

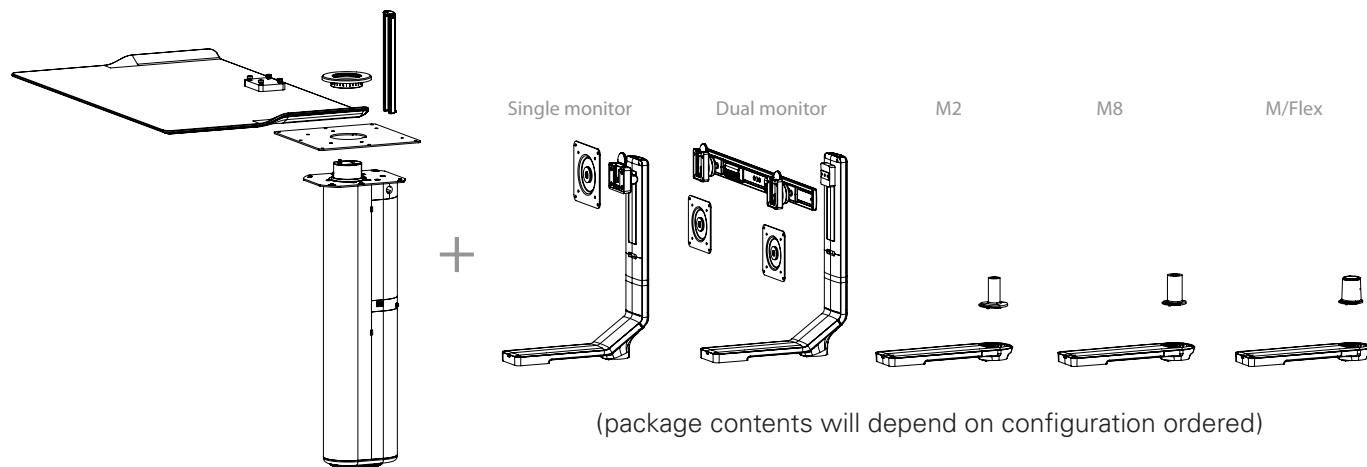
# QuickStand<sup>®</sup>

*Under Desk*

## INSTALLATION INSTRUCTIONS

# PARTS REQUIRED

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## Tools required for installation

6.0 mm Hex Key (included)  
4.0 mm Hex Key (included)  
3.0 mm Hex Key (included)  
3.25" hole saw  
Phillips head screw driver  
10mm open end wrench  
2.5 mm Hex Key for M8 (included)  
2.0 mm Hex Key for M/Flex (included)

## Cables required for installation

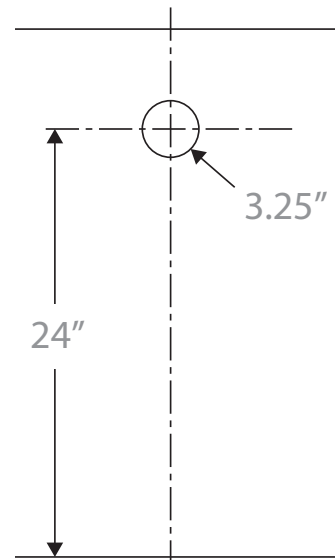
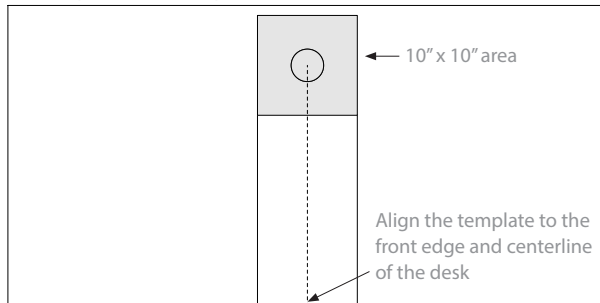
10' Power cord (x2 for dual monitor)  
10' Monitor Signal Cable (X2 for dual monitor)  
10' USB extension cables (X2 for cable mouse & keyboard)

## STEP 1

### Locate and Drill Hole

- Place the paper template aligning to the front edge of the desk.
- Make sure the 10" x 10" area shown on the template is clear of any obstruction underneath the desk for step 2.
- Drill 3.25" hole 24" from the front edge of the work surface shown in template.  
\*Desk size must be over 30" deep and 3/4" thick.

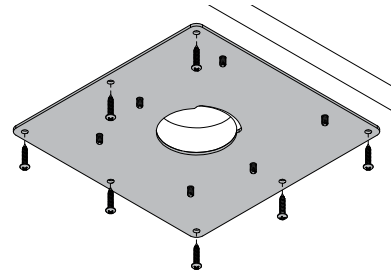
(Desk top view with template)



## STEP 2

### Install Mounting Plate

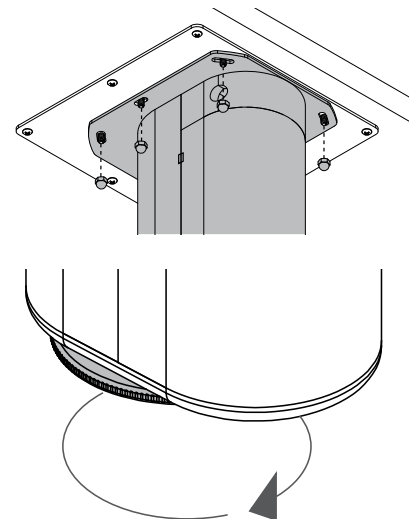
- Install steel studded Mounting Plate to underside of desk by aligning it with 3.25" hole in desk. The cutout of the circle should face the back of the desk.



## STEP 3

### Attach Column

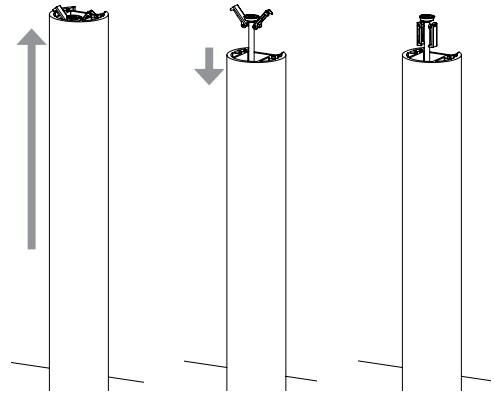
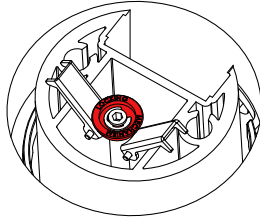
- Mount main column to studded plate with plastic side facing rear and secure with supplied lock nuts.
- Adjust foot of column.  
\*Do not over-tighten foot as it will start to lift the desk.



## STEP 4

### Release Locking Mechanism

- Loosen the screw located in the center of the locking mechanism.
- Let the inner tube fully rise then, while pushing down the tube, flip down the tabs on the locking mechanism shaft.
- The locking mechanism will be stored inside the inner tube.

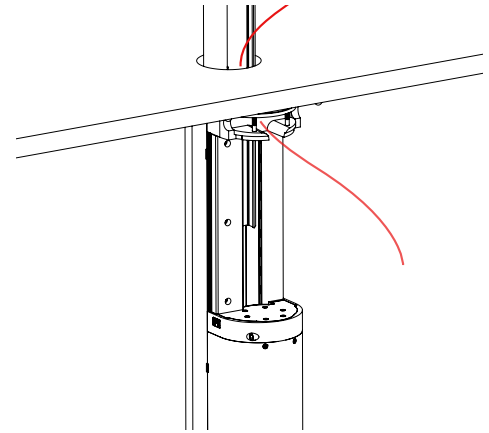


## STEP 5

### Insert Cables

- Feed half of the length of both monitor power cables and video cables through the 3.25" hole.

\*Do not feed any USB cables during this step.



## STEP 6

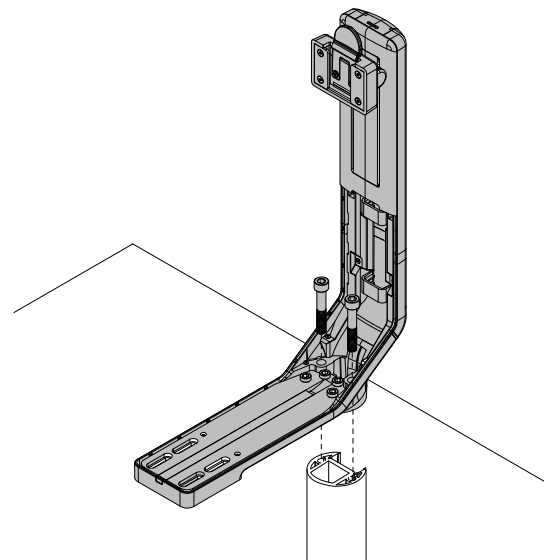
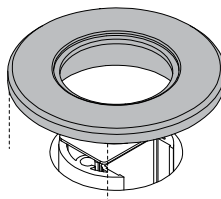
### Install Grommet Cover and Monitor Arm

- Move to top of desk and install the Grommet Cover.

**IF YOU ARE INSTALLING A SINGLE OR DUAL MONITOR ARM, CONTINUE TO NEXT TASK.**

**IF YOU ARE INSTALLING AN M2, M8 OR M/FLEX, PROCEED TO STEP 6 ON PAGE 8.**

- Attach the monitor stand to the column.
- Feed all cables into the monitor stand.

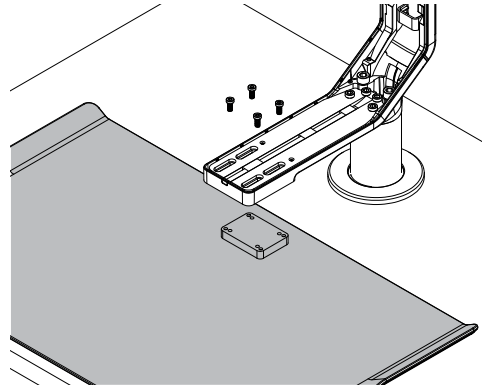


## STEP 7 (FOR SINGLE/DUAL MONITOR)

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### Install Keyboard Tray

- The front edge of the keyboard tray must be at the front edge of the table.
- Loosen the 6 acorn nuts in Step 3 to rotate the unit for adjustment if needed.

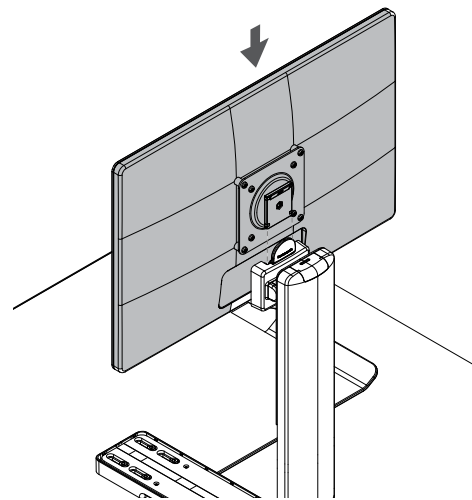


## STEP 8 (FOR SINGLE/DUAL MONITOR)

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### Attach VESA Plate

- Attach the VESA plate to your monitor and install monitor on monitor mount.
- For dual monitor, please refer to the crossbar installation manual.



## STEP 9A (FOR SINGLE/DUAL MONITOR)

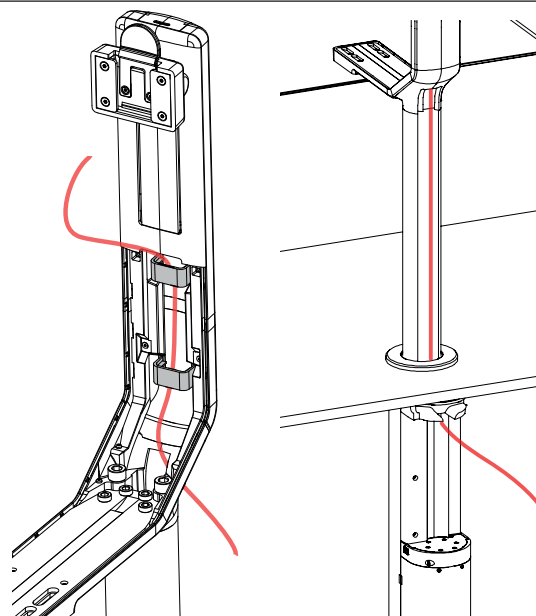
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### Cable Installation

- Leave enough cable slack for the monitors to adjust up and down and secure with cable clips. Push the clip to one side to remove.
- Run the cable down the channel of the column and through the grommet.

\*Recommended to adjust cable slack putting the monitor at its heighest adjustment position.

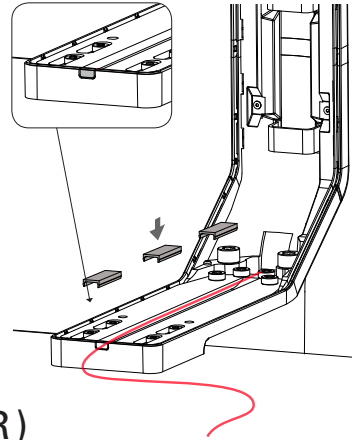
\*Keeping the cables organized and lined up in the channel will help the installation of the cable cover.



## STEP 9B (FOR SINGLE/DUAL MONITOR)

### Keyboard and Mouse Cables

- For wired keyboard and mouse, break away the tab in the front of the cover and run the cable through the channel and secure with cable cover. Follow the rest of the cables down the column.

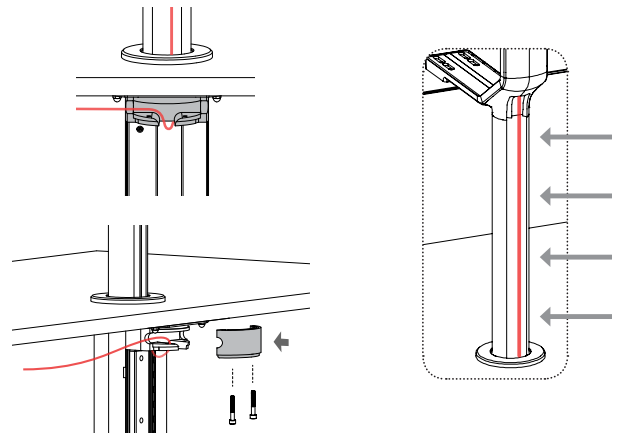


## STEP 10 (FOR SINGLE/DUAL MONITOR)

### Cable Routing

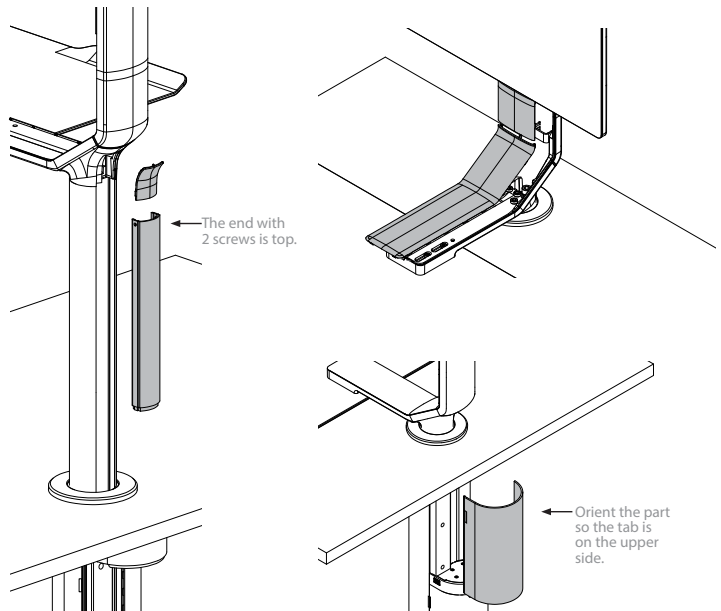
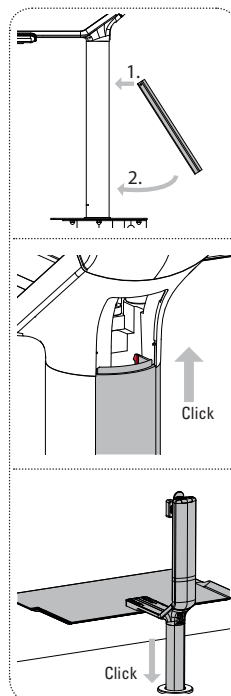
- With the keyboard tray at its highest position, route all cables through the cable holder as shown here and exit the cables to the side closer to the power and CPU.
- There should be no cable slack. Lock the cables in position with the cable cover and secure it with 2 screws.

\*Bundle all cables in 4 areas shown in the image with zip-tie.



## STEP 11 (FOR SINGLE/DUAL MONITOR)

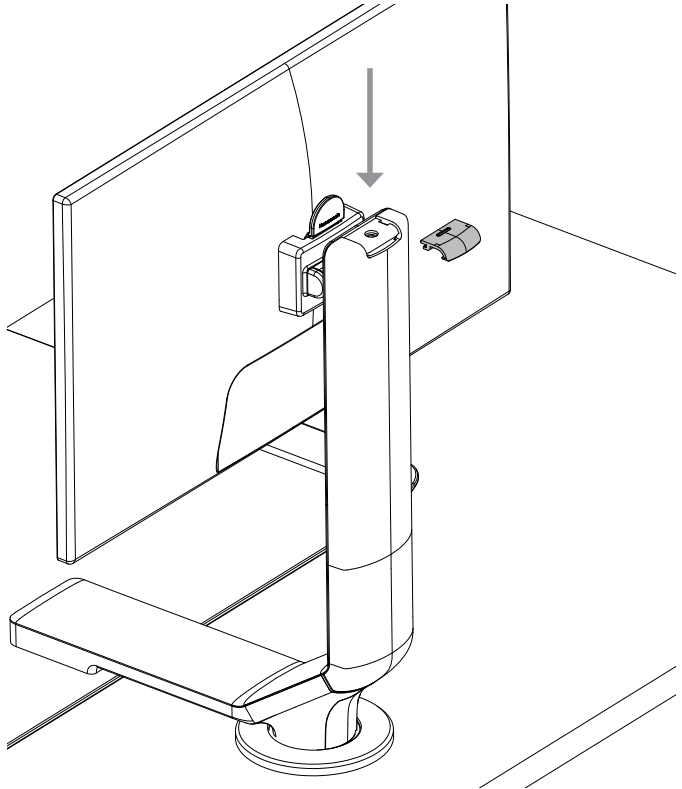
### Snap All Cable Covers in Place



## STEP 12 (FOR SINGLE/DUAL MONITOR)

### Adjust Monitor Height

- Remove the cap on the top of the monitor stand and adjust monitor height using a 6mm allen wrench.
- Set the height of the monitor so the top of the screen comes to the user's eye level.



## STEP 13 (FOR SINGLE/DUAL MONITOR)

### Adjusting the Counterbalance

- Using a 3mm hex tool, turn the adjuster screw to adjust the counterbalance system.

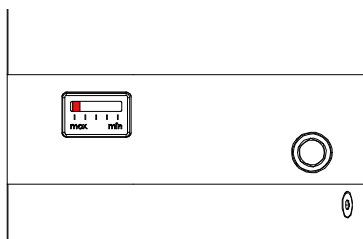
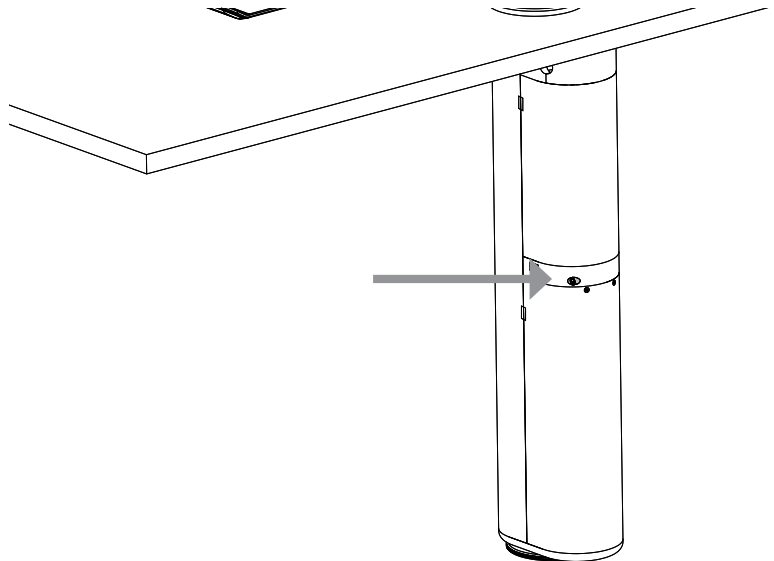
NOTE - DO NOT USE POWER TOOL AS IT  
MAY DAMAGE THE PRODUCT

Suggestion on the adjustment.

Min: 5lbs monitor

Mid: 20lbs monitor

Max: 30lbs monitor

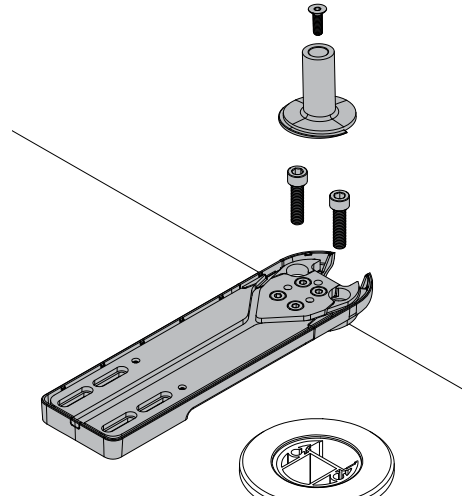


## STEP 6 (FOR M2, M8 OR M/FLEX)

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### Attach Arm Mount

- Move to top of desk and install the open architecture mount to the column.
- Then install M2 / M8 / M/Flex onto the mount.
- Refer to the user manual for installation of the monitor arm.

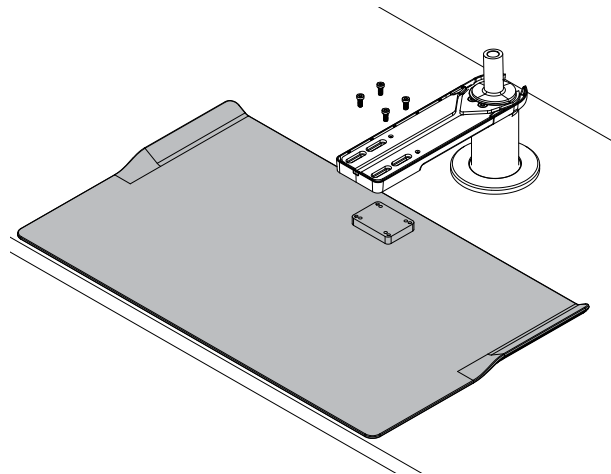


## STEP 7 (FOR M2, M8 OR M/FLEX)

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### Install Keyboard Tray

- Place the keyboard tray on the work surface and attach using 4 screws.



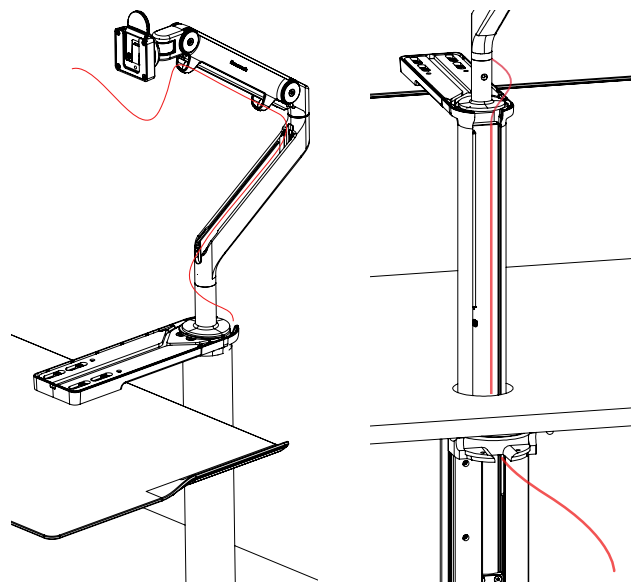
## STEP 8A (FOR M2, M8 OR M/FLEX)

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### Install Monitor Cables

- Raise the keyboard tray to the highest position.
- Run the monitor cables down the monitor arm and through the rear opening.
- Secure cables in the clips.
- Run down the channel of the column and through the grommet.

\*Keeping the cables organized and lined up in the channel will help the installation of the cable cover.

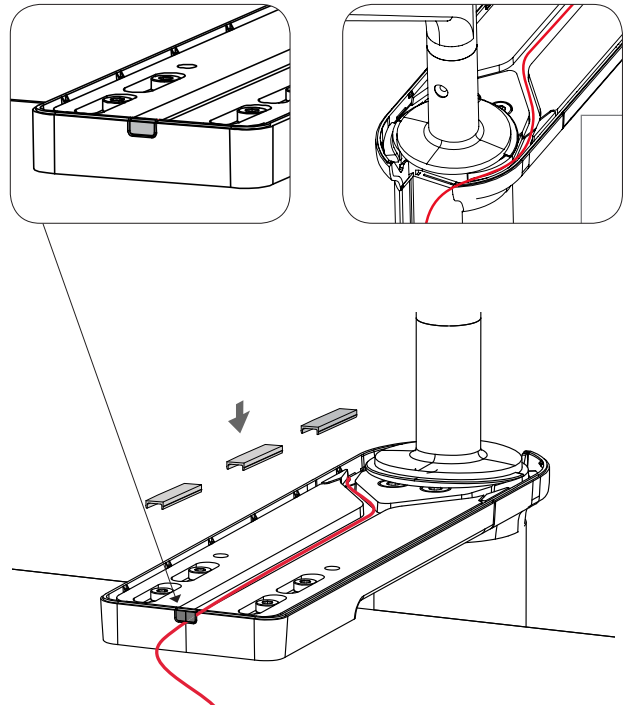




## STEP 8B (FOR M2, M8 OR M/FLEX)

### Install Keyboard Cables

- For wired keyboard and mouse, break away the tab in the front of the cover and run the cable through the channel and secure with cable cover. Follow the rest of the cables down the column.

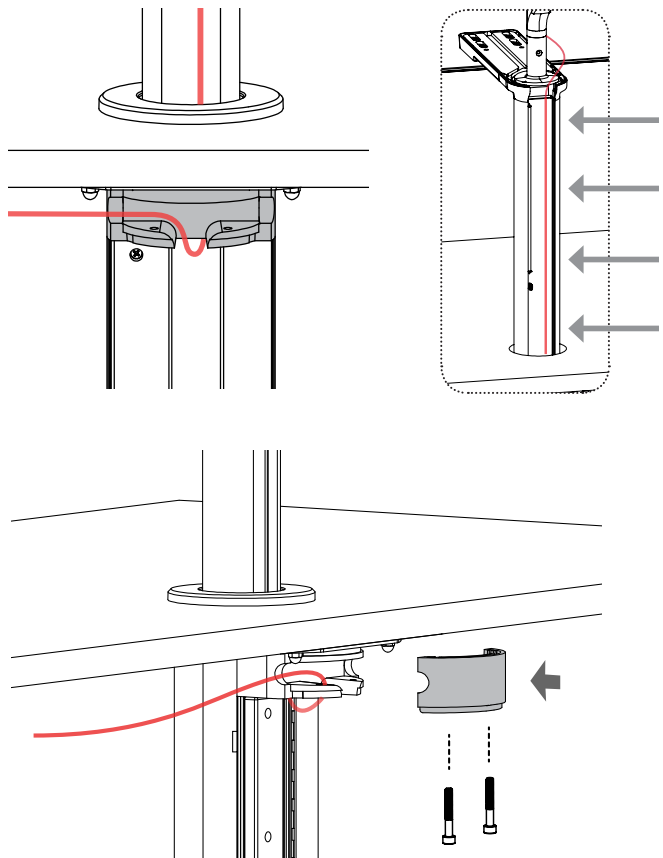


## STEP 9 (FOR M2, M8 OR M/FLEX)

### Cable Routing

- With the keyboard tray at its highest position, route all cables through the cable holder as shown here and exit the cables to the side closer to the power and CPU. There should be no cable slack. Lock the cables in position with the cable cover.

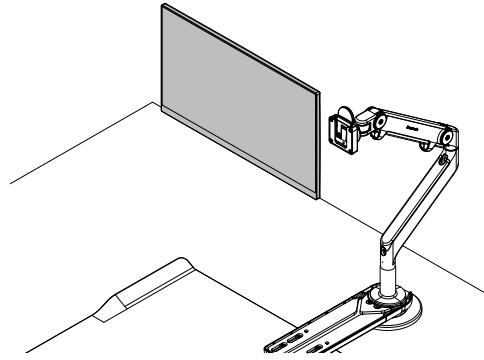
\*When using USB cables, bundle all cables in the 4 areas shown in the image.



## STEP 10 (FOR M2, M8 OR M/FLEX)

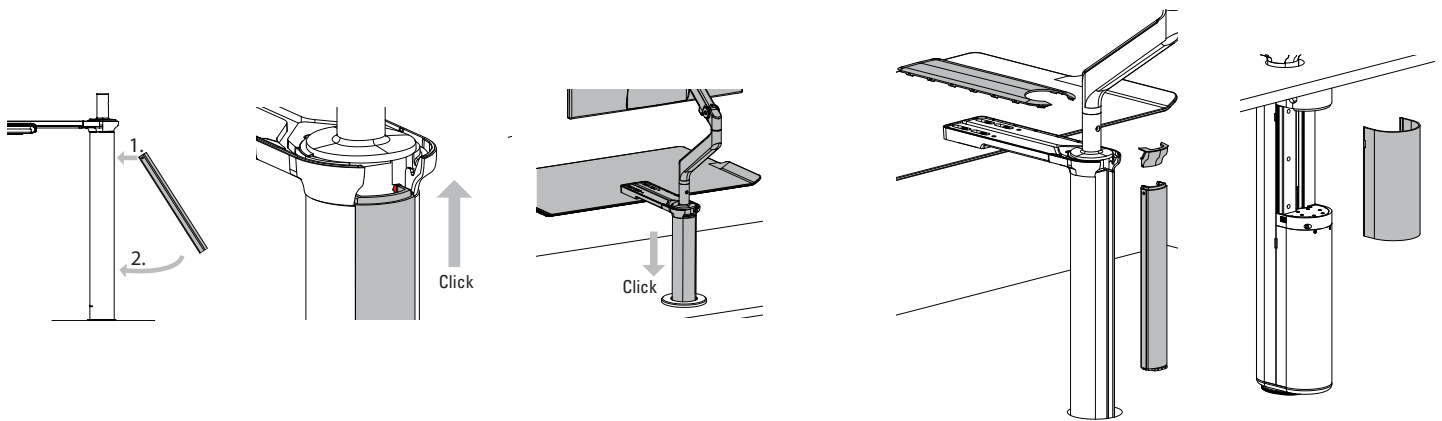
### Attach Monitor

- Attach the VESA plate to your monitor and install monitor on monitor arm.



## STEP 11 (FOR M2, M8 OR M/FLEX)

### Snap All Cable Covers in Place.



## STEP 12 (FOR M2, M8 OR M/FLEX)

### Adjusting the Counterbalance

- Using a 3mm hex tool, turn the adjuster screw to adjust the counterbalance system.

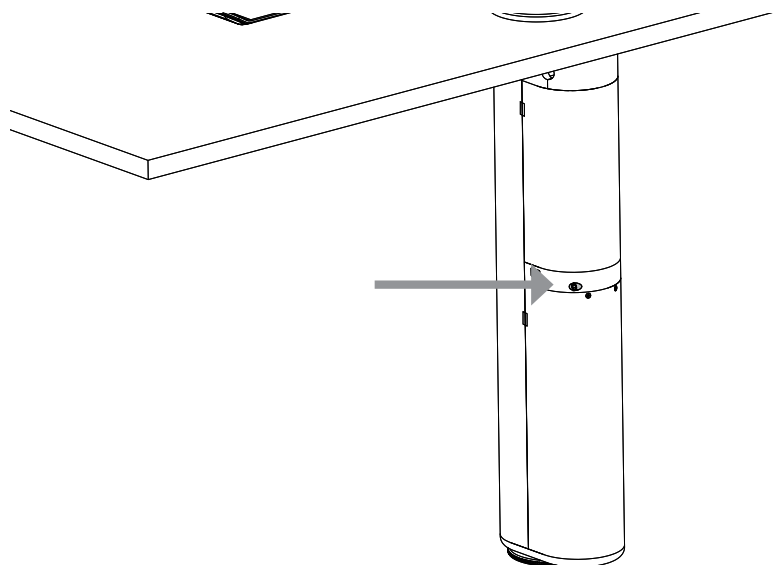
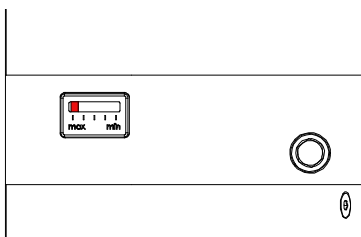
NOTE - DO NOT USE POWER TOOL AS IT MAY DAMAGE THE PRODUCT

Suggestion on the adjustment.

Min: 5lbs monitor

Mid: 20lbs monitor

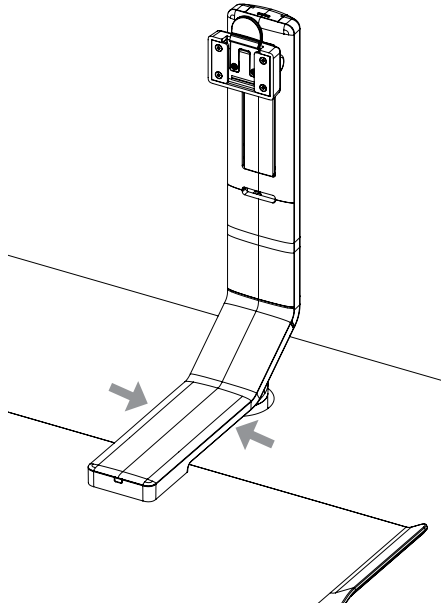
Max: 30lbs monitor



# TIPS FOR UNINSTALLATION

## Removing Plastic Cover (Monitor Stand)

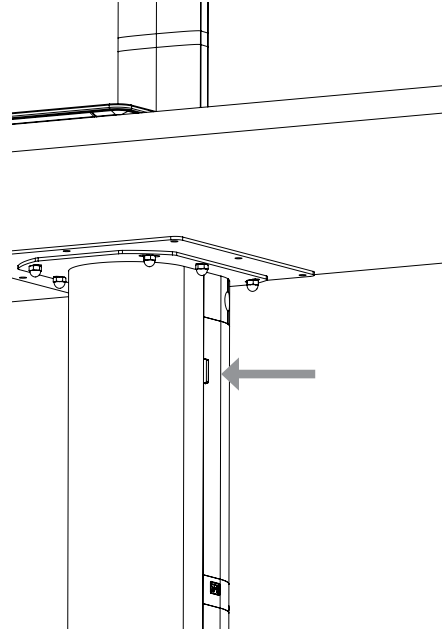
To remove the plastic covers, pull up on the area shown in the image.



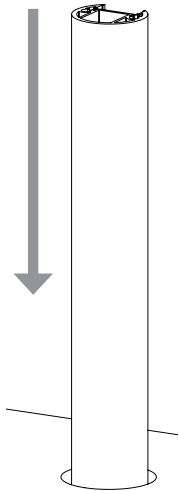
## Removing Plastic Cover (Cable Cover)

Place a plastic sheet on the tab shown in the image and strike it with a hammer.

\* You may damage the plastic tab if you use a flathead screw driver.



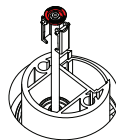
## Locking Down the Tube



1. Push the tube all the way down and continue holding it down firmly for steps 2-5.



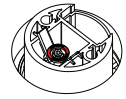
2. While holding the tube down, look for the locking mechanism (red colored).



3. While holding the tube down, pull out the locking mechanism using pliers.



4. While holding the tube down, lift both tabs on the locking mechanism until you feel a click.



5. While holding the tube down, push down the locking mechanism so the tabs hook on the tube. Secure the mechanism with the hex screw in the center.

