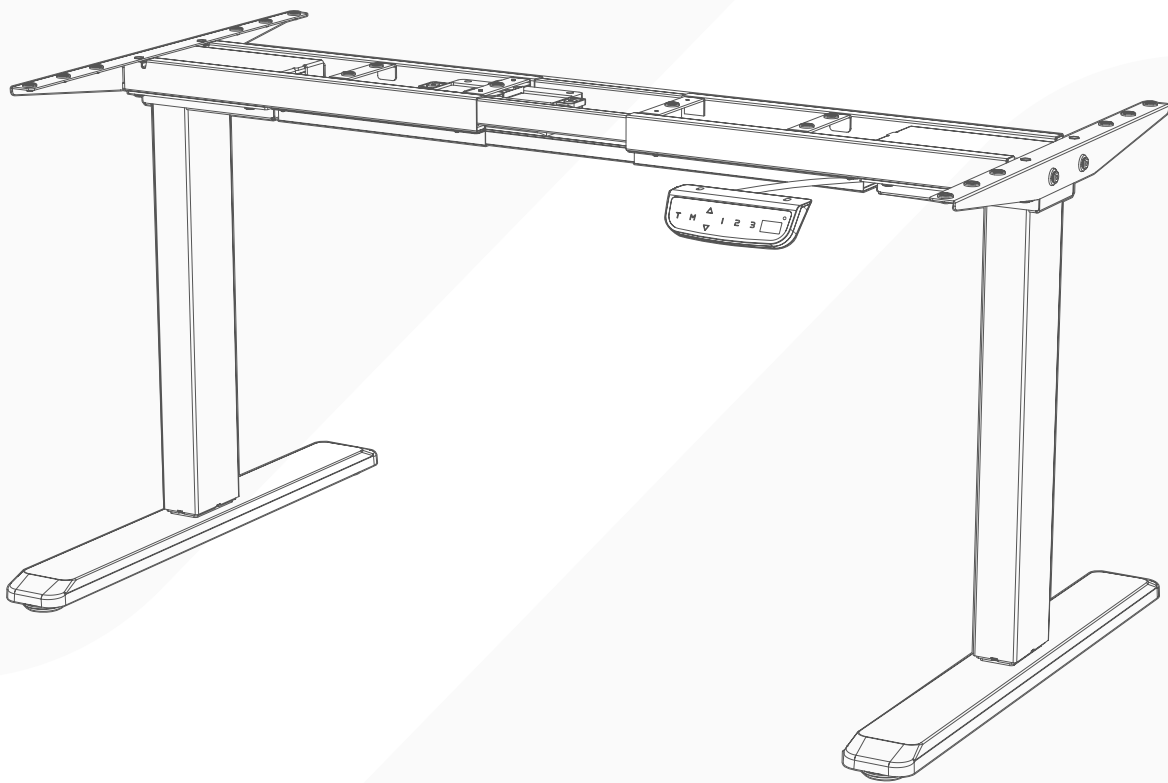


Standing Desk Frame Assembly Guide

ST11B / ST11W



SAPIEN

mysapien.co.uk

Things to consider

The Sapien standing desk consists of a heavy-duty steel desk frame and a motorised height adjustment system. Please read this complete manual before building the product to ensure your safety and to make sure that correct installation process has been followed.

Safety & Warnings

- Failure to comply with the safety , installation and usage instructions in this manual may cause serious bodily injury.
- Product must only be used in accordance with the instructions, please pay attention to the warnings and safety notes. Bodily injury or serious damage to the system or its components could result from misuse.
- This product should only be used by adults, or under strict adult supervision.
- Do not sit, stand or lie on the desktop. Serious bodily injury may result from misuse.
- Cleaning and user maintenance should be carried out by a competent adult. Unplug the desk when the system isn't in use and place the plug out of the reach of children.

Electrical Safety Instructions

The product is powered by electricity. To avoid risk of burns, fire and electric shock, please read the instructions carefully.

- Do not use liquid to clean the product. Disconnect from power and wipe over with dry cloth as necessary.
- Do not disassemble or replace components while the power is still connected.
- Any failure to observe the instructions, warnings and additional information marked with the "Note" and "*" may result in serious damage to the system or its components.
- Never operate the system in a damp environment or if electrical components have been in contact with liquids.
- Any unusual odour or sound from the mechanism may indicate a problem – unplug the unit and seek professional advice. Do not operate the system if you are in doubt.
- Alterations of the power unit and control box are prohibited. Note – sealed components contain no user-serviceable parts.
- Never operate the system with a damaged cord or plug. Please contact your point of purchase to replace any damaged parts.

Other Safety Instructions

- Assemble and use on a stable, flat surface. Keep the desk area clear of obstacles and ensure movement (raising or lowering) of the top will not create a trapping or crushing hazard.
- Any attempt to reconstruct or modify the Sapien desk is prohibited.
- Product is designed for indoor use only.

Before you start

Please check all the components shown in the component checklist below are present.

If any of the components are missing or damaged, please contact Sapien for a replacement.

This installation will require the use of a drill to install the desktop and any accessories, if you have any doubts please consult your retailer or a professional installer.



Weight Capacity
125kg (275lbs)

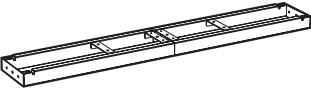
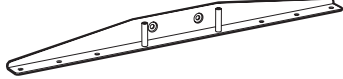
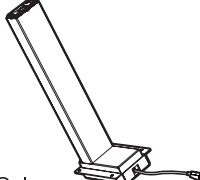
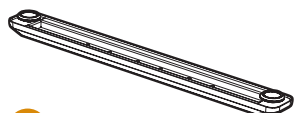
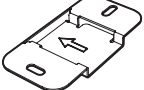
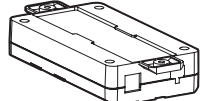
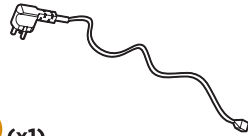
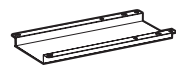

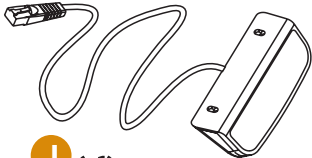








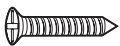







Power Input
(100-240V)



Operation Temperature
(-5°C~+40°C)

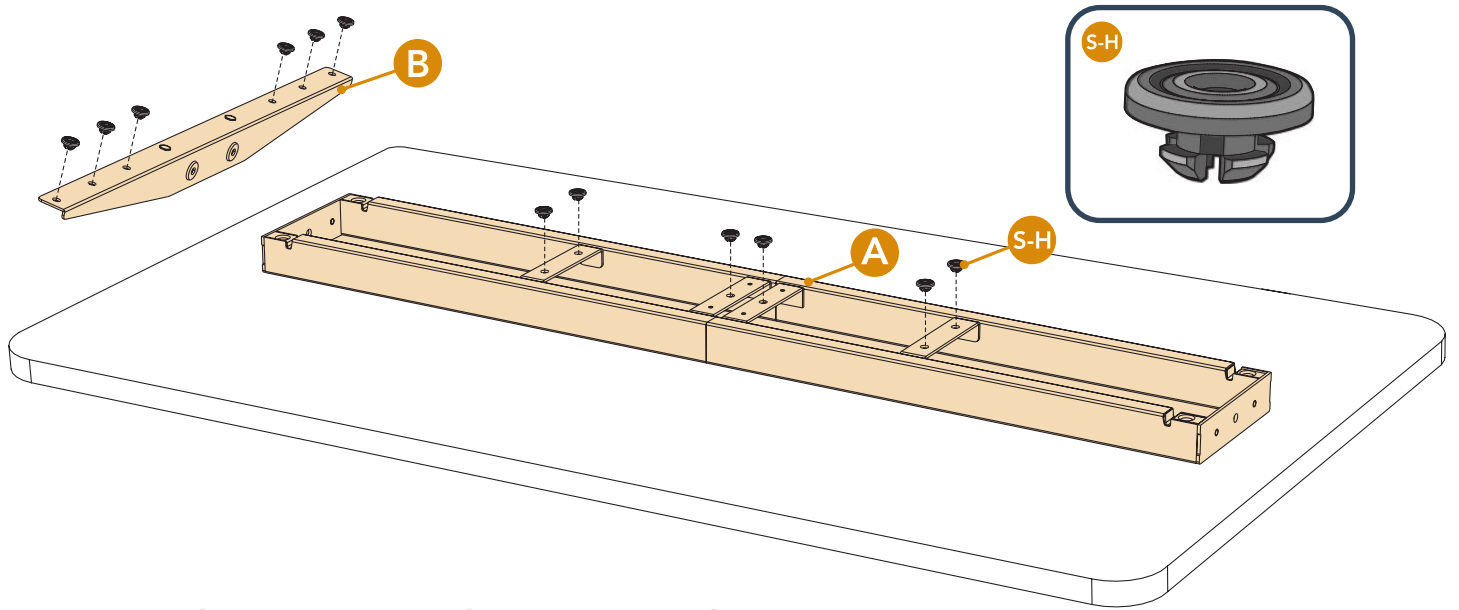
Checklist

 <p>A (x1) Crossbar</p>	 <p>B (x2) Side Bracket</p>	 <p>C (x2) Lifting Column</p>	 <p>D (x2) Foot</p>
 <p>E (x1) Mounting Plate</p>	 <p>F (x1) Control Box</p>	 <p>G (x1) Power Plug</p>	 <p>H (x2) Cable Management Cover</p>
 <p>I (x1) Central Tray</p>	 <p>J (x1) Controller</p>	<p>Tools Required</p>  Spirit Level  Allen Key (Included)  Drill  Phillips Screwdriver	

 <p>S-A (x12) Hex Head Screw</p>	 <p>S-B (x8) Hex Head Screw</p>	 <p>S-C (x18) Phillips Head Screw</p>
 <p>S-D (x2) Phillips Head Screw</p>	 <p>S-E (x2) Phillips Head Screw</p>	 <p>S-F (x8) Phillips Head Screw</p>
 <p>S-G (x3) Cable Clip</p>	 <p>S-H (x18) Anti-Vibration Pad</p>	 <p>S-I (x1) Allen Key</p>
 <p>S-J (x20) External Tooth Washer</p>		

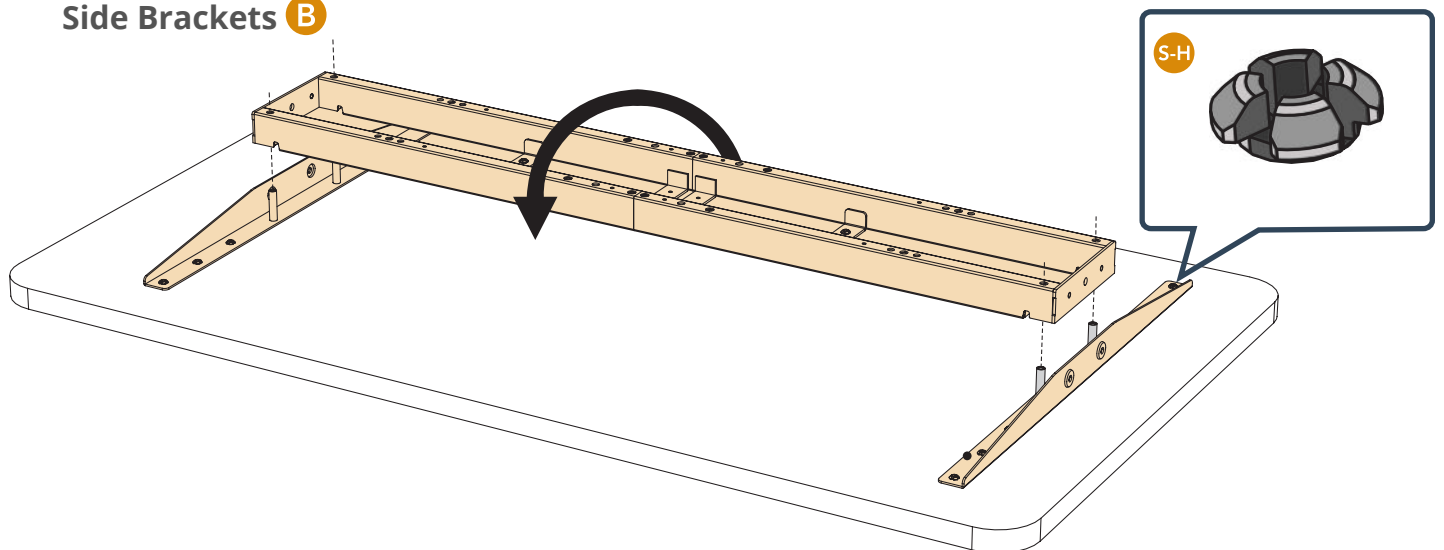
Attaching the Anti-Vibration Pads

- 1 Please prepare a spacious area for installation. Place a blanket on the area to prevent scratches to the floor and the desk.
- 2 Carefully place the desktop upside down on a soft clean blanket.
- 3 Place the **Crossbar A** and **Side Brackets B** on the top. Attach the **Anti-Vibration Pads S-H** to the mounting holes on the **Crossbar A** and **Side Brackets B** as shown.



Attaching Side Brackets

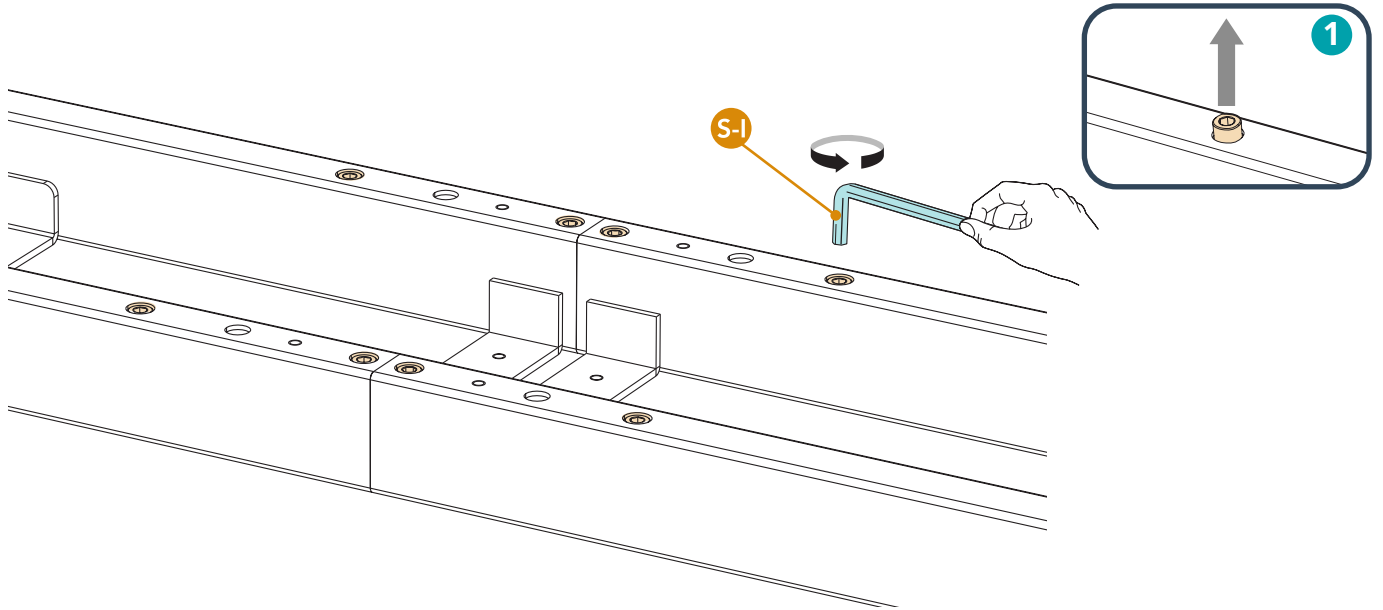
- 1 Turn the **Crossbar A** and **Side Brackets B** over so that the flat face of the **Anti-vibration Pads S-H** are in contact with the desktop before slotting the **Crossbar A** onto the **Side Brackets B**.



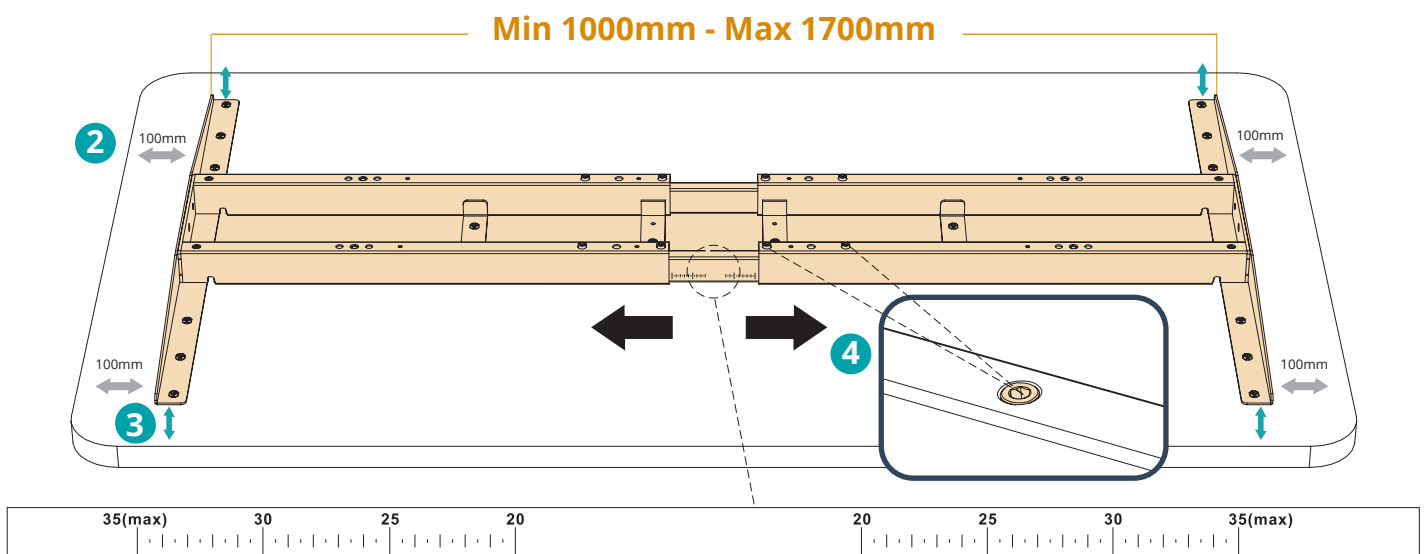
Note: Images above show the correct orientation of the **Crossbar A** and **Side Brackets B**. Please ensure they are kept this way during installation which is important for the following steps.

Adjusting the Frame

- 1 Remove the **8x hex head screws** using the **Allen key S-I** and set the screws to one side.



- 2 Extend the frame to the size of your desktop leaving **approx 100mm** gap at each end \leftrightarrow .
- 3 Once your frame is extended centre the frame to the desktop by measuring from the edge of your desktop to the frame at the points highlighted by \updownarrow arrows in the image below.
- 4 Make sure the telescopic bars are central to the crossbar and reattach the hex head screws removed from step 1 and tighten with **Allen key S-I** to secure the frame together. Ensure that the hex head screws are not protruding out above the **Crossbar A** frame as this will be important later in the installation.

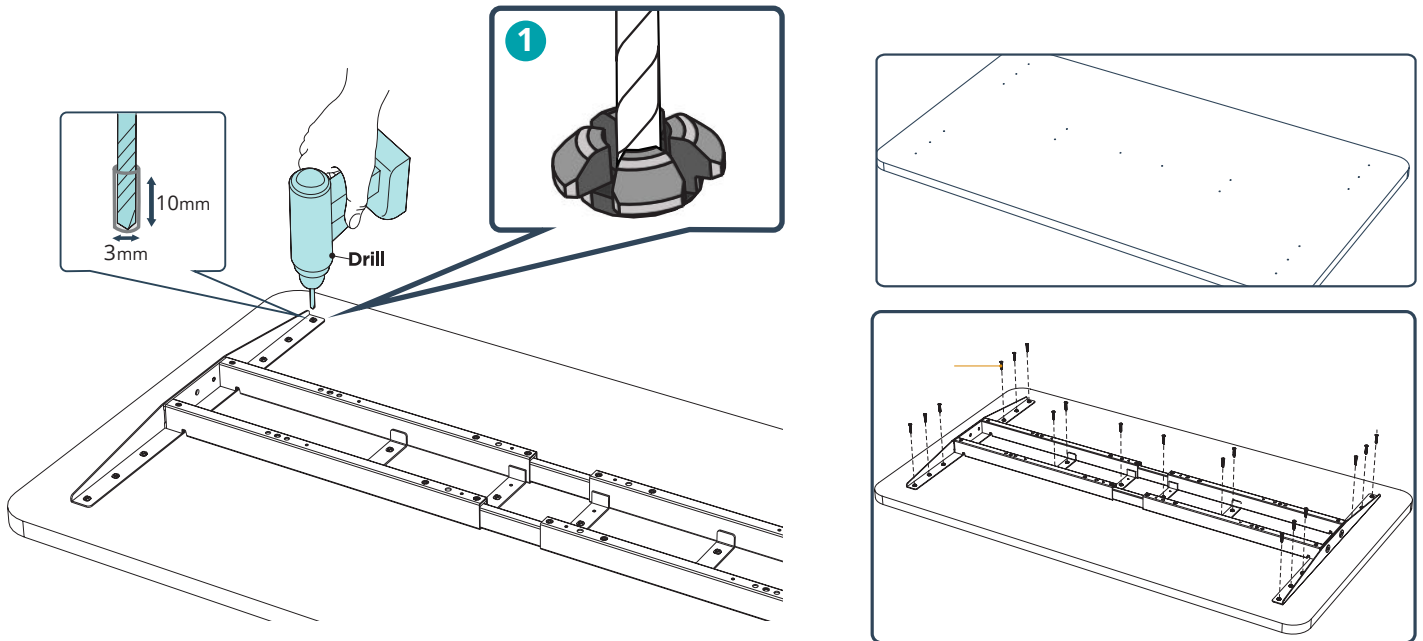


Use this scale to help centralise the telescopic bars.

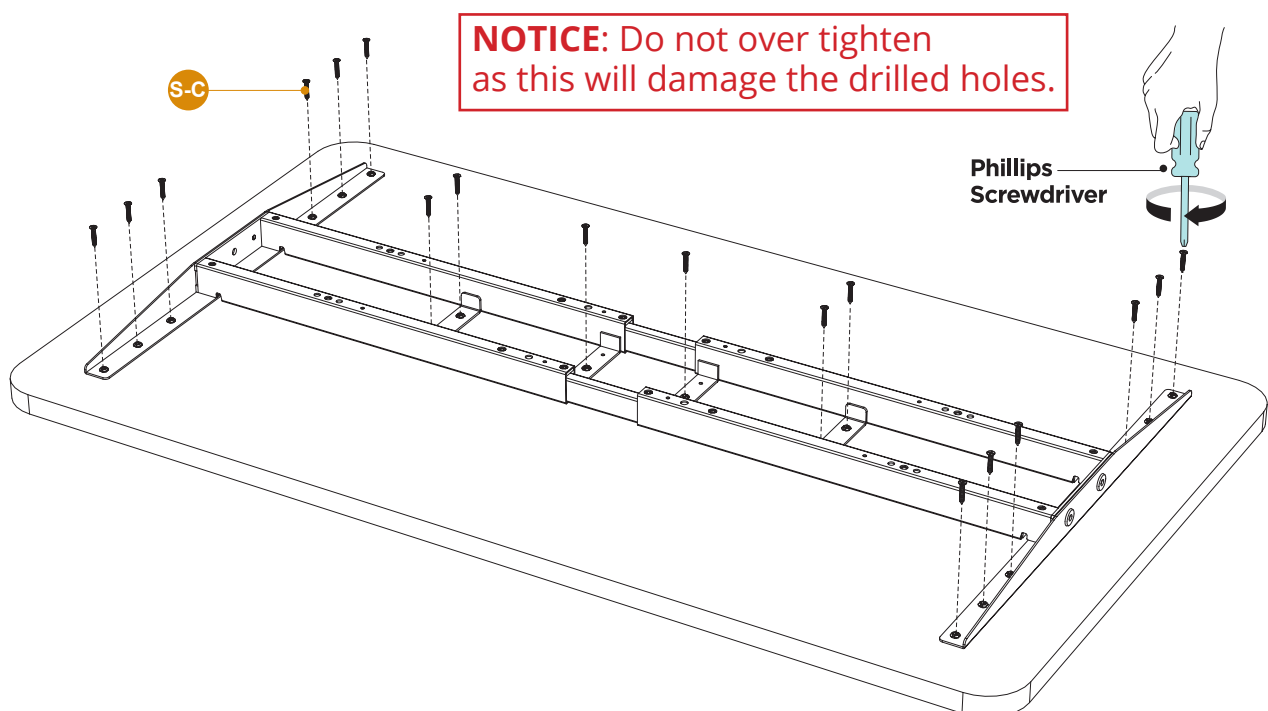
Assembling the Desktop

- 1 Using a **Drill** and **3mm** drill bit make pilot holes for the screws on the underside of the desktop. Use the **Anti-Vibration Pads S-H** (attached) on the **Side brackets B** and **Crossbar A** as a guide to drill the 18 mounting holes required.

Note: The depth of the pilot holes for the screws should be **10mm maximum** and the drill diameter should be **3mm maximum**.

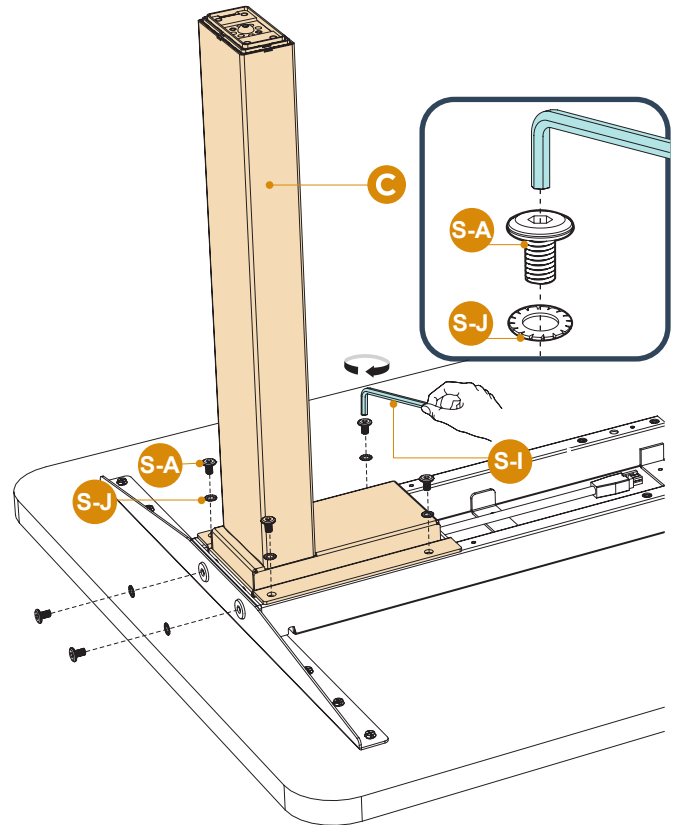


- 2 Align the pilot holes with the **Anti-Vibration Pads S-H** in the **Side brackets B** and **Crossbar A**. Insert and tighten **18 screws S-C** using Phillips Screwdriver.

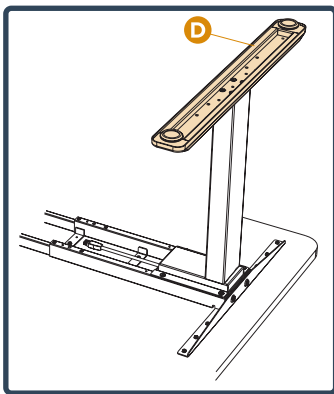


Assembling the Lifting Columns

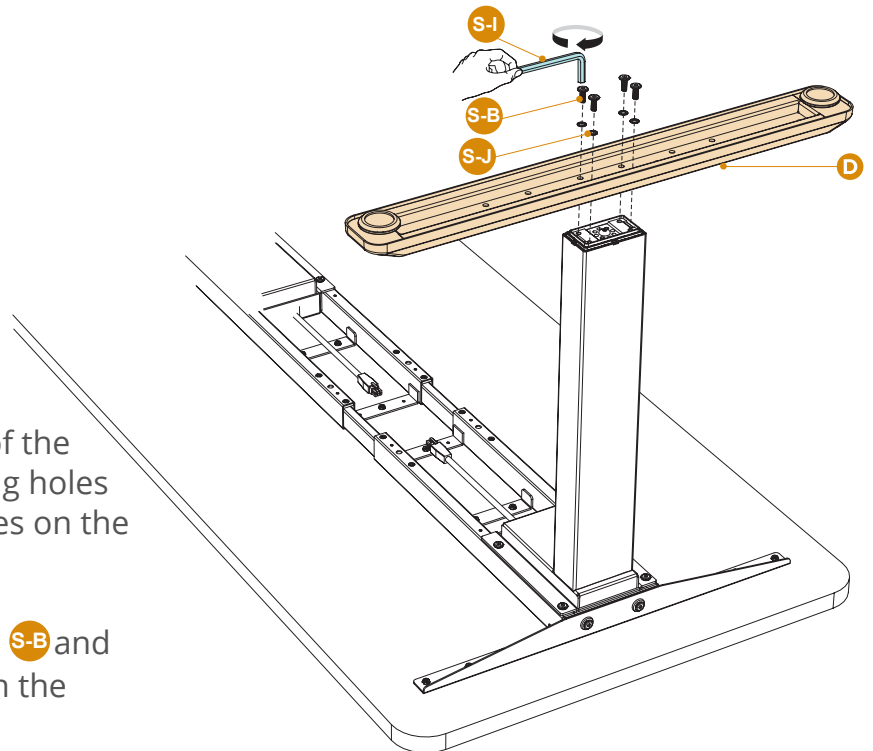
- 1 Insert one **Lifting Column C** into one end of the **Crossbar A** as shown. Make sure that the mounting holes on the **Lifting Column C** completely align with the mounting holes on the **Crossbar A**.
- 2 Fix the lifting column to the **Crossbar A** and side bracket using **6 screws S-A** and **6 External Toothed Washers S-J** with the **Allen key S-I**
- 3 Repeat the same process to assemble the other **Lifting Column C**.



Assembling the Feet



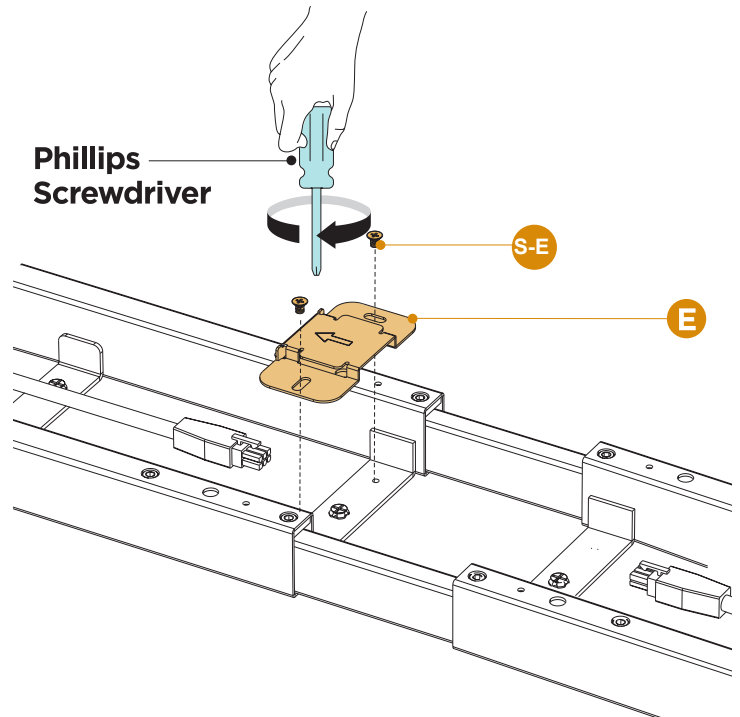
- 1 Place the **Foot D** on the bottom of the **Lifting Column C**. Align the mounting holes on the **Foot D** with the screw holes on the **Lifting Column C**.
 - 2 Attach the **Foot D** using **4 screws S-B** and **4 External Tooth Washers S-J** with the **Allen key S-I**.
- Repeat the same process to attach the other **Foot D**.



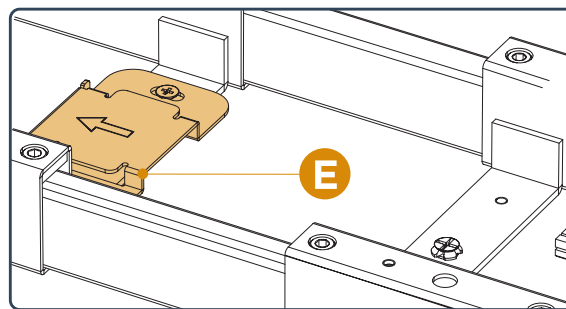
Assembling the Control Box Mounting Plate

- 1 Align the mounting holes on the **Mounting Plate E** with the screw holes as shown.
- 2 Attach the **Mounting Plate E** on the centre of the **Crossbar A** with **2 Screws S-E** using a Phillips screwdriver.

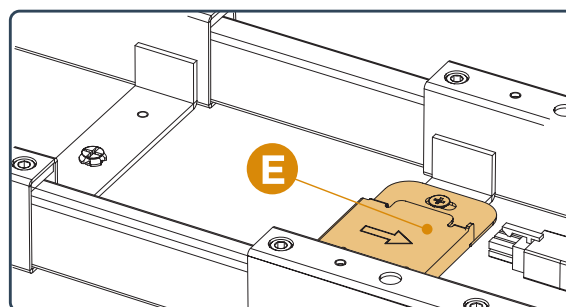
Note: The arrow on the **Mounting Plate E** indicates the direction of sliding in the **Control Box F**. Follow the direction of the arrow to mount the **Control Box F** in the next step.



The **Mounting Plate E** can be attached to either of the right side and the left side.



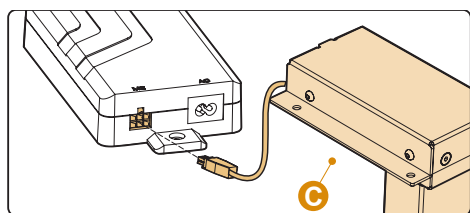
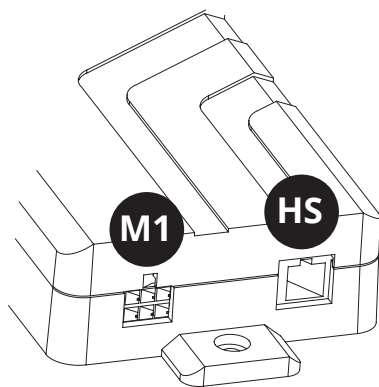
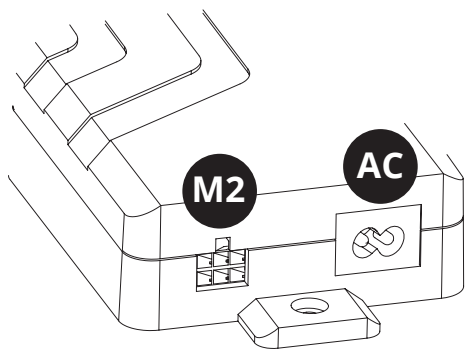
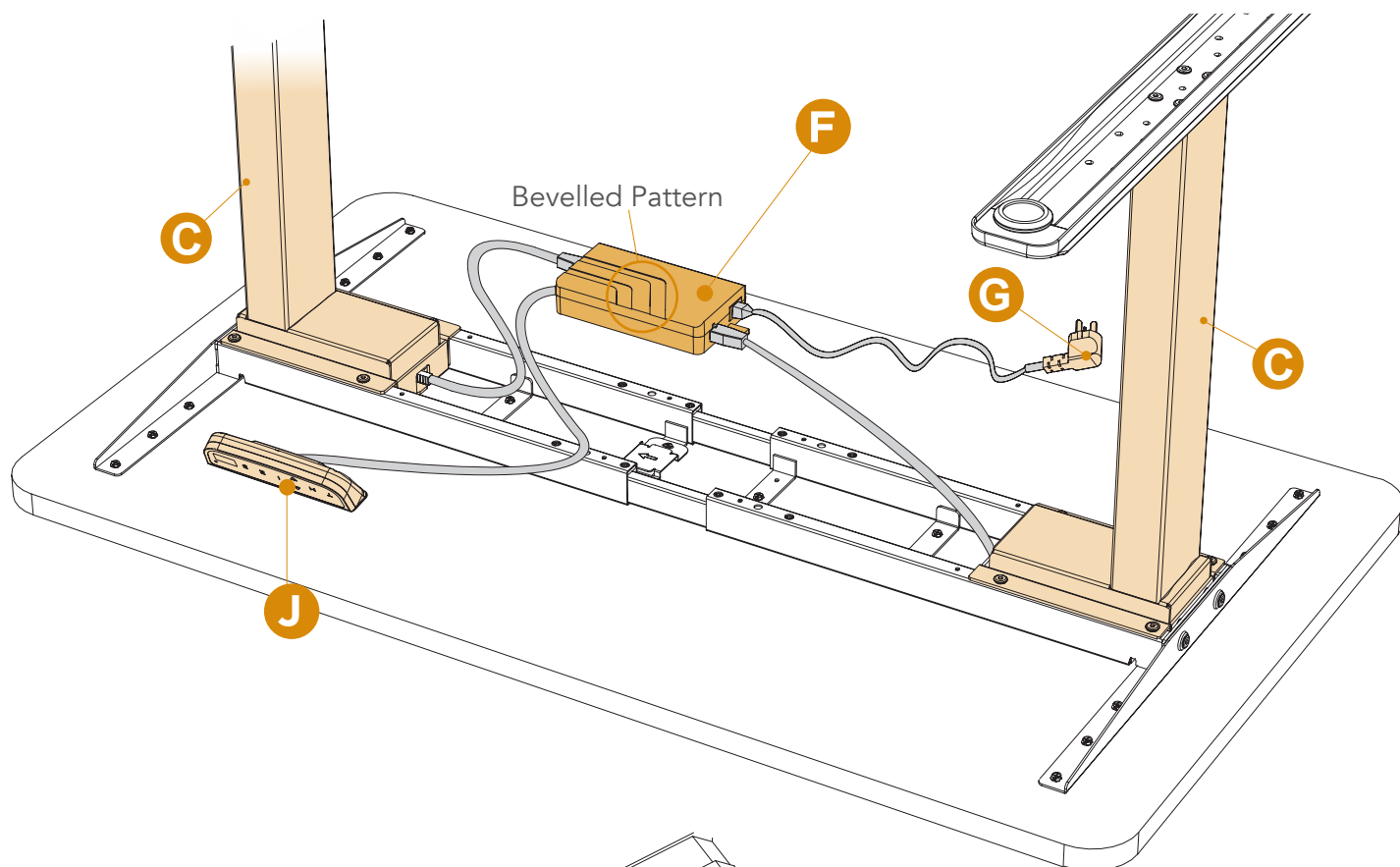
OR



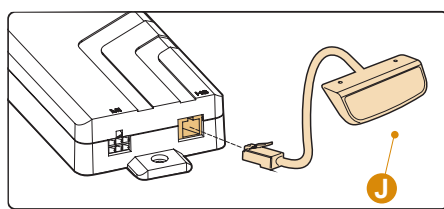
Assembling the Control Box

- Connect the motor cords, **Control Box F** and motors as shown below.

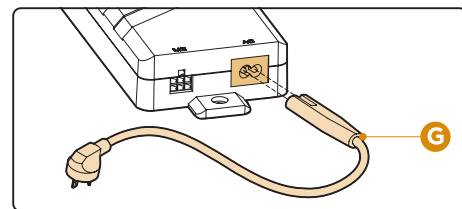
Note: Please make sure the bevelled pattern on the **Control Box F** is facing upward.



- Connect the two motor cords to the two ports marked **M1** and **M2** one on each side of the **Control Box F**



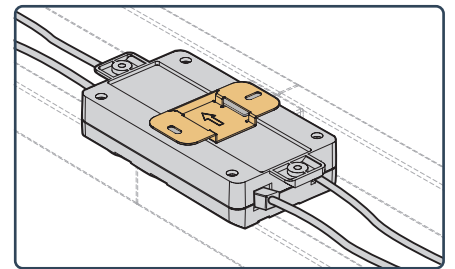
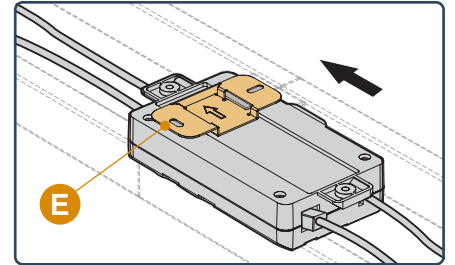
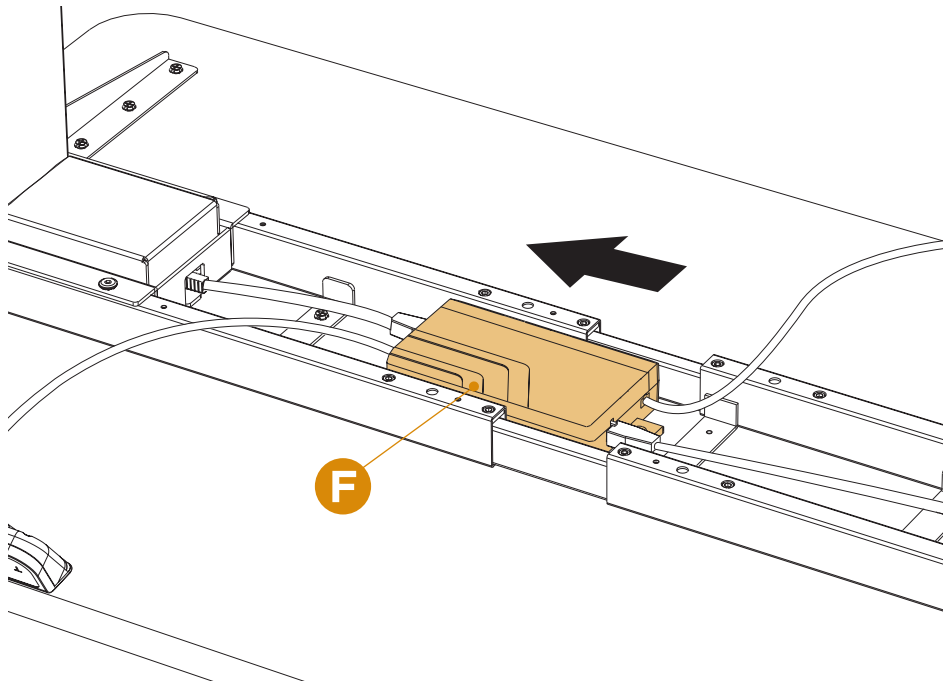
- Connect the lead of the **Controller J** to the port marked **HS**



- Insert the **Power Plug G** into the port marked **AC**

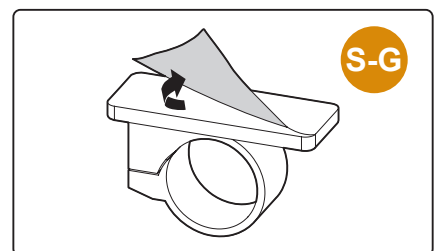
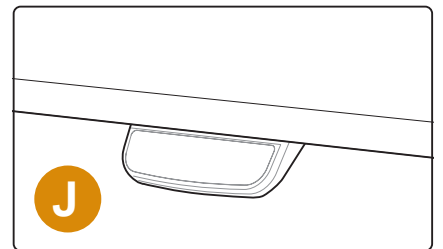
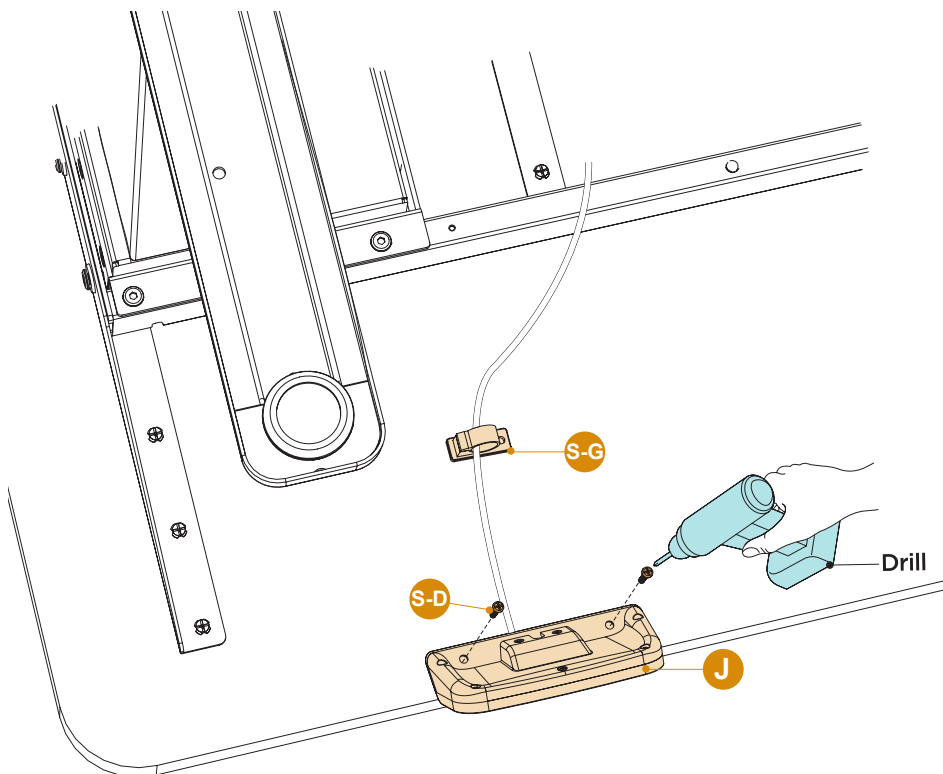
The arrow on the **Mounting Plate E** indicates the direction of sliding in the **Control Box F**. Follow the direction of the arrow to mount the **Control Box F**.

- Slide the **Control Box F** to the centre of **Mounting Plate E**.



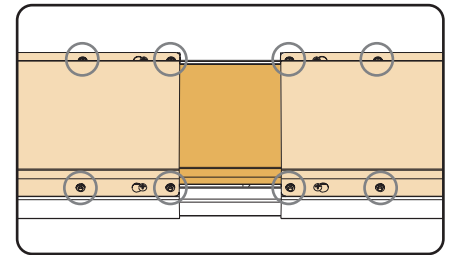
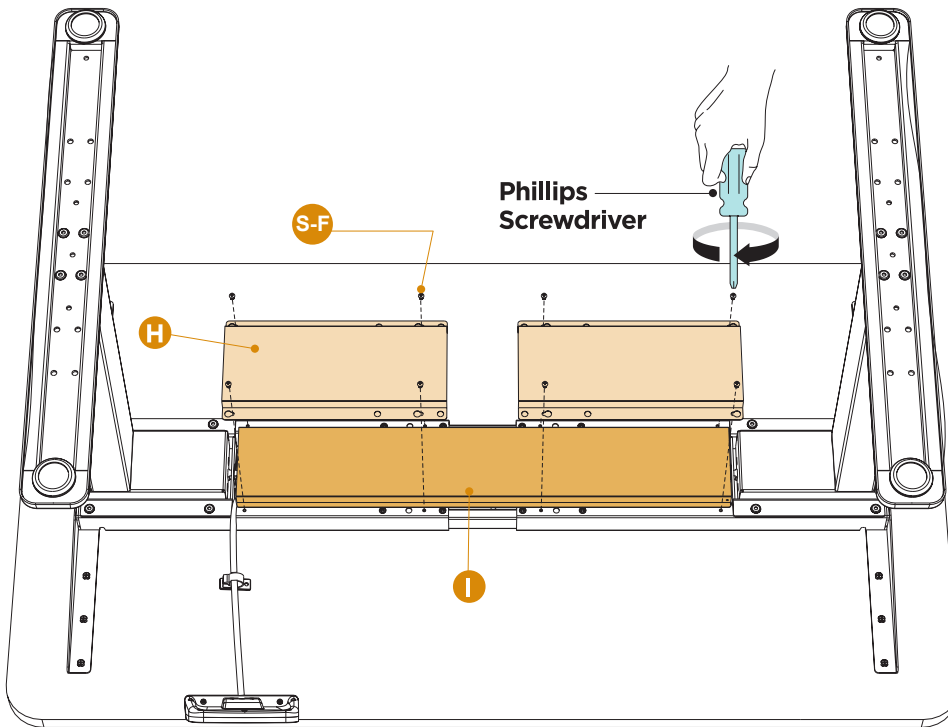
- The **Controller J** should be positioned in a suitable place for your own comfort. Ensure it is in line with the edge of the desk. Holding the **Controller J** firmly in place, use a drill with a Phillips screwdriver bit to attach with **2 screws S-D**.

- Stick the adhesive **Cable Clip S-G** under desk to organise cords.



Position the small **Cable Management Covers** **H** over the large **Central Tray** **I** and then attach to the **Crossbar** **A** using **Screws** **S-F** with a Phillips screwdriver.

IMPORTANT: Add any accessories that require installation before proceeding to the next step.



Note: The extra holes in the **Cable Management Covers** **H** allow access to the hex head bolts once complete.

IMPORTANT NOTICE *

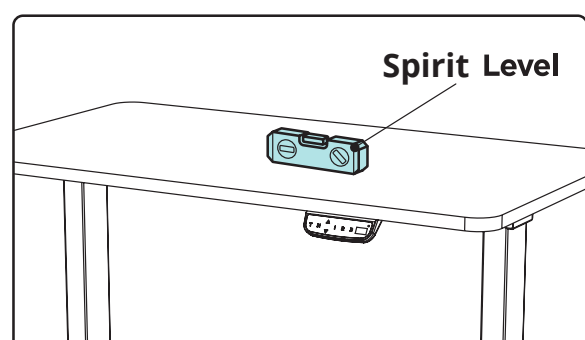
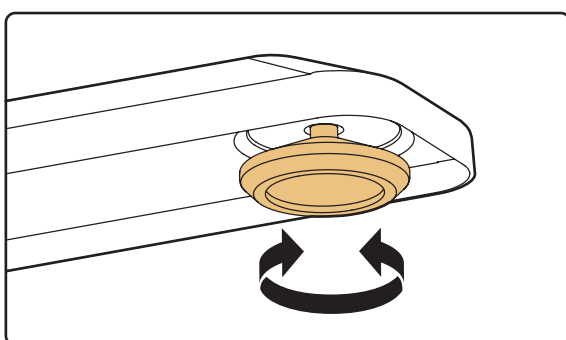
The following steps require the desk to be turned over onto its feet which will require **two people** to complete safely. Please ensure that this is done in a safe space clear of any obstructions to avoid injury to yourself and others.



Level Adjustment

There are two adjustable screw in feet pads located under each **Foot**. If the floor is uneven, simply turn the pad to adjust the desk so it is sitting stable and level.

Tip: Use a **Spirit Level** to check that the desktop is even.



Height Adjustment

Connect the desk to power using **Power Plug G**.
You can now use the standing desk.

Note: For more information on the digital controller please consult the separate manual: **Sapien User Guide**.

