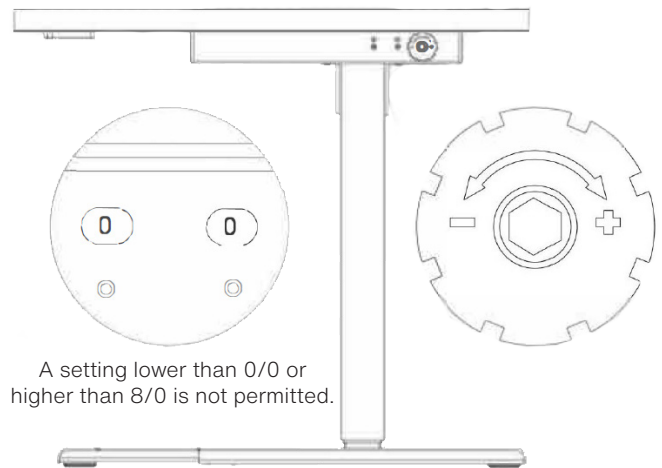
### Step 13:

- Using the adjustment handle or manual driver with a 10mm hex bit, adjust the pneumatic force by turning the hex adjustment found on the side, next to the gauge.
- See the graph to the right for a 48" table base. At the 0/0 gauge reading, weight is set for just under 50 lbs. That moves up slowly to about 60 lbs at the 4/0 gauge reading and then increases more rapidly, to over 100 lbs at the 8/0 gauge reading. Do not adjust past the 8/0 setting due to risk of damage.
- If you know the approximate weight of the table top (work surface plus contents), you can go to the gauge reading for that weight.
- The goal in making this adjustment is to equalize the force needed to raise the table with the force needed to lower it.

### Step 12



### Step 13



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## Elevate Pneumatic Adjustable Teacher's Desk

### Step 14:

- Adjust cable tension if necessary.
- If the table does not lock into place when the lever is released tighten the cable adjustment nut one-half turn and recheck.

**IMPORTANT:** Cable tension is pre-adjusted at the factory. Do not perform this adjustment yourself unless absolutely necessary.

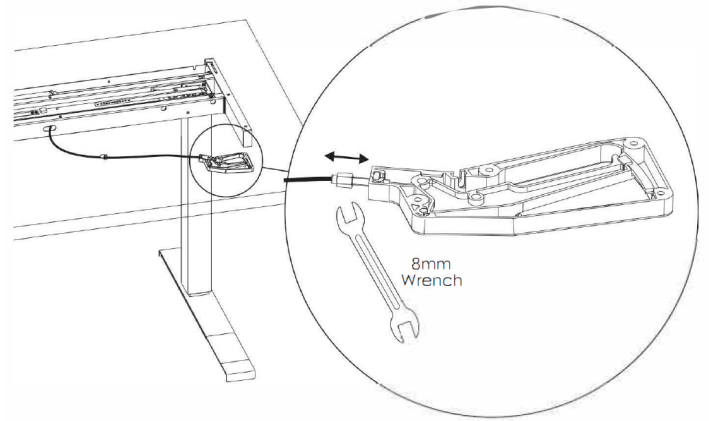
### OPERATION:

**IMPORTANT:** When raising or lowering the table, always make sure area is cleared of any obstructions or pinch points.

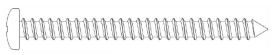

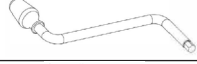
- Pull the release lever toward you with one hand and using the opposite hand to raise or lower the table.

**WARNING:** The table may suddenly raise upward or fall downward when the release lever is pulled. The table is designed to be balanced when the weight of the worksurface and its contents are at the midpoint of the adjusted load rating.

### Step 14



## Part Identifier Key

Part #	Description	Qty.	
Hardware kit	#23x2 3/4" PPH	10	
	Cable clip	1	
	Top support end cap	4	
	Weight adjustable handle	1	
	M8x14 SHCS	4	
	M8x20 SHCS	8	
	Plastic clip	8	
	#8x1/2" PPH	5	
	#23x2 3/4" PPH	10	
04067921	Frame Assembly	1	