

the lift-your-spirits

# Series L Adjustable Height 120° Desk

## ASSEMBLY INSTRUCTIONS

Included in the boxes:

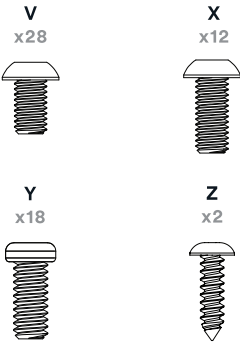
A. Foot  
B. Desk Top  
C1. Leg  
C2. Leg, Footed  
D. Control Box  
E. Control Handset  
F. Bracket  
G1. Leg Frame  
G2. Leg Frame, Slotted  
G3. Leg Frame, Slotted  
H. Spanning Rail  
I. Leg Jumper Cable  
J. Power Cable

x2  
x1  
x1  
x2  
x1  
x1  
x2  
x2  
x1  
x1  
x4  
x2  
x1

### Tools needed:

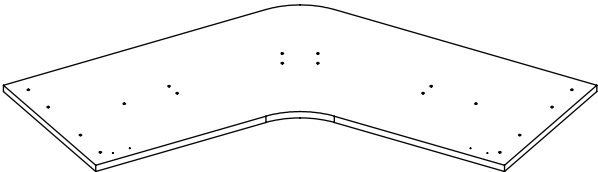


### Screws included (actual size):



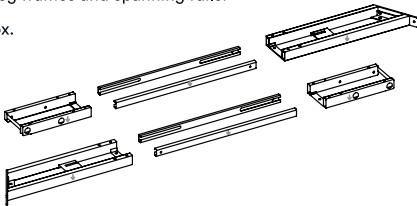
## INSTRUCTIONS FOR ASSEMBLY

1. Lay the top on a blanket and set aside.



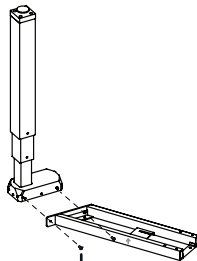
2. Lay out all leg structure parts. Be sure to disassemble the frame structures into leg frames and spanning rails.

Set aside the control box.

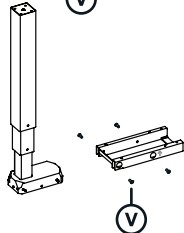


3. Align holes of **G3** leg frame with the **C1** leg and attach two screws.

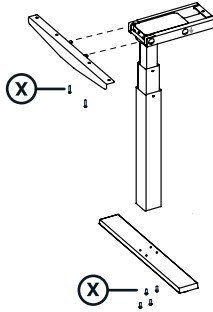
Ensure the proper orientation of **G3** leg frame as illustrated.



4. Repeat step 3 using **G2** leg frame on opposite side of **C1** leg.



5. Slide **G1** leg frames onto **C2** legs and attach all four screws.

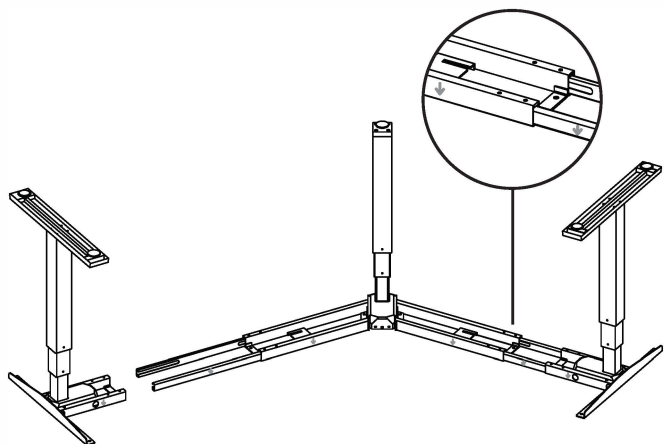


6. Attach **F** bracket to each **C2** leg with two screws.

Attach **A** foot to each **C2** leg with four screws.

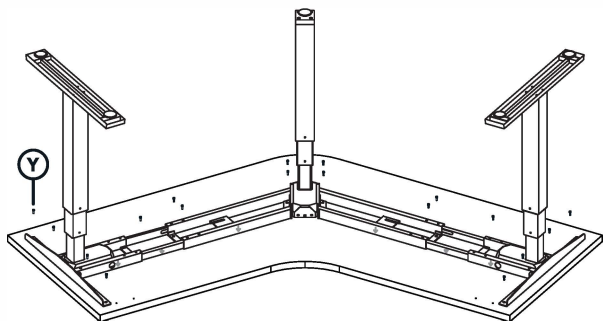
7. Slot the spanning rails between the opposing leg frame sections.

Ensure the spanning rails are oriented as directed by the arrow: outward and pointed toward the floor.



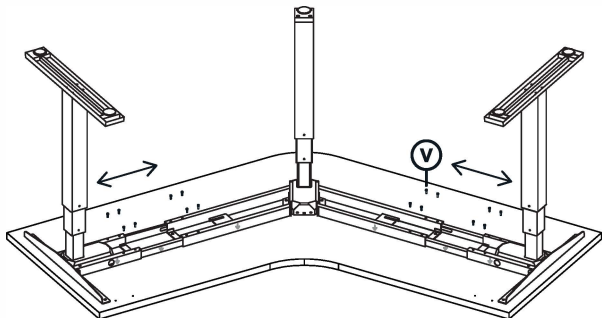
8. With a buddy's help, transfer the leg frame structure to the top.

9. Beginning at one end, align the F bracket holes and G1 leg frame holes with the outermost set of pre-drilled holes on the tops. Install four screws on each F bracket, one screw on each G1 leg frame, and four screws on the G2 and G3 leg frames.

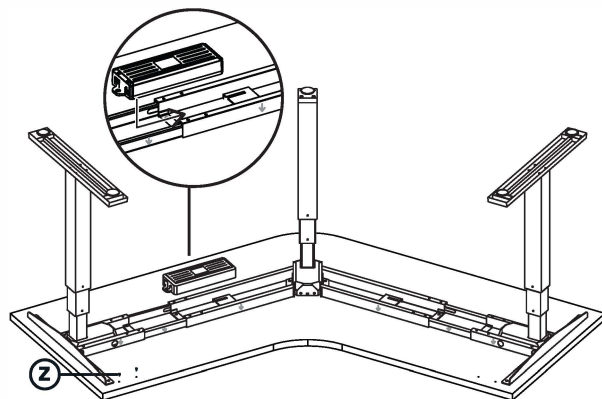


10. Shift the spanning rail position as necessary to center the arrows between the leg frames.

Insert and tighten sixteen screws, pinning the spanning rails against the leg frames.



11. Slot the control box into G3 leg frame. Attach control handset with two screws, using the pre-drilled holes.



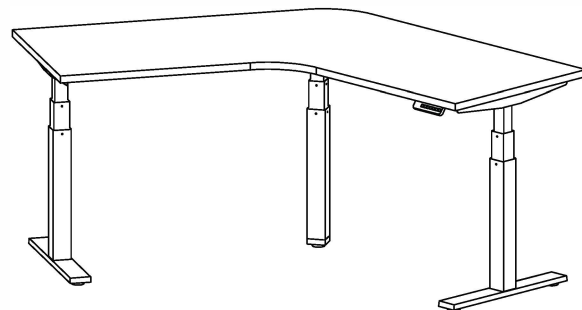
12. Complete the cable connections between the control box, legs, and handset.

The C2 leg plugs directly into the control box.  
Connect C1 leg to control box using short leg jumper cable I.  
Connect C2 leg to control box using long leg jumper cable I.

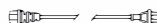


The handset cable plugs into the control box port marked "HS."

13. With your buddy, lift by the legs and rotate the desk upright. Move it to its intended spot and adjust the leveling glides, assuring that the desk surface is level.



14. Connect the power cord J to the control box and plug into the outlet. The LED display will light up.



15. Follow instructions to reset the control box and further customize desk settings.

# INSTRUCTIONS FOR USE

## Take precautions

- Failure to follow these recommendations could result in substandard product performance, property damage, and/or personal injury.
- Be aware of pinch hazards between the desk top edges and other objects.
  - Keep objects out of the desk top's travel path: above, beside and under the desk, including your knees!
  - Ensure the desk top remains at least 2" away from walls throughout the entire travel distance.
  - Ensure all corded items used on the desk top have the cable length required to travel the entire range of motion.
  - If the desk encounters resistance in its path, either up or down, it will rebound slightly and stop.
  - Do not allow children to operate the desk unsupervised.
  - Do not sit or stand on the desk top.
  - Do not open the control box or the leg motor caps. Doing so voids the manufacturer's warranty and risks irreparable damage to the electronics and motor functions.
  - The control box and motors have an operation cycle limit of 2 minutes on/18 minutes off. Use outside these norms can result in irreparable damage.
  - This desk is meant for use in general office environments. All other use is at the user's own risk.
  - Do not attempt to relocate the desk yourself. Grab a buddy for help!

## Reset the control box

- The Control Box must be reset prior to use, after power failures, or other mechanical errors.
1. Remove all objects from under the desk.
  2. Press and hold the **DOWN** arrow key until the desk reaches its lowest point (about 24.5").
  3. Press and hold the **DOWN** arrow key again for 5-10 seconds; release when the LED display reads **888"**
  4. Press and hold the **DOWN** arrow key one last time; the desk will lower and rise slightly. Release the key.
  5. The LED display will then revert to displaying the actual desk height. That signals that the factory settings have been restored.

## Calibrate the led display

Use the **DOWN** arrow key to move the desk to its lowest height. Measure the distance from the floor to the top of the desk. If the LED readout and the measured height match, skip the section below.

- If the readout and measured height vary, follow these steps to adjust the readout.
1. While the desk is at its lowest height, press and hold the **DOWN** arrow key until the LED display reads **888"**
  2. Press and hold the **M** key until the LED display reads the current height again.
  3. Use the **UP** and **DOWN** arrow keys to adjust the readout by 0.1 increments.
    - a. Use the **1** and **2** keys to change the readout by 1.0 increments.
    - b. Use the **3** and **4** keys to change the readout by 10.0 increments.
  4. After reaching an accurate height readout, wait about five seconds; the LED display will return to **888"**
  5. Press and hold the **DOWN** arrow key; the desk will lower and rise slightly. Release the key.

The readout should now correspond to the measured height. Note that the lift mechanism has a ±0.1 tolerance.

## Perform basic functions

Press and hold the **UP** and **DOWN** arrow keys to raise and lower the desk top to the desired height.

## Lock the Control Handset

- Prevent unsupervised use by children.
1. Press the **M** button for 5 seconds, until the LED display reads **888"**
  2. To unlock the Handset, press the **M** button for 5 seconds, until the LED display shows the desk height.

**CAUTION:** If the Control Box power supply is interrupted, then the handset will default to the unlocked mode.

## Program the memory keys

- Use memory keys to move to a pre-set height.
1. Use the **UP** and **DOWN** keys to move the desk top to the desired height.
  2. Press the **M** key and then any of the four memory keys.
  3. The height setting is now programmed.

## Program key response preference

- The Control Box includes two key response programs:
- **10.2 One-Touch** response: memory keys are pressed briefly and the desk top travels to the pre-programmed height.
  - **10.3 Constant-Touch** response: memory keys are pressed constantly while the desk top travels to the pre-programmed height.
    1. Press and hold the **DOWN** arrow key until the desk reaches its lowest point.
    2. Press and hold the **DOWN** arrow key again, until the LED display reads **888"**
    3. Press the **1** key to toggle between **10.2** or **10.3** programs. Release the **1** key and the display will readout **888"**
    4. Press and hold the **DOWN** arrow key again, while the desk lowers and rises slightly. Release the key. The display readout will revert to the desk height.
    5. Press a memory key to test the selected preference.

## Restrict the range of motion

The default factory settings allow the desk top to rise to 50" high and to lower to 24.5" high. If the user alters those limits, then the factory default settings must be restored in order to reach heights outside the user-programmed range.

### Set the upper limit:

- Be sure to consider the added clearance required after monitors are installed on desktops.
1. Use the **UP** arrow key to move the desk to the highest desired position.
  2. Press the **M** key. The LED display will read **888"**
  3. Press the **UP** arrow and the LED display will read **999"**, indicating the highest height setting is programmed.

### Set the lower limit:

- This feature is particularly important when objects, like a file cabinet, are kept under the desk.
1. Use the **DOWN** arrow key to move the desk to the lowest desired position.
  2. Press the **M** key. The LED display will read **888"**
  3. Press the **DOWN** arrow key and the LED display will read **888"**, indicating the lowest height setting is programmed.

### Restore factory default settings for upper and lower heights:

1. Press the **M** key. The LED display will read **888"**
2. Press the **M** key and hold until the LED display reads **555"**
3. The LED display will then revert to displaying the actual desk height. This signals that the height restrictions have been removed.

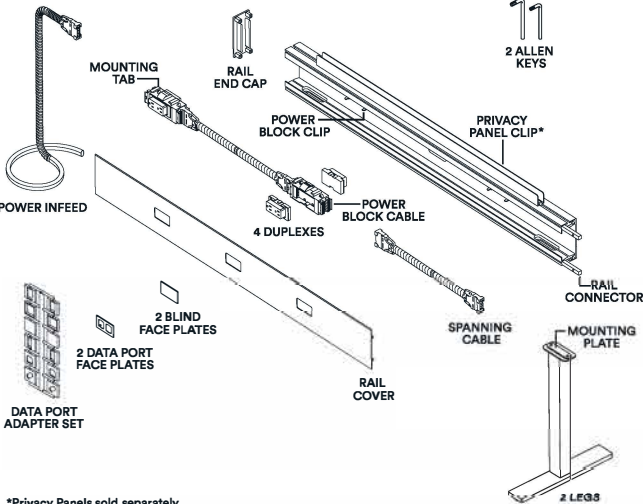
## Troubleshoot a problem

- If your control handset does not light up, check all the cable connection points between it, the Series L Desk control box, and the ultimate power source. Ensure all cables are securely connected. If you are using a power strip, ensure that the breaker switch is set to ON.
- If there is no power to your control handset, contact your office administrator or Poppin's customer support team.
- The first step toward solving most problems requires resetting the control box by following the instructions referenced earlier.
- If the LED display reads **888"** or **888"**, then check the cable connection points between the control box and each leg, ensuring the cables are plugged in, then reset the control box.
- If the LED display reads **888"**, then discontinue use for approximately 20 minutes while the motors cool.
- If problems persist after resetting the control box twice, please contact your Poppin sales representative or submit your issue via our contact form at [poppin.com/contact](http://poppin.com/contact).

the power-through  
**Boom  
Power Rail**

ASSEMBLY INSTRUCTIONS

Included in the boxes:



**WARNING/DISCLAIMER**

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

1. 8Trac Power System must be hardwired by a licensed electrician
2. Use this system only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
3. Never operate this furnishing if it has a damaged power entry, if it is not working properly, if it has been damaged, or exposed to water. Contact your Facilities Manager or Poppin, Inc. to report a problem and initiate a repair or return.
4. Never drop or insert any object into any opening.
5. Risk of Electric Shock - Connect this furnishing to a properly grounded outlet only.
6. For full warranty details, visit [poppin.com](http://poppin.com)

**ABOUT POPPIN**

Poppin's furniture and office supplies are designed with your success in mind. From a day-brightening Stapler to a game-changing Desk System, Poppin is the one-stop shop for creating inspiring, modern workspaces.

Designed by Poppin in NYC

Shop the complete collection of furniture at [poppin.com](http://poppin.com)

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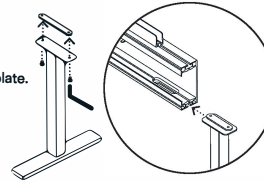
888-676-7746  
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#workhappy @poppin

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RAIL ASSEMBLY

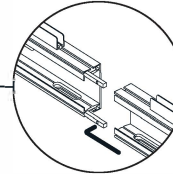
**Leg Attachment**

1. Use the allen key to loosely attach the mounting plate.
2. Slide the leg's channel plate into the rail channel.
3. Position the leg as illustrated based on the overall length of your Power Rail.
4. Tighten the screws firmly.
5. Repeat for all Power Rails.

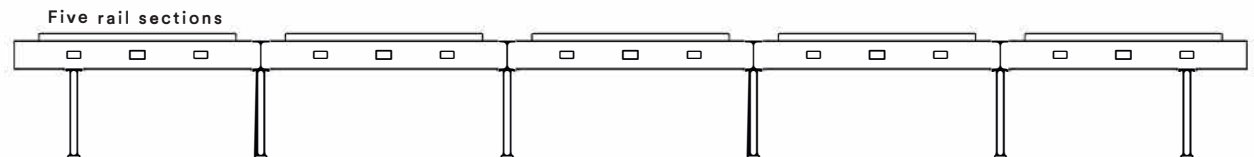
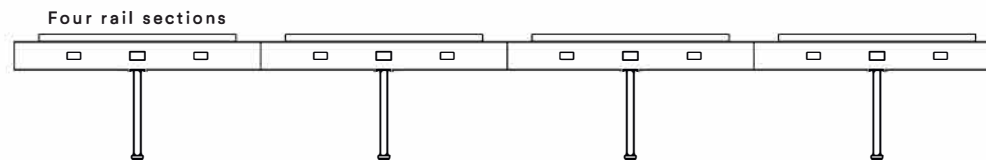
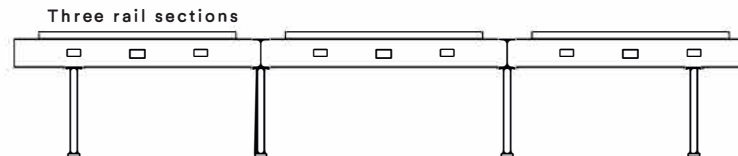
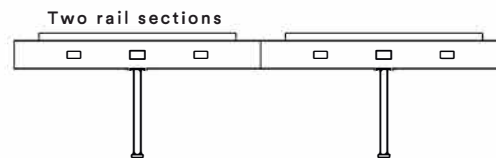
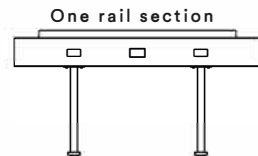


**Rail Alignment**

1. Remove and store the privacy panel clips (if not installing optional Privacy Panels).
2. Align the rails side to side.
3. Use the allen key to loosen 4 screws on 2 rail connectors.
4. Slide the rail connectors into each adjacent rail, tightening the rail connector screws.



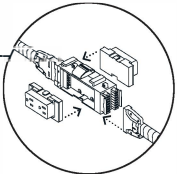
**RECOMMENDED  
LEG PLACEMENT**



POWER ASSEMBLY

**Power Block Assembly**

1. Slide the duplexes into each side of the power blocks.
2. Click the spanning cables to the power block cable connection points (choose either position).
3. Align the power block mounting tabs with the powerblockclip, which is pre-installed inside the rails.
4. Click each power block into place.



**Power Infeed Connection**

1. Thread the power infeed through the underside of the Power Rail.
2. Click the power infeed into any power block.

**Power Rail Completion**

1. Cover each end of the Power Rail with the rail end caps.
2. Slot the rail cover onto the rail.
3. Install data port or blind face plates as necessary.
4. Customize the data port face plates with frames from the data port adapter set.

