
Activ Pro 2.0

Assembly Guide



Contents

Safety Statement 3-5

FCC Statement 6

Hardware, Components & Optional Accessories. 7

Preparing for Assembly 8

Adjusting the Stretcher Frame & Cantilevers..... 9

Attaching Stretcher Frame.....10

Attaching Columns.....11

Attaching Cantilevers and Handset.12

Feet Assembly.....13

Attaching Wire Management14

Attaching Control Box.15

Connecting Handset and Power16

Replacing Glides with Castors (Optional)17-18

Program Height Memory Presets.19



Safety Statement

IMPORTANT SAFETY INSTRUCTIONS

READ ALL INSTRUCTIONS BEFORE USING THIS FURNISHING. READ AND SAVE INSTRUCTIONS AND CONFIRM CRITICAL COMPONENTS ARE IN PLACE BEFORE USE.

PLEASE SAVE THESE INSTRUCTIONS IN AN OBVIOUS PLACE FOR THE END USER AFTER ASSEMBLY.

WARNING



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

DANGER - To reduce the risk of electric shock: Always unplug this furnishing from the electrical outlet before cleaning or servicing.

WARNING – To reduce the risk of burns, fire, electric shock or injury to persons:

1. Unplug from outlet before putting on or taking off parts.
2. **DO NOT OPERATE THIS EQUIPMENT UNLESS PROPERLY TRAINED.** Read this guide first.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. **DO NOT ALLOW USE BY CHILDREN** or people unable to understand the risks and to safely adjust the desk.
5. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
6. Keep the cord away from heated surfaces.
7. Remove and secure power cord when not in use to prevent children from operating the desk unsupervised.
8. Never drop or insert any object into any opening.
9. Do not use outdoors.
10. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
11. To disconnect, turn all controls to the off position, then remove plug from outlet.
12. Use only SJT, minimum 18/3 AWG, 105 degree C cord.
13. Maximum load 250 lbs including worksurface.

Activ Pro 2.0 height adjustable base model APS2B and APS3B doesn't include a worksurface.

- The base is not complete until assembled with a worksurface.
- Read instructions to determine the appropriate size, shape, and weight of the worksurface to be used.
- The worksurface to be installed must have a maximum flame-spread rating of 200 evaluated by UL723 or ASTM E162.
- This base is not designed to stand on its own. Failure to follow the installation procedures of attaching stretcher frame, cantilever and column (components of the base) first onto the worksurface may result in **TIP OVER** resulting in death or serious injury.

WARNING: Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.

- For products sold in North America and other 120V regions: the product is for use on a nominal 120-V circuit.
- These products use a grounded plug that looks like the plug illustrated below.
- Make sure that the product is connected to an outlet having the same configuration as the plug.
- No adapter should be used with this product.

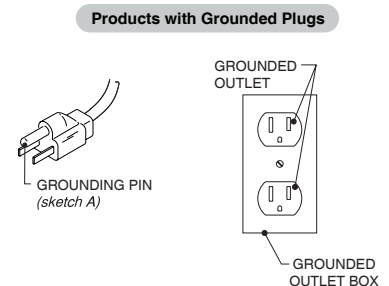


Figure 1
Grounding methods

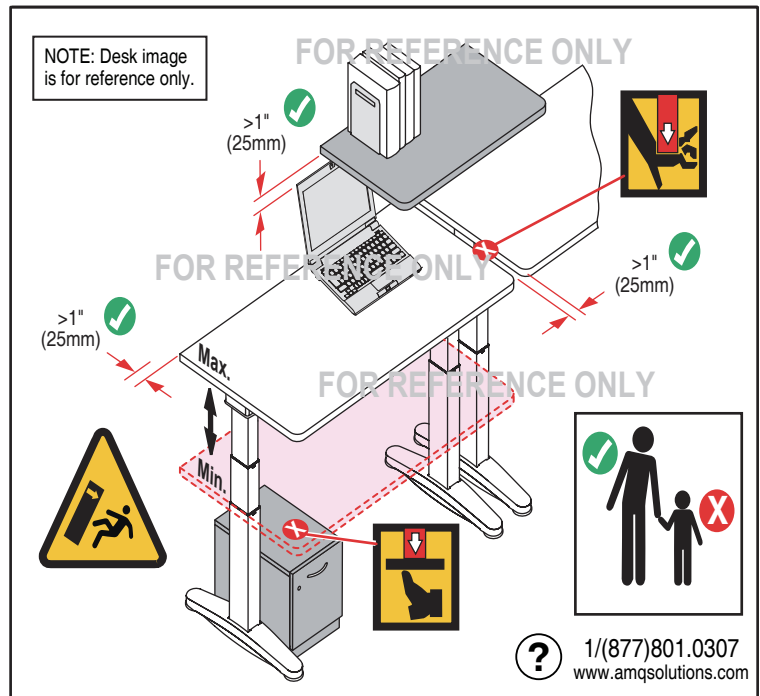
Safety Statement

WARNING

RISK OF SERIOUS INJURY DUE TO PINCH POINTS, TIPOVER, OR POTENTIAL COLLAPSE.

This powered, adjustable height desk appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with the appliance.

- **RISK OF DEATH OR SERIOUS INJURY.** Raising or lowering desk can trap, pinch or crush body parts or property.
 - **CRUSH HAZARD - DO NOT PLACE FEET, LEGS OR OTHER BODY PARTS ON OBJECTS PLACED UNDER TABLE TOP OR BELOW MODESTY PANEL.**
 - **DO NOT OPERATE THIS EQUIPMENT** unless properly trained.
 - **DO NOT ALLOW USE BY CHILDREN** or people unable to understand the risks and to safely adjust the desk height.
 - **INSPECT REGULARLY.** Stop using if product is damaged or has loose parts. Only repair with AMQ authorized parts and methods.
 - **MAINTAIN >1" (25mm) GAP ABOVE OBJECTS ON DESK AT MAX HEIGHT AND BETWEEN THE DESK & 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.)
 - Always lock castors 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.



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.

Safety Statement

WARNING

RISK OF SERIOUS INJURY:

POTENTIAL FOR INJURY: The use of worksurfaces that do not comply with the AMQ defined criteria and limitations could cause personal injury or property damage due to pinch points, instability, or other problems.

POTENTIAL FOR NON-COMPLIANCE: The use of worksurfaces that do not comply with AMQ criteria **VOIDS** any AMQ claims of compliance with ANSI/BIFMA, UL, LEED, or other applicable requirements. The use of non-AMQ worksurfaces on AMQ adjustable-height bases may **NOT** be accepted as compliant to municipal electrical codes or OSHA federal workplace standards, because this use does not create an NRTL (UL, ETL, etc.) listed product. AMQ is not responsible for the ultimate determinations of compliance for height-adjustable bases with non-AMQ worksurfaces. AMQ assumes NO liability for lack of standards compliance in these instances.

WARRANTY RESTRICTIONS: The use of non-AMQ supplied worksurfaces **VOIDS** all AMQ warranties, expressed or implied.

DISCLAIMER: The use of non-AMQ worksurfaces is **NOT** recommended. Any use of a non-AMQ worksurface requires additional investigation by the customer regarding the appropriate use. It is the sole responsibility of the customer to determine the suitability and safety of the selected worksurface construction and attachment means. The following information is provided as a guideline, but does not address all potential issues. Customers should seek professional guidance as to the appropriateness of their chosen worksurface.

MANDATORY REQUIREMENTS REGARDLESS OF WORKSURFACE MATERIAL OR CONSTRUCTION:

FASTENERS: Adjustable-height bases include fasteners intended for use with AMQ worksurfaces.

These fasteners may potentially also be suitable for worksurfaces meeting the following criteria:

- Medium-density or higher particleboard or fiberboard cores with High-pressure laminate (HPL), Low-pressure laminate (LPL) or veneer & backers
- Thickness of .984" (25 mm) or greater
- Fasteners located a minimum distance of .984" (25 mm) from any edge

Any other worksurface construction will require different and/or additional fastening means and these means must be determined by the project's designer, architect, or engineer. For example, solid-surface materials should use appropriate threaded inserts and corresponding fasteners or similar attachment means.

In all cases, all fastener locations provided in the base attachment features **MUST** be used (e.g. if attachment plate has 6 screw holes, all 6 holes must be used for attachment).

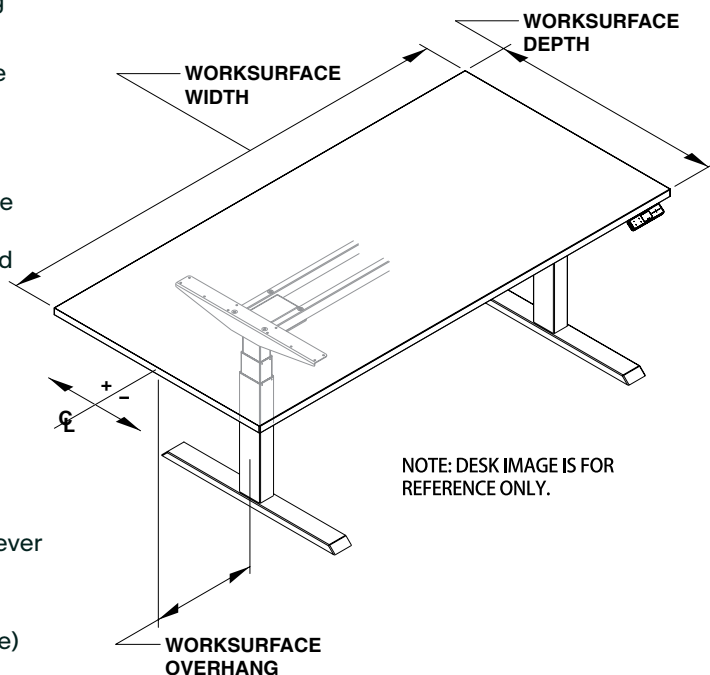
FLAMMABILITY: Any worksurface or similar large part > 10ft" 2 must have a flame spread < 200 and a smoke developed index < 450 when tested per UL 723.

SHARP EDGES: All accessible edges of the worksurface must meet UL 1439 test for sharp edges.

DIMENSIONAL LIMITATIONS:

- Worksurface depth not to exceed 30" (762 mm)
- Longitudinal worksurface position on cantilever must be on centerline $\pm 1/8"$ (3.17 mm)
- Worksurface overhang (distance from side of support cantilever to edge of worksurface) must be $1" \pm 1/16"$
- Maximum worksurface width may not exceed 72" (1828 mm)

FOLLOW ALL WARNINGS PROVIDED FOR BASE AND WORKSURFACE.



FCC Statement



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.

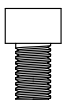
This equipment has been tested and found to comply with the limits for a class B digital device pursuant to Part 15 for FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio 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 AMQ could void your authority to operate the product.

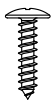


Hardware, Components & Optional Accessories

Hardware



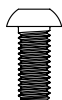
M10*16
x 8



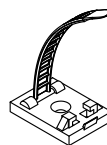
ST5*18
x 2



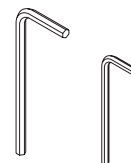
ST5*25
x 19



M6*16
x 8

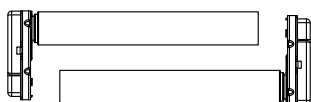


Cable
Management
Clip
x 2

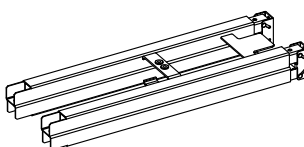


8mm 4mm
Allen Keys

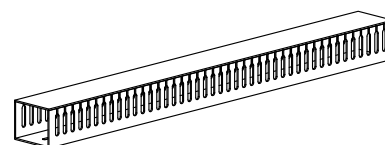
Components



Column (left & right)
(3-Stage or 2-Stage
Column)



Stretcher Frame



Wire Management

T - Type



Cantilever set
(left & right)

C - Type



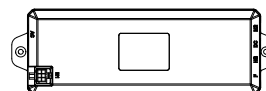
Cantilever set
(left & right)



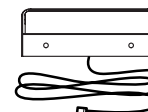
Controller cable
x 1



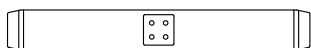
Power cable
x 1



Control Box
x 1



LED control
handset
x 1

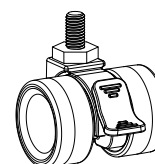


Feet set
(either 23" or 28")



Feet set
(either 23" or 28")

Optional



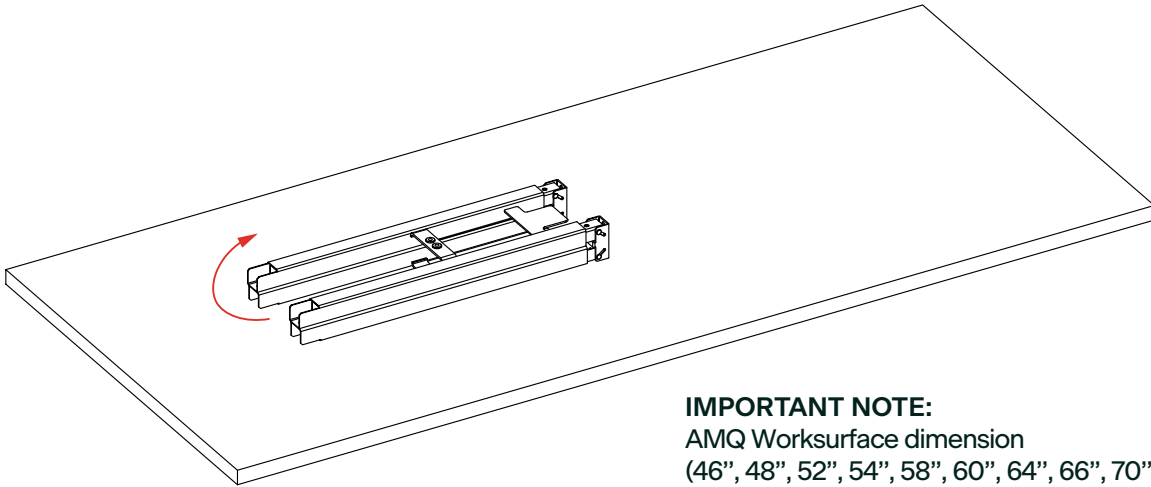
Castor with brake
x 4

- Activ Pro 2.0 Height Adjustable Desk, model APS2, APS3. Activ Pro 2.0 Height Adjustable Base, model APS2B, APS3B.
- RATING: 120Vac, 60Hz, 5A.
- Max. Load including worksurface: 250Lbs.
- Feet and cantilevers are boxed separately.
- DC port of the control box is not used.
- 23" feet are used with 23" or 24" depth worksurface. 28" feet are used with 29" or 30" depth worksurface.
- Duty Cycle: 2 minutes of continuous operation on/ 18 minutes non-operation off.

Phase 1 | Preparing for Assembly

Step 1

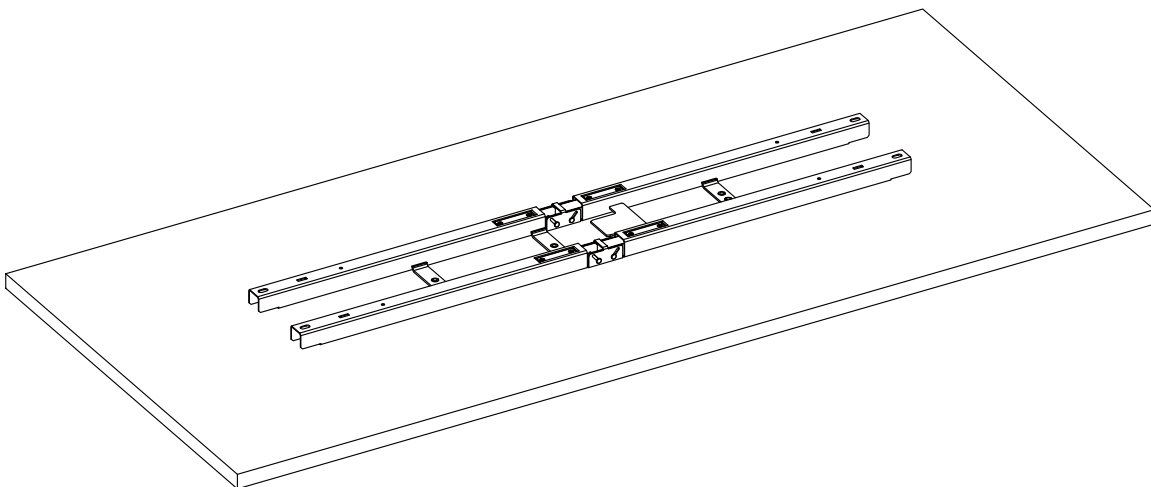
Start by laying the worksurface down on the floor with the top down. Place the Stretcher Frame on the worksurface and open it.



IMPORTANT NOTE:

AMQ Worksurface dimension
(46", 48", 52", 54", 58", 60", 64", 66", 70" or 72" in width.
23", 24", 29" or 30" in depth.
1" in thickness)

Maximum load including the worksurface is 250 lbs.
Maximum weight of AMQ worksurface is 60 lbs.
The maximum load allowed on Activ Pro 2.0 height
adjustable desk (provided with AMQ worksurface)
model APS2 and APS3 is 190 lbs.



WARNING

The base (without a worksurface) is not designed to stand on its own. Failure to follow the installation procedures of attaching stretcher frame, cantilever and column (components of the base) first onto the worksurface may result in TIP OVER resulting in death or serious injury.

Phase 2 | Adjusting the Stretcher Frame & Cantilevers

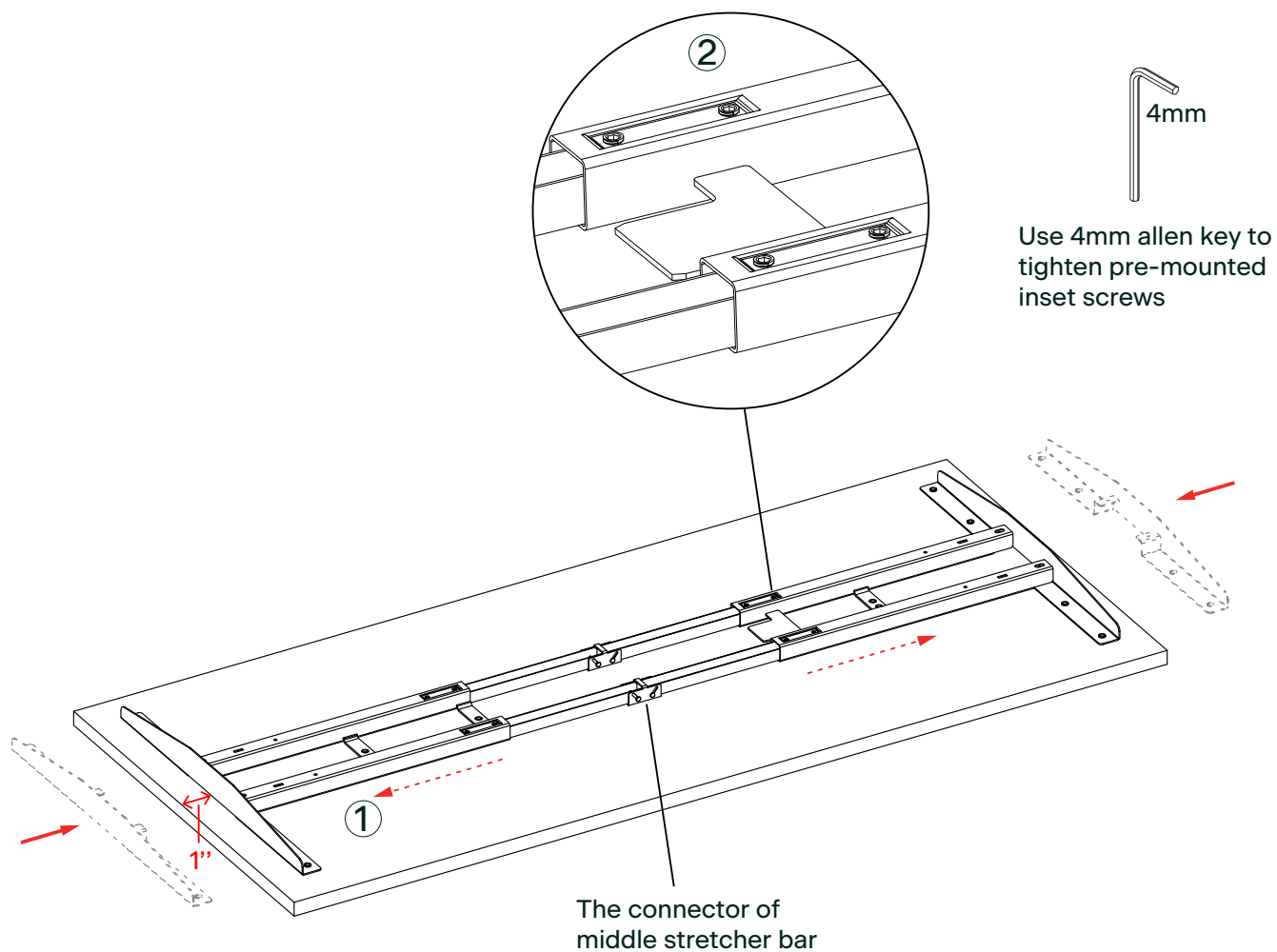
Step 1

Adjust the Stretcher Frame to desired width.
Insert Cantilevers on each end.

Note: The worksurface should be center aligned with the cantiliver depth and should have 1" of overhang on each end.

Step 2

Once at correct width – and ensuring that connector of middle stretcher bar are aligned – tighten all inset screws.

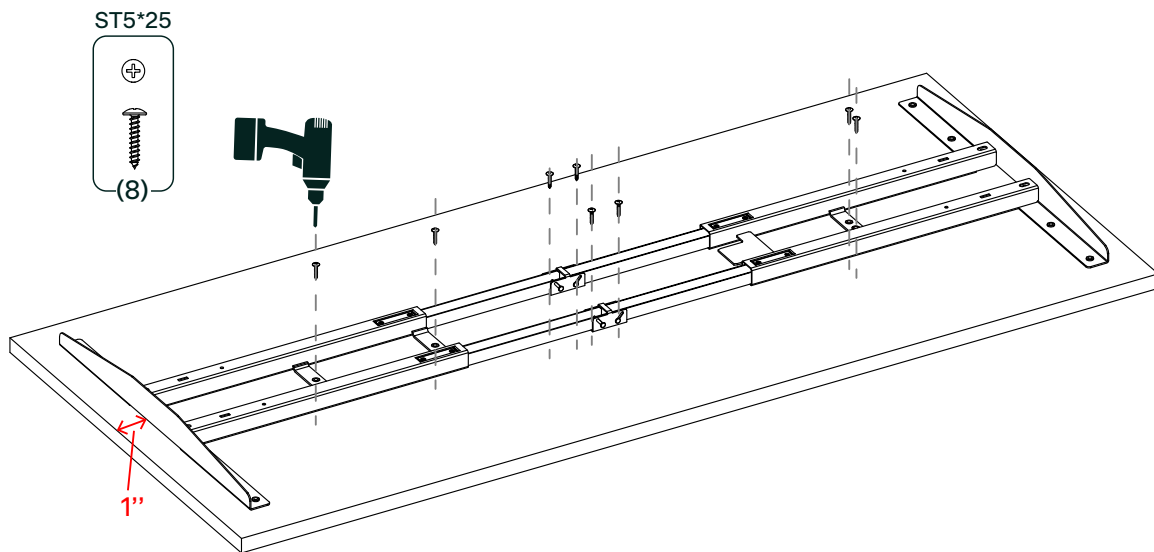


Phase 3 | Attaching Stretcher Frame

Step 1

Double check to ensure that the Stretcher Frame and Cantilevers are properly positioned on the underside of the worksurface, and then fix 8 frame screws with a wireless drill.

Note: The worksurface should be center aligned with the cantiliver depth and should have 1" of overhang on each end.



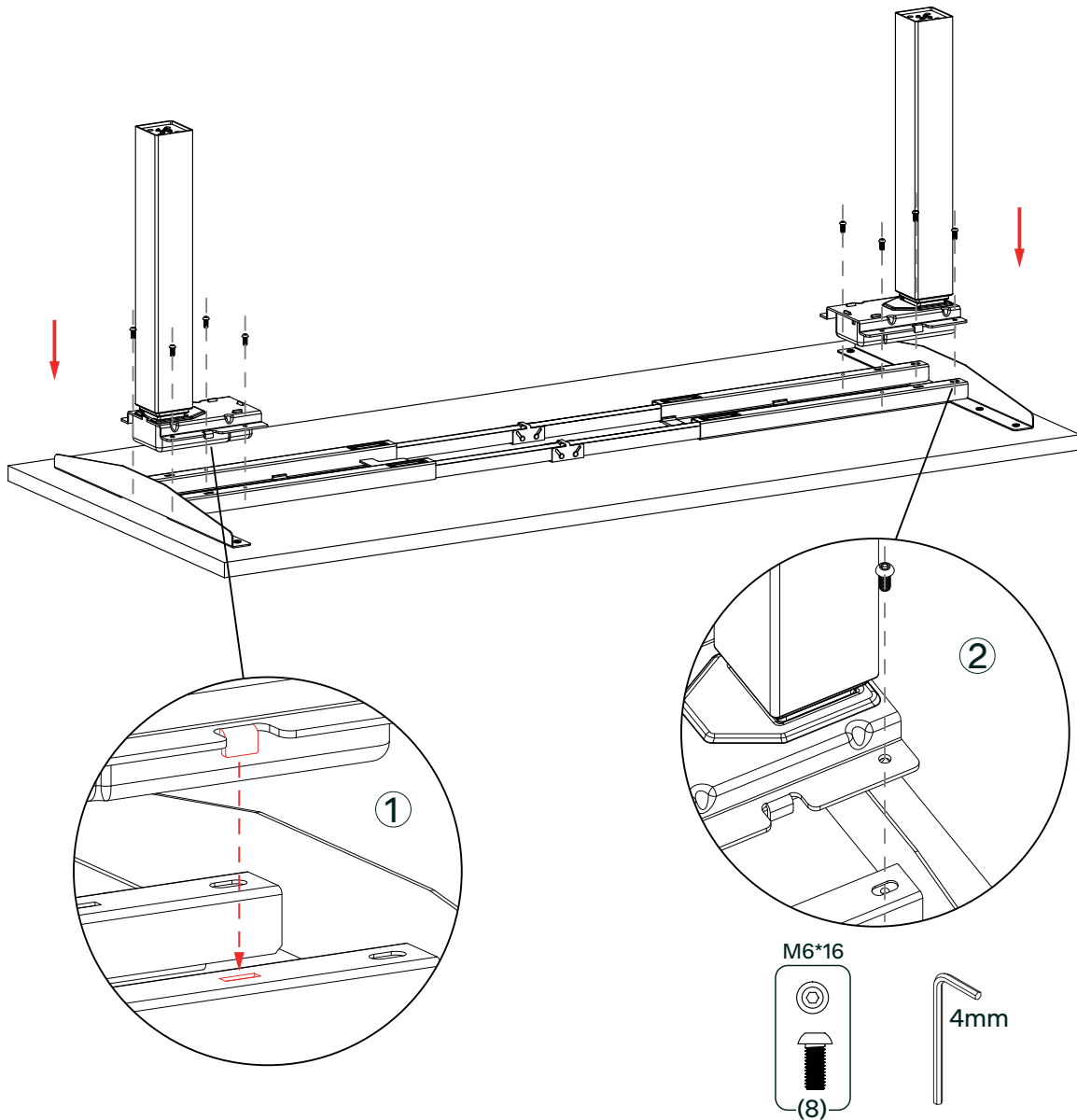
Phase 4 | Attaching Columns

Step 1

Press column to make the buckle on the column snap into the groove on stretcher frame.

Step 2

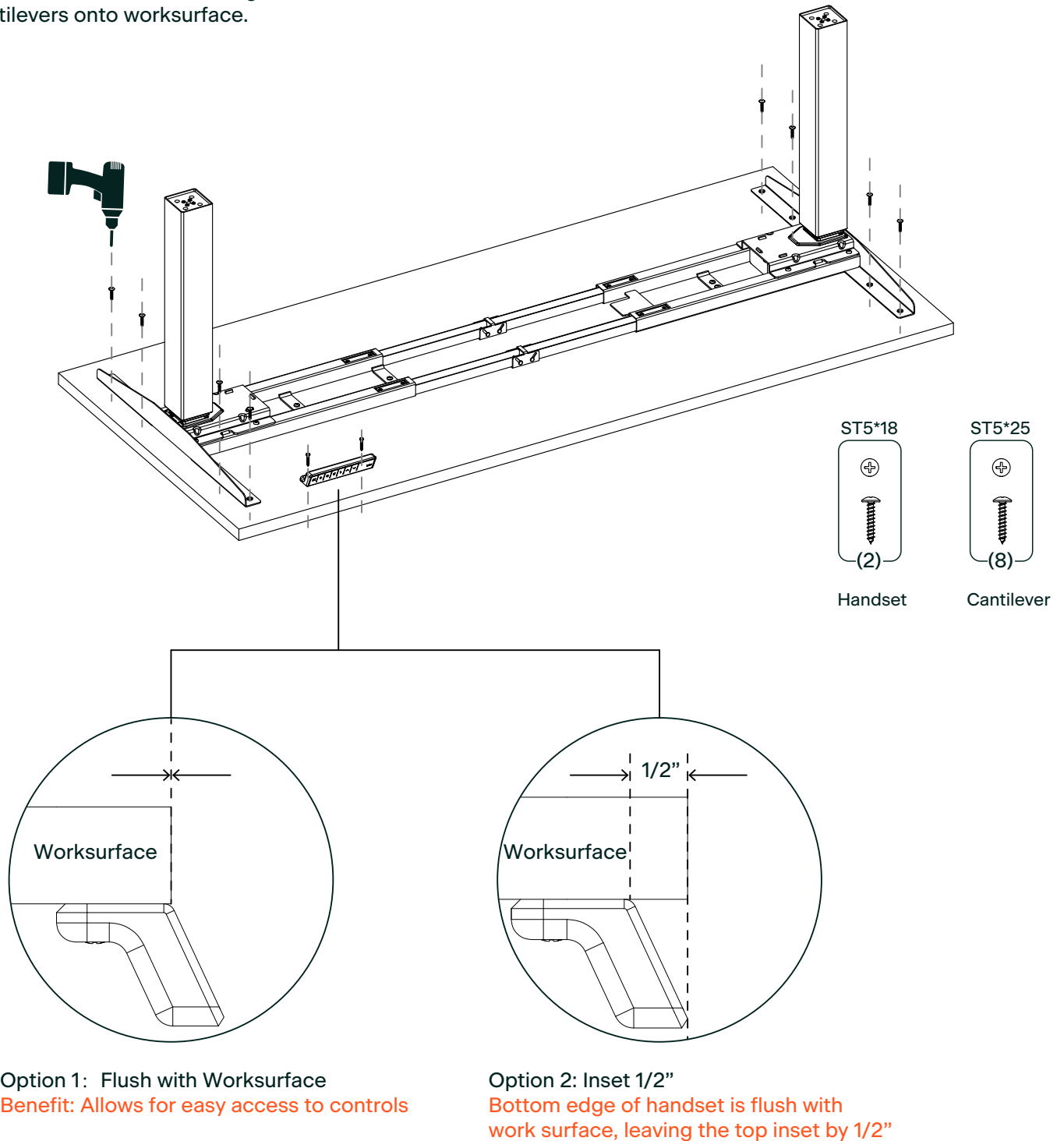
Adjust the Columns and Cantilevers, fixed tighten M6*16 screws.



Phase 5 | Attaching Cantilevers and Handset

Step 1

Use a wireless drill to tighten ST5*18 screws to assemble the handset onto worksurface. Tighten ST5*25 screws to assemble cantilevers onto worksurface.

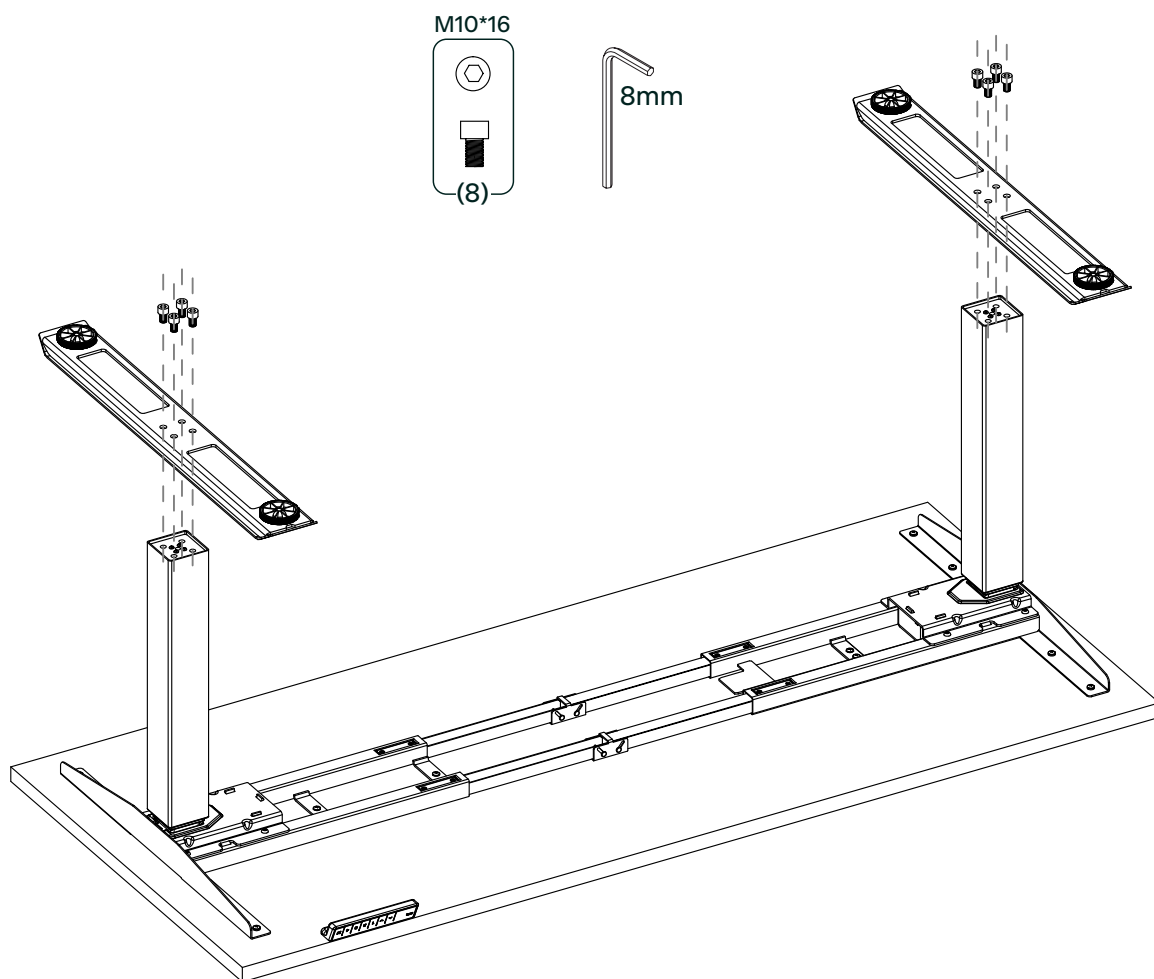


Installation recommendations

Phase 6 | Feet Assembly

Step 1

Attach feet using M10 socket screws. Match all 4 holes first to confirm fit before tightening completely.



Phase 7 | Attaching Wire Management

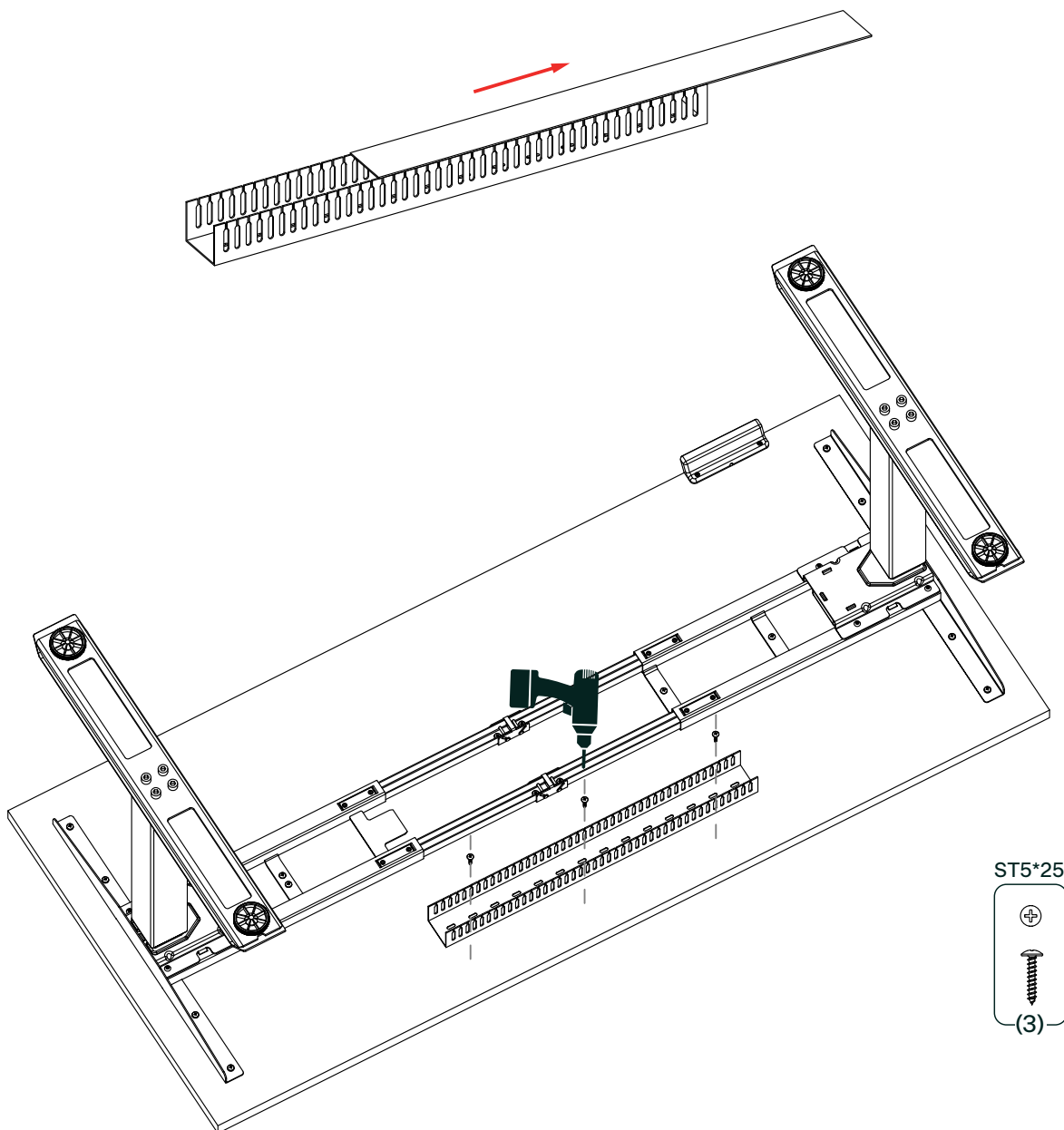
Step 1

Slide to both sides to open the cover of the Wire Management.

Step 2

Double check to ensure that the Wire Management is properly positioned on the underside of the worksurface, and then attach with wood screws.

Note: The Wire Management should be center aligned with the worksurface width, and the Wire Management centered between the Stretcher Frame and the edge of the worksurface.

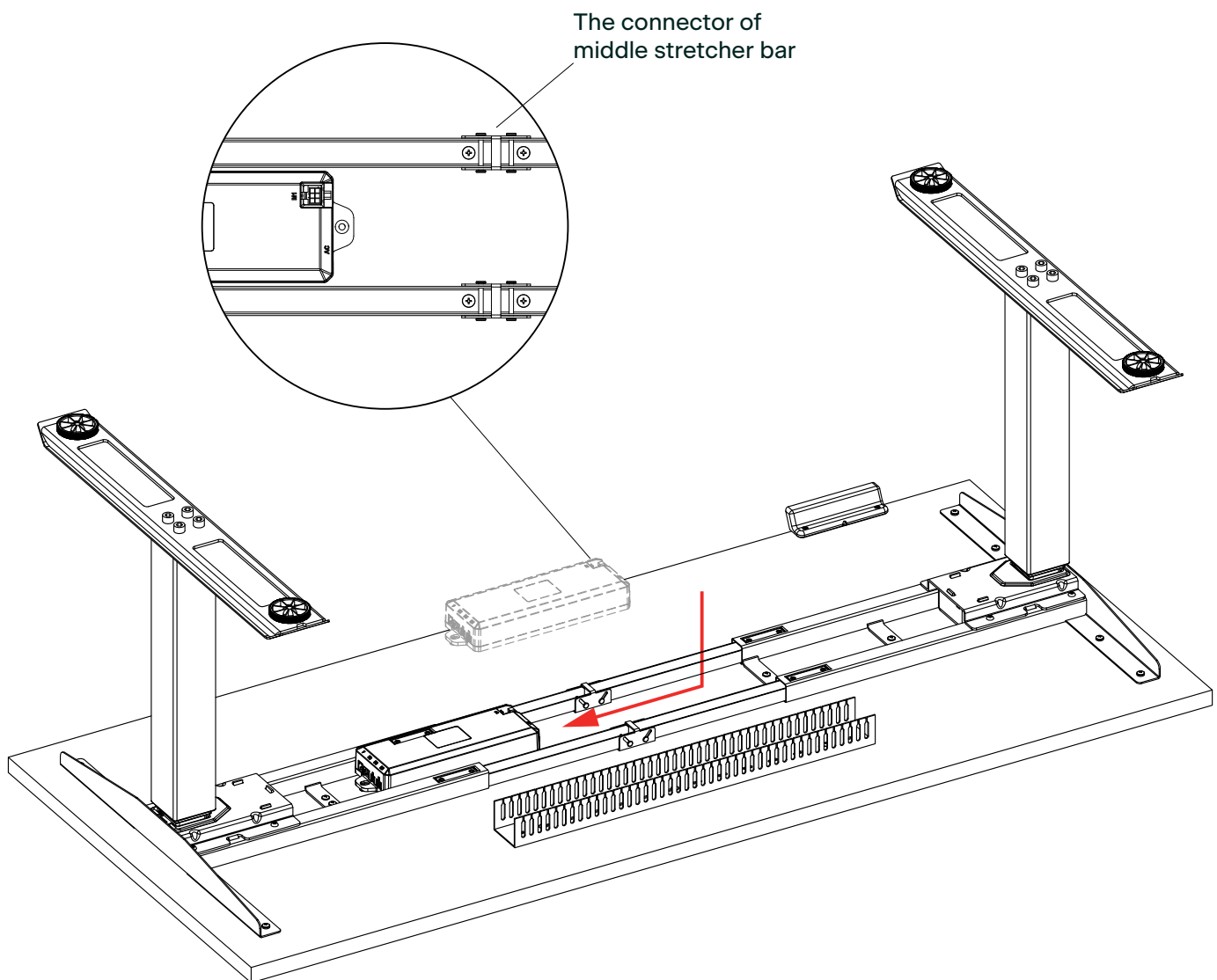


Phase 8 | Attaching Control Box

Step 1

Place the control box on top of the slot plate and push it inside. Snap the control box onto the slot plate.

Note: The M1 connector faces the connector of middle stretcher bar.



Phase 9 | Connecting Handset and Power

Step 1

Make sure that the Left motor plugs into the M2 port, and the Right motor plugs into the M1 port.

Step 2

Connect power plug after the motors and handset are connected properly.

Step 3

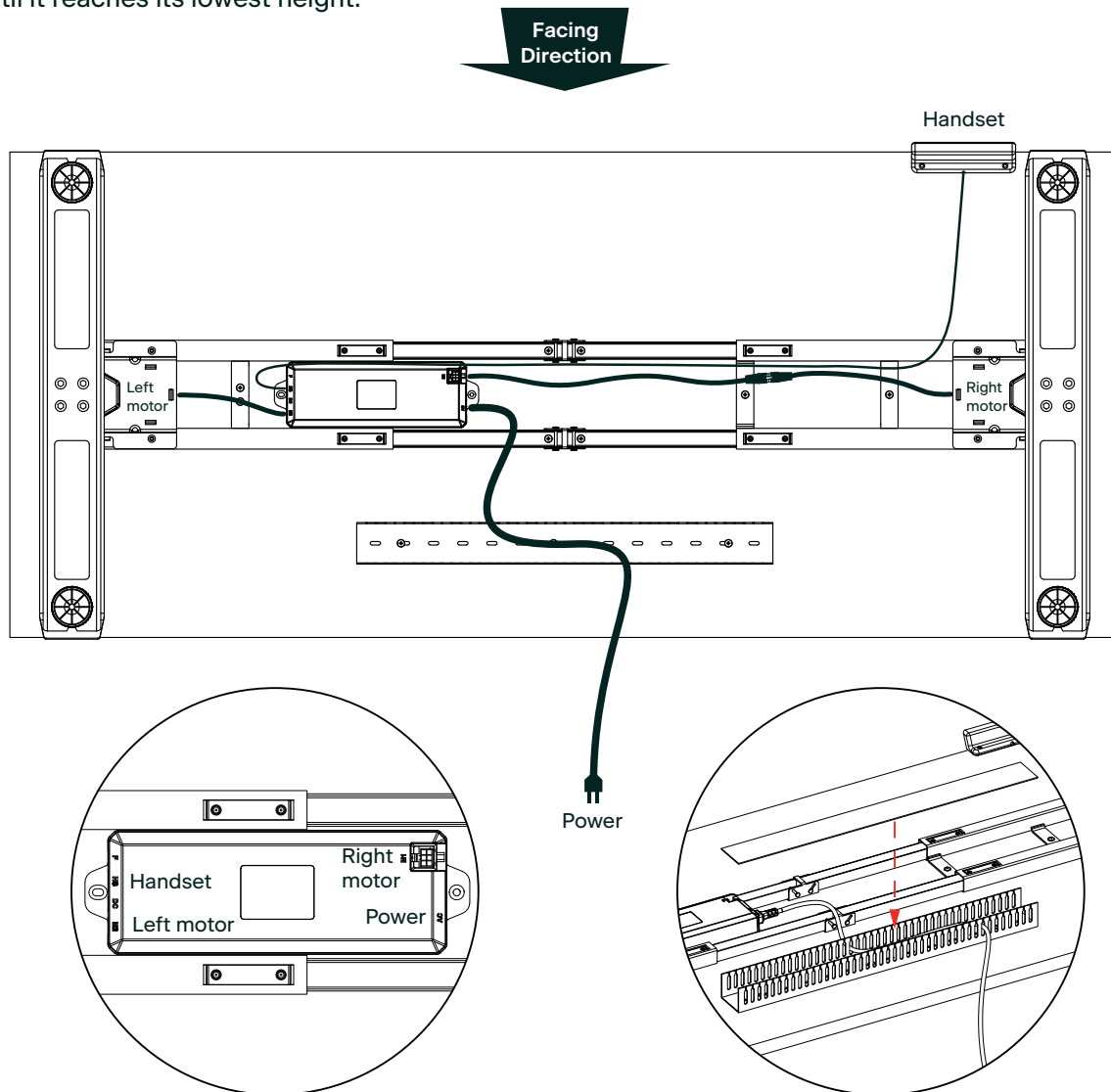
Reset the base by holding the down arrow button until it reaches its lowest height.

Step 4

Attach the plastic cable management to desired area to secure cables and wires.

Step 5

Organize the exposed wires into the Wire Management box. Then close the Wire Management Cover.



Connect each plug according to the drawing. Orient yourself to the table assembly by facing as a user to identify the left and right motors.

Phase 10 | Replacing Glides with Castors (Optional)

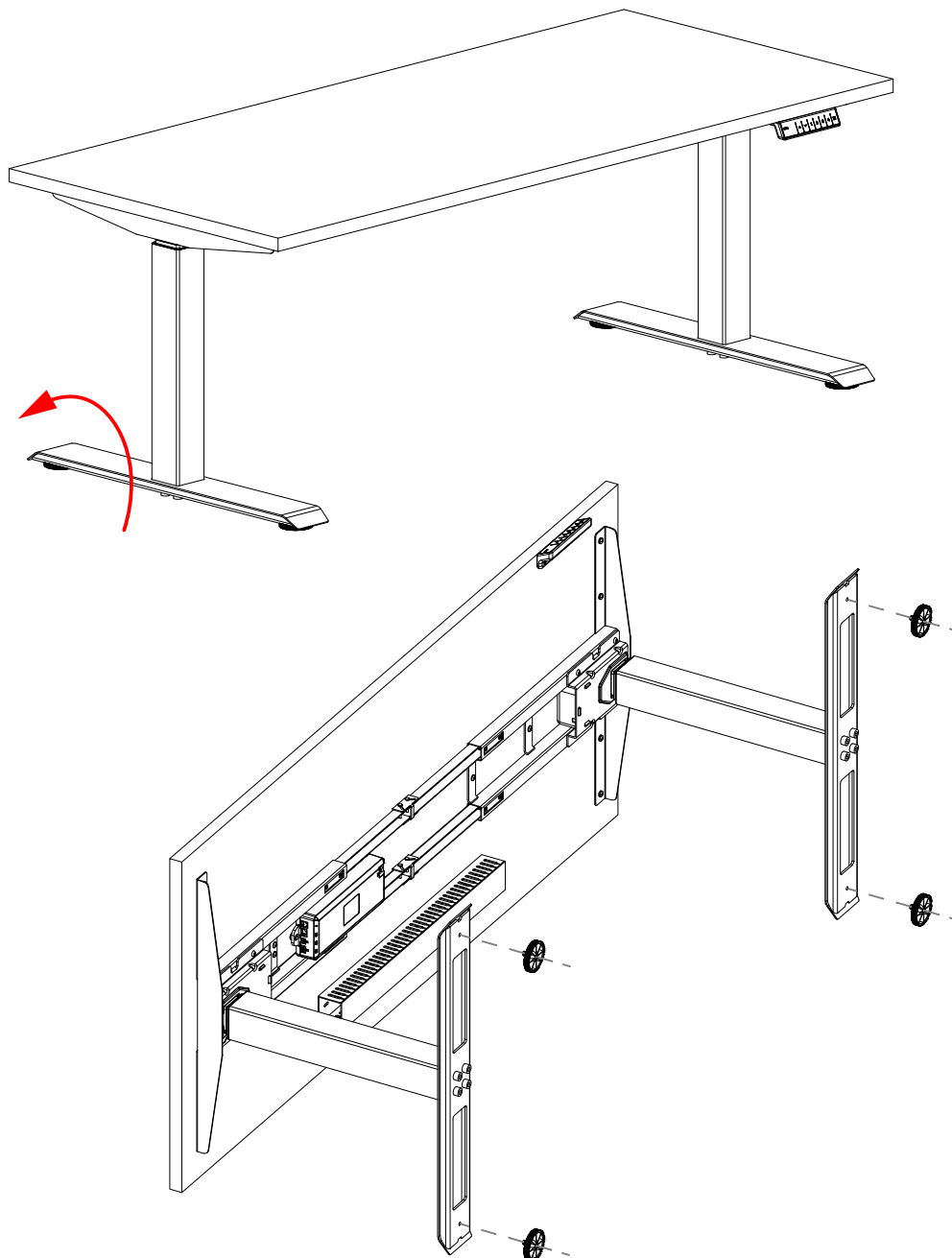
Step 1

Adjust the desk to the lowest height and place it on the level floor by flipping it over approximately 90° (Handset facing up).

Note: It is recommended to operate on a level floor with carpets. And when flipping the table, 2 people need to operate at the same time.

Step 2

Remove the Glides.



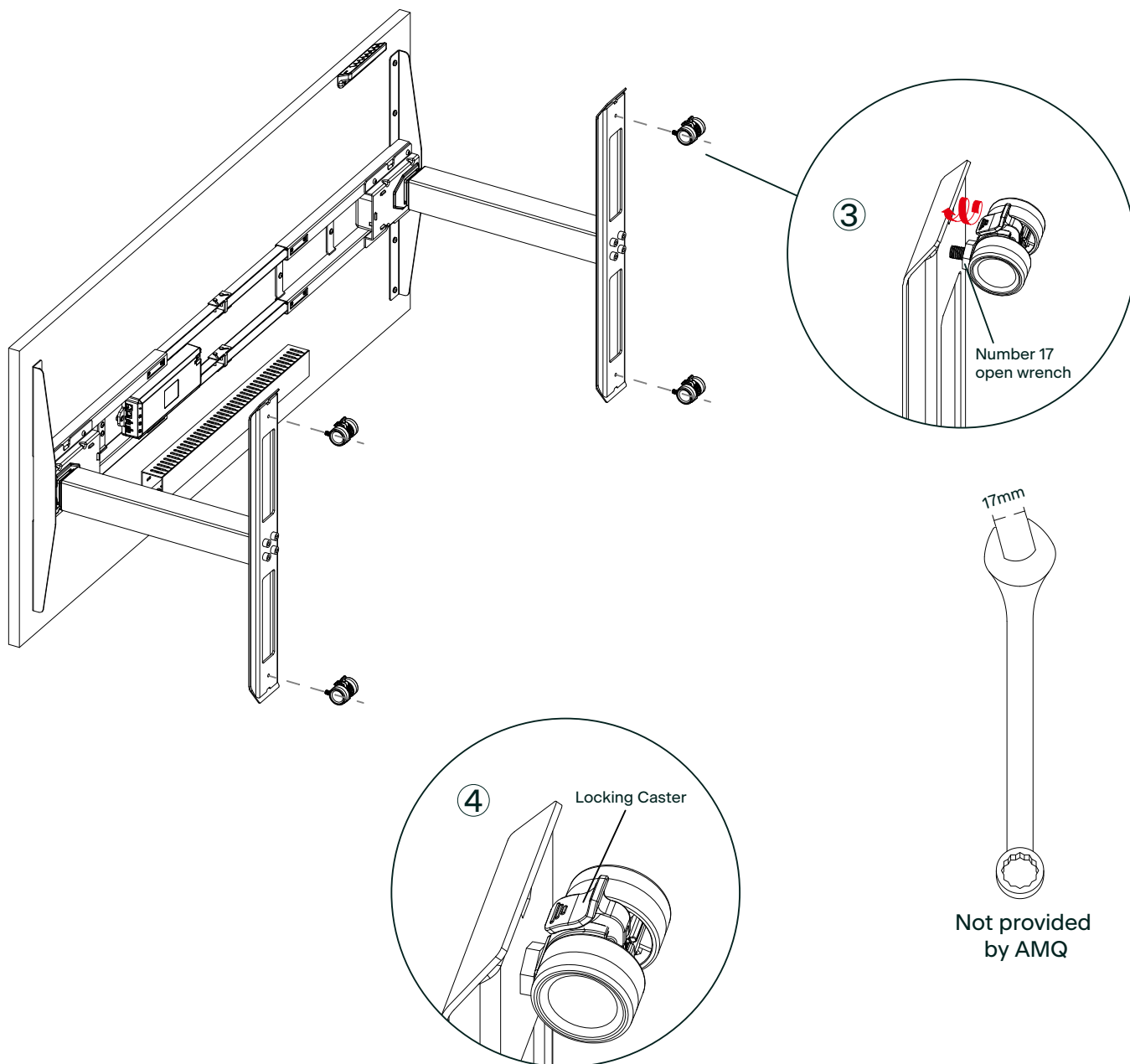
Phase 10 | Replacing Glides with Castors (Optional)

Step 3

Use a number 17 open wrench(not provided by AMQ) to secure the castors.

Step 4

When the castor installation is complete, the castor needs to be locked. It need 2 people to operate it at the same time to turn the desk to its upright position.



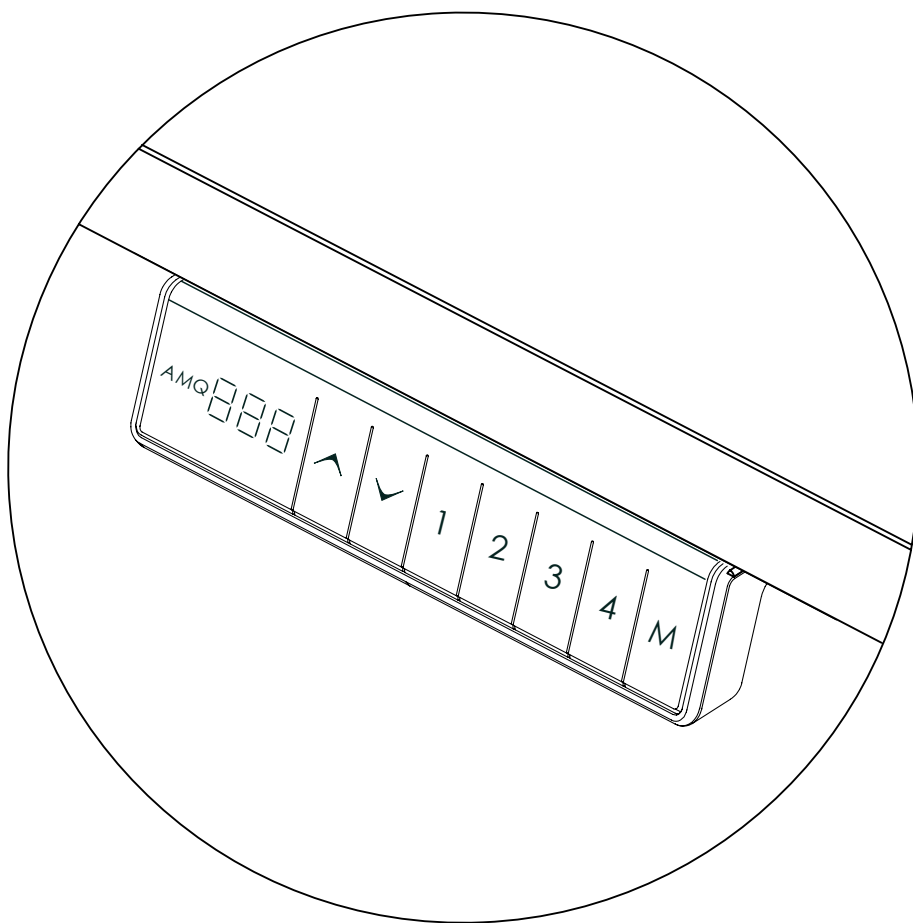
Phase 11 | Program Height Memory Presets

Step 1

To Program Up to 4 Presets: Use the up/down arrows to find desired height, then press “M” followed by the number 1, 2, 3 or 4.

Step 2

To Test Programmed Height: Use the up/down arrows to adjust the table to a height other than the preset height. Then push the number you programmed to see if it automatically adjusts to the height programmed in Step 1. You may need to hold for 2-3 seconds to activate the base.
Note: If it does not adjust to the programmed height, repeat Step 1 followed by Step 2.



Please contact **cc@amqsolutions.com** if you are missing any parts, have difficulty with assembly, or have any product related questions.

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