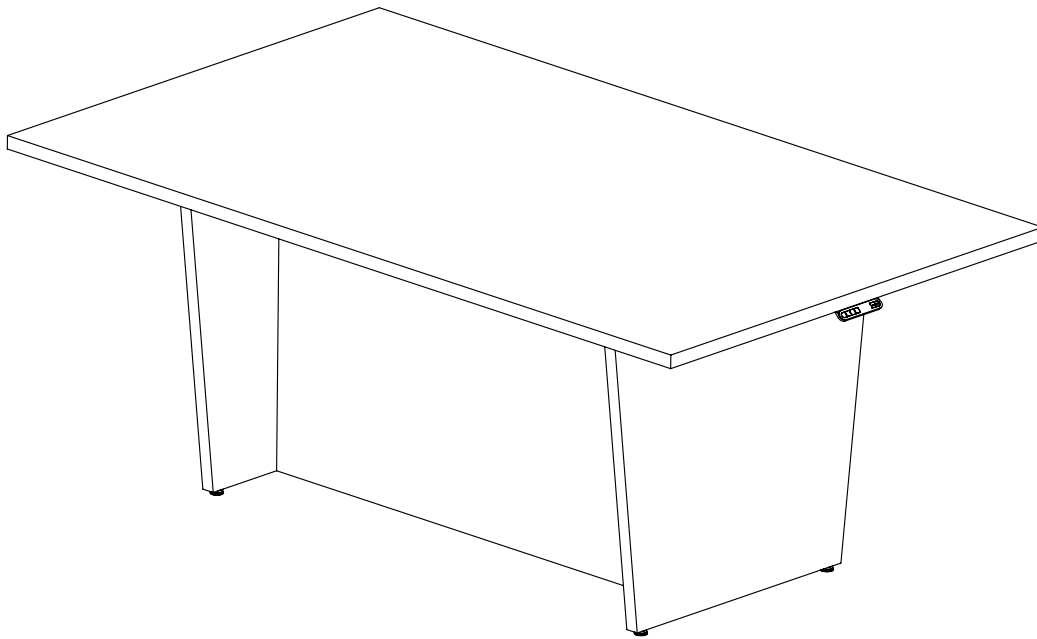




## NewHeights™ Victory Conference Assembly Instructions



Warranty: [raproducts.com/resources/warranty](https://raproducts.com/resources/warranty)

**READ ALL INSTRUCTIONS BEFORE USING THIS PRODUCT.**



**USE THIS PRODUCT ONLY AS INSTRUCTED.  
FAILURE TO COMPLY WITH ALL INSTRUCTIONS AND WARNINGS  
MAY RESULT IN SERIOUS PROPERTY DAMAGE OR BODILY INJURY.**

**Basic Safety Instructions**

- 1. Intended Use.** This Product is exclusively designed for use as indoor office furniture in compliance with all instructions and safety warnings in the user manual. Any different use, or use extending beyond the intended use, may result in property damage or bodily injury and is prohibited. This Product should not be used, operated or maintained with additional components not authorized by K&A Manufacturing, Inc.

**BY USING THIS PRODUCT OR ANY FEATURE OF THIS PRODUCT, YOU AGREE TO COMPLY WITH ALL PRODUCT TERMS AND POLICIES, INCLUDING WITHOUT LIMITATION ANY SAFETY WARNINGS AND INSTRUCTIONS, PROVIDED BY K&A MANUFACTURING, INC. AND ITS AFFILIATES. K&A MANUFACTURING, INC. SHALL ASSUME NO LIABILITY FOR ANY DAMAGE OR INJURY CAUSED BY USE OF THE PRODUCT A) IN VIOLATION OF ANY SAFETY WARNINGS OR INSTRUCTIONS; B) NOT AUTHORIZED BY K&A MANUFACTURING, INC.; OR C) BY EVENTS BEYOND K&A MANUFACTURING, INC.'S CONTROL.**



**DO NOT SIT, STAND OR CRAWL ON OR UNDER THE PRODUCT.  
MAKE SURE NO OBSTACLES ARE IN THE PRODUCT'S PATH.  
MAKE SURE ALL CORDS ARE LONG ENOUGH TO ACCOMMODATE ANY CHANGE IN HEIGHT.  
DO NOT USE ATTACHMENTS NOT RECOMMENDED BY THE MANUFACTURER.**

- 2. Electrical Height Adjustment.** The height of this Product may be adjusted electronically. Contact with electrical voltage may cause serious injury and death. Only use the Product in compliance with these instructions. This Product should not be used in environments with high levels of humidity or moisture.



**KEEP CORDS AND ELECTRICAL COMPONENTS AWAY FROM HEAT AND LIQUIDS.  
DO NOT OPEN ANY OF THE COMPONENTS: CONTROL BOX OR KEYPAD.  
DO NOT USE WITH A DAMAGED PLUG OR CORD.  
DO NOT INSERT ANYTHING INTO ANY SEAM OR OPENING.**

- 3. Setup and Use.** This Product should only be used and operated in good condition. When in use, no one should sit, stand or crawl on or under the Product. There is a danger of crushing, shearing, injury or damage. Keep the entire range of motion of the Product clear of all obstacles. Devices and object on the Product can tip over, fall or be crushed by the Product.



**KEEP HANDS AND FINGERS CLEAR.  
KEEP ALL OBSTACLES CLEAR OF THE PRODUCT'S PATH.**

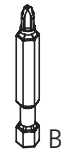
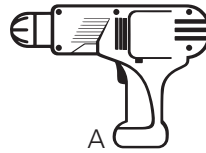
- 4. Users.** This Product is not intended for use with children, individuals with restricted physical, sensory or mental capabilities, or individuals who lack experience or knowledge, unless they are supervised by a person who is responsible for their safety or they have received instructions from a person who is responsible for their safety concerning how the Product must be used. Children should be closely supervised to ensure that they do not play with the Product and its height adjustment mechanism to avoid risk of physical injury or electric shock.



**KEEP CHILDREN AWAY FROM THE PRODUCT, ITS CONTROL UNITS, AND KEYPADS.**

## Tools Required for Assembly

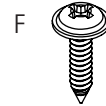
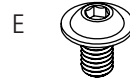
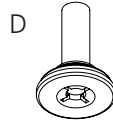
- A. Power Driver with Adjustable Torque
- B. #3 Phillips Head Driver Bit
- C. #2 Square Head Drive Bit



*May alternately use a #3 Phillips or #2 Square Screwdriver*

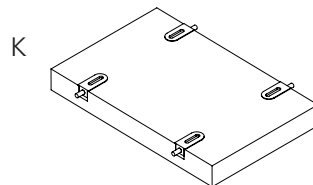
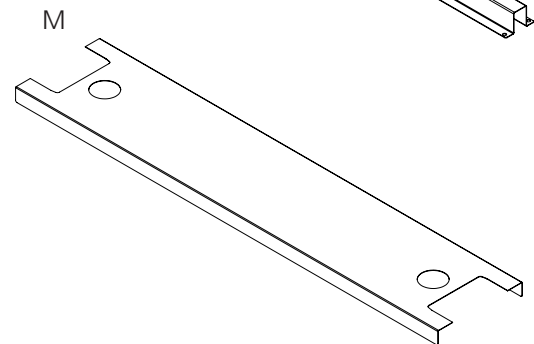
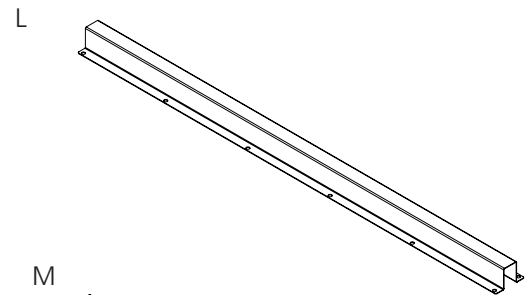
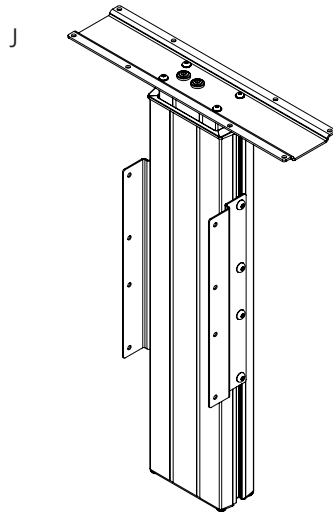
## Hardware and Tools Included for Assembly *(may have extra)*

- D. Adjustable Foot Glide **x4**
- E. Machine Screw **x16**
- F. 5/8" Washer Head Wood Screw **x37**
- G. 5/8" Wood Screw **x4**
- H. 4mm Ball End Screwdriver **x1**
- I. M4 Allen Wrench **x1**



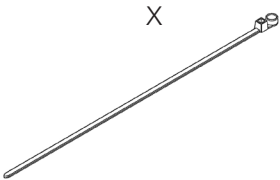
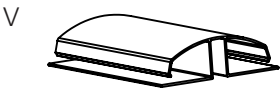
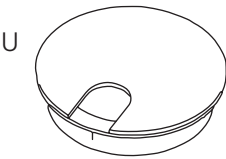
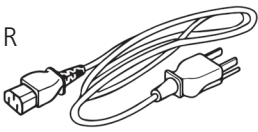
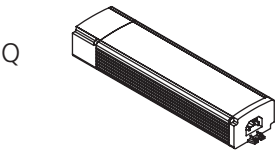
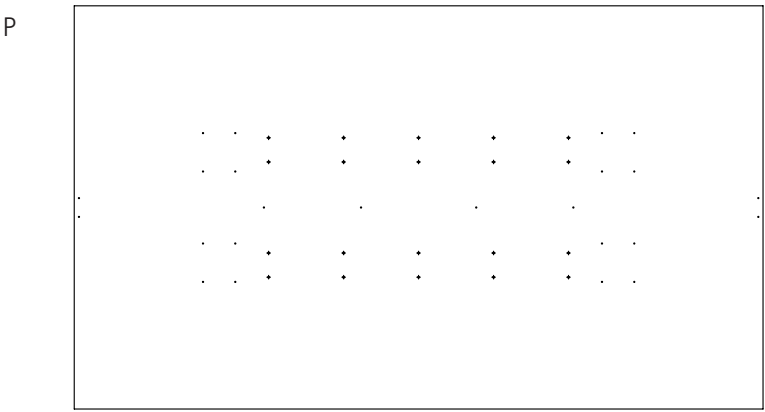
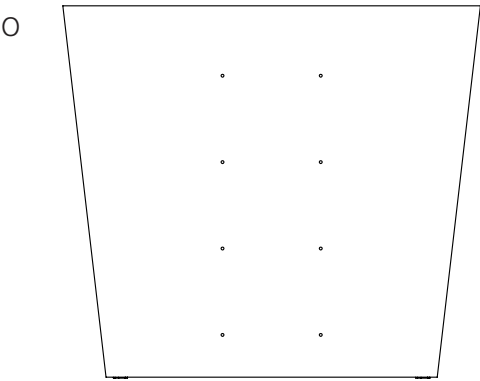
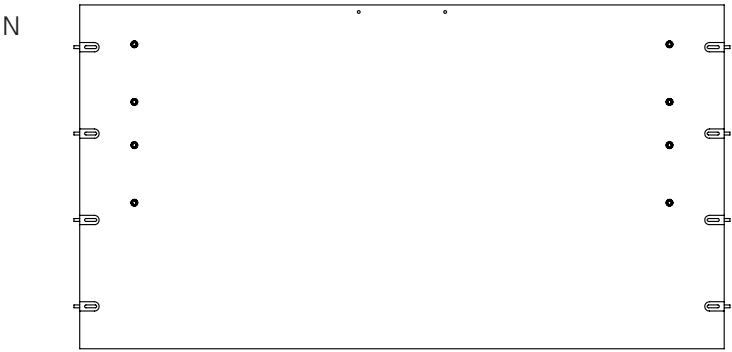
## Parts

- J. Leg Column **x2**
- K. Reinforcement Panel **x1**
- L. U-Channel **x2**
- M. Divider Cover **x1**



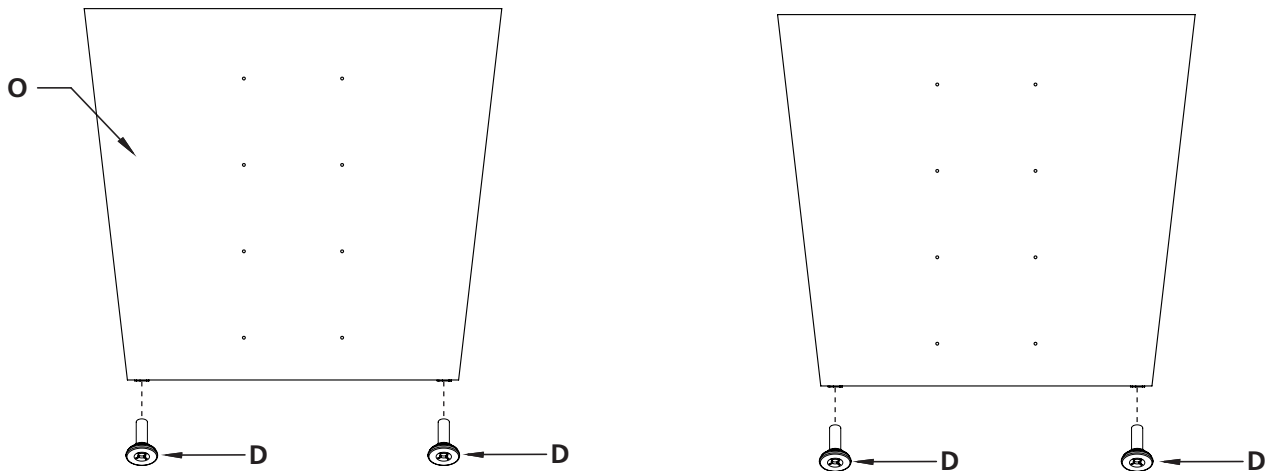
Parts Continued

- N. Center Panel *x2*
- O. Side Panel *x2*
- P. Worksurface *x1*
- Q. Control Box *x1*
- R. Power Cord *x1*
- S. Control Switch *x1*
- T. Cord Clip *x1*
- U. Grommet Inserts *x2*
- V. J-Channel Raceway *x2*
- W. Mesh Cable Sleeve *x1*
- X. Mounting Head Cable Tie *x1*



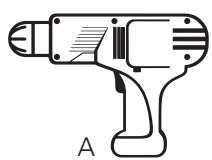
## Step 1

- On each side panel (O) insert two adjustable feet glides (D). These can be adjusted again later once the table is fully assembled to make sure it's level.



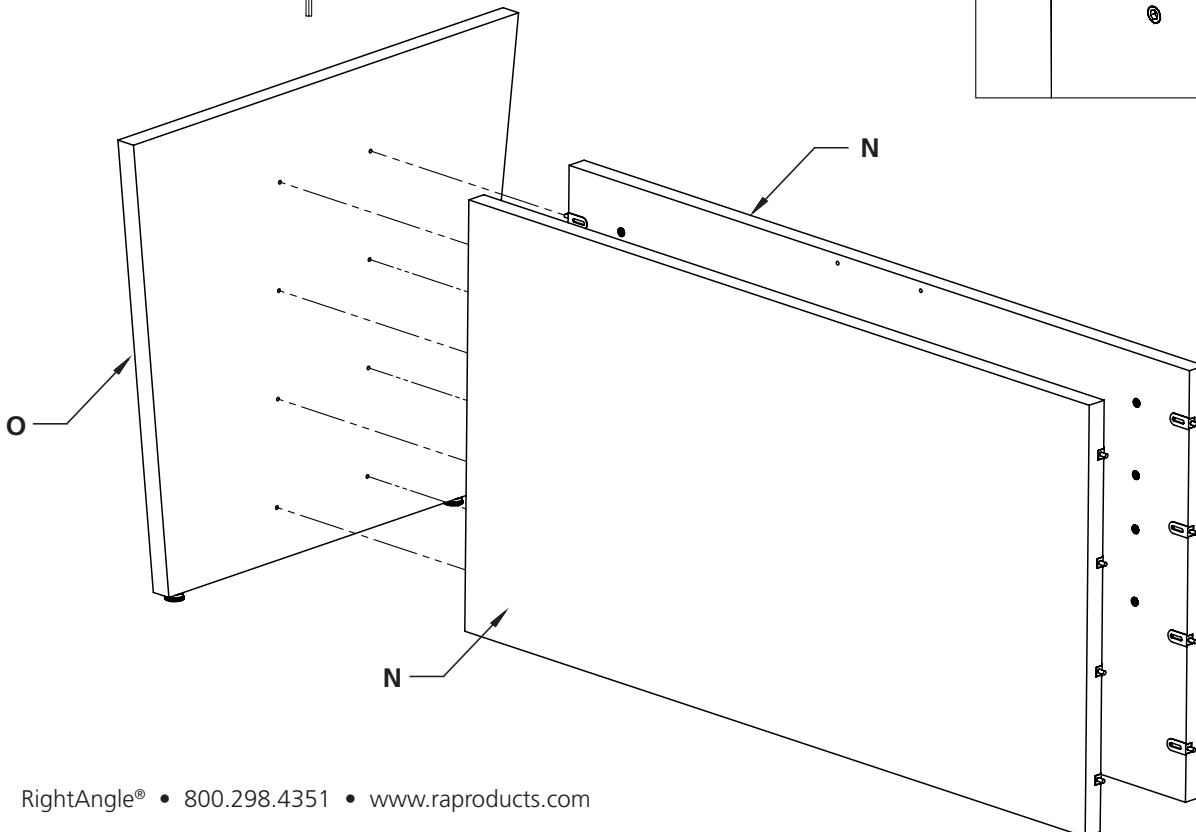
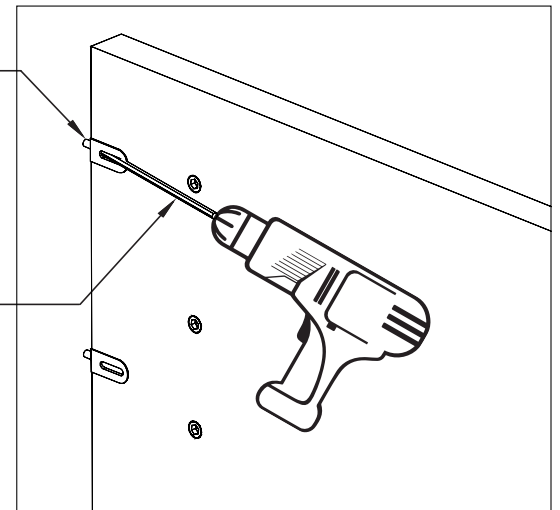
## Step 2

- Align the Cabineo connectors of the two center panels (N) to the holes on one of the side panels (O). The two center panels should have the pilot holes facing inwards towards each other as shown in the image.
- Using the ball end screw driver (H), secure the center panels (N) to the side panel (O).



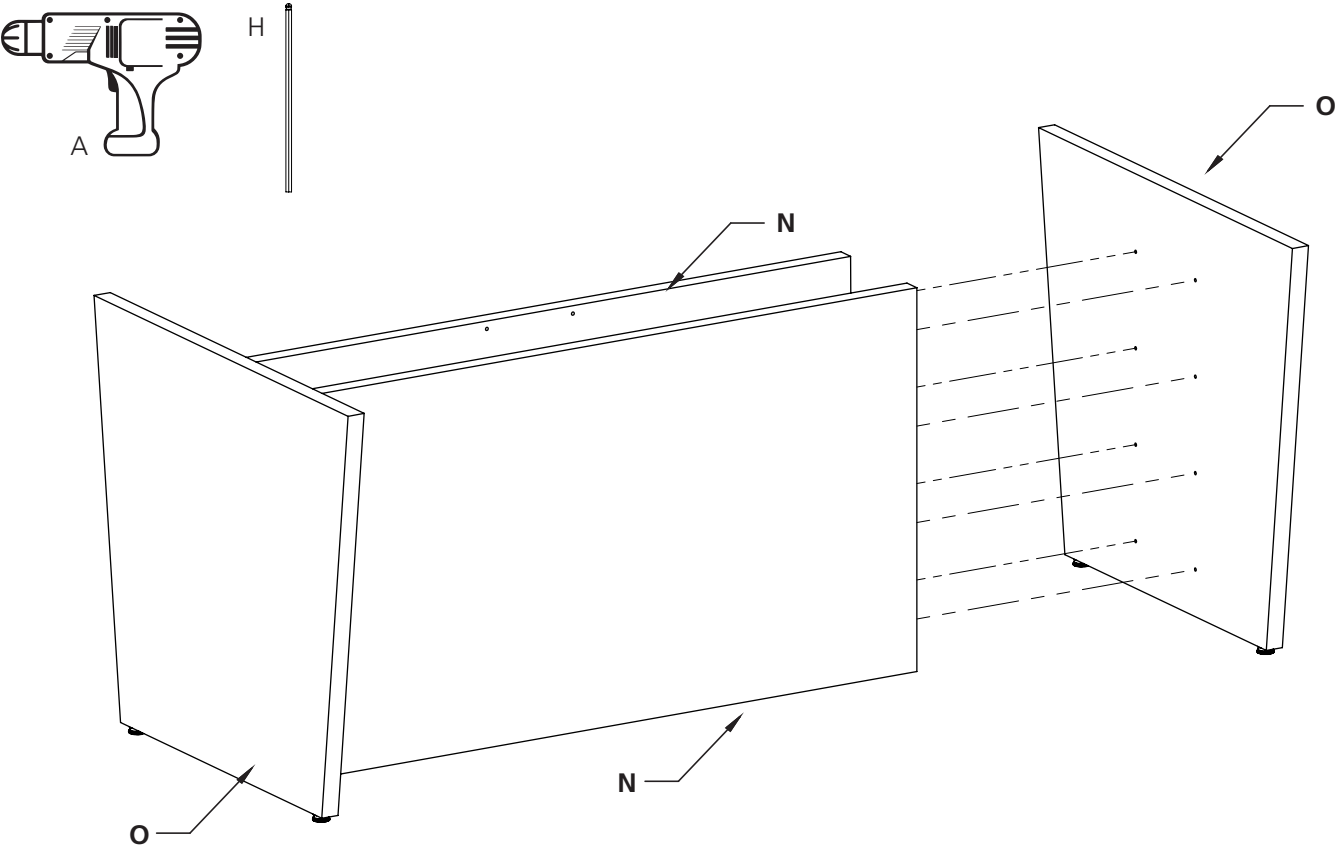
Cabineo Connector

4mm Ball End Screwdriver (H)



### Step 3

- Repeat step 2 with the second side panel (O).



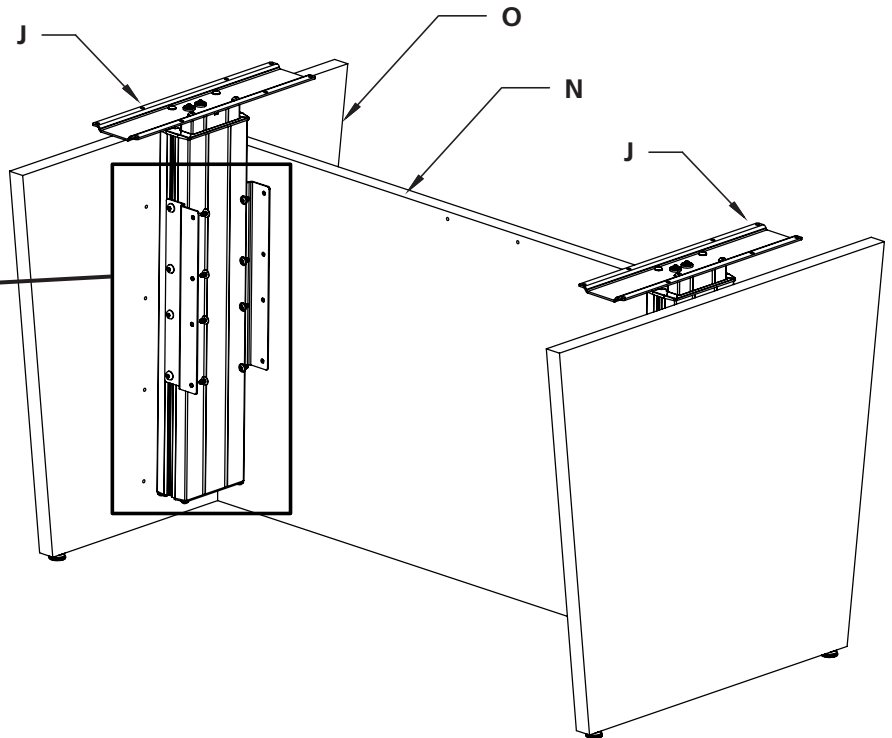
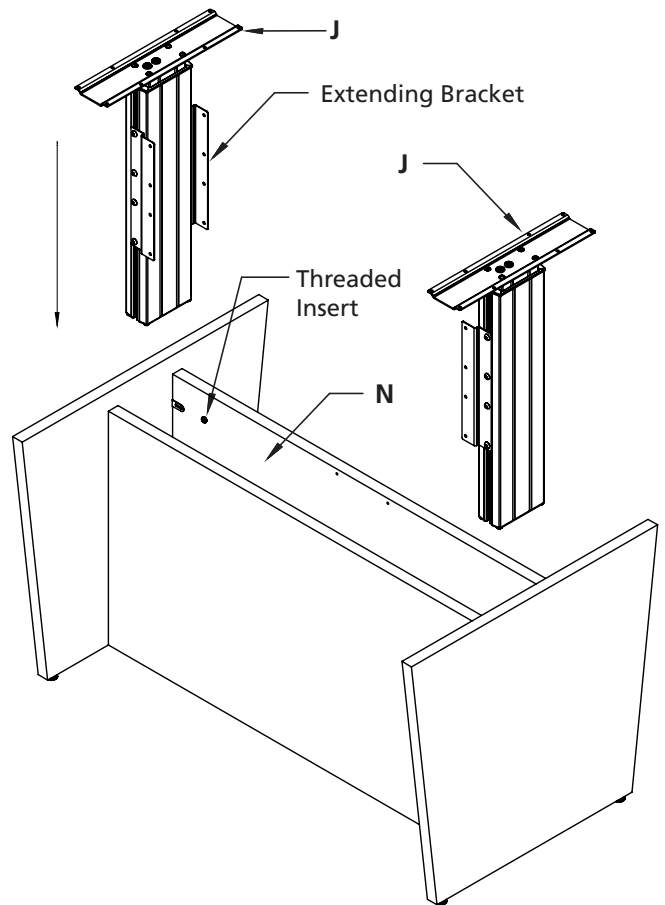
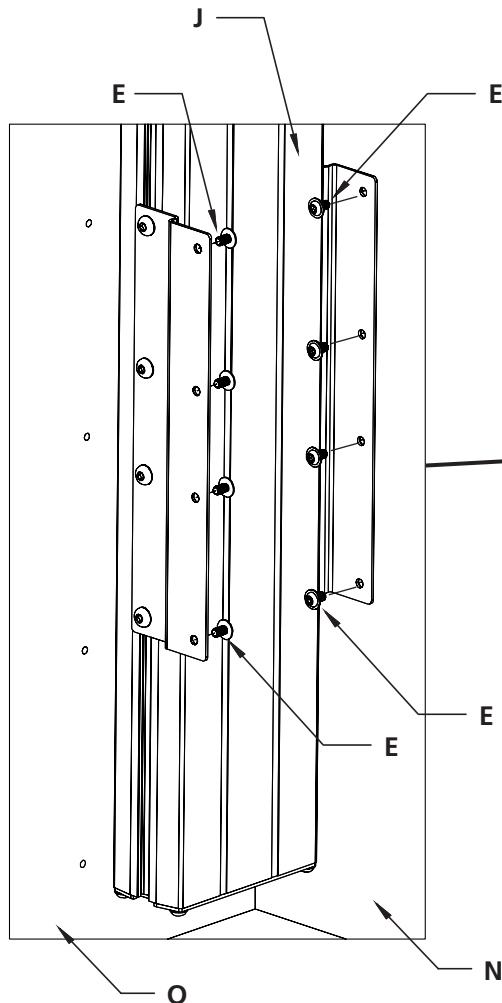
## Step 4

- Slide a leg column (J) down from the top, between the two center panels (N). The side of the leg column with the two extending brackets should face away from the adjacent side panel (O) as shown.
- Align the bracket holes on the leg column (J) to the threaded inserts on the center panels (N). Secure using 8 machine screws (E) and the M4 allen wrench (I).

DO NOT full tighten the screws until all of them have been inserted.

It may be helpful to have a second person to assist during this step.

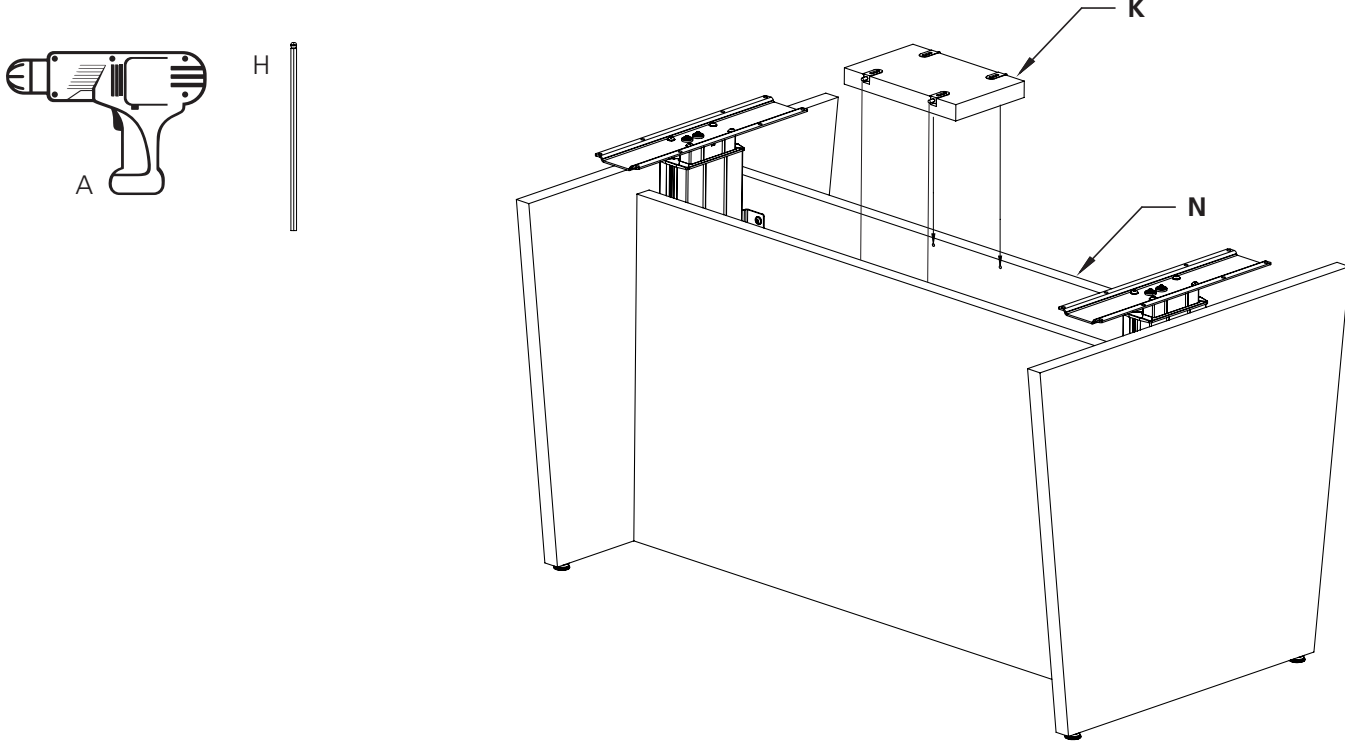
- Repeat with the second leg column on the other side of the table.



**NOTE:** The second center panel is removed in the image to show internal assembly.

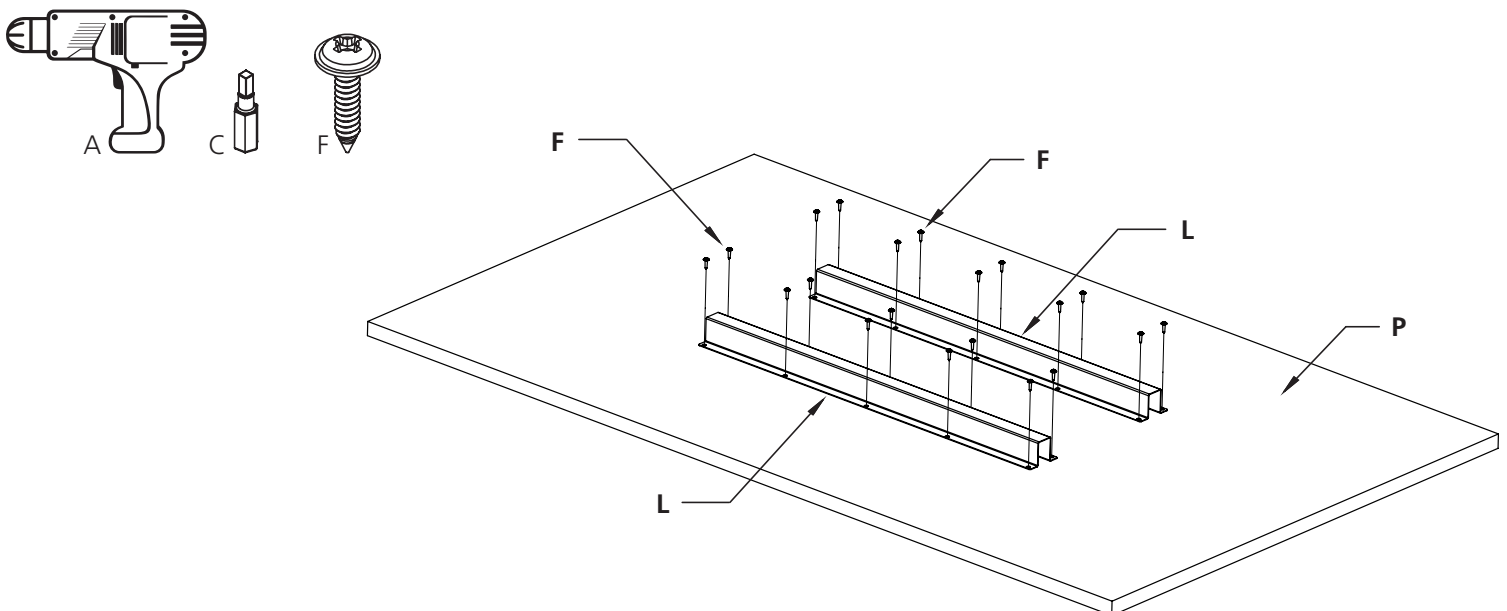
## Step 5

- Insert the reinforcement panel (K) between the two center panels (N). Align the four Cabineo connectors on the reinforcement panel to the holes on the center panels (located towards the top of the panels).
- Secure using the ball end screw driver (H).



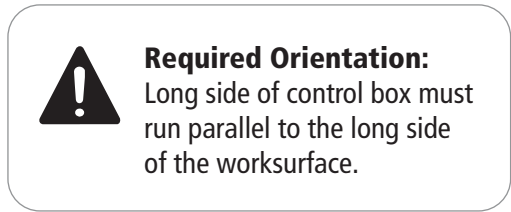
## Step 6

- Carefully place the worksurface (P) on a flat, protective surface with the pre-drilled pilot holes facing upwards.
- Align the two u-channels (L) onto the worksurface (P) and align with the pre-drilled pilot holes.
- Secure to the worksurface using 10 washer head work screws (F) per u-channel.

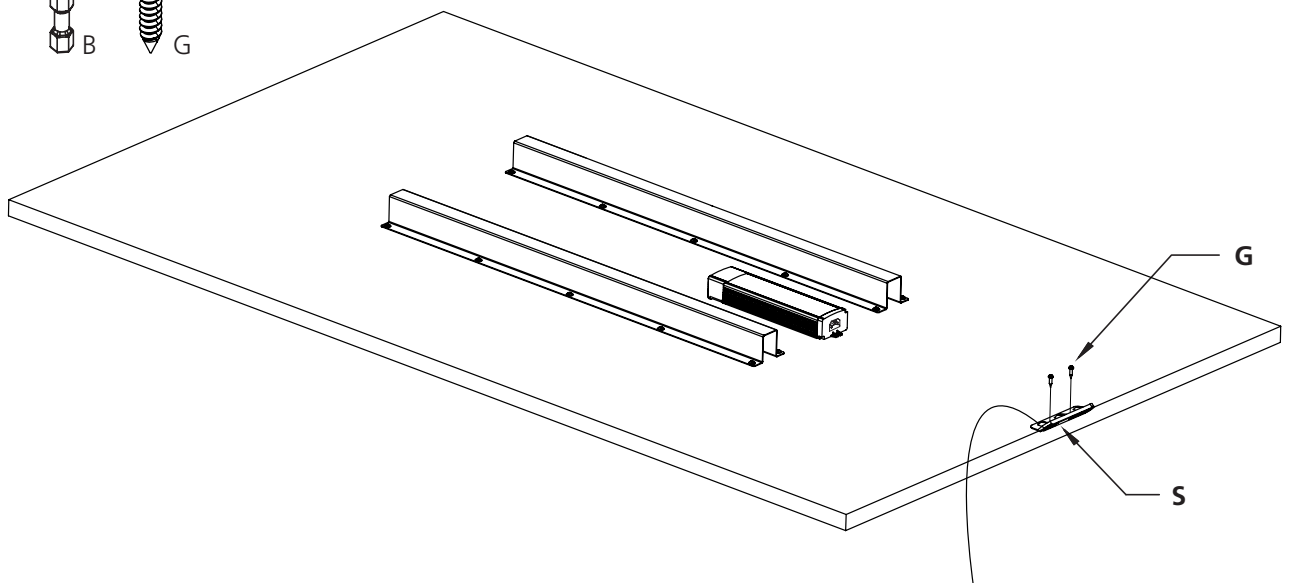




- Place the control box (Q) between the two u-channels (L) and align with the pre-drilled pilot holes. There are two sets of pilot holes for the control box. It's suggested to 1) use the pilot holes closest AND 2) position the end of the control box with the single plug (for power cable) to the side of the table where you're mounting the control switch.
- Secure using two wood screws (G).

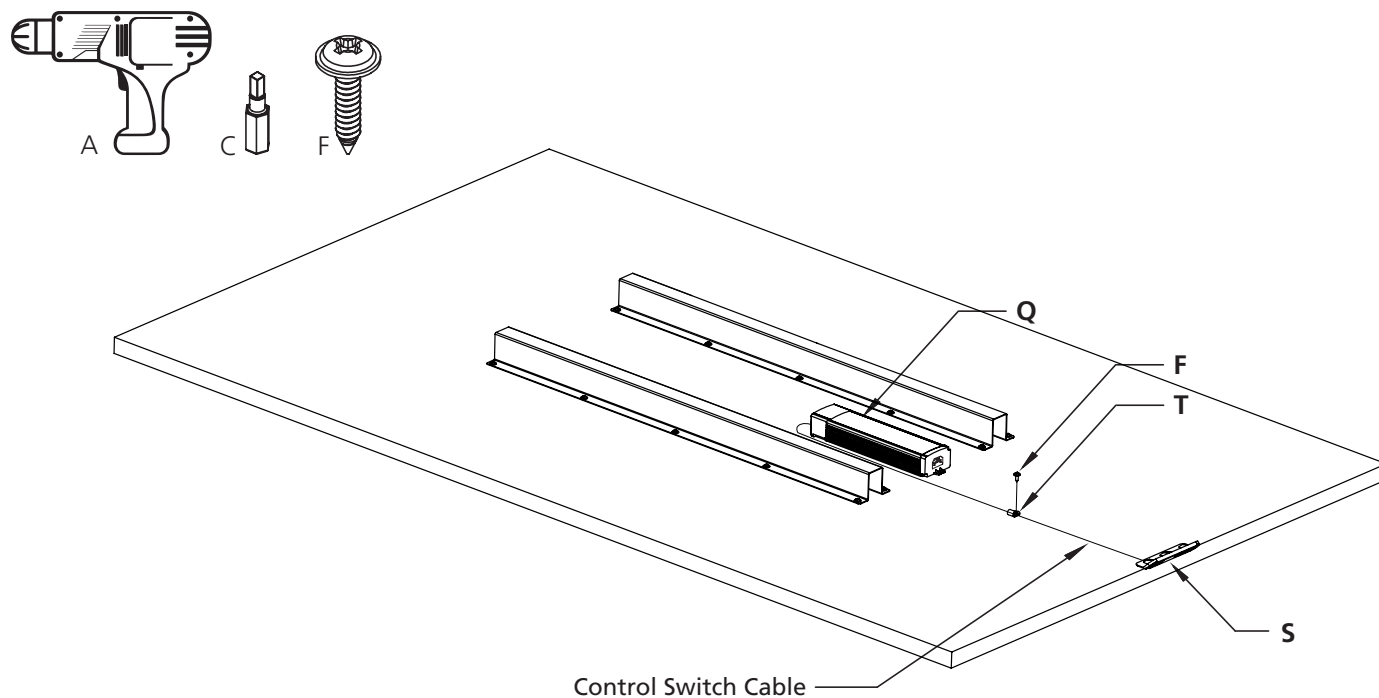


- Align the control switch (S) with the pre-drilled pilot holes towards the edge of the worksurface. Pilot holes available on either side of the worksurface. May be the two or four button switch depending on order.
- Secure to the worksurface using two wood screws (G).



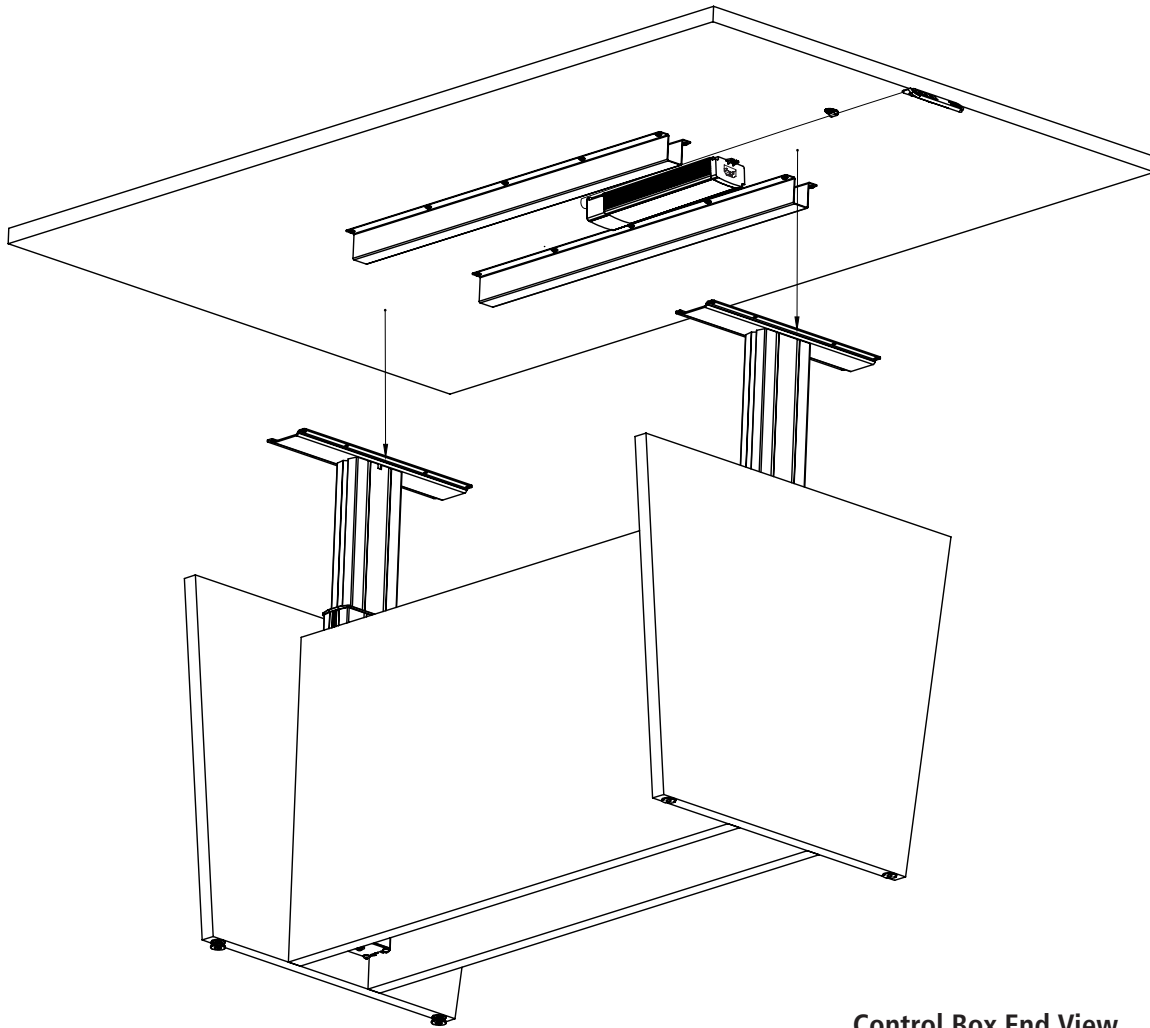
## Step 9

- Plug the control switch cable into the control box (Q).
- Feed the control switch cable through the cord clip (T). Select the clip position and secure to the worksurface using a washer head wood screw (F). There is no pre-drilled pilot hole for this step.

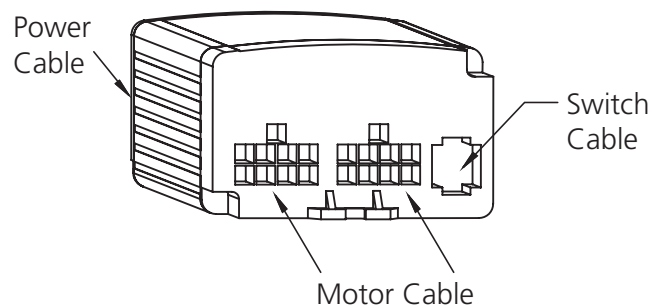


## Step 10

- With the help of another person, carefully place the worksurface onto the base assembly. Align the leg columns with the pre-drilled pilot holes on the underside of the worksurface. The control box should be facing downwards towards the base.
- To secure the base to the worksurface, the legs must be raised. To do this, plug the cords from each leg column into the control box. Next, plug one end of the power cord (R) into the control box and the other end into a grounded outlet nearby.
- Once plugged in, the table will go into reset mode. To complete reset mode, press and hold the down arrow until the table reaches it's lowest height and then slightly rises.
- Carefully raise the table up to give enough clearance for you to secure the base to the worksurface. The table does not need to go to its highest position. Be sure the worksurface is steady.

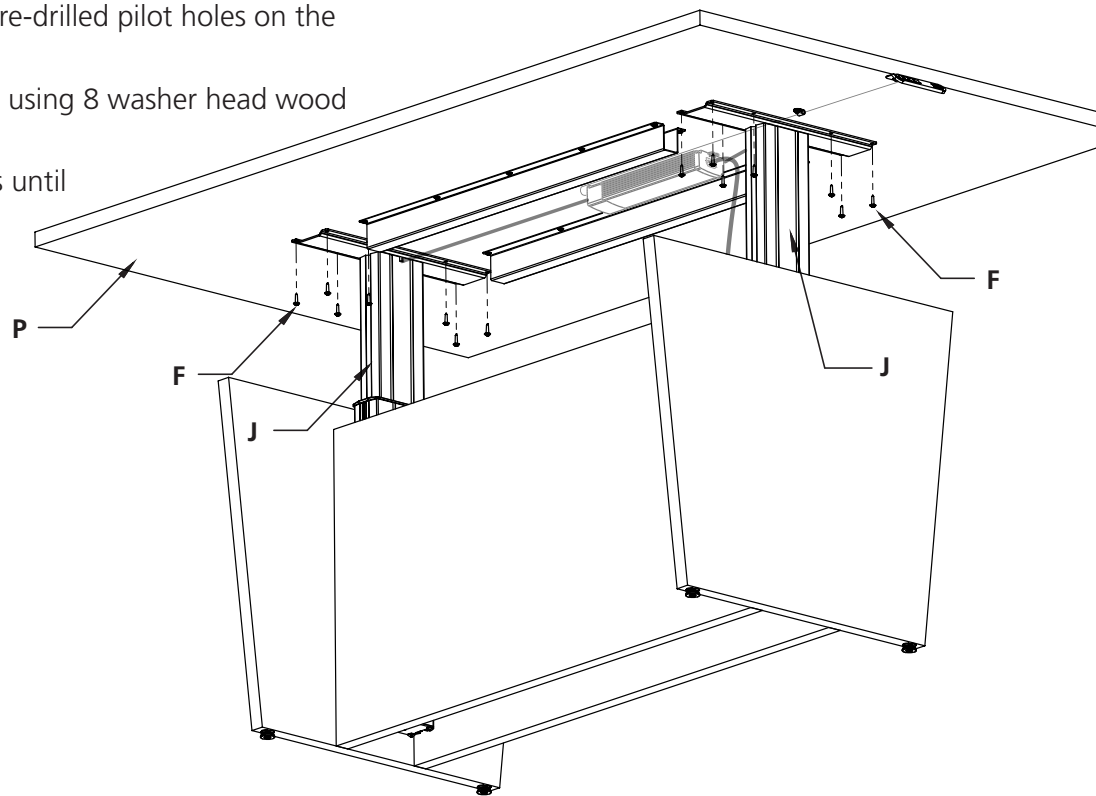
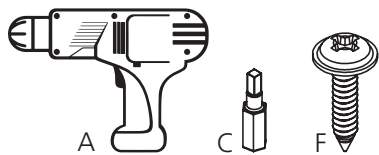


**Control Box End View**



## Step 11

- Realign the leg columns (J) to the pre-drilled pilot holes on the underside of the worksurface (P).
- Secure the base to the worksurface using 8 washer head wood screws (F) per leg column.
- DO NOT FULLY TIGHTEN the screws until all have been inserted.

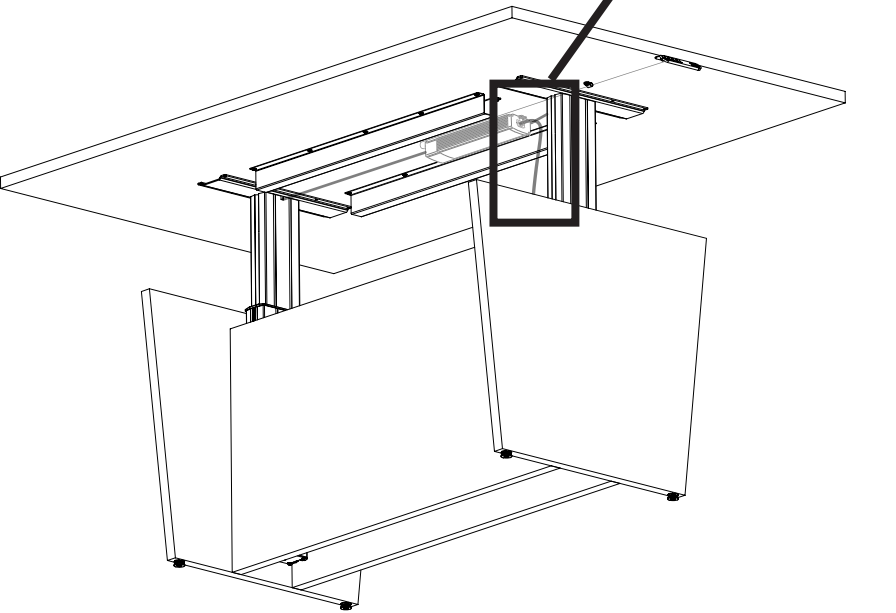


## Step 12

- If you're installing any power receptacles to the table, it is suggested to install them now.
- Once additional power sources are added to the table, raise the table to standing height and install the j-channel raceways (V) for cable management.
- Remove the paper backing and place raceways where needed. Once in place, the raceways are difficult to remove and reposition.
- If able, direct the cords towards the end of the table where the power cord plugs into the control box.

## Step 13

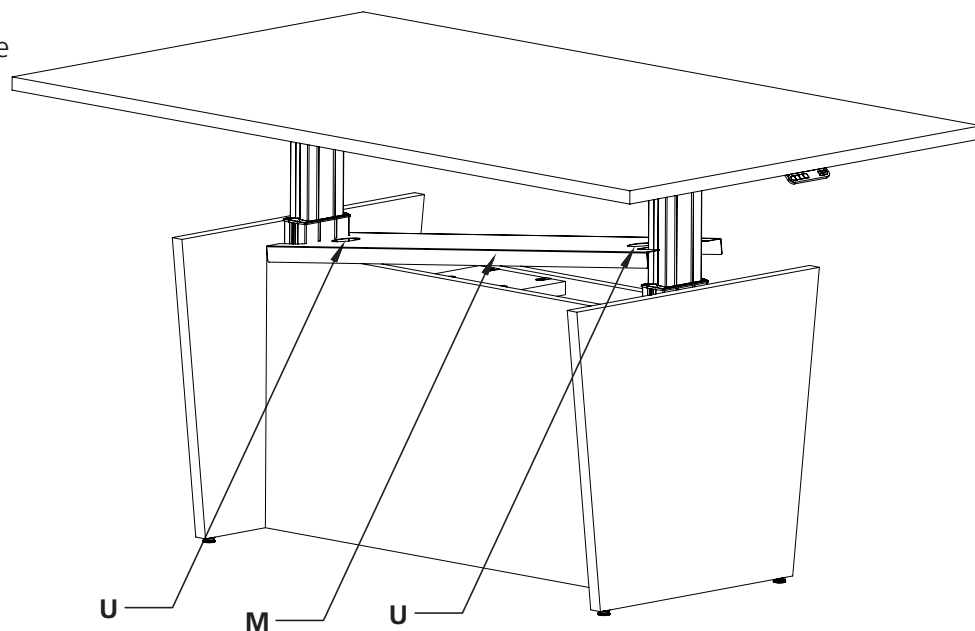
- While the table is still at standing height, unplug the power cord from the outlet.
- Collect the power cord (and any other power cables from added accessories). Gather them together towards the leg column closest to where the power cord plugs into the control box.
- Place the cables into the mesh cable sleeve (W).



Showing the mesh cable sleeve wrapped around cords

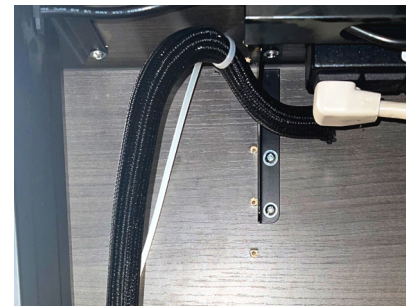
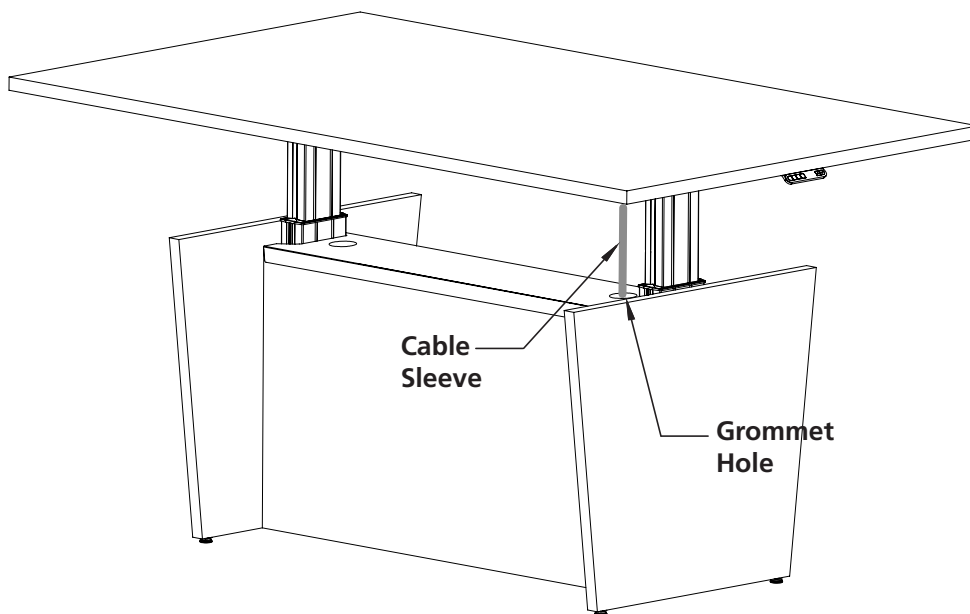
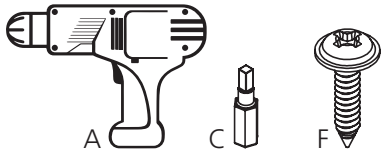
## Step 14

- Place the divider cover (M) between the center panels (N) and the leg columns (J). It works best to insert diagonally, inserting one end before the other.
- Place the grommet inserts (U) into the two grommet holes on the divider cover (M).



## Step 15

- Feed the wrapped cables through the grommet hole on the divider panel.
- Plug in your cords & cables into an outlet.
- Secure the mesh cable sleeve to the underside of the worksurface using the mounting head cable tie (X) and a washer head wood screw (F).



## Step 16

- Once plugged back in, the table will go into reset mode. To complete reset mode, press and hold the down arrow until the table reaches it's lowest height and then slightly rises.
- With the reset complete, your install is complete.