

Important Safety Instructions

Read and understand all these safety instructions before using the product.

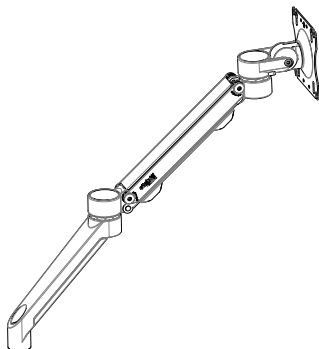
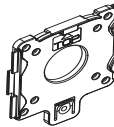





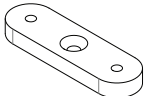






Do not mount the Desk Base of the Willow Arm on an unstable surface or any surface that could not mount the Desk Base firmly.

During installation, beware of the recoil of the Willow Arm body when attaching or detaching the monitor to the Willow Arm. To prevent damage or injury when changing the monitor, always raise the Arm to its highest position before the monitor is detached. *The Willow Arm can support monitors from 1 to 14 pounds.*

Do not attempt to disassemble, service or modify the product.

Use only a slightly damp cloth to clean the Willow Arm surface. Never use flammable solvents like alcohol, benzene, thinner, etc. on the product.

Parts grouped by carton

<p>A Willow Arm Assembly Qty: 1</p> 	<p>B Quick Release Bracket Qty: 1</p> 	<p>C M4x18 Phillips Screws Qty: 4</p> 	<p>D M4x12 Phillips Screws Qty: 4</p> 	<p>E M4x8 Phillips Screws Qty: 4</p> 
<p>M Plastic Pivot Washer Qty: 1</p> 	<p>N 7/32" Allen Wrench Qty: 1</p> 	<p>P Dual Splitter Bracket Qty: 1</p> 	<p>Q Flange Pin Qty: 2</p> 	<p>R 3/8"x16x2 1/2" Button Head Allen Cap Screw Qty: 2</p> 
<p>O 1/8" Allen Wrench Qty: 1</p> 	<p>S 3/8"x16 Lock Nut Qty: 2</p> 	<p>T 3/8" ID Belleville Spring Washer Qty: 2</p> 	<p>U 3/8" x16x2 1/2" Flat Head Allen Cap Screw Qty: 1</p> 	

Verify that you have all the hardware and tools needed for the assembly

Check your packages against the parts list on page 1 to verify that you have all the parts needed. You will also need the following tools:

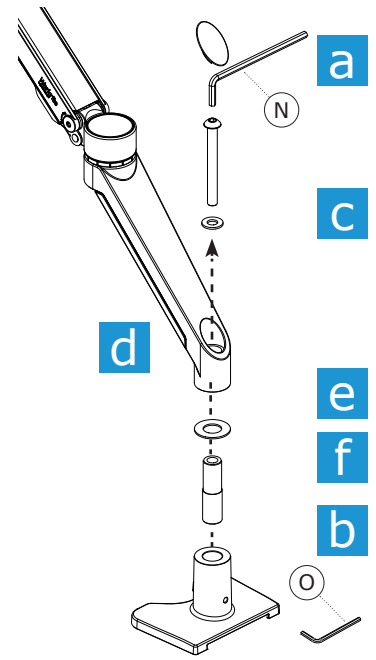
#3 tip Phillips screwdriver



1 Remove existing Willow Arm from Base

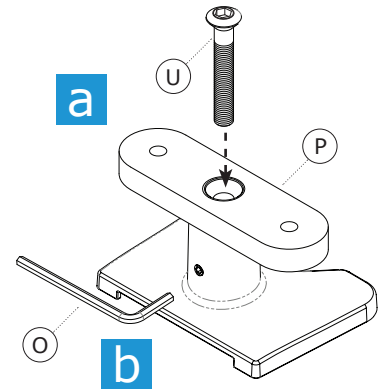
Loosen any monitor cables and remove from cable managers. Remove and set existing monitor aside.

- a Snap Pivot Cover Cap off top of Arm Assembly. Save for later.
- b IMPORTANT! Loosen Set Screw in back of Desk Base with $\frac{1}{8}$ " Allen Wrench(O).
- c Remove $\frac{3}{8}$ " Steel Washer from $\frac{3}{8}$ " x 16 x $3\frac{1}{2}$ " Button Head Allen Bolt in the Arm assembly and base. Loosen with $\frac{7}{32}$ " Allen Wrench (N).
- d Remove Arm Assembly from Pivot Pin.
- e Remove Plastic Pivot Washer.
- f Remove Pivot Pin from Desk Base Assembly.



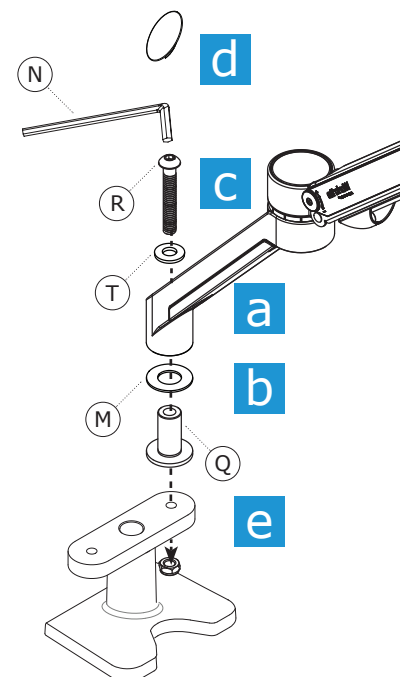
2 Attach Dual Splitter Bracket to Base

- a Attach Dual Splitter Bracket (P) to Base using Flat Head Screw (U). Be sure the Splitter Bracket is aligned to the rear edge of the base and tightened securely to keep the splitter from spinning before the Allen set screw is tightened in the base.
- b Tighten Set Screw in back of Desk Base with $\frac{1}{8}$ " Allen Wrench (O).



3 Attach Existing Arm with monitor to Splitter Bracket

- a Place the Plastic Washer (M) to go onto the Flange Pin (Q).
- b Insert the Flange Pin into the bottom of the arm.
- c Place the Button Head Screw (R) and Belleville Washer (T) into the arm from the top.
- d Thread the bolt into the splitter. Tighten until the arm is firm but spins with light friction with the $\frac{7}{32}$ " Allen wrench (N).
- e Place the nut onto the bolt extending through the splitter. While holding the bolt with the $\frac{7}{32}$ " Allen wrench to keep to bolt from turning and loosening, tighten the nylock nut firmly to keep the bolt from loosening during use.
- f Attach new Arm to Splitter Bar using the same method as above.



4 Attach Monitors



Important Note

It is strongly recommended to use the mounting screws provided by the monitor manufacturer if possible. If longer screws are needed, use either part (C) 18mm long, (D) 12mm long, or (E) 8mm long. NOTE: Always use the shortest screws possible to avoid damage to the monitor.

Quick Release Option:

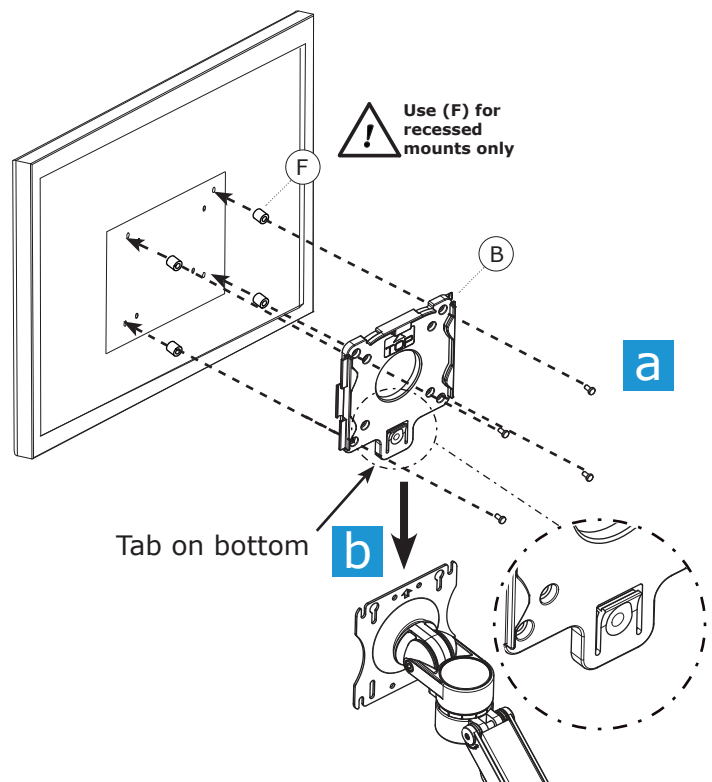
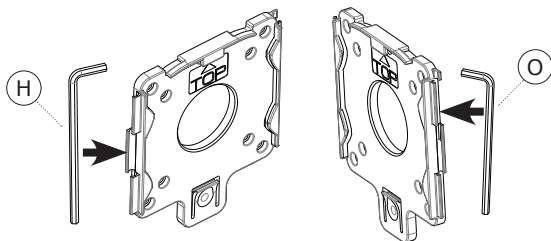
- a** Attach the Quick Release Bracket (B) to the VESA mount holes on your monitor. Use the screws from your monitor if possible. The tab on the bracket should be on the bottom.

For Recessed Mounts:

For monitors with recessed mount where the Quick Release Bracket will not fit into the mounting location, 10mm Plastic Spacers (F) have been supplied. Install these between the monitor and the Quick Release Bracket as shown with the shortest M4 screws possible.

- b** Attach the Willow Arm to the monitor by sliding the Quick Release Bracket over the mounting plate.

Note: Your Quick Release Bracket has convenient storage on its sides for the $\frac{3}{16}$ " Allen Wrench (H) and the $\frac{1}{8}$ " Allen Wrench (O).



OR

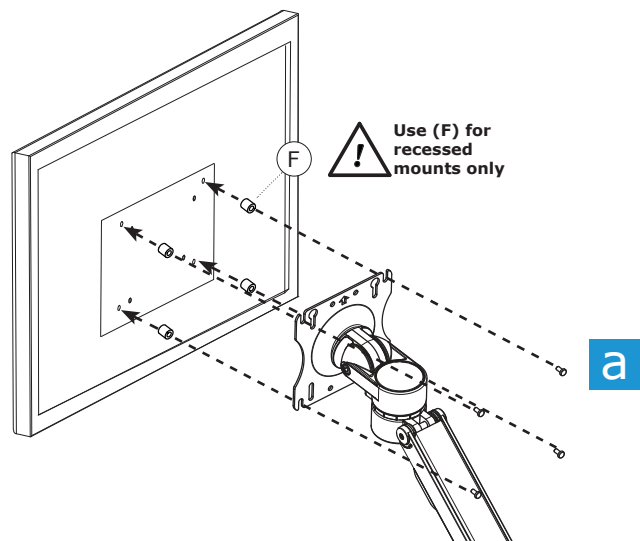
Direct/Secure Mount Option:

- a** Attach the Willow Arm VESA mount to the VESA mount holes on your monitor. Use the screws from your monitor if possible. The clip on the bracket should be on the bottom.

For Recessed Mounts:

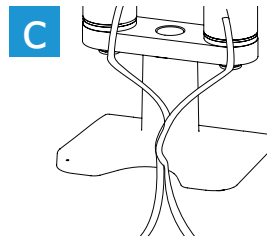
For monitors with recessed area where the VESA mount will not fit into the mounting location, 10mm Plastic Spacers (F) have been supplied. Install these between the monitor and the VESA mount as shown with the shortest M4 screws possible.

Note: Keep your Quick Release Bracket (B) for possible future use.

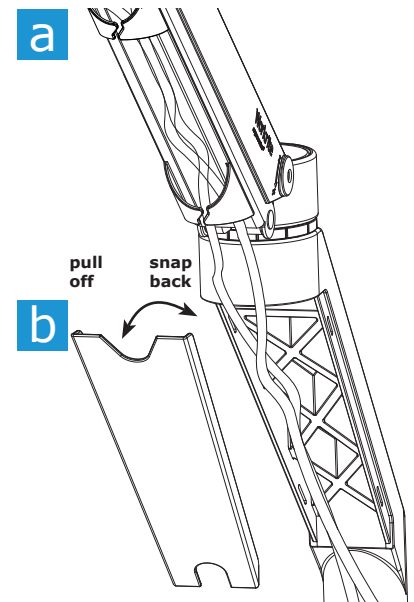


5 Cable Management

- a** Upper arm: Insert cables into the recessed area under the upper arm by spreading the clips apart.
- b** Lower arm: Pull cover off the underside of the extension, place cables into recess, then snap cover back on.
- c** Desk Base: If using the Grommet Mount, you can thread cables into the grommet hole using the indentation in the base.



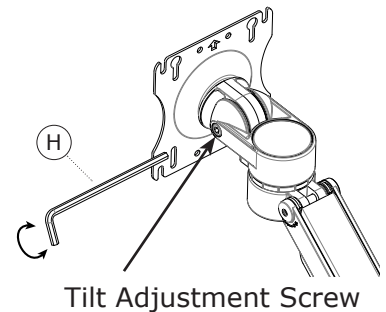
Grommet mount only



6 Adjust the Monitor Tilt Action

Depending on the size of your monitor, it may be necessary to adjust the tilt setting.

If the monitor doesn't hold its tilt position or is too hard to tilt, adjust the screw directly behind the monitor on the side of the arm. Use the $\frac{3}{16}$ " Allen Wrench (H) (clockwise to tighten, counter-clockwise to loosen). Check the monitor, and adjust again as necessary.



7 Adjust the Monitor Vertical Movement

The Willow Arm is preset to balance a 6-pound monitor. If your monitor weighs more or less than this, it may be necessary to adjust the friction of the arm. Test the friction by raising the arm all the way up, waiting to see if it moves, and then lowering the arm all the way down. If the arm drops from the top or rises off the bottom, you will need to adjust the friction.

Use the $\frac{3}{16}$ " Allen Wrench (H) to make small adjustments in the arm friction by turning the screws in each end of the upper arm. Always turn both screws the same amount in small steps, until the arm no longer rises or falls. Do not overtighten or the arm will be too stiff to make easy adjustments in monitor position.

