Steelcase

USER GUIDE

Important safety information included.
Save and keep with desk.

Ology™
Height-Adjustable Desk and Bench

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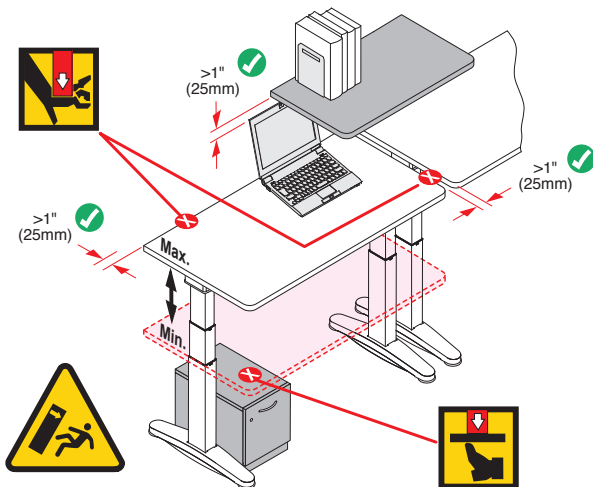
DO NOT ALLOW USE BY CHILDREN or people unable to understand the risks and to safely adjust desk height.

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.

NO CHILDREN

⚠ CAUTION

DO NOT STAND ON THIS PRODUCT. USE ONLY AS INTENDED.

Regularly inspect for damage or broken parts and loose fasteners (screws, etc.). If any of these conditions exist, remove from service immediately. Repairs are to be made using only factory authorized parts and methods. For information on furniture maintenance, or to report furniture which requires service, call Steelcase toll-free at 1.888.783.3522.

FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN PROPERTY DAMAGE OR PERSONAL INJURY.

HEIGHT ADJUSTMENT CONTROLLERS

For a visual demonstration, please visit youtube.com/steelcasetv
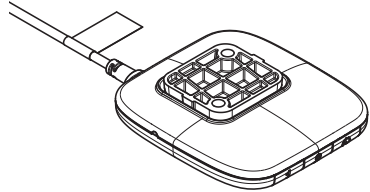
Active Touch Controller

OPERATING THE CONTROLLER

The desk adjusts via the active touch controller.

- Lift **up** or press **down** on the controller to reached 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.

Active Touch Controller

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 Steelcase 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 "✲ 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.

Active Touch Controller

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.

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.

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.

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.

Steelcase®