



**office**  
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# ActiWork Treadmill Desk

## Instructions / Manual / Maintenance

### SAFETY PRECAUTIONS

- ⌚ Unplug the machine when not in use.
- ⌚ Clean the machine regularly and remove sweat and dust from the belt and handles. Instead of using a cleanser, light soapy water mixture is recommended when cleaning the belt.
- ⌚ Keep the belt straight by turning the adjusting bolt on whichever side of the base. Do not allow the sides of the machine to catch the belt to prevent tearing or damaging it.
- ⌚ For any electrical problems, it would be better to call a professional electrician who will carry out the repairs.
- ⌚ Do not use the treadmill outdoors; it is made for indoor use only.
- ⌚ Avoid placing the treadmill over a thick carpet, the air needs to circulate under the machine.
- ⌚ Wear appropriate clothing and footwear to avoid injuries and do not use loose clothes.
- ⌚ Avoid standing on the belt as the machine starts. Put your feet on either side of the belt then step on it as it gains speed. If it is in full speed, do not step on it.
- ⌚ Make sure to attach the emergency cord to you before using the treadmill so that the device will stop if that magnet detaches from the control panel.
- ⌚ Elderly and children may use the treadmill under supervision, but you are advised to keep pets away whilst the machine is in use.
- ⌚ To prevent unsupervised children from using the treadmill, unplug the machine and store the stop magnet in a secured place.
- ⌚ Fold and store the machine in a clean, dry place if not in use for a long period of time.
- ⌚ Do not unplug the treadmill by the cable.
- ⌚ If the cables or connections are worn out or loosened, do use the treadmill. You should contact professional assistance for repairs.

## SETUP INSTRUCTIONS



1

Unfold the treadmill frame uprights.



2

Secure the handrail to the frame using the bolts provided.



3

Connect the console cable to the connector located in the right hand upright.



4

Secure the desktop to the frame using the 4 bolts positioned from the underside.

## HOW TO TAKE CARE OF THE DEVICE

- ✓ To keep the Office Fitness ActiWork Treadmill Desk in good condition for longer, avoid areas which are usually wet or highly dusty.
- ✓ Position the machine on flat and firm surfaces.
- ✓ Make sure that the device is unplugged before cleaning and moving the treadmill.
- ✓ When cleaning the machine avoid coarse materials and use a damp cloth but do not touch the control panel.
- ✓ To clean the control panel and the power switch, use a soft, dry cloth. Avoid using a wet rag in these areas.

## MAINTENANCE - LUBRICATING WITH SILICONE OIL

The treadmill comes lubricated when purchased. It should then be lubricated every 30th time it is used (or once every other month). Squeaking noises are a sign of needing to spray with oil. Turn off the power, lift up the rubber mat on the right side with one hand and spray silicone oil moderately along the whole sliding surface. Do the same on the left side. Additionally, apply oil along bar below belts on both sides of machine and run for 2-4 min. Turn on the belt at its lowest speed and walk for roughly three minutes so the silicone oil is evenly spread out.

## HOW TO USE THE ACTIWORK TREADMILL DESK

- 1 Plug the treadmill into the socket.
- 2 Put the emergency stop magnet on the top of the emergency stop switch.
- 3 When you hear the control panel beep, it means that the power is on and it is on the standby mode. This will be indicated on the LED display.
- 4 Before you start the treadmill, be sure to attach to your waist band the stop magnet.

## HOW TO ADJUST THE PRE-SET SPEED AND RUNNING TIME

- 1 When the treadmill is in the standby mode, press the MODE button once. You will see the MODE settings flashed on the LED display.
- 2 There are 4 main modes of operation: Scan, Speed, Time, Distance and Calories. Pressing the mode button will advance to the next mode as indicated by the green led indicator. **Scan** toggles through the various modes every 30 seconds. **Speed** displays in KMH so 60 is 6 kmh. Speed can be altered using the + / - buttons. **Distance** displays the distance covered in the current period. **Calories** is an approximation based on a 150lb male. **Time** displays the duration of time spent on the treadmill since the start of the session. Please note the treadmill has a safety auto-cutoff feature after 30 minutes. If you intend to use the treadmill for longer sessions, it may be best to have Time as the display mode in order to be aware of the impending switch off.



- 3 After selecting the speed you desire to use, adjust the exercise time period by pushing the MODE button once. A 10-minute default time will be displayed on the LED screen, however, this can be increased or lowered by pressing the + or – button. You can set the time from 5 minutes to 30 minutes.
- 4 Put the emergency stop magnet on the top of the emergency stop switch. The treadmill will now be out of “SAFE” mode (as shown on the picture) and ready to start.
- 5 You can now start using the machine by pushing the ON button. Notice the control panel will start to count from 3 and the running belt will start.
- 6 To stop the machine, just push the OFF button or pull off from the stop switch the emergency stop magnet.



## HOW TO SELECT THE RUNNING SPEED

- 1 Ensure that the treadmill is in the standby mode, and then press the ON button once. Notice the beep of the control panel which will count from 3 to 0. The belt will start to run at a default speed of 1.0.
- 2 Step on the running belt carefully and if you feel comfortable, you may increase the speed of the belt by pushing the +button to choose the running speed you desire. You may adjust the speed of the treadmill up to 10.
- 3 If you want to stop or decrease the speed of the machine, continuously press the speed – button. This will prompt the running belt to slow down in a gradual manner.

## MAINTENANCE - TREADMILL BELT ADJUSTMENT INSTRUCTIONS

Over time the belt may need to be re-aligned towards the centre and re-tensioned.

Run the belt at speed 1.0. If the belt has shifted right, on the left rear roller bolt insert the allen key and give a 1/4 turn counter clockwise, taking care to keep finger, hair and clothing away from the running belt. Allow the belt to continue running for a minute in order for the belt to shift across. If more alignment is needed give another quarter turn and leave for a minute in order to observe the belt adjusting. Eventually the belt should move across to the central position.

If the belt has shifted left apply the same procedure as above (1/4 turn counter clockwise) but on the right rear roller bolt.



## TIPS FOR USAGE

- 1** For using your treadmill whilst working at a standing desk, we recommend walking at a speed no faster than 1.5mph (2.0 kmh) on the console). This allows for the benefit of movement whilst maintaining the ability to work. In a work's context it is perhaps best to think of the treadmill as a device for movement rather than a tool for vigorous exercise. According to a number of studies, many similar physiological benefits are to be gained by walking at this reduced speed.
- 2** Little and often is preferable to long sessions of many hours. Establish a routine that offers variations of posture throughout the day eg. active sitting (swiss balls / ball chairs), standing and walking. When starting out, particularly if you are transitioning from all day sitting, exercise caution as both your upper and lower body needs to adjust to the new format. Any signs of aches or strains should warrant temporarily reverting back to your old pattern rather than attempting to endure any discomfort.
- 3** If working at a keyboard and walking there are a few ergonomic considerations to bear in mind. The desk surface should be slightly below your elbow when your arms are held at a 90 degree angle. Your joints should be as relaxed as possible while using your computer. Avoid your arms reaching out to get a mouse or keyboard as this will cause upper back strain. Wrists should be relaxed or resting on a pad. Avoid flexing of the wrist whilst typing as this will introduce muscle tension to the hands. Monitor height should be positioned so that when you look straight forward you see about 3/4 of the way to the top of the screen.
- 4** Consider wearing a pedometer, recording your weight and generally tracking usage levels. Setting a goal, creating a program and monitoring progress is seen as most effective in terms of achieving targets.