altwork™

quick start guide

Introduction

Thank you for purchasing the **Altwork Station.** We hope you enjoy your ***new way to work.***

This **Quick Start Guide** will introduce the various adjustments you can make to your **Station** and find your most comfortable and productive body posture.

The best way to understand your **Station** is:
1. Learn the various components and try their full range of motion and adjustments.
2. Once you understand how to make adjustments, follow our suggested steps to find your unique set up.

It will only take 5–10 minutes to set up and begin using your **Altwork Station** uniquely tailored to your body.

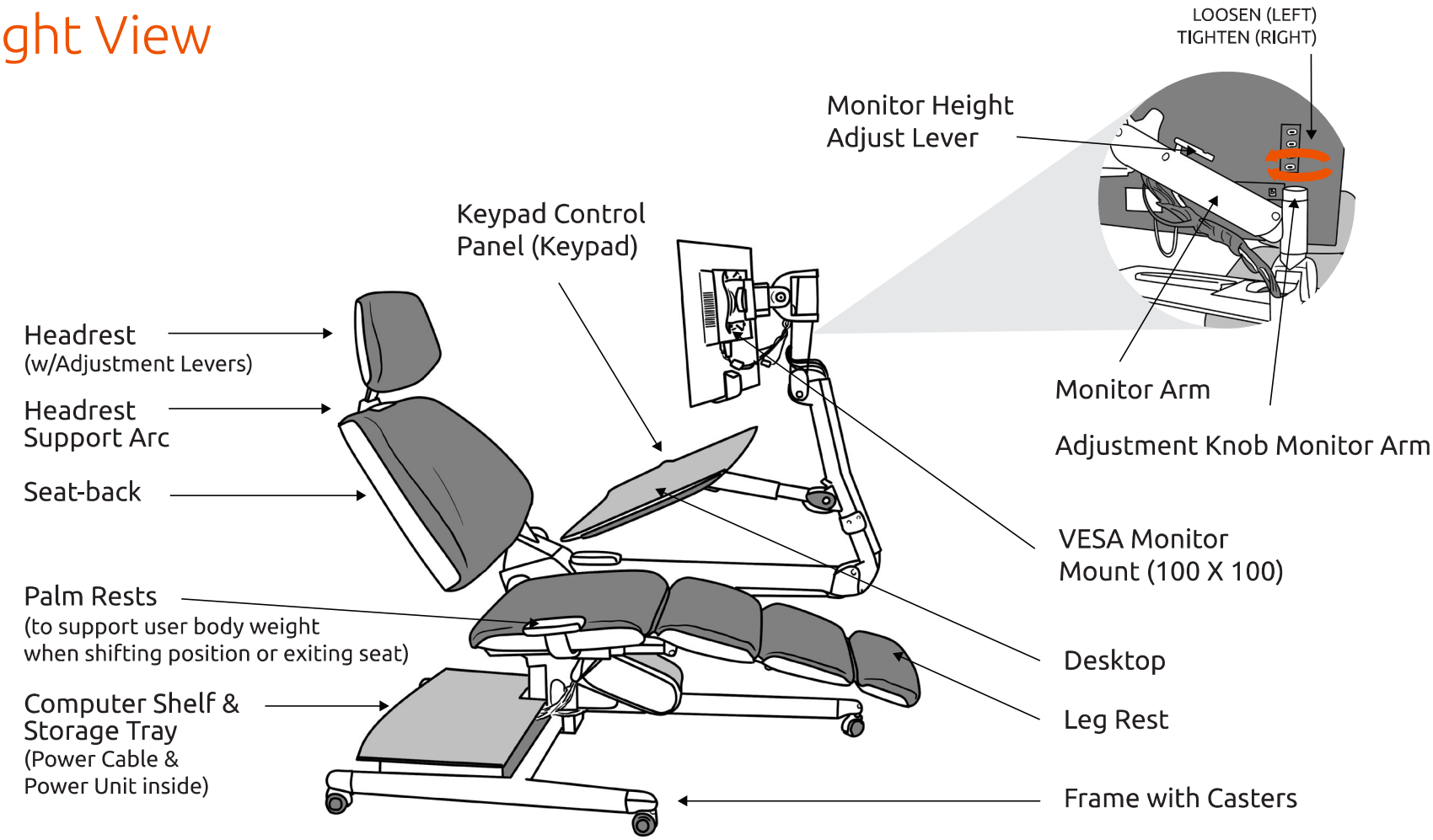
If you have any questions please email us at **support@altwork.com** or call **(707) 735-0111.**

Welcome to the **Altwork Station**! Questions? Support@altwork.com

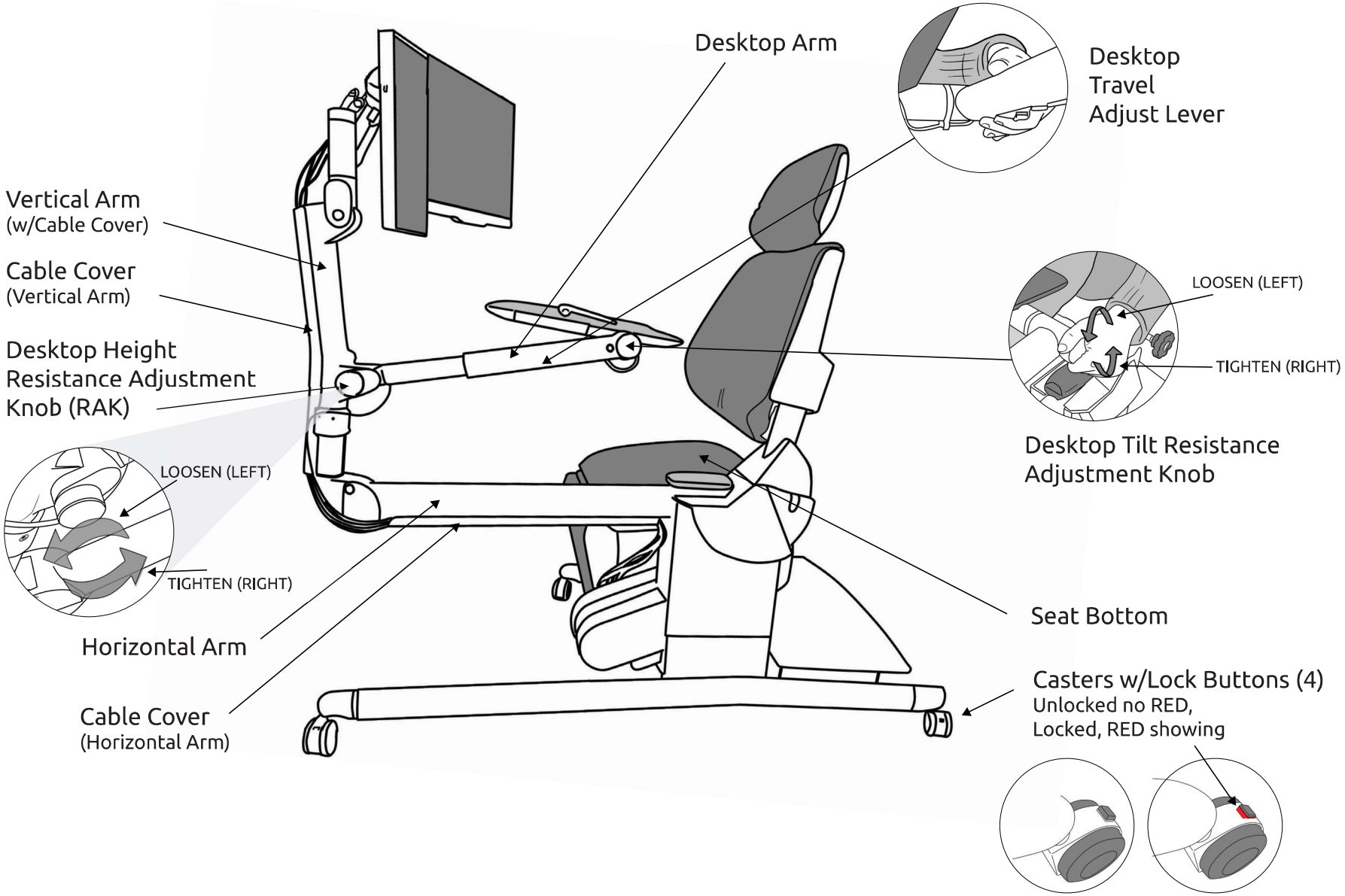
Let's get started

Here's the **Station** with all the parts that may be referenced throughout the document:

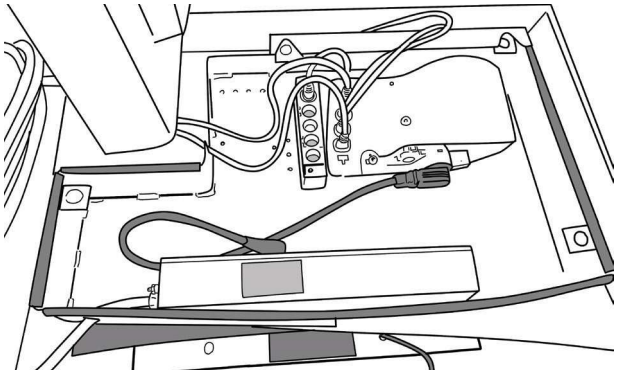
Right View



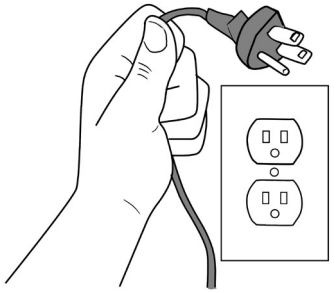
Left View


Desktop Arm
Desktop Travel Adjust Lever
Vertical Arm (w/Cable Cover)
Cable Cover (Vertical Arm)
Desktop Height Resistance Adjustment Knob (RAK)
LOOSEN (LEFT)
TIGHTEN (RIGHT)
LOOSEN (LEFT)
TIGHTEN (RIGHT)
Desktop Tilt Resistance Adjustment Knob
Horizontal Arm
Cable Cover (Horizontal Arm)
Seat Bottom
Casters w/Lock Buttons (4)
Unlocked no RED,
Locked, RED showing

❶ Power Up

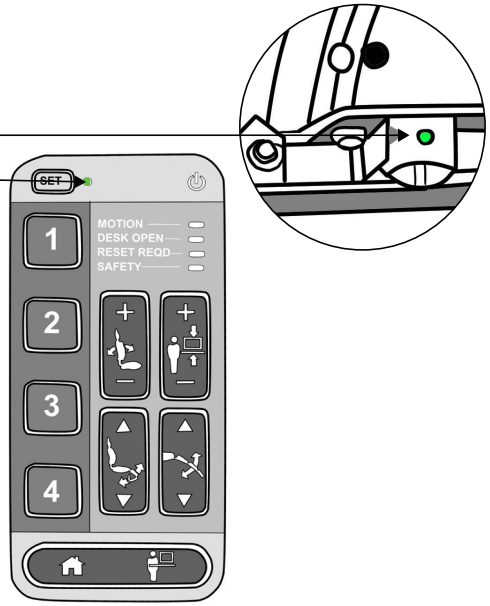


a Lift the **Computer Shelf** to find the **Power Cable**.



b Plug the **Power Cable** into power socket.

c Light on **Power Unit - GREEN**
Light on **Keypad - GREEN**



❷ Keypad Control Panel

The **Keypad** is the control center of the **Altwork Station**. This controls the **Station**'s motion through the Sitting-Standing-Focus (semi-recline and full recline) to support your favorite body postures.

NOTE: the **Keypad** buttons have built-in safety features that require the user ***to push and hold the button down*** to activate motion. The motion will immediately stop when a button is released.

MEMORY BUTTONS 1-4 + Standing

There are five (5) user programmable **Memory Buttons**.

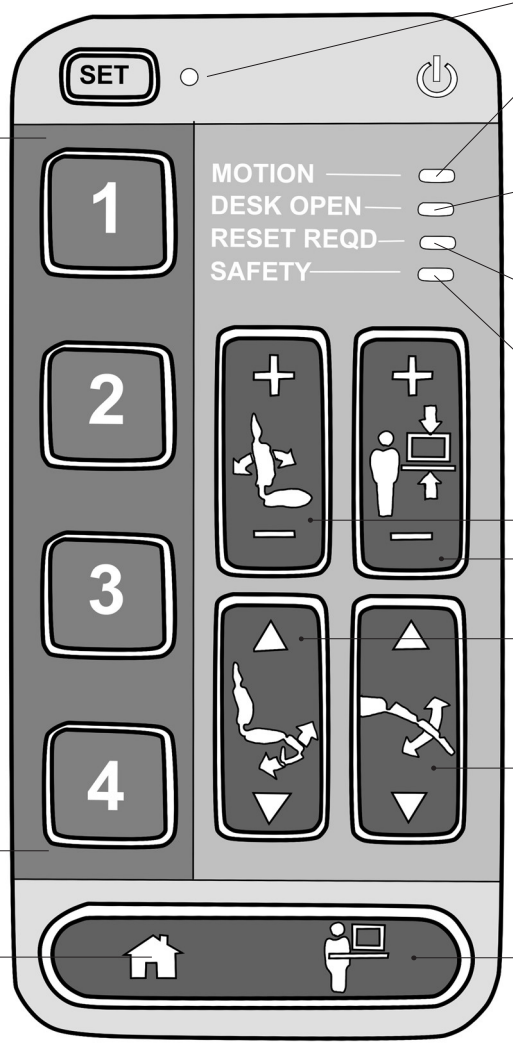
These allow you to find a comfortable position and set into "memory" with a programmable button. After setting the position it is a simple push and hold of the **Memory Button** to return to that position in the future.

To set the **Memory Buttons**

1. Adjust the **Station** to a comfortable position
2. Press the **Set** button once until the light turns on
3. Press the **Number** button you want for that position – the **Set** button light will blink to confirm your position, and then **Set** light will remain solid for approx. 5 seconds.

NOTE: You can set 4 positions for 1 user – or, 1 position for 4 users!

If your desired position is standing, push the **Standing Memory Button**



Green light shows the Station is powered on

Motion - White
- Lit while the **Station** is moving
- Blinking when the **Station** is at full range of possible motion or when the desired memory location has been reached

Desk Open - White
- When LED is on, only the **Desk** can be raised or lowered To gain full **Station** motion, the **Desk** must be rotated back against the rear stop

Reset Required - Amber Yellow
- If lit, an unexpected fault has occurred and the **Station** software needs to be reset. See procedures below

Safety - Red
- When LED is on, the **Station** will not move and the user must push the **Seat-back** backwards against its stop

Seat-back: used to adjust the **Seat-back** angle

Desktop Vertical: used to raise or lower the **Desktop** + **Monitor** in standing postion.

Leg Rest Extensions: to partially or fully extend the **Leg Rest** (in some instances you may not want wish to extend the last panel—if you are wearing heavy shoes, high heels, etc.)

Leg Rest Angle: allow you to raise or lower the angle of the entire **Leg Rest** as a single unit

FACTORY PRE-SET BUTTON

The **Home** setting is the best position to enter and exit the **Station**.

STANDING BUTTON

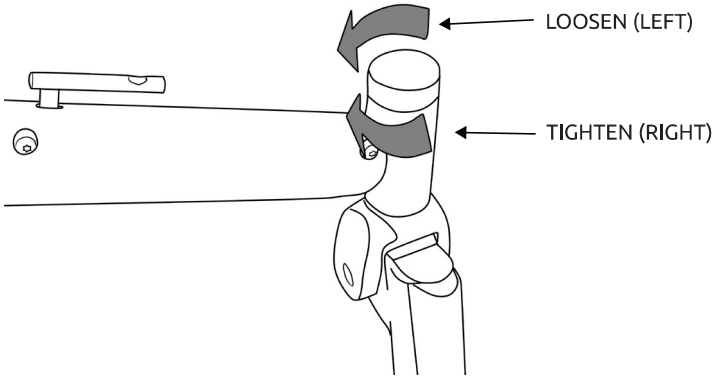
The **Standing** setting is a quick way to get the **Desktop** and **Monitor** into a comfortable height to work standing up. You can adjust and then set to your preference for future use (follow **Pre-set** directions)

❹ Monitor Adjustments

ⓐ HEIGHT

To position the **Monitor** to correct height for ease of viewing you will want to adjust while sitting to find your best configuration:

- with one hand grasp the bottom or top of the **Monitor** and with the other hand reach behind **Monitor** and depress the **Monitor Height Adjust Lever**
- while depressing the **Monitor Height Adjust Lever**, raise or lower the **Monitor** until it is a comfortable height for you and then release the lever
- **NOTE**: in sitting position it may be easier to "swing" the **Monitor** slightly to the side to allow easier access to the **Monitor Height Adjust Lever**



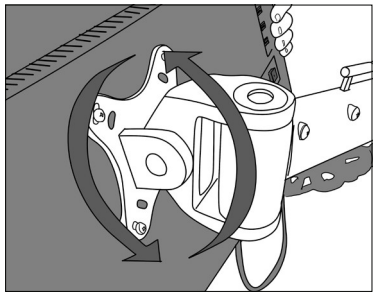
ⓑ DISTANCE FROM USER

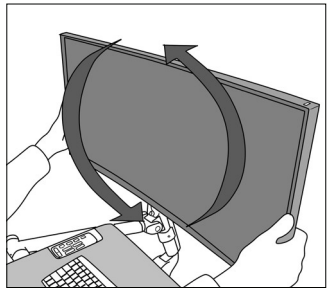
Very important – this action secures the Monitor position away from user when moving into recline mode.

The **Station** has safety features to prevent **Monitor** descending onto user during recline. Failure to secure **Monitor Arm Adjustment Knob** will potentially cause damage to **Station**.

To position the **Monitor** :

- loosen **Monitor Arm Adjustment Knob**
- grasp **Monitor**, push away or pull towards you until favored position
- finger tighten **Monitor Arm Adjustment Knob**



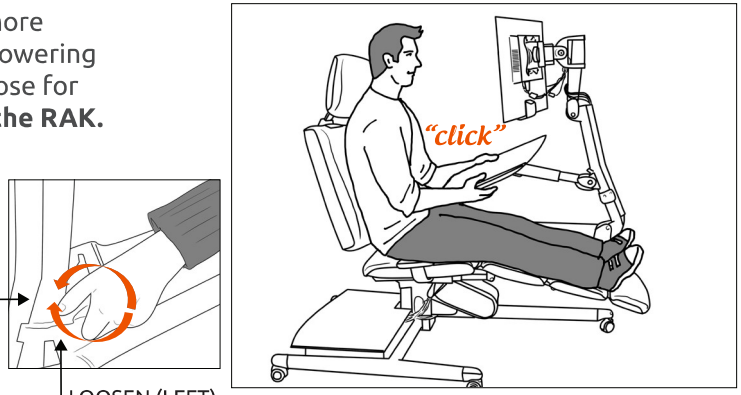


ⓒ PIVOT (horizontal & vertical)

The **Altwork Station** comes with a standard **VESA Monitor Mount (100 X 100)**. It allows you to angle the **Monitor** for a comfortable viewing position.

❸ Desktop Adjustments

NOTE: The **Resistance Adjustment Knobs** (RAK) for **Desktop** Height and Tilt allow more personalized fit experience. Adjust tension level (how much force to use) for raising/lowering and tilting the desktop with these knobs. The factory setting may be too secure or loose for user's preference. **After determining your preferred tension level, finger tighten the RAK.**



ⓐ HEIGHT

To position the **Desktop** height for comfortable horizontal arm placement:

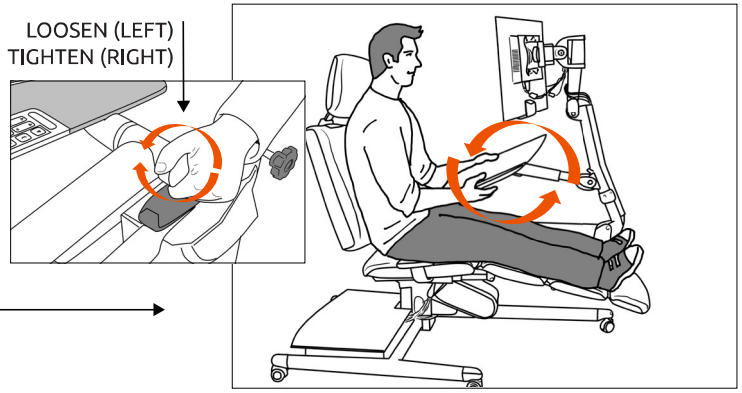
- be sure the **Desktop Height Resistance Adjustment Knob (RAK)** is loose
- grasp the **Desktop** and raise or lower to your preferred height

NOTE: the **Desktop** has a built in adjustment feature to assist you. As you raise the **Desktop** you will hear the internal ratchet **"click"** and the **Desktop** will hold in that position. Simply push down from there to find your desired height.

ⓑ TILT

To position the **Desktop** angle for the most comfortable wrist and hand position:

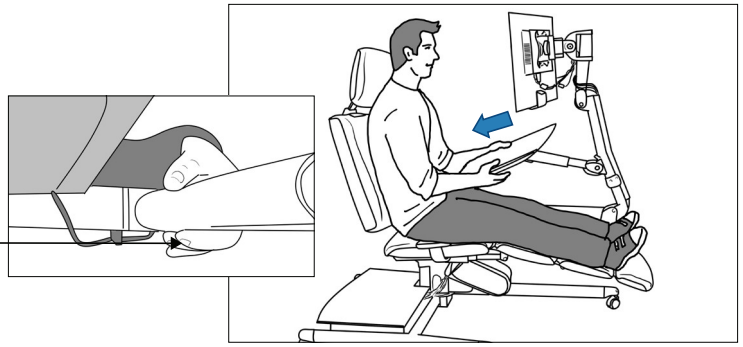
- adjust the **Desktop Tilt Resistance Knob** to your setting
- grasp the **Desktop** (preferably front and back) and tilt to your preferred angle



ⓒ TRAVEL (distance from User)

To position the **Desktop** distance from user torso:

- grasp the **Desktop Arm** and **Desktop** (both hands are suggested)
  - there is a lever on the bottom of the **Desktop Arm**
  - squeeze that lever with left hand while slightly lifting edge of **Desktop** with right hand. Slide the **Desktop** towards or away from you until comfortable, then release lever.



❺ Headrest Adjustments

There are two (2) **Adjustment Levers** in the **Headrest** to adjust height and arc (forward/back) position.

ⓐ HEIGHT (left lever)

To find the most comfortable **Headrest** position to support your head while in **Focus** or **Reclined**:

- grasp the **left** lever and pull the **Headrest** up or down to find your most comfortable position

ⓑ ARC (right lever)

The **Headrest Support Arc** allows the **Headrest** to move forward or back to support your head:

- adjust the height first (above)
- grasp the **right** lever and pull the **Headrest** forward or back when you have a comfortable position

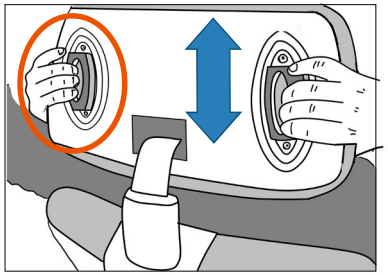
ⓒ ANGLE

The angle provides more fine tuning to determine your most comfortable head position:

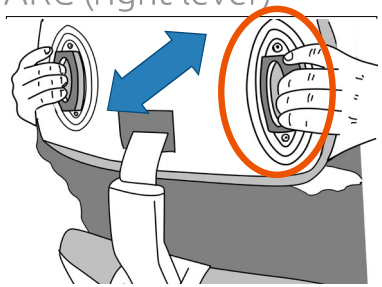
- grasp the **Headrest** with both hand and pivot it upward or downward (you do not need the **Headrest Adjustment Levers** for this adjustment)

Once you have adjusted the **Headrest**, it will remain in the correct position as you move throughout the motion of the **Altwork Station**.

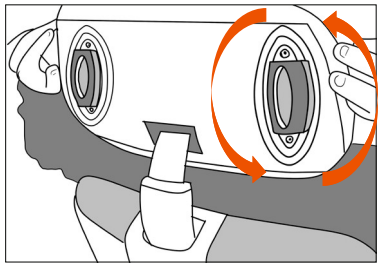
HEIGHT (left lever)



ARC (right lever)



ANGLE



❻ Set up and Adjust

The unique feature of the **Altwork Station** is once you have adjusted your **Station** components – they will remain in the correct positions as you move. The **Desktop**, **Monitor**, and **Headrest** will continuously adjust to you as you recline, sit, or stand.

Our suggested adjustment procedure is below. The following pages will provide more detail on the fine points of the adjustment process.

a ADJUST SEAT-BACK

1. Pull bottom toward you to disengage the **Seat-back** from lock device
2. Push up or pull down the **Seat-back** to best position
3. Push the bottom back to reengage **Seat-back** onto lock device (it will stay in position when engaged)

b ADJUST HEADREST

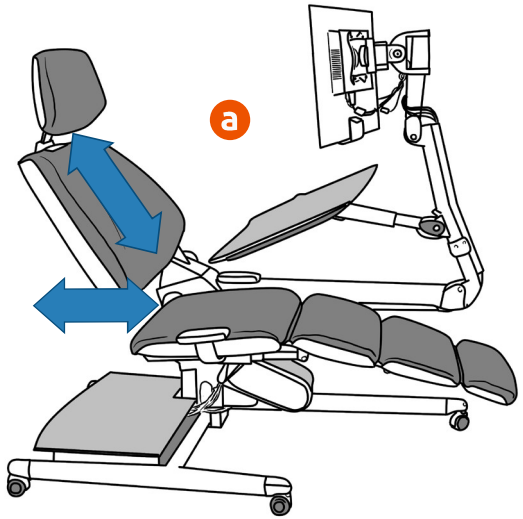
1. Squeeze **left** lever to set height – move up or down
2. Squeeze **right** lever to set location - move forward or back
3. Pivot **Headrest** for additional support

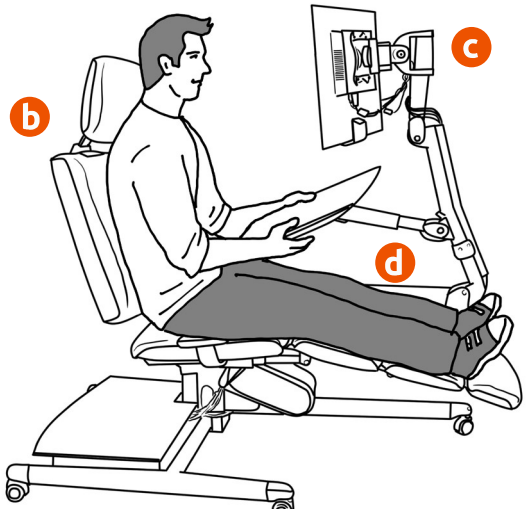
c ADJUST MONITOR ARM

1. Swing **Monitor** to side
2. Squeeze **Monitor Height Adjust Lever** and raise or lower **Monitor**

d ADJUST DESKTOP

1. With legs positioned at approx. 4pm
2. Adjust **Desktop** height by raising (to click sound) and then lowering to preferred location
3. Move **Desktop** toward or away from body by squeezing **Desktop Travel Adjust Lever**
4. Adjust **Desktop** angle for comfortable hand and wrist positon





FAQs & Warnings

Items	Comments	Relevant Quick Start Guide page reference
Cable/Wire Routing	All routed wires should allow adequate slack loops at rotating joints to prevent wire stretching or chaffing. Any chaffed wires should be removed from service immediately.	Page 3: Left View/ Cable Cover Vertical and Horizontal Arms
Covers	Do not push fingers through any openings, slots or holes in the protective plastic covers. Fingers could be cut or pinched by internal mechanisms.	
Horizontal Monitor Mount	The fore-aft monitor adjustment should be moderately hand tightened after moving the monitor to prevent the monitor from falling toward the user when the Station is reclined	Page 7: Monitor Adjustments / Distance from User
Monitor	Monitor should be installed by a qualified technician and all mounting screws fully tightened. Screws should be inspected monthly. The Station should not be used if any of the mounting screws are loose.	
Monitor Weight	Station will be damaged if a monitor system (including the side computer mount) exceeds the rated weight of the monitor mount. Stations can be purchased to accept 5-20 or 20-40 lb. monitor systems.	confirm with support@altwork.com
Overall	Clean only with damp cloth. No flammable cleaners or solvents that may damage the surfaces	
Overall	Do not allow children to operate or occupy Station	
Overall	Only one person in the Station at a time	
Overall	Do not sit on any part of the Station other than the seat bottom	
Power Loss	If user is not physically able to move from the Station when reclined if power is lost, power the Station from an uninterruptable power source (UPS)	
Power Strip	The total current draw of items plugged into the power strip (other than the Altwork electronics themselves) should not exceed 11 amps. The power strip itself should be plugged into a properly grounded 3 prong receptacle.	Page 4: Power Up
Seat Back and Bottom	Do not place leg or any body part between the seat back and the seat bottom. This area compresses as Station is reclined and can pinch the body.	Page 9: Set Up and Adjust / Adjust Seat Back
Seat Bottom	Do not place fingers or other body parts under seat bottom	
Vertical Monitor Mount	The monitor should be restrained by the user when the vertical monitor adjustment lever is compressed. Heavy monitors will fall, light monitors may spring upward.	Page 7: Monitor Adjustments / Height

Contact Us:

You can contact us at support@altwork.com or check the online FAQ's page here: www.altwork.com/faqs