VERSA DESK®

Assembly Instructions

PowerLift® Corner Standing Desk

PLCSD

REV. 07052022

Scan me to watch a step-by-step assembly video!

MADE IN AMERICA

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

Tools

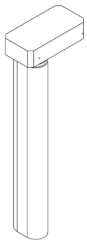
4mm Allen wrench (included)

Phillips head screwdriver and/or hand drill

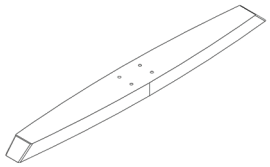
Tape measure

Parts

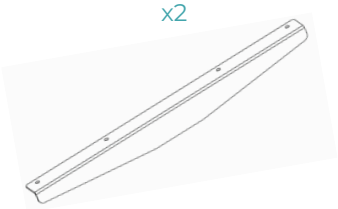
Leg x3



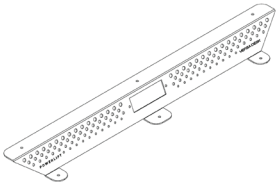
Foot x3



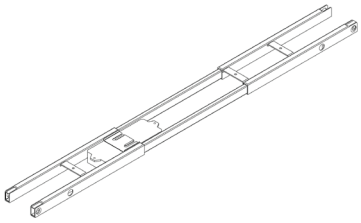
Side bracket x2



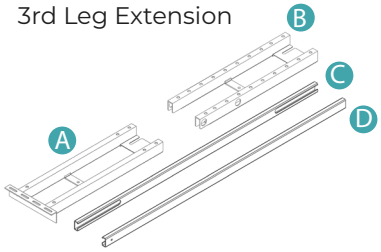
Connecting Panel



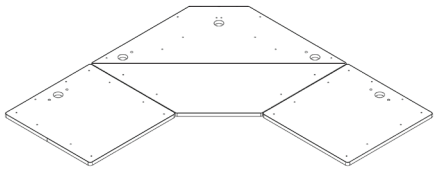
Top frame + control box



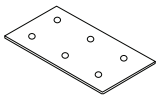
3rd Leg Extension



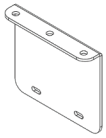
4-Piece Desktop



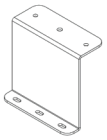
Link Bracket x4



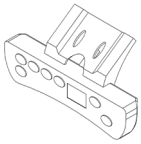
L Bracket



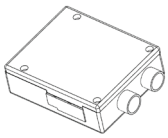
S Bracket



Controller



Bluetooth App Box



Power Strip

Hardware

x18

M6x14 Machine screw

x35

10A x 3/4 Wood Screw

x20

1/4-20 Phillips Bolt

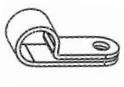
Power cord x1

x28

M6x10 Machine screw

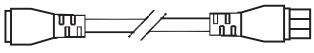
x2

8A x 5/8 Wood Screw



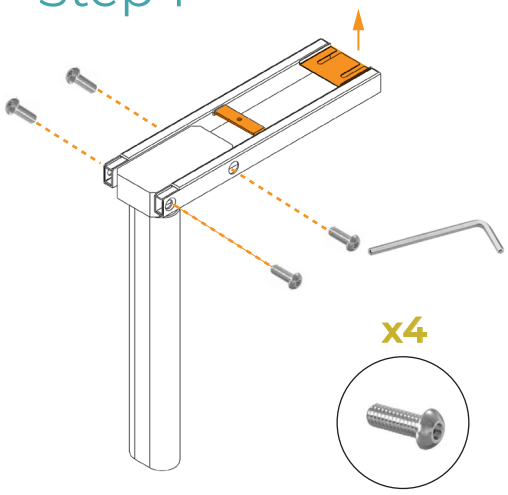
x20

Cable clip



DIN6 cable x2

Step 1



M6x10 Machine Screw

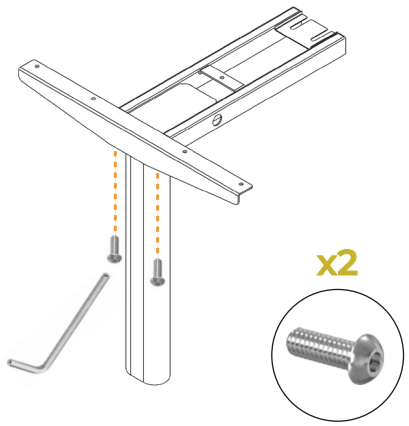
Place **leg** into one of the **end frames** ensuring brackets are towards the top.

Align holes on **leg** with holes on **end frame** and insert (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 other pairs of leg and frame.

Step 2



M6x14 Machine Screw

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

Insert (2) **M6 x 14 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.

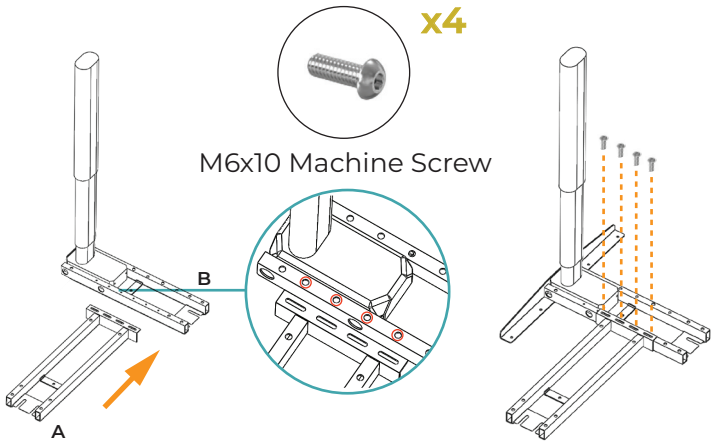
After both screws are inserted, tighten both.

Repeat this step for the second leg/frame assembly.

Step 3

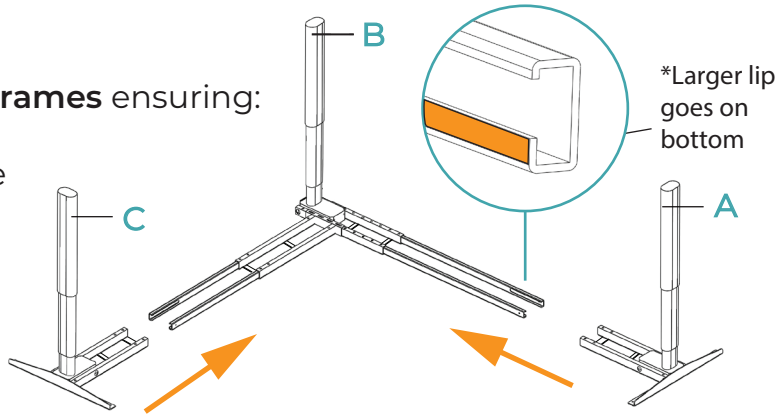
Attach **end frame with L-bracket (A)** to **end frame with threaded-inserts (B)** using (4) **M6x10 machine screws**.

NOTE: DO NOT tighten all the way yet.



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)

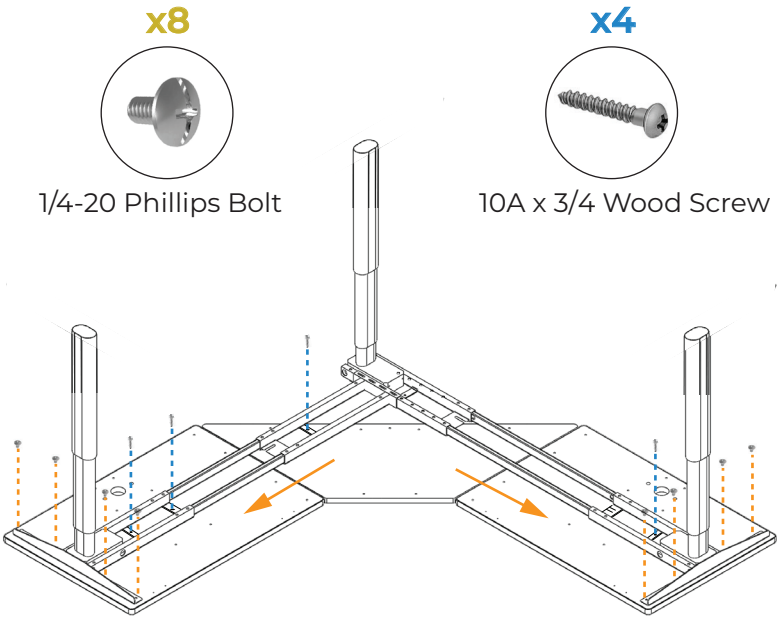


Step 5

Place **desktop** with pre-drilled holes and pre-installed inserts facing up. (We recommend placing them on cardboard, blanket, rug, etc. to protect surface)

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 **desktop** with (8) **1/4-20 Phillips Bolts** for the **side bracket** holes going into the inserts. Use (4) **10A x 3/4 Wood Screws** for the **end frame** holes going into the **desktop**.



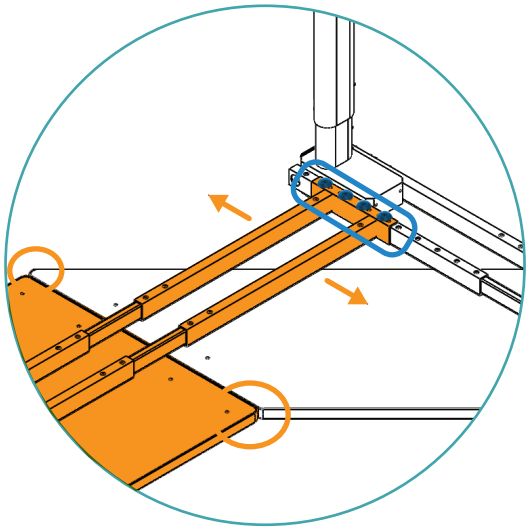
Step 6

Ensure there is no gap between surfaces and that the corners of all surfaces align with each other by adjusting the **end frame with L-bracket** (Fig. A)

Tighten the (4) **M6x10 machine screws** (Fig A.) going through **end frame with L-bracket** from Step 4 all the way.

Then, attach (4) **link brackets** using (6) **10A x 3/4 Wood Screws** for each bracket.

fig. A



Tighten x4 **M6x10 Machine screw**

x24

10A x 3/4 Wood Screw

Step 7

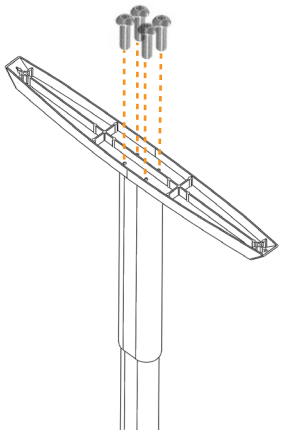
Lock the position of the **center rails** using (12) **M6x10 machine screws**, ensuring the screws come in contact with the center rails by sliding them as needed.

x12

M6x10 Machine Screw

Step 8

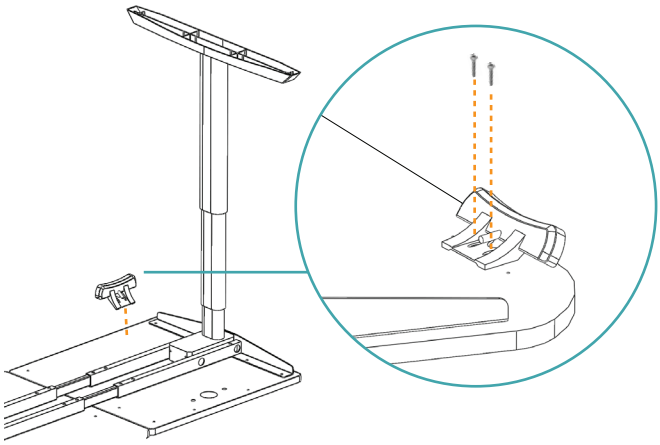
For each **leg**, attach a **foot** with (4) **M6x14 machine screws** and tighten in a cross pattern.



x4

M6x14 Machine Screw

Step 9



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.

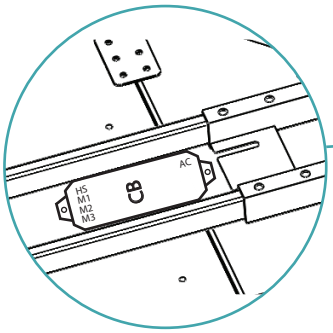
Using (2) **8A x 5/8 Wood Screws**, attach the controller to the desktop.

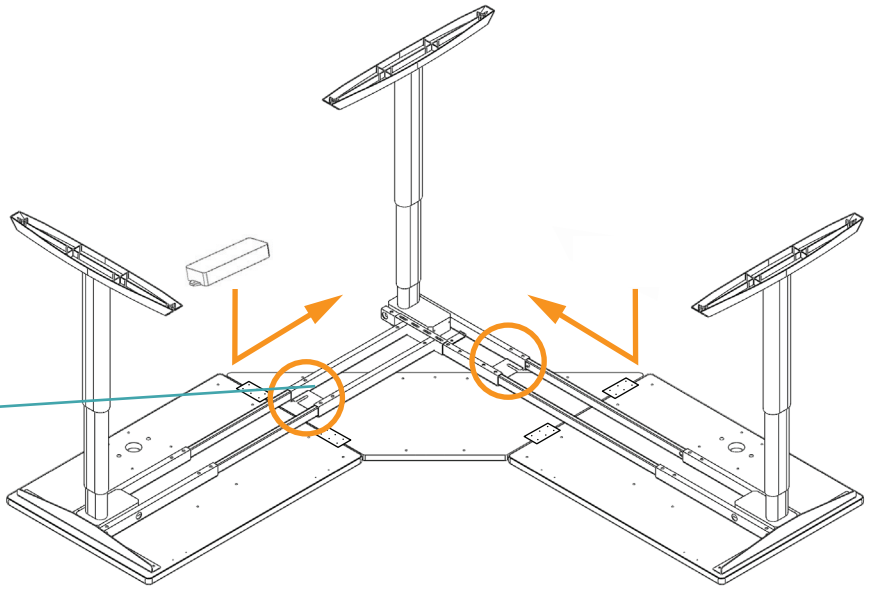
x2

8A x 5/8 Wood Screw

Step 10

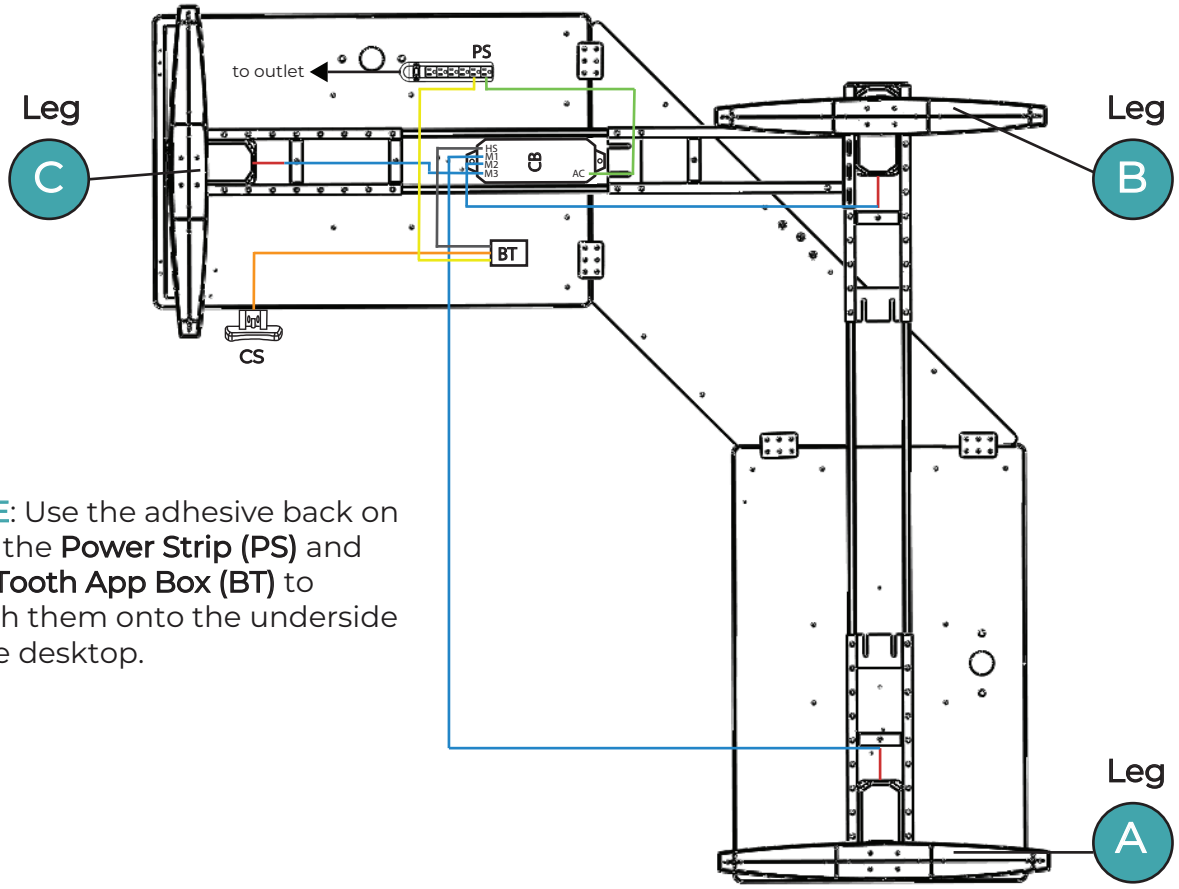
Slide the **control box** back onto the corner **end frame**. There are two placement options, we suggest placing it on the side closest to your controller.





Step 11

Connect **Leg A** to a **DIN6 cable** and then plug it into **M1** on the control box. (**M1** - red + blue)
Connect **Leg B** to a **DIN6 cable** and then plug it into **M2** on the control box. (**M2** - red + blue)
Connect **Leg C** to a **DIN6 cable** and then plug it into **M3** on the control box. (**M3** - red + blue)
Connect the **Power Cord** into **AC** on the control box and then into the **Power Strip**. (**AC** - green)
Connect **HS** on the control box to the **BlueTooth App Box** using an **Ethernet cable**. (**HS** - grey)
Connect the **Control Switch** into the **BlueTooth App Box**. (**CS** - orange)
Connect the **Bluetooth App Box's Power Cord** into the **Power Strip**. (**BT** - yellow)



NOTE: Use the adhesive back on both the **Power Strip (PS)** and **BlueTooth App Box (BT)** to attach them onto the underside of the desktop.

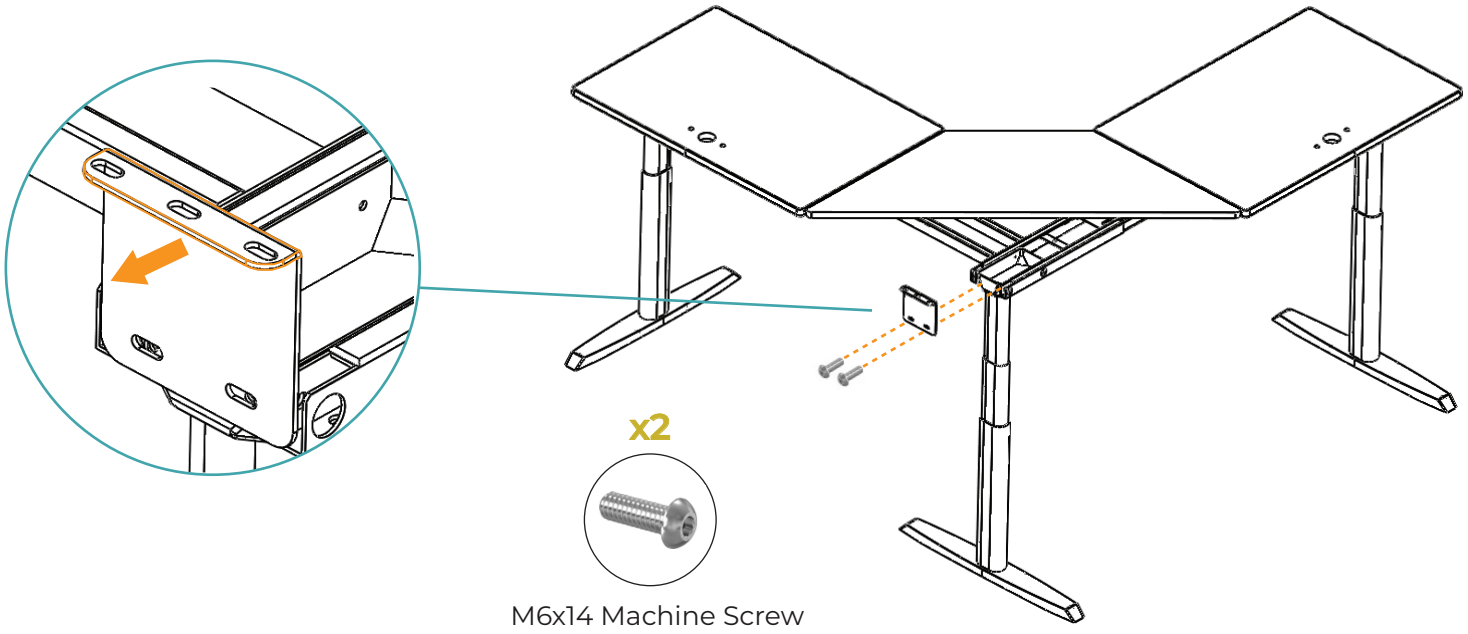
NOTE: If you do not have a BlueTooth App Box, connect the **Control Switch** directly into **HS** on the Control Box.

Step 12

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.

Step 13

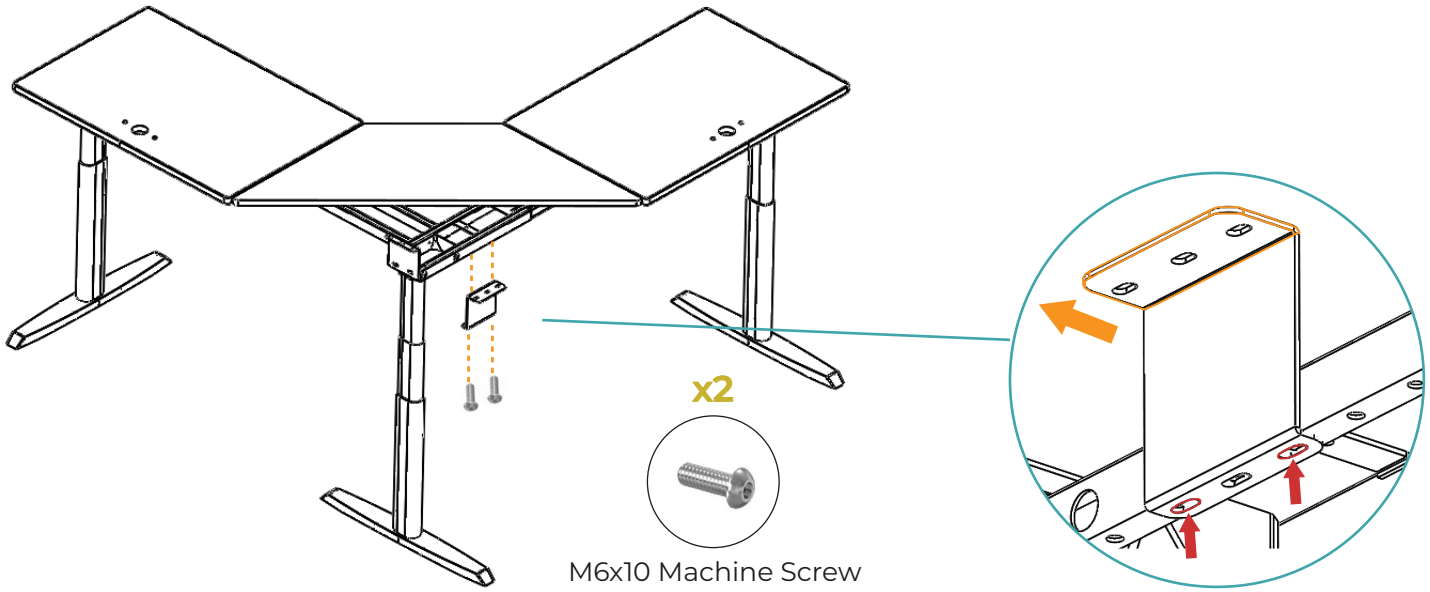
Attach **L extension bracket** with (2) **M6x14 Machine screws.** Make sure that the orientation of the bracket is as shown. The 3 slats should be pointing out away from the desk frame.



M6x14 Machine Screw

Step 14

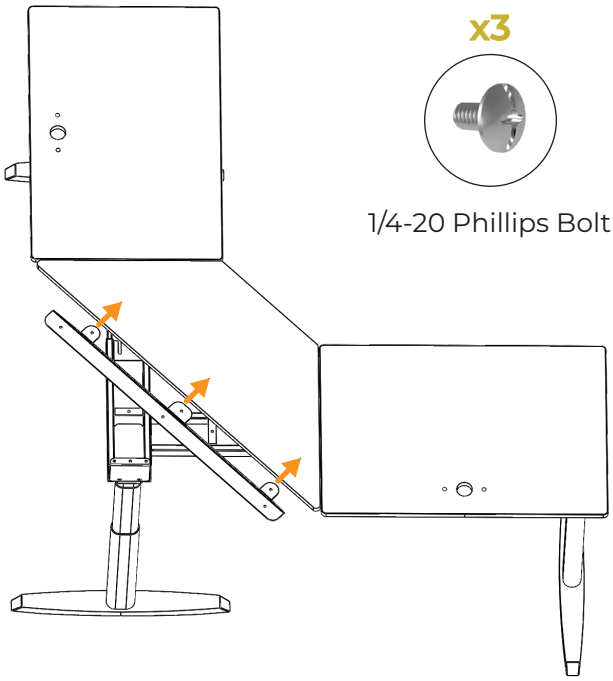
Attach **S extension bracket** with (2) **M6x10 Machine screws.** Make sure that the orientation of the bracket is as shown. The machine screws will go into the slats on the ends as shown.



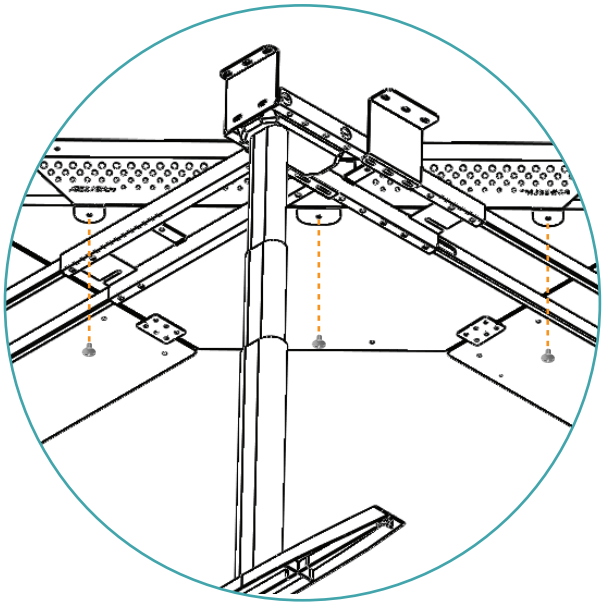
M6x10 Machine Screw

Step 15

Slide the **Connecting Panel** into place, align the holes with the inserts on the underside of the desktop and attach with (3) **1/4-20 Phillips Bolts.**

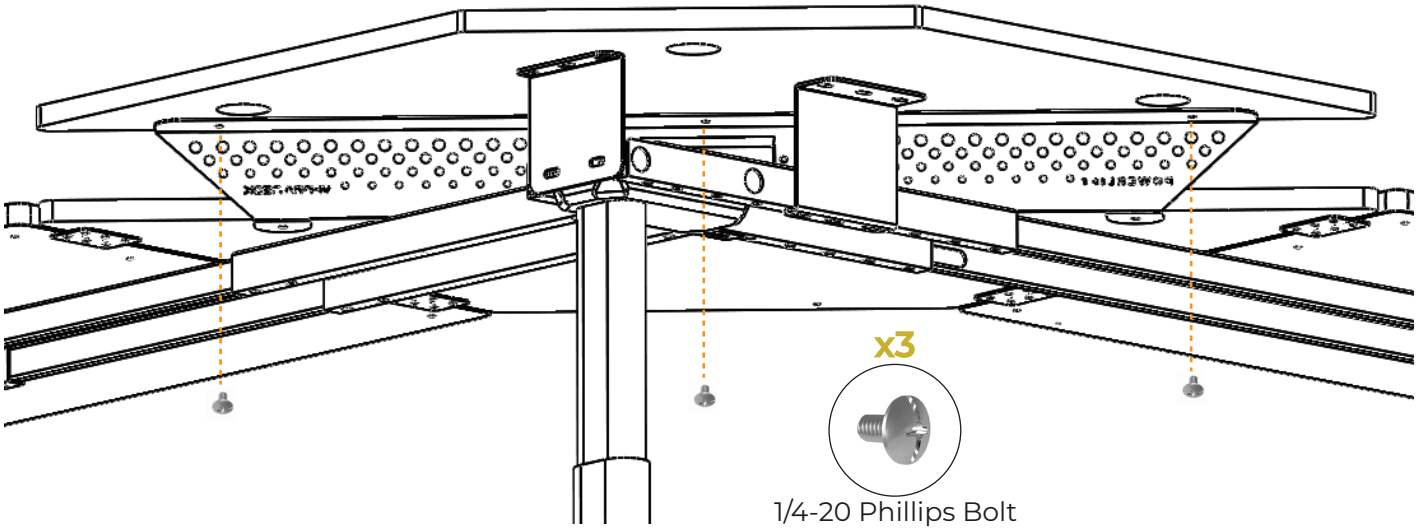


1/4-20 Phillips Bolt



Step 16

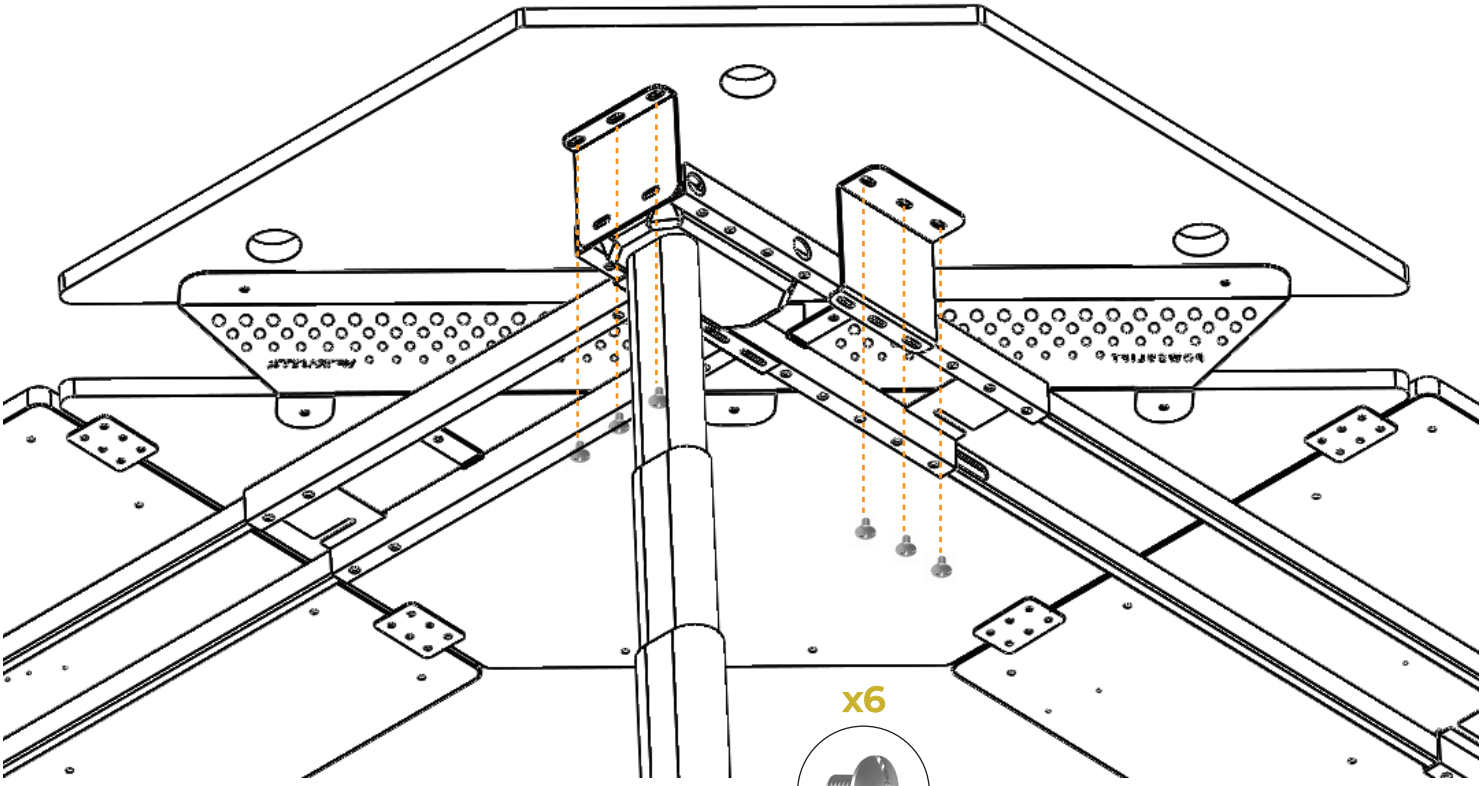
Place **4th Surface** onto the brackets, align the holes of the **Connecting Panel** with the inserts on the underside of the surface and attach with (3) **1/4-20 Phillips Bolts**.



1/4-20 Phillips Bolt

Step 17

Secure the surface with (6) **1/4-20 Phillips Bolts** going through the two brackets.



x6

1/4-20 Phillips Bolt

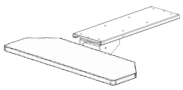
Add-on: PowerLift Corner Keyboard Tray

Tools

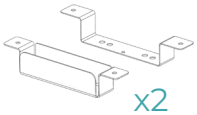
Phillips head screw-driver and/or hand drill

Parts

Desk



Keyboard Tray



x2

Brackets

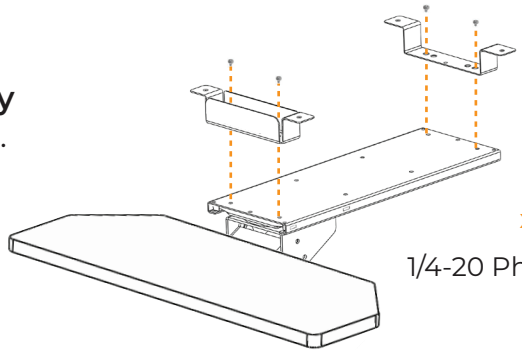
x8

1/4-20 Phillips Bolt

Assembly

Step 1

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



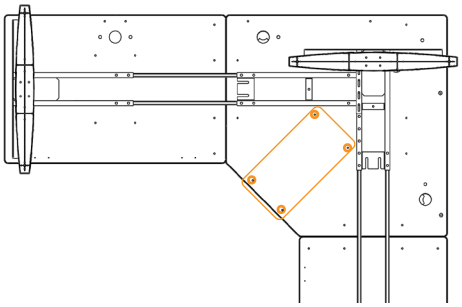
x4

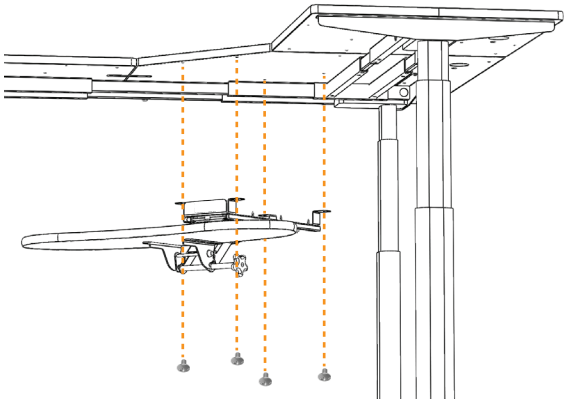
1/4-20 Phillips Bolt

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

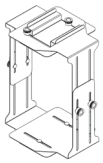
1/4-20 Phillips Bolt

Add-on: CPU holder

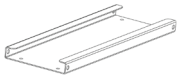
Tools

Phillips head driver and/or hand drill

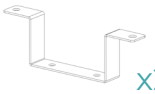
Parts



CPU Holder



Slide Bracket



x2

Brackets

x8

1/4-20 Phillips Bolt

x2

Lock Pin

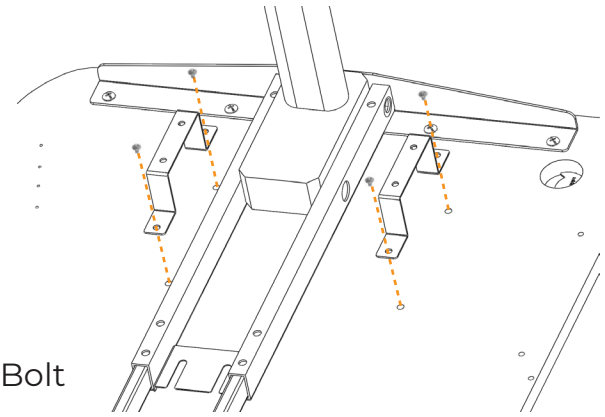
Assembly

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

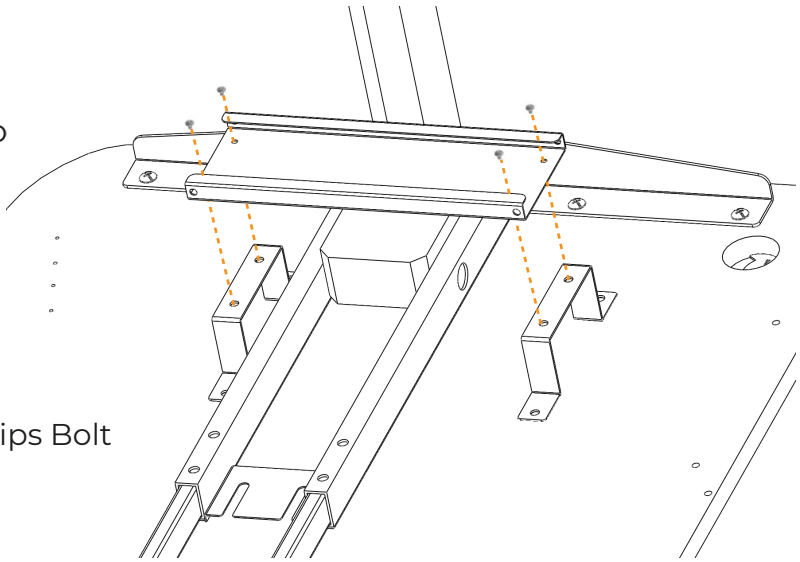


Step 2

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

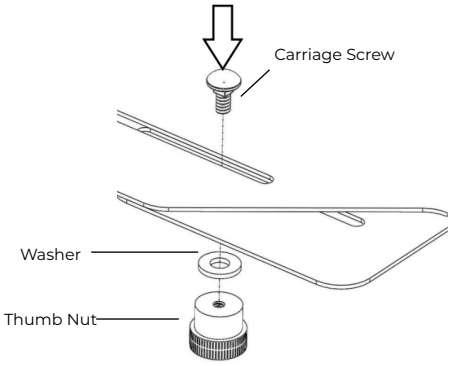


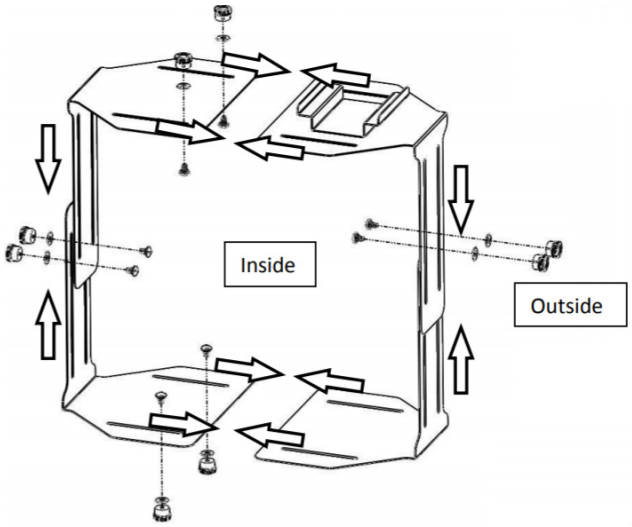
Add-on: CPU holder

Assembly

Step 3

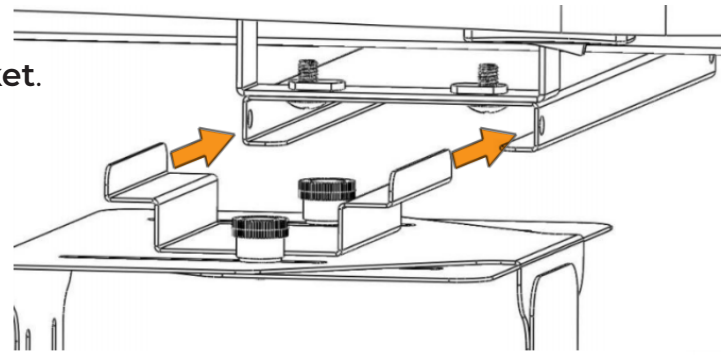
Be sure that the Carriage Screws are facing the Inside of the CPU Holder and the Thumb Nuts and Washers are facing Outside.
Use the **Thumb Nuts** to adjust the CPU Holder to the desired size.





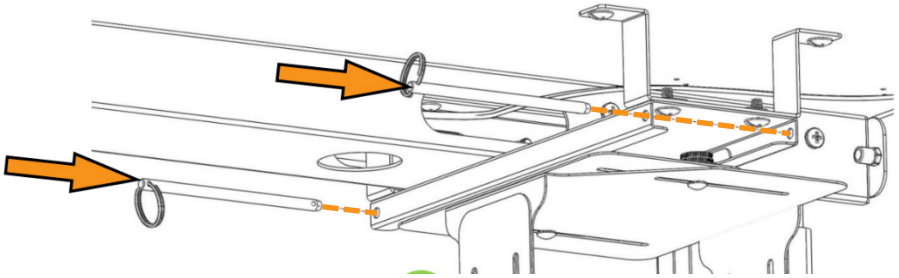
Step 4

Slide the **CPU holder** into the **Slide Bracket**.



Step 5

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



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.

1 (800) 465-1660

support@versadesk.com

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.

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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.

Step 18

Perform Zero Setting.

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!