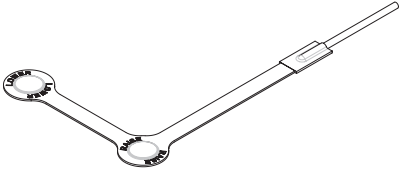# Steelcase

Series 7 / 8 / 9
User Guide

HEIGHT-ADJUSTMENT CONTROLLERS

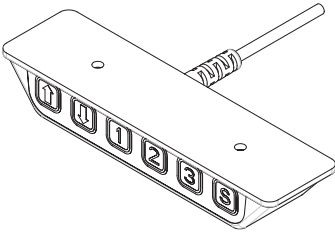## Flush-Mount Activation Controller

OPERATING THE CONTROLLER

The flush-mount activation has two buttons for user control.

- Press and hold either the **raise** or **lower** button to reach the desired height.
- As a safety feature, the user must continuously hold down the button in order for the desk to move.

Note: The buttons can be mounted with both the **raise** and **lower** buttons visible on the top surface, or it can be wrapped around the worksurface edge for an intuitive "push down", "pull up" action.

3 Preset Programmable Controller
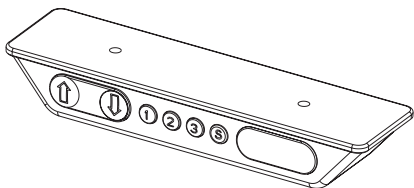

OPERATING THE CONTROLLER

- Press and hold either the **up** or **down** button to reach the desired height.
- To adjust to a stored height in memory, use the three memory position buttons. Press and hold the numbered button that has the saved height stored into memory.
- As a safety feature, the user must continuously hold down the button in order for the desk to move.

STORE HEIGHT INTO MEMORY

To set into memory the desired height for either seated or standing work, use the three memory position buttons.

- Press either the **up** or **down** button to reach the desired height.
- Press the **s** button once and then your choice of memory position buttons 1-3 to set that particular height.
- To save additional heights repeat this sequence using the remaining 2 buttons.

3 Preset Programmable Controller
with Digital Display *(after June 2016)*

OPERATING THE CONTROLLER

- Press and hold either the **up** or **down** button to reach the desired height. The digital controller will display the current height of the desk.

- To adjust to a stored height in memory, use the three memory position buttons.

  A. Press and hold the numbered button that has the saved height stored into memory.

  B. The desk will raise or lower until it reaches the stored height. The controller will display the current height of the desk as it adjusts.

- The digital display will turn off after 10 seconds of no activity. Press the **up**, **down** or **preset** button to activate the display.

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

STORE HEIGHT INTO MEMORY

To set into memory the desired height for either seated or standing work, use the three memory position buttons.

- Press either the **up** or **down** button to reach the desired height.

- Press the **s** button once.

- The display will flash **s** for two seconds. During this time press your choice of memory position buttons 1-3 to set that particular height. The display will store by showing **1**, **2** or **3** for one second.

- To save additional heights repeat this sequence using the remaining 2 buttons.

ADJUSTING THE HEIGHT DISPLAYED

It may be necessary to adjust the height displayed. The controller will show 68 cm or 24.5" at its lowest setting which is the default setting from the factory

- At the same time, press the **up** and **down** buttons for 5 seconds. Adjust the height using the **up** or **down** button.

ERROR CODES

In the event of a fault, the digital display may show an error code. Refer to the troubleshooting guide, found online at steelcase.com.

Cable Management

When installing equipment, either on the worksurface or below, be sure that the connecting cables are free from obstruction. A trough is provided to manage excess base controller wires and can be found on the underside of the worksurface. Use this trough to minimize possible entanglements.

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.

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.

Troubleshooting

If you are having trouble with your desk, try the simple steps outlined below. If problems persist, please refer to the Series 7/8/9 troubleshooting guide.

POWER-SAVING CONTROL BOX:

- The control box automatically powers down into 'standby' mode after approximately 10 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, if the control box is still active, and not in standby mode, a power loss will require that the lifting columns be re-synchronized.

- Power fluctuations and brownouts can also cause the need for re-synchronization.

Note: The control box does not re-set (initialize) by being unplugged and plugged back in. Refer to the initialization procedure below.

INITIALIZING THE CONTROL BOX:

- In the unlikely event that an error occurs, press and hold the **up** and **down** button simultaneously for 5 seconds to reset the control box.

- Synchronize the lifting columns as outlined below.

SYNCHRONIZING 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.

Product Specification

Range of Adjustment	S7: 24.3"–51.7" (617–1,313 mm) S8: 23.8"–49.8" (605–1,265 mm) S9: 22.5"–48.5" (572–1,232 mm)
Glide Adjustment	25/32" (20 mm)
Distributed Weight Capacity *Tip: When calculating lifting capacity, subtract the weight of the worksurface.*	2-leg: 295 lbs (133.8 kg)* 3-leg: 458 lbs (207.7 kg)*
Wire Management Included	Yes
Controller	Up-Down, Preset, Digital Preset
Decibel Rating	< 55 dBA
Volts	120V AC
Frequency & Phase	60 Hz, Single-Phase
Amps	2-leg: 2.5A 3-leg: 3.75A
Watts	2-leg: 300W 3-leg: 450W
Standby Power	0.1W
Adjustability Speed	1.7"/sec. (43.2 mm/sec)
Duty Cycle	10% (2 min. on, 18 min. off)

* Weight of Worksurface: ~4.9 lbs/ft^2 or ~.034 lbs/in^2.

- Rectangular tops weigh between 27 – 77 lbs;
  a 58"x29" top weighs 57 lbs.
- 90° tops weigh between 49 – 97 lbs;
  a 58"x58" (23"D) top weighs 74 lbs.
- 120° tops weigh between 66 – 107 lbs;
  a 54"x54" top weighs 86 lbs.

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