Assembly instructions

For assembly assistance, visit fully.com/howtojarvis or call 888-508-3725 or email support@fully.com
Thank you for choosing a Jarvis desk from Fully.
Cautions & Use

Make sure the desk top is not in contact with any obstacles or walls.

Make sure the desk top is not touching any walls. Make sure all cords are an appropriate length to accommodate the full range of height adjustment.

Do not sit or stand on the desk frame. Do not crawl or lie under the desk frame.

Do not place any objects taller than 25” underneath the desk.

Be careful to not pinch your hand when using the handle.

The desk height is adjustable so that it can be positioned at the most ergonomically suitable height. Any other operation is at user’s own risk.

Under no circumstances does the manufacturer accept warranty claims or liability claims for damages caused from improper use or handling of the desk frame.

Please read this manual carefully. If this desk is resold, please provide this manual to the new owner.
In the box

1. left lifting column
2. feet x2
3L. left side bracket
3R. right side bracket
4. frame ends x2
5. center rails x2
6. hand crank
7L. left side crank rod
7R. right side crank rod
8. crank sleeve
9. driving rod sleeves x2
10. driving rod
11. adapter plate
12. crank spring
13. crank washer x2
14. wood screw x12  
   M5x16
15. large machine screw x16  
   M6x14
16. medium machine screw x12  
   M6x10
17. small machine screw x2  
   M5x10
Before Starting

On a padded or carpeted area, take all of the items out of your Jarvis frame box, and confirm that nothing is missing.

Pro Tip

Wood Screws: Pointy End

Machine Screws: Flat End

Tools

3mm hex key included

5mm hex key included

6mm wrench included

#2 Philips Screwdriver provide your own
Assembly

**STEP 1**
Insert the left lifting column (Part 1L - Labeled “L”) into the frame end (Part 4) as shown below.

To secure the frame end to the leg, thread four (4) of the large machine screws (Part 15) into the holes as shown, but do not tighten them all the way.

Once all four screws are in place, tighten completely.

**STEP 2**
Select the left side bracket (Part 3L - Labeled “L”). The two tabs on the side bracket will slot into the frame end (Part 4), around the lifting column (Part 1L).

Use two of the medium machine screws (Part 16) to secure the side bracket. As before, don’t tighten all the way until both screws are in place.

**STEP 3**
Repeat Steps 1–2 for the right leg, frame end, and side bracket.
**STEP 4**
Lay your desk top on your padded workspace with the underside facing up, and the front of the desk top towards you.

Place the right leg assembly (with “R” labels) on the desk top to your left, with the frame end pointing towards you. (Once you flip your desk over, this will become the right side, and the world will make sense again.)

If the pre-drilled holes have metal inserts, you will need to use the machine screws packaged with the Jarvis desk top to secure the frame; otherwise use five (5) wood screws (Part 14) to attach the leg assembly to the desk top.

Insert all five screws part way. Once they are in place, tighten them all completely.

**Pro Tip**

Wood Screws: Pointy End

Machine Screws: Flat End

**STEP 5**
Slide the center rails (Part 5) all the way into the frame end attached to the desk top, so that the midpoint mark is facing up, and the cut-out slots are facing inwards.

Slide the left leg assembly (with “L” labels) onto the other end of the center rails (your right-hand side), and the entire frame should now fit onto the desk top.
**STEP 6**
Secure the left leg assembly with the remaining screws.

Again, if the pre-drilled holes have metal inserts, you will need to use the machine screws packaged with the desk top to secure the frame; otherwise use five (5) wood screws (Part 14).

Insert all five screws part way. Once they are in place, tighten them all completely.

**STEP 7**
Center the labeled midpoints on both center rails (Part 5) between the two frame ends (Part 4), and use eight (8) of the medium machine screws (Part 16) to lock the center rails down firmly.

**Warning**: Skipping this step may result in stability issues.
**Step 8**

Assemble the driveshaft by sliding the two driving rod sleeves (Part 9) over each end of the driving rod (Part 10).

The sleeves have setscrews pre-inserted on both ends.

Do not tighten setscrews until step 9. Make sure these setscrews are lined up with each other and are loose enough (as shown) to allow the driving rod to slide into the sleeve completely.

If the rod will not go past a setscrew, loosen the setscrew a little with the 3mm hex key.

**Step 9**

Place the assembled driveshaft between the two rod ends extending from the lifting columns.

Slide the sleeves onto these rod ends completely, and make sure all setscrews are facing up and lined up with each other as shown.

If the driveshaft does not easily line up with both rod ends you can use the included wrench to rotate one of the rod ends into alignment.

Once the driveshaft is installed on both sides, tighten all four setscrews to lock them in place.

*Note:* Do not over tighten the setscrews. Stop once they make contact with the rods and no longer turn easily.
**STEP 10**

Decide whether you want the hand crank to be on the left side or right side of the desk.

**Right side hand crank:** Insert the long crank rod (160mm - Part 7R) into the crank socket on the right lifting column (marked “R”) and be sure the raised notches go inside the leg.

**Left side hand crank:** Insert the short crank rod (125mm - Part 7L) into the crank socket on the left lifting column (marked “L”) and be sure the raised notches go inside the leg.

Using the two (2) wood screws (Part 14), attach the adapter plate (Part 11) making sure that the “R” or “L” label matches your chosen orientation. If you have a Jarvis desk top, use the widely-spaced pre-drilled holes for this purpose.

**STEP 11**

Slide a crank spring washer (Part 13), then the crank spring itself (Part 12), then the second washer onto the crank rod, as shown.

**STEP 12**

Orient the crank sleeve (Part 8) so that its setscrew is closest to the leg and pointing up, and slide it onto the crank rod.

Slide the crank (Part 6) all the way into the crank sleeve, making sure that the pin on the hand-crank rod lines up with the notch in the crank sleeve as shown, and fit the plastic arch-shaped crank bushing onto the crank sleeve.

**Note:** the hand crank cannot be attached directly to the desk top!
**STEP 13**
Attach the plastic crank bushing to the adapter plate (Part 11) using the two (2) small machine screws (Part 17). Tighten the set screw on the crank sleeve.

**STEP 14**
Loosely attach the feet (Part 2) to the bottom of the lifting columns with four (4) large machine screws (Part 15) per foot. Once all the screws are in place, tighten them down the rest of the way in an X pattern.

**STEP 15**
Double check that all screws everywhere on the desk are tight.

**STEP 16**
With a friend, lift the desk, and carefully flip it onto its feet being careful not to put weight on the hand crank. Then adjust the pre-installed leveling glides on the feet (Part 2) as needed.

**Collapsible Handle**
Slide and rotate the hand crank under the desk for convenient crank storage

**Caution:** Pinching hazard. Please be careful not to pinch your hand when flipping the handle.
Using your own desk top

The Jarvis Crank wide frame adjusts between 46” and 68” wide. We recommend leaving 1” of desk top overhang on each side, and caution against leaving more than 4” of overhang.

**Top size limits:**
Minimum: 48” x 30”
Maximum: 70” x 30”

Please follow these guidelines to properly fit your frame to your desk top, and ensure proper clearance for the crank mechanism.

**Side-to-side position:**
In our experience, desks have the best side-to-side stability when their legs are installed as far apart as possible. On our own Crank desk tops, we leave a one-inch overhang on each side. To achieve this, we install the Side Bracket screws two inches from the side edge of the desk top.

Placing the holes at least 2” in from the sides lowers the chance that your desk top will split during drilling, though this may vary depending on the material you have chosen to use.

Depending on the rigidity and strength of your desk top material you can leave more than 1” overhanging the Side Brackets, but we do not recommend more than 4” of overhang on either side.

**Front-to-back position:**
The foremost hole on the side bracket needs to be 7.25” back from the front of your desk top to fit the length of the crank handle & mechanism.

We recommend a maximum top depth of 30”. To avoid interfering with the crank mechanism at the front, a deeper top would add additional overhang at the back of the desk, compromising its center of gravity, particularly with the addition of weight from computer monitors, etc.
Laying it out:
The easiest way to position your own desk top on Jarvis is to partially assemble the frame and use it as a template. This partial assembly is easier to maneuver than the entire frame and will allow you to see exactly how things line up and where all of the holes should be.

1. Lay your desk top on a padded workspace with the underside facing up, and the front of the desk top towards you.
2. Without the Lifting Columns, attach the Side Brackets to the Frame Ends as shown in Steps 2 and 3 on page 5.
3. Slide the Center Rails into the Frame Ends.
4. Position the frame assembly on the underside of your desk top, with
5. the screw holes in the Side Brackets 2-5” from the side edges of the top (leaving 1-4” of overhang), and the foremost hole 7.25” from the front (user-facing) edge of the top.

The example below shows a 30” x 56” desk top with the frame assembly correctly positioned:

We now know where all the frame screws need to be placed. Indent the center point of each hole with the tip of a philips head screwdriver—this is more accurate and permanent than using a marker or pencil.
Next, position the adapter plate 1” back from the front of the desk top, and, X.3” from the side of the top, where X is the inches of top overhang. i.e.:

1” of overhang: plate should be 1.3” from the side of the desk top
2” of overhang: plate 2.3” from the side
3” of overhang: plate 3.3” from the side
4” of overhang: plate 4.3” from the side

Refer to Step 10 for proper adapter plate orientation. The illustration below shows a right-hand crank assembly, with 1” of top overhang.

Indent the center point of each hole with the tip of a philips head screwdriver, as before. Disassemble the frame components and return to the standard assembly instructions on page 3.
Desks, chairs & things to keep you moving