

# Jarvis standing desk

## Assembly instructions

For assembly assistance,  
visit [fully.com/howtojarvis](https://fully.com/howtojarvis)  
or call 888-508-3725  
or email [support@fully.com](mailto:support@fully.com)

**fully**

Thank you for choosing a Jarvis desk  
from Fully.

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## Cautions

Please read this manual carefully. If this desk changes hands, please provide this manual to the new owner.

**Make sure** the desk top is not touching any obstacles or walls. Make sure no obstacles are in the desk's path. Make sure all cords are an appropriate length to accommodate the full range of height adjustment.

**Keep** children away from desk components. There is risk of injury and electric shock.

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

**Do not** open or modify any of the components, including the Lifting Columns, Control Box, or handset. Doing so risks electric shock and voids any warranty claims.

Placing objects taller than 20" underneath the desk will obstruct the desk's movement and may result in physical damage.

## Voltage converters

Using a voltage converter could cause damage to the desk, and is considered improper use. Resulting damage is not covered by the warranty.

Verify the voltage of the Control Box as labeled to avoid damage. Alternative voltage Control Boxes are available from Fully.

## Use & liability

This Jarvis height adjustable desk has electric motors and is designed for use in dry work environments only.

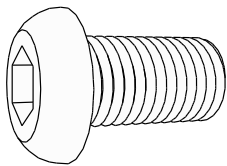
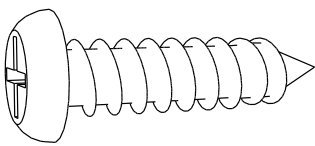
This Jarvis desk is adjustable so it can be positioned at an optimal ergonomic height. Any extracurricular use is at user's own risk.

Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused by improper use or handling of the desk frame.

**Jarvis** is a registered trademark of Fully, Inc. All rights reserved.

**Before starting**     On a padded or carpeted area, take all of the items out of your Jarvis frame box, and confirm that nothing is missing. Reference the included parts listings on page 3 or 4.

**Pro tip**                      Wood Screws: Pointy End                      Machine Screws: Flat End

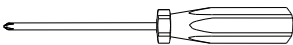


**Wide vs. Narrow**                      In order to accommodate a broad range of desk top sizes, we offer the Jarvis frame in a Narrow Version (for Jarvis desk tops 30" - 42") and a Wide Version (for Jarvis desk tops 48" -78").

There are a few small differences in the way the two are assembled, so we’ve made things as clear as possible by splitting steps into two blocks labeled “**Narrow**” and “**Wide**.”

**Using your own desk top**                      If you are using your own desk top, refer to page 21 for instructions before beginning assembly.

**Tools**                      4mm Hex Wrench (Included)                      Phillips Head Screw Driver (Not Included)

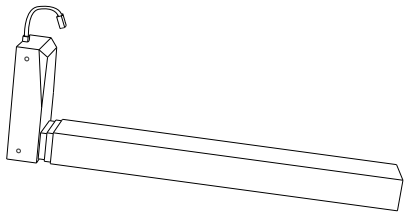
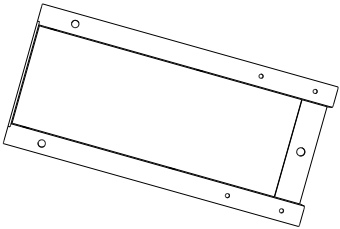
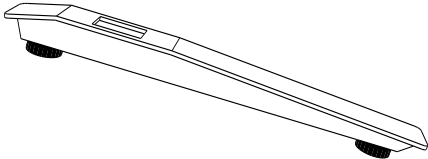
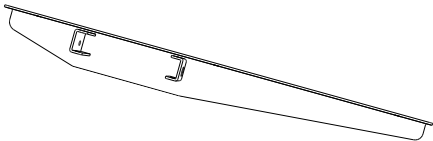
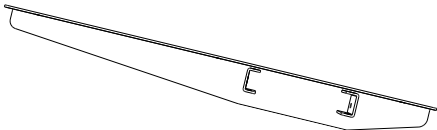
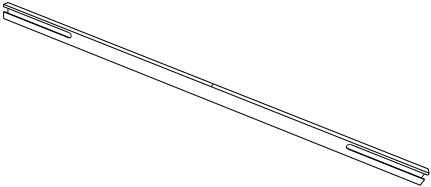
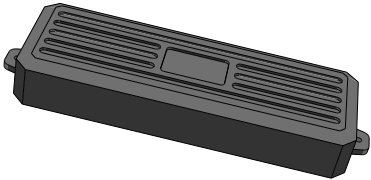
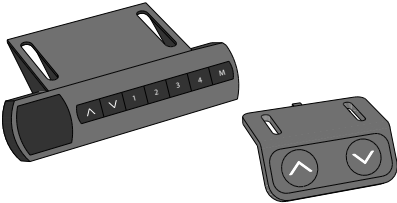


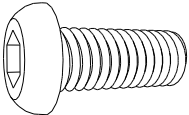
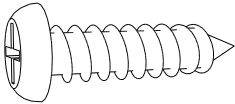

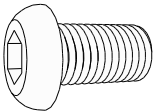



**Specs**

	Mid Range Jarvis	Extended Range Jarvis
Height range (without desk top)	26.5" - 45.75"	23.75" - 49.25"
Travel speed	1.3" per second	1.5" per second
Operating noise	<50dB w/o top	<50dB w/o top
Load capacity	1000N	1000N
Duty cycle	10% with Max 2 mins on, 18 mins off Soft start/stop Adjustable level studs 4 Memory Presets, optional	10% with Max 2 mins on, 18 mins off Soft start/stop Adjustable level studs 4 Memory Presets, optional

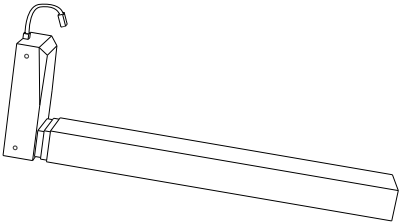
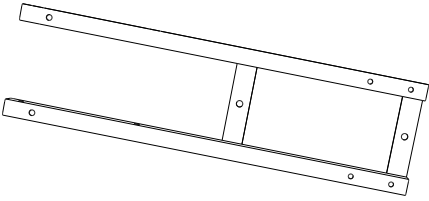
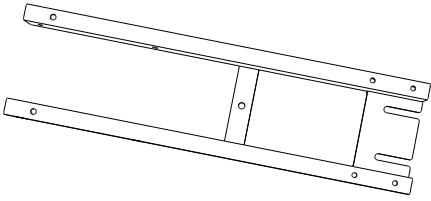
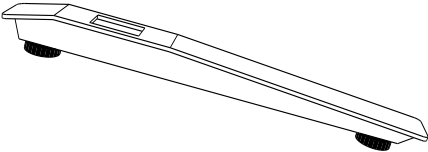
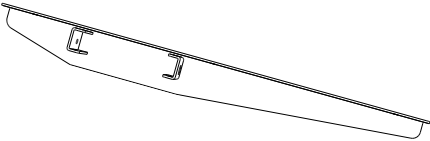
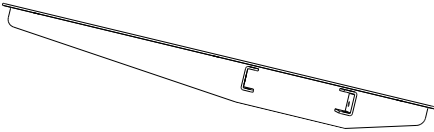
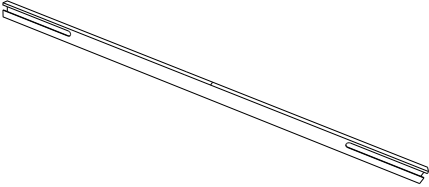
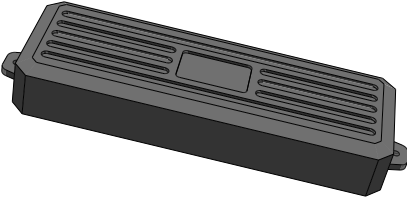
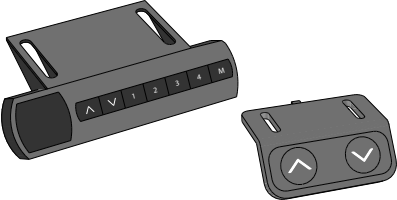

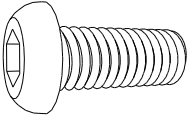
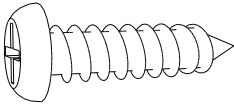

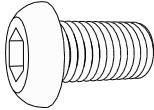


If you have a 30-42" Jarvis desk top, follow the Narrow steps.

Narrow - In the Box

Lifting Column x2	Narrow Frame End x2	Foot x2
		
Right Side Bracket	Left Side Bracket	Narrow Center Rail x2
		
Control Box	Memory or Simple Handset	Leg Cable
		
		Power Cable
		
Large Machine Screw x12 M6x14	Wood Screw x12 M5x16	Extra Acoustic Dampening Grommets
		
Small Machine Screw x16 M6x10	Cable Clip x10	
		

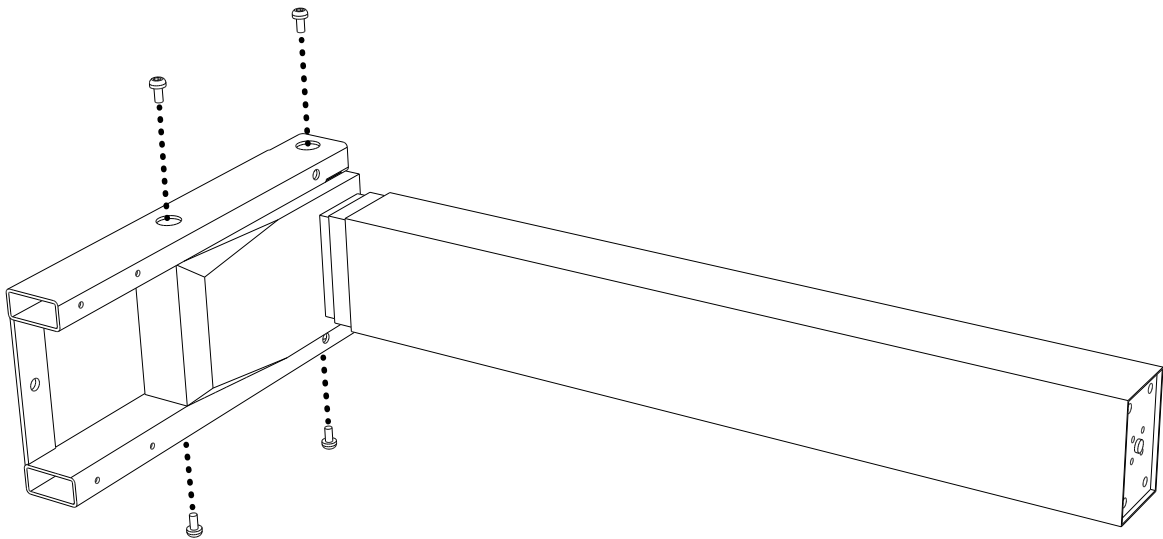
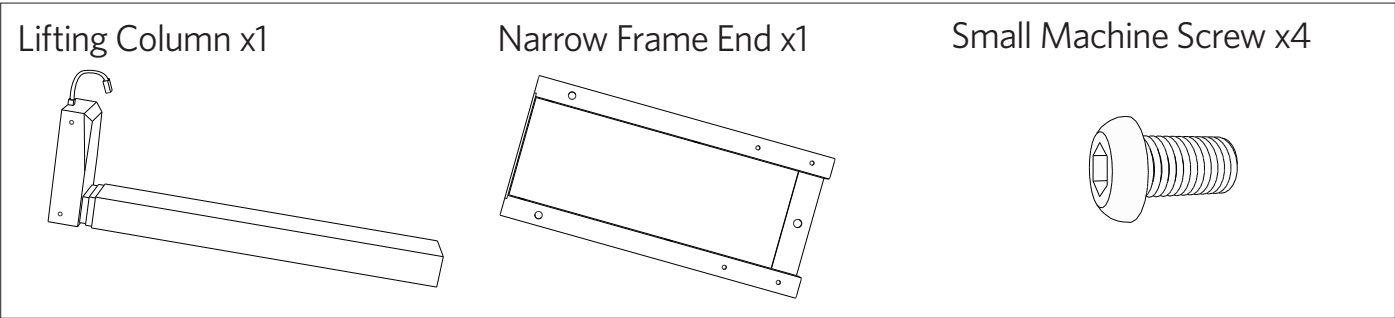
If you have a 48"-78" Jarvis desk top, follow the Wide steps.

Wide - In the Box

Lifting Column x2	Wide Frame End	Wide Frame End w/ Control Box Bracket
		
Foot x2	Right Side Bracket	Left Side Bracket
		
Wide Center Rail x2	Control Box	Memory or Simple Handset
		
Leg Cable	Large Machine Screw x12 M6x14	Wood Screw x12 M5x16
		
Power Cable	Small Machine Screw x16 M6x10	Cable Clip x10
		
Extra Acoustic Dampening Grommets		
		

# Narrow Assembly

## STEP 1



Insert one of the Lifting Columns (either one; they're the same) into one of the Frame Ends (also the same) as shown above.

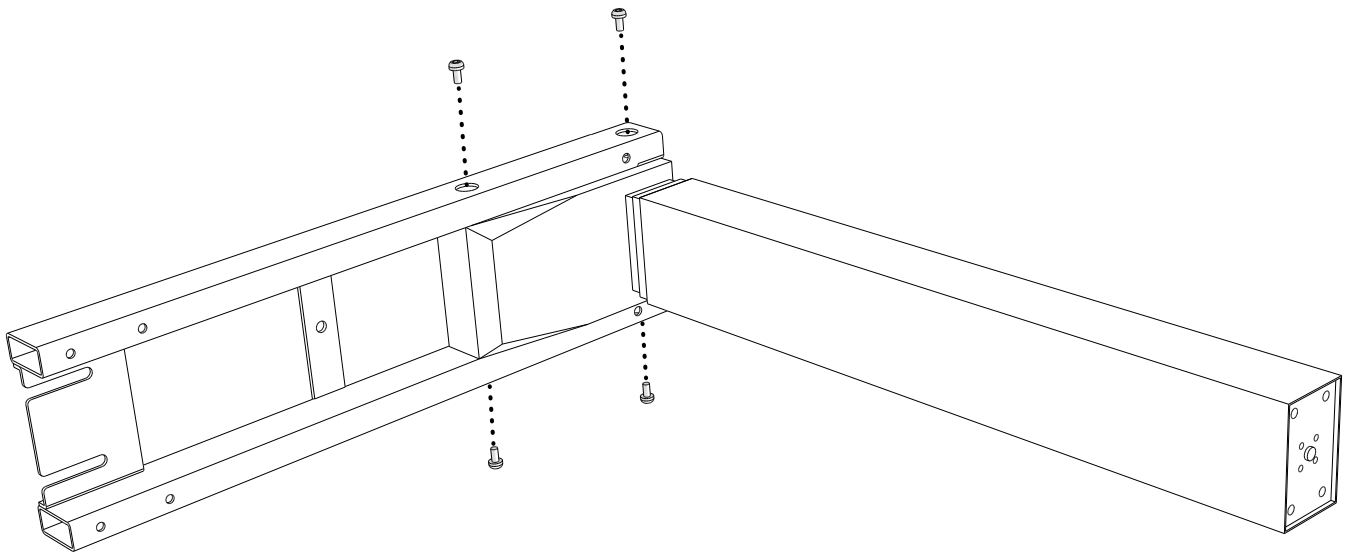
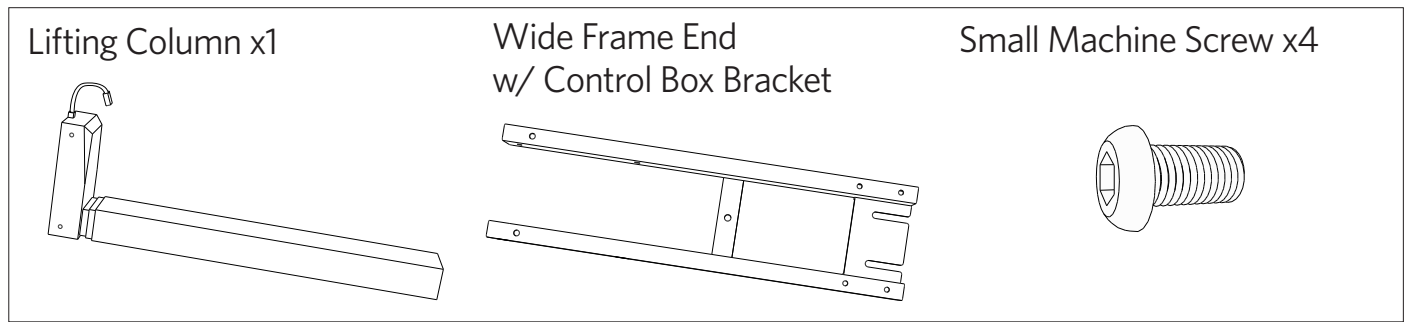
To secure the Frame End to the leg, thread four (4) of the Small Machine Screws into the holes as shown, but do not tighten them all the way.

Once all four screws are in place, tighten completely.



## Wide Assembly

### STEP 1



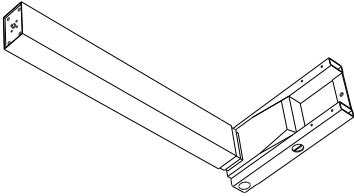
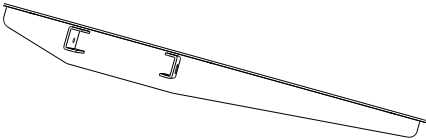
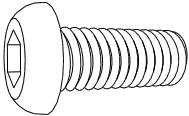
Insert one of the Lifting Columns (either one; they're the same) into the Frame End with the Control Box Bracket.

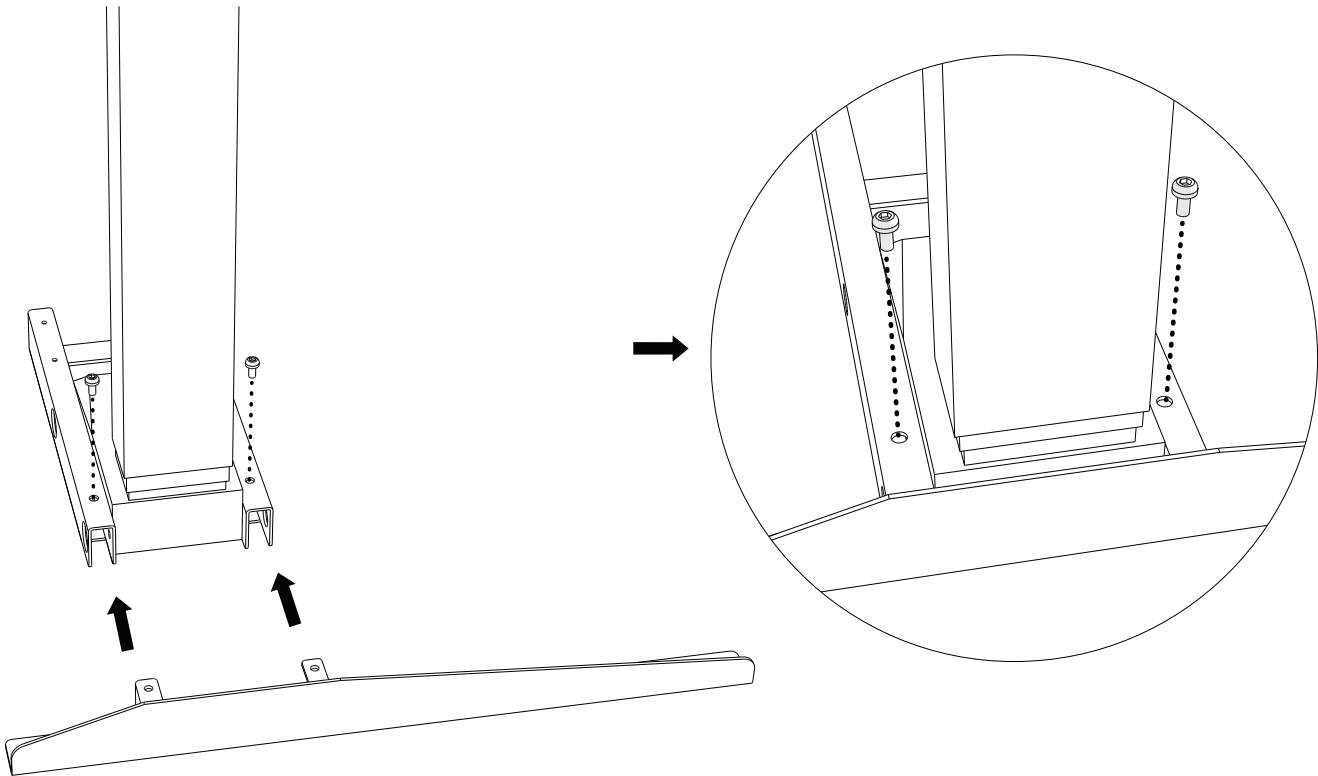
To secure the Frame End to the leg, thread four (4) of the Small Machine Screws into the holes as shown, but do not tighten them all the way.

Once all four screws are in place, tighten completely.

Narrow Assembly

STEP 2

Step 1 Assembly	Right Side Bracket	Large Machine Screw x2
		



Select the Right Side Bracket. The two tabs on the Side Bracket will slot into the Frame End, around the Lifting Column.

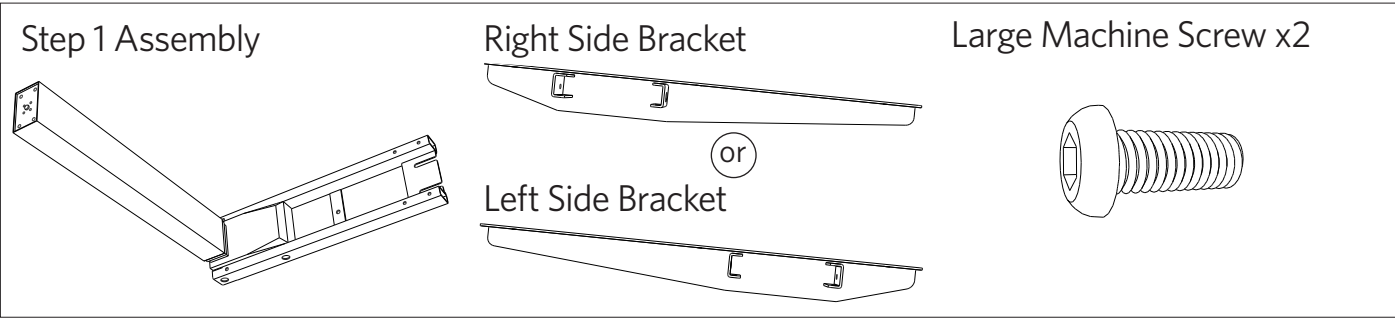
Use two of the Large Machine Screws to secure the Side Bracket. As before, don't tighten all the way until both screws are in place and then tighten completely.

STEP 3

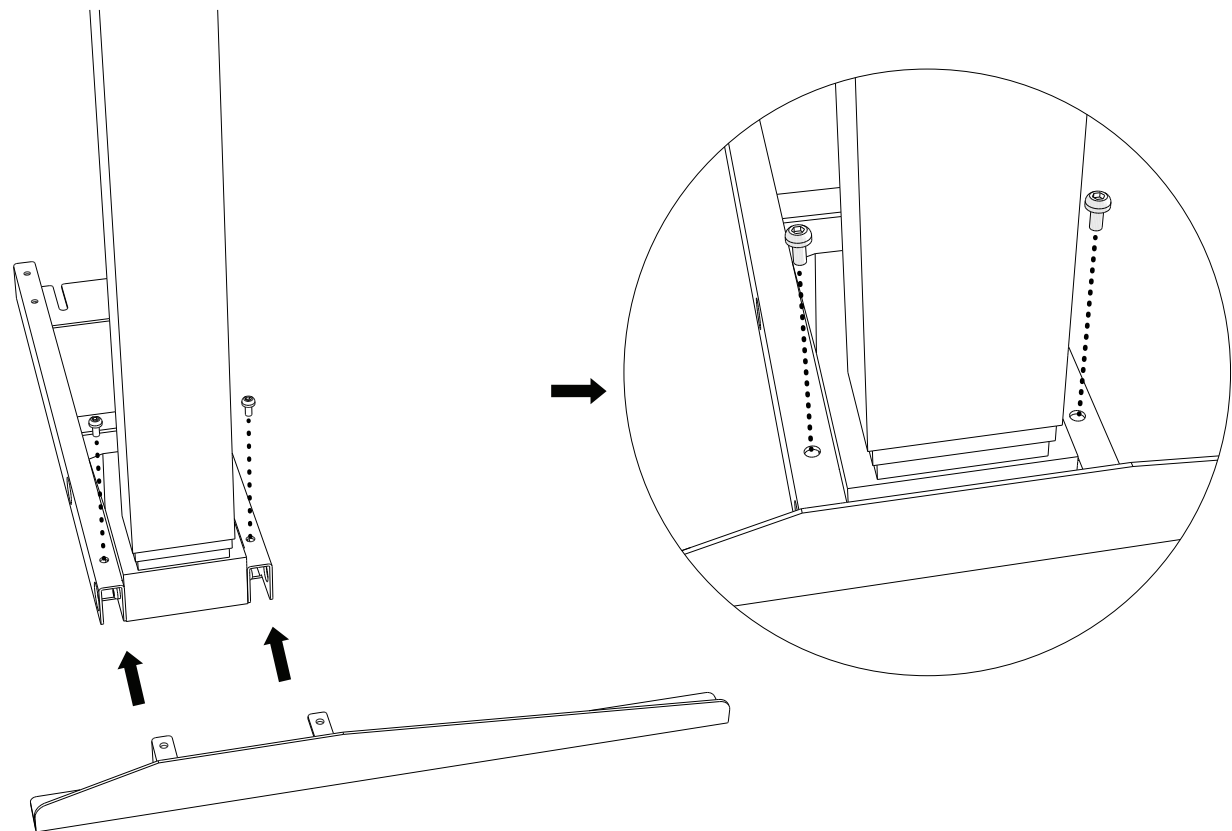
Repeat Steps 1-2 for the remaining Lifting Column, Frame End, and Left Side Bracket.

Wide Assembly

STEP 2



**Decision Point:** Decide if you want your height-adjustment handset on the left side or the right side of your finished desk. Choose the corresponding Left or Right Side Bracket.



Select the Left or Right Side Bracket (corresponding to the side your handset will be mounted on). The two tabs on the Side Bracket will slot into the Frame End with Control Box Bracket, around the Lifting Column.

Use two of the Large Machine Screws to secure the Side Bracket. As before, don't tighten all the way until both screws are in place and then tighten completely.

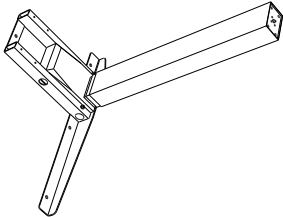
STEP 3

Repeat Steps 1-2 for the remaining Lifting Column, Frame End, and Side Bracket.

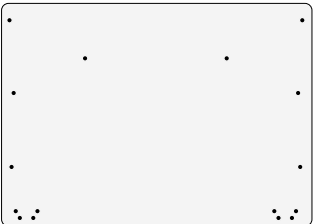
Narrow Assembly

STEP 4

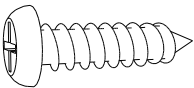
Step 2 Assembly



Desk Top

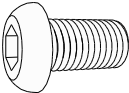


Wood Screw x4

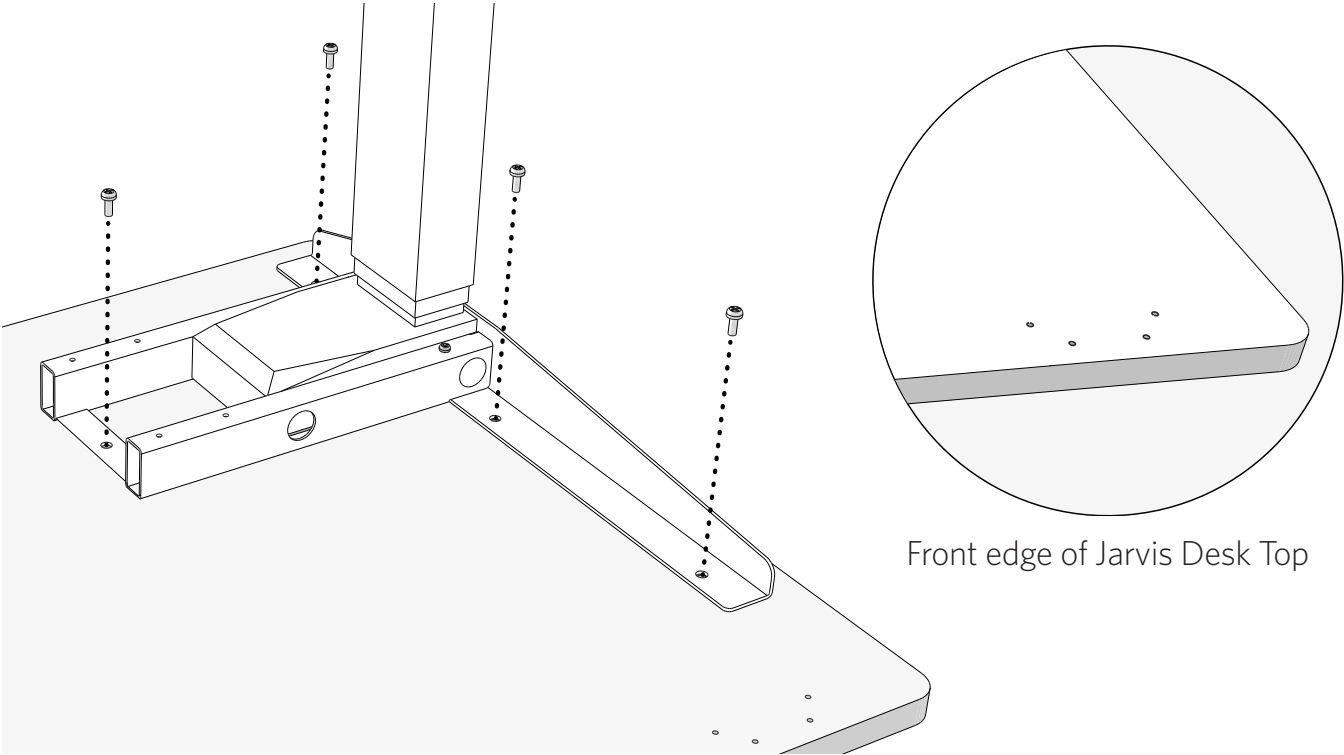


Machine Screw x4  
*included w/ Jarvis Desk Top*

or



**Important** If your desk top's pre-drilled holes have metal inserts, you will need to use the Machine Screws packaged with the Jarvis desk top to secure the frame; otherwise use four (4) of the Wood Screws to attach the leg assembly to the desk top.



Lay your desk top on a padded workspace with the underside facing up, and the front of the desk top towards you.

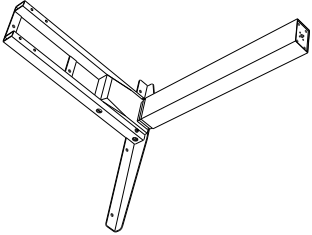
Place the Left Leg Assembly on the desk top to your right, with the Frame End pointing towards the center of the top. (Once you flip your desk over, this will become the left side, and the world will make sense again.)

Insert all four screws part way. Once they are in place, tighten them all completely.


Wide Assembly

STEP 4

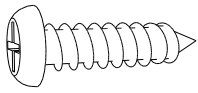
Step 2 Assembly



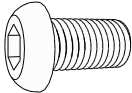
Desk Top



Wood Screw x4/5



Machine Screw x4/5  
*included w/ Jarvis Desk Top*

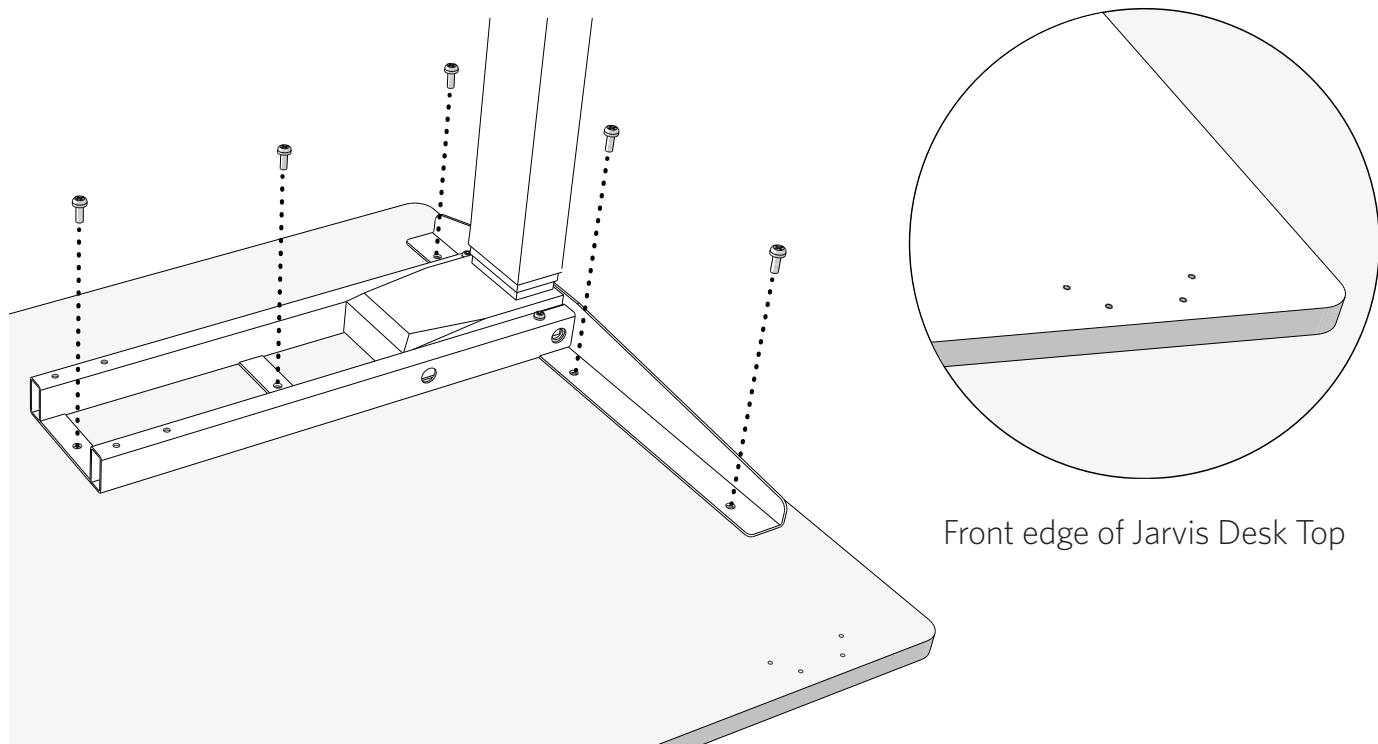


or

*Frame End with Control Box Bracket uses 4 screws*

Important

If your desk top's pre-drilled holes have metal inserts, you will need to use the Machine Screws packaged with the Jarvis desk top to secure the frame; otherwise use the Wood Screws to attach the leg assembly to the desk top.



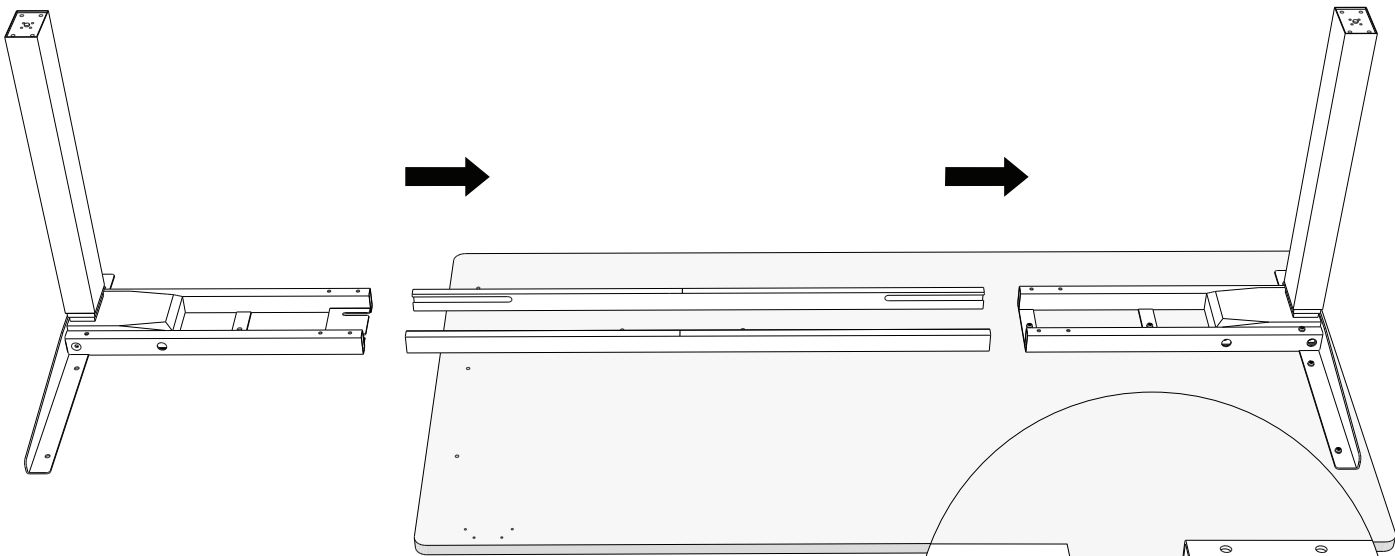
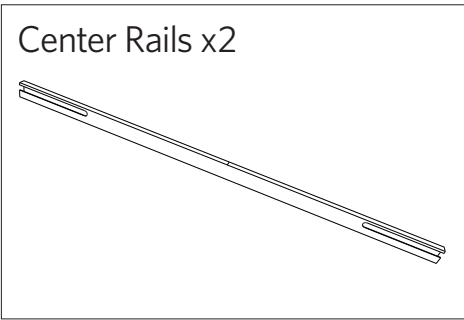
Lay your desk top on a padded workspace with the underside facing up, and the front of the desk top towards you.

Place the Left Leg Assembly on the desk top to your right, with the Frame End pointing towards the center of the top. (Once you flip your desk over, this will become the left side, and the world will make sense again.)

Insert all screws part way. Once they are all in place, tighten them all completely.

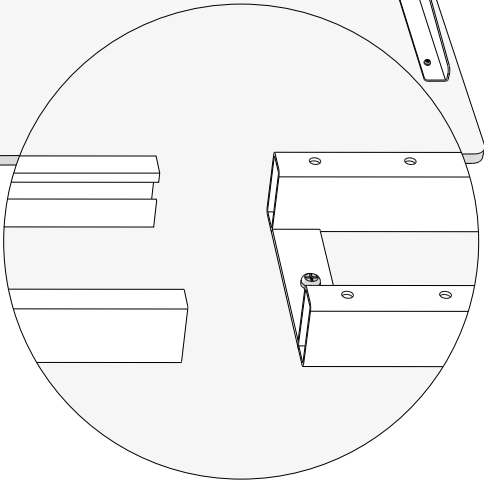
Narrow and Wide Assembly

STEP 5

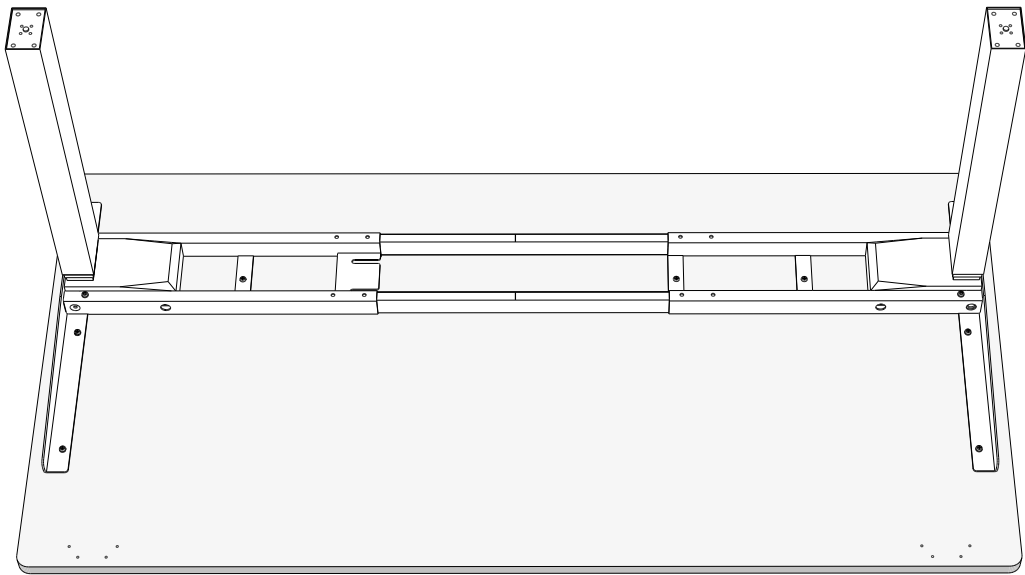


Slide the Center Rails into the Frame End attached to the desk top, so that the midpoint mark is facing up, and the cut-out slots are facing inwards.

Slide the right leg assembly onto the other end of the Center Rails (your left-hand side). The entire frame should now fit onto the desk top.



Correct Center Rail orientation



Narrow and Wide Assembly

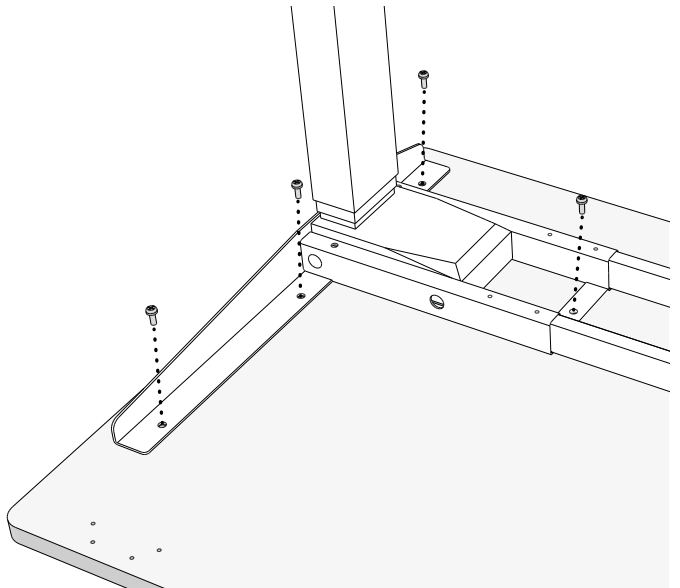
STEP 6

Narrow

Wood Screw x4

Machine Screw x4  
*included w/ Jarvis Desk Top*

or

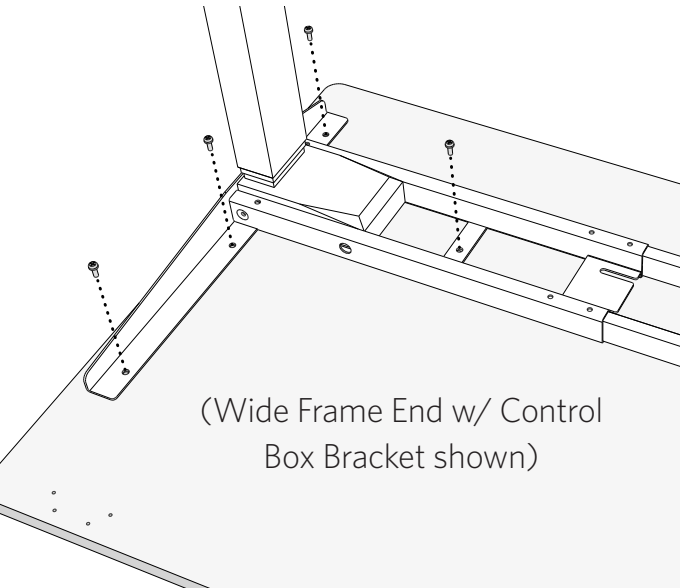


Wide

Wood Screw x4/5

Machine Screw x4/5  
*included w/ Jarvis Desk Top*

or



Frame End with Control Box Bracket uses 4 screws

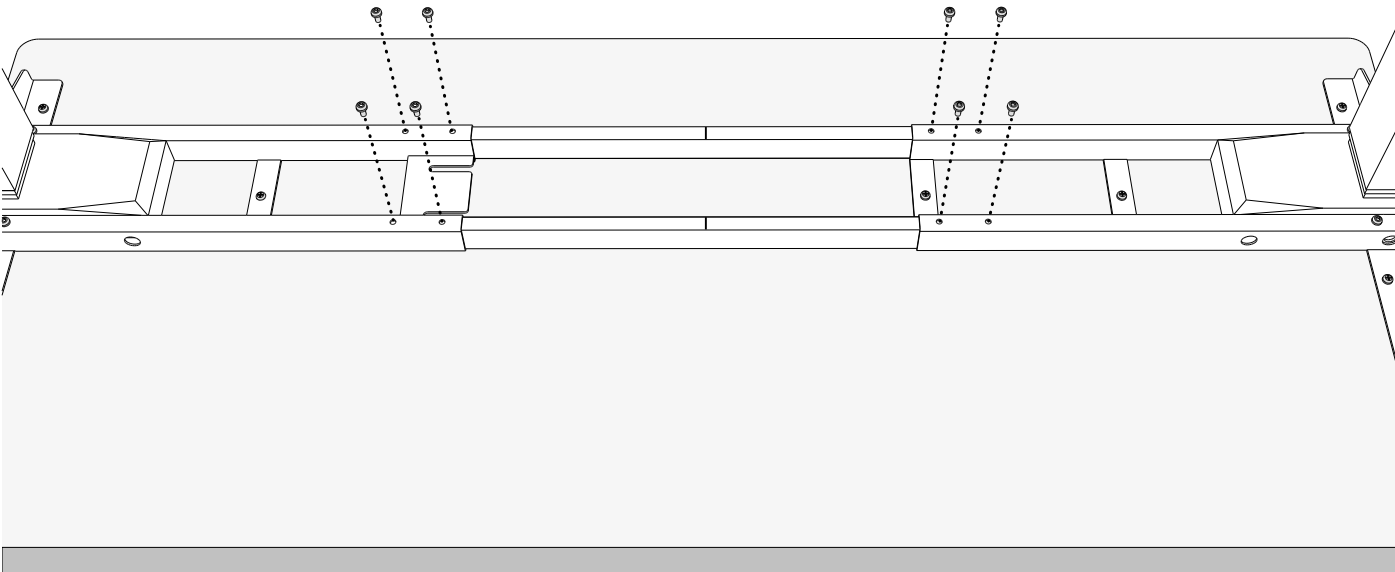
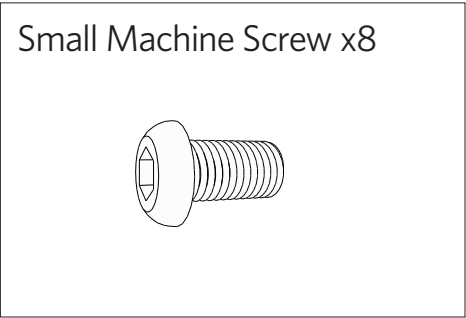
Secure the Right Leg Assembly with the remaining screws.

Again, if the pre-drilled holes have metal inserts, you will need to use the Machine Screws packaged with the desk top to secure the frame; otherwise use Wood Screws.

Insert all screws part way. Once they are in place, tighten them all completely.

Narrow and Wide Assembly

STEP 7



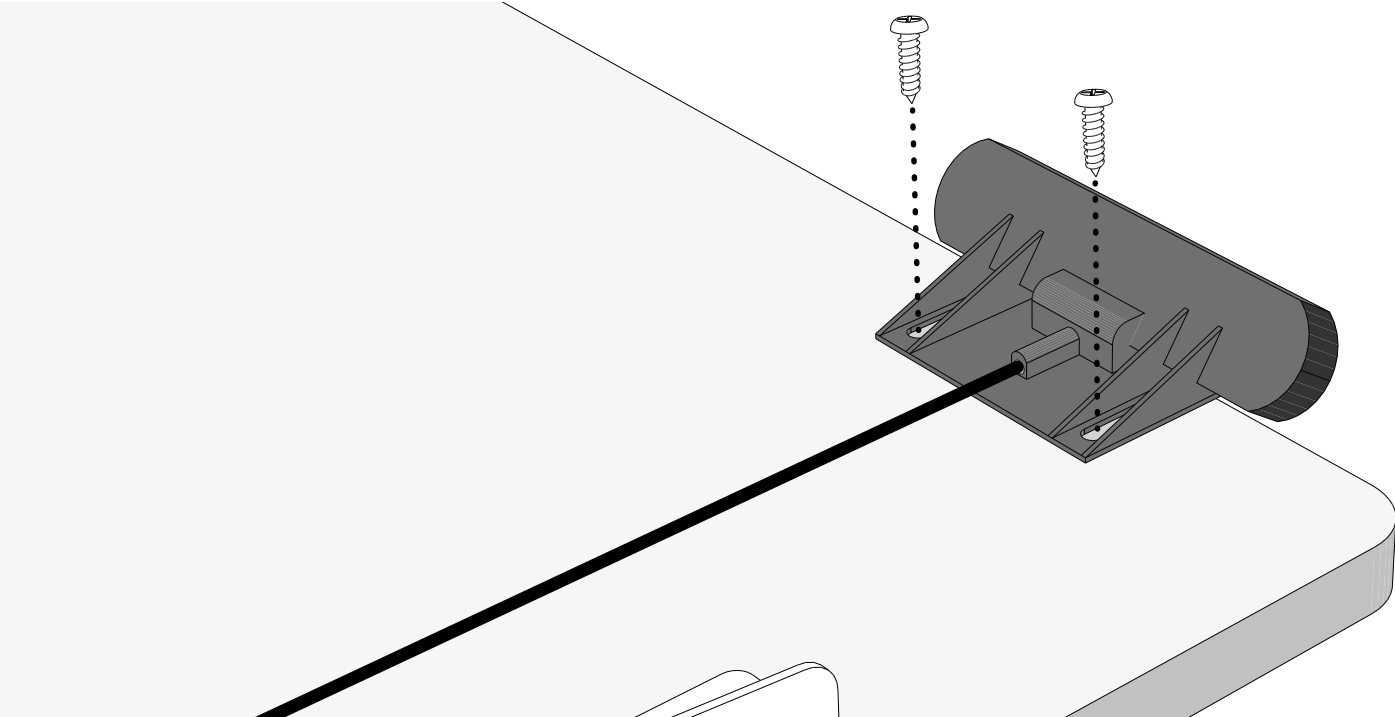
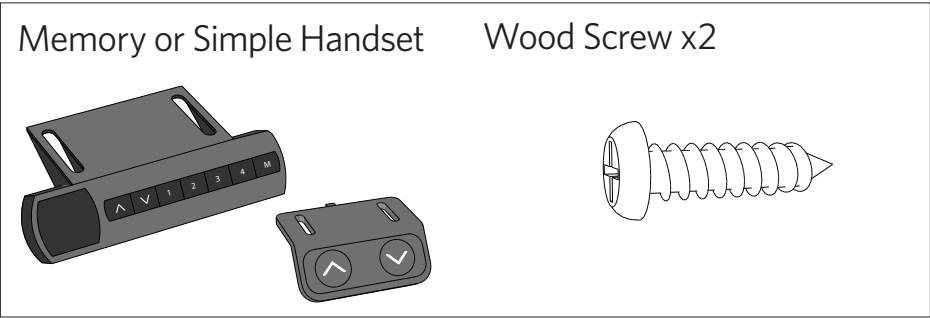
Center the labeled midpoint marks on both Center Rails between the two Frame Ends, and use eight (8) of the Small Machine Screws to lock the Center Rails down firmly.

**Warning**      Skipping this step will result in stability issues. We don't recommend skipping any steps though!



Narrow and Wide Assembly

STEP 8

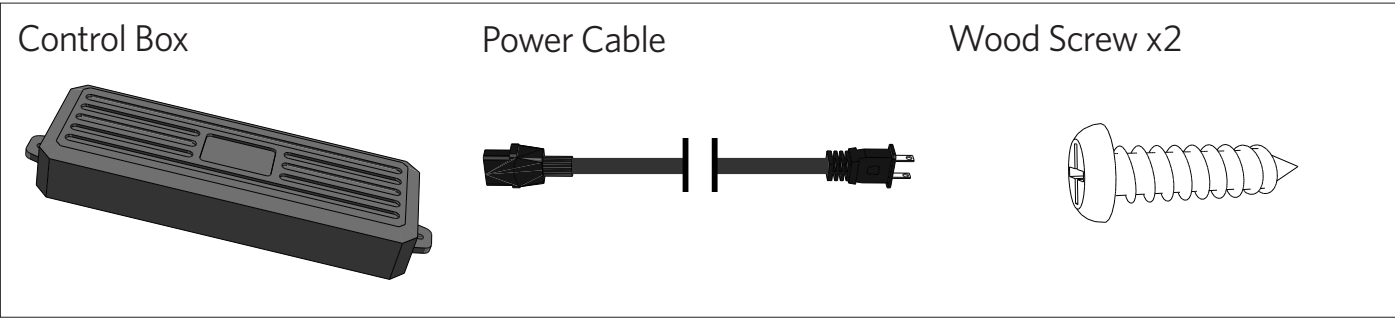


If you haven't already, now is a great time to decide which side you want your handset on.

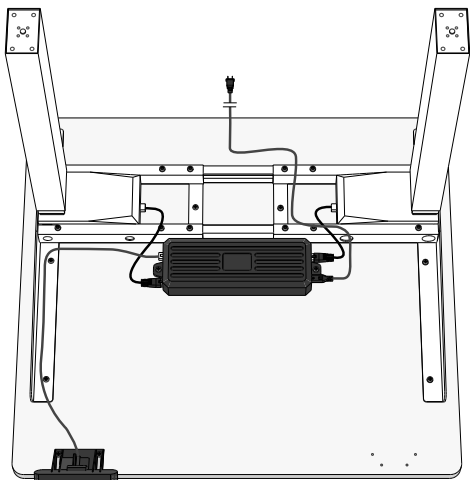
If you have a Jarvis desk top, there will be pre-drilled holes for attaching your handset along the front of the desk top, on both the left and right sides. Keep in mind that when you turn your desk over, the sides of your desk will be reversed.

Narrow Assembly

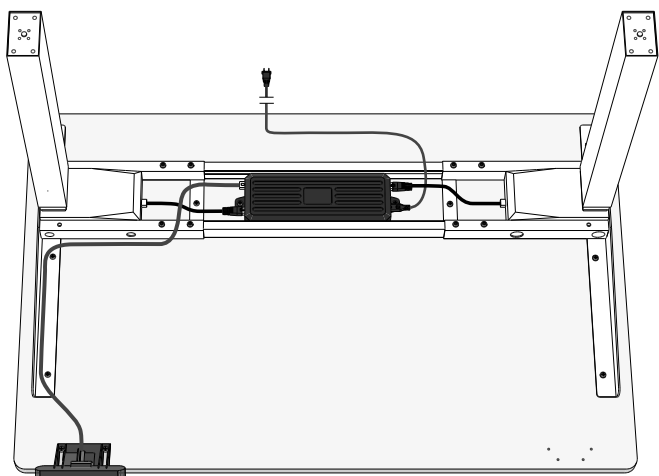
STEP 9



If you have a 30" or 36" Desk Top, position the Control Box over the pre-drilled holes *in front of* the Center Rails, and secure it using two Wood Screws.



If you have a 42" Desk Top, position the Control Box over the pre-drilled holes *in between* the Center Rails, and secure it using two Wood Screws.



Connect the cables from both Legs to the Control Box via the sockets labeled M1 and M2.

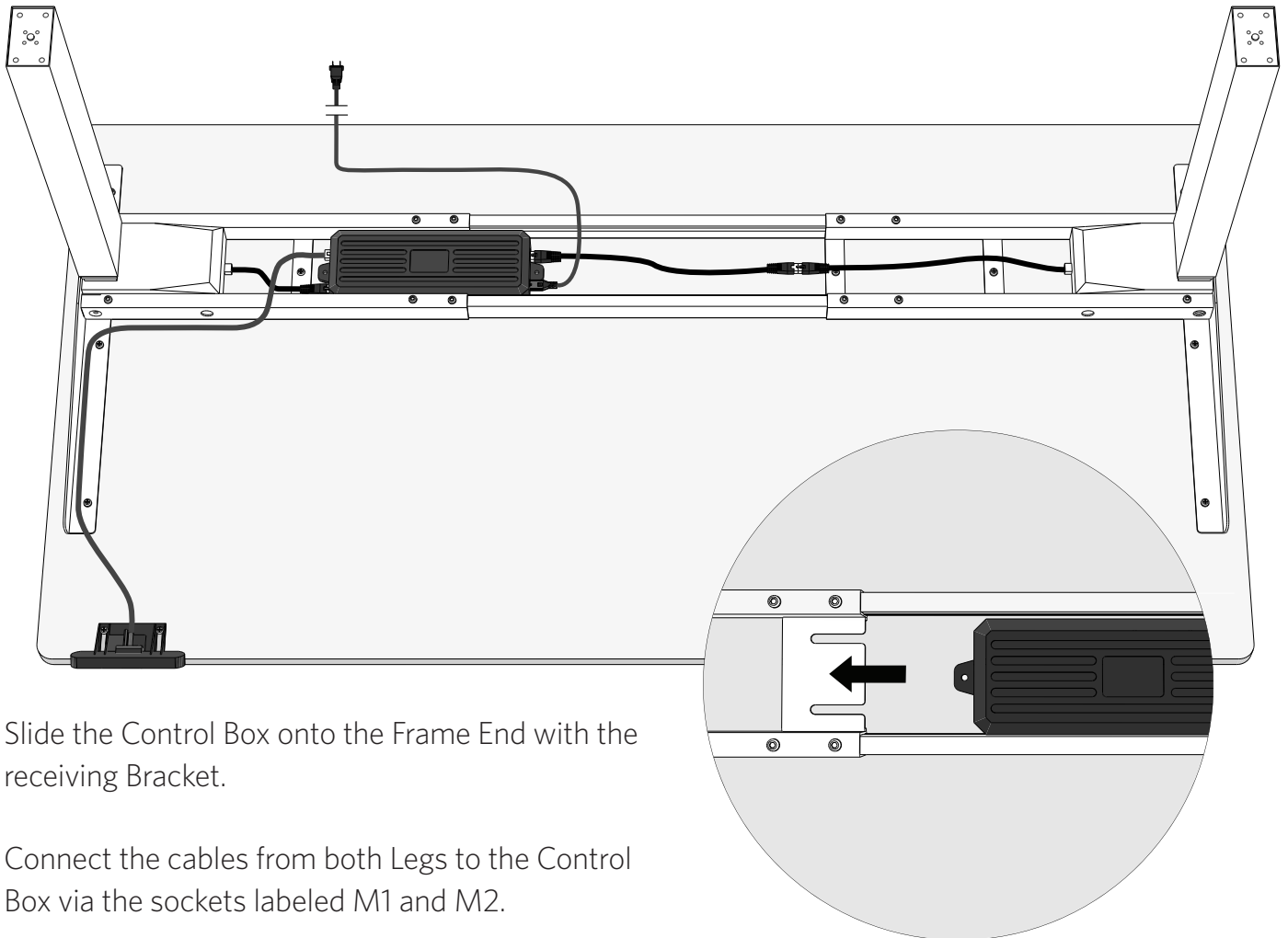
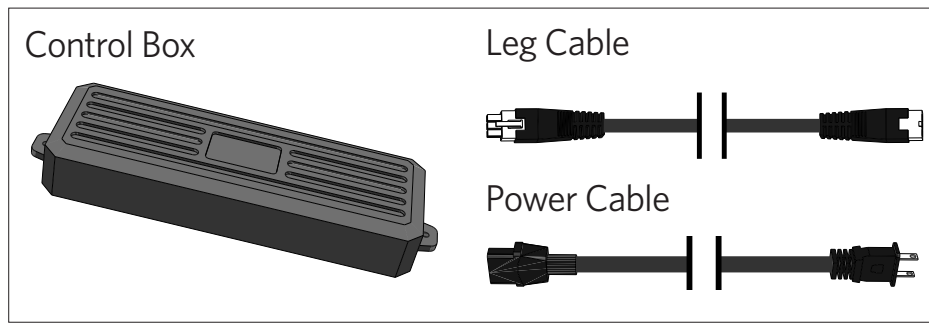
Connect the Handset to the Control Box via the socket labeled HS.

Connect the Power cable via the power socket.

**Pro Tip:** **Cable management:** Cable Clips work best adhered directly to the Jarvis metal frame. Plus, it just looks cleaner. Route your power cord towards the side of your nearest wall outlet, or, better yet, use a cable management tray for optimal cable taming goodness.

## Wide Assembly

### STEP 9



Slide the Control Box onto the Frame End with the receiving Bracket.

Connect the cables from both Legs to the Control Box via the sockets labeled M1 and M2.

Connect the Handset to the Control Box via the socket labeled HS.

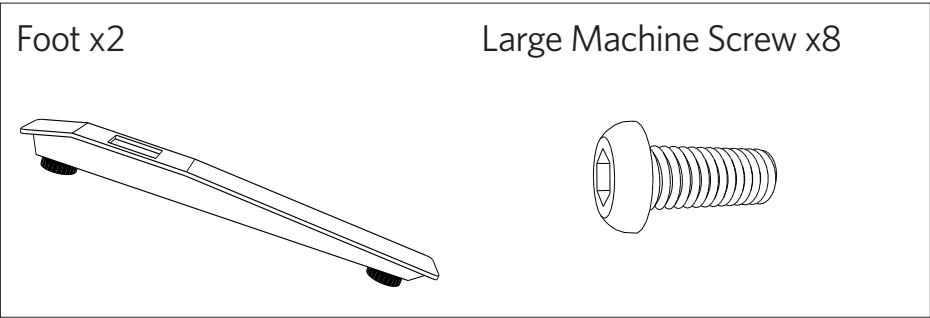
Connect the Power Cable via the power socket.

#### Pro Tip:

**Cable management:** Cable Clips work best adhered directly to the Jarvis metal frame. Plus, it just looks cleaner. Route your power cord towards the side of your nearest wall outlet, or, better yet, use a cable management tray for optimal cable taming goodness.

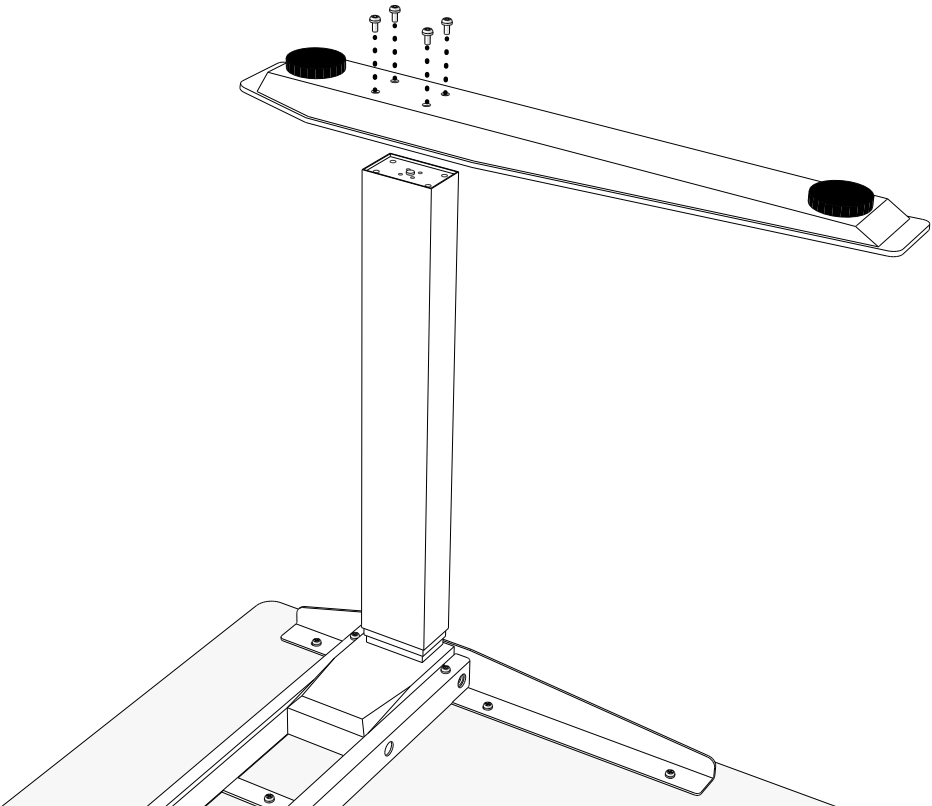
Narrow and Wide assembly

STEP 10



Loosely attach a (desk) Foot to the bottom of each Lifting Column, using four (4) Large Machine Screws per Foot.

Once all the screws are in place, tighten them down the rest of the way in an X pattern.



STEP 11 - NARROW AND WIDE

Double-check that all screws everywhere on the desk are tight.  
Triple-check that all screws everywhere on the desk are tight.

STEP 12 - NARROW AND WIDE

With one friend (or more), lift the desk, and gently flip it onto its feet being careful not to put weight on the handset, supporting both the top and the frame.

Adjust the pre-installed leveling glides on the feet as needed.

Plug in the desk.

# Setup

## Initial calibration

Before you start using your desk normally, you'll need to get all the parts synced. Don't worry, it's easy.

### With Standard Up-Down Handset

1. Press and hold the DOWN button for about 10 seconds. Release.
2. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.
3. You can now use your desk!

### With Memory Preset Handset

1. Press and hold the DOWN button until the display reads RST. Release.
2. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.
3. You can now use your desk! See page 19 for tips on making the most of your Memory Preset Handset.

## Setting memory presets

1. Adjust the desk to the desired height.
2. Press M (the display will show S -).
3. Press a number 1 - 4.
4. Pressing that number will return your desk to the programmed height. By default, the desk will continue to move on its own once you've activated the preset, though pressing any other button will stop this movement. If you prefer to change this behavior, please refer to "Toggle between One Touch and Constant Touch Presets" on page 21.

## Custom settings for Memory Preset Handset

### Lock your desk

If you have a Memory Preset handset, your desk can be locked in place at any height, either as a safety precaution, or just to keep your friends from messing with your settings. It unlocks just as easily, but we recommend guarding that secret.

To lock: Press and hold the M button for about 8 seconds. The display will first change to S -, then to LOC, indicating that the desk is now locked.

To unlock: Press and hold the M button for about 8 seconds until LOC goes away and the height appears on the display.

### Adjust the height readout

Our LED handsets display the approximate height of your desk top surface, in inches or centimeters. The accuracy may be affected by the thickness of your top, the evenness of your floor, etc. If you want it to be completely accurate, you can manually set the readout to match your measured height.

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.
2. With your favorite measuring tool, measure the distance from the floor to your desk top surface. If it matches your readout, you're all set. Otherwise, proceed to the next step.
3. Press and hold the DOWN button again, until the display flashes RST (looks like "ASΓ"). Release.
4. Press and hold the M button until it begins to flash the starting height. Note: the display will revert to RST after about 5 seconds. If that happens before you have a chance to make your changes, just press and hold M again.

#### To change the readout height:

5. Use the UP or DOWN button to adjust the display by 0.1 inch at a time until the display shows the correct height, as measured.
6. Wait about 5 seconds and the display will automatically return to RST, which indicates Reset Mode.
7. Complete the reset process by pressing and holding the DOWN button again while the desk lowers a little bit more, slightly rises, and then stops.
8. Release the button, and you should see the new starting height  $\pm 0.1$  inches. This height is saved, and your desk is ready to use!

## **Set custom upper and lower height limits**

By default, the Jarvis frame and handset are set to allow the maximum range of motion, from a fully retracted Lifting Column, to a fully extended one. If you would like to set a higher minimum height, or a lower maximum height, you can do that! Before starting, make sure the desk is plugged in, and the LED display is showing a number. If the readout has gone dark, you can wake it up by pushing any button. If it is displaying something besides a number, perform the Reset Procedure on page 22.

### **To set the upper limit:**

1. Use the UP/DOWN buttons to move the desk to the desired maximum height.
2. Press the M button and release, then press the UP button and release. The display will flash S - to show that it is ready to set the upper limit.
3. Press and hold the M button for about 2 seconds. The display will show "999" and then return to the height readout. This indicates that the upper limit is set. All done!

### **To set the lower limit**

1. Use the UP/DOWN buttons to move the desk to the desired minimum height.
2. Press the M button and release, then press the DOWN button and release. The display will flash S - to show that it is ready to set the lower limit.
3. Press and hold the M button for about 2 seconds. The display will show "000" and then return to your selected height. This indicates that the lower limit is set. You did it!

Warning: There are certain times when your desk might require a Reset Procedure to correct a balance, calibration or other issue. This procedure requires the legs to retract completely, beyond any lower height limits that might be set. Please ensure that you have the proper clearance below the desk base.

Note: If you had previously set any memory presets that were outside of your newly defined range, they won't work anymore. You can reuse the numbers.

2nd Note: If you want to set a new upper or lower limit that is outside of your set range, you will first have to restore the defaults.

### **To restore default upper and lower limits**

1. Press the M button and release. "S -" will appear on the display.
2. Within 5 seconds, press the M button again and hold for about 2 seconds until the display shows "555".
3. Release the button. The display will automatically change back to the height display, and your height limits are no more.

**Toggle between One Touch and Constant Touch presets**

Our programmable handsets allow your desk to remember your favorite height settings. By default, if you press and release a memory preset button, the desk will move on its own to the programmed height. You can change this behavior so that the desk will only continue to move to the programmed height with continued pressure on that preset number. Here’s how to toggle this setting:

- 1. Press and hold the DOWN button until the desk reaches its lowest position. Release.
- 2. Press and hold the DOWN button again, until the display begins to flash RST (looks like “ASΓ”).
- 3. With the display still flashing RST, press and hold the 1 button for about 5 seconds. The handset will register the change in input method and display the corresponding readout:

**10.1 = One Touch**

The desk will keep moving to the preset height after you release the memory preset button

**10.2 = Constant Touch**

The desk will only continue to the programmed height while you are holding the corresponding preset button

- 4. To toggle to the next setting, press and hold the 1 button again for 5 seconds, until the displayed readout updates.
- 5. Once your preferred setting displays, release the button and wait about 5 seconds for the display to return to RST.
- 6. Complete the reset process by pressing and holding the DOWN button again while the desk lowers a little bit more, slightly rises, and then stops. Release the button. Your new preset touch setting is saved, and the desk is ready to use!

**Change readout between inches and centimeters**

By default, our programmable handsets display inches on models configured for 120-Volt power, and centimeters on models for 240-Volt power. If you’d like to break with tradition, you can easily change this setting.

- 1. Press and hold the DOWN button until the desk reaches its lowest position. Release.
- 2. Press and hold the DOWN button again, until the display begins to flash RST (looks like “ASΓ”).
- 3. Press and hold the 2 button for about 5 seconds. Your handset will register the unit change and display the corresponding readout:

**10.3 = Centimeters**

**10.4 = Inches**

- 4. To toggle to the next setting, press and hold the 2 button again for 5 seconds, until the displayed readout updates.
- 5. Once your preferred setting displays, release the button and wait about 5 seconds for the display to return to RST.
- 6. Complete the reset process by pressing and holding the DOWN button again while the desk lowers a little bit more, slightly rises, and then stops. Release the button. Your preferred unit setting is now saved, and the desk is ready to use!



### **A note regarding the anti-collision feature**

The Jarvis desk is programmed with an automatic collision detection system: If your desk is in motion, and it detects that it has run into a stationary object, it will automatically stop moving, pause briefly, and then move about one inch in the *opposite* direction before halting completely. We hope that this will prevent any of your valuable belongings from getting damaged by accident! It takes about 15 pounds (around 7 kg) of pressure to activate this feature. If you have any concerns or would like to inquire about modifying this preset, please give us a call at 888-508-3725.

## **Troubleshooting**

If your desk is not functioning properly, or if you have a Memory Preset Handset that reads “RST” or any error message (E01 - E13), confirm that all wired connections are secure (legs to cables, cables to Control Box). Once you’re certain that all connections are secure, perform the reset procedure on page 21. If the error message persists after the reset procedure, contact Fully.

If there is a difference in height between the two legs that exceeds 1.5”, stop the reset procedure and contact Fully. If the Memory Preset Handset displays “HOT”, let the desk cool down for 20 minutes.

## **Reset procedure**

CAUTION: this will override any custom lower limit you might have set! Please ensure proper clearance for the Lifting Columns to retract fully.

### **With Standard Up-Down Handset:**

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.
2. Press and hold the DOWN button again, for about 10 seconds. Release.
3. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.
4. You’re all set!

### **With Memory Preset Handset:**

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.
2. Press and hold the DOWN button until the display reads RST. Release.
3. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.
4. You can now use your desk!

## Using your own desk top

The Jarvis Narrow frame has a minimum width of 27.5". We recommend leaving an inch of desk top overhang on each side, for a minimum recommended top width of 29.5". The maximum frame width is 40.5" and we don't recommend using a top wider than 47".

The Jarvis Wide frame has a minimum width of 42.25". We recommend leaving an inch of desk top overhang on each side, for a minimum recommended top width of 44.25". The maximum frame width is 74" and we don't recommend using a top wider than 82".

There's no one right way to position your frame on your desk top but there are a few things you'll want to keep in mind. Generally speaking, the desk top should be centered over the frame side-to-side, and positioned slightly forward of center (towards the user) front-to-back.

### Side-to-side position:

In our experience, desks have better lateral stability the further apart the legs are. We position the screw holes for the Side Brackets 2 inches in from the sides of the desk top. This leaves about 1" of desk top overhang and maximizes lateral stability.

Placing the holes at least 2 inches in from the sides lowers the chance that your desk top will split during drilling.

Depending on the rigidity and strength of your desk top material you can leave more of it overhanging the Side Brackets. For example, on our 78" tops the Side Bracket holes are 5" in from the edge with 4" of overhang.

### Front-to-back position:

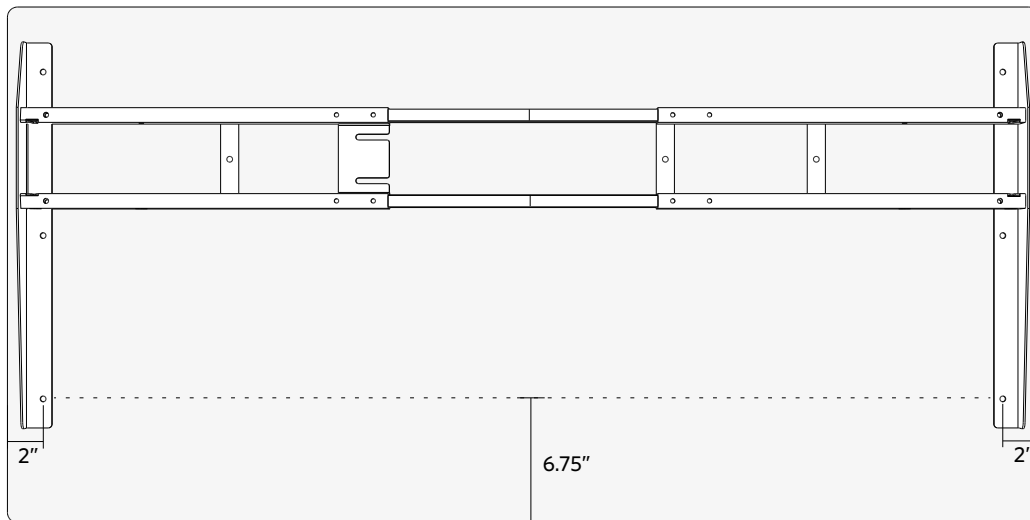
The Jarvis foot is 26.5" long. In order to prevent the foot from extending beyond the front of the desk top, we do not recommend using a top that is less than 27" deep. The front-most screw hole of the Side Bracket should be at least 6.75" from the front of the desk to keep Jarvis's toes from extending beyond the top.

### Laying it out:

The easiest way to position your own desk top on Jarvis is to partially assemble the frame and use it as a guide. This frame assembly is easier to maneuver than the entire frame and will allow you to see exactly how things line up and where all of the holes should be.

1. Lay your desk top on a padded workspace with the underside facing up, and the front of the desk top towards you.
2. Without the Lifting Columns, attach the Side Brackets to the Frame Ends as shown in steps 2 and 3, on page 7 for Narrow frames and page 8 for Wide frames.
3. Slide the Center Rails into the Frame Ends.

4. Position the frame assembly on the underside of your desk top, with the screw holes in the Side Brackets 2" or more from the side edges of the top, and the front-most hole 6.75" or more from the front (you-facing) edge of the top.
5. The example below shows a 28" x 56" desk top with the frame assembly correctly positioned. We now know where all the screws need to be placed.
6. Indent the center point of each hole with the tip of a phillips head screwdriver — this is more accurate and permanent than using a marker or pencil.
7. Disassemble the frame components and return to the standard assembly instructions on page 3.



## Contact

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Desks, chairs, & things  
to keep you moving

