

# Assembly and Operating Instructions For LWS24, LWS24TT, LWS27, and LWS27TT

## Components:

<u>Quantity</u>	<u>Description</u>
1	Five Star Base
5	Casters
1	Adjustable Leg Assembly
1	Work Surface Platform
6	¼" Nuts
6	¼" Internal Tooth Lock Washers

## Tools Required:

<u>Quantity</u>	<u>Description</u>
1	7/16" End Wrench or an adjustable wrench

## Assembly Instructions

Remove all contents from the box. Place the work surface platform upside down on a table, solid surface or the floor. Remove the packing material from the platform which will expose the six mounting studs. Remove the packing material from the adjustable leg assembly. Place the six hole mounting flange over the studs, on the bottom of the platform.

**Caution: The fit of the flange onto the stud is very tight.**

To keep from damaging the threads, gently place the flange onto the studs and slowly push down while rotating the other end of the leg in an 8" to 10" circle. This will allow the flange to slowly walk down the threads. Push the flange down tight onto the bottom of the platform. Place one washer and nut on each stud. With the 7/16" wrench, tighten all of the nuts firmly.

The next step is to install the five star base onto the adjustable leg assembly. Position the base onto the end of the leg and gently screw the base onto the adjustable leg assembly. The threads are fine so caution should be taken when threading the parts together. With the platform upside down on a table, and looking down at the bottom of the five star base, rotate the base clockwise to tighten. If lined up and the parts are mating properly, the base should turn very easy. Tighten the base until the large flange at the bottom of the treads, on the base, come in contact with the black plastic ring on the leg assembly. Grab the base on the outer edge and snug it up tight.



The final step is to insert the casters into the bottom of the five star base. Push the stem of the casters into the holes in the base. The stem on the casters are a friction fit so they will be very tight to push into place.

Due to the weight and bulk of the completed unit, care should be taken when turning the workstation right side up. It is recommended to get assistance. Once the unit is standing upright, place one foot on the base and gently turn the platform clockwise to confirm the connection between the five star base and the adjustable leg assembly is tight.

### **Caution!!!**

**Care should be taken when adjusting the height of the platform and relocating the work station, to prevent damage to your laptop.**

## **Operating Instructions**

### **Raising the platform...**

Place your foot on the five spoke base. Grasp both ends of the platform and raise both sides of the platform evenly. As the platform is raised, you will hear a clicking sound. The sound is a mechanical lock, locking into place, to keep the platform from dropping. There are a total of 15 settings and each click represents  $13/16$ " increase in elevation, for a total of  $11\ 3/4$ ".

### **Lowering the platform...**

When the platform is to be lowered, place your foot on five spoke base and raise the platform completely to the top. It will require slightly more upward force than adjusting between the various height settings. You will feel the ratcheting device reset. Once the ratcheting device resets, the platform will slowly drift to the lowest setting. There is no sudden drop of the platform.

