

Encounter Single Sided Benching Installation Instructions

Date	Page No.	Description of change	Name
08/01/2023	1-46	Released	S. Powers
04/10/2025	43	Added detail for using 90° cables	S. Powers
05/28/2025	5, 14, 21, 23	Updated P8, Change size to 54 on Step 11, 13	P. Day
10/17/2025	8,10-12	Updated part numbers	S. Powers

Table of Contents	
Installation Process	Page No.
H-Leg Assembly	13-17
Beam Base to H-Leg	18-19
Joining Adjacent Beam Sections	20
Center Support Bracket	21
Top Beam	22-23
End Mount Power Poles	24-28
Chicago Power	29
Outlets and Jumpers	30
Base Feed and Vertical Wire Manager	31-32
End Caps	33
Gallery Panels	34-35
Shims and Raceway Covers	36-38
Worksurface	39-40
U-Channels	41
HAT Control Box and Hand Switch	42
Wiring	43
Top Covers	44
Power Cord Tray	45
Desking Vertical Wire Manager	46

Encounter Single Sided 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:

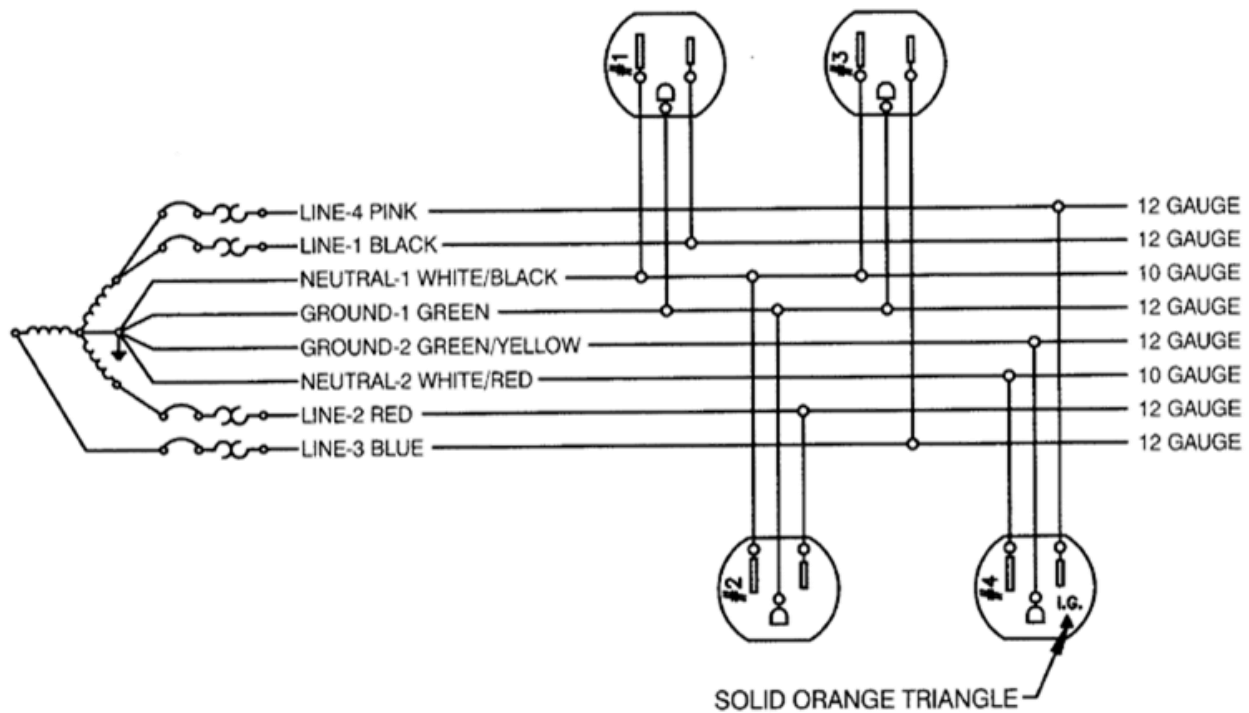
- Always unplug furnishing from the electrical outlet before cleaning or servicing.

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.

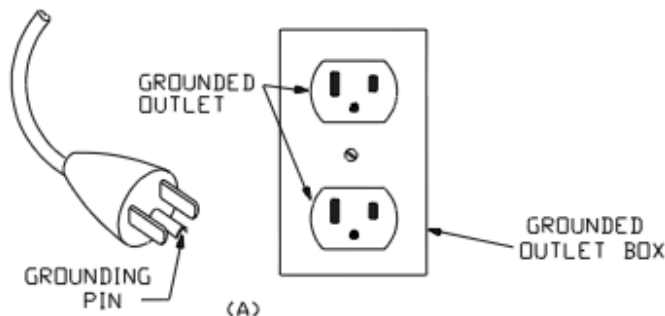
Encounter Single Sided Benching Installation Instructions

Wiring Schematic



GROUNDING INSTRUCTIONS

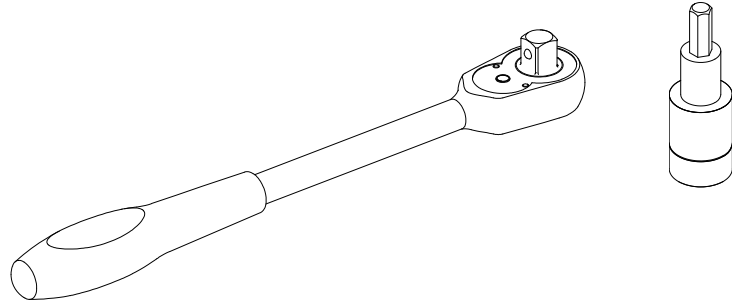
This product is for use on a circuit having a nominal rating more than 120 volts and is factory-equipped with specific electric plug to permit connection to a proper electric circuit. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be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



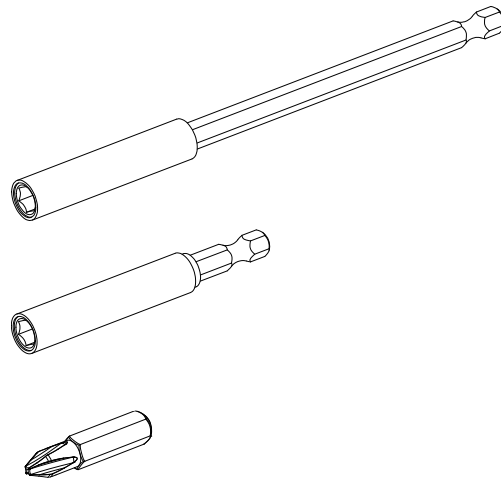
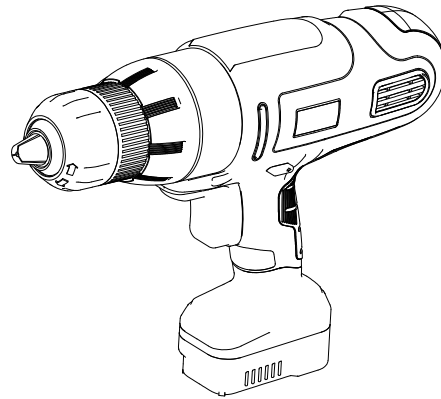
Encounter Single Sided Benching Installation Instructions

Recommended Tools:

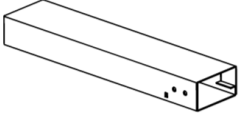
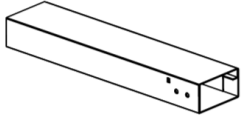
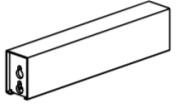
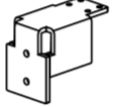
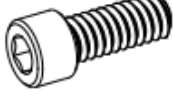
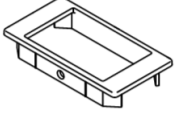
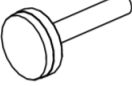
Small ratchet with:
3/16" Hex Tip
5/32" Hex Tip



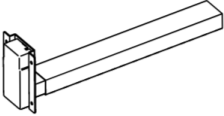
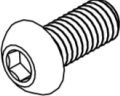
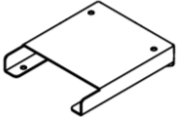
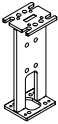
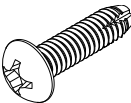
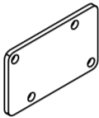
Cordless Drill with:
6" Magnetic Drill Extension
3" Magnetic Drill Extension
3/16" Hex Tip
5/32" Hex Tip
4mm Hex Tip
6mm Hex Tip
#2 Phillip Bit



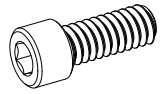
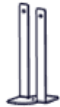
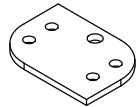
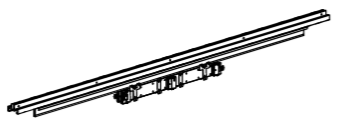
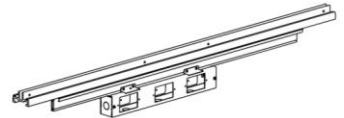
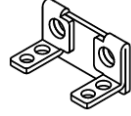
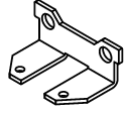
Encounter Single Sided Benching Installation Instructions

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-PBMLHWxx	DD-PBMLHW24 (24"D) or DD-PBMLHW30 (30"D)	Horizontal	
P4	T-PBMLNPLATESL	DD-PBMLNPLATESL	Single Bench Nut Plate	
P5	T-PBMLNUTPLATE	DD-PBMLNUTPLATE	Nut Plate	
P6	RH-91255A583	RH-91255A583	5/16-18 x 1" Button Head Cap Screw	
P7	T-PBMLSBTP	DD-PBMLSBTP	Top Plate Single Bench	
P8	RH-SHB142058B-I	RH-SHB142058B-I	1/4-20 x 5/8" Hex Cap Screw	
P9	T-BHLEG-G	DD-BHLEG-G	Sleeve Cap	
P10	WFS-GL51618	RWFS-GL51618-I	5/16-18 Glide	

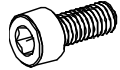
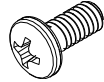
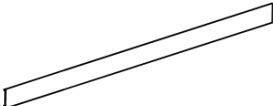
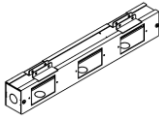
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P11	RWFS-2L2SE-ECx (x = S, W or B)	RWFS-2L2SE-ECx (x = S, W or B)	Height Adjustable Column 50mmX80mm	
P12	RH-94500A315	RH-94500A315	M6 x 14mm Button Head Cap Screw	
P13	T-PBMLSLLCS	DD-PBMLSLLCS	Single Bench Column Support	
P14	WFS-CTR-ES	RWFS-CTR-ES	24" Cantilever Right	
	WFS-CT30R-ES	RWFS-CT30R-ES	30" Cantilever Right	
P15	WFS-CTL-ES	RWFS=CTL-ES	24" Cantilever Left	
	WFS-CT30L-ES	RWFS-CT30L-ES	30" Cantilever Left	
P16	RH-91420A425	RH-91420A425	M6 x 14mm Flat Head Screw	
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	

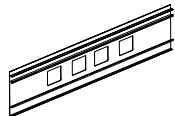
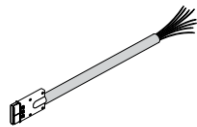
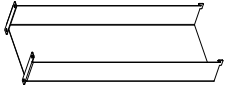
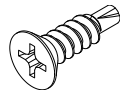
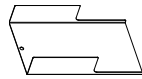
Encounter Single Sided Benching Installation Instructions

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	T-BCV	DD-BCV	Center Support Bracket	
P24	O-TB	OX-TP-I	Twist Plate	
P25	T-BPxx xx = 36 – 96 (in increments of 6")	T-BPxx xx = 36 – 96 (in increments of 6")	Top Beam Powered	
P26	T-BPCxx xx = 36 – 96 (in increments of 6")	T-BPCxx xx = 36 – 96 (in increments of 6")	Top Beam Chicago Powered	
P27	RH-90056A143	RH-90056A143	#6 x 3/16" long Thread Forming Screw	
P28	T-PPB29	DD-PPB29	Power Pole Bottom Shell	
P29	T-BEMBB	DD-BEMBB	Power Pole Bottom Bracket	
P30	T-BEMTB	DD-BEMTB	Power Pole Top Bracket	

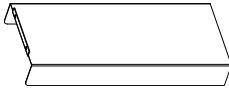
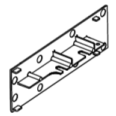
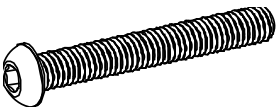
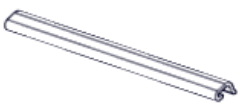
Encounter Single Sided Benching Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P31	RH-91502A164	RH-91502A164	Socket Head Hex Cap Screw M6 x 1 x 14mm long	
P32	RH-90576A115	RH-90576A115	M6 Lock Nut	
P33	RP-MXHS83214	RP-MXHS83214	Pan Head Thread Forming Screw #8-32 x 5/16" long	
P34	A-PPCP	RA-PPCP	Power Pole Coupler	
P35	A-PPSMX68	RA-PPSMX68	Power Pole Top Shell	
P36	A-PPCV	RA-PPCV	Power Pole Cover	
P37	T-BJB	DD-BCJB	Chicago Junction Box Base	
P38	RH-90056A143-I	RH-90056A143-I	Round Head Thread Forming Screw #6 x 3/16"	
P39				
P40	RH-90273A144	RH-90273A144	Flat Head Screw #6-32 x 1/4"	

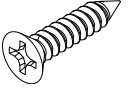
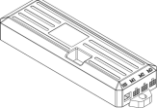
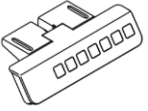
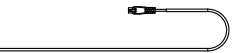
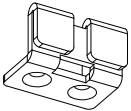
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P41	T-BRCxx xx = 36 – 96 (in increments of 6")	DD-BRCxx-A xx = 36 – 96 (in increments of 6")	Beam Raceway Cover	
P42	E-UNJBCHC	RE-UNJBCHC	Chicago Outlet Cover	
P43	RE-MXHS632	RE-MXHS632	Flat Head Screw #6-32 x 1/2"	
P44	E-MW8W4DOx x = 1,2,3 or 4	E-MW8W4Dx x = 1,2,3 or 4	Duplex Outlet Line 1 - 4	
P45	E-MW8W4T24DOx x = 1,2,3 or 4	RSP-000000297x x = 1,2,3 or 4	Duplex Outlet CA Title 24 Line 1 - 4	
P46	See Catalog		18-86" Electrical Jumper 18,21 = mesh 24-86 = metal	
P47	E-UN8W4BIFS	E-UN8W4BIFS	Standard Side-Mounted Base In-Feed 72"	
P48	T-BUMPxx xx = 21, 25 or 29	DD-BVWMSxx xx = 21, 25 or 29	Vertical Wire Manager Shell 21H, 25H or 29H	
P49	RH-TSSF612	RH-TSSF612	Flat Head Drilling Screw #6 X 1/2" long	
P50	T-BVWMTS	DD-BVWMTS	Vertical Wire Manager Base Shroud	

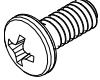
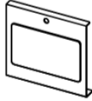
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Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P51	T-BVWMCxx xx = 21, 25 or 29	DD-BVWMCxx xx = 21, 25 or 29	Vertical Wire Manager Cover 21H, 25H or 29H	
P52	T-BREC	DD-BREC	End Cap	
P53	P-WASHER14	RP-WASHER14-I	Washer	
P54	RH-030-10-564	RH-030-10-564	Hafele Insert M6 x 15mm	
P55	RH-92095A250	RH-92095A250	Button Head Hex Drive Screw M6 x 1 x 45mm	
P56	DD-BCPFE-04	DD-BCPFE-04	Shim	
P57	O-SBCxx xx = 36-96 (in increments of 6")	OX-SBCxx-A xx = 36-96 (in increments of 6")	Top Cover	
P58	RH-SMZFP142B	RH-SMZFP142B	#14 x 2" Flat Head Screw	
P59	RP-PSS1-C	RP-PSS1-C	#10 x 1" Pan Head Screw	
P60	WPS-HSxx	RWPS-HSxx	U-Channel	

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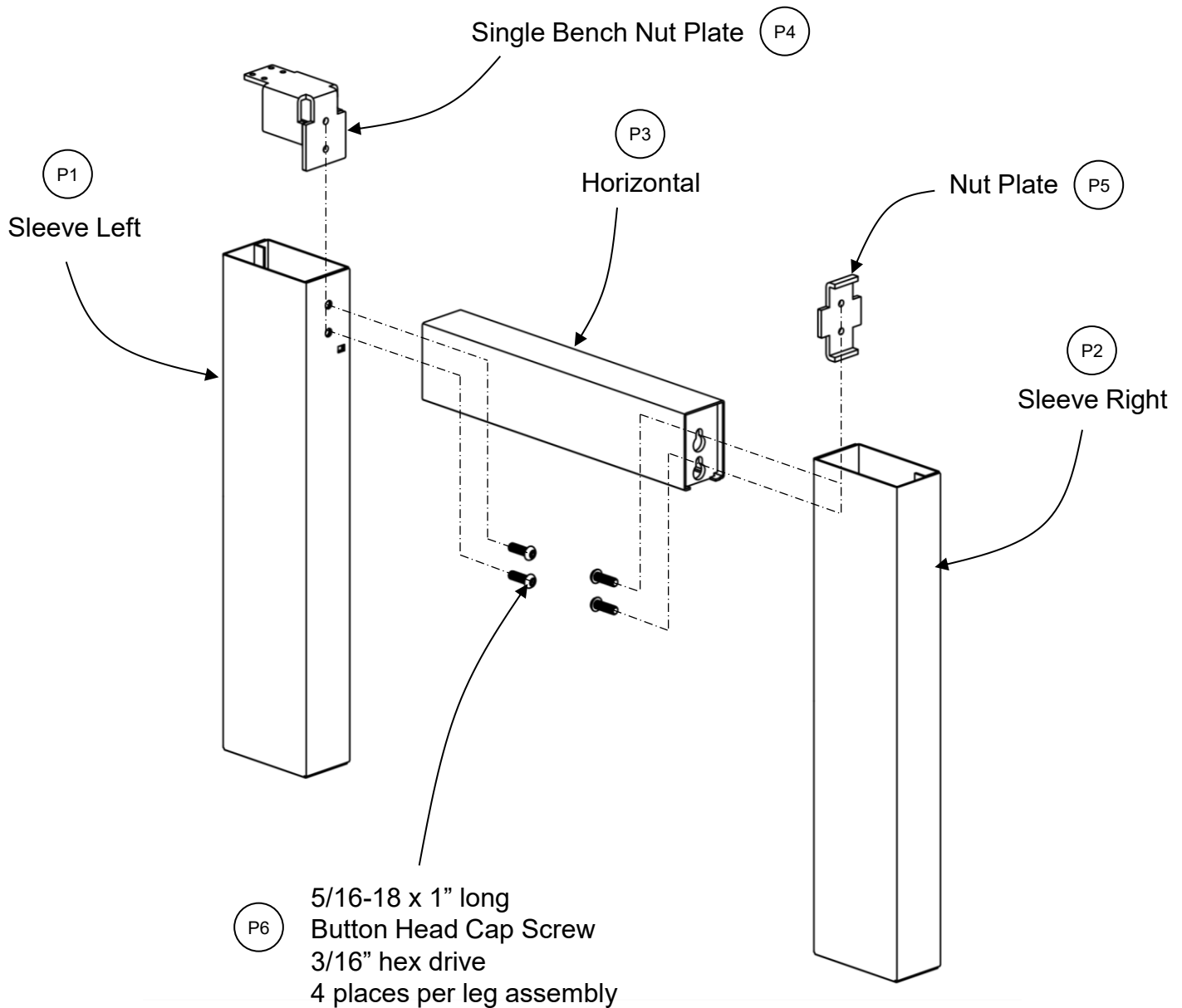
Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P61	RH-QS0978	RH-QS0978	#9 x 7/8" Flat Head Screw	
P62	RL-2LCB	RL-2LCB	2-Input Control Box	
P63	RL-PHS	RL-PHS	Hand Switch	
P64	RS-HSFDU812	RS-HSFDU812	#8 X 1/2" Pan Head Screw	
P65	RL-2LCK	RL-2LCK	1.3M Cable	
P66	RL-JCPWRCRD	RL-JCPWRCRD	Power Cord	
P67	T-BAM	DD-BAM	Beam Accessory Mount Bracket	
P68	T-BPCTxx	DD-BUTxx	Beam Power Cord Tray 36W-72W	
P69	RA-TVWM40	RA-TVWM40	Wire Manager	
P70	DD-BWMTC	DD-BWMTC	Wire Manager Trough Clip	

Encounter Single Sided Benching Installation Instructions

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P71	RP-SAPFSA	RP-SAPFS	#6 X 5/8" long Pan Head Drilling Screw	
P72			M3.5 x 14mm Flat Head Drilling Screw	
P73	RH-MSZPP103212B	RH-MSZPP103212B	Pan Head Machine Screw #10-32 x 1/2"	
P74	A-PPCS	RA-PPCS	Ceiling Shroud	
P75	A-PPMS	RA-PPMS	Magnetic Strip	
P76	A-PPGAS	RA-PPGAS	Plastic Retainer	
P77	T-BOC	RE-BOC	Blank Outlet Cover	

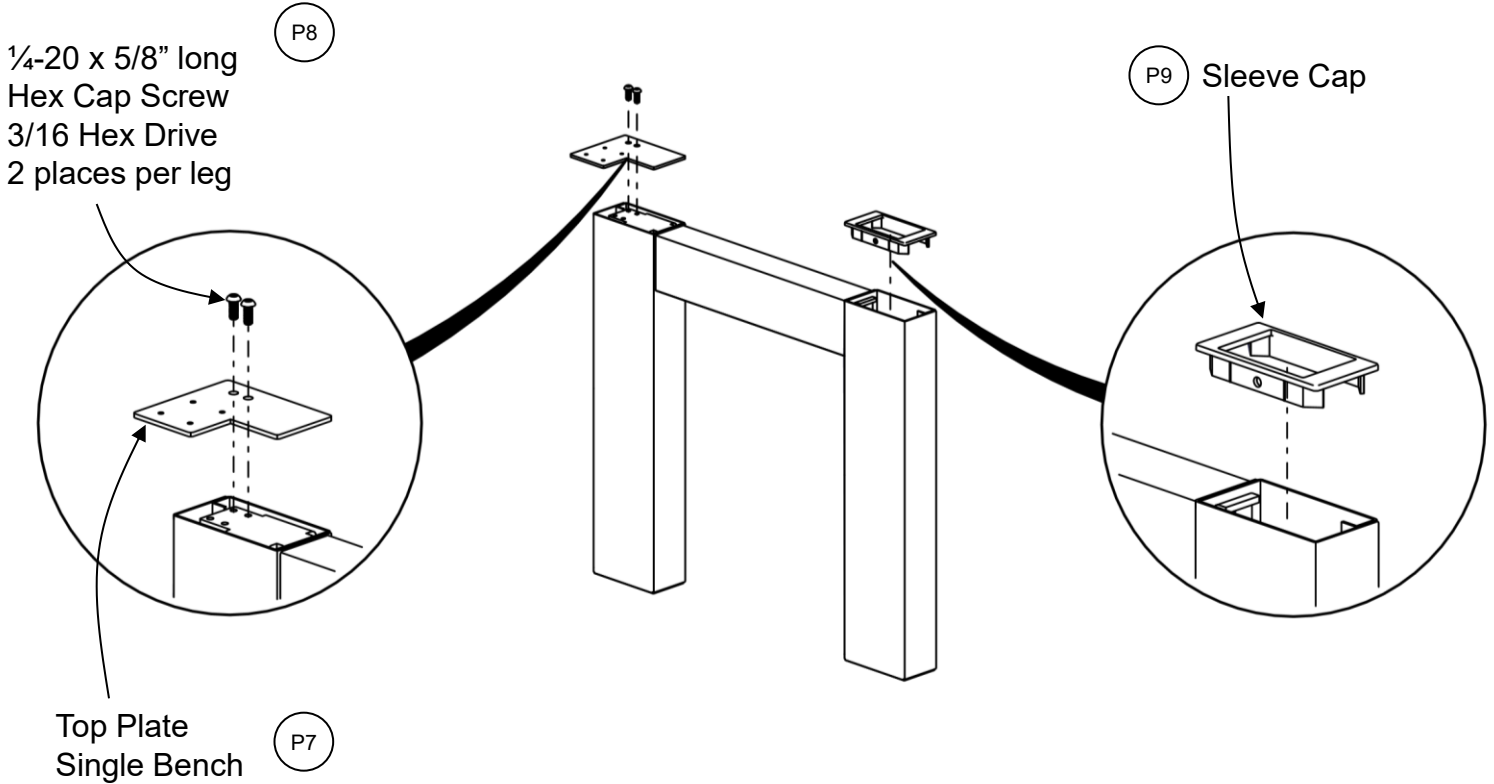
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Step 1: Complete left and right leg assemblies. Left leg assembly shown here.

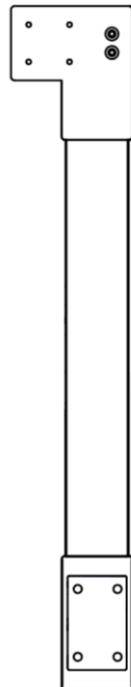


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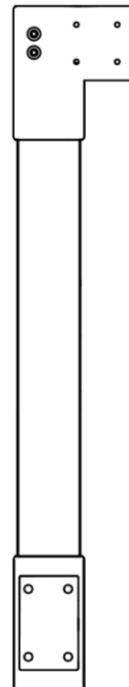
Step 2: Install top plates to rear legs using $\frac{1}{4}$ -20 x $\frac{5}{8}$ screws, orientated as shown here. Then install the sleeve cap into top of front leg.



Left Leg

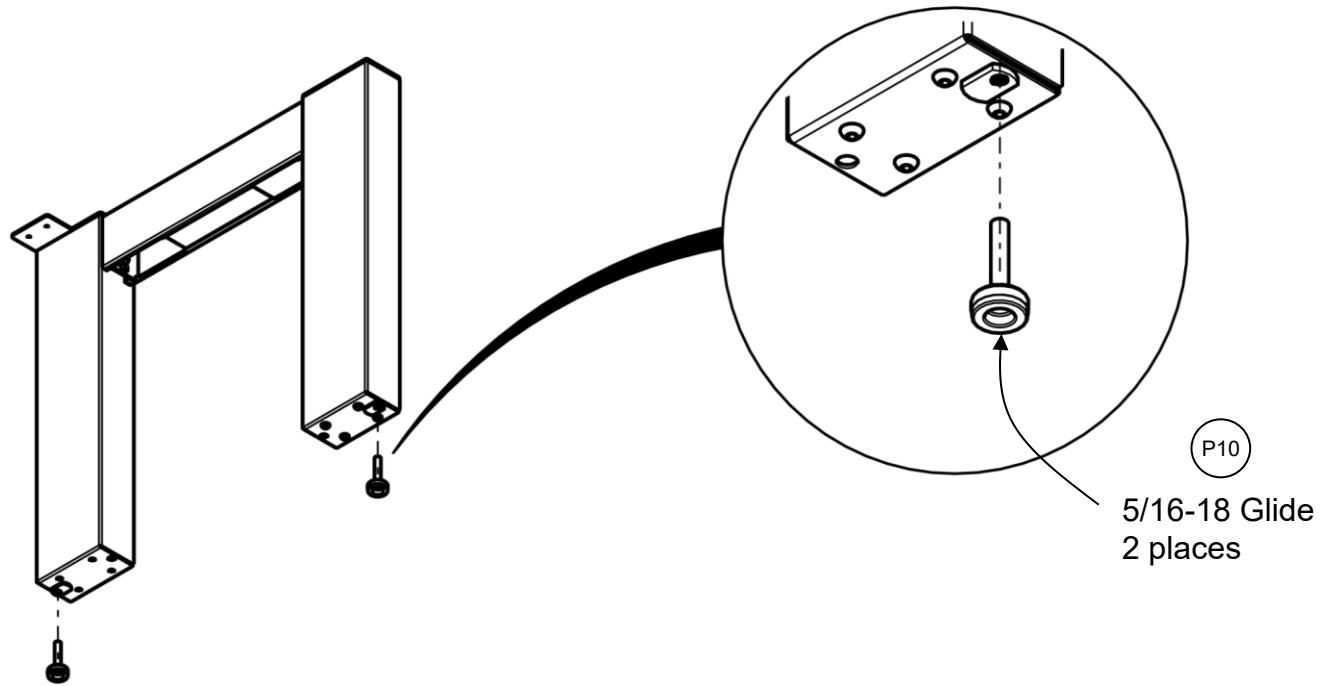


Right Leg

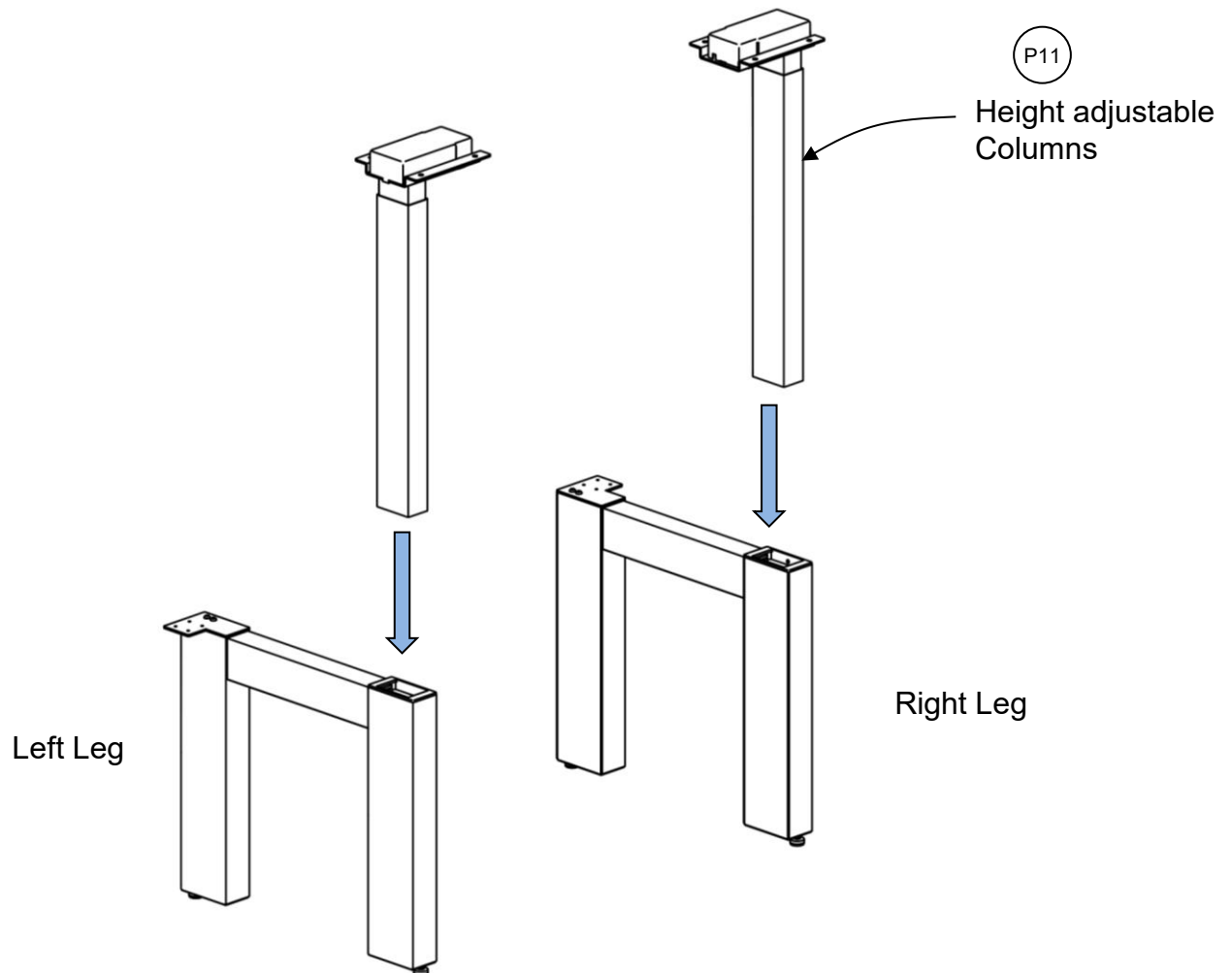


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Step 3: Install glides as shown.

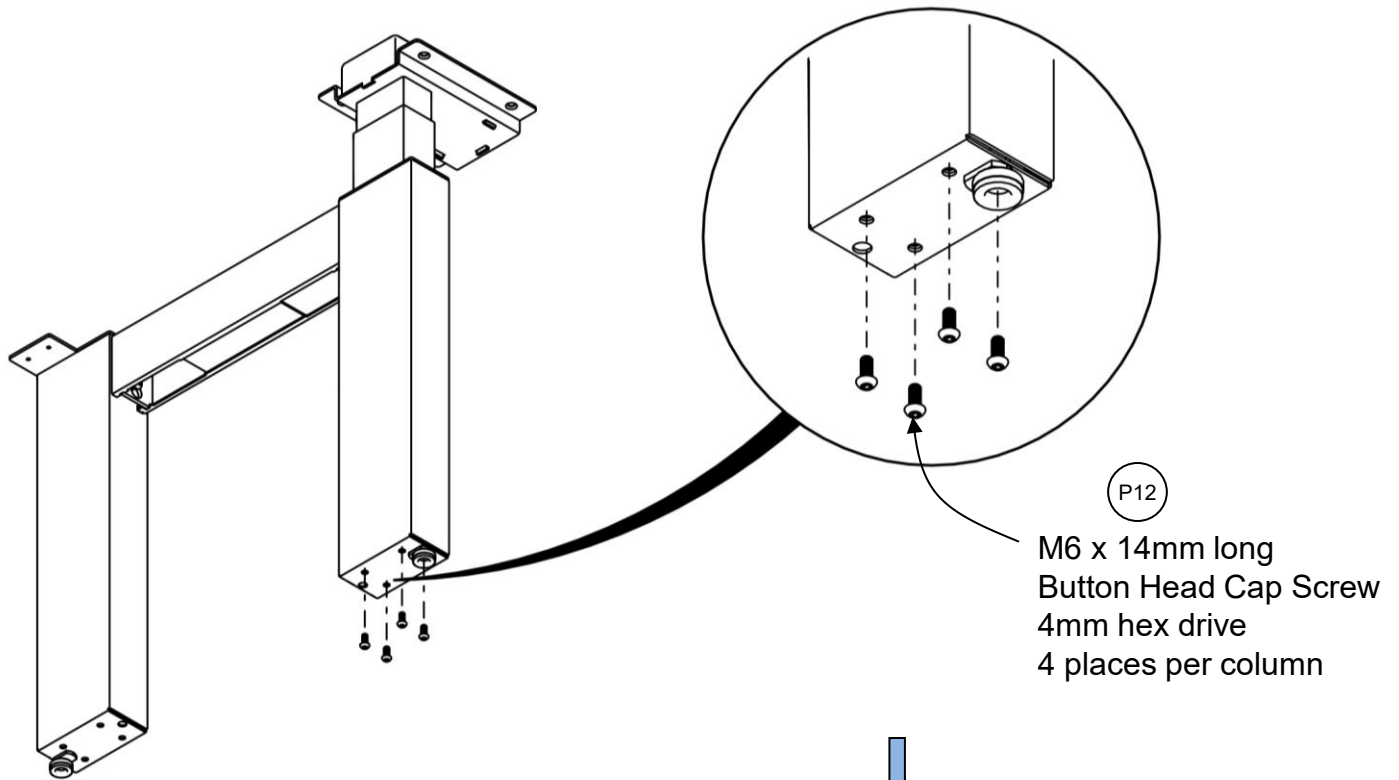


Step 4: Install height adjustable column into the sleeve, orientated as shown.

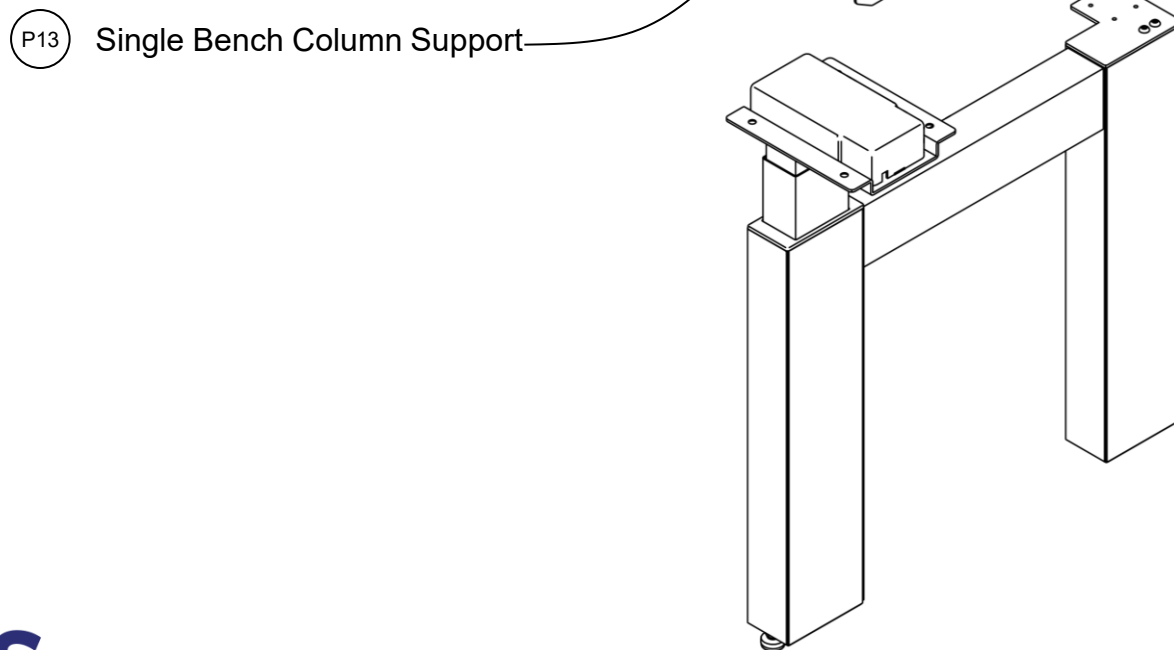


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Step 5: Secure height adjustable column to sleeve using M6 x 14mm button head screws.



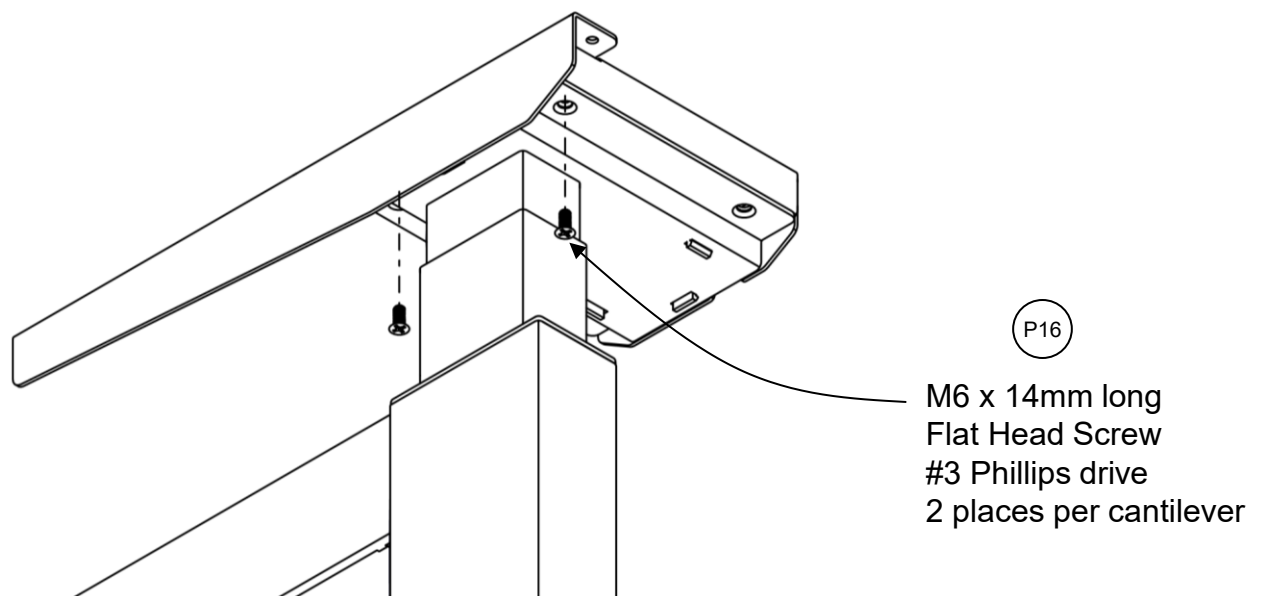
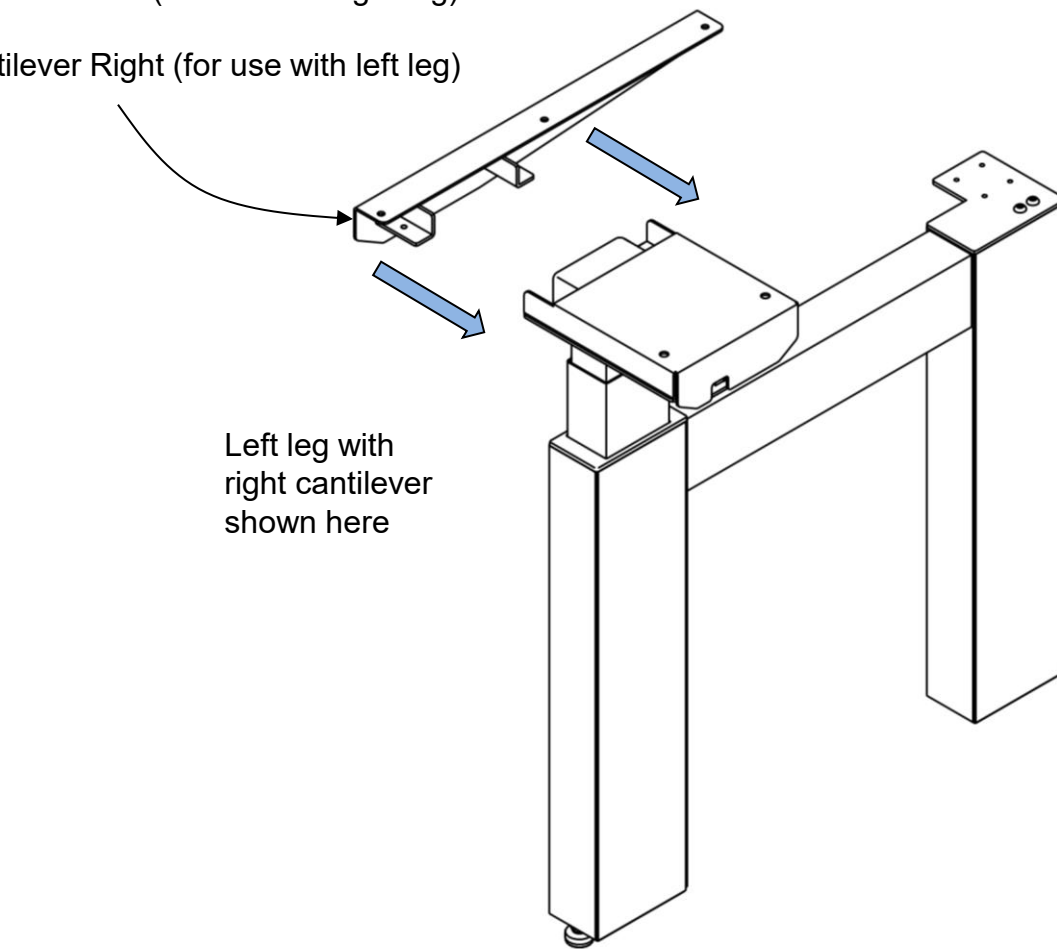
Step 6: Position the single sided column support over column motor box.



Encounter Single Sided Benching Installation Instructions

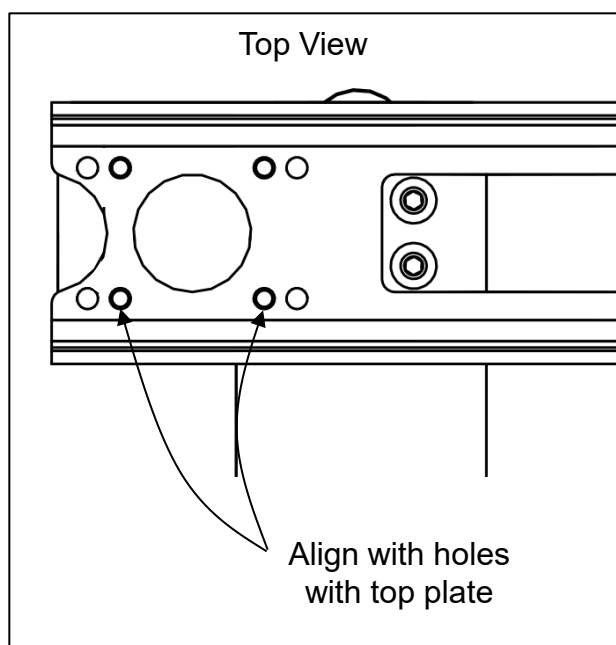
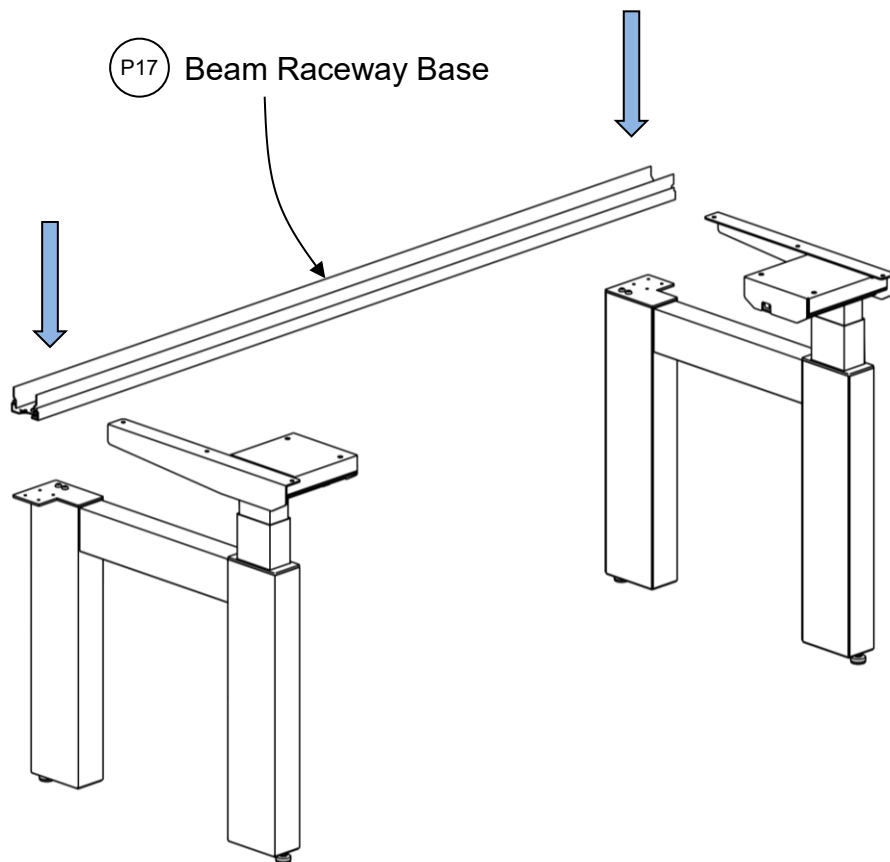
Step 7: Slide the cantilevers into column supports. Then, secure in place using M6 x 14mm flat head screws.

- (P14) Cantilever Left (for use with right leg)
Or
- (P15) Cantilever Right (for use with left leg)



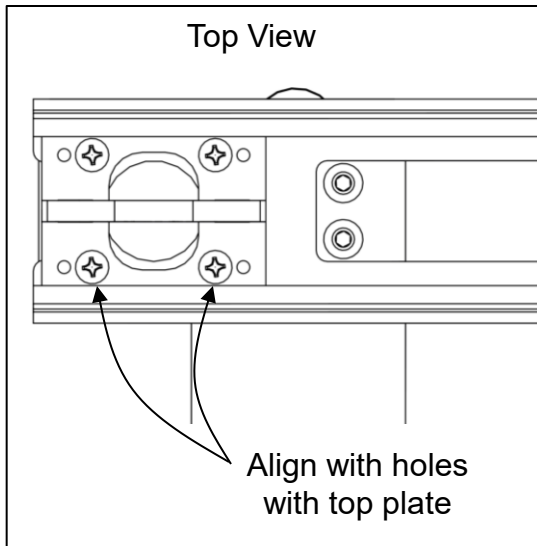
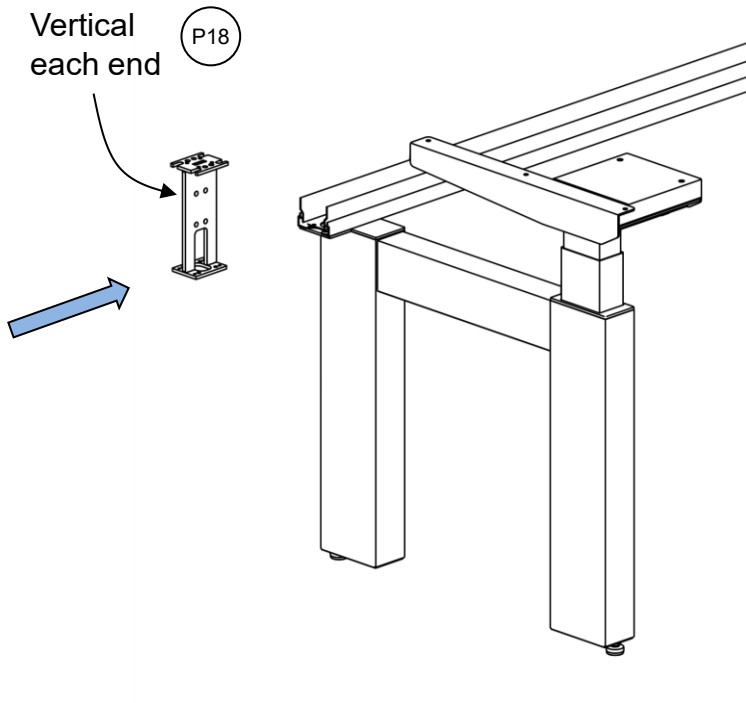
Encounter Single Sided Benching Installation Instructions

Step 8: Position the beam base onto each top plate.

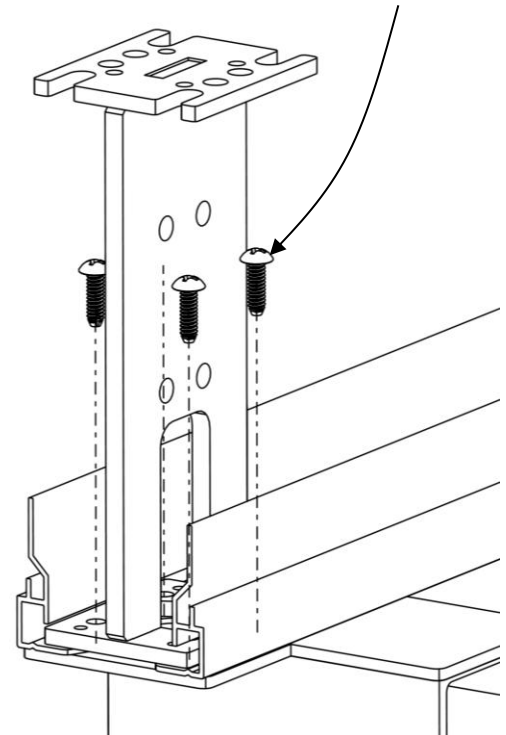
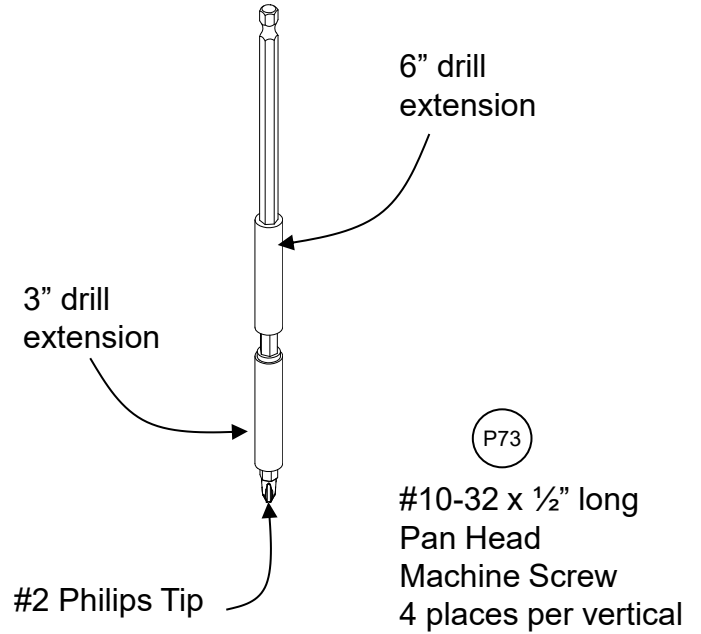


Encounter Single Sided Benching Installation Instructions

Step 9: Slide vertical into each end the end of the beam base

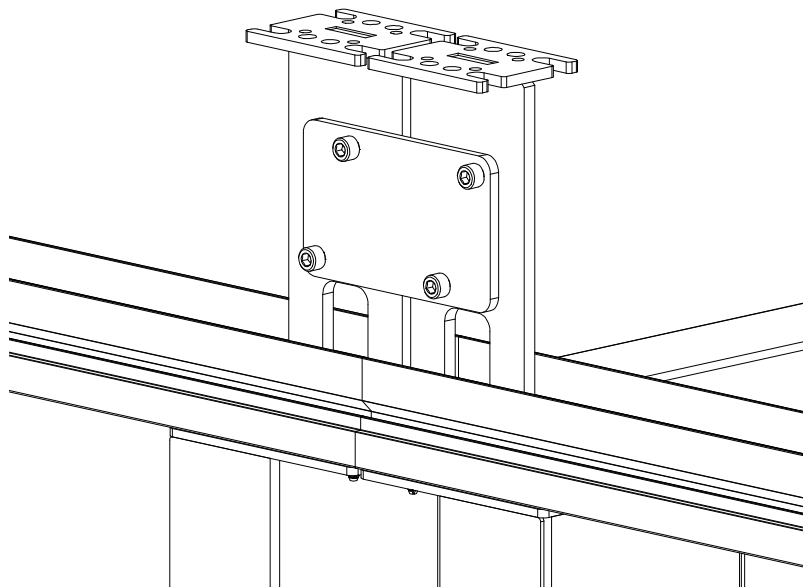
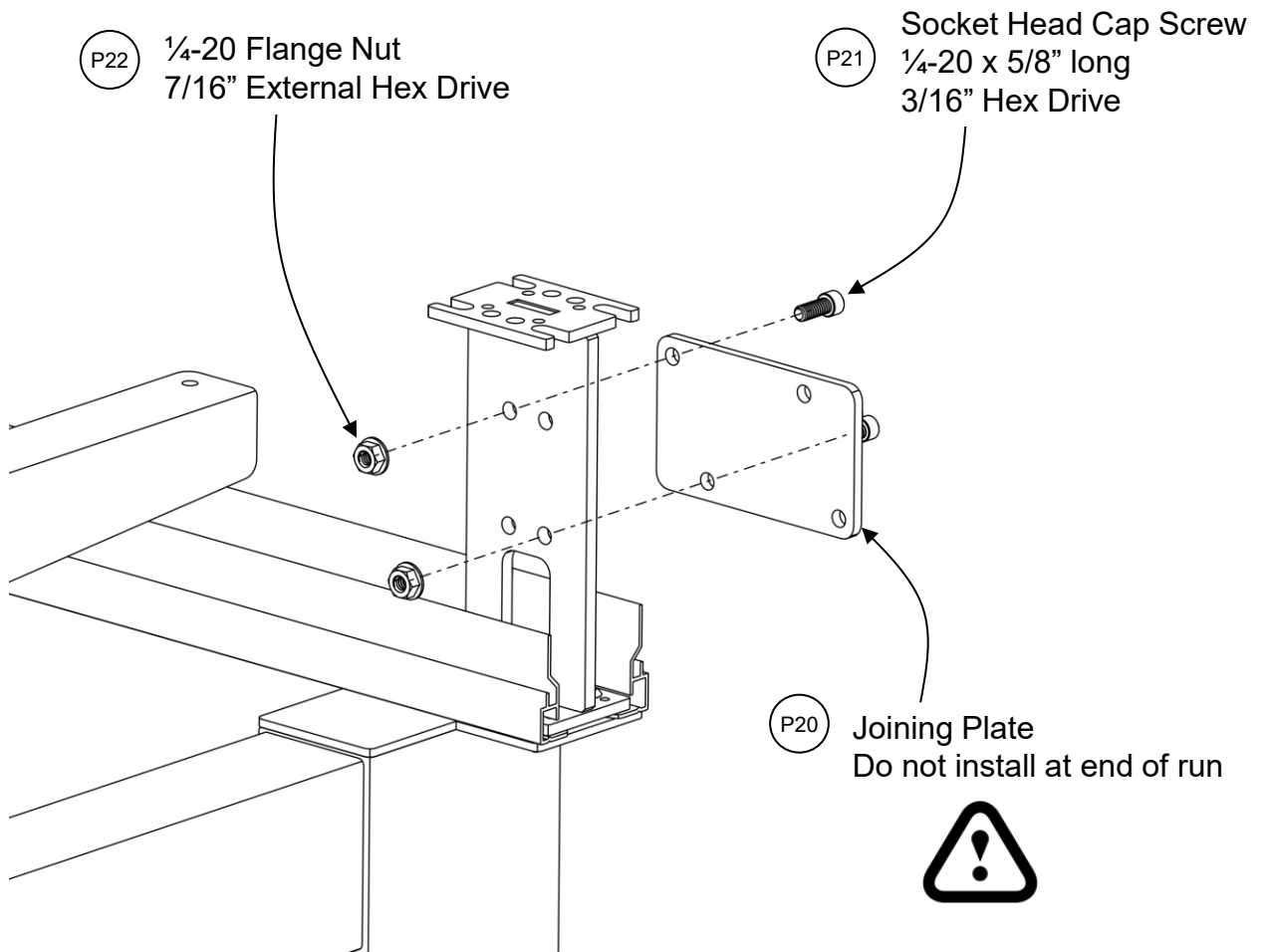


Assembly Tip:
Stack drill extensions as shown for easier access to screws



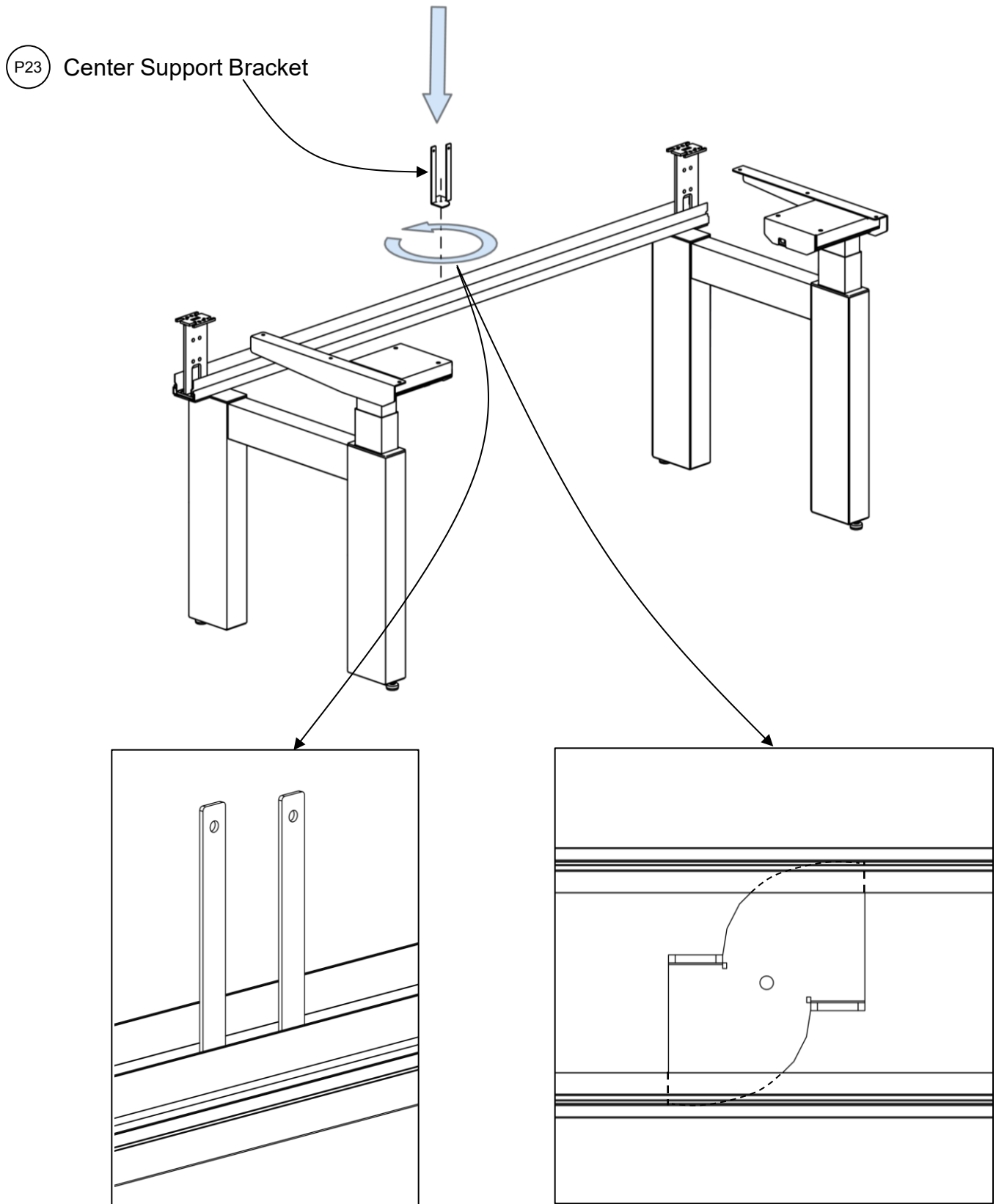
Encounter Single Sided Benching Installation Instructions

Step 10 (for installing adjacent beam section only): Slide vertical into each end the end of the beam base



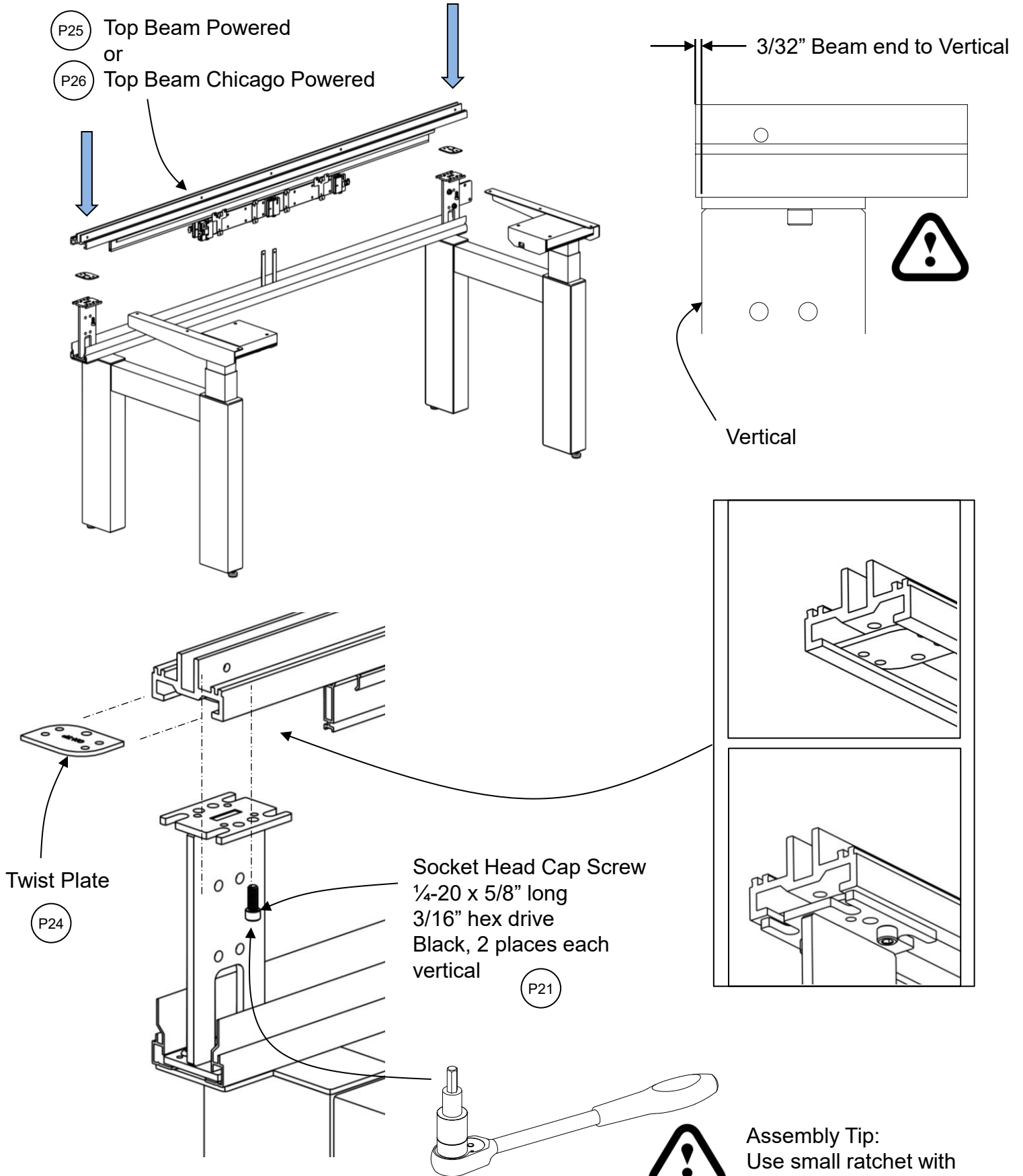
Encounter Single Sided Benching Installation Instructions

Step 11 (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



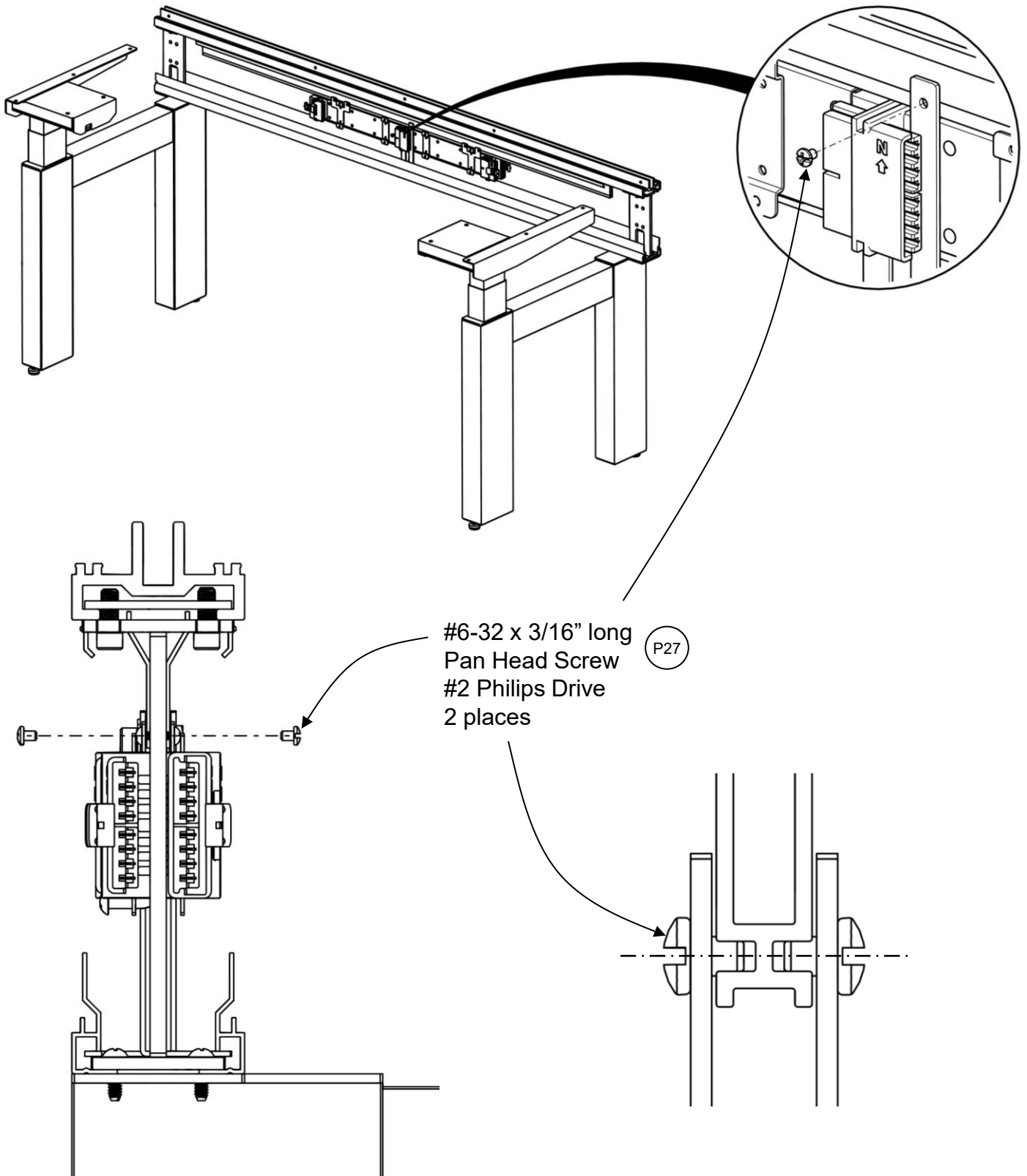
Encounter Single Sided Benching Installation Instructions

Step 12: Install Beam Top Assembly using Twist Plates and (2) 1/4-20 x 5/8" Cap Screws.



Encounter Single Sided Benching Installation Instructions

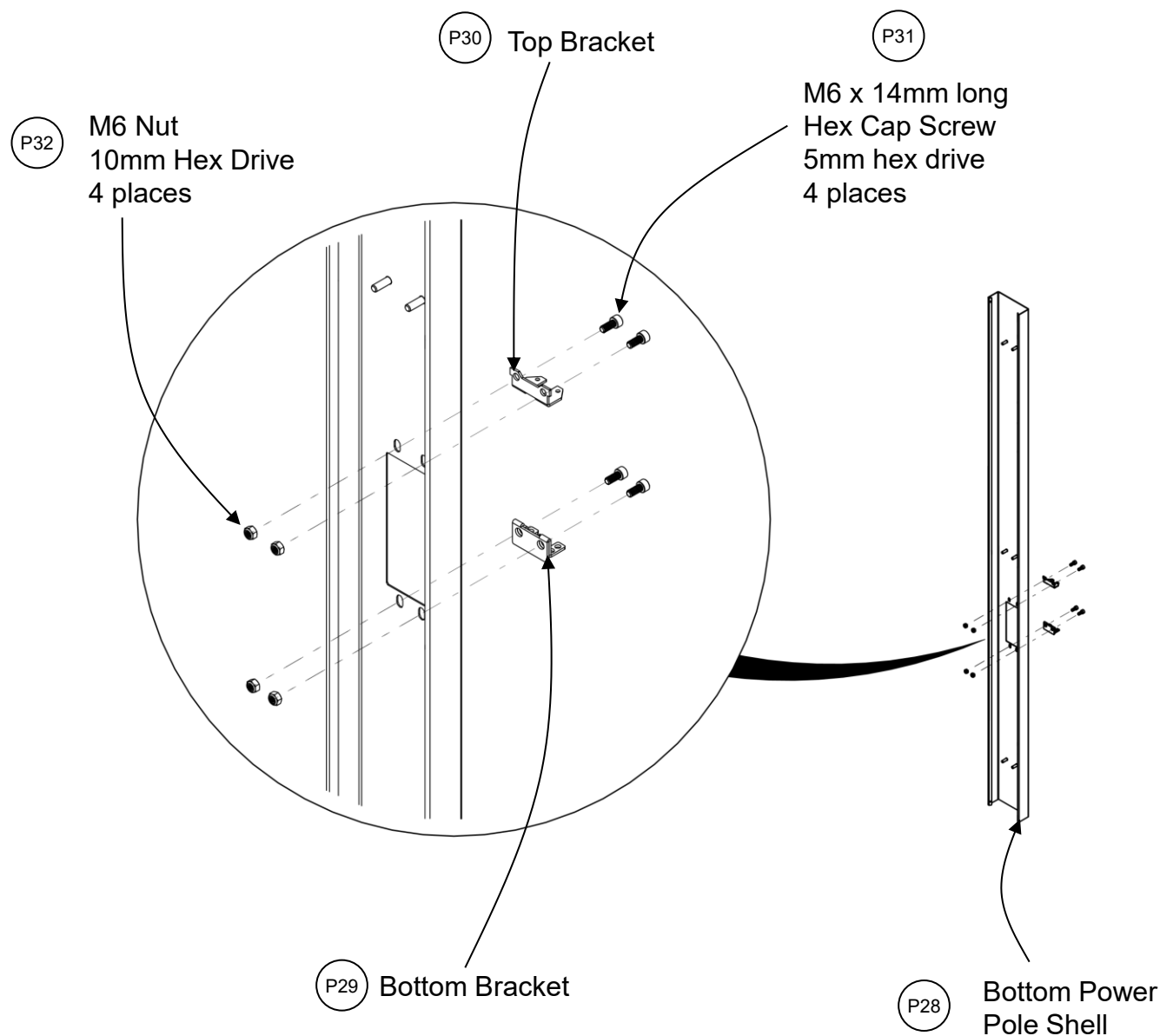
Step 13 (For sizes 54W and up with power): When positioning the top beam assembly, carefully position the power inside the support bracket.



Encounter Single Sided Benching Installation Instructions

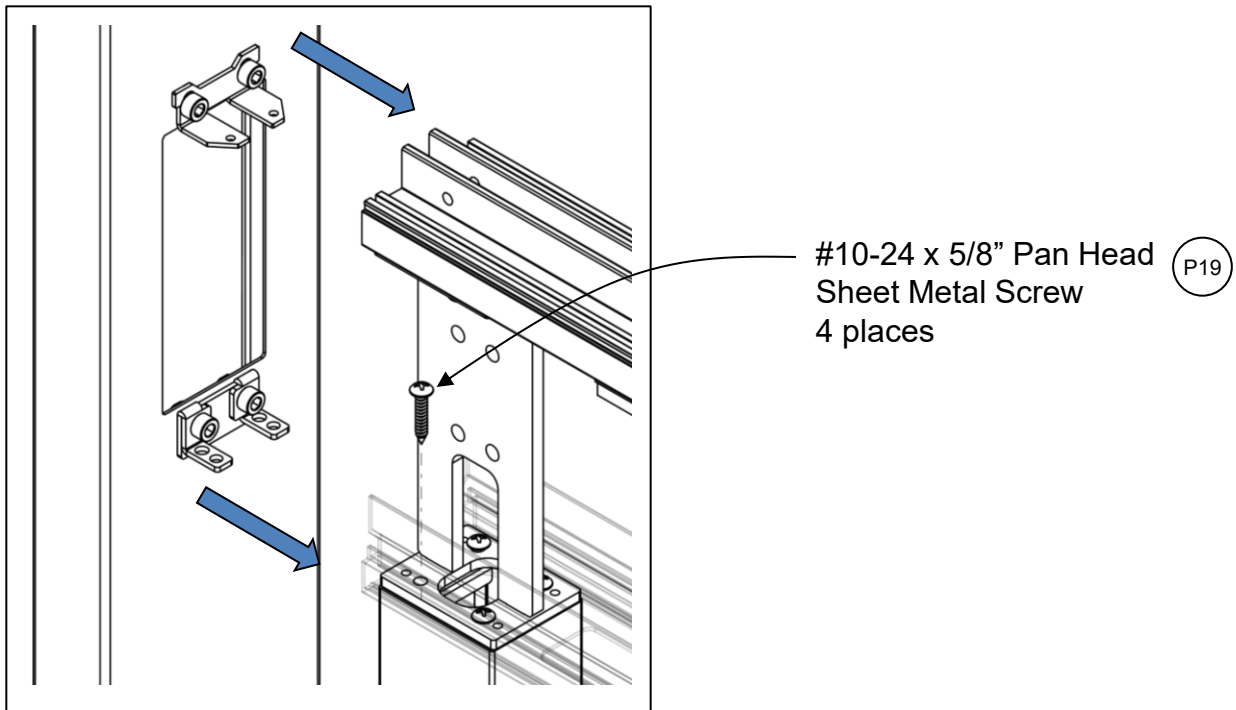
Installing End Mount Power Poles (optional)

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

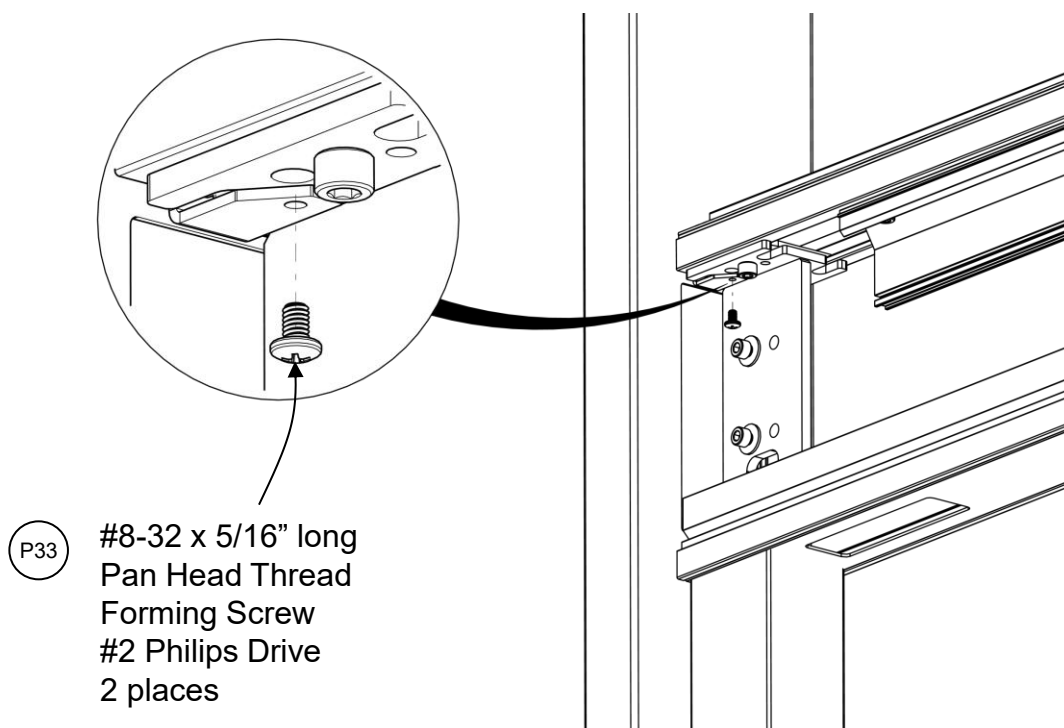


Encounter Single Sided Benching Installation Instructions

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

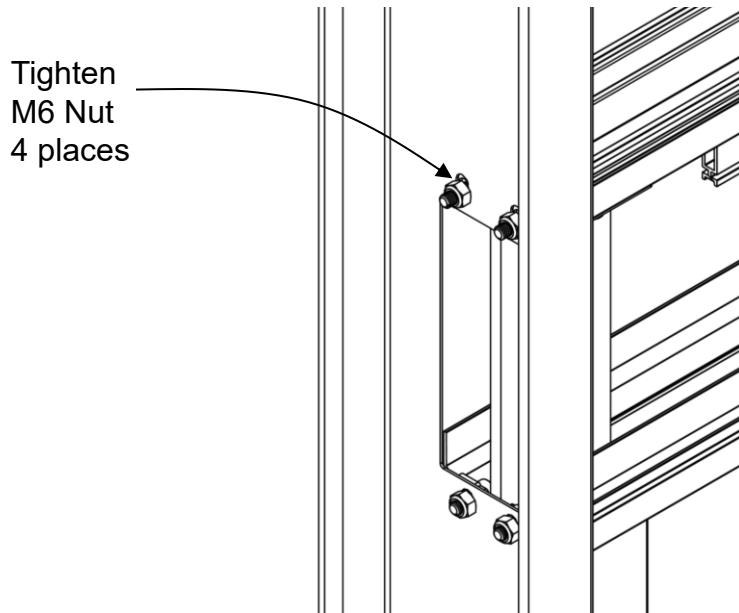


Step 3: Secure top bracket to beam vertical using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

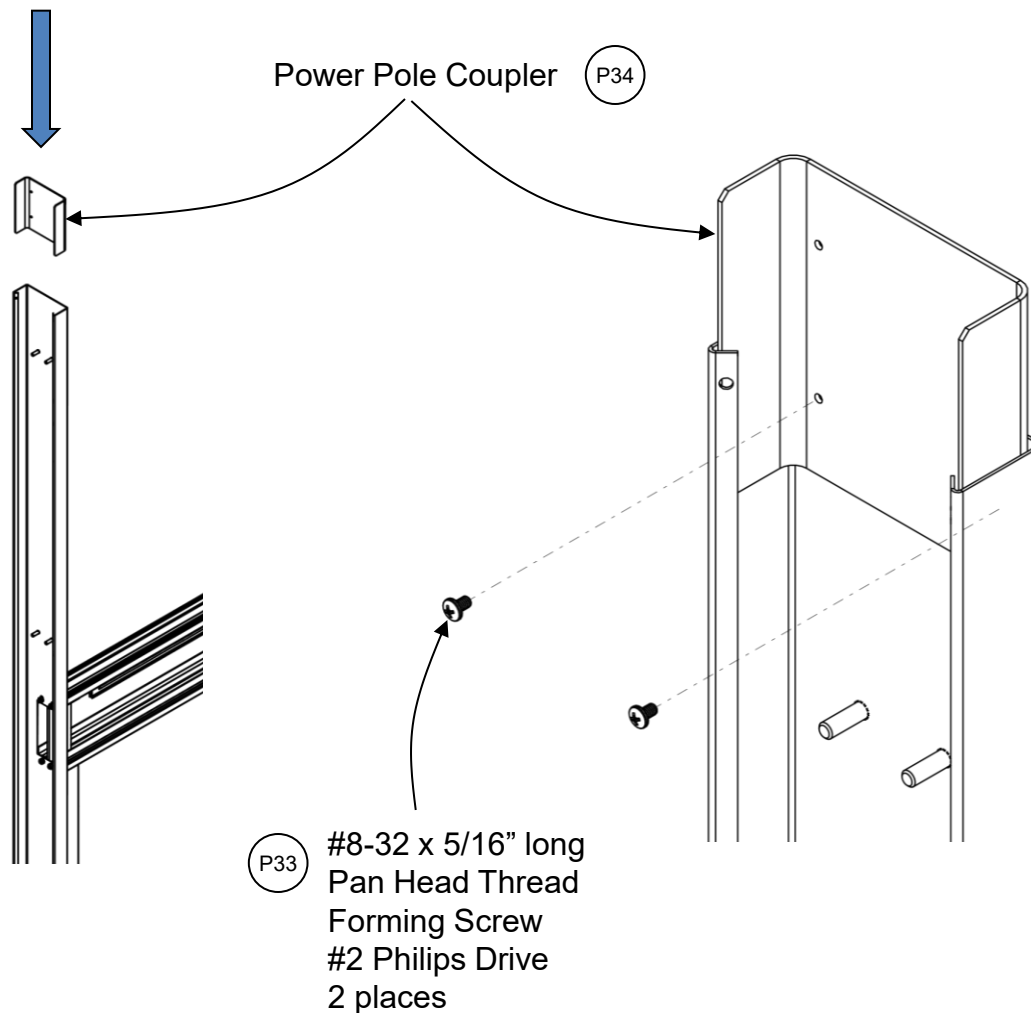


Encounter Single Sided Benching Installation Instructions

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

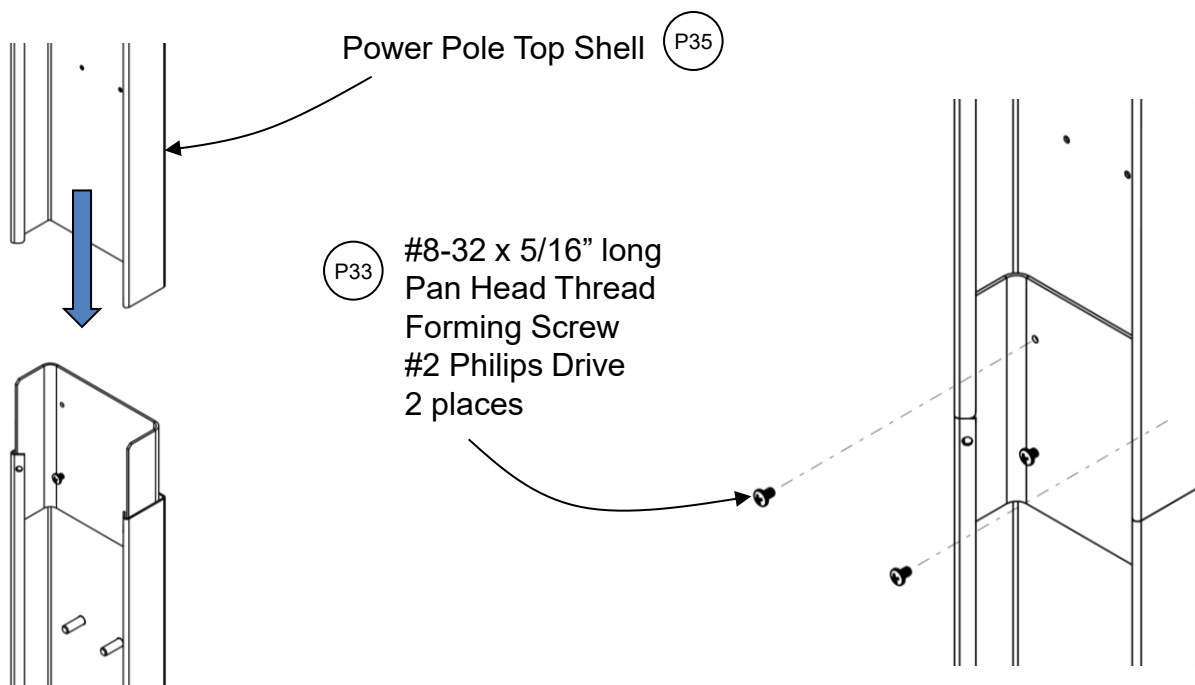


Step 5: Install power pole coupler to shell using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

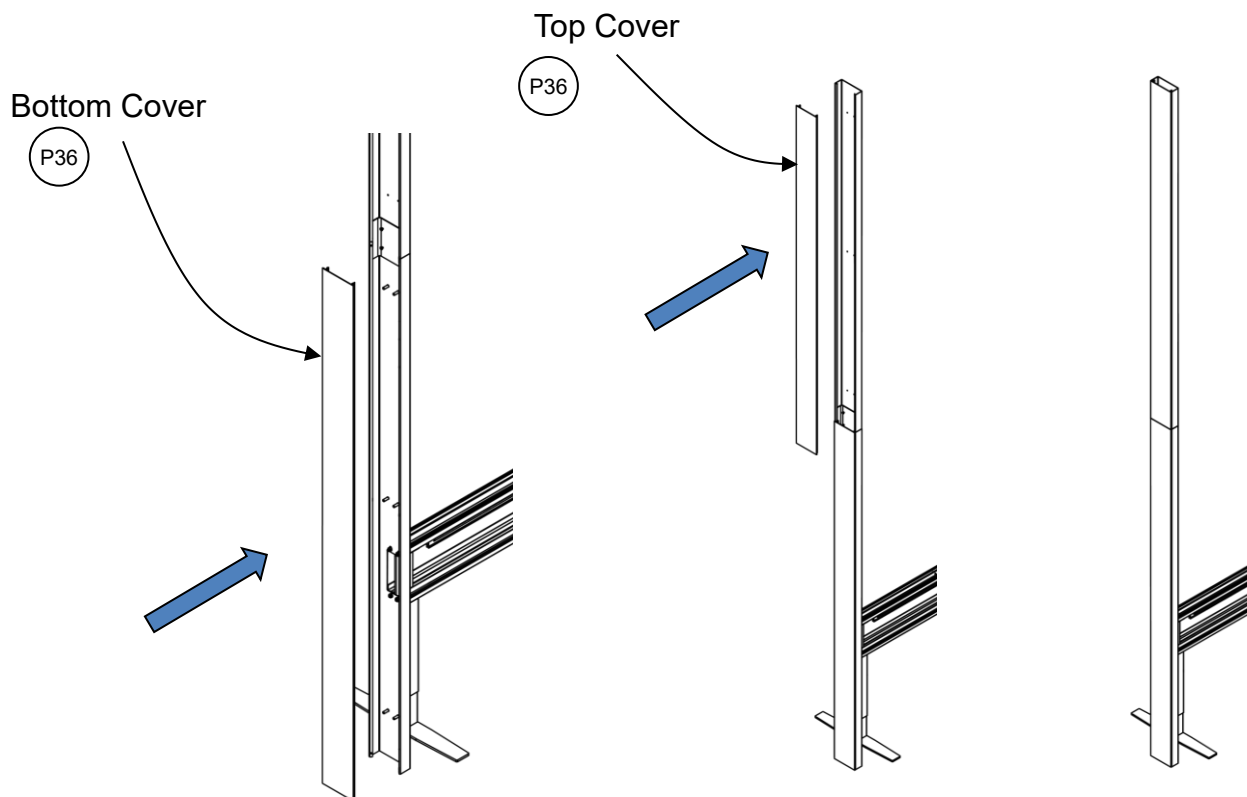


Encounter Single Sided Benching Installation Instructions

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

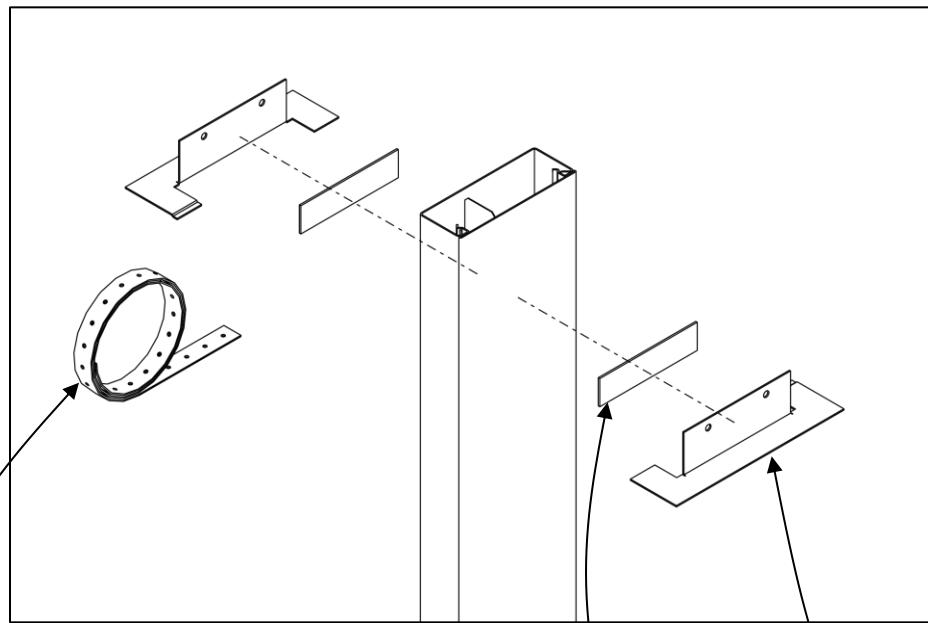


Step 7: Snap on top and bottom power pole covers to shells.



Encounter Single Sided Benching Installation Instructions

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



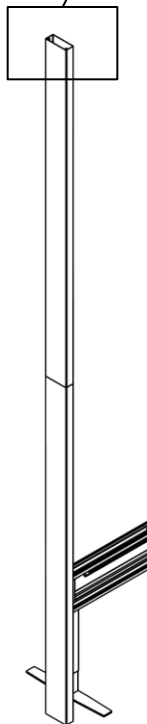
P76
Plastic Retainer
ties the pole to
the ceiling grid.

Magnetic Strip
2 places

P75

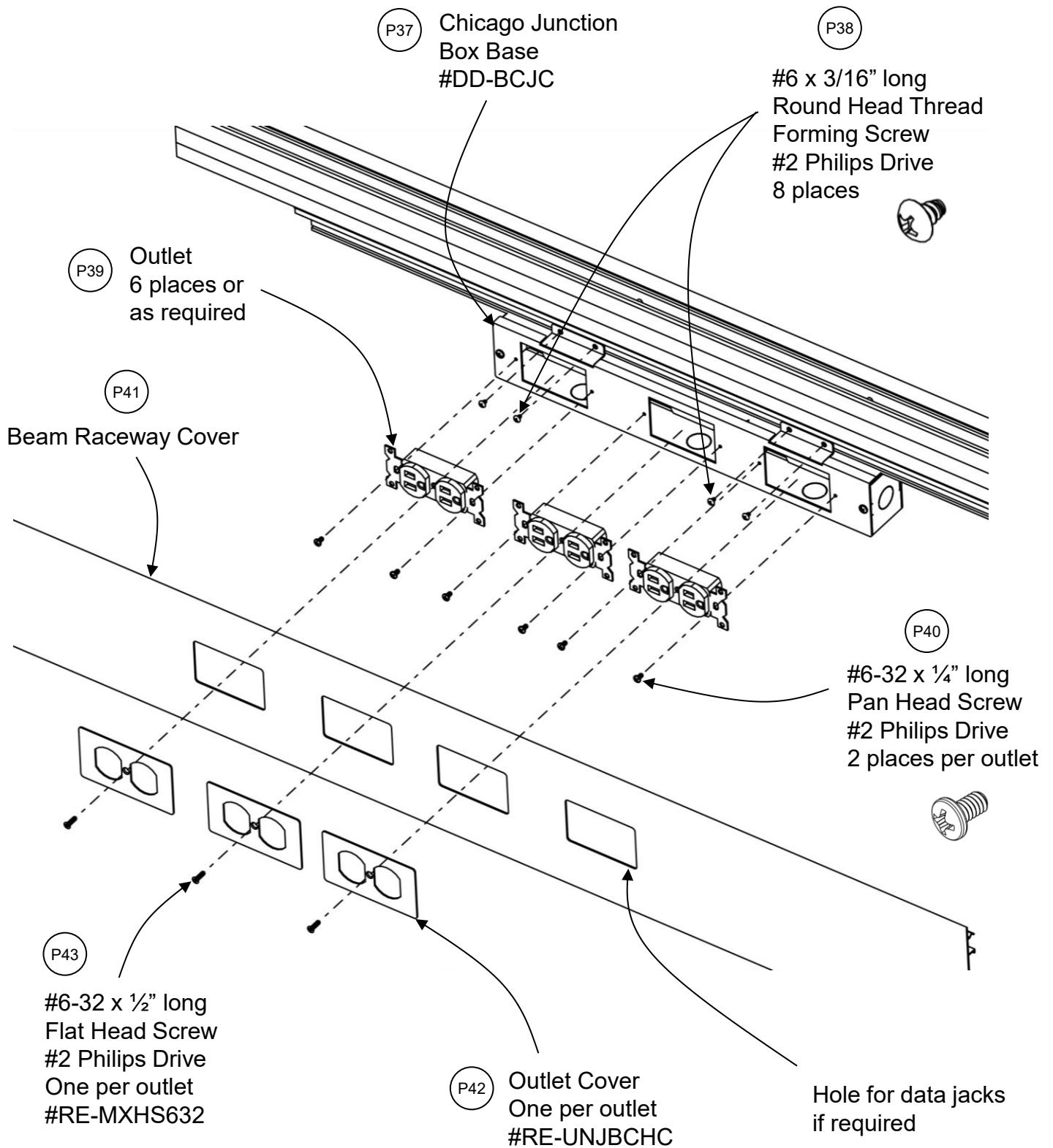
Ceiling Shroud
2 places

P74



Encounter Single Sided Benching Installation Instructions

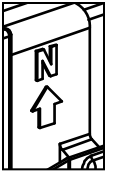
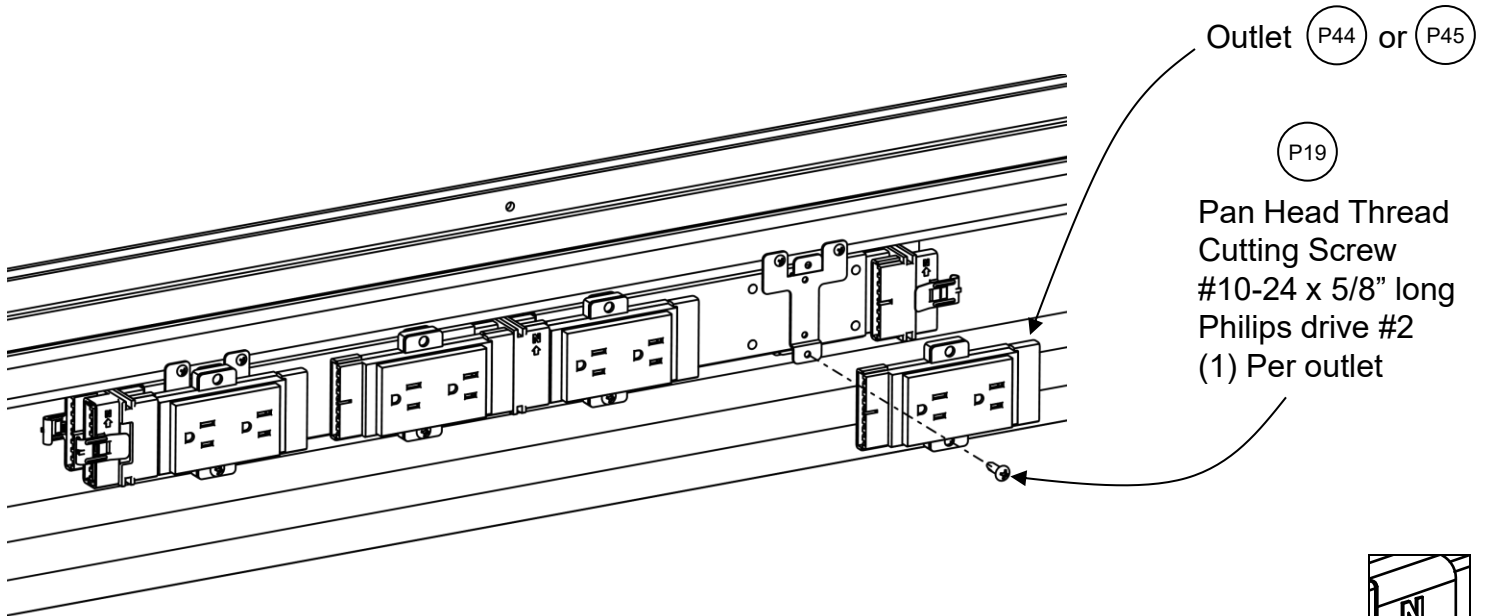
Installing Chicago Power to Top Beam (optional)



Encounter Single Sided Benching Installation Instructions

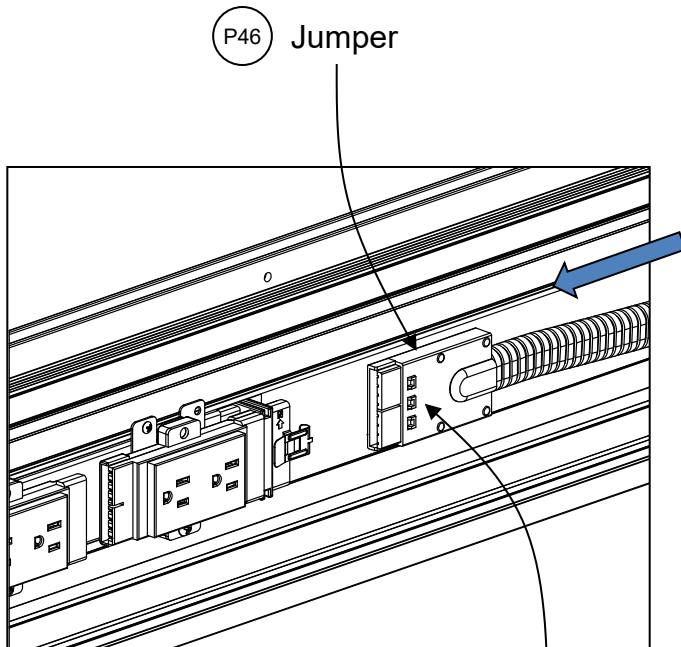
Installing Outlets and Jumpers

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

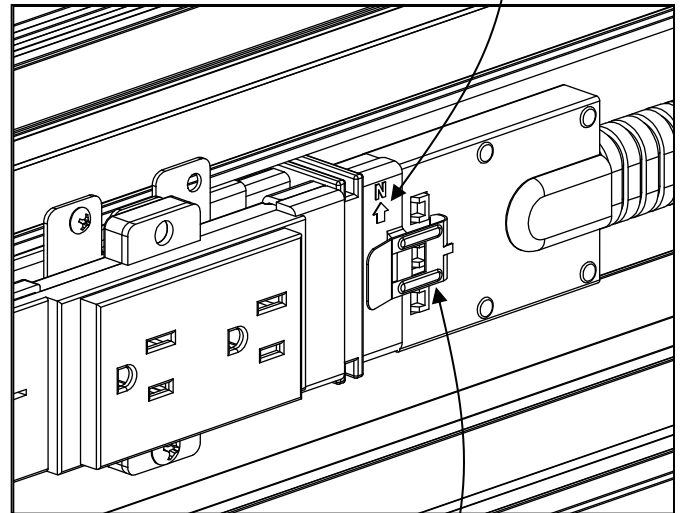


Note UP arrow

Step 2: Plug Jumpers into powerway, making sure to fully engage locking clip!



Engage clip **HERE**



Fully Engage Locking clip

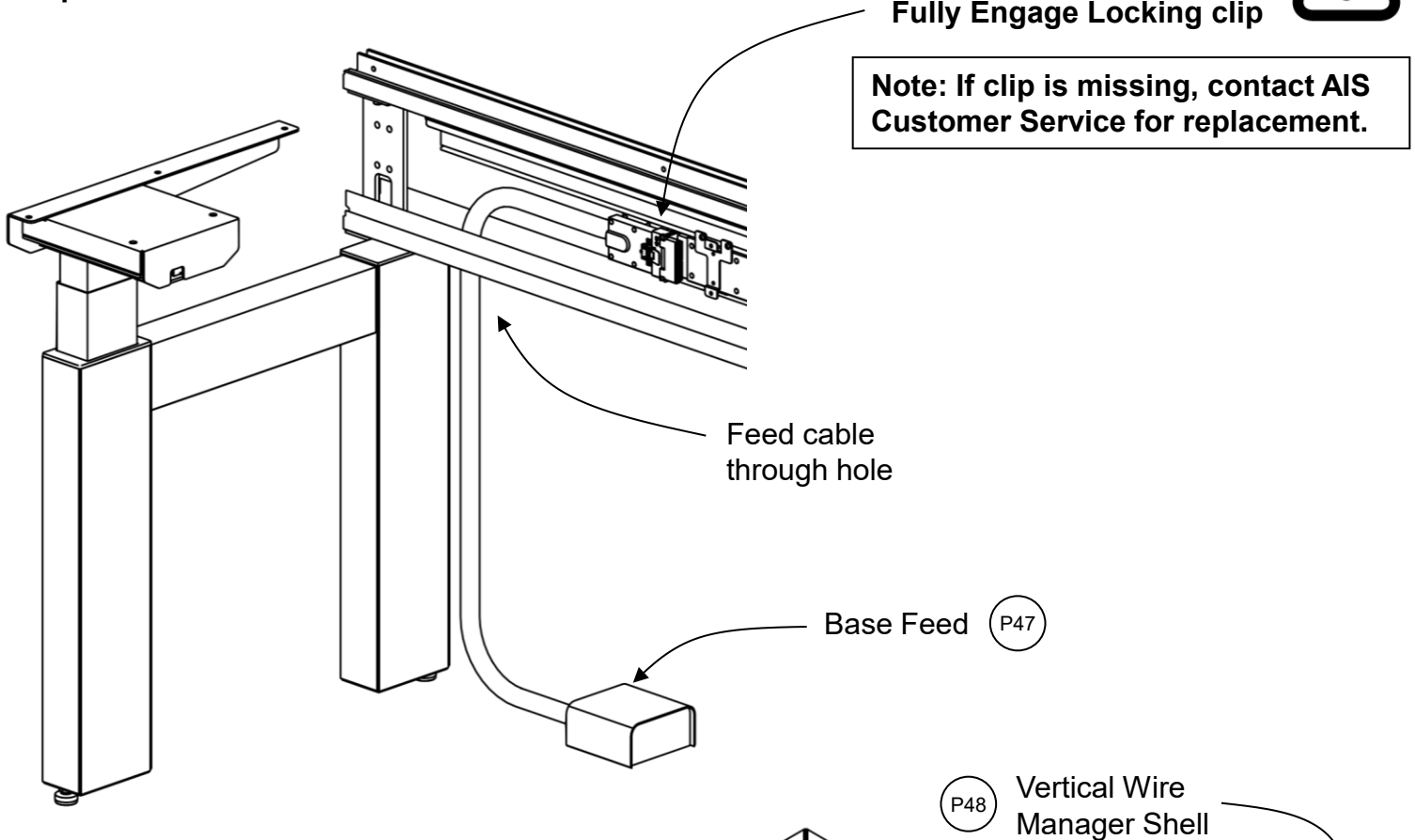


Note: If clip is missing, contact AIS Customer Service for replacement.

Encounter Single Sided Benching Installation Instructions

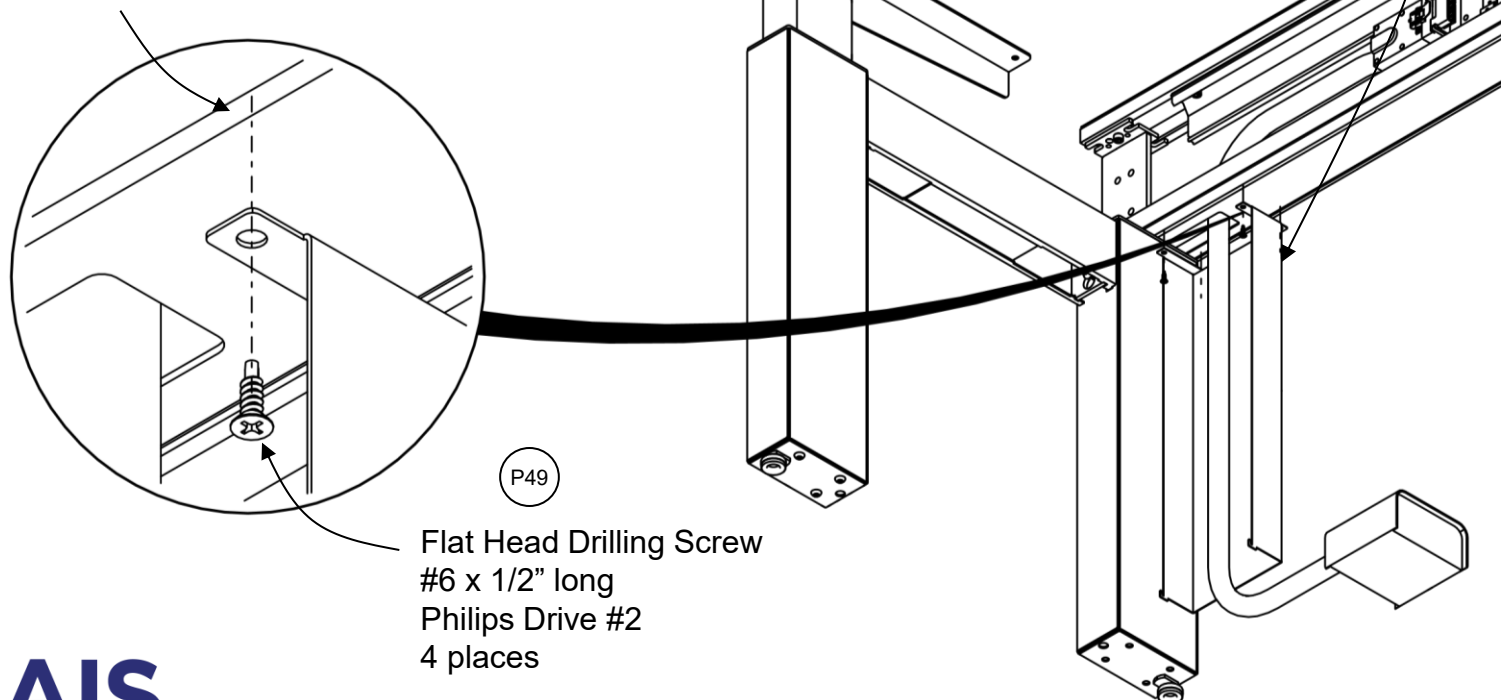
Installing Base Feed and Vertical Wire Manager (optional)

Step 1: Install Base Feed.



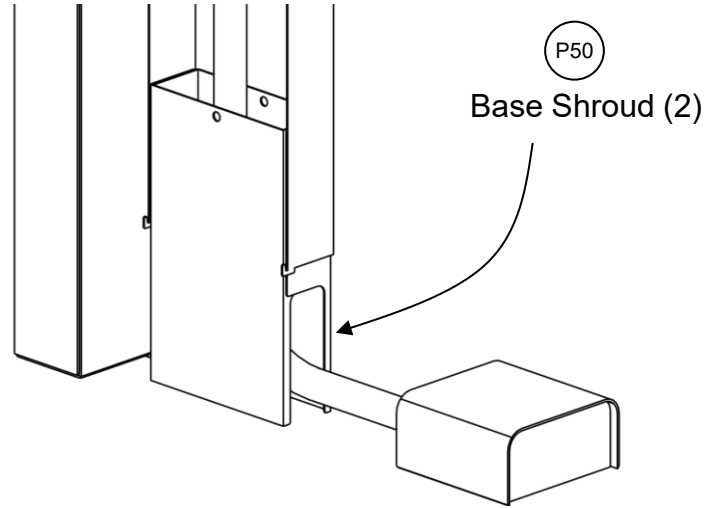
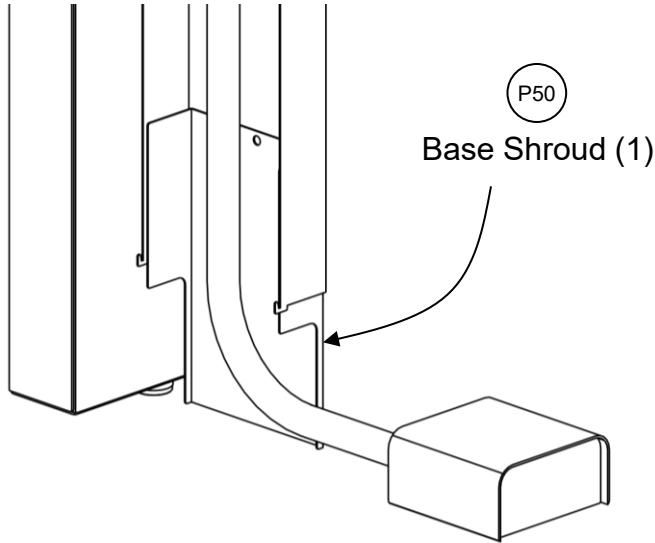
Step 2: Install Vertical Wire Manager Shell.

Beam Base Groove

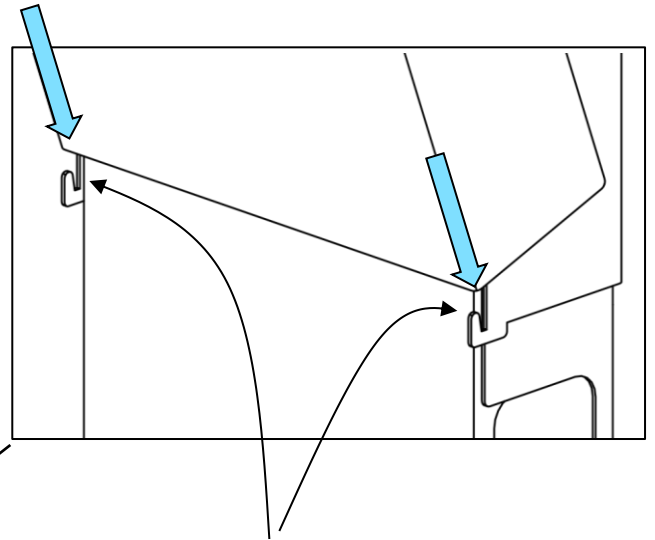
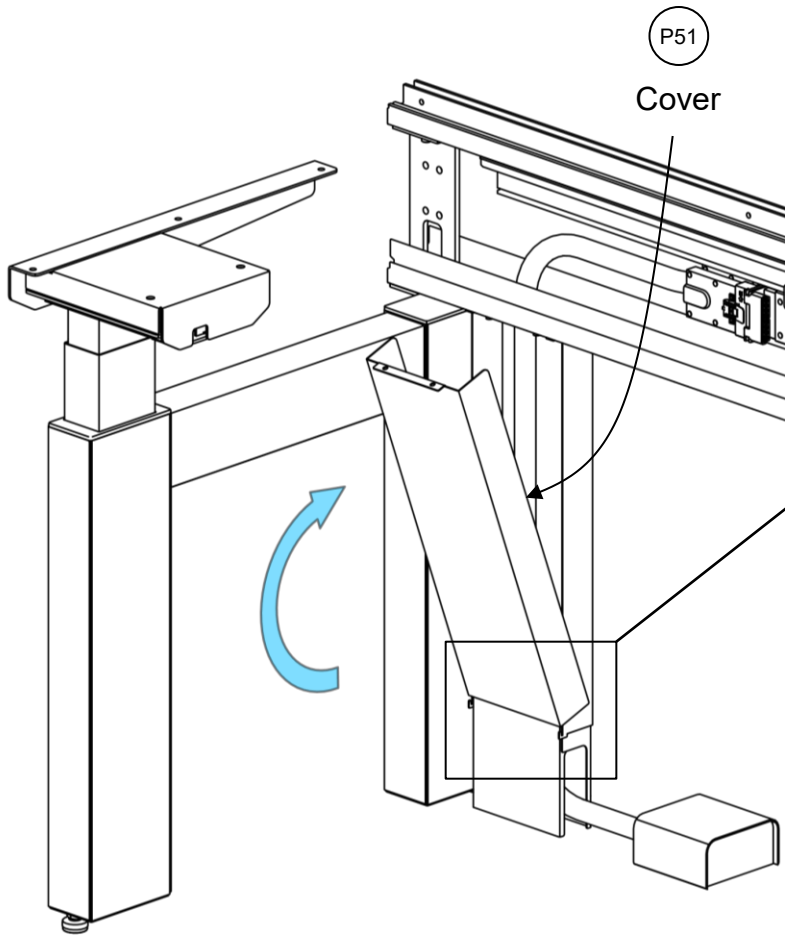


Encounter Single Sided Benching Installation Instructions

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

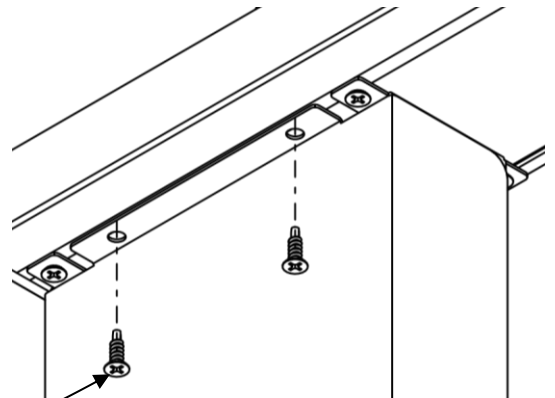


Step 4: Install Vertical Wire Manager Cover.



Hook Cover
into Shell

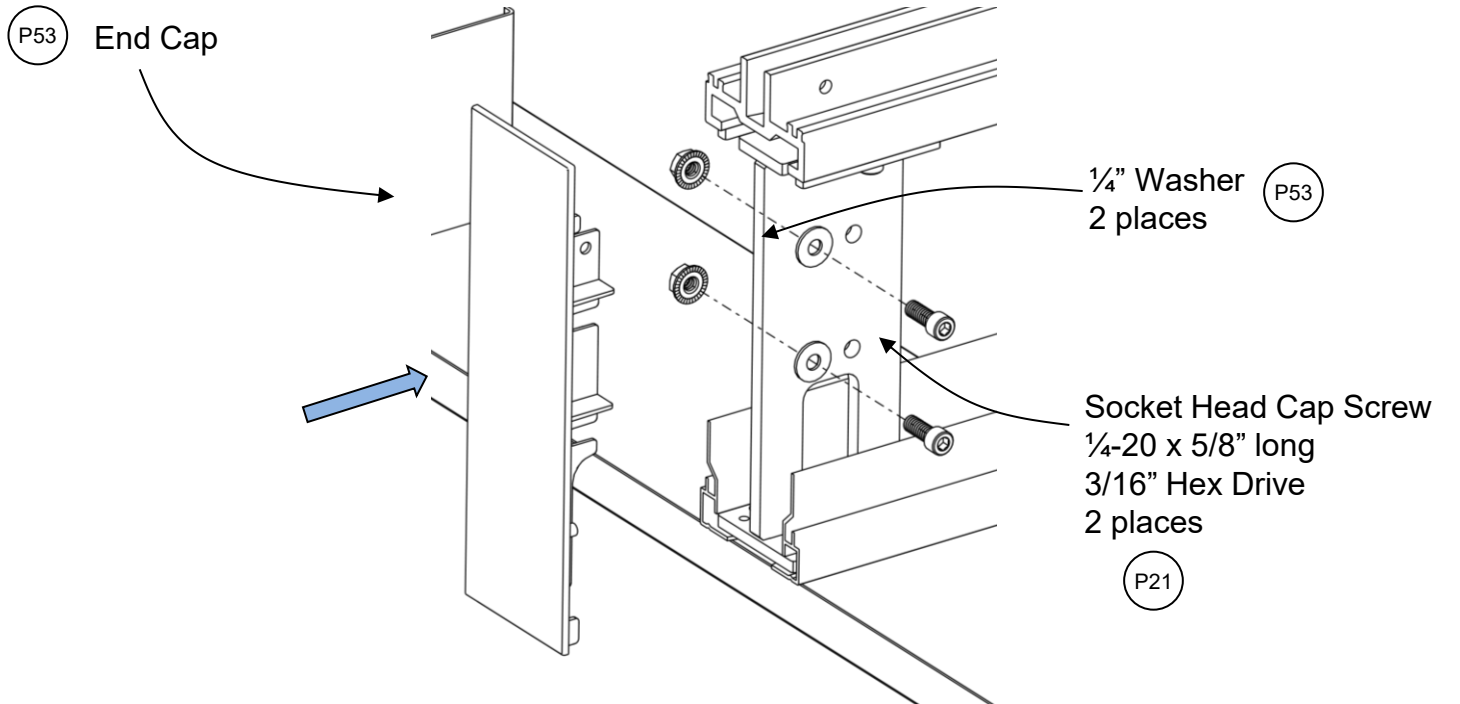
P49 Flat Head Drilling Screw
#6 x 1/2" long
Philips Drive #2
2 places



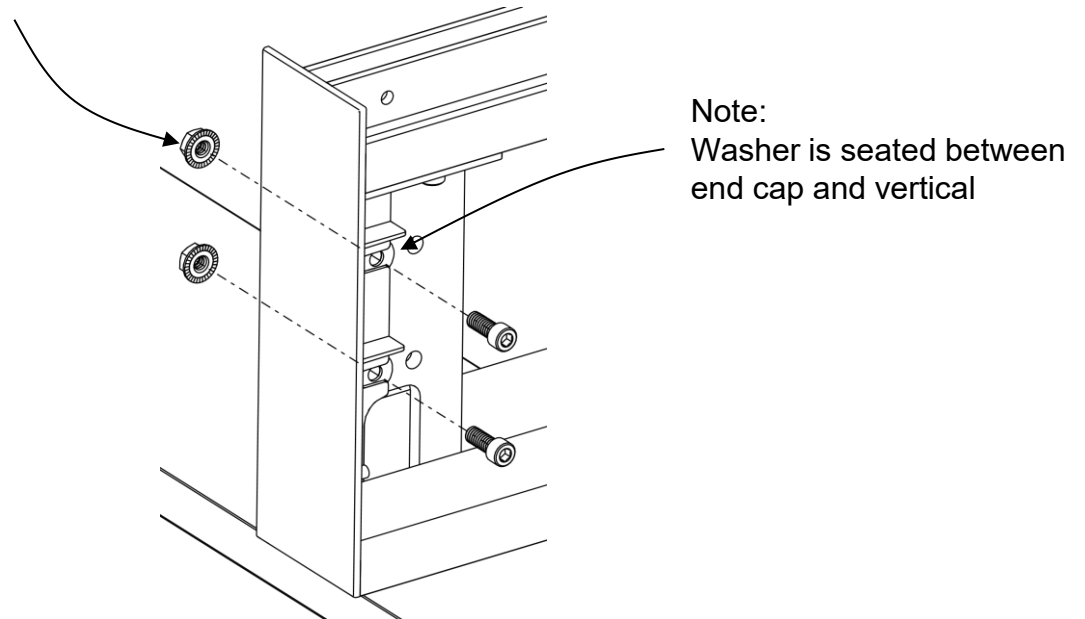
Encounter Single Sided Benching Installation Instructions

Installing End Caps

Step 1 : When applicable, install end caps at end of run.

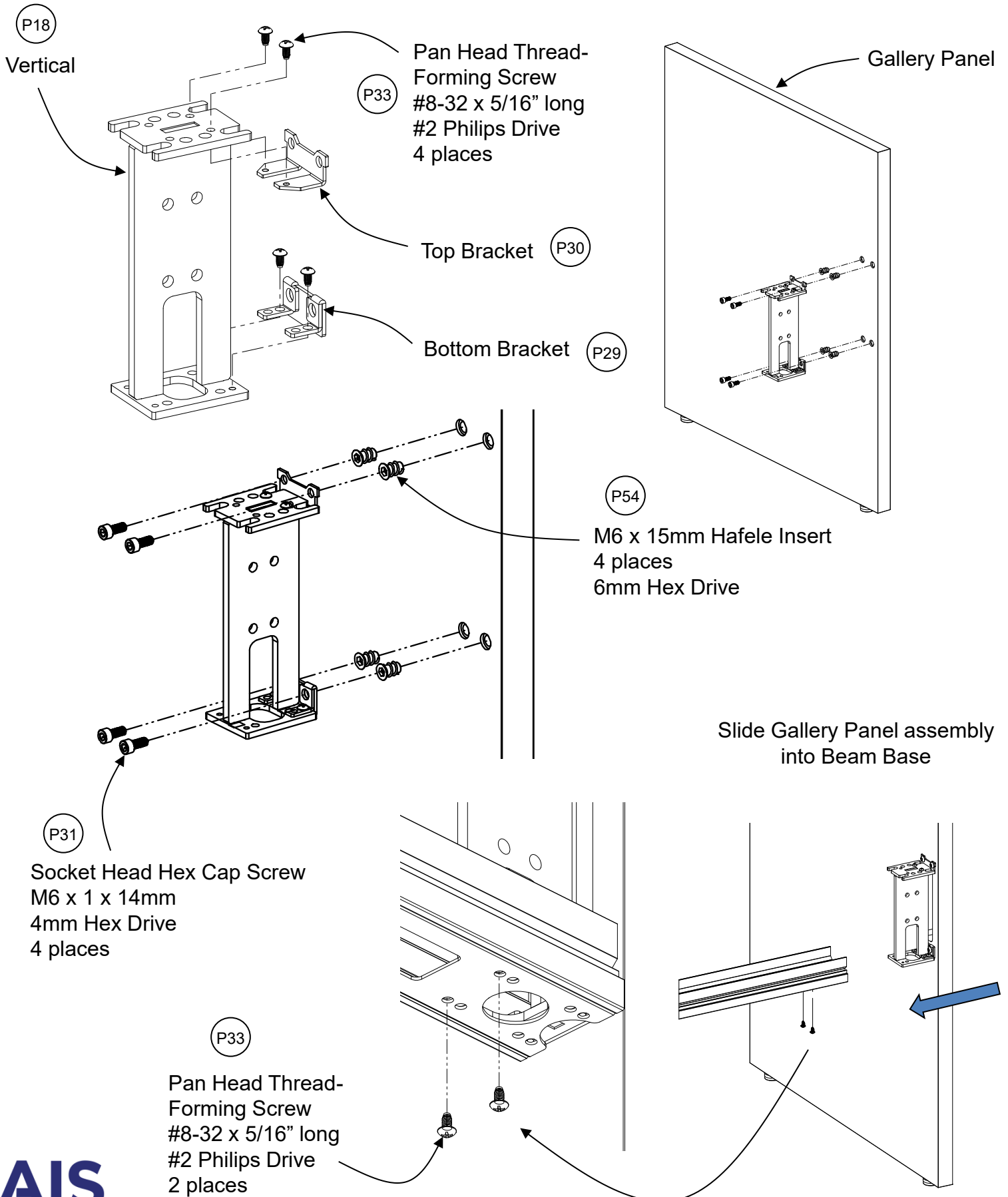


(P22)
1/4-20 Flange Nut
7/16" External Hex Drive
2 places
LOW TORQUE



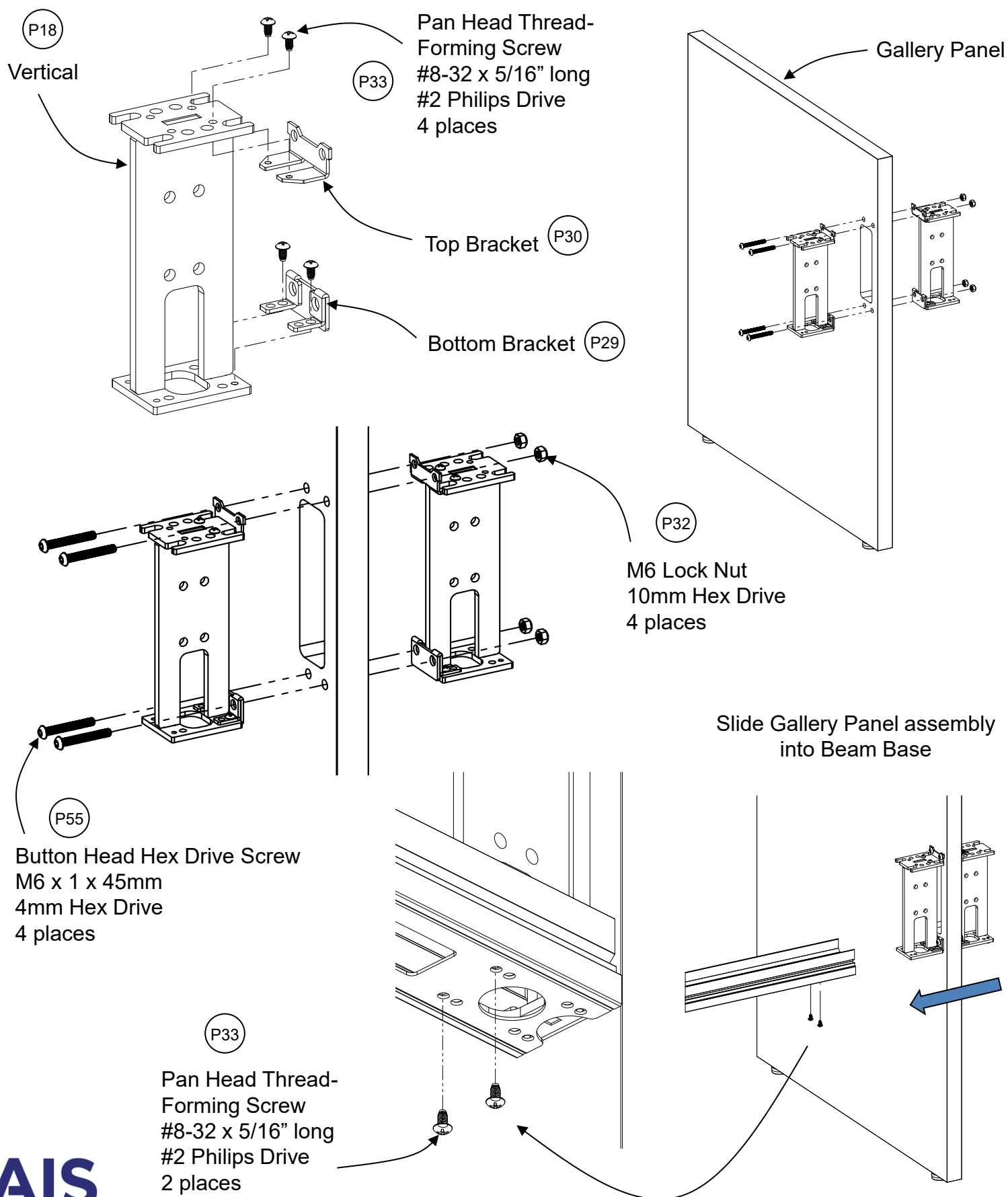
Encounter Single Sided Benching Installation Instructions

Installing Single/Double End Gallery Panels (optional)



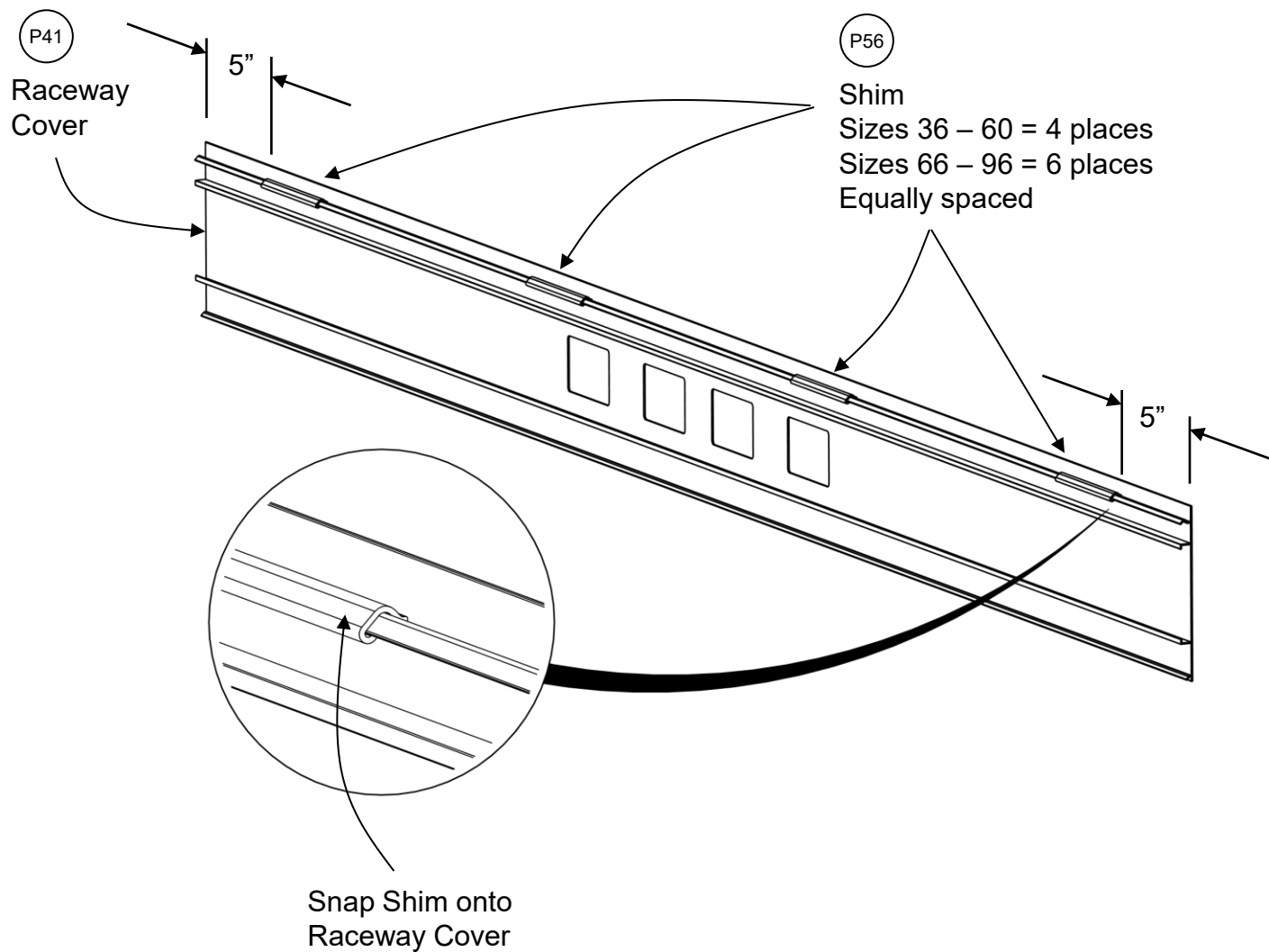
Encounter Single Sided Benching Installation Instructions

Installing Single/Double Spine Gallery Panels (optional)



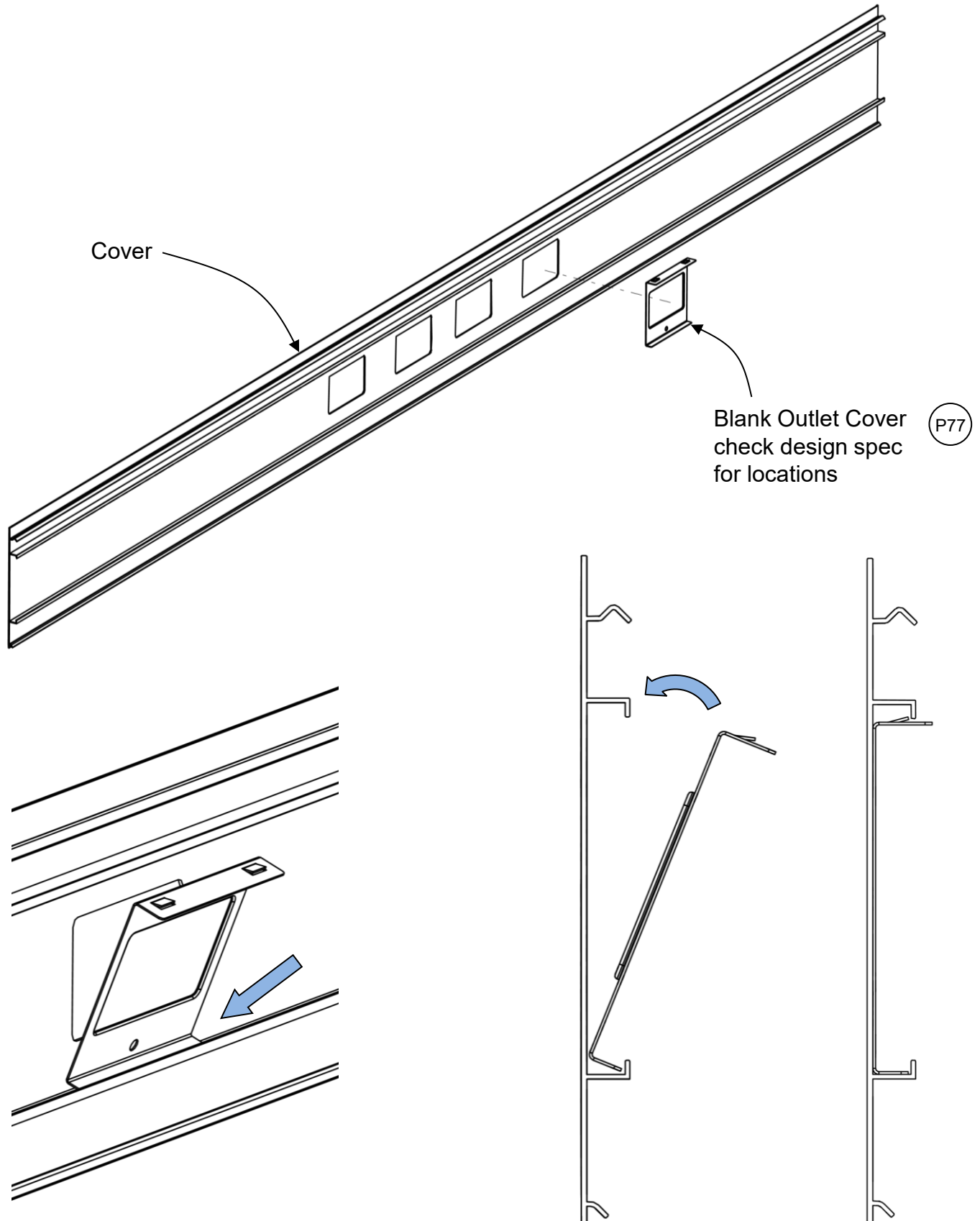
Encounter Single Sided Benching Installation Instructions

Step 14: Install shims onto raceway covers.



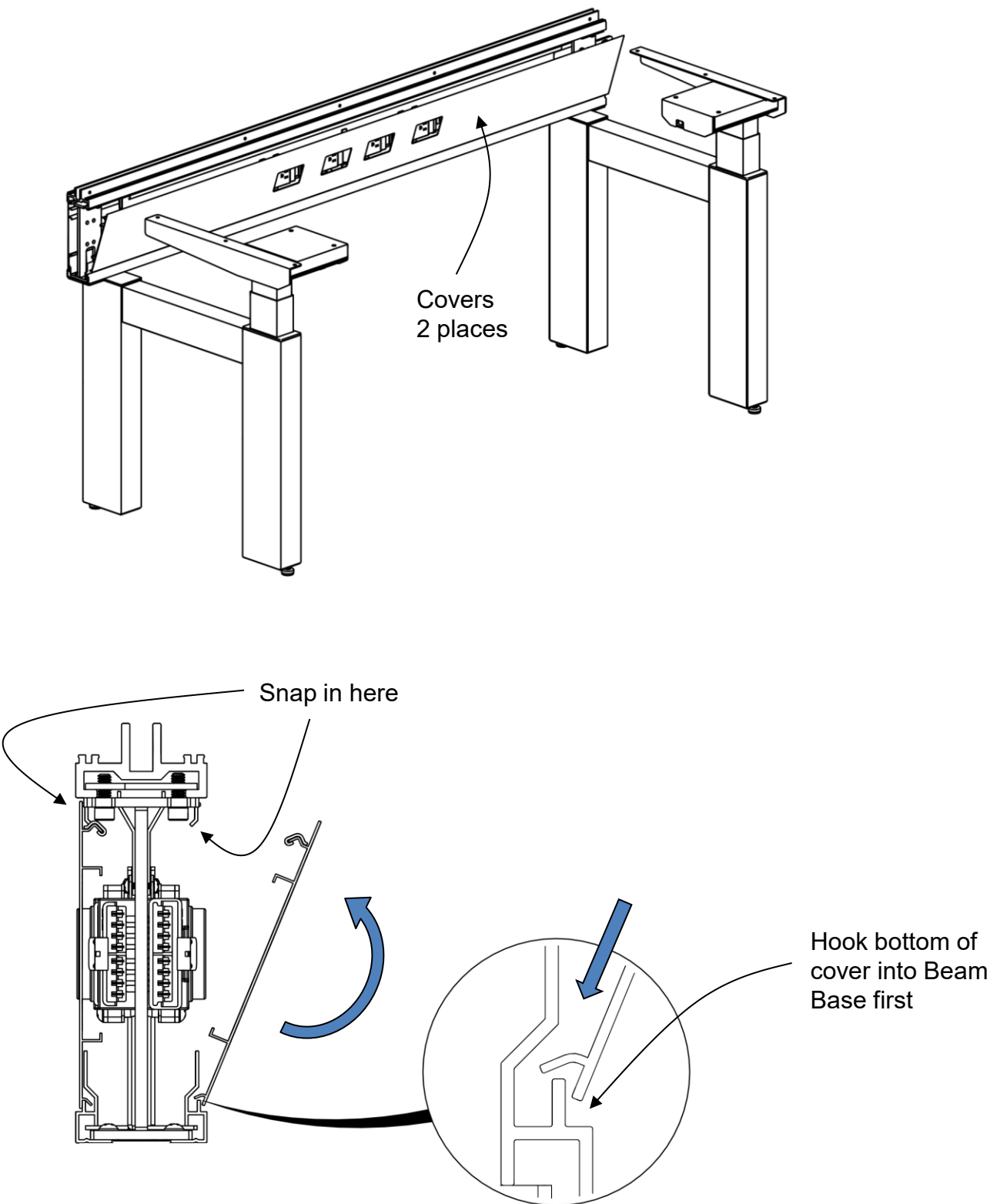
Encounter Single Sided Benching Installation Instructions

Step 15 (optional): If required, install outlet covers per design spec.



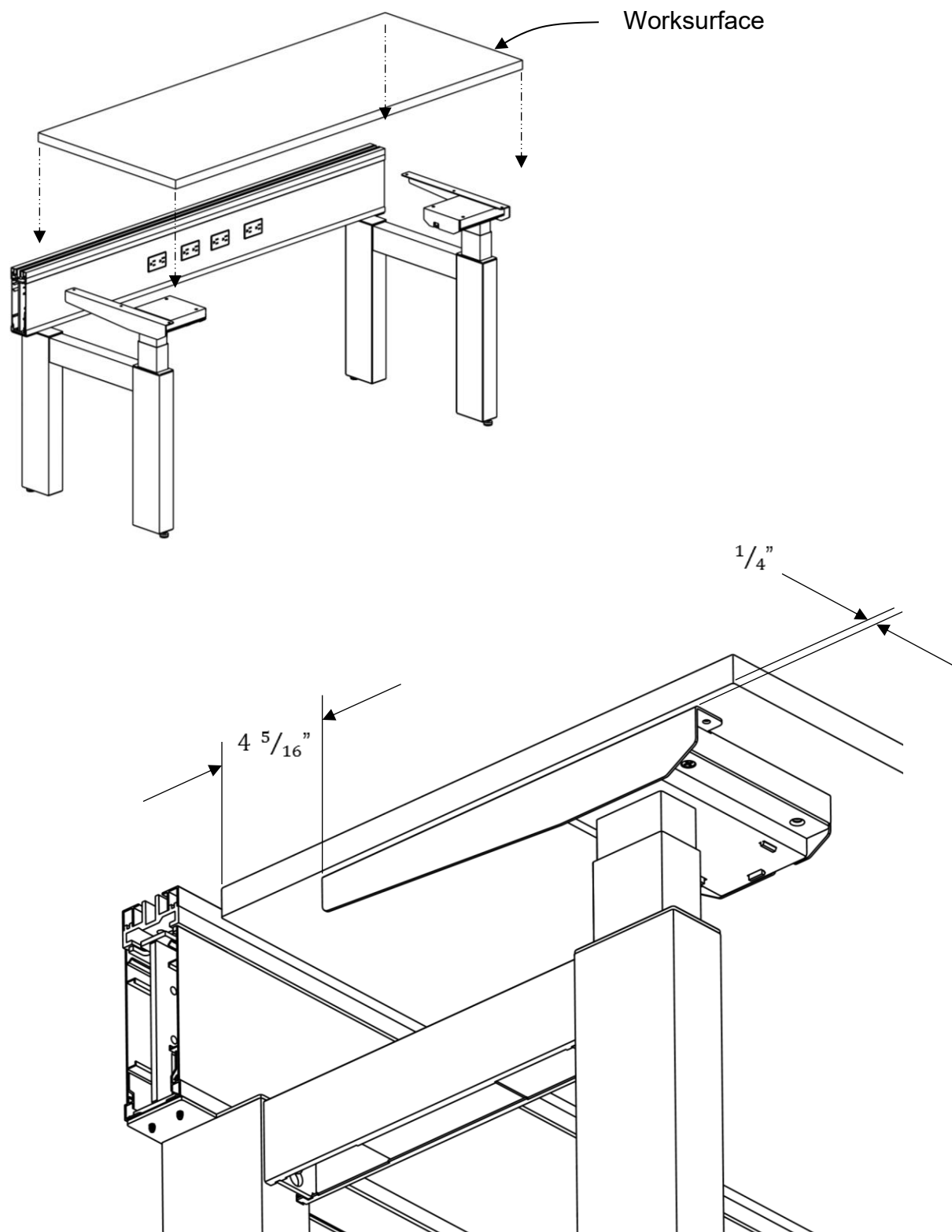
Encounter Single Sided Benching Installation Instructions

Step 16: Snap beam raceway covers into place.



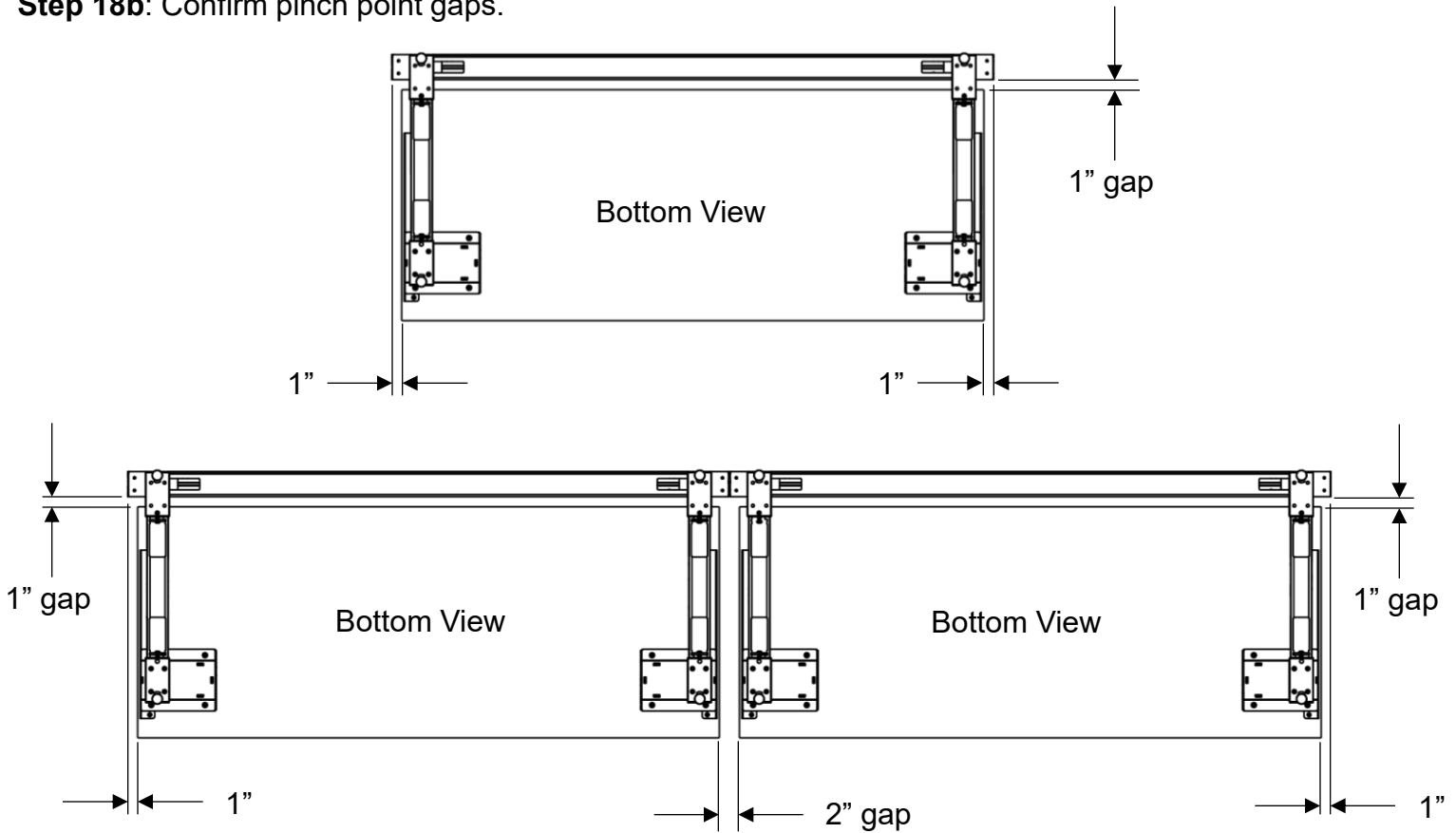
Encounter Single Sided Benching Installation Instructions

Step 18a: Position the worksurface on the height adjustable support frame as shown.

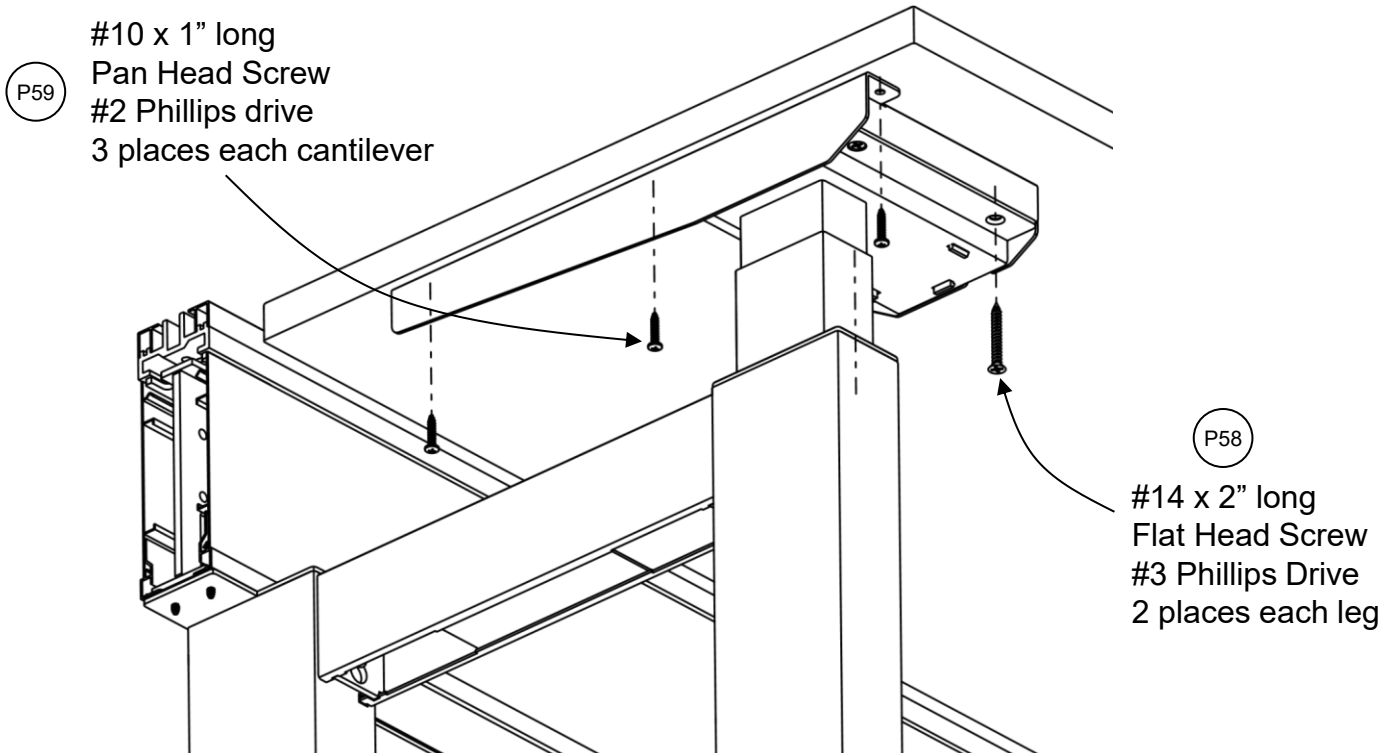


Encounter Single Sided Benching Installation Instructions

Step 18b: Confirm pinch point gaps.

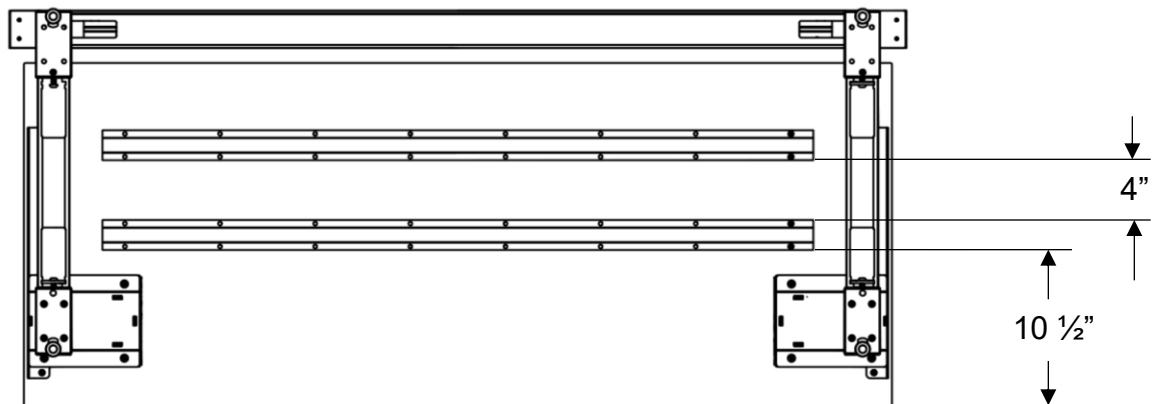
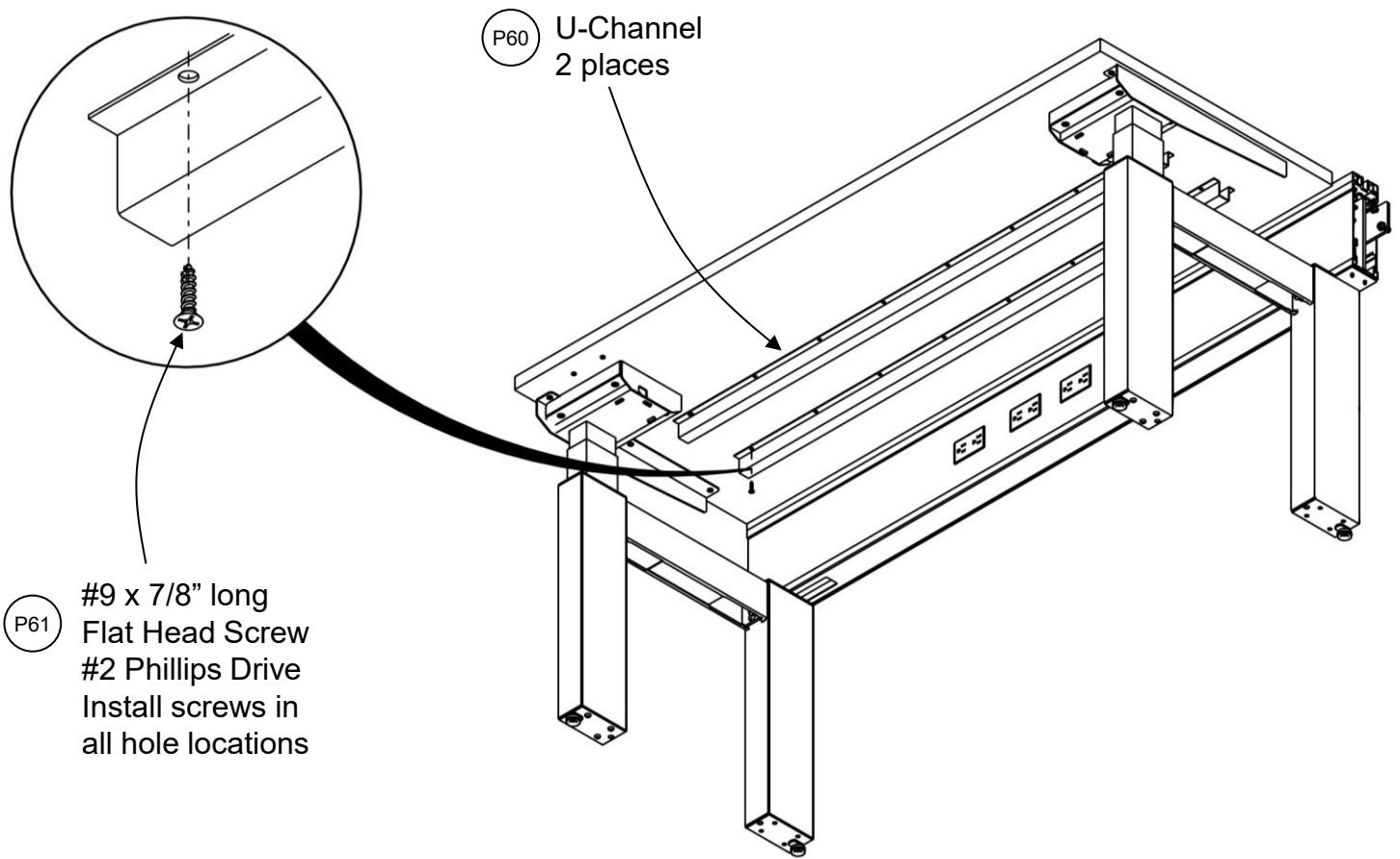


Step 18c: Secure worksurface in place using screws as noted below. Make sure lets are square to beam prior to tightening the screws.



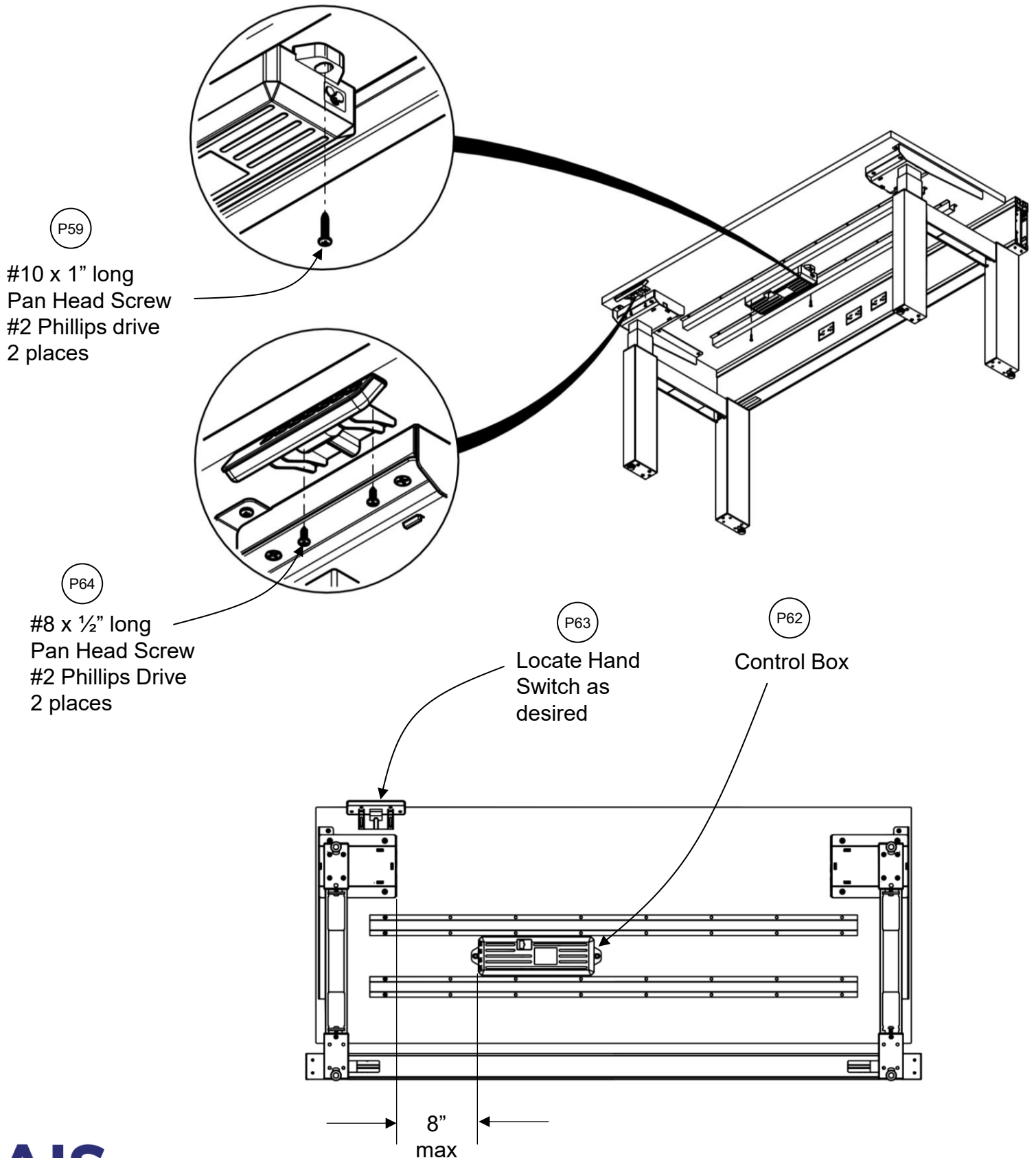
Encounter Single Sided Benching Installation Instructions

Step 19: Secure u-channels to worksurface using #9 x 7/8" screws .



Encounter Single Sided Benching Installation Instructions

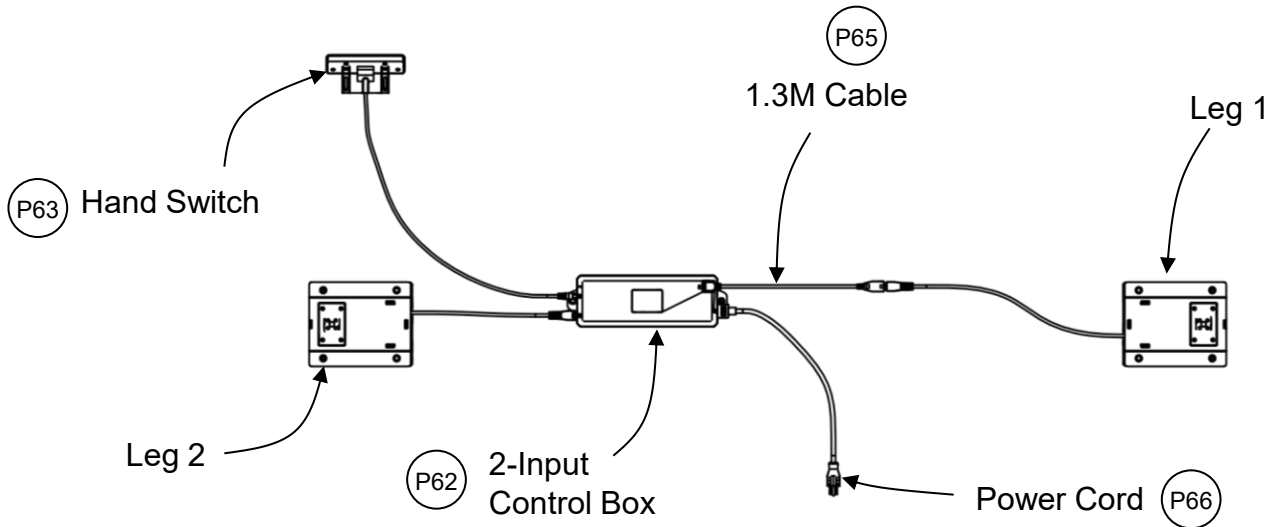
Step 20: Secure the control box to the worksurface, located as shown. Then, install the hand switch in the desired location.



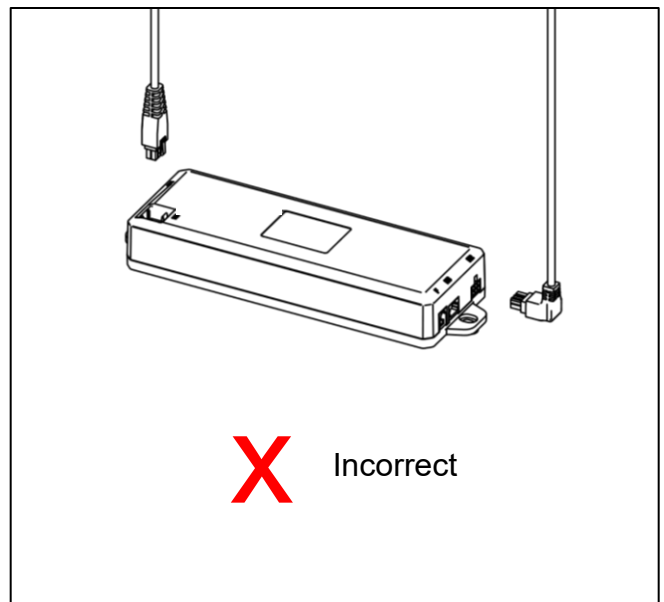
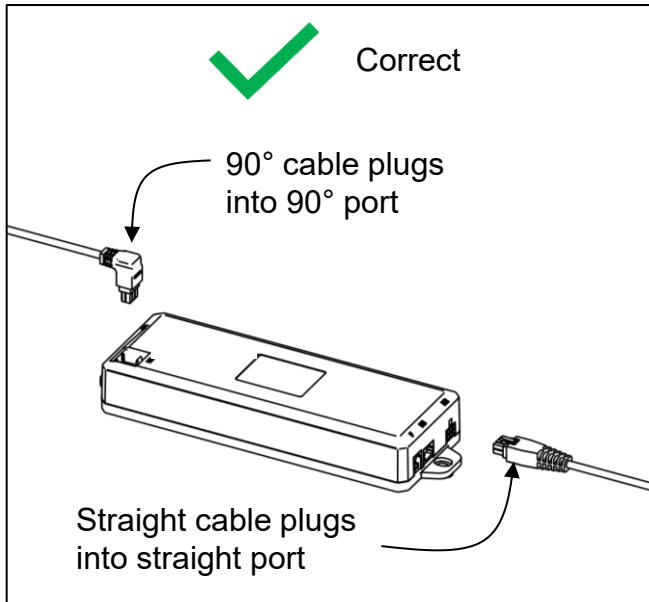
Encounter Single Sided Benching Installation Instructions

Step 21: Re-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.

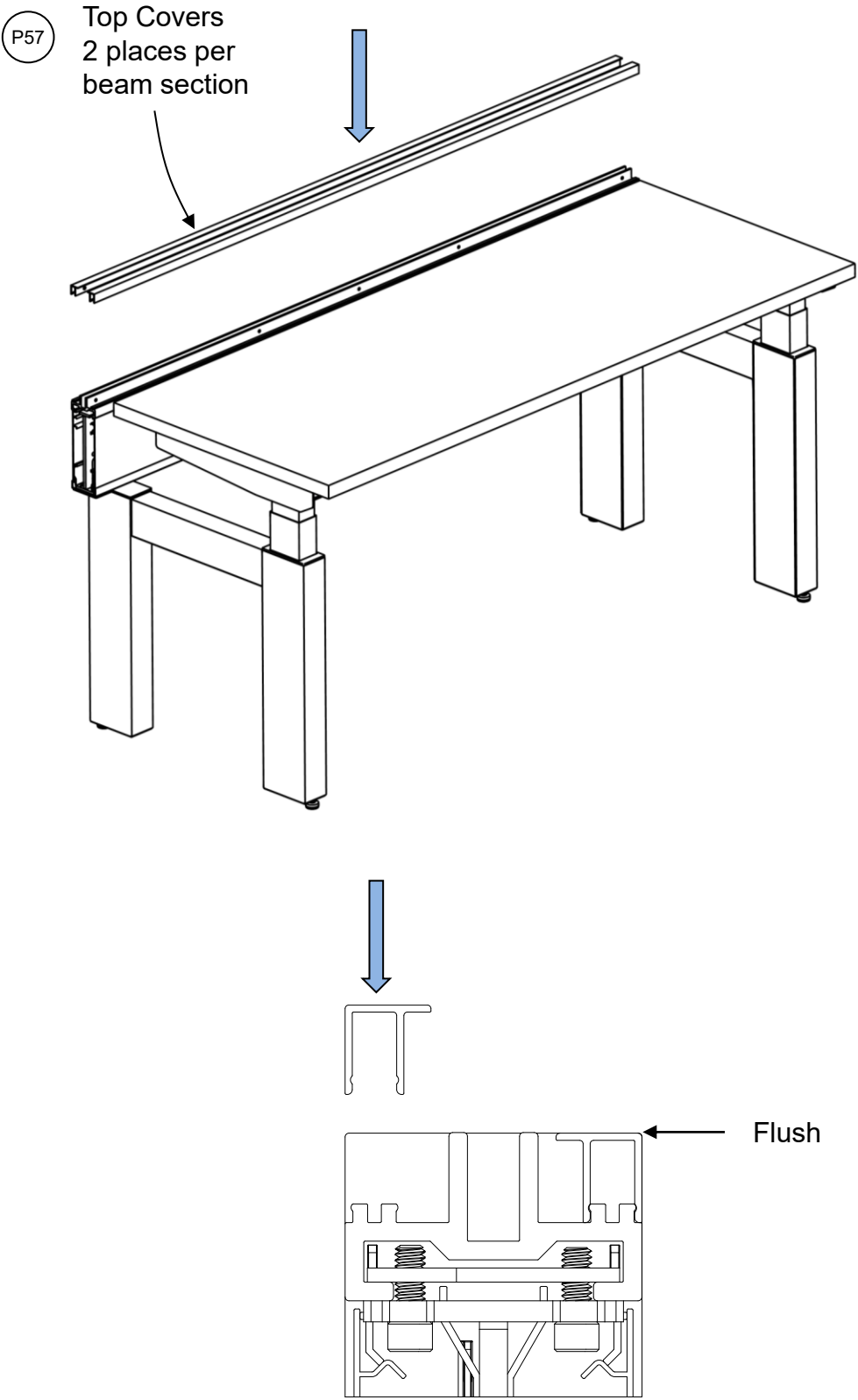


Encounter Single Sided Benching Installation Instructions

Step 17: Install top covers onto top beam

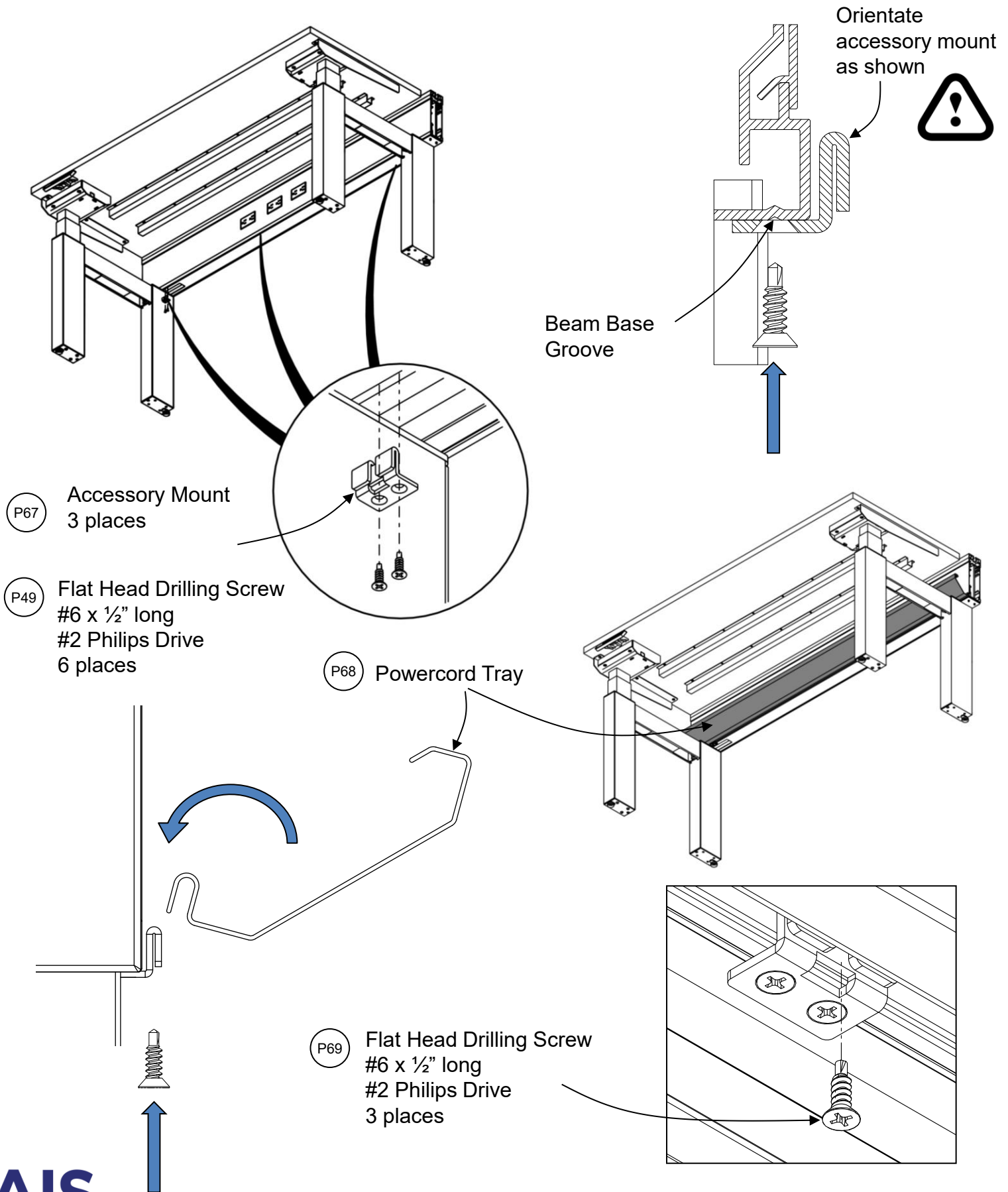


Note:
If spine screens are to be installed, install screens prior to installing top covers.



Encounter Single Sided Benching Installation Instructions

Installing Power Cord Trays (optional)



Encounter Single Sided Benching Installation Instructions

Installing Desking Vertical Wire Managers (optional)

