

HEIGHT-ADJUSTABLE DESK

EXVIZIT

INSTRUCTION MANUAL

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160 06 Praha 6 – Dejvice
Czech Republic

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1 INTRODUCTION

We are very pleased that you have chosen our product, and believe that it will fulfil your expectations. The manufacturer and R&D department did their best to make the product usable in all the specified conditions and facilitate the work in a wide range of applications. For the product to serve you needs well, before putting into operation we recommend to read carefully the following chapters to ensure its proper function and safety of the operator as well as to avoid any possible damage to the device.

Desk operation and its usage are very simple. However, some incorrect manipulations may lead to incidents that can be prevented by proper handling.

Therefore, read these instructions carefully!



Particularly important information and warnings are marked with symbols. Their nonobservance may cause injury to the operator and/or other persons, and/or lead to the product damage.

2 PURPOSE, SPECIFICATION AND PRODUCT FUNCTION

The height-adjustable desk was designed to increase comfort at work and relieve the physical stress during sedentary work or even when standing up with the option to adjust the best position of its working plane in the latter case. The height-adjustable working plane in combination with height-adjustable chair meet ergonomic requirements for the workplace in order to reduce the spine load and risk of potential injury.

With such parameters, this product can be used at different sites, mostly in office workplaces on conditions for its use.

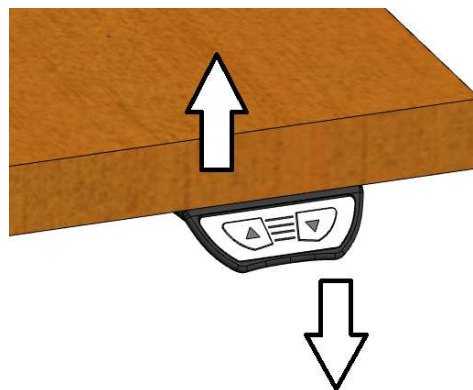
Working surface of the desk is made of laminated chipboard – it is harmless and hygienic and meets all the relevant standards and hygienic parameters.

☞ Moving desktop can be adjusted according to the desired working plane height within the range of 640 to 1300 mm (excluding the board).

☞ Setting the appropriate height is quite simple – just push the control buttons indicating movement directions that are located on the desktop edge.

☞ Desktop movement is powered by an electric motor installed in the columns of the desk so that its adjustment is very comfortable and simple requiring no human power.

Figure 1 – Method of the desk operation



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3 RESIDUAL OPERATION RISKS

3	Cause	Measure
Clamping, compression (feet, hands)	Interventions underneath the desk to reduce its height (between the desktop and movable partition in the bottom desk part)	See chapter 5.3
Clamping, pinching	Between the movable desk part and firm part of another desk	See chapter 5.3
Electric shock	Water leak into the wiring, power line breakage or damage to insulation, improper connection to the electrical network	See chapter 5.1, 5.2
Stumbling	Over a power supply cable laid on the floor	See chapter 5.2
Blow, striking	Desk overturning when overloaded, uneven desk loading, poor desk setting on an uneven floor	See chapter 5.2
Fall from height	Fall off the desk when used in an unallowable way in order to elevate the working place	See chapter 5.3
Fire and/or explosion	Usage in the environment for which the product has not been intended, motor overload	See chapter 5.1

4 TECHNICAL DATA

Ambient workplace temperature	+ 10°C up to + 40°C
Workplace relative humidity	70 % max.
Desktop dimensions	1200, 1400, 1600, 1800, 2000 x 800 mm
Desktop adjustable height range	640 mm min., 1300 mm max. (excluding the board)
Total desk weight (when assembled)	34 kg (excluding the board)
Desktop allowable load	100kg max. (excluding the board)
Vertical adjustment drive	Electrical, located in the columns of the desk
Control and regulation	Electronically by desktop buttons
Electrical network connection	Cable and plug into electrical network 230 V, 50 Hz
Operating voltage (safety voltage)	24 V
Motor input	Max. 135 W
Engine noise	≤50db

5 GENERAL OPERATING INSTRUCTIONS

5.1 Environment for setting the desk

☞ The desk can only be used in interior environments.



☞ It is forbidden to use and store this desk outdoors and within areas with a risk of moisture, water dripping or splashing or effects of other liquids, and within environments containing potentially flammable or explosive vapours, gases or dust.

There is a risk of electrical shock, explosion and/or fire and damage to the desk and/or its functions.

5.2 Setting and connecting the desk to the electrical network

5.2.1 Desk installation

☞ Before installing and setting the desk, the person appointed has to get acquainted closely and thoroughly with these instructions and related documentation attached.

☞ Installation of the desk must be carried out according to the enclosed installation instructions.

☞ Cable must be connected to appropriate connectors on the control box in accordance with the installation instructions.

☞ The desk must be set on a solid and flat floor.

☞ If set between fixed objects – surrounding tables, cabinets or other objects – there must be a gap of at least 25 mm between the desk and respective fixed part to avoid any incidental clamp or squeeze of fingers between the moving desktop and surrounding objects.

5.2.2 Connecting to electrical network



☞ The device can be connected to the power network which has been checked by a competent person. This connection point must conform to all respective regulations as well as to requirements of the manufacturer.

☞ It is necessary to protect the supply cable from any mechanical damage. The cable must be laid so that it does not prevent a safe movement of persons. Stumbling over an unsecured cable just laid on the floor and/or its pulling from the socket or desk must be avoided.

☞ Control unit is provided with protection against power fluctuation. Even so, it is recommended to use surge sockets to connect the desk to the electrical network.

5.3 Safe desk attendance

LET'S PREVENT INJURIES AND ACCIDENTS!!



5.3.1 Putting into operation

☞ Operation of the table must be over 18 years old.

☞ Before using the product, the desk operator must get familiar with instructions to operate its functions.

☞ **Before the first switching-on and after each disconnection from the network supply, the desk must be initialized.**

☞ **Initialization** (adjustment of the starting position for any further desired height adjustment).

Press the button indicating the movement downwards (retraction). The desktop moves down into the starting position – keep on pressing the button for at least 5 seconds. It is necessary to perform this operation twice in some cases.

☞ **When lifting or lowering the desktop, its free movement must not be prevented in any way by pushing the desktop in both vertical directions (up or down)!! Such action could damage the engine!!!**

☞ When adjusting its height, the desk can be burdened up to the maximum load capacity of **100 kg** (excluding the board)

WARNING !!! MOVEMENT AND CONTINUOUS RUN OF THE ENGINE STROKE IS LIMITED !!!

Duty cycle (engine run in both movement directions) can be only 10% of the cycle time. (The maximum duration of continuous movement when adjusting the desk height equals 2 minutes. After this period, the desk must be resting for at least 18 minutes – cannot be used!) Otherwise, you risk a permanent damage to the engine!!!!



☞ If the desktop is in movement, it is prohibited to intervene into the space underneath with hands or feet, especially in the section between the movable desktop and fixed lateral connection.

☞ When connecting office equipment such as PC, monitors, lamps, etc. As the table may be pulling the load wires and cut leading to damage them. Ensure adequate length of conductors and their appropriate location.

☞ **The smallest gap between the fixed lateral connection and movable desk part is 590 mm.**

☞ **There is a risk of accident by squeezing hands or feet.**

☞ When the desktop moves (up or down), other persons (e.g. colleagues, children, etc.) must not occur on or under the desk and within its proximity. **There is a risk of accident by squeezing or compressing.**

☞ There must be no objects or pieces of furniture higher than 590 mm under the desk to prevent their damage, or damage of the desk when the desktop moves downwards!!!


☞ It is prohibited to use the desk for performing activities for which it has not been designed – elevating the working place when executing repairs and maintenance or for other purposes out of its intention.

☞ The desk must not be operated by people under the influence of alcohol and drugs.





☞ Before moving the desk to another place, it must be switched off and disconnected from electrical network.


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 Do not place the desk closer than 3m from open fire, radiant panels etc. as there is a risk of ignition and fire.



5.4 Instructions for cleaning and maintenance

-  The desk and its equipment do not require any special maintenance. When removing dirt, use only detergents intended for furniture. As needed, maintain the working surface by wiping with a wet cloth using ordinary washing or washing-up liquids. Then wipe it dry.
-  **It is forbidden** to apply larger flow of water or water spray. Water may penetrate into electrical equipment or electronics which could result in subsequent damage or electric shock.
-  **It is forbidden** to clean the desk with caustic or other aggressive substances, flammable liquids or wire brushes, emery paper, sharp objects and other materials which could cause damage to the desk.
-  The desk operation does not require any special qualifications of persons except for careful reading and understanding the instructions in question.

 **In case of failures, repairs and maintenance of electrical control equipment should be carried out by representatives of the manufacturer.**

 **During any manipulations, repairs or maintenance activities, the desk must be disconnected from the electrical network!!!!**

5.5 Inspection period

-  The device is connected to the electrical network with a movable cable, and may therefore be subject to regular checks and inspections depending on local legislation. Carry out regular inspections in accordance with local requirements.
-  Routine inspections must be carried out by the desk operator before every single use.

6 LEGAL AND NATURAL PERSONS

The operator is obliged to:
 Operate the device in accordance with respective national regulations and instruction manual.
 Archive table manufacturer supplied documentation (service instructions and related documentation).
 Make operators properly acquainted with these instructions, and keep records about such training.
 Carry out all specified inspections, tests and revisions.

7 STORAGE

The product must be stored in clean, dry and well-ventilated rooms with minimum temperature fluctuations, and kept out of direct sunlight and frost.

8 TRANSPORTATION

The desk is supplied disassembled and its single parts are packed. When transporting and handling these parts, be careful in order to prevent their incidental damage.

9 ASSEMBLY MANUAL

Installation must be done according to the following instructions and picture assembly instructions. Take all the components out of the box, unpack them, remove the protective covers and proceed according to the follow-up steps:

- **Step 1** – Attach foots to the bottom of the column with appropriate screws from the package.
- **Step 2** – Attach frame to the columns with appropriate screws from the package.
The columns should be at a right angle of 90 ° from the frame! (eg using a bracket or spirit level).
- **Step 3** – Loosen the frame screws and stretch the desk frame up to desired dimensions according to picture assembly manual or the triangular notches on the frame that indicate 4 possible lengths of the desk (120, 140, 160, 180 cm) and tighten all screws.
- **Step 4** – Attach beams to the rear parts of the columns, each with two screws from the fitting package.

Balance the differences in height of the telescopic frame with 6 pieces of rubber pads from fitting package. Now you can put the desktop on the desk.

DESKTOP MUST BE FIXED AND STABLE !!!

Desk frame is provided with holes for fixing the desktop with roundhead screws of maximum diameter of 6.3mm or with M6 metric screws for desktops with thread.

If you change the width of the table, it is necessary to disassemble the desktop. Then repeat the assembly in step 3 and 4.

When disassembling the entire table must proceed in reverse as during assembly from the back step by step (4 - 1).

10 POSSIBLE FAILURES AND THEIR REMOVAL

Problem	Check	Try
Table not working	Is the control box correctly connected to the grid?	Connect a light source and check that the grid is live.
	Are all connectors correctly connected to the control box? Check the drawing	Check all connections.
	Are the cable, controllers, columns or control box not visibly damaged?	Damaged parts must be replaced – contact service.
The table stopped and moves only in one directions	Is the table not fully raised?	If the table is fully raised it can move only downwards.
	Is the table not excessively loaded when working normally?	Reduce table load and try its functioning.
The table moves only down even though not overloaded.		Perform basic setting / initialization again.
The table does not rise to the maximum height; always stops in the same position.		The system set a different maximum height - perform basic setting / initialization.

11 LIQUIDATION OF THE DESK AND ITS COMPONENTS

In case of the liquidation of the product it is required to comply with respective national regulations for waste disposal.

12 RELATED AND USED DOCUMENTATION

Image installation instructions, including schematic el. involvement of the table and important information.

Attachment 1 – EC Declaration of conformity by the desk manufacturer



EC Declaration of Conformity

Producer: **HON-KOVO s.r.o.**
 Srbská 347 / 2
 CZ-160 06 Praha 6 – Dejvice
kovo@hon.cz
www.honmove.cz

This declaration relates exclusively to the machinery in the state in which it was placed on the market, and excludes components which are added and/or operations carried out subsequently by the final user.

Person authorized to compile the technical file:
 Name: Jaroslav Soldán
 Address: HON-KOVO s.r.o.; Olomoucká 92, CZ-746 01 Opava

Producer declares on his sole responsibility that below named machinery production line HON-MOVE, fulfils all the relevant provisions of below named used EU directives and harmonized standards.

Description of machinery:
 Name: **EXVIZIT**
 Function: **Movable / height-adjustable office desk without working desk.**
 Production date: **2014**

Used EU directives:
 EU directive 2006/42/EC - Machinery directive.
 EU directive 2004/108/EC - EMC directive.
 Council Directive 92/59/EEC - General product safety.

Used Harmonized standards:
 ČSN EN ISO 12100:2011; ČSN EN 953 + A1:2009; ČSN EN 349+A1:2008; ČSN EN 60335-1 ed. 3:2012;
 ČSN EN 62233:2008; ČSN EN 55014-1 ed. 3:2007; ČSN EN 55014-2:1998; ČSN EN 61000-3-2 ed. 3:2006;
 ČSN EN 61000-3-3 ed. 2:2009; ČSN EN 527-1:2011; ČSN EN 527-2:2005; ČSN 91 0001:2007;
 ČSN EN ISO 13849-1:2008, Kategorie B, Performance Level b

Date: 1.1.2014

Václav Hon, Executive Manager

