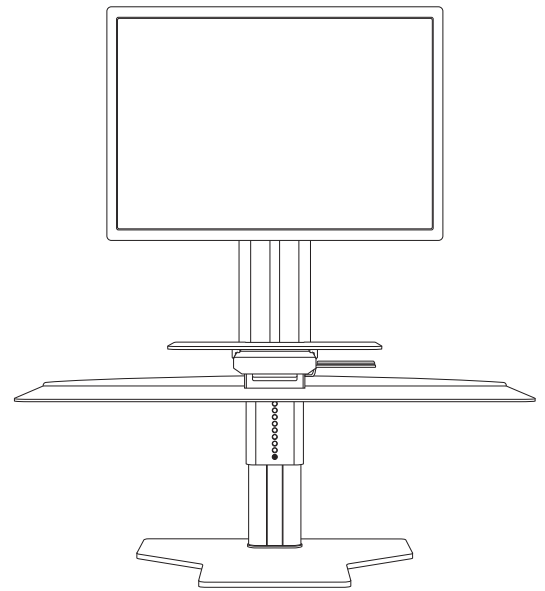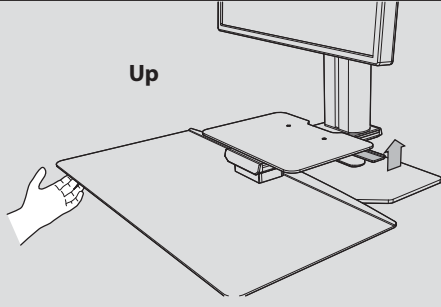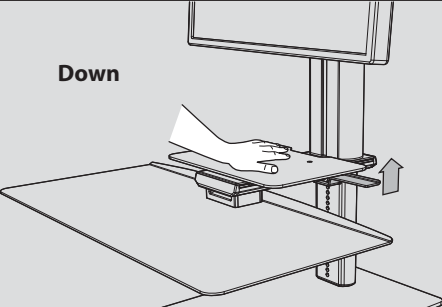# Richelieu
ERGO

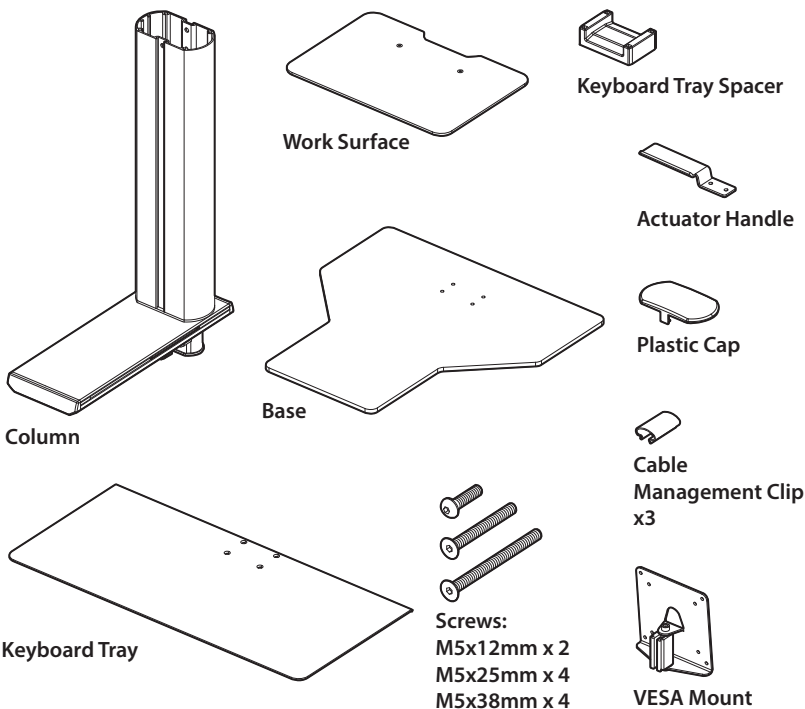## **Sit2Stand** Single Monitor

Up   **Down**

To raise the keyboard and monitor, pull the actuator handle (located under the work surface) upwards to release the lock. If additional force is required, apply a slight upward force to the opposite corner of the work surface or keyboard tray.

To lower the keyboard and monitor, pull the actuator handle (located under the work surface) upwards to release the lock. Provide the appropriate downward force on the work surface using the palms of your hands.

If you have difficulty lowering (i.e. it feels like the unit is stuck) provide additional downward force by gripping the actuator and apply additional downward force to the horizontal portion behind the column.
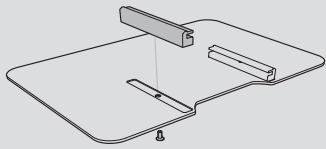
Parts:

Keyboard Tray Spacer

Work Surface

Actuator Handle

Monitor Mounting Parts:

Plastic Cap

Base

Column

Cable Management Clip x3

Screws:
M4x12mm x 4
M4x22mm x 4

Countersunk Washer x 4

Spacer x 4

Keyboard Tray

Screws:
M5x12mm x 2
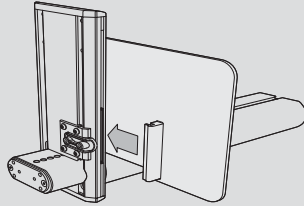M5x25mm x 4
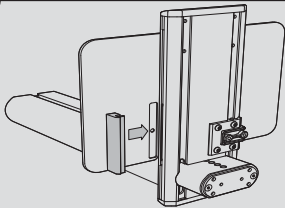M5x38mm x 4

VESA Mount

Richelieu
ERGO

1.

Remove one track from the underside of the work surface and set aside.
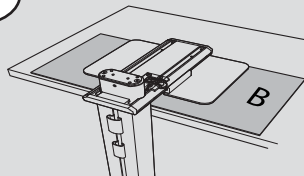
2.

Insert the attached work surface track into the plastic guide on the column arm.
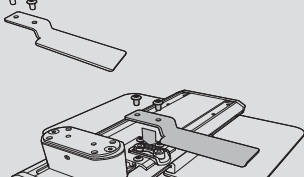
3.

Insert the unattached work surface track into the opposite plastic guide on the column arm and attach using the screw you removed in step 1.
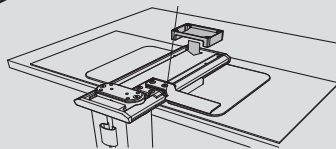
4.

Rest the unit upside down over the edge of a desktop or work surface on top of cardboard divider (marked with "B" in packaging).
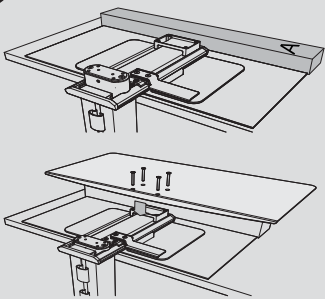
B

5.

Attach the actuator handle as shown using the M5x12mm screws.
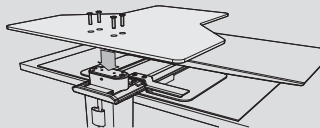
6.

Set the keyboard tray spacer in alignment to the holes on the column arm.

7.

Place the cardboard spacer (labeled "A" in packaging) in front of the unit as shown (to support the keyboard tray) and attach the keyboard tray to the column arm using the M5x38mm screws through the spacer.
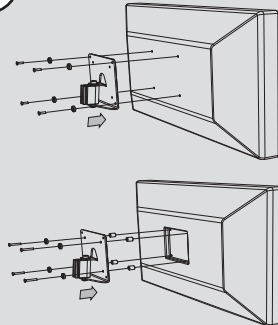
8.

Place some of the bubble wrap on top of the keyboard tray and then attach the baseplate to the vertical column using the M5x25mm screws. Note: The countersunk holes and felt pads of the steel baseplate should be facing you.
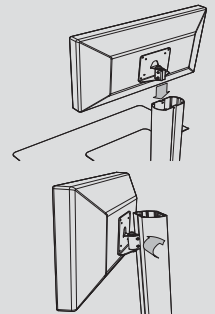
When the baseplate is firmly attached, flip the unit over onto the desktop or work surface where you plan to use it.
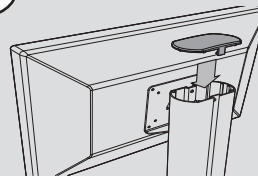
9.

For standard monitors attach the VESA mount to the monitor with the M4 x 12mm screws and the countersunk washers. For monitors with a recessed area for VESA mounting place the spacers between the monitor and the VESA mount then mount the monitor with the M4 x 22mm screws and the countersunk washers.
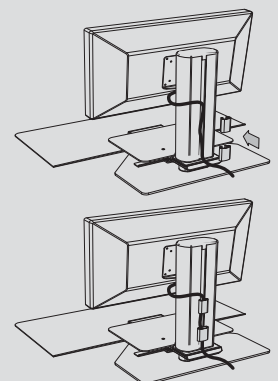
10.

Slide mounted monitor into the channel adjusting to the appropriate height. Tighten the 2 side screws to lock the monitor into place.

11.

Affix the plastic cap to the top of column as shown.

12.

Align cables from monitor towards the center of the column, insert cables into the cable management clips, and clip the cable management clips into the center channel of the column.