XTB4 Handset Instructions

Operating Setup

Initial calibration

Before you start using your desk normally, you'll need to get all the parts synced. Based on your handset, follow the instructions below.

With Standard Up-Down Handset

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.

2. Press and hold the DOWN button again for about 10 seconds. Release.

3. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.

You're all set.

With Memory Preset Handset

1. Press and hold the DOWN button until the display reads RST. Release.

2. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.

You can now use your desk. See pages 24-25 for tips on making the most of your Memory Preset Handset.

Setting memory presets

1. Adjust the desk to the desired height.

2. Press M (the display will show S -).

3. Press a number 1 – 4.

4. Pressing that number will return your desk to the programmed height. By default, the desk will continue to move on its own once you've activated the preset, though pressing any other button will stop this movement. If you prefer to change this behavior, please refer to "Toggle between One Touch and Constant Touch Presets" on page 26.

Custom Settings for Preset Memory Handset

<u>Lock your desk</u>

If you have a Memory Preset handset, your desk can be locked in place at any height, either as a safety precaution or just to keep your friends from messing with your settings. It unlocks just as easily, but we recommend guarding that secret.

To lock: Press and hold the M button for about 8 seconds. The display will first change to 'S –', then to 'LOC', indicating that the desk is now locked.

To unlock: Press and hold the M button for about 8 seconds until 'LOC' goes away and the height appears on the display.

<u>Adjust the height readout</u>

Our LED handsets display the approximate height of your desk top surface, in inches or centimeters. The accuracy may be affected by the thickness of your top, the evenness of your floor, etc. If you want it to be completely accurate, you can manually set the readout to match your measured height.

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.

2. With a tape measure, measure the distance from the floor to your desk top surface. If it matches your readout, you're all set. Otherwise, proceed to the next step.

3. Press and hold the DOWN button again, until the display flashes RST (looks like "AS Γ"). Release.

4. Press and hold the M button until it begins to flash the starting height. Note: the display will revert to RST after about 5 seconds. If that happens before you have a chance to make your changes, just press and hold M again.

To change the readout height:

5. Use the UP or DOWN button to adjust the display by 0.1 inch at a time until the display shows the correct height, as measured.

6. Wait about 5 seconds and the display will automatically return to RST, which indicates Reset Mode.

7. Complete the reset process by pressing and holding the DOWN button again while the desk lowers a little bit more, slightly rises, and then stops.

8. Release the button, and you should see the new starting height ±.1 inches. This height is saved, and your desk is ready to use!

<u>Set custom upper and lower height limits</u>

By default, the frame and handset are set to allow the maximum range of motion, from a retracted Lifting Column, to an extended one. If you would like to set a higher minimum height or a lower maximum height, you can do that! Before starting, make sure the desk is plugged in, and the LED display is showing a number. If the readout has gone dark, you can wake it up by pushing any button. If it is displaying something besides a number, perform the Reset Procedure on page 27.

ENWORK

Custom Settings for Preset Memory Handset cont.

<u>Set custom upper and lower height limits continued</u>

To set the upper limit:

1. Use the UP/DOWN buttons to move the desk to the desired maximum height.

2. Press the M button and release, then press the UP button and release. The display will flash S - to show that it is ready to set the upper limit.

3. Press and hold the M button for about 2 seconds. The display will show "999" and then return to the height readout. This indicates that the upper limit is set. All done!

To set the lower limit

1. Use the UP/DOWN buttons to move the desk to the desired minimum height.

2. Press the M button and release, then press the DOWN button and release. The display will flash S – to show that it is ready to set the lower limit.

3. Press and hold the M button for about 2 seconds. The display will show "000" and then return to your selected height. This indicates that the lower limit is set. You did it!

Warning: There are certain times when your desk might require a Reset Procedure to correct a balance, calibration or other issue. This procedure requires the legs to retract completely, beyond any lower height limits that might be set. Please ensure that you have the proper clearance below the desk base.

Note: If you had previously set any memory presets that were outside of your newly defined range, they won't work anymore. You can reuse the numbers.

2nd Note: If you want to set a new upper or lower limit that is outside of your set range, you will first have to restore the defaults.

<u>To restore default upper and lower limits</u>

1. Press the M button and release. "S -" will appear on the display.

2. Within 5 seconds, press the M button again and hold for about 2 seconds until the display shows "555".

3. Release the button. The display will automatically change back to the height display, and your height limits will reset.

ENWORK

Custom Settings for Preset Memory Handset cont.

Toggle between One Touch and Constant Touch presets

Our programmable handsets allow your desk to remember your favorite height settings. By default, if you press and release a memory preset button, the desk will move on its own to the programmed height. You can change this behavior so that the desk will only continue to move to the programmed height with continued pressure on that preset number. Here's how to toggle this setting:

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.

2. Press and hold the DOWN button again, until the display begins to flash RST (looks like "ASГ").

3. With the display still flashing RST, press and hold the 1 button for about 5 seconds. The handset will register the change in input method and display the corresponding readout

10.1 = One Touch
The desk will keep moving to the preset height after you release the memory preset button

10.2 = Constant Touch
The desk will only continue to the programmed height while you are holding the corresponding preset button

4. To toggle to the next setting, press and hold the 1 button again for 5 seconds, until the displayed readout updates.

5. Once your preferred setting displays, release the button and wait about 5 seconds for the display to return to RST.

6. Complete the reset process by pressing and holding the DOWN button again while the desk lowers a little bit more, slightly rises, and then stops. Release the button. Your new preset touch setting is saved, and the desk is ready to use!

Change readout between inches and centimeters

By default, our programmable handsets display inches on models configured for 120-Volt power, and centimeters on models for 240-Volt power. If you'd like to break with tradition, you can easily change this setting.

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.

2. Press and hold the DOWN button again, until the display begins to flash RST (looks like "ASГ").

3. Press and hold the 2 button for about 5 seconds. Your handset will register the unit change and display the corresponding readout:

10.3 = Centimeters   10.4 = Inches

4. To toggle to the next setting, press and hold the 2 button again for 5 seconds, until the displayed readout updates.

5. Once your preferred setting displays, release the button and wait about 5 seconds for the display to return to RST.

6. Complete the reset process by pressing and holding the DOWN button again while the desk lowers a little bit more, slightly rises, and then stops. Release the button. Your preferred unit setting is now saved, and the desk is ready to use!

ENWORK

Troubleshooting & Reset

Troubleshooting

*If your desk is not functioning properly, or if you have a Memory Preset Handset that reads "RST" or any error message (E01 - E13), confirm that all wired connections are secure (legs to cables, cables to Control Box). Once you're certain that all connections are secure, perform the reset procedure below. If the error message persists after the reset procedure, contact 800-815-7251.

*If there is a difference in height between the two legs that exceeds 1.5", stop the reset procedure and contact 800-815-7251.

*If the Memory Preset Handset displays "HOT", let the desk cool down for 20 minutes.

Reset procedure

CAUTION: This will override any custom lower limit you might have set! Please ensure proper clearance for the Lifting Columns to retract.

With Standard Up-Down Handset

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.

2. Press and hold the DOWN button again, for about 10 seconds. Release.

3. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.

You're all set!

With Memory Preset Handset

1. Press and hold the DOWN button until the desk reaches its lowest position. Release.

2. Press and hold the DOWN button until the display reads RST. Release.

3. Press and hold the DOWN button again, this time until the desk first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.

You can now use your desk!

ENWORK