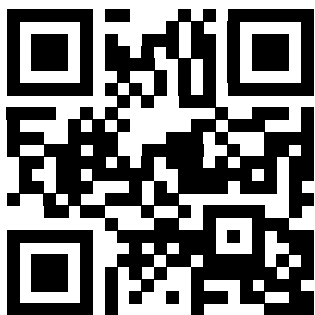




# Zen Space Desks™

PROFESSIONAL SERIES LIFTING SYSTEM

## INSTRUCTION MANUAL



**Scan for setup video!**



# Zen Space Desks™

We are thrilled that you have chosen Zen Space Desks.

Congratulations, you have selected one of the most advanced electric height adjustable desks available in the market today. Our bodies weren't meant to sit or stand for hours at a time. This desk enables you with the flexibility to choose your working position with the press of a button or swiping up and down on your mobile phone.

This user manual provides instructions for the Zen Space Desks Professional Series lifting system, our most popular dual motor dual leg desk. This can also be used for use with our 3 leg desk Executive Series system.

We are sure that your Zen Space Desk will provide you with many years of productivity, health and comfort. Should you ever have a question or experience a problem with any of your Zen Space Desk products, please contact us.

Thank you again for choosing Zen Space Desks.

- Zen Space Desks Team





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# SAFETY INSTRUCTIONS

**WARNING! Failure to comply with or observe all assembly safety and operating instructions and warnings regarding the use of this product may result in serious bodily injury.**

The safety of Zen Space Desks clients is our primary concern. To ensure safe operation, ensure the following is complied with:



Read and understand this instruction manual before attempting to install or operate this product.



Verify that everyone who uses the product is informed of the safety and operational instructions of this manual. This is the responsibility of the purchaser.



Children are not to use this product. Unless close supervision to ensure they don't play with the product is provided.

Safe use of the system is possible only when operating instructions are read completely and the instructions contained are strictly observed.

Failure to comply with the instructions below may result in serious damage to the system or one of its components. Persons who do not have the necessary experience or knowledge of the Zen Space Desk must not use the product. Persons with reduced physical or mental abilities must not use the Zen Space Desk, unless they are under supervision or they have been thoroughly instructed in the use of the apparatus by a person who is responsible for the safety of these persons.



**Indoor Use Only. This product has electric motors and is designed for use in dry areas only.**



# SAFETY INSTRUCTIONS

Keep all electrical components away from liquids.

- Do not sit or stand on the desk or desk frame.
- Do not crawl or lie under the desk frame once assembled.
- Do not place any objects taller than 50cm underneath the desk.



Do not open any of the components - the Legs, Control Box, or Controller. There is a risk of electric shock. Warranty will also be voided.

- This product is designed with a duty cycle of 10%. 2 minutes on, 18 minutes off. These figures must NOT be exceeded, as this will result in overheating of the motor and control box, and may reduce the life of the system. This data is recorded and may be analysed during a warranty claim.
- In the event of a power outage or if the power cord is un-plugged, a full system reset may be necessary. Please refer to the troubleshooting section.

## **Before Installation, Reinstallation, or Troubleshooting:**

- Stop the Zen Space Desk.
- Turn the power supply off and unplug the desk from the wall outlet.
- Remove all objects from the desktop to reduce weight.

Before start up:

- Make sure the Zen Space Desk has been assembled as per this manual.
- System Connection - individual parts must be connected before the control box is connected to the main power supply.
- Ensure the cables are not damaged.



If the control box makes unusual noises or has an odour, switch off the main power supply immediately and contact customer service.



# SAFETY INSTRUCTIONS

## USE AND LIABILITY

This electric height adjustable workstation has electric motors and is designed for use in dry work areas only.

This desk is height adjustable so that it can be positioned at the most ergonomically suitable height for the user. Any other use is at the user's risk. Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused from improper use or handling of the desk frame.

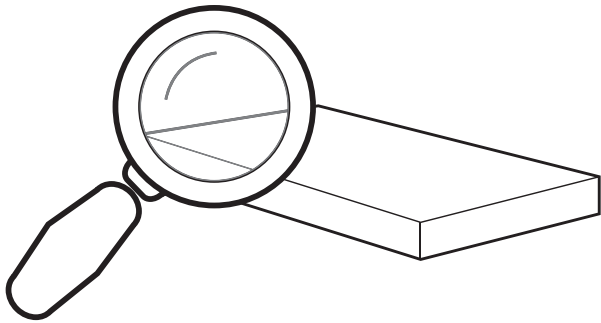
This desk has sensors to monitor unusual power dips and spikes which control its anti collision system. This system is not to be relied on as different impacts may or may not cause the system to activate.

To ensure this desk never comes into contact with anything under the desk observe the following:

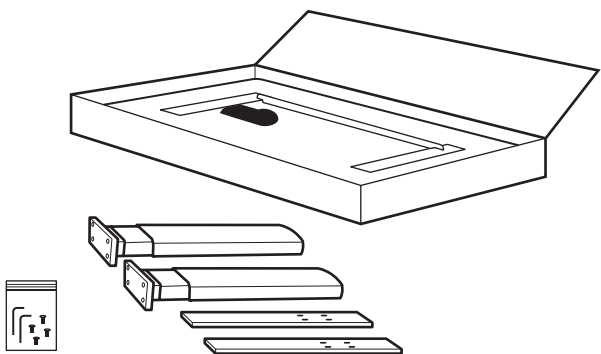
- Never slide your chair, stool or anything higher than 50cm underneath of this desk.
- If you wish to use a storage caddy underneath of this desk, please refer to the programming instruction section in this user manual which will allow you to program a minimum and maximum height into your Zen Space Desk.



## GETTING READY



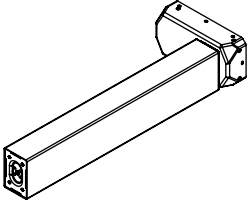
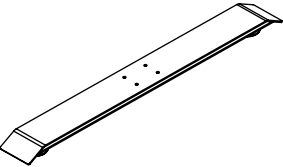
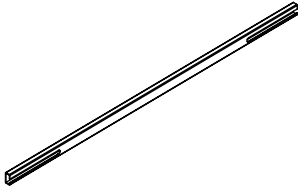
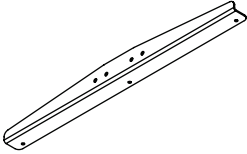
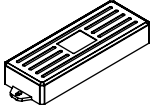
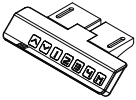
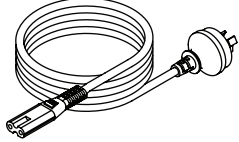
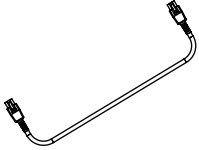

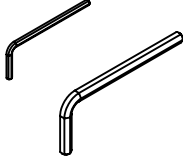

Carefully remove the packaging from your new Zen Space Desk and inspect all components for shipping damage. Immediately report any damage to Zen Space Desks



It is recommended to leave the desktop in its box until its needed to avoid damaging it. Remove all other components from the box and lay out on carpet or a rug to avoid scratching.



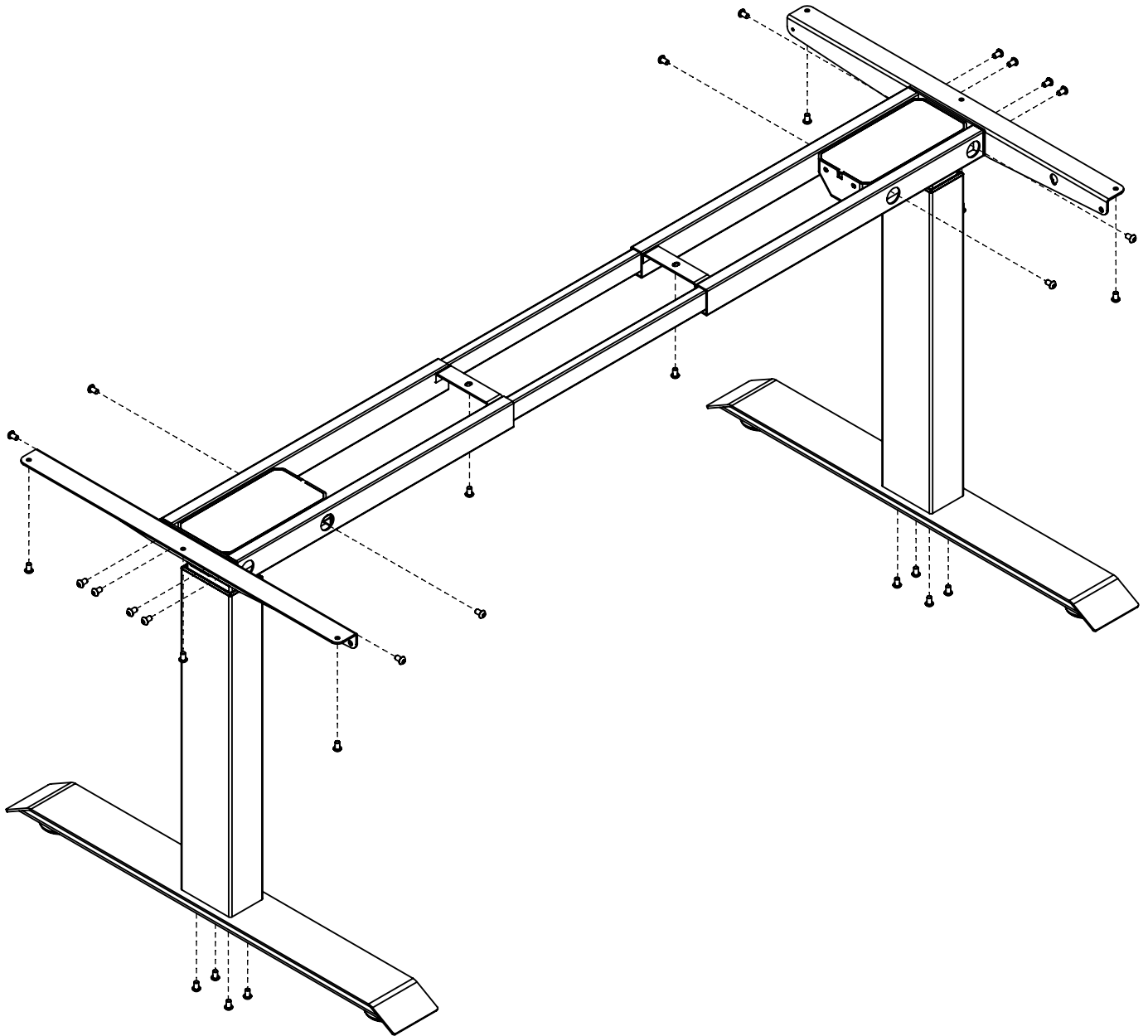
# PARTS LIST

<p>A. LEGS</p>  <p>QTY: 2</p>	<p>B. FEET + LEVELLING STUDS</p>  <p>QTY: 2,4</p>	<p>C. CROSSBAR ENDS</p>  <p>QTY: 2</p>	<p>D. CENTER RAILS</p>  <p>QTY: 2</p>
<p>E. SIDE BRACKETS</p>  <p>QTY: 2</p>	<p>F. CONTROL BOX</p>  <p>QTY: 1</p>	<p>G. CONTROLLER</p>  <p>QTY: 1</p>	<p>H. POWER CORD</p>  <p>QTY: 1</p>
<p>I. CABLES</p>  <p>QTY: 2</p>	<p>J. HEX SCREWS</p>  <p>QTY: 34</p>	<p>K. HEX KEYS</p>  <p>QTY: 2</p>	<p>L. CABLE CLIPS</p>  <p>QTY: 8</p>





# SCREW DIAGRAM

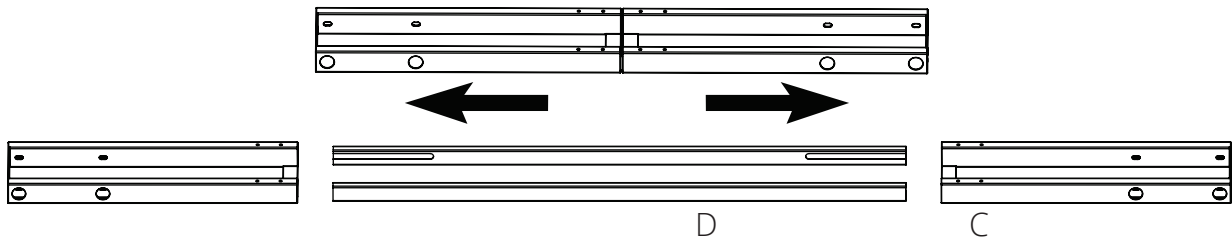




# ASSEMBLY

## SETUP INSTRUCTIONS ZEN STAND UP DESK

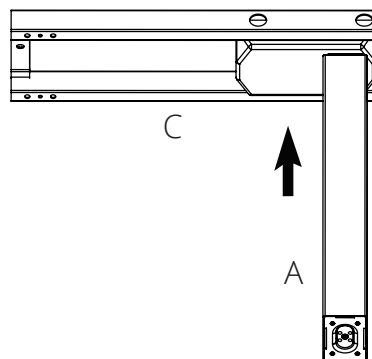
**1**



Using the 3mm hex key included with the parts, slightly loosen the 8 grub screws located on the bottom of both crossbar ends.

Fully separate the ends. Inside you will find the crossbar rails (D).

**2**



Position one of the Crossbar Ends on its side.

Place one of the legs into the Crossbar End ensuring that the bar is on top in relation to the leg. The arrow above points to this part, ensure its at the top as its screwed into the desktop later on.

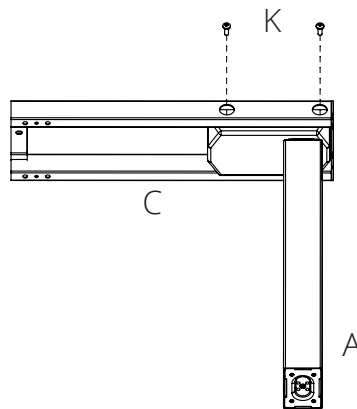
Line up the holes on each Leg with the holes on each Crossbar End.



# ASSEMBLY

## SETUP INSTRUCTIONS ZEN STAND UP DESK

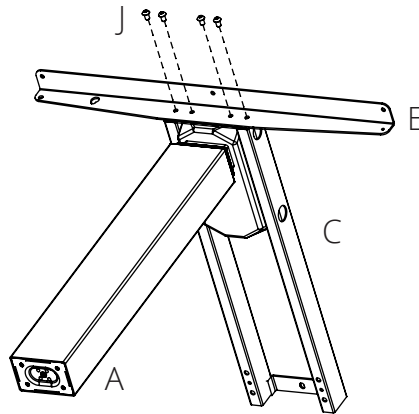
**3**



Using the supplied 4mm Allan Wrench included with the parts, insert four M6x14 Machine Screws through the holes in each Crossbar End going into the Leg and rotate each screw just a few turns. Do not tighten until later.

Flip the assembly over to gain access to all four M6x14 Machine Screws.

**4**



Prop up one of the assemblies from Step 3 as shown. Insert four Machine Screws through the four holes of the Side Bracket going into the Crossbar End / Leg Assembly.

Using the hex key included, rotate each screw just a few turns, starting with the two outside screws.

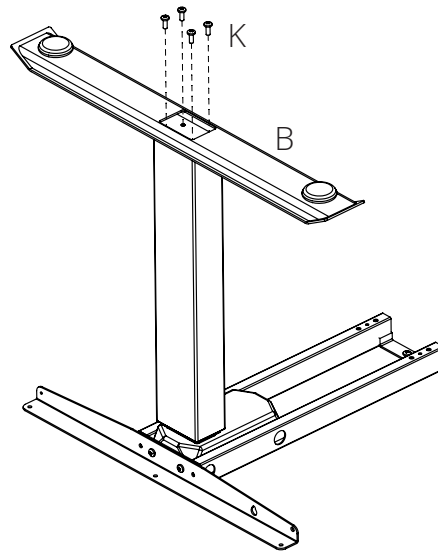
Now repeat step 3 and 4 with the other assembly. Tighten all screws from step 3 and 4 only once the four Side Bracket screws have been fully tightened.



# ASSEMBLY

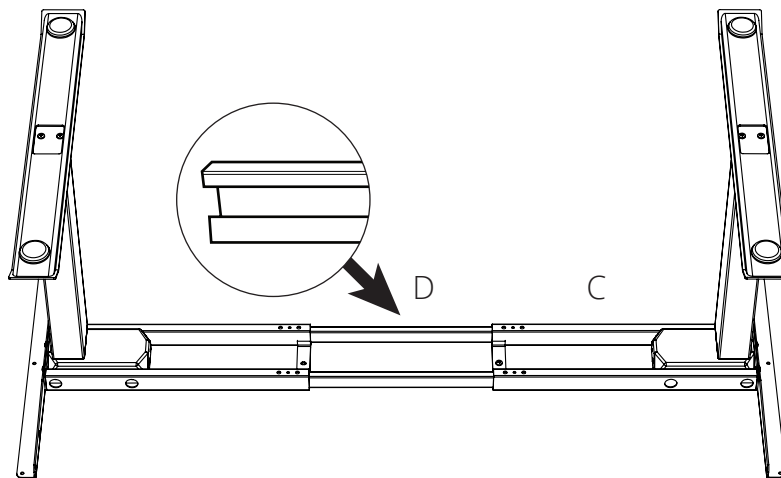
## SETUP INSTRUCTIONS PROFESSIONAL SERIES LIFTING SYSTEM

**5**



For each assembly, attach a foot (B) with four Machine Screws and tighten in a cross pattern. For your convenience the levelling studs (J) have already been attached to the bottom of the feet.

**6**



Slide the two Crossbar Centre Rails into the two Crossbar Ends.

Standard Zen Space Desk sizing and recommended crossbar end widths are as follows:

Please ensure the slots (shown in circle above) face inwards, and the slot is close to the top edge of the Crossbar Centre Rail when the assembly is upside down.

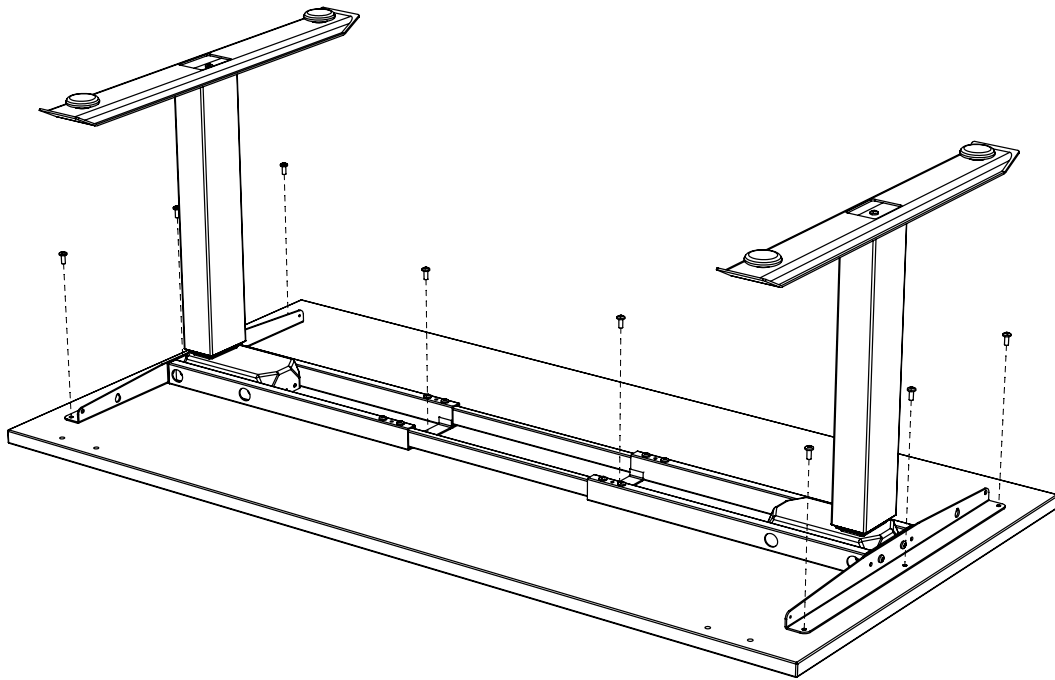


# ASSEMBLY

SETUP INSTRUCTIONS

PROFESSIONAL SERIES LIFTING SYSTEM

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With the desktop on the ground top-down, place the frame on the desktop and extend to a suitable width. We recommend the below widths for maximum stability on our standard size desktops:

1200x750mm desktop: 1150mm end to end

1500x750mm desktop: 1400mm end to end

1800x750mm desktop: 1500mm end to end

Centre using a tape measure or rule. Use the 8 included Timber Screws to fix the lifting system to desktop.

### QUICK TIP:

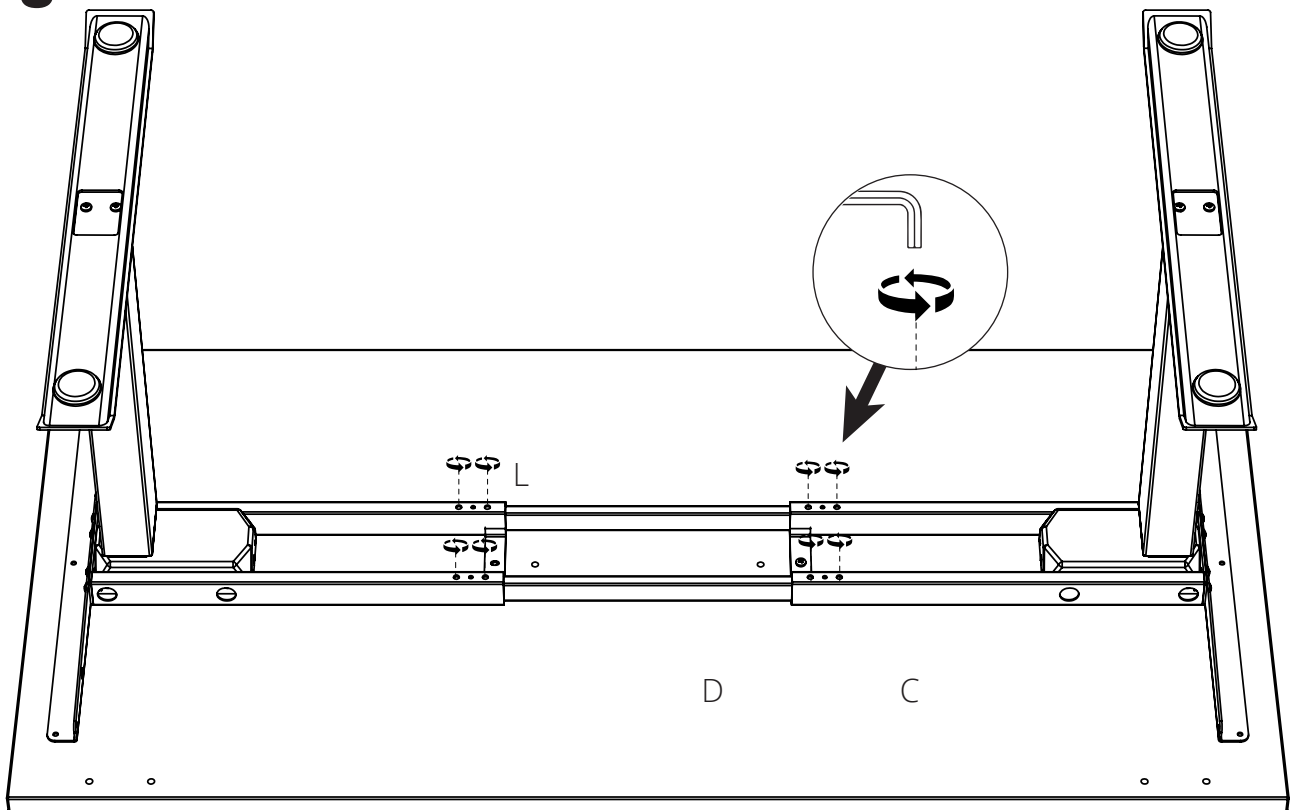
If you've purchased the cable management channel, you will want to ensure the Crossbar Ends are not extended out further than the channel can reach. Please refer to the sizes noted above



# ASSEMBLY

SETUP INSTRUCTIONS  
PROFESSIONAL SERIES LIFTING SYSTEM

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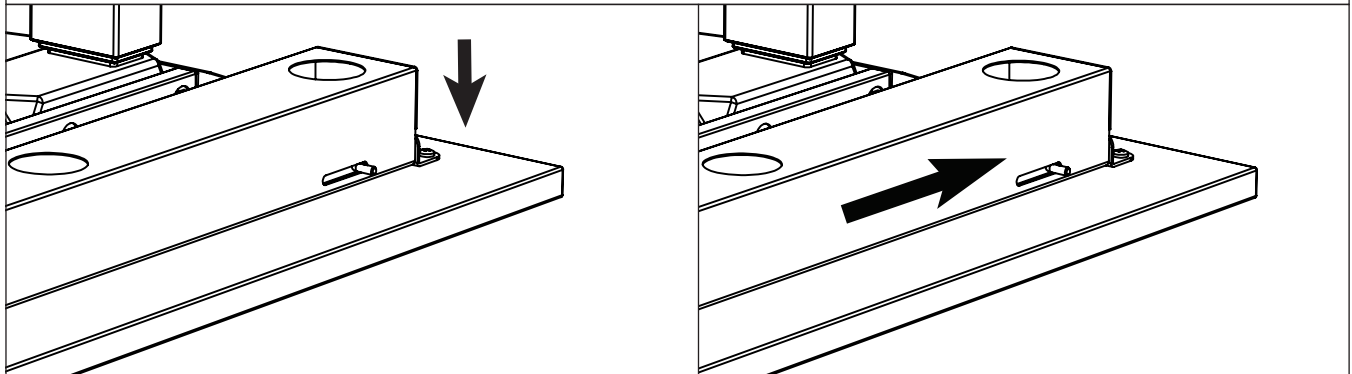
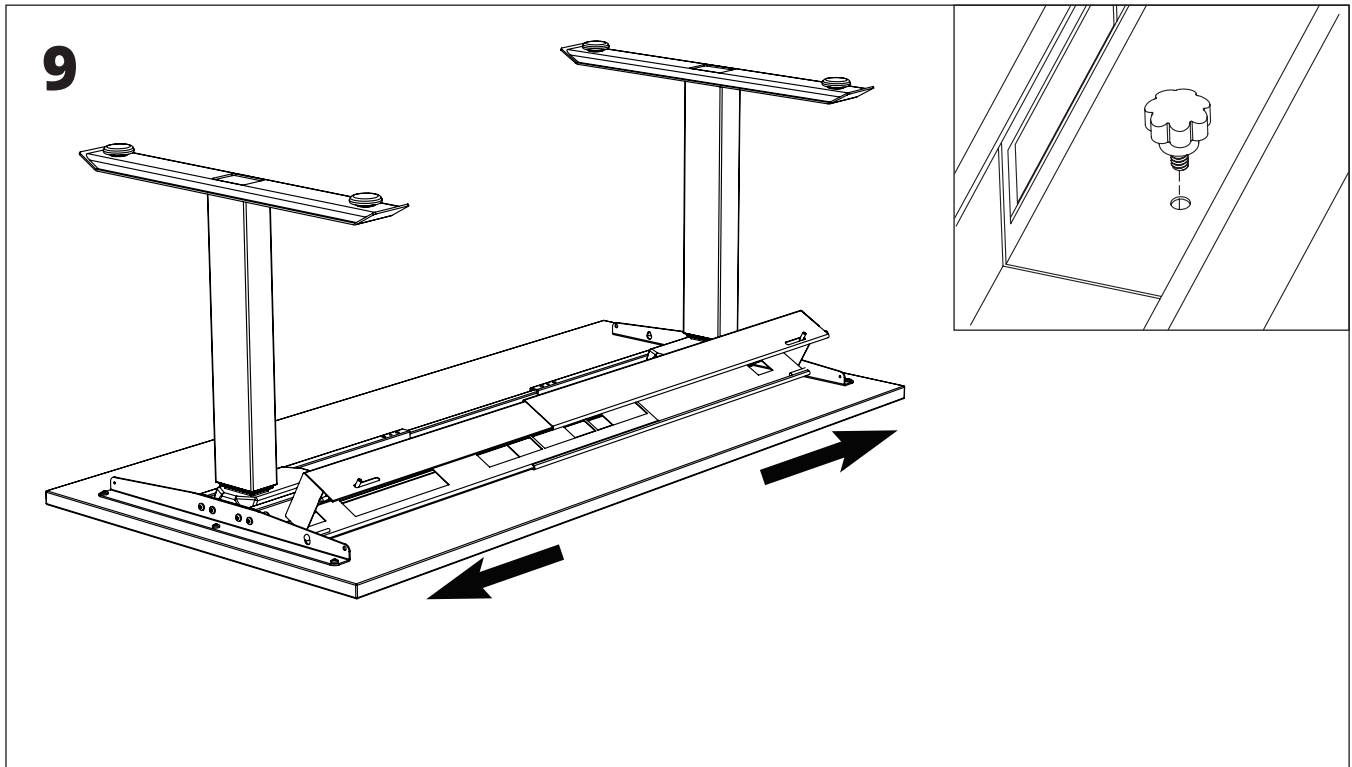
Lock the position of the Crossbar Centre Rails using the eight pre- installed grub screws that were previously loosened using the 3mm hex key.

Turn each grub screw clockwise until it makes contact with the Centre Rails and tighten.



# ASSEMBLY

SETUP INSTRUCTIONS  
PROFESSIONAL SERIES LIFTING SYSTEM



**(OPTIONAL CABLE MANAGEMENT)** Attach the adjustable cable shelf to one Side Bracket, then pull and stretch out the Cable Shelf to the desired length, attaching it to the other Side Bracket as per the diagram above.

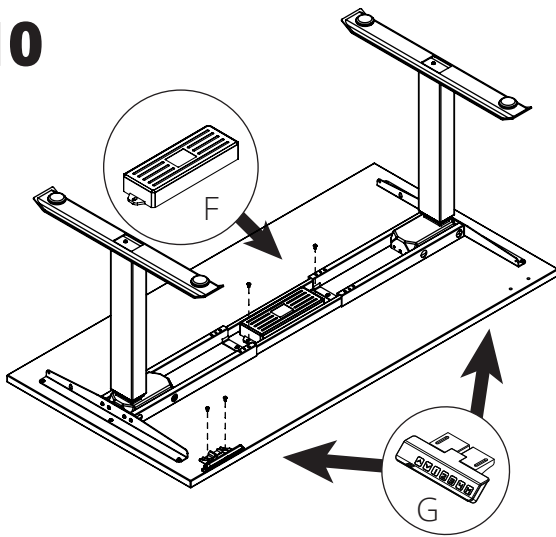


# ASSEMBLY

## SETUP INSTRUCTIONS

### PROFESSIONAL SERIES LIFTING SYSTEM

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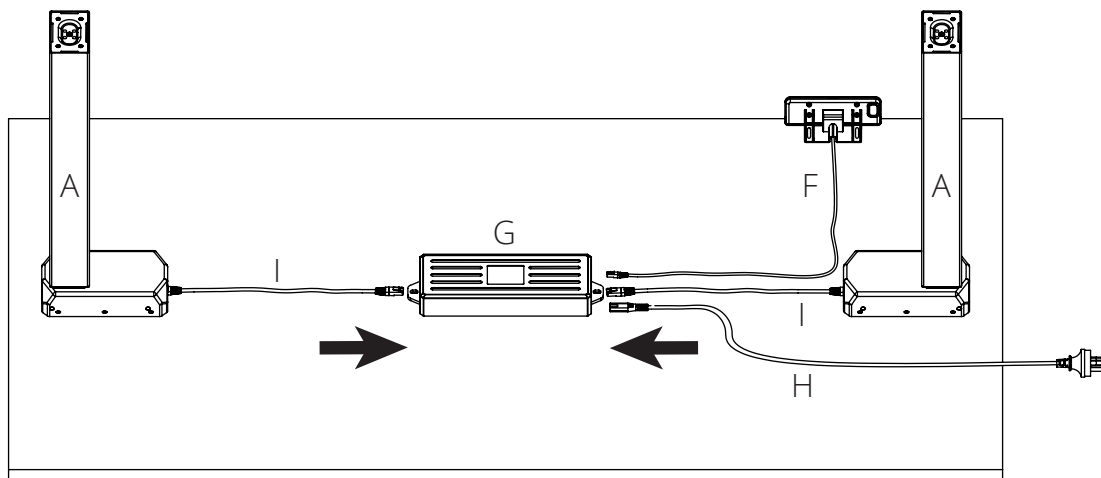


Mount the Control Box underneath of the desk, preferably in between the two Crossbar Rails, allowing at least one of the leg control cables to plug directly into it without the Extension Cable.

**QUICK TIP: If you've purchased the cable management channel, slide the Control Box into the larger side of the cable management channel. This saves you screwing it in and hides it completely.**

Attach the Hand Controller so the front of the Controller is flush with the front desktop edge using the Timber Screws. We recommend mounting it to the side that's less likely to be interfered with to avoid accidentally hitting it.

11



Connect the Cables, Controller Cable, and the Power Cord to the Control Box as shown in the diagram above.

Run as many of the cables through the Cable Management Channel to avoid having to pin them up later on.



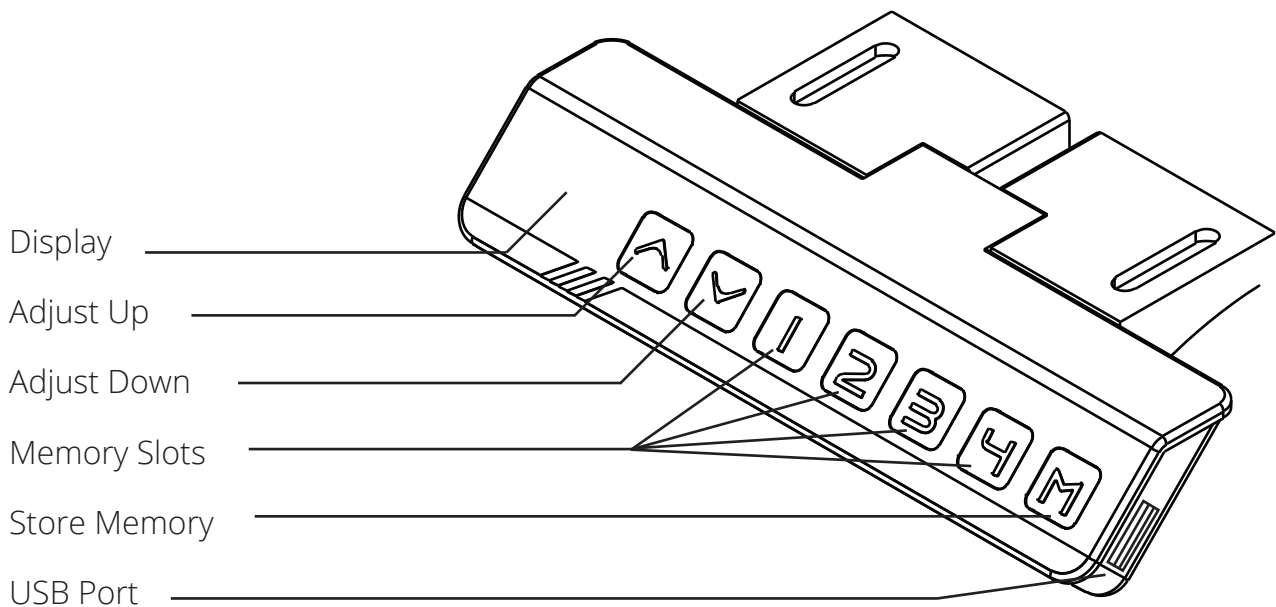


## INITIALISING DESK

Using two people, carefully turn the desk upright on level floor. Connect the desk to power and turn on.

Your Zen Space Desk may require initialising prior to use. If RST is displayed on the controller when you connect to power, simply hold the DOWN button until fully retracted, releasing the button once the height is displayed.

## OPERATING THE HAND CONTROLLER



RESET Process requires your desk to lower to its lowest position (beyond any lower limit set). To safety reset your desk please ensure you have the proper clearance below the desk by moving any ob- structions.

**Anti Collision functionality is disabled during the reset process and will not stop the desk during a reset procedure.**

### UP and DOWN

Press either the UP or the DOWN button for parallel drive and the system will move the desk in either direction until the system reaches its end position or you let go of the button.



# PROGRAMMING THE SYSTEM

## PROGRAMMABLE MEMORY

Utilise Zen Space Desks memory system to pre-set up to 4 heights to ensure your desk quickly and precisely returns to your desired height.

### Programming your heights:

1. Use the UP or DOWN button to move the desk to the your de- sired height.
2. Press the M button once, the LED display will display "S -"
3. Quickly press your desired position number. The LED display will display your preset number following the, i.e. "S - 1" and then return to your set height. "S - (Your preset number)
4. Repeat the above steps to program up to 4 heights. Your pre-sets are now set.

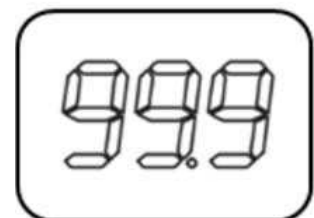
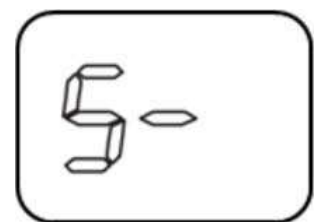
### Setting UPPER and LOWER Limits

Zen Space Desks are designed to offer the widest height adjustable range of a 60 – 125cm working range. Should you require limits to be put in place to avoid the desk hitting objects placed under the desk such as storage caddy's, or above the desk such as shelving or window cills, please follow the below instructions.

Make sure the power is ON and a number reads in the LED display. (If no number is displayed, reset your desk)

### Setting the UPPER Limit

1. Use the UP or DOWN button to move the desk to the your desired height.
2. Press the M and release.
3. Press the UP button and release.
4. Press and hold the M button for about 2 seconds until the LED display reads 999. The display will automatically return to the indicated height. The upper limit is now set.

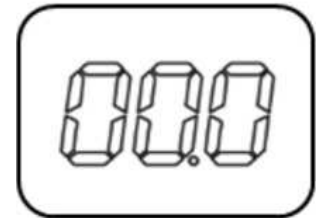
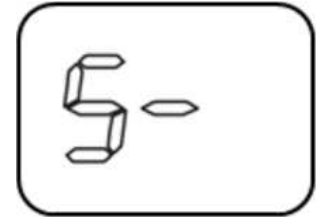




# PROGRAMMING THE SYSTEM

## Setting the LOWER Limit

1. Use the UP or DOWN button to move the desk to the your desired height.
2. Press the M and release.
3. Press the DOWN button and release.
4. Press and hold the M button for about 2 seconds until the LED display reads 000. The display will automatically return to the indicated height.



## To REMOVE the upper and lower limits

1. Press and hold the M button for 2 seconds and release.
2. Within 2 seconds, press and hold the M button again for 2 seconds.
3. Your LED display should now display 555.
4. If this doesn't work on the first time, repeat 2 - 3 times. This is a safety function of the desk to ensure this is not accidentally removed.

After setting upper and lower limits, your existing memory positions may be outside of the new range of movement. Simply re-program your memory positions to continue using this functionality.

## Adjusting the lowest height display

Your LED Display is designed to accurately display the exact height of your desk from the ground in CM. This, however may need cali- bration to ensure an accurate number is displayed. With your Zen Space Desk in its lowest position your desk should read 60.0

To re-program the lowest position:







1. Press the DOWN button on the Keypad until the desk reaches its lowest position, then release for 2 seconds.
2. Press and hold the DOWN button again until the LED displays RST and then release.



# PROGRAMMING THE SYSTEM

3. Within 2 seconds of releasing, press and hold the M button for about 5 seconds until the LED displays and flashes the lowest height setting. Note: If the display returns to RST before the next step you will need to repeat this step.

4. To change the value of the lowest height:

<p>By 0.1s: Increase: press the UP button  Decrease: press the DOWN button </p>	<p>By 1.0s: Increase: press the "1" button  Decrease: press the "2" button </p>	<p>By 10.0s: Increase: press the "3" button  Decrease: press the "4" button </p>
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Once the new value is displayed, wait about 5 seconds for the display to return to RST. Complete the reset process by pressing and holding the DOWN button again until your desk lowers slightly, then raises and displays your new lower height.

## Setting One Touch or Constant Touch

Depending on where you use your Zen Space Desk, and in accordance with specific occupational health and safety requirements, you may need to change your desk to Constant touch from One Touch which is standard. Constant Touch still allows you to program memory presents, however requires you to hold your desired number preset down the entire movement, where as One Touch only requires you to push the button and let go.

To switch between One Touch and Constant Touch:

1. Press the DOWN button on the Keypad until the desk reaches its lowest position, then release for 2 seconds.

2. Press and hold the 1 button for about 5 seconds while the LED flashes RST and then switches to either:

- 10.1 = One Touch
- 12.2 = Constant Touch

3. Your desk will display its current setting (standard is 10.1), then return to RST. To change you will need to reset the desk, then repeat steps 1 and 2 to change the settings to Constant Touch.

Your new programming is now saved.



# PROGRAMMING THE SYSTEM

## Changing CM to INCHES on the display

1. Press the DOWN button on the Keypad until the desk reaches its lowest position, then release for 2 seconds.
2. Press and hold the 1 button for about 5 seconds while the LED flashes RST and then switches to either:
  - 10.3 = cm
  - 10.4 = inches
3. Your desk will display its current setting (standard is 10.3), then return to RST. To change you will need to reset the desk, then repeat steps 1 and 2 to change the settings to Inches.

## ADDITIONAL PROGRAMMING

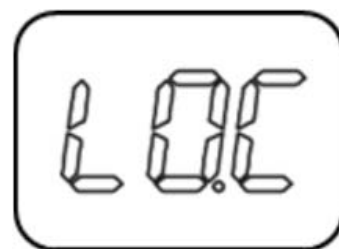
### Handset Lock

Recommended for use when children are around your desk is our lock feature. To activate:

1. At any working height, press and hold the M button for about 8 seconds.
2. Your LED display should now display LOC.
3. Your desk is now locked at that height.

To Remove:

1. Press and hold the M button for 8 seconds.
2. Your LED should return to the displayed height.
3. Your desk is now unlocked.





# TROUBLESHOOTING

If any problems occur, we suggest turning off the power to your desk, ensuring all connections are secure and then following the manual reset process.

If any error codes are displayed i.e. "E08" please try the manual reset or contact Zen Space Desks for any assistance.

Zen Space Desks have a duty cycle of 2 minutes on, 18 minutes off. Excess use may cause "HOT" to be displayed on the hand controller. If this is displayed it is important to allow the desk to cool down for 20 minutes before continued use.

Excess use when the desk is hot will cause additional wear on the motors which may void or limit your warranty.

Ensure you use the levelling studs on the bottom of the feet to ensure your desk is perfectly level. An unlevel setup may cause the Active Anti Collision system to activate.

**IMPORTANT: If you notice 1 leg isn't moving, immediately stop the reset procedure, unplug the desk and wait 1 minute. Now check all the connections and plug back in. Continue with the reset procedure. If 1 of the legs still doesn't move please contact us on the support number below.**

If your LED Displays an error code (E01 - E13), confirm that all cables are securely connected and that the weight on your desktop is below the maximum threshold of 140kg. You will now need to manually re- set your desk:

## MANUAL RESET

1. Ensure no obstructions are underneath your desk as it will need to lower all the way down to its lowest position.
2. Press and hold the DOWN button until the desk reaches its low- est position, release the button.
3. After 2 seconds, re-press the DOWN button and hold for about 5 seconds for the display to display "RST". Now release the DOWN button.
4. Re-press the DOWN button. The desk will lower a little bit more, will slightly raise and then stop.
5. Release the DOWN button and your lowest height will be displayed.



# LIMITED WARRANTY

## SCOPE OF WARRANTY

Zen Space Desks warrants to the original purchaser its new desks (except for components not warranted under "Exclusions") manufactured by Zen Space Desks to be free from defects in material and workmanship under normal use and service. Zen Space Desks obligation under this warranty is limited to the repair or replacement, at Zen Space Desks option, of the parts or the products the defects of which are reported to Zen Space Desks within the applicable warranty period and which, upon examination by Zen Space Desks, prove to be defective.

## APPLICABLE WARRANTY PERIOD

The applicable warranty period, measured from the date of delivery to the original user, shall be five (5) years for all warranted desks.

## EXCLUSIONS

This warranty does not cover and Zen Space Desks shall not be liable for the following:

(1) repairs and replacements because of misuse, abuse, negligence, alteration, accident, freight damage, or tampering; (2) products which are not installed, used, and properly cleaned as required in the Zen Space Desks "Installation" and or "Installation / Operation Manual" for this applicable product. (3) products considered to be of a consumable nature; (4) Shipping to or from repair center; (5) accessories or parts not manufactured by Zen Space Desks; (6) charges by anyone for adjustments, repairs, replacement parts, installation, or other work performed upon or in connection with such products which is not expressly authorized in writing in advance by Zen Space Desks.

## EXCLUSIVE REMEDY

Zen Space Desks only obligation under this warranty is the repair or replacement of defective parts. Zen Space Desks shall not be liable for any direct, special, indirect, incidental, exemplary, or consequential damages or delay, including, but not limited to, damages for loss of profits or loss of use.



# LIMITED WARRANTY

## NO AUTHORISATION

No person or firm is authorized to create for Zen Space Desks any other obligation or liability in connection with the products.

**THIS WARRANTY IS ZEN SPACE DESKS ONLY WARRANTY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. ZEN SPACE DESKS MAKES NO IMPLIED WARRANTIES OF ANY KIND INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. THIS WARRANTY IS LIMITED TO THE REPAIR OR REPLACEMENT OF DEFECTIVE PARTS.**



## **Zen Space Desks Pty. Ltd.**

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