UPLIFT DESK®

V2-Commercial 4-Leg Height Adjustable Frame

For assembly assistance,
visit upliftdesk.com/4leg-com or scan QR code,
call 800-349-3839 or email support@upliftdesk.com

two person assembly

Thank you for choosing **UPLIFT Desk.**

SAFETY AND WARNINGS

WARNING: Designed for use in dry work environments only. Risk of fire, electric shock, or personal injury if used outdoors or in a damp location. Use only indoors.

WARNING: Only plug the desk into a properly grounded 120V outlet. Unplug the desk from the electrical outlet before moving the desk or before adding/removing parts or accessories. Risk of electric shock.

WARNING: Keep heated surfaces away from plug. Never use desk with a damaged cord or plug. Risk of electric shock. Call us for a free replacement cord.

WARNING: Do not open any desk component or insert any object in a desk component. Risk of electric shock.

WARNING: In case of spilled liquids, immediately unplug desk. Then clean spill with a dry cloth. Risk of desk failure or electric shock if desk components become wet.

WARNING: Keep fingers and all body parts clear of the moving desk. Check surroundings on all sides before using the desk to ensure there are no immobile obstacles within the desk's range of motion. Ensure all cords are the appropriate length so they don't pull as the desk moves.
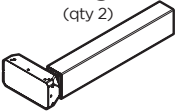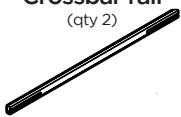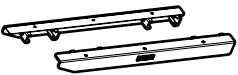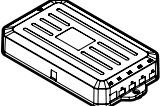
WARNING: Keep unsupervised children away from desk. Before use, teach children about desk safety with this manual. Risk of personal injury and electric shock if the desk is misused.
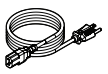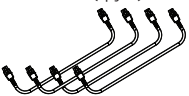
Please read this manual carefully. This desk is height adjustable so that it may be positioned at a user's ergonomic height as described in this manual. Inappropriate use of this desk can cause property damage or bodily injury. Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use or handling of this desk. Provide this manual to any new user.

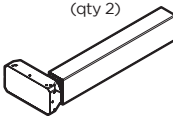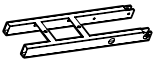# PACKAGE CONTENTS

COMPONENTS Box 1

C1 Leg (qty 2)	**C2** Crossbar end (qty 2)	**C3** Crossbar rail (qty 2)
C4 Side bracket (right and left, qty 2)	**C5** Control box	**C6** Keypad (one of two types, qty 1) or (either in main components box or in the desk's accessory box)
C7 Power cable (qty 1)	**C8** Leg cable (qty 4)	**C9** Wire management tray

COMPONENTS Box 2

C1 Leg (qty 2)
C2 Crossbar end (qty 2)
C3 Crossbar rail (qty 2)

CROSSBAR Box 3

C10 2 pc. Lower crossbar (qty 2)
C11 M6x12 Flat head screw (qty 4)
C12 M8x8 Set screw (qty 2)

HARDWARE

H1 M6x10 Machine screw (qty 24)	**H3** M8x8 Set screw (qty 16)	**H4a** #10x3/4" Wood screw (qty 4)	**H4c** #10-24x5/8" Flathead Machine screw (qty 6)	**H4d** #10-5/8" Flathead Wood screw (qty 6)
H5 Washer (qty 4)	**H6** 4mm Allen wrench (4mm size)	**H9** Cable mount (qty 20)	**H12** Adhesive pads (qty 8)	**H14** #10x5/8" Wood screw (qty 6)

You'll also need:

Phillips-head screwdriver

optional

Mounting plate cap (qty 2)

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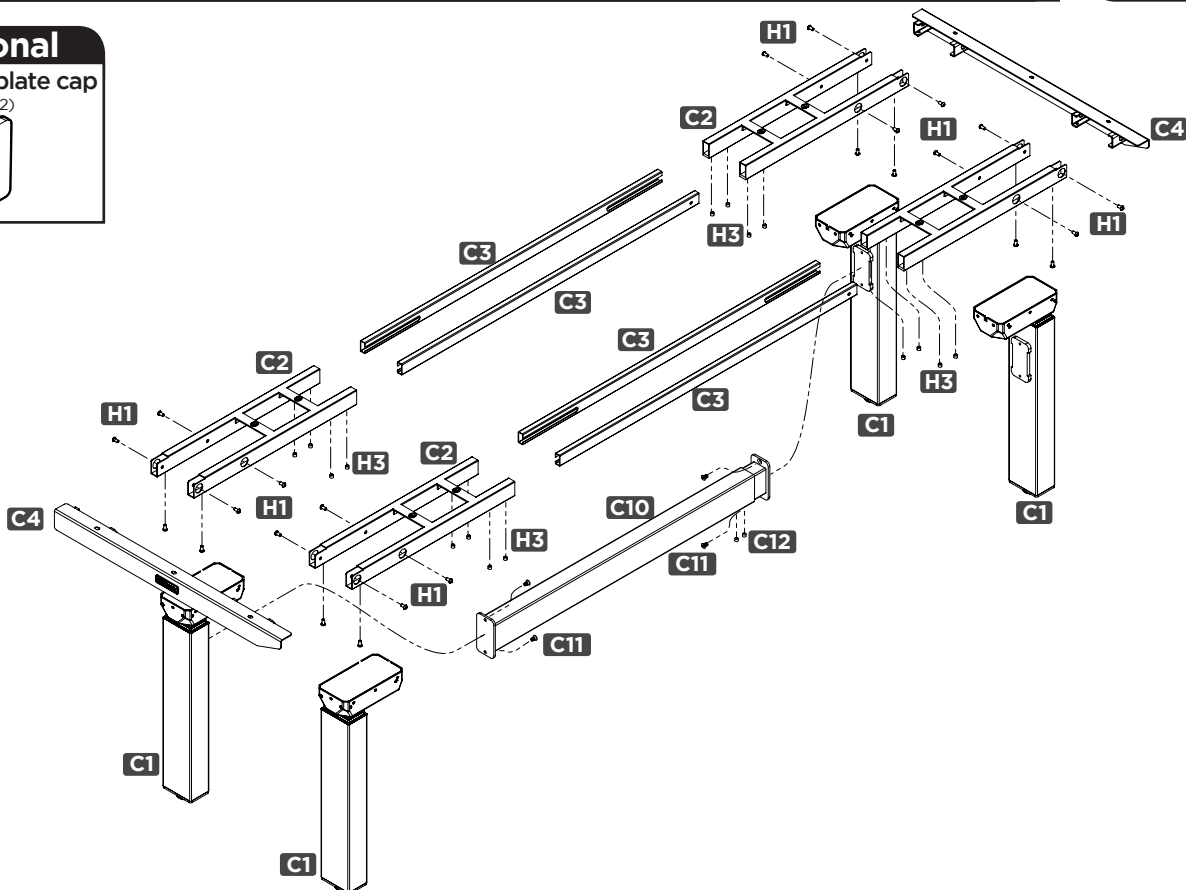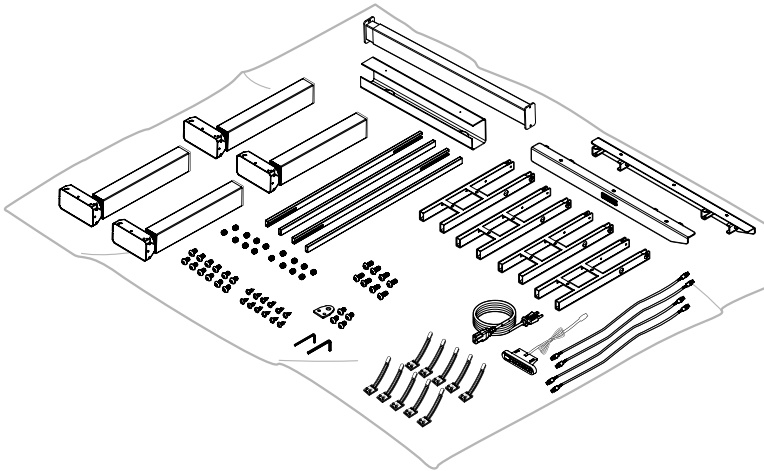
Step 1

Count all pieces before disposing of any packing material. Inspect both sides of your desktop for damage. To avoid any damage to your floor or your desk, assemble on top of a debris-free carpeted area or a blanket.

For ease and safety, we recommend two people for assembly.

Before assembly, consider where you want your desk to be located. Since your new desk is height adjustable, you will want it located a safe distance from window frames, furniture, radiators, or anything else that could obstruct the desk from raising or lowering. Do not place any objects underneath the desk that are taller than 20", and consider any accessories mounted to your desk that would lower even further than the desk itself.
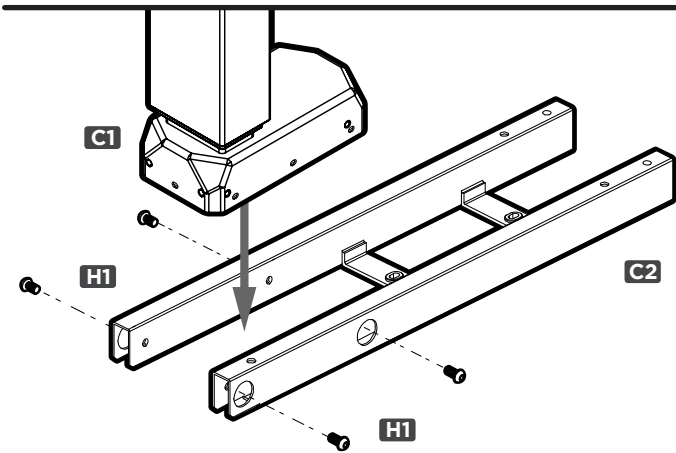
Step 2

Place Crossbar ends (C2) upside down as shown. Insert the Leg (C1) so that the back of the Leg and the back of the Crossbar end are flush.

To avoid cross-threading and to ensure all the screw holes are lined up, start the four M6x10 Machine screws (H1) by rotating each for only a few turns through the Crossbar end holes into the Leg as shown, but do not tighten them all the way.

Once all four screws have been started, tighten them all the way using the 4mm Allen wrench (H6).

Repeat this step for the other 3 Legs.
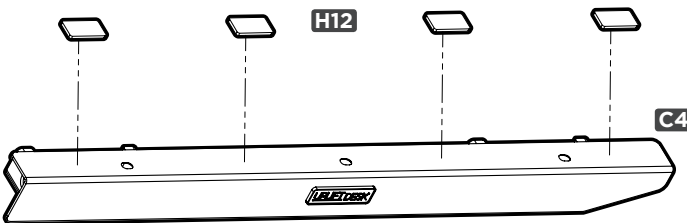
Step 3

Peel off four Adhesive pads (H12) from the backing and place onto one of the Side brackets (C4) where shown.

Repeat for second Side bracket.
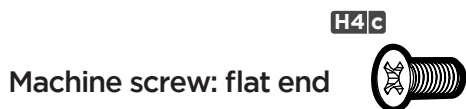
Step 4

For Desktops with Threaded Screw Inserts: You'll be using the #10-24x5/8" Flathead Machine screws (H4c) to attach the Side brackets (C4) to the desktop.

For Desktops without Threaded Screw Inserts: You'll be using the #10x5/8" Flathead Wood screws (H4d) to attach the Side brackets (C4) to the desktop.

H4c

Machine screw: flat end

H4d

Wood screw: pointy end
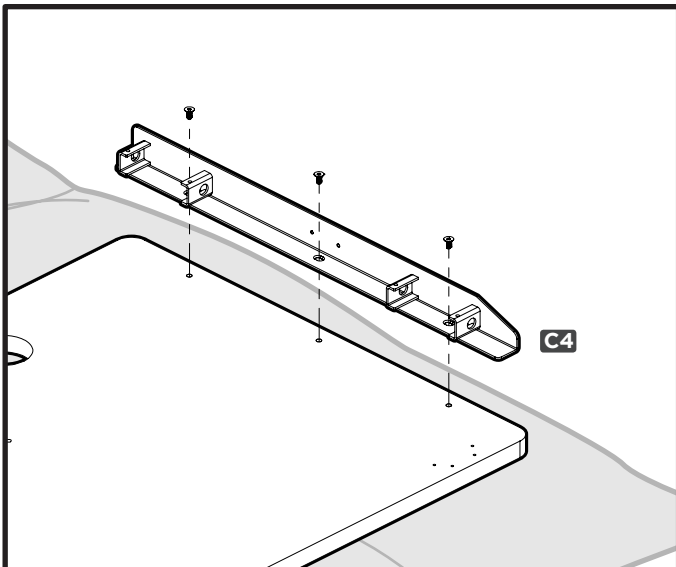
Step 5

Place your Desktop upside down on a debris-free carpeted area or a blanket. Make sure the Desktop is upside down. If your Desktop has pre-drilled holes or threaded inserts, they should be visible and facing up.

Align the holes in one Side bracket (C4) with the pre-drilled holes or threaded inserts on one side of the Desktop. Make sure that the beveled edge of the Side bracket is pointed towards the front of the Desktop. Then attach it with three of the screws chosen in Step 4.

Be careful to not over-tighten, to avoid stripping.
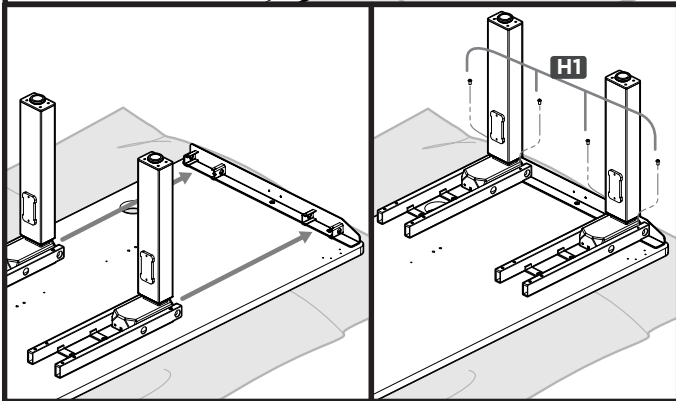
Step 6

Slide two Leg assemblies onto the tabs of the Side bracket. Connect them to the Side bracket with four M6x10 Machine screws (H1).

Rotate each screw by hand for only a few turns to avoid cross-threading. Once the four screws are started, tighten all the way using the 4mm Allen wrench (H6).

Step 7

Orient all the Crossbar rails (C3) so that the Center indicator marks are facing up. When pairing two rails together, make sure the slots are facing inward (towards each other) and the slot on the Crossbar rails is farther from the floor, as shown below.

Center indicator marks
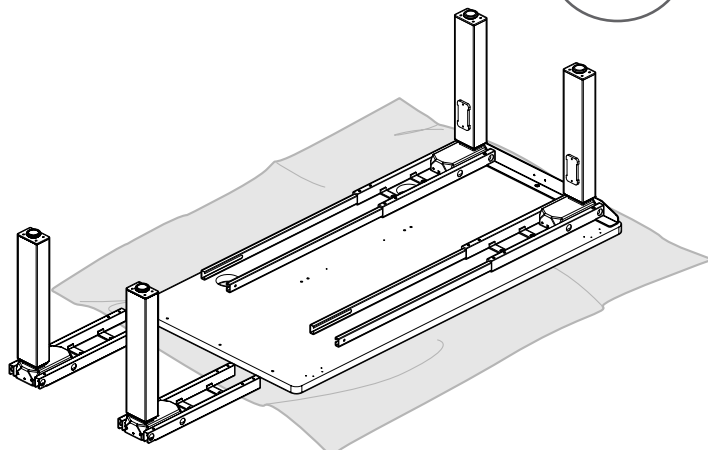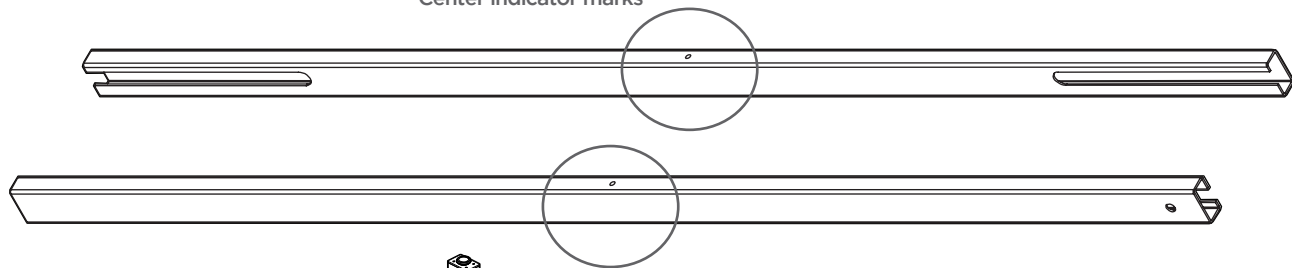
Insert two Crossbar rails (C3) into each Crossbar end (C2) as far as they will go. Take the other two Leg assemblies and slide them onto the Crossbar rails as far as they will go.
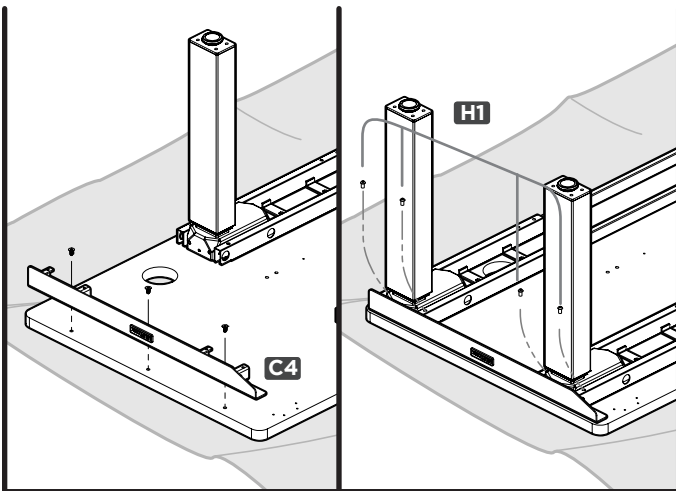
Step 8

Align the holes in the second Side bracket (C4) with the pre-drilled holes or threaded inserts on the other side of the Desktop. Once again, make sure that the beveled edge of the Side bracket is pointed towards the front of the Desktop. Then attach it with three of the screws chosen in Step 4.

Be careful to not over-tighten, to avoid stripping.

Slide two Leg assemblies onto the tabs on the Side bracket and connect them to the Side bracket with four M6x10 Machine screws (H1).

Once all the screws are inserted, tighten down the screws using the 4mm Allen wrench (H6).
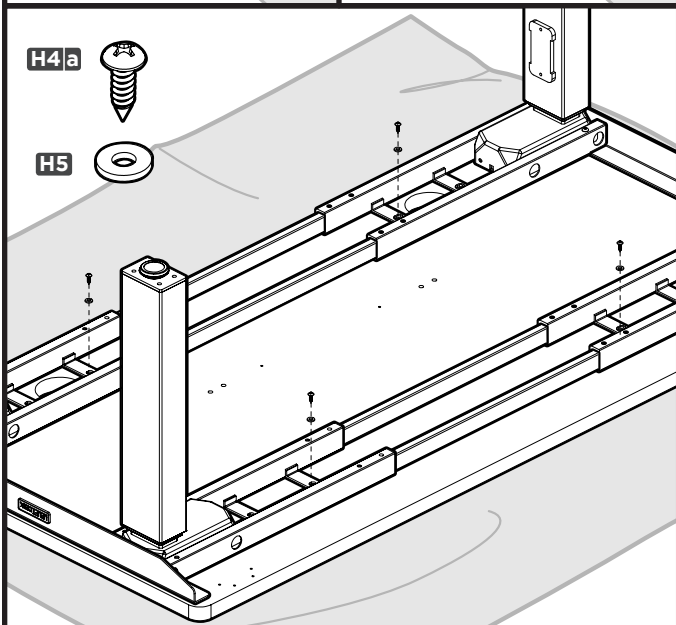
Step 9

Once the Side brackets and Crossbar ends are in place, attach the Crossbar ends to the Desktop using four of the #10x3/4" Wood screws (H4a) and four Washers (H5).

Make sure all screws are started before fully tightening them.

If you own a drill, you can make pilot holes to make this a little easier. Use it with a 1/8" diameter drill bit and, ensuring that you DO NOT DRILL DEEPER THAN 1/2", drill pilot holes where you've made your marks. Check that the frame assembly is in the right location prior to drilling by confirming that your marks are lined up.
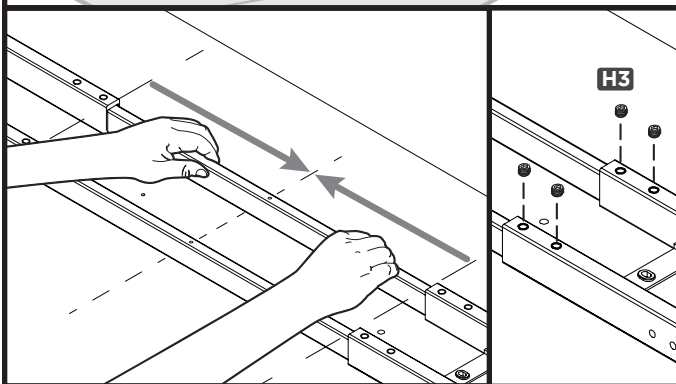
Step 10

Slide each Crossbar rail (C3) until the Center indicator mark is in the middle. Once this is done, the Crossbar rail will be centered and in the proper position.

Insert four M8x8 Set screws (H3) into the holes on each Crossbar end to secure each Crossbar rail. Tighten using the 4mm Allen wrench (H6).

Step 11

Choose which side of the Desktop you'd like your Keypad to be on. Remember that you're installing your desk upside down, so the final location of the Keypad will be opposite of what you're seeing during assembly.

For Desktops with Pre-Drilled Holes: There are two sets of holes to accommodate different Keypads. Line up your Keypad (C6) with the pre-drilled holes, and attach it to the Desktop with two #10x5/8" Wood screws (H14).

For Desktops without Pre-Drilled Holes: The Keypad (C6) can be placed anywhere along the front edge of the Desktop. Typically you will want it to the side where it won't interfere with your legs, your chair, or any accessories. After carefully considering the placement, hold the Keypad in the desired location and make a pencil mark at each hole location.

If you own a drill, you can make pilot holes to make this a little easier. Use a 1/8" diameter drill bit and, ensuring that you DO NOT DRILL DEEPER THAN 1/2", drill pilot holes where you've made your marks. Or you can drive the screws directly into the desktop if you do not own a drill. Then fasten the keypad with the two #10x5/8" Wood screws (H14).
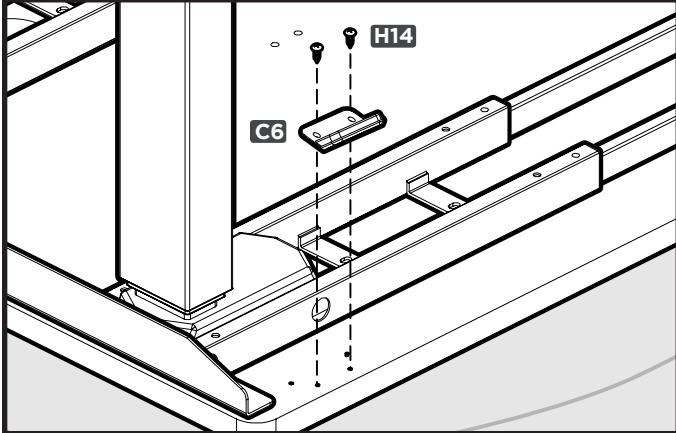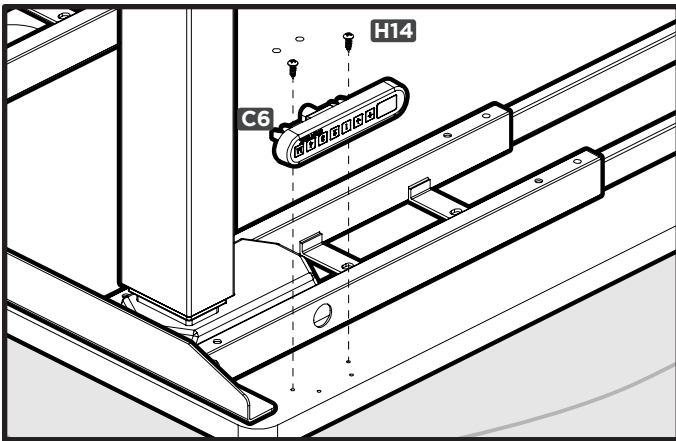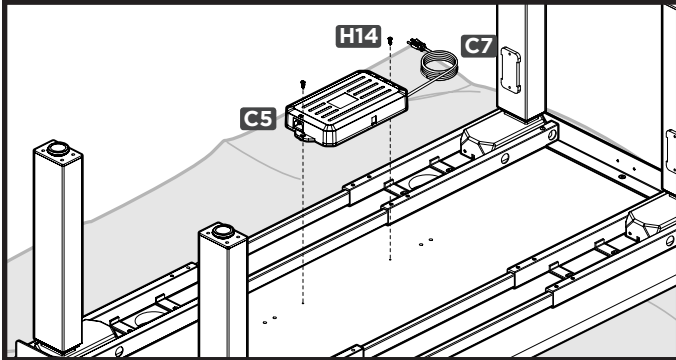
Step 12

Plug the Power cable (C7) into the power socket on the Control box (C5) marked "AC".

Line up your Control box (C5) with the pre-drilled holes, and attach it to desktop with two #10x5/8" Wood screws (H14) each.

The Control box will be in the center of the desk, equidistant from each side.
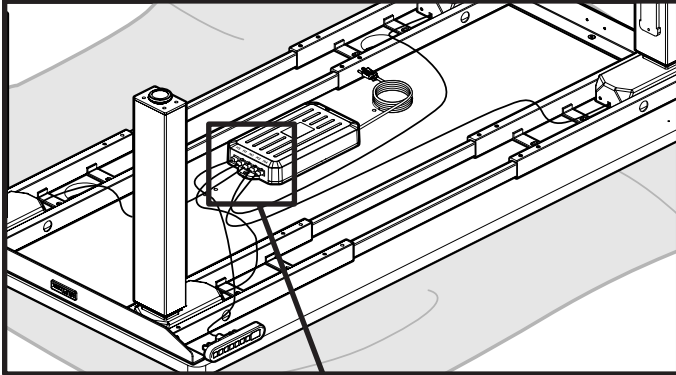
Step 13

Plug each Leg into a Leg cable (C8), and then plug the Leg cable into the white ports on the Control box marked "M1", "M2", "M3", and "M4".

Now, plug the Keypad (C6) into the Control box port labeled "HS".
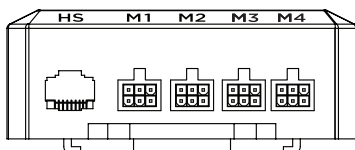
ACCESSORY INSTRUCTIONS

Now is a good time to install accessories such as wire management, CPU holders, keyboard trays, or anything else that fastens to the bottom of your desk. This section will cover accessories that are included with this Frame. For additional accessories, refer to the instructions that came with those accessories.
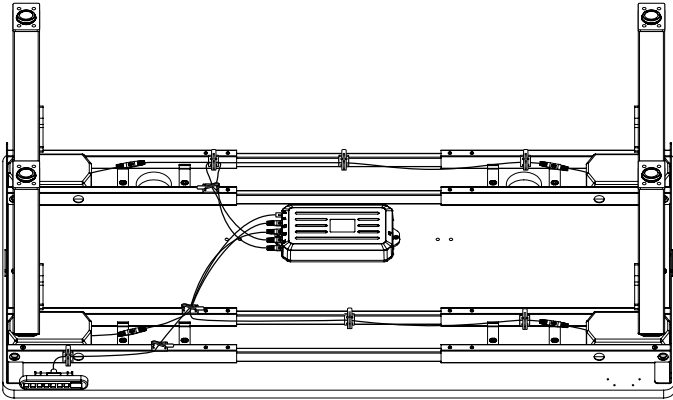
Desk Cable Management:

Use the included Cable mounts (H9) to organize your wires, keep a clean presentation, and prevent any wires from snagging on anything when adjusting height. The Cable mounts work best when stuck directly to the metal desk frame. Attach Cable mounts to the inside of frame parts. You might want to save some for once you have everything on your desk plugged in.
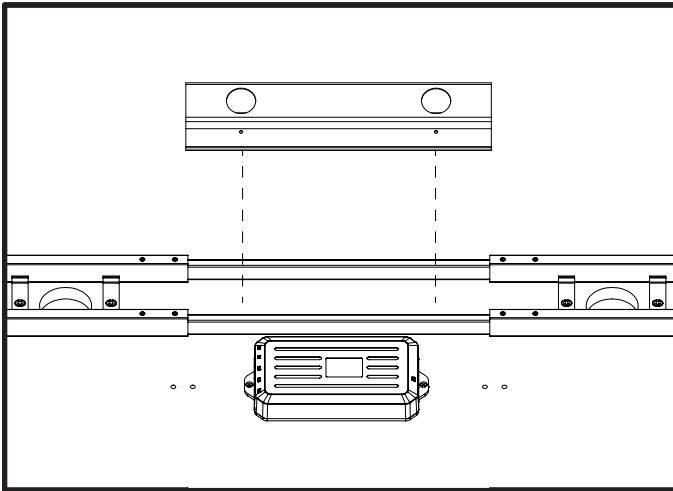
Installing Wire Management Tray:

If you will have a lot of wires to wrangle, install the Wire management tray while assembling your desk. Assess where your wires may be concentrated. Move it until you find the placement you want, and make a pencil mark at each hole's location.

Attach tray to your desk using two (2) #10x5/8" Wood screws (H14).

If you own a drill, you can make pilot holes to make this a little easier. Use it with a 1/8" diameter drill bit and, ensuring that you DO NOT DRILL DEEPER THAN 1/2", drill pilot holes where you've made your marks.
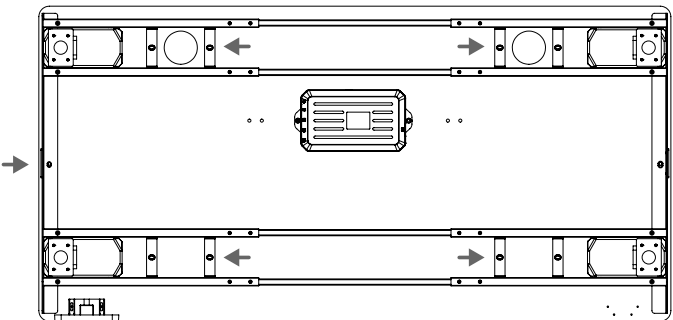
### Step 14

Double check that all accessible screws on the desk are tight.

And then check all screws again and make sure they're tight. This isn't a typo, it's important and it's far easier to tighten them with the desk upside down than it is later.

Be careful not to miss the screws marked with an arrow in the diagram.
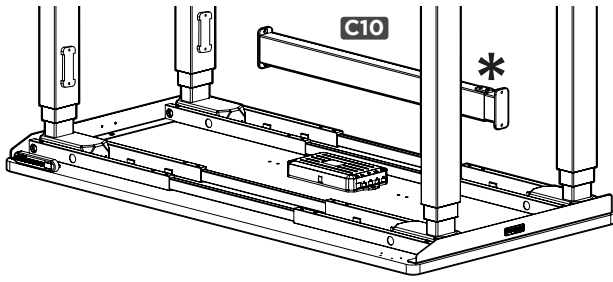
Step 15
Slide the two halves of the Lower crossbar (C10) together as shown

Orient the Crossbar with the Set screw holes (marked here with "✳") is facing upwards. Away from the Desktop.
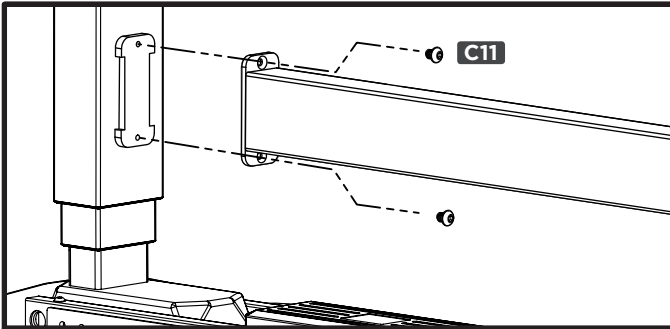
Step 16
Starting on one side, line up the holes on the end of the Lower crossbar with the holes on one of the Leg's mounting plates. Have a friend hold it in place while you attach using two M6x12 Flat head screws (C11).

Rotate each screw only a few turns to avoid cross-threading. Do not tighten fully until step 17.
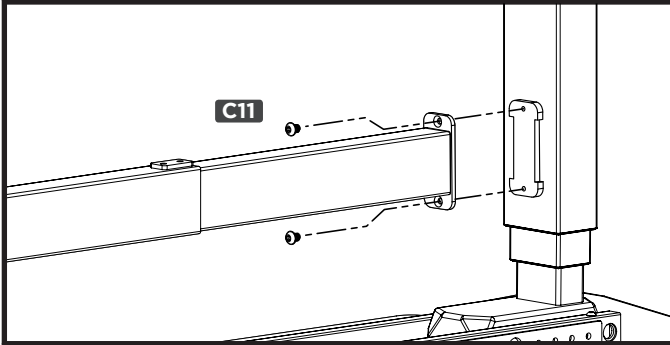
Step 17
With your friend still holding the Lower crossbar in place, extend the other end to the opposite Leg's mounting plate and attach using the two remaining M6x12 Flat head screws (C11). After both ends of the Lower crossbar are attached to the desk, you can fully tighten down all of the M6x12 Flat head screws using the 4mm Allen wrench (H6).
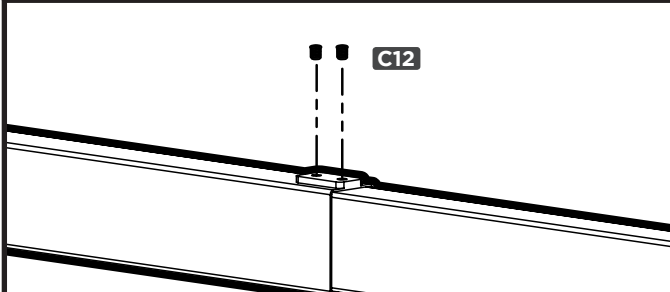
Step 18
Insert the two M8x8 Set screws (C12) in the holes at the seam of the Lower crossbar and tighten with the 4mm Allen wrench. This will ensure the two halves of the Lower crossbar are secure and will not move.
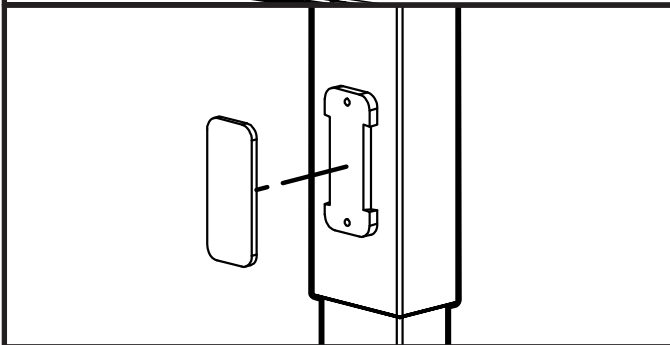
Step 24
At this point you can press the Mounting plate cap onto the Legs that do not have a Lower crossbar attached, if you prefer the mounting plates to be covered.
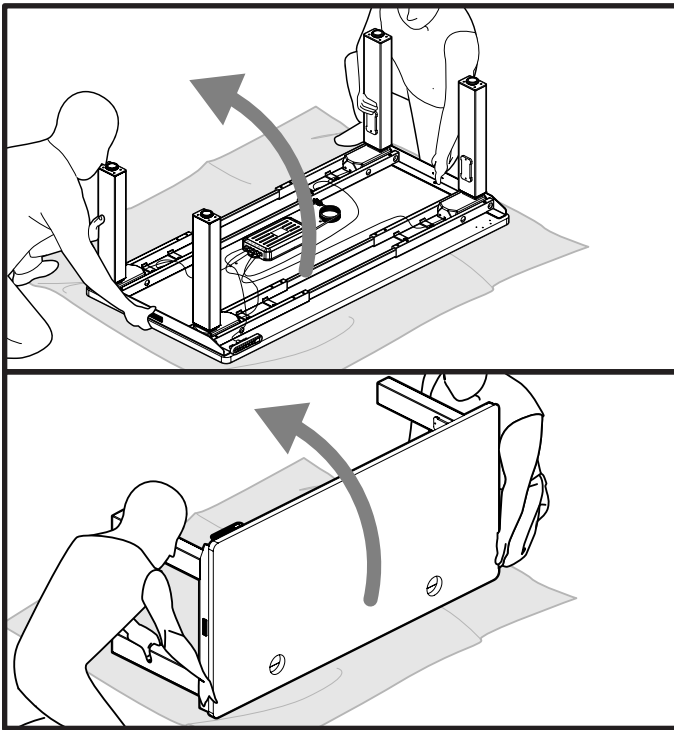
Step 19

If you purchased Casters, remove the leveling pads and install the Casters now before flipping your desk over.

With you and your friend on opposite ends of the desk, grab the Desktop AND Side bracket with one hand and a Leg in the other. Be aware and be careful of the cables, any attached components or accessories especially an accessory that might move on a track like a Keyboard tray or CPU holder. Support the desk frame and the Desktop equally and tilt it gently rotating it 90 degrees back, so the Keypad is facing up.

Readjust your grip at the Desktop and Side bracket with one hand and keep the other hand on the Leg. Lift and rotate 90 more degrees until your Desk is right-sideup. Adjust the leveling studs or Casters as needed to make the desk level.

Step 20

Position your desk where you'd like it to be. Keep it close to a wall outlet and away from obstacles which may interfere with the desk's height adjustability range.

If your desk has Casters: Moving is easy! Make sure the casters are unlocked and roll it to the desired position.

If your desk does not have Casters: Using three people, lift your desk (do not drag it) by holding onto the Side bracket (marked with arrows, to the left).

Note: Never lift by holding on to the Desktop itself, as this will put undue stress on the screws.
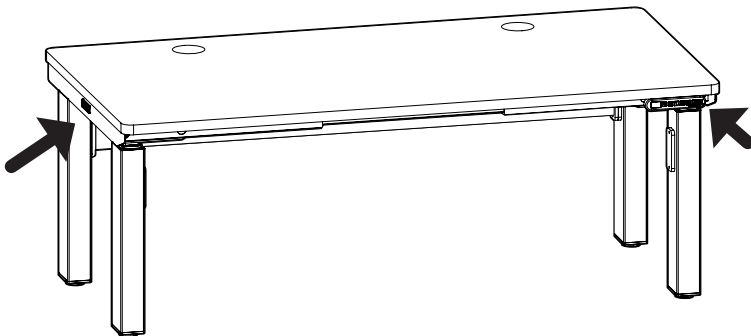
Once the desk is in position, proceed to the next step.
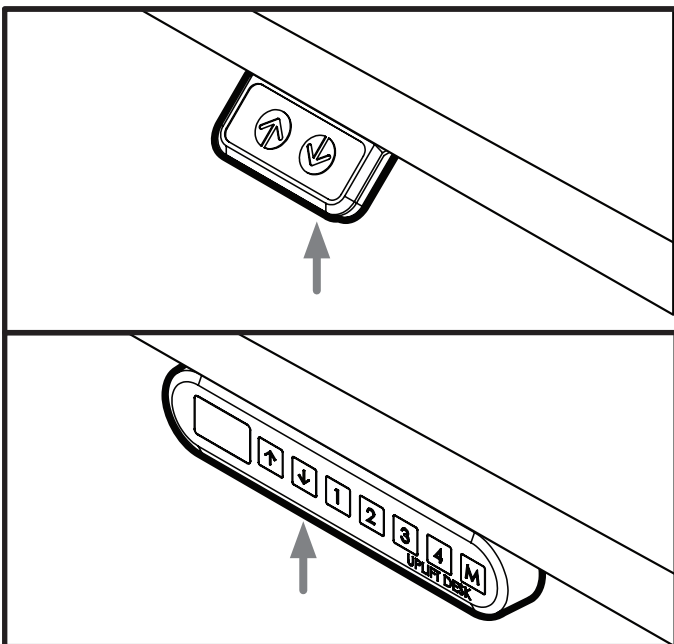
Step 21

Check your desk's surroundings to make sure there will be no obstacles in the desk's path and that all cords are long enough to accommodate the motion of your desk.

Plug your desk into a 120V outlet.

Before using your desk, you'll need to sync all the components by using the reset procedure.

Initial Desk Reset Procedure

Press and hold the DOWN button for 10 seconds, then release the button.

Press and hold the DOWN button again, the desk will lower a little, then rise a little, and then stop. Release the button. Your desk is now ready for use!

If you are using a Memory keypad, see additional keypad instructions for further information on how to use your keypad.

These UPLIFT Desk programming instructions are compatible **only** with Memory keypads.

HEIGHT CALIBRATION

Make sure the numeric display matches the actual height of the desktop in its lowest position.

1. Hold the DOWN button on the Keypad until the desk reaches its lowest height, then release.
2. Measure the height from the floor to the underside of the desktop. If the displayed height does not match your measurement, follow the next steps.
3. Hold the DOWN button again until the LED display reads "RST"
4. Press the "M" button until the numeric display begins flashing.
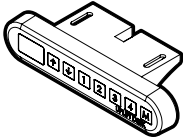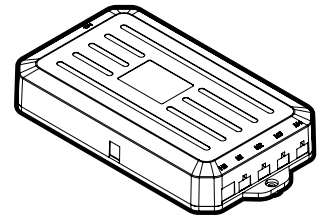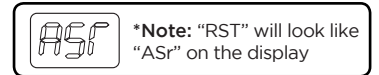5. Press the UP or DOWN button to set desk to the measured height.
6. Once display changes back to "RST", Hold the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting, then release.

> **ASr**   *Note:* "RST" will look like "ASr" on the display

KEYPAD LOCK

The keypad can be locked to prevent accidental activation or movement of the desk.

To lock: Press and hold "M" button until display changes to "LOC" *LOC*

To unlock: Press and hold "M" button until display changes to numeric height setting.

NOTE: If a power outage occurs, the program will automatically return to the unlocked setting.

MEMORY SETTINGS

Save up to four commonly used desk heights and recall them quickly.

1. Use the UP or DOWN button to move the desk to the desired height.
2. Press the "M" button.
3. Press the "1, 2, 3, or 4" button to assign the current height to a number on the keypad.
4. To recall any of those heights, press the numbered button to bring desk to assigned height.

CONSTANT-TOUCH & ONE-TOUCH

These steps allow the desktop to be set to either One-Touch or Constant-Touch. One-Touch requires only a single touch of the "1, 2, 3, or 4" button to move the desktop to a preset memory location. Constant-Touch requires a continuous touch of the "1, 2, 3, or 4" button to move the desktop to a preset memory location. **Constant-Touch is the default setting.**

Change between One-Touch and Constant-Touch:

1. Hold the DOWN button on the Keypad until the desk reaches the lowest height, then release.
2. Hold the DOWN button again until display flashes "RST".
3. Press the "1" button until display shows "10.1" (One-Touch) or "10.2" (Constant-Touch) and goes back to "RST".

Note: While "RST" is still flashing, you can press the "1" button as many times as you'd like to toggle between the two settings.

4. Hold the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting, then release.

DISPLAY UNITS

Change the numeric display to show heights in either inches or centimeters.

1. Hold the DOWN button on the Keypad until the desk reaches the lowest height, then release.
2. Hold the DOWN button again until display flashes "RST".
3. Press the "2" button until display shows "10.3" (centimeters) or "10.4" (inches) and goes back to "RST".

Note: While "RST" is still flashing, you can press the "2" button as many times as you'd like to toggle between the two settings.

4. Hold the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting, then release.

MINIMUM & MAXIMUM HEIGHT SETTINGS

The desk frame ships defaulted to its minimum and maximum height limits. These steps allow the upper and lower limits to be adjusted to your preference.

To Set a new maximum desk height:

1. Use the UP or DOWN buttons to bring desk to the desired **maximum** height.
2. Press the "M" button once, and "S-" will appear on the display. Immediately follow by pressing the UP button once, so the "S-" flashes once. ————————————— S-
3. Hold the "M" button until the Display shows "999" then changes to numeric value of new upper limit. ————————————— 999

To Set a new minimum desk height:

1. Use the UP or DOWN buttons to bring the desk to the desired **minimum** height.
2. Press the "M" button once, and "S-" will appear on the display. Immediately follow by pressing the DOWN button once, so the "S-" flashes once. ————————————— S-
3. Hold the "M" button until the Display shows "000" then changes to numeric value of new lower limit. ————————————— 000

Removing adjusted maximum and minimum heights:

1. Press the "M" button once and the display will show "S-". ————————————— S-
2. Hold the "M" button again until the display shows "555" then changes to the current numeric height setting. ————————————— 555

Note: If memory settings were previously set outside of the new minimum and maximum height settings, they will default to the new minimum and maximum settings. To set new minimum and maximum height settings outside of the current settings, you will need to first remove the current minimum and maximum settings.

If your desk does not respond when you try to raise it or lower it, or if the Keypad displays error messages ("EO1" through "EO12"), check to make sure all the cables are secure (Legs to cables, cables to Control box). If the problem persists, perform the reset procedure below.

RESET PROCEDURE

1. Unplug the power cord and hold the DOWN button on the Keypad for 30 seconds.
2. Plug the power cord back in.
3. Hold the DOWN button until the desk reaches its lowest height, then release.
   Hold the DOWN button again until the LED display reads "RST"
   (or for about 10 seconds on non-LED keypads), then release.
   Hold the DOWN button again until the desk lowers a bit more, then
   slightly rises and stops, then release. Your desk is now ready to use.

   > **ASr** ***Note:** "RST" will look like "ASr" on the display

4. The Advanced Keypad will then display the current height, and you should be able to operate the desk.
5. You may also need to do this if the desktop is ever unplugged or loses power.
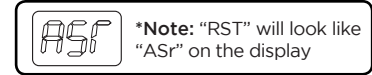
CODE	DESCRIPTION	TROUBLESHOOTING SOLUTION
H01	**Overheated**	The desk motor has a 10% duty cycle to protect from overheating. For example, in a 20 minute period if your desk motor is activated for 2 minutes you will want to let it rest for 18 minutes. Otherwise you may see an H01 code on your keypad.
E01-E06	**Firmware or connectivity issues**	Check all cables to ensure they're all firmly plugged in, and perform Reset procedure above
E07-E012	**Legs are uneven**	Perform Reset procedure above

If the error message persists after performing the Reset procedure, or if there is a height difference between the legs which exceeds 1.5", contact UPLIFT Desk at the email address or phone numbers listed at the bottom of each page of these instructions.

Notes

UPLIFT DESK®

Work Better. Live Healthier

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upliftdesk.com

SAVE THESE INSTRUCTIONS

Study this manual carefully. If this desk is sold, please provide this
manual to the buyer, installers, or support personnel operating the product.