EPPA2-KIT
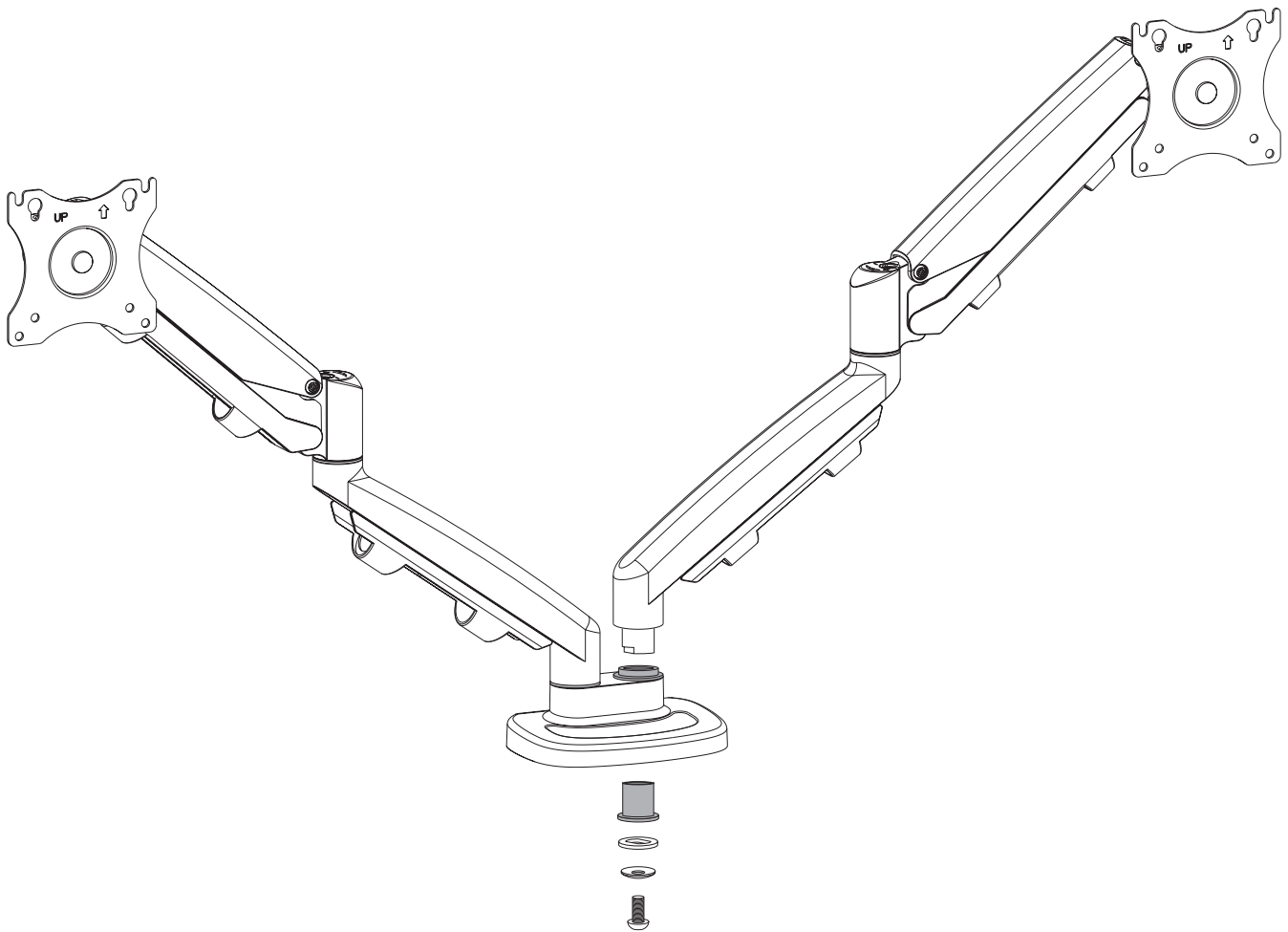## DUAL MONITOR ARM CONVERSION

Model EPPA2-KIT-XXX
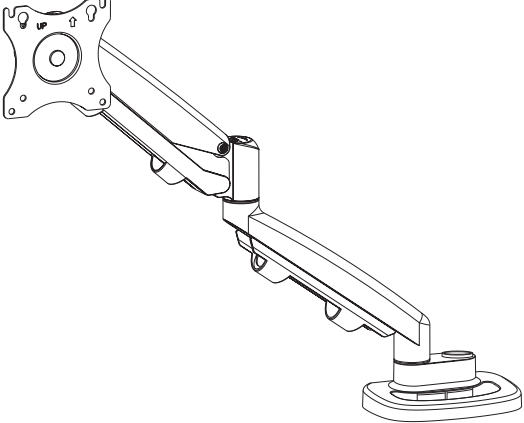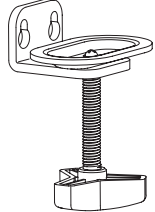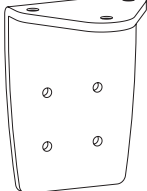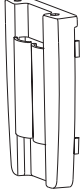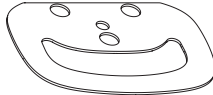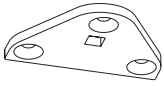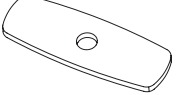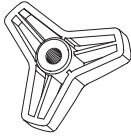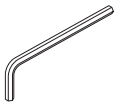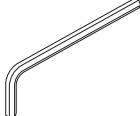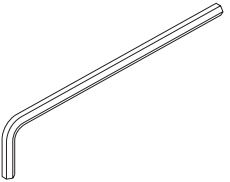
EPPA2-KIT Rev A 10/17

ASSEMBLY AND ADJUSTMENT

PLEASE REVIEW these instructions before beginning the assembly and adjustment procedures. Check that all the parts and tools listed below were provided with your order. Contact your supplier if any materials are missing. Do not discard the packaging until content that the product operates to your satisfaction.

PARTS AND TOOLS PROVIDED

Base and Monitor Arm Assembly (1)		Clamp (1)	Clamp L-Bracket (1)	Plastic Cap (1)
		Clamp Pad (1)	Grommet Mount Plate (1)	Grommet Bar (1)
Grommet Bolt (1) M8x104	Grommet Knob (1)	4mm Allen Key (1)	5mm Allen Key (1)	6mm Allen Key (1)
Flat Head Screw (3) M6x12	Socket Cap Screw (2) M6x10	Monitor Screw (8) M4x12	Monitor Screw (8) M5x12	Monitor Screw Washer (8) D5

CAUTION: Hand-tighten screws only.

ADDITIONAL TOOLS REQUIRED

• Phillips screwdriver

Disconnect and Remove the Monitor from EPAA Single Arm System

The monitor arm and its base components are reused when converting to a dual arm system. The first step in this process is removing the monitor from the monitor arm.

Remove Cable Covers

The cable covers on the underside of the monitor arm must be removed before removing the monitor.

• Slightly pull apart the ends of the upper cable cover to remove it from mounting holes on the monitor arm.

• Slide the lower cable cover up toward the monitor to remove it. Do not attempt to snap it off.

• Unplug the monitor cable and power cord.
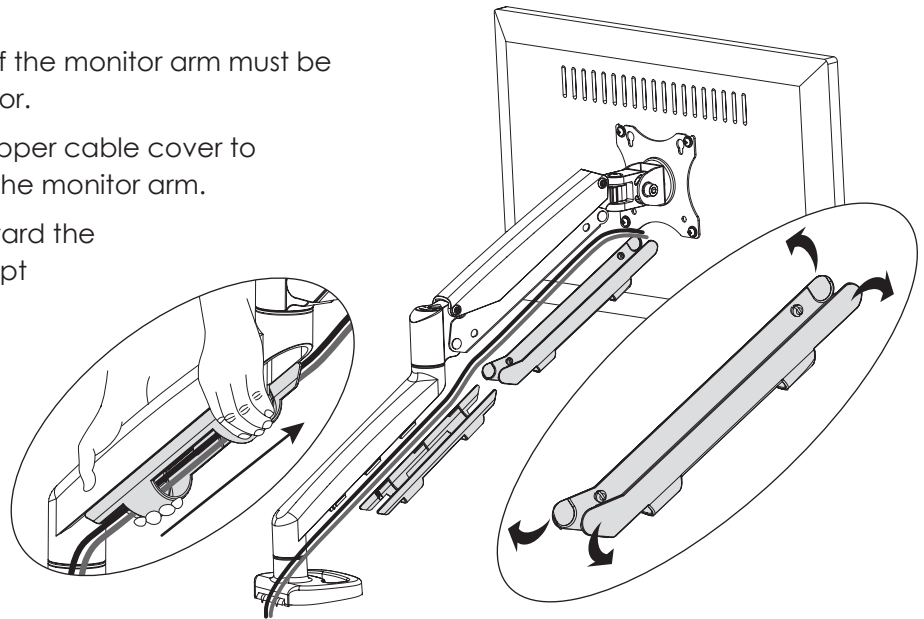
Remove Monitor

• Remove the bottom two screws securing the monitor to the VESA mount.

• While supporting the monitor, loosen but do not remove the top two screws.

• Lift off the monitor and place it face down on a soft, flat surface.

NOTE: If the inner holes on the VESA mount were used to attach the monitor, after loosening the top two screws, lift the monitor and pull the screws through the large part of the keyhole opening.

Loosen Screws

Lift Off Monitor

M4x12 or M5x12

D5
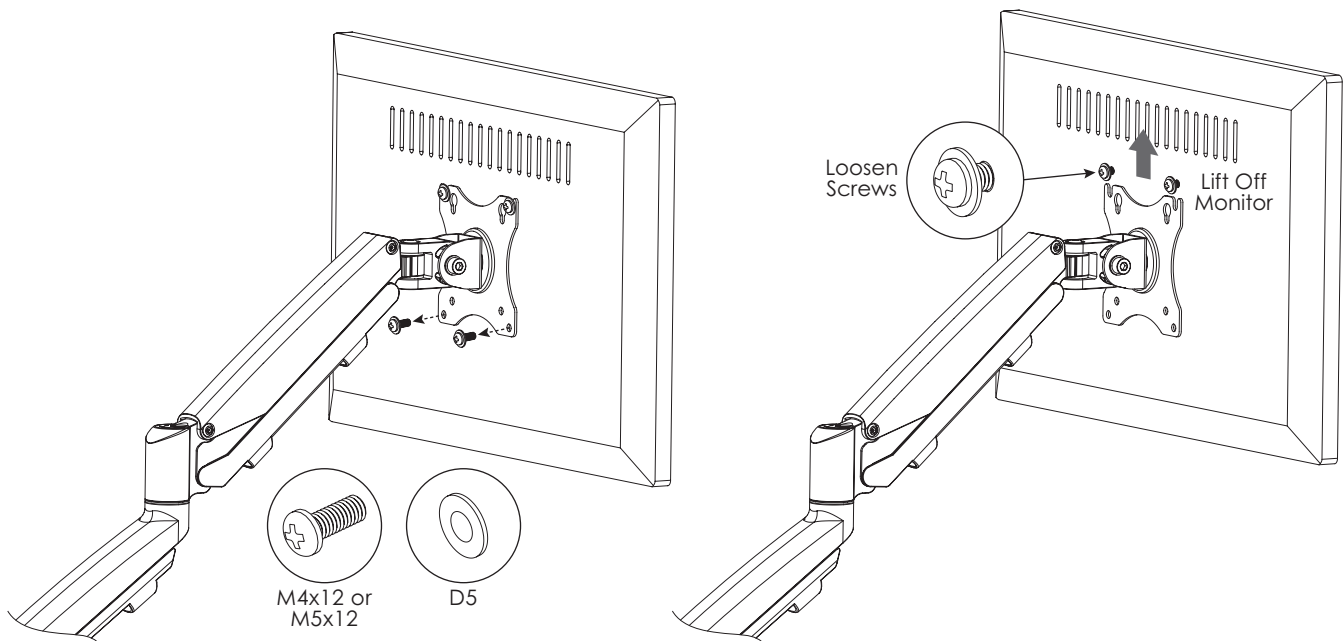
Remove and Disassemble the Single Arm Base Assembly

The base assembly must be removed and disassembled in order to remove the monitor arm. Follow the procedures below for the particular method used to attach the base to the worksurface.

IMPORTANT: Recycle the single arm base assembly. Contact ESI Customer Service at 1-800-833-3746.

Clamp Method

1. Turn the knob to loosen the clamp. Remove the base assembly from the worksurface.

2. Remove the clamp from the clamp L-bracket using the 5mm Allen key.

3. Peel the clamp pad from the base and L-bracket.

4. Remove the clamp L-bracket from the underside of the base using the 4mm Allen key.
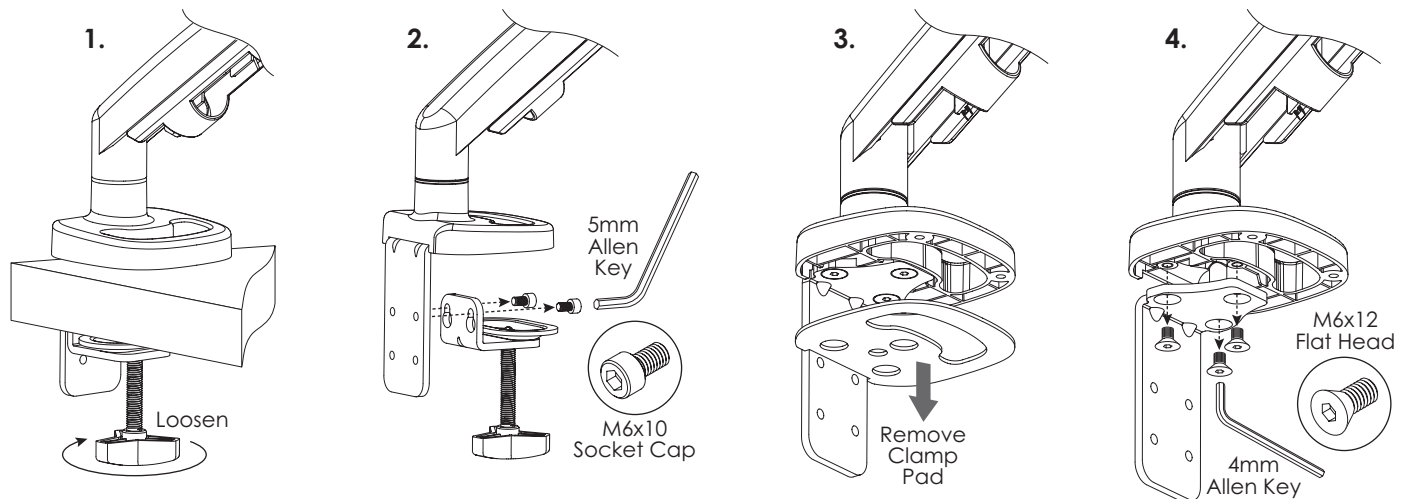
Grommet Method

• Unscrew the grommet knob and remove the grommet bar.

• Remove the base assembly from the worksurface.
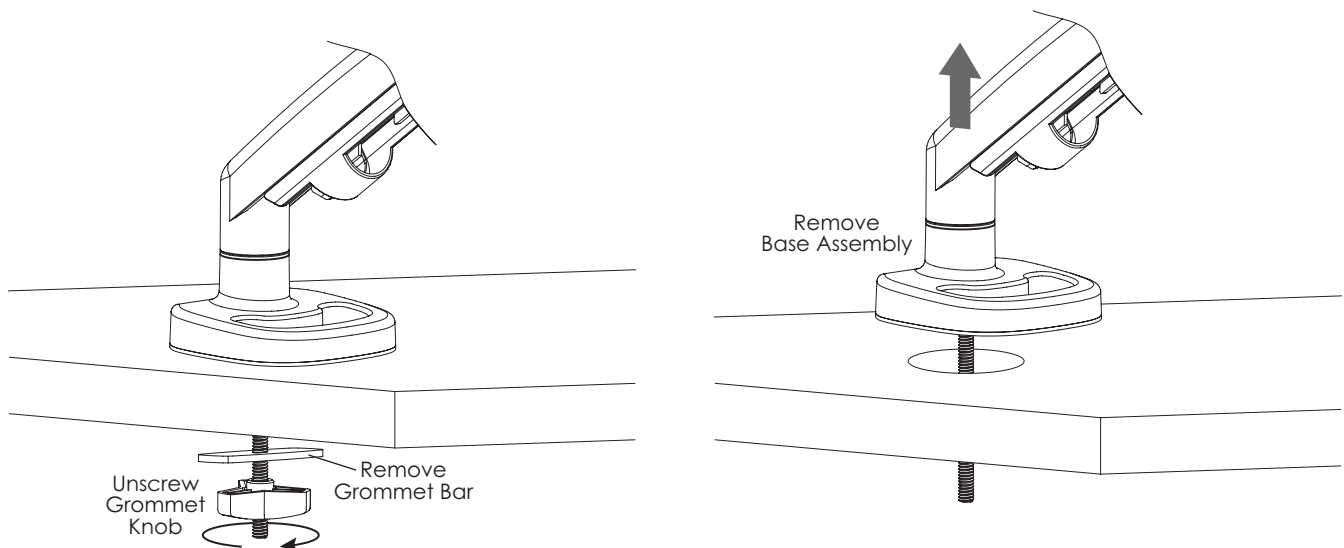
Grommet Method (continued)

1. Peel the clamp pad from the base and grommet mount plate.

2. Remove the grommet mount plate and grommet bolt. Use the 4mm Allen key to remove the three M6x12 flat head screws.

1.

2.

Grommet
Mount
Plate

M6x12
Flat Head

4mm
Allen Key
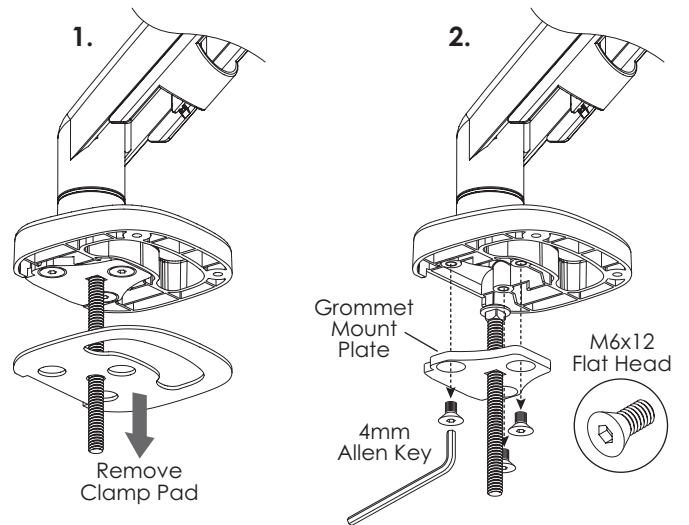
Remove
Clamp Pad

Remove the Monitor Arm and Other Components from the Single Arm Base Assembly

• From the bottom of the base assembly, use the 6mm Allen key to remove the socket head screw that holds the monitor arm in place.

— Save the screw and washer for re-use.

• Remove the monitor arm from the base assembly.

• Remove the other base assembly components shown below and save for re-use.

Save for Re-Use:

Top Bushing

Bottom Bushing

Shaft Washer

Curved Washer

M7x16
Socket Head
Screw
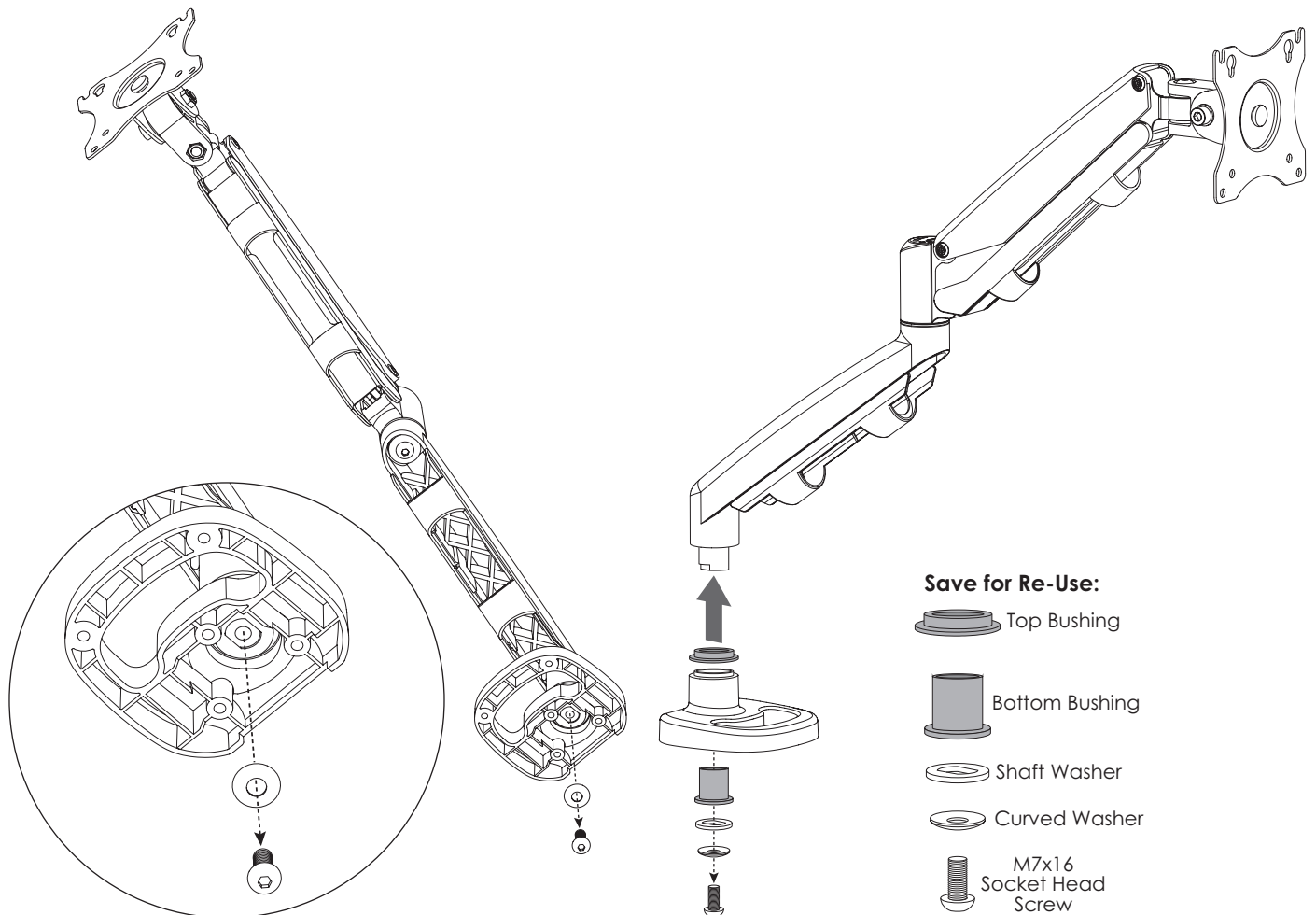
Install the Monitor Arm and Other Components onto the Dual Arm Base Assembly

• At the top of the dual arm base assembly, place the top bushing onto the protruding rim. Then insert the monitor arm that you removed from the single arm base assembly.

• From the bottom of the base assembly, install the bottom bushing. If necessary, tap it down so that the monitor arm stem protrudes slightly from the bushing.

• Fit the shaft washer over the stem, aligning the flat sides of the washer with the flat sides of the stem.

• Fit the curved washer over the socket head screw with its outer curve against the screw head. The concave side of the washer will be against the shaft washer.

• Use the 6mm Allen key to fasten the socket head screw into the monitor arm stem.

— Securely tighten the screw.

• Check that the monitor arm can rotate without difficulty. If it cannot, check that you have installed all re-used components correctly.

Parts to Re-Use:

Top Bushing

Bottom Bushing

Shaft Washer

Curved Washer

M7x16 Socket Head Screw

Dual Arm Base Assembly
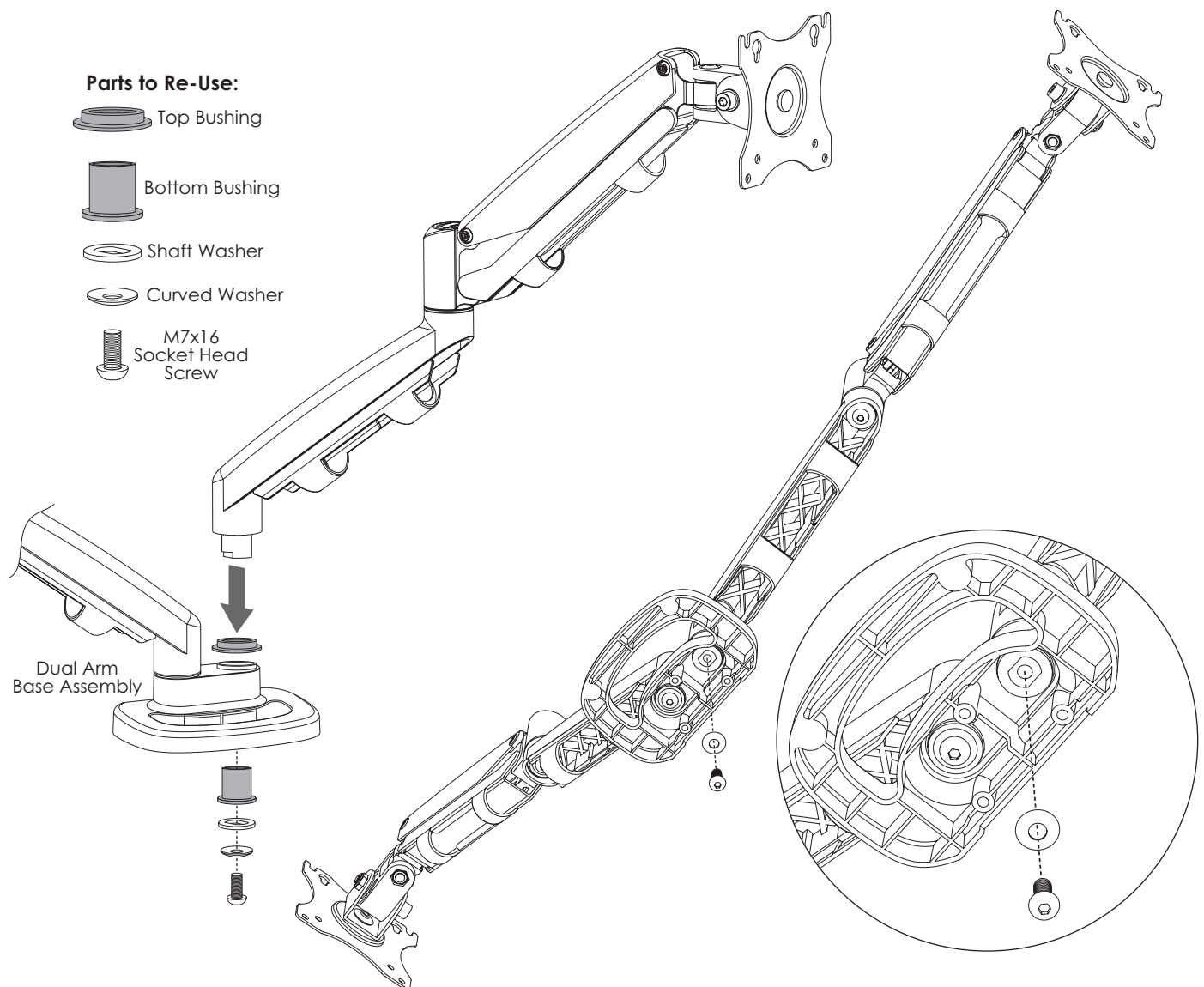
Base Assembly Attachment Methods

Typically, you will use the same method to attach the dual arm base that was used to attach the single arm base.

- **Clamp method.** The base assembly is clamped to a table or desk surface that is between 3/8" (10mm) thick and 31/4" (85mm) thick. See below.

- **Grommet method.** The base assembly is secured through a grommet hole in the worksurface. Surface thickness must be between 3/8" (10mm) and 31/4" (85mm). See page 8.
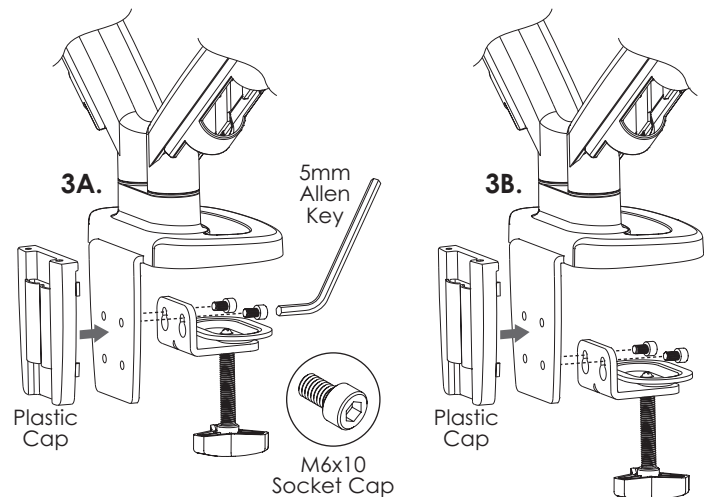

Clamp Method

Grommet Method
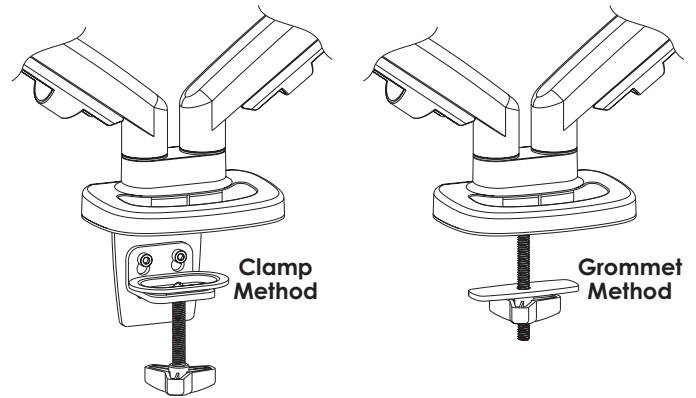
Clamp Method

With the clamp method, the clamp L-bracket, clamp, and clamp pad are assembled to the base.

1. Attach the clamp L-bracket to the underside of the base. Use the three M6x12 flat head screws and the 4mm Allen key.

2. Peel the adhesive backing from the clamp pad and attach the pad to the base and L-bracket.

1.

M6x12 Flat Head

4mm Allen Key

2.

Clamp Pad
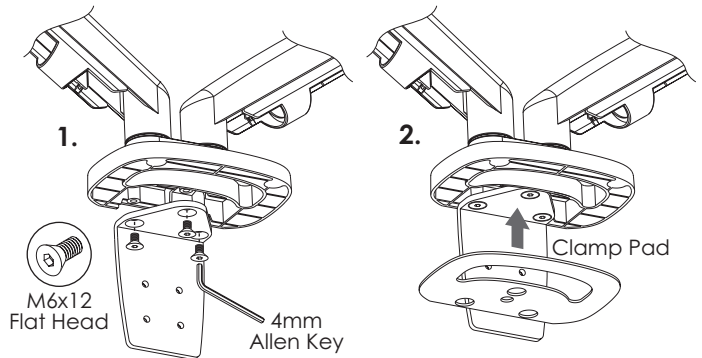
3. Attach the clamp to the clamp L-bracket using the two M6x10 socket cap screws and the 5mm Allen key. Then snap the plastic cap onto the back of the L-bracket.

   A. Attach the clamp to the top two holes if the thickness of the worksurface is between 3/8" (10mm) and 21/8" (55mm).

   B. Attach the clamp to the bottom two holes if the thickness of the worksurface is between 21/8" (55mm)and 31/4" (85mm).

3A.

5mm Allen Key

Plastic Cap

M6x10 Socket Cap

3B.

Plastic Cap

Install Base Assembly

- Clamp the base assembly to the worksurface in the desired position. Be sure to tighten the knob securely.

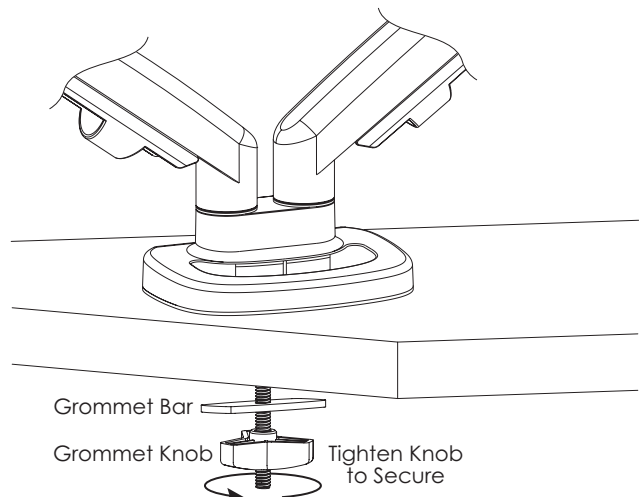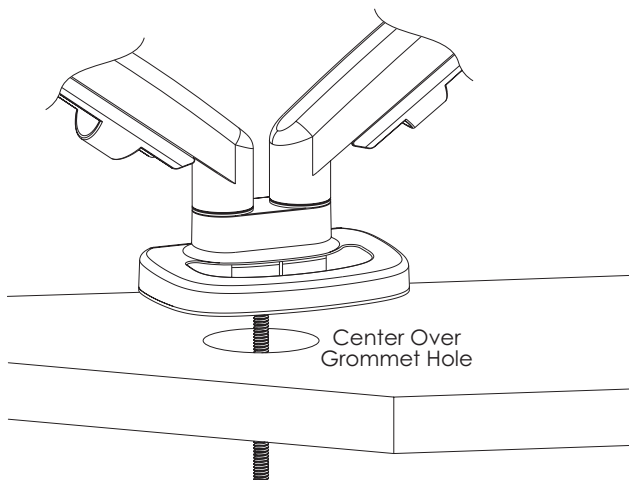- **Proceed to "Monitor Installation" on page 9.**

Grommet Method

This method can be used for worksurfaces that have a grommet hole in an appropriate position. First, the grommet bolt and grommet mount plate are assembled to the base. Then, with the base assembly placed over the grommet hole, the grommet bar and grommet knob are used to secure the base assembly in position.

1. With the countersunk holes on the bottom, insert the grommet bolt through the top of the grommet mount plate. Attach the plate to the underside of the base using the three M6x12 flat head screws and the 4mm Allen key.

2. Peel the adhesive backing from the clamp pad and attach the pad to the base and grommet mount plate.

Grommet Method

1.

Grommet Mount Plate

M6x12 Flat Head

4mm Allen Key

Grommet Bolt

2.

Clamp Pad
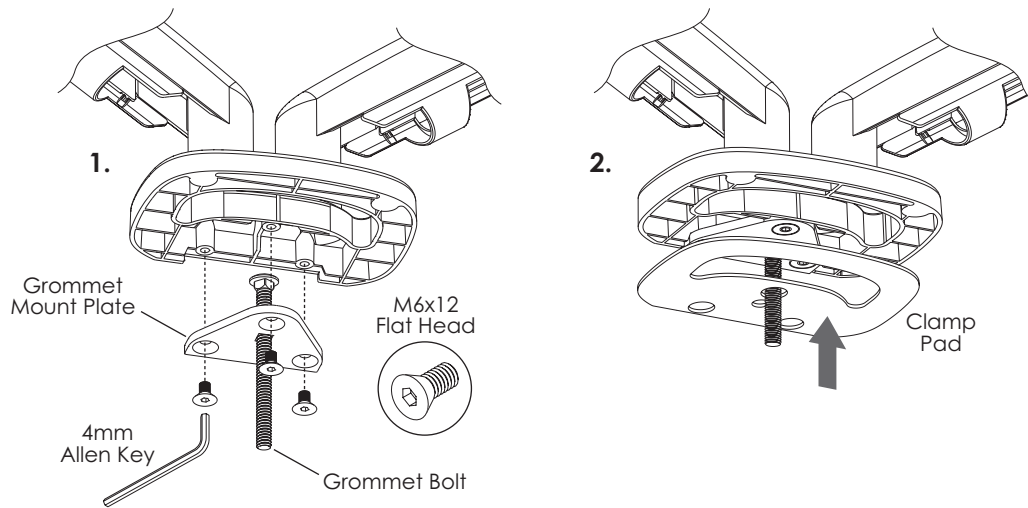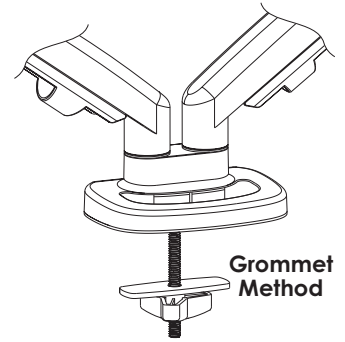
Install Base Assembly

• Place the base assembly over the grommet hole, with the bolt centered.

• Place 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.

Center Over Grommet Hole

Grommet Bar

Grommet Knob   Tighten Knob to Secure

• **Proceed to "Monitor Installation" on page 9.**

Attach Monitors to VESA Mounts

There are two sets of four holes on each VESA mount. 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.

• Place the monitor face down on a flat surface.

• Attach D5 washers and M4x12 or M5x12 screws (depending on monitor hole size) to the top two holes on the monitor. Leave ⅛" to ³/₁₆" (3mm to 5mm) of exposed threads between the washer and monitor.

— If using the inner holes on the VESA mount, do not use the washers. The screw heads without washers will fit through the large part of the keyhole openings.

• Hook the monitor onto the VESA mount, as shown.

• Install and tighten screws and washers into the bottom two holes. Then tighten the top two screws.

• Repeat for the second monitor.

M4x12 or M5x12   D5
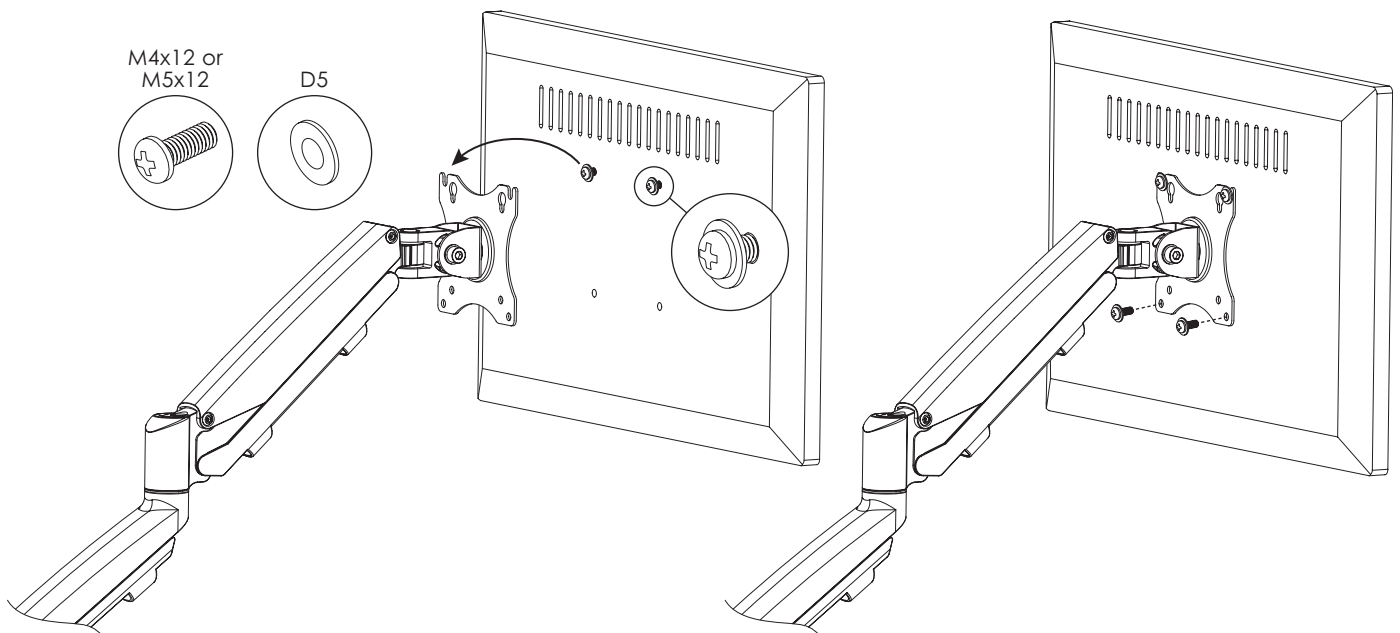
Capture Monitor Cables and Power Cords

Cable covers on the underside of each monitor arm are used to neatly organize the monitor cable and power cord.

Remove Cable Covers

• Slide the lower cable cover up toward the monitor to remove it. Do not attempt to snap it off.

• Pull apart slightly the upper and lower ends of the other cable cover to remove it from mounting holes on the monitor arm.

9
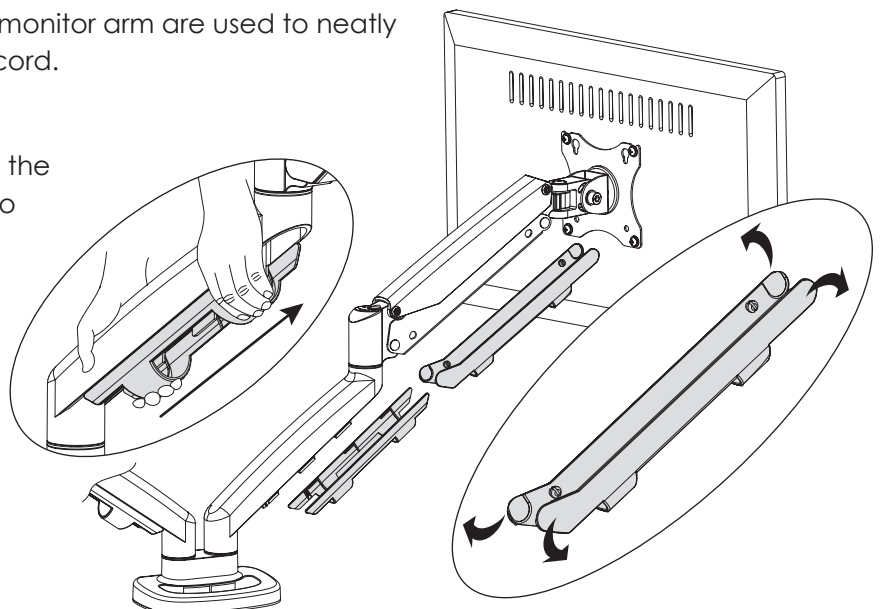
Install Cable Covers

• Install the upper cable cover with the monitor cable and power cord captured. Pull apart slightly the upper and lower ends of the cover to fit it over the mounting holes on the monitor arm.

• Then slide the lower cable cover onto the monitor arm with the cable and cord captured.

• Repeat these cable management procedures for the second monitor arm.
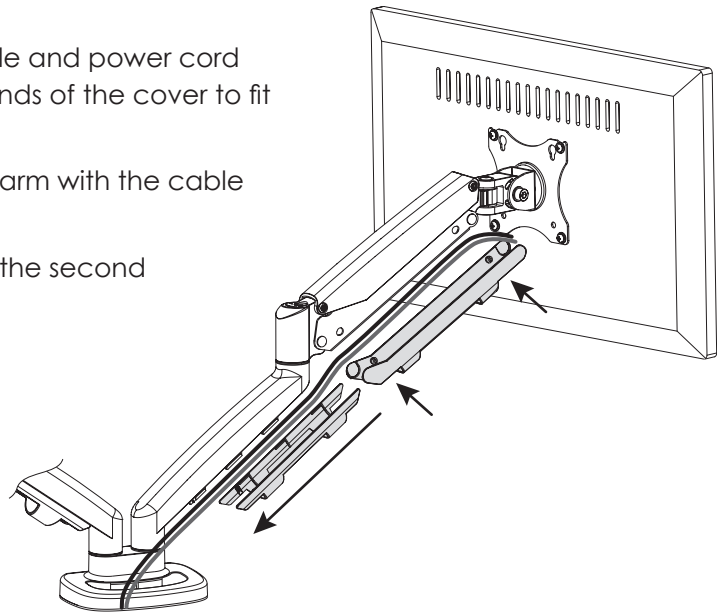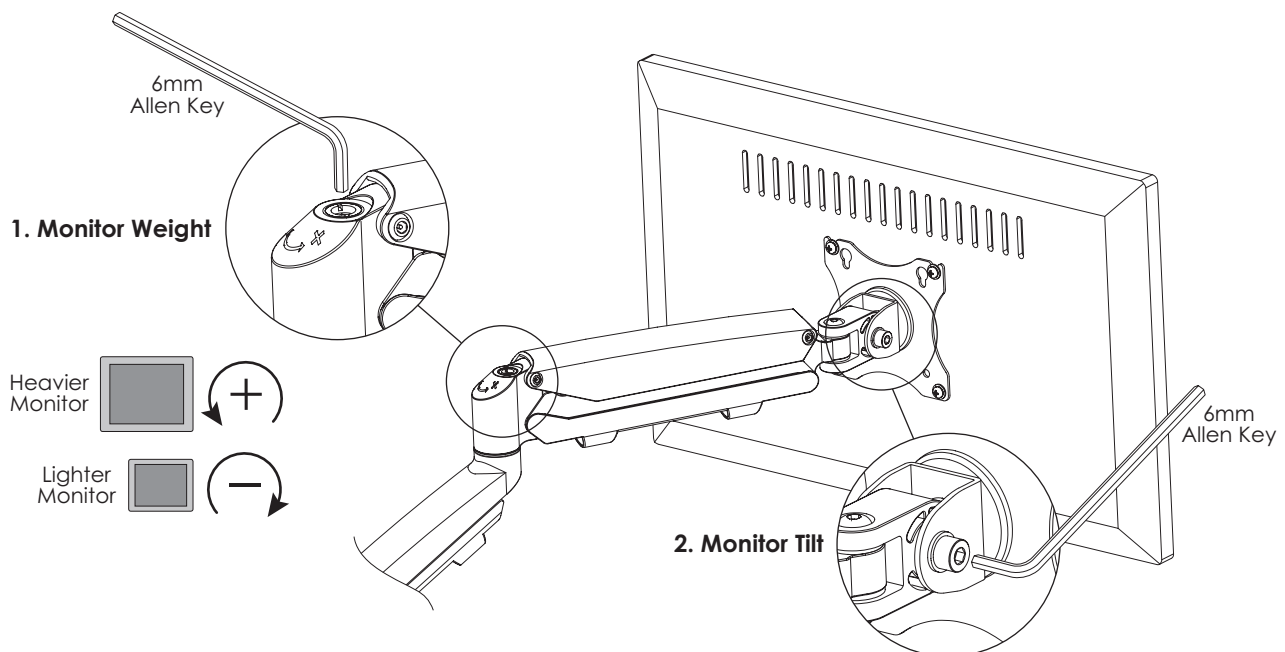
Monitor Arm Adjustments

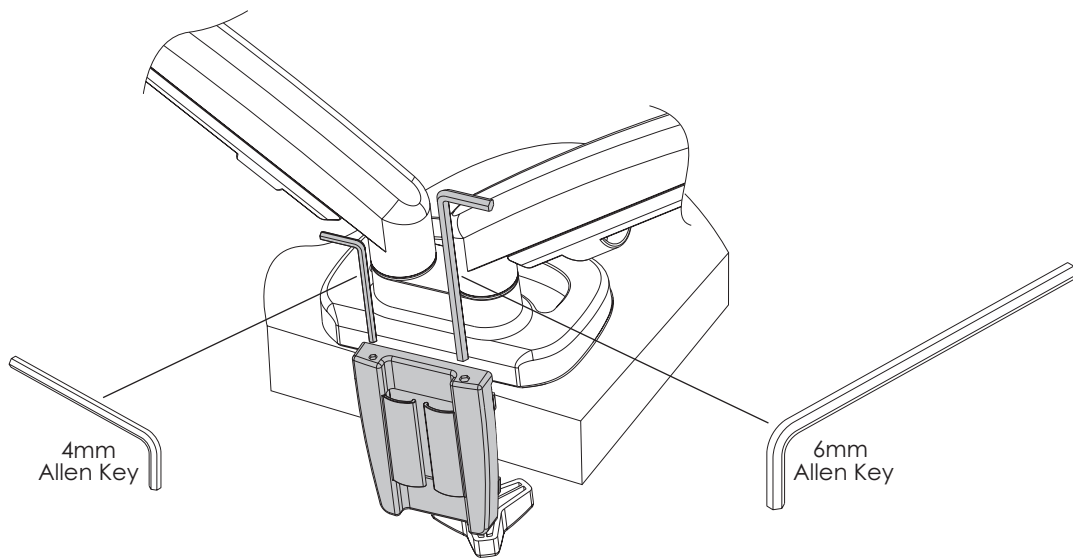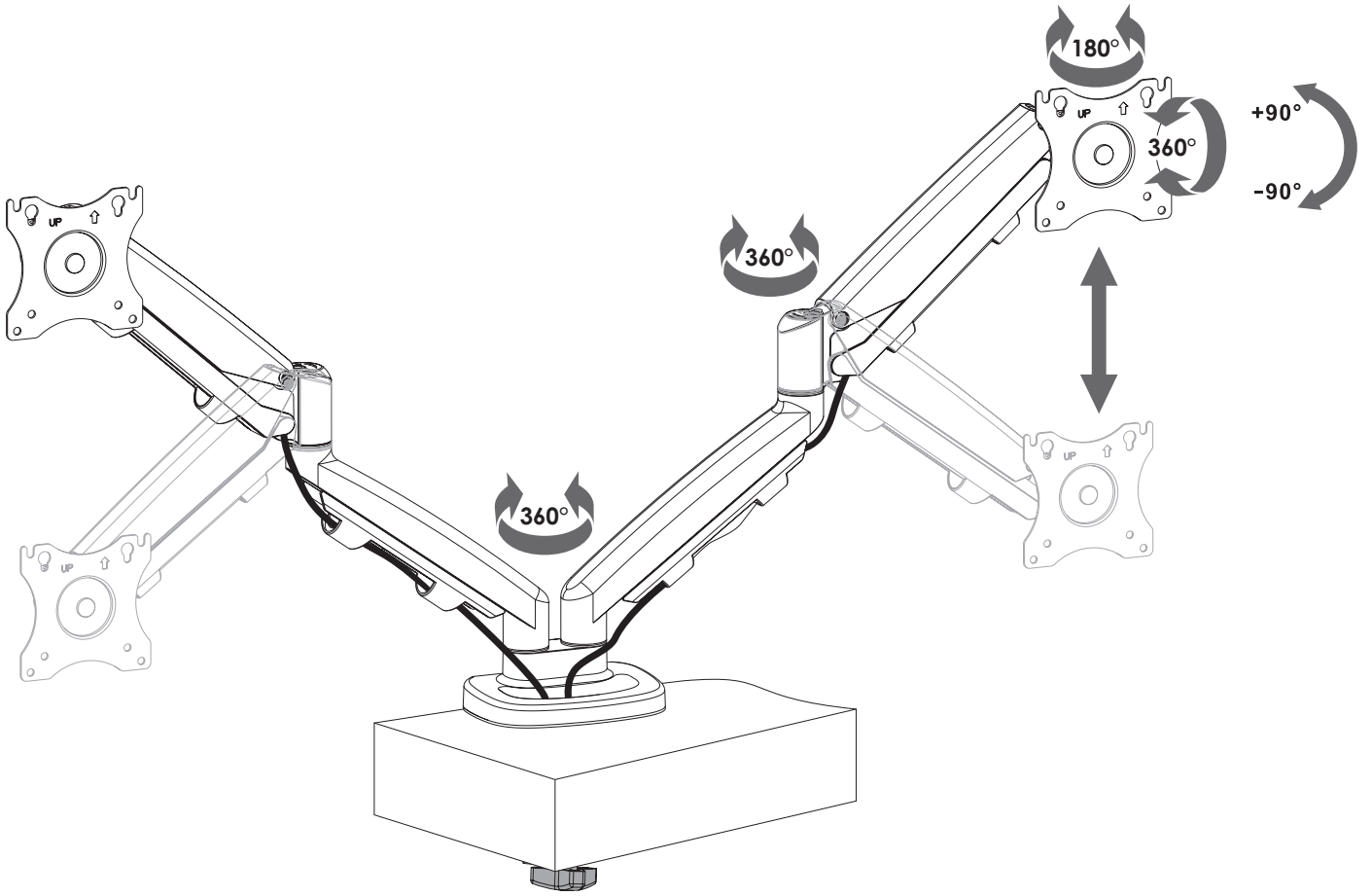There are two possible adjustments, both of which are made using the 6mm Allen key.

1. Monitor weight adjustment.

— If the monitor arm is difficult to raise or drifts lower, increase the weight adjustment. Turn the hex nut counterclockwise.

— If the monitor arm is difficult to lower or drifts higher, decrease the weight adjustment. Turn the hex nut clockwise.

— After completing the adjustment, the monitor arm should raise and lower easily, and maintain its position.

2. Monitor tilt adjustment.

— Loosen the nut to make tilting the monitor easier or tighten the nut to hold the tilt position more securely.

6mm
Allen Key

1. Monitor Weight

Heavier
Monitor

Lighter
Monitor

6mm
Allen Key

2. Monitor Tilt

180°

360°

+90°

−90°

360°

360°

4mm
Allen Key

6mm
Allen Key

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