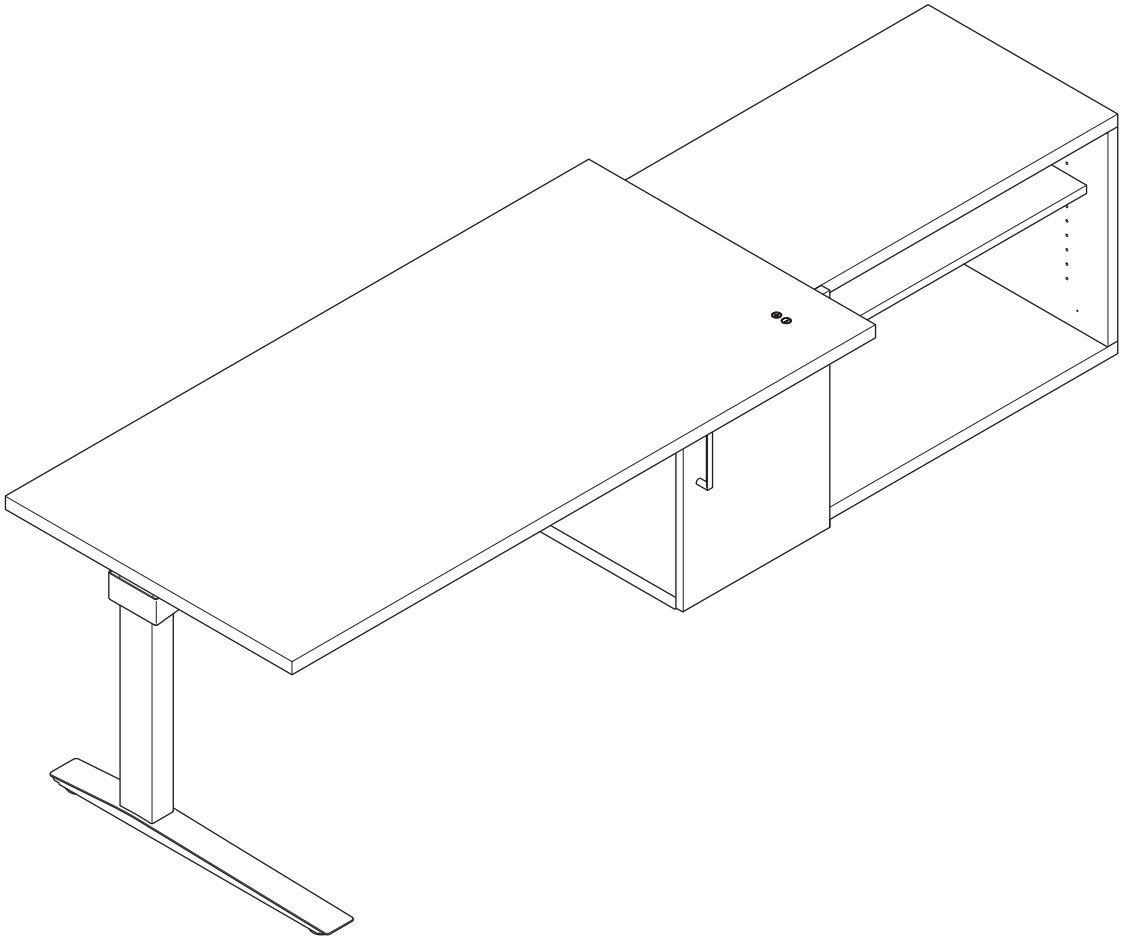
# ASSEMBLY

## Zo Office Inline Desk



View Digitally

# Important Safety Instructions

This product is for commercial use only.
Maximum intended load for each worksurface is 250 lbs (91 kg)
When using an electrical furnishing, basic precautions should always be followed, including the following: Read all instructions before using (this furnishing).

## DANGER

To reduce the risk of electric shock:

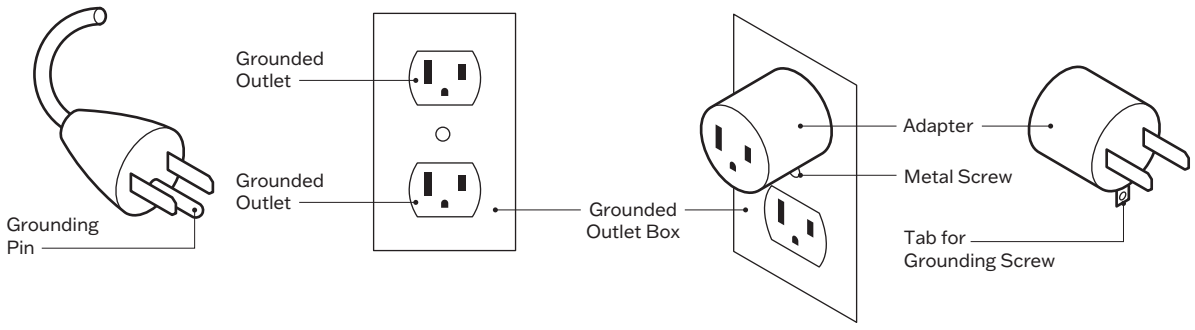
1. Always unplug this furnishing from the electrical outlet before cleaning.

## 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. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. 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.
5. Keep the cord away from heated surfaces.
6. Do not use outdoors.
7. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
8. To disconnect, turn all controls to the off position, then remove the plug from outlet.
9. Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions (Fig. 1).

**Grounding Methods**
(Fig. 1)




10. Mount furnishings at the correct height.
11. For commercial use only.

## If Using Optional Utility Power -

1. The electrical desk plug must be plugged into the utility power when present.
2. This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in sketch A (see Figure 77.1). 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.

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## Save These Instructions

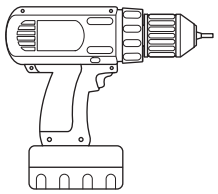
**OPERATING INSTRUCTIONS** – Please refer to the provided Installation Instructions and User Guide.

**POLARIZED PLUG INSTRUCTIONS** – To reduce the risk of electric shock, this furnishing has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

**SERVICING OF DOUBLE-INSULATED PRODUCTS** – In a double-insulated product, two systems of insulation are provided instead of grounding. No grounding means is provided on a double-insulated product, nor is a means for grounding to be added to the product. Servicing a double-insulated product requires extreme care and knowledge of the system, and is to be done only by qualified service personnel. Replacement parts for a double-insulated product must be identical to the parts they replace. A double-insulated product is marked with the words “DOUBLE INSULATION”, “DOUBLE INSULATED”, or ⧈ .

This product is for use on a nominal 120-V circuit. 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.

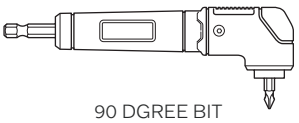
# Tools



Electric Drill

Additional tools such as a 90 Degree Bit and an 18” Extension are helpful for some steps.

*No torque or ball bits should be used



90 DGREE BIT

Phillips Drill/
Driver Bit

4mm Hex Drill/
Driver Bit

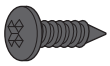
18” EXTENSION

# Hardware

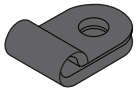
M6 x 12mm Button
Head Screw
(125285/125290)

#10 X 3/4
Black Truss Head

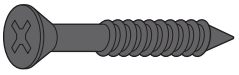
#8 x 5/8” Phillips
Flat Head Screw,
Black (116754)



#8 x 1/2” Pan
Head Screw,
Black (127000)

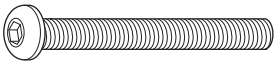


Switchable Cable Clip
(038000)



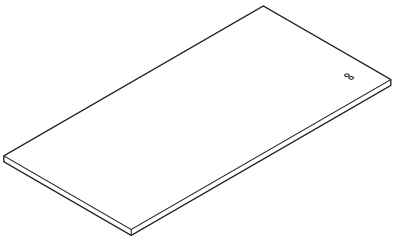
#8 x 1-1/4”
Flat Head Screw,
Black (122805)

M6 Nylock Nut ,
Zinc
(888152)

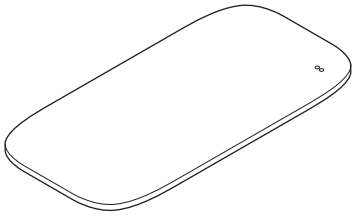


M6-1.0 X 40MM
Button Head Screw,
Zinc (125293)

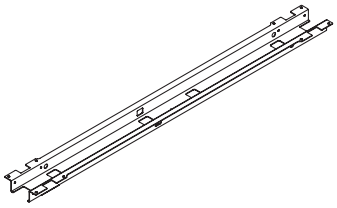
# Essential Components



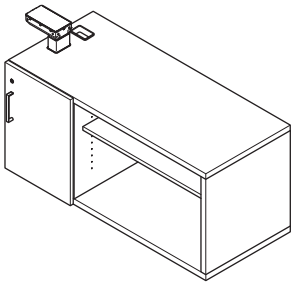
Rectangle Surface



Super Ellipse Surface



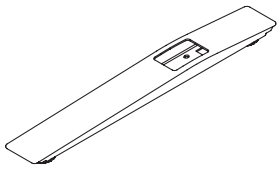
Support Rail



Credenza

DL5 Lifting Column

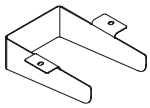
Motor Cables



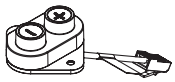
Desk Foot

Shroud Bracket

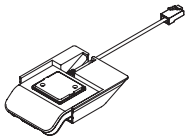
Shroud Plate



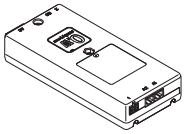
Support Rail End Bracket



Embedded Two-Button Switch

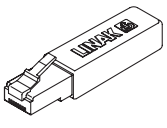


Undersurface Paddle Switch

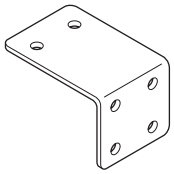


Control Box

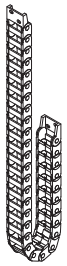
Wire Manager Clip



Anti-collision Dongle



Energy Chain Bracket

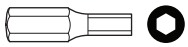


Energy Chain

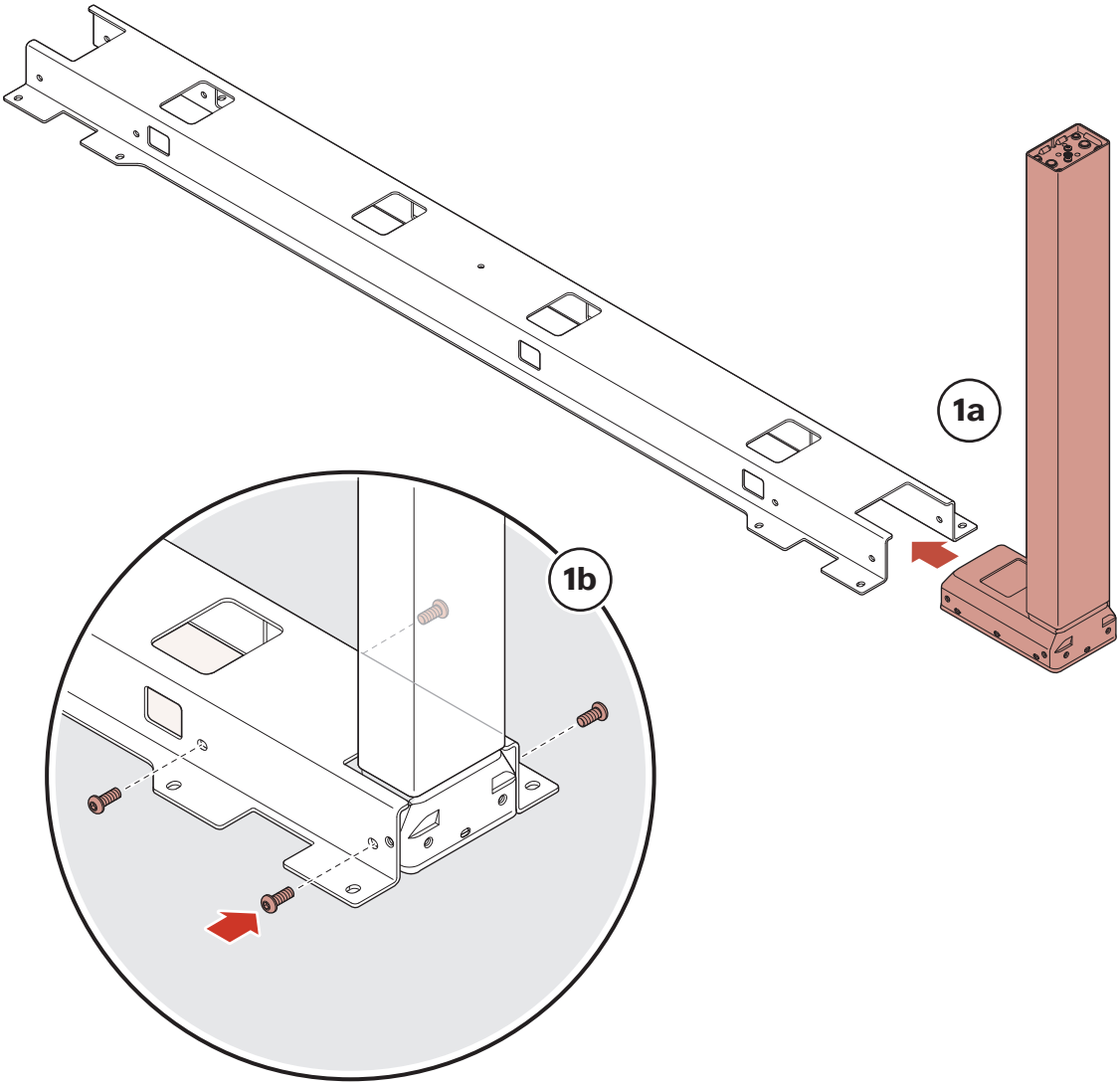
## 1. Attach Support Rail to Leg.

Place Support Rail top down on a clean blanket or carpet that is free of debris. Slide Lifting Column into the end of the Support Rail as shown **(1a).** Attach Leg with four (4) Button Head Screws, (2) on each side of each Leg **(1b).**

M6-1.0 X 12MM Button Head Screw, Black or Zinc dependent on desk color (125285/125290)

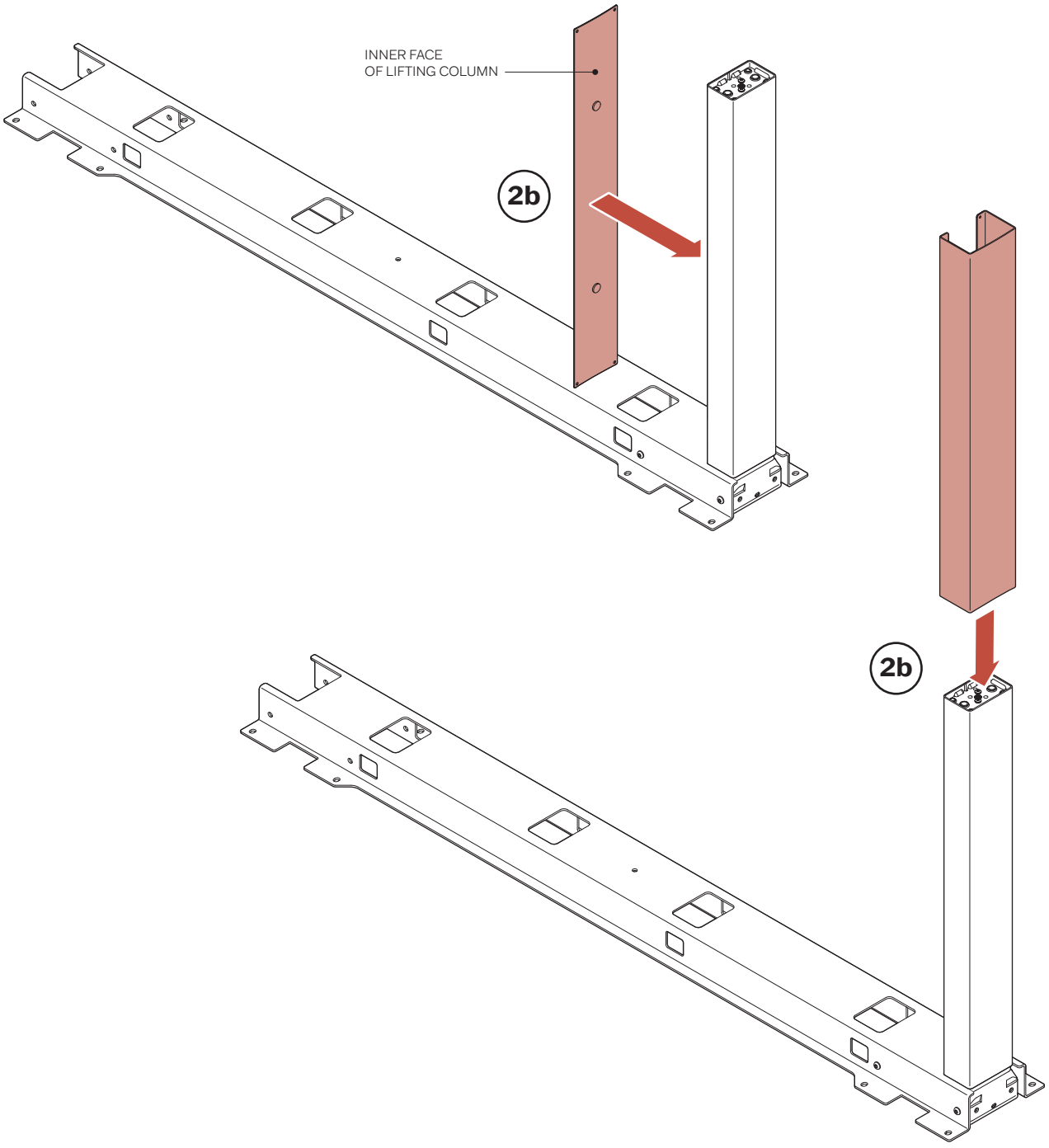


4mm Hex Drill/ Driver Bit



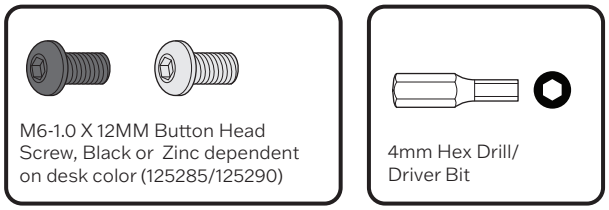
## 2. Attach Shrouds.

Some Desk Leg finishes require a steelshroud. If a Shroud is included, hold the padded side of the Shroud Plate against the inner face of the Lifting Column **(2a)** and slide the Shroud Bracket over the Lifting Column and Plate **(2b).**



## 3. Attach Desk Foot.

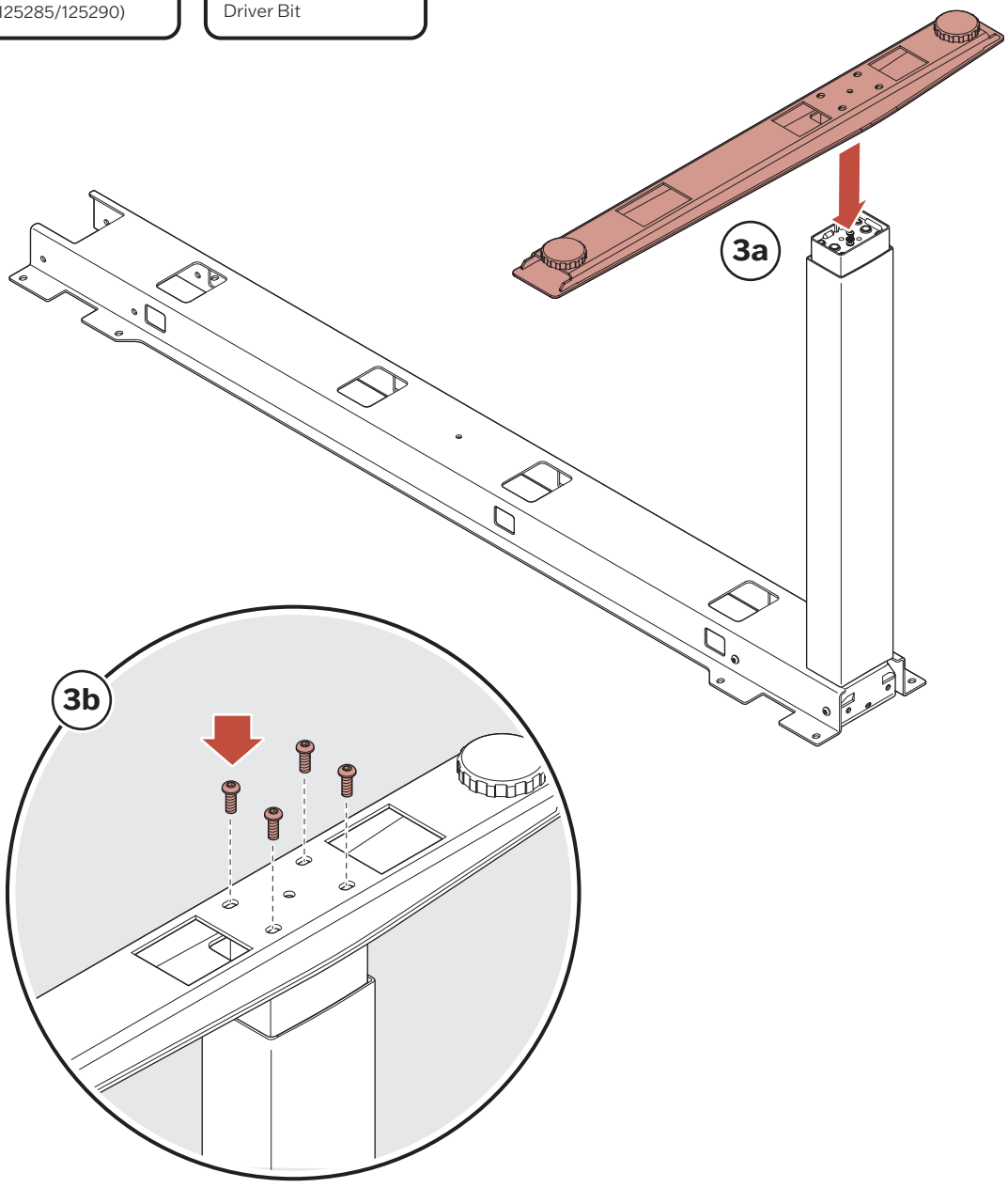
Align Desk Foot with Leg **(3a)** and attach using four (4) Button Head Screws **(3b).**



M6-1.0 X 12MM Button Head Screw, Black or Zinc dependent on desk color (125285/125290)

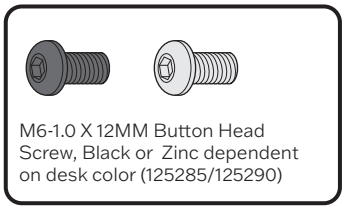


4mm Hex Drill/ Driver Bit

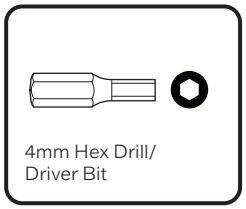


## 4. Attach Credenza.

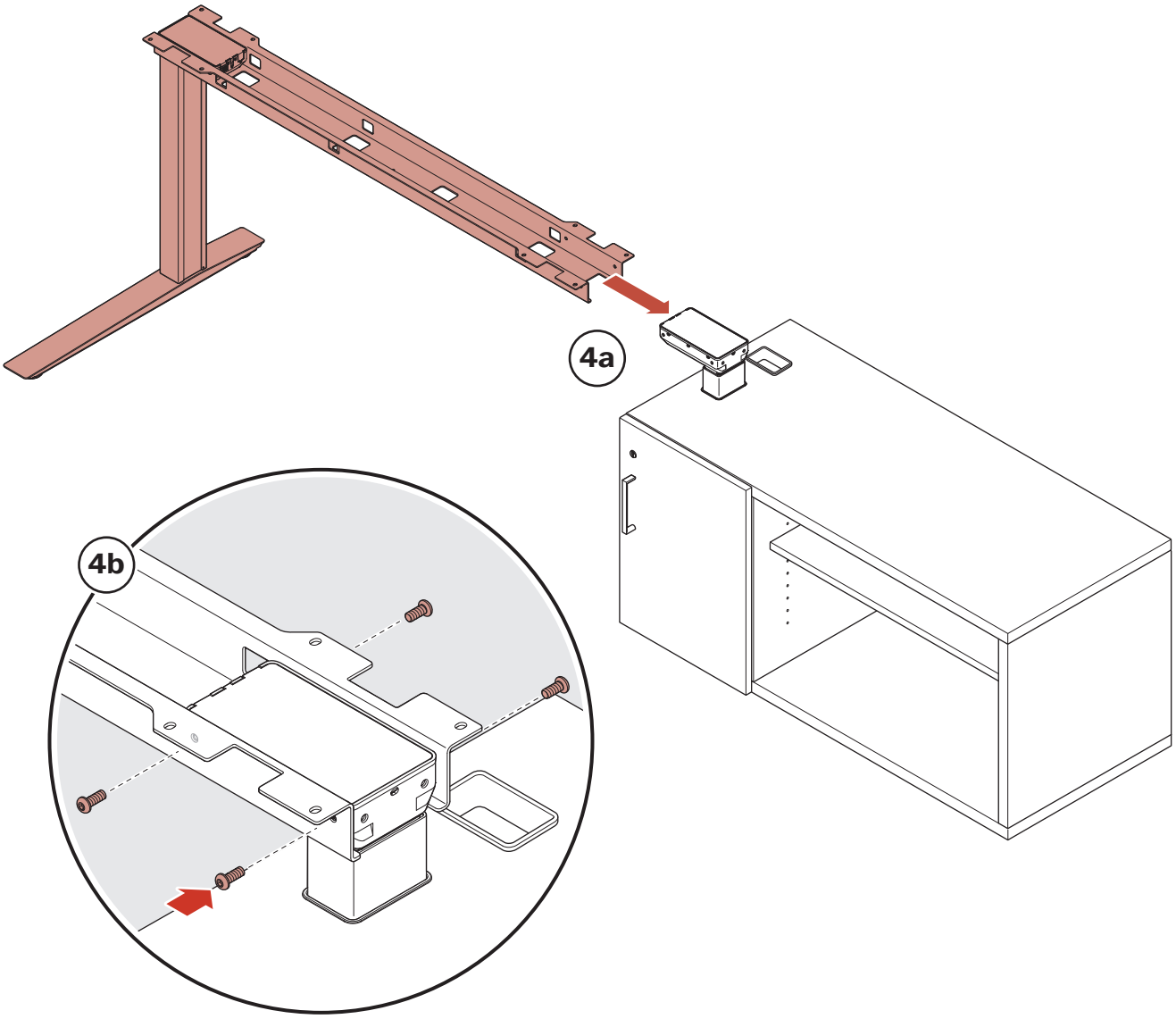
Flip the Rail Assembly right side up align with Credanza Lifting Column **(4a)**. Secure Rail Asssembly to the Credanza Lifting Column using four (4) M6x12mm Button Head Screws **(4b).**



M6-1.0 X 12MM Button Head Screw, Black or Zinc dependent on desk color (125285/125290)

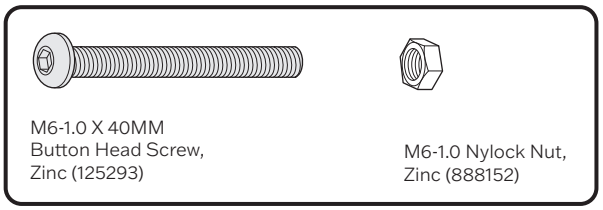


4mm Hex Drill/ Driver Bit



## 5. Control Box Assembly.

Plug the Power Cable into the Control Box. Lower the assembly centered into the Support Rail **(5b)** and route the Power Cable through the rear cutout in the Support Rail on the end with the Credenza as shown. Then secure Control Box in place with one (1) M6 Nylock Nut and one (1) M6x40mm Button Head Screw **(5c).**

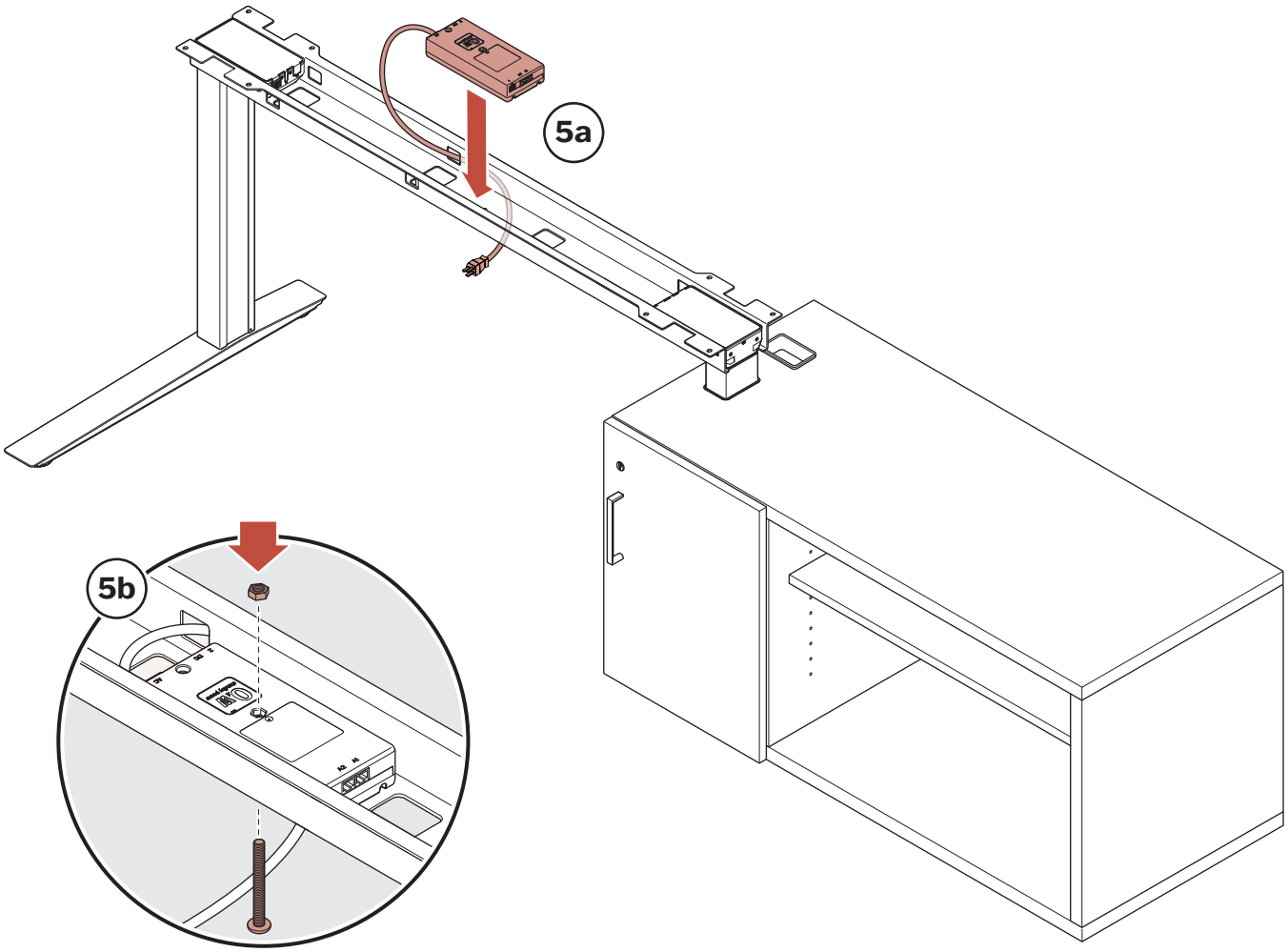


M6-1.0 X 40MM
Button Head Screw,
Zinc (125293)



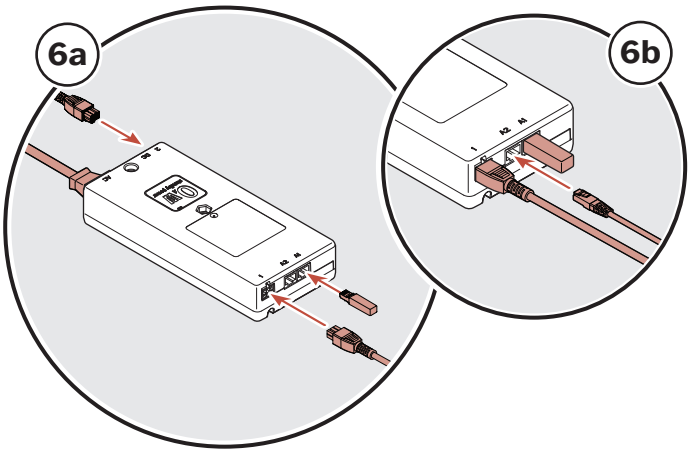
M6-1.0 Nylock Nut,
Zinc (888152)

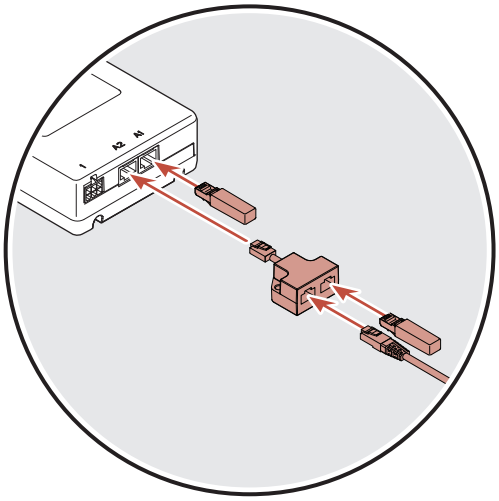
Phillips Drill/
Driver Bit



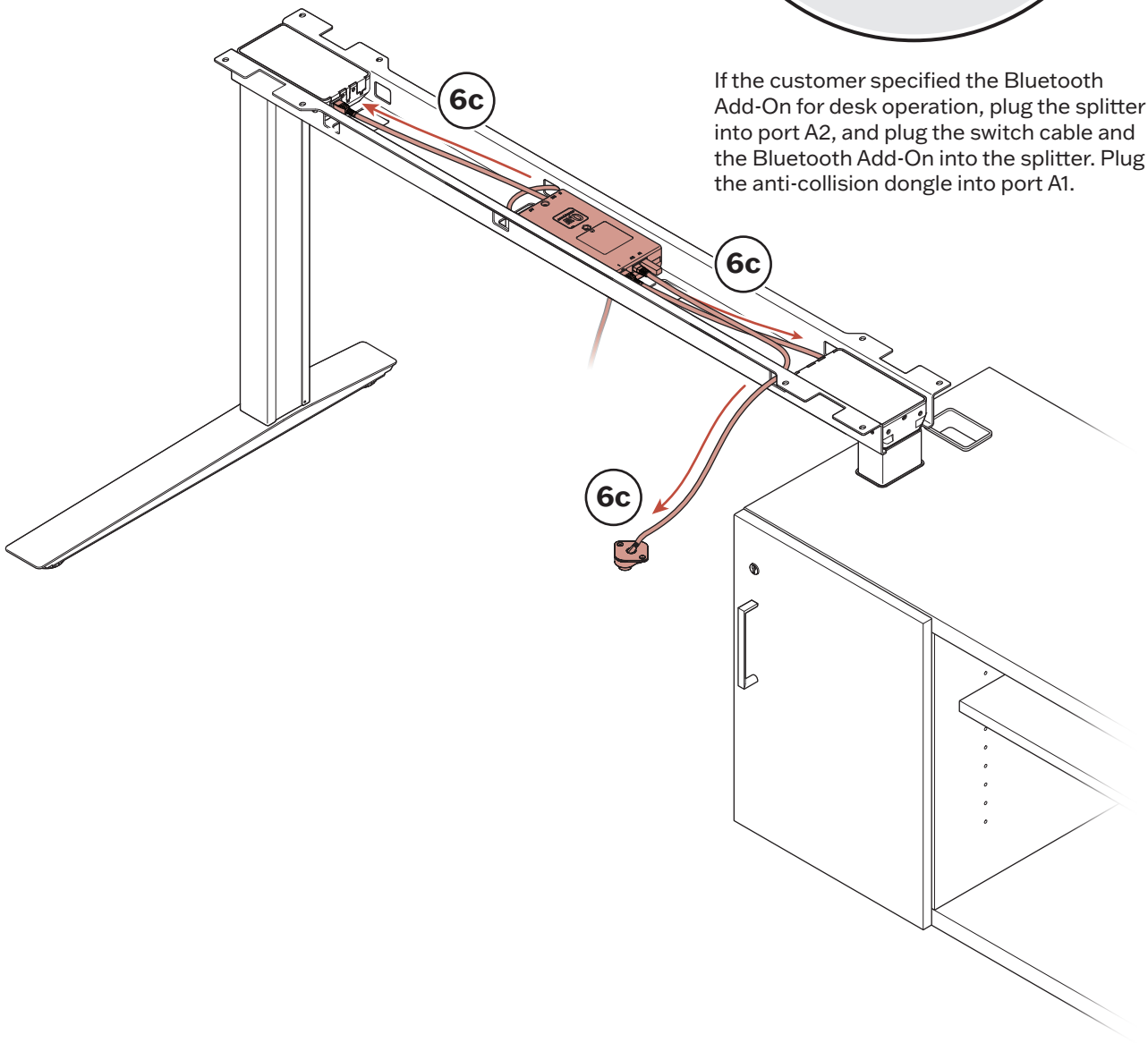
## 6. Control Box Wiring Diagrams.

After securing the Control Box to the Support Rail, plug in 1M Lifting Column Power Cables into ports 1 & 2 and the Anti-Collision Dongle into port A1 **(6a).** Route the Switch Cable (two-button switch or paddle switch) through the cutout in the Support Rail, and plug into port A2 in the Control Box **(6b),** leaving the switch to be mounted to the surface in a later step, after the surface is secured to the base. After securing all Lifting Column Cables to the Control Box, plug the other ends into their respective lifting column **(6c).**



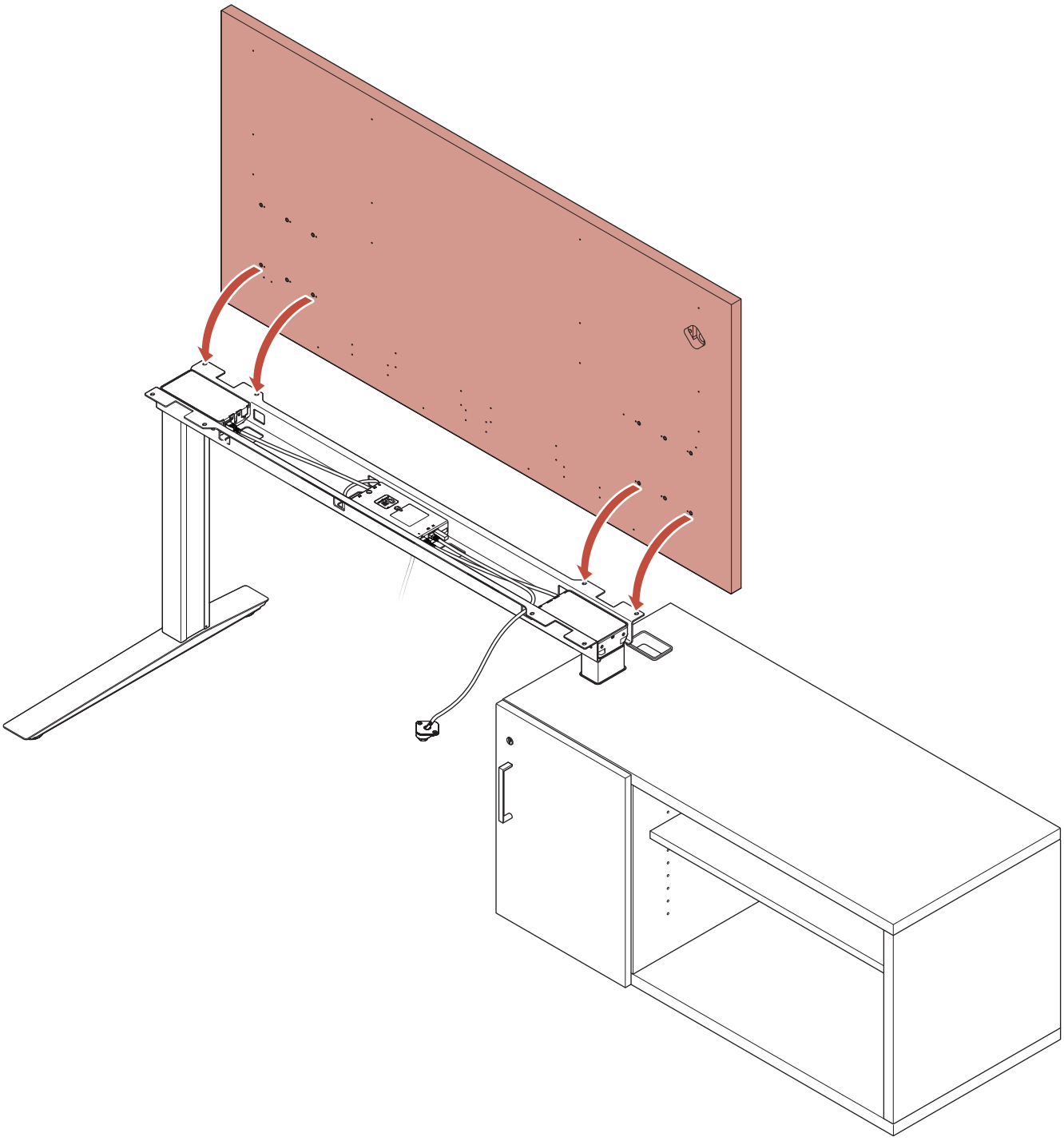



If the customer specified the Bluetooth Add-On for desk operation, plug the splitter into port A2, and plug the switch cable and the Bluetooth Add-On into the splitter. Plug the anti-collision dongle into port A1.



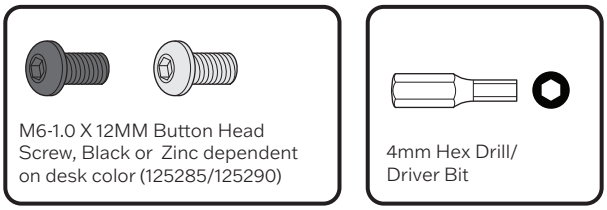
## 7. Place Desk Surface.

After all cables are plugged into their correct ports in the control box. Coil any excess cables in the support rail trough, ensuring they are inside the support rail. Rotate worksurface onto support rail assembly.



## 8. Secure Desk Base to Surface.

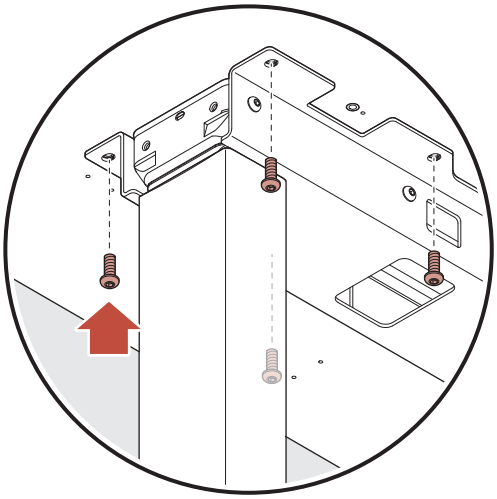
Align the Support Rail Sssembly with the brass inserts in the desk surface. Secure the Support Rail Assembly to the Surface using eight (8) button head screws.

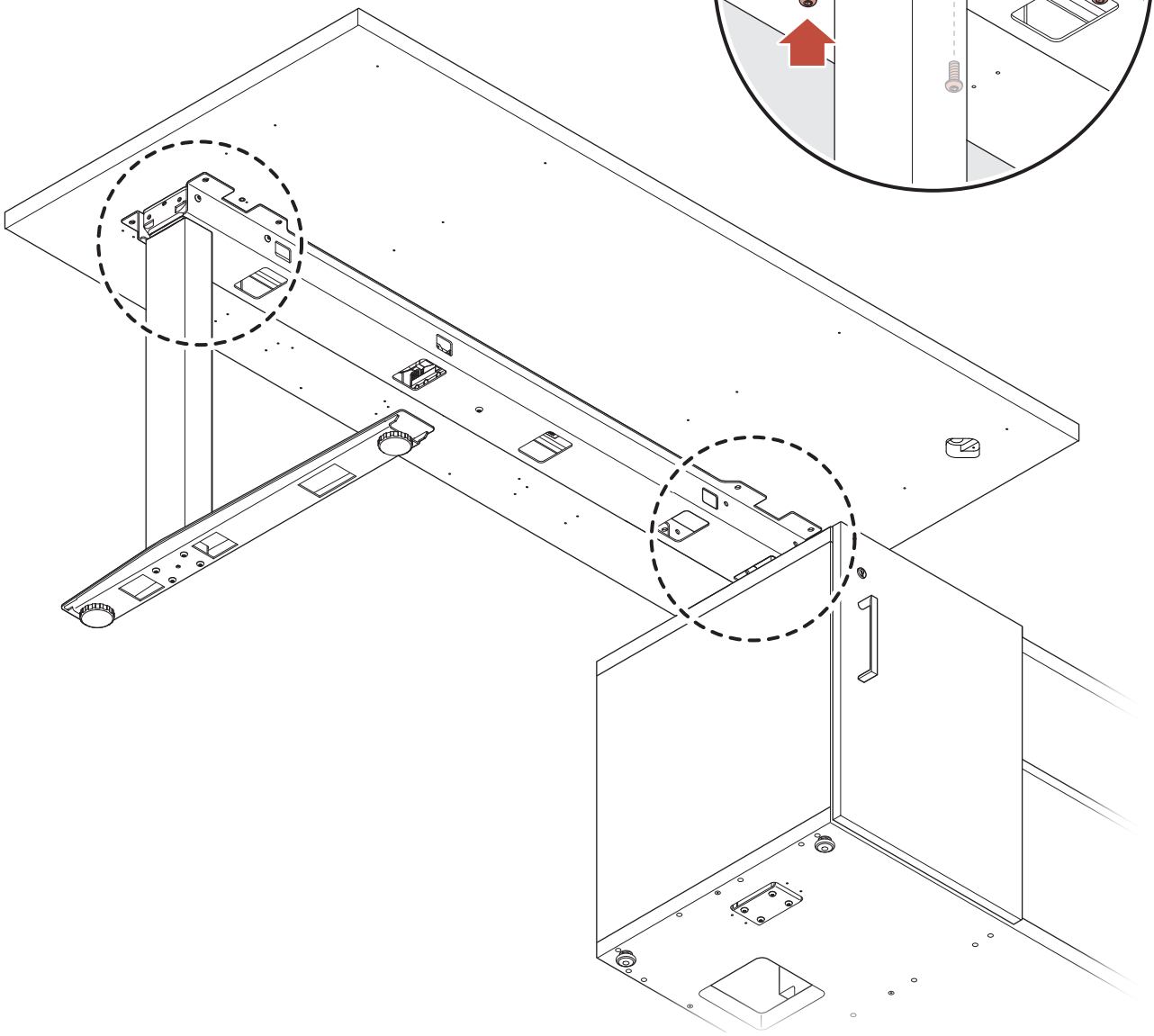


M6-1.0 X 12MM Button Head Screw, Black or Zinc dependent on desk color (125285/125290)



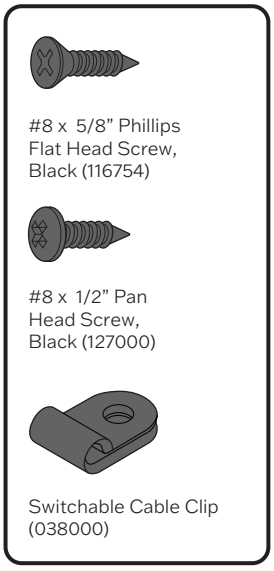
4mm Hex Drill/ Driver Bit

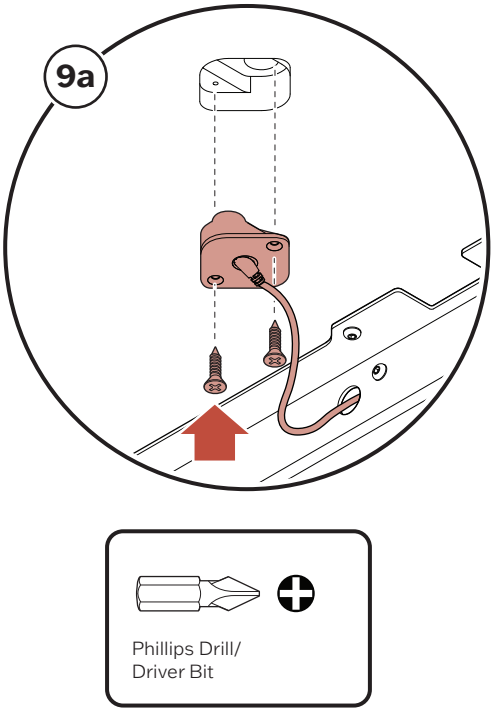




## 9. Two-Button Embedded Switch.

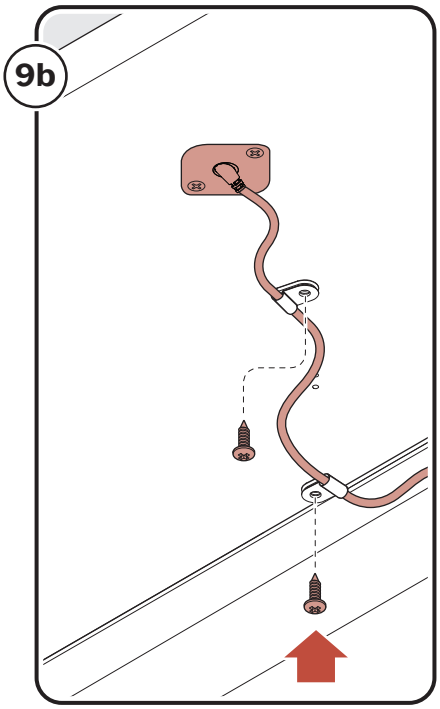
Switch options include an Embedded Two-Button Switch or an Undersurface Paddle Switch. The Two-Button Switch will have a designated cutout in the Surface to mount the Switch inside. Insert the Switch Assembly into the cutout, and secure with two (2) Flat Head Screws **(9a).** Secure the Switch Cable to the Undersurface with (2) Switch Cable Clips and two (2) Pan Head Screws **(9b).** Remove excess slack in Switch Cable when securing Clips to Surface and feed excess Cable into Tail.



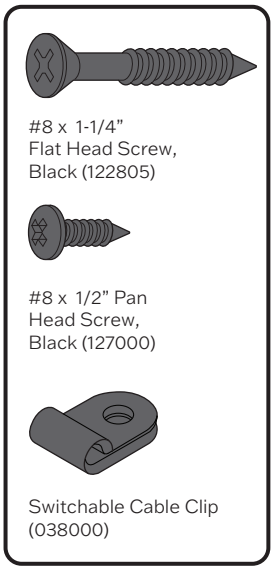


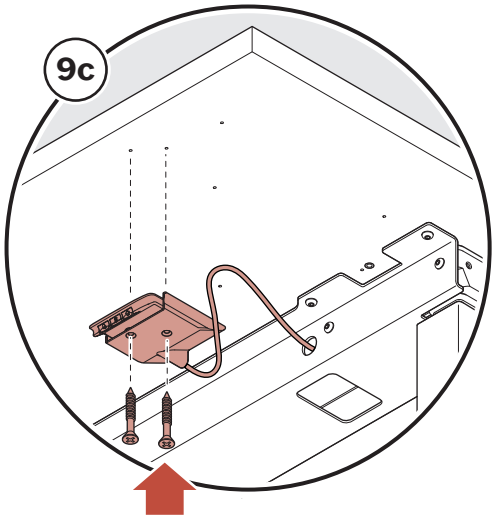


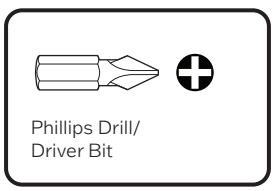


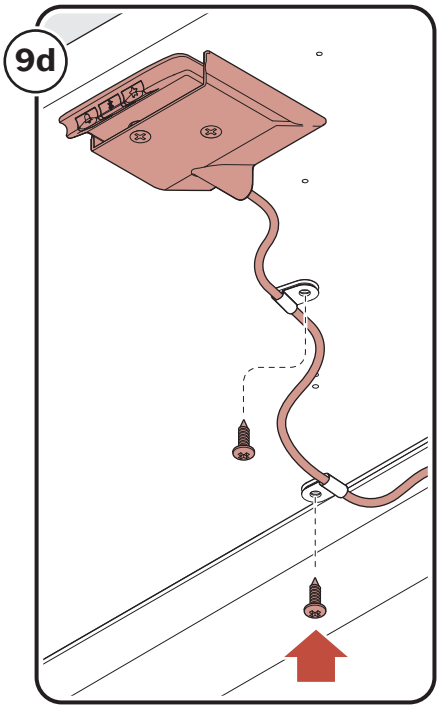

### Undersurface Paddle Switch

Secure the Undersurface Paddle Switch to the pilot holes on the underside of the Surface using (2) Flat Head Screws **(9c).** Secure the Switch Cable to the Undersurface with two (2) Switch Cable Clips and (2) Cam Head Screws **(9d).** Remove excess slack in Switch Cable when securing Clips to Surface and feed excess Cable into Rail.



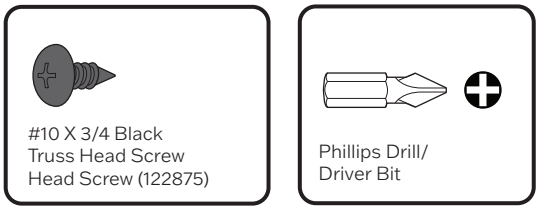



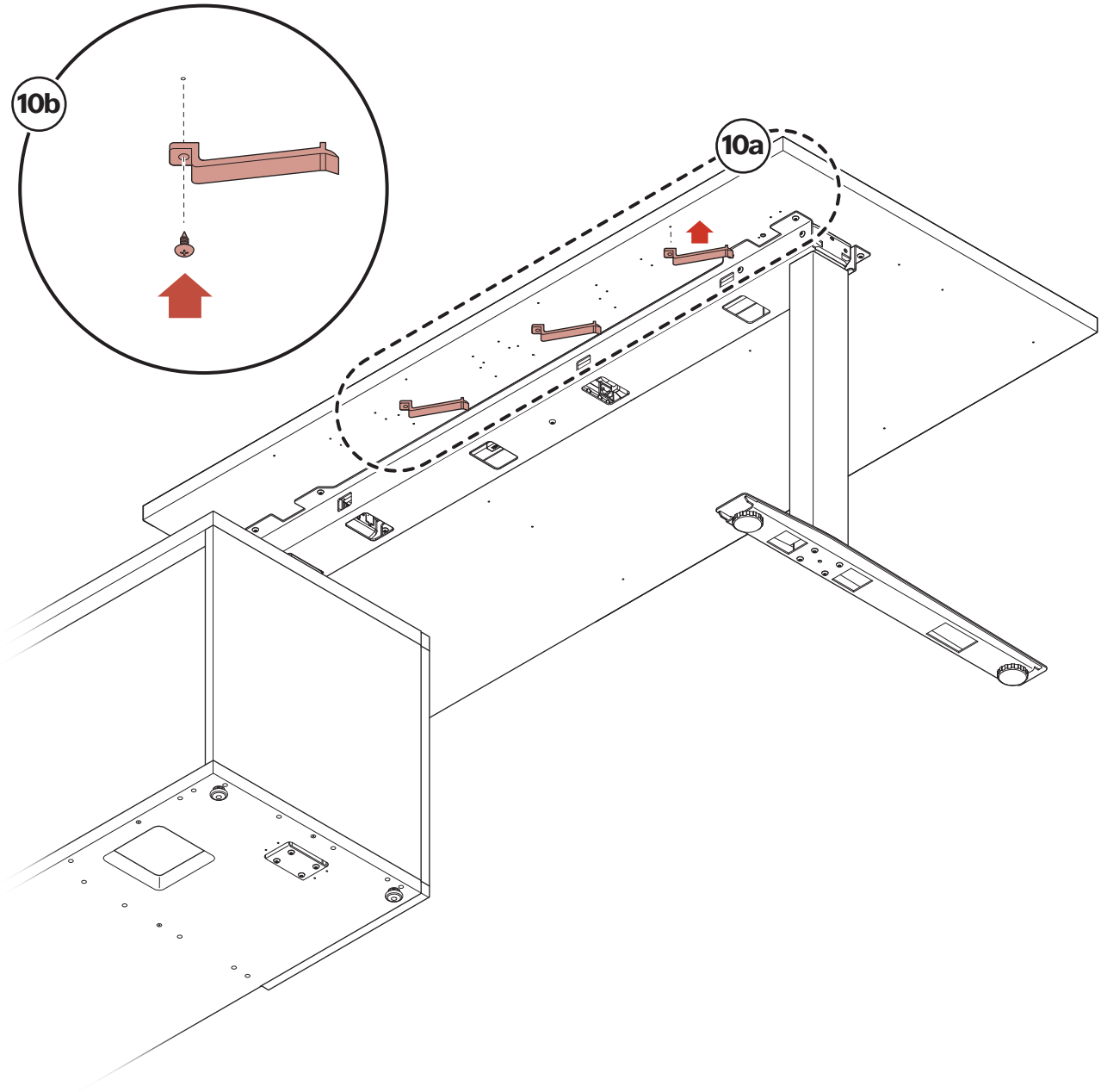



## 10. Attach Cable Clips.

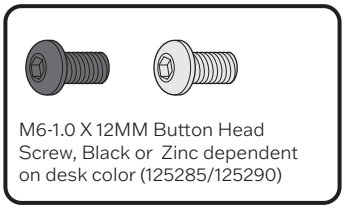
Align each Wire Manager Clip with each pilot hole **(10a).** Secure each Wire Manager Clip using one (1) #10 x 5/6" Truss Head Screw **(10b).**



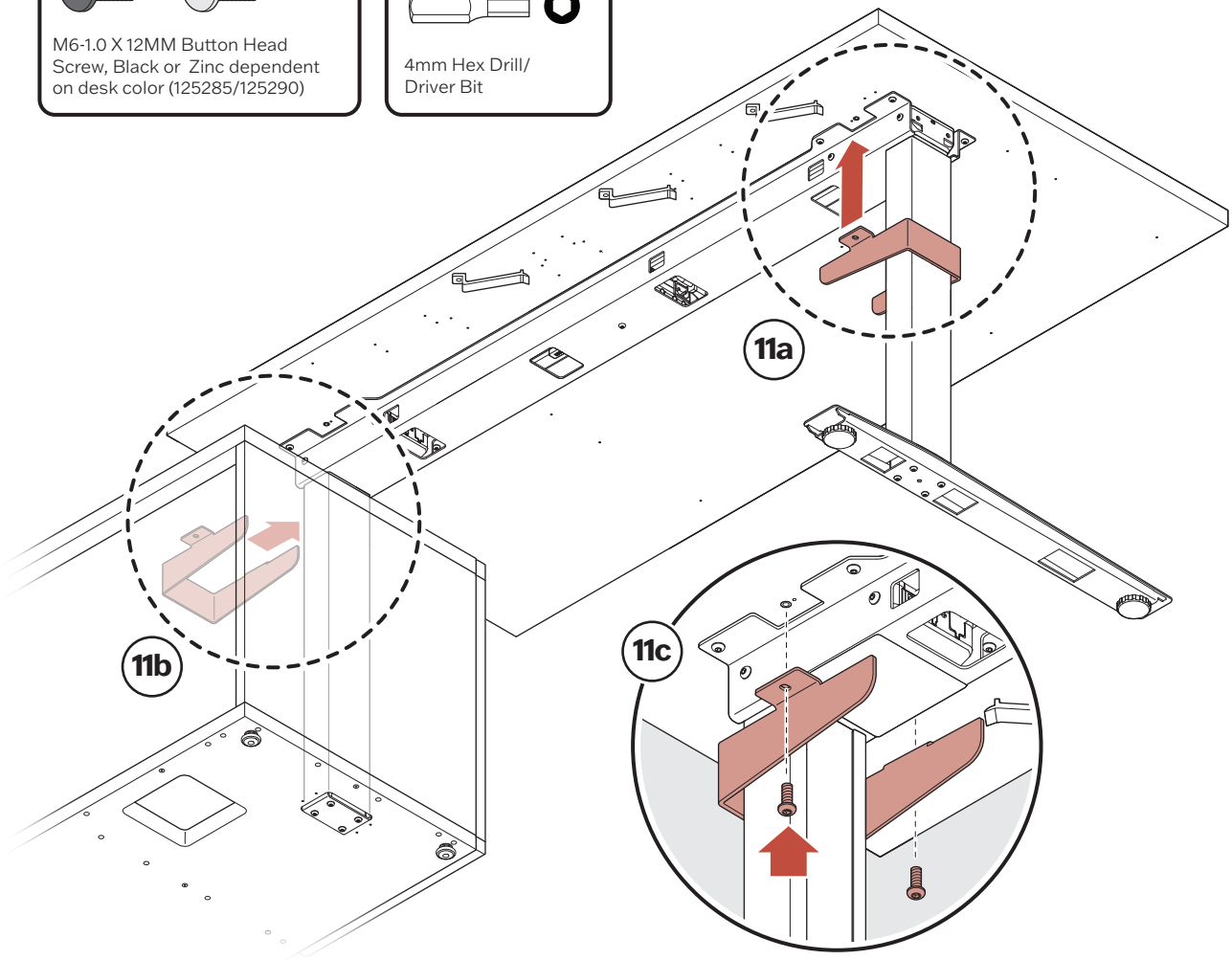
## 11. Attach Support Rail End Covers.

For the Support Rail End Cover being installed at the Leg, slide the Support Rail End Cover upward on the Leg **(11a)**. For the Support Rail End Cover being installed at the Credenza, slide Support Rail End Cover inward **(11b)**. Attach each Support Rail End Cover to underside of Surface using two (2) M6x12mm Button Head Screws per Cover **(11c).**



M6-1.0 X 12MM Button Head Screw, Black or Zinc dependent on desk color (125285/125290)

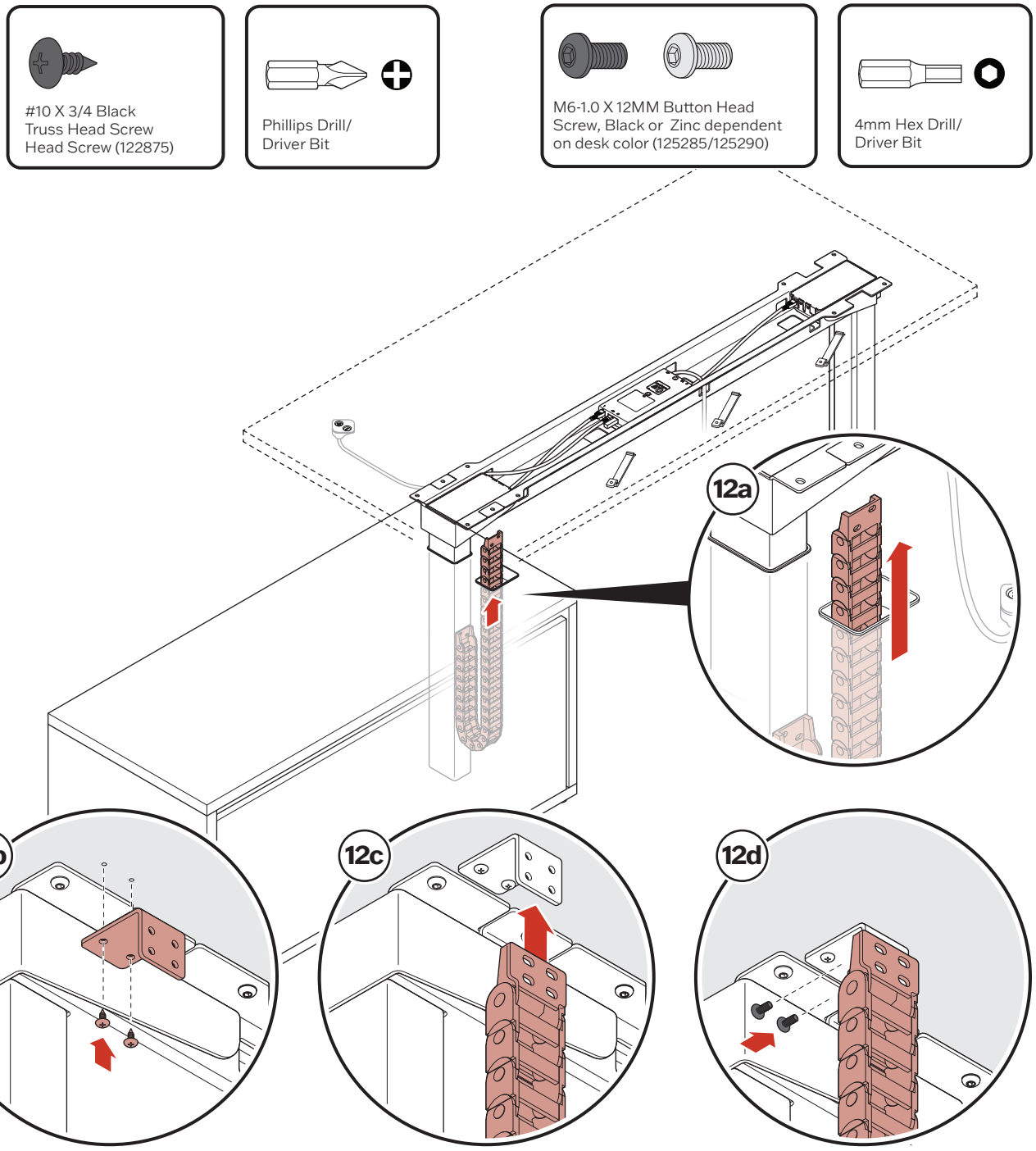
4mm Hex Drill/ Driver Bit




**Note:**
Credenza removed from illustration for clarity.

## 12. Attach Energy Chain.

The Energy chain comes installed in the Credenza. Take Energy Chain and feed it upward through the Grommet in Credenza **(12a).** Attach Energy Chain Bracket to undersurface of Surface using two (2) #10 x 5/6 Truss Head Screws **(12b).** Align Energy Chain with Energy Chain Bracket **(12c)** and attach using two (2) M6x-12mm Button Head Screws **(12d).**




## 13. Power Test & Leveling.

Plug power cord into 110V AC receptacle and depress the down arrow once to initialize desk. The desk will travel down a fraction of an inch then stop. The desk is now ready to travel up and down using the switch. Place the desk in the workstation setting maintaining a minimum 1" gap to surroundings per ANSI/BIFMA safety standards. Adjust leveling glides to ensure a stable sit/stand performance.