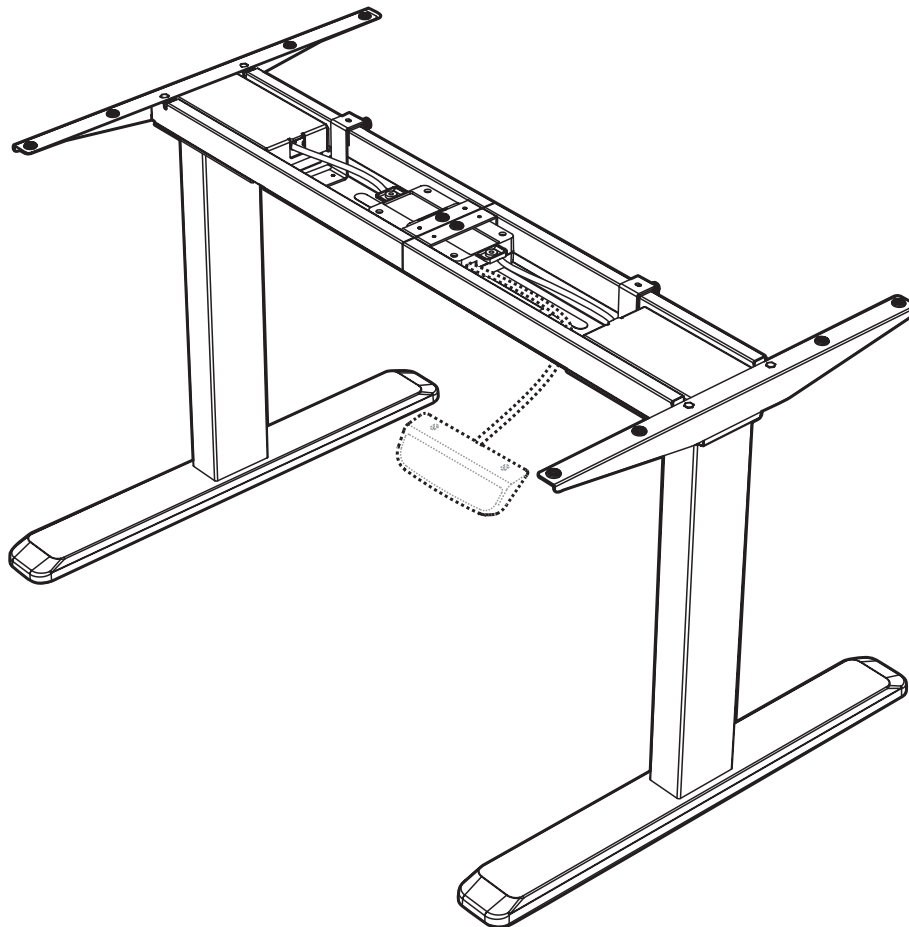


Series 3 Dual Motor Sit-stand Desk

Assembly Instructions



Title: Series 3 Dual Motor Sit-stand desk

Issue: 2

Issue Date: 15/10/2020

Author: RC

File Name: Series 3 Dual Motor sit-stand desk Issue 1 15.10.2020

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Cautions and Use

Caution. Make sure that when operating this desk after assembly no objects are in the path of the desk when it is being raised or lowered. Failure to ensure complete assembly and to also take adequate care when using the desk could result in injury to persons and property.

Should this desk be re-sold please ensure these instructions are passed to the buyer.

In the event that any screws, allen keys or any other components or fasteners are missing from the box when opened please contact GoStand Limited at the contact details on the cover page.

Inappropriate use of this desk could cause injury to persons and property.

Do not dismantle any single parts within the product.

Please make all users of the desk aware of these important safety instructions

The desk is not designed for a person to either sit on it or to move the desk up and down whilst sitting on the desk. This can cause bodily injury. Do not crawl around or lie under the desk while it is in use.

This height adjustable desk is for office or home office use only. It is not designed for use in any other environment. It should not be used in industrial areas, food preparation, workshops or other. It should not be in a high moisture environment nor subject to exposure to fluids.

The desk is deigned to lift office equipment such as a computer, keyboard, monitor, mouse, tablet and stationery. It should not be sat on by any person and should above all not be moved up or down with a person on it. It should be free to move up and down without hinderance. Objects should not be placed below or around the desk that can be crushed or cause the desk to jam.

GoStand Limited accepts no liability for any injury or loss caused by improper assembly or use of this product. Similarly improper use of the product will void any and all warranty claims.

Children should be supervised by an adult at all times when using the desk.

Post Assembly and Positioning

Once the desk has been assembled adjust the feet so the desk is level and stable.

Make sure the desk is clear of any objects when positioning such as radiators, windows, furniture etc.

Do not place any objects greater than 500mm in height below the desk. Do not lift it by the desk top but by frame just underneath.

Use caution when manoeuvring desk.

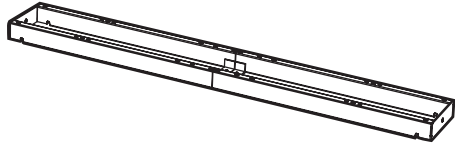
Before starting the assembly process

Try to work in a carpeted or padded place

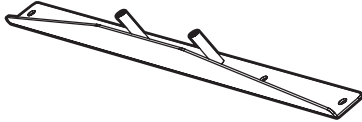
Assembly is generally easiest at floor level

If putting the desk-top on with the frame upside down we would recommend having someone on hand to turn the desk over.

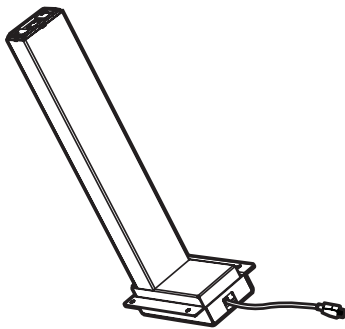
Parts & Tools List



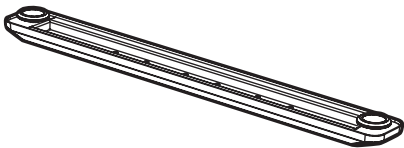
1. Crossbar



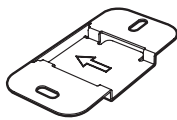
2. Side Arm Bracket (x2)



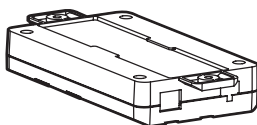
3. Lifting Column (x2)



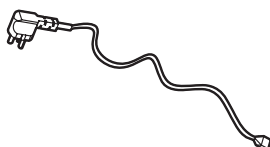
4. Feet (x2)



5. Fixing Plate



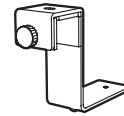
6. Control Box



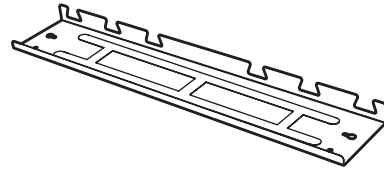
7. Power Plug



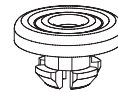
8. Control Panel



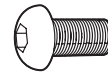
9. Tray Hanger



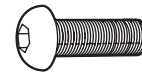
10. Cable Management Tray



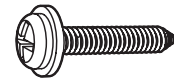
11. Rubber Pads (x10)



12. M6*10 Hex Head Screw **(A)** (x8)



13. M6*16 Hex Head Screw **(B)** (x8)



14. Phillips Head Self-tapping Screw with Spacer **(C)** (x10)



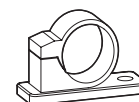
15. Phillips Head Self-tapping Screw **(D)** (x2)



16. Phillips Head Screw **(E)** (x4)



17. Phillips Head Countersunk Screw **(F)** (x2)



18. Cable Clip (x3)



19. 4mm Hex Spanner

Assembly

These instructions are made simpler by running in two separate phases. We would suggest you take a small break after each phase before starting the next. Always follow the phases and steps in numerical order. DO NOT JUMP AHEAD.

Phase 1: Building the basic frame of the desk

Phase 2: Attaching the desk top.

PHASE 1 - We will now assemble the basic frame of the desk. This phase should take 20-25 minutes.

Step 1

Remove all parts from your desk frame box, and confirm that no items are missing. If you do have missing items please contact us immediately as we hold spares and can send out spare parts that same day.

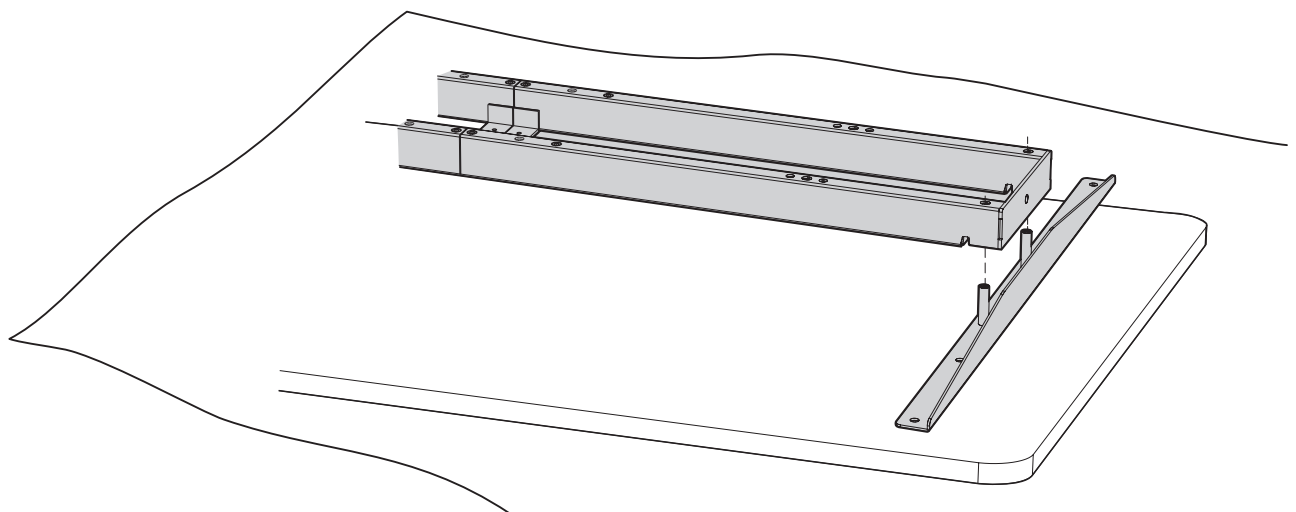
Step 2

Firstly, place your desk-top good face down on something soft such as a carpet or rug to avoid damaging it.

To know which is the good face of the desk-top is simple. For inserted or pre-drilled desks, this is the blank face without the inserts or drill holes. For a blank desk-top, you can use either face unless we have added a sticker to advise which is the good face.

Place both Side Arm Brackets and the Crossbar on top of the desk-top.

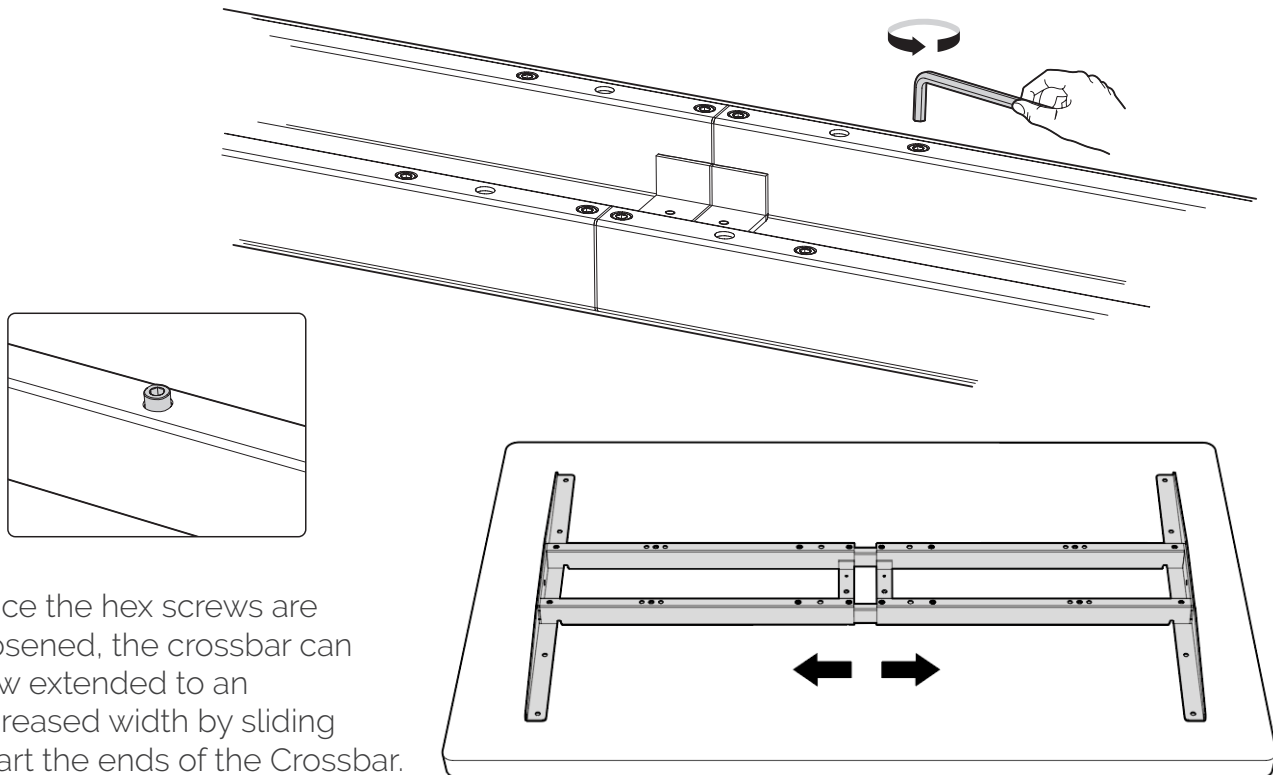
Then attach both Side Arm Brackets to either end of the Crossbar. This is achieved by inserting the Side Arm Bracket's extensions through the two holes at each end of the Crossbar.



Step 3

Loosen the 8 hex screws that are already inserted in the crossbar using the 4mm hex spanner.

Do not completely take out the screws.



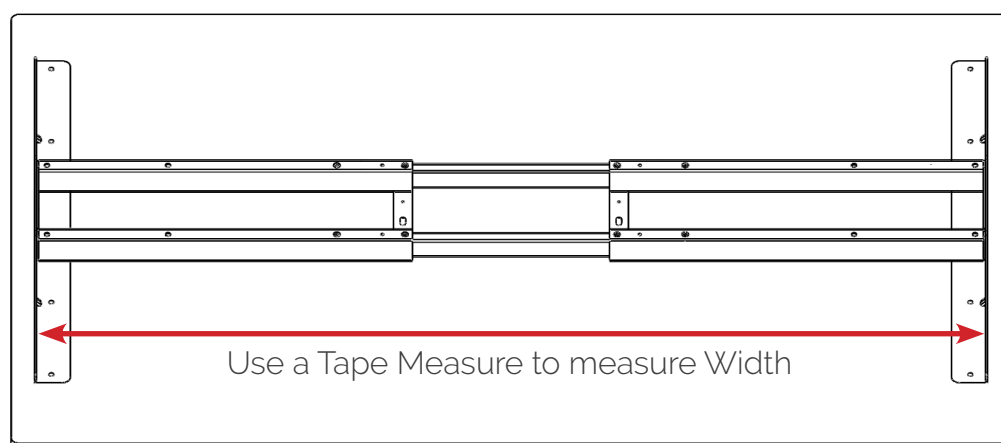
Once the hex screws are loosened, the crossbar can now be extended to an increased width by sliding apart the ends of the Crossbar.

Step 4

We now need to adjust the frame width to match the size of the desk-top you have purchased.

Option 1 - Your desk-top is completely blank and has no holes in it at all

Measure the frame from the edge of the outside of each side arm as shown below. Use the table to decide what width to set the frame.



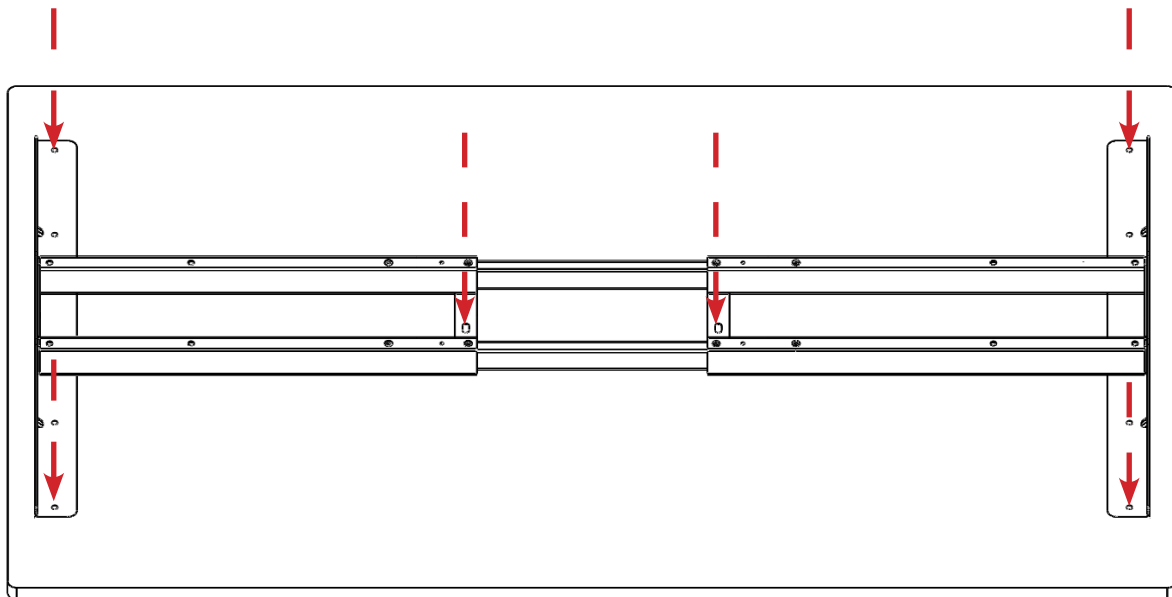
Step 4 continued

Desk Top Width	Frame Width
120 cm	110 cm
140 cm	130 cm
160 cm	150 cm
180 cm	170 cm

Note it is not necessary to measure the desk-top width just check what you ordered. Our desk tops have a tolerance of +/-10mm for manufacturing flexibility. The frame width is based on the ordered width and not the actual width.

Option 2 - Your Desk-top has been pre-drilled by Gostand or has metal inserts put in by Gostand

The frame is set to the correct width by adjusting it so that the holes in the frame line up with the pre-drilled holes or inserts in the desk-top (you may need to remove the pre-fitted screws in the inserts to do this easily).



Do not attach the frame to the desk-top at this stage.

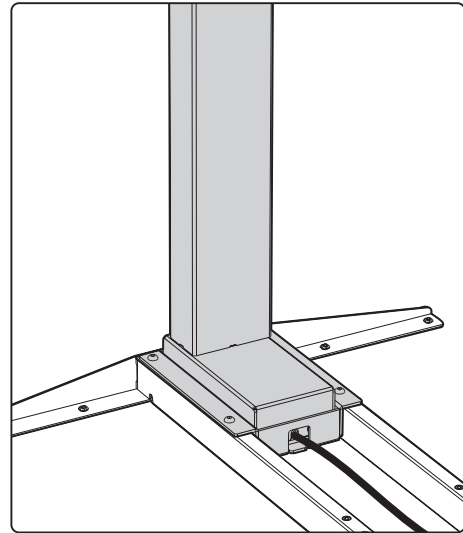
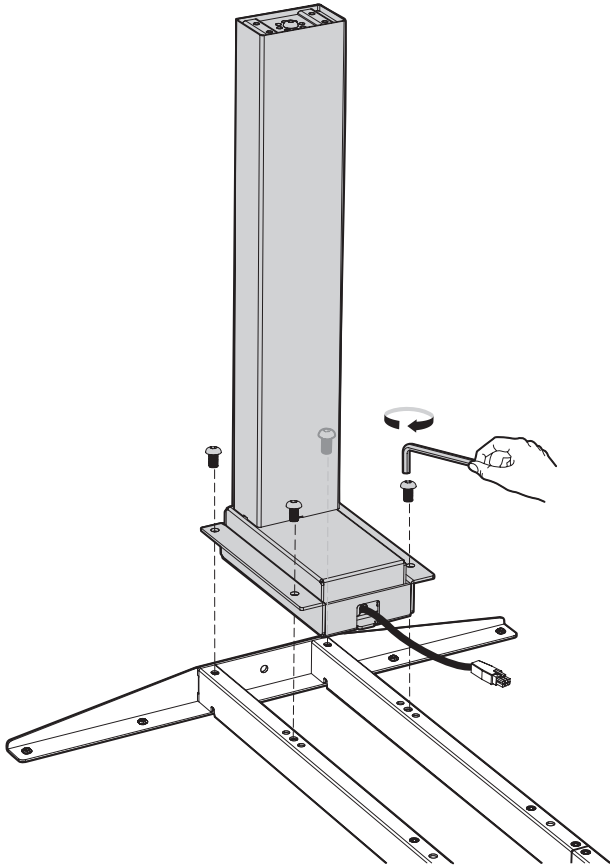
Before continuing, tighten the 8 hex screws you loosened in Step 3.

This will secure the Crossbar assembly and maintain the width that you have set.

Step 5

Now we need to attach the Lifting Columns.

First, take either Lifting Column. Ensure the head of the lifting column is facing inward and place it on the end of the crossbar. Make sure the mounting holes on the lifting column completely align with the screw holes on the crossbar.



Secure the lifting column to the crossbar using 4 M6*10 Hex Head screws (A) using the 4mm hex spanner.

Repeat the same process to assemble the other lifting column.

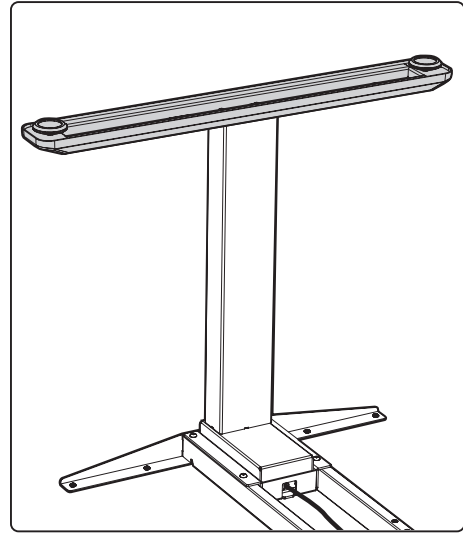
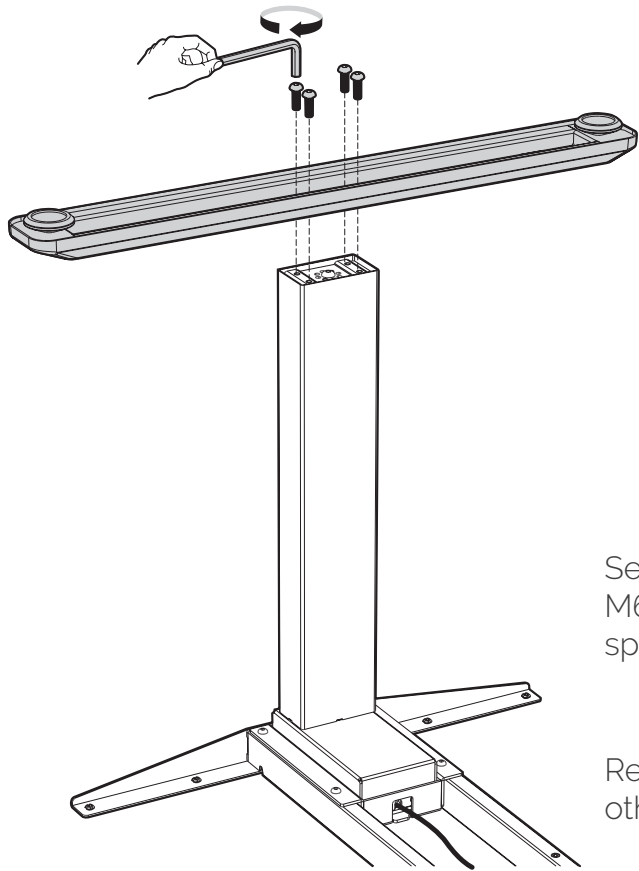
Step 6

Now we need to attach the Feet.

Place the foot on the bottom of the lifting column.

Ensure the mounting holes on the feet are aligned with the screw holes on the lifting column.

Step 6 continued



Secure the foot to the lifting column using 4 M6*16 Hex Head screws (B) using the 4mm hex spanner.

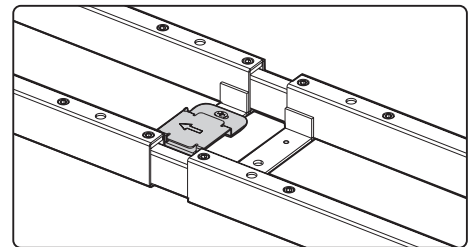
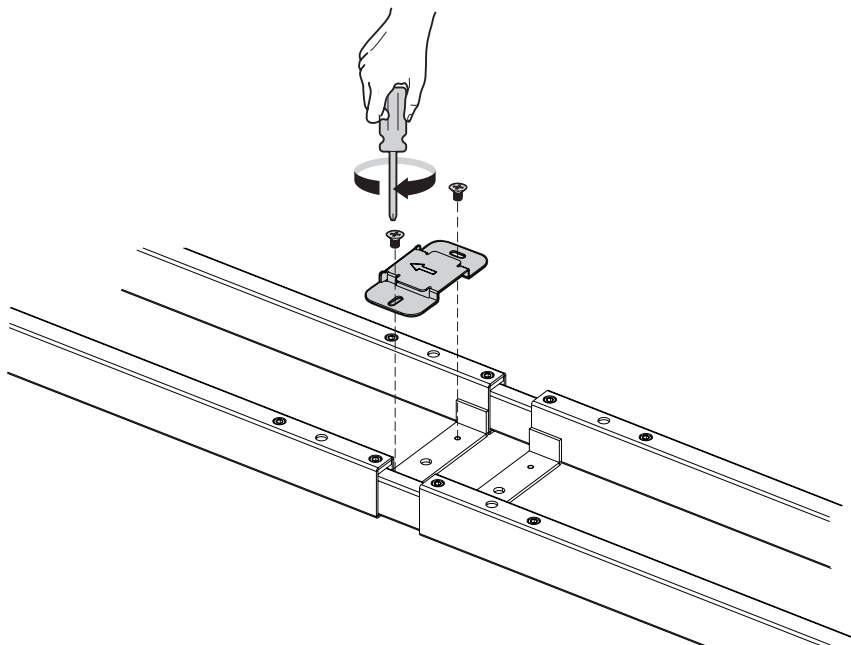
Repeat the same process to assemble the other foot.

Step 7

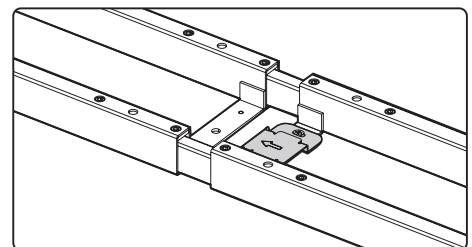
We now need to attach the Fixing Plate for the Control Box.

Attach the fixing plate on the center of the crossbar with 2 Phillips Head Countersunk screws (F) using a Phillips screwdriver.

The arrow on the fixing plate indicates the direction of sliding in the control box.



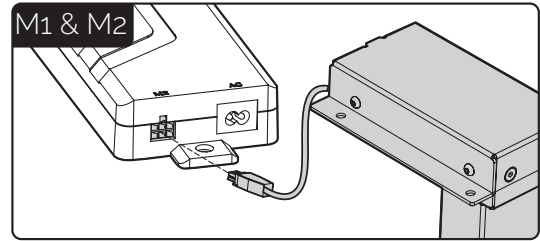
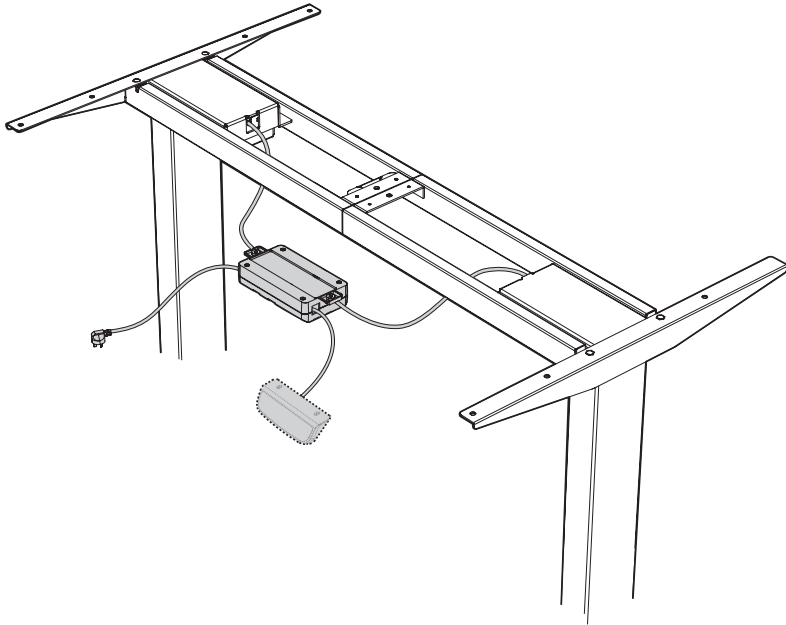
OR



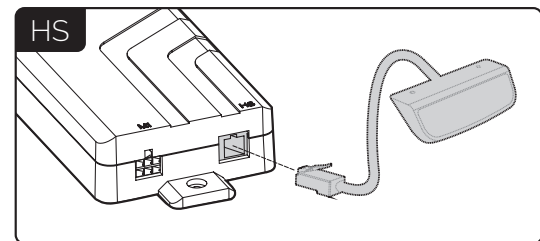
Step 8

We now need to attach the Control Box to the frame and connect the Control Panel.

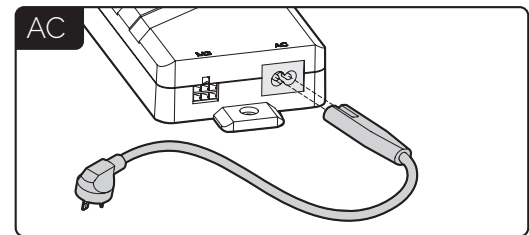
Firstly, overturn the frame with the crossbar facing up.



Connect the two motor cords to the two ports marked "M1" and "M2" (one on each side of the control box).



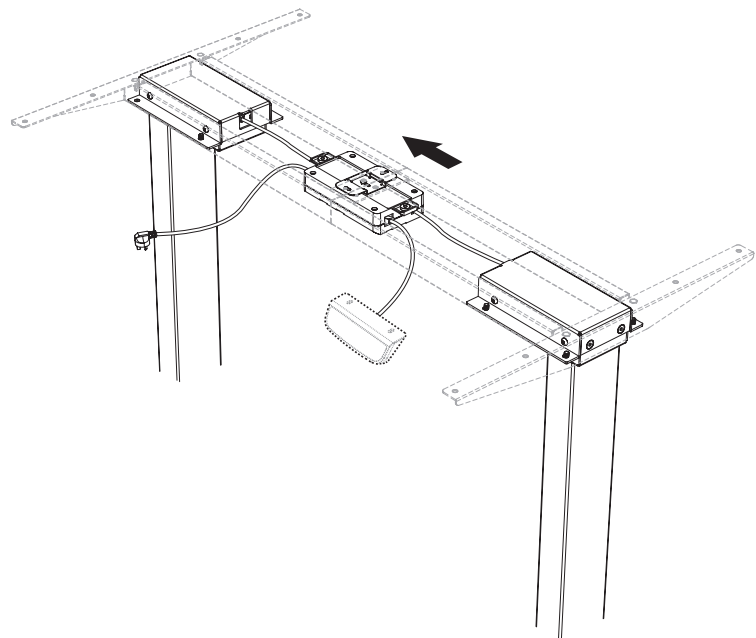
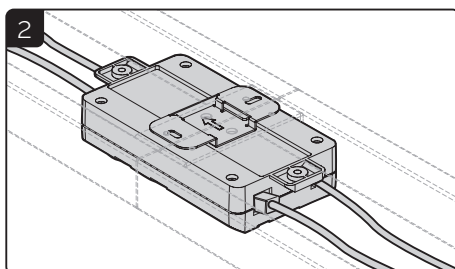
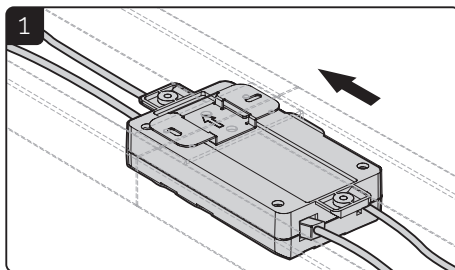
Connect the control panel cord to the port marked "HS".



Insert the power plug in the port marked "AC".

Slide the control box onto the center of the fixing plate.

Follow the direction of the arrow on the fixing plate to correctly slide the control onto the fixing plate.



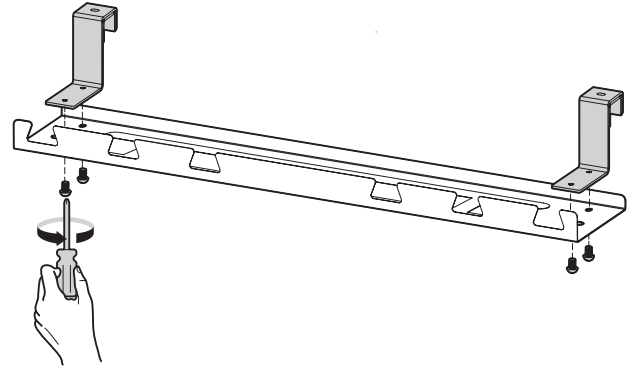
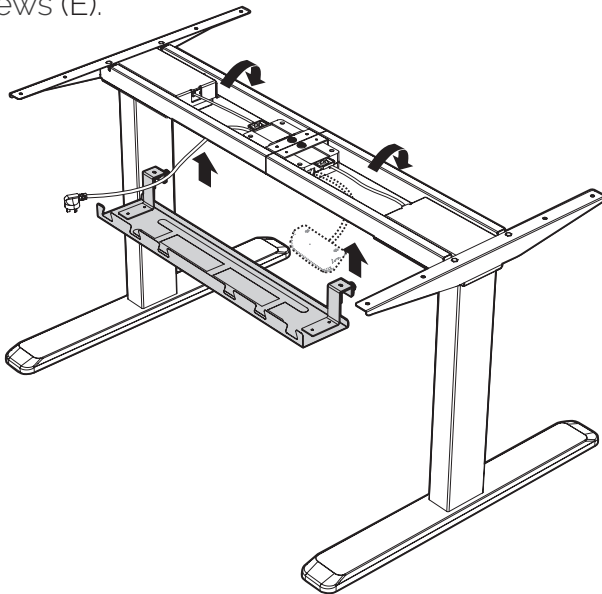
Step 9

This step is for the assembly and attachment of the cable management tray to a non-inserted desk-top.

If you have purchased a desk-top that contains metal inserts, do not follow this step. Please proceed to Step 10 if this is the case.

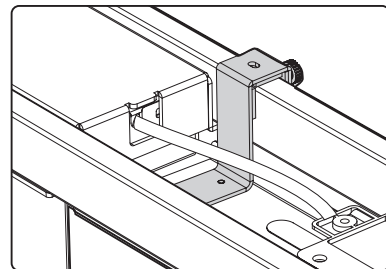
To assemble the cable management tray, firstly align the mounting holes on the tray hangers with the screw holes on the cable management tray.

Then attach the tray hangers to the cable management tray with 4 Phillips Head screws (E).



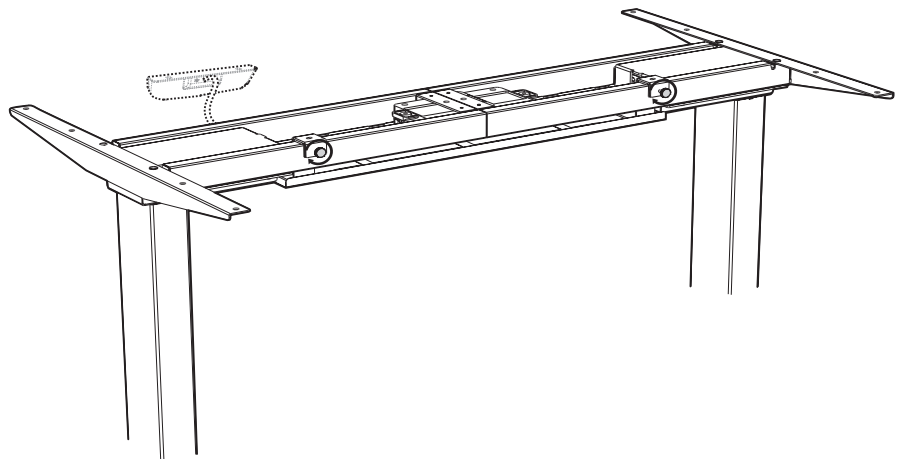
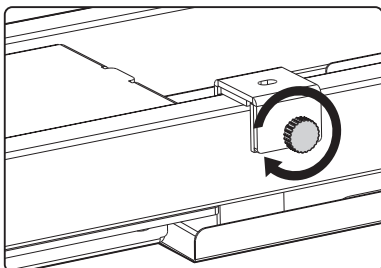
Place the cable management tray hangers through the center of the crossbar.

Then, hang the cable management tray on the beams of crossbar.



Once the cable management tray is hanging from the crossbar;

Tighten the knobs of the tray hangers to secure the cable management tray in place.



Congratulations. You have now completed Phase 1 of the assembly and can now move onto Phase 2.

PHASE 2 - We will now attach the desk-top to the frame and control box. This phase should take 20- 25 minutes.

Step 10

We now need to attach the desk-top to the frame.

If your desk-top is blank or with pre-drilled holes, please follow Step 10(a).

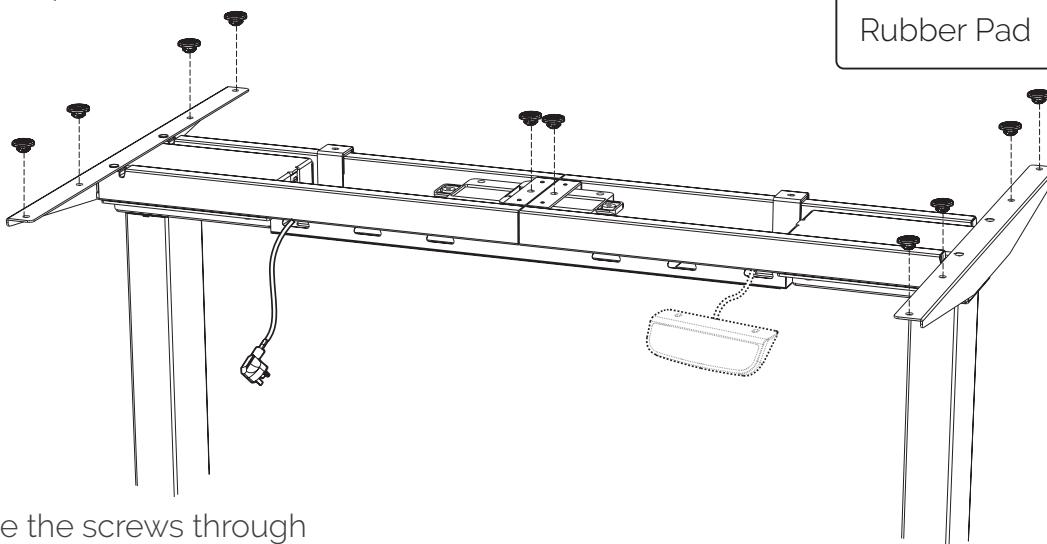
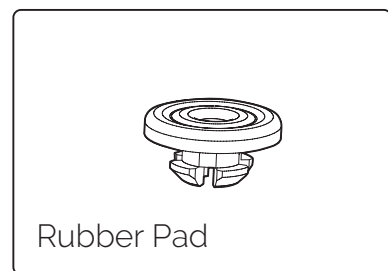
If your desktop has pre-installed inserts, please follow Step 10(b).

Step 10 (a)

Fitting a non-inserted or pre-drilled desk-top.

Attach the rubber pads to the surface of the crossbar at the positions shown below.

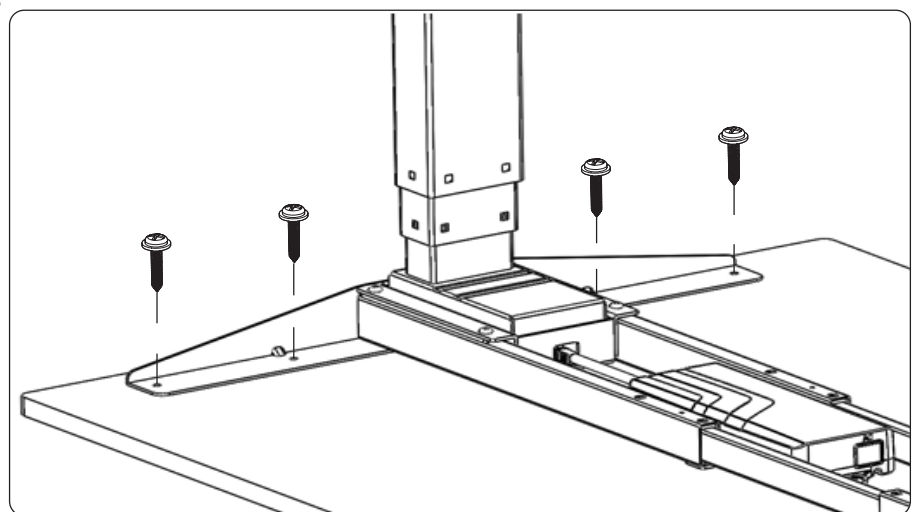
The rubber cushions provide a barrier between the desk-top and frame.



Place the screws through the rubber pads, and then proceed to drill them into the desktop.

Fit the frame to the desk-top with 10 Phillips Head Self-tapping screws with spacers (C).

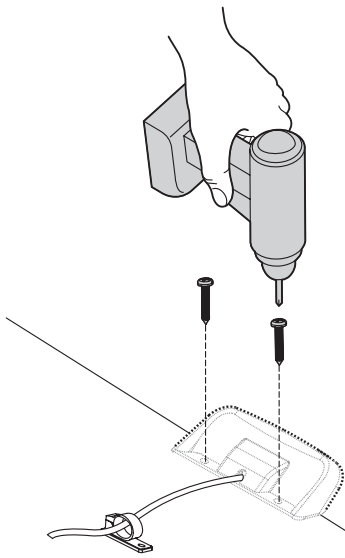
There should be 4 self-tapping screws (C) placed at each side arm bracket and 2 self-tapping screws (C) at the center of the frame.



If your desk-top has pre-drilled holes, this means that holes have been drilled into your desk-top to indicate where the screws should be inserted into the desk-top.

Step 10 (a) continued

Align the holes of the frame with the pre-drilled holes in the desk-top. Simply place the self-tapping screws through the frame and into pre-drilled holes, then proceed to screw them into the desk-top.

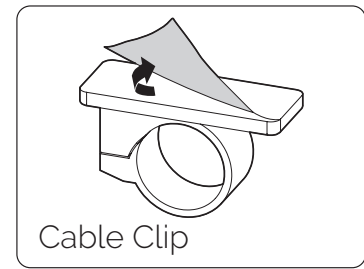


Attach the control panel to the desk-top by drilling 2 Phillips Head Self-tapping screws (D) through the control panel holes.

If your desk-top is blank, the control panel can be placed wherever you prefer. We advise you place the control panel at the edge of the desk-top to allow the buttons to be easily accessible.

If your desk-top has pre-drilled holes, align the holes of the control panel with the pre-drilled holes at the edge of the desk-top. Then insert the 2 Phillips Head self-tapping screws (D) into the holes to secure the control panel.

Stick the adhesive cable clip under the desk to allow for easier organisation of cords.



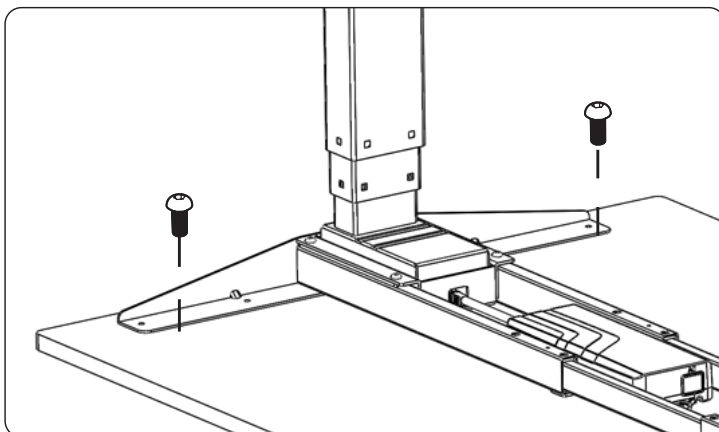
Cable Clip

Step 10 (b)

Fitting a pre-inserted desk-top.

If your desk-top has inserts in place, this means at the factory we have installed metal components into the desk-top which allow the frame to be secured to the desk-top with engineering hex headed screws and not wood/self-tapping screws.

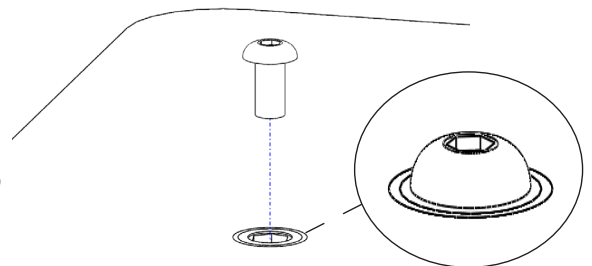
The screws referred to in this section are not in the screw pack but will be in the inserts when the desk is delivered. These screws are referred to as M6*12 Hex Head screws.



Once the frame is placed over the inserts correctly (see Step 4, *Option 2*).

The frame can be attached to the desk-top by screwing 6 M6*12 Hex Head screws into the inserts.

2 screws should be placed at each side arm bracket, and 2 screws should be placed at the center of the frame.

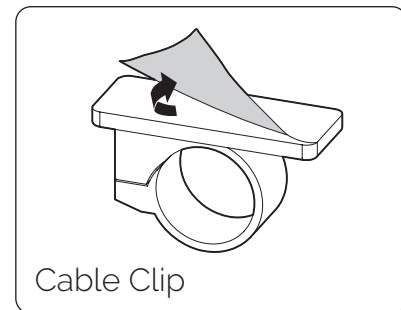
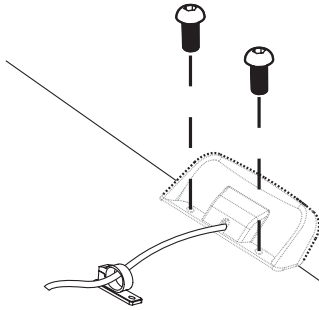


Step 10 (b) continued

Attach the control panel to the desk-top by screwing 2 M6*12 Hex Head screws through the control panel holes and into the metal inserts.

Align the holes of the control panel with the metal inserts at the edge of the desk-top. Then insert the screws into the metal inserts to secure the control panel.

Stick the adhesive cable clip under the desk to allow for easier organisation of cords.



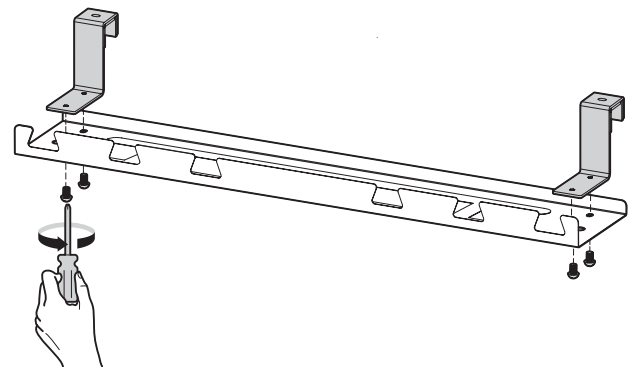
Step 11

This step is for the assembly and attachment of the Cable Management Tray for a pre-inserted desk-top.

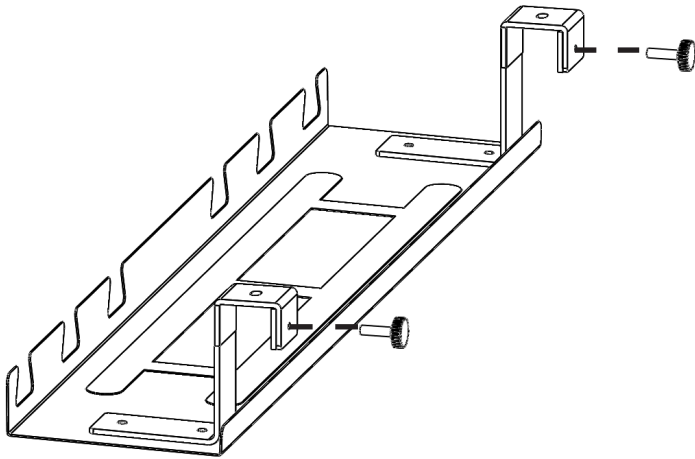
If you have purchased your desk-top without metal inserts do not follow this step. You should have already affixed the tray to the frame in Step 9. If not, you need to go back and complete Step 9, then proceed directly to Step 12.

To assemble the cable management tray, firstly align the mounting holes on the tray hangers with the screw holes on the cable management tray.

Then attach the tray hangers to the cable management tray with 4 Phillips Head screws (E).

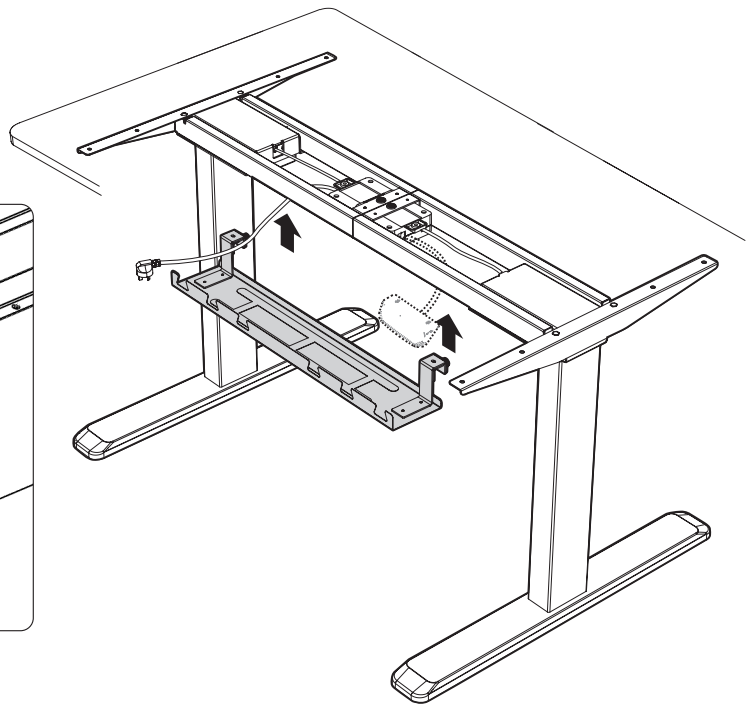
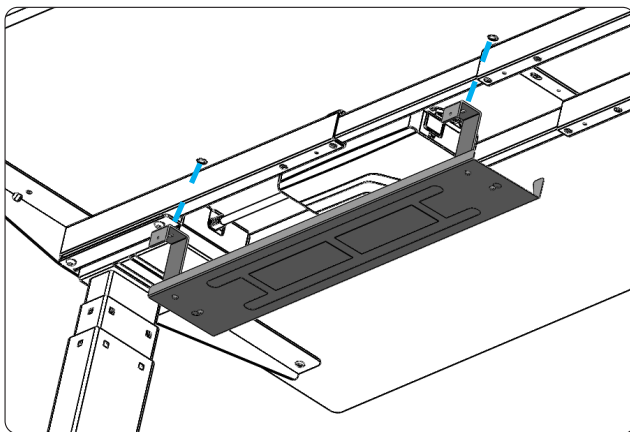


Step 11 continued

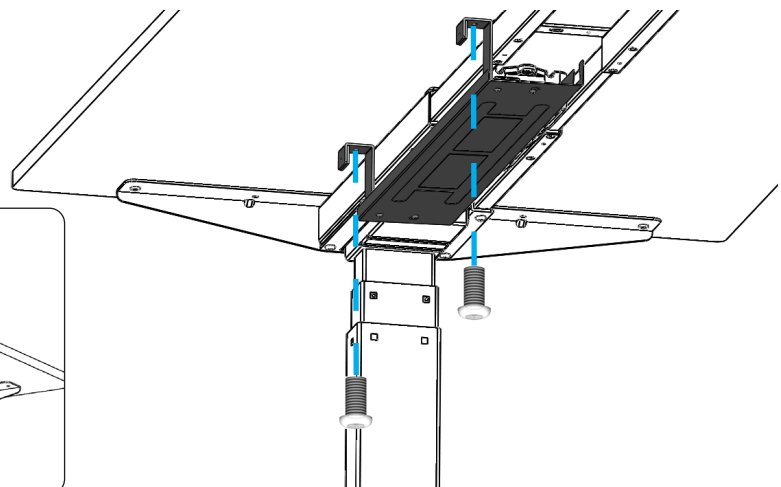
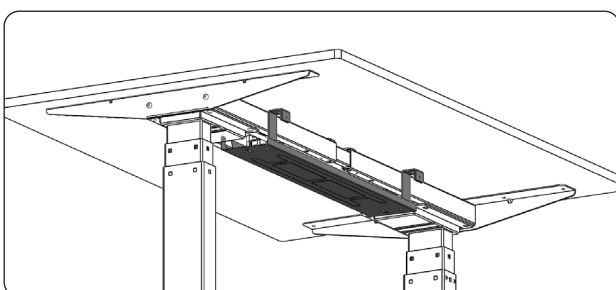


Remove the tightening knobs and any sponge padding from the tray hangers to allow the hole to be accessible

Position the cable management tray over the outside of the crossbar. Make sure that the holes in the tray hangers are aligned with the metal inserts in the desk-top.

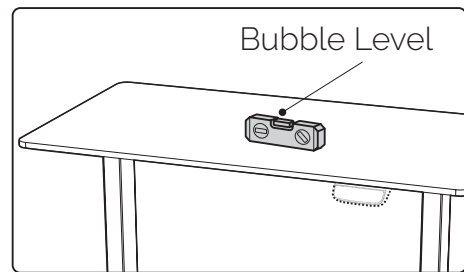
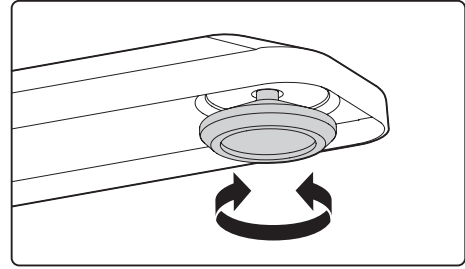
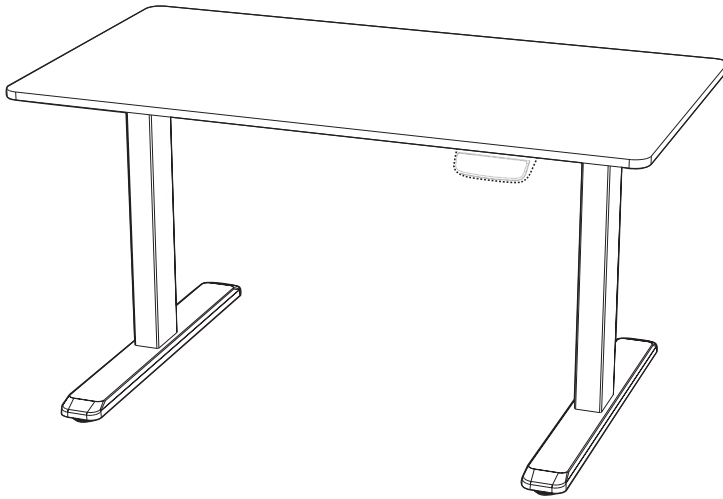


Attach the cable management tray to the desk-top by screwing 2 M4*12 Hex Head screws through the tray hanger screw holes and into the metal inserts.

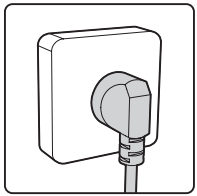


Step 12

There are two adjustable foot pads under each foot. If the floor that the desk is placed upon isn't even, you can simply turn the pad to adjust the level to make the desk stable.



Step 13



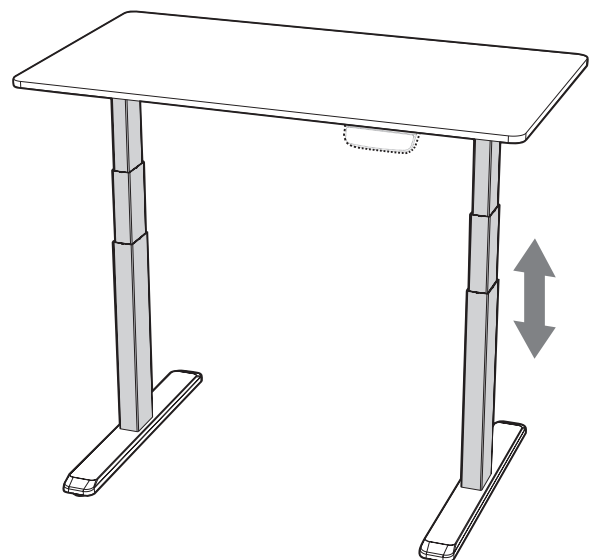
Connect your desk to a mains power outlet.

Test the ability of your frame by operating the buttons on the control panel.

Pressing the upwards arrow will raise the frame.

Pressing the downwards arrow will lower the frame.

Ensure that these actions occur when the buttons have been pressed. If the frame fails to adjust its height after the buttons have been operated, then please return to Step 8 and ensure you have followed the instructions correctly.



Congratulations. You have now completed Phase 2 of the assembly.

This completes the construction of your Dual Motor sit-stand desk.
Please do not dispose of this assembly instructions document.

If you have any questions, need any spares or require assembly assistance please contact us.



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