

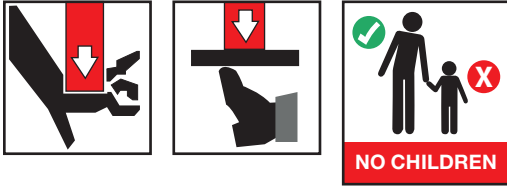
Steelcase

Ology

User Guide

⚠ WARNING

Crush Hazard – Keep Clear



RISK OF SERIOUS INJURY OR DEATH

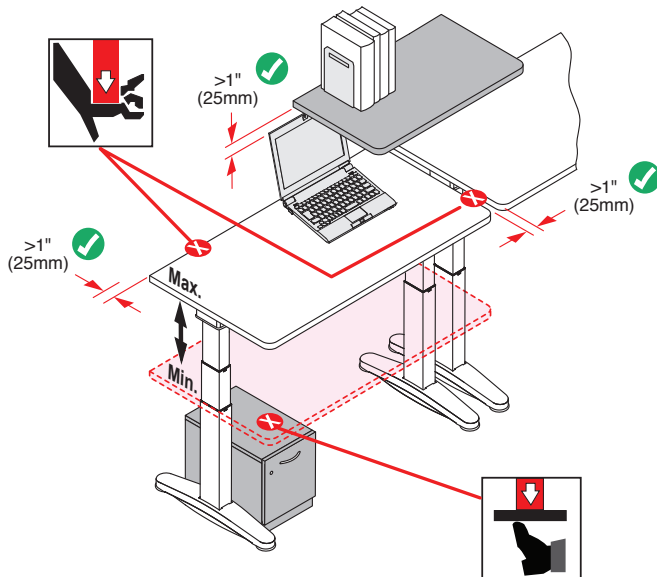
Raising or lowering desk can trap or crush body parts.

DO NOT OPERATE THIS EQUIPMENT UNLESS PROPERLY TRAINED. Read this guide first.

DO NOT ALLOW USE BY CHILDREN or people unable to understand the risks and to safely adjust desk height.

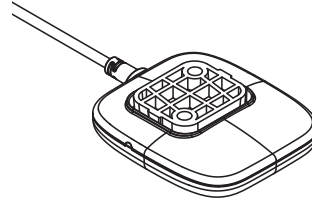
MAINTAIN >1" (25 mm) GAP ABOVE OBJECTS ON DESK AT MAX HEIGHT, AND BETWEEN DESK AND ADJACENT OBJECTS. Locate desk, accessories and nearby objects to allow movement of desktop through full range without pulling cords, trapping body parts or colliding with anything (shelves, electrical plugs and cords, door knobs, window sills, storage cabinets, etc.).

DO NOT PLACE FEET OR OTHER BODY PARTS ON CABINETS OR OBJECTS BELOW DESKTOP.



HEIGHT ADJUSTMENT CONTROLLERS

Simple Touch Controller



OPERATING THE CONTROLLER

The desk adjusts via the simple touch controller.

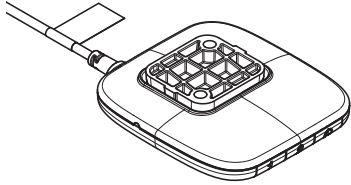
- Lift **up** or press **down** on the controller to reach the desired desk height.
- The desk will continue to move up or down until the controller is released or the minimum or maximum height is reached.

Note: The user must continuously lift up or press down the controller in order for the desk to move.

Note: For a visual demonstration, please visit [youtube.com/steelcaseTV](https://www.youtube.com/steelcaseTV)

HEIGHT ADJUSTMENT CONTROLLERS

Active Touch Controller



OPERATING THE CONTROLLER

The desk adjusts via the active touch controller.

- Lift **up** or press **down** on the controller to reach the desired desk height. The display will show the current height of the desk.
- To switch to a stored height in memory, tap twice on the controller in quick succession in the direction you want the desk to move. The desk will move up or down until it has reached the stored height.
- Or when lifting or pressing down on the controller, the desk will pause at the stored preset. Release the controller to stop at the stored height.

Note: To bypass stored heights, continue to lift or press down. The desk will pause briefly before continuing until the minimum or maximum height is reached.

Note: To stop the desk from traveling to the stored height, lift or press down on the controller.

WARNING This controller allows the desk to move to a saved height without continuously touching the controller. Be sure no people or objects are in the path of the desk. Never allow children to operate this desk as injury or property damage could occur.




STORE HEIGHT INTO MEMORY

To set into memory the desired height for either seated or standing work, use the two memory position buttons.

- Lift **up** or press **down** on the controller to reach the desired desk height.
- Press and hold the memory position button, **1** or **2**, for one second until the number 1 or 2 flashes and the light guide fills.
- To save an additional height, repeat this sequence using the **1** or **2** button.
- To clear all stored memory positions, press and hold the **1** and **2** buttons simultaneously, for one second, until the display flashes “PRESET CLEAR” and the light guide fills.




SET CHANGE OF POSTURE TIMER

The desk is equipped with Active Motion, which delivers a subtle up/down motion signaling when it is time to move. The timer is set in 15 minute increments, from 15-90 minutes.


- Press and hold the  button for one second and cycle through until your preferred time is shown. Release the  button to select. The light guide fills to save the selection.
- The  icon will appear in the bottom right of the height display to indicate that a timer is active. **TIP:** To wake the controller from sleep mode to view the icon, press any button on the controller.

Note: If you do not change postures within five (5) minutes of the Active Motion reminder, the timer will reset to OFF. You will need to set the posture reminder timer again.


PAIR THE APP TO THE DESK

- To download the free Rise app, visit steelcase.com/rise. The app is compatible with both iOS and Android devices and allows you to connect to the desk via Bluetooth in order to track sitting and standing activity.
- In your phone settings, set Bluetooth to On.
- On the controller, press and hold the **2** and  buttons simultaneously for 2 seconds, until the desk identification number appears (e.g.  ID DESK - 1234).
- In the app, select the identification number that matches the desk you are pairing to. Your phone should read “Connected”.
- The controller will display “BLUETOOTH PAIRED” when successful.
- To exit from the display, press any button on the controller.
- The  will appear in the upper right corner of the height display to indicate the desk is paired. **TIP:** To wake the controller from sleep mode to view the icon, press any button on the controller.

ADJUSTING THE HEIGHT DISPLAYED

- It may be necessary to adjust the height displayed, which is set to the default setting from the factory.
- Press and hold the **1**, **2** and  buttons simultaneously for four seconds.
- The display will flash “ADJUST HEIGHT”, and then the current desk height will flash on the display.
- Lift **up** or press **down** on the controller to change the height displayed. The new desk height will flash until the light guide fills. **TIP:** The desk should not move during this step.

SWITCH DISPLAY FROM INCHES TO CENTIMETERS

- Press and hold the **1** and  buttons simultaneously for three seconds, to change the display from “INCH” to “CM”. The new selection will flash until the light guide fills.

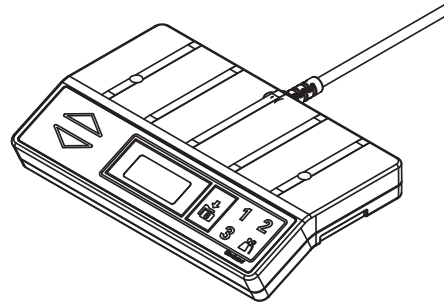
RESETTING THE ACTIVE TOUCH DISPLAY HEIGHT

- Press **1, 2, 1, 2**. The text will begin blinking “SELECT”, “HEIGHT”.
- Lift **up** or press **down** on the controller to scroll through the starting height options.
- Once the correct height has been chosen, pause for 2 seconds.
- The light guide will fill. When all three bars are full, the starting height is saved.

ERROR CODES

- In the event of a fault, the display may show an error code number and brief description. Refer to the Ology troubleshooting guide for further instruction.

4 Preset Programmable Controller with Digital Display (Desk Only)



OPERATING THE CONTROLLER

- Press and hold either the **up** or **down** button to reach the desired height. The digital-display controller will display the current height of the desk.
- To switch to a stored height in memory, use the four memory position buttons. Press and hold the numbered button that has the saved height stored into memory.
- The user must continuously hold down the button in order for the desk to move.

STORE HEIGHT INTO MEMORY

To set into memory the desired height for either seated or standing work, use the four memory position buttons.

- Press either the **up** or **down** button to reach the desired height.
- Press the **s** button once.
- The digital-display will flash **s** for three seconds. During this time press your choice of memory position buttons 1-3 or the collaboration button to set that particular height. The digital-display will store by showing **s1**, **s2**, **s3** or **s4** for one second.
- To save additional heights repeat this sequence using the remaining three buttons.
- Recommended collaboration height should be set to 40".

ADJUSTING THE HEIGHT DISPLAYED

It may be necessary to adjust the height displayed. The controller will show 68 cm or 22.6" at its lowest setting, which is the default setting from the factory.

- At the same time press the **s** button and the **up** or **down** button, until the digital-display shows the correct height.

SWITCH DISPLAY FROM INCHES TO CENTIMETERS

Press and hold the **s** button to change the displayed height from inches to centimeters.

ERROR CODES

In the event of a fault, the digital-display may show an error code. Refer to the Ology troubleshooting guide for further instructions.

Cable Management

When installing equipment, either on the worksurface or below, be sure that the connecting cables are free from obstruction. Ology offers a cable riser, cable brackets or a cable basket to help manage excess cables/wires on the underside of the worksurface.

Workstation Design Tips

- Ensure that power cords for all accessory items – computer, lights, monitors, etc. – are of sufficient length to reach outlets throughout the range of worksurface height adjustment. Do not subject the cords to any strain while height adjustment is taking place.
- Always check for proper operating clearance before placing any item on, above or below the worksurface.
- Please use a volt meter to ensure that every outlet into which a height adjustable desk will be connected has 120 volts, plus or minus 10 volts, between the hot and neutral contacts (the parallel openings) BEFORE the height-adjustable desk is plugged in. If this voltage reading is above 130 volts, please contact the building electrician for correcting the building wiring.

Maintenance and Cleaning

Regularly clean dust and dirt from lifting columns. To ensure all surfaces are thoroughly cleaned, make sure the lifting columns are fully extended to their maximum height. Also, be sure to inspect cables and lifting columns for damage. Check all connections for both correct function and secure mounting.

Caution: A damp cloth is recommended. To protect the painted surfaces, use a cleanser that is not highly alkaline or acidic. A pH-neutral product is ideal.

Note: Please do not move the desk without help. Refer to the guidelines at the end of the assembly instructions, or contact your facilities group for assistance.

Troubleshooting

If you are having trouble with your desk, try the simple steps outlined below. If problems persist, please refer to the Ology troubleshooting guide.

POWER-SAVING CONTROL BOX:

- The control box automatically powers down into ‘standby’ mode after 10 seconds of inactivity.
- During standby mode, the control box only consumes 0.1 watt of power.

- With the control box in standby mode, the desk can lose power without affecting the synchronization of the lifting columns. However, if the control box is still active and not in standby mode, a power loss will require that the lifting columns be re-synchronized.
- Power fluctuations and brownouts can also cause the need for re-synchronization.

Note: The control box does not reset (initialize) by being unplugged and plugged back in. Refer to the power cycle procedure below.

POWER CYCLE THE CONTROL BOX

- In the unlikely event an error occurs, and the desk is unresponsive, disconnect power to the desk for at least 10 seconds to reset the control box.
- Reconnect power to the desk and synchronize the lifting columns as outlined below.

MEMORY RESET OF CONTROLLER

In the unlikely event than an error occurs, the controller may need to be reset to the factory settings.

If using the Active Touch Controller

- Press and hold the **1**, **2** and  buttons simultaneously for eight seconds.
- Continue to press and hold as the display cycles past “ADJUST HEIGHT” and the actual desk height until the display flashes “MEMORY RESET” and the light guide fills.
- Synchronize the lifting columns as outlined below.

If using the 4 Preset Programmable Controller

- Press and hold the **up-down** buttons simultaneously for five seconds to reset the control box.
- Synchronize the lifting columns as outlined below.

SYNCHRONIZING LIFTING COLUMNS:

- Operate the desk all the way down to the lowest position, and release.
- Press down on the controller or **down** button, and hold.
- After two seconds, the desk will move up and down, settling to its correct ‘bottom’ position.
- The lifting columns are now synchronized via the software in the control box.
- Operate the desk all the way up and down to confirm proper function.

Product Specification

Range of Adjustment	Basic Height: 27.3" – 46.4" (693 mm – 1,179 mm) Extended Height: 22.6" – 48.7" (574 mm – 1,237 mm)
Glide Adjustment	½" (14 mm) 1" (25 mm) optional
Distributed Weight Capacity	Base supports a maximum distributed weight load of: 2-leg: 314 lbs (142.4 kg)* 3-leg: 471 lbs (213.6 kg)*
Tip: When calculating lifting capacity, subtract the weight of the worksurface, understructure and options (i.e. integrated rail, power and data access door or soft edge).	
Wire Management Included	Yes
Controller	Simple Touch, Active Touch, Digital Preset
Decibel Rating	< 55 dBA
Volts	2-leg: 120V AC 3-leg: 100 – 240V AC
Frequency & Phase	60 Hz, Single-Phase
Amps	2-leg: 2.5A 3-leg: 3.75A
Watts	2-leg: 300W 3-leg: 450W
Standby Power	0.1W
Adjustability Speed	1.5"/sec. (38.1 mm/sec)
Duty Cycle	10% (2 min. on, 18 min. off)

*See spec guide for weight of each feature or refer to label on the underside of the worksurface for weight limits on the desk.

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