Xsede Height Adjustable™

IMPORTANT SAFETY INFORMATION for Freestanding & 120 Degree Base

Read the **ENTIRE IMPORTANT SAFETY INFORMATION** section at the beginning of this document including all text under subheadings therein before set up or use of this product

DANGER – To reduce the risk of electric shock:
1. Always unplug this furnishing from the electrical outlet before cleaning.
WARNING – To reduce the risk of burns, fire, electric shock, or injury to persons:
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. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. To disconnect, turn all controls to the off position, then remove plug from outlet.
11. For chairs and similar furnishings with movable parts such as foot supports the following statement:
"WARNING: Risk of Injury – Keep children away from extended foot support (or other similar parts)."
12. For grounded products the following statement:
"WARNING: Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions."
13. 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.
14. If a surface is not intended to support video monitors such as televisions or computer monitors, one of the following statements:
'Warning: Risk of Injury to Persons – do not place video equipment such as televisions or computer monitors on _____" where the blank is filled in to identify the particular surface
"Warning: Risk of Injury to Persons – do not use this furnishing to support video equipment such as televisions or computer monitors."
15. Each surface intended to support a load shall have a corresponding statement in the use instructions specifying the maximum intended load for that surface in pounds and (kilograms). Refer to 31.3.1.

IMPORTANT GROUNDING INFORMATION for Freestanding & 120 Degree Base

For a grounded furnishing, the instructions shall include those instructions in (a) – (c) applicable to the furnishing. For a double insulated furnishing the instructions shall include (d).

GROUNDING INSTRUCTIONS

a) For a grounded, cord-connected product rated max 15 amperes and intended for use on a nominal 120-volt supply circuit :

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in sketch A. 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.

b) For all other grounded, cord-connected products:

This product is for use on a circuit having a nominal rating more than 120 volts (or "This product is rated more than 15 amperes and is for use on a circuit having a nominal rating of 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.

c) For a permanently connected product:

GROUNDING INSTRUCTIONS

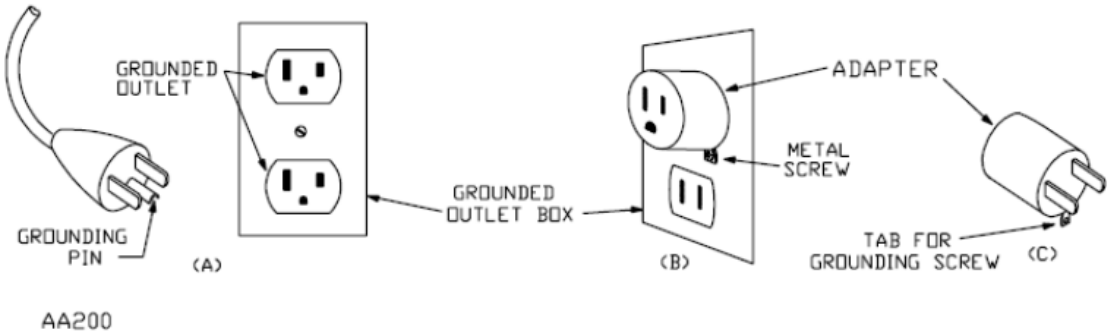
This product must be connected to a grounded metal, permanent wiring system, or an equipment-grounding conductor must be run with the circuit conductors and connected to the equipment-grounding terminal or lead on the product.

d) For a double-insulated, cord-connected product:

SERVICING OF DOUBLE-INSULATED PRODUCTS

In a double-insulated product, two systems of insulation are provided instead of grounding. No grounding means is provided on a double-insulated product, nor is a means for grounding to be added to the product. Servicing a double-insulated product requires extreme care and knowledge of the system, and is to be done only by qualified service personnel. Replacement parts for a double-insulated product must be identical to the parts they replace. A double-insulated product is marked with the words "DOUBLE INSULATION" or "DOUBLE INSULATED." The symbol (square within a square) is also able to be marked on the product.

SKETCH A



Xsede Freestanding & 120 Degree Base-Top Assembly

Tools Required

- Box Cutter/Utility Knife
- Cordless Drill w/#2 Phillips head bit drive
- M4 Allen wrench key/drive (optional)
- M5 Allen wrench key/drive (optional)

Parts Required (individual parts listed in point 2)

1 - Freestanding Single Base Box
1 - Work surface

Installation

1. Using a knife, cut straps and open box removing cardboard cover on top. Remove work surface from box and place on non-marring surface. **See Figure A.**
2. Un-boxing base, remove Styrofoam block from both sides of box and throw away, set aside (2) feet, (2) mounting blades, (2) 810 extension rails, & (1) hardware pack. **ote: 615mm offset extension rails will be used on 48" base only. See Figure B.**
3. Fold both legs open and slide base out of box grabbing both legs and pulling up. Remove and throw away any remaining plastic and cardboard from base legs and set base upside down with legs facing up on a non-marring surface as shown in **Figure C.**

Figure A

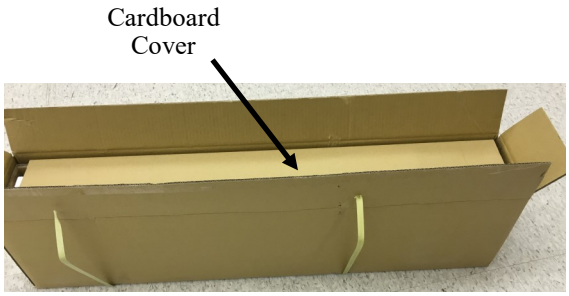


Figure B

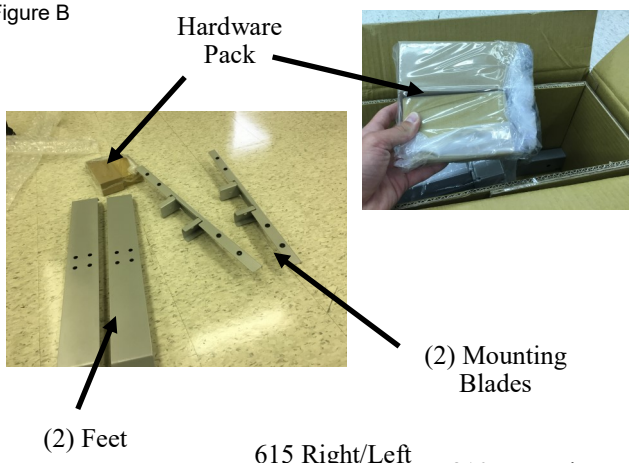
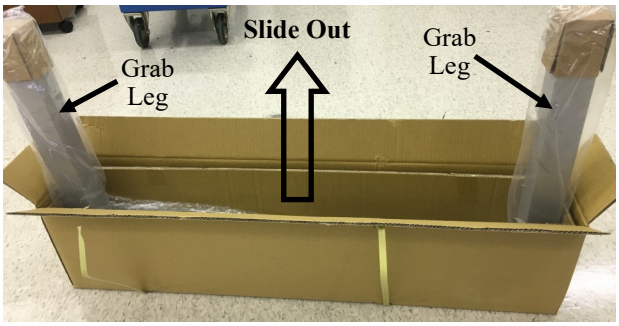
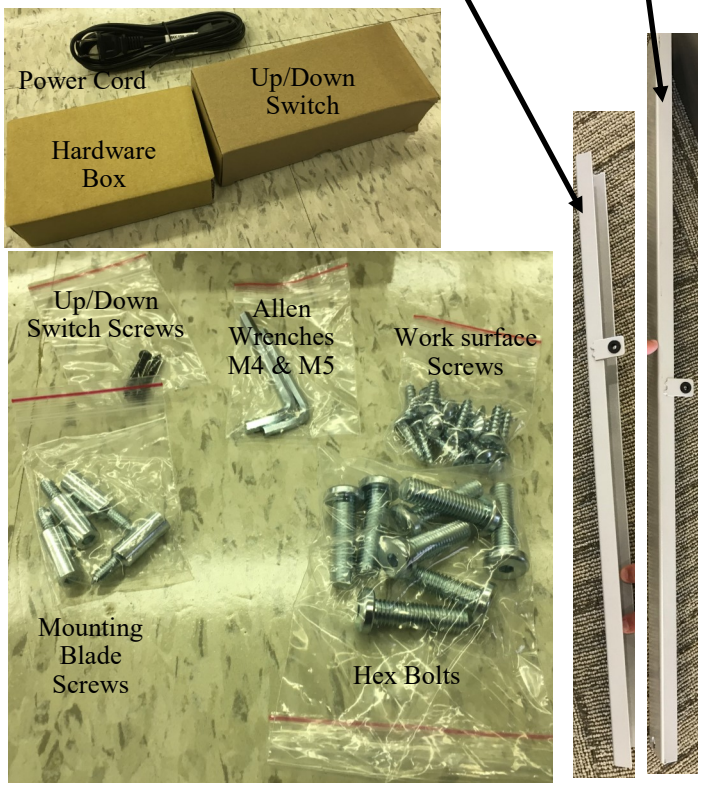


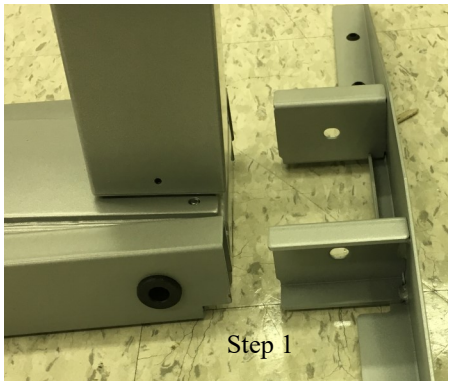
Figure C

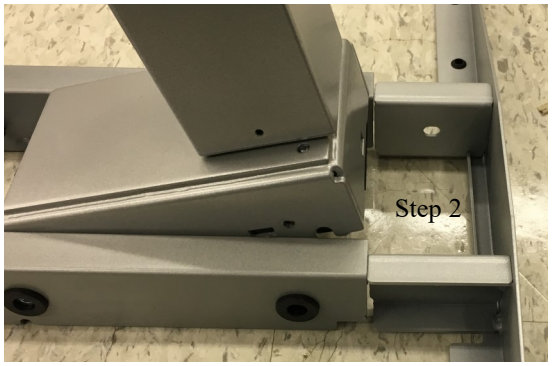




5. Remove bubble wrap from feet and orient on top of base legs, making sure feet are perpendicular to the base. **See Figure D.**
6. Using (8) hex bolts provided and M5 Allen wrench, attach both feet to legs of the base as shown in **Figure D.**
7. Remove bubble wrap from mounting blades and follow pictures in **Figure E step 1-3** for placement of mounting blade.

Figure E





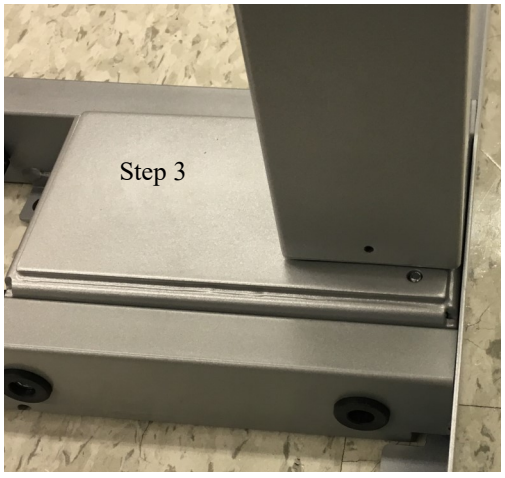
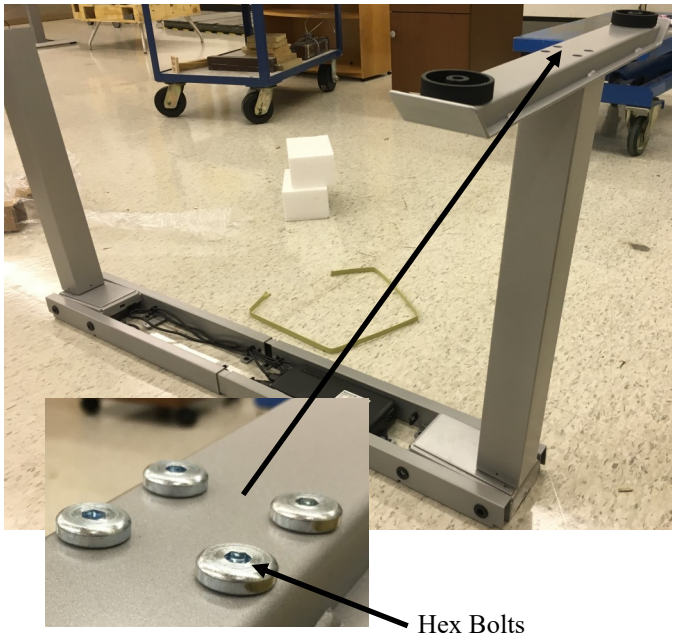
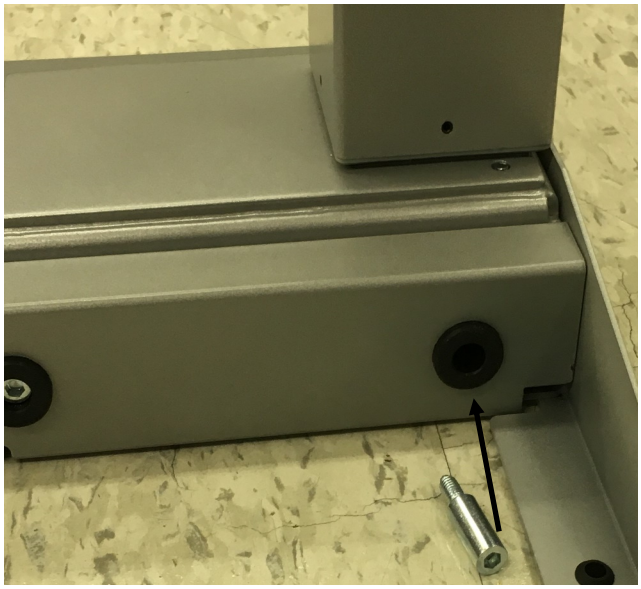


Figure D



8. **See Figure F.** Use mounting blade screws, attach mounting blade using provided 4 mounting blade screws through rubber bushing. Tighten with M5 Allen wrench key for both sides of legs.

Figure F



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9. Flip base over onto legs. **Completed base below.**

10. **Note: After base assembly, if assembling a 60”-72” top, no removal of extension rails needed. If a 48” work surface is assembled, un-screw set screws with M4 Allen wrench key and remove cabling. See Figure H for locations of set screws. Pull and slide apart tubes and remove the 810mm pre-assembled extension rails. Grab 615mm offset extension rails and insert the same way as the 810mm extension rails.**
11. **See Figure H** for assembly of up/down or programmable switches. **Switch should be last item to assemble before tops.** To do so, plug “Ethernet” looking cable into assembled control box with correct port. Use wire management grooves in base tubes for cabling management of up/down switch. Switch can be mounted on left of right side of work surface and as close or as far away as desired. Use drill and (2) screws provided in hardware pack.**Note: also plug power cord in opposite side of control box. See KimballOffice.com, Xsede HA set up guide for resetting programmable and Up/Down switches.**

Figure H

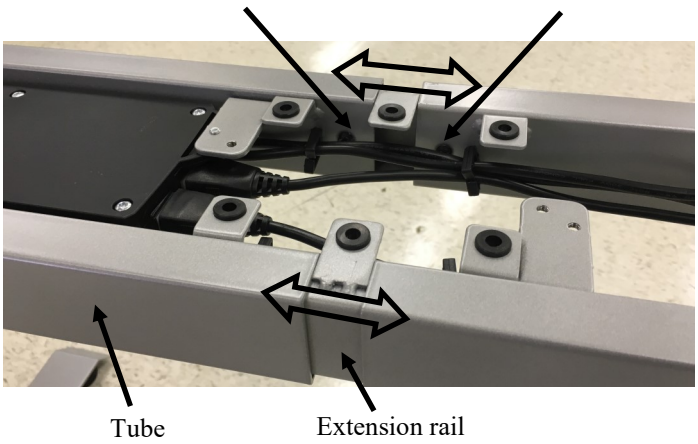
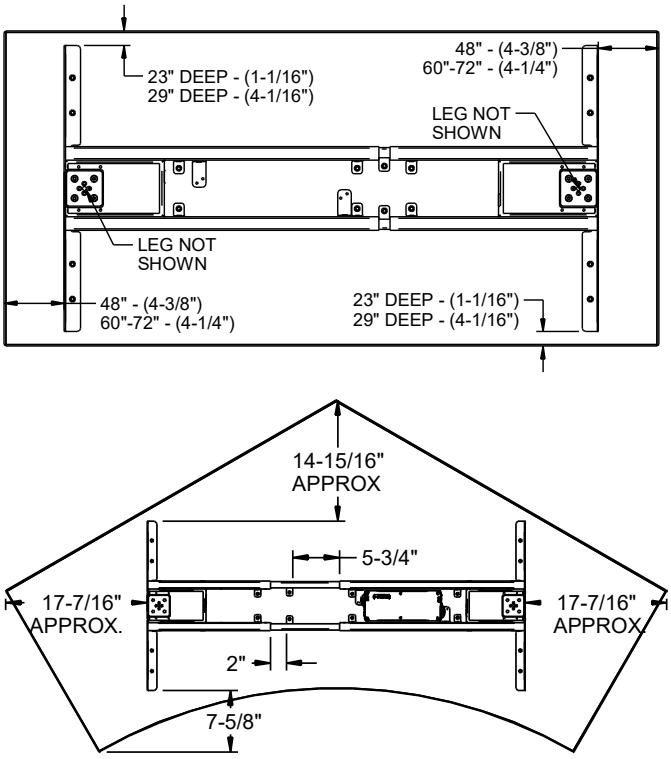
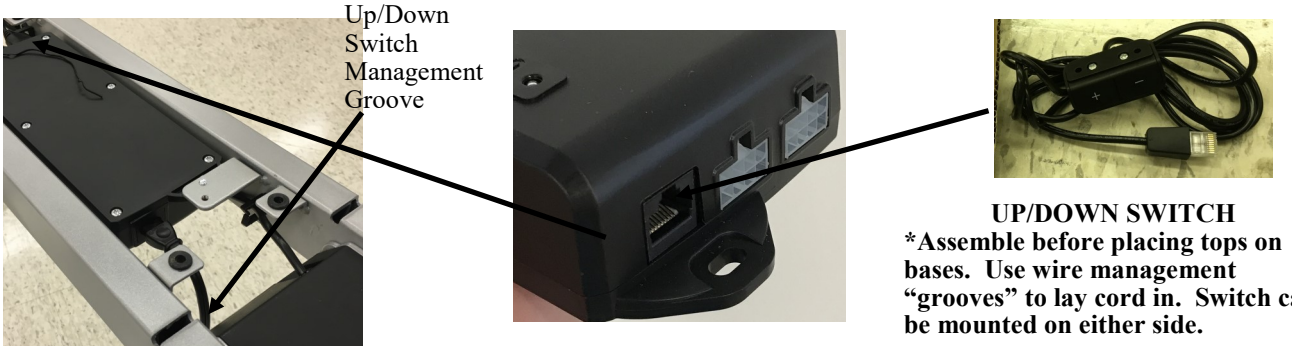


Figure G



9. Lay work surface on completed base.
10. **See Figure G, Table A**, for dimensions of each base to top model. Top will be centered on base. Attach top to base using drill/#2 Phillips drive and provided work surface screws from hardware pack. All work surface screws will be used.
11. For 120 degree work surface, see **Figure G** for location of (48”) 120 degree top.

Figure H



UP/DOWN SWITCH
***Assemble before placing tops on bases. Use wire management “grooves” to lay cord in. Switch can be mounted on either side.**