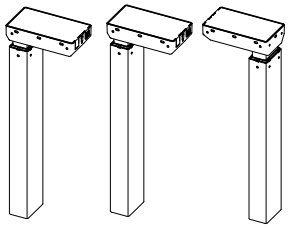
Assembly & Installation Instructions:
Ascent4 3-Leg Work Center

AS4EX-5472-4272EOC-FXX-PS-X, AS4LX-5472-4272EOC-FXX-PS-X

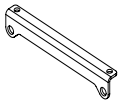
Workrite ergonomics®

Parts Included

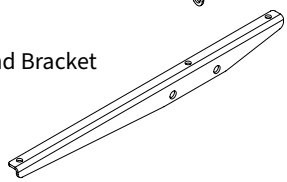
A Leg
Qty: 3



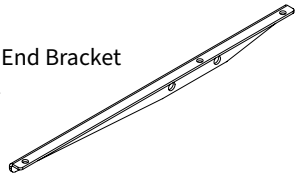
B Short Bracket
Qty: 3



C Left End Bracket
Qty: 1

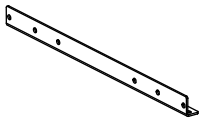


D Right End Bracket
Qty: 1

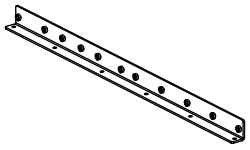


E Corner End Bracket
Qty: 1

F Rear Motor Bracket
Qty: 3



G Connector Bracket
Qty: 2

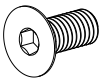


H 4 mm Allen Wrench
Qty: 1

I #M6 × 14 mm Flat Head Cap Screw
Qty: 24

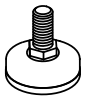
J #12 × ¾" Pan Head Screw
Qty: 47

K M8 x 18 mm Flat Head Cap Screw
Qty: 4

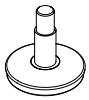


L 5 mm Allen Wrench
Qty: 1

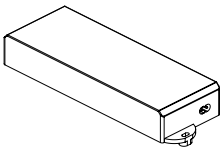
M Foot Glide
Qty: 4



N Corner Glide
Qty: 1



O Control Box
Qty: 1



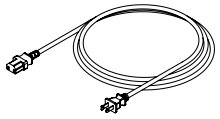
P Cable Spool
Qty: 3

Q #8 × ⅝" Pan Head Screw
Qty: 17

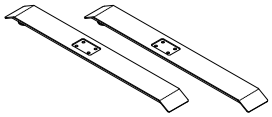
R 3⁄16" Cable Loops
Qty: 15

S Motor Cable
Qty: 4

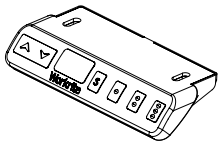
T Power cord
Qty: 1



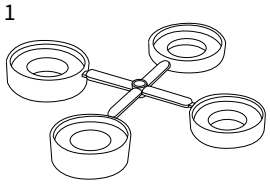
U Feet
Qty: 2



V Programmable Switch
Qty: 1



W Corner Leg Glide Spacer Set
Qty: 1



Worksurface Required, Sold Separately:

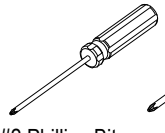
Equal Corners	Width Left	Width Right	Depth
24" Feet	58–72"	58–72"	23–24"
30" Feet	58–72"	58–72"	29–30"

Left Offset Corners	Width Left	Width Right	Depth
24" Feet	58–72"	46–60"	23–24"
30" Feet	58–72"	46–60"	29–30"

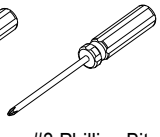
Right Offset Corners	Width Left	Width Right	Depth
24" Feet	46–60"	58–72"	23–24"
30" Feet	46–60"	58–72"	29–30"

Tools Required:

Cordless Drill



#2 Phillips Bit Screwdriver or Driver/Drill



#3 Phillips Bit Screwdriver or Driver/Drill

⅛" pilot drill bit

3⁄32" pilot drill bit

pencil

SAVE THESE INSTRUCTIONS

⚠WARNING: Maximum equipment loading of table assembly in addition to specified top is as follows:

- Maximum Top Weight: 128 lb (58.2 kg)
- Maximum Equipment Load: 300 lb (136.3 kg)

Loading should be evenly distributed over table surfaces.

V = 120 VAC, 60 Hz / 4 A maximum

FLAMMABILITY: All worksurfaces used must meet UL 962 flammability requirements

- Flame Spread Rating maximum 200
- Smoke Developed Index maximum 450

WORKSURFACE MATERIAL: This frameset is designed to accommodate worksurfaces made from Industrial Particle Board with nominal thickness of 1.125". If the worksurface is not appropriate or not mounted correctly to the table, it could cause the complete table to be unstable, it may collapse, and for an adjustable table, the electrical components may fail.

Intended for indoor use only.
For commercial use only.

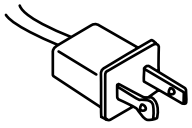
IMPORTANT SAFETY INSTRUCTIONS:

When using an electrical furnishing, basic precautions should always be followed, including the following:
Read all instructions before using this Ascnt4 Work Center.

DANGER: To reduce the risk of electric shock, always unplug this Ascent4 Work Center from the electrical outlet before cleaning or servicing.

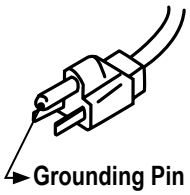
⚠WARNING: To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this Ascent4 Work Center only for its intended use as described in these instructions, do not use attachments not recommended by the manufacturer.
4. Never operate this Ascent4 Work Center if it has a damaged cord or plug, is not working properly, 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 operate outdoors.
7. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
8. Use only SJT Type 18/2 AWG Cord.
9. To disconnect, remove plug from outlet.
10. Do not exceed maximum load recommendations.



Polarized Plug
Figure A

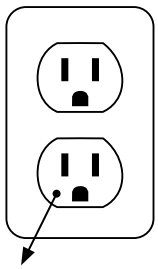
Polarized Plug Instructions *(Only applicable to products having a polarized plug power cord)***:**
Some products include a polarized plug—see **Figure A** *(One A/C plug blade wider than the other)*—to reduce the risk of electrical shock. A polarized plug only fits a polarized power outlet one way. If the polarized plug does not fit properly into the electrical outlet turn the power plug over to see if it then fits properly and fully into the outlet. If the plug does still does not fit the outlet, contact a certified electrician to install the correct matching polarized electrical outlet.
Caution: *Never modify the power cord plug in any way*



Grounding Pin
Figure B

Double-Insulated Products Instructions:
Some products are double-insulated. No means of grounding is required or provided on a double-insulated product; nor is a means for grounding to be added to the product. The plug in a double insulated system is shown in **Figure A**. Double-insulated products are indicated with markings of "double-insulated" or the "double box symbol" ⧈ or both.

Grounding Instructions *(For grounded electric products only)***:**
Products with grounded power cords are for use on a nominal 120 V circuit and has a grounded plug as shown in **Figure B** Make sure the product is connected to an electrical outlet having the same configuration as the plug shown in **Figure C.**
Caution: *Never modify, remove, or use adaptors that eliminate the ground connections from the grounded power cord*



Grounded Outlet
Figure C

A/C Power:
Products sold in North America and other regions are 120 V A/C as marked on the power supply/control box of the furnishing and are to be used on a normal 120 V A/C circuit. Always follow the instructions above for power connection using grounded or double insulated power cords as supplied.

- *Only use power cord(s) supplied with your electric product*
- *Never modify, alter, use an adaptor, or change the electrical system of this product in any way.*

Warning: *Doing so may cause risk of electrical shock or fire*

Illustration Disclaimer—Power Plug and Receptacle Images:
In some cases, the images in this instruction may not match the power cord supplied with your electrical furnishing based on your region. Plug type, blade size, and shape may change.

1 Assemble Rear Brackets Set

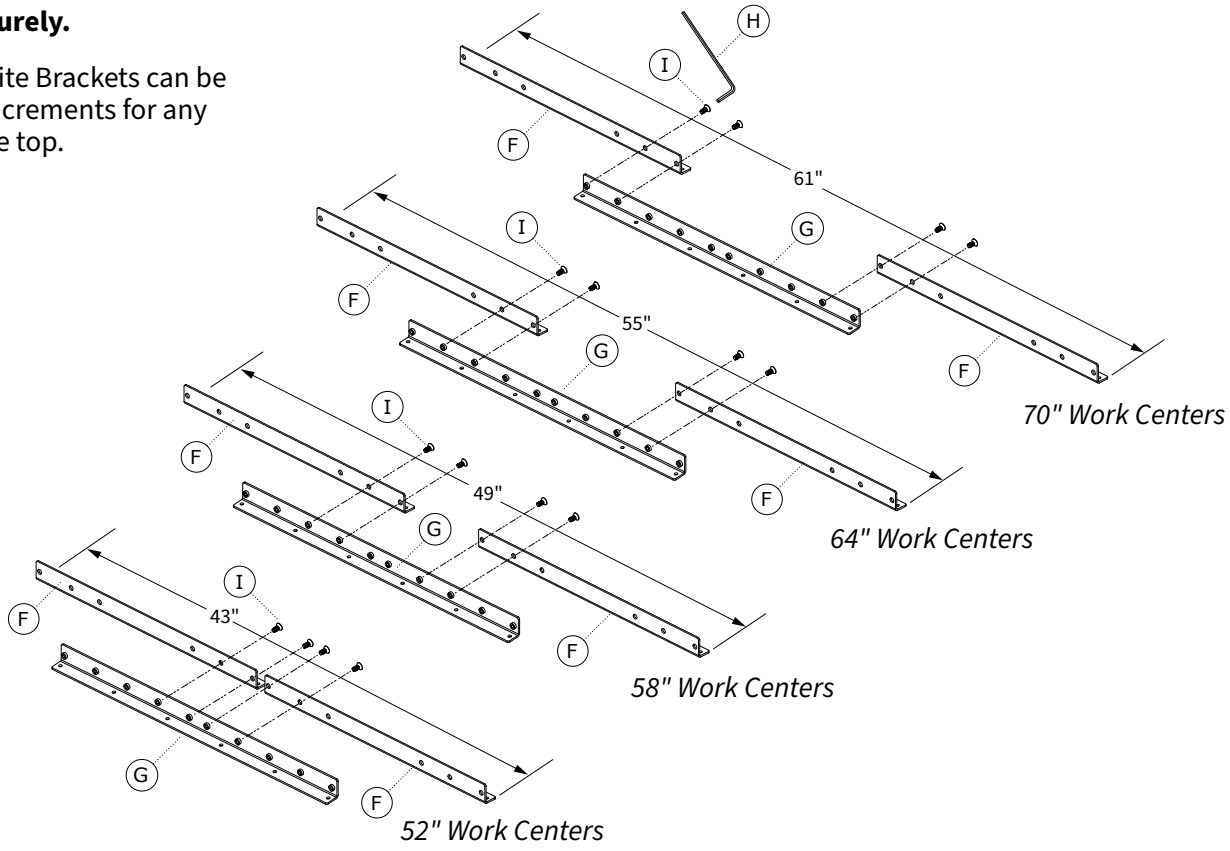
To avoid stripping the threads, always insert and make the first few turns of the screw BY HAND with an Allen wrench (H), ensuring it is in straight.

1.1 Using the diagrams below, assemble two (2) Rear Motor Brackets (F) to one (1) Connector Bracket (G) using four (4) #M6 × 14 mm Flat Head Cap Screws (I) and tighten securely with the 4 mm Allen Wrench (H).

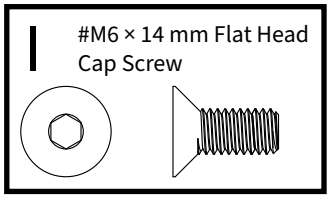
Use the guide below to determine the correct holes for mounting based on the width of your work center.

Tighten securely.

Note: Workrite Brackets can be sized in 3" increments for any non-Workrite top.



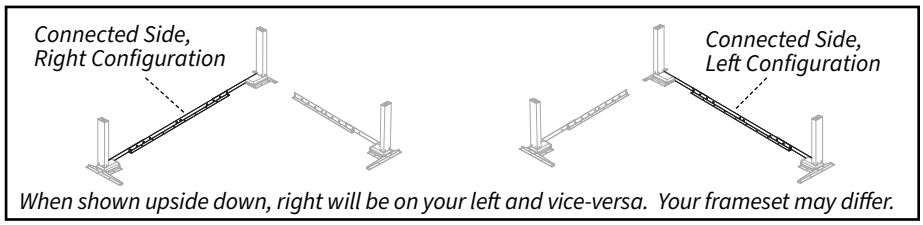
Hardware at actual size



Caution!

Only use the #M6 × 14 mm Flat Head Cap Screw (I) for assembly.

Note: Brackets can be sized in 3" increments for any non-Workrite top.



When shown upside down, right will be on your left and vice-versa. Your frameset may differ.

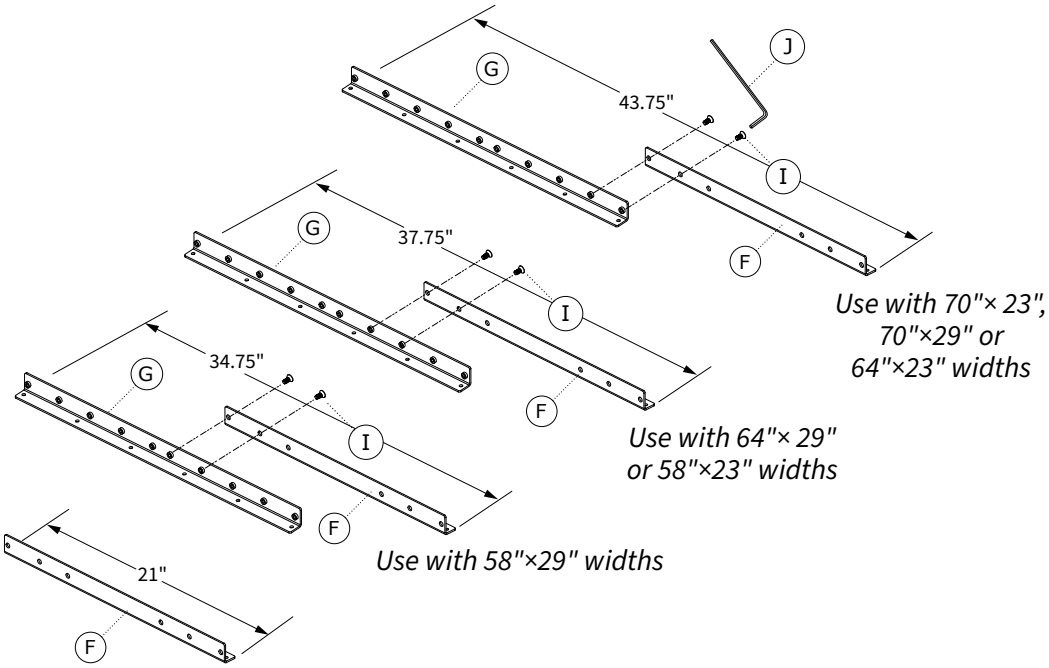
2 Assemble Rear Floating Bracket—Shorter or Equal Side

To avoid stripping the threads, always insert and make the first few turns of the screw BY HAND with an Allen wrench (H), ensuring it is in straight.

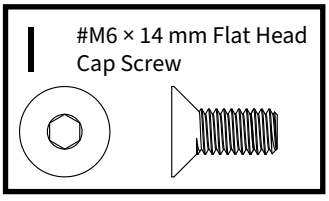
2.1 Assemble one (1) Rear Motor Bracket (F) to Connector Bracket (G) with two (2) #M6 × 14 mm Flat Head Cap Screws (I) and tighten securely with the 4 mm Allen Wrench (H).

Use the guide below to determine the correct holes for mounting based on the width of your worksurface.

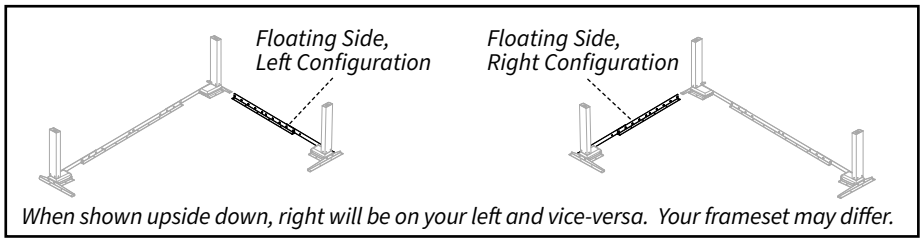
Tighten securely.



Hardware at actual size



Caution!
Only use the #M6 × 14 mm Flat Head Cap Screw (I) for assembly.



When shown upside down, right will be on your left and vice-versa. Your frameset may differ.

Note: Brackets can be sized in 3" increments for any non-Workrite top.

3 Assemble Brackets & Stretchers to Legs

To avoid stripping the threads, always insert and make the first few turns of the screw BY HAND with an Allen wrench (H), ensuring it is in straight.

3.1 Attach one (1) Short Bracket (B) to the front of each Leg (A) as shown using two (2) #M6 × 14 mm Flat Head Cap Screws (I) and tighten securely with the 4 mm Allen Wrench (H).

3.2 Attach the Left End Bracket (C) to side of the Left Leg (A) using #M6 × 14 mm Flat Head Cap Screws (I).

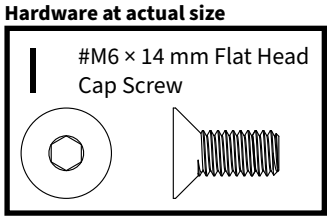
3.3 Attach the Right End Bracket (D) to side of the Right Leg (A) using two (2) #M6 × 14 mm Flat Head Cap Screws (I).

3.4 Attach the Corner End Bracket (E) to the Center Leg (A) using two (2) #M6 × 14 mm Flat Head Cap Screws (I).

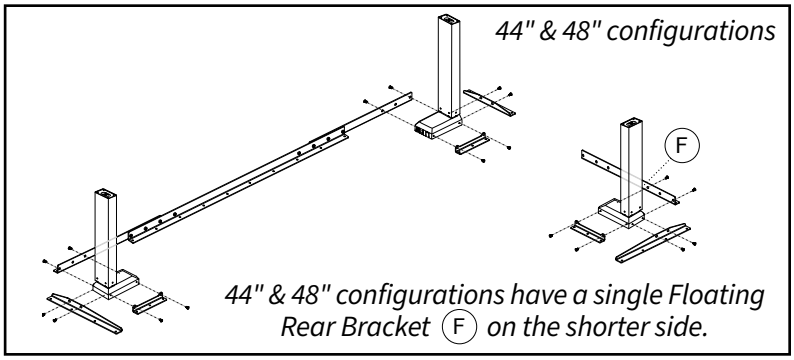
3.5 Attach both the Connected Rear Bracket (2/F+G assembled) and Floating Rear Bracket (F or F+G assembled) to the rear of the Legs (A) as shown using #M6 × 14 mm Flat Head Cap Screws (I).

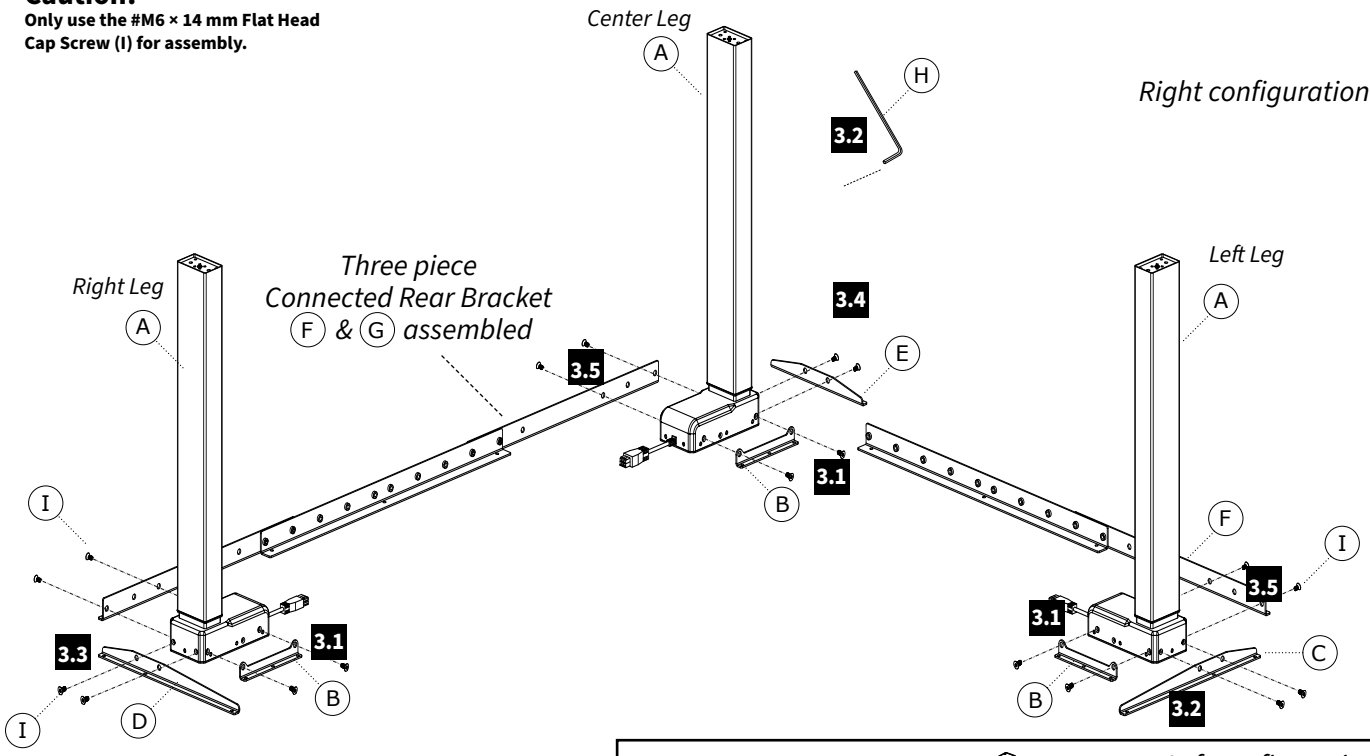
Tighten securely.

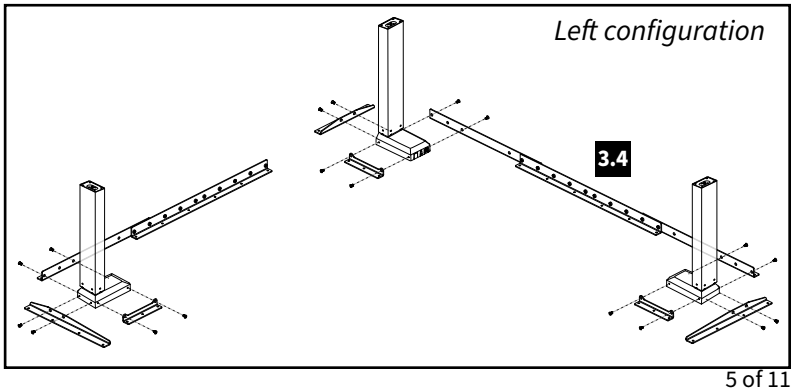
Hardware at actual size



Caution!
Only use the #M6 × 14 mm Flat Head Cap Screw (I) for assembly.







Note: The Right End Bracket (D) will be on your left and vice versa when the assembly is upside down.

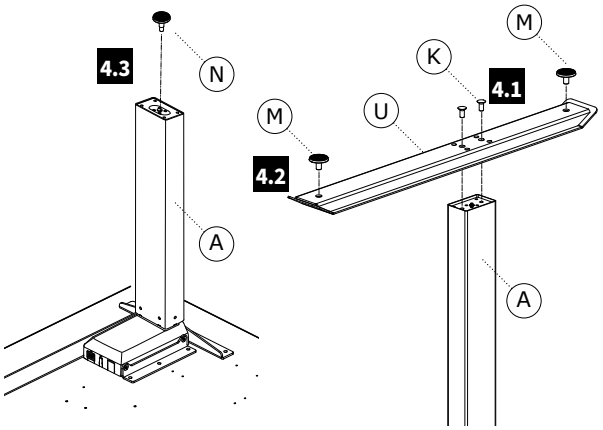
Note: Left configurations will assemble as a mirror image of these instructions.

4 Attach Feet & Install Foot Glides

4.1 Attach the two Feet (U) to the Right and Left Leg's (A) using two (2) M8 x 18 mm Flat Head Cap Screws (K) in each foot and tighten securely using the M5 Allen Wrench (L).

4.2 Install two (2) Glides (M) into each foot.

4.3 Install Corner Glide (N) to bottom of center leg (A).



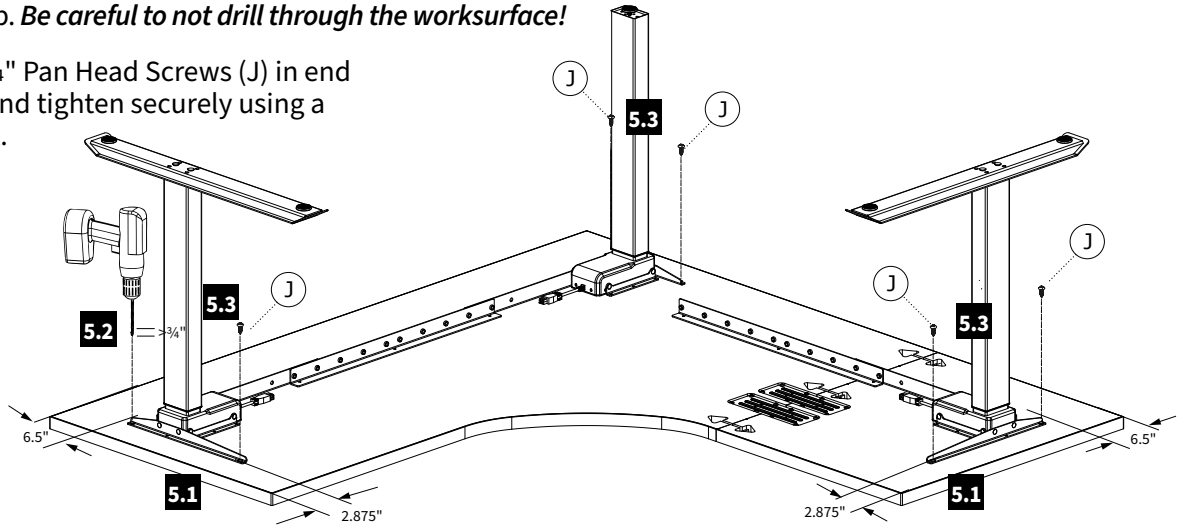
5 Attach Base to Worksurface

5.1 Position the base assembly onto the top. Place the right and left legs in 2.875" in from the sides and 6.5" in from the rear of the worksurface, making sure the legs are parallel with the back edge of the worksurface. *Make sure the stretchers are parallel to the rear edge before drilling.*

5.2 Using the ⅛" drill bit, pilot drill the six end bracket locations as shown. We recommend marking your drill bit so you do not drill any more than ¾" deep into your top. ***Be careful to not drill through the worksurface!***

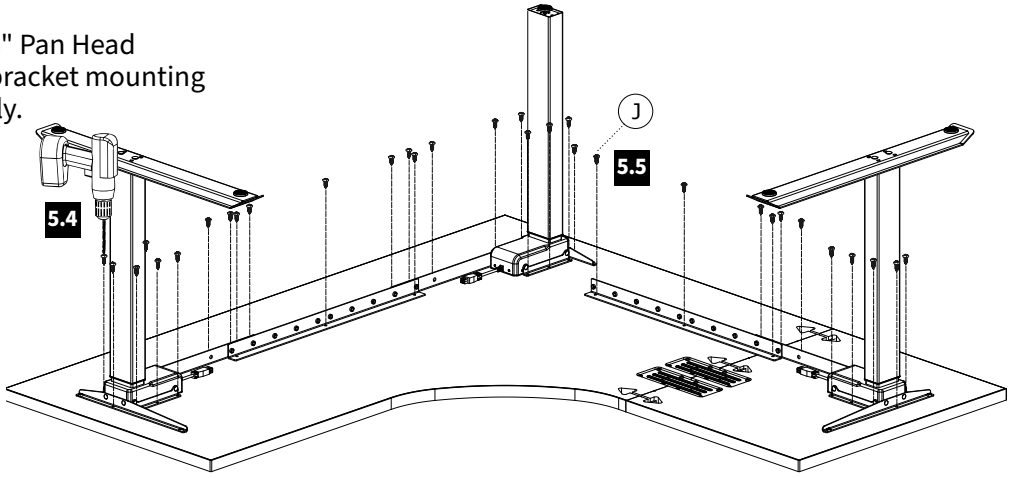
5.3 Install six (6) #12 × ¾" Pan Head Screws (J) in end brackets as shown and tighten securely using a #3 Phillips Screw Bit.

Do Not Overtighten the screws into the worksurface!

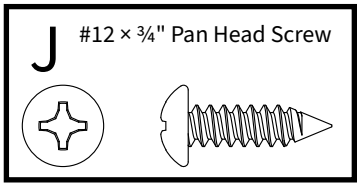


5.4 Using the ⅛" Drill Bit, pilot drill the remaining mounting holes in all bracket locations as shown ***Be careful to not drill through the worksurface!***

5.5 Install the remaining #12 × ¾" Pan Head Screws to all the remaining bracket mounting locations and tighten securely. ***Do Not Overtighten!***



Hardware at actual size



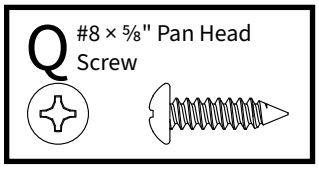
6 Attach Switch

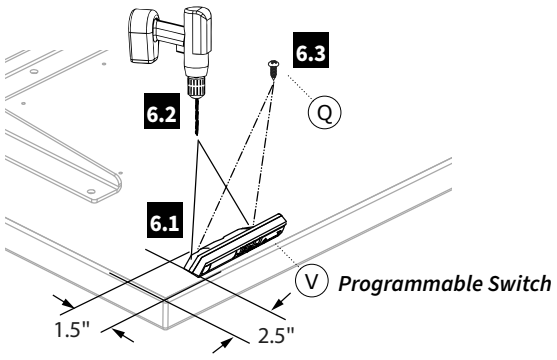
6.1 Place the Switch (V) onto the top at the dimensions shown

6.2 Using your drill and a 3/32" drill bit, drill the switch mounting holes as shown.

6.3 Attach the Switch (V) with two (2) #8 × 5/8" Pan Head Screws (Q)

Hardware at actual size





Note: *Right hand location shown—the Switch (T) can be located on the right or left side of the table as required. The Control Box will need to be reversed in step 7 for left hand Switch mounting.*

7 Attach the Control Box

7.1 Place the Control Box (O) as shown with Motor Cable and Switch cable ports to the left of the Center Leg.

7.2 Plug the Center leg cable into the Control Box (O).

7.3 Using the control box as a guide, drill two pilot holes into the top using the 1/8" drill bit. ***Be careful not to drill through your top!***

7.4 Mount the Control Box (O) to the top with two (2) #12 × 3/4" Pan Head Screws (J) and tighten securely.

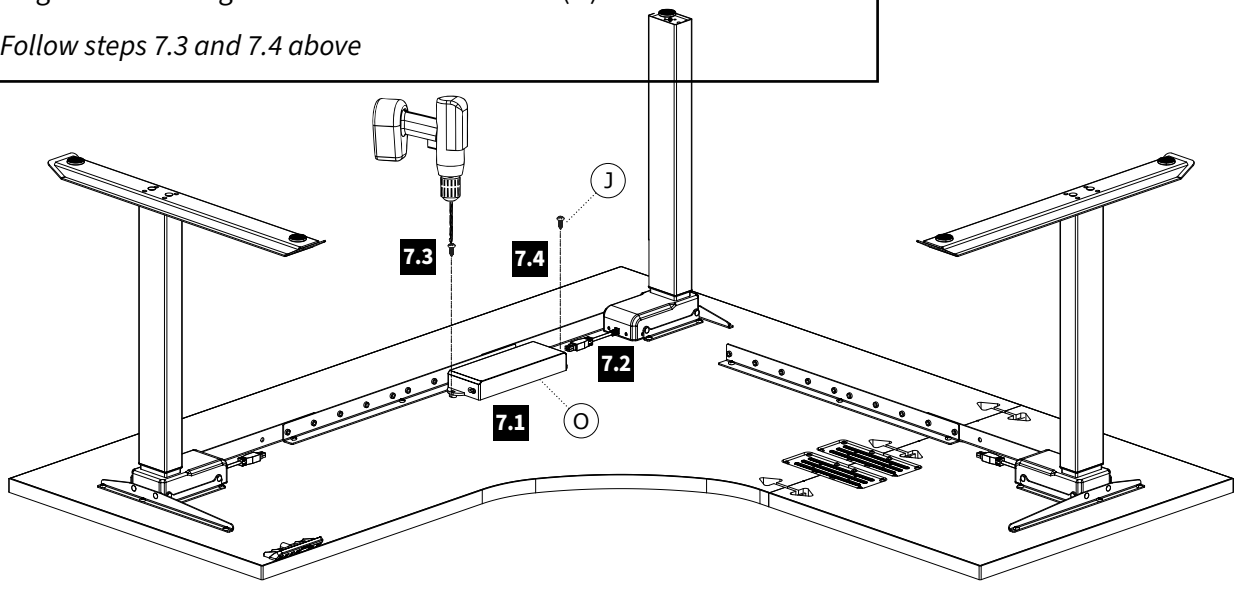
Note: Failure to tighten the control box to the desk securely will cause false collision detection resulting in the inability to adjust height properly. If this occurs, re-tighten the control box securely to the top.

Left Hand Switch Note:

7.1 Left) Place the Control Box (O) as shown with motor cable and switch cable ports to the right of the Center Leg.

7.2 Left) Plug the Center Leg cable into the Control Box (O).

Next: Follow steps 7.3 and 7.4 above



8 Install Motor Cables

8.1 Connect one Motor Cable (S) into the Leg to left

8.2 Place one (1) Cable Spool (P) between the Control Box (O) and the Leg to wind up extra motor cable length.

8.3 Drill a ⅛" pilot hole into the top and attach the Cable Spool (P) to the top with one (1) #12 x ¾" Pan Head Screw (J) and tighten securely. ***Be careful not to drill through your top!***

8.4 Wind the excess motor cable length around the spool and then connect the Motor Cable (S) to the Control Box (O).

8.5 Secure the motor cable neatly to the top with Cable Loops (R) and one (1) #8 x ⅝" Pan Head Screw (Q) per Cable Loop as required.

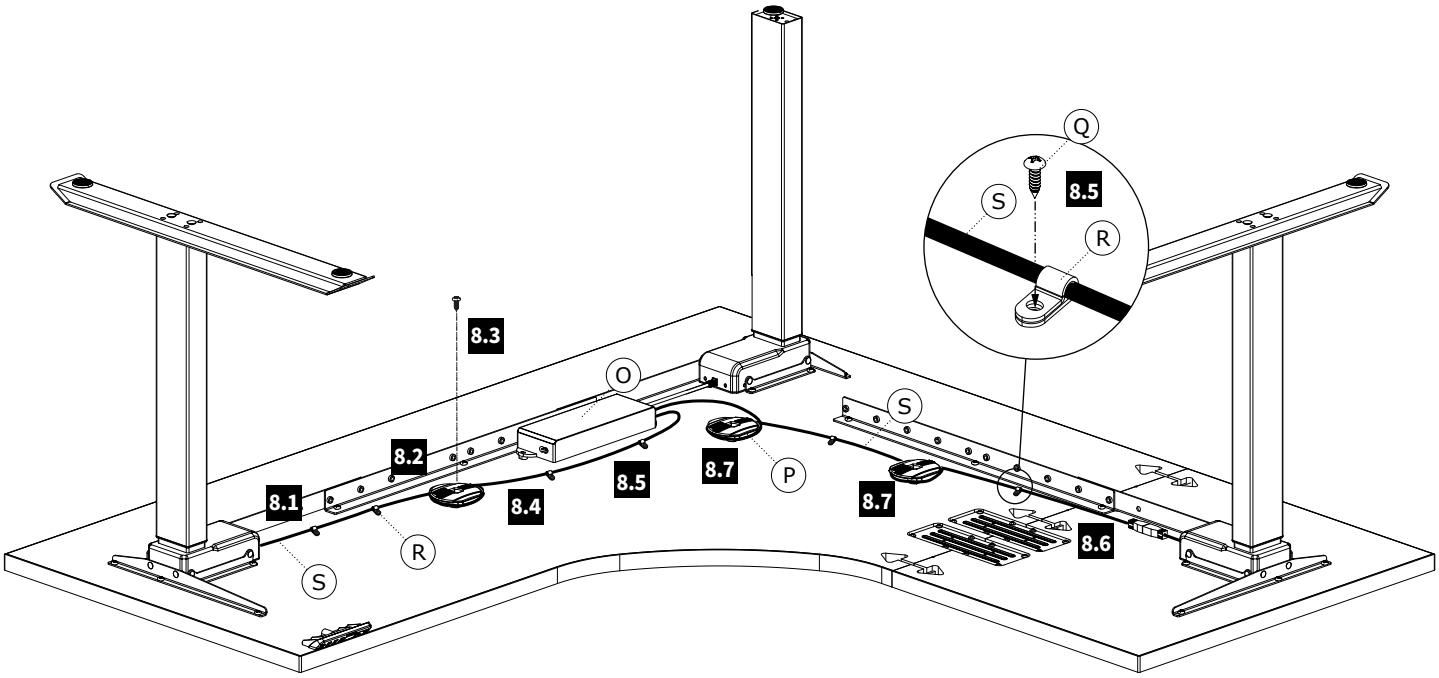
8.6 Connect one (1) Motor Cable (S) to the Leg to the right. *(If needed plug one additional Motor Cable (S) into the first motor cable to extend the length to reach the control box)*

8.7 Place two (2) Cable Spools (P) between the Control Box (O) and the Leg to wind up extra motor cable length.

8.8 Drill a ⅛" pilot hole into the top and attach the Cable Spool (P) to the top with one (1) #12 x ¾" Pan Head Screw (J) and tighten securely.

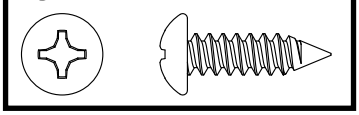
8.9 Wind the excess motor cable length around the spool and then connect the Motor Cable (S) to the Control Box (O).

8.10 Secure the motor cable(s) neatly to the top with Cable Loops (R) and one (1) #8 x ⅝" Pan Head Screw (Q) per Cable Loop as required.



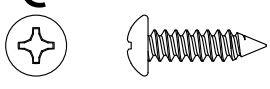
Hardware at actual size

J #12 × ¾" Pan Head Screw



Hardware at actual size

Q #8 × ⅝" Pan Head Screw



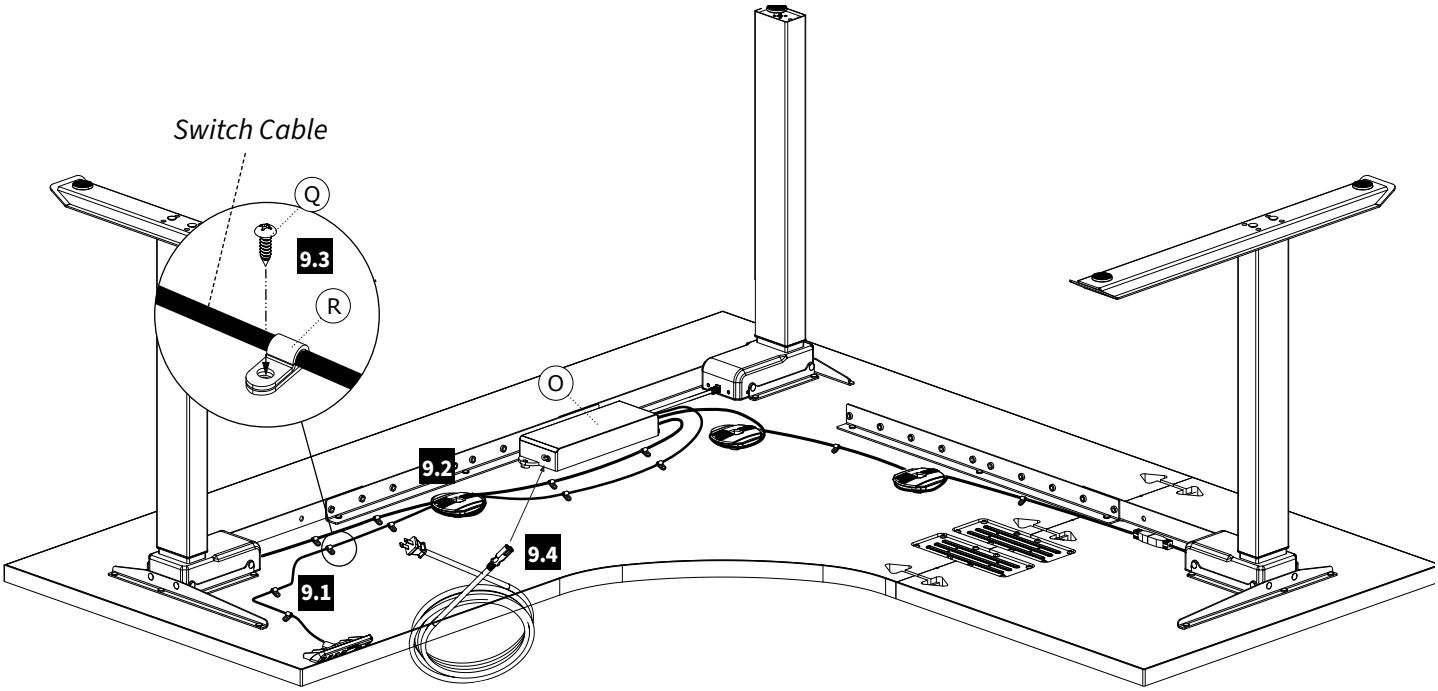
9 Secure and Manage Switch Cable & Connect Power Cord

9.1 Route the Programmable Switch cable back to the control box.

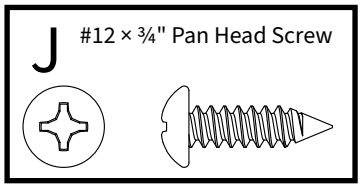
9.2 Wind the excess Switch Cable length around the Cable Spool and then connect the Switch Cable to the Control Box (O).

9.3 Secure the Switch Cable neatly to the top with Cable Loops (R) and one (1) #8 x ⅝" Pan Head Screw (Q) per Cable Loop as required.

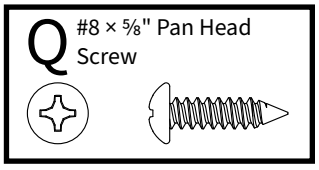
9.4 Install Power Cord as shown



Hardware at actual size



Hardware at actual size

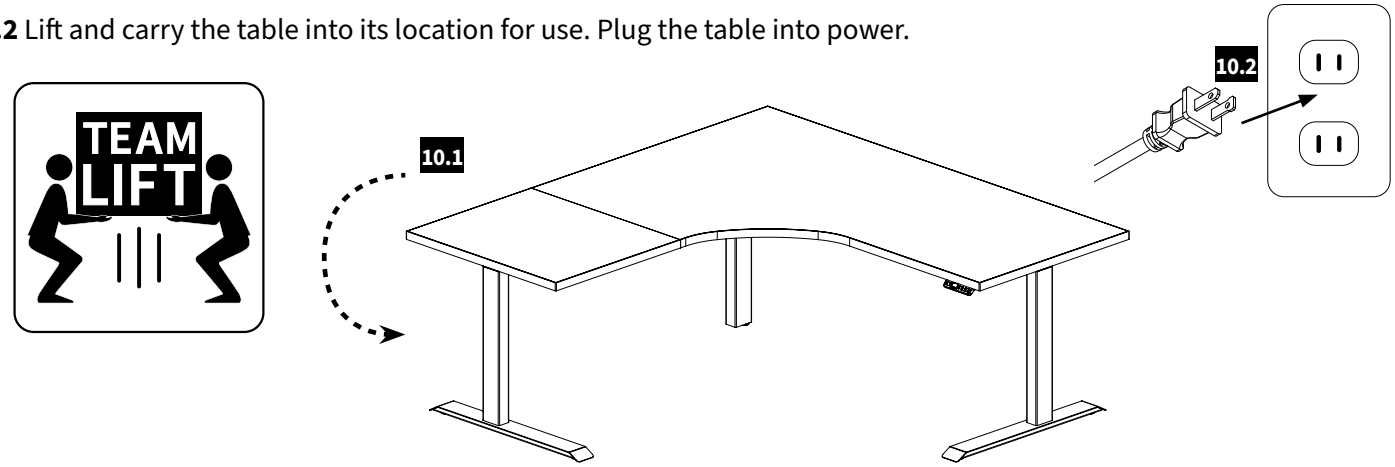


10 Turn Over Table & Power Up

10.1 Carefully turn the table over and upright onto its feet.

Note: Be careful not to damage the programmable switch when turning the table over

10.2 Lift and carry the table into its location for use. Plug the table into power.



11 Adjust Glides & Level Table

11.1 If necessary, adjust Glides (M) on the feet to level the worksurface, unscrew Glides (M) to increase height, screw in to decrease height.

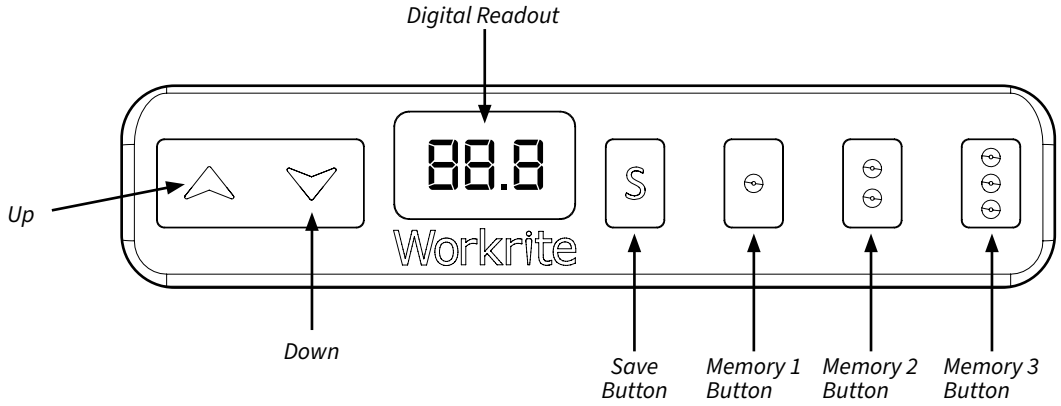
11.2 For the Corner Leg, unscrew the Corner Leg Glide (N) to increase height, screw in to decrease height. If additional leveling is required use the Center Foot Glide Adjusters (W) to add additional height to level the corner leg as required.

✓ Cleaning Instructions

To clean the Ascent4 legs, apply cleaner to a soft cloth.

Suggested cleaners: Windex or Formula 409.
Do not use solvents and do not saturate or spray cleaners directly onto work center base.

Programmable Switch



Start-Up, Trouble Shooting, & Error Codes

Reset
After assembly an "Initialization/Reset" is required to make sure the table is synchronized and operates properly. Also, this table will indicate on the switch when a reset is required by displaying "**RST**" [RST] on the digital readout.

To initialize or reset, press the Down ▼ button continuously until the table lower and returns to a stop. When this step is completed, you will hear a beep and the digital display will change from **RST** to the digital height readout. The table is now ready for use.

Memory Height Settings
This table includes a convenient auto-move feature that when a memory setting is programmed and then used simply press the memory button once and the table will automatically move to the set position that was programed to that button.

To set a memory press the up or down arrow and move your table to the desired height for seated or standing use. Next press the [S] button once and then immediately press button [•], [:], or [⋮]. Repeat as required to set your next user height memory setting. Once completed simply press the desired button once and the table will automatically move to the memory preset height.

User Settable Travel Height Limits
This table includes a special user feature to set travel limits of the table to avoid collisions with obstacles either above or below the desk by setting a movement limit in the control system of the table.

Lower Height Limit
To set a special travel height ***LOWER*** limit move the table down to the desired lower height. Next Press the **DOWN** ▼ button and [S] button simultaneously and you will hear a beep. A lower limit has been set.

To remove a special travel height ***LOWER*** limit, move the table down using the **DOWN** ▼ button until the table reaches the lower limit that was set. Next Press the **DOWN** ▼ button and the [S] button simultaneously and you will hear a beep. The lower limit will now be removed.

Upper Height Limit
To set a special travel height ***UPPER*** limit move the table up to the desired upper height. Next Press the **UP** ▲ button and the [S] button simultaneously and you will hear a beep. An upper limit has been set.

To remove a special travel height ***UPPER*** limit, move the table up using the **UP** ▲ button until the table reaches the upper limit that was set. Next Press the **UP** ▲ button and the [S] button simultaneously and you will hear a beep. The upper limit will now be removed.

Lock Feature
This table includes a lock feature to lock the table from inadvertent use or movement while away from the desk.

To set a lock feature press both the **UP** *and* **DOWN** ▲▼ buttons simultaneously until you hear a beep. Once locked the display will read "**LOC**" indicating the table has been locked.

To unlock the table, press the memory buttons [•] then [:] and then [⋮] and you will hear a beep indicating the table has been unlocked. Once unlocked the display will no longer read "**LOC**" and the digital display returns to normal.