

Encounter 120 Benching Installation Instructions

Date	Page No.	Description of change	Name
08/01/2023	1-50	Released	S. Powers
04/10/2025	47	Added detail for using 90° cables	S. Powers
05/28/2025	26, 28	Change size to 54 on Step 15, 17	P. Day
10/17/2025	5, 8, 10-12	Updated part numbers	S. Powers

Table of Contents	
Installation Process	Page No.
Leg Assembly	14-17
Beam Base to Leg	18-19, 25
Joining Adjacent Beam Sections	20
2-Way Connection	21-22
3-Way Connection	23-24
Center Support Bracket	26
Top Beam	27-28
End Mount Power Poles	29-33
Chicago Power	34
Outlets and Jumpers	35
Base Feed and Vertical Wire Manager	36-37
End Caps	38
Gallery Panels	39-40
Shims and Raceway Covers	41-43
HAT Support Frame	44
Worksurface	45
HAT Control Box and Hand Switch	46
Wiring	47
Top Covers	48
Power Cord Tray	49
Desking Vertical Wire Manager	50

Encounter 120 Benching Installation Instructions

*****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, 4 AMP for 2 leg tables
120V, 60Hz, 5 AMP for 3 leg tables
- 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 or servicing.

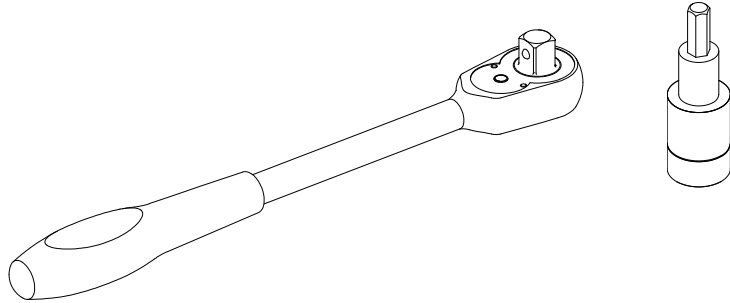
WARNING – To reduce the risk of burns, fire, electric shock, or injury to persons:

- 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.
- Review the assembly instructions to confirm that the appropriate critical components and accessories are being used with the furnishing.
- 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.

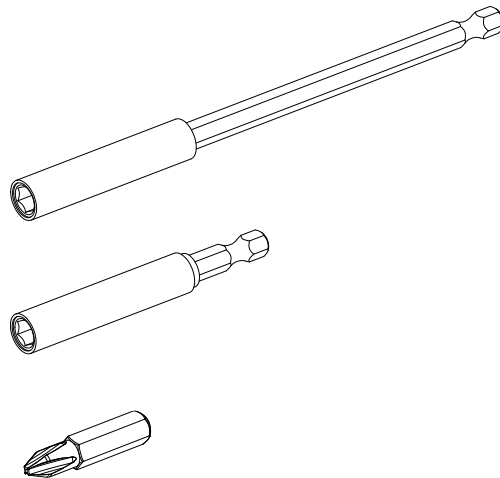
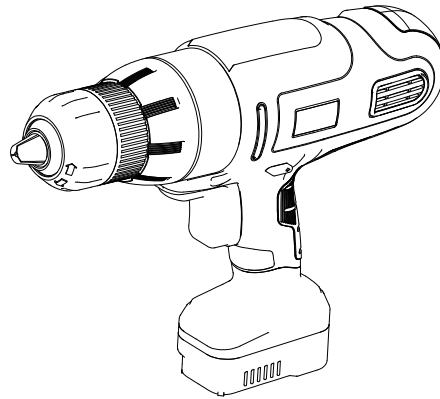
Encounter 120 Benching Installation Instructions

Recommended Tools:

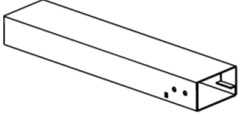
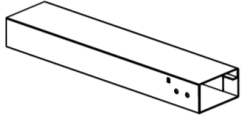
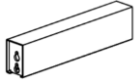
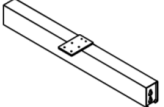
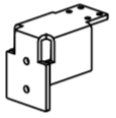
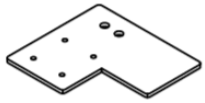
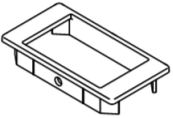
Small ratchet with:
3/16" Hex Tip
5/32" Hex Tip



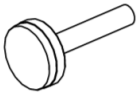
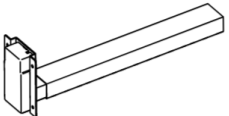
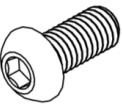
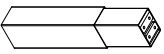
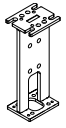
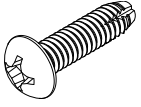
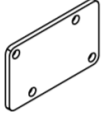
Cordless Drill with:
6" Magnetic Drill Extension
3" Magnetic Drill Extension
3/16" Hex Tip
5/32" Hex Tip
4mm Hex Tip
6mm Hex Tip
#2 Phillip Bit



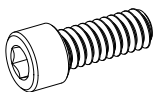
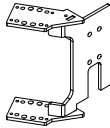
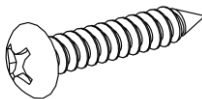
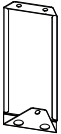
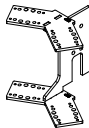
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P1	T-PBMLVWL	DD-PBMLVWL	Sleeve Left	
P2	T-PBMLVWR	DD-PBMLVWR	Sleeve Right	
P3	T-PBMLH120	DD-PBMLH120	Single Sided Horizontal	
P4	T-PBMLHWDB	DD-PBMLHWDB	Double Sided Horizontal	
P5	T-PBMLNPLATESL	DD-PBMLNPLATESL	Single Bench Nut Plate	
P6	T-PBMLNUTPLATE	DD-PBMLNUTPLATE	Nut Plate	
P7	RH-91255A583	RH-91255A583	5/16-18 x 1" Button Head Cap Screw	
P8	T-PBMLSBTP	DD-PBMLSBTP	Top Plate Single Bench	
P9	RP-M2BOLT3	RP-M2BOLT3	1/4-20 x 5/8" Button Head Cap Screw	
P10	T-BHLEG-G	DD-BHLEG-G	Sleeve Cap	

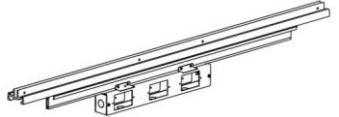
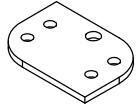
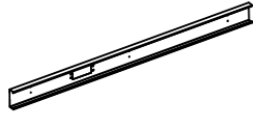
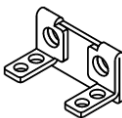
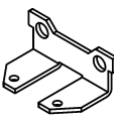
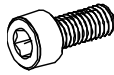
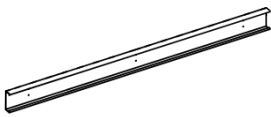
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P11	WFS-GL51618	RWFS-GL51618-I	5/16-18 Glide	
P12	RWFS-2L2SE-ECx (x = S, W or B)	RWFS-2L2SE-ECx (x = S, W or B)	Height Adjustable Column 50mmX80mm	
P13	RH-94500A315	RH-94500A315	M6 x 14mm Button Head Cap Screw	
P14	RH-91420A425	RH-91420A425	M6 x 14mm Flat Head Screw	
P15	T-BPLEG29	T-BPLEG29	Post Leg Assembly	
P16	DD-BPFOOT-P	DD-BPFOOT-P	Post Foot	
P17	T-BRBxx xx = 36 - 96 (in increments of 6")	DD-BRBxx xx = 36 - 96 (in increments of 6")	Beam Raceway Base 36-96W	
P18	T-BRVS	DD-BRVS-I	Beam Raceway Vertical Support	
P19	RE-HS1058F	RE-HS1058F	Pan Head Thread Cutting Screw #10-24 x 5/8"	
P20	T-BBSCP	DD-BBSCP	Beam Joining Plate	

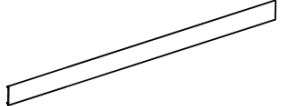
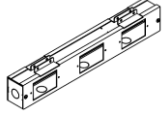
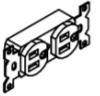
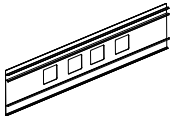
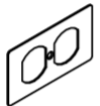
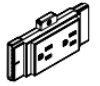
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P21	RH-SHB142058B-I	RH-SHB142058B-I	Hex Cap Screw 1/4-20 x 5/8"	
P22	RA-HNZFS1420	RA-HNZFS1420	Flange Nut 1/4-20	
P23	DD-B120C2W	DD-B120C2W	120° 2-Way Connector	
P24	RP-MXHS83214	RP-MXHS83214	Pan Head Thread Forming Screw #8-32 x 5/16" long	
P25	RP-PSS1-C	RP-PSS1-C	Pan Head Sheet Metal Screw #10 x 1"	
P26	DD-B120-2WS	DD-B120-2WS	120° Connector Shroud 2-Way	
P27	T-B120TC	DD-B120TC	120° Connector Cap	
P28	DD-B120C3W	DD-B120C3W	120° 3-Way Connector	
P29	T-BCV	DD-BCV	Center Support Bracket	
P30	T-BPxx xx = 36 – 96 (in increments of 6")	T-BPxx xx = 36 – 96 (in increments of 6")	Top Beam Powered	

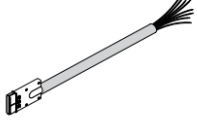
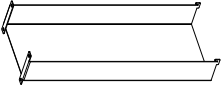
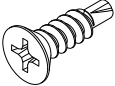
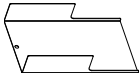
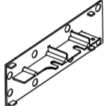
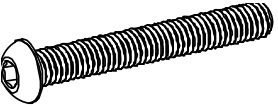
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P31	T-BPCxx xx = 36 – 96 (in increments of 6")	T-BPCxx xx = 36 – 96 (in increments of 6")	Top Beam Chicago Powered	
P32	O-TB	OX-TP-I	Twist Plate	
P33	RH-90056A143	RH-90056A143	#6-32 x 3/16" long Pan Head Screw	
P34	T-PPB29	DD-PPB29	Power Pole Bottom Shell	
P35	T-BEMBB	DD-BEMBB	Power Pole Bottom Bracket	
P36	T-BEMTB	DD-BEMTB	Power Pole Top Bracket	
P37	RH-91502A164	RH-91502A164	Socket Head Hex Cap Screw M6 x 1 x 14mm long	
P38	RH-90576A115	RH-90576A115	M6 Lock Nut	
P39	A-PPCP	RA-PPCP	Power Pole Coupler	
P40	A-PPSMX68	RA-PPSMX68	Power Pole Top Shell	

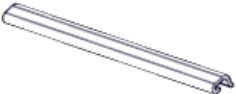
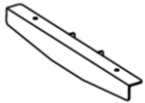
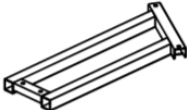
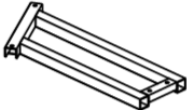
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P41	A-PPCV	RA-PPCV	Power Pole Cover	
P42	T-BJB	DD-BCJB	Chicago Junction Box Base	
P43	RH-90056A143-I	RH-90056A143-I	Round Head Thread Forming Screw #6 x 3/16"	
P44				
P45	RH-90273A144	RH-90273A144	Flat Head Screw #6-32 x 1/4"	
P46	T-BRCxx xx = 36 – 96 (in increments of 6")	DD-BRCxx-A xx = 36 – 96 (in increments of 6")	Beam Raceway Cover	
P47	E-UNJBCHC	RE-UNJBCHC	Chicago Outlet Cover	
P48	RE-MXHS632	RE-MXHS632	Flat Head Screw #6-32 x 1/2"	
P49	E-MW8W4DOx x = 1,2,3 or 4	E-MW8W4Dx x = 1,2,3 or 4	Duplex Outlet Line 1 - 4	
P50	E-MW8W4T24DOx x = 1,2,3 or 4	RSP-000000297x x = 1,2,3 or 4	Duplex Outlet CA Title 24 Line 1 - 4	 

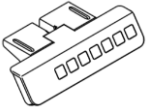
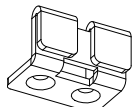
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P51	See Catalog		18-86" Electrical Jumper 18,21 = mesh 24-86 = metal	
P52	E-UN8W4BIFS	E-UN8W4BIFS	Standard Side-Mounted Base In-Feed 72"	
P53	T-BUMPxx xx = 21, 25 or 29	DD-BVWMSxx xx = 21, 25 or 29	Vertical Wire Manager Shell 21H, 25H or 29H	
P54	RH-TSSF612	RH-TSSF612	Flat Head Drilling Screw #6 X 1/2" long	
P55	T-BVWMTS	DD-BVWMTS	Vertical Wire Manager Base Shroud	
P56	T-BVWMCxx xx = 21, 25 or 29	DD-BVWMCxx xx = 21, 25 or 29	Vertical Wire Manager Cover 21H, 25H or 29H	
P57	T-BREC	DD-BREC	End Cap	
P58	P-WASHER14	RP-WASHER14-I	Washer	
P59	RH-030-10-564	RH-030-10-564	Hafele Insert M6 x 15mm	
P60	RH-92095A250	RH-92095A250	Button Head Hex Drive Screw M6 x 1 x 45mm	

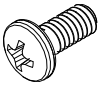
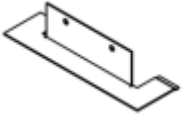
Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P61	DD-BCPFE-04	DD-BCPFE-04	Shim	
P62	O-SBCxx xx = 36-96 (in increments of 6")	OX-SBCxx-A xx = 36-96 (in increments of 6")	Top Cover	
P63	RWFS-450MMSBx (x = B, W or S)	RWFS-450MMSBx (x = B, W or S)	Side Bracket	
P64	RWFS-2L2SE-FKx (x = B, W or S)	RWFS-2L2SE-FKx (x = B, W or S)	Frame End A	
P65	RWFS-2L2SE-FKx (x = B, W or S)	RWFS-2L2SE-FKx (x = B, W or S)	Frame End B	
P66	RWFS-3L120E-FKx		Frame End C	
P67	RWFS-3L120E-FKx		Frame End C	
P68	RWFS-CR-600-x (x = B, W or S)	RWFS-CR-600-x (x = B, W or S)	Center Rail	
P69	RH-91390A147	RH-91390A147	Set Screw M8 x 1.25 x 25mm	
P70	RS-HSFDU812	RS-HSFDU812	Flat Head Screw M5 x 20mm	

Encounter 120 Benching Installation Instructions

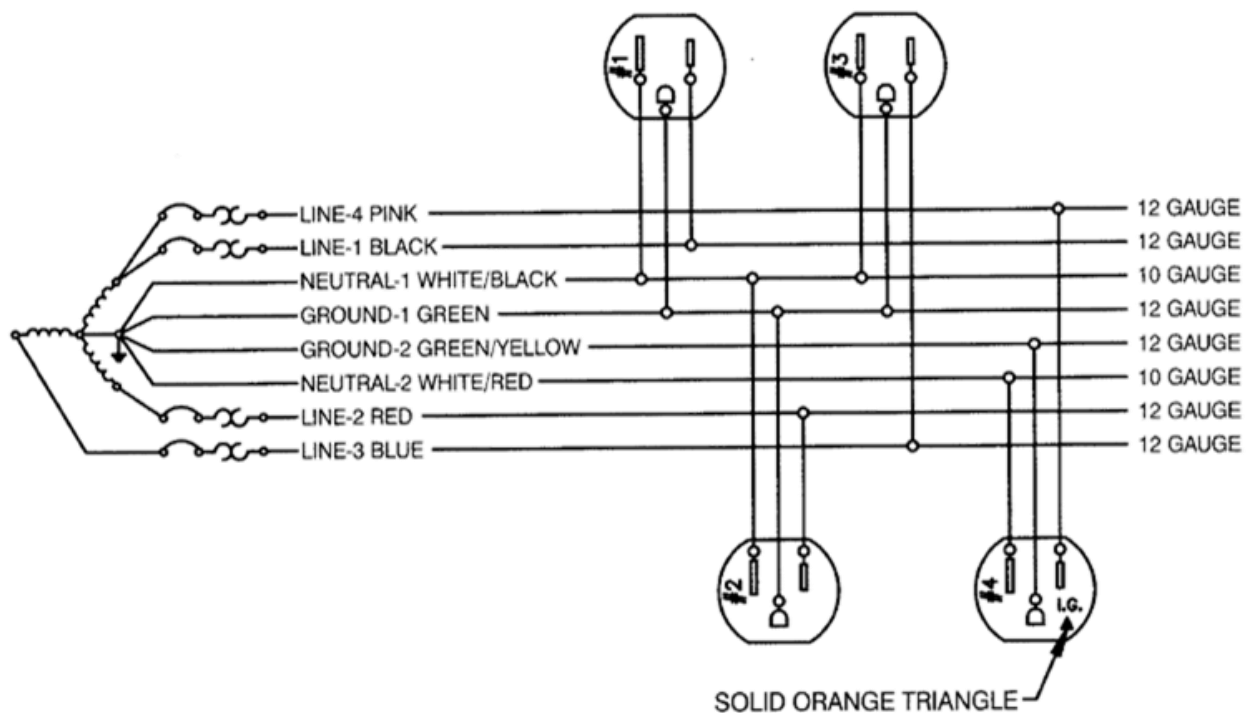
Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P71	RL-2LCB	RL-2LCB	2-Input Control Box	
P72	RL-PHS	RL-PHS	Hand Switch	
P73	RH-90190A244	RH-90190A244	Pan Head Screw #10 x 5/8"	
P74	RL-2LCK	RL-2LCK	1.3M Cable	
P75	RL-JCPWRCRD	RL-JCPWRCRD	Power Cord	
P76	T-BAM	DD-BAM	Beam Accessory Mount Bracket	
P77	T-BPCTxx	DD-BUTxx	Beam Power Cord Tray 36W-72W	
P78	RA-TVWM40	RA-TVWM40	Wire Manager	
P79	DD-BWMTC	DD-BWMTC	Wire Manager Trough Clip	
P80	RP-SAPFSA	RP-SAPFS	#6 X 5/8" long Pan Head Drilling Screw	

Encounter 120 Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P81			M3.5 x 14mm Flat Head Drilling Screw	
P82	RH-MSZPP103212B	RH-MSZPP103212B	Pan Head Machine Screw #10-32 x 1/2"	
P83	A-PPCS	RA-PPCS	Ceiling Shroud	
P84	A-PPMS	RA-PPMS	Magnetic Strip	
P85	A-PPGAS	RA-PPGAS	Plastic Retainer	
P86	T-BOC	RE-BOC	Blank Outlet Cover	

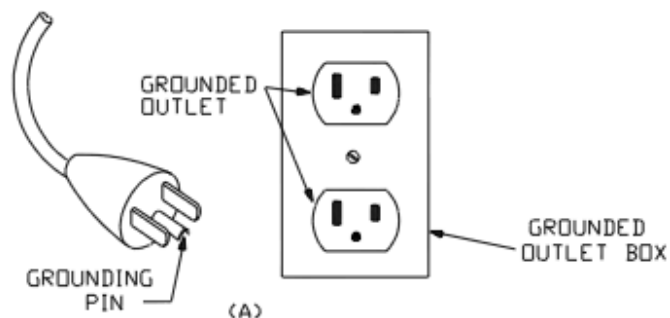
Encounter 120 Benching Installation Instructions

Wiring Schematic



GROUNDING INSTRUCTIONS

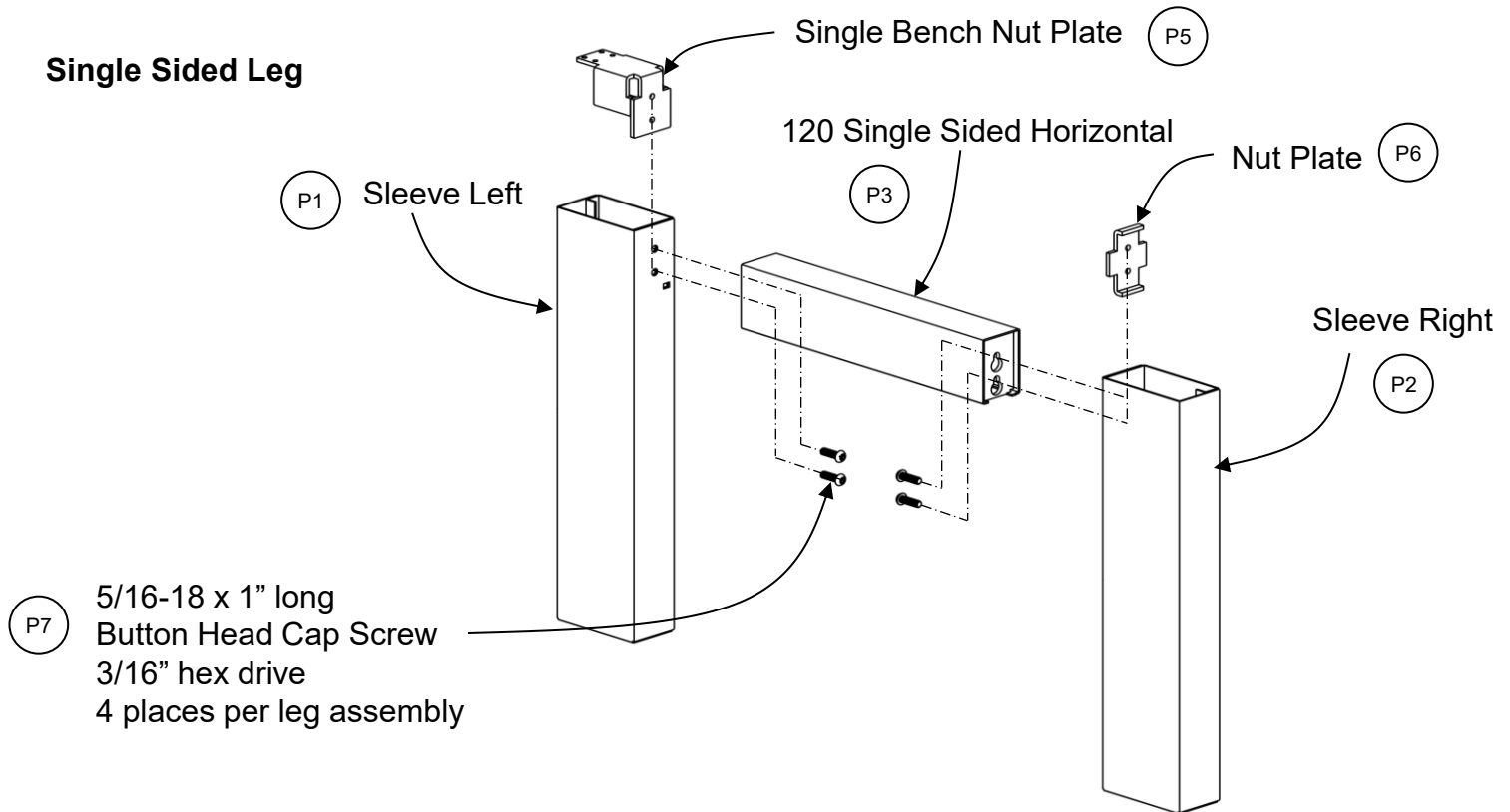
This product is for use on a circuit having a nominal rating more than 120 volts and is factory-equipped with specific electric plug to permit connection to a proper electric circuit. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be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



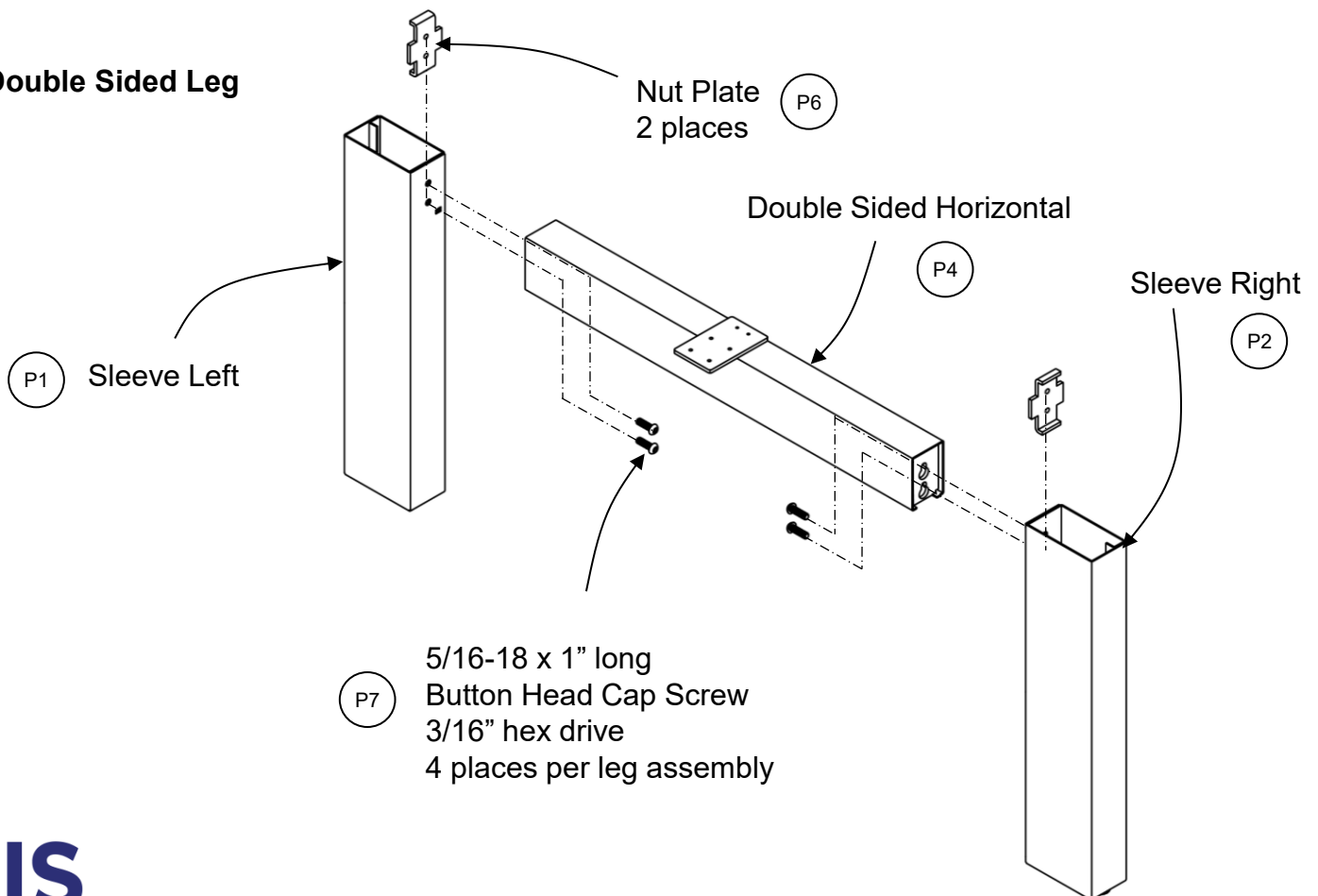
Encounter 120 Benching Installation Instructions

Step 1: Complete left and right leg assemblies as required per your configuration.

Single Sided Leg

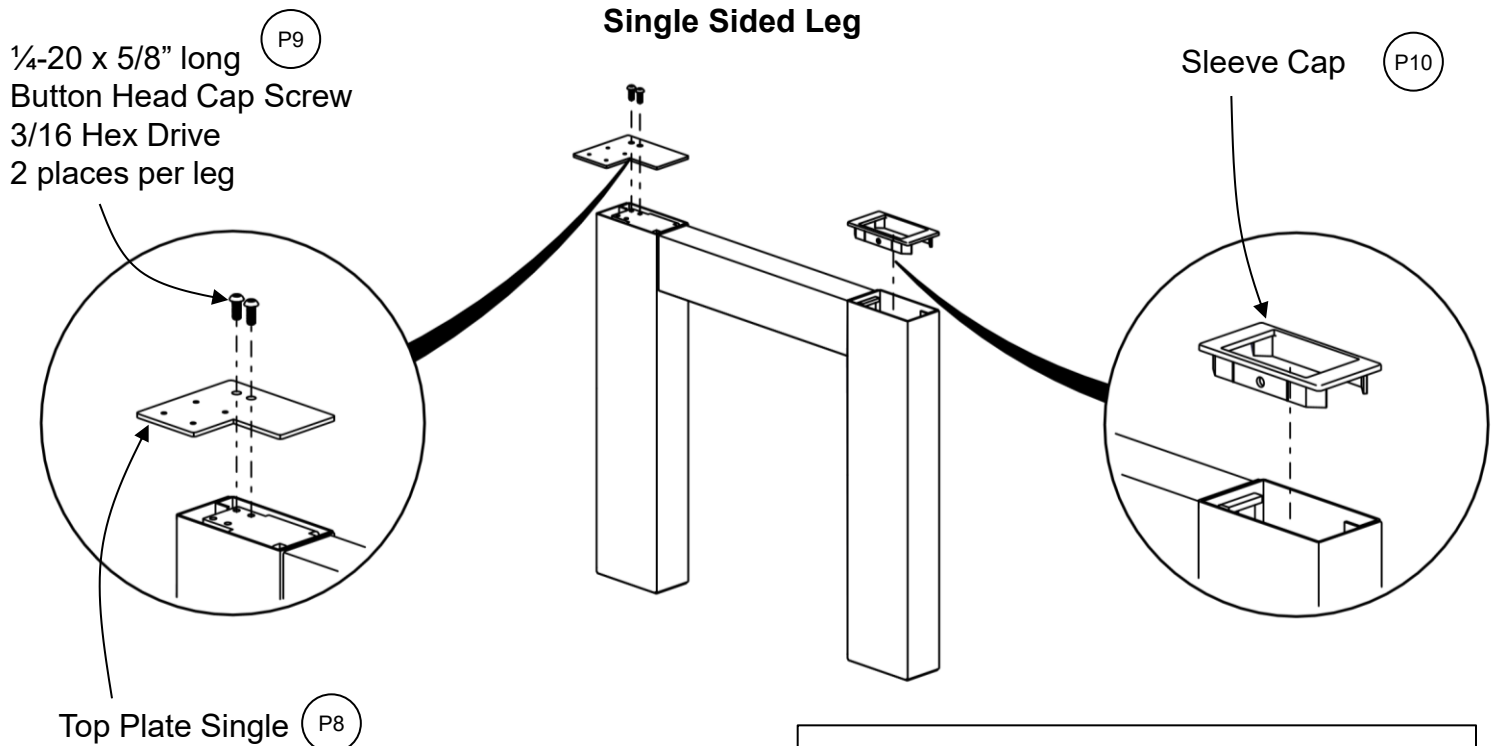


Double Sided Leg



Encounter 120 Benching Installation Instructions

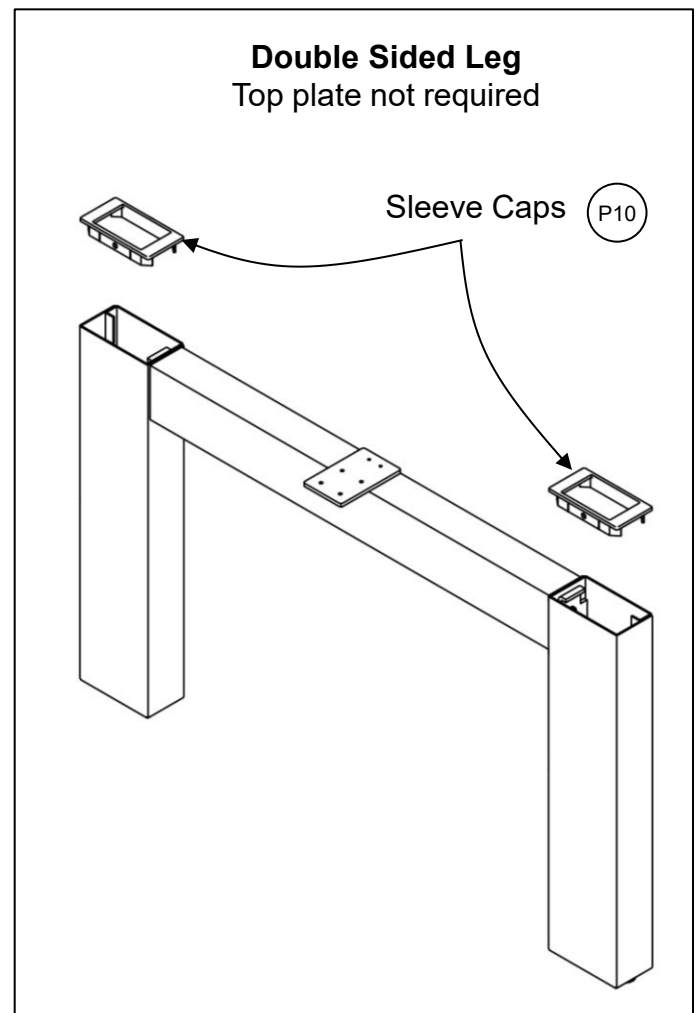
Step 2: For single sided legs, install top plates to rear legs using 1/4-20 x 5/8 screws, orientated as shown here. Then, install the sleeve caps into top of each remaining leg.



Left Leg

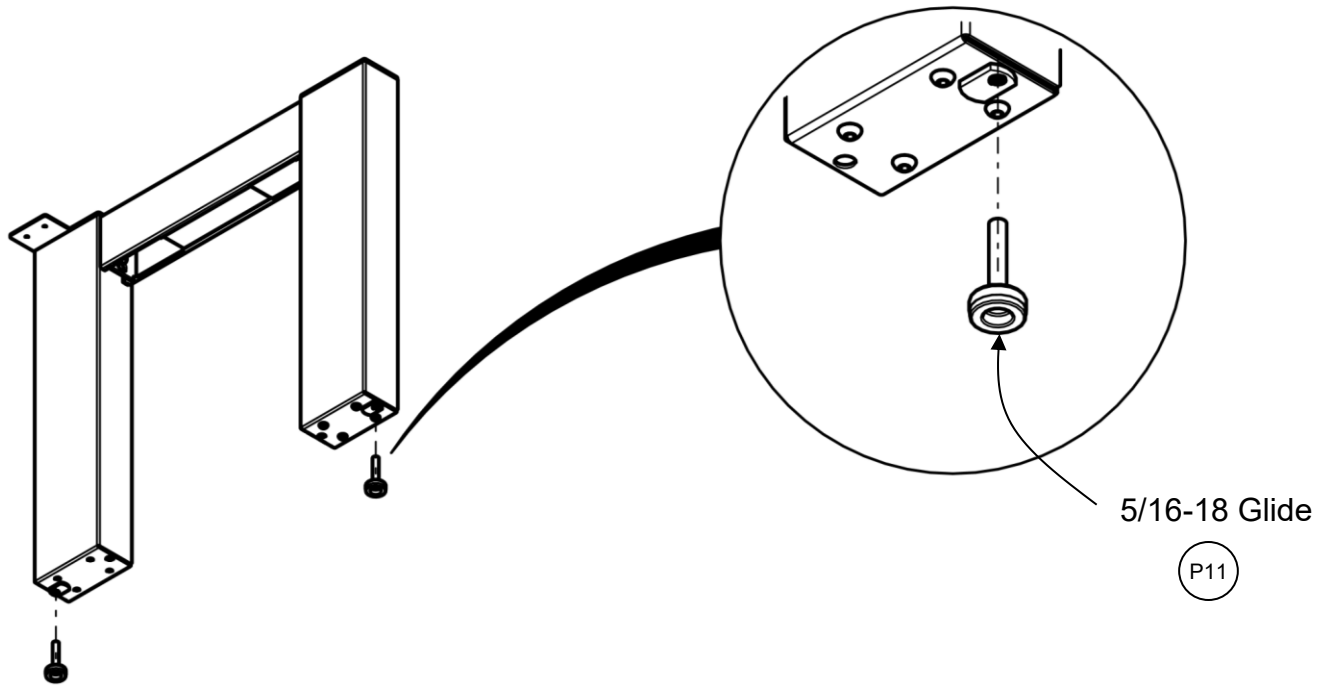


Right Leg



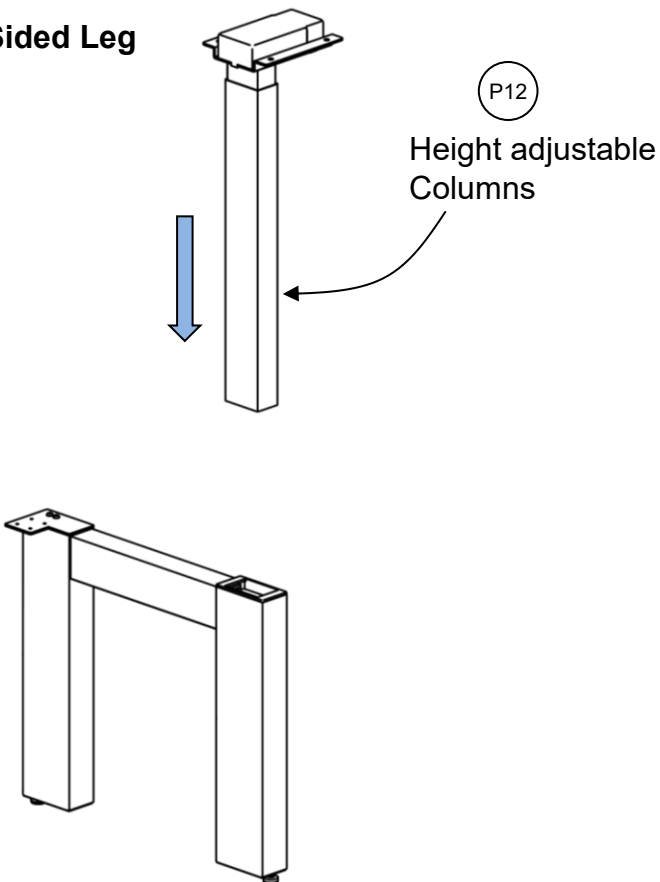
Encounter 120 Benching Installation Instructions

Step 3: Install glides as shown.

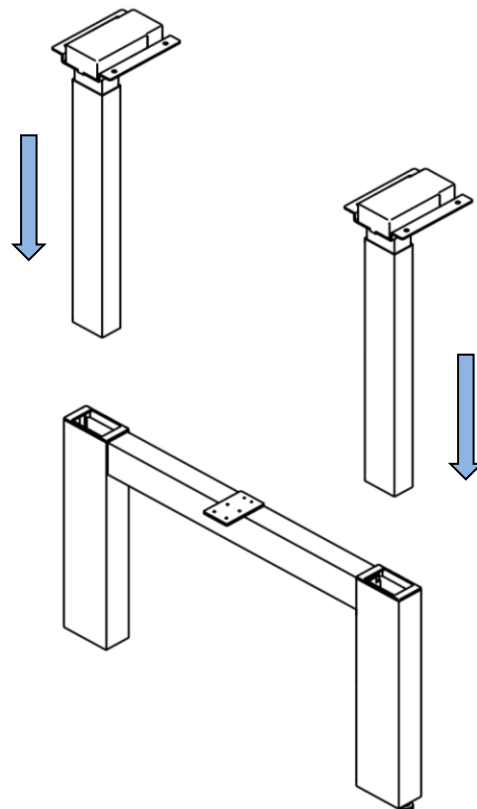


Step 4: Install height adjustable column into the sleeve, orientated as shown.

Single Sided Leg

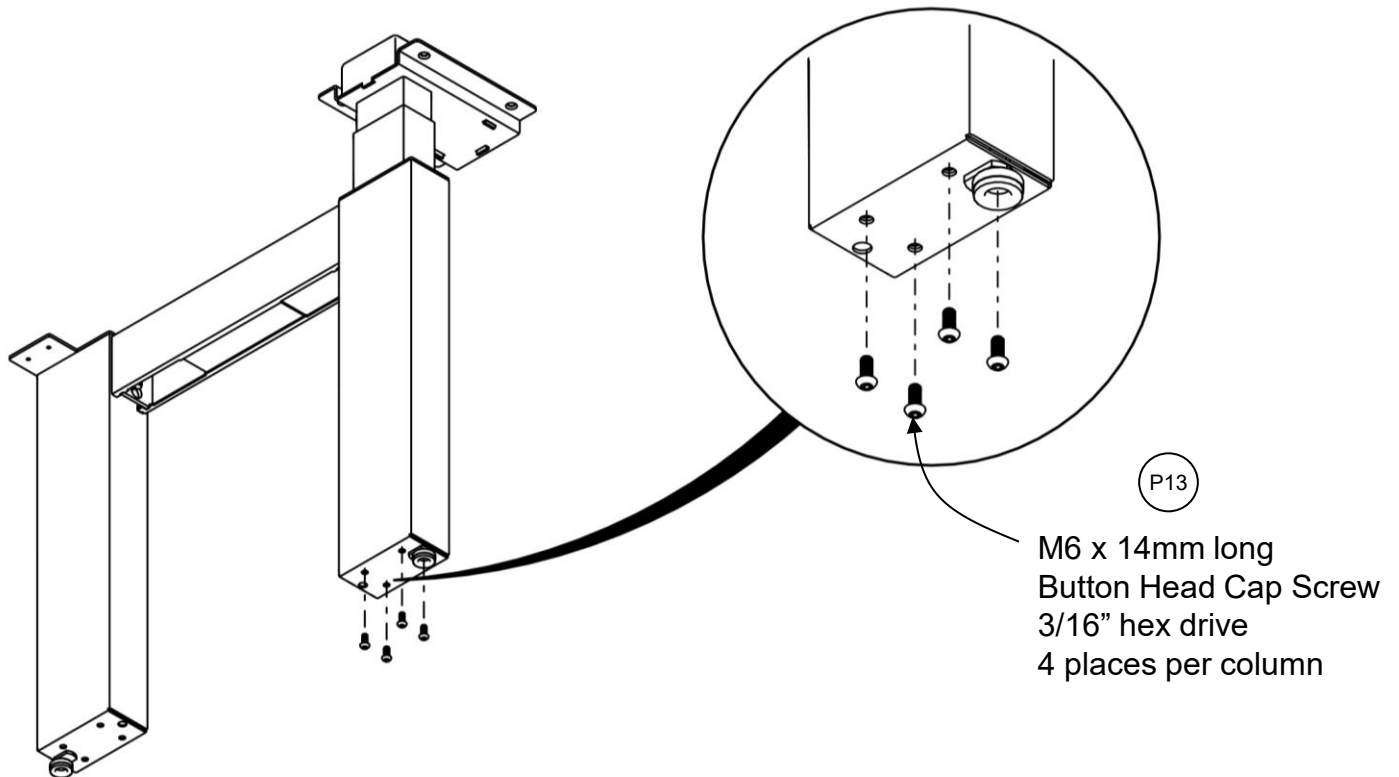


Double Sided Leg

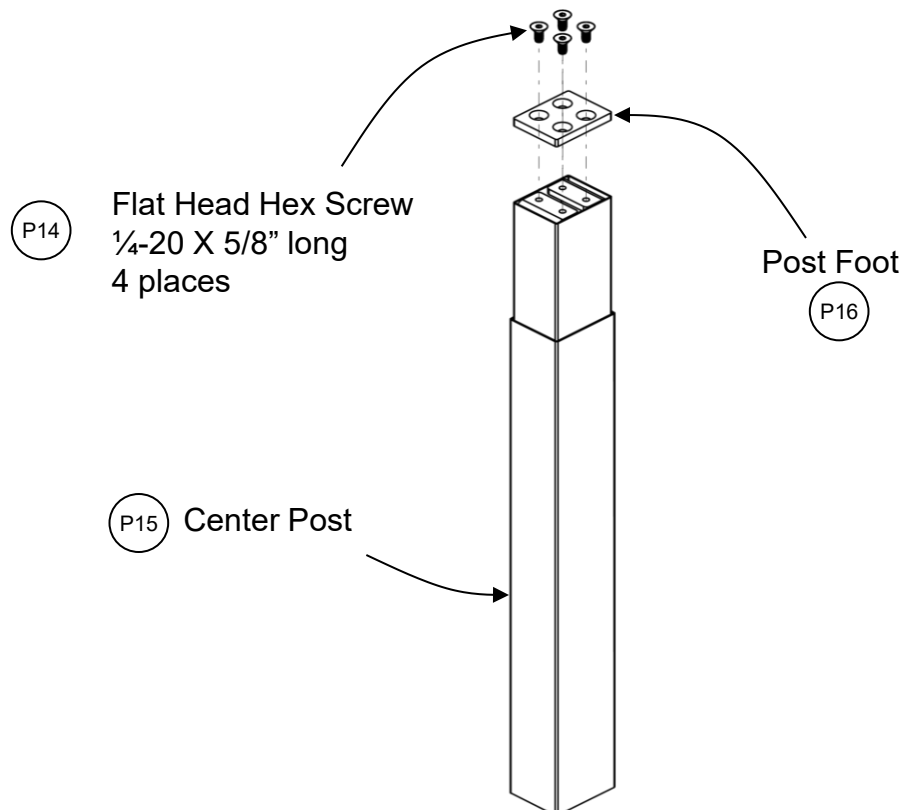


Encounter 120 Benching Installation Instructions

Step 5: Secure height adjustable column to sleeve using M6 x 14mm button head screws.

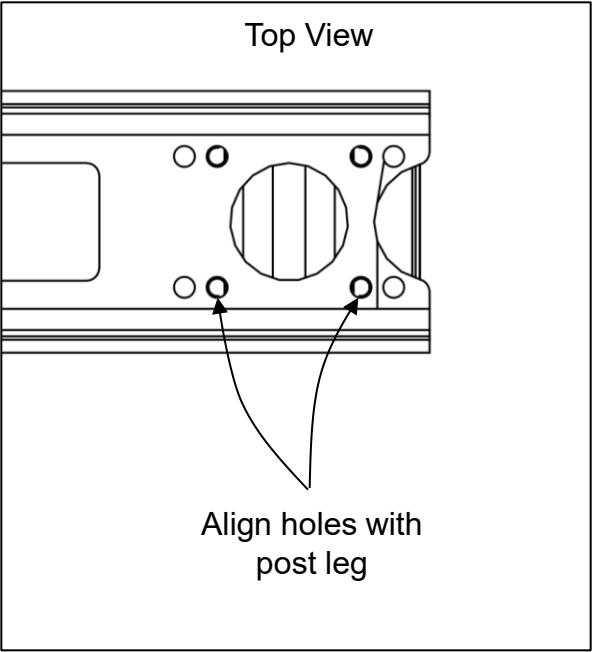
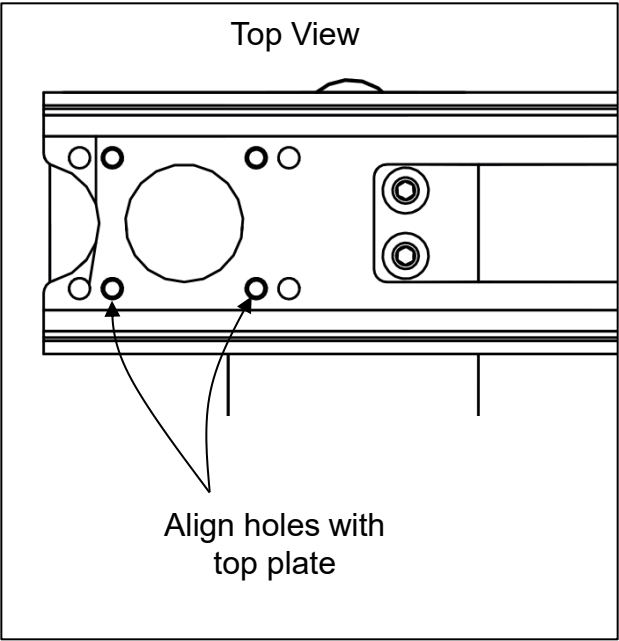
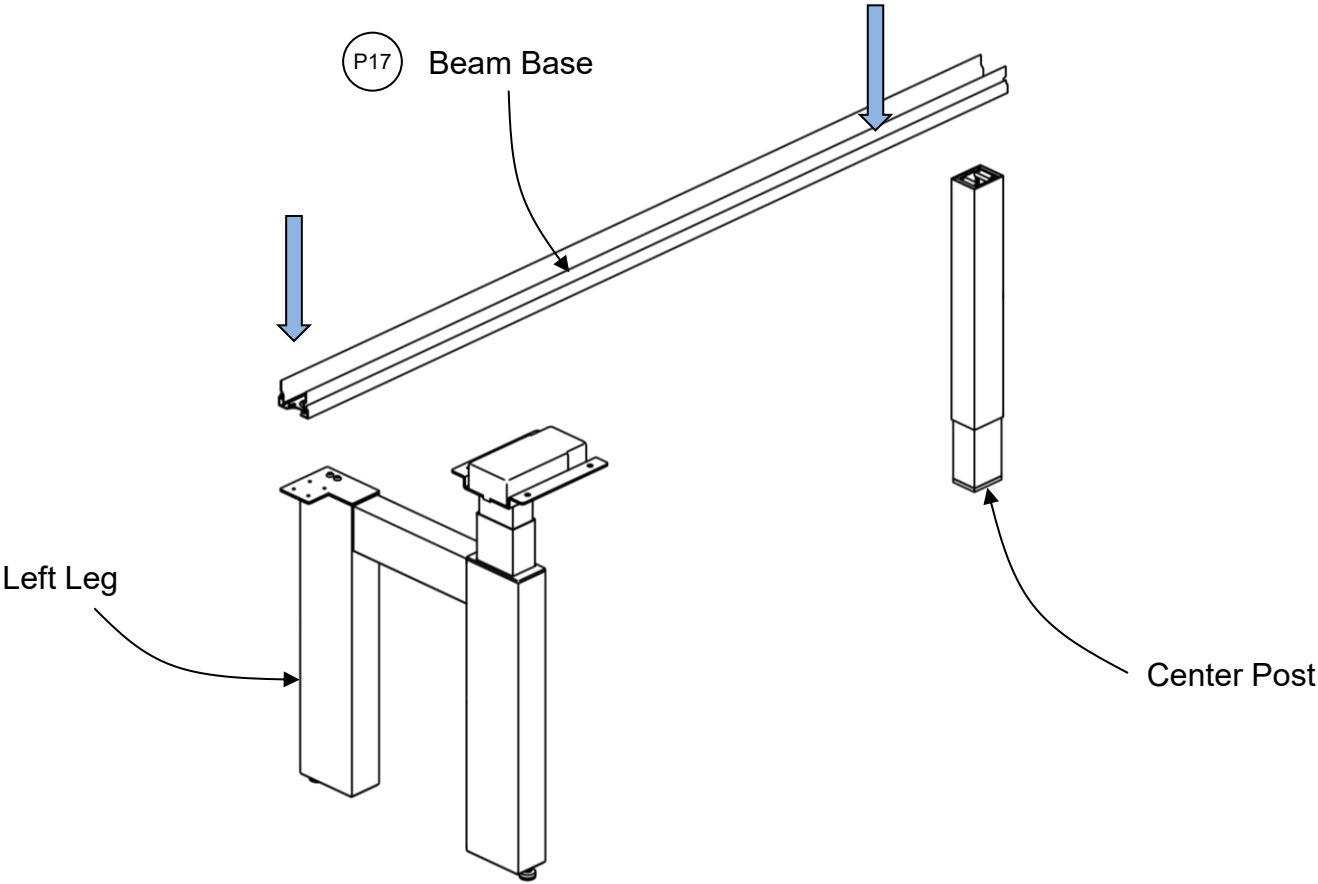


Step 6: Assemble Center Post Foot.



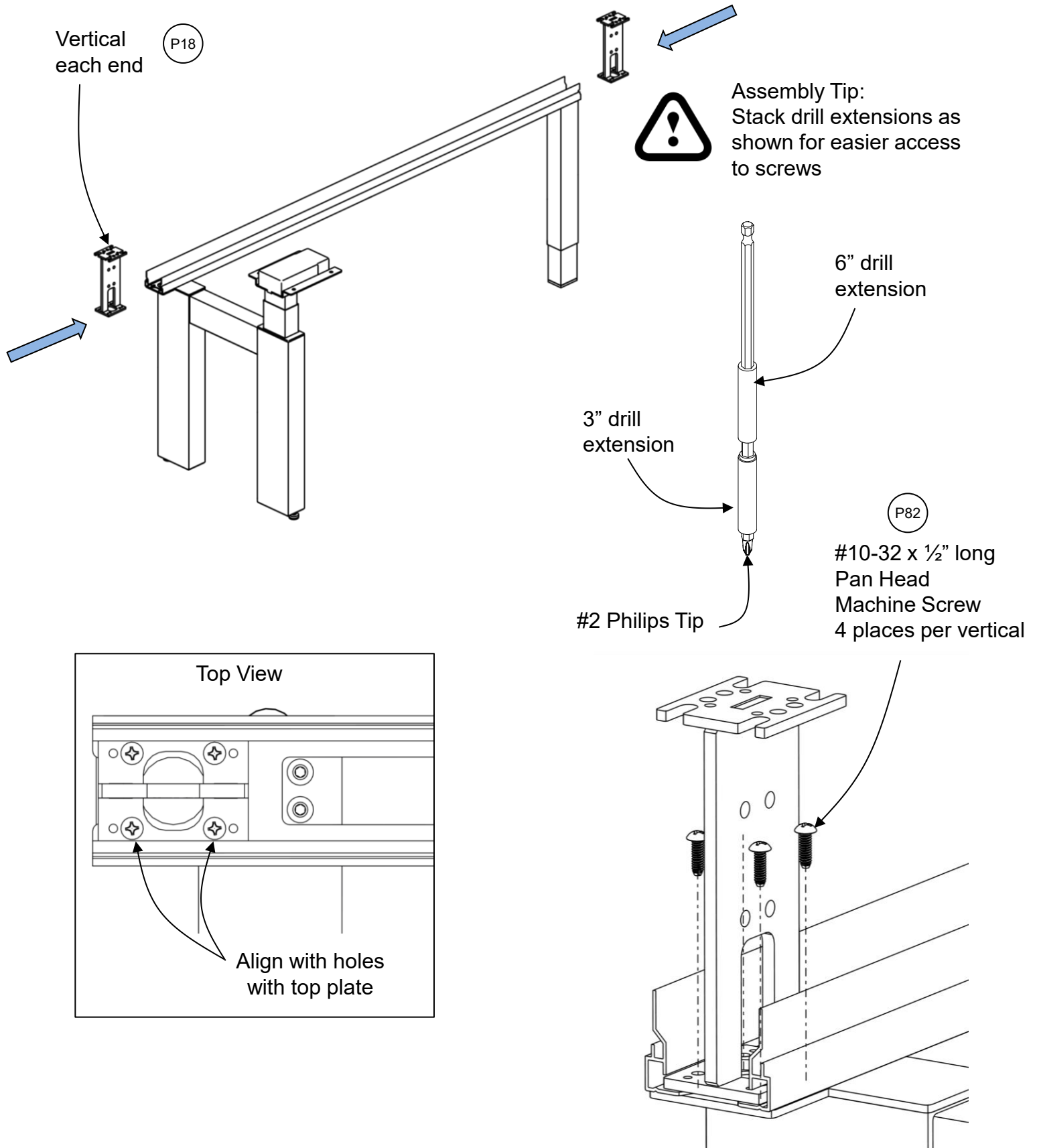
Encounter 120 Benching Installation Instructions

Step 7: Position the beam base onto each top plate.



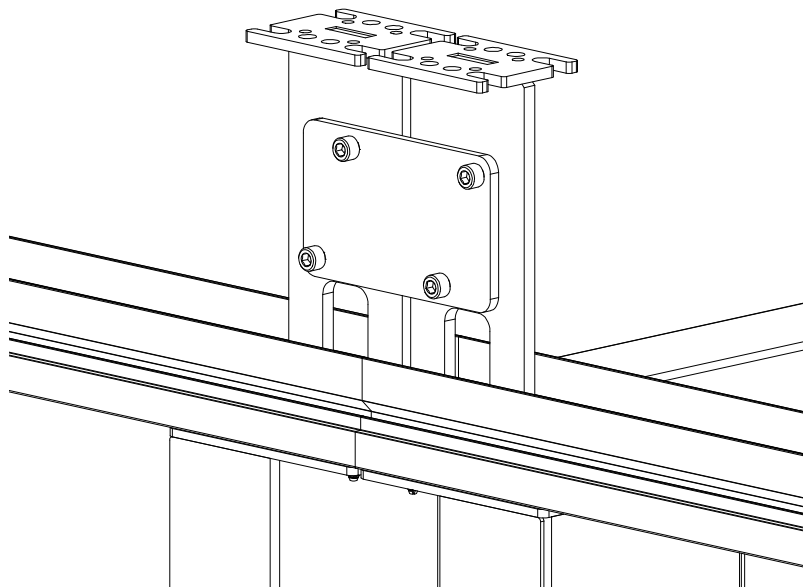
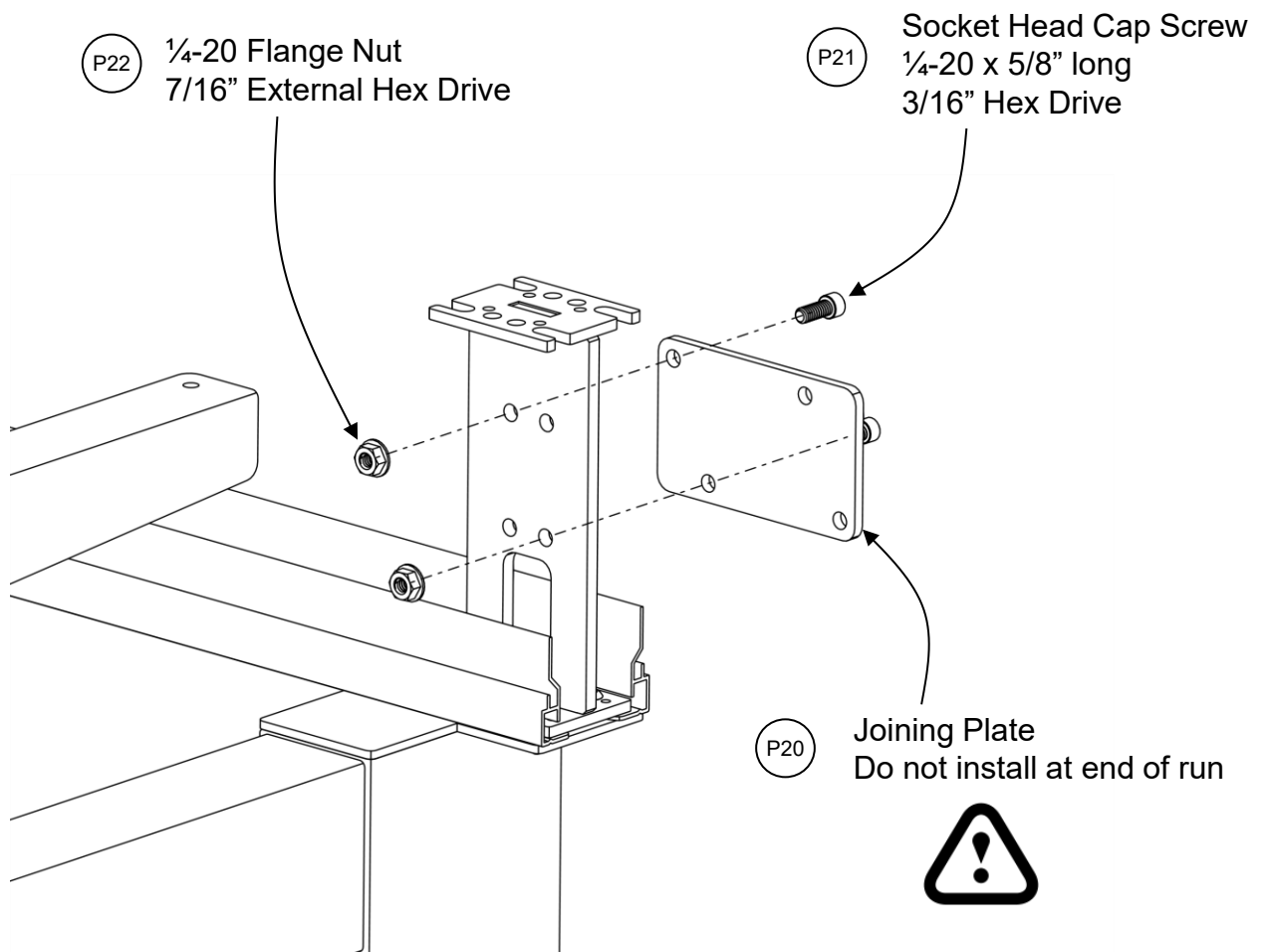
Encounter 120 Benching Installation Instructions

Step 8: Slide vertical into each end the end of the beam base



Encounter 120 Benching Installation Instructions

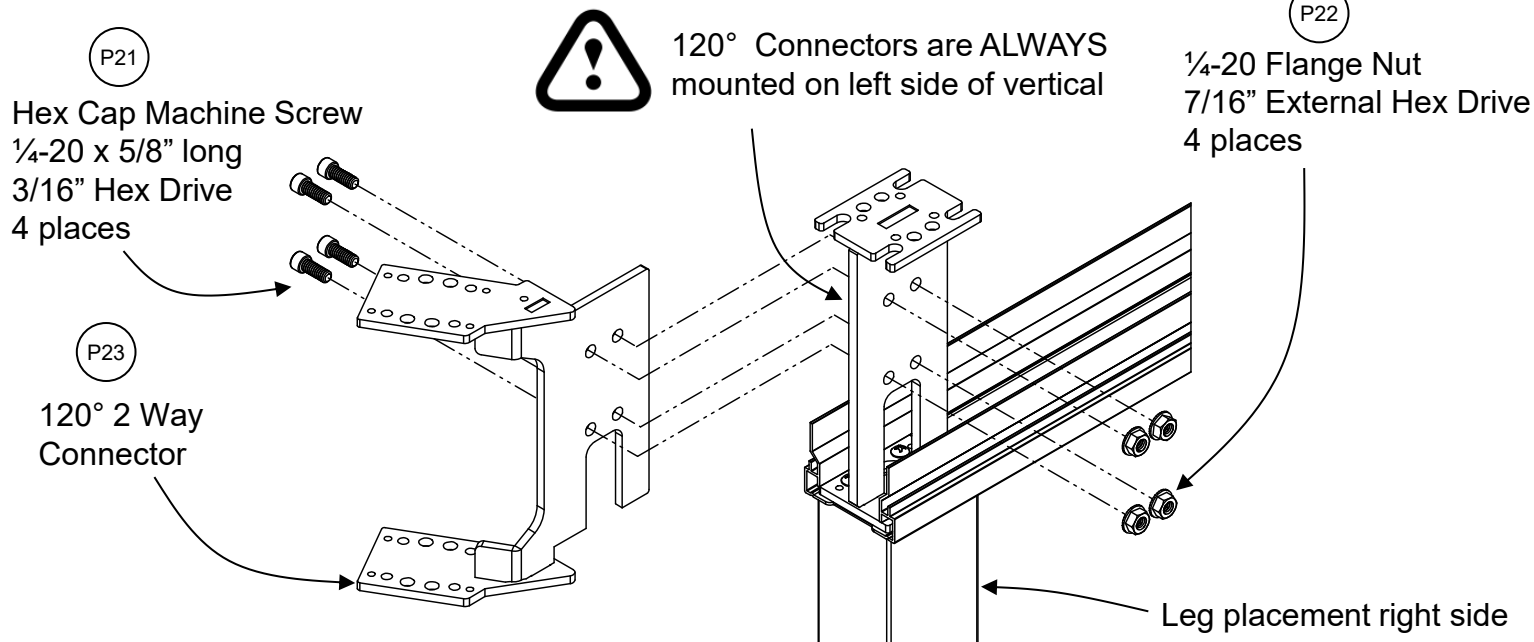
Step 9 (for installing adjacent beam section only): Slide vertical into each end the end of the beam base



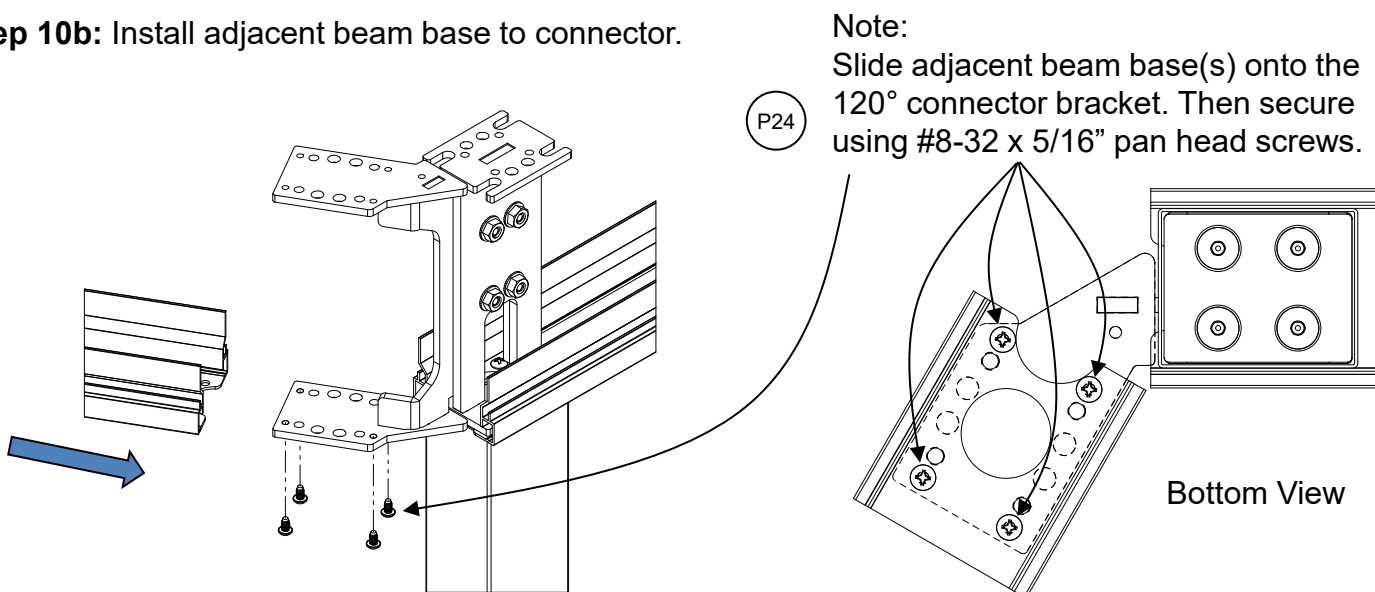
Encounter 120 Benching Installation Instructions

For Installing 120° 2-Way Connectors Only

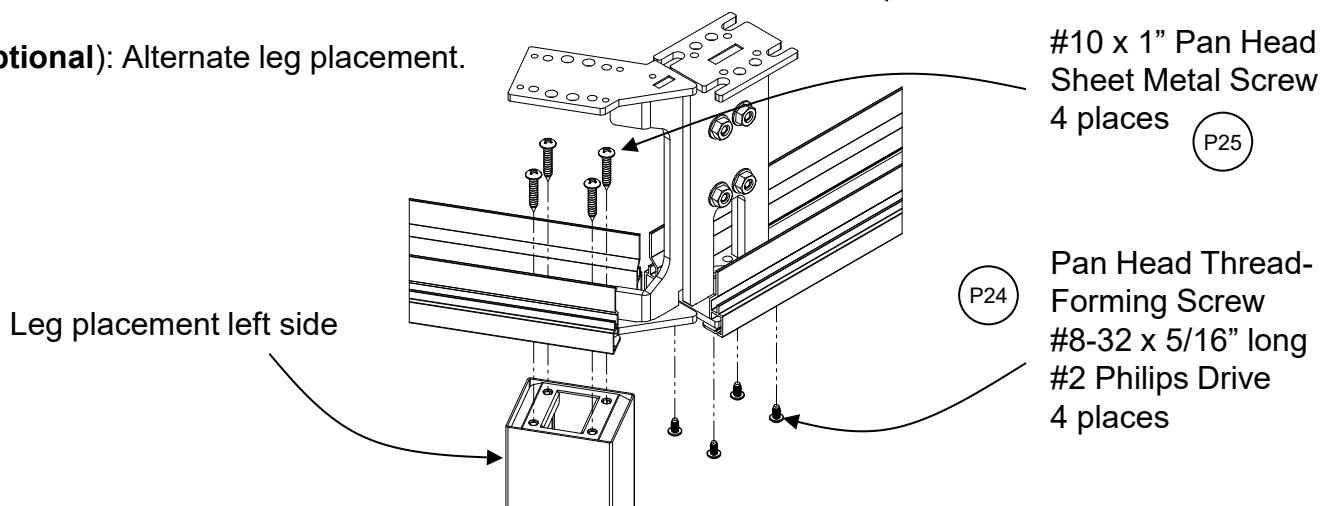
Step 10a: Install connector to vertical.



Step 10b: Install adjacent beam base to connector.



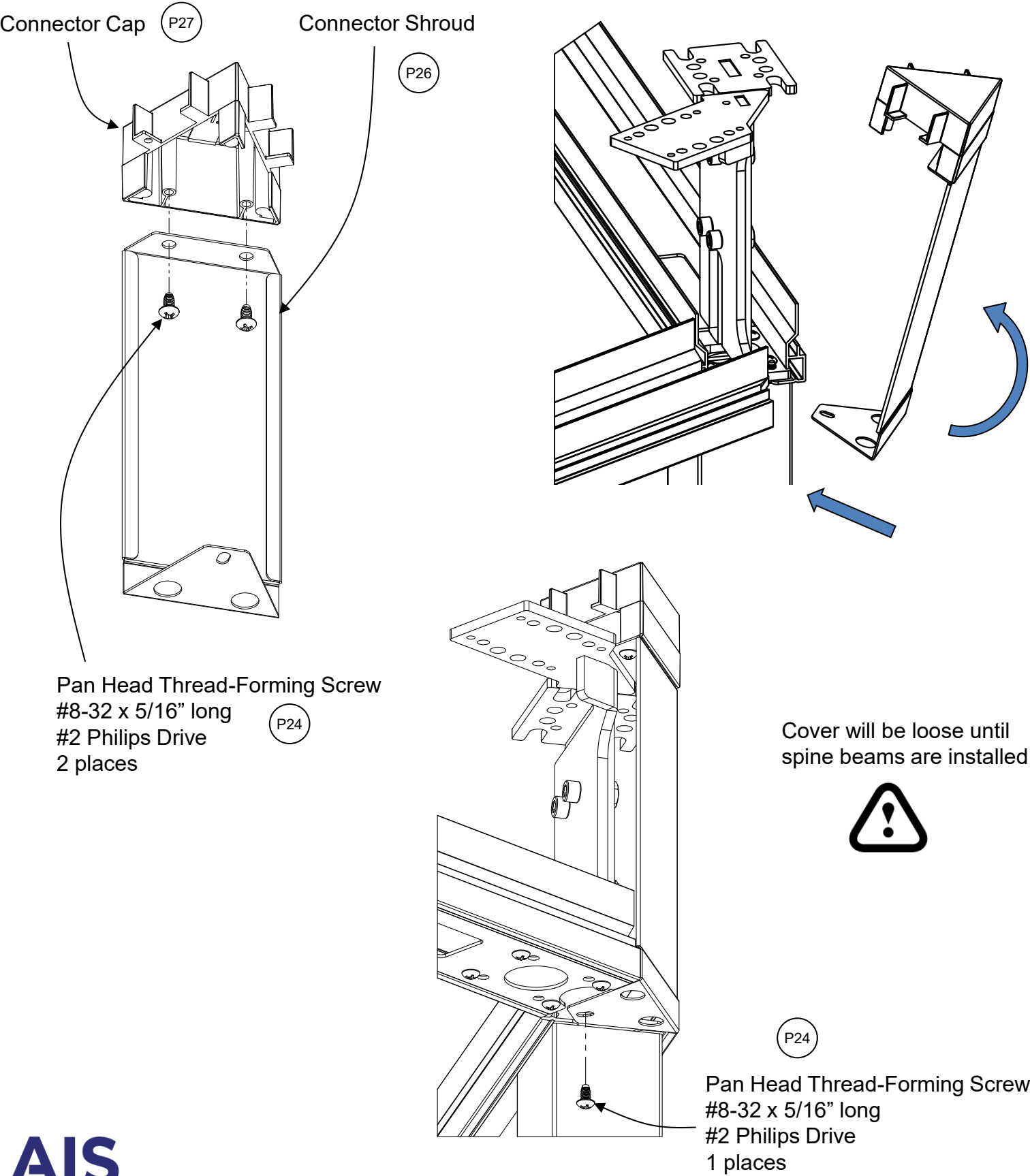
Step 10c (optional): Alternate leg placement.



Encounter 120 Benching Installation Instructions

For Installing 120° 2-Way Connector Caps Only

Step 11: Install connector cap to shroud. Then, secure to the beam base.



Encounter 120 Benching Installation Instructions

For Installing 120° 3-Way Connectors Only

Step 12a: Install connector to vertical.

Hex Cap Machine Screw
1/4-20 x 5/8" long
3/16" Hex Drive
4 places

P21



120° Connectors are ALWAYS
mounted on left side of vertical

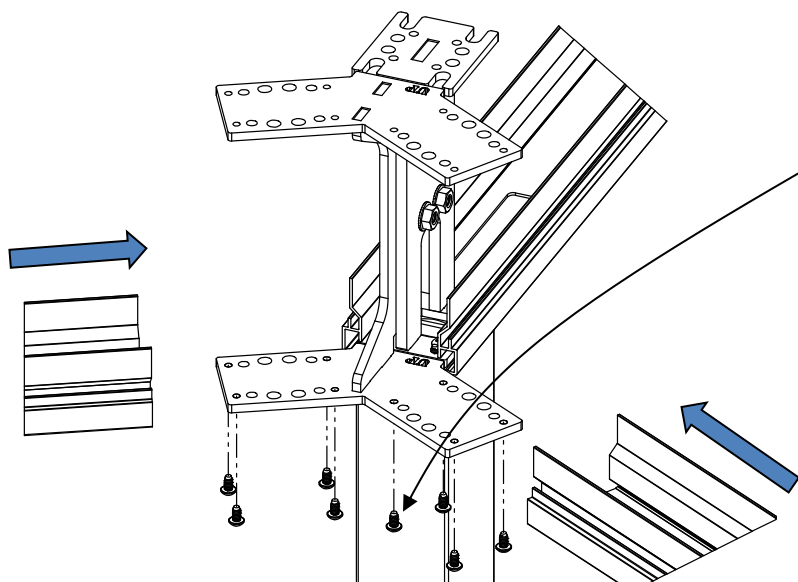
1/4-20 Flange Nut
7/16" External Hex Drive
4 places

P22

120° 3 Way
Connector

P28

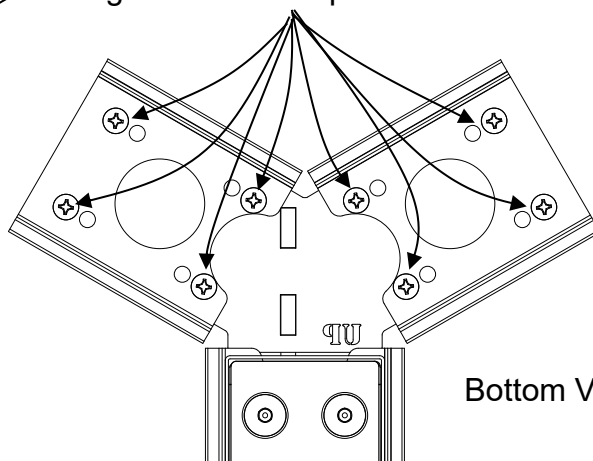
Step 12b: Install adjacent beam base to connector.



Note:

Slide adjacent beam base(s) onto the
120° connector bracket. Then secure
using #8-32 x 5/16" pan head screws.

P24



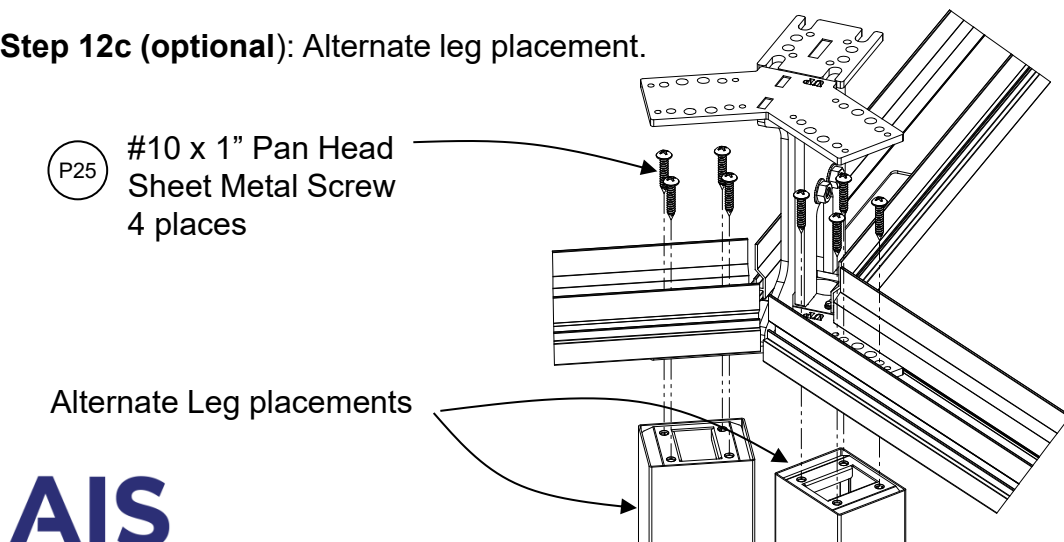
Bottom View

Step 12c (optional): Alternate leg placement.

P25

#10 x 1" Pan Head
Sheet Metal Screw
4 places

Alternate Leg placements



AIS

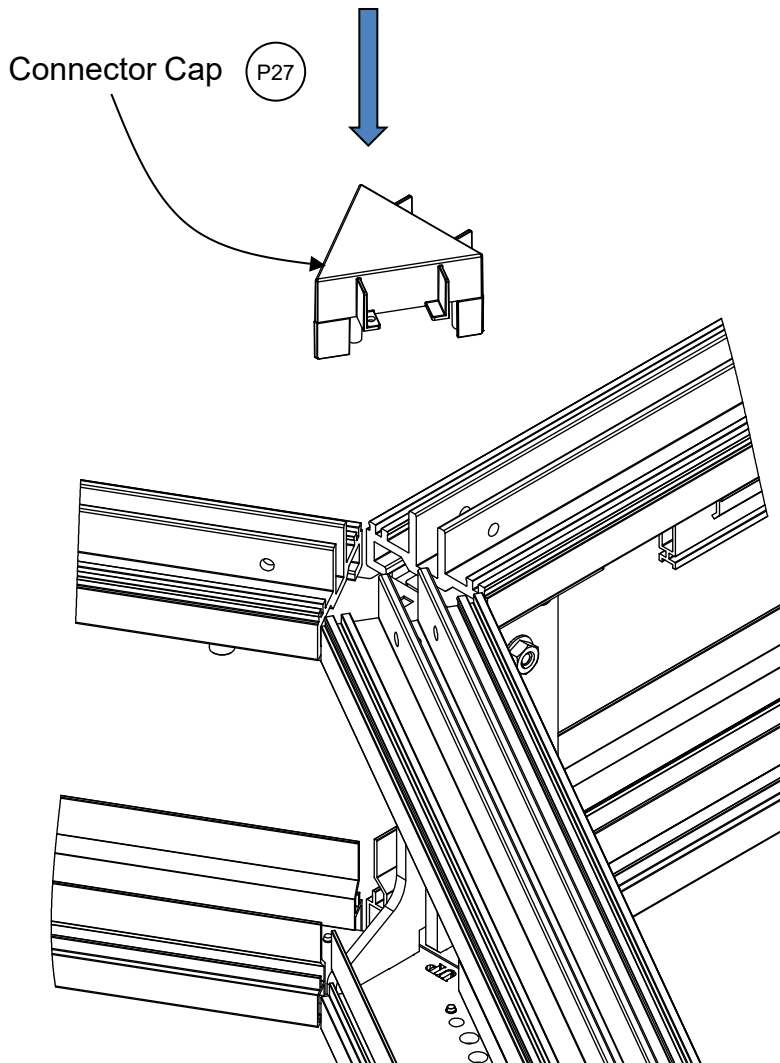
www.ais-inc.com

P-INSTRUCTE120B Revision 10.17.2025

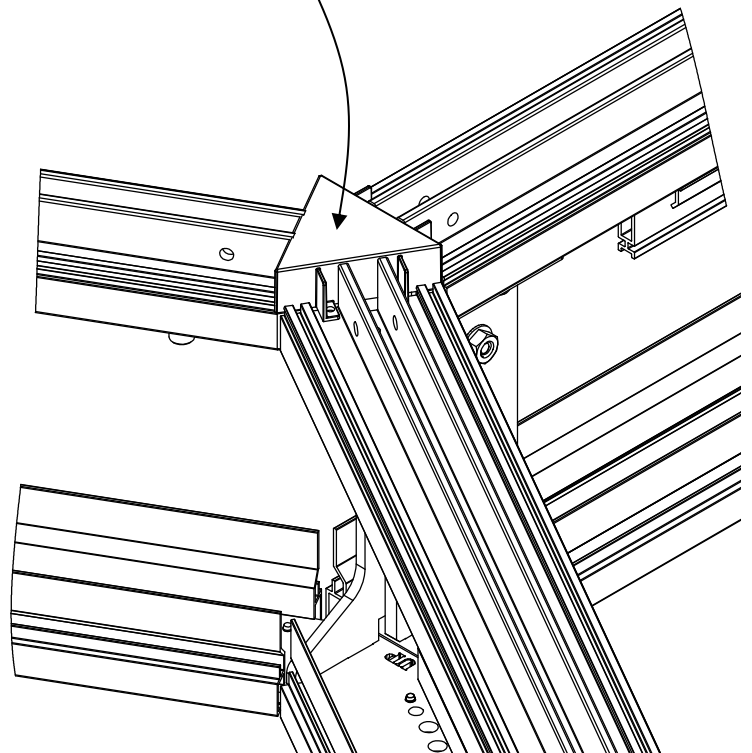
Encounter 120 Benching Installation Instructions

Installing 120° 3-Way Connector Caps

Step 13: Install connector cap to spine beam.

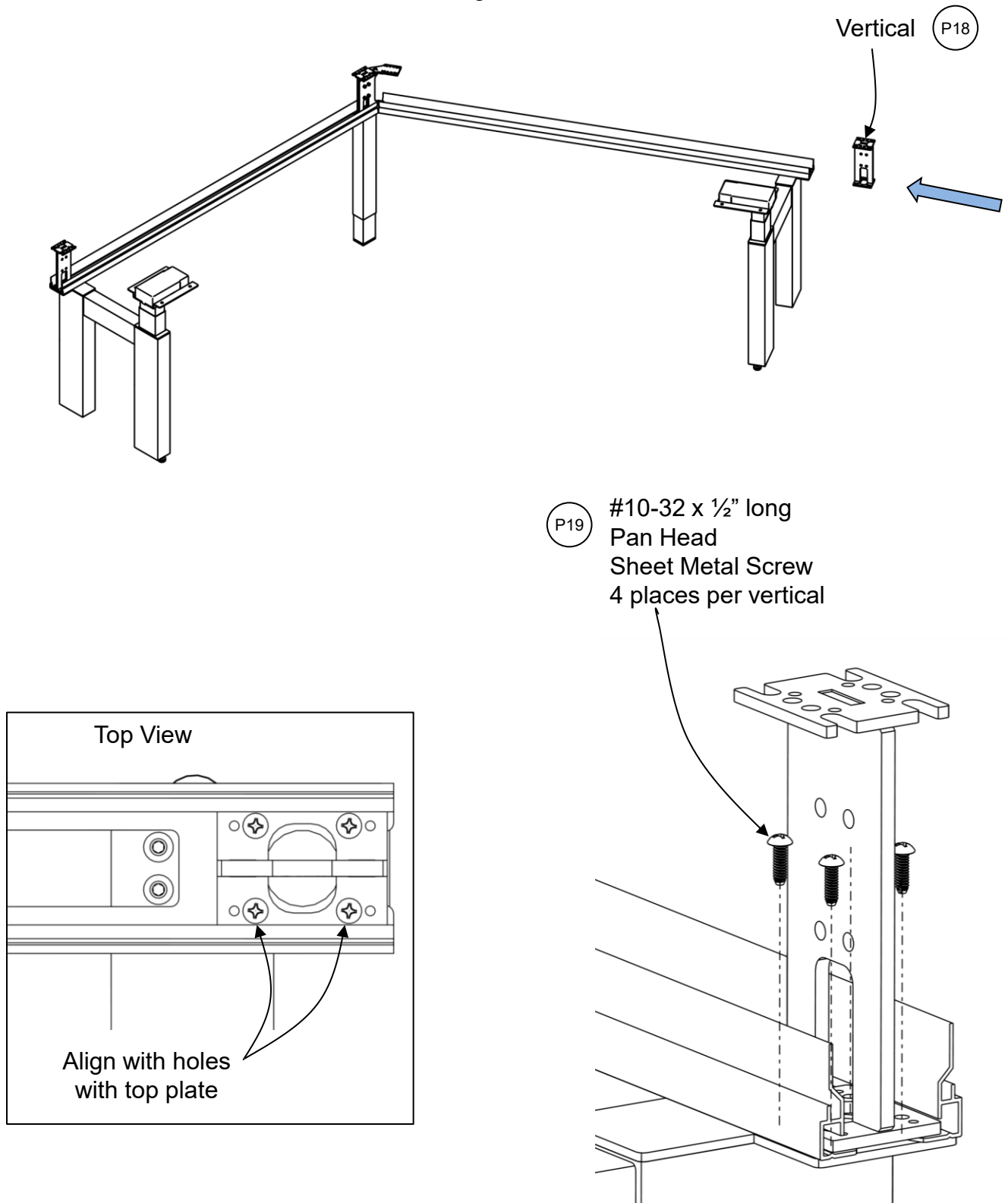


Note: Cap may be loose until spine beam covers are installed



Encounter 120 Benching Installation Instructions

Step 14: Install vertical into beam base and secure using #10-24 screws.

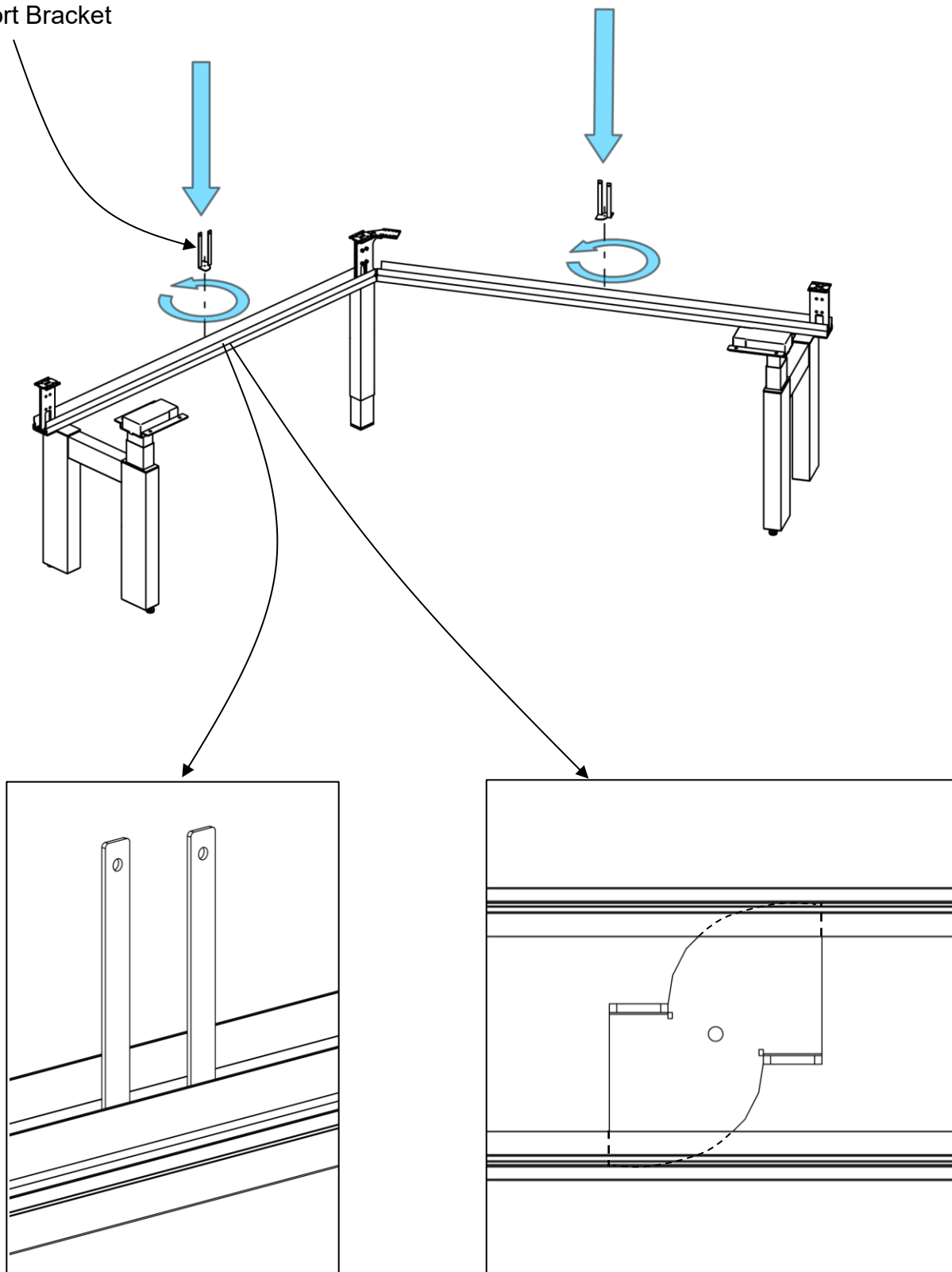


Encounter 120 Benching Installation Instructions

Step 15 (for sizes 54W and up only): Center beam support bracket in Beam Base channel. Bracket will be secured in place in Step 12. : Slide vertical into each end the end of the beam base

Beam Support Bracket

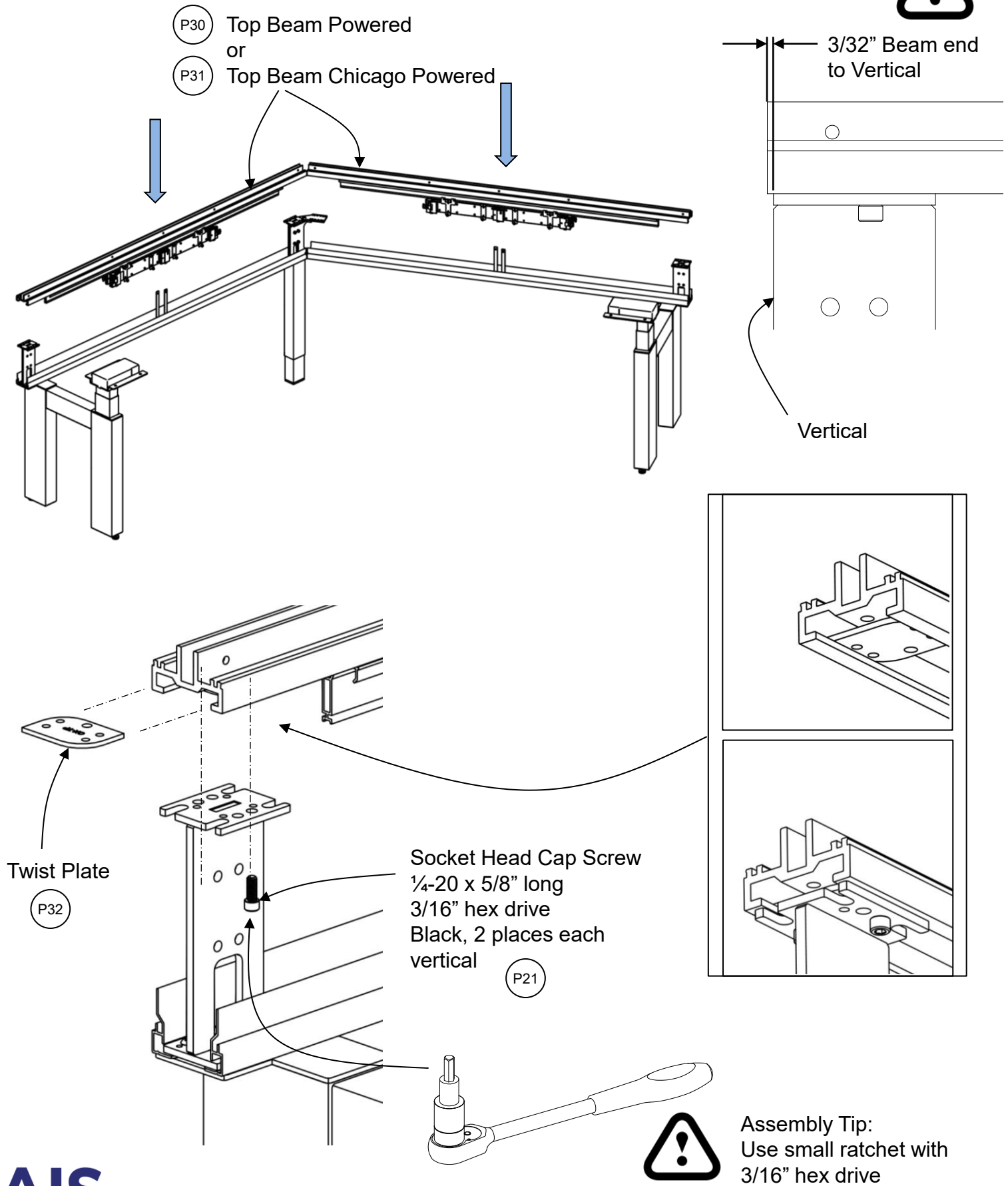
P29



Top View

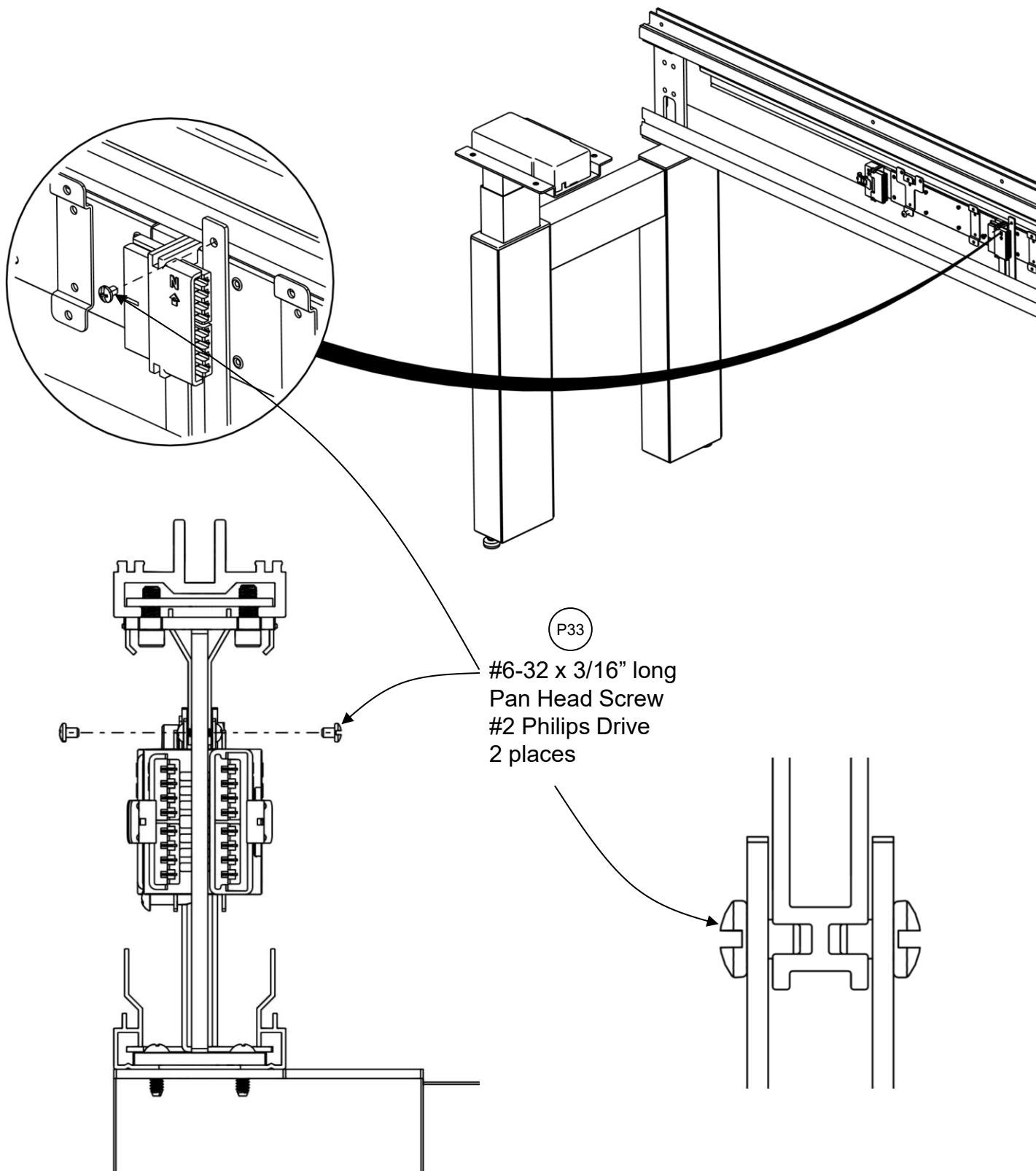
Encounter 120 Benching Installation Instructions

Step 16: Install Beam Top Assembly using Twist Plates and (2) 1/4-20 x 5/8" Cap Screws.



Encounter 120 Benching Installation Instructions

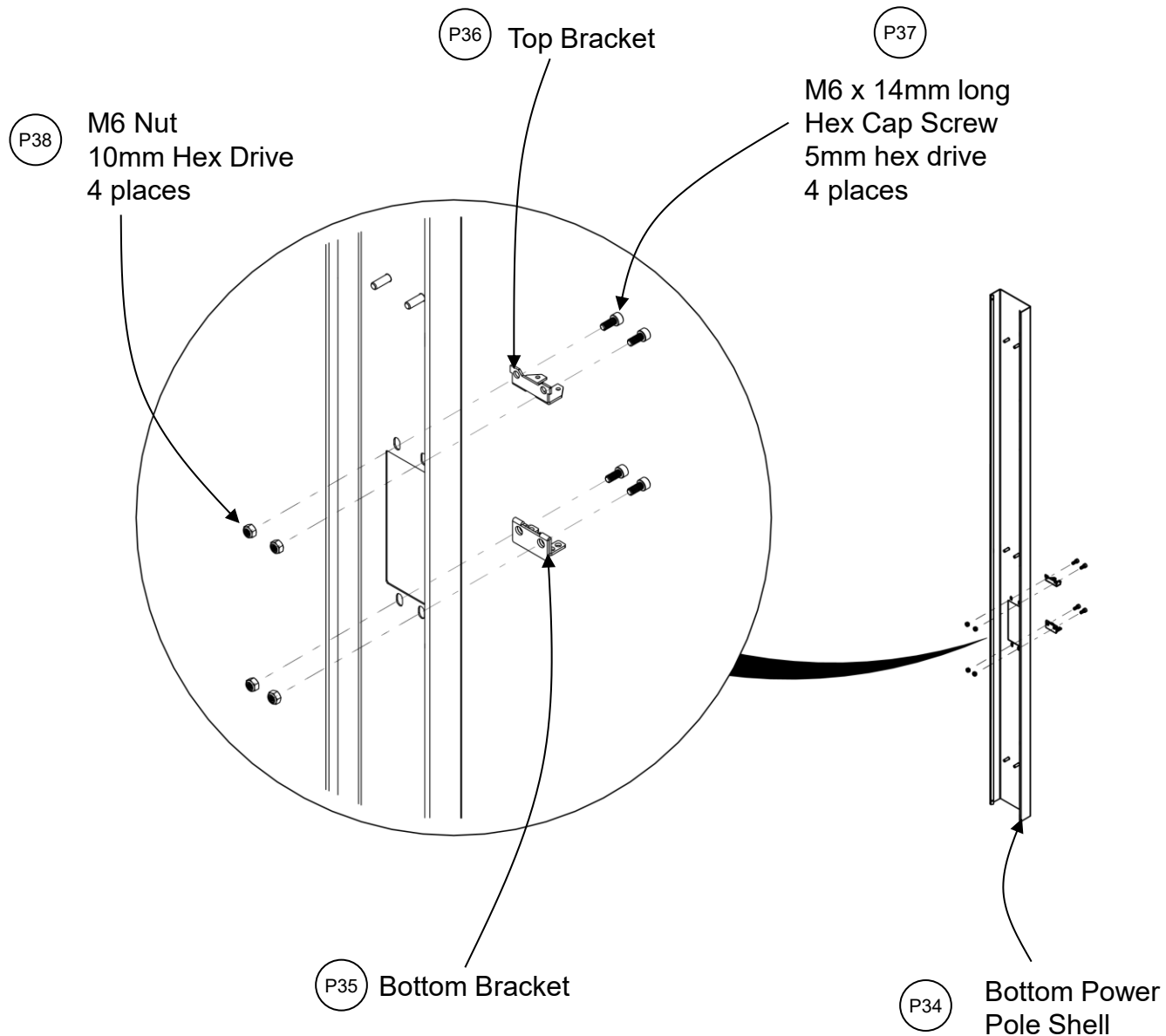
Step 17 (For sizes 54W and up with power): When positioning the top beam assembly, carefully position the power inside the support bracket.



Encounter 120 Benching Installation Instructions

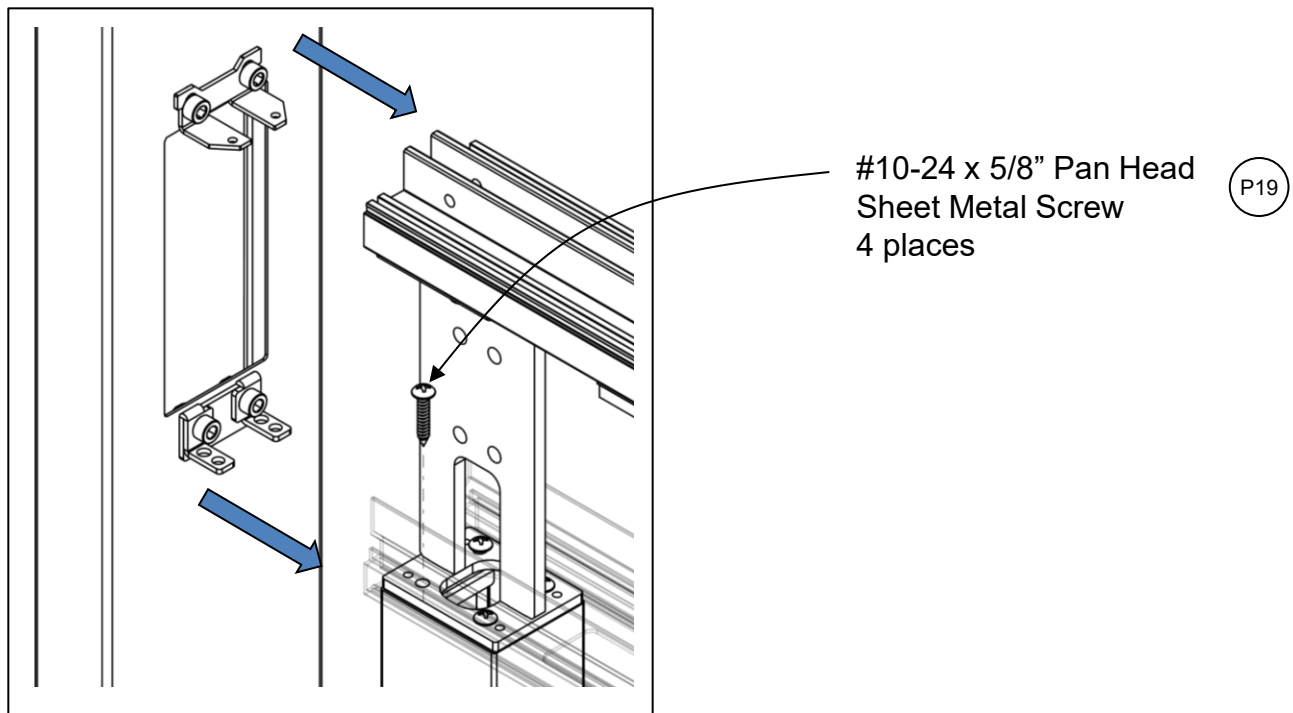
Installing End Mount Power Poles (optional)

Step 1: Loosely install top and bottom power pole brackets to the bottom power pole shell using M6 cap screws and nuts.

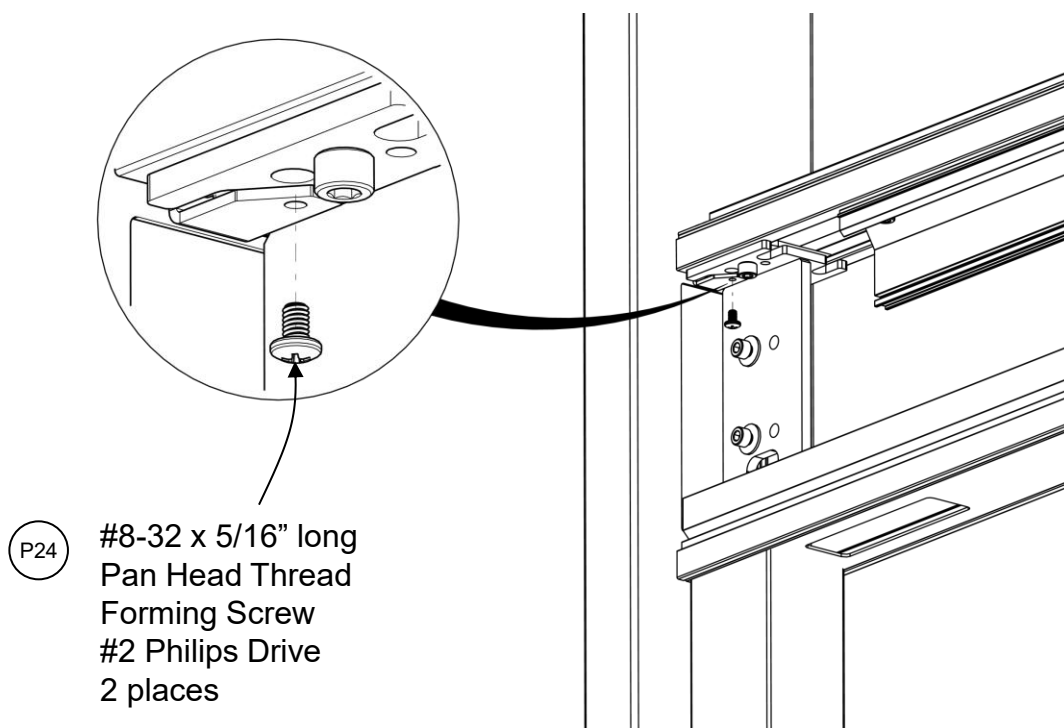


Encounter 120 Benching Installation Instructions

Step 2: Remove (2) #10 pan head screws from beam vertical. Align power pole brackets to beam and re-install #10 pan head screws.

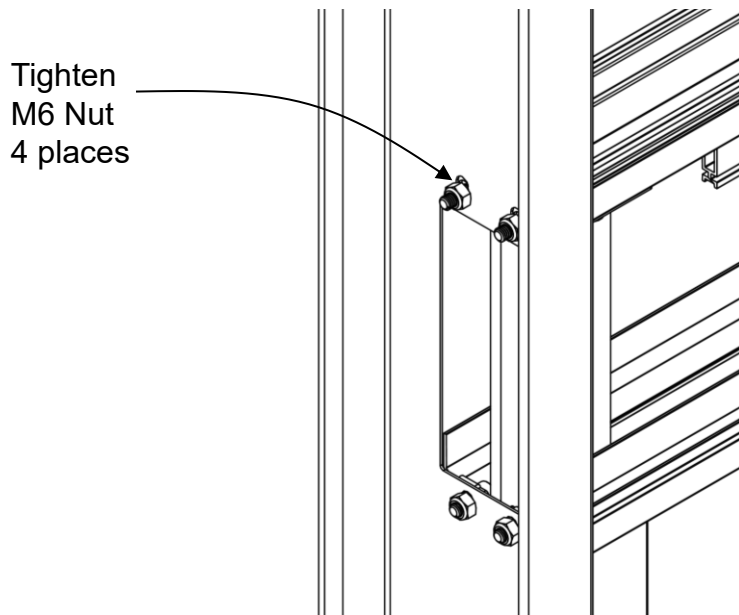


Step 3: Secure top bracket to beam vertical using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

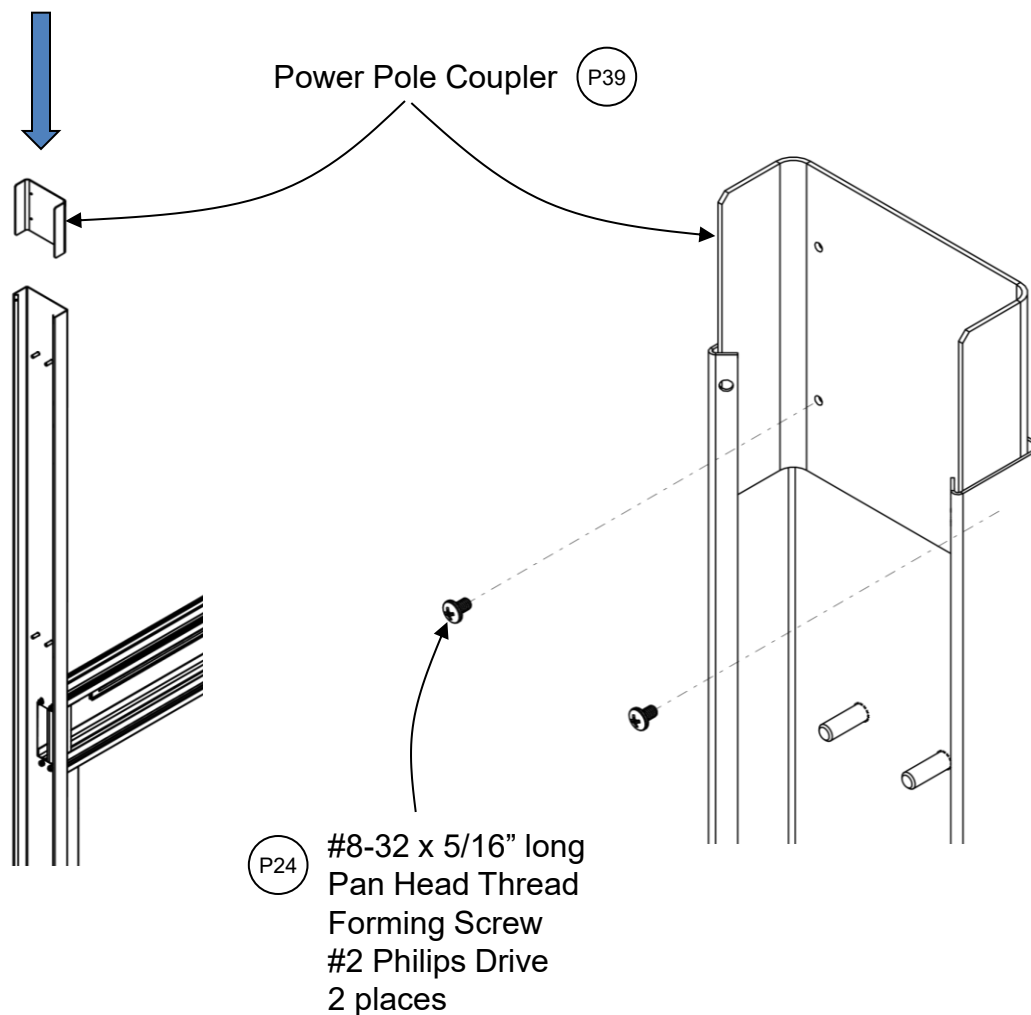


Encounter 120 Benching Installation Instructions

Step 4: Tighten (4) M6 Nuts to firmly secure power pole shell to beam

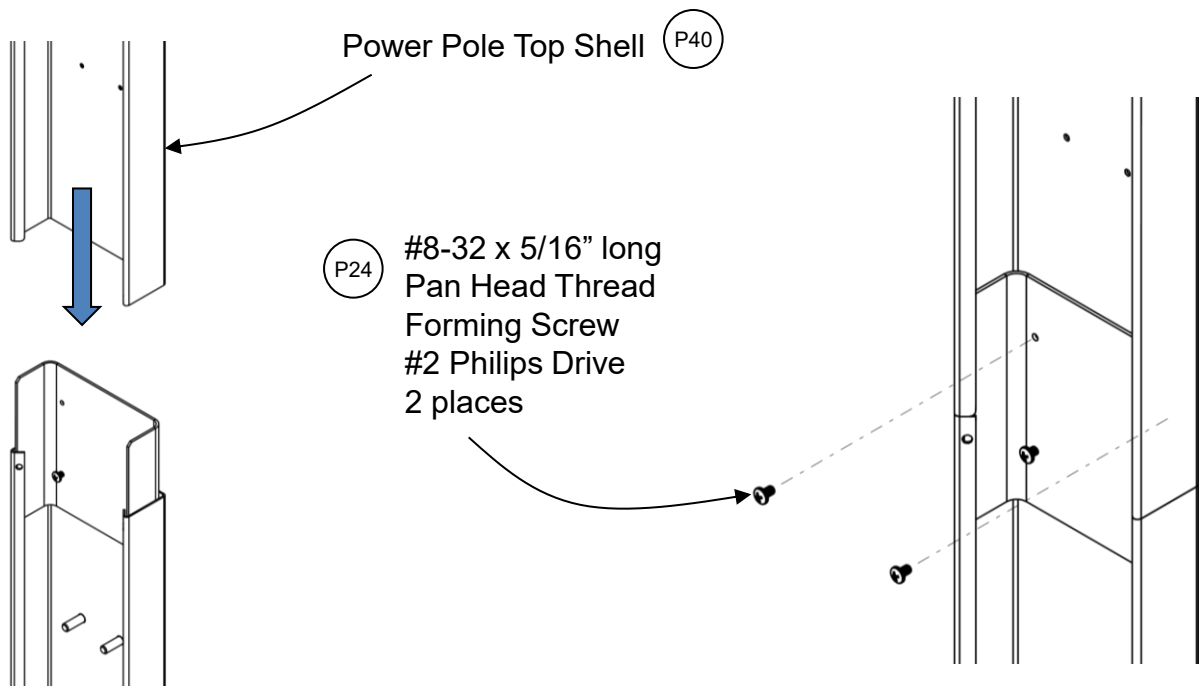


Step 5: Install power pole coupler to shell using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

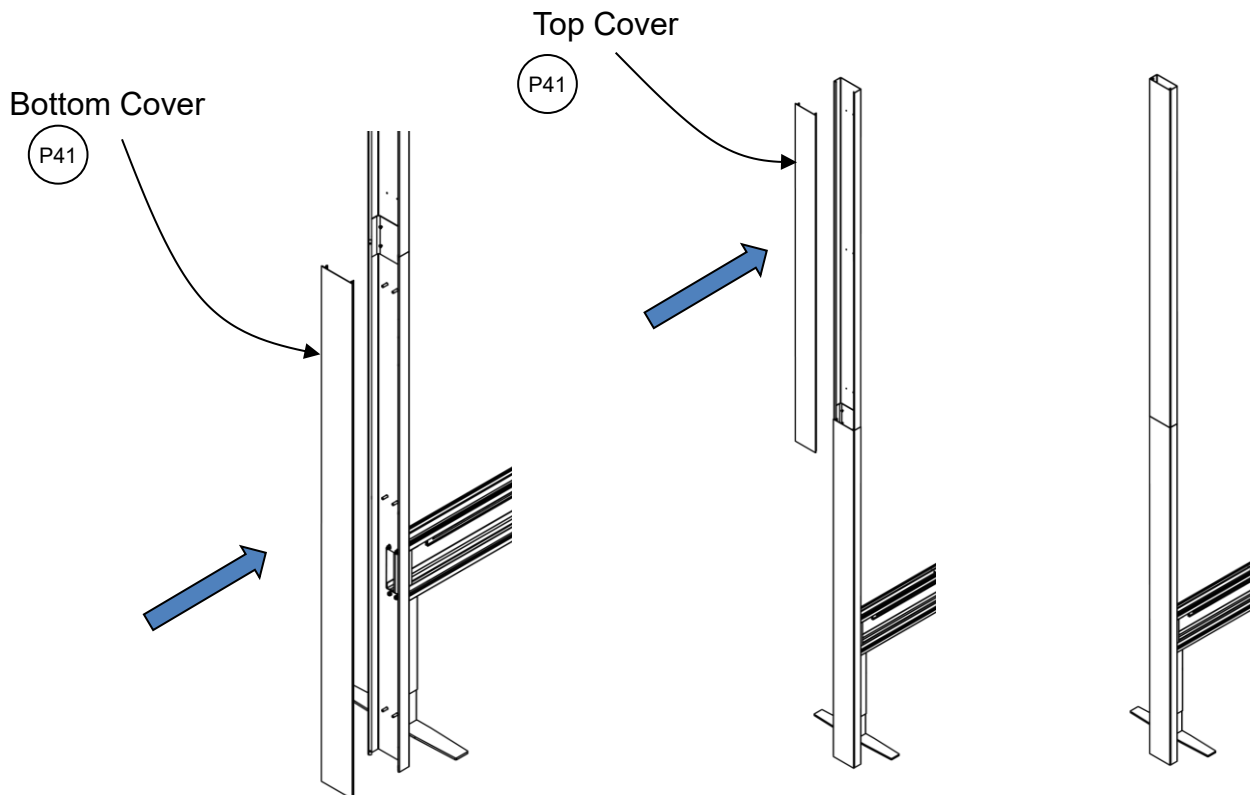


Encounter 120 Benching Installation Instructions

Step 6: Install power pole top shell to coupler using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

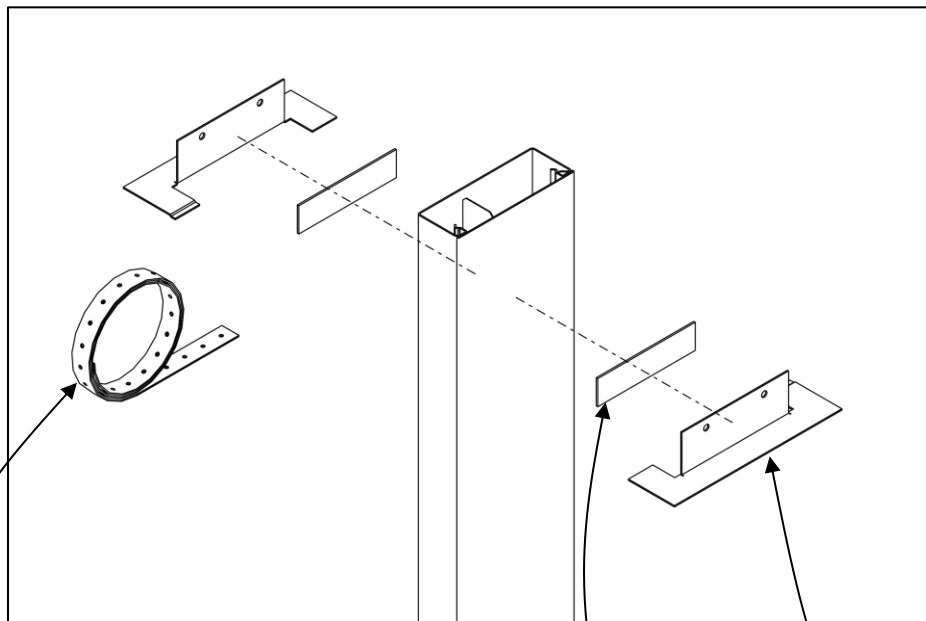


Step 7: Snap on top and bottom power pole covers to shells.



Encounter 120 Benching Installation Instructions

Step 8: Install ceiling shrouds using magnetic strips and plastic retainer.



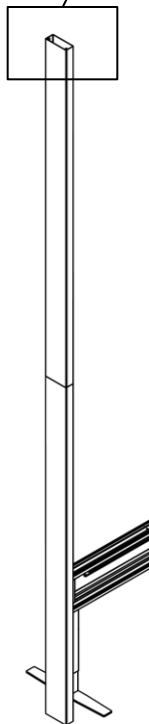
P66
Plastic Retainer
ties the pole to
the ceiling grid.

Magnetic Strip
2 places

P65

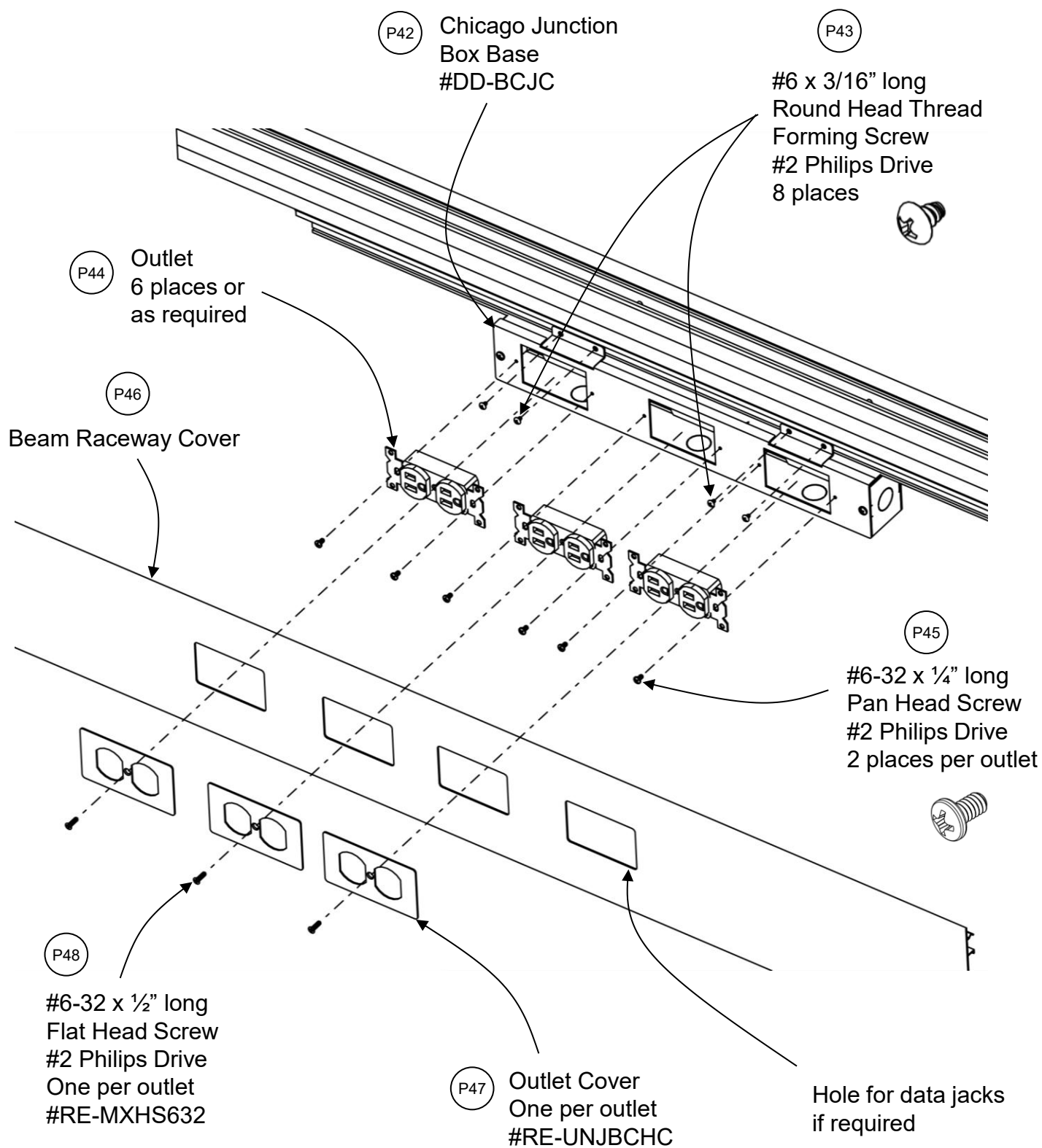
Ceiling Shroud
2 places

P64



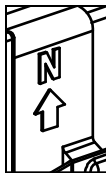
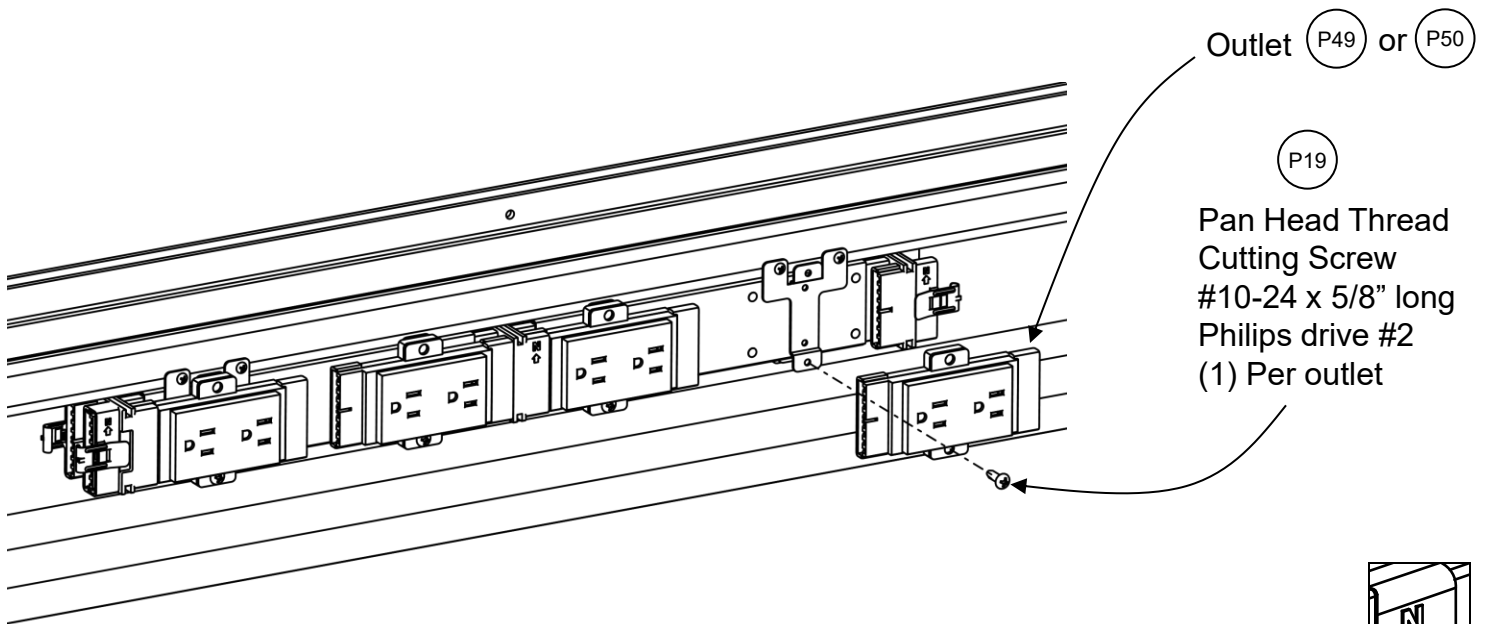
Encounter 120 Benching Installation Instructions

Installing Chicago Power to Top Beam (optional)



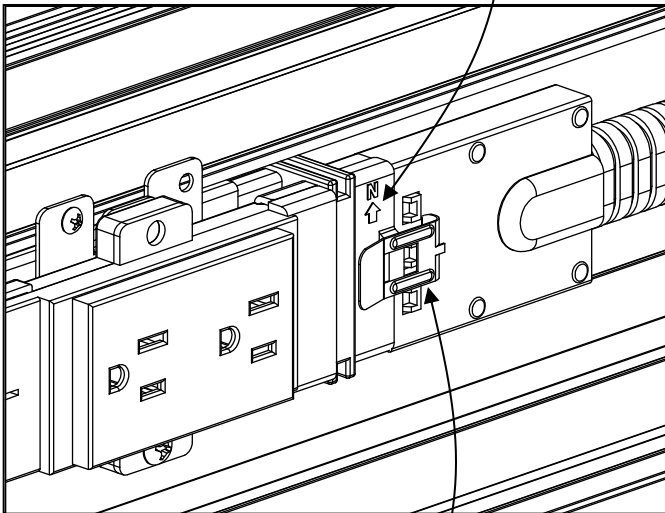
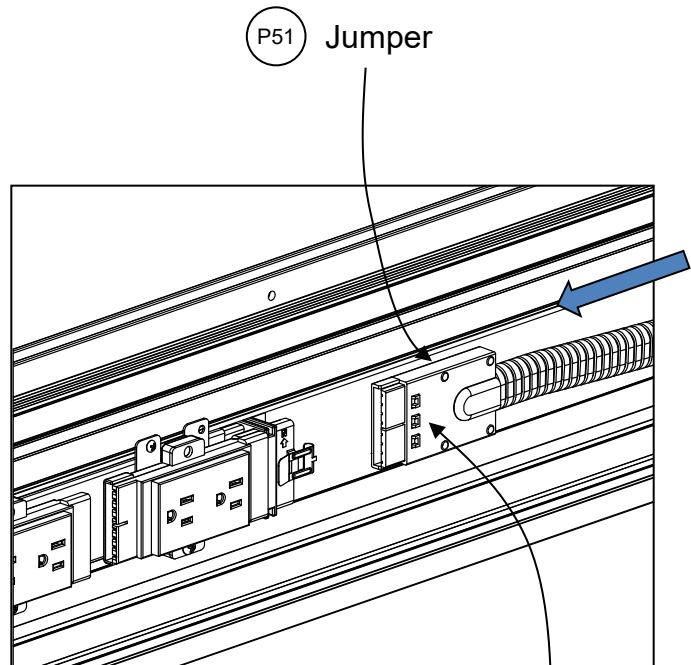
Encounter 120 Benching Installation Instructions

Step 18: Install Outlets to Beam per design specs using (1) 10-24 x 5/8" Pan Head Thread Cutting Screw



Note UP arrow

Step 19: Plug Jumpers into powerway, making sure to fully engage locking clip!



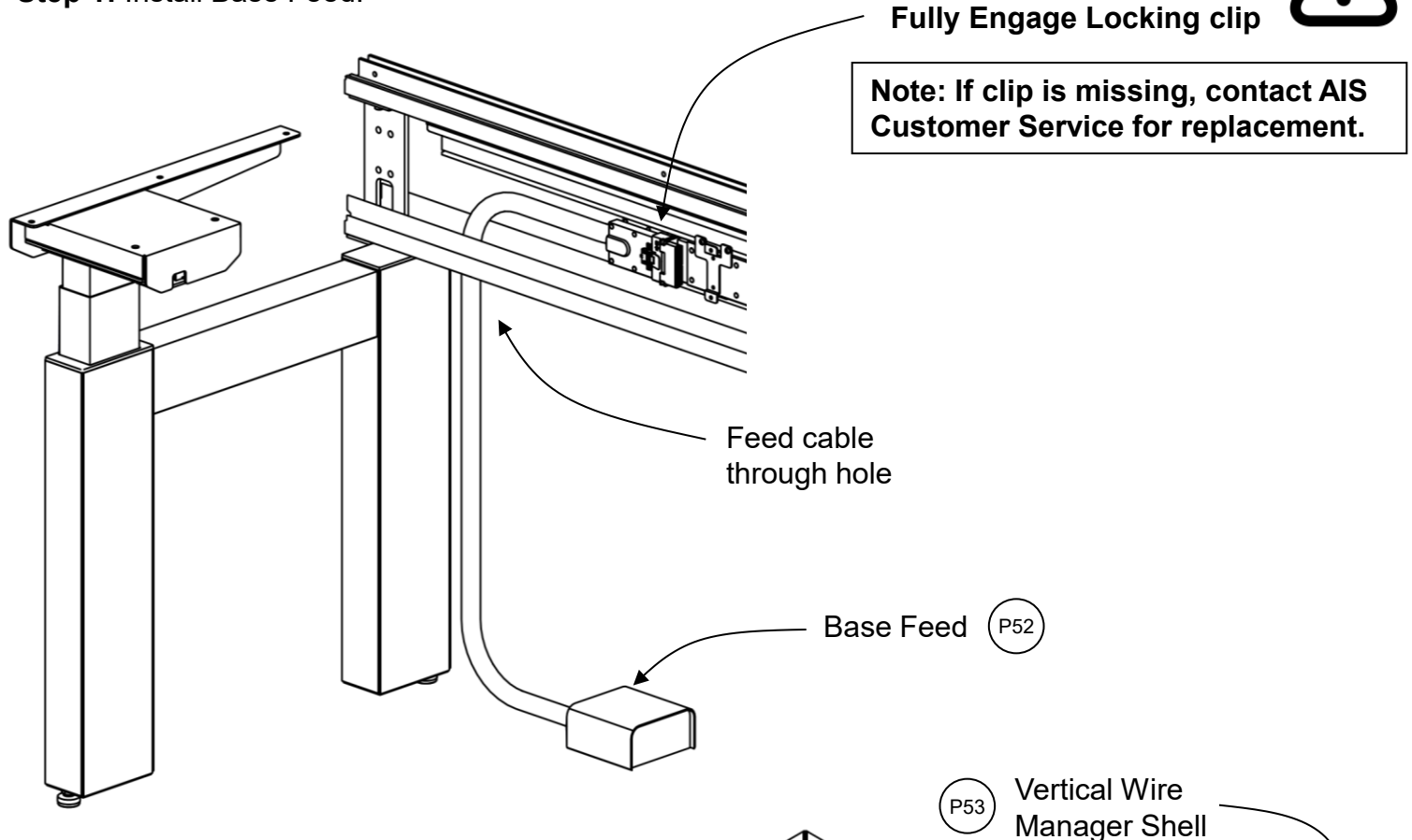
Fully Engage Locking clip 

Note: If clip is missing, contact AIS Customer Service for replacement.

Encounter 120 Benching Installation Instructions

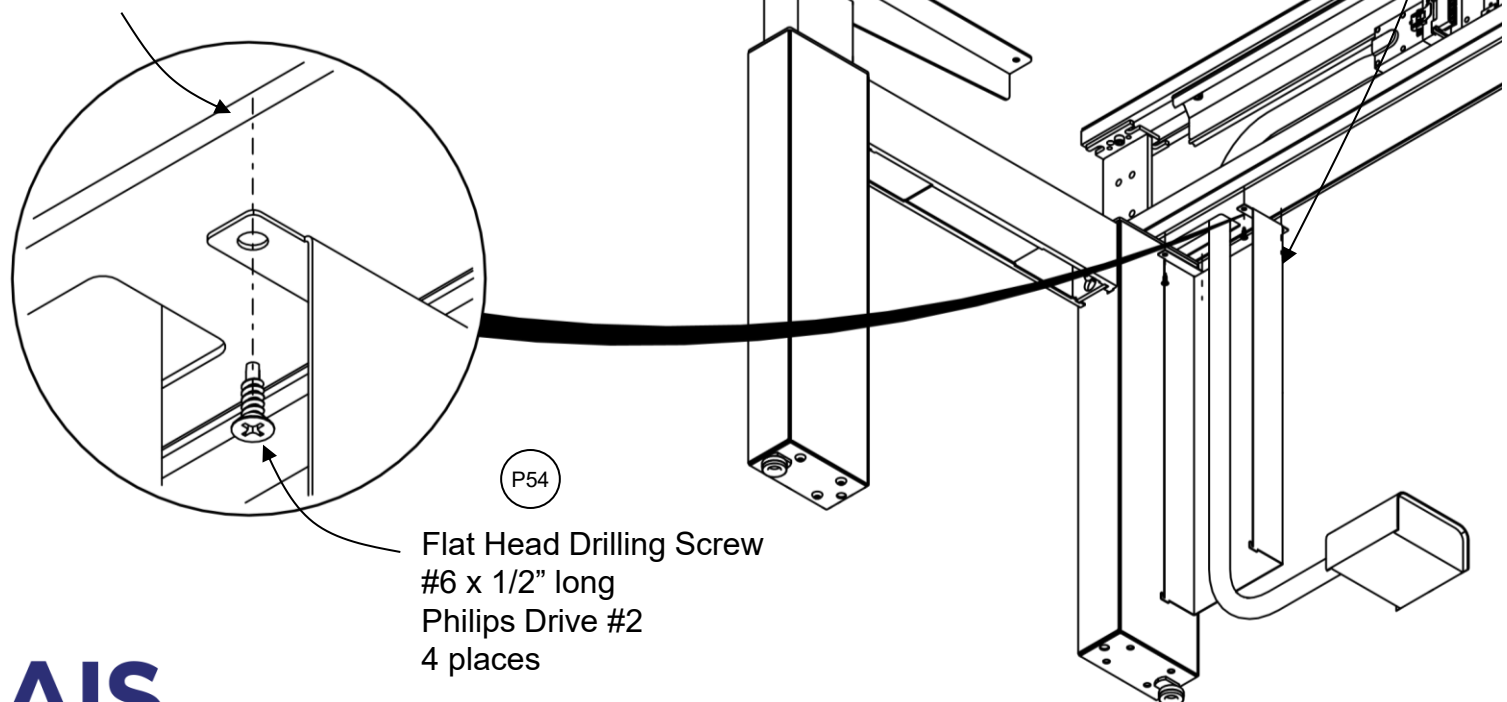
Installing Base Feed and Vertical Wire Manager (optional)

Step 1: Install Base Feed.



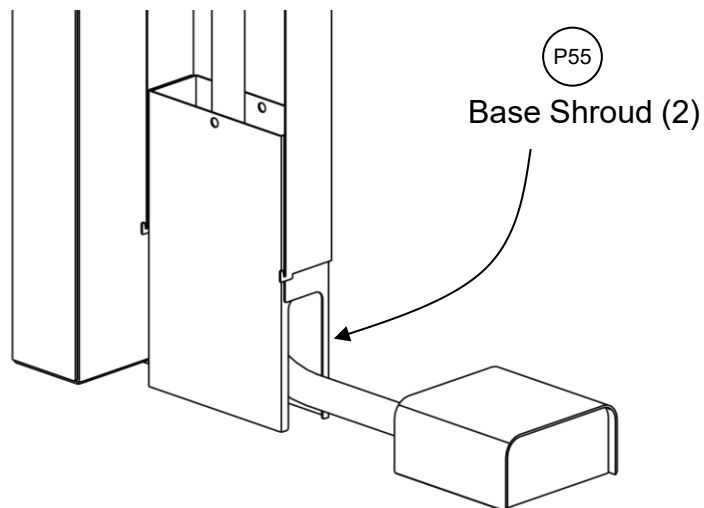
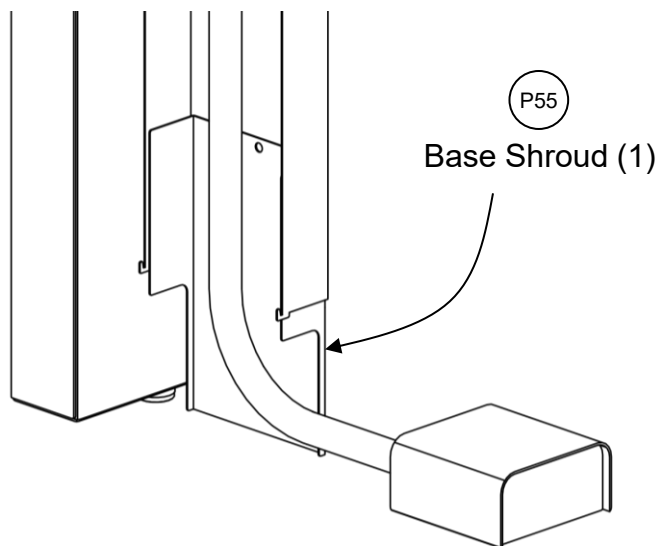
Step 2: Install Vertical Wire Manager Shell.

Beam Base Groove

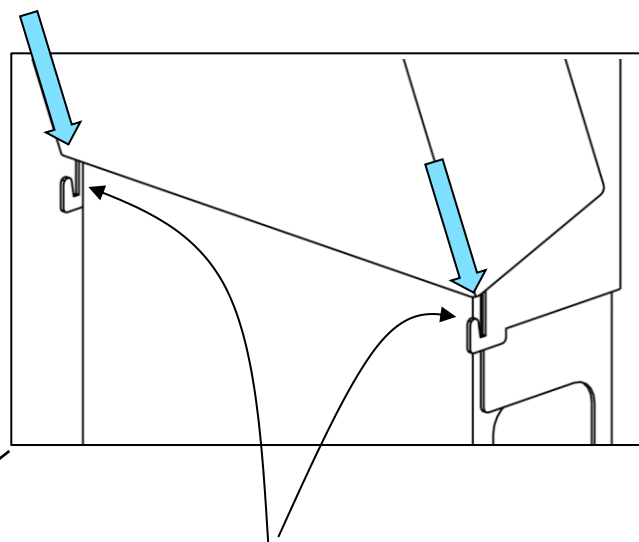
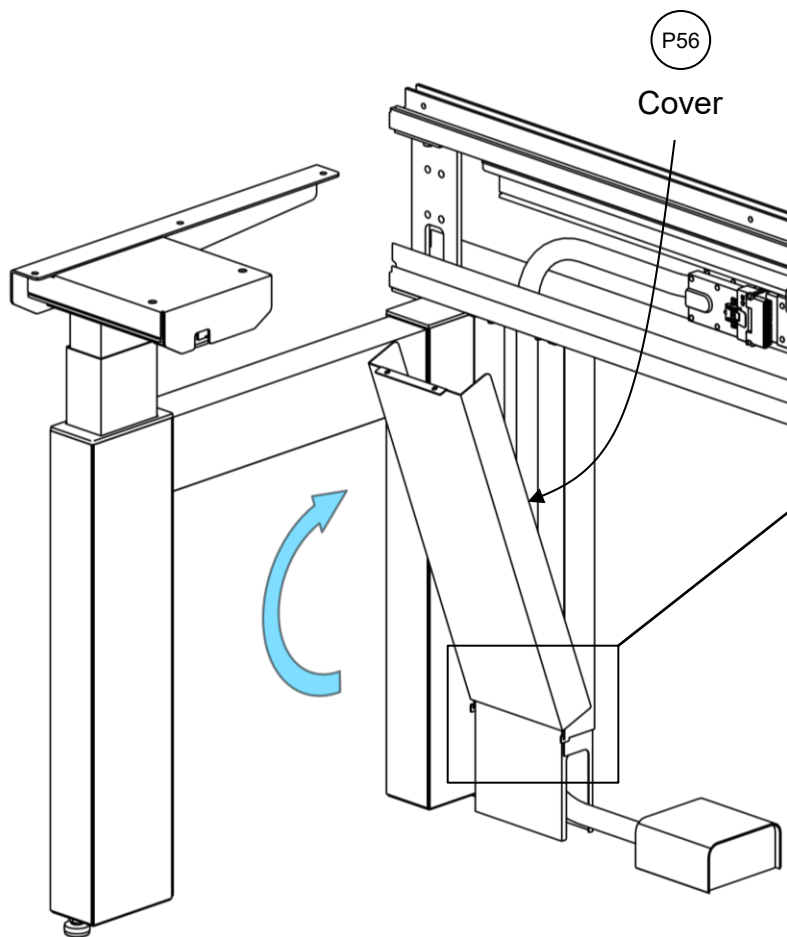


Encounter 120 Benching Installation Instructions

Step 3: Install (2) Vertical Wire Manager Base Shroud.

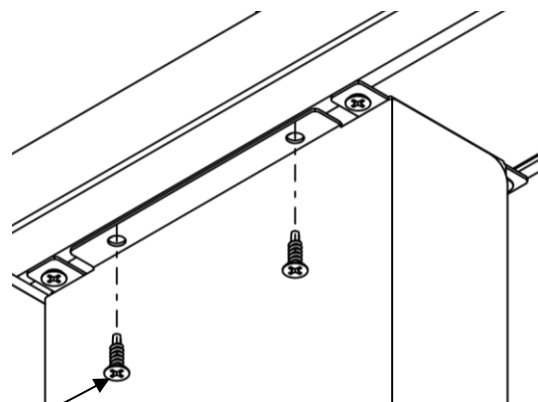


Step 4: Install Vertical Wire Manager Cover.



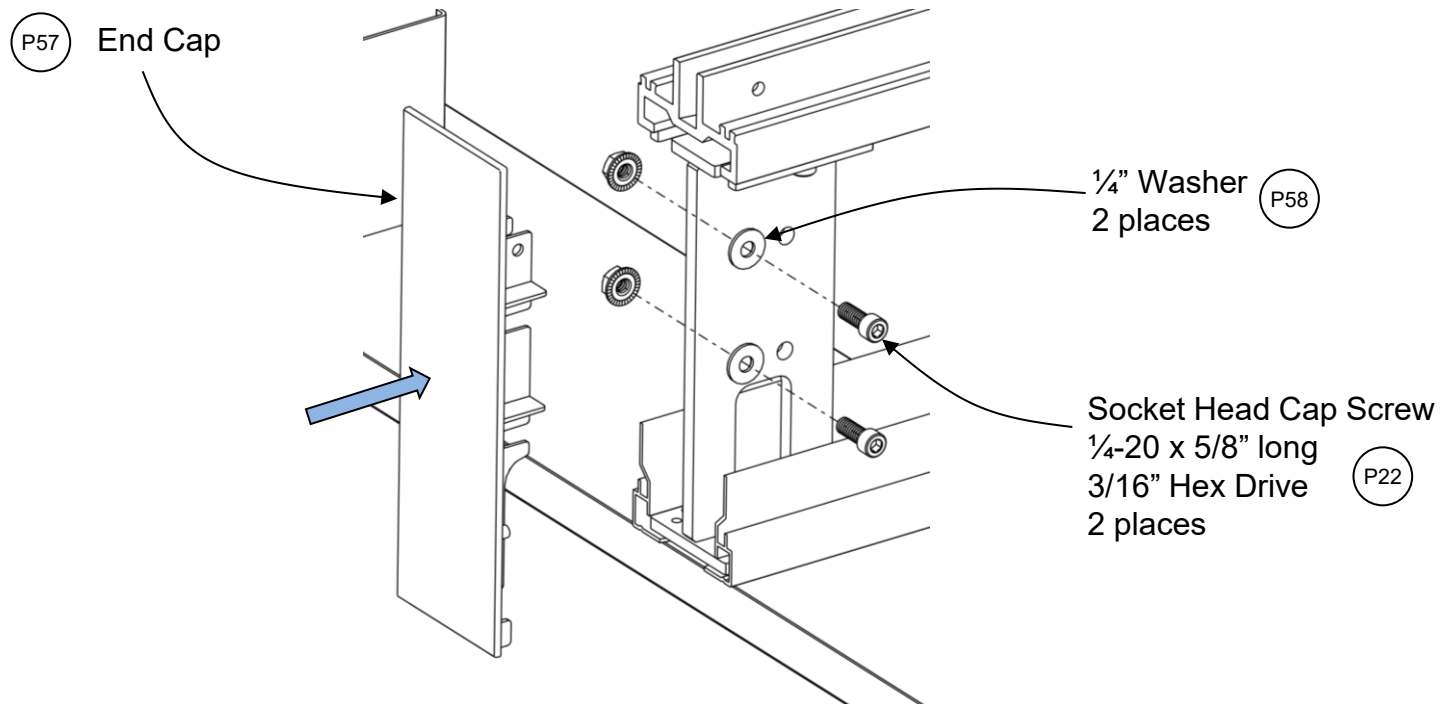
Hook Cover
into Shell

P54 Flat Head Drilling Screw
#6 x 1/2" long
Philips Drive #2
2 places

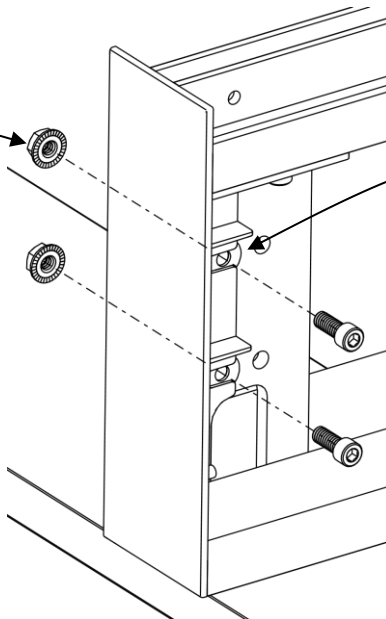


Encounter 120 Benching Installation Instructions

Step 20 : When applicable, install end caps at end of run.



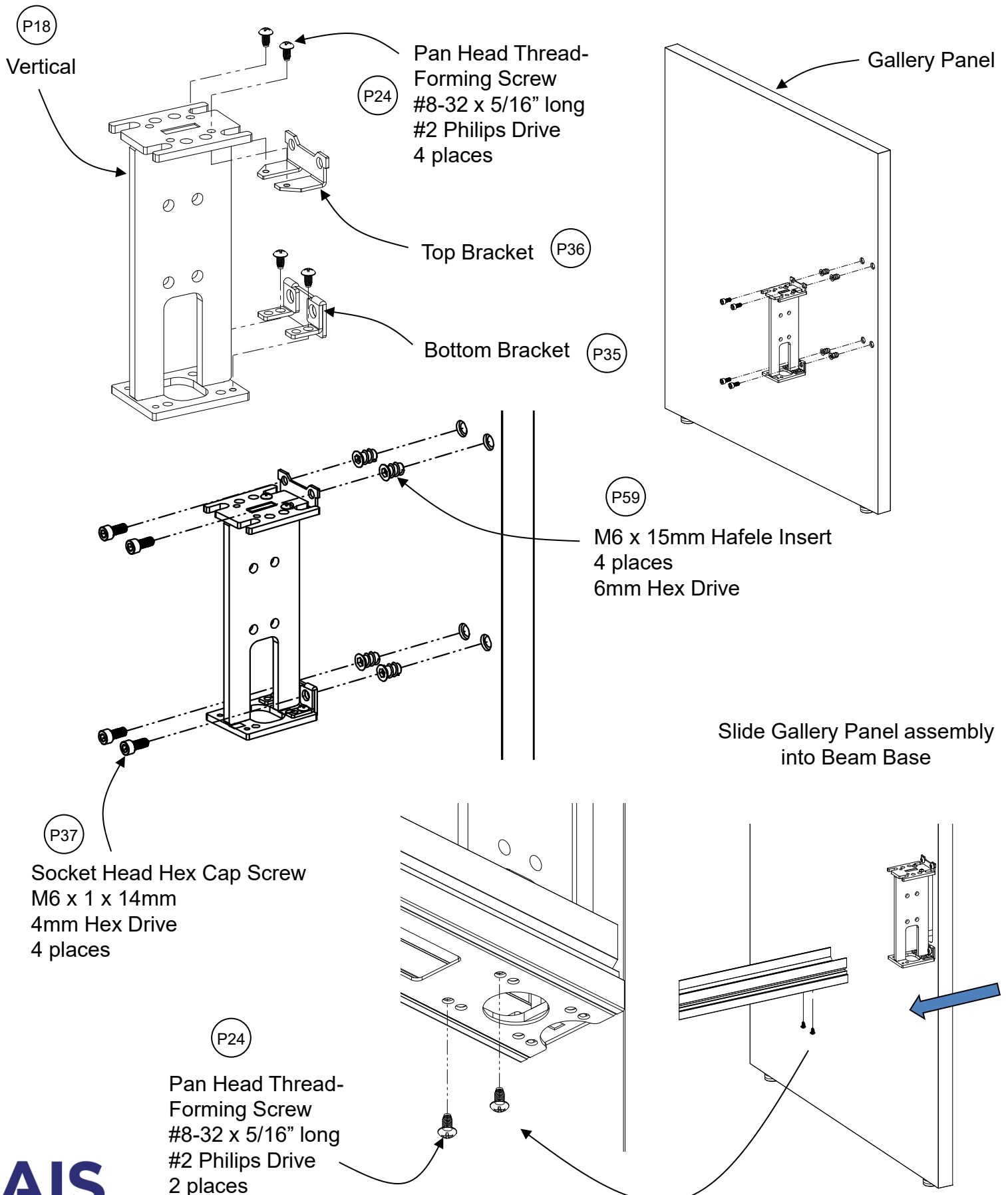
(P21) 1/4-20 Flange Nut
7/16" External Hex Drive
2 places
LOW TORQUE



Note:
Washer is seated between
end cap and vertical

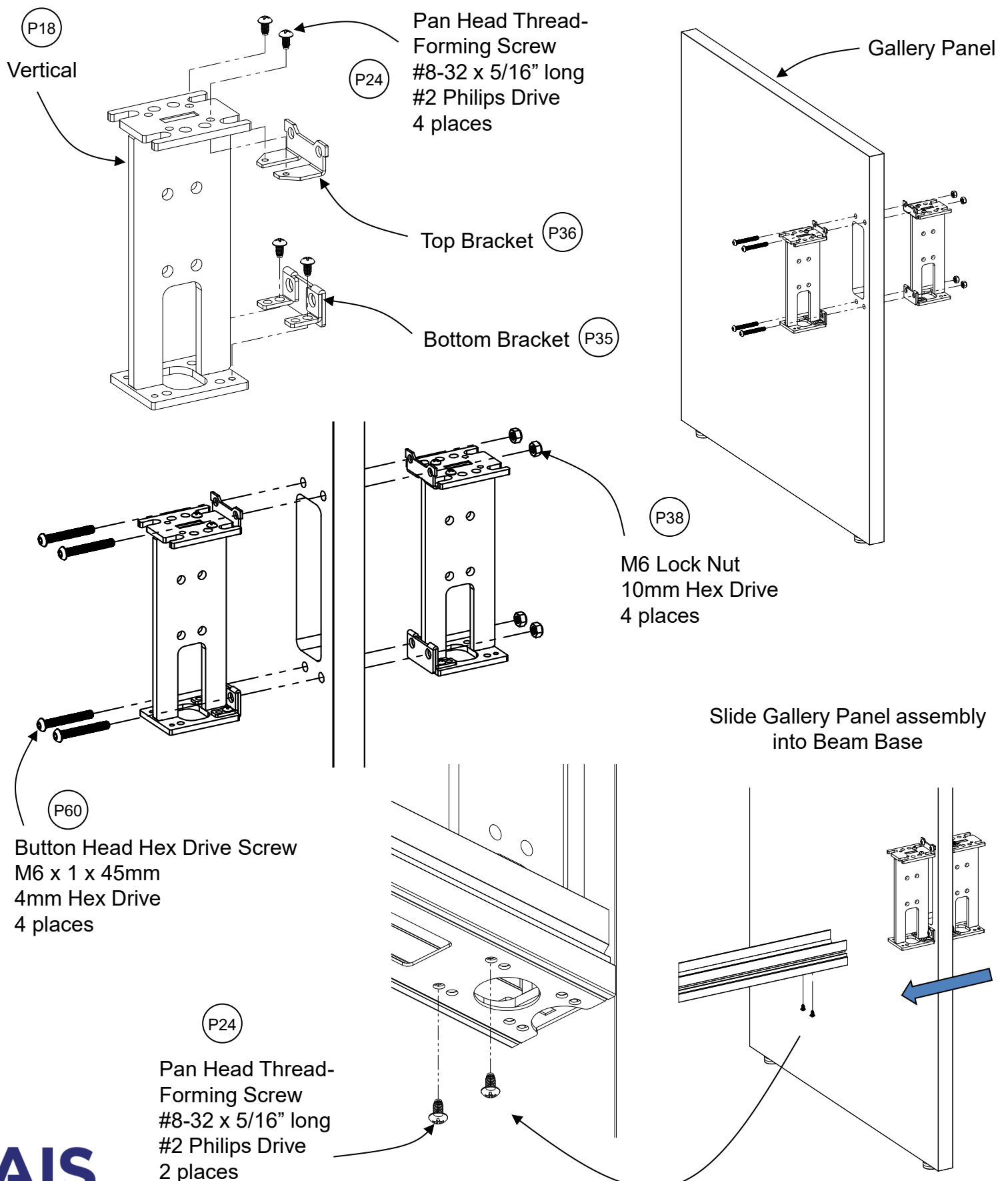
Encounter 120 Benching Installation Instructions

Installing Single/Double End Gallery Panels (optional)



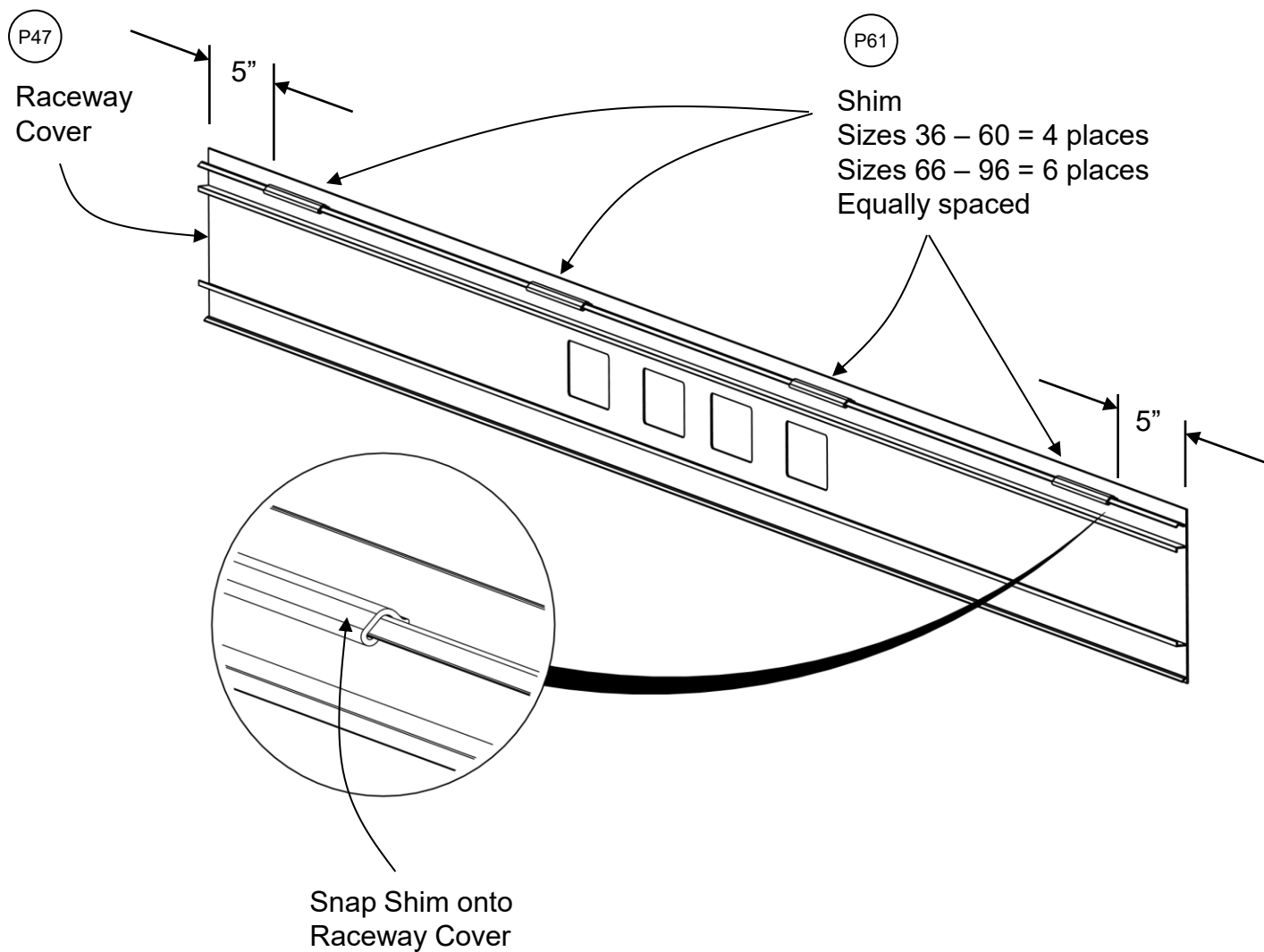
Encounter 120 Benching Installation Instructions

Installing Single/Double Spine Gallery Panels (optional)



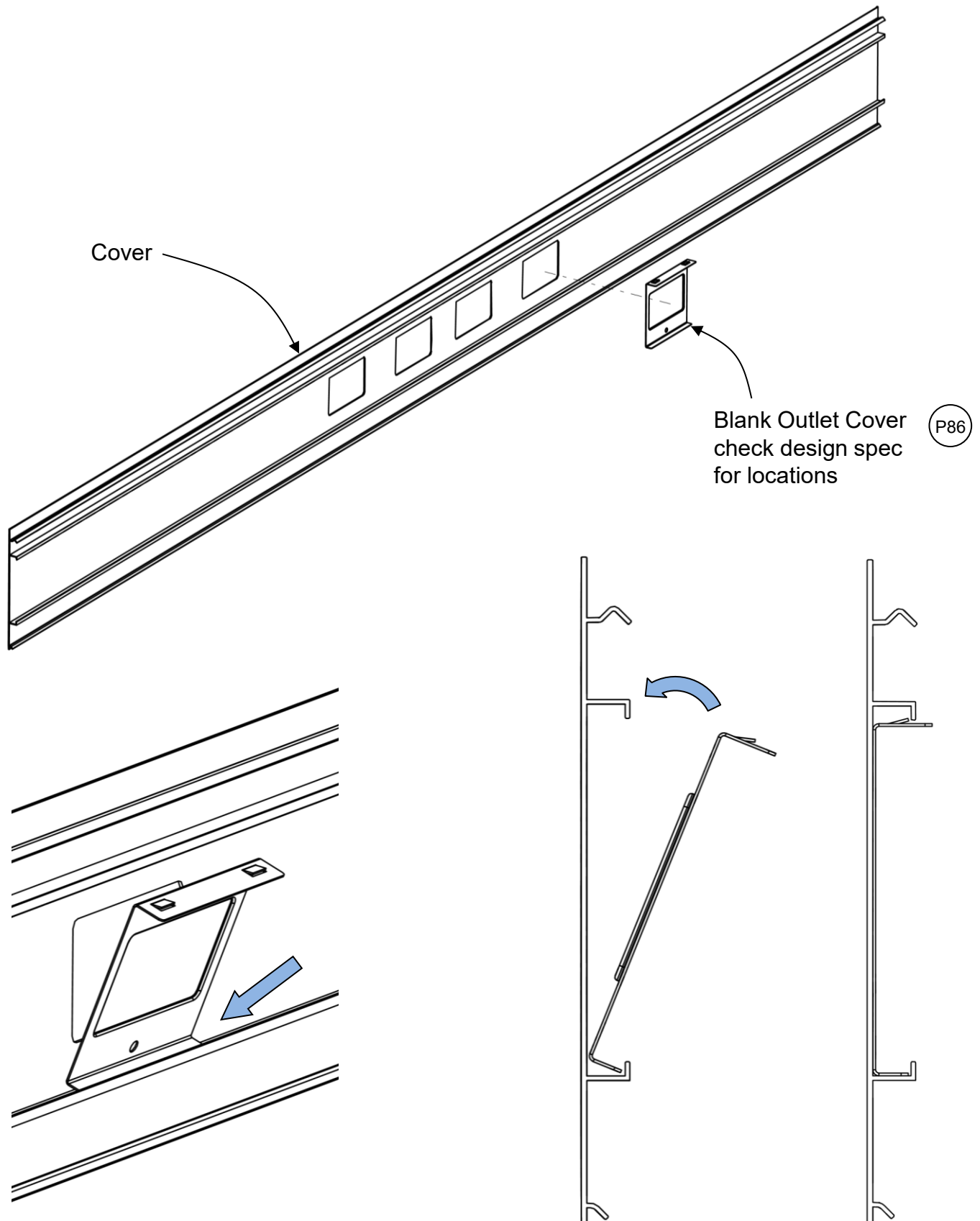
Encounter 120 Benching Installation Instructions

Step 21: Install shims onto raceway covers.



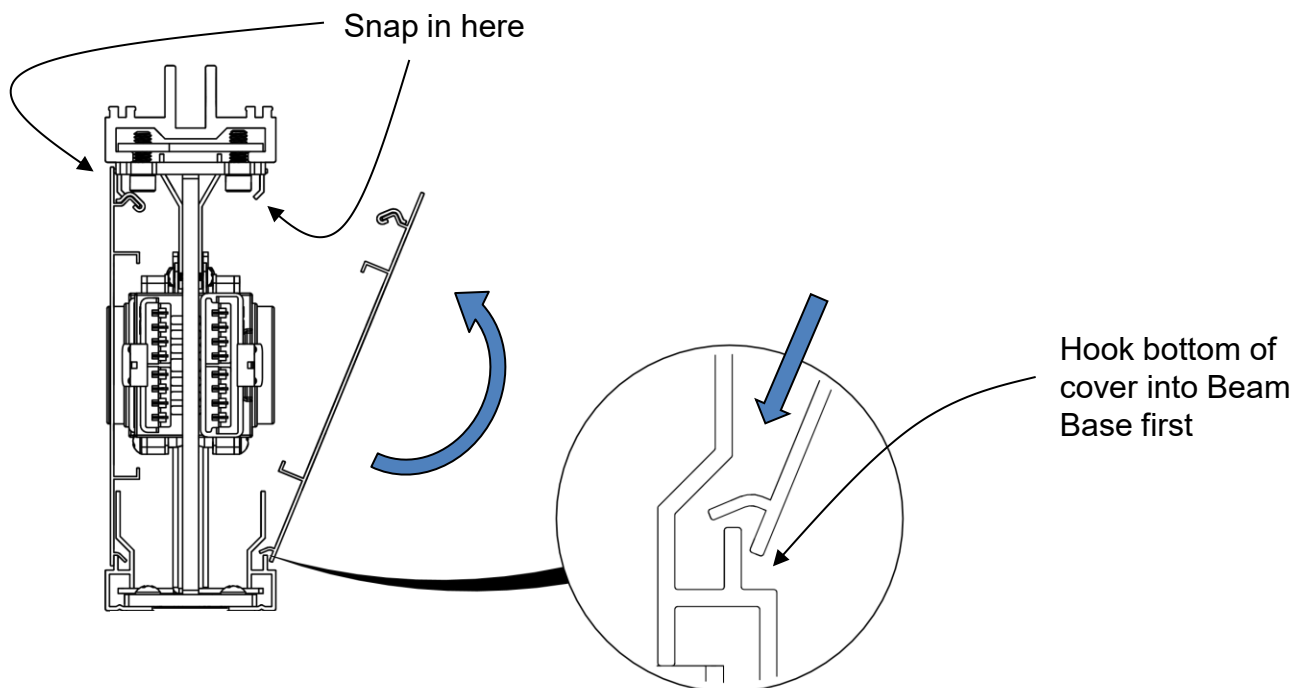
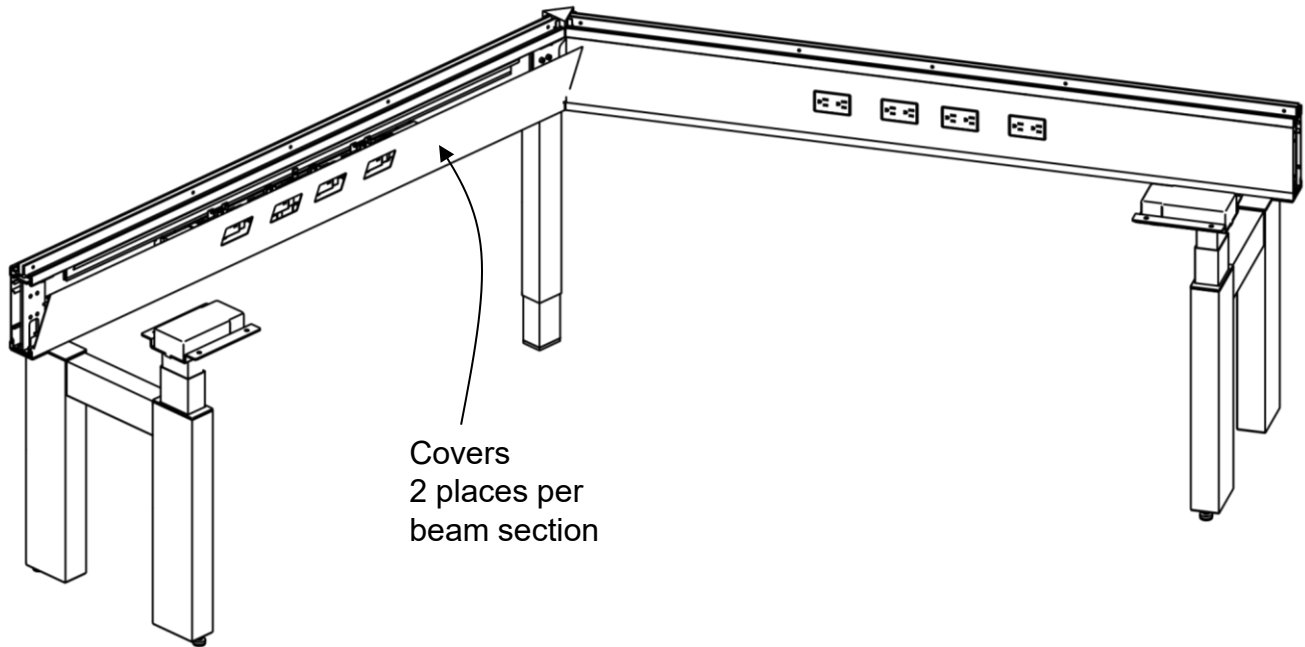
Encounter 120 Benching Installation Instructions

Step 22 (optional): If required, install outlet covers per design spec.



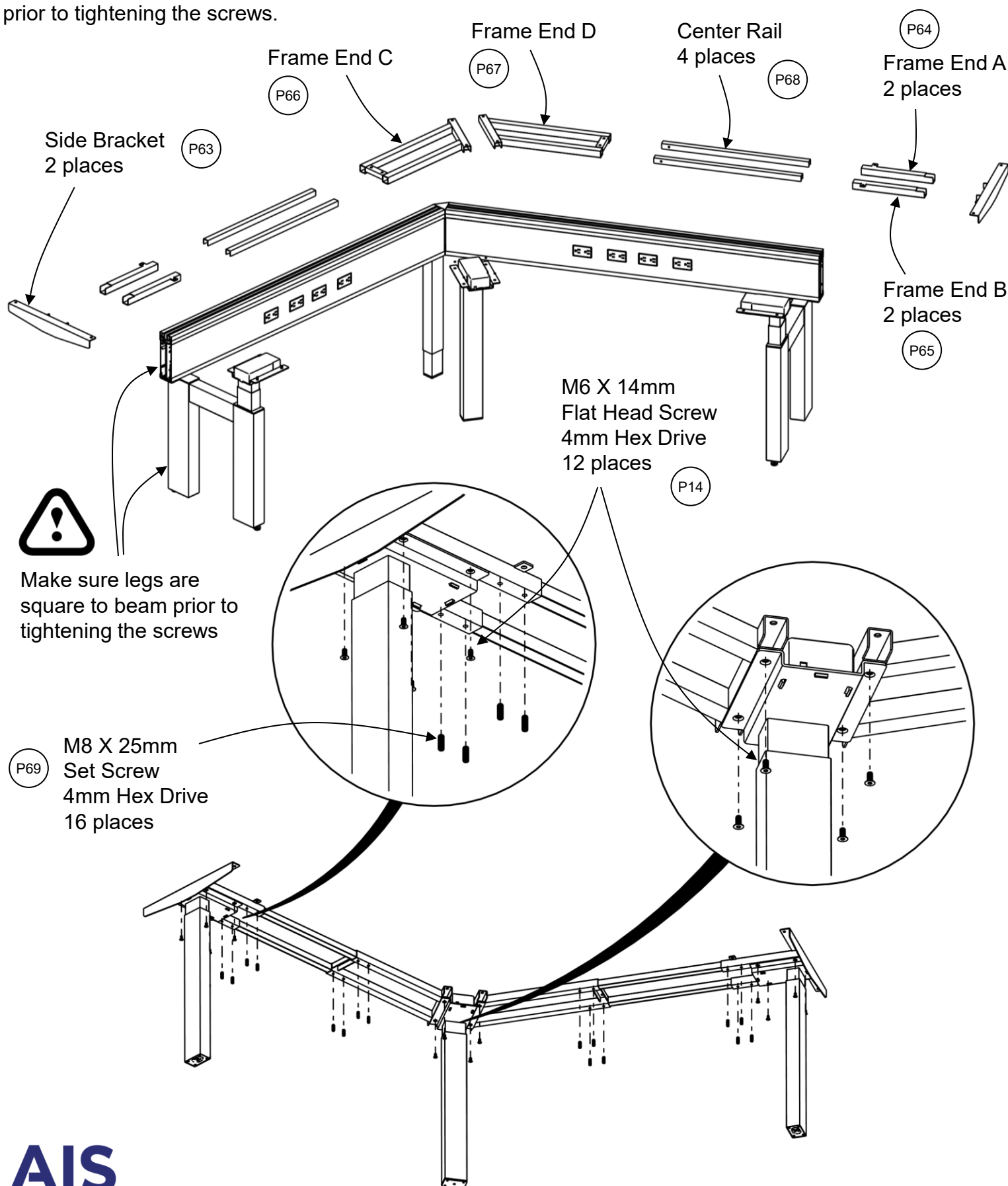
Encounter 120 Benching Installation Instructions

Step 23: Snap beam raceway covers into place.



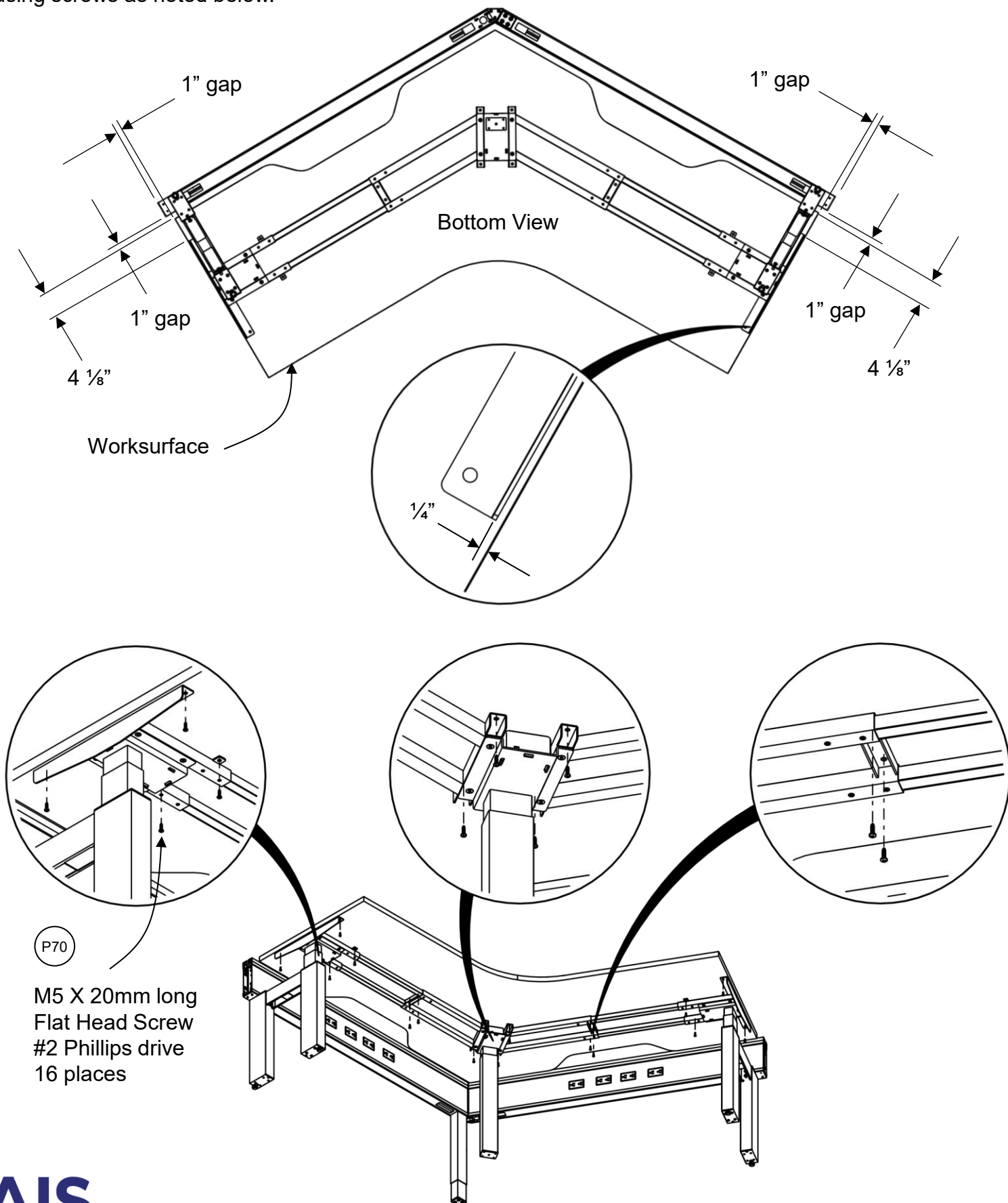
Encounter 120 Benching Installation Instructions

Step 25: Install all height adjustable support components as shown. Make sure legs are square to the beam prior to tightening the screws.



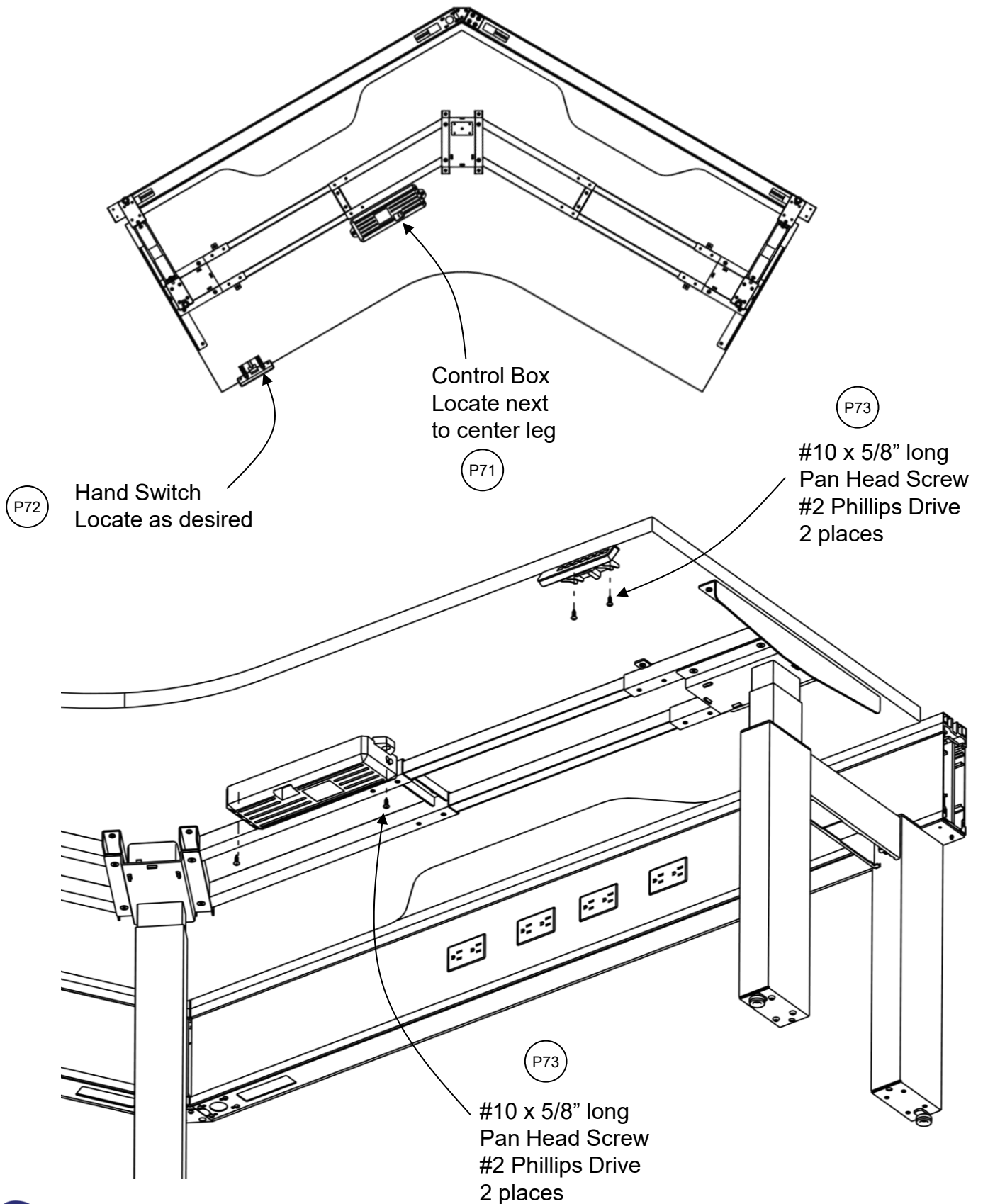
Encounter 120 Benching Installation Instructions

Step 26: Position the worksurface on the height adjustable support frame and secure in place using screws as noted below.



Encounter 120 Benching Installation Instructions

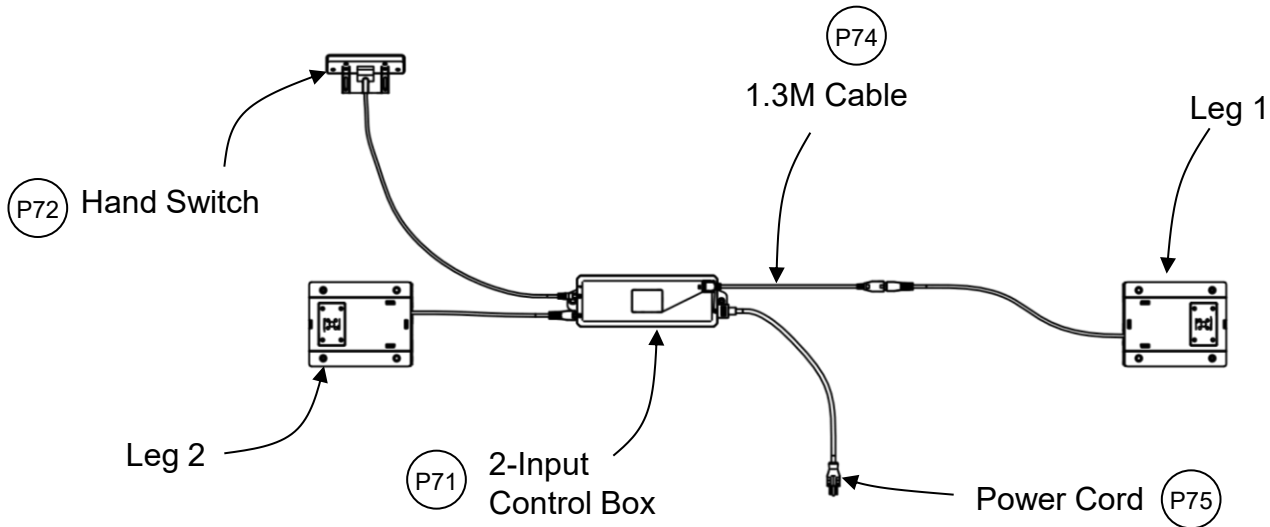
Step 27: Secure the control box to the worksurface, located as shown. Then, install the hand switch in the desired location.



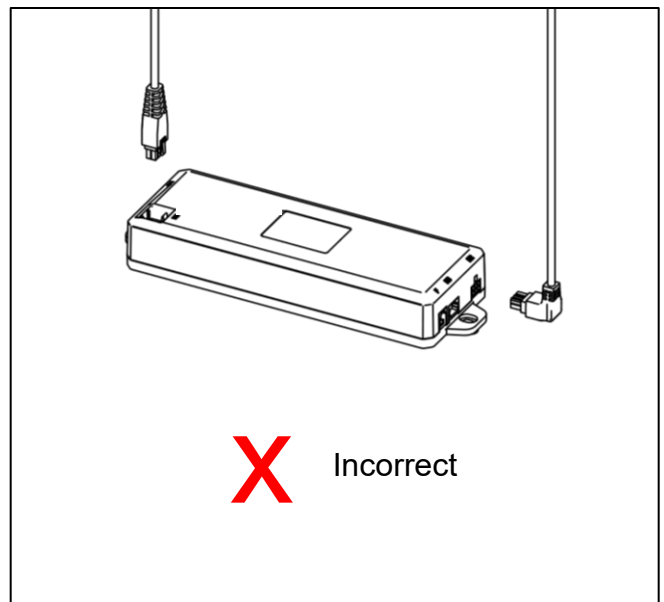
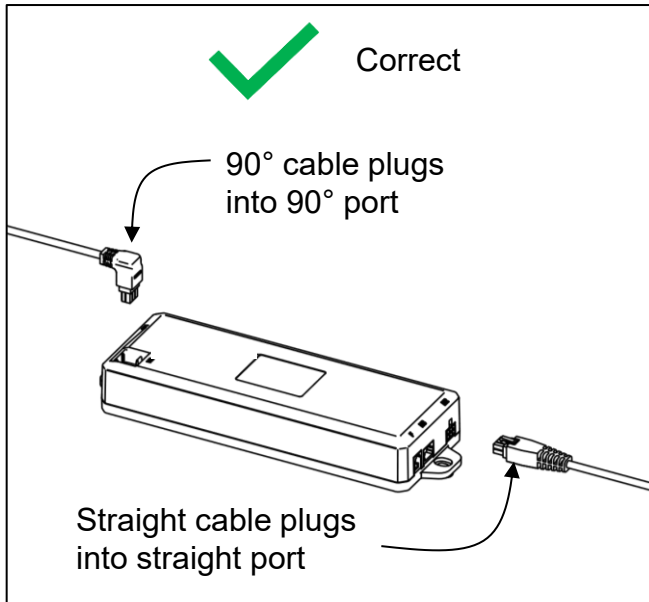
Encounter 120 Benching Installation Instructions

Step 28: Connect all height adjustable electrical components as shown.

1. Connect the Center Leg to the Control Box .
2. Connect the Right Leg to the Control Box using the 1.3M cable.
3. Connect the Left Leg to the Control Box using the 1.3M cable.
3. Connect the Hand Switch to Control Box Port HS.
4. Connect the Power Cord to the Control Box.



Note: Control boxes feature ports on either the top face (90° connection shown below) or on the side (straight connection). You may be supplied both 90° and straight cables. Make sure to use the 90° cable in the 90° port only and use the straight cable in the straight port only, as shown below.

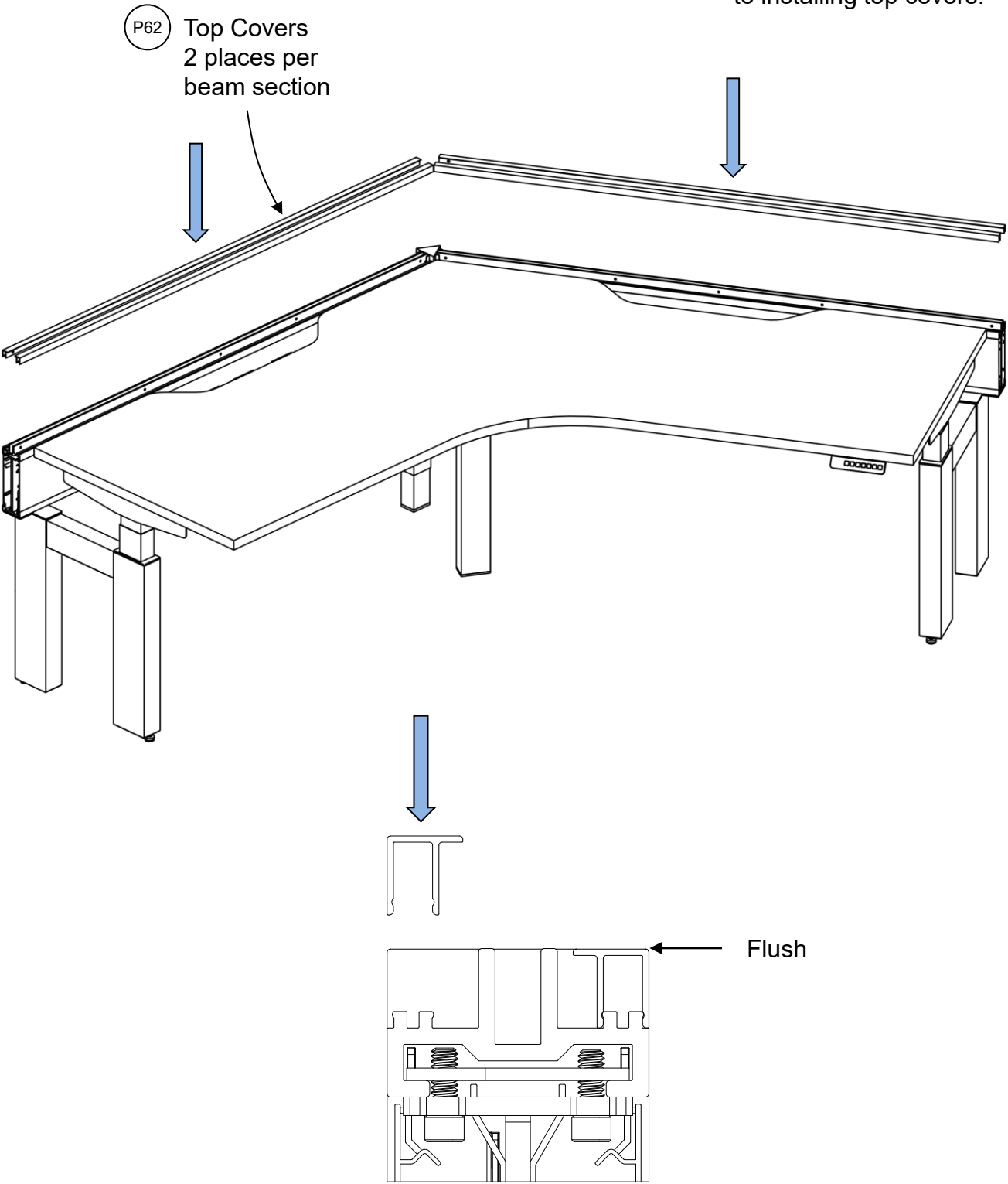


Encounter 120 Benching Installation Instructions

Step 24: Install top covers onto top beam

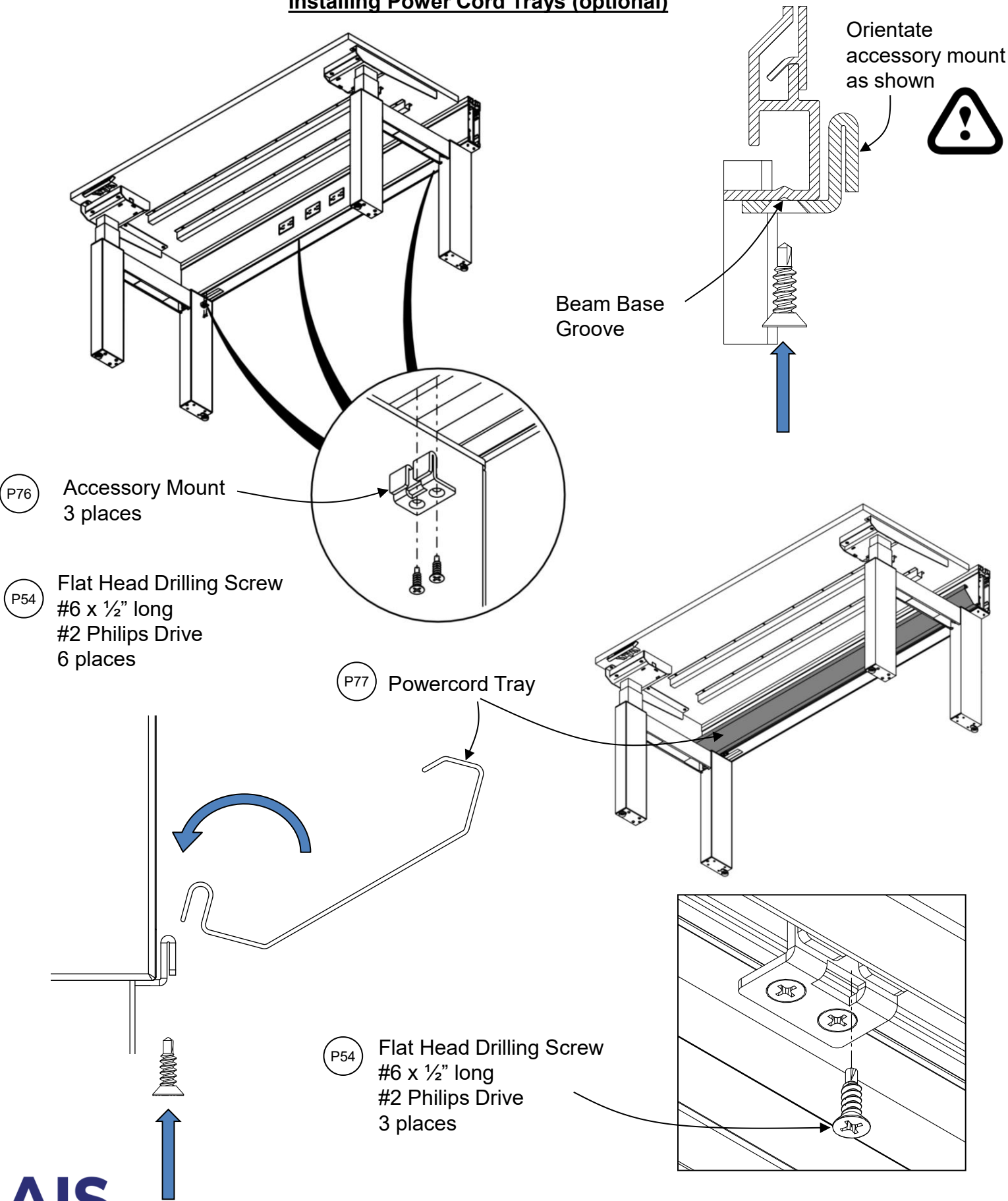


Note:
If spine screens are to be installed, install screens prior to installing top covers.



Encounter 120 Benching Installation Instructions

Installing Power Cord Trays (optional)



Encounter 120 Benching Installation Instructions

Installing Desking Vertical Wire Managers (optional)

