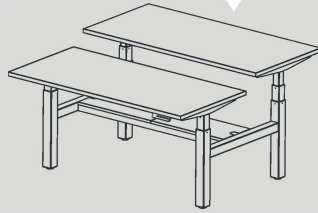


the lift-your-spirits

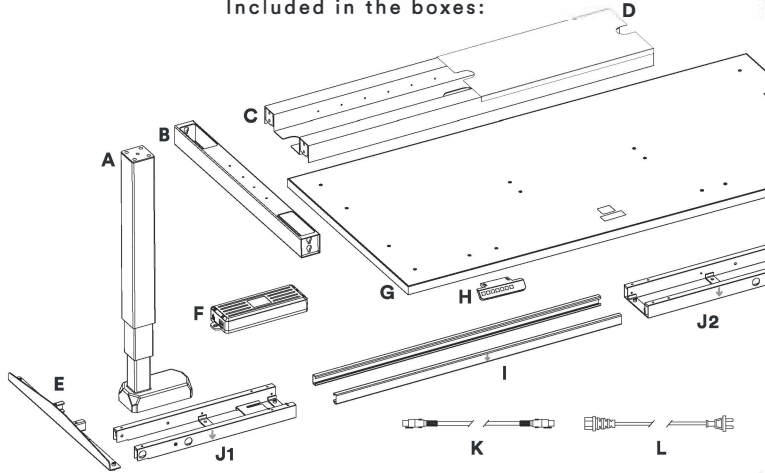
Series L Adjustable Height Double Desk

ASSEMBLY INSTRUCTIONS

Let's rise to the occasion.



Included in the boxes:



A. Leg x4
B. Stretcher x2
C. Power Tray x1
D. Power Tray Cover x2
E. Bracket x4
F. Control Box x2

G. Desk Top x2
H. Control Handset x2
I. Spanning Rail x4
J1. Leg Frame, Slotted x2
J2. Leg Frame x2
K. Leg Jumper Cable x2
L. Power Cable x2

Tools needed:

4mm Allen wrench
(included)

6mm Allen wrench
(included)

Phillips-head
screwdriver

Screws included (actual size):

V
x16

W
x32

X
x8

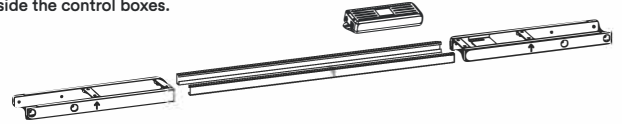
Y
x24

Z
x4

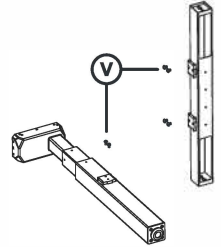
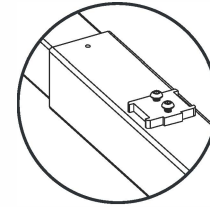
INSTRUCTIONS FOR ASSEMBLY

1. Lay the desk tops on a blanket and set aside.

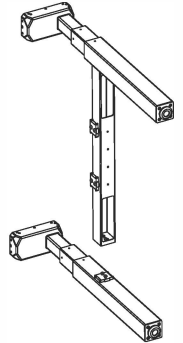
2. Lay out all leg structure parts. Disassemble the frame structure, sorting leg frame sections into the J1 and J2 groups and four spanning rails. Set aside the control boxes.



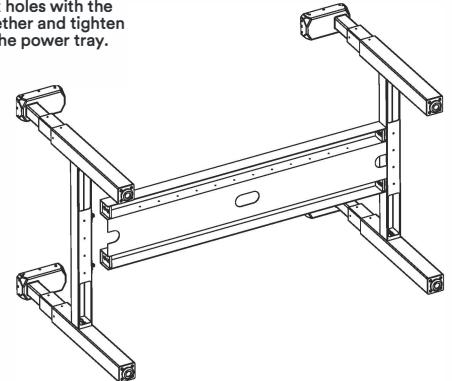
3. Install 2 screws into each leg and 4 into each stretcher. Turn the screws twice only, leaving most of the screw exposed.



4. Align the stretcher index holes with the leg screws. Slot together and tighten the screws firmly against the stretcher.

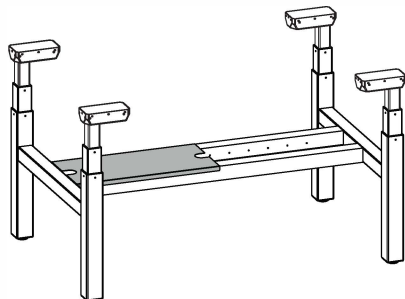


5. Align the power tray index holes with the stretcher screws. Slot together and tighten the screws firmly against the power tray.

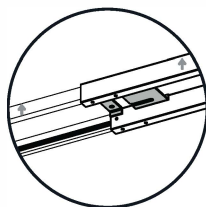


6. Grab a buddy and rotate the frame upright.

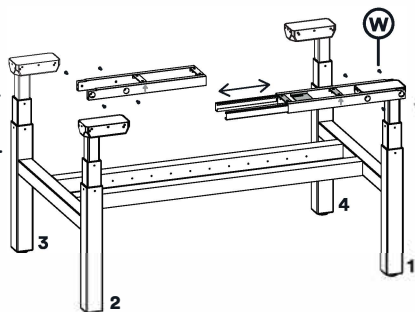
7. Lay the two power tray covers over the power tray.



8. Ensure the proper orientation of leg frame J1 with the arrow pointed up.



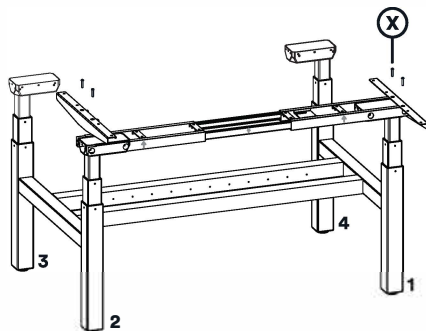
9. Install a J1 frame onto leg 1 using 4 screws. Slot the spanning rails into leg frame J1. Ensure the spanning rails are oriented with the arrows pointing up and facing outward.



10. Install leg frame J2 on the leg 2. Slide the spanning rails across to close the gap between the leg frames.



11. Slide the brackets onto each leg structure and attach each with 2 screws.

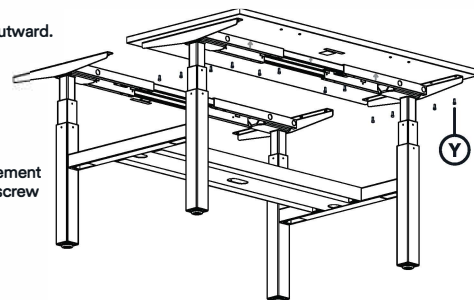


12. Repeat steps 8 through 11 on legs 3 and 4.

13. With your buddy, lower one desk top onto one side of the frame. While your buddy steadies the top, slide yourself under the desk carefully.

Orient desk top with labels facing outward.

CAUTION
Mind your head!

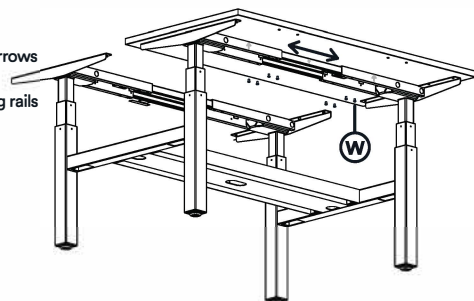


14. Your buddy should control the movement of the top as you align the desk top screw holes with the leg frame holes.

Install 12 screws.

15. Shift the spanning rails so that the arrows are centered.

Install 8 screws, pinning the spanning rails against the leg frame.



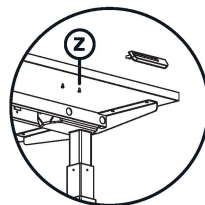
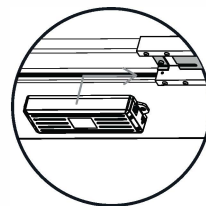
16. Repeat Steps 13 through 15 with the remaining desk top.

17. Slot the control boxes into leg frames J1. Complete the wire connections between the legs and control boxes with the leg jumper cables.



18. Attach control handsets into the pre-drilled holes using 2 screws.

Plug handsets into the control box ports labeled HS.

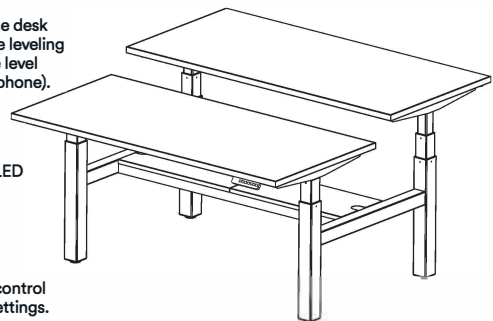


19. Lifting by the stretchers, move the desk to its intended spot and adjust the leveling glides, until the desk surfaces are level (use the Level app on your smartphone).

20. Plug in the power cords and the LED displays will light up.



21. Follow instructions to reset each 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 **55.7**.
 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 **55.6**.
 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 **55.7**.
 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 **55.7**.
 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:
- **One-Touch** response: memory keys are pressed briefly and the desk top travels to the pre-programmed height.
 - **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 **55.7**.
 3. Press the **1** key to toggle between **10.0** or **10.0** programs. Release the **1** key and the display will readout **55.7**.
 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 **55.7**.
 3. Press the **UP** arrow and the LED display will read **59.9**, 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 **55.7**.
 3. Press the **DOWN** arrow key and the LED display will read **50.0**, 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 **55.7**.
2. Press the **M** key and hold until the LED display reads **55.5**.
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 **55.7** or **55.7**, 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 **55.7**, 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.