

## Q-E32003R VESA adapter

# Assembly instructions

The VESA adapter is compatible with the following BenQ (benq.com) products:

**EX3203R, EX3501R, XR3501**

The VESA adapter allows you to conveniently mount your BENQ brand monitor to a monitor arm with a VESA hole pattern (**75 x 75mm**). Use the included screws and nuts.

If you want to mount your VESA adapter directly to the wall, use the appropriate screws and anchors (**not** included).



# Important Safeguards



Please read these instructions carefully and keep them for future reference. If you pass the product on to third parties, these instructions should always be included. Failure to follow these instructions may result in injury or damage to persons or the product, for which we cannot accept any liability.

## IMPORTANT - KEEP FOR FUTURE REFERENCE.

- This product should always be used in accordance with the specified safety instructions.
- Do not install your VESA adapter in combination with the monitor in places where there are people below.
- Do not exceed the maximum weight of the compatible monitor models as this may result in serious injury or damage to property.
- Observe the maximum ambient temperature of 35°C when using the product.
- Do not mount the VESA adapter near a heat source or in direct sunlight, as this could heat up the adapter.
- Check whether your mounting point (e.g. monitor arm) can withstand the weight of the monitor with VESA adapter.
- The product is designed exclusively for mounting with a hole pattern of 75x75 mm.
- After installing the VESA adapter, the position of the monitor must be readjusted to ensure correct ergonomics.

### CAUTION

**Ensure that the device is switched off and disconnected from the power supply before installation to avoid possible injury or damage.**

## 1. Before First Use

Check the product carefully for possible transport damage and for the absence of accessories, such as screws, which should be included in the scope of delivery.

### CAUTION

**Make sure that packaging materials and small screws and parts contained therein are inaccessible to children to minimize the risk of choking and other risks.**

## 2. Maintenance and Cleaning

### 2.1 Maintenance

- It is recommended to check every three months that all screws are still tight. Also, regularly check the condition of all components of the product.
- Store the product in a cool and safe place, ideally at a maximum storage temperature of 40°C. For additional safety, keep the product away from children and preferably in its original packaging.
- Avoid any vibrations and shocks so as not to affect the life and functionality of the product.

## 2.2 Cleaning

- No corrosive or hot cleaning agents should be used to clean the product. Likewise, wire brushes, metal or other sharp materials are unsuitable for cleaning and should not be used.
- For gentle and effective cleaning, the use of a soft, damp cloth is recommended.

## 3. Waste Disposal

For the disposal of this product we recommend to contact the responsible local authorities or disposal services. They can provide you with detailed information on available disposal options and recycling centers in your area.

## 4. Manufacturer Information

3idee Technologies S.à r.l.  
5 Um Lenster Bierg  
L-6125 Junglinster  
Luxembourg

## 5. Help and Feedback

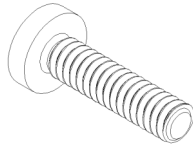
If you need help with your article, we are here for you. We also appreciate any feedback.

<https://help.3idee.eu/en/contact>

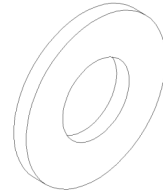
## Scope of Delivery Accessories



**4x** M4x14 Phillips head screw  
(**SP2**)



**6x** M4x16 Phillips head screw  
(**SP13**)



**6x** U washer  $\varnothing$ 4,3 (**SP13**)

## Horizontal / Vertical Alignment

Please note: Not all VESA adapters and monitors are designed for vertical (upright) orientation. This limitation is often due to the specific geometry of the adapter or monitor. Do not ignore this information, as the load limit of the adapter can quickly be exceeded if not installed properly.

We are continuously working on developing monitors and adapters that are also suitable for vertical orientation.

However, monitors are designed for horizontal alignment by default.

**Horizontal  
Mounting: YES**



**Vertical Mounting: |  
YES**



# Assembly Instruction

## Step 1

Place your BenQ monitor securely on a soft surface.

Now remove the base of your BenQ monitor by loosening and removing the cover and the 6 screws on the back.

The monitor should now be ready for mounting the 3idee VESA adapter. (Figure 1)

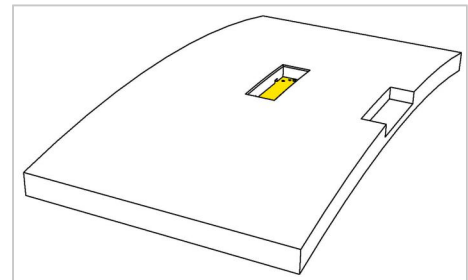


Figure 1

## Step 2

Now the VESA adapter must be "levered" into the monitor as shown. (Figure 2)

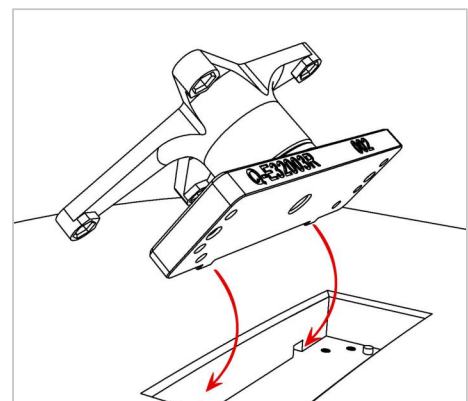


Figure 2

## Step 3

Please check if the 2 small "lugs" on the adapter are properly seated in the recesses on the monitor. (Figure 3)

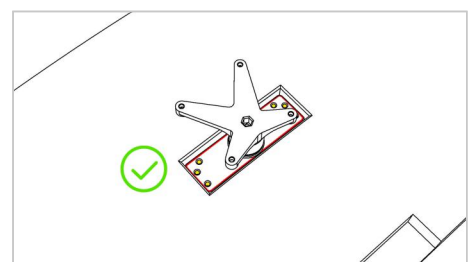


Figure 3

## Step 4

For the next step, we first need to prepare the screws. To do this, please put 1 washer on each screw as shown. (Figure 4)

**ATTENTION:** Use screw pack **A**!

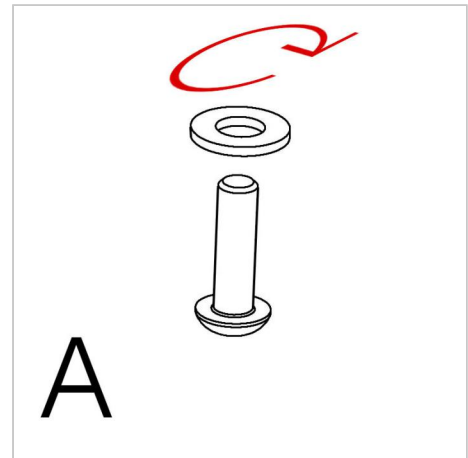


Figure 4

## Step 5

Now we screw the 3idee VESA adapter to the BenQ monitor with the 6x (screws + washers) we prepared in **step 4**. (Figure 5)

**ATTENTION:** Use screw package **A**!

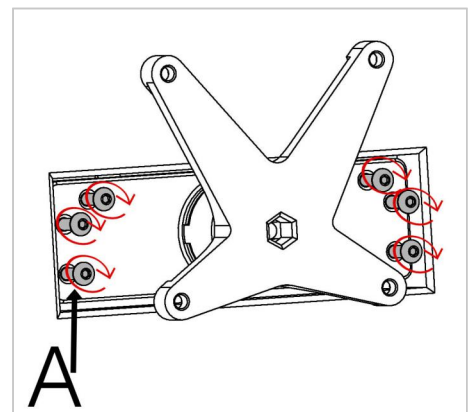


Figure 5

## Step 6

Please check again if all screws are tightened correctly. (Figure 6)

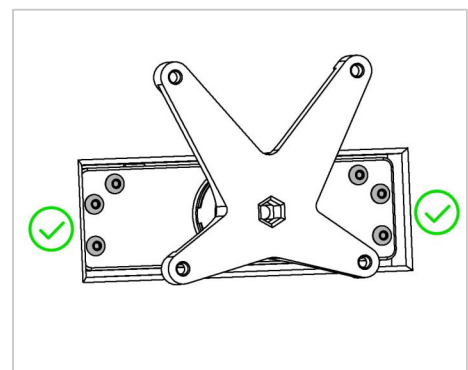


Figure 6

## Step 7

⚠ **Important:** If the instructions in this step are not suitable for your device, please follow the mounting guidelines of the manufacturer of your monitor arm or swivel arm to mount the monitor to the wall or swivel arm.

We recommend a **second person** for this step.

Now lift the monitor and hold it against your monitor mount. Attach the VESA adapter using the 4 M4x14 screws supplied (**screw bag: SP2**).

It is best to fasten 2 screws diagonally first so that the monitor can no longer fall down and you can fasten the remaining screws easily.

**ATTENTION:** Make sure you use the right screws!

(Figure 7)

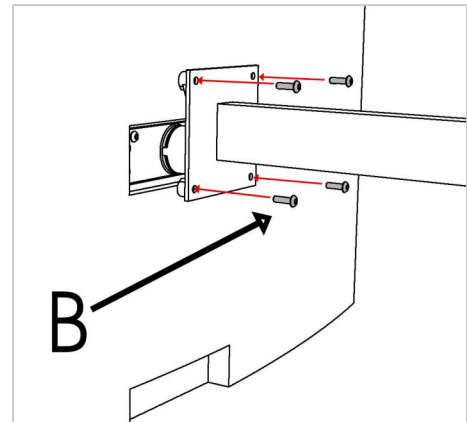


Figure 7