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 conference table from Fully.
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Cautions
Please read this manual carefully. If this table changes hands, please provide this manual to the new owner.

Make sure the table top is not touching any obstacles or walls. Make sure no obstacles are in the table’s path. Make sure all cords are an appropriate length to accommodate the full range of height adjustment.

Keep children away from table components. There is risk of injury and electric shock.

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

Do not open or modify any of the components, including the Lifting Columns, Control Box, or Handset. Doing so risks electric shock and voids any warranty claims.

Placing objects taller than 20” underneath the table will obstruct the table’s movement and may result in physical damage.

Voltage converters
Using a voltage converter could cause damage to the table, and is considered improper use. Resulting damage is not covered by the warranty.

Verify the voltage of the Control Box as labeled to avoid damage. Alternative voltage Control Boxes are available from Fully.

Use & liability
This Jarvis height adjustable conference table has electric motors and is designed for use in dry work environments only.

This Jarvis conference table is adjustable so it can be positioned at an optimal ergonomic height. Any extracurricular use is at user’s own risk.

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

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Before starting
On a padded or carpeted area, take all of the items out of your Jarvis conference table frame boxes, and confirm that nothing is missing. Reference the included parts listings on page 2.

Pro tip

Wood Screws: Pointy End
Machine Screws: Flat End

Tools

4mm Hex Wrench (included)
5mm Hex Wrench (included)
6mm Hex Wrench (included)
Phillips Head Screwdriver (not included)
In the box

### FRAME PARTS

<table>
<thead>
<tr>
<th>Part</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame End</td>
<td>x4</td>
</tr>
<tr>
<td>Center Rail Support</td>
<td>x2</td>
</tr>
<tr>
<td>Side Bracket</td>
<td>x2</td>
</tr>
<tr>
<td>Center Rail</td>
<td>x4</td>
</tr>
<tr>
<td>Foot Rail Support</td>
<td>x1</td>
</tr>
<tr>
<td>Short Foot Rail</td>
<td>x2</td>
</tr>
<tr>
<td>Long Foot Rail</td>
<td>x4</td>
</tr>
<tr>
<td>Foot Rail Corner</td>
<td>x4</td>
</tr>
<tr>
<td>Leg Connector</td>
<td>x2</td>
</tr>
<tr>
<td>Left Leg</td>
<td>x2</td>
</tr>
<tr>
<td>Right Leg</td>
<td>x2</td>
</tr>
</tbody>
</table>

### ELECTRIC PARTS

<table>
<thead>
<tr>
<th>Part</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Box</td>
<td>x1</td>
</tr>
<tr>
<td>Memory Handset</td>
<td>x1</td>
</tr>
<tr>
<td>Power Cable</td>
<td>x1</td>
</tr>
</tbody>
</table>

### HARDWARE

<table>
<thead>
<tr>
<th>Part</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Machine Screw</td>
<td>x8</td>
</tr>
<tr>
<td>Short Machine Screw</td>
<td>x52</td>
</tr>
<tr>
<td>Thick Machine Screw</td>
<td>x8</td>
</tr>
<tr>
<td>Long Machine Screw M6x14</td>
<td></td>
</tr>
<tr>
<td>Short Machine Screw M6x10</td>
<td></td>
</tr>
<tr>
<td>Thick Machine Screw M8x12</td>
<td></td>
</tr>
<tr>
<td>Socket Head Machine Screw</td>
<td>x4</td>
</tr>
<tr>
<td>Wood Screw M5x16</td>
<td>x26</td>
</tr>
<tr>
<td>Extra Acoustic</td>
<td></td>
</tr>
<tr>
<td>Cable Clip</td>
<td>x20</td>
</tr>
<tr>
<td>Dampening Grommets</td>
<td>x15</td>
</tr>
</tbody>
</table>
Insert a Frame End into a Left Leg. Secure the Frame End to the Leg by threading four (4) Small Machine Screws into the holes, but do not tighten them all the way.

Once all four screws are in place, tighten completely.

Repeat these steps to attach the other Left Leg to another Frame End.
Insert a Frame End into a Right Leg. Secure the Frame End to the Leg by threading four (4) Short Machine Screws into the holes as shown, but do not tighten them all the way.

Once all four screws are in place, tighten completely.

Repeat these steps to attach the other Right Leg to the remaining Frame End.
Using four (4) Socket Head Machine Screws, use a Leg Connector to join the Left Leg Assemblies.

Do not completely tighten the screws yet.

Repeat these with the other Leg Connector to join the Right Leg Assemblies.

We’re still not ready to completely tighten the screws. (Soon.)
**STEP 4**

Using four (4) Short Machine Screws, attach a Side Bracket to the back of the one of the Leg Assemblies. Do not completely tighten the screws yet.

Repeat this step to connect the other Side Bracket to the other Leg Assembly.

Once all of the screws are in place, tighten all of the screws from Steps 3 and 4.
Slide two (2) Foot Rails into the Foot Rail Support and connect each one with a short machine screw.
STEP 6

Attach the Foot Rail Assembly to one of the Leg Assemblies using four (4) Short Machine Screws.

Once all screws are in place, tighten them completely. This assembly should now be able to stand on its own.
**STEP 7**

![Image of Leg w/ Foot Rail Assembly and Center Rail Assembly](image)

Slide two (2) Center Rails into each of the Frame Ends on the Leg and Foot Rail Assembly. Each pair of Center Rail should be oriented so that the cut-out slots face each other, and are closer to the bottom.

Slide a Center Rail Support onto each pair of Center Rails.

**STEP 8**

![Image of Leg Assembly](image)

Slide the remaining Leg Assembly onto the other ends of the Center Rails. Adjust the Center Rails until the “Middle Mark” is spaced evenly between the Leg Assemblies, but don’t worry about adding screws yet.
Slide the remaining two (2) Long Foot Rails into the Foot Rail Support.

Using six (6) Short Machine Screws, secure the Long Foot Rails to the Foot Rail Support and the Leg Assembly.

Once all screws are in place, tighten them completely.
STEP 10

Attach two (2) Foot Rail Corners to both sides of a Short Foot Rail, using four (4) Thick Machine Screws.

Repeat to attach the other two (2) Foot Rail Corners to the remaining Short Foot Rail.

Do not tighten screws completely yet.

STEP 11

Attach both Foot Rail Assemblies to the Table Foot Rail using four (4) Thick Machine Screws.

Once all screws are in place, completely tighten all screws from Steps 10 and 11.
**STEP 12**

Double check to make sure all four (4) Foot Rails are tightened in place and that the “Middle Mark” on the Center Rails is spaced evenly between the Leg Assemblies.

Use eight (8) Short Machine Screws to secure the Center Rail Support to the Center Rails.

Loosely thread sixteen (16) Short Machine Screws into the Frame Ends over the Center Rails. Do not tighten these screws until the top is installed.
**STEP 13**

Double check that all of the screws on the table are fully tightened (except the Center Rail screws from Step 11).

**STEP 14**

With a friend (or a few), lift the Table Top and place it on the Table Assembly.

Use twenty (20) Wood Screws to attach the Top to the Assembly.

Once all screws are in place, tighten them completely.

**STEP 15**

Now is the time to go back and tighten the Center Rail Screws from Step 11.
Choose a central spot to mount your control box and handset, making sure that your Leg Cables will reach each leg from the Control Box. See the example on this page and page 15 showing one possible way to orient your electrical components.

Once you’ve chosen a placement location, use four (4) Wood Screws to attach the Handset and use two (2) Wood Screws to attach the Control Box.
Connect the Table Legs to the Control Box with the Leg Cables, using sockets labeled M1, M2, M3 and M4.

Connect the Handset to the Control Box using the socket labeled HS.

Connect the Power Cable to the Control Box using the socket labeled AC.

Plug in the conference table.

You did it.
Setup

Initial calibration
Before you start using your conference table normally, you’ll need to get all the parts synced. Don’t worry, it’s easy.

1. Press and hold the DOWN button until the display reads RST (looks like “ASI”). Release.
2. Press and hold the DOWN button again, this time until the table first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.
3. You can now use your table! See below for tips on making the most of your Memory Preset Handset.

Setting memory presets
1. Adjust the table to the desired height.
2. Press M (the display will show S -).
3. Press a number 1–4.
4. Pressing that number will return your table to the programmed height. By default, the table will continue to move on its own once you’ve activated the preset, though pressing any other button will stop this movement. If you prefer to change this behavior, please refer to “Toggle between One Touch and Constant Touch Presets” on page 18.

Custom settings for Memory Preset Handset

Lock your table
Your table can be locked in place at any height, either as a safety precaution, or just to keep your colleagues from messing with the settings. It unlocks just as easily, but we recommend guarding that secret.

To lock: Press and hold the M button for about 8 seconds. The display will first change to S -, then to LOC, indicating that the table is now locked.

To unlock: Press and hold the M button for about 8 seconds until LOC goes away and the height appears on the display.

Adjust the height readout
Our LED handsets display the approximate height of your table top surface, in inches or centimeters. The accuracy may be affected by the thickness of your top, the evenness of your floor, etc. If you want it to be completely accurate, you can manually set the readout to match your measured height.

1. Press and hold the DOWN button until the table reaches its lowest position. Release.
2. With your favorite measuring tool, measure the distance from the floor to your table top surface. If it matches your readout, you’re all set. Otherwise, proceed to the next step.
3. Press and hold the DOWN button again, until the display flashes RST (looks like “ASI”). Release.
4. Press and hold the M button until it begins to flash the starting height. Note: the display will revert to RST after about 5 seconds. If that happens before you have a chance to make your changes, just press and hold M again
To change the readout height:
5. Use the UP or DOWN button to adjust the display by 0.1 inch at a time until the display shows the correct height, as measured.
6. Wait about 5 seconds and the display will automatically return to RST, which indicates Reset Mode.
7. Complete the reset process by pressing and holding the DOWN button again while the table lowers a little bit more, slightly rises, and then stops.
8. Release the button, and you should see the new starting height ±0.1 inches. This height is saved, and your table is ready to use!

Set custom upper and lower height limits
By default, the Jarvis conference table and handset are set to allow the maximum range of motion, from a fully retracted Lifting Column, to a fully extended one. If you would like to set a higher minimum height, or a lower maximum height, you can do that! Before starting, make sure the table is plugged in, and the LED display is showing a number. If the readout has gone dark, you can wake it up by pushing any button. If it is displaying something besides a number, perform the Reset Procedure on page 19.

To set the upper limit:
1. Use the UP/DOWN buttons to move the table to the desired maximum height.
2. Press the M button and release, then press the UP button and release. The display will flash S - to show that it is ready to set the upper limit.
3. Press and hold the M button for about 2 seconds. The display will show “999” and then return to the height readout. This indicates that the upper limit is set. All done!

To set the lower limit
1. Use the UP/DOWN buttons to move the table to the desired minimum height.
2. Press the M button and release, then press the DOWN button and release. The display will flash S - to show that it is ready to set the lower limit.
3. Press and hold the M button for about 2 seconds. The display will show “000” and then return to your selected height. This indicates that the lower limit is set. You did it!

Warning: There are certain times when your table might require a Reset Procedure to correct a balance, calibration or other issue. This procedure requires the legs to retract completely, beyond any lower height limits that might be set. Please ensure that you have the proper clearance below the table base.

Note: If you had previously set any memory presets that were outside of your newly defined range, they won’t work anymore. You can reuse the numbers.

2nd Note: If you want to set a new upper or lower limit that is outside of your set range, you will first have to restore the defaults.

To restore default upper and lower limits
1. Press the M button and release. “S -” will appear on the display.
2. Within 5 seconds, press the M button again and hold for about 2 seconds until the display shows “555”.
3. Release the button. The display will automatically change back to the height display, and your height limits are no more.
Toggle between One Touch and Constant Touch presets

Your programmable handsets allow your table to remember your favorite height settings. By default, if you press and release a memory preset button, the table will move on its own to the programmed height. You can change this behavior so that the table will only continue to move to the programmed height with continued pressure on that preset number. Here’s how to toggle this setting:

1. Press and hold the DOWN button until the table reaches its lowest position. Release.
2. Press and hold the DOWN button again, until the display begins to flash RST (looks like “AS”
3. With the display still flashing RST, press and hold the 1 button for about 5 seconds. The handset will register the change in input method and display the corresponding readout:

<table>
<thead>
<tr>
<th>10.1 = One Touch</th>
<th>10.2 = Constant Touch</th>
</tr>
</thead>
<tbody>
<tr>
<td>The table will keep moving to the preset height after you release the memory preset button</td>
<td>The table will only continue to the programmed height while you are holding the corresponding preset button</td>
</tr>
</tbody>
</table>

4. To toggle to the next setting, press and hold the 1 button again for 5 seconds, until the displayed readout updates.
5. Once your preferred setting displays, release the button and wait about 5 seconds for the display to return to RST.
6. Complete the reset process by pressing and holding the DOWN button again while the table lowers a little bit more, slightly rises, and then stops. Release the button. Your new preset touch setting is saved, and the table is ready to use!

Change readout between inches and centimeters

By default, our programmable handsets display inches on models configured for 120-Volt power, and centimeters on models for 240-Volt power. If you’d like to break with tradition, you can easily change this setting.

1. Press and hold the DOWN button until the table reaches its lowest position. Release.
2. Press and hold the DOWN button again, until the display begins to flash RST (looks like “AS”
3. Press and hold the 2 button for about 5 seconds. Your handset will register the unit change and display the corresponding readout:

   | 10.3 = Centimeters | 10.4 = Inches |

4. To toggle to the next setting, press and hold the 2 button again for 5 seconds, until the displayed readout updates.
5. Once your preferred setting displays, release the button and wait about 5 seconds for the display to return to RST.
6. Complete the reset process by pressing and holding the DOWN button again while the table lowers a little bit more, slightly rises, and then stops. Release the button. Your preferred unit setting is now saved, and the table is ready to use!

A note regarding the anti-collision feature

The Jarvis conference table is programmed with an automatic collision detection system: If your table is in motion, and it detects that it has run into a stationary object, it will automatically stop moving, pause briefly, and then move about one inch in the opposite direction before halting completely. We hope that this will prevent any of your valuable belongings from getting damaged by accident! It takes about 15 pounds (around 7 kg) of pressure to activate this feature. If you have any concerns or would like to inquire about modifying this preset, please give us a call at 888-508-3725.
Troubleshooting

If your table is not functioning properly, or if your Memory Preset Handset that reads “RST” or any error message (E01 - E13), confirm that all wired connections are secure (legs to cables, cables to Control Box). Once you’re certain that all connections are secure, perform the reset procedure. If the error message persists after the reset procedure, contact Fully.

If there is a difference in height between the legs that exceeds 1.5”, stop the reset procedure and contact Fully. If the Memory Preset Handset displays “HOT”, let the table cool down for 20 minutes.

Reset procedure

CAUTION: this will override any custom lower limit you might have set! Please ensure proper clearance for the Legs to retract fully.

1. Press and hold the DOWN button until the table reaches its lowest position. Release.
2. Press and hold the DOWN button until the display reads RST. Release.
3. Press and hold the DOWN button again, this time until the table first lowers slightly, then rises slightly, and finally stops. Release the DOWN button.
4. You can now use your table!
**Specs**

<table>
<thead>
<tr>
<th>Spec</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height range (without table top)</td>
<td>26-45.25”</td>
</tr>
<tr>
<td>Travel speed</td>
<td>1.5” per second</td>
</tr>
<tr>
<td>Operating noise</td>
<td>&lt;50dB w/o top</td>
</tr>
<tr>
<td>Load capacity</td>
<td>200kg</td>
</tr>
</tbody>
</table>
| Duty cycle and additional info| 10% with max 2 mins on, 18 mins off  
|                               | Soft start/stop                  |
|                               | Adjustable Leveling Glides       |
|                               | 4 Memory Presets                 |

**Contact**

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support@fully.com  
www.fully.com
Desks, chairs & things to keep you moving