OFFICE
iQ™

INSTALLATION INSTRUCTIONS

Humanscale®
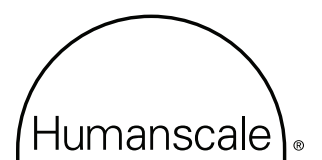
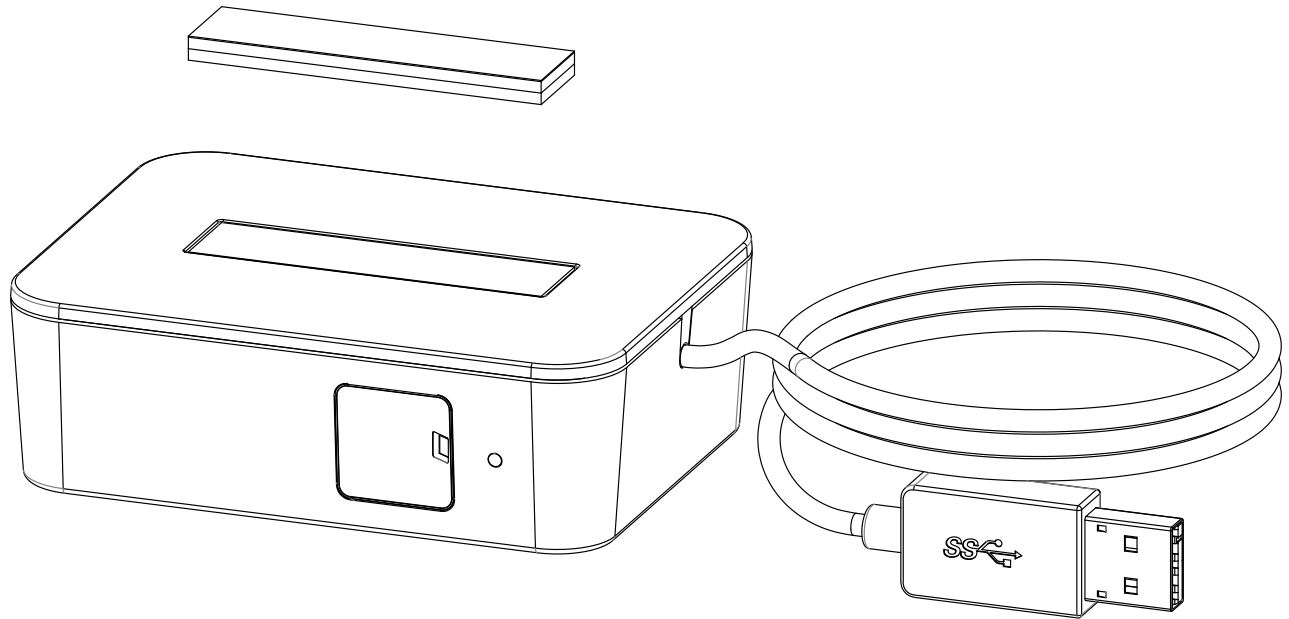# Parts

Float Table

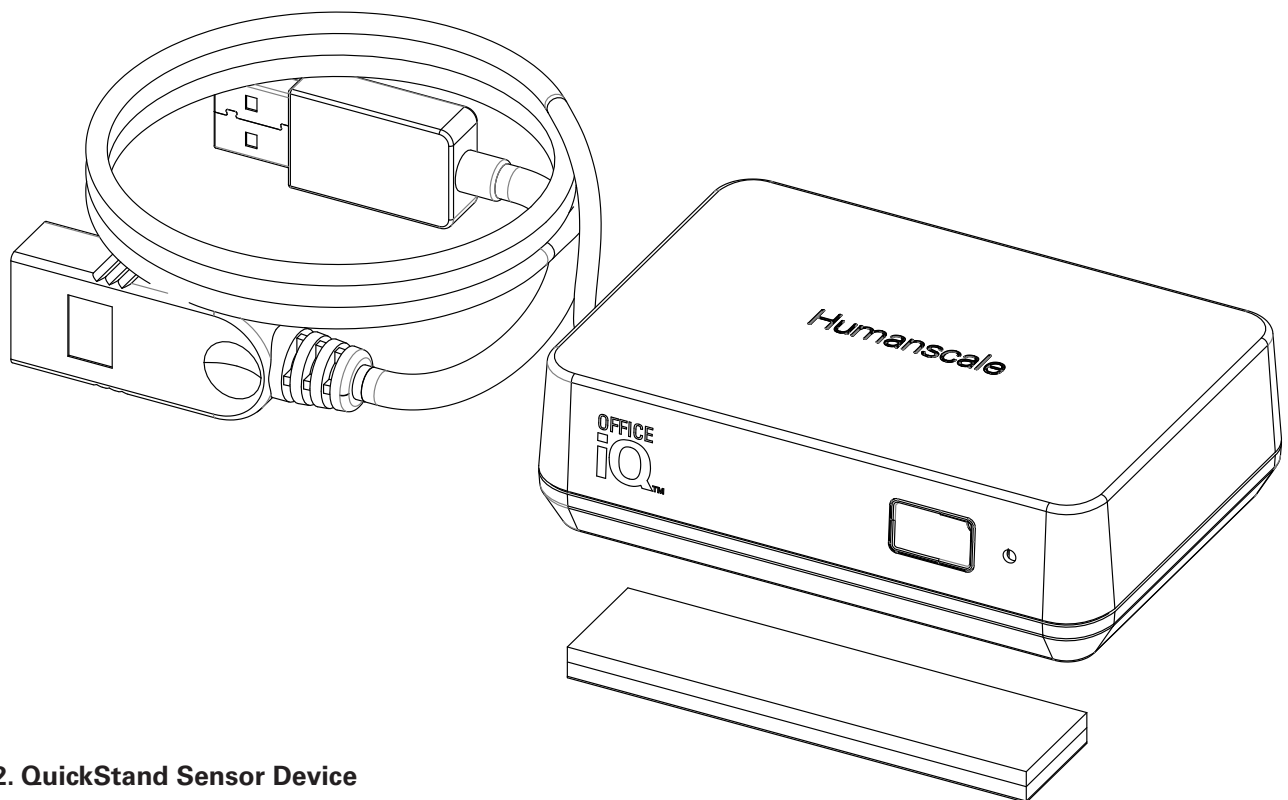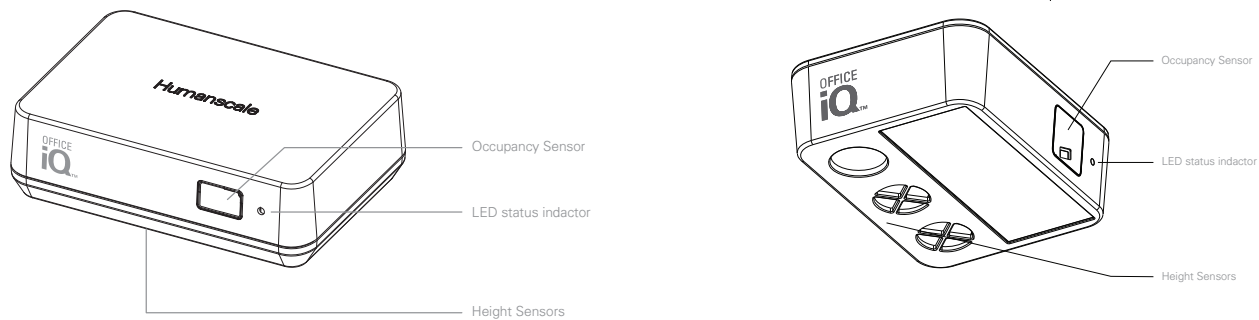**FIG 1.1 Float Sensor Device**

QuickStand

FIG 1.2. QuickStand Sensor Device

OfficeIQ Sensor

Usage

The OfficeIQ Sensor determines the presence of a user and the height of the desk to determine the status of desk in real time

Occupancy Sensor

LED status indactor

Height Sensors

Occupancy Sensor

LED status indactor

Height Sensors

To determine the presence of a user, the sensor monitors the front of the desk for any indication of body heat

- The sensor will be most accurate if the area behind the user is room temperature (e.g. an interior wall or open space.)

- The system may become less accurate if warm objects (e.g. a sunny window, radiators, or electrical equipment) are in the field of view of the sensor

- The recommended ambient temperature of the room is 66°F to 73°F (19C to 22.7C)

To determine the height of the desk, the sensor monitors the distance between itself and the floor (Float Table) or stationary table surface QuickStand

- Please keep the area under the sensor clear of foreign objects

- The Desktop App will report a status of "interference" if it believes the sensor has detected a foreign object

Status

The OfficeIQ Sensor uses the internal LED to show the current desk occupancy status that it understands. If a user is detected at the desk, the LED will turn green. If no user is detected, the LED will turn red

The Desktop App additional information on the sensor state

Sensor Installation - QuickStand

1. Remove one side of the adhesive backing from the included Dual Lock and adhere to the bottom of the case
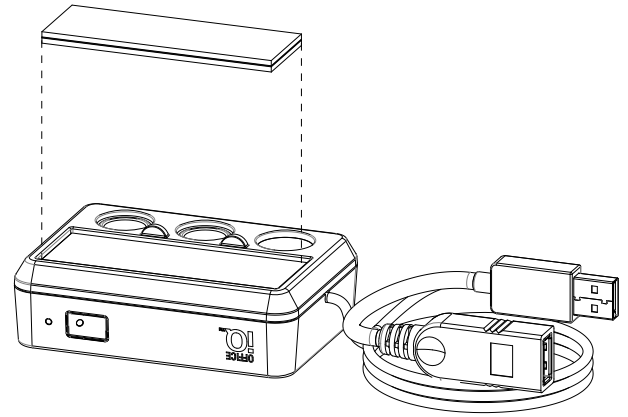
2. Practice aligning the case on the back right corner of the keyboard platform, while the right side of the sensor should rest against the platform handle

   Note: Ensure that the occupancy sensor opening on the face of the device is facing towards the user, and that the power cable is on the left side of the device
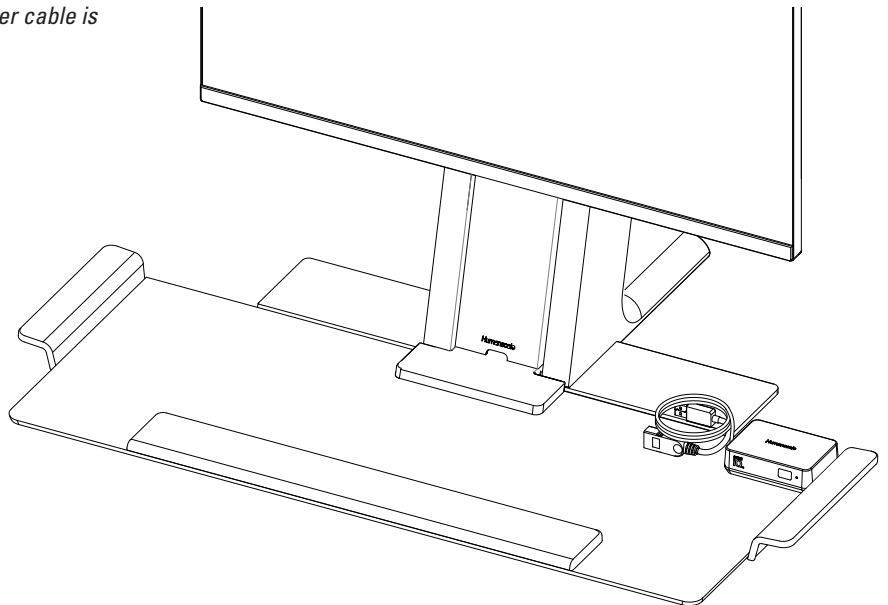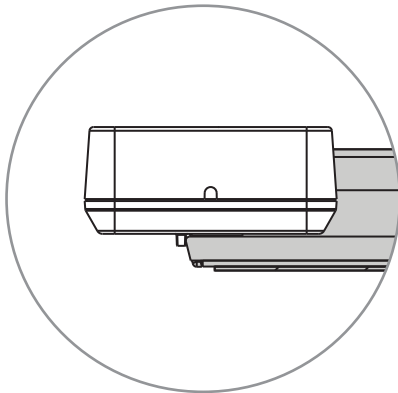
3. Remove the second adhesive backing from the dual lock and firmly press the case down in the position from step 2
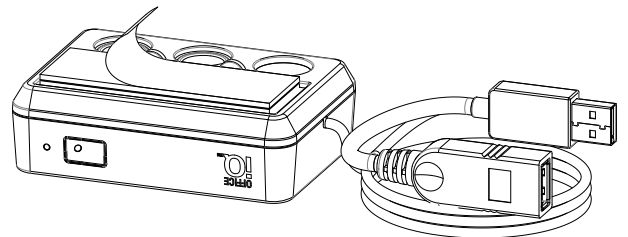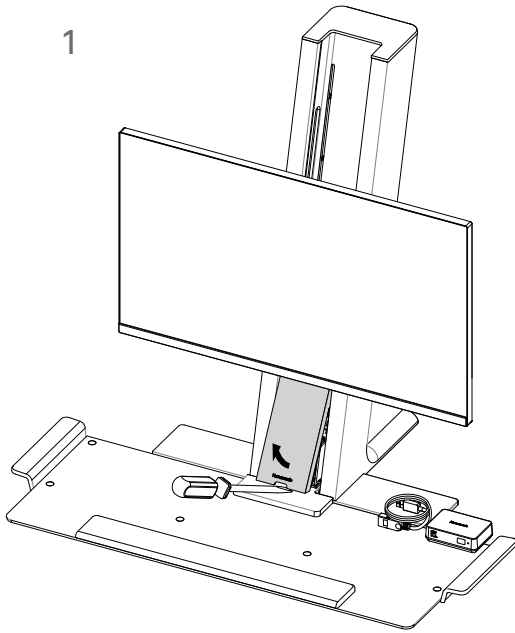
4. Using a Flat-Head Screwdriver if needed, remove cable cover from Quick stand by tilting out from the bottom (fig. 1)

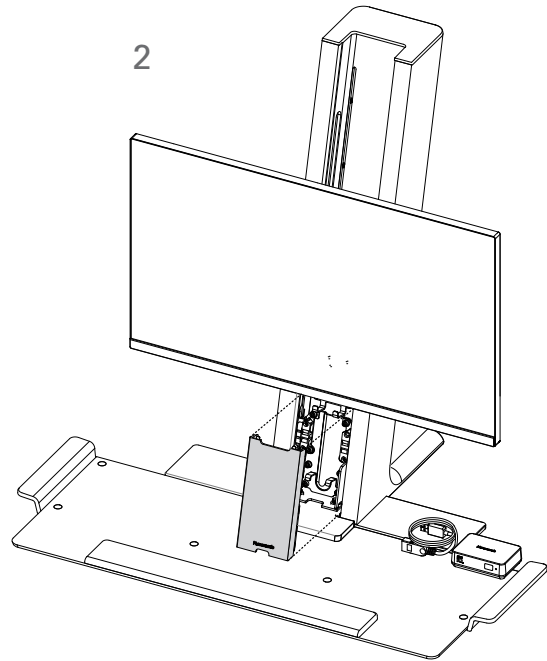Route USB cables from Office IQ into cable bracket

If needed, unplug a device using one of the extensions and plug it into the hub on the Office IQ cable. Coil any excess cable around the brackets and replace the cable cover
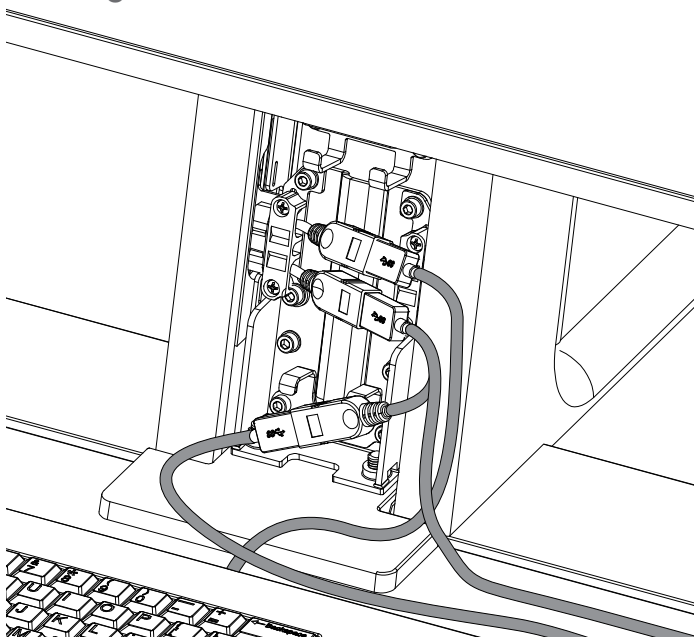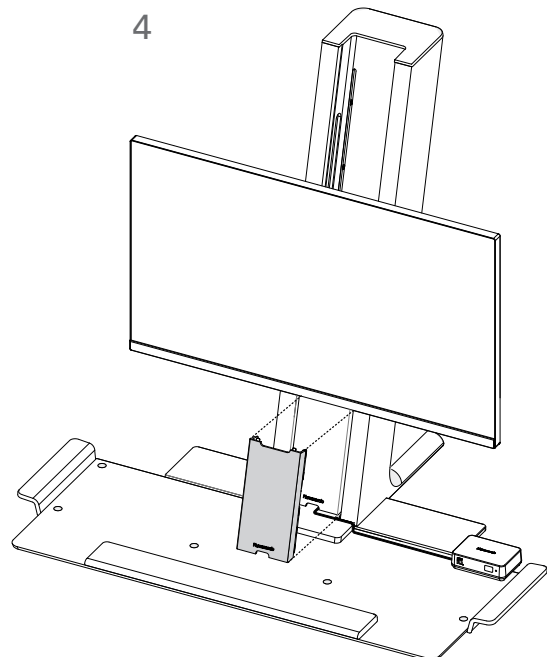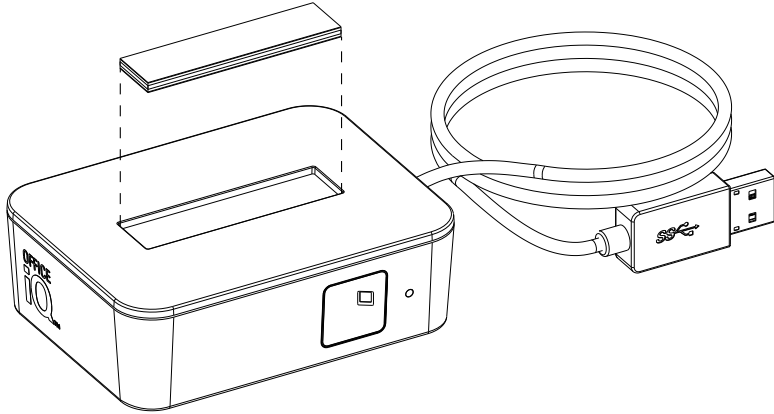
Tools: Flat-Head Screwdriver

Sensor Installation - Float Table

1. Remove adhesive backing from one side of the included Dual Lock and adhere to the top of the case in the matching recess

2. Remove the second adhesive backing from the dual lock and firmly press the case up into position 9.5″ from the front edge of the desk and 18″ left from the middle of the desk. The device should be aligned so that the OfficeIQ logo faces the front edge of the desk
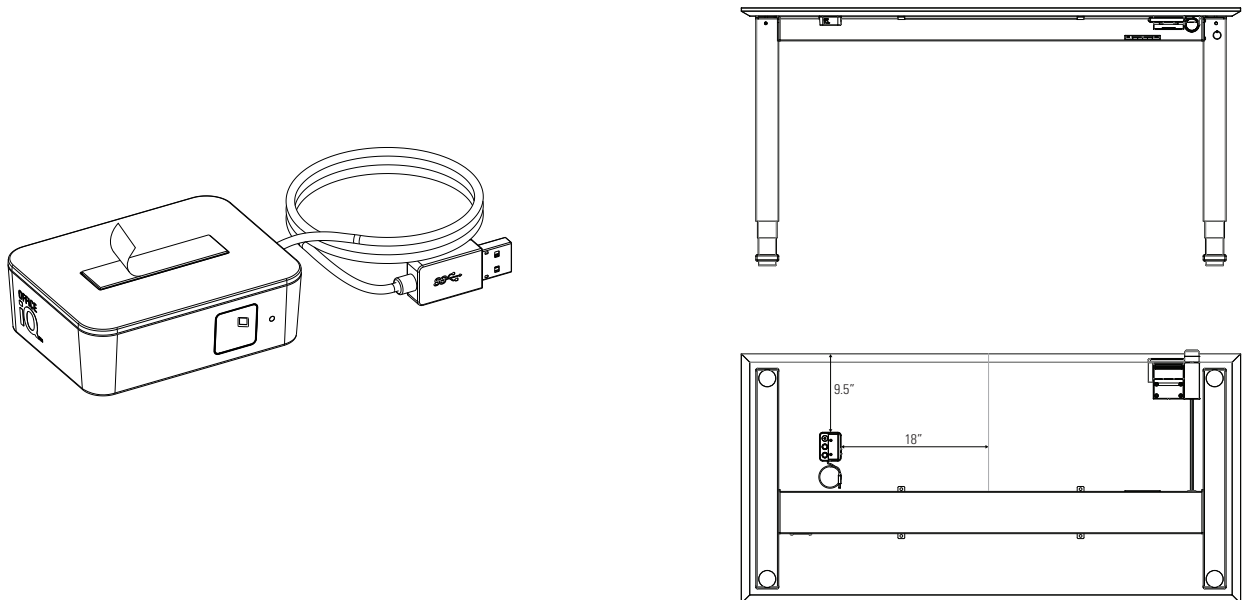
3. Connect the USB cable to a USB hub or an A/C adapter to turn the Sensor on

4. Tape the wire to the bottom of the desk, so that it does not interfere with the height sensor located on the bottom of the device
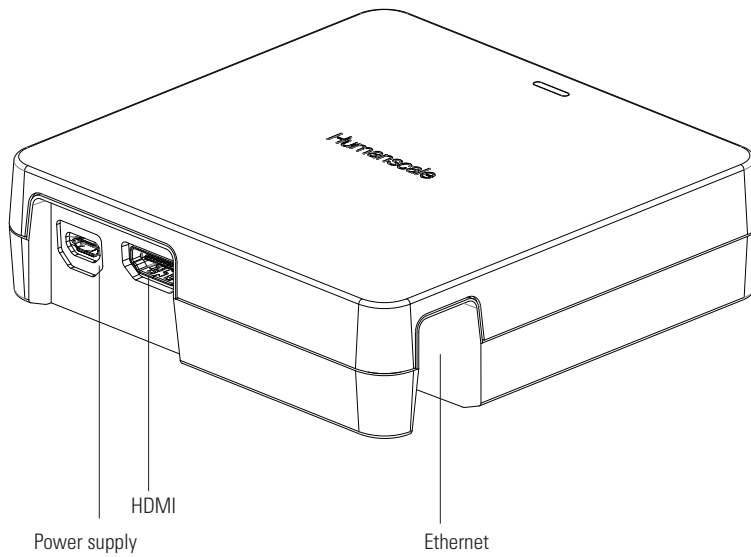
Gateway Mounting Instructions

Parts

HDMI

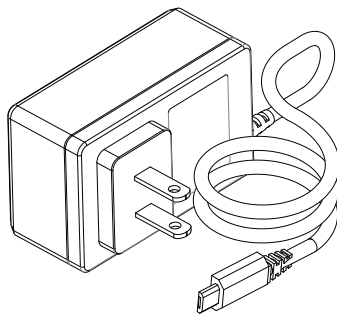Power supply

Ethernet

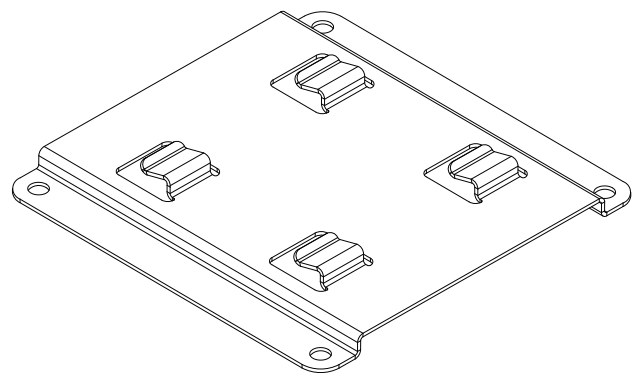**FIG 1.1 Gateway**

FIG 1.2 Power Supply

FIG 1.3 Wall Bracket

Installing the Gateway

1. For maximum performance, determine an elevated position such that the gateway has an unobstructed path to the maximum number of sensors possible

    a. Note: Solid objects blocking direct line of sight including, but not limited to, concrete pillars, windows, and metal shelving will interfere with signal broadcast

2. Installing the Wall Plate

    a) Using the "Wall Plate – Gateway" as a template, mark the location of the four screw holes

    b) Drill pilot holes at these locations to be used for wall anchors

    c) Insert wall anchors into pilot holes

    d) Align "Wall Plate – Gateway" with wall anchors and fasten screws into wall anchors
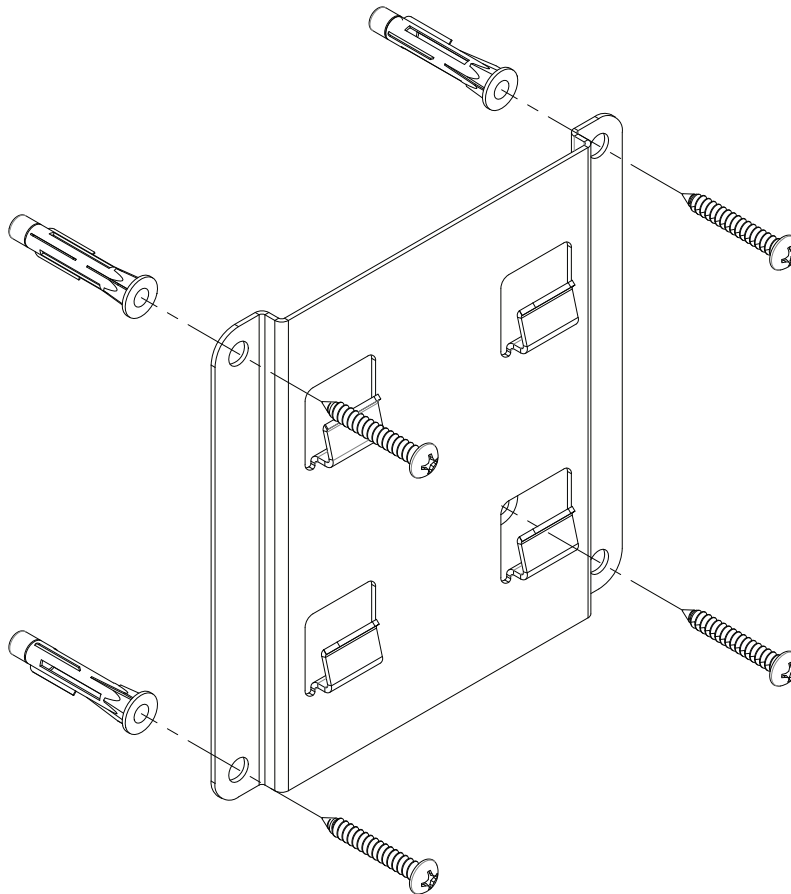
Note: Use wall anchors for #6 fastener size. Use pan head Phillips wood screws, 3.5 x 20mm or #6 type screw, 1" long

Installing the Gateway (cont.)

3. Secure gateway to bracket by placing it on and then sliding down
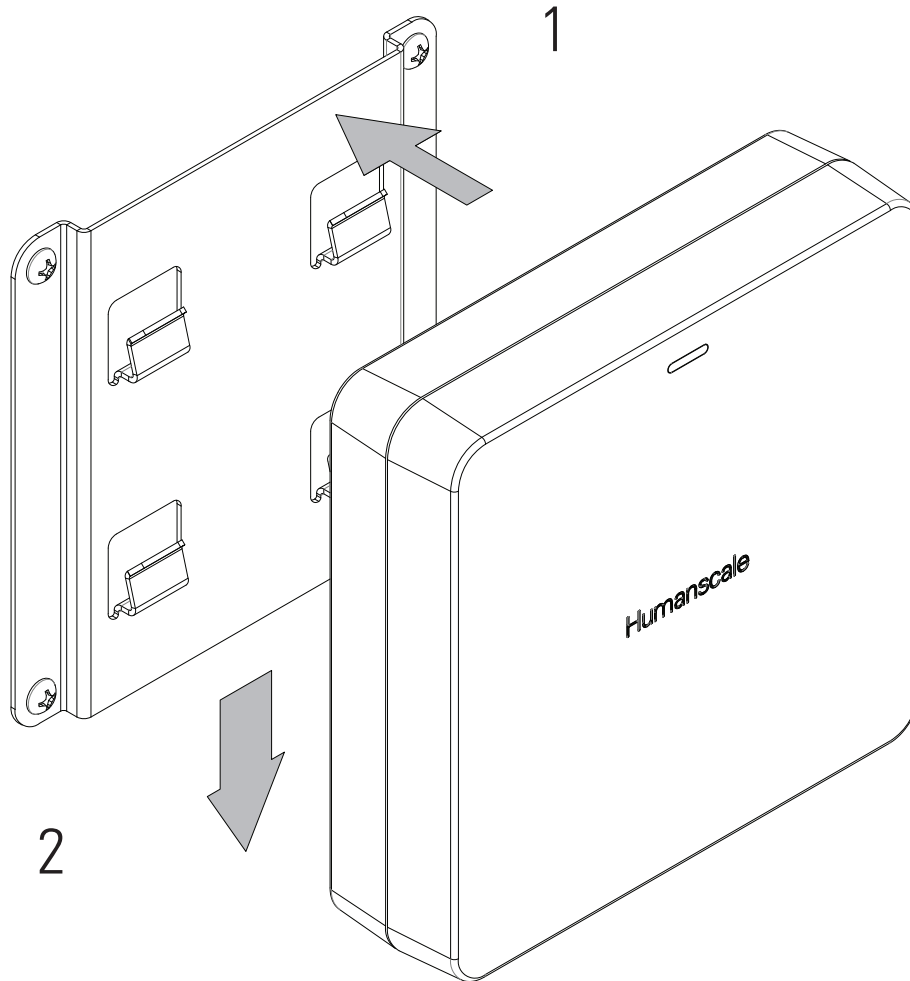
Register Account & Associate Sensor

1. Navigate to the OfficeIQ web portal

    a. https://portal.tomesoftware.com

2. If you already have an OfficeIQ account, login, and skip to step 6. Click the "Register Here" link located near the bottom of the page, and fill in the required fields

3. Within a few minutes you should receive a "Welcome to OfficeIQ" e-mail. Follow the link in the body of this email to activate your account
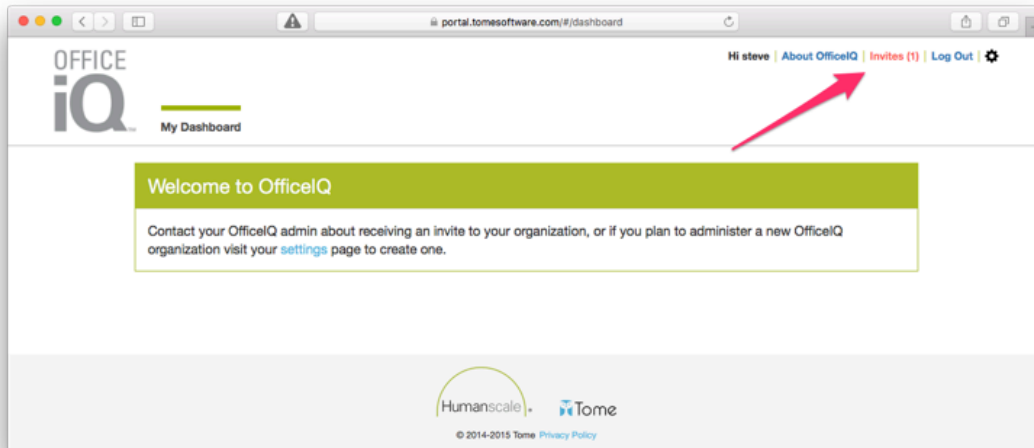
4. Login to the web portal

Figure 5.1 - OfficeIQ web portal welcome screen; Invite link shown in upper right.

5. Follow the "Invites" link in the upper right side of the page to join your OfficeIQ organization. If this link does not appear, talk to your organization's OfficeIQ admin about receiving an invite. Refer to Figure 5.1

6. Click the Gear icon in the upper right side of the page to navigate to your Account Settings page

7. If you need to unlink an existing sensor to replace it with your new sensor click the "Unlink Desk" button. On the confirmation dialog click "Yes"

8. On the Account Settings Page click the "Link Desk" button, and enter the 14 digit Sensor ID located on your OfficeIQ sensor. Your sensor is now linked to your account. Refer to Figure 5.2
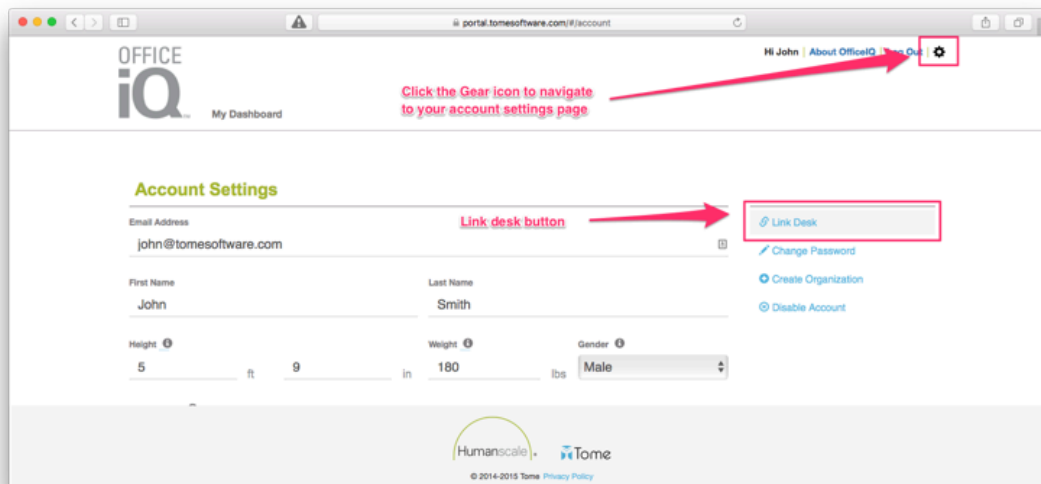

Figure 5.2 - Account Settings Page; Linking your sensor

Desktop App Download and Installation

The Desktop App provides notifications to the user for optimal times to sit and stand throughout the day.
Additionally, the Desktop App provides quick visibility to account status, as well as links to the user portal and settings pages.

Downloading the App

1. Open the OfficeIQ web portal, and navigate to the Account Settings page by clicking on the Gear icon in the upper right

2. Click the "Desktop Software" button in the actions list on the right side of the screen and select your operating system (Windows or Mac). Continue to the section for your operating system below
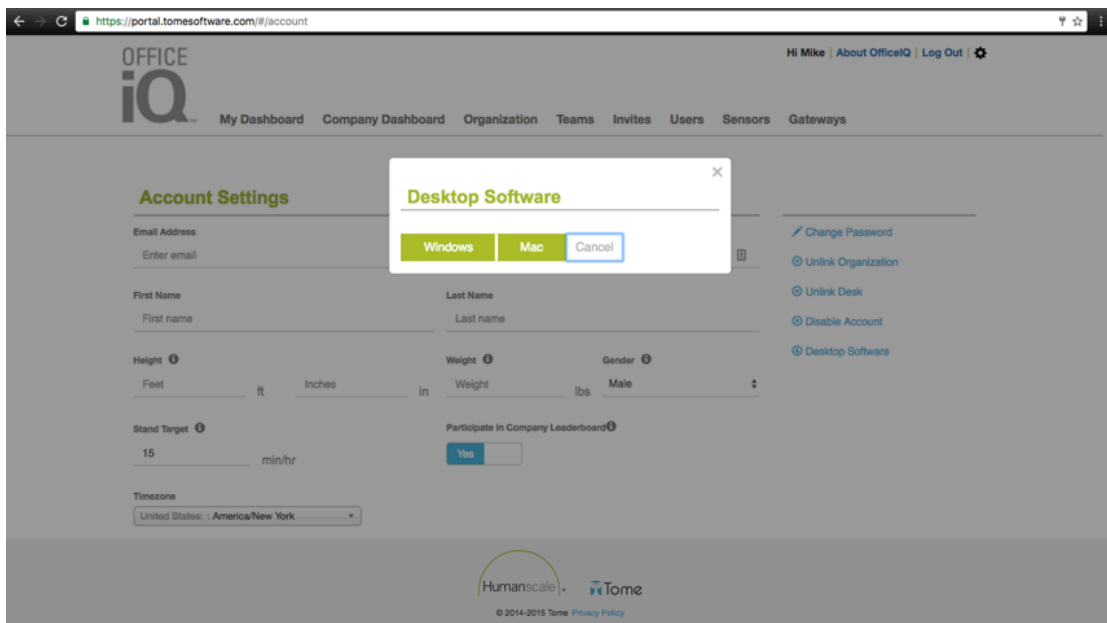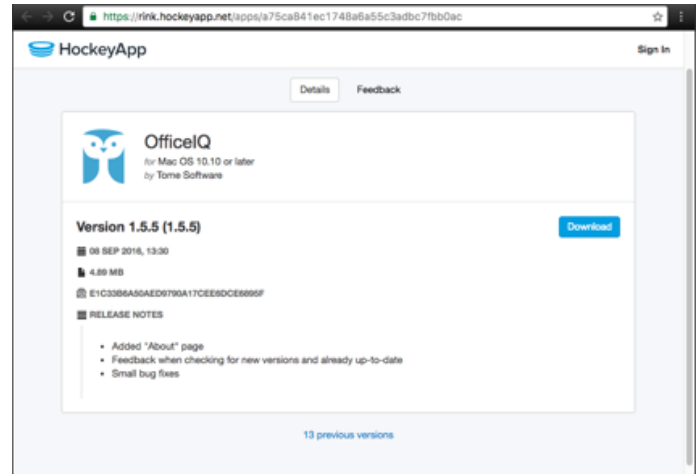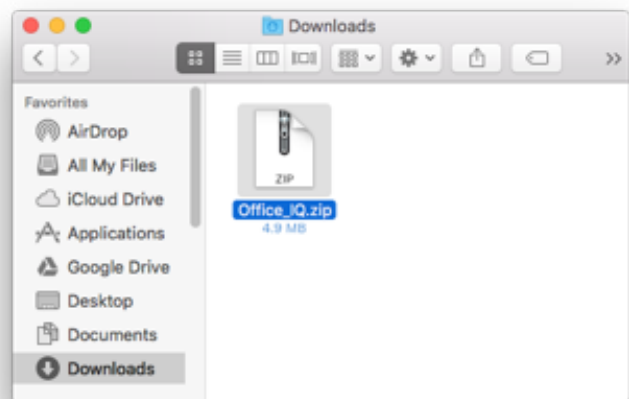
Figure 6.1 - Desktop app download link
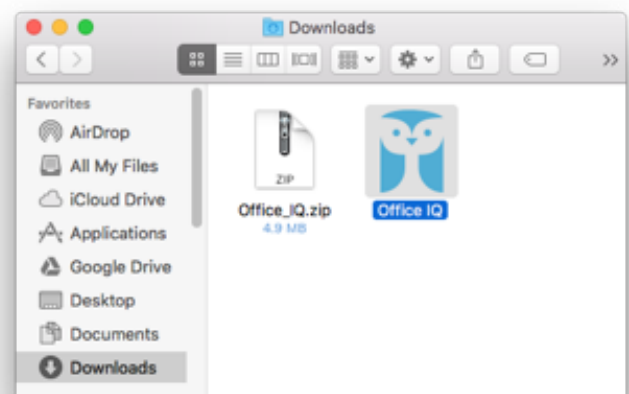
Mac (OS X) Installation

1. Click the 'Download' button on the HockeyApp page

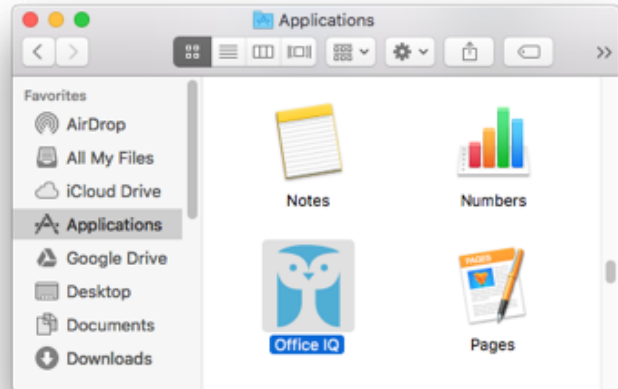2. Locate the Office_IQ.zip file in your computer's Downloads folder and double-click it to unzip

3. Drag the Office IQ app (with blue owl icon) into the Applications folder on the left
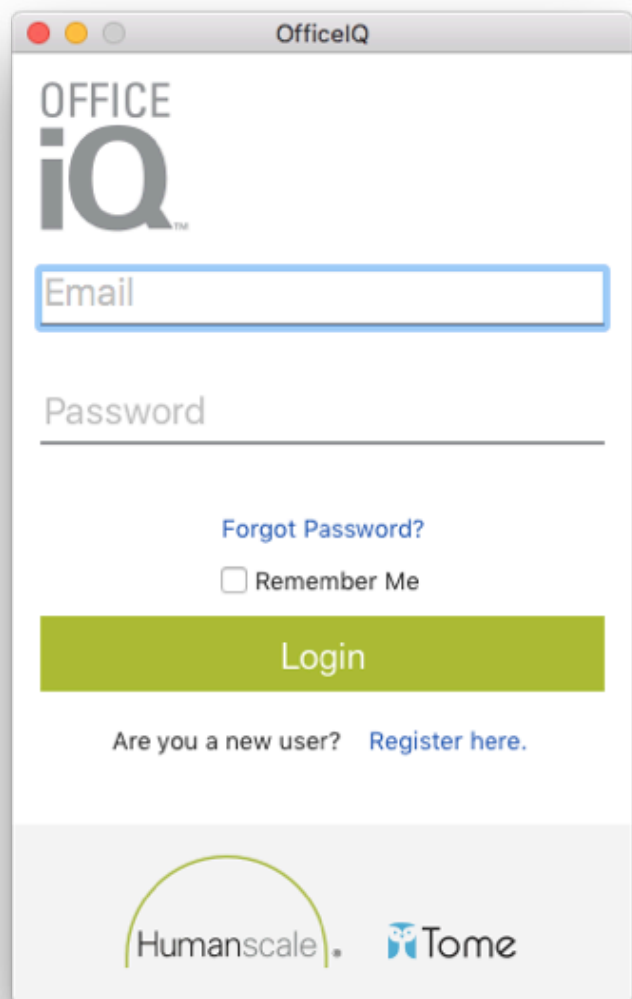
Mac (OS X) Installation (cont.)

4. Double-click the Office IQ app icon from within your
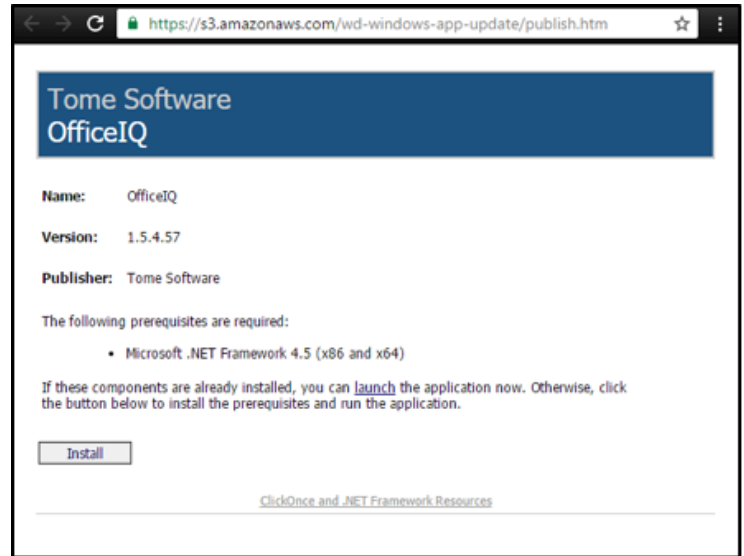   Applications folder to run the app

5. Enter your Office IQ login information to start using the
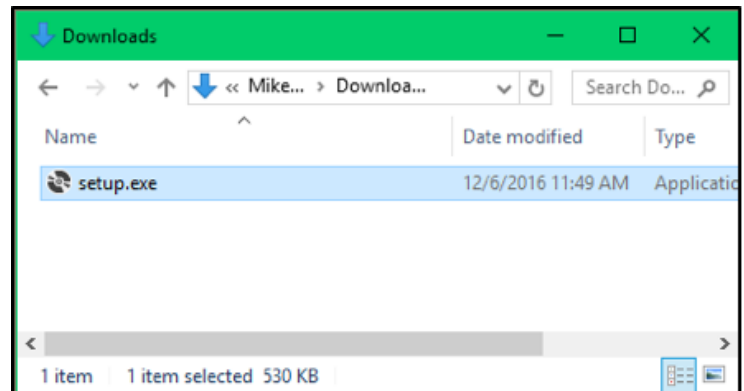   app (same info as web portal)
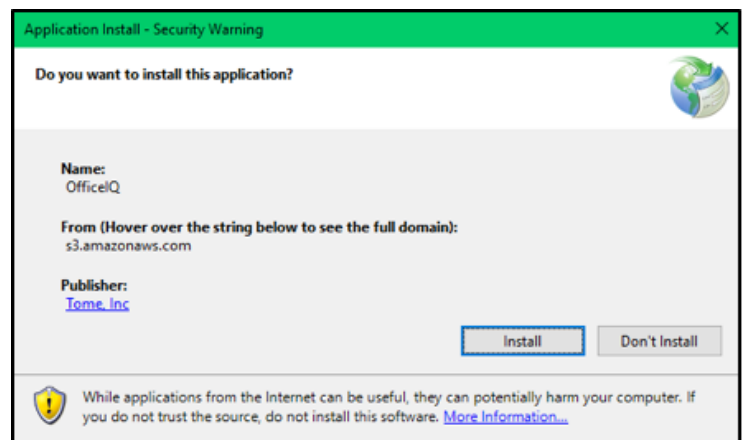
Windows Installation

1. Click the 'Install' button on the download page

2. Locate the setup.exe file in your computer's Downloads folder and double-click it to start the installation
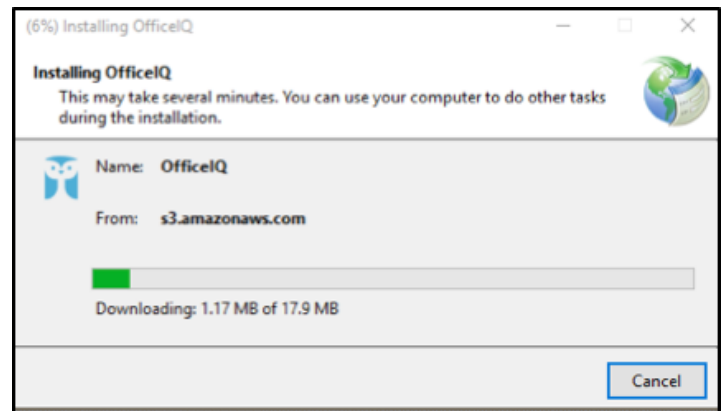

3. After verifying the publisher is Tome, Inc, select "Install" on the security warning dialog

Windows Installation (cont.)

4. Wait for the installer to complete

5. Enter your Office IQ login information to start using the app (same info as web portal)