



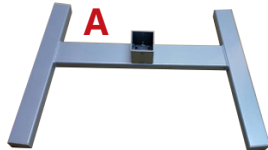
# Assembly Instructions

## Elevate Student Desk

04068471: -EJA

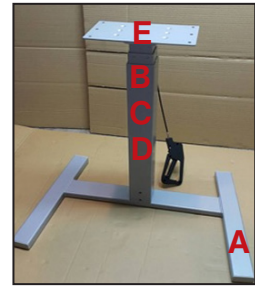
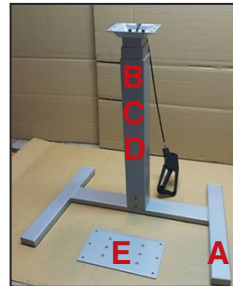
04067304: -ADJ

Before you begin, please make sure all parts and proper quantities are included. (See Part Identifier Key) Any parts damaged during shipment must be reported within 24 hours of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.



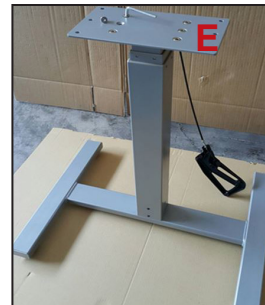
### Step 1:

- Take base (A) out of box and place on a level surface.
- Insert center post (B, C, D) into the base (A).
- Place attachment plate (E) with countersinks facing up on the top of the center post (B, C, D).



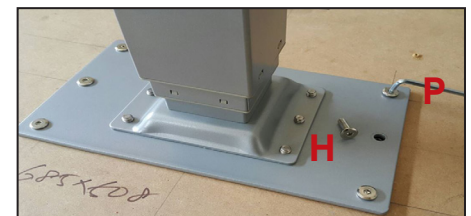
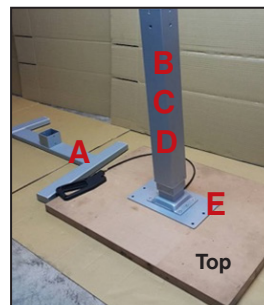
### Step 2:

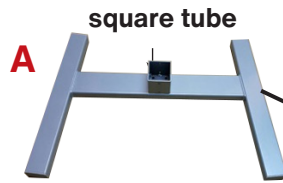
- Attach plate (E) to the center post using 6 hexhead machine screws (I).
- Tighten the hexhead machine screws (I) using the 5mm Allen wrench (O).



### Step 3:

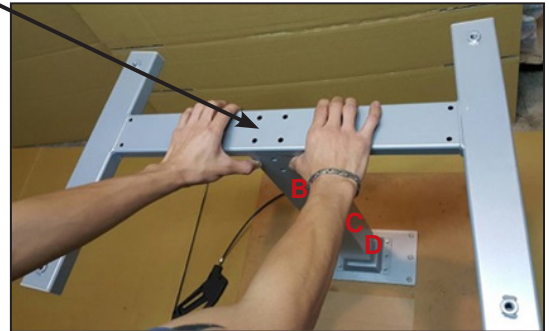
- Remove center post (B, C, D) from the base (A) and place the attachment plate (E) to the bottom of the top.
- Attach plate (E) to the top using joint connector bolts (H). Make sure these bolts have Loctite on them.
- Tighten the joint connector bolts (H) using the 4mm Allen wrench (P).





### Step 4:

- With the top still on the ground, take the base (A) and insert the square tube onto the center post (B, C, D).



### Step 5:

- Slide washer (K) onto the flat head bolt w/Loctite (J). (4pcs)
- Attach base (A) to the center post (B, C, D) using the 4 flat head bolts and washers (J & K) you just put together above.
- Tighten the flat head bolts (J) using the 4mm Allen wrench (P).



### Step 6:

- Insert the joint connector bolts (L) on all four sides of the center post (B, C, D) and tighten them using the 4mm Allen wrench (P). **Please start with the front**, then the back(side with black cord) and then the right/left sides. **Please take note that images may be different depending if it's an -ADJ or -EJA base.**



# Assembly Instructions

## Elevate Student Desk

04068471: -EJA

04067304: -ADJ

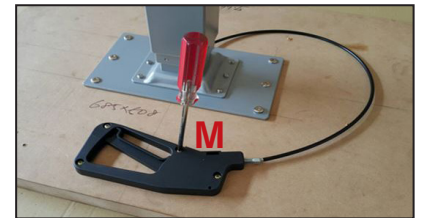
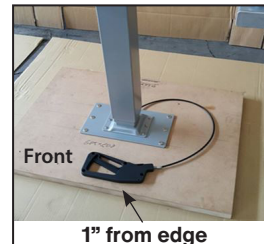
### Step 7:

- Insert Grand Hank glides (F) OR dual wheel casters (G) into base. Rotate clockwise. Use wrench (Q) to tighten glides/casters.
- Casters are NOT to be used as a leveling device.



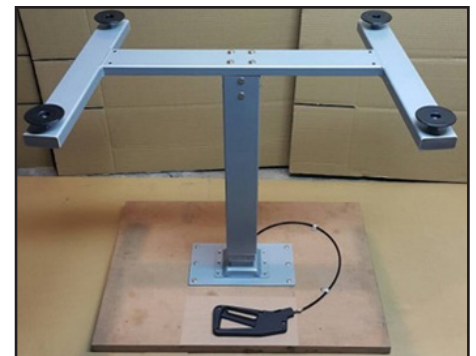
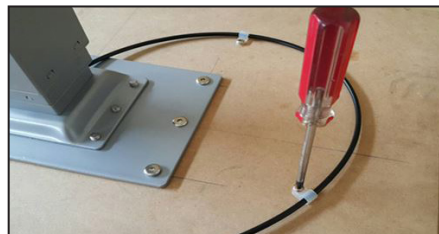
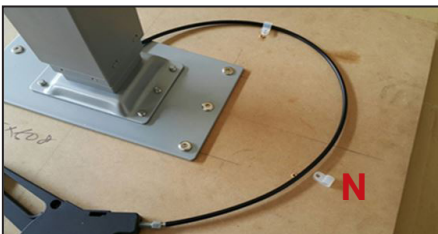
### Step 8:

- Place the plastic handle on the front, center of the lectern top, approx. 1" from the front edge of the top.
- Attach the plastic handle to the top using 4 of the phillip screws (M).



### Step 9:

- Attach cord to the lectern top with 2 plastic wire holders (N) using 2 phillip screws (M).
- The cord should be fluid without any kinks.

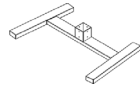
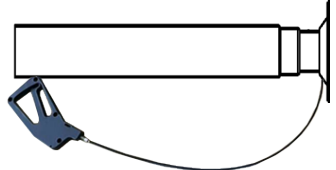
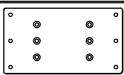













## Completed Assembly of the Elevate Student Desk



**NOTE:** Pneumatic desks and tables are intended for indoor use only. 60°F - 75°F is the recommended temperature in which a pneumatic column is to be used in. Typical movement of the pneumatic columns may be inhibited if used in a situation where temperatures fall below 50°F. The system may move with much less effort in climates above 80°F.

## Part Identifier Key

Item	Part #	Description	Qty.	
A	04068471-01 04067304-01	Base (-EJA) Base (-ADJ)	1	
B	04068471-02 04067304-02	Outer pedestal (-EJA) Outer pedestal (-ADJ)	1	
C	04068471-03 04067304-03	Middle pedestal extension (-EJA) Middle pedestal extension (-ADJ)	1	
D	04068471-04 04067304-04	Inner pedestal extension (-EJA) Inner pedestal extension (-ADJ)	1	
E	04068471-05 04067304-05	Attachment plate 10.630" x 5.906" x 7Ga. (-EJA) Attachment plate 10.630" x 5.906" x 7Ga. (-ADJ)	1	
Hardware				
F	040164	2.5" Grand Hank nylon glide, 3/8-16 x 1" (pre installed to the base by supplier)	4	
G	04067540	Dual Wheel Soft Tread locking casters	4	
H	04088861	Joint connector bolt w/Loctite 1/4-20x19mm (Used to attach plate to top.)	6	
I		Hexhead machine screw 5/16x12mm (Used to attach plate to the center post.)	6	
J		Flat head bolt w/Loctite 1/4-20x82mm (-EJA) or Flat head bolt w/Loctite 1/4-20x110mm (-ADJ) (Used to attach base A to the center post.)	4	
K		Washer dia. 16mmx14Ga. (Used along with flat head bolt to attach plate to the center post.)	4	
L		Joint connector bolt, 1/4-20x19mm (-EJA) or Joint connector bolt, 1/4-20x19mm (-ADJ) (Used to attach center post to base A.)	4 8	
M		Phillip screw, 4mmx15mm (4 screws are used to attach the handle to the top. 2 screws are used to attach wire holder to table top.)	6	
N		Plastic wire holder (Used w/ screws to attach the cord to the top.)	2	
O		5mm Allen wrench	1	
P		4mm Allen wrench	1	
Q		1/2" wrench to tighten casters/glides	1	