

## SIT-STAND DESKS

New 72" x 30" sit-stand desks are standard features in every workstation and office. These desks are adjustable between 24.5" and 50" in height from the floor. Your desk can be automatically adjusted to fit your personal needs and programmed for up to four positions.

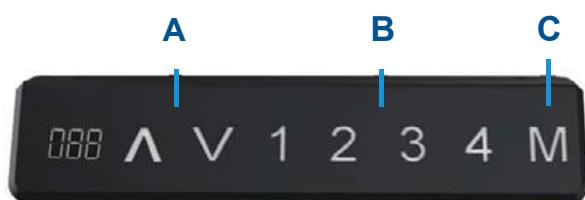
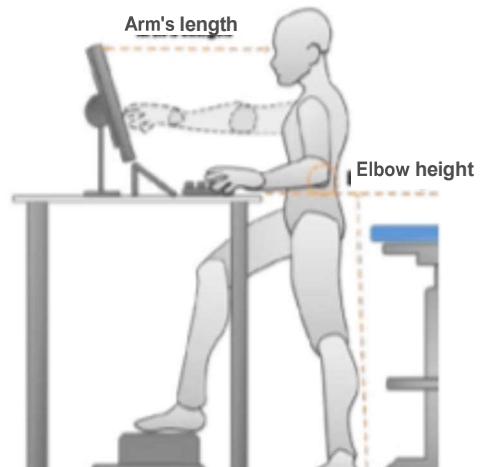
Adjusting the height of your sit-stand desk

### PROGRAMMING MEMORY PRESETS

1. Press the up or down arrow to set the work surface to the desired height.
2. Press the 'M' button followed by 1, 2, 3 or 4 to program the desk position. The desk will automatically reset to the programmed height when a preset button is pressed.

### RESETTING THE BASE

1. Hold down the "M" button for a few seconds and it should reset. (If this option doesn't work, proceed with the next option)
2. Make sure there is nothing under the base before using this step to reset the desk.
3. Press and hold the Down arrow; the desk will begin to go down.
4. Once the desk reaches its lowest height, continue to press the Down arrow for 5 seconds, until the digital display shows RST.
5. Release and then press the Down arrow again; the re-calibration process will now begin.
6. When reset is complete, the digital display will show 24.5



- A. Height adjustment buttons
- B. Preset memory position buttons 1-4
- C. Memory seating button
- D. Digital display

Additional resources are available at:

[ucop.edu/safety-and-loss-prevention/ucop-safety-risk/ergonomics](http://ucop.edu/safety-and-loss-prevention/ucop-safety-risk/ergonomics)