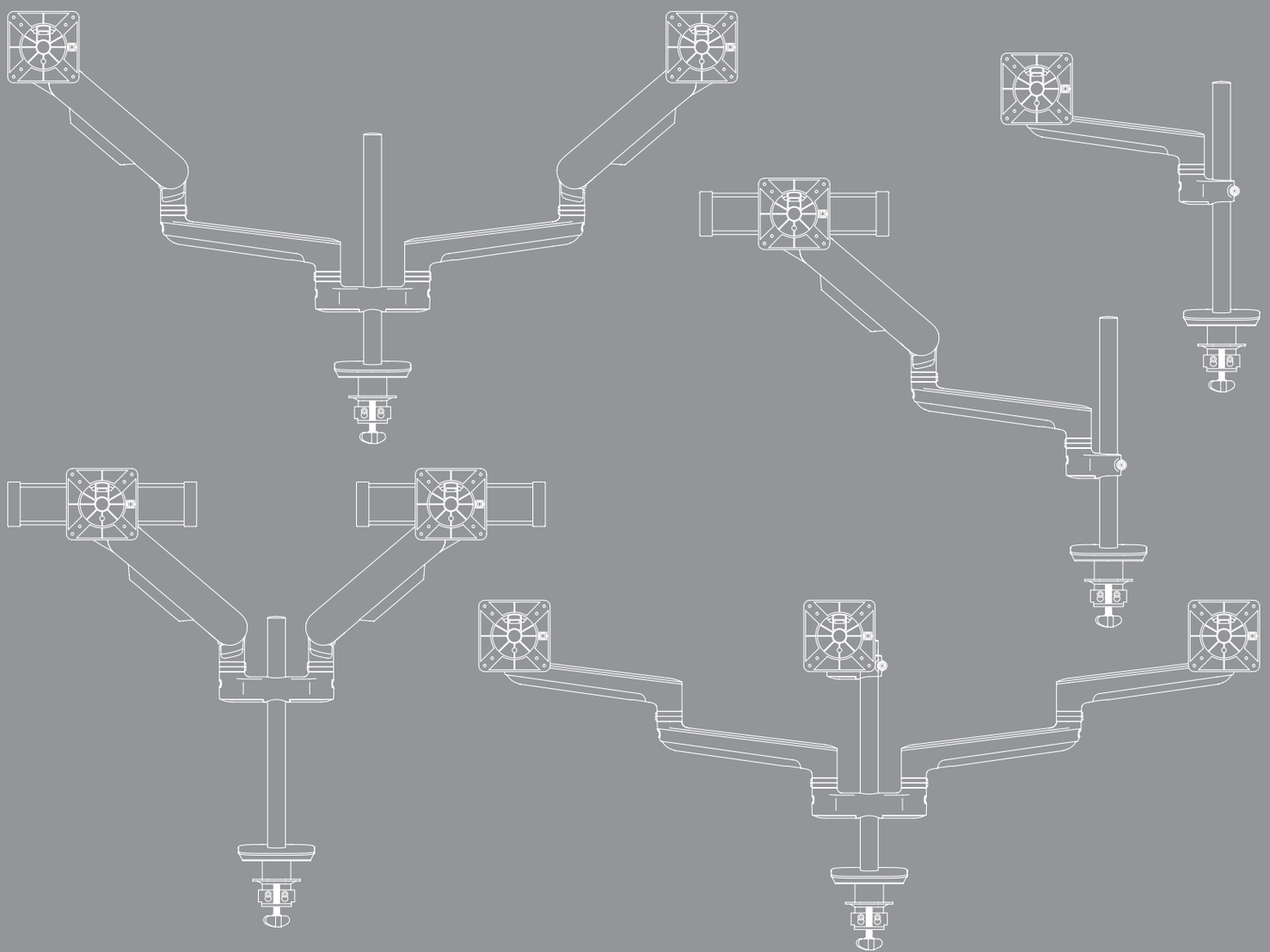
Fellowes

RisingEX™

pole-mounted monitor arms



INSTALLATION INSTRUCTIONS

IMPORTANT SAFETY INSTRUCTIONS AND WARNINGS

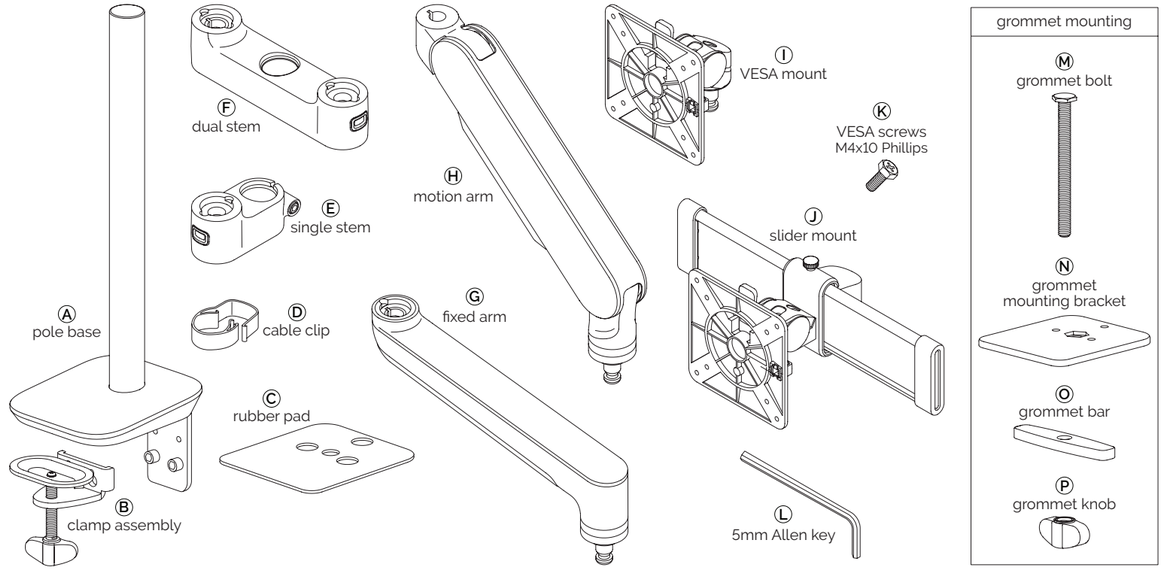
Read before using!

Read and follow all instructions and warnings before use. Save these instructions for future reference.

- Use this product only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.
- This product contains small items that could be a choking hazard if swallowed. Keep away from children.
- Make sure the desk or mounting surface can support the combined weight of the mount and the screens.
- Do not extend monitors behind the base.
- Never exceed the maximum load capacity.
- Minimum load capacity must be reached for each motion arm.
- Load capacity may vary depending on the type of installed monitor or accessory.
- There can be no more than two monitor arms in a monitor arm assembly.
- The motion arm is always the final arm in a monitor arm assembly; there can be no fixed arms after a motion arm is used.
- Current RisingEX configurations are limited to a maximum of three monitors.
- Hand tighten screws only. Do not use power tools.
- When connecting and routing monitor cables and power cords, make sure the cables and cords are long enough to accommodate the full range of motion of the monitor arms.
- Check joint parts every two months to make sure the screws have not loosened.
- This product is only compatible with Fellowes RisingEX monitor arm accessories.
- This product is intended for indoor use only.

Please review these instructions before beginning the installation. Check that all the components needed for installation were provided with your order. Refer to the illustrations for component identification and the table for component quantity for the model you are installing. Contact your supplier if any parts are missing. Do not discard the packaging until the product works to your satisfaction.

Components and tools



component: / model:	Ⓐ pole base	Ⓑ clamp assembly	Ⓒ rubber pad	Ⓓ cable clip	Ⓔ single stem	Ⓕ dual stem	Ⓖ fixed arm	Ⓗ motion arm	Ⓘ VESA mount	Ⓙ slider mount	Ⓚ VESA screws	Ⓛ Allen key	Ⓜ grommet bolt	Ⓝ grommet bracket	Ⓞ grommet bar	Ⓟ grommet knob
RisingEX1-F	1	1	1	2	1	0	1	0	1	0	4	1	1	1	1	1
RisingEX1-M	1	1	1	2	1	0	0	1	1	0	4	1	1	1	1	1
RisingEX1-MS	1	1	1	2	1	0	0	1	0	1	4	1	1	1	1	1
RisingEX1-FF	1	1	1	2	1	0	2	0	1	0	4	1	1	1	1	1
RisingEX1-FM	1	1	1	2	1	0	1	1	1	0	4	1	1	1	1	1
RisingEX2-F	1	1	1	2	0	1	2	0	2	0	8	1	1	1	1	1
RisingEX2-FS	1	1	1	2	0	1	2	0	0	2	8	1	1	1	1	1
RisingEX2-M	1	1	1	2	0	1	0	2	2	0	8	1	1	1	1	1
RisingEX2-MS	1	1	1	2	0	1	0	2	0	2	8	1	1	1	1	1
RisingEX2-FF	1	1	1	2	0	1	4	0	2	0	8	1	1	1	1	1
RisingEX2-FM	1	1	1	2	0	1	2	2	2	0	8	1	1	1	1	1
RisingEX2-FMS	1	1	1	2	0	1	2	2	0	2	8	1	1	1	1	1
RisingEX3-FF	1	1	1	2	1	1	4	0	3	0	12	1	1	1	1	1
RisingEX3-FMS	1	1	1	2	1	1	2	2	1	2	12	1	1	1	1	1

Note: *A polishing cloth is included with polished aluminum upgraded finishes.*

Additional tools required

- Phillips screwdriver

Model numbers

The model number for each of the 14 RisingEX models communicates essential information about the product: how many monitor arm assemblies, the specific type(s) of monitor arms in an assembly, and whether a VESA mount or slider mount is used. Having an understanding of the model numbers helps you to visualize the installation.

example: **RisingEX2–FMS**

number of monitor arm assemblies: 1, 2, or 3 RisingEX**2**–FMS

type of monitor arm(s): **F**=fixed and/or **M**=motion RisingEX2–**FM**S

S indicates slider mount; its absence indicates VESA mount RisingEX2–FM**S**

RisingEX2-FMS indicates two monitor arm assemblies, each consisting of a motion arm connected to a fixed arm, with a slider mount connected to the motion arms.

IMPORTANT: When a monitor arm assembly consists of two individual monitor arms, a fixed arm is always the first component attached to the single or dual stem.

Here are a few more model number examples:

RisingEX1–M — **RisingEX1-M** indicates one monitor arm assembly consisting of a motion arm with a VESA mount connected to it.

RisingEX2–FS — **RisingEX2-FS** indicates two monitor arm assemblies, each consisting of a fixed arm with a slider mount connected to it.

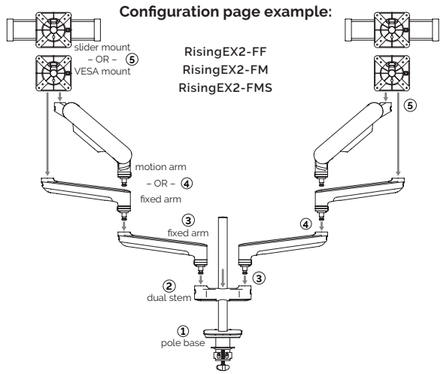
RisingEX3–FF — **RisingEX3-FF** indicates three monitor arm assemblies, consisting of two fixed-fixed arms with VESA mount, plus one VESA mount connected to a single stem. When three monitors are used, the third arm is always a VESA mount connected to a single stem. This is true even with Rising3-FMS when the other two assemblies are topped with a slider mount.

Configuration pages

The configurations shown on the following pages show the basic assembly of the major components for each of the 14 RisingEX models. The illustrations are designed to assist you when following the detailed assembly steps that begin on page 10. Before beginning the assembly, always refer to the configuration page for the model number you are installing.

models	page number
RisingEX1-F RisingEX1-M RisingEX1-MS	5
RisingEX1-FF RisingEX1-FM	6
RisingEX2-F RisingEX2-FS RisingEX2-M RisingEX2-MS	7
RisingEX2-FF RisingEX2-FM RisingEX2-FMS	8
RisingEX3-FF RisngEX3-FMS	9

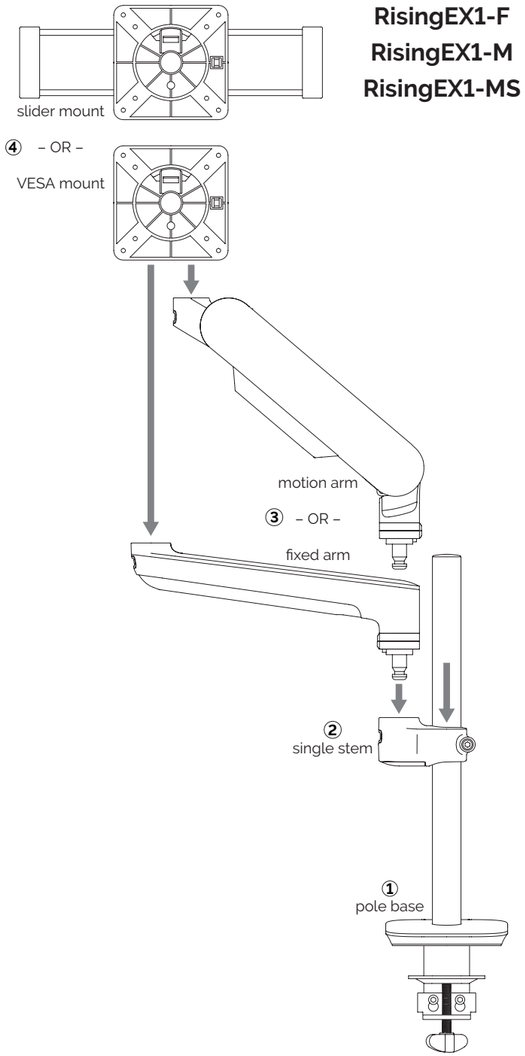
Configuration page example:



Assembly steps

The assembly steps beginning on page 10 show the details of component assembly and also cover intermediate steps. These include procedures for applying a rubber pad to the pole base, attaching VESA plates to monitors, organizing cables and power cords, and making adjustments.

The assembly steps are general instructions that can be applied to each of the 14 specific models. For example, most of the illustrations show VESA mounts. The same procedures apply to slider mounts, as well. Similarly, when a fixed-motion monitor arm assembly is shown, the same principles apply to fixed-fixed arm assemblies or to single arm assemblies. The key is to refer to the configuration page for the specific model being installed.



RisingEX1-F
RisingEX1-M
RisingEX1-MS

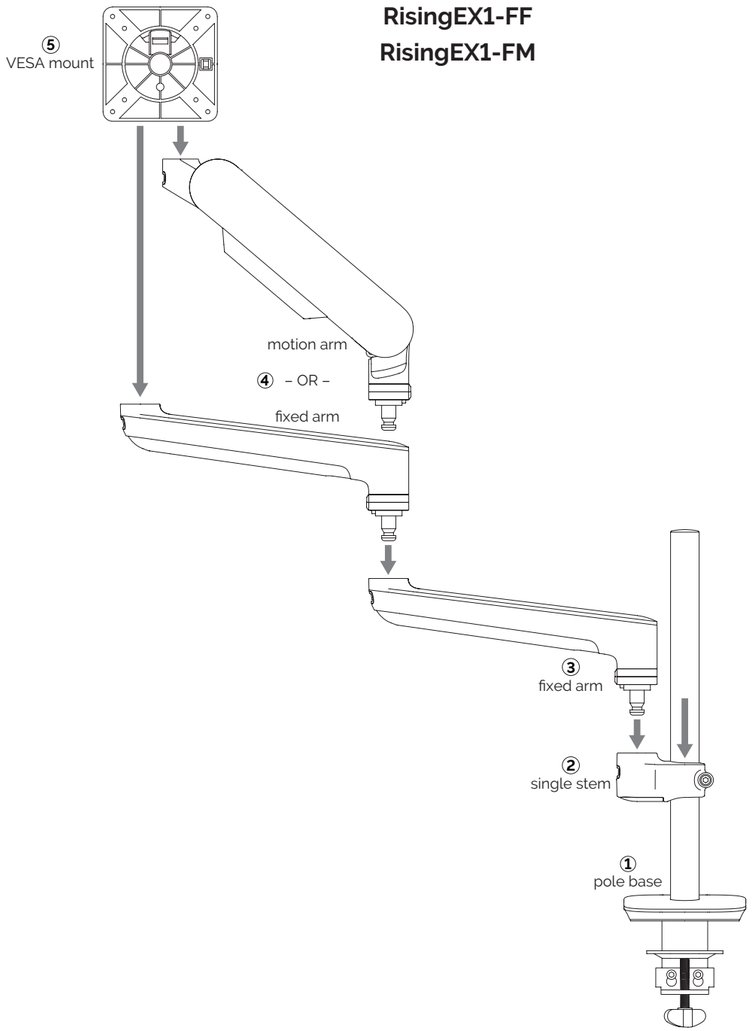
Component assembly

1. Clamp or grommet mount the pole base to the worksurface.

2. Secure the single stem to the pole.

3. Attach the fixed arm (**EX1-F**) or motion arm (**EX1-M** and **EX1-MS**) to the single stem.

4. Attach the VESA mount (**EX1-F** and **EX1-M**) or slider mount (**EX1-MS**) to the motion or fixed arm.



Component assembly

1. Clamp or grommet mount the pole base to the worksurface.

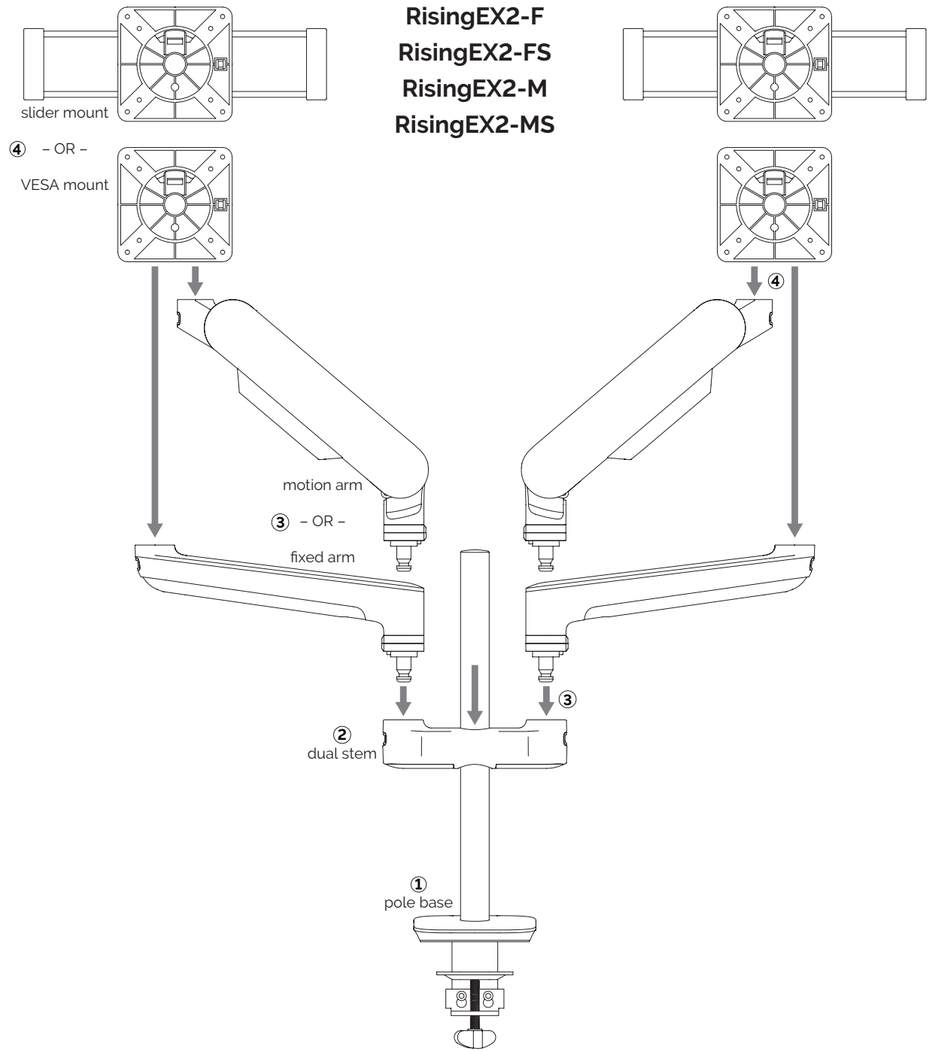
2. Secure the single stem to the pole.

3. Attach the fixed arm to the single stem.

4. Attach the fixed arm (**EX1-FF**) or motion arm (**EX1-FM**) to the installed fixed arm.

5. Attach the VESA mount to the motion or fixed arm.

NOTE: With certain color options of **FF** configurations, such as black and copper, be sure to install the correct color RotationStop™ to the matching stem or fixed arm. With black and copper, for example, the black RotationStop matches the stem and the copper RotationStop matches the fixed arm.



Component assembly

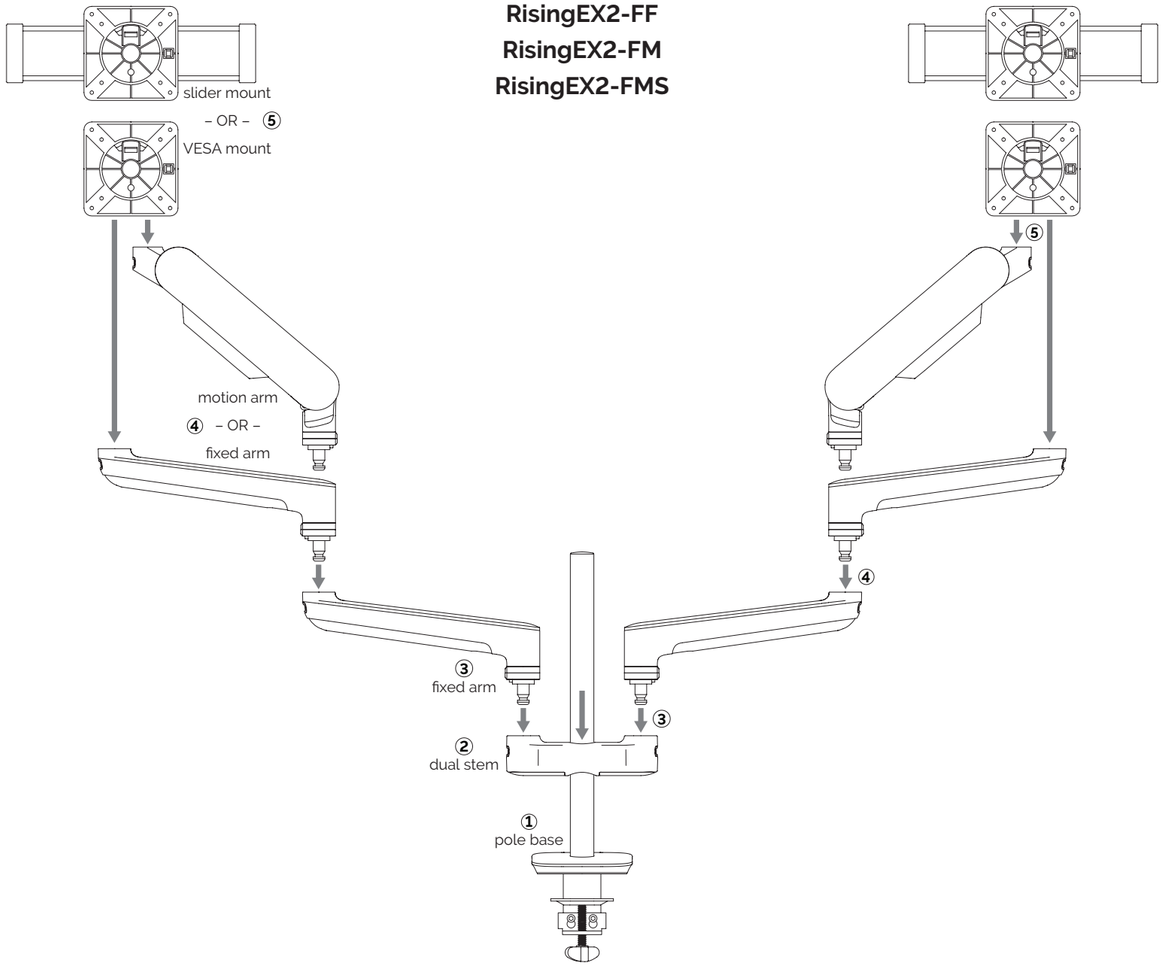
1. Clamp or grommet mount the pole base to the worksurface.

2. Secure the dual stem to the pole.

3. Attach fixed arms (**EX2-F** and **EX2-FS**) or motion arms (**EX2-M** and **EX2-MS**) to the dual stem.

4. Attach the VESA mounts (**EX2-F** and **EX2-M**) or slider mounts (**EX2-FS** and **EX2-MS**) to the motion or fixed arms.

RisingEX2-FF
RisingEX2-FM
RisingEX2-FMS



Component assembly

1. Clamp or grommet mount the pole base to the worksurface.

2. Secure the dual stem to the pole.

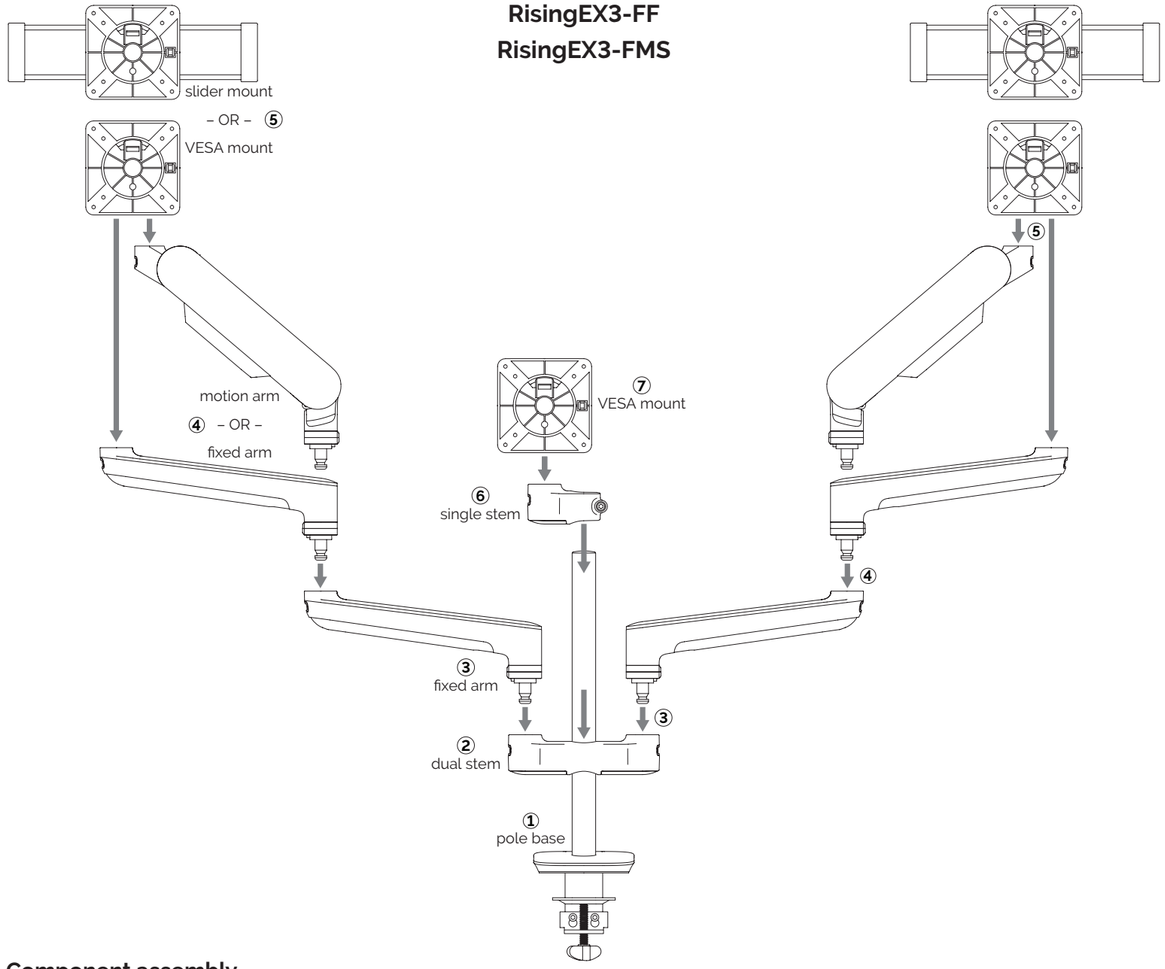
3. Attach fixed arms to the dual stem.

4. Attach fixed arms (**EX2-FF**) or motion arms (**EX2-FM** and **EX2-FMS**) to the installed fixed arms.

5. Attach the VESA mounts (**EX2-FF** and **EX2-FM**) or slider mounts (**EX2-FMS**) to the motion or fixed arms.

NOTE: With certain color options of **FF** configurations, such as black and copper, be sure to install the correct color RotationStop™ to the matching stem or fixed arm. With black and copper, for example, the black RotationStop matches the stem and the copper RotationStop matches the fixed arm.

RisingEX3-FF
RisingEX3-FMS



Component assembly

1. Clamp or grommet mount the pole base to the worksurface.

2. Secure the dual stem to the pole.

3. Attach fixed arms to the dual stem.

4. Attach fixed arms (**EX3-FF**) or motion arms (**EX3-FMS**) to the installed fixed arms.

5. Attach the VESA mounts (**EX3-FF**) or slider mounts (**EX3-FMS**) to the motion or fixed arms.

6. Secure the single stem to the pole.

7. Attach the VESA mount to the single stem.

NOTE: With certain color options of **FF** configurations, such as black and copper, be sure to install the correct color RotationStop™ to the matching stem or fixed arm. With black and copper, for example, the black RotationStop matches the stem and the copper RotationStop matches the fixed arm.

If using the *standard clamp method* to mount the base:

- Start with Steps #1 through #3, then go to Step #7.

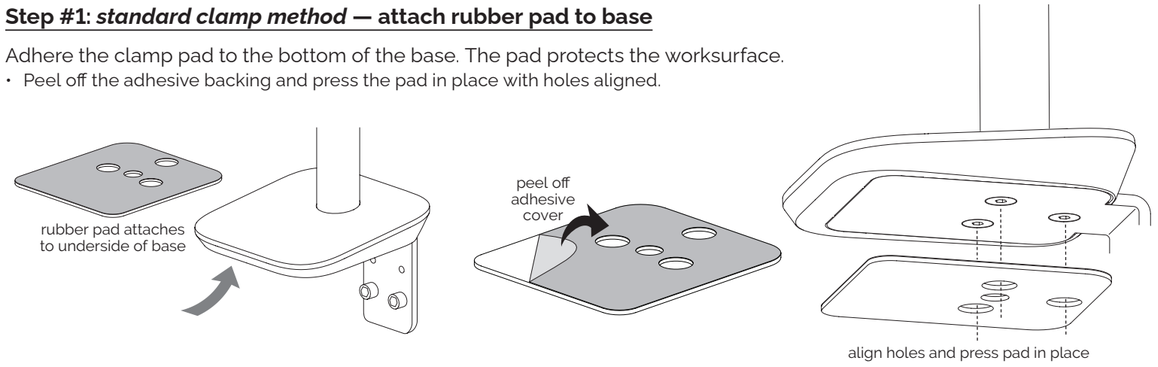
If using the *optional grommet method* to mount the base:

- Start with Step #4 and proceed sequentially.

Step #1: *standard clamp method* — attach rubber pad to base

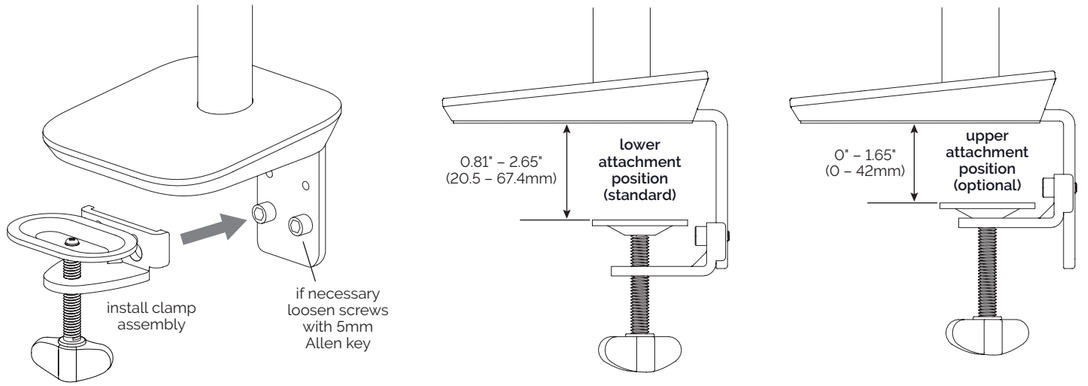
Adhere the clamp pad to the bottom of the base. The pad protects the worksurface.

- Peel off the adhesive backing and press the pad in place with holes aligned.



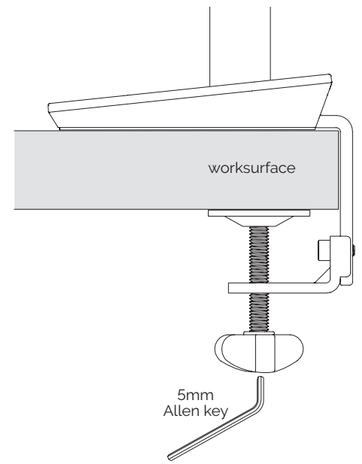
Step #2: *standard clamp method* — attach clamp assembly to clamp assembly bracket

- If using the **standard lower** attachment position, attach the clamp assembly to the screws in the lower two holes..
  - — Slide the large portion of the keyhole over the screws, then pull the clamp assembly down so that the narrow portion can be secured when tightening the screws.
  - — Loosen the screws with the 5mm Allen key if necessary to fit the narrow portion over them.
  - — Tighten the screws with the 5mm Allen key.
- If using the **optional upper** attachment position (required with worksurfaces less than 0.81" thick), move the screws to the upper two holes and follow the steps above.



Step #3: *standard clamp method* — clamp base to worksurface

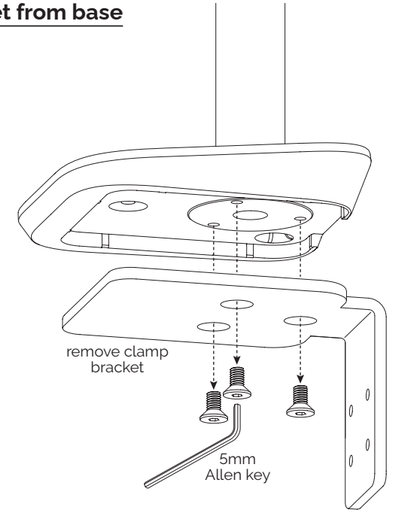
- Loosen the clamp sufficiently to slide it easily onto the worksurface.
- Clamp the assembly to the worksurface in the desired position. Be sure to tighten the clamp securely.
- The 5mm Allen key fits into the bottom of the clamp knob and may be used to further tighten the clamp, if necessary.



go to step #7 on page 13

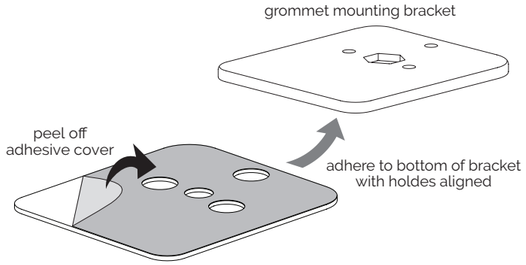
Step #4: *optional grommet method* — remove clamp assembly bracket from base

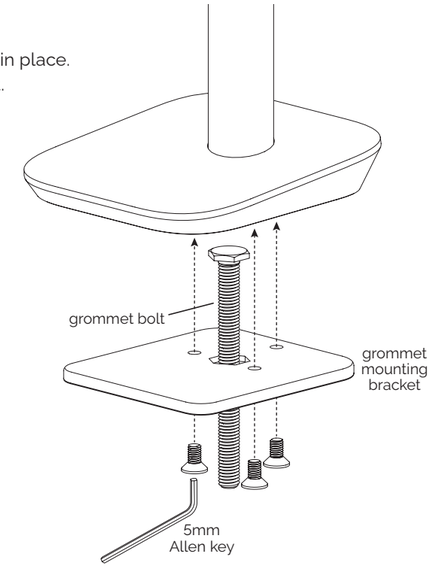
- Use the 5mm Allen key to remove the screws securing the clamp assembly bracket.
  - — Save the screws to attach the grommet mounting bracket (step #5).



Step #5: *optional grommet method* — attach grommet mounting bracket and rubber pad to base

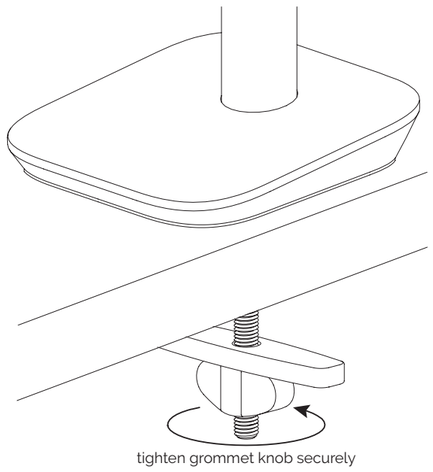
- Attach the rubber pad to the bottom of the grommet mounting bracket. The pad protects the worksurface.
  - — Peel the backing from the adhesive side of the clamp pad.
  - — Align the pad with the holes and edges of the mounting bracket and press firmly in place.
- Insert the grommet bolt into the hexagonal hole on the grommet mounting bracket.
  - — Be sure the hexagonal head of the bolt fits flush into the hole.
- Attach the plate to the base with the three bracket screws.
  - — Use the 5mm Allen key to tighten the screws securely.

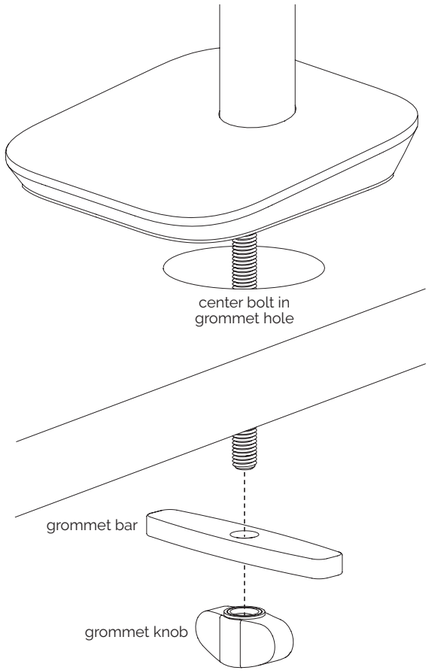




Step #6: *optional grommet method* — install base assembly

- Place the base assembly over the grommet hole with the bolt centered.
  - — Worksurface thickness must be between ⅜" and 3".
- Secure the base assembly as illustrated.
  - — Place the grommet bar over the grommet bolt.
  - — Screw the grommet knob onto the grommet bolt and tighten. The grommet bar must be tight against the worksurface to hold the base assembly in place.

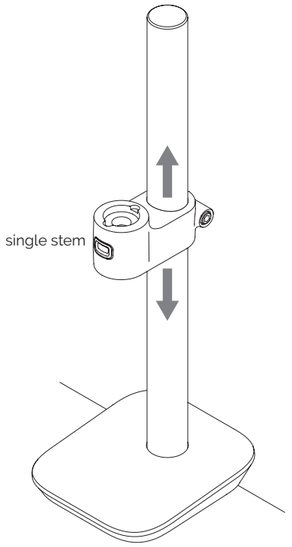


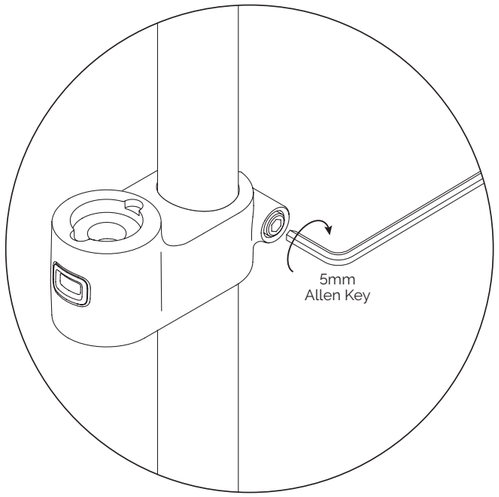


Step #7: attach single stem or dual stem to pole

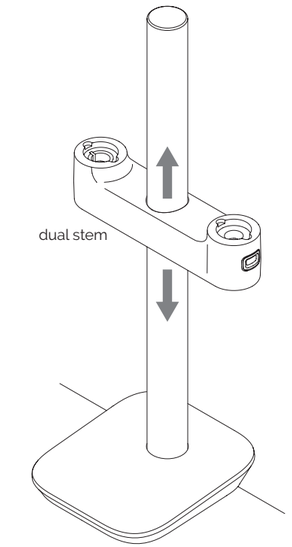
- Attach the single stem to the pole with all **EX1** models.
  - — To secure the stem at the desired height, tighten the socket screw using the 5mm Allen key.
- Attach the dual stem to the pole with all **EX2** and **EX3** models.
  - — Remove the screw cover and secure the dual stem by tightening the two socket screws using the 5mm Allen key.
  - — Re-install the screw cover.
- Stem height may easily be adjusted before installing the monitors.

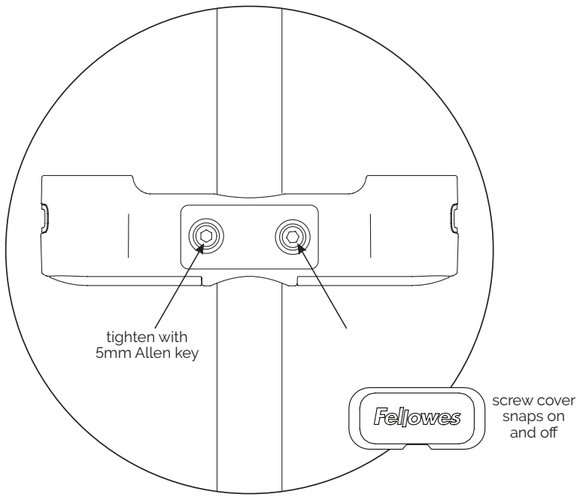
RisingEX1-F
RisingEX1-M
RisingEX1-MS
RisingEX1-FF
RisingEX1-FM





RisingEX2-F
RisingEX2-FS
RisingEX2-M
RisingEX2-MS
RisingEX2-FF
RisingEX2-FM
RisingEX2-FMS
RisingEX3-FF
RisingEX3-FMS

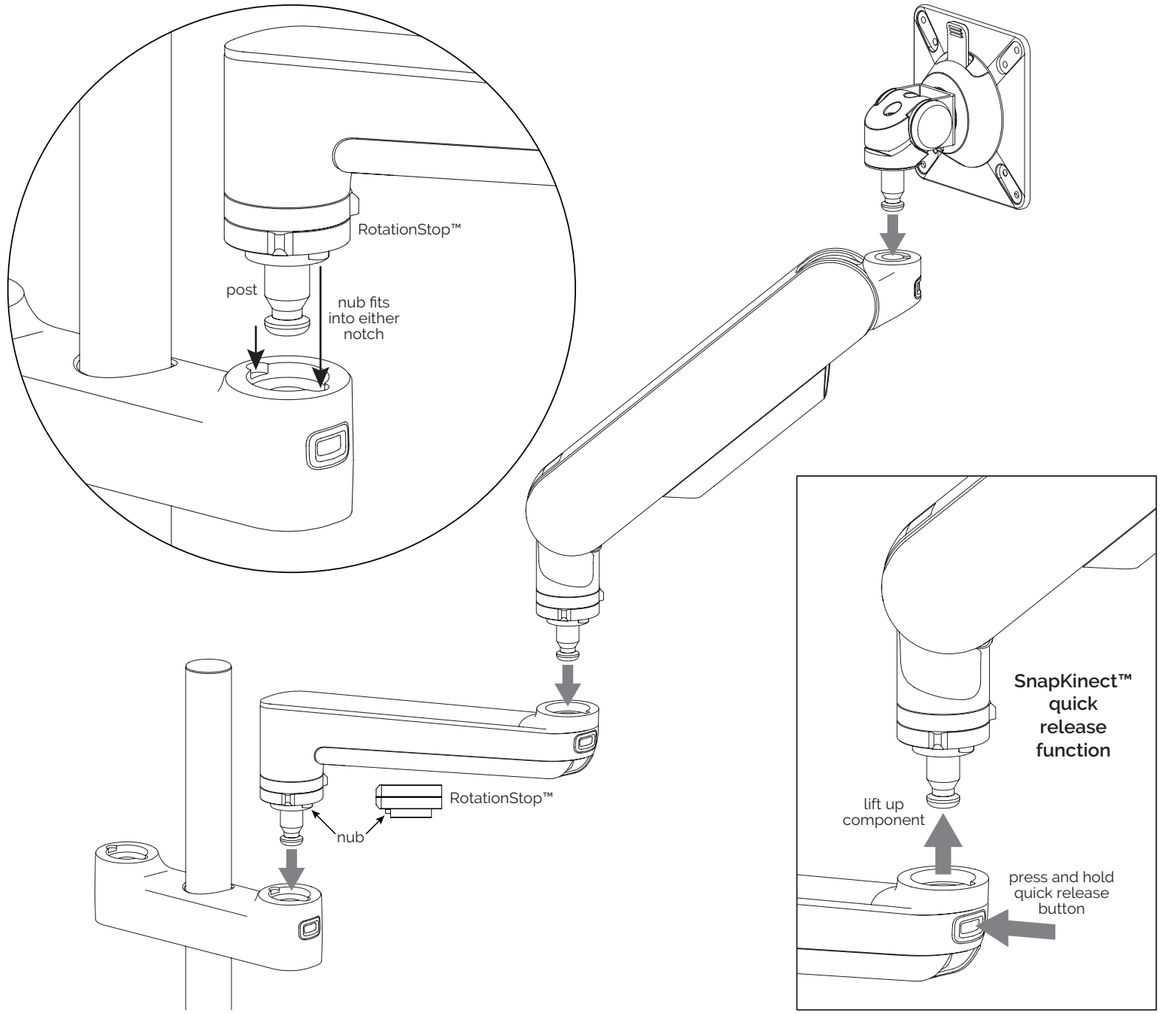




Step #8: attach monitor arms and VESA mount(s) or slider mount(s)

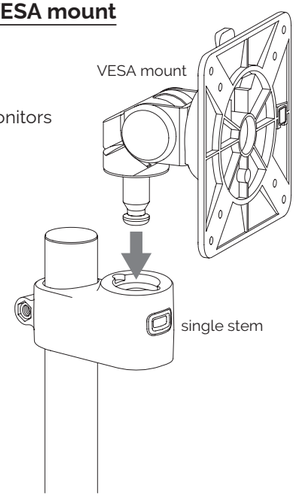
Refer to the configuration page for the model you are installing. The configuration page shows the specific components that are assembled, as well as their order of assembly.

- The SnapKinect™ feature allows you to simply push the posts on the components into the openings until they snap securely into place.
- The bottom of each monitor arm includes RotationStop™, which has a nub that fits into one of the two notches on the single or dual stem, as well as the single nub on a fixed arm.
  - The nub may fit into either of the two notches on the single or dual stem.
  - **IMPORTANT:** The nub must fit into one of the notches in order to securely attach the arms.
  - VESA mounts and slider mounts do not include the RotationStop.
- **SnapKinect quick release:** To remove an installed monitor arm or VESA/slider mount, press and hold the SnapKinect quick release button and lift up the component.



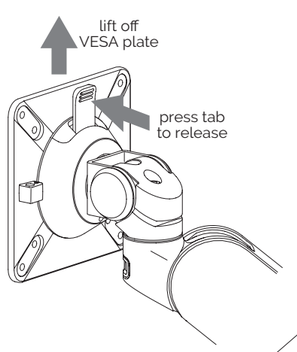
Step #9: models RisingEX3-FF and 3-FMS only — attach single stem and VESA mount

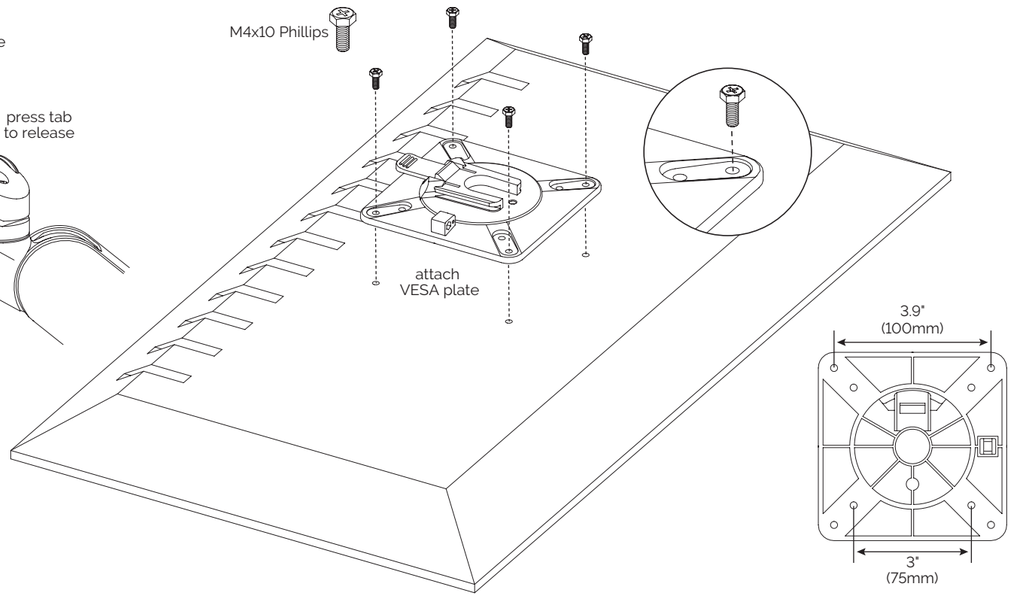
- Attach the single stem near the top of the pole.
  - Tighten the socket screw using the 5mm Allen key.
- Push the post on the VESA mount into the opening on the stem until it securely fits.
- Adjust the height of the stem as necessary so that the user will be able to align the side monitors with the center monitor, if desired.



Step #10: attach VESA plate(s) to monitor(s)

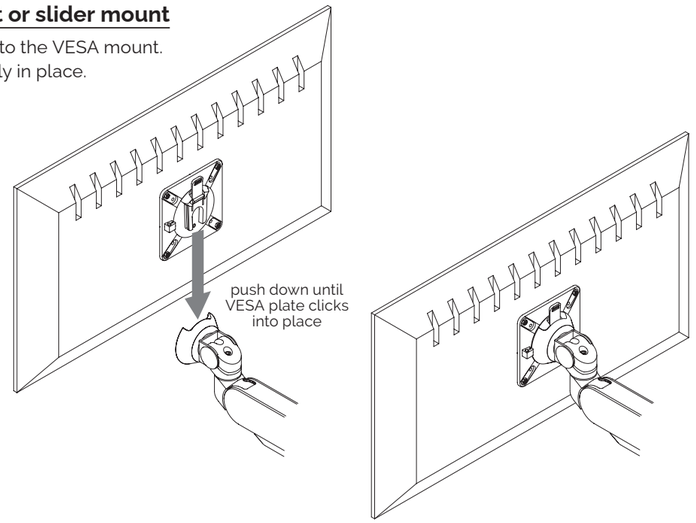
- Remove the VESA plate from the VESA mount or slider mount by pushing on the tab and lifting the plate.
- Place the monitor face down on a flat surface. Align the VESA plate holes with the holes on the back of the monitor.
  - There are two sets of four holes on the VESA plate. One set has holes 3.9" (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. Use a Phillips screwdriver to install the screws.





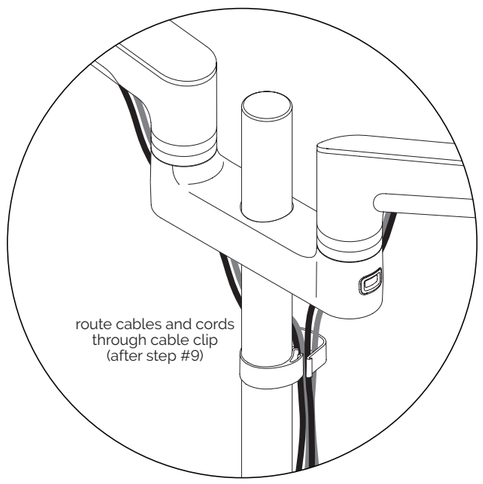
Step #11: attach monitor to VESA mount or slider mount

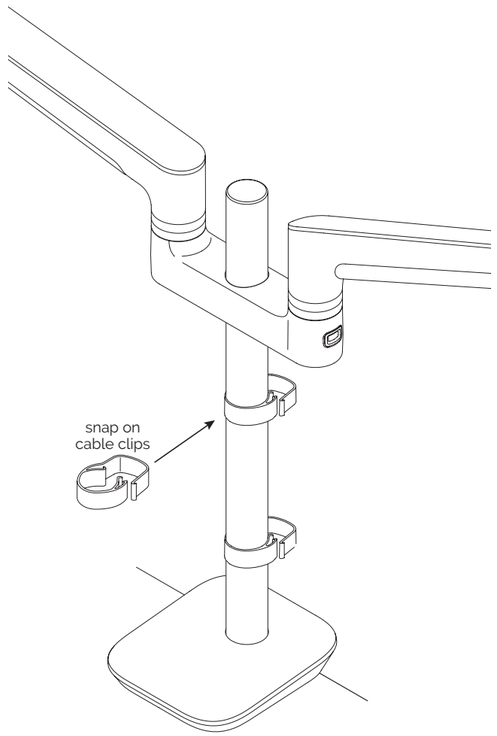
- Slide the VESA plate (with monitor attached) onto the VESA mount.
  — Push down until the VESA plate clicks securely in place.



Step #12: attach cable clip(s) to pole

- Snap the cable clip(s) onto the mounting pole between the single or dual stem and the mounting base.
  — **CAUTION:** Be careful not to pinch your fingers when installing the cable clips.
- With models **EX3-FF** and **EX3-FMS**, install one cable clip between the single stem and dual stem, and the other cable clip between the dual stem and base.
- After capturing the cables/cords with the cable covers (see step #13), route the cables and cords through the opening in the cable clip(s).



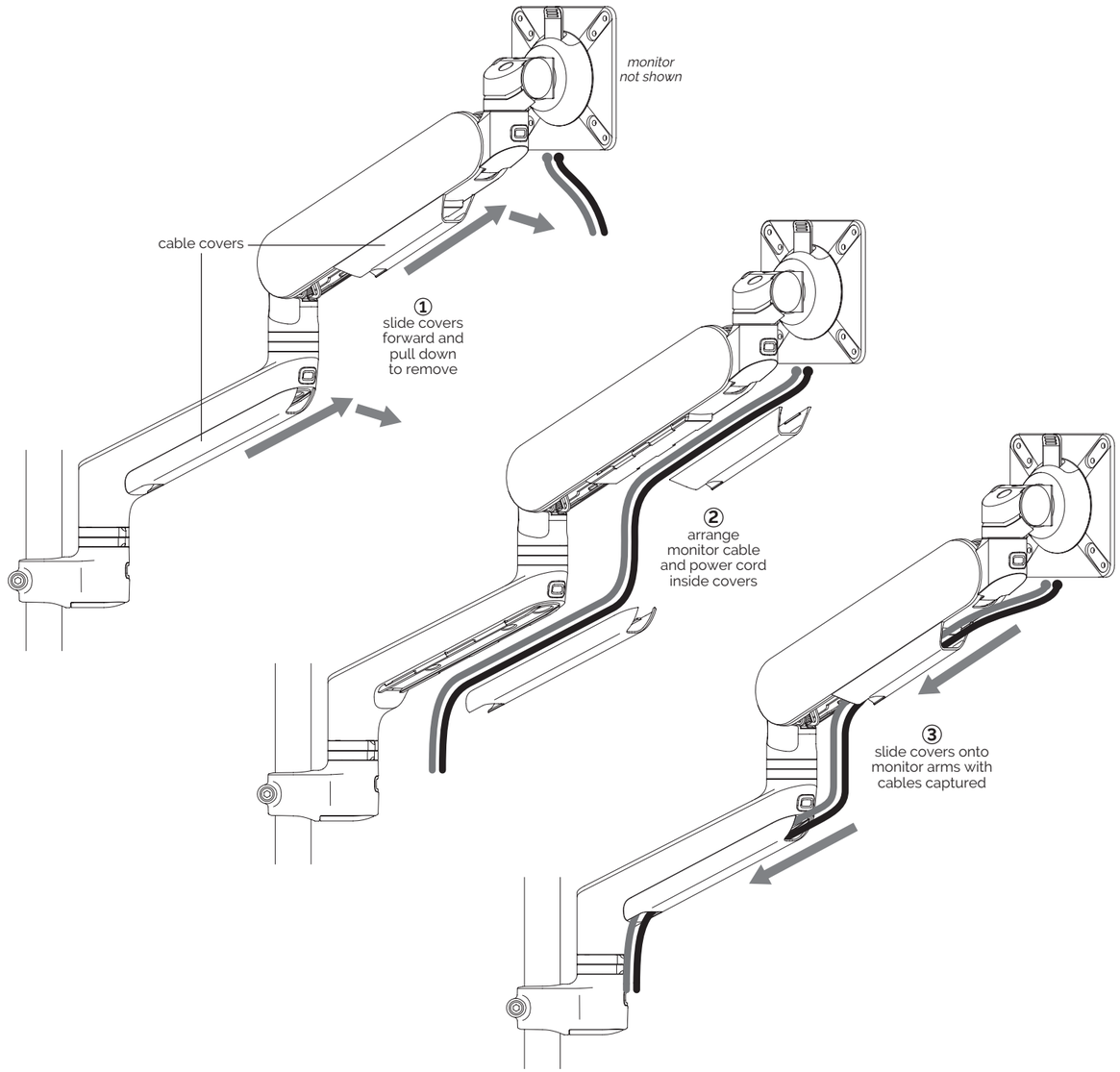


Step #13: capture monitor cable(s) and power cord(s)

1. Remove the cable covers from the motion arm and fixed arm.
   — Slide the covers forward and pull downward.
2. Arrange the cable and cord inside the covers.
3. Slide the covers back onto the monitor arms with the cables captured.

Further organize the cables and cords by snapping the cables into the cable clips, as described in the previous step.

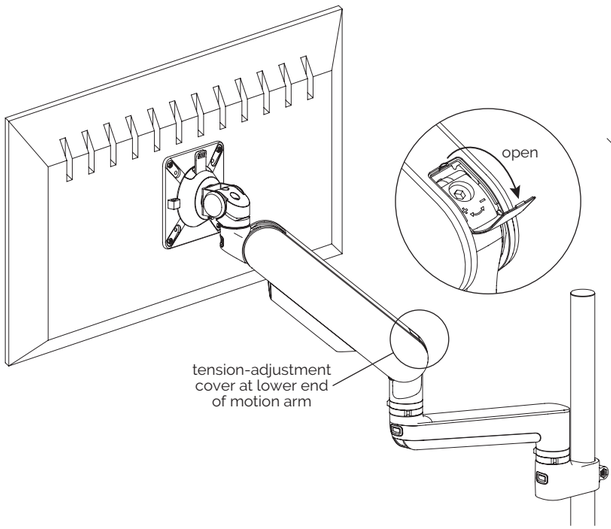
IMPORTANT: After connecting the monitor cable and power cord, check that they are long enough to accommodate the full range of motion of the monitor arms.

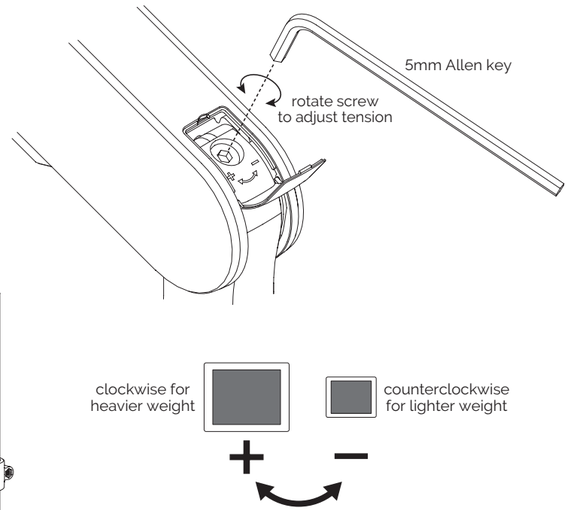


Step #14: *motion arms only* — adjust for monitor weight, if necessary

The motion arm should raise and lower with moderate force, and then hold its position. To adjust for monitor weight:

- Flip up the tension-adjustment cover at the lower end of the motion arm to access the adjustment screw.
- Use the 5mm Allen key to loosen or tighten the socket screw.
  - — To increase the weight resistance of the motion arm (larger, heavier monitors), tighten the screw by turning it clockwise.
  - — To reduce the weight resistance of the motion arm (smaller, lighter monitors), loosen the screw by turning it counterclockwise.

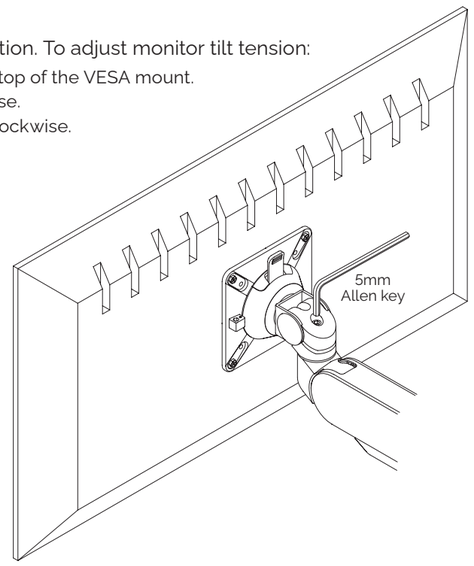




Step #15: adjust monitor tilt tension, if necessary

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

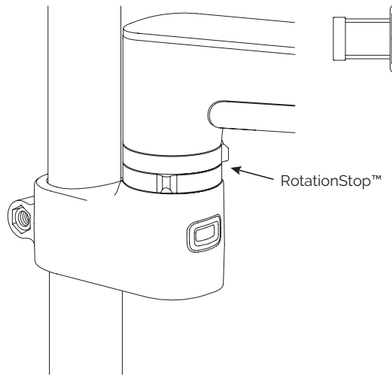
- Use the 5mm Allen key to loosen or tighten the socket screw on top of the VESA mount.
  - — To increase the tension, tighten the screw by turning it clockwise.
  - — To reduce the tension, loosen the screw by turning it counterclockwise.

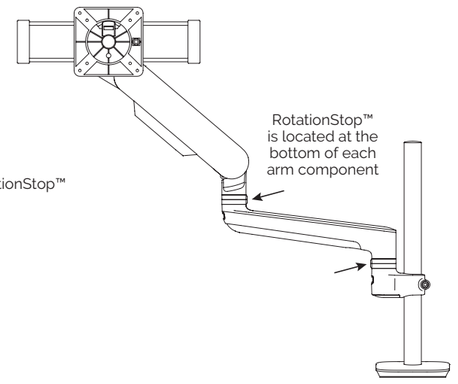


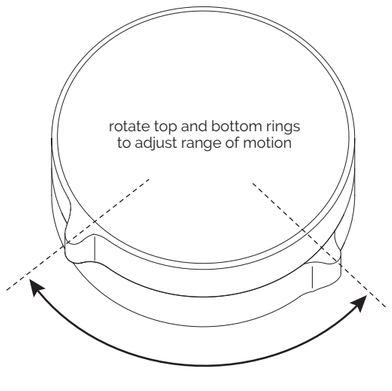
Step #16: set range of rotation for monitor arms

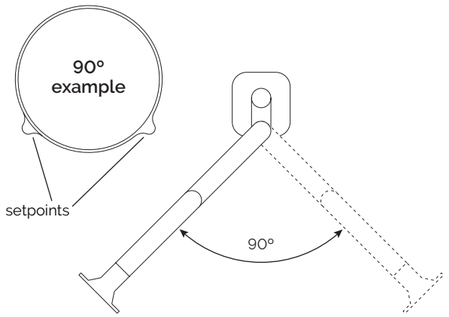
- Set the range of rotation using the RotationStop™, which is located at the bottom of each individual monitor arm .
  - — The RotationStop consists of two rings. The rings rotate independently.
  - — Setpoints are indicated by the protrusions on each ring.
  - — Monitor arms will only be able to rotate between the points set by the top and bottom rings.
- Setpoints may be repositioned at any time by the user.
- For no restrictions on monitor arm rotation, align the setpoints on the top and bottom rings.

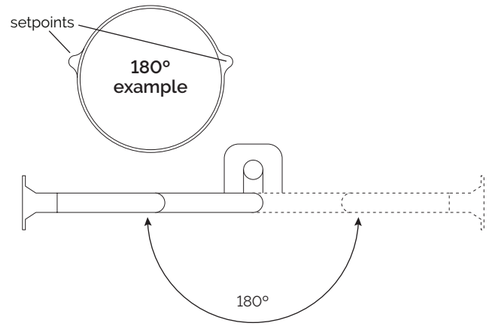
CAUTION: Monitors must not be positioned behind the base.

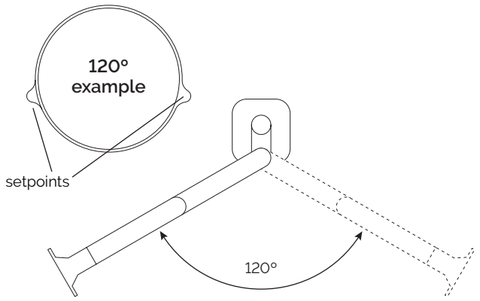


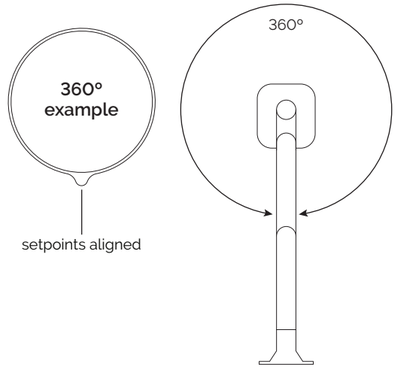






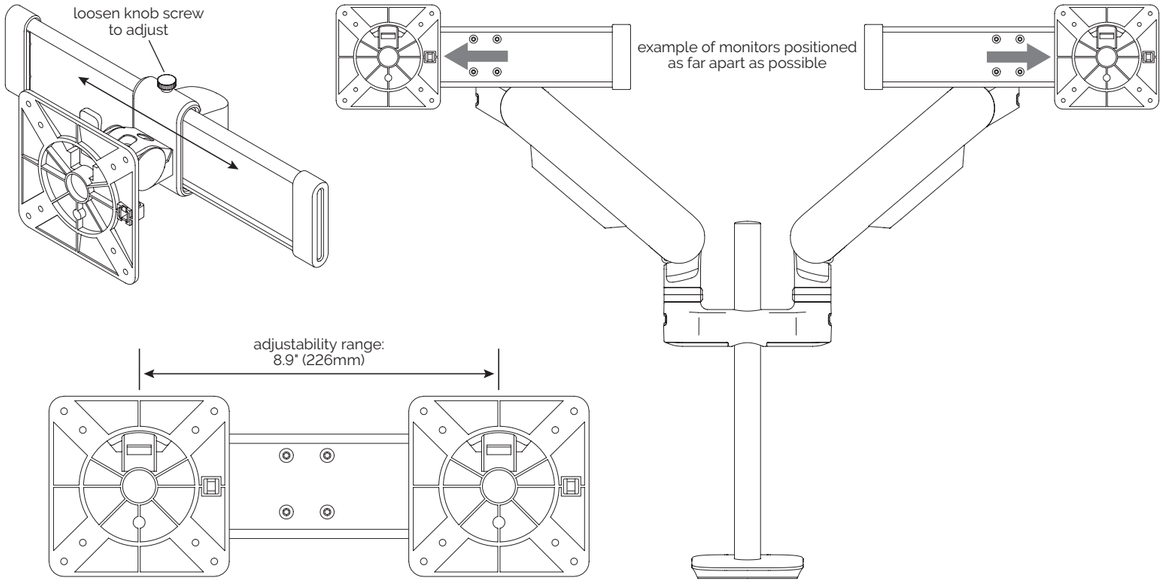






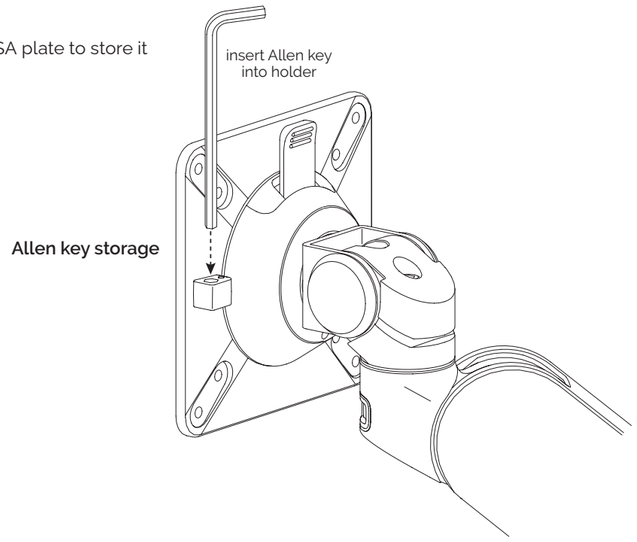
Step #17: *slider mounts only* — adjust side-to-side position of monitor, as desired

- To move the monitor from side-to-side, first loosen the knob screw on top of the slider mount.
- Slide the monitor along the slider bar.
  — Re-tighten the set screw when the monitor is positioned where desired.



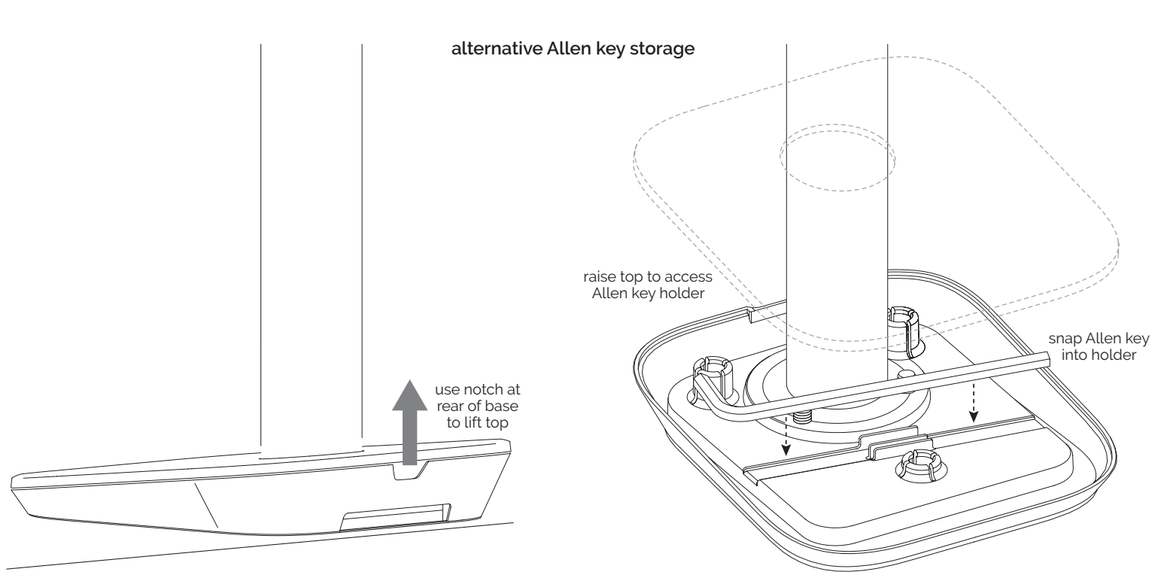
Step #18a: store Allen key behind VESA plate

- Insert the 5mm Allen key into the holder attached to the VESA plate to store it for future adjustments.



Step #18b: *alternative* — store Allen key in base

- Use the notch at the rear of the base to lift the top off just enough to access the Allen key holder
- Snap the Allen key into the holder, as shown.
- Press the top back onto the base.



Notes

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