

## ErgoMan Height Adjustable Workstation User Guide

Congratulations on the purchase of your ErgoMan height adjustable sit/stand workstation. With this workstation you can adjust your work surface at the touch of a button.

This ErgoMan has many easy to use features, which will be covered in the guide below. This user guide covers switch specification and use, operation of your height adjustable legs and general housekeeping tips.

Your ErgoMan workstation will come with one or all of the following features:

- Push button electric height adjustment
- Height range 680-1350mm (Leg adjustment stroke 670mm)
- LED switch bench top height readout (in mm)
- Three height memory positions

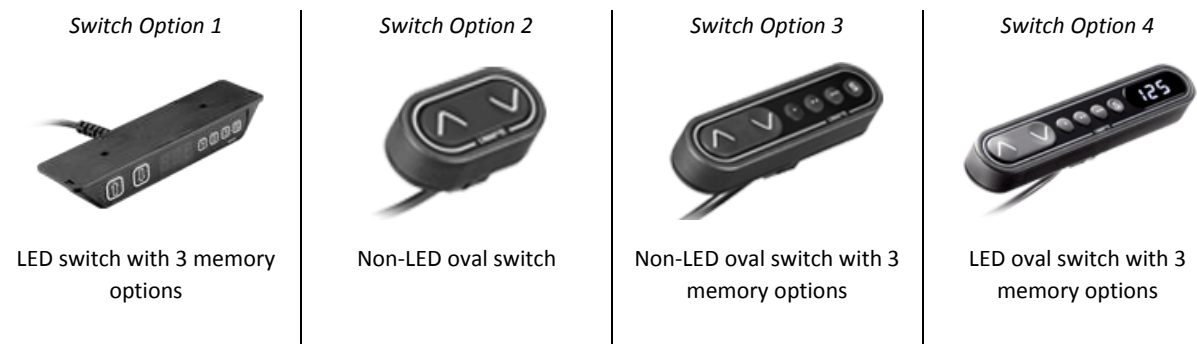
### Lifting System Layout

Your ErgoMan workstation will be supplied with the following necessary items:

- Control Box (this is a medium sized black box that all cables connect to, this controls the system)
- Control Switch (depending on your workstation, one of four switches will be supplied)
- Lifting Leg Column (as standard, an ErgoMan workstation has two leg columns, this drives the workstation up and down. Depending on your requirements, two or more legs may be supplied)
- Mains Power Cable (this powers the control box and the legs)
- Leg Cables (these connect the legs to the control box)

### Control Switch Supply

Depending on your workstation, your ErgoMan will be supplied with one of following four types of switches:



*Note\*: For the purpose of demonstration, we will show how to operate switch options 1 & 4. Depending on your switch supplied, the memory functions and LED readout screen may or may not apply. Each switch is programmed to operate the same way and all tips and notes described here can be applied to any switch above.*







### Usage Instructions:

Your workstation has been supplied with one of the above switches, to power up the workstation and activate the switch please follow the below procedure:

1. Plug the mains power from the control box into a spare mains outlet
2. Turn switch on the outlet to "on"
3. The LED screen on the switch should be active (this step will not apply if no LED readout is supplied)
4. The legs will need to be run through their initialisation procedure (see below)







**Switch Specification:**

(Switch Option 1)

-  Desk up
-  Desk down
-  Memory 1
-  Memory 2
-  Memory 3
-  Store memory



(Switch Option 4)

-  = Parallel up
-  = Parallel down
- 
-  = Store memory
- 
-  = Memory 1
-  = Memory 2
-  = Memory 3


**Initialisation Procedure:**

This initialisation procedure is only necessary at the very first operation of your workstation. The only time this procedure will need to be redone is if the control boxes are changed, the desk has been powered off for any long period of time or the workstation has been moved or shifted around. Before performing this procedure, please ensure that all equipment and obstacles that will impede the legs reaching their lowest point have been removed.

To perform the initialisation procedure:

1. Press and hold the down arrow ("Parallel Down") button until the workstation has reached its lowest position
2. Release the down arrow ("Parallel Down")
3. Press and hold the down arrow ("Parallel Down") again for 6 seconds, the workstation should lower and rise a few mm during these 6 seconds
4. The workstation has now been initialised and is ready for normal operation

**Normal Operation:**

To run the workstation up and down, press the "Parallel Up" and "Parallel Down" button, keeping it down pressed until the workstation reaches your desired height. Whilst in operation the LED switch will count up or down, depending on the movement of your workstation. Once stopped, the LED display should continuously show the height of the workstation.

**Store a memory position:**

1. Run the workstation to your desired height
2. Press the "Store" button and the display will flash "S" for two seconds
3. Within two seconds, press Memory 1, 2 or 3. The position has now been stored
4. To abort the sequence, press the "up" or "down" button whilst the "S" is flashing. Alternatively you can wait until the display has stopped flashing and the height of the table is once again shown

**Recalling a memory position:**

1. Press and hold the "Memory 1" button until the desk reaches its stored position and stops
2. For other memory recalls, repeat this procedure for "Memory 2" and "Memory 3" positions

3. Memory positions can be bypassed by pressing the “up” or “down” arrow buttons at any time

#### **Adjusting the display to show the correct height:**

Sometimes, due to power outages, workstation movement or different thickness bench tops, it may be necessary to reset the displayed LED height shown on your switches LED screen. The default setting should show 68cm as the lowest height. If necessary, the following procedure will reprogram the switches height display:

1. Press and hold both the up (“Parallel Up”) and down (“Parallel Down”) arrow buttons at the same time for approximately 5 seconds. The display will show three minus signs (---) and then the display will revert to showing the height
2. The height can then be adjusted by using either the up (“Parallel Up”) and down (“Parallel Down”) arrow buttons, depending on the reading
3. The switch will return to normal operation after 5 seconds of inactivity, indicated by a short blink on the LED screen

#### **Ergonomic guidelines for setting your workstation up**

Deciding on an ergonomic work height can be a bit tricky, but a strong ergonomic position is the most important aspect of a healthy work style. Using the below guidelines can help you create a comfortable and healthy work environment, this includes your workstation and your chair (if you have one).

1. Firstly, your chair height should be adjusted so that your feet are flat on the floor and your thighs are parallel to the floor
2. Adjust your workstation height so that your shoulders are relaxed with your forearms resting on the workstation
3. Small height adjustments can be made to suit the task being done
4. When you want to stand, adjust the workstation to your standing height. As above, adjust the height so that your shoulders are relaxed with your forearms resting on the desk
5. Small height adjustments can be made to suit the task being done
6. Adjust your working position between sitting and standing regularly throughout the day to gain the maximum benefits from your desk, as well as creating a healthy and productive working environment

#### **Maintenance guide**

Fortunately, our lifting system is maintenance free and requires little to no maintenance at all. If you would still like to take care of your legs, below is a quick rundown of things that can be done to increase the life of your legs and ensure they are kept in optimal condition for years to come:

- Regularly inspect the connections, cables and plugs. Check for correct functioning as well as fixing points.
- Clean dust and dirt on the outside of the system using a clean, damp cloth to keep the surface clean
- Light stains can be removed with a microfiber cloth or soft cotton rag dampened with warm soapy water. Wipe over the surface and buff dry immediately
- Stubborn stains can be removed using a cleaning agent (SPRAYnWIPE, WINDEX, etc. Be sure to avoid baking soda as an ingredient). Apply the spray directly to the cleaning rag or a microfiber cloth. Using firm pressure work the cleaner over the entire area in a circular motion. Follow up immediately with a dampened cloth and buff dry

#### **Safety Precautions**

- To prevent fire and shock hazard, do not open the control box or expose the desk to water or moisture
- To avoid electrical shock, do not open the control box. Refer servicing to AME System only.
- DO NOT use abrasive cleaners such as bleach, ammonia, acid, abrasive powders, caustic products, acetone, thinners, MED (methyl ethyl ketone) or similar hydrocarbons
- NEVER use oven cleaners, wire wool, scouring pads or sandpaper
- Wipe off all food and drink spills immediately

#### **Warranty Period**

Unless otherwise agreed, the standard warranty period on our lifting system is 36 months. This warranty is against manufacturing faults from the production date. This can be found on the label on the rear of the actuator, closest to the bracket connection. This warranty does not cover unsanctioned tampering, incorrect operation, violent treatment. AME System reserves the right to decide if the warranty conditions have been breached, if so this decision will render the warranty ineffective/invalid.

## Troubleshooting guide

If there is a problem with your lifting system, please consult the below troubleshooting guide prior to giving us a call. If your issue cannot be resolved using the below guide, AME System will endeavour to solve your issue over the phone. If you have an LED screen available on your switch, it has built in error codes which will help identify the problem. Prior to calling, be sure to write down this error code so that we can assist you as quickly as possible.

Symptom	Possible Reason(s)	What To Do
<b>The leg will not run</b>	<p>The main power has been disconnected from the control box</p> <p>The plugs have been mounted incorrectly from the control box and to the column</p> <p>Is there any visible damage to cables, controls, control box or columns?</p>	<p>Try to connect a lamp or similar to the main supply to check that the supply voltage is OK</p> <p>Correctly mount the plugs from the control box to the column – see replacement procedures for correct cable mounting diagrams</p> <p>If so, damaged parts need to be replaced – see replacement procedures</p>
<b>The leg stops and can only run in the opposite direction</b>	<p>The column is at its full extended position</p> <p>The load on the column has increased compared to when the column functioned normally</p>	<p>When the column has reached its maximum upper position it can only run downwards</p> <p>Remove some of the load and try again</p>
<b>The leg will only run downwards even though the column is not overloaded</b>	Requires initialisation	Perform initialisation procedure
<b>The leg does not run with a full stroke length upwards. It always stops in the same position</b>	Min-Max height limits may be preset	Refer to label on control box. The system may have a set limit and will be documented within the operations manual
<b>The leg does not run at all. No movement is observed</b>	<p>Malfunctioning control switch or control box</p> <p>Poor connection</p> <p>Mains cable fallen out</p> <p>No voltage on mains cable</p>	<p>Check all connections. Check that there is voltage in the main plug. Connect a control switch that you know is OK. If it can run, the column panel is malfunctioning. If this does not help, the control box is malfunctioning</p>
<b>The leg is in the lower position and will not run upwards. You cannot see whether all legs are moving</b>	<p>The column is overloaded</p> <p>One or more of the columns has malfunctioned or the cable connection between the column and the control box is loose</p>	<p>Removed some of the load on the column</p> <p>Check all cables are connected and free of damage. If so, remove all motor cables from the control box. <u>DO NOT ATTEMPT THIS PROCEDURE WITHOUT ASSISTANCE OR WITHOUT READING THIS PROCEDURE MANUAL</u></p> <p>Mount one column at a time in channel 1 and test a small run upwards. If a column will not run upwards after initialisation it is malfunctioning</p>