

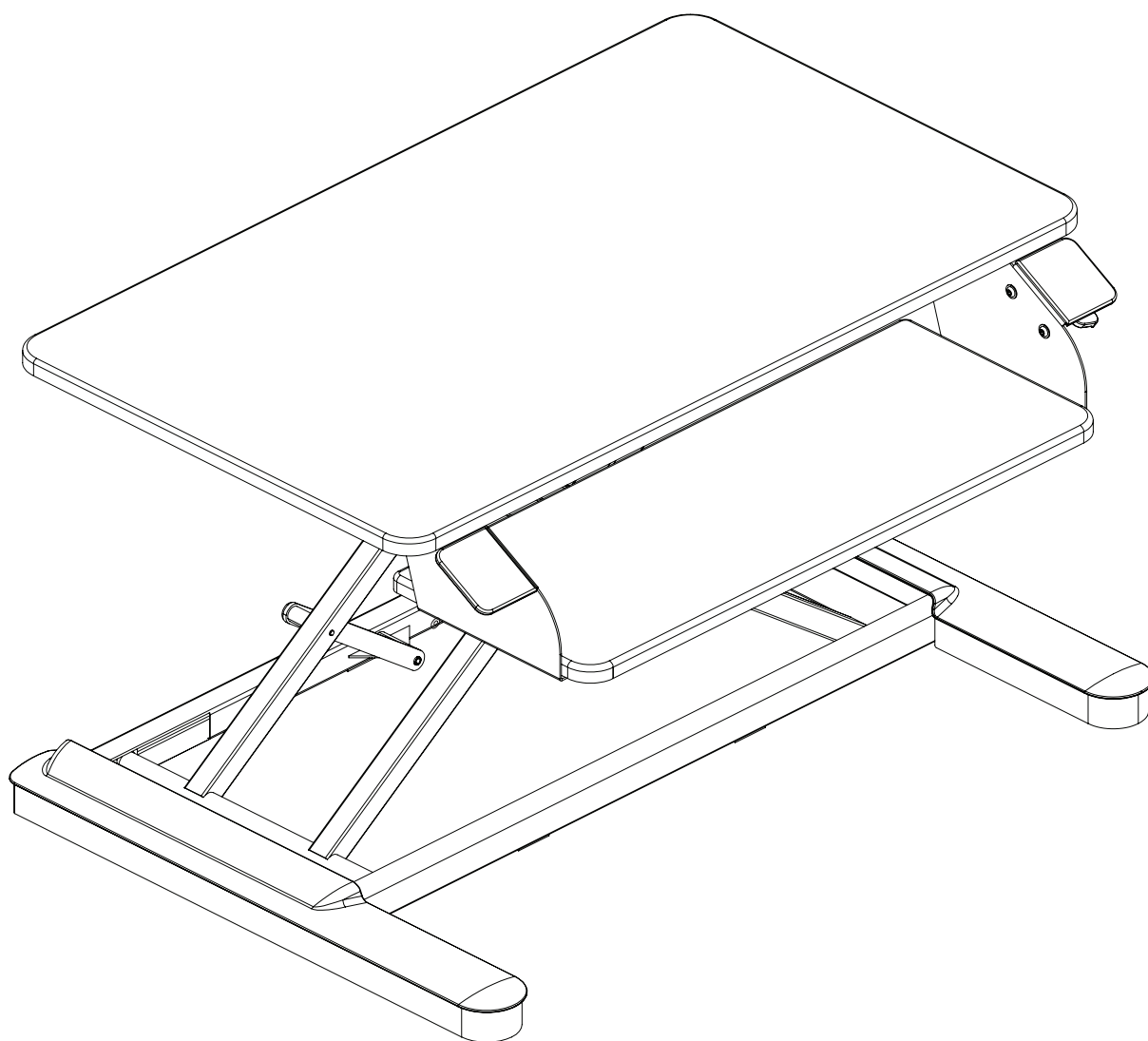


Assembly and operation instructions

S2S

Desktop sit-to-stand workstation

Model #S2S-BLK





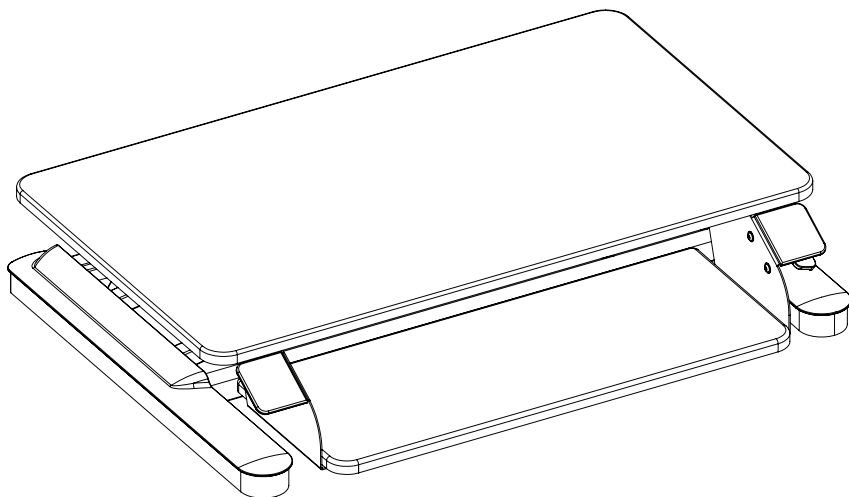
### Safety instructions/warning

- When you first squeeze the paddle lever to operate this product, grab the palm rests on the keyboard tray bracket with both hands to control the rate of movement. Take all appropriate precautions to avoid pinching or otherwise injuring yourself.
- This is a heavy product. It is recommended that two people lift the product from the box and perform any other movement of the product.
- Hand-tighten screws only. Do **not** use power tools.

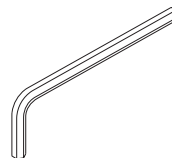
**Please review** these instructions before beginning the assembly and adjustment procedures. Check that all the parts and tools listed below were provided with your order. Contact your supplier if any materials are missing. Do not discard the packaging until satisfied that the product operates to your satisfaction.

### Parts provided

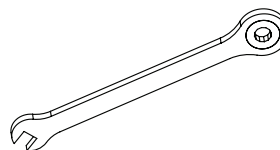
S2S assembly (1)



4mm Allen key (1)



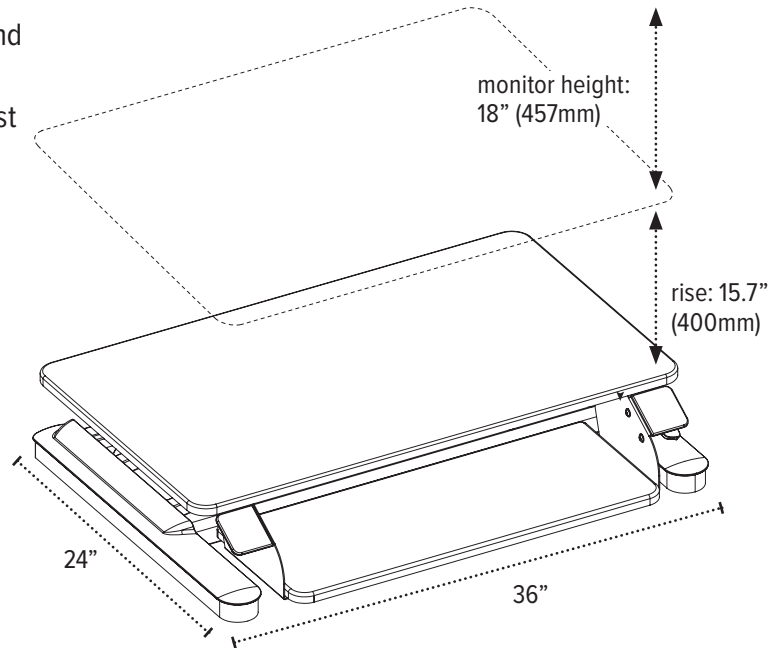
Ratchet wrench (1)



### Position the S2S assembly on the work surface

- Be sure there is sufficient overhead space for the product and monitor(s) to rise to the maximum height.  
—The top of the product rises 15.7". In addition, allow at least 18" for monitor height. See figure 2.

**Warning:** Do not allow any part of the base of this product to hang over the edge of the work surface!

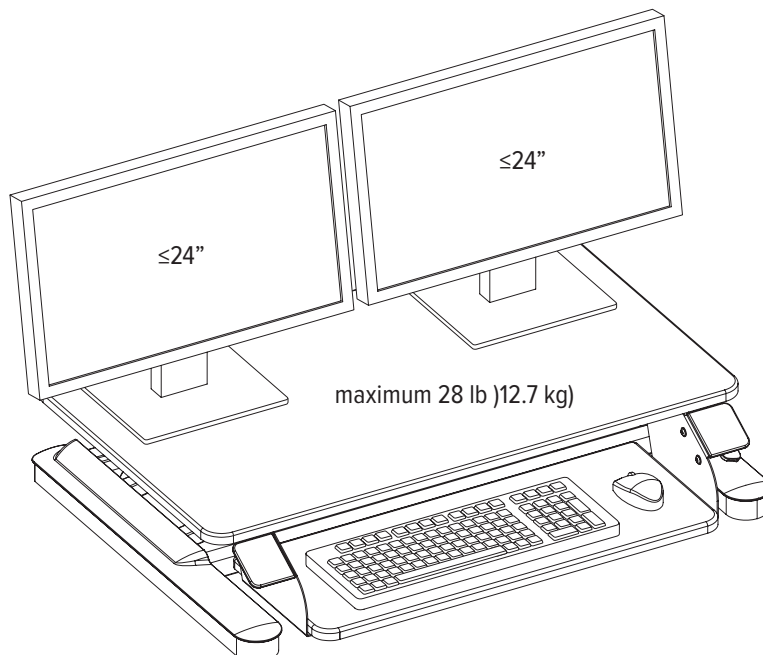


### Place monitor(s) and keyboard

The S2S Sit-To-Stand product can accommodate up to two monitors. However, certain dimension and weight limitations must be observed.

- The combined weight of all added components should not exceed 35 lbs.
- If two monitors are used, the monitors and other items on the unit must be equal to or less than 24" wide.
- Do not connect any cords or cables at this time. Wait until after you test operation and have made any necessary adjustments.

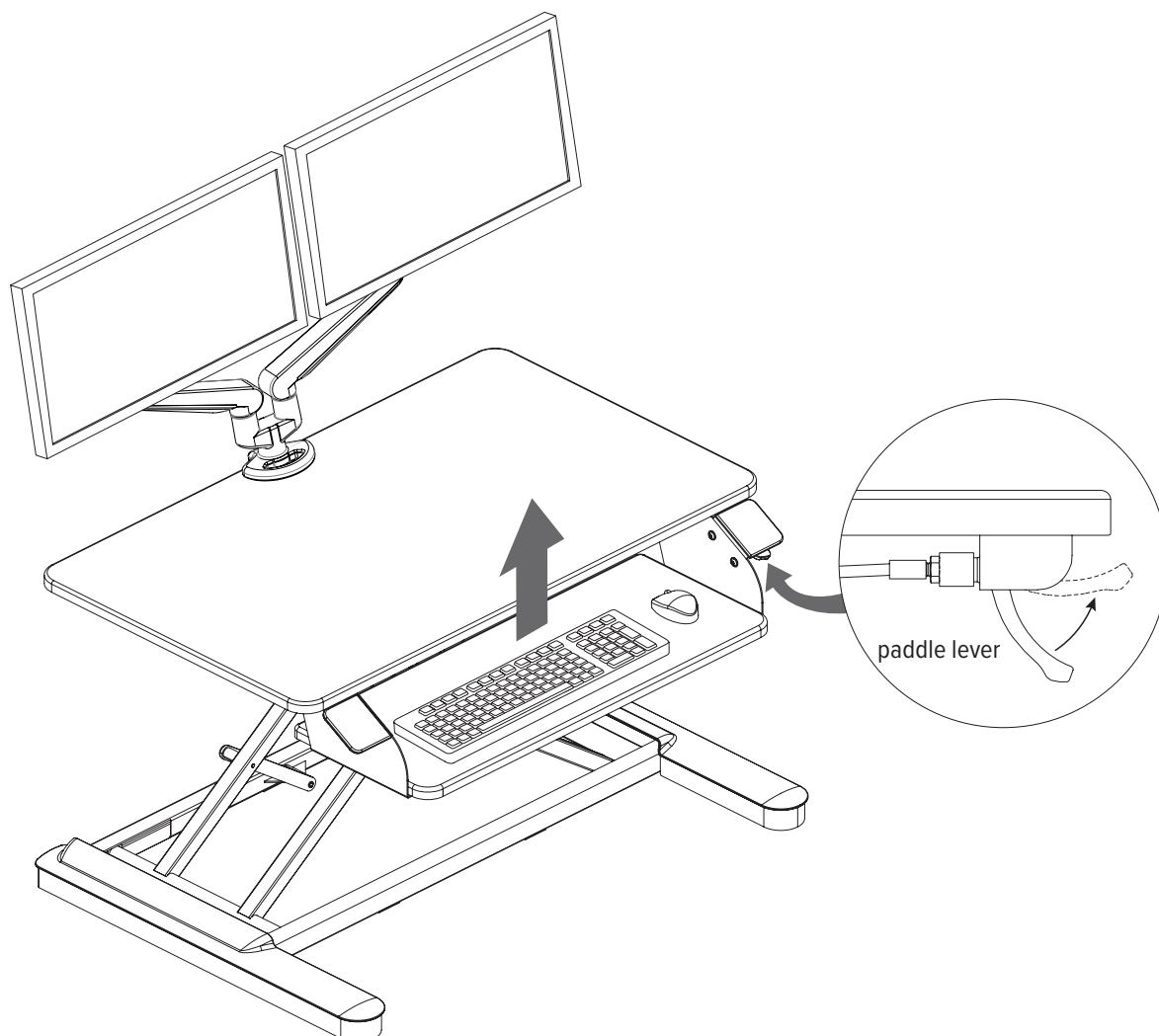
**Caution:** Do not exceed maximum listed weight capacity. Serious injury or property damage may occur.



## Test operation

To prevent the unit from abruptly raising up, hold the top of the unit while squeezing the paddle lever. Raise the unit to its maximum height and release the lever. **Caution:** Keep both hands on the top platform to control the rate of movement when operating the paddle lever. Be prepared to release the lever immediately if it appears there is not enough clearance for the monitor(s).

- Check that there is at least 1.0" of clearance between the top of the monitor(s) and any overhead obstructions.
- Squeeze the paddle lever again and press the top platform down to its lowest level.
- Ideally, it should take about the same amount of force to raise the unit as it does to lower it. If there is a significant difference, see "Adjust for Load Weight" on page 4.



### **Make any necessary adjustments**

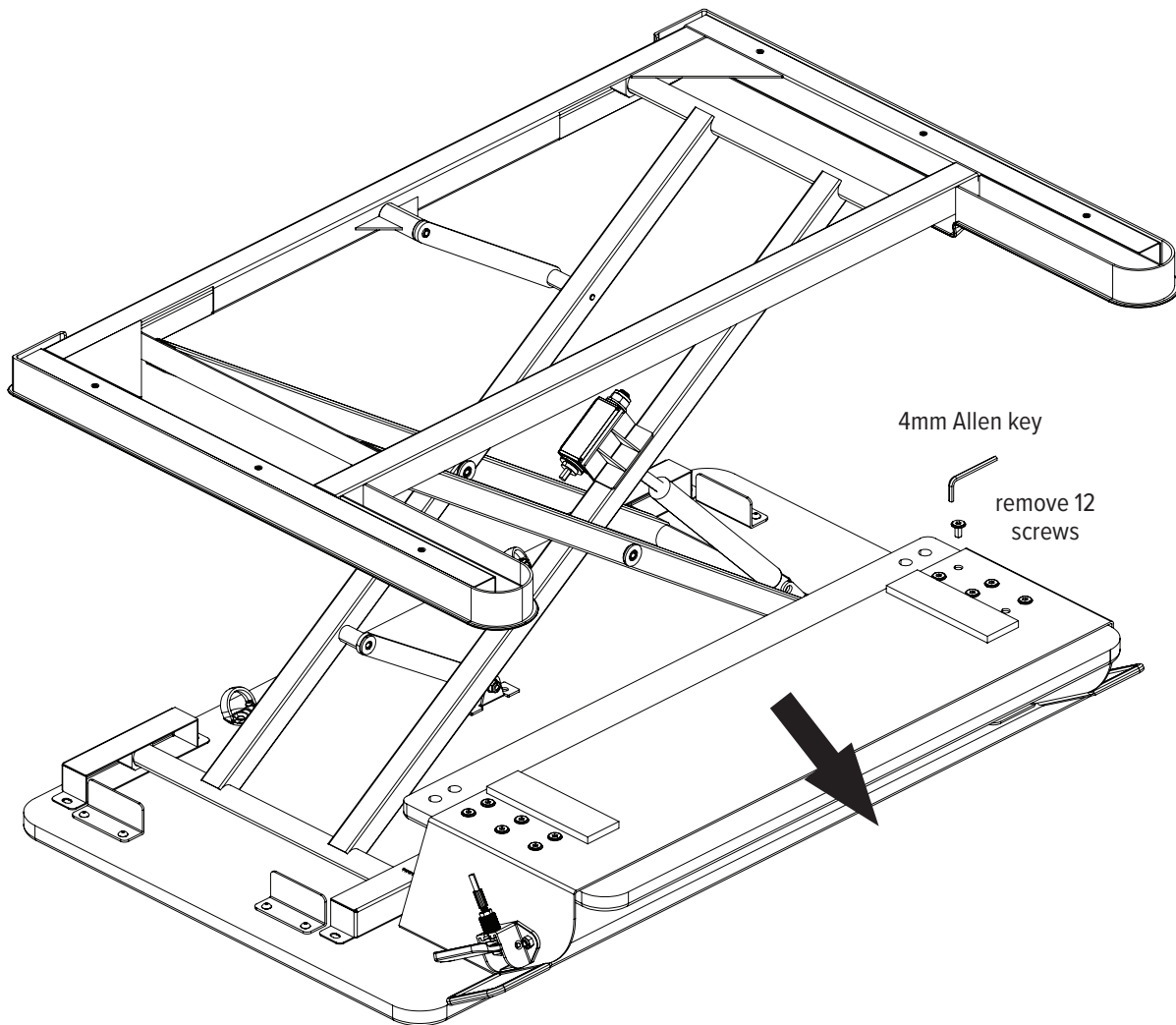
If the product operates to your satisfaction, there is no need to make any adjustments. You may skip to “Final Set-Up” on page 5.

The two possible adjustments are for keyboard platform projection (below) and load weight (page 5).

### **Increase keyboard platform projection**

- To project the keyboard platform approximately 1-3/4” toward the user, first use the 4mm Allen key to remove the 12 screws holding the platform in place.
  - This adjustment may be performed with the unit inverted or with the unit upright. The inverted method is shown below for illustration clarity.

After removing the screws, move the platform forward and re-attach the screws.

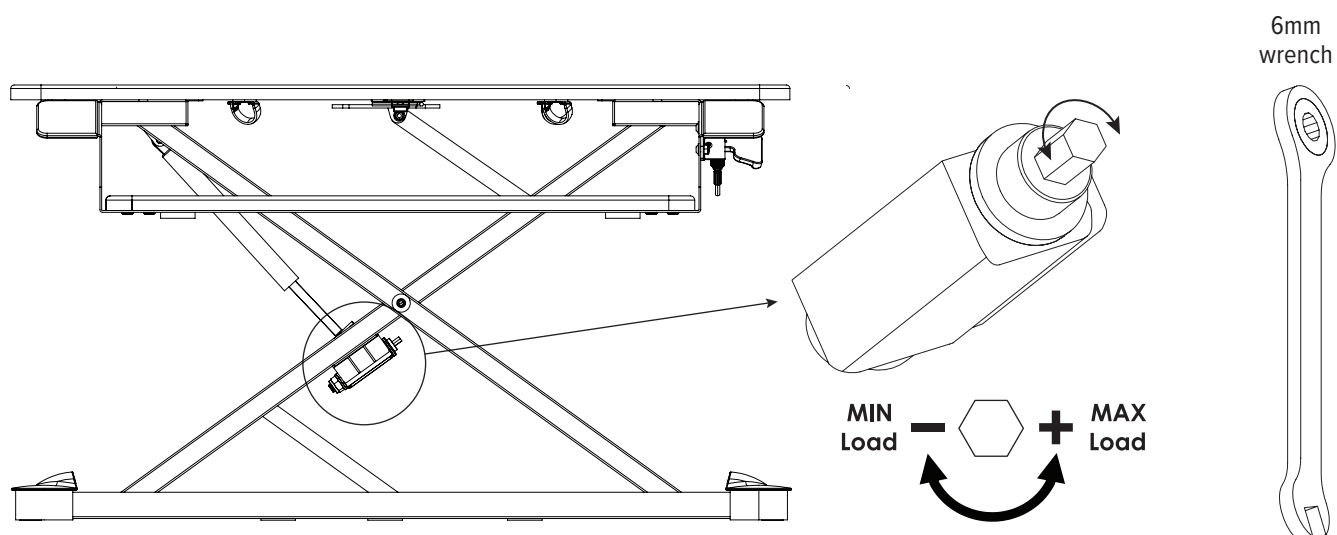


### Adjust for load weight

This adjustment can be used to maximize ease of operation. When operating this product, the platform should move easily to any position and hold that position.

- If the platform is difficult to raise or lowers too easily, increase the load adjustment (+).
- If the platform is difficult to lower or raises too easily, decrease the load adjustment (–).
- Use the 6mm ratchet wrench to turn the adjusting mechanism — counterclockwise to increase load, clockwise to decrease it. The ratchet only turns one direction, therefore if it doesn't turn, flip it over.
- Test operation and re-adjust as necessary.

Caution: Do not overtighten the MAX (+) adjustment.

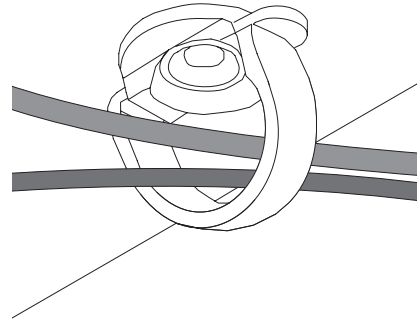




### Tool storage

- When finished, the ratchet and Allen key can be stored in the built clips on the underside of the worksurface

**Note:** 180° lock-out feature must be utilized with monitor arms.



### Final set-up

- Move the unit to its maximum height.
- Connect the monitor cable(s) and power cord(s), as well as the keyboard and mouse cords, if applicable.
  - Use extensions, if necessary. The cables and cords must reach their connections when the unit is at its highest point.
- Use the circular clips at the bottom rear of the top platform to capture the cables and cords.



# S2S

Desktop sit-to-stand workstation

Please contact Customer Service with any questions or comments at 800.833.3746 or visit our website at [esiergo.com](https://esiergo.com)

#### LIMITED WARRANTY

ESI warrants this product to be free from defects in manufacturing for a period of 5 years from the date of original purchase. This warranty extends only to the original purchaser, and does not apply if the product has been damaged or fails to function properly as a result of misuse, abuse, modification, alteration, or improper cleaning or maintenance. This warranty does not apply to damage in shipment caused by carriers, damage caused during installation, normal wear and tear, or excessive use (meaning consistent use in excess of an eight hour shift). ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED IN DURATION TO ONE YEAR FROM THE DATE OF ORIGINAL RETAIL PURCHASE. ESI's sole obligation under this warranty or any implied warranty, and the purchaser's sole remedy, is limited to the repair or replacement, at ESI's option, of the product or any defective part. Costs (such as installation, labor fees or express shipping) incurred due to replacement of products are not covered under warranty. IN NO EVENT SHALL FELLOWES, ITS AFFILIATES, SUBSIDIARIES, RELATED ENTITIES OR THEIR RESPECTIVE OFFICERS, DIRECTORS, OR EMPLOYEES, BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES.

To make a warranty claim, contact ESI at 800-833-3746 or [customerservice@esiergo.com](mailto:customerservice@esiergo.com). You must provide proof of purchase, such as the original purchase order number.

The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law.