altwork™

SIGNATURE series

# Assembly Instructions

**Keep boxes in a reusable condition until the Altwork Station is assembled and fully tested**

NOTE: If a box is damaged, photograph the box prior to opening. If the delivery person is still on site, document the damage in accordance with the delivery persons procedure. Open the damaged box and photograph any damaged Altwork components. Open the remainder of the boxes and inspect all of the parts for damage prior to starting assembly.

If any components are damaged, Email pictures of all damaged boxes and components to Altwork (support@altwork.com) so we can send replacement parts. If there is no apparent damage assembly can proceed.

## For Assembly You Will Need:

Two adults who are capable of lifting, kneeling, and bending. An area to assemble - on carpet or another soft surface.

Make sure to check the boxes for any serious damage before assembling your station.

The new way to work

# Unboxing Contents

Base and E-Tray lid

Seat Assembly

Backrest

Movement Core (Lay on this side)

Desk

The new way to work

# Base Box, Monitor Arm Box Contents

Desk Mount

Palm Rest

Post Cover

Monitor Arm

The new way to work

# Base Box & Backrest Box Hardware

Base Nut - 1/4-20 (8)

Seat Screw - 3/8-16 X 1.001 (2)

Seat Screw - 1/4-20 X .750 (1)

Desk Screw 3/8-16 X 1.000 (2)

Monitor Screw - Phillips M4-.70 X 14 (5)

**Hardware in Backrest Box**

Screw - 7/16-14 X 1.5 (1)

Cover (1)

Extra Screw - 7/16-14 X 1.5 (1)

Extra Nut - 7/16-14, Nylok (1)

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# Base Box & Tool Kit Contents

Tool Bag

Power Cord

Mouse Pad & Magnets

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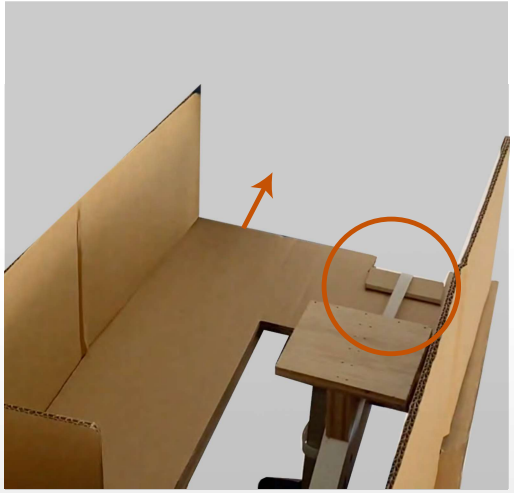
# Unboxing

**REMOVE PLASTIC CLIPS:** Place two fingers in the opening of the clips, squeeze and pull. Make sure to save the clips.

Flush Cutters

**OPEN THE BOX:** Use the handles and lift the box straight up.

**REMOVE CARDBOARD:** Remove the cardboard piece by piece (lift straight up).



**CUT ZIP TIE:** Cut and remove the zip tie. Then remove the final piece of cardboard.

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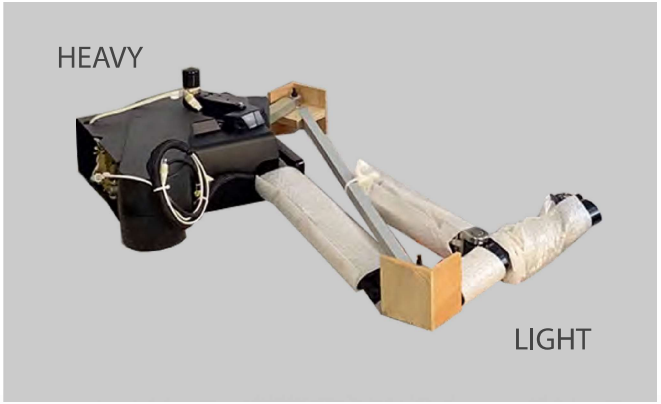
The new way to work

# Unboxing




**REMOVE MOVEMENT CORE:** Lift the light side of the movement core, then lift the heavy side. Then lift the entire movement core up and out of the box.

**Make sure to place the movement core on a soft surface.**

TAKE EXTRA PRECAUTIONS TO KEEP THE BOX AND REMOVED PIECES IN GOOD CONDITION IF YOU NEED TO MAKE A RETURN. FULL REFUNDS ARE NOT AVAILABLE FOR DAMAGED PRODUCTS.

The new way to work

# 1 Movement Core & Base Assembly

Lift the movement core and slide the box underneath. Check that the edge of the block is one inch behind the bottom edge of the plastic. This will ensure the box will not interfere with the base when we attach it in the next step.

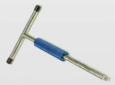
**TILT THE BASE:** Tilt the base towards the movement core, so the base holes align with the studs at the bottom of the movement core.

The new way to work

# 1 Movement Core & Base Assembly

**CONNECT THE BASE & MOVEMENT CORE:** Screw the nuts on with your fingers and use the t-handle wrench to tighten. Tighten the nuts on the base in a diagonal pattern. Make sure you tighten all the nuts 2x.

Tilt the movement core up so it sits on top of the base.T ilt the movement core towards the base so it is now upright on all four caster wheels.
Be careful to rotate gently (Don't drop onto casters)



T-Handle Wrench

Nuts

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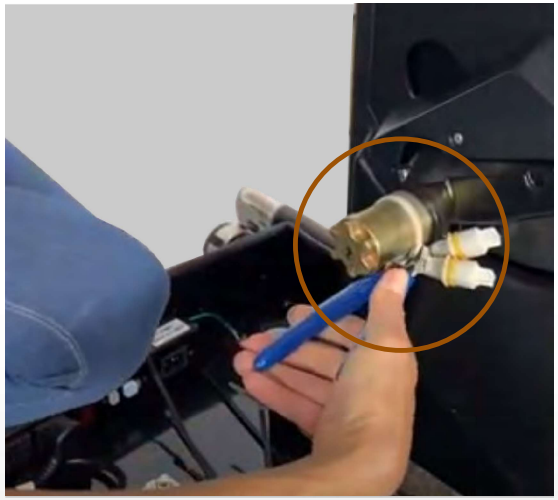
# 2 Seat Assembly

**PALM RESTS:** Install the palm rest by screwing the bolts in with your fingers first, then with the hex key to tighten.



**PREPARATION:** Remove the plastic cap and cut the zip ties (2).

Flush Cutters

3/16" Hex Key

Seat Screw 3/8-16 x 1.001 (2)

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The new way to work

# 2 Seat Assembly

**INSTALLATION:** To begin, lock the base casters by pressing the castor buttons so the red marks are visible. Use two people to lift the seat assembly as pictured. Lift the seat and slide it onto the metal post. As you slide the tube over the post, hold the seat at an upright angle, so the forward portion is higher than the back of the seat. The person in the front will support the seat's weight and slowly raise or lower the front of the seat so the slots in the tube engage with the post's teeth.

The front person should not press the seat onto the post as their angle will make alignment more difficult. The person behind the seat will support the seat weight on the right side and firmly press the seat straight onto the post. The right hand should be in line with the post and press directly toward the post. This will help the coupling to slip straight on without catching on the sides of the tube.

3/16" Hex Key

The new way to work

# 2 Seat Assembly

Lift the seat cushio n and screw in the bolt first using your fingers. Then finish screwing in the bolt with the hex key just until the plastic washers are partially compressed. Do not over tighten the screw

If the seat is inserted onto the post correctly, you will see a bolt hole aligned with the slot as pictured. If you do not see the bolt hole and slot aligned, and the bolt cannot be easily inserted, slide the seat of f the post and repeat the previous step.

3/16” Hex Key

Bolt

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# 3 Shipping Brace Removal

**PREPARATION:** Start by removing the nuts from the bolts that are securing the wooden boxes but leave the bolts in place. Use the 6mm Hex, 8mm Hex and Plyers to remove the nuts.

**REMOVAL:** Have one person push down on the arm at the front of the Movement Core until the force on the bolts is relieved. Then you can slide the bolts out and remove the brace and bolts. As you remove the brace, be aware that the front arm of the Movement Core will natural ly rise, as it is not yet weighted with other parts. The brace and bolts should be saved for as long as you keep the shipping boxes.

**Warning!** Do not use the shipping brace bolts for assembly. Store bolts with brace.

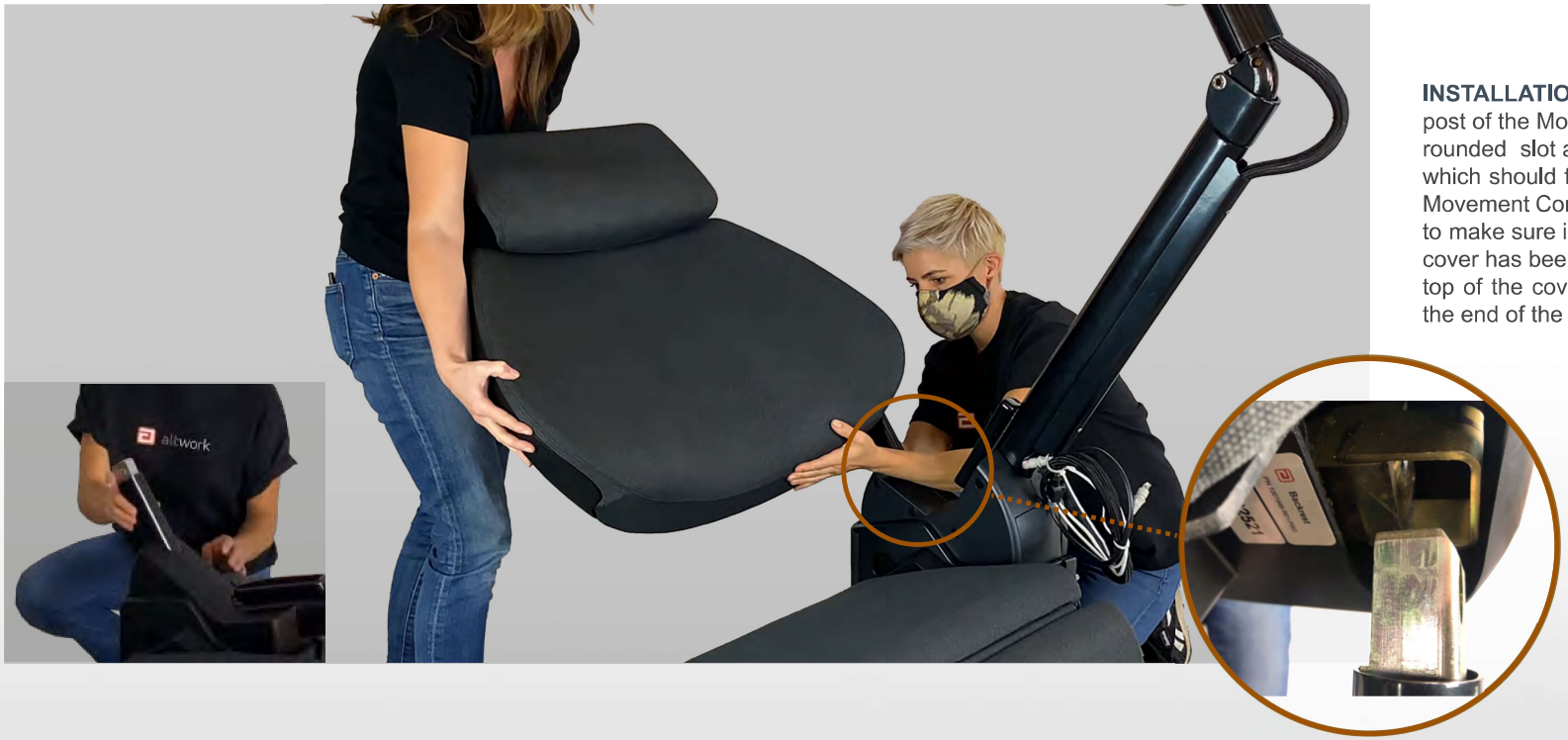
Pliers

6mm Hex Key

8mm Hex Key

The new way to work

# 4 Backrest Installation




**INSTALLATION:** Place metal cover onto the post of the Movement Core. There is a rounded slot at the bottom of the cover, which should face towards the inside of the Movement Core. Push the cover down firmly to make sure it is secure. You will know this cover has been added correctly when the top of the cover falls about 2 inches below the end of the post.

# 4 Backrest Installation

You will know that the post is completely engaged when you can see that the channel hole and the post hole are aligned. If the seatback plastic has lowered, you will need to press the bottom of the plastic forward and slide the plastic to the highest position to get the hole in the plastic aligned with the bolt hole so you can see inside.

Locate the backrest bolt in a hardware bag in the box containing the backrest.

NOTE: The Backrest hardware bag contains the one bolt neeeded for assembly along with an extra nut and bolt in case the hardware is damaged durring assembly.

3/8” Hex Key & Handle

Bolt

# 4 Backrest Installation

**TIGHTEN:** Insert the bolt into the post. For the bolt to fully align, the person supporting the weight of the backrest will need to slowly lift the backrest up and down while the person with the wrench ensures that the bolt is turning freely.

**INSTALLATION:** Once the bolt is tight, use the 3/8" hex key handleto tighten fully. Push down until the aluminum handle begins to bend or breaks off completely. The hand should be on the rubber handle on the tube. Be sure you position yourself so if the tube breaks you will not be injured.

3/8" Hex Key & Handle

Bolt

# 4 Backrest Installation

Once the backrest bolt is inserted completely and tightened, it should be flush with the movement core post, as you can see in this image.

If the top of the bolt does not come with .05 inch of flush with the top surface of the post, or if the backrest still can be rattled as if the bolt is loose, contact Altwork for additional instructions.

Install the plastic plug.

3/8" Hex Key & Handle

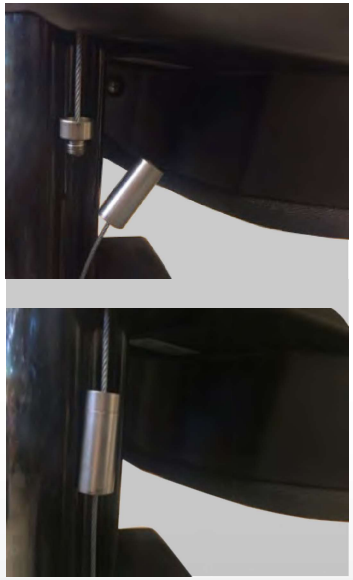
Bolt

# 4 Backrest Installation

Next connect the headrest cable. Press forward on the bottom of the backrest plastic and move the entire backrest plastic to the highest position.

One person should apply gentle force to the headrest, pushing it forward to it furthest position against a spring force and hold it there. Do not push either of the headrest release buttons when you press the headrest forward.

The second person will look up inside the bottom left corner of the backrest to find and pull the top headrest cable down.



You will then see the two halves of the cable coupling. Screw the 2 halves of the coupling together and hand tighten.

This is a step should not require any tools. (However, if the upper half of the cable coupling is stuck on the backrest frame gently pry it loose with a pliers)

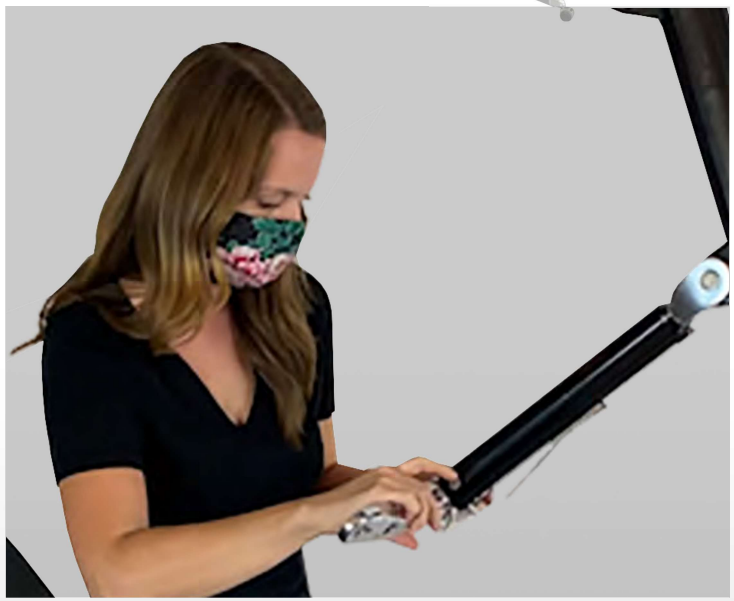
3/8” Hex Key & Handle

Bolt

The new way to work

# 5 Desk Assembly

**PREPARATION:** Unscrew the desk mount and make sure the washer stack is present.



Insert the desk mount into the desk arm and screw the knob onto the shaft. You will notice that the Mount becomes harder to turn as you tighten the knob. Leave the knob lightly tightened at this stage with the flat side down.

# 5 Desk Assembly

Tighten down firmly starting with #1 then #2. (The bolt tighteniung order is critial.)

Only adjust Middle set screw if needed after checking desk level (See step #9).

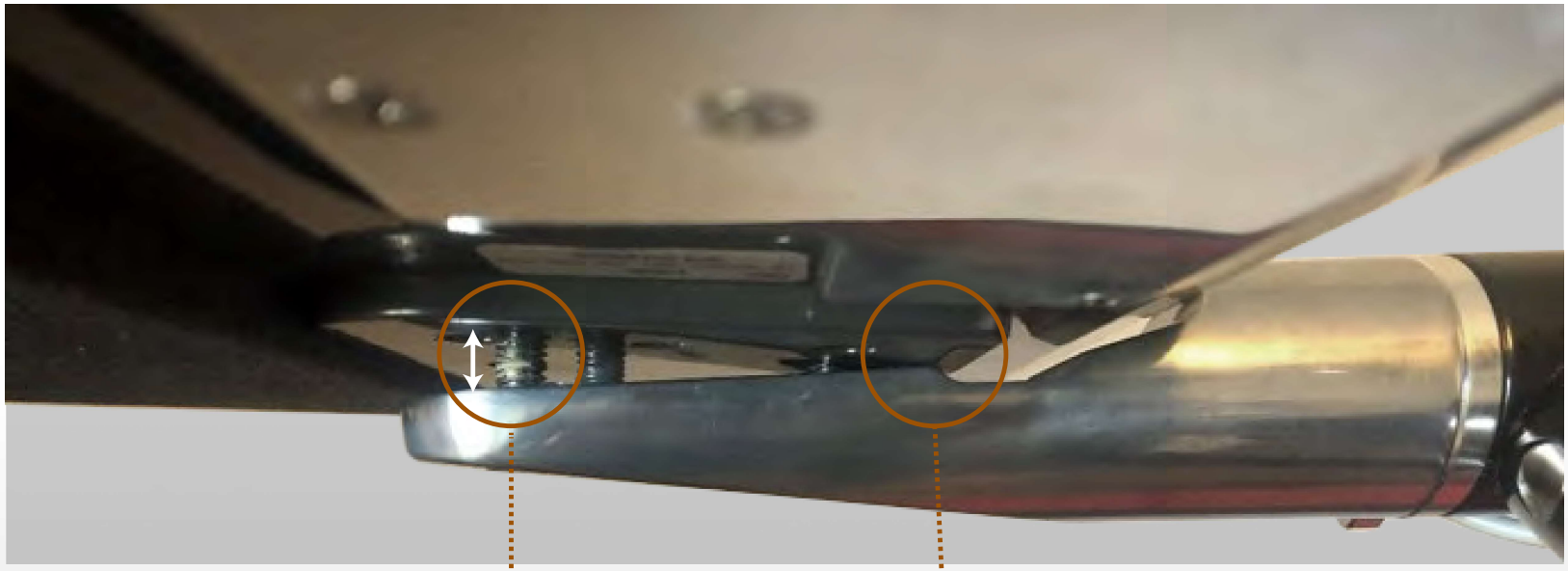
Pass the wire through the loop in the ring on the hub and into the RJ45 connector near the mounting bolts.

Turn the desk right side up.  Be sure to rotate in a direction you do not overstretch the wire.

3/16” Hex Key

Bolt

# 5 Desk Assembly



The gap at the end of the desk mount can be as much ¼" when the desk is leveled (This gap varies from station to station)

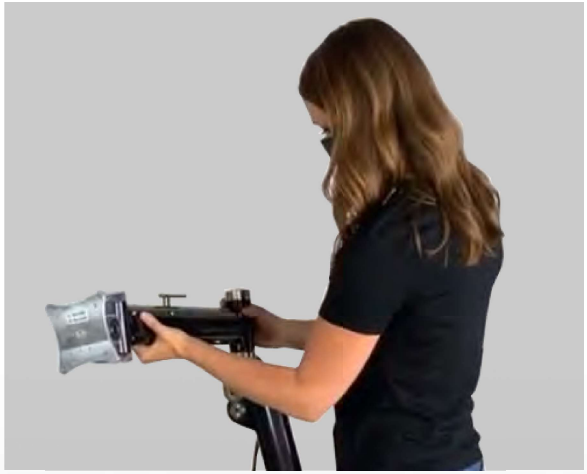
Make sure that the inside edge of the Mount is in firm contact with the desk here.

3/16" Hex Key

Bolt

The new way to work

# 6 Monitor Arm Installation



**PREPARATION:** Remove the bolt from the monitor arm, then remove the magnetic disk on the arm's right side by touching the ¼" hex key to the disk, then remove the bolt.

Store the nut and bolt that remove from the arm with the boxes as they are not used in the remainder of the assembly process.

**INSTALLATION:** Slide the yoke grooves over the keys on the monitor arm's two disks. The monitor arm will slide straight down. If the monitor arm fits tightly , firmly push down while wiggling side to side.

1/4" Hex Key

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# 6 Monitor Arm Installation

**POSITION THE CLEVIS:** Position the clevis, tilting at a 45° angle toward the seat when tightening. Insert the bolt and moderately tighten with the ¼" hex key provided. Then replace the magnetic disk.

1/4" Hex Key

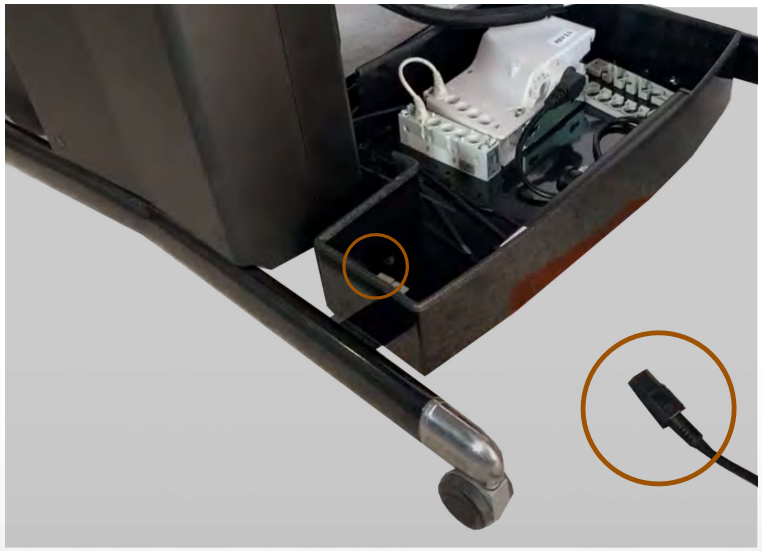
# 7 Cable Installation

**PREPARATION:** Cut the zip tie holding the cables and legrest panels under the seat. Be careful not to cut the cables themselves.

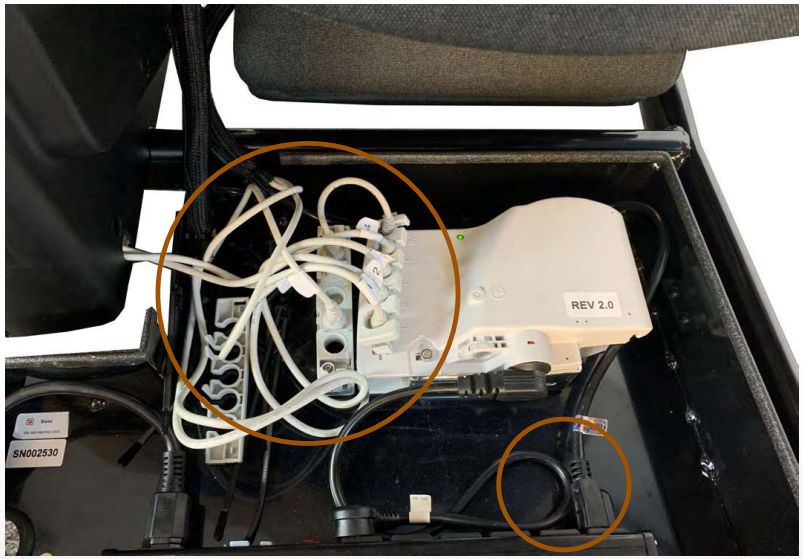
**CABLE ROUTING:** Route the AC monitor cord to the power strip. Route the cord behind the other wires as shown, and plug it into the power strip.

Flush Cutters

# 7 Cable Installation



Route the cord through the 2-inch hole in the base plate and plug it into the power strip.




Plug the cables into the sockets of the connector box and plug the last cord into the power strip

# 8 System Reset

Test the circuit breaker. Turn the power strip on and verify a green light is activated on the controller and on the desk keypad. If the green lights are not on, check that all cables are fully seated and the power strip is on. The power strip has both a circuit breaker and a GFCI breaker that must both be on.

**SYSTEM RESET:** Hold the minus (-) button on the backrest recline button and the plus (+) button on the stand-up icon. Continue to hold these buttons until the station comes to a complete stop.

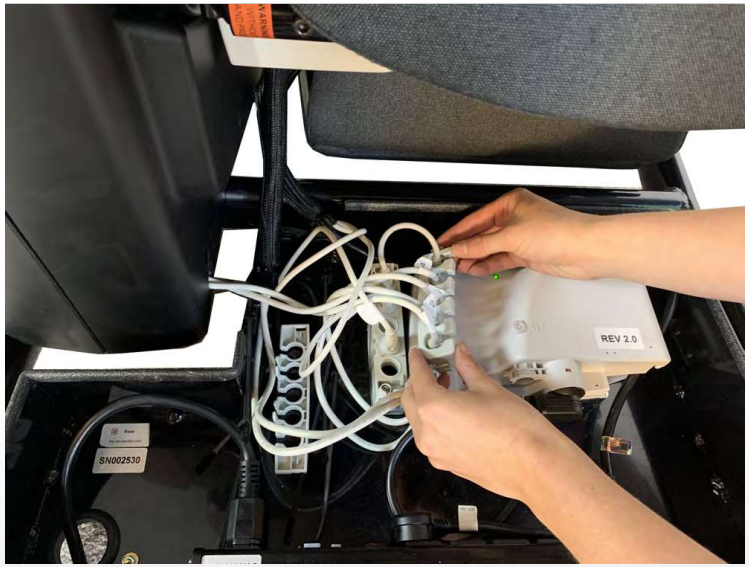
# 8.1 Wire Management

Tie the 2 bare cables to the edge of the E-tray with the edge zip tie closest to them.

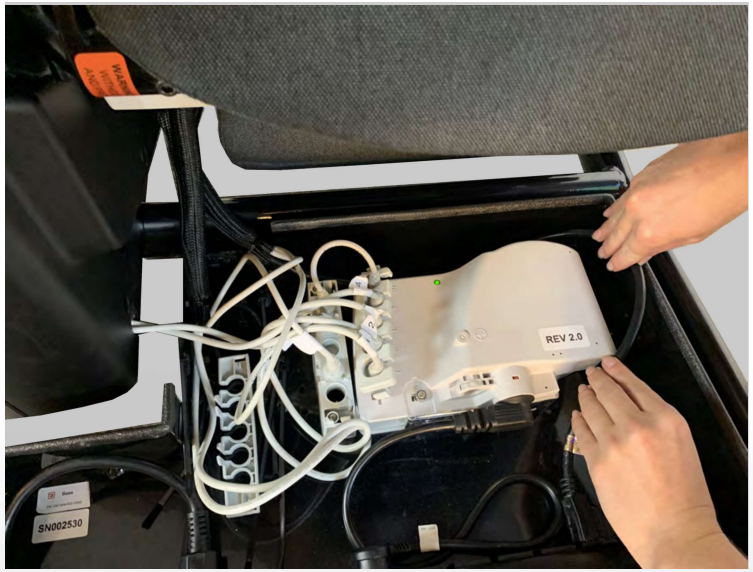
Flush Cutters

Zip Ties

# 8.1 Wire Management




Click the two cable retainers into place.




Fold or twist the excess cable length and zip tie them to the E-tra's base plate. Zip ties over cable sock covers should be close to the bottom.

Flush Cutters

Zip Ties

# 8.1 Wire Management

Install the backplate. Make sure the four posts are inside the cable tray.

# 9 Desk Leveling

Before leveling the desk, install your monitor, as the weight of a monitor will affect the desk's angle.

**POSITION DESK ARM:** Squeeze the lever under the desk arm and position the desk arm about midway out, or three inches.

Loosen the knob a little before you push down to level the arm.
This allows the arm be adjusted by slipping down under pressure.
If the arm wants to slip during normal use, tighten the knob enough that the wont slip.

Raise the desk arm until you hear a click then push it down until the desk arm is is level.
Place your level on the desk arm to check for levelness.

Level

3/16” Hex Key

# 9 Desk Leveling

**DESK ANGLE:** Place the level on the desk to check for levelness.Tilt the desk until it is level.

**DESK LEVELING:** Place the level on the desk parallel to the desk arm and push down on the outer edge of the desk with about 5lbs of force and release. If the arm wants to slip during this process, tighten the knob enough that the desk wont slip while pressing down on the desk with to check level.

Level

3/16" Hex Key

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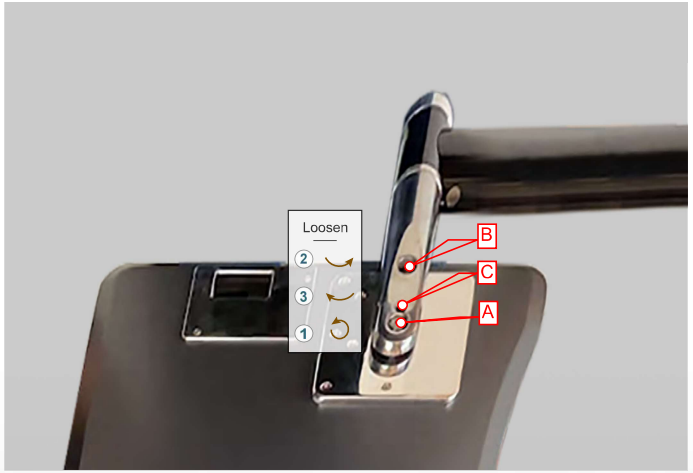
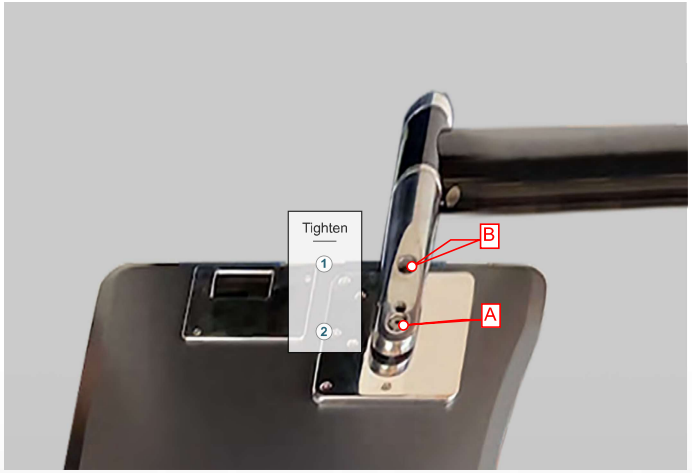
# 9 Desk Leveling | Too Low




Turn the desk over and unplug.

**LOOSEN:** Loosen the keeper screw (A) farthest from the desk arm by one full turn. Then loosen the keeper screw (B) closest to the desk arm by one-half turn. Finally, tighten the jackscrew (C) by one-half turn. This will raise the outside edge of the desk by approximately 3/8". If less adjustment is needed, try a ¼ turn instead.

**TIGHTEN:** Fully tighten the keeper screw (A) closest to the desk arm. This is critical to do in order.
Fully tighten the keeper screw (B) farthest from the desk arm.
Then turn the desk back over and recheck the level.

**Each full turn of the jackscrew moves the outside edge of the desk, approximately ¾ of an inch.**

Level

3/16" Hex Key

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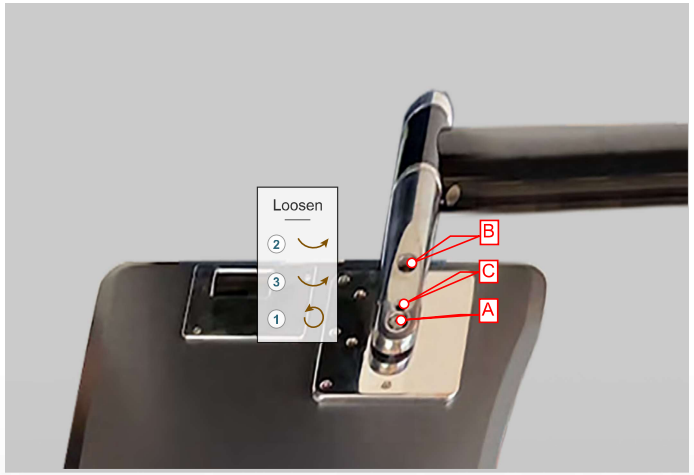
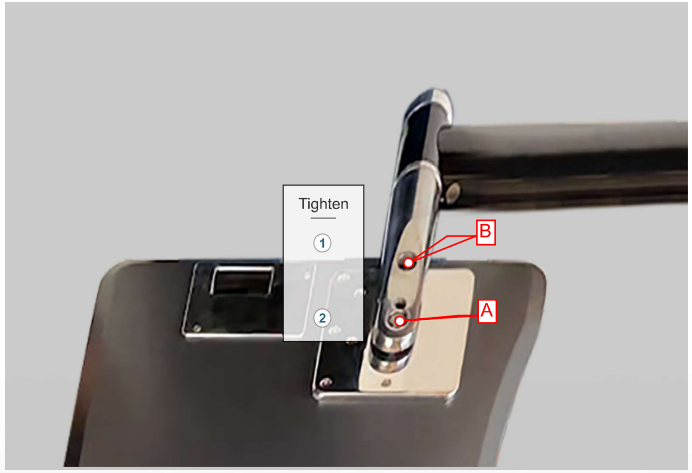
The new way to work

# 9 Desk Leveling | Too High




Turn the desk over and unplug.

**LOOSEN:** Loosen the keeper screw (A) farthest from the desk arm by one full turn. Then loosen the keeper screw (B) closest to the desk arm by one-half turn. Finally, loosen the jackscrew (C) by one-half turn. This will drop the outside edge of the desk by approximately 3/8". If less adjustment is needed, try a ¼ turn instead.

**TIGHTEN:** Fully tighten the keeper screw (B) closest to the desk arm. It is critical that these steps are followed exactly as written. Then fully tighten the keeper screw (A) farthest from the desk arm. Then turn the desk back over and recheck the level.

**Each full turn of the jackscrew moves the outside edge of the desk, approximately ¾ of an inch.**

Level

3/16" Hex Key

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Need help? Contact us

**support@altwork.com**

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CE

# EC Declaration of Conformity

Altwork
400 Breezewood Drive
Geyserville
California
95441
United States

For the Altwork Signature Series
Model number: 1001000-R02

The above-described machinery fulfils all the relevant provisions of
The Machinery Directive 2006/42/EC

The above-described machinery also fulfils all the relevant provisions of the following Directives:

Electromagnetic Compatibility Directive 2014/30/EU

The applicable parts of the following harmonised standards were applied to achieve compliance:

| | |
|---|---|
| EN 60204-1:2018 | EN 55011:2016+A1+A2 |
| EN 61000-3-2:2019+A1 | EN 61000-3-3:2013+A1 |

Signed for and on behalf of

**Altwork**
400 Breezewood Drive
Geyserville
California
95441
United States

At the above address

On the 31st of March 2022

MATTHEW VALLOTTON

Director of Engineering and Fulfillment