

# Progress Plus

## Advanced Keypad User Guide



### Setting the Base Sensitivity

Using the keypad, hold **-** button until the base reaches the lowest point. Continue to hold **-** button until the LED display flashes "RST".

Press and hold **+** button (for upto 5 seconds). The handset should display either:

10.5 - 10kg (high sensitivity) | 10.6 - 15kg (medium sensitivity) | 10.7 - 20kg (low sensitivity)

Hold **+** button until the desired sensitivity setting is shown, then release the button.

To complete the process, hold **-** button until the desk lowers then slightly rises.

### Lock/Unlock the Keypad

To lock the keypad, press and hold **M** button for 8 seconds until the LED display switches to "S hyphen" and then to "LOC". Release the button.

To unlock, press and hold **M** button for 8 seconds until the LED display switches to display the height display. Release the button.

### Select Units (inches/cm)

Press the **-** button until the base reaches its lowest position. Press the **-** button again for 5 seconds until the LED flashes "RST".

Press and hold the **2** button to switch settings. The display will automatically return to flashing "RST".

Press the **-** button until the base has lowered a little more and then slightly risen. The new setting will be displayed.

Repeat the process to switch back.

### Setting a Memory Preset

At the desired height, press the **M** button once. The display will change to "S hyphen". Select and press one of the memory preset buttons (1, 2 or 3). The position has been saved.

The preset positions can now be used by pressing the relevant button (1, 2 or 3).

Using the **+** and **-** buttons, move the base to the next desired position and repeat the process.

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# SmartOffice BT App User Guide

Compatible when purchased with

Progress Plus Advanced Keypad PPKP/ and Keypad Dongle PPKPD

**STEP 1**

### Download

Download the SmartOfficeBT app from the App Store/Google Play, or scan the corresponding QR code below to direct you to the download page.

**IOS**

**Android**

On initial use, the app will display a disclaimer statement. Please read this carefully and Agree to get started.

**STEP 2**

### Get Started

Insert the Keypad Dongle (PPKPD) into the port marked 'F' on the control box, located on the underside of the desk.

Please ensure your mobile device Bluetooth is set to ON.

Select either "Start to Use" to begin using the app or "Usage Demonstration" to display a brief step by step guide to using the app.

**STEP 3**

### Connect Your Device

From the homescreen, select "Search Equipments" to browse for all available bluetooth devices within range.

Select the desk you wish to connect to and then press the image of the desk to access the functions.

**STEP 4**

### Equipment Control

Once a device is connected, this can be controlled using the Equipment Control interface.

### Height Adjustment

**↑ SWIPE UP** for increasing the height of the desk.

**↓ SWIPE DOWN** for decreasing the height of the desk.

### Controls

- SITTING POSITION MEMORY
- MEMORY FUNCTION
- STANDING POSITION MEMORY
- SETTINGS

### Memory Setting

To save the current height as a sitting position, press the MEMORY FUNCTION button, and quickly select the SITTING POSITION button. A message will show to confirm the memory has been saved.

To save the current height as a standing position, press the MEMORY FUNCTION button, and quickly select the STANDING POSITION button. A message will show to confirm the memory has been saved.

### Health Programming

To access the "Health Program" interface on an *IOS* device, select SETTINGS and choose INDIVIDUATION. You should see "Healthy Work" in the list of options.

To access the "Health Program" interface on an *Android* device, swipe left or select SETTINGS and CUSTOMIZATION and then MOVEMENT REMINDER

Under the Work Time section, select the days and times you are at work.

When turning on Sedentary Reminders, you will be prompted to set intervals between sitting and standing periods. These are set in 30 minute increments.

By turning on Health Plan, you are opting to set a daily goal for standing. This can be set in 15 minute increments.

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# SmartOffice BT App Health Programming

To access the “Health Program” interface on an *iOS* device, select SETTINGS and choose INDIVIDUATION. You should see “Healthy Work” in the list of options.

To access the “Health Program” interface on an *Android* device, swipe left or select SETTINGS and CUSTOMIZATION and then MOVEMENT REMINDER.

## Work Time

*To ensure you only receive notifications and reminders during your working hours, this section requires you to select the days of the week you work, and then set your AM and PM working hours, excluding your lunch break.*

Use the touch screen to highlight the days you work, then select the time entry windows below. The screen will display a popup window showing time in hours and minutes. Select OK to set.

The example below shows the completed entry for a Monday to Friday, 9am - 5pm working pattern.



## Sedentary Reminders

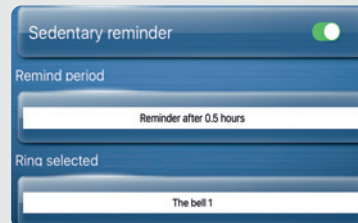
*Sedentary reminders aim to encourage users to adopt a healthy lifestyle at work and decrease their time spent sitting for long periods.*

**Aim to stand up every 20 minutes**  
New science shows very persuasively that standing up about every 20 minutes, even for only a minute or two, reduces your risks of developing diabetes and heart disease.  
**Gretchen Reynolds**  
Writer of New York Times ‘Phys Ed’ Column

Turn on Sedentary Reminders by clicking the toggle to the right, this should turn green to signal it is ON. Two options will appear below to set Remind Periods and a Ring Alert for the notification.

Click Remind Period to view and choose the intervals between sitting and standing positions, by scrolling through the list of options that are displayed. These intervals can be set in 30 minute increments. Select OK to set.

Click Ring Selected to choose a suitable ring alert for the notification. As you scroll through the list of options, the app will preview the ring style. Select OK to set.



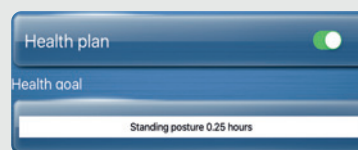
## Health Plan

*Health Plan allows you to set a daily goal for time spent standing at work, tracking your progress against an objective.*

Turn on Health Plan by clicking the toggle on the right, this should turn green to signal it is ON. A window will appear below where a goal should be selected by scrolling through the list of options. This can be set in 15 minute increments. Select OK to set.

Your % progress against a set goal is displayed by swiping left on the homepage within the app, where your desk height is shown.

**Please note, time spent standing will only be tracked when the desk height is at or above the standing position set within the app. Refer to the SmartOffice BT App User Guide for setting memory positions.**



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

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# Progress Plus

## Fault Resolution Guide

This guide can be used to resolve faults that occur when operating Progress Plus workstations. Faults will be indicated by an error code presented on the keypad or within the mobile app.

### Resetting the Base

A number of errors can be resolved by performing a system reset. This should be carried out using the keypad and not the mobile application. To reset the system, lower the bench to the lowest point using the  button on the keypad. Then, hold the  button on the keypad for 5 seconds until the LED flashes "RST". Hold the  button again until the base has lowered a little more and then slightly risen. The workstation is now reset.

Error Code & Description	Fault	Recommended Action
E01 M1 Overcurrent Protection	Overload detected on M1 linear actuator	Step 1. Remove excess load.   Step 2. Reset System.
E02 M2 Overcurrent Protection	Overload detected on M2 linear actuator	Step 1. Remove excess load.   Step 2. Reset System.
E03 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E04 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E05 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E06 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E07 M1 Hall Error	Control Box - Faulty or missing cable	Step 1. Swap M1 & M2 cables in control box.   Step 2. Reset System.   Step 3. If E07 still shows, replace control box. If new error E08 shows, fault lies with M2 cable or column.
E08 M2 Hall Error	Control Box - Faulty or missing cable	Step 1. Swap M1 & M2 in control box.   Step 2. Reset system.   Step 3. If E08 still shows, replace control box. If new error E07 shows, fault lies with M1 cable or column.
E09 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E10 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E11 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists. .
E12 N/A	N/A	Error code not related to model provided. Reset system and contact Customer Services if error code persists.
E13 Communication Interruption	Interruption between control A and B	System Reset Required
H01 Overheat Protection	Mechanism running for too long	Immediately disconnect from mains. Wait 30 minutes before turning back on.
888/000 Keypad Error	Faulty Keypad	Replace keypad. Contact Customer Services.
LOC Handset Locked	Keypad Locked	Unlock handset. Press and hold the  button for 8 seconds until the LED display shows the height display. Release the button.
No Display	Mains power not detected	Check power adaptor fitted correctly into AC socket and ensure power supply is turned on. If problem persists, replace control box. Contact Customer Services.

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