
Cluvo

Assembly Guide



For Commercial use only



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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. This furnishing is intended for commercial use only.

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 and accessories assembled onto worksurface for Cluvo 2 stage height adjustable desk and base.
14. Maximum load 300 lbs including worksurface and accessories assembled onto worksurface for Cluvo 3 stage height adjustable desk and base.

Cluvo height adjustable base model CLS2B and CLS3B 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 flame spread < 200 and a smoke developed index < 450 when 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.

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

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 look 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.

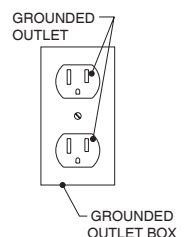
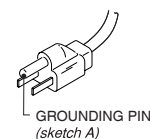


Figure 1
Grounding methods

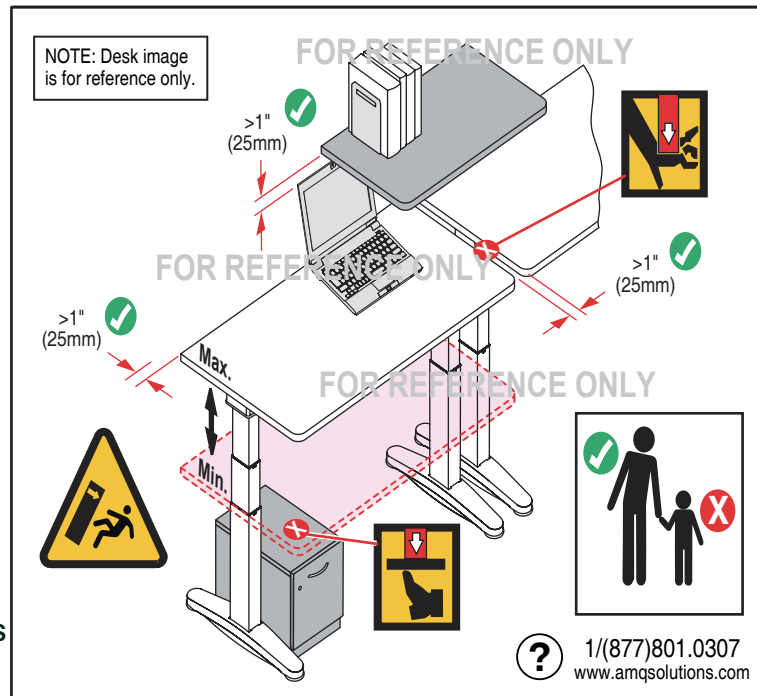
Safety Statement

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" (25 mm) 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).

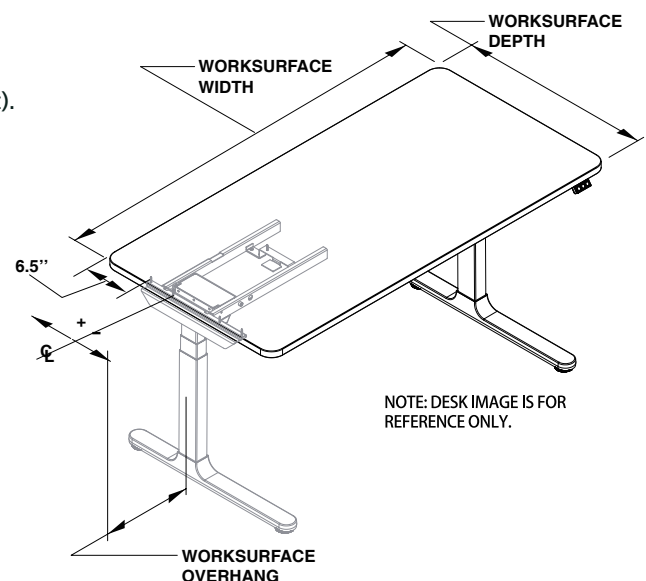
FLAMMABILITY: Any worksurface or similar large part > 10ft" 2 must have a flame spread < 200 and a smoke developed index < 450 when tested per UL 723.

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

DIMENSIONAL LIMITATIONS:

- Worksurface depth must be equal to or greater than 24" (610 mm) and should not exceed 30" (762 mm).
- The distance from the cantilever to the rear edge of the worksurface must be 6.5" (165 mm).
- Worksurface overhang (distance from side of support cantilever to edge of worksurface) must be zero for worksurface with width less than or equal to 72" (1829 mm). For worksurface with width larger than 72" (1829 mm) and smaller than or equal to 84" (2134 mm), worksurface must be positioned centered on the base, with equal overhang on both ends.
- Worksurface width must be equal to or greater than 46" (1168 mm) and should not exceed 84" (2134 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.

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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



Hardware, Components & Optional Accessories

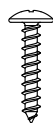
Hardware



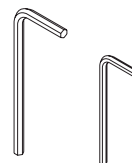
M6*12
x 8



ST5*16
x 14

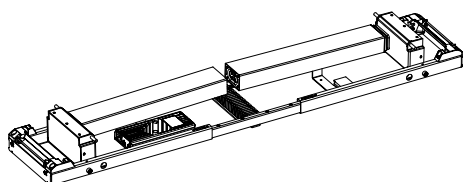


ST5*25
x 10



4mm 3mm
Allen Keys

Components



Stretcher Frame & Column
(left & right) preassembly
(3-Stage or 2-Stage Column)

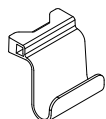


*24" Cantilever Set
(No arrows to indicate direction)



*30" Cantilever Set
(left & right)

(Distinguished by arrow direction)
When matching with C-Type feet, the arrow
should be facing forward.
When matching with T-Type feet, the arrows
should be facing backwards.



Utility
Hook
x 1



Controller
Cable
x 1



Power
Cable
x 1

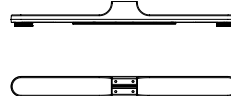


Foot
Trim
x 2

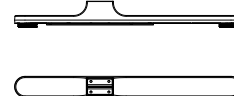


Handle
Cover
x 2

T - Type



C - Type



*Feet Set
(only 30")
(No arrows to
indicate direction)

*Feet Set
(either 24" or 30")
When matching with
C-Type cantilever, the arrow
should be facing forward.

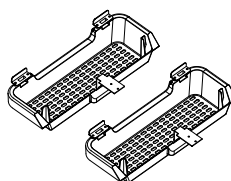


Standard
Handset
x 1

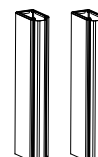


Deluxe
Handset
x 1

Optional



Cable Tray Set
x 1



Column Sleeve Set
x 1



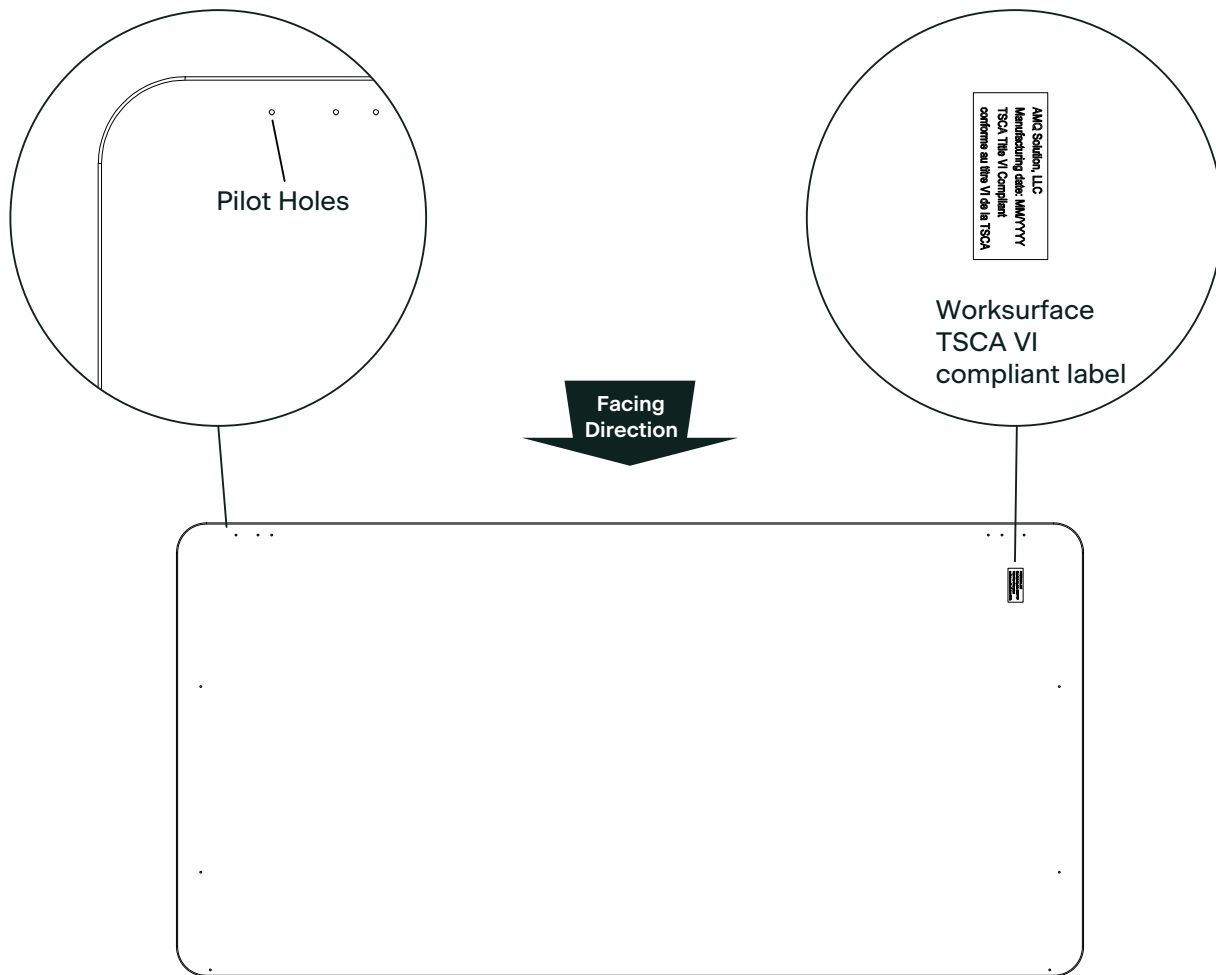
Castor with Brake
x 4

- Castors and deluxe handset are included in UL962 listing.
- Other accessories are not included in UL962 listing.
- Cluvo Height Adjustable Desk, model CLS2, CLS3. Cluvo Height Adjustable Base, model CLS2B, CLS3B.
- RATING: 120Vac, 60Hz, 4.5A.
- Max. Load including worksurface for 2 stage base and desk at 250 lbs, for 3 stage base and desk at 300 lbs.
- Feet and cantilevers are boxed separately.
- 24" feet are used with 24" depth worksurface. 30" feet are used with 30" depth worksurface.
- Desk with 84" width worksurface, or with 24" depth worksurface, can be used only with glides, no castor options.
- Duty Cycle: 2 minutes of continuous operation on/ 18 minutes non-operation off.

Phase 1 | Preparing for Assembly

Step 1

Start by placing the worksurface upside down on the floor.



IMPORTANT NOTE:

AMQ Worksurface dimension

Min 46" ~ Max 84" (6" overhang) in width, 24" & 30" in depth, 1" in thickness

Maximum weight of AMQ worksurface is 70 lbs. The maximum load allowed on Cluvo 2 stage desk model CLS2 is 180 lbs. The maximum load allowed on Cluvo 3 stage desk model CLS3 is 230 lbs.

Desk with 24" depth worksurface or 84" width worksurface can't be used with castors, and can only be used with glides.

WARNING

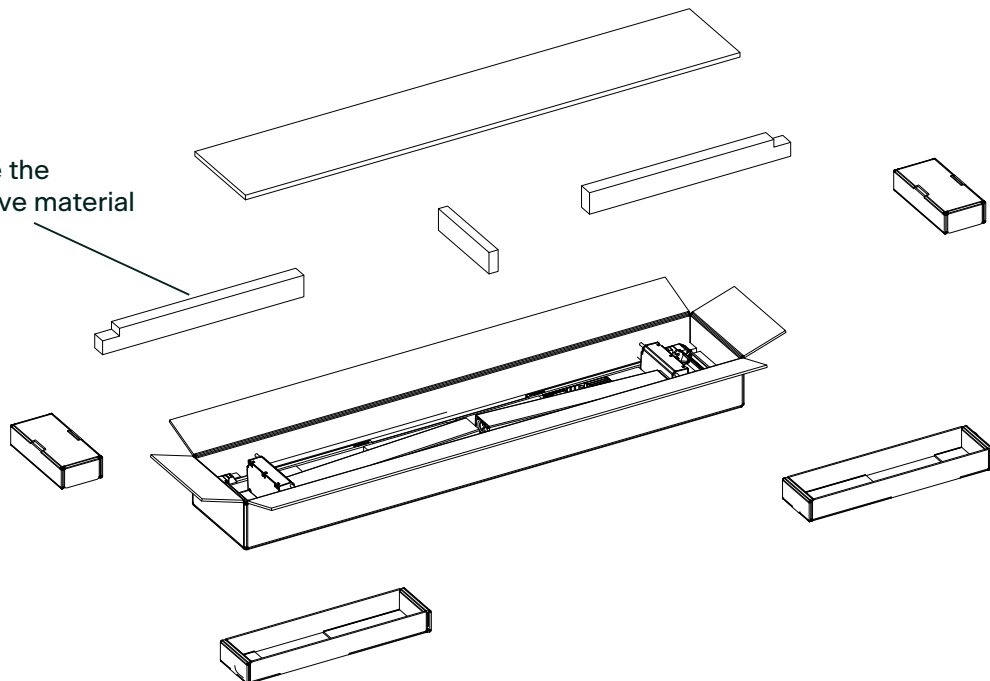
The base (without a worksurface) is not designed to stand on its own. Failure to follow the installation procedures of attaching stretcher frame, cantilever and column (components of the base) first onto the worksurface may result in TIP OVER resulting in death or serious injury.

Phase 2 | Stretcher Frame & Column Preassembly

Step 1

Remove the Cluvo HAD protective material as shown below.

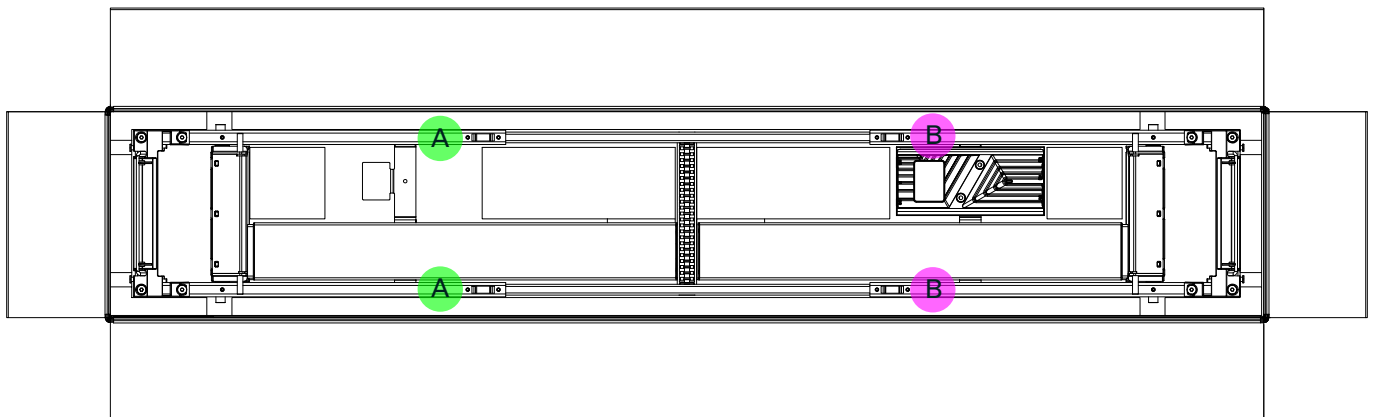
Remove the protective material



Step 2

Take out the Stretcher Frame & Column Preassembly.

Note: When the assembly is performed by only one person, please grab the main body diagonally at A and B. When assembling by two persons, please grab A and B separately and take out the main body. Refrain from extending the Stretcher Frame after removing it from the package.



Phase 3 | Adjusting the Stretcher Frame & Column Preassembly

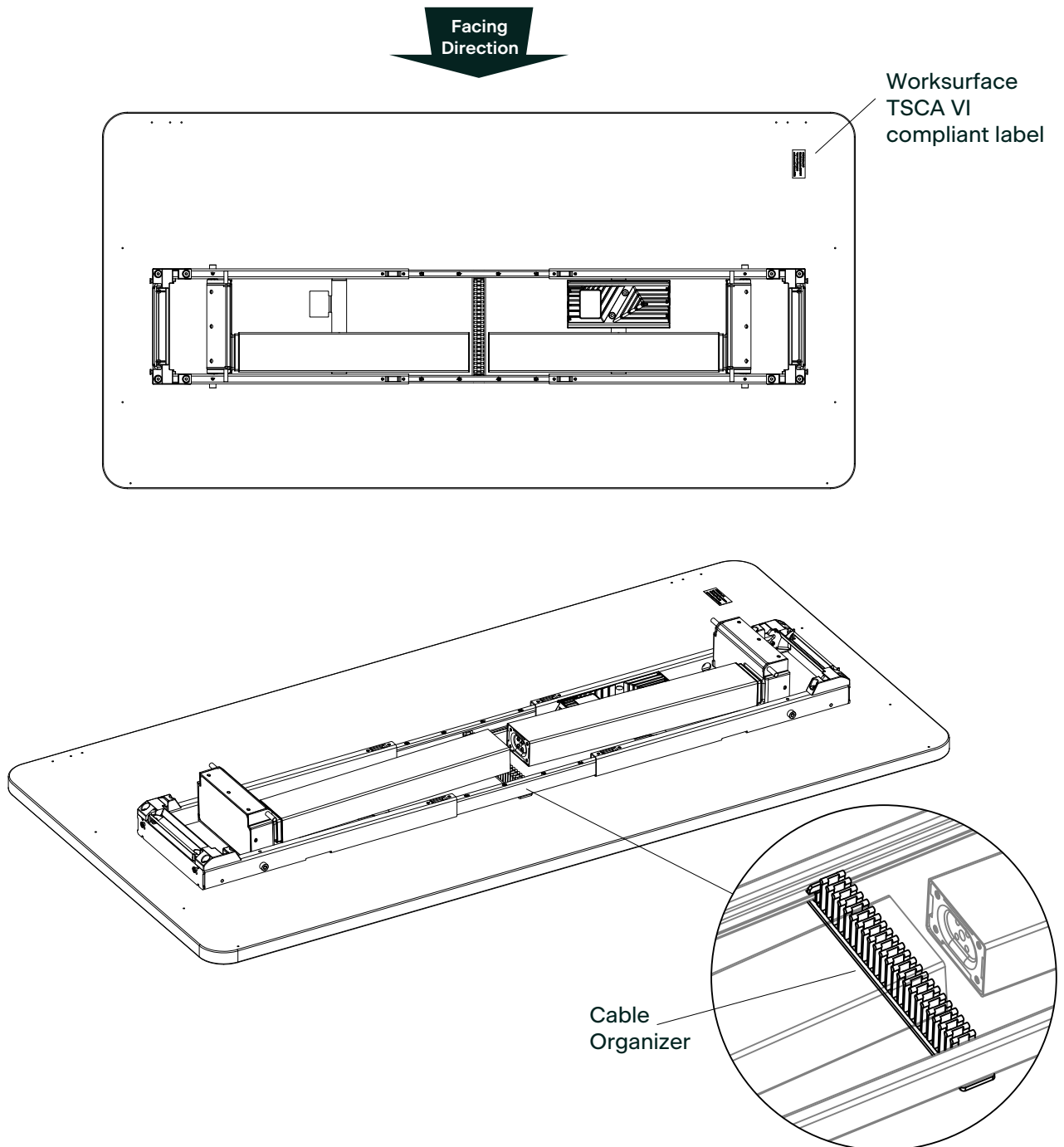
Step 1

Place the Stretcher Frame and Column preassembly on the worksurface.

Note: The control box is oriented towards the worksurface TSCA VI compliant label.

Step 2

Check to make sure the Cable Organizer is secured. If it falls off, reinstall it at the correct position.



Phase 3 | Adjusting the Stretcher Frame & Column Preassembly

Step 3

Pull up the Unlocking Levers on both sides.

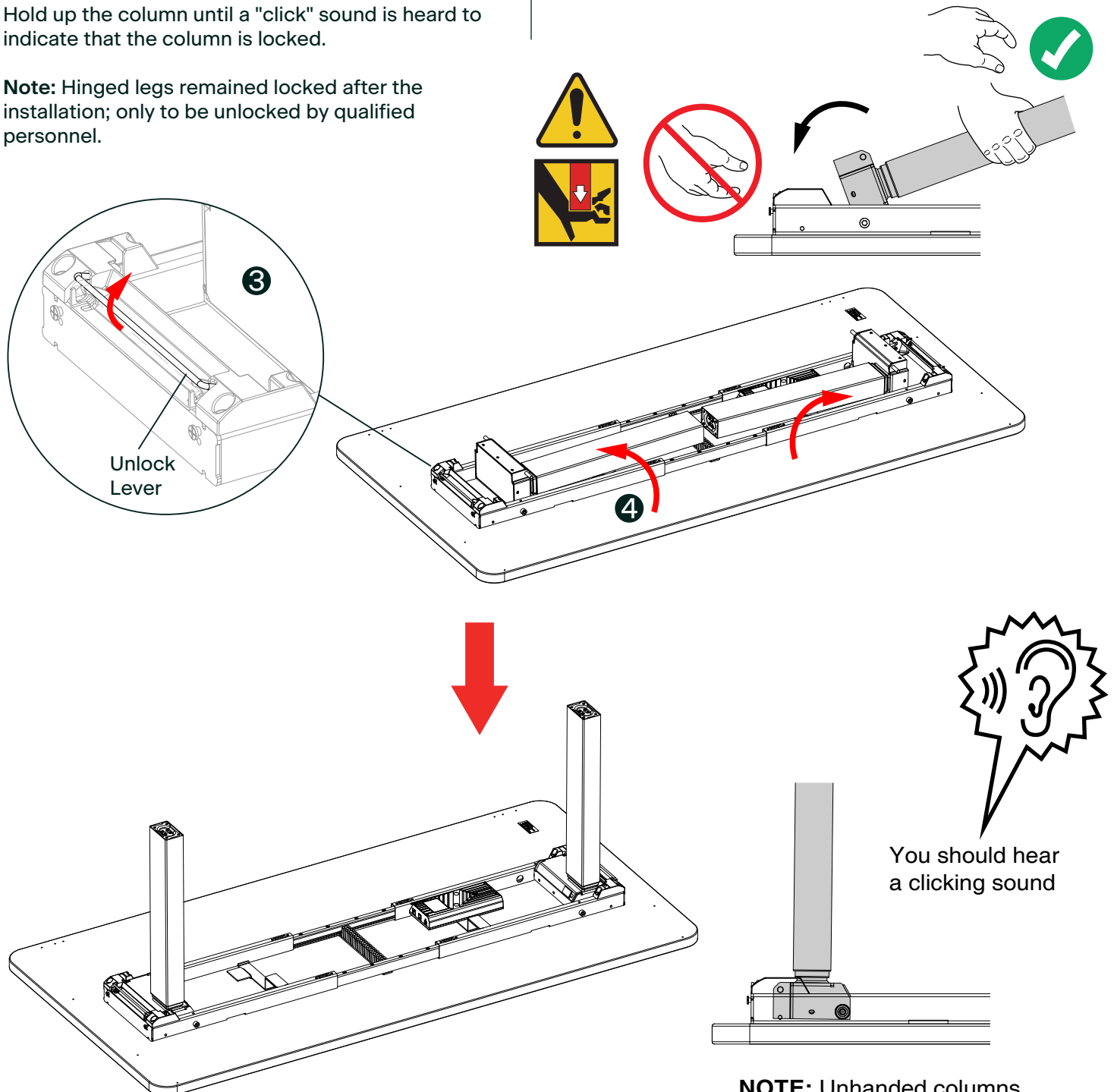
Step 4

Hold up the column until a "click" sound is heard to indicate that the column is locked.

Note: Hinged legs remained locked after the installation; only to be unlocked by qualified personnel.

Step 5

Check again that the column is secured, then push the unlocking lever down into the limiter.



NOTE: Unhanded columns can be installed on either side.

Phase 4 | Attaching the Cantilevers

Step 1

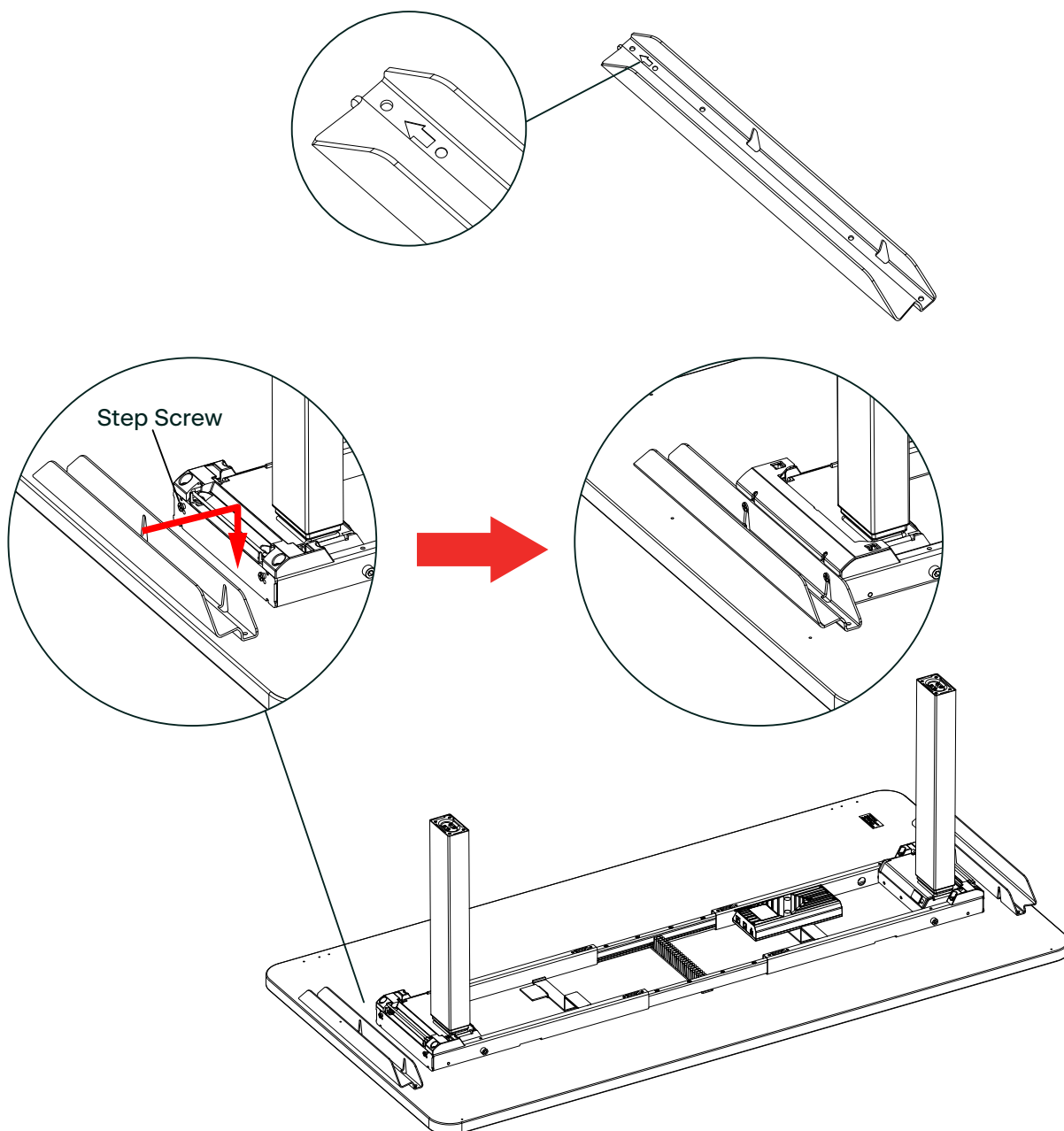
Determine the orientation of the Cantilevers.

Note: The 24" depth cantilever does not have arrows to indicate direction, while the 30" depth cantilever does have arrows to distinguish directions. (When matching the C-Type feet, the arrow should be facing forward. When matching the T-Type feet, the arrow should be facing backwards.)

Step 2

Snap the Cantilevers to the step screw.

Note: Do not change the orientation of the Stretcher Frame and Column assembly.



Phase 5 | Attaching Stretcher Frame

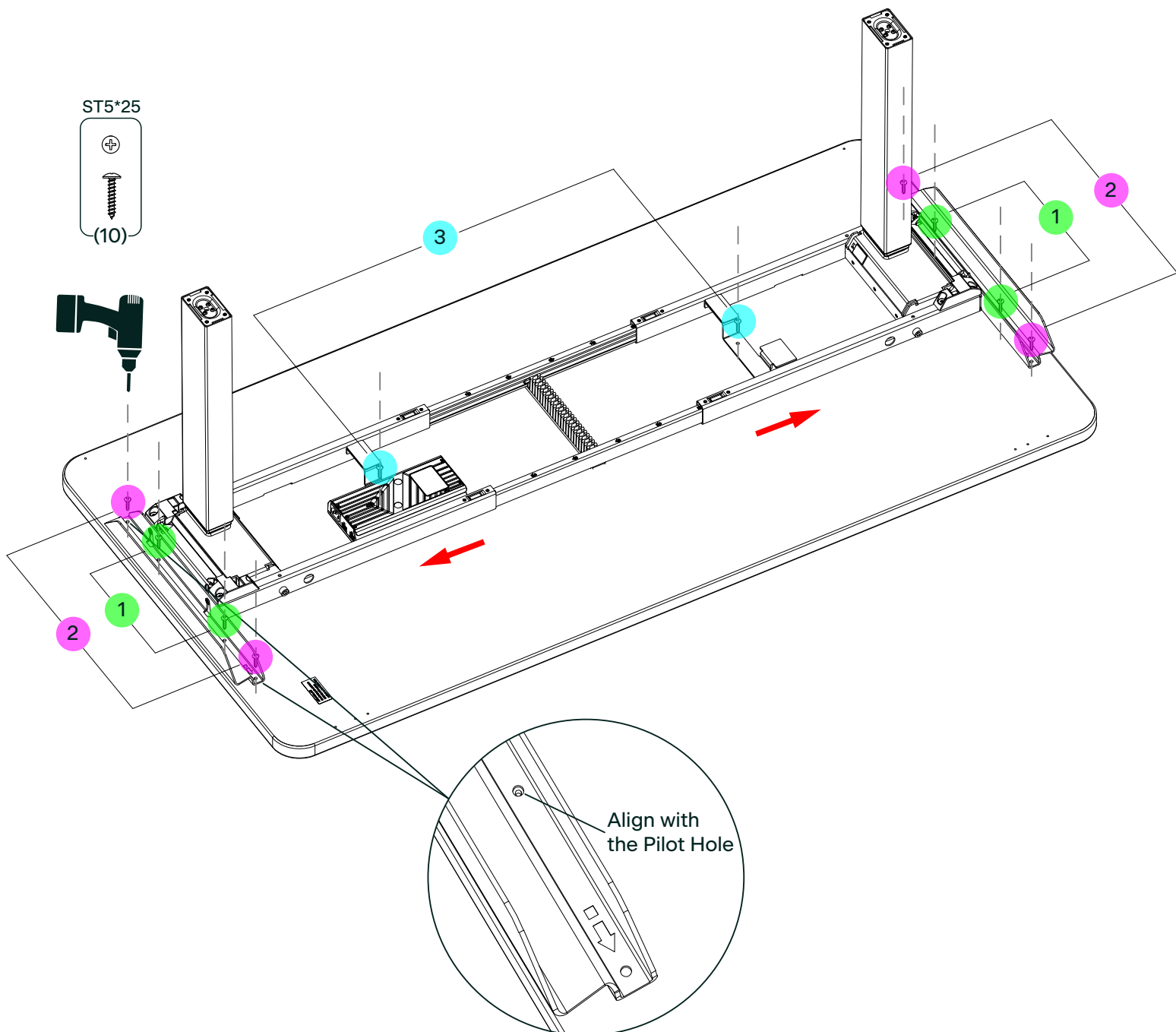
Step 1

Move the Cantilevers to align with the pilot holes. Use 3mm allen key to loosen the factory-inserted screws if not already loose.

Note: There are 2 pilot holes on each side of the worksurface for Cantilevers alignment and installation.

Step 2

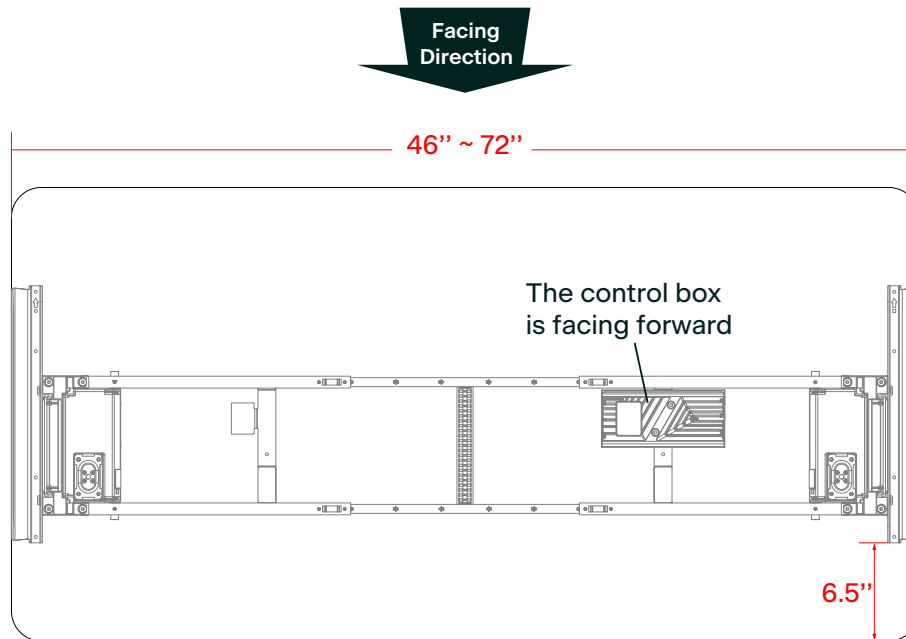
Double check to ensure that the Stretcher Frame and Cantilevers are properly positioned on the underside of the worksurface, then use a power tool to tighten the 10 frame screws sequentially.



Phase 5 | Attaching Stretcher Frame (worksurface without Pilot Holes)

Step 1 - 1

When the width of the worksurface is 46" to 72", make sure the cantilever aligns with the worksurface edge. When the depth of the worksurface is 24" to 30", make sure the distance from the cantilever to the rear edge of the worksurface is 6.5 inches.



When the width of the worksurface is 46" to 72", make sure the cantilever aligns with the worksurface edge.

IMPORTANT NOTE:

Worksurface size recommendations

46" to 84" in width, 24" to 30" in depth, 1" in thickness

The maximum load allowed on Cluvo 2 stage desk model CLS2 is 250 lbs (including weight of worksurface and any additional weight). The maximum load allowed on Cluvo 3 stage desk model CLS3 is 300 lbs (including weight of worksurface and any additional weight).

Desk with 24" depth worksurface or 84" width worksurface can't be used with castors, and can only be used with glides.

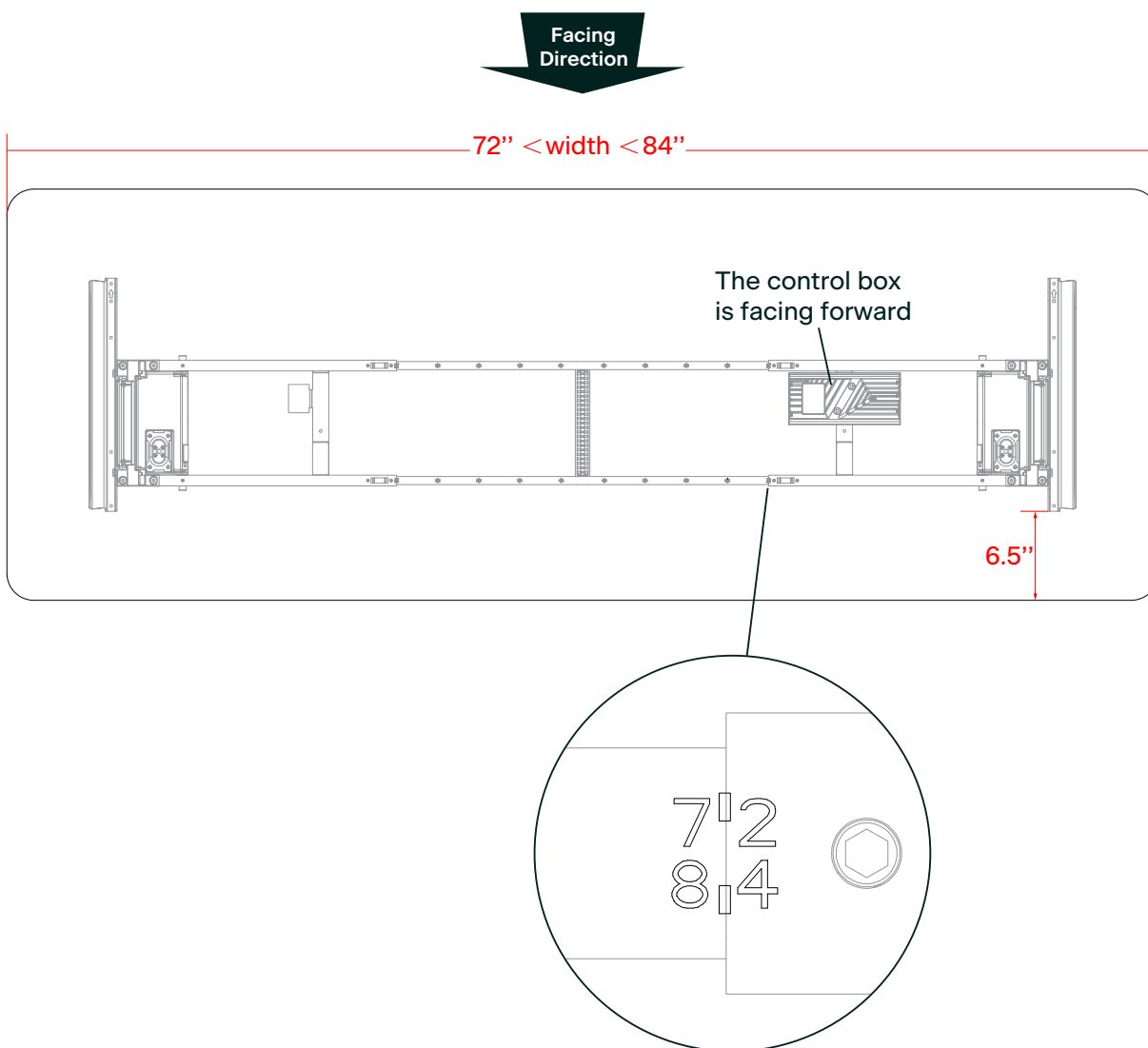
Phase 5 | Attaching Stretcher Frame (worksurface without Pilot Holes)

Step 1 - 2

When the width of the worksurface is greater than 72" and smaller than 84", adjust the left and right stretcher frames, so the stretched frame is aligned with the 72" scale markings. The stretched frame is then centered to align with the worksurface. When the depth of the work surface is 24" to 30", make sure the distance from the cantilever to the rear edge of the worksurface is 6.5 inches.

Step 2

Double check to ensure that the Stretcher Frame and Cantilevers are properly positioned on the underside of the worksurface, then use a power tool to tighten the 10 frame screws sequentially. (Please refer to page 13 for further details.)



Phase 5 | Attaching Stretcher Frame

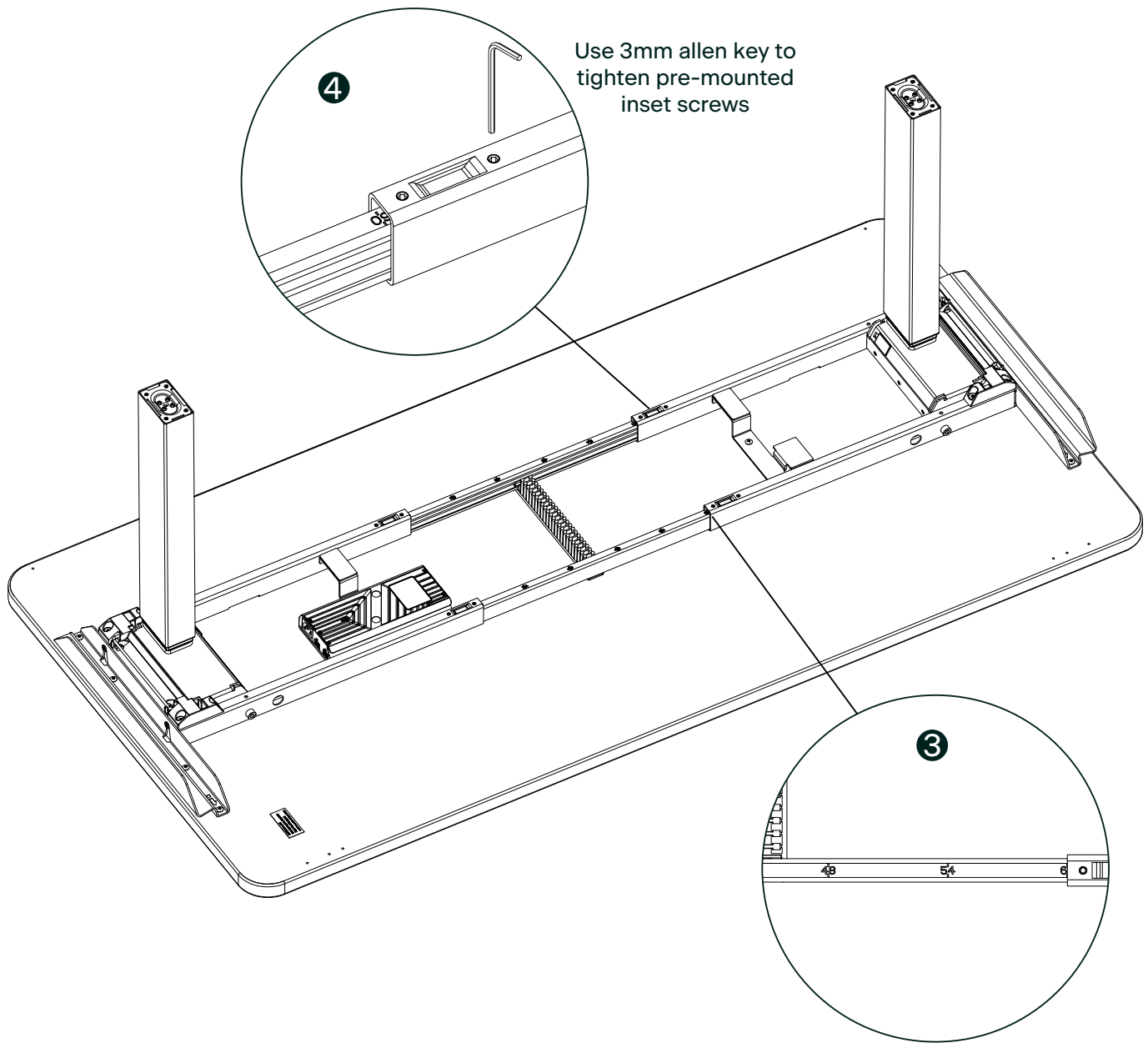
Step 3

Adjust the position of the Stretcher bar to the middle of the Stretcher bar scale mark.

Note: Both the 72" and 84" Worksurfaces are aligned with the 72" scale markings.

Step 4

Once at correct width – and ensuring that centered screw brackets are aligned – tighten all inset screws.

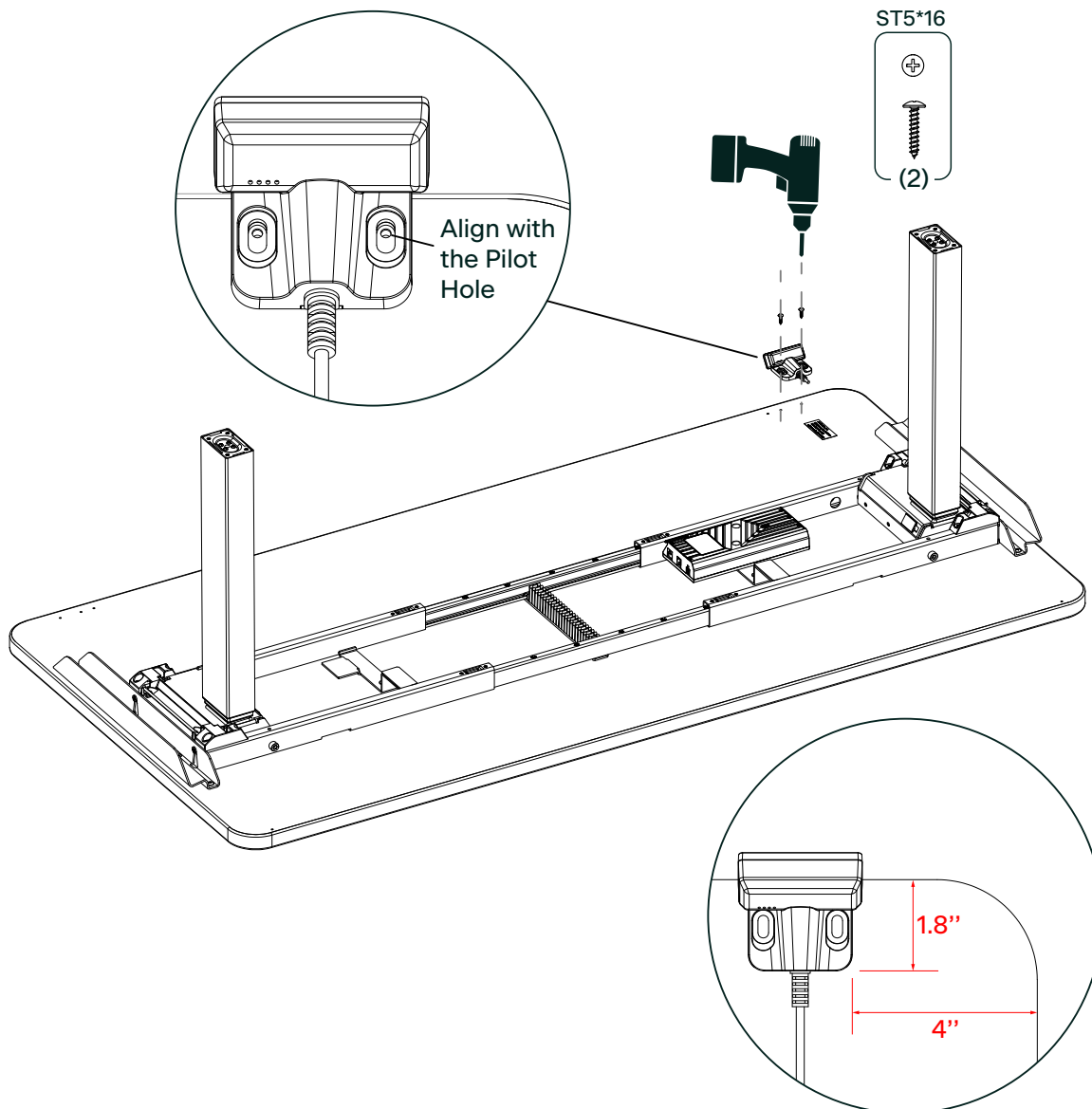


Phase 6 | Attaching Standard Handset

Step 1

Adjust the Handset to align with the pilot holes and secures it with two ST5*16 screws.

Note: If the handset needs to be installed on the right side, it is important to ensure that the control box is also installed on the right side of the frame. If the control box is not already installed on the right side, it needs to be reinstalled accordingly. The same procedure applies if the hand control needs to be installed on the left side.



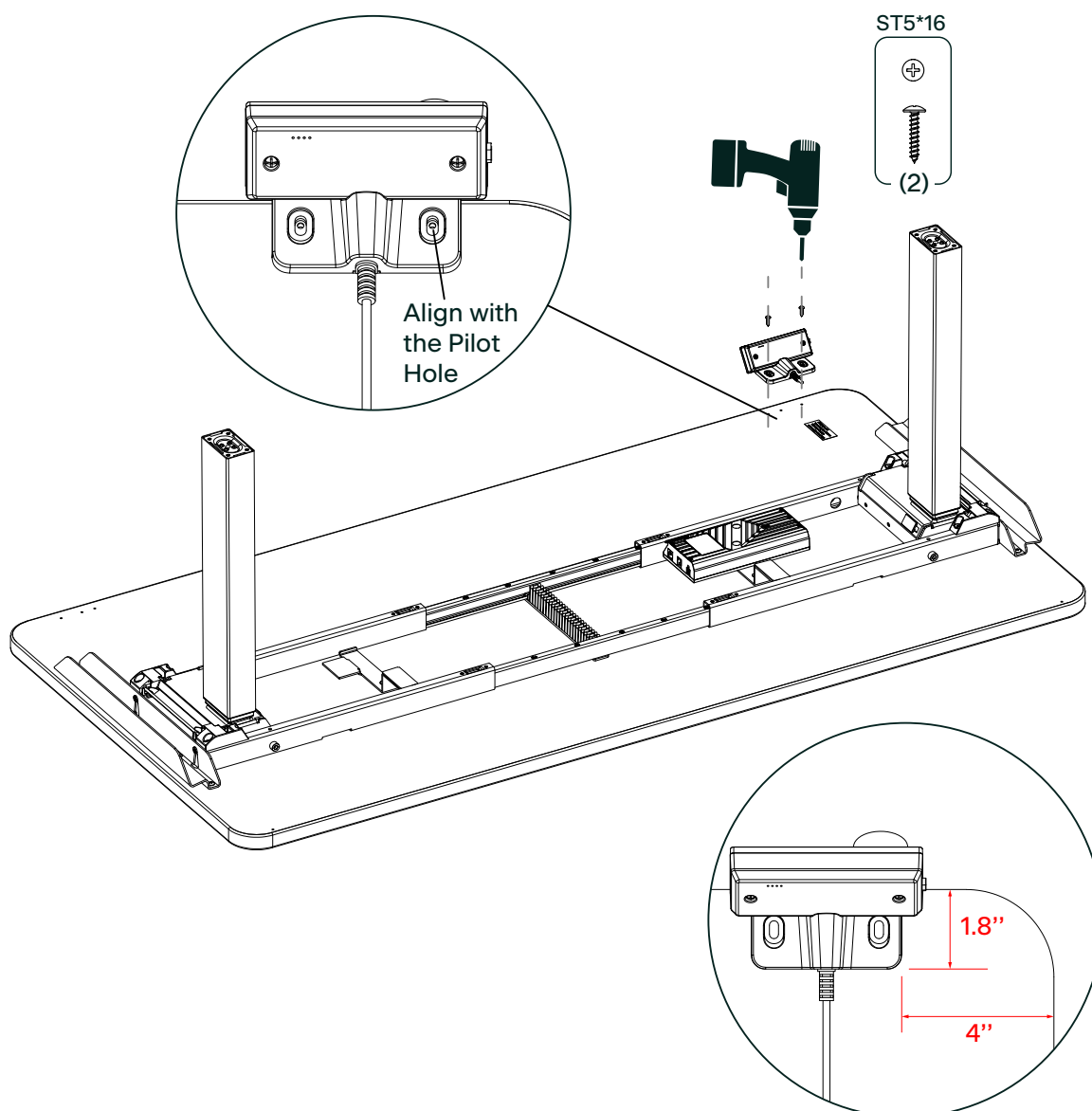
When the worksurface doesn't have the Pilot Holes, the handset should be installed according to the instructions provided above.

Phase 6 | Attaching Deluxe Handset

Step 1

Adjust the Handset to align with the pilot holes and secures it with two ST5*16 screws.

Note: If the handset needs to be installed on the right side, it is important to ensure that the control box is also installed on the right side of the frame. If the control box is not already installed on the right side, it needs to be reinstalled accordingly. The same procedure applies if the hand control needs to be installed on the left side.



When the worksurface doesn't have the Pilot Holes, the handset should be installed according to the instructions provided above.

Phase 7 | Feet Assembly

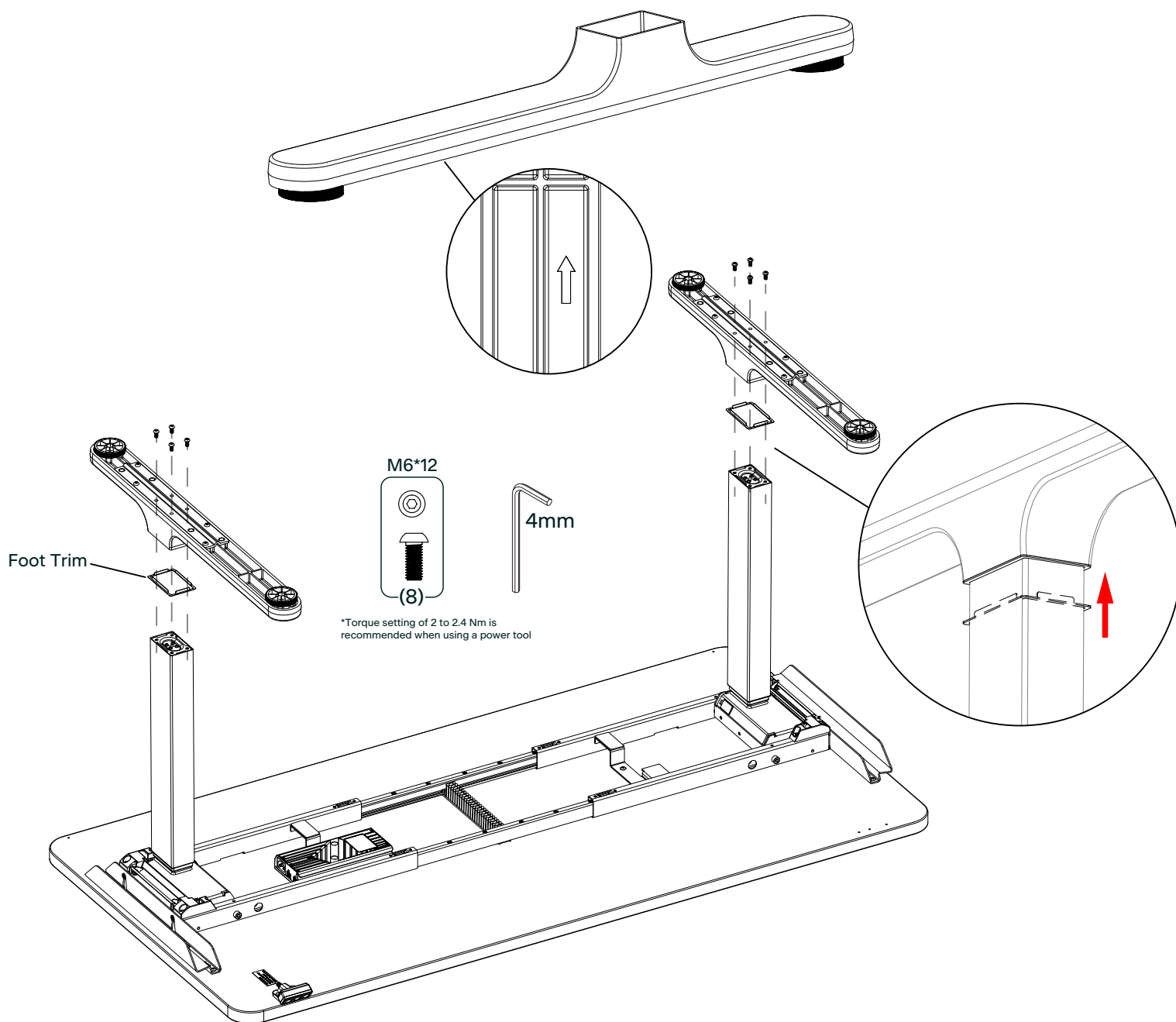
Step 1

Determine the orientation of the Feet.

Note: The T-Type Feet does not have arrows to indicate direction, while the C-Type Feet does have arrows to distinguish directions. (When matching the C-Type cantilever, the arrow should be facing forward.)

Step 2

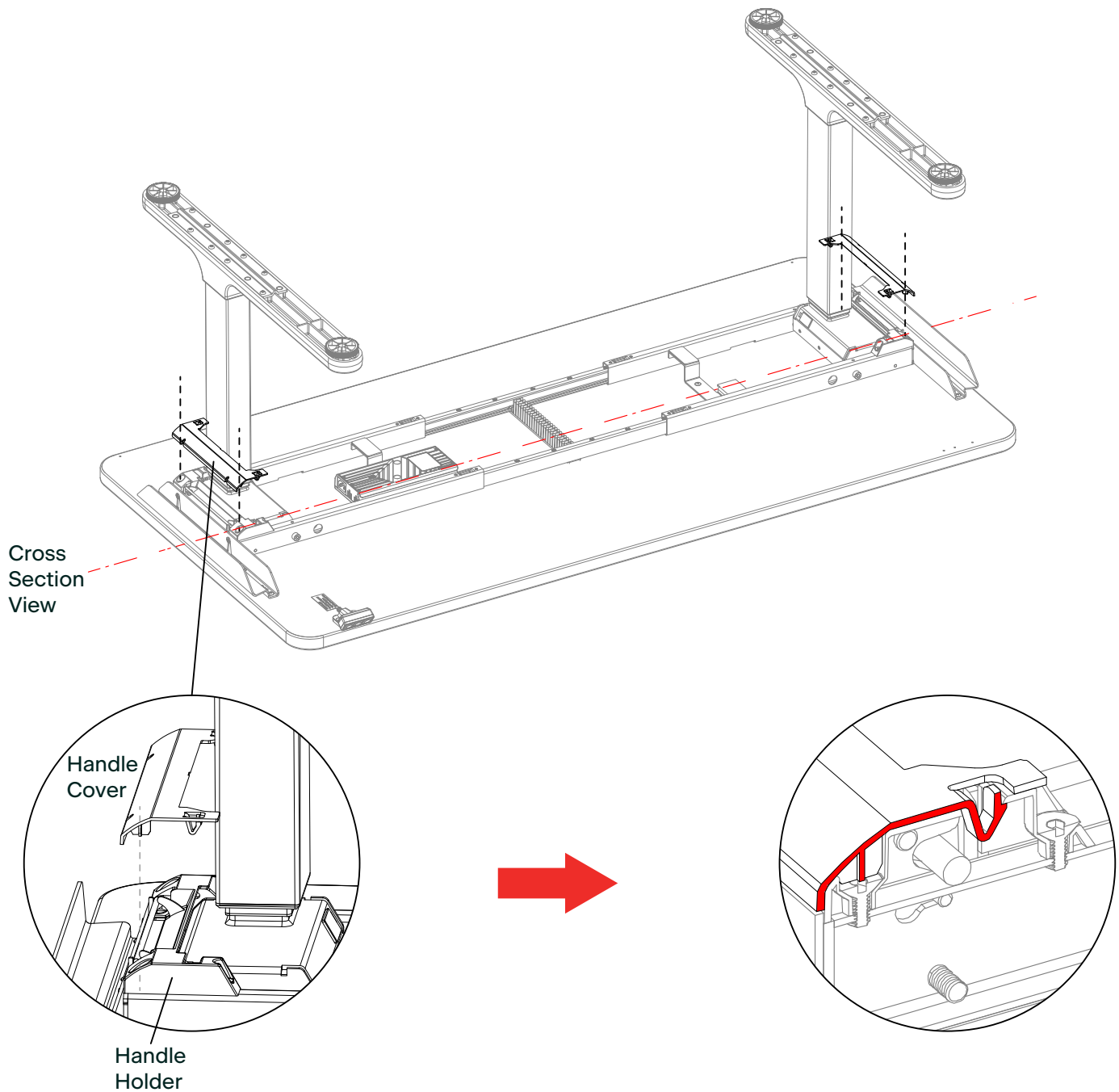
Mount the Foot Trim onto the foot. Assemble the feet onto columns using M6*12 socket screws. Ensure the Foot Trim on the foot is tight and not falling off before tightening the screws completely.



Phase 8 | Handle Cover Assembly

Step 1

Align the buckle at the bottom of the handle cover with the circular slot on the outside of the handle holder, and then gently press the buckle in the front to snap the handle cover into the handle holder. (Cross section view as shown in below figure.)



Phase 9 | Connecting Handset and Power

Step 1

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

Step 2

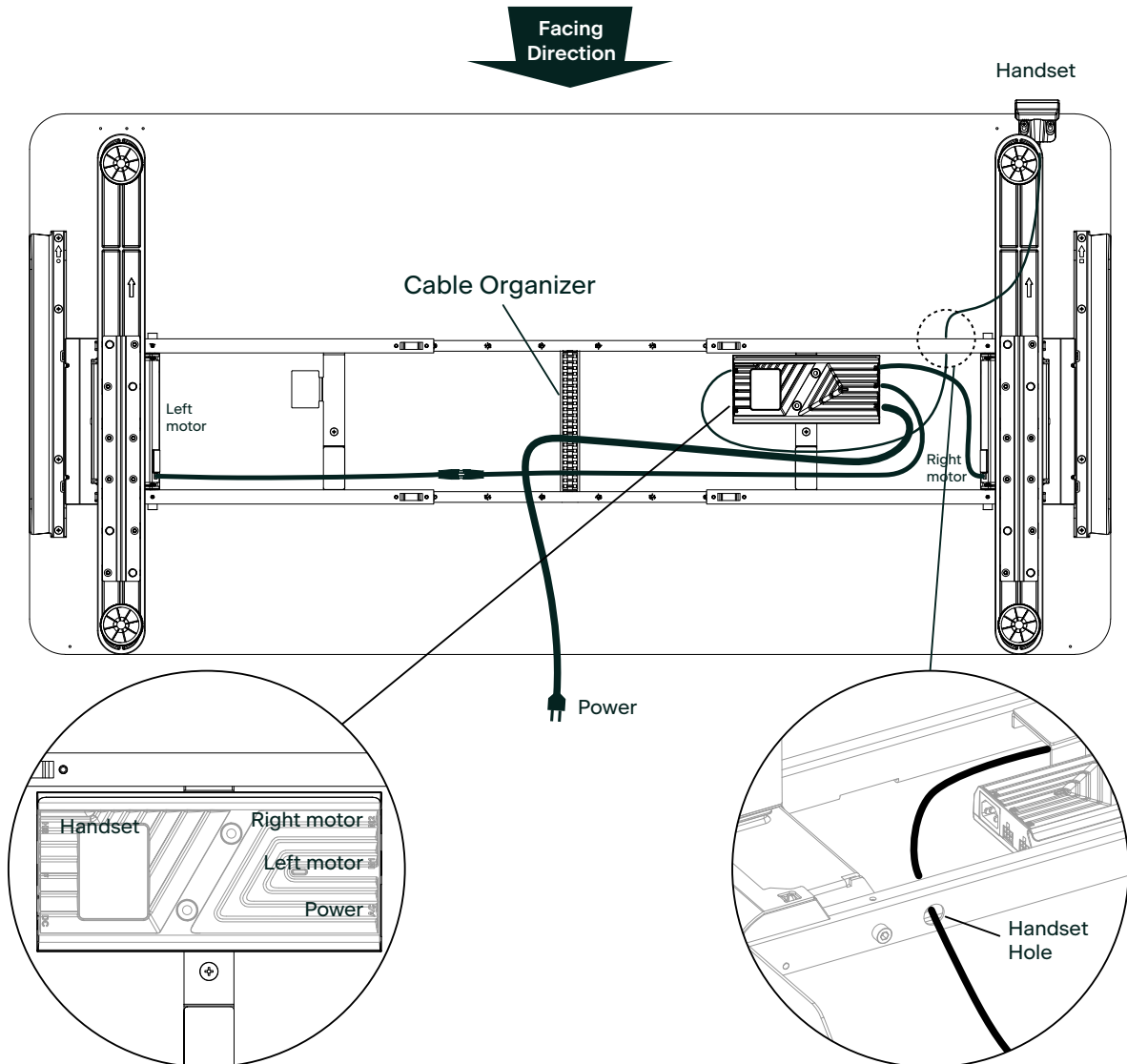
Connect power plug after the motors and handset are connected properly.

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. Excessively long wires can be fixed to Cable Organizer.



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

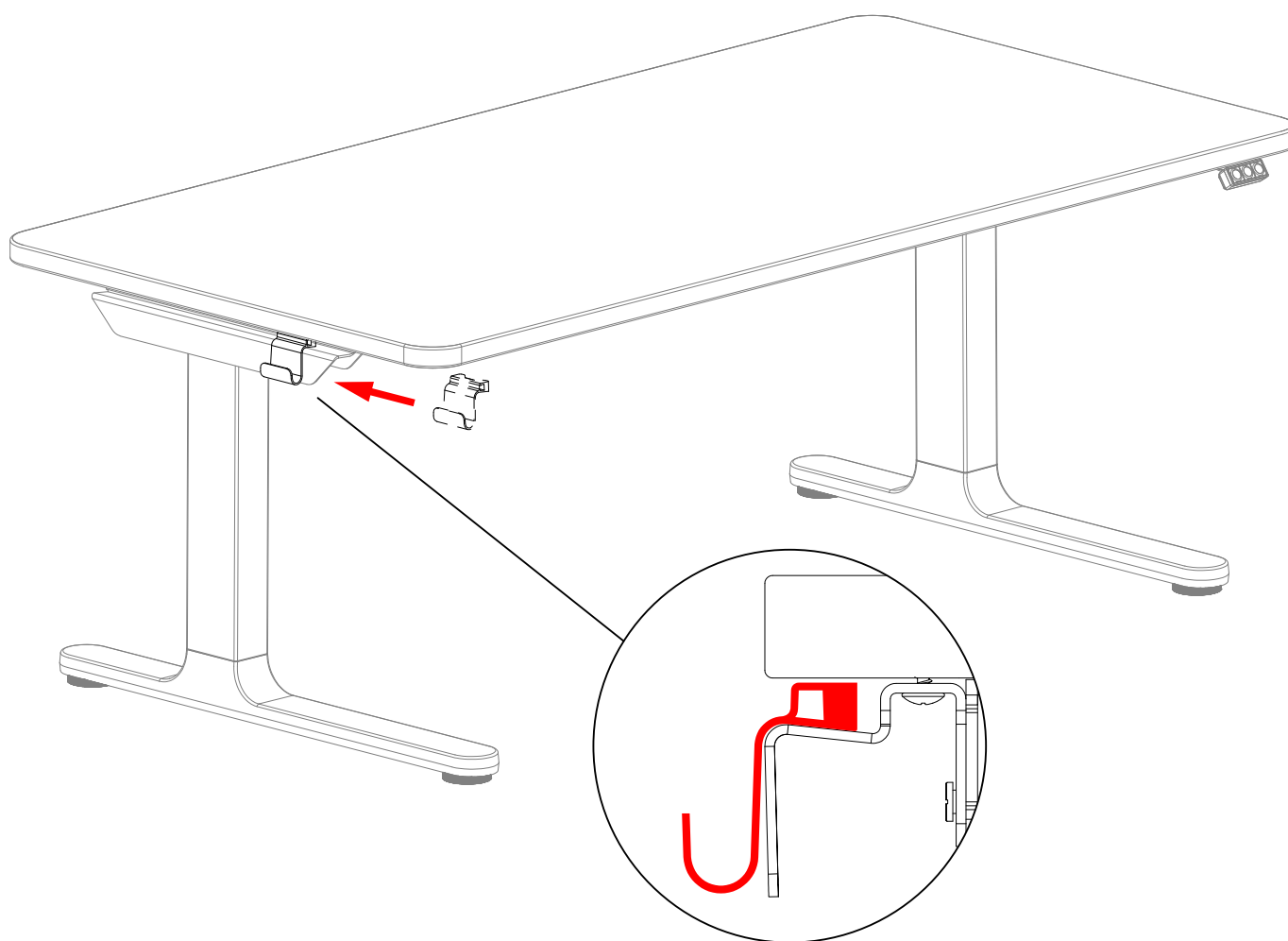
The wire of the Handset passes through the Handset Hole, connected to the Control box.

Phase 10 | Attaching Utility Hook

Step 1

Hang the Utility Hook on the Cantilever as shown.

Note: The maximum load capacity of utility hook is 17.6 lbs (8 kgs).

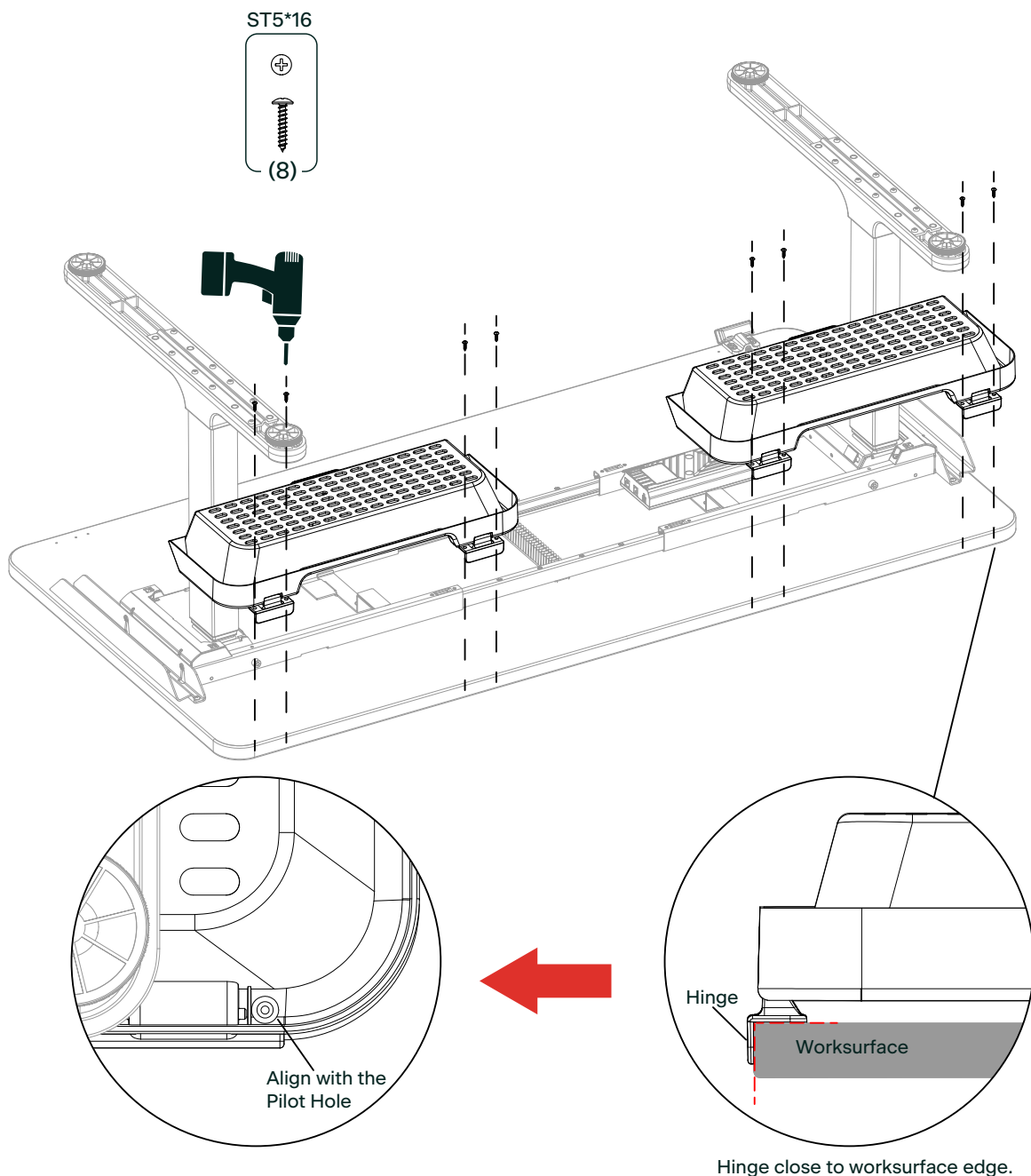


Phase 11 | Attaching Cable Tray (Optional)

Step 1

Move the Cable Tray to align with the pilot holes, then tighten 8 Cable Tray screws with a power tool.

Note: The maximum weight capacity of each cable tray unit is 22 lbs, and the maximum weight capacity for a set of cable trays is 44 lbs.

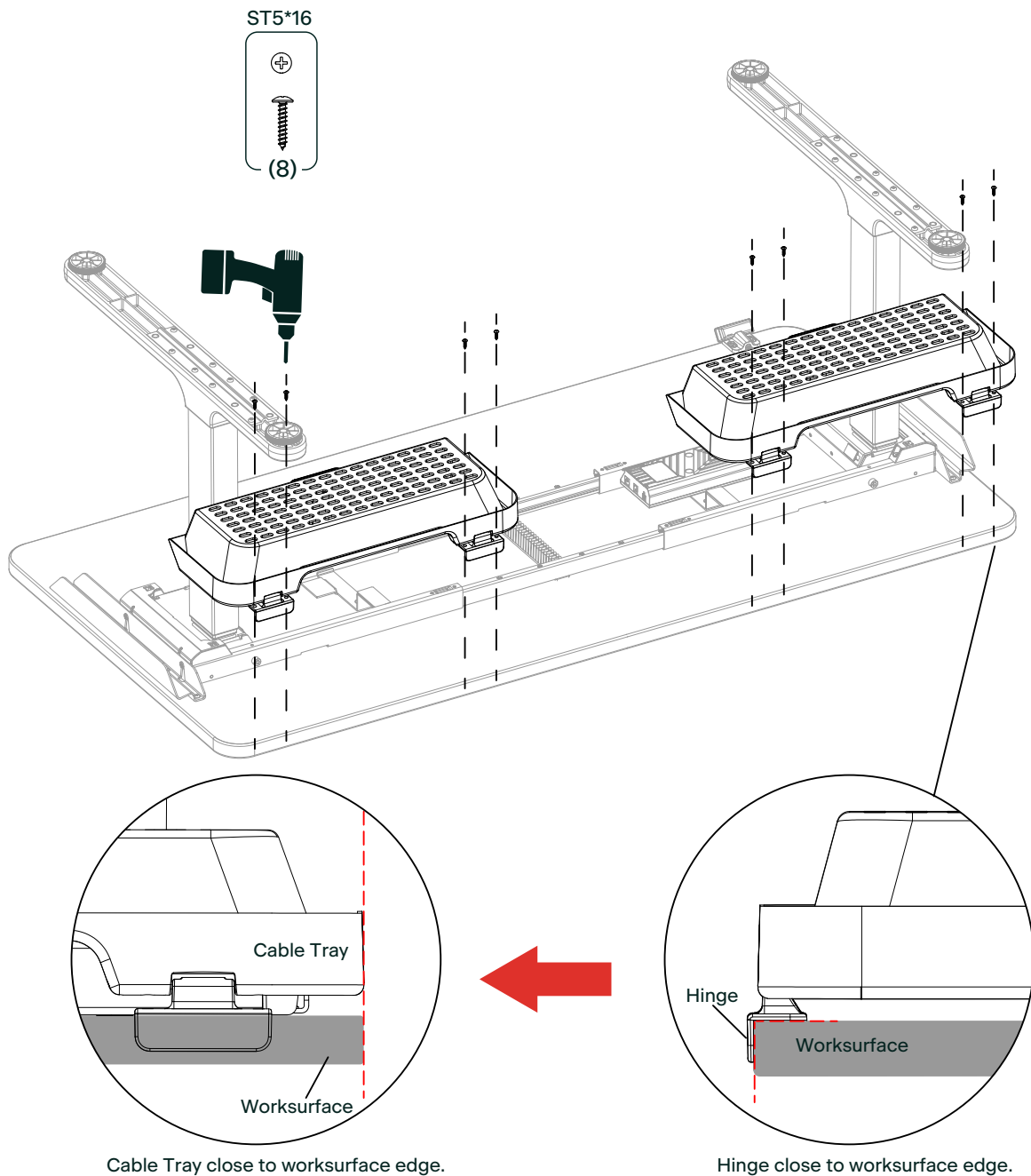


Phase 11 | Attaching Cable Tray (Optional) (worksurface without Pilot Holes)

Step 1

Move the Hinge and Cable Tray closer to the worksurface edge, then tighten 8 Cable Tray screws with a power tool.

Note: The maximum weight capacity of each cable tray unit is 22 lbs, and the maximum weight capacity for a set of cable trays is 44 lbs.

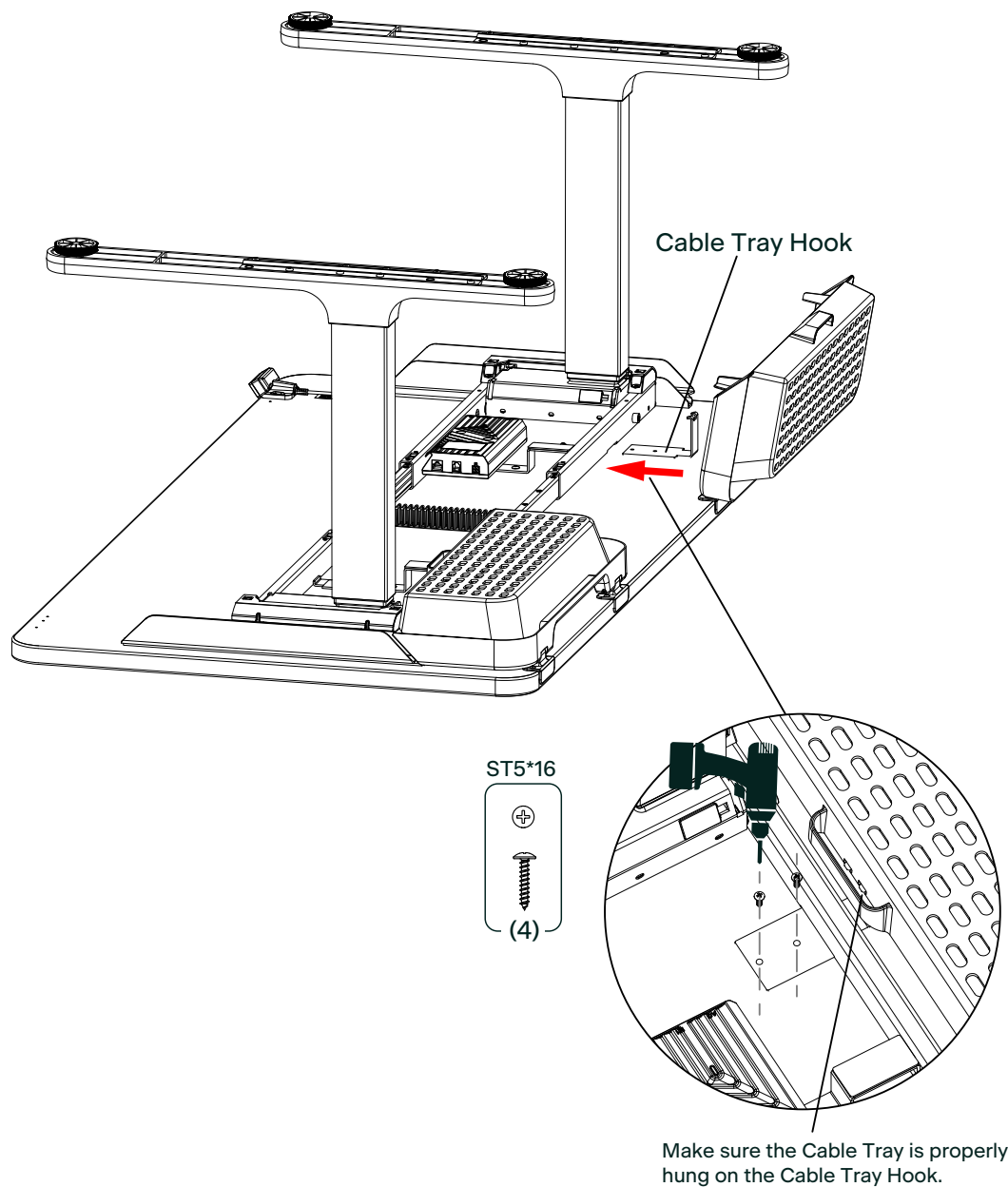


Phase 11 | Attaching Cable Tray (Optional)

Step 2

Through the holes reserved on the frame, install the Cable Tray Hook with two ST5*16 screws.

Note: Make sure the Cable Tray is properly hung on the Cable Tray Hook.



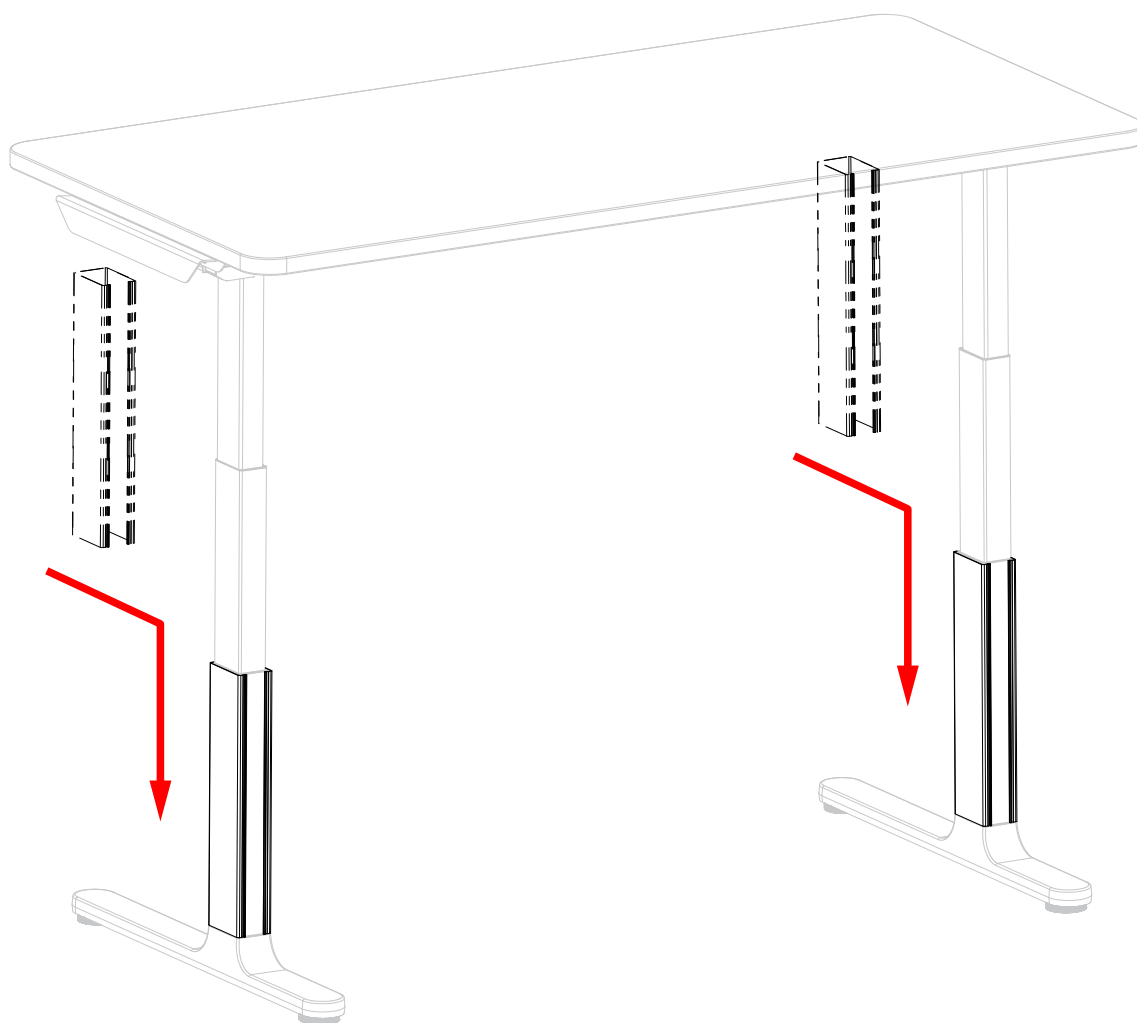
Phase 12 | Attaching Column Sleeve (Optional)

Step 1

Raise the desk.

Step 2

Open the front column sleeve cover slightly and snap it onto the column.



Phase 12 | Attaching Column Sleeve (Optional)

Step 3

Arrange the wires.

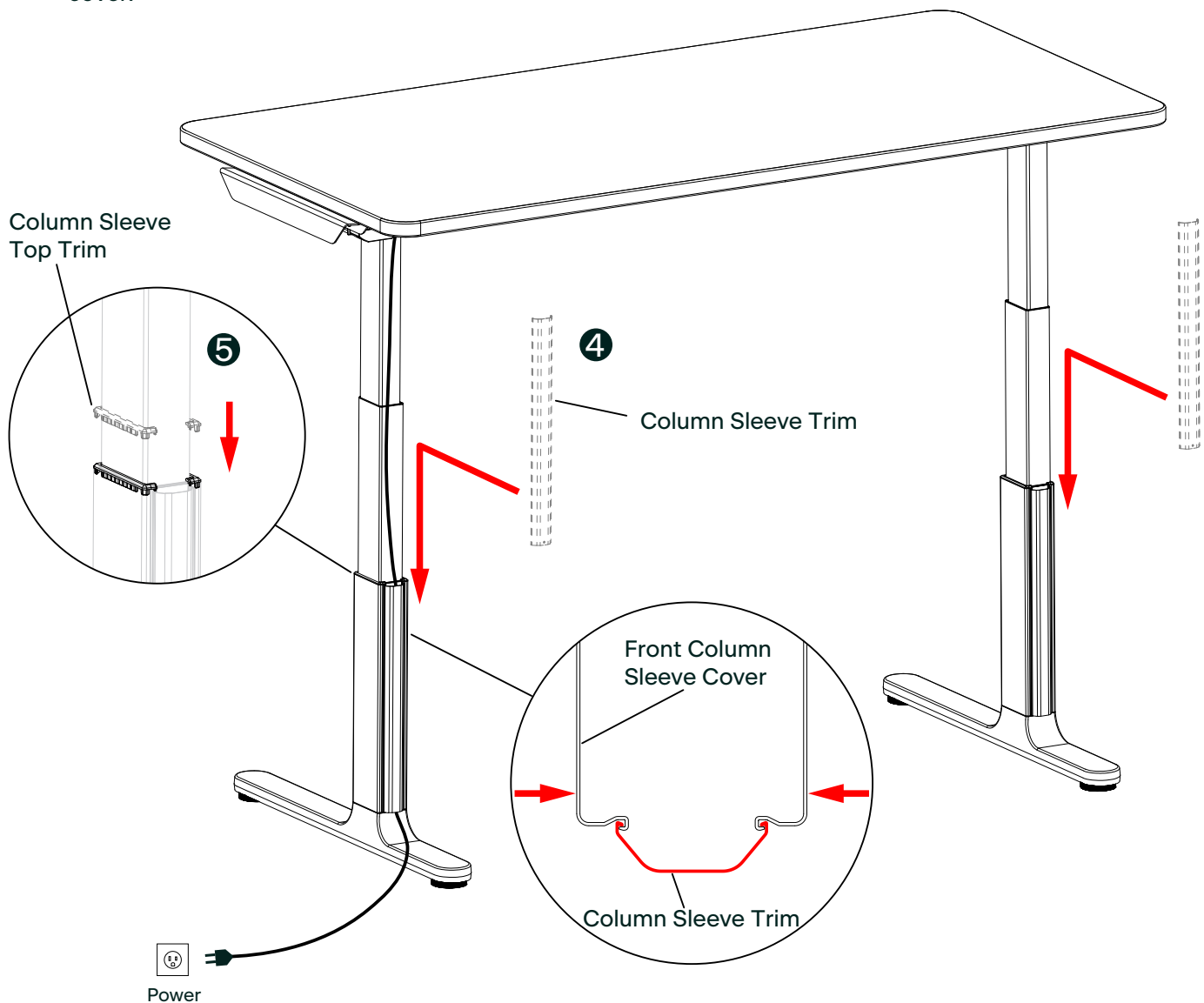
Step 4

Insert the Column Sleeve Trim onto the front column sleeve cover.

Note: The Extruded Front Column Sleeve Cover allows the Column Sleeve Trim to be installed by inserting it from the top and snapping it onto the front column sleeve cover.

Step 5

Buckle the Column Sleeve Top Trim.



Phase 13 | Replacing Glides with Castors (Optional)

Step 1

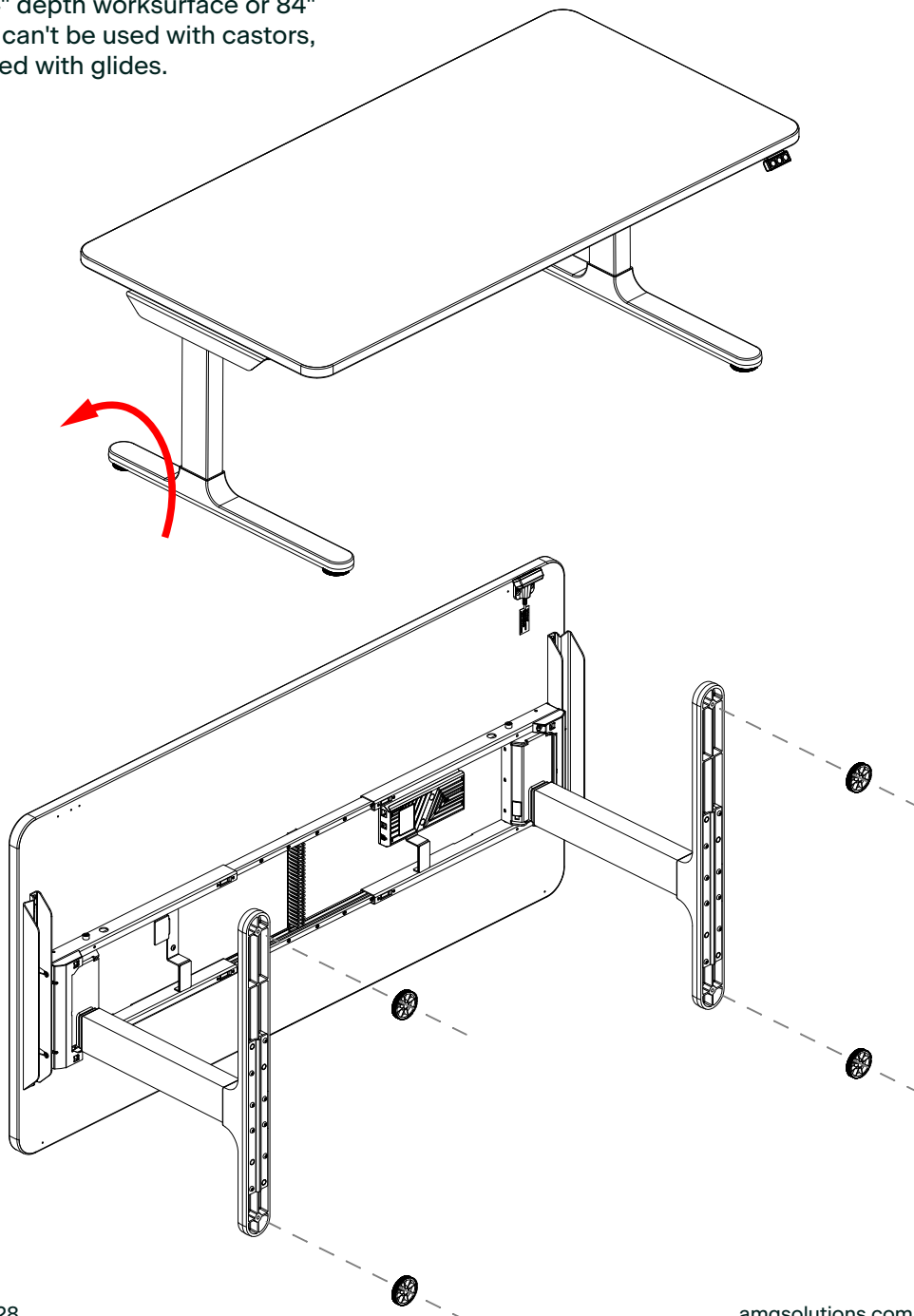
Adjust the desk to the lowest height and place it on a level floor by flipping it over approximately 90° with the Handset facing up.

Note: It is recommended to operate on a level floor with carpets. When flipping the desk, it is necessary for two people to operate simultaneously.

Cluvo desk with 24" depth worksurface or 84" width worksurface can't be used with castors, and can only be used with glides.

Step 2

Remove the Glides.



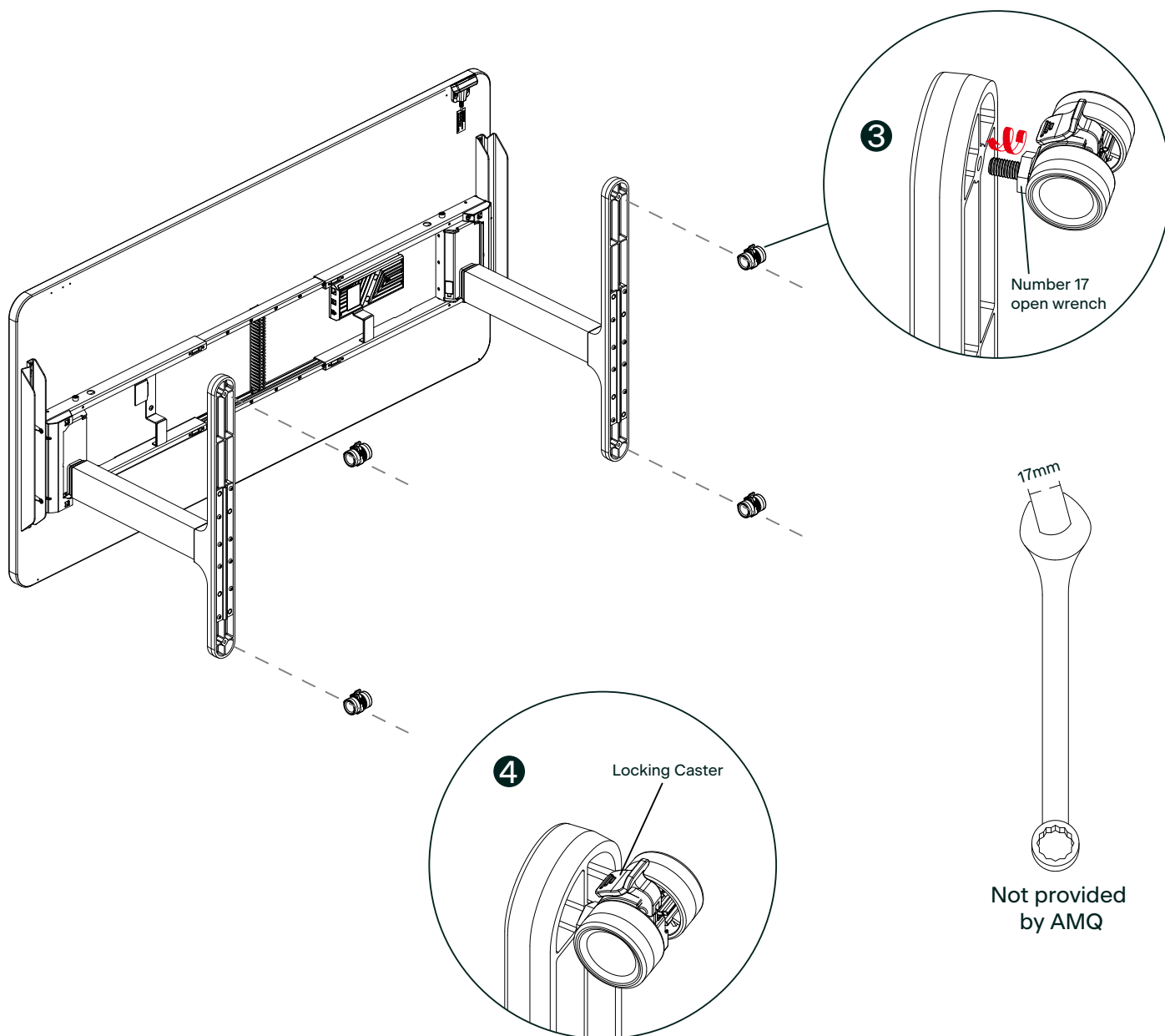
Phase 13 | Replacing Glides with Castors (Optional)

Step 3

Use a number 17 open wrench (which is not provided by AMQ) to securely fasten the castors.

Step 4

When the castor installation is complete, the castors need to be locked. 2 people are required to operate it simultaneously to turn the desk to its upright position.



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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