HAWORTH

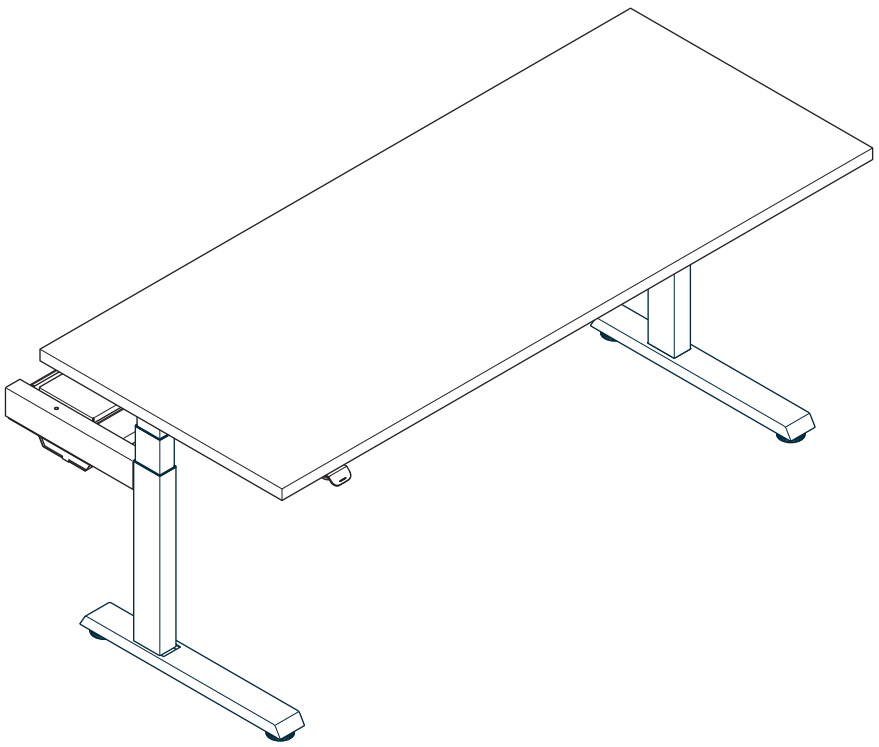
Upside Single Bench

Assembly Instructions

Congratulations on your purchase of a new Upside Single Sided Bench!

Let's start to assemble your new Bench?

Follow all the steps carefully before using your Bench.



Important Safety Instructions

For use with Upside electric height-adjustable desks, 2-leg
For Commercial or Household Use
This product conforms to UL962 and UL1286 and is certified to CAN/CSA C22.2 No. 68 and No. 203.

When using an electrical furnishing, basic precautions should always be followed, including the following:
Read all instructions before using this desk.

DANGER - To Reduce the Risk of Electric Shock

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

WARNING - To Reduce the Risk of Burns, Fire, Electric Shock, or Injury

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. 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. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Do not use outdoors.
7. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
8. To disconnect, turn all controls to the off position, then remove plug from outlet.

WARNING - Risk of Electric Shock, Fire, and Injury.

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

9. Connect this furnishing to a properly grounded outlet only. See grounding instructions.

WARNING - Risk of injury, Not to be used in locations where children, or people with cognitive disabilities are anticipated to be present and not supervised. The marking shall be located where visible during or after assembly.

Save These Instructions

This product must be grounded. If it should malfunction or breakdown, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This product is equipped with a cord having an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.

DANGER - Improper connection of the equipment-grounding conductor can result in a risk of electric shock. Check with a qualified electrician or serviceman if you are in doubt as to whether the product is properly grounded. Do not modify the plug provided with the product—if it will not fit the outlet, have a proper outlet installed by a qualified electrician.

This product is for use on a nominal 120-volt circuit and has a NEMA 5-15P configured plug, illustrated in Figure 1.
Make sure that the product is connected to an outlet having the same configuration as the plug. No 3 prong adapter should be used with this product.

Maximum Load rating including surface: 250 lbs

Electrical Rating

120V, 60Hz, 6.0Amp

V6 Control Box

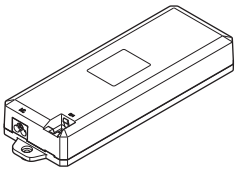
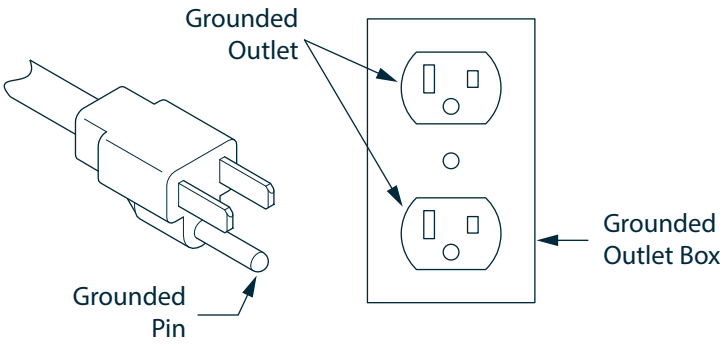
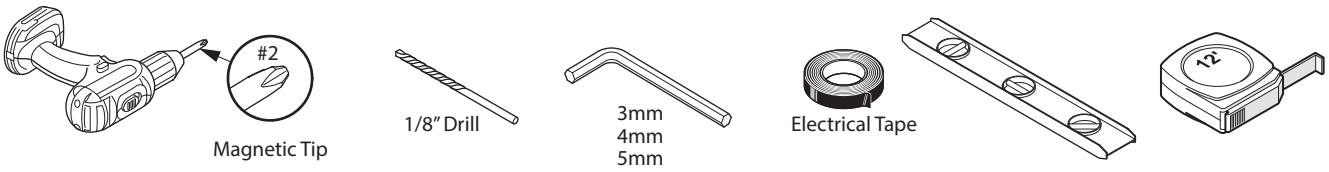
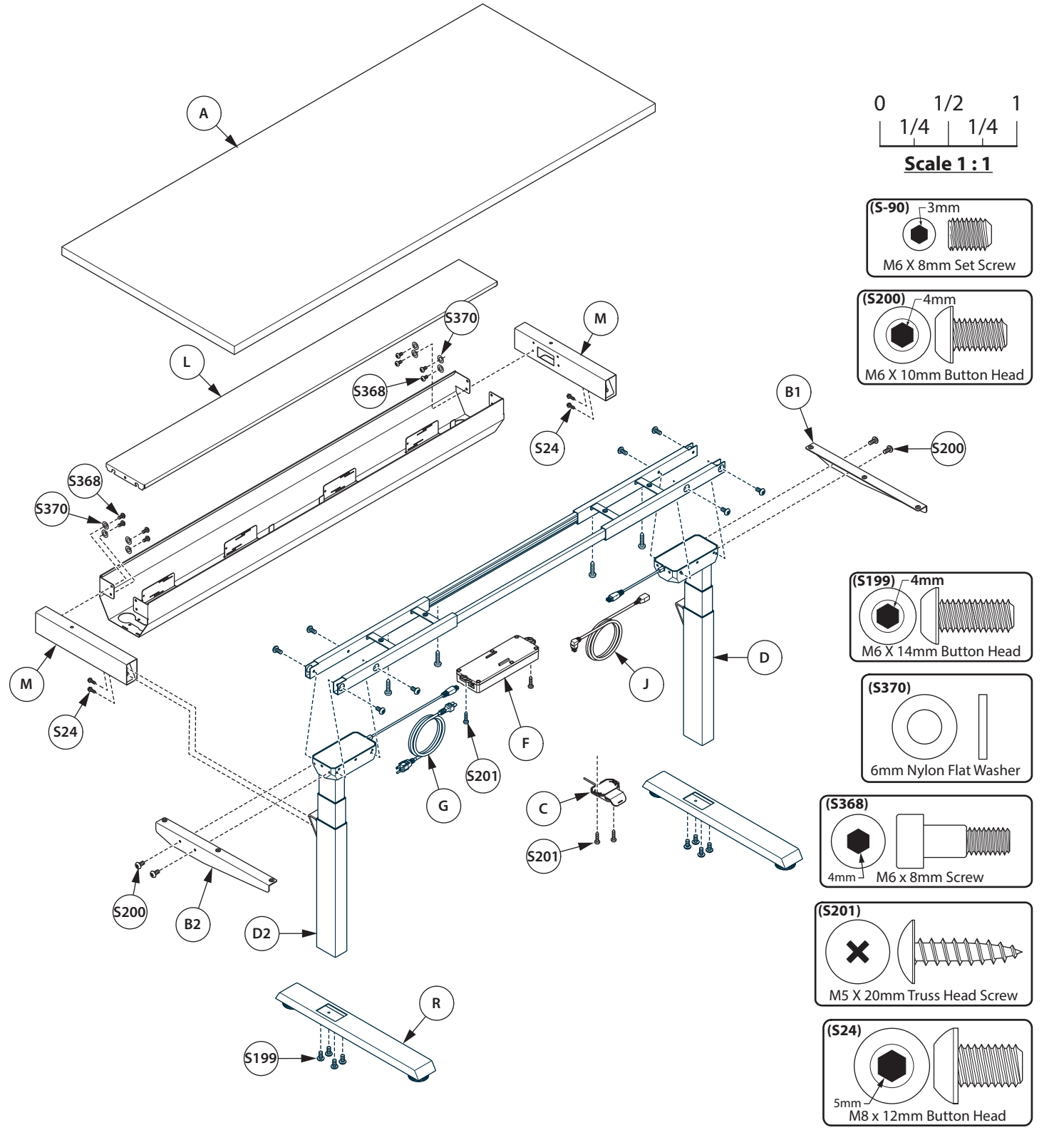


Figure 1

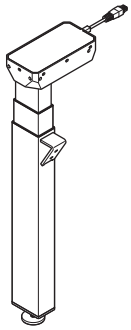


Tools Required

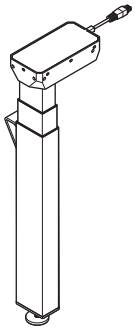




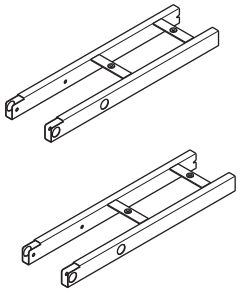
(D) Column (Left) - Qty. 1



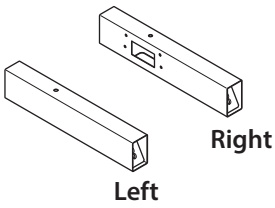
(D2) Column (Right) - Qty. 1



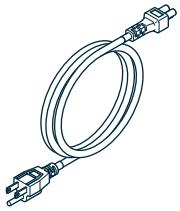
(H) Frame - Qty. 2



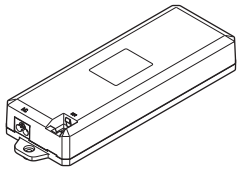
(M) Column Crossmember - Qty. 2



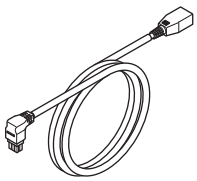
(G) Power Cord - Qty. 1



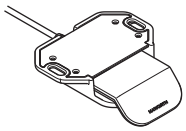
(F) Control Box - Qty. 1



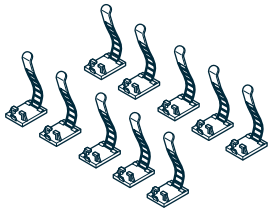
(J) Motor Extension Cable - Qty. 1



(C) Paddle Handset

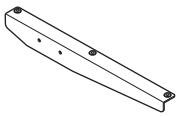


(K) Cable Clips - Qty. 10

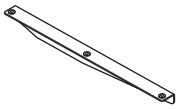


(B) Worksurface Bracket - Qty. 2

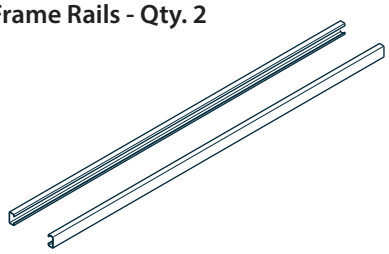
(B2) Left



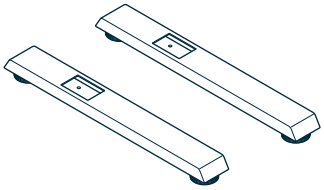
(B1) Right



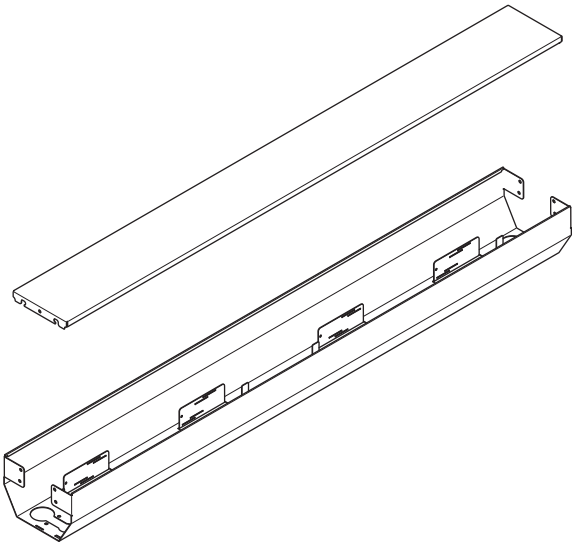
(H1) Frame Rails - Qty. 2



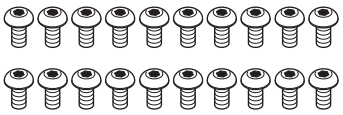
(R) Feet with Glides - Qty. 2



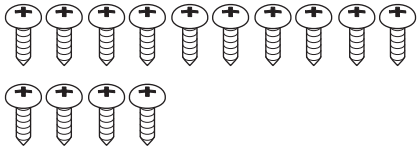
(L) Cable Trough with Lid - Qty. 1



(S200) M6 X 10mm Button Head - Qty. 20



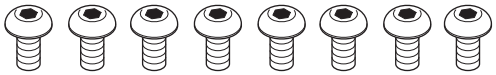
(S201) M5 X 20mm Truss Head Screw - Qty. 14



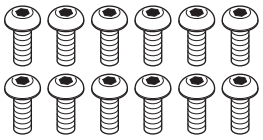
(S-90) M6 X 8mm Set Screw - Qty. 8



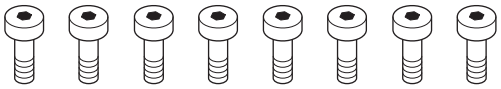
(S24) M8 x 12mm Button Head Bolt - Qty. 8



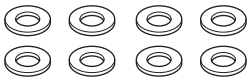
(S199) M6 X 14mm Button Head - Qty. 12



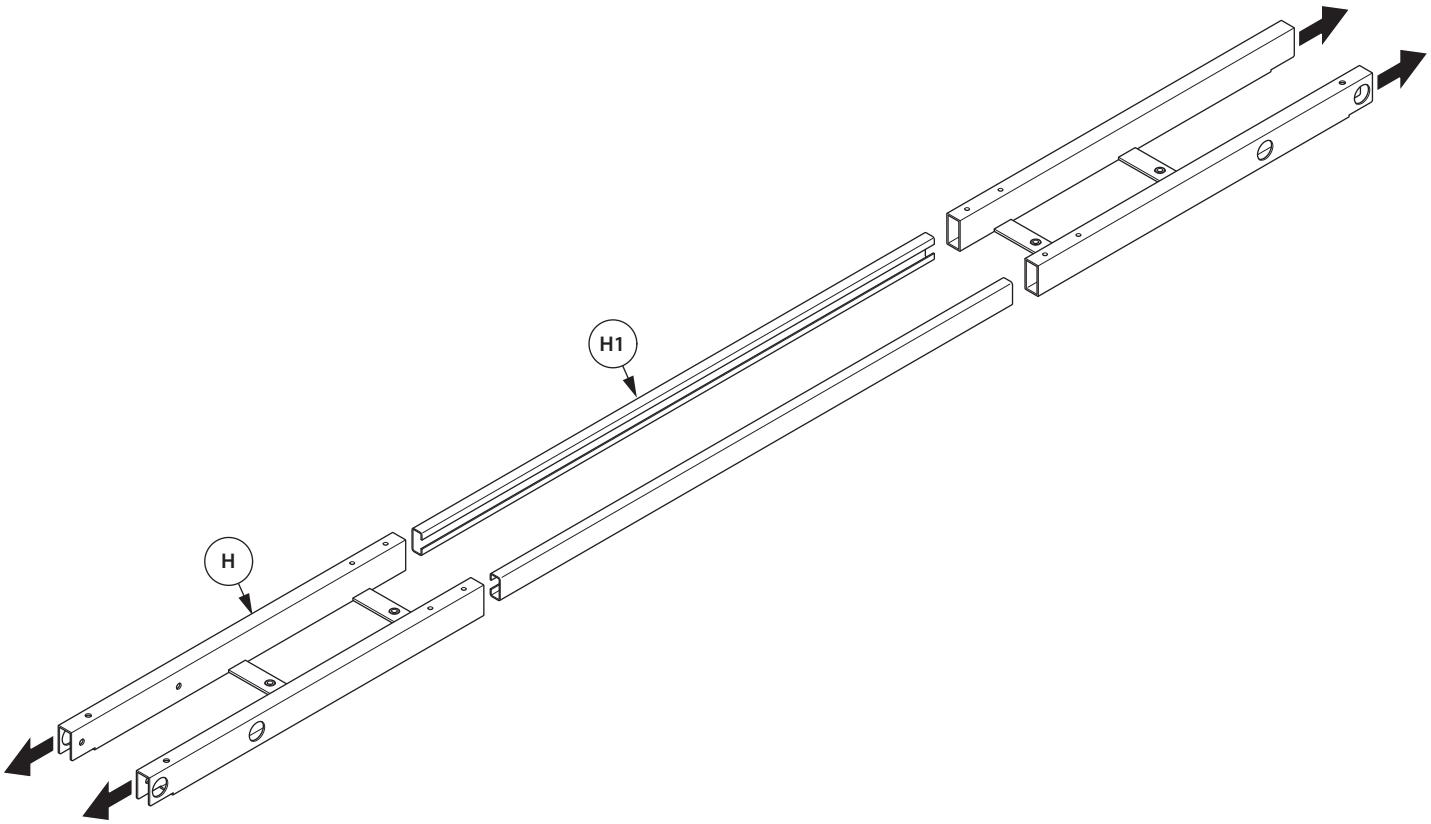
(S368) M6 X 8mm Shoulder Bolt - Qty. 8



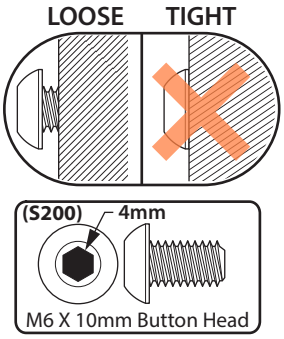
(S370) 6mm Nylon Flat Washer - Qty. 8

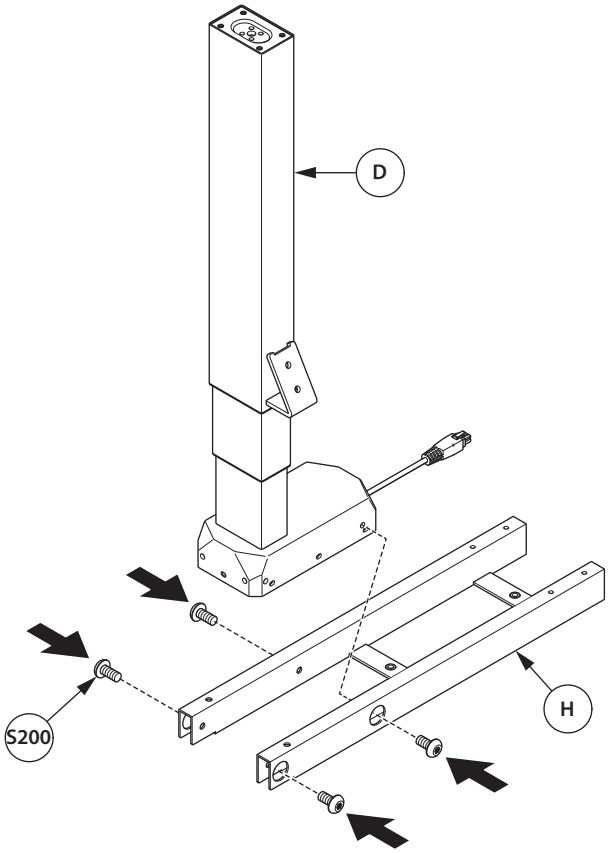


1 **Pull frame (H) off rails (H1) as shown**



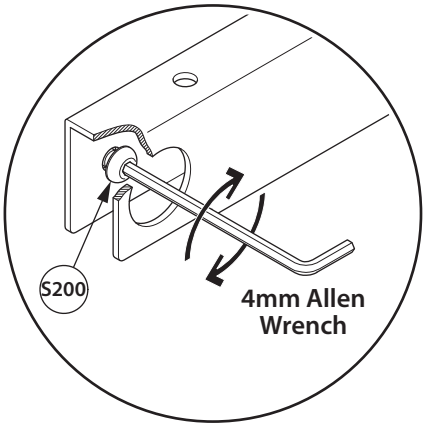
2 Attach column (D) to frame (H) - Slightly lift column to align holes



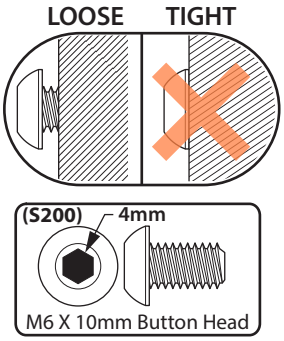


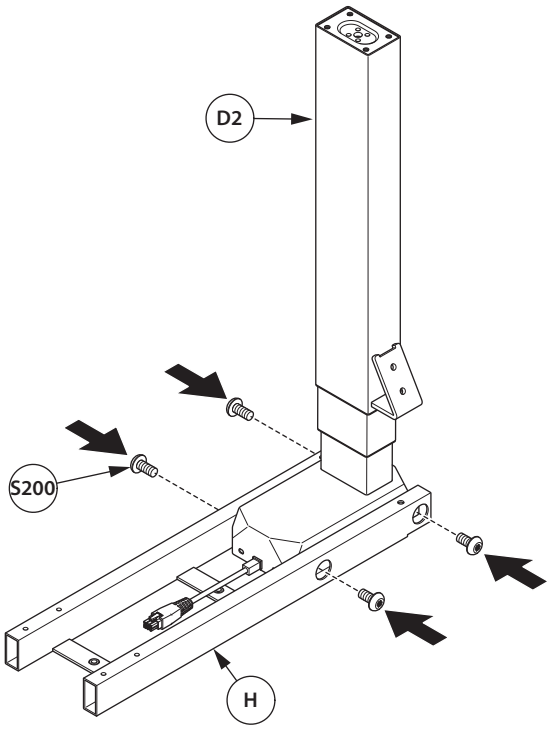
Important

Install screws (S200) LOOSELY



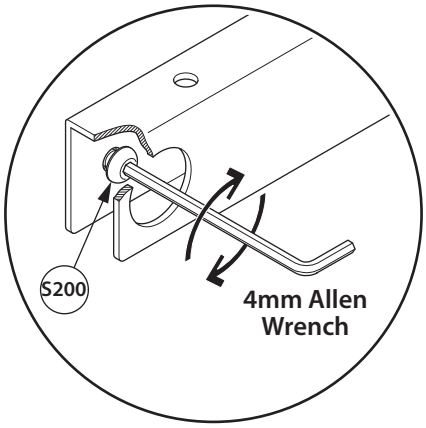
3 Repeat 2nd step 2 to attach 2nd column (D2) to frame (H)



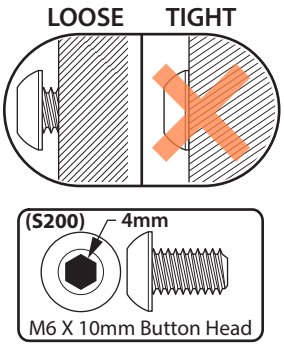


Important

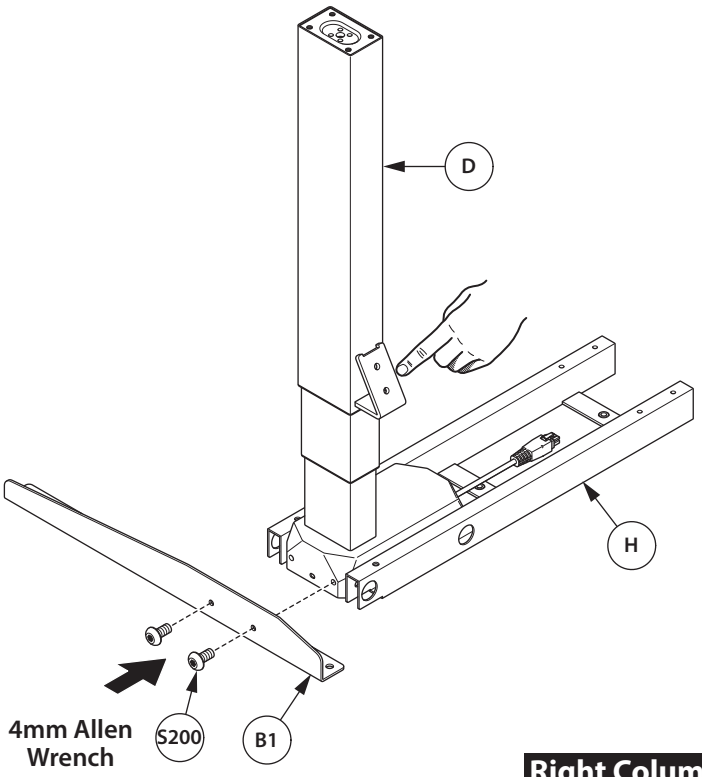
Install screws (S200) LOOSELY



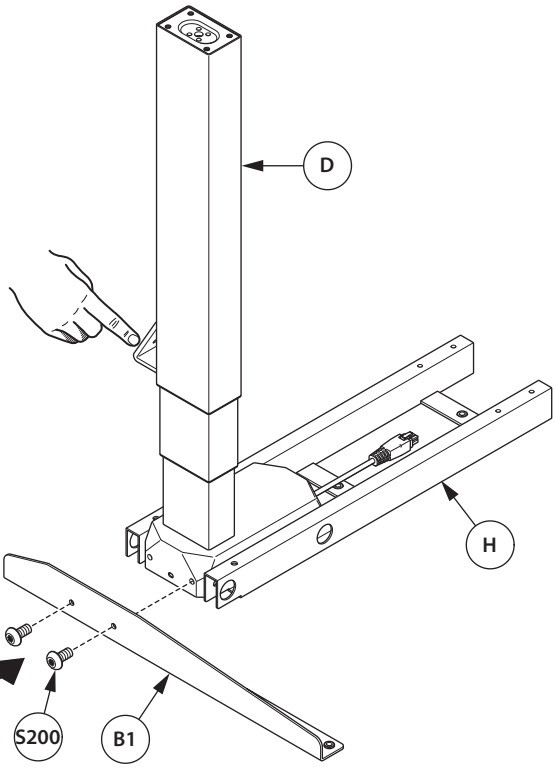
4 Attach bracket (B1) to column (D) - Tilt column (D) and frame (H) slightly to align holes



Left Column



Right Column

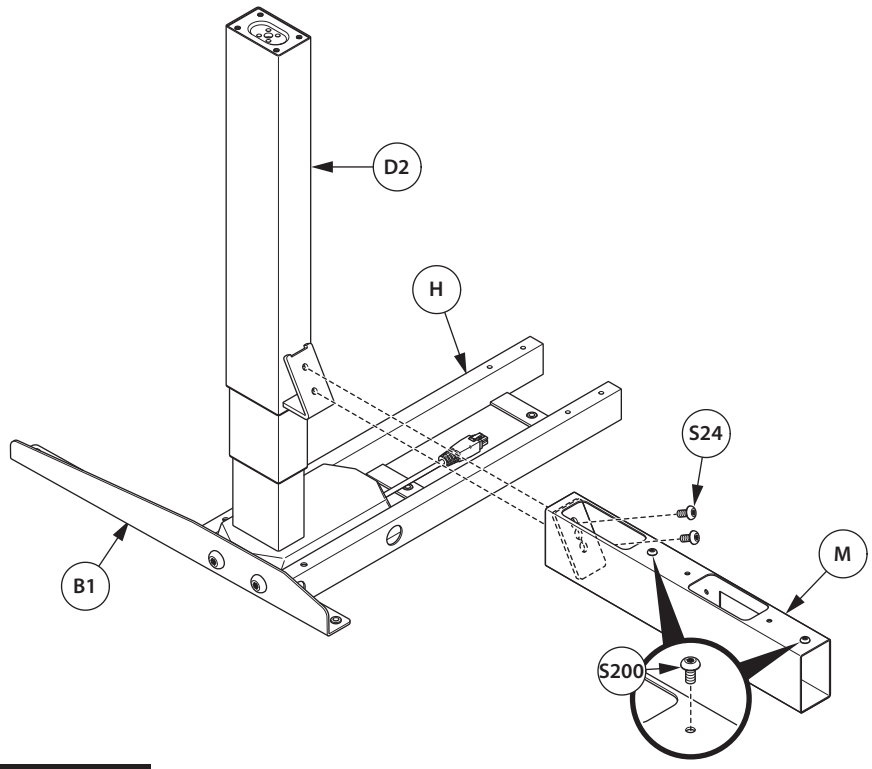


Important

Install screws (S200) LOOSELY

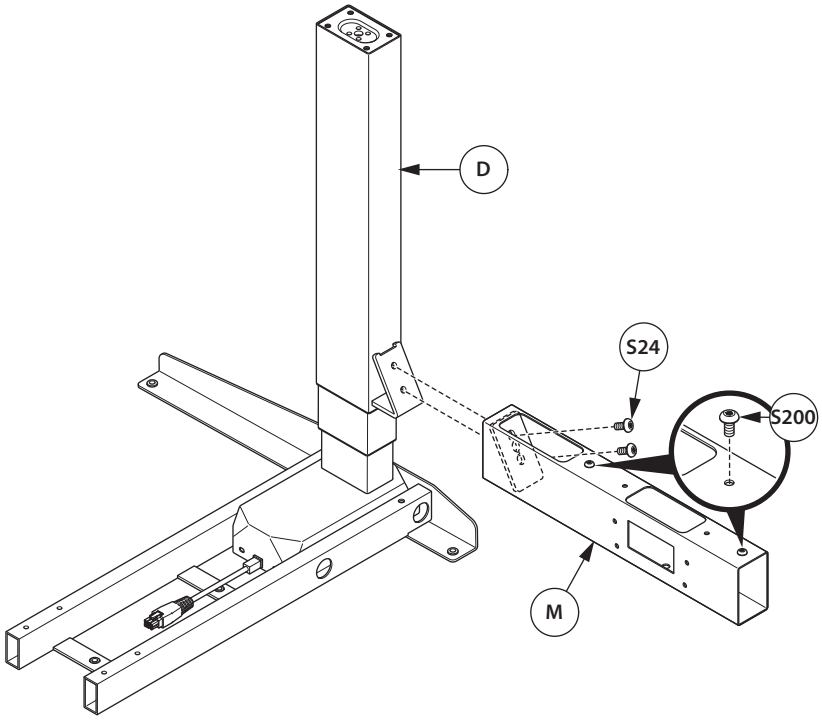
5 Install crossmember to Left & Right Columns

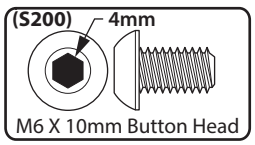
Right Column

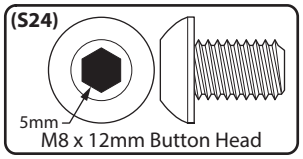


NOTE: Install extra bolts (S200) for end covers or transistion trays optional.

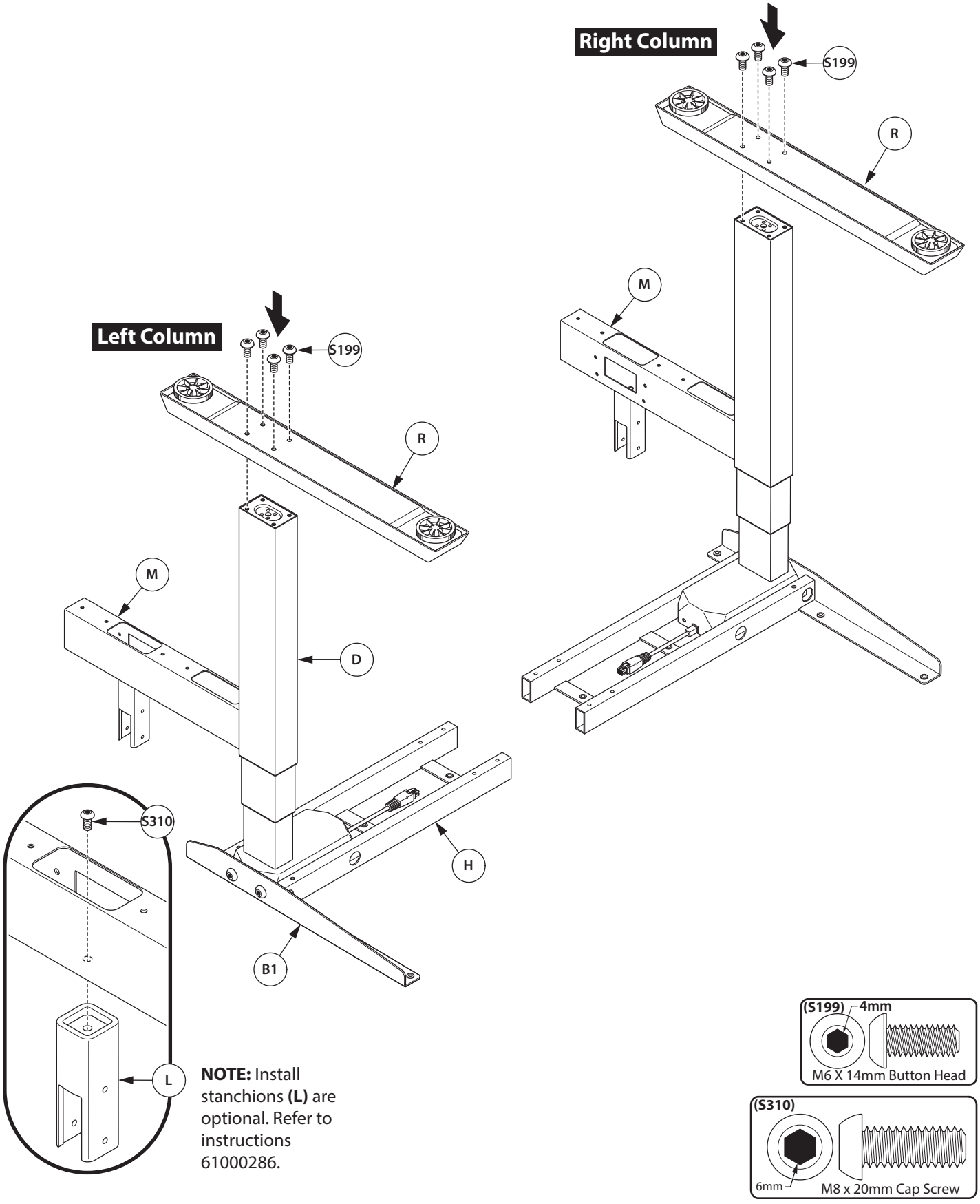
Left Column





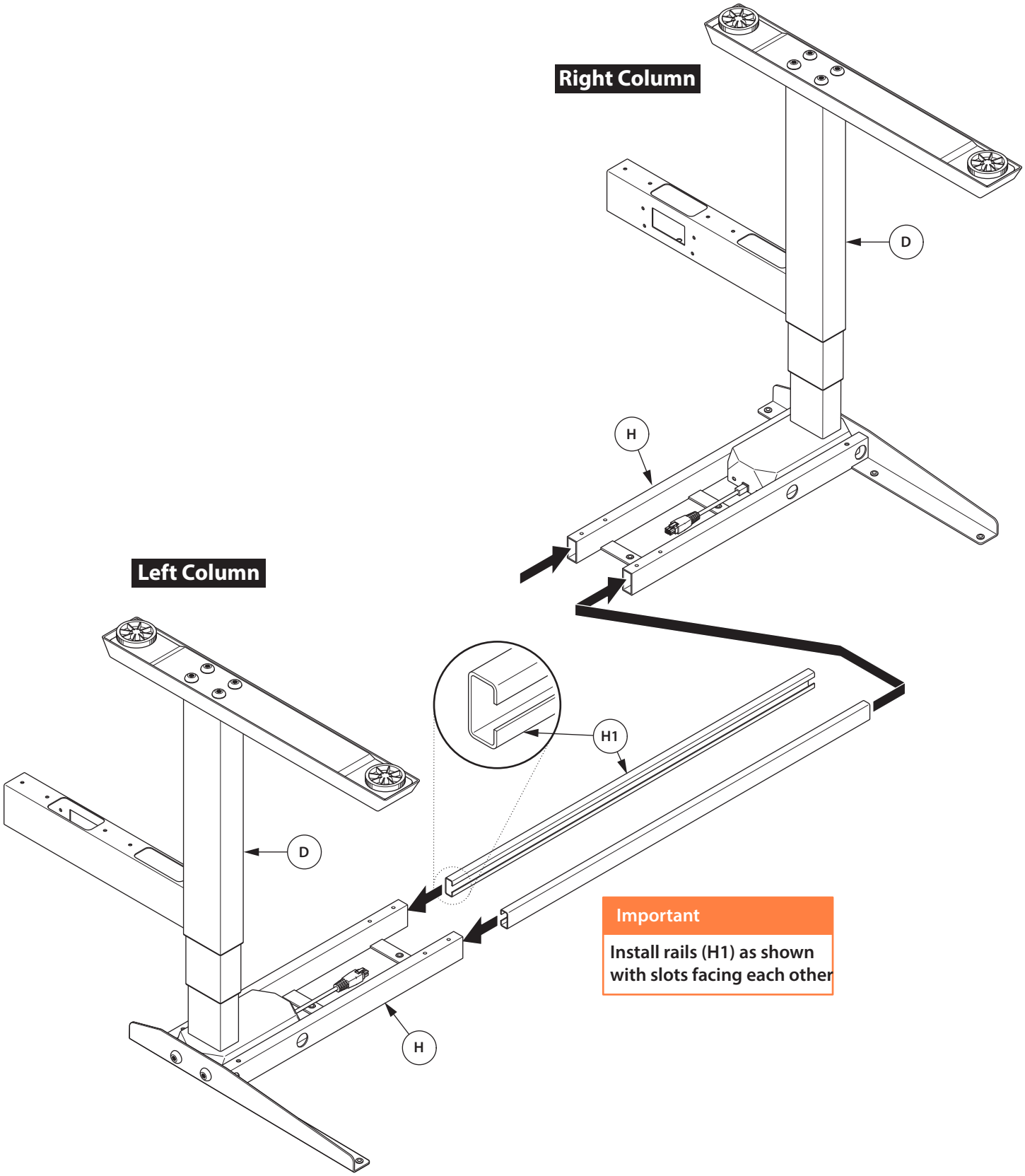


6 Install feet (R)



NOTE: Install stanchions **(L)** are optional. Refer to instructions 61000286.

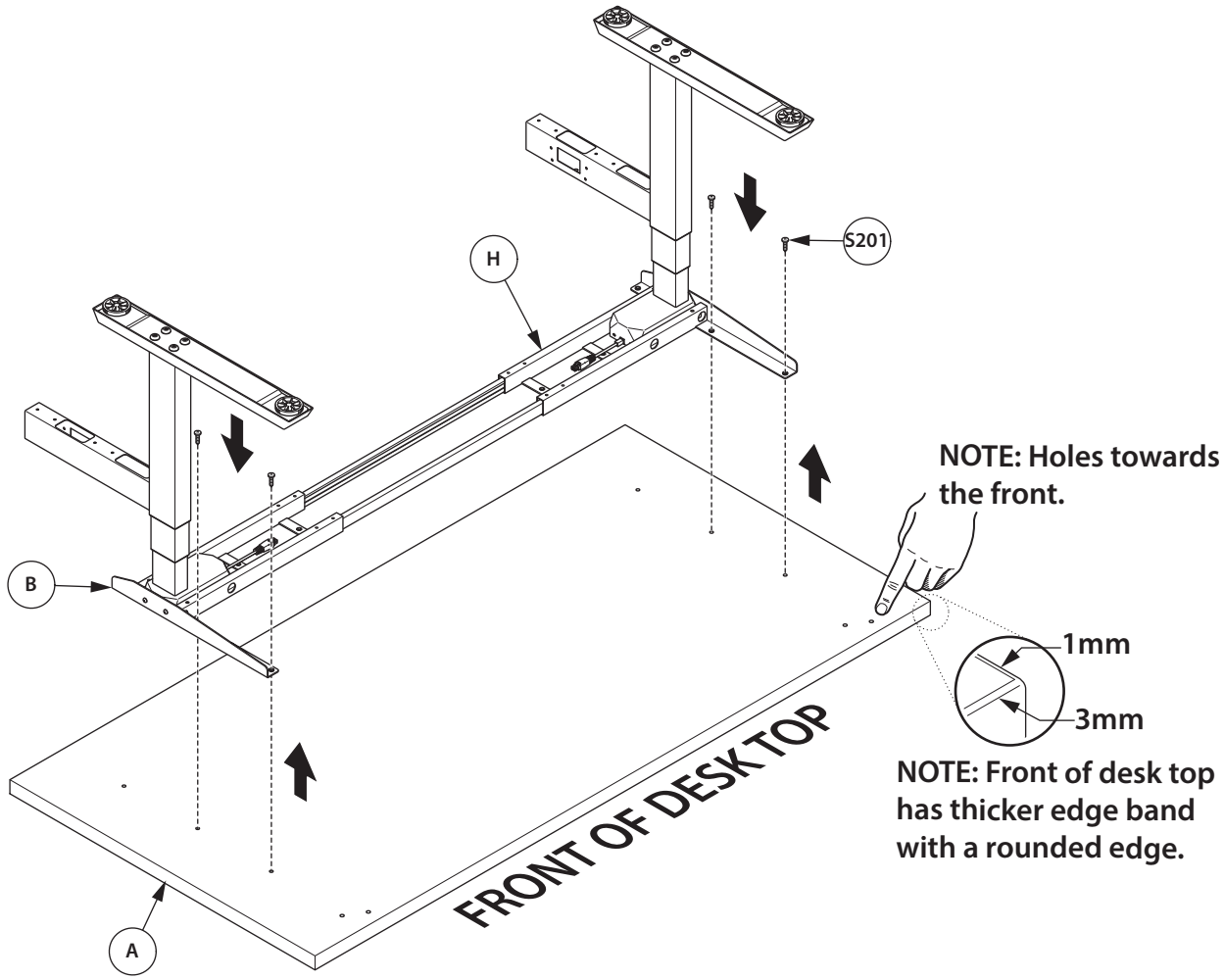
7 Insert rails (H1) into frame (H)

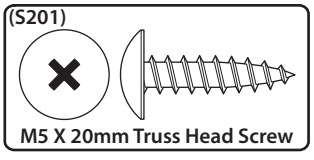


Important

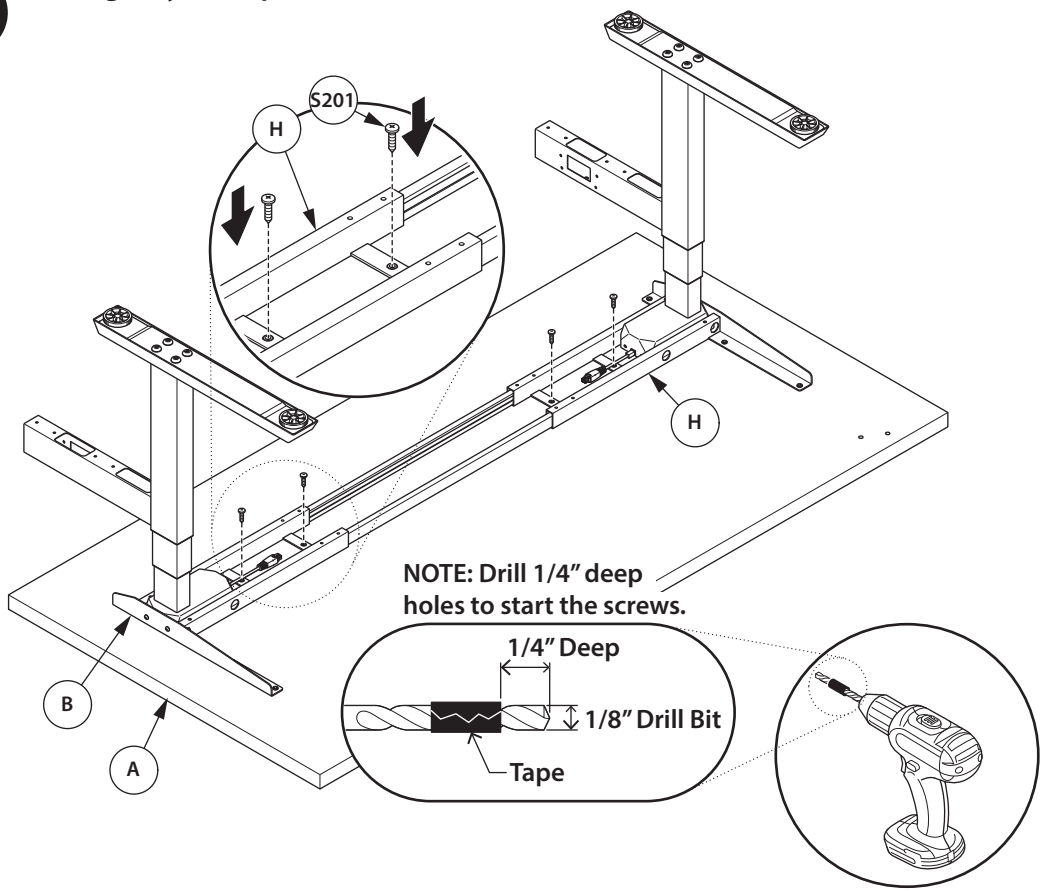
Install rails (H1) as shown with slots facing each other

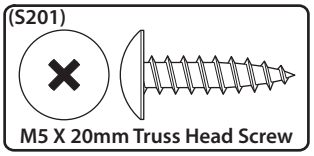
8 Attach frame (H) to desk top (A) - Align holes in brackets (B) with holes in desk top (A)





9 Drilling may be required to start screws (S201)

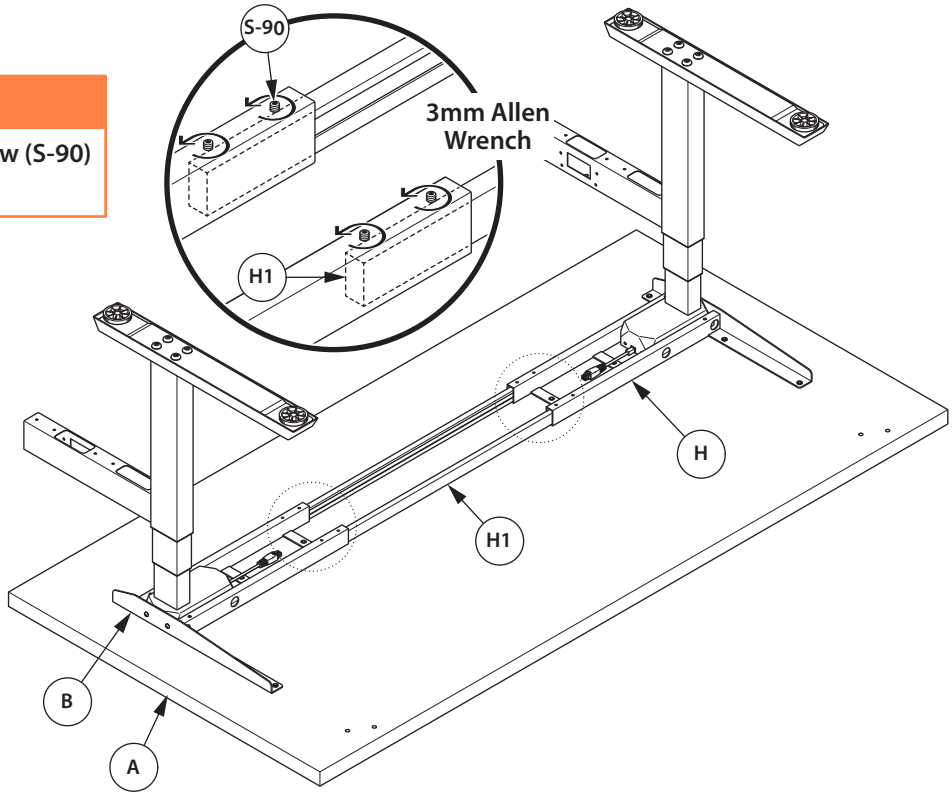


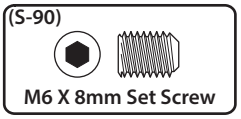


10 Install 8 set screws (S-90) per work top (A) as shown

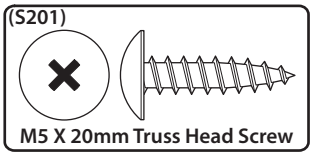
Important

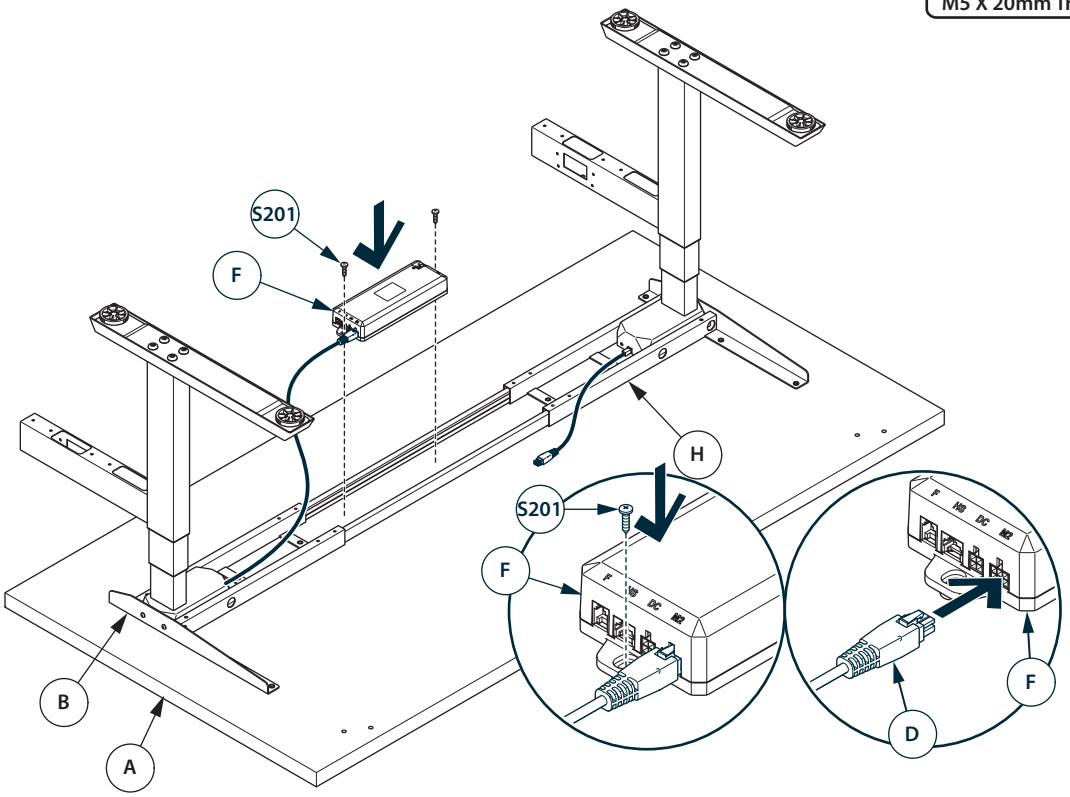
Make sure set screw (S-90) engage rails (H1).





11 Install control box (F) as shown

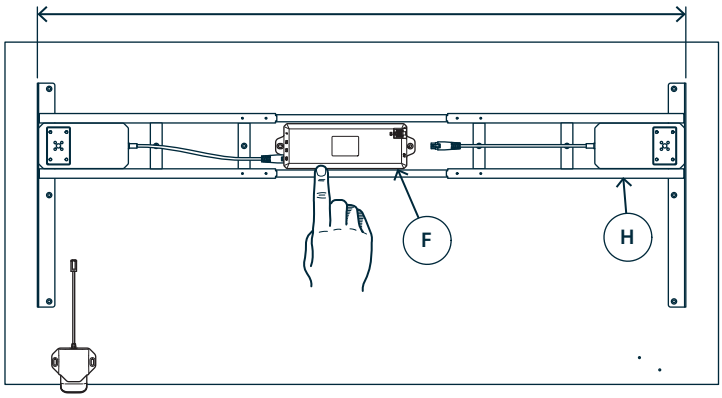




Important

Make sure control box (F) is firmly attached to the worksurface

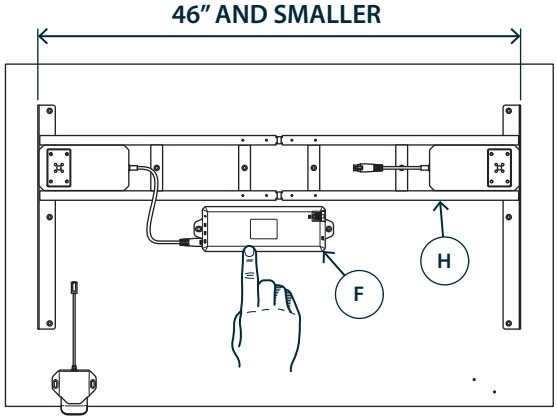
52" AND LARGER



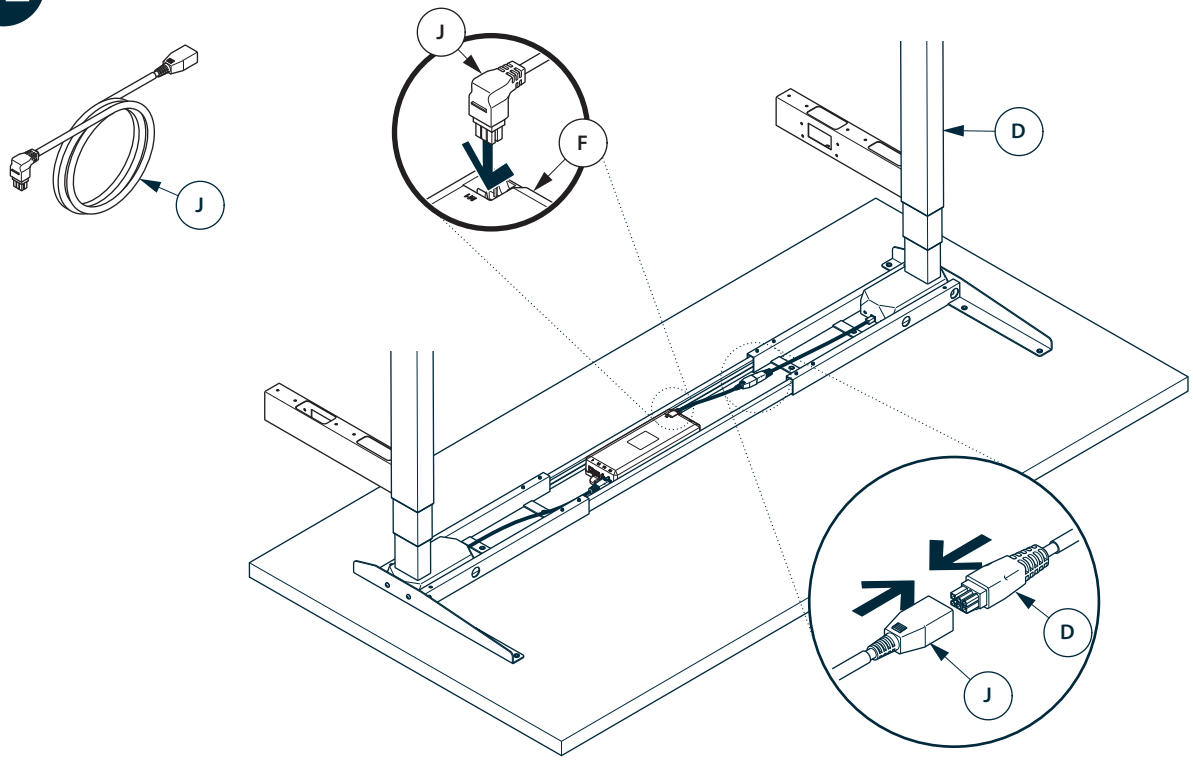
OR

NOTE: For frame (H) less than 46 inches wide mount control module (F) outside of frame (H) as shown below.

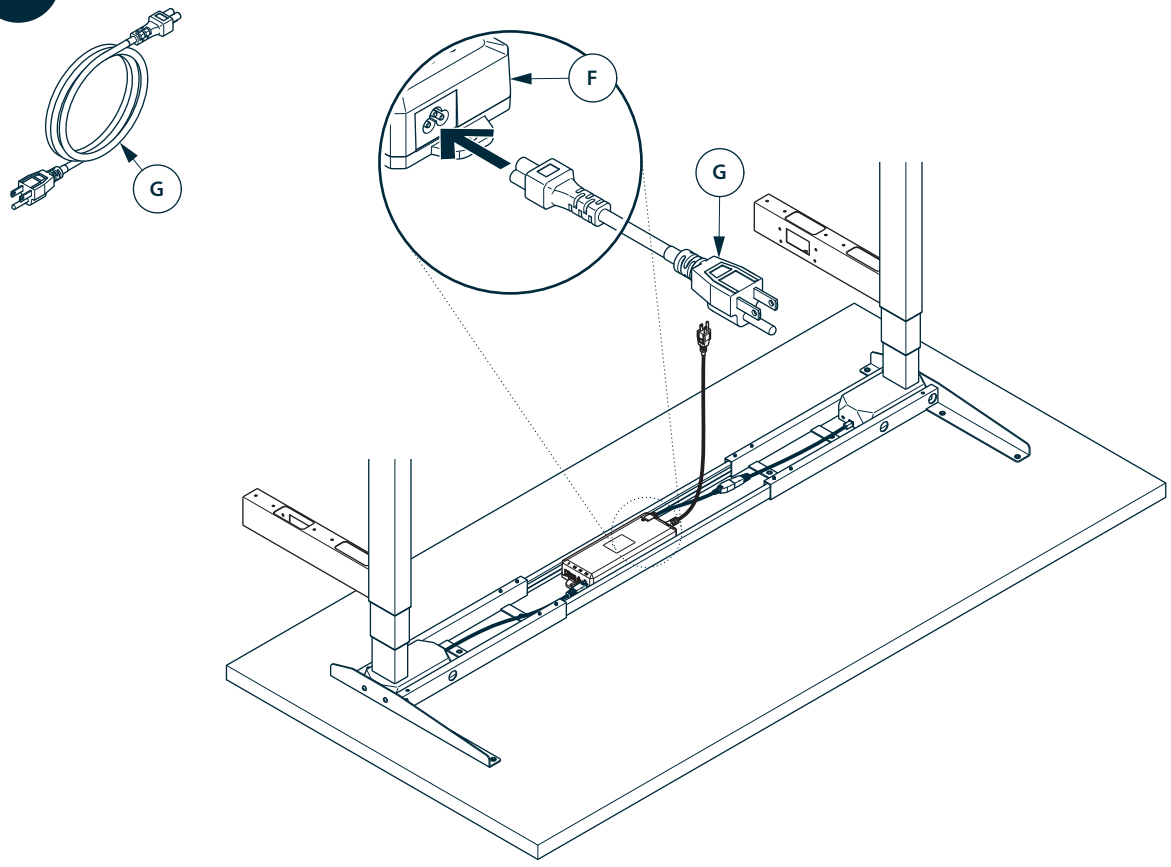
46" AND SMALLER



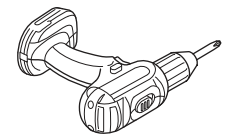
12 Plug motor extension cable (J) into control box (F) and column (D) as shown

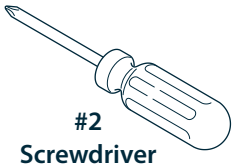


13 Plug power cable (G) into control box (F) as shown



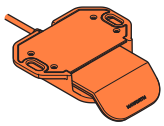
14 Install paddle handset (C)



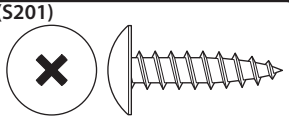


#2
Screwdriver

NOTE: This step is for this paddle shown.



(S201)

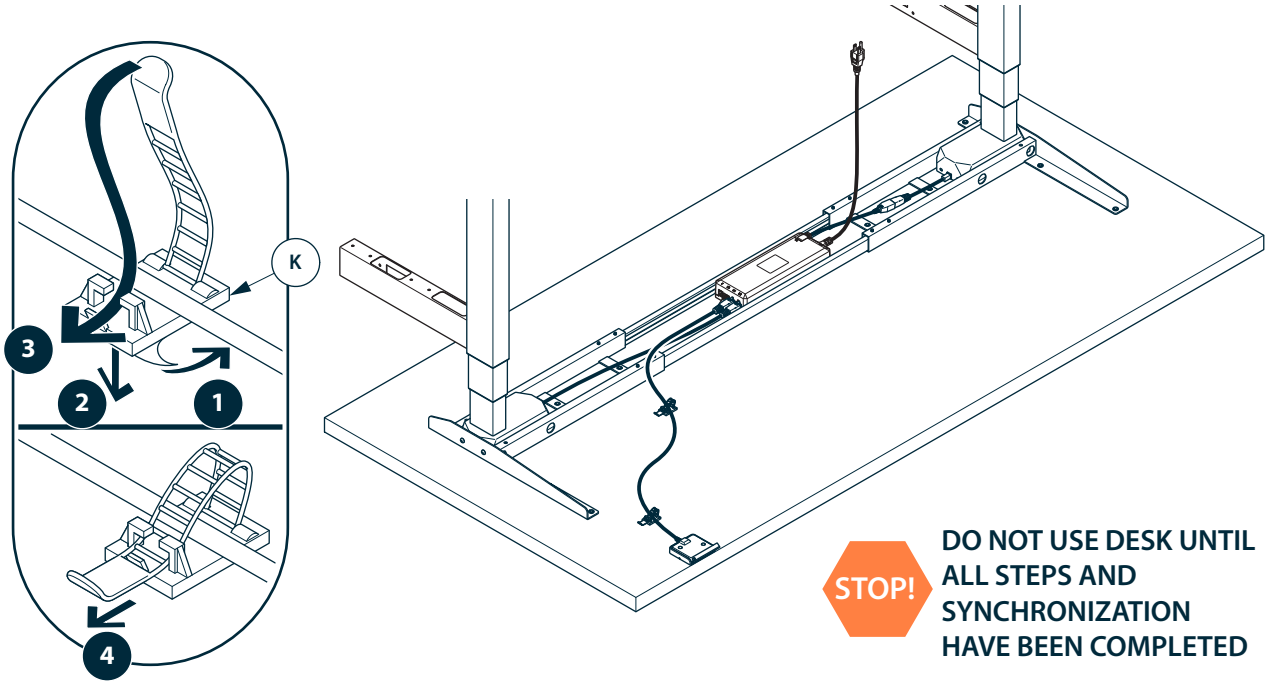


M5 X 20mm Truss Head Screw

STOP!

DO NOT USE DESK UNTIL ALL STEPS AND SYNCHRONIZATION HAVE BEEN COMPLETED

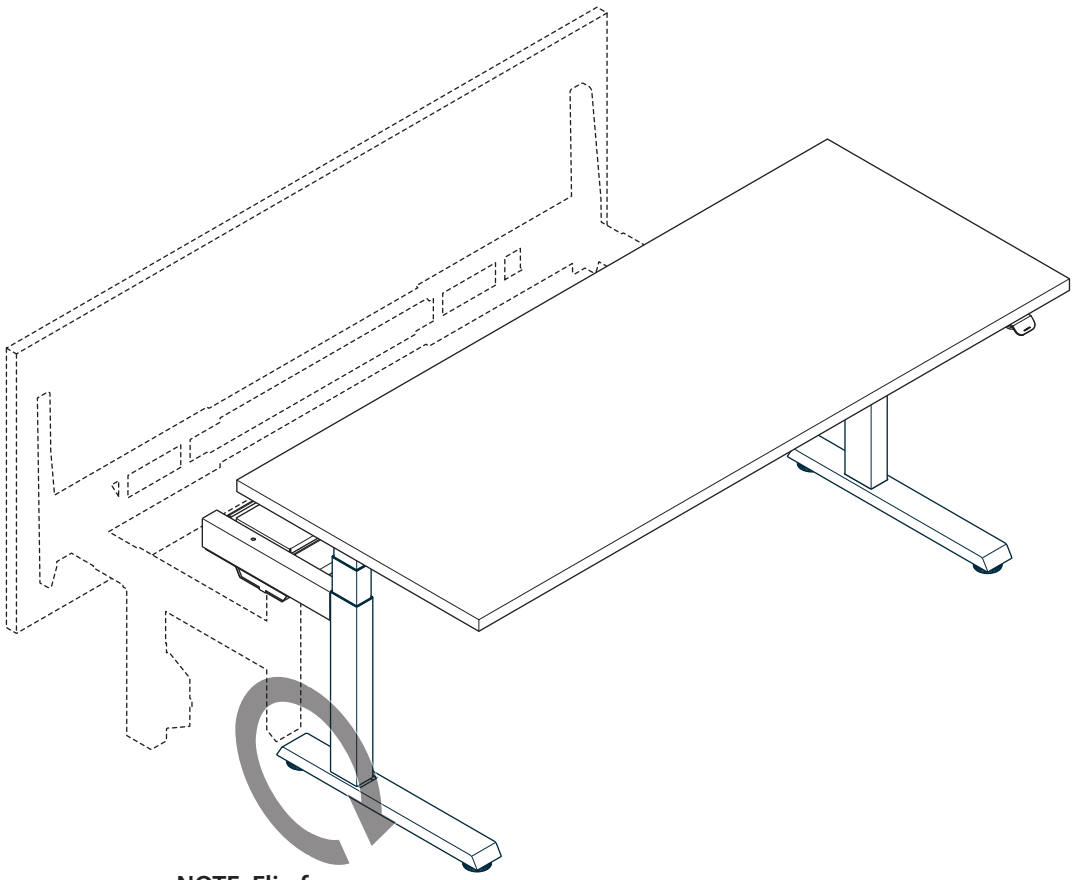
15 Install cable clips (K) as shown



STOP!

DO NOT USE DESK UNTIL ALL STEPS AND SYNCHRONIZATION HAVE BEEN COMPLETED

16 Flip frame assembly to feet



NOTE: Flip frame assembly to feet.

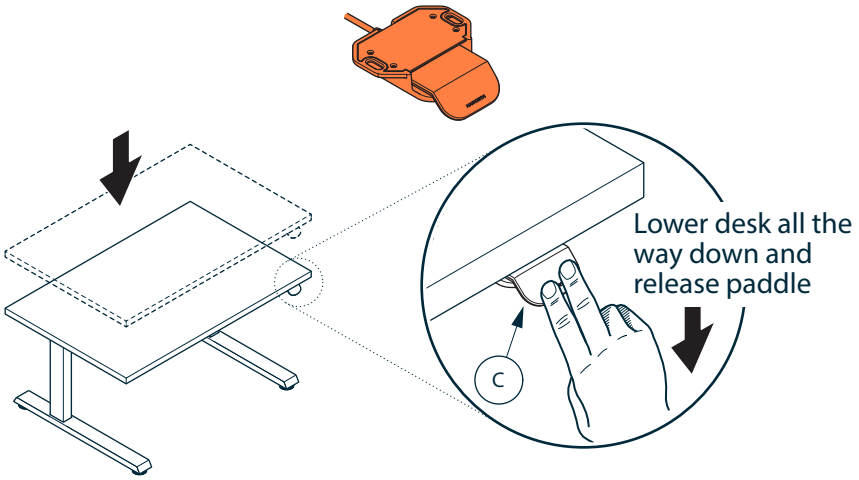
STOP!

DO NOT USE DESK UNTIL ALL STEPS AND SYNCHRONIZATION HAVE BEEN COMPLETED

SYNCHRONIZE DESK

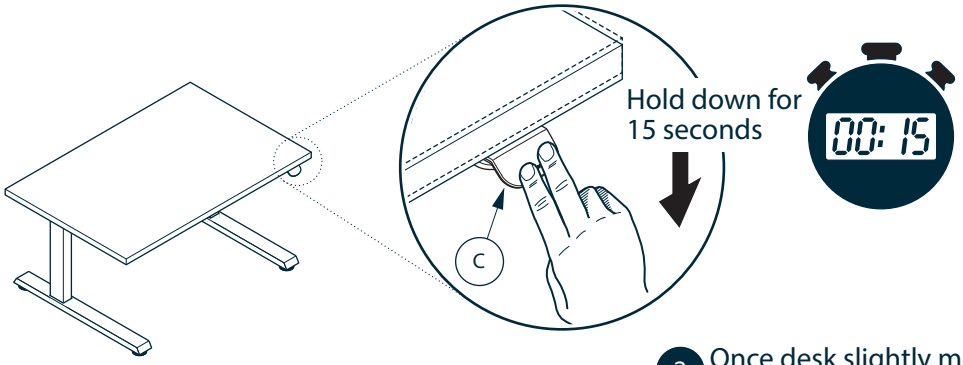
17 Lower desk all the way down using paddle handset (C)

NOTE: Desk must be synchronized prior to first use, monthly to maintain synchronization, every time power is interrupted, and any time a cable, plug or paddle is plugged into the control box.



- If table is already at lowest position skip to step 17.
- If table will not go up or down, skip to step 18; hold down paddle until desk reaches its lowest point and moves up slightly.
- If table will go down but not up, step 17 is already complete, skip to step 18.

18 Press paddle handset (C) again and hold until it slightly moves up



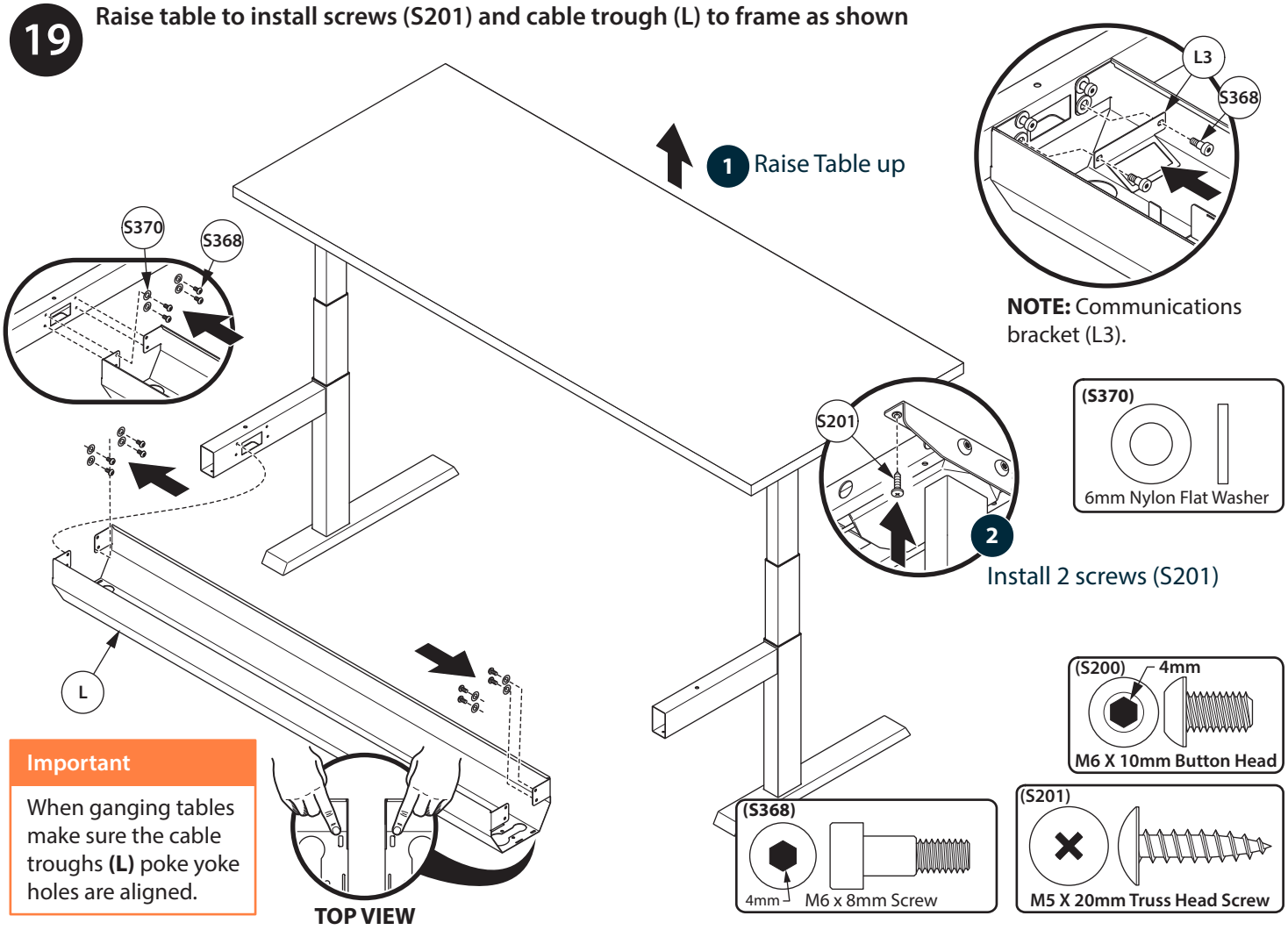
NOTE: Desk must be synchronized prior to first use, monthly to maintain synchronization, every time power is interrupted, and any time a cable, plug or paddle is plugged into the control box.

2. Once desk slightly moves up, release.

3. Your desk has synchronized and is ready to be used.

- If the process has been completed and the desk did not move up slightly, wait 30 minutes and try again, holding the paddle for 20 seconds instead of 15.
- If it still does not synchronize, unplug desk for 30 minutes, then plug it back in and go through steps 17-18 again.

19 Raise table to install screws (S201) and cable trough (L) to frame as shown



NOTE: Communications bracket (L3).

(S370)
6mm Nylon Flat Washer

Install 2 screws (S201)

(S200) 4mm
M6 X 10mm Button Head

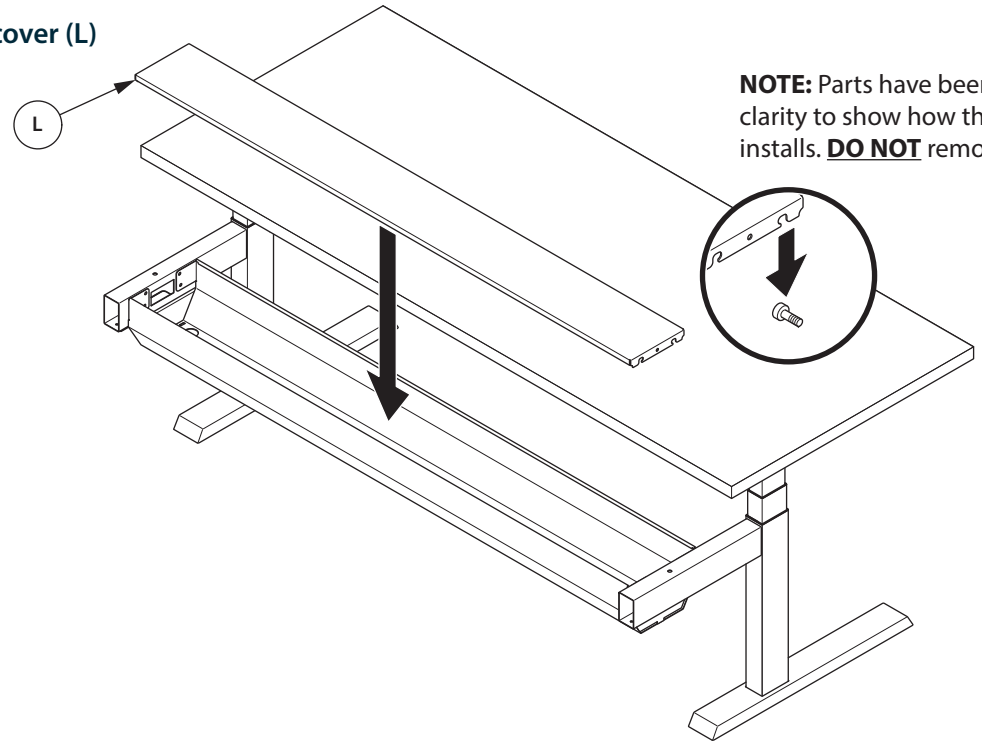
(S368)
4mm M6 x 8mm Screw

(S201)
M5 X 20mm Truss Head Screw

Important

When ganging tables make sure the cable troughs **(L)** poke yoke holes are aligned.

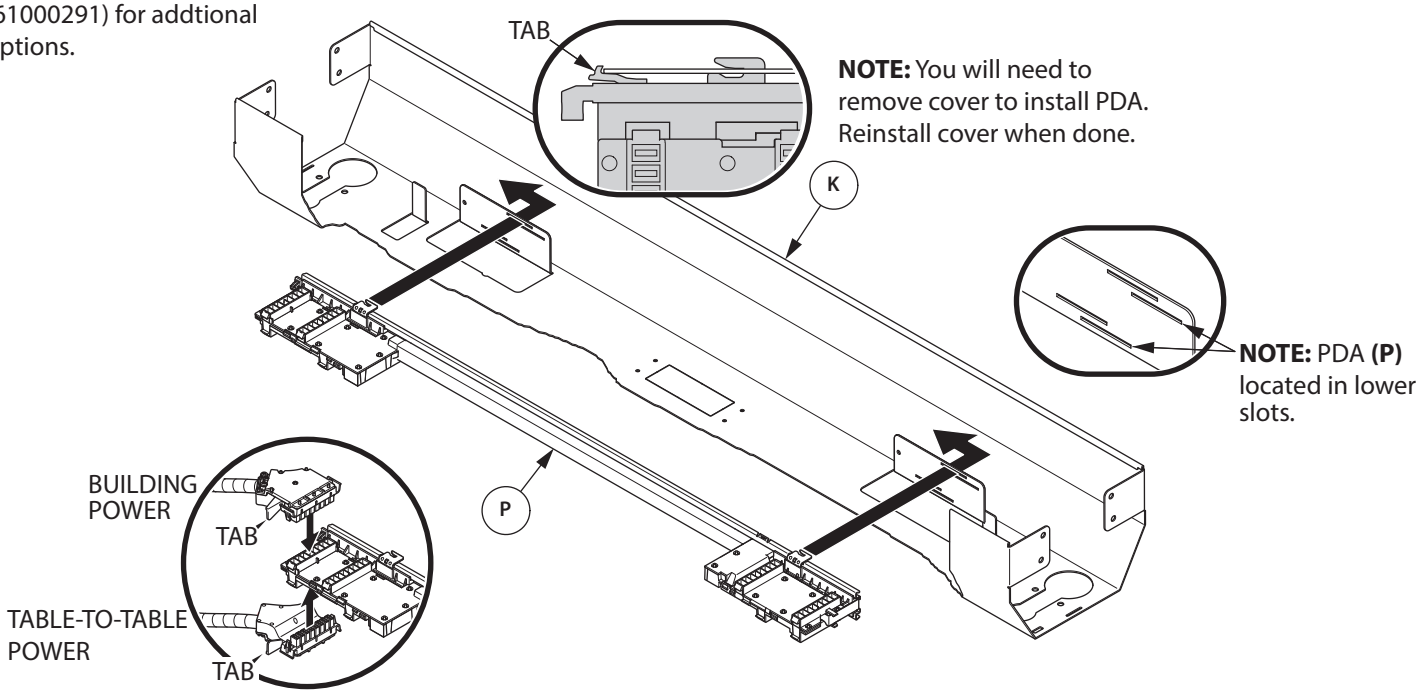
20 Install cover (L)



NOTE: Parts have been removed for clarity to show how the cover **(L)** installs. **DO NOT** remove any parts.

21 Install PDA (P) and other options

NOTE: Refer to instructions (61000291) for addtional options.



SYNCHRONIZATION INTERVALS

22

Be sure to synchronize your desk as noted on page 17 to keep it calibrated and functioning properly.

1) Before first use

2) After any cables/cords are disconnected/reconnected or after servicing any component (swapping out paddles, disconnecting/reconnecting the cables/cords, etc.)

3) After any interruption in power or loss of power (or any time the power cord is unplugged from the outlet and plugged back in)

4) Monthly to maintain optimum desk performance