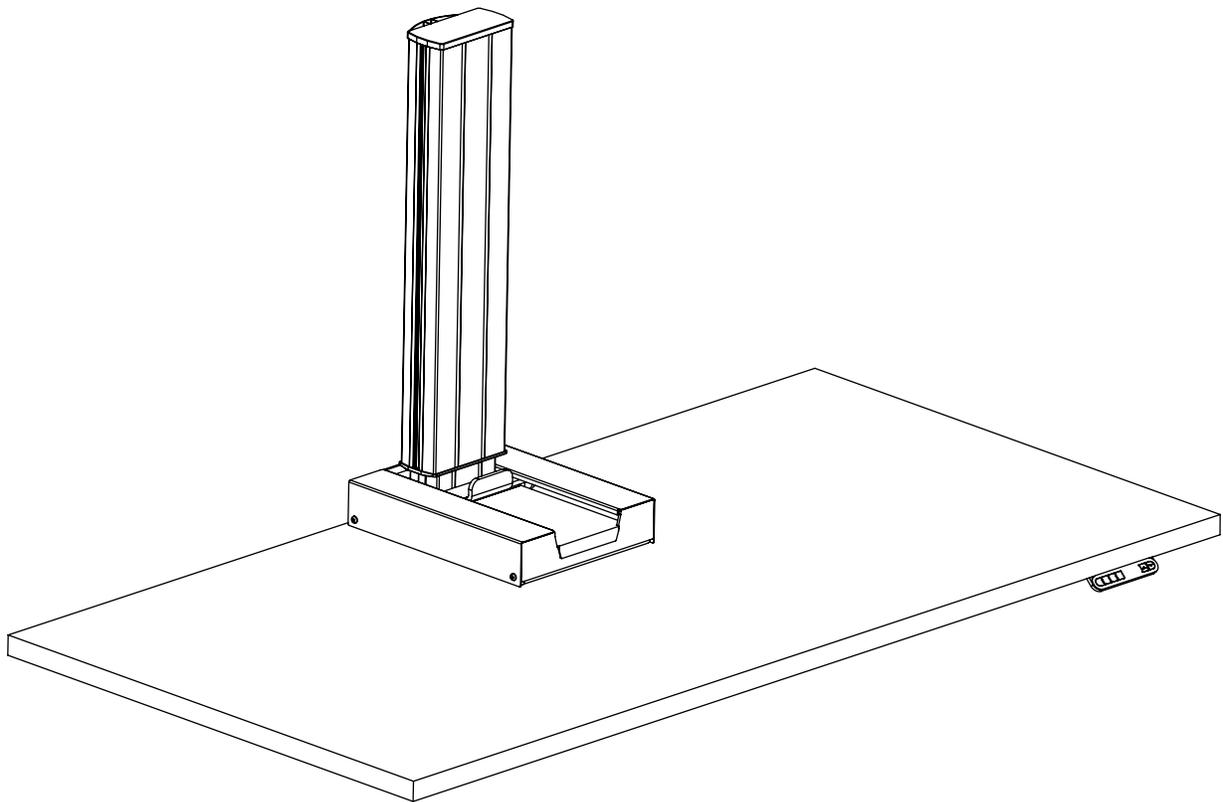




Hover E Glide Electric Monitor Lift Assembly Instructions



READ ALL INSTRUCTIONS BEFORE USING THESE PRODUCTS.



**USE THESE PRODUCTS 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.** These products are 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 THESE PRODUCTS OR ANY FEATURE OF THESE PRODUCTS, 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 PRODUCTS 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 PRODUCTS.
MAKE SURE NO OBSTACLES ARE IN THE PRODUCTS' 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 these products may be adjusted electronically. Contact with electrical voltage may cause serious injury and death. Only use the products in compliance with these instructions. These products 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.** These products should only be used and operated in good condition. When in use, no one should sit, stand or crawl on or under these products. 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.**

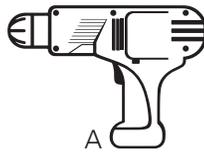
- 4. Users.** These products are not intended for use with children, individuals with restricted physical, sensory or mental capabilities, or individuals who lack experience or knowledge, unless they are supervised by a person who is responsible for their safety or they have received instructions from 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 products and its height adjustment mechanism to avoid risk of physical injury or electric shock.



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

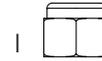
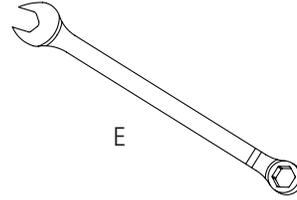
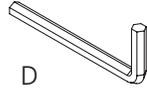
Tools Required for Assembly

- A. Power Driver with Adjustable Torque
- B. #2 Phillips Head Driver Bit
- C. #2 Square Head Drive Bit (**Recommended**)



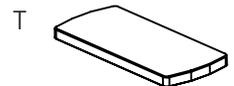
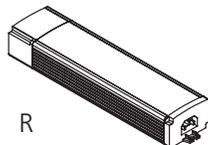
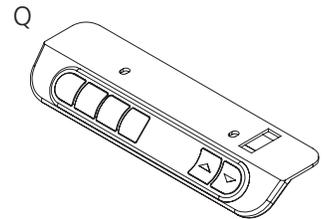
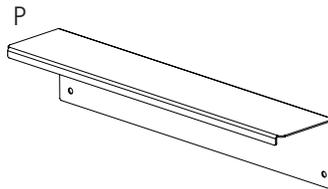
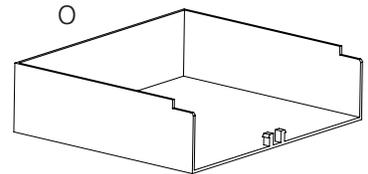
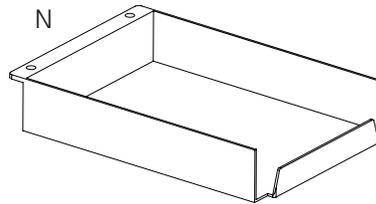
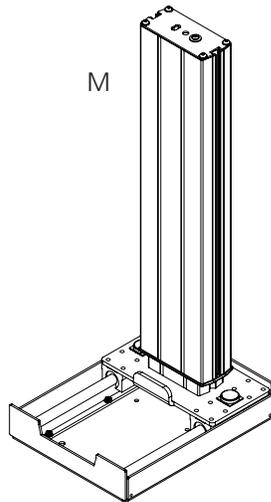
Hardware and Tools Included for Assembly (may have extra)

- D. 3/16" Allen Wrench *x1*
- E. 7/16" Deep Socket Wrench *x1*
- F. 5/8" Washer Head Wood Screw *x3*
- G. Hex Drive Bolts *x4*
- H. 7/8" Washer *x4*
- I. 3/8-16 Nylock Nut *x4*
- J. 1/2" Self Tapping Screw *x4*
- K. 3/16" Cable Clamp *x1*
- L. 5/8" Wood Screw *x4*



Parts

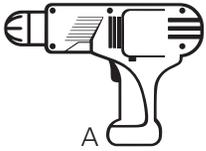
- M. Hover E Glide Assembly *x1*
- N. Front Cover *x1*
- O. Back Cover *x1*
- P. Side Panels *x2*
- Q. Control Switch *x1*
- R. Control Box *x2*
- S. Power Cord *x1*
- T. Column Top Cap *x1*



Instruction Steps

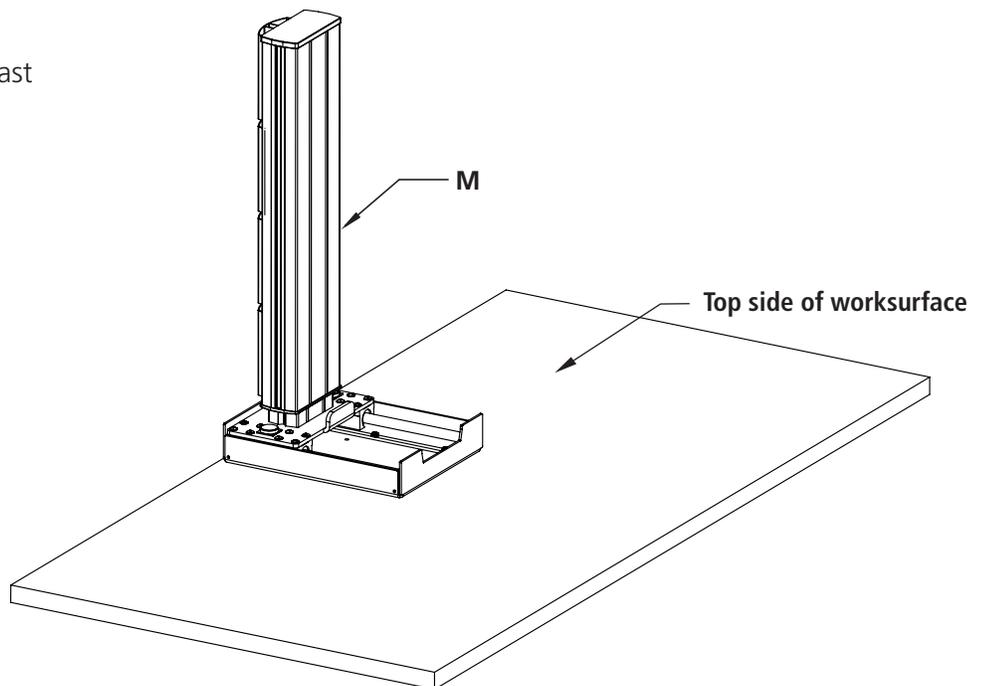
Step 1

- If attaching the monitor lift to an existing worksurface without pre-drilled holes, you will need to cut them yourself.
- Place the hole template (attached at the back of these instructions) onto your worksurface.
- **Before drilling, make sure nothing is in the way on both the top AND the bottom of the worksurface.** You may need to temporarily remove items on the underside of your worksurface until the monitor lift is fully installed.
- Following the provided template, drill the holes into the worksurface.



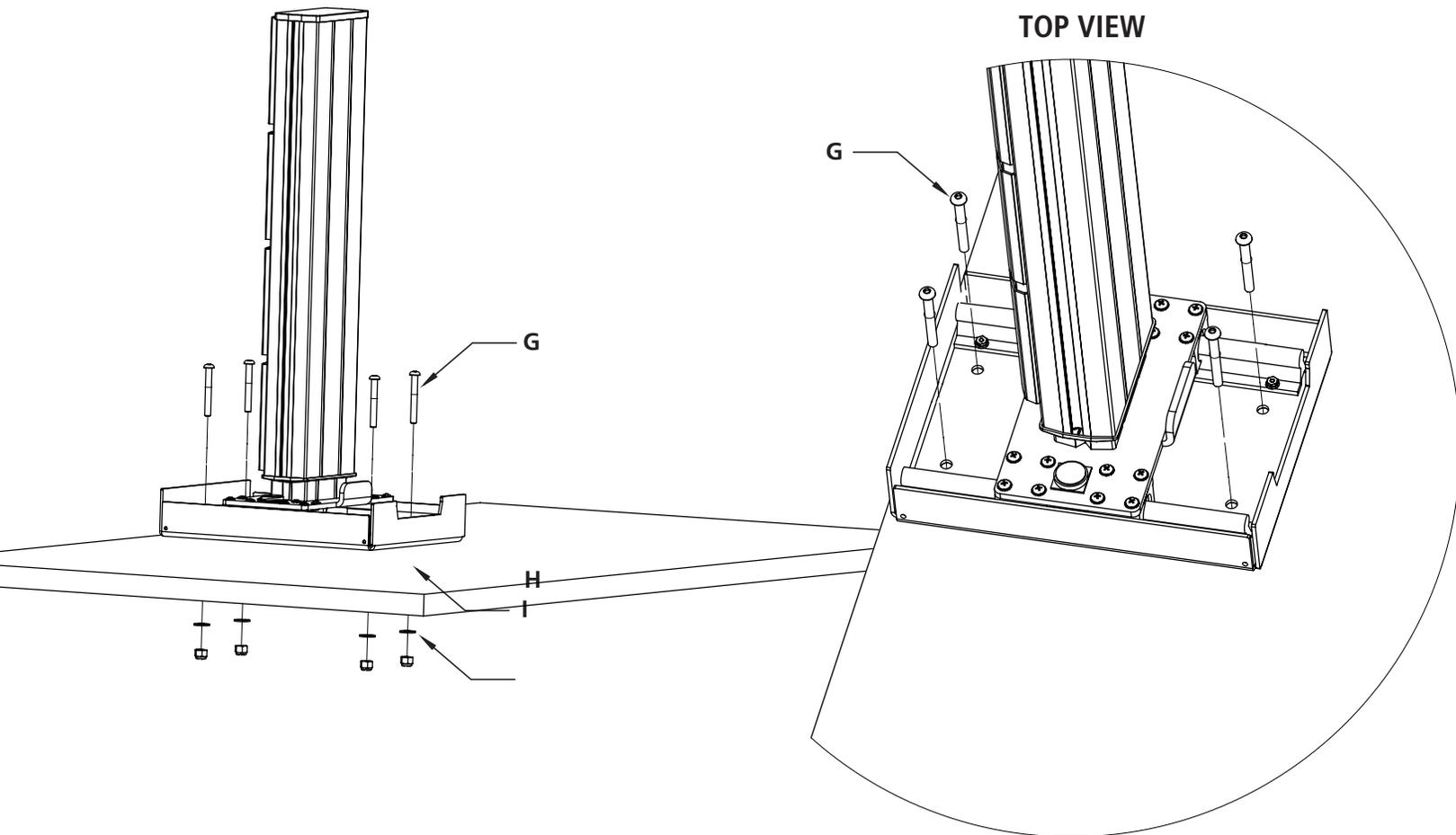
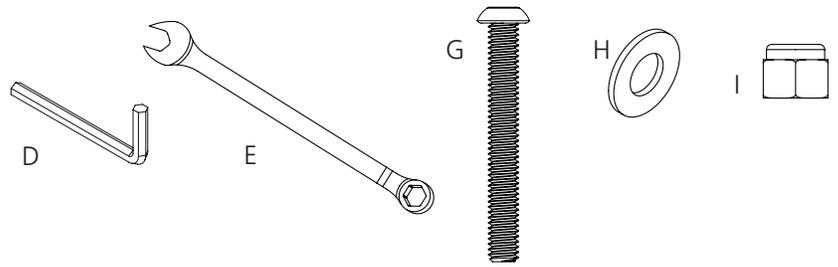
Step 2

- Gently place the Hover E Glide assembly (M) on the top side of the worksurface. Align with the pre-drill pilot holes that were enlarged in the last step.
- Do not slide the Hover E Glide along the worksurface to make sure the worksurface is not scratched.



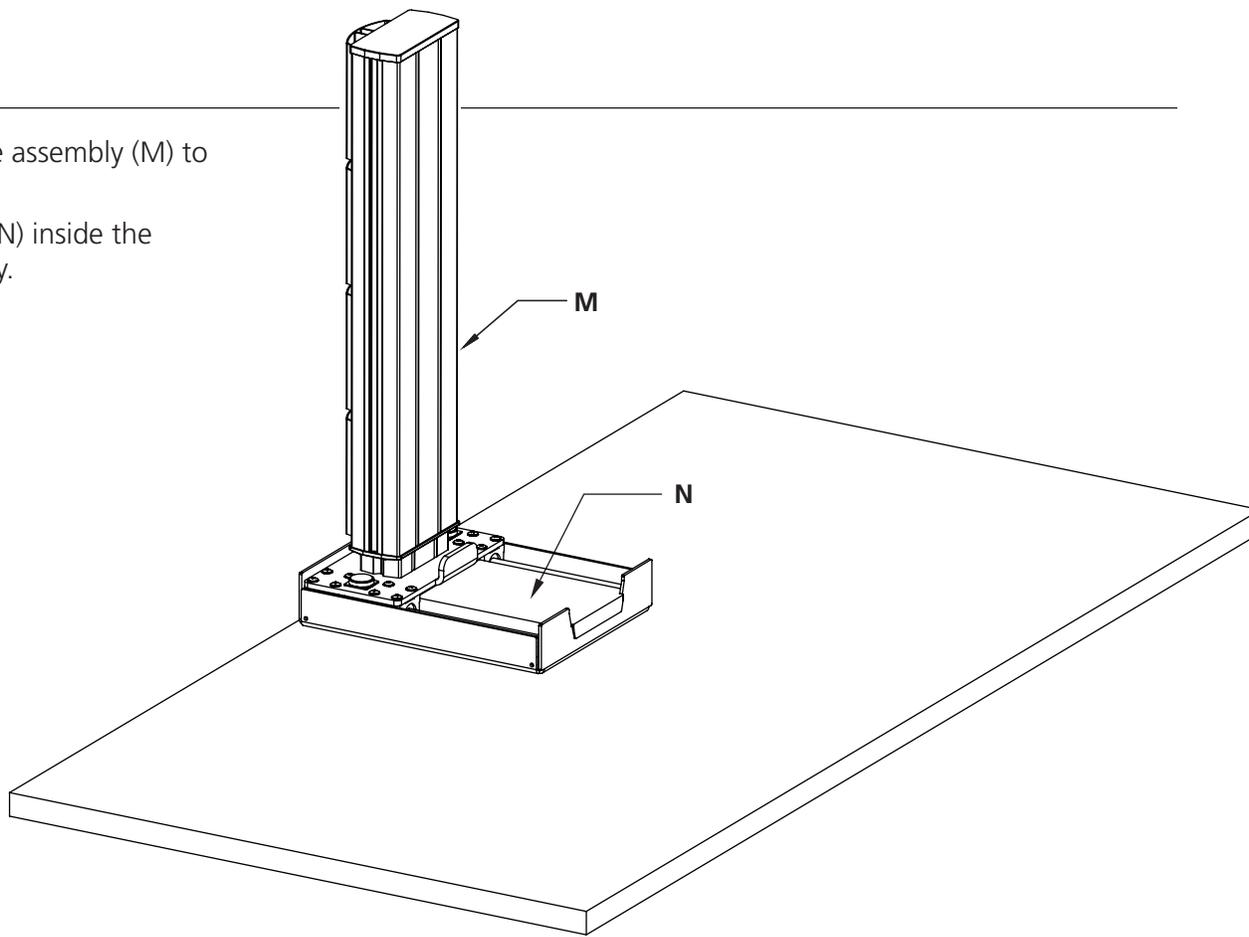
Step 3

- Insert four hex drive bolts (G) through the top side of the pre-drilled holes.
- From the bottom side of the worksurface, attach four washers (H) and four Nylock nuts (I) to the bolts.
- Using the 3/16" allen wrench (D) and the deep socket wrench (E), tighten all nuts to the bolts.



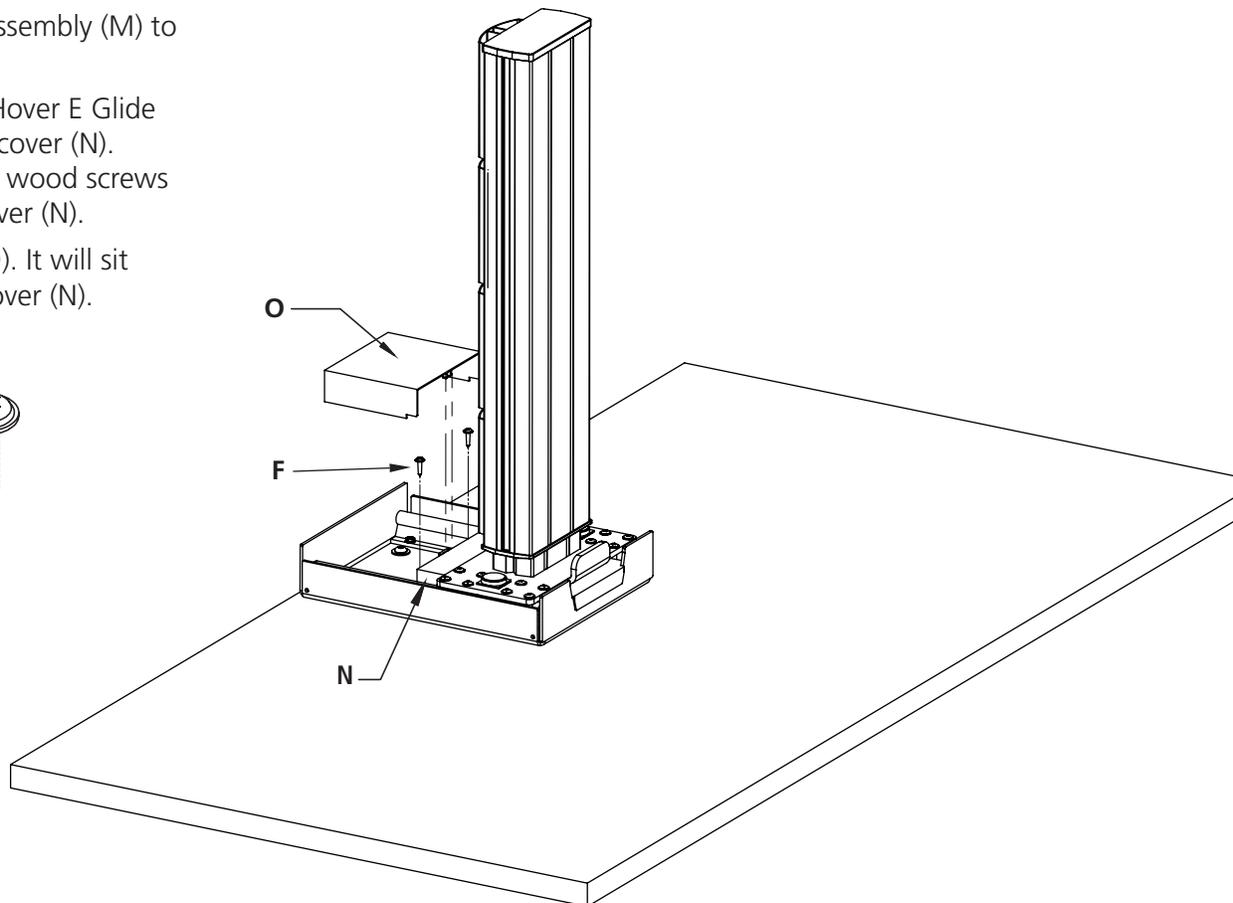
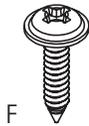
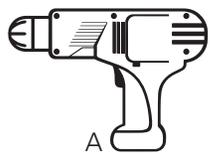
Step 4

- Push the Hover E Glide assembly (M) to the back.
- Insert the front cover (N) inside the Hover E Glide assembly.



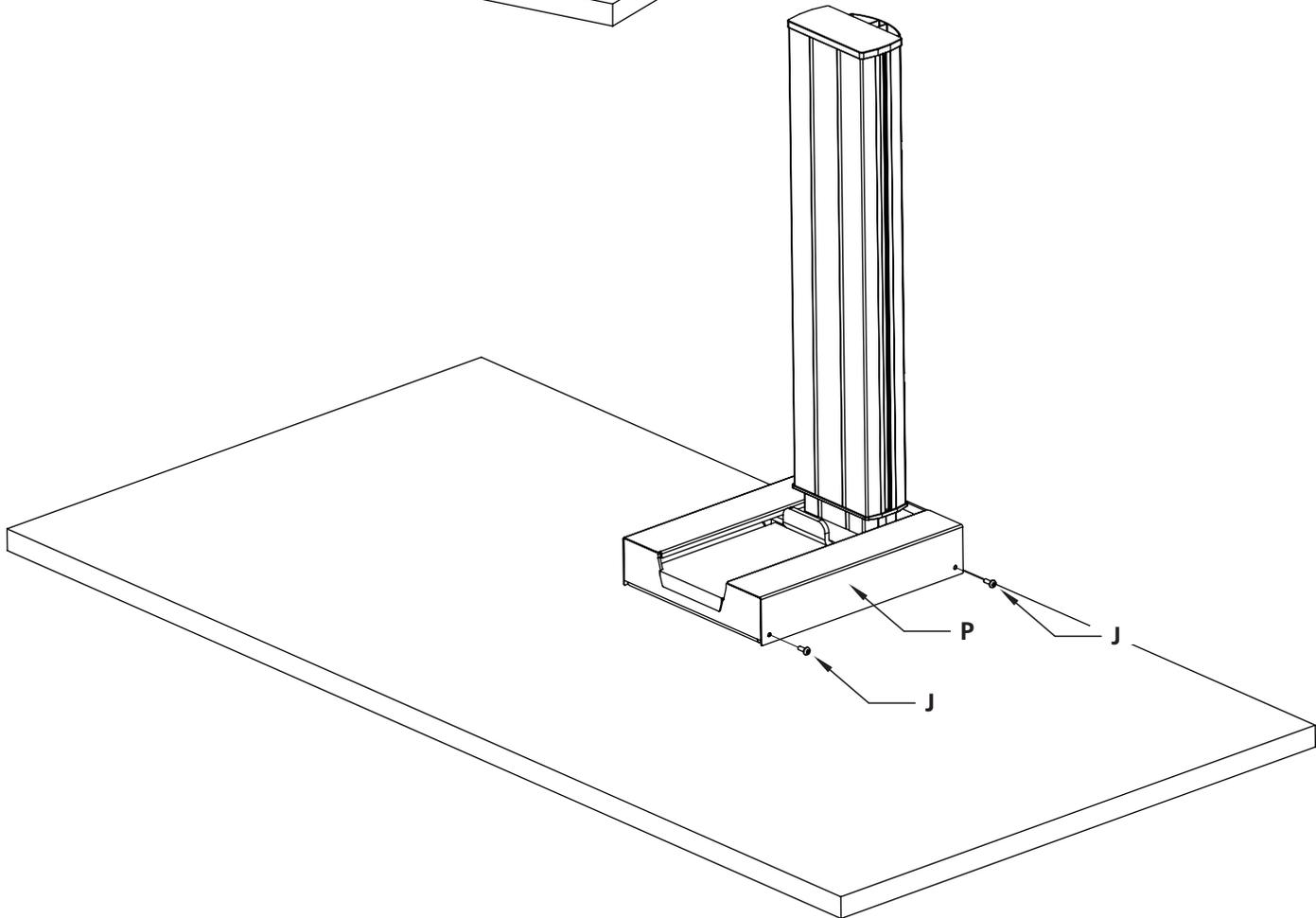
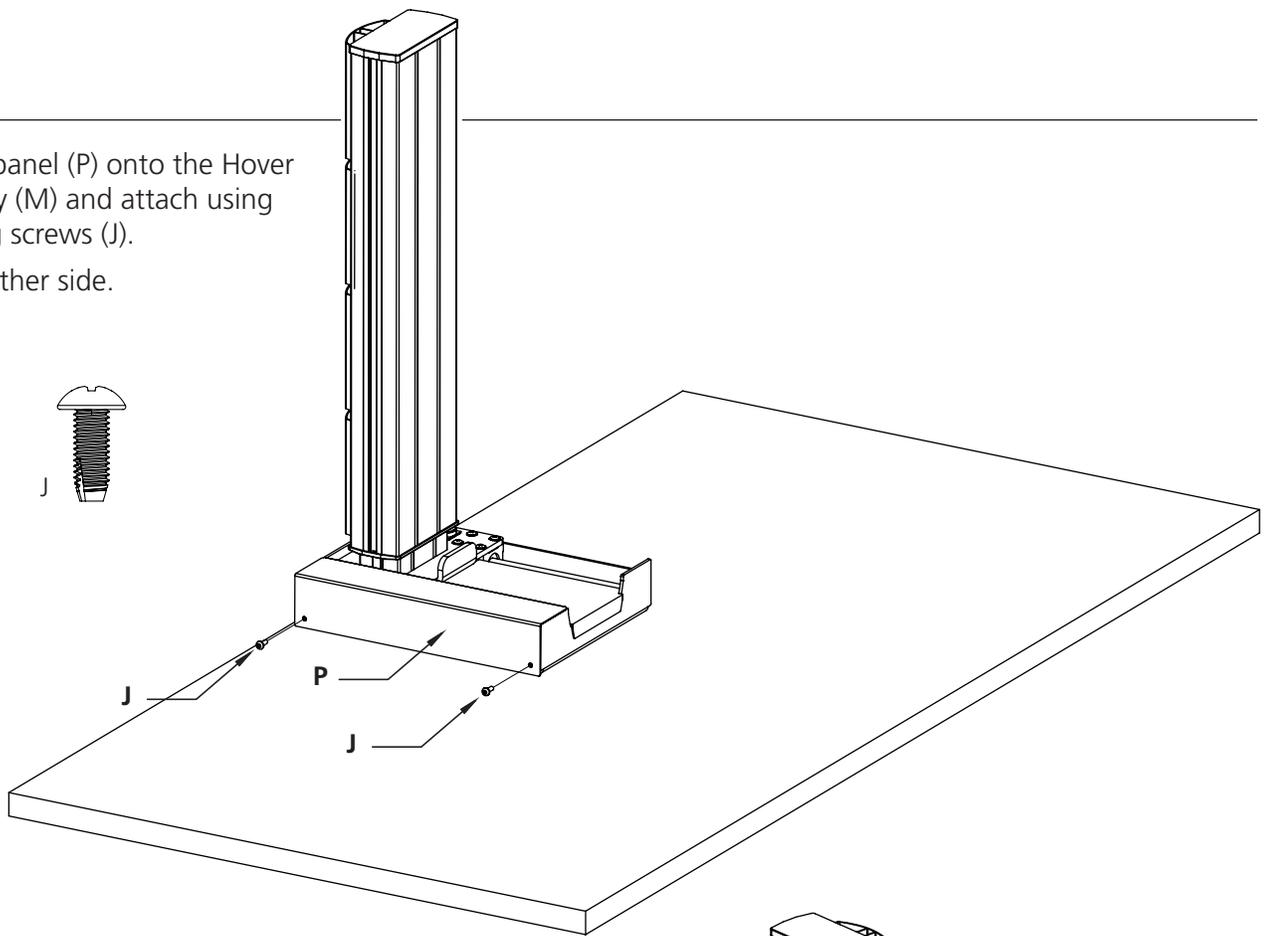
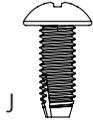
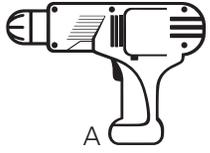
Step 5

- Pull the Hover E Glide assembly (M) to the front.
- Align the holes on the Hover E Glide assembly and the front cover (N). Install two washer head wood screws (F) through the front cover (N).
- Install the back cover (O). It will sit slightly only the front cover (N).



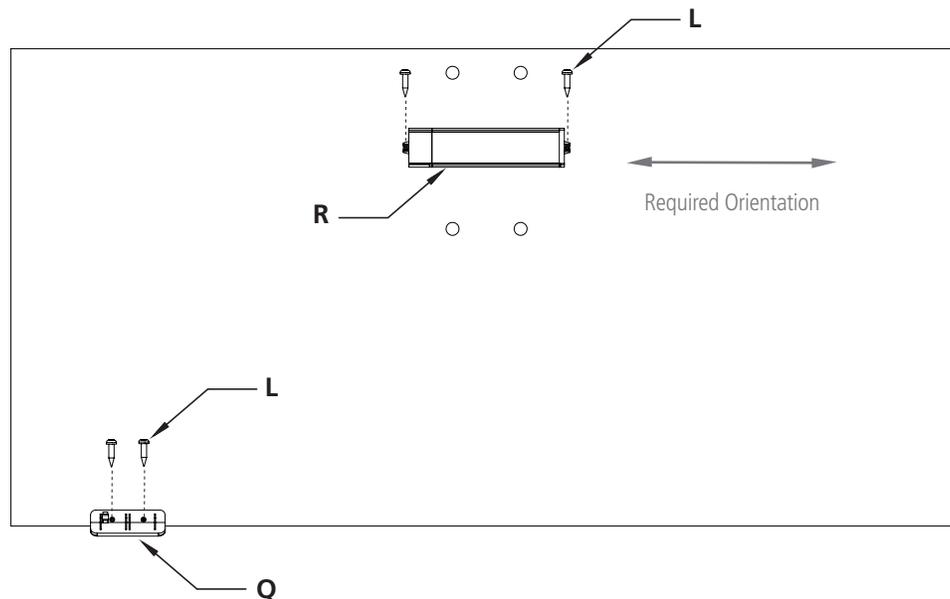
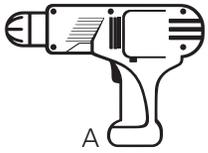
Step 6

- Install one side panel (P) onto the Hover E Glide assembly (M) and attach using two self tapping screws (J).
- Repeat on the other side.



Step 7

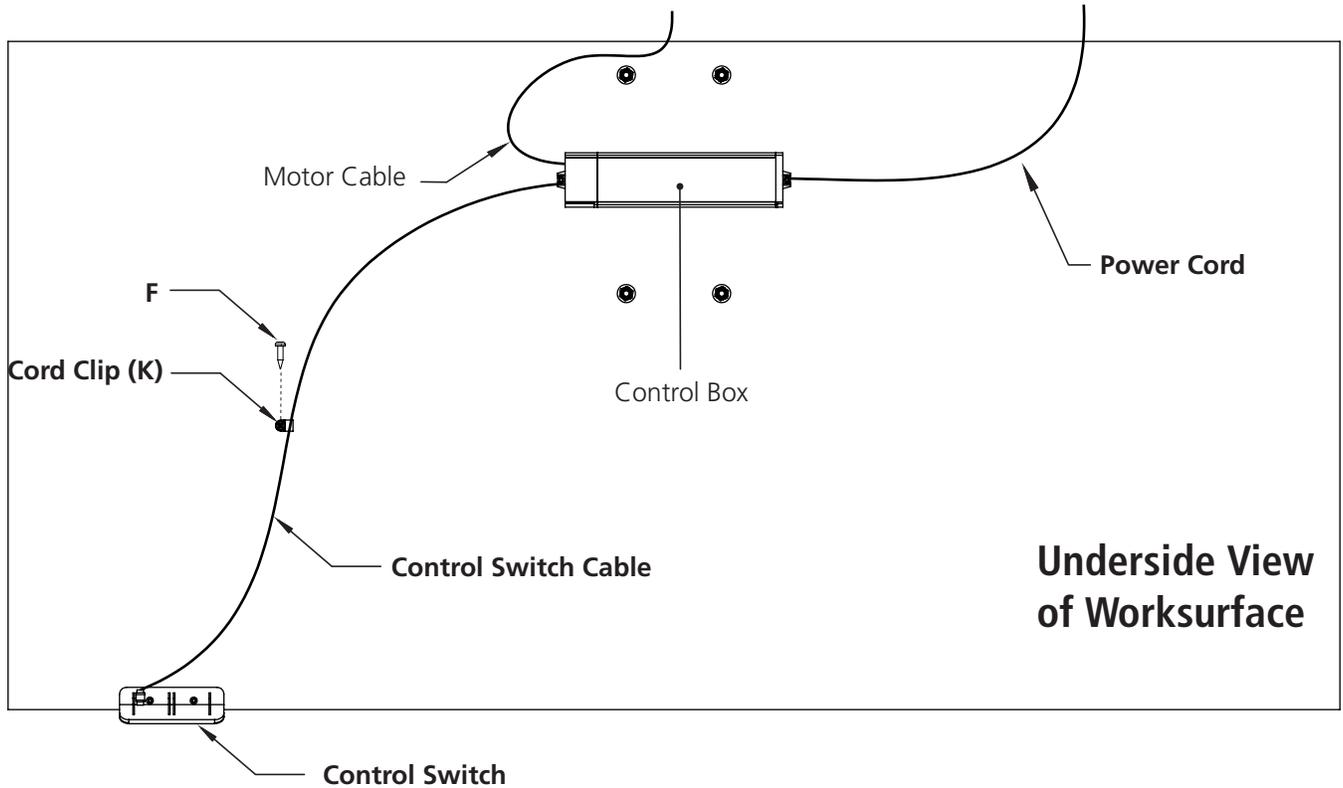
- From the underside of the worksurface, mount the control box (R) to the worksurface using two 5/8" wood screws (L).
- It can be installed in any location, wire lengths permitting. However, **the long side of the control box MUST RUN PARALLEL to the long side of the worksurface.**
- The Hover E will not operate properly unless the control box (K) is screwed tightly into the table, so it doesn't have any play.
- Align the control switch (Q) with the two pre-drill holes on the underside of the worksurface. Keep the cord coming out of the switch neatly wrapped up and out of the way.
- Secure the control control (Q) to the worksurface using two wood screws (L).



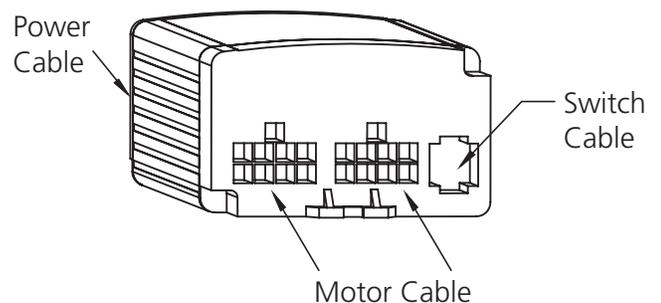
Required Orientation:
Long side of control box must run parallel to the long side of the worksurface.

Step 8

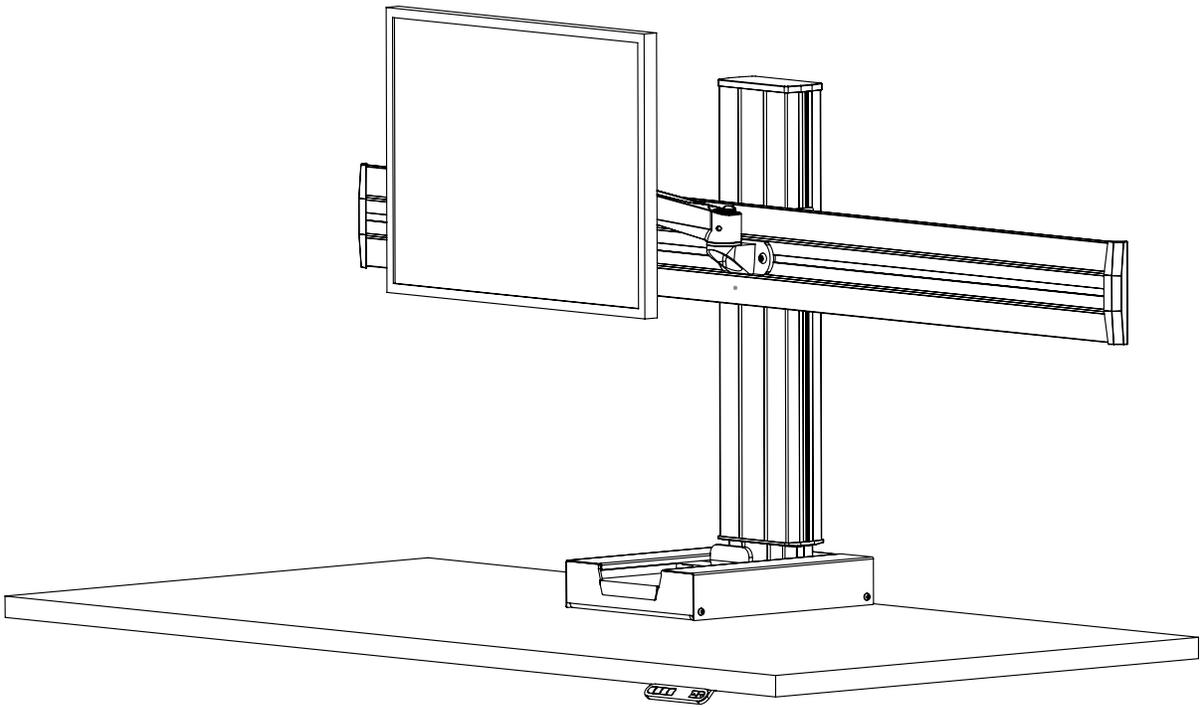
- From the underside of the worksurface, connect the control switch cable to the control box. To help manage the switch cable, attach the cord clip (K) and secure to the worksurface using a wood screw (F).
- Attach the motor cable (located at the back of the Hover E Glide assembly (M)) to the control box.
- Attach the power cable (S) to the control box. Route the power cord through the cable closet and plug into an outlet. You can now test to see if the assembly was successful.
 - Hold the down arrow on the control switch until the Hover E Glide no longer moves which completes "reset mode."
 - Once it's in its lowest position, push up arrow.
- You will have also received a few black plastic J-Channels for wire management. Those can be placed as needed.
- **DO NOT install the column top cap (T) until the rail has been installed in the next set of instructions- you will see a Pro Tip at the end to remind you to attach it.**



Control Box End View

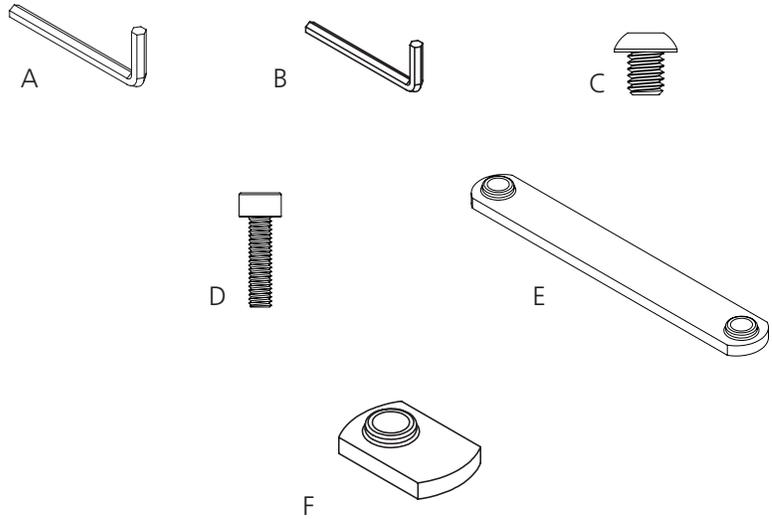


Hover E Glide Monitor Rail & Arms Assembly Instructions



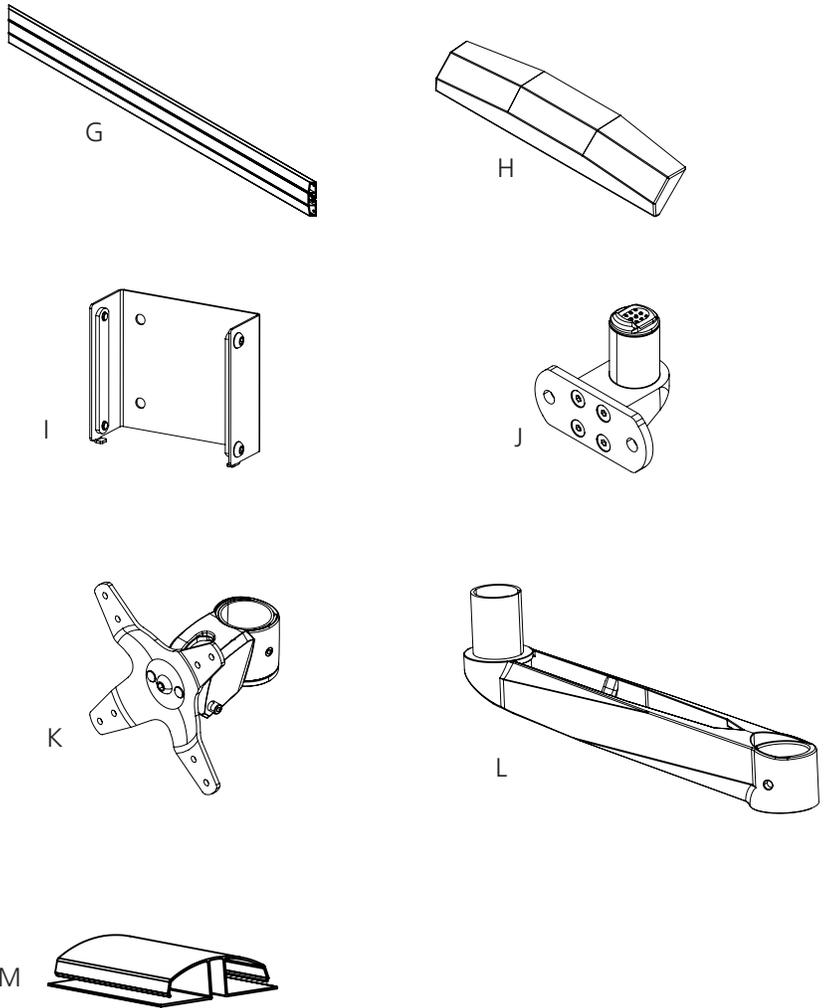
Hardware and Tools Included for Assembly (may have extra)

- A. 3/16" Allen Wrench *x1*
- B. 3mm Allen Wrench *x1*
- C. 5/16-18 x 3/8" Bolt *x*
- D. M4 x 12mm Bolt *x4 per monitor*
- E. Two Hole Weld Nut *x2*
- F. Single Hole Weld Nut *x2*



Parts

- G. Rail
- H. Rail Cover *x2 per rail*
- I. Column Mounting Bracket
- J. Rail Mount
- K. Monitor Bracket
- L. Monitor Arms (Extension Swivel or Spring)
- M. Wire Management J-Channel **These will be installed later**

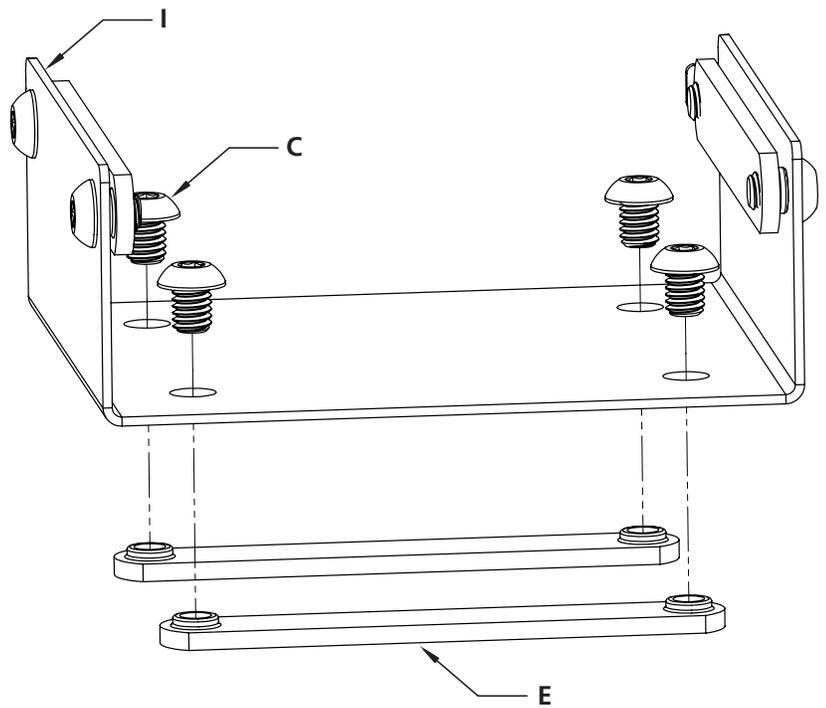
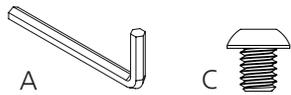


The quantity for items in the parts list will depend on how many rails & monitors you're attaching.

Instruction Steps

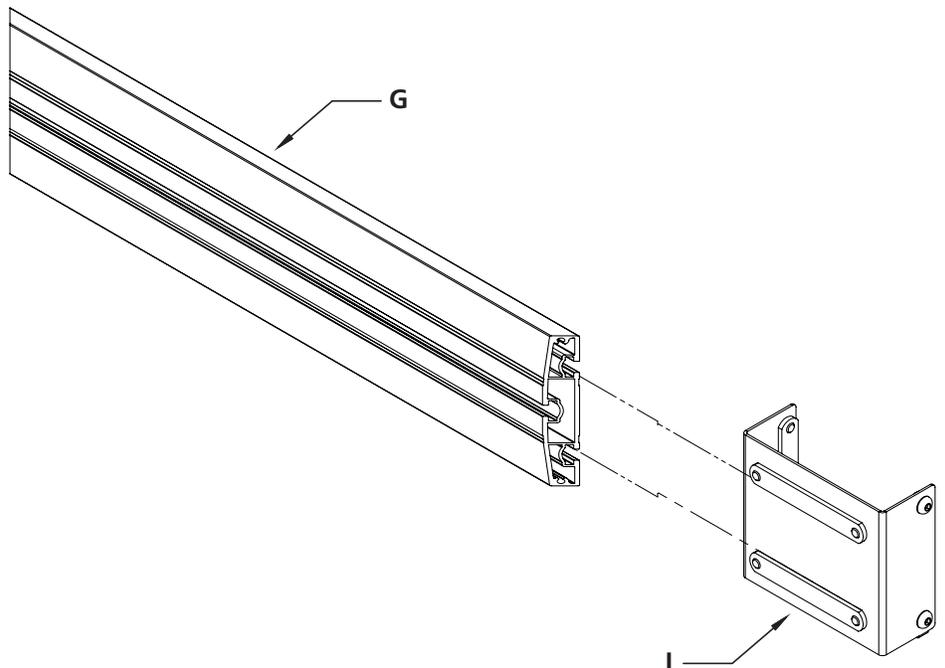
Step 1

- Attach two (2) two hole weld nuts (E) to the column mounting bracket (I) using four 5/16-18 x 3/8" bolts (C).
- Only turn the bolts a few times. The bolts should be a bit loose, but still holds the weld nut in place.



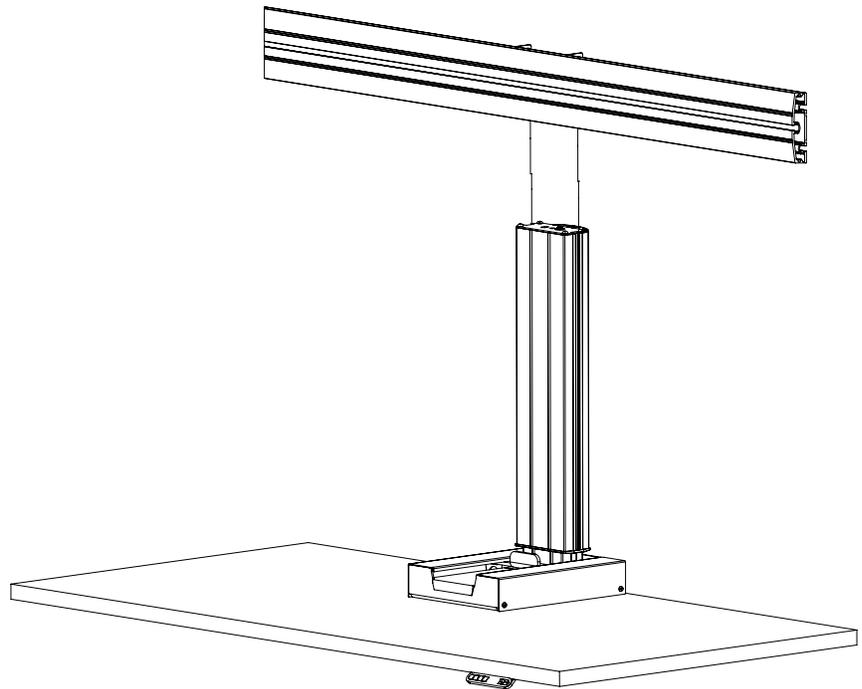
Step 2

- Slide the column mounting bracket (I) onto the rail (G). Position the bracket so it's centered on the rail.
- Tighten the four 5/16-18 x 3/8" bolts (C) from the previous step.



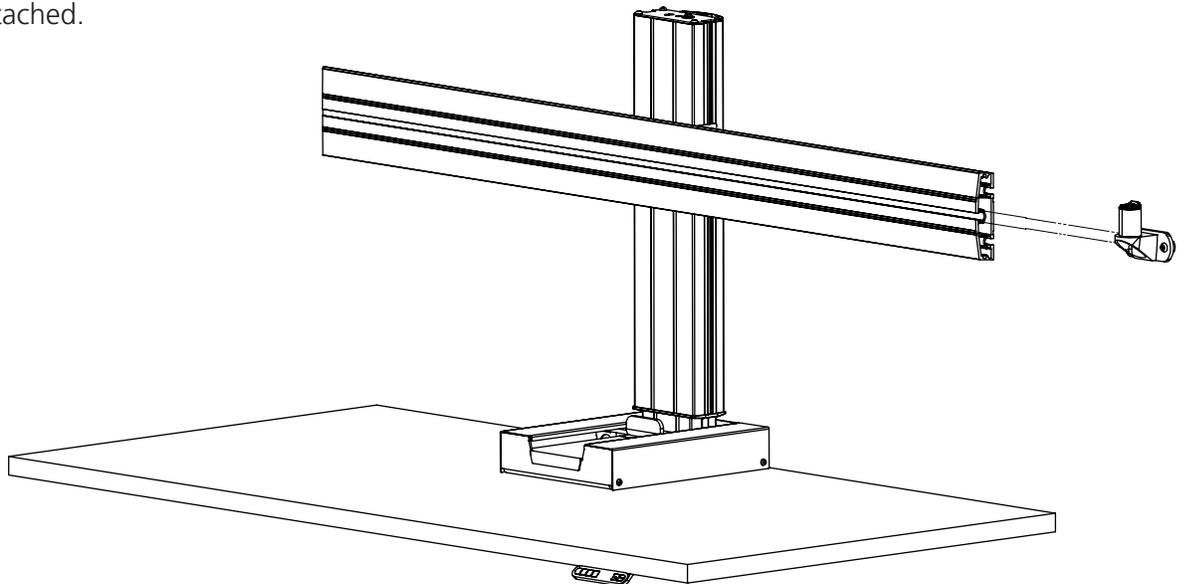
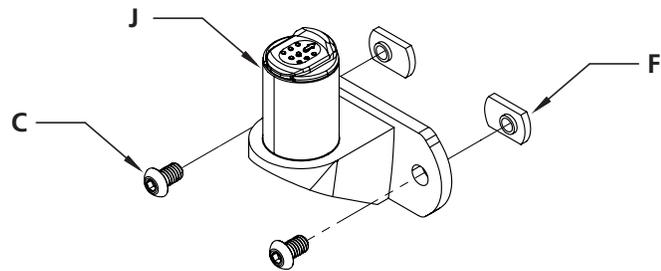
Step 3

- Slide the bracket and rail assembly from Step 2 onto the Hover E Glide column.
- Select the position of the bracket and rail assembly. Tighten four bolts (C) on the outside of the column mounting bracket (I) to secure to the Hover E Glide



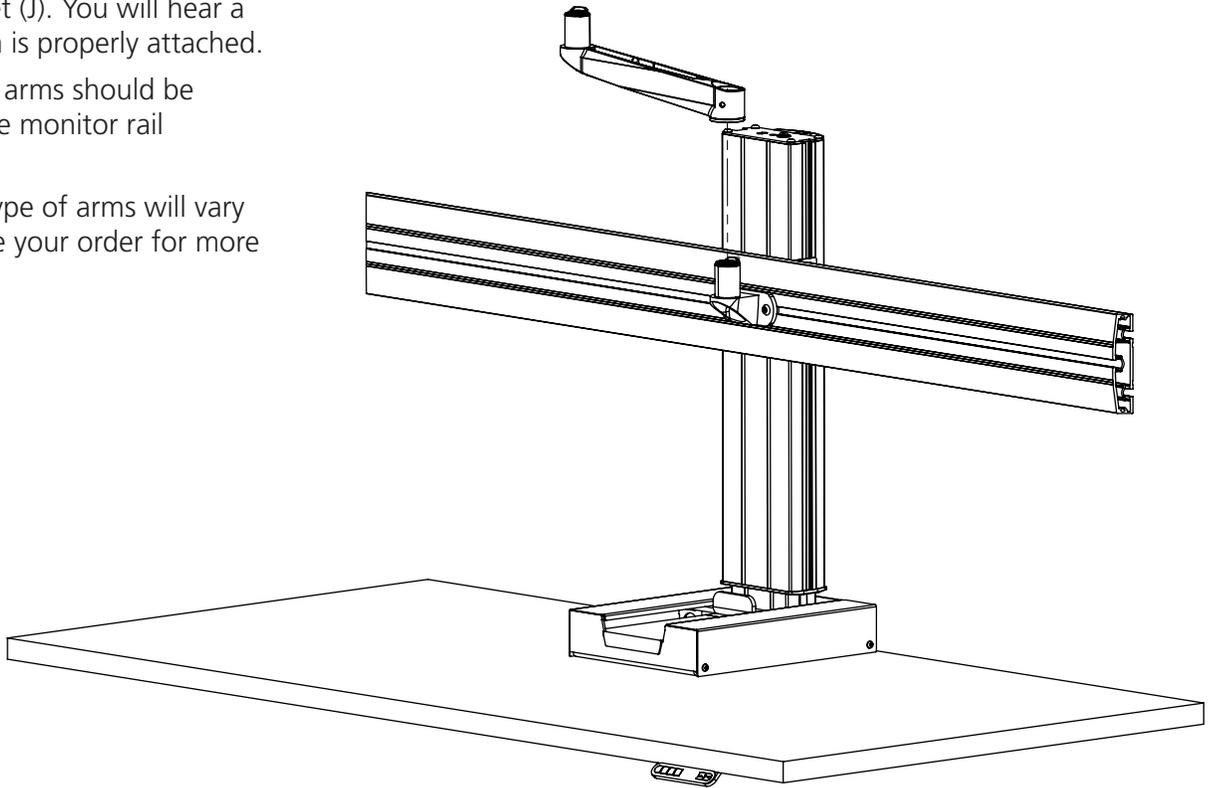
Step 4

- Attach two single hole weld nuts (F) to each monitor rail bracket (J) using two 5/16-18 x 3/8" bolts (C). **Make sure the weld nuts (F) are facing inwards as shown.**
- Slide the monitor rail bracket assembly onto the rail to your desired location. If installing more than one monitor, make sure to space the brackets far enough apart so the monitors can fit side by side when attached.



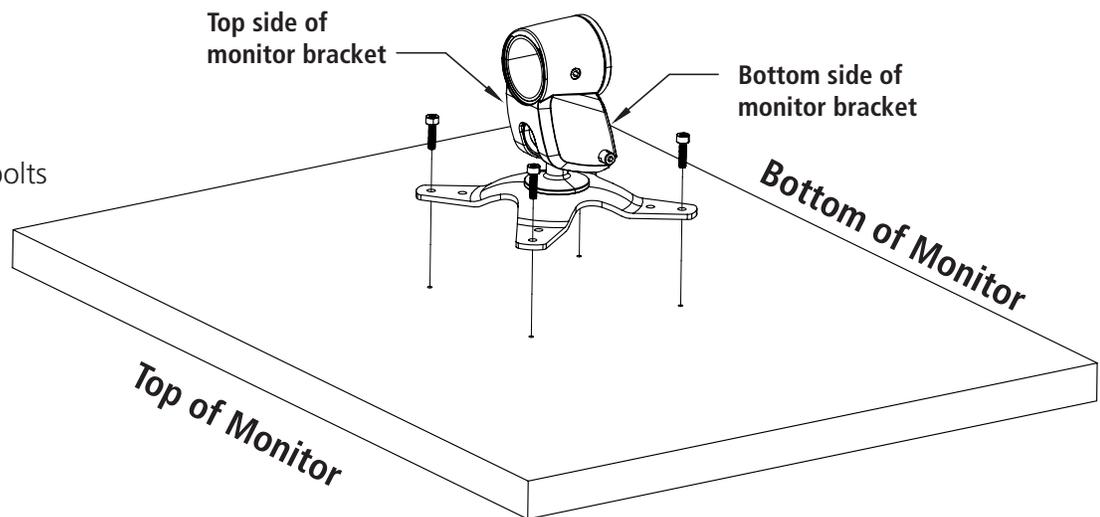
Step 5

- Install the monitor arm(s) (L) onto the monitor rail bracket (J). You will hear a click when the arm is properly attached.
- No more than two arms should be attached to a single monitor rail bracket.
- The number and type of arms will vary by order. Reference your order for more information.



Step 6

- Attach a monitor bracket (K) to the back of each monitor.
- Make sure the top side of the bracket faces the top of the monitor as shown in the image.
- Secure using four M4 x 12mm bolts (D).

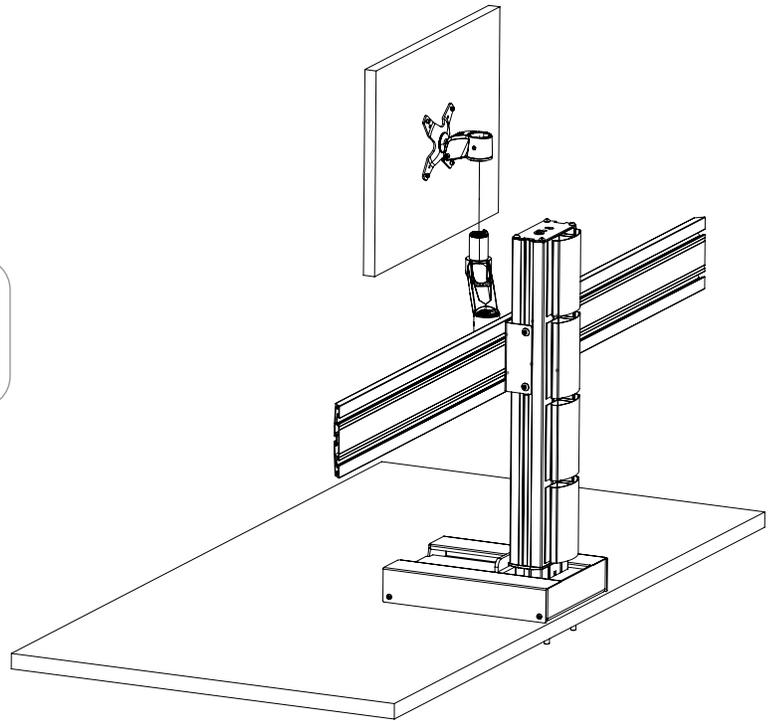


Step 7

- Slide the monitor with monitor bracket onto the monitor arm.
- You will hear a click when the bracket is securely attached to the arm.



Have more than one monitor for the rail?
Repeat steps 4 - 6.

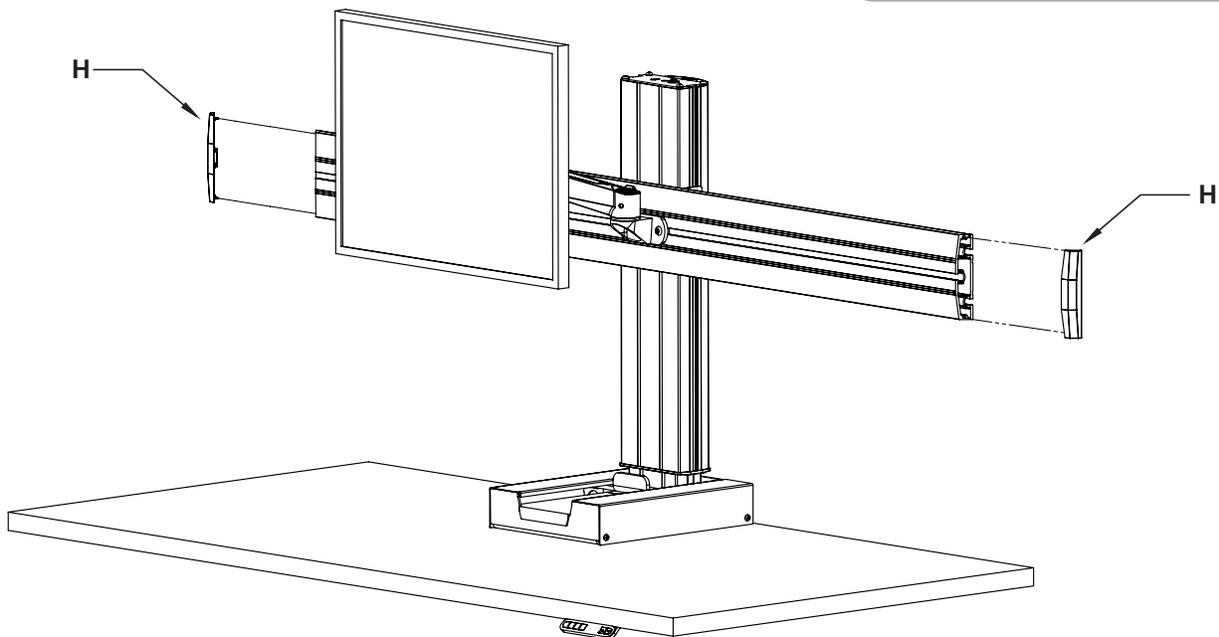


Step 6

- Once all monitors for the rail have been added, insert the rail covers (H) to each end of the rail (G).

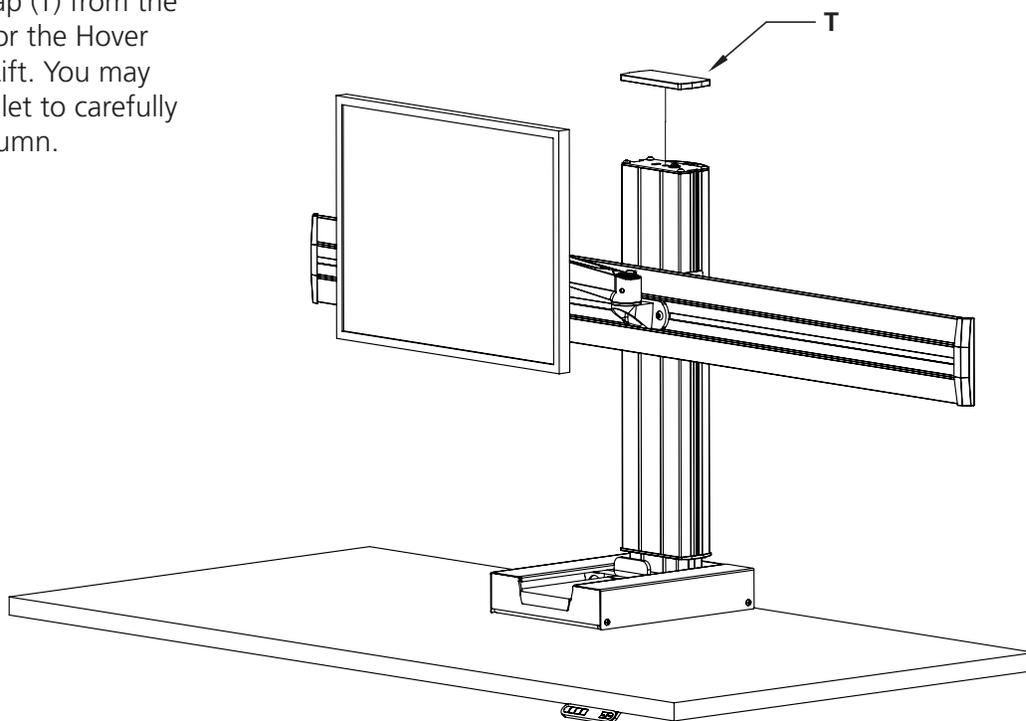


Have a second rail?
Repeat steps 1 - 6.



Step 7

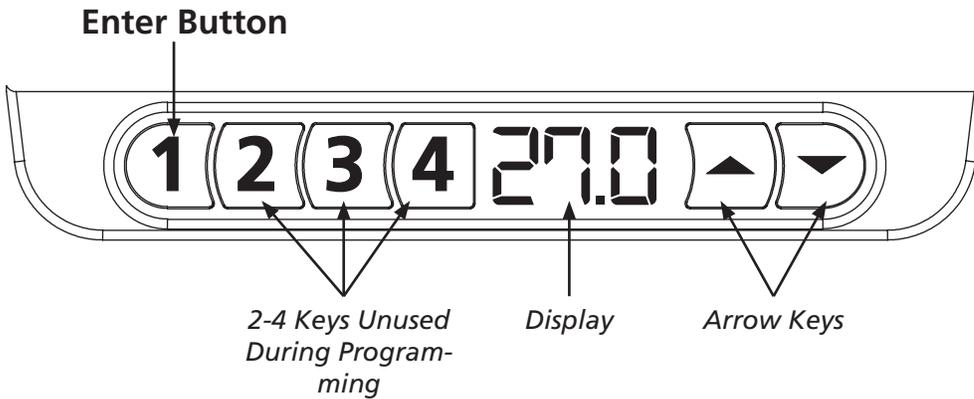
- Attach the column top cap (T) from the previous instruction set for the Hover E Glide Electric Monitor Lift. You may need to use a rubber mallet to carefully secure the cap to the column.



4-Button Programmable Control Switch User Guide



Control Switch Overview



Setting Memory Positions 1 - 4

Setting the Preset 1 button

1. Move the workstation to the desired height using the .
2. Quickly press  +  +  +  to enter the menu mode.
3.  P01 is displayed and you will hear a musical tone.
4. Press the  to navigate the menu.
5. Navigate to the P01 display
6. Press the  button to enter or accept

 A musical tone represents successfully changing the Preset 1 button.

 Operation: move workstation to alternate height. Press and hold Preset 1 button. Workstation will move to preset height.

Setting the Preset 2 button

1. Move the workstation to the desired height using the .
2. Quickly press  +  +  +  to enter the menu mode.
3.  P02 is displayed and you will hear a musical tone.
4. Press the  to navigate the menu.
5. Navigate to the P02 display
6. Press the  button to enter or accept

 A musical tone plays twice for successfully programming the Preset 2 button.

 Operation: move workstation to alternate height. Press and hold Preset 2 button. Workstation will move to preset height.

Setting the Preset 3 button

1. Move the workstation to the desired height using the  

2. Quickly press  +  +  +  to enter the menu mode.

 3. P03 is displayed and you will hear a musical tone.

4. Press the  

5. Navigate to the P03 display

6. Press the  button to enter or accept

 A musical tone plays three times for successfully programming the Preset 3 button.

 Operation: move workstation to alternate height. Press and hold Preset 3 button. Workstation will move to preset height.

Setting the Preset 4 button

1. Move the workstation to the desired height using the  

2. Quickly press  +  +  +  to enter the menu mode.

 3. P04 is displayed and you will hear a musical tone.

4. Press the  

5. Navigate to the P04 display

6. Press the  button to enter or accept

 A musical tone plays three times for successfully programming the Preset 4 button.

 Operation: move workstation to alternate height. Press and hold Preset 4 button. Workstation will move to preset height.

One Touch Memory Position

One Touch Memory Position mode – On/Off

 What is One Touch/Short Press?

One Touch/Short Press OFF: Press and hold the memory position buttons 1-4 until the workstation reaches its preset height.

One Touch/Short Press ON Press memory position buttons 1-4 for 1 second and the workstation automatically reaches its preset height.

 NOTE: The control box ships with the One Touch/Short Press Memory in the **OFF mode**.

Activate One Touch Memory Position Mode:

1. Quickly press  +  +  +  to enter the menu mode.

 2. P01 is displayed and you will hear a musical tone.

3. Press the   to navigate the menu.

4. Navigate to the P05 display

5. Press the  to enter or accept

6.  One Touch/Short Press is **ON**.

Change display to | with   to turn on the One Touch/Short Press mode.

7. Press the  button to enter or accept

 A musical tone represents successfully changing the preset.

Upper & Lower Container Stops

Setting Upper and Lower Container Stops

 Container stops allow the user to limit the travel of the workstation to avoid collision with common under desk and over desk items such as file cabinets, chairs, upper shelf, counter tops, etc.

NOTE: Container stops can be added and deleted at any time.

CAUTION: If the workstation loses power it requires performing a reset procedure. The workstation must be lowered beyond a lower container stop to the mechanical bottom.

Clear all objects under workstation before starting the reset procedure!

Setting the Lower Container Stop

 Move the workstation to the desired lower position (Note: the distance between the lower and upper stop must be at least 9-inches).

1. Quickly press  +  +  +  to enter the menu mode.

 2.  is displayed and you will hear a musical tone.

3. Press the  to navigate the menu.

4. Navigate to the  display

5. Press the  button to enter or accept

 A musical tone represents successfully changing the Lower Container Stop.

Setting the Upper Container Stop

 Move the workstation to the desired upper position (Note: the distance between the lower and upper stop must be at least 9-inches).

1. Quickly press  +  +  +  to enter the menu mode.

 2.  is displayed and you will hear a musical tone.

3. Press the  to navigate the menu.

4. Navigate to the  display

5. Press the  button to enter or accept

 A musical tone represents successfully changing the Upper Container Stop.

Removing the Upper and Lower Container Stops

 Removes the existing container stops from memory.

Removing Lower Container Stop

1. Move the workstation to its lowest position by pressing and holding the  until it stops moving.
2. Quickly press  +  +  +  to enter the menu mode.

-  3. P01 is displayed and you will hear a musical tone.
4. Press the   to navigate the menu.
5. Navigate to the P06 display
6. Press the  button to enter or accept

 A musical tone represents successfully removing the Lower Container Stop.

Removing Upper Container Stops

1. Move workstation to highest position. Press and hold  until workstation stops moving.
2. Quickly press  +  +  +  to enter the menu mode.

-  3. P01 is displayed and you will hear a musical tone.
4. Press the   to navigate the menu.
5. Navigate to the P07 display
6. Press the  button to enter or accept

 A musical tone represents successfully removing the Upper Container Stop.

Trouble Shooting

Display shows: 

The workstation requires a mechanical reset.

Press hold the  until workstation has reached its lowest possible position.

Display shows: 

The connection between the control switch and the control box is temporarily disrupted.

Press the   button to test the connection. Move the workstation and reset control switch display.

Follow the Mechanical Reset Method A instructions below.

Mechanical Reset Mode

If the table is unresponsive, uneven, or not functioning properly, perform a manual reset.

User settings are not reset in this process.

There are three methods to reset a workstation:

Reset Method A

1. Clear all obstructions from the travel path of the workstation
2. Disconnect the power to the control box for 30 seconds.
3. Reconnect the power
4. Press and hold the  until the workstation has reached its lowest possible position.

Reset Method B (4 button programmable switch required)

1. Clear all obstructions from the travel path of the workstation
2. Quickly press  +  +  +  to enter the menu mode.
3.  is displayed and you will hear a musical tone. 
4. Press the   to navigate the menu.
5. Navigate to the  display
6. Press the  button to enter or accept
7. Press and hold the  until the workstation has reached its lowest possible position.

The workstation is now ready to operate

Reset Method C - 2 Button Switch

1. Clear all obstructions from the travel path of the workstation
2. Quickly press  +  +  +  to enter the menu mode.
3. You will hear a musical tone. 
4. Press  +  +  + 
5. You will reach the limit adjustment menu and hear four musical tones.    
6. Press and hold the  until the workstation has reached its lowest possible position.

The reference is re-calibrated, the table should be leveled and the height indication should be correct.