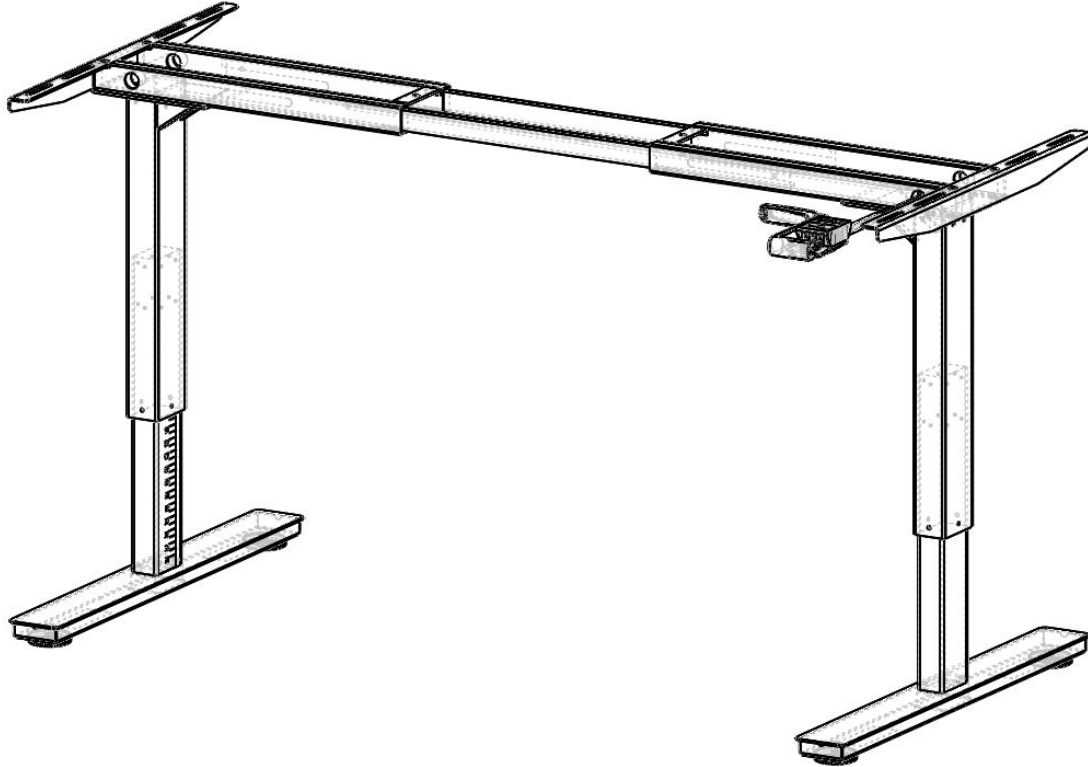


Manual S2 Assembly Instructions



Note: Please use these Assembly Instructions and no others.

Title: Manual S2 Sit-stand Desk Assembly Instructions

Issue: 6

Issue Date: 31/07/2024

Author: SD

File Name: Manual S2 Sit-stand Desk Assembly Instructions

Issue6 31.07.2024

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 manual 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 designed 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 hindrance. 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.

Assembly

These instructions are made simpler by running in three 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.

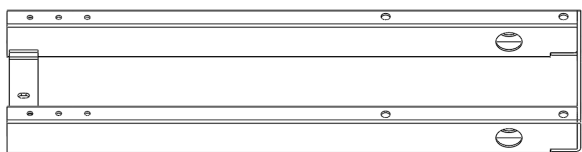
Phase 1: Building the basic frame of the desk

Phase 2: Adding the drive rod and the handle

Phase 3: Attaching the desk top.

Parts & Tools List

1. Frame ends (x2)



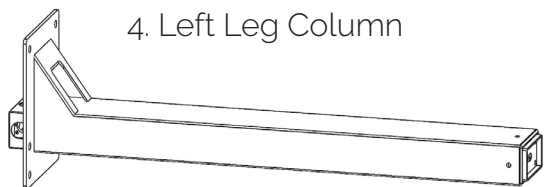
2. Support Beams (x2)



3. Brackets (x2)



4. Left Leg Column



5. Right Leg Column



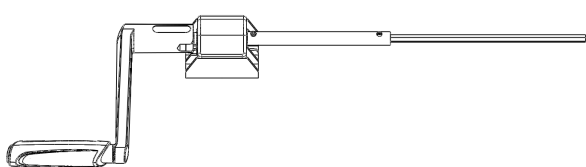
6. Feet (x2)



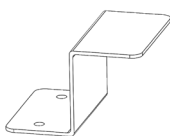
7. Drive Rod



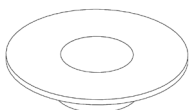
8. Handle



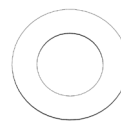
9. Handle Bracket



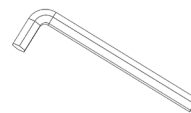
10. Rubber Cushions (x10)



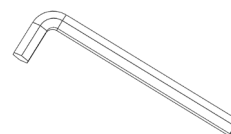
11. M6 washers (x9)



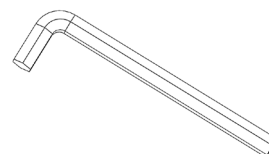
12. 2.5 mm Hex Spanner



13. 4 mm Hex Spanner



14. 5 mm Hex Spanner



15. M6*16 Screw (x9)



16. ST4.8*19 Screw (x17)



17. M8*10 Screw (x8)



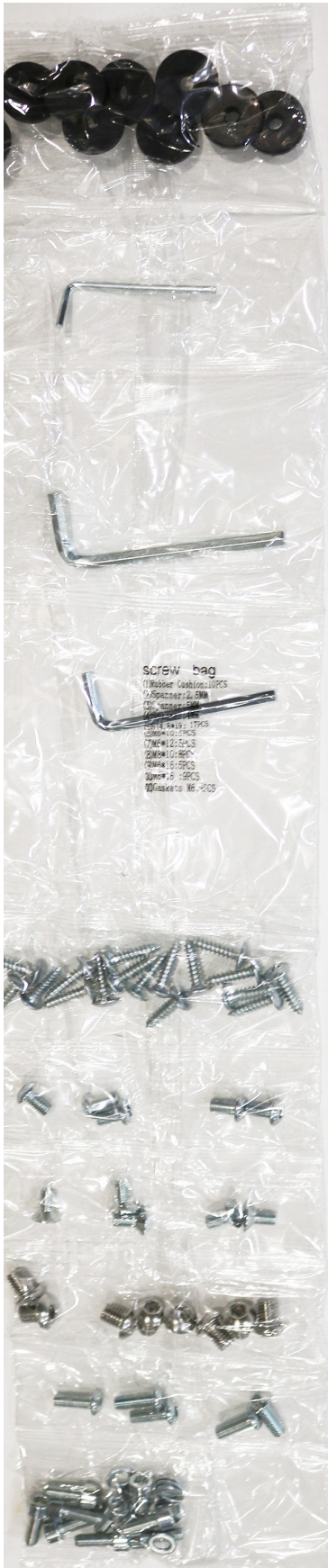
18. M6*12 Screw (x5)



19. M6*10 Screw (x5)



Screw pack usage - You will have un-used screws at the end of assembly
Note a list of the compartment contents is printed on the screwpack in small black writing running in sequence top to bottom. These are robot packed and the numbers should be correct.



Rubber pads. Used if desk-top is blank or pre-drilled.
Not used if desk-top is inserted

Allen Key - 2.5mm Hex spanner
Used to tighten drive rod and handle screws

Allen Key - 5mm Hex spanner
Used to tighten the engineering screws

Allen Key - 4mm Hex spanner
Used to tighten the engineering screws

ST4.8*19 self-tappers. 6-10 off used to connect the frame to the desk-top. 4 off used to connect the handle to the desk-top. 2 off to connect the handle clip. Rest spare. **Not used if desk-top is inserted**

M6*10. 4 off used at the end of Step 8 to fix the support beams in place. Also see Step 2. 1 off spare. **Always used.**

M6x*12 countersunk. 4 off used in Step 3 to connect the side arms to the frame ends. 1 spare. **Always used.**

M8*10 button head. 8 off used in Step 4 to connect the legs to the frame ends. No spares. **Always used.**

M6*16mm button head. **NEVER USED**

M6*16 cap head plus washers 8 off used in Step 5 to connect the feet to the legs. 1 off spare. **Always used.**

PHASE 1 - We will now assemble the basic frame of the desk. This phase should take 10-15 minutes.

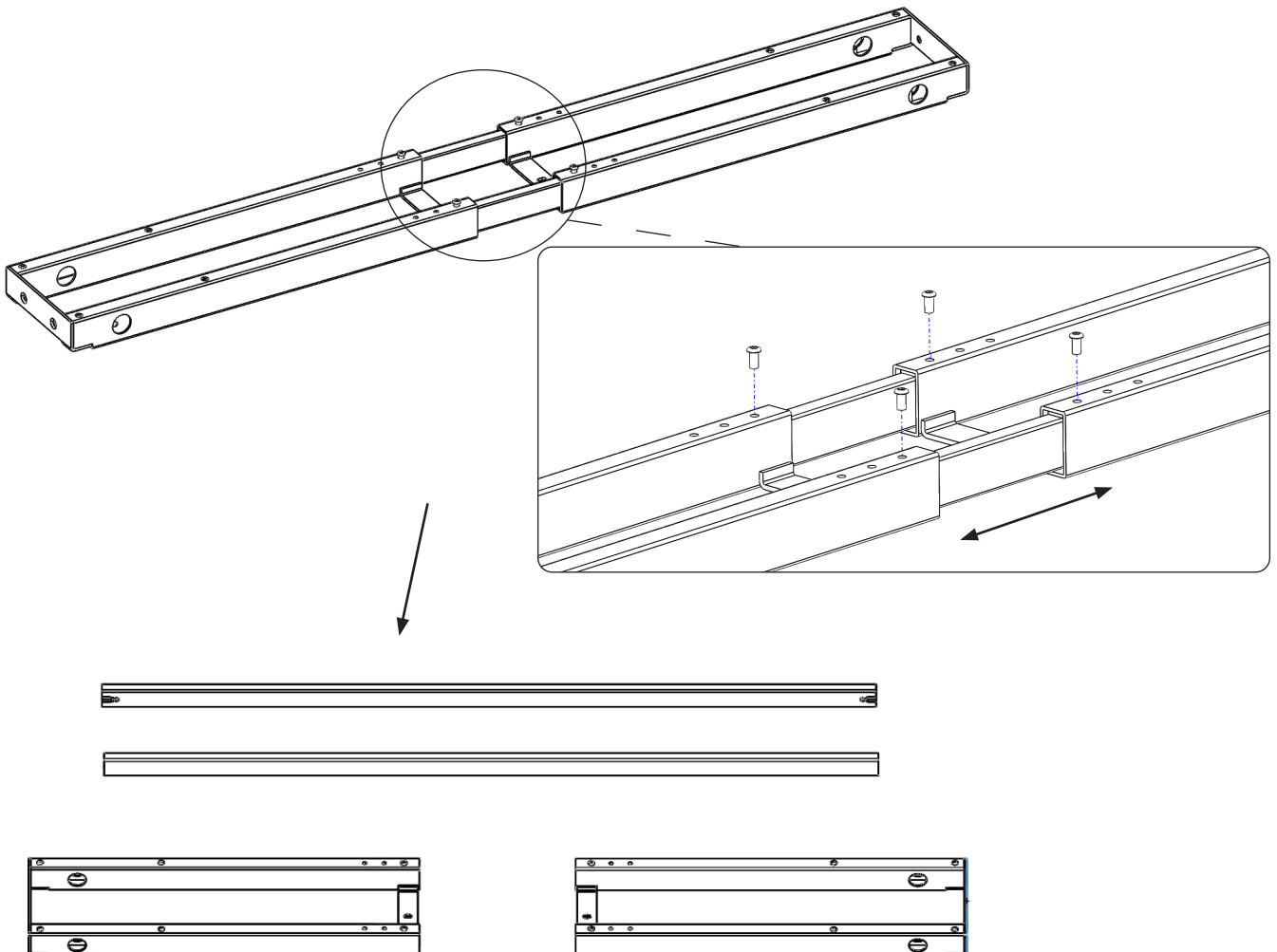
Step 1

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

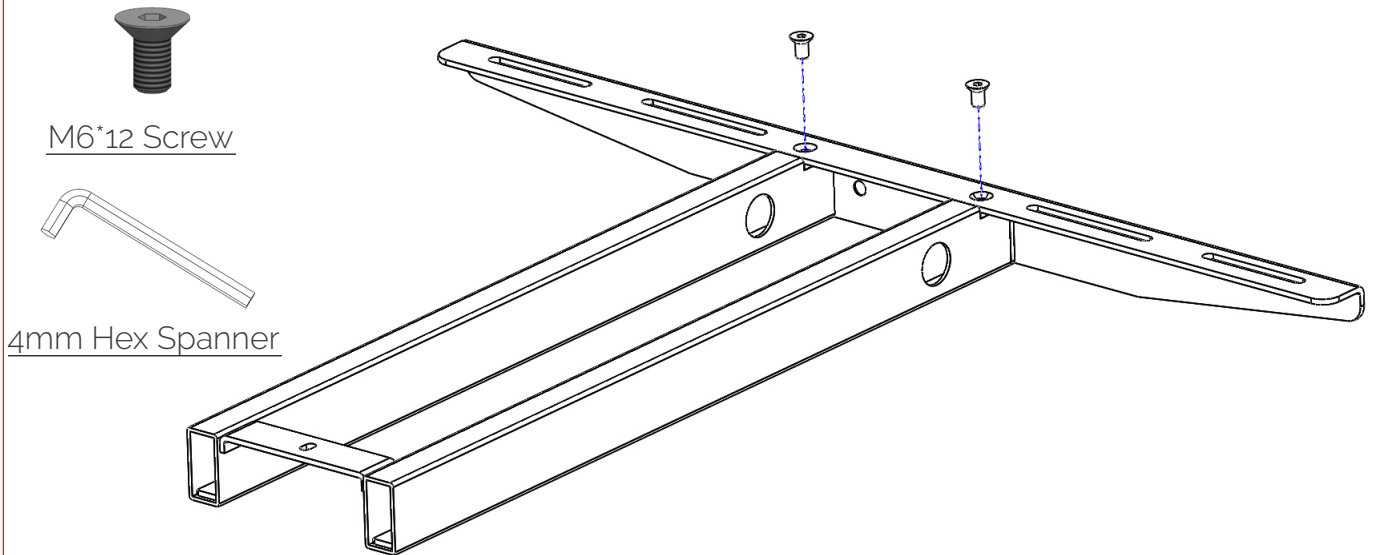
Now take the cross frame assembly which consists of the end frames and the support beams as we are going to separate this into separate parts.

Loosen the 4 M6*10 screws that have already been inserted into the two frame ends in the factory. Once these are loosened slide the two end frames out of the support beams so that you have two end frames and two support beams.

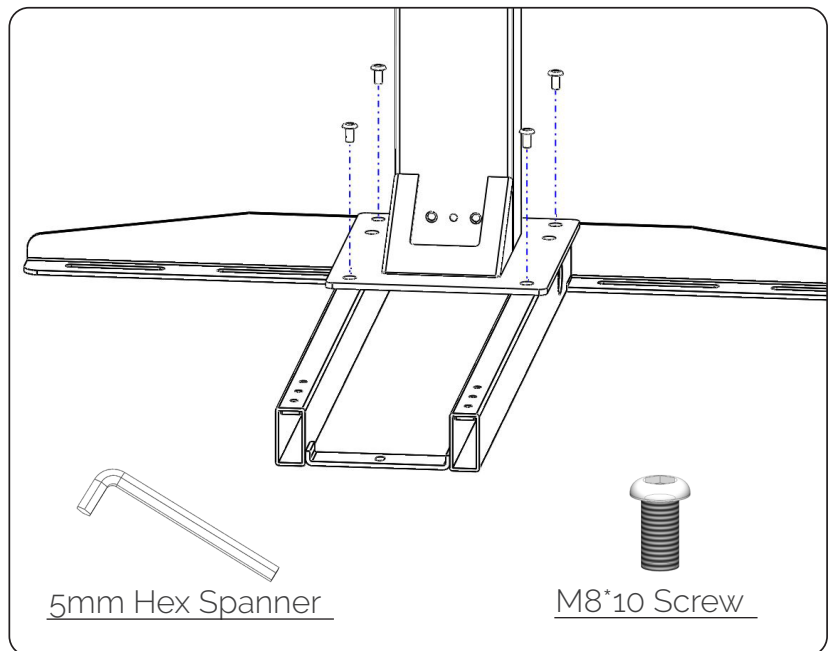
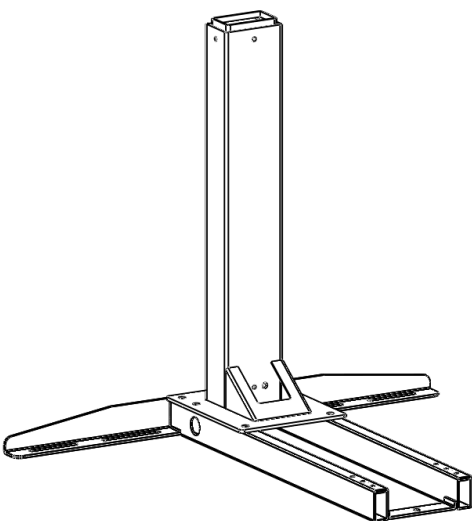


Step 3

Take either one of the frame ends and one of the side arm brackets. Secure the bracket to the frame end with 2 M6*12 countersunk screws using the 4mm hex spanner.



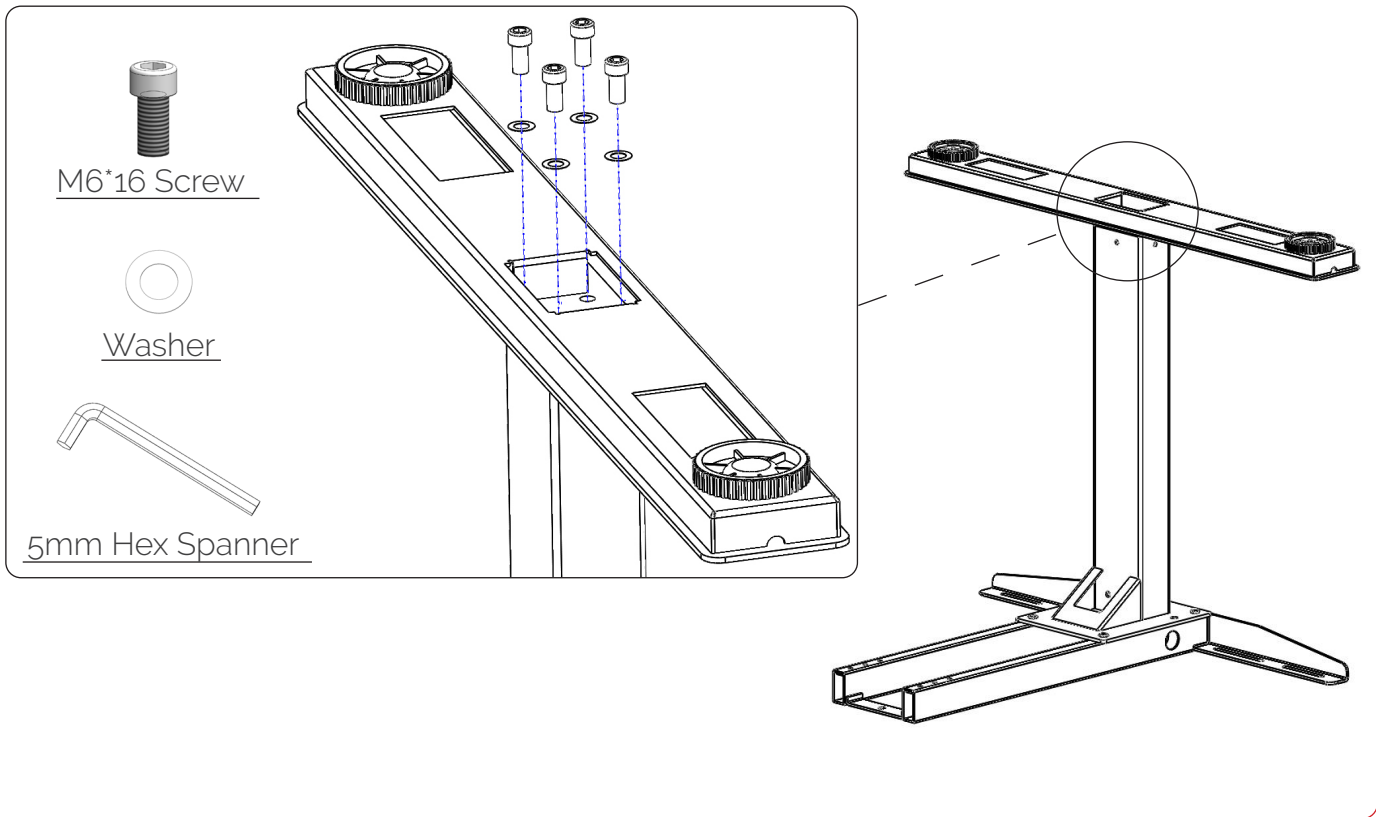
Step 4



Take either one of the leg columns and secure it to the underside of the frame end with 4 M8*10 screws using the 5mm hex spanner.

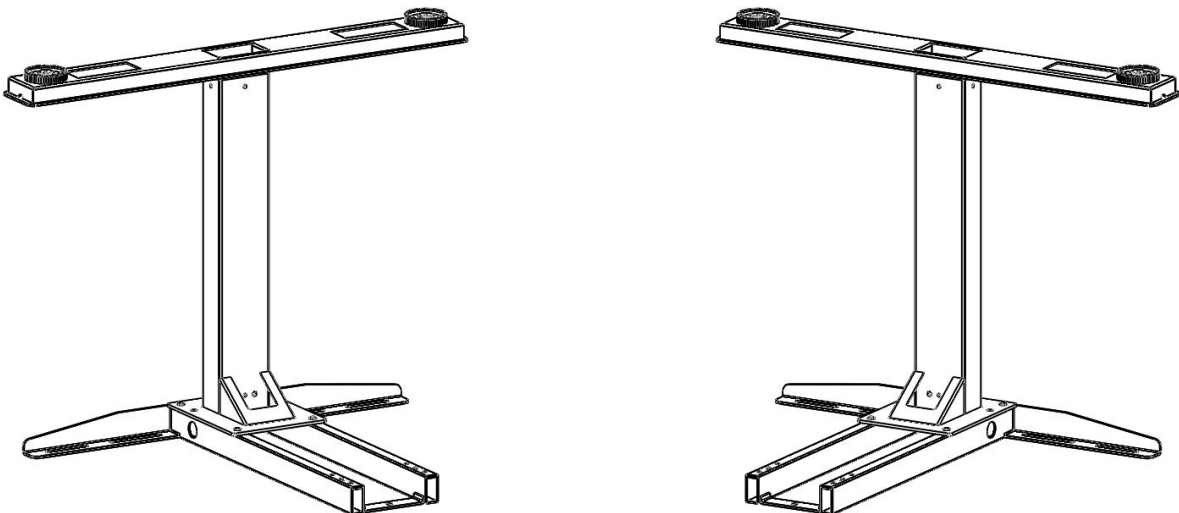
Step 5

Now attach either foot to the end of the leg with 4 M6*16 screws in combination with 4 washers using the 5mm hex spanner.



Step 6

Repeat steps 3-5 until you have made a second identical leg sub-assembly. Once this is complete, you should have two fully built leg sub-assemblies.

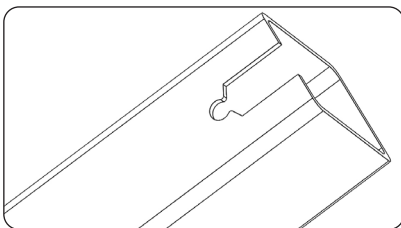
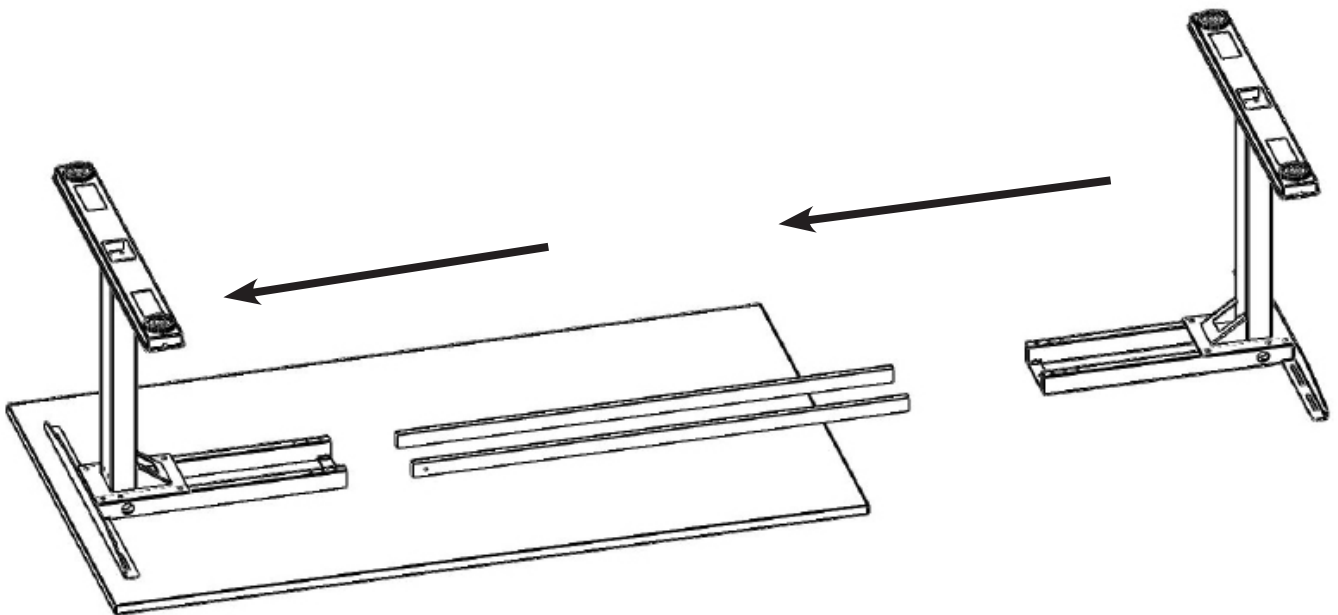


Step 7

Now you need to join the two leg sub-assemblies together so that they form the basic frame of the desk.

Place your desk-top good face down on something soft such as a carpet or rug to avoid damaging it. Place one of the leg sub-assemblies on the desk top as shown below. Insert the support beams into the frame end. Slide the second leg sub-assembly together so that they are joined by the support beams. See below.

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.



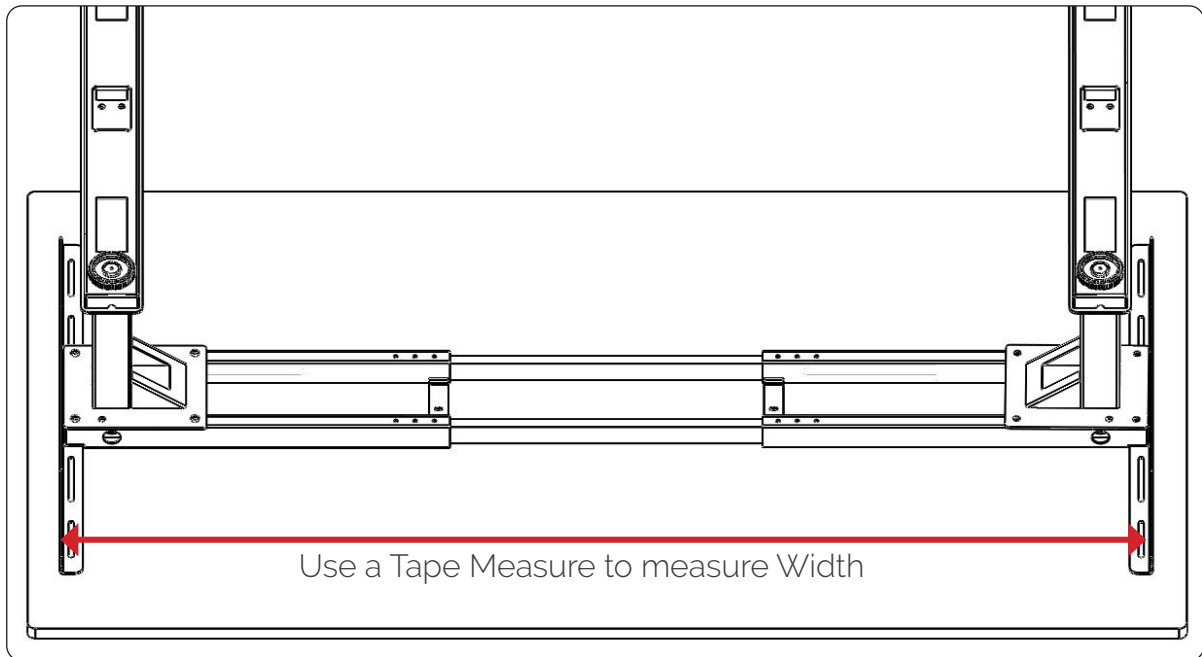
Ensure that the cut-outs in the support beams are faced downwards towards the ground, so that the beams slide easily into the frame ends and do not catch on the screws in the end sub-assemblies.

Step 8

Now we need to set the frame width to match the desk-top size that 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.



Desk Top Width	Frame Width
120 cm	115 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.

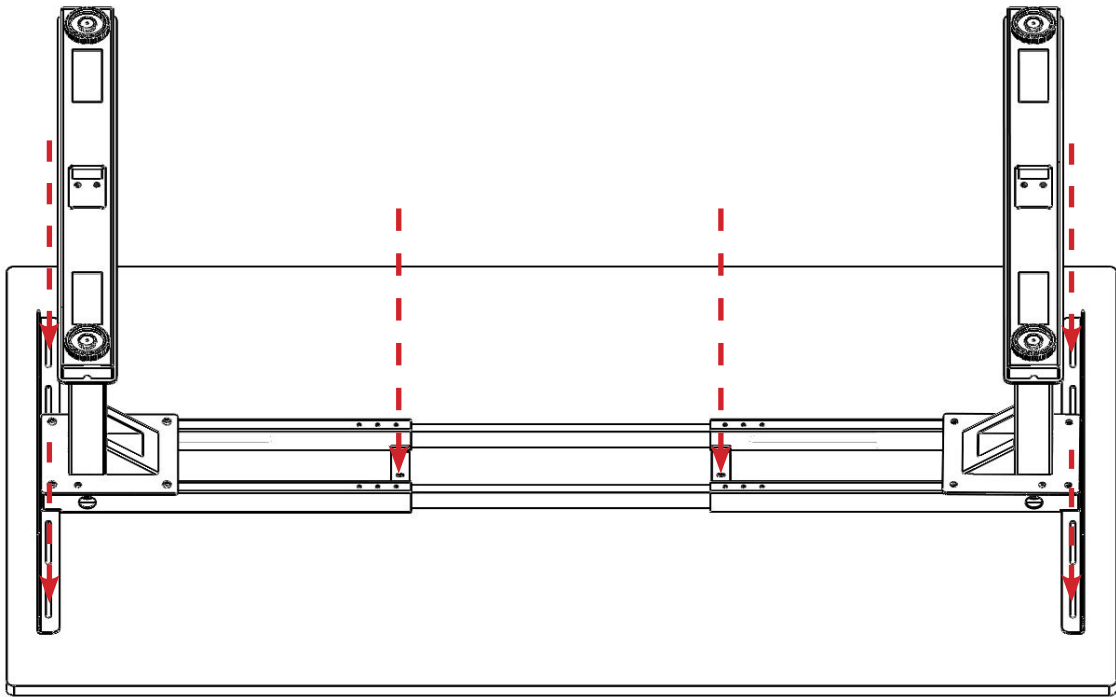
IMPORTANT! The frame width for the 120cm desk top **MUST** be at minimum 115cm or the drive rod will not fit later in the process.

We set the frame width at this stage as it is much more difficult to adjust the frame later once the drive rod is in place.

Step 8 continued

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 slots and holes in the frame line up with your pre-drilled holes or inserts in the desk-top (note you may need to remove the pre-fitted screws in the inserts to do this easily).



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

Now the frame is set to the correct width you need to tighten up the 4 M6*10 that you loosened in step 2. Also place 4 more of these screws in the empty holes of the frame ends and tighten these well so the frame is rigid and firmly assembled.

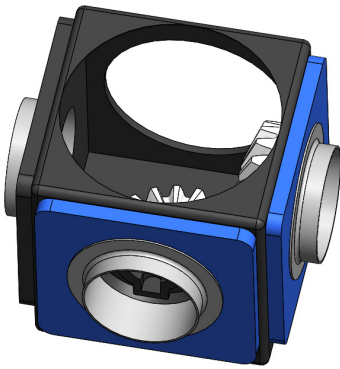
Congratulations. You have now completed Phase 1 of the assembly and can now move onto Phase 2.

PHASE 2 - We will now add the drive rod and handle to the frame. This phase should take 10-15 minutes.

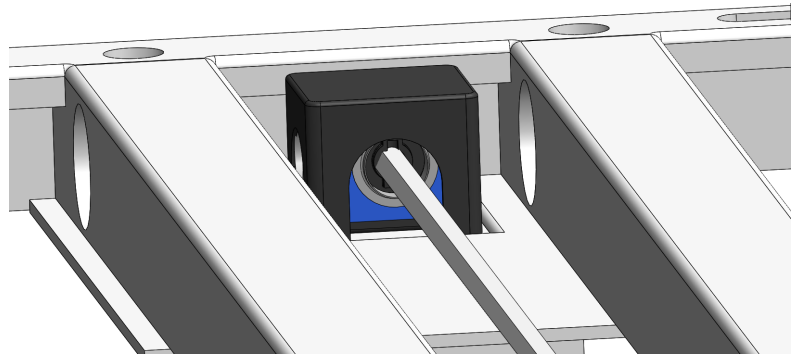
Gearbox Configuration

A gearbox is positioned at the top of each leg. The plastic cover can be removed to allow the gearbox to be clearly visible.

Each gearbox has blue and black sides.



Gearbox with Plastic Guard Removed



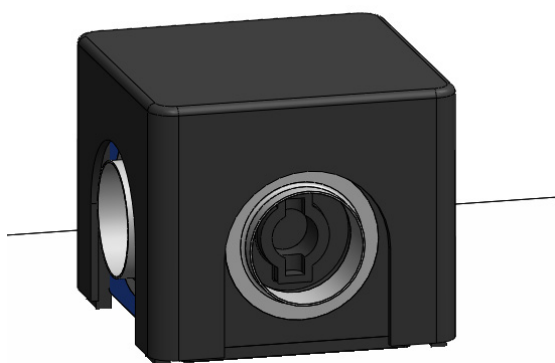
Gearbox with Drive Rod in place

Black sides of the gearbox we refer to as guide ends in this document.
Blue sides of the gearbox we refer to as drive ends in this document.

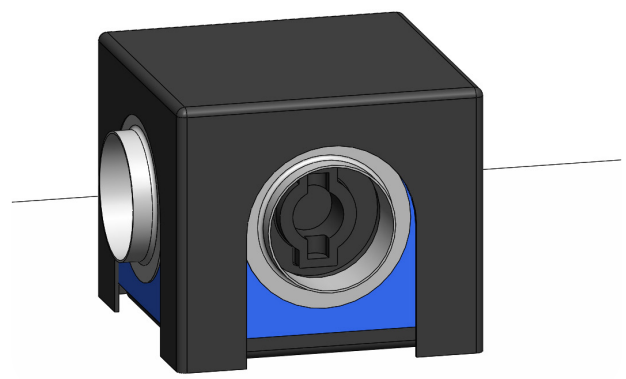
Black sides of the gearbox are simply guides. They do not connect to any internal gears and will not move the desk up or down if they are rotated.
Blue sides ARE geared sides of the gearbox. They are important as they are connected to the gears within the gearbox and they WILL move the legs up and down if rotated.

Later when we go to assemble the desk, it will be important to ensure that the hex drive rods pass through the blue faces as instructed, otherwise the legs will not raise and lower correctly.

NEVER try to disassemble the gearbox or assume the gearbox for your desk has been improperly assembled. This will not be the case.



Guide End



Drive End

Step 9

This step will show how to insert and secure the drive rod and handle to the frame.

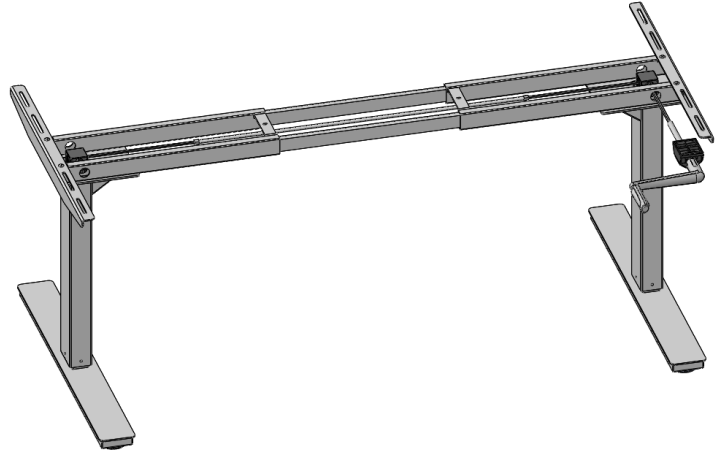
Once this step has been completed, your desk frame should look like the image shown to the right.

Follow Step g(a) for a frame with the handle on the right hand side.

Follow Step g(b) for a frame with the handle on the left hand side.

IMPORTANT! You do not need to complete both Step g(a) and Step g(b).

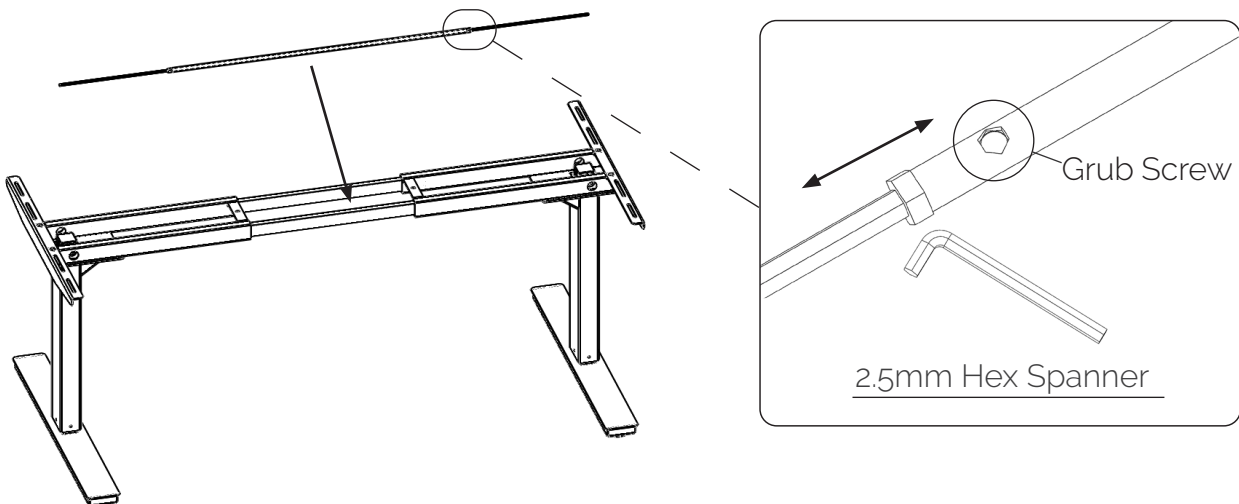
Before inserting the handle into the frame, the drive rod should be fitted first.



Fitting the drive rod:

Overturn frame, so that it is standing on its feet and that you are looking down upon the gearboxes.

We are going to insert the drive rod between the two legs.



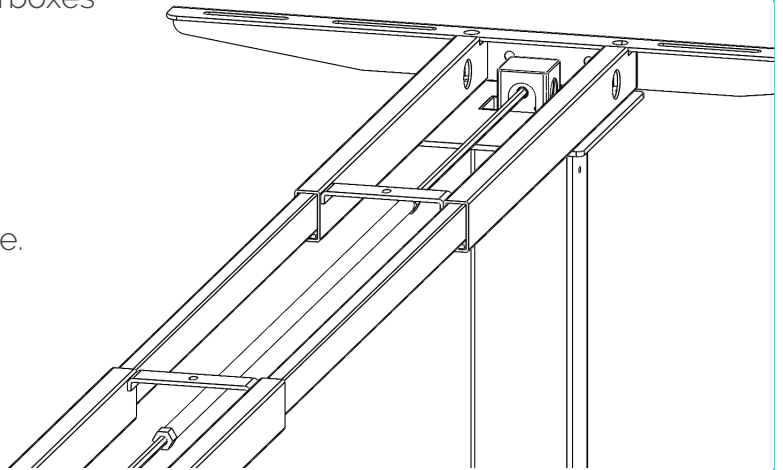
The drive rod composes of a round outer sleeve and two inner hex rods, which are not connected to each other. The two hex rods can slide in and out of the round sleeve and are secured in the round sleeve by a 2.5mm hex grub screw at each end. See above.

The purpose of the drive rod is to make a mechanical connection between the two gearboxes at the top of each leg. As such we need to insert each of the hex drive rods into the each gearbox and also make sure that they are still inserted in the outer sleeve.

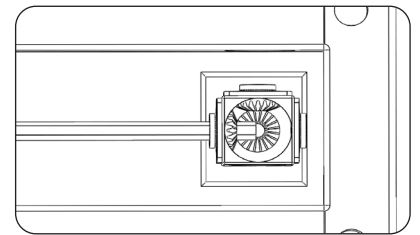
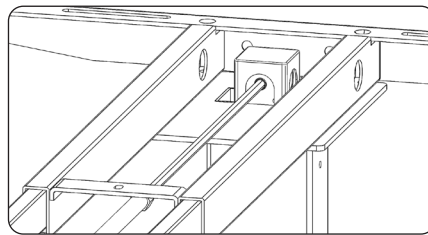
Remove the plastic covers from the gearboxes to make the interior visible.

When we go to insert the hex drive rods into the gearbox, make sure the grub screws are loose and the hex rods can slide in and out freely of the round sleeve.

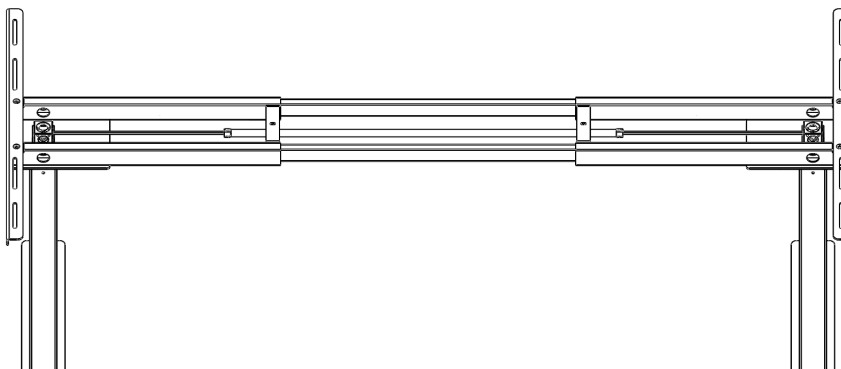
Holding the drive rod horizontal and between the two gearboxes, at the right hand side leg slide the hex rod into the gearbox as shown. Make sure the end of it passes into the middle of the gearbox.



Now repeat this process at the left hand side leg, again making sure that the hex rod passes into the centre of the gearbox.



At this stage the drive rod should be supported at both ends by the gearboxes and not in contact with the frame, see below. Do not tighten the grub screws, as we need to adjust the rod to accommodate the handle.



Now we are going to insert the handle which will define whether the desk is to be used by a left handed user or right handed user.

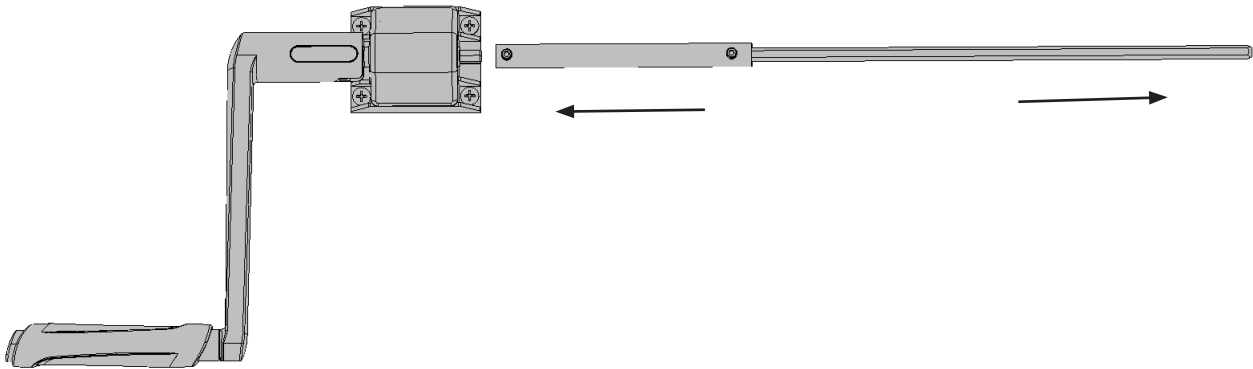
Step 9(a)

Fitting the handle to the handle drive rod.

Loosen but do not remove the two grub screws on the handle drive rod. Slide the hex bar out of the silver sleeve slightly. Insert the short output shaft from the handle assembly into the silver sleeve. Tighten the grub screw adjacent to where the handle output shaft has been inserted. This has now fixed the handle assembly to the handle drive rod.

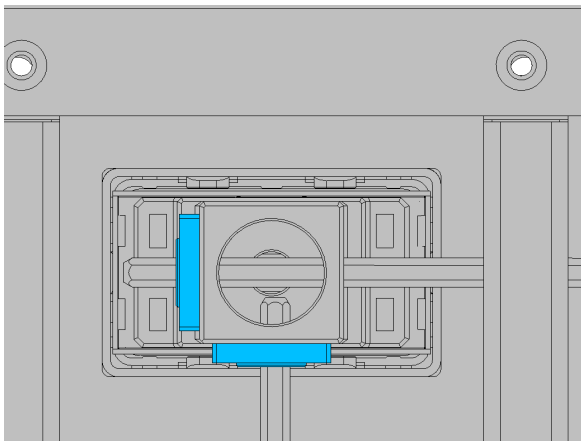
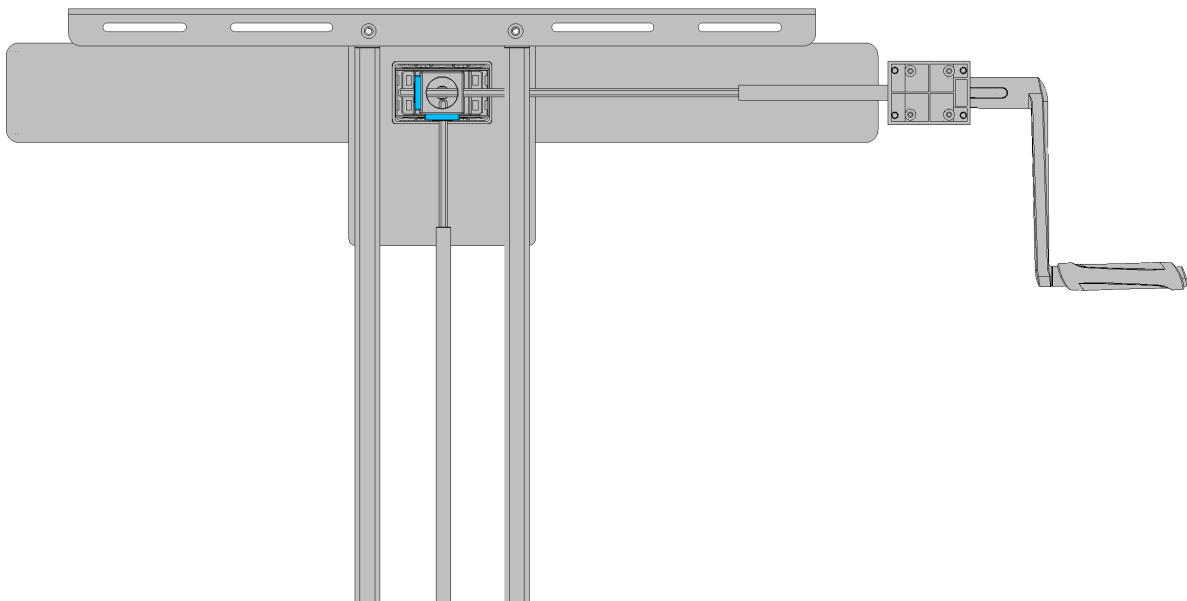
The longer hex part of the handle drive rod can now be adjusted as needed later (see section 10a or 10b) and then can be fixed in place using the remaining grub screw. Note the handle drive rod always needs to be as located as shown in this section (9a and 9b). If the handle bracket and inserts/pilot holes do not match up later when fixing the handle to the desk-top simply adjust the length of the handle drive rod to suit.

Step g(a) continued

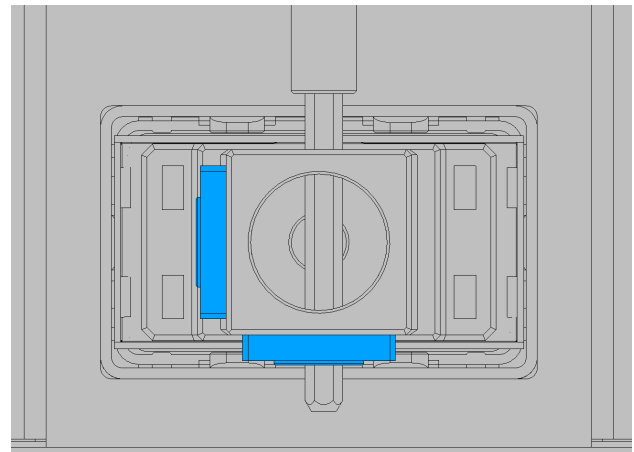


Fitting the handle on the right hand side:

Position the desk frame as shown below. The gearbox used is one in which the drive rod does not need to pass through the gearbox. Insert the handle drive rod into the gearbox. The handle must pass through the inside of the gearbox and also then into the blue, drive end of the gearbox



Handle side gearbox

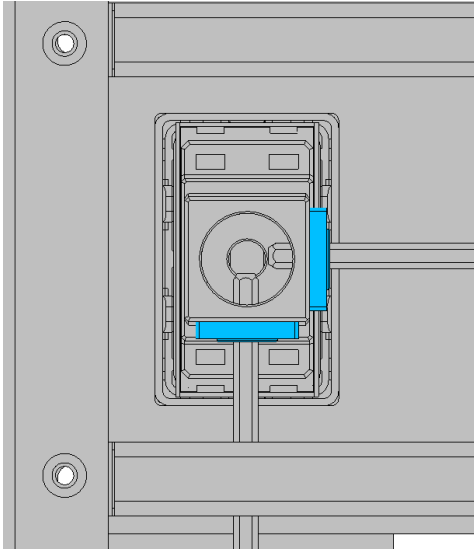


Non-handle side gearbox

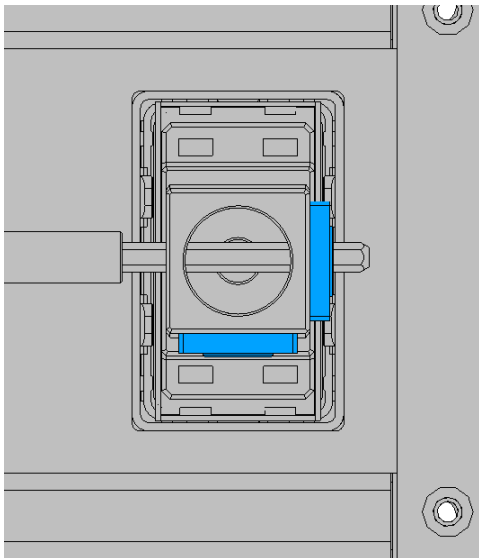
Step g(b)

Fitting the handle on the left hand side:

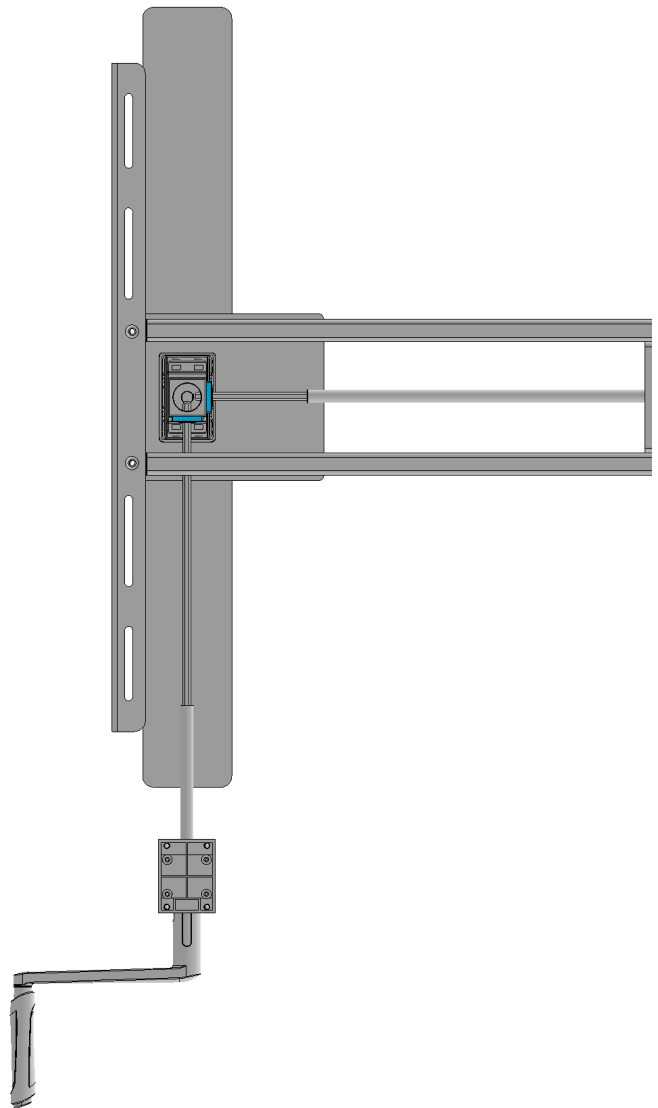
Position the desk frame as shown. on the below right. The gearbox used is one in which the drive rod does not need to pass through the gearbox. Insert the handle drive rod into the gearbox. The handle must pass through the blue, drive end of the gearbox. When fitting the handle to the desk-top later you can slide the handle drive rod further into the gearbox as needed (or out) as long as it remains engaged with the gearboxes as shown below.



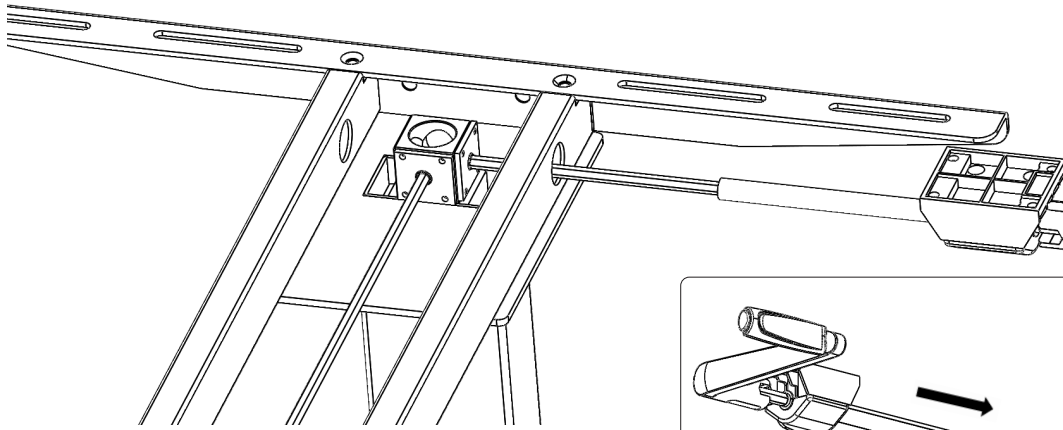
Handle side gearbox



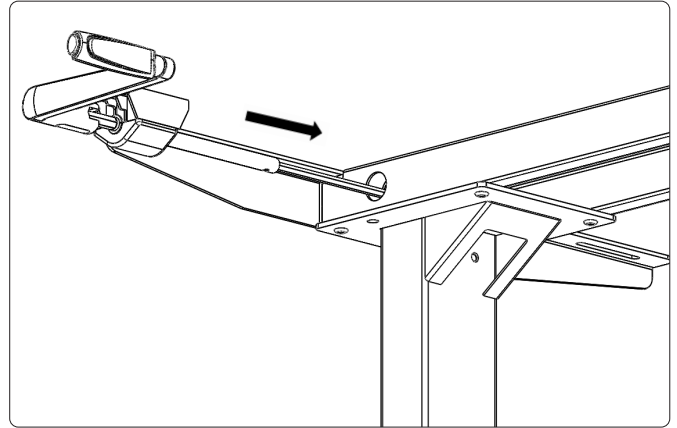
Non-handle side gearbox



Step 9(b) continued



Handle Insertion



Replace the plastic covers on the gearboxes and ensure the hex rods are tightened in place.

Test the ability of your frame by turning the handle. When the handle is swung clockwise the frame will ascend. Ensure the raising system of the frame is functional before continuing.

Once completed, move on to Step 10.

Congratulations. You have now completed Phase 2 of the assembly and can now move onto Phase 3.

PHASE 3 - We will now attach the desk-top to the frame. This phase should take 20- 25 minutes.

Step 10

We are now going to locate and mark the points where the screws are inserted using the desk-top measurement information contained in Step 8.

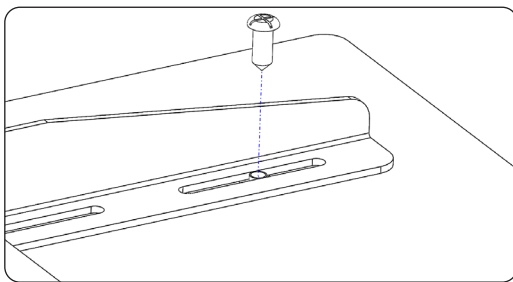
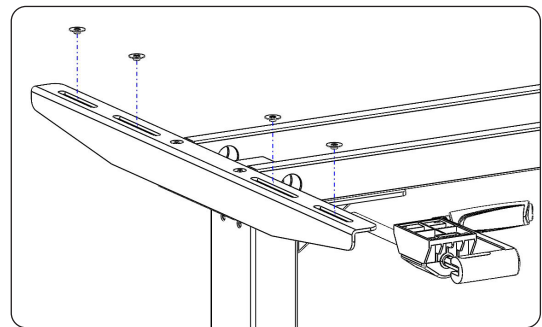
IMPORTANT! If you have purchased your tabletop pre-inserted, you do not need to use the rubber cushions or the self-tapping screws. They are not necessary. Please continue to Step 10(b) if this is the case. If your desk-top is not pre-inserted or with pre-drilled holes, continue to Step 10(a). You do not need to complete both Step 10(a) and Step(b).

Step 10(a)

Fitting a blank or pre-drilled desk-top.

Place the rubber cushions onto the brackets and beam where the screws will be inserted.

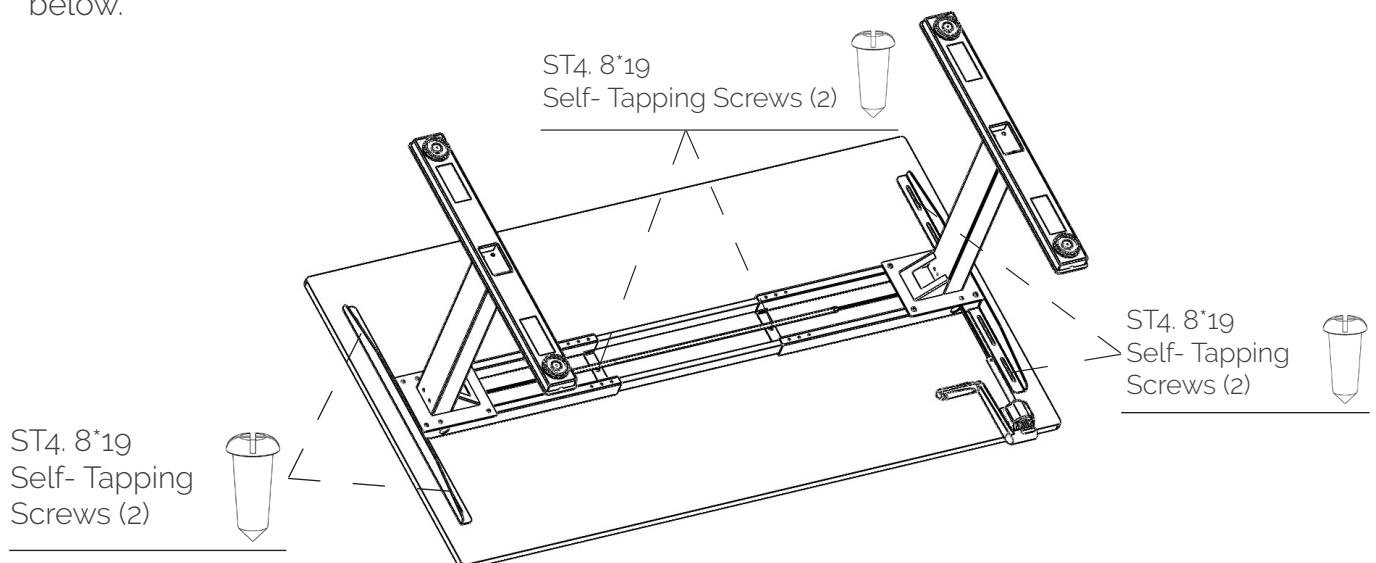
The rubber cushions provide a barrier between the desk-top and frame.



Now overturn your frame again and place it on the desk-top.

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. Align the holes in your frame with these pre-drilled holes.

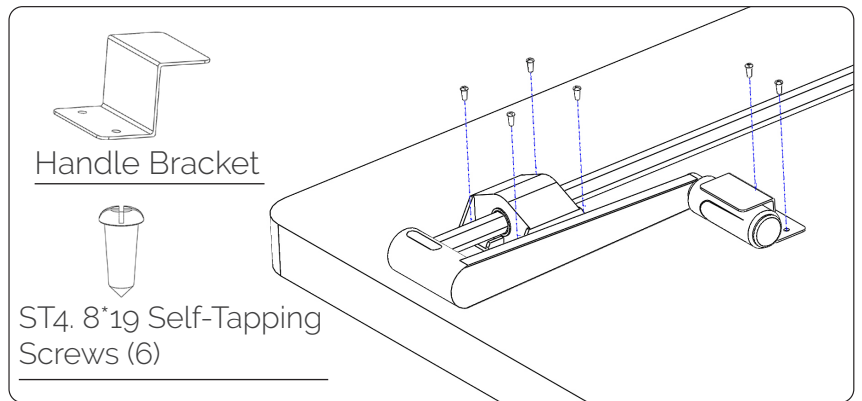
Place the screws through the rubber cushions, and then proceed to drill them into the desktop. Fit the frame to the desk-top using 6 ST4. 8*19 self-tapping screws, as shown below.



The drive rod is flexible, and can be manoeuvred to the side temporarily to allow the two centre self-tapping screws to be placed through the frame and into the tabletop.

Step 10(a) continued

Secure the handle to the desk-top using 4 ST4, 8*19 self-tapping screws. You may need to adjust the handle drive rod length to ensure it is engaged in the gearbox and that the holes in the handle bracket match the pre-drilled pattern. Attach the handle bracket/clip with 2 ST4, 8*19 screws. The clip holds the handle out of the way



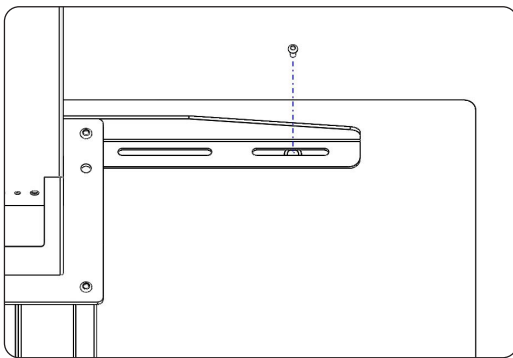
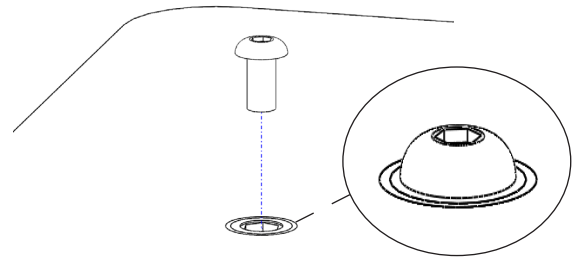
Step 10(b)

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.

Once the frame is placed over the inserts correctly (see Step 8, *Option 2*).

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

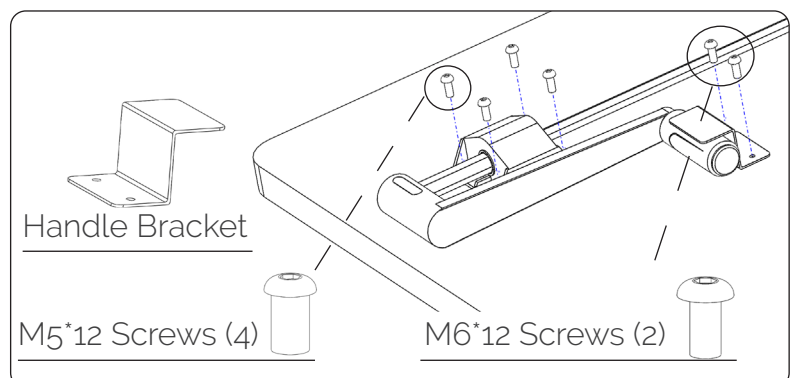
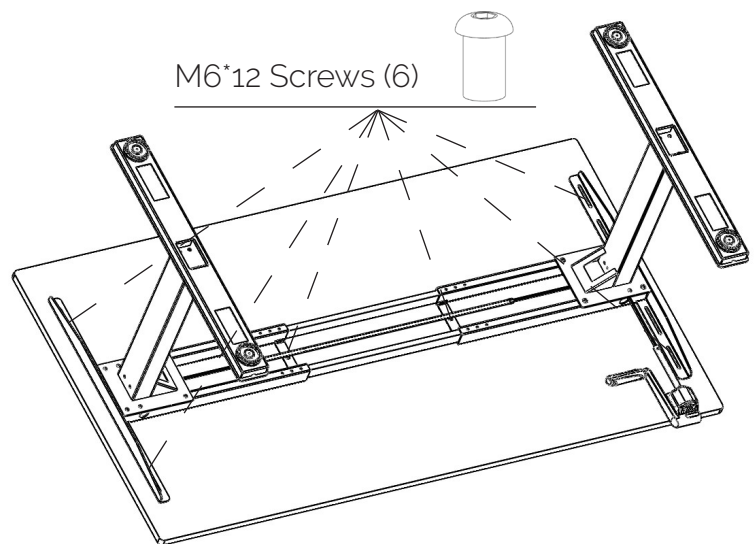


There are also inserts where the handle and the handle bracket are to be attached.

Position the handle bracket holes over the inserts. Secure the handle to the desk-top by screwing 4 M5*12 screws into the inserts. You may need to adjust the handle drive rod length to ensure it is engaged in the gearbox and that the holes in the handle bracket match the inserted pattern.

Secure the handle bracket by screwing 2 M6*12 screws into the inserts.

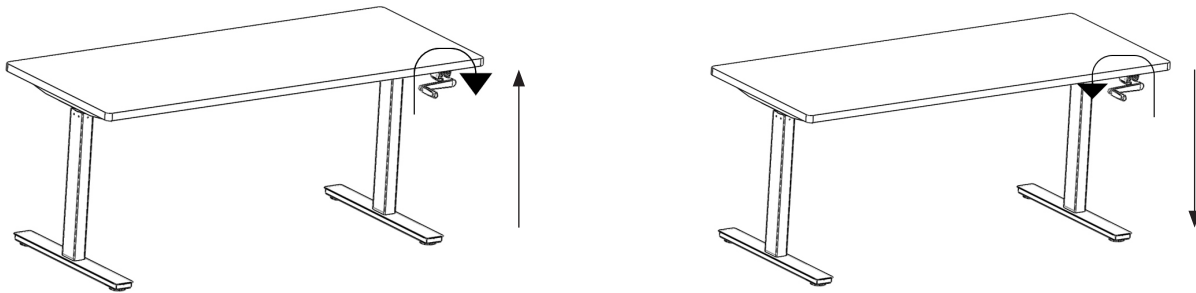
The handle bracket will hold the handle in place and out of the way



Step 11

Swing the handle clockwise, and the desk will ascend.

Swing the handle anti-clockwise, and the desk will descend.



The handle may feel stiff when you use it to adjust the height of your desk for the first time. If this is the case, do not be concerned. Over time the lifting system will loosen and turning the handle will become much smoother.

Congratulations. You have now completed Phase 3 of the assembly.

This completes the construction of your manual S2 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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