esi

Installation instructions
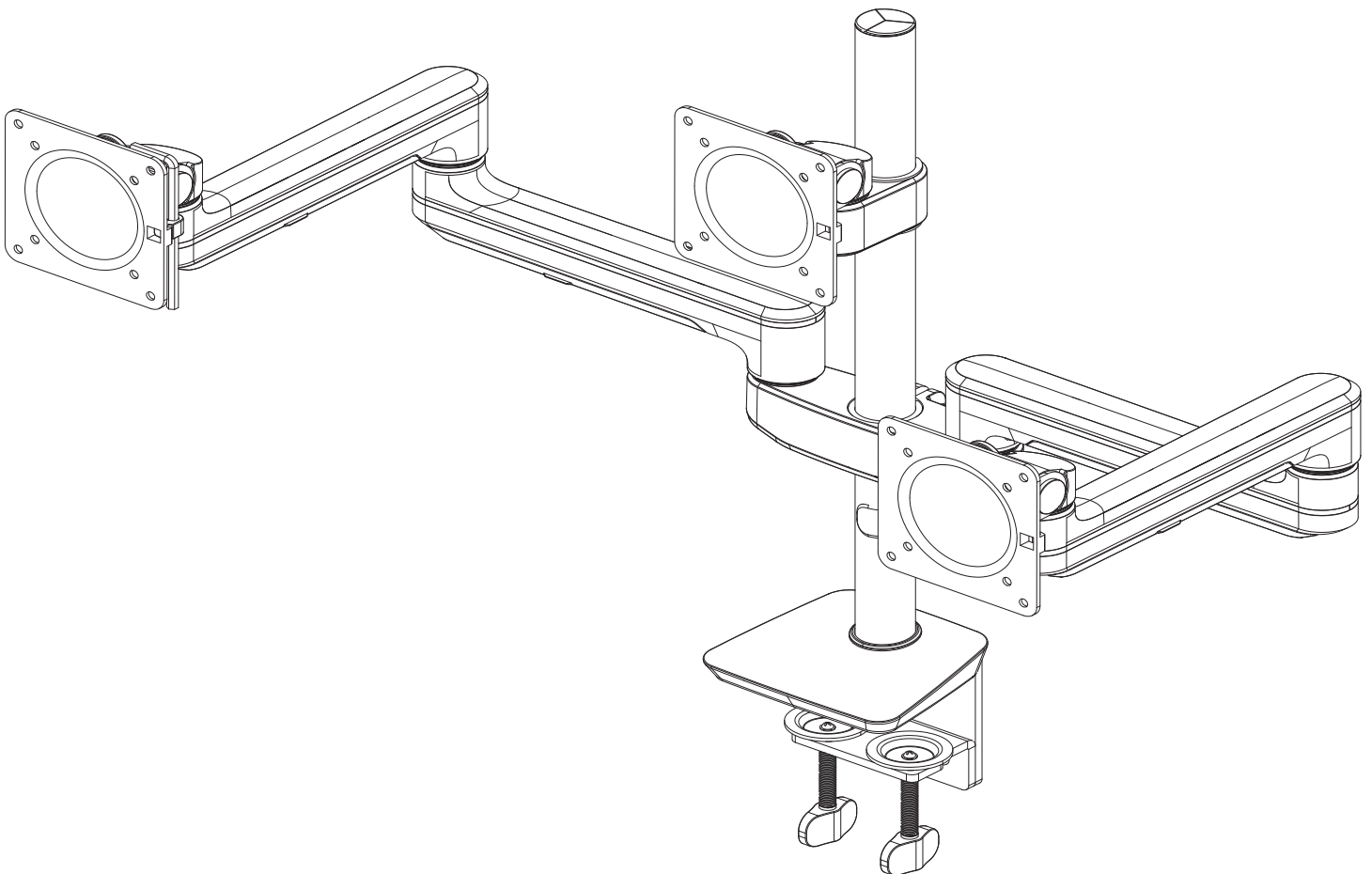
Sena™EX3-FF

Triple fixed + fixed monitor arm

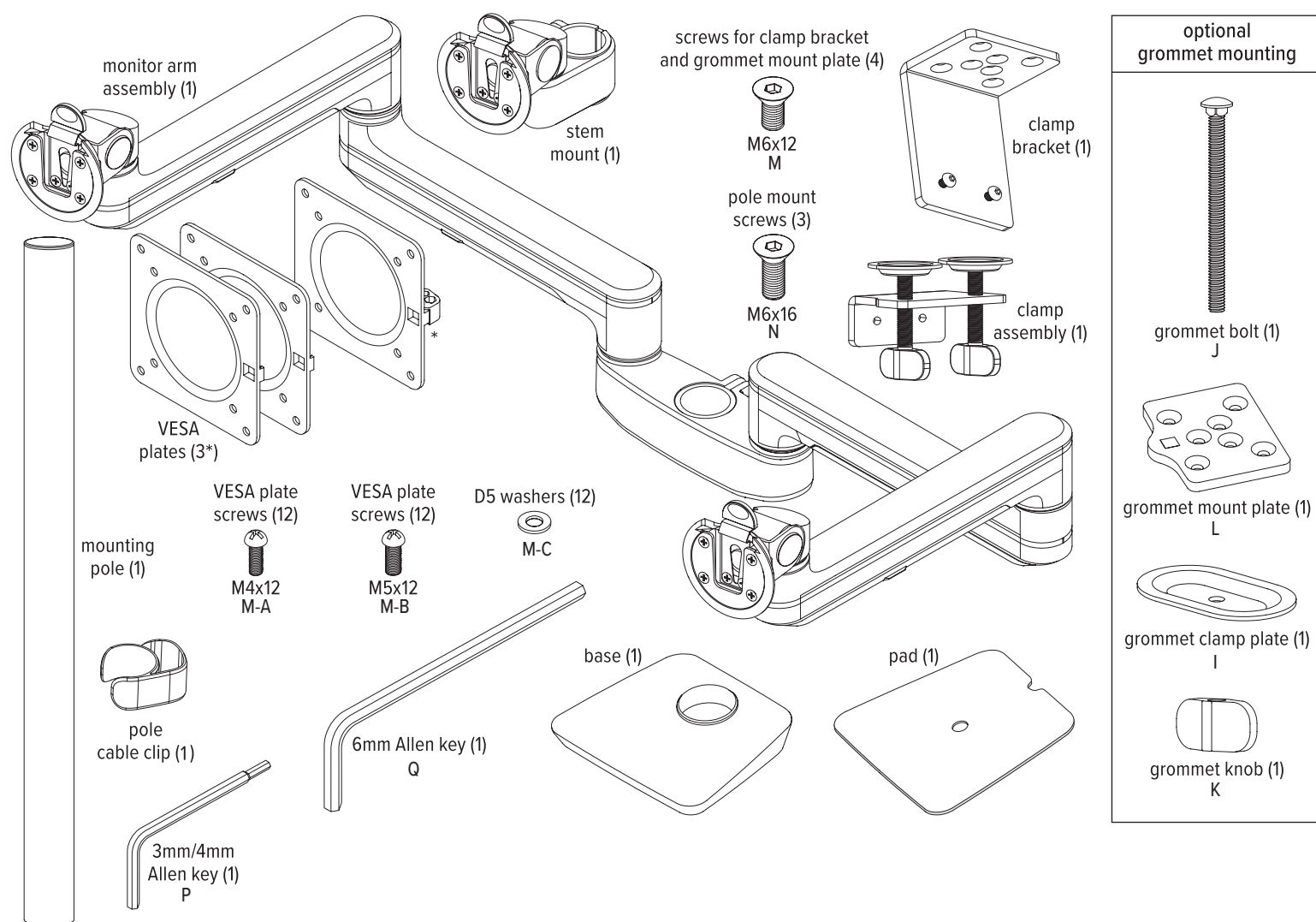**Fellowes** Brands™ | FAMILY BUSINESS SINCE 1917

Caution

- Hand tighten screws only. Do <u>not</u> use power tools.
- Do <u>not</u> position the monitor behind the mounting location of the base.

Please review these instructions before beginning the installation. Use the illustrations below to check that all the components needed for your installation were provided with your order. Do not discard the packaging until the product works to your satisfaction.

Components and tools

monitor arm assembly (1)

stem mount (1)

screws for clamp bracket and grommet mount plate (4)
M6x12
M

pole mount screws (3)
M6x16
N

clamp bracket (1)

clamp assembly (1)

VESA plates (3*)

VESA plate screws (12)
M4x12
M-A

VESA plate screws (12)
M5x12
M-B

D5 washers (12)
M-C

mounting pole (1)

pole cable clip (1)

6mm Allen key (1)
Q

base (1)

pad (1)

3mm/4mm Allen key (1)
P

optional grommet mounting

grommet bolt (1)
J

grommet mount plate (1)
L

grommet clamp plate (1)
I

grommet knob (1)
K

*One VESA plate includes an Allen key holder.

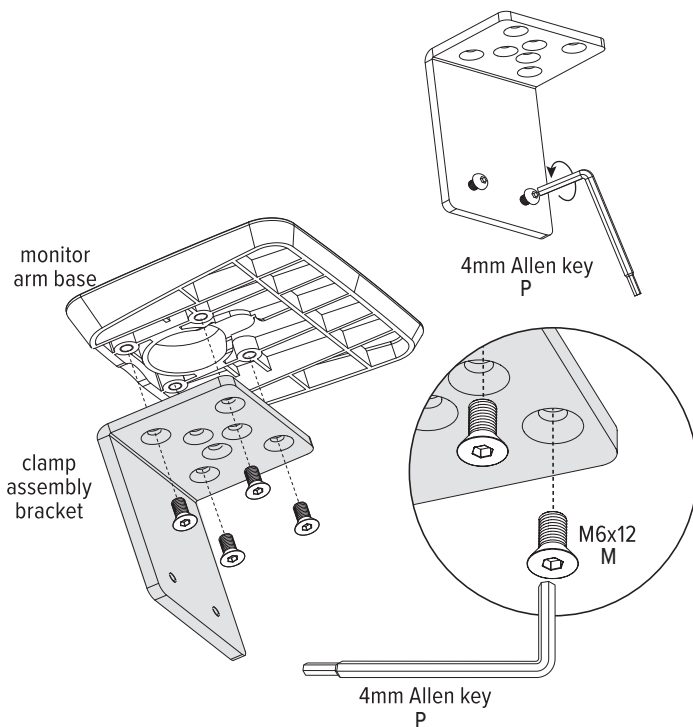## Additional tools required

- Phillips screwdriver

> ❗ **If using optional grommet mounting method:**
> - Replace steps #1 to #5 with steps A to D on page 11. Then proceed to step 6.
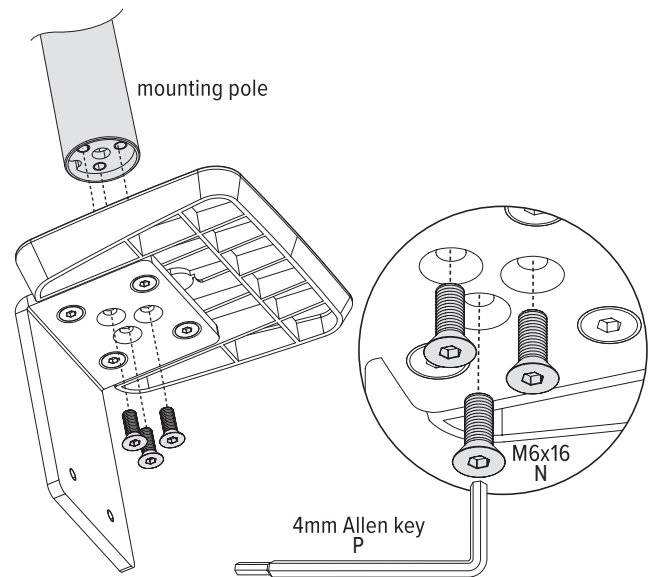> - Follow steps #1 to #5 if using the standard clamp method.

Step #1: attach clamp assembly bracket to base

- Attach the bracket to the base with the four M6x12 socket cap screws.
  - Screw through the outer four holes on the top of the bracket.
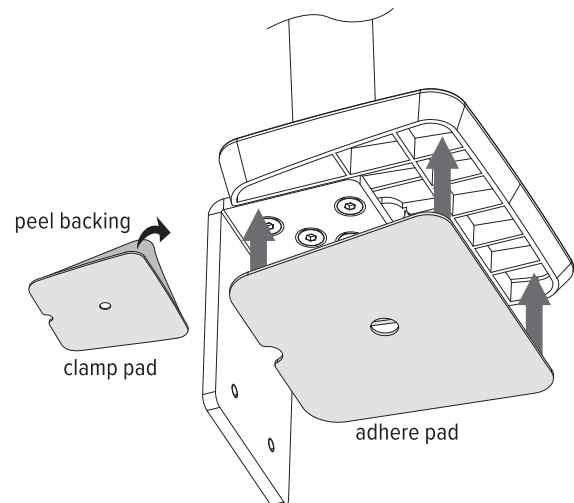 - Use the 4mm Allen key to tighten the screws securely.

Step #2: attach mounting pole to clamp bracket

- Attach the mounting pole to the clamp bracket with the three M6x16 socket cap screws.
  - Screw through the inner three holes on the top of the bracket, as shown.
  - Use the 4mm Allen key to tighten the screws securely.

4mm Allen key
P

monitor arm base

clamp assembly bracket

M6x12
M

4mm Allen key
P

mounting pole

M6x16
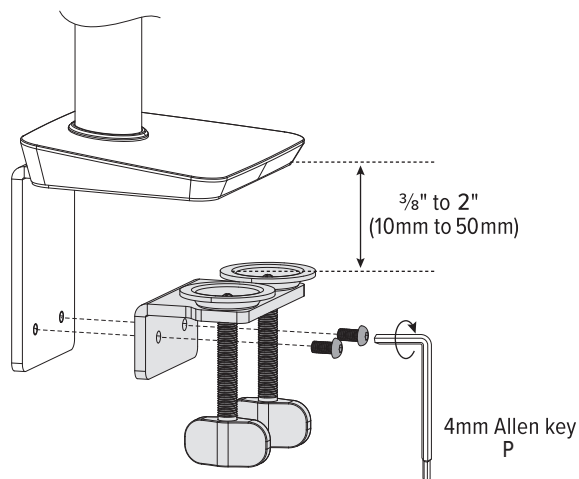N

4mm Allen key
P

Step #3: attach clamp pad to base

- Peel the backing from the adhesive side of the clamp pad.
- Adhere the pad to the bottom of the base, as shown. The pad protects the worksurface.

peel backing

clamp pad

adhere pad

Step #4: attach clamp assembly to bracket

- Use the 4mm Allen key to loosen the two screws near the bottom of the bracket so that there is approximately ¼" (7mm) of space between the screw head and bracket.
- Insert the clamp assembly onto the screws. The screw heads fit through the large center holes.
- Slide the clamp assembly down so that the smaller top openings fit over the threaded shaft of the screws.
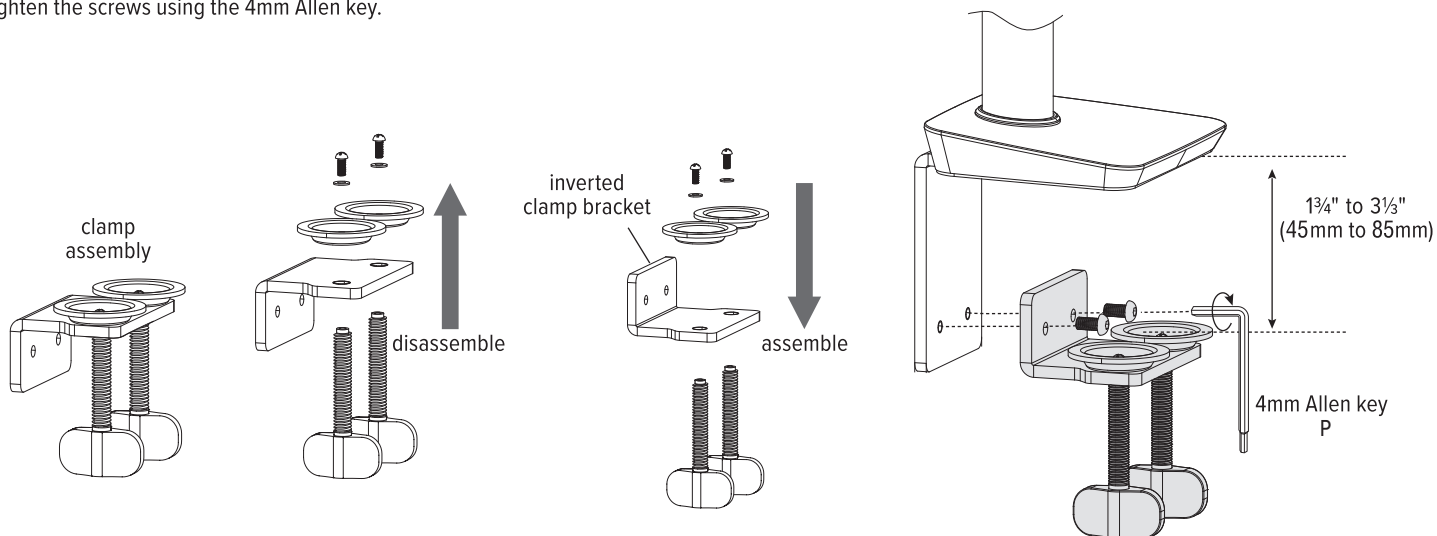- Tighten the screws using the 4mm Allen key.

NOTICE: When the clamp assembly is installed using this standard method, the base can be clamped to a worksurface up to 2" (50mm) thick. For thicker worksurfaces up to 3⅓" (85mm), follow optional step #4 below.

⅜" to 2"
(10mm to 50mm)
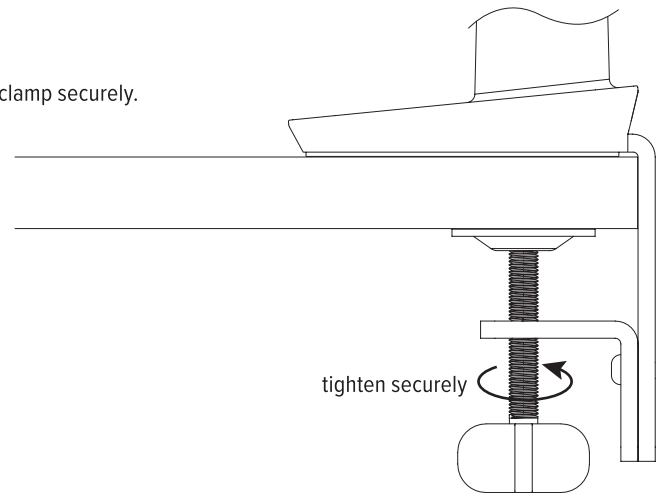
4mm Allen key
P

Optional step #4: modify clamp assembly and attach to bracket

Follow the procedure below if the worksurface thickness is greater than 1¾" (45mm), up to a maximum of 3⅓" (85mm).

- Disassemble the clamp assembly as shown below. Use a Phillips screwdriver to remove the top screw.
- Re-assemble the components with the clamp bracket inverted. This increases the amount of space between the monitor arm base and the clamp.
- Use the 4mm Allen key to loosen the two screws at the bottom of the clamp assembly bracket so that there is approximately ¼" (7mm) of space between the screw head and bracket.
- Insert the clamp assembly onto the screws. The screw heads fit through the large center holes.
- Slide the clamp assembly down so that the smaller top openings fit over the threaded shaft of the screws.
- Tighten the screws using the 4mm Allen key.

clamp
assembly

disassemble

inverted
clamp bracket

assemble
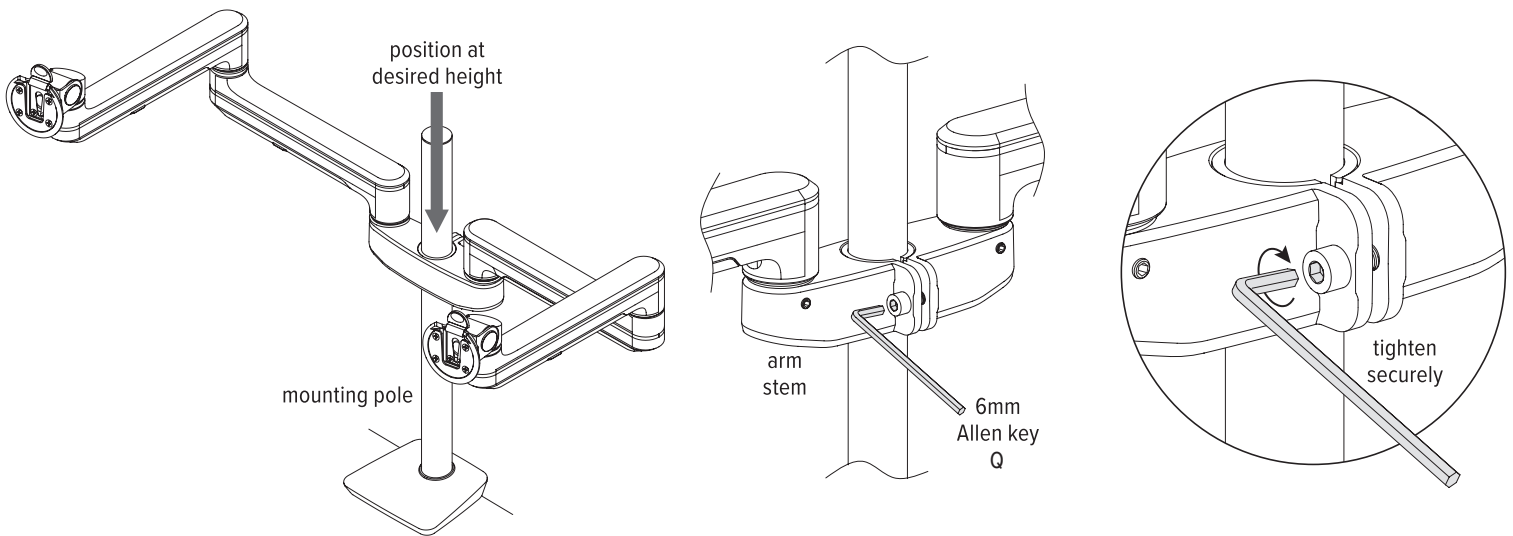
1¾" to 3⅓"
(45mm to 85mm)

4mm Allen key
P

Step #5: clamp assembly to worksurface

- Loosen the clamp sufficiently to be able to slide it easily onto the worksurface.
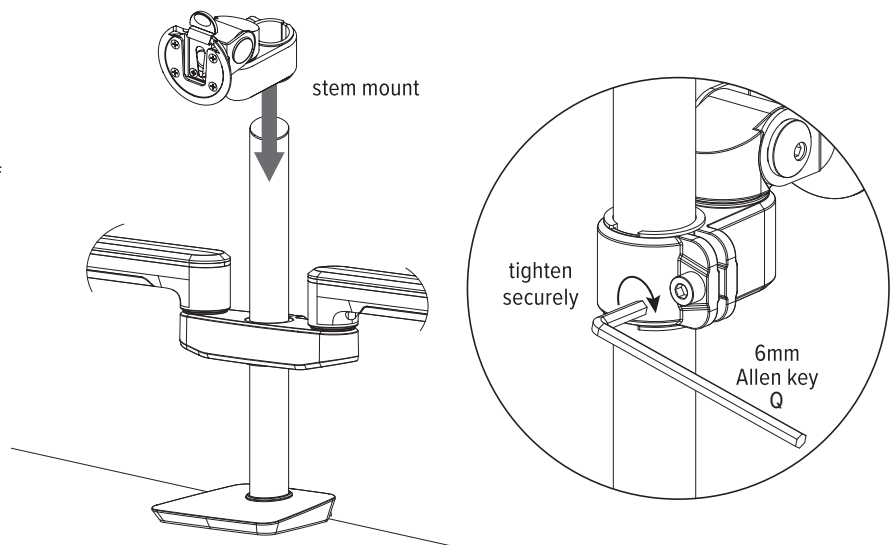- Clamp the assembly to the worksurface in the desired position. Be sure to tighten the clamp securely.

tighten securely

Step #6: install monitor arm assembly

- Slide the monitor arm assembly onto the mounting pole.
  — Position the assembly at the desired height.
- Tighten the socket screw at the rear of the arm stem to securely hold the monitor arm assembly in place.
  — Be sure to tighten the socket screw enough to prevent the assembly from moving up or down on the pole.

position at
desired height

mounting pole
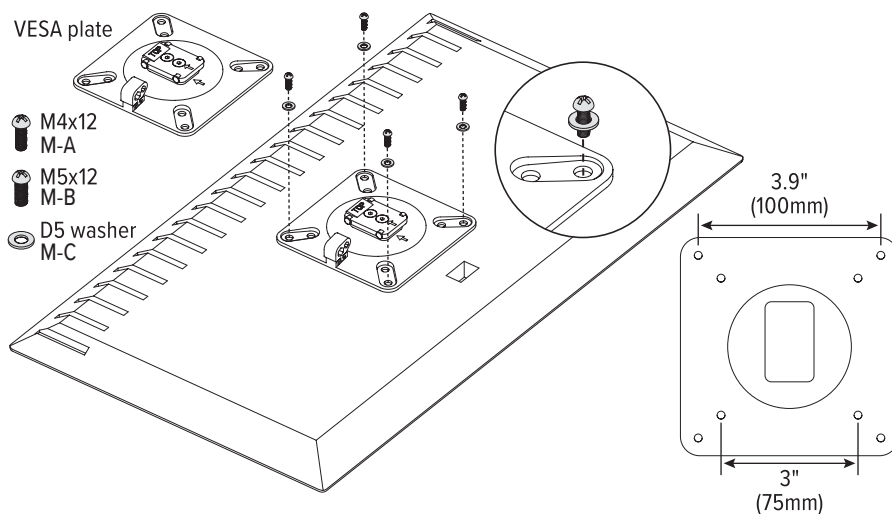
arm
stem

6mm
Allen key
Q

tighten
securely

Step #7: install stem mount

- Slide the stem mount onto the mounting pole.
- Align the height of the stem mount with the height of the mounts on the two fixed arms.
- Tighten the socket screw at the rear of the stem mount to securely hold the VESA mount at the desired height. Again, use the 6mm Allen key.
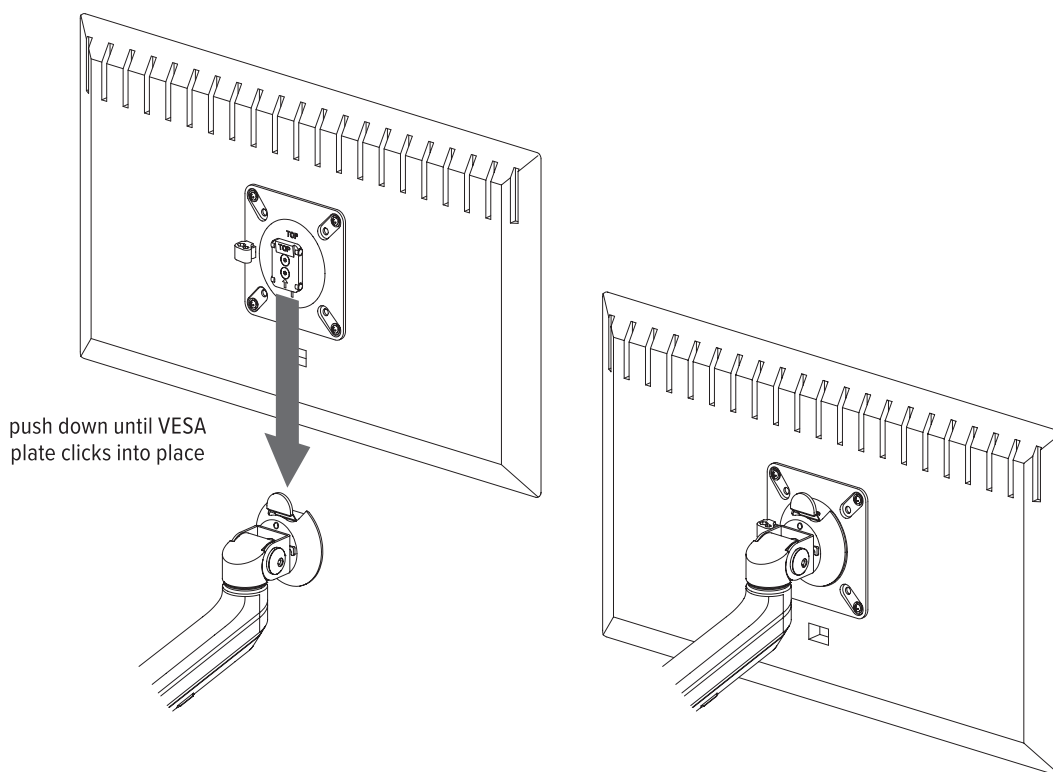
stem mount

tighten
securely

6mm
Allen key
Q

Step #8: attach VESA plates to monitors

- Place each monitor face down on a flat surface. Align the VESA plate holes with the holes on the back of the monitor.
  — There are two sets of four holes on the VESA plate. One set has holes 3.9" (100mm) apart, the other set has holes 3" (75mm) apart. Use the set that matches the holes on the monitor.
- Attach the VESA plate using the VESA plate screws and D5 washers provided.
  — There are two sets of VESA plate screws: M4x12 and M5x12. Use the set that fits the holes on the monitor.
  — Use a Phillips screwdriver to install the screws.

VESA plate

M4x12
M-A

M5x12
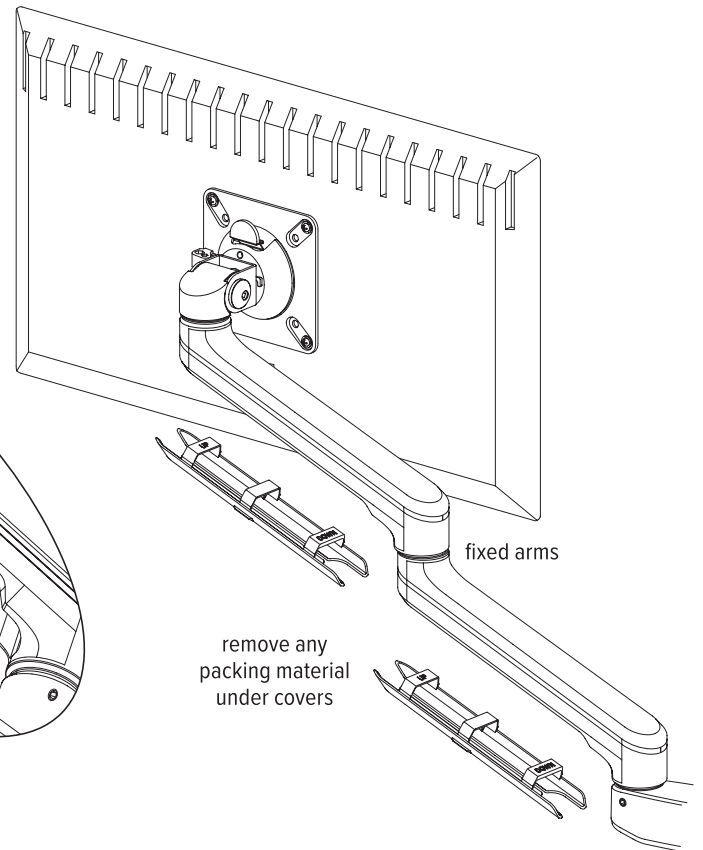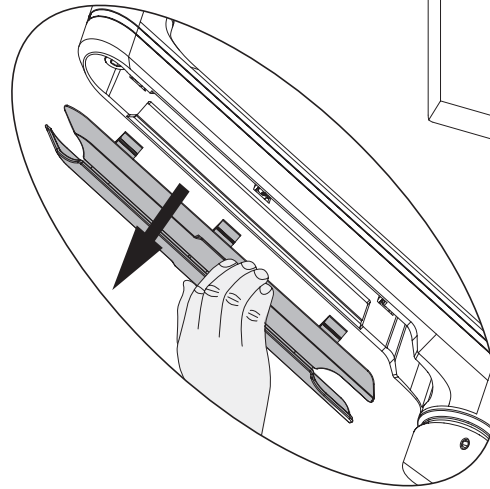M-B

D5 washer
M-C

3.9"
(100mm)

3"
(75mm)

Step #9: attach monitors to VESA mounts

- Slide each VESA plate (with monitor attached) onto its VESA mount.
  — Push down until the VESA plate clicks securely in place.

push down until VESA
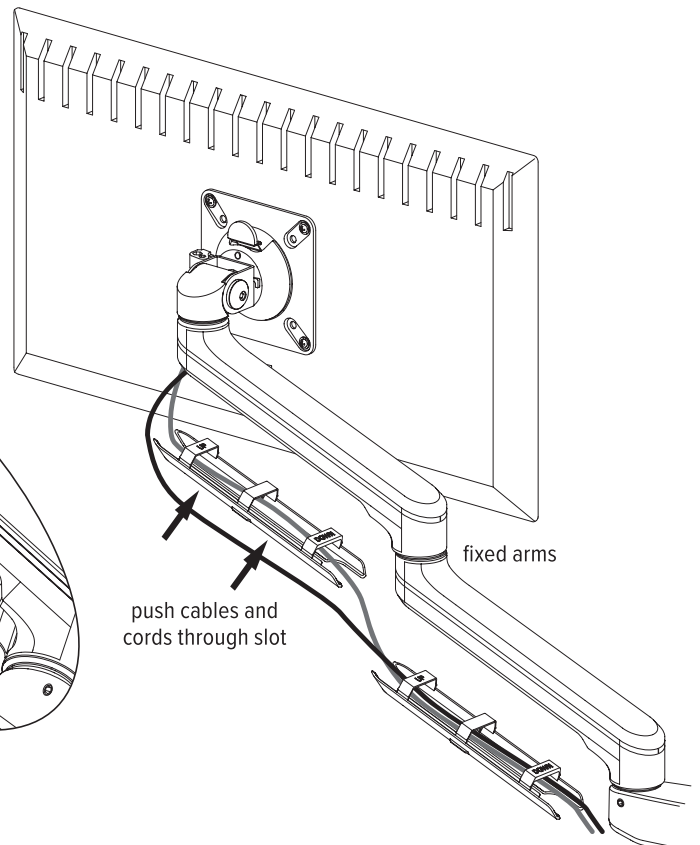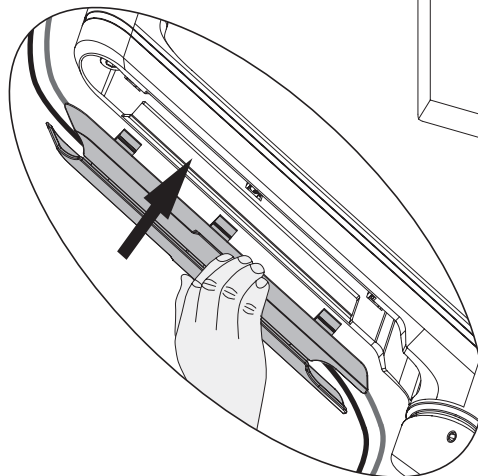plate clicks into place

Step #10: remove cable covers from monitor arms

- Remove the cable cover from the fixed arms.
  - Squeeze the center of the cable cover to release it from the fixed arms.
- Remove any packing material that may be under the covers.

fixed arms

remove any
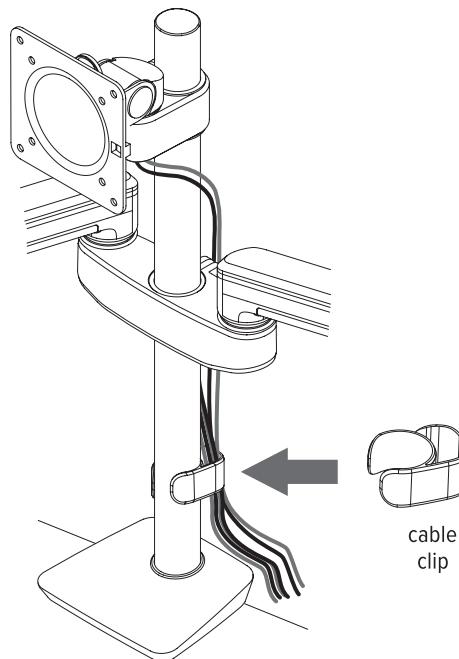packing material
under covers

Step #11: capture monitor cables and cords

- Install the fixed arm covers with cables and cords captured.
  - Before installing each fixed arm cover, push the cables and cords through
    the slot in the middle of the cover.
  - Squeeze the center of the cable cover and fit it back onto the fixed arm
    with the cables and cords captured.

fixed arms

push cables and
cords through slot

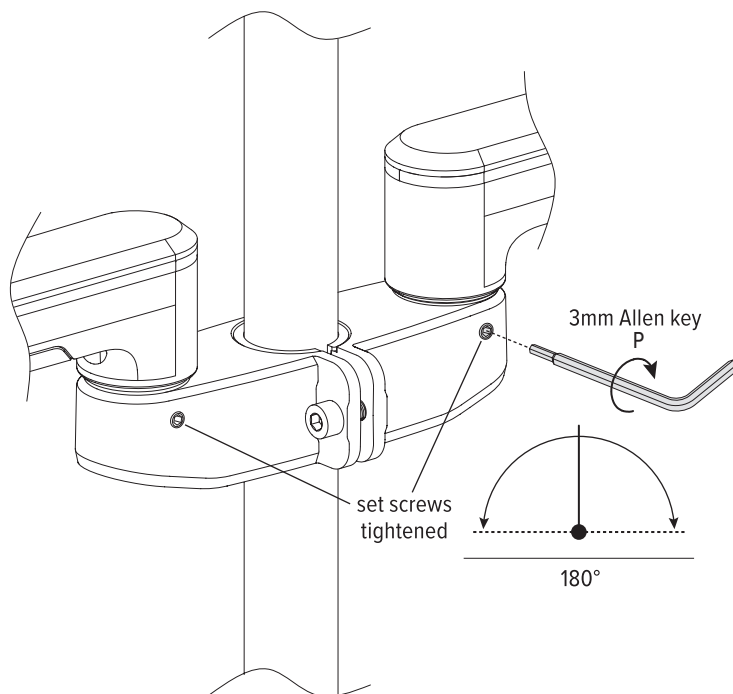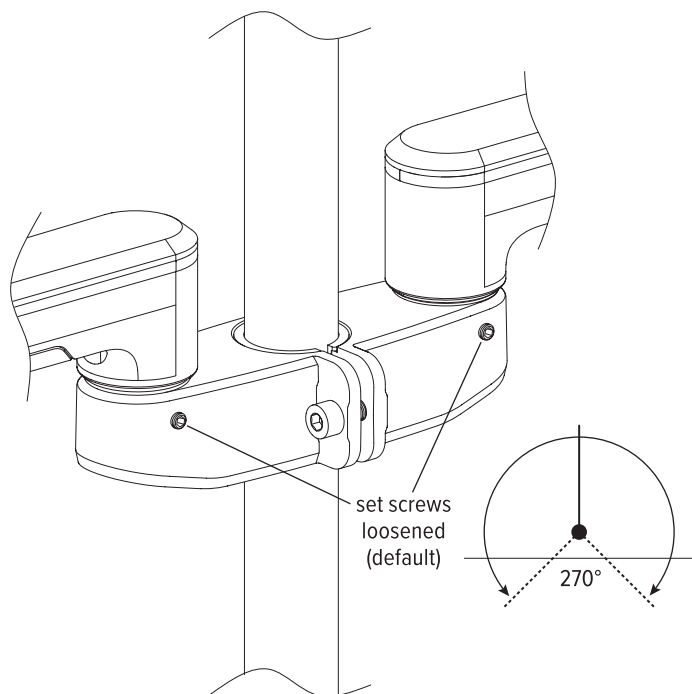## Step #12: capture cables and cords with cable clip

- Snap the cable clip onto the mounting pole.
  - **CAUTION:** Be careful not to pinch your fingers when installing the cable clip.
  - Place the clip between the monitor arm assembly and the mounting base.
- Route the cables and cords through the opening in the cable clip, as shown.

cable
clip

Step #13: select range of rotation for fixed arms

Range of rotation can be either 180° or 270°, depending on the position of the set screws located on the rear of the arm stem.
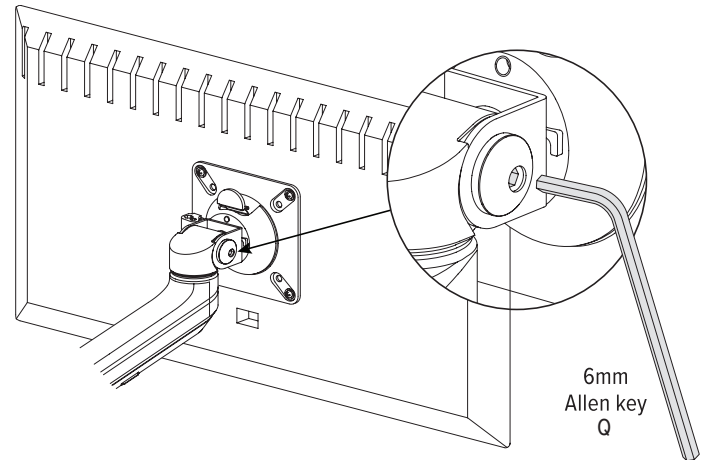
- Default range of rotation is 270°, with the set screws loosened.
- To change the range of rotation to 180°, use the 3mm Allen key to tighten the set screws.

set screws
loosened
(default)

270°

3mm Allen key
P

set screws
tightened

180°

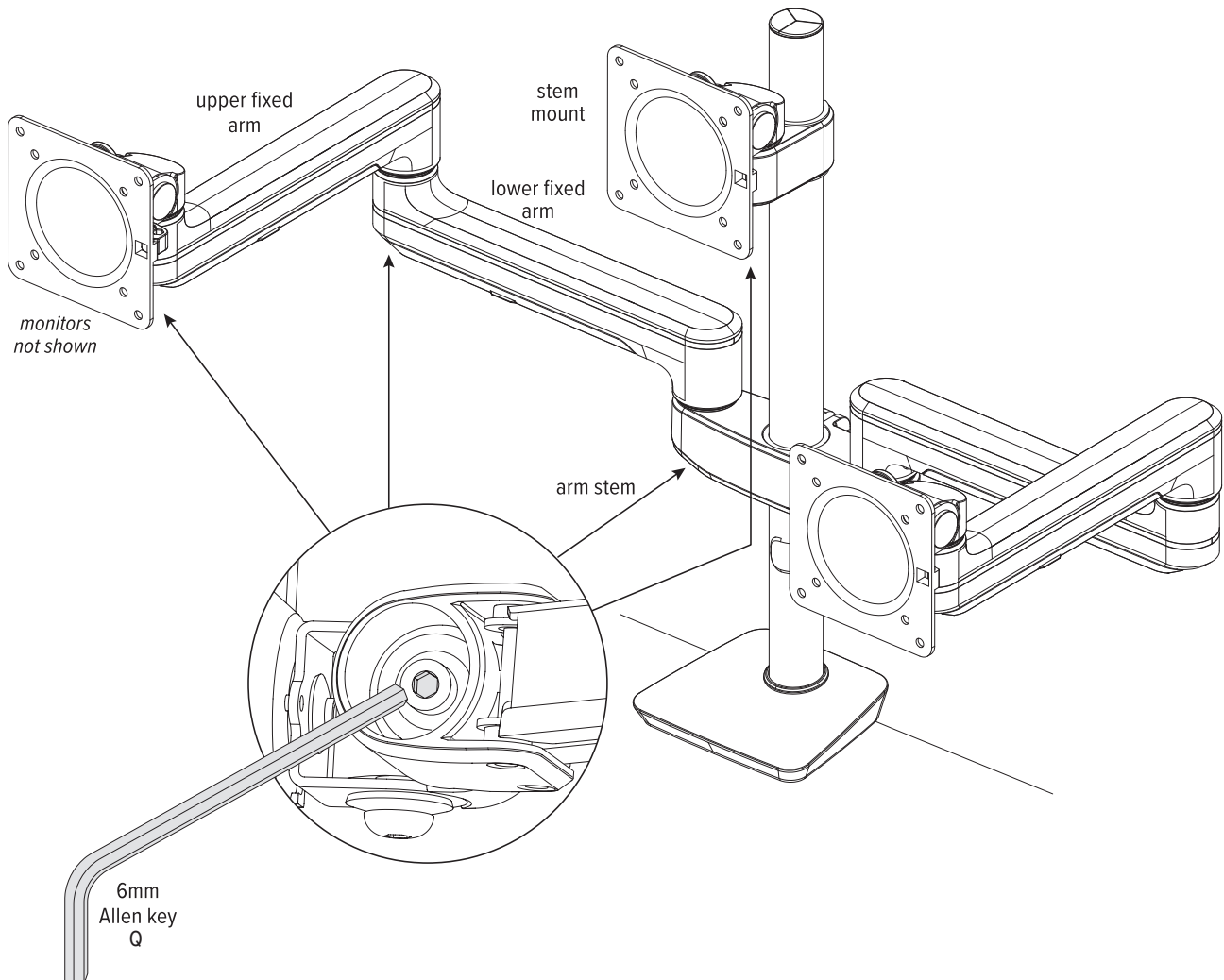## Step #14: adjust monitor tilt tension, if necessary

The monitors should tilt with moderate force and hold their position. To adjust monitor tilt tension:

- Use the 6mm Allen key to loosen or tighten the socket screw on the side of each VESA mount.
  - — To increase the tension, tighten the screw by turning it clockwise.
  - — To reduce the tension, loosen the screw by turning it counterclockwise.

6mm
Allen key
Q

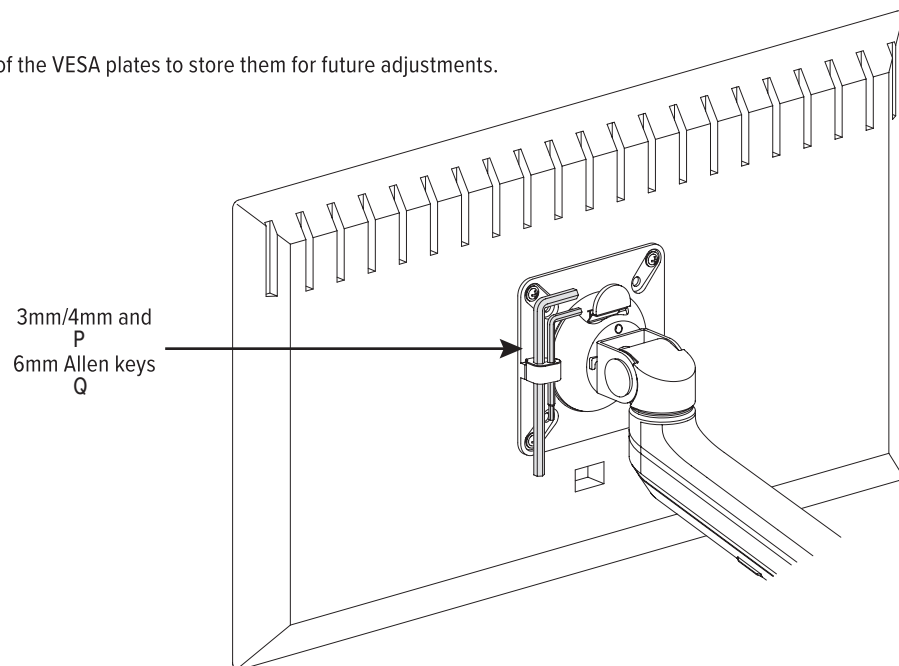## Step #15: adjust ease of monitor and fixed arm rotation, if desired

- Use the 6mm Allen key to loosen or tighten the socket screws to achieve the desired ease of rotation.
  - — The socket screw under the stem mount controls the tension of the center monitor rotation.
  - — The socket screw at the outer end of the upper fixed arms controls the tension of outer monitor rotation.
  - — The socket screw at the outer end of the lower fixed arms controls the tension of upper fixed arm rotation.
  - — The socket screw under the outer ends of the arm stem controls the tension of lower fixed arm rotation.

upper fixed arm

stem mount
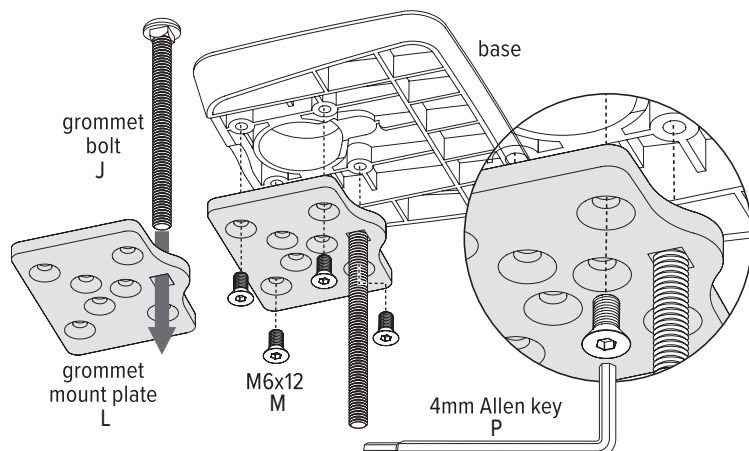
lower fixed arm

monitors not shown

arm stem

6mm
Allen key
Q

Step #16: store the Allen keys

- Insert the Allen keys into the holder attached to one of the VESA plates to store them for future adjustments.

3mm/4mm and
P
6mm Allen keys
Q

Please follow the steps below to install the monitor arm assembly using the grommet method. Then go to step #6 on page 5.
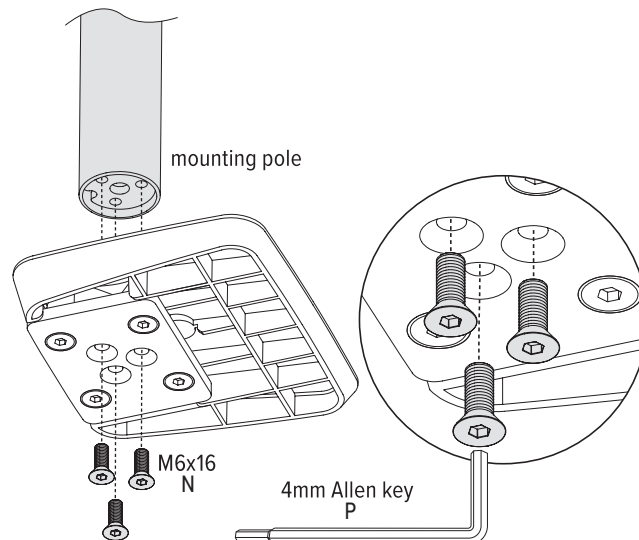
Step A: attach grommet mount plate to base

- Insert the grommet bolt into the square hole on the grommet mount plate.
  — Be sure the square portion of the bolt fits flush into the square hole.
- Attach the plate to the base with the four M6x12 socket cap screws.
  — Screw through the outer four holes on the top of the mount plate.
  — Use the 4mm Allen key to tighten the screws securely.

base

grommet bolt J

grommet mount plate L
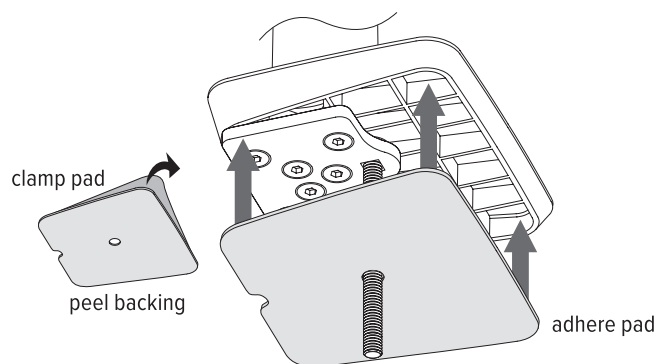
M6x12 M

4mm Allen key P

Step B: attach mounting pole to mount plate

- Attach the mounting pole to the grommet mount plate with the three M6x16 socket cap screws.
  — Screw through the inner three holes on the top of the bracket, as shown.
  — Use the 4mm Allen key to tighten the screws securely.

mounting pole
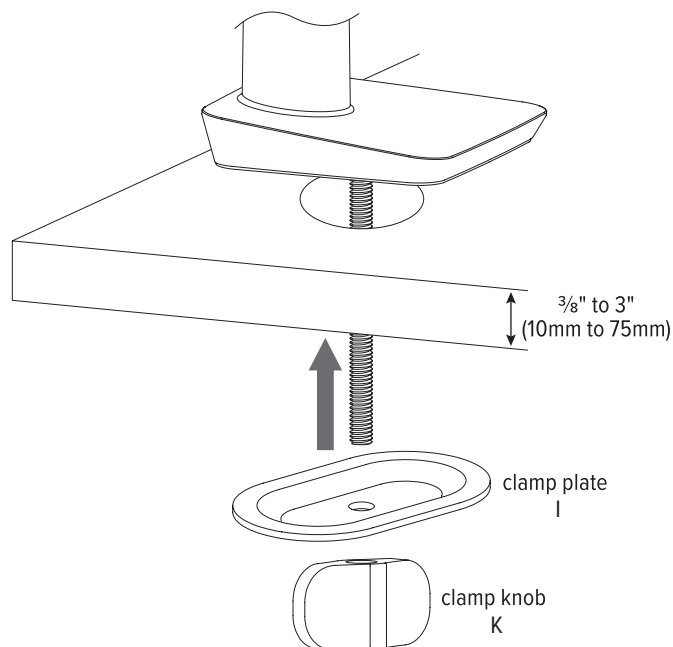
M6x16 N

4mm Allen key P

Step C: attach clamp pad to base

- Peel the backing from the adhesive side of the clamp pad.
- Fit the hole in the pad over the grommet bolt.
- Adhere the pad to the bottom of the base, as shown. The pad protects the worksurface.

clamp pad

peel backing

adhere pad

Step D: install base assembly

- Place the base assembly over the grommet hole, with the bolt centered.
  — Worksurface thickness must be between 3/8" and 3".
- Secure the base assembly as illustrated.
  — Place the clamp plate over the grommet bolt.
  — Screw the clamp knob onto the grommet bolt and tighten the clamp plate securely against the worksurface.

$3/8$" to 3"
(10mm to 75mm)

clamp plate I

clamp knob K

! **go to step 6 on page 5 and proceed sequentially**

esi

Sena™ EX3-FF

Triple fixed + fixed monitor arm

Please contact Customer Service with any questions or comments at 800.833.3746 or visit our website at esiergo.com

LIMITED WARRANTY

ESI warrants this product to be free from defects in manufacturing for a period of 15 years from the date of original purchase. This warranty extends only to the original purchaser, and does not apply if the product has been damaged or fails to function properly as a result of misuse, abuse, modification, alteration, or improper cleaning or maintenance. This warranty does not apply to damage in shipment caused by carriers, damage caused during installation, normal wear and tear, or excessive use (meaning consistent use in excess of an eight hour shift). ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED IN DURATION TO ONE YEAR FROM THE DATE OF ORIGINAL RETAIL PURCHASE. ESI's sole obligation under this warranty or any implied warranty, and the purchaser's sole remedy, is limited to the repair or replacement, at ESI's option, of the product or any defective part. Costs (such as installation, labor fees or express shipping) incurred due to replacement of products are not covered under warranty. IN NO EVENT SHALL FELLOWES, ITS AFFILIATES, SUBSIDIARIES, RELATED ENTITIES OR THEIR RESPECTIVE OFFICERS, DIRECTORS, OR EMPLOYEES, BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES.

To make a warranty claim, contact ESI at 800-833-3746 or customerservice@esiergo.com. You must provide proof of purchase, such as the original purchase order number.

The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law.