MULTI TABLE .COM
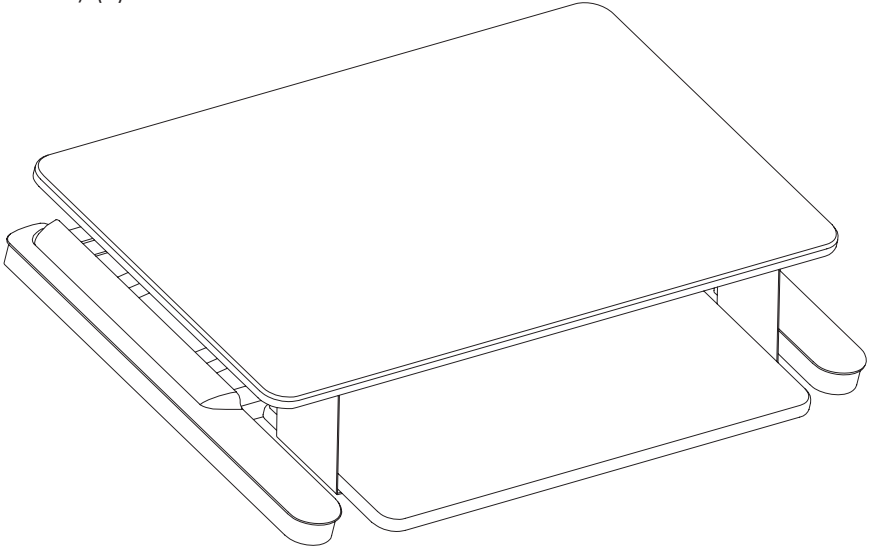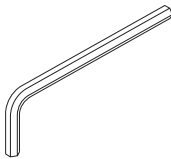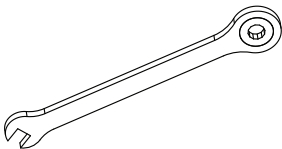
MultiTable Desktop Sit to Stand Workstation

ASSEMBLY INSTRUCTIONS

PLEASE REVIEW these instructions before beginning the assembly and adjustment procedures. Check that all the parts and tools listed below were provided with your order. Contact MultiTable if any materials are missing. Do not discard the packaging until the product meets your satisfaction.

PARTS AND TOOLS PROVIDED

Assembly (1)	4mm Allen Key (1)
	Located in the built in clips underneath the worksurface.
	Ratchet Wrench
	Located in the built in clips underneath the worksurface.

CAUTION: Hand-tighten screws only. Do **not** use power tools.

> ⚠ **WARNING: When you first squeeze the paddle lever to operate this product, firmly hold the top platform with both hands to control the rate of movement. Take all appropriate precautions to avoid pinching or otherwise injuring yourself.**

> **CAUTION: This is a heavy product. It is recommended that two people lift the product when moving it from location to location.**

Position the Desktop Sit to Stand Workstation Table Top

• Be sure there is sufficient overhead
  space for the product and monitor(s)
  to rise to the maximum height.

  — The top of the product rises 15.7".
   In addition, allow at least 18" for
    monitor height. See figure 2.

Monitor
Height:
18"
(457mm)

Rise:
15.7"
(400mm)

24"

36"
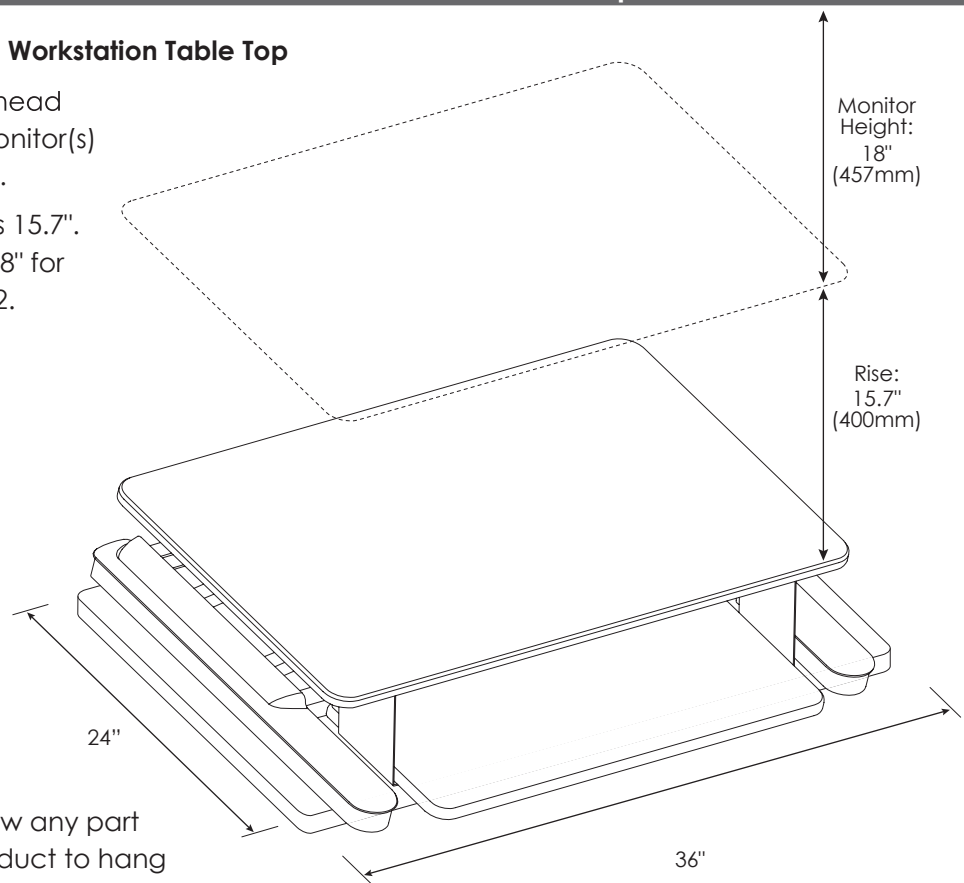
WARNING: Do not allow any part
of the base of this product to hang
over the edge of the table top!

Figure 1

Placement of Monitor(s) and Keyboard

The Desktop Sit-To-Stand Workstation can accommodate up to two monitors. However,
certain dimension and weight limitations must be observed.

• The combined weight of all added items should notexceed 35
  lbs.

• If two monitors are used, the monitors and other items
  on the unit must be equal to or less than 48" wide in total.

• Do not connect any cords or cables at this time.
  Wait until after you test operation and have made
  any necessary adjustments.

CAUTION: Do not exceed maximum weight capacity.
Serious injury or property damage may occur.

≤24"

≤24"
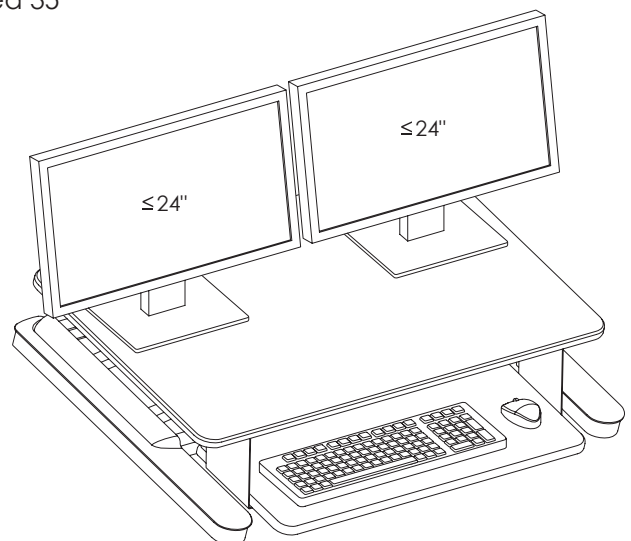
Figure 2

Test Operation

• To prevent the product from abruptly raising up, hold the top of the unit while squeezing the paddle lever. Raise the product to its maximum height and release the lever.
  CAUTION: Keep both hands on the top platform to control the rate of movement when operating the paddle lever. Be prepared to release the lever immediately if it appears there is not enough clearance for the monitor(s).

• Check that there is at least 1" of clearance between the top of the monitor(s) and any overhead obstructions.

• Squeeze the paddle lever again and press the top platform down to its lowest level.

• Ideally, it should take about the same amount of force to raise the unit as it does to lower it. If there is a significant difference, see "Adjust for Load Weight" on page 6.

Paddle
Lever
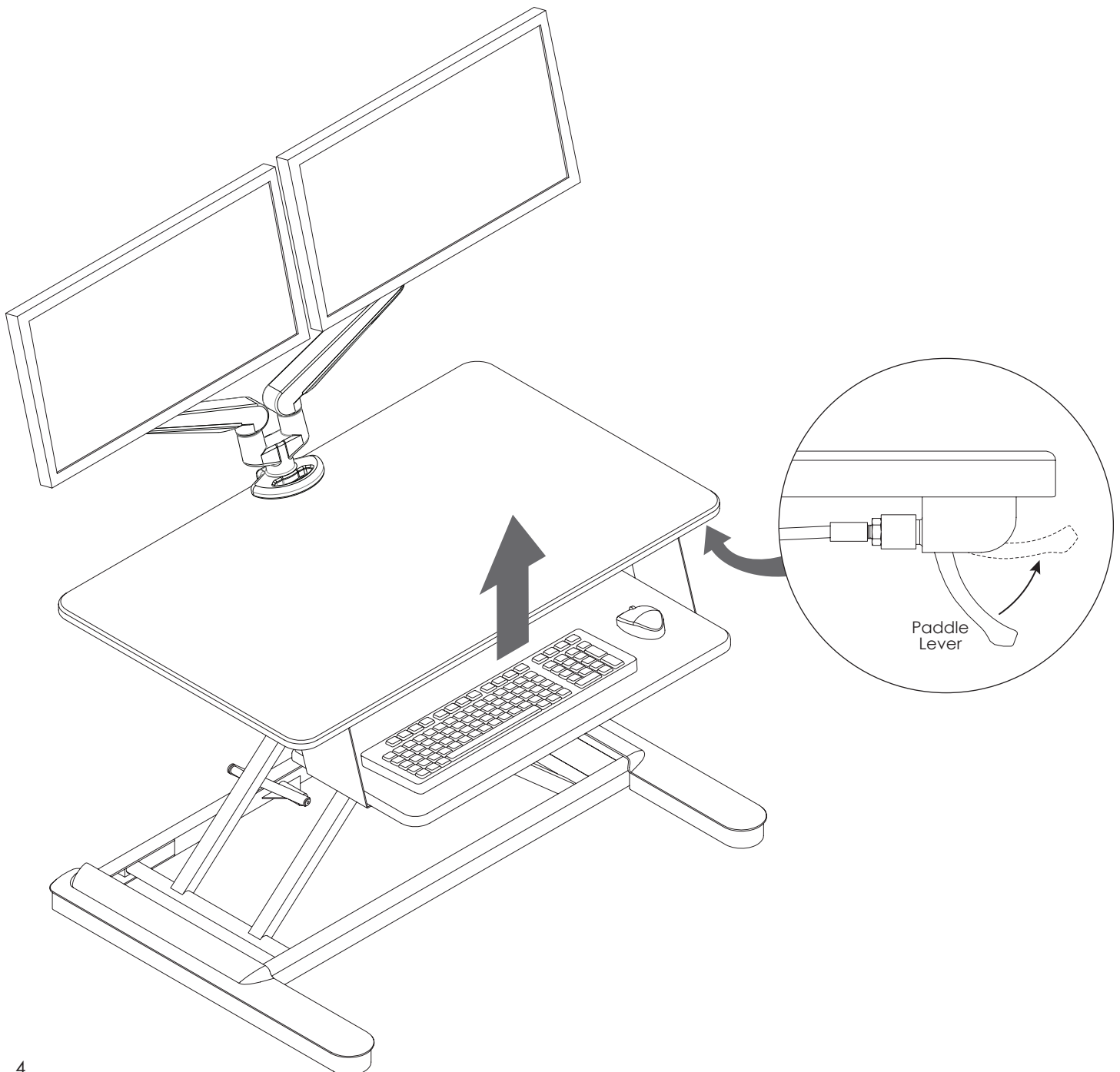
Make Any Necessary Adjustments

If the product operates to your satisfaction, there is no need to make any adjustments. You may skip to "Final Set-Up" on page 6.

The two possible adjustments are for keyboard platform projection (below) and load weight (page 6).

Increase Keyboard Platform Extension

• To extend the keyboard platform approximately 1³/₄" toward the user, first use the 4mm Allen key to remove the 12 screws holding the keyboard platform in place.

  — This adjustment may be performed with the product upside down or right-side up. The upside method is shown below.

• After removing the screws, move the keyboard platform forward and re-attach the screws.

4mm Allen Key

Remove
12 Screws
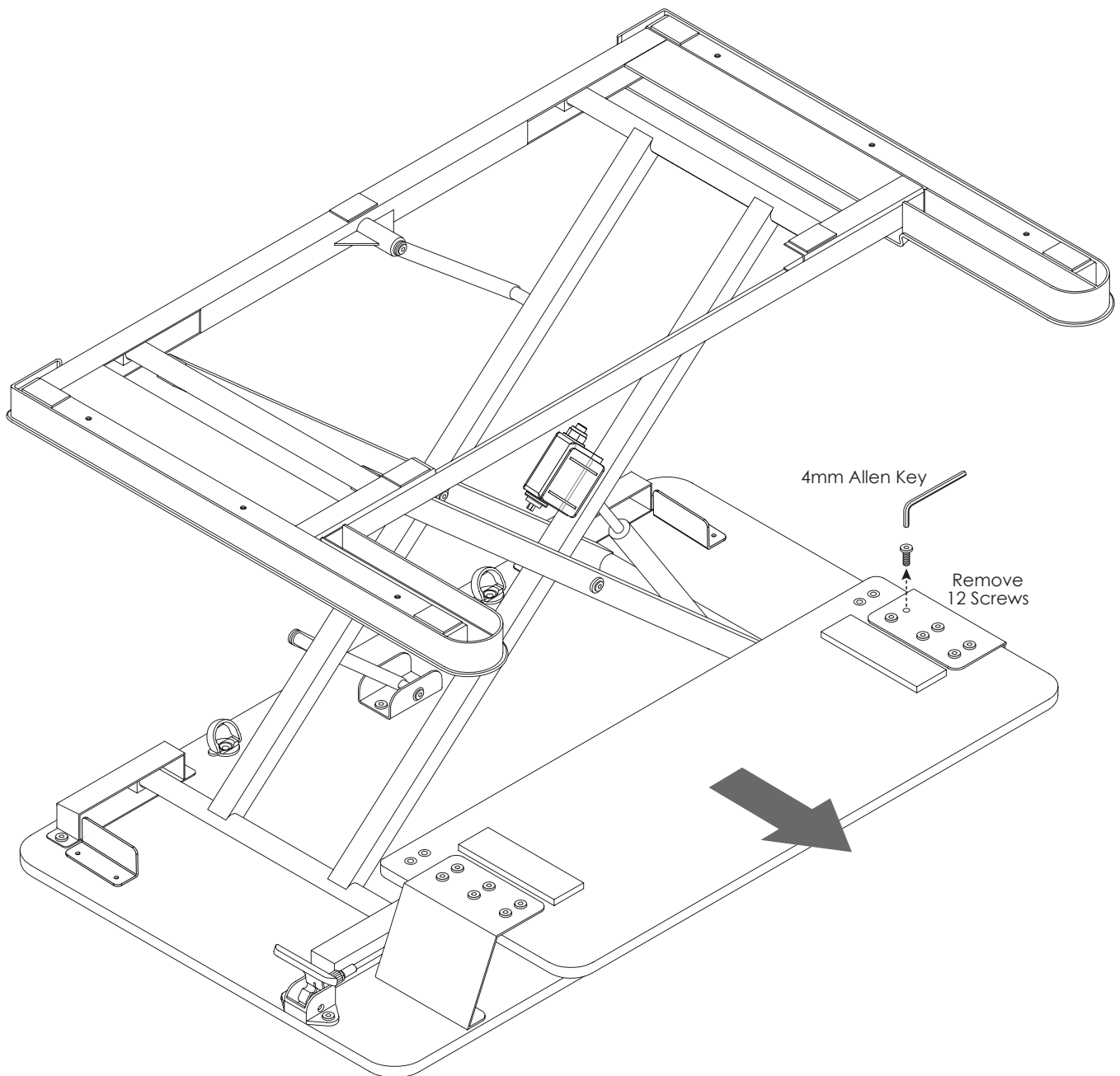
Adjust for Load Weight

This adjustment can be used to maximize ease of operation. When operating this product, the platform should move easily to any position and hold that position.

• If the platform is difficult to raise or lowers too easily, increase the load adjustment (+).

• If the platform is difficult to lower or raises too easily, decrease the load adjustment (–).

• Use the 6mm ratchet wrench to turn the adjusting mechanism — counterclockwise to increase load, clockwise to decrease it. The ratchet only turns one direction, therefore if it doesn't turn, flip it over.

• Test operation and re-adjust as necessary.

**CAUTION:** Do not overtighten the MAX (+) adjustment.

Tool storage

• When finished, the ratchet and Allen key can be stored in the built clips on the underside of the worksurface.

Note: 180° lock-out feature must be utilized with monitor arms (see monitor arm instructions).

6mm Wrench

MIN
Load **–** ⬡ **+** MAX
Load
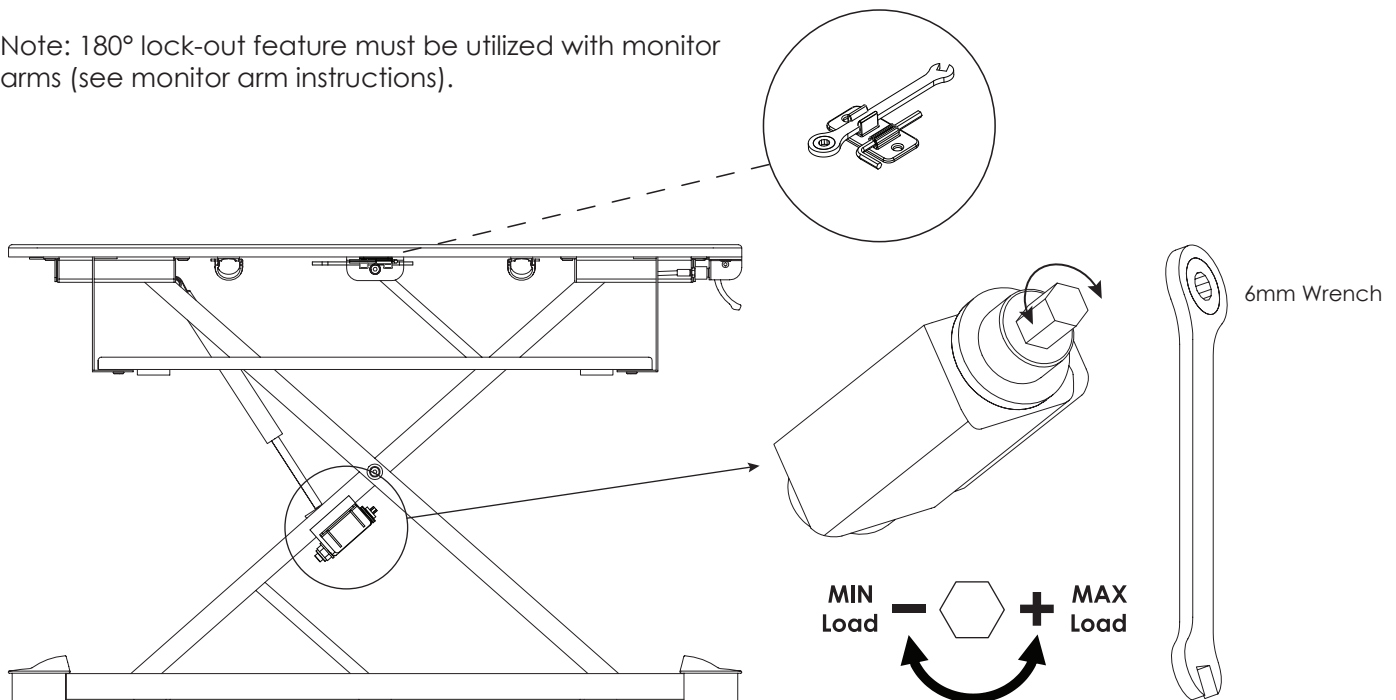
Final Set-Up

• Move the product to its maximum height.

• Connect the monitor cable(s) and power cord(s), as well as the keyboard and mouse cords, if applicable.

— Use cable extensions, if necessary (not included). The cables and cords must reach their connections when the unit is at its highest point.

• Use the circular clips at the bottom rear of the top platform to capture the cables and cords.
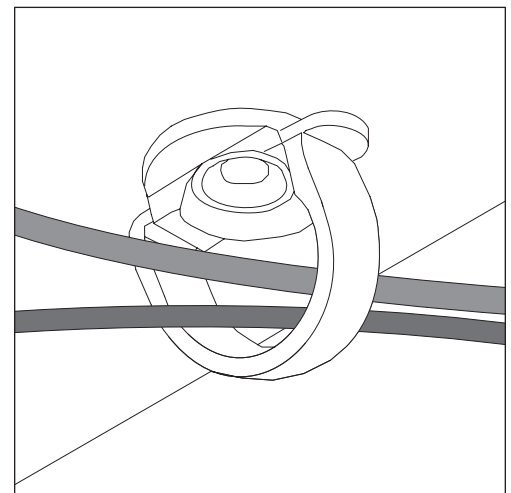
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