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.

Assembly Instructions

January 2019

1. Carefully remove contents from packaging, set out on a soft, clean 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).

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.

CAUTION
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/work surface.

7. Carefully turn tabletop upside down on a soft protective surface and set the base assembly onto the underside of the top. Position one base end, so base mounting holes align with tabletop mounting holes, and secure base to top 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).

8. For 24” deep tables, the control box must be mounted to the underside of the tabletop centered between the cross-tube assemblies. Position the control box over the pre-drilled mounting holes and secure using two M5.5 x 22 pan head screws (Figure 2).

9. For 30” & 36” deep tables, the control box may be mounted to the underside of the tabletop, either at the center of the top between the cross-tube assemblies (Figure 2), one of two locations near the front of the table (Figure 3), or centered behind the cross-tube assemblies (Figure 7). If using one of the two front locations, the built in switch on the control box will eliminate the requirement for the key pad (Figure 3).

Figure 2 - 24” Table Depth

Figure 3 - 30” & 36” Table Depth
Table Wiring

Note: Control cables can be routed differently than shown. 24" deep tables must have the control box mounted between the cross-tube assemblies, which requires installation of the “optional key pad” (Figure 4). All 30” & 36” tables may have the control box mounted either between the cross-tube assemblies, centered behind the cross-tube assemblies or one of two locations at the front of the table (Detail A). Mounting to the front of the table does not require the use of the “optional key pad”. Follow directions appropriate to control box mounting location.

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

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

1. Leg Cord - Long: 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 cut outs 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).

2. Leg Cord - Short: The next rectangular socket on the control box is utilized by the shorter leg control cord. Plug short leg cord into control box and route to the leg motor socket that is closest to the control box. Use cut outs in table to route under the cross tubes. Plug other end of the shorter leg control cord into open socket on leg motor (Figure 4).

3. Optional Key Pad: The key pad can be mounted on the front side of tabletop (Figure 4). Using pre-drilled holes, secure key pad to tabletop with two M4.2 x 19 flat head screws at 1.5 ft/lbs. Once key pad is mounted, route attached cord to control box. Use Figure 4 for cord routing reference and for the optimal usage of zip-tie points. Once the key pad cord is routed to control box, plug cord into the round socket on box (Figure 4).

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

4. Zip-ties: Six zip-ties are included for keeping cords tight to 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 surface. Make sure zip-ties and cables are snug before moving to next step.

5. Power Cord: The final cord to be installed is the power cord. Plug power cord into remaining open socket which is tri-lobe in shape. Cord should not be zip-tied or routed through cut outs on table (Figure 4). Do not plug it into power source at this time.

6. If optional wire trough was specified for installation, go now to page 4. If no wire trough is specified, carefully turn table to the upright position with the help of another person. Adjust glides on feet to level the table. Plug the power cord into a grounded outlet power source (Detail C). 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.
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.

Wire Trough (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 at one location, between the cross-tube assembly (Figure 5). Control boxes mounting under tabletops 30" or 36" in depth can mount in one of five mounting locations, one being the same as the control box mounted between the cross-tube assembly on 24" tabletops (Figure 5). If the control box is mounted between the cross-tube assembly, reference Figure 5 for placement of the wire trough. A 30" or 36" depth tabletop is the only depth which will allow a control box to be in the following locations. If the control box is mounted to the front user side of the table, reference Figure 6. Mounting to the front of the table does not require the use of the “optional key pad” (Figure 6). If the control box is mounted behind the cross-tube assembly, reference Figure 7.

9. Align the wire trough holes to the appropriate holes in the tabletop. Using six #10 x 5/8" pan head screws, secure the wire trough to the tabletop as illustrated (Figure 5, 6, & 7).

10. With help from another person, 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 D). **Note:** Power cord must have enough slack so the table can cycle through its entire range of motion.

11. 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.

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

**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 D. 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.

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

**Figure 6 - Centered Wire Trough with Control Box Front User Side, 30” or 36” Table Depth**
Assembly 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.

Wire Trough (Optional)

Note: The wire trough is an optional 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 at one location between the cross-tube assembly (Figure 5). Control boxes mounting under tabletops 30" or 36" in depth can mount in one of five mounting locations, one being the same as the control box mounted between the cross-tube assembly on 24" tabletops (Figure 5). If the control box is mounted behind the cross-tube assembly, reference Figure 5 for placement of the wire trough. A 30" or 36" depth tabletop is the only depth which will allow a control box to be in the following locations. If the control box is mounted to the front user side of the table, reference Figure 6. Mounting to the front of the table does not require the use of the "optional key pad" (Figure 6). If the control box is mounted behind the cross-tube assembly, reference Figure 7.

Table Operating Capacity Chart

<table>
<thead>
<tr>
<th>Model Number</th>
<th>Operating Load Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOGL2448EL</td>
<td>220 lb</td>
</tr>
<tr>
<td>TOGL2454EL</td>
<td>215 lb</td>
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<tr>
<td>TOGL2460EL</td>
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</tr>
<tr>
<td>TOGLC3048EL</td>
<td>180 lb</td>
</tr>
</tbody>
</table>
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 8 & 9).

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 8 & 9).

3. Route the power cord to an approved power source if optional mounting clamps are not desired.

CAUTION: Risk of electrical shock. Do not plug into another relocatable power tap or an extension cord.
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 10).

2. Position the power cord out of the way. At each marked cable clamp location, drill a pilot hole to a depth of 3/4", making sure to not drill too deep, piercing the tabletop (Figure 10).

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 3/4” wood screws (Figure 10).

4. Route the power cord to an approved power source.
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 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 Intellect 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 therefore eliminate this residual risk completely or accept any liability.

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Reason</th>
<th>Corrective Measure</th>
</tr>
</thead>
</table>
| Table does not move. | • Incorrect or no voltage.  
• Table requires “Zero Setting”.  
• One of more component connectors has come disconnected or not fully connected.  
• Damaged components or connectors.  
• Table has exceeded its duty cycle. | • 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 perform 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). | • Control box is not properly synchronized with the legs. | • Ensure that all cables connections are fully seated. Then perform a Table “Zero Setting” **. |
| Table base stops and will only move down (or up). | • 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. | • 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. | • Control Box is damaged. | • 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. | • Table limits may need to be programmed. | • Contact your customer service representative. |

**Electrical Rating:**

**Input:** 120V/60HZ/5A  
**Output:** 216VA/24V

**WARNING:** Risk of Injury—Do not exceed recommended operating loads. See Table Operating Capacity Chart on page 5.

**Duty Cycle:** 10% per hour. (2 minutes “ON” and 18 minutes “OFF” at continuous operation under load.

**IMPORTANT SAFETY INSTRUCTIONS**

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

**DANGER:** To reduce the risk of electric shock:

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

**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.