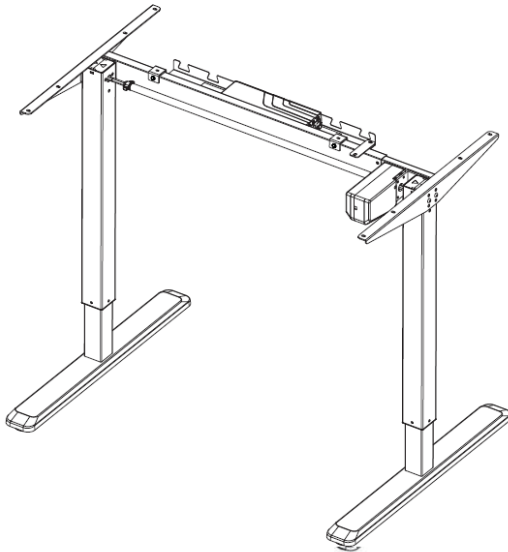




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## White Electric Single Motor Desk Frame Instruction Manual



**SKU: DESK-V102EW**



Scan the QR code with your mobile device or follow the link for helpful videos and specifications related to this product.

<https://vivo-us.com/products/desk-v102ew>



help@vivo-us.com



www.vivo-us.com



309-278-5303

## **WARNING!**

If you do not understand these directions, or if you have any doubts about the safety of the installation, please call a qualified technician. Check carefully to make sure there are no missing or defective parts. Improper installation may cause damage or serious injury. Do not use this product for any purpose that is not explicitly specified in this manual and do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly, or inappropriate use.

## **ELECTRICAL SAFETY INSTRUCTIONS**

THIS PRODUCT IS POWERED BY ELECTRICITY. IN ORDER TO AVOID BURNS, FIRE AND ELECTRIC SHOCK, PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

- DO NOT CLEAN PRODUCT WHILE POWER IS CONNECTED.
- DO NOT DISASSEMBLE OR REPLACE COMPONENTS WHILE POWER IS CONNECTED.
- NEVER OPERATE THE SYSTEM WITH A DAMAGED CORD OR PLUG. PLEASE CONTACT YOUR SELLER TO REPLACE DAMAGED PARTS.
- NEVER OPERATE SYSTEM IN DAMP ENVIRONMENTS OR IF ANY ELECTRICAL COMPONENTS HAVE MADE CONTACT WITH LIQUIDS.
- ALTERATIONS OF THE GIVEN POWER UNIT ARE NOT ALLOWED.
- OUTDOOR USE IS PROHIBITED.

## **PACKAGE CONTENTS**



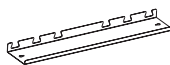
**A (x1)**  
Telescopic  
Crossbar



**B (x1)**  
Sync Rod



**C (x1)**  
Control Unit



**D (x1)**  
Shelf



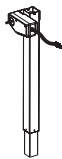
**E (x2)**  
Side  
Bracket



**F (x2)**  
Foot



**G (x2)**  
Hook



**H (x1)**  
Leg



**I (x1)**  
Leg



**J (x1)**  
Adapter



**S-A (x16)**  
M6x12mm  
Bolt



**S-B (x10)**  
7/8" Screw



**S-C (x2)**  
3/4" Screw



**S-D (x1)**  
Allen Key



**S-E (x3)**  
Cable Clip



**S-F (x8)**  
Rubber  
Pad

## **WARNING: CHOKING HAZARD**

SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

## TOOLS NEEDED



# WARNING

## PINCH POINT

DO NOT place hands on or near support bars. Moving parts can crush and cut. Pinch points are created during lifting and lowering the worksurface. Failure to follow these instructions may result in serious personal injury.



DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.

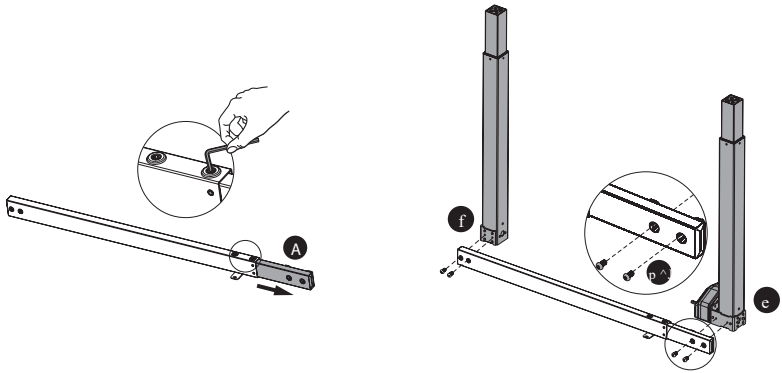


## ASSEMBLY STEPS

### STEP 1

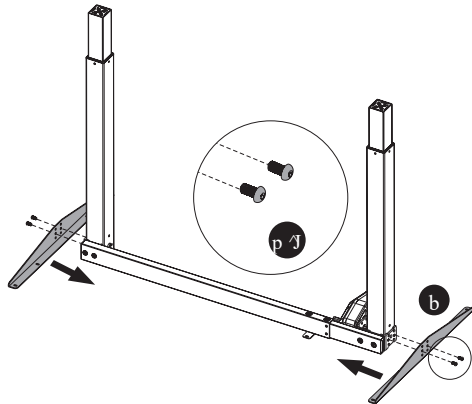
Loosen the two screws using the allen key (S-D). Adjust the frame length to suit the desktop. Retighten all screws. Attach the telescopic crossbar (A) to the legs (H, I) as shown, using M6x12mm bolts (S-A).

**NOTE:** Insert all necessary screws into holes before completely tightening.



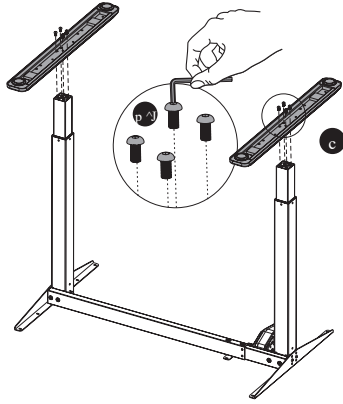
### STEP 2

Attach the two side brackets (E) to both ends of the frame using four M6x12mm bolts (S-A). Tighten all screws with allen key (S-D).



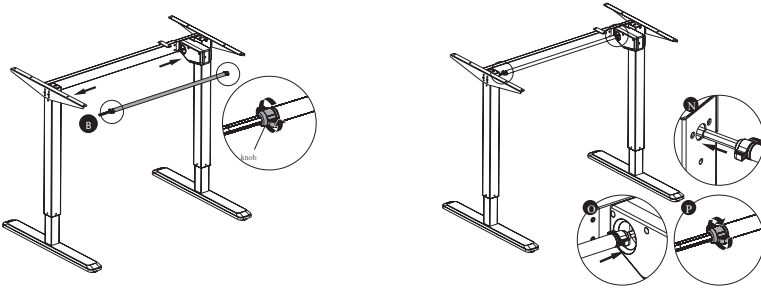
### STEP 3

With the frame upside down, place the feet (F) on the legs as shown. Insert the bolts (S-A) in the desk using an Allen Key (S-D).



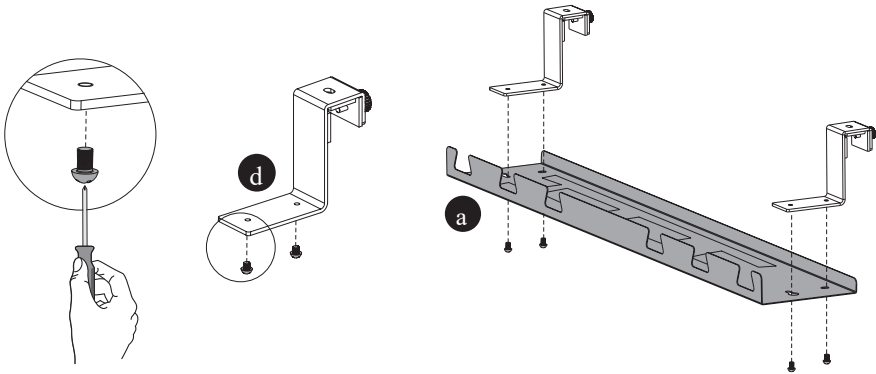
### STEP 4

With the frame positioned upright, turn the knob counterclockwise to loosen the sync rod (B). Adjust the sync rod to match the frame's width. Match the red line on the sync rod (B) with the right side of left leg. Match the red line on the rod of the motor to the right side of the right knob on the sync rod.



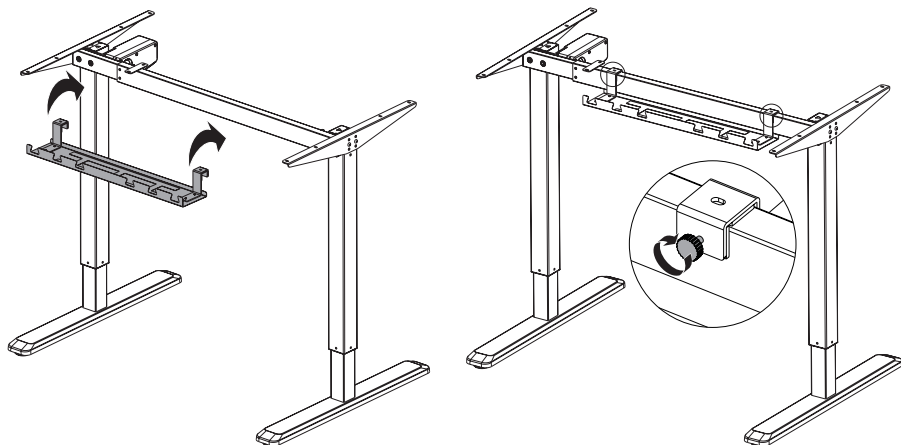
### STEP 5

Loosen and remove the screws from hooks (G) with a screwdriver. Fix the hooks to the shelf (D) with the previously removed screws. Tighten the screws.



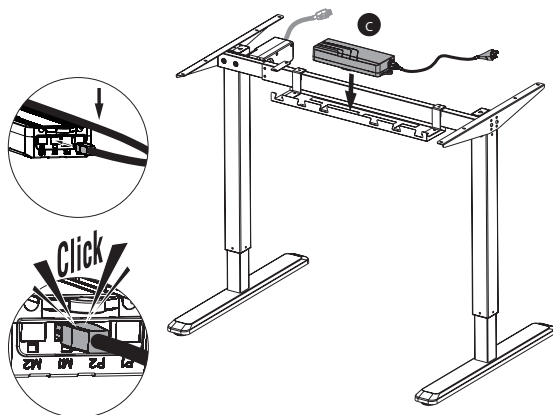
## STEP 5 (continued)

Hang the shelf onto the center part of the telescopic crossbar. Tighten the screws.

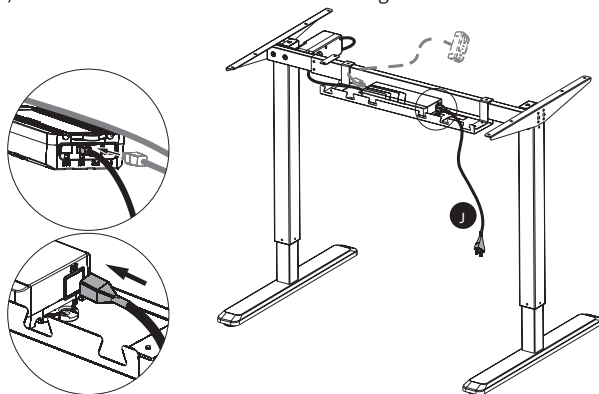


## STEP 6

Connect the adapter (J) and wires attached to the leg to the control unit (C)

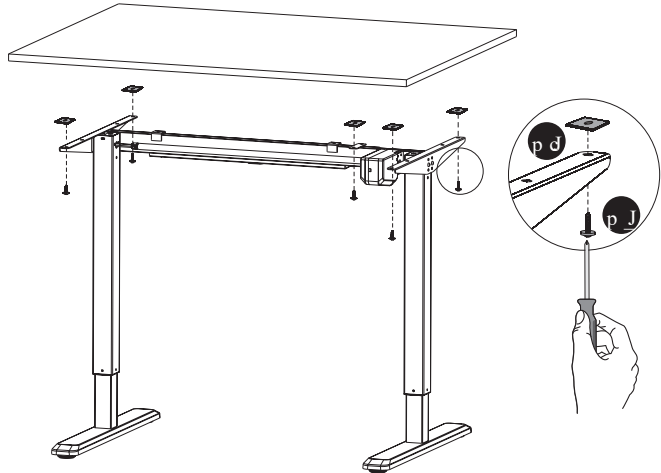


Plug the adapter (J) into an outlet on the wall after connecting it to the control unit.



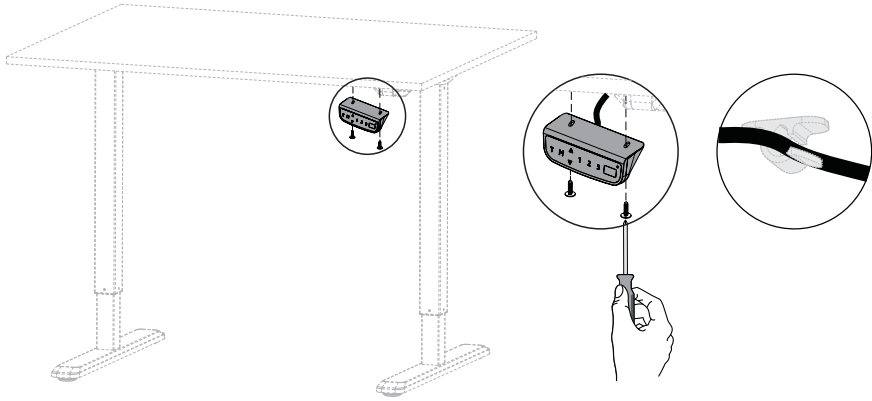
### STEP 7

Remove the protective film from the adhesive rubber pads (**S-F**). Position the rubber pads on the side brackets as shown. Place the desktop on the frame and insert the desktop mounting 7/8" screws (**S-B**). Tighten all screws.



### STEP 8

Attach the controller to the underside of the desk using 3/4" screws (**S-C**) as shown. Tighten all screws. Once controller is installed, cable clips (**S-E**) can be attached to the desk for cable management. Refer to Controller User Guide for operational instructions.

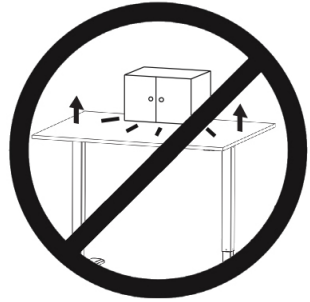




**CAUTION!**



Do not exceed desk weight limit.



Keep area of vertical motion free of obstacles.



Keep weight on desk balanced for correct operation and longer life of components.



Leave enough slack in cables to allow for full range of vertical motion.

Failure to follow these instructions may result in property damage and/or personal injury.



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LAST UPDATED: 09/16/2019



Open **Monday-Friday from 7:00am-7:00pm CST**,

our dedicated support team can offer immediate assistance with rapid response times.

If any parts are received damaged or defective, please contact us.

We are happy to replace parts to ensure you have a fully functioning product.



[help@vivo-us.com](mailto:help@vivo-us.com)

**AVG. RESPONSE TIME** (*within office hrs*): **1HR 8M**

- 23% within < 15m
- 38% within < 30m
- 61% within < 1hr
- 83% within < 2hr
- 92% within < 3hr



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**AVG. RESOLUTION TIME** (*within office hrs*): **< 15 M**



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**AVG. RESOLUTION TIME** (*within office hrs*): **5M 4S**

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