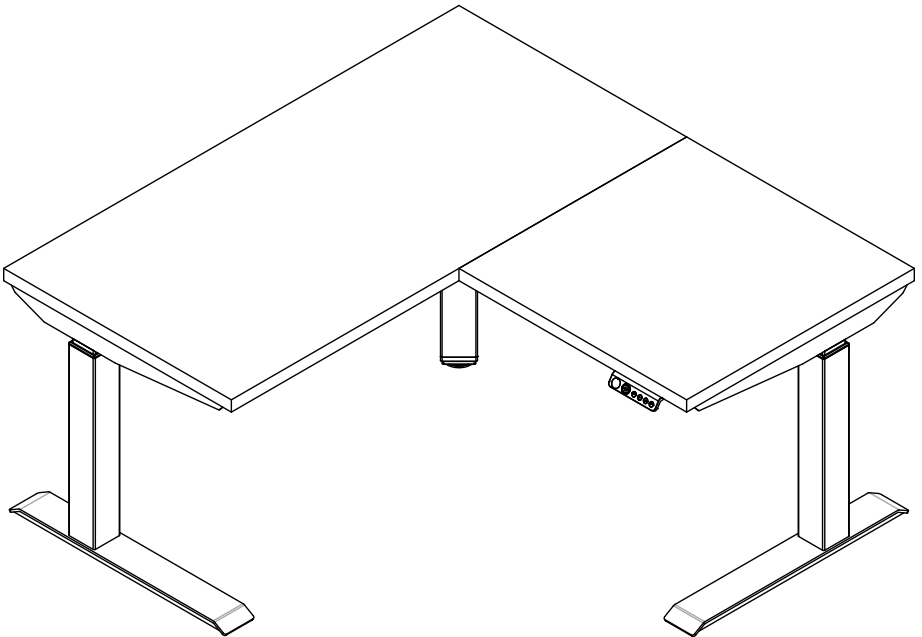


# Switchback

## 3-LEG HEIGHT-ADJUSTABLE TABLE ASSEMBLY INSTRUCTIONS

### *Find your fit.*

Achieving the perfect position maximizes ergonomics and minimizes fatigue or injury. With the press of a button, you can make the Switchback height-adjustable table elevate the way you work while ensuring it matches your unique needs. Configure your Switchback with a variety of leg options and an extensive portfolio of tabletop shapes and workstation add-ons. All that and quick installation make Switchback a leading solution in simplicity and endless versatility.



Read the entire instruction manual before you start installation and assembly. If you have any questions regarding any of the instructions or warnings, please contact your local distributor for assistance.

To report any issues with this product, contact our customer experience team at: (888) 274-8664 or [sitonit@exemplis.com](mailto:sitonit@exemplis.com).



### **WARNING**

### **RISK OF DEATH AND SERIOUS INJURY**

**Raising or lowering the table can trap, pinch, or crush body parts or property. Read all instructions before using this equipment.**

This product has been evaluated by UL for commercial use. It has not been evaluated for environments where moving parts are unsupervised.

### **Keep Away From Children**

This table system is designed for adult use and is not intended to be used by children. Children should be supervised to ensure that they do not play with or near the table system or its controls.

### **Do Not Operate This Equipment Unless Properly Trained**

Do not operate this equipment unless properly trained. This table system is not intended for use by adults with reduced physical, sensory, or mental capabilities or children. Only adults who have appropriate understanding of the operating instructions and warnings should operate this equipment.

### **Use Care at All Times to Prevent the Table System From Tipping Over**

Before moving the table system, clear all objects and equipment from the table to reduce the risk of tipping over. Do not lift the table system by the tabletop. Adjust the table to its lowest height before moving. In order to avoid risk of tipping or collapse, make sure corded objects will not be pulled off the table or cause other objects to fall.



### WARNING

### RISK OF DEATH AND SERIOUS INJURY

Raising or lowering the table can trap, pinch, or crush body parts or property. Read all instructions before using this equipment.

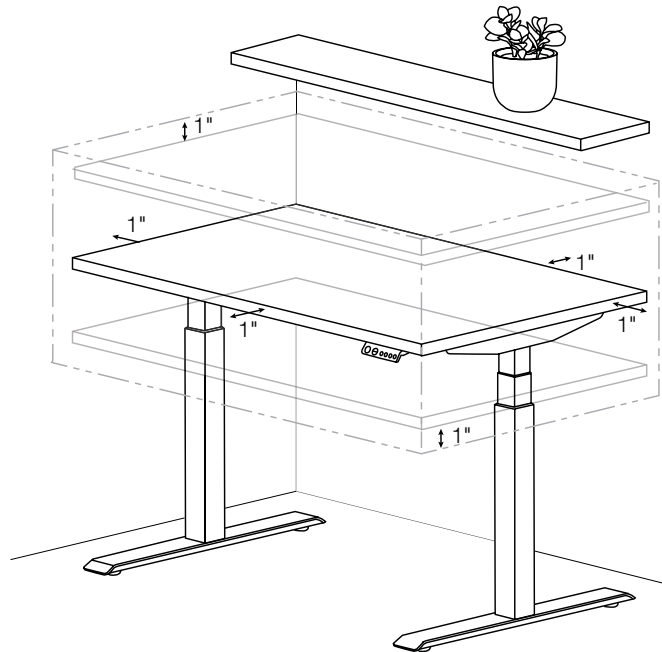
### Keep at Least One Inch of Clearance Around the Desk to Ensure Nothing is in the Table System's Path

In order to avoid risk of serious injury due to pinch points, confirm that the surroundings on all sides of the table system are clear.

Body parts and property can be caught between the moving top and immovable obstacles such as shelves, furniture, windowsills, or walls.

Make sure the power cord moves freely as desk moves up and down.

Do not place feet, legs, or other body parts on objects placed under table top.





### WARNING

### RISK OF DEATH AND SERIOUS INJURY

Raising or lowering the table can trap, pinch, or crush body parts or property. Read all instructions before using this equipment.

### Do Not Overload Table

Make sure the table system is not overloaded by the weight of the tabletop and objects on table. Evenly distribute load; excess loads near the edges can reduce stability and lead to tip-over. Do not exceed maximum load of 250 lb (including top). Do not exceed maximum edge load of 25 lb when positioning monitors or mounting accessories. Never sit or stand on the table.

### Keep Base Dry

Keep all electrical components away from water and humidity. This equipment is approved for indoor use only and should not be used outdoors. Always unplug electrical components before cleaning. Follow all cleaning guidelines provided by the manufacturer.

### Inspect Regularly

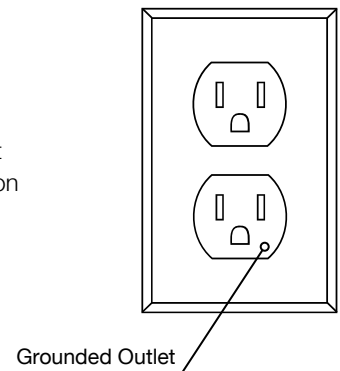
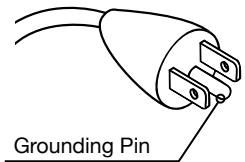
Inspect table system regularly and immediately stop using the product if it is damaged or has loose parts.

### Grounding Instructions

This product is equipped with a cord that has an equipment-grounding conductor and a grounding plug. Use only the cord provided. Make sure that the product is connected to an outlet that has the same configuration as the plug and is properly installed and grounded in accordance with all local codes and ordinances.

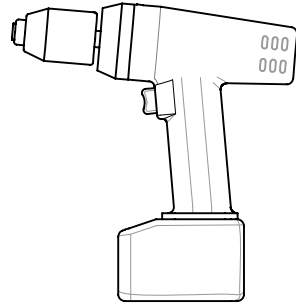
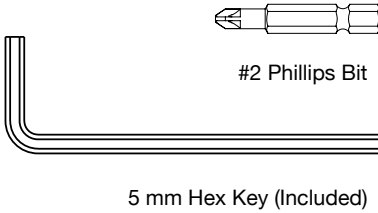
Do not modify the plug provided with the product. If it will not fit the outlet, have a proper outlet installed by a qualified electrician.

Do not use adapters with this product. Keep cord away from heated surfaces.



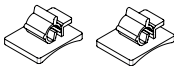
### Recommended Tools

- Cordless Drill/Driver
- #2 Phillips Bit
- 5 mm Hex Key (Included)

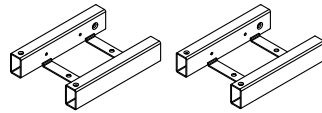


Cordless Drill/Driver

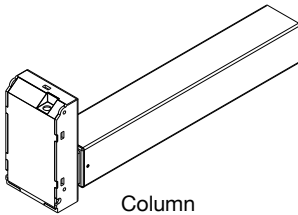
### Parts: Carton 1



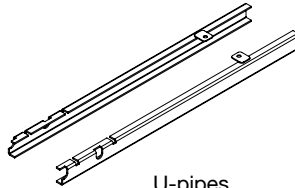
Cable Clamps



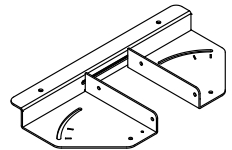
Corner Supports



Column



U-pipes



Corner Bracket

Quantity of M5 × 20 mm screws varies by model. Carton contains extras.

### HARDWARE



M6 × 16 mm  
Sockethead Screws



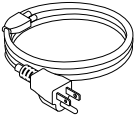
M5 × 20 mm  
Screws



M6 × 16 mm  
Screws

### Parts: Carton 2

- Cap (4)
- Clip, Small (3)
- Clip, Large (1)
- Foot (2)
- Frame (1)
- Hand Control (1)
- Top Support (2)
- Data Extension Cable
- Hand Control Cable
- Power Cord
- **Hardware:**
  - M4 × 22 mm Screw (2)
  - M5 × 20 mm Screw (24)
  - M10 × 16 mm Screw (8)



Power Cord



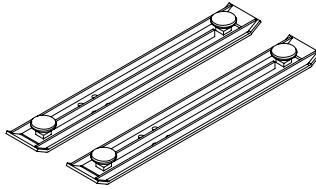
Large Clip



Caps



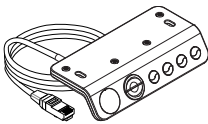
Data Extension Cable



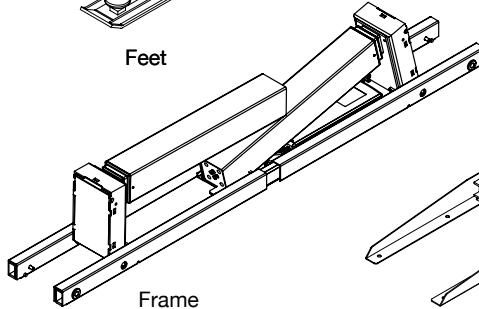
Feet



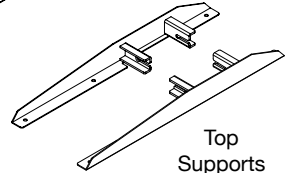
Small Clips



Hand Control



Frame



Top Supports

Quantity of M5 × 20 mm screws varies by model. Carton contains extras.

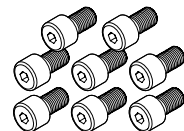


M5 × 20 mm  
Screws

### HARDWARE



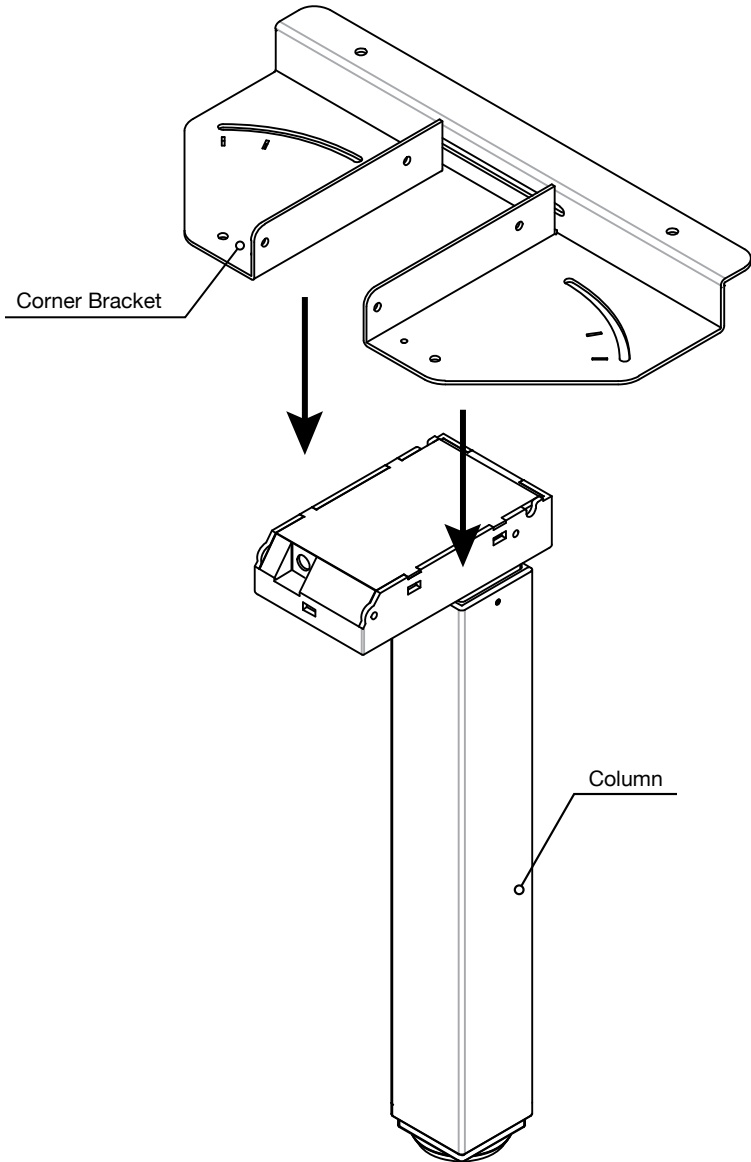
M4 × 22 mm  
Screws



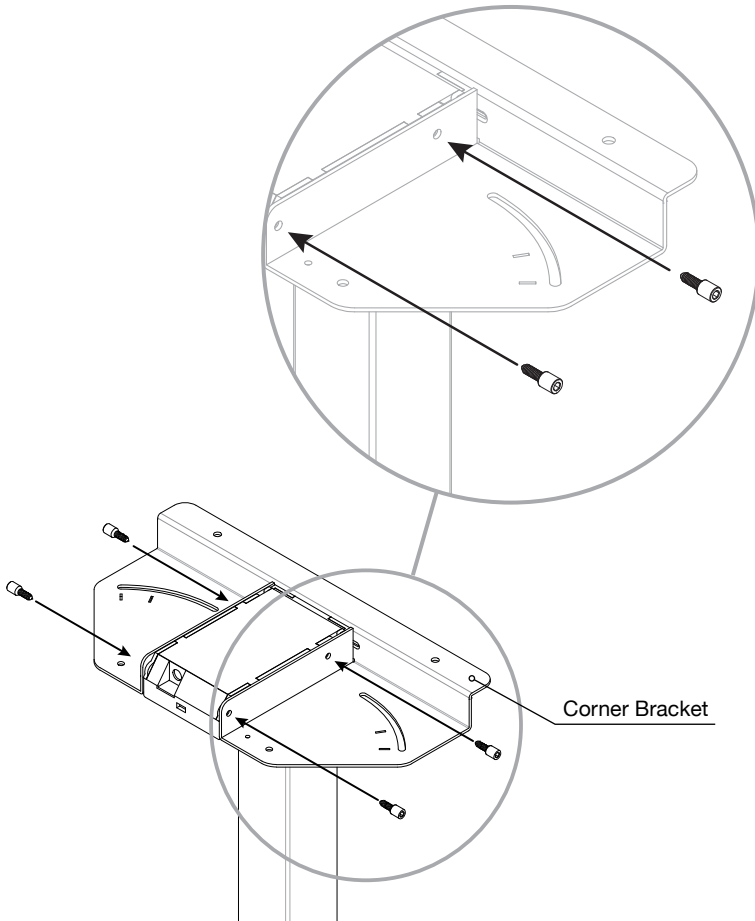
M10 × 16 mm  
Sockethead Screws

**Step 1:** Slide the corner bracket onto the column.

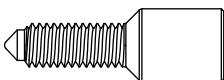
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**Step 2:** Fasten the corner bracket into place.



### 1:1 HARDWARE



M6 x 16 mm  
Sockethead Screws

### TOOL

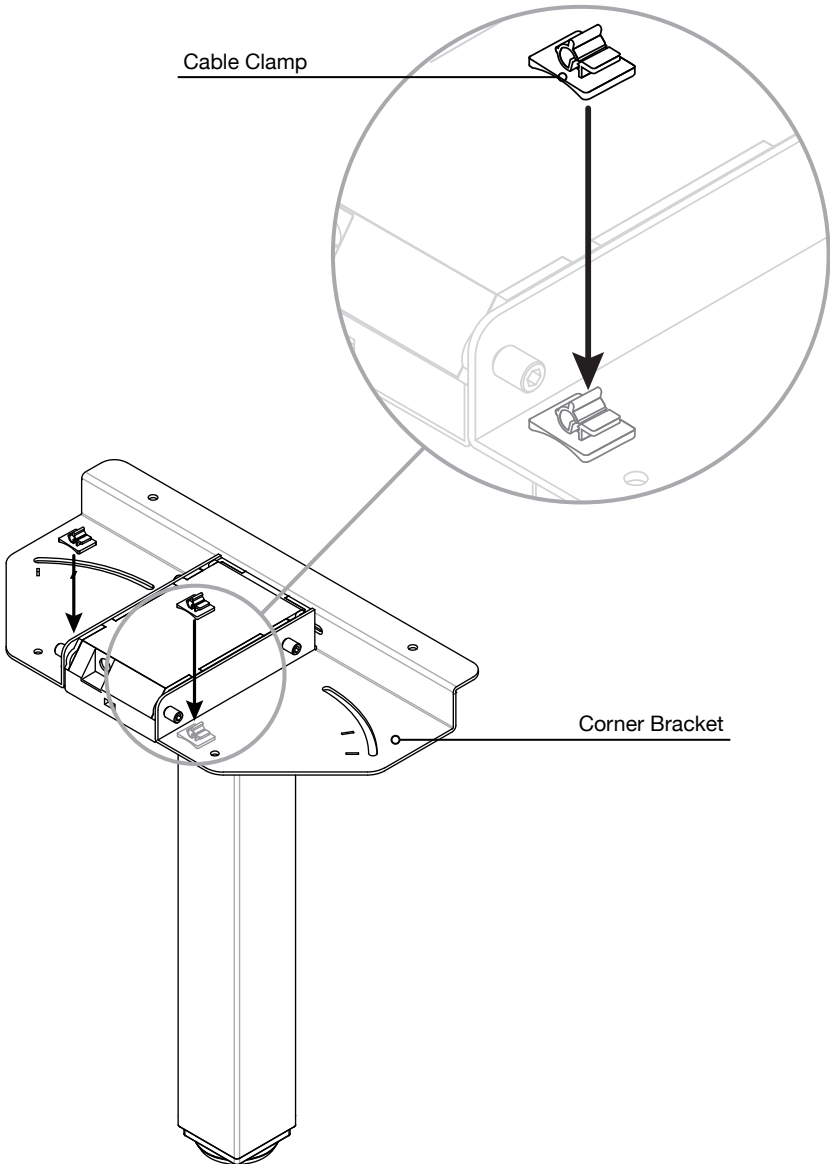


5 mm Hexy Key



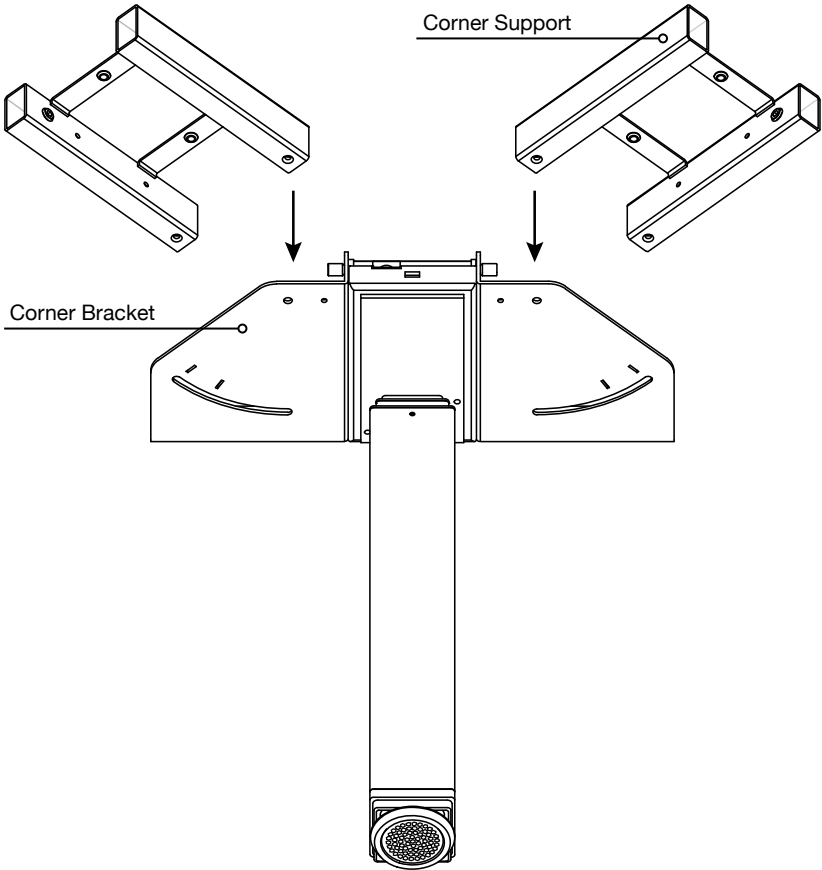
**Step 3:** Install cable clamps into the corner bracket.

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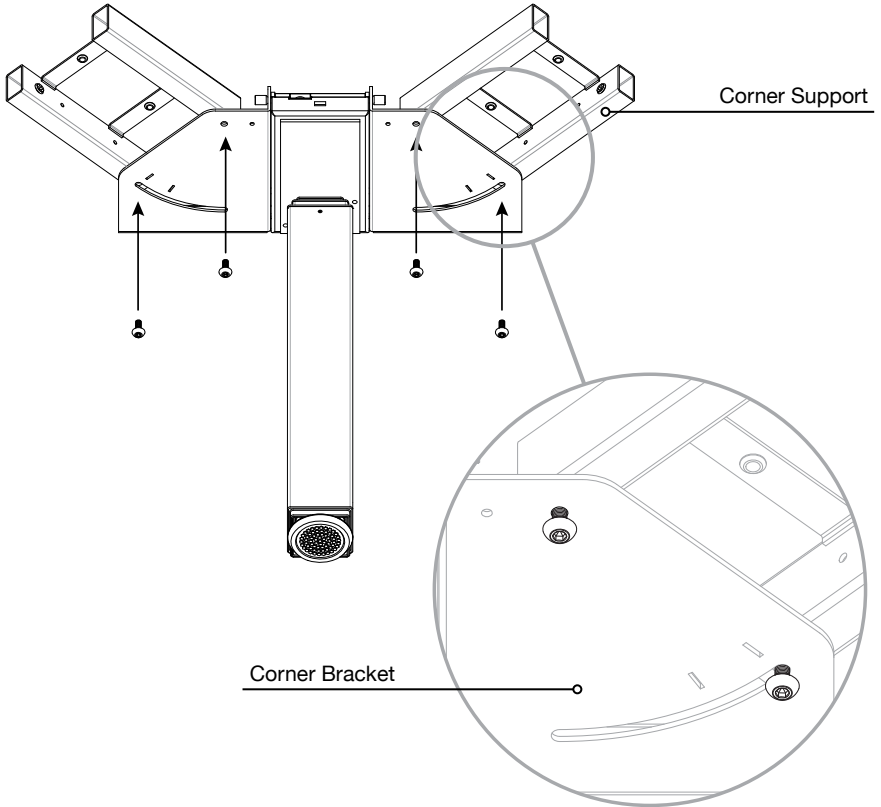


**Step 4:** Set the corner supports onto the corner bracket.

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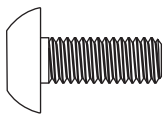


**Step 5:** Begin attaching the corner supports to the corner bracket.



**Do not tighten more than half way.**

### 1:1 HARDWARE



M6 x 16 mm Screws

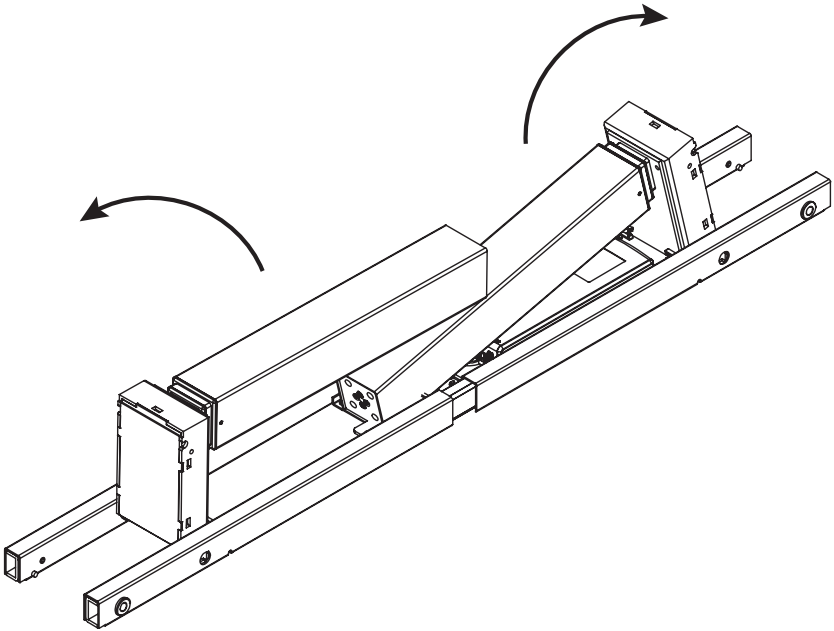
### TOOL



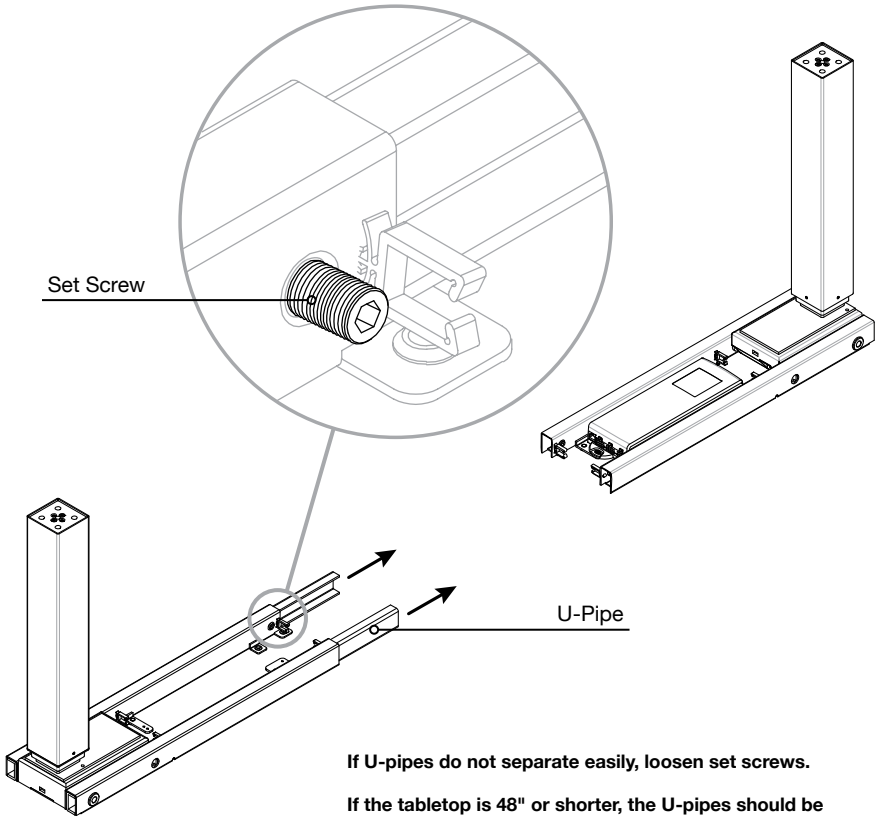
5 mm Hexy Key

**Step 6:** Rotate the columns into the upright position.

---



**Step 7:** Separate from the U-pipes.



If U-pipes do not separate easily, loosen set screws.

If the tabletop is 48" or shorter, the U-pipes should be removed and discarded.

For 72" tabletops, a longer U-pipe is used and shipped separately. Remove and discard the existing U-pipe. This may affect one or both sides of the tabletop.

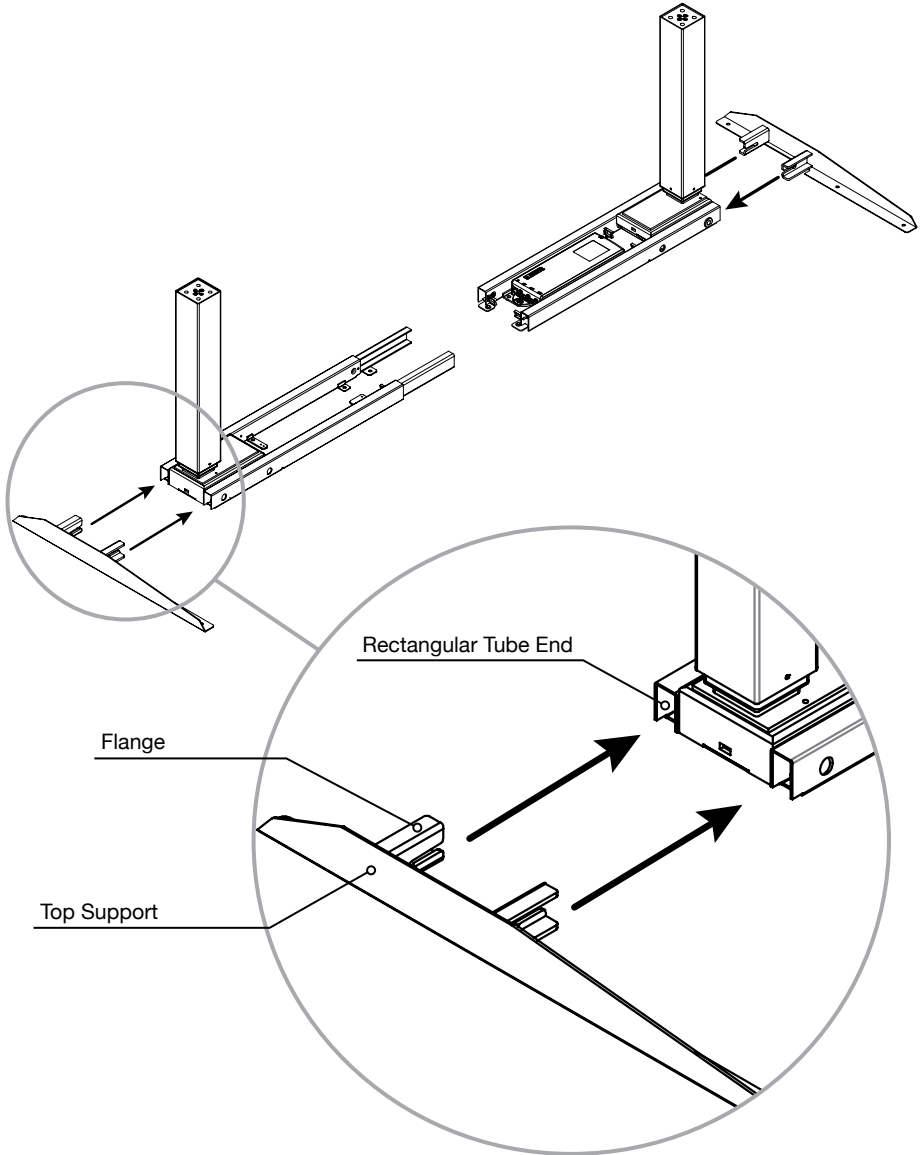
TOOL



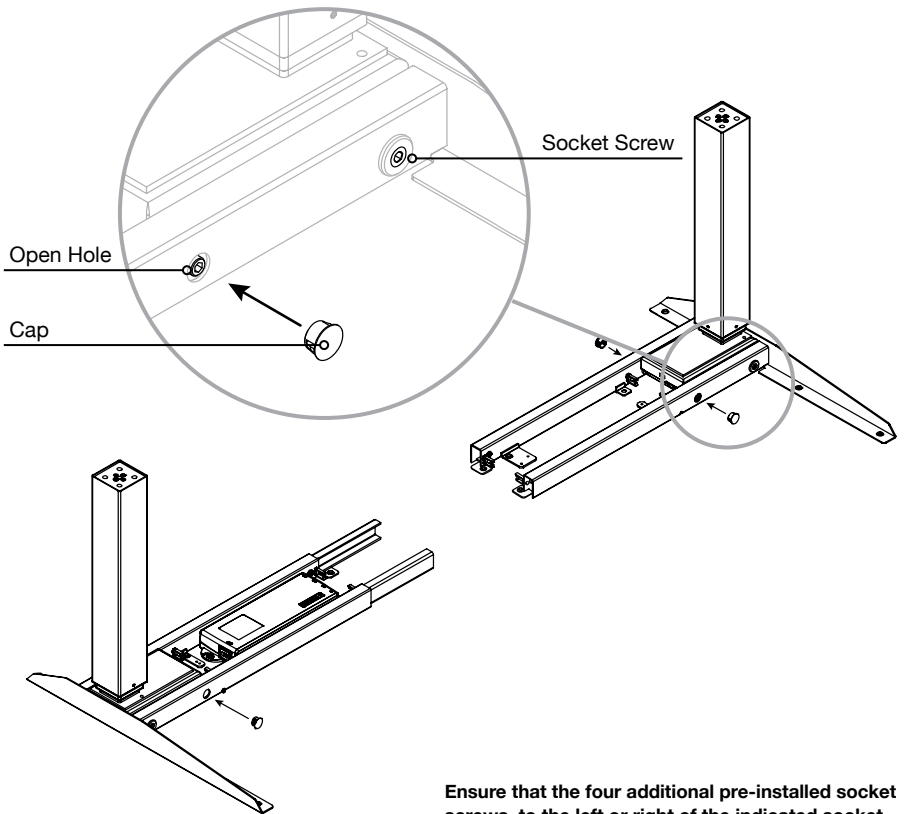
5 mm Hexy Key

**Step 8:** Install the top supports by inserting the flange into the rectangular tube end.

---



**Step 9:** Secure the motor housings by tightening the socket screws (already in place). Cover the open holes with the caps.



Ensure that the four additional pre-installed socket screws, to the left or right of the indicated socket screws, are also firmly tightened.

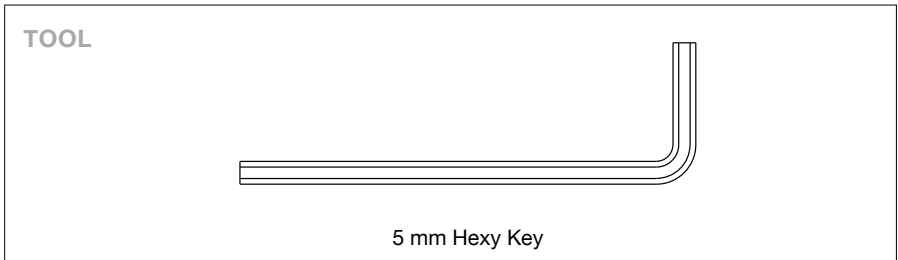
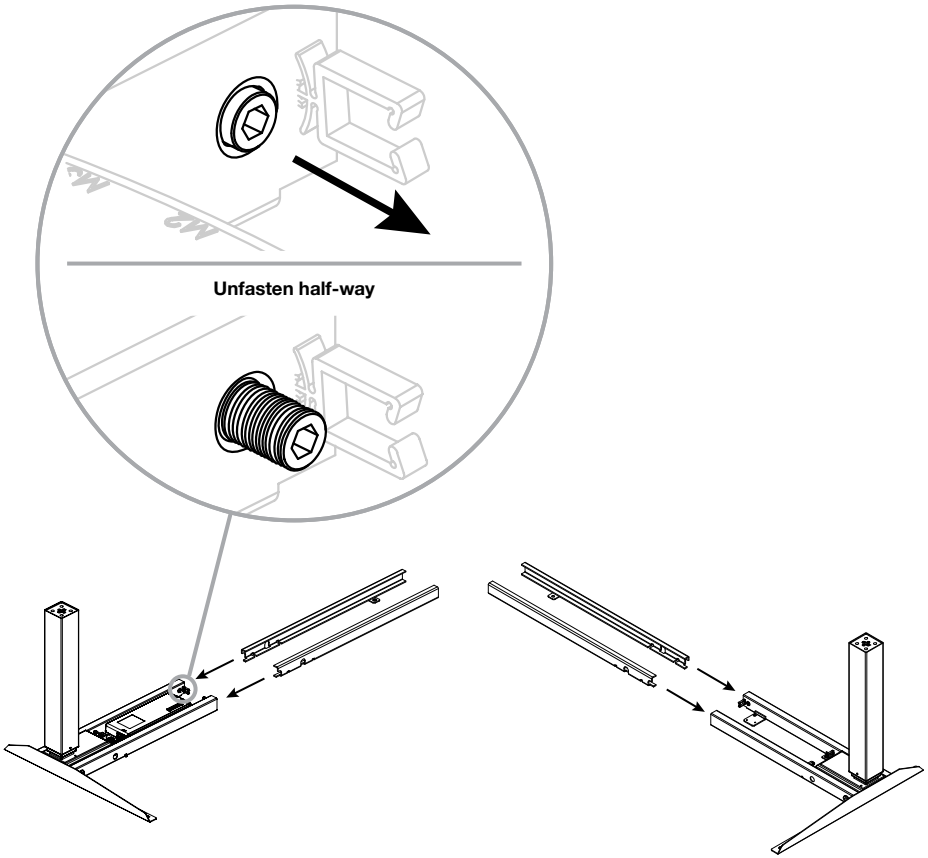
TOOL



5 mm Hexy Key

**Step 10:** Install the U-pipes into the two corner supports.

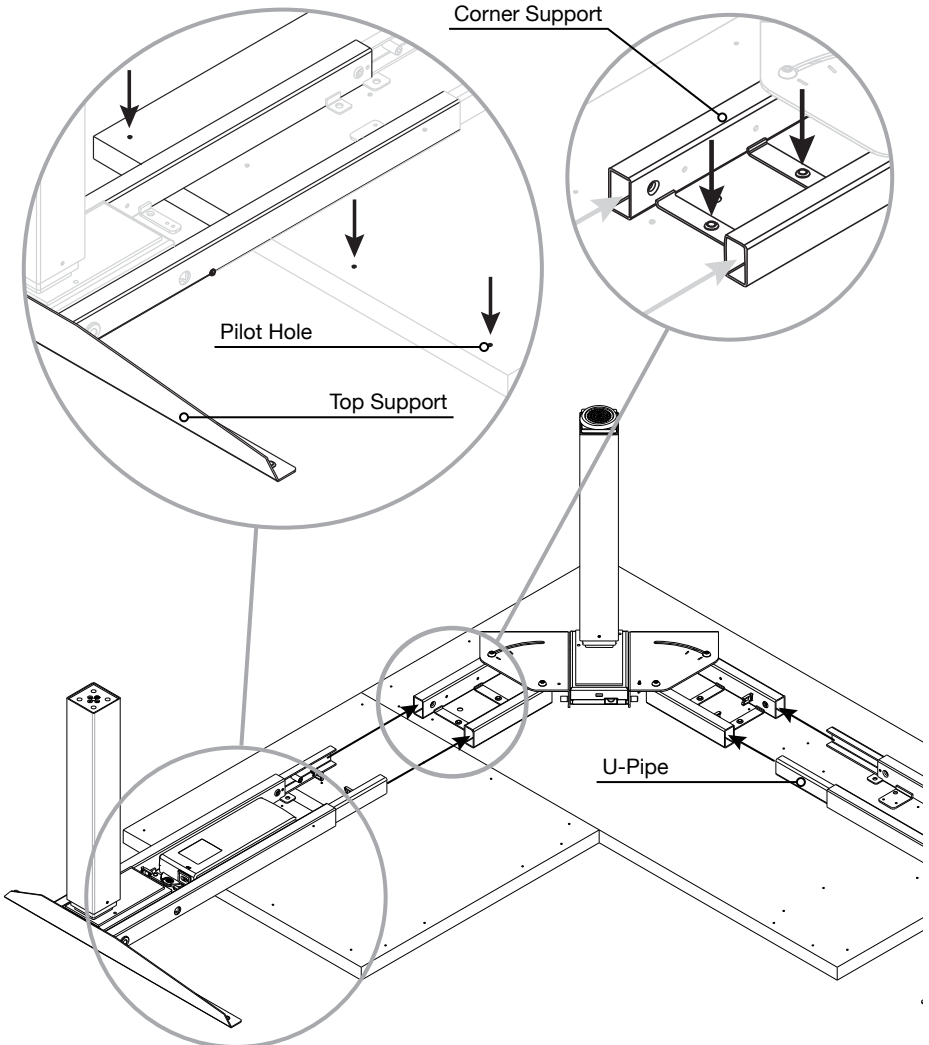
No U-pipes are required for tabletops shorter than 48" in length.



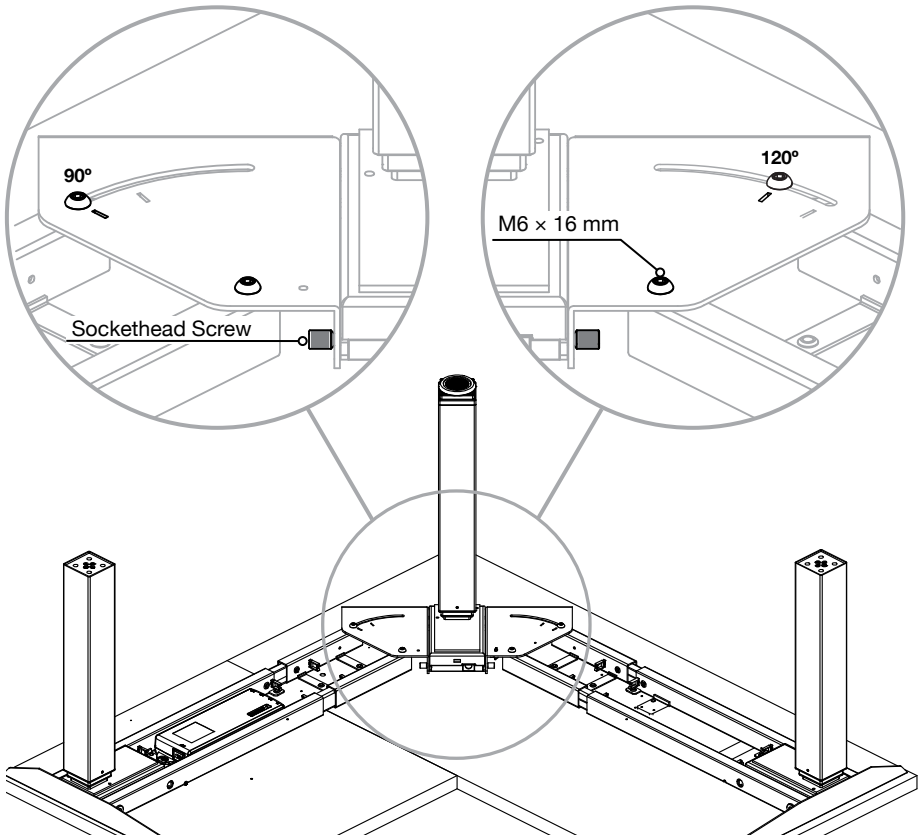


**Step 11:** Insert the other side of the U-pipes into the corner bracket, aligning the top supports and corner supports with the pilot holes, before centering the U-pipe.

No U-pipes are required for tabletops shorter than 48" in length.



**Step 11:** Finish tightening the sockethead screws from step 2 and the M6 × 16 mm screws from step 5.



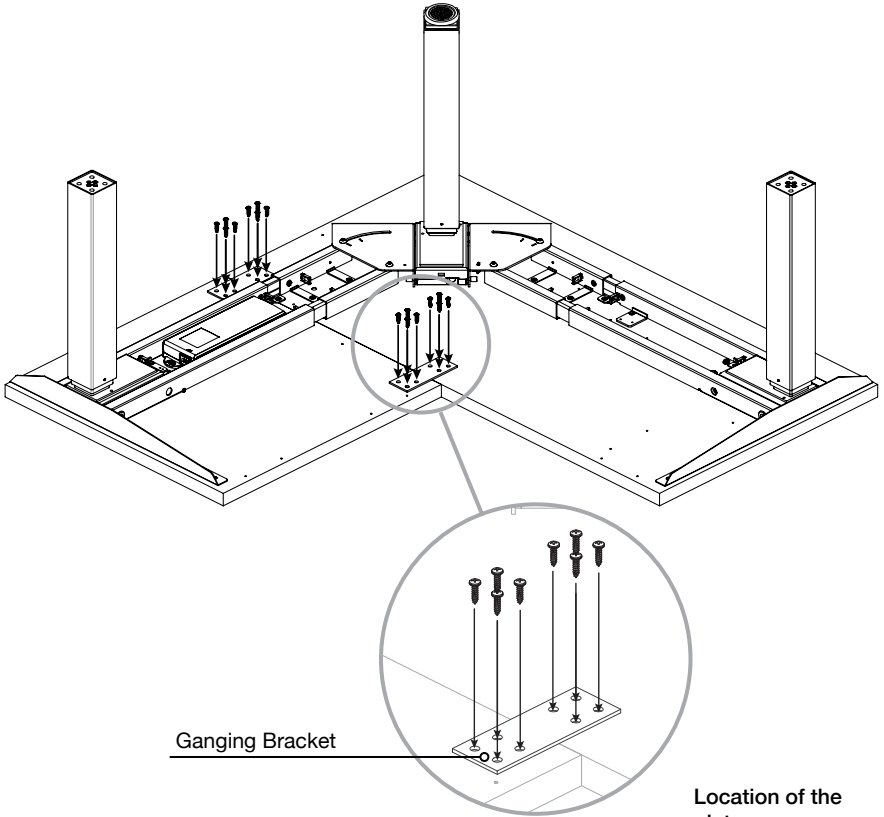
TOOL



5 mm Hexy Key

**Step 12:** Install the mending plates.

Continue to step 14 if using a single tabletop without return.



Ganging Bracket

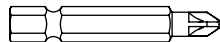
Location of the plates may vary based on table size and presence of grommets.

### 1:1 HARDWARE



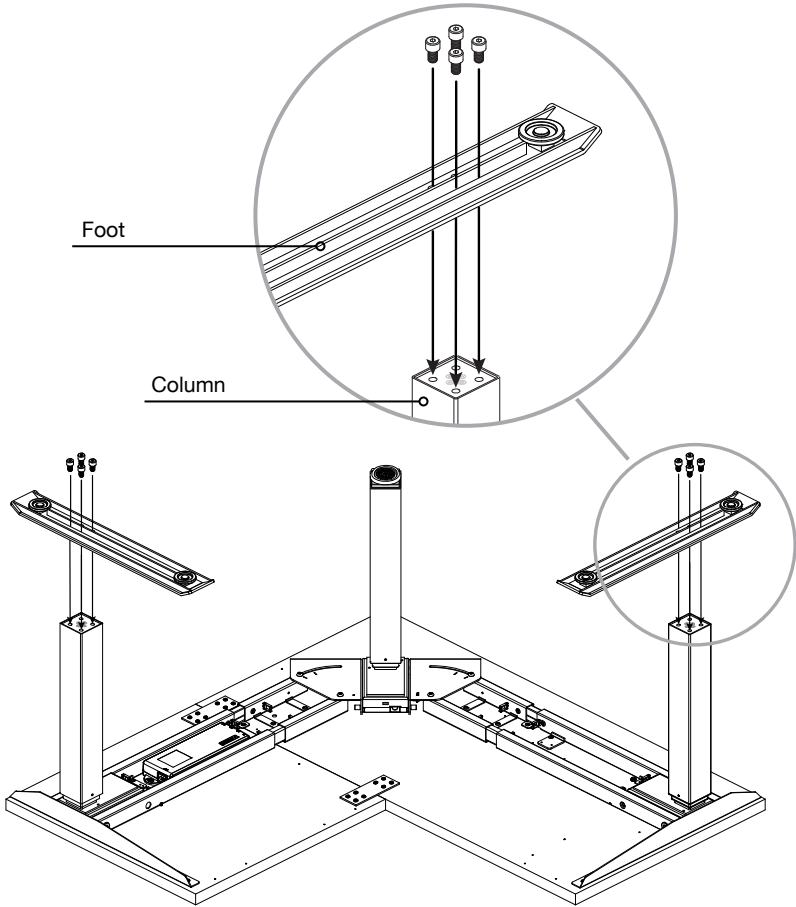
M5 x 20 mm Screw

### TOOL

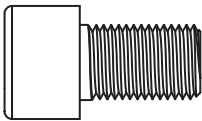


#2 Phillips Bit

### Step 13: Attach feet to columns.



#### 1:1 HARDWARE



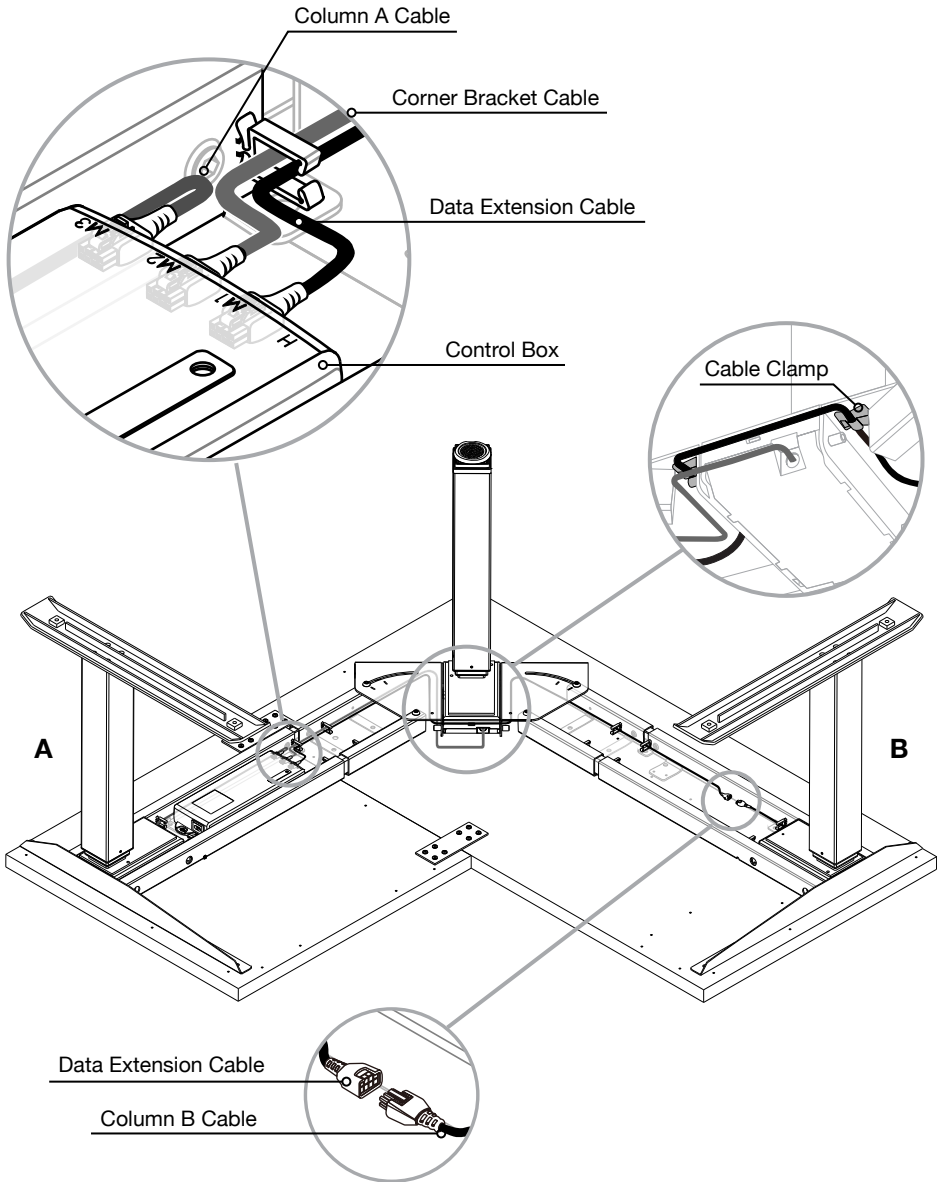
M10 x 16 mm  
Sockethead Screws

#### TOOL

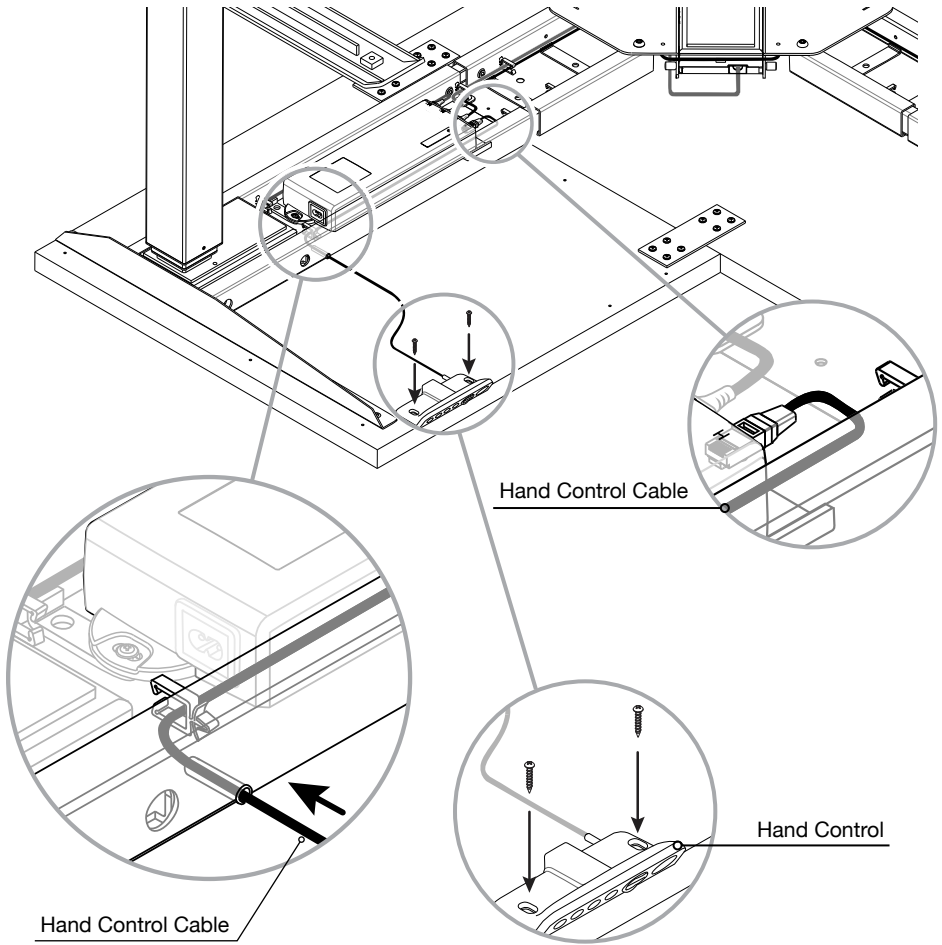


5 mm Hexy Key

**Step 14:** Connect the cables from the columns to the control box, using the included data extension cord for the one furthest from the control box.



**Step 15:** Lift the frame to route the hand control cable under the mouse hole and attach to the control box. Attach the hand control to the tabletop.

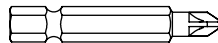


### 1:1 HARDWARE



M4 x 22 mm Screw

### TOOL

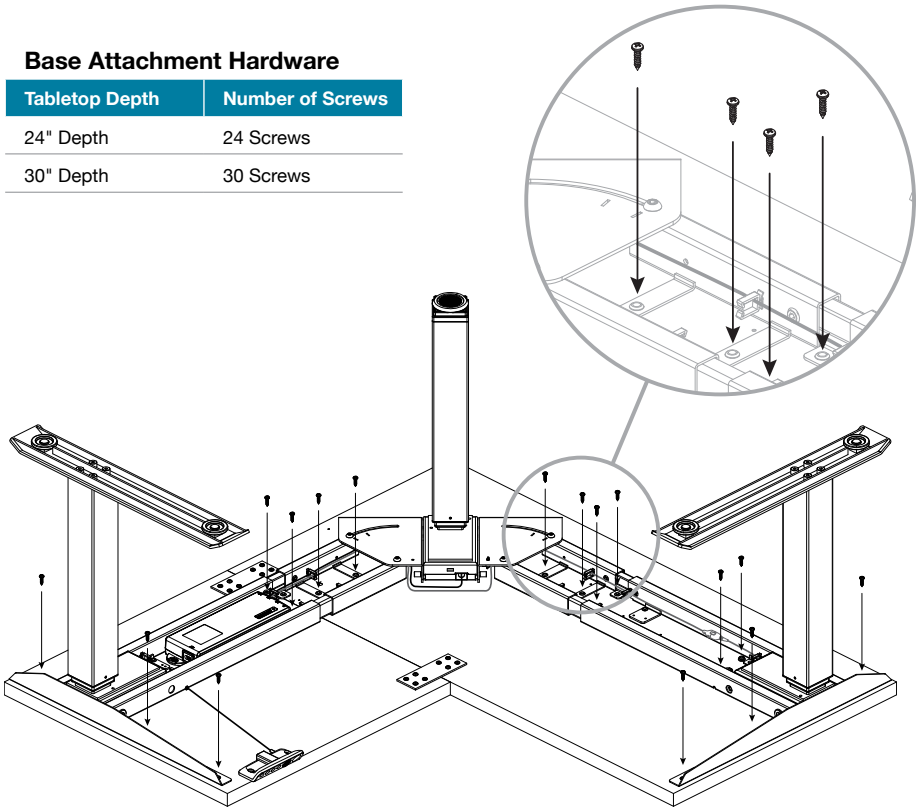


#2 Phillips Bit

**Step 16:** Attach the frame assembly to the underside of the tabletop.

### Base Attachment Hardware

Tabletop Depth	Number of Screws
24" Depth	24 Screws
30" Depth	30 Screws

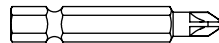


#### 1:1 HARDWARE



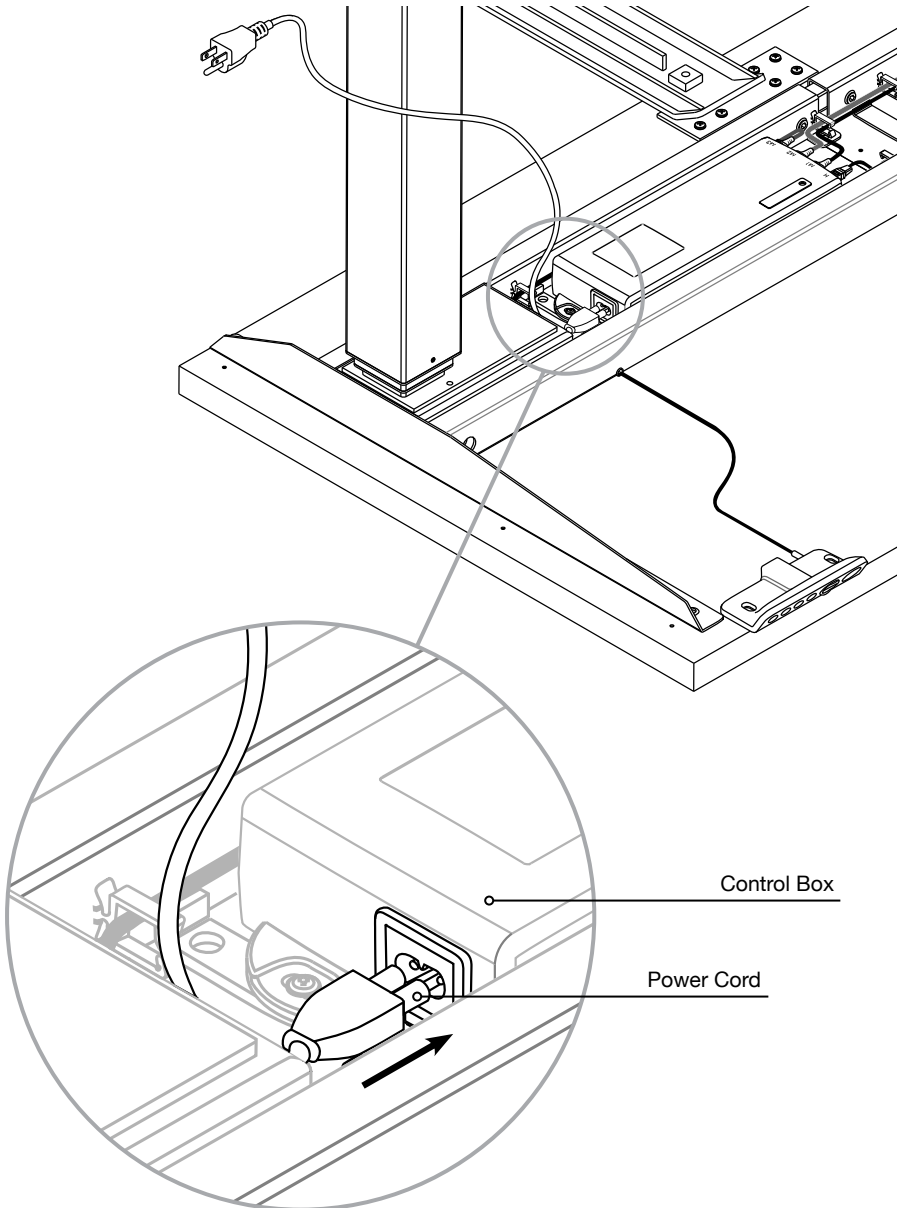
M5 x 20 mm Screw

#### TOOL



#2 Phillips Bit

**Step 17:** Attach the power cord to the control box.

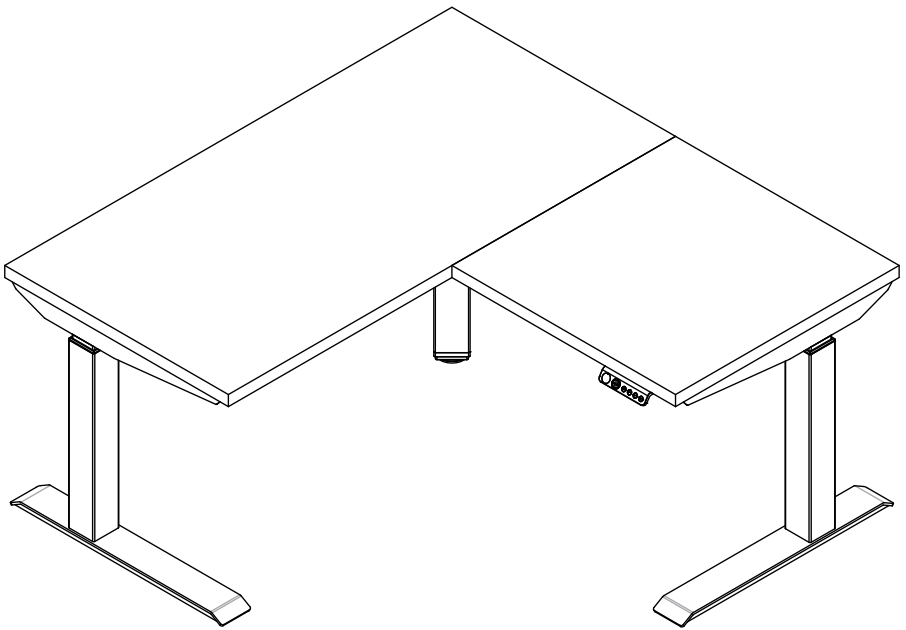




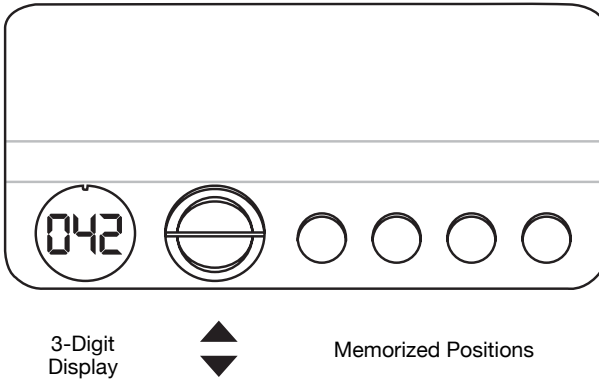
**Step 18:** With the help of another person, flip the table to the upright position and reset it before the first use.

---

The reset instructions are on the following page.



**NOTE:** To avoid damage, note the location of the hand control and make sure that the process of flipping the table does not result in the table weight resting on the hand control.



### Reset Instructions

Press the  $\triangle$  and  $\nabla$  button at the same time for three seconds. Continue pressing until the columns are in the lowest position. When finished resetting, the control box will beep and the buttons can be released. Now the system is operational.

### REMINDERS:

- When reset is being conducted, the display shows "E00" in last 5mm stroke.
- When reset is finished, the display shows starting height.
- Users must conduct reset when the desk is operated at the first time.

### Controller Operation

Press the  $\triangle$  or  $\nabla$  button until the desk reaches the preferred height.



### Switching Between Metric and Imperial

1. Press memory buttons 1, 2 and 4 for five seconds.
2. The digital display will show "C-I" or "C-E". If no other buttons are pushed within five seconds, the system will return to normal operation.
3. Press the 3 button for imperial units. The display will show "E" or "I" for inches. Press the 2 button to choose metric units. The display will show "C" for centimeters .

### Memorized Positions






Switchback supports, at most, four memory positions.

#### SET MEMORIZED POSITIONS:

1. Adjust the desk to the desired height.
2. Press the preferred memory button (1, 2, 3 or 4), with either  or  for 2 seconds. Once the display shows either P1, P2, P3 or P4, the position is memorized.
3. Press and hold the button (1, 2, 3 or 4) to move the desk to memorized position.





### Preset Starting Height

This setting can be used to reset the displayed table height if required. This setting may be helpful if the table base is above or below floor level.

1. Press  button until the desk reaches its lowest position and then release  button.
2. Re-press  button again for five seconds and the digital display will start to flash.
3. Adjust the starting height with the  or  button and release the button when the preferred starting height is reached.
4. After 10 seconds, the display will stop flashing and this will confirm that you have successfully set the starting height.

### Height Limits





#### SET UPPER HEIGHT LIMIT:

1. Adjust the desk to the preferred height of upper limit.
2. Press  or  buttons together and then release  button within 3 seconds.
3. Re-press  more than 3 times in a slow pace.
4. A beeping sound will notify you that the process has completed.

#### DISABLE UPPER HEIGHT LIMIT:

1. Move the desk to the upper limit height being set.
2. Repeat steps 2–4 above to disable the upper limit settings.

#### SET LOWER HEIGHT LIMIT:

1. Adjust the desk to the preferred lower limit height.
2. Press  or  buttons together and then release  button within 3 seconds.
3. Re-press  more than three times in a slow pace.
4. A beeping sound will notify you that the process has completed.

#### DISABLE LOWER HEIGHT LIMIT:

1. Move the desk to the lower limit height being set.
2. Repeat steps 2–4 above to disable the lower limit settings.

## Error Codes

The digital display shows the error code below to suggest the issues that users may encounter during the operation.

Error Code	Description
000	Resetting
E00	Not Reset Completely
E01	Overuse Protection
E02	Unbalance Protection
E03	Anti-Collision
E04	T-Touch Protection
E11	M1 Motor Over-Current Protection
E12	M2 Motor Over-Current Protection
E13	M3 Motor Over-Current Protection
E21	No Hall Sensor From M1
E22	No Hall Sensor From M2
E23	No Hall Sensor From M3
E31	No Current From M1
E32	No Current From M2
E33	No Current From M3

## Power Savings

### TO WAKE UP THE CONTROL:

- When no button has been pressed for 25 seconds, display goes off. Press any button to light up the display again.
- When no button has been pressed for 30 seconds, the system goes to <0.1W standby mode. Long press any button to wake the system up. The digital display will show desk height again. When no button has been pressed for 25 seconds, display goes off. Press any button to light up the display again.
- When no button has been pressed for 30 seconds, the system goes to <0.1W standby mode. Long press any button to wake the system up. The digital display will show desk height again.