



Easy Assembly & Operation

Adjustable Height Desk

Desk Assembly — Top, Base and Memory Height Keypad

Your Desk Assembly will arrive in two boxes. Accessories will arrive in additional boxes. **WARNING:** Keep small parts and plastic away from children. Unpacking and assembly of the desk top requires two adults.

Tools Required



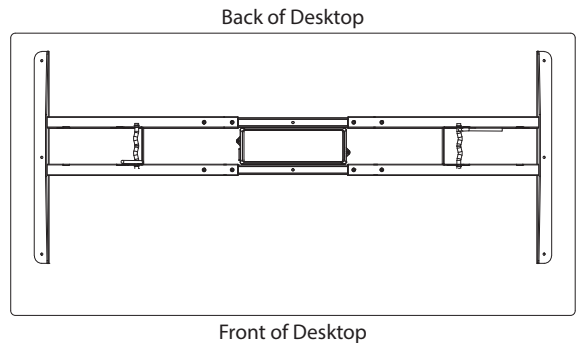
Phillips-head screwdriver (provided)



Hex key (provided)

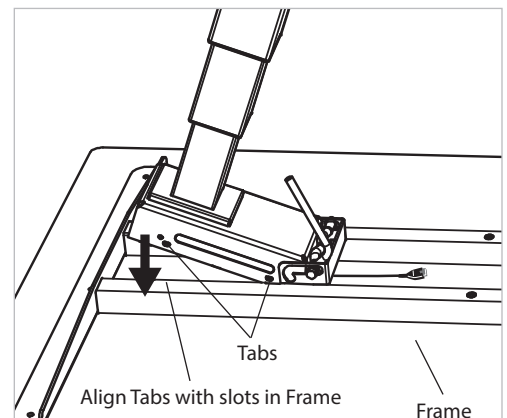
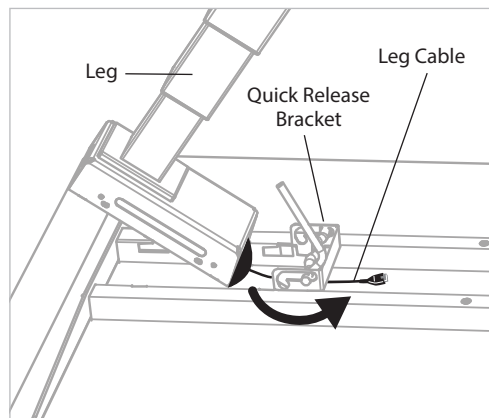
1. **Unpack all parts.** For protection, keep the white foam sheet attached to the face of the Desktop during assembly. Lay Feet and Legs down flat - do not stand them upright. With two people, place the Desktop face down on a clean, flat surface.

Bottom view of Desktop



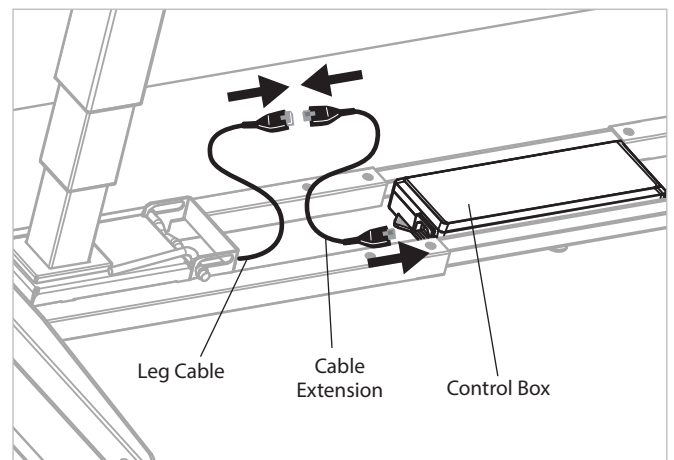
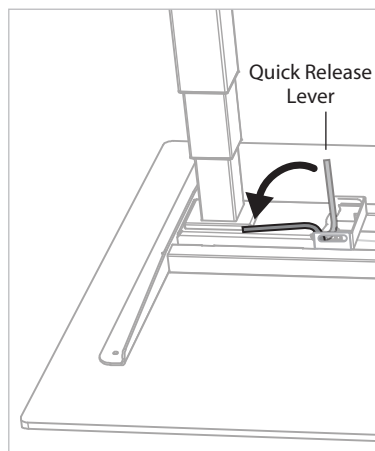
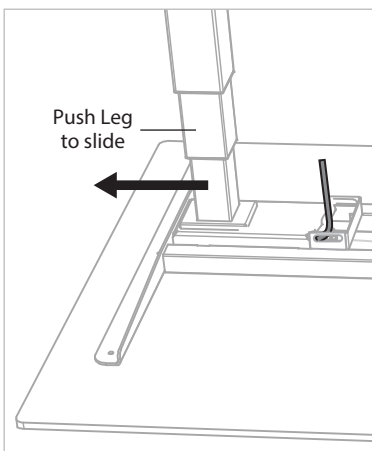
2. **Locate one Leg; place the Leg Cable under the Quick Release Bracket.**

Position the leg so the tabs align with the slots in the Frame. Set the Leg into the Frame.

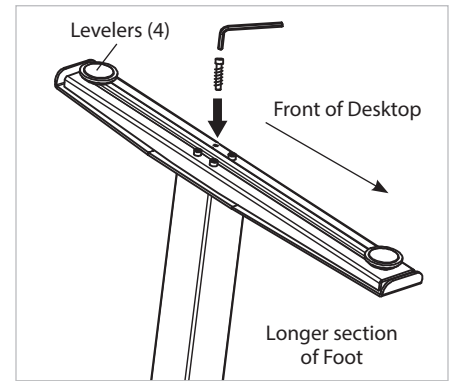
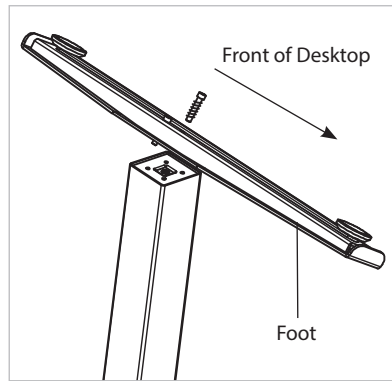


3. **Push the Leg so it slides out as shown. Push the Quick Release Lever down to lock the Leg in place.**

4. **Connect the Cable Extension and the Leg Cable. Plug the loose end of the Cable Extension into the Control Box.**

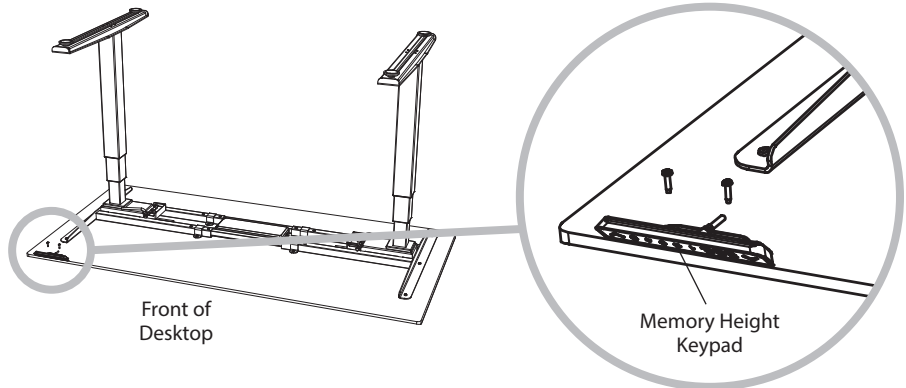


5 Locate a Foot and four M6 x 35mm bolts. Align the holes on the Foot with the holes on the bottom of the Leg. Make sure the Foot is installed so the longer section of the Foot Leg faces the front of the Desktop. Use the hex key provided to tighten the four bolts.

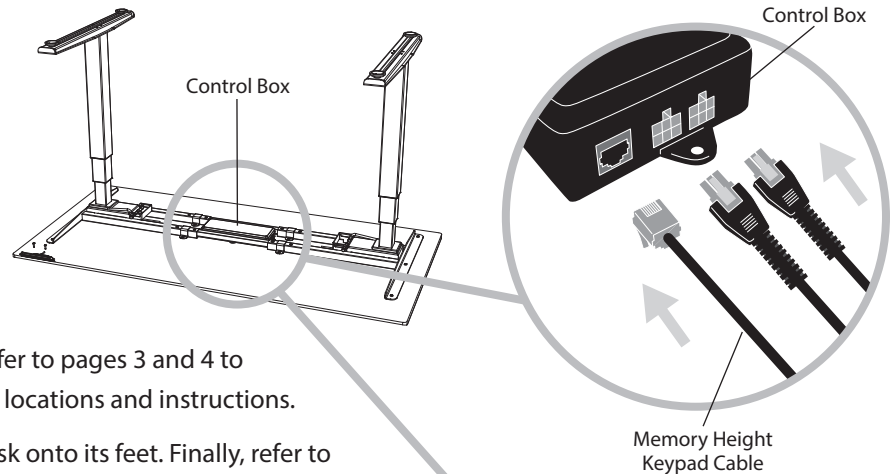


6 (Repeat steps 2-5 for the second leg.)

7 Use the two screws provided to fasten the Memory Height Keypad to the underside of the desktop using the predrilled holes in the right-front edge or left-front edge of the Desktop. (See locations A1 and A2 on page 3.)

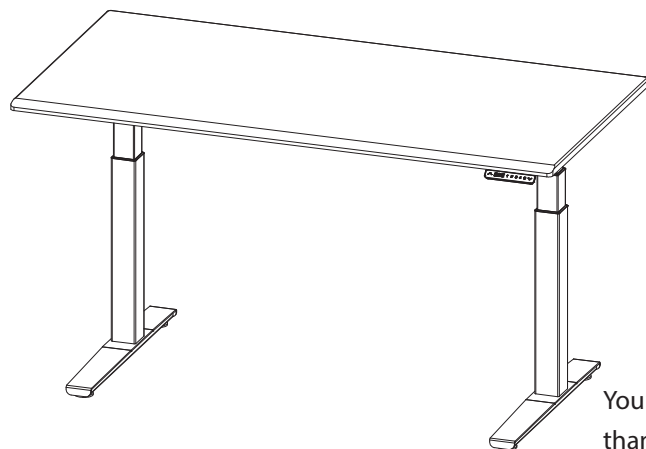


8 Plug the Memory Height Keypad Cable into the Control Box. Plug the Power Cable into the Control Box. Use the Wire Management Ties provided to secure cables to the underside of the Desktop as desired.

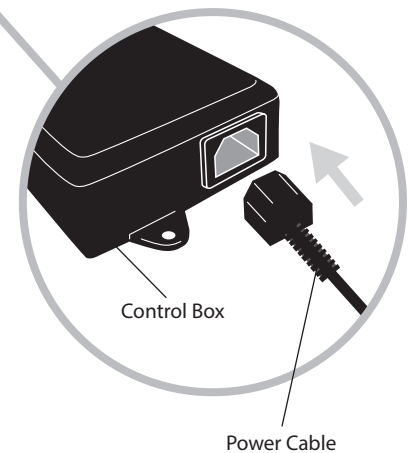


9 If other Accessories need to be assembled, refer to pages 3 and 4 to reference the Desktop Accessory Diagram for locations and instructions.

10 With two people, turn the fully assembled desk onto its feet. Finally, refer to page 5 and follow the instructions to set up the Memory Height Keypad.



Your desk may appear different than the diagram shown.



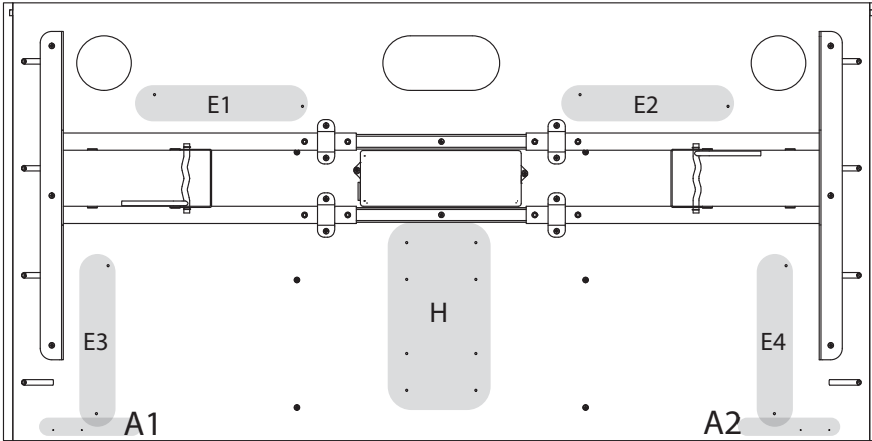
Easy Assembly — Accessories

Desktop Accessory Diagram

Match the specific desk diagram to your Hekman desk part number to correctly locate the predrilled holes for your Accessories.

Note that a few Accessories have optional locations to best suit your needs.

28480 Hekman Adjustable Height Desk



A1, A2

Memory Height Keypad
Two location options:
Front left or right.



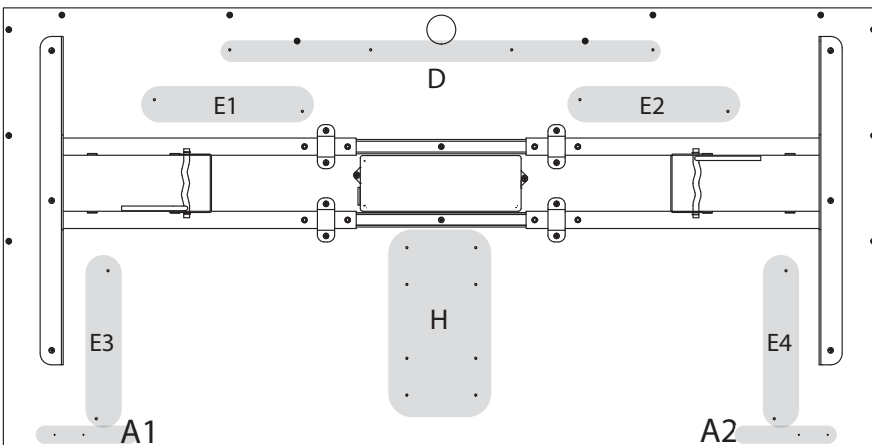
E1, E2, E3, E4

Deluxe Charging Station
four location options.
Front left or right, back
left or right.



H Keyboard Tray

28481 Hekman Adjustable Height Desk



A1, A2

Memory Height Keypad
Two location options:
Front left or right.



D Wire Management Tray



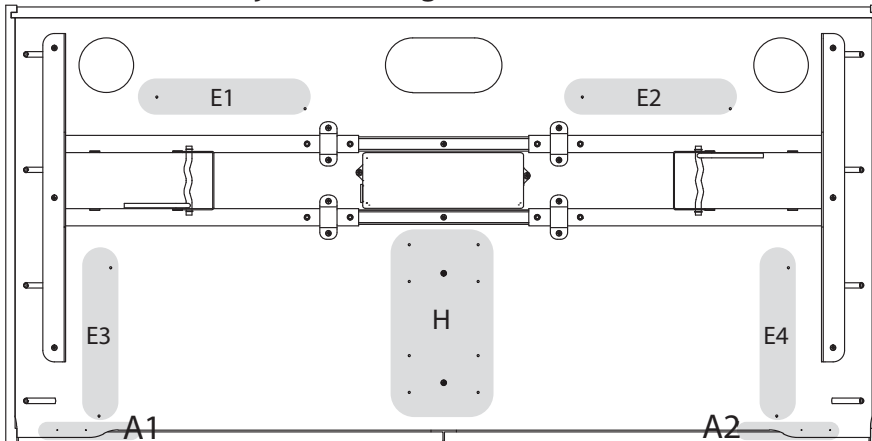
E1, E2, E3, E4

Deluxe Charging Station
four location options.
Front left or right, back
left or right.



H Keyboard Tray

28482 Hekman Adjustable Height Desk



A1, A2

Memory Height Keypad
Two location options:
Front left or right.



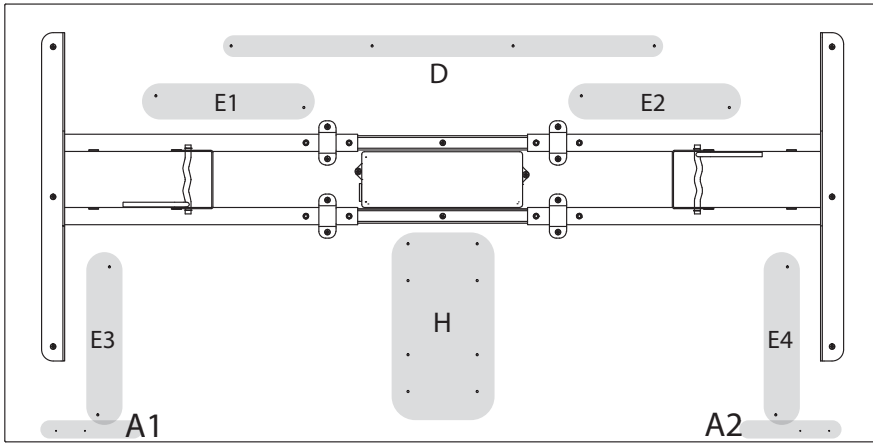
E1, E2, E3, E4

Deluxe Charging Station
four location options.
Front left or right, back
left or right.



H Keyboard Tray

28483 Hekman Adjustable Height Desk



A1, A2
Memory Height Keypad
Two location options:
Front left or right.



D Wire Management Tray

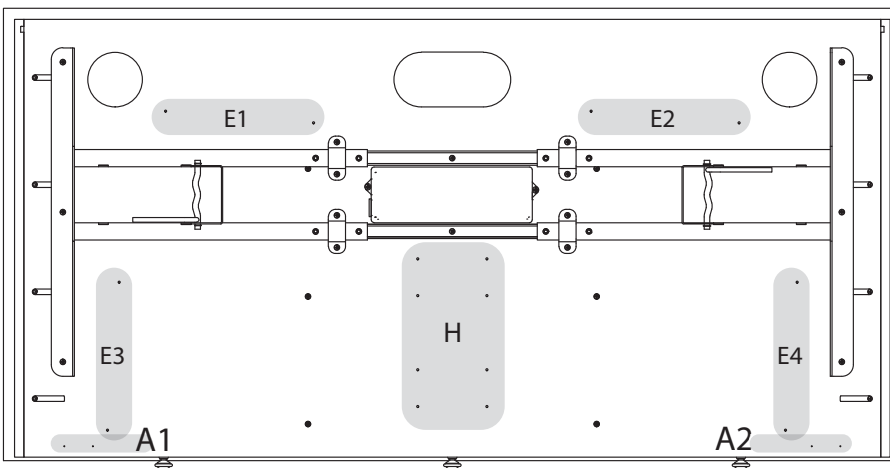


E1, E2, E3, E4
Deluxe Charging Station
four location options.
Front left or right, back
left or right.



H Keyboard Tray

28486 Hekman Adjustable Height Desk



A1, A2
Memory Height Keypad
Two location options:
Front left or right.



E1, E2, E3, E4
Deluxe Charging Station
four location options.
Front left or right, back
left or right.

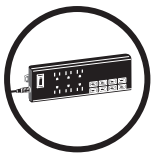
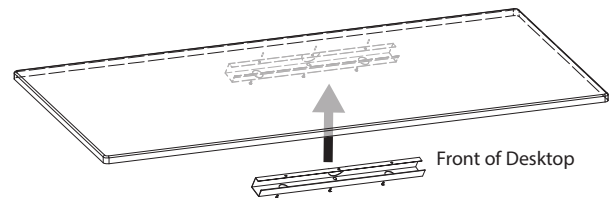


H Keyboard Tray



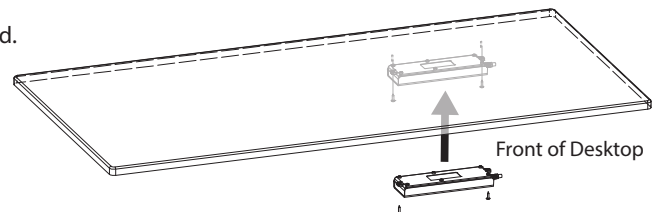
Wire Management Tray Assembly

Attach the Wire Management Tray using the screws provided. Refer to the Desktop Accessory Diagram for the predrilled holes in location D.



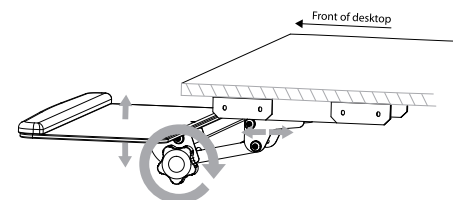
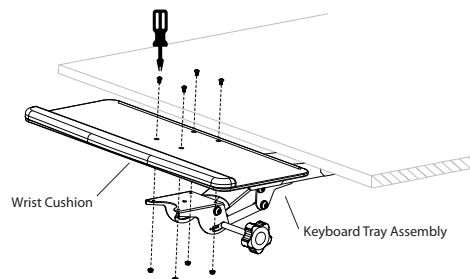
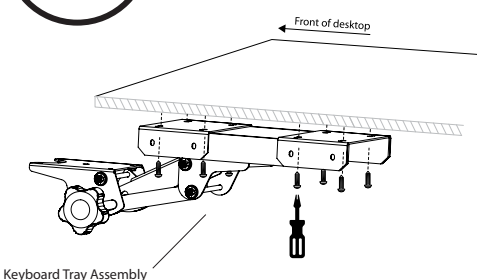
Deluxe Charging Station

Attach the Deluxe Charging Station using the screws provided. Refer to the Desktop Accessory Diagram for the predrilled holes in location E.



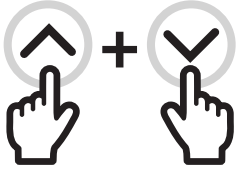
Keyboard Tray

Attach the Keyboard Tray following the detailed instructions that shipped in the keyboard tray carton. Refer to the Desktop Accessory Diagram for the predrilled holes in location H.



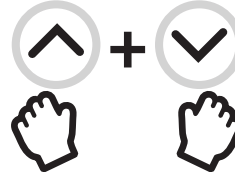
Memory Height Keypad Operating Instructions

Set-up Procedure Plug the Desk into an electrical source. (The Set-up Procedure must be completed after assembly and prior to normal operation.)



Step 1

Press and hold the UP (“^”) and DOWN (“v”) arrows simultaneously. Your desk will start to move down. Continue holding the UP and DOWN arrows. When the desk reaches its lowest position, it will move up slightly, then stop.



Step 2

Release arrows simultaneously. Set-up is now complete. Congratulations!

To Move Your Desk Up and Down



Step 1

Press and hold the UP arrow to raise the desk.



Step 2

Release arrow to stop desk at desired height.



Step 3

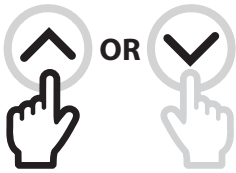
Press and hold the DOWN arrow to lower the desk.



Step 4

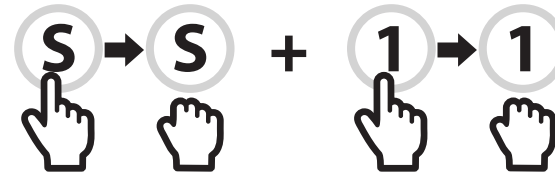
Release arrow to stop desk at desired height.

To Set Memory Position (4 Positions Available)



Step 1

Press and hold UP or DOWN arrow. Release arrow when desk reaches desired height.



Step 2

Press and release “S” and, within 3 seconds, press and release “1”. Memory Position 1 is now saved.

Repeat for more positions

Step 3

Repeat Steps 1 & 2 to save Memory Positions 2, 3 & 4.

To Move the desk to a Memory Position

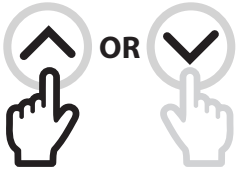
Step 1

Press and release the number corresponding to desired Memory Position. Your desk will move to that position and stop. If the desk does not move to the position with press and release, see “Resetting One-Touch Feature”.



Advanced Operating Instructions and Troubleshooting

To Set Maximum Desk Height Limit



Step 1

Press and hold UP or DOWN arrow. Release when desk reaches desired maximum height.



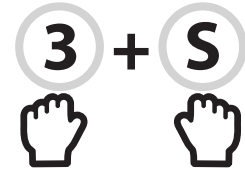
Step 2

First, press and HOLD "S". **DO NOT RELEASE.**



Step 3

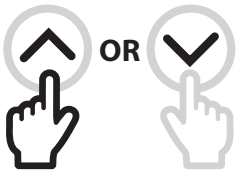
Next, press and HOLD "3". "~L~" will appear on the display.



Step 4

Release "S" and "3" simultaneously. Maximum desk height limit is now saved.

To Set Minimum Desk Height Limit



Step 1

Press and hold UP or DOWN arrow. Release when desk reaches desired minimum height



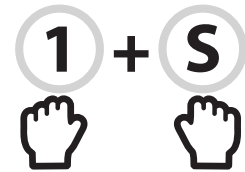
Step 2

First, press and HOLD "S". **DO NOT RELEASE.**



Step 3

Next, press and HOLD "1". "~L_" will appear on the display.



Step 3

Release "1" and "S" simultaneously. Minimum desk height limit is now saved.

To Unlock Height Limits



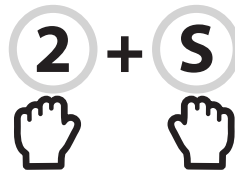
Step 1

First, press and HOLD "S". **DO NOT RELEASE.**



Step 2

Next, press and HOLD "2". "-C-" will appear on the display.



Step 3

Release "2" and "S" simultaneously. The minimum and maximum height limits are now erased.

To Change Display from Inches to Centimeters or Vice Versa



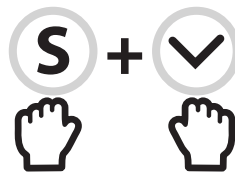
Step 1

First, press and HOLD "S". **DO NOT RELEASE.**



Step 2

Next, press and HOLD the DOWN arrow. Display changes from inches to centimeters or vice versa.



Step 2

Release "S" and DOWN arrow simultaneously.

Advanced Operating Instructions and Troubleshooting

(Continued)

To Synchronize Display Height and Actual Desk Height



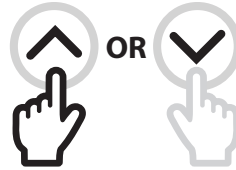
Step 1

Press and hold DOWN arrow to move desk to its lowest height. Using a tape measure or ruler, measure the actual desk height. If necessary, press UP or DOWN arrow to move desk to a full inch mark (31.0", for example). Record measurement.



Step 2

First, press and hold "S". **DO NOT RELEASE.** Next, press and HOLD UP arrow. The first digit will begin flashing on the display. **NOW RELEASE BOTH BUTTONS.**



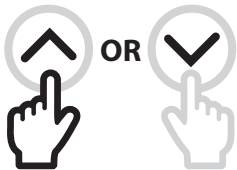
Step 3

Press UP or DOWN arrow to increase/decrease the first digit to match the actual desk height measurement ("31.0" in the example in STEP 1).



Step 4

Press "S". First digit is now saved. Second digit will begin flashing on the display.



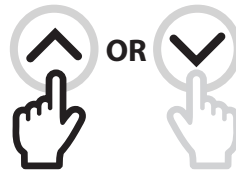
Step 5

Press UP or DOWN arrow to increase/decrease second digit to match the actual desk height measurement ("1" in the example).



Step 6

Press "S". Second digit is now saved. Third digit will begin flashing on the display.



Step 7

Press UP or DOWN arrow to increase/decrease third digit to match the actual desk height measurement ("0" in the example).



Step 8

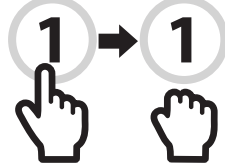
Press "S". Third digit is now saved. Display height and actual desk height are now synchronized.

Resetting One-Touch Feature



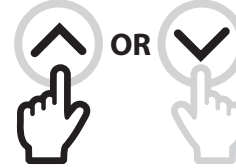
Step 1

Press and hold "S" for eight seconds. "----" will flash on the display.



Step 2

Press and release "1" within three seconds of releasing "S". "H-0" on the display indicates One-Touch is off; "H-1" indicates One-Touch is on.



Step 3

Press UP arrow to change "H-0" to "H-1". Press DOWN arrow to change "H-1" to "H-0".



Step 4

Press and hold "S" for two seconds. The display will return to the current desktop height.

Error Codes



E01

Leg Malfunction – Legs detached from the Control Box. Check and ensure the cable connection.



E02

Overheating – Allow Control Box to cool for at least ten minutes.



E03

Table Top Overload (Load Too Heavy) – Remove excess weight from desktop.



E04

Control Box Malfunction – Reinitialize the Control Box.



E05

Button Stuck – Check button. If stuck, toggle to restore function.



E06

Communication Disconnected – Ensure connection between the Memory Height Keypad and Control Box.



E07

Display Measurement Not Calibrated to Actual Height – Screen displays below "0" when desk is at its lowest. Synchronize the display height to the actual height. See Synchronize Display Height section.