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.

For step-by-step video instructions, visit knoll.com

Knoll, Inc.
1235 Water Street
East Greenville, PA 18041

Knoll

Hardware

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

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

E. (4 min/8 max) #10 x 2½" wood screw

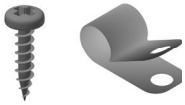
(2 min/10 max) Round Bumpers

(2) Square Bumpers

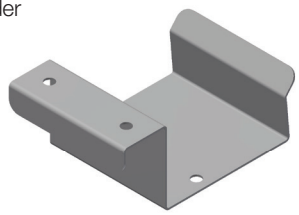
C. (4) ¼-20 x 5/8" Undercut Flathead, 100 degree

D. (4) #10 x 1" wood screws

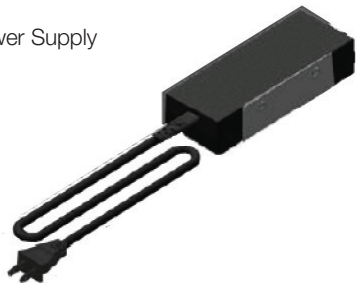
P-Clips



Power Supply Holder



Power Supply



Control Box

Standard Handset

Tools:

PROVIDED

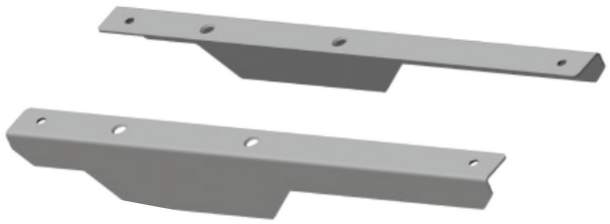
- Small Allen Wrench
- Large Allen Wrench
- Combo #2/#3 Phillips Head Offset Screwdriver

NOT PROVIDED

- Tape Measure *required*
- #2 Phillips Head Screwdriver *recommended*
- #3 Phillips Head Screwdriver *recommended*
- Blanket or Other Floor Protection *required*
- A Friend *required*

Feet

Side Brackets



Adjustable Crossbars (shown facing opposite directions)

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.

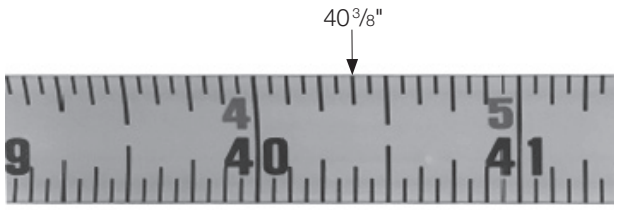
ATTACH CROSSBARS

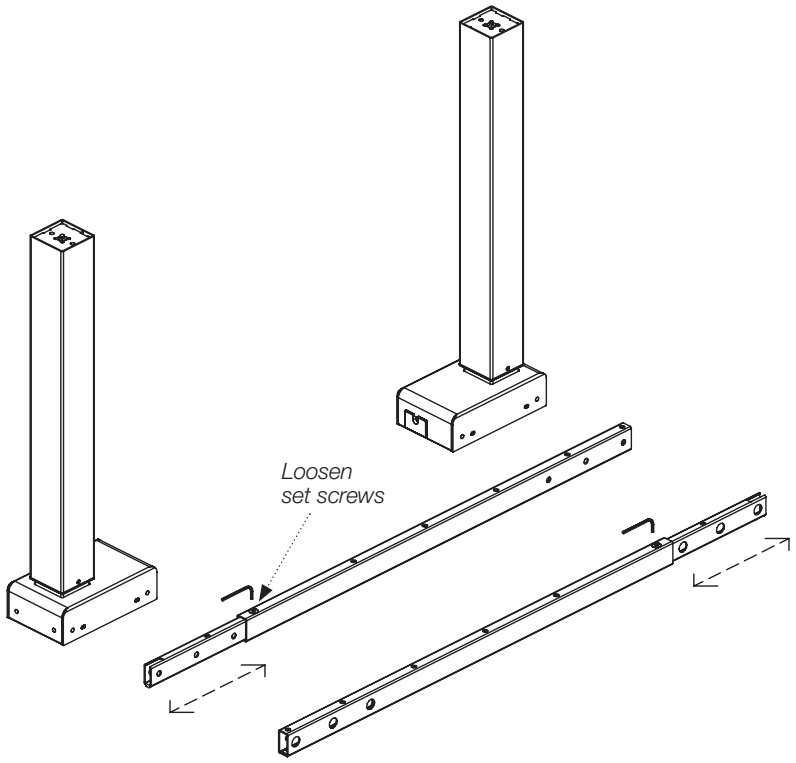
2. Position the legs facing each other as shown.

3. Loosen the set screw on each crossbar. Expand each crossbar according to your top size and tighten the set screw.

- For a 45" wide top extend each crossbar to 40 3/8" long
- For a 51" wide top extend each crossbar to 46 3/8" long
- For a 57" wide top extend each crossbar to 52 3/8" long

Helpful hint: This step is especially important for 45" wide tops. Below is a guide to identifying 3/8" on a tape measure.





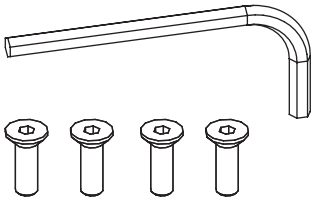
Required: Small Allen Wrench

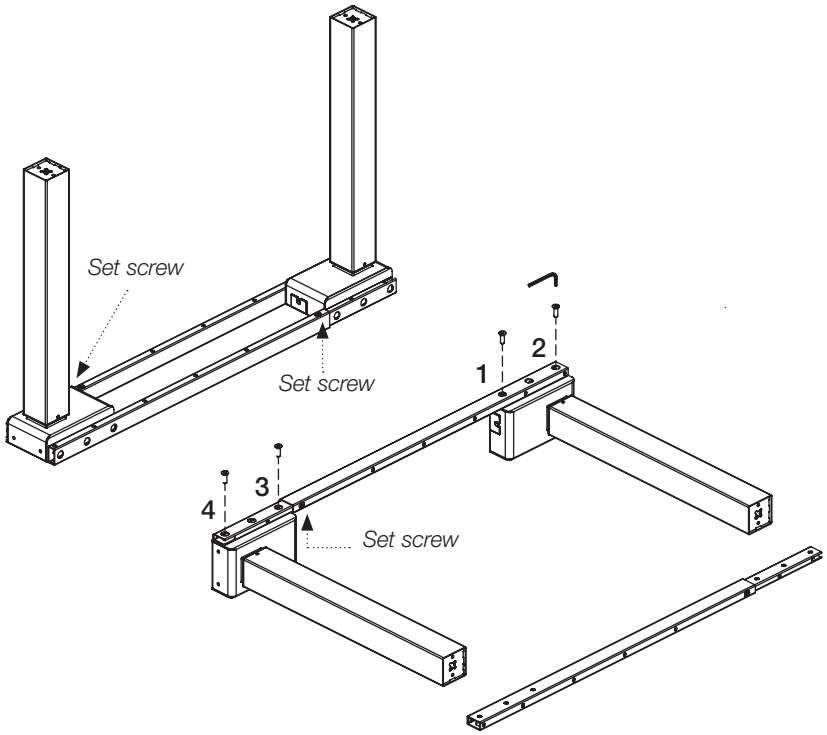
4. Place the crossbars near the motor housing as shown with the set screws facing up.

5. Gently tip each leg on its side so the motor housing holes are easier to access. Following the sequence shown, use four (4) Screw Socket Flat Head M8 x 16 ZN (**A**) to attach one crossbar to the motor housing.

Required: Large Allen Wrench

(4) Screw Socket Flat Head M8 x 16 ZN



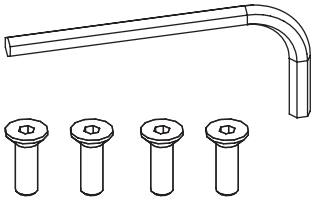


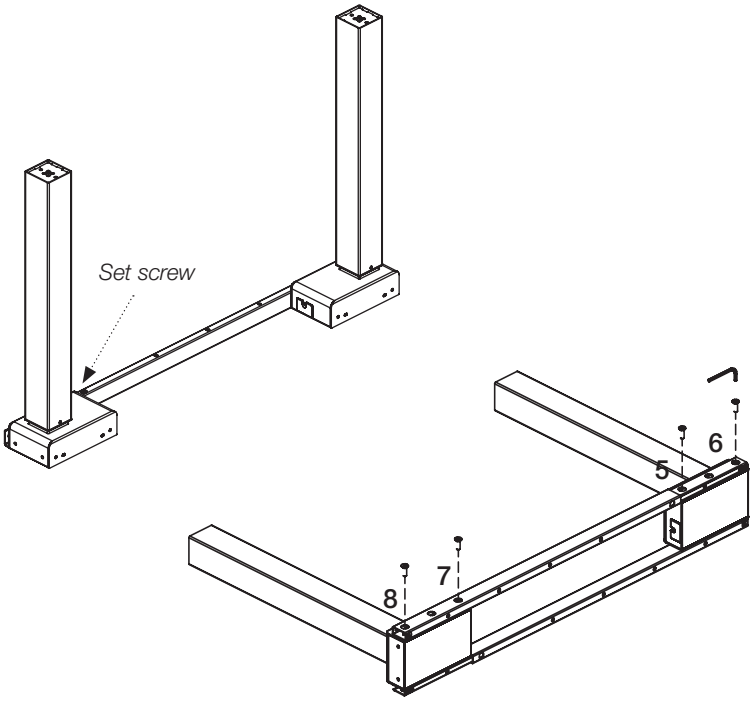
6. With the first crossbar attached to the motor housing, gently tip the assembly to the other side. Secure the second crossbar to the motor housing using the remaining four (4) Screw Socket Flat Head M8 x 16 ZN (**A**).

Helpful hint: If a screw drops into the crossbar channel you can fish it 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, remove the screw and start again.

Required: Large Allen Wrench

(4) Screw Socket Flat Head M8 x 16 ZN



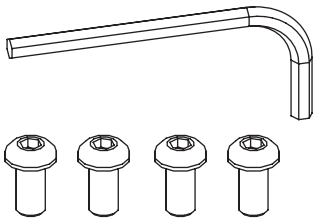


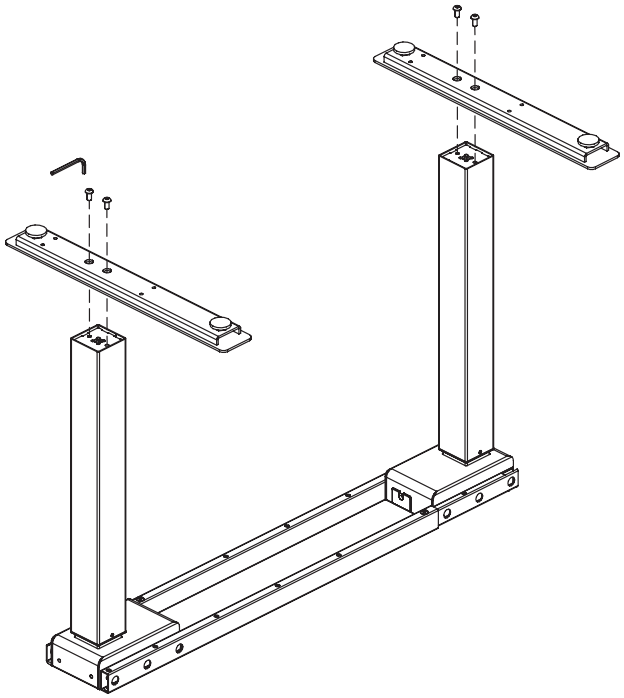
ATTACH THE FEET

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

Required: Large Allen Wrench

(4) Screw Socket Round M8 x 16 ZN





ATTACH SIDE BRACKETS

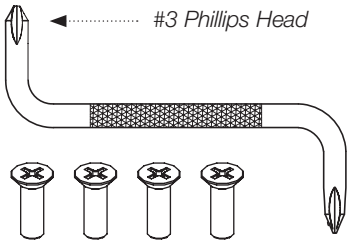
8. Have a friend help you carefully turn the base right side up and attach the side bracket to the motor housing and crossbars using four (4) ¼-20 x 5/8 Under-cut Flathead, 100 degree screws (**C**).

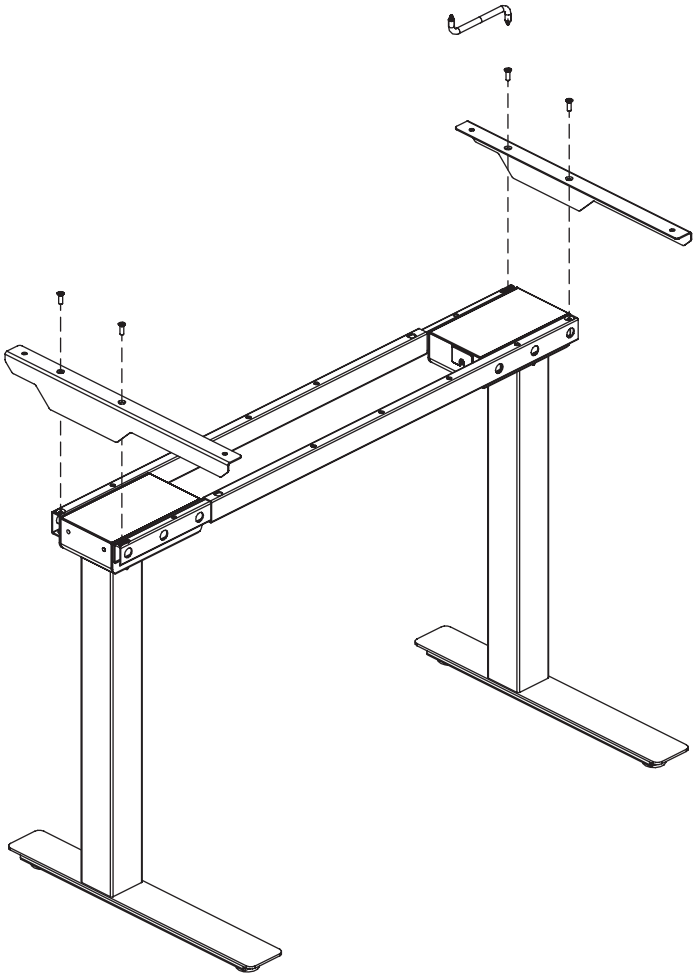
Place and lightly finger-tighten all four screws at each location to ensure proper alignment. Tighten the screws using a #3 Phillips Head Screwdriver or the larger side of the provided Combo #2/#3 Phillips Head Offset Screwdriver.

It is normal to feel resistance when installing these screws, too. They are intentionally snug for a sturdy connection, however, if the screw head is stripping, double check that you are using the correct screwdriver size.

Required: #3 Phillips Head Screwdriver or the Offset Screwdriver.

(4) ¼-20 x 5/8 Under-cut Flathead, 100 degree screws

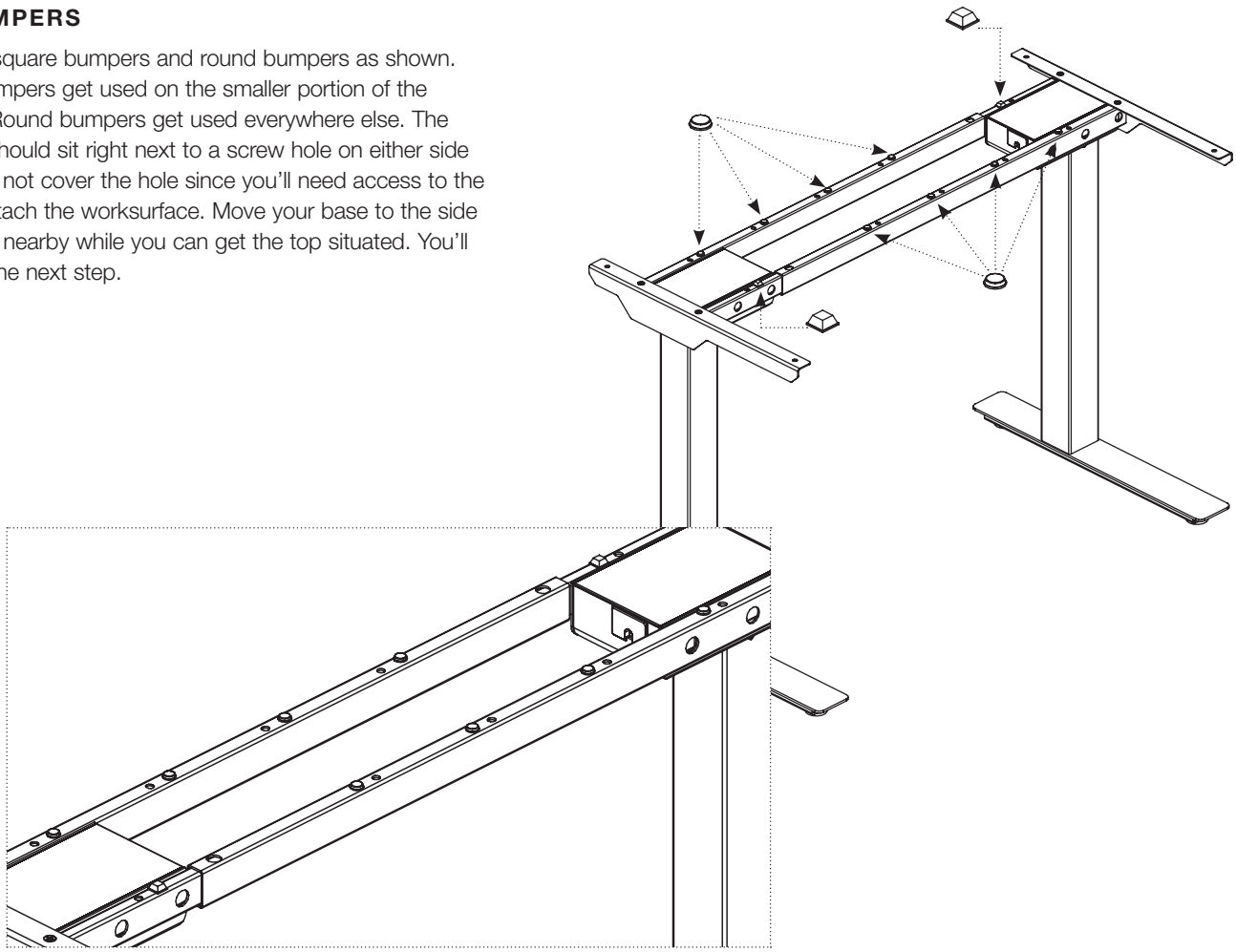




You are about halfway done!

APPLY BUMPERS

9. 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.



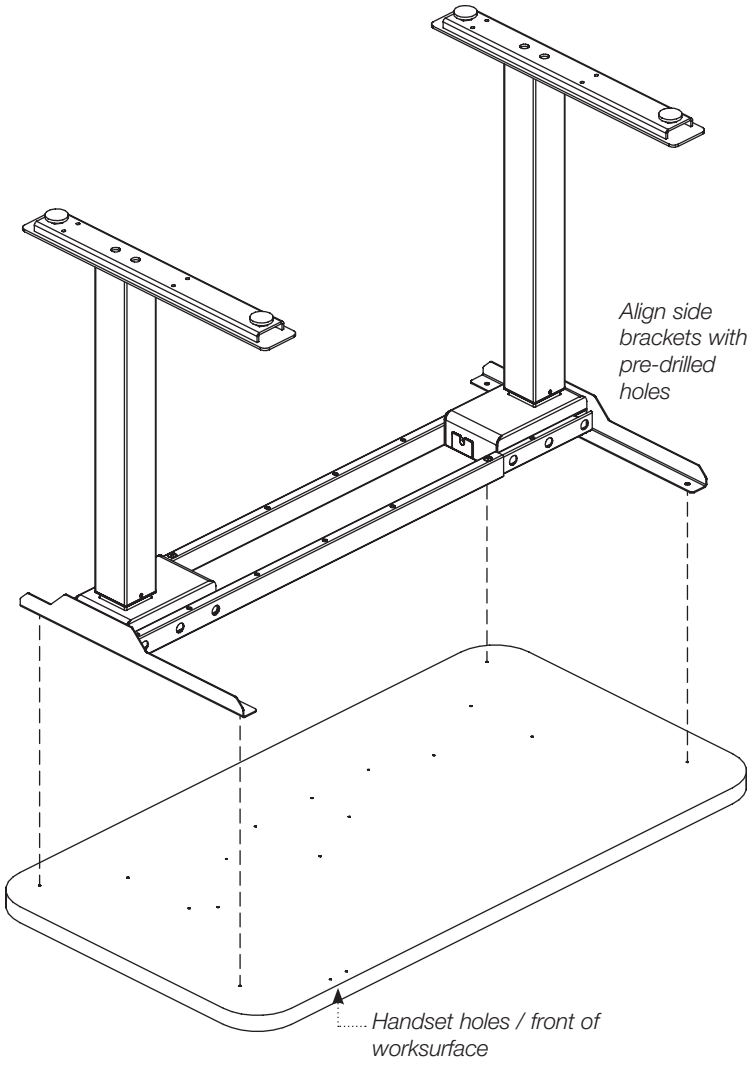
Adding the Worksurface

POSITION THE WORKSURFACE

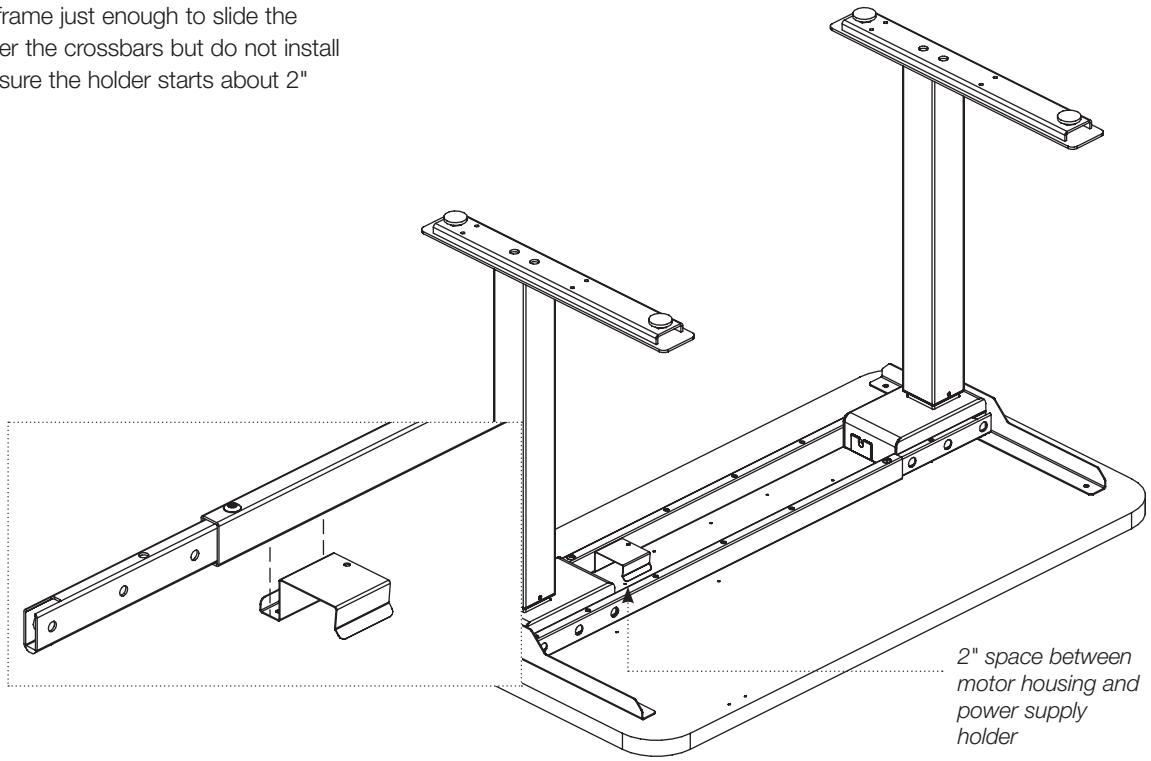
10. Place your worksurface top-down on the blanket to protect the surface and your floor. The pilot holes should be facing up. With a friend, gently tip your base onto the worksurface.

11. Carefully reposition the base so that the side bracket holes of the base align with the corresponding pilot holes in the top. Be careful not to remove the bumpers applied in Step 9 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.



12. When in position, lift the frame just enough to slide the power supply holder under the crossbars but do not install the power supply yet. Ensure the holder starts about 2" from the motor housing.

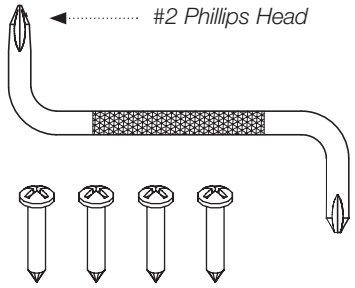


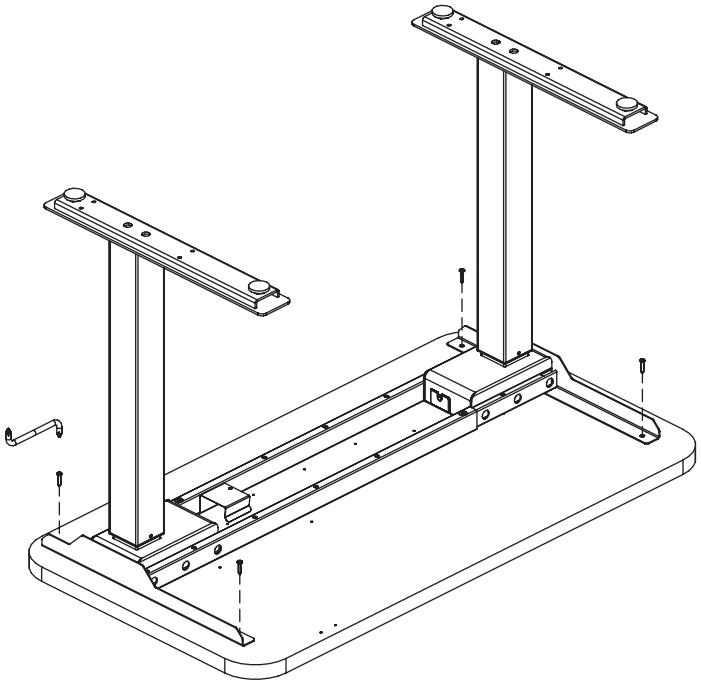
ATTACH THE WORKSURFACE

13. Attach the side brackets to the worksurface using four (4) #10 x 1" wood screws (**D**).

Required: #2 Phillips Head Screwdriver or the Offset Screwdriver.

(4) 10 x 1" wood screws

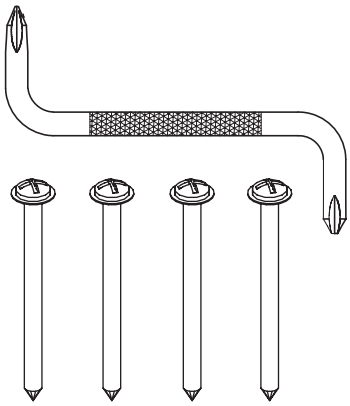


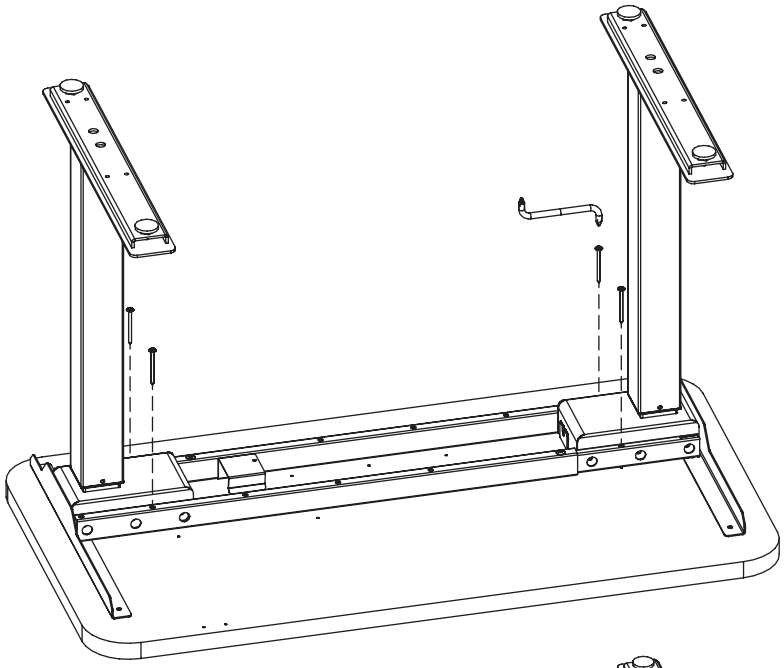


14. Attach the crossbar to the worksurface starting with the screws directly next to the motor housing using four (4) #10 x 2½" wood screws (**E**).

Required: #2 Phillips Head Screwdriver or the Offset Screwdriver.

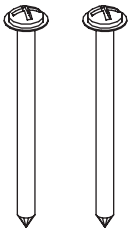
(4) #10 x 2½" wood screws

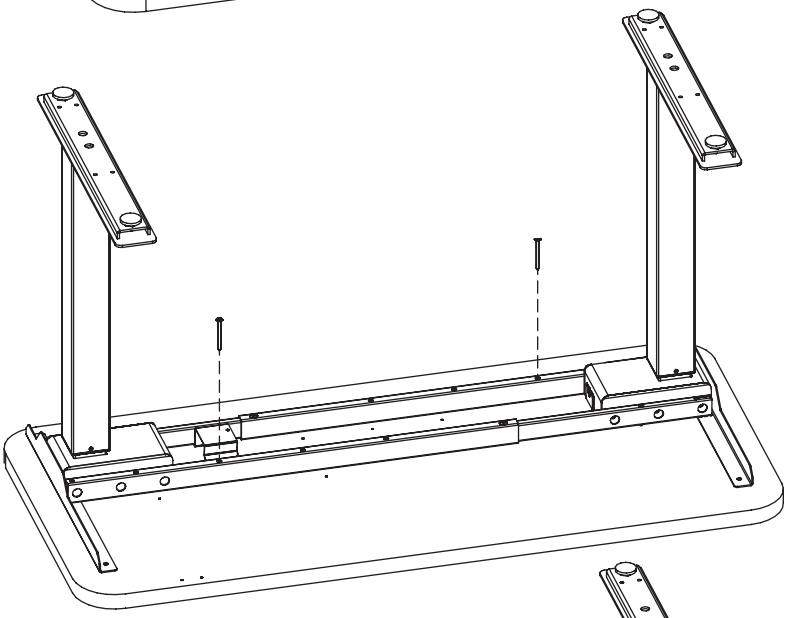




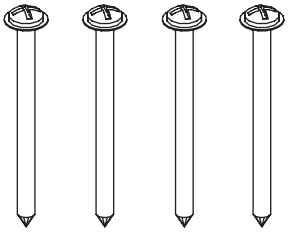
15. For 51" or 57"-wide tops, continue securing the crossbar to the worksurface. No additional screws are required for a 45"-wide top.

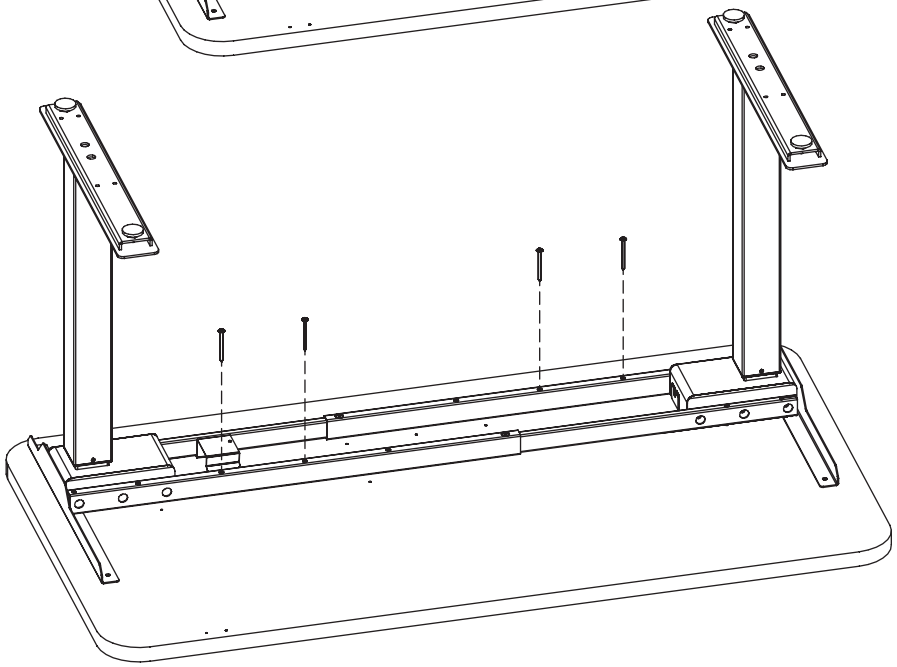
The 51"-wide top will use an additional two (2) #10 x 2½" wood screws (E).





A 57"-wide top will use an additional four (4) #10 x 2½" wood screws (E).



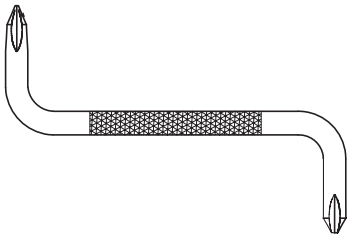


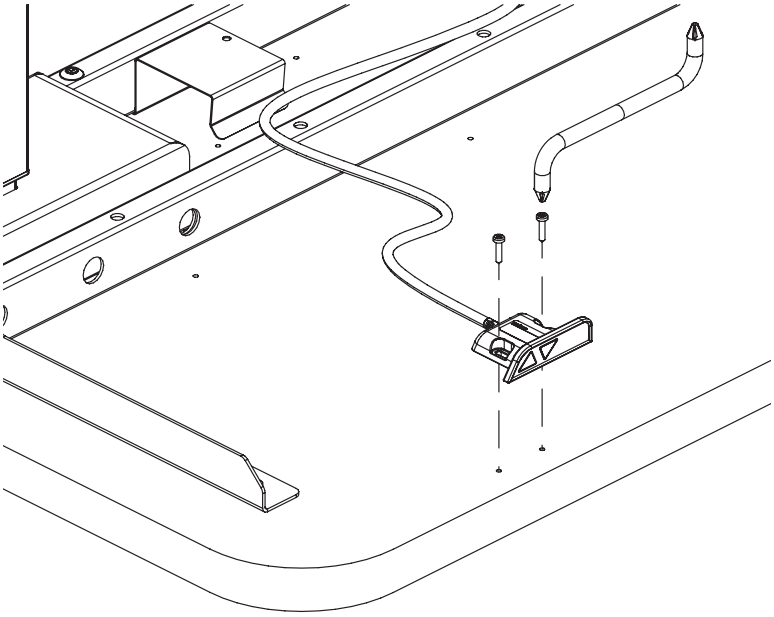
Powering the Desk

16. Do not plug in components until step 18, but proceed to attach the handset and control box to the underside of worksurface. Secure the handset to the front edge of the top using the provided wood screws.

Required: #2 Phillips Head Screwdriver or the Offset Screwdriver

Switch with provided wood screws

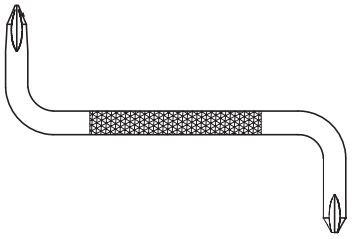


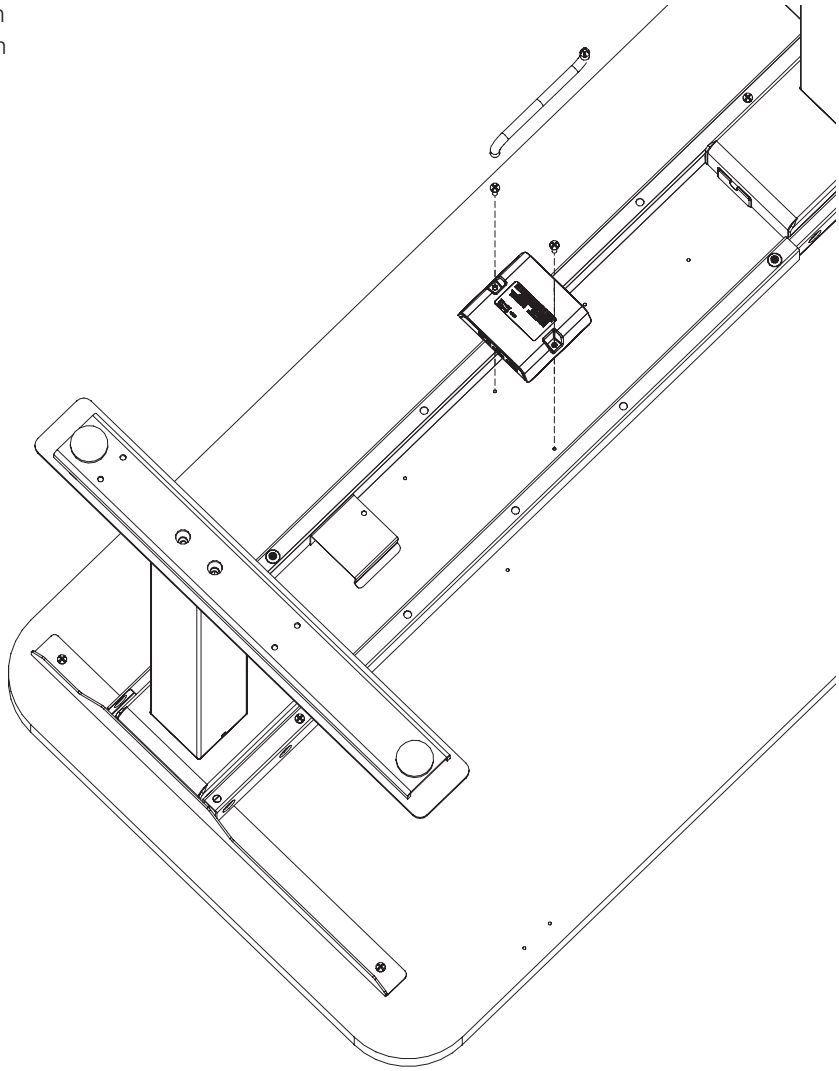


17. Secure the control box to the underside of the desk with the provided wood screws. The label will be visible when installed correctly.

Required: #2 Phillips Head Screwdriver or the Offset Screwdriver

Control box with provided wood screws



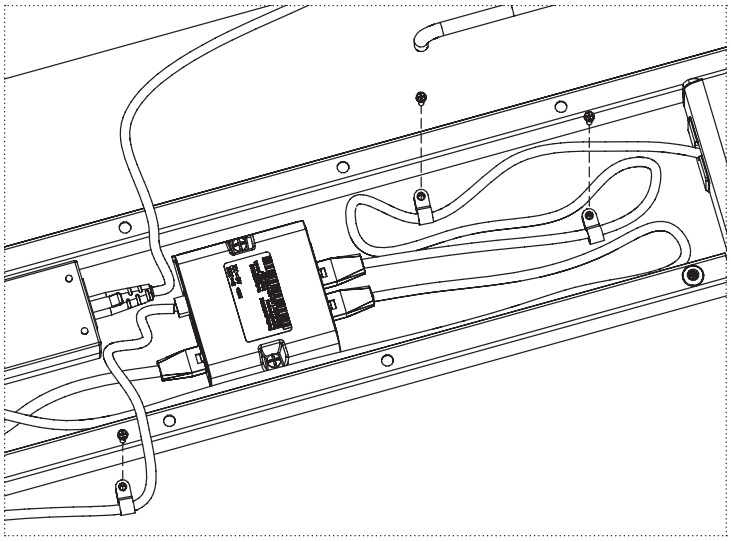


18. Connect the legs to the control box first, then connect the handset to the control box. It does not matter which port you use, just be sure the connections are secure. Next, connect the power cord to power supply but do not plug the cord into the wall until instructed to do so. Slide the power supply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

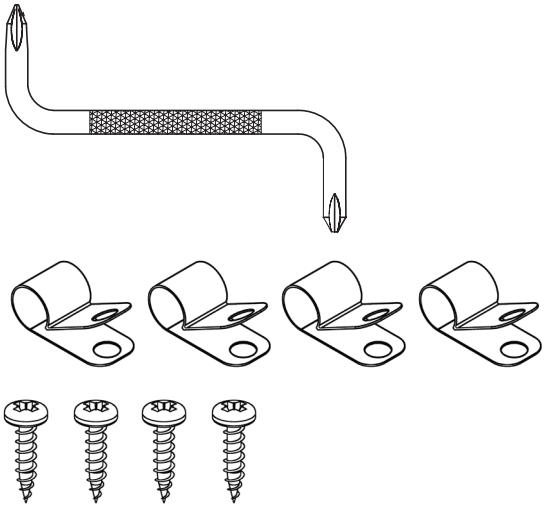
19. Before standing the table upright, use the P-Clips to manage electrical cables.

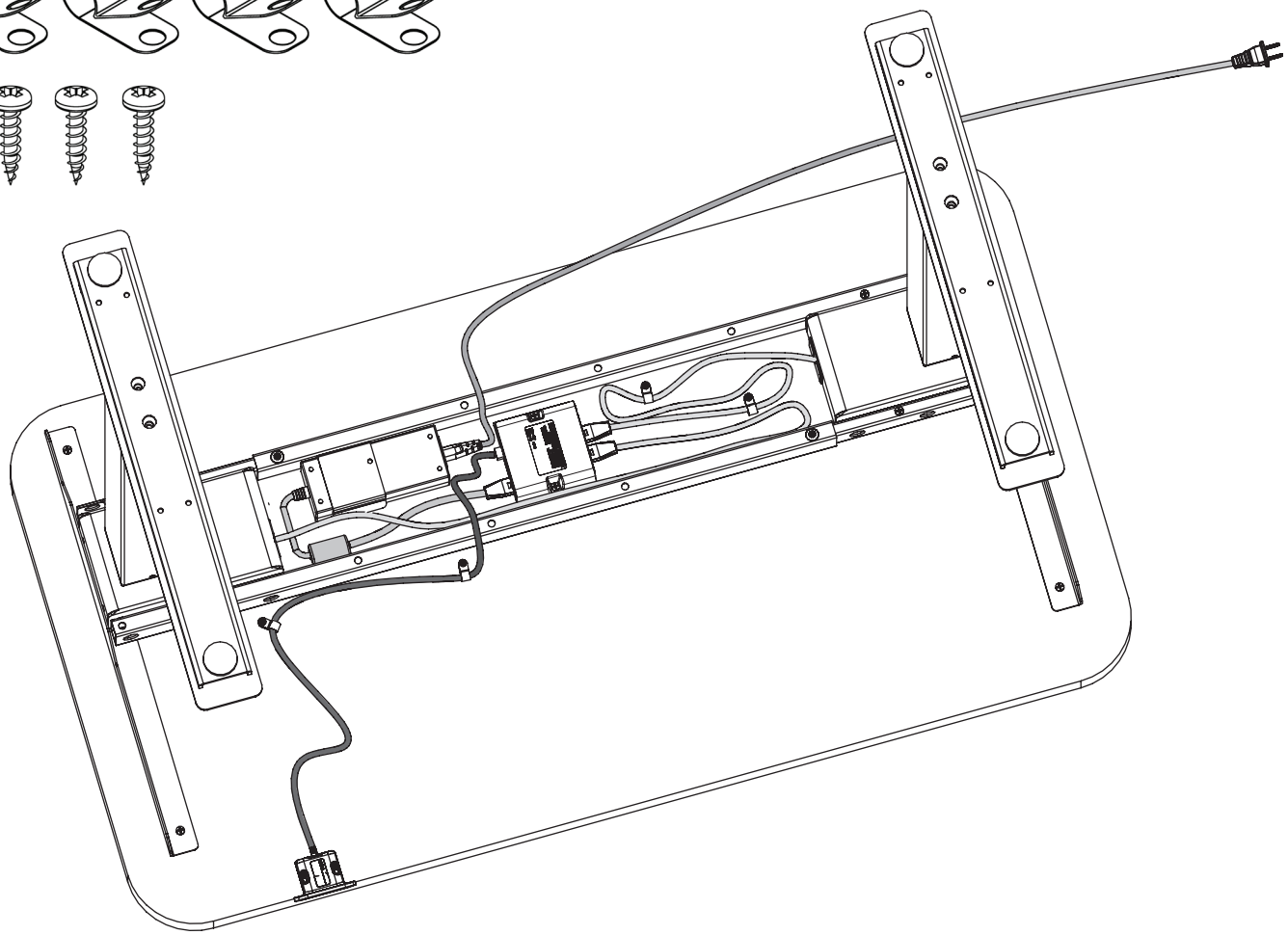
Required: #2 Phillips Head Screwdriver or the Offset Screwdriver

P-clips and screws



Manage cables with Zip Ties and P-clips, provided

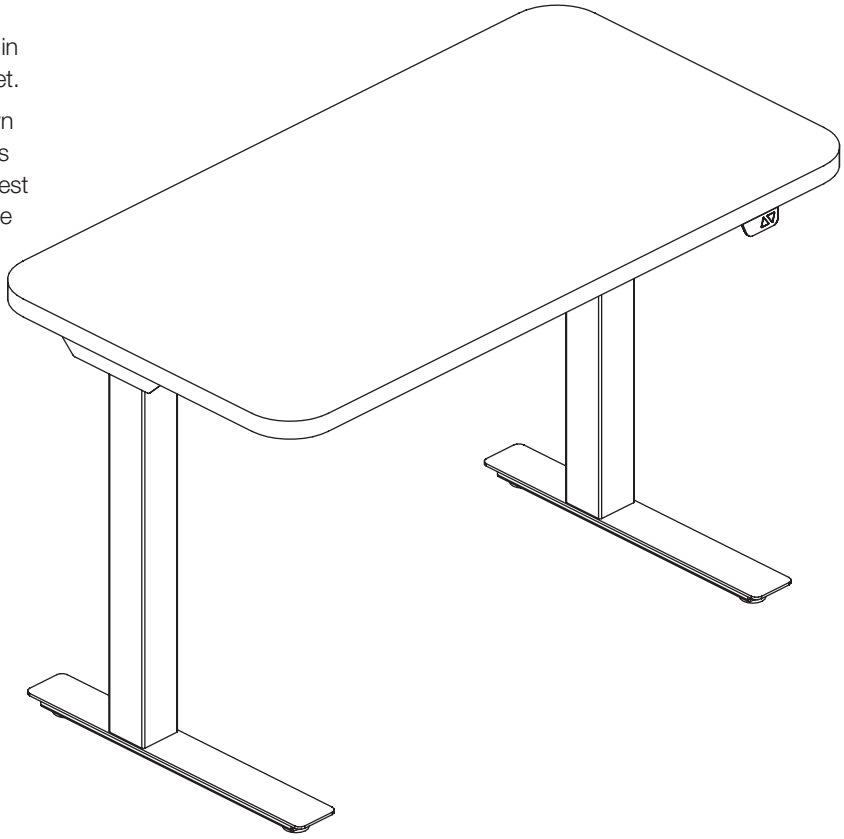




Get ready to use your Hipso™ desk.

20. 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 both the Up and Down buttons 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!



Warning leaflet and user manual ship with table.