

# Aloft Installation

## **\*\*\*READ ALL INSTRUCTIONS BEFORE USING\*\*\***

- For commercial use only.
- Warning: Risk of Injury – Maximum load 275 lbs. 2 leg, 325 lbs. 3 leg
- Electrical rating: 120V, 60Hz, 16 AMP
- No more than 12 furnishings can be connected on one branch circuit.

## IMPORTANT SAFETY INSTRUCTIONS

**DANGER** – To reduce risk of electric shock:

- Always unplug furnishing from the electrical outlet before cleaning.

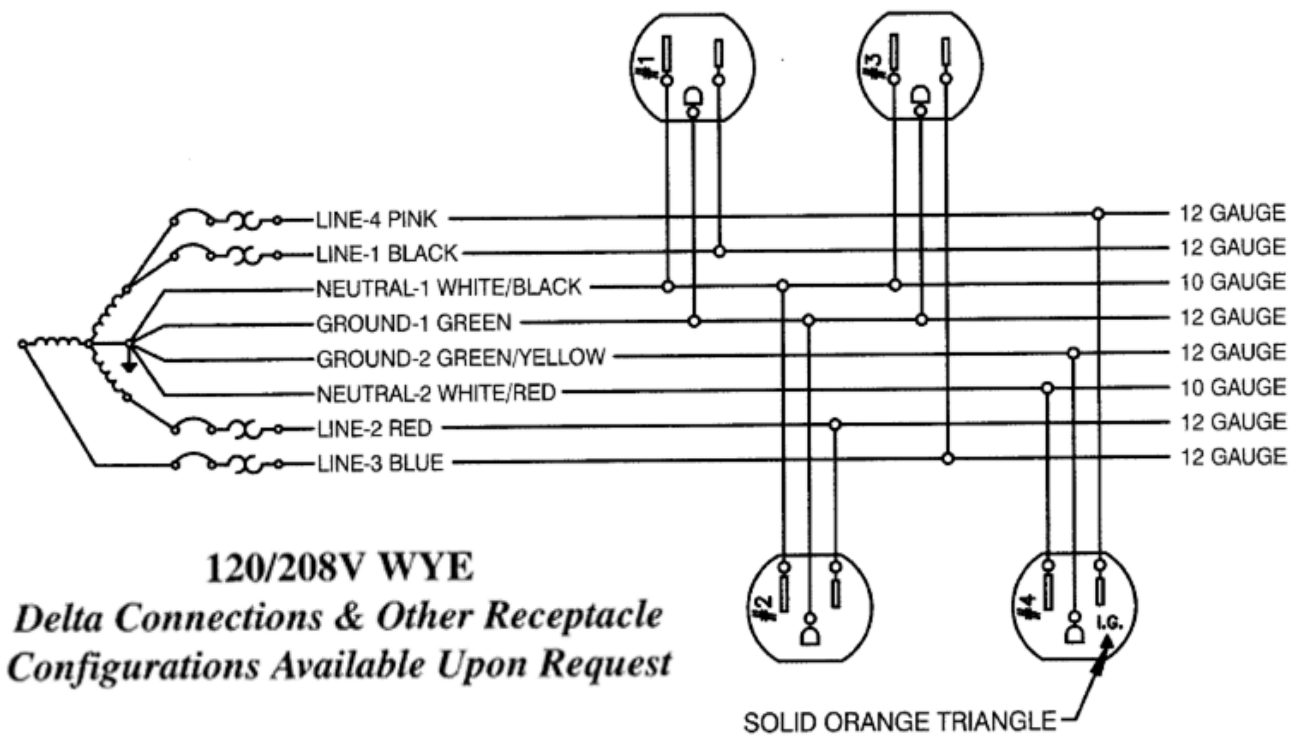
**WARNING** – To reduce the risk of burns, fire, electric shock, or injury to persons:

- Unplug from outlet before putting on or taking off parts.
- Close supervision is necessary when this furnishing is used by, or near children, invalids or disabled persons.
- Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
- Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water.
- Keep the cord away from heated surfaces.
- Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair and the like.
- Do not use outdoors.
- To disconnect, turn all controls to the off position, then remove plug from outlet.
- Connect to a properly grounded outlet only. See grounding instructions.
- For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.



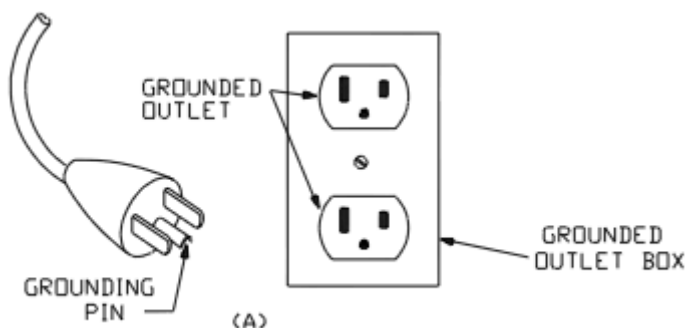
# Aloft Installation

## Wiring Schematic



### GROUNDING INSTRUCTIONS

This product is for use on a circuit having a nominal rating more than 120 volts and is factory-equipped with specific electric plug to permit connection to a proper electric circuit. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product



# Aloft Installation

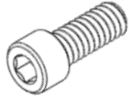
## Hardware List



Flat head wood screw #9 x 7/8 long with #2 Phillips drive, silver  
Used to attach surfaces and end panels



Hex cap machine screw 1/4-20 x 5/16" long with 3/16" hex drive, black  
Used on leg assembly and rail assemblies



Hex cap machine screw 1/4-20 x 5/8" long with 3/16" hex drive, black  
Used on spine beam mounts and cable tray



Hex set screw 3/8-16 x 1/2" long with 3/16" hex drive, black  
Used on rail mount and spine beam mounts



Hex set screw 1/4-28 x 1/4" long with 1/8" hex drive, silver  
Used on spine screens



Pan head machine screw 10-24 x 5/8" long thread cutting tip with #2 Phillips drive, silver. Used to attach outlets.



Pan head machine screw 8-32 x 3/8" long thread rolling tip with #2 Phillips drive, silver. Used to assemble electrical covers.



Pan head machine screw 10-32 x 1/2" long with #2 Phillips drive, silver.  
Used on spine screens to attach base support brackets.



Flat head machine screw 10-32 x 1/2" long with #2 Phillips drive, silver.  
Used on territory screens to attach base support brackets.



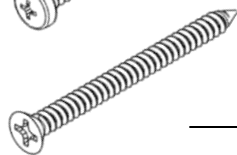
Pan head machine screw 8-32 x 1/4" long with #2 Phillips drive, silver.  
Used with acorn nuts to attach powerpole.



Acorn nut 8-32 x 5/16" long, silver.  
Used with 8-32 x 1/4" long screws to attach powerpole.



Pan head drill point sheet metal screw #8 x 3/8ths" long with #2 Phillips drive, silver. Used to attach Side Mount screens to hanging brackets and endcap worksurface cantilevers to legs.



Flat head sheet metal screw #8 x 2" long with #2 Phillips drive, silver. Used to mount Endcap Hutch to base.

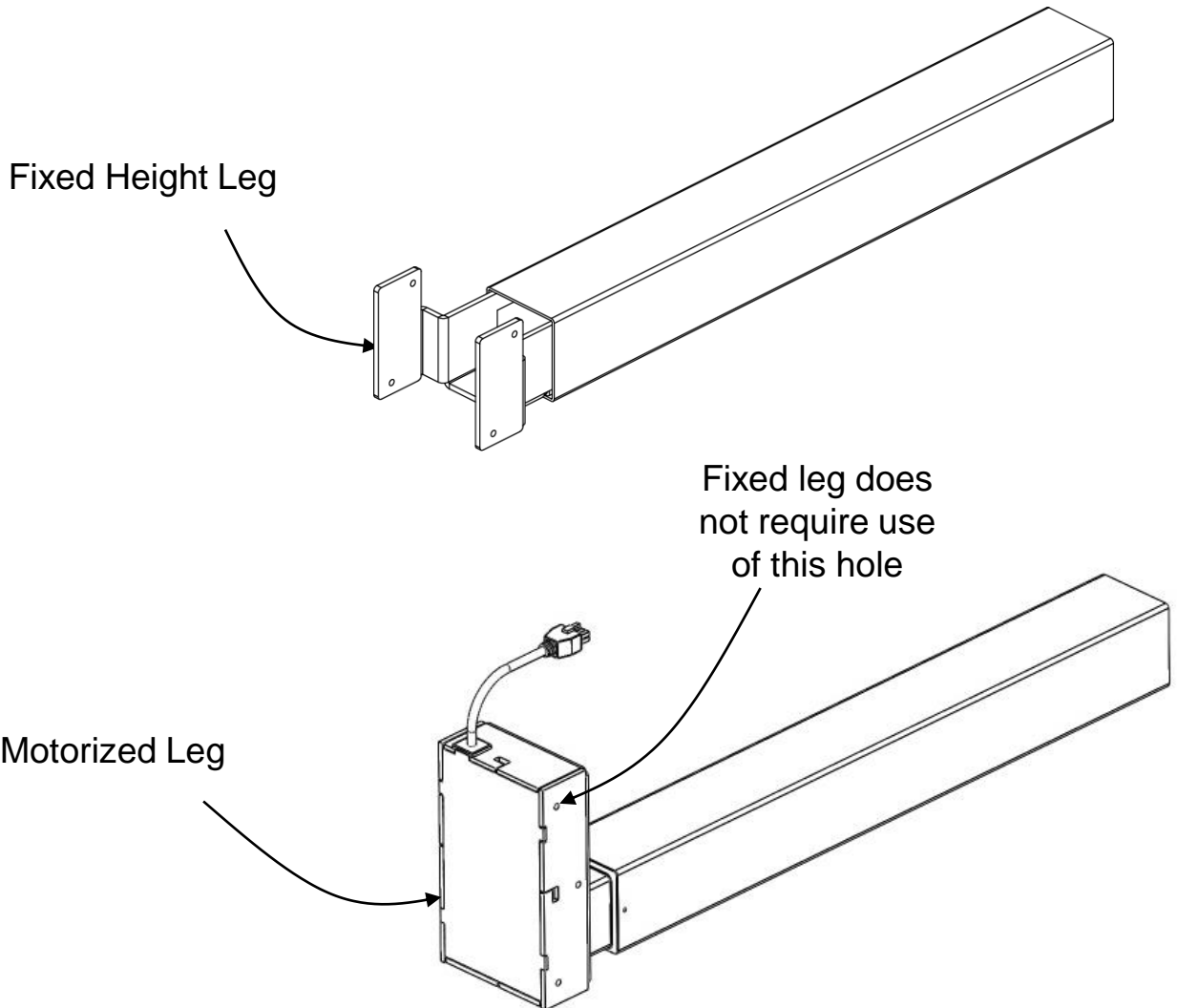


Flat head sheet metal screw #10 x 3/4" long with #2 Phillips drive, silver. Used to mount items to laminate storage cabinets.

Date	Page No.	Description of change	Name
1/6/2017	6-8, 10,12,16,18	New pages detailing single bench installation	S. Powers
3/27/2017	19-31	New pages detailing double bench installation, return installation and electrical hook ups	S. Powers
4/10/2017	32-40	New pages detailing territory screen installation	S. Powers
6/27/2017	11,14-15	New pages detailing modesty and end panel installation	S. Powers
7/25/2017	3	New page for fixed height installation	S. Powers
8/16/17	1,2,47	Pages added	S. Powers
11/7/17	33-34	Removed 8-32 screws from 18" return images and added note to clarify 18" return installation	S. Powers

Note:

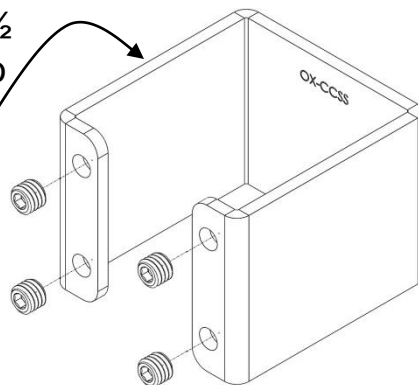
Installation instructions for Fixed Height Leg and Motorized Leg are the same. Images on the following pages are showing installation of a Motorized Leg.



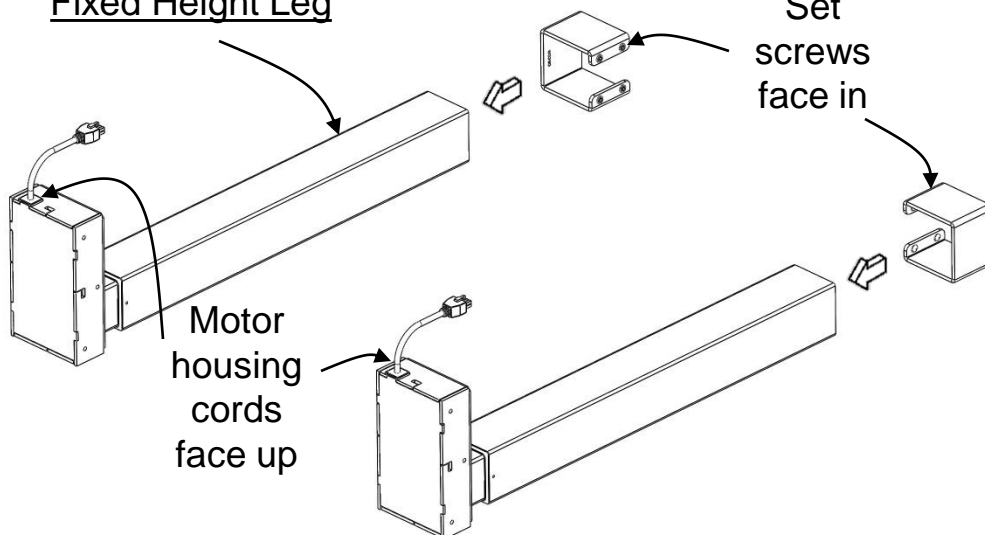
# Aloft Installation

## Double Bench Base Assembly

Partially insert 3/8-16 x 1/2 inch long set screws into tapped holes on Compression Collar



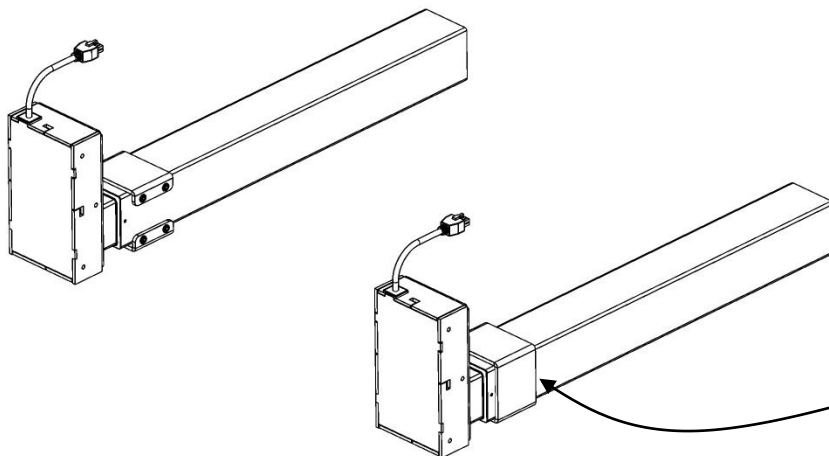
Motorized, Crank or Fixed Height Leg



Make sure set screw tips **DO NOT** protrude past inside wall of collars.

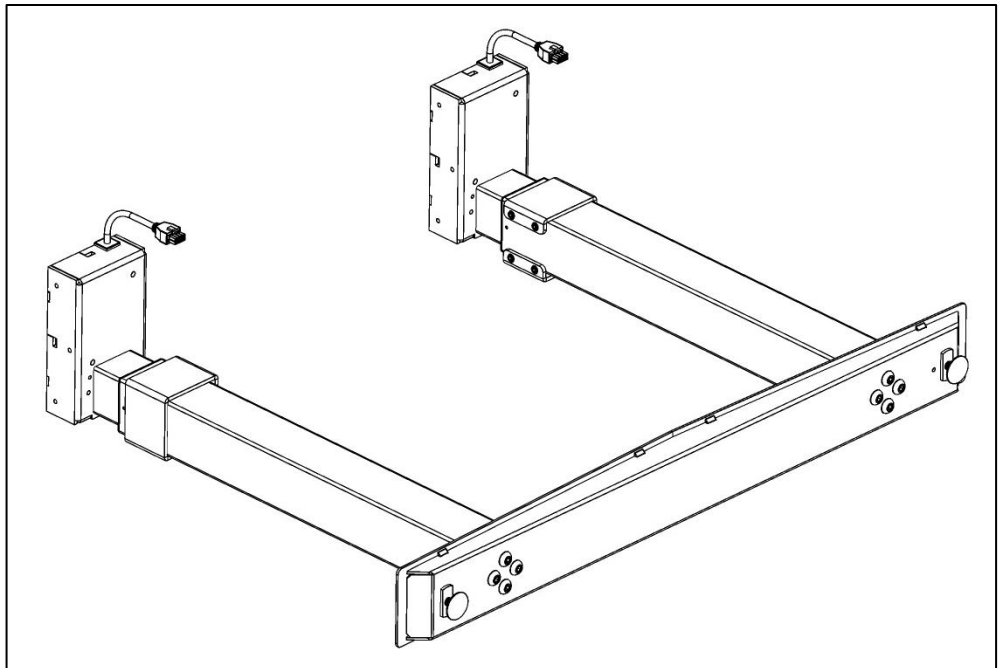
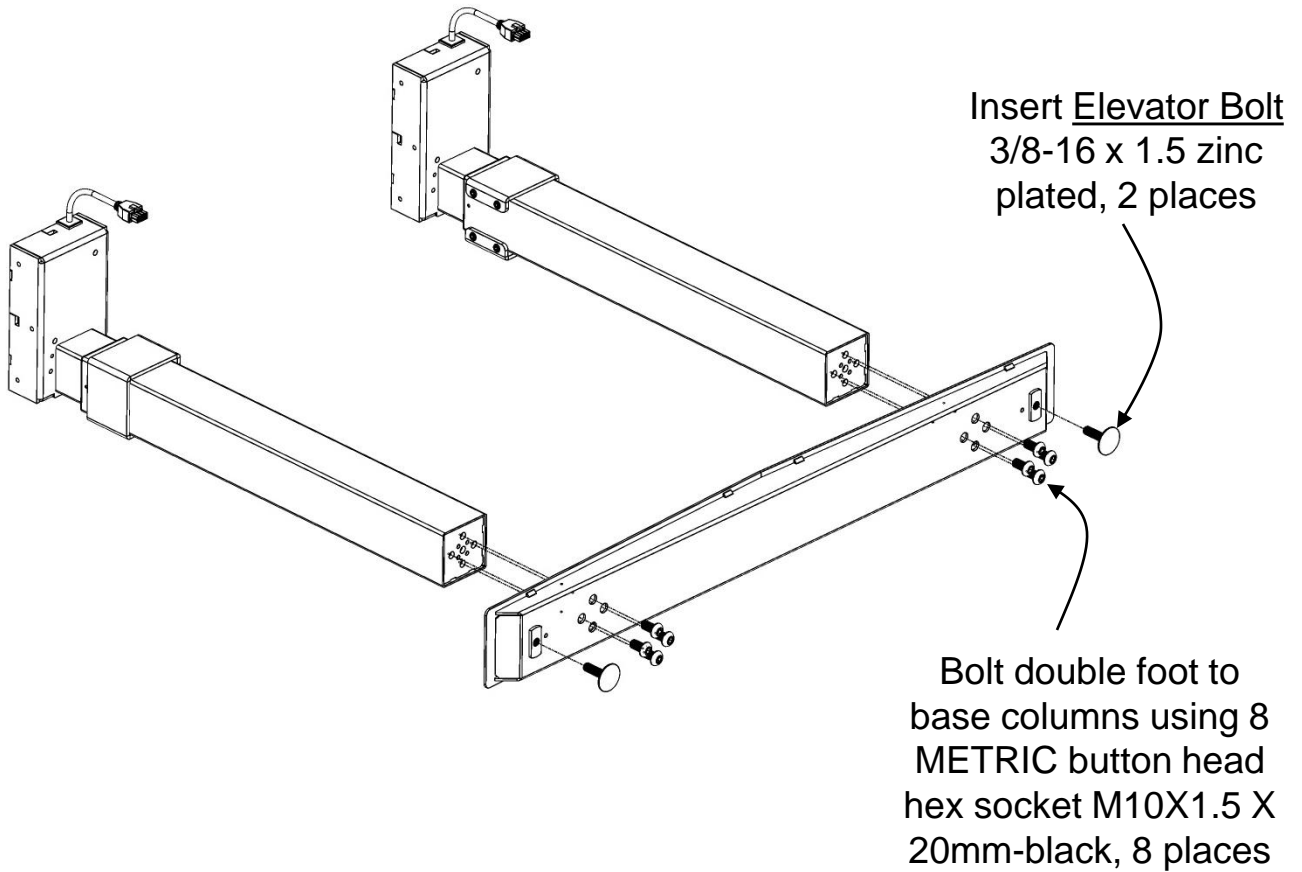


Slide compression collars over base columns to top, set screws facing as shown. Be careful not to scratch base columns.



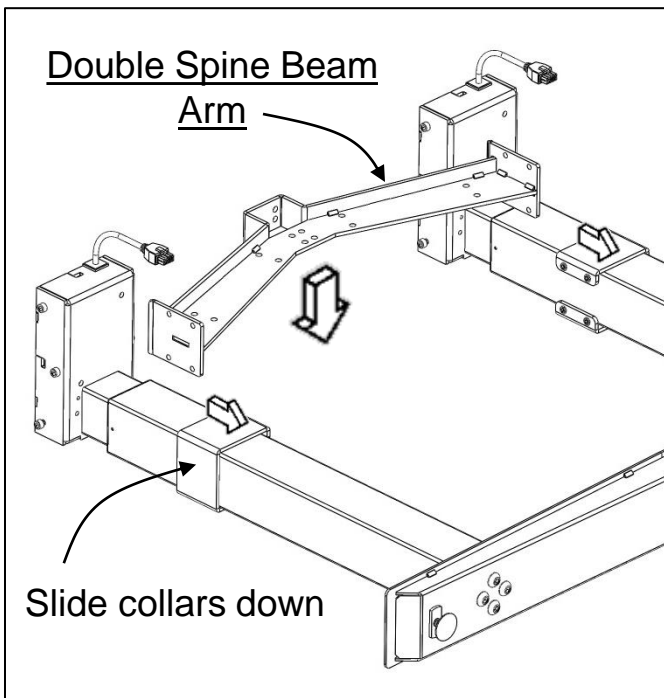
# Aloft Installation

## Double Bench Base Assembly



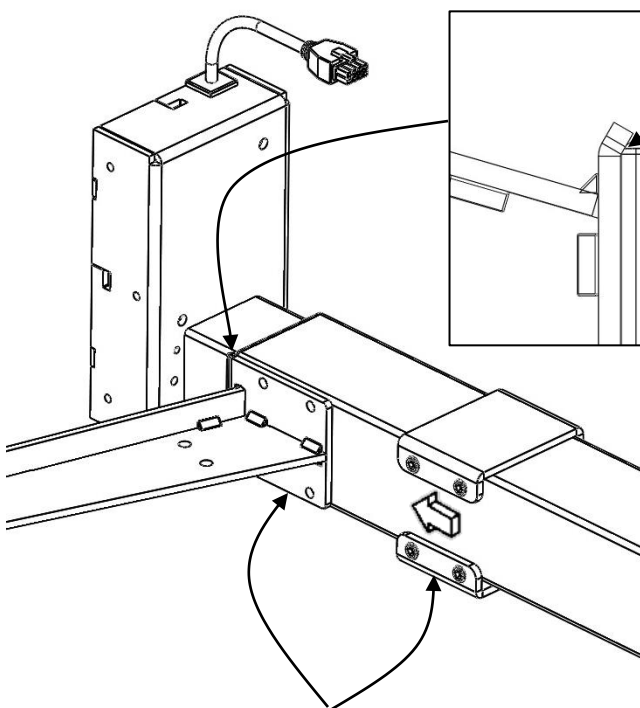
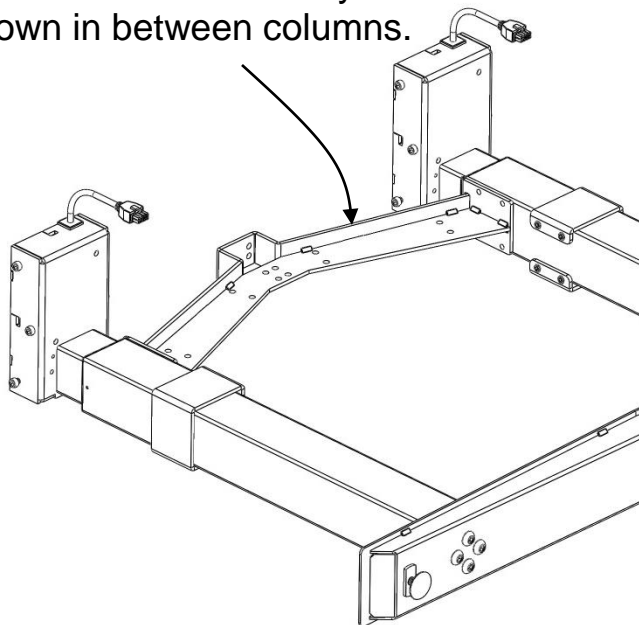


# Aloft Installation

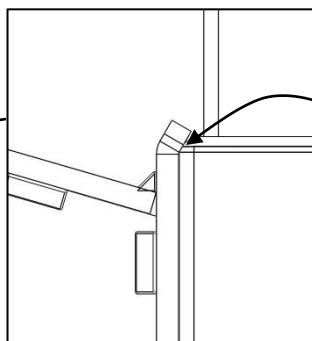


## Double Bench Base Assembly

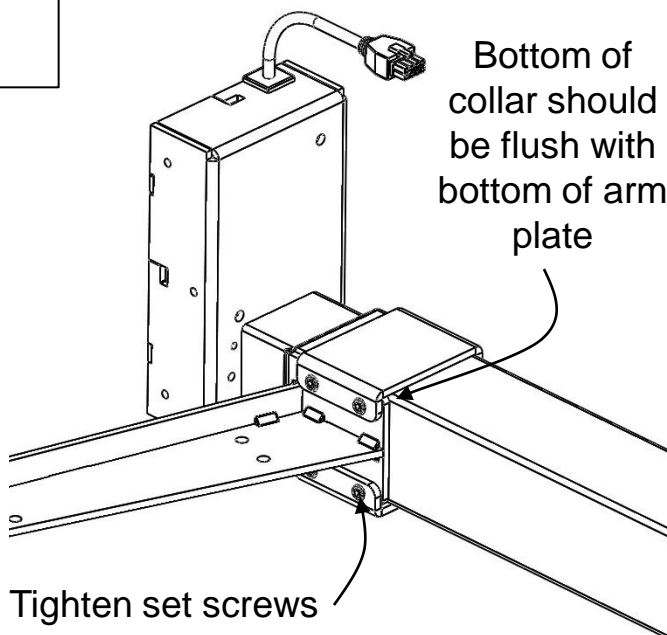
Slide arm assembly down in between columns.



Slide collar over arm plate and align set screws in collar with alignment holes in plate.



Be sure angled lip on spine beam arm assembly rests on outer column top on both columns



Bottom of collar should be flush with bottom of arm plate

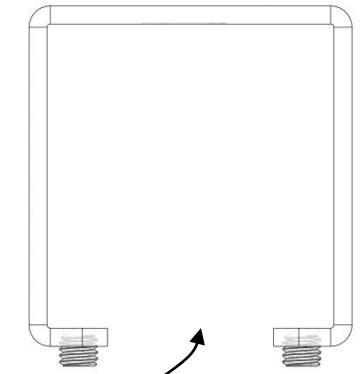
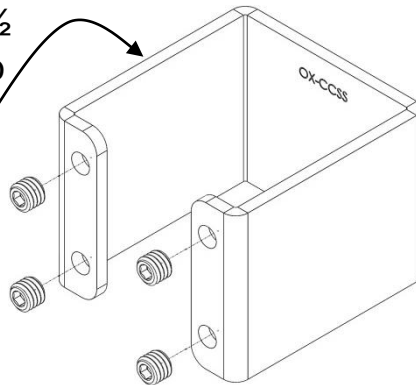
Tighten set screws on both columns clamping arm to columns.



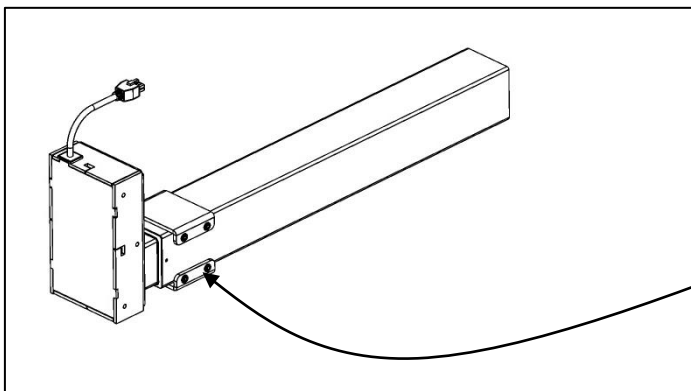
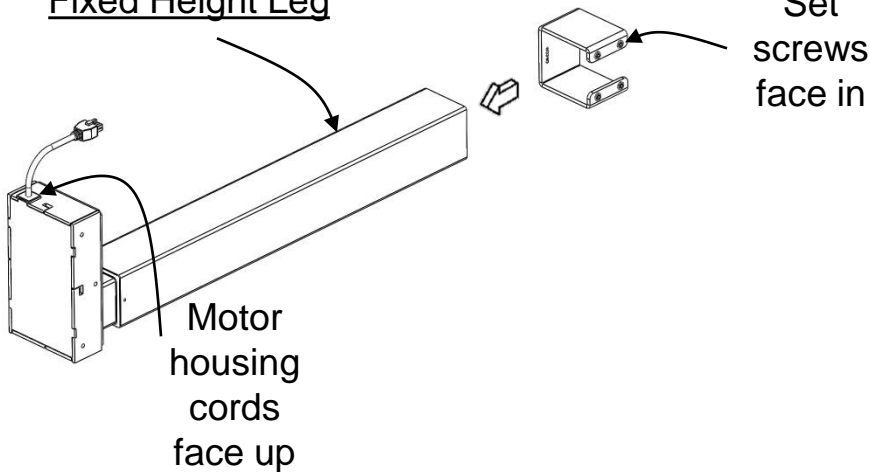
# Aloft Installation

## Single Bench Base Assembly

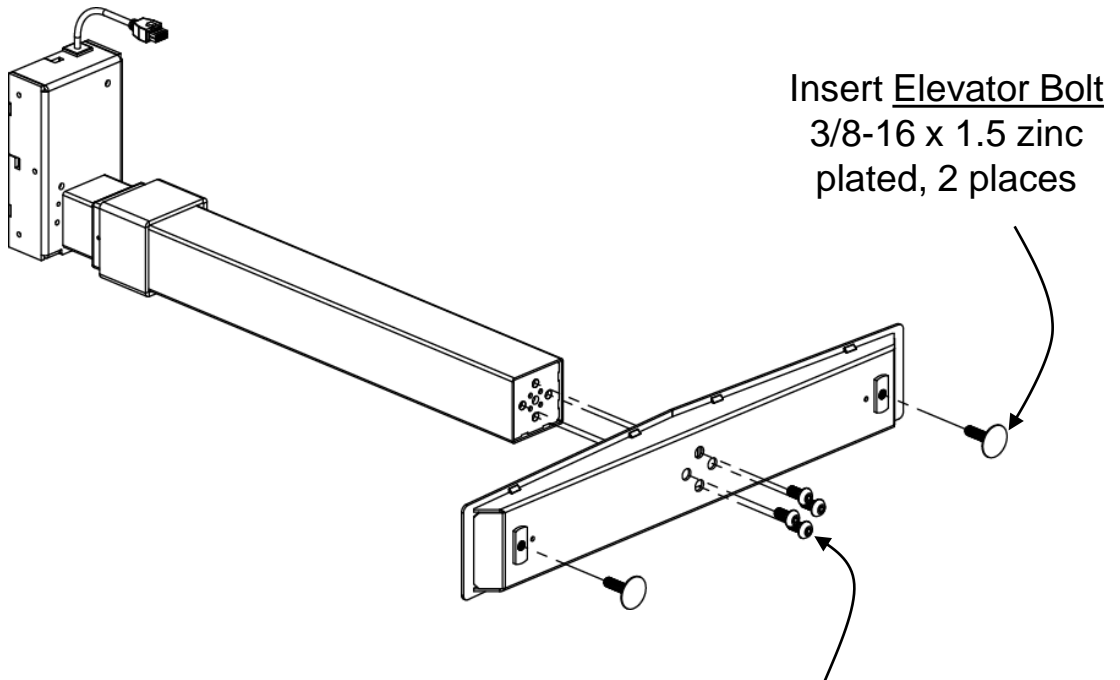
Partially insert 3/8-16 x 1/2 inch long set screws into tapped holes on Compression Collar



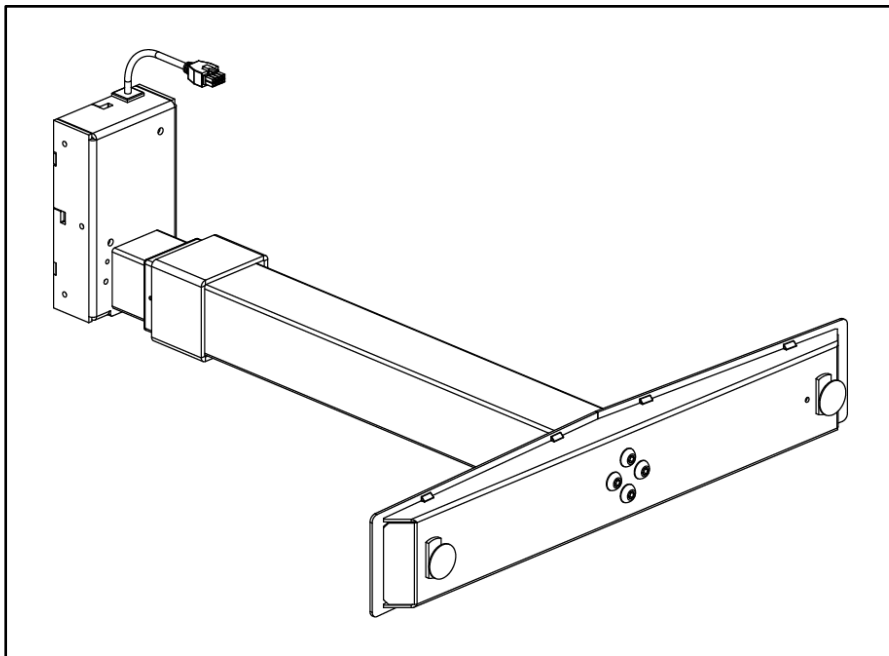
Motorized, Crank or Fixed Height Leg



Slide compression collar over base column to top, set screws facing as shown. Be careful not to scratch base columns.

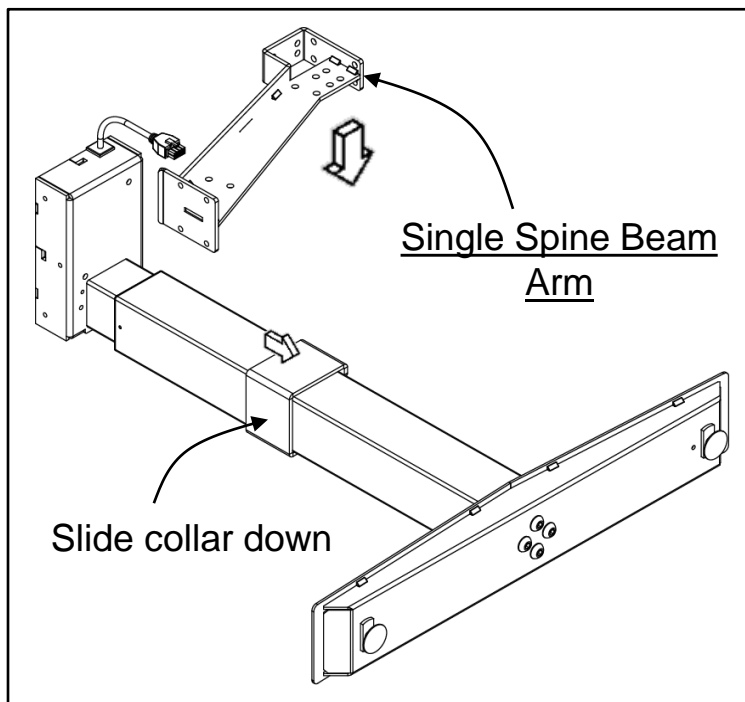


Bolt single foot to base  
columns using 4  
METRIC button head  
hex socket M10X1.5 X  
20mm-black, 4 places

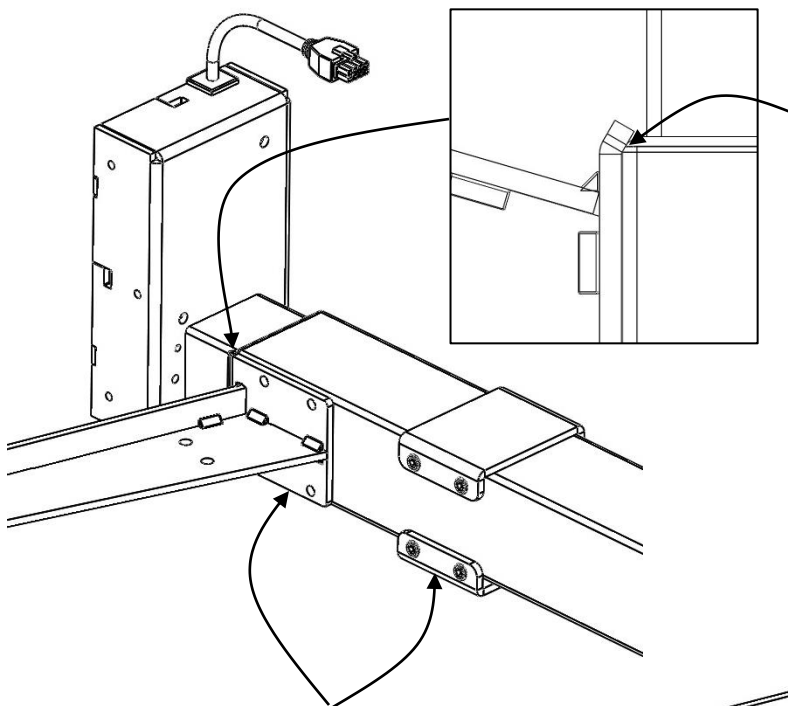
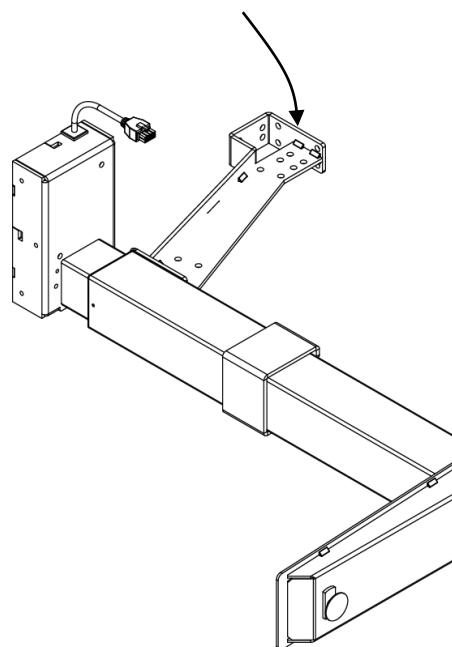


# Aloft Installation

## Single Bench Base Assembly

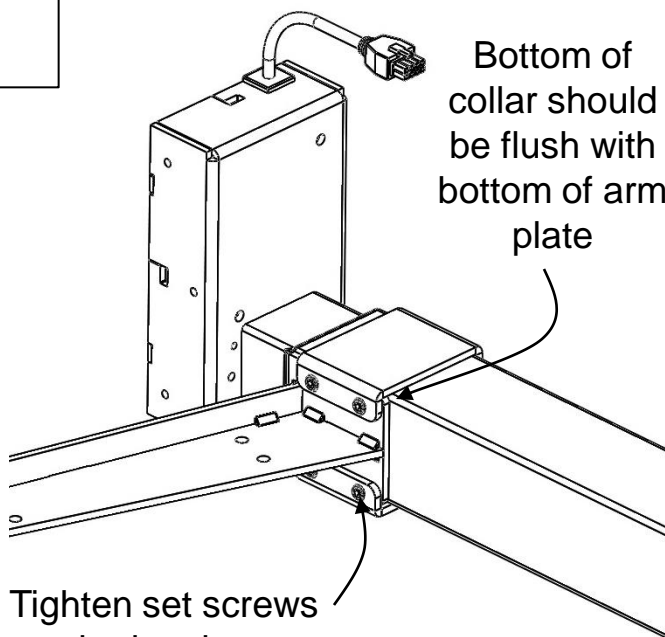


Position arm assembly down onto column.



Be sure angled lip on spine beam arm assembly rests on outer column top

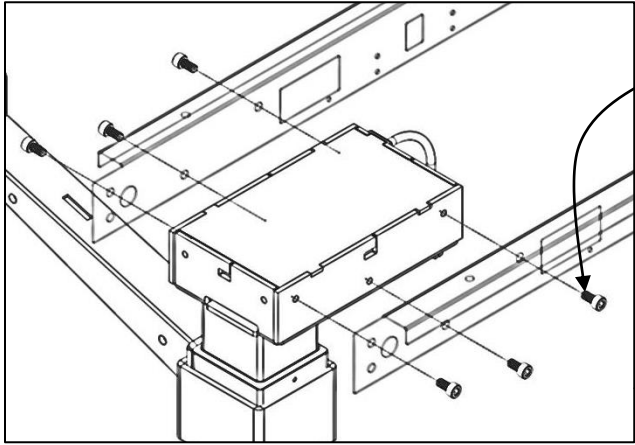
Slide collar over arm plate and align set screws in collar with alignment holes in plate.



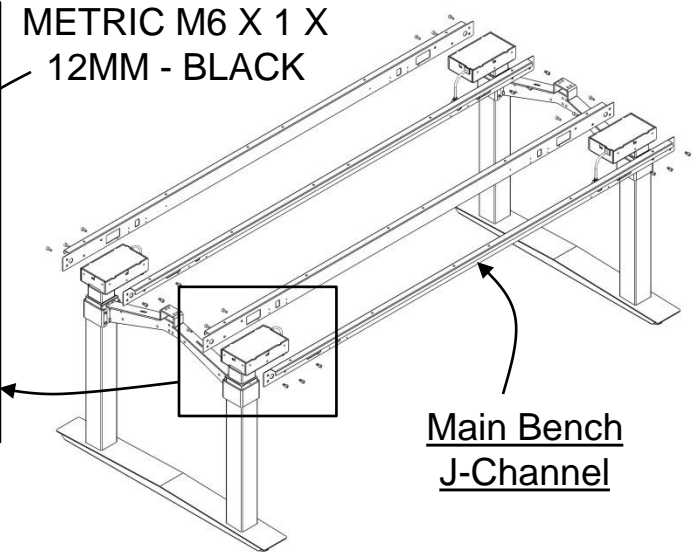
Tighten set screws on both columns clamping arm to columns.

# Aloft Installation

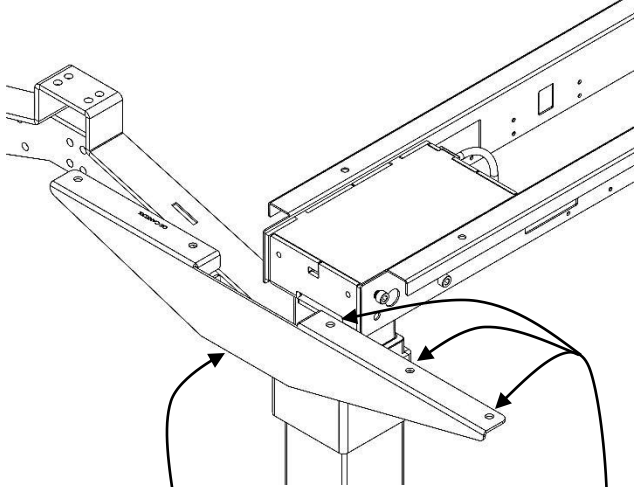
# Double Bench J-Channel Assembly



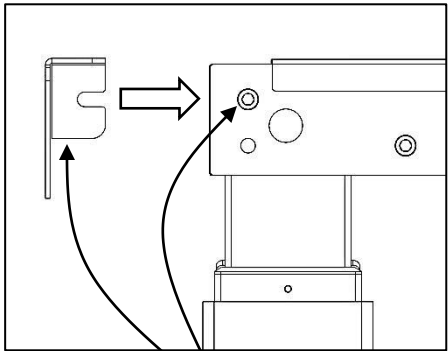
METRIC M6 X 1 X  
12MM - BLACK



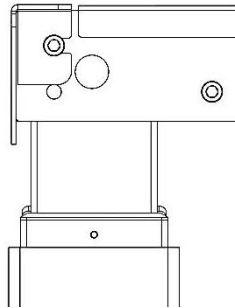
Main Bench  
J-Channel



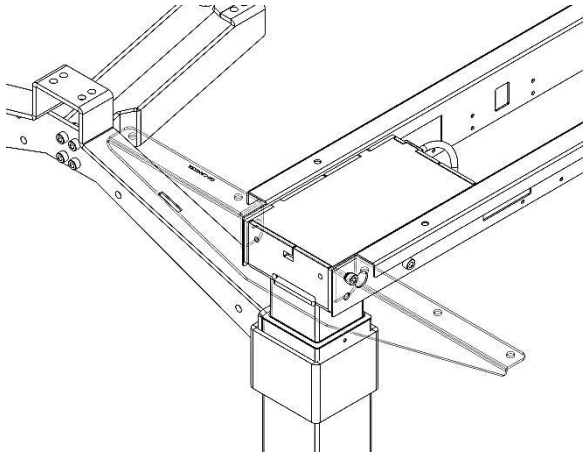
Left hand Column  
Cantilever. 3 holes  
(longer side) faces  
user.



Engage cantilever over  
J-channel screw and  
tighten fully.



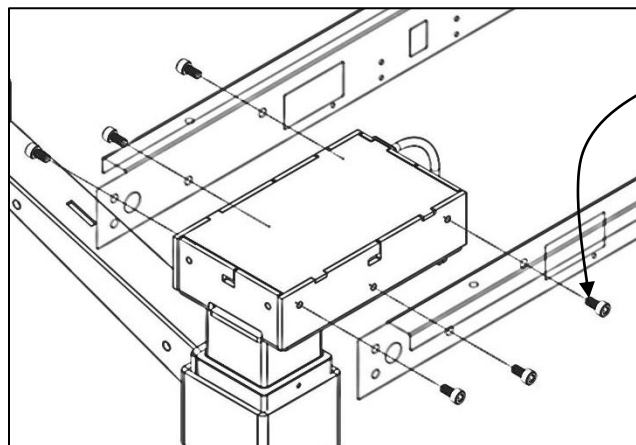
Right  
Cantilever



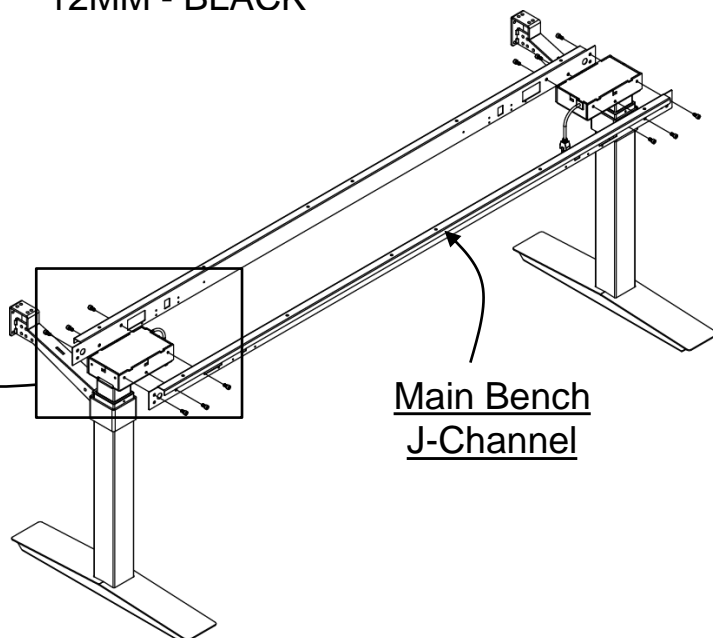
Left  
Cantilever

# Aloft Installation

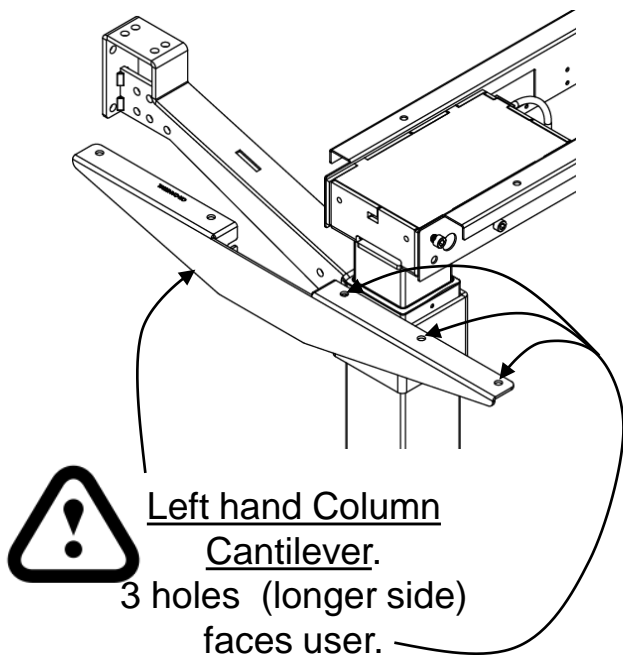
## Single Bench J-Channel Assembly



METRIC M6 X 1 X  
12MM - BLACK

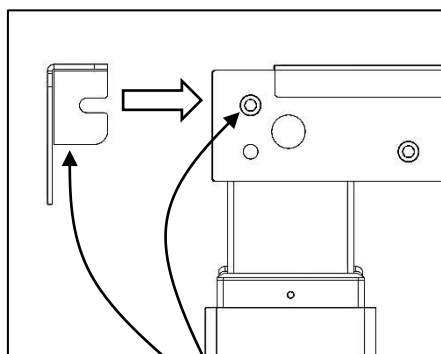


Main Bench  
J-Channel

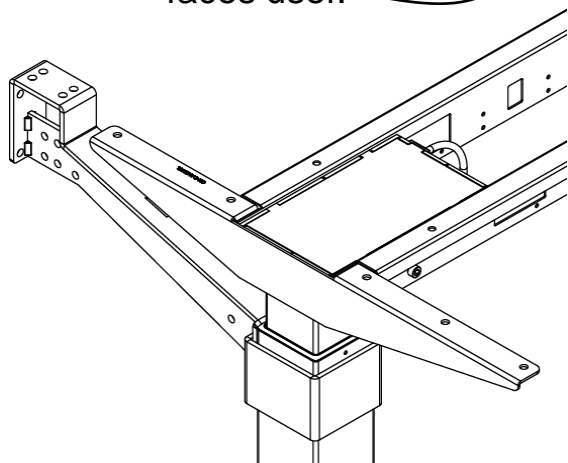


Left hand Column  
Cantilever.

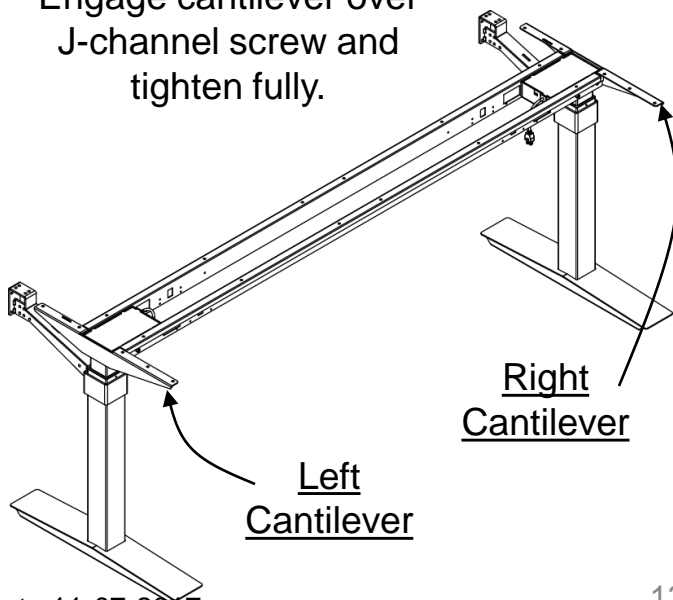
3 holes (longer side)  
faces user.



Engage cantilever over  
J-channel screw and  
tighten fully.



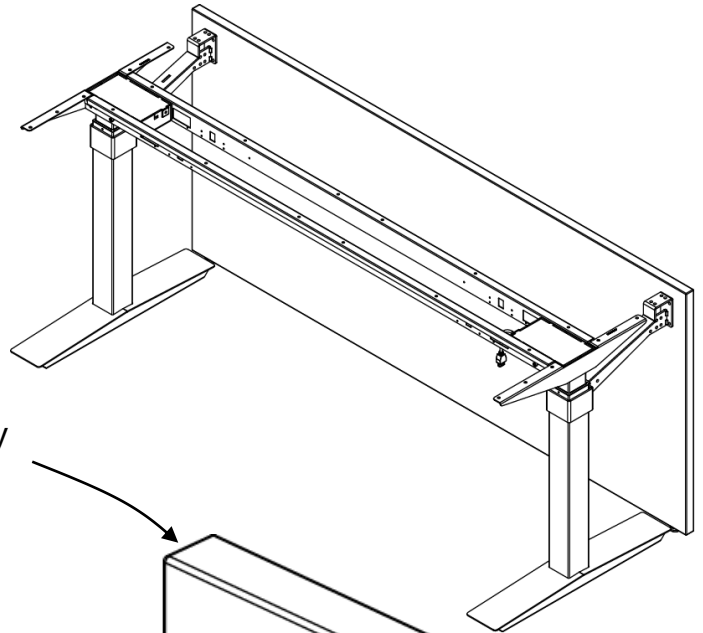
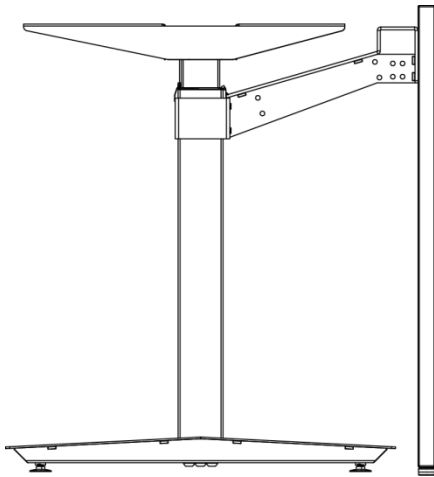
Left  
Cantilever



Right  
Cantilever

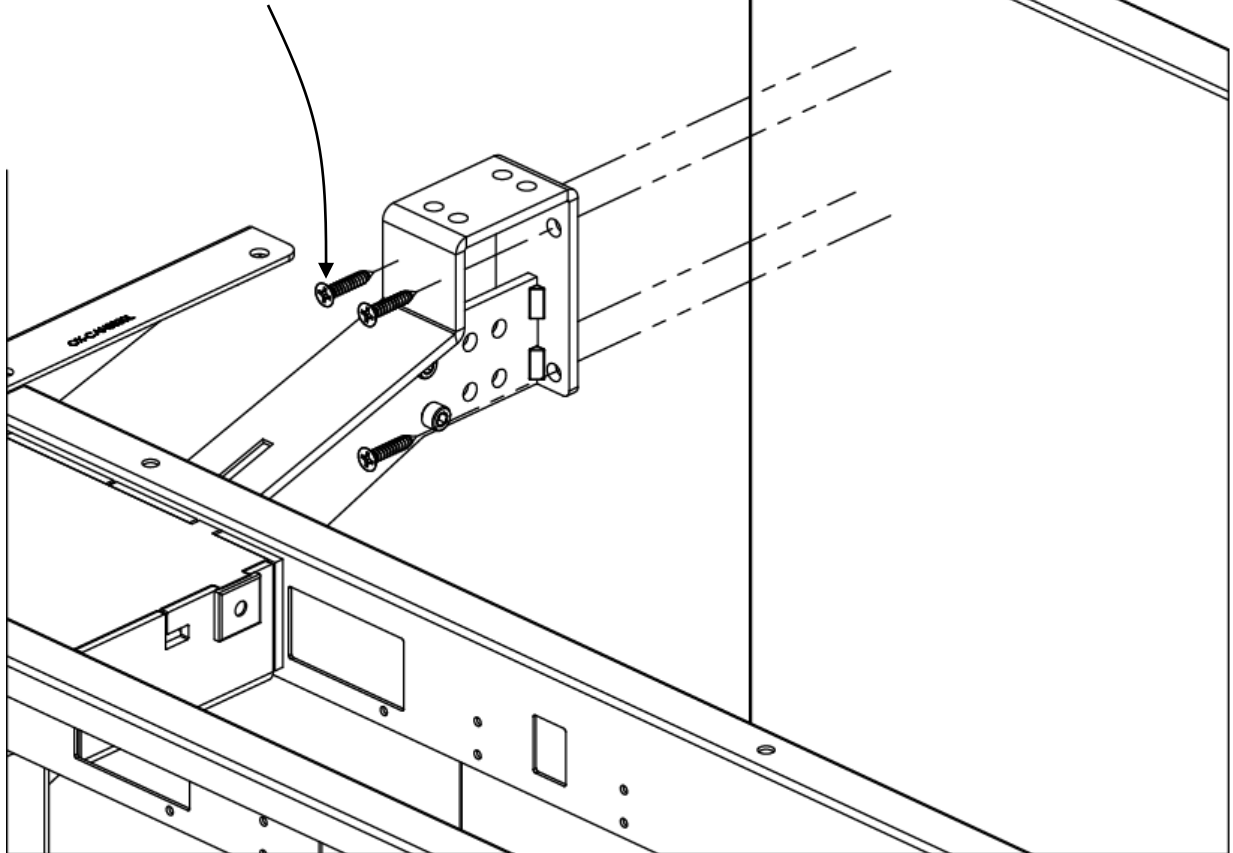
# Aloft Installation

## Single Bench Modesty Installation

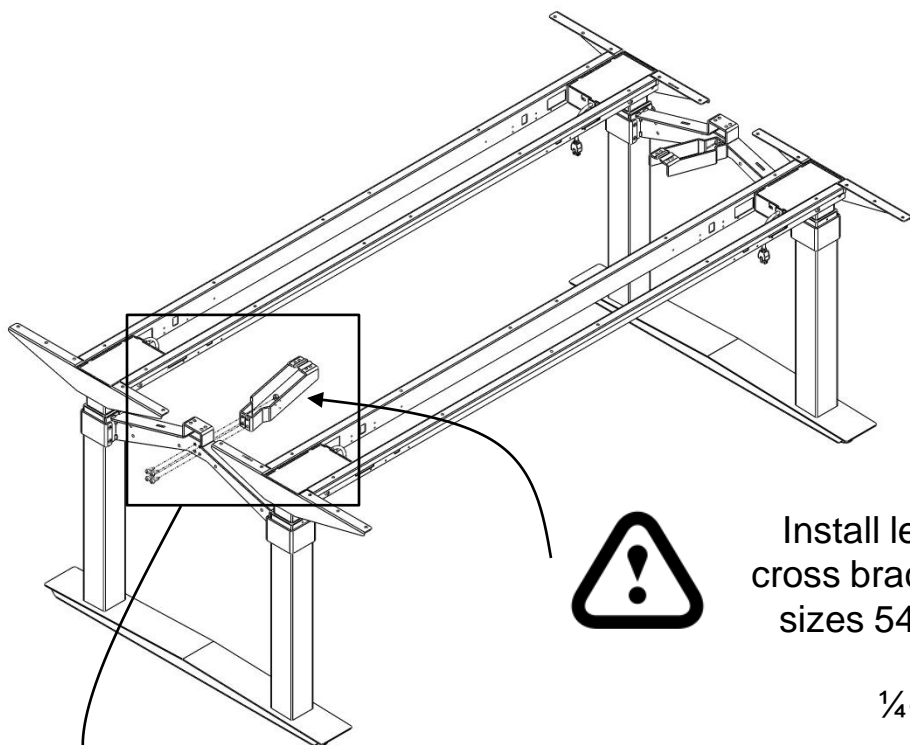


Modesty  
Panel

Flat Head Wood Screw  
#9 x 7/8" long Phillips  
Drive #2, silver, 8 places

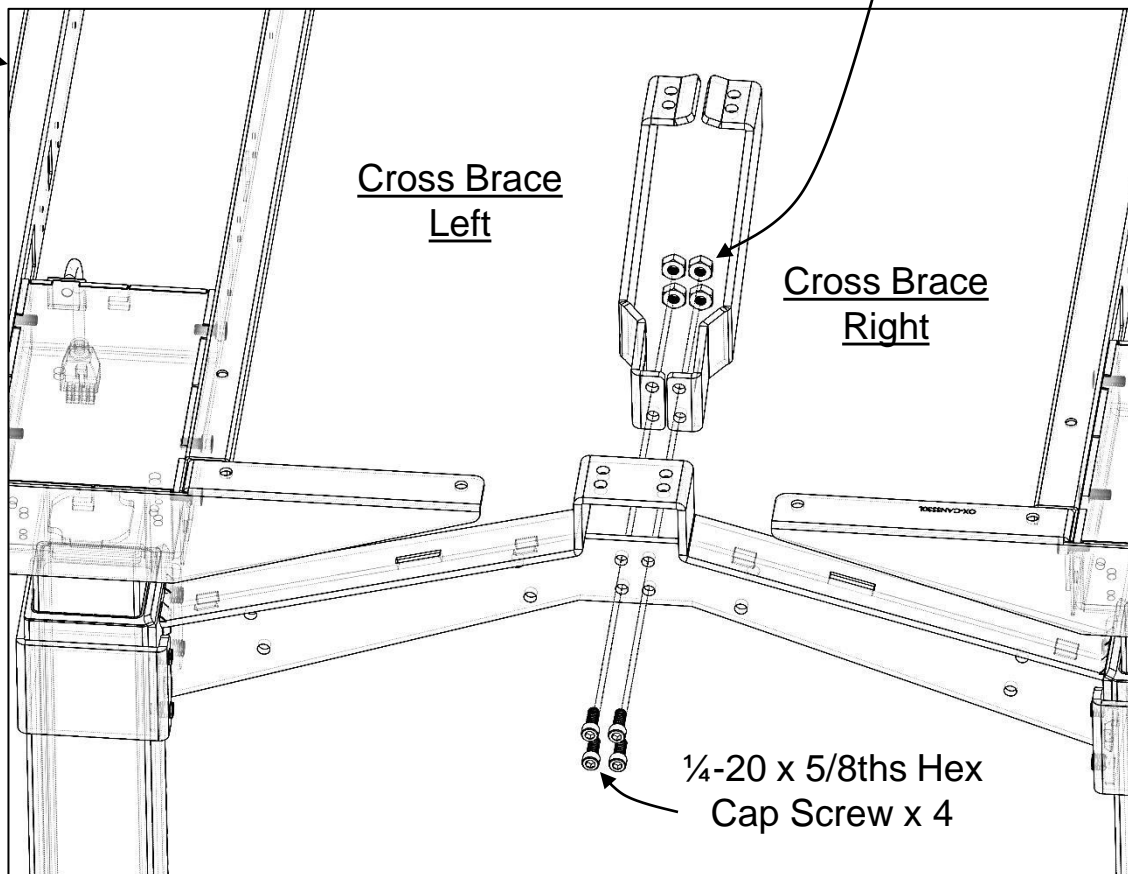




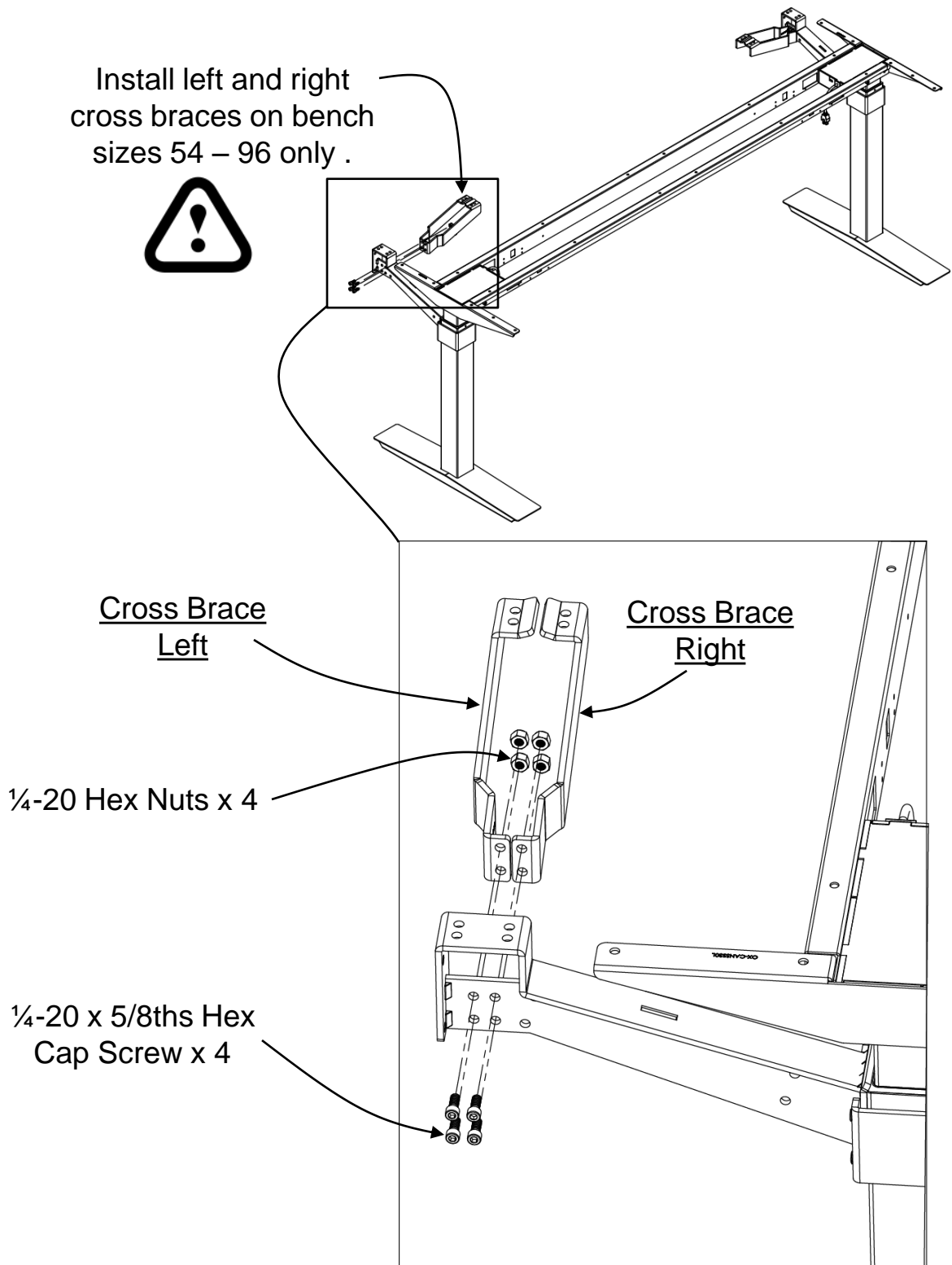


Install left and right cross braces on bench sizes 54 – 96 only .

$\frac{1}{4}$ -20 Hex Nuts x 4

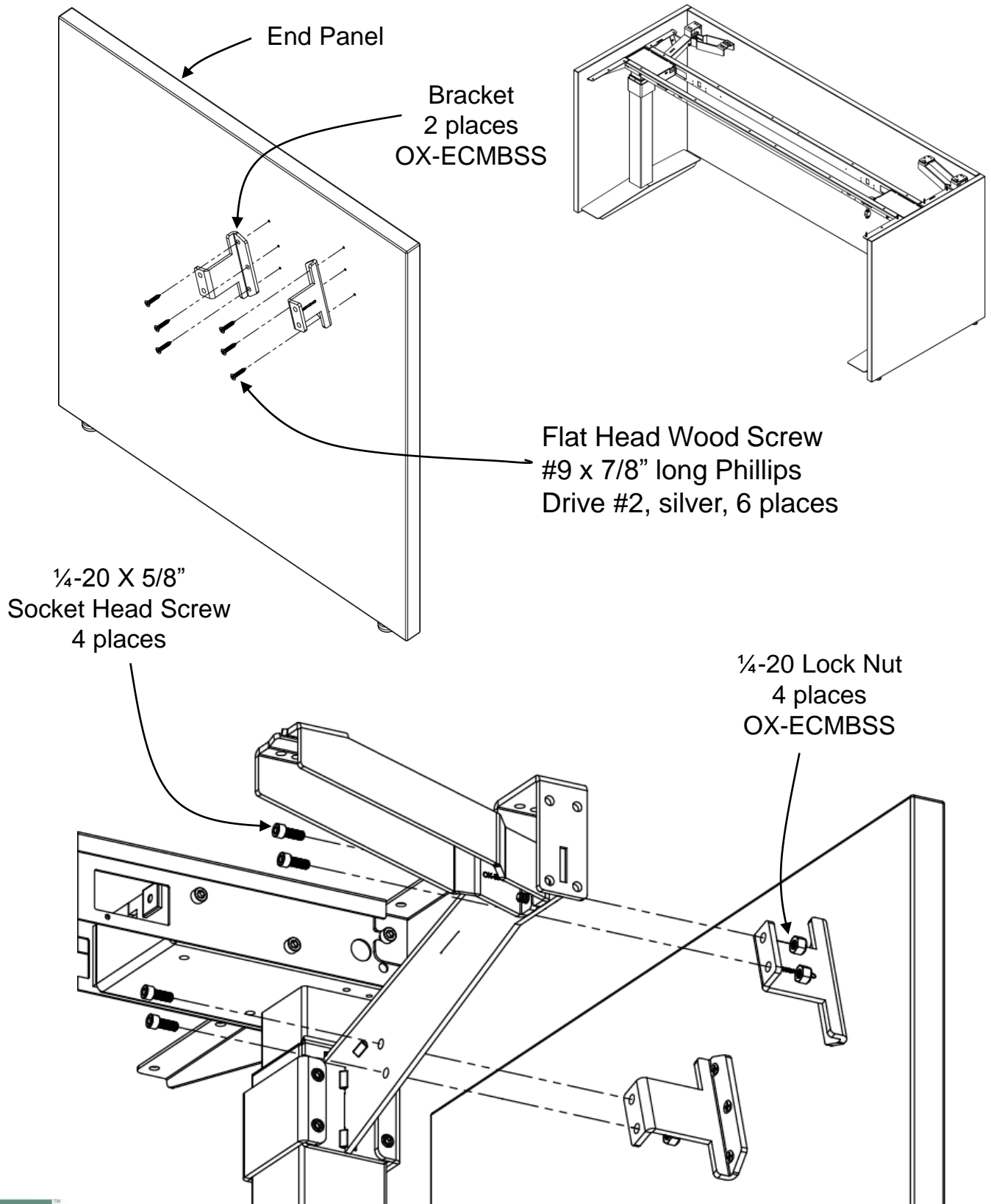


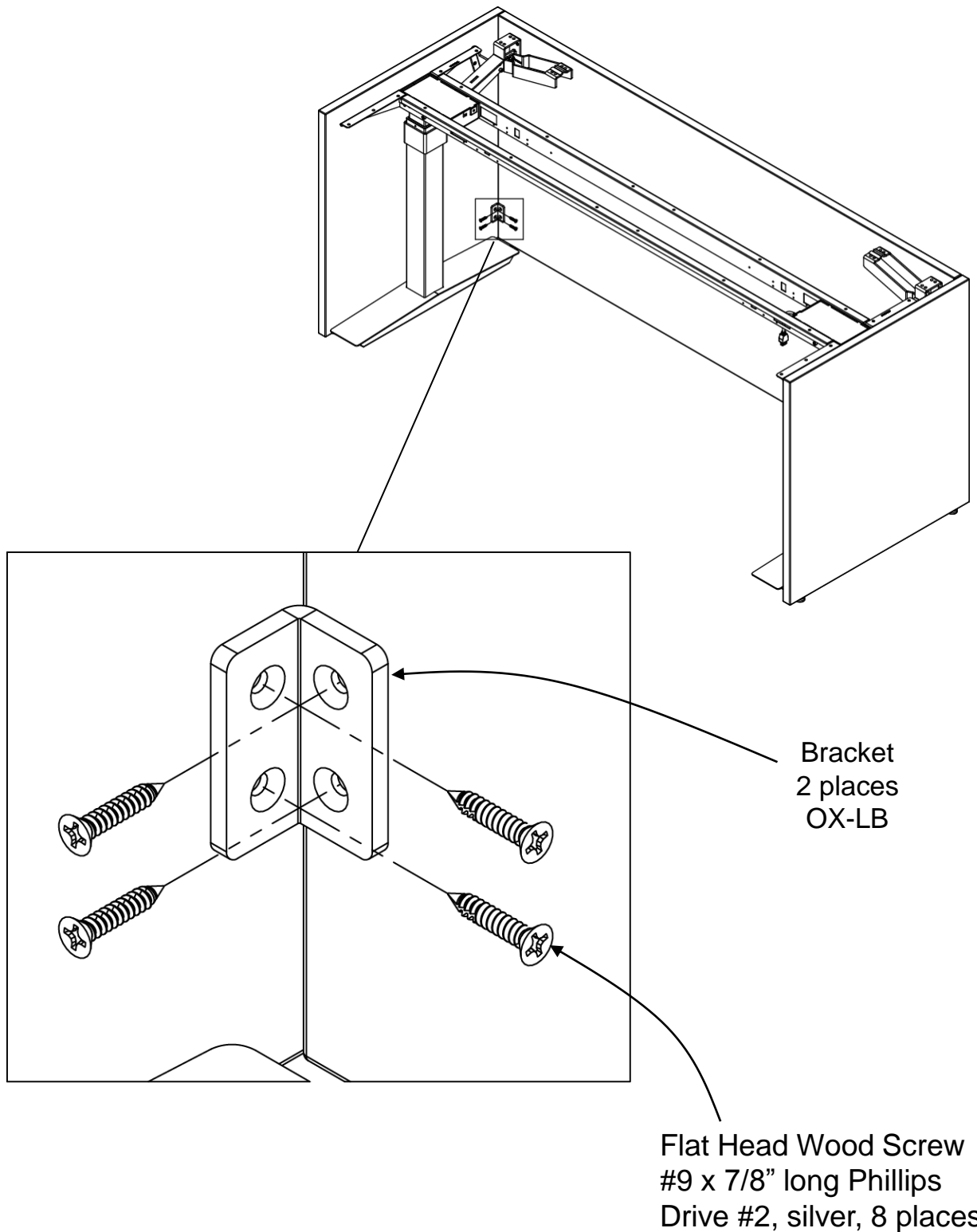




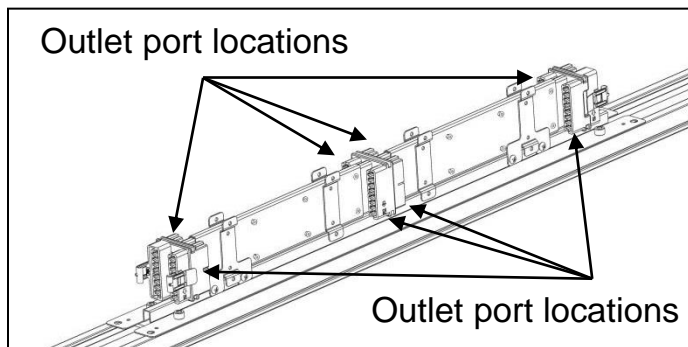
# Aloft Installation

## Single Bench End Panel Installation





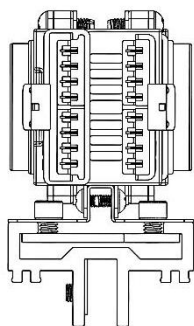
# Aloft Installation



## Outlet & Powerway Cover Installation

36w – 96w Powered Spine Beam  
Assembly  
(Shown on floor upside down)

10-24 x 5/8" Pan Head  
Machine Screw with thread  
cutting tip, 1 per outlet in  
bottom hole



Insert numbered outlets  
per plan, engaging left  
or right as shown. Then  
screw outlets to  
powerway to secure.

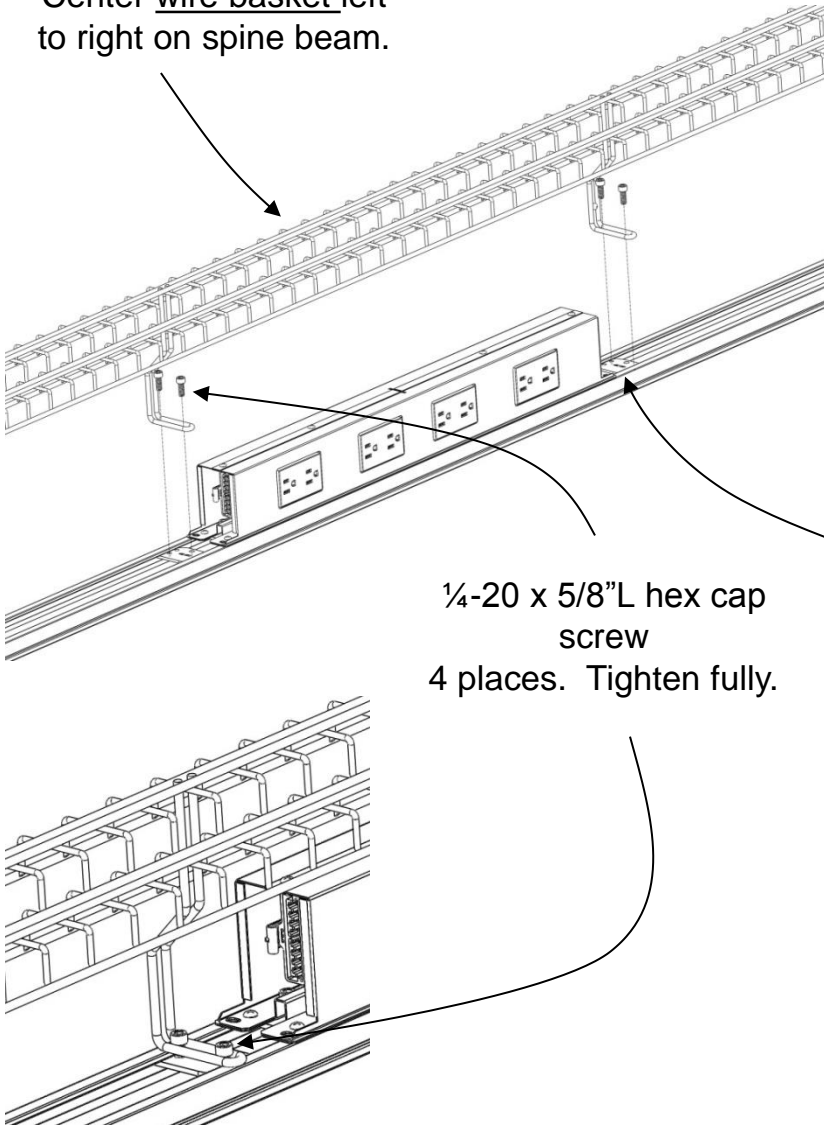
Pan head machine  
screw 8-32 x 3/8" long  
thread rolling tip  
8 places



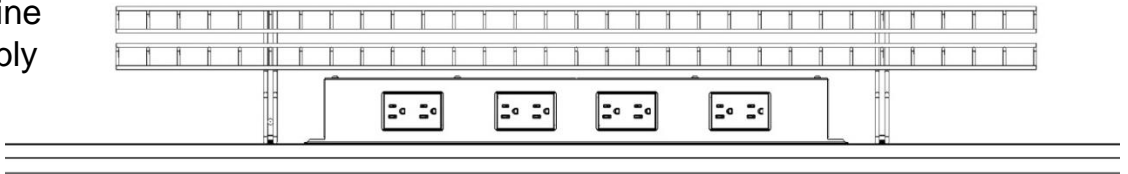
Note: Overlap  
flanges such that  
small holes are  
"behind" big holes.

# Aloft Installation

Center wire basket left  
to right on spine beam.

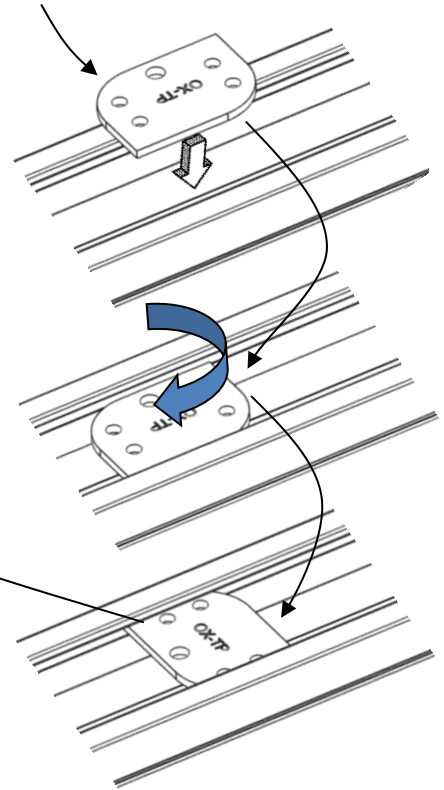


36w - 96w spine  
beam assembly



# Wire Basket Installation

Twist plate

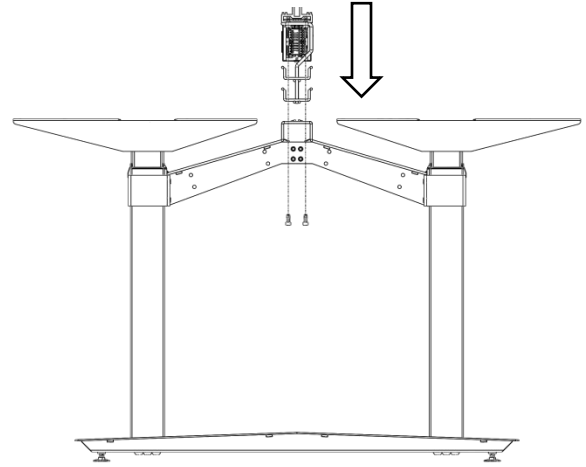
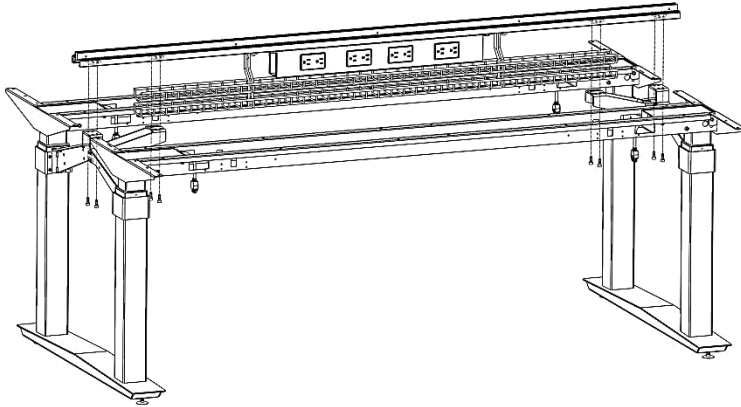




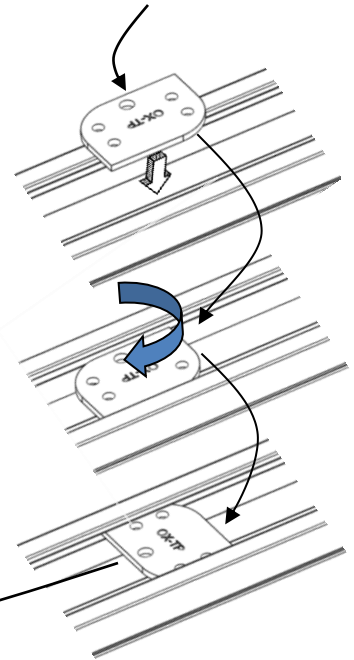
# Aloft Installation

## Double Bench Spine Beam Assembly

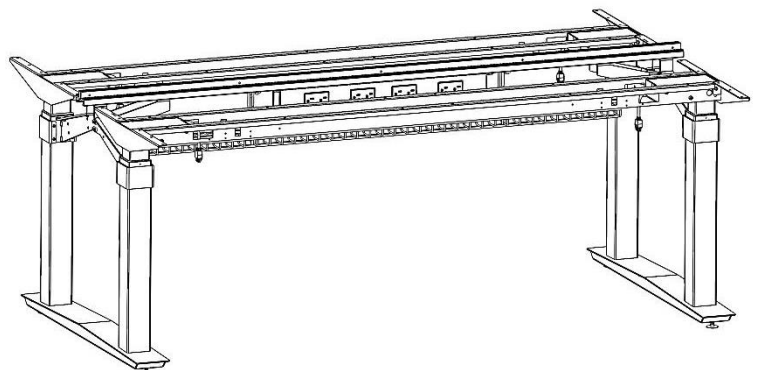
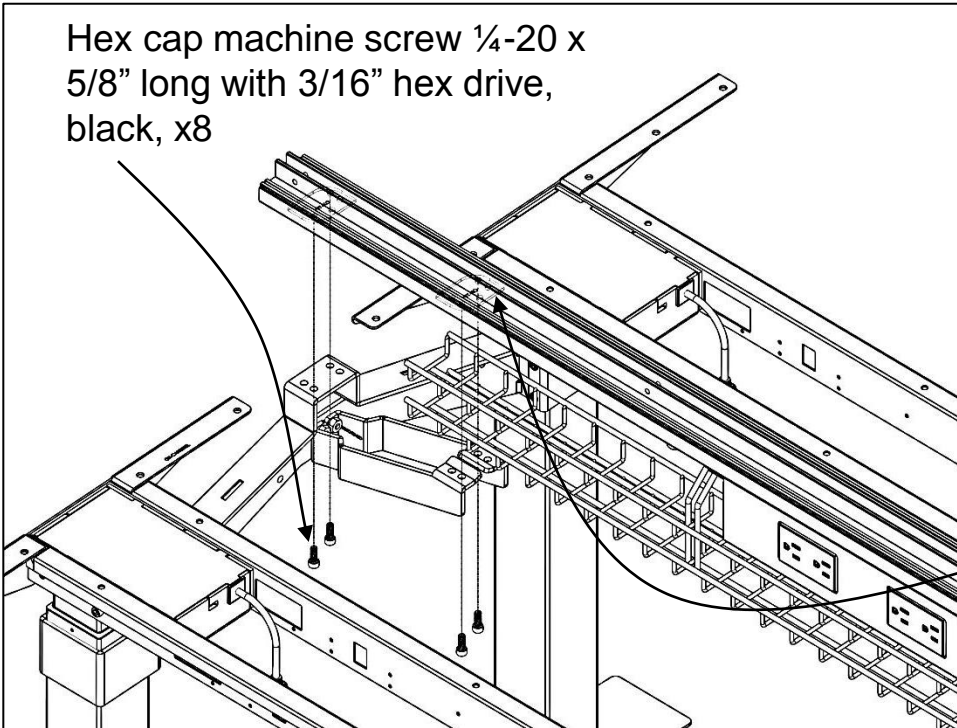
Center spine beam assembly on Aloft base assembly.



### Twist plate

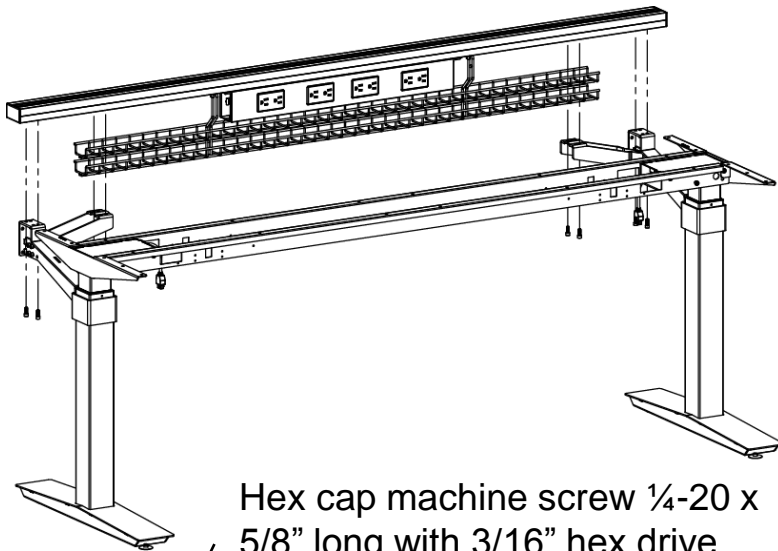


Hex cap machine screw  $\frac{1}{4}$ -20 x  $\frac{5}{8}$ " long with  $\frac{3}{16}$ " hex drive, black, x8

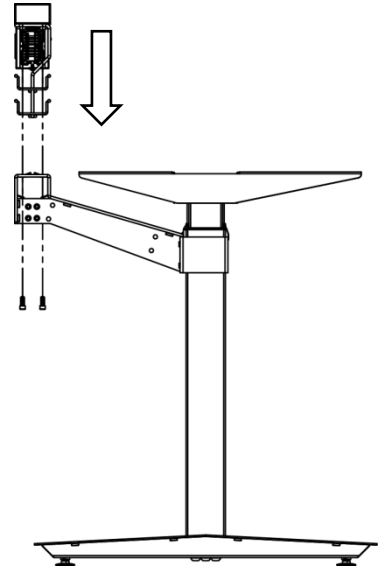


# Aloft Installation

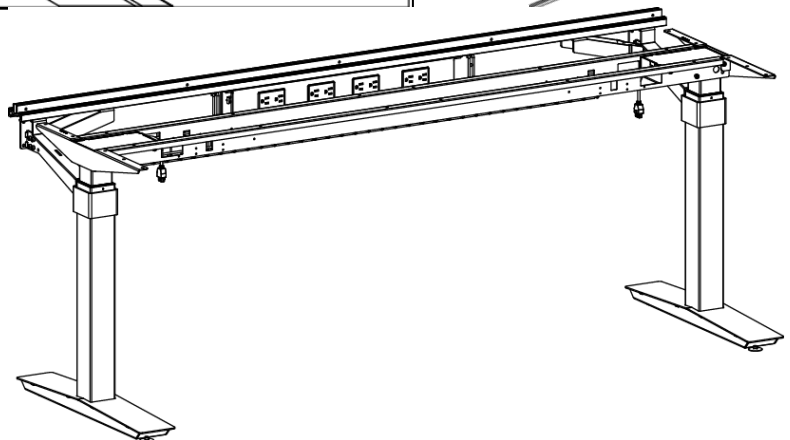
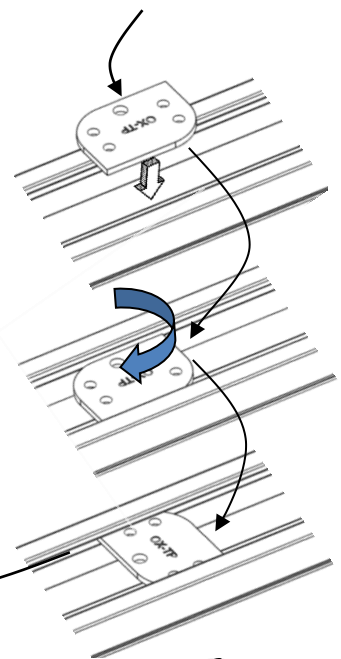
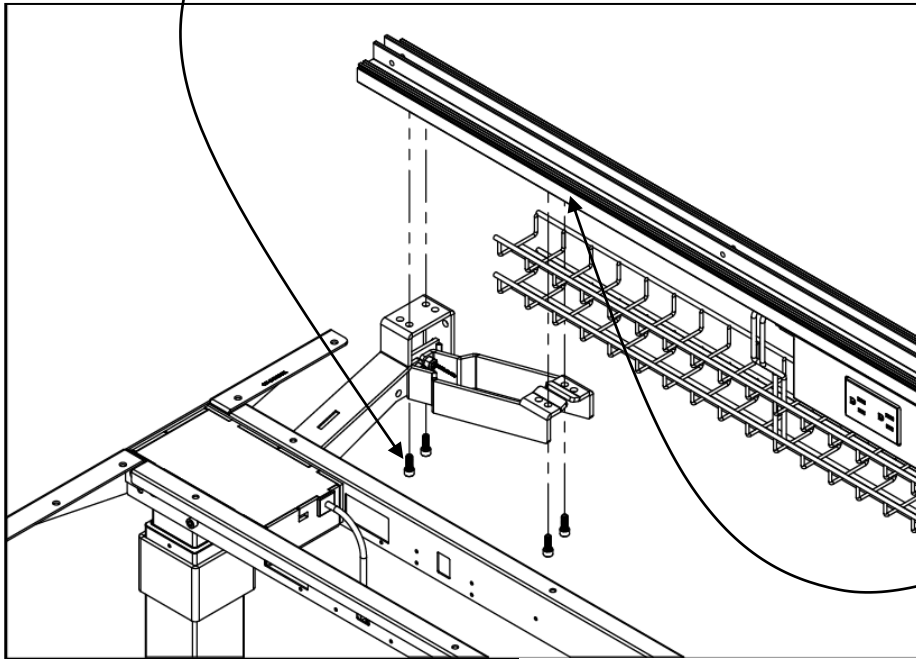
## Single Bench Spine Beam Assembly



Hex cap machine screw  $\frac{1}{4}$ -20 x  $\frac{5}{8}$ " long with  $\frac{3}{16}$ " hex drive, black, x8



Twist plate





# Aloft Installation

## Double Bench Worksurface Installation

Center worksurface  
left to right on base.  
Leave surface 1 inch  
from spine beam.

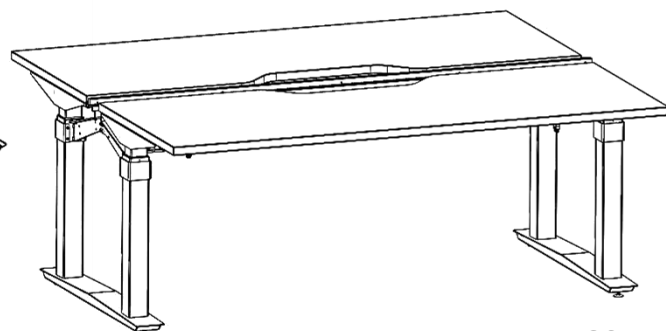
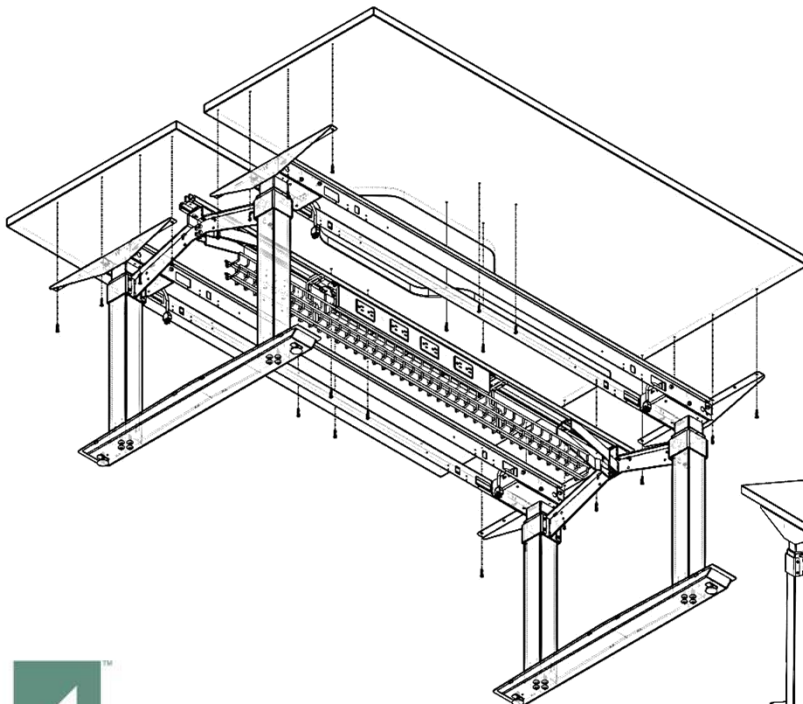
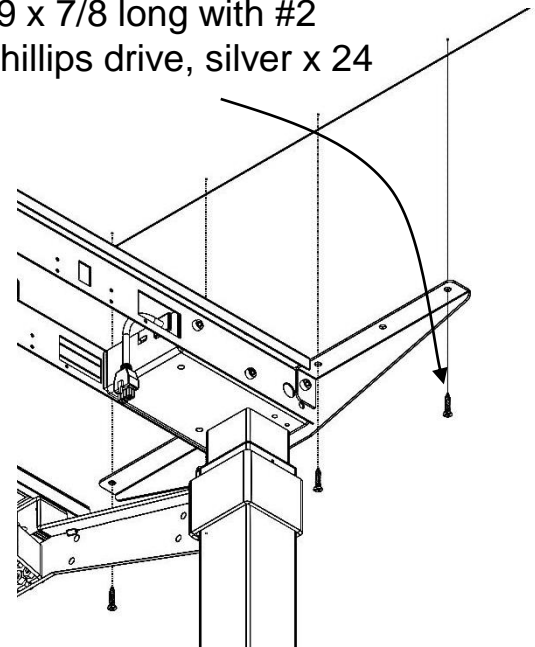
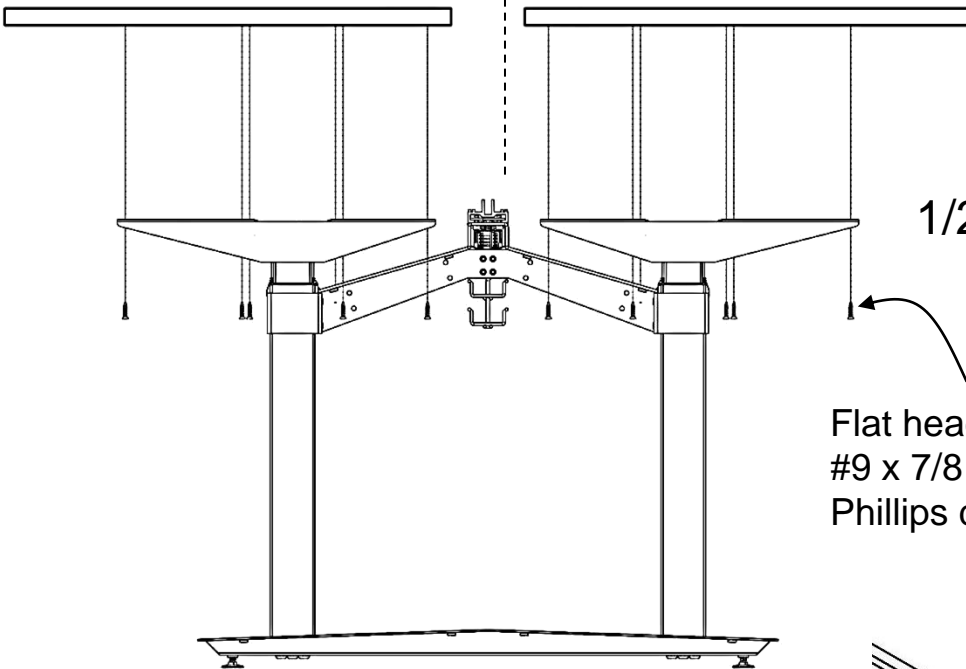
Top view

1 inch

1 inch

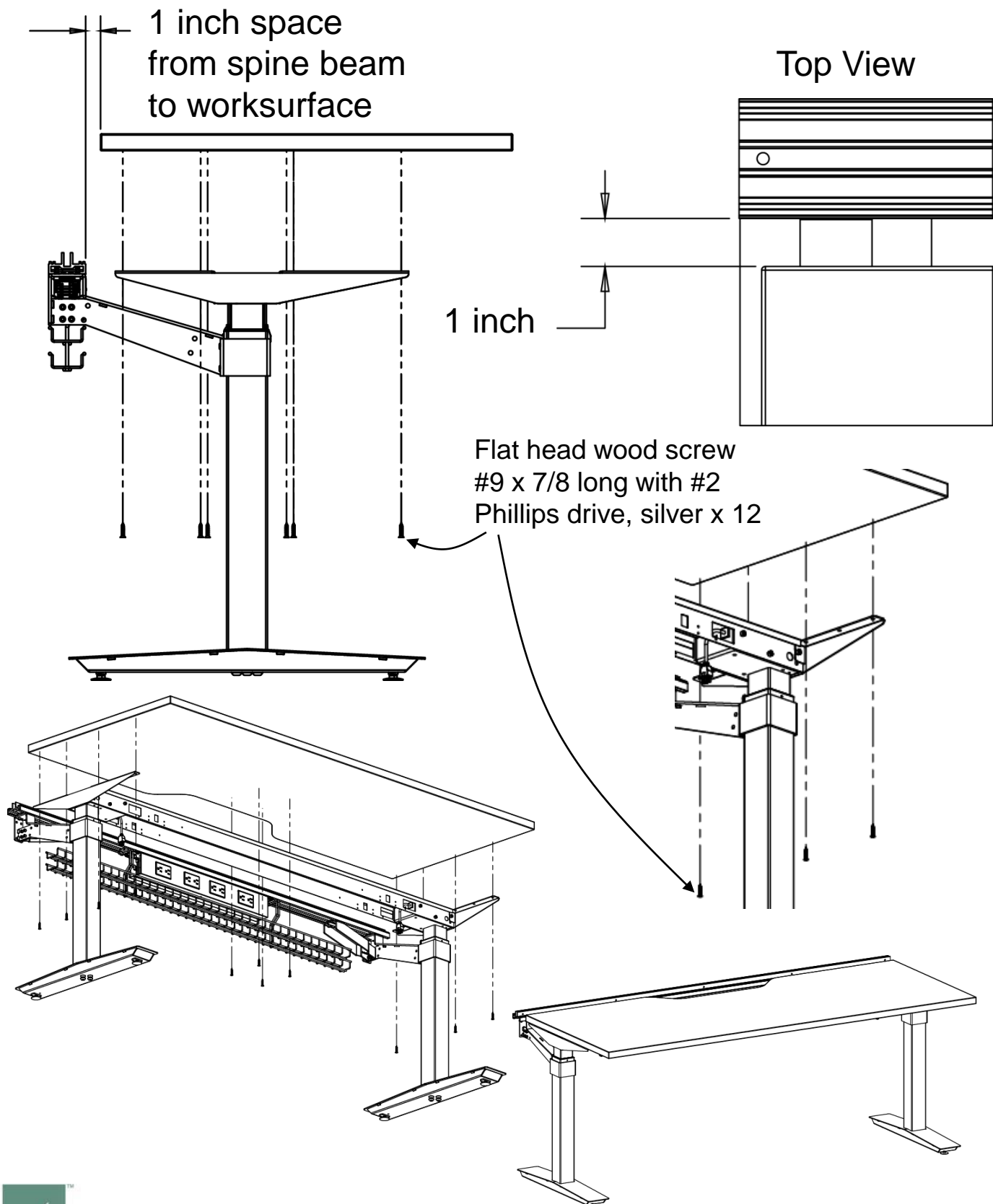
1/2 inch

Flat head wood screw  
#9 x 7/8 long with #2  
Phillips drive, silver x 24



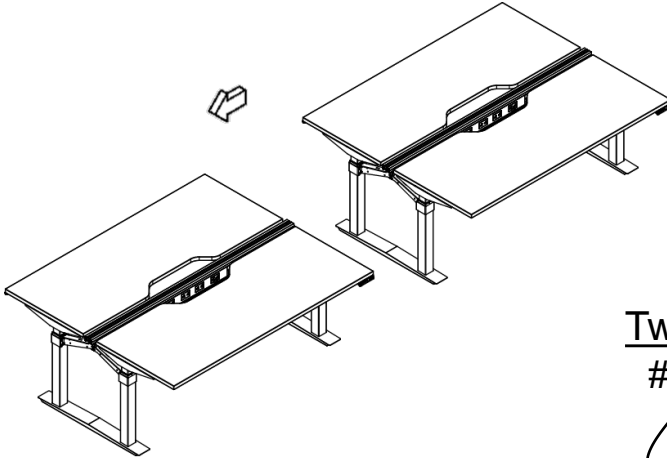
# Aloft Installation

## Single Bench Worksurface Installation

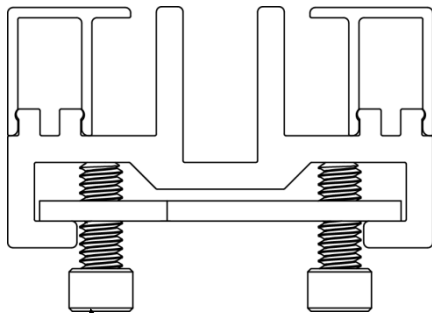


# Aloft Installation

## Double Bench Installation Ganging Benches

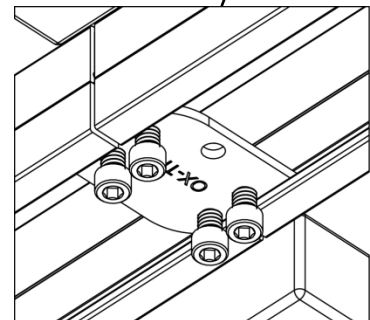
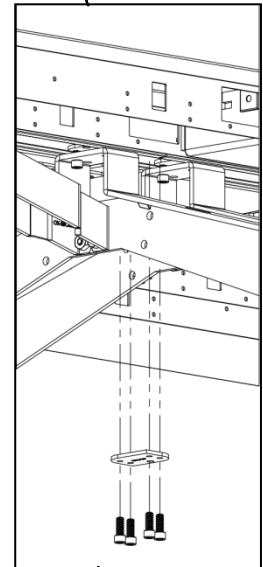
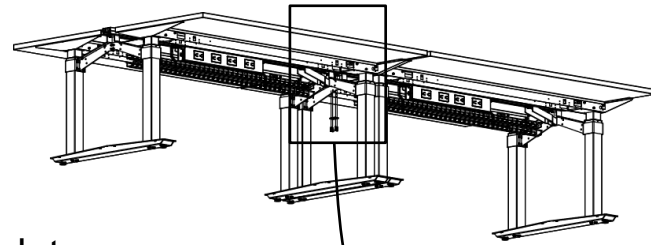
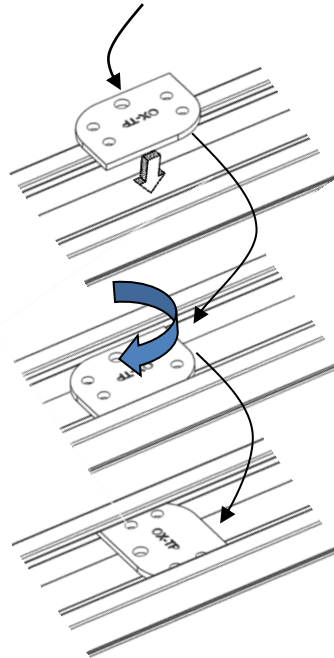


Powered benches **MUST**  
be bolted together as  
shown to meet National  
Electric Codes



1/4-20 x 5/8 long  
Socket Head Screw  
4 places, fully tighten  
3/16 Hex drive, Black

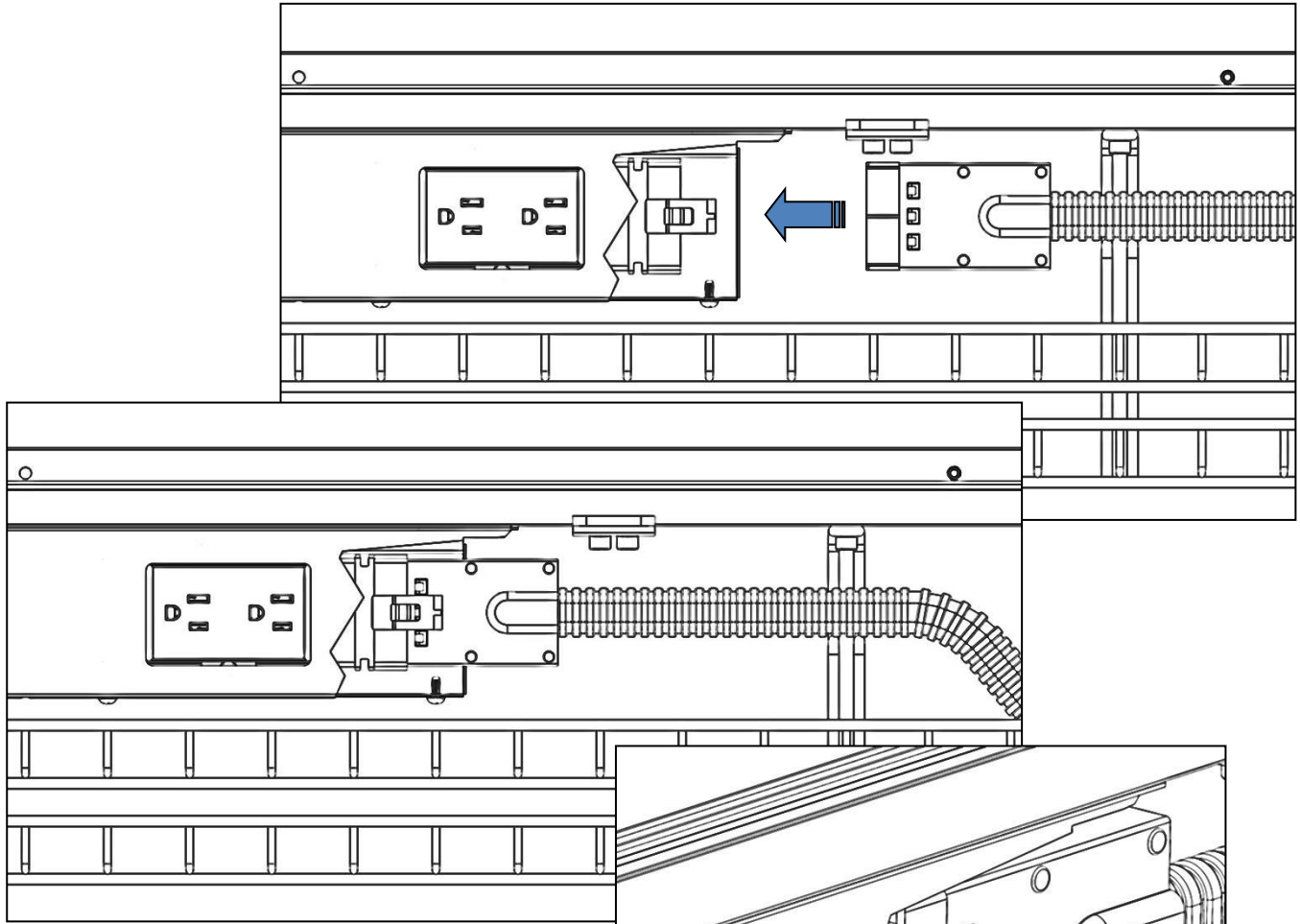
Twist plate  
#OX-TP



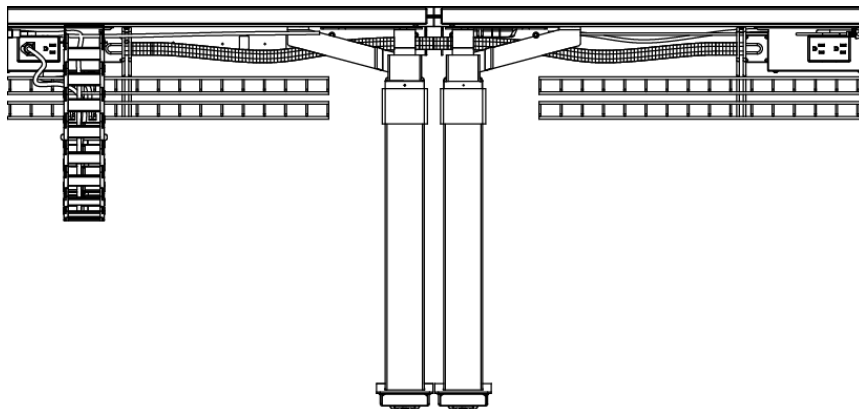
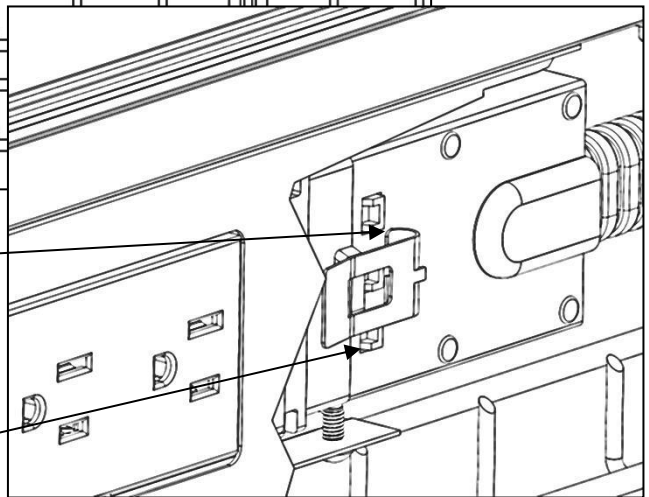
- Insert twist plate into spine beams as shown and fully tighten 4 screws

# Aloft Installation

## Jumper Installation

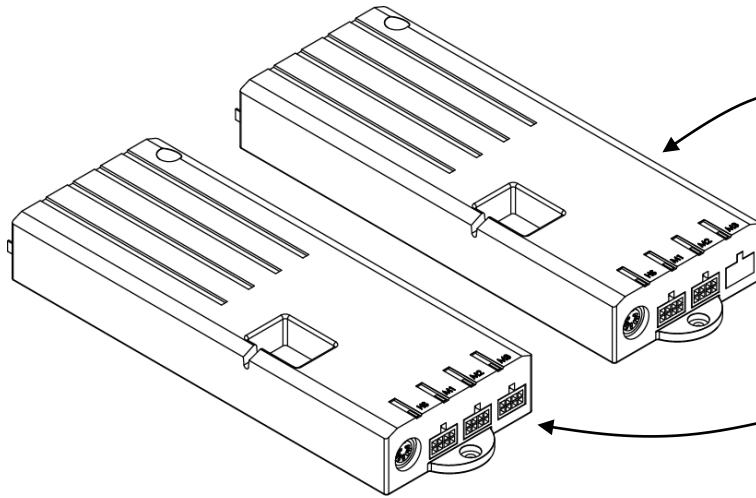


Locking clip  
on powerway  
**MUST** be present and  
engaged  
behind wedges  
on jumper.

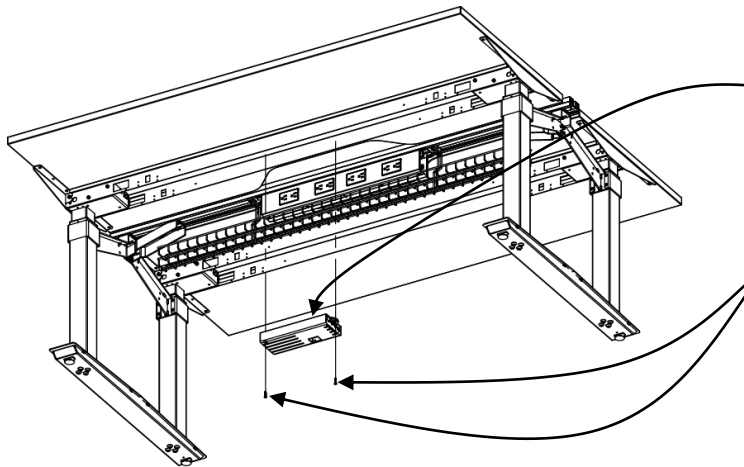


# Aloft Installation

## Double Bench Motor Controller Installation - Two Leg Configuration



- For 2 leg configurations:  
Use a 2-Input Control Box
- For 3 leg configurations:  
Use a 3-Input Control Box

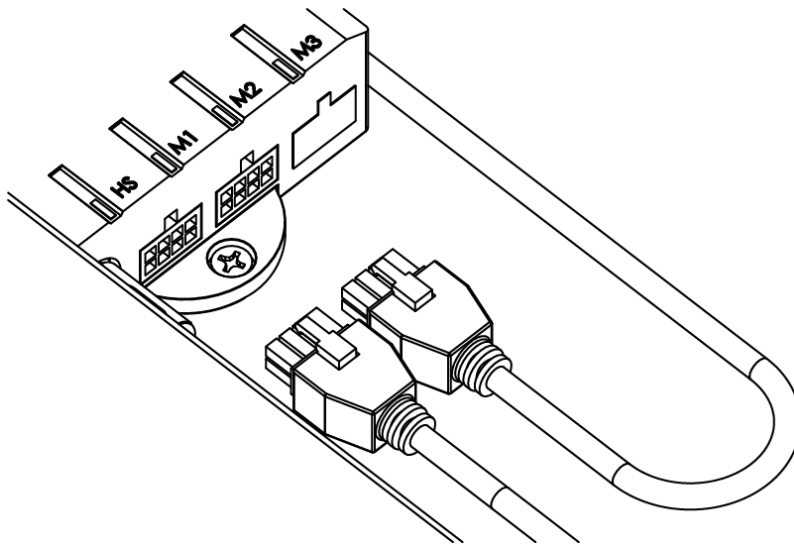
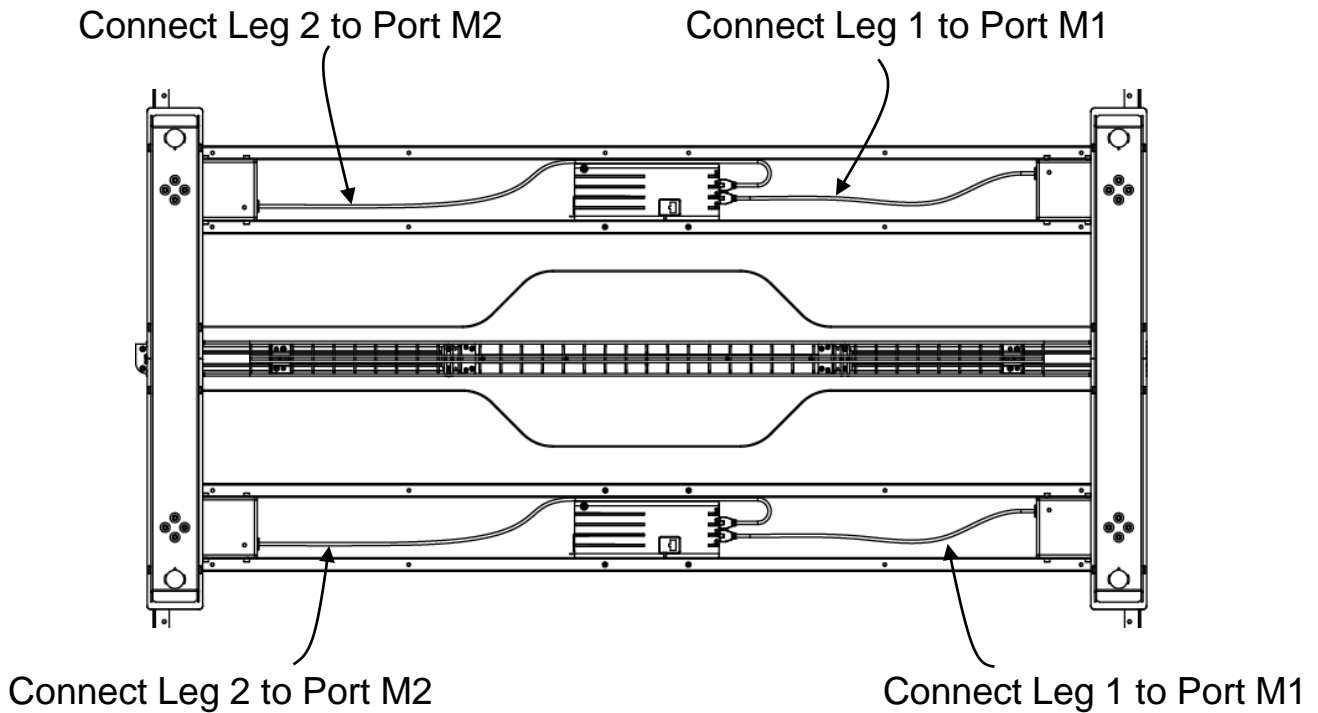


2-Input Control Box  
Mounted between J-Channels  
2 places

#10 x 1" long  
Flat head sheet metal screw  
#2 Philips drive, zinc plated steel  
4 places, tighten fully

# Aloft Installation

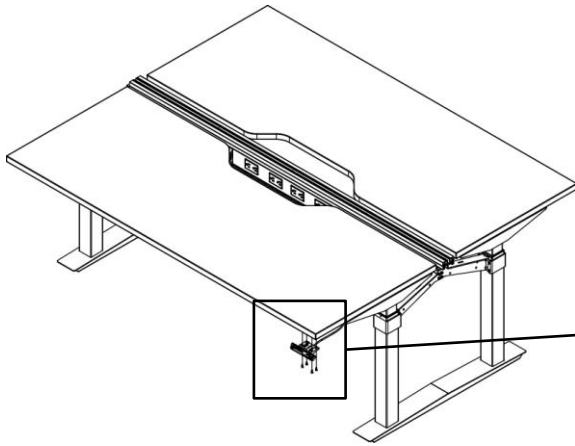
## Double Bench Motor Controller Installation - Two Leg Configuration





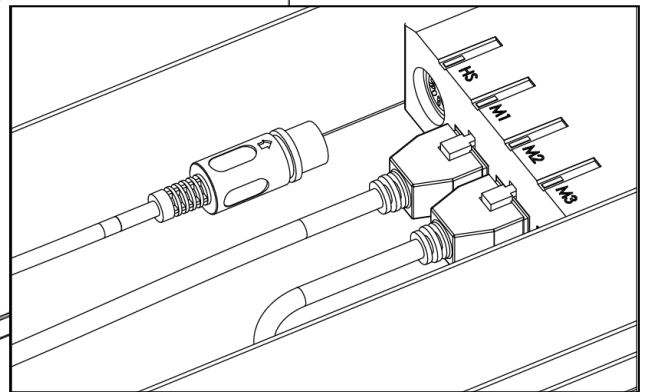
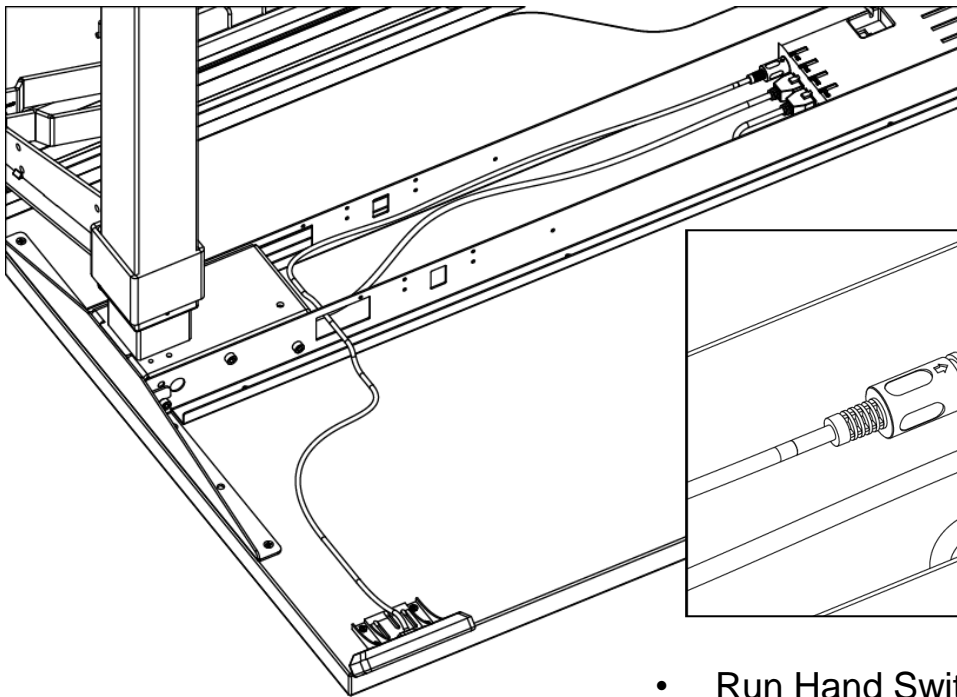
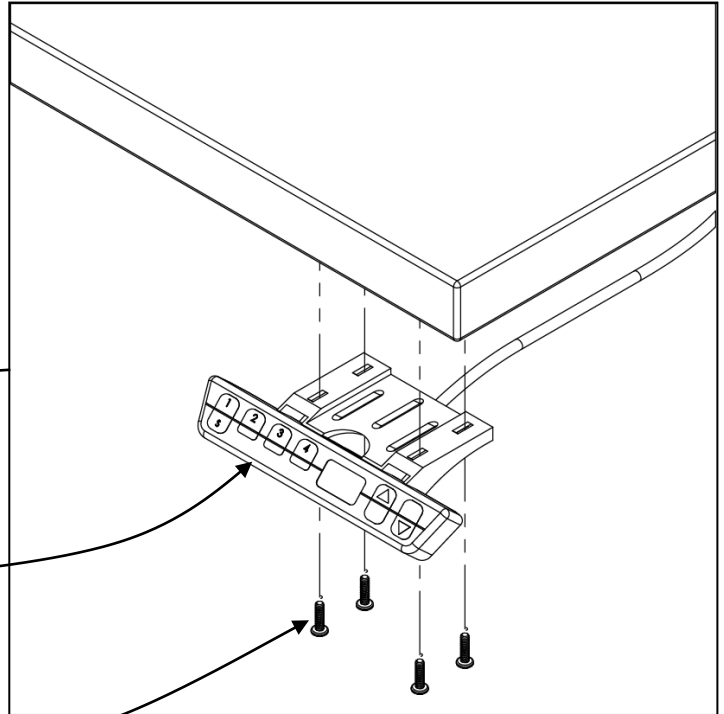
# Aloft Installation

## Double Bench Hand Switch Installation



Programmable Hand Switch  
2 places

#6 x 1/2" long  
Pan Head Screw  
#2 Philips drive, 8 places

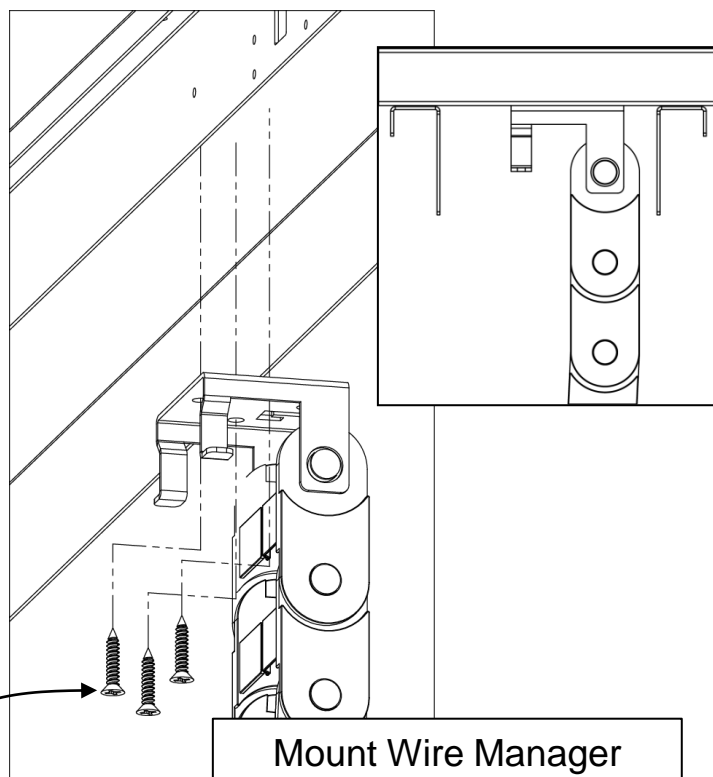
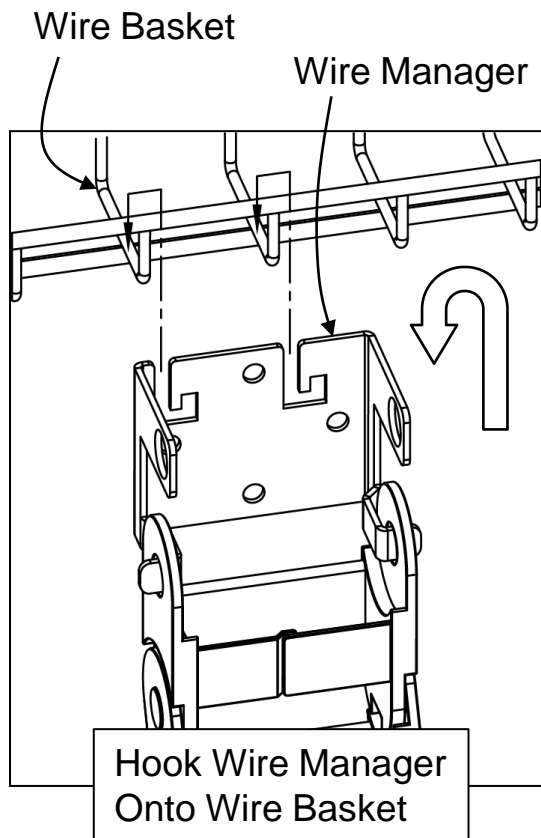
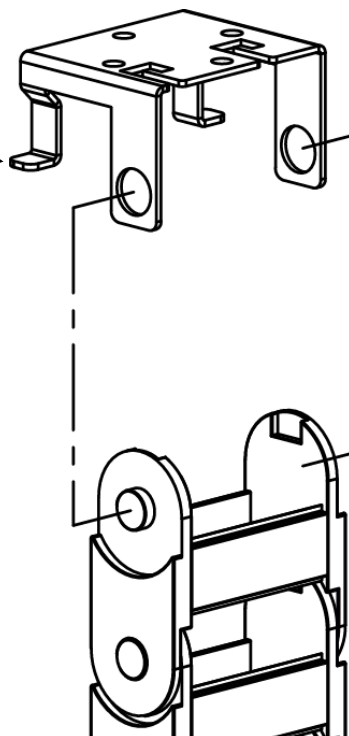
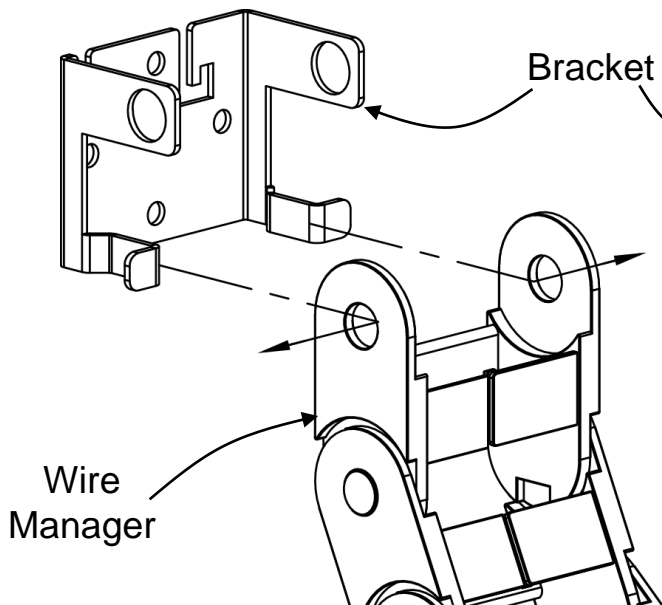


- Run Hand Switch Connector through hole in J-Channel
- Plug Connector into Port HS

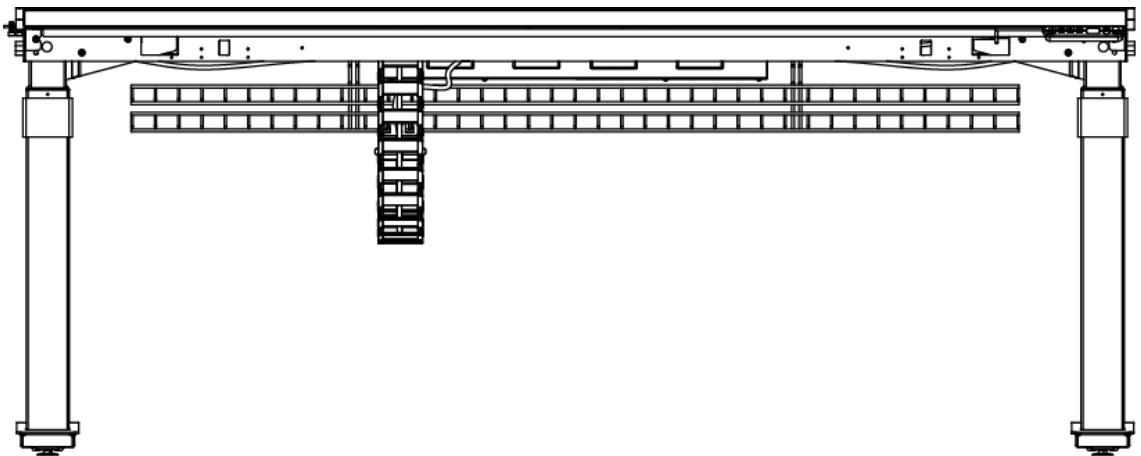
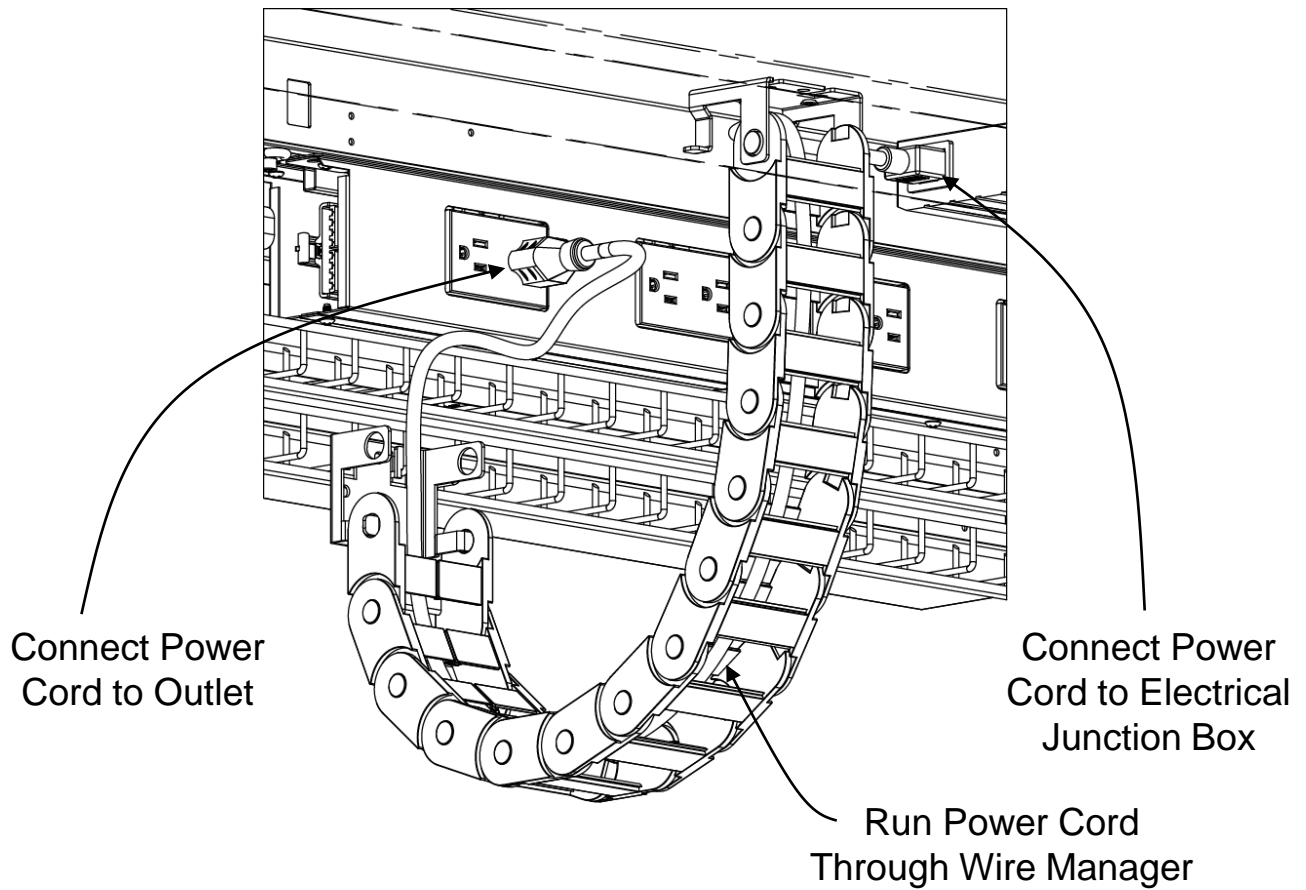


# Aloft Installation

## Wire Manager Installation

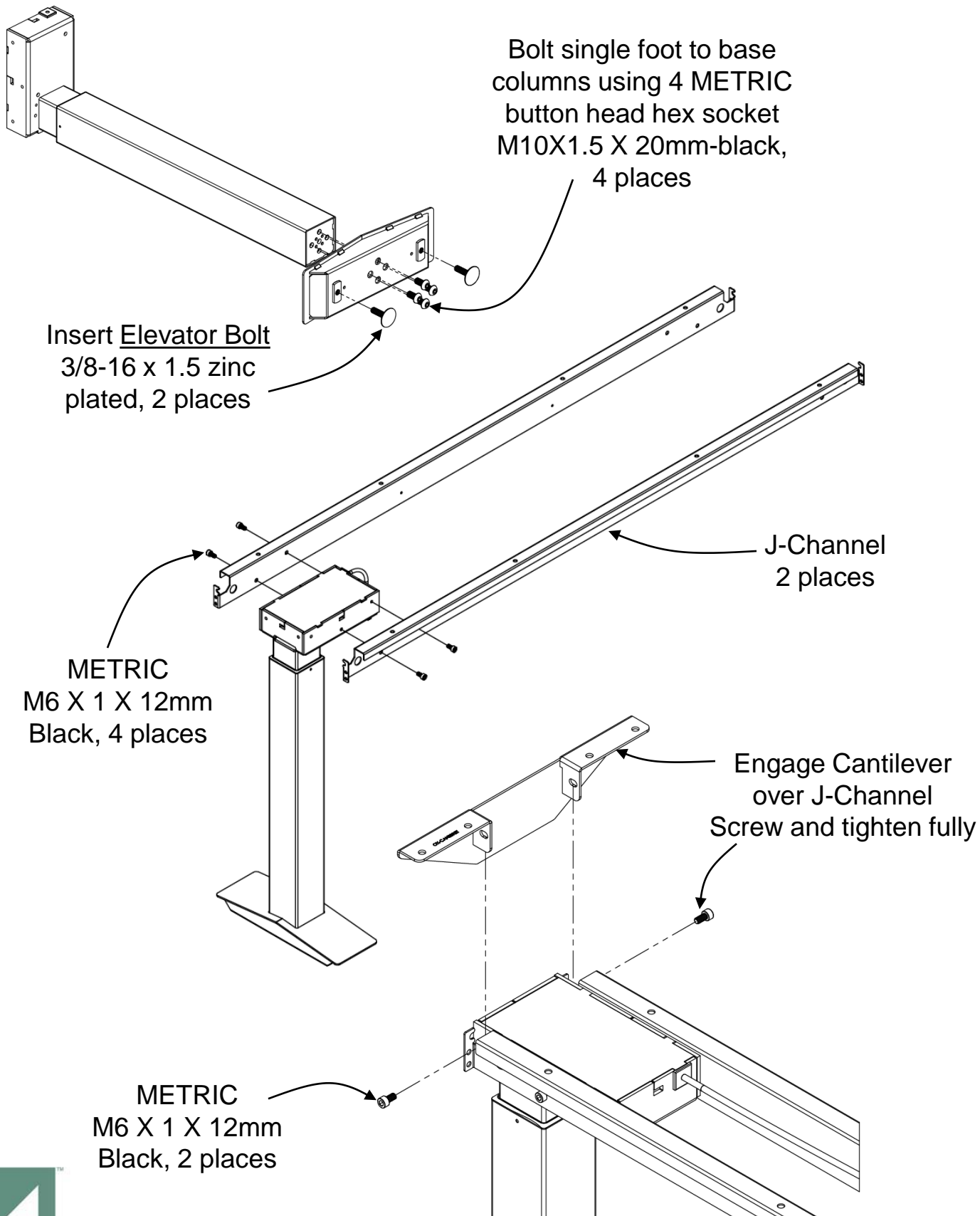


#10 x 1" long  
Flat head sheet metal screw  
#2 Philips drive, 6 places



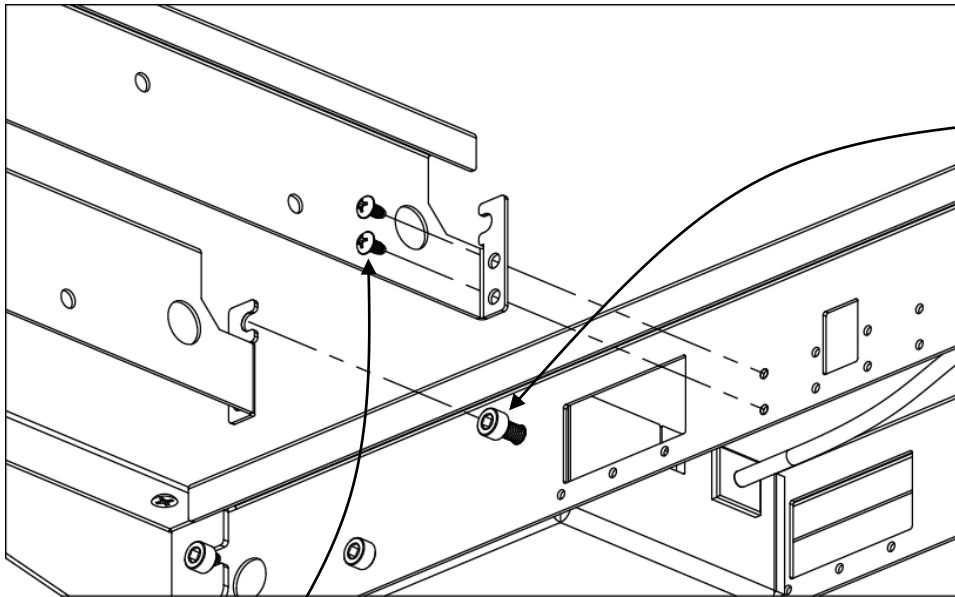
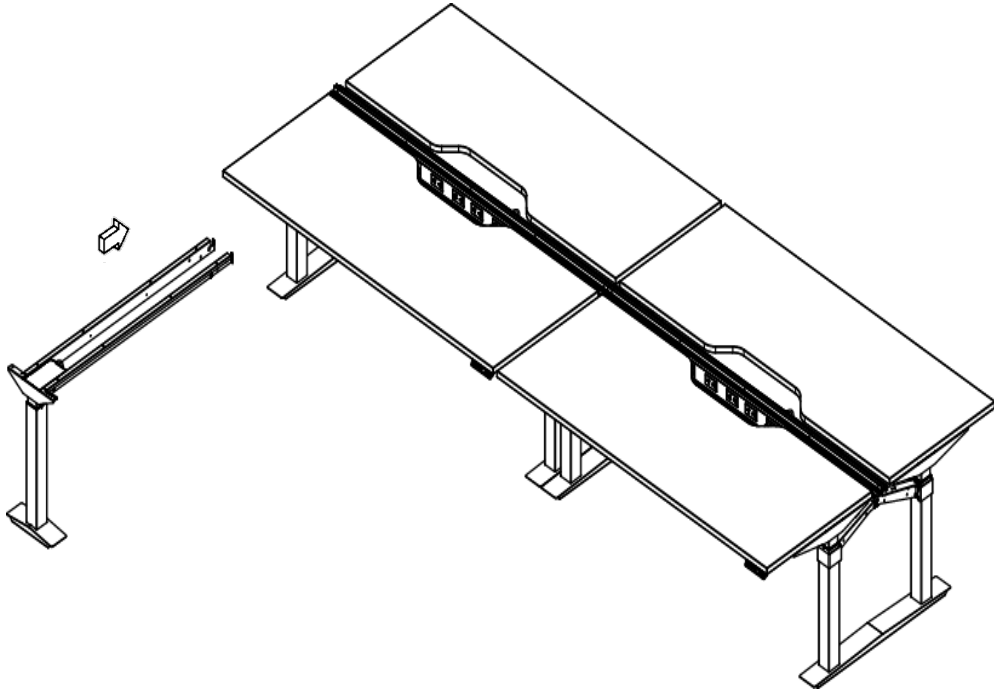
# Aloft Installation

## Return Installation



# Aloft Installation

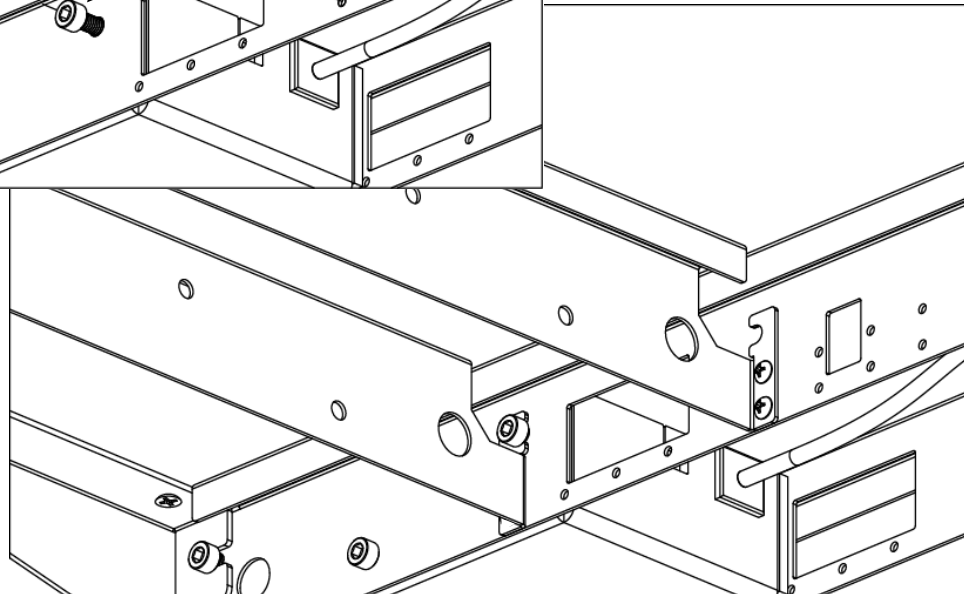
# Return Installation



#8-32 X 3/8"  
Pan Head Screw  
Philips Drive #2  
2 places

## For 18" deep returns:

- Loosen screw shown
- Slide return rail between screw head and J-Channel
- Tighten fully

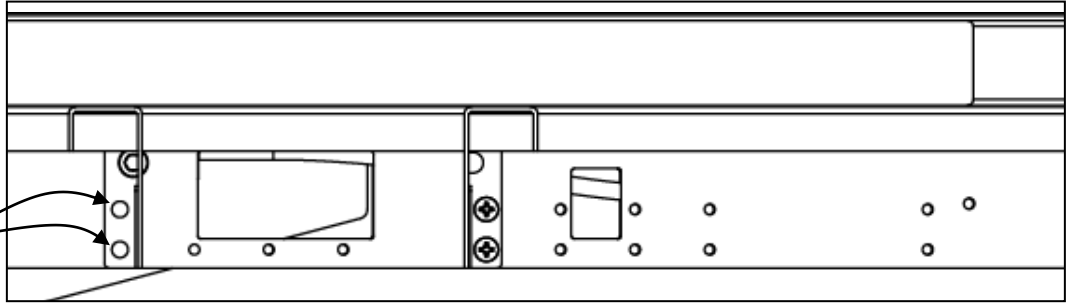


# Aloft Installation

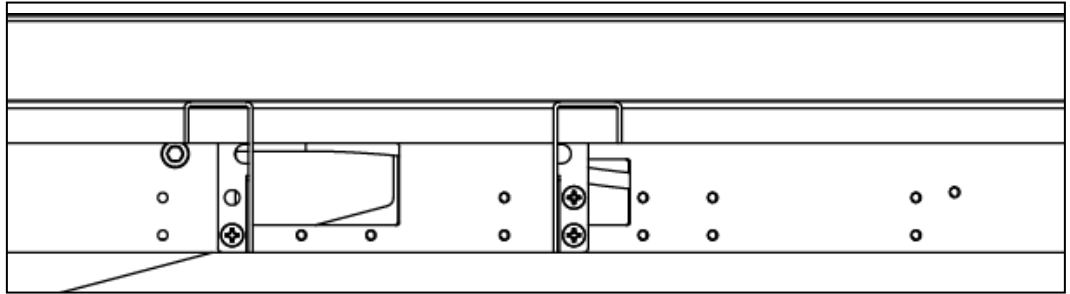
## Return Installation

### 18" Deep Return

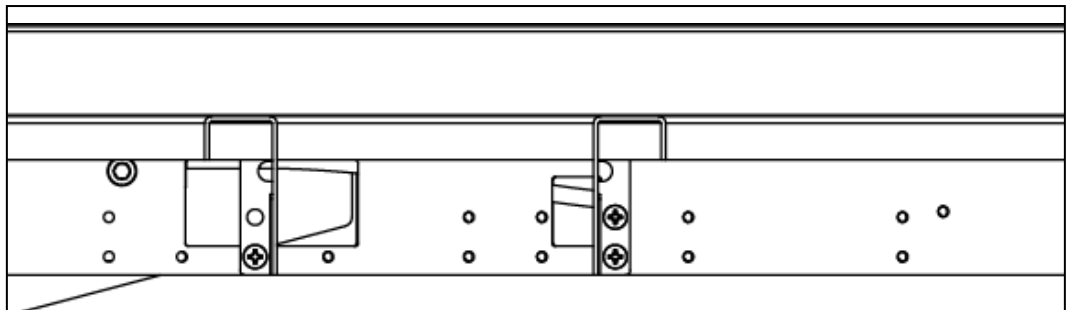
To prevent damage to control box, do not install any screws into these locations



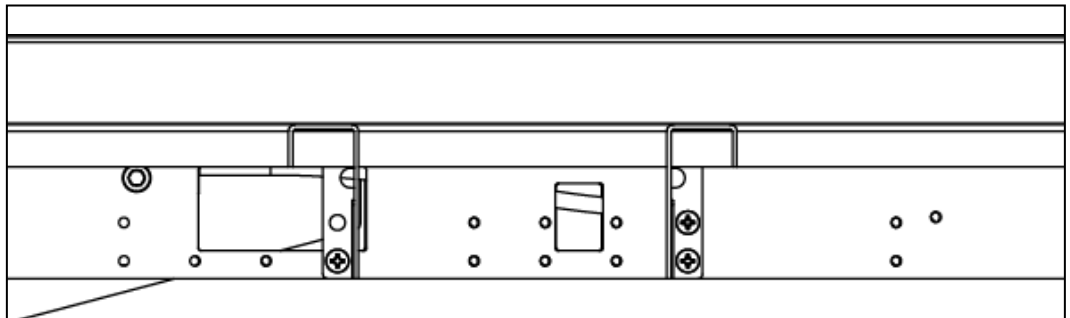
### 20" Deep Return



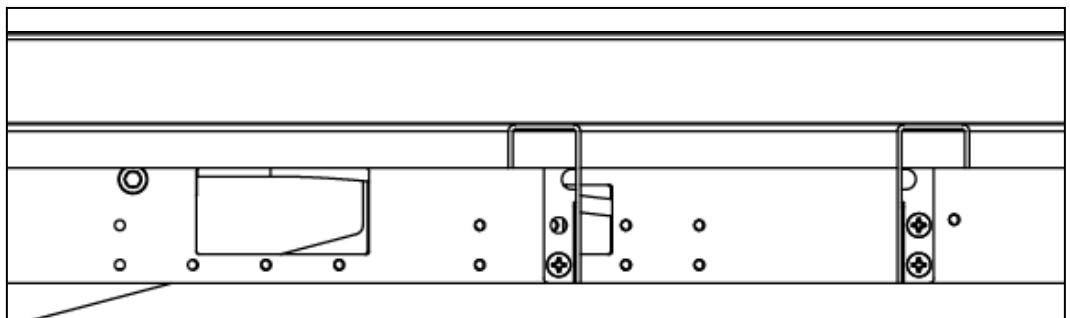
### 22" Deep Return

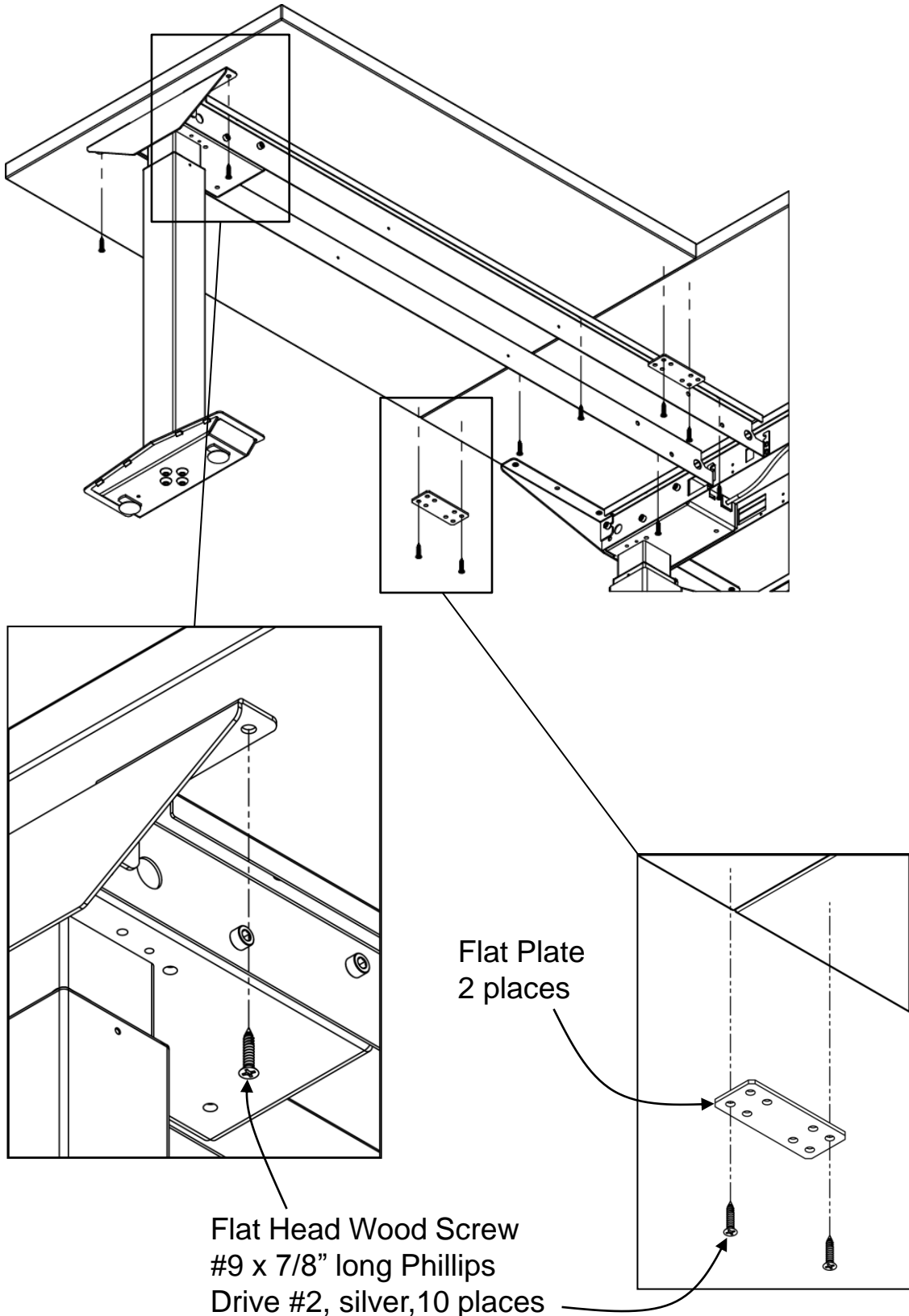


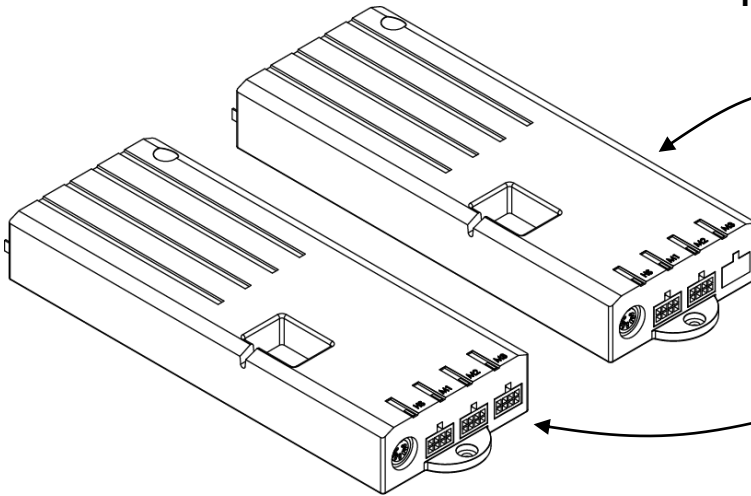
### 24" Deep Return



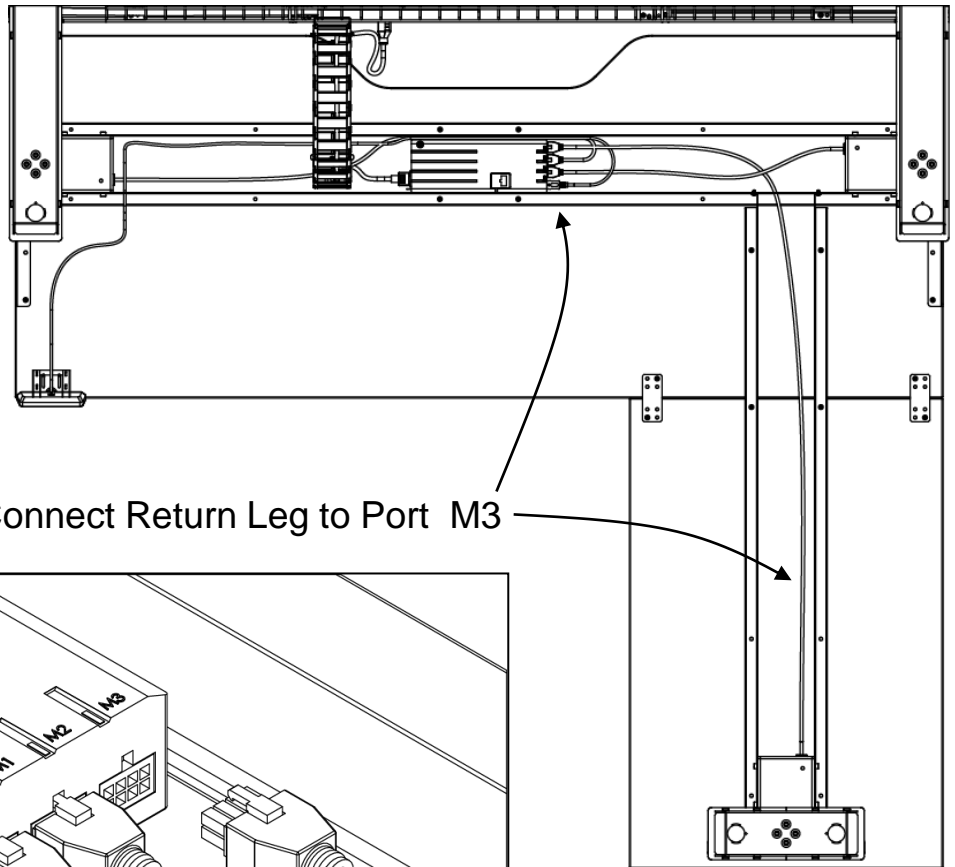
### 30" Deep Return



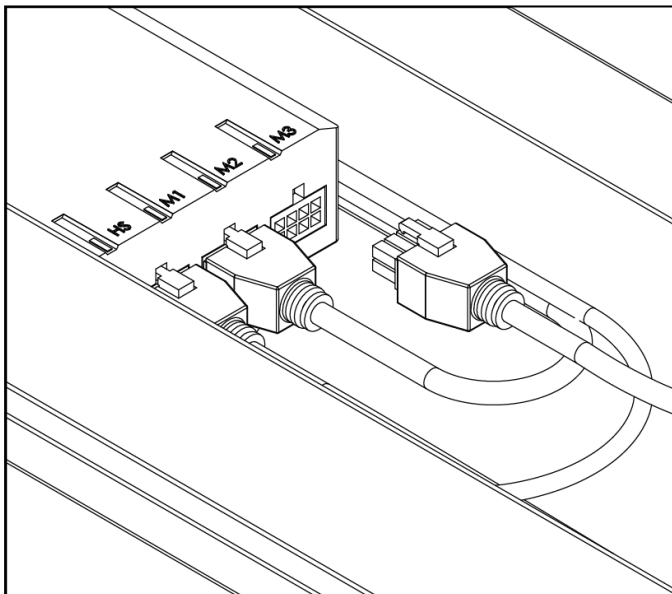




- For 2 leg configurations:  
Use a 2-Input Control Box
- For 3 leg configurations:  
Use a 3-Input Control Box



Connect Return Leg to Port M3



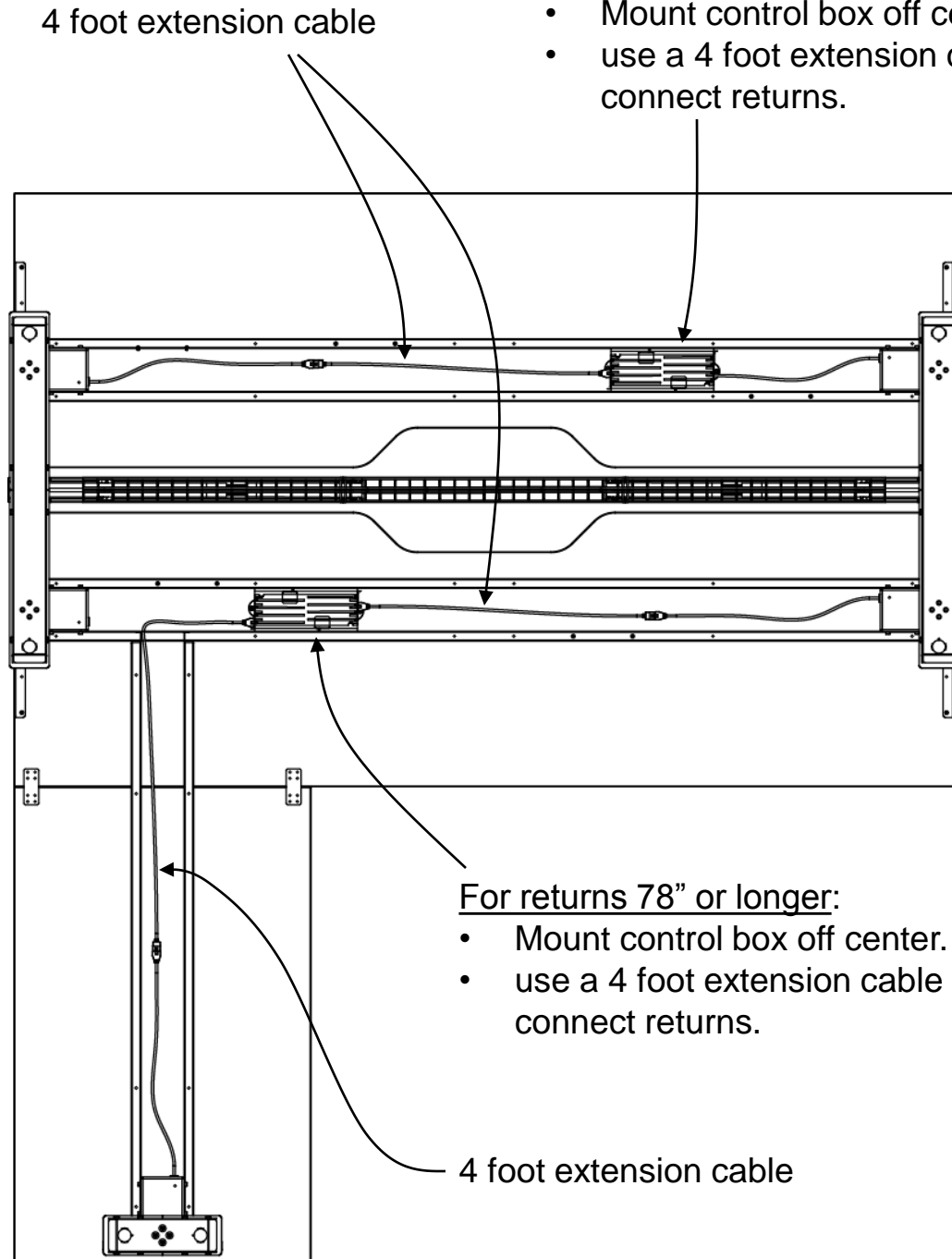


# Aloft Installation

## Motor Controller Installation – Return Benches

For benches 78" or longer:

- Mount control box off center.
- use a 4 foot extension cable to connect returns.



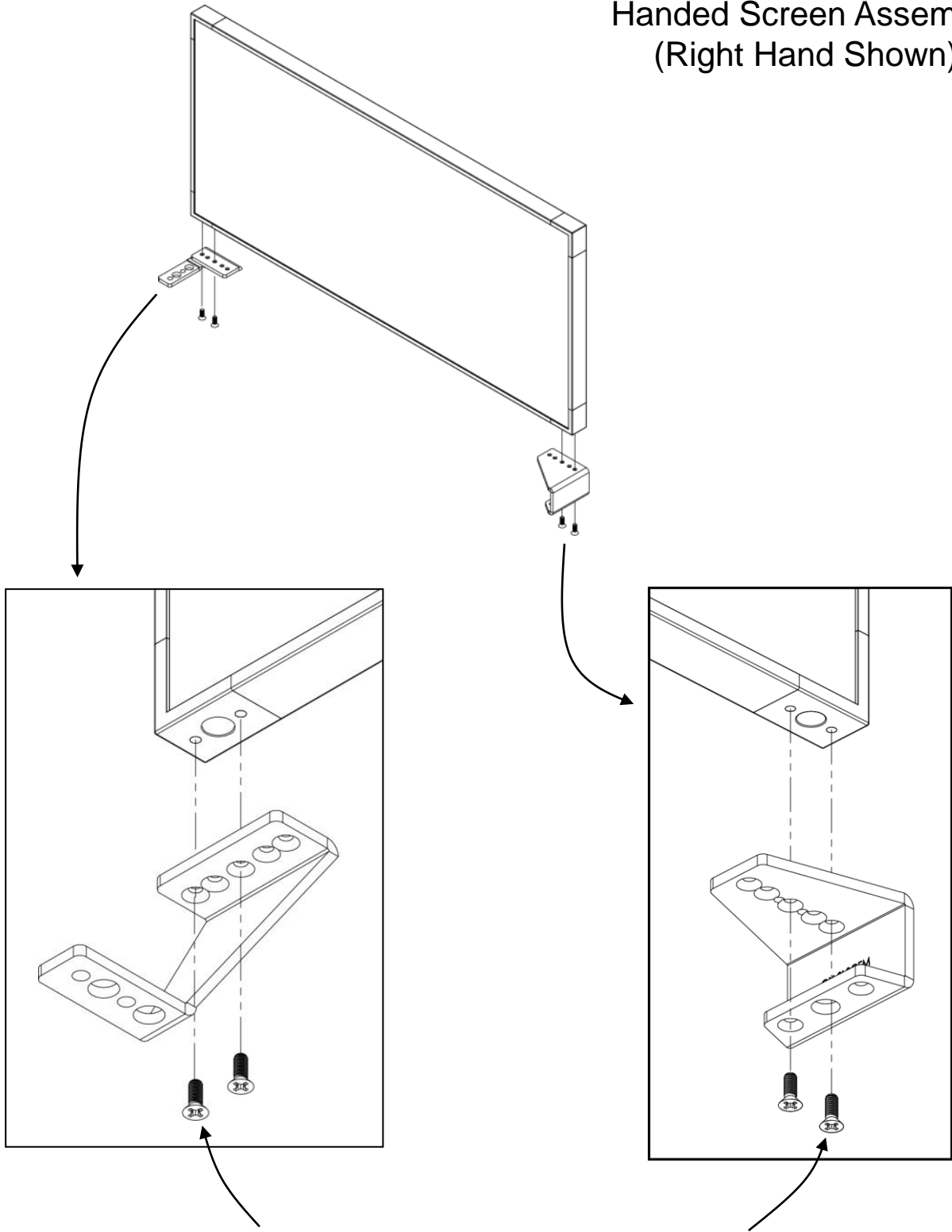
For returns 78" or longer:

- Mount control box off center.
- use a 4 foot extension cable to connect returns.

# Aloft Installation

## Territory Screen Assembly

Handed Screen Assembly  
(Right Hand Shown)

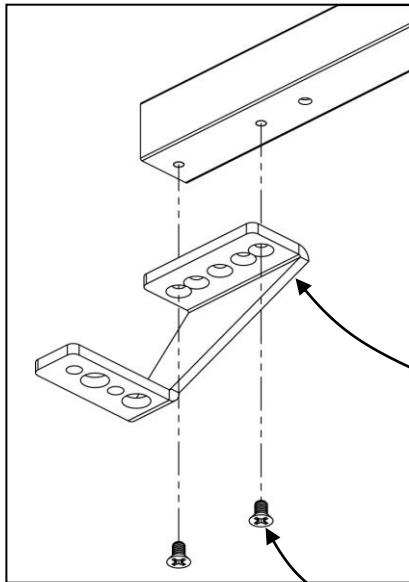
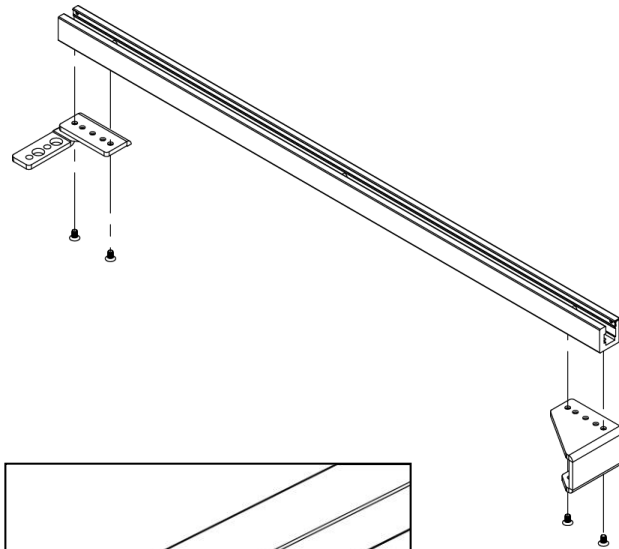


#10-32 x .5 inch Flat Head Machine Screw 4 Places

# Aloft Installation

## Glass Territory Screen Assembly

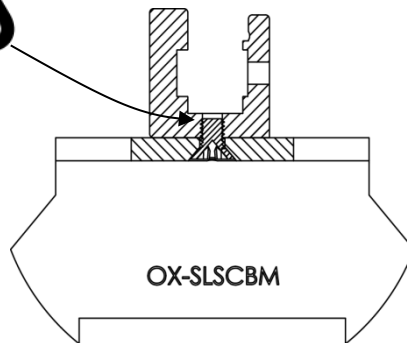
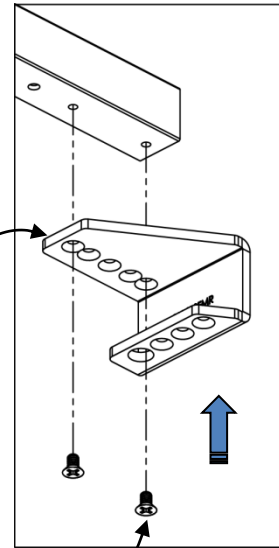
### Handed Glass Screen Rail Assembly (Right Hand Shown)



Bracket

Bracket

#10-32 x 5/16" Flat Head  
Machine Screw 4 Places

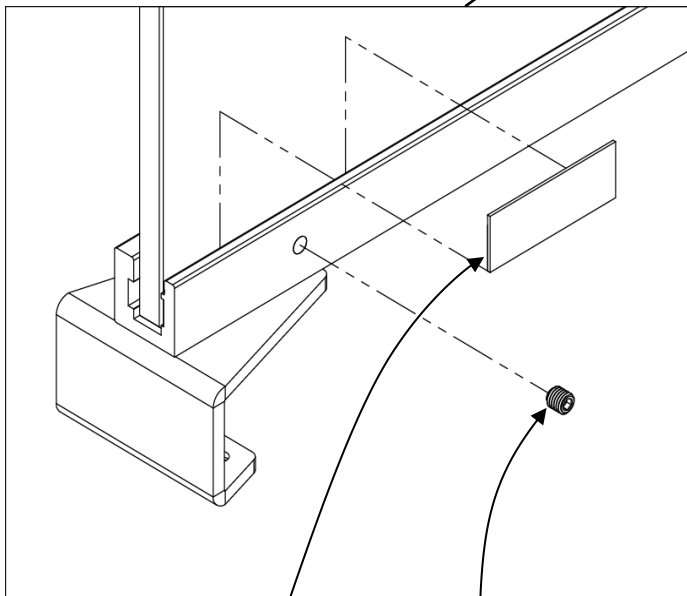
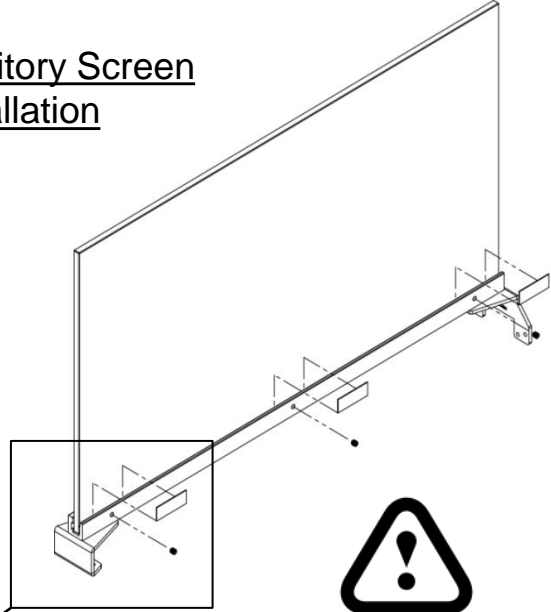
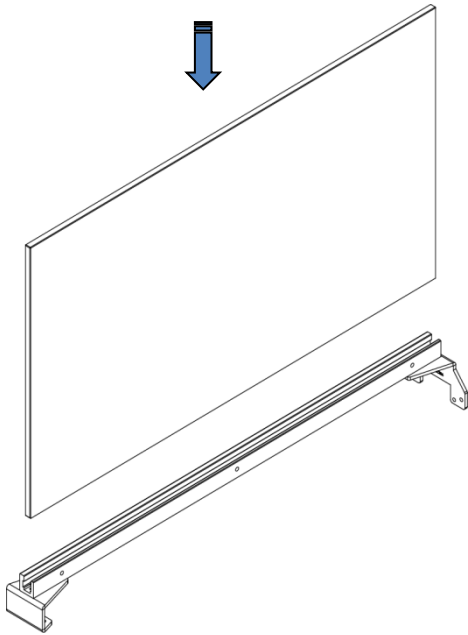


- Screw must not protrude beyond rail inner surface

# Aloft Installation

## Glass Territory Screen Assembly

### Glass Territory Screen Installation

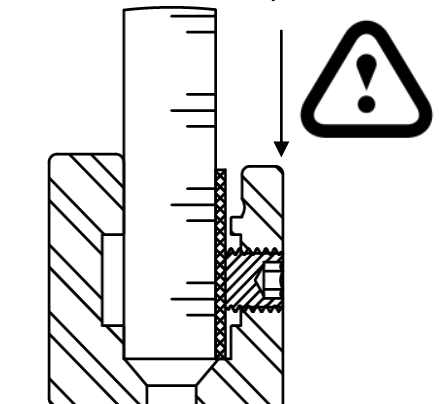


Polycarbonate Spacer  
3 places

Set Screw  
1/4-28 x 1/4"  
3 places

- Insert polycarbonate spacers (3 places) down in between glass screen and rail so that the spacer is located on the side directly behind the set screw holes.
- Install set screws (3 places), tightening to polycarbonate spacers. Check to insure set screw is not touching the glass surface and is flush or below the rail surface. (see image below)
- Glass screen should be secure to rail with no wobble.

Flush surface  
required



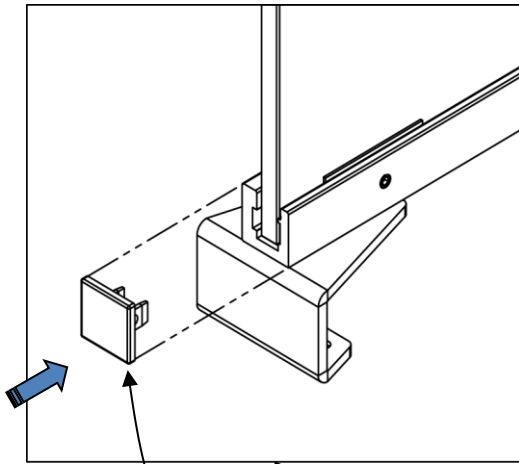
# Aloft Installation

## Glass Territory Screen Assembly

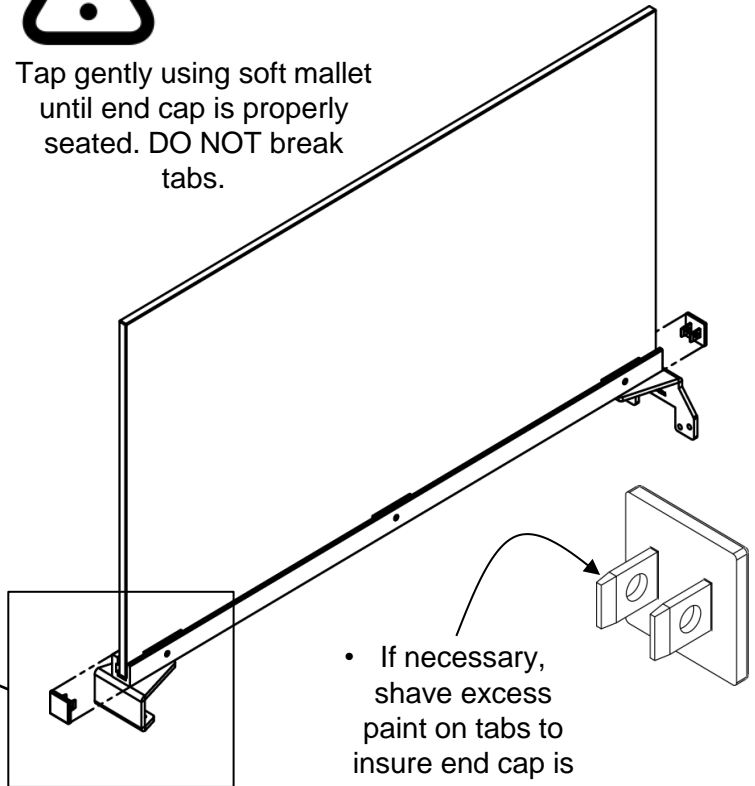
### End Cap Installation



- Tap gently using soft mallet until end cap is properly seated. DO NOT break tabs.

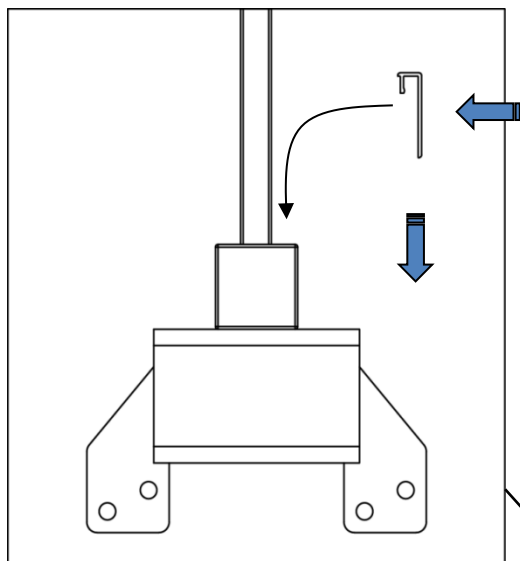


End Cap  
(2 places)



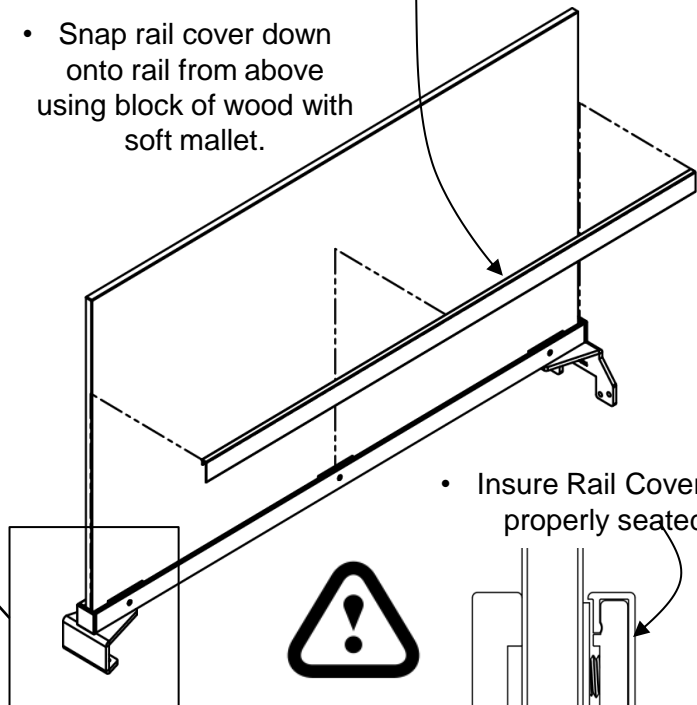
- If necessary, shave excess paint on tabs to insure end cap is properly seated.

### Rail Cover Installation



- Snap rail cover down onto rail from above using block of wood with soft mallet.

### Rail Cover

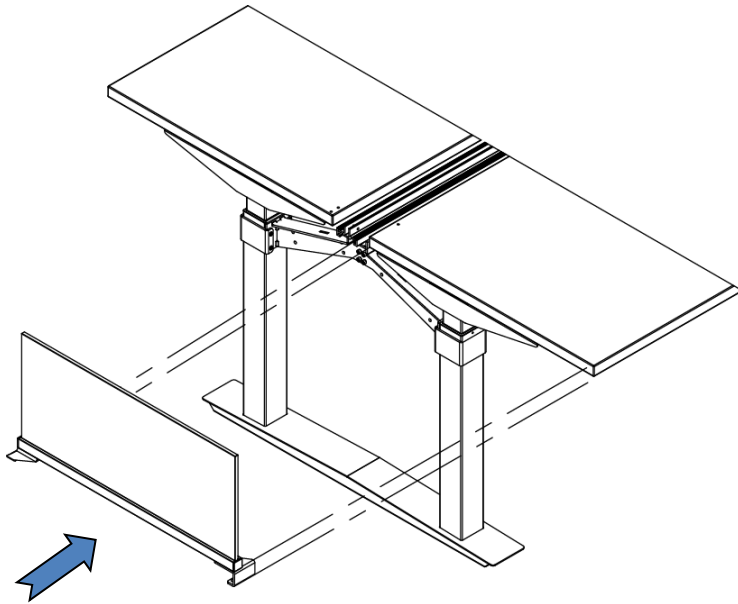


- Insure Rail Cover is properly seated

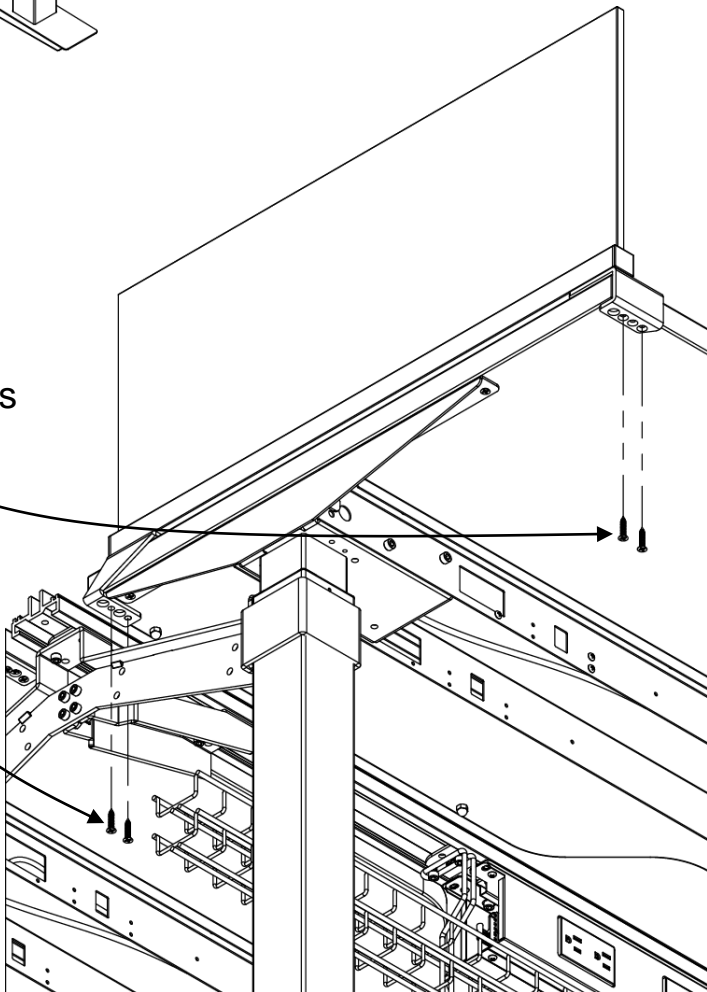


# Aloft Installation

Left or Right Screen Install  
(same for glass or framed)



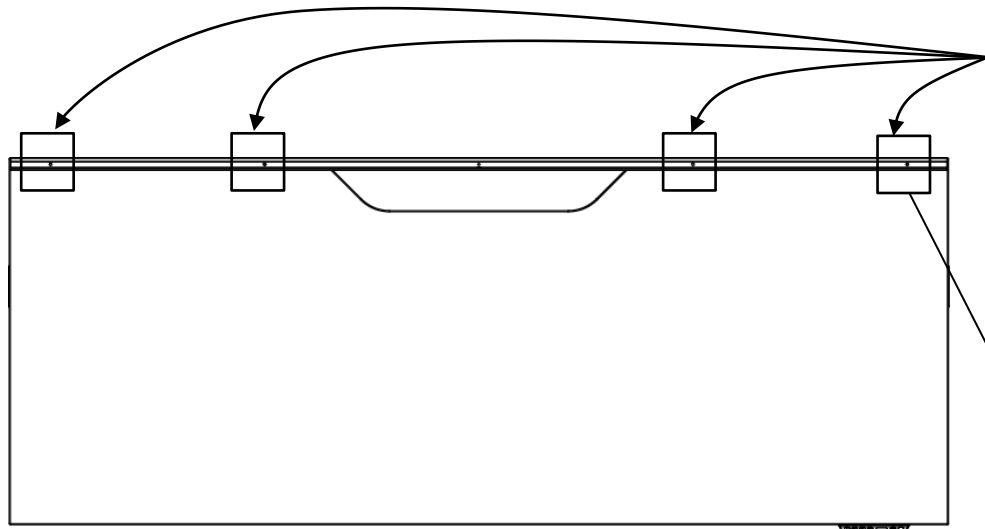
Flat Head Wood Screw  
#9 x 7/8" long Phillips  
Drive #2, silver, 10 places



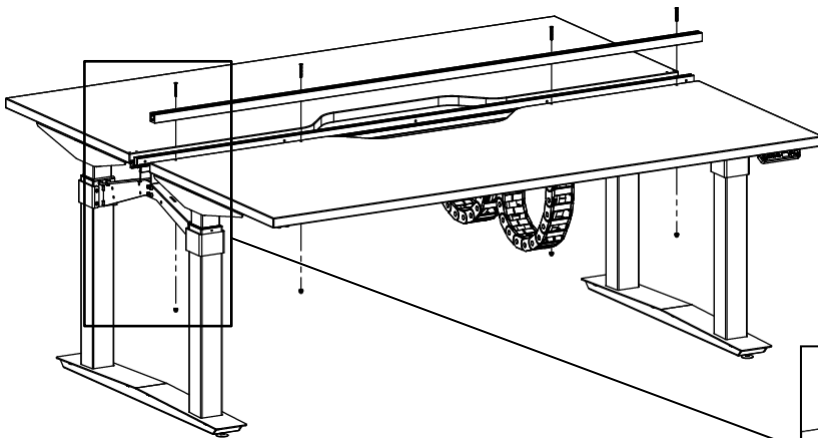
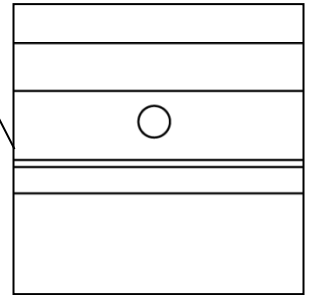


# Aloft Installation

## Glass Spine Screen Install



Use channel mount to locate and drill 0.20" diameter holes through worksurface in 4 places



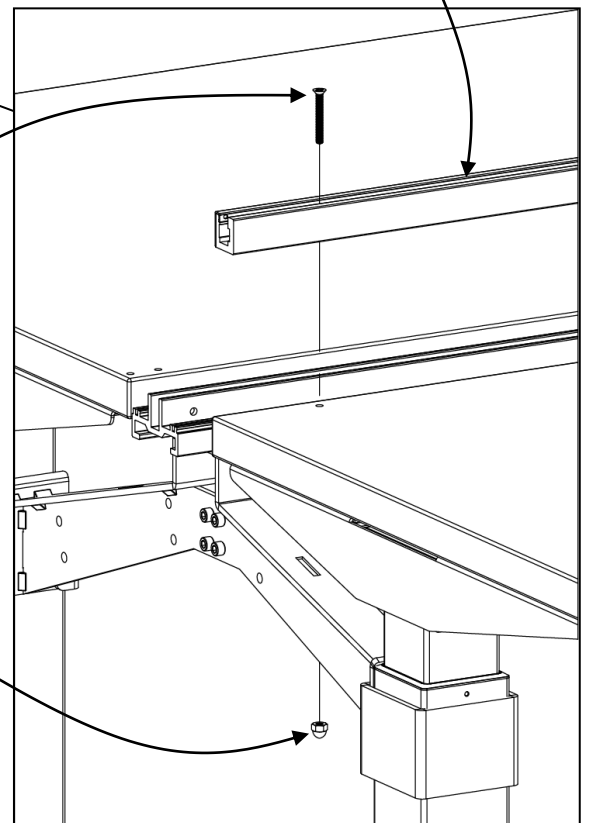
Channel Mount

#10-32 x 1 1/2"  
Flat head machine screw  
No. 2 Philips drive  
Stainless steel  
4 Places



#10-32 x 3/16"  
Cap Nut, Black  
4 Places

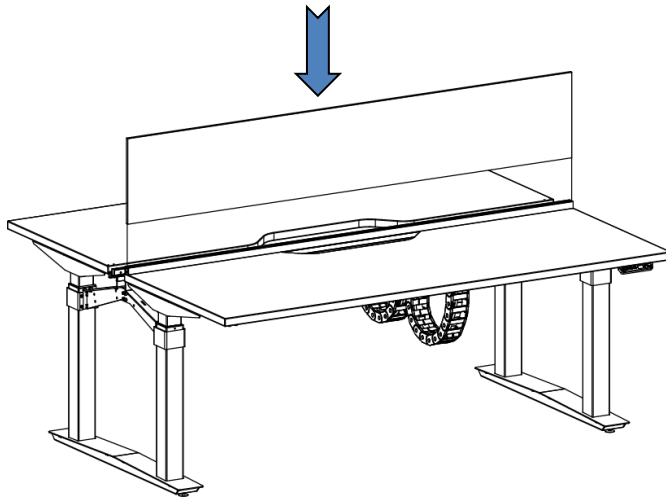
Must be bolted  
Do not use worksurface screws



# Aloft Installation

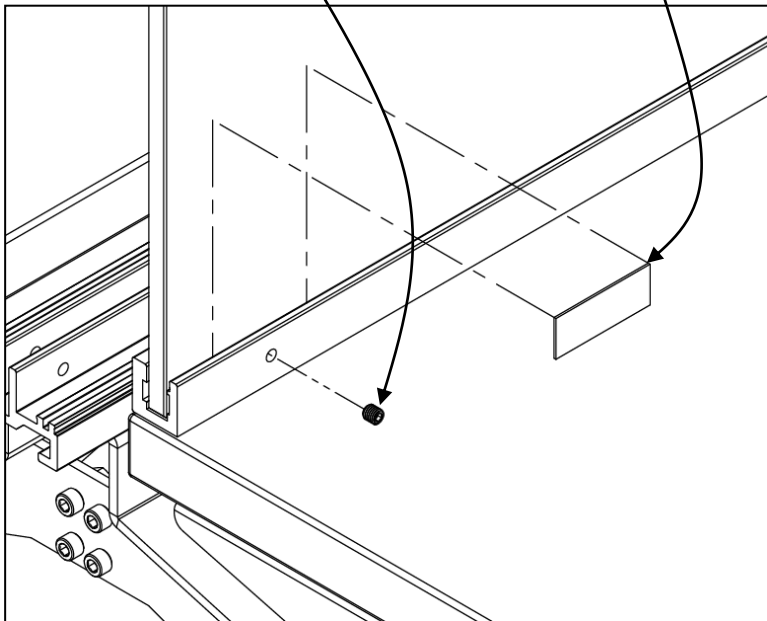
## Glass Spine Screen Install

Install Glass into Channel Mount



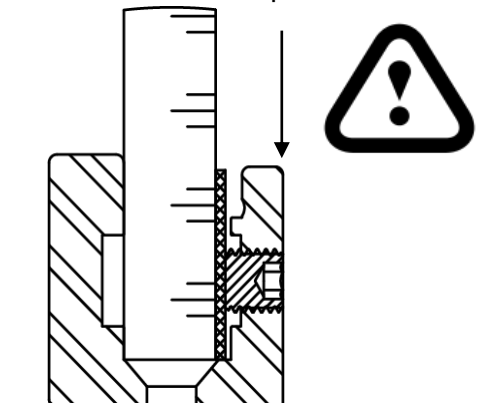
Set Screw  
 $\frac{1}{4}$ -28 x  $\frac{1}{4}$ "  
3 places

Polycarbonate  
Spacer 3 places



- Insert polycarbonate spacers (3 places) down in between glass screen and rail so that the spacer is located on the side directly behind the set screw holes.
- Install set screws (3 places), tightening to polycarbonate spacers. Check to insure set screw is not touching the glass surface and is flush or below the rail surface. (see image below)
- Glass screen should be secure to rail with no wobble.

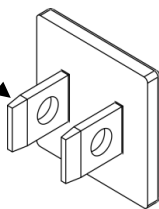
Flush surface  
required



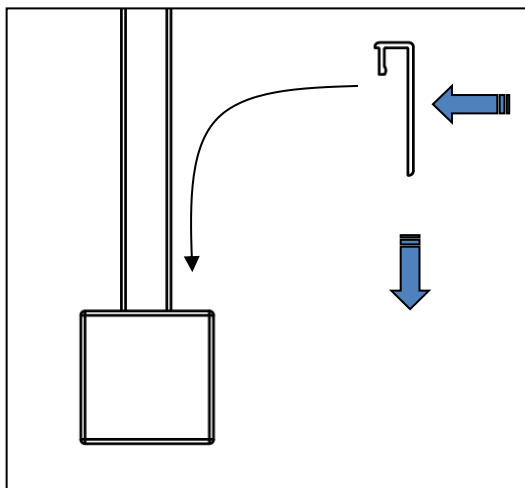
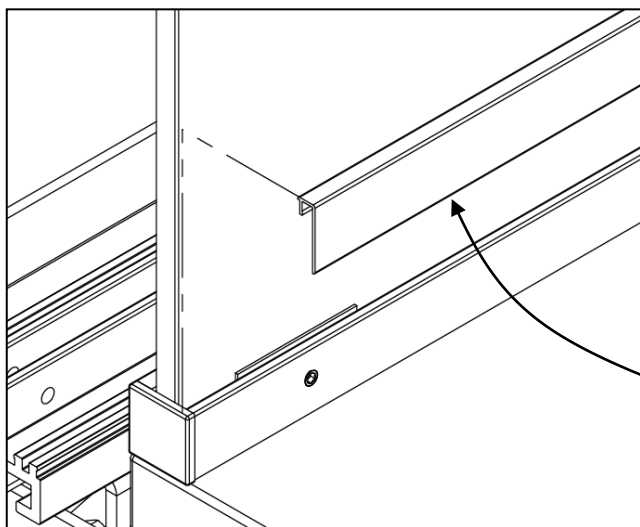
# Aloft Installation

## End Cap Installation

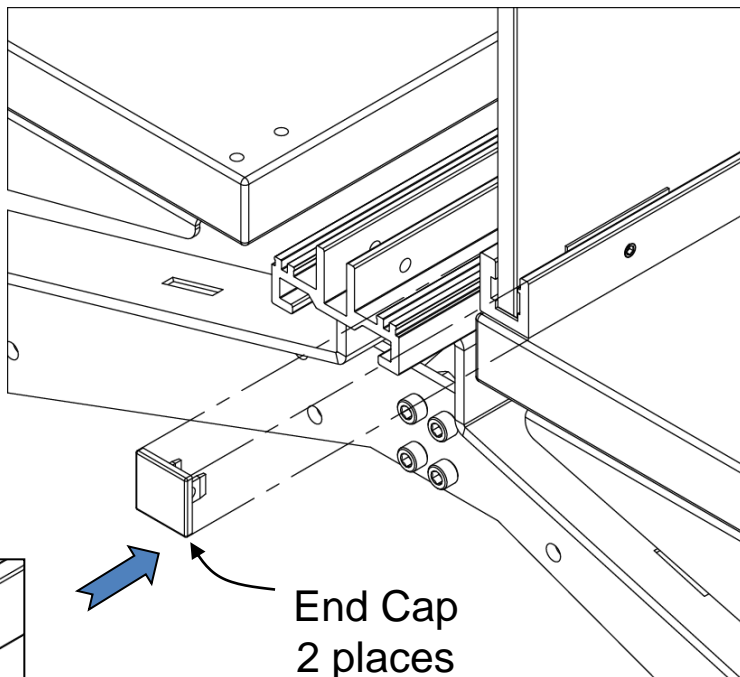
- If necessary, shave excess paint on tabs to insure end cap is properly seated.



## Rail Cover Installation



## Glass Spine Screen Install



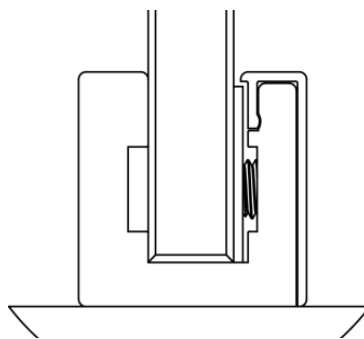
End Cap  
2 places

- Tap gently using soft mallet until end cap is properly seated. DO NOT break tabs.



Rail Cover

- Snap rail cover down onto rail from above using block of wood with soft mallet.

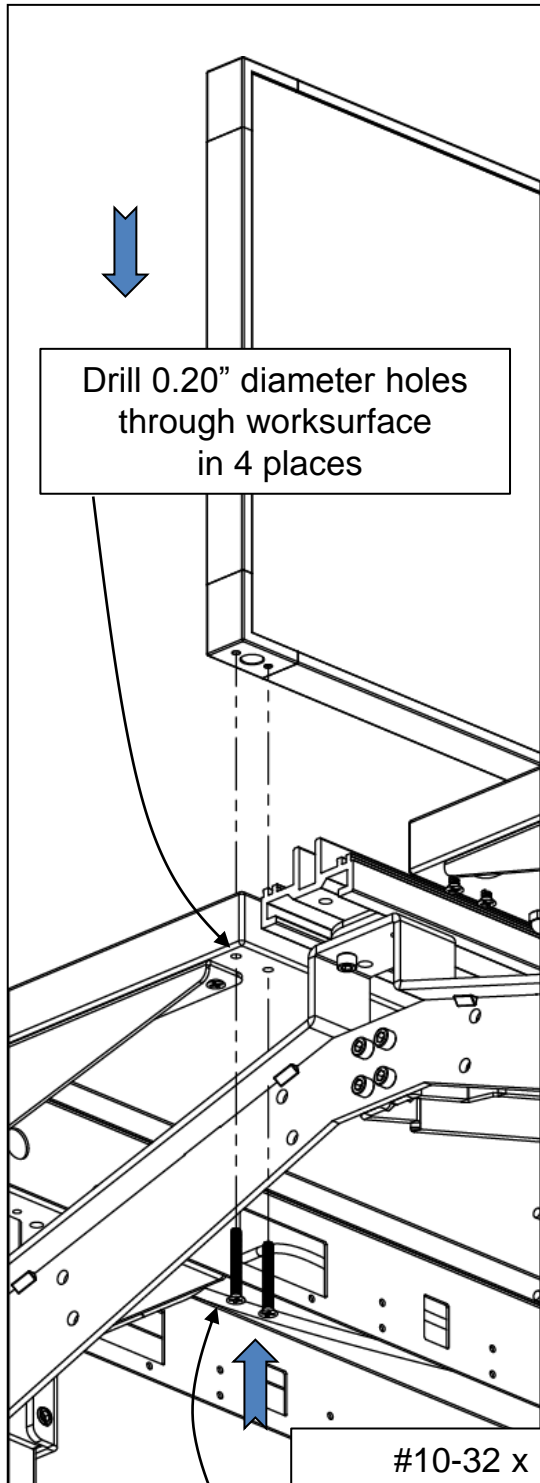


- Insure Rail Cover is properly seated



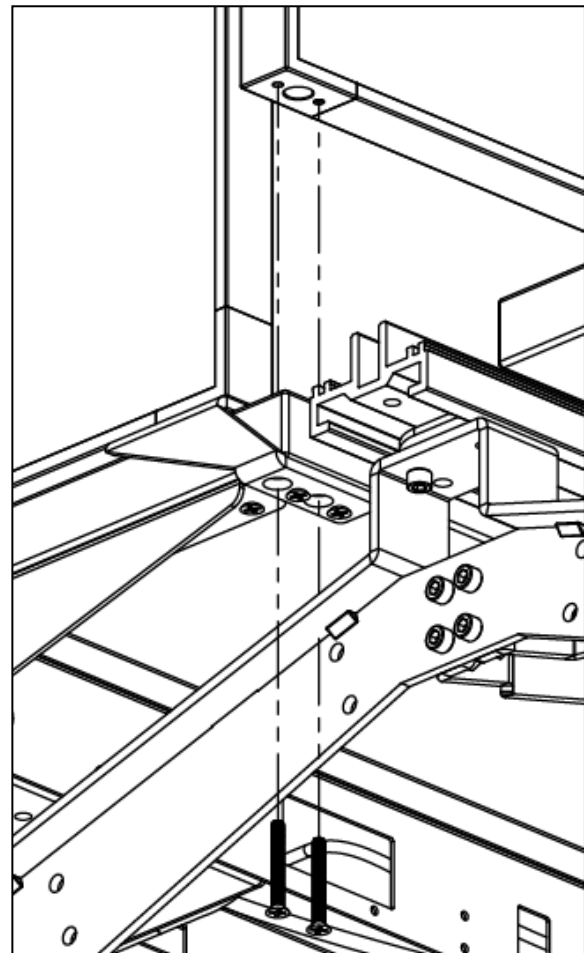
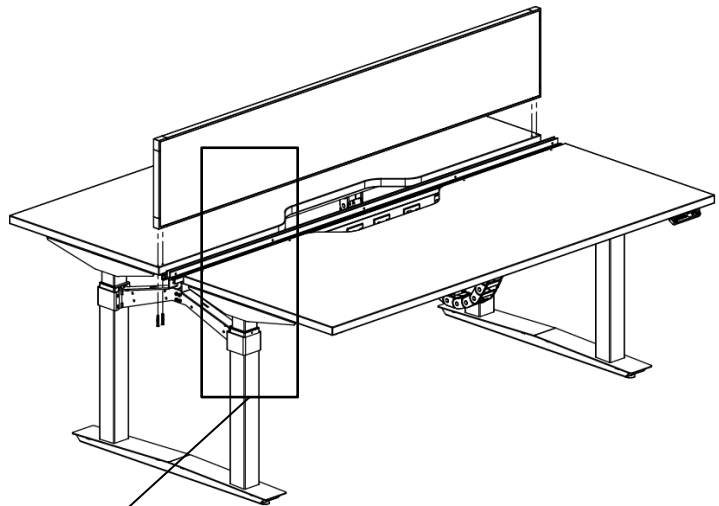
# Aloft Installation

## Tackable Spine Screen Install



Drill 0.20" diameter holes  
through worksurface  
in 4 places

#10-32 x 1 1/2"  
Flat head machine screw  
No. 2 Philips drive  
Stainless steel  
4 Places



When both territory and spine  
screens are required, attach territory  
screen first. Then install spine  
screen, using through holes in  
territory screen bracket

# Aloft Installation

**\*\*\*SAVE THESE INSTRUCTIONS\*\*\***

