HAWORTH

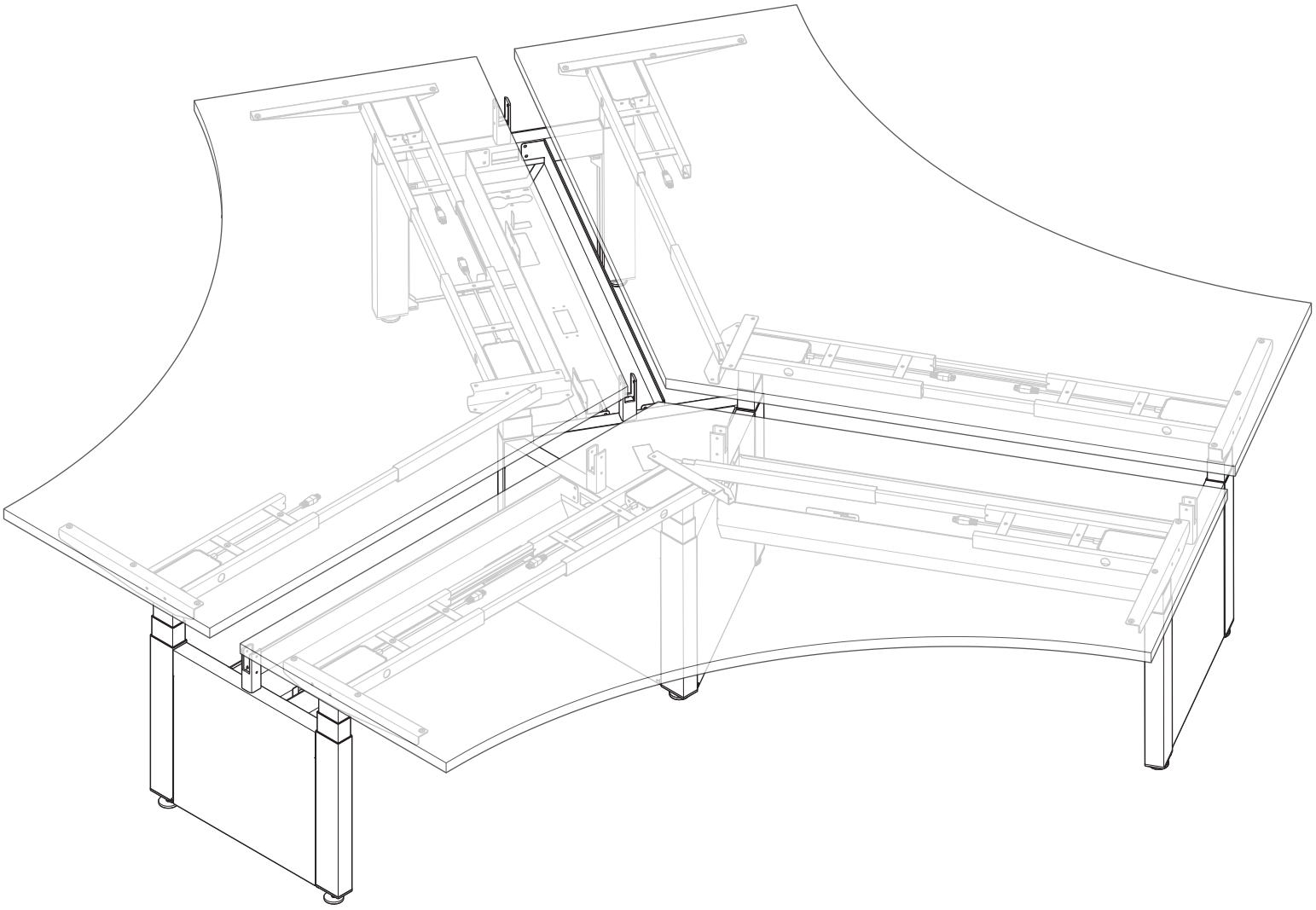
Upside 120 Bench

Assembly Instructions

Congratulations on your purchase of a new Upside 120 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 benches
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: 350 lbs

Electrical Rating

120V, 60Hz, 6.0Amp

V6 Control Box

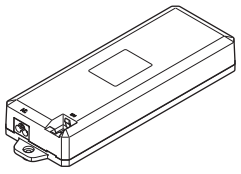
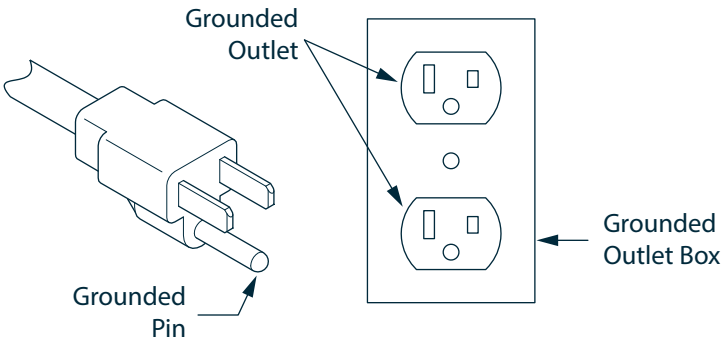
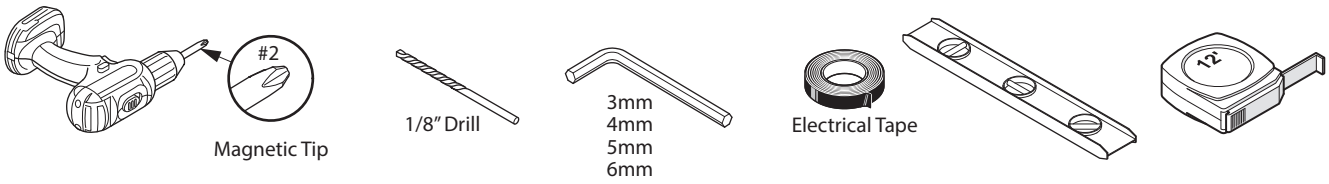


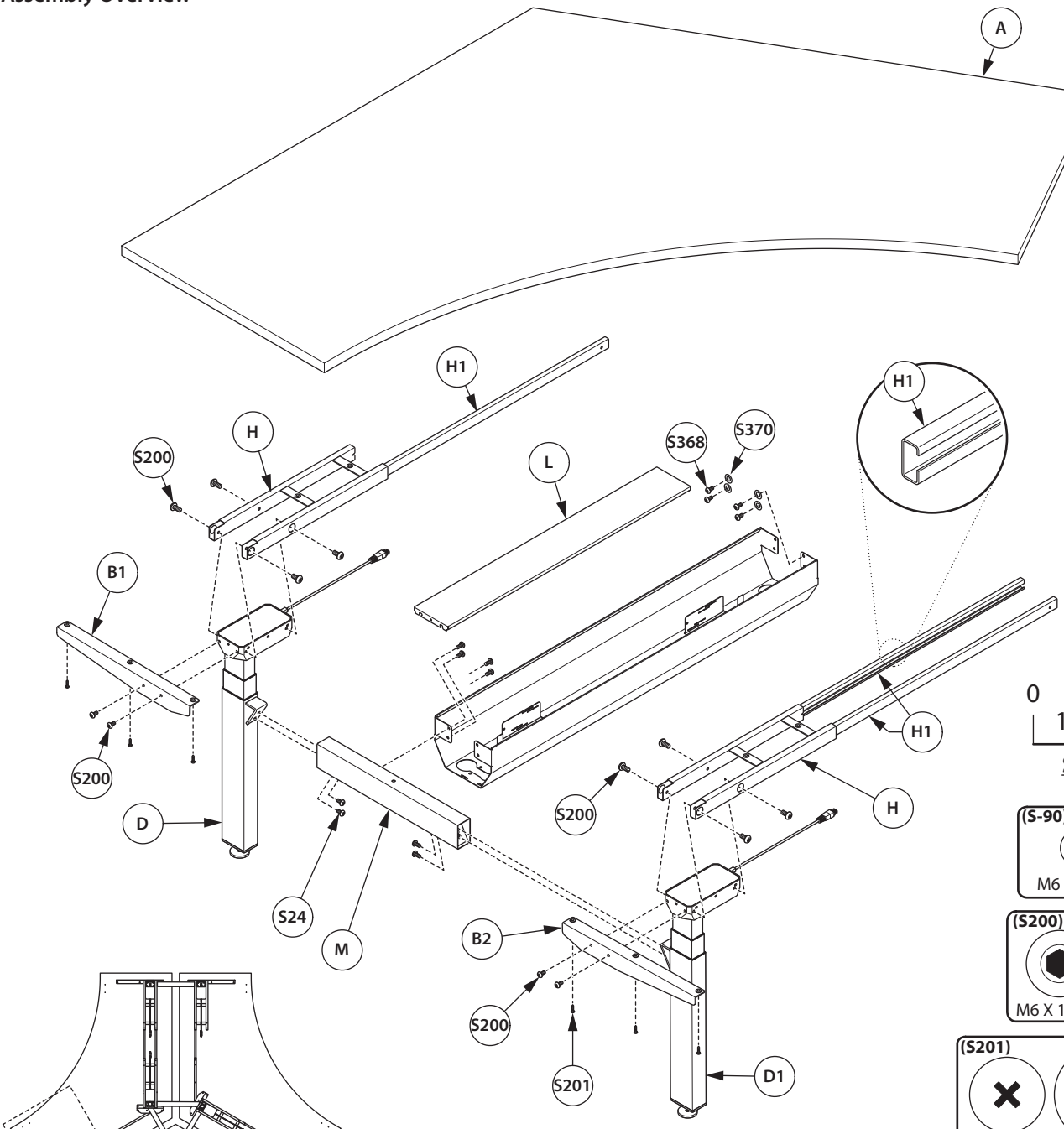
Figure 1



Tools Required



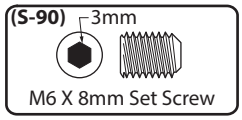
Assembly Overview

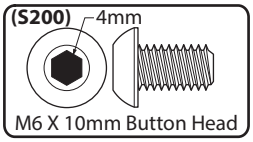


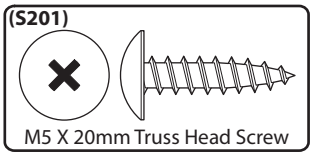
TOP VIEW

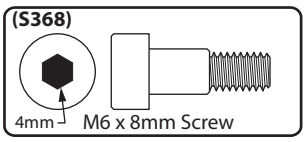
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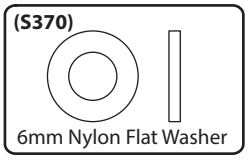
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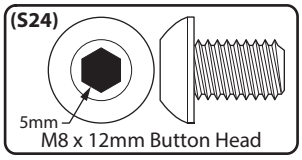




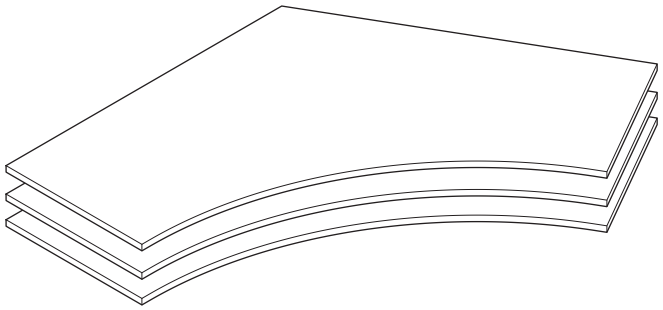




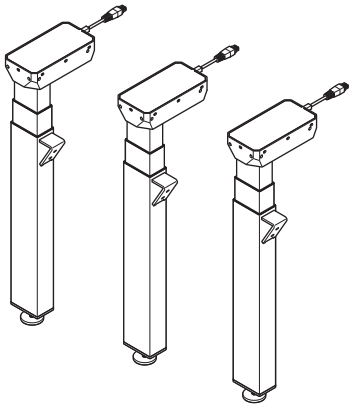




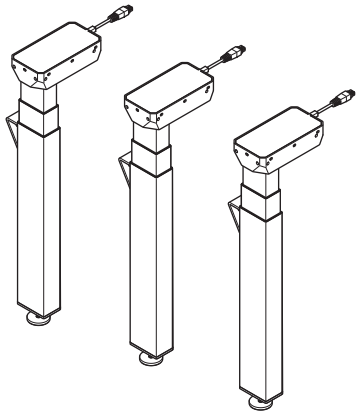
(A) Worksurfaces - Qty. 3



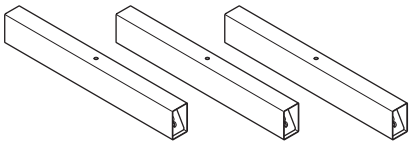
(D) Column (Left) - Qty. 3



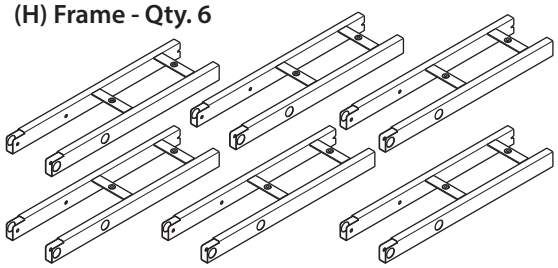
(D1) Column (Right) - Qty. 3



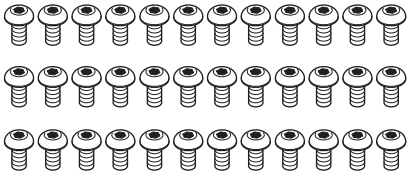
(M) Column Crossmember - Qty. 3



(H) Frame - Qty. 6

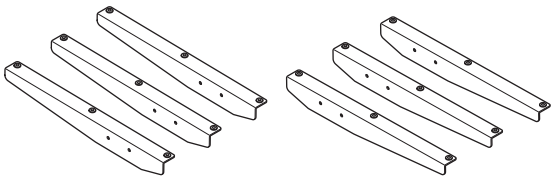


(S200) M6 X 10mm Button Head - Qty. 36

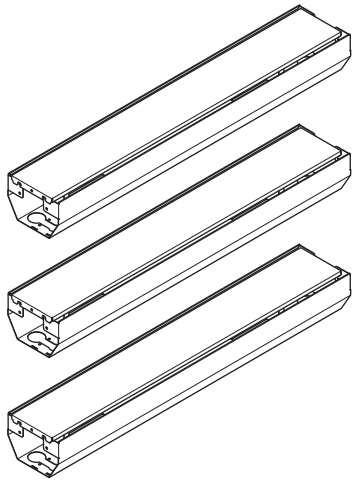


(B) Worksurface Bracket - Qty. 6

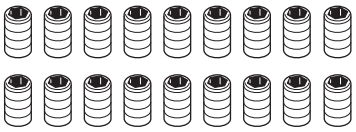
(B1) Left **(B2) Right**



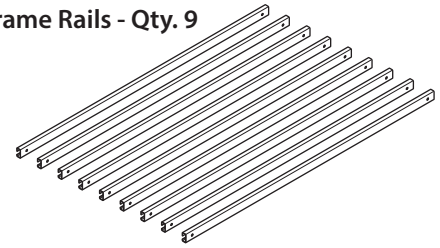
(L) Cable Trough - Qty. 3



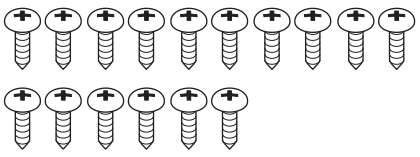
(S-90) M6 X 8mm Set Screw - Qty. 18



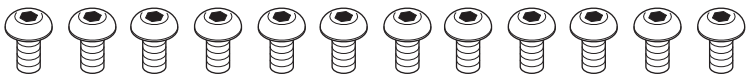
(H1) Frame Rails - Qty. 9



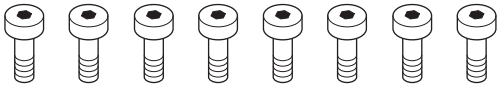
(S201) M5 X 20mm Truss Head Screw - Qty. 18



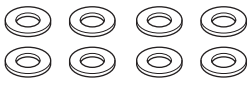
(S24) M8 x 12mm Button Head Bolt - Qty. 12



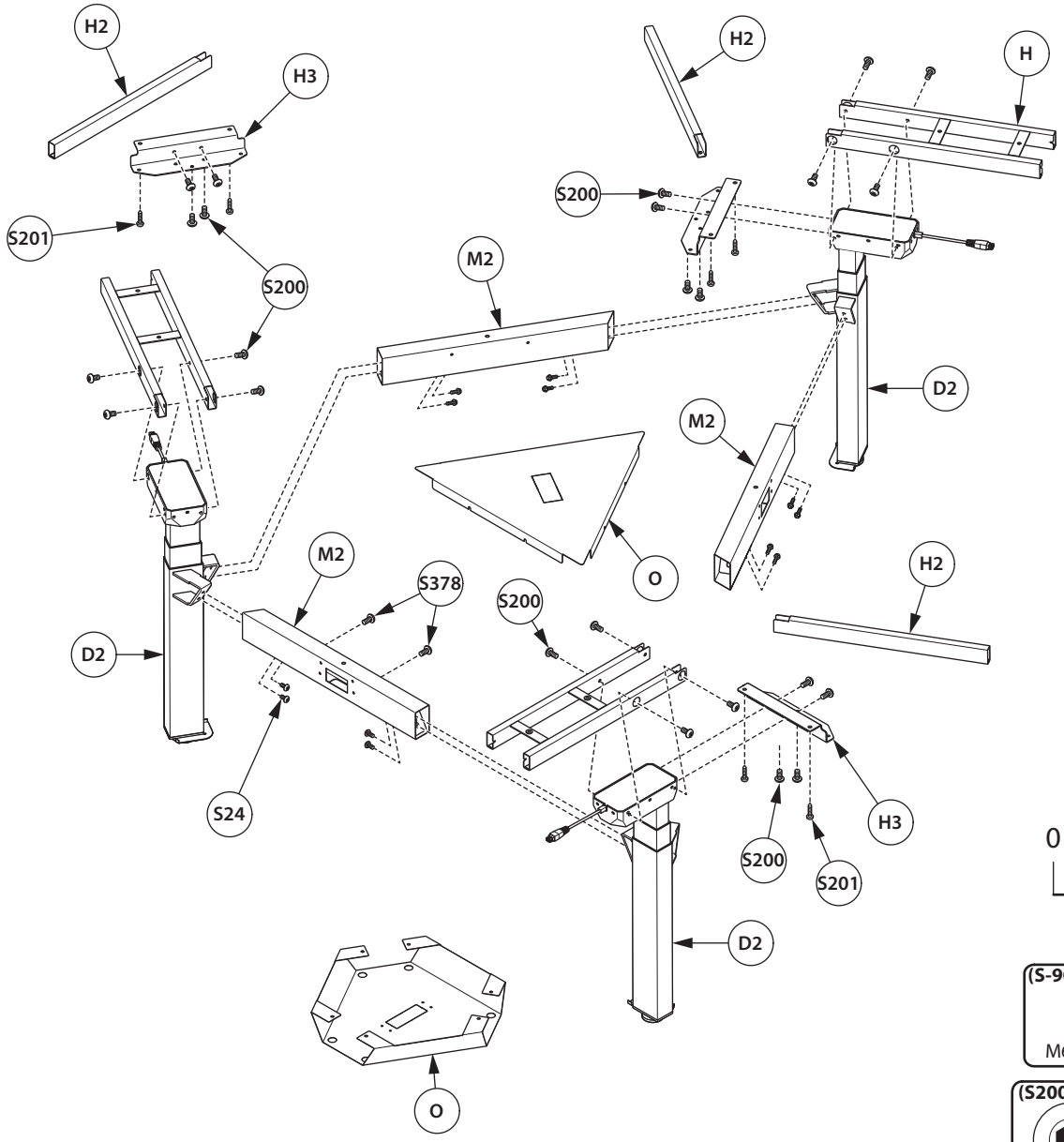
(S368) M6 X 8mm Shoulder Bolt - Qty. 8



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

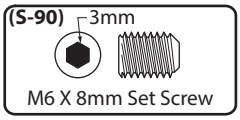


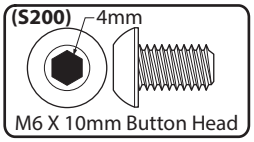
Assembly Overview

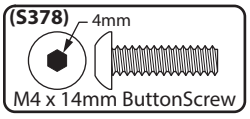


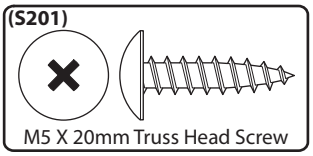
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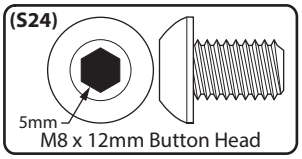
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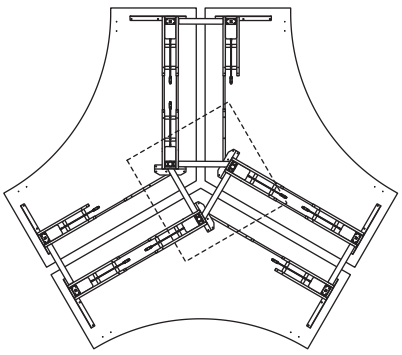




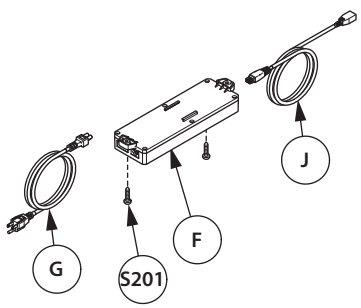




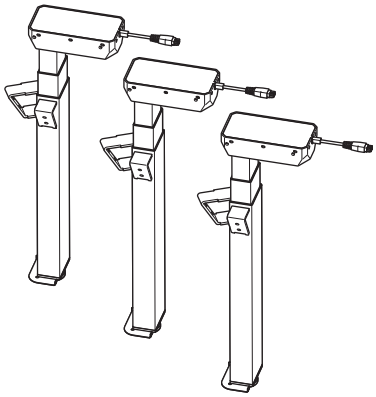




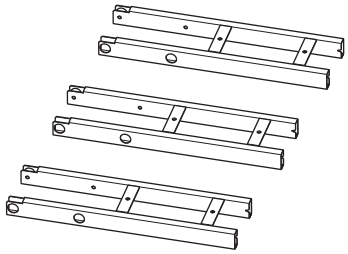
TOP VIEW



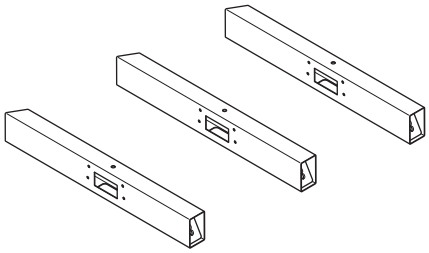
(D2) Column (Center) - Qty. 3



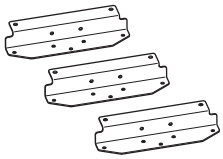
(H) Frame - Qty. 3



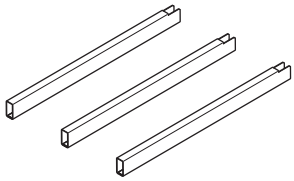
(M2) Center Crossmember (intersection) - Qty. 3



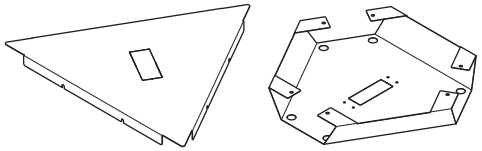
(H3) Center Column Bracket - Qty. 3



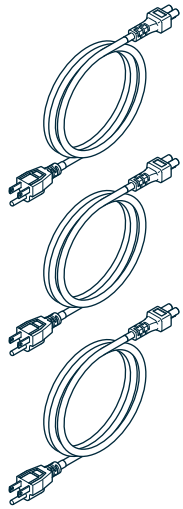
(H2) Center Rail - Qty. 3



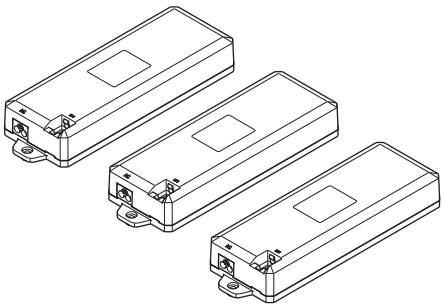
(O) Center Cover with Bottom Tray - Qty. 1



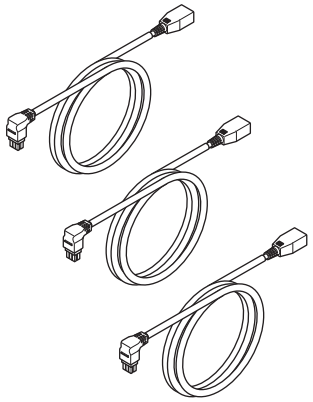
(G) Power Cord - Qty. 3



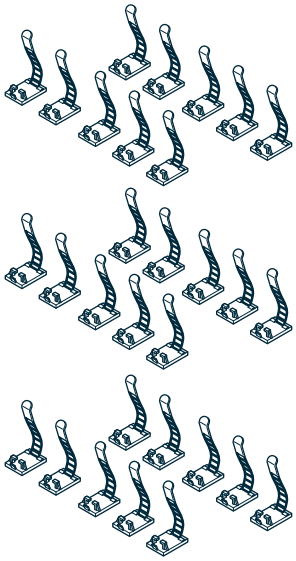
(F) Control Box - Qty. 3



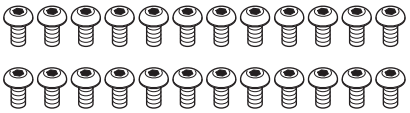
(J) Motor Extension Cable - Qty. 3



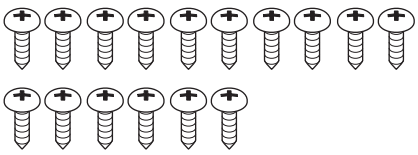
(K) Cable Clips - Qty. 30



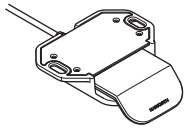
(S200) M6 X 10mm Button Head - Qty. 24



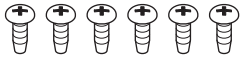
(S201) M5 X 20mm Truss Head Screw - Qty. 18



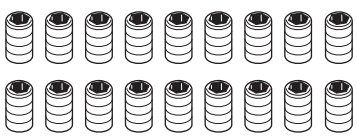
(C) Paddle Handset



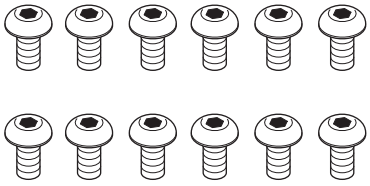
(S120) #10 X 3/8" Screw - Qty. 18



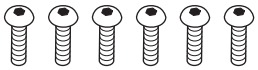
(S-90) M6 X 8mm Set Screw - Qty. 18



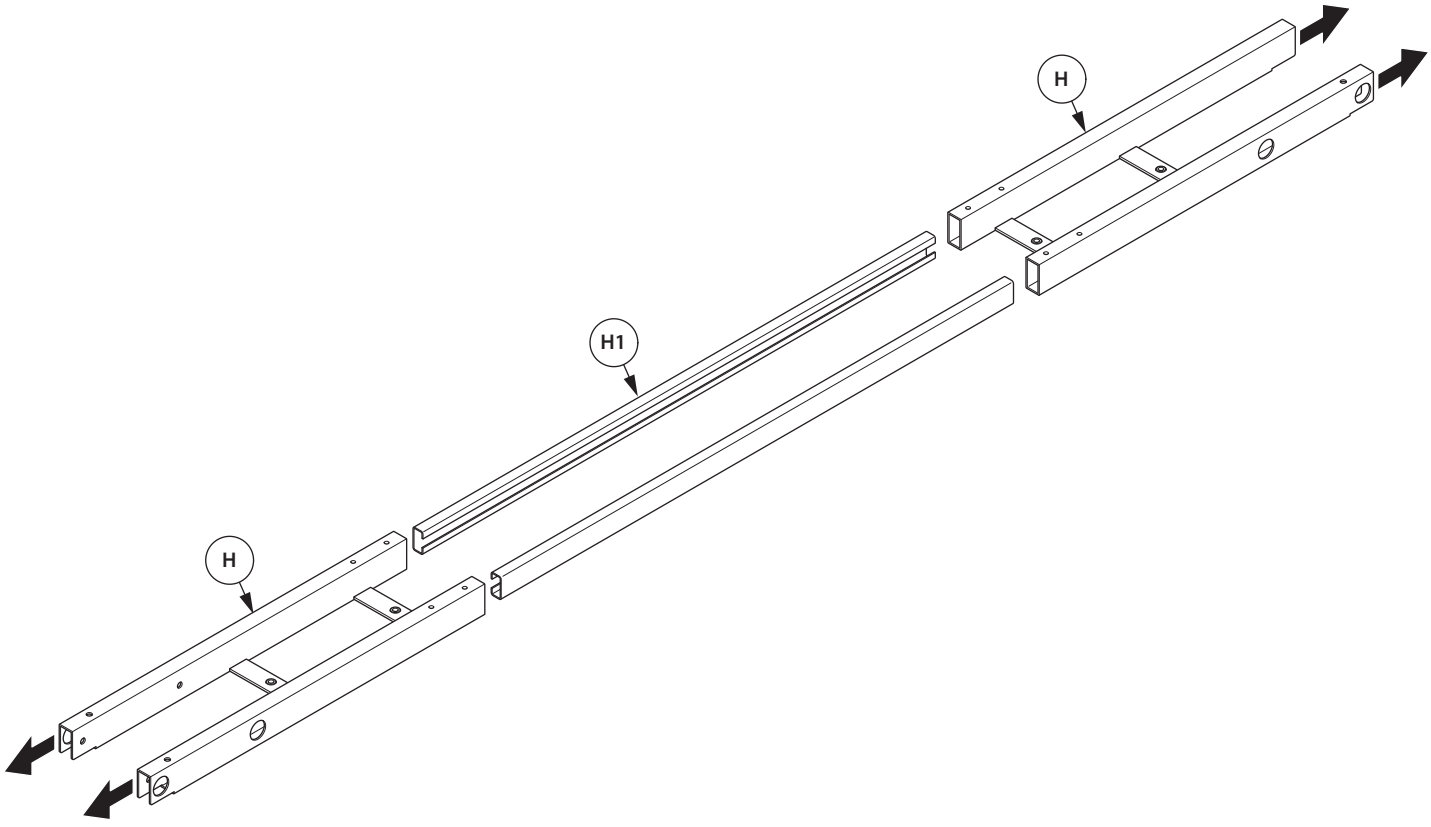
(S24) M8 x 12mm Button Head Bolt - Qty. 12



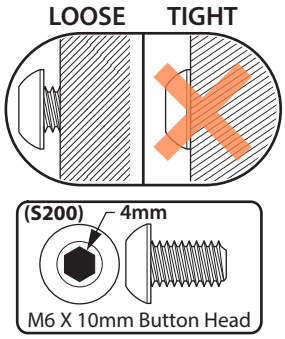
(S378) M4 X 14mm Screw - Qty. 6

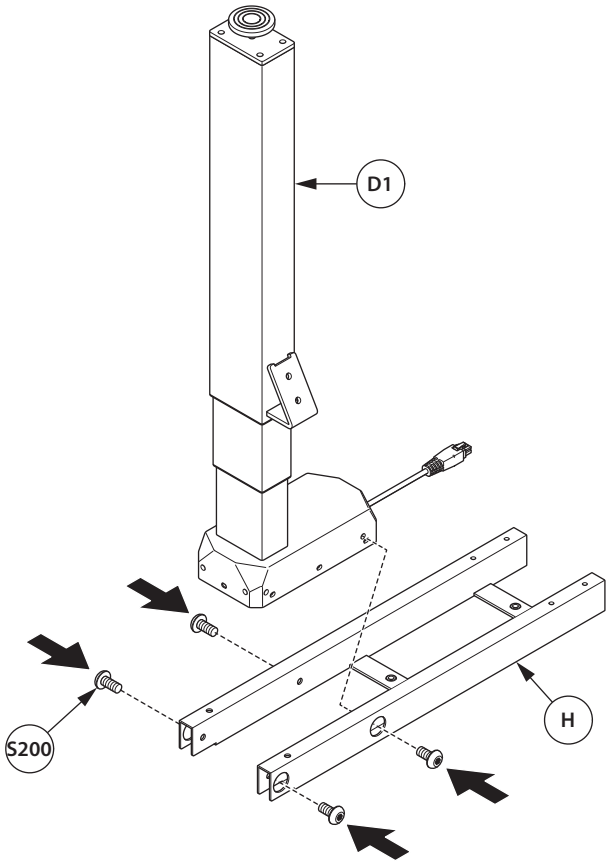


1 **Pull frame (H) off rails (H1) as shown**



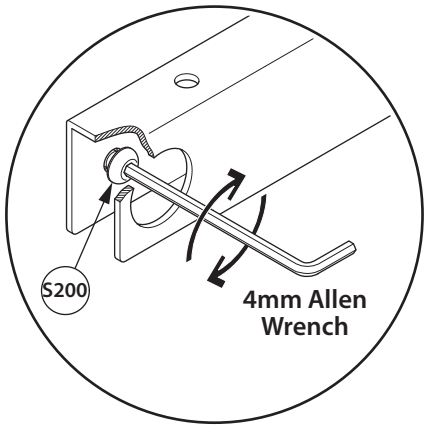
2 Attach column (D1) to frame (H) - Slightly lift column to align holes



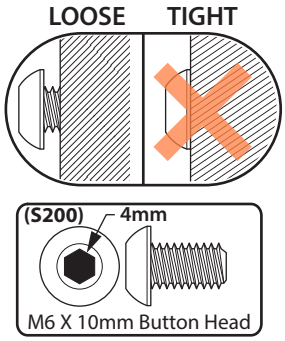


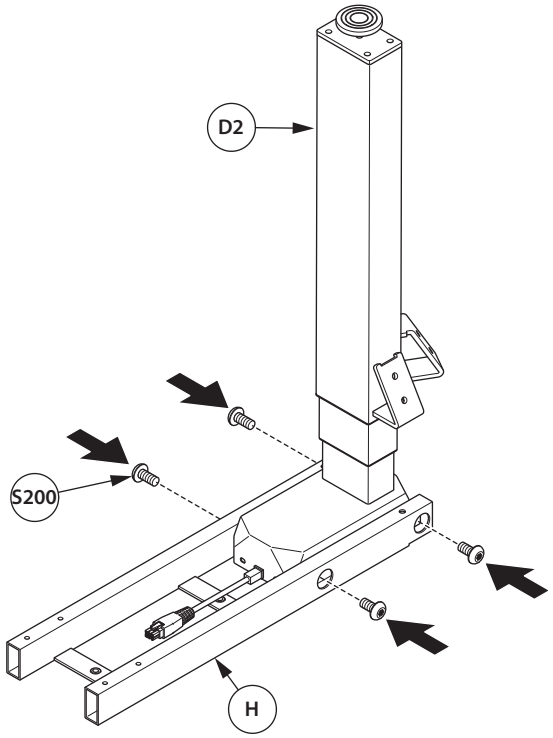
Important

Install screws (S200) LOOSELY



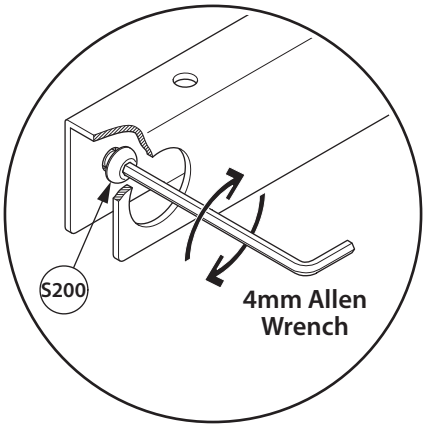
3 Repeat 2nd step 2 to attach 2nd column (D2) to frame (H)



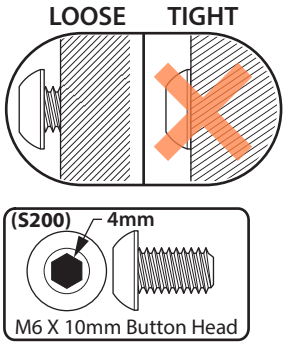


Important

Install screws (S200) LOOSELY



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

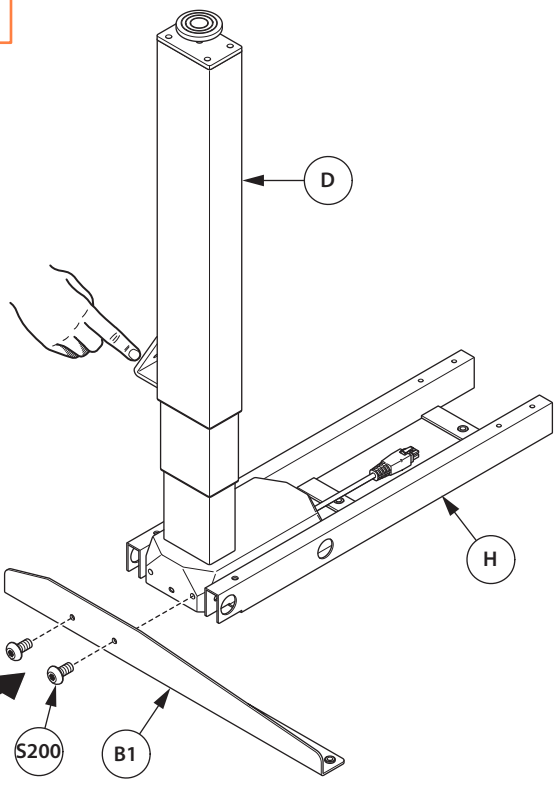


Left Column

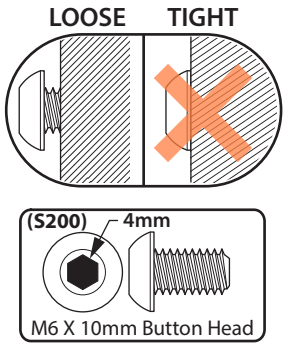
Important

Install screws (S200) LOOSELY

Right Column



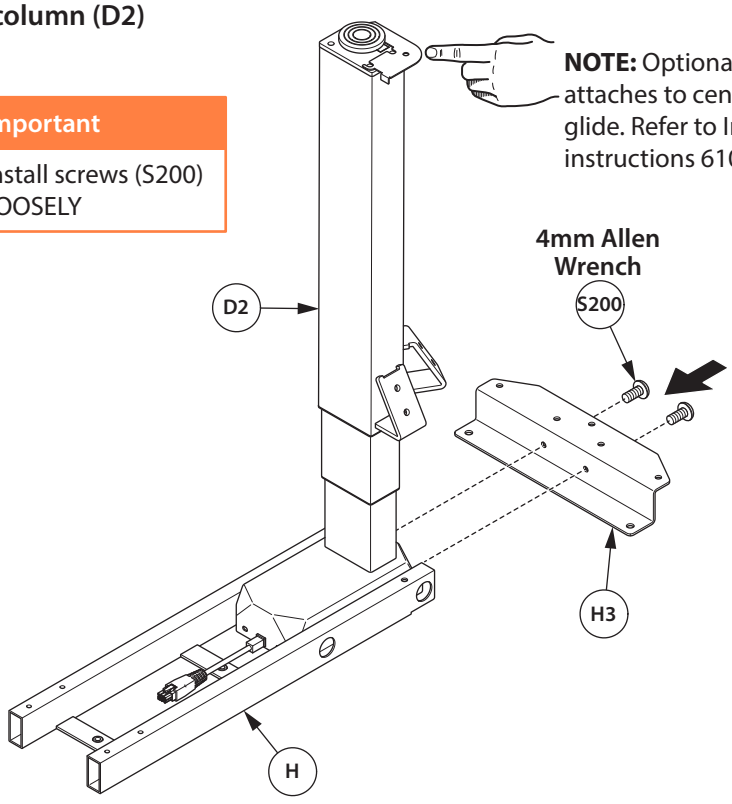
5 Attach bracket (H3) to column (D2)



Important

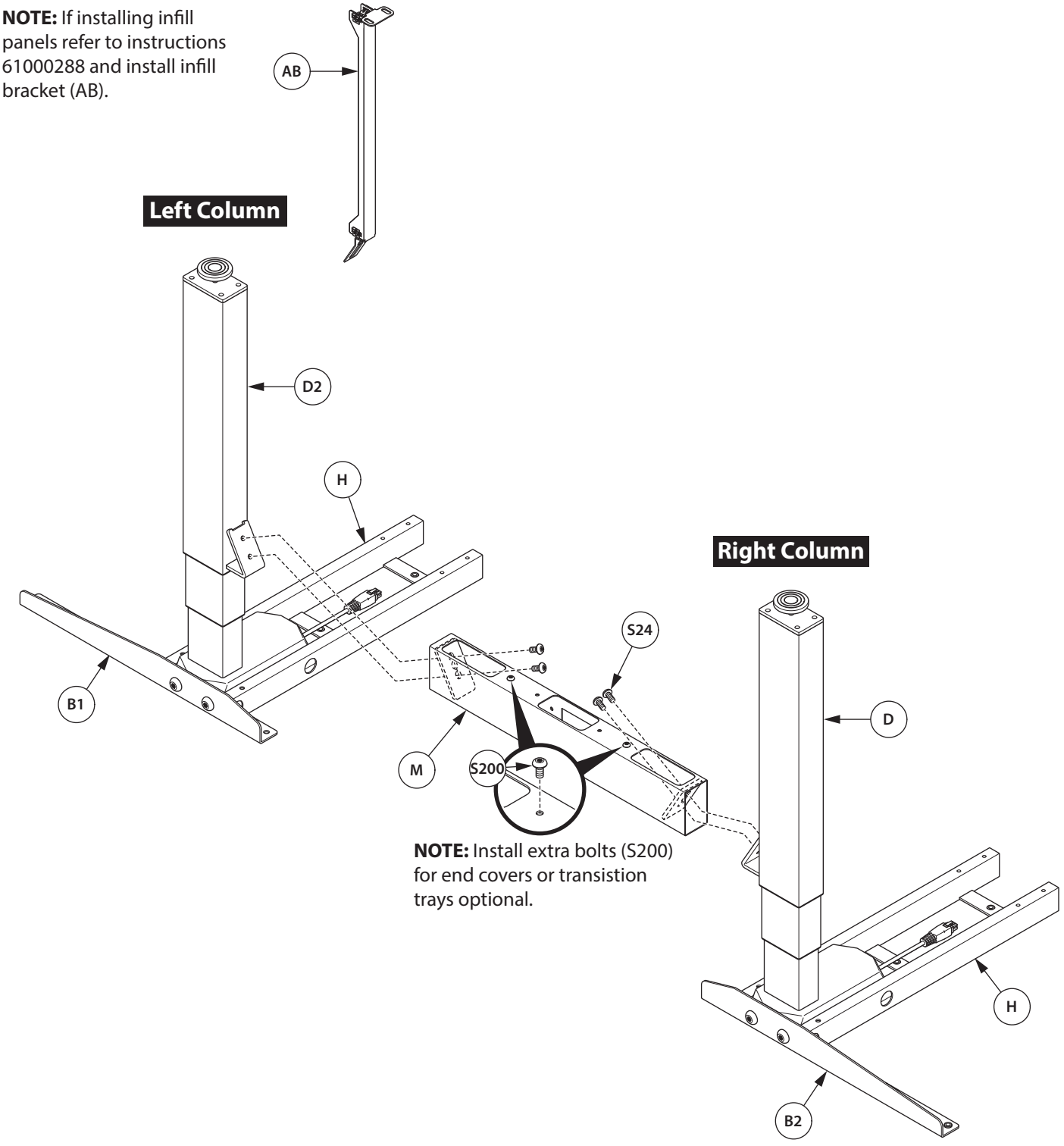
Install screws (S200) LOOSELY

NOTE: Optional: Plate **(H3)** attaches to center leg **(D2)** with glide. Refer to Infill panels instructions 61000288.

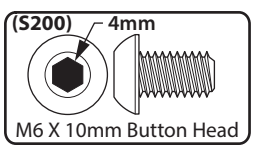


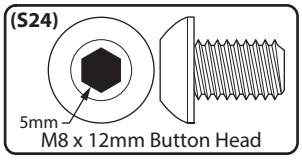
6 Install crossmember (M) to Left (D2) & Right (D) Columns

NOTE: If installing infill panels refer to instructions 61000288 and install infill bracket (AB).

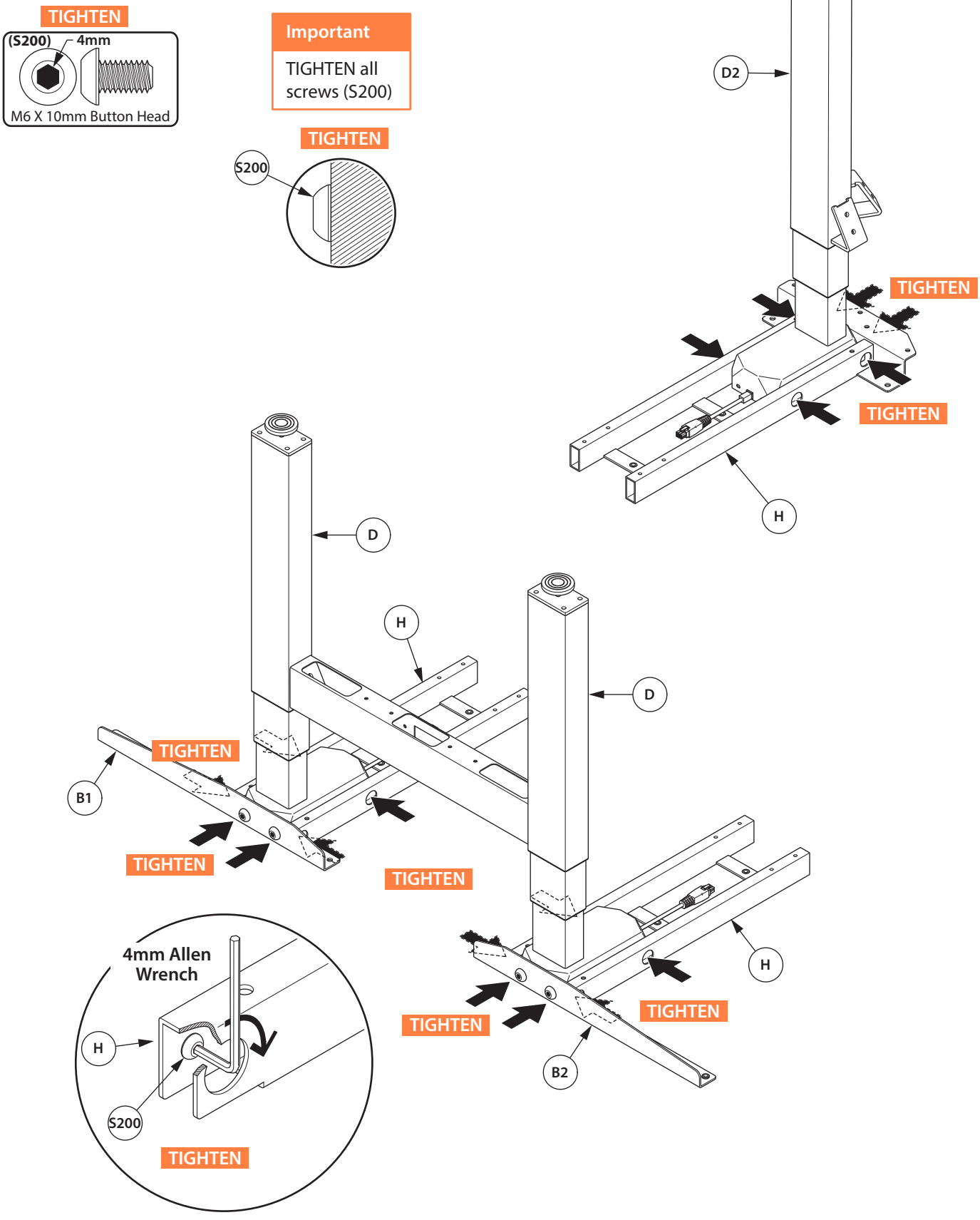


NOTE: Install extra bolts (S200) for end covers or transistion trays optional.

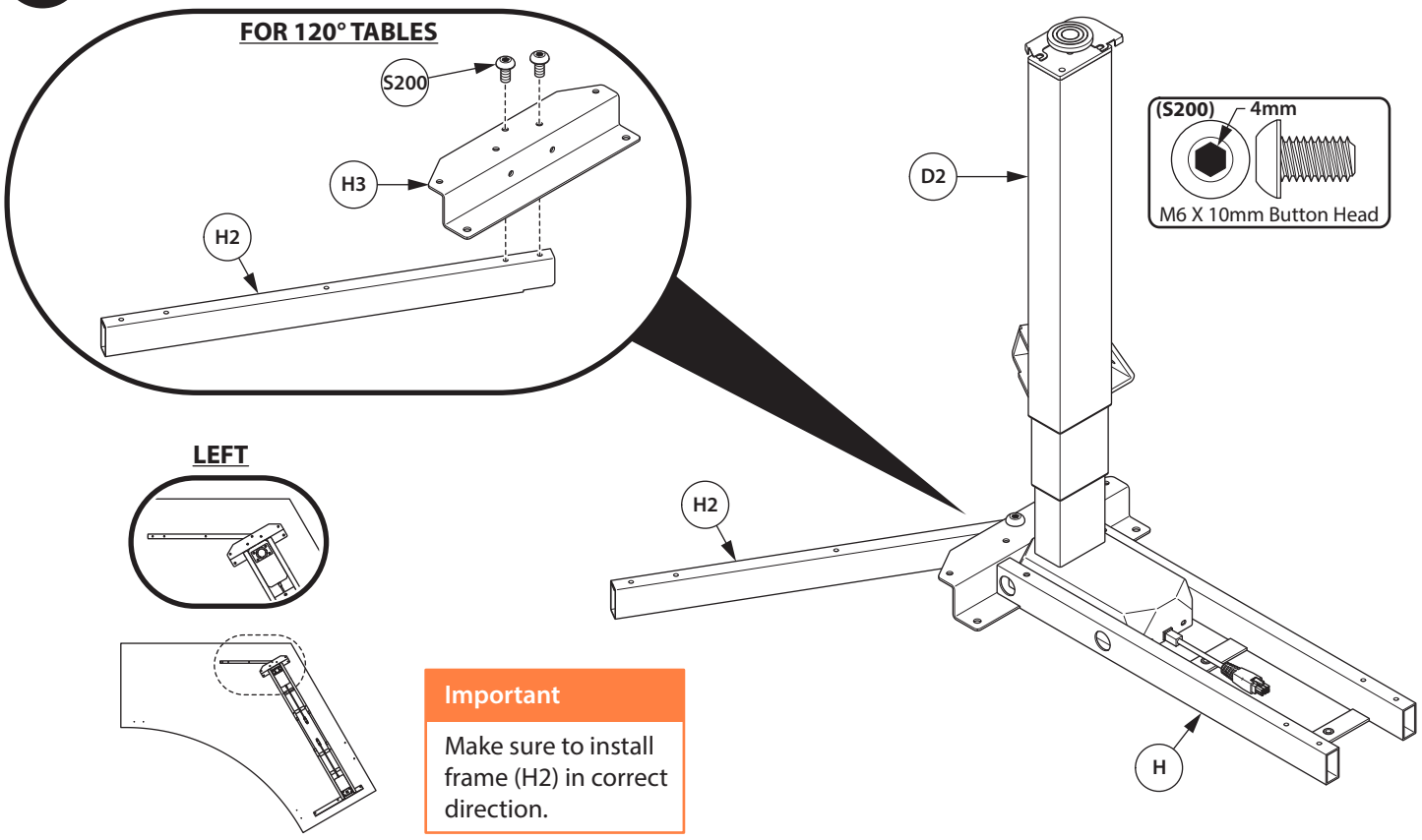




7 Tighten all screws (S200)



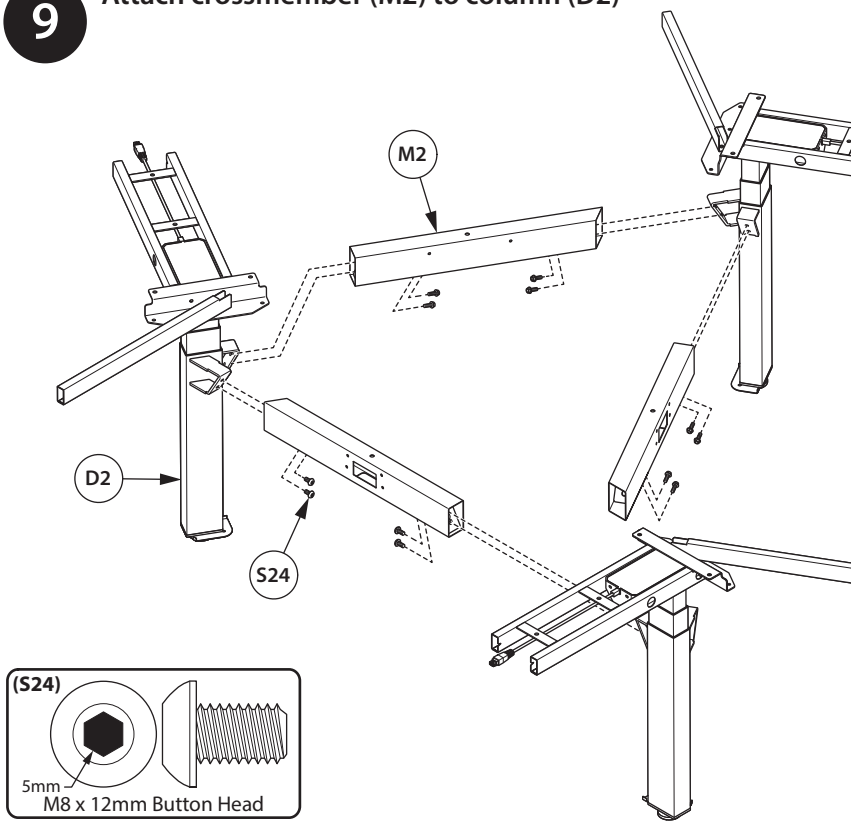
8 Attach frame (H2) to bracket (H3)



Important

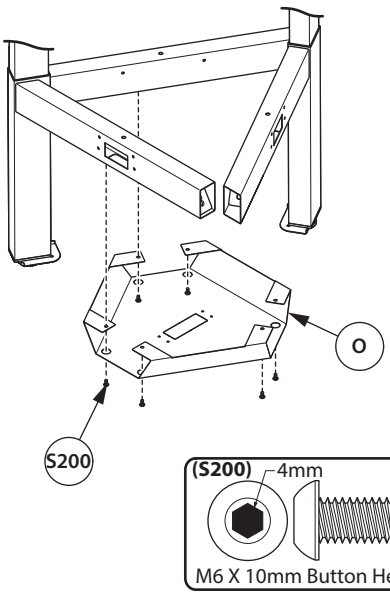
Make sure to install frame (H2) in correct direction.

9 Attach crossmember (M2) to column (D2)

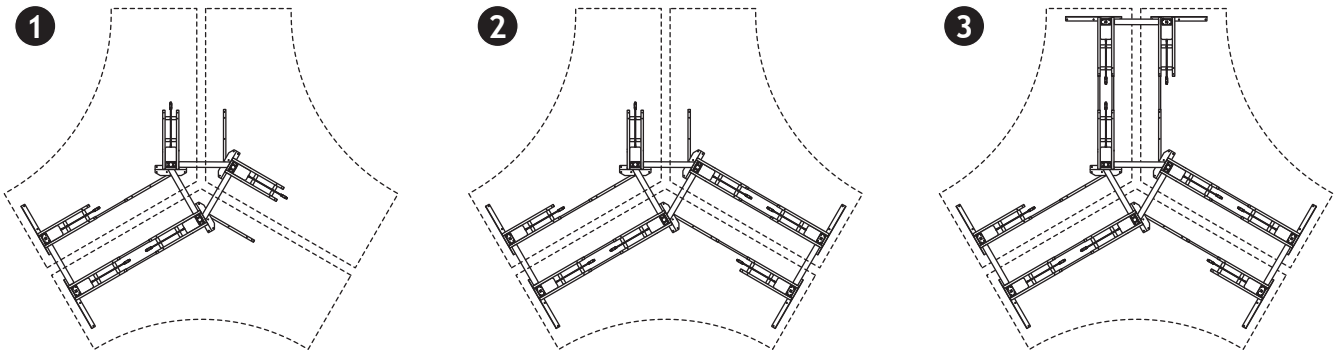


10 Attach bottom tray (O)

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



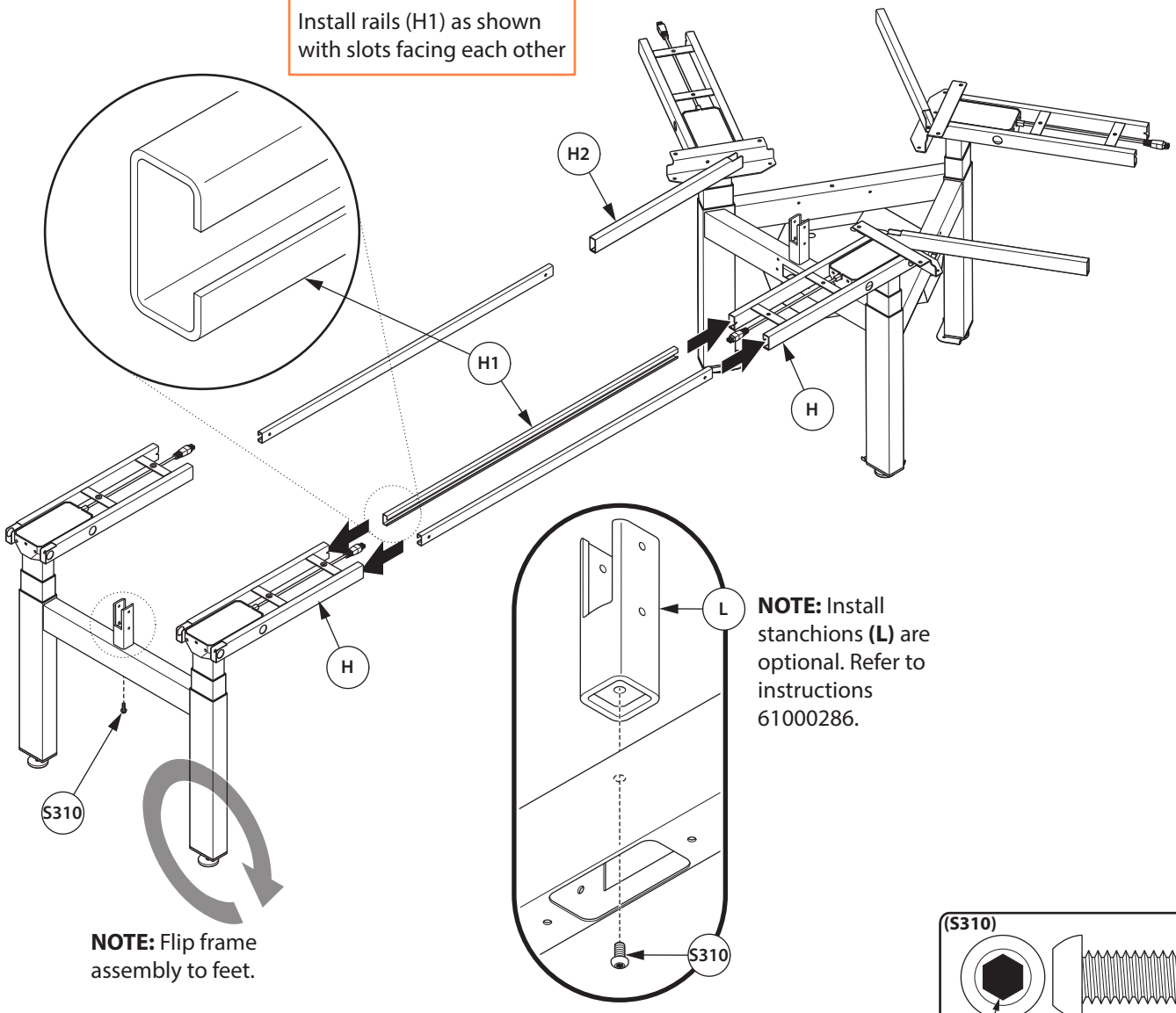
11 Flip frame assembly to feet and slide rail (H1) and frames (H) & (H2) together



TOP VIEW

Important

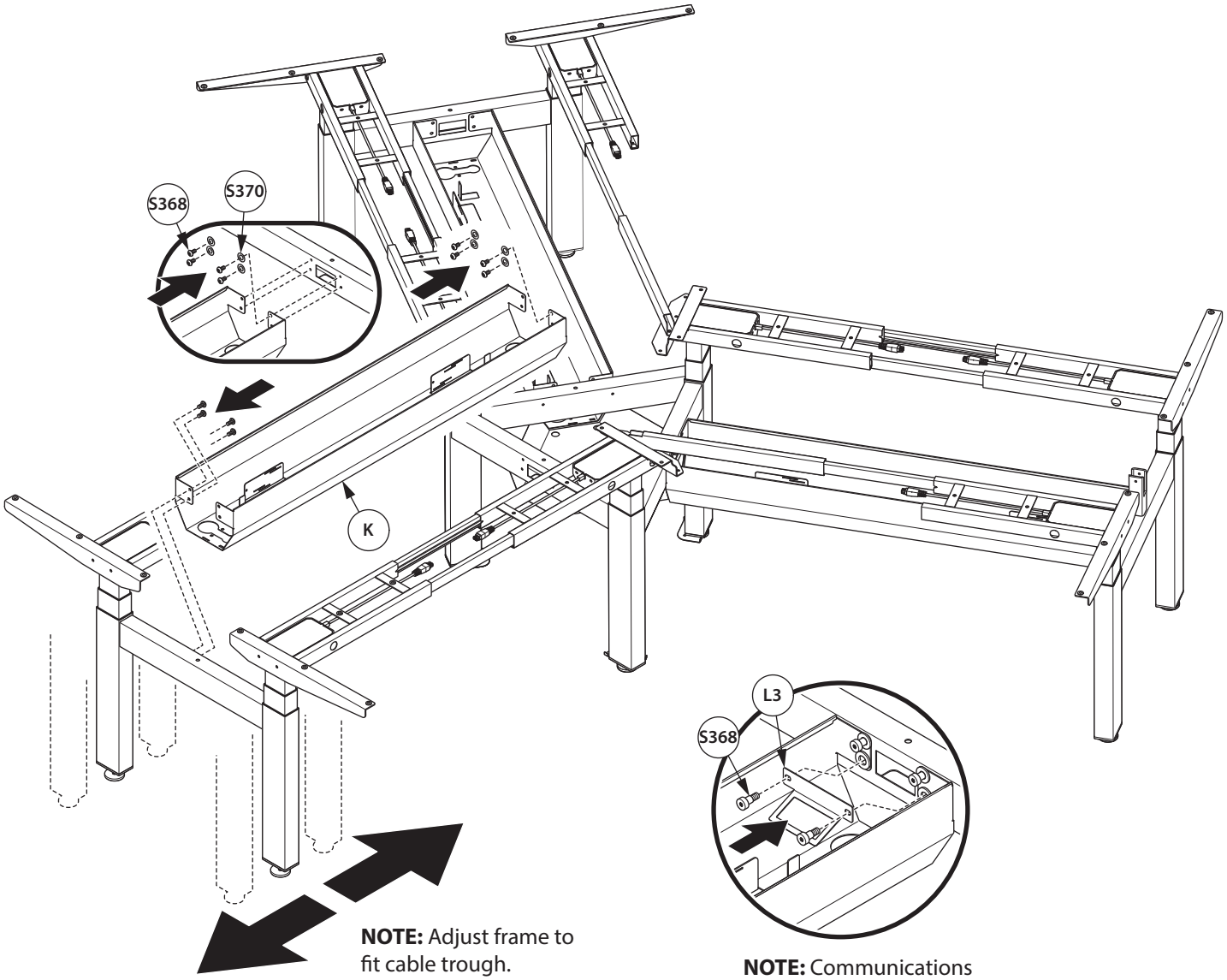
Install rails (H1) as shown with slots facing each other

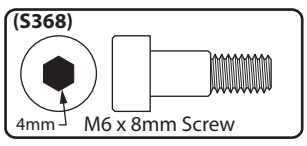


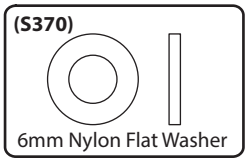
NOTE: Flip frame assembly to feet.

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

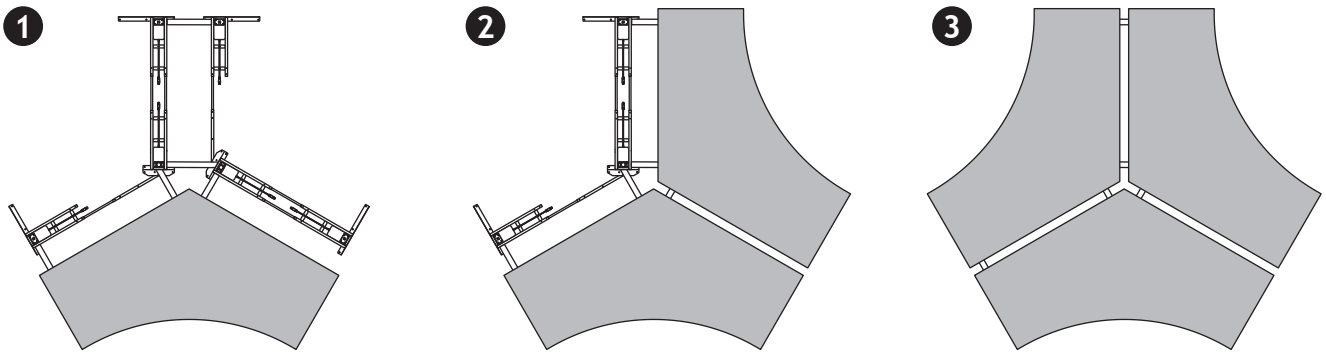
12 Install cable trough (K) to frame as shown



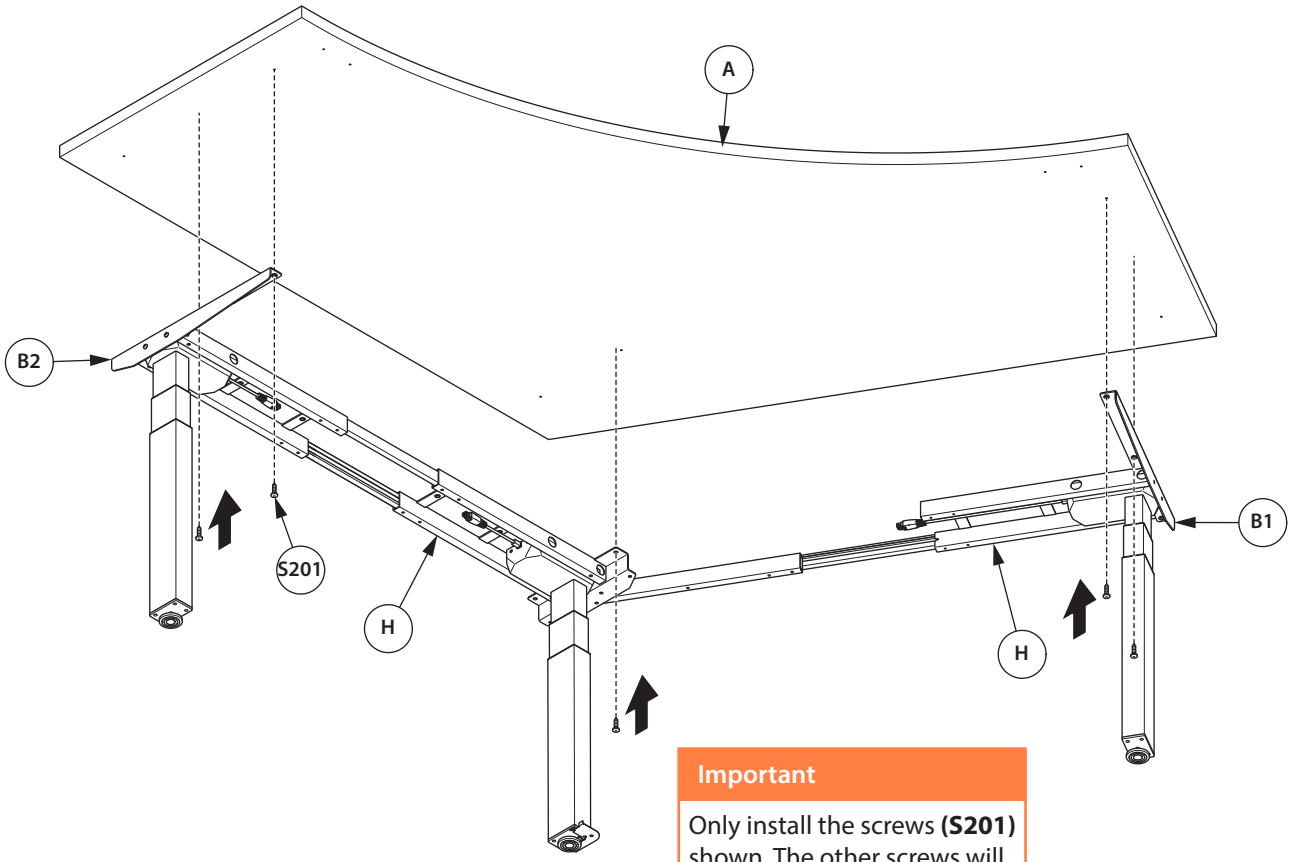




13 Attach frame to desk top (A) - Align holes in brackets (B1) & (B2) with holes in desk top (A)

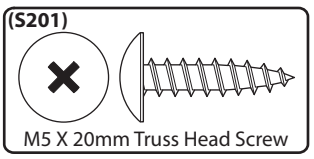


TOP VIEW

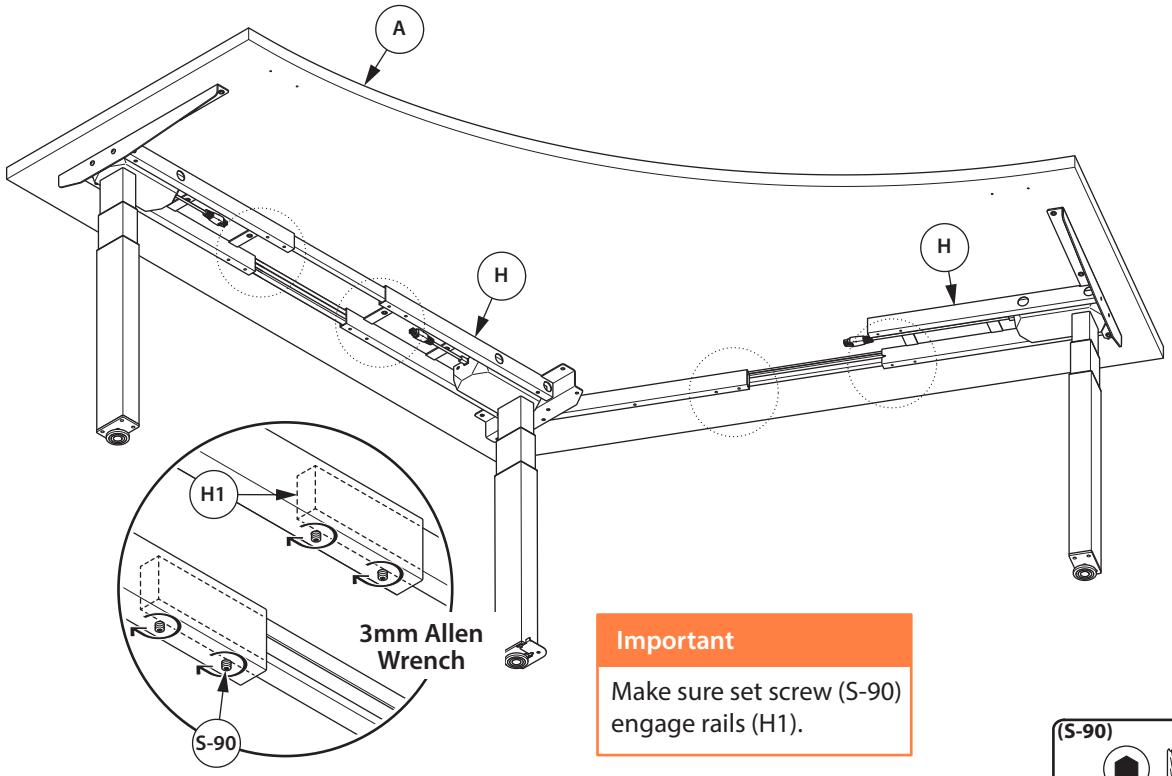


Important

Only install the screws **(S201)** shown. The other screws will be installed on the final step.

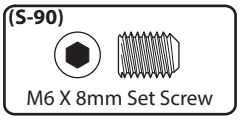


14 Install 12 set screws (S-90) per work top (A) as shown



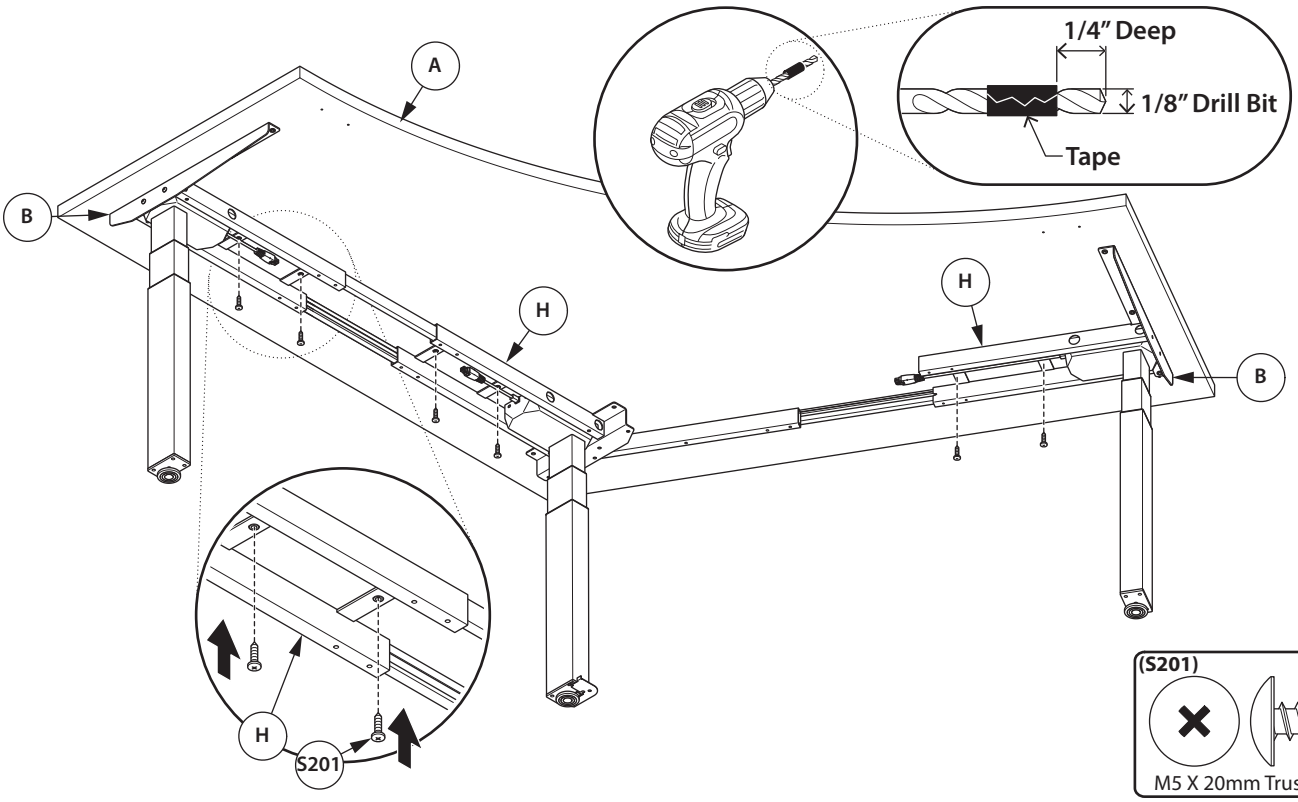
Important

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

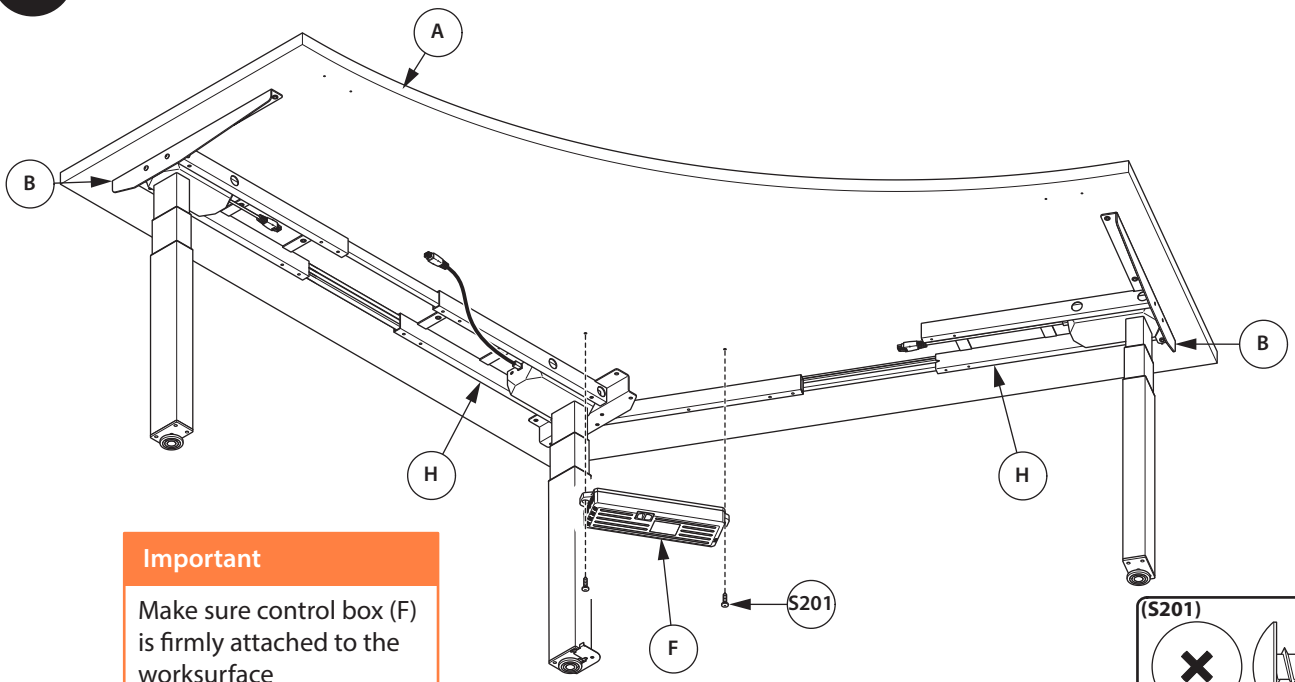


15 Install 6 screws (S201) per work top (A) as shown

NOTE: Drill 1/4" deep holes to start the screws.

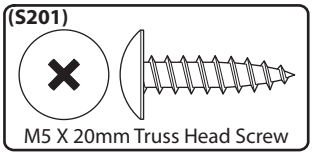


16 Install control box (F) as shown

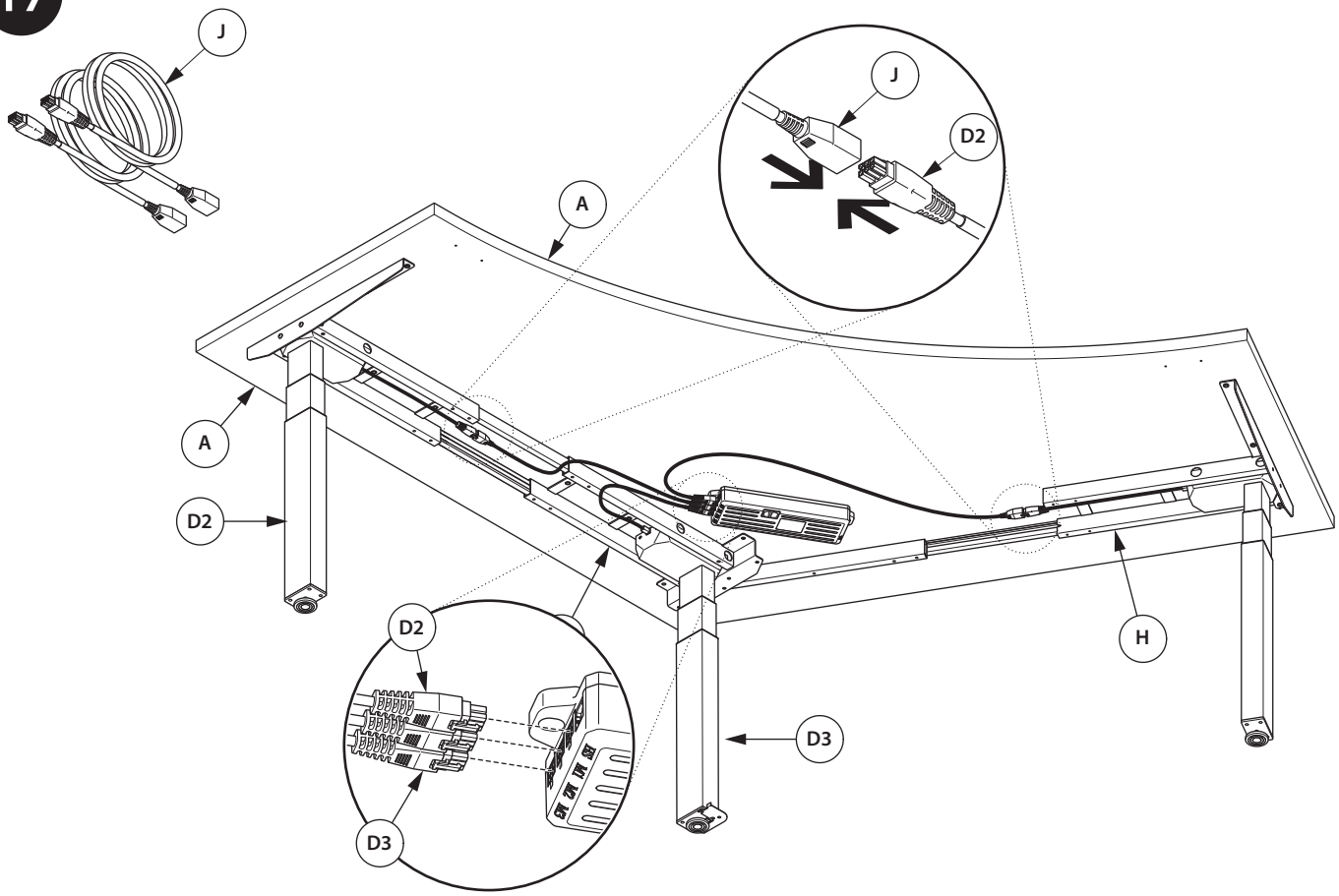


Important

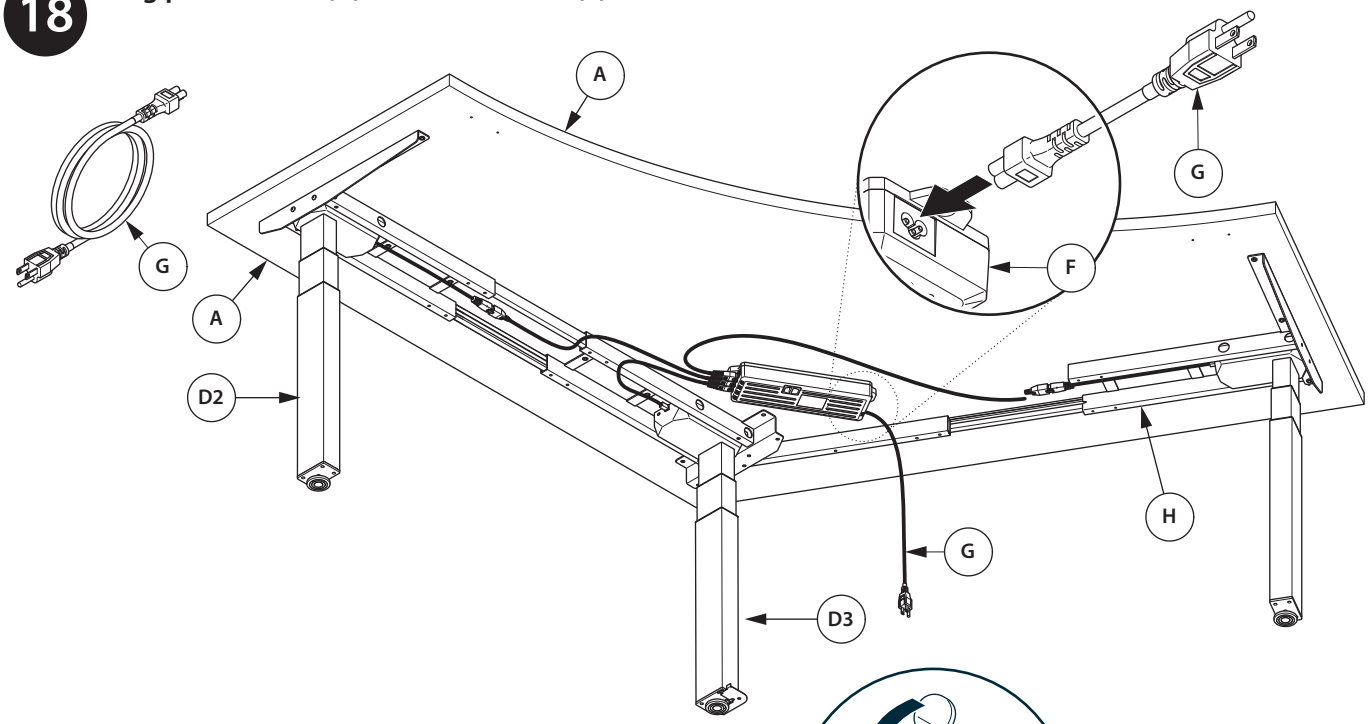
Make sure control box (F) is firmly attached to the worksurface



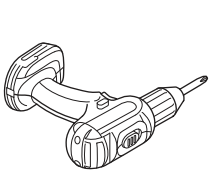
17 Plug motor extension cable (J) to columns (D2) as shown

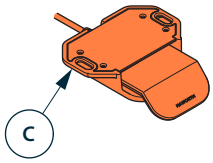


18 Plug power cable (G) into control box (F) as shown



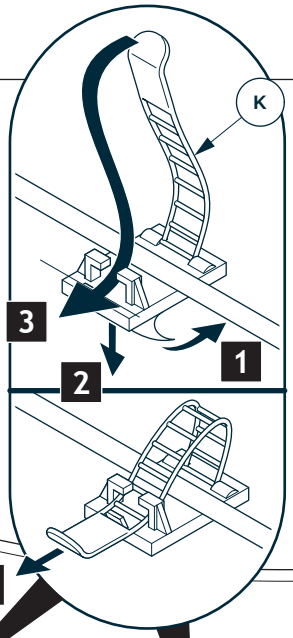
19 Install paddle handset (C)





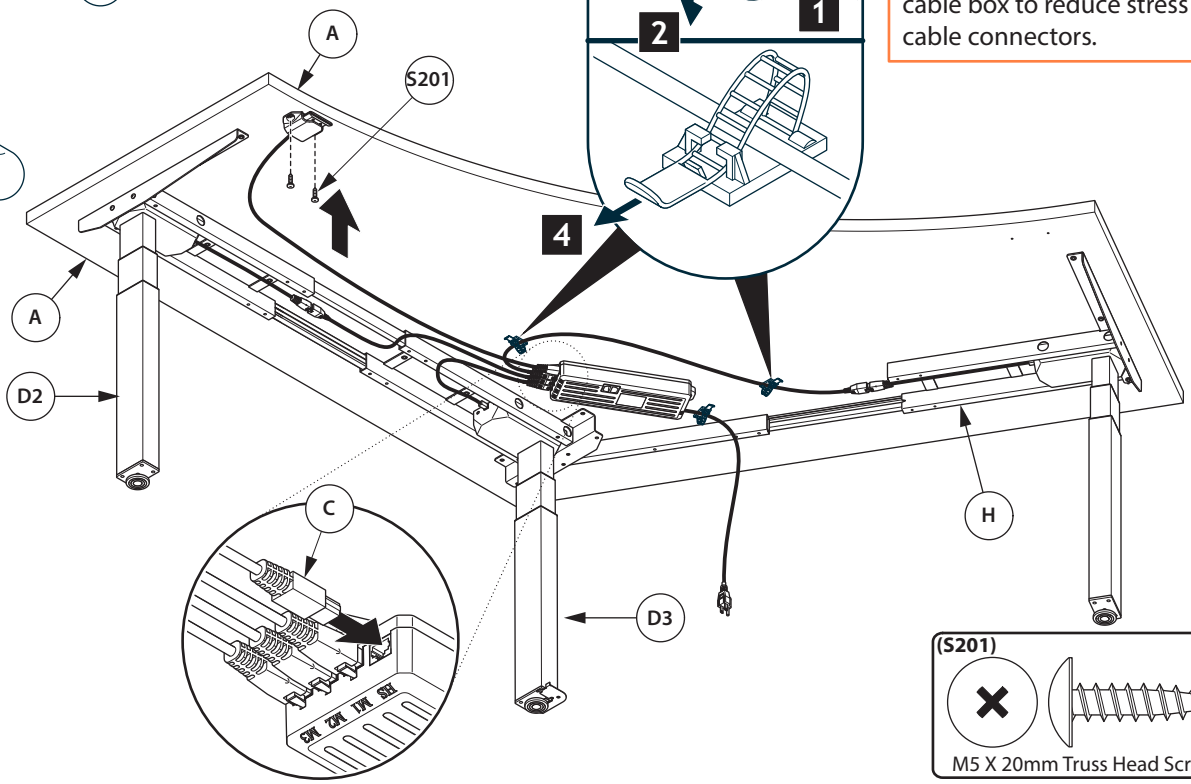


#2 Screwdriver



Important

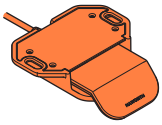
Install wire clips (K) close to cable box to reduce stress on cable connectors.



SYNCHRONIZE DESK

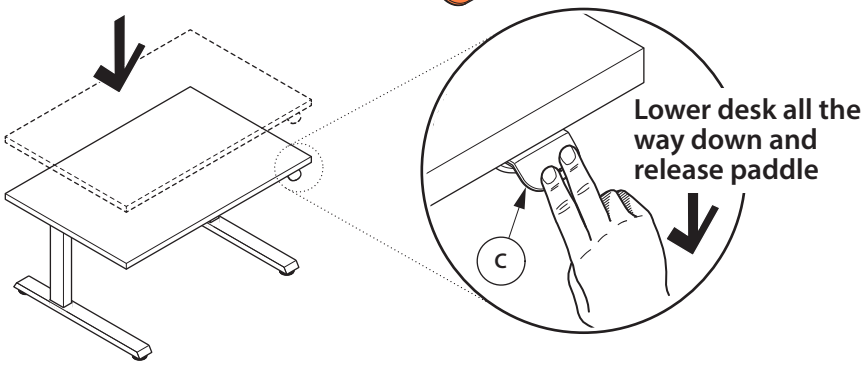
20 Lower desk all the way down using paddle handset (C)

NOTE: This PAGE is for this paddle shown.



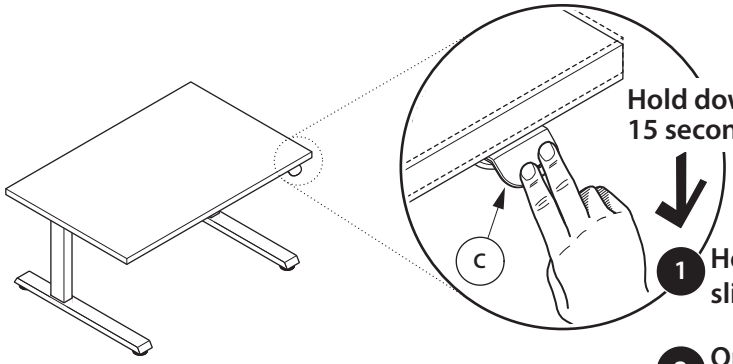
Important

Prior to first use, synchronize the motors in the columns (D)



- If table is already at lowest position skip to step 20.
- If table will not go up or down, hold down paddle until desk reaches its lowest point and moves up slightly.
- If table will go down but not up, repeat step 20.

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



Hold down for 15 seconds



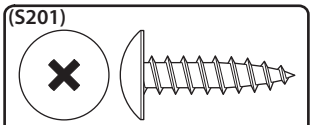
NOTE: Desk must be synchronized prior to first use, monthly to maintain synchronization, every time power is interrupted, and any time a cable, plug or paddle is plugged into the control box.

1. Hold down until desk slightly moves back up.
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 when synchronization was complete, wait 30 minutes and try again, holding the paddle for 20 seconds instead of 15.
- If it still does not reset, unplug desk for 30 minutes, then plug it back in and go through steps 20-21 again.

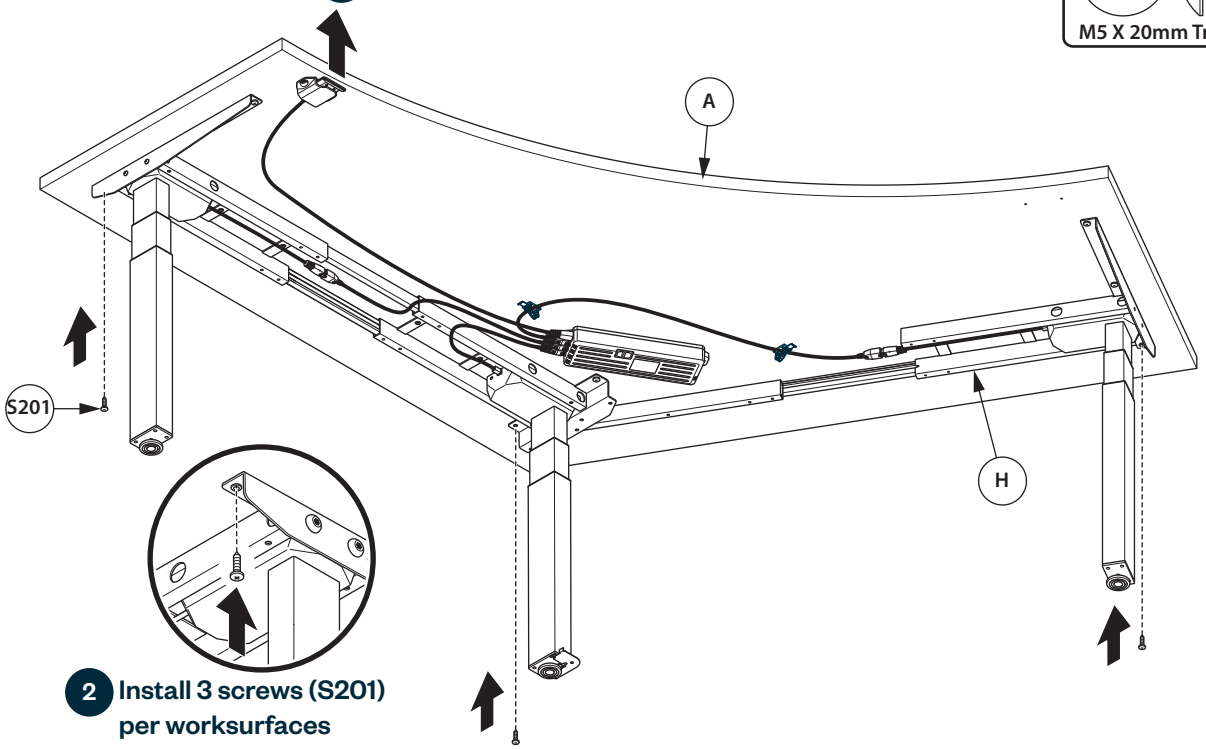
22 Raise table to install screws (S201) as shown

(S201)



M5 X 20mm Truss Head Screw

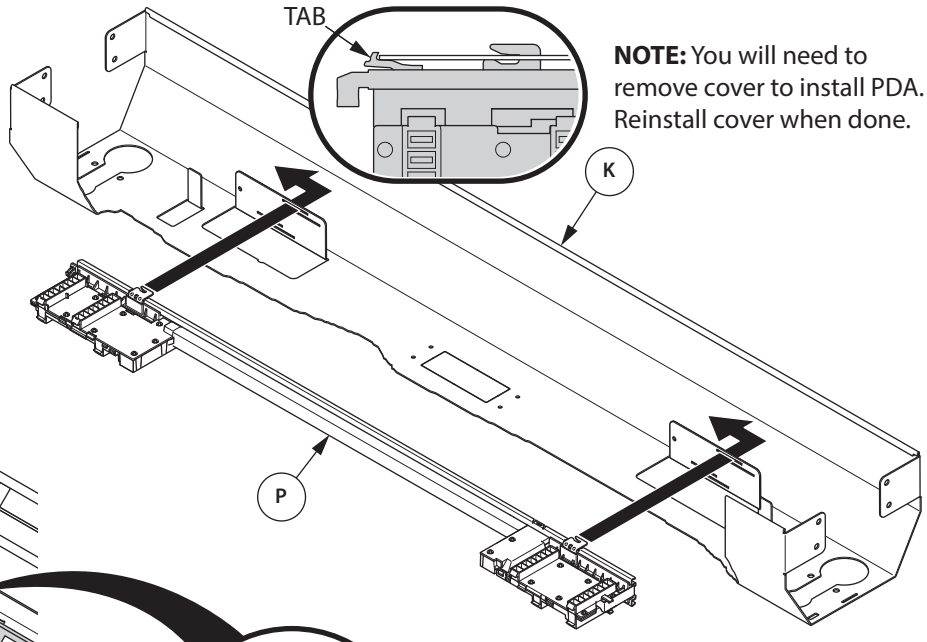
1 Raise Table up



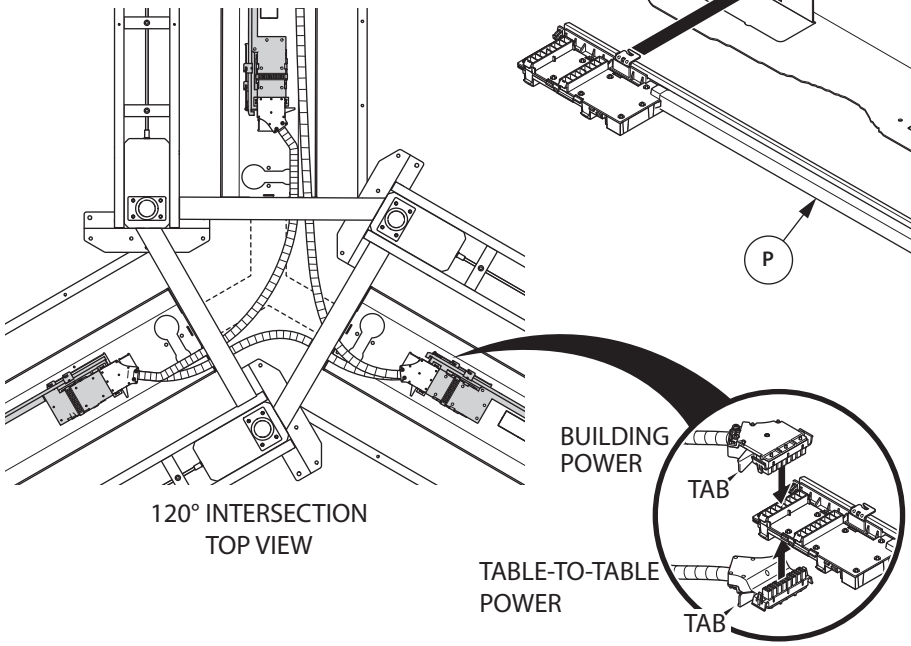
2 Install 3 screws (S201) per worksurfaces

23 Install PDA (P)

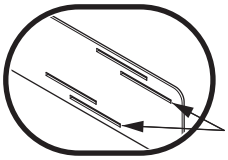
NOTE: Refer to instructions (61000291) for addtional options.



NOTE: You will need to remove cover to install PDA. Reinstall cover when done.



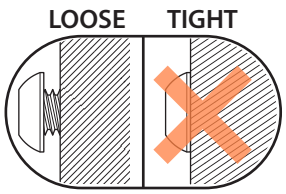
120° INTERSECTION TOP VIEW

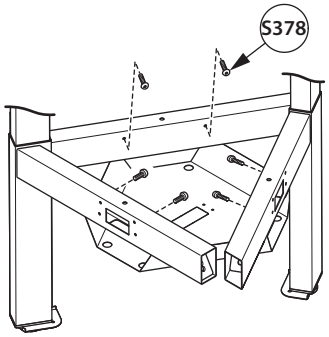


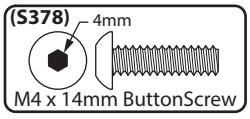
NOTE: PDA **(P)** located in lower slots.

24 Install screws (S378) as shown

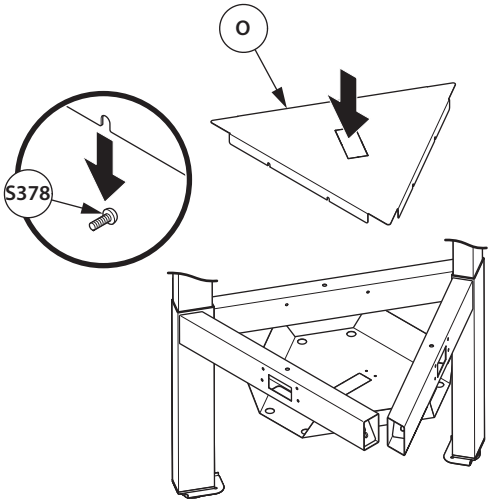
NOTE: Parts have been removed for clarity to show where screws (S378) are located. **DO NOT** remove any parts.

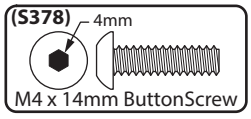






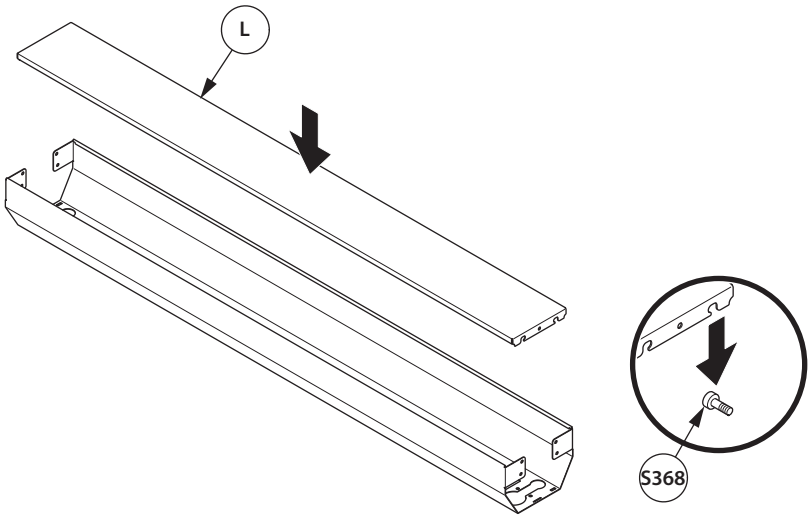
25 Install cover (O) as shown





26 Install cover (L) as shown

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



SYNCHRONIZATION INTERVALS

27

Be sure to synchronize your desk as noted on page 19 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

Scan QR Code for the Trouble Shooting Guide.