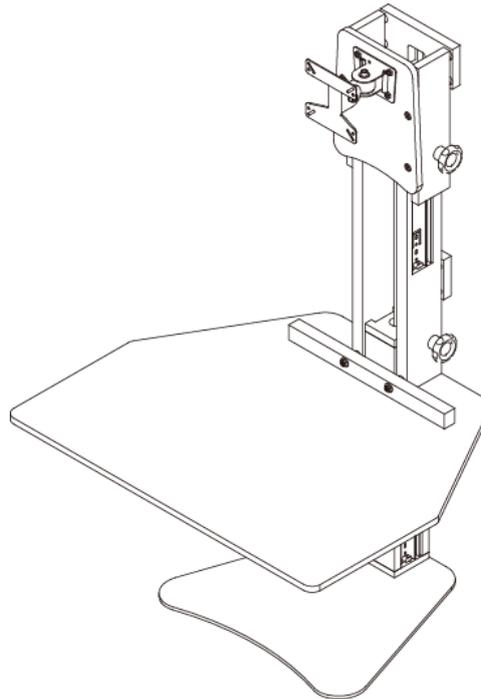




# High Rise™ Sit-Stand Desk Converter

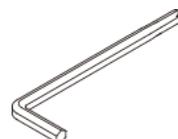
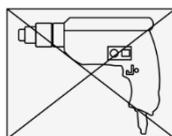
## Assembly Instructions for Model DC300



**Patent  
Pending**

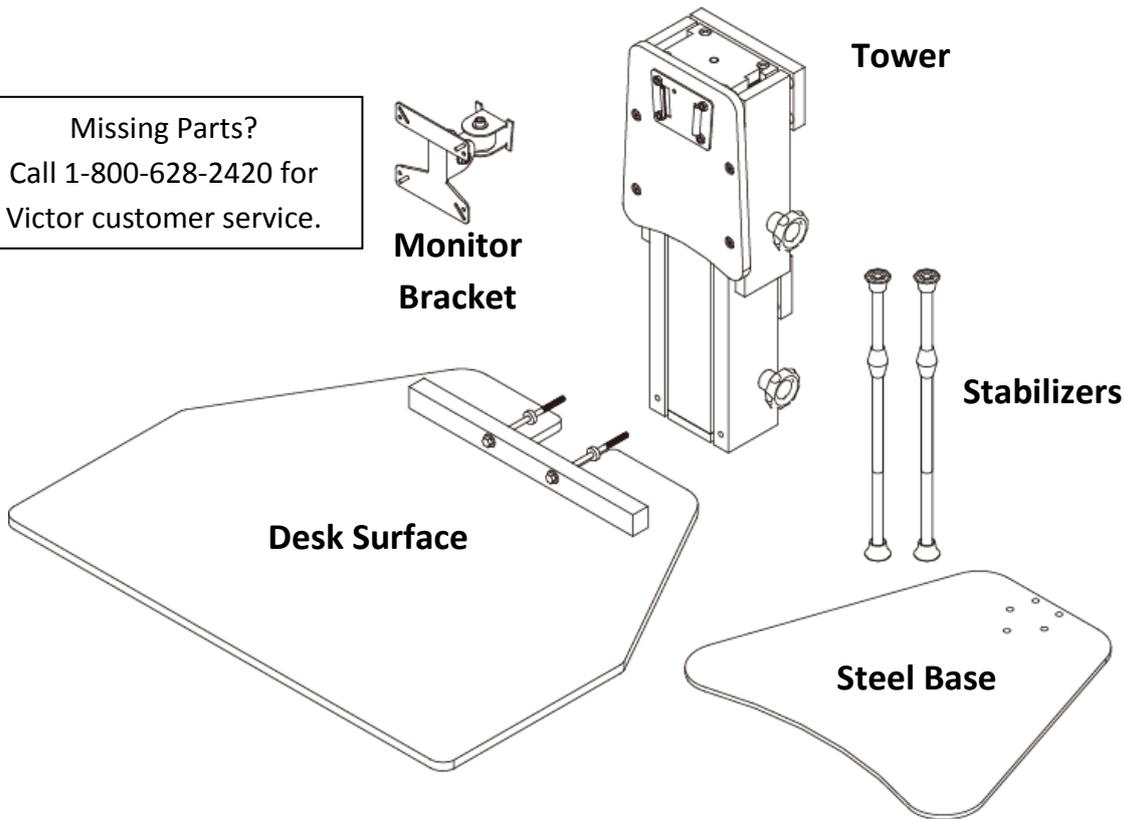
### PRE-ASSEMBLY

- Please read all instructions before beginning assembly. We strongly recommend you watch the video at [www.victortech.com/High-Rise](http://www.victortech.com/High-Rise).
- Remove all parts and hardware from box and lay out on a scratch-free work surface, as this will avoid damaging any parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any contents or packaging material until assembly is complete. This will help to avoid accidentally discarding small parts or hardware.
- For your safety and ease, adult assembly by two people is recommended.
- Use the parts and hardware lists to identify and separate each of the pieces included prior to starting assembly.
- Do not use power tools. Use only the included Hex Key and Wrench. Power tools can damage hardware and split wood.



# Parts List

Missing Parts?  
Call 1-800-628-2420 for  
Victor customer service.



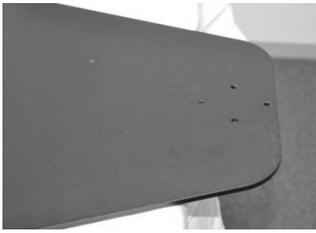
## Hardware Bag:

	Bolt	5 pcs
	Washer	2 pcs
	Nut	2 pcs
	Monitor Screws	4 pcs
	Thumb Screw	1 pc
	Hex Key	1 pc
	Wrench	1 pc

**Missing Parts or UPS Damaged Parts?**  
For your convenience you can E-mail us  
at [victor@victortech.com](mailto:victor@victortech.com)

If you require assistance during assembly, please watch  
our video at [Victortech.com/High-Rise](http://Victortech.com/High-Rise)  
Or call our Customer Service Department  
Monday – Friday 8 am to 4 pm CST 1-800-628-2420

# Step 1: Attach Tower to Steel Base



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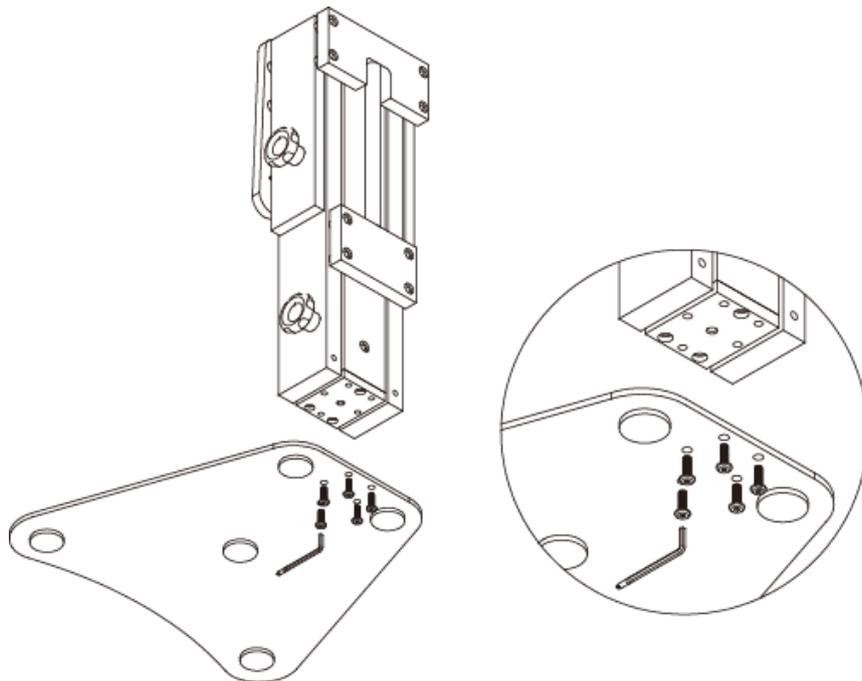


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**The Tower will be packaged in a compressed position. Do not loosen the knobs until assembly is complete. This will make assembly easier.**

Use the Hex Key to attach the Tower to the Steel Base. Follow these steps:

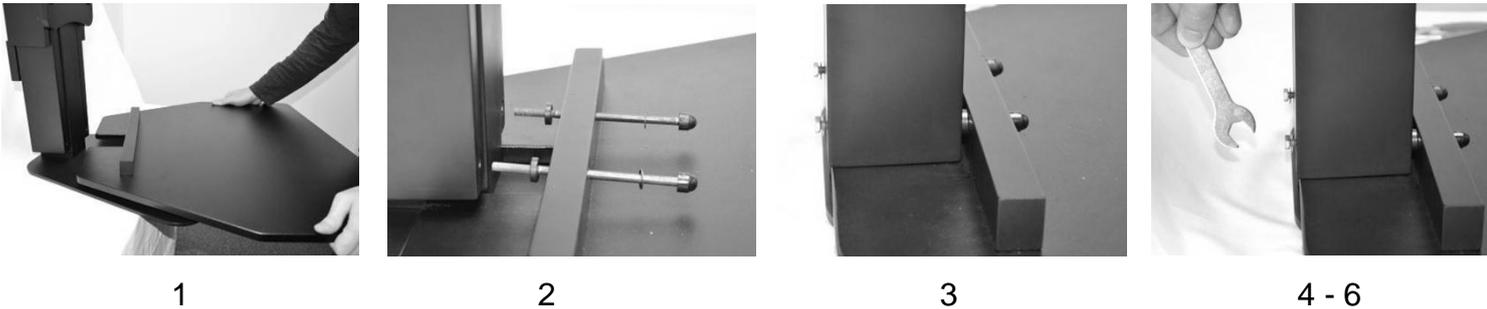
1. Place the Steel Base on a flat and sturdy table with the felt pads facing down.
2. Using two hands, position the Steel Base so the five bolt holes are over the edge of the table.
3. As shown above, place the Tower on top of the steel base and align the holes from the Tower with the holes on the Base.
4. Take the bolts and hand feed them through the Base from underneath. Hand-tighten the bolts until nearly tight. Keep bolts slightly loose until all are connected.
5. Use the small Hex Key to tighten the bolts more securely. Do not over tighten.



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## Step 2: Attach Desk Surface to Tower

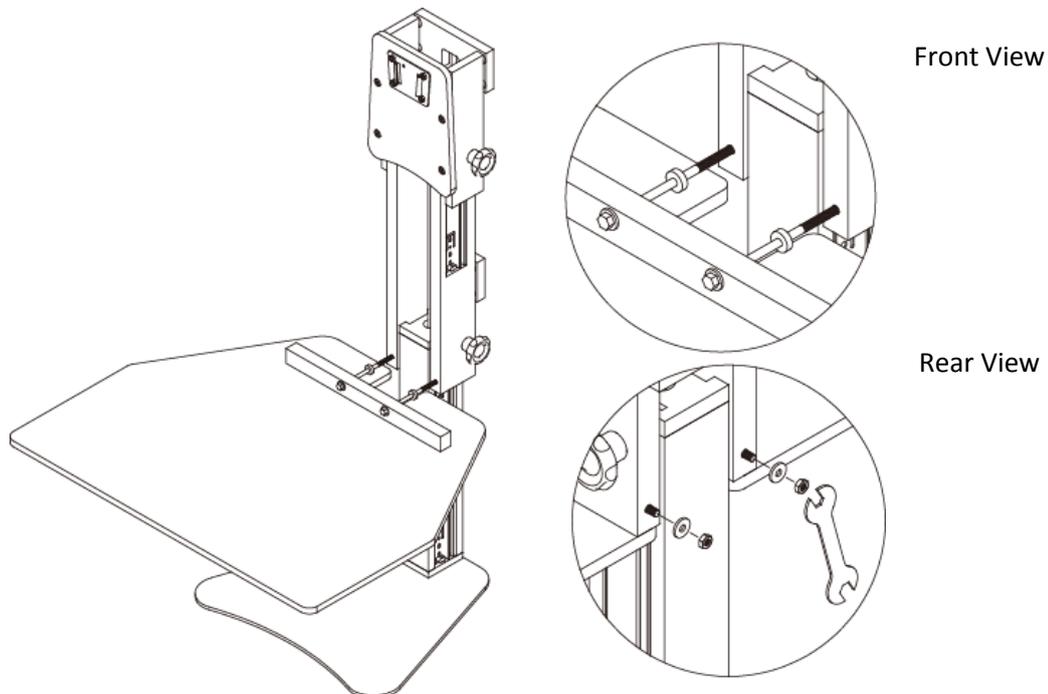


Attach the Desk Surface to the Tower. (Note: Long bolts, washers, and spacers will already be attached to the Desk Surface crossbar)

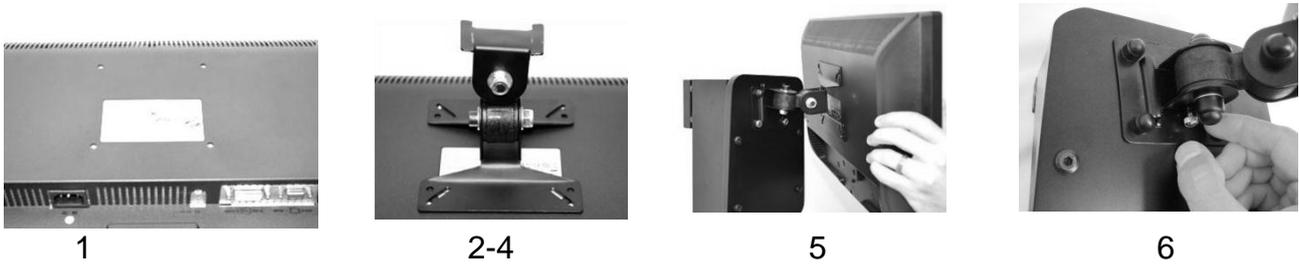
1. Place the Desk Surface on top of the Steel Base, as shown above.
2. **Leave the thick spacer on each bolt.**
3. Guide the two long bolts through the holes on the Tower. The thick spacer must be between the crossbar and the Tower.

*\* Hint – moving the desk surface up and down while you are feeding the two bolts through will assist you in this step. You can also lightly tap the bolts through the Tower using a hammer.*

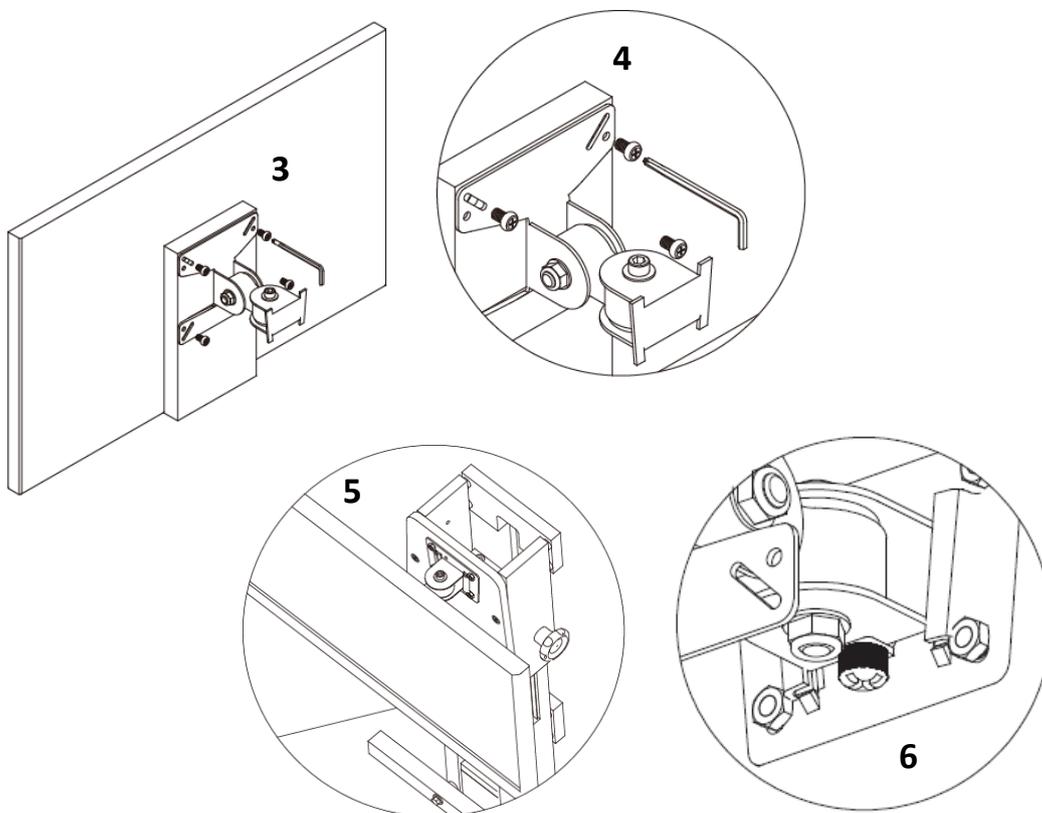
4. Feed a small black washer onto each of the bolts on the other side of the Tower.
5. Feed a nut onto the end of each long bolt and hand tighten.
6. Use the included wrench to secure tightly.



## Step 3: Attach Monitor Bracket to Monitor & Tower



1. The DC300 comes with a VERSA bracket designed to fit most monitors. Your monitor is compatible if there are four screw holes in the center of the back of the monitor.
2. Place the monitor with the screen facing down on a soft surface that will not scratch the monitor.
3. Align the monitor bracket over the four screw holes.  
*TIP: The top of the bracket flange is wider.*
4. Use the provided monitor screws to secure the monitor bracket to the computer monitor.
5. Lift the monitor, and carefully place the monitor bracket flange into the receiving slots of the DC300.
6. Once secure, insert the provided thumb screw into the small hole underneath the bracket. This will secure the monitor in place.



## Step 4: Adjust the Desk Surface Height

1. Turn the black knob located behind the Desk Surface counter-clockwise two or three rotations to loosen. This will free the desk surface to be raised or lowered. Gently pull up or down on the Desk Surface if it does not move. If the Desk Surface does not move easily, loosen the knob another ½ rotation and try again.

TIP: The best location to hold the Desk when raising is both hands on the side, towards the rear.

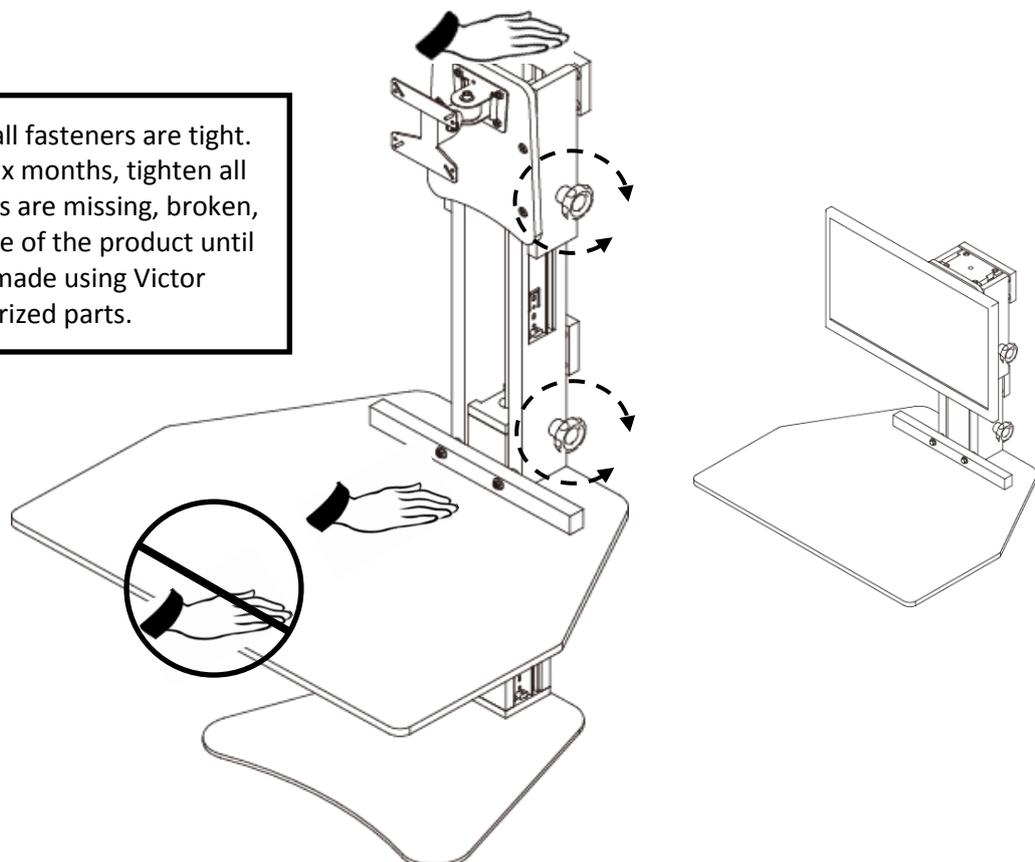
2. Set the Desk Surface at your desired height, by turning the knob clockwise until snug and the Desk Surface no longer moves up or down. **Do not over tighten!** Too much force can break the hardware. Tighten only as much as required to maintain a stable Desk Surface height. Experiment to determine the minimal amount of tightening required to hold the desk in place. This will extend the life of your product.

TIP: For optimal downward movement, place your hand in the rear center of the Desk Surface and slowly push down. Do not push down on the front of the desk.

TIP: The desk will move down with less effort when weight from a monitor and desk items has been added.

**WARNING: Do not lean on the Desk Surface. Do not place heavy items on the Desk Surface. The Desk is designed to hold the weight of a keyboard, mouse, telephone, papers, and other light items. To ensure proper performance and product life, do not exceed 20 pounds.**

Use only when all fasteners are tight.  
At least every six months, tighten all fasteners. If parts are missing, broken, or worn, stop use of the product until repairs are made using Victor authorized parts.



## Step 5: Adjust the Monitor Height

1. When looking at the monitor from the front, rotate the monitor to the left to expose the Tower behind the monitor.
2. Turn the black knob located behind the monitor counter-clockwise two or three rotations to loosen. This will free the monitor to be raised or lowered. Gently pull up or down on the monitor if it does not move. If the monitor does not move easily, loosen the knob another ½ rotation and try again.

*TIP: More effort is required to lower the Monitor compared to the Desk Surface. This is normal.*

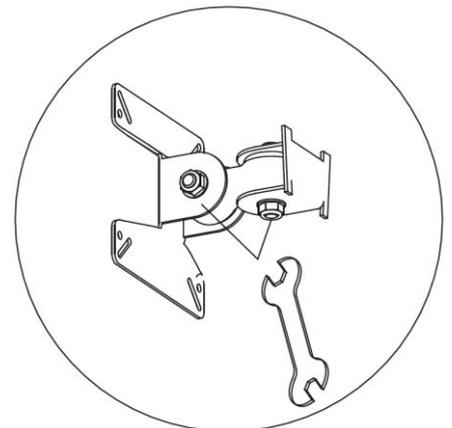
3. To set the monitor at your desired height, turn the knob clockwise until snug and the monitor no longer moves up or down. Do not over tighten! Too much force can break the hardware. Tighten only as much as required to maintain a stable monitor height. Experiment to determine the minimal amount of tightening required to hold the monitor in place. This will extend the life of your product.

*TIP: For optimal downward movement, place your hand at the top of the Tower and slowly push down. Do not push down on the monitor.*

*TIP: The monitor mount will move down with less effort when the weight of a monitor has been added.*

*TIP: The bracket allows left and right rotation of the monitor. You can adjust the force needed to move the monitor by tightening or loosening the top adjustment bolt using the Wrench.*

*TIP. The bracket allows the monitor to tilt up or down. You can adjust the force needed to move the monitor by tightening or loosening the side adjustment bolt with the provided large Wrench.*

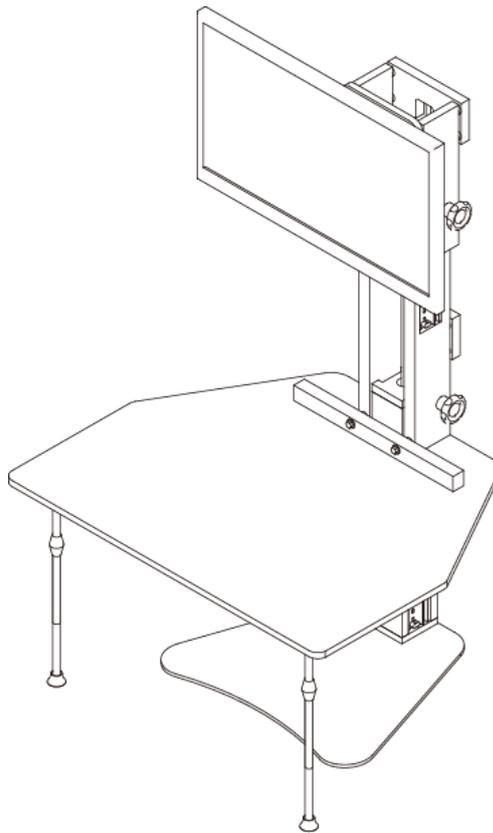


## Step 6: Stabilize the Desk Surface (Optional)

1. Your DC300 Desk Converter is now fully operational. You may desire the desk surface to feel more secure when in the standing position. For this, two Stabilizers have been provided. To use them, first set the desk surface to the desired height.
2. Hold one of the Stabilizer legs under the desk surface.
3. Rotate the bottom of the Stabilizer to increase or decrease the length. Adjust until the Stabilizer fits under the Desk Surface and provides a light amount of upward force.
4. Repeat this process for the other Stabilizer leg.

*TIP: One Stabilizer can be used in the center or two can be used with one on the right and one on the left.*

*TIP. As you become more comfortable working in the stand-up position, you will likely find the Stabilizers unnecessary.*



### **Helpful Tips**

- *Do not lean on the D300 High Rise Sit-Stand Desk Converter. Doing so may cause the unit to tip or break.*
- *Heavy items should never be placed on the desk surface. Do not exceed 20 pounds.*
- *You will not be able to raise or lower the Desk Surface or monitor when the knob is tight. If you wish to adjust the height, make sure the knob is loose.*
- *In order to ensure you are using the desk converter ergonomically, please consider the following:*
  - ***Ensure the computer monitor is at the correct height:*** *Your eyes should be level with the top third of the computer monitor. The computer monitor should also be at a slight upward angle.*
  - ***Ensure the desk surface is at the correct height:*** *the keyboard is typically most comfortable at slightly below elbow level.*
  - ***Ensure you are comfortable:*** *Standing at work is a lifestyle change. You may be slightly uncomfortable at first due to using new muscles. It's best to ease into standing at work. Try standing for short periods of time, then sitting for the rest. Slowly increase the amount of time standing. This will reduce the amount of strain on your body. Wear comfortable shoes.*
  - ***Get an Anti-Fatigue Mat:*** *Standing on a hard surface could hurt your joints. We recommend standing on a soft surface.*

**Victor Technology**  
www.victortech.com  
Bolingbrook, IL USA  
1-800-628-2420