esi

installation instructions
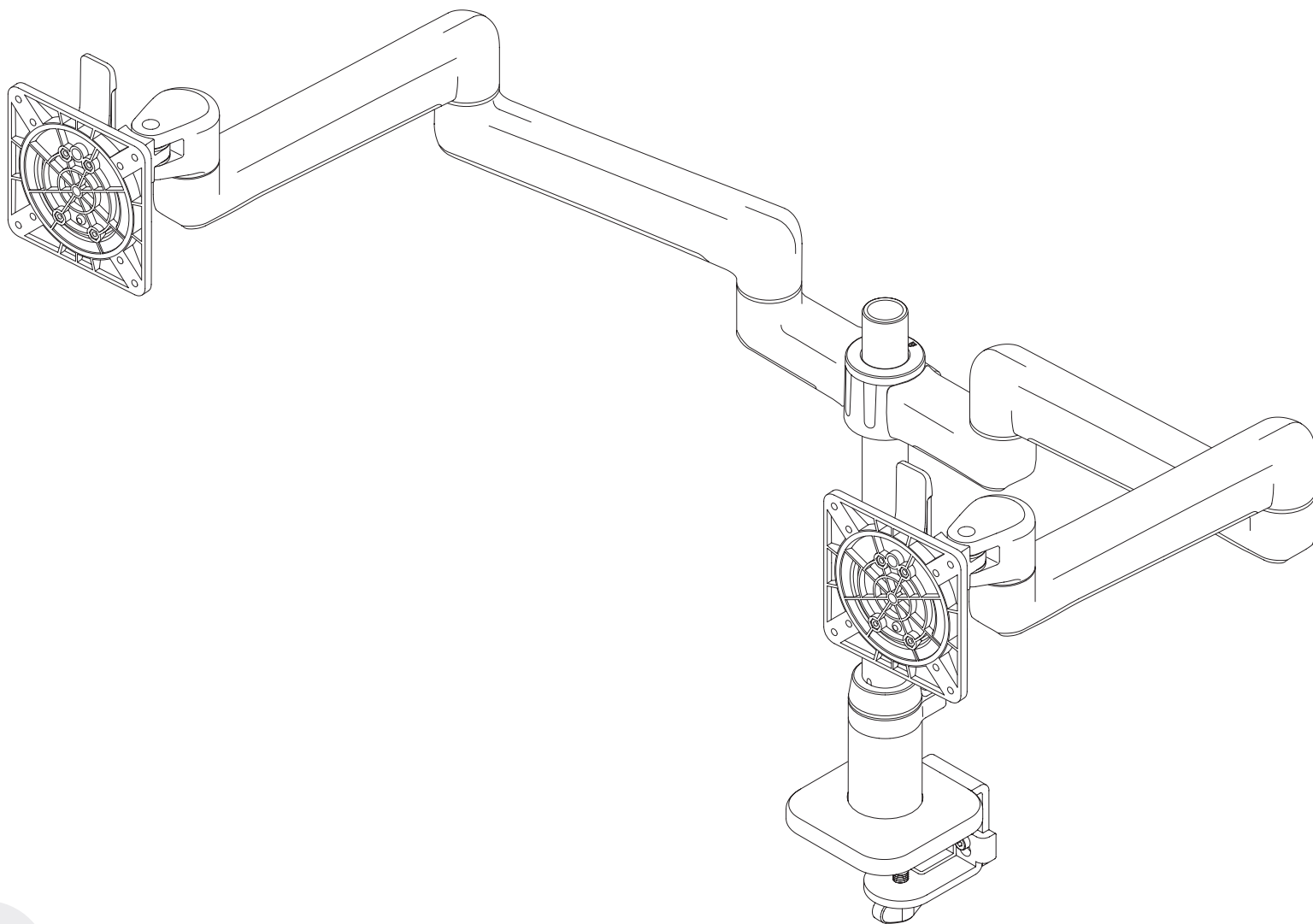
Kata™ EX2-FF

dual fixed+fixed monitor arm

Model# KATAEX2-DC-FF-_ _ _
Model# KATAEX2-GM-FF-_ _ _
_ _ _ = SLV, BLK or WHT

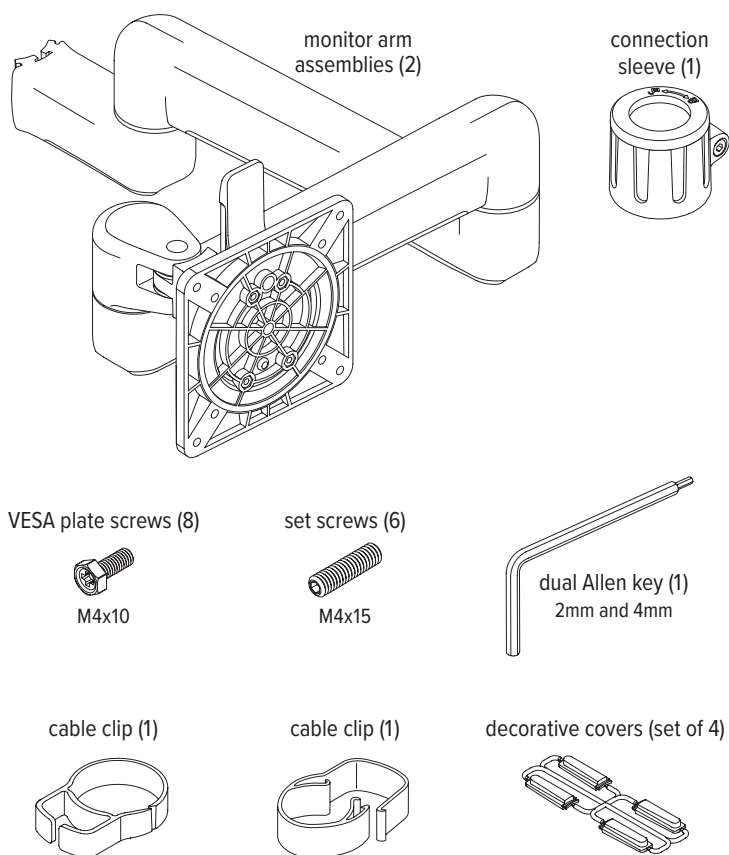**Fellowes** Brands. | FAMILY BUSINESS SINCE 1917

> ### Caution
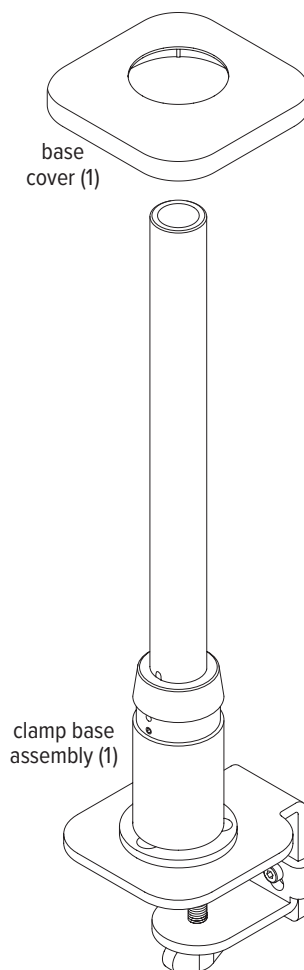> • Hand tighten screws only. Do <u>not</u> use power tools.

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.
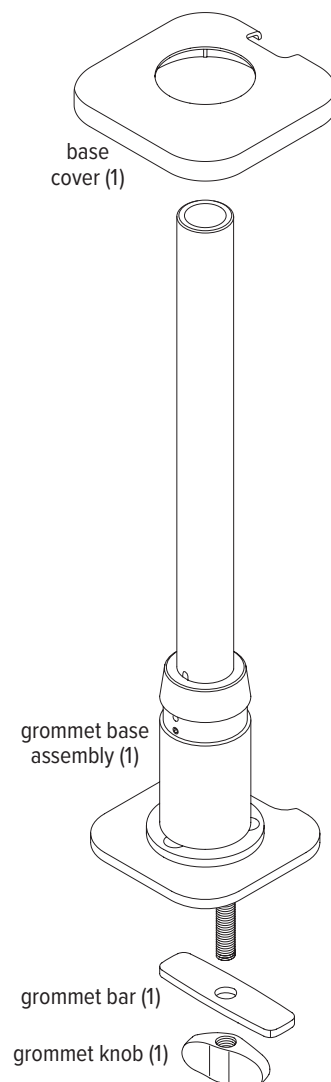
Components and tools

clamp or grommet mounting:

monitor arm assemblies (2)

connection sleeve (1)

clamp mounting only:

base cover (1)

grommet mounting only:

base cover (1)

VESA plate screws (8)
M4x10

set screws (6)
M4x15

dual Allen key (1)
2mm and 4mm

cable clip (1)

cable clip (1)

decorative covers (set of 4)

clamp base assembly (1)

grommet base assembly (1)

grommet bar (1)

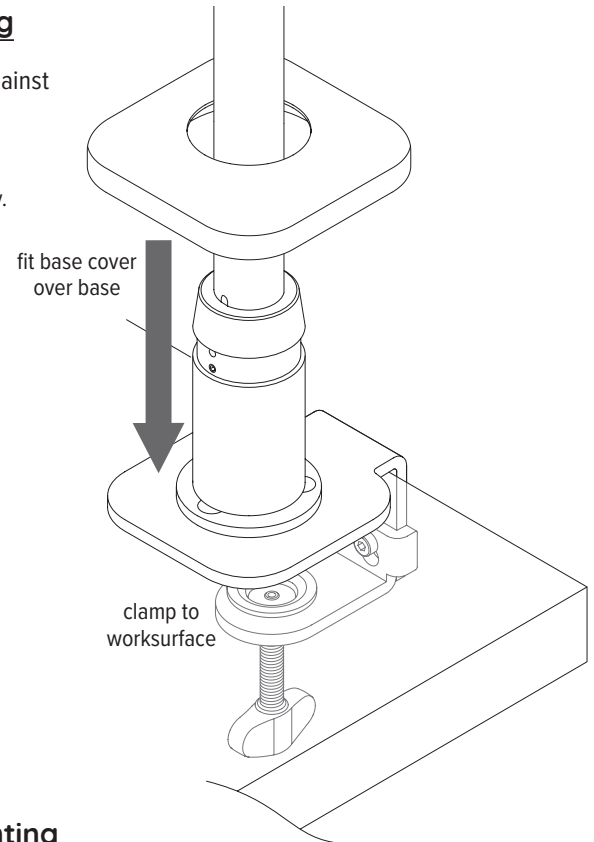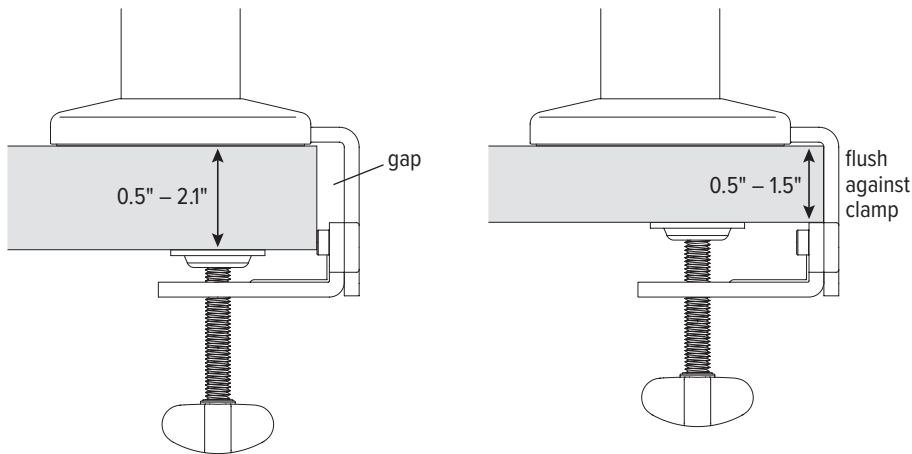grommet knob (1)

Additional tools required
• Phillips screwdriver

Follow either step #1a for clamp mounting or step #1b for grommet mounting. All other steps apply to both mounting methods.

Step #1a: attach base assembly to worksurface — clamp mounting

The thickness of the worksurface must be between 0.5" and 2.1". To mount the clamp flush against the worksurface, the thickness must be no more than 1.5".
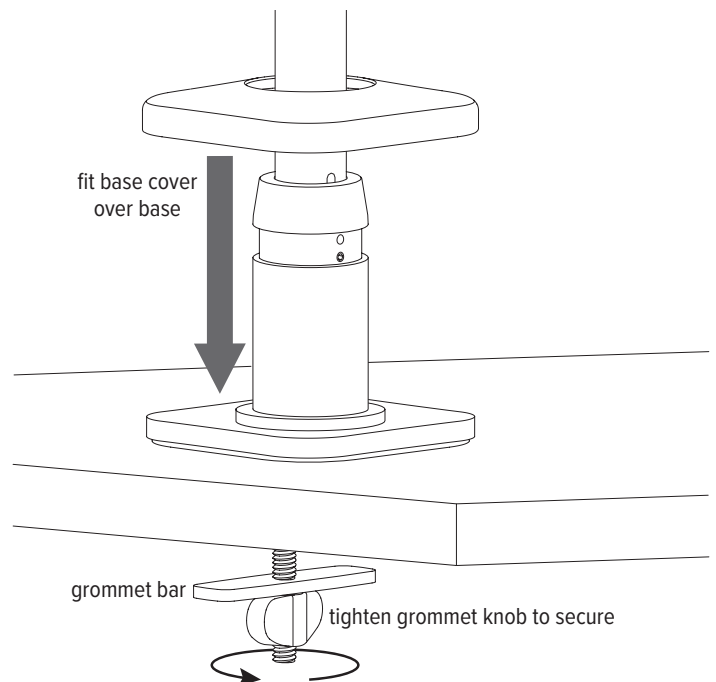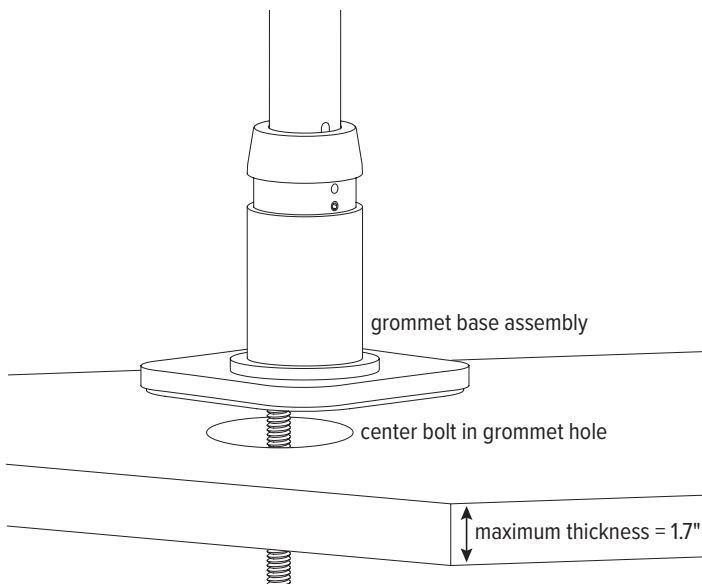
- Loosen the clamp sufficiently to be able to slide it easily onto the worksurface.
- Clamp the assembly to the worksurface in the desired position. Be sure to tighten the clamp securely.
- Place the base cover onto the mounting post and fit the cover over the base.

fit base cover
over base

gap

0.5" – 2.1"

0.5" – 1.5"

flush
against
clamp

clamp to
worksurface

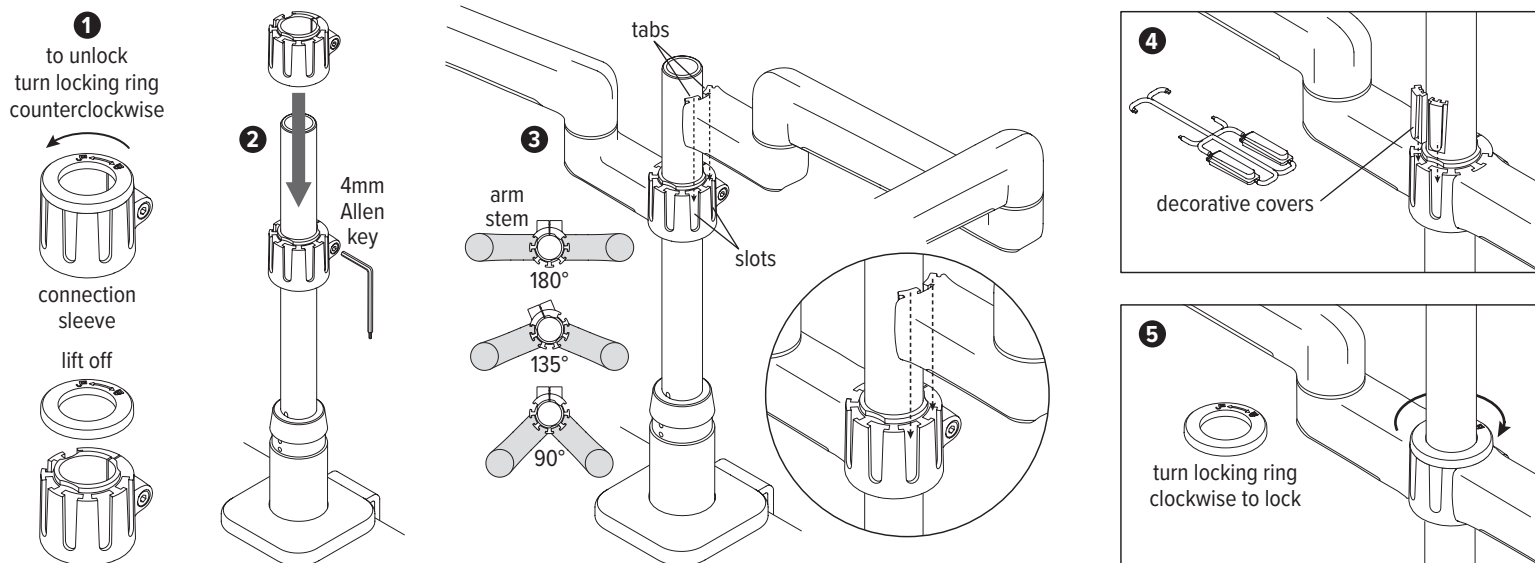## Step #1b: attach base assembly to worksurface — grommet mounting

Maximum thickness of the worksurface for grommet mounting is 1.7".

- Place the base assembly over the grommet hole with the bolt centered.
- Insert the grommet bar onto the grommet bolt and then screw on the grommet knob. Tighten the grommet knob securely to hold the base assembly in position.
- Place the base cover onto the mounting post and fit the cover over the base.
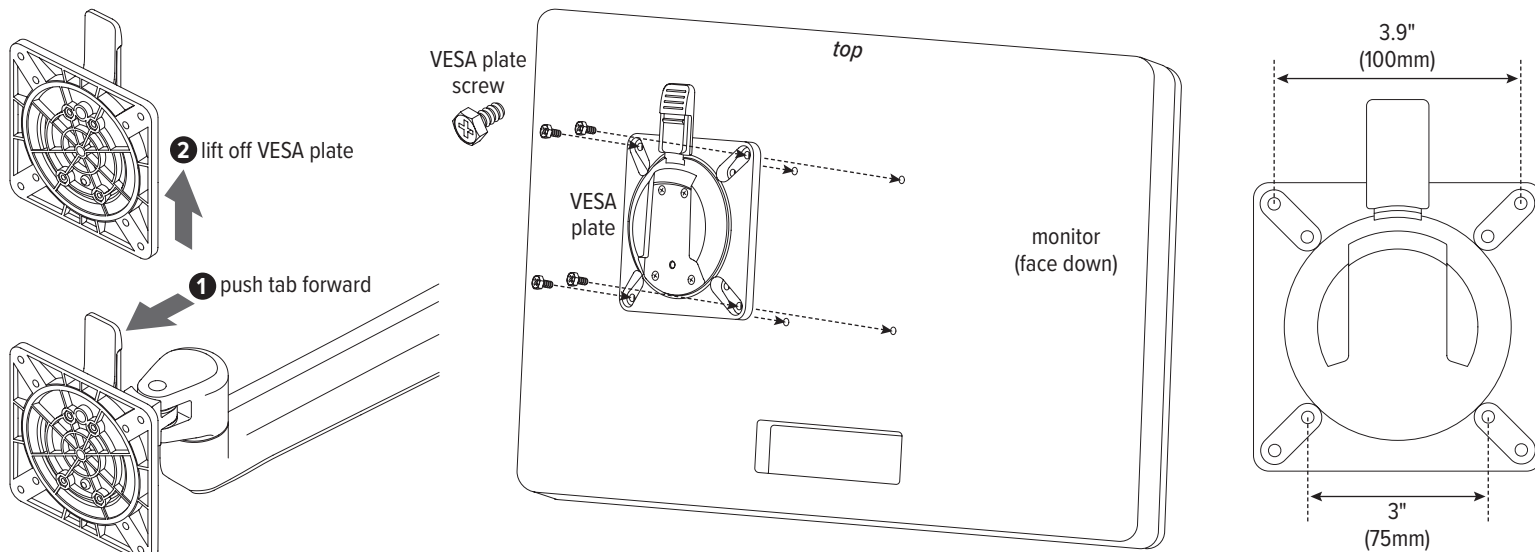
grommet base assembly

center bolt in grommet hole

maximum thickness = 1.7"

fit base cover
over base

grommet bar

tighten grommet knob to secure

Step #2: install monitor arms

1. Remove the locking ring from the connection sleeve. Rotate the locking ring counterclockwise to unlock it and then lift it off.

2. Slide the connection sleeve onto the post with the screw toward the rear. With the sleeve at the desired height, tighten the screw using the 4mm Allen key.

3. Install the monitor arm assemblies onto the connection sleeve by sliding their tabs into slots on the sleeve.

— The tabs of a monitor arm assembly can fit into any two adjacent slots on the sleeve. In the example below, the arm stems on the two monitor arm assemblies point away from each other to form a 180° angle. In this case, there are two empty slots between the arm stems.

— For greater monitor projection, the arm stems can also be positioned so they form a 135° angle (one empty slot between arm stems) or a 90° angle (no empty slots between arm stems). Because the fixed-fixed arm combination already provides large projection, the difference among the angles is rarely significant.

4. Carefully cut the decorative covers to remove them from the set. Slide the covers into the unused slots on the connection sleeve.

5. Lock the monitor arm to the connection sleeve with the locking ring. Rotate the locking ring clockwise to secure it.
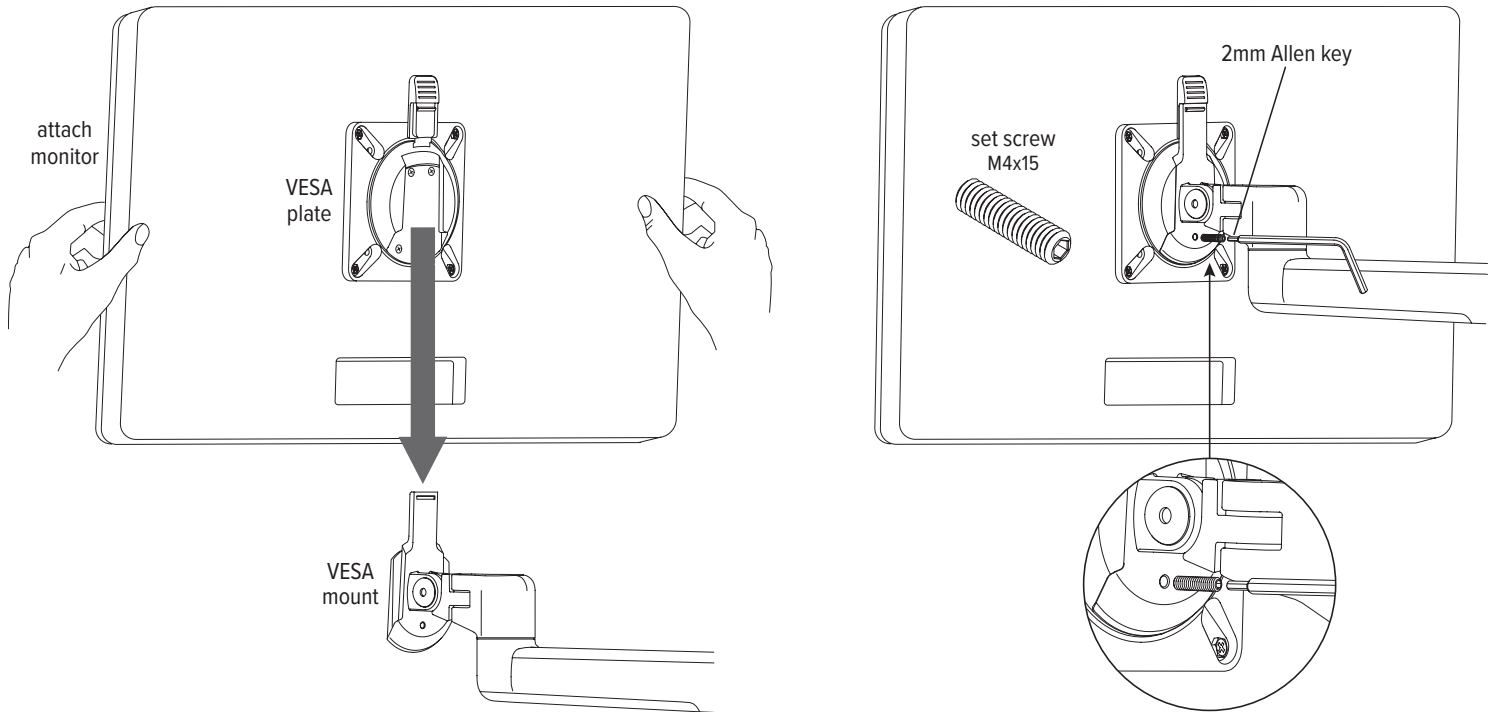
❶ to unlock turn locking ring counterclockwise

connection sleeve

lift off

❷ 4mm Allen key

❸ arm stem

180°

135°

90°

tabs

slots

❹ decorative covers

❺ turn locking ring clockwise to lock

Step #3: attach VESA plates to monitors

• Remove each VESA plate from its VESA mount by **(1)** pushing forward the tab at the top and **(2)** lifting upward.

— **TIP:** Practice re-installing the VESA plate before attaching it to the monitor. This will make step #4 easier.

• Place the monitor face down on a flat surface. Align the VESA plate holes with the holes on the back of the monitor. Attach the VESA plate using four of the provided VESA plate screws.

— There are two sets of four holes on the VESA plates. 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 rear of the monitor.
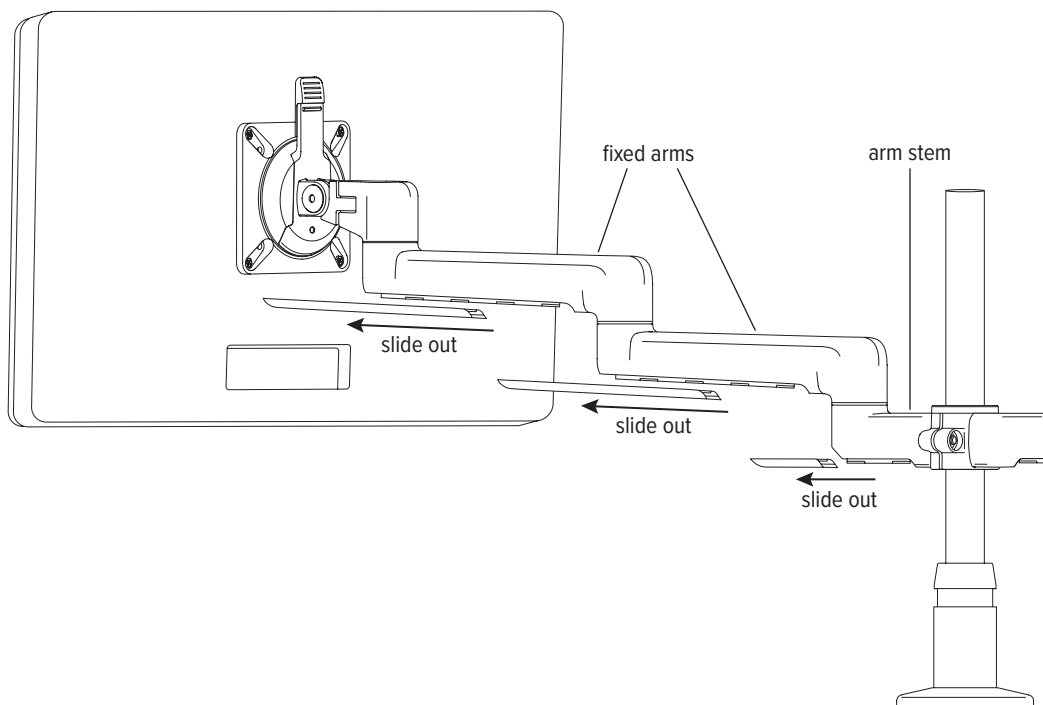
❷ lift off VESA plate

❶ push tab forward

VESA plate screw

VESA plate

top

monitor (face down)

3.9" (100mm)

3" (75mm)

Step #4: attach monitors to VESA mounts

- Slide each VESA plate (with monitor attached) back onto its VESA mount.
  — Make sure the VESA plates click securely in place.
- *OPTIONAL:* Secure the VESA plates to the VESA mounts using the M4x15 set screws, as shown below.

attach monitor

VESA plate

VESA mount
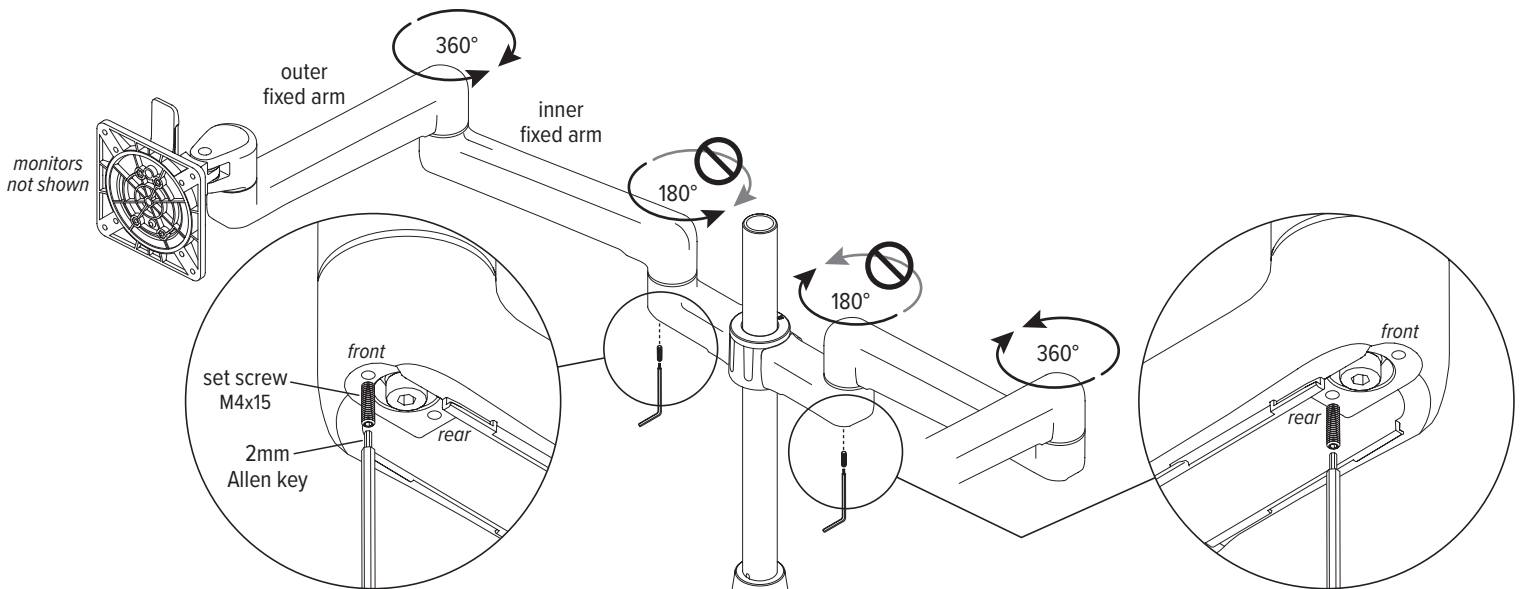
2mm Allen key

set screw M4x15

Step #5: remove cable management covers

- To remove the cable covers from the arm stems and fixed arms, slide the covers outward.

fixed arms

arm stem

slide out

slide out

slide out

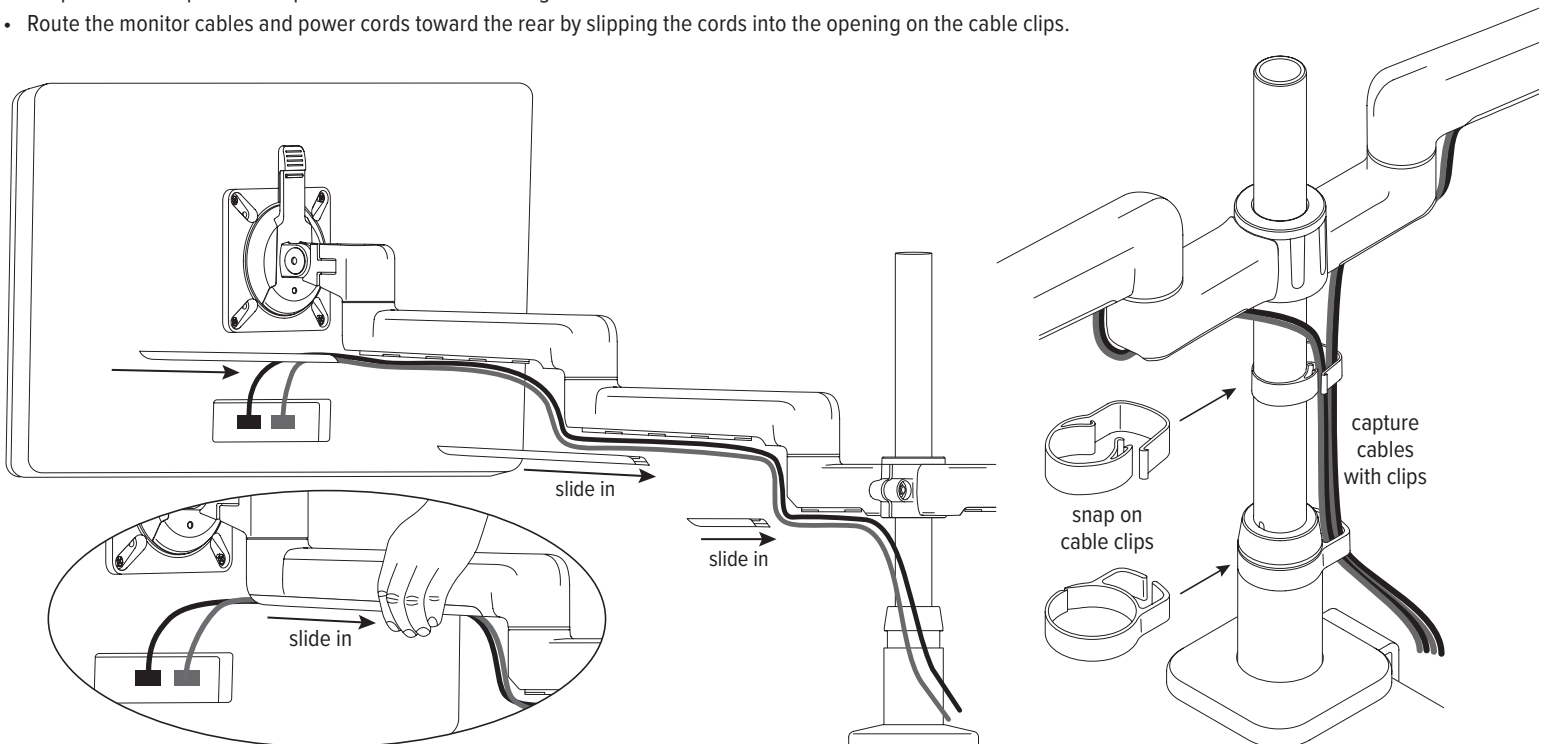## Step #6: install lockout set screw(s), if desired

Default rotation of the fixed arms is 360°. Installation of a lockout set screw limits rotation to 180°.

- To lockout fixed arm rotation, install M4x15 set screws. Tighten each screw, then back it off one turn. The screws fit in the underside of the arm stems and fixed arms.
  - Installing a set screw in the front hole allows 180° rotation to the right only. A set screw in the rear hole allows 180° rotation to the left only.
  - In the example below, to prevent the inner fixed arms from rotating to the rear (a left rotation with the left arm and a right rotation with the right arm), install a set screw in the front hole on the left arm stem and in the rear hole on the right arm stem. The outer fixed arms are allowed their full 360° of rotation.
- The fixed arms must be in their allowed range of rotation when installing the lockout set screws.

Step #7: organize cables and cords

- Capture the cables and cords with the cable covers. Slide the cable covers as shown to attach them to the monitor arms.
- Snap the cable clips onto the post and into the recessed groove above the base.
- Route the monitor cables and power cords toward the rear by slipping the cords into the opening on the cable clips.

Step #8: make any necessary adjustments

There are four types of swivel and tilt tension adjustments:

1. **Monitor tilt adjustment**
   — Use the 4mm end of the dual Allen key to loosen the screw on the side of the VESA mount to change monitor tilt angle. Tighten the screw to hold the angle.
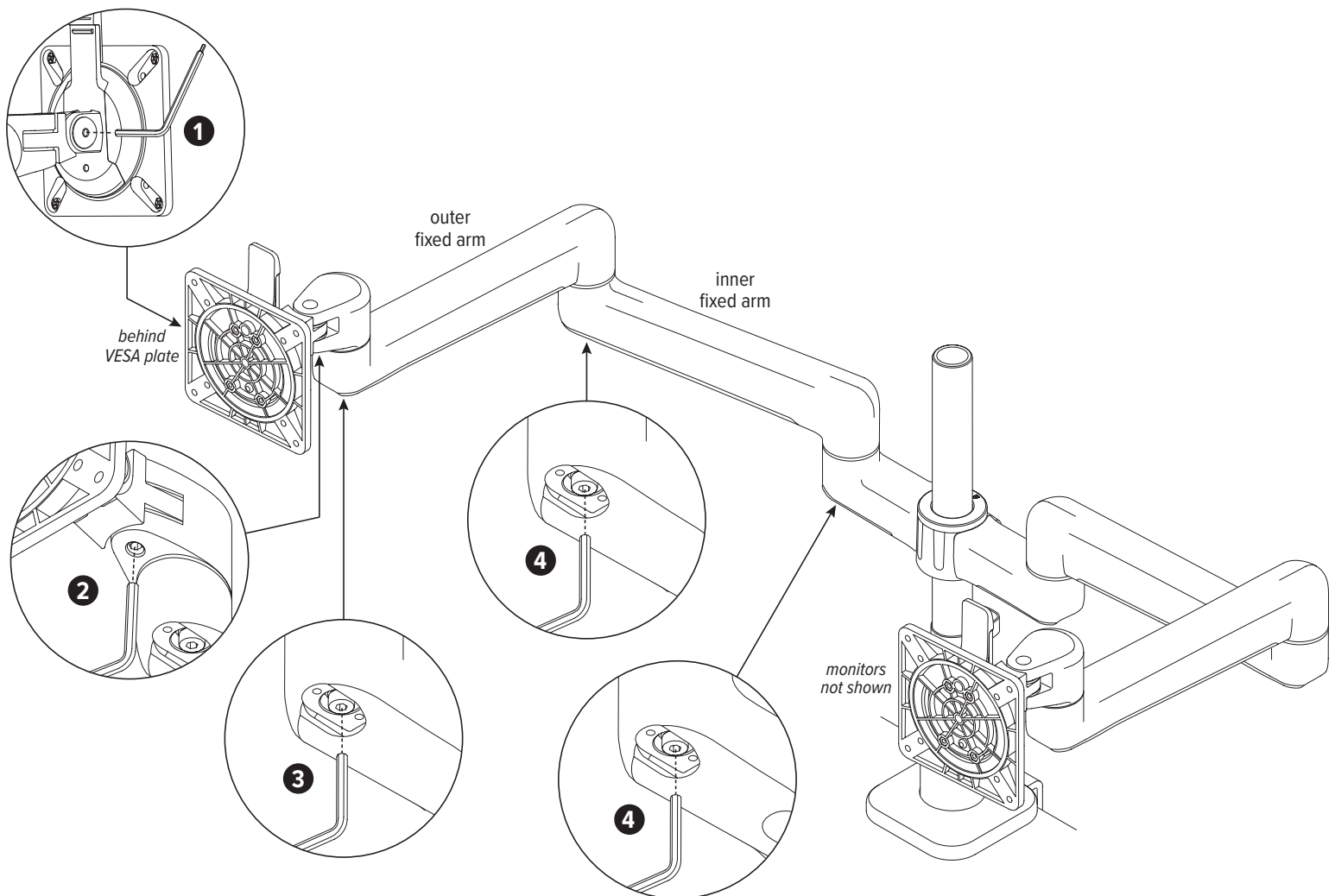2. **Monitor swivel adjustment**
   — Use the 4mm end of the dual Allen key to adjust the underside screw behind the VESA mount for the desired ease of monitor rotation.
3. **Head adapter swivel adjustment**
   — Use the 4mm end of the dual Allen key to adjust the underside screw at the end of the outer fixed arm for the desired ease of head adapter rotation. In effect, this is the same as the monitor swivel adjustment.
4. **Fixed arm swivel adjustments**
   — Use the 4mm end of the dual Allen key to adjust the underside screw at the end of the arm stem or end of the inner fixed arm for the desired ease of rotation of the two fixed arms for each monitor.

outer
fixed arm

inner
fixed arm

behind
VESA plate

monitors
not shown

esi

Kata™ EX2-FF
dual 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

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