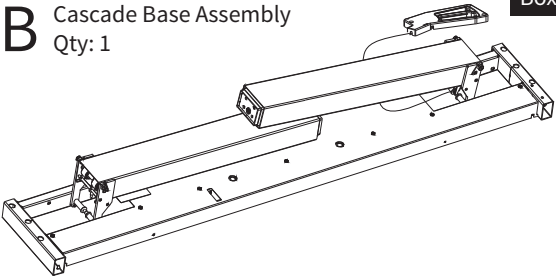
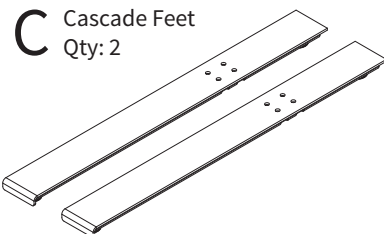

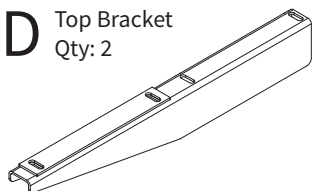







# Assembly Instructions for Workrite Cascade Counterbalance Workcenters CCXXX-S

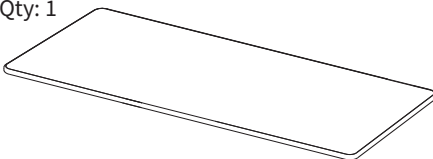
**Workrite**  
ergonomics®

## Parts Included, Frame Set

Box 1		Box 2		Box 3	
<b>B</b> Cascade Base Assembly Qty: 1		<b>C</b> Cascade Feet Qty: 2		<b>J</b> #M8 × 30 mm Socket Head Feet Screws Qty: 8	
<b>D</b> Top Bracket Qty: 2		<b>E</b> #M4 × 10 mm Sheet Metal Screw Qty: 8		<b>G</b> #12 × ¾" Pan Head Laminate Top Screw Qty: 12	
		<b>F</b> #M8 × 14 mm Socket Head Leg Screws Qty: 4		<b>H</b> #8 × ⅝" Pan Head Screw Qty: 6	
				<b>I</b> Cable Loops Qty: 1	

## Required & Sold Separately, Top

**A** Worksurface (size and shape differ)  
Qty: 1



## CAUTION! DO NOT REMOVE THE SAFETY TAGS UNTIL INSTRUCTED TO DO SO!

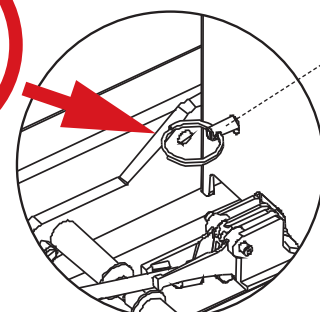
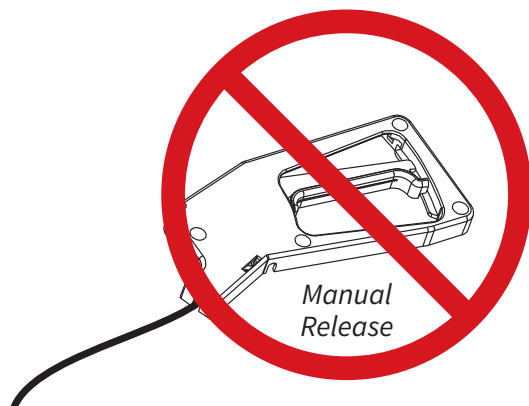
**DO NOT** activate the Manual Release or remove the Safety Pins before the table is fully assembled!  
Serious injury or damage can occur.

### Attention Safety Risk!

Manual release may only be pressed if table is in normal usage condition or the columns are moved out completely.

### Attention Safety Risk!

The safety lock pin may be removed only if the table is installed completely and stands on the ground.



Safety Pin

# 1 Verify that you have all the hardware and tools needed for the assembly.

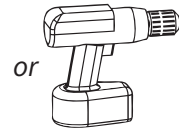
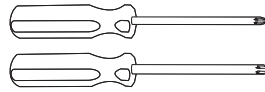
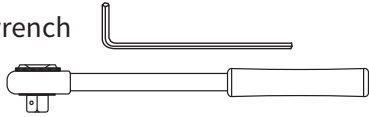
- a** Check your cartons against the list on page 2 to verify that you have all the parts needed. You will also need the following tools:

#2 tip Phillips screwdriver or drill/driver with magnetic-bit

#3 tip Phillips screwdriver or drill/driver with magnetic-bit

5 mm Allen wrench

3/8" ratchet



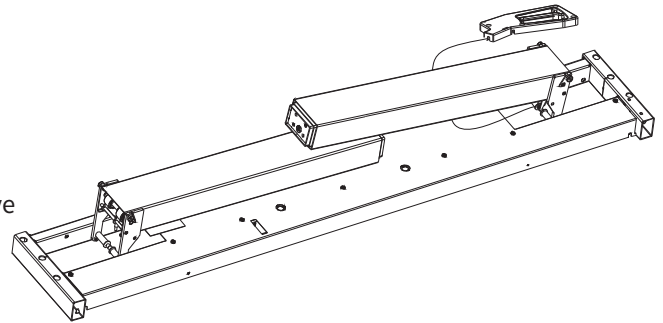
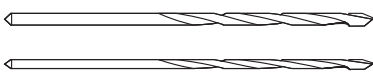
or

If you do not have a Workrite worksurface, you will also need a:

Reversible drill/driver with magnetic-bit

1/8" drill bit

3/32" drill bit



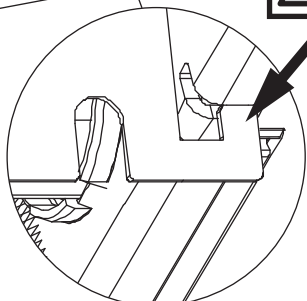
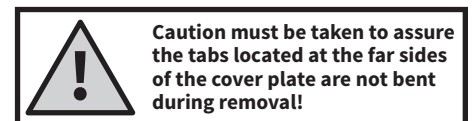
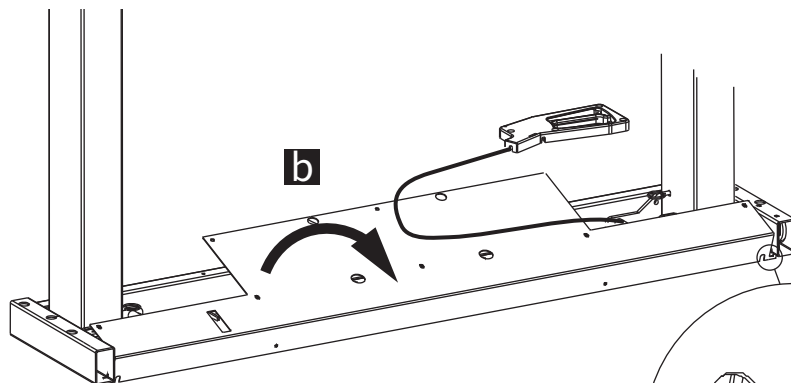
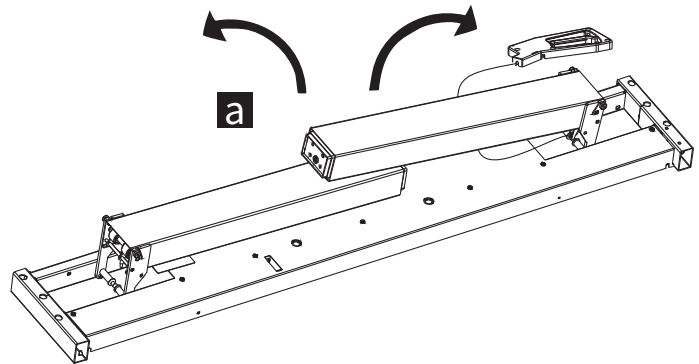
- b** Lay Base Assembly (B) on the floor. Remove tape and protective wrapping on both legs.

# 2 Unfold Legs and remove the Cover Plate

- a** Legs are hinged and will fold up to a vertical position to allow removal of the cover plate.

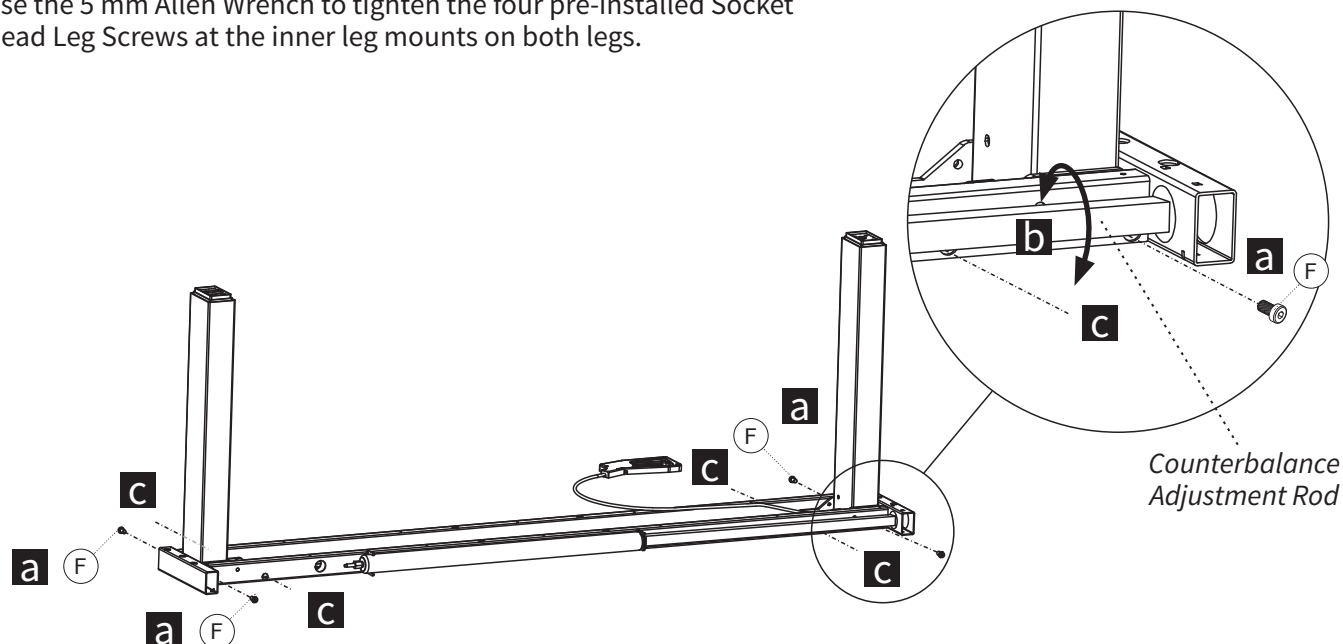
- b** Access the inside of the Base Assembly by carefully lifting the Cover Plate.

**Note:** Careful not to bend the corner tabs. You will need to lift the assembly slightly to avoid bending the tabs. Take caution that the legs don't fall down while doing performing this step.



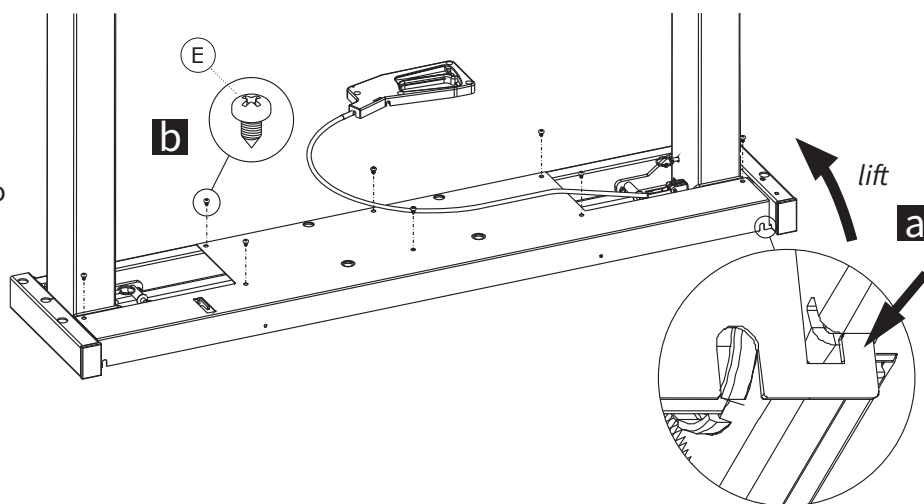
### 3 Lock Legs into their vertical position

- a** Use the 5 mm Allen Wrench to install four #M8 × 14 mm Socket Head Leg Screw (F) to the outer leg mounts at the base of both legs and tighten securely.
- b** **Note:** You may need to rotate the Counterbalance Adjustment Rod to easily access the holes behind to install and tighten the screws. See **Step 11d** for instructions on using the  $\frac{3}{8}$ " Ratchet to rotate the Adjustment Rod.
- c** Use the 5 mm Allen Wrench to tighten the four pre-installed Socket Head Leg Screws at the inner leg mounts on both legs.



### 4 Replace Cover Plate

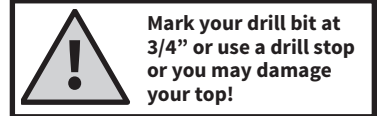
- a** Lift the Base Assembly to align the cover tabs to the notches in the top of the frame and place cover onto base.
- b** Use the eight M4×10 screws (E) to secure the Cover Plate.



## 5 Center Base on Worksurface

If you have a Workrite worksurface skip to Step 6

If you do not have a Workrite worksurface:



- a** Align the Base Assembly (B) from the back on the bottom side of your worksurface (A). 24" worksurfaces are 2.8" from back, 30" worksurfaces are 5.8" from back.

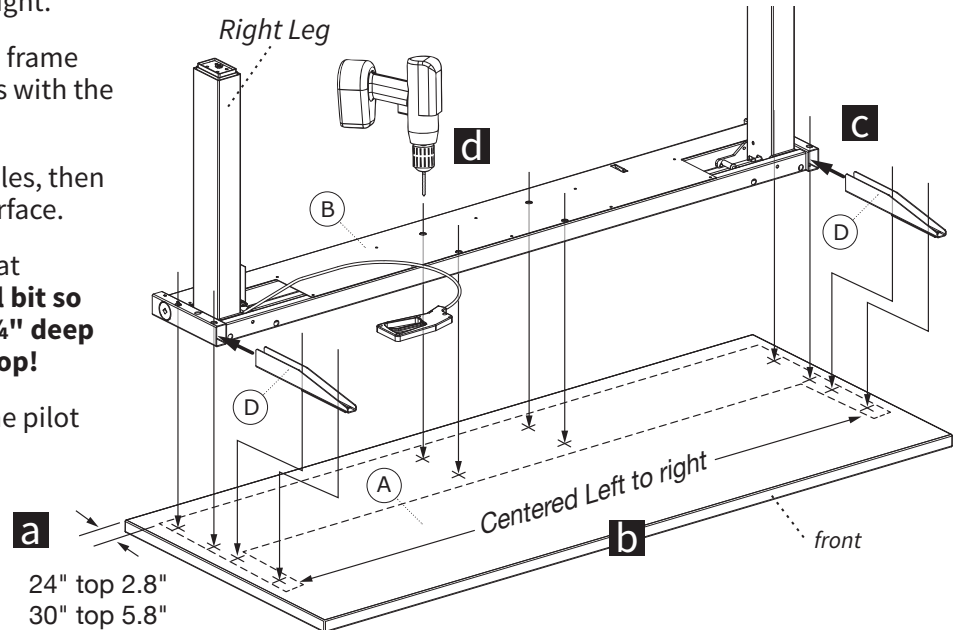
- b** Center the Base Assembly left to right.

- c** Slide the Top Brackets (D) into the frame and align the holes of the Brackets with the holes in the frame.

Carefully mark all 12 mounting holes, then remove the base from the worksurface.

- d** Use 1/8" drill bit to drill pilot holes at marked locations. **Mark your drill bit so you do not drill any more than 3/4" deep and damage your worksurface top!**

Realign the base assembly with the pilot holes then go to **Step 6c**

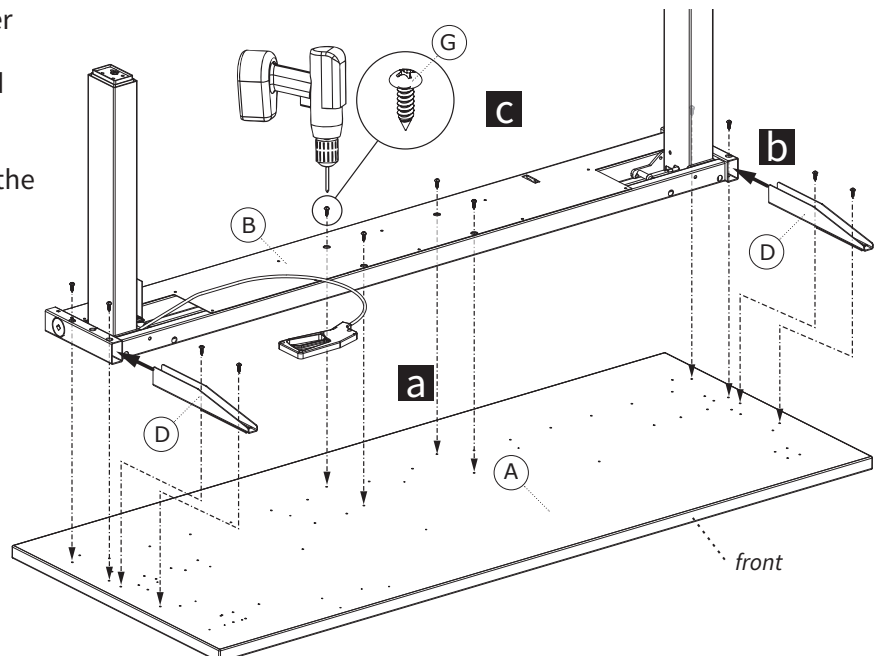


## 6 Attach Base to Worksurface

If you have a Workrite worksurface:

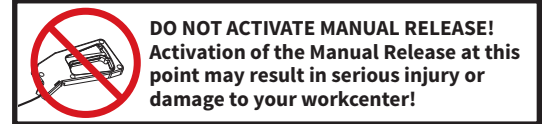
- a** Position the Base Assembly (B) to align mounting holes in brackets to holes in the Worksurface (A).
- b** Slide the Top Brackets (D) into the frame and align the holes for the Brackets with the holes in the frame.
- c** Attach Base Assembly to the Worksurface (A) using the twelve Pan Head Top Screws (G). A #3 Phillips head magnetic-bit driver is recommended. Screws pass through the large holes in the Base Assembly and attach to the underside. If you use an electric screwdriver, be sure it is on the lowest torque setting to avoid stripping the holes in the top.

**Note:** A number of screw locations are located through pass through holes where a magnetic driver head is essential.



## 7 Attach the Manual Release

**Do not remove the safety tag or activate the Manual Release Trigger. Serious injury or damage may occur!**



**If you have a Workrite worksurface:**

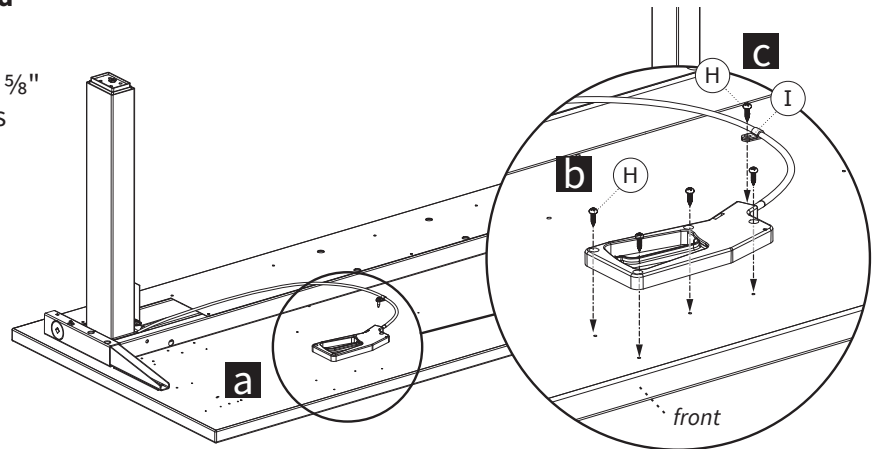
- a** Position the Manual Release over the pilot holes near front edge of worksurface.

**If you do not have a Workrite worksurface:**

Align the Manual Release so the trigger is  $\frac{1}{4}$ " in from the edge of worksurface and the cable loops freely from the Base Assembly. Mark and pre-drill screw pilot holes into underside of worksurface with  $\frac{3}{32}$ " drill bit.

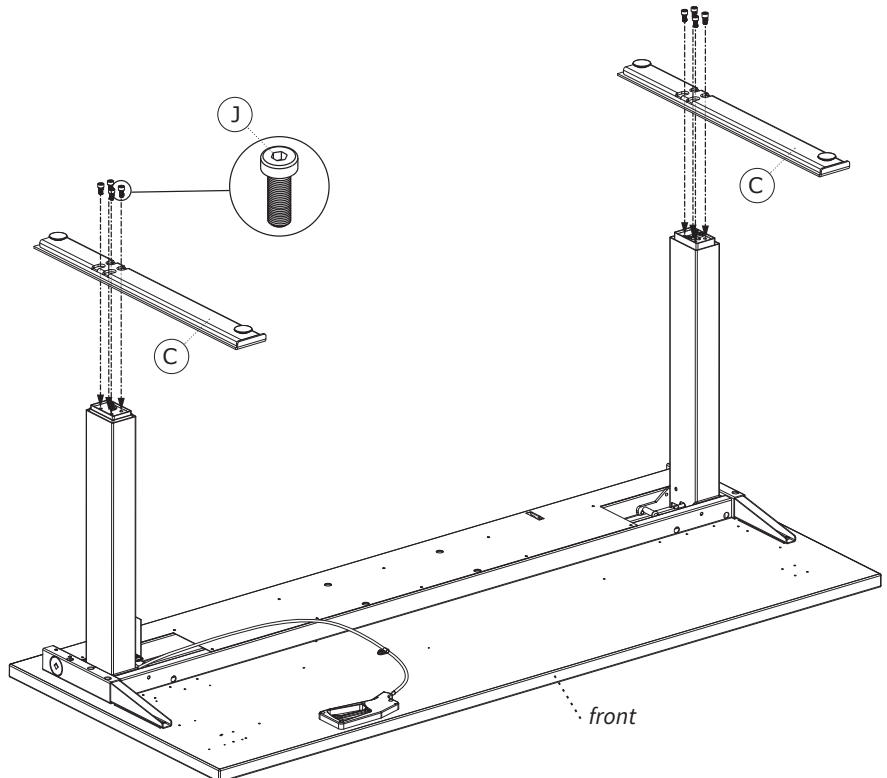
**Do not drill any more than  $\frac{3}{4}$ " deep and damage your worksurface top!**

- b** Attach Manual Release with the four  $\#8 \times \frac{5}{8}$ " Pan Head Screws (H) using the #2 Phillips head driver.
- c** Attach cable to worksurface with Cable Loop (I) using the one  $\#8 \times \frac{5}{8}$ " Pan Head Screw and a #2 Phillips driver.



## 8 Attach Feet

- a** Attach Feet (C) to bottom of legs with  $\#M8 \times 16$  mm Socket Head Foot Screws (J), using the Allen Wrench and tighten securely. **Be sure the longer end of the foot faces towards the front of the workcenter.**

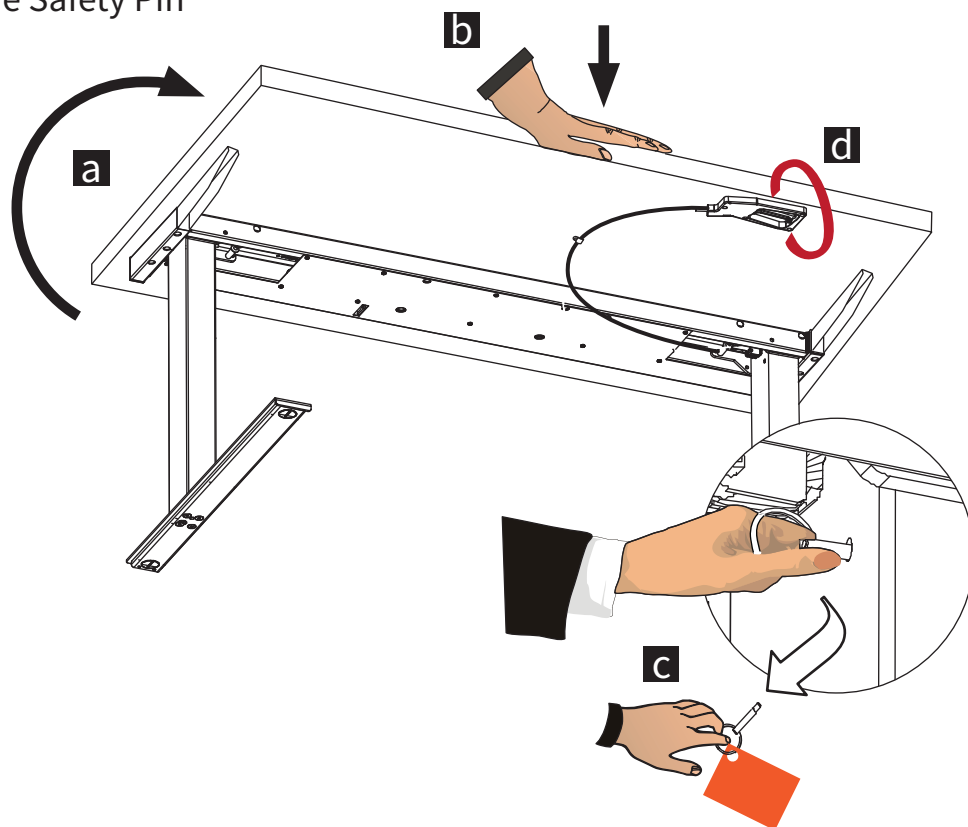


## 9 Flip Table over *then* remove Safety Pin

- a** Carefully flip the Workcenter onto its feet.

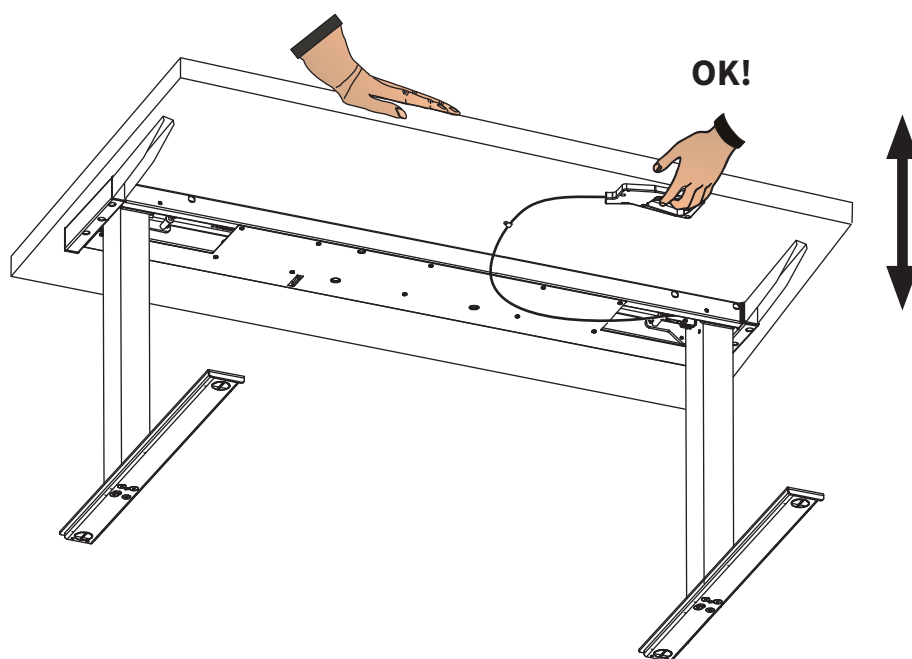
**It is VERY important that the workcenter is on its feet prior to performing the next step!**

- b** Put a slight bit of pressure on the worksurface.
- c** Remove the safety pins on both legs to unlock the counterbalance mechanism.
- d** Remove the safety tag from the Manual Release.



## 10 Operate the Counterbalance with the Manual Release

Grasp the edge of the worksurface then carefully pull the Manual Release. With the Manual Release trigger pulled, pull up or push down on the worksurface to raise or lower your worksurface. The table should raise and lower easily. You may want to get used to how the counterbalance performs, then add your desktop items. The table should not “drop” when the Manual Release is triggered. The added weight of your desktop items may require an adjustment to the counterbalance mechanism.



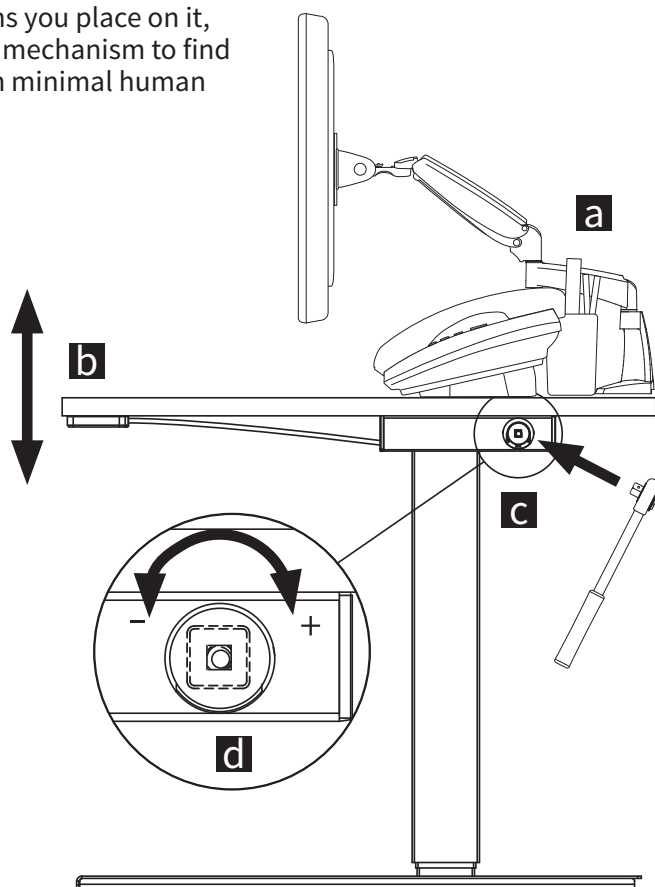
## 11 Adjusting the Counterbalance Mechanism

Depending on the size of your workcenter and the items you place on it, you may require an adjustment to the counterbalance mechanism to find a setting that will allow your worksurface to move with minimal human force.

- a** Load all work items onto the worksurface to have the actual working weight on the table.
- b** Pull the Counterbalance Trigger to *carefully* test the counterbalance setting. With the work items on the worksurface, you will probably need to adjust the tension.
- c** Locate the counterbalance adjustment port on the right side of the Base Assembly.
- d** Using a  $\frac{3}{8}$ " ratchet, crank the counterbalance adjustment clockwise to ADD tension to counterbalance MORE weight, or counterclockwise to counterbalance LESS weight.

**Note:** It will take 10 to 20 full revolutions to make a noticeable change in adjustment.

**Note:** Proper adjustment results in equal user force to raise or lower the table.



## 12 Adjust Feet Guides

If necessary, adjust leveling guides on table feet to level the worksurface. Unscrew to increase height, screw in to decrease height.

## ✓ Cleaning instructions

To clean the Cascade Counterbalance Base, apply non-abrasive cleaner to a soft cloth then gently wipe the worksurface or outside of the legs and feet.

Suggested cleaners: Windex or Formula 409.

Do not use solvents and do not saturate or spray cleaners directly to base.

Do not use grease or clean the counterbalance mechanism with solvents. Never use silicone products on the legs, as this may cause squeaking.