

bdiusa.com customerservice@bdiusa.com



## **OWNER'S MANUAL**

#### **Product Registration**

Registering your new BDI product allows us to send you important product updates, service information and helpful hints related to your BDI products. Register today, and you will be entered to win free a BINK table from BDI: www.bdiusa.com/register

#### **Placement and Maintenance**

Centro Lift Desk is designed for indoor use on level floors. Clean glass with glass cleaner, and steel parts and wood veneer with a moist cloth.

Your Centro Office furniture is engineered for easy assembly. Carefully follow this procedure to prevent any damage. Do not use power tools for assembly of this product.

#### Step 1

Designed by Matthew Weatherly.

Unpack and identify the parts listed below. The assembly workspace should be a non-marring surface such as carpet. For missing hardware, please contact BDI Customer Service at customerservice@bdiusa.com.

T1 5mm Hex Wrench
T2 4mm Hex Wrench
H1 #10 Wood Screw x 4
H2 #6 Wood Screw x 6
H3 M6 x 12mm Screw x 8

H4 M6 x 16mm Screw x 8

H5 1/4-20 x 12mm Screw x 7

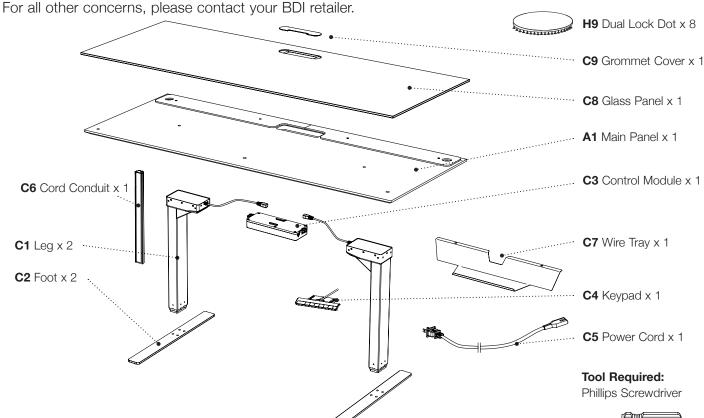
H6 Cord Clip x 6



**H7** Leveler x 4



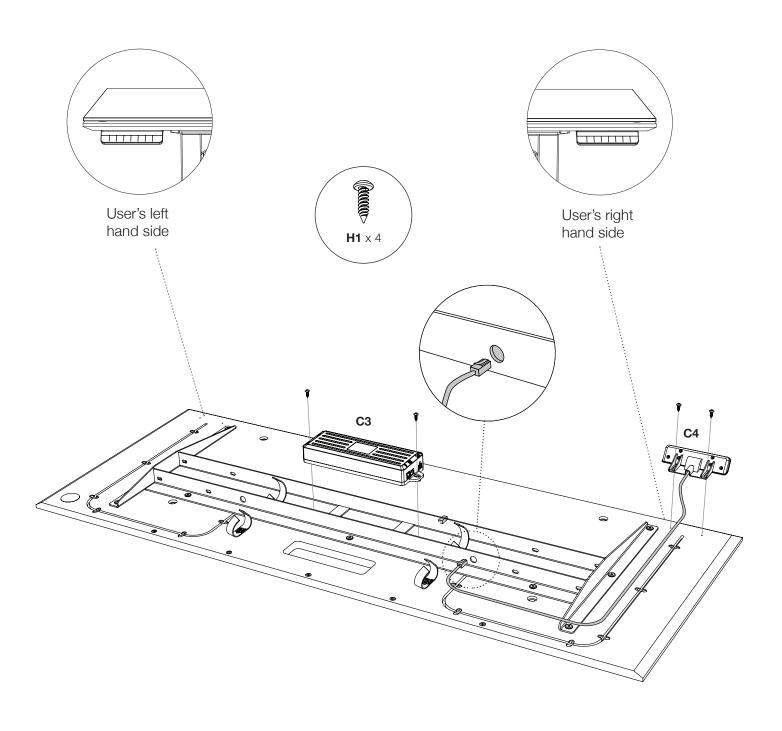
H8 Glass Bumper x 2



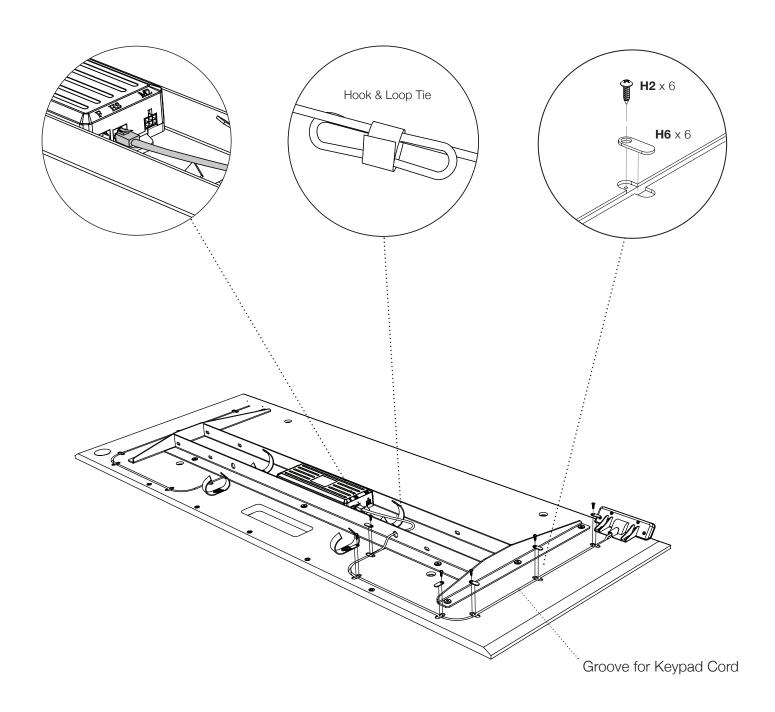
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#### Step 2 - Install Control Module and Keypad

Lay top panel upside down on a soft surface (like carpet). Attach Keypad **C4** on the desired side (left or right) with 2 Wood Screws **H1**. Orient the Control Module **C3** so that the Keypad port is facing the Keypad side and secure between the 2 steel rails with 2 Wood Screws **H1** as shown. Route the Keypad cord into the groove in the panel and through the hole in the metal frame.

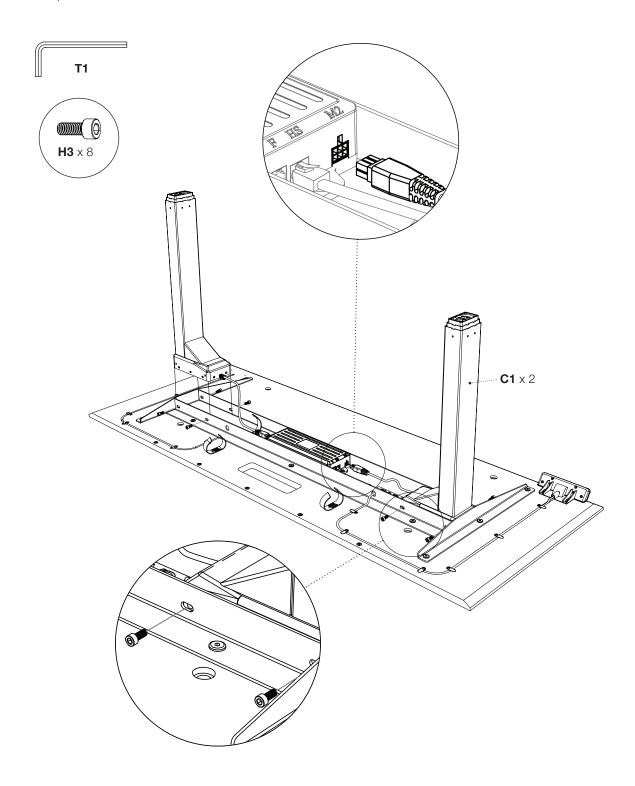


**Step 3 -** Secure the keypad cord into the groove using 6 cord clips **H6** and 6 wood screws **H2**. Connect keypad cord into the Control Module Port (labeled HS) and bundle the slack with the Hook & Loop Tie.

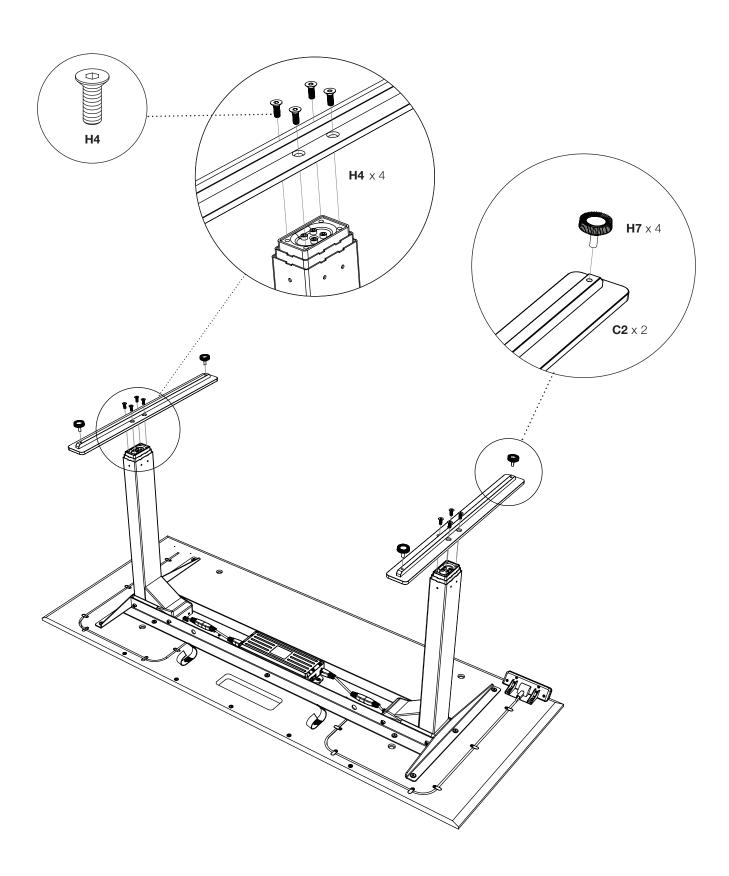


**Step 4 -** Attach 2 Legs **C1** with 4 Screws **H3** per Leg using Hex Wrench **T1**. Start all 4 screws before tightening them down.

**Step 5** - Connect the leg cords to the closest port of the control module and bundle up any slack using the hook & loop tie.

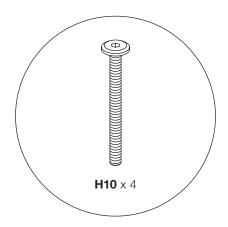


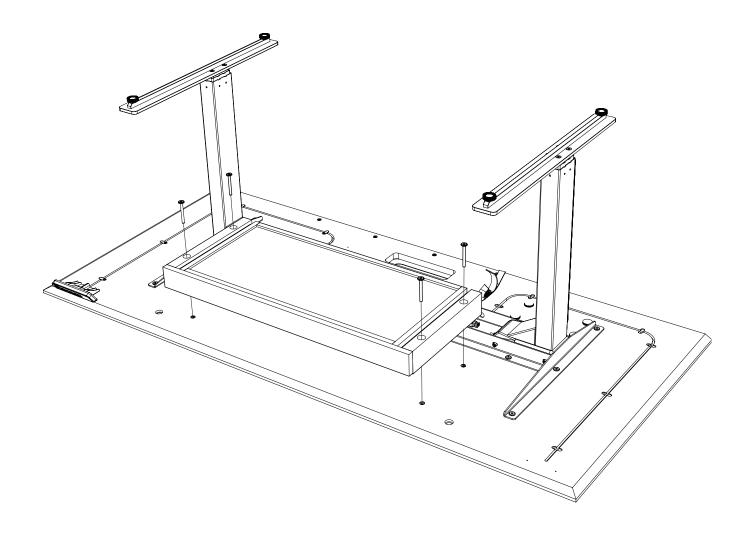
**Step 6 -** Attach each Foot **C2** with 4 Screws **H4** using Hex Wrench **T2**. The long end of the foot faces the front edge of the desk. Thread in Levelers **H7** into the bottom front and back corners of each foot.



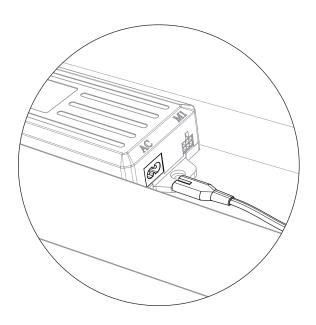
## **Optional Drawer Assembly for 6052**

Attach the optional Drawer (for 6052) using 4 Screws **H10** that came with your drawer as shown.



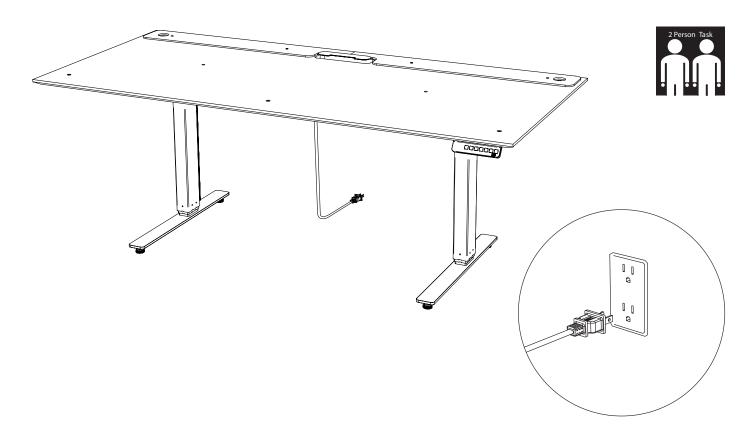


**Step 7 -** Plug the Power Cord **C5** into the power port on the Control Module **C3** (labeled AC).

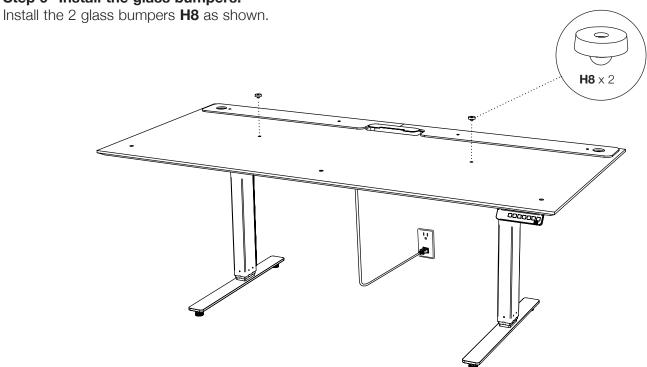


Step 8 - Turn the desk upright and plug it in to adjust the height

With the help of another person, carefully flip the desk on to its feet. Plug the other end of the Power Cord into the nearest wall socket. Refer to the **User Manual** on **Page 13** and follow the **Reset Procedure.** You may now adjust the height of your desk to make the remaining steps easier.

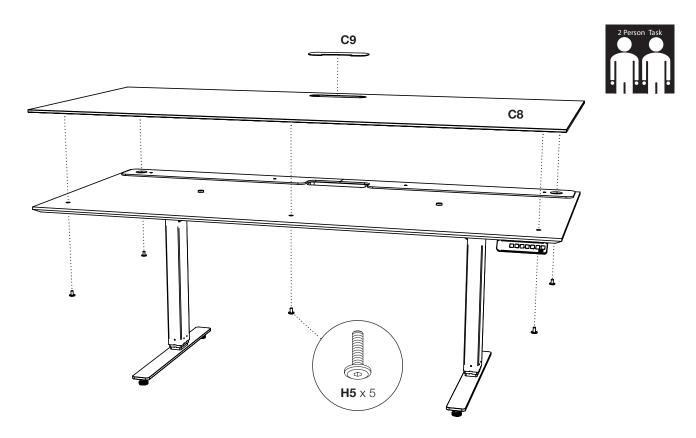


### Step 9 -Install the glass bumpers.



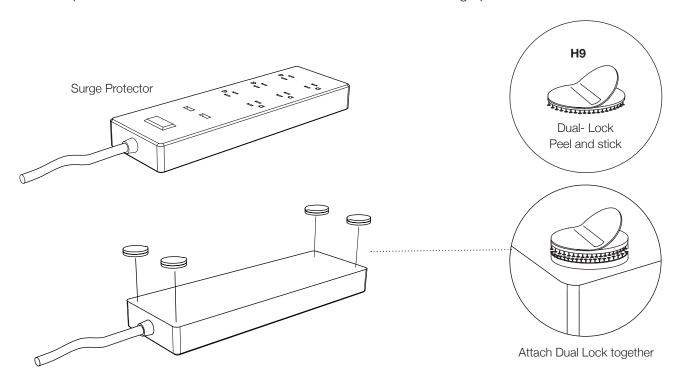
### Step 10 - Install the glass panel.

With the help of another person, carefully place the Glass Panel **C8** on top of the desk top with the metal pucks facing down. The stem of the glass pucks should slip into 5 holes. Secure the glass panel in place from below using 5 Screws **H5**. Do not over tighten. Place Grommet Cover **C9** into the grommet hole.



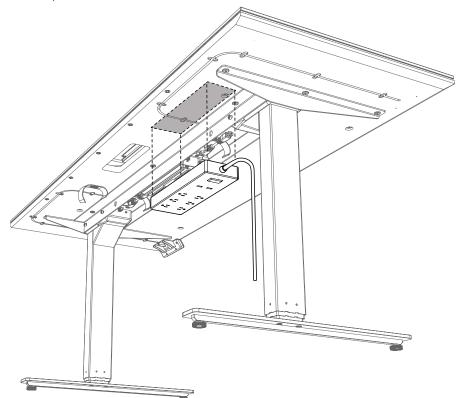
### Attach dual lock fastener to the bottom of the surge protector (surge protector not included)

Secure 4 pairs of Dual-Lock Dots **H9** to the bottom corners of the surge protector.



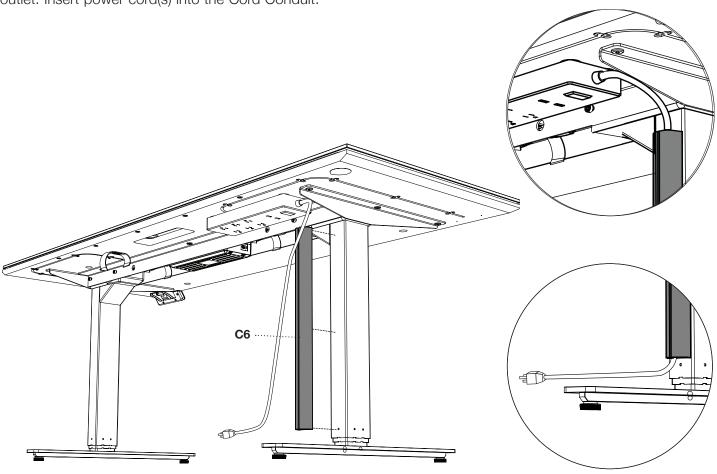
#### Attach the surge protector (not included)

For easy installation, raise the height of the desk. Determine where you prefer the surge protector to be mounted. We suggest just behind the metal rails towards the leg closest to your wall outlet. Make sure the area is dust free. Remove the adhesive film and attach the surge protector with the power cord facing the nearest leg. Press firmly to allow the pressure sensitive adhesive to set.



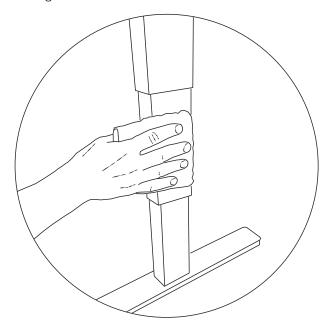
### **Attach the Cord Conduit (optional)**

Remove adhesive film and attach the Cord Conduit **C6** to the back of the top section of the leg nearest the wall outlet. Insert power cord(s) into the Cord Conduit.



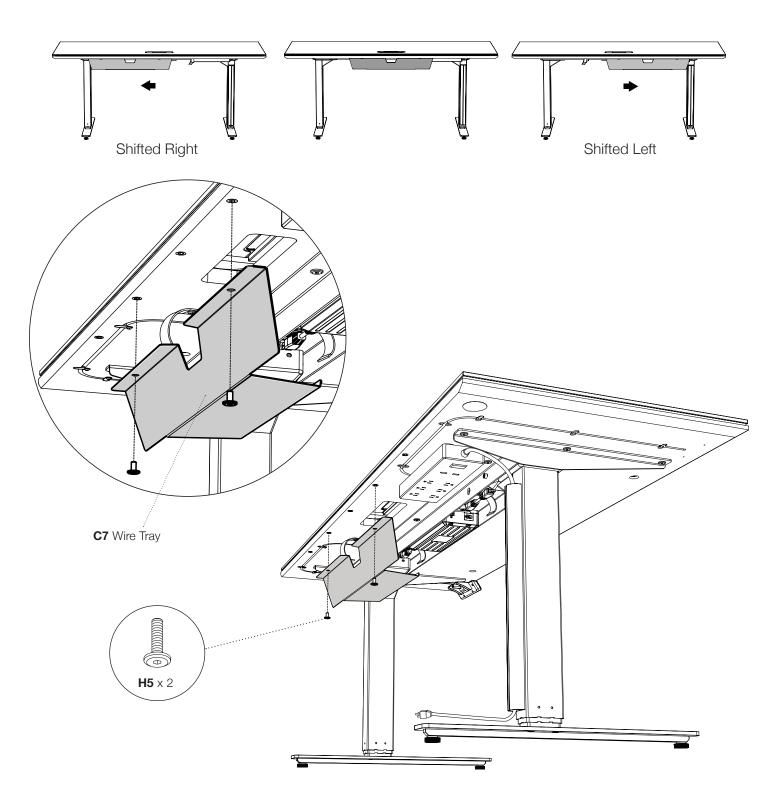
### Remove excess lubricant from legs

When new, the legs may have excess lubricant. Extend the legs to their highest position and wipe off excess lubricant with a clean, dry cloth or rag.



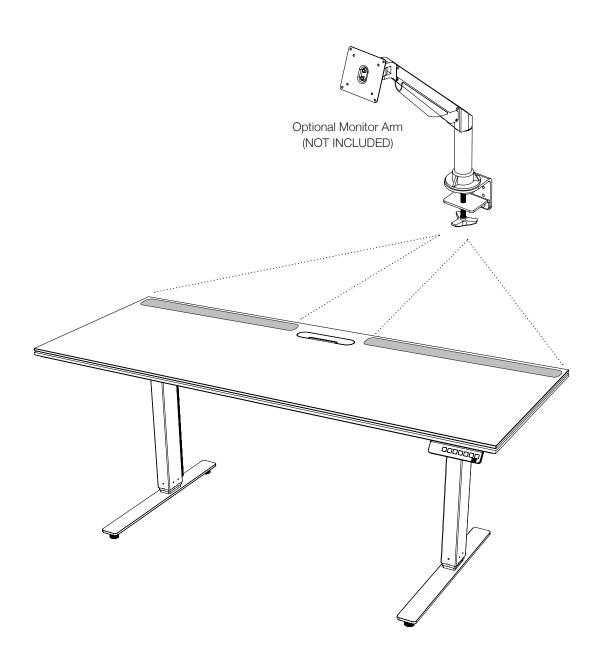
### Attach the wire tray (optional)

Determine if you prefer the wire tray to be centered, shifted left or shifted right. If you plan to use a monitor arm, it might be better to shift the position of the Wire Tray to make the monitor arm attach more centrally. Attach the metal Wire Tray **C7** to the back edge of the bottom of the desk with 2 Screws **H5.** 



## Attach a monitor arm (not included)

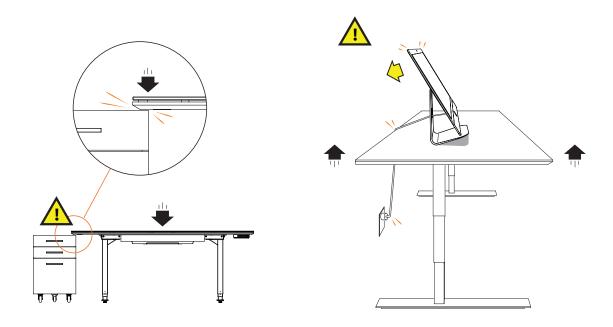
The Sequel Lift Desk is compatible with most third party monitor arms. Attach your monitor arm on either side of the grommet hole along the back edge (see gray area below), staying at least 1" away from the grommet hole.



## **User Manual**

## Caution!

- Make sure there are no obstacles under or over the path of the desk.
- Make sure the desk top is not touching any walls.
- Make sure all the cords are long enough to reach lowest and highest desk positions.

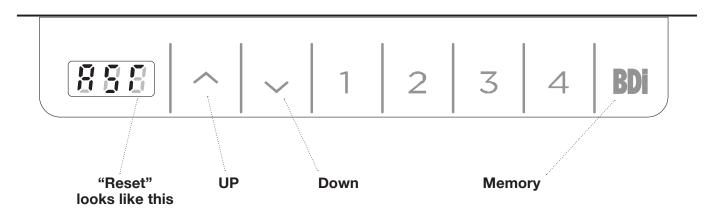


# **Important:**

· You must reset the desk prior to use.

## **Reset Procedure:**

- 1. Press and hold the DOWN button on the keypad until the desk reaches its lowest height.
- 2. Release the DOWN button.
- 4. Release the DOWN button.
- 5. Press and hold the DOWN button again until the desk lowers a little bit more, slightly rises and stops.
- 6. Release the DOWN button. Your desk is now ready for use.



# **Height Adjustment**

The desk base can be adjusted by pressing and holding either the UP or DOWN button until the desired height is reached.

To program up to four presets, use the up/down buttons to find a desired height, then press "BDI" followed by a number 1-4. To Change the **Movement Program** (explained below) follow the **Reset Procedure** to **step 4**. The display should be flashing "RST". Press and hold the "1" button (about 5 seconds) until the display flashes "10.1" or "10.2". You can press and hold the "1" button again to switch to the other setting. Once the chosen setting is selected finish the Reset Procedure steps 5 and 6.

## One Touch (Default) - 10.1:

Once a preset button is pushed, the desk will move to the programmed height. To stop movement, press any number on the keypad.

## Constant Touch - 10.2:

A preset button must remain pressed for the desk to move to the programmed height. To stop movement, release the button.

# **Trouble Shooting**

If your desk is not functioning properly it may need to be reset. Follow the RESET procedure above. If your LED readout displays an error message Er1 confirm that all wired connections are secure. Then perform the reset procedure above.

# **Keypad Lock**

#### To lock the keypad:

Press and hold the "BDI" button for about 8 seconds until the LED display reads "LOC". The keypad is now locked and cannot be used to move the desk.

#### To unlock the keypad:

Press and hold the "BDI" button for about 8 seconds until the LED display switches from "LOC" to the height display. The keypad is now unlocked and can be used as normal.

## **Height Display: Inches or Centimeters**

To change unit of height measurements (inches or centimeters) follow the **Reset Procedure** to step **4**. The display should be flashing "**RST**". Press and hold the "**2**" button (about 5 seconds) until the display flashes "**10.3**" or "**10.4**". You can press and hold the "**2**" button again to switch to the other setting. Once the chosen setting is selected, finish the Reset Procedure steps 5 and 6.

Centimeters - 10.3 Inches (Default) - 10.4



## Setting the Upper and Lower Limits

The base is designed to go to its minimum and maximum heights, allowing for the widest possible range. If you prefer to change the settings to a more narrow range, follow these steps:

#### To set the Lower-limit position:

Use the UP/DOWN buttons to move the base to the desired minimum height position. Press and release the "BDI" button and the LED display should read "S". Next, press and release the DOWN button. Now, press and hold the "BDI" button (for about 2 seconds) until the LED display changes to "000" and then automatically returns to show the selected height. The new lower limit is now set.

### To set the Upper-limit position:

Use the UP/DOWN buttons to move the base to the desired maximum height position. Press and release the "BDI" button and the LED display should read "S". Next, press and release the UP button. Now, press and hold the "BDI" button (for about 2 seconds) until the LED display changes to 999 and then automatically returns to show the selected height. The new upper limit is now set.

#### Note:

- You can set just the upper limit or just the lower limit or both.
- After the upper and lower limits are set, the previous memory positions (1,2,3,4) may be outside the new range of movement. If so, simply reset the momory positions.
- If you attempt to revise a previously set upper or lower limit and it is outside of the existing range, you will need to remove the previously set upper/lower limits first.

A Reset Procedure requires the desk to be fully lowered (beyond any lower limit set). Please ensure that you have the proper clearance below the desk!

#### To remove the upper/lower limit positions:

Press and release the "BDI" button and the LED display should read "S". Within 5 seconds, press and hold the

"BDI" button until the display flashes "555". The upper and lower limits are now removed.

## **Technical Specifications**

Height Range	24.75"-49.75" (63-126 cm)
Travel Speed	1.5" per second
Weight Capacity	150 lbs (68 kg)
Duty Cycle	10%, Max 2 minutes with 18 minutes off
Memory	4 position presets
Monitor Arm Compatible	Yes

# **Trouble Shooting**

If your desk is not functioning properly it may need to be reset. Follow the RESET procedure above. If your LED readout displays an error message Er1 confirm that all wired connections are secure. Then perform the reset procedure above.

