IMPORTANT SAFETY INFORMATION for Bench 1 (No Tray)

Read the **<u>ENTIRE</u> 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 Bench 1 (No Tray)

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:
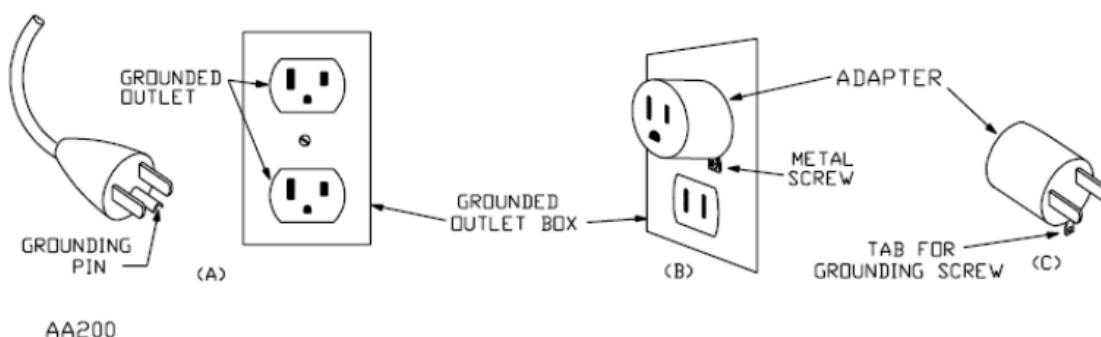
GROUNDING INSTRUCTIONS

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

AA200

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent.
If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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Xsede Bench 1 (No Tray)-Top Assembly

Tools Required

- Box Cutter/Utility Knife
- Cordless Drill w/#2 Phillips head bit drive
- M4 Allen Wrench key/drive **(optional, 1 packed in base)**
- M5 Allen Wrench key/drive **(optional, 1 packed in base)**

Hardware Required

1 - Bench Base Box
2 - Work surfaces **(packed separate)**
2 - Crossrails (2 slotted or 2 no slots)
24 - M6 Flat Head Machine Screws **(packed w/crossrails)**

Installation

1. Using a knife, cut straps and open box removing cardboard cover on top. Remove work surfaces from boxes and place on non-marring surface. Also, remove crossrails and hardware bag from its box as well. **See Figure A.**
2. Un-boxing base(s), remove Styrofoam block from both sides of box and throw away, set aside (2) mounting blades, (1) glide box, (2) 615mm extension rails, & (1) hardware pack. **Note: 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 out of box. Remove and throw away any remaining plastic and cardboard from base legs, set base upside down with legs facing up on a non-marring surface as shown in **Figure C.**
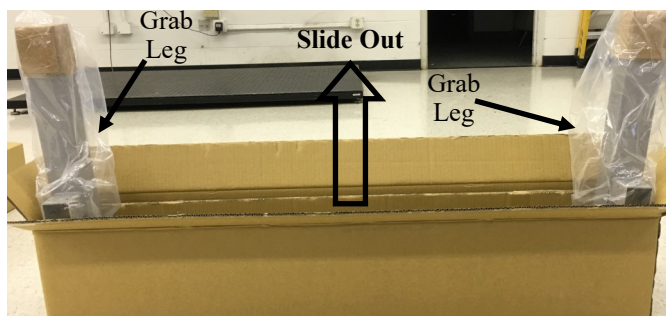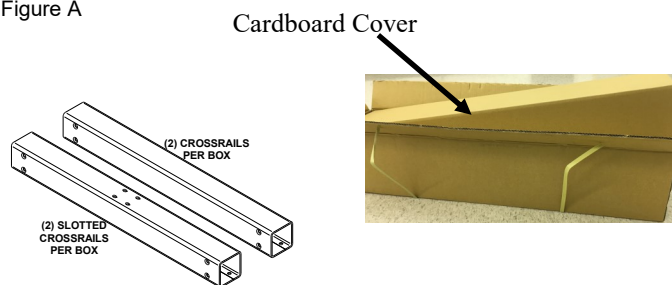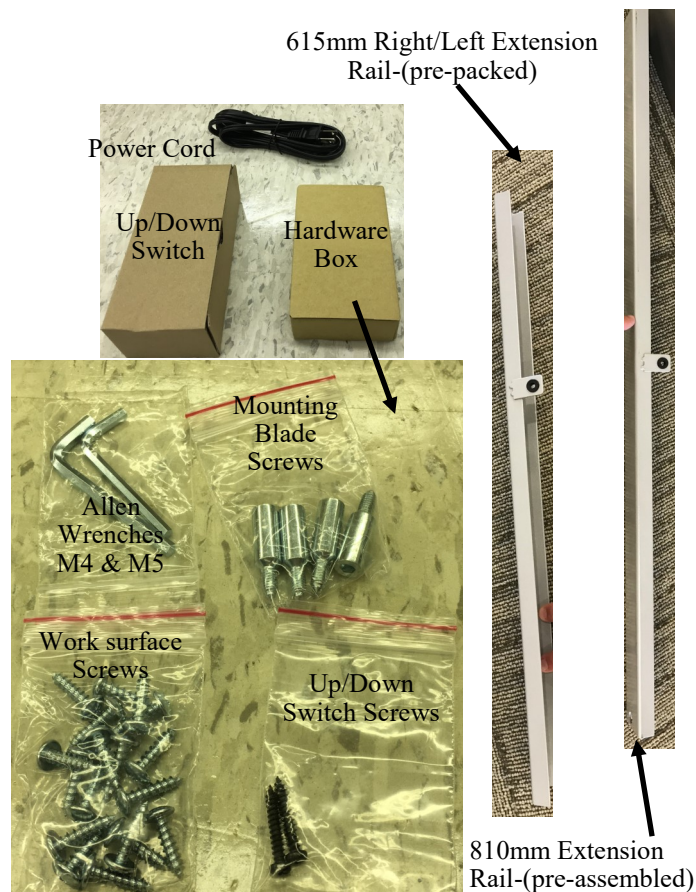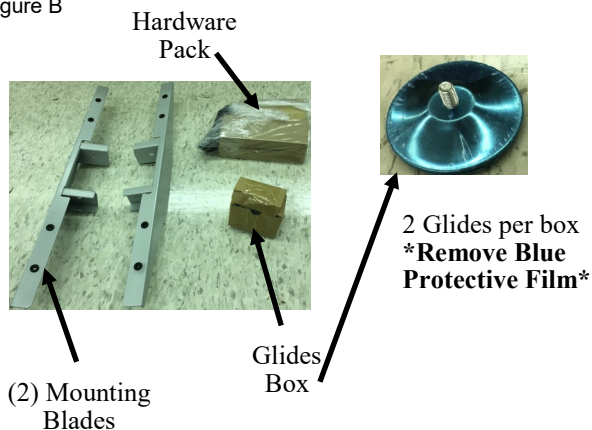4. **See Figure B.** Remove blue protective film from glides.

Figure A

Cardboard Cover

(2) CROSSRAILS PER BOX

(2) SLOTTED CROSSRAILS PER BOX

Figure B

Hardware Pack

2 Glides per box
Remove Blue Protective Film

(2) Mounting Blades

Glides Box

615mm Right/Left Extension Rail-(pre-packed)

Power Cord

Up/Down Switch

Hardware Box

Mounting Blade Screws

Allen Wrenches M4 & M5

Work surface Screws

Up/Down Switch Screws

810mm Extension Rail-(pre-assembled)

Figure C

Grab Leg

Slide Out

Grab Leg

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Part 2918191, Revision A

5. To begin assembling base, **see Figure D, and follow steps 1-3**. Pivot/pull leg up, orient mounting blade down and slide into tubes as you see below. Using the (4) mounting blade screws and M5 Allen Wrench key, thread screws through rubber bushing into motor box securing blade and legs. Secure both mounting blades with 4 mounting blade screws.

6. Once blades are secure, screw both glides into legs. **Make sure blue protective film is removed before threading glides in. See Figure E.**

7. Repeat steps for other base.

Figure D

Motor Box

Rubber Bushing
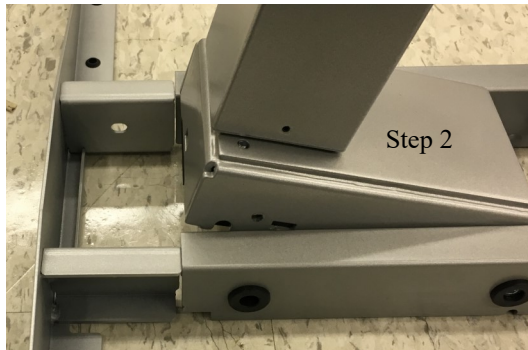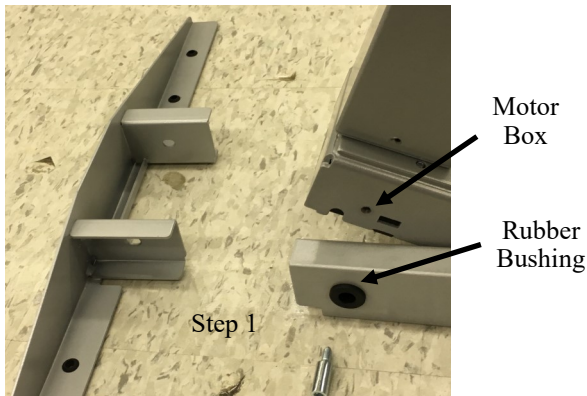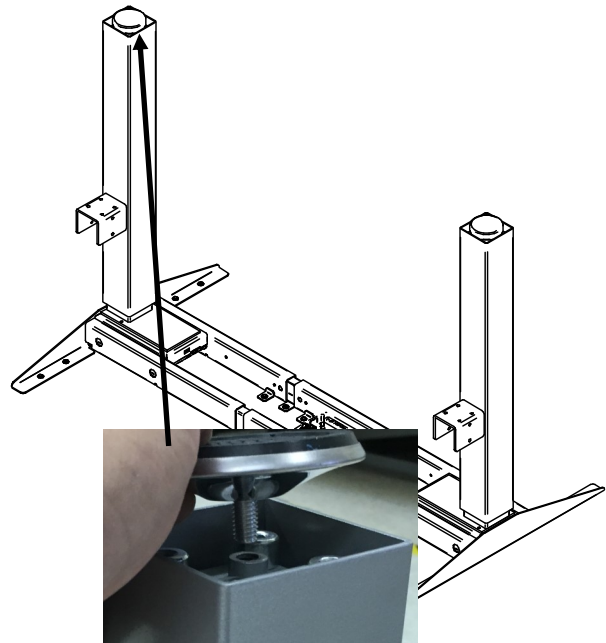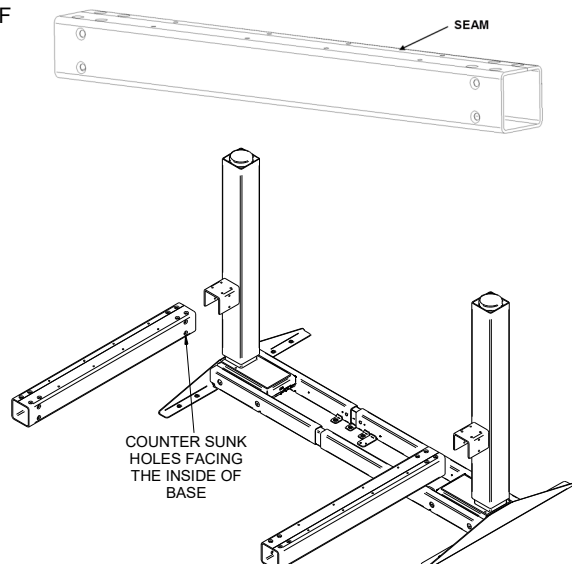
Step 1

Step 2

Step 3

Figure E

8. Grabbing both crossrails, slide both crossrails over U-bracket of base as shown in **Figure F**. **NOTE: Make sure counter sunk holes are facing to the inside of base and seam is facing down.** Assemble crossrails with 12 of the 24 flat head machine screws through the counter sink into the U-bracket using M4 Allen wrench key for first bench base. **Note: If they aren't going in easy, use an optional M6-1 tap to clean powder coat out of holes.**

9. To finish base assembly, slide other side of base into other side of crossrails assembling with remaining 12 flat head screws.

Figure F

SEAM

COUNTER SUNK HOLES FACING THE INSIDE OF BASE

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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COMPLETED BASE TO THE RIGHT

10. **See Figure G for breakdown of components of base. After base assembly, if assembling a 60"-72 top no removal of extension rails needed. If a 48" work surface is assembled, unscrew set screws with M4 Allen wrench key and remove cabling. Pull and slide apart tubes and remove the 810mm extension rails. Grab the offset 615mm extension rails and insert the same way as the 810mm extension rails**.

11. Use wire management clips to organize cables.

12. **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.**

13. See next 2 pages for assembly of work surface locations, laying each work surface correctly on base and attach using drill#2 Phillips drive and provided work surface screws. **Note: check set screws are tightened from underneath base using M4 Allen wrench key. See Figure G.**
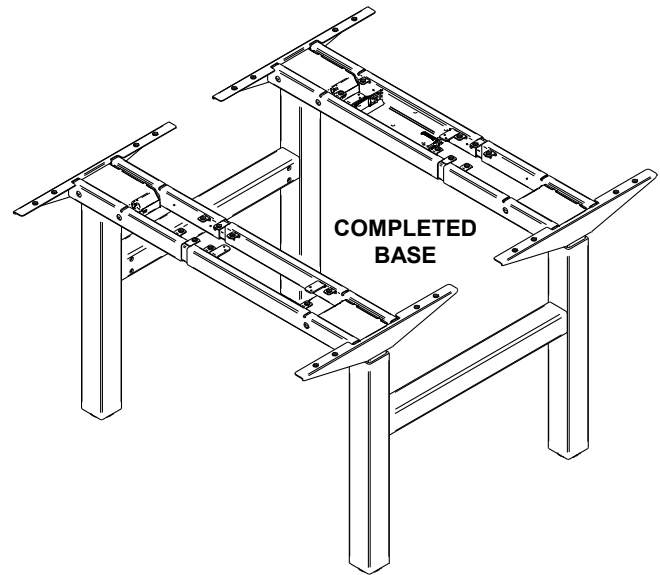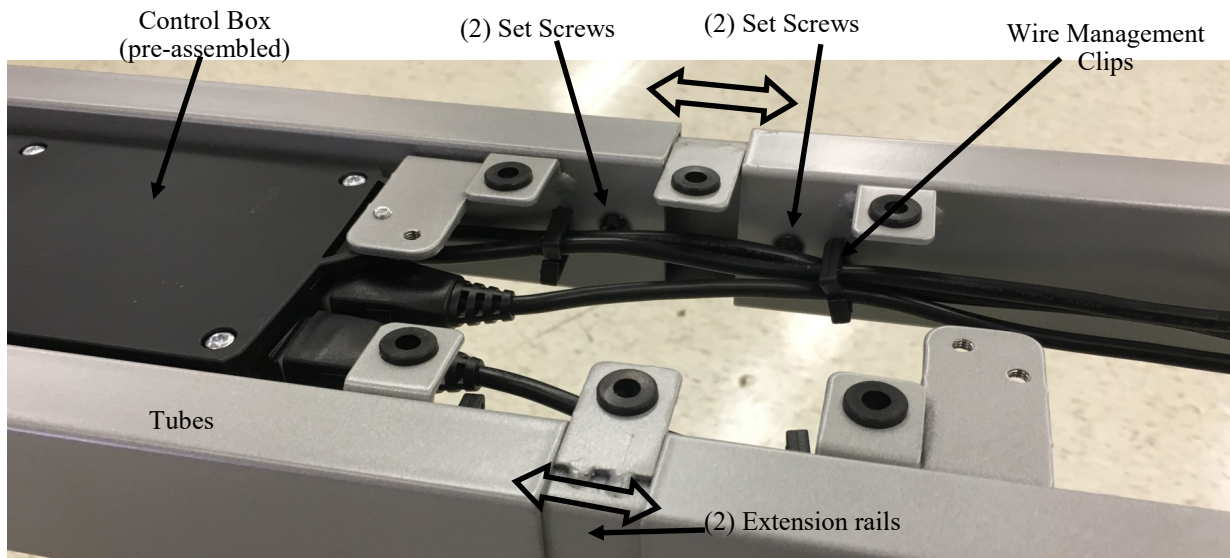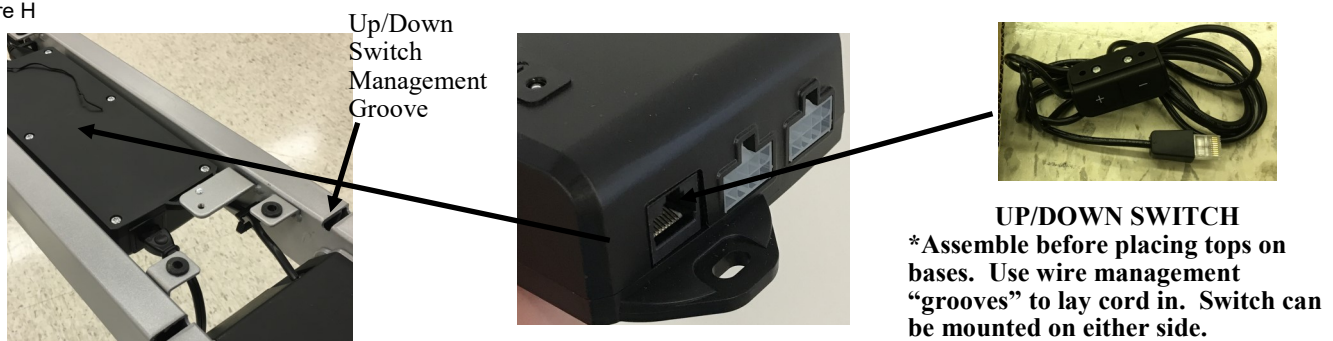

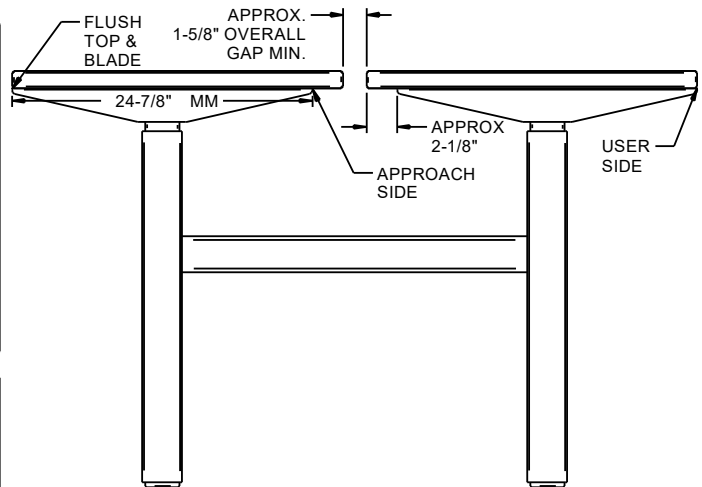COMPLETED BASE

Figure G

Control Box (pre-assembled) — (2) Set Screws — (2) Set Screws — Wire Management Clips — Tubes — (2) Extension rails

Figure H

Up/Down Switch Management Groove

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

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Xsede Height Adjustable™

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

FLUSH
TOP &
BLADE

APPROX.
1-5/8" OVERALL
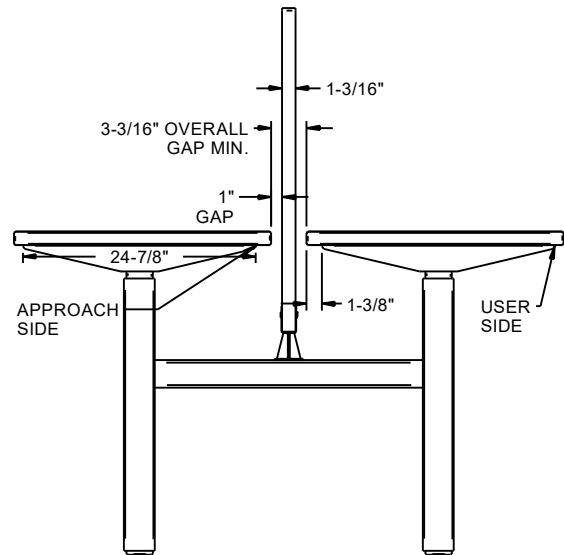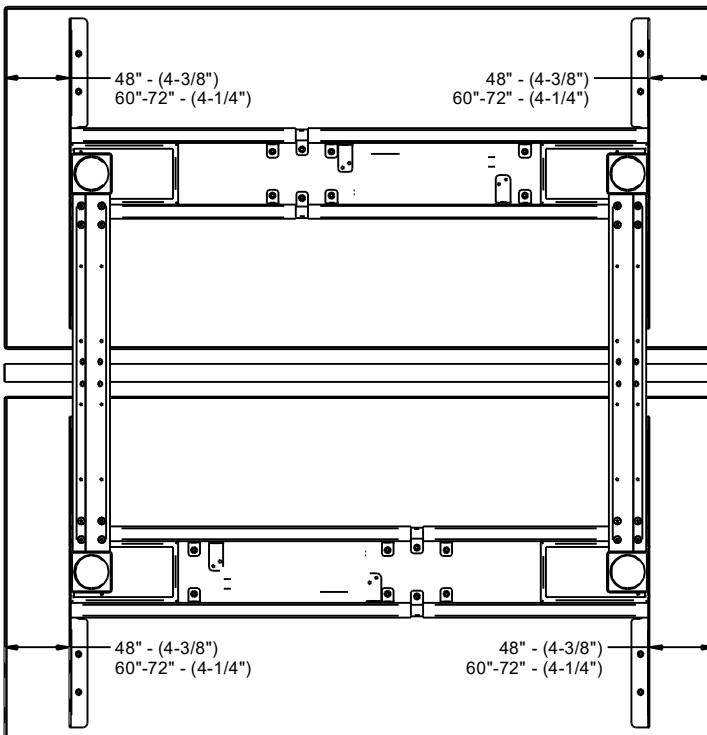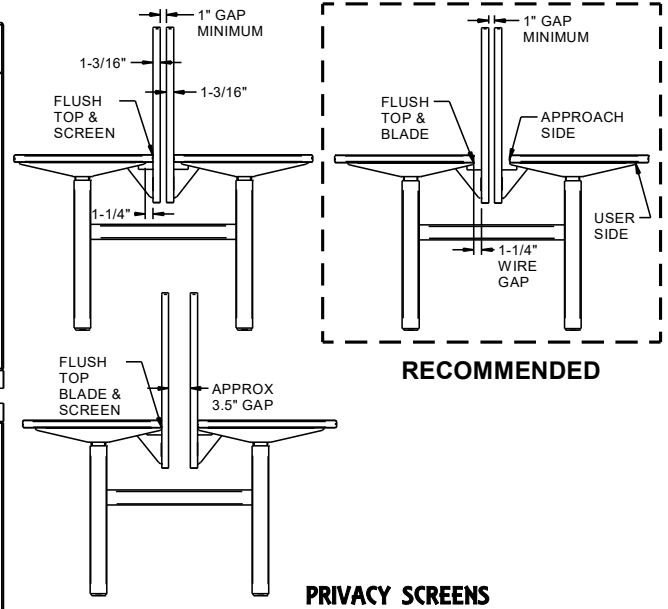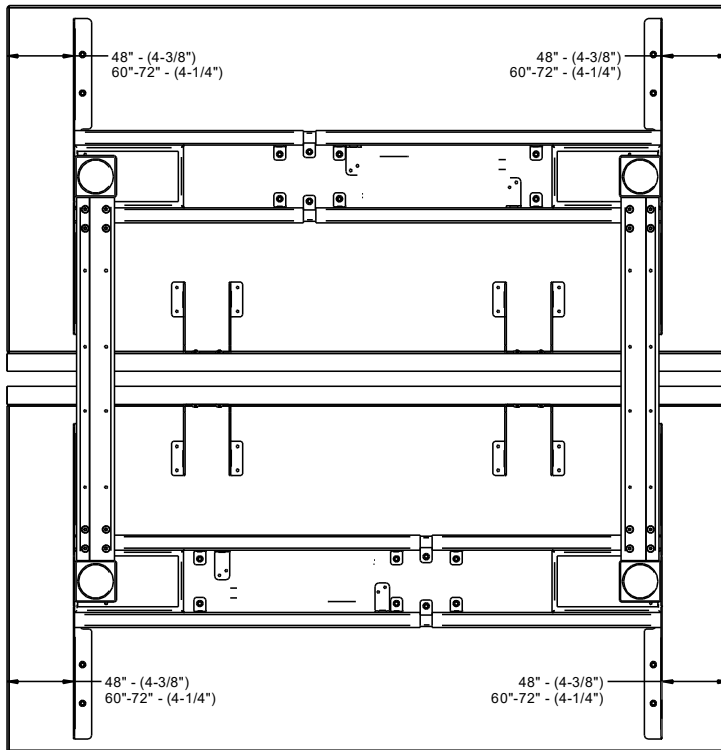GAP MIN.

24-7/8"   MM

APPROX
2-1/8"

APPROACH
SIDE

USER
SIDE

NO PRIVACY SCREENS
NO CENTER SCREENS

MINIMUM MOUNT – FLUSH TO USER SIDE
MAXIMUM MOUNT – FLUSH TO APPROACH SIDE

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

1-3/16"

3-3/16" OVERALL
GAP MIN.

1"
GAP

24-7/8"

1-3/8"

APPROACH
SIDE

USER
SIDE

CENTER SCREENS

MINIMUM MOUNT – 1" GAP BETWEEN SCREEN & TOP
MAXIMUM MOUNT – FLUSH TO APPROACH SIDE

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1" GAP
MINIMUM

1-3/16"

1-3/16"

FLUSH
TOP &
SCREEN

1-1/4"

1" GAP
MINIMUM

FLUSH
TOP &
BLADE

APPROACH
SIDE

USER
SIDE

1-1/4"
WIRE
GAP

RECOMMENDED

FLUSH
TOP
BLADE &
SCREEN

APPROX
3.5" GAP

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

48" - (4-3/8")
60"-72" - (4-1/4")

PRIVACY SCREENS

MINIMUM MOUNT - 1" GAP BETWEEN SCREENS
*TOPS AND SCREENS CAN BE MOUNTED
ANYWHERE INSIDE THE BLADE MAINTAINING
1" IN BETWEEN MOVING PRIVACY SCREENS*