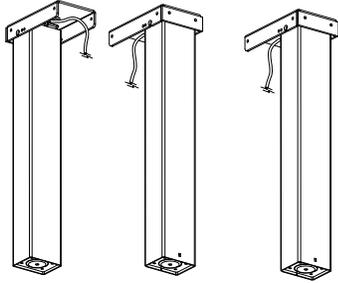


# Assembly & Installation Instructions: Essentia 3-Leg Desk in a Box ES3E7890-42480C-XX-XX-X

## Parts Included, Frame Set

**A** Legs  
Qty: 3



**I** #12 × 3/4" Pan Head  
Laminate Top Screw  
Qty: 61



**Q** #M6 × 12 mm Flat  
Head Cap Screw  
Qty: 28



**J** 4 mm Allen Wrench  
Qty: 1



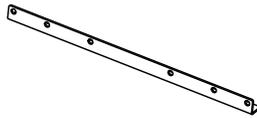
**R** 3/16" White Leg Cable Loops  
Qty: 15



**S** #8 × 5/8" Pan Head Screw  
Qty: 22



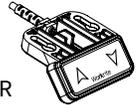
**B** 21" Rear Bracket  
Qty: 3



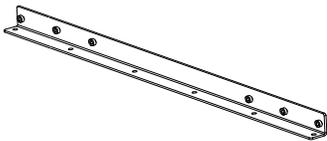
**K** Corner Foot  
Qty: 1



**T** Switch  
Qty: 1



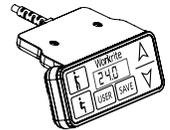
**C** 26" Rear Bracket  
Qty: 1



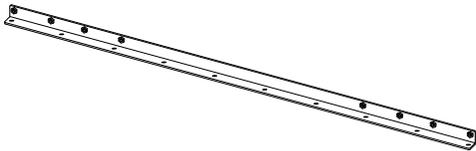
**L** #M6 × 16 mm Flat  
Head Cap Screw  
Qty: 12



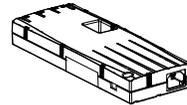
OR  
Programmable Switch



**D** Connector Bracket  
Qty: 1



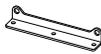
**M** Control Box  
Qty: 1



**U** 1/8" Black Switch  
Cable Loops  
Qty: 5



**E** Short Bracket  
Qty: 3



**N** Cable Spool  
Qty: 3



**V** Feet 23" or 29"  
Qty: 2

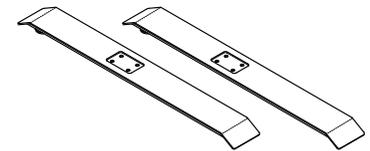
**F** Left End Bracket  
Qty: 1



**O** Extension Cable  
Qty: 1



**G** Right End Bracket  
Qty: 1



**H** Corner End Bracket  
Qty: 1



**P** Power cord  
Qty: 1



**Sold separately:** Worksurface

**⚠ WARNING:** Maximum loading of table assembly is 300 lb. (136 kg). Maximum load includes the weight of the table top itself, any equipment placed upon it, and any equipment suspended or hanging under it. Loading should be evenly distributed over table surfaces. "Payload Capacity" is the Workrite Ergonomics recommended maximum loading which includes the Workrite sourced table top.

**Essentia 3-LEG**

V = 120 VAC, 60 Hz / 8 A maximum

**IMPORTANT SAFETY INSTRUCTIONS:**

When using an electrical furnishing, basic precautions should always be followed, including the following:  
Read all instructions before using this Essentia Workcenter.

**DANGER:** To reduce the risk of electric shock, always unplug this Essentia Workcenter 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. Do not use outdoors.
7. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
8. To disconnect, remove plug from outlet.
9. Each surface intended to support an equipment payload of 300 pounds.

**FOR COMMERCIAL USE ONLY**

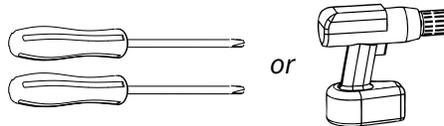
**SAVE THESE INSTRUCTIONS**

**⚠ IMPORTANT NOTE!**  
**You must complete initialization (Step 12) at the end of assembly or your workcenter WILL NOT FUNCTION PROPERLY.**

**✓ Verify that you have all the tools needed for the assembly**

You will need the following tools:

- #2 tip Phillips screwdriver or drill/driver
- #3 tip Phillips screwdriver or drill/driver
- M4 tip bit or 4mm Allen Wrench (M)



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

- 1/8" pilot drill bit
- 3/32" pilot drill bit



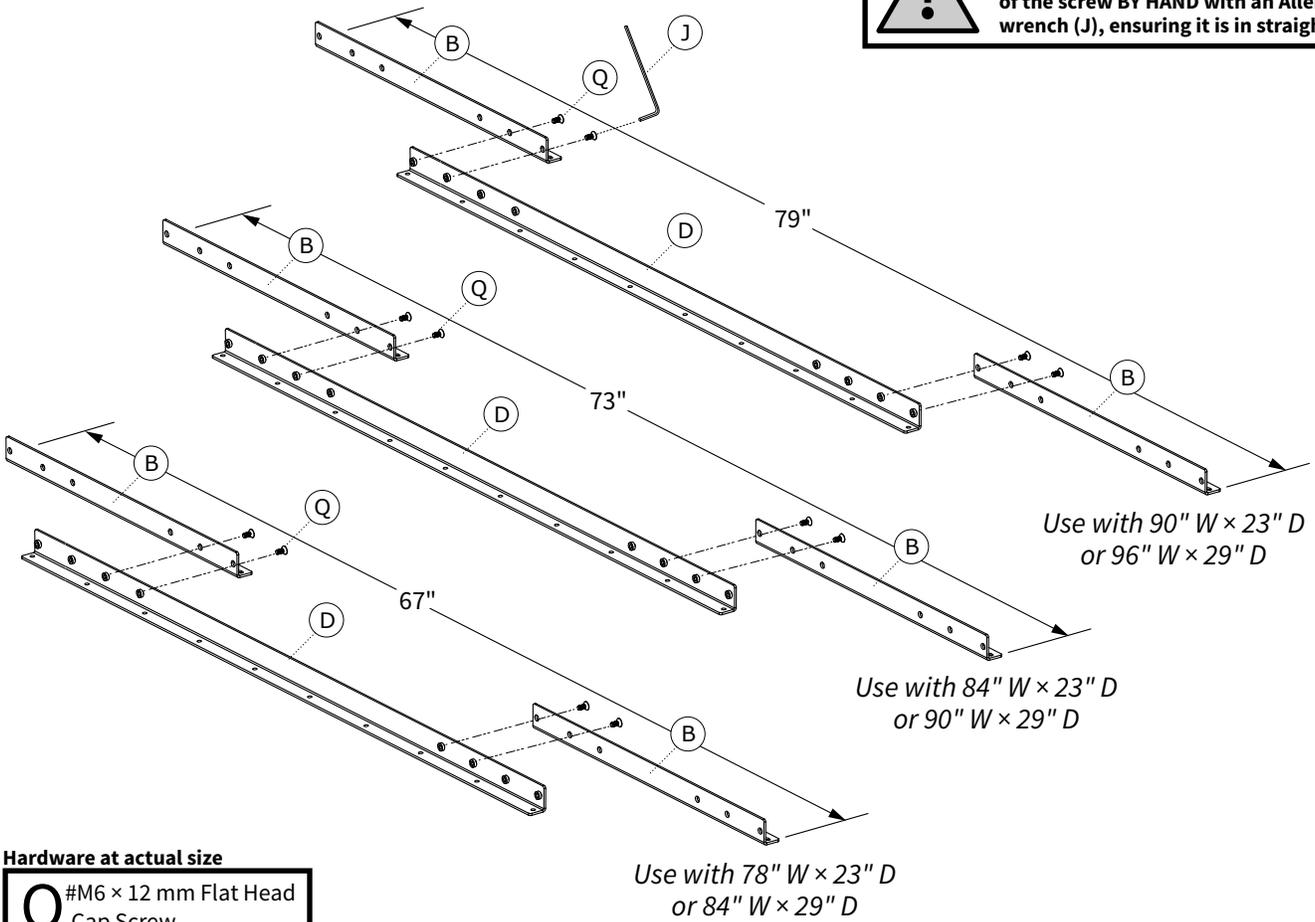
# 1 Assemble Rear Bracket to Connector Bracket for Connected Rear Bracket Set

Assemble Rear Brackets (B) to Connector Bracket (D) using #M6 × 12 mm Flat Head Cap Screws (Q).

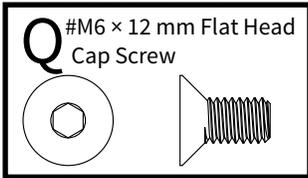
Use this guide to determine the correct holes for mounting based on the width of your workcenter.

**Tighten securely.**

 To avoid stripping the threads, always insert and make the first few turns of the screw **BY HAND** with an Allen wrench (J), ensuring it is in straight.



Hardware at actual size



**Note!**

Only use the #M6 × 12 mm Flat Head Cap Screw (Q) for assembly.

## 2 Attach Short & Medium Brackets

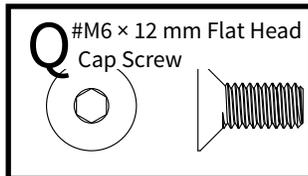
- 2.1 Attach Short Brackets (E) using #M6×12 mm Flat Head Cap Screws (D) to all three Legs.
- 2.2 Attach Right End Bracket (G) to sides of the Right Leg (A) using #M6 × 12 mm Flat Head Cap Screws (Q). Attach Left End Bracket (F) to sides of the Left Leg (A) using #M6 × 12 mm Flat Head Cap Screws (Q). Attach Corner End Bracket (H) to the Center Leg (A) using #M6 × 12 mm Flat Head Cap Screws (Q).
- 2.3 Attach both the Connected Rear Bracket (B & D assembled) and Floating Rear Bracket (C or B & C assembled) using #M6 × 12 mm Flat Head Cap Screws (D).
- 2.4 Make sure the Connected Rear Bracket is on the longer of the two sides.



To avoid stripping the threads, always insert and make the first few turns of the screw **BY HAND** with an Allen wrench (J), ensuring it is in straight.

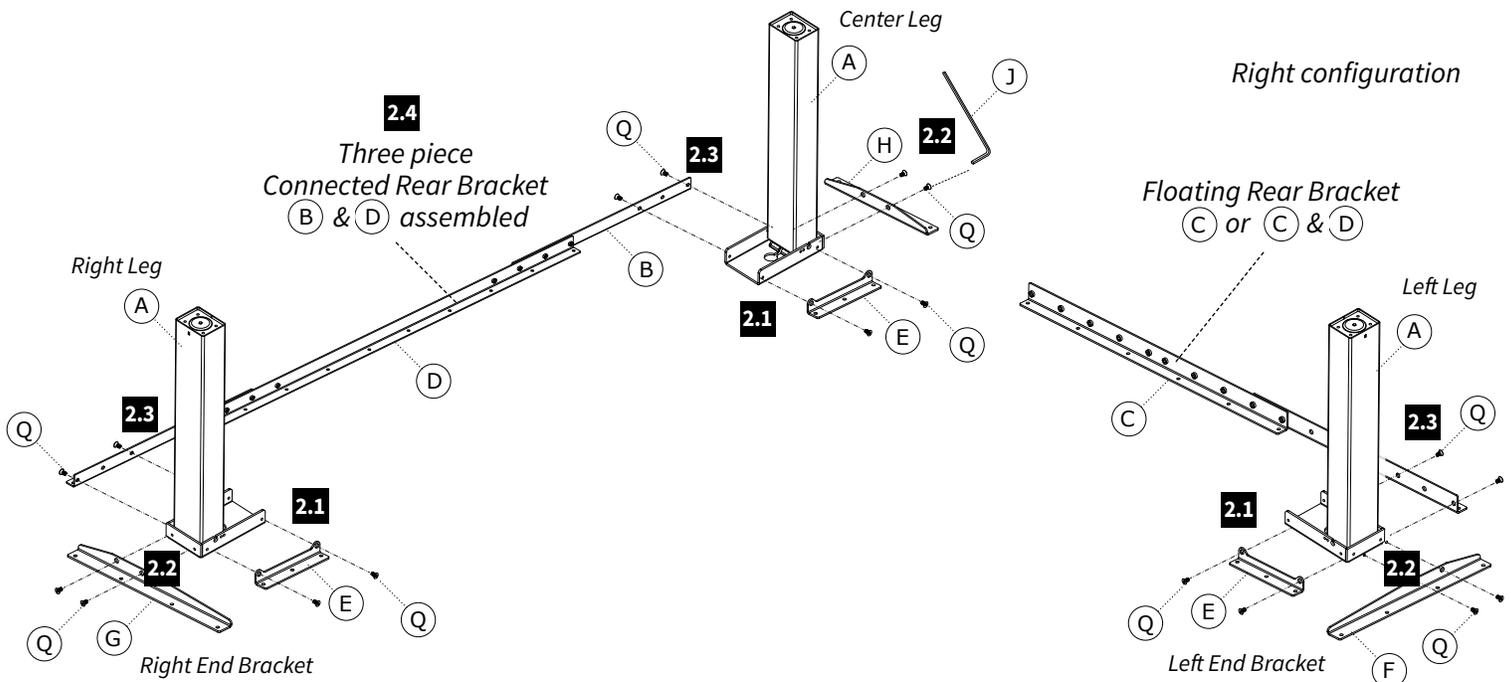
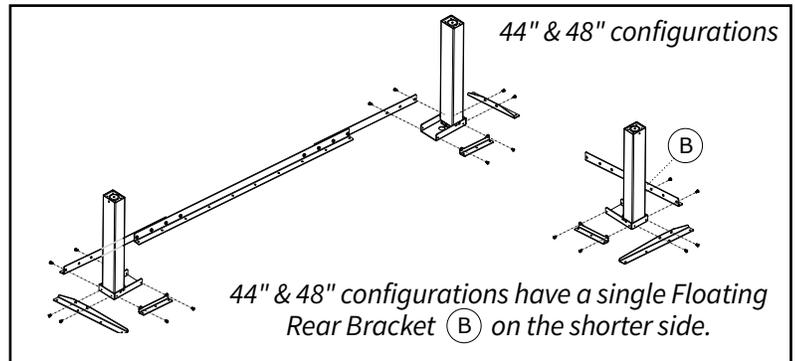
**Tighten securely.**

Hardware at actual size



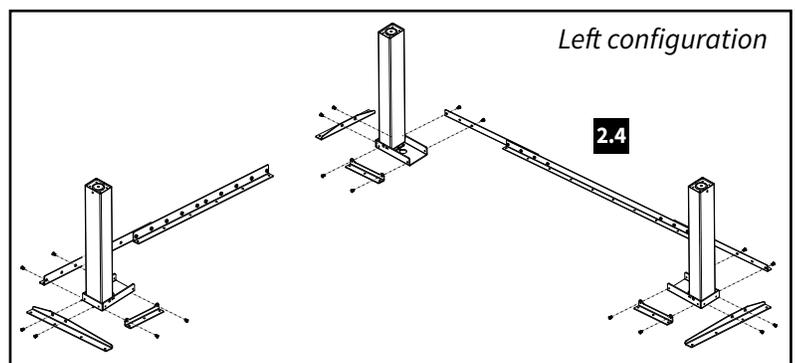
**Caution!**

Only use the #M6 × 14 mm Flat Head Cap Screw (I) for assembly.



**Note:** The Right End Bracket (G) will be on your left when upside down.

**Note:** Left configurations will assemble as a mirror image of these instructions.

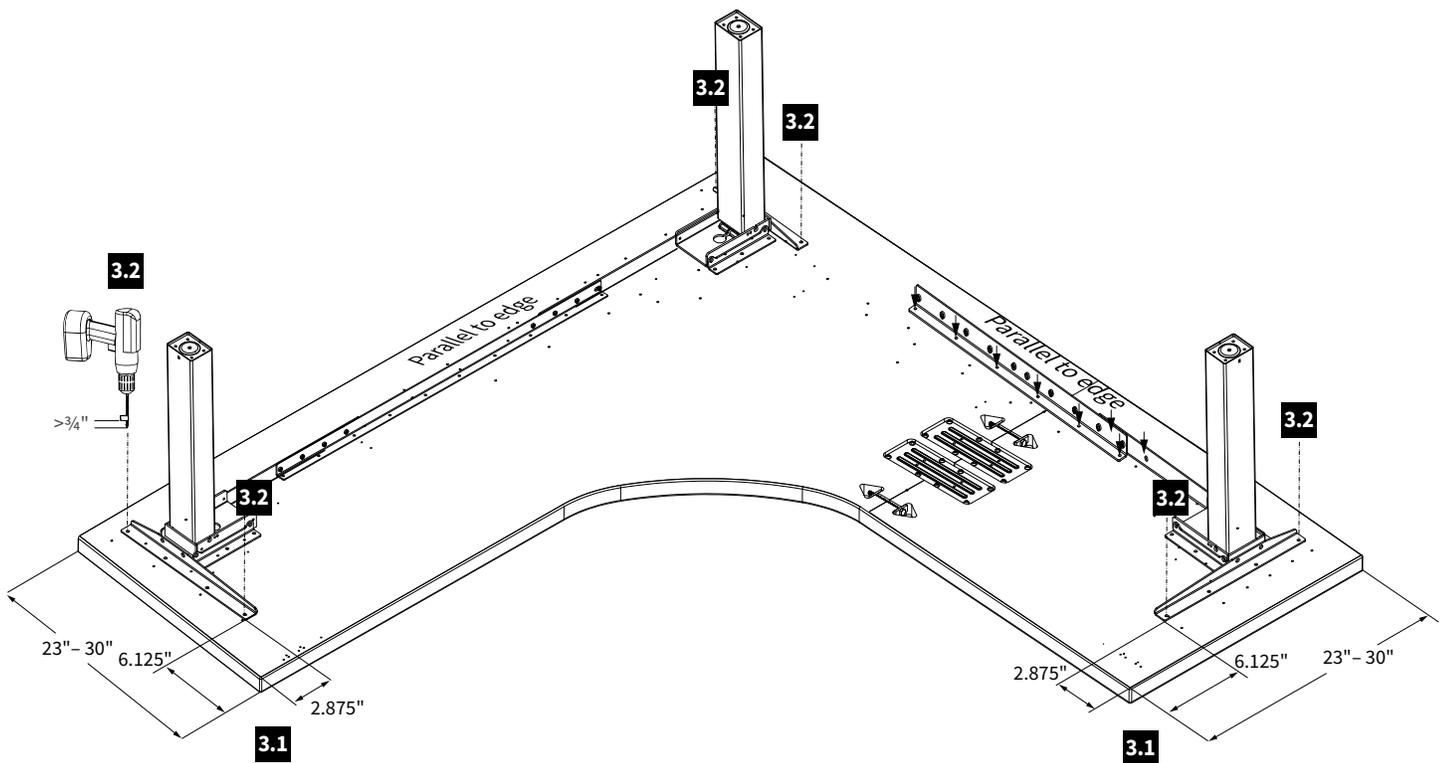


### 3 Attach Base to Worksurface

**Note:** For **Workrite Top**, position leg assembly to align mounting holes in brackets to pre-drilled holes in worksurface. For **Non-Workrite Top**, follow steps below.

- 3.1** Position Leg Assembly 2.875" from the sides and 6.125" from the front of the worksurface, making sure it runs parallel to the back edge of the worksurface.
- 3.2** Use 1/8" drill bit to drill pilot holes at the six corner locations. You may wish to mark your drill bit so you do not drill any more than 3/4" deep and damage your worksurface top.

**Do not drill all the way through worksurface!**



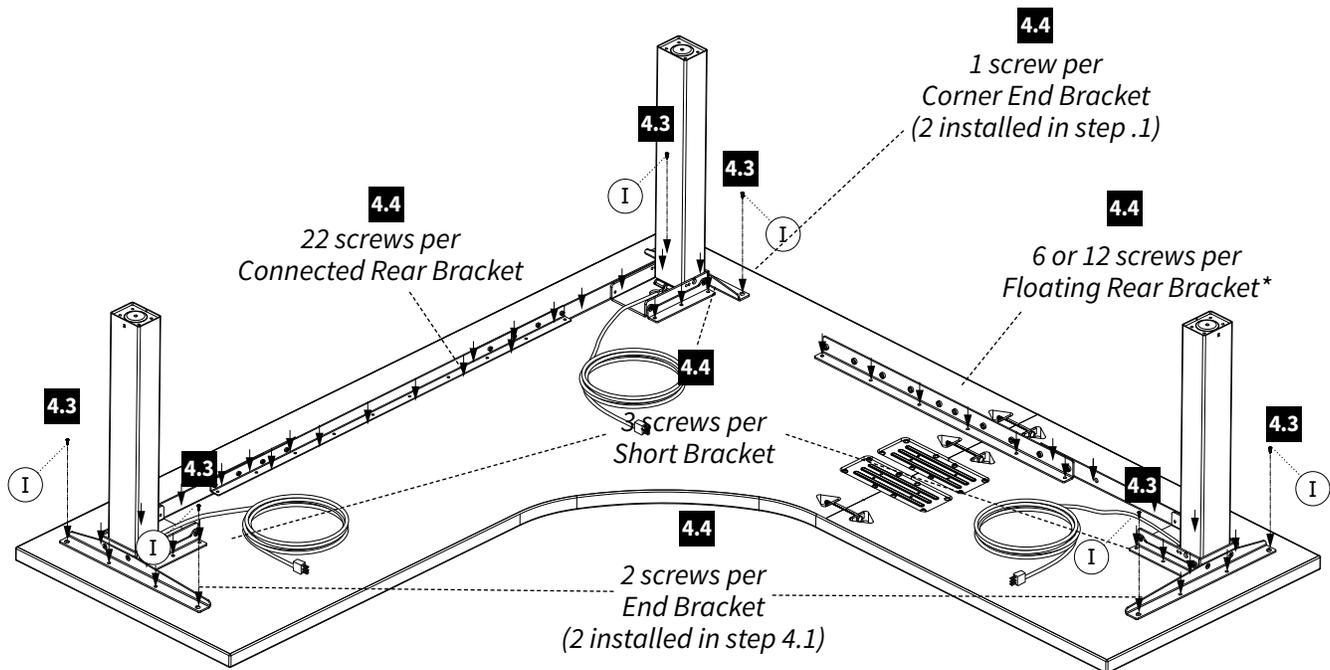
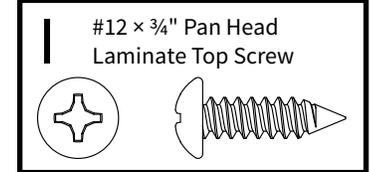
**Note: Avoid trip or tip hazards!**  
For uniquely shaped, non-standard worksurfaces, it is the installers responsibility to position the worksurface to minimize extended overhangs and position feet fully under the worksurface.

## 4 Attach Base to the drilled Worksurface

- 4.1** Attach at the six corner locations using #12×¾" Pan Head Laminate Top Screws (I). If you use an electric screwdriver, be sure it is on the lowest torque setting to avoid stripping the holes in the top.
- 4.2** With frame set positioned and the six corner screws secure, drill pilot holes first then attach the frame set using the remaining #12×¾" Pan Head Laminate Top Screws (I).

**Tighten securely. Do not drill all the way through worksurface!**

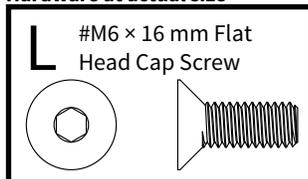
Hardware at actual size



## 5 Attach Feet

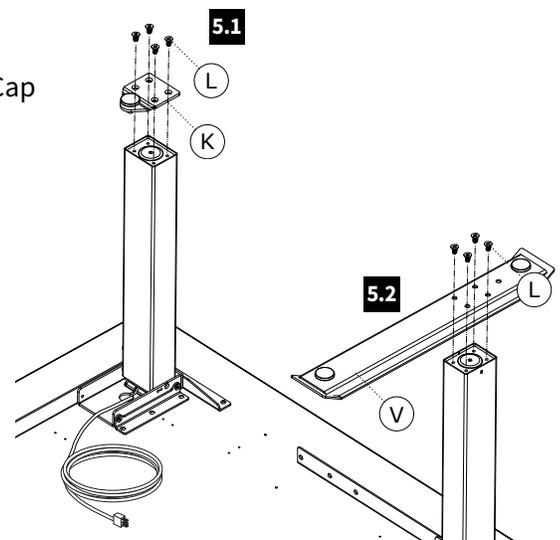
- 5.1** Attach Center Foot (K) to bottom of center leg (A) with Flat Head Cap Screw (L) Using Allen Wrench (J) and tighten securely
- 5.2** Install feet (V) using #M6 × 16 mm Flat Head Screws(Q) included with this Frame Set.

Hardware at actual size



### Note!

Only use the #M6 × 16 mm Flat Head Cap Screw (L) supplied with Corner Foot and Foot Kit for assembly.



## 6 Attach Control Box & Cable Spools to Worksurface

### 6.1 Position Control Box (M).

#### If you have a Workrite worksurface:

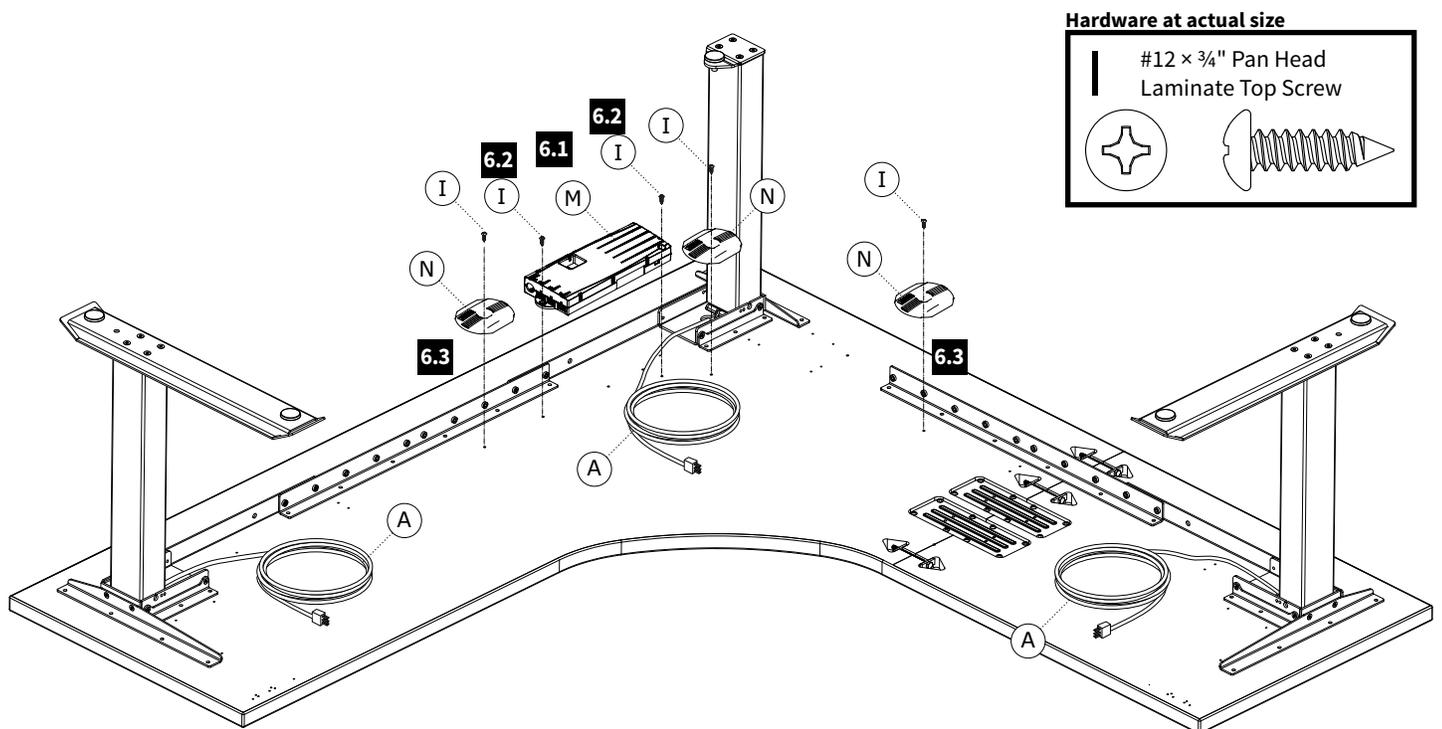
Locate the two pilot holes for the Control Box and proceed to **Step 6.2**.

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

Place Control Box (M) in position and use a pencil to mark pilot hole placement. Control Box should be placed towards rear center of worksurface as shown. Remove Control Box and drill pilot holes where marked. **Do not drill all the way through tabletop!**

### 6.2 With Control Box (M) positioned over pilot holes, attach with two #12 × ¾" Pan Head Screws (I).

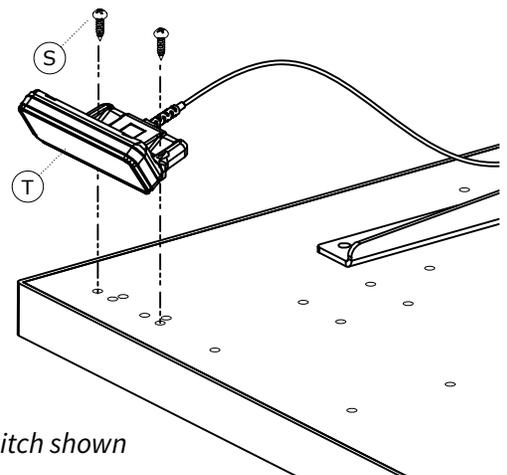
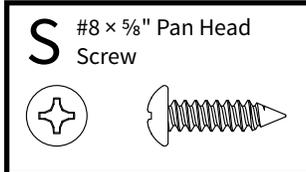
### 6.3 Attach Cable Spool (N) with the #12 × ¾" Pan Head Screw (I) to underside of worksurface. If you do not have a Workrite worksurface, mount Cable Spools (N) in a convenient location between legs and control box. Lay out Leg Cables (A) to be sure they all reach the Control Box.



## 7 Attach Switch

Install switch (T) with two #8 × 5/8" Pan Head Screws (S).

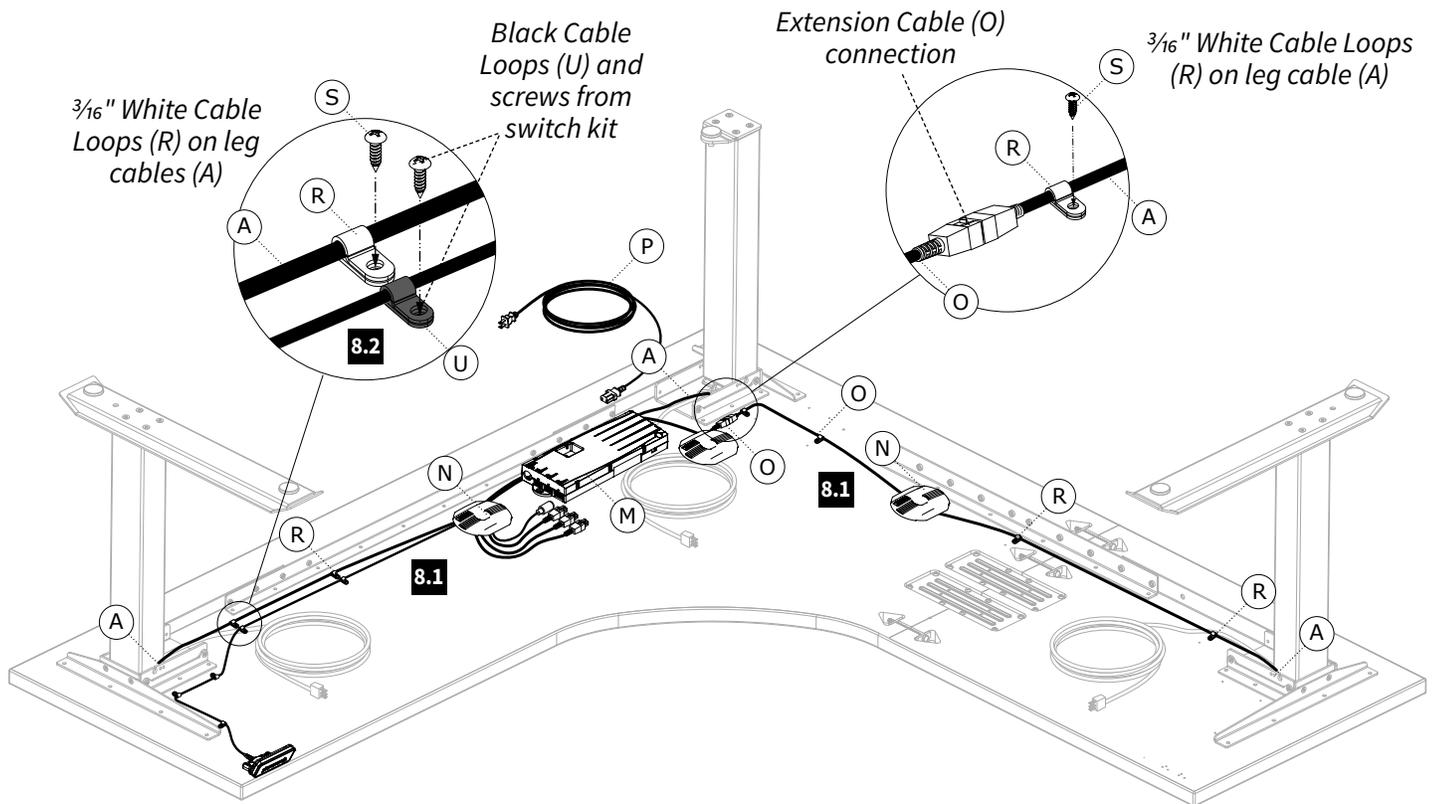
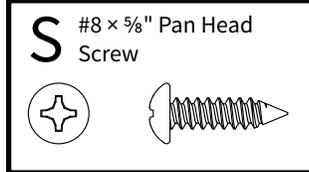
#### Hardware at actual size



## 8 Attach Cable Loops and Route Cables

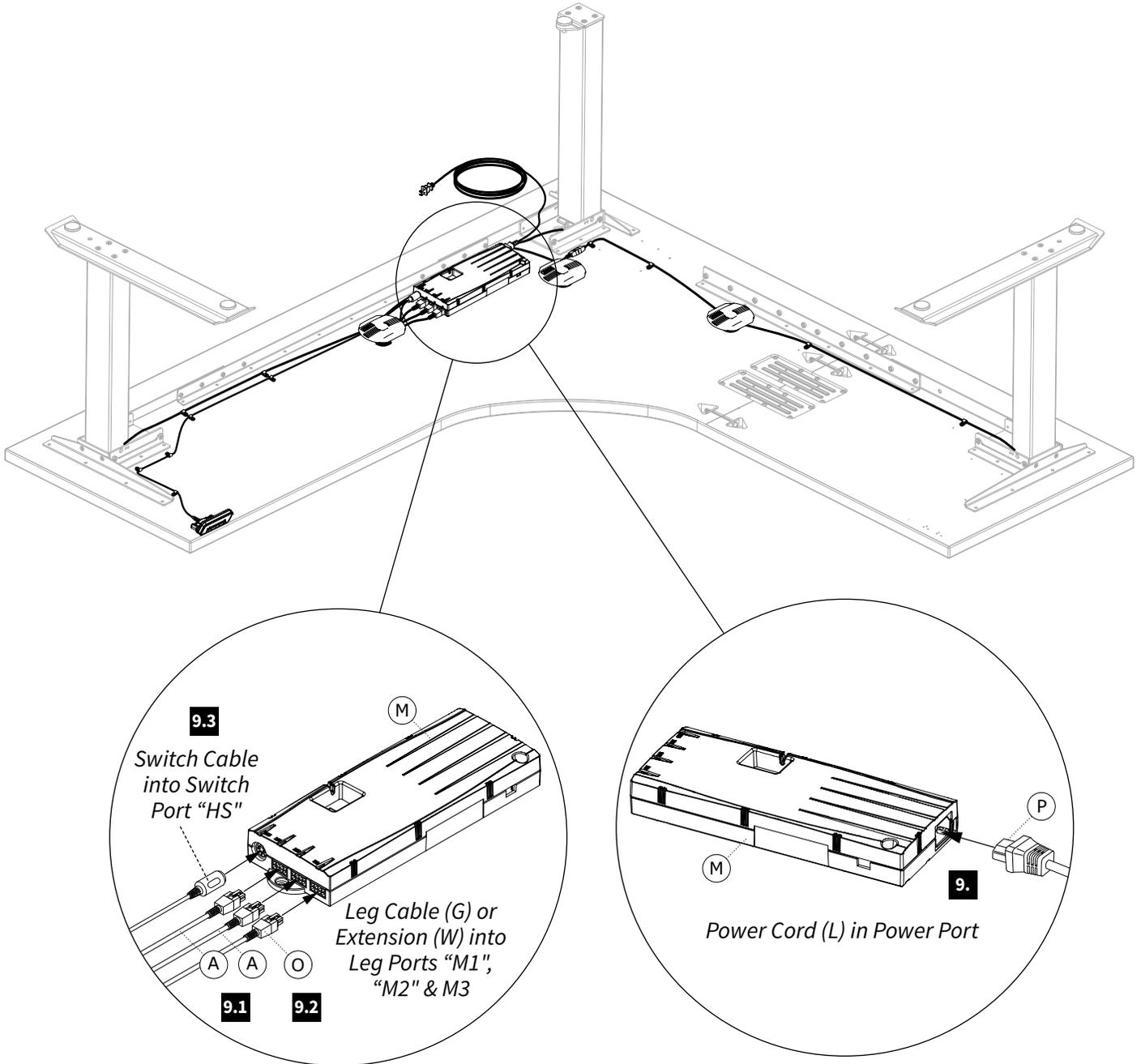
- 8.1 Route cables as shown, using Cable Spools (N) to take up any slack. Use Extension Cable (O) for Leg cable (A) furthest from Control Box (M).
- 8.2 Attach White Leg Cable Loops (R) to underside of worksurface using #8 × 5/8" Pan Head Screw (S) making sure to wrap the Cable Loop around the cable prior to attaching. If you do not have a Workrite worksurface, attach cable loops in a convenient locations between legs or control and the control box.

### Hardware at actual size



## 9 Connect Leg Cables, Control Cable and Power Cord to Control Box

- 9.1 Connect the Leg Cable (A) to the six position leg ports “M1” & “M2” on the Control Box (M).
- 9.2 Connect Extension Cable (O) to the six position leg port “M3” on the Control Box (M)
- 9.3 Insert the Control Cable into the switch port “HS” on the Control Box (M).
- 9.4 Insert the Power Cord (P) into the power port on the Control Box (M).

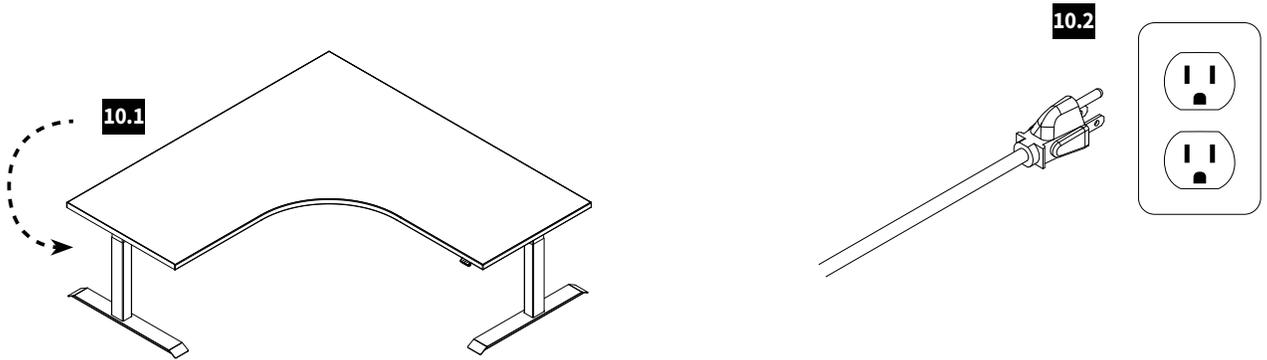


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## 10 Put Workcenter Upright and Connect Power Cord to the Power Supply

11.1 Turn the workcenter over into an upright position.

11.2 Plug the Power Cord (P) into the power outlet.



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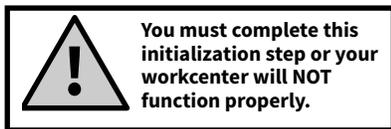
## 11 Adjust Feet Glides

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

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## 12 Initialize Legs

After all legs and the switch are connected, and the power cord has been plugged in, hold the down arrow on the switch until the legs make a short motion down and then back up. This initializes and synchronizes the workcenter legs.



**You must complete this initialization step or your workcenter will NOT function properly.**

**Hold down the down arrow until workcenter moves slightly upwards!**

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## ✓ Cleaning instructions

To clean the Essentia legs, apply cleaner to a soft cloth.

Suggested cleaners: Windex or Formula 409.

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

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## ✓ Replacement Parts

Visit [http://workriteergo.com/documentation/other/workrite\\_ergonomics\\_pricing\\_specification\\_guide.pdf](http://workriteergo.com/documentation/other/workrite_ergonomics_pricing_specification_guide.pdf) for replacement parts.