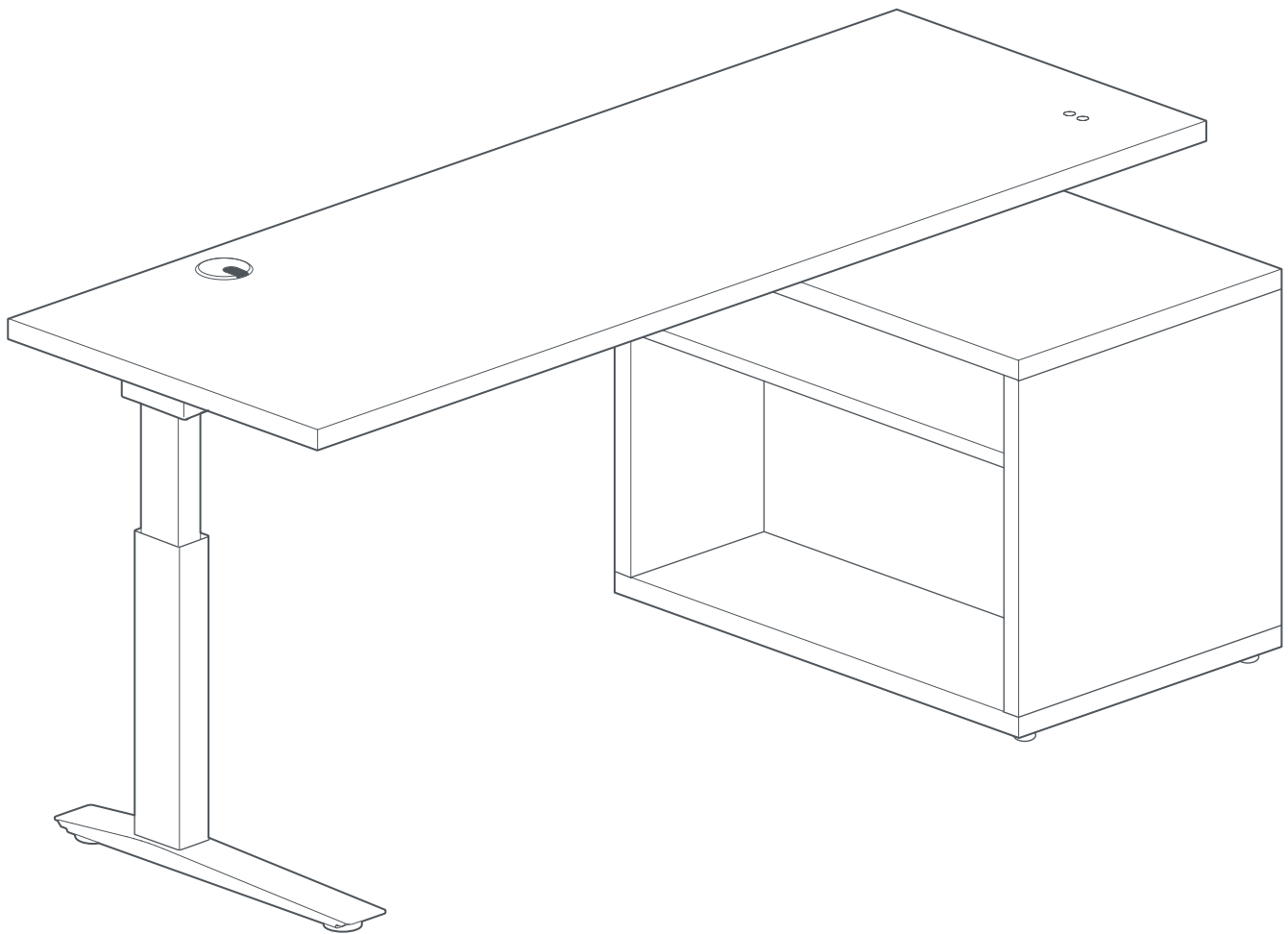


Zo Office Adjustable Desk

USER GUIDE



IMPORTANT SAFETY INSTRUCTIONS

This product is for commercial use only.

When using an electrical furnishing, basic precautions should always be followed, including the following:

Read all instructions before using (this furnishing).

DANGER -

To reduce the risk of electric shock:

1. Always unplug this furnishing from the electrical outlet before cleaning.

WARNING -


To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never drop or insert any object into any opening.
7. Do not use outdoors.
8. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
9. To disconnect, turn all controls to the off position, then remove the plug from outlet.
10. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.

SAVE THESE INSTRUCTIONS

OPERATING INSTRUCTIONS – Please refer to the provided Installation Instructions and User Guide.

POLARIZED PLUG INSTRUCTIONS – To reduce the risk of electric shock, this furnishing has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

SERVICING OF DOUBLE-INSULATED PRODUCTS – In a double-insulated product, two systems of insulation are provided instead of grounding. No grounding means is provided on a double-insulated product, nor is a means for grounding to be added to the product. Servicing a double-insulated product requires extreme care and knowledge of the system, and is to be done only by qualified service personnel. Replacement parts for a double-insulated product must be identical to the parts they replace. A double-insulated product is marked with the words “DOUBLE INSULATION”, “DOUBLE INSULATED”, or .

This product is for use on a nominal 120-V circuit. Make sure that the product is connected to an outlet having the same configuration as the plug. **No adapter should be used with this product.**

CARE & MAINTENANCE

Surface Laminate

To clean the surface, use mild soap or detergent with a damp cloth or sponge. Difficult stains such as coffee or tea can be removed by using mild household cleaner and baking soda; mixing to achieve a paste consistency. Gently wash (approximately 15-20 strokes) the affected area using a stiff nylon bristle brush. Do not scrub so as to scratch the surface finish. Avoid cleaners with ammonia.

Marker Board Laminate

Wilsonart Marker Board Laminate can be cleaned using a felt or multi-purpose board eraser. When additional cleaning is required, a soft cloth dampened with warm tap water and mild soaps, such as those used for hands or dishes, is recommended. Remember to clean erasers often by wiping to remove dry-erase marker residue.

Stubborn Stains

Stubborn stains that resist any of the mentioned cleaning methods may require the use of undiluted household bleach or nail polish remover. Use a cotton ball saturated with bleach or nail polish remover (acetone), gently rub the stain for up to two minutes. Rinse thoroughly with warm water and wipe dry with a soft cloth. This step may be repeated if the stain appears to be going away and the color of the laminate has not been affected.

Note — Scrubbing too hard or at length can damage the surface finish.

If stubborn stains persist, Marker Board Laminate can be cleaned with spray-type glass cleaners, such as Windex®. Do not use cleansers that contain abrasives, acids or alkalis; they will damage the surface. Remove stubborn stains with a 2-minute exposure to hypochlorite bleach, such as Clorox®, followed by a clean water rinse.

Storage

When not in use for an extended period of time, always unplug this furnishing from the electrical outlet and carefully stow the power cord to avoid accidental damage.

WARNING: Always rinse laminate surfaces after cleaning. Cleaning solutions may leave behind a residue that can be reactivated by moisture from cups or drinks. Prolonged exposure to cleaning residues can cause permanent discoloration, scars, or stains in laminate surfaces.

CAUTION: For normal cleaning, vacuum panel fabric as needed, using an upholstery attachment. Do not brush fabric or use a vacuum attachment with a rotary brush. Brushing may permanently damage the nap or change the character of the fabric.

PRODUCT SPECIFICATIONS

Range of Adjustment	Electric — 27" - 46.5"
Glide Adjustment	1/4"
Max. Weight Capacity	250lbs
Wire Management Included	No
Controller	Up/Down
Decibel Rating	50db(A) in typical applications

Volts	120v AC
Frequency & Phase	50 Hz - 60 Hz, Single Phase
Amps	2.5 A
Watts	300 W
Standby	0.1W
Adjustability Speed	1.5"/sec
Duty Cycle	10%

WORKSTATION TIPS

Ensure that power cords for all accessory items have enough length to reach the outlets throughout the full range of the table adjustment. Do not subject cords to any strain while adjustment of the surface is taking place.

Always check for proper operating clearance before placing any item on, above, or below the worksurface.

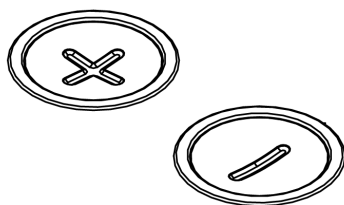
HEIGHT ADJUSTMENT

The controller switch has two buttons for user control.

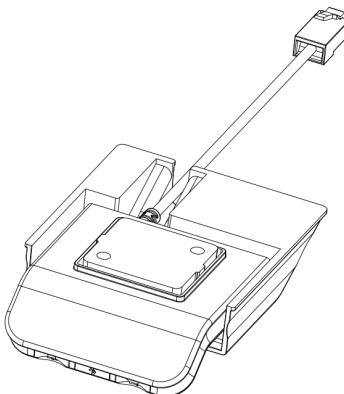
- Press and hold either the up or down button to reach the desired desk height.
- The desk will continue to move up or down until the user releases the button or the maximum or minimum height is reached.

Note: As a safety feature, the user must continuously hold down the button for the desk to move.

Embedded Switch



Paddle Switch



TROUBLESHOOTING

If the desk does not move up or down:

- ① Connect a lamp, or similar object, to the main power supply to verify there is adequate voltage.
- ② Check all accessible cable connections and verify there is no visible damage to cables, controls, control boxes or legs.
- ③ If all systems appear intact, unplug the desk for five minutes then plug the desk back in, and perform a Reset. If the problem persists, contact your facility administrator.

If the desk stops and will only retract, check the following:

- ① Verify that the desk is fully extended. When the desk has reached its uppermost position it can only run downward.
- ② Remove some of the load and try again.
- ③ If the problem persists, perform a Reset.

If the desk will only adjust downward even though the desk is not overloaded, perform a Reset.

If the desk does not move all the way up and repeatedly stops at the same position, perform a Reset.

If the desk collides with an object, follow these steps:

- ① Adjust the desk up or down, away from the obstruction.
- ② Perform a Reset.

RESET

- ① Operate the desk down to the lowest position and release the down button.
- ② Press and hold the down button for several seconds.
- ③ The desk should visibly move up and down signaling that the reset is complete.
- ④ Operate the desk throughout its range of motion to ensure proper function.