

Encounter Double Sided Benching Installation Instructions

Date	Page No.	Description of change	Name
08/01/2023	1-45	Released	S. Powers
11/06/2023	37,40	Added u-channels to 84w units	S. Powers
04/10/2025	42	Added detail for using 90° cables.	S. Powers
05/28/2025	19, 21	Changed size to 54 on Step 9, 11	P. Day
10/17/2025	8, 10-11	Updated part numbers	S. Powers

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*****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.

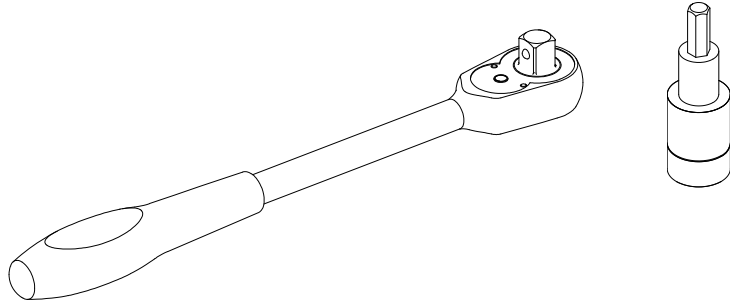
WARNING – To reduce the risk of burns, fire, electric shock, or injury to persons:

- 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.

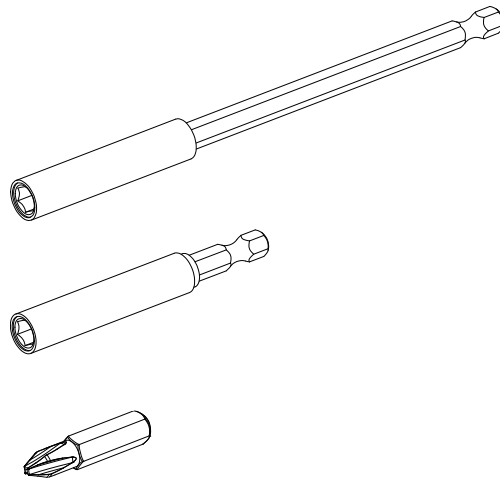
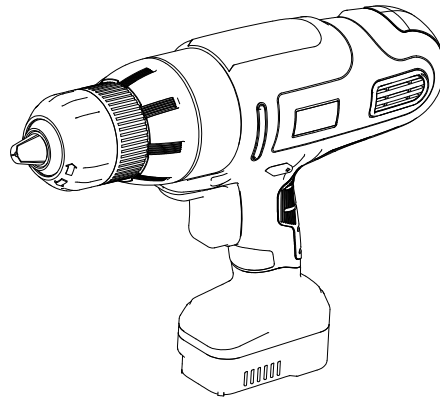
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Recommended Tools:

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

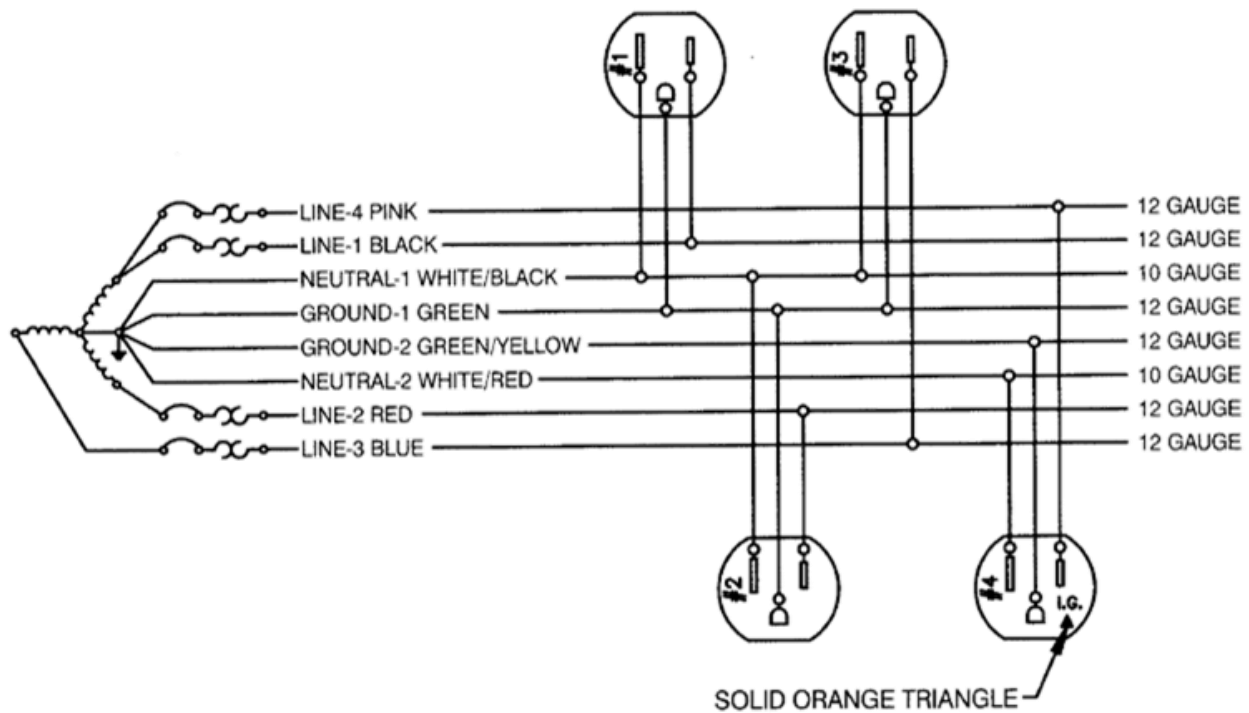


Cordless Drill with:
6" Magnetic Drill Extension
3" Magnetic Drill Extension
3/16" Hex Tip
5/32" Hex Tip
4mm Hex Tip
6mm Hex Tip
#2 Phillip Bit



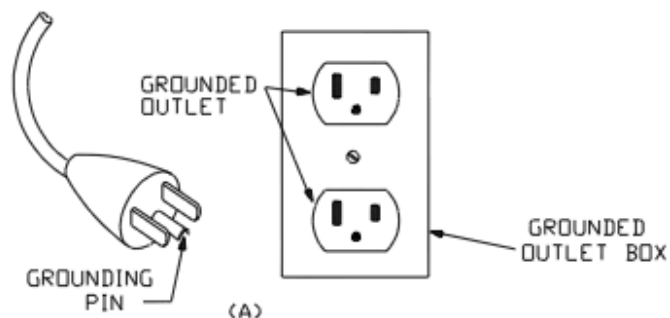
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Wiring Schematic

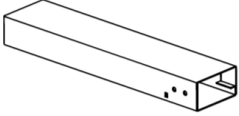
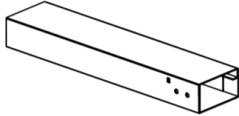
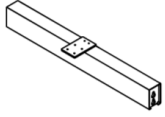
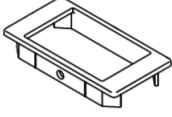
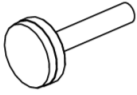
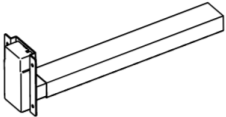


GROUNDING INSTRUCTIONS

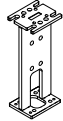
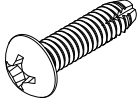
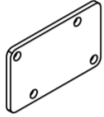
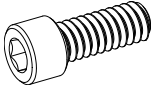
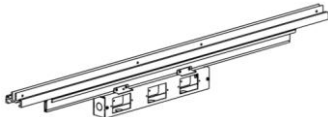
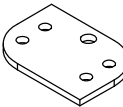
This product is for use on a circuit having a nominal rating more than 120 volts and is factory-equipped with specific electric plug to permit connection to a proper electric circuit. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be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



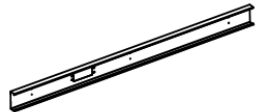
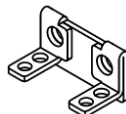
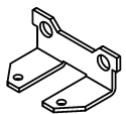
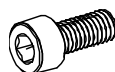
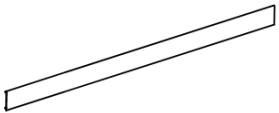
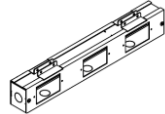
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P1	T-PBMLVWL	DD-PBMLVWL	Sleeve Left	
P2	T-PBMLVWR	DD-PBMLVWR	Sleeve Right	
P3	T-PBMLHWDB	DD-PBMLHWDB	Horizontal	
P4	T-PBMLNUTPLATE	DD-PBMLNUTPLATE	Nut Plate	
P5	RH-91255A583	RH-91255A583	5/16-18 x 1" Button Head Cap Screw	
P6	T-BHLEG-G	DD-BHLEG-G	Sleeve Cap	
P7	WFS-GL51618	RWFS-GL51618-I	5/16-18 Glide	
P8	RWFS-2L2SE-ECx (x = S, W or B)	RWFS-2L2SE-ECx (x = S, W or B)	Height Adjustable Column 50mmX80mm	
P9	RH-94500A315	RH-94500A315	M6 x 14mm Button Head Cap Screw	
P10	T-BRBxx xx = 36 - 96 (in increments of 6")	DD-BRBxx xx = 36 - 96 (in increments of 6")	Beam Raceway Base 36-96W	

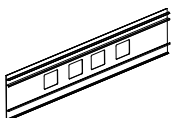
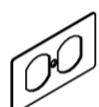
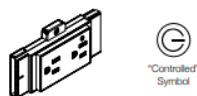
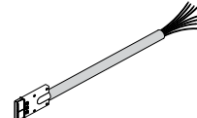
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P11	T-BRVS	DD-BRVS-I	Beam Raceway Vertical Support	
P12	RE-HS1058F	RE-HS1058F	Pan Head Thread Cutting Screw #10-24 x 5/8"	
P13	T-BBSCP	DD-BBSCP	Beam Joining Plate	
P14	RA-HNZFS1420	RA-HNZFS1420	Flange Nut 1/4-20	
P15	RH-SHB142058B-I	RH-SHB142058B-I	Hex Cap Screw 1/4-20 x 5/8"	
P16	T-BCV	DD-BCV	Center Support Bracket	
P17	T-BPxx xx = 36 – 96 (in increments of 6")	T-BPxx xx = 36 – 96 (in increments of 6")	Top Beam Powered	
P18	T-BPCxx xx = 36 – 96 (in increments of 6")	T-BPCxx xx = 36 – 96 (in increments of 6")	Top Beam Chicago Powered	
P19	O-TB	OX-TP-I	Twist Plate	
P20	RH-90056A143	RH-90056A143	#6-32 x 3/16" long Pan Head Screw	

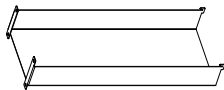
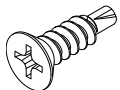
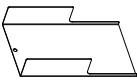
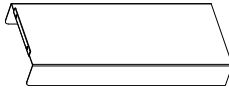
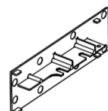
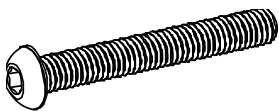
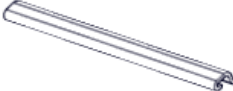
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P21	T-PPB29	DD-PPB29	Power Pole Bottom Shell	
P22	T-BEMBB	DD-BEMBB	Power Pole Bottom Bracket	
P23	T-BEMTB	DD-BEMTB	Power Pole Top Bracket	
P24	RH-91502A164	RH-91502A164	Socket Head Hex Cap Screw M6 x 1 x 14mm long	
P25	RH-90576A115	RH-90576A115	M6 Lock Nut	
P26	RP-MXHS83214	RP-MXHS83214	Pan Head Thread Forming Screw #8-32 x 5/16" long	
P27	A-PPCP	RA-PPCP	Power Pole Coupler	
P28	A-PPSMX68	RA-PPSMX68	Power Pole Top Shell	
P29	A-PPCV	RA-PPCV	Power Pole Cover	
P30	T-BJB	DD-BCJB	Chicago Junction Box Base	

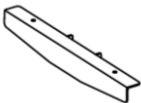
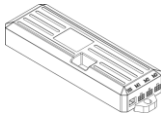
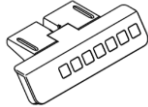
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P31	RH-90056A143-I	RH-90056A143-I	Round Head Thread Forming Screw #6 x 3/16"	
P32				
P33	RH-90273A144	RH-90273A144	Flat Head Screw #6-32 x 1/4"	
P34	T-BRCxx xx = 36 – 96 (in increments of 6")	DD-BRCxx-A xx = 36 – 96 (in increments of 6")	Beam Raceway Cover	
P35	E-UNJBCHC	RE-UNJBCHC	Chicago Outlet Cover	
P36	RE-MXHS632	RE-MXHS632	Flat Head Screw #6-32 x 1/2"	
P37	E-MW8W4DOx x = 1,2,3 or 4	E-MW8W4Dx x = 1,2,3 or 4	Duplex Outlet Line 1 - 4	
P38	E-MW8W4T24DOx x = 1,2,3 or 4	RSP-000000297x x = 1,2,3 or 4	Duplex Outlet CA Title 24 Line 1 - 4	
P39	See Catalog		18-86" Electrical Jumper 18,21 = mesh 24-86 = metal	
P40	E-UN8W4BIFS	E-UN8W4BIFS	Standard Side-Mounted Base In-Feed 72"	

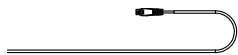
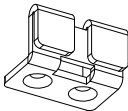
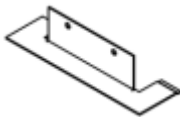
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P41	T-BUMPxx xx = 21, 25 or 29	DD-BVWMSxx xx = 21, 25 or 29	Vertical Wire Manager Shell 21H, 25H or 29H	
P42	RH-TSSF612	RH-TSSF612	Flat Head Drilling Screw #6 X 1/2" long	
P43	T-BVWMTS	DD-BVWMTS	Vertical Wire Manager Base Shroud	
P44	T-BVWMCxx xx = 21, 25 or 29	DD-BVWMCxx xx = 21, 25 or 29	Vertical Wire Manager Cover 21H, 25H or 29H	
P45	T-BREC	DD-BREC	End Cap	
P46	P-WASHER14	RP-WASHER14-I	Washer	
P47	RH-030-10-564	RH-030-10-564	Hafele Insert M6 x 15mm	
P48	RH-92095A250	RH-92095A250	Button Head Hex Drive Screw M6 x 1 x 45mm	
P49	DD-BCPFE-04	DD-BCPFE-04	Shim	
P50	O-SBCxx xx = 36-96 (in increments of 6")	OX-SBCxx-A xx = 36-96 (in increments of 6")	Top Cover	

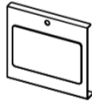
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P51	RWFS-2L2SE-FKx (x = B, W or S)	RWFS-2L2SE-FKx (x = B, W or S)	Frame End A	
P52	RWFS-2L2SE-FKx (x = B, W or S)	RWFS-2L2SE-FKx (x = B, W or S)	Frame End B	
P53	RWFS-450MMSBx (x = B, W or S)	RWFS-450MMSBx (x = B, W or S)	Side Bracket	
P54	RWFS-CR-600-x (x = B, W or S)	RWFS-CR-600-x (x = B, W or S)	Center Rail	
P55	RH-91420A425	RH-91420A425	M6 X 14mm Flat Head Hex Screw	
P56	RH-91390A147	RH-91390A147	Set Screw M8 x 1.25 x 25mm	
P57	RS-HSFDU812	RS-HSFDU812	Flat Head Screw M5 x 20mm	
P58	RL-2LCB	RL-2LCB	2-Input Control Box	
P59	RL-PHS	RL-PHS	Hand Switch	
P60	RH-90190A244	RH-90190A244	Pan Head Screw #10 x 5/8"	

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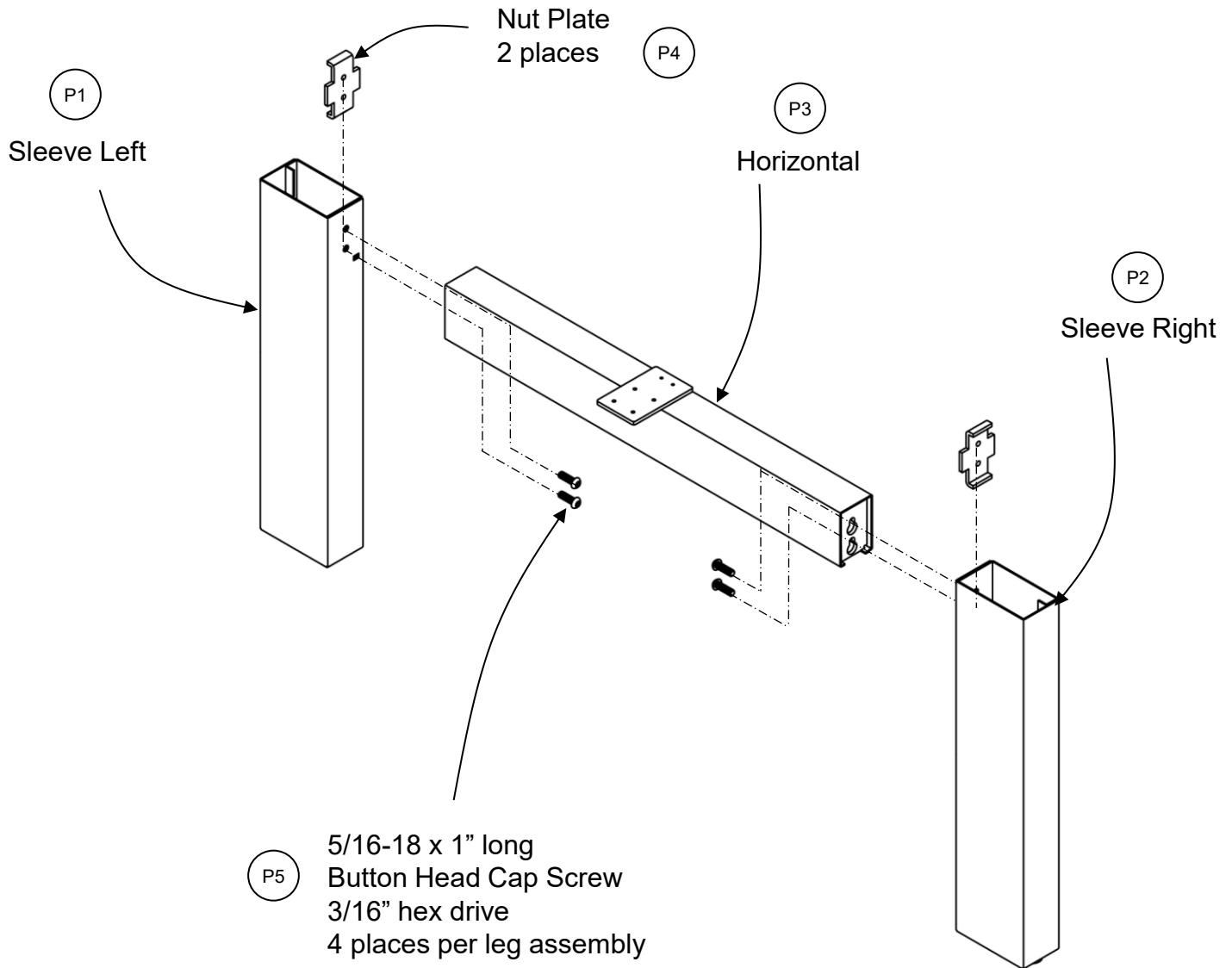
Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P61	RL-2LCK	RL-2LCK	1.3M Cable	
P62	RL-JCPWRCRD	RL-JCPWRCRD	Power Cord	
P63	T-BAM	DD-BAM	Beam Accessory Mount Bracket	
P64	T-BPCTxx	DD-BUTxx	Beam Power Cord Tray 36W-72W	
P65	RA-TVWM40	RA-TVWM40	Wire Manager	
P66	DD-BWMTC	DD-BWMTC	Wire Manager Trough Clip	
P67	RP-SAPFSA	RP-SAPFS	#6 X 5/8" long Pan Head Drilling Screw	
P68			M3.5 x 14mm Flat Head Drilling Screw	
P69	RH-MSZPP103212B	RH-MSZPP103212B	Pan Head Machine Screw #10-32 x 1/2"	
P70	A-PPCS	RA-PPCS	Ceiling Shroud	

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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P71	A-PPMS	RA-PPMS	Magnetic Strip	
P72	A-PPGAS	RA-PPGAS	Plastic Retainer	
P73	T-BOC	RE-BOC	Blank Outlet Cover	
P74	WPS-HS60	RWPS-HS60	U-Channel	
P75	RH-QS0978	RH-QS0978	#9 X 7/8" Flat Head Screw	

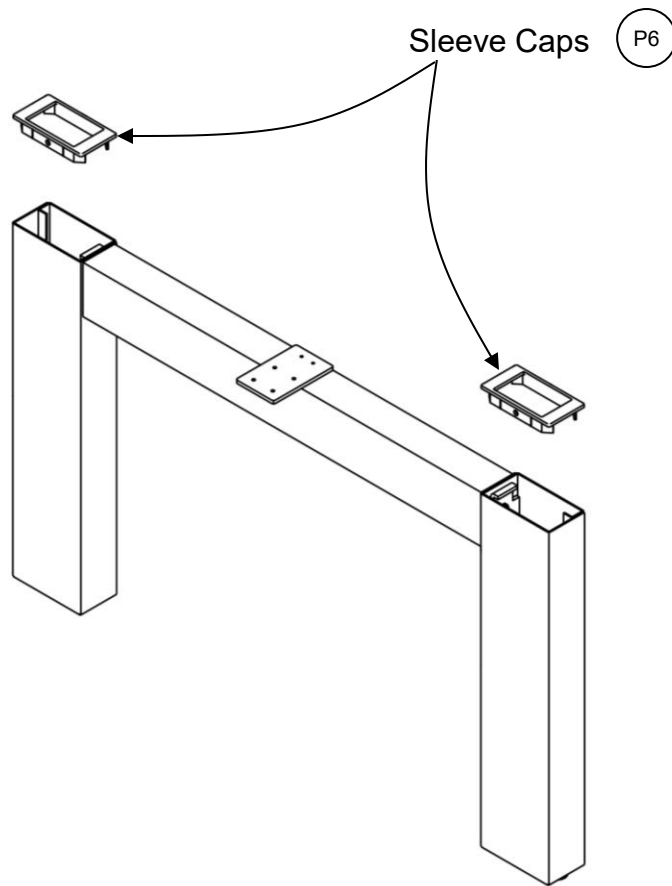
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Step 1: Complete left and right leg assemblies.

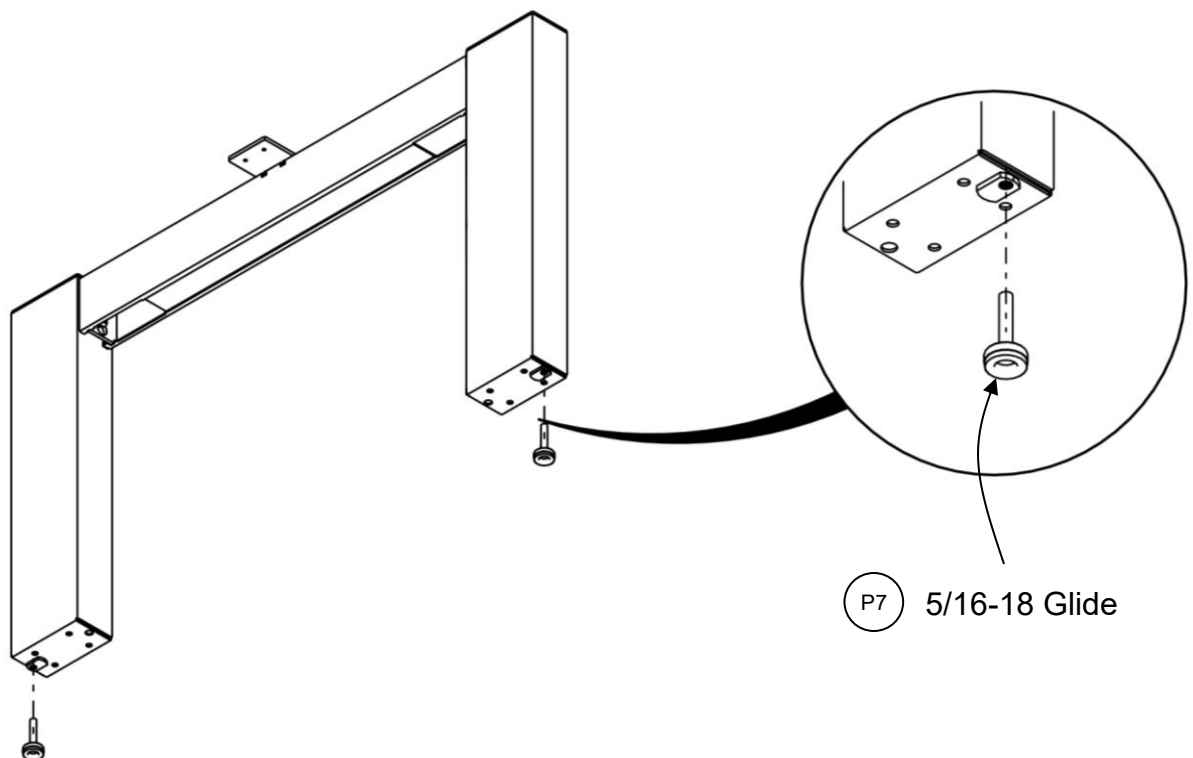


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Step 2: Install sleeve caps on the top of each sleeve.

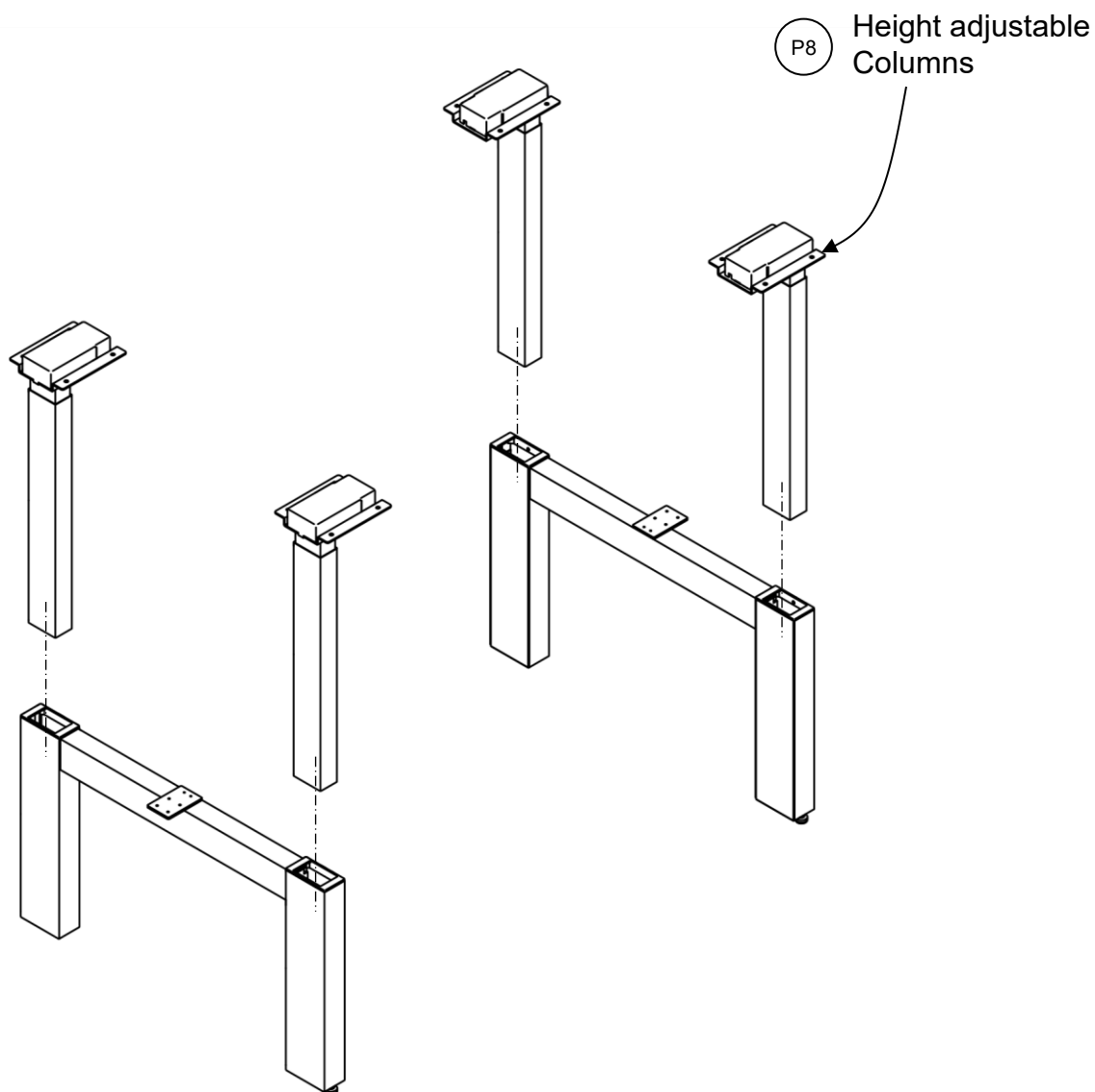


Step 3: Install glides as shown.



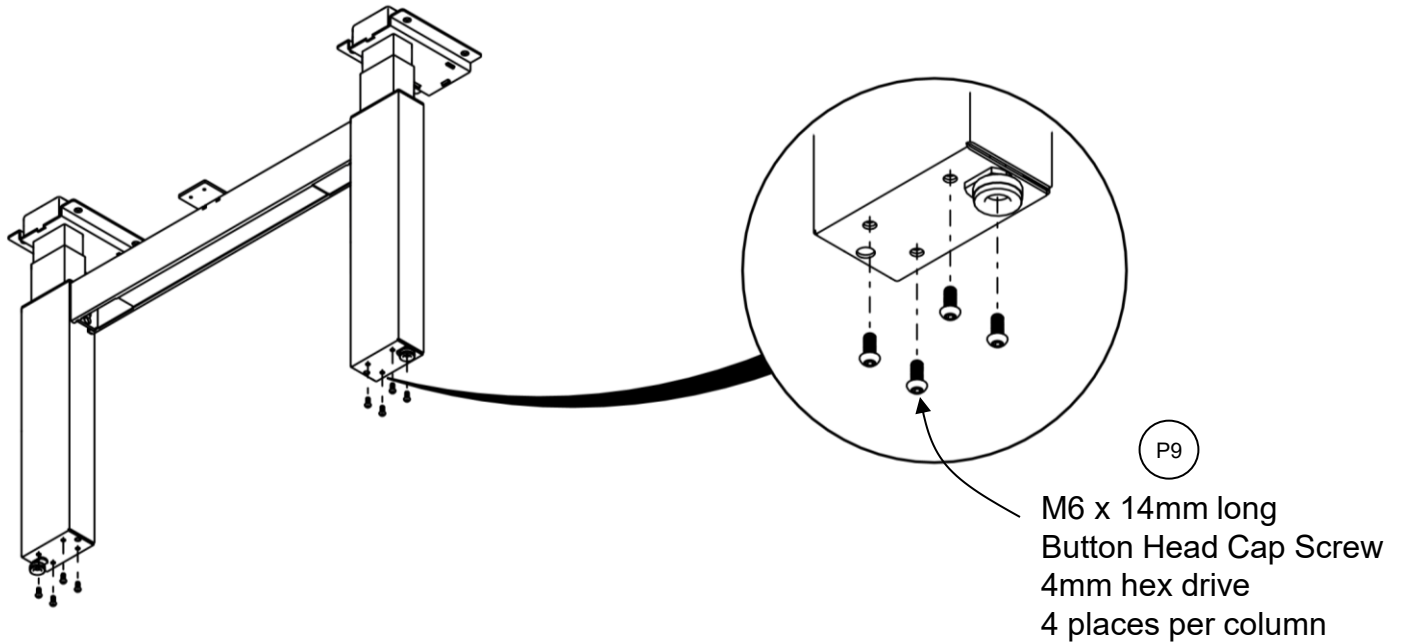
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Step 4: Install height adjustable columns into the sleeves, orientated as shown.

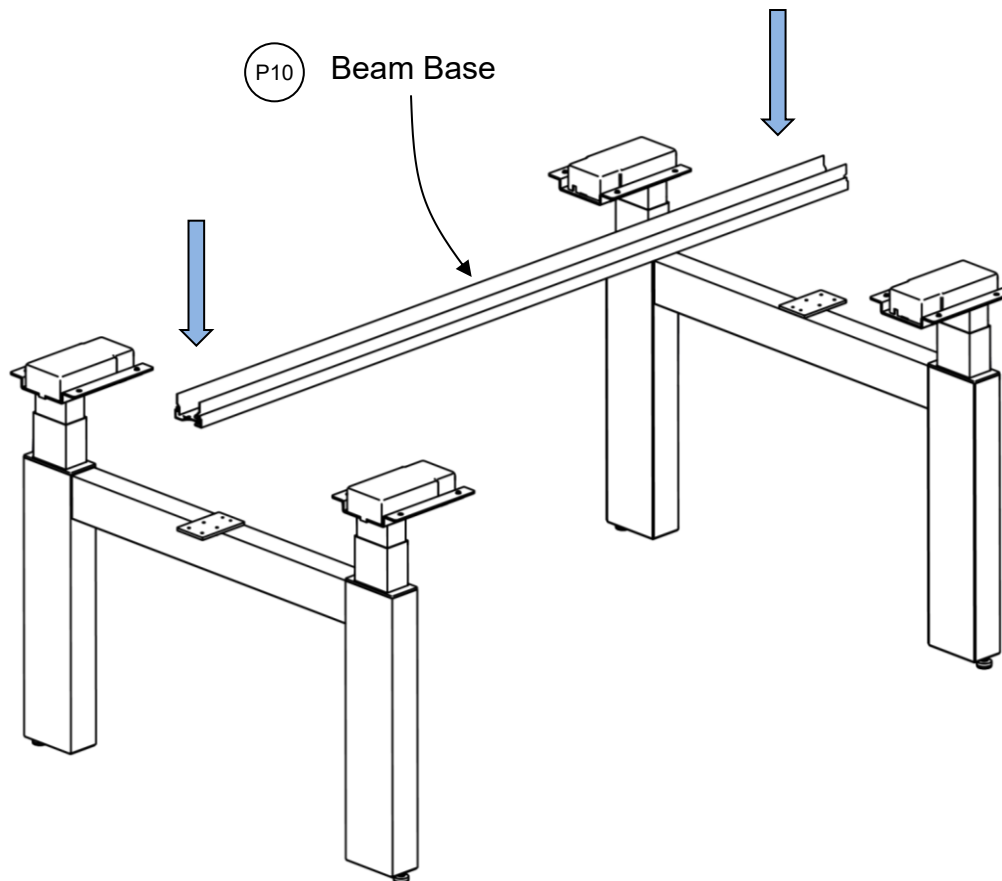


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Step 5: Secure height adjustable column to sleeve using M6 x 14mm button head screws.

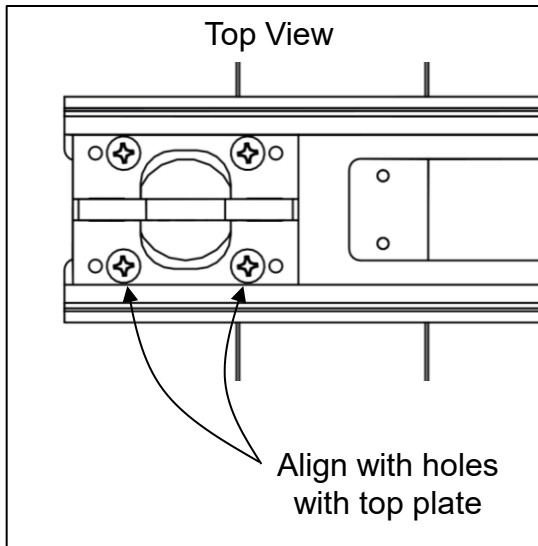
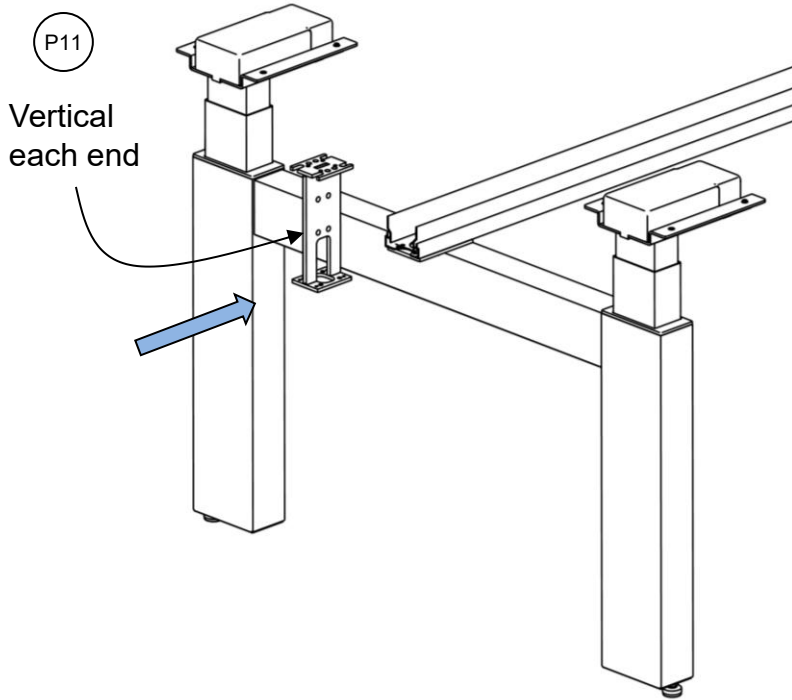


Step 6: Position the beam base onto each top plate.

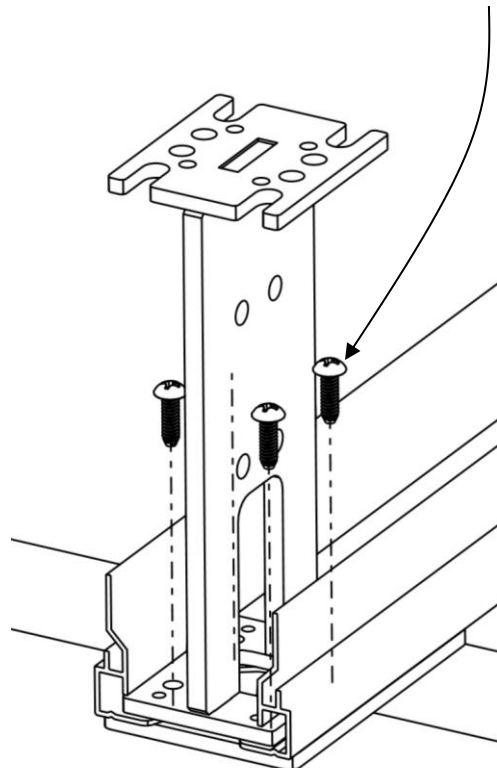
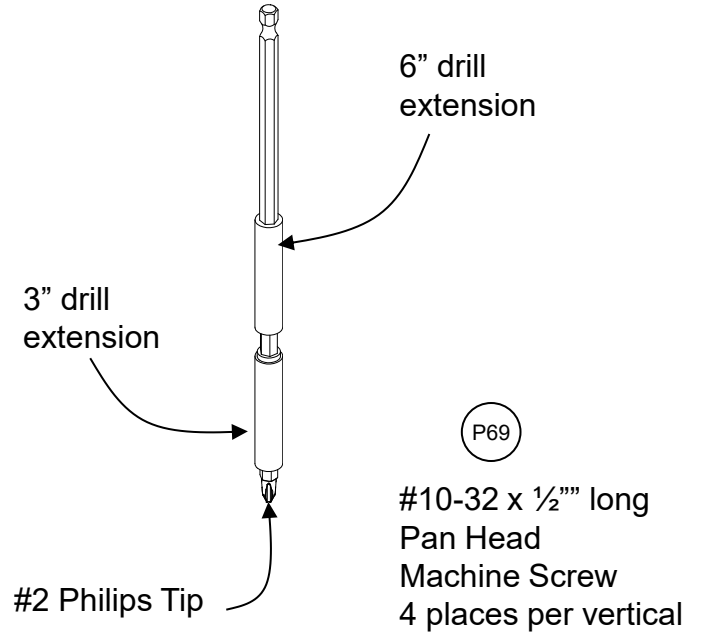


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Step 7: Slide vertical into each end the end of the beam base.

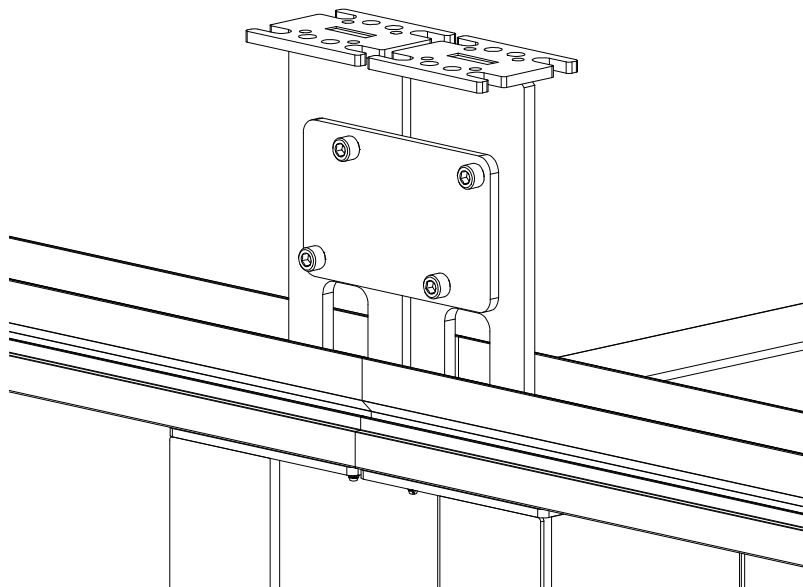
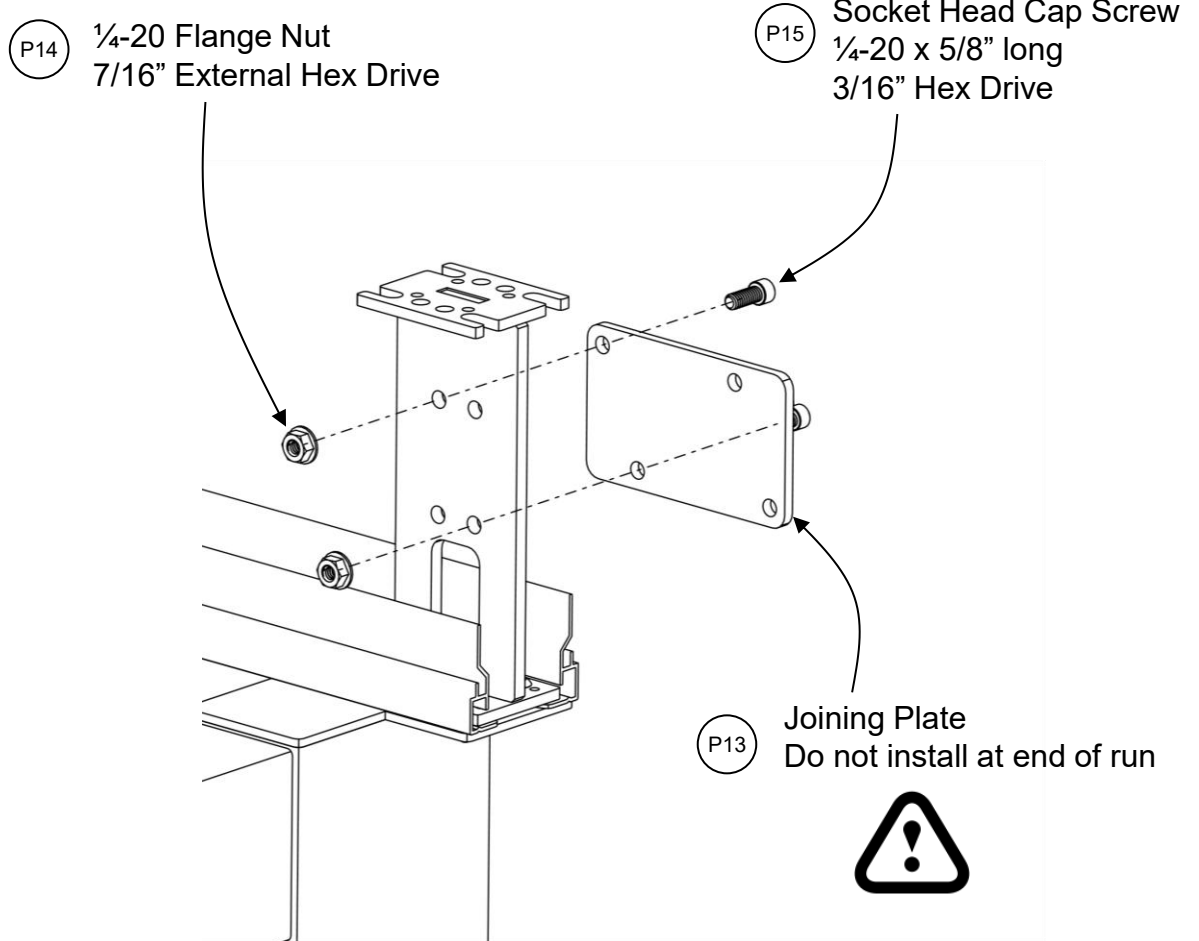


Assembly Tip:
Stack drill extensions as shown for easier access to screws



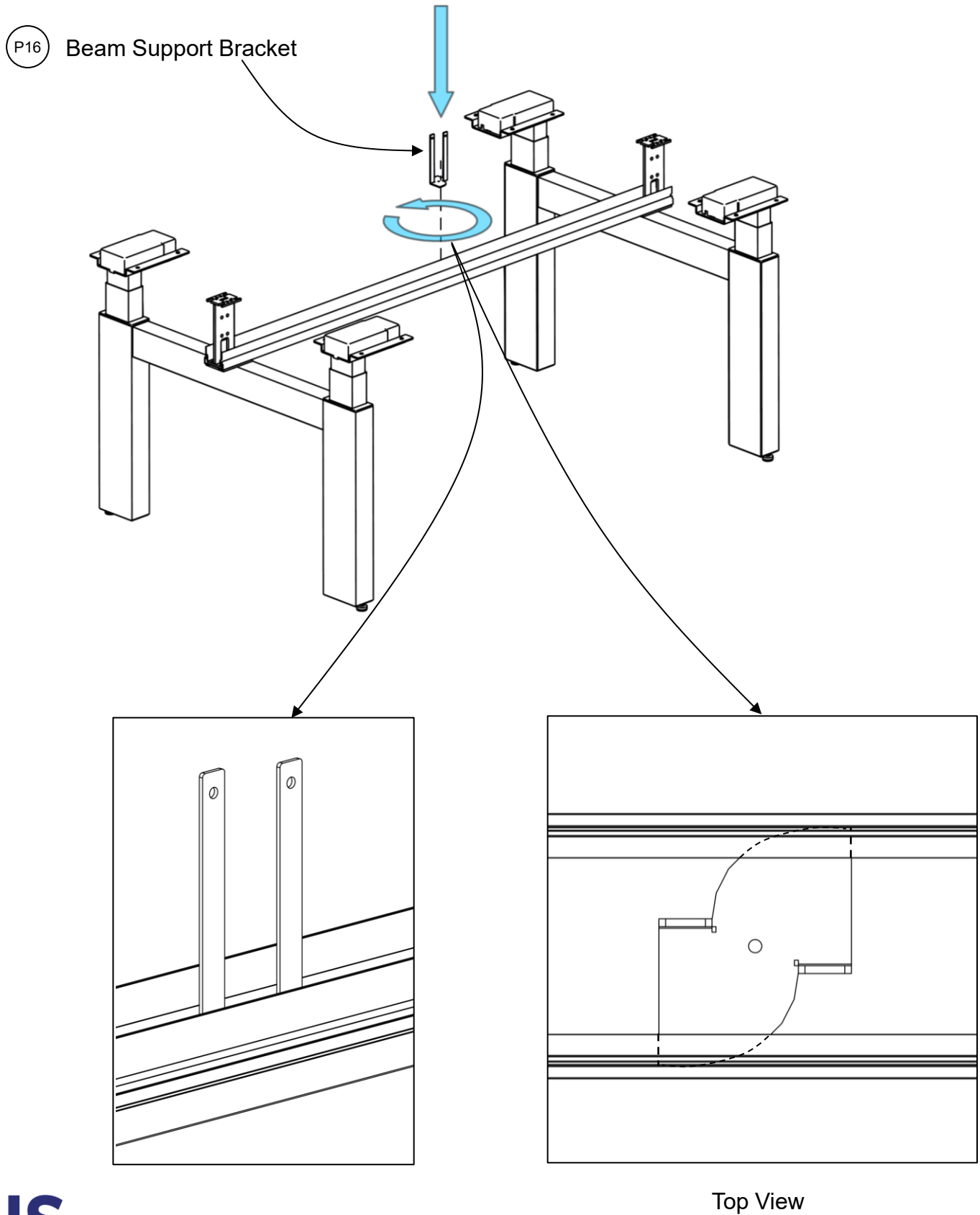
Encounter Double Sided Benching Installation Instructions

Step 8 (for installing adjacent beam section only): Slide vertical into each end the end of the beam base



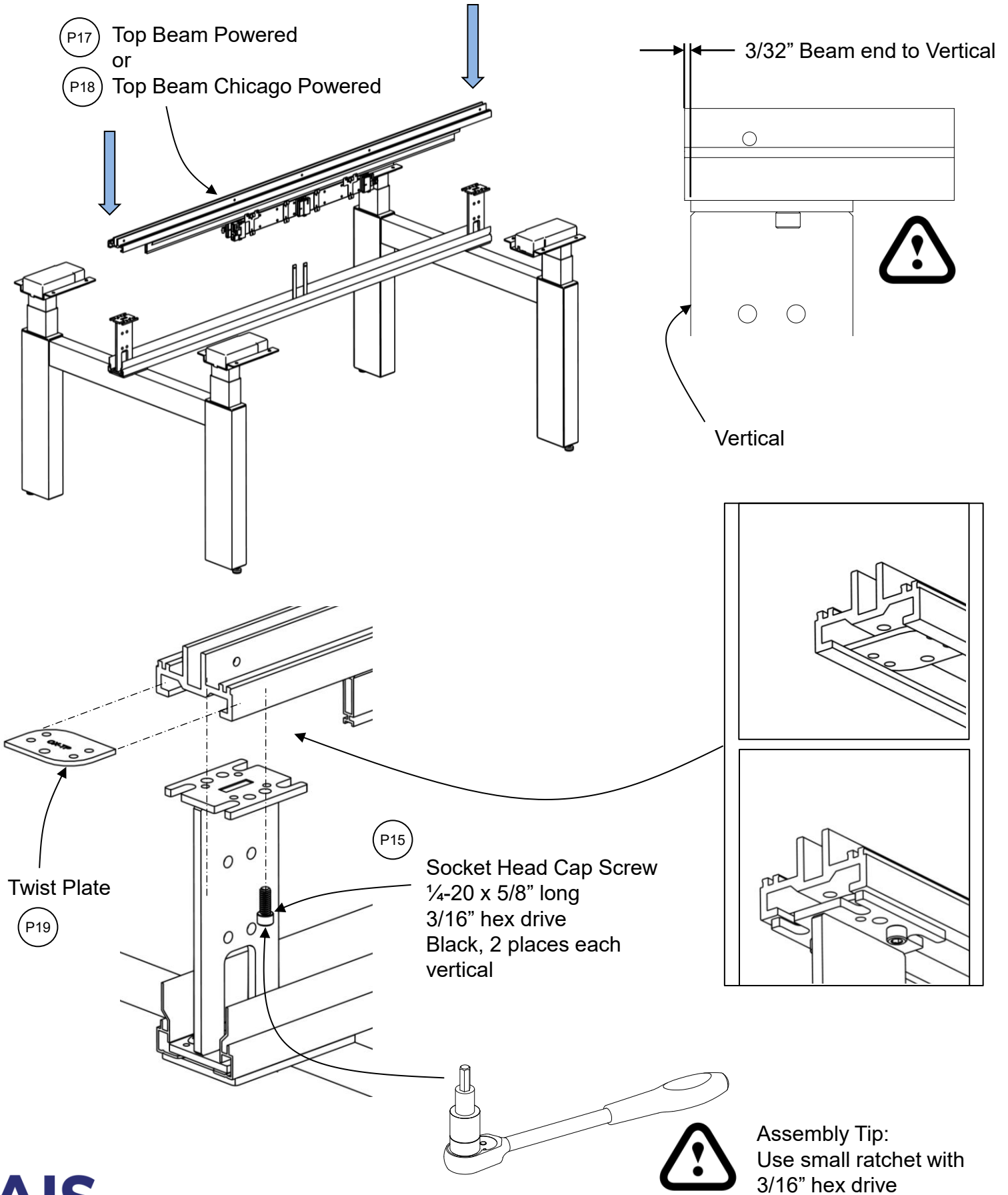
Encounter Double Sided Benching Installation Instructions

Step 9 (for sizes 54W and up only): Center beam support bracket in Beam Base channel. Bracket will be secured in place in Step 10.



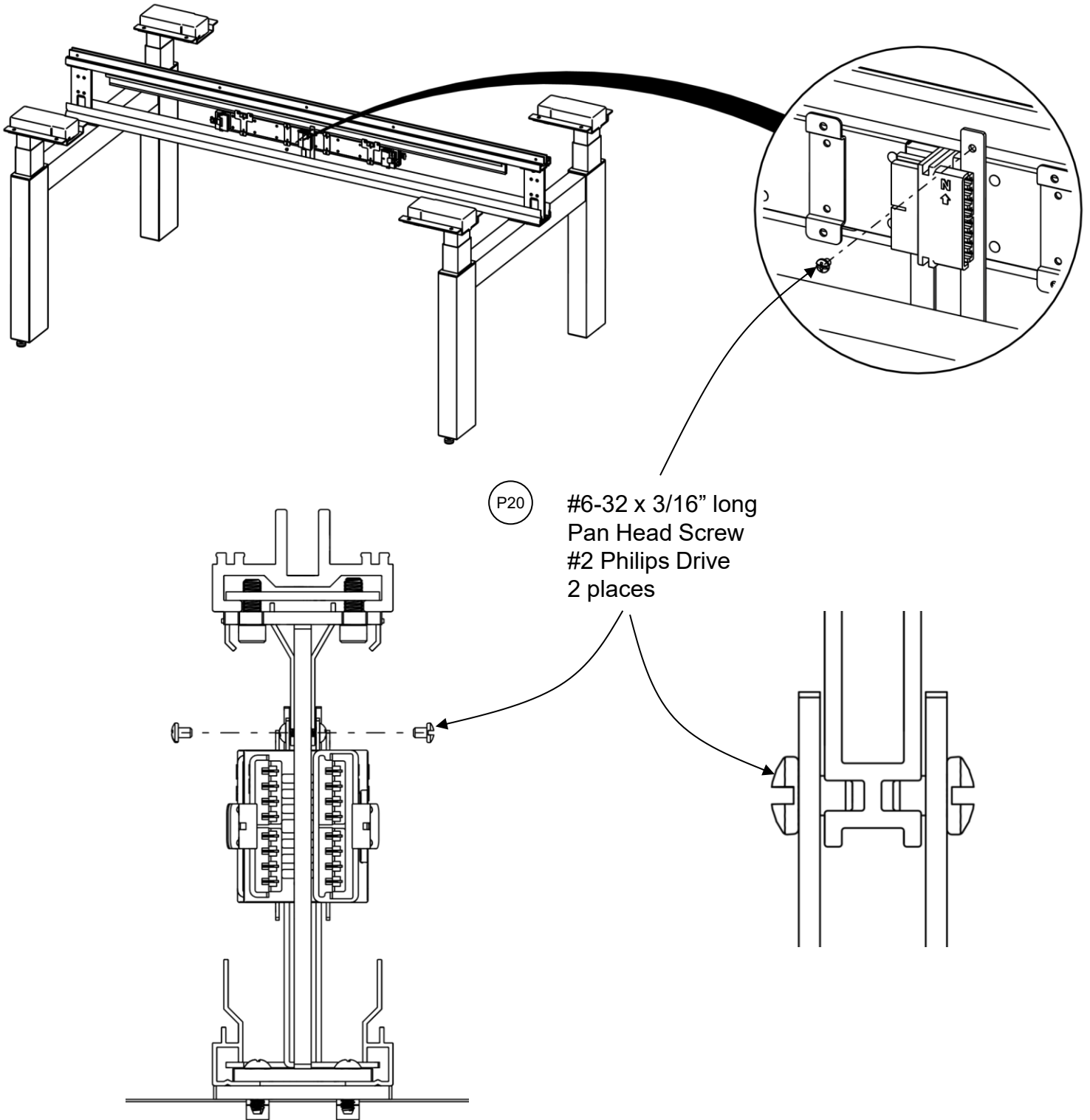
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Step 10: Install Beam Top Assembly using Twist Plates and (2) 1/4-20 x 5/8" Cap Screws.



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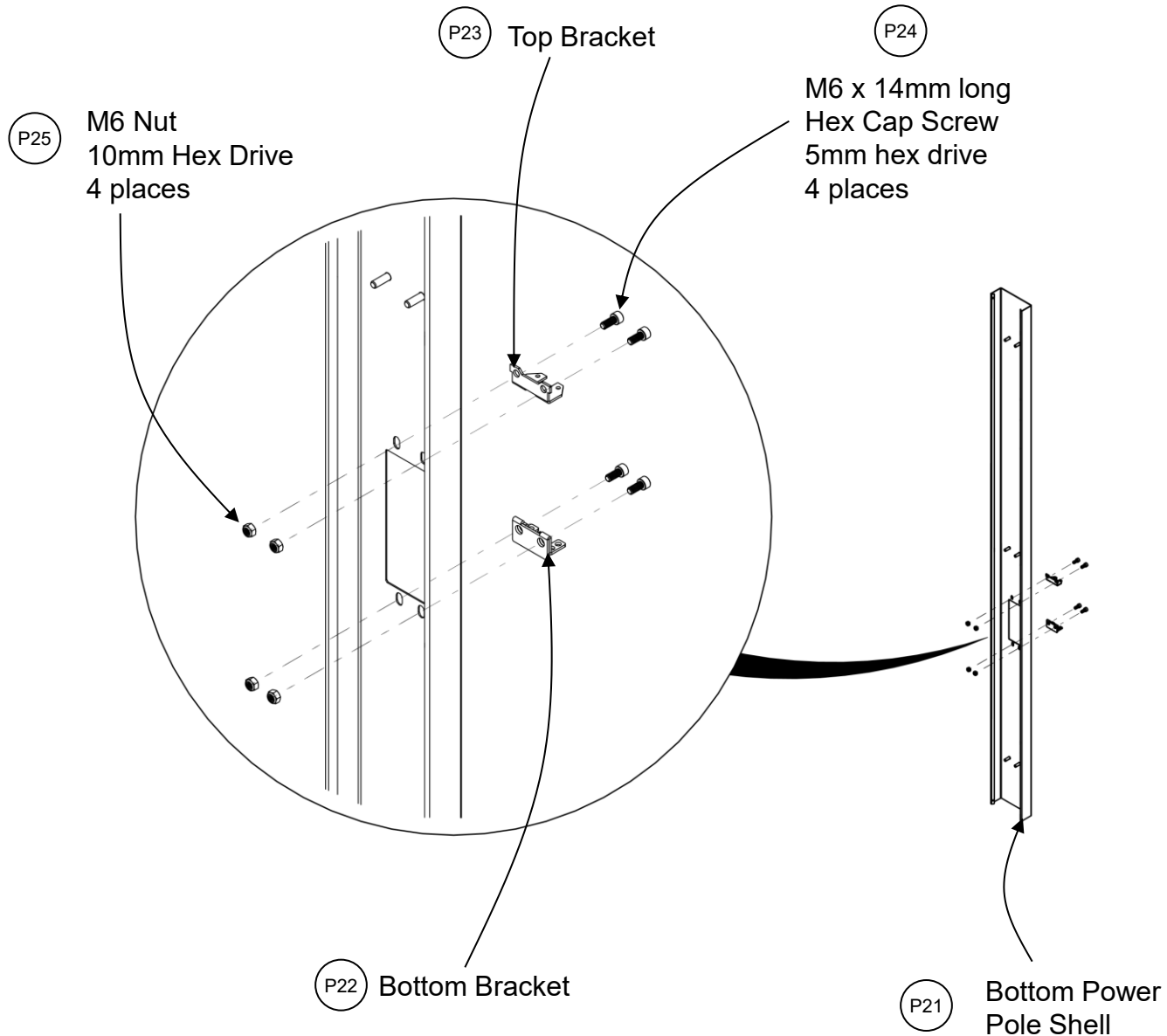
Step 11 (For sizes 54W and up with power): When positioning the top beam assembly, carefully position the power inside the support bracket.



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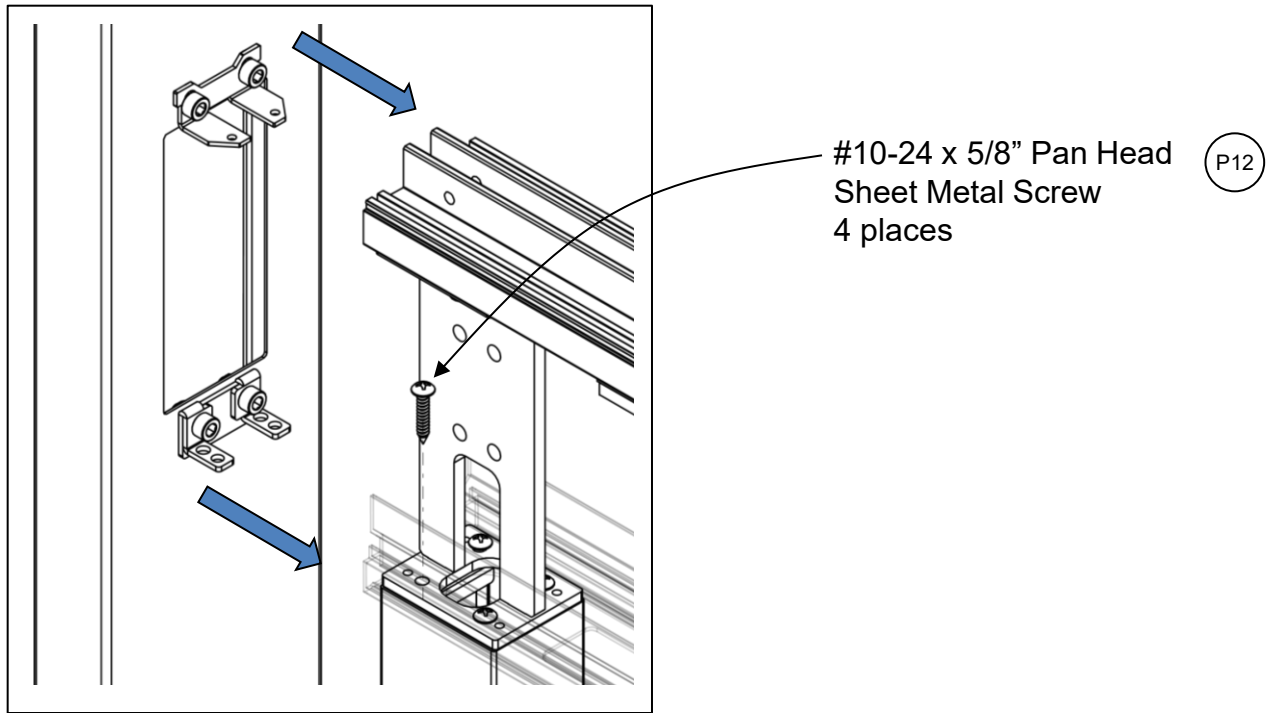
Installing End Mount Power Poles (optional)

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

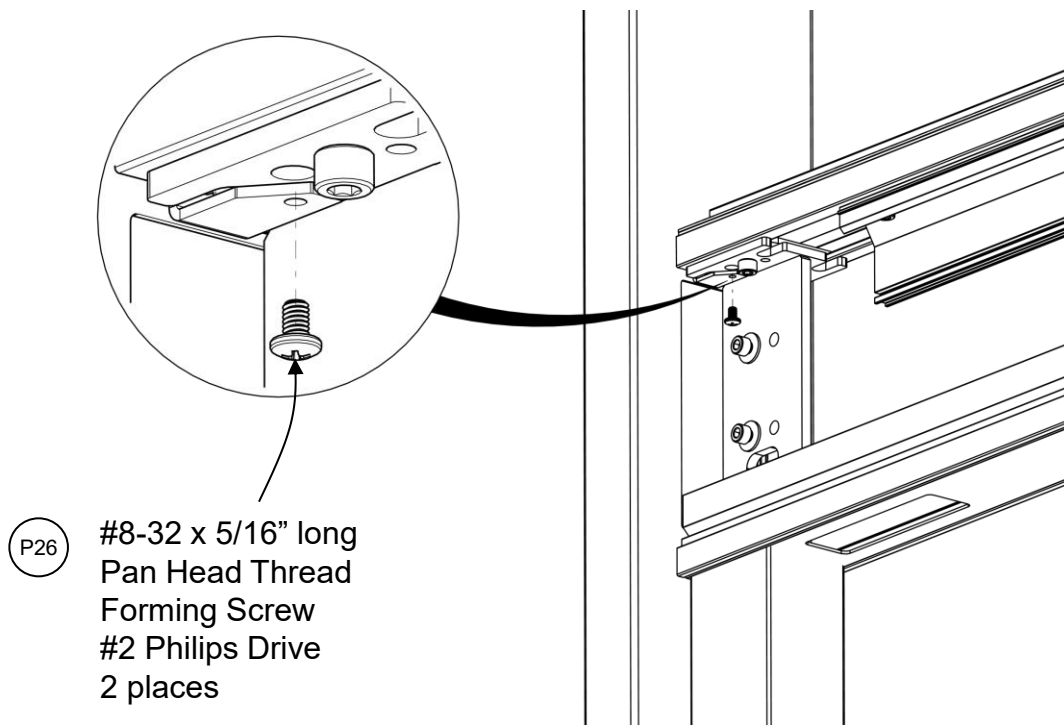


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Step 2: Remove (2) #10 pan head screws from beam vertical. Align power pole brackets to beam and re-install #10 pan head screws.

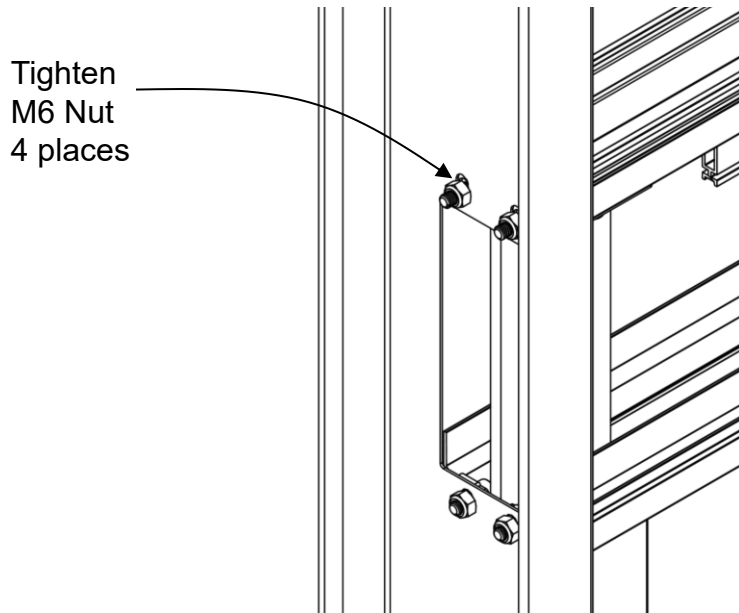


Step 3: Secure top bracket to beam vertical using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

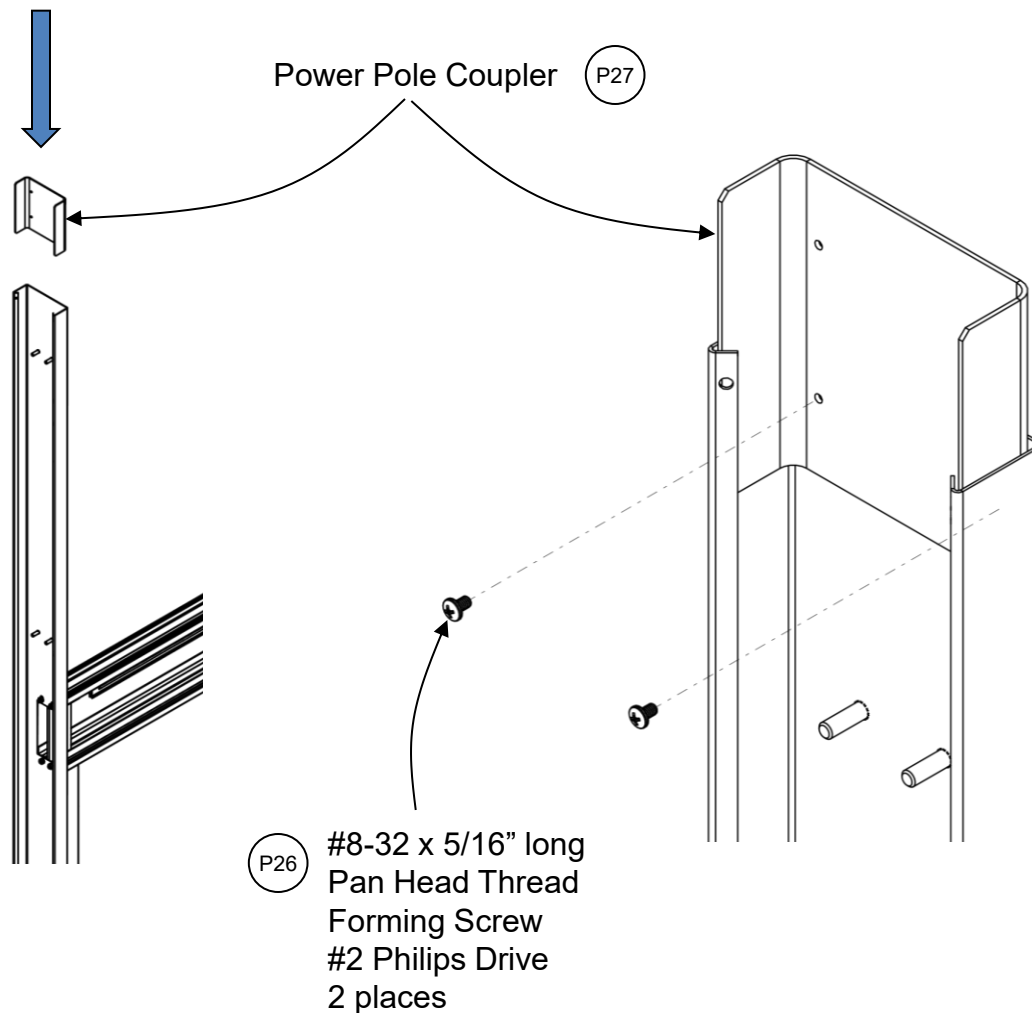


Encounter Double Sided Benching Installation Instructions

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

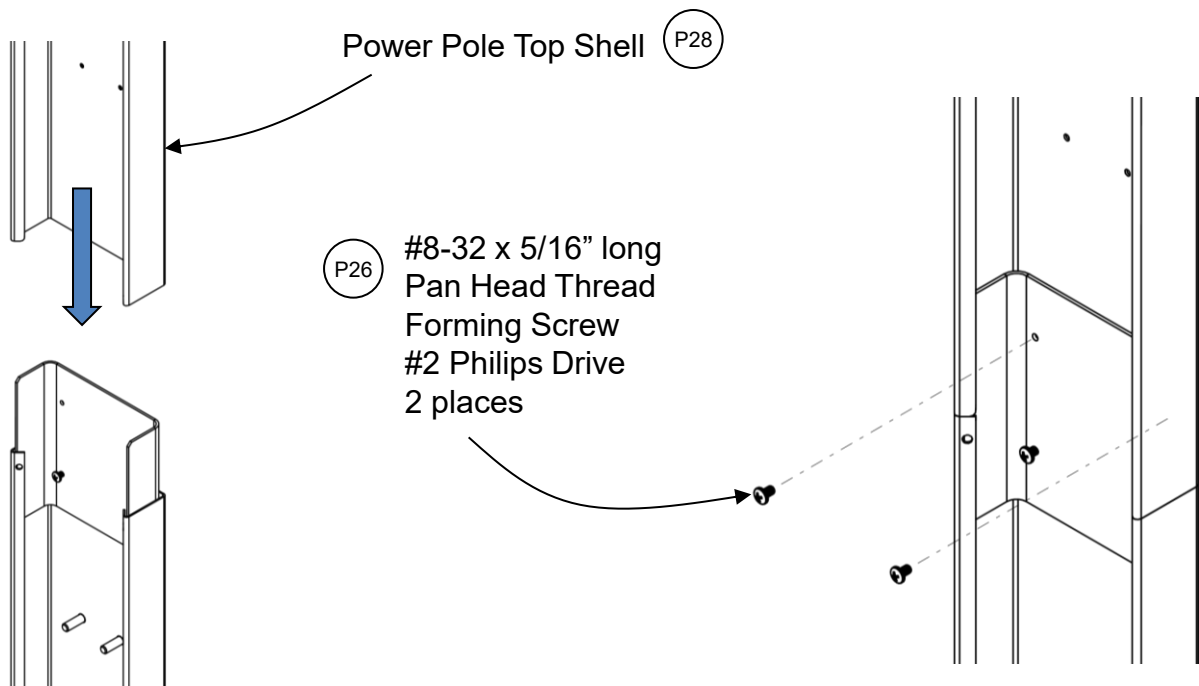


Step 5: Install power pole coupler to shell using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

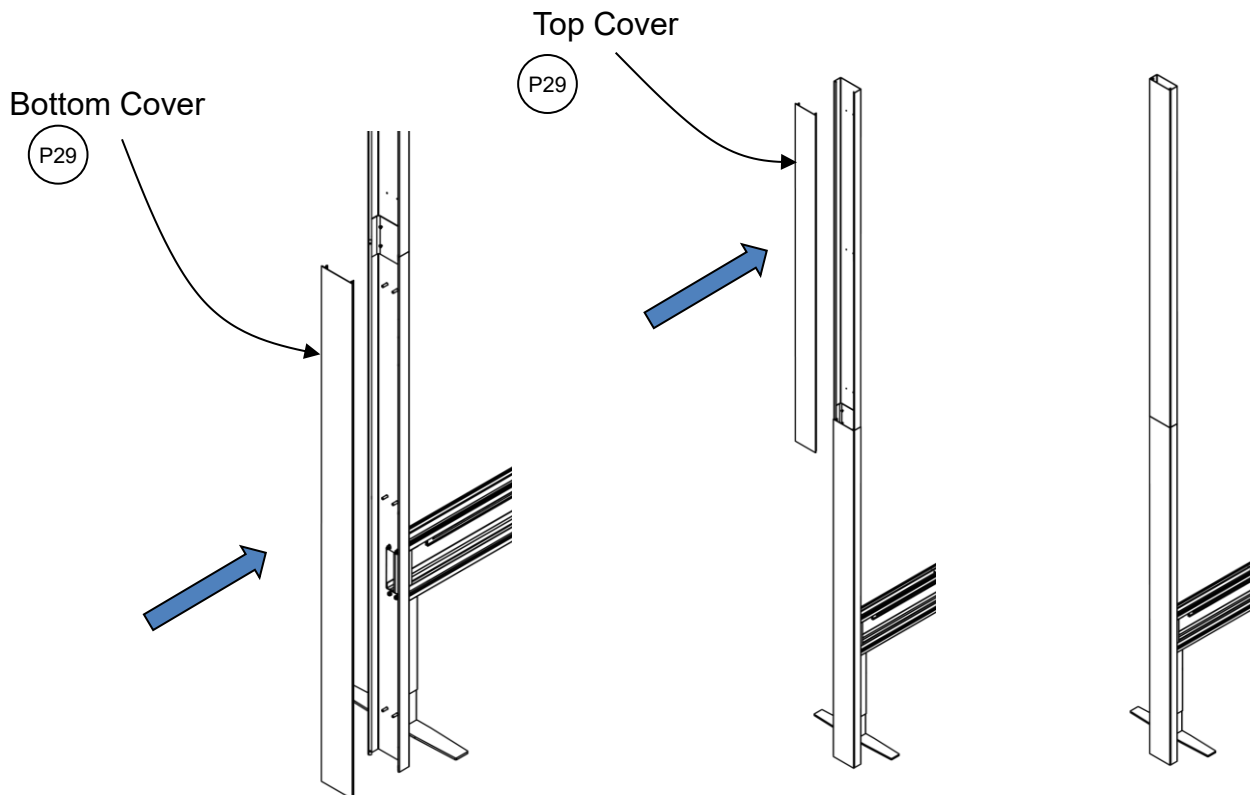


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Step 6: Install power pole top shell to coupler using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

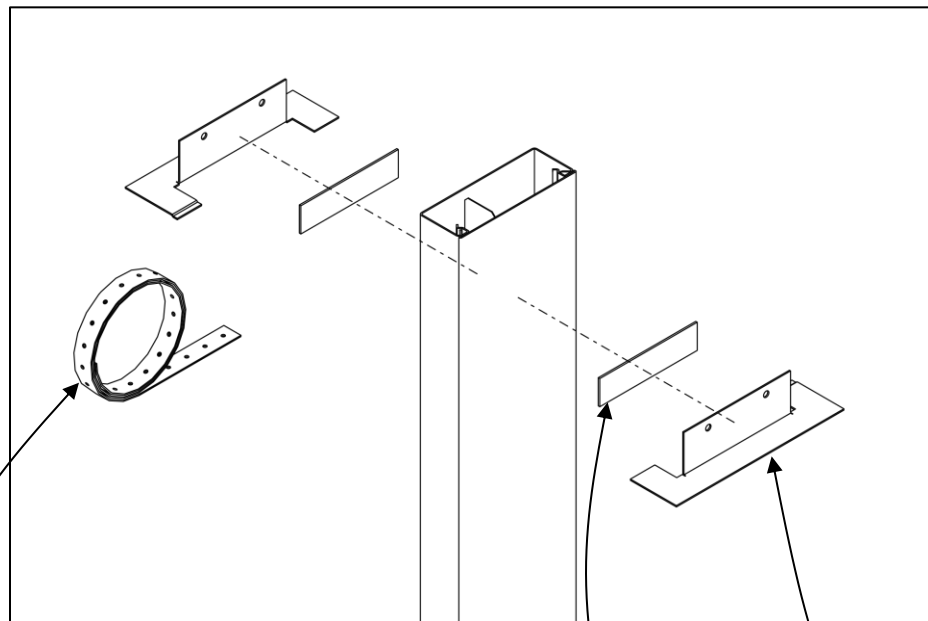


Step 7: Snap on top and bottom power pole covers to shells.



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



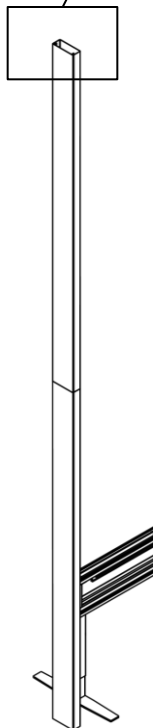
P72
Plastic Retainer
ties the pole to
the ceiling grid.

Magnetic Strip
2 places

Ceiling Shroud
2 places

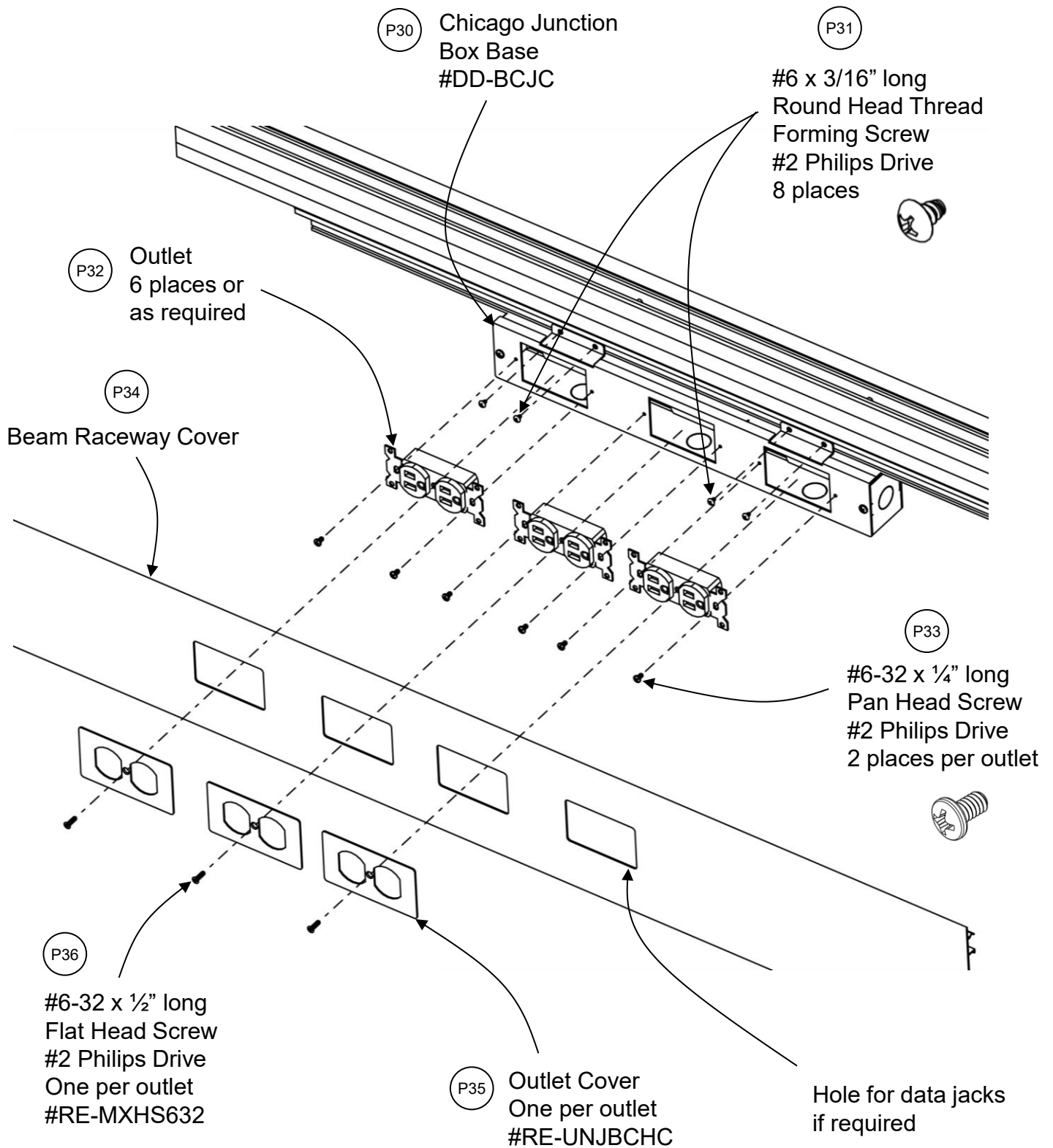
P71

P70



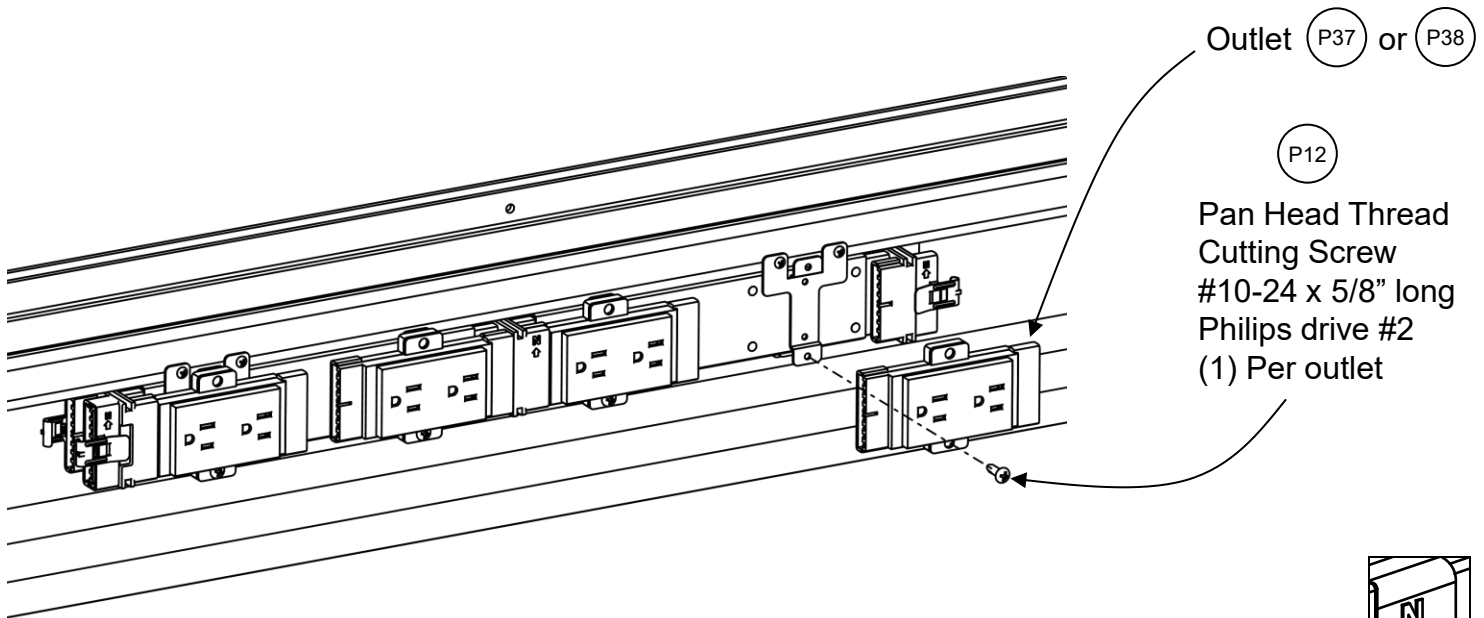
Encounter Double Sided Benching Installation Instructions

Installing Chicago Power to Top Beam (optional)

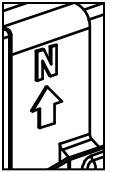


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Step 12: Install Outlets to Beam per design specs using (1) 10-24 x 5/8" Pan Head Thread Cutting Screw

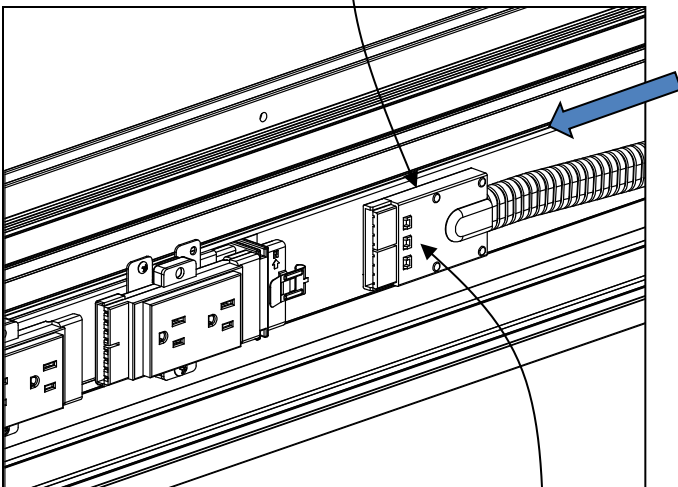


Note UP arrow

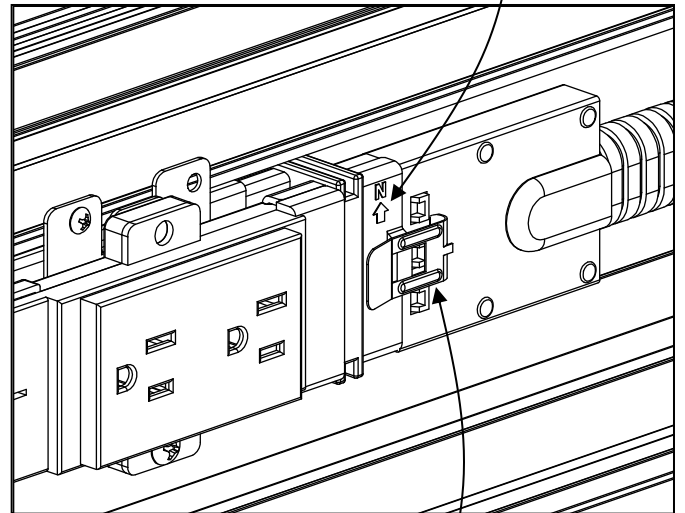


Step 13: Plug Jumpers into powerway, making sure to fully engage locking clip!

P39 Jumper



Engage clip **HERE**



Fully Engage Locking clip



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

AIS

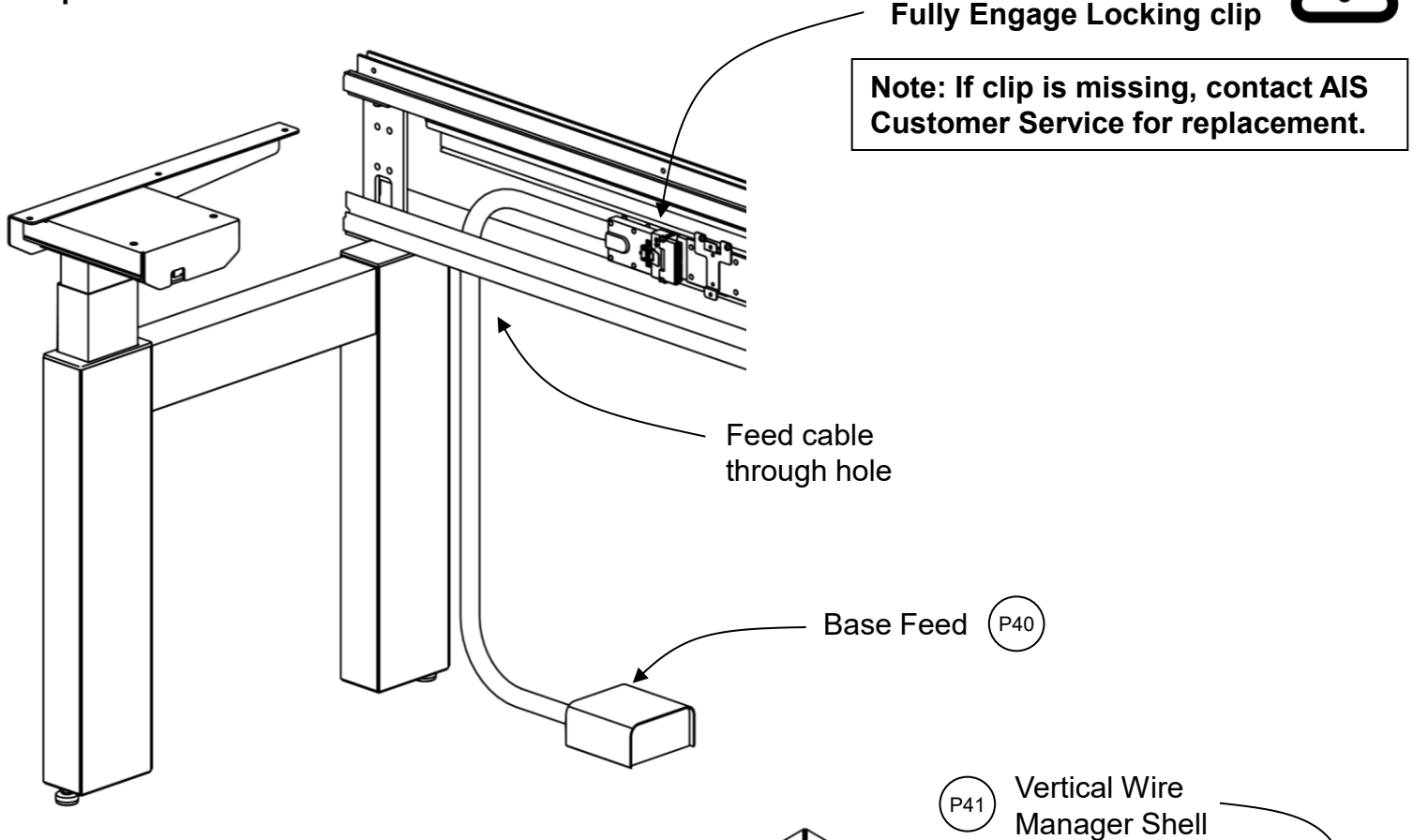
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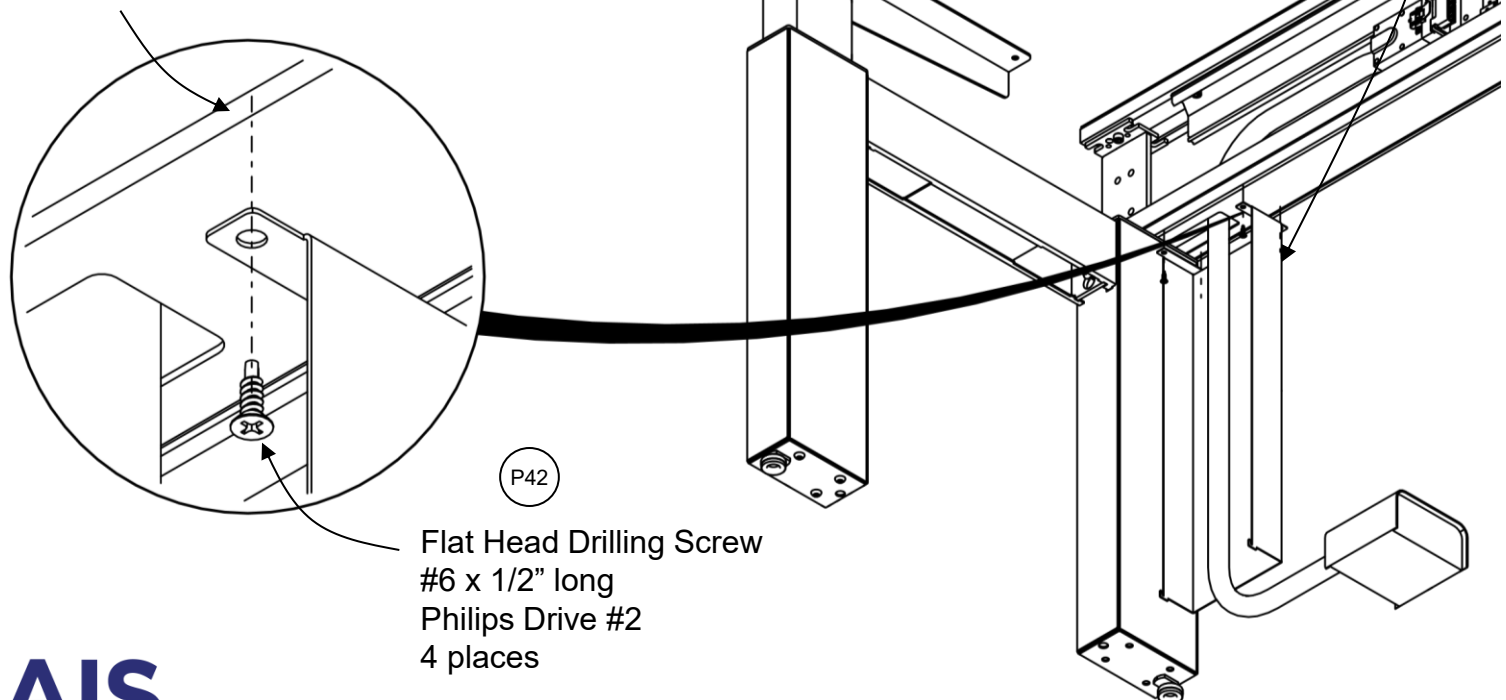
Installing Base Feed and Vertical Wire Manager (optional)

Step 1: Install Base Feed.



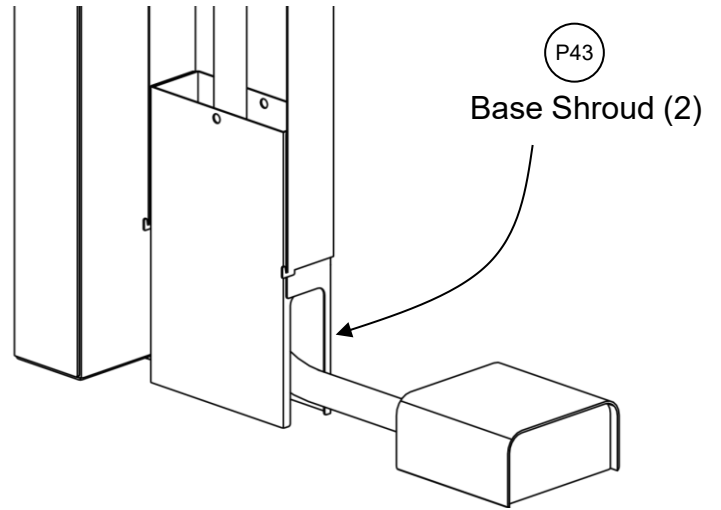
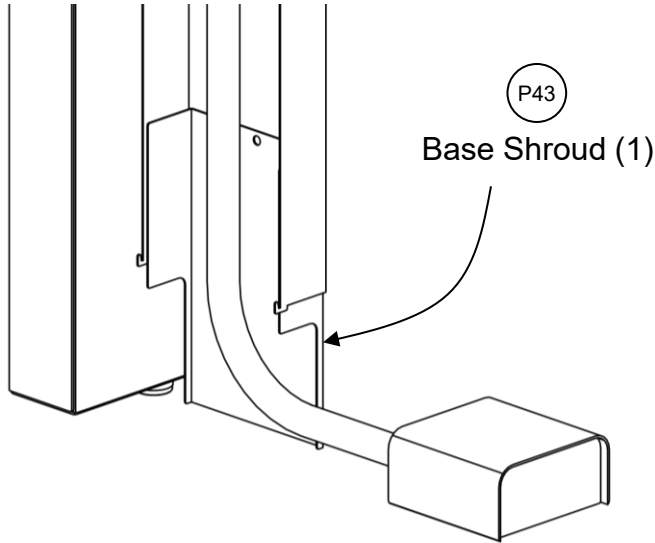
Step 2: Install Vertical Wire Manager Shell.

Beam Base Groove

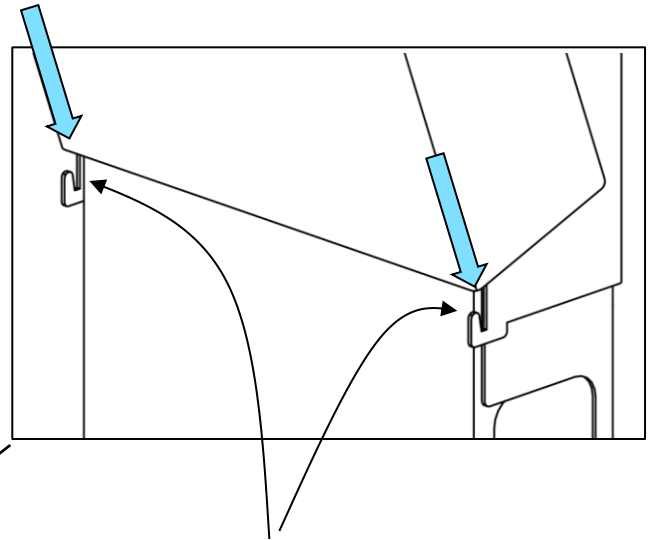
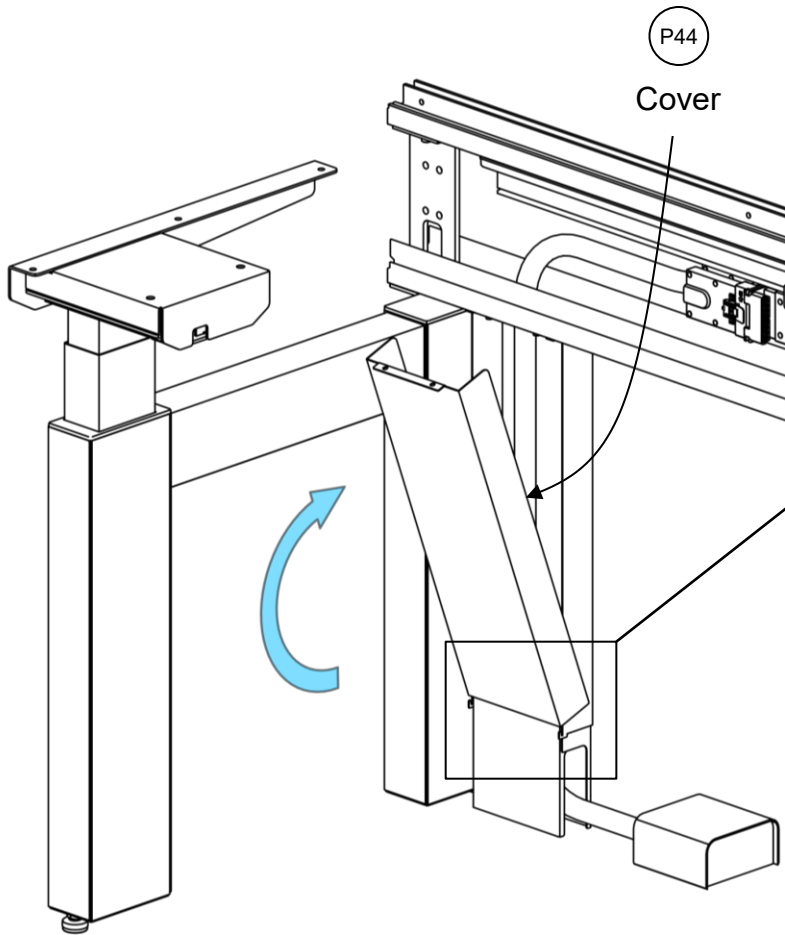


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Step 3: Install (2) Vertical Wire Manager Base Shroud.

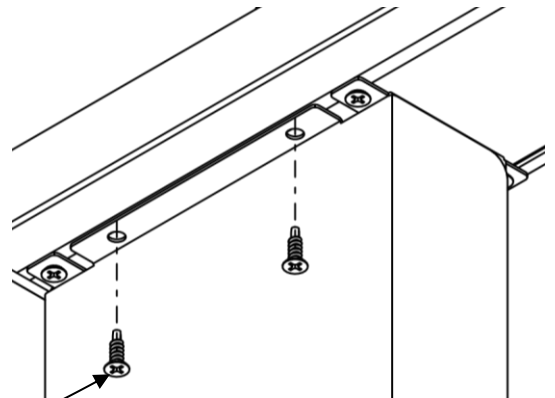


Step 4: Install Vertical Wire Manager Cover.



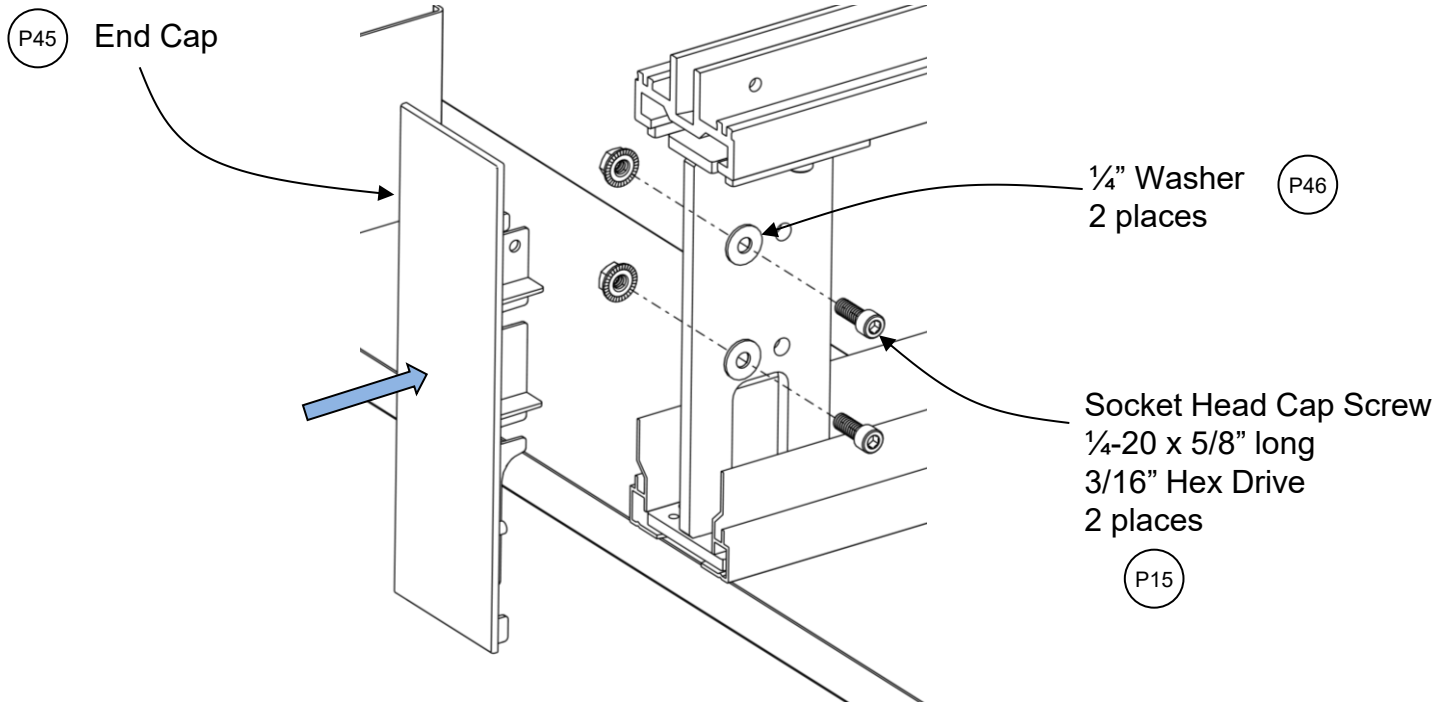
Hook Cover
into Shell

P42 Flat Head Drilling Screw
#6 x 1/2" long
Philips Drive #2
2 places

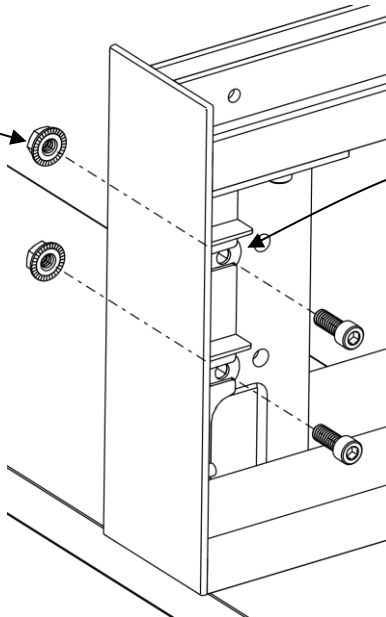


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Step 14 : When applicable, install end caps at end of run.



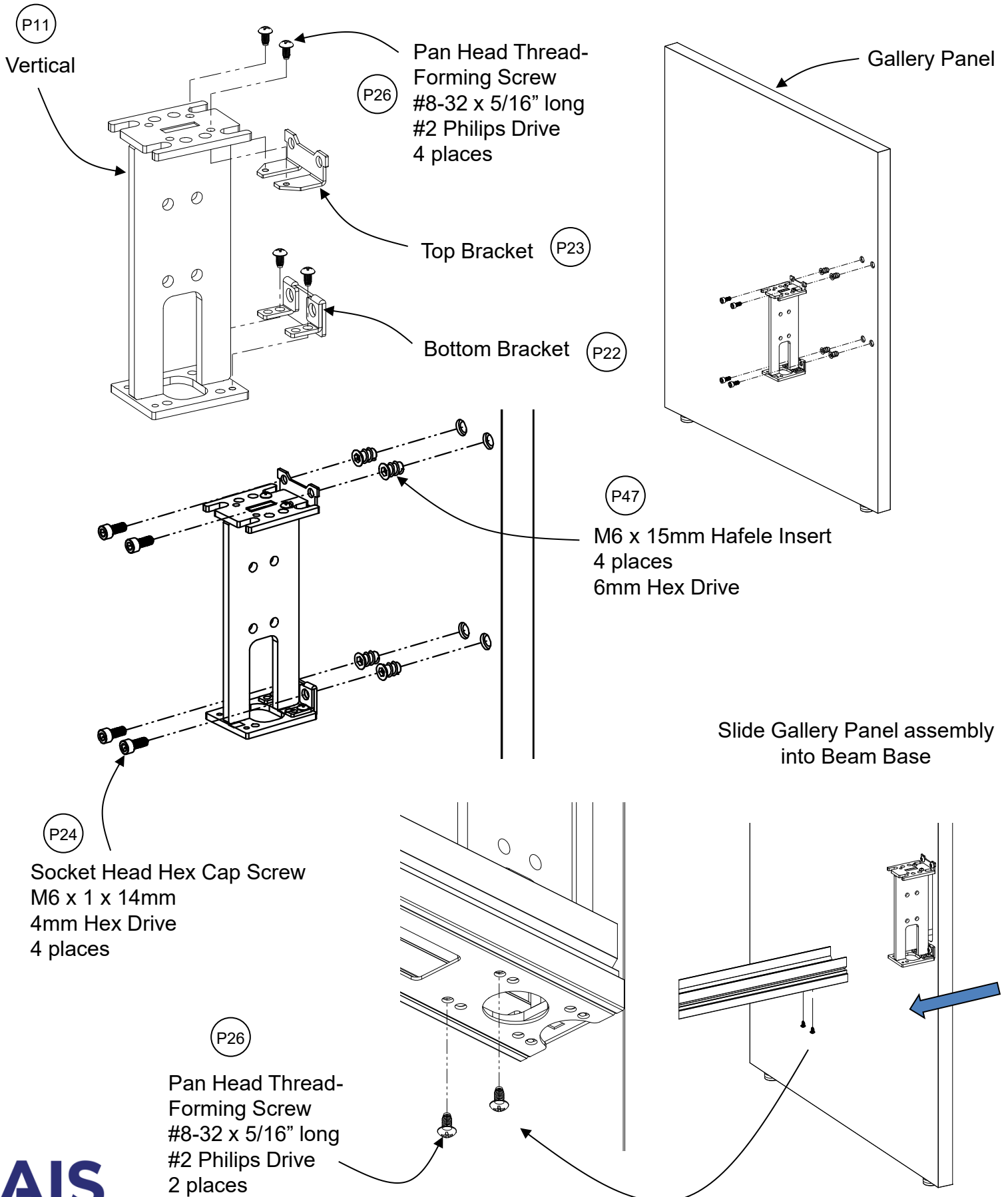
P14
1/4-20 Flange Nut
7/16" External Hex Drive
2 places
LOW TORQUE



Note:
Washer is seated between
end cap and vertical

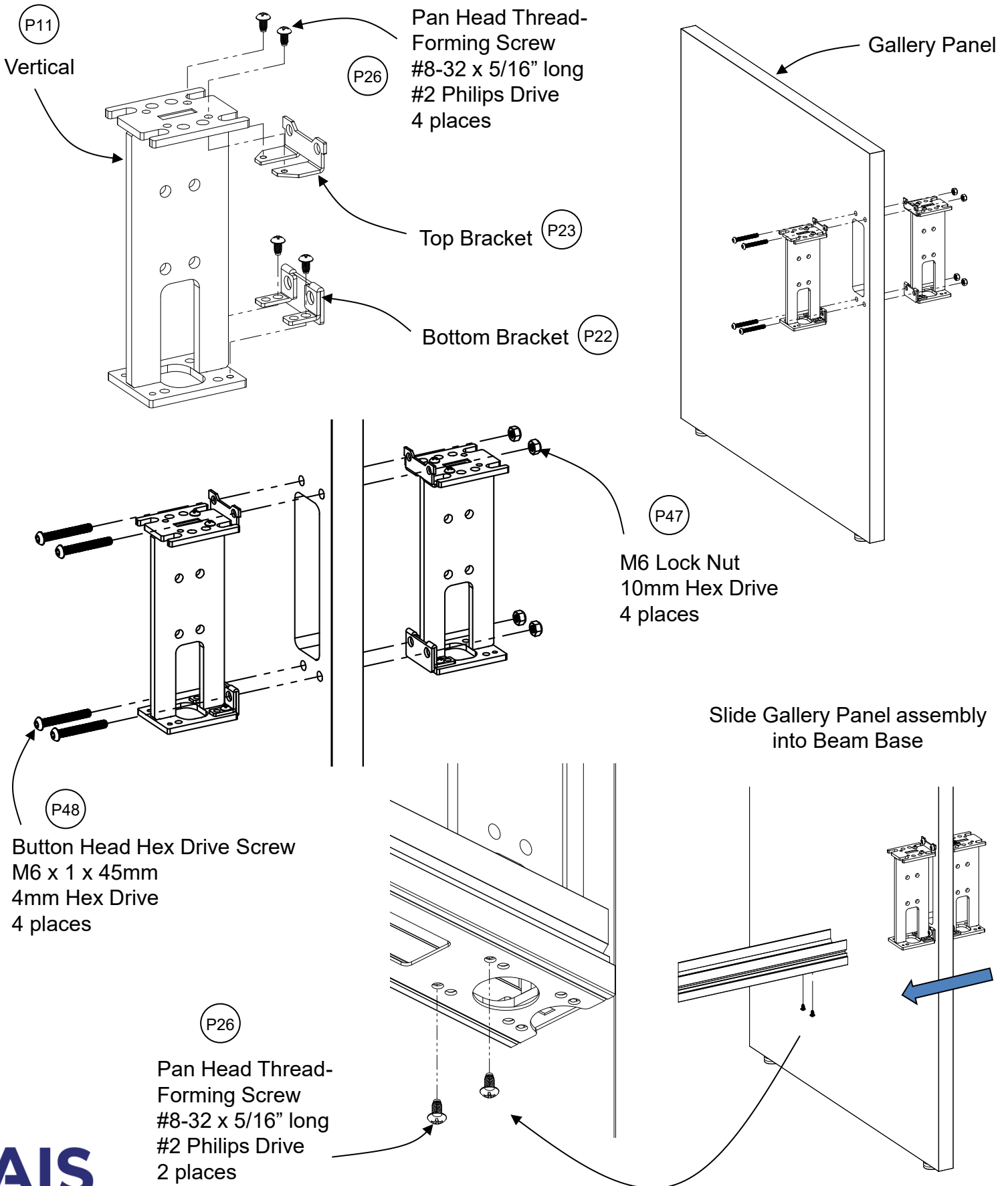
Encounter Double Sided Benching Installation Instructions

Installing Single/Double End Gallery Panels (optional)



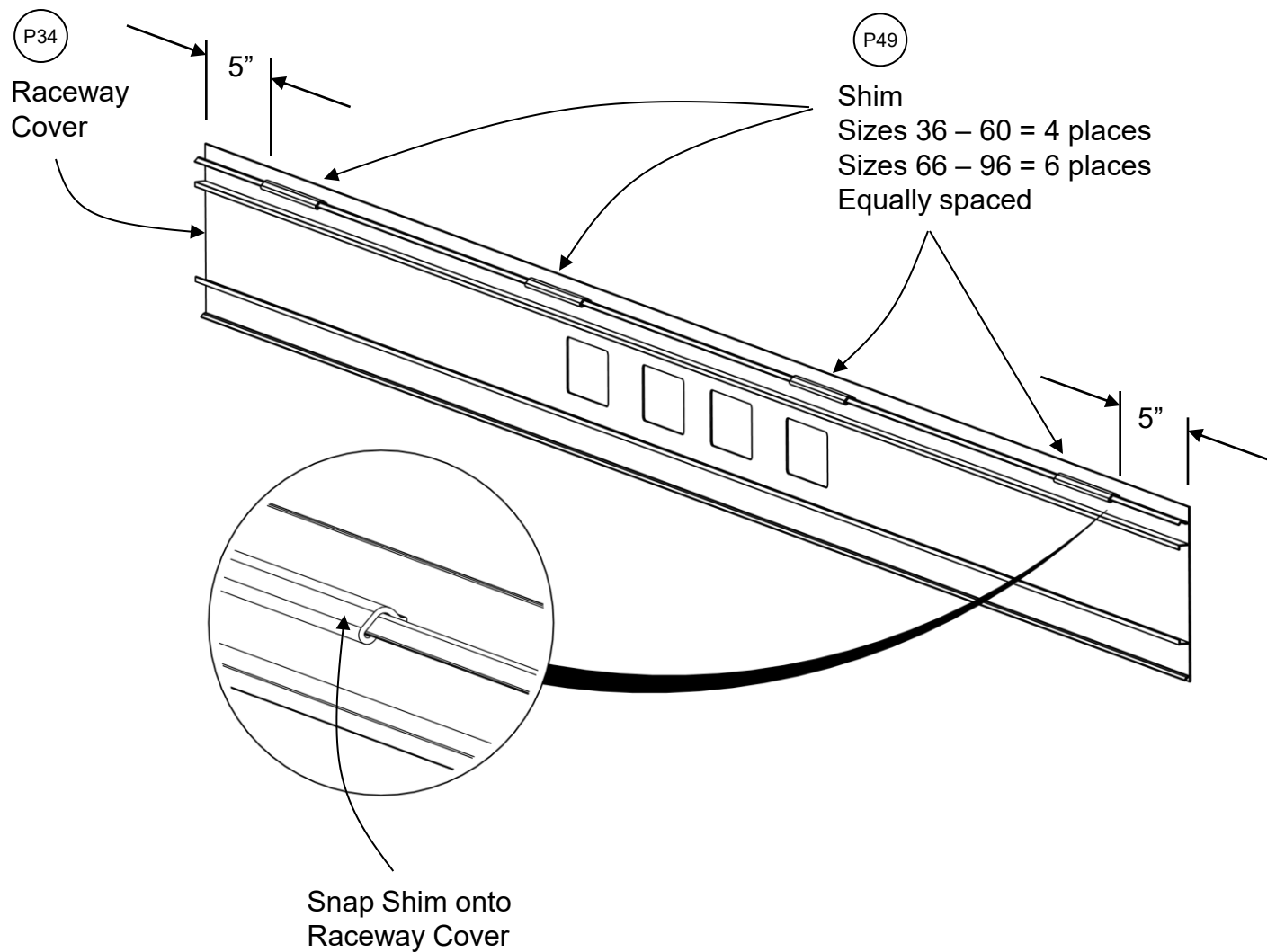
Encounter Double Sided Benching Installation Instructions

Installing Single/Double Spine Gallery Panels (optional)



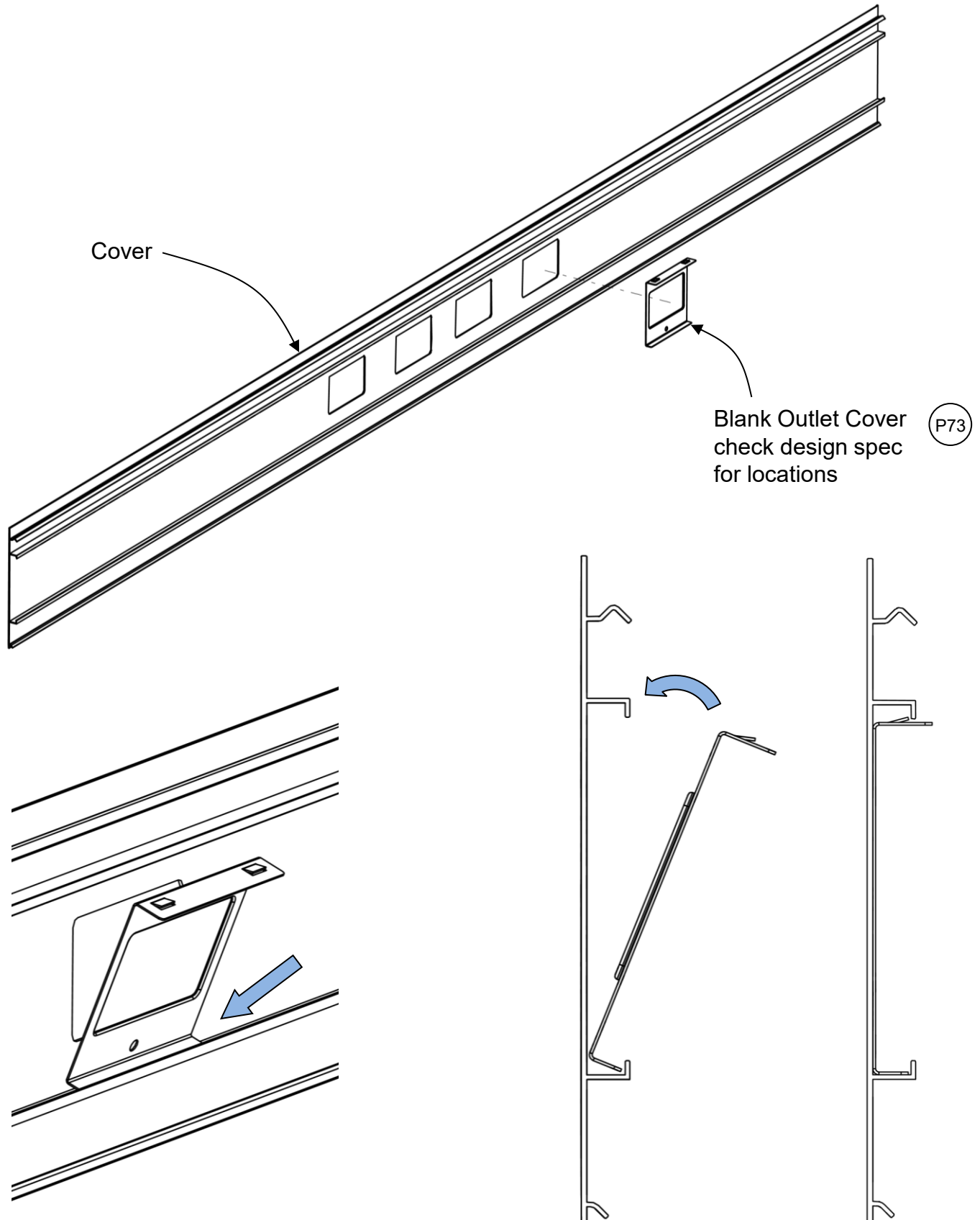
Encounter Double Sided Benching Installation Instructions

Step 15: Install shims onto raceway covers.



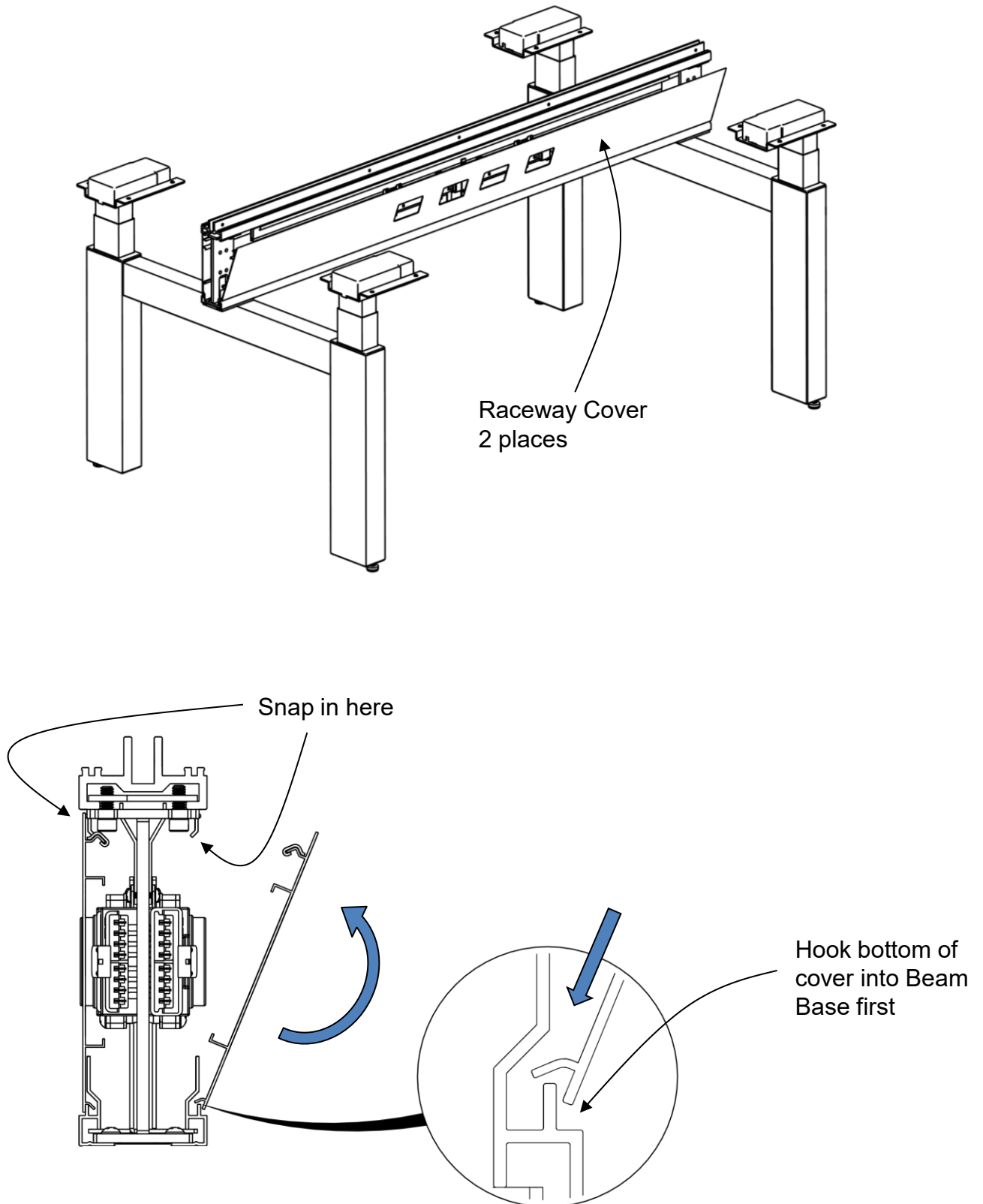
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Step 16 (optional): If required, install outlet covers per design spec.



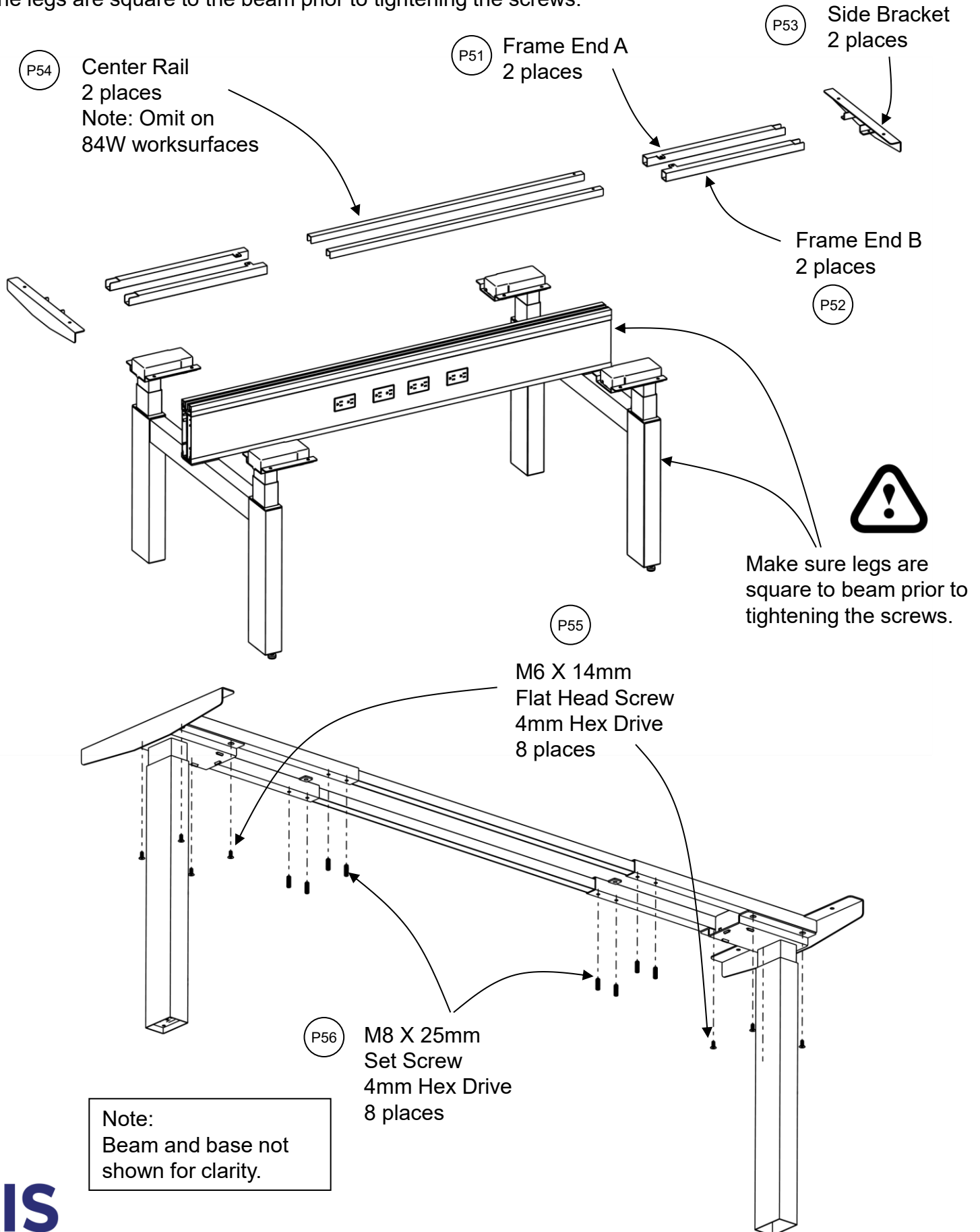
Encounter Double Sided Benching Installation Instructions

Step 17: Snap beam raceway covers into place.



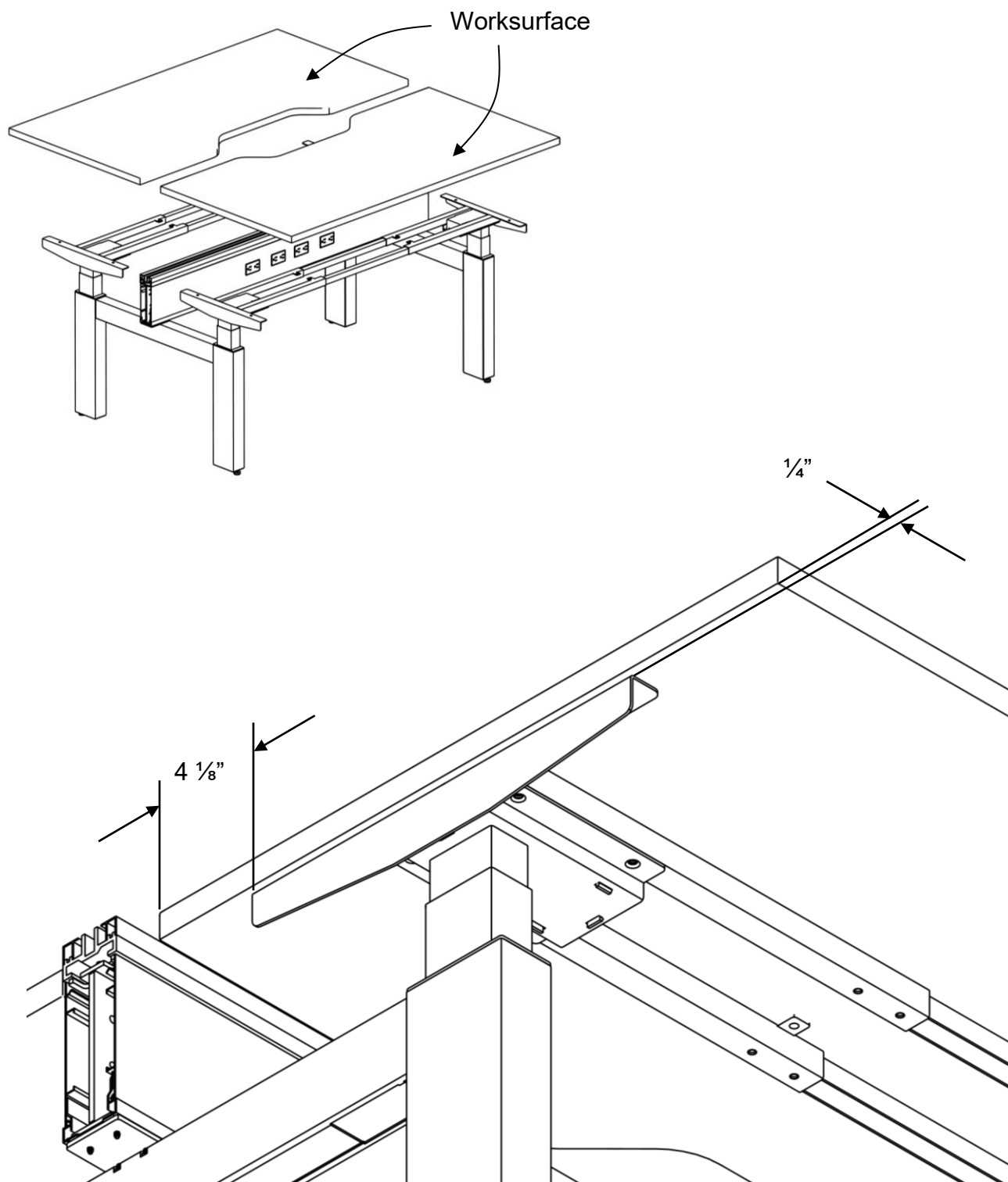
Encounter Double Sided Benching Installation Instructions

Step 19: Install the worksurface support components to the height adjustable columns. Make sure the legs are square to the beam prior to tightening the screws.



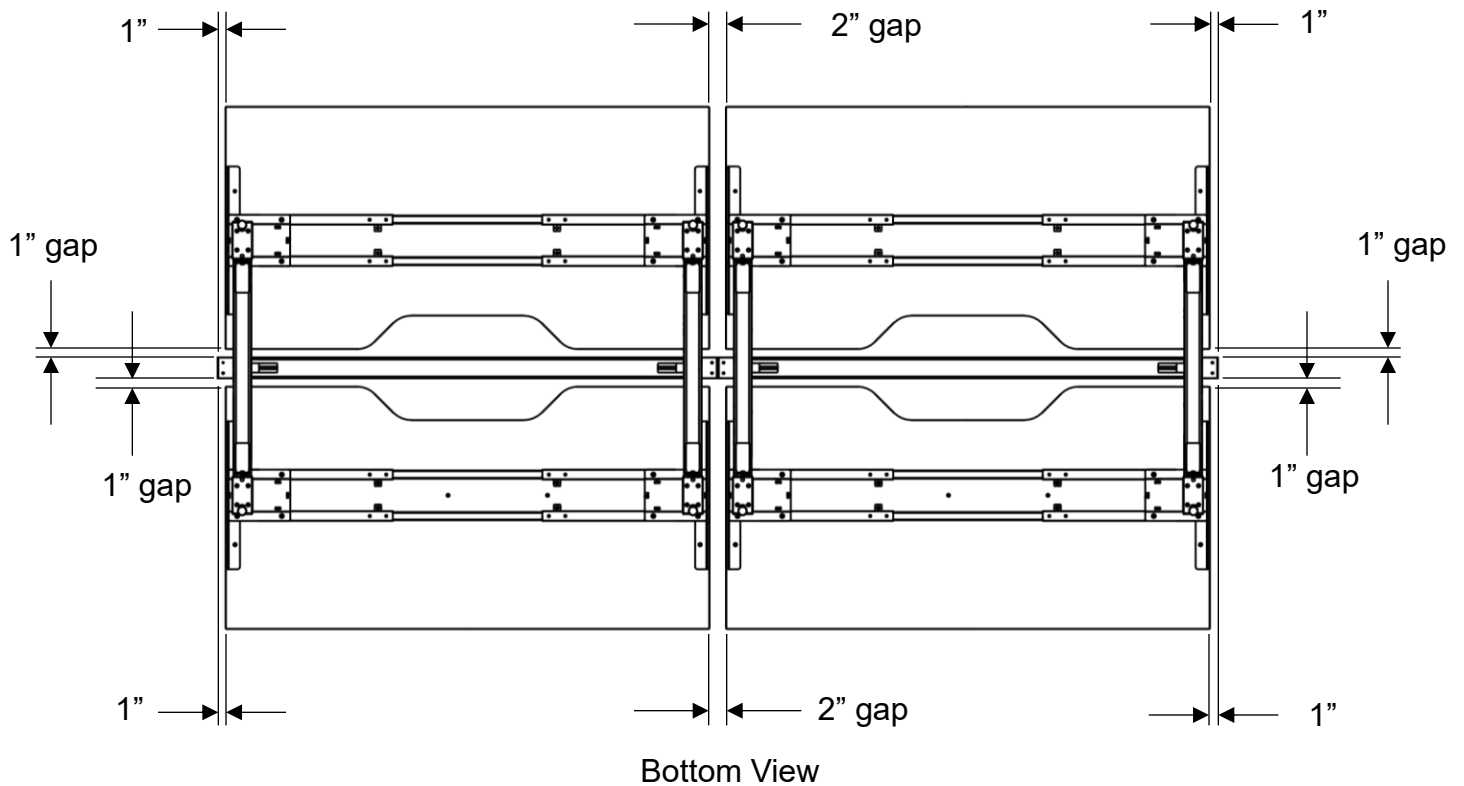
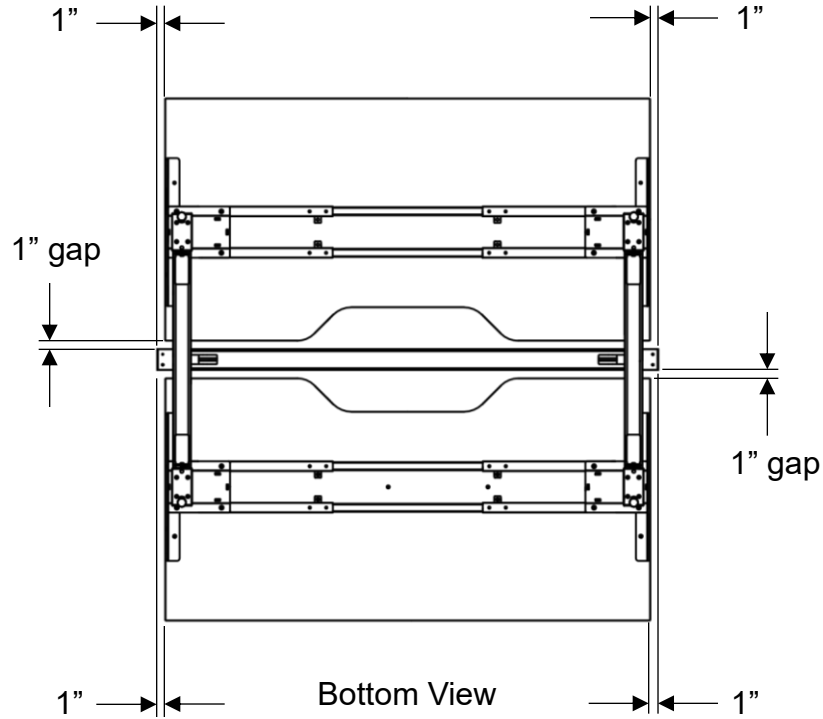
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Step 20a: Position the worksurface on the height adjustable support frame as shown.



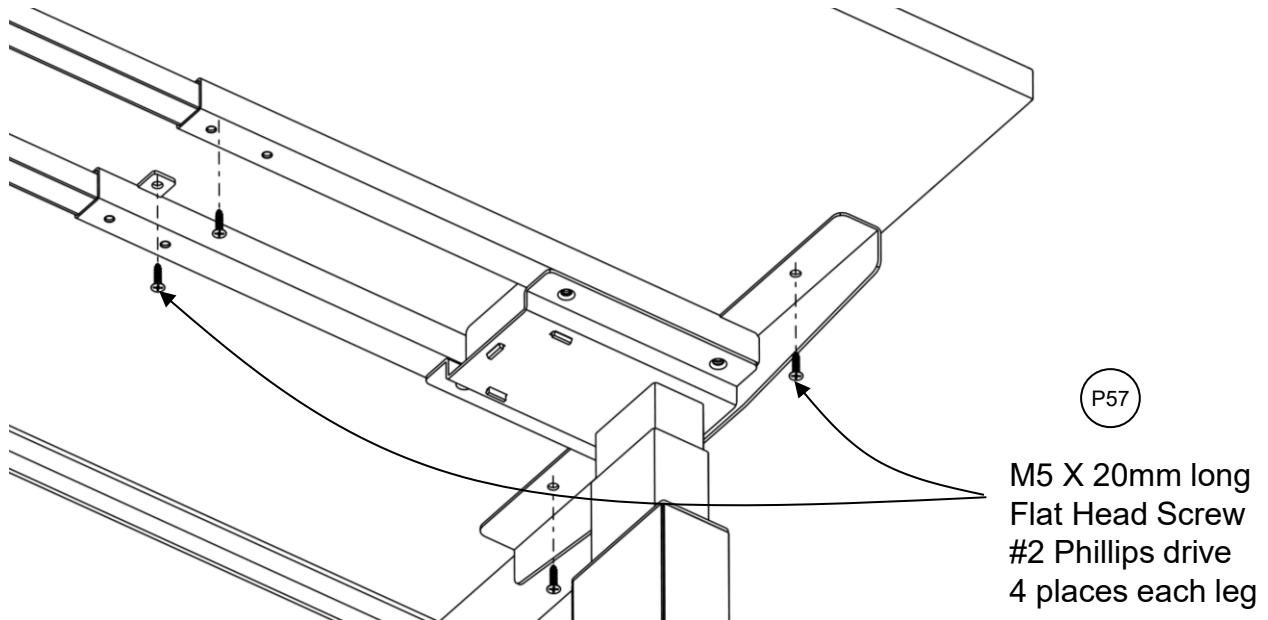
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Step 20a: Confirm pinch point gaps.

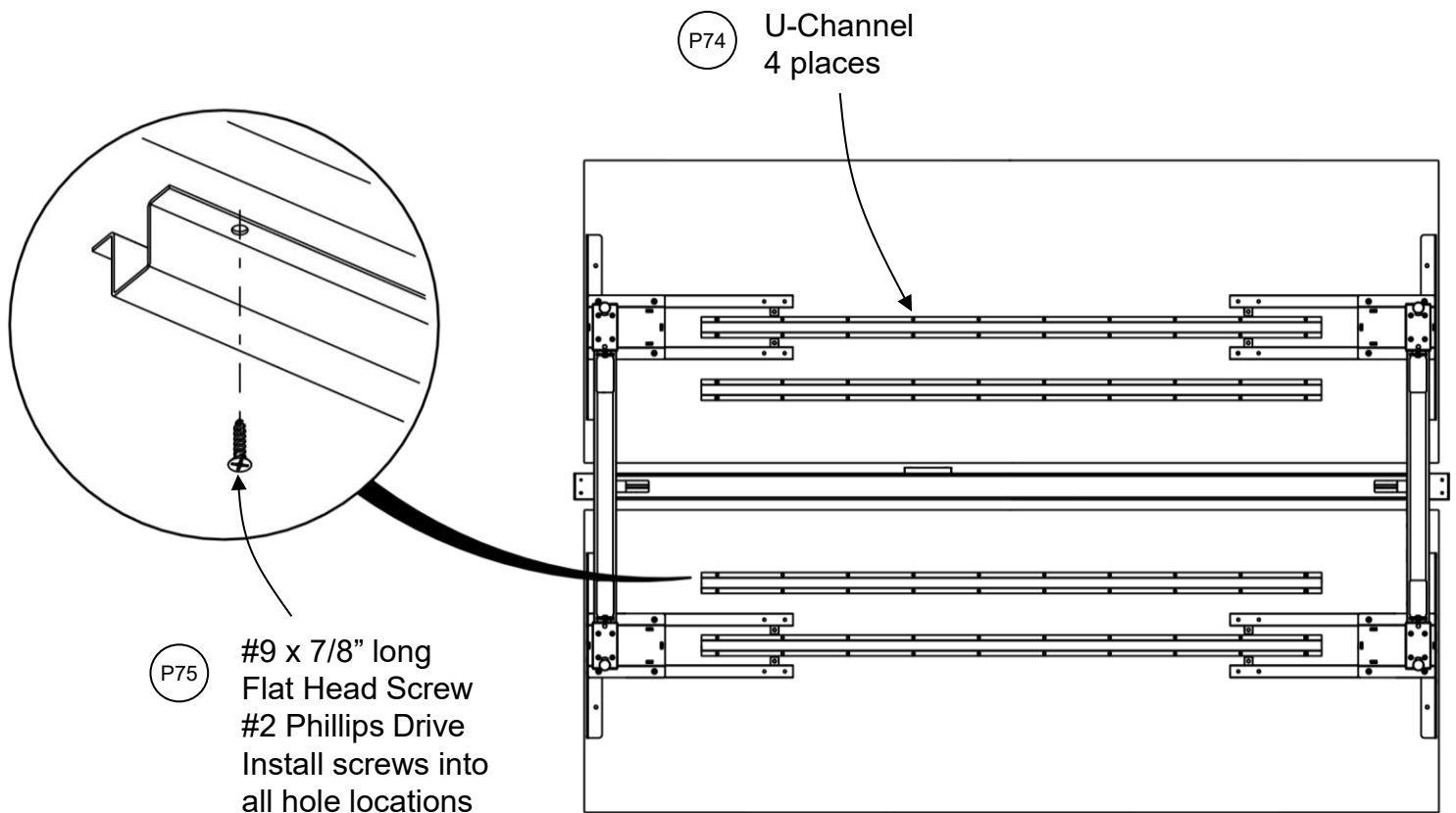


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Step 20c: Secure worksurface in place using M5 x 20mm screws as shown below.

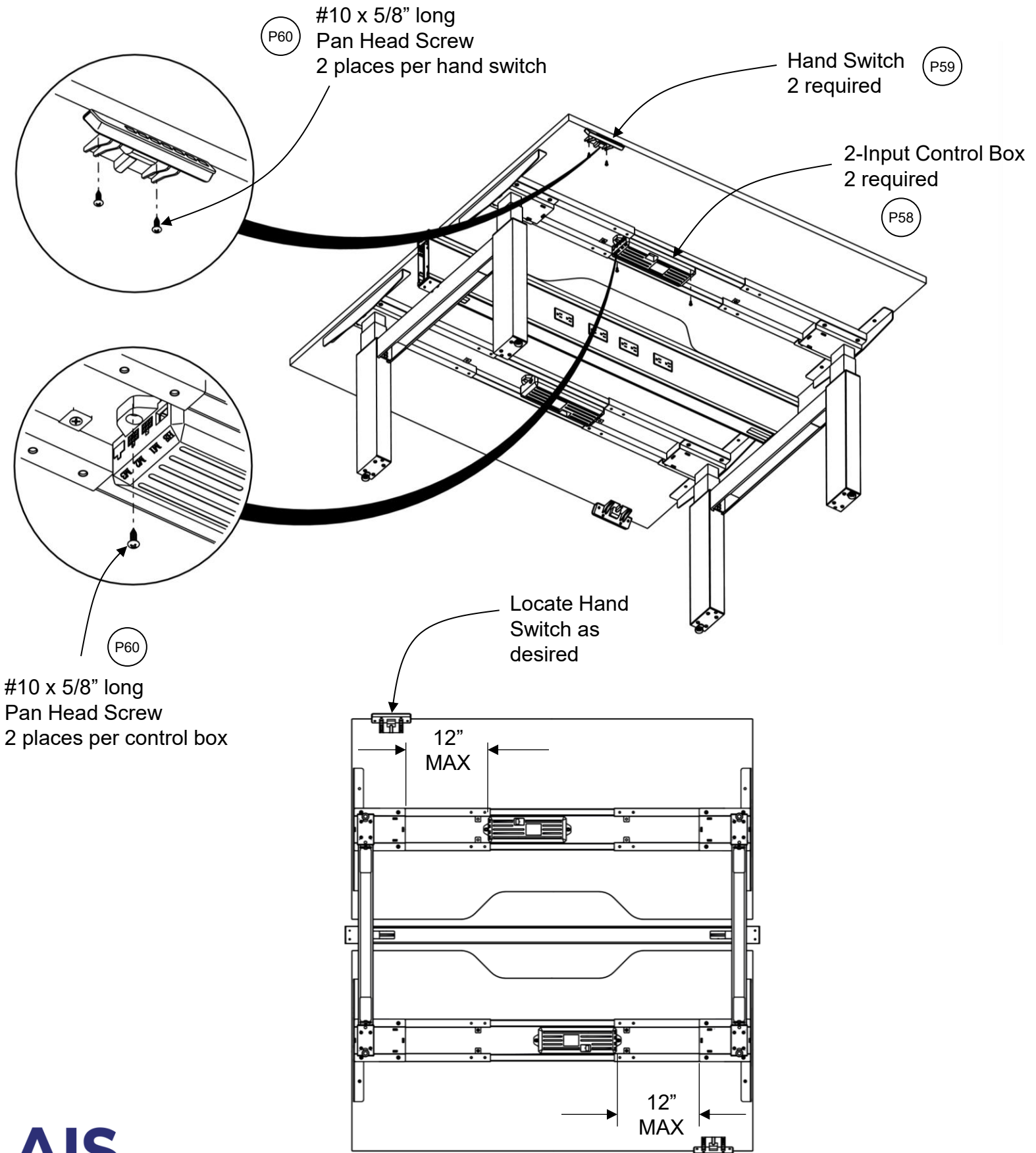


Step 21 (84W units only): Install 2 u-channels to each worksurface using #9 x 7/8" screws



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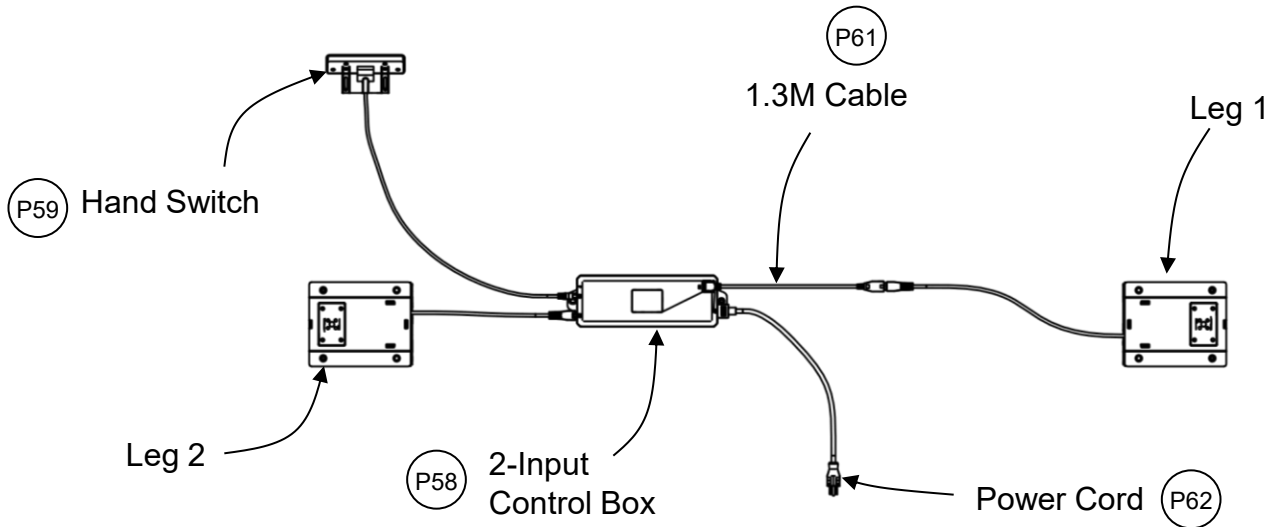
Step 22: Secure the control box to the worksurface, located as shown. Then, install the hand switch in the desired location.



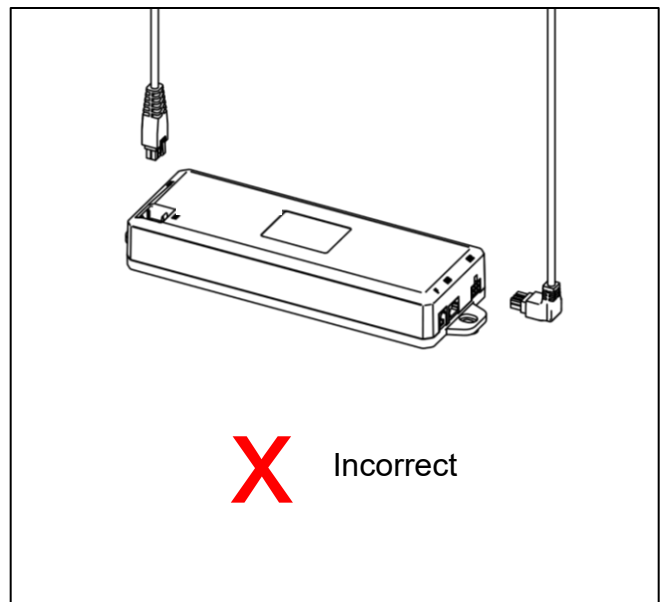
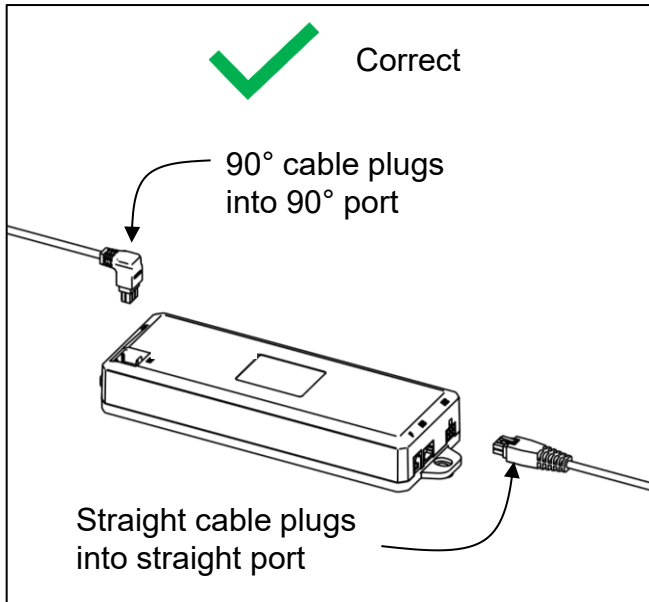
Encounter Double Sided Benching Installation Instructions

Step 23: Connect all height adjustable electrical components as shown.

1. Connect Leg 1 to Control Box Port M1.
2. Connect Leg 2 to Control Box Port M2 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.

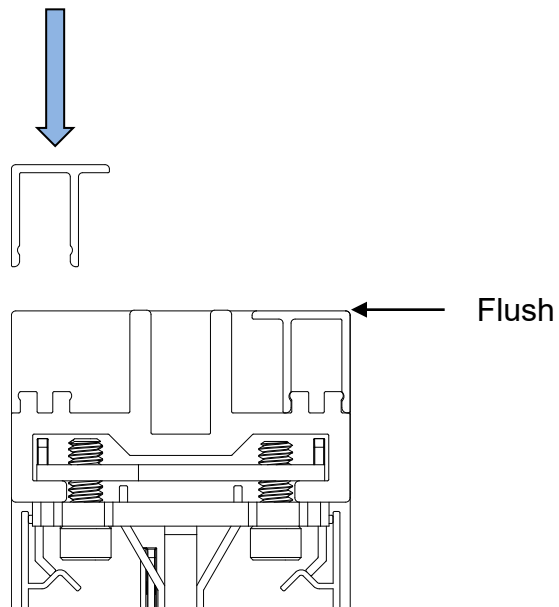
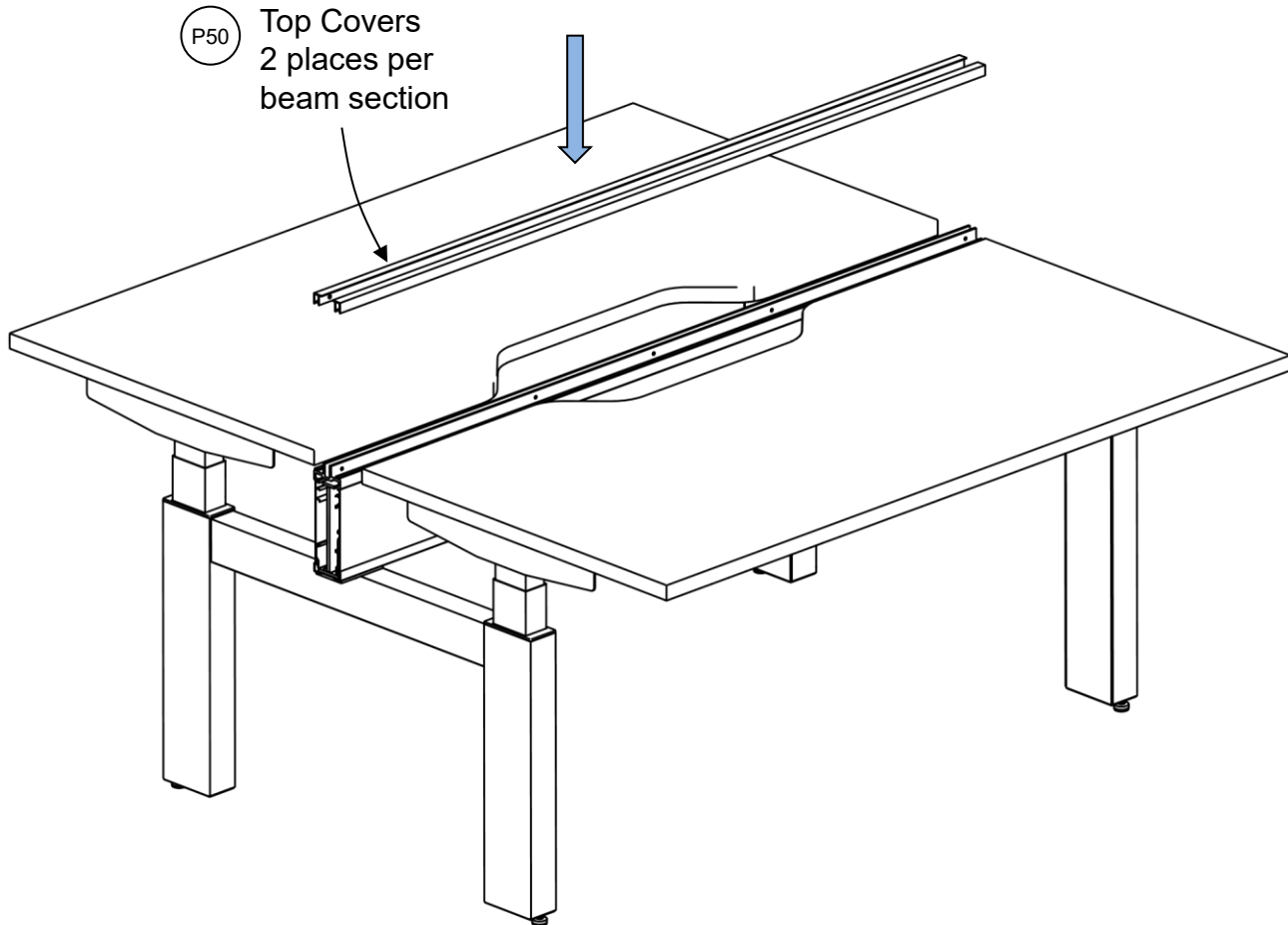


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Step 24: Install top covers onto top beam

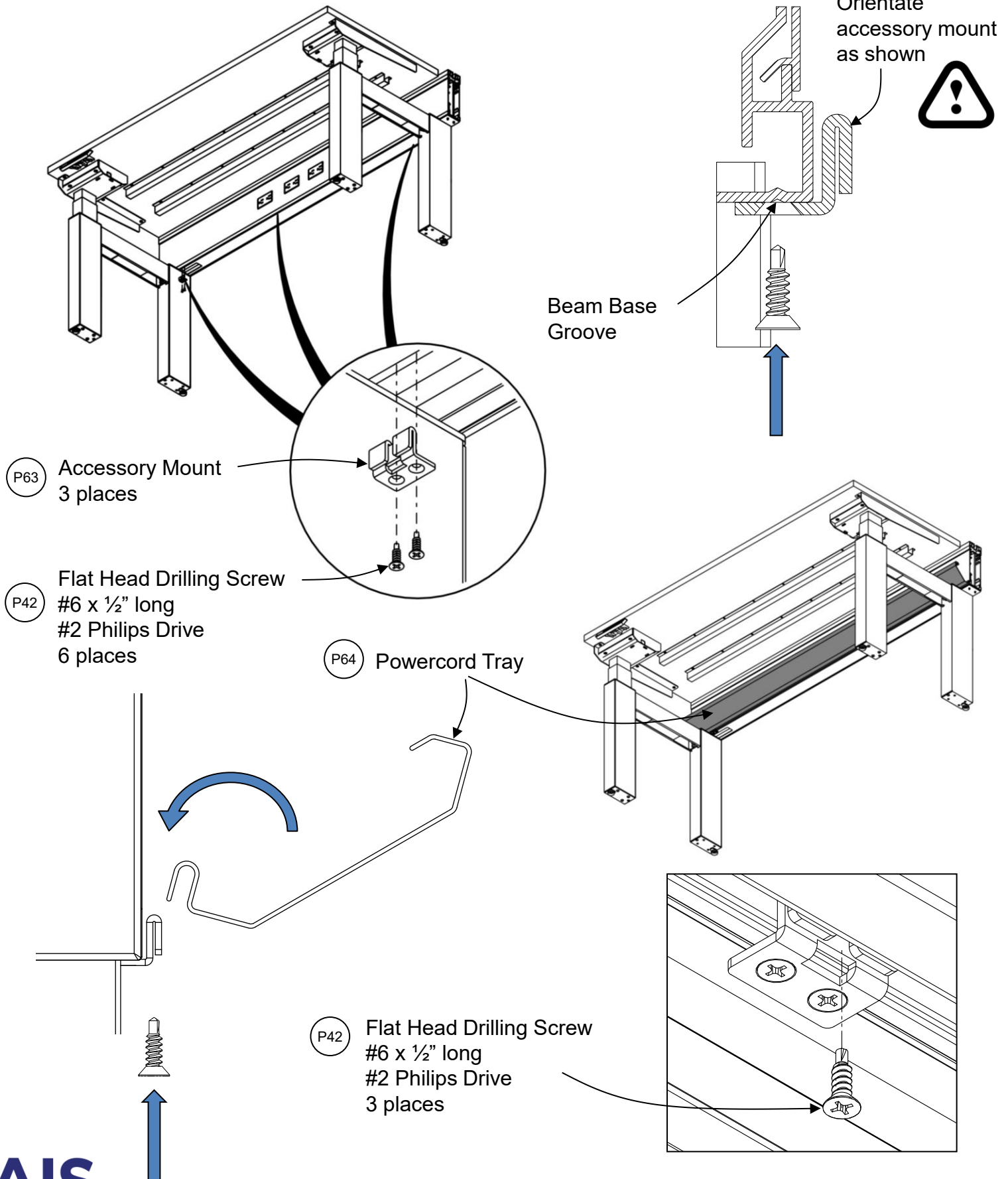


Note:
If spine screens are to be installed, install screens prior to installing top covers.



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Installing Power Cord Trays (optional)



Encounter Double Sided Benching Installation Instructions

Installing Desking Vertical Wire Managers (optional)

