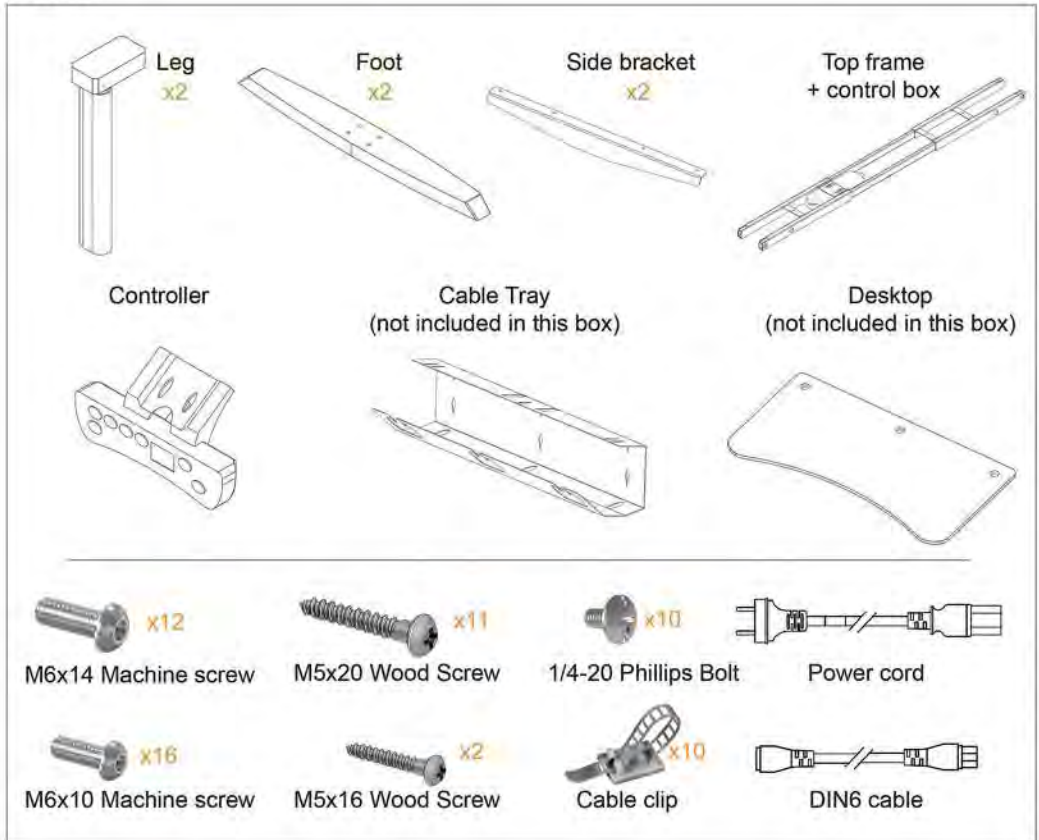How can we improve our assembly instructions?
Your comments and suggestions are important to us.
Please e-mail us at: support@versatables.com.

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Tools

4mm Allen wrench (included)	Phillips head screwdriver and/or hand drill	Tape measure

Parts

Leg x2	Foot x2	Side bracket x2	Top frame + control box

Controller	Cable Tray (not included in this box)	Desktop (not included in this box)

M6x14 Machine screw x12	M5x20 Wood Screw x11	1/4-20 Phillips Bolt x10	Power cord
M6x10 Machine screw x16	M5x16 Wood Screw x2	Cable clip x10	DIN6 cable

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Assembly

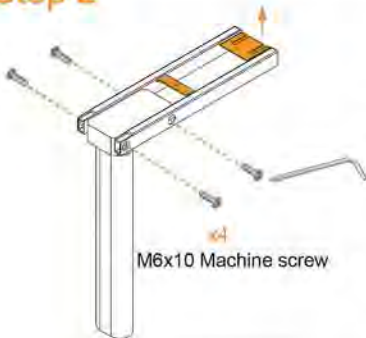### Step 1

Slide **control box (D)** off the frame. Fully separate **end frames (A+C)**, you will find the **center rails (B)** inside.

A   B   C

D
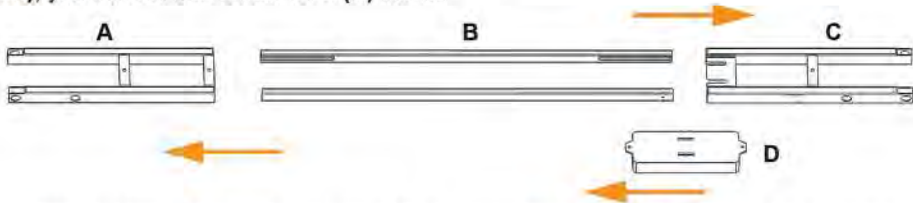
NOTE: End frame C is placed on the side of the desk you plan to mount the control box and controller. We recommend using the right side.

Step 2

Place **leg** into one of the **end frames** ensuring brackets are towards the top.

Align holes on **leg** with holes on **end frame** and insert four (4) **M6x10 machine screws** through the holes in the **end frame** and into the **leg**. Using the supplied **Allen wrench**, rotate each screw just a few times.

After all four screws are inserted, tighten all.

Repeat this step for the second pair of leg and frame.

x4
M6x10 Machine screw

Step 3

Slide the **side bracket** into the **end frame**.

Insert two (2) **M6x14 Machine screws** through the hole on the bottom of the **end frame** and into the **side bracket**. Using the supplied **Allen wrench**, rotate each screw just a few times.

After both screws are inserted, tighten both.

Repeat this step for the second leg/frame assembly.

x2
M6x14 Machine screw

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Assembly

Step 4
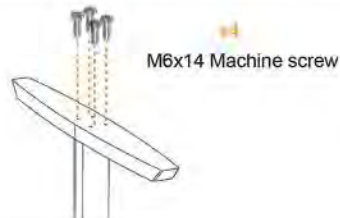
Slide the two **center rails** into the two **end frames** ensuring:

a) Center rail slots face inward
b) Center rail slots are closer to the top edge
   when the assembly is upside down
   (as shown in inset)
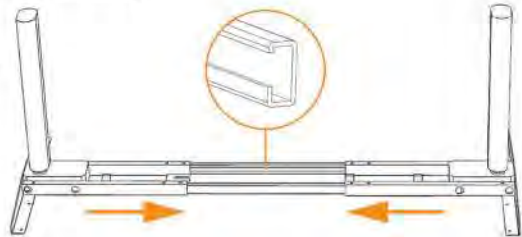
Step 5

For each **leg**, attach a **foot** with
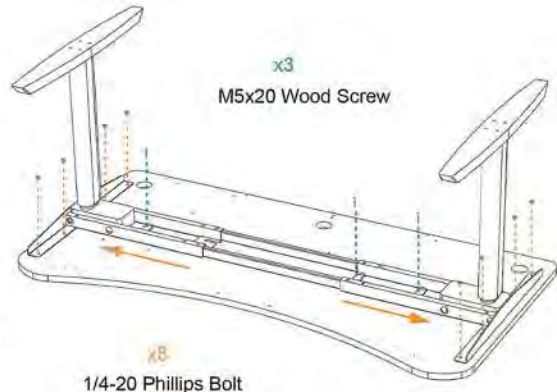four (4) **M6x14 Machine screws**
and tighten in a cross pattern.

x4
M6x14 Machine screw

Step 6

Place **desktop** with pre-drilled holes and
pre-installed inserts facing up.

Adjust the width of the **desk base** by
sliding the two **end frames** outward.

Align the holes on the **desk base** and
the underside of the **desktop.**

Attach the **desk base** to the **desktop**
using eight (8) **1/4-20 Phillips Bolts** for
the **side bracket** holes going into the
inserts. Use three (3) **M5x20 Wood
Screws** for the **end frame** holes going
into the **desktop**.

x3
M5x20 Wood Screw

x8
1/4-20 Phillips Bolt

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Assembly

Step 7

x2
M5x16 Wood Screw

Locate pre-drilled holes toward the front of the desktop. You can use the set of holes on either side, but we recommend using the right side.

Using two (2) **M5x16 Wood Screws**, attach the controller to the desktop.

Step 8

x8
M6x10 Machine screw

Lock the position of the **center rails** using eight (8) **M6x10 machine screws**, ensuring the screws come in contact with the center rails by sliding them as needed.
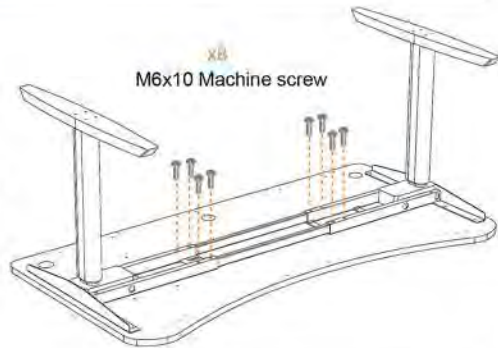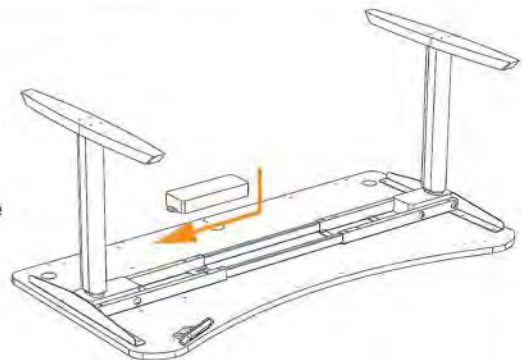
Step 9

Slide the **control box** onto the **end frame**.

Connect cable exiting **Leg** (controller & control box side) directly into the **control box**.

Connect **DIN6 cable** to the other **leg** and to the **control box**.

Connect **controller** cable to the **control box**.

Connect the **power cord** to the **control box**.

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Assembly

Step 10

*NOTE: If you purchased the 'Desktop Power Supply' add-on, skip this step and refer to the 'Add-on: Power Supply' instruction sheet.

a.

Insert two (2) **1/4-20 Phillips Bolts** into the threaded inserts shown (fig.A) and hand tighten about halfway.
(**DO NOT** tighten all the way yet)
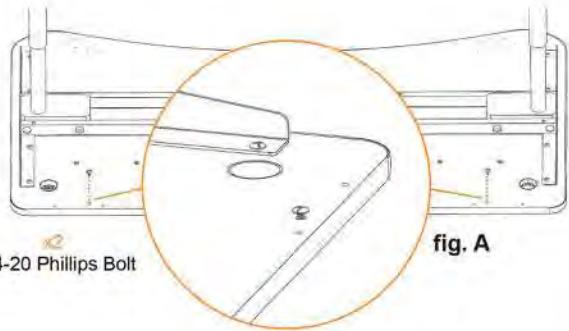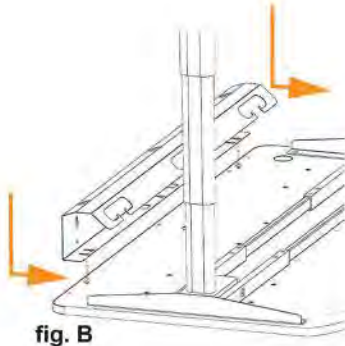
1/4-20 Phillips Bolt

fig. A

b.

Pass the bolts through the widest portion of the outter keyholes on the **cable management tray** by lowering the tray onto the underside of the desktop.

Slide tray all the way in so bolts are over narrower part of keyhole and back of the tray is flush against back of the desktop.

fig. B

c.

Tighten both bolts ensuring the tray is secured. Ensure your tray is placed correctly (fig.c) before tightening the bolts.

fig. C

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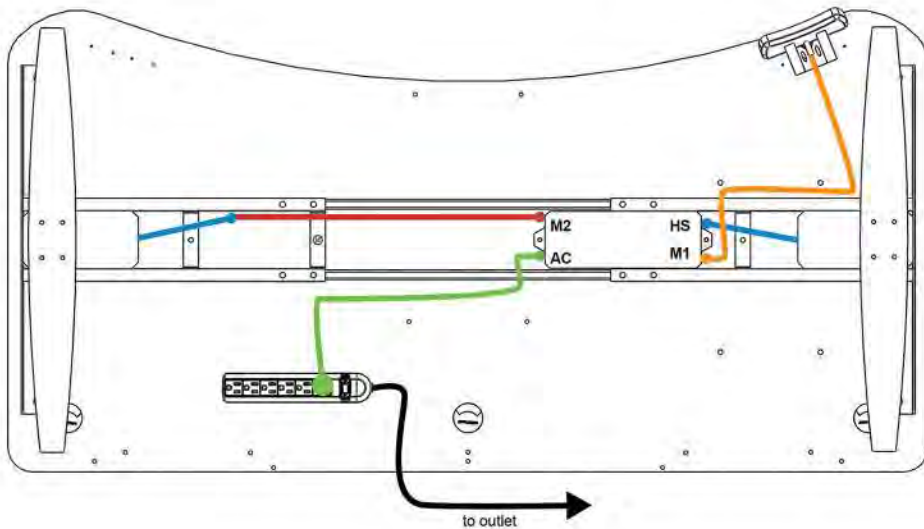Toll Free: 888-929-0322
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Assembly

Step 11

Using the adhesive back, stick the **power strip** onto the underside of the desktop as shown below.
Ensure all connections made in step 9 are secure and reflect the diagram below.
Connect the power cord exiting the control box to the power strip.
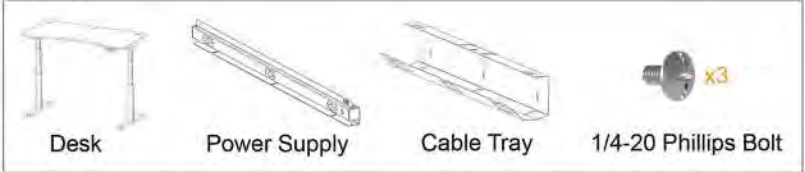

to outlet

M2
AC
HS
M1

Step 12

Using the adhesive-back **cable clips**, secure the cables so they do not sag.
Double check to ensure you don't have extra 'add-on' parts to install before proceeding.
With at least two people, grab the **DESK BASE** (**NOT the desktop**) and turn right-side up.
Adjust pre-installed glides on the feet as needed.
Plug the power cord into a 110V outlet.

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Add-on: Power Supply

Tools

Phillips screw-driver
(included)

Parts

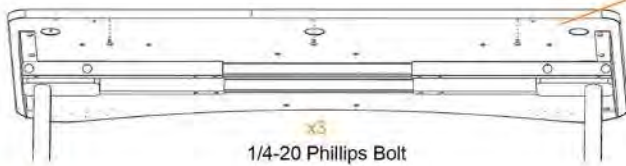Desk

Power Supply

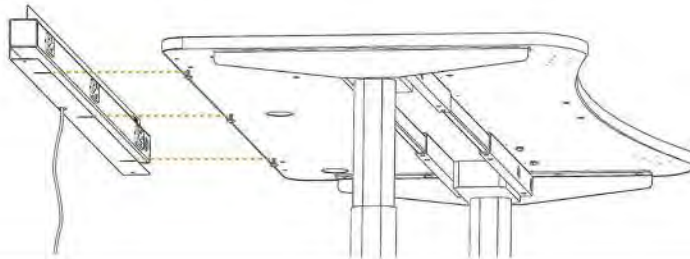Cable Tray

1/4-20 Phillips Bolt ×3

Assembly

Step 1

Insert two (3) **1/4-20 Phillips Bolts** into the 3 middle threaded inserts along the back of the desktop and hand-tighten about halfway.
(**DO NOT** tighten all the way yet)

×3
1/4-20 Phillips Bolt

Step 2

Slide the **power supply** in by aligning the slots on the bottom of the power supply with the 3 bolts inserted in the previous step.
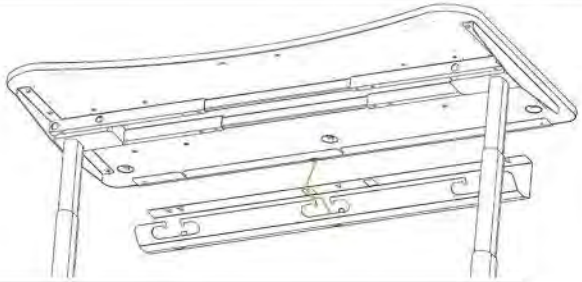
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Add-on: Power Supply

Assembly

Step 3

Pass the cable exiting the power supply through the suqare hole on the cable management tray.
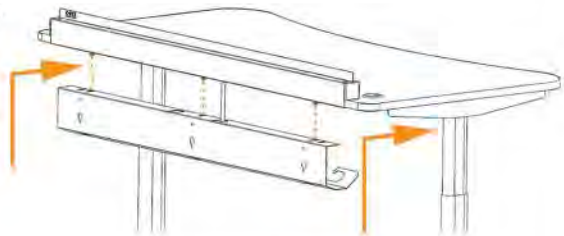
Step 4

Pass the bolts through the widest portion of the 3 middle keyholes on the **cable management tray** by raising the tray onto the underside of the desktop.
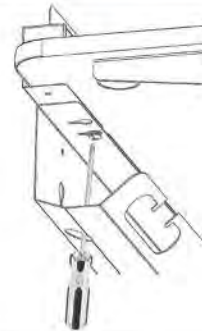
Then immediately slide the tray all the way in so bolts are over narrower part of keyhole

Let go slowly yo ensure the bolts are holding the tray up.

Step 5

Now tighten the 3 previously installed bolts with the provided **Phillips screw-driver** through holes on the cable management tray.
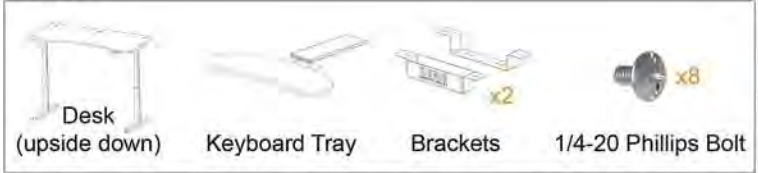
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Add-on: Sit to Stand Keyboard Arm and Tray

Tools

Phillips head screwdriver and/or hand drill	

Parts

Desk (upside down)	Keyboard Tray	Brackets x2	1/4-20 Phillips Bolt x8

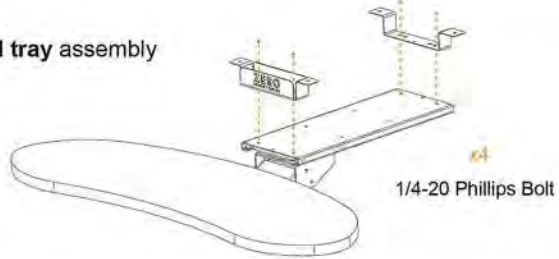## Assembly

Step 1

Attach two (2) **brackets** to the **keyboard tray** assembly using four (4) **1/4-20 Phillips Bolts**.

x4
1/4-20 Phillips Bolt

Step 2

Locate the four pre-installed inserts and align them with the holes in the brackets of the keyboard tray assembly.

Using four (4) **1/4-20 Phillips Bolts**, attach the Keyboard tray to the underside of the desktop.

x4
1/4-20 Phillips Bolt

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Add-on: CPU holder

Tools

Phillips head driver and/or hand drill

Parts

CPU Holder | Slide Bracket | Brackets x2 | 1/4-20 Phillips Bolt x6 | Lock Pin x2
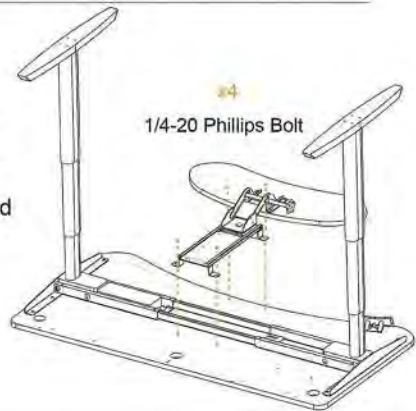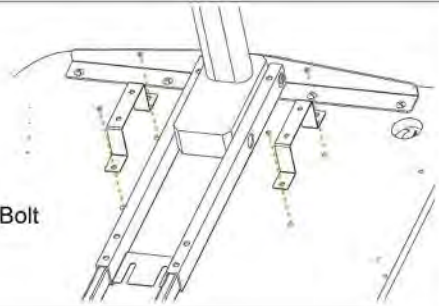
Assembly

Step 1

Attach the two (2) **brackets** to underside of the desktop with four (4) **1/4-20 Phillips Bolts**, on the side of the desk you would like the CPU holder to be on.
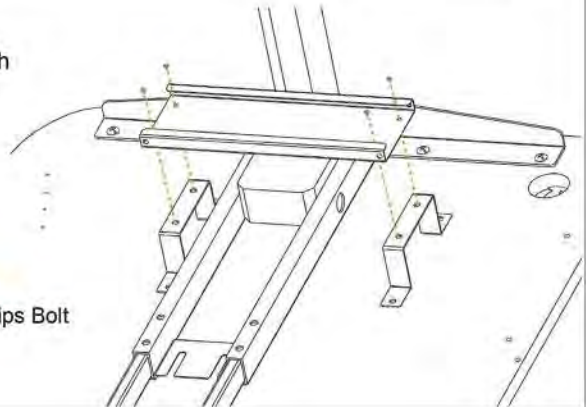
x4
1/4-20 Phillips Bolt

Step 2

Using four (4) **1/4-20 Phillips Bolts**, attach the **slide bracket** onto the two brackets from the previous step.

x4
1/4-20 Phillips Bolt

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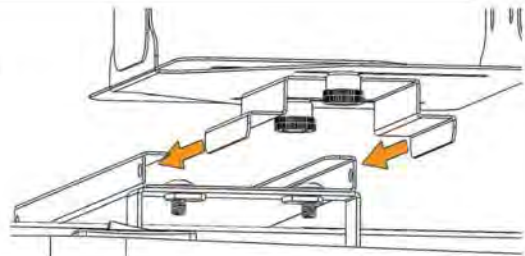
Add-on: CPU holder

Assembly

Step 3

Be sure that the Carriage Screws are facing the Inside of the CPU Holder and the Thumb Nuts and Washers are facing Outside.
Use the **Thumb Nuts** to adjust the CPU Holder to the desired size.

Carriage Screw

Carriage

Washer

Thumb Nut

Inside

Outside
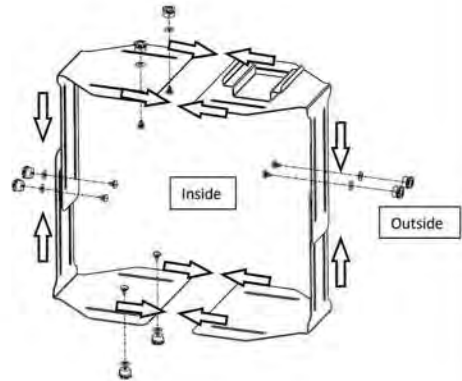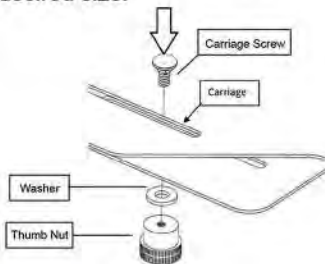
Step 4
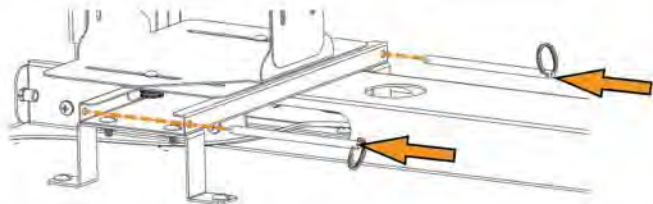
Slide the **CPU holder** into the **Slide Bracket**.

Step 5

Pass the **lock pins** through the **Slide Bracket** holes.

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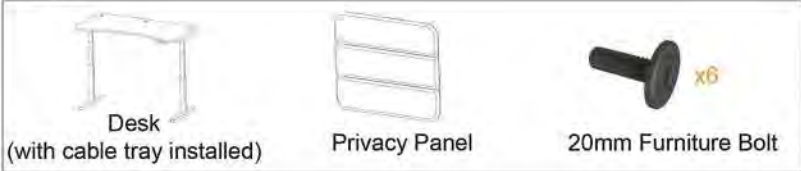14105 Avalon Blvd.
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Add-on: Privacy Panel

Tools

Phillips head driver and/or hand drive

Parts

Desk
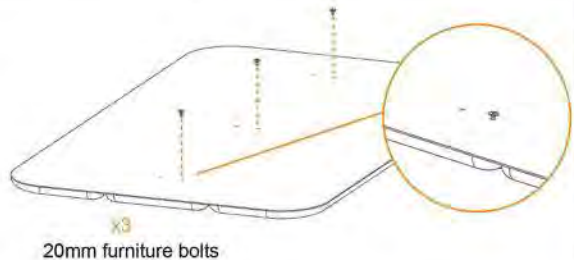(with cable tray installed)

Privacy Panel

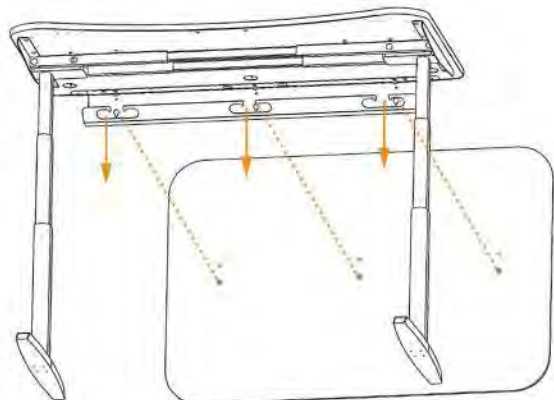20mm Furniture Bolt
x6

Assembly

Step 1

Insert three (3) **20mm furniture bolts** into the 3 lower threaded inserts on the inside of the **privacy panel** and and hand-tighten about halfway.
(**DO NOT** tighten all the way yet)

x3
20mm furniture bolts

Step 2

Pass the **bolts** on the inside of the **privacy panel** through the widest portion of the keyholes on the back of the **cable management tray** and then gently drop the **privacy panel** down so the **bolts** sit into the narrower part of the keyhole.

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Add-on: Privacy Panel

Assembly

Step 3

Tighten the 3 bolts from 'Step 1' using the allen key.
Insert and tighten three (3) more **20mm furniture bolts** into the upper set of threaded inserts.

x3
20mm furniture bolts

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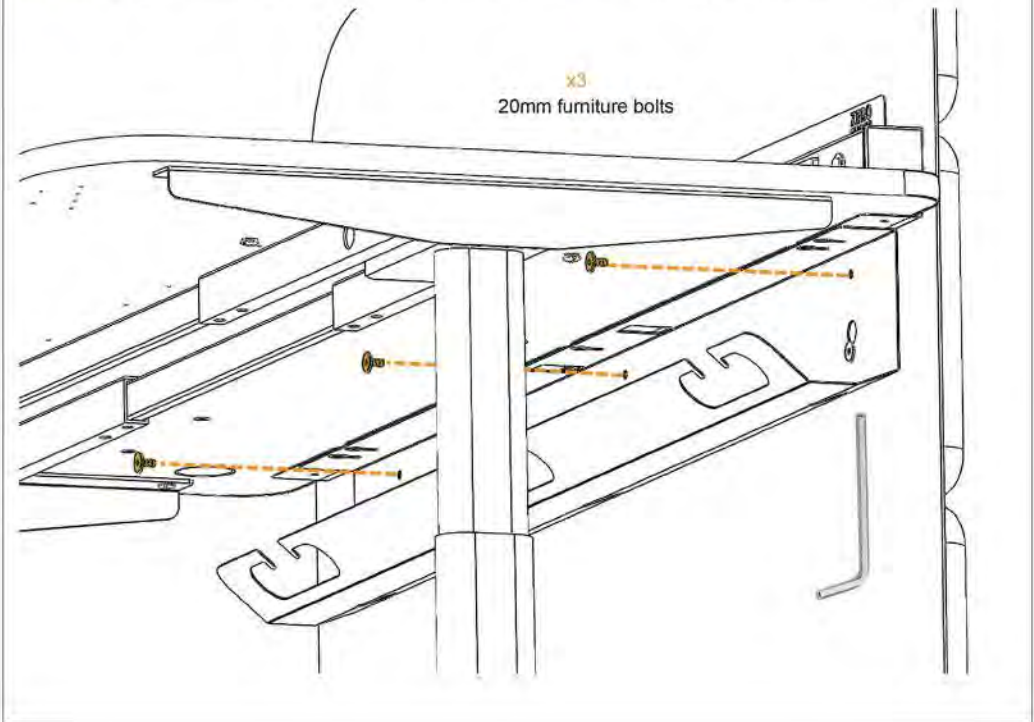
Use

⚠️ **IMPORTANT:** You must RESET the desk prior to use.
Make sure no obstacles are in the desk's path and the desktop is away from walls.
Make sure all cables are the appropriate length to accomodate the change in height.

Reset Procedure: Press and hold DOWN button on controller until desk reaches its lowest height. Release DOWN button. Press and hold DOWN button again until LED displays "ASR". Release DOWN button. Press and hold DOWN button again until desk slightly lowers, rises and stops. Release DOWN button.Your desk is now ready to use!

Adjusting Desk Height: The desk base can be adjusted by pressing and holding either the UP or DOWN button until the desired height is reached.

Creating Height Presets: The desk's controller is programmable for up to four presets. To create a preset, use the UP and DOWN buttons to find a desired height, then
press the 'S' button followed by Preset buttons 1 through 4.

CAUTION: Once a preset button is pushed, the desk will move to the programmed height.

Trouble Shooting

If your desk is not functioning properly it may need to be reset. Unplug the power cord for 20 seconds. Plug the power cord back in and follow the RESET procedure outlined above.

If your desk's contoller LED readout displays an error code "Er1 - Er13" or "ASR", confirm that all wired connections are secure, then perform the reset procedure above.

If the error message persists after the reset procedure contact Versa Tables.

If the height difference between the legs exceeds 1.5 inches, stop the reset procedure and contact Versa Tables immediatly.

If the controller displays "HOT", allow the components to cool down for 20 minutes.

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Technical Specifications

Height Range	23.5" - 49" (excluding desktop)
Base Width	42" min. - 74" max
Travel Speed	1.5" per second (no load)
Weight Capacity	1000N
Duty Cycle	10%. Max. 2 mins on, 18 mins off
	Soft start / stop
	Adjustable Leveling Studs
	4 Memory presets

Calibrating the Height

Press the DOWN button until the desk reaches the lowest position.
Measure the height from the floor to the top surface of the desktop.
If the displayed height does not match your measurement, follow these steps:
Press the DOWN button until display flashes "ASR".
Press the "S" button until the numeric display begins flashing.
Use the UP/DOWN buttons to set the value so that it matches your measured height.
Once display changes back to "ASR", press DOWN button until the desktop lowers and rises slightly.

Setting the Upper/Lower Limits

The desk is designed to go to its minimum and maximum height limits, allowing for the widest possible range. If you prefer a narrower range, follow these steps to adjust the upper and lower limits:

To Set a new maximum desk height:
Press the UP or DOWN button to move the desk to the desired maximum height.
Press the "S" button once, and then the UP button once. The Display will flash "S-"
Press and hold the "S" button until the Display shows "999", and then changes to numeric value of new upper limit.
To Set a new minimum desk height:
Press the UP or DOWN button to move the desk to the desired minimum height.
Press the "S" button once, and then the DOWN button once. The Display will flash "S-"
Press and hold the "S" button until the Display shows "000" and then changes to numeric value of new lower limit.
Removing adjusted maximum and minimum heights:
Press and hold the "S" button until the display flashes "S-".
Within 5 seconds, press the "S" button again and hold for 2 seconds. The display will change to "555" and return to the current numeric height setting. Limits are now removed.

Note: If memory settings were previously set outside of the new minimum and maximum height settings, they will default to the new minimum and maximum settings. To set new minimum and maximum height settings outside of the current settings, you will need to first remove the current minimum and maximum settings.

Controller Lock

The keypad can be locked to prevent accidental activation or movement of the desk.
To lock: Press and hold "S" button until display changes to "LOC"
To unlock: Press and hold "S" button until display changes to numeric height setting.
NOTE: If a power outage occurs, the program will automatically return to the unlocked setting.

Changing Units

Press the DOWN button until the desk reaches the lowest position.
Press the DOWN button again until display flashes "ASR".
Press and hold the "2" button until display shows "10.3" (centimeters) or "10.4" (inches).
Press and hold the "2" button again until desired setting is reached. Once the chosen setting is displayed, release the button and wait about 5 seconds for the display to return to "ASR".
Press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.

Anti-Collision Sensitivity

The desk has an Anti-Collision Sensitivity that will stop the desk's movement if it hits something on the way down or up. You can change this Sensitivity level by doing the following:
Press the DOWN button until the desk reaches the lowest position.
Press the DOWN button until display flashes "ASR".
Press and hold the UP button until display shows "10.5", "10.6", or "10.7"
    "10.5" = 10 kg pressure (22 lbs) (most sensitive)
    "10.6" = 15 kg pressure (33 lbs)
    "10.7" = 20 kg pressure (44 lbs) (least sensitive)
Press and hold the UP button again until desired setting is reached. Once the chosen setting is displayed, release the button and wait about 5 seconds for the display to return to "ASR".
Press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.

One-Touch/Constant-Touch

These steps allow the desktop to be set to either One-Touch or Constant-Touch. One-Touch requires only a single touch of the "1, 2, 3, or 4" buttons to move the desktop to a preset memory location. OneTouch is the default setting. Constant-Touch requires a continuous touch of the "1, 2, 3, or 4" button to move the desktop to a preset memory location.
To change between One-Touch and Constant-Touch:
Press the DOWN button until the desk reaches the lowest position.
Press the DOWN button again until display flashes "ASR".
Press and hold the "1" button until display shows "10.1" (One-Touch) or "10.2" (Constant-Touch)
Press the "1" button again until desired setting is reached. Once the chosen setting is displayed, release the button and wait about 5 seconds for the display to return to "ASR".
Press the DOWN button until the desktop lowers slightly, then rises slightly and the display changes back to the numeric height setting.

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