Manuals+ — User Manuals Simplified.

Chevron 2023-ED02 Employee Desk Program Instruction Manual

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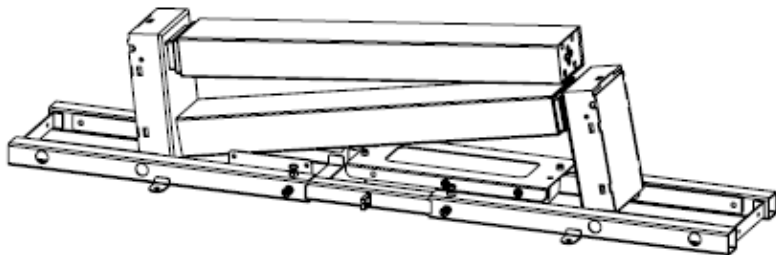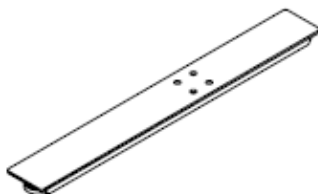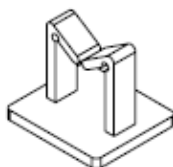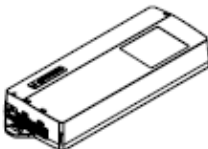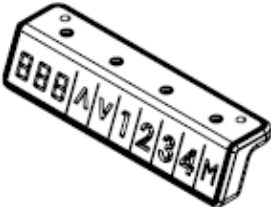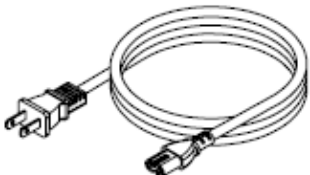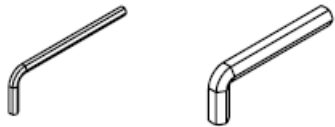
Chevron 2023-ED02 Employee Desk Program

PARTS AND TOOLS

PLEASE REVIEW these instructions before beginning the assembly procedures. Check that all the parts shown below were provided with your order. Contact your supplier if any materials are missing. Do not discard the packaging until satisfied that the product operates to your satisfaction.

PARTS AND TOOLS PROVIDED

Desk Frame (1)

End Pipe (2)

Feet (2)

Cable Clip (4)

Control Unit (1)

Digital Keypad (1)

Power Cable (1)

Screws

M10x12 (8)   M6x10 (4)   Ø5x18(12)   M5x6(4)   Ø4x23(2)

Allen Keys (2)

4mm   8mm

M1Ox12 (8) M6x1O (4) 05×18(12) M5x6(4) 04×23(2)

CAUTION: Always check that screws used to attach components to the work surface are not too long for the thickness of the surface.
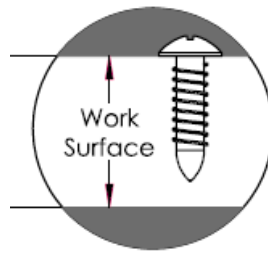
ADDITIONAL TOOLS REQUIRED
Phillips screwdriver

ASSEMBLY

1. **STEP 1**

   Use 4 M5X6mm screws insert 2 into each end of the desk frame.

M5x6

Do the same with the other leg.
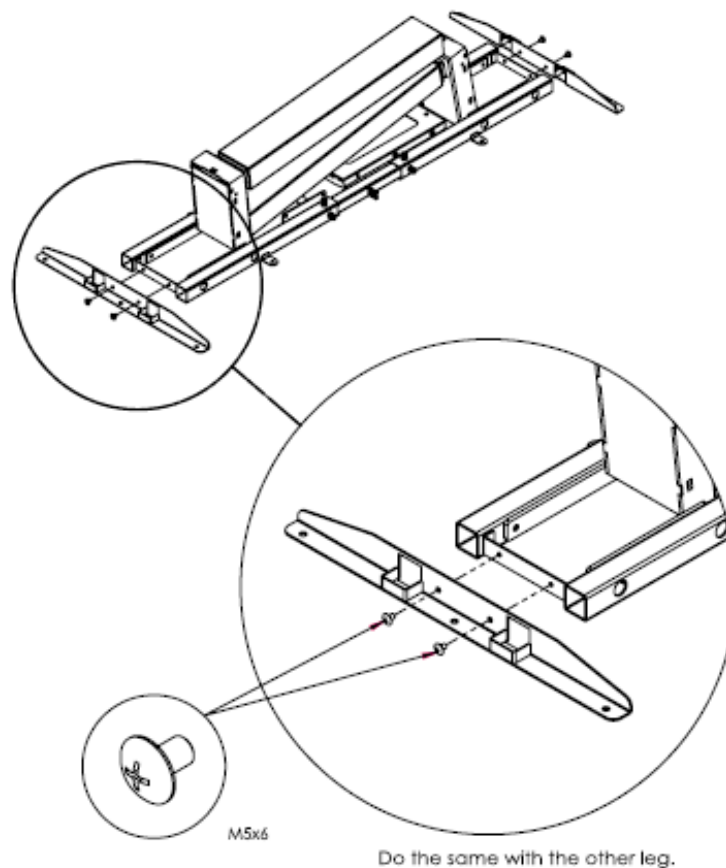
2. **STEP 2**

   After lifting the legs straight, use the 4mm Allen Key to fasten 4 pcs of the M6Xl 0mm screws to posts.

4mm Allen Key

(Make sure to fasten both front and back sider.)

M6x10
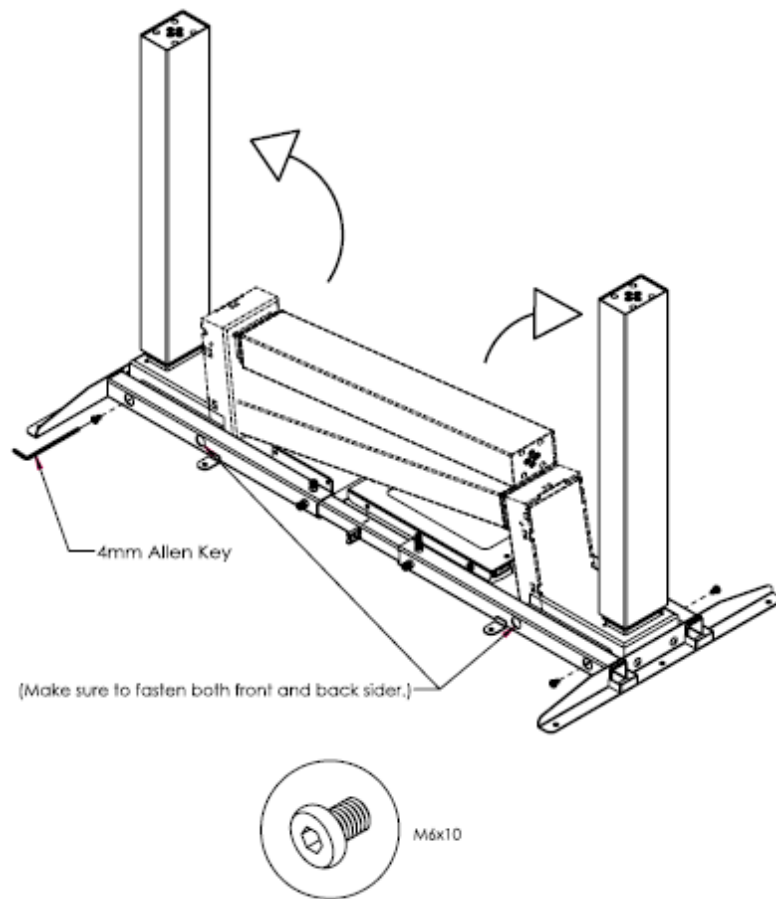
3. STEP 3

- Extend the frame to the full width of the table, allowing a minimum space of l" (25mm) on each side.
- The frame can be expanded from 34″ (86cm) wide to 64″ (163cm) wide. The inner channel includes guides to assist in setting the desired width.
- Center the frame on the worksurface and use the 4mm Allen key to fasten 4 pcs of the M6xl O screws into place.

M6x10

Cross Channel — Center

Center

Cross Channel

Expands from 34" to 64"

1" Minimum Space Each Side

MAX : 64"(163cm)
MIN : 34"(86cm)

[17.717in]
450mm
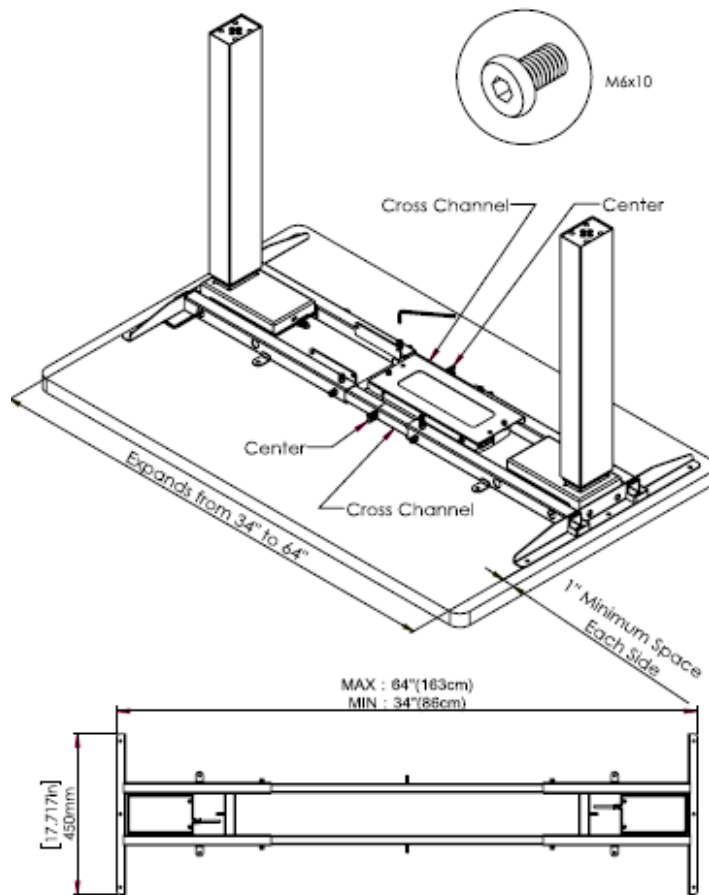
4. **STEP 4**

Attach a foot to each of the legs.

- Use 4 pcs of M 1Ox12 screws per foot.
- Tighten the screws with a 8mm Allen key.
- Install facing both the longer sides of the feet toward the front of the desk. (strongly recommended)

[25in]
635mm

[Face the longer end of the foot toward the front of the desk]

8mm Allen key

M10x12

User facing

User facing

Front of Desk/
User Facing
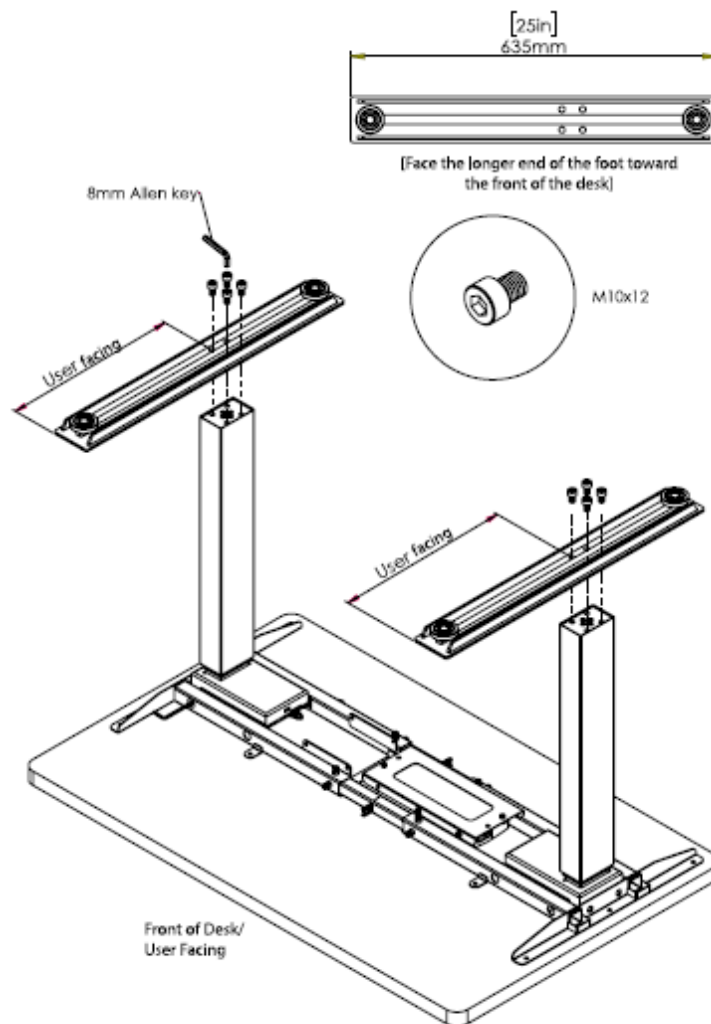
5. **STEP 5**

Once the frame is in its final position, attach it to the work surface using the 0 5xl 8 screws (10 total required.)

- Attach the screws through the mounting tabs on the frame as well as the holes at the ends of the top supports.
- Use a Phillips screwdriver.

Ø 5x18
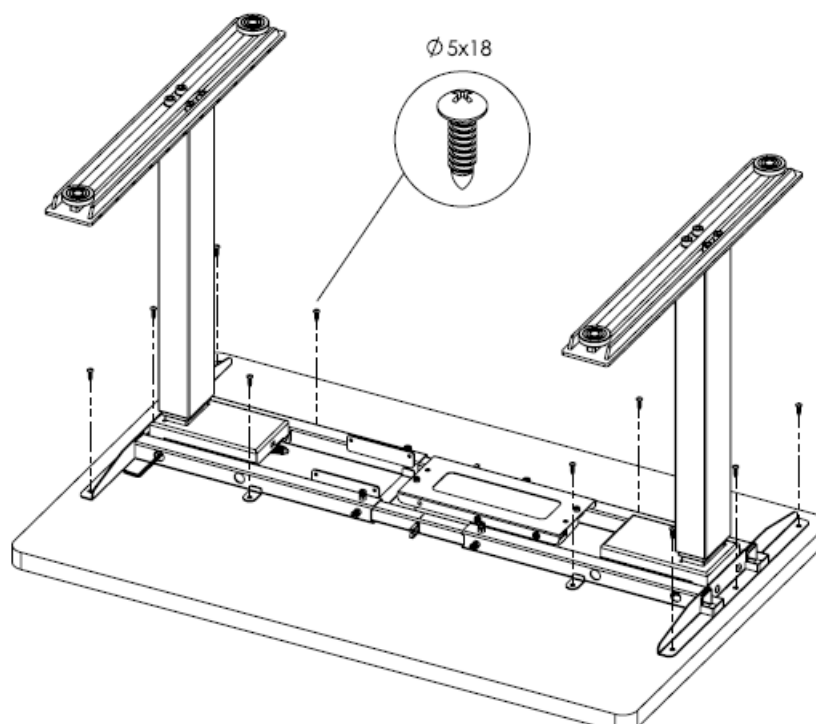
6. **STEP 5**

Make connections to the control unit.

- Connect the cable from the digital keypad.
- Connect the motor cables from the leg motors.
- Connect the power cord to the control unit.
- Plug the power cord into an AC outlet.

    CAUTION : Do not operate the table until after "zero setting" the system. See following step.
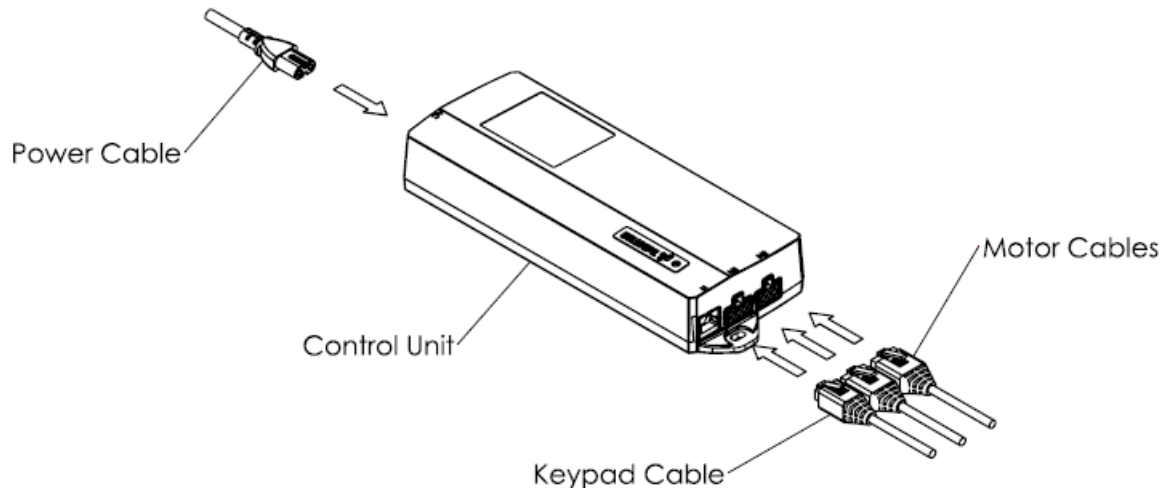

7. **STEP 6**

"Zero set" the system before testing operation. (Note that with the table and keypad upside-down, in assembly position, the UP ▲ ' and DOWN ▼ buttons face their opposite directions.)

- Press and hold the UP .A. and DOWN T buttons at the same time. Continue to hold the buttons. The legs will lower until they reach their bottom point.
- Release the buttons once the system beeps. If it does not beep, continue to hold the buttons for 3 seconds after the legs reach the lowest point. The system is now "zero set."
- If there are problems with operation, check that all cable and cord connections are secure and positioned correctly. If problems continue, contact Goldtouch Customer Service.
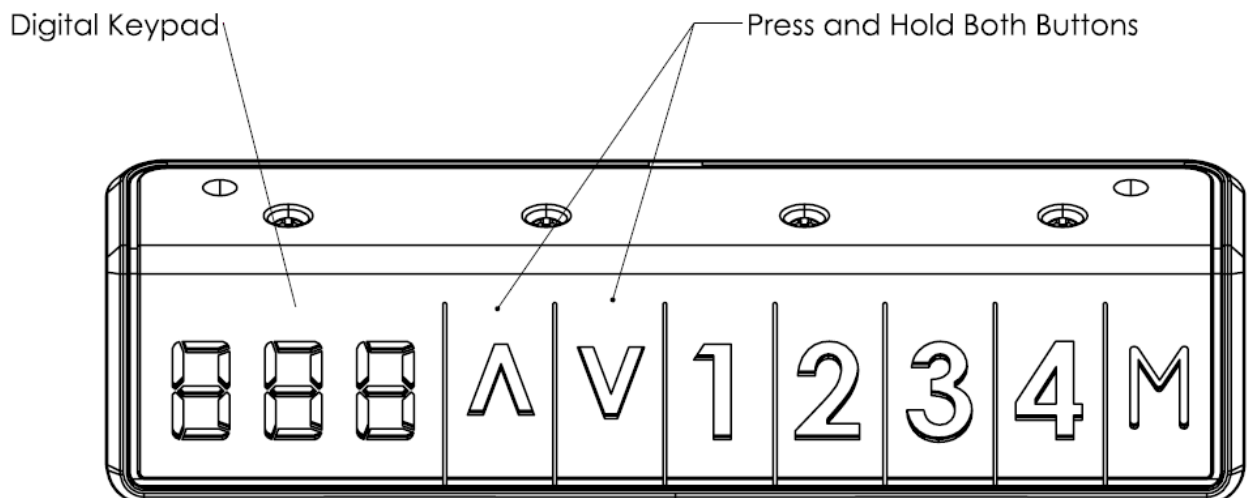
8. **STEP 8**

- Attach the digital keypad at the front edge of the work surface.
- Use the 2 pcs of 0 4×23 wood screws.

Ø 4x23
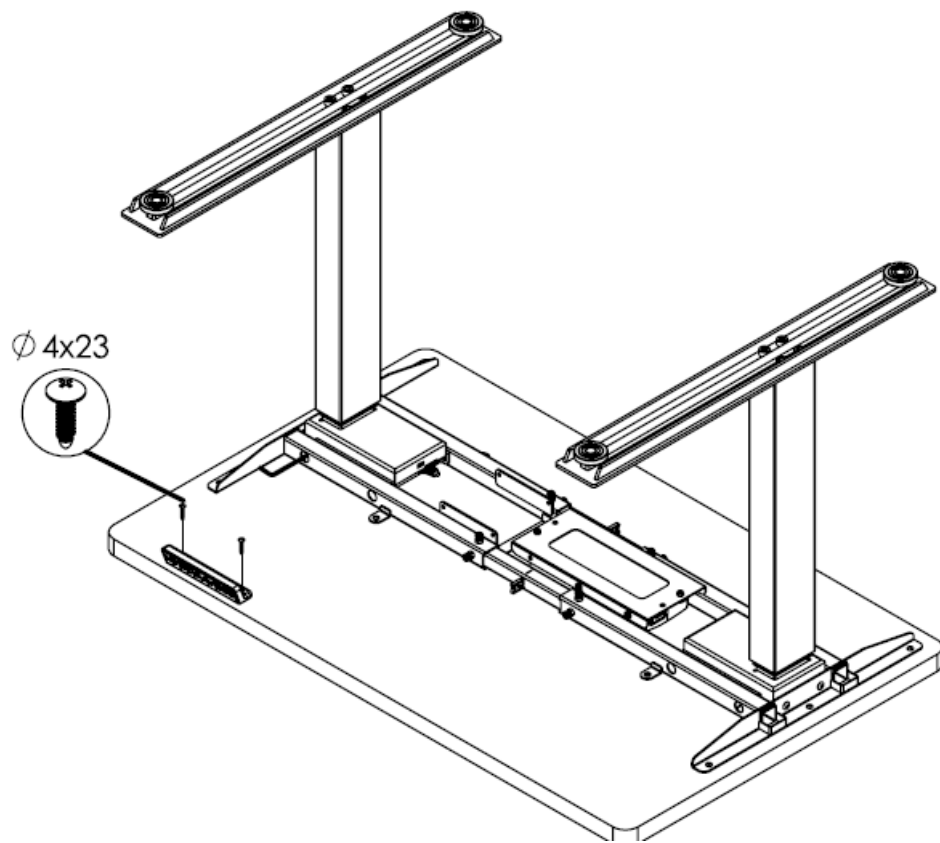
9. **STEP 9**

Use the pre-installed cable clips plus the additional ones provided to secure the cables in position.

- Cables must not interfere with table operation.
- Cables must not interfere with the user.

Cable Clip
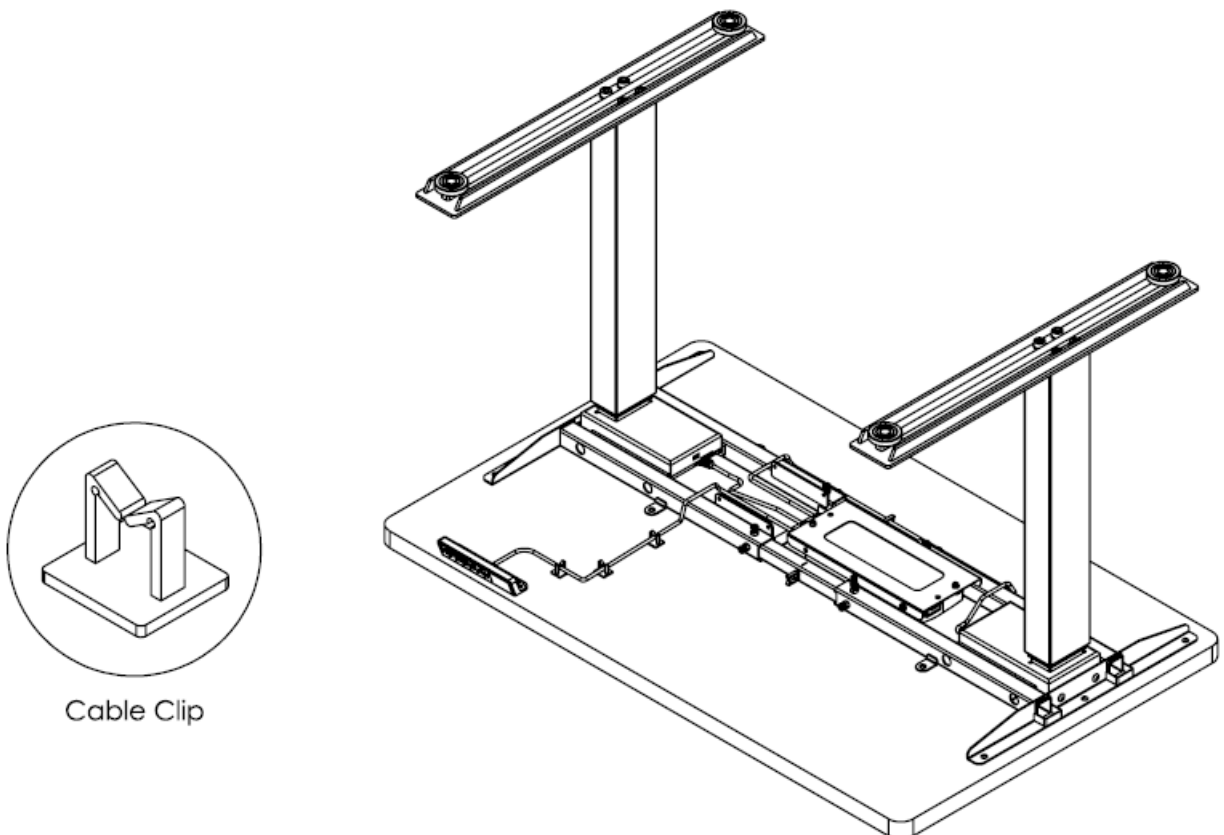
10. **STEP 10**

With the assistance of a helper, turn the table upright and place it in its final position.

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

- Adjust the leveling glides on the feet to level the work surface, if necessary.
- Plug the power cord into an AC outlet.
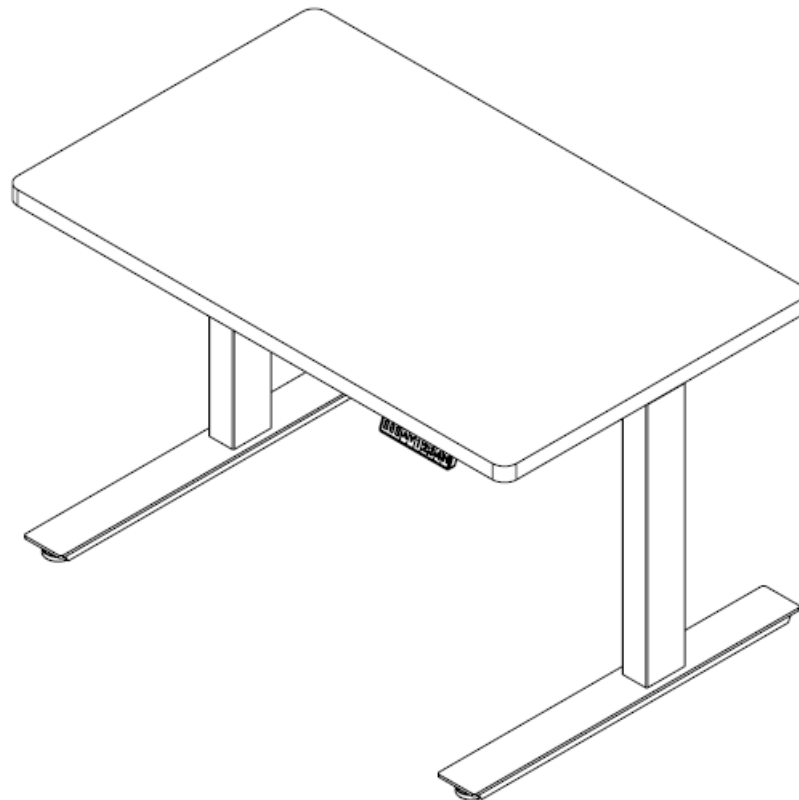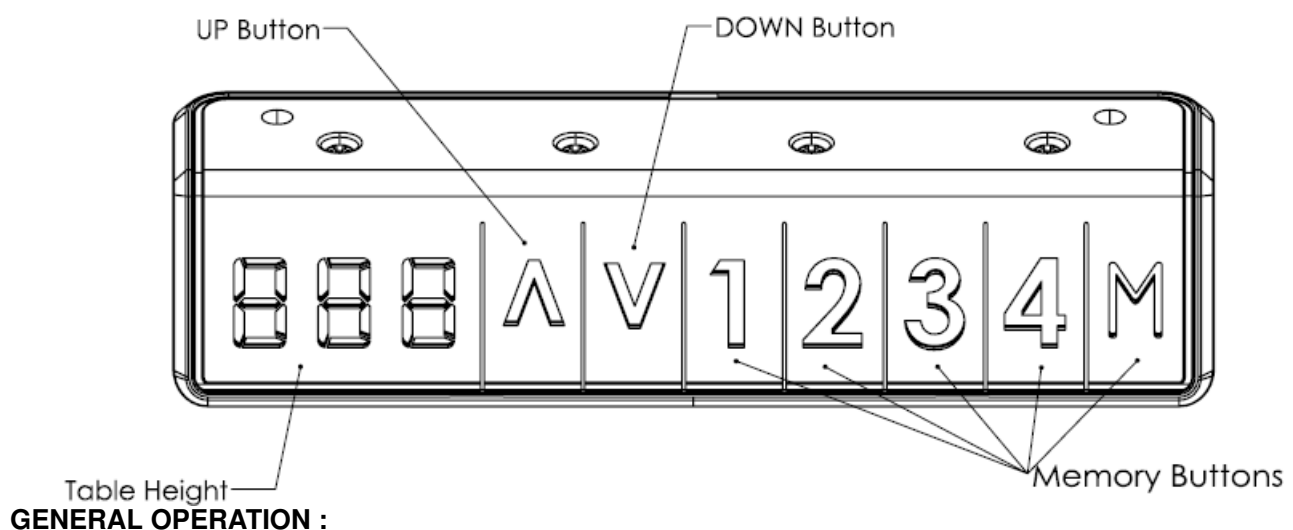- See the following page for operating procedures.

OPERATION

GENERAL OPERATION :

- Move the table up or down by pressing UP ▲ or DOWN ▼ until the work surface reaches the desired height.
- The table will continue to move up or down until you release the button or until the maximum or minimum height is reached.

  Important : Be sure there are no obstructions to table movement along its full range of travel.

SETTING A MEMORY POSITION
The memory buttons allow you to save up to four specific positions of the work surface.

To set a memory position:

- Adjust the work surface to the position you want to save. (The display on the control pad shows the work surface height.)
- Press the M button for 3 seconds , the display will flash, then press the memory button 1,2,3 or 4 you'd like to save the setting to.
- The display will flash "P" and the number of the memory button you selected. >E . Press M button for 3 seconds, the display will flash, then press 3, when display flashes "P3" it means the position saved at memory button 3.

MOVING TO A MEMORY POSITION
Press memory button 1,2,3 or 4 to lift the desk to the selected memory position.
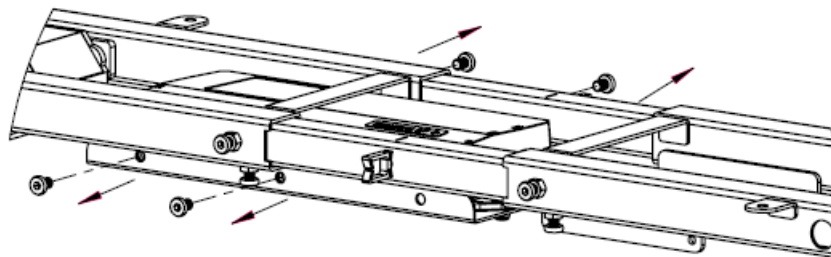
ANTI-COLLISION FEATURE SOLUTIONS

- During the height-lifting movement, when obstruction is detected from the above, the Anti-collision Feature will take effect.
  - Remove obstruction and re-start the operation again.
- During the height-lowering movement, when obstruction is detected from underneath, the Anti-collision Feature will take effect.
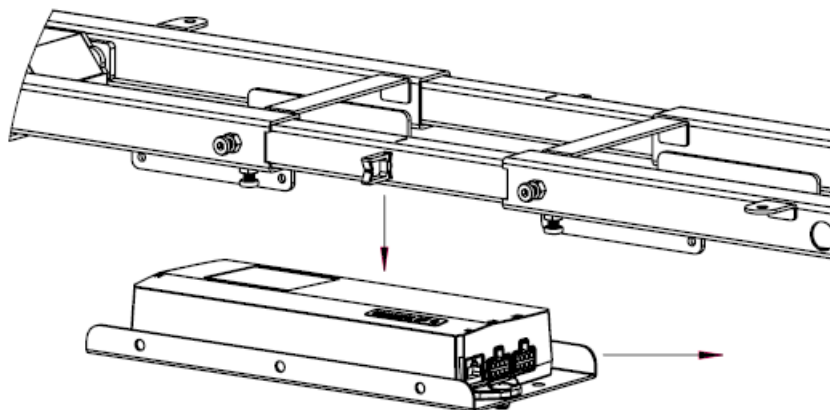 - Remove obstruction and re-start the operation again.

Change the installation position of the control unit
The control unit can be placed on the left or right side of the desk frame to facilitate the connection of the power cord. When you need to change the location, follow the steps below to replace it. 1. Use 4mm Allen key to remove M6x10mm (4) screws. 2. Place the control unit on the other side of frame, aligning the holes, use 4mm wrench to fasten M6x10mm (4) screws to finish the installation.
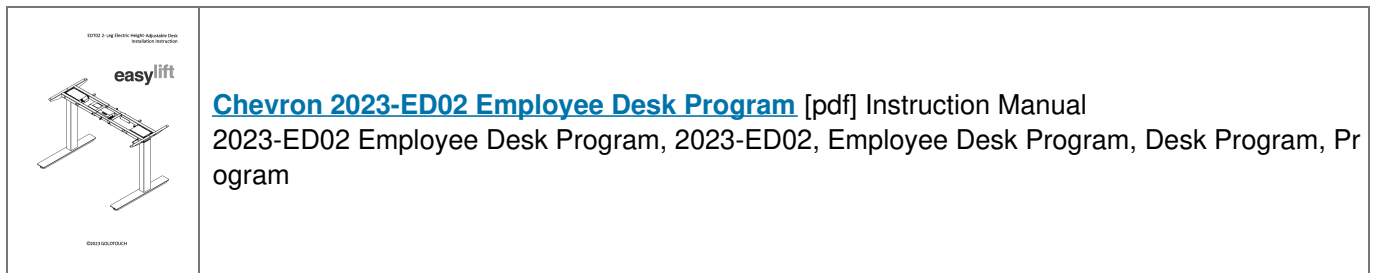

(1-1)

(1-2)

(2-1)

(2-2)

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Documents / Resources

ED02 2-Leg Electric Height-Adjustable Desk Installation Instruction **easy**lift ©2023 GOLDTOUCH	**Chevron 2023-ED02 Employee Desk Program** [pdf] Instruction Manual 2023-ED02 Employee Desk Program, 2023-ED02, Employee Desk Program, Desk Program, Program

References

- **User Manual**