Richelieu ERGO

electric height adjustable desk

ACE

ASSEMBLY & USE INSTRUCTIONS

CAUTION / INFORMATION

⚠️ Make sure no obstacles are in the desk's path.
Make sure the desktop is not touching any walls.
Make sure all cords are appropriate length to
accommodate the change in height. ⚠️

⚠️ **WARNING**
Pinch Point
Keep hands and
fingers clear.

⚠️ Keep children away from electric height-adjustable desks, control
units and handsets. There is a risk of injury and electric shock. ⚠️

⚠️ Keep all electrical components away from liquids. ⚠️

⚠️ Do not sit or stand on the desk frame.
Do not crawl or lie under the desk frame. ⚠️

⚠️ Do not place any objects taller than 24″ underneath the desk. ⚠️

⚠️ Do not open any of the components - the Legs, Control Box, or Switch.
There is a danger of electric shock. ⚠️

ⓘ This product is designed with a duty cycle of 10%
(2 min. on, 18 min. off). ⓘ

ⓘ In the event of a power outage or if the power cord is unplugged,
a manual reset may be necessary - see Step 13. ⓘ

USE / LIABILITY

This height adjustable desk has electric motors and is designed for use in dry work areas only.
The desk height is adjustable so that it can be positioned at the most ergonomically suitable height.
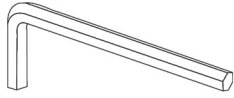Any other use is at user's risk.
Under no circumstances does the manufacturer accept warranty claims or liability claims
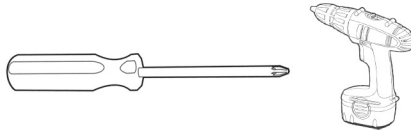for damages caused from improper use or handling of the desk frame.

IMPORTANT:
Please read this manual carefully.
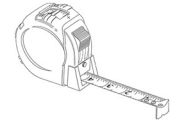If this desk is sold, please provide this manual to the buyer.
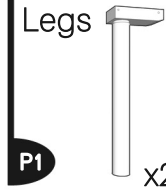
TOOLS REQUIRED

4mm Allen Wrench (included)
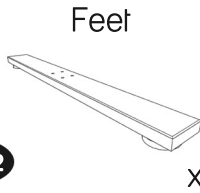
Phillips Head Screwdriver and/or Power Drill

Tape Measure

COMPONENTS

P1 Legs x2

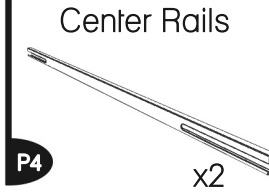**P2** Feet x2

P3 Crossbar Ends x2

P4 Center Rails x2

P5 Side Brackets (575) x2

P6 Control Box x1

P7 Switch or x1

P8 Power Cord x1

P9 LC Cable (43") x2

P10 Noise Attenuation Pads x10
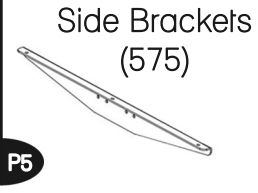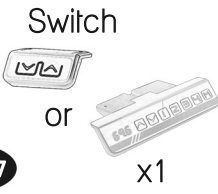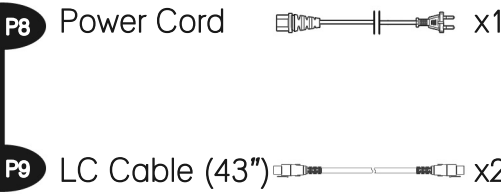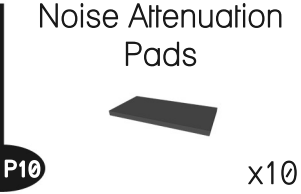
HARDWARE

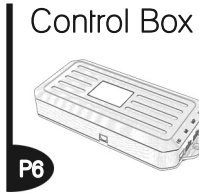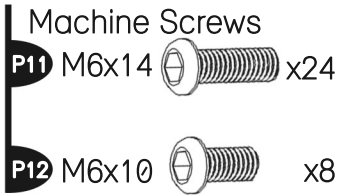**P11** Machine Screws M6x14 x24

P12 M6x10 x8

P13 Wood Screws M5x20 x8

P14 M5x19 x4
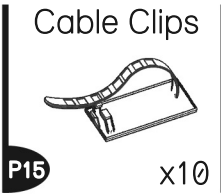
P15 Cable Clips x10

PARTS DIAGRAM
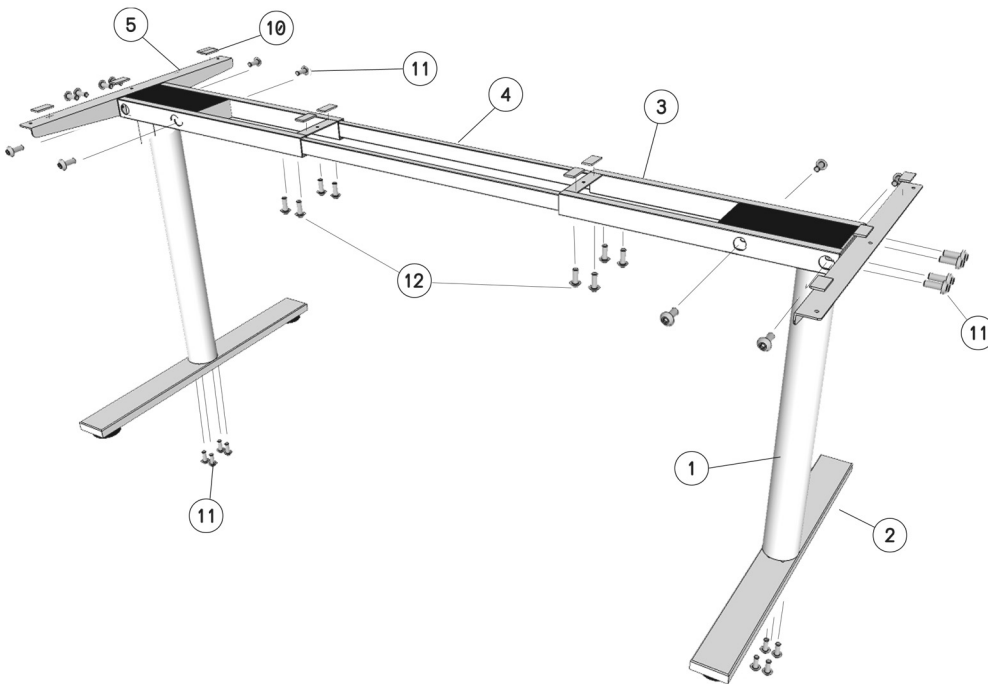
No.	Description	Qty
1	Legs	2
2	Feet with Leveling Studs	2
3	Crossbar Ends	2
4	Crossbar Center Rails	2
5	Side Brackets (575)	2
6	Control Box	1
7	Switch	1
8	Power Cord	1
9	LC Cables (43")	2
10	Noise Attenuation Pads	10
11	Machine Screws: M6x14	24
12	Machine Screws: M6x10	8
13	Wood Screws: M5x20	8
14	Wood Screws: M5x16	4
15	Cable Clips	10

1 Lay out all components and hardware to ensure that you have all the components and hardware listed on the parts page.

Fully separate the Crossbar Ends (P3). You will find the Crossbar Center Rails (P4) inside.
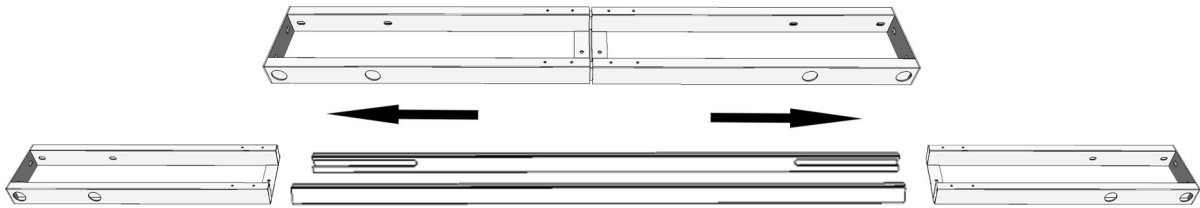
2 Position one of the Crossbar Ends (P3) on its side.

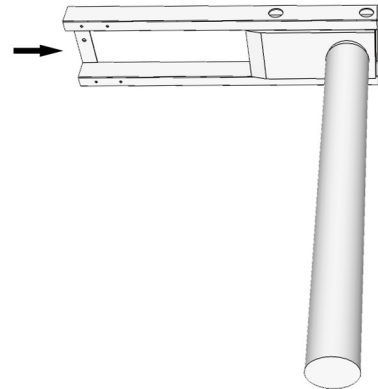Place one of the Legs (P1) into the Crossbar End (P3) ensuring that the bar (arrow) is on "top" in relation to the Leg (P1).

Line up the holes on each Leg (P1) with the holes on each Crossbar End (P3).

3 Using the supplied Allen Wrench, insert four (4) M6x14 Machine Screws (P11) through the holes in each Crossbar End (P3) going into the Leg (P1) and rotate each screw just a few turns.

You will need to flip the assembly over to gain access to all four (4) M6x14 Machine Screws (P11). Repeat Step 3 with the other assembly.
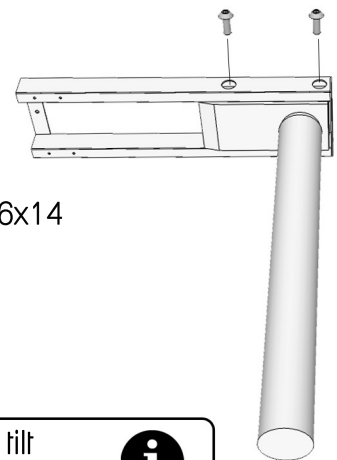
⚠ DO NOT tighten the screws at this point. ⚠

ℹ if you drop a screw inside the Crossbar End (P3), simply tilt to retrieve the screw. ℹ

4 Prop up one of the assemblies from Step 3, as shown. Insert four (4) M6x14 Machine Screws (P11) through the four (4) holes of the Side Bracket (P5) going into the Crossbar End/Leg assembly. Using the Allen Wrench, rotate each screw just a few turns.

Repeat Step 4 with the other assembly.

ℹ if you are having difficulty inserting any of the screws from Step 3 or 4, it is because some of the installed screws are too tight. ℹ

Now tighten all the screws from Step 3 and Step 4.
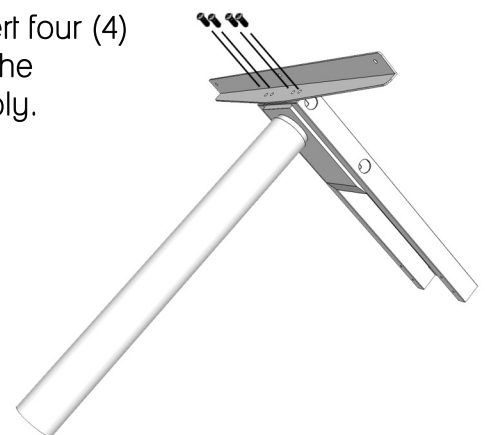
5 Remove backing from the Noise Attenuation Pads (P10) and position along the brackets as shown.

6 Slide the two (2) Crossbar Center Rails (P4) into the two Crossbar Ends, (P3) ensuring:
a) the slots in the Center Rails (P4) face inward
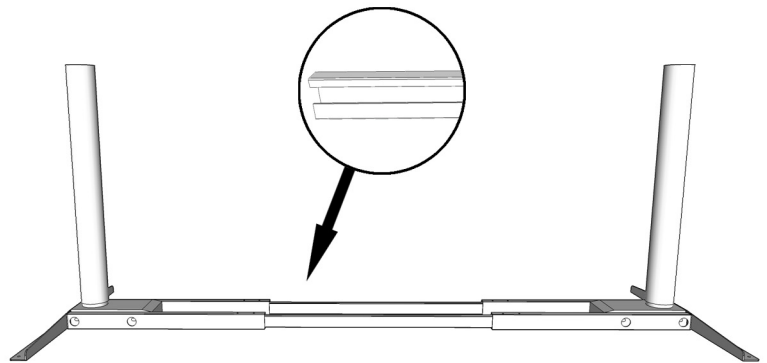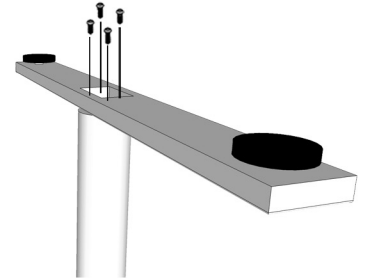c) the slots in the Center Rails (P4) are closer to top edge when the assembly is upside down (see inset).

7 For each assembly, attach a Foot (P2) with four (4) M6x14 Machine Screws (P11) and tighten screws in a cross pattern.

8 ⓘ the minimum desk top size that should be used is: 43″ wide x 24″ deep ⓘ

Your desktop may or may not be pre-drilled. Check both sides of the desktop before placing your desk base on the underside of the desktop.

Adjust the width of the desk base to fit the desktop by sliding the two halves outward (42.25″ - 74″). We recommend leaving at least 1/2″ of the desktop width (on each end) protuding beyond the frame width and centering the Side Brackets fore and aft.
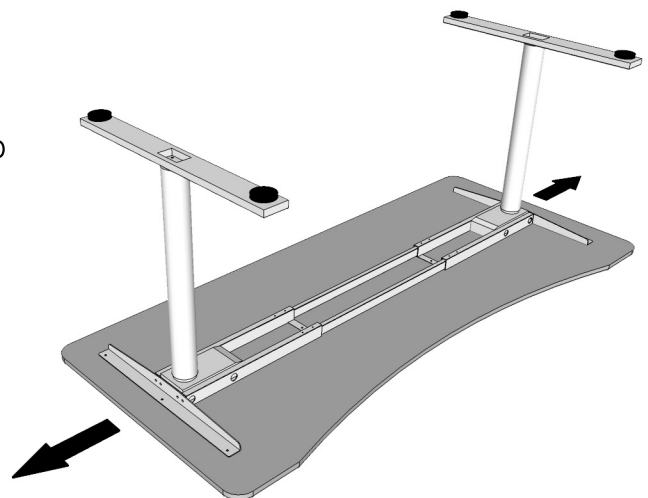
9 If the desktop is pre-drilled, perform Step 10 before Step 9.

If the desktop is not pre-drilled, lock the position of the Crossbar Center Rails (P4) using eight (8) M6x10 Machine Screws (P12). Remember, maximum width is 74".

⚠️ Ensure that the M6x10 Machine Screws (P12) contacts the Center Rails (P4) by sliding the Center Rails (P4) as needed. ⚠️
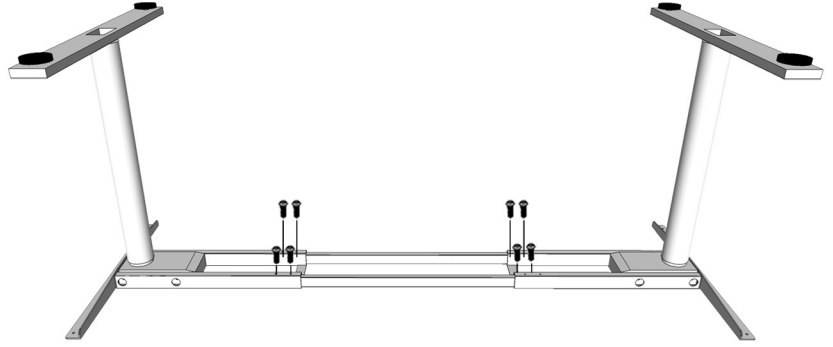
10

⚠️ Double-check that the wood screws are not too long for your desktop and won't puncture the surface when screwed all the way in. ⚠️

ℹ️ We recommend that you pre-drill any holes needed for fasteners connecting the Control Box (P6) or Switch (P7) to the desktop (if your desktop is not pre-drilled). Never use countersunk screws. ℹ️

Double-check that the desk base is properly positioned on the underside of the desktop.

Attach the desk base to the underside of the desktop using eight (8) M5x20 Wood Screws (P13):
3 per Side Bracket (P5) - 6 total
1 per Crossbar End (P3) - 2 total

Attach the Control Box (P6) to the underside of the desktop using two (2) M5x16 Wood Screws (P14). Ensure enough clearance at the wire ports for cable connections.

Place the Switch (P7) so the front of the Switch is flush with the front desktop edge (or recessed up to 1/8"). The Switch may be placed anywhere along the front edge of the desktop but we recommend placing it toward an end so it does not interfere with your chair when seated. Use two (2) M5x16 Wood Screws (P14) to attach the Switch to the desktop.
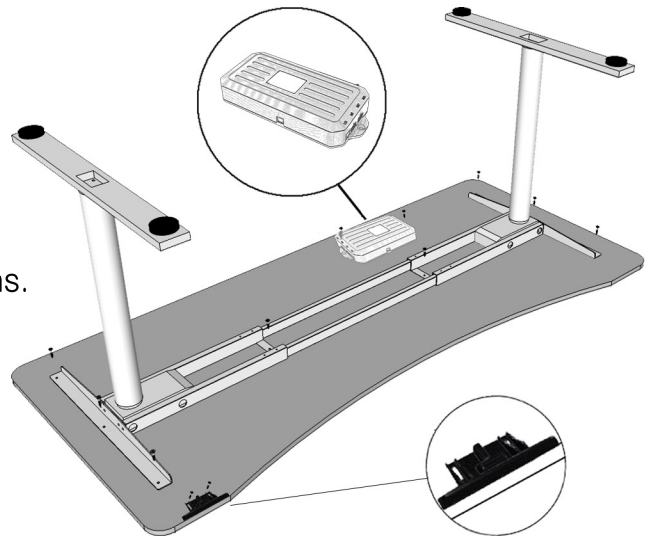
⚠️ Do not overtighten screws in this step. Overtightening could cause damage to the components. ⚠️

11 Connect the: LC Cables (P9), Switch Cable (P7), and the Power Cord (P8) to the Control Box (P6) as per the diagram. Use the adhesive-backed Cable Clips (P15) to secure the Cables and Switch cable so they don't sag.
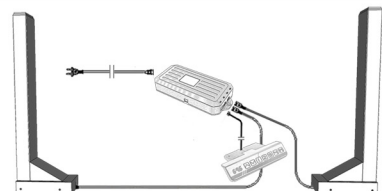
12 Turn the assembled desk right-side-up. With at least two people grab the DESK BASE (not the desktop) and turn the desk right-side-up. Adjust the pre-installed Leveling Studs on the Feet (P2) as needed.

13 Plug the Power Cord (P10) into a 110v outlet.

> ⚠️ Make sure no obstacles are in the desk's path.
> Make sure the desktop is not touching any walls.
> Make sure all cords are appropriate length to accommodate
> the change in height. ⚠️

IMPORTANT: You must RESET the desk prior to use.

RESET PROCEDURE: Push and hold the DOWN button on the Switch (P9) until the desk reaches its lowest height, slightly rises and stops. Release the DOWN button. Your desk is now ready to use.

To program up to four presets (on some models): Use the up/down buttons to find a desired height, then press "M" followed by a number 1 - 4.

CAUTION: Once a preset button is pushed, the desk will move to the programmed height (see caution box above).

TROUBLESHOOTING

If your desk is not functioning properly it may need to be reset. Unplug the power cord for 20 seconds. Plug the power cord back in and follow the RESET procedure outlined in Step 13.

If your desk has a handset with an LED readout and it displays "RST" (reset), perform the reset procedure outlined in Step 13.

If the LED readout displays an error message ("Er1" - "Er13") confirm that all wired connections are secure (legs to cables, cables to control box). Then perform the reset procedure outlined in Step 13.

If the error message persists after the reset procedure, contact your seller.
If the height between the legs exceeds 1.5 inches, stop the reset procedure & contact your seller.

If the handset displays "HOT", let the base cool down for 20 minutes.

TECHNICAL SPECIFICATIONS

Height Range	27" - 45" (without desktop)
Base Width	42.25" min. - 74" max.
Travel Speed	0.9" per second (no load)
Weight Capacity	353 lbs.
Duty Cycle	10%. Max. 2 mins on, 18 mins off
	Soft start/stop
	Adjustable leveling studs
	4 Memory presets (some models)

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