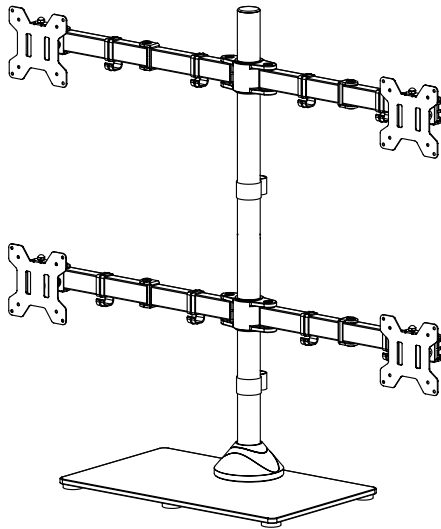


---

## Quad Monitor Desk Stand

### Instruction Manual



**SKU: STAND-V004FG**



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-v004fg>

---

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



help@vivo-us.com



www.vivo-us.com  
*Chat live with an agent!*



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:

- **TO PREVENT TIPPING, PLEASE BE CAREFUL NOT TO EXTEND THE ARMS TOO FAR FORWARD OR BACKWARD.**
- 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.**

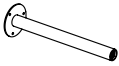
## **WARNING: CHOKING HAZARD**

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

## PACKAGE CONTENTS



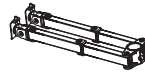
**a** (x1)  
Upper Pole



**b** (x1)  
Lower Pole



**c** (x1)  
Weighted Base



**d** (x2)  
Swivel Arm



**e** (x4)  
VESA Plate



**f** (x1)  
Decorative Cover



**g** (x3)  
M6x10



**h** (x4)  
Nut



**i** (x3)  
Connecting Bolt



**j** (x3)  
M8 Washer



**k1** (x2)  
Wire Clip



**k2** (x8)  
Wire Clip



**l** (x6)  
Rubber Feet



**m** (x1)  
Soft Pad



**n** (x1)  
Allen Wrench Set



**o** (x16)  
M4x12



**p** (x16)  
M4x30



**q** (x16)  
M4 spacer

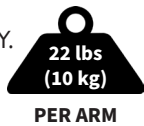
**NOTE:** SOME HARDWARE INCLUDED MAY NOT BE USED

## TOOLS NEEDED



DO NOT EXCEED WEIGHT CAPACITY.

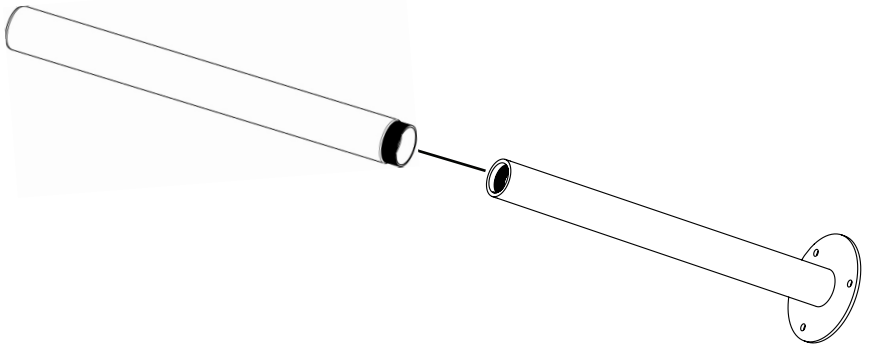
Failure to do so may result in serious injury.



## ASSEMBLY STEPS

### STEP 1

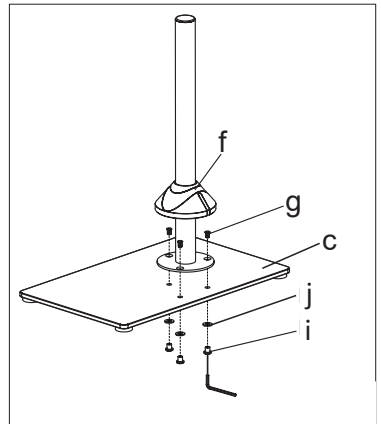
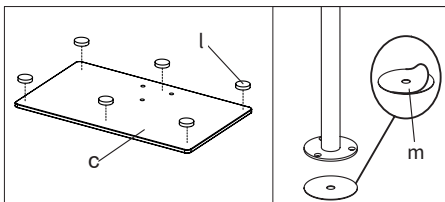
Thread the Upper Pole (a) to the Lower Pole (b) as shown below.



### STEP 2

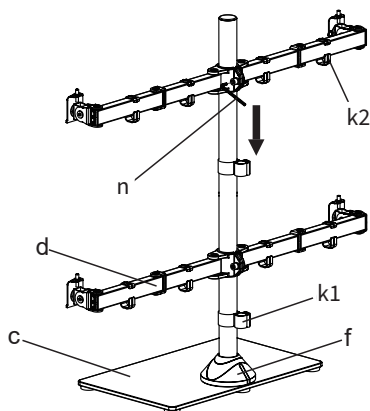
#### Weighted Base Installation

Attach Rubber Feet (l) to the underside of the Glass Base (c). Attach Soft Pad (m) to the Pole (a, b). Use a screwdriver to poke holes for screws through the pad. Install Pole to Glass Base using M6x10 Bolts (g), Connecting Bolts (i) and M8 Washers (j), and tighten with medium Allen Wrench (n) and screwdriver. Slide Decorative Cover (f) over the Pole.



### STEP 3

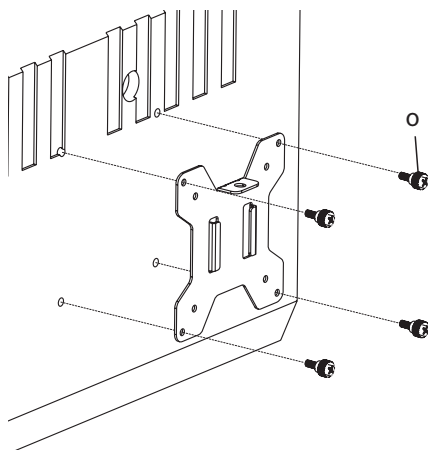
Install Swivel Arm (d) to the Pole (a,b). Fasten the bolt with supplied Allen Wrench (n). Attach the Wire Clip (k1,k2) to the Pole (a,b) and Swivel Arm (d).



### STEP 4

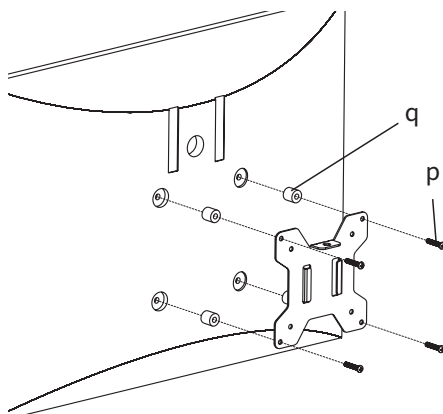
#### OPTION A: Flat Back Monitor

Fasten the VESA Plate (e) using thumbscrews (o). Do not overtighten; thumbscrews only need to be finger-tight



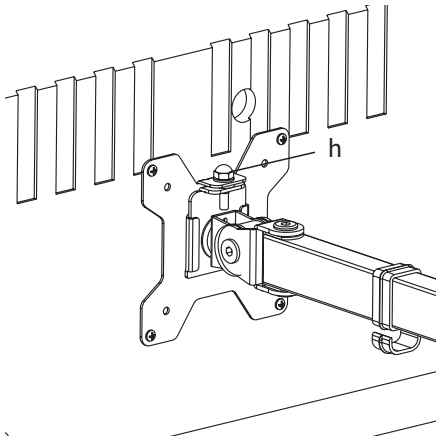
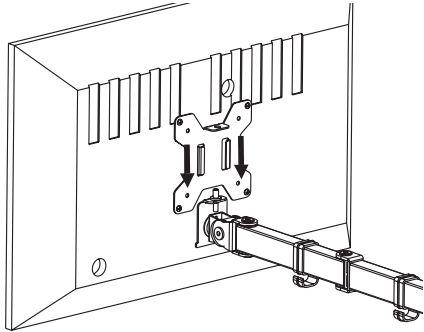
#### OPTION B: Curved Back Monitor

Fasten the VESA Plate (e) using screws (p) and spacers (q).



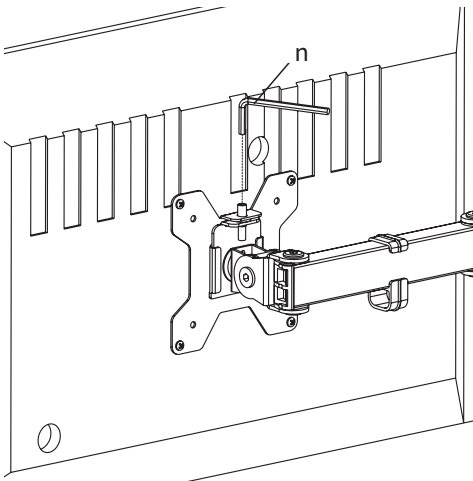
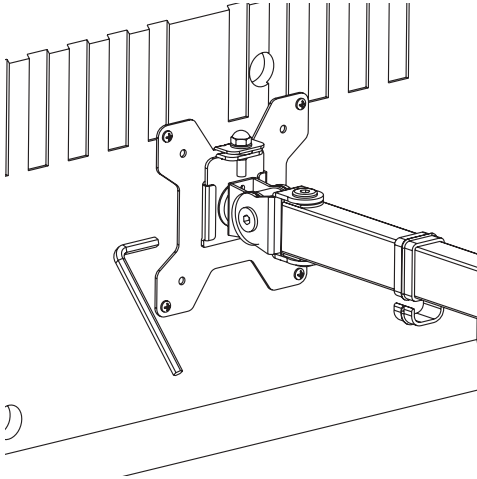
STEP 5

Slide the monitor onto the head of Swivel Arm (d) as shown in the above diagram. Install the security Nut (h). Make sure the security nut is installed before you rotate the monitor.



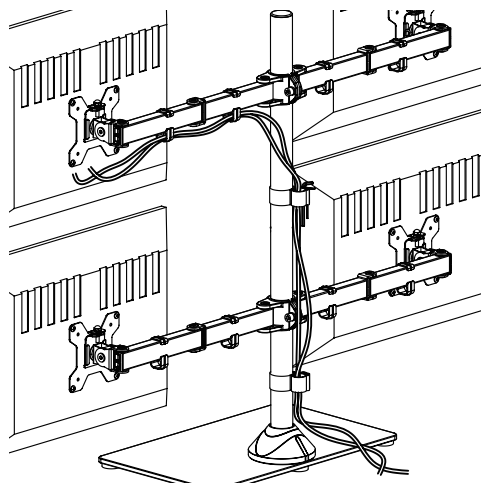
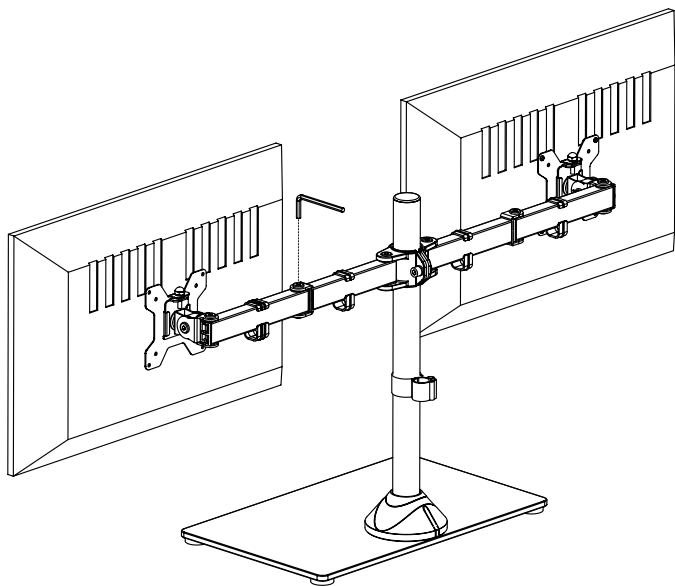
## STEP 6

Tighten the bolt with the supplied Allen Wrench (**n**) to fix the tilt angle. If one monitor is lower, remove the Nut (**h**) and turn the bolt counter-clockwise with supplied Allen Wrench (**n**) to raise the monitor. Install the Nut (**h**) after the adjustment.



## STEP 7

Adjust swivel joint tension if needed using the Allen Wrench (**n**). Manage the wires and store the Allen Wrenches (**n**) in Wire Clip (**k1**) for future use.





Open **Monday - Friday 7:00am - 7:00pm** CST,  
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.


 [help@vivo-us.com](mailto:help@vivo-us.com)

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

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

 [www.vivo-us.com](http://www.vivo-us.com)  
*Chat live with an agent!*

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

 309-278-5303

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