Hipso™ Height-Adjustable Desk
Assembly Instructions

Thanks for choosing a Hipso Desk! Be sure to follow these assembly instructions. To begin, you will build the base. Next, you will add the worksurface. Finally, you will power the desk.
Hardware

A. (8) Screw Socket Flat Head M8 x 16 ZN

B. (4) Screw Socket Round M8 x 16 ZN

C. (4) ¼-20 x ½” Under-cut Flathead, 100 degree

D. (4) #10 x 1” wood screws

E. (4 min/8 max) #10 x 2½” wood screw

(2 min/10 max) Round Bumper ½” x ½” Transparent

(2) Square Bumper ½” x ½” x ¼” Transparent

Tools Required:

PROVIDED
- Small Allen Wrench
- Large Allen Wrench

NOT PROVIDED
- #3 Phillips Screwdriver
- Tape Measure
- Blanket or Other Floor Protection
- A Friend

Hardware

Adjustable Crossbars (shown facing opposite directions)

Also Included:
Zip Ties and P-Clips to manage cables once the desk is assembled.
Building the Base

1. Please invite a friend to help—two people are necessary to flip your desk. Expect to spend about an hour building this desk. Before you get started, lay a blanket down to protect your floor.

ATTACH CROSSBARS

2. Position the legs facing each other as shown

3. Take the crossbars out of the box and loosen the set screw on each crossbar using the Small Allen Wrench. Expand each crossbar according to your top size, and tighten the set screw.
   - For a 45" wide top extend each crossbar to 40\(\frac{3}{8}\)" long
   - For a 51" wide top extend each crossbar to 46\(\frac{3}{8}\)" long
   - For a 57" wide top extend each crossbar to 52\(\frac{3}{8}\)" long
   Helpful hint: This step is especially important for 45" wide tops. See below for a guide for identifying \(\frac{3}{8}\)" on a tape measure.

4. Place the crossbars near the motor housing as shown with the set screws facing up. Use eight (8) Screw Socket Flat Head M8 x 16 ZN 1-6 (A) to attach the crossbars to motor housing. You can tilt the base or lay it on its side if you have trouble getting the screws secure without dropping them into the channel. It helps to start with the inner screw first then secure the outer screw, as in the sequence shown. That way if you drop a screw into the channel, you can tilt the base and roll the screw out of the open end.

   It is normal to feel resistance when installing these screws. They are intentionally snug for a sturdy connection, however, if you feel like the screw is going in crooked (known as cross threading), remove the screw and start again.
ATTACH THE FEET

5. Attach the feet to the legs using four (4) Screw Socket Round M8 x 16 ZN (B).

ATTACH SIDE BRACKETS

6. Have a friend help you carefully turn the base right side up and attach the side bracket to the motor housing and crossbars using four (4) ¼-20x5/8 Under-cut Flathead, 100 degree screws (C).

It is normal to feel resistance when installing these screws, too. They are intentionally snug for a sturdy connection, however, if you feel like the screw is going in crooked (known as cross threading), remove the screw and start again.

*It should start looking like a table now.*
*You are about halfway done!*
APPLY BUMPERS

7. Install the square bumpers and round bumpers as shown. Square bumpers get used on the smaller portion of the crossbar. Round bumpers get used everywhere else. The bumpers should sit right next to a screw hole on either side but should not cover the hole since you’ll need access to the holes to attach the worksurface. Move your base to the side but keep it nearby while you can get the top situated. You’ll need it in the next step.

Adding the Worksurface

POSITION THE WORKSURFACE

8. Place your worksurface top-down on the blanket to protect the surface and your floor. The pilot holes should be facing up and the holes for the handset should be nearest you. With a friend, gently tip your base onto the worksurface.

9. Carefully reposition the base so that the holes of the base align with the pilot holes in the top. Start by aligning the side bracket holes to the corresponding pilot holes in the top. Be careful not to remove the bumpers applied in Step 7 as you reposition the base.

   Helpful Hint: You can loosen the set screws to readjust the width of your base if you find the holes are not lining up properly. Be sure to tighten the set screws when you’re done.

10. When in position, lift the frame just enough to slide the power supply holder over the crossbars but do not install the power supply yet. The power supply holder resembles the letter “S”. Hook the small side onto the crossbar. The power supply will get installed later and slips into the larger part of the S. Ensure the holder starts about 2” from the motor housing and is not covering any of the predrilled holes in your worksurface.
ATTACH THE WORKSURFACE

11. You’ll want to use the Worksurface Guide that shipped with your top for the next part. Attach the side brackets to the worksurface using four (4) #10 x 1” wood screws (D) and the pre-drilled holes.

12. Attach the crossbar to the worksurface starting with the screws directly next to the motor housing using four (4) #10 x 2½” wood screws (E).

13. Continue securing the crossbar to the worksurface. Use the Worksurface Guide for this step. The 51”-wide top will use an additional two (2) #10 x 2½” wood screws (E). A 57”-wide top will use an additional four (4) #10 x 2½” (E). No additional screws are required for a 45”-wide top.

This screw is longer than the rest and is designed to pass through the crossbar before attaching to the worksurface. Any other use will damage your worksurface.
**Powering the Desk**

*Note: The view below is looking down on the upside-down table, with worksurface on ground.*

14. Do not plug in components until step 17, but proceed to attach the handset and control box to the underside of worksurface.

15. Secure the handset to the front edge of the top using the provided wood screws and pre-drilled holes.

16. Secure the control box to the underside of the desk with the provided wood screws and pre-drilled holes. The label will be visible when installed correctly.

17. Connect the legs to the control box first, then connect the handset to the control box. It does not matter which port you use, just be sure the connections are secure. Next, connect the power cord to power supply but do not plug the cord into the wall until instructed to do so. Slide the power supply into the holder. Then connect the power supply to the control box.
Get ready to use your Hipso™ desk.

18. With a friend, carefully turn table right side up. Then plug in your desk to a power outlet as shown and perform a reset. To reset your desk, press and hold the Up and Down Button for 8 seconds then release and immediately press and hold the down button until the table travels to its lowest position and stops moving. Release the Down button. The table is reset and ready for use!

Zip Ties and P-Clips are included to help manage cables once the desk is assembled.