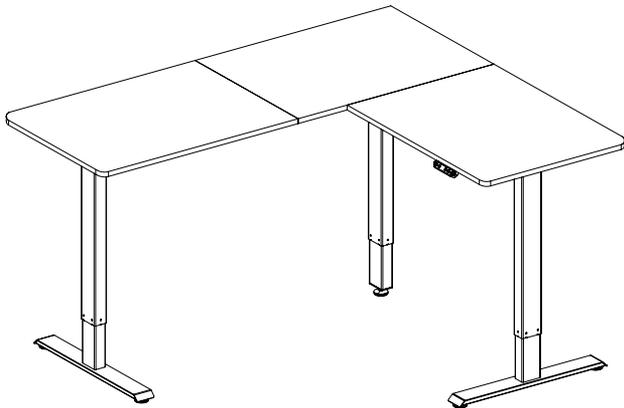


White 63" x 55" Corner Electric Desk

Instruction Manual



SKU: DESK-E3CTW



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-e3ctb>

GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



help@vivo-us.com



www.vivo-us.com
Chat live with an agent!



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.

WARNING: CHOKING HAZARD

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

PACKAGE CONTENTS



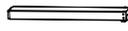
A (x3)
Desktop



B (x2)
Side Bracket



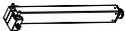
C (x2)
Foot



D (x1)
Left Leg



E (x1)
Leg with Motor



F (x1)
Center Leg



G (x1)
Short Sync Rod



H (x1)
Long Sync Rod



I (x5)
Connecting Plate



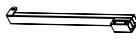
J (x1)
Left Crossbar



K (x1)
Inner Left
Crossbar



L (x1)
Inner Right
Crossbar



M (x1)
Right Crossbar



N (x1)
Inner Crossbar



O (x1)
Crossbar
Connector



P (x1)
Control
Panel



Q (x1)
AC Adapter



R (x4)
Foot Pad



S-A (x8)
M8x47



S-B (x6)
M6x10



S-C (x10)
M6x12



S-D (x8)
M6x35



S-E (x45)
M5x16



S-F (x21)
Rubber Pad



S-G (x2)
Cable Clip



T-A (x1)
5mm Allen Wrench



T-B (x1)
2mm Allen Wrench



T-C (x1)
4mm Allen Wrench

! 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.



TOOLS NEEDED



Level



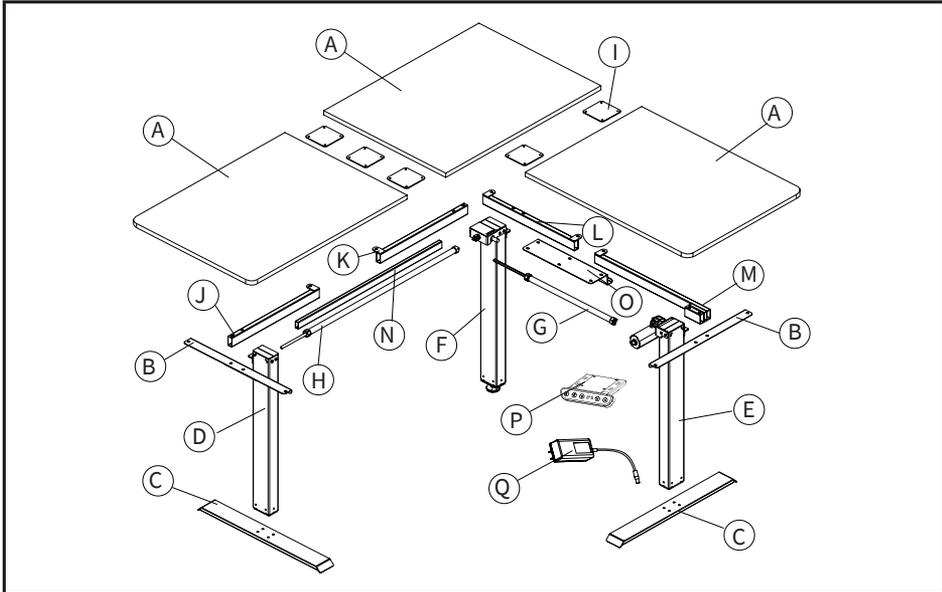
Drill



Phillips
Screwdriver

DO NOT EXCEED WEIGHT CAPACITY.
Failure to do so may result in serious injury.

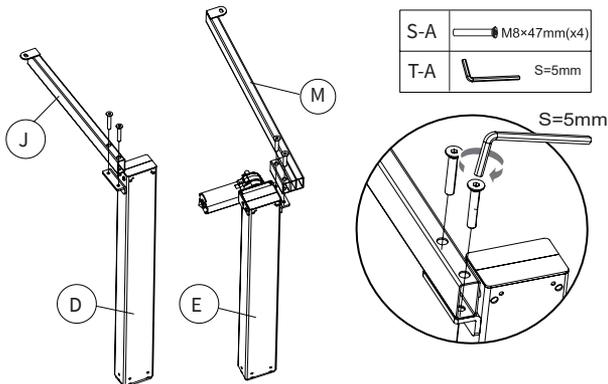
176lbs
(80kg)



ASSEMBLY STEPS

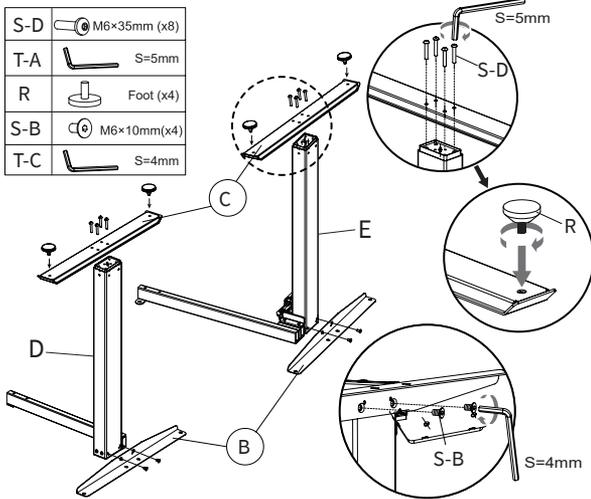
STEP 1

Attach Left Crossbar (**J**) to Left Leg (**D**) and Right Crossbar (**M**) to Leg With Motor (**E**) with M8x47mm Screws (**S-A**). Tighten using 5mm Allen Wrench (**T-A**).



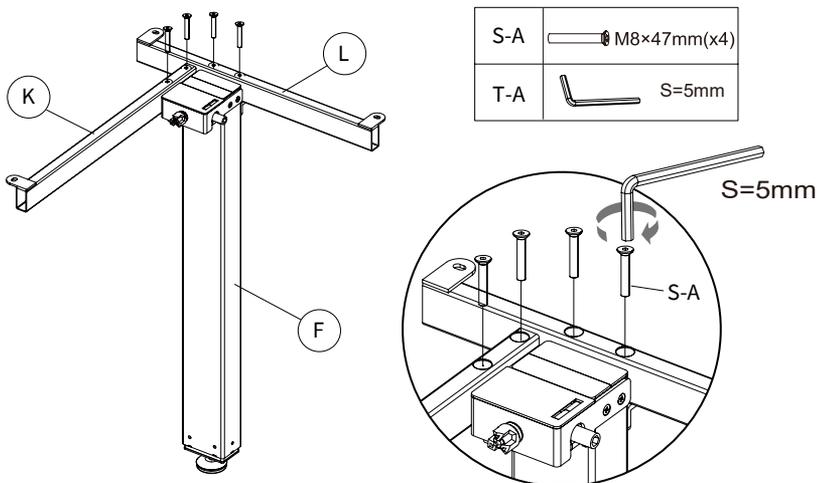
STEP 1 (Continued)

Attach Side Brackets (**B**) to Left Leg (**D**) and Leg With Motor (**E**) using M6x10 Screws (**S-B**) and 4mm Allen Wrench (**T-C**). Mount Feet (**C**) to Left Leg (**D**) and Leg With Motor (**E**) using M6x35 Screws (**S-D**) and tighten using 5mm Allen Wrench (**T-A**). Attach Foot Pads (**R**) to Feet (**C**).



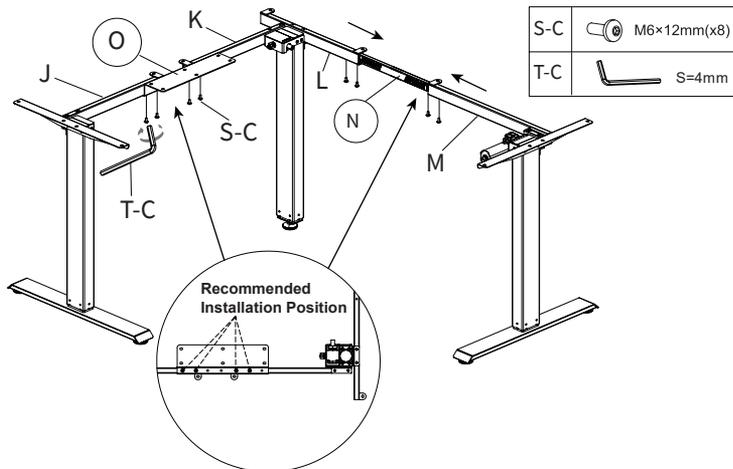
STEP 2

Attach Inner Left Crossbar (**K**) and Inner Right Crossbar (**L**) to Center Leg (**F**) using M8x47 Screws (**S-A**) and 5mm Allen Wrench (**T-A**).



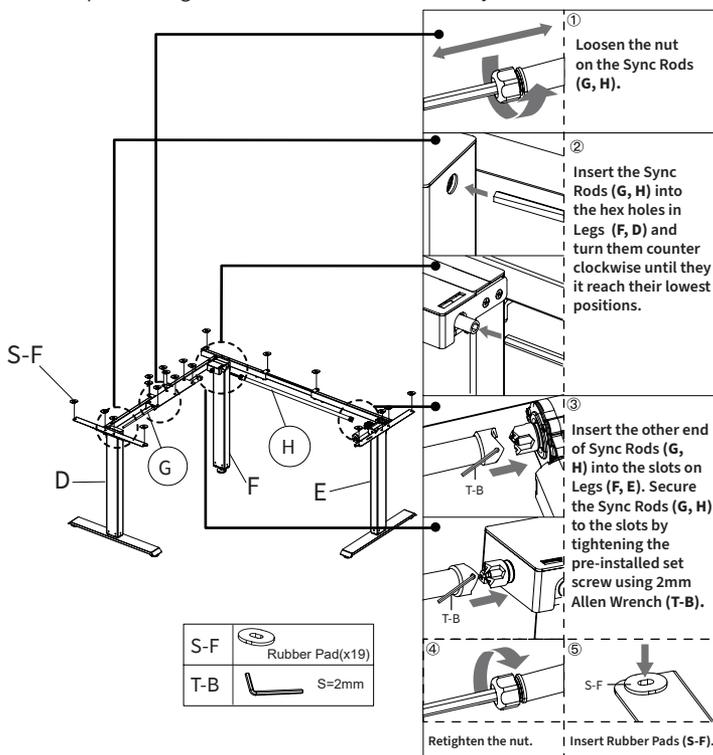
STEP 3 - OPTION A: Left Side Extension

Slide Inner Crossbar (N) into Right Crossbar (M) and Inner Right Crossbar (L). Secure using M6x12 Screw (S-C) and 4mm Allen Wrench (T-C). Attach Crossbar Connector (O) to Inner Left Crossbar (K) and Left Crossbar (J) using M6x12 Screw (S-C) and 4mm Allen Wrench (T-C). For correct position of Crossbar Connector (O), use 1st and 2nd holes from left, and 2nd and 3rd holes from right.



STEP 4 - OPTION A: Left Side Extension

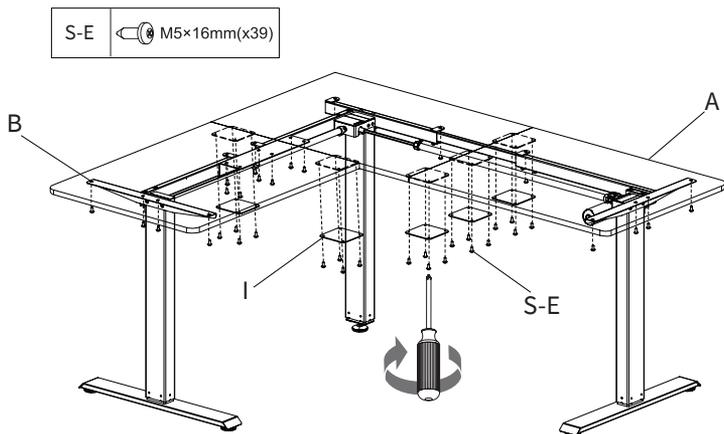
Insert the Short Sync Rod (G) into Left Leg (D). Loosen the nut on the Short Sync Rod, then extend the rod onto Center Leg (F) and tighten the nut. Insert the Long Sync Rod (H) into right side of Center Leg (F) and extend the rod onto Leg with Motor (E) and tighten the nut. Tighten both set screws on the end of the Short and Long Sync Rods (G, H) using the 2mm Allen wrench (T-B). Insert Rubber Pads (S-F) into the desktop mounting holes in the desk frame assembly.



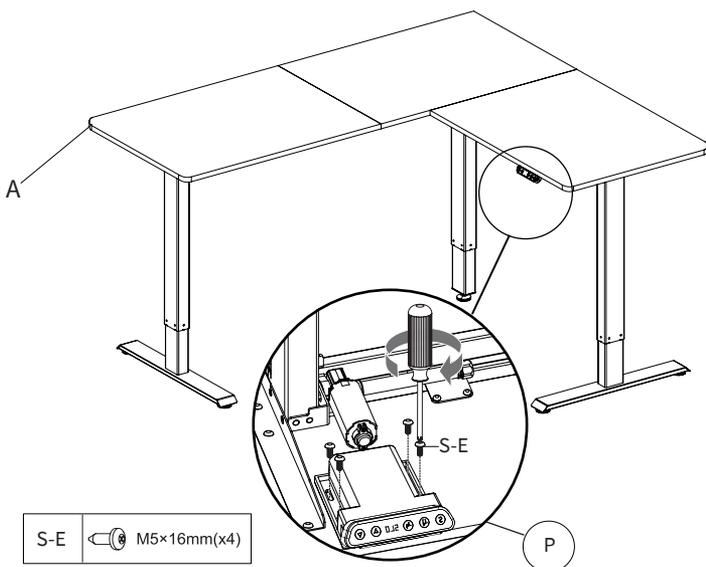
STEP 5 - OPTION A: Left Side Extension

Position Desktops (A) on frame assembly with center section aligned lengthwise with left section. Mount Desktops (A) to frame assembly using M5x16 Screws (S-E) and a Phillips screwdriver. Connect Desktop (A) sections using Connecting Plates (I) and M5x16 Screws (S-E). Tighten using Phillips Screwdriver.

NOTE: Mounting holes in Desktops (A) for Side Brackets (B) and Connecting Plates (I) are pre-drilled. For other locations, Screws (S-E) may be driven directly into Desktops (A) by applying pressure while turning Screws (*Screws have sharp ends for self-tapping*).

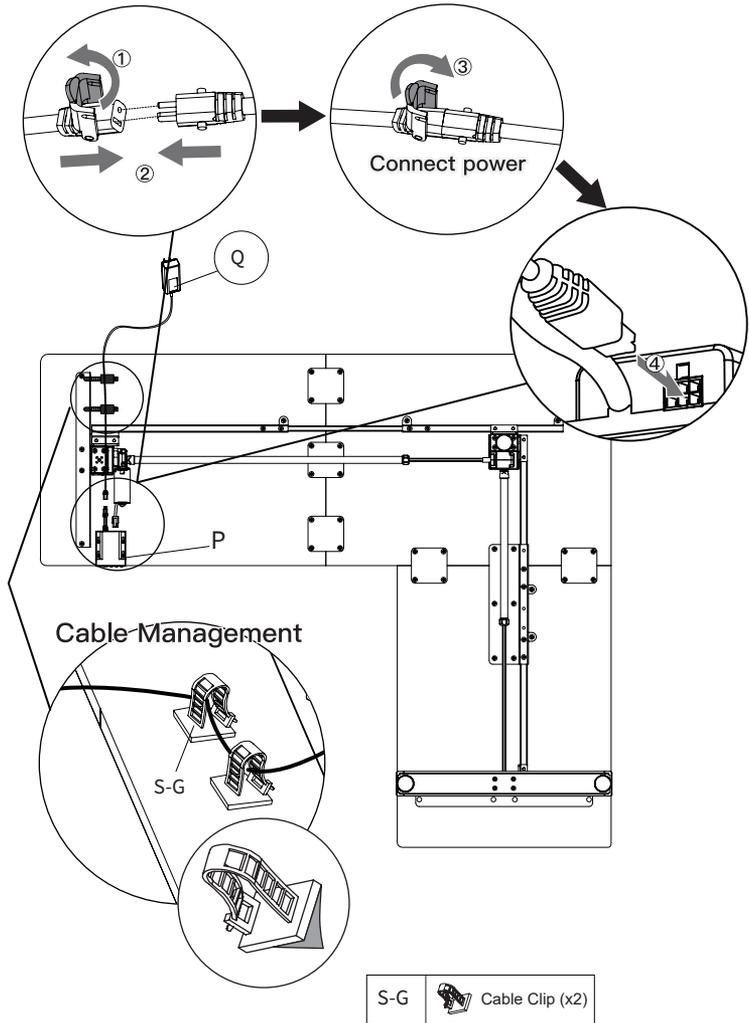


Mount Control Panel (P) to the underside Desktop (A) using M5x16 Screws (S-E) and a Phillips screwdriver.



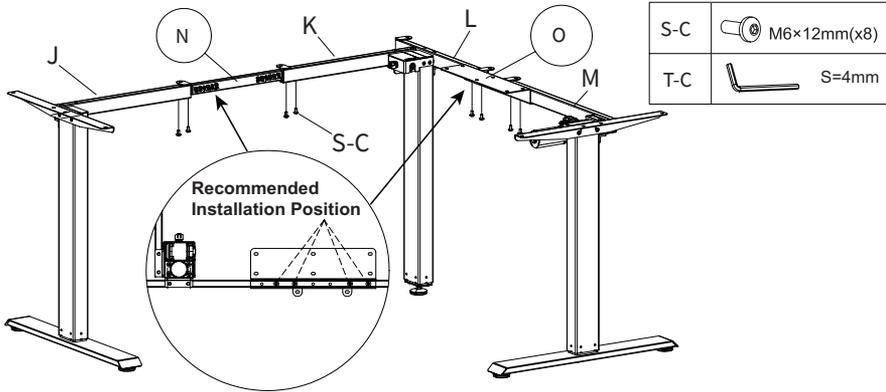
STEP 6 - OPTION A: Left Side Extension

Connect the AC Adapter (**Q**) to the cable from the motor and Control Panel (**P**), then plug the AC Adapter (**Q**) into a wall outlet to power on the desk for operation. Organize cables using the Cable Clips (**S-G**).

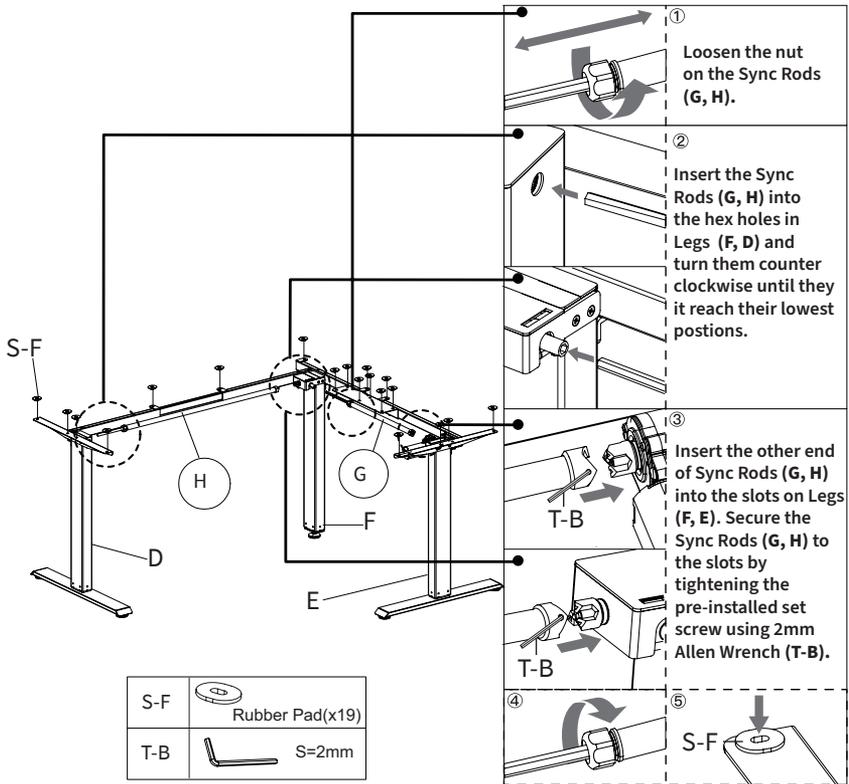


STEP 7 - OPTION B: Right Side Extension

Slide Inner Crossbar (N) into Left Crossbar (J) and Inner Left Crossbar (K). Secure using M6x12 Screw (S-C) and 4mm Allen Wrench (T-C). Attach Crossbar Connector (O) to Inner Right Crossbar (L) and Right Crossbar (M) using M6x12 Screw (S-C) and 4mm Allen Wrench (T-C). For correct position of Crossbar Connector (O), use 2nd and 3rd holes from left, and 1st and 2nd holes from right.



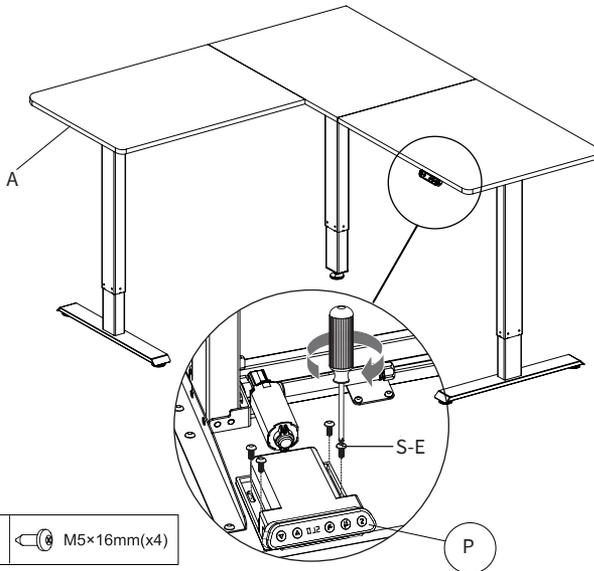
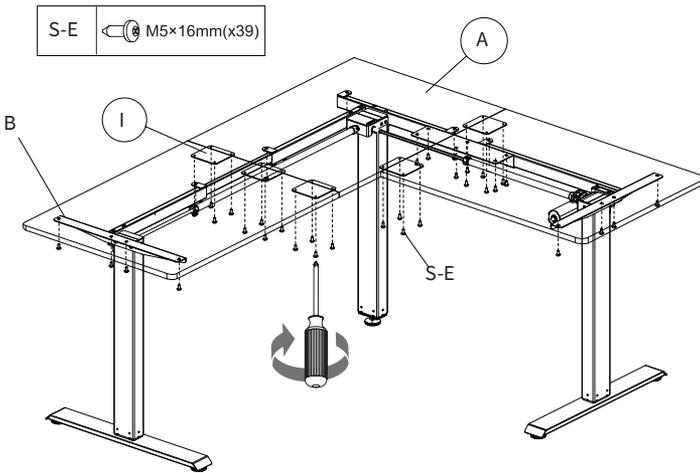
Loosen the nut on the Short Sync Rod (G), and Insert the Short Sync Rod (G) into the right side of Center Leg (F). Then extend the rod onto Leg with Motor (E) and tighten the nut. Insert the Long Sync Rod (H) into Left Leg (D), extend the rod onto Center Leg (F) and tighten the nut. Tighten both set screws on the end of the Short and Long Sync Rods (G, H) using the 2mm Allen wrench (T-B). Insert Rubber Pads (S-F) into the desktop mounting holes in the desk frame assembly.



STEP 8 - OPTION B: Right Side Extension

Position Desktops **(A)** on frame assembly with center section aligned lengthwise with right section. Mount Desktops **(A)** to frame assembly using M5x16 Screws **(S-E)** and a Phillips screwdriver. Connect Desktop **(A)** sections using Connecting Plates **(I)** and M5x16 Screws **(S-E)**. Tighten using Phillips Screwdriver.

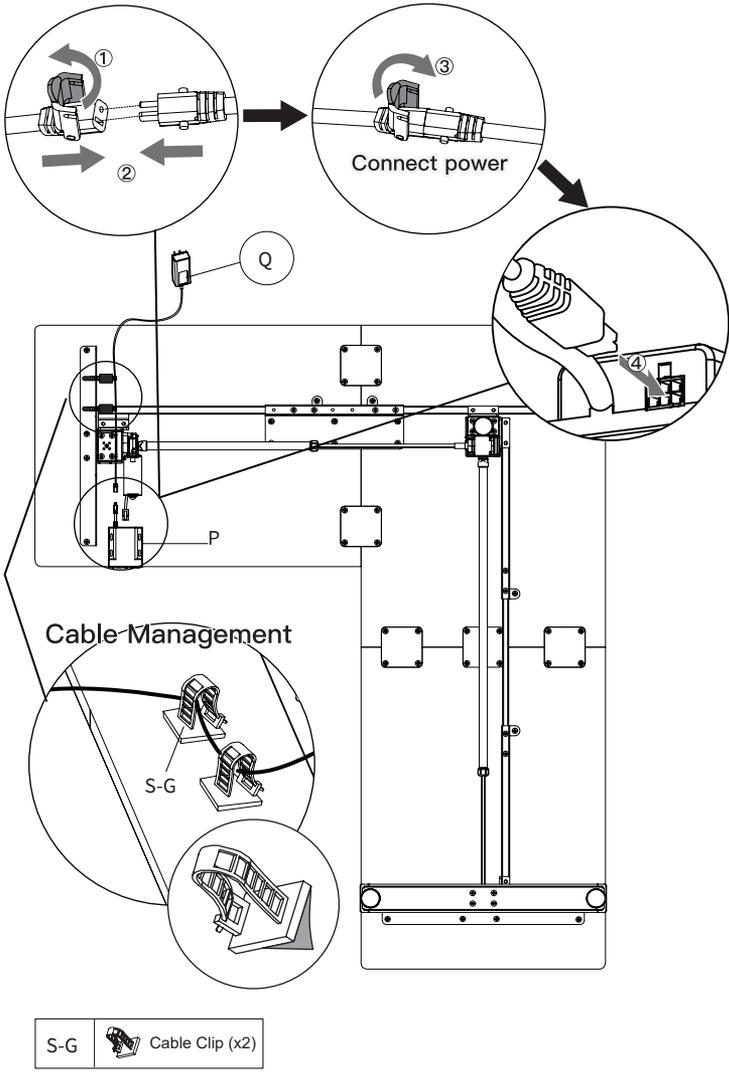
NOTE: Mounting holes in Desktops **(A)** for Side Brackets **(B)** and Connecting Plates **(I)** are pre-drilled. For other locations, Screws **(S-E)** may be driven directly into Desktops **(A)** by applying pressure while turning Screws (Screws have sharp ends for self-tapping).



Mount Control Panel **(P)** to the underside Desktop **(A)** using M5x16 Screws **(S-E)** and a Phillips screwdriver.

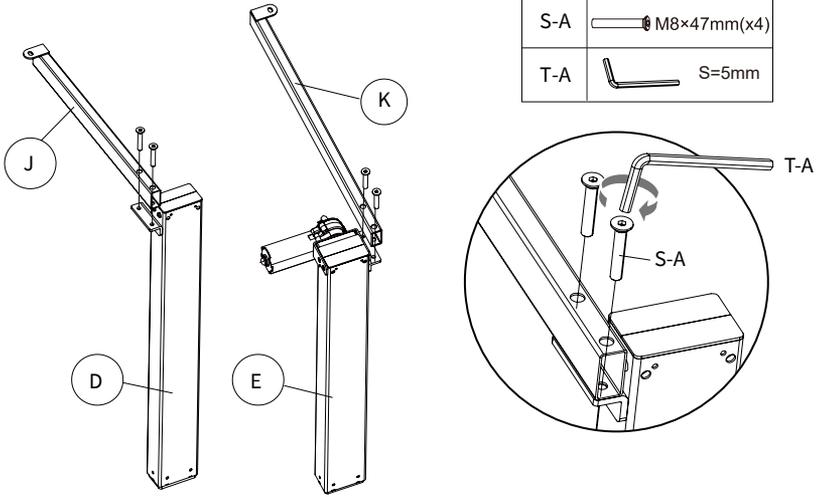
STEP 9 - OPTION B: Right Side Extension

Connect the AC Adapter (Q) to the cable from the motor and Control Panel (P), then plug the AC Adapter (Q) into a wall outlet to power on the desk for operation. Organize cables using the Cable Clips (S-G).

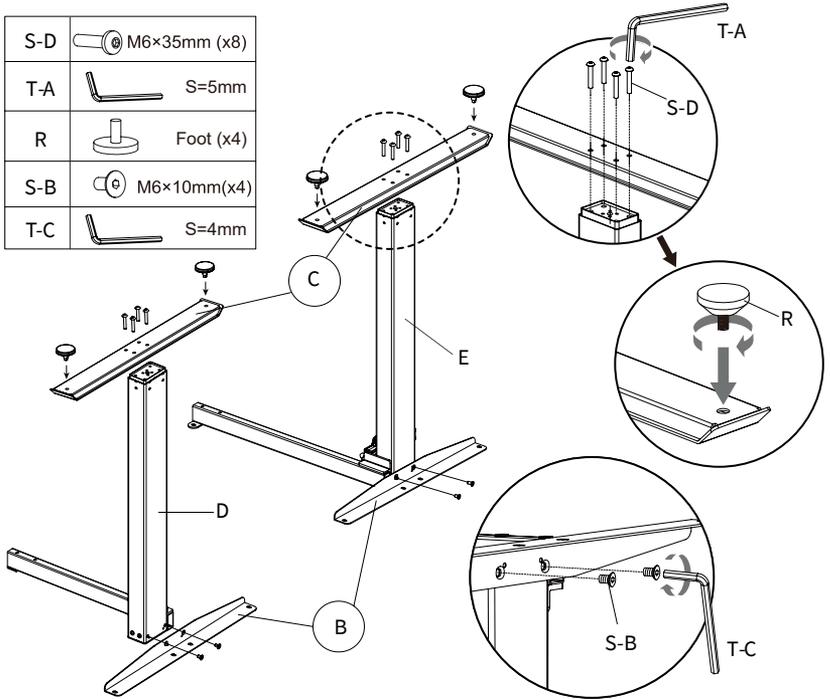


STEP 10 - OPTION C: No Extensions

Attach Left Crossbar (**J**) to Left Leg (**D**) and Inner Left Crossbar (**K**) to Leg With Motor (**E**) with M8x47 Screws (**S-A**). Tighten using 5mm Allen Wrench (**T-A**).



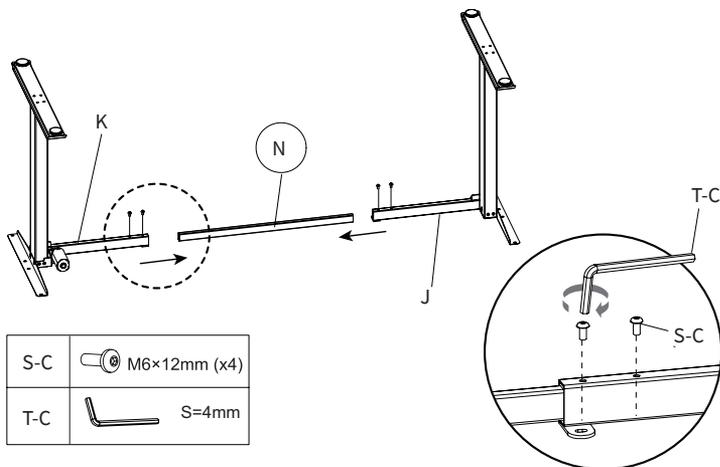
S-D	 M6×35mm (x8)
T-A	 S=5mm
R	 Foot (x4)
S-B	 M6×10mm(x4)
T-C	 S=4mm



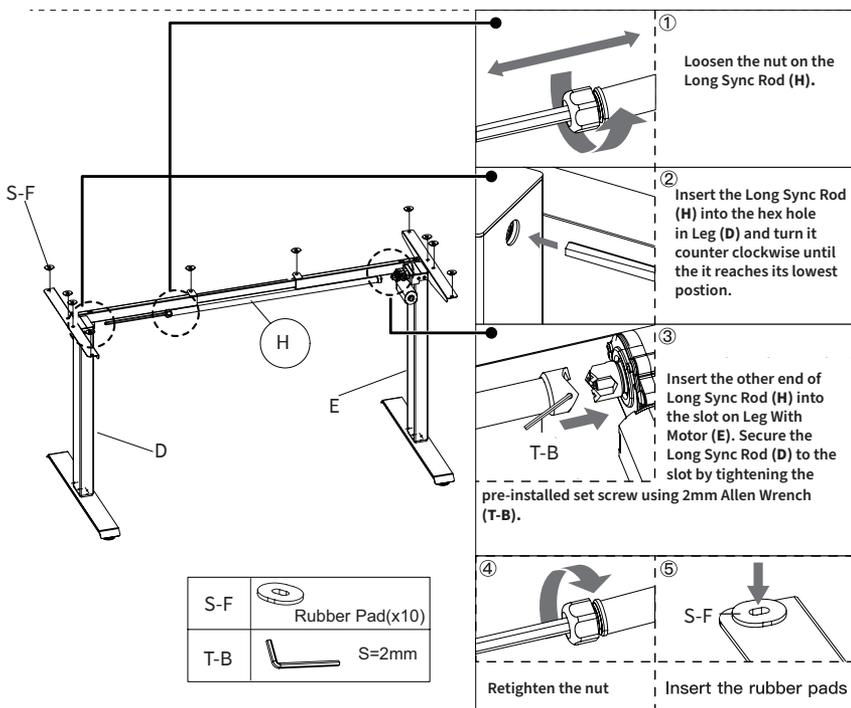
Attach Side Brackets (**B**) to Left Leg (**D**) and Leg With Motor (**E**) using M6x10 Screws (**S-B**) and 4mm Allen Wrench (**T-C**). Mount Feet (**C**) to Left Leg (**D**) and Leg With Motor (**E**) using M6x35 Screws (**S-D**) and tighten using 5mm Allen Wrench (**T-A**). Attach Foot Pads (**R**) to Feet (**C**).

STEP 11 - OPTION C: No Extensions

Slide Inner Crossbar (**N**) into Left Crossbar (**J**) and Inner Left Crossbar (**K**). Secure using M6x12 Screw (**S-C**) and 4mm Allen Wrench (**T-C**).



S-C	 M6×12mm (x4)
T-C	 S=4mm

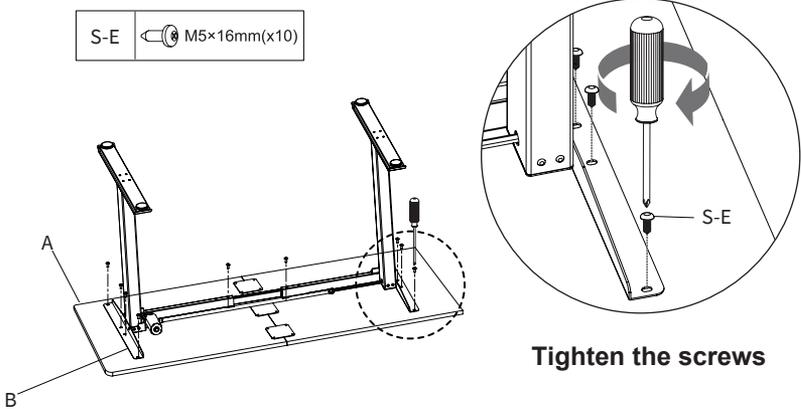
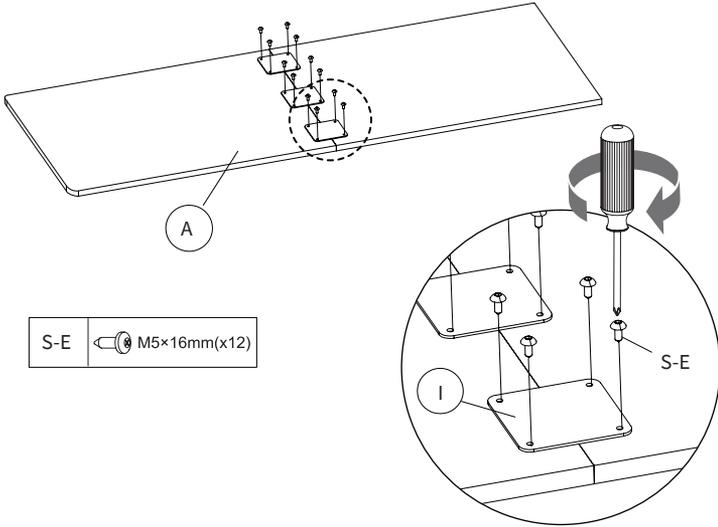


S-F	 Rubber Pad(x10)
T-B	 S=2mm

Insert the Long Sync Rod (**H**) into Left Leg (**D**), extend the rod onto Leg with Motor (**E**) and tighten the nut. Tighten set screw on the end of the Long Sync Rod (**H**) using the 2mm Allen wrench (**T-B**). Insert Rubber Pads (**S-F**) into the desktop mounting holes in the desk frame assembly.

STEP 12 - OPTION C: No Extensions

Connect two Desktop (A) sections using Connecting Plates (I) and M5x16 Screws (S-E). Tighten using Phillips Screwdriver.

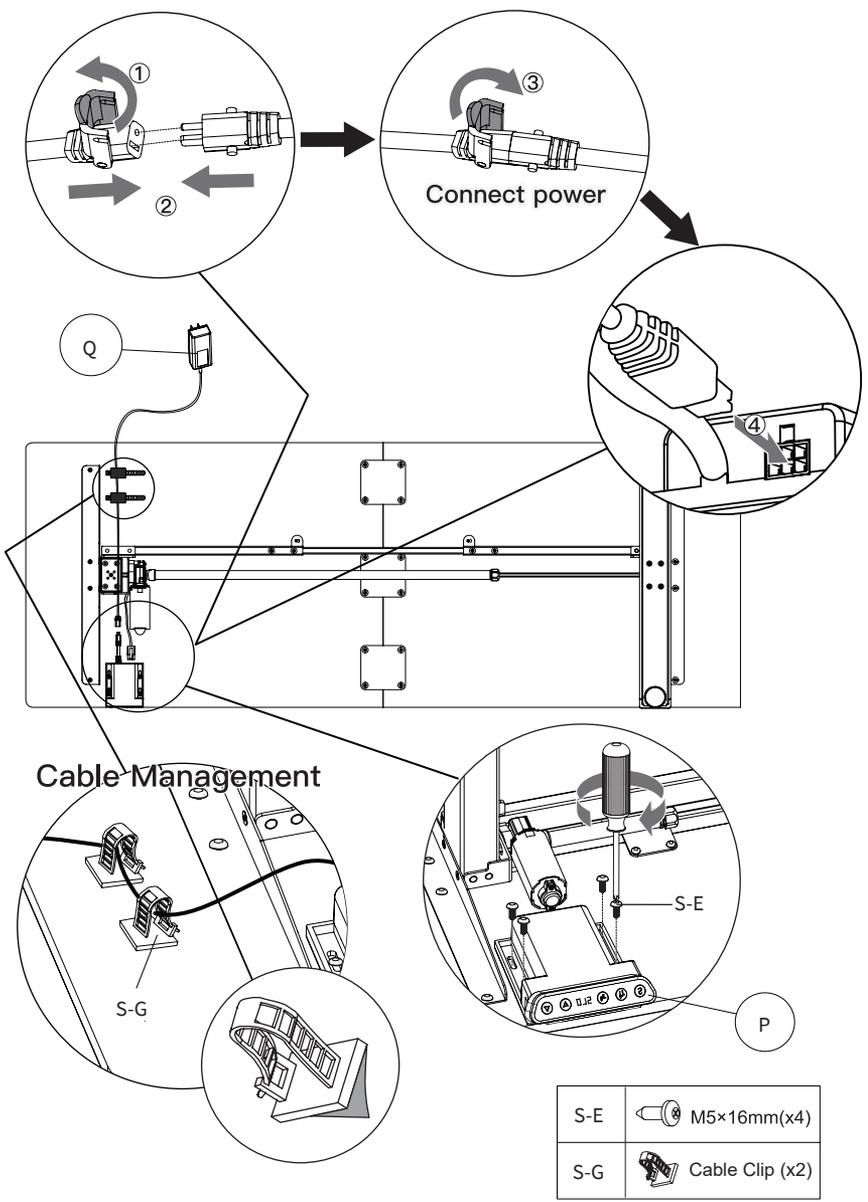


Position frame assembly upside down on Desktops (A). Mount frame assembly to Desktops (A) using M5x16 Screws (S-E) and a Phillips screwdriver.

NOTE: Mounting holes in Desktops (A) for Side Brackets (B) and Connecting Plates (I) are pre-drilled. For other locations, Screws (S-E) may be driven directly into Desktops (A) by applying pressure while turning Screws (Screws have sharp ends for self-tapping).

STEP 13 OPTION C: No Extensions

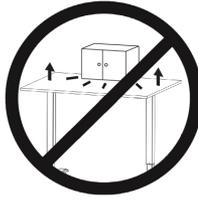
Mount Control Panel (P) to the underside Desktop (A) using M5x16 Screws (S-E) and a Phillips screwdriver. Connect the AC Adapter (Q) to the cable from the motor and Control Panel (P), then plug the AC Adapter (Q) into a wall outlet to power on the desk for operation. Organize cables using the Cable Clips (S-G).



⚠ 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.



Open **Monday - Friday 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.



309-278-5303

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



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



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