

FLEXISPOT Q4

FLEXISPOT Q4 One-Piece Standing Desk User Manual

Model: Q4

1. INTRODUCTION

Thank you for choosing the FLEXISPOT Q4 One-Piece Standing Desk. This manual provides essential information for the safe assembly, operation, and maintenance of your new adjustable height desk. Please read these instructions carefully before use and retain them for future reference.

Safety Information

- Ensure all components are present and undamaged before assembly.
- Keep children and pets away from the desk during operation.
- Do not overload the desk. Refer to specifications for maximum weight capacity.
- Avoid placing liquids directly on the control panel or near electrical components.
- Disconnect power before cleaning or performing maintenance.
- This desk is designed for indoor use only.

2. PACKAGE CONTENTS AND COMPONENTS

The FLEXISPOT Q4 Standing Desk is shipped in two separate packages. Please verify all parts are included before beginning assembly.



Figure 2.1: Desk dimensions and indication of two separate packages for shipping.

Main Components:

- Desktop with integrated monitor shelf and sliding compartments
- Under-desk drawer
- Desk legs (2)
- Foot pads (2)
- Control panel
- Power adapter and cables
- Assembly hardware (screws, bolts, tools)

3. ASSEMBLY INSTRUCTIONS

Assembly typically requires two people due to the size and weight of the desk components. Follow the steps below carefully.

Step-by-Step Assembly:

1. **Unpack Components:** Carefully remove all parts from the packaging. Place them on a soft, clean surface to prevent scratches.
2. **Attach Desk Legs:** Secure the desk legs to the desktop frame using the provided hardware. Ensure all connections are tight and stable.
3. **Install Foot Pads:** Attach the foot pads to the bottom of the desk legs.
4. **Mount Control Panel:** Secure the control panel to the underside of the desktop in the designated area.
5. **Connect Cables:** Connect the motor cables from the legs to the control box, and then connect the control panel cable to the control box. Finally, connect the power adapter to the control box and plug it into a power outlet.
6. **Install Under-Desk Drawer:** Slide the under-desk drawer into its designated slot beneath the desktop.
7. **Cable Management:** Utilize the integrated cable management features to organize power and data cables for a tidy workspace.



Figure 3.1: Fully assembled FLEXISPOT Q4 Standing Desk, showcasing its design and functionality.

STABLE DESK FRAME



Figure 3.2: Close-up view of the stable desk frame, highlighting the reinforced structure and junction zone.

4. OPERATING INSTRUCTIONS

The FLEXISPOT Q4 desk features an electric height adjustment system with a smart control panel.

Control Panel Functions:

SMART CONTROL PANEL



Figure 4.1: The smart control panel, illustrating buttons for up/down movement and height memory presets.

- **Up/Down Arrows (▲ / ▼):** Press and hold to adjust the desk height upwards or downwards. Release the button to stop at the desired height.
- **Memory Presets (1, 2, T, Person Icon):** The desk allows you to save preferred heights for quick adjustments.
 - To save a height: Adjust the desk to your desired height, then press and hold one of the preset buttons (1, 2, T, or Person Icon) until you hear a beep or see a confirmation on the display (if available).
 - To use a saved height: Simply press the corresponding preset button once, and the desk will automatically move to the saved height.

Height Adjustment Range:

The desk smoothly transitions between a minimum height of 28.9 inches and a maximum height of 46.5 inches.

LARGE ADJUSTABLE RANGE

Perfect size for your home office



Figure 4.2: Visual representation of the desk's adjustable height range, from minimum to maximum settings.

5. KEY FEATURES

Spacious Storage System

The desk integrates a comprehensive storage system, including sliding-door desktop compartments (55.1"×8.7"×5.5") and a dedicated under-desk drawer (23.6"×11.8"×3.9"). These dual storage solutions are designed to keep your essentials accessible and maximize workspace organization.

OPTIMIZE SPACE UTILIZATION

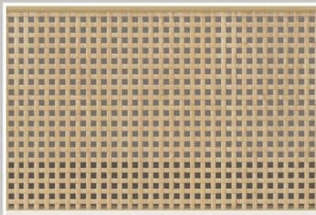


Figure 5.1: Illustration of the desk's integrated storage options, including the monitor stand, storage cabinet, and drawers.

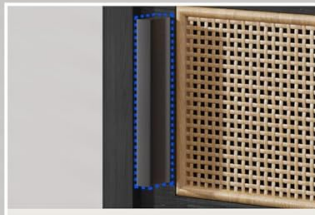
Elegant Rattan Design

The desk features a premium woven rattan texture that enhances interior aesthetics. The seamless desktop design eliminates weak joints, and the scratch-resistant surface is designed to resist daily wear, warping, and stains, maintaining its appearance over time.

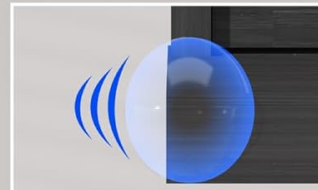
PRODUCT DETAILS



RATTAN DESIGN



METAL HANDLES



CORNER PROTECTORS



Figure 5.2: Detailed view of the desk's rattan design, metal handles, and corner protectors.

Integrated Monitor Shelf

An ergonomically designed monitor shelf elevates screens to eye level, which can help reduce neck strain and back discomfort. This feature promotes proper posture alignment during extended work sessions, whether sitting or standing.

Quiet Electric Height Adjustment

The desk is equipped with a silent motor system (operating at less than 50dB) for smooth transitions between sitting and standing positions. Programmable presets allow for quick adjustments, accommodating multiple users or varying work scenarios.

DURABLE SPRING ENABLE SEAMLESS GLIDING

Telescoping design for convenient setup



Figure 5.3: Illustration of the durable spring mechanism enabling seamless gliding of desk components.

6. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your FLEXISPOT Q4 Standing Desk.

- **Cleaning:** Wipe the desktop and frame with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that may damage the finish.
- **Cable Management:** Periodically check and reorganize cables to prevent tangles and ensure smooth operation.
- **Fastener Check:** Occasionally inspect all screws and bolts to ensure they remain tight. Retighten if necessary.
- **Motor Care:** The electric motor system is designed for maintenance-free operation. Do not attempt to open or lubricate motor components.

7. TROUBLESHOOTING

If you encounter issues with your FLEXISPOT Q4 Standing Desk, refer to the following common solutions:

Problem	Possible Cause	Solution
Desk does not move	Power cable disconnected, motor cable loose, overload.	Check all cable connections. Ensure the desk is plugged into a working outlet. Reduce weight on the desk.
Uneven height adjustment	Obstruction, uneven weight distribution.	Clear any obstructions. Redistribute weight evenly on the desktop. Perform a reset if necessary (refer to control panel instructions).
Control panel unresponsive	Loose connection, power issue.	Check the control panel cable connection to the control box. Ensure main power is connected.
Desk stops mid-movement	Safety feature activated (anti-collision), motor overheating.	Remove any obstruction. Allow the motor to cool down for 20 minutes before attempting to operate again.

If the problem persists after attempting these solutions, please contact FLEXISPOT customer support.

8. SPECIFICATIONS

Feature	Detail
Model	Q4
Product Dimensions (D x W x H)	23.6" x 55.1" x 29" (Minimum Height)
Minimum Height	28.9 Inches
Maximum Height	46.5 Inches
Top Material Type	Wood
Base Material	Alloy Steel
Color	Black
Storage Options	1 sliding-door compartment, 1 under-desk drawer
Number of Drawers	1
Number Of Shelves	1 (Monitor Shelf)

Feature	Detail
Assembly Required	Yes
UPC	840460464574

9. WARRANTY AND SUPPORT

Warranty Protection:

The FLEXISPOT Q4 Standing Desk is backed by a comprehensive warranty to ensure your investment security:

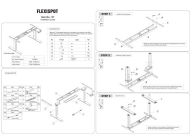



- **5-Year Coverage:** Applies to the desk frame and motor components.
- **2-Year Coverage:** Applies to all electronic components.


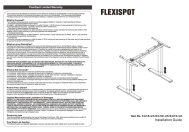
This warranty covers manufacturing defects and ensures lasting performance under normal use conditions.

Customer Support:

For any questions, assistance with assembly, troubleshooting, or warranty claims, please contact FLEXISPOT customer support through the official website or your purchase platform. Please have your model number (Q4) and proof of purchase ready when contacting support.

Related Documents - Q4

	Flexispot E7 Operation Instructions User manual for the Flexispot E7 height adjustable desk controller, detailing its functions, buttons, memory presets, child lock, USB charging, collision prevention, and troubleshooting.
	FlexiSpot E7QB Standing Desk User Manual Comprehensive user manual for the FlexiSpot E7QB standing desk, covering components, installation, usage, troubleshooting, and warranty information.
	FlexiSpot Q8B/Q8W Height Adjustable Standing Desk Installation Guide and Warranty Comprehensive installation guide and warranty information for the FlexiSpot Q8B/Q8W height adjustable standing desk, including setup instructions, usage tips, troubleshooting, and warranty details.
	FlexiSpot E2LB-V2/E2LW-V2 Electric Height-Adjustable Desk User Manual User manual for the FlexiSpot E2LB-V2 and E2LW-V2 electric height-adjustable desks, covering assembly, operation, technical specifications, and troubleshooting.

 <p>The image shows the cover of a user manual for FlexiSpot E7B-Plus, E7W-Plus, and E7S-Plus height adjustable desks. The cover features the FlexiSpot logo at the top right, the slogan 'Work like new' on the left, and a photograph of the desk on the right.</p>	<p>FlexiSpot E7B/E7W/E7S-Plus Height Adjustable Desk User Manual & Installation Guide</p> <p>Detailed user manual for FlexiSpot E7B-Plus, E7W-Plus, and E7S-Plus height adjustable desks. Includes technical specifications, step-by-step installation instructions, handset operation, troubleshooting guide, and warranty information.</p>
 <p>The image shows the cover of an installation guide and limited warranty for FlexiSpot EG1B, EG1W, and EG1S series height adjustable desks. The cover includes the FlexiSpot logo, a technical diagram of the desk's adjustment mechanism, and a list of specifications.</p>	<p>FlexiSpot Height Adjustable Desk EG1B/EG1W/EG1S Series Installation Guide and Limited Warranty</p> <p>Comprehensive guide for installing FlexiSpot height adjustable desks (EG1B/EG1W/EG1S series), including detailed steps, specifications, warranty information, and troubleshooting tips.</p>