Assembly Instructions ■

Monitor Arms

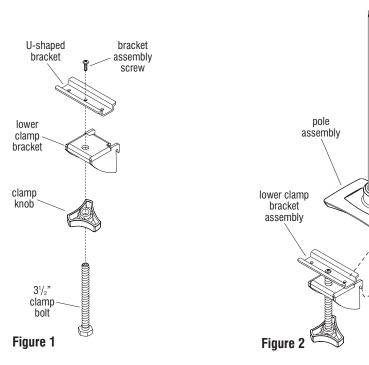
Models CFS01, CFS02, CFS03, CFS04, CFS05, CFS06 & CFS07

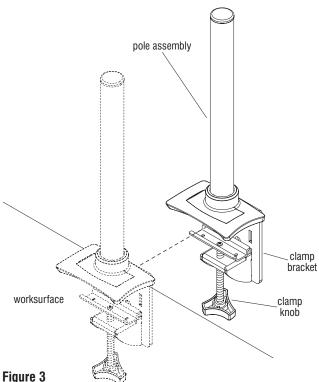
August 2021

upper

clamp

bracket







Assemble units as described herein only. To do otherwise may result in instability, All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Mounting Pole to Worksurface using the Clamp Mounting System

Note: The monitor arm kit comes with two different length bolts, $3^{1}/_{2}$ and $5^{1}/_{2}$ long. The clamp mounting system detailed below uses the $3^{1}/_{2}$ bolt.

- Insert clamp knob onto the 3¹/₂" long clamp bolt and tap the bolt head into the recess in the knob, ensuring the bolt head is securely engaged into the knob (Figure 1).
- 2. Twist the knob with clamp bolt through the threaded hole in the lower clamp bracket. Set the U-shaped bracket onto the end of the clamp bolt, aligning the center hole in the bracket with the threaded hole in the end of the clamp bolt as illustrated. Using the bracket assembly screw provided, insert it through the U-shaped bracket and twist it into the clamp bolt. Do not tighten screw completely, allowing for the U-shaped bracket to rotate on the end of the clamp bolt (Figures 1 & 2).
- 3. Hook the lower clamp bracket assembly into one of the top two (of the three) positions on the upper clamp bracket, appropriate to the worksurface thickness (Figure 2).
- 4. Position the clamp bracket and pole assembly onto the edge of the worksurface at the desired location. Using the clamp knob, and holding the U-shaped bracket in position as illustrated, tighten to secure pole assembly to the worksurface (Figure 3).



■ Monitor Arms - Mounting Pole to Worksurface - Drill Mounting System

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

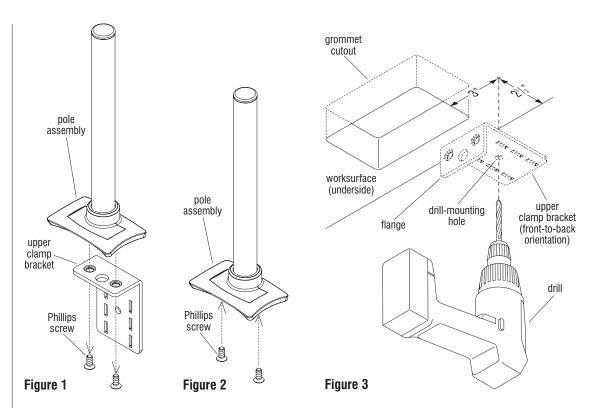
Mounting Pole to Worksurface using the Drill Mounting System

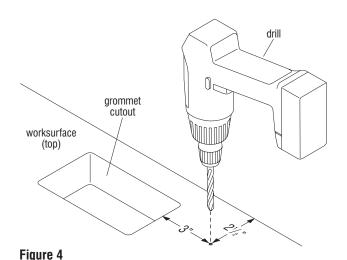
Note: Drilling a hole through the worksurface to mount the pole assembly is an option when the pole assembly cannot mount to the edge of the worksurface.

 Using a Phillips screwdriver, remove screws attaching the upper clamp bracket to the pole assembly base (Figure 1). Set the upper clamp bracket aside and re-attach screws to the pole assembly base (Figure 2).

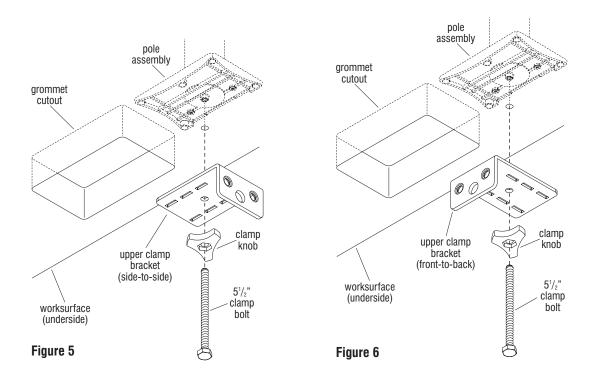
Note: The upper clamp bracket is used as a template to field locate where the pole assembly will mount and to make sure no interference is present once installed. The bracket can be oriented side-to-side (with the flange to face the left or right table sides) or front-to-back, as long as the flange faces the user side.

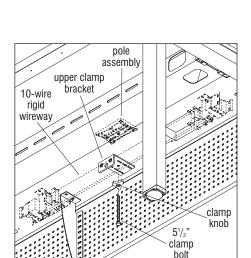
- 2. Using the upper clamp bracket as a template underneath the worksurface, position the bracket's drill mounting hole a minimum of 3" away from the grommet cutout edge and a minimum of $2^{1}/_{2}$ " from the non-user edge of the worksurface and mark the location. To prevent the laminate from peeling, place a piece of tape over the marked location, then re-mark desired location on the piece of tape. Use a 1/4" drill bit in a drill driver and carefully bore a pilot hole straight up at the marked location, all the way through the worksurface (Figure 3).
- 3. On the worksurface top, place a piece of tape over the pilot hole to prevent the laminate from peeling and mark hole location. Drill down through the pilot hole using a 3/8" drill bit in a drill driver until it goes all the way through the worksurface (Figure 4).











Detail A

Note: The monitor arm kit comes with two different length clamp bolts, $3^1/2^n$ and $5^1/2^n$ long. The Drill Mounting System below uses $5^1/2^n$ bolt.

4. Flip upper clamp bracket upside down as illustrated in Figures 5 & 6 and position the upper clamp bracket side-to-side (Figure 5) (with the flange to face the left or right table sides) or front-to-back (Figure 6) over the drilled mounting hole as illustrated, align and hold in place from under the worksurface (Figures 5 & 6).

Note: If upper clamp bracket is oriented in the front-to-back position as illustrated in Detail A and a 10-wire rigid wireway is present, the end of the bracket without the flange can slide above the wireway into mounting position as long as it does not interfere with the electrical system (Detail A).

- Slide the clamp knob onto the 5¹/₂" long clamp bolt and tap the bolt head into the recess in the knob, ensuring the bolt head is securely engaged into the knob (Figures 5 & 6).
- 6. Install the clamp bolt and knob assembly through the mounting hole of the upper clamp bracket then through the drilled mounting hole (Figures 5 & 6).
- 7. Position the pole assembly above the mounting hole with clamp bolt. Align and twist the threaded end of the bolt into the pole assembly base, using the clamp knob to tighten securely (Figures 5 & 6).

■ Monitor Arms - Monitor Mount to Extension Arm Assembly

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Monitor Mount Assembly to Extension Arm Assembly

Important: If model includes extension arms, follow steps 1 through 7 to install monitor mount assembly to the extension arm assembly.

- 1. Set plastic bearing onto the opening on the extension arm (Figure 1).
- Making sure the arrow symbol on the faceplate of the monitor mount assembly is facing up, place monitor mount on top of the plastic bearing of the extension arm (Figure 2).
- 3. Set bore cup and toothed locking washer into the monitor mount opening. Insert joint bolt through the bore cup, toothed locking washer and extension arm (Figure 3).
- 4. Insert second bore cup, plastic washer, and metal washer through the joint bolt on the underside of the extension arm. Thread joint nut onto the joint bolt (Figure 4).
- 5. Take 9/16" socket wrenches to top of joint bolt and bottom joint nut and tighten to the required tension.
- 6. Install joint cap onto the opening of the monitor mount (Figure 5).
- 7. Screw cable manager onto joint bolt located on the underside of the extension arm (Figure 5).

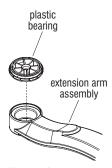


Figure 1

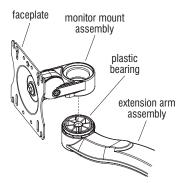
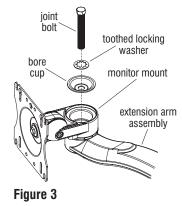
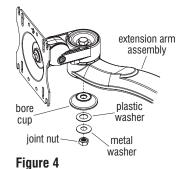


Figure 2





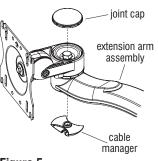
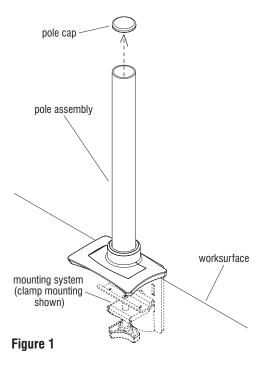


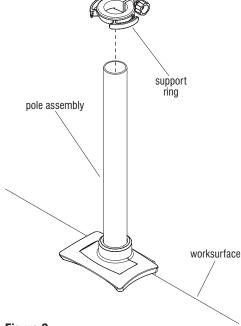
Figure 5



Single Screen Monitor Arm

Assembly - Model CFS01 1. If pole assembly mounting systems have not been installed, reference







pole assembly

support ring

> monitor cables

support ring tab

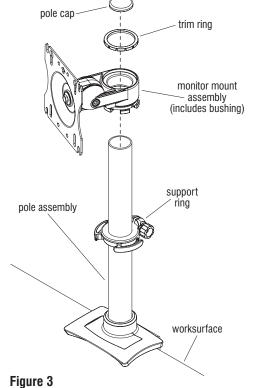


Figure 4

worksurface

"Clamp Mounting Systems" instructions on page 1, or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1). 2. Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1). 3. Slide the support ring down the pole to the desired height of the monitor screen. Twist the knob on the support ring to secure in place (Figure 2).

(Figure 3). 5. Mount the trim ring on top of the

4. Place monitor mount assembly down

the pole on top of the support ring

- monitor mount assembly followed by re-installing the pole cap on top of the pole assembly (Figure 3).
- 6. Insert monitor cables through support ring tabs as required (Figure 4).
- 7. To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.

■ Monitor Arms - Dual Screen Monitor Arm - Model CFS02

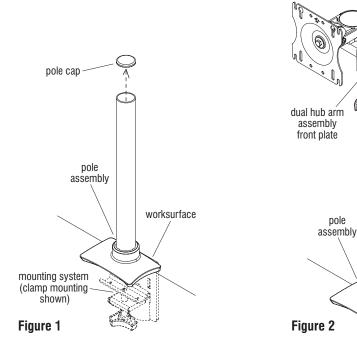
Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Dual Screen Monitor Arm Assembly - Model CFS02

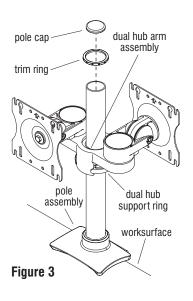
- If pole assembly mounting systems have not been installed, reference "Clamp Mounting Systems" instructions on page 1, or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1).
- Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1).
- 3. Slide the dual hub support ring down the pole to the desired height of the monitor screen. Twist knob on the support ring to secure in place (Figure 2).
- 4. Place the dual hub arm assembly down the pole into position on top of the dual hub support ring (Figure 2).
- Mount the trim ring on top of the dual hub arm assembly followed by re-installing the pole cap on top of the pole assembly (Figure 3).
- 6. Insert monitor cables through support ring tabs as required (Figure 4).
- To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.



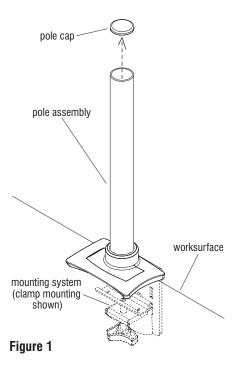
dual hub support

ring

worksurface







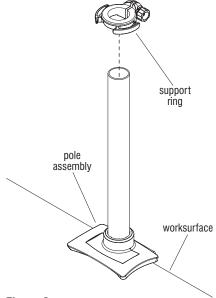
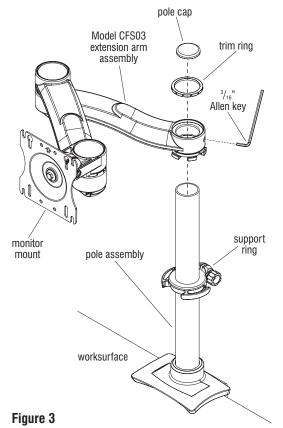
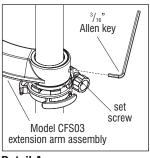


Figure 2





Detail A

Single Screen Monitor Arm Assembly - Model CFS03

- If pole assembly mounting systems have not been installed, reference "Clamp Mounting Systems" instructions on page 1 or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1).
- If monitor mount assembly has not been installed to the Model CFS03 extension arm assembly, reference "Monitor Mount Assembly to Extension Arm Assembly" instructions on page 4 before continuing.
- Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1).
- Slide the support ring down the pole to the desired height of the monitor screen. Twist the knob on the support ring to secure in place (Figure 2).
- 5. Place the Model CFS03 extension arm assembly down the pole into position on top of the support ring (Figure 3). Tighten the set screw in the extension arm assembly for correct tension to pole assembly (Detail A).
- 6. Mount the trim ring on top of the extension arm assembly (Figure 3).
- Repeat process following steps
 1 through 6 above for mounting
 additional monitors, then insert the
 pole cap on top of the pole assembly
 (Figure 3).

■ Monitor Arms - Single Screen Monitor Arm - Model CFS03

Assembly Instructions



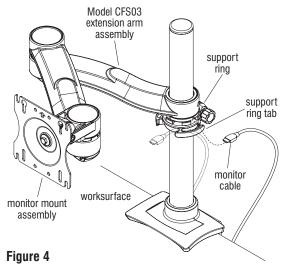
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

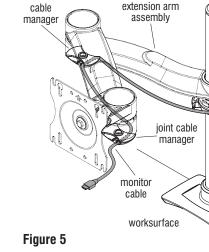
Single Screen Monitor Arm Assembly - Model CFS03 (cont.)

- 8. Insert monitor cables through support ring tabs (Figure 4). If monitor cables will be routed through optional height-adjust arm cable, proceed to "Height-Adjust Arm Cable Manager" instructions below, otherwise feed the monitor cables through joint cable managers located on the underside of extension arm assembly (Figure 5).
- To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.

Height-Adjust Arm Cable Manager (optional)

- To remove the height-adjust arm cable manager, pinch the two release tabs on the cable manager located on the underside of the Model CFS03 extension arm assembly (Figure 6).
- 2. Lay cables in height-adjust arm cable manager (Figure 7).
- 3. Snap cable manager back to the underside of the extension arm assembly taking note the text "FRONT" inside the cable manager (Figure 8 & Detail B).
- Feed monitor cables through joint cable managers located on the underside of extension arm assembly (Figure 9).
- To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.

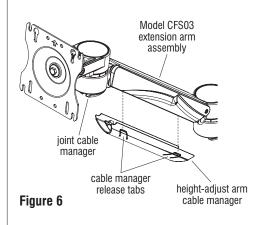


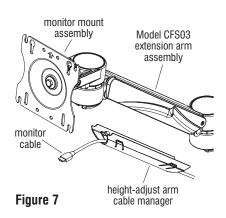


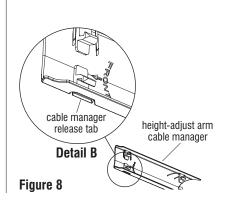
Model CFS03

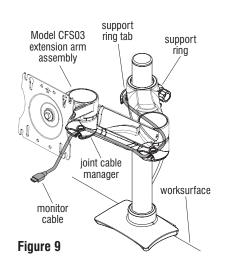
support

ring tab

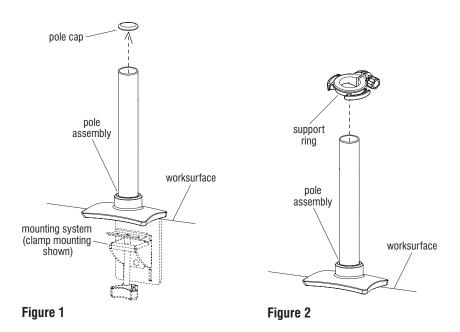


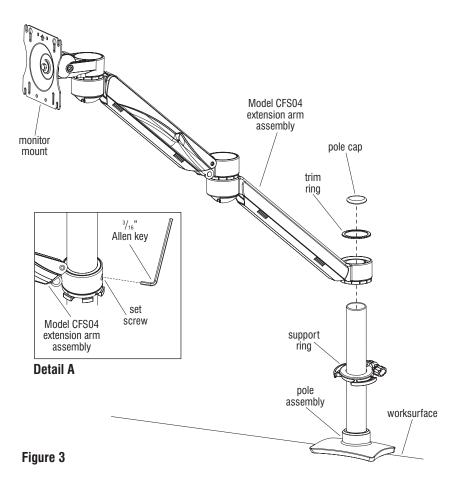












Single Screen, Double Extension Monitor Arm Assembly - Model CFS04

- If pole assembly mounting systems have not been installed, reference "Clamp Mounting Systems" instructions on page 1 or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1).
- If monitor mount assembly has not been installed to the Model CFS04 extension arm assembly, reference "Monitor Mount Assembly to Extension Arm Assembly" instructions on page 4 before continuing.
- 3. Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1).
- Slide the support ring down the pole to the desired height of the monitor screen. Twist the knob on the support ring to secure in place (Figure 2).
- Place the Model CFS04 extension arm assembly down the pole into position on top of the support ring (Figure 3). Tighten the set screw in the extension arm assembly for correct tension to pole assembly (Detail A).
- 6. Mount trim ring on top of the extension arm assembly (Figure 3).
- Repeat process following steps 1 through 6 for mounting additional monitors, then insert the pole cap on top of the pole assembly (Figure 3).

■ Monitor Arms - Singe Screen, Double Extension Monitor Arm - Model CFS04

Assembly Instructions



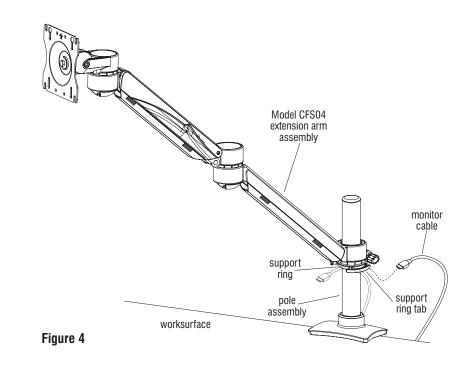
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

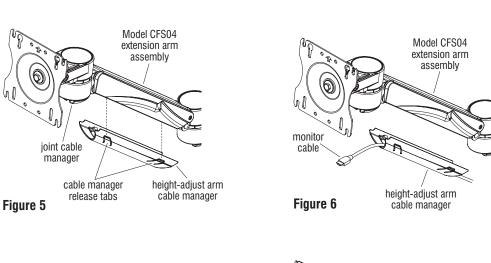
Single Screen, Double Extension Monitor Arm Assembly - Model CFS04 (cont.)

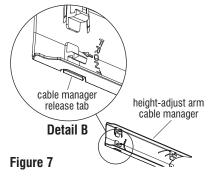
8. Insert monitor cables through support ring tabs (Figure 4).

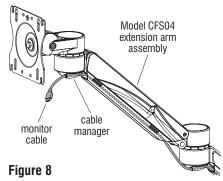
Height-Adjust Arm Cable Manager

- To remove the height-adjust arm cable manager, pinch the two release tabs on the cable manager located on the underside of the Model CFS04 extension arm assembly (Figure 5).
- 2. Lay cables in height-adjust arm cable manager (Figure 6).
- Snap cable manager back to the underside of the extension arm assembly taking note the text "FRONT" inside the cable manager (Figure 7 & Detail B).
- Feed monitor cables through cable managers located on the underside of the extension arm assembly (Figure 8).
- To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.

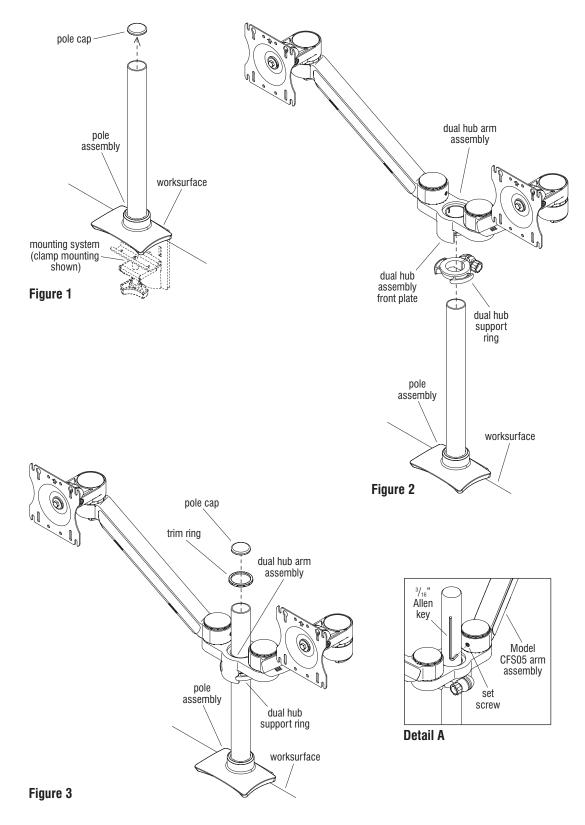












Dual Screen, Two Monitor Arms -Assembly - Model CFS05

- If pole assembly mounting systems have not been installed, reference "Clamp Mounting Systems" instructions on page 1 or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1).
- If monitor mount assembly has not been installed to the dual hub arm assembly, please reference "Monitor Mount Assembly to Extension Arm Assembly" instructions on page 4 before continuing.
- Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1).
- Slide the dual hub support ring down the pole to the desired height of the monitor screen. Twist knob on the support ring to secure in place (Figure 2).
- Place the dual hub arm assembly down the pole into position on top of the dual hub support ring (Figure 2).
 Tighten the set screw in the arm assembly for correct tension to pole assembly (Detail A).
- Mount the trim ring on top of the dual hub assembly followed by re-installing the pole cap on top of the pole assembly (Figure 3).

■ Monitor Arms - Dual Screen, Two Monitor Arms - Model CFS05

Assembly Instructions



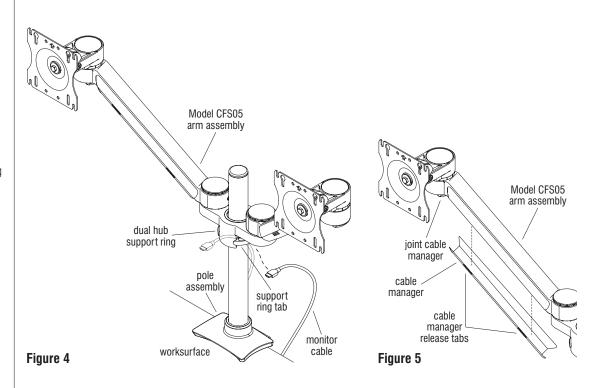
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

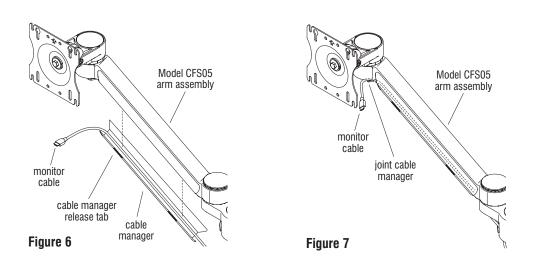
Dual Screen, Two Monitor Arms -Assembly - Model CFS05 (cont.)

7. Insert monitor cables through support ring tabs (Figure 4).

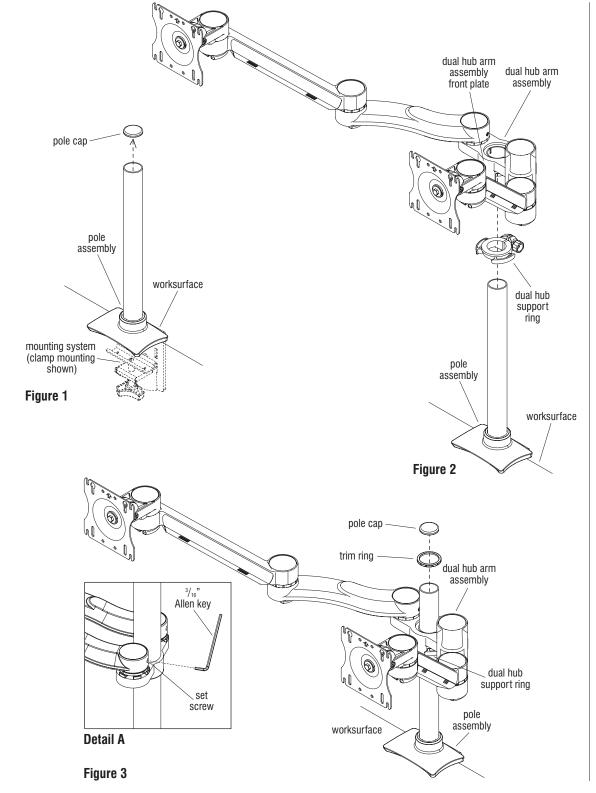
Arm Cable Manager

- To remove the arm cable manager, pinch the two release tabs on the cable manager located on the underside of the Model CFS05 arm assembly (Figure 5).
- 2. Lay cables in arm cable manager (Figure 6).
- 3. Snap cable manager back to the underside of the arm assembly taking note the text "FRONT" inside the cable manager (Figure 6).
- Feed monitor cables through joint cable managers located on the underside of arm assembly (Figure 7).
- To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.









Dual Screen, Two Double Extension Monitor Arm Assembly - Model CFS06

- If pole assembly mounting systems have not been installed, reference "Clamp Mounting Systems" instructions on page 1 or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1).
- If monitor mount assembly has not been installed to the dual hub arm assembly, please reference "Monitor Mount Assembly to Extension Arm Assembly" instructions on page 4 before continuing.
- Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1).
- Slide the dual hub support ring down the pole to the desired height of the monitor screen. Twist knob on the support ring to secure in place (Figure 2).
- Place the dual hub arm assembly down the pole into position on top of the dual hub support ring (Figure 2).
 Tighten the set screw in the arm assembly for correct tension to pole assembly (Detail A).
- Mount the trim ring on top of the dual hub assembly followed by re-installing the pole cap on top of the pole assembly (Figure 3).

■ Monitor Arms - Dual Screen, Two Double Extension Monitor Arms - Model CFS06

Assembly Instructions



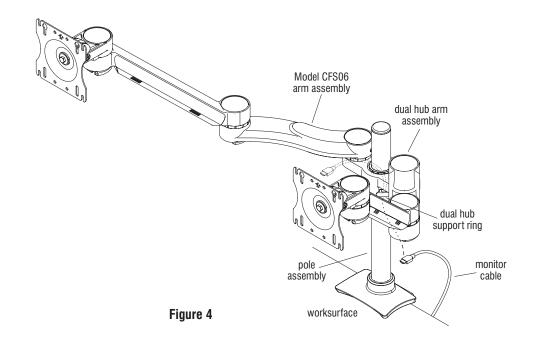
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

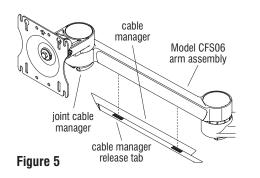
Dual Screen, Two Double Extension Monitor Arm Assembly - Model CFS06 (cont.)

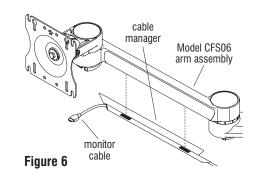
7. Insert monitor cables through support ring tabs (Figure 4).

Arm Cable Manager

- To remove the arm cable manager, pinch the two release tabs on the cable manager located on the underside of the Model CFS06 arm assembly (Figure 5).
- 2. Lay cables in arm cable manager (Figure 6).
- 3. Snap cable manager back to the underside of the arm assembly taking note the text "FRONT" inside the cable manager (Figure 6).
- Feed monitor cables through joint cable managers located on the underside of arm assembly (Figure 7).
- To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.







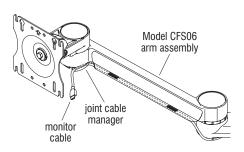
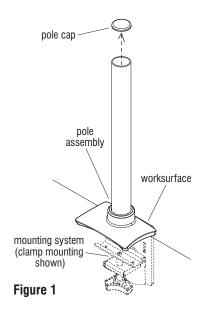
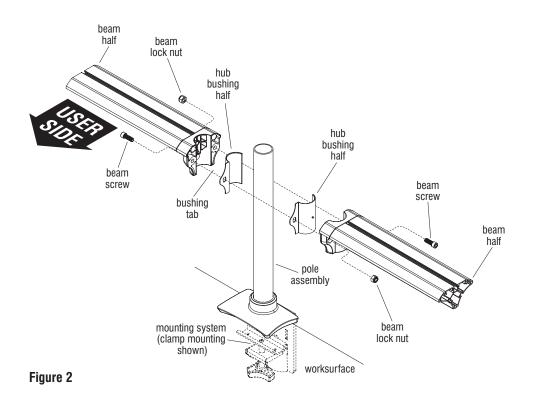


Figure 7







Triple Screen Monitor Arm Assembly - Model CFS07

- If pole assembly mounting systems have not been installed, reference "Clamp Mounting Systems" instructions on page 1 or "Drill Mounting Systems" instructions on page 2 before continuing (Figure 1).
- If monitor mount assembly has not been installed to the extension arm assembly, reference "Monitor Mount Assembly to Extension Arm Assembly" instructions on page 4 before continuing.
- Twist the pole cap off the pole assembly, but save to place back on pole once all components have been installed (Figure 1).
- 4. To install beam halves to the pole assembly, first position two hub bushing halves together around the pole, with the bushing tabs facing the user side as illustrated. Next orient the two beam halves over the hub bushing halves, aligning the user side beam mount holes with the holes in the bushing tabs. Insert a beam screw through all aligned mounting holes at the user side and twist on a beam lock nut. Add a screw and beam lock nut at the rear, then tighten back screw and nut. Position the beam to the desired height and tighten user side beam screw and lock washer to secure beam assembly in place (Figure 2).

■ Monitor Arms - Triple Screen Monitor Arm - Model CFS07

Assembly Instructions

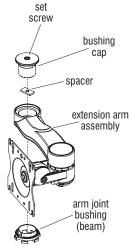


Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

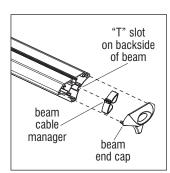
Triple Screen Monitor Arm Assembly - Model CFS07 (cont.)

- To prepare extension arm assemblies for installation to the beam, first screw a spacer onto the threaded end of the set screw on the underside of each bushing cap (Figure 3).
- Insert arm joint bushing into the underside opening on the extension arm assembly. Then install a bushing cap with spacer into the top openings (Figure 3).
- Using the spacers located on the underside of the bushing caps, slide extension arm assembly into the "T" slots on top of beam assembly. Tighten set screw on top of the bushing cap to secure monitor assembly in place (Figure 4).
- Slide the support ring down the pole to the desired height of the monitor screen. Twist the knob on the support ring to secure in place (Figure 4).
- Place monitor mount assembly down the pole on top of the support ring (Figure 4).

- Mount the trim ring on top of the monitor mount assembly followed by re-installing the pole cap on top of the pole assembly (Figure 4).
- 11. Slide beam cable managers into the "T" slots on the backside of the beam assembly as illustrated. Then install beam end cap on to each end of the beam assembly (Detail A).
- Insert monitor cables through support ring tabs. Next, feed monitor cables through beam cable managers installed on the backside of the beam assembly (Figure 4 & Detail B).
- 13. To properly install monitor screen to the faceplate of the monitor mount assembly, reference "Mounting the Monitor" instructions on page 17.







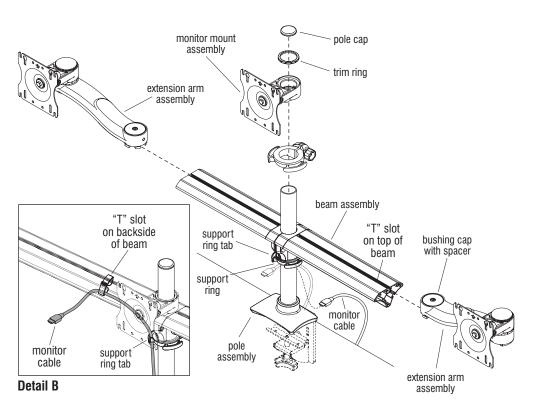


Figure 4



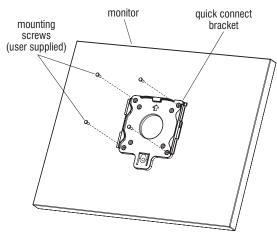
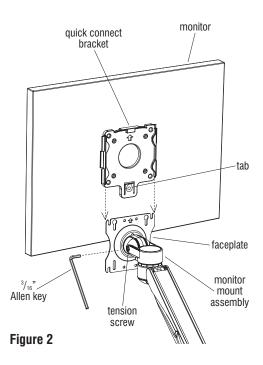


Figure 1



Mounting the Monitor

- Orient the quick connect bracket so that the arrow symbol points up. Secure bracket to the back of the monitor screen using the mounting screws supplied by the user (Figure 1).
- 2. Making sure the arrow symbol on the faceplate of the monitor mount assembly is facing up, slide connect bracket onto faceplate until the bottom tab of the connect bracket clicks onto the faceplate (Figure 2).
- 3. To remove the monitor, depress tab on the quick connect bracket and remove from monitor mount assembly (Figure 2).
- 4. If the monitor lowers or is too tight, adjust the tension screw at the side of the head of the monitor mount assembly as shown using a ³/₁₆" Allen key (Figure 2).

■ Monitor Arms - Height and Torque Adjustments

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Adjusting the Height-Adjustable Seament

- 1. Remove the plastic shroud on the side of the height-adjustable segment (Figure 1).
- 2. With the monitor mounted to the arm, move the monitor through the height range; Ensure the arm will hold the monitor in the position you placed it (Figure 2).
- 3. If the monitor lowers or rebounds upward, adjust the tension screws at the front and back of the arm segment as shown using the ³/₁₆" Allen key. Repeat steps until the monitor is counterbalanced (Figure 2).

Adjusting the Torque

- 1. Remove joint cap from the top of the joint using a small flat head screwdriver (Figure 3).
- 2. Unscrew the cable manager from the underside of the joint (Figure 3).
- 3. Holding the joint bolt in the top of the joint with a $^9/_{16}$ " socket, use a second $^9/_{16}$ " socket on the nut in the bottom of the joint to adjust the torque setting (Figure 3).
- 4. Replace cap and reassemble cable manager.

Final Wiring Connections

1. Make final wiring connections to appropriate monitor locations after all components are installed.

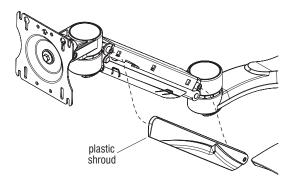


Figure 1 - Adjust the Height-Adjusting Segment

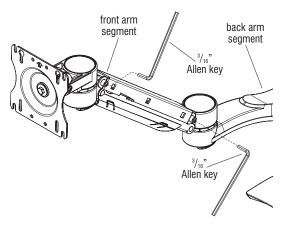


Figure 2 - Adjust the Height-Adjusting Segment

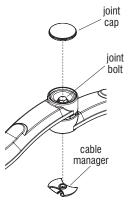


Figure 3 - Adjust the Torque

■ Monitor Arms

Assembly Instructions

