



Sit-Stand Desk

Assembly & Use Instructions



* Specifications may vary from this image and are subject to change without notice.



Congratulations on your purchase of the Teeter Sit-Stand Desk! This complete ergonomic workstation features an adjustable Desktop, Side Table, and Stool that allows you to seamlessly transition between the sitting and standing position. The Sit-Stand Desk is ideal for laptop or tablet use as well as drawing or drafting, with the option to adjust the angle of the Desktop between 0° - 45°.

-  For step-by-step, 3D interactive assembly instructions, download BILT (a FREE mobile app) to your smartphone to follow along.
-  To register your product warranty, go to **teeter.com/Support/Warranty-Registration**
-  If you have any questions concerning assembly or if any parts are missing, **DO NOT RETURN THE ITEM TO THE STORE OR CONTACT THE RETAILER.** Our dedicated customer service experts can help! Contact Teeter Customer Service at **800.847.0143**, or via online forms or Live Chat at **teeter.com**.

Assembly & Use Instructions

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IMPORTANT SAFETY INSTRUCTIONS

READ ALL INSTRUCTIONS BEFORE USING THE SIT-STAND DESK

WARNING

FAILURE TO FOLLOW INSTRUCTIONS AND WARNINGS COULD RESULT IN SERIOUS INJURY.

To reduce the risk of property damage or injury:

- Read and understand all the instructions, review all other accompanying documents, and inspect the equipment before using the Sit-Stand Desk. It is your responsibility to familiarize yourself with the proper use of this equipment and the inherent risks if these instructions are not followed, such as property damage or injury. It is the responsibility of the owner to ensure that all users of the product are fully informed about the proper use of the equipment and all safety precautions.
- **DO NOT** sit, stand, climb, hang or lean on the desktop in any direction to avoid potential of furniture tip-over or falls.
- **ALWAYS** have adult supervision when used by children.
- **DO NOT** exceed the max allowable weight of each listed component; Desktop: 150.0 lb (68.0 kg); Side Table: 50.0 lb (22.7 kg); Seat: 250 lb (113.4 kg).
- **ALWAYS** clear the desktop of all items prior to moving the desk or adjusting the height or angle of the desktop to prevent the risk of damage and/or injury.
- **ALWAYS** ensure that all of the Auto-Locking Knobs are properly locked in a hole setting denoted by a depressed red button in the center prior to use.
- **DO NOT** modify the equipment or use accessory attachments that are not recommended by the manufacturer. Utilize the equipment for its intended purpose only. Any changes or modifications to equipment may void the user warranty.
- It is the responsibility of the user to ensure that regular maintenance is performed. Verify that all nuts and bolts are accounted for and properly tightened. Replace worn or damaged parts immediately or keep out of use until repair.

Before Beginning Assembly

Unpack and Prepare Your Workspace

- If possible, set up the product at or near the space in which you intend to use it to avoid moving it later.
- Unpack all parts and support materials. Set aside packing materials and clear your work area.
- Locate the Hardware Kits. They are labeled to correspond with the assembly process.

Making Assembly Even Easier with **BILT**.



For step-by-step, 3D interactive instructions, download BILT (a FREE mobile app) to your smartphone to follow along. Simply download the BILT app by scanning the QR code below and then search for Teeter Sit-Stand Desk within the BILT app to get started!



Download on the
App Store



ANDROID APP ON
Google play



SAVE THESE INSTRUCTIONS

Items for Assembly

Items not shown to scale.

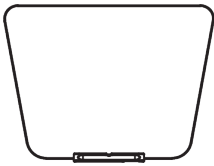
ITEM NO.	ITEM NAME	ITEM NO.	ITEM NAME
Desktop Assembly			
ST2101	Desktop (brown/black)	ST2101T	Desktop (tan/silver)
ST2103	Desktop Post (brown/black)	ST2103T	Desktop Post (tan/silver)
ST2109	Side Table (brown/black)	ST2109T	Side Table (tan/silver)
ST2102	Desktop Base (brown/black)	ST2102T	Desktop Base (tan/silver)
ST2108	Seat Bushing (brown/black)	ST2108T	Seat Bushing (tan/silver)
ST2112	Seat Stabilizer Knob	N/A	N/A

ITEM NO.	ITEM NAME	ITEM NO.	ITEM NAME
Seat Assembly			
ST2104	Seat Cushion (brown/black)	ST2104T	Seat Cushion (tan/silver)
ST2107	Seat Support Frame (brown/black)	ST2107T	Seat Support Frame (tan/silver)
ST2106	Seat Frame Connector (brown/black)	ST2106T	Seat Frame Connector (tan/silver)
ST2105	Seat Frame Base (brown/black)	ST2105T	Seat Frame Base (tan/silver)
ST2110	Seat Angle Adjustment Pin	N/A	N/A
Tools Provided for Assembly			
H21006	Hex Wrench	H21007	Phillips Screwdriver

Desktop Assembly

Desktop

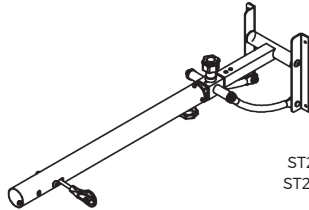
Use with Desktop Assembly
Hardware Kit (HK1032, HK1032T)



ST2101
ST2101T

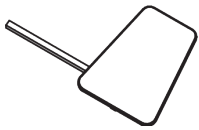
Desktop Post

Use with Desktop Post
Assembly Hardware Kit
(HK1031, HK1031T)



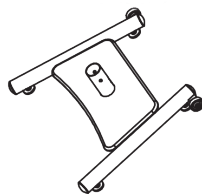
ST2103
ST2103T

Side Table



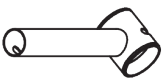
ST2109
ST2109T

Desktop Base



ST2102
ST2102T

Seat Bushing



ST2108
ST2108T

Seat Stabilizer Knob

Use with Seat Stabilizer Knob
Assembly Hardware Kit
(HK1034)



ST2112

Seat Assembly

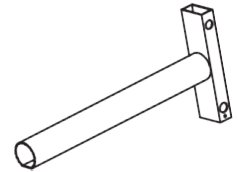
Seat Cushion

Use with Seat Cushion
Assembly Hardware Kit
(HK1033, HK1033T)



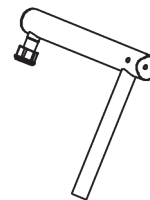
ST2104
ST2104T

Seat Support Frame



ST2107
ST2107T

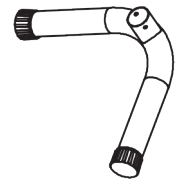
Seat Frame Connector



ST2106
ST2106T

Seat Frame Base

Use with Seat Frame Base
Assembly Hardware Kit
(HK1030, HK1030T)



ST2105
ST2105T

Seat Angle Adjustment Pin



ST2110

Tools Provided for Assembly



5mm Allen Wrench

H21006

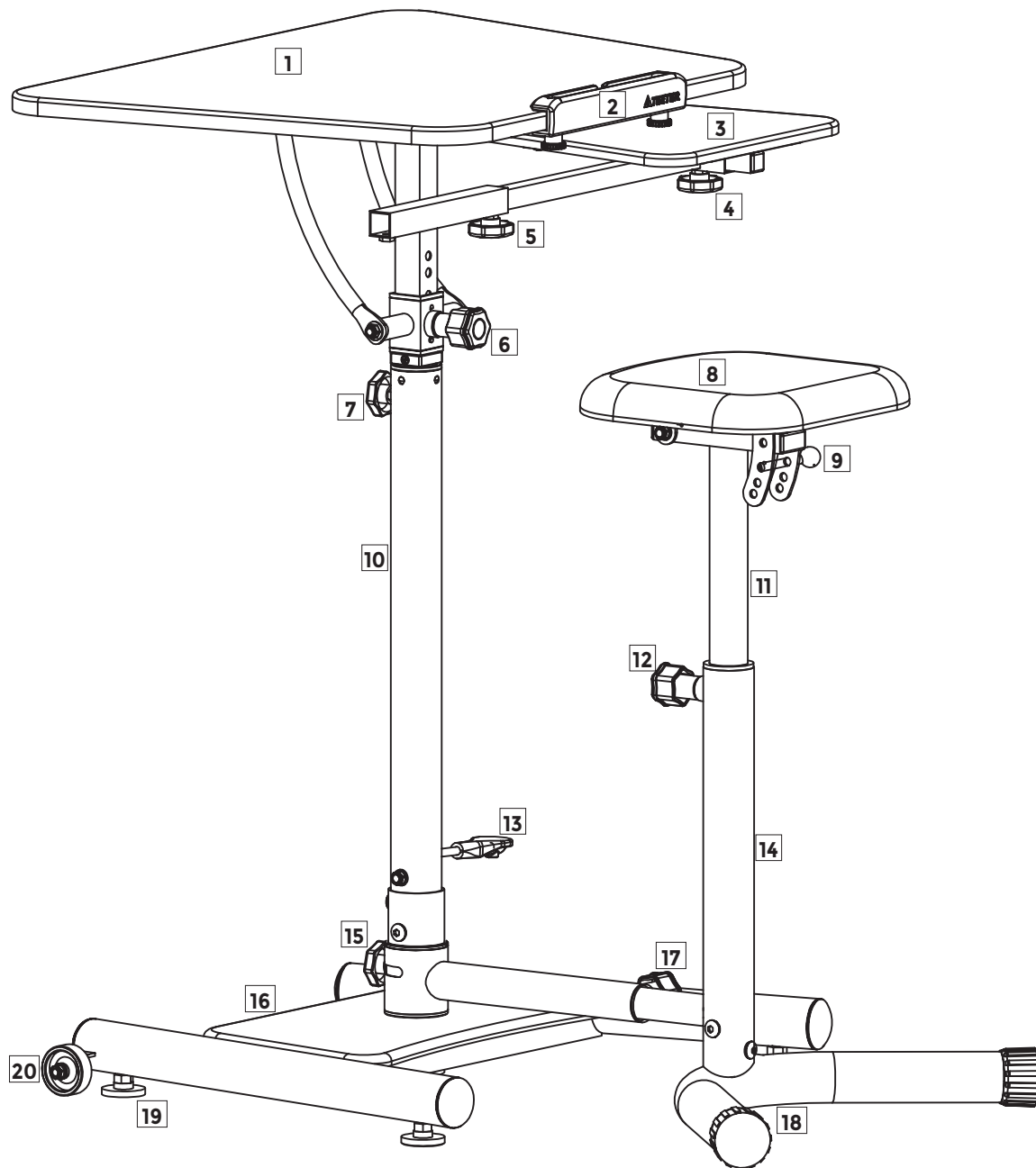


Phillips Screwdriver

H21007

Understanding Your Sit-Stand Desk

Before reading further, study the drawing below to familiarize yourself with the important components of your desk.



Identifying Parts and Components

1	Desktop
2	Pen Holder
3	Side Table
4	Side Table Height Knob
5	Side Table Distance Knob
6	Desktop Angle Auto-Locking Knob

7	Desktop Stabilizer Knob
8	Seat Cushion
9	Seat Angle Adjustment Pin
10	Desktop Post
11	Seat Support Frame
12	Seat Height Auto-Locking Knob
13	Height Adjustment Lever

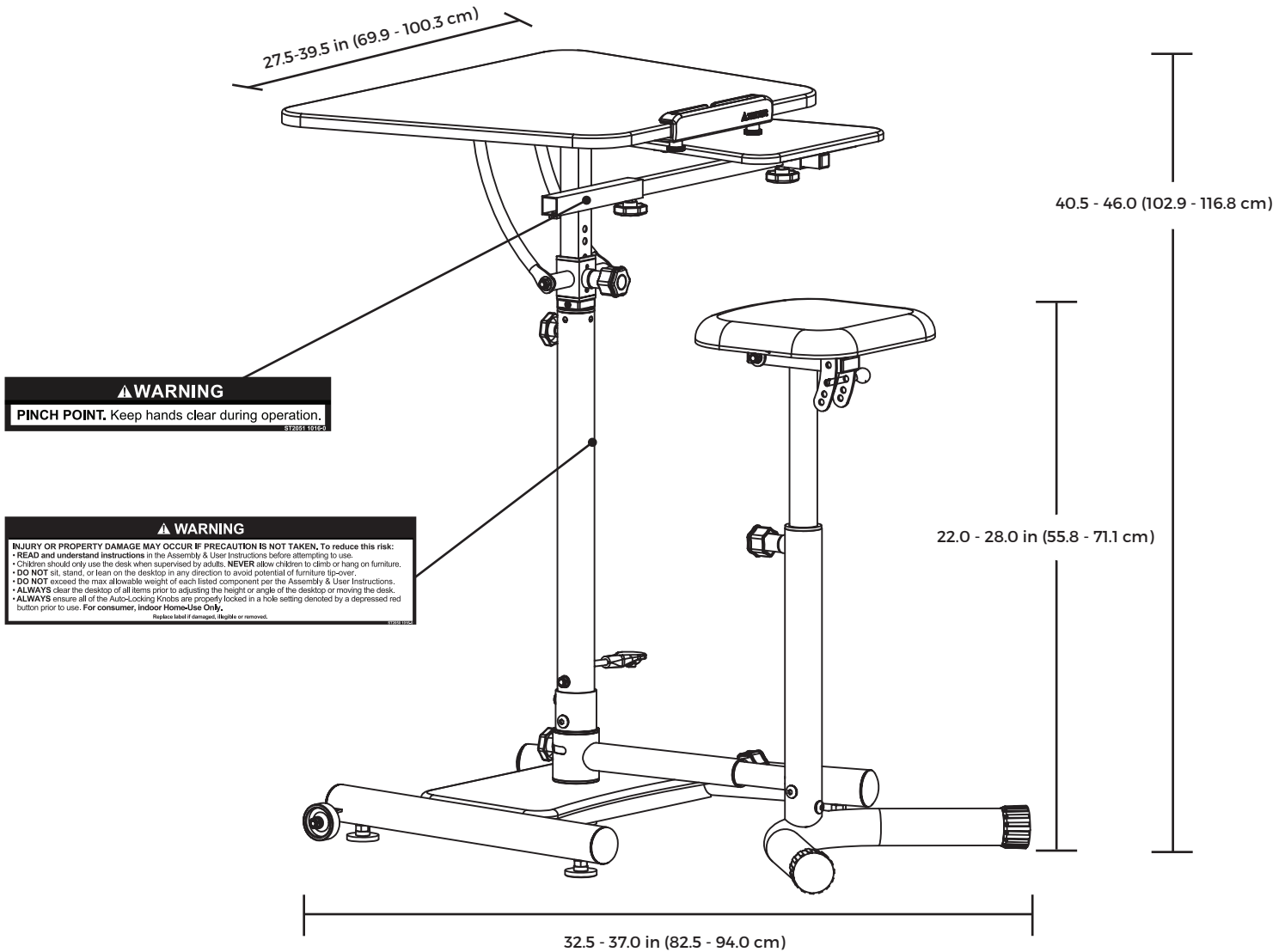
14	Seat Frame Connector
15	Seat Stabilizer Knob
16	Desktop Base
17	Seat Telescoping Auto-Locking Knob
18	Seat Frame Base
19	Stability Feet
20	Wheels

Safety Warning Labels & Product Specifications

Important: Please review all labels and supporting materials before using your desk.

This drawing indicates the locations of the warning labels found on your product. If a label is missing, illegible or is removed, contact Teeter Customer Service to request a complimentary replacement label.

Note: Image and labels below not shown at actual size.



Maximum In-Use Dimensions: 37.0 (L) x 39.5 (W) x 46.0 in (H) (116.8 x 100.3 x 116.8 cm)

Storage Dimensions: 32.5 (L) x 27.5 (W) x 40.5 in (H) (102.9 x 69.9 x 102.9 cm)

Weight (approx.): 46.0 lb. (20.9 kg)

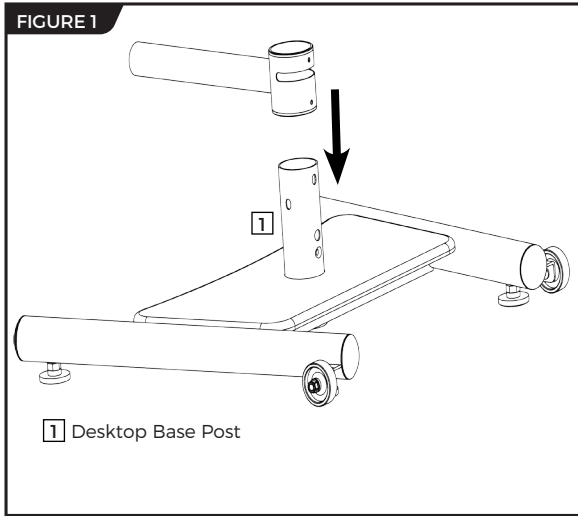
Desktop Max Weight: 150.0 lb. (68.0 kg)

Side Table Max Weight: 50.0 lb. (22.7 kg)

Stool Max Weight: 250.0 lb. (113.4 kg)

STEP ①

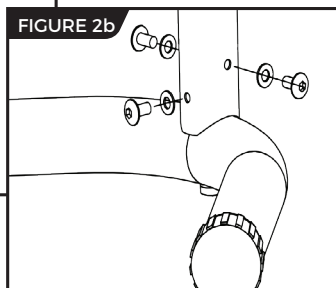
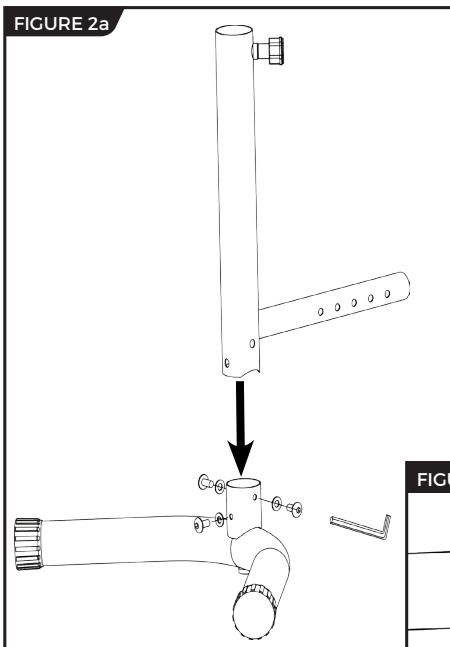
Assemble Seat Bushing and Desktop Base



- Position the Desktop Base on a level surface.
- Slide the Seat Bushing on top of the Desktop Base Post (Figure 1).
- The stem on the Seat Bushing should be facing away from the wheels (Figure 1).

STEP ②

Assemble Seat Frame Connector to Seat Frame Base

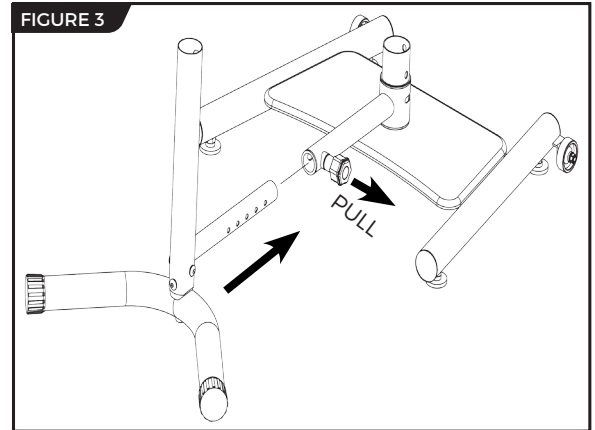


- Locate the Seat Frame Base Assembly Hardware Kit (HK1030/HK1030T).
- With the u-shape of the Seat Frame Base facing you, insert the Seat Frame Connector into the Seat Frame Base with the horizontal post facing away from you (Figure 2a).
- Hand tighten the screws and washers into the designated holes before securing with the Allen Wrench provided. Be careful not to overtighten (Figure 2b).

STEP ③

Assemble Seat Frame Base to Desktop Base

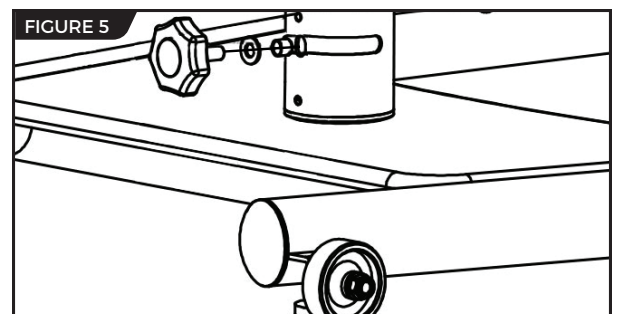
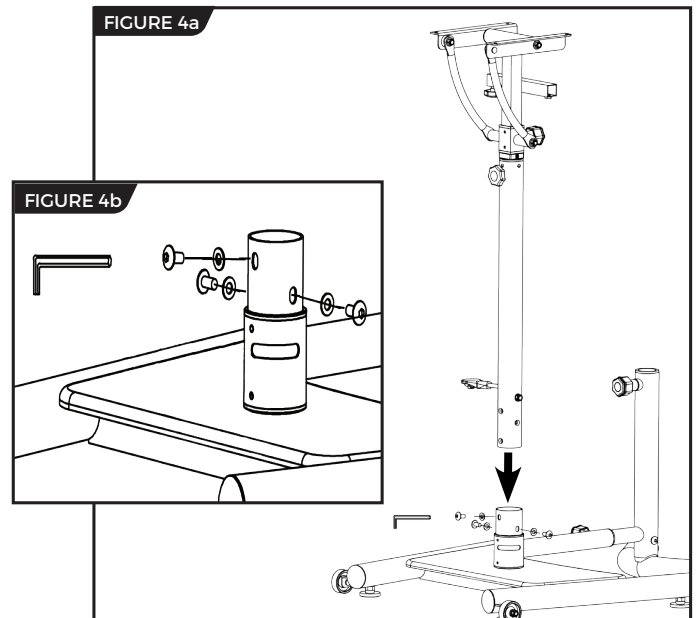
- With one hand, untighten and pull out the Seat Telescoping Auto-Locking Knob. With the other hand, insert the Seat Frame into the receiving end of the Seat Bushing (Figure 3).
- Release the Auto-Locking Knob and continue to insert the Seat Frame until the red button on the Auto-Locking Knob depresses or “locks” into a hole setting.
- Tighten the Auto-Locking Knob. Do not overtighten.
- See pg. 10 for instructions on how to adjust the telescoping feature on the stool to your preferred setting and how to properly secure the knob.



STEP ④

Assemble Desktop Post to Desktop Base

- Locate the Desktop Post Assembly Hardware Kit (HK1031/HK1031T).
- Insert the Desktop Post upright into the Desktop Base (Figure 4a).
- Hand tighten the screws and washers into the designated holes and then secure with the Allen Wrench provided (Figure 4b).
- Locate the Seat Stabilizer Knob Assembly Hardware Kit (HK1034).
- Insert the washer and then the bushing onto the screw-end of the Seat Stabilizer Knob. Proceed to screw the Seat Stabilizer Knob assembly into the designated hole located in the Desktop Base Post and through the opening in the Seat Bushing (Figure 5).



STEP ⑤

Assemble Desktop to Desktop Post

FIGURE 6a

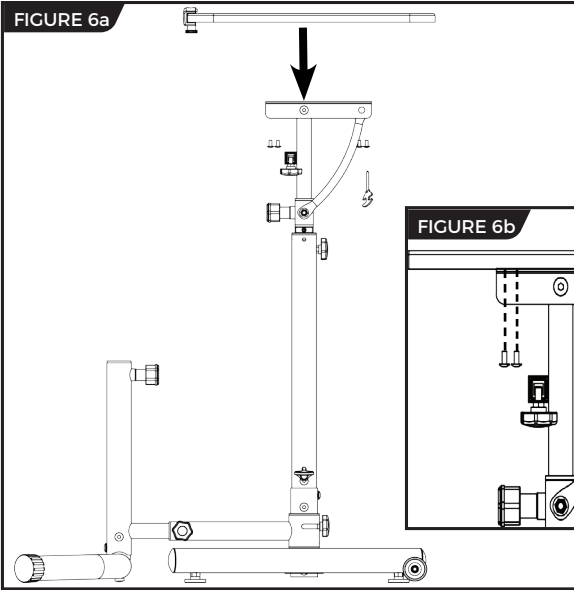
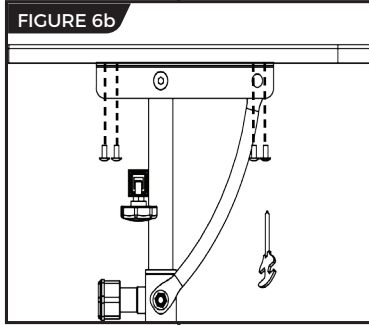


FIGURE 6b

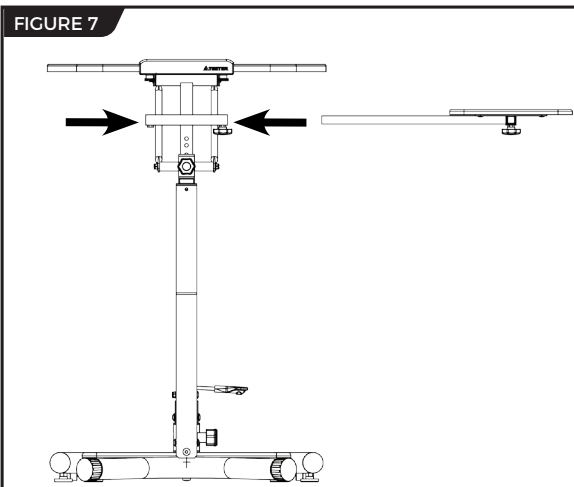


- Locate the Desktop Assembly Hardware Kit (HK1032/HK1032T).
- Secure the Desktop to the Desktop Post by aligning the holes and hand tightening the screws into the designated holes before securing the with the Phillips Screwdriver provided (Figures 6a & 6b).

STEP ⑥

Assemble Side Table to Desktop Post

FIGURE 7



- Unscrew the Adjustment knob and insert the Side Table Assembly into the RIGHT or LEFT end of the Side Table Connector Tube located on the Desktop Post (Figure 7).

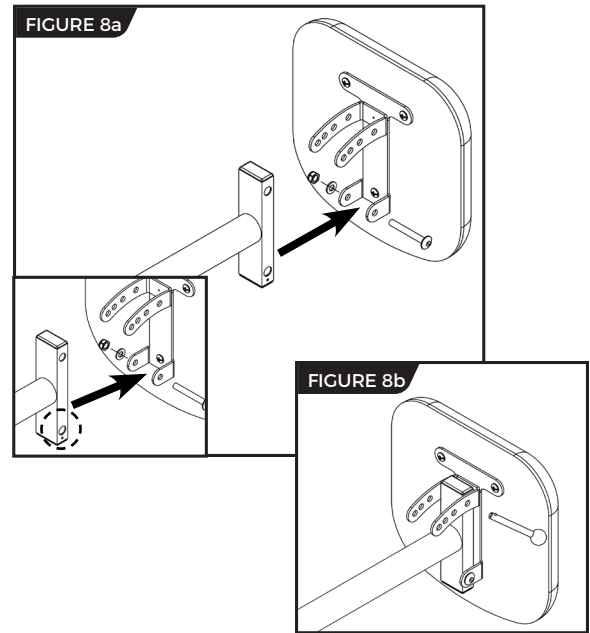
You may need to move the Adjustment Knob onto the opposite end of the Side Table Connector Tube, depending on which side you choose.

- Tighten the Adjustment Knob on the Side Table Assembly. Do not overtighten.

STEP ⑦

Assemble Seat Support Frame to the Seat Cushion

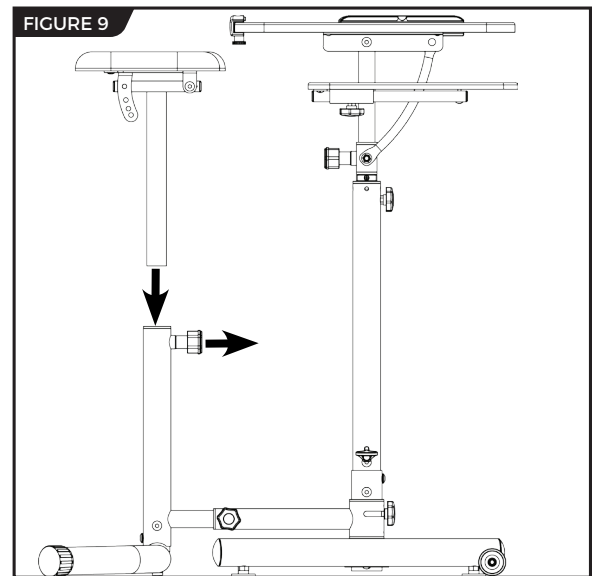
- Locate the Seat Cushion Assembly Hardware Kit (HK1033/HK1033T).
- With the indent marker pointing down (Figure 8a), insert the Seat Support Frame into the base of the Seat Cushion and align the holes.
- Insert the bolt through the designated hole and secure with the washer and nut (Figure 8a). Do not overtighten.
- Insert the Seat Angle Adjustment pin through the Seat Support Frame and Seat Cushion through one of the designated hole settings (Figure 8b).



STEP ⑧

Assemble Seat Support Frame into Seat Frame Connector

- Pull out the Seat Height Auto-Locking Knob with one hand while inserting the Seat Support & Cushion into the Seat Frame Connector.
- Release the Auto-Locking Knob and continue to insert the Seat Support Assembly until the red button on the Auto-Locking Knob depresses or "locks" in a hole setting (Figure 9).
- Tighten the Auto-Locking Knob. Do not overtighten.
- See pg. 10 for instructions on how to adjust the stool height to your preferred setting and how to properly secure the knob.



Desktop Adjustment

FIGURE 10a

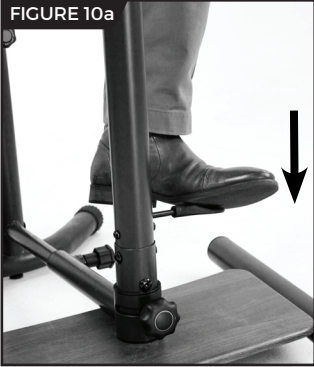


FIGURE 10b



FIGURE 11



FIGURE 12a

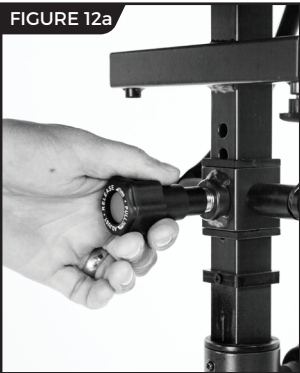


FIGURE 12b

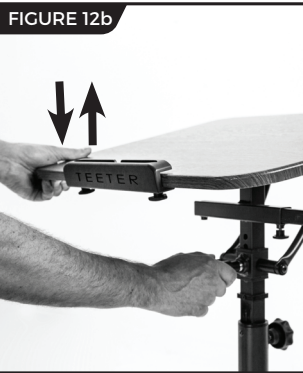


FIGURE 13a

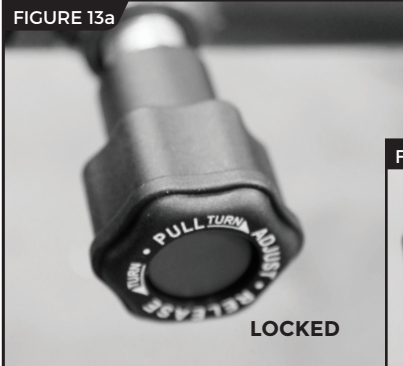


FIGURE 13b



Desktop Adjustment

The height and angle of the Desktop can be adjusted to accommodate users of varying heights and desktop uses.

Increase Desktop Height

- 1 Loosen the Desktop Stabilizer Knob.
- 2 Press your foot down onto the Height Adjustment Lever and maintain steady pressure until the desktop reaches your desired height level (Figure 10a). To achieve maximum desktop height, you may need to grasp each side of the Desktop and gently lift it (Figure 10b).
- 3 Retighten the Desktop Stabilizer Knob.

Decrease Desktop Height

- Loosen the Desktop Stabilizer Knob.
- Press your foot down onto the Height Adjustment Lever while also gripping each side of the Desktop and applying gentle downward pressure until you reach your desired height level (Figure 11).
- Retighten the Desktop Stabilizer Knob.

Desktop Angle Adjustment

- Desktop angle settings include 0° (horizontal), 15°, 30° and 45° to accommodate various desktop uses.
- Pull out the Desktop Angle Auto-Locking knob toward you with one hand while gripping the bottom of the desktop with the other hand. Angle the Desktop up or down to achieve the desired angle (Figures 12a & 12b).
- Release the Knob and gently move the Desktop up or down to engage the Knob in a hole setting. Once in the desired hole setting, the Auto-Locking Knob button automatically depresses or "locks" once engaged (Figures 13a & 13b).
- Retighten the Knob.

⚠ WARNING

ALWAYS ensure that the Auto-Locking Knobs are properly locked in a hole setting denoted by a depressed red button in the center prior to use.

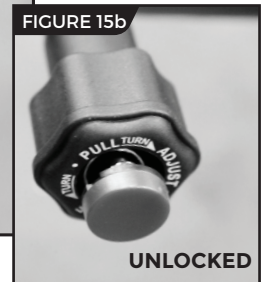
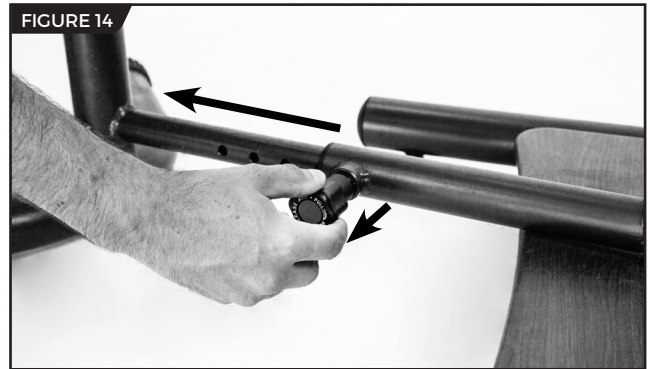
Seat Adjustment

Seat Adjustment

The height and angle of the Seat can be adjusted to accommodate sitting or standing. It may also be adjusted closer or farther from the Desktop to accommodate varying heights and sitting positions.

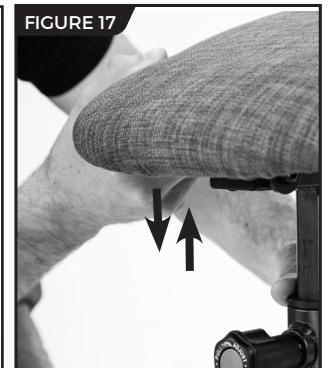
Telescoping Seat Adjustment

- Loosen the Seat Telescoping Auto-Locking Knob.
- Pull the Seat Height Auto-Locking Knob with one hand while grasping the Seat Support Frame and sliding in or out depending on the desired setting (Figure 14). Do not extend past the setting labeled "Max" or the seat will disconnect from the Desktop Base.
- Release Knob then gently slide in or out until the Knob engages in a hole setting. Once in the desired hole setting, the Auto-Locking Knob button automatically depresses or "locks" in the setting (Figures 15a & 15b).
- Retighten the Seat Telescoping Auto-Locking Knob.



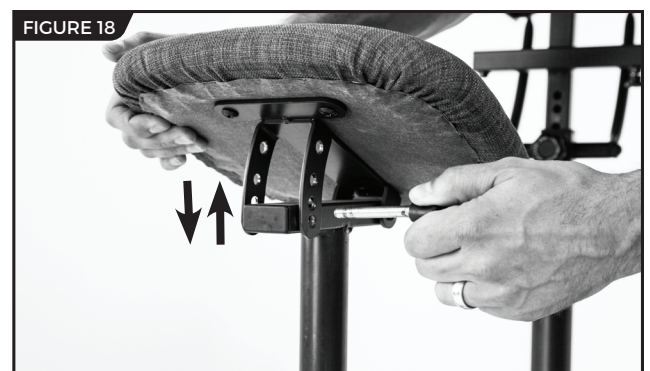
Seat Height Adjustment

- Loosen the Seat Height Auto-Locking Knob.
- Pull the Knob with one hand while grasping the Seat Cushion and sliding up or down depending on the desired setting (Figures 16 & 17). Do not extend past the setting labeled "Max" or the seat will disconnect from the Seat Frame Connector.
- Release the Knob, then gently slide in or out until the Knob engages in a hole setting. Once in the desired hole setting, the Auto-Locking Knob button automatically depresses or "locks" in the setting (Figures 15a & 15b).
- Retighten the Seat Height Auto-Locking Knob.



Seat Angle Adjustment

- Pull out the Seat Angle Pin
- Adjust the angle of the seat from 0° (horizontal) up to 30° (Figure 18).
- Secure the pin into the desired hole setting (Figure 18).



Side Table Adjustment



The Side Table can be adjusted in two directions, closer or further from the user (vertically) and closer or further from the Desktop (horizontally). It can also be assembled on either side of the Desktop (see pg. 7).

Vertical Adjustment

- Loosen the Side Table Vertical Adjustment Knob. Move the Side Table closer or further from the user by sliding along the vertical track to your desired setting (Figures 19a & 19b).
- Retighten the Knob.



Horizontal Adjustment

- Loosen the Side Table Horizontal Adjustment Knob. Move the Side Table closer or further from the Desktop by sliding along the horizontal track to your desired setting (Figures 20a & 20b).
- Retighten the Knob.

Stability Feet Adjustment



Shortening or Lengthening

- The four (4) stability feet can be lengthened or shortened to accommodate uneven surfaces and stabilize the Desk.
- Turn counter-clockwise to lengthen and clockwise to shorten the stability feet according to desired setting (Figure 21).
- Test the stability of the Desk before placing objects on the Desktop.

Storage & Maintenance

Seat Storage

The Seat may be stored out of the way or disconnected when using the workstation while standing.

- Loosen the Seat Stabilizer Knob. Grasp each side of the stool and lift to rotate to one side of the workstation (Figures 22a & 22b).
- Retighten the Seat Stabilizer Knob.

Moving the Workstation

- Grasp the back of the seat cushion with one hand and the back of the Desktop with the other. Gradually tilt the Workstation forward until the wheels on the Desktop Base contact the floor, then slowly transport (Figure 23).



⚠ WARNING

DO NOT attempt to move the workstation until the desktop and side table have been cleared of all items. Those unable to lift may require assistance.

Maintenance

It is the responsibility of the user to ensure that regular maintenance is performed.

- Verify that all nuts and bolts are accounted for and properly tightened.
- Replace worn or damaged parts immediately or keep out of use until repair.
- To clean, use small amounts of soapy water or cleaner and wipe off immediately with a dry cloth.



Tips for Use

The Teeter Sit-Stand desk can be angled for drawing, drafting and writing or positioned horizontally to accommodate a laptop or tablet. Store your writing utensil in the small compartment located on the front of the Desktop, while the Side Table is an ideal surface to use a mouse or to store drawing or drafting utensils.

Maintain Proper Posture in the Standing & Sitting Position



- 1 Head, neck, and shoulders are relaxed and in a neutral position.
- 2 Wrists are flat and supported. Consider investing in a wrist support to place right below your keyboard.
- 3 Allow your elbows to rest at a 90-120° angle. Adjust Desktop height if necessary.
- 4 When seated, the hip and knees should be at a 90-120° angle (hips should be level with or higher than your knees).
- 5 Feet should rest flat on the floor or slightly elevated on the Desktop Base when seated. Do not lock your knees when standing.
- 6 Give your whole body a break by moving around each hour or alternating between the sitting and standing position. This will help reduce body stiffness or fatigue.

Teeter Anti-Fatigue Mat

Made of thick polyurethane foam with a durable, non-slip cover, the Teeter Anti-Fatigue Mat is ideal for reducing discomfort and pressure on your feet, knees and back while standing. Sized to fit under the Sit-Stand Desk, the Anti-Fatigue Mat can be neatly stored away while not in use. Sold separately. Available at teeter.com.



The Teeter warranty set forth below and on Teeter's website applies to US and Canadian customers only. For international customers, please consult your local distributor for warranty information which will vary depending on country.



During the period starting with the day of retail purchase and continuing for five (5) years, Teeter extends to the owner a repair and replacement warranty against manufacturing defects in materials, workmanship, fabrics and padding. Teeter will repair or replace any such defect and will pay the costs of all parts, labor and transportation. If a repair or replacement is not commercially practical or cannot timely be made, then Teeter will, at the original Purchaser's option, replace with a comparable product or refund the purchase price.

Handling and transportation costs related to product warranty service only are covered by this warranty. This warranty does not cover damage resulting from improper handling, assembly, or installation, repairs made by others, accident, misuse, or abuse. Under no circumstances shall Teeter, or any other party involved in the sale of this product, have any liability for incidental or consequential damage arising from breach of an express or implied warranty on any Teeter product.

EXCEPT AS SET FORTH ABOVE, NO WARRANTY IS GIVEN WITH RESPECT TO ANY TEETER PRODUCT, AND ALL EXPRESS WARRANTIES ARE DISCLAIMED. This warranty shall be governed by the laws of the State of Washington, USA. To the extent this warranty is found not to be enforceable, it shall be deemed revised to the extent necessary to make it enforceable. This warranty and any controversy or claim arising out of this warranty or its interpretation shall be governed by the laws of the State of Washington, USA. Any controversy or claim arising out of or relating to this warranty, its interpretation, or any alleged breach thereof, which cannot be amicably settled between Teeter and the owner within sixty (60) days of written notice by the aggrieved party to the other, shall be finally settled by arbitration submitted to three (3) arbitrators selected from the panels of the arbitrators of the American Arbitration Association located closest to Teeter's principal place of business.

Some states do not allow the exclusion of incidental or consequential damage from a warranty, so the above limitation or exclusion may not apply to you. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which may vary from state to state.

HOW TO SUBMIT YOUR REGISTRATION:

Step 1

Fill out this information for your own records.

Date of Purchase

Product & Model

Step 2

Go online to teeter.com to register your warranty.

Dealer Name

Serial No.

If you are unable to go online, you can request a warranty card to be mailed to you by calling Customer Service at 800-847-0143. Please **DO NOT** mail this to Teeter.



PLEASE RETAIN THIS FOR YOUR RECORDS

Find These Great Products and More at teeter.com!

T3™ Massager

Countless options for self-massage, trigger point therapy, and myofascial release to resolve tension and pain gently and naturally.



reNEW™ Muscles Pain Relieving Cream

Deeply penetrates sore and aching muscles on contact. Specially formulated with emu oil, arnica, MSM, and glucosamine.



EP-970™ Inversion Table

The EP-970 is the premier Teeter Inversion Table featuring the Deluxe EZ-Reach Handle to reduce the need for bending, Traction Handles for added stretching options, and Stretch Max Handles for increased support.



Better Back™ Neck Restore

Provides support of the upper neck/cervical spine for self-administered suboccipital release, a technique to reduce tension in the supporting muscles.



Roger Teeter
Founder & Innovator



If you have any trouble assembling the equipment, or questions about its use, please contact customer service.

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