



NPEHA1075 & NPEHA1875

Electrical Height Adjustable (EHA) Tables
USER MANUAL



neopost 

Neopost Electrically Height Adjustable Tables

The NPEHA range of motorised adjustable tables is intended for use in the mailroom environment, for the physical support and ergonomic operation of franking/inserting machines and similar associated equipment.

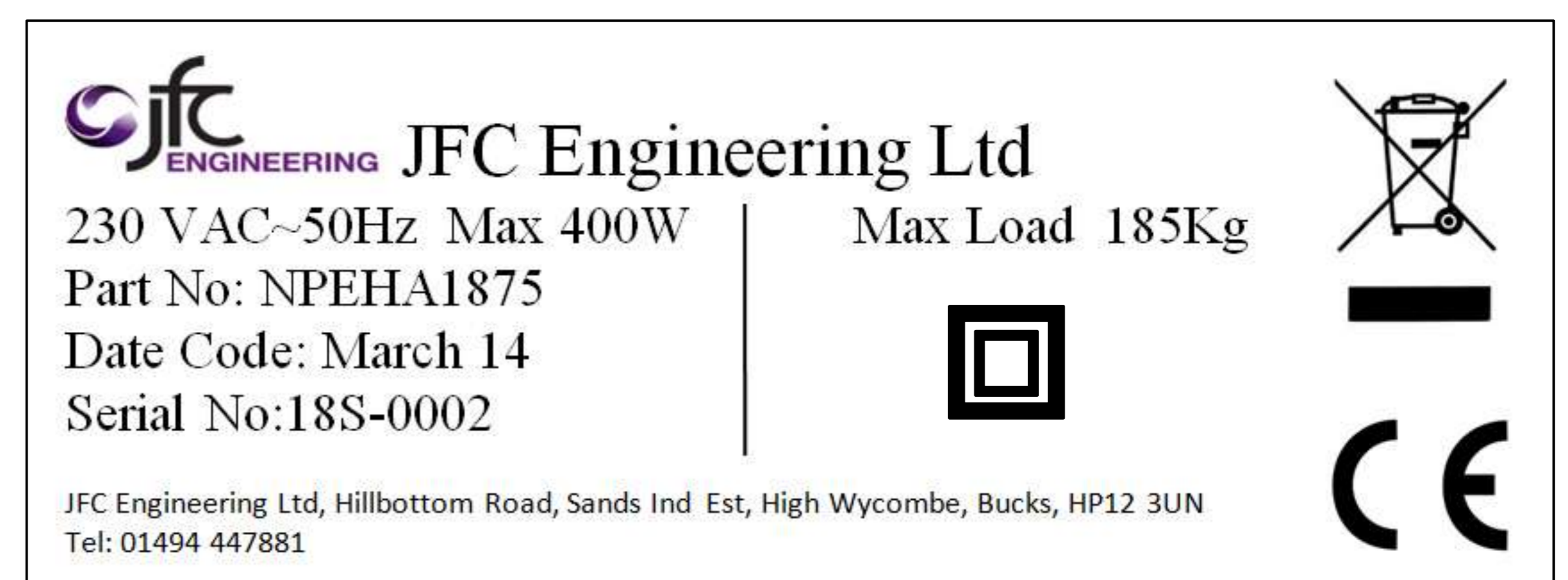
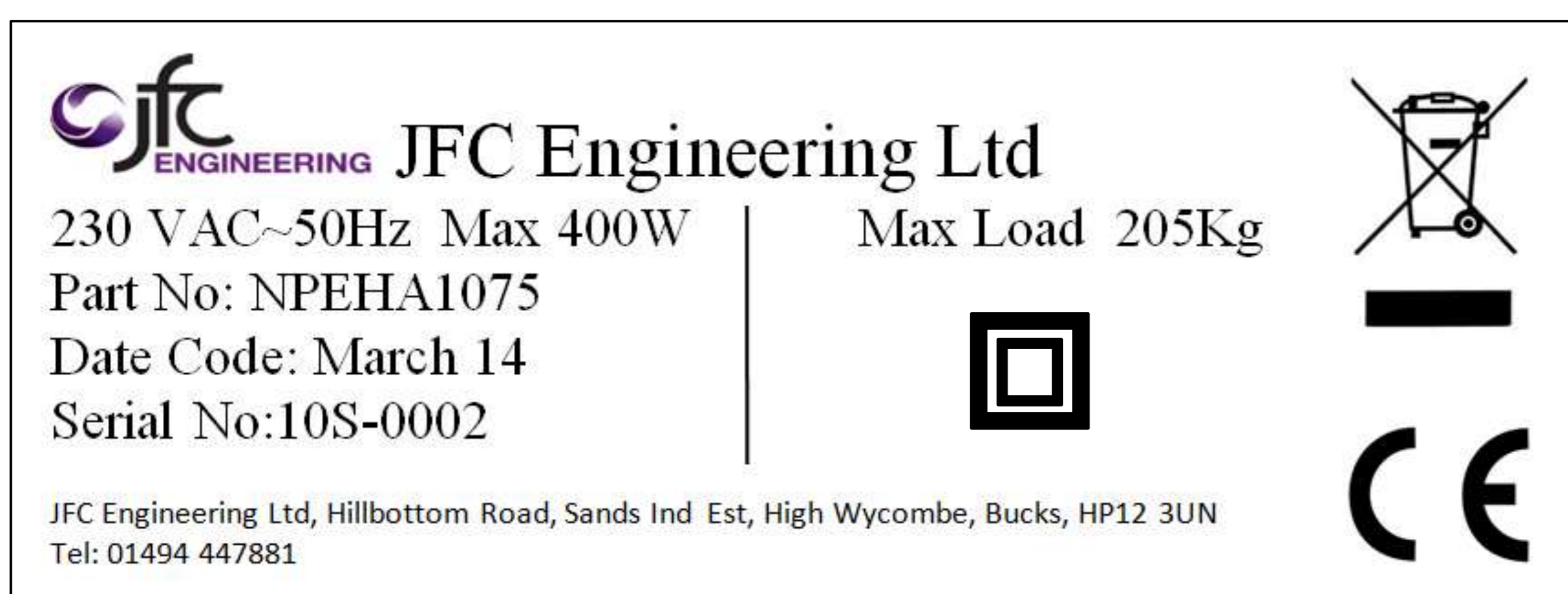
1. The Units are **electrically adjustable Up and Down** via a Desk Control Panel (E) situated on the front of the unit and connected to an actuator system (C). The Units also have an under shelf for storage.

2. The Units are mobile as they are **located on four lockable castors (A)**.

WARNING: NEVER ATTEMPT TO MOVE THE UNIT WITHOUT FIRST REMOVING THE MAINS CABLE FROM THE MAINS SOCKET AND UNLOCKING ALL FOUR CASTORS.

These units are to be used only by authorised and suitably trained personnel. Please note no user serviceable parts are contained in this unit.

For machine identification please see the label located on the rear of the unit (examples below).



- A = Lockable Castors
- B = Table Top
- C = Actuators
- D = Storage Shelf
- E = Desk Control Panel (Up/Down)
- F = Control Box
- G = Power Cable



Installation Instructions

When first receiving the NPEHA Unit, remove all packaging from the unit and inspect all surfaces for damage. Only handle the unit by the steel underframe lifting handles. DO NOT lift the table by using the worktop surface.

Connect the power supply lead securely to the control box that is located under the worktop at the back of the unit and around the strain relief tabs, but do not connect to the mains power supply before the unit is correctly sited.

Place the unit in its desired position ensuring that the control panel (with an up and down button) is at the front of the unit. Allow for suitable clearance around the worktop for potential trailing wires, and above and underneath the worktop surface so that the unit can be adjusted up or down in height without any accidental contact. N.B. The units will adjust in height by up to 300mm when operated.

Connect the power supply lead socket to the desired mains power outlet and ensure that the lead is carefully routed to avoid any stretch, strain or pinching situations when the unit is adjusted in height through its full 300mm cycle of adjustment.

Ensure that the mains power supply is switched on and press the UP pointing button on the small control panel situated underneath the front of the worktop. The Unit should rise.

N.B. If the unit does not rise, disconnect the power supply lead from the mains. Wait for 10 seconds before re-connecting and attempting to raise the unit again.

Initialisation Instructions

It is necessary to initialise the unit so that the two actuators located in the leg supports of the unit can synchronise.

Press and hold the DOWN button for a minimum of 10 seconds after the worktop reaches its lowest position to allow the two actuators to initialise. There may be some movement of the actuators during this process, but the unit WILL NOT RISE if this process is not correctly completed.

If any difficulties are experienced when attempting to configure the controls it is possible and advisable to disconnect the power supply and start the process again.

Press the UP button and hold it until the unit has adjusted to its full height, and then press the DOWN button to return the unit to a usable height.

The unit can now be loaded with the required Neopost equipment, taking care to follow the General Safety Instructions. Any excess cable length from the equipment or additional Power Blocks or Power Extension Cables can be stored safely in the Rear Cable Management Tray.

Operating Instructions

DO NOT exceed the maximum weight limits for the worktop. These weight limits are set out on page 7 of this Manual.

DO NOT move the Unit when the Top Surface and Shelves are fully loaded, or with the Castors locked. Any loads on the unit should be placed as equally and centrally as possible with sufficient clearance underneath the worktop.

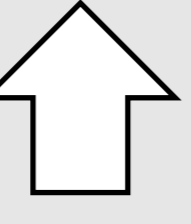
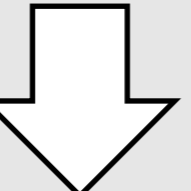
DO NOT load the bottom shelf with items stacked higher than the shelf back-board.

The unit can now be raised to the required height for your preference. It is recommended that the power is switched off at the mains supply (if possible) when the unit is in prolonged periods of static use at the required height.

If any out-of-sync problems arise with any subsequent adjustment to the unit's height, the initialisation process should be repeated after first disconnecting and re-connecting the power supply lead from the control box.

Adjustment of the table height.

Push one of the height adjustment buttons located on the Desk Control Panel at the front of the unit (E)

Push  for Up or
Push  for Down

The unit will slow and then stop when the travel limit in either direction is reached. Please note the motors have a slow start and stop function built into the programme.

Locking and Unlocking the Castors

To lock the Castors, press down on the lever with your toe.

To unlock the Castors, lift them up with your toe.

Synchronisation of Units

The Maximum number of tables that can be linked is 4 Units

All Units to be linked will require an individual Power Supply

All Units to be linked will require a Serial Linking Cable

The Serial Linking Cable will be used to connect between each Control Box

For full details on synchronisation please refer to your service provider.

General Safety Observations

Ensure that the power supply lead is plugged into an earth-grounded wall or floor socket located near to the unit and easily accessible. Failure to provide an earth-grounded connection for power could result in severe personal injury and/or fire.

Avoid touching moving parts of the unit, or machinery placed on the unit, whilst it is in use. Keep hands, clothing, jewellery and long hair away from all moving parts.

- DO NOT operate the Electrically Height Adjustable (EHA) worktop whilst any machinery located on it is in use. We recommend turning the unit off at the mains once the desired height level is achieved.
- DO NOT remove covers from the control box situated under the unit, or remove any of the power or small control panel connection leads whilst the unit is plugged into the mains supply. There are no user-serviceable parts in the control box and the units should only be attended to by trained personnel.
- Immediately report any apparently damaged or non-functioning components to your service provider. Especially if there is a likelihood that this might make the unit unsafe.
- DO NOT route the power supply lead over sharp edges or so that it might trap against adjacent furniture; avoid stretch or strain of all leads that come from the worktop surface to the ground, power supply or adjacent equipment.
- DO NOT drop or insert any object or liquid into any opening or over any control panels. If this occurs please contact your service provider immediately. DO NOT use Outdoors.
- DO NOT use the EHA worktop for anything but its intended use. Specifically, the unit is not a substitute for a fork-lift, step-ladders, sofa, occasional seating or a bed.
- DO NOT lift or lower persons with, or allow persons to climb onto the work surface.
- DO NOT load boxes of paper or other items onto the lower shelf to a height greater than 340mm – as indicated by the height of the rear panel. Liability cannot be accepted if the table surface has been lowered down onto inadequately stacked items.

Floor Surfaces

Ensure that the floor space on which the unit is to be situated is smooth and level, free of any obstructions such as movable rugs, power supply leads, debris, liquids etc. Avoid placing the unit so that one of the castors is in an obvious dip or join in the floor, or covering an electrical access floor box. Try to ensure that the worktop is level for optimum machinery performance.

Castors

The Castors are lockable by foot operation, but should be checked periodically for damage or loose fittings. Any faults should be rectified and reported to your service provider.

Ventilation

Place the unit in an accessible location that allows for adequate ventilation of the equipment and to facilitate maintenance or cleaning.

Serious malfunction

In the extremely unlikely event that serious operational faults develop, isolate the unit from the mains power by immediately removing the plug and then call your service provider.

Relocation

Before moving the NPEHA unit,

- Un-plug all of the power supply and all connecting leads and remove worktop machinery & shelf load.
- Good practice is then to neatly coil the cable and place on the worktop surface.
- Unlock the Locking Castors before movement.
- Only grip the unit by the steel frame handles located under the worktop surface to lift or move the complete unit.
- When replacing the machinery that will be placed on the NPEHA unit, ensure that it is centrally placed in order to balance the weight on the table.
- Once the table is in its new location, lock the castors securely.

Cleaning

All laminate timber parts (worktop and shelf – back and sides) can be cleaned with proprietary agents. Solvents or aerosols should not be used as they may be flammable. Check with your service provider for appropriate cleaning materials.

All powder-coated steel parts (frame and base) and castors should be periodically dusted to avoid the build-up of potentially flammable dust particles.

Before attempting to clean the NPEHA table the unit must be isolated from the electrical supply by removing the mains cord from the socket.

Operation of this equipment without periodic maintenance or cleaning is likely to inhibit optimum operational performance and could cause the equipment to malfunction. Please contact your service provider for details of its maintenance and servicing support programmes.

Notes on Periodic Maintenance

The power supply lead must be periodically inspected for secure connection around the strain relief tabs on the Control Box and for any external damage. They must be replaced immediately if anything is found. This must be reported to your local service provider. You are bound by law to undertake PAT testing on all electrical equipment.

All electrical components are sealed for life and are not user-serviceable items.

The actuators (motors) should be periodically checked or re-initialised for correct operation and synchronisation. There are two actuators in each unit. Specifically, any excessive noise or loose fitting bolts should be reported to your service provider.

The Castors should be periodically checked for damage or loose fittings. Any faults should be rectified and reported to your service provider.

The shelf should be regularly checked for any excess materials stored on it that are situated above the height of the rear panel. Damage might be caused by lowering the table onto any obstruction underneath. Any excess found should be removed immediately.

The worktop should be periodically checked for any loaded weight which exceeds the recommended maximum. Any excess weight should be removed immediately.

CE Specifications

Model	NPEHA1075	NPEHA1875
Dimensions L x D - mm	1000mm x 700mm	1800mm x 700mm
Dimensions H - mm	598mm to 898mm	598mm to 898mm
Worktop Surface	MFC 25mm Light Grey	MFC 25mm Light Grey
Worktop Edges	Dark Grey PP	Dark Grey PP
Shelf Panels	MFC 18mm Light Grey	MFC 18mm Light Grey
Shelf Edges	Light Grey PP	Light Grey PP
Steel Parts	RAL 9006 (Silver)	RAL 9006 (Silver)
Castors	75mm Grey Twin-wheel	75mm Grey Twin-wheel
Castor Type	Lockable	Lockable
Actuators (Motors)	2	2
Fusing	5A	5A
Output Rating	12-24V DC	12-24V DC
Actuator stroke (travel)	300mm	300mm
Operating Temperature	5°C to 40°C	5°C to 40°C
Electrical Rating	220V-240V AC, 50/60Hz, 400W	220V-240V AC, 50/60Hz, 400W
Sound Level	< 50dBA	<50dBA
Protection Class	Class II (Double-insulated)	Class II (Double-insulated)
Power Supply Lead	3.2m	3.2m
Shelf Size in mm	715W x 314D x 330H	1575W x 314D x 330H
Max Castor Load	75kg	75kg
Worktop Max Load	205kg	185kg
Shelf Max Load	40kg	90kg
Total Weight of Unit	77kgs	105kgs
Total Weight (boxed)	94kgs	129kgs
Packaging	Bubble, Corners, Pallet Box	Bubble, Corners, Pallet Box

EC Declaration of Conformity

This product complies with the essential requirements of the following EU directives:

Machinery Directive 2006/42/EC
 Low Voltage Directive 2006/95/EC
 Electromagnetic Compatibility Directive 2004/108/EC
 RoHS 2011/65/EU

The NPEHA Unit carries the appropriate CE Marking.
 Unauthorized modifications will invalidate these compliances.

The supplier does not accept any responsibility for damage or harm caused by not (strictly) observing the safety requirements and instructions in this manual. The manufacturer cannot be liable for damage, injury or consequential loss resulting from maintenance or servicing by unqualified personnel.

The manufacturer will also not be liable for damage, injury or consequential loss resulting from incorrect operation or modification of the equipment.

Manufacturer: JFC Engineering Ltd, Berna House, Hillbottom Road, High Wycombe, HP12 4HJ

Doc Part No: NPUMDOC

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