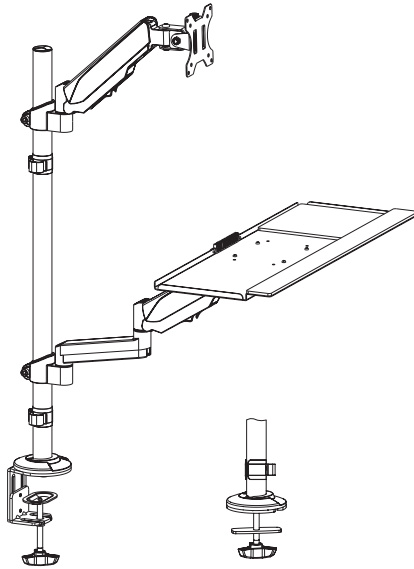# V·I·V·O

## Sit to Stand Single Monitor Desk Mount Workstation
Instruction Manual



## SKU: STAND-SIT1B

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-sit1b**

**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. Do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly or inappropriate use.
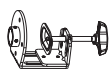
## ⚠ WARNING: CHOKING HAZARD

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

## PACKAGE CONTENTS
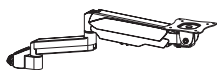
| | | | | |
|---|---|---|---|---|
| **A** (x1) Keyboard Arm | **B** (x1) Clamp | **C** (x1) Base | **D** (x1) Support Plate | **E** (x1) Base Cover |
| **F** (x1) VESA Plate | **G** (x1) Monitor Arm | **H** (x1) Keyboard Tray | **I** (x1) Pad | **J** (x2) Cable Clip |
| **K** (x5) Rubber Pad | **L** (x1) Thumbscrew | **M** (x1) Pole | **N** (x4) Nut | **O** (x4) Bolt |
| **P** (x1) 3mm Allen Key | **Q** (x1) 6mm Allen Key | **R** (x1) Wrench | **M-A** (x4) M4x12 | **M-B** (x4) M4x16 |
| **M-C** (x4) M5x12 | **M-D** (x4) M5x16 | **M-E** (x4) D5 Washer | **M-F** (x4) Spacer | |
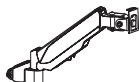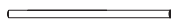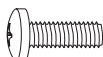
**NOTE:** NOT ALL HARDWARE INCLUDED WILL BE USED

## TOOLS NEEDED

**Phillips Screwdriver**

## DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.

**2.2-17.6lbs (1-8kg)**
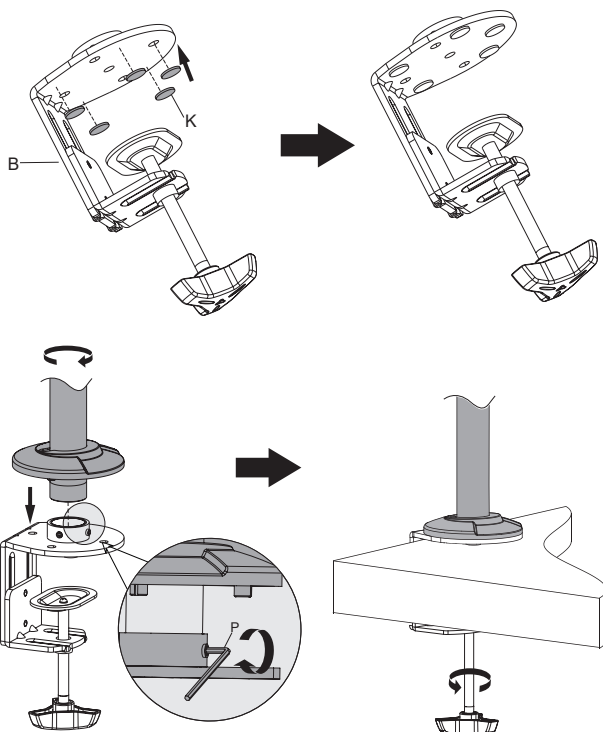**MOUNT**

**2.2lbs (1kg)**
**KEYBOARD**

## ASSEMBLY STEPS

### STEP 1

Slide base cover **(E)** over pole **(M)**.

M

E
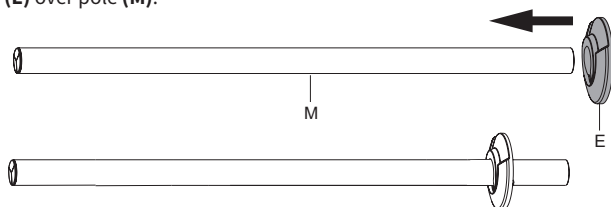
### STEP 2

**OPTION A: Clamp Installation**

Attach five rubber pads **(K)** to clamp **(B)**. Secure pole **(M)** to clamp **(B)** by tightening grub screw in the clamp using 3mm Allen key **(P)**. Secure clamp to the desktop.

K

B

P

**OPTION B: Grommet Installation**

If you are securing the stand to the desktop without clamp **(B)**, use existing grommet hole, or drill a ⅜" (10mm) hole. Attach base **(C)** to pole **(M)**. Tighten grub screws in base **(C)** using 3mm Allen key **(P)**. Attach five rubber pads **(K)** to the bottom of base **(C)**. Remove screw from top of bolt in clamp **(B)** using Phillips screwdriver. Remove hand bolt from clamp and use with Support Plate (**D**) to attach pole (**M**) to desk as shown in diagram.
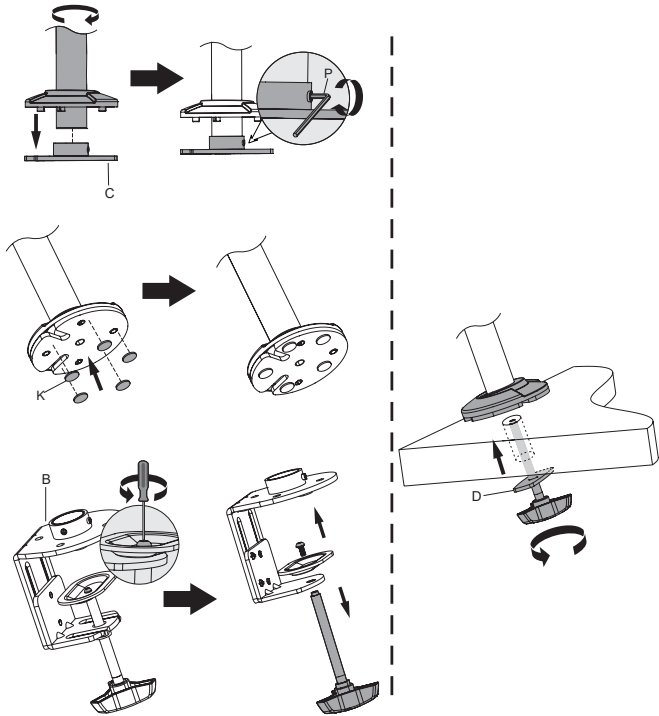


## STEP 3

Slide cable management clips **(J)** and both keyboard arm **(A)** and monitor arm **(G)** over top of pole **(M)** as shown in diagram. Secure both arms using 6mm Allen key **(Q)**. Attach keyboard tray **(H)** to arm **(A)** using four bolts **(O)** and four nuts **(N)**. Tighten using wrench **(R)** and Phillips screwdriver. Place pad (**I**) on left or right side of keyboard tray (**H**).
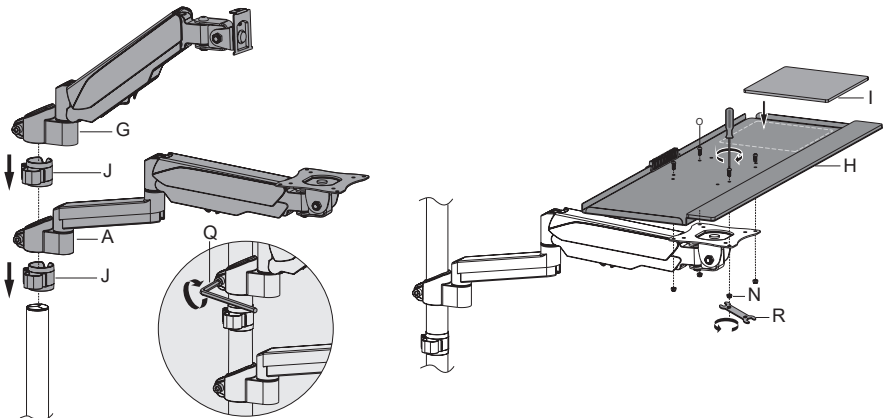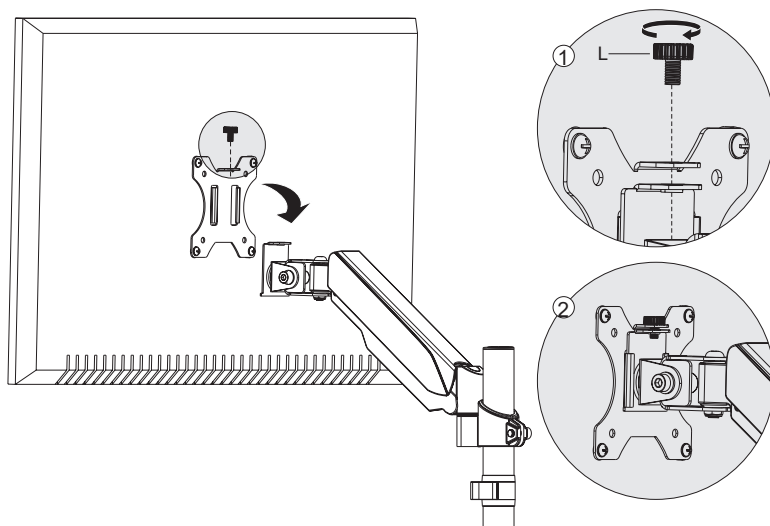
## STEP 4

Attach VESA plate **(F)** to back of monitor using bolts **(M-A, M-B, M-C, M-D)** and washers **(M-E)**. For curved or recessed monitors, spacers **(M-F)** may be required.
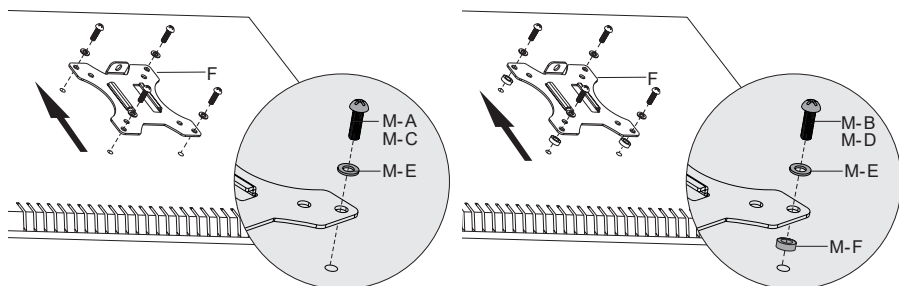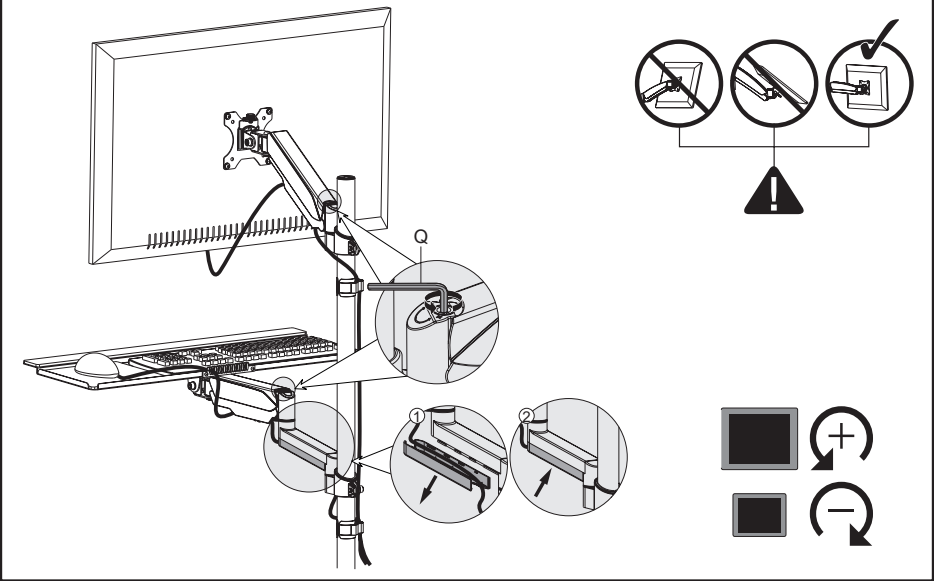


## STEP 5

Slide VESA plate **(F)** onto arm **(G)**. Secure using thumb screw **(L)** as shown in diagram.

## STEP 6

Adjust the tension of monitor and keyboard arms using 6mm Allen key **(Q)**. Remove the bottom covers as shown in diagram and run cables through. Reattach cable cover.

## STEP 7

Adjust tension in both brackets using 6mm Allen key **(Q)** to hold monitor and keyboard at desired angles. Run cables through cable management clips **(J)** and store Allen keys **(Q,P)** in clips.

Adjust as Desired
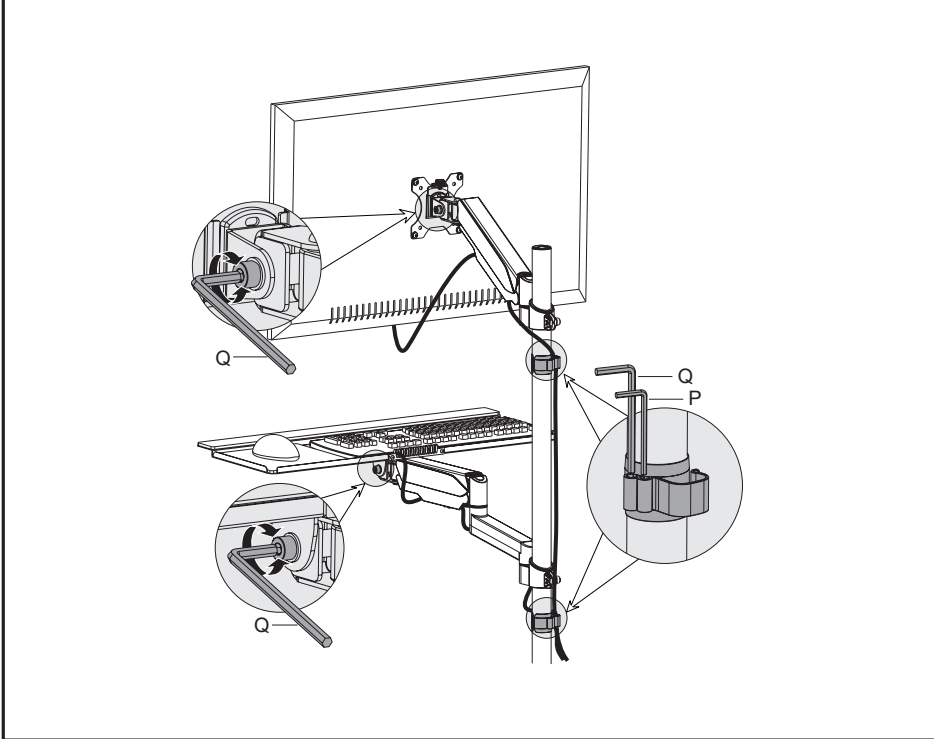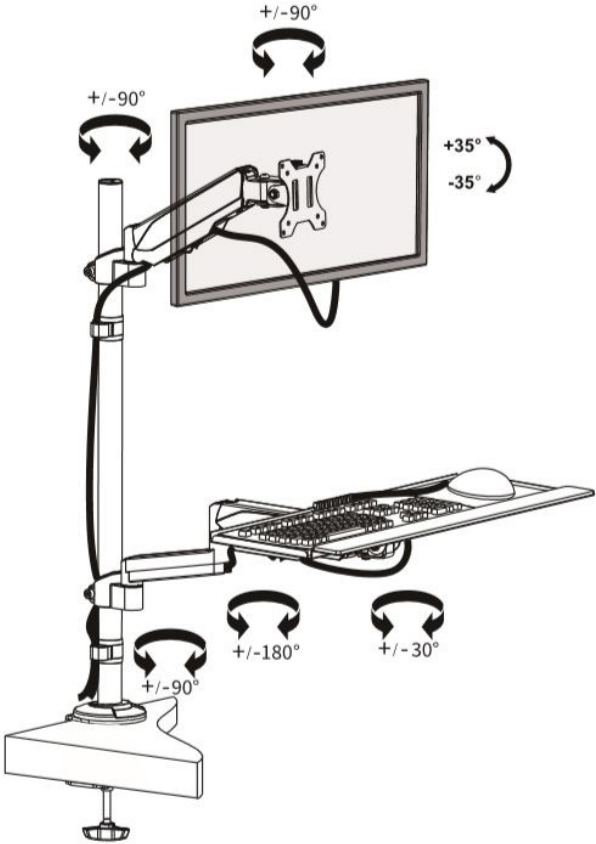
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LAST UPDATED: 06/01 /2020

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

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