Swing Laptop Sit/Stand Workstation
SKU: UDA126

Package Contents

- Base
- Arm
- Tray Mount
- Tray
- Upper Clamp
- Lower Clamp
- Clamp Plate
- Wire Cover
- Tray Pads (qty 4)
- Allen Wrenches (set of three: 3mm, 4mm, 6mm)
- Flat Wrench
- M6x12 Flathead screw (qty 4)
- M6x20 Screw (qty 2)
- Parts for Bolt-through assembly
  - Upper Base Plate
  - Long Bolt (qty 2)
  - Lower Base Plate (qty 2)
  - M8 Nuts (qty 2)
  - D8 Washer (qty 2)

- Maximum weight capacity: 19.8 lb
- Recommended laptop size: up to 17”
- Desktop thickness compatibility: between 0.4”-3.3” thick

There are two ways to attach the Swing Laptop Sit/Stand Workstation to your desktop. If you would like to attach it along the back edge of your desktop, follow the Clamp Method instructions on this page. If you prefer to attach it through your desktop, follow the Bolt-Through Method instructions starting on page 2.

Step 1
Determine your mounting method. There are two ways to attach the Swing Laptop Sit/Stand Workstation to your desktop:

**Clamp Method**: If you would like to attach the workstation along the back edge of your desktop, follow the Clamp Method instructions (Steps 2 - 4).

**Bolt-Through Method**: If you prefer to attach the workstation through your desktop, skip Steps 2 - 4 and follow the Bolt-Through Method instructions (Steps 5 - 7).

Clamp Method

**Step 2 (Clamp Method)**
Align the Upper Clamp with the Base in the orientation shown and attach it using the four M6x12 Flathead Screws and the 4mm Allen wrench.

**Step 3 (Clamp Method)**
A. Insert the two standoffs of the Lower Clamp through two of the key slot holes in the back of the Upper Clamp as shown. There are two pairs of key slot holes to choose from for different desktop thicknesses.
   - For Desks 0.4” to 1.5” use the top pair of key slot holes (fig. 1)
   - For Desks 1.6” to 3.3” use the bottom pair of key slot holes (fig. 2)
B. Slide the Lower Clamp assembly down so that the standoffs are at the bottom of the key slot holes.
Step 4 (Clamp Method)
A. Using the 6mm Allen Wrench, adjust both bolts on the bottom of the Lower Clamp so that the opening is wide enough to accommodate the thickness of the desktop and Clamp Plate.
B. Place the outer holes of the Clamp Plate onto the tips of the bolts as shown.
C. Slide the assembly onto the back of the desktop, then tighten the bolts using the 6mm Allen Wrench. Alternate from one bolt to the other, to allow the Clamp Plate to rise evenly before finally tightening to the desktop.
D. If you chose the Clamp Method for mounting, please skip the Bolt-Through Method Steps 5-7 and proceed with Step 8.

Bolt-Through Method

Step 5 (Bolt-Through Method)
The Bolt-Through Method utilizes either one or two holes in your desktop to fasten to it.

**One hole:** Minimum 2.4" and maximum 3.9" in diameter. Both bolts will fit through a hole within this range.

**Two holes:** Minimum 0.4" and maximum of 1.7" spaced 1.9" apart at centers. One bolt will fit through each hole.

Using a grommet hole that is already in your desktop is acceptable, or you can drill holes at these measurements anywhere on your desktop.

Step 6 (Bolt-Through Method)
A. From the top of the Upper Base Plate (the side opposite from the countersunk holes), insert both Long Bolts through the square holes until the square shank of each Bolt fits into the Plate's square holes.
B. Then, align the Upper Base Plate with the bottom of the base in the orientation shown and attach it using the four M6x12 Flathead Screws and the 4mm Allen Wrench.
Step 7 (Bolt-Through Method)
A. Lower the Base assembly to the desktop guiding the Long Bolts through the desktop hole(s).
B. Slide a Lower Base Plate onto each Long Bolt and secure it against the desktop with one D8 Washer and one M8 Nut.
C. Tighten each M8 Nut with the Flat Wrench. If you utilized one large hole instead of two smaller holes, ensure the Lower Base Plates straddle the hole while you tighten the M8 Nuts.
D. Proceed with the Arm Assembly, Step 8.

Arm & Tray Assembly

Step 8
Slide the Arm into the Base until it is fully seated and tighten the set screw shown with the 3mm Allen Wrench. This will secure the Lower Arm to the Base and keep it from becoming separated during adjustment.

Step 9
Peel the backing off of each Tray Pad and place them on the bottom of the tray, close to each corner.

Step 10
Connect the Tray Mount to the Tray by using the two M6x20 screws and tighten using the 4mm Allen wrench.

Step 11
Slide the Tray assembly onto the post at the top of the Arm. Tighten the set screw shown with the 3mm Allen Wrench. This will secure the Tray assembly to the Arm and keep it from becoming separated during adjustment.
Step 12
A. Put your laptop on the Tray and move the Arm to any position and release it. If the Arm does not drift up or down it is properly counterbalanced.

B. If the Arm does not remain where you positioned it, you will need to adjust the tension of the gas spring to properly support the weight of your laptop.
   • If the Tray drifts down when you let it go, hold the Arm in a horizontal position as shown and use the 6mm Allen Wrench to turn the adjustment screw toward the “+” until the Tray remains in place when you let go.
   • If the Tray drifts upward when you let go, turn the adjustment screw towards the “-” until the Tray remains in place when you let go.

Step 13
A. To use the Workstation's wire management, first remove the built-in wire covers.

B. The Upper Wire Cover is located on the bottom side of the Arm and is held in place by a screw at the top end and a clip at the bottom end. Remove the screw with a Phillips head screwdriver and slide the cover slightly toward the Worksurface to disengage the clip and remove the cover.

C. The Lower Wire Cover is located at the back of the Base and is also held in place by a screw at the top end and two clips at the bottom. Remove the screw with a Phillips head screwdriver then slide the Cover up to disengage the clips and remove the cover.

D. Run your cables under the Arm and behind the Base where the wire covers were located and then replace the covers. Your cables should run through each end of the Upper Wire Cover then into the side openings of the Lower Wire Cover and finally out through the bottom of Lower Wire Cover.

E. Reinstall the screws to secure the covers.

Step 14
A. If you have selected the Clamp Method, you can now snap the Wire Cover onto the back of the Upper Clamp as shown and insert your cables through the two integrated clips.

B. The Wire Cover adds 0.7” to the back of the Clamp assembly. If your desk is close to a wall or cubicle or has a privacy panel attached to the back of the desktop, there may not be enough space available to attach the Wire Cover.
Adjustment Information

Height Adjustment
The Tray worksurface can be raised up to 19.9” from the desktop.
The worksurface is 0.9” above the desktop when lowered completely.

Tray Swivel
The Tray can swivel 180° (+/-90°) at the post on the top of the Arm.

Arm Swivel
The Arm can swivel a full 360° where it connects to the Base. Although, for stability, we do not recommend rotating the Tray past the back edge of the desk.

CAUTIONS & WARNINGS

⚠️ CAUTION: Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.
SAVE THESE INSTRUCTIONS
Study this manual carefully. If this product is sold, please provide this
manual to the buyer, installers, or support personnel operating the product.

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