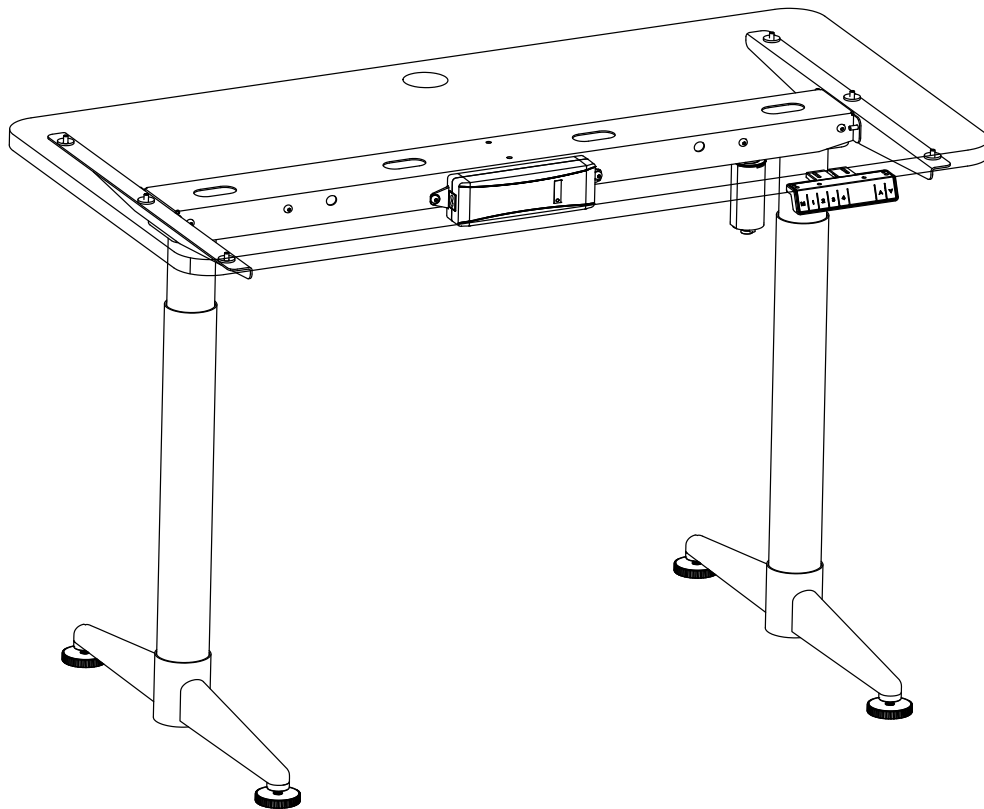ELECTRIC HEIGHT-ADJUSTED SIT TO STAND DESK

Vortex M Edition Desk

Assembly Guide

Table of Contents

CAUTION, USE & LIABILITY

CAUTION

Make sure no obstacles are in the desk's path. Make sure the desk top is not touching any walls. Make sure all cords are of appropriate lengths to accommodate the change in desk height.

⚠	Read and understand this manual before attempting to install or operate.

⚠	This product is not intended for use by young children or for those who require supervision

⚠	Do not sit or stand on the desk. Do not crawl or lie under the desk.

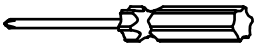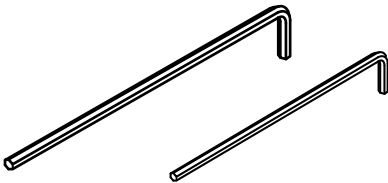| ⚠	Do not place any objects taller than 20" underneath the desk.

⚠	Do not open any of the components – lifting columns, control box, or controller. There is a risk of electric shock.

USE & LIABILITY

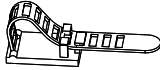This sit-to-stand adjustable desk has electric motors and is designed for use in an indoor environment and dry work areas only. The desk height is adjustable so that it can be positioned at the most suitable height. Any other use is at user's risk. Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused from improper use or handling of the desk.

HARDWARE LIST

TOOLS REQUIRED

Phillips screwdriver(Not provided)	Allen wrench 4mm x 1 Allen wrench 5mm x 1

HARDWARE INCLUDED

M6×20 ×9	M6×14 ×20	ST3.5×19 ×4	Rubber Grommet×8	Cable Clip ×4

	USAGE	Qty
M6x20	Secure feet	9
M6x14	Secure top, control box & support brackets	20
ST3.5x19	Secure controller	4
Rubber Grommet	Install on support brackets& cross beam	8
Cable Clip	Cable management	4

*** Extra screws are provided. Please save them for later use.

PARTS / COMPONENT DIAGRAMS
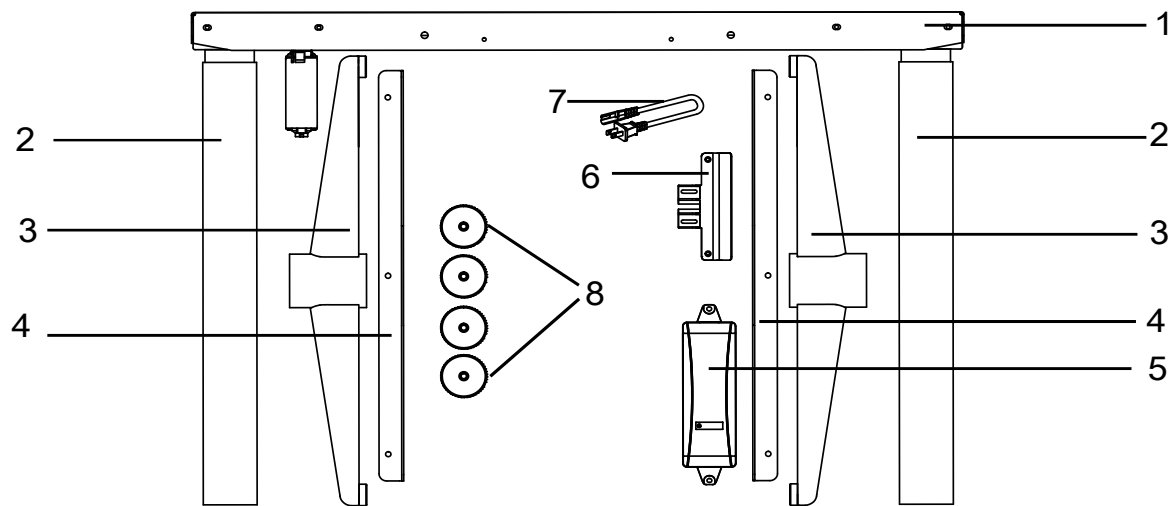
No.	PARTS / COMPONENT LIST	Qty
1	Cross beam	1
2	Lifting column(Pre-assembled to cross beam)	2
3	Foot	2
4	Top support bracket	2
5	Control box	1
6	Controller	1
7	Power cord	1
8	Leveling stud	4

# ASSEMBLY INSTRUCTIONS

BEFORE YOU BEGIN

1. Lay out all components and hardware to ensure that you have everything listed on Page 4 & 5
   Don't contact retailers for missing parts. Email to support@apexdesk.com
2. Assemble on soft and non-abrasive surface to avoid scratch or damage

STEP 1

Use 5mm Allen wrench and secure each foot to lifting column with four M6x20 screws. Install leveling studs.
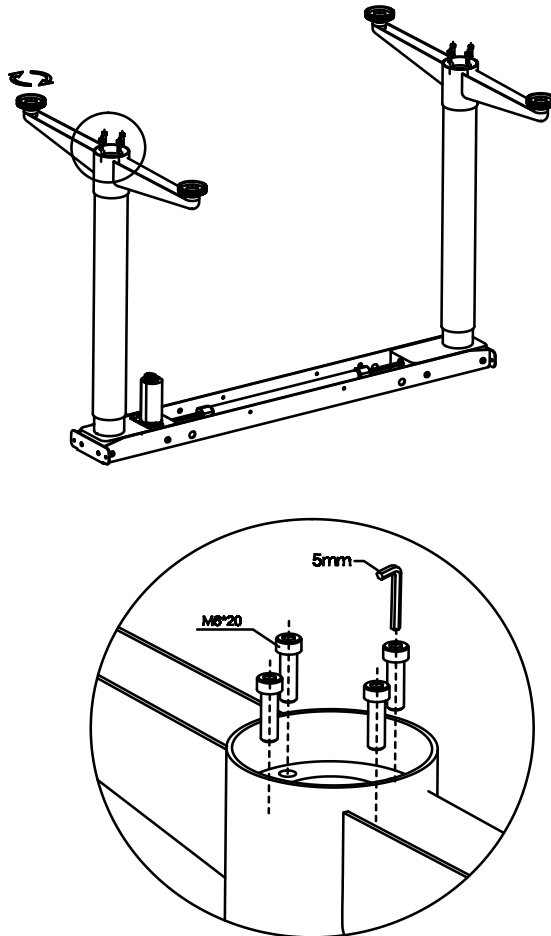
STEP 2

Use 4mm Allen wrench and secure each top support bracket to beam with four M6x14 screws
Please note the edges of the bracket needs to face outwards not fold over the crossbar.

4mm   M6*14
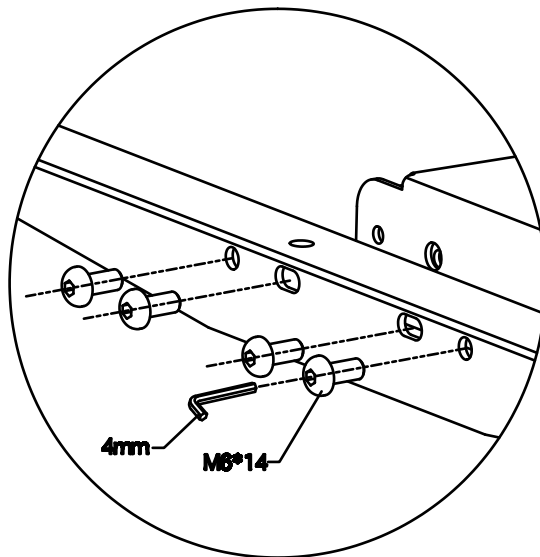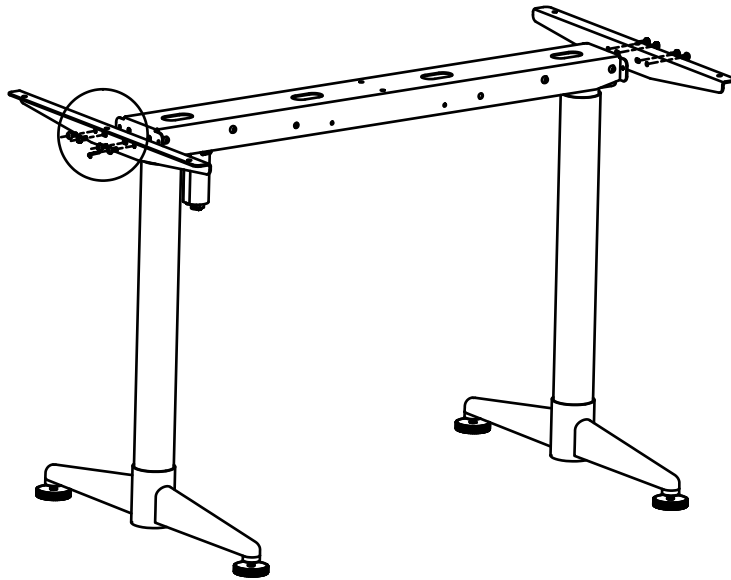
STEP 3

Install six anti-vibration rubber grommet on support brackets and two on crossbeam.This is optional. Some users don' t install them.Use 4mm Allen wrench to secure control box with two M6x14 screws.

rubber grommet

M6*14

4mm
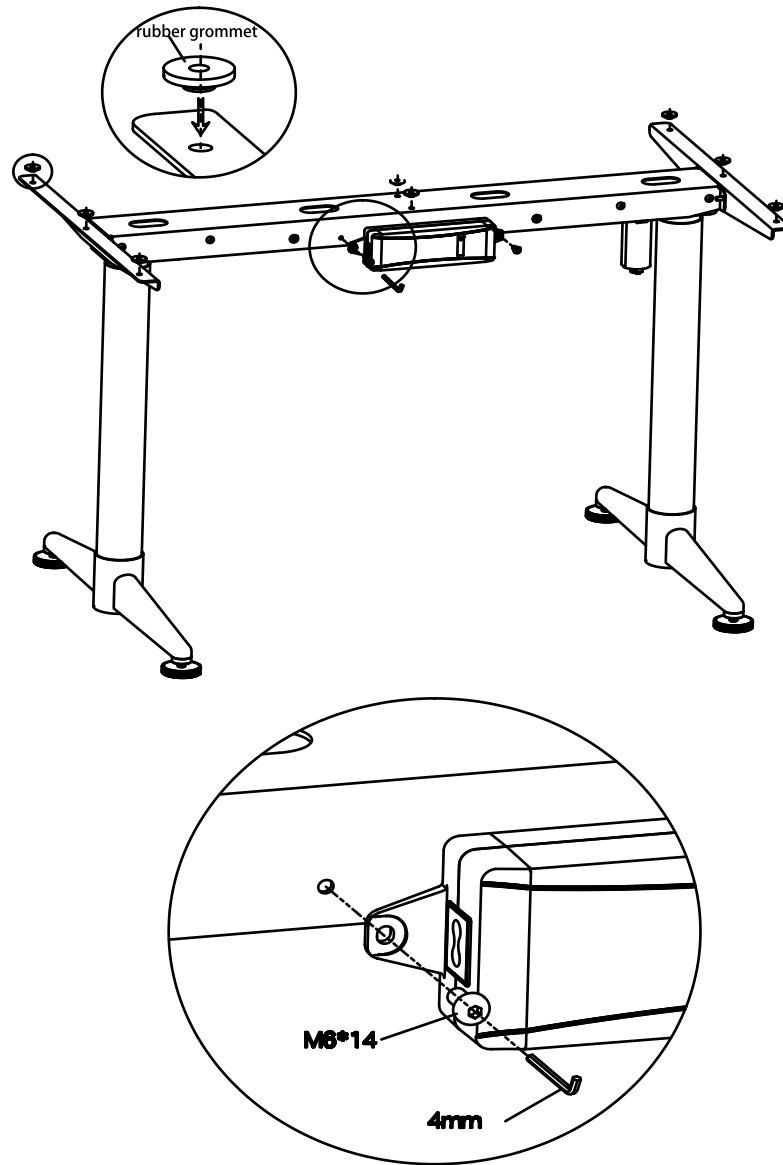
STEP 4

This step is a two person job. Carefully move the assembled frame onto the desktop.

4mm

M6*14
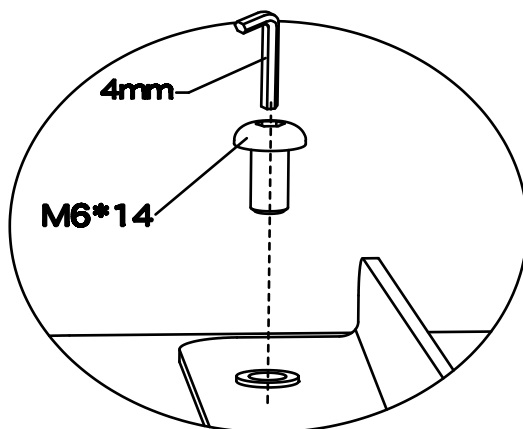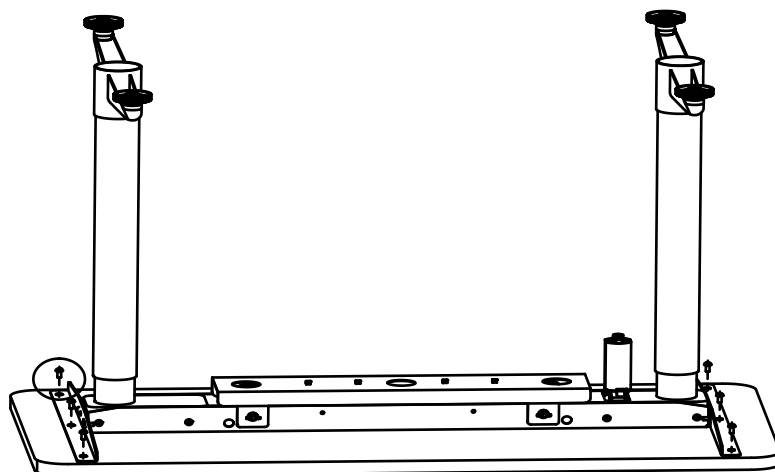
Align the holes on the support brackets to pre-installed anchors on the top. Secure each side with three M6x16mm screws. Adjust leveling studs on the feet if needed. Make sure the stubs make solid contact with the floor and the desk does not wobble due to uneven contact with the floor.

STEP 5

Use screwdriver to secure controller with four ST3.5x19 screws. Connect the power cord and motor cable to the control box and controller to the control box.

Screwdriver

ST3.5*19
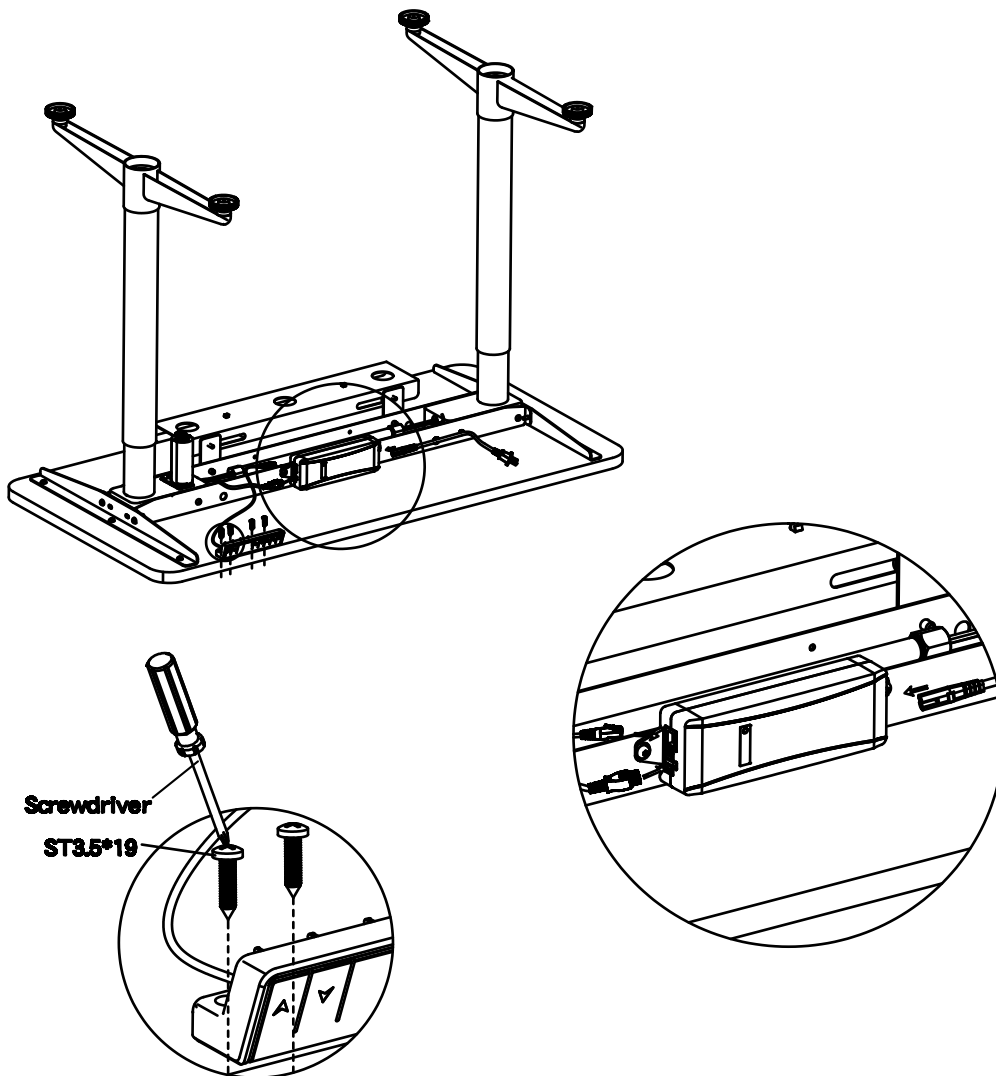
*** Pilot holes for controller are only pre-drilled for the right side.

HOW TO USE MEMORY CONTROLLER

RESET may be needed from time to time in events like prolonged non-operation, sudden power outage, overload, overheat and etc. Most issues get resolved with a reset. Please note that resetting desk involves more than a conventional power-off and a power-on like that of most electronic devices.
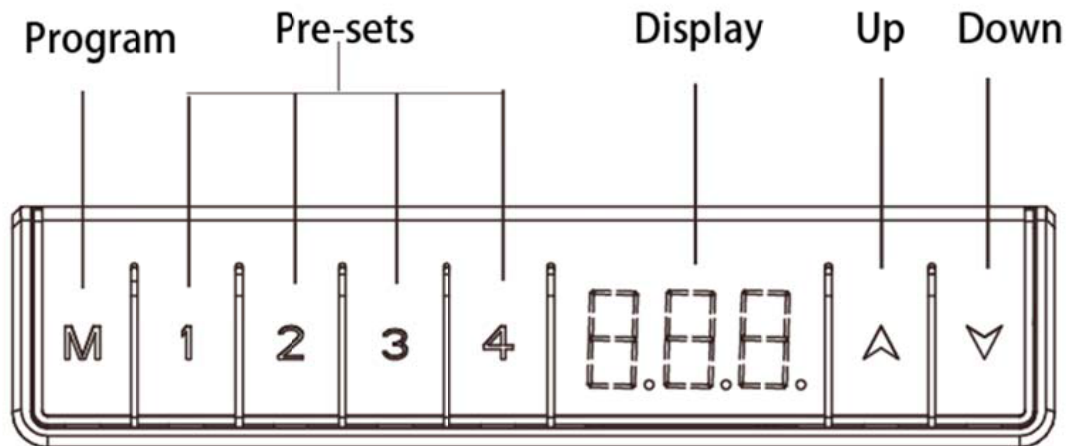
Press on hold both **UP** and **DOWN** buttons for 5 seconds, RST will appear on the controller display and desk will start going down to the lowest position if it is not at that position. Keep holding both buttons until the desk reaches the lowest point. The reset is complete when you hear a beep.

PRESETS: Factory default setting for Preset 1, 2 , 3 and 4 is 28.3", 33.6", 35.5" and 47.2" respectively and can be changed by following instruction below.

1. Press UP or DOWN button to go to a desired height
2. Press M button for 3 seconds and displayed height will start flashing
3. Press and hold Preset button 1, 2, 3 or 4. If 1 button is pressed, P1 will flash briefly. Preset is complete when flashing displayed height becomes solid. To go to your preset height, simply press preset button once.

TROUBLESHOOTING

Issues(s)	Solution
Error code: E01	Reset desk
Error code: E04/E08	Overload. Reduce the load under 175 lbs and reset desk
Error code: HOT	Overheat. Stop using the desk for 15 minutes. Repower and reset desk if needed.
Both control box LED and controller do not illuminate	Check all connections. Make sure the wall outlet has power, power cord is firmly plugged into control box and controller is connected to control box.
Control box LED illuminates but not controller	Replace controller
Controller illuminates but not responsive with no error code	Contact dealer
Desk wobbles excessively	It is normal that desk wobbles slightly at standing height. Make sure all the screws are sufficiently tightened and adjust leveling studs to make sure the feet make firm contact with floor.
Desk is noisy	It is normal that the desk is noisier when one stage extends into the other. Apply silicon based lubricant if it is unusually noisy.

INSTALLING CABLE MANAGEMENT TRAY

(NOT INCLUDED & SOLD SEPARATELY)
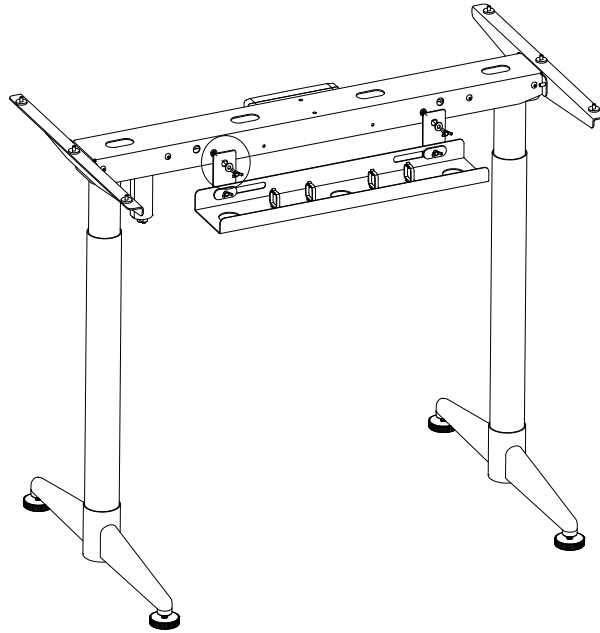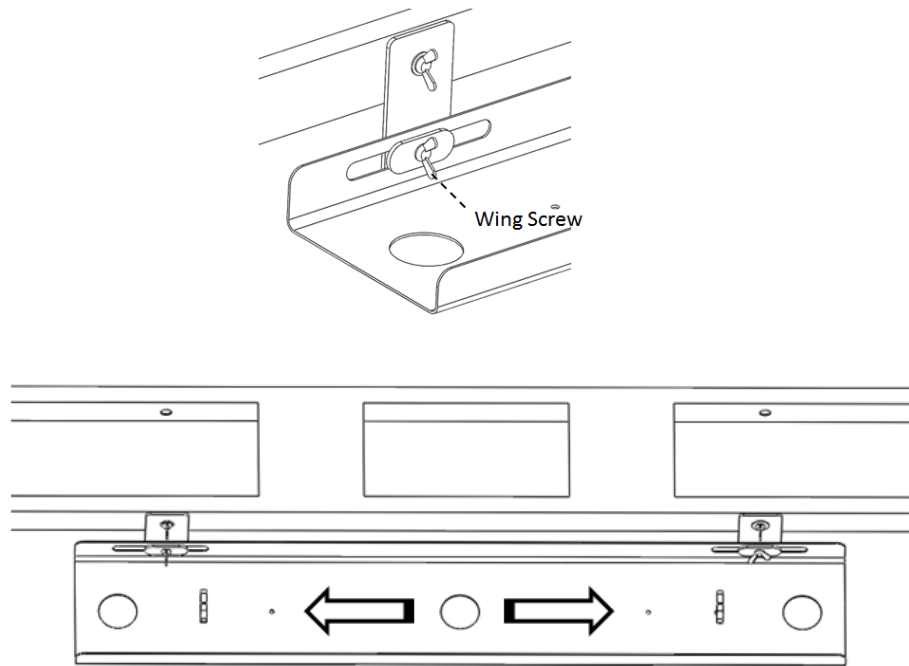

Step 1: Locate two screw holes on the backside of the beam and mount metal connector as illustrated below with two wing screws and washers, attach the tray to the metal connector with wing screws and slip adapters.
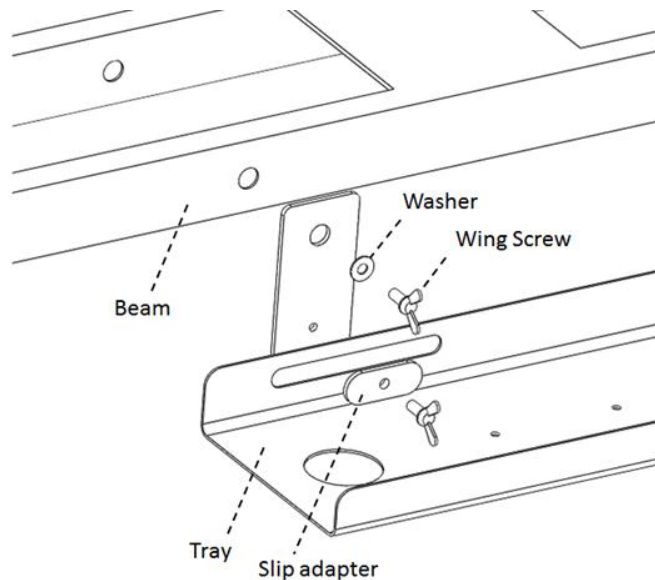
Step 2: If adjustment is needed, loosen the screws below, slide the tray to the left or right and tighten the screws.

Wing Screw

Step 3: Mount cable clamps

Cable clamp
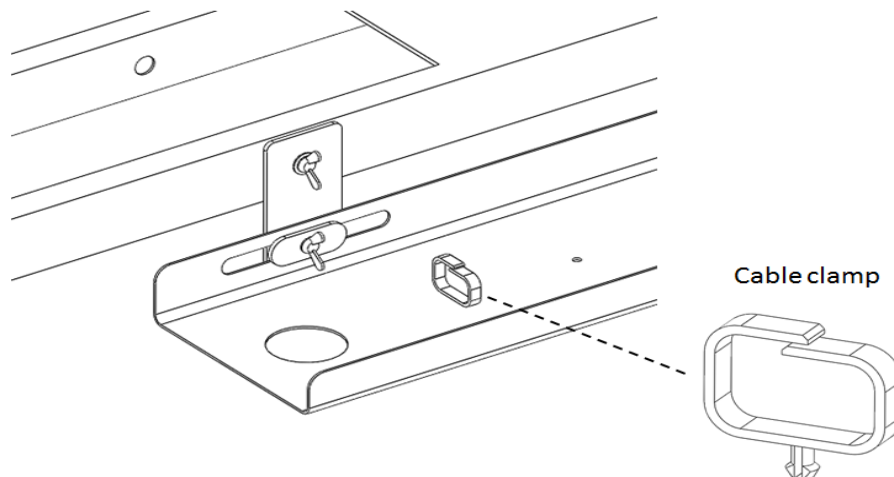
SPECIFICATIONS

Height range without desktop	28.55" - 47.25"
Noise Level (dB)without Load	< 50dB
Max Load Capacity	175 Lbs
Speed at Full Load	1" /per second
Input (VAC)	100-240V
Lowest position	28.55"
Highest position	47.25"
Frame Width	1050MM / 41.5"
Foot Length	650MM / 25.6"
Overload Protection	Yes
Controller Type	Memory with 4 pre-sets
Anti-collision	Yes
Net/ Gross Weight	47/ 55 Lbs
Package Dimension	43x30x 8"

WARRANTY INFORMATION

SCOPE OF WARRANTY

Apex Furniture LLC ("ApexDesk") warrants to the original purchaser its new desk (except for components not warranted under "Exclusions") manufactured by ApexDesk to be free from defects in material and workmanship under normal use and service. ApexDesk's obligation under this warranty is limited to the repair or replacement, at ApexDesk's sole option, of the parts or products the defect of which are reported to ApexDesk within the applicable warranty period and which, upon examination by ApexDesk, prove to be defective.

APPLICABLE WARRANTY PERIOD

The applicable warranty period, measured from the date of delivery to the original user, shall be two (2) years on electric parts, five (5) years on non-electric parts.

EXCLUSIONS

This limited warranty does not cover and ApexDesk shall not be liable for the following: (1)repairs and replacements because of misuse, abuse, negligence, alteration, accident, freight damage, or tampering; (2) products which are not installed, used, stored and properly cleaned as required in the ApexDesk "Assembly Guide" for this product; (3) products considered to be of a consumable nature; (4) Shipping to or from repair center; (5) accessories or parts not manufactured by ApexDesk; (6) charges by anyone for adjustments, repairs, replacement parts, installation, or other work performed upon or in connection with such products which is not expressly authorized in writing in advance by ApexDesk.

EXCLUSIVE REMEDY

ApexDesk's only obligation under this warranty is the repair or replacement of defective parts.

ApexDesk shall not be liable for any direct, special, indirect, incidental, exemplary, or consequential damages or delay, including, but not limited to, damages for loss of profits or loss of use.

CONTACT INFORMATION
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Email: support@apexdesk.com
(877) 516-DESK
www.apexdesk.com

For technical assistance, please call us or visit us at www.apexdesk.com/support.