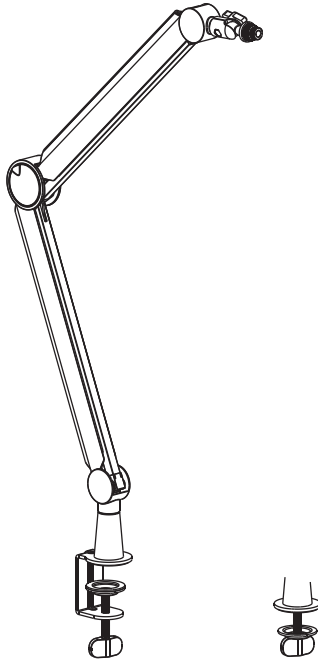




Premium Microphone Boom Arm Desk Mount Instruction Manual



SKU: STAND-MIC02



Scan the QR code with your mobile device or follow the link for helpful videos and specifications related to this product.

<https://vivo-us.com/products/stand-mic02>

GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



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309-278-5303

WARNING!

If you do not understand these directions, or if you have any doubts about the safety of the installation, please call a qualified technician. Check carefully to make sure there are no missing or defective parts. Improper installation may cause damage or serious injury. Do not use this product for any purpose that is not explicitly specified in this manual. Do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly or inappropriate use.

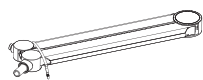
TIPOVER WARNING

SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM TIPOVER. TO HELP PREVENT TIPOVER:

- NEVER ALLOW CHILDREN TO CLIMB, STAND, HANG, OR PLAY ON ANY PART OF MONITOR OR STAND.
- USE TIPOVER RESTRAINT OR ANCHOR STAND TO WALL

USE OF TIPOVER RESTRAINTS MAY ONLY REDUCE, BUT NOT ELIMINATE RISK OF TIPOVER.

PACKAGE CONTENTS



A (x1)
Arm



B (x1)
Clamp



C (x1)
Ball Joint



D (x1)
Plastic Cover(D)



E (x1)
Grommet Plate



F (x1)
Soft Pad



T-A (x1)
3mm Allen
Wrench

TOOLS NEEDED



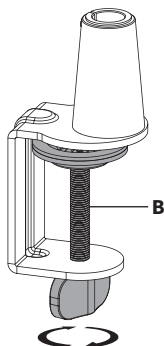
DO NOT EXCEED WEIGHT CAPACITY.
Failure to do so may result in serious injury.

ASSEMBLY STEPS

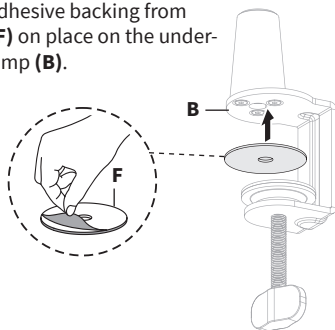
STEP 1

Clamp Installation

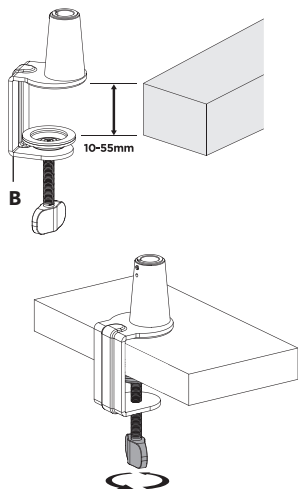
Loosen the knob on Clamp (B).



Remove adhesive backing from Soft Pad (F) on place on the underside of Clamp (B).

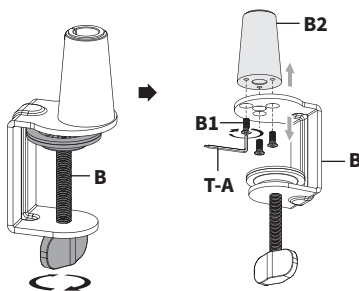


Secure Clamp (B) to desktop by tightening the knob.

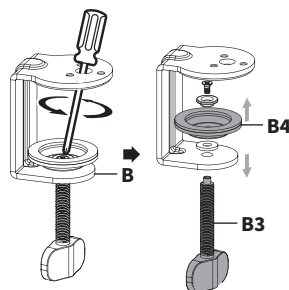


Grommet Installation

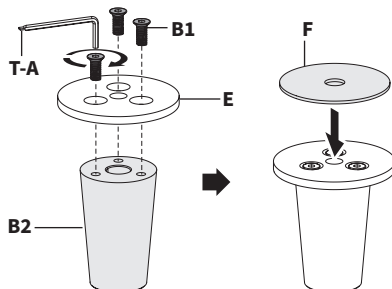
Loosen the knob on Clamp (B). Disassemble Clamp (B) by removing Clamp Screws (B1), separating Pole Base (B2) from Clamp (B) using 3mm Allen Wrench (T-A).



Use a Phillips screwdriver to separate Hand Bolt (B3) and Clamp Plate (B4) from Clamp (B).



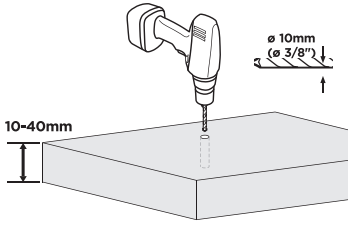
Connect Grommet Plate (E) to Pole Base (B2) using Clamp Screws (B1) and 3mm Allen Wrench (T-A). Remove adhesive backing from Soft Pad (F) on place on the underside of Grommet Plate (E).



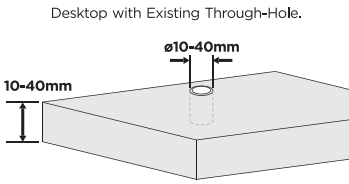
STEP 1 - Continued

Grommet Installation - Continued

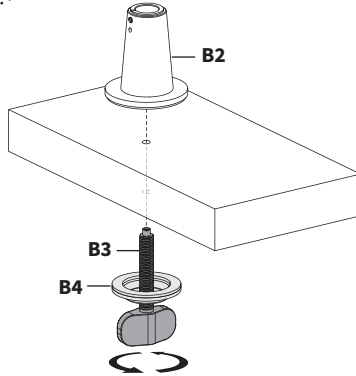
If your desktop does not have an existing grommet hole, pre-drill a hole using a drill and a 3/8" (10mm) drill bit.



OR

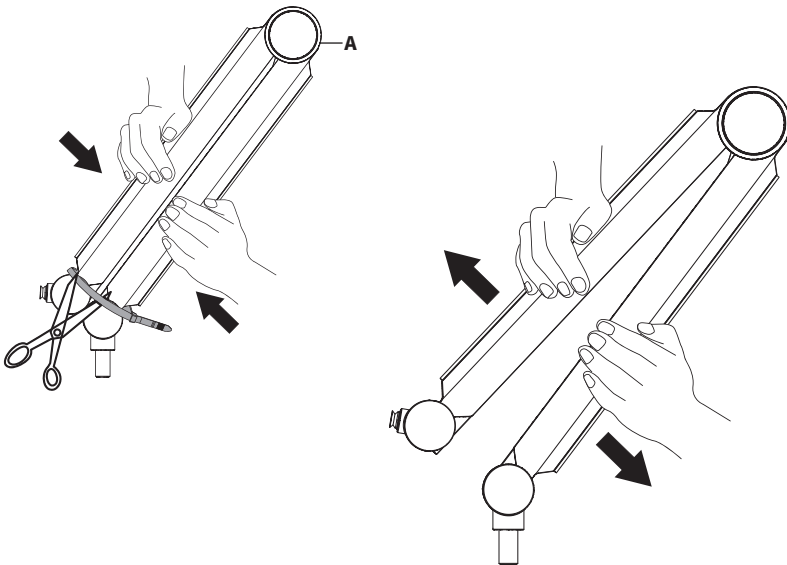


Insert Hand Bolt (B3) with Plate (B4) through grommet hole and secure to Pole Base (B1) by tightening Hand Bolt.



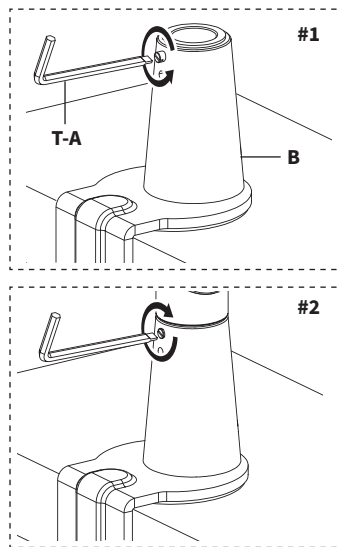
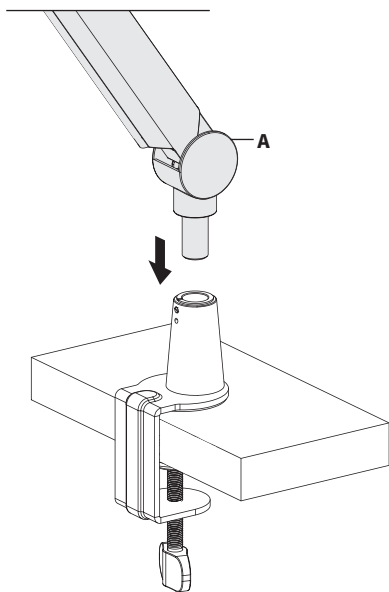
STEP 2

Clasp both sides of Arm (A) and squeeze tightly together. Have a second person cut the zip tie. Slowly release the pressure and unfold Arm.



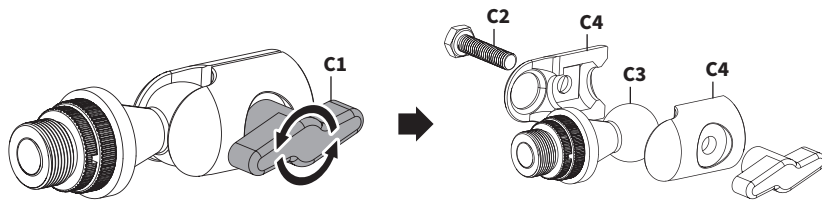
STEP 3

Loosen set screw on Clamp (B) using 3mm Allen Wrench (T-A) and insert Arm (A). Tighten set screw on Clamp (B) to secure and increase the rotation resistance.

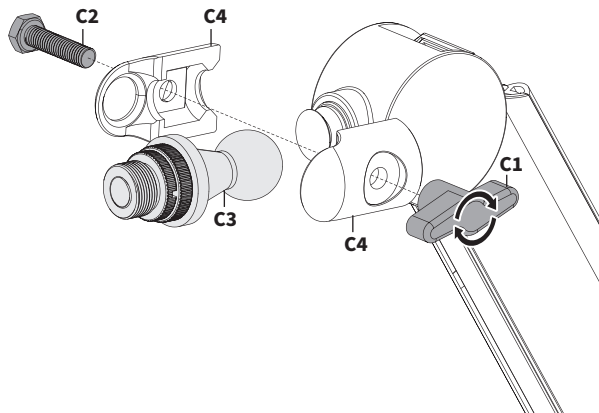


STEP 4

Separate Ball Joint (C) by loosening Knob (C1). Remove Screw (C2) and Ball (C3) from Outer Casing (C4).

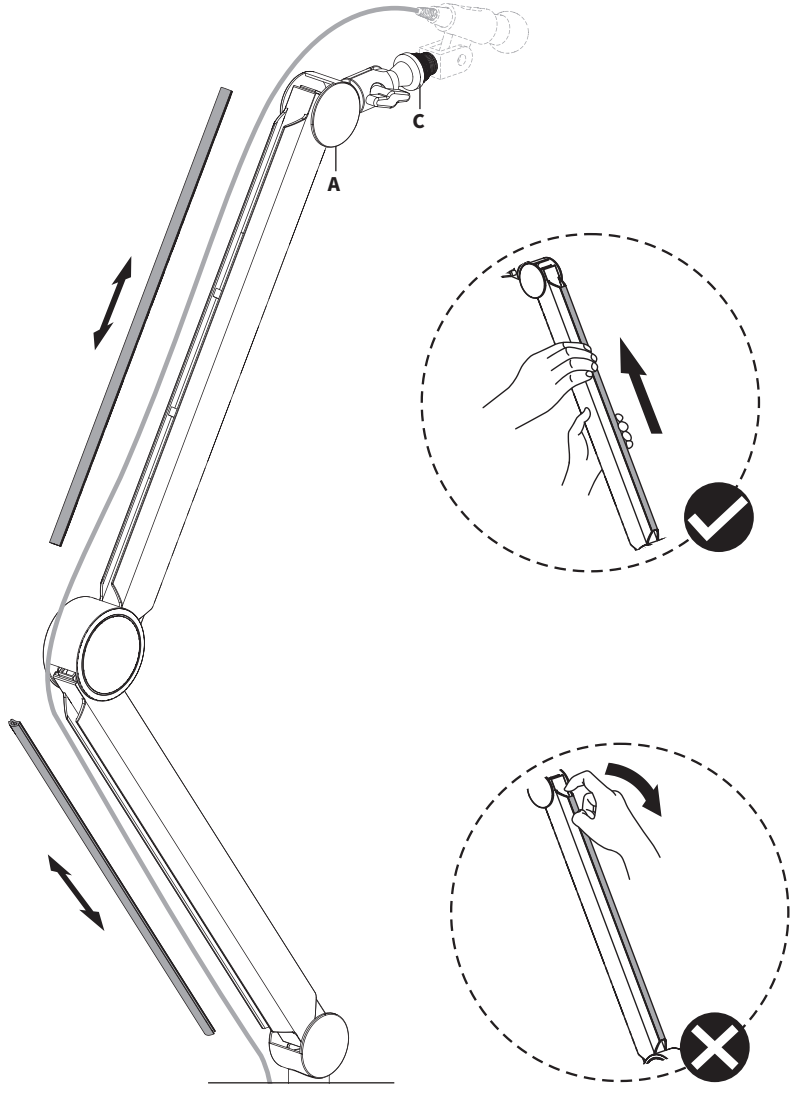


Reassemble Ball Joint (C) onto Arm (A) by securing Ball (C3) and Outer Casing (C4) using Screw (C2) and Knob (C1).



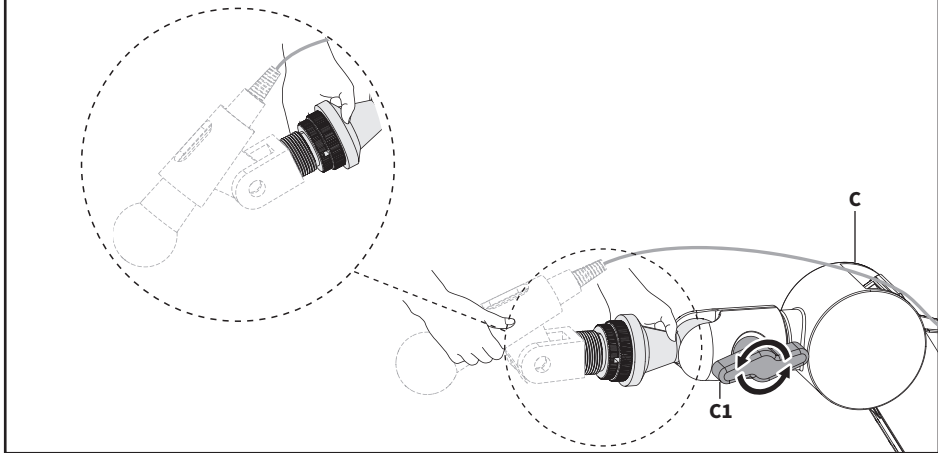
STEP 5

Secure microphone to Ball Joint (C). Slide cable management tabs off Arm (A) to neatly route cable. Reattach by sliding back into place. **NOTE: Please do not attempt to pry tabs off; tabs may snap or break if too much force is applied.**



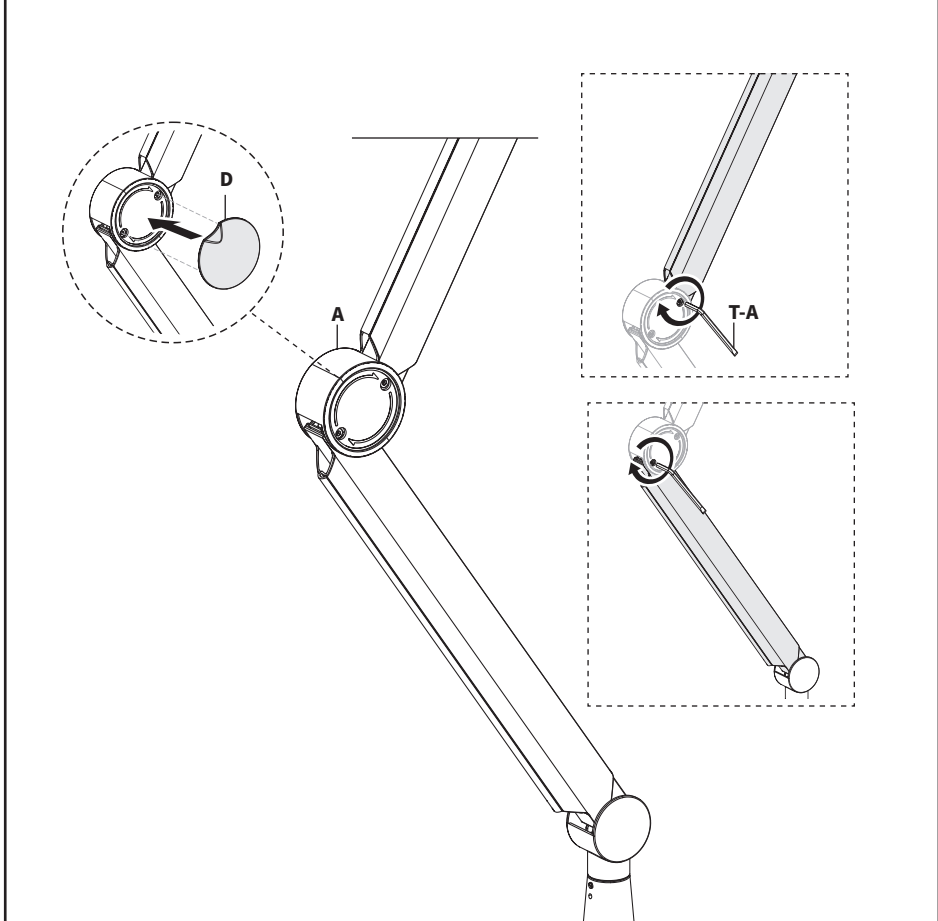
STEP 6

To adjust microphone position, loosen Knob **(C1)** on Ball Joint **(C)** and adjust positioning. Retighten Knob **(C1)** to secure.



STEP 6

Adjust tension of Arm **(A)** using 3mm Allen Wrench **(T-A)**. Place Plastic Cover **(D)** over joint in Arm **(A)**.





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LAST UPDATED: 10/10/2022
REV2



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our dedicated support team can offer immediate assistance with rapid response times. If any parts are received damaged or defective, please contact us. We are happy to replace parts to ensure you have a fully functioning product.



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AVG. RESOLUTION TIME (*within office hrs*): **5M 4S**



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AVG. RESOLUTION TIME (*within office hrs*): **< 15 M**



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AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

- 23% within < 15m
- 38% within < 30m
- 61% within < 1hr
- 83% within < 2hr
- 92% within < 3hr