

CHANGEdesk

Manual Model

■ OPERATING INSTRUCTIONS:

IMPORTANT: Before using your **CHANGEdesk**:

- 1 Read and clearly understand the contents of this manual
- 2 Understand how to adjust **CHANGEdesk** correctly
- 3 Practice adjusting **CHANGEdesk** with nothing on it.

Have Questions? Need Help?

Our A+ customer support team is here to help:

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CHANGEdesk ships fully assembled & requires no installation. **CHANGEdesk** is designed to hold single & dual monitors, iMacs, laptops, and other similar devices at a comfortable height for sitting or standing at a desk. The max load is 30lbs.

IMPORTANT: BEFORE placing a computer, monitor, or other device on **CHANGEdesk**, practice adjusting **CHANGEdesk**'s height.



1. Place **CHANGEdesk** on top of any level desk, table, or counter.

2. To adjust **CHANGEdesk**'s height:
a. Use both hands to grasp the top panel
b. Squeeze the adjustment lever with your right hand
c. Raise or lower the top panel to your desired height
d. Release the adjustment lever
e. Ensure that the top panel is locked in place
f. Release your grasp on the top panel.

3. Connect the Keyboard Tray to the TOP level by:
a. Use 1 screw to connect L-Bracket to the right side of Top Level directly under the wooden panel.
b. Repeat Step A for the Right Side.
c. Use 2 screws to connect the right side of the keyboard tray to the bottom of the L-Bracket.
d. Repeat Step C for the Left Side

4. The Mouse Pad connects to the right or left side of the Keyboard Tray:
A. Insert the mouse pad's tab vertically into the slot on the left or right side of the Keyboard Tray
B. Roll the mouse pad to the outside
C. To adjust the mouse pad's angle, release the thumb screw under the mouse pad's panel. Tighten before use.

WARNING! Only adjust **CHANGEdesk** when nothing is on the bottom and middle shelves.

WARNING! PINCH POINT!: Do not place fingers or extremities near or inside the "X-shaped" joints.

DANGER! PINCH POINT!: Do not let fingers or extremities cross the vertical plane created by the X-shaped joints

TIPS:

1. The top panel is smooth and ideal for writing.
2. When standing, the middle level is a convenient shelf for storage, organization & writing.
3. If you don't find the keyboard tray comfortable for sitting, remove it and type directly on your desk.