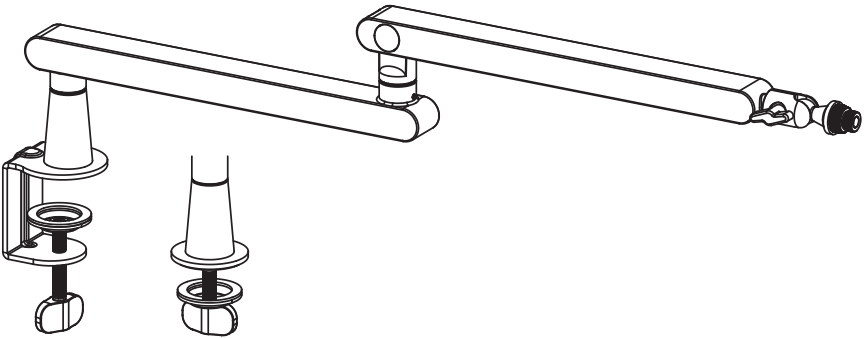




Black Low Height Microphone Desk Mount Instruction Manual



SKU: STAND-MIC03L



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-mic03l>

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



help@vivo-us.com



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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 and do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly, or inappropriate use.

WARNING: CHOKING HAZARD

SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

PACKAGE CONTENTS



A (x1)
Upper Arm

B (x1)
Lower Arm



C (x1)
Clamp



D (x1)
Arm Base



E (x1)
Grommet Plate



F (x1)
Soft Pad



S-A (x3)
M5x12mm Screw



T-A (x1)
3mm Allen Wrench



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

TOOLS NEEDED

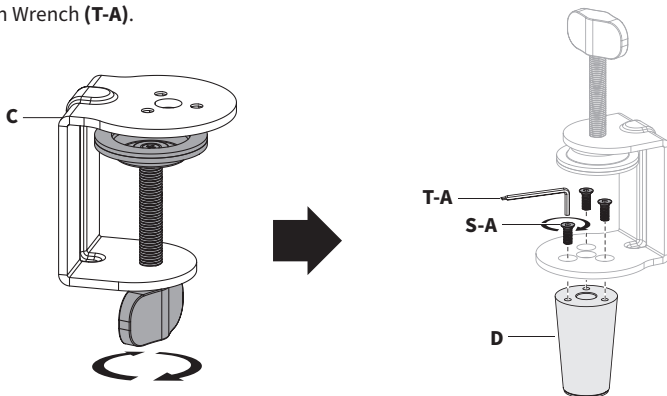


**Phillips
Screwdriver**

ASSEMBLY STEPS

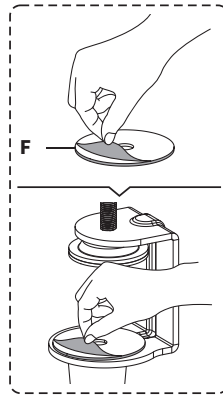
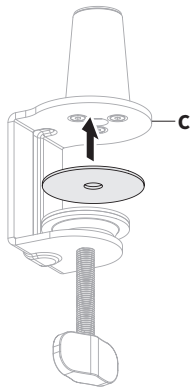
STEP 1 - Option A - Clamp Installation

Loosen knob on Clamp (C). Mount Clamp (C) to Arm Base (D) using M5x12mm Screws (S-A) and 3mm Allen Wrench (T-A).

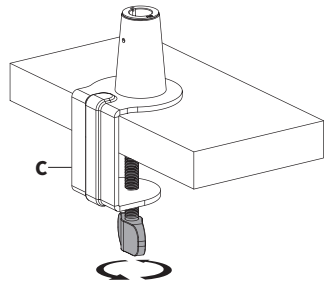
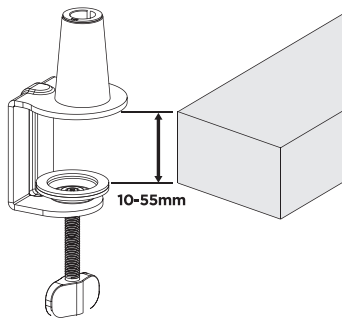


STEP 1 - Option A - Continued

Apply Soft Pad (**F**) to inside of Clamp (**C**).



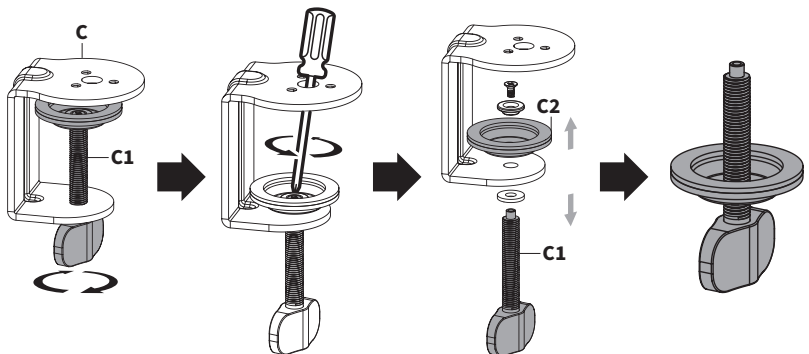
Secure assembly to desktop by tightening knob on Clamp (**C**).



Proceed to Step 2 on Page 5

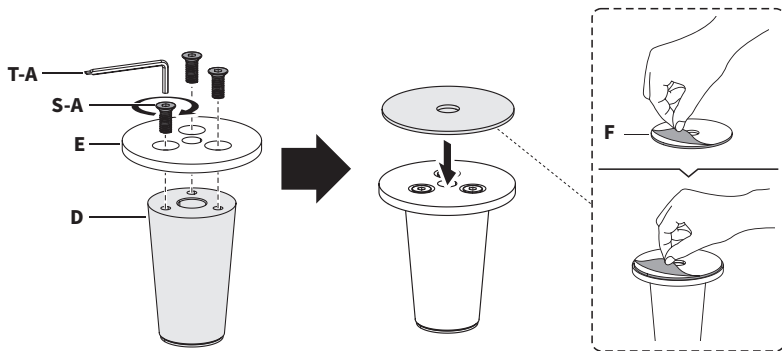
STEP 1 - Option B - Grommet Mount

Unscrew Clamp Screw (**C1**) on Clamp (**C**). Disassemble Clamp (**C**) using a Phillips screwdriver and remove Clamp Screw (**C1**) and Clamp Plate (**C2**). Set remaining components aside. Slide Clamp Plate (**C2**) to the bottom of the Clamp Screw (**C1**) and set aside for use in next step.

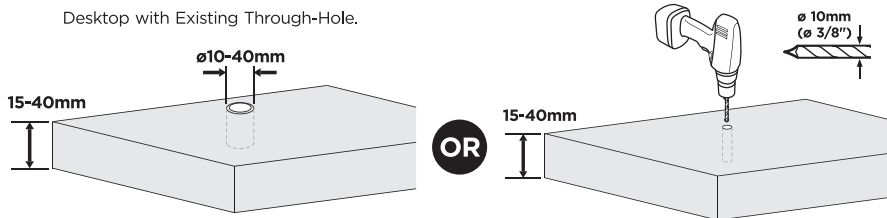


STEP 1 - Option B - Grommet Mount

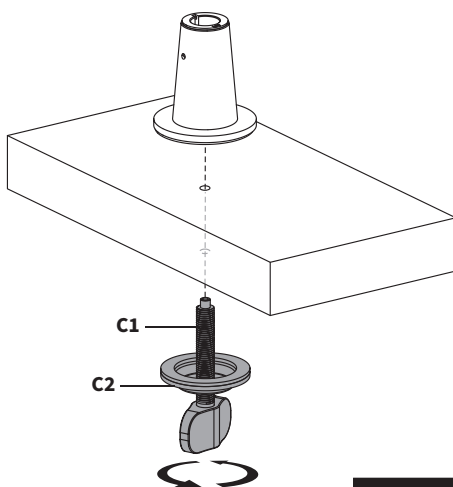
Mount Grommet Plate (E) to Arm Base (D) using M5x12mm Screws (S-A) and 3mm Allen Wrench (T-A), making sure the tapered holes are facing away from the Arm Base. Remove adhesive backing from Soft Pad (F) and adhere to Grommet Plate (E).



If you do not have an existing grommet hole, use a 3/8" (10mm) drill bit to drill through desktop surface to create a grommet opening.



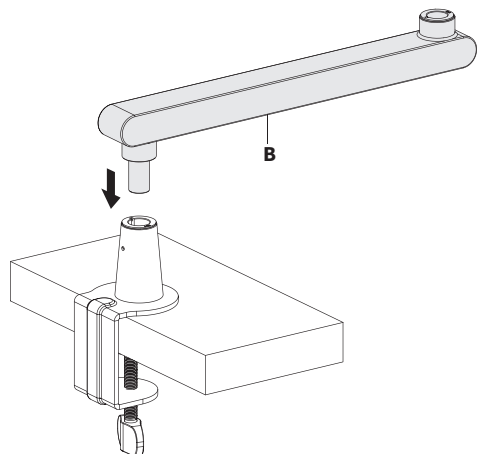
Secure assembly to desk using Clamp Screw (C1) and Clamp Plate (C2).



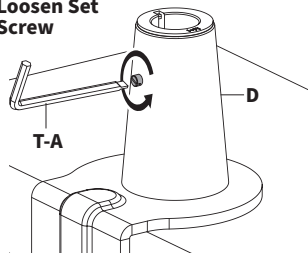
Proceed to Step 2 on Page 5

STEP 2

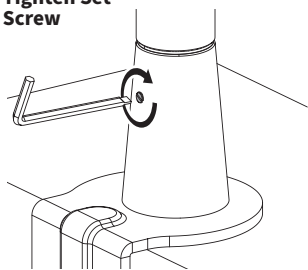
Loosen the set screw on the Arm Base (**D**), using 3mm Allen Wrench (**T-A**) then install Lower Mic Arm (**B**). Tighten set screw using 3mm Allen Wrench (**T-A**).



Loosen Set Screw

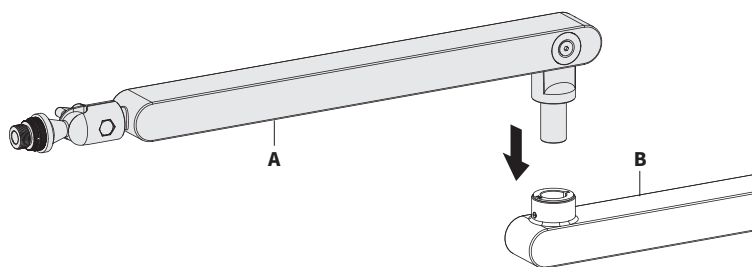


Tighten Set Screw

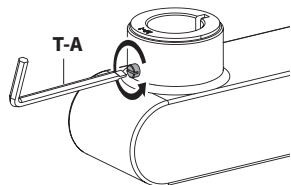


STEP 3

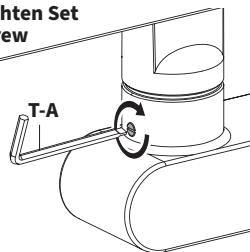
Loosen the set screw on the Lower Mic Arm (**B**) using 3mm Allen Wrench (**T-A**), then install Upper Mic Arm (**A**). Tighten set screw using using 3mm Allen Wrench (**T-A**).



Loosen Set Screw

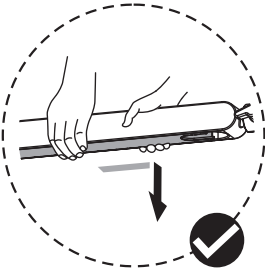
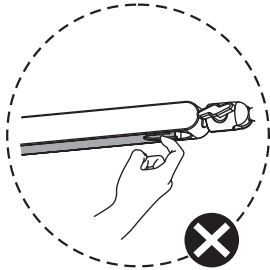
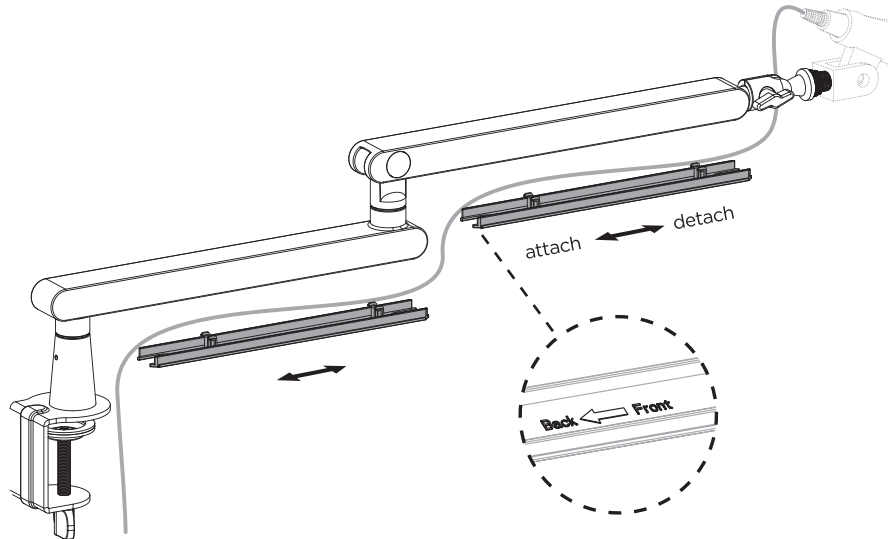


Tighten Set Screw



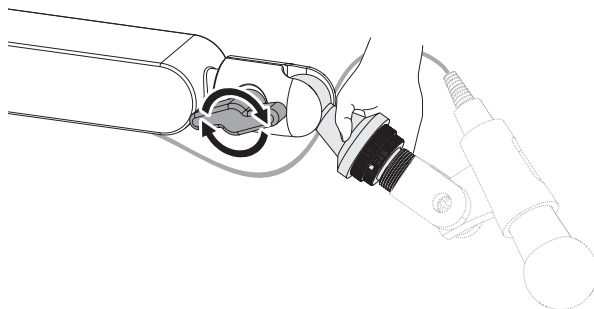
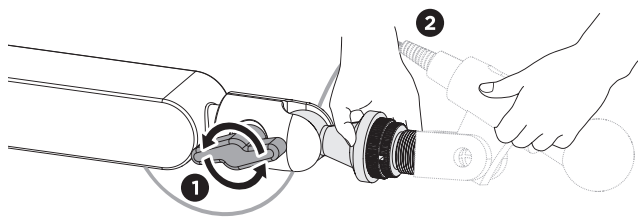
Step 4

Detach cable management trays from mic arms by sliding them towards the front of the mic stand. Run mic cable under the mic arms and reattach cable management trays.

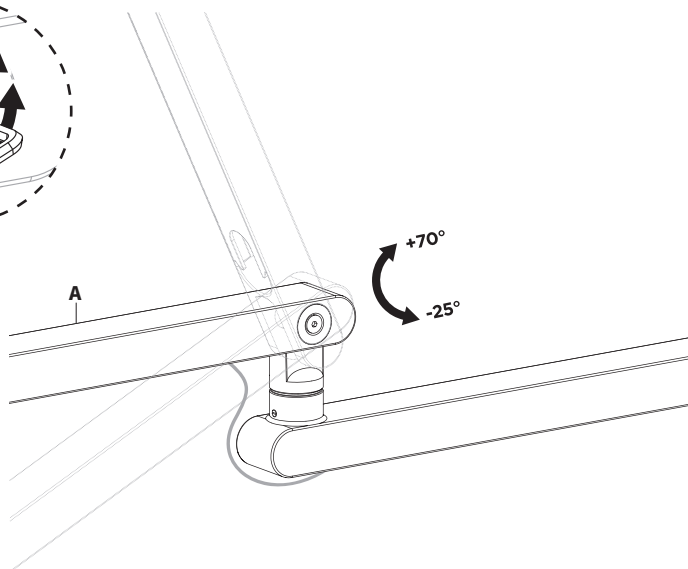
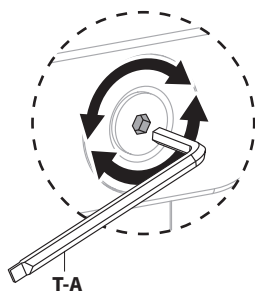



Adjust as Desired

To adjust mic angle, loosen the knob and set as desired. Re-tighten knob when set.



Loosen Joint Screw on Upper Arm (**A**) using 3mm Allen Wrench (**T-A**) to adjust arm to desired height.



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LAST UPDATED: 05/04/2023
REV1



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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

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