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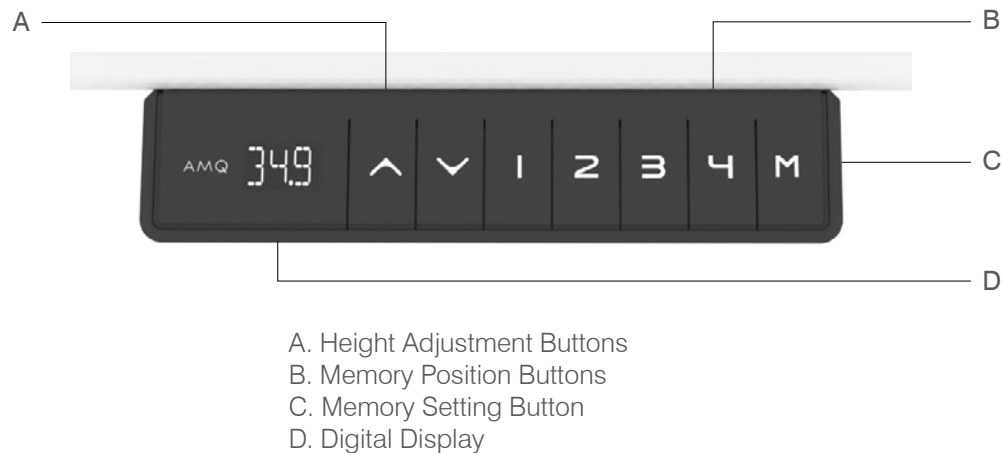
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Programming Memory Presets

1. Press the up or down arrow to set the worksurface to the desired height.
2. Press “M” button followed by one of the preset number buttons (1, 2 or 3) on the LED screen.
3. The table will automatically reset to this height whenever the preset number is pressed and held* until the preset height is reached.

Power Saving Mode - Waking up the Hand Set

1. Press any button to wake up handset.

Resetting the Base

! Note: Make sure there is nothing under the base before setting to its lowest level (24.5”). If the cable is obstructed it will not reset properly.

1. Press and hold the Down arrow; the desk will begin to go down.
2. Once the desk reaches its lowest height, continue to press the Down arrow for 5 seconds, until the digital display shows “RST”.
3. Release and then press the Down arrow again; the recalibration process will now begin.
4. When reset is complete, the digital display will show “24.5”.

Hard Reset for E07/E08 (If base is half way or full standing position)

1. Press on the down button and hold until you see ASR code and release.
2. Immediately after releasing down button, press and hold down button again, the base will slowly go down.
3. Hold the down button until the base hits bottom, keep holding down button and wait for the base to bump up.
4. Release when you see height numbers. Your base is reset.

*Previous versions of ACTIV have “press and go” technology and don’t require the hold of a button to reach pre-programmed heights.

Handset Lock

1. Press and hold the “M” button (about 5 seconds) until the LED display shows “LOC”.
2. Release the button. The handset is now locked and no buttons will work.

Handset Unlock

1. Press and hold the “M” button (about 5 seconds) until the LED display switches from “LOC” to the height number.
2. Release the button. The handset is now unlocked and fully functional.

Choosing one-touch or constant-touch for memory preset buttons

ACTIV allows you to choose either one-touch (press and release) or constant-touch (hold until desired height is reached, allowing you to release early if a different height is preferred) for controlling your memory presets.

1. Press the DOWN button on the Handset until the base reaches its lowest position. Release.
2. Press and hold the DOWN button again until the LED display reads “ASR”.
3. Press and hold the “1” button until it switches to either:
 - 10.1 = One-Touch
 - 10.2 = Constant-Touch
4. “ASR” will show on the display.
5. Finish the reset process by pressing and holding the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the button. The new setting is saved and your desk is now ready to use.

Setting the LED Retracted Height

Press the DOWN button on the Handset until the base reaches its lowest position. Measure the distance from floor to the top surface of the desktop. If the number on the LED display does NOT match your measurement, follow these steps:

1. Press and hold the DOWN button until the LED display reads “ASR”. Press and hold the “M” button (about 5 seconds) until the LED displays the flashing height. (If the display returns to “ASR” before the next step is taken, repeat this step.) Use the UP/DOWN buttons to change the value of the starting height so that it matches your measurement. Wait about 5 seconds and the display will return to “ASR.”
2. Finish the reset process by pressing and holding the DOWN button again until the desk lowers a little bit more, slightly rises and stops. Release the button. The new starting height value is saved and your desk is now ready to use.

Note: LED display has a + 0.1 tolerance.

Setting a Custom Maximum Height

1. Use the UP button to move the base to the desired maximum-height position.
2. Press the “M” button and release. The LED display will show “S- ”.
3. Then press the “UP” button and release.
4. Then press and hold the “M” button until the LED display will show “999”. The new maximum height is now set.

Setting a Custom Minimum Height

1. Use the DOWN button to move the base to the desired minimum-height position.
2. Press the “M” button and release. The LED display will show “S-”.
3. Then press the “DOWN” button and release.
4. Then press and hold the “M” button until the LED display will show “000”. The new minimum height is now set.

Removing the Custom Height Positions

5. Press and hold the “M” button until the LED display flashes “S -” and then release it.
6. Press the “M” button again and hold for 2 seconds. The LED display will change to “555” and then automatically return to the height display. The upper and lower limits are now removed.

Note: A RESET procedure requires the desk base to full retract (beyond any lower limit set).

Changing LED Number between inches and centimeters

1. Press the DOWN button on the Handset until the base reaches its lowest position. Press and hold the DOWN button again until the LED display reads “ASR”.
2. Press and hold the “2” button (about 5 seconds) while the LED flashes “ASR” and then switches to either:
 - 10.3 = cm
 - 10.4 = inches
3. Release the “2” button for the display to return to “ASR”.
4. Finish the reset process by pressing and holding the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the button. The new setting is saved and your desk is now ready to use.

For questions or support, please contact AMQ Customer Care at cc@amqsolutions.com or (877) 801-0370.

Cable Management

When installing equipment, either on the worksurface or below, be sure that the connecting cables are free from obstruction. This product offers a cable riser, cable brackets or a cable basket to help manage excess cables/wires on the underside of the worksurface.

Workstation Design Tips

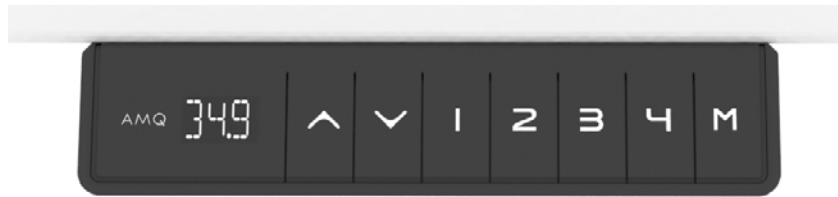
- Ensure that power cords for all accessory items – computer, lights, monitors, etc. - are of sufficient length to reach outlets throughout the range of worksurface height adjustment is taking place.
- Always check for proper operating clearance before placing any item on, above or below the worksurface.

Maintenance and Cleaning

Regularly clean dust and dirt from lifting columns. To ensure all surfaces are thoroughly cleaned, make sure the lifting columns are fully extended to their maximum height. Also, be sure to inspect cables and lifting columns for damage. Check all connections for both correct function and secure mounting.

Caution: Damp cloth is recommended. To protect the painted surfaces, use a cleanser that is not highly alkaline or acidic. A pH-neutral product is ideal.

Note: Please do not move the desk without help. Refer to the guidelines at the end of the assembly instructions, or contact your facilities group for assistance.



Most issues will resolve by re-setting the base

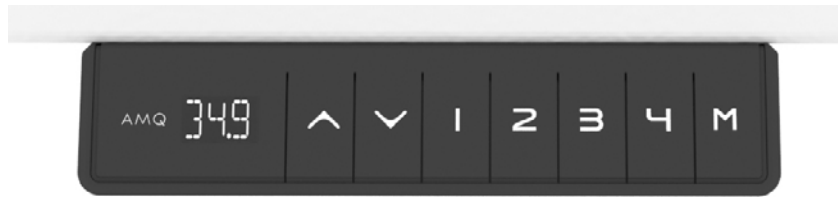
See re-set instructions on the user guide.

Note: Please make sure there is nothing under the base before setting to its lowest level (2-Stage - 28", 3-Stage - 24.5"). If the cable is obstructed it will not reset properly.

Please ensure that all connections are tight and in tact before further troubleshooting.

Issue	Solution
ASR/RST Error Code	Reset the base.
No power/LED on control box is off	The control box may be damaged – contact us for replacement.
E07/E08 Error Code	<ol style="list-style-type: none"> 1. Reset the base. 2. If the issue persists, swap the connecting cables and try reset again. 3. If base is half way or full standing position, try a hard reset. 4. If the issue persists, contact our technician to troubleshoot.
H01 Error Code (Controller Overheat)	Disconnect the power for 1 minute and then reconnect the handset.
Handset Display Error (eg, "88.8")	The handset may be damaged – contact us for replacement.
LOC Error Code	Press and hold the M button until the height numbers are shown on the display.

For questions or support, please contact AMQ Customer Care at cc@amqsolutions.com or (877) 801-0370.



Most issues will resolve by re-setting the base

See re-set instructions on the user guide.

Note: Please make sure there is nothing under the base before setting to its lowest level (24.5"). If the cable is obstructed it will not reset properly.

Please ensure that all connections are tight and in tact before further troubleshooting.

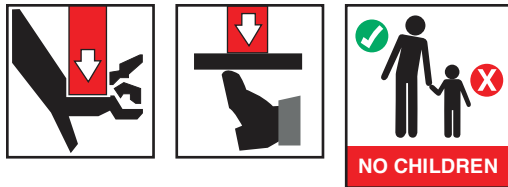
Issue	Solution
ASR/RST Error Code	Reset the base.
No power/LED on control box is off	The control box may be damaged – contact us for replacement.
E07/E08/E09 Error Code (legs not moving uniformly)	<ol style="list-style-type: none"> 1. Reset the base. 2. If the issue persists, swap the connecting cables. 3. If the issue persists, contact us for a replacement.
H01 Error Code (Controller Overheat)	Disconnect the power for 1 minute and then reconnect the handset.
Handset Display Error (eg, “88.8”)	The handset may be damaged – contact us for replacement.
LOC Error Code	Press and hold the M button until the height numbers are shown on the display.

For questions or support, please contact AMQ Customer Care at cc@amqsolutions.com or (877) 801-0370.

IMPORTANT SAFETY INFORMATION. SAVE & KEEP WITH DESK

WARNING

Crush Hazard – Keep Clear



Risk of serious injury or death
Raising or lowering desk can trap or crush body parts.

Do not operate this equipment unless properly trained. Read this guide first.

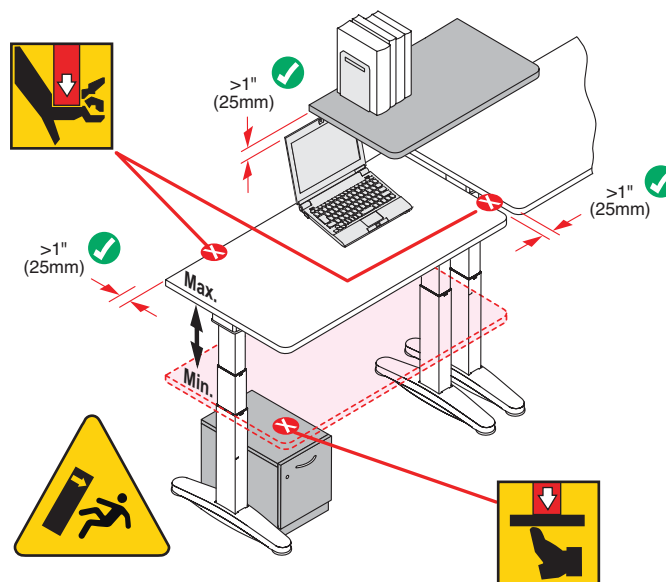
Do not allow use by children or people unable to understand the risks and to safely adjust desk height. Lock handset or remove and secure power cord when not in use to prevent children from adjusting the desk unsupervised.

Maintain >1" (25 mm) gap above objects on desk at max height, and between desk and adjacent objects. Locate desk, accessories and nearby objects to allow movement of desktop through full range without pulling cords, trapping body parts or colliding with anything (shelves, electrical plugs and cords, door knobs, window sills, storage cabinets, etc.).

Do not place feet or other body parts on cabinets or objects below desktop. Always lock casters during use to keep adequate clearance between desk and other objects. Risk of Tip-Over Injury.

Before moving on castors:

1. Adjust desk to lowest height.
2. Verify path is clear of obstructions.
3. Remove objects not attached to desk.
4. Restrict monitor arms from moving outside desk perimeter.



IMPORTANT SAFETY INFORMATION. SAVE & KEEP WITH DESK

⚠ WARNING



When using an electrical furnishing, basic precautions should always be followed, including the following:

1. Read all instructions before using (this furnishing).
2. Always unplug this furnishing from the electrical outlet before cleaning or servicing.
3. Use this table only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this table if it has a damaged cord or plug, if it is not working properly, or if it has been dropped or damaged.
5. Keep the cord away from heated surfaces.
6. Never drop or insert any object into any opening.
7. Do not use outdoors.
8. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
9. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.

The desk or table shall be positioned near power socket and the plug shall be easily accessible.



CAUTION

Do not stand on this product. Use only as intended.

Regularly inspect for damage or broken parts and loose fasteners (screws, etc.). If any of these conditions exist, remove from service immediately. Repairs are to be made using only factory authorized parts and methods. For information on furniture maintenance, or to report furniture which requires service, call AMQ toll-free at (877) 801-0370.
FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN PROPERTY DAMAGE OR PERSONAL INJURY.



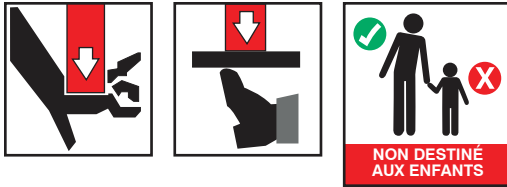
This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a class B digital device pursuant to Part 15 for FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: Reorient or relocate the receiving antenna. Increase the separation between the equipment and receiver. Connect the equipment into an outlet or a circuit different from that to which the receiver is connected. Consult the dealer or an experienced radio/TV technician for help.

Important: Changes or modifications to this product not authorized by Steelcase could void your authority to operate the product.

⚠ MISE EN GARDE

Risque d'écrasement – Se tenir éloigné



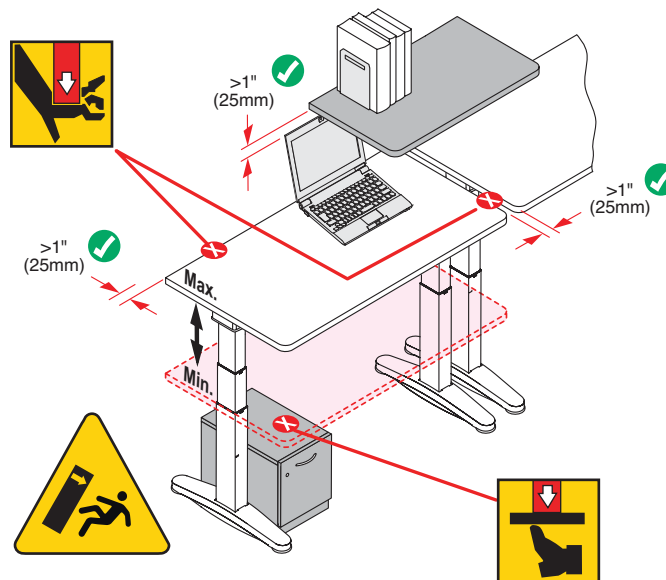
RISQUE DE BLESSURE GRAVE OU DE MORT Le soulèvement ou l'abaissement du bureau peut coincer et écraser des membres.

N'UTILISEZ PAS CET ÉQUIPEMENT À MOINS D'AVOIR REÇU UNE FORMATION ADÉQUATE. Commencez par lire ce guide.

CET ÉQUIPEMENT NE DOIT PAS ÊTRE UTILISÉ PAR DES ENFANTS ni par toute autre personne incapable de comprendre les risques et d'ajuster la hauteur du bureau en toute sécurité.

MAINTENEZ UN DÉGAGEMENT 25 mm (> 1 po) AU-DESSUS DES OBJETS PLACÉS SUR LE BUREAU LORSQUE CELUI-CI EST À HAUTEUR MAXIMALE, AINSI QU'ENTRE LE BUREAU ET LES OBJETS ADJACENTS. Placez le bureau, les accessoires et les objets avoisinants de façon à permettre la pleine amplitude de déplacement du plan de travail, sans risque de traction de cordes, de coincement de membres ou de collision avec d'autres objets (étagères, prises et fils électriques, poignées de porte, appuis de fenêtres, armoires, etc.).

NE PLACEZ PAS LES PIEDS OU D'AUTRES PARTIES DU CORPS SUR DES ARMOIRES OU DES OBJETS SITUÉS SOUS LE PLAN DE TRAVAIL.



WARNING



Pour réduire le risque de blessures, d'incendie, d'électrocution ou de blessures :

Il faut placer le bureau ou la table près de la prise de courant, et celle-ci doit être facilement accessible. Lors de l'utilisation de mobilier électrique, il faut toujours respecter des précautions de base, notamment:

1. Lire toutes les instructions avant d'utiliser ce mobilier.
2. Toujours débrancher le meuble de la prise avant le nettoyage ou l'entretien.
3. Utiliser cette table uniquement pour son utilisation prévue, comme décrite dans ces instructions. Ne pas utiliser d'accessoires non recommandés par le fabricant.
4. Ne jamais faire fonctionner cette table si son cordon ou sa fiche est endommagée, si elle ne fonctionne pas correctement, ou si elle a été échappée ou endommagée.
5. Garder le cordon éloigné des surfaces chaudes.
6. Ne jamais insérer et ne jamais laisser tomber tout objet dans tout orifice.
7. Ne pas utiliser à l'extérieur.
8. Pour les tables n'étant pas fournies avec des surfaces de travail, si les surfaces de travail obtenues ne sont pas installées conformément aux instructions d'assemblage, le produit pourrait être instable. La table pourrait s'effondrer, et les composantes électriques pourraient connaître une défaillance.
9. Pour la charge, mettez toujours les articles plus lourds au bas et non près du haut, pour aider à réduire les risques de basculement du meuble.



AVERTISSEMENT

Ne vous tenez pas debout sur le produit. Utilisezle seulement comme prévu.

Inspectez-le régulièrement à la recherche de dommages, de pièces brisées et de dispositifs de fixation lâches (vis, etc.). Si une de ces conditions est présente, cessez immédiatement l'utilisation.

On doit effectuer les réparations uniquement à l'aide de pièces et de méthodes autorisées en usine. Pour obtenir davantage de renseignements sur l'entretien des meubles ou pour signaler des meubles exigeant un entretien, appelez AMQ sans frais au (877) 801-0370.

NE PAS RESPECTER CES INSTRUCTIONS POURRAIT MENER À DES DOMMAGES AUX BIENS OU À DES BLESSURES.



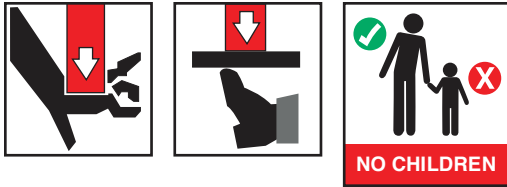
Cet équipement a été testé et jugé conforme aux seuils établis pour un appareil numérique de classe B, conformément à la partie 15 des Règles du FCC. Ces seuils sont censés fournir une protection raisonnable contre les interférences nuisibles dans une installation résidentielle. Cet équipement génère, utilise et peut émettre de l'énergie radioélectrique, et s'il n'est pas installé et utilisé conformément aux instructions, peut causer des interférences nuisibles aux communications radio. Cependant, il n'existe aucune garantie qu'une interférence ne se produira pas dans une installation particulière. Si cet appareil provoque des interférences nuisibles à la réception radio ou télévisuelle, ce qui peut être déterminé en éteignant et en allumant l'appareil, l'utilisateur est invité à essayer de corriger l'interférence par l'application d'une ou de plusieurs des mesures suivantes :

- Réorienter ou déplacer l'antenne du récepteur.
- Augmenter la distance entre équipement et récepteur.
- Brancher l'équipement dans une prise ou un circuit autre que celui sur lequel le récepteur est branché.
- Consulter le détaillant ou un technicien expérimenté en radio/télévision pour obtenir de l'aide.
- Avertissement : toute modification apportée à cet appareil qui n'est pas expressément approuvée par la partie responsable de la conformité risquerait d'annuler l'autorisation de l'utilisateur à faire fonctionner l'équipement.

This class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

ADVERTENCIA

Peligro de aplastamiento – Mantenga su distancia



RIESGO DE LESIÓN GRAVE O MUERTE Levantar o bajar el escritorio puede atrapar o aplastar partes del cuerpo.

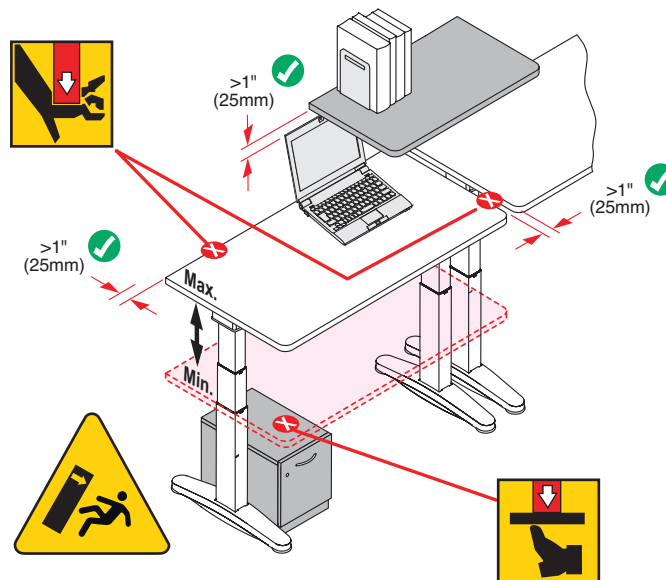
NO OPERE ESTE EQUIPO A MENOS QUE ESTÉ CAPACITADO DE MANERA CORRECTA. Lea esta guía primero.

NO PERMITA EL USO POR NIÑOS o personas que no pueden comprender los riesgos ni cómo ajustar de forma

segura la altura del escritorio.

MANTENGA UN ESPACIO DE >25 mm (1") ARRIBA DE LOS OBJETOS EN EL ESCRITORIO A LA ALTURA MÁXIMA Y ENTRE EL ESCRITORIO Y LOS OBJETOS ADYACENTES. Ubique el escritorio, los accesorios y los objetos cercanos para permitir el movimiento del escritorio en toda su extensión sin jalar cables, atrapar partes del cuerpo o chocar con objetos (repisas, enchufes y cables eléctricos, perillas de puertas, marcos de ventanas, gabinetes de almacenamiento, etc.).

NO COLOQUE LOS PIES U OTRA PARTE DEL CUERPO EN LOS GABINETES U OBJETOS DEBAJO DEL ESCRITORIO.



ADVERTENCIA



Para reducir el riesgo de quemadura, incendio, descarga eléctrica o lesión:
El escritorio o la mesa deberán colocarse cerca de un contacto eléctrico y se debe tener un acceso fácil al enchufe. Cuando use un mueble eléctrico, deberá observar siempre precauciones básicas como las siguientes:

1. Lea todas las instrucciones antes de usar el mueble.
2. Desconecte siempre el mueble del contacto eléctrico antes de limpiarlo o darle mantenimiento.
3. Utilice esta mesa solamente para el uso previsto, como se explica en estas instrucciones. No use aditamentos que no hayan sido recomendados por el fabricante.
4. Jamás opere esta mesa si tiene el cable o el enchufe dañados, si no funciona correctamente, o si se ha caído o dañado.
5. Mantenga el cable lejos de cualquier superficie caliente.
6. Jamás deje caer ni inserte objetos en ningún orificio.
7. No lo use en exteriores.
8. En el caso de las mesas que no cuentan con superficies de trabajo, si las superficies de trabajo obtenidas no se instalan conforme a las instrucciones de ensamblaje, eso podría hacer que el producto sea inestable. La mesa podría colapsarse y los componentes eléctricos podrían fallar.
9. Cuando la cargue, ponga siempre los artículos más pesados abajo, en vez de en la parte alta, para ayudar a prevenir la posibilidad de que el mueble se vuelque.



PRECAUCIÓN

No se pare sobre este producto. Úselo solo de la manera prevista.

Inspecciónelo con regularidad en cuanto a daños o piezas rotas y sujetadores sueltos (tornillos, etc.). Si existe cualquiera de estas condiciones, retírelo de servicio inmediatamente. Las reparaciones deben hacerse únicamente con las piezas y los métodos autorizados por la fábrica. Para obtener información sobre el mantenimiento del mueble o reportar muebles que requieren servicio, llame sin costo a AMQ marcando (877) 801-0370.

NO SEGUIR ESTAS INSTRUCCIONES PODRÍA OCASIONAR DAÑOS MATERIALES O LESIONES PERSONALES.



Este equipo fue sometido a pruebas y se comprobó que cumple con los límites de un dispositivo digital clase B, de conformidad con la Parte 15 del reglamento de la FCC de Estados Unidos. Estos límites están diseñados para ofrecer protección razonable contra interferencias perjudiciales en una instalación residencial. Este equipo genera, usa y puede emitir energía de radiofrecuencia, de modo que si no se instala y usa conforme a las instrucciones, puede causar interferencias perjudiciales para las comunicaciones por radio. Sin embargo, no hay garantía de que tal interferencia no ocurrirá en una instalación en particular. Si este equipo causa interferencias perjudiciales para la recepción de radio o televisión, lo que se puede determinar encendiendo y apagando el equipo, se sugiere al usuario intentar corregir la interferencia mediante la adopción de una o más de las siguientes medidas:

- Reorientar o reubicar la antena receptora.
- Aumentar la separación entre el equipo y el receptor.
- Conectar el equipo en un contacto o circuito diferente del que alimenta el receptor.
- Consultar al proveedor o solicitar la ayuda de un técnico con experiencia en radio y TV.
- Precaución: Todo cambio o modificación no aprobados expresamente por la parte responsable del cumplimiento normativo podría anular la autoridad del usuario para operar el equipo. Este aparato digital clase B cumple con la norma canadiense ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada