




# Aloft – Telescoping Height Adjustable Executive Desks – Calibrate HAT with Laminate Bases – Calibrate Height Adjustable Desks

## Use Instructions

 Make sure no obstacles are in the desk's path.  Make sure the desktop is not touching any walls.  
Make sure all cords are appropriate length to accommodate the change in height.

IMPORTANT: You must RESET the desk prior to use.

RESET PROCEDURE: Press and hold the DOWN button on the Handset (part 7) until the desk reaches its lowest height. Release the DOWN button. Press and hold the DOWN button again until the LED display reads "RST". Release the DOWN button. Press and hold the DOWN button again until the desk lowers a little bit more, slightly rises and stops. Release the DOWN button. Your desk is now ready to use.

RST looks like: 

The desk base can be adjusted by pressing and holding either the UP or DOWN button until the desired height is reached.

To program up to three presets: Use the up/down buttons to find a desired height, then press "M" followed by a number 1 - 3.

CAUTION: Once a preset button is pushed, the desk will move to the programmed height (see caution box above).

## PROGRAMMING

Press the DOWN button on the Handset (part 7) until the base reaches its lowest position. Press and hold the DOWN button again until the LED display reads "RST".

Press and hold the 1 button (about 5 seconds) while the LED flashes "RST" and then switches to either: 

10.1 = One-Touch

10.2 = Constant-Touch

Release the 1 button. Press the 1 button again until the desired setting is reached. Once the chosen setting is displayed, release the button and wait about 5 seconds for the display to return to "RST".

Finish the reset process by pressing and holding the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the button. The new program setting is saved and your desk is now ready to use.

## HANDSET LOCK

To lock the handset:


Press and hold the "M" button (about 8 seconds) until the LED display switches to "S-" and then to "LOC." Release the button.

To unlock the handset:

Press and hold the "M" button (about 8 seconds) until the LED switches from "LOC" to the height display. Release the button.

## SETTING THE LED RETRACTED HEIGHT

Press the DOWN button on the Handset (part 7) until the base reaches its lowest position. Measure the distance from floor to the top surface of the desktop. If the number on the LED display does NOT match your measurement, follow these steps:

Press and hold the DOWN button until the LED display reads "RST".  Press and hold the "M" button (about 5 seconds) until the LED displays the flashing height. (If the display returns to "RST" before the next step is taken, repeat this step.) Use the UP/DOWN buttons to change the value of the starting height so that it matches your measurement. Wait about 5 seconds and the display will return to "RST."

Finish the reset process by pressing and holding the DOWN button again until the desk lowers a little bit more, slightly rises and stops. Release the button. The new starting height value is saved and your desk is now ready to use.

Note: the LED display has a  $\pm 0.1$  tolerance.

## SETTING THE UPPER & LOWER LIMITS

This base is designed to go to its minimum and maximum heights, allowing for the widest possible range. If you prefer to change the settings to a more narrow range, follow these steps:

Make sure the power is ON and a number reads in the LED display (if no number appears, please follow the Reset procedure described in the USE section).

To Set the Upper-Limit Position:



Use the UP/DOWN buttons to move the base to the desired maximum-height position. Press the "M" button and release. Press the UP button and release. The LED display will flash "S -". Press and hold the "M" button (about 2 seconds) until the LED display changes to "999". The display will automatically return to the selected height. The new upper limit is now set.

To Set the Lower-Limit Position:

Use the UP/DOWN buttons to move the base to the desired minimum-height position. Press the "M" button and release. Press the DOWN button and release. The LED display will flash "S -". Press and hold the "M" button (about 2 seconds) until the LED display changes to "000". The display will automatically return to the selected height. The new lower limit is now set.

To Remove the Upper/Lower Limit Positions:

Press the "M" button and release. The LED display will flash "S -". Within 5 seconds, press the "M" button again and hold for 2 seconds. The LED display will change to "555" and then automatically return to the height display. The upper and lower limits are now removed.

 A RESET procedure requires the desk base to full retract (beyond any lower limit set).  
Please ensure that you have the proper clearance below the desk base. 

After the upper and lower limits are set, the previous memory positions (1, 2, 3) may be outside the new range of movement. If so, simply reset the memory positions.

If you attempt to revise a previously set upper or lower limit and it is outside of the existing range, you will need to remove the previously set upper/lower limits first.

## CHANGING INCHES TO CENTIMETERS

Press the DOWN button on the Handset (part 7) until the base reaches its lowest position. Press and hold the DOWN button again until the LED display reads "RST".

Press and hold the 2 button (about 5 seconds) while the LED flashes "RST" and then switches to either:

10.3 = cm

10.4 = inches

Release the 2 button. Press and hold the 2 button again until the desired setting is reached. Once the chosen setting is displayed, release the button and wait about 5 seconds for the display to return to "RST".

Finish the reset process by pressing and holding the DOWN button until the desk lowers a little bit more, slightly rises and stops. Release the button. The new measurement setting is saved and your desk is now ready to use.

## TROUBLE SHOOTING

If your desk is not functioning properly it may need to be reset. Follow the RESET procedure outlined above.

If the LED readout displays "RST" (reset), perform the reset procedure.

If the LED readout displays an error message ("Er1" - "Er13") confirm that all wired connections are secure (legs to cables, cables to control box). Then perform the reset procedure.

If the error message persists after the reset procedure, contact your seller.

If the height between the legs exceeds 1.5 inches, stop the reset procedure & contact your seller.

If the handset displays "HOT", let the base cool down for 20 minutes.

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated below. Make sure the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

