

Programming Memory Presets

1. Press the up or down arrow to set the worksurface to the desired height.
2. Press “M” button followed by one of the preset number buttons (1, 2 or 3) on the LED screen.
3. The table will automatically reset to this height whenever the preset number is pressed and held* until the preset height is reached.

Power Saving Mode - Waking up the Hand Set

1. Press any button to wake up handset.

Resetting the Base

! Note: Make sure there is nothing under the base before setting to its lowest level (24.5”). If the cable is obstructed it will not reset properly.

1. Press and hold the Down arrow; the desk will begin to go down.
2. Once the desk reaches its lowest height, continue to press the Down arrow for 5 seconds, until the digital display shows “RST”.
3. Release and then press the Down arrow again; the recalibration process will now begin.
4. When reset is complete, the digital display will show “24.5”.

*Previous versions of ACTIV have “press and go” technology and don’t require the hold of a button to reach pre-programmed heights.

Handset Lock

1. Press and hold the “M” button (about 5 seconds) until the LED display shows “LOC”.
2. Release the button. The handset is now locked and no buttons will work.

Handset Unlock

1. Press and hold the “M” button (about 5 seconds) until the LED display switches from “LOC” to the height number.
2. Release the button. The handset is now unlocked and fully functional.

Choosing one-touch or constant-touch for memory preset buttons

ACTIV allows you to choose either one-touch (press and release) or constant-touch (hold until desired height is reached, allowing you to release early if a different height is preferred) for controlling your memory presets.

1. Press the DOWN button on the Handset until the base reaches its lowest position. Release.
2. Press and hold the DOWN button again until the LED display reads “ASR”.
3. Press and hold the “1” button until it switches to either:
 - 10.1 = One-Touch
 - 10.2 = Constant-Touch
4. “ASR” will show on the display.
5. Finish the reset process by pressing and holding the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the button. The new setting is saved and your desk is now ready to use.

Setting the LED Retracted Height

Press the DOWN button on the Handset until the base reaches its lowest position. Measure the distance from floor to the top surface of the desktop. If the number on the LED display does NOT match your measurement, follow these steps:

1. Press and hold the DOWN button until the LED display reads “ASR”. Press and hold the “M” button (about 5 seconds) until the LED displays the flashing height. (If the display returns to “ASR” before the next step is taken, repeat this step.) Use the UP/DOWN buttons to change the value of the starting height so that it matches your measurement. Wait about 5 seconds and the display will return to “ASR.”
2. Finish the reset process by pressing and holding the DOWN button again until the desk lowers a little bit more, slightly rises and stops. Release the button. The new starting height value is saved and your desk is now ready to use.

Note: LED display has a + 0.1 tolerance.

Setting a Custom Maximum Height

1. Use the UP button to move the base to the desired maximum-height position.
2. Press the “M” button and release. The LED display will show “S- ”.
3. Then press the “UP” button and release. The LED display will show “999”. The new maximum height is now set.

Setting a Custom Minimum Height

1. Use the DOWN button to move the base to the desired minimum-height position.
2. Press the “M” button and release. The LED display will show “S-”.
3. Then press the “DOWN” button and release. The LED display will show “000”. The new minimum height is now set.

Removing the Custom Height Positions

4. Press and hold the “M” button until the LED display flashes “S -” and then release it.
5. Press the “M” button again and hold for 2 seconds. The LED display will change to “555” and then automatically return to the height display. The upper and lower limits are now removed.

Note: A RESET procedure requires the desk base to full retract (beyond any lower limit set).

Changing LED Number between inches and centimeters

1. Press the DOWN button on the Handset until the base reaches its lowest position. Press and hold the DOWN button again until the LED display reads “ASR”.
2. Press and hold the “2” button (about 5 seconds) while the LED flashes “ASR” and then switches to either:
 - 10.3 = cm
 - 10.4 = inches
3. Release the “2” button for the display to return to “ASR”.
4. Finish the reset process by pressing and holding the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the button. The new setting is saved and your desk is now ready to use.

For questions or support, please contact AMQ Customer Care at cc@amqsolutions.com or (877) 801-0370.

Cable Management

When installing equipment, either on the worksurface or below, be sure that the connecting cables are free from obstruction. This product offers a cable riser, cable brackets or a cable basket to help manage excess cables/wires on the underside of the worksurface.

Workstation Design Tips

- Ensure that power cords for all accessory items – computer, lights, monitors, etc. - are of sufficient length to reach outlets throughout the range of worksurface height adjustment is taking place.
- Always check for proper operating clearance before placing any item on, above or below the worksurface.

Maintenance and Cleaning

Regularly clean dust and dirt from lifting columns. To ensure all surfaces are thoroughly cleaned, make sure the lifting columns are fully extended to their maximum height. Also, be sure to inspect cables and lifting columns for damage. Check all connections for both correct function and secure mounting.

Caution: Damp cloth is recommended. To protect the painted surfaces, use a cleanser that is not highly alkaline or acidic. A pH-neutral product is ideal.

Note: Please do not move the desk without help. Refer to the guidelines at the end of the assembly instructions, or contact your facilities group for assistance.



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.

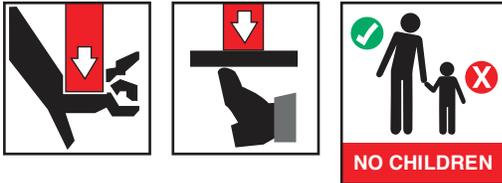
This equipment has been tested and found to comply with the limits for a class B digital device pursuant to Part 15 for FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio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

IMPORTANT SAFETY INFORMATION. SAVE & KEEP WITH DESK

WARNING

Crush Hazard – Keep Clear



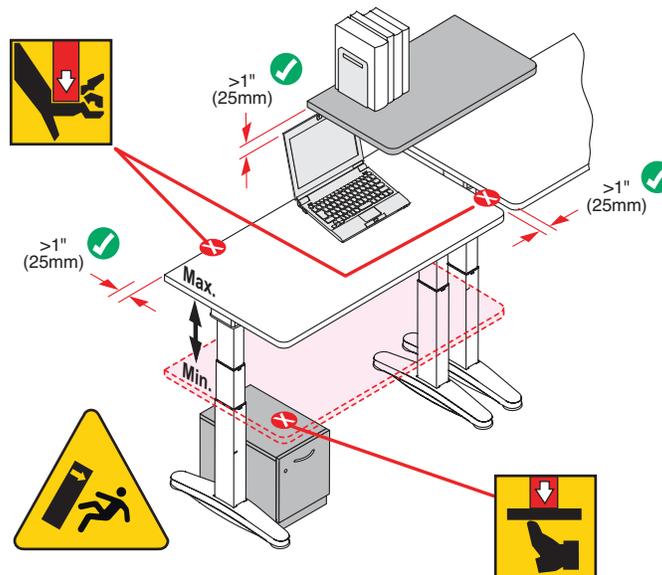
Risk of serious injury or death
Raising or lowering desk can trap or crush body parts.

Do not operate this equipment unless properly trained. Read this guide first.

Do not allow use by children or people unable to understand the risks and to safely adjust desk height.

Maintain >1" (25 mm) gap above objects on desk at max height, and between desk and 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.).

Do not place feet or other body parts on cabinets or objects below desktop.



IMPORTANT SAFETY INFORMATION. SAVE & KEEP WITH DESK

⚠ WARNING



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

1. Read all instructions before using (this furnishing).
2. Always unplug this furnishing from the electrical outlet before cleaning or servicing.
3. Use this table only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this table if it has a damaged cord or plug, if it is not working properly, or if it has been dropped or damaged.
5. Keep the cord away from heated surfaces.
6. Never drop or insert any object into any opening.
7. Do not use outdoors.
8. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
9. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.

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



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.