Before You Begin

1. Lay the top intended for use upside-down flat on the floor.

2. Lay out all components that were inside your product package and check them against the Parts & Tools List to ensure your product came with all necessary items. If there are missing components, please call Ergo Elements immediately to have them shipped to you.

3. Make sure you have ample workspace in all directions in a clutter-free and well-lit environment in advance before beginning assembly to prevent any unforeseen collisions and space restrictions.

Parts & Tools List

1. 2.5mm Hex Allen Tool (1 ea)
2. 5mm Hex Allen Tool (1 ea)
3. Support Beam (2 ea)
4. Bracket (2 ea)
5. Foot Margin (2 ea)
6. Foot Pad (4 ea)
7. Lifting System Legs (2 ea)
8. M8*10 Screws (12 ea)
9. M6*25 Screws (8 ea)
10. Gasket 6 Washers (8 ea)
11. Drive Shaft (1 ea)
12. Power Supply Control Box (1 ea with 2 mounting screws)
13. Controller (1 ea & 2 screws)
Assembly Overview
Please review the illustration prior to assembly to familiarize yourself with the location of each component.
Assembly Instructions
Support Beams

1. Lay the top intended for use upside-down flat on the floor.

2. Using the 5mm Hex Allen Tool partially unscrew and loosen the screws that are built into the 3-piece Support Beams just enough to be able to pull apart the two end components of each Support Beam.

3. Then, line up the Support Beam on your intended top parallel to each other with their two side-protruding hole flaps pointing towards each other and making contact with your top as pictured. Center them along the long length of your top as pictured.

4. Next, pull apart and lengthen both support beams to your desired length for your intended top. Please note that the wider the base spans beneath your top, the more stable your desk will be. If you’re planning to use an Ergo Elements Brand Top, the screw holes on the base will line up with the pre-drilled threaded holes on the Ergo Elements Top.

5. Then tighten the screws back to lock the adjusted length.
6. While the two Support Beams lay parallel to each other, place the two Bracket pieces against the parallel Support Beam ends as pictured, so the ends line up to the two middle holes of each Bracket piece.

7. Attach each of the two legs of the Lifting System to where each of the two Support Beams meet a Bracket so the screw holes line up as pictured. Use the 5mm Hex Allen Tool to tighten M8*10 Screws into the six holes on each side.
Lifting System Legs

1. Line-up the center of a Foot Margin onto the end part of each of the Lifting System Legs so the bolt holes line up and attach using the 5mm Hex Allen Tool to tighten the M6 * 25 Screws and Gasket Washers into the four holes as pictured.

2. Also be sure to screw-in a Foot Pad to each underside end of each Foot Margin.

3. Adjust height of each Foot Pad to level assembly.
Drive Shaft

1. Now it’s time to install the two-piece Drive Shaft ⑩. Partially loosen each screw in the Drive Shaft just enough that the outer shell can move independently of the inner shaft of the two-piece Drive Shaft. Partially extend out the inner shaft end and insert it about ½ inch into the vacant gearbox port of one of the Lifting System Legs ⑥.

2. Next, extend out the outer shell of the Drive Shaft ⑩ in the opposite direction and slide it over the opposing gearbox shaft about 1 inch until the nearest outer shell screw completely sits over this shaft. Then, use the 2.5mm Hex Allen Tool ⑥ to tighten all the bolts of the Drive Shaft to lock it’s position.
**Electrical Connection**

1. Connect the cable extending from one of the Lifting System Gear Boxes \( \textcircled{1} \) and the cable from the Controller \( \textcircled{13} \) into the Power Supply Control Box \( \textcircled{12} \) in their respective ports as pictured. Then, plug in the Power Supply Control box into a wall outlet.

2. To calibrate the Control Box \( \textcircled{12} \), push and hold both the up and down keys simultaneously for 30 seconds until a 'BEEP' sound. Once you hear a 'BEEP', press and hold the down key until three 'BEEPS' are heard to finish the calibration. Calibration will ensure proper performance of the whole Lifting System.

3. If ever there is a need to reset the system, perform calibration again.

- Please note that the Electric Lifting System will enter a Sleep State that is activated after about 20 minutes of being idle. This is perfectly normal and is designed to conserve energy when the base is not in use. To wake up the system, simply push either of the buttons several times until it operates normally.
Desktop

1. Proceed to install your desktop. If you are installing an Ergo Elements Top, please refer to it’s accompanying instruction manual.

2. If desired, you can also mount the Power Box 12 and Controller 13 onto the underside of your tabletop with the included mounting screws. If installing an Ergo Elements Top, please refer to the Ergo Elements Top Assembly Manual for Controller and Control Box placement.

Your Ergo Elements Electric Adjustable Table is now completely assembled and ready for action.