



Steelcase



# USER GUIDE

Important safety information included.  
Save and keep with desk.

**Migration SE**  
Height-Adjustable Desk and Bench

# ⚠ WARNING



## Crush Hazard – Keep Clear

### RISK OF SERIOUS INJURY OR DEATH

Raising or lowering desk can trap or crush body parts.

**DO NOT OPERATE THIS EQUIPMENT UNLESS PROPERLY TRAINED.** Read this guide first.



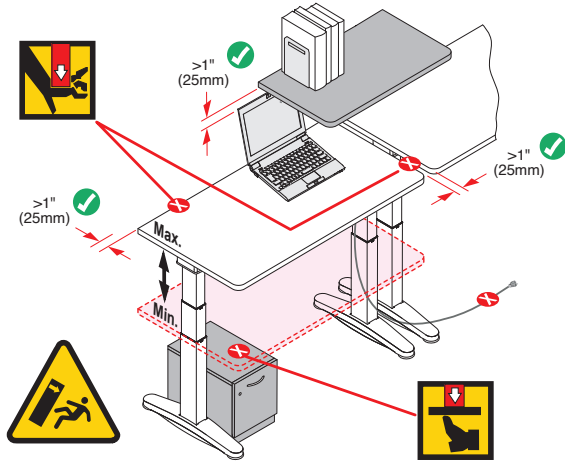
**DO NOT ALLOW USE BY CHILDREN** or people unable to understand the risks and to safely adjust desk height.

**REMOVE AND SECURE POWER CORD WHEN NOT IN USE TO PREVENT CHILDREN FROM OPERATING THE DESK UNSUPERVISED.**



**MAINTAIN >1" (25 mm) GAP ABOVE OBJECTS ON DESK AT MAX HEIGHT, AND BETWEEN DESK AND ADJACENT OBJECTS.** Locate desk, accessories and nearby objects to allow movement of desktop through full range without pulling cords, trapping body parts or colliding with anything (shelves, electrical plugs and cords, door knobs, window sills, storage cabinets, etc.).

**DO NOT PLACE FEET OR OTHER BODY PARTS ON CABINETS OR OBJECTS BELOW DESKTOP.**



# ⚠ CAUTION

**DO NOT STAND ON THIS PRODUCT. USE ONLY AS INTENDED.**

Regularly inspect for damage or broken parts and loose fasteners (screws, etc.). If any of these conditions exist, remove from service immediately. Repairs are to be made using only factory authorized parts and methods. For information on furniture maintenance, or to report furniture which requires service, call Steelcase toll-free at 1.888.783.3522.

**FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN PROPERTY DAMAGE OR PERSONAL INJURY.**

# ⚠ WARNING



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

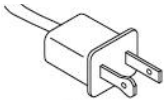
The desk or table shall be positioned near power socket and the plug shall be easily accessible.

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

1. Read all instructions before using this furnishing.
2. Always unplug this furnishing from the electrical outlet before cleaning or servicing.
3. Use this table only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this table if it has a damaged cord or plug, if it is not working properly, or if it has been dropped or damaged.
5. Keep the cord away from heated surfaces.
6. Never drop or insert any object into any opening.
7. Do not use outdoors.
8. For tables not provided with work surfaces, if the obtained work surfaces are not installed according to the assembly instructions, it could cause the product to be unstable. Table may collapse and the electrical components may fail.
9. 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.

### Products with Polarized Plugs


Fig. 1 Polarized Plug



#### POLARIZED PLUG INSTRUCTIONS:

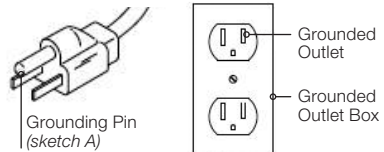
To reduce the risk of electrical shock, some furnishings have a polarized plug (one blade is wider than the other) like the plug illustrated in **Fig. 1**. This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

#### INSTRUCTIONS FOR DOUBLE INSULATED PRODUCTS:

No grounding means is provided on a double-insulated product. Nor is a means for grounding to be added to the product. The plug looks like the plug illustrated in **Fig. 1**. A double insulated product is marked with the words "double insulation", "double insulated", or .

### Products with Grounded Plugs

Fig. 2 Grounding Methods



#### GROUNDING INSTRUCTIONS:

Some products must be grounded. Connect these types of appliances to a properly grounded outlet in accordance with all local codes and ordinances.

For products sold in North America and other 120V regions: the product is for use on a nominal 120-V circuit. These products use a grounded plug that looks like the plug illustrated in sketch A in **Fig. 2**. 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.

**WARNING - RISK OF FIRE AND SHOCK, USE ONLY TYPE SJT 18 AWG CORD**

**PLUG ILLUSTRATION DISCLAIMER:** Illustrations shown here may not match your product. Depending on your region, the plug pin size and shape may change.

# HEIGHT ADJUSTMENT CONTROLLERS

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

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## Up/Down Controller

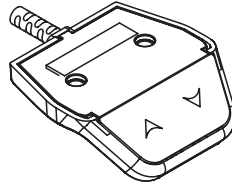
### OPERATING THE CONTROLLER

The controller has two buttons for user control.

1. Press and hold either the **up** or **down** button to reach the desired desk height.
2. 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.



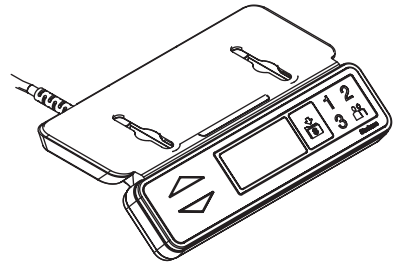
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## 4 Preset Programmable Controller with Digital Display

### 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).

1. Press and hold either the **up** or **down** button to reach the desired height.
2. The desk will continue to move up or down until the user releases the button or the maximum or minimum height is reached.
3. 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.



## **WARNING**

Be sure no people or objects are in the path of the desk. Never allow children to operate this desk as injury or property damage could occur. Remove and secure power cord when not in use to prevent children from operating the desk unsupervised.

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## 4 Preset Programmable Controller with Digital Display

### STORE HEIGHT INTO MEMORY

1. Adjust the desk to the position you want to save. The display will show the desk height.
2. 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

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

### ENABLE AND DISABLE BUTTON LOCK

1. The button lock can be enabled or disabled by swiping the screen.
2. 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 height adjustment is taking place.
- Always check for proper operating clearance before placing any item on, above or below the worksurface.

# MAINTENANCE AND CLEANING

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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.

# TROUBLESHOOTING

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If you are having trouble with your desk, try the simple steps outlined below. If problems persist, please refer to the Migration SE troubleshooting guide.

## DESK WILL NOT FULLY ADJUST

1. Check that the power cable is fully plugged into the outlet.
2. Check that the power cable is fully plugged into the control box under the desk.
3. Check that the desk is not overloaded. The weight load should be evenly distributed.
4. Synchronize the lifting columns as outlined on the next page.

## POWER-SAVING CONTROL BOX:

1. The control box automatically powers down into 'standby' mode after 20 seconds of inactivity.
2. During standby mode, the control box only consumes 0.2 watt of power.
3. 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:

1. 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.
2. 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.
3. If this does not restore normal performance, additional troubleshooting steps are required.

### CONTROL BOX RE-INITIALIZATION:

1. In the event that a 'Soft Reset' does not restore normal operation, a 'Hard Reset' may be required.
2. Currently, it is necessary to use a Digital / Preset Controller to perform this operation.
3. 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 **s5**
  - c. Press the **up** button
  - d. Display shows **s7**
  - e. Press the **up** button
  - f. Display shows **s0**
  - g. Press '**Save**'; the unit is reset to factory settings
  - h. The display shows **E61** after factory reset. Soft reset the control box (unplugging and replugging in the power cord)
  - i. Synchronize the lifting columns

### SYNCHRONIZING / INITIALIZING LIFTING COLUMNS:

**Note:** When legs are not synchronized, the desk will only move in the down direction at a slower speed. Follow the steps below to synchronize the desk:

1. Operate the desk all the way down to the lowest position, and release the **down** button.
1. 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.
1. Operate the desk all the way up and down to confirm proper function.

### TESTING INDIVIDUAL LIFTING COLUMNS:

1. 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.
2. To properly identify faulty lifting columns, refer to step D of the troubleshooting steps.

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

# PRODUCT SPECIFICATION

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Range of Adjustment	Basic Height: 28.3" - 46.9" (719 mm – 1,191 mm) Extended Height: 22.6" - 48.7" (574 mm – 1,237 mm)
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Glide Adjustment	½" (14 mm) Desk 1" (25 mm) Bench
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Distributed Weight Capacity	250 lbs. (113 kg)
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**Tip:** When calculating lifting capacity, subtract the weight of the worksurface.

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Wire Management Included	Yes
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Controller	Up-Down, Digital Preset
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Decibel Rating	< 55 dBA
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Volts	120V AC
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Frequency & Phase	60 Hz, Single-Phase
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Amps	4A
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Watts	480W
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Standby Power	0.2W
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Adjustability Speed	1.3"/sec. (33 mm/sec)
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Duty Cycle	10%
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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.





This equipment has been tested and found to comply with the limits for a class B digital device pursuant to Part 15 for FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet or a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- **Caution:** changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada

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