

Assembly Instructions ■

Toggle® Tables

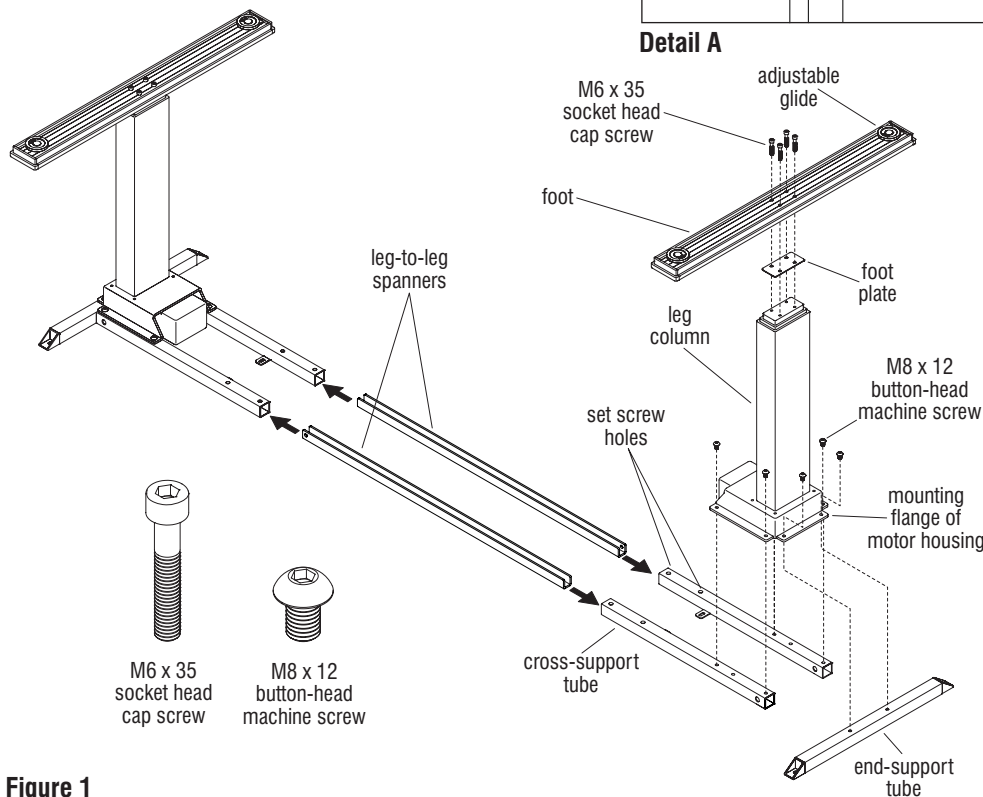
Dual Motor Adjustable-Height Base, Model EL

July 2024

Adjustable-Height Base Assembly

1. Carefully remove contents from packaging, set out on a soft, protective surface and refer to Figure 1 to identify the parts required for assembly.
2. Position two cross-support tubes (with mounting tabs down and facing inward), and one end-support tube out as illustrated. Place a leg column assembly over the three tubes, aligning all six mounting holes on the flange of the column with the mounting holes on the three tubes. Using six M8 x 12 button head machine screws torqued to 9.5 ft/lb, secure the flange of the leg column to the three base tubes (Figure 1).
3. Mount the foot to the leg column by first positioning a plastic foot plate over the mounting location on the leg column. The plastic foot plate should be oriented so the raised flange faces down on the leg to nest the foot plate in place. Position a foot over the flat face of the foot plate, aligning holes in underside of the foot with the mounting holes in the column, and secure foot to column with four M6 x 35 socket head cap screws. Torque to 7.5 ft/lb (Figure 1).
4. If casters are required, twist both adjustable glides out of the foot. Locking and non-locking casters are supplied. Locking casters should be located toward the front, user side of the table for easy access while the non-locking casters are located to the back. Using four #10-24 x 3/8" Torx screws, carefully secure the casters to the foot (Detail A).
5. Repeat steps 2 & 3 for second leg assembly and step 4 if casters are required (Figure 1).
6. Position two leg-to-leg spanners with channel opening face up, then slide both spanners into the open ends of each base tube of both base assemblies. Slide bases together, but do not secure with set screws at this time (Figure 1).

**Motor-Operated Furnishing
-FOR COMMERCIAL USE ONLY-**



Detail A

Figure 1

ATTENTION: Following assembly, table must be “zero set” prior to being placed into service. Failure to do so can cause table to malfunction.

Table “Zero Setting”: Press and hold the Up button for two seconds then release. Next, press and hold the Down button until table has reached its lowest position then release Down button. Then, press the Down button again and hold for approximately 10 seconds. The table now re-set at its “Zero Setting” position and is ready to operate.



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Toggle® Tables - Dual Motor Adjustable-Height Base, Model EL Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

CAUTION: If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/worksurface.

Adjustable-Height Base Assembly Installation

1. Carefully turn tabletop upside down on a soft, protective surface and set the base assembly onto the underside of the tabletop. Position one base end, so base mounting holes align with tabletop mounting holes, and secure base to tabletop using four M5.5 x 22 pan head screws. Slide the other base end into position to align base mounting holes to the tabletop holes and secure with four M5.5 x 22 pan head screws. Insert and tighten eight M10 x 25 set screws as illustrated, through the cross-support tubes and down to the leg-to-leg spanners. Torque to 4.5 ft/lb to secure (Figure 2).
2. The control box may be mounted to the underside of the tabletop, either at the center of the base assembly between the cross-tube assemblies (Figure 2), or at one of three mounting locations behind the base assembly if the table is 30-36" deep (Figure 3). Position the control box over the pre-drilled mounting holes and secure using two M5.5 x 22 pan head screws (Figures 2 & 3).

Note: To prevent interference, Universal Height-Adjustable screens cannot be used on 30" deep Toggle Tables when the control box is mounted to one of the three mounting locations behind the cross-tube assemblies as shown on page 4, Figure 6.

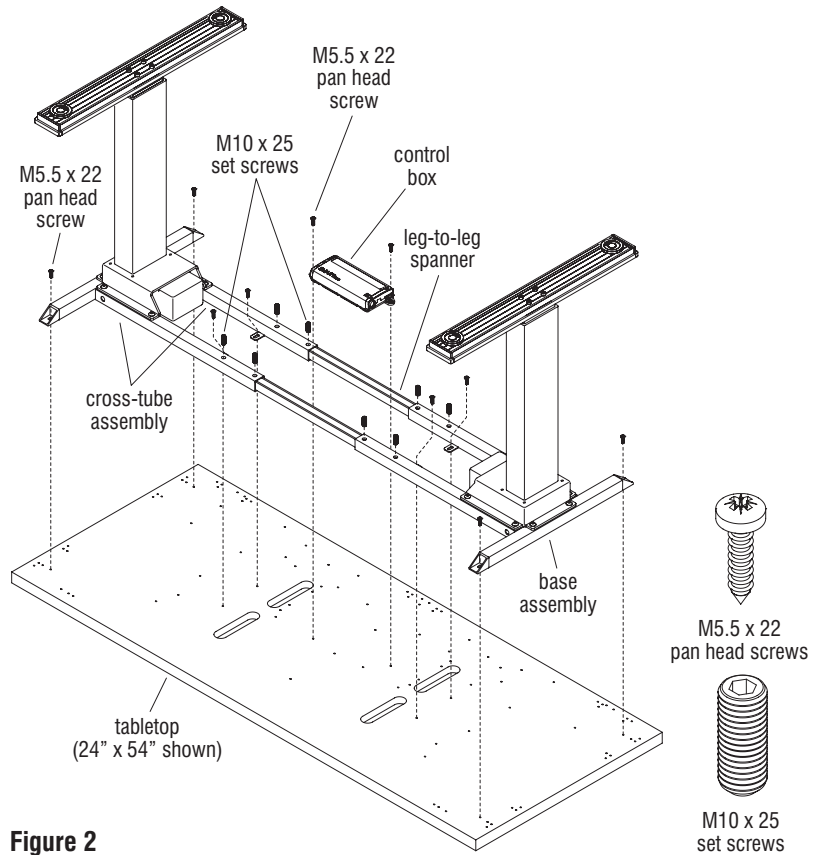


Figure 2

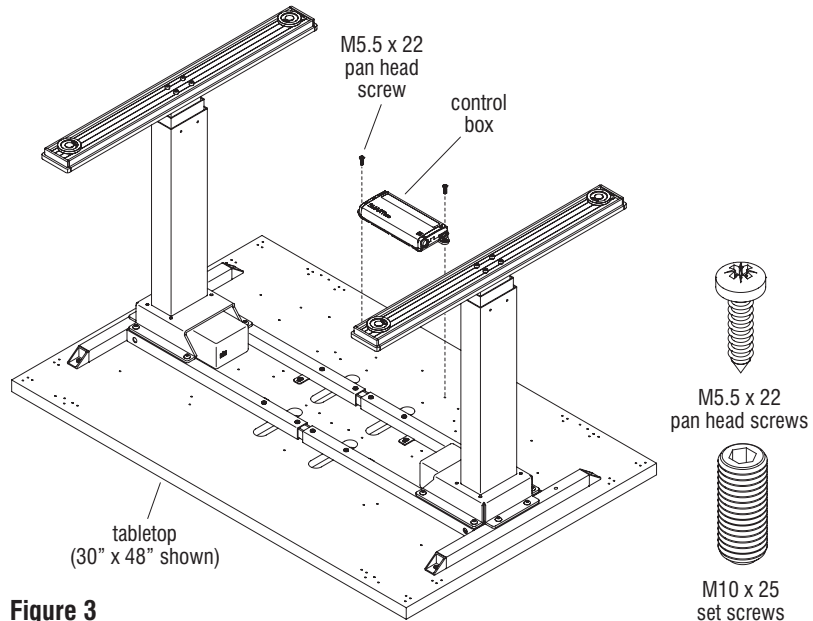


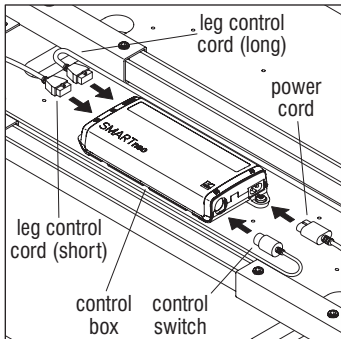
Figure 3

GROUNDING INSTRUCTIONS

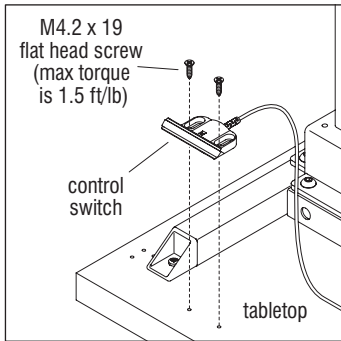
This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail E. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



Detail B



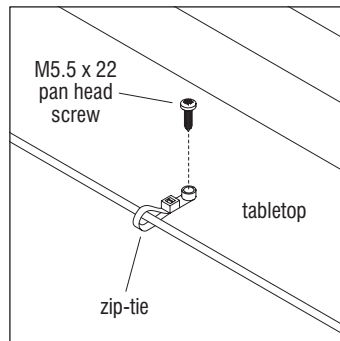
Detail C

Table Wiring

Note: Control cables can be routed differently than shown.

Note: When plugging in leg control cord ends, make sure to push in straight to avoid bending any pins in the electrical control box or leg motor. The cord end will click when it is locked into place.

Note: If any cord end needs to be removed, make sure power cord is disconnected from the power source outlet first. Then push down on the release tab on the control cable end while simultaneously pulling on it to remove it from the socket.



Detail D

Leg Control Cord (long) Installation

1. Plug the longer leg control cord into one of the two rectangular sockets on the control box, then route cord to the leg farthest from control box. Use cord routing slots in the table to route under the cross tubes and/or use zip ties secured with screws at pre-drilled locations. Plug other end of the longer leg control cord into the open socket on leg motor (Figure 4 & Detail B).

Leg Control Cord (short) Installation

2. The next rectangular socket on the control box is utilized by the shorter leg control cord. Plug the short leg cord into the control box and route it to the leg motor socket that is closest to the control box. Use cord routing slots in the table to route under the cross tubes. Plug other end of the shorter leg control cord into the open socket on leg motor (Figure 4 & Detail B).

Control Switch Installation

3. The control switch mounts on the front underside of the tabletop (Figure 3). Using pre-drilled holes, secure the switch to the tabletop with two M4.2 x 19 flat head screws at 1.5 ft/lb. **Note:** Do not overtighten the screws. Once switch is mounted, route the attached cord to the control box. Use Figure 3 for cord routing reference and for the optimal usage of zip tie points. Once the hand switch cord is routed to the control box, plug the cord into the round socket on box (Figure 4 & Detail C).

Note: Make sure all cables are routed correctly and plugged into correct sockets on control box and leg motor locations before installing zip-ties.

Zip-Tie Installation

4. Six zip-ties are included for keeping cords tight to the table, but it is not necessary to use all six. Using Figure 4 for reference, wrap the zip-ties around the loose cords and then mount the zip-tie to the tabletop with a M5.5 x 22 pan head screw into the pre-drilled holes. The zip-ties have a built in mounting hole which must lay flat onto the surface. Make sure zip-ties and cables are snug before moving to the next step (Figure 4 & Detail D).

Power Cord Installation

5. The final cord to be installed is the power cord. Plug power cord into the remaining open socket which is oval shaped. Cord should not be zip-tied or routed through cut outs on table (Figure 4 & Detail B). Do not plug it into a power source at this time.

6. Proceed to the following sections below, in order based on your tables requirements: Go to page 4 for wire trough installation, page 5 for Undermounted R8 power module, page 7 for polyester felt modesty panel. If none of the above components are required, carefully turn table to the upright position with the assistance of a second person. Adjust glides on the feet to level the table. Plug the power cord into a grounded outlet power source (Detail E). **Note:** Power cord must have enough slack so the table can cycle through its entire range of motion.

7. The table must be "zero set" prior to being placed into service. Refer to table "zero setting" instructions in the trouble shooting guide on page 8.

8. If the table is not operating properly, see the trouble shooting guide in this instruction.

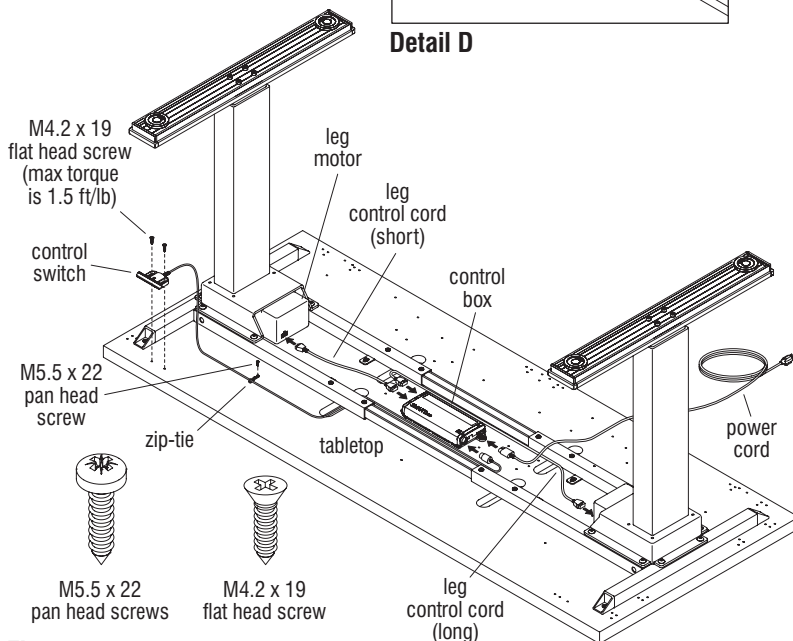
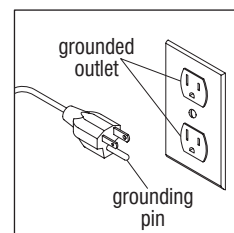


Figure 4



Detail E

Toggle® Tables - Dual Motor Adjustable-Height Base, Model EL Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail F. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

Wire Trough Installation (optional)

Note: The wire trough is an accessory that must be ordered separately.

Note: Control cables can be routed differently than shown. The control box can be mounted to the underside of tabletops 24" in depth between the cross-tube assembly (Figure 5). Control boxes mounting under tabletops 30" or 36" in depth can mount in one of three mounting locations. If the control box is mounted between the cross-tube assembly, reference Figure 5 for placement of the wire trough. If the control box is mounted behind the cross-tube assembly, reference Figure 6.

1. Align the wire trough mounting holes to the appropriate mounting holes in the tabletop, making sure the larger cutouts on the trough are facing the user side of the table. Using six #10 x 5/8" pan head screws, secure the wire trough to the tabletop as illustrated (Figures 5 & 6).
2. Proceed to the following sections below, in order based on your tables requirements: Go to page 5 for Undermounted R8 power module, page 7 for polyester felt modesty panel. If none of the above are required, carefully turn table to the upright position. Adjust glides on the feet to level the table. Plug the power cord into a grounded outlet power source (Detail F). **Note:** Power cord must have enough slack so the table can cycle through its entire range of motion.
3. The table must be "zero set" prior to being placed into service. Refer to table "zero setting" instructions in the trouble shooting guide on page 8.
4. If the table is not operating properly, see the trouble shooting guide in this instruction.

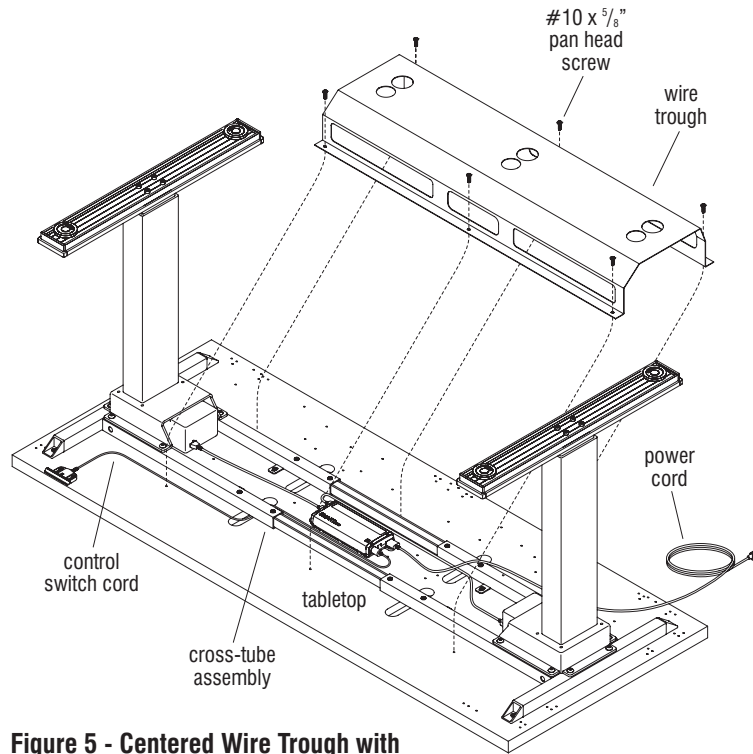


Figure 5 - Centered Wire Trough with Control Box Between Cross-Tube Assembly

Model Number	Maximum Operating Capacity
TOGL2448EL	220 lb
TOGL2454EL	215 lb
TOGL2460EL	210 lb
TOGL2466EL	205 lb
TOGL2472EL	200 lb
TOGL3048EL	210 lb
TOGL3054EL	205 lb
TOGL3060EL	200 lb
TOGL3066EL	192.5 lb
TOGL3072EL	185 lb
TOGL3648EL	200 lb
TOGL3654EL	192.5 lb
TOGL3660EL	185 lb
TOGL3666EL	177.5 lb
TOGL3672EL	170 lb
TOGLC3048EL	180 lb

Table Operating Capacity Chart

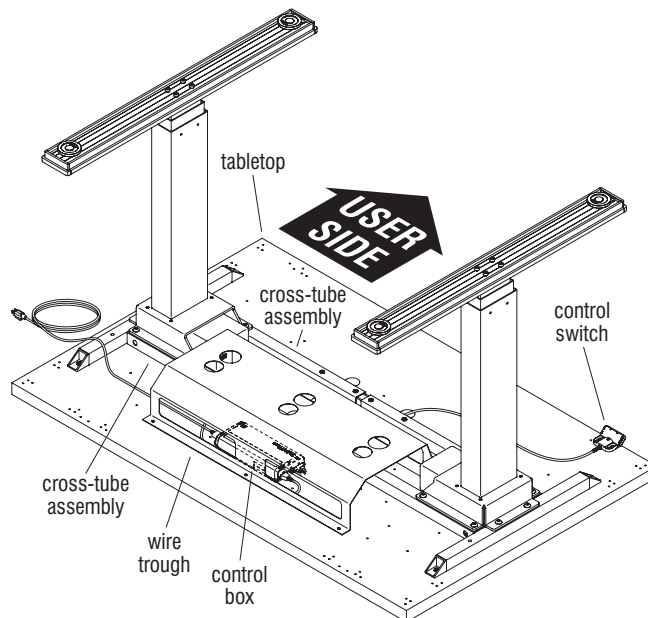
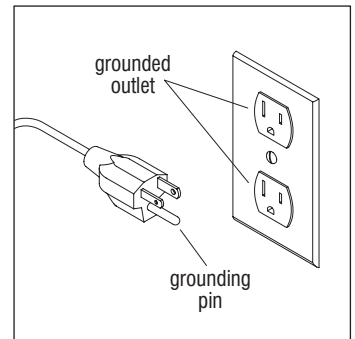


Figure 6 - Behind Cross-Tube Assembly Wire Trough, 30" or 36" Table Depth



Detail F

IMPORTANT: Power module is an ETL Listed Furniture Power Distribution Unit. Toggle Table is an ETL Listed Motor-Operated Furnishing-For Commercial Use Only.



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

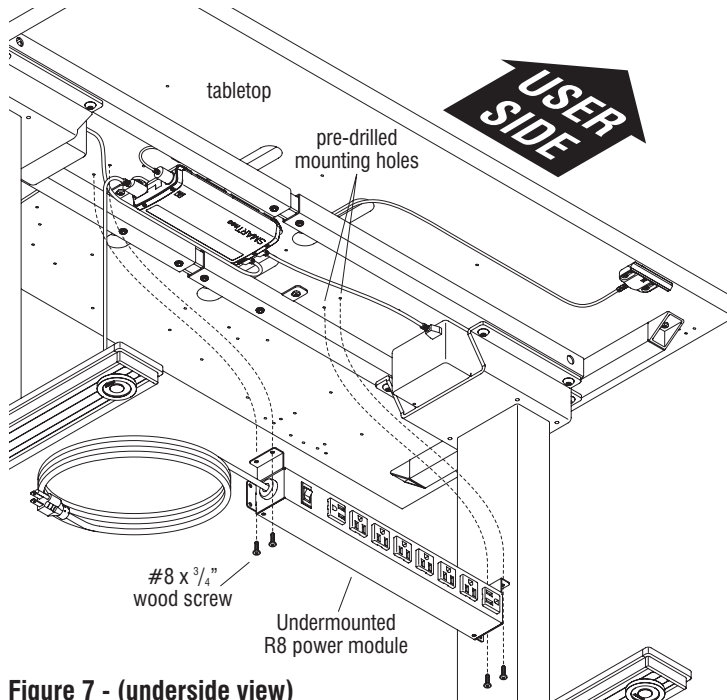


Figure 7 - (underside view)

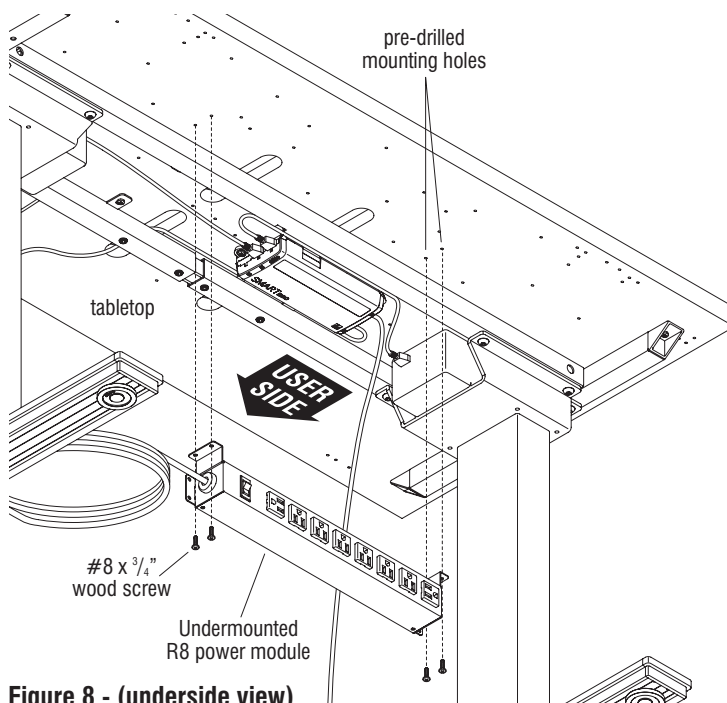


Figure 8 - (underside view)

Undermounted R8 Power Module Installation

Note: The Undermounted R8 power module can be mounted to the underside of the Toggle tabletop in one of two pre-drilled locations, and can face the user or non-user side of the table. If desired, the undermounted power module's four mounting holes can be used as a template underneath the tabletop to mark, then drill holes for an alternative mounting location.

1. Position the Undermounted R8 power module to the underside of the tabletop at the desired pre-drilled mounting location. Assure that the power cord can be routed easily to a power source (Figures 7 & 8).
2. Align the pre-drilled mounting holes of the R8 power module with the drilled mounting holes underneath the tabletop. Secure the R8 power module to the tabletop using four #8 x 3/4" wood screws. Take care to not over tighten (Figures 7 & 8).

CAUTION: Risk of electrical shock. Do not plug into another relocatable power tap or an extension cord.

3. Route the power cord to an approved power source if optional mounting clamps are not desired.
4. The table must be "zero set" prior to being placed into service. Refer to table "zero setting" instructions in the trouble shooting guide on page 8.
5. If the table is not operating properly, see the trouble shooting guide in this instruction.

■ Toggle® Tables - Dual Motor Adjustable-Height Base, Model EL

Assembly Instructions



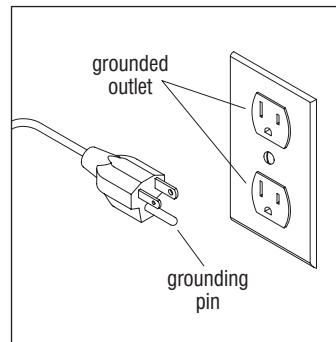
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail G. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

Cable Clamp Installation (optional)

1. Route the power cord for the Undermounted R8 power module along the underside of the tabletop and mark the pilot hole locations where the cable clamps will be installed. Four cable clamps are provided with each R8 power module, but depending on your configuration not all clamps may be required (Figure 9).
2. Position the power cord out of the way. At each marked cable clamp location, drill a pilot hole to a depth of $\frac{3}{4}$ " , making sure to not drill too deep, piercing the tabletop (Figure 9).
3. Nest the power cord inside the cable clamps. Position the cable clamps over the pilot holes and secure to the tabletop using #8 x $\frac{3}{4}$ " wood screws (Figure 9).
4. Route the power cord to an approved power source.
5. Proceed to the following sections below, in order based on your tables requirements: Go to page 7 for polyester felt modesty panel. If the table being assembled does not require a modesty panel, carefully turn table to the upright position. Adjust glides on feet to level the table. Plug the power cord into a grounded outlet power source (Detail G). **Note:** Power cord must have enough slack so the table can cycle through its entire range of motion.
- 6. The table must be "zero set" prior to being placed into service. Refer to table "zero setting" instructions in the trouble shooting guide on page 8.**
7. If the table is not operating properly, see the trouble shooting guide in this instruction.



Detail G

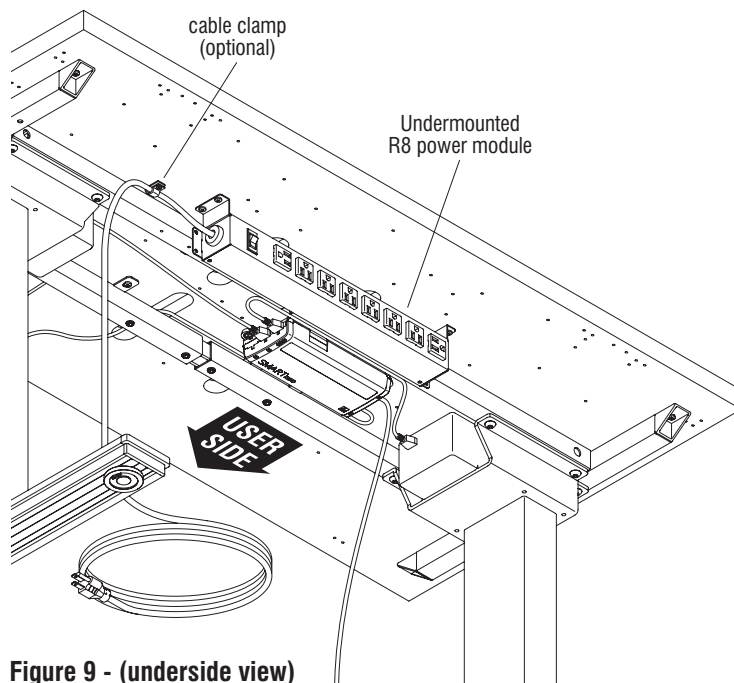


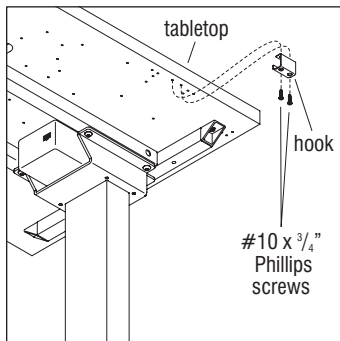
Figure 9 - (underside view)

GROUNDING INSTRUCTIONS

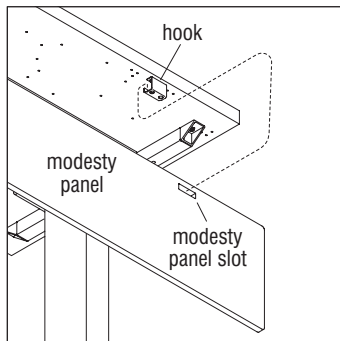
This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail K. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.



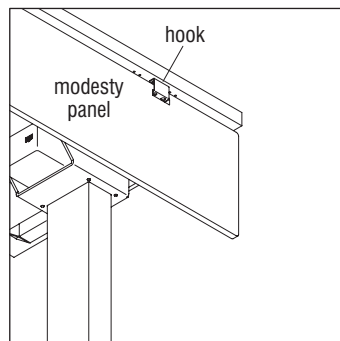
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



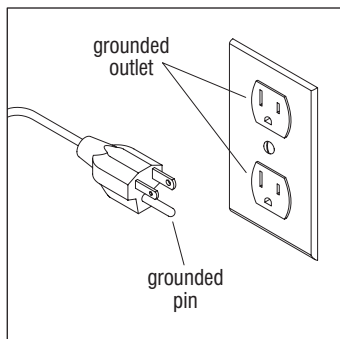
Detail H - (underside view)



Detail I - (underside view)



Detail J - (underside view)



Detail K

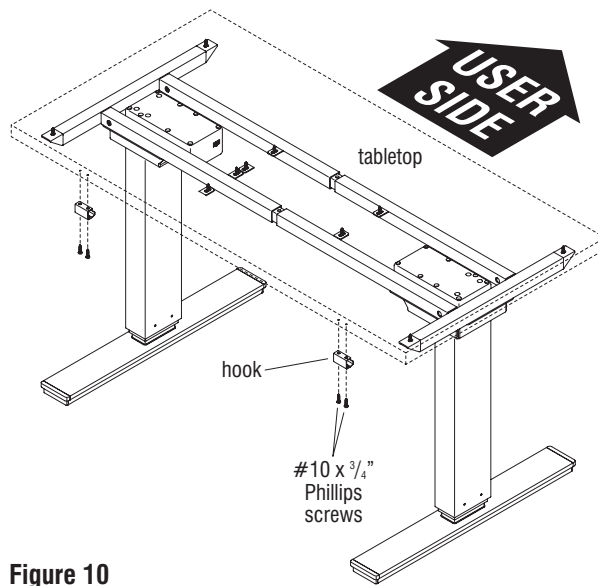


Figure 10

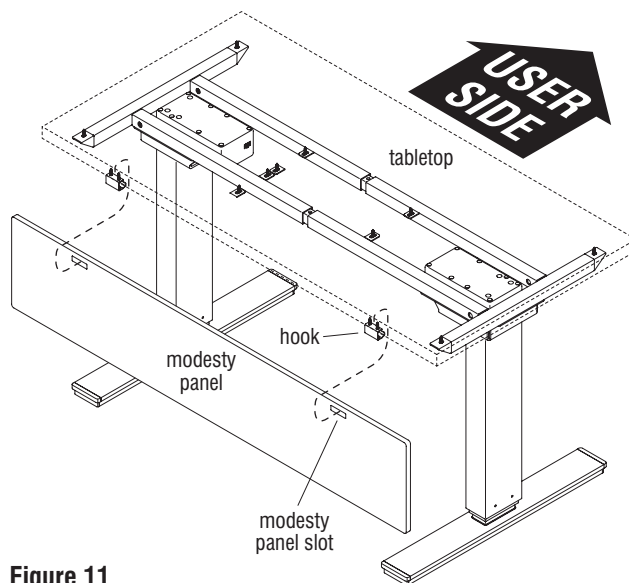


Figure 11

Polyester Felt Modesty Panel Installation

Note: The following instruction is for installing the polyester felt modesty panel to 48-72" wide Toggle tables. Tables 48" wide require two hooks, and tables 54" or wider require three hooks. This instruction illustrates the modesty panel installation to 48" wide tables. Your configuration may vary.

1. Carefully turn table to the upright position (Figure 10).
2. Position one hook underneath the back, non-user side of the tabletop at the pre-drilled location as illustrated in Figure 10 & Detail H. Orient the hook to face the user side of the table. Align the mounting holes of the hook with the pre-drilled holes underneath the tabletop and secure using two #10 x 3/4" Phillips screws. Repeat this process to secure the remaining hooks to the table (Figure 10 & Detail H).
3. Position the modesty panel underneath the back, non-user side of the tabletop, near the hooks. Using the slots on the panel, hang the panel onto each hook (Figure 11, Details I & J).
4. Adjust glides on feet to level the table. Plug the power cord into a grounded outlet power source (Detail K). **Note:** Power cord must have enough slack so the table can cycle through its entire range of motion.
5. The table must be "zero set" prior to being placed into service. Refer to table "zero setting" instructions in the trouble shooting guide on page 8.
6. If the table is not operating properly, see the trouble shooting guide in this instruction.



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Electrical Rating:
Input: 120V/60HZ/5A **Output:** 216VA/24V (SMART-e-2-n-x-y-US Control Box)
Input: 120V/60HZ/4A **Output:** 240VA/30V (Smartneo-V-N-n-x-y-US Control Box)

WARNING: Risk of Injury - Do not exceed maximum operating capacity. See Table Operating Capacity Chart on page 4.

Duty Cycle: 10% per hour. (2 minutes "ON" and 18 minutes "OFF", or 1 minute "ON" and 9 minutes "OFF" at continuous operation under load.

This table is not designed for continuous operation. Table operation must not exceed duty cycle.

Toggle Troubleshooting Guide
**** Table "Zero Setting"**

Press and hold the Up button for two seconds then release. Next, press and hold the Down button until table has reached its lowest position then release Down button. Then, press the Down button again and hold for approximately 10 seconds. The table now re-set at its "Zero Setting" position and is ready to operate. **Note:** Intellect System Protection (ISP) detection is disabled during "Zero Setting" Operation.

Warning: In spite of Intelligent System Protection (ISP) being in place, there may still be a risk of pinching in exceptional cases, as it is not only the control unit, but also the interaction between the mechanical and electrical systems that is responsible for cutting out the motor. In addition, the mechanical components, motor and ambient conditions all affect cut-out sensitivity. KI and the control unit manufacturer, cannot therefor eliminate this residual risk completely or accept any liability.

SAVE THESE INSTRUCTIONS

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following:

Read all instructions before using (this furnishing).

DANGER: To reduce the risk of electric shock:

1. Always unplug this furnishing from the outlet before cleaning or servicing.

WARNING: To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking parts off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Do not use outdoors.
5. **WARNING:** Risk of Electric Shock-Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.
6. **WARNING:** Risk of Electric Shock, Fire, and Injury - Review instructions to confirm all critical components are installed and function safely.

Symptom	Reason	Corrective Measure
Table does not move.	<ul style="list-style-type: none">• Incorrect or no voltage.• Table requires "Zero Setting".• One or more component connectors has come disconnected, or are not fully connected.• Damaged components or connectors.• Table has exceeded its duty cycle.	<ul style="list-style-type: none">• Verify there is power to the table. Make sure the table is properly plugged into a functioning power source. Make sure the power cord is fully engaged into the socket on the control box.• Perform Table "Zero Setting" **.• Verify all connectors are securely connected to legs and to control box. Disconnect and re-connect each one to ensure it is properly seated, then preform a Table "Zero Setting" **.• Check for visible damage to all connectors and connector receptacles.• Allow table to cool.
Table Base moves erratically or is tilted (one leg moves, one does not).	<ul style="list-style-type: none">• Control box is not properly synchronized with the legs.	<ul style="list-style-type: none">• Ensure that all cables connections are fully seated. Then perform a Table "Zero Setting" **.
Table base stops and will only move down (or up).	<ul style="list-style-type: none">• Table may be at its highest (or lowest) position (range 26" at the lowest to 52" at the highest) and then can only go down (or up).• Table or an object on the table is colliding with an obstruction.• Table is overloaded or the weight on the table is not evenly distributed.• Control box is not properly synchronized with the legs.	<ul style="list-style-type: none">• Press the other switch button.• Perform a visual check and clear any obstructions.• Reduce load and attempt to adjust the table.• Ensure that all cable connections are fully seated. Then perform a Table "Zero Setting" **.
All above corrective measures have been applied and table still does not move.	<ul style="list-style-type: none">• Control Box is damaged.	<ul style="list-style-type: none">• Forward the part number (P/N) off the control box label (located next to receptacles) to your Customer Service Representative.
Table does not reach its correct highest (52") or lowest (26") position.	<ul style="list-style-type: none">• Table limits may need to be programmed.	<ul style="list-style-type: none">• Contact your customer service representative.