



**IMPORTANT:** BEFORE YOU INSTALL THE GROMMET MOUNT, PLACE THE DATA AND POWER CABLE THROUGH THE GROMMET HOLE. CABLES CAN ONLY BE PROPERLY ROUTED THROUGH THE MOUNT, IF THIS IS DONE PRIOR TO INSTALLATION.

1. Determine grommet placement that will optimize the user's viewing position when the monitor arm is extended, while leaving plenty of room to adjust the monitor out of the way and clear up desk space. Take into consideration the dimensions and adjustability of the monitor arm.

*Installers: get authorized sign-off on grommet placement before continuing.*

2. Mark the center point of a 2" diameter grommet at the position determined above.
3. At the center point, drill a small pilot hole approximately 1/8" deep.  
**NOTE:** ALWAYS WEAR SAFETY GLASSES WHEN DRILLING OR CUTTING.
4. While leaving the pilot hole exposed, apply masking tape over the area to be cut. This will help ensure a clean cut and will minimize damage (in the form of chipping and cracking) to the top of the work surface.
5. Attach a 2" (2-1/2" is acceptable) hole saw to your drill by following the manufacturer's directions. Corded drills are recommended for creating grommets.
6. Drill the hole using a low rpm setting and, as much as possible, keeping the hole saw perfectly perpendicular to the work surface.
7. Remove tape, clean off the work surface and install monitor arm per monitor arm installation instructions.

