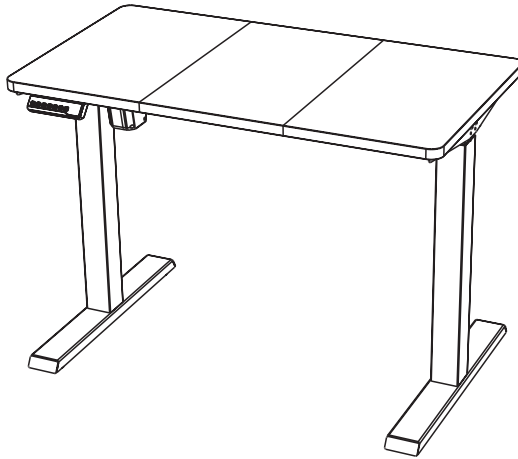


White 43" x 24" Electric Desk

Instruction Manual



SKU: DESK-EW43TW



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-ew43tw>

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



help@vivo-us.com



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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.

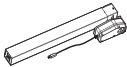
WARNING: CHOKING HAZARD

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

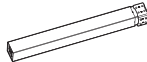
PACKAGE CONTENTS



A (x1)
Telescopic
Crossbar



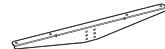
B (x1)
Motorized Leg



C (x1)
Leg



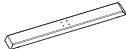
D (x1)
Crossbar
Spacer



E (x2)
Side Bracket



F (x1)
Sync Rod



G (x2)
Foot



H (x1)
Adapter Holder



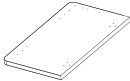
I (x1)
AC Adapter



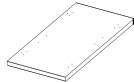
J (x1)
Power Cable



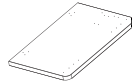
K (x1)
Controller



L (x1)
Left Desktop



M (x1)
Center Desktop



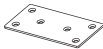
N (x1)
Right Desktop



O (x2)
Support Pad



P (x24)
Flat Head
Screw



Q (x4)
Desktop
Connector



S-A (x16)
M6x12



S-B (x10)
ST4.2x20 Screw



S-C (x2)
ST3.5x20 Screw



S-D (x3)
Cable Clip



S-E (x10)
Anti-Vibration
Pad



S-F (x1)
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.



DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.



TOOLS NEEDED



Tape Measure



Phillips Screwdriver



Level

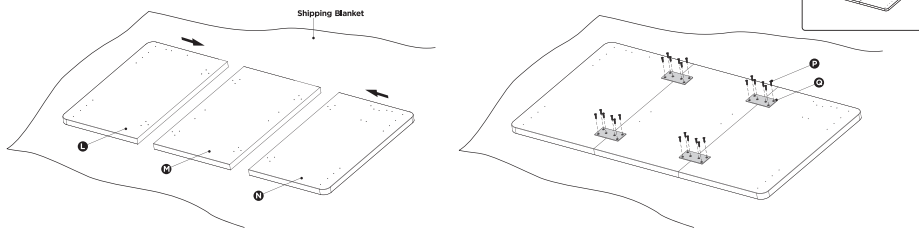


Drill

ASSEMBLY STEPS

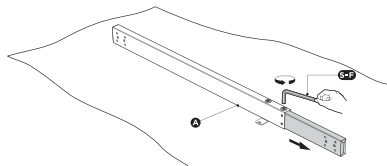
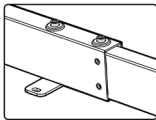
STEP 1

Assemble the desktops (**L, M, N**) using the desktop connectors (**Q**) and flat head screws (**P**). Tighten screws with a Phillips screwdriver.



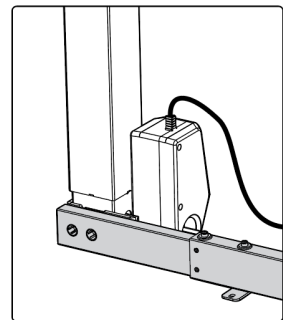
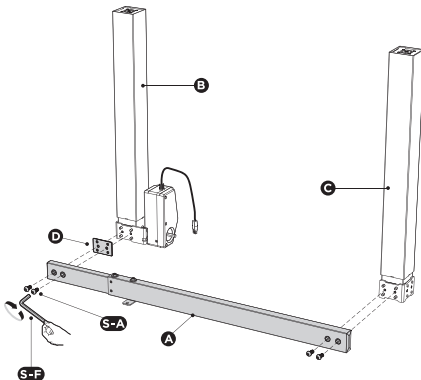
STEP 2

Loosen the two set screws on the telescopic crossbar (**A**) using the Allen wrench (**S-F**) and partially extend the crossbar.



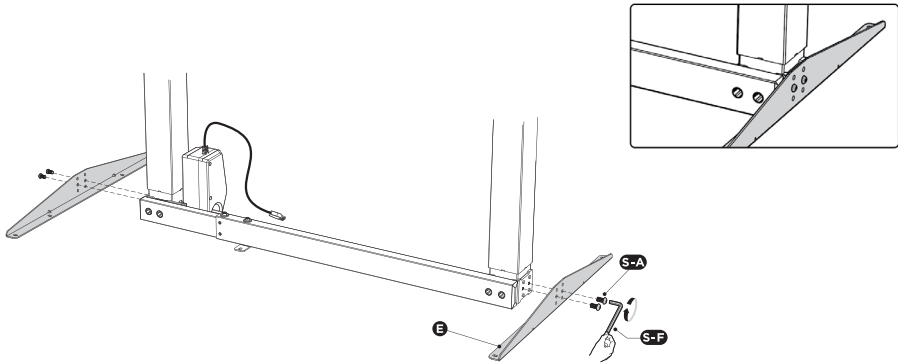
STEP 3

Place the crossbar spacer (**D**) on the motorized leg (**B**) as shown. Attach the telescopic crossbar to the legs (**B, C**) as shown using M6x12mm bolts (**S-A**), and tighten with the Allen wrench (**S-F**). **NOTE:** Insert all necessary screws into holes before tightening.



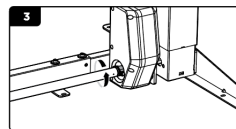
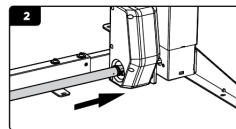
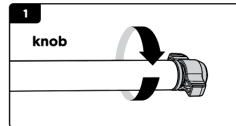
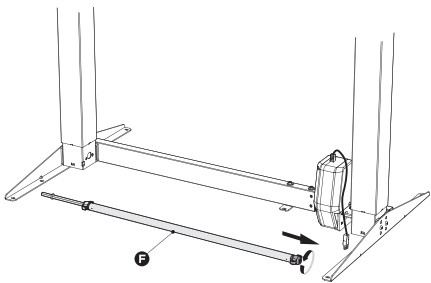
STEP 4

Attach the side brackets (**E**) to both ends of the frame using four M6x12mm bolts (**S-A**). Tighten with the Allen wrench (**S-F**).



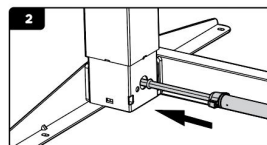
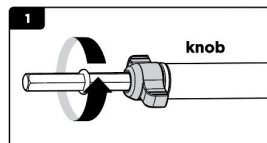
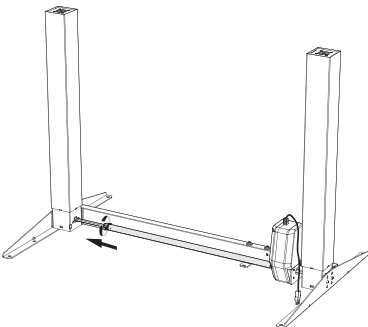
STEP 5

Loosen the knob on the socket end of the sync rod (**F**) and slide the sync rod onto the shaft of the motorized leg. Tighten the knob.



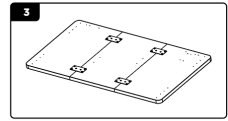
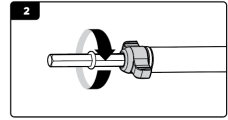
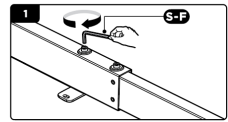
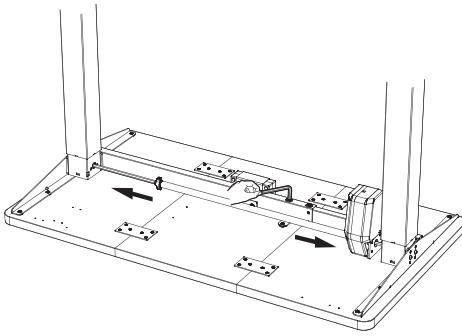
STEP 6

Loosen the knob on the other end of the sync rod and extend the hex shaft into the socket in the leg, making sure the shaft is fully inserted with the red O-ring bumper spaced no more than 0.5" from the leg. Tighten the knob.



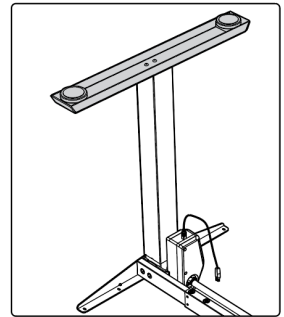
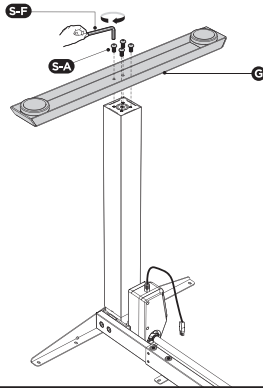
STEP 7

Place the frame upside down on the desktop, extend to match the desktop mounting holes, then tighten the set screws with the Allen wrench (**S-F**).



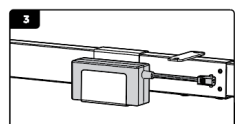
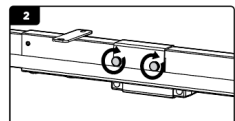
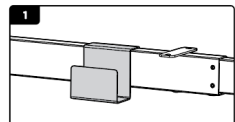
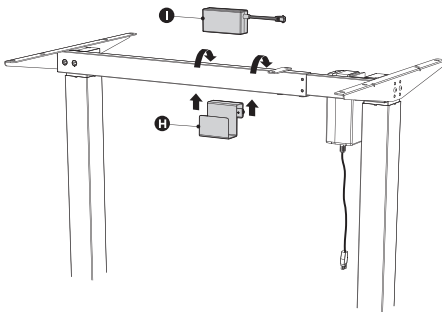
STEP 8

Place the feet (**G**) on the legs as shown. Insert and tighten bolts (**S-A**) using the Allen wrench (**S-F**).



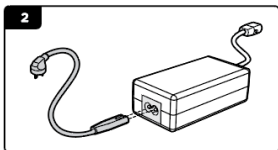
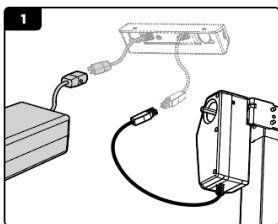
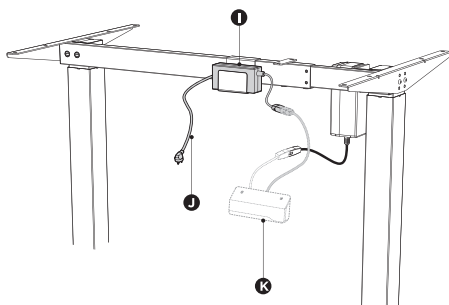
STEP 9

Place the adapter holder (**H**) over the telescopic crossbar and tighten the two thumbscrews. Place the AC adapter (**I**) into the adapter holder (**H**).



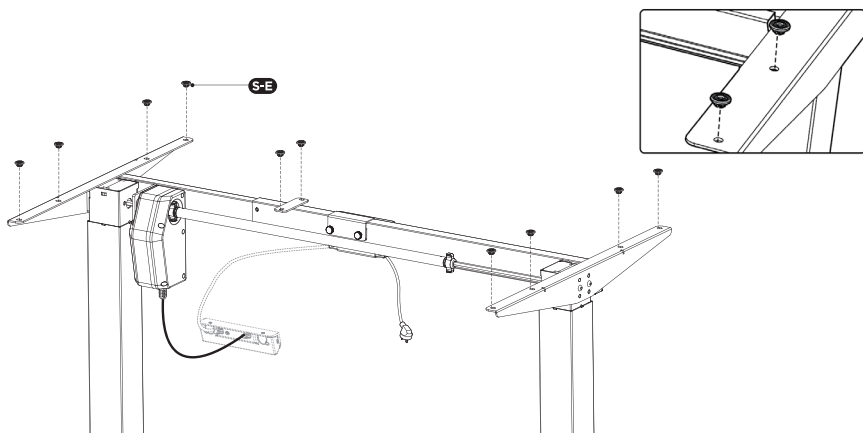
STEP 10

Connect the AC adapter and motorized leg to the controller (K).
Connect the power cable (J) to the AC adapter.



STEP 11

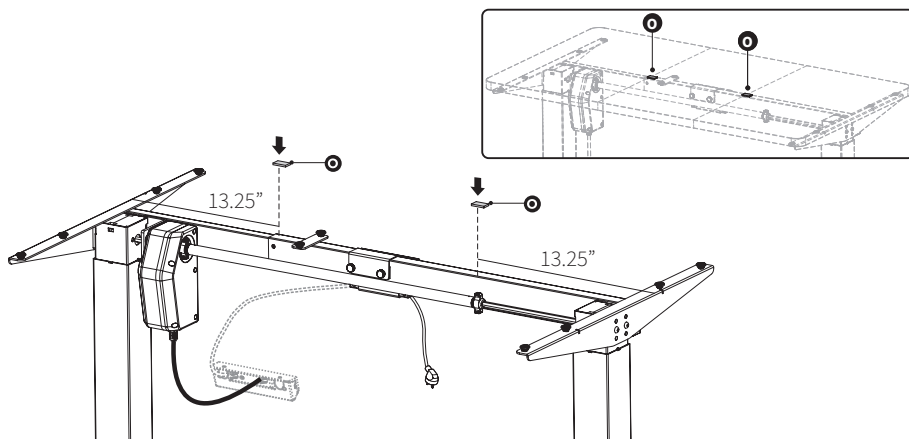
Insert the anti-vibration pads (S-E) into the desktop mounting holes in the crossbar and side brackets.



STEP 12

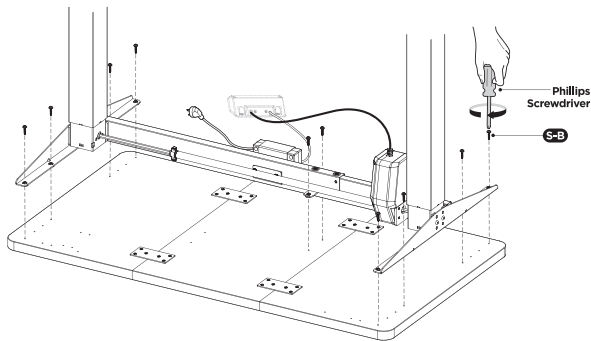
Place the support pads (O) onto the crossbar in the locations shown below.

NOTE: The measurements shown will place the pads (O) beneath the seams of the desktop, which is critical for ensuring the desktop panels are level.



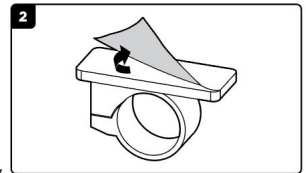
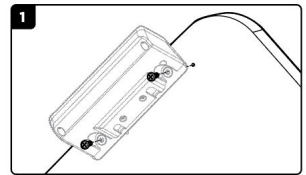
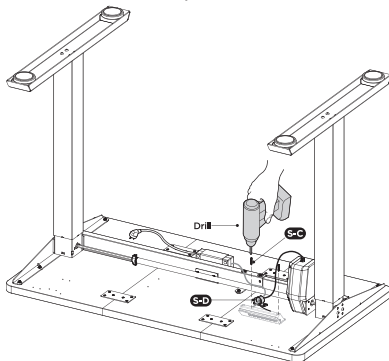
STEP 13

Place the assembled frame on the desktop, making sure the holes are aligned with the desk frame, and secure the frame using ST4.2x20 screws (**S-B**).



STEP 14

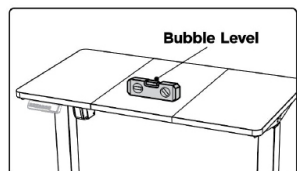
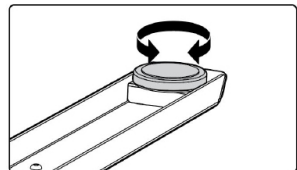
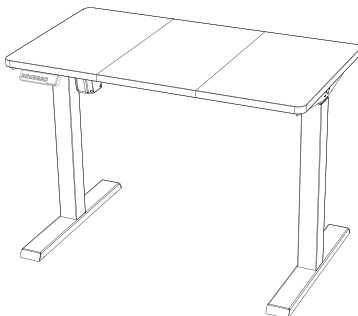
Attach the controller to the underside of the desktop using ST3.5x20 screws (**S-C**) as shown. Once the controller is installed, cable clips (**S-D**) can be attached to the desk for cable management. Refer to the Controller User Guide for operational instructions.



CAUTION: When moving desk, **ALWAYS** carry the desk by the frame part **ONLY** and never by the divided desktop.

STEP 15

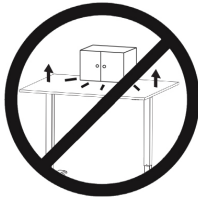
If necessary, adjust foot pads to level the desk.



⚠ 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: 08/06/2020
REV2

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.



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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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