

**Steelcase**

**Migration**

User Guide



## WARNING

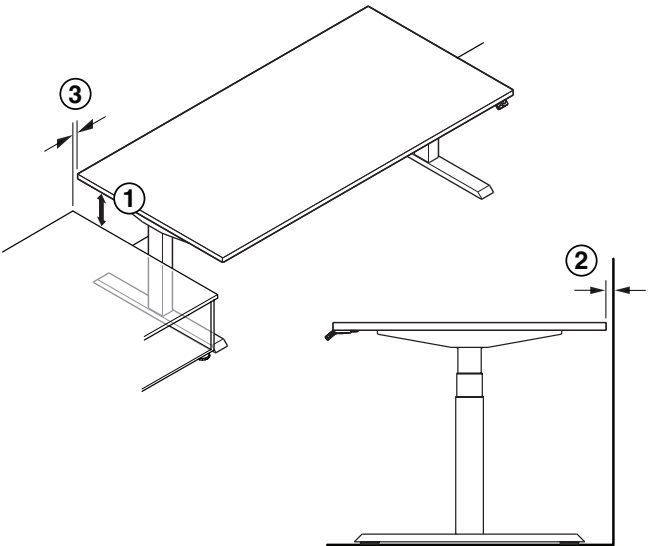
### Pinch Points, Keep Clear



#### RISK OF SERIOUS INJURY

If not used as intended, moving worksurfaces can pinch and cause injury or property damage. Always follow these instructions:

1. Keep height-adjustment range free from obstructions above and below the worksurface.
2. Plan for a minimum 1" gap against a wall or panel.
3. Plan for a minimum 1" gap to adjacent furniture.

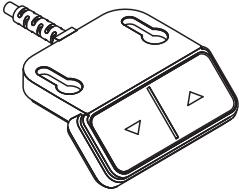


This powered, height-adjustable desk appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with the appliance.

# HEIGHT-ADJUSTMENT CONTROLLERS

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## Up/Down Controller



### OPERATING THE CONTROLLER

The controller has two buttons for user control.

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

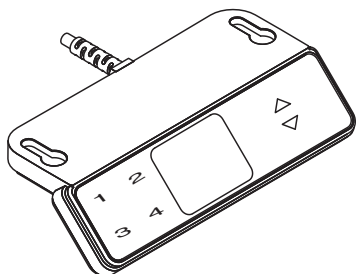
**Note:** The controller can be mounted in a fixed location on the left or right front edge of the desk.

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

**Note:** For a visual demonstration, please visit [youtube.com/steelcasetv](https://youtube.com/steelcasetv)

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## 4 Preset Programmable Controller with Digital Display



### OPERATING THE CONTROLLER

The controller has seven buttons for user control. Two of the buttons are the **up** and **down** buttons, controlling the movement of the desk. One of the buttons is the memory button, which is used to set heights to be stored. The remaining four buttons are memory position buttons. The controller also has a digital display, which displays the numerical height of the desk (in inches or cm).

- Press and hold either the **up** or **down** button to reach the desired height.
- The desk will continue to move up or down until the user releases the button or the maximum or minimum height is reached.
- To switch to a stored height in memory, use the four memory position buttons. Press the required memory position button and hold it down. The desk will move until it reaches the saved position. If you release the button before the saved position is reached, the desk will stop and the saved position will not be reached.

### STORE HEIGHT INTO MEMORY

- Adjust the desk to the position you want to save. The display will show the desk height.
- To store the height:
  - A. Press the **save button**. The display will read **s**.
  - B. Press the required memory position button. The display will read **s#** (e.g., **s2**).
  - C. After 2 seconds the saved desk position will be displayed.

## SWITCH DISPLAY FROM INCHES TO CENTIMETERS

- A. Press memory positions **1, 2**, and the **up button** simultaneously until the display shows **s5**
- B. Press the **save button** once; you will hear two clicks
- C. Units of measure now changed from whatever it started as. (cm to inches, or inches to cm)

## ENABLE AND DISABLE BUTTON LOCK

- The button lock can be enabled or disabled by swiping the screen.
- After enabling the button lock, a button will be shown on the display.

## ERROR CODES

- In the event of a fault, the digital display may show an error code. Refer to the troubleshooting guide.

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## Cable Management

When installing equipment, either on the worksurface or below, be sure that the connecting cables are free from obstruction. Clips and ties are provided to manage excess control box and base controller wires and can be attached to the underside of the worksurface. Use these clips and ties to minimize possible entanglements and achieve a clean aesthetic.

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## Workstation Design Tips

- Ensure that power cords for all accessory items – computer, lights, monitors, etc. – are of sufficient length to reach outlets throughout the range of worksurface height adjustment. Do not subject the 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.

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## Maintenance and Cleaning

Regularly clean dust and dirt from lifting columns. To ensure all surfaces are thoroughly cleaned, make sure the lifting columns are fully extended to their maximum height. Also, be sure to inspect cables and lifting columns for damage. Check all connections for both correct function and secure mounting.

**Caution:** A damp cloth is recommended. To protect the painted surfaces, use a cleanser that is not highly alkaline or acidic. A pH neutral product is ideal.

**Note:** Please do not move the desk without help. Refer to the guidelines at the end of the assembly instructions, or contact your facilities group for assistance.

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## Troubleshooting

### POWER-SAVING CONTROL BOX:

- The control box automatically powers down into 'standby' mode after 20 seconds of inactivity.
- During standby mode, the control box only consumes 0.1 watt of power.
- With the control box in standby mode, the desk can lose power without affecting the synchronization of the lifting columns. However, a power loss still allows the control box to power down and 'soft reset.' (see below)

### CONTROL BOX SOFT RESET:

- Unplugging the control box from the power source, and then plugging it back in, interrupts power to the processor inside the control box. This power interruption causes the processor to reset.
- If the desk experiences an unexplained freeze or erratic performance, unplug the control box from the power source to cut power to the processor, and reset its routine. Wait a minimum of 5 seconds, and then re-connect the power.
- If this does not restore normal performance, additional troubleshooting steps are required.

### CONTROL BOX RE-INITIALIZATION:

- In the event that a soft reset does not restore normal operation, a 'hard reset' may be required.
- Currently, it is necessary to use a digital / preset controller to perform this operation.

- To reset the control box to its factory settings:
  - A. Press memory positions **1, 2**, and the **up** button simultaneously for 10 seconds
  - B. Display shows **s7**
  - C. Press and hold the up button until the display reads **s0**
  - D. Press **s**; the unit is reset to factory settings

#### **SYNCHRONIZING / INITIALIZING LIFTING COLUMNS:**

- Operate the desk all the way down to the lowest position, and release the **down** button.
- Press the **down** button again, and hold.
- After a few seconds, the desk will visibly move up and down, settling to its correct 'bottom' position.
- The lifting columns are now synchronized via the software in the control box.
- Operate the desk all the way up and down to confirm proper function.

#### **TESTING INDIVIDUAL LIFTING COLUMNS:**

- The control box is coded to operate only when all lifting columns are properly connected. It is not possible to operate lifting columns individually for troubleshooting purposes.
- To properly identify faulty lifting columns, refer to step D of the troubleshooting steps.

**Note:** Contact your Steelcase dealer for troubleshooting assistance.

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## Product Specification

Range of Adjustment	22.6"-48.7" (575 – 1,237 mm)
Glide Adjustment	½" (14 mm)
Distributed Weight Capacity	195 lbs. (88.6 kg)
<i>Tip: When calculating lifting capacity, subtract the weight of the worksurface.</i>	
Wire Management Included	Yes
Controller	Up-Down, Digital Preset
Decibel Rating	< 55 dBA
Volts	120V AC (North America) 240V AC (Global)
Frequency & Phase	60 Hz, Single-Phase (North America) 50 Hz, Single-Phase (Global)
Amps	10A
Watts	1200W
Standby Power	0.1W
Adjustability Speed	1.65"/sec. (41.9 mm/sec)
Duty Cycle	10%

Weight of Worksurface: ~4.03 lb/ft<sup>2</sup> (19.97 kg/m<sup>2</sup>),  
or ~0.028 lbs/in<sup>2</sup> (0.019 g/mm<sup>2</sup>)

Rectangular tops weigh between 38 – 70 lbs (17 – 32 kg);  
a 58"x29" top weighs 48 lbs.

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