

# CANOPY® HEIGHT ADJUST PROGRAMMABLE SWITCH SET UP GUIDE FOR FREESTANDING DESK AND BENCH



**STANDARD UP/DOWN**  
Ships Standard With Unit



**PROGRAMMABLE MEMORY**  
45FPROGS

One standard up/down control switch ships with each desk and two with each bench. Programmable memory Switches may be ordered separately to replace the standard up/down model. Both controls must be synchronized before use, after a power outage and after being unplugged from the power source.

## **PROCEDURE FOR SYNCHRONIZATION (BOTH STANDARD AND PROGRAMMABLE CONTROLS)**

1. Once you have fully assembled your unit, it needs to be synchronized at the lowest position.
2. Ensure there are no obstructions which would prevent the worksurface from moving vertically.
3. Press and hold the “UP and DOWN” buttons at the same time.
4. Continue to hold the “UP and DOWN” buttons, the worksurface will lower until it reaches the bottom.
5. Once the system beeps, release the “UP and DOWN” buttons.
  - a. If it does not beep, continue to hold the buttons for three (3) seconds after the worksurface reaches the lowest point.
6. The system has now been synchronized and the standard up/down is ready for use.

## **MEMORY SET POSITIONS (45FPROGS CONTROL ONLY)**

1. To be performed after “Procedure for Synchronization”.
2. Move the worksurface to the desired memory position.
3. Press and hold the “UP” and memory # buttons at the same time (3-5 seconds).
4. Display will flash “P#” to confirm it has been programmed.
5. For example, pressing “UP” and the number 1 for 3-5 seconds, the display will flash “P1”.
6. Repeat for programming positions 2,3, and 4.

## **MOVING TO A MEMORY PRESET POSITION**

1. Ensure there are no obstructions which would prevent the worksurface from moving vertically.
2. Press and hold the memory button #.
3. The worksurface will move to the preset position.

NOTE: The memory preset button must be pressed and held while the worksurface is moving to the reset position.