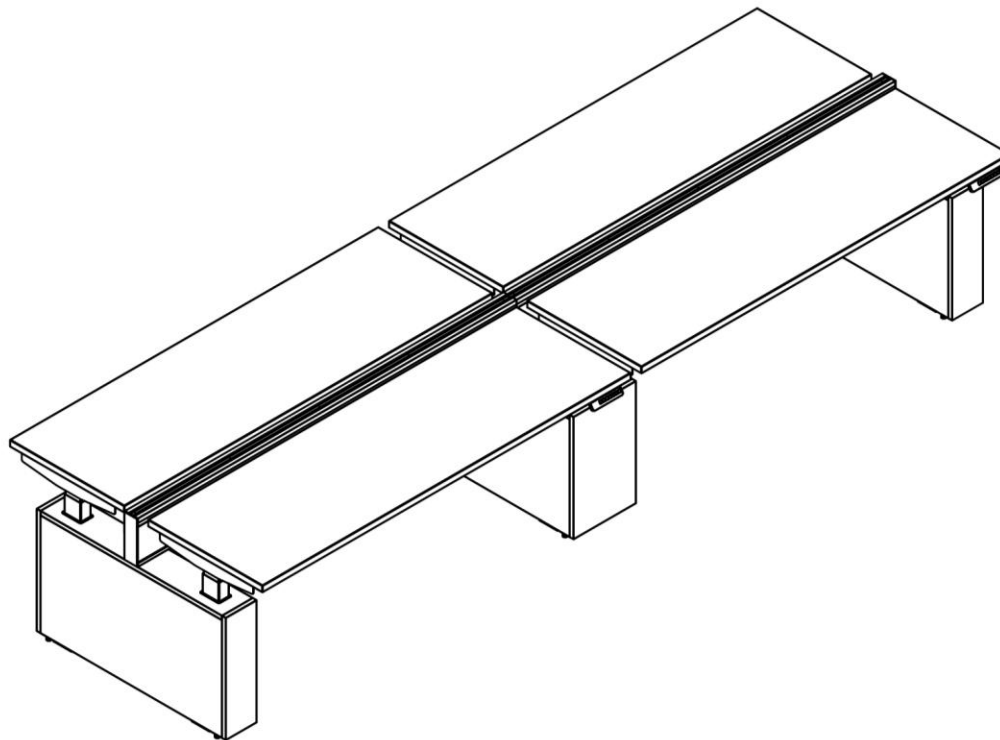


Encounter PowerBench Laminate Base Double Sided Installation Instructions

Date	Page No.	Description of change	Name
05/05/2023	1-39	Separated PowerBeam from PowerBench	S. Powers
06-27-2023	31	Added blank outlet covers	S. Powers
11/06/2023	35,35	Added u-channels to 84w units	S. Powers
03/04/2024	All pages	Created single/double sided laminate base instructions	S. Powers
04/10/2025	36,40	Added detail for using 90° cables	S. Powers
05/28/2025	17, 19	Changed size to 54 on Step 5, 6b	P. Day
10/17/2025	5,6,8,10	Updated part numbers	S. Powers
03/09/2026	6, 17, 19	Updated beam support bracket	S. Powers



Encounter PowerBench Laminate Base Double Sided 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.

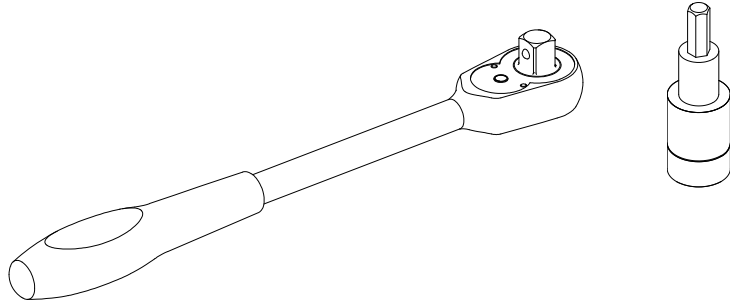
WARNING – To reduce the risk of burns, fire, electric shock, or injury to persons:

- 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.

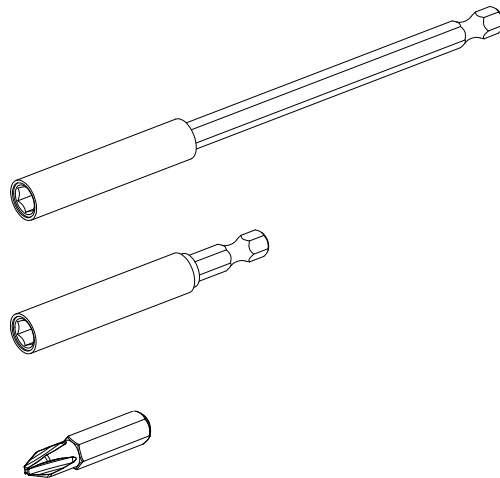
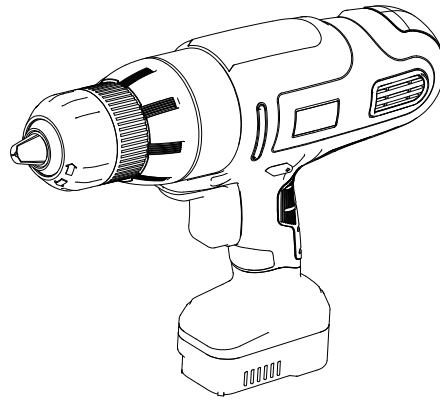
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Recommended Tools:

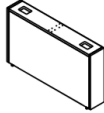
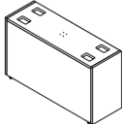
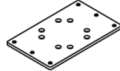
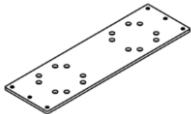
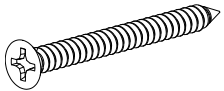

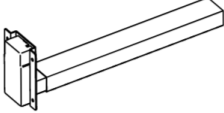


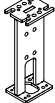
Small ratchet with:
3/16" Hex Tip
5/32" Hex Tip



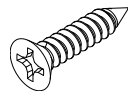


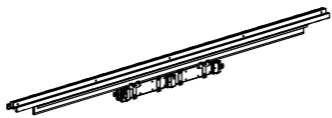
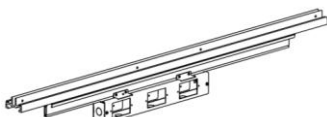
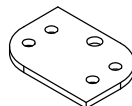
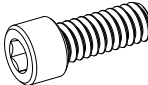

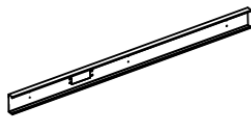
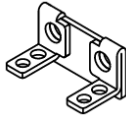
Cordless Drill with:
6" Magnetic Drill Extension
3" Magnetic Drill Extension
3/16" Hex Tip
5/32" Hex Tip
4mm Hex Tip
6mm Hex Tip
#2 Phillip Bit



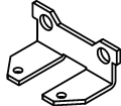






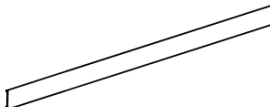
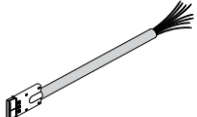
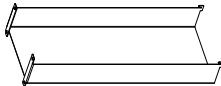
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P1	CG-REPLACE		Single 6" Laminate Case	
P2	CG-REPLACE		Double 12" Laminate Case	
P3	RWFS-BBP	RWFS-BBP	Single 6" Base Plate	
P4	RWFS-BBDP	RWFS-BBDP	Double 12" Base Plate	
P5	RH-SMZFP102B	RH-SMZFP102B	#10 X 2" Flat Head Screw	
P6	RL-PLG2	RL-PLG2	Trim Ring	
P7	RWFS-2L2SE-ECx (x = S, W or B)	RWFS-2L2SE-ECx (x = S, W or B)	Height Adjustable Column 50mmX80mm	
P8	RH-91420A425	RH-91420A425	M6 x 14mm Flat Head Screw	
P9	T-BRBxx xx = 36-96 (in increments of 6")	DD-BRBxx xx = 36-96 (in increments of 6")	Spin Beam Base	
P10	T-BRVS	DD-BRVS-I	Vertical	

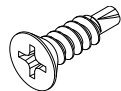
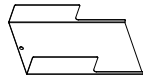
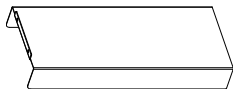
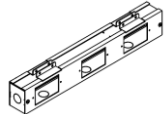



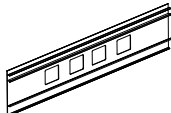
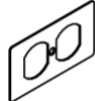

Encounter PowerBench Laminate Base Double Sided Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P11	RH-QS0978	RH-QS0978	#9 x 7/8" Flat Head Screw	
P12	T-BCV	DD-BIS	Center Support Bracket	
P13	T-BRTxx xx = 36 – 96 (in increments of 6")	DD-BRTxx-P xx = 36 – 96 (in increments of 6")	Top Beam Non-Powered	
P14	T-BPxx xx = 36 – 96 (in increments of 6")	T-BPxx xx = 36 – 96 (in increments of 6")	Top Beam Powered	
P15	T-BPCxx xx = 36 – 96 (in increments of 6")	T-BPCxx xx = 36 – 96 (in increments of 6")	Top Beam Chicago Powered	
P16	O-TB	OX-TP-I	Twist Plate	
P17	RH-SHB142058B-I	RH-SHB142058B-I	Hex Cap Screw 1/4-20 x 5/8"	
P18	RH-90604A556	RH-90604A556	#6-32 x 3/16" long Pan Head Screw	
P19	T-PPBxx xx = 21, 25 or 29	DD-PPBxx xx = 21, 25 or 29	Power Pole Bottom Shell	
P20	T-BEMBB	DD-BEMBB	Power Pole Bottom Bracket	




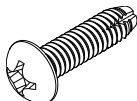

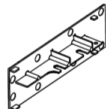


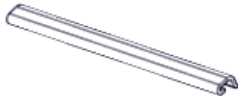

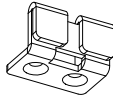
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P21	T-BEMTB	DD-BEMTB	Power Pole Top Bracket	
P22	RH-91502A164	RH-91502A164	Socket Head Hex Cap Screw M6 x 1 x 14mm long	
P23	RH-90576A115	RH-90576A115	M6 Lock Nut	
P24	RP-PSS1-A	RP-PSS1-A	Pan Head Sheet Metal Screw #10 x 1"	
P25	RP-MXHS83214	RP-MXHS83214	Pan Head Thread Forming Screw #8-32 x 5/16" long	
P26	A-PPCP	RA-PPCP	Power Pole Coupler	
P27	A-PPSMX68	RA-PPSMX68	Power Pole Top Shell	
P28	A-PPCV	RA-PPCV	Power Pole Cover	
P29	E-UN8W4BIFS	E-UN8W4BIFS	Standard Side-Mounted Base In-Feed 72"	
P30	T-BUMP29	DD-BVWMS29	Vertical Wire Manager Shell	


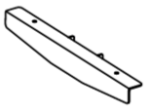





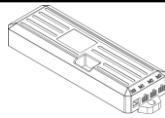

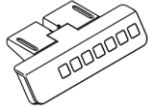
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P31	RH-TSSF612	RH-TSSF612	Flat Head Drilling Screw #6 X 1/2" long	
P32	T-BVWMTS	DD-BVWMTS	Vertical Wire Manager Base Shroud	
P33	T-BVWMC29	DD-BVWMC29	Vertical Wire Manager Cover 21H, 25H or 29H	
P34	T-BJB	DD-BCJB	Chicago Junction Box Base	
P35	RH-90056A143-I	RH-90056A143-I	Round Head Thread Forming Screw #6 x 3/16"	
P36			Chicago Outlet	
P37	RH-90273A144	RH-90273A144	Pan Head Screw #6-32 x 1/4"	
P38	T-BRCxx xx = 36 – 96 (in increments of 6")	DD-BRCxx-A xx = 36 – 96 (in increments of 6")	Beam Raceway Cover	
P39	E-UNJBCHC	RE-UNJBCHC	Chicago Outlet Cover	
P40	RE-MXHS632	RE-MXHS632	Flat Head Screw #6-32 x 1/2"	




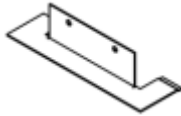




Encounter PowerBench Laminate Base Double Sided Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P41	E-MW8W4DOx x = 1,2,3 or 4	E-MW8W4Dx x = 1,2,3 or 4	Duplex Outlet Line 1 - 4	
P42	E-MW8W4T24DOx x = 1,2,3 or 4	RSP-000000297x x = 1,2,3 or 4	Duplex Outlet CA Title 24 Line 1 - 4	 
P43	RE-HS1058F	RE-HS1058F	Pan Head Thread Cutting Screw #10-24 x 5/8"	
P44	See Catalog		18-86" Electrical Jumper 18,21 = mesh 24-86 = metal	
P45	T-BREC	DD-BREC	End Cap	
P46	P-WASHER14	RP-WASHER14-I	Washer	
P47	RA-HNZ1420	RA-HNZ1420	Flange Nut 1/4-20	
P48	DD-BCPFE-04	DD-BCPFE-04	Shim	
P49	O-SBCxx xx = 36-96 (in increments of 6")	OX-SBCxx-A xx = 36-96 (in increments of 6")	Top Cover	
P50	T-BAM	DD-BAM	Beam Accessory Mount Bracket	

Encounter PowerBench Laminate Base Double Sided Installation Instructions

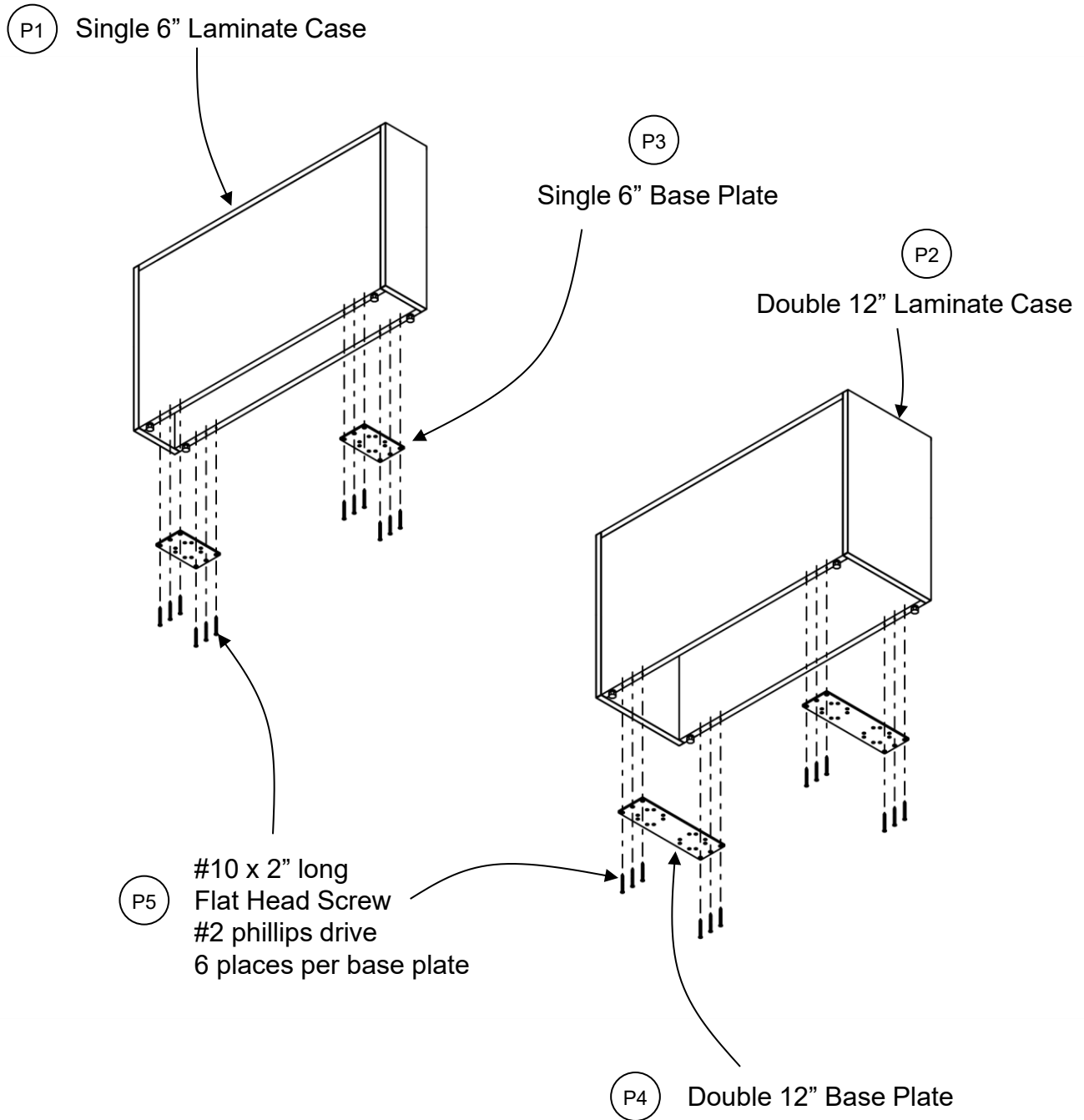
Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P51	T-BPCTxx	DD-BUTxx	Beam Power Cord Tray 36W-72W	
P52	RWFS-450MMSBx (x = B, W or S)	RWFS-450MMSBx (x = B, W or S)	Side Bracket	
P53	RWFS-2L2SE-FKx (x = B, W or S)	RWFS-2L2SE-FKx (x = B, W or S)	Frame End A	
P54	RWFS-2L2SE-FKx (x = B, W or S)	RWFS-2L2SE-FKx (x = B, W or S)	Frame End B	
P55	RWFS-CR-600-x (x = B, W or S)	RWFS-CR-600-x (x = B, W or S)	Center Rail	
P56	RH-91390A147	RH-91390A147	Set Screw M8 x 25mm	
P57	RH-91420A425	RH-91420A425	M6 X 14mm Flat Head Hex Screw	
P58	RL-2LCB	RL-2LCB	2-Input Control Box	
P59	RL-2LCK	RL-2LCK	1.3M Cable	
P60	RL-PHS	RL-PHS	Hand Switch	

Encounter PowerBench Laminate Base Double Sided Installation Instructions

Item	Replacement Part number	Circle Sheet Part Number	Description	Image
P61	RL-JCPWCRD	RL-JCPWRCRD	Power Cord	
P62	RS-HSFDU812	RS-HSFDU812	Flat Head Screw M5 x 20mm	
P63	RP-PSS1-C	RP-PSS1-C	Flat Head Screw M5 x 16mm	
P64	A-PPCS	RA-PPCS	Ceiling Shroud	
P65	A-PPMS	RA-PPMS	Magnetic Strip	
P66	A-PPGAS	RA-PPGAS	Plastic Retainer	
P68	T-BOC	RE-BOC	Blank Outlet Cover	
P69	WPS-HS60	RWPS-HS60	U-Channel	

Encounter PowerBench Laminate Base Double Sided Installation Instructions

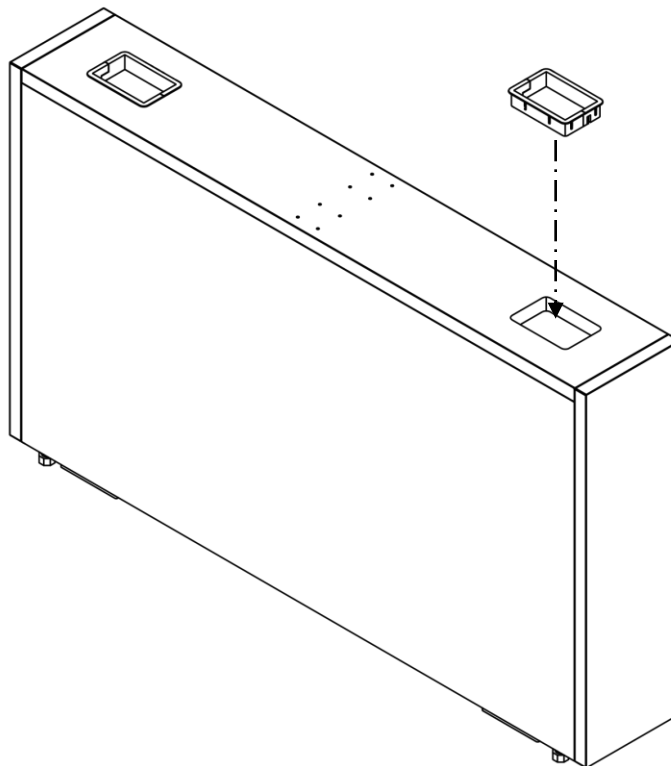
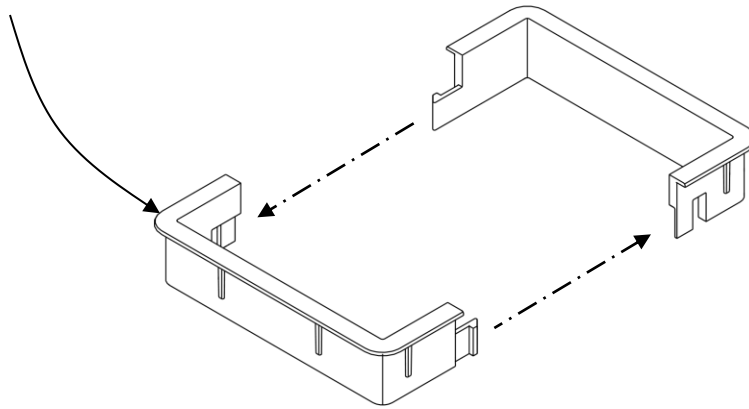
Step 1: Install base plates to the bottom of the laminate cases using #10 x 2" screws.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

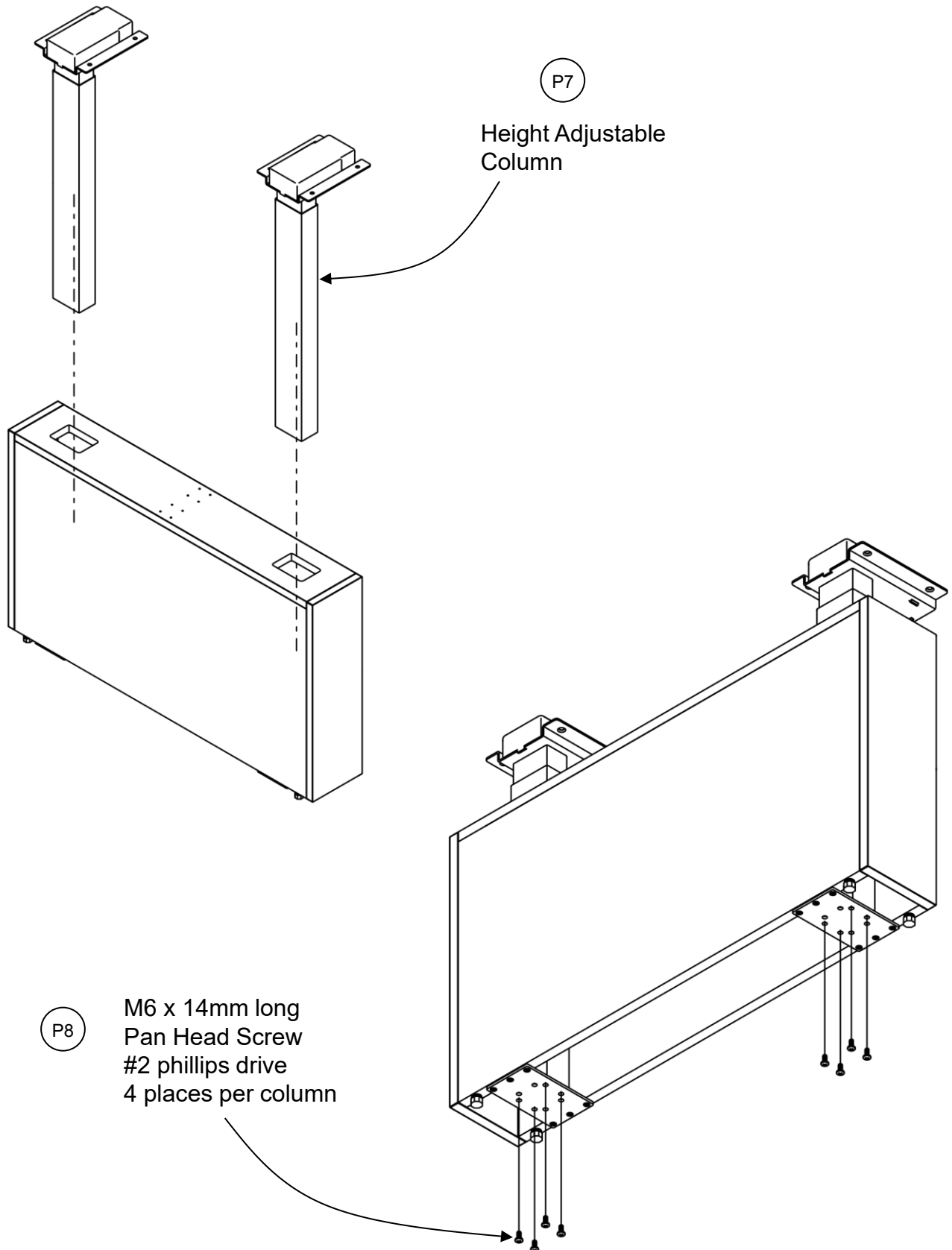
Step 2: Snap trim rings together and install into the leg cutouts in the laminate case.

P6 Trim Ring
2 places per leg cutout



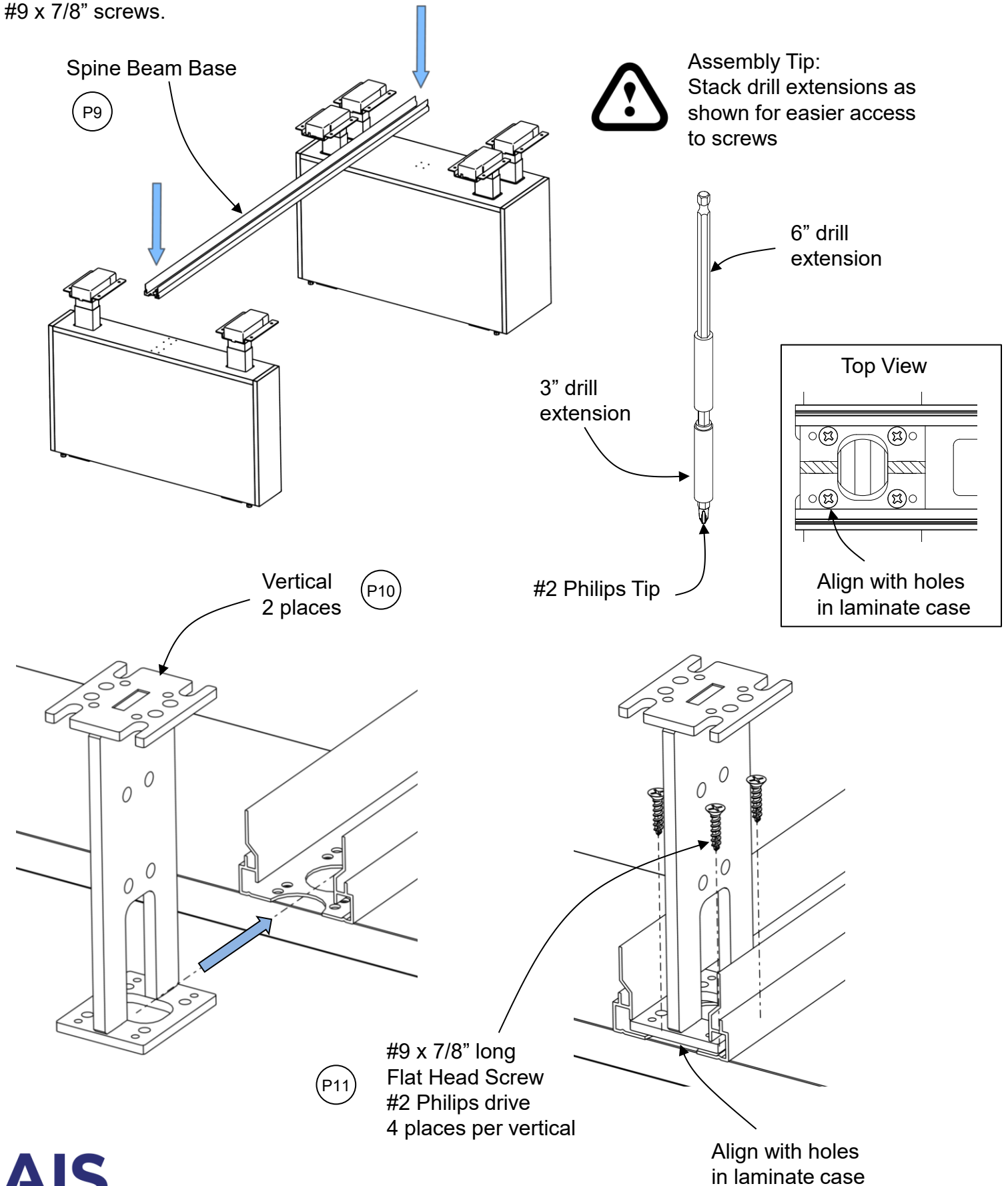
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 3: Install the height adjustable columns into the laminate case and secure using M6 x 14mm screws.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 4a: Position the spine beam base on the laminate cases. Secure in place using (2) verticals and #9 x 7/8" screws.

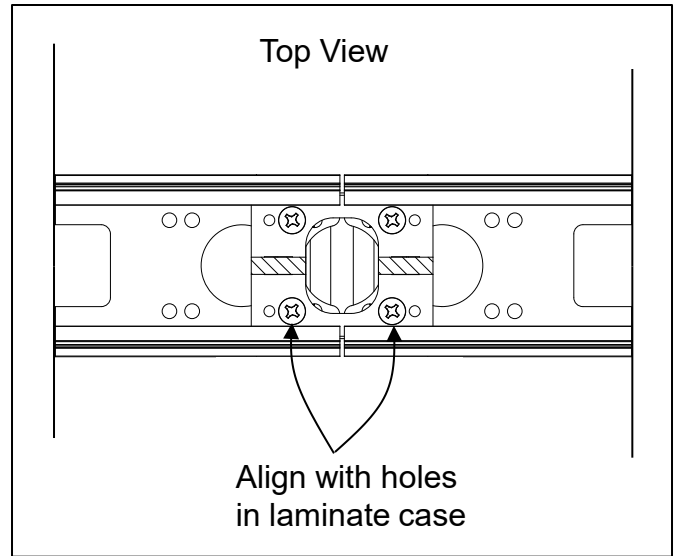
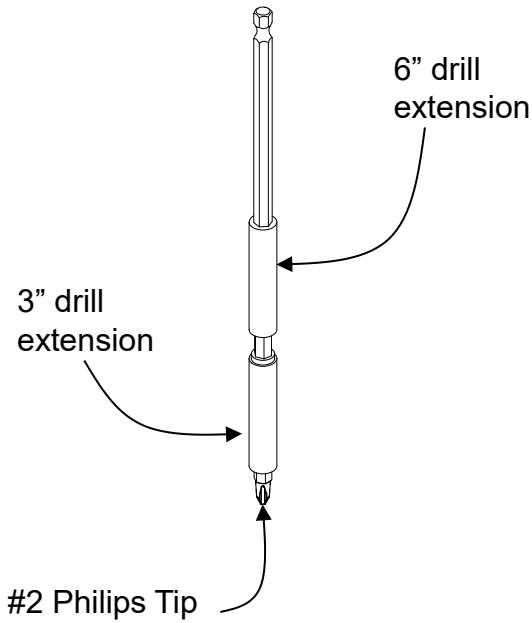


Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 4b: For shared laminate bases, install the spine beam base as shown.

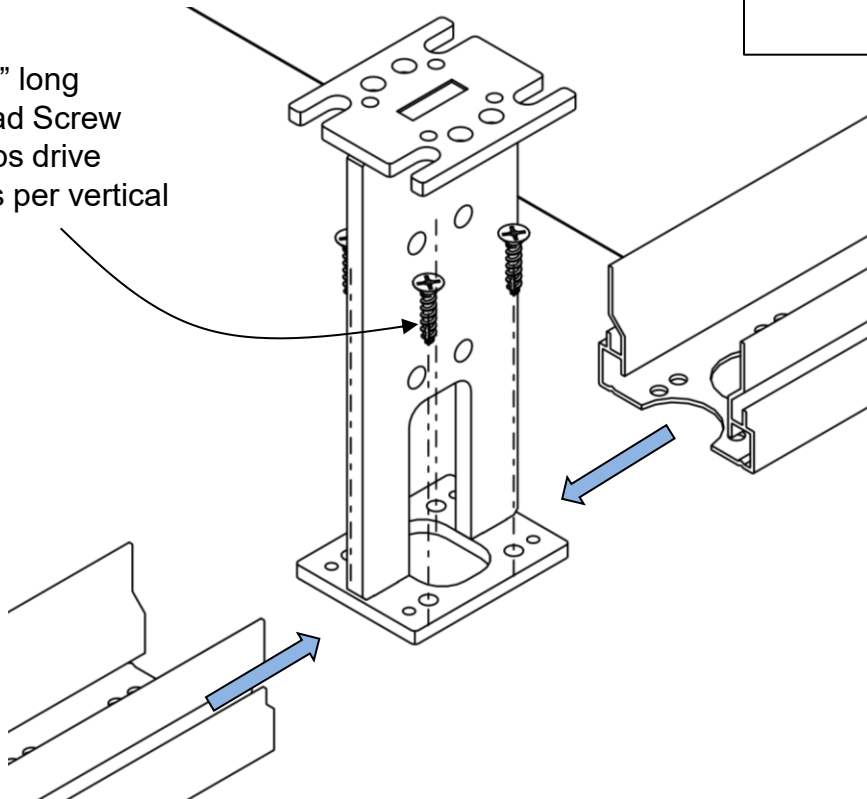


Assembly Tip:
Stack drill extensions as
shown for easier access
to screws



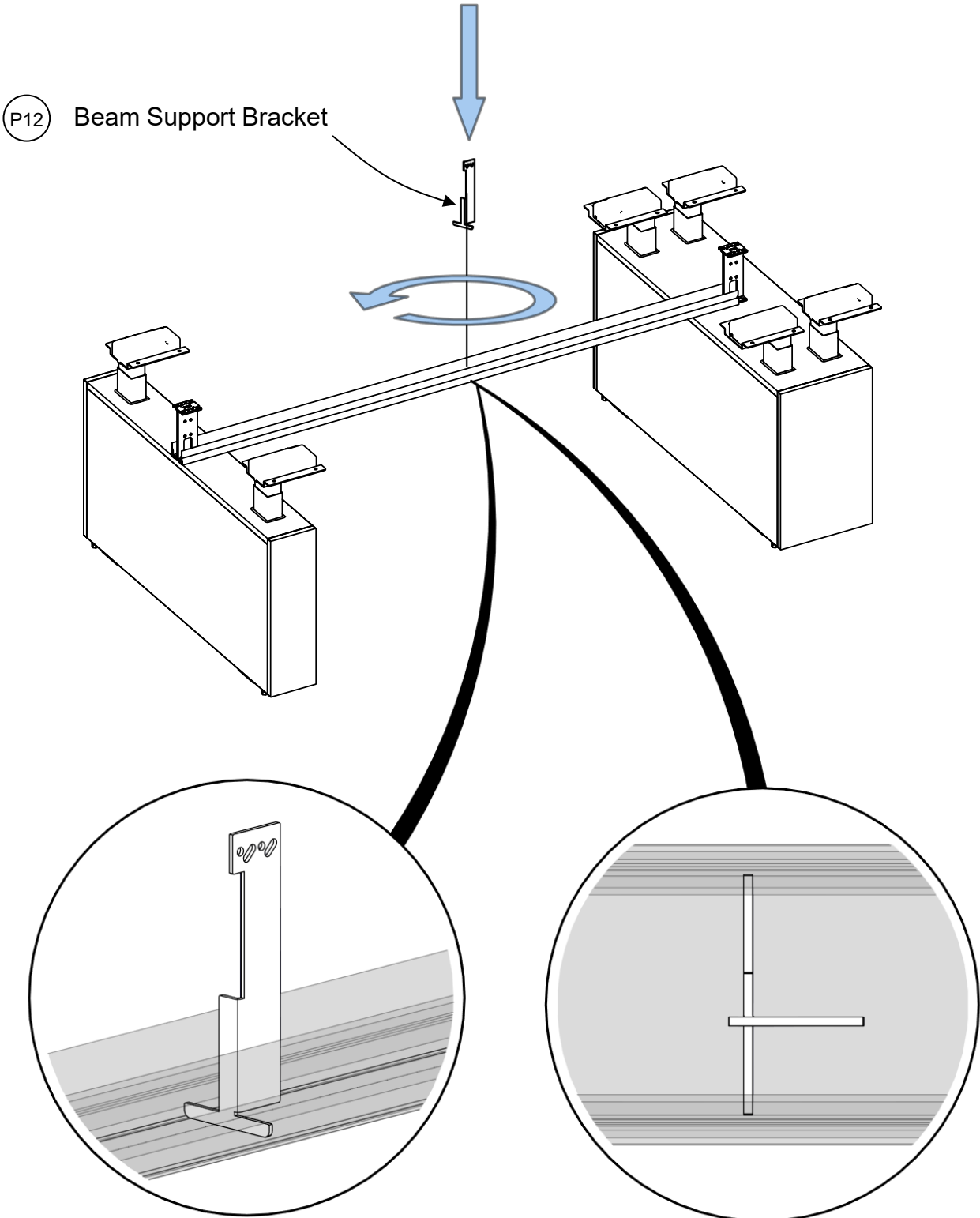
P11

#9 x 7/8" long
Flat Head Screw
#2 Philips drive
4 places per vertical



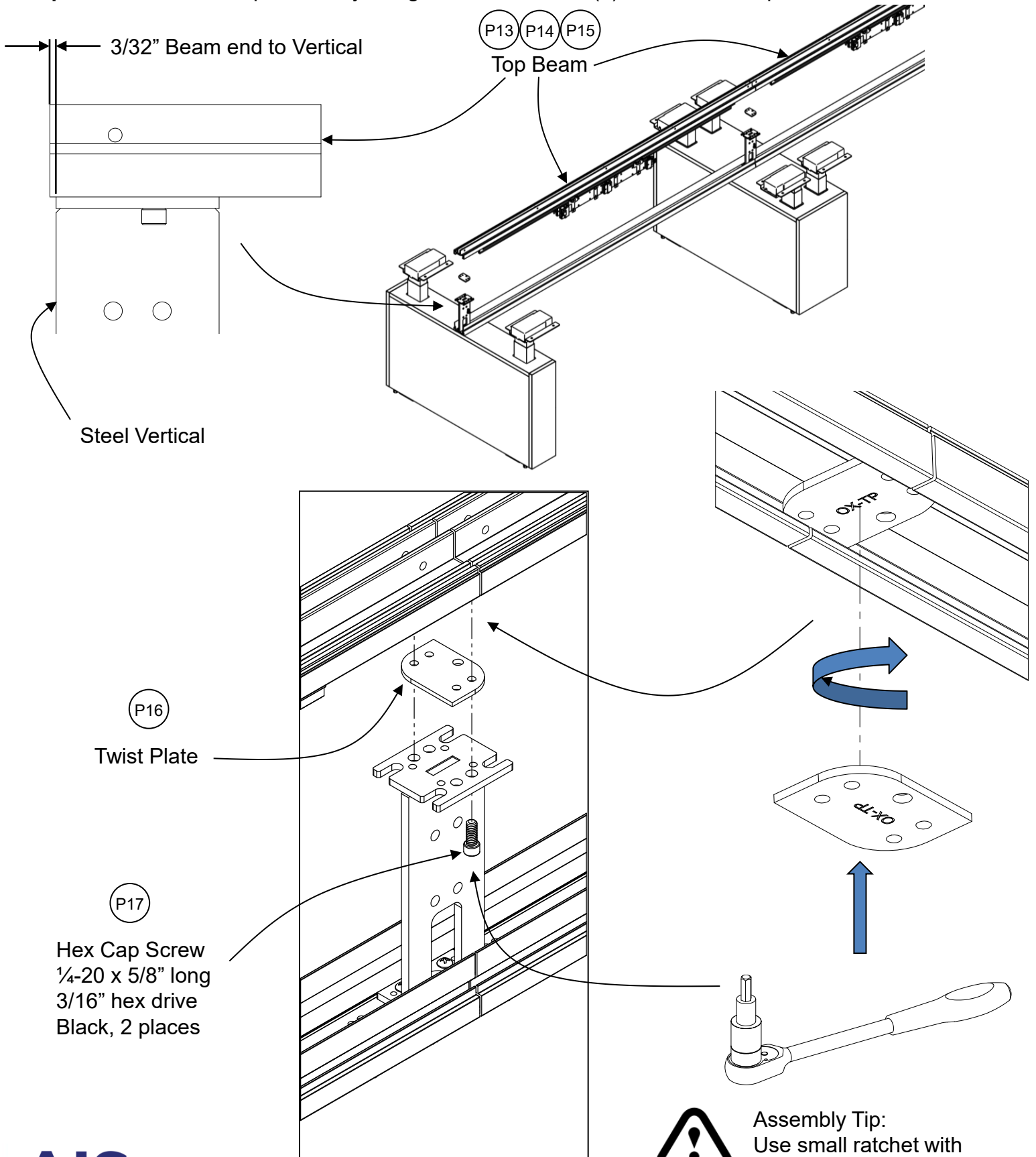
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 5 (for sizes 54W and up only): Place beam support bracket in Beam Base channel. Bracket will be secured in place in Step 6.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 6a: Install Beam Top Assembly using Twist Plates and (2) 1/4-20 x 5/8" Cap Screws.

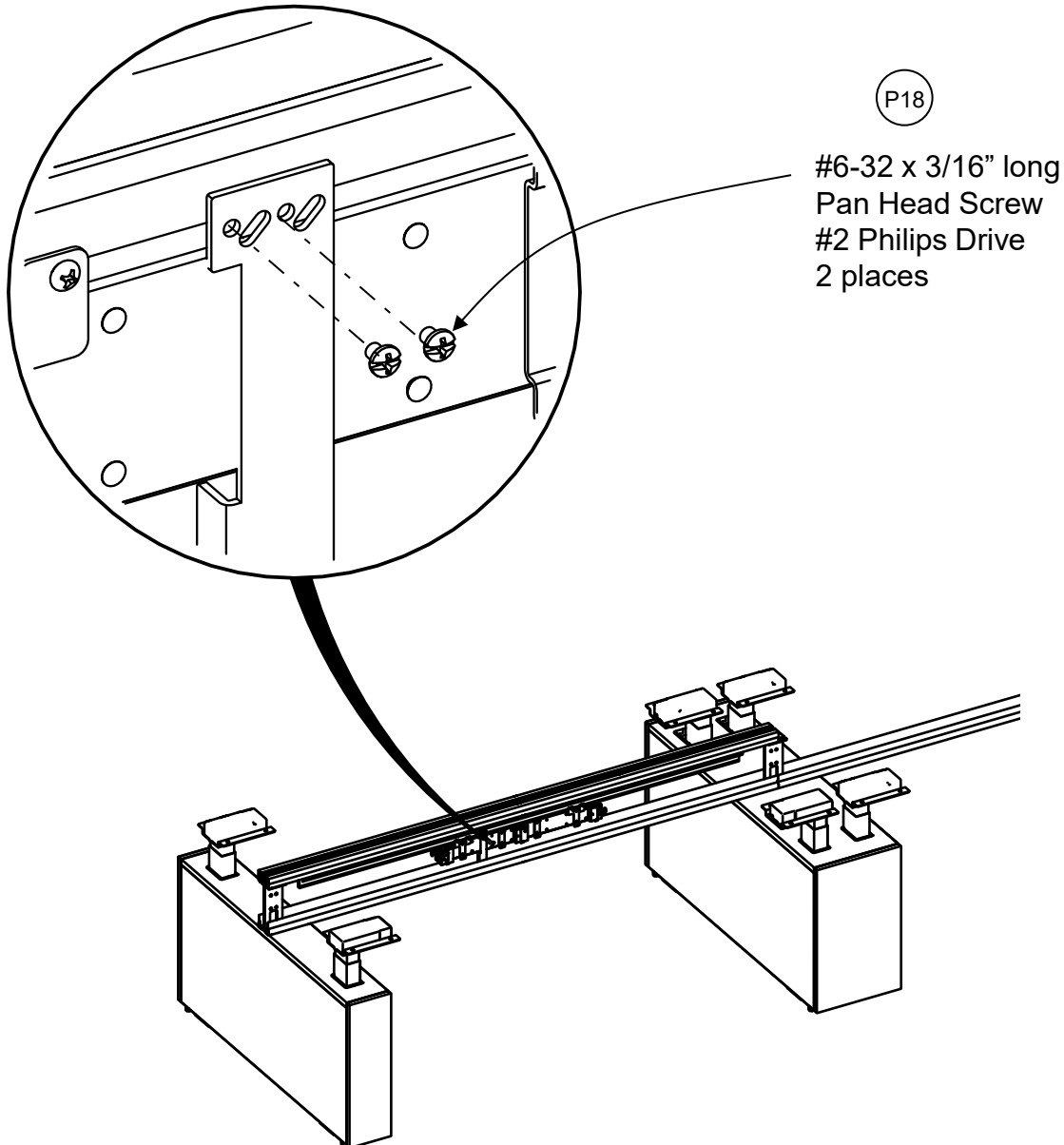


Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 6b (For sizes 54W and up with power): When positioning Top Beam Assembly, carefully position the power inside the Support Bracket.

Note:

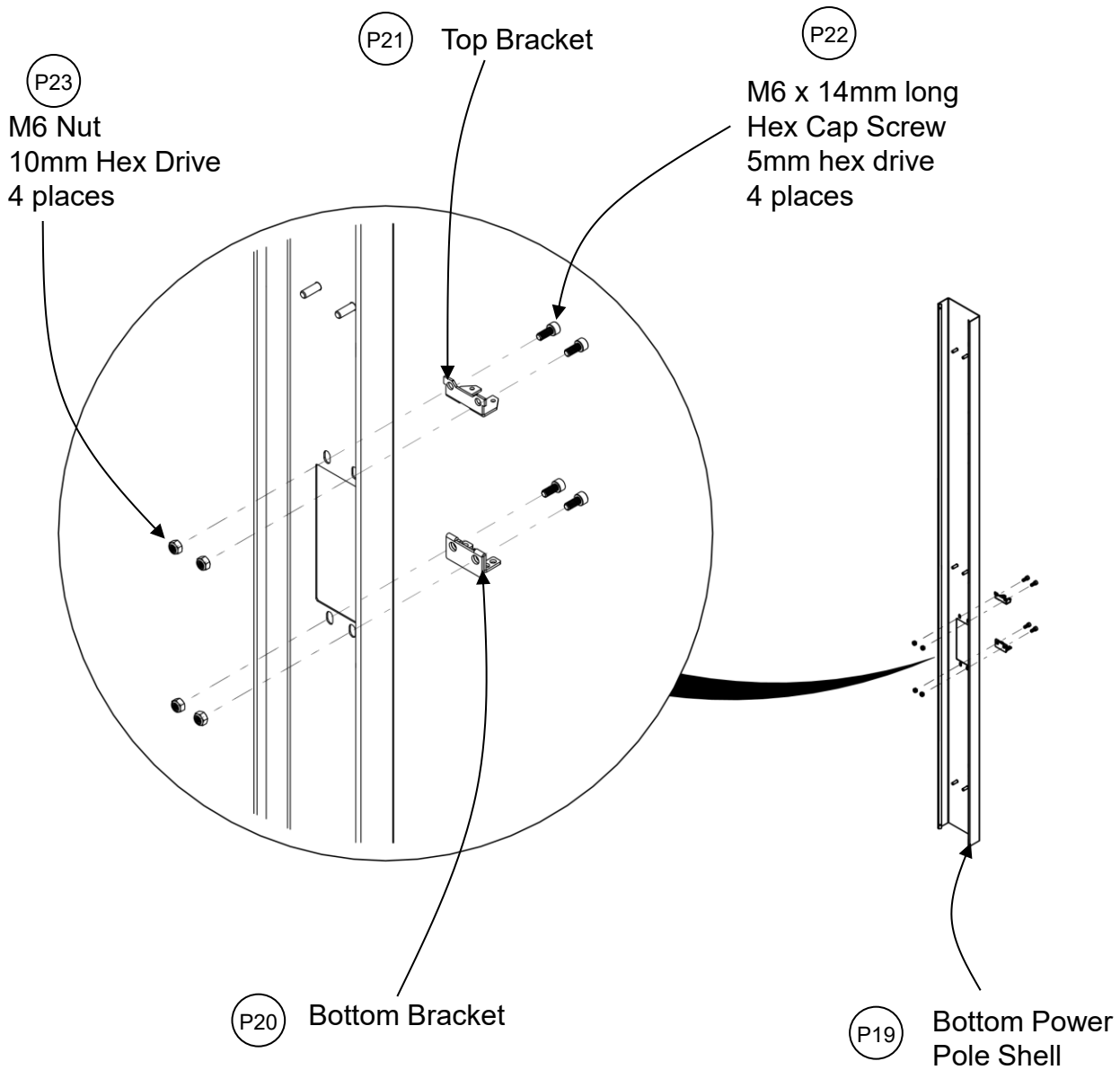
If installing Chicago Powered Spine Beam Kits, the center support bracket will need to be placed off center after the power has been installed.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

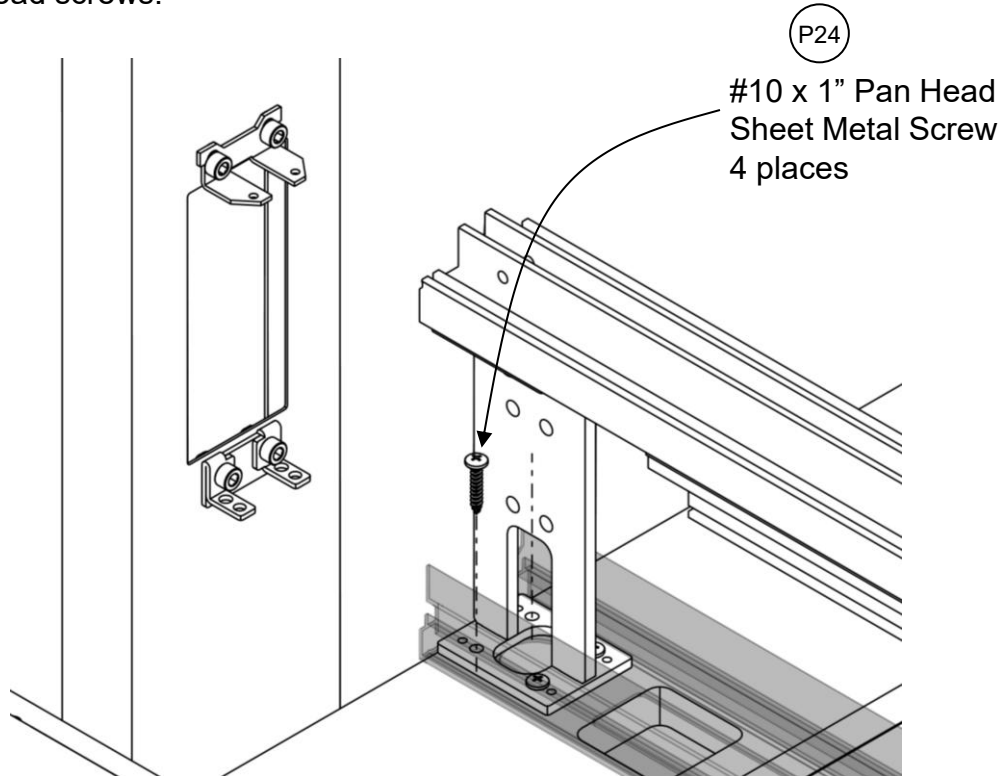
Installing End Mount Power Poles

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

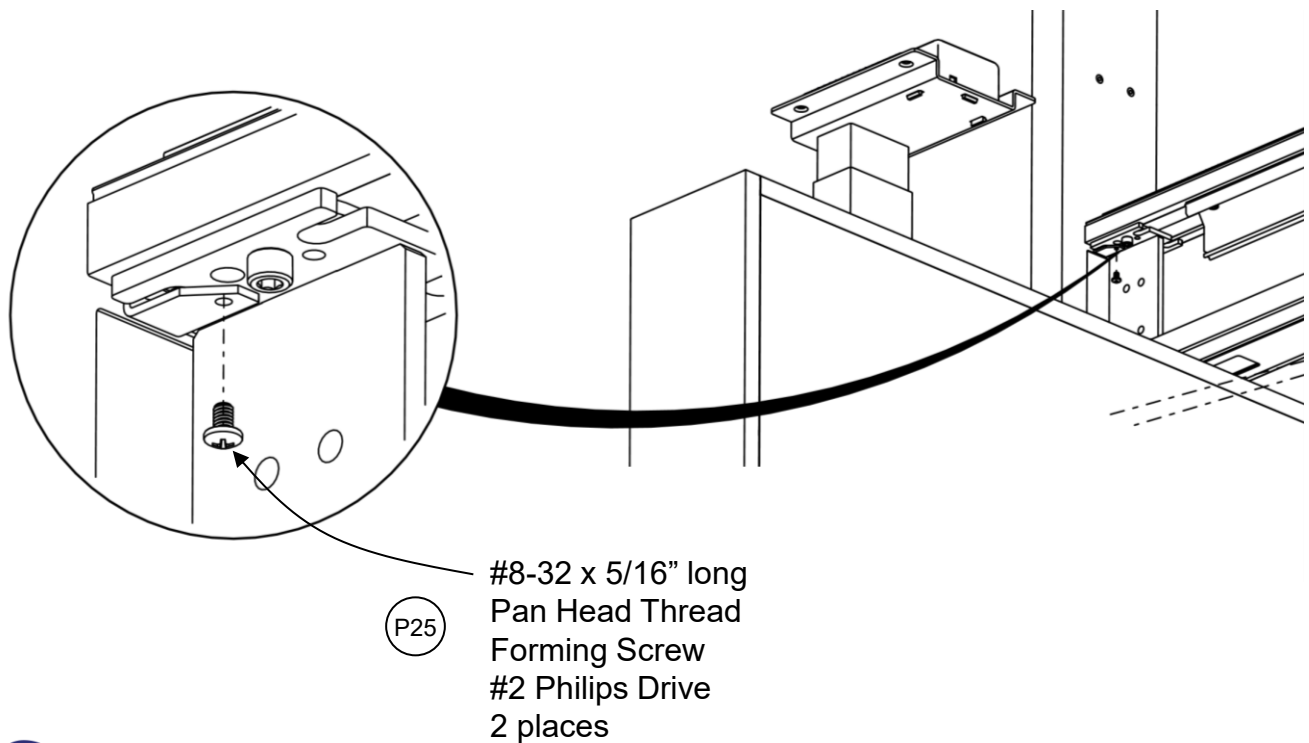


Encounter PowerBench Laminate Base Double Sided Installation Instructions

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

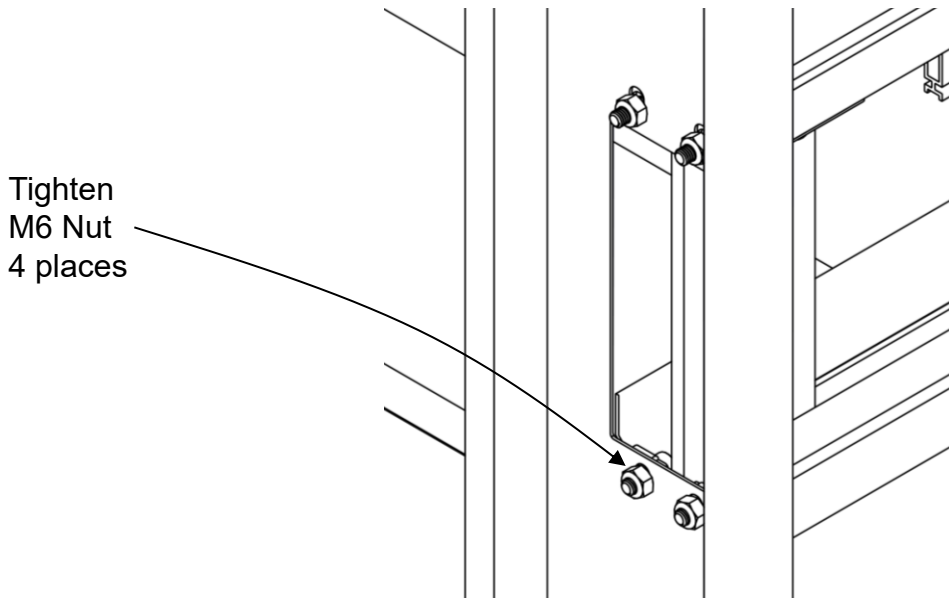


Step 3: Secure top bracket to beam vertical using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

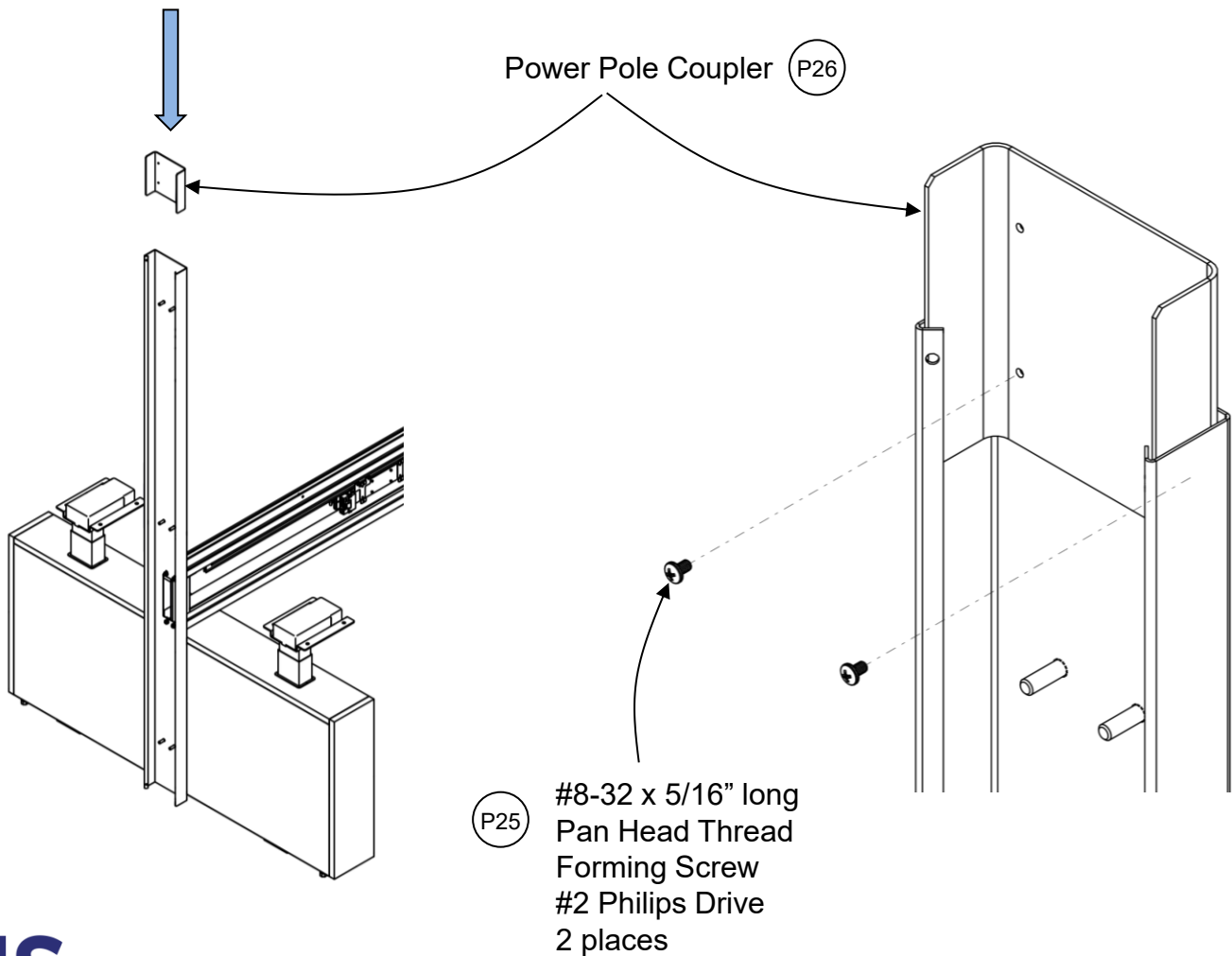


Encounter PowerBench Laminate Base Double Sided Installation Instructions

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

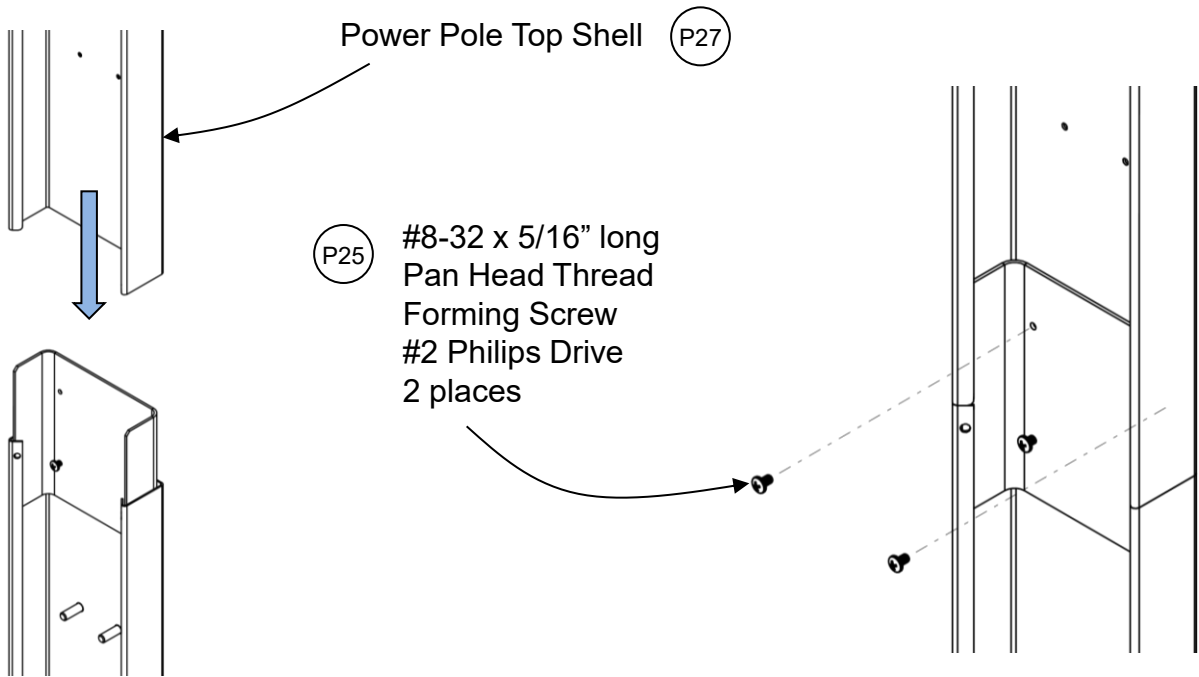


Step 5: Install power pole coupler to shell using (2) #8-32 x 5/16" pan head screws (labeled C-Screw).

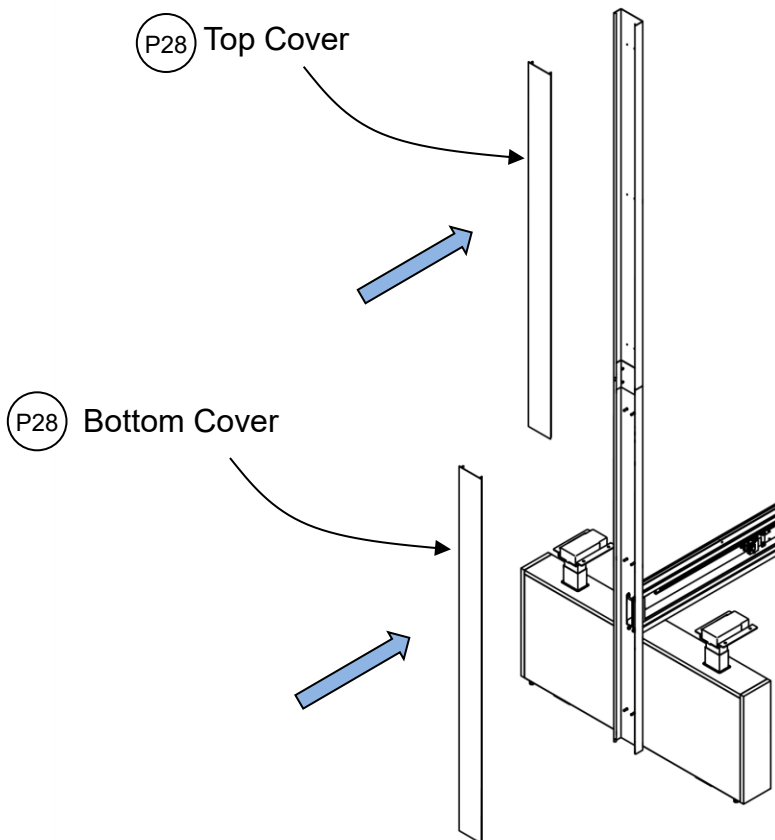


Encounter PowerBench Laminate Base Double Sided Installation Instructions

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

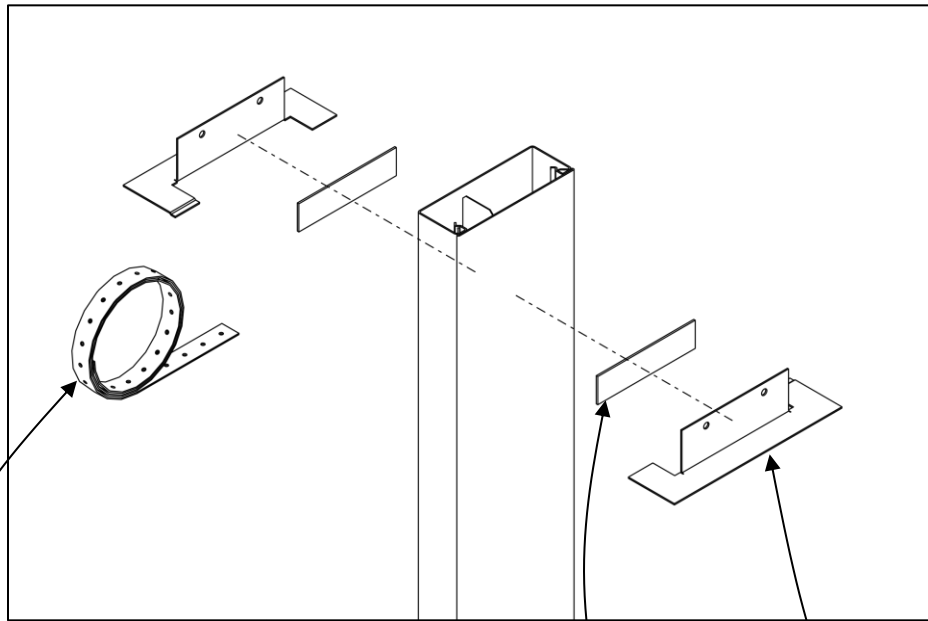


Step 7: Snap on top and bottom power pole covers to shells.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

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



P66

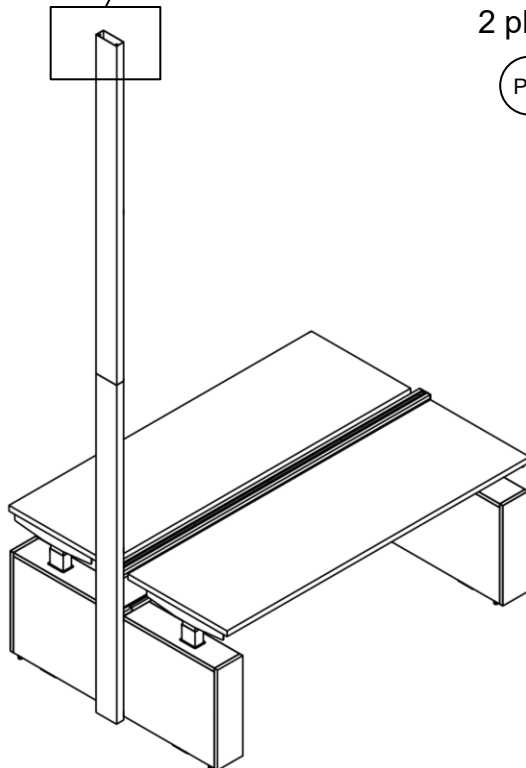
Plastic Retainer
ties the pole to
the ceiling grid.

Magnetic Strip
2 places

P65

Ceiling Shroud
2 places

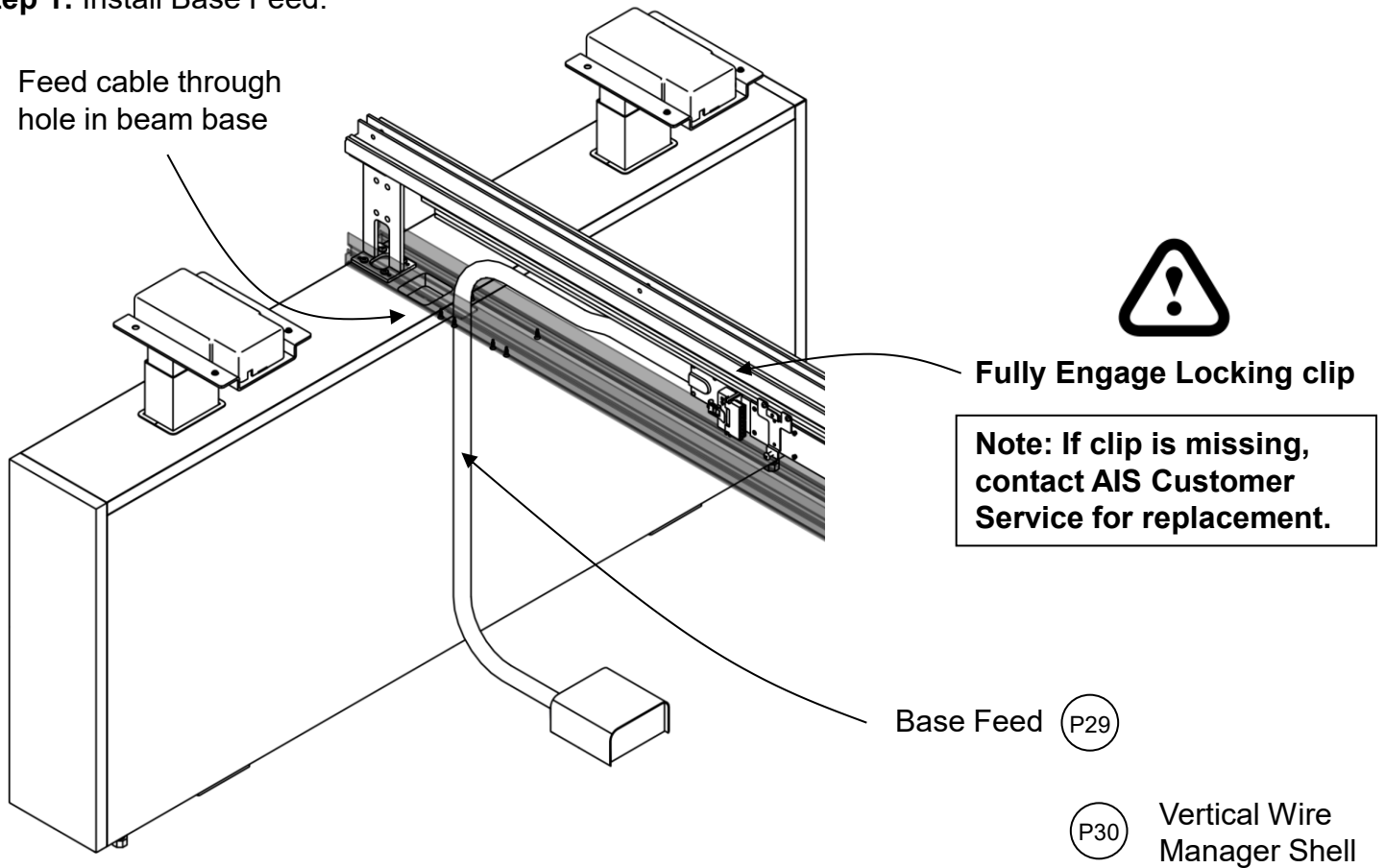
P64



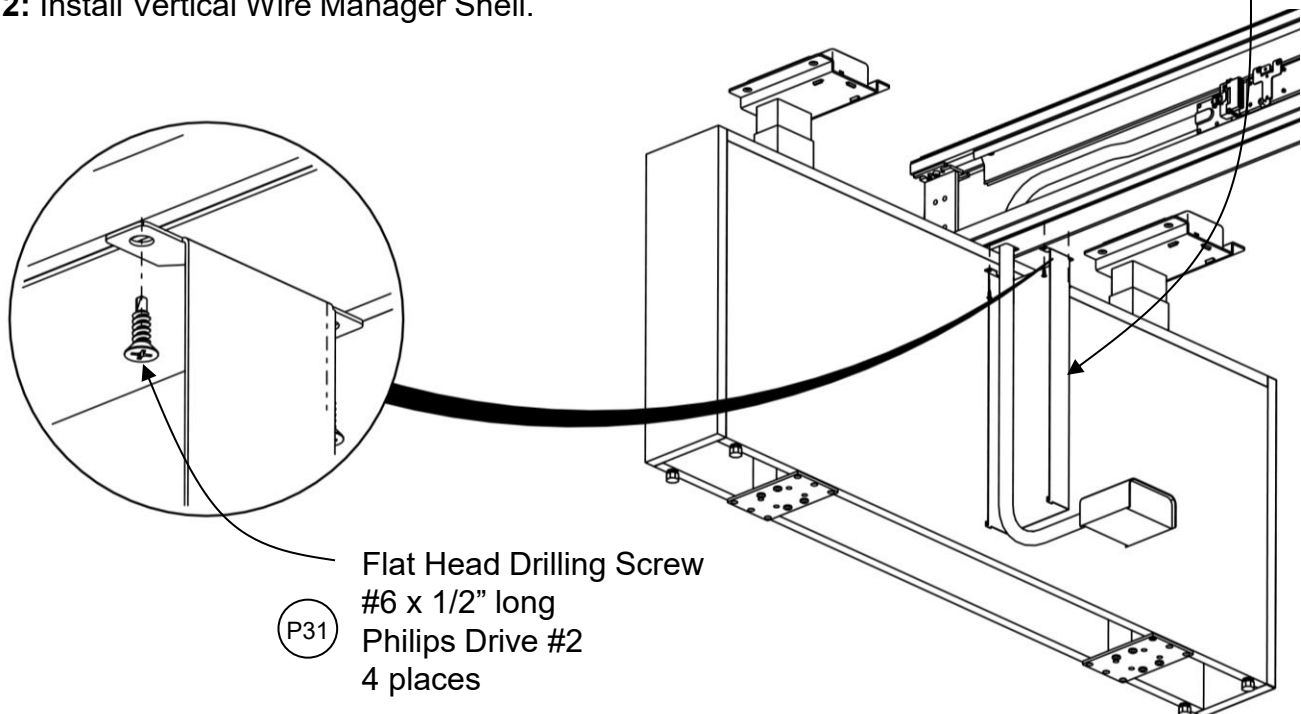
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Installing Base Feed and Vertical Wire Manager

Step 1: Install Base Feed.

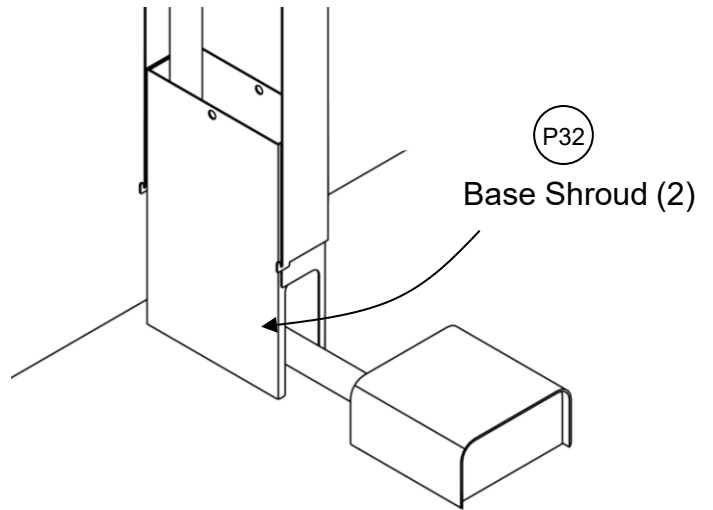
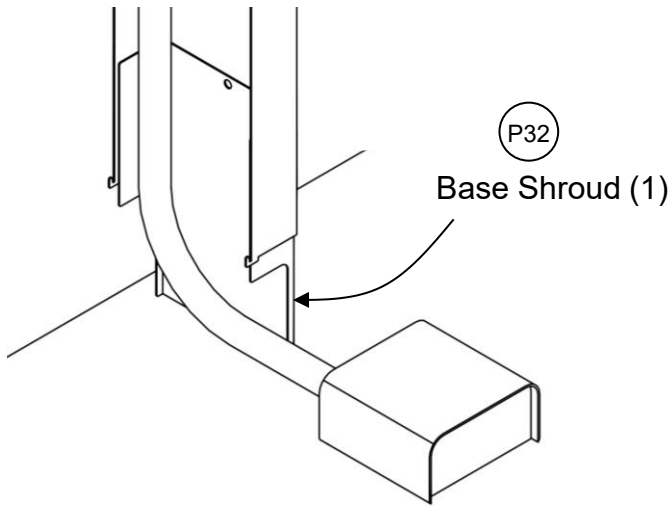


Step 2: Install Vertical Wire Manager Shell.

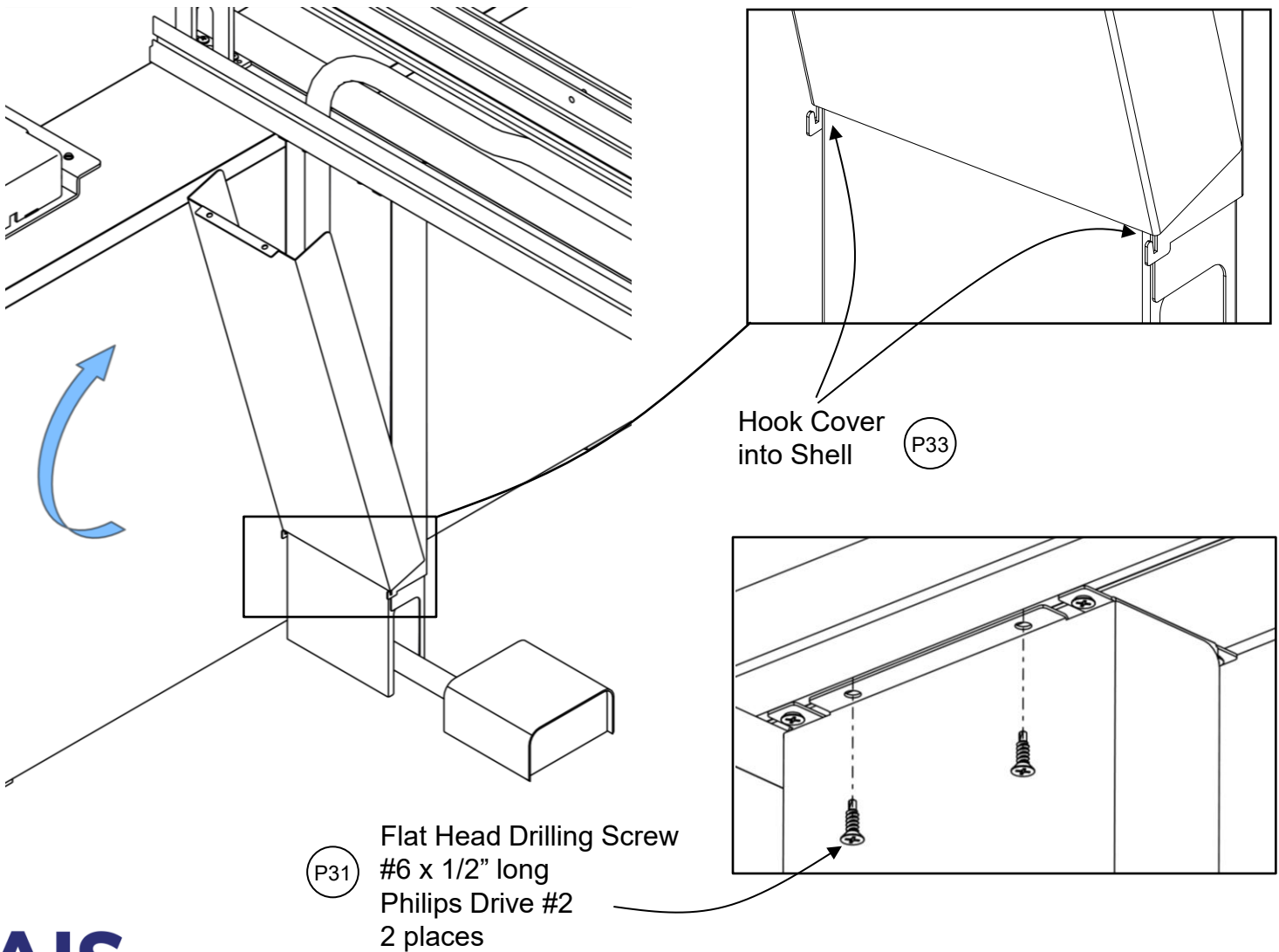


Encounter PowerBench Laminate Base Double Sided Installation Instructions

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

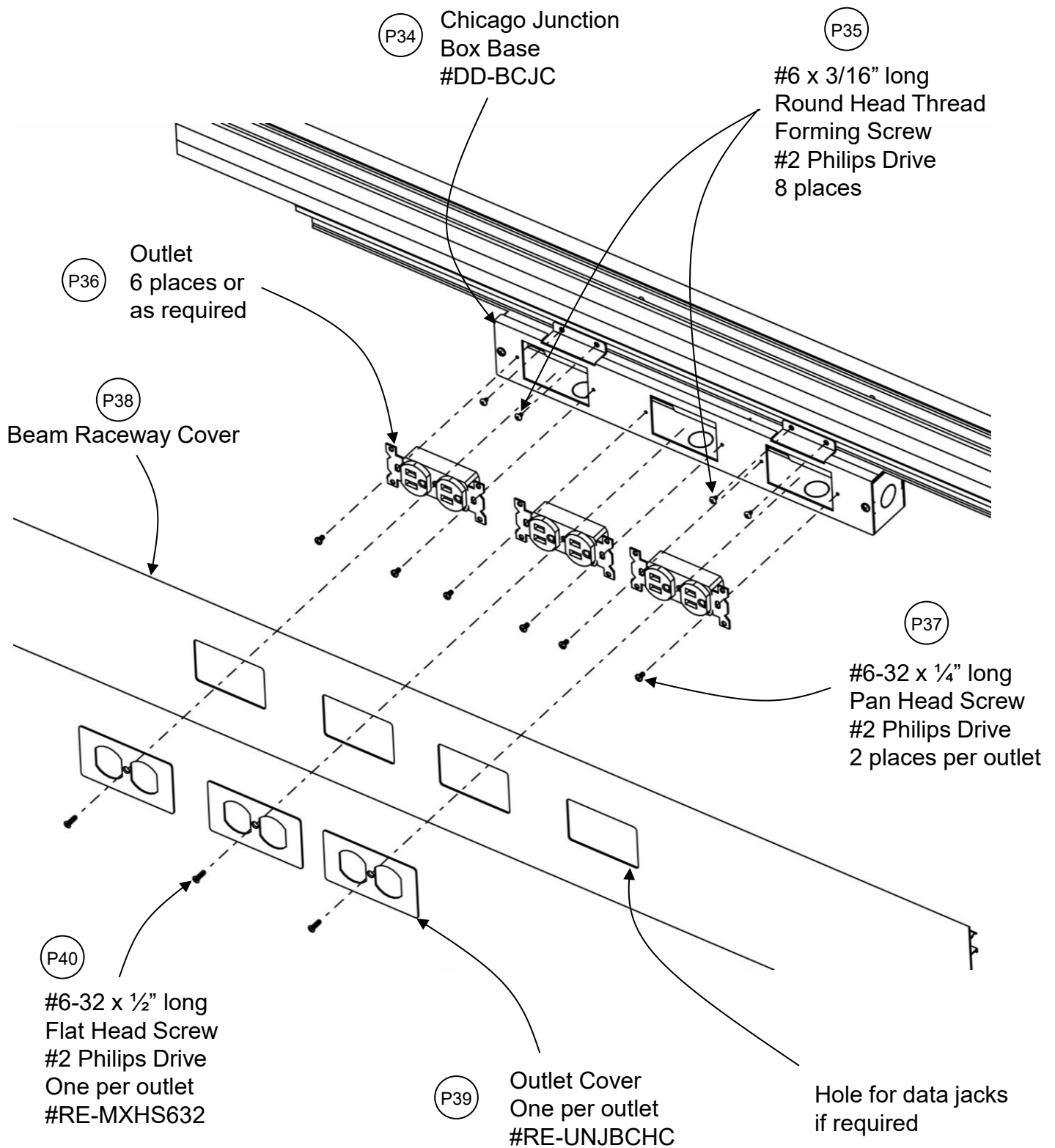


Step 4: Install (2) Vertical Wire Manager Cover.



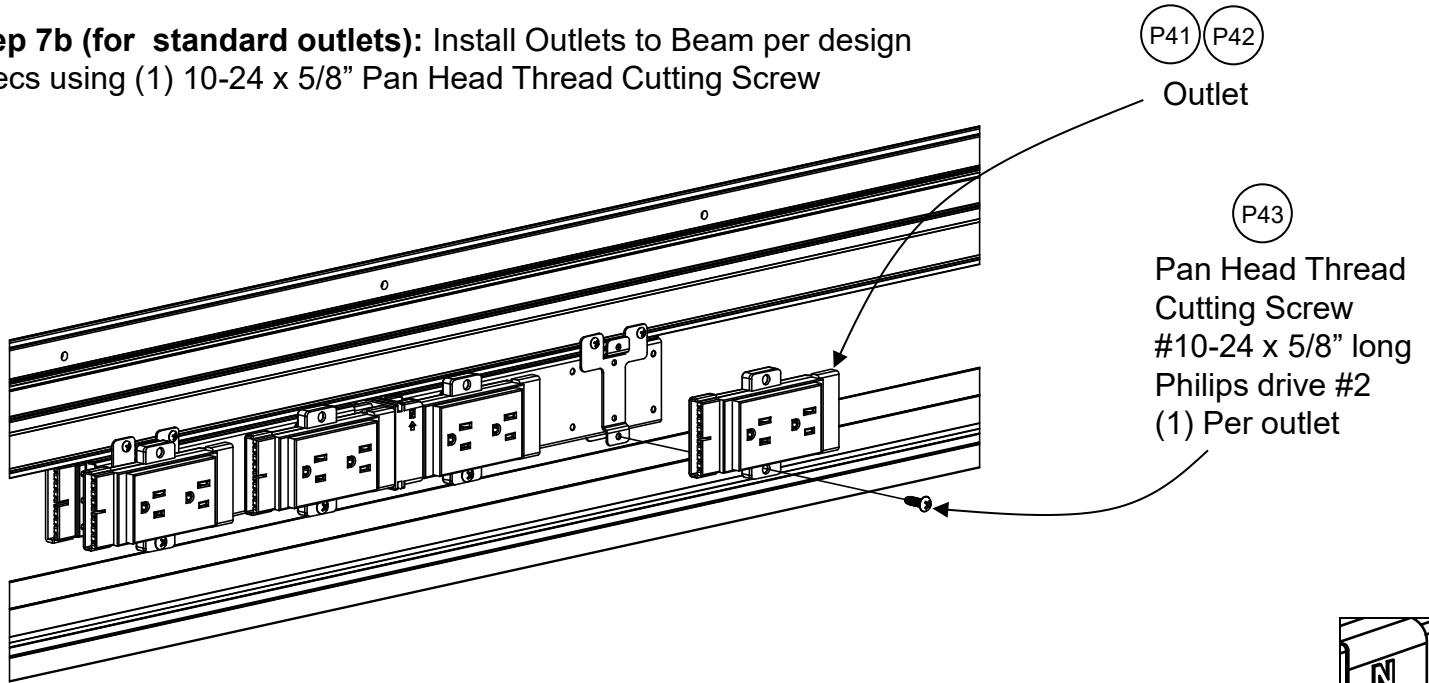
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 7a (for Chicago Power only): Install Chicago Power Box to Spine Beam.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 7b (for standard outlets): Install Outlets to Beam per design specs using (1) 10-24 x 5/8" Pan Head Thread Cutting Screw

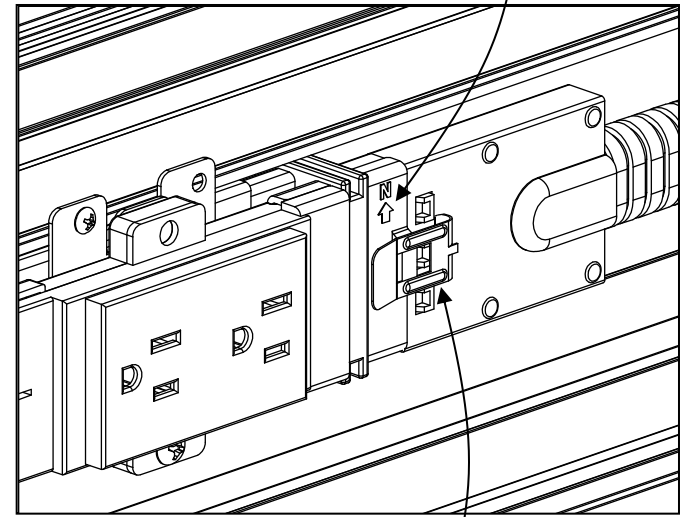
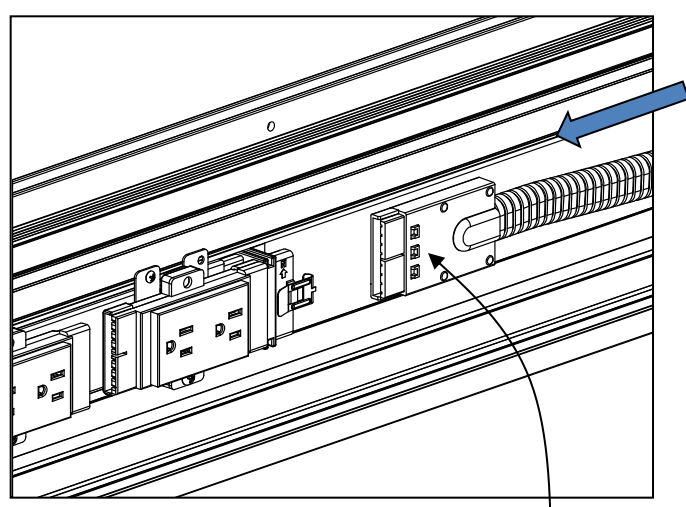
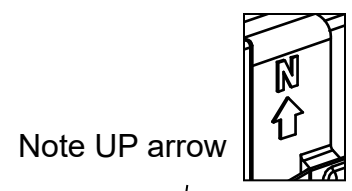


P41 P42
Outlet

P43
Pan Head Thread Cutting Screw
#10-24 x 5/8" long
Phillips drive #2
(1) Per outlet

P44

Step 8: Plug Jumpers into powerway, making sure to fully engage locking clip!



Engage clip **HERE**

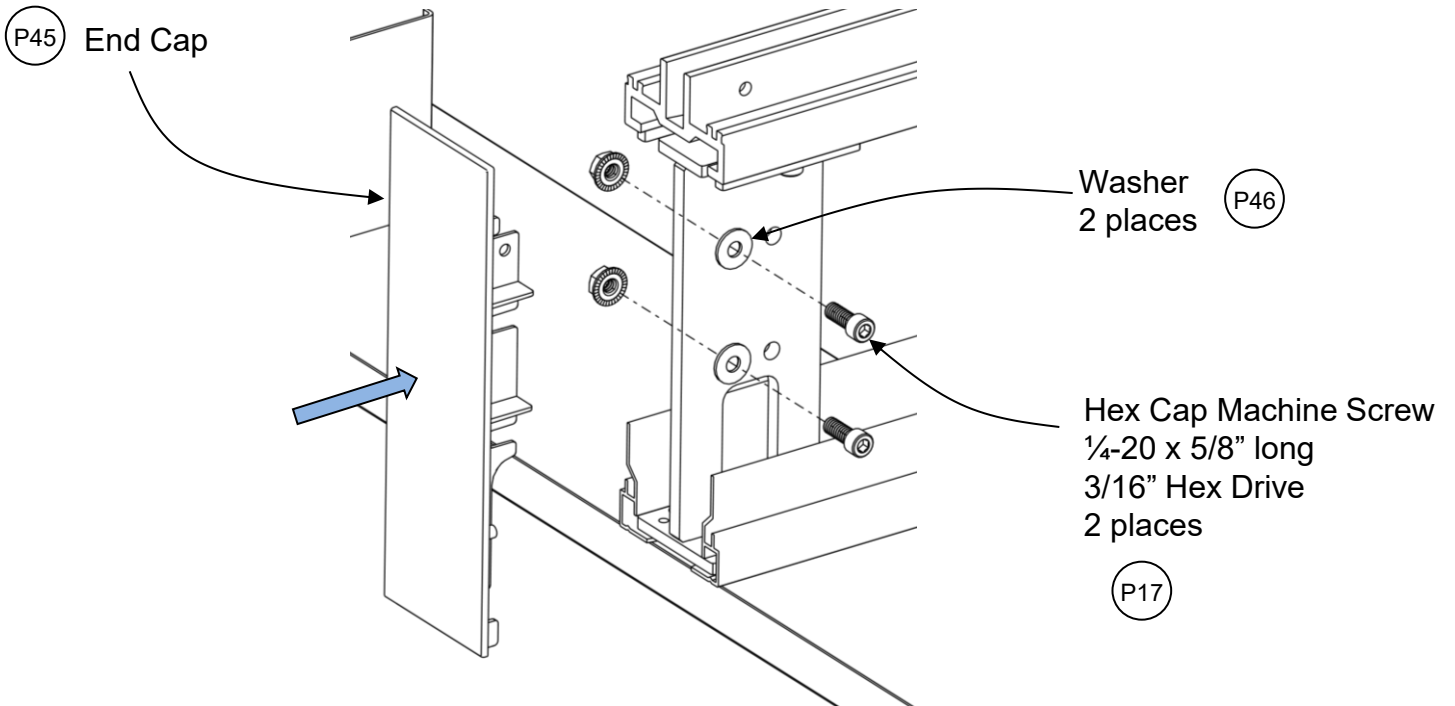
Fully Engage Locking clip



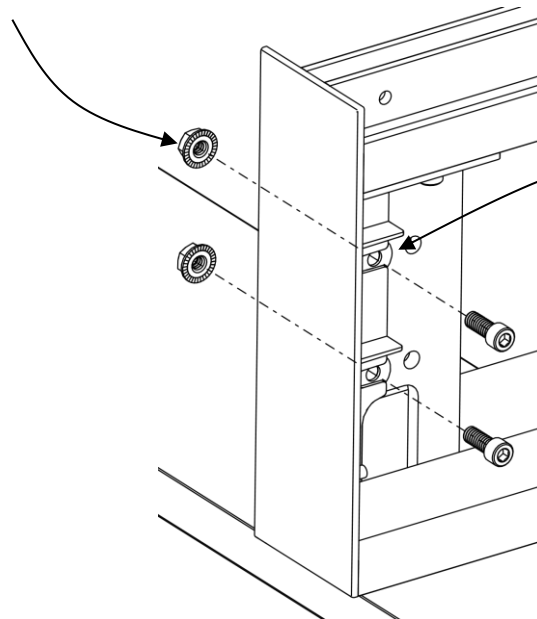
Note: If clip is missing, contact AIS Customer Service for replacement.

Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 9: Install End Caps. DO NOT over torque.



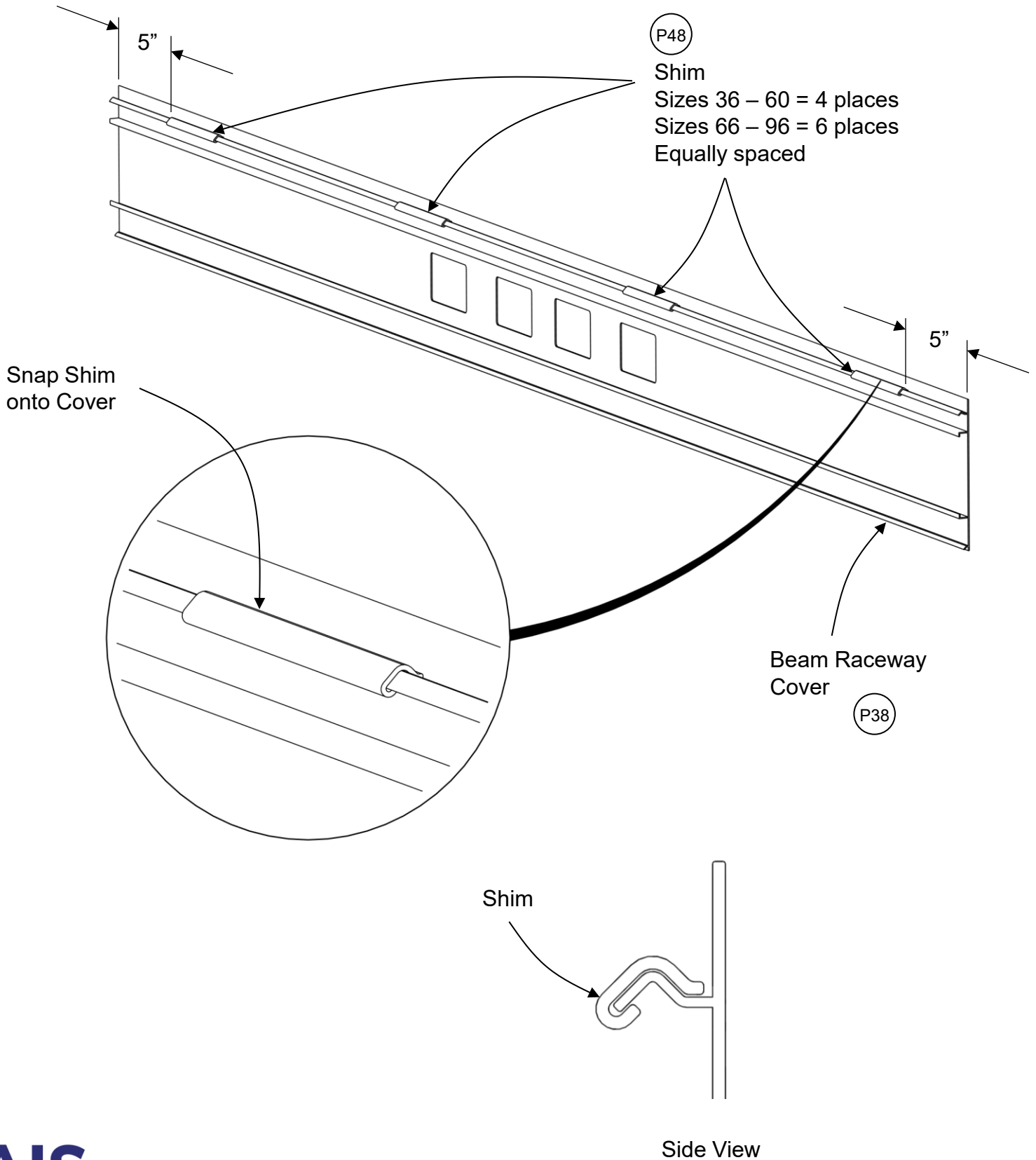
(P47) 1/4-20 Flange Nut
7/16" External Hex Drive
2 places
LOW TORQUE



Note:
Washer is seated between
end cap and vertical

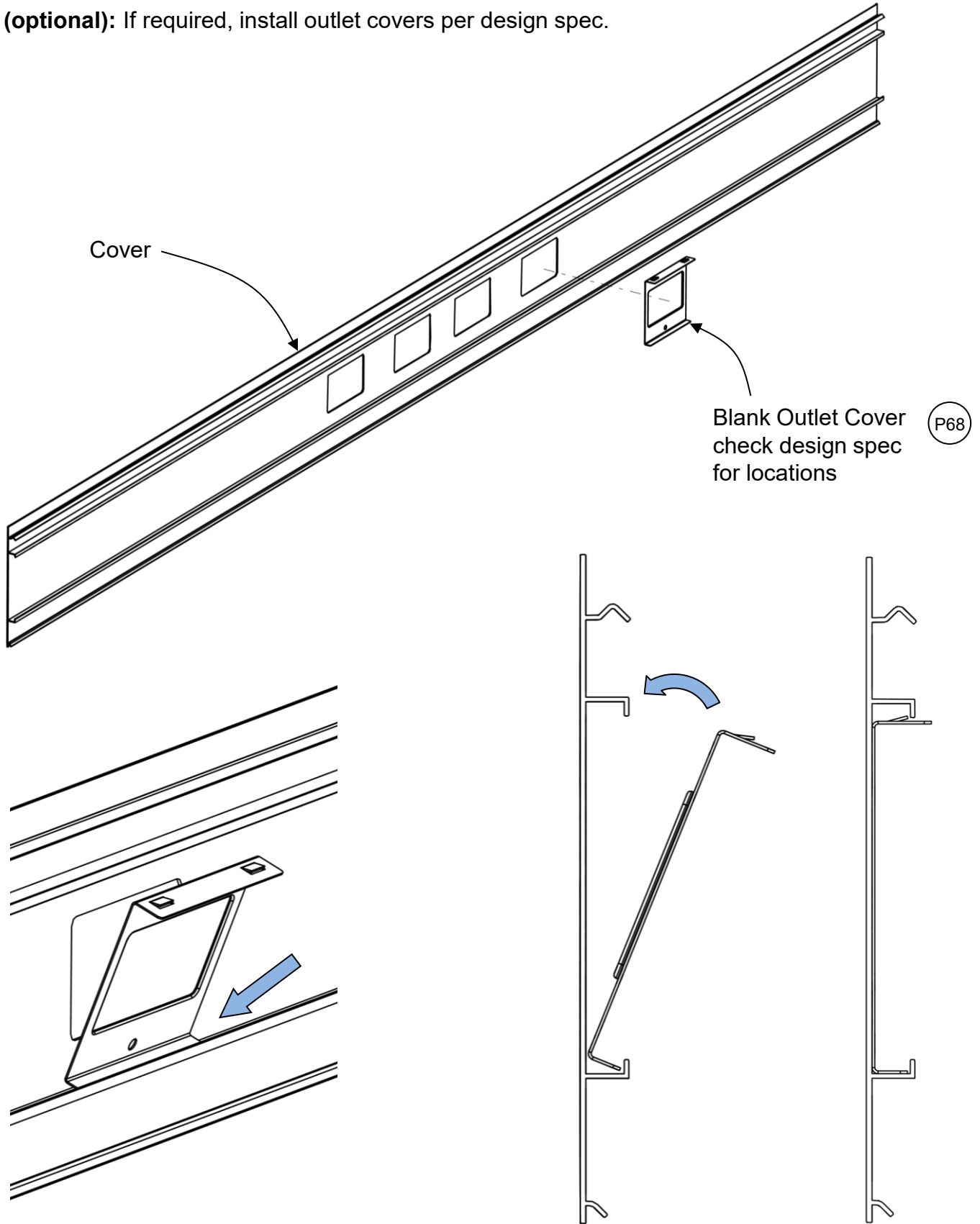
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 10: Install shims onto covers.



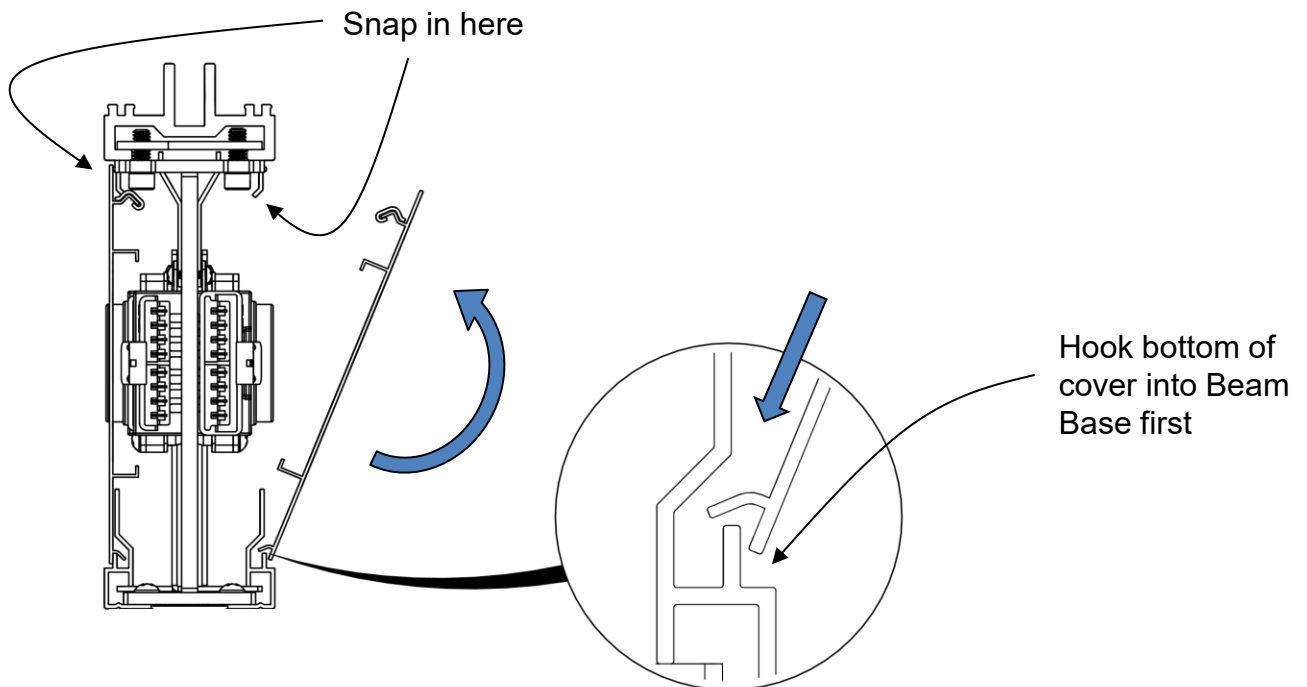
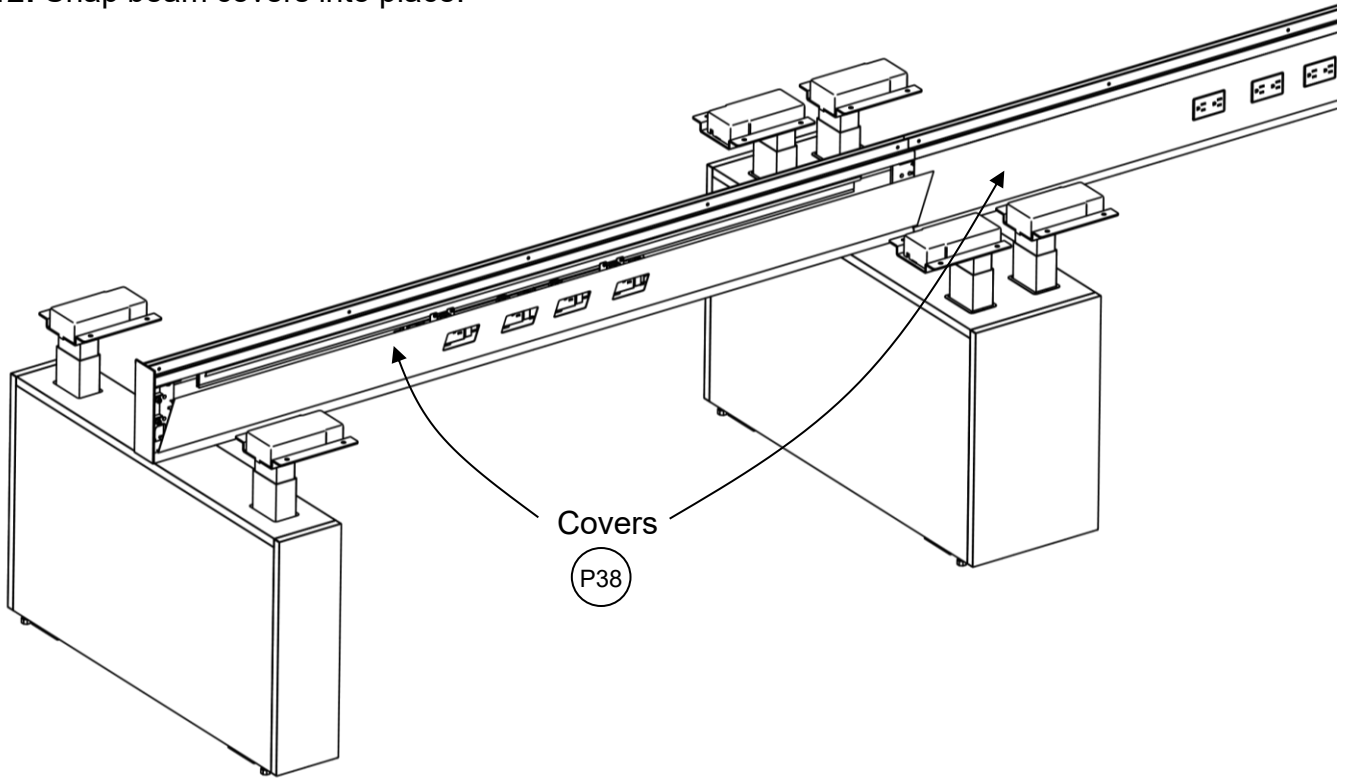
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 11 (optional): If required, install outlet covers per design spec.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

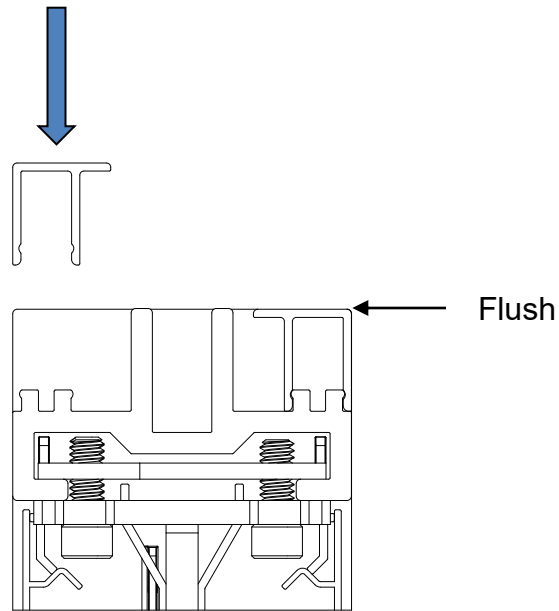
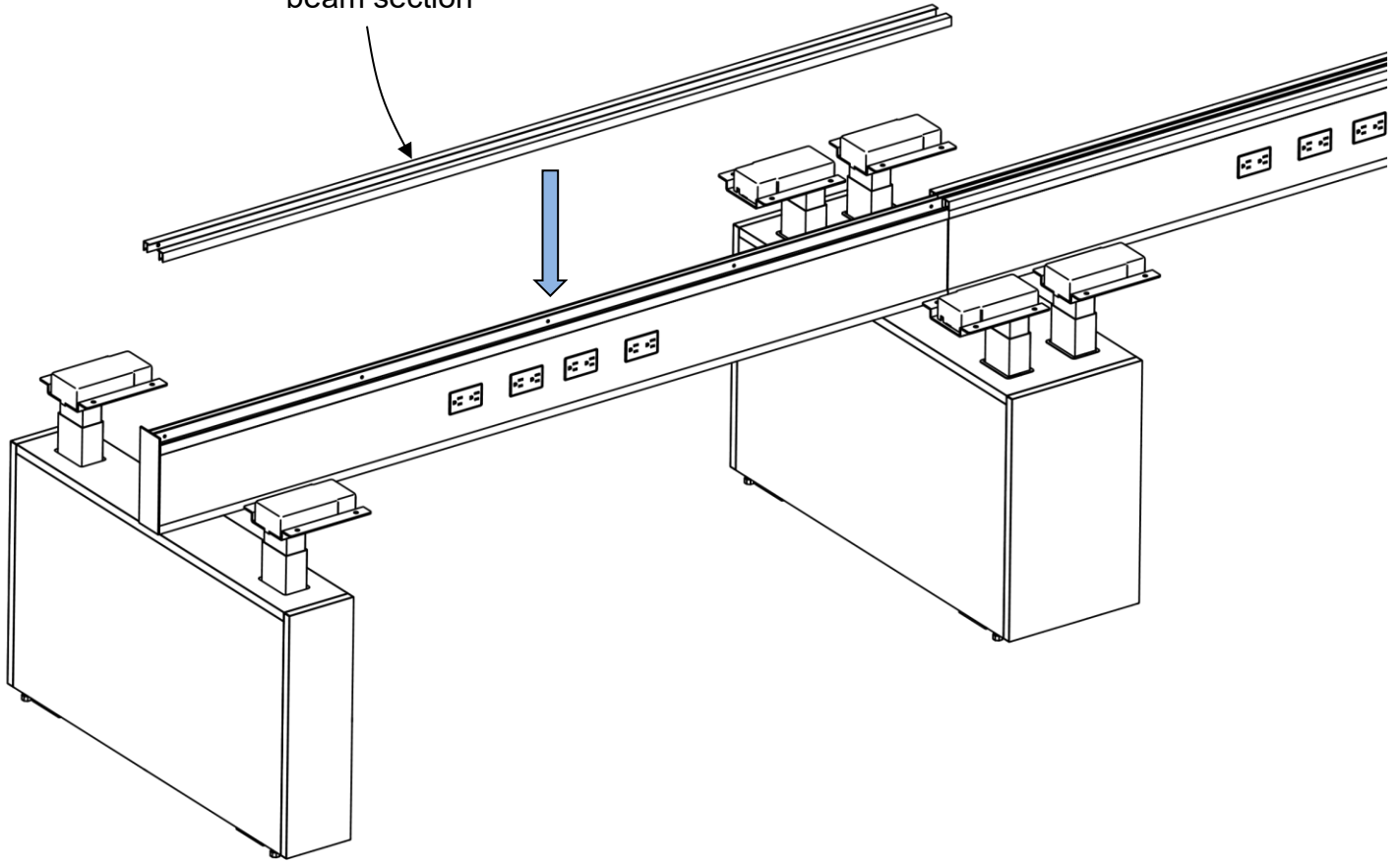
Step 12: Snap beam covers into place.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

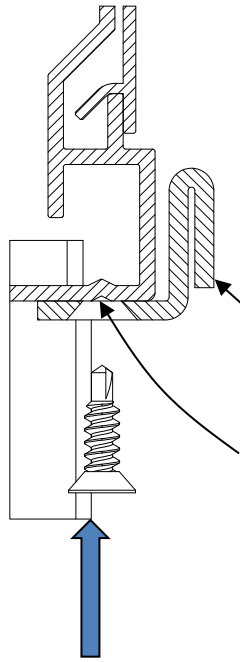
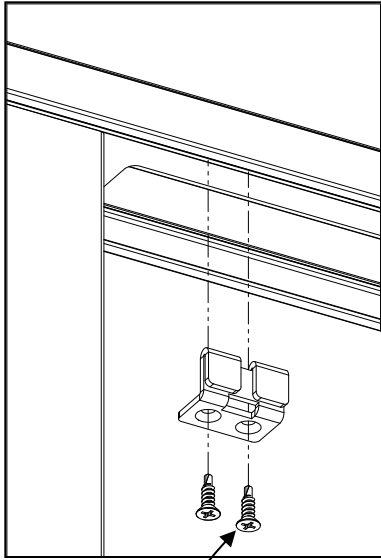
Step 13: Install top covers.

(P49)
Top Covers
2 places per
beam section

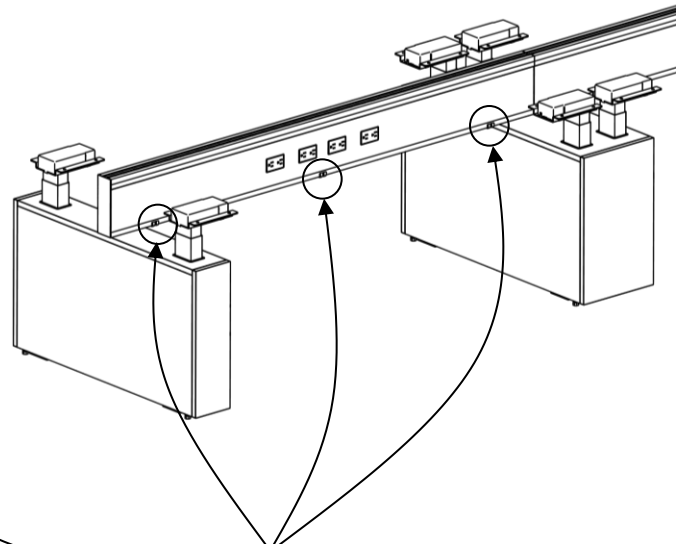


Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 14 (optional): Install power cord tray.



Beam Base Groove

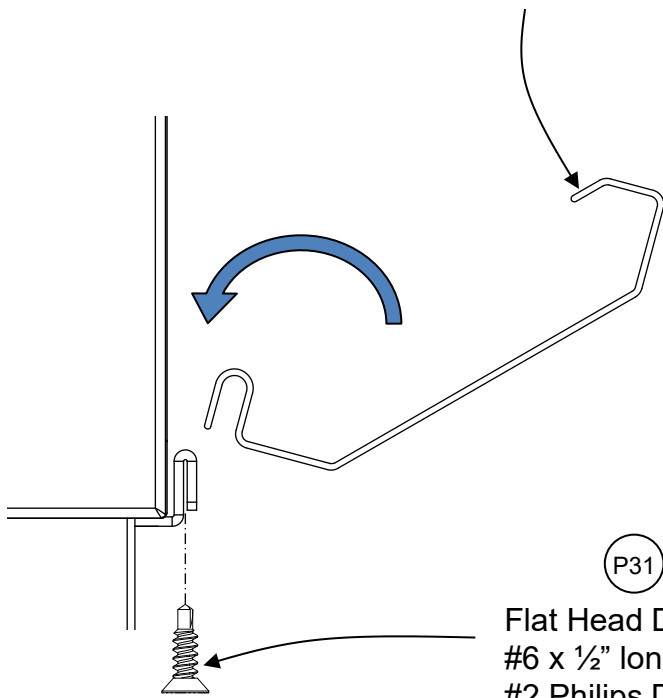
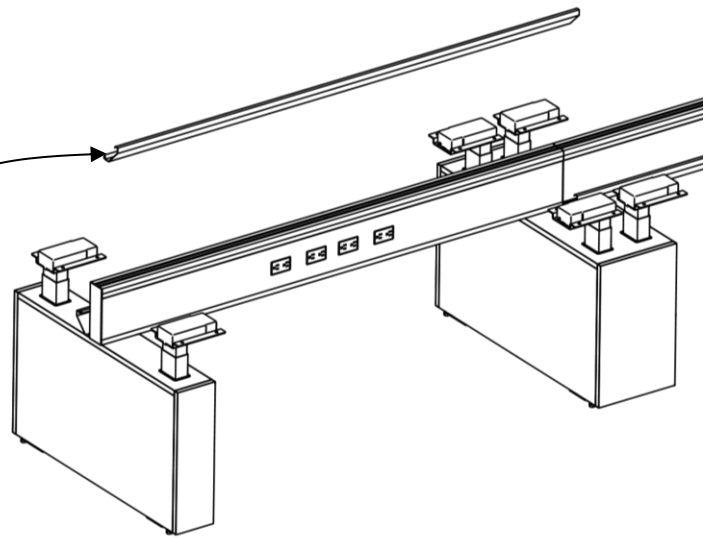


Accessory Mount
3 places

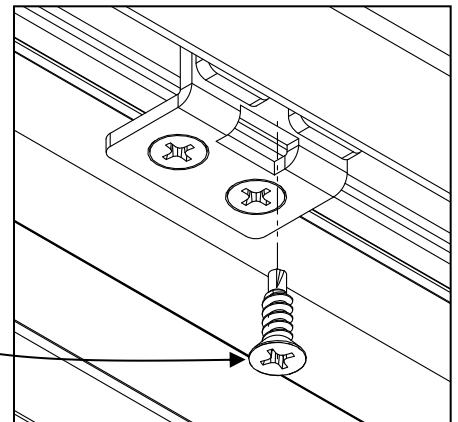
P50

P31 Flat Head Drilling Screw
#6 x 1/2" long
#2 Philips Drive
6 places

P51 Powercord Tray

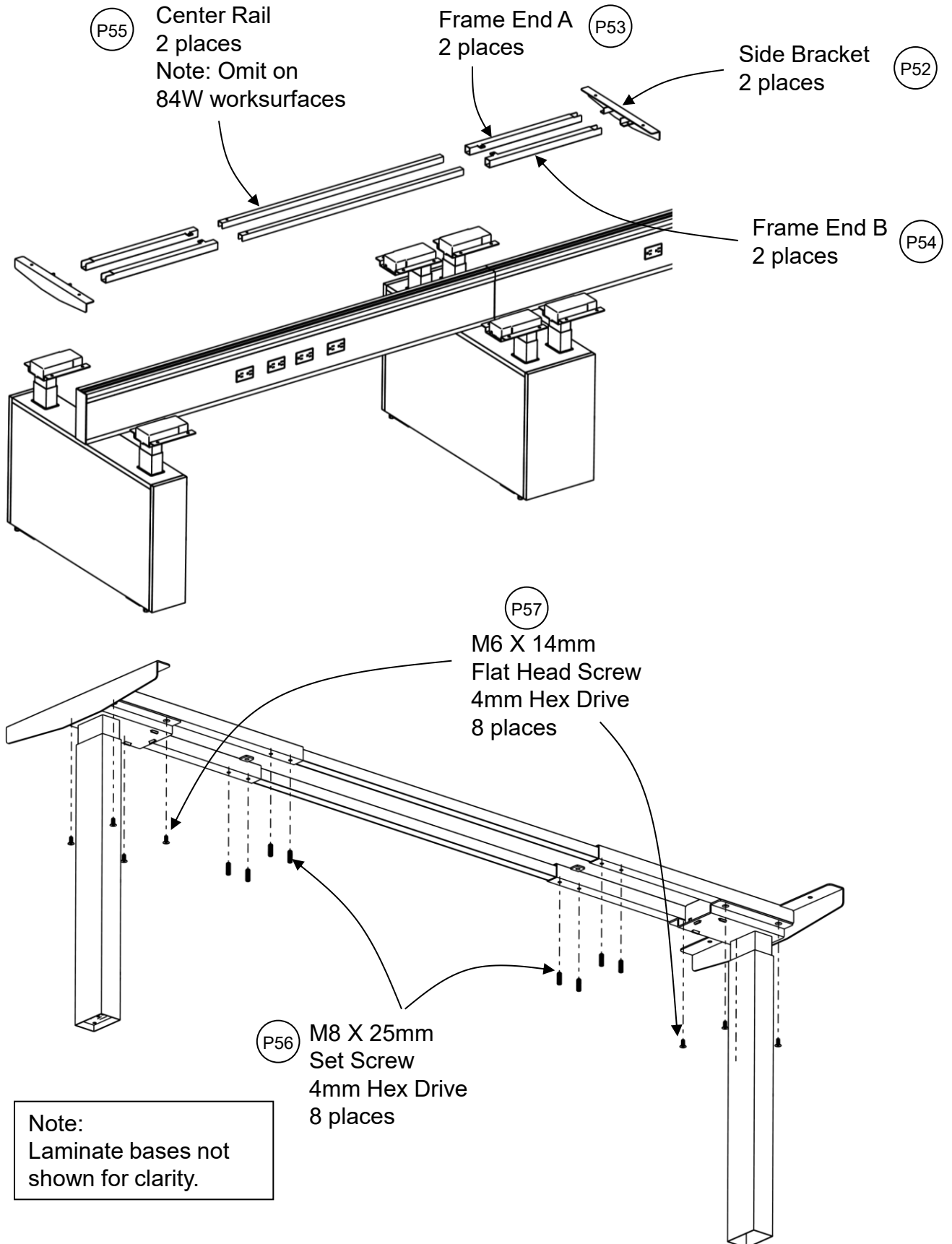


P31 Flat Head Drilling Screw
#6 x 1/2" long
#2 Philips Drive
3 places



Encounter PowerBench Laminate Base Double Sided Installation Instructions

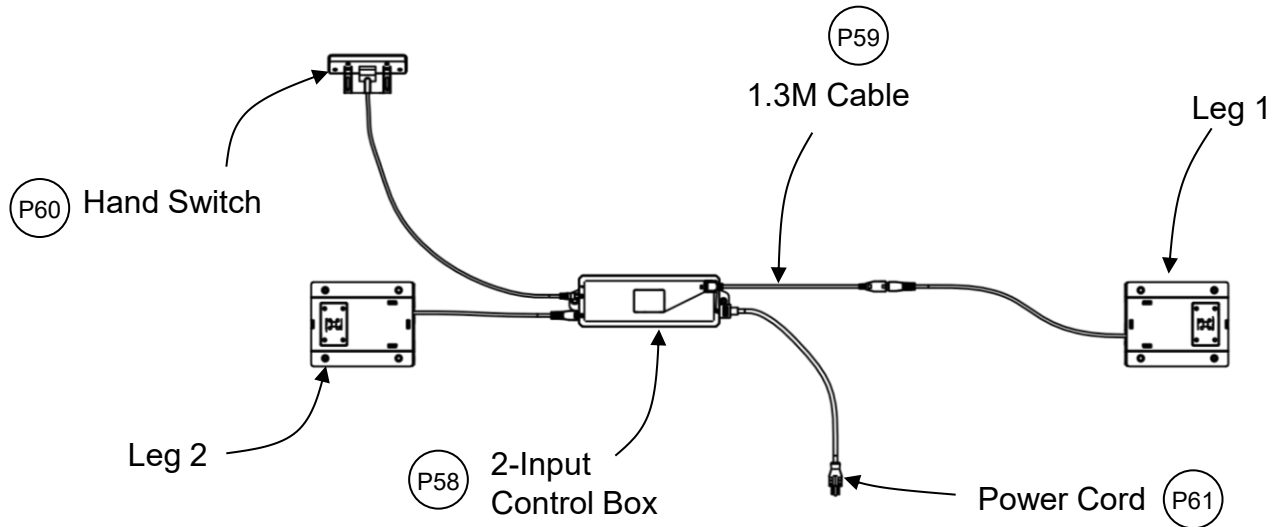
Step 15: Install the worksurface support components.



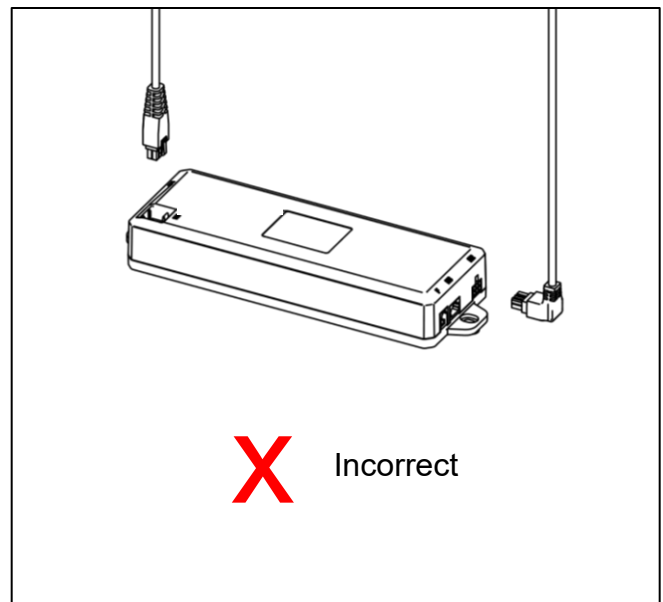
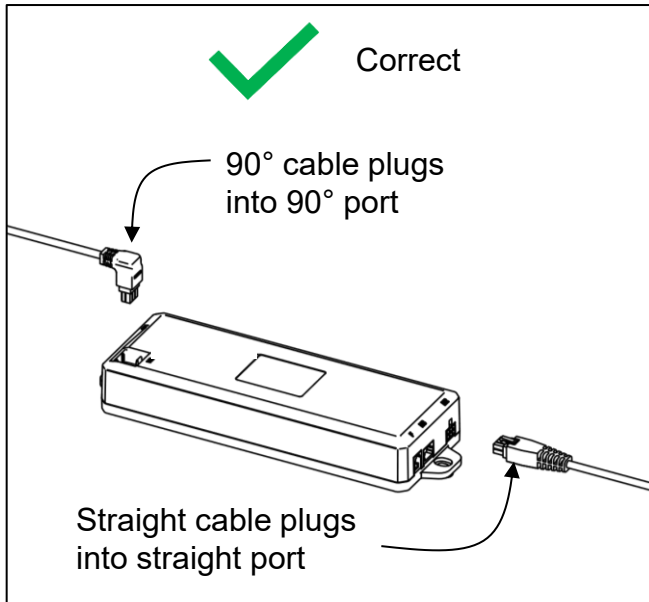
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 16: 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.



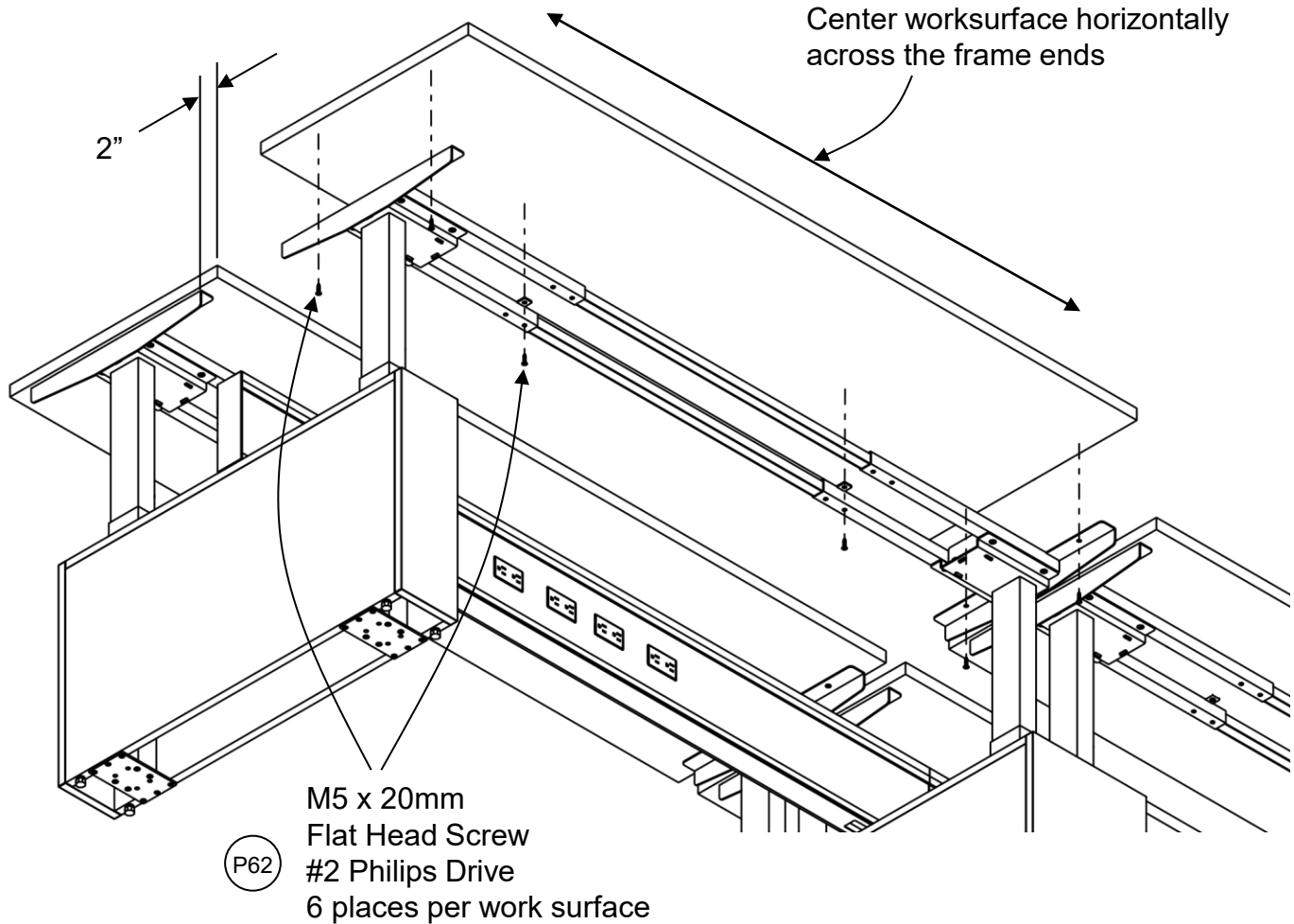
Note: Control boxes feature ports on either the top face (90° connection shown below) or on the side (straight connection). You may be supplied both 90° and straight cables. Make sure to use the 90° cable in the 90° port only and use the straight cable in the straight port only, as shown below.



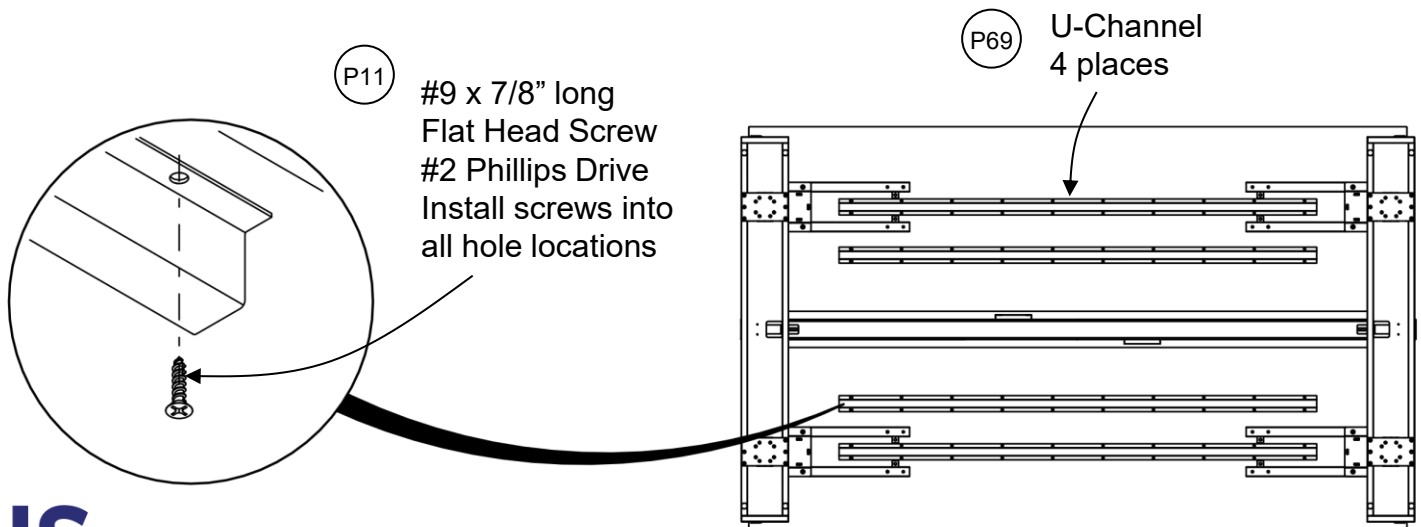
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 17: Raise unit to the fully extended height. Temporarily disconnect all wires.

Step 18: Position the worksurface on the height adjustable support frame and secure in place using (6) M5 X 20 wood screws.

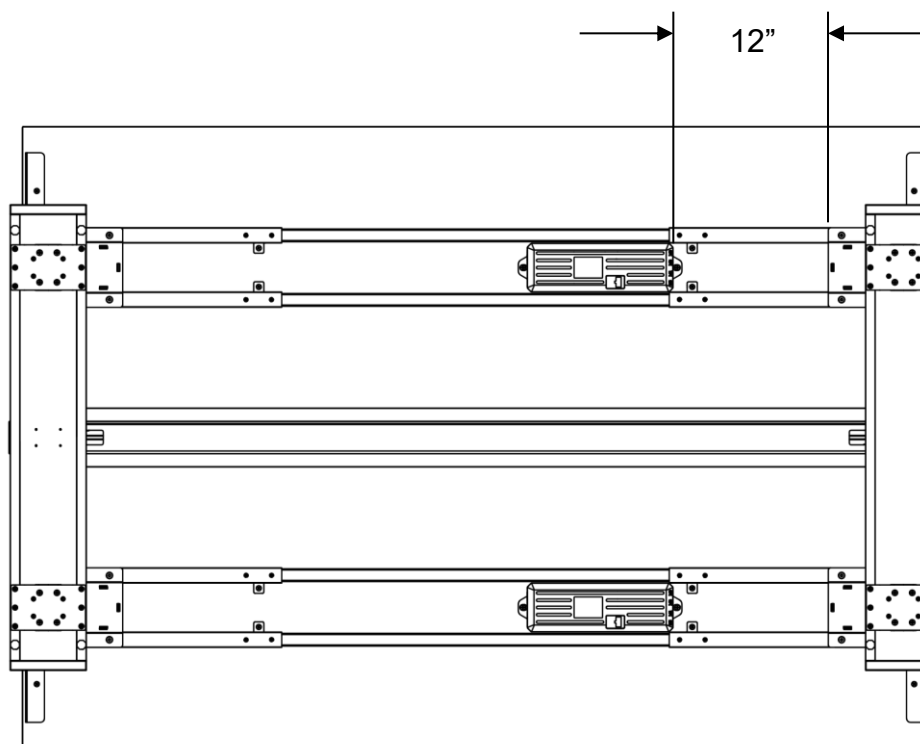
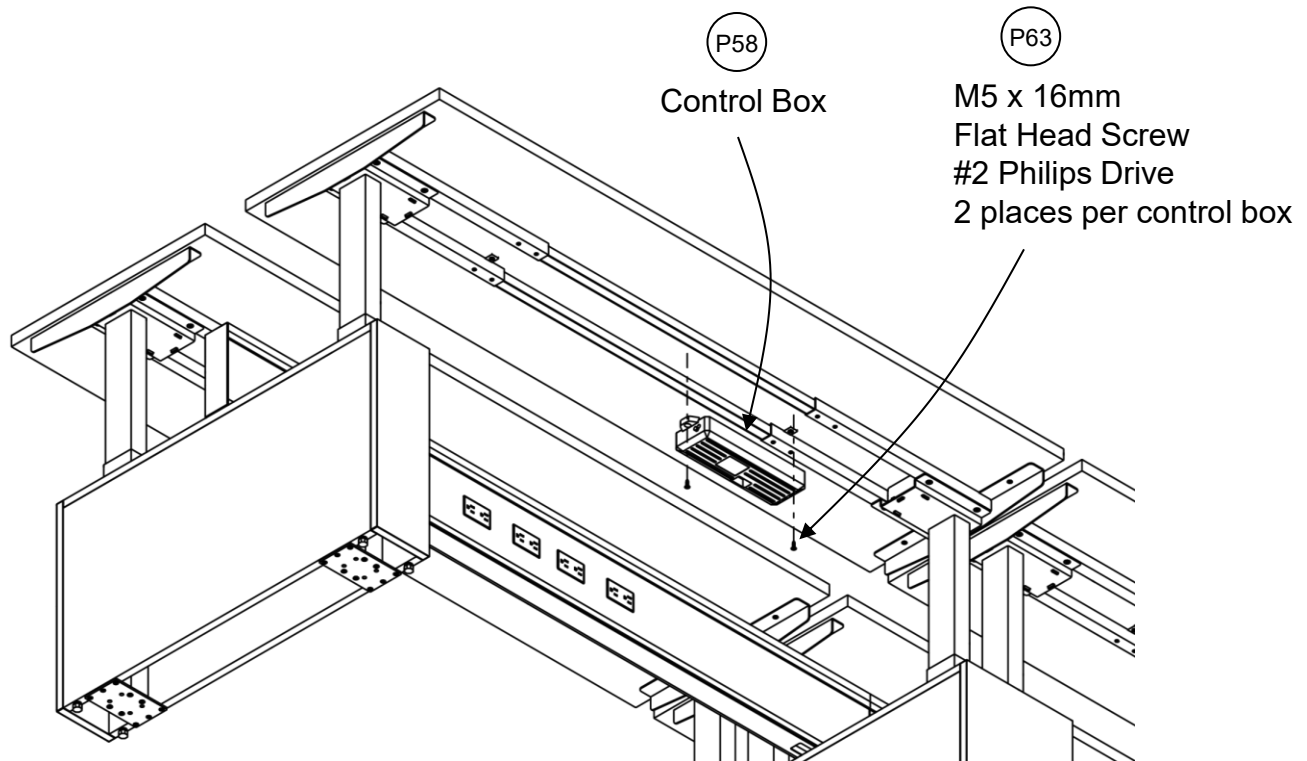


Step 19 (84W units only): Install 2 u-channels to each worksurface using #9 x 7/8" screws



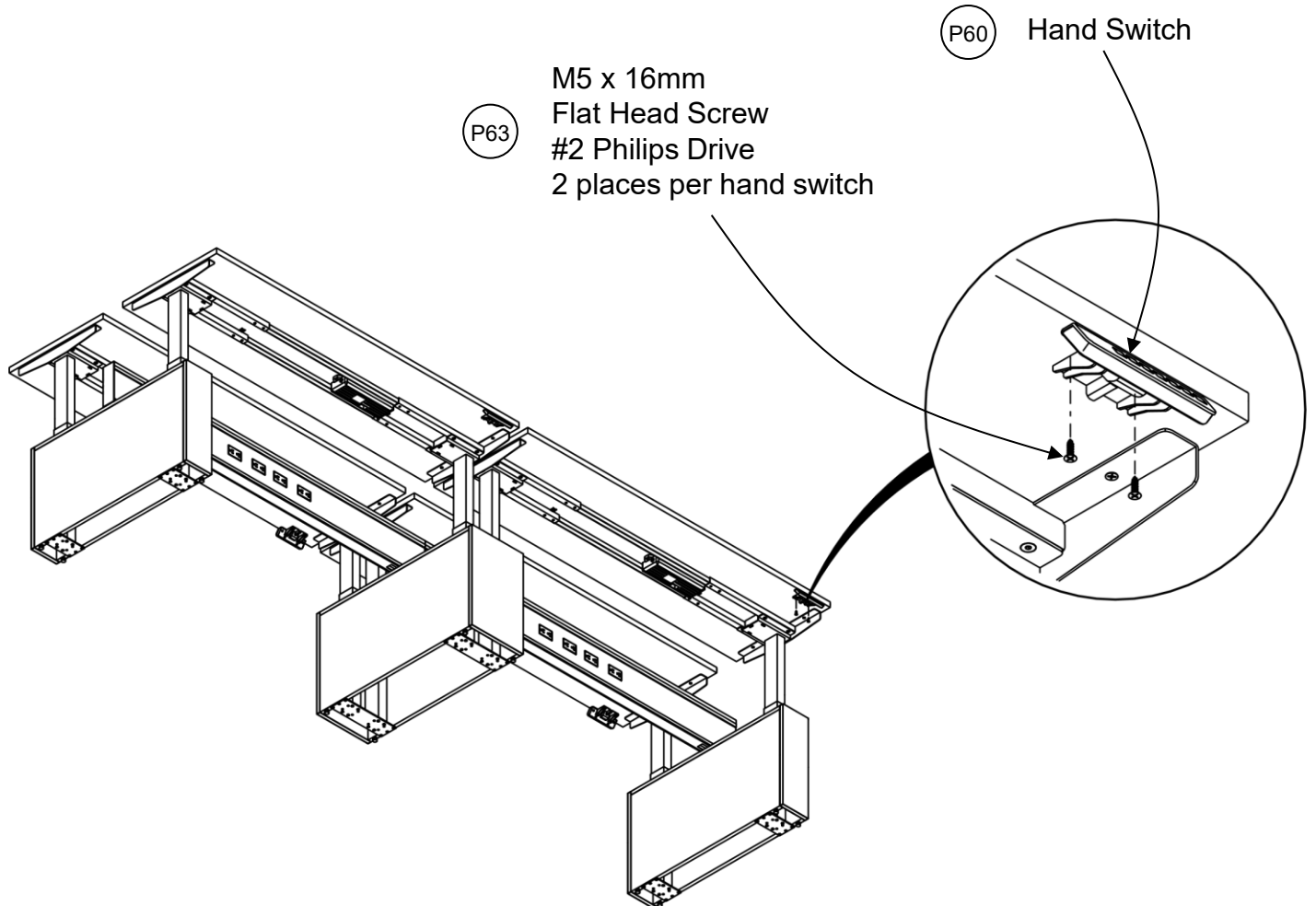
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 20: Install the control box to the worksurface using (2) M5 x 16mm wood screws.



Encounter PowerBench Laminate Base Double Sided Installation Instructions

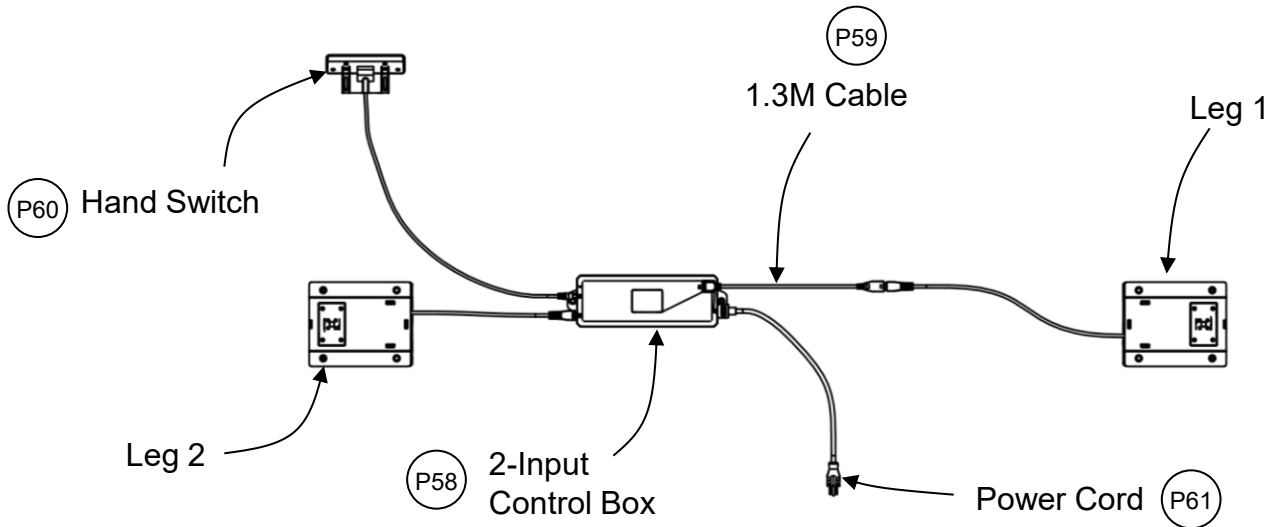
Step 21: Install the hand switch to the worksurface using (2) M5 x 16mm wood screws.



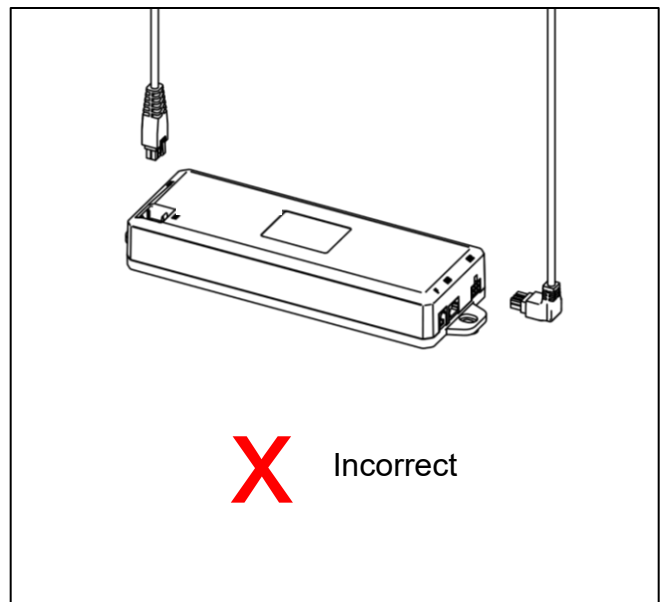
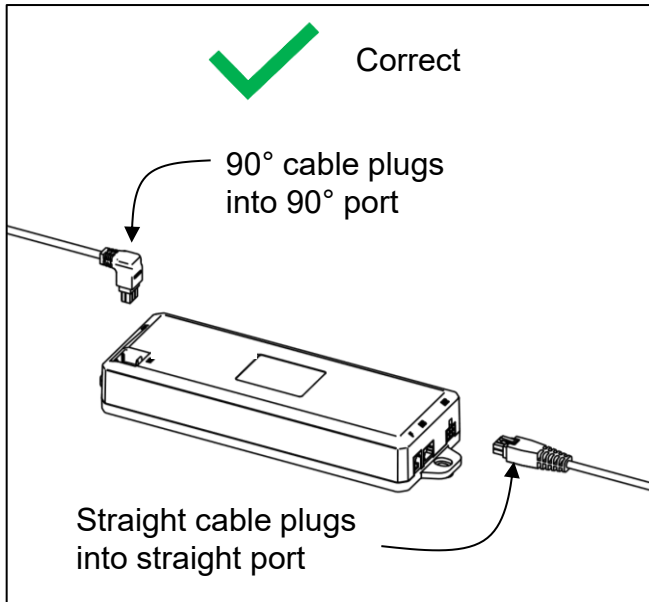
Encounter PowerBench Laminate Base Double Sided Installation Instructions

Step 22: 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 PowerBench Laminate Base Double Sided Installation Instructions

Step 23: Test all height adjustable units for proper functionality.

