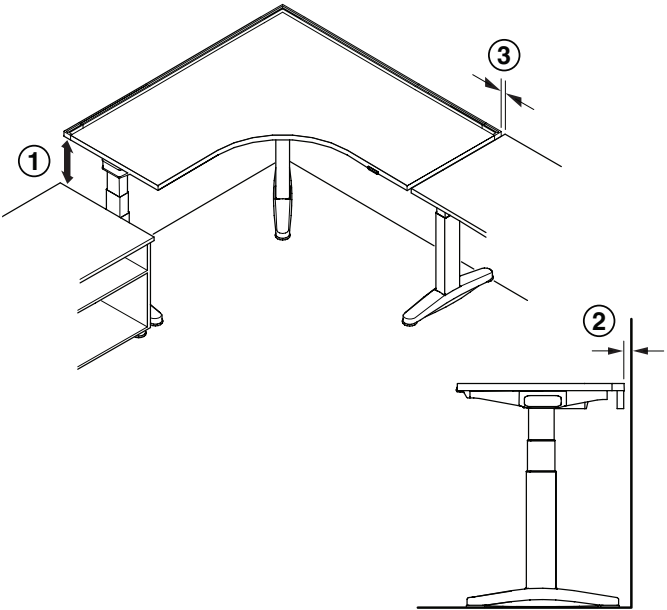# Steelcase

Ology
User Guide

⚠ WARNING

Pinch Points, Keep Clear

RISK OF SERIOUS INJURY

If not used as intended, moving worksurfaces can pinch and cause injury or property damage. Always follow these instructions:

1. Keep height-adjustment range free from obstructions above and below the worksurface.

2. Plan for a minimum 1" gap against a wall or panel.

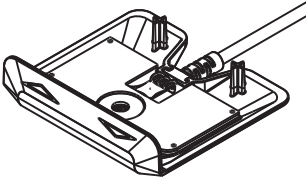3. Plan for a minimum 1" gap to adjacent furniture.

This powered, height-adjustable desk appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with the appliance.

HEIGHT ADJUSTMENT CONTROLLERS

Up-Down Controller

OPERATING THE CONTROLLER
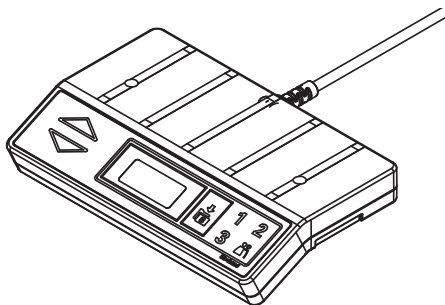
The controller has two buttons for user control.

- Press and hold either the **up** or **down** button to reach the desired height.
- The desk will continue to move up or down until the user releases the button or the maximum or minimum height is reached.

Note: As a safety feature, the user must continuously hold down the button in order for the desk to move.

Note: **For a visual demonstration, please visit youtube.com/steelcasetv**

4 Preset Programmable Controller with Digital Display

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.
- As a safety feature, 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 and does not incorporate worksurface thickness or glide adjustments.

- 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 troubleshooting guide.

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.

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 initialization procedure below.

INITIALIZING THE CONTROL BOX:

- In the unlikely event that an error occurs, 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 the **down** button.

- Press the **down** button again, and hold.

- After a few seconds, the desk will visibly 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	22.6" – 48.7" (574 mm – 1,237 mm)
Glide Adjustment	½" (14 mm)
Distributed Weight Capacity 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).	Base supports a maximum distributed weight load of: 2-leg: 314 lbs (142.4 kg)* 3-leg: 471 lbs (213.6 kg)*
Wire Management Included	Yes
Controller	Up-Down, 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.

Steelcase®