

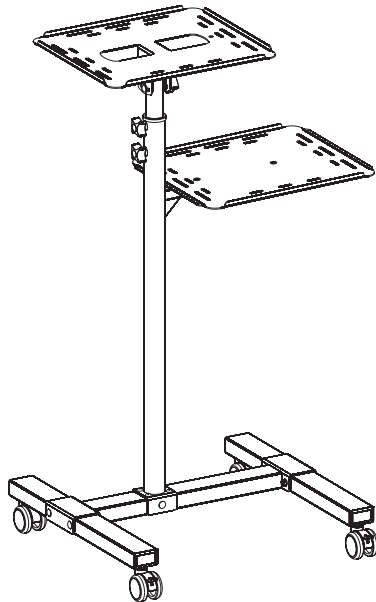


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## Black Mobile Projector and Laptop Cart

**SKU: CART-V04C**

Instruction Manual



**ASSEMBLY VIDEO AVAILABLE:**

Follow along step-by-step with our video walk through by scanning the QR code with your mobile device or by following the product link: [vivo-us.com/products/cart-v04c](https://vivo-us.com/products/cart-v04c)

# Contact Us First!

***DO NOT RETURN ITEM***

Our friendly product support team is here to help!



**PERSONABLE CUSTOMER SUPPORT**

**7AM - 7PM**

**Monday-Friday**



Give us a Call:  
**309-278-5303**



Chat Us:  
**[www.vivo-us.com](http://www.vivo-us.com)**



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

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## We're Here for You!

Our customer-minded support team is here for YOU,

**Monday-Friday 7am-7pm CST.**

We offer immediate assistance with rapid response times from customer service agents and product technicians to help you every step of the way!



## Missing a Part?

If any parts are received damaged / defective OR you are missing a part, please reach out to us ***within 30 days of product delivery to have it replaced at no cost.***

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

## PRE-ASSEMBLY | BEFORE YOU BEGIN



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. Do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly or inappropriate use.

### **WARNING: CHOKING HAZARD**

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

### **TIPOVER WARNING**

SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM TIPOVER. TO HELP PREVENT TIPOVER:

- NEVER ALLOW CHILDREN TO CLIMB, STAND, HANG, OR PLAY ON ANY PART OF TV OR TV CART.
- USE TIPOVER RESTRAINT OR ANCHOR STAND TO WALL

**USE OF TIPOVER RESTRAINTS MAY ONLY REDUCE, BUT NOT ELIMINATE RISK OF TIPOVER.**

### **WEIGHT CAPACITY**

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



22lbs  
(10kg)  
PER TRAY



### **Product Warranty**

For the most up to date details on your product's warranty, please visit the product's listing on our website or reach out to customer support.

[vivo-us.com/products/cart-v04c](https://vivo-us.com/products/cart-v04c)



### **Returns | Product Didn't Work Out?**

We offer a hassle-free 30 day return on all products. Contact customer support at 309-278-5303 or [help@vivo-us.com](mailto:help@vivo-us.com). Please note: For items ordered in error or no longer needed, the return shipping charges will be at the buyer's expense.

**TOOLS NEEDED:**



Phillips Screwdriver

**DIFFICULTY LEVEL**



**PACKAGE CONTENTS**

Please consult the parts list below and ensure you have everything you need to assemble your product. If parts are missing or damaged, please contact us.



**A (x1)**  
Upper Shelf



**B (x1)**  
Lower Shelf



**C (x1)**  
Center Pole



**D (x1)**  
Base



**E (x2)**  
Foot



**F (x2)**  
Plate



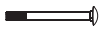
**G (x2)**  
Caster



**H (x2)**  
Locking Caster



**I (x3)**  
Knob



**S-A (x5)**  
M6x65mm  
Screw



**S-B (x9)**  
Washer



**S-C (x8)**  
Nut



**S-D (x4)**  
M6x12mm  
Screw



**S-E (x2)**  
M6x30mm  
Screw



**S-F (x3)**  
M6x50mm  
Screw



**S-G (x1)**  
M6x50mm  
Screw



**S-H (x1)**  
Washer



**T-A (x1)**  
Allen Wrench



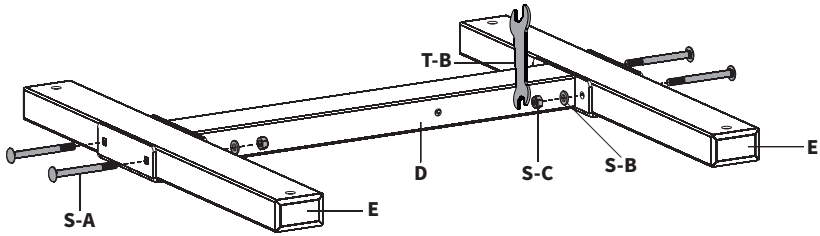
**T-B (x1)**  
Wrench

**NOTE:** SOME HARDWARE INCLUDED MAY NOT BE USED

# ASSEMBLY STEPS

## STEP 1: Assembling the Base

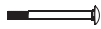
Place Base (D) upside down and attach Feet (E) using M6x65mm Screws (S-A), Washers (S-B), and Nuts (S-C). Tighten using Wrench (T-B).



D  
Base



E  
Foot



S-A  
M6x65mm Screw



S-B  
Washer



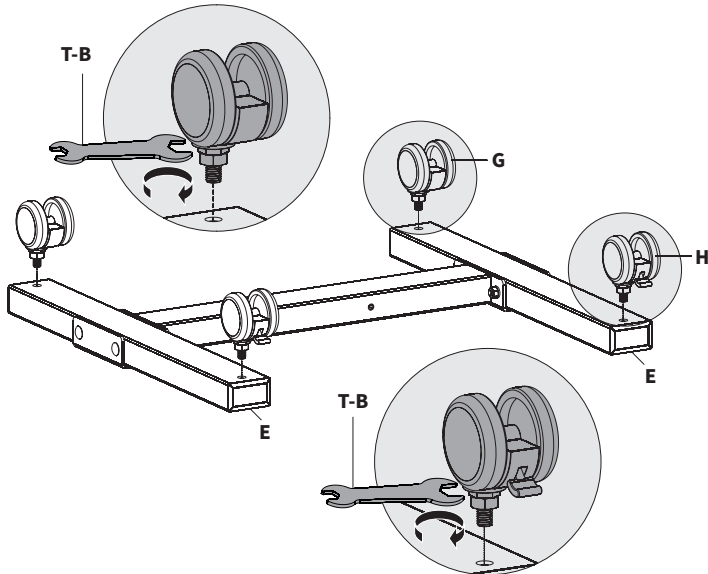
S-C  
Nut



T-B  
Wrench

## STEP 2: Attaching Casters

Attach Casters (G, H) to Feet (E) using Wrench (T-B) as shown in diagram.



G  
Caster



H  
Locking Caster

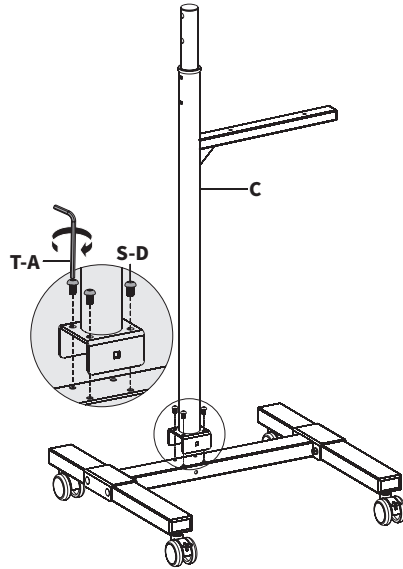
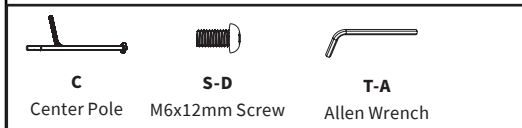


T-B  
Wrench



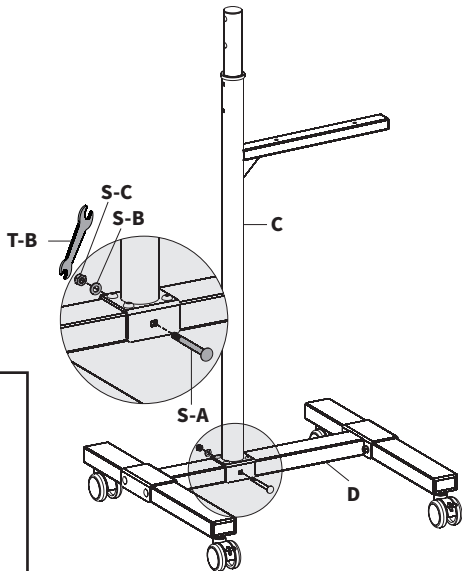
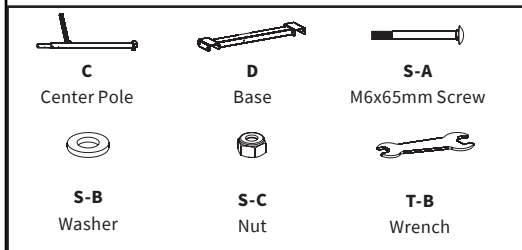
### STEP 3: Installing Center Pole

Turn assembly over and attach Center Pole (C) using M6x12mm Screws (S-D). Tighten using Allen Wrench (T-A).



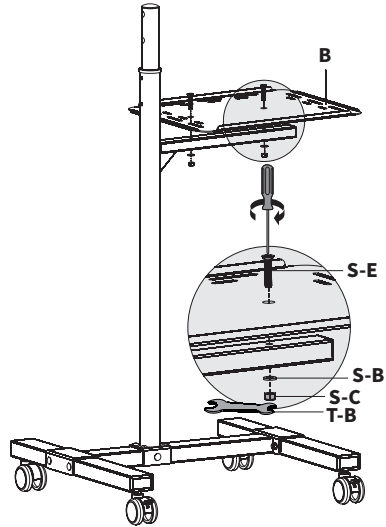
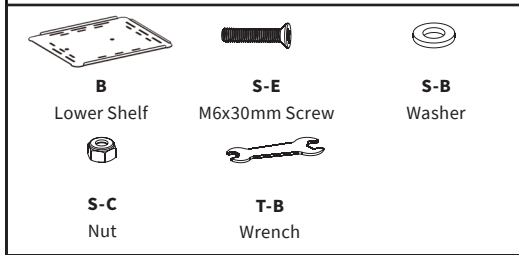
### STEP 4: Installing the Center Pole

Secure Center Pole (C) to Base (D) using M6x65mm Screw (S-A), Washer (S-B), and Nut (S-C). Tighten with Wrench (T-B).



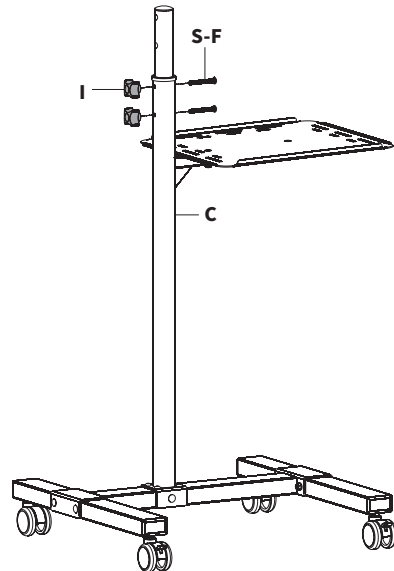
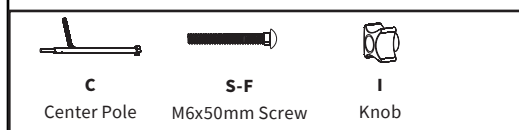
## STEP 5: Installing the Lower Shelf

Attach Lower Shelf (**B**) using M6x30mm Screws (**S-E**), Washers (**S-B**), and Nuts (**S-C**). Tighten with Wrench (**T-B**) and Phillips screwdriver.



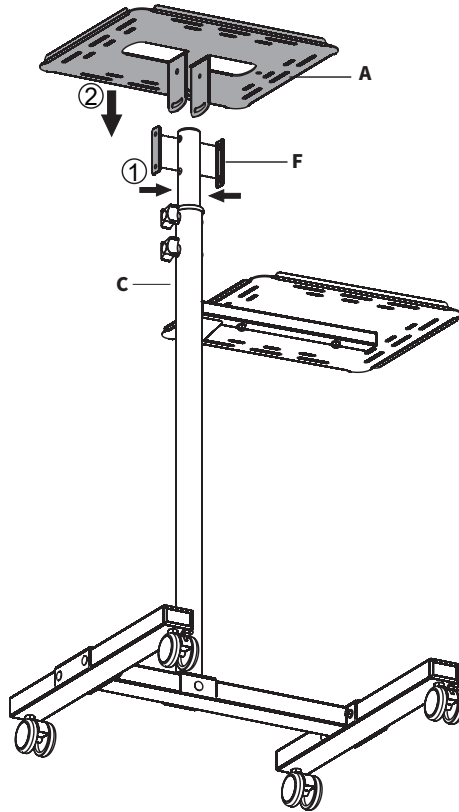
## STEP 6: Installing the Knobs

Adjust the height of Center Pole (**C**) and secure in place using M6x50mm Screws (**S-F**) and Knobs (**I**).



## STEP 7: Installing the Upper Shelf

Secure two Plates (F) to either side of Center Pole (C). Place Upper Shelf (A) over assembly.



A  
Upper Shelf



C  
Center Pole

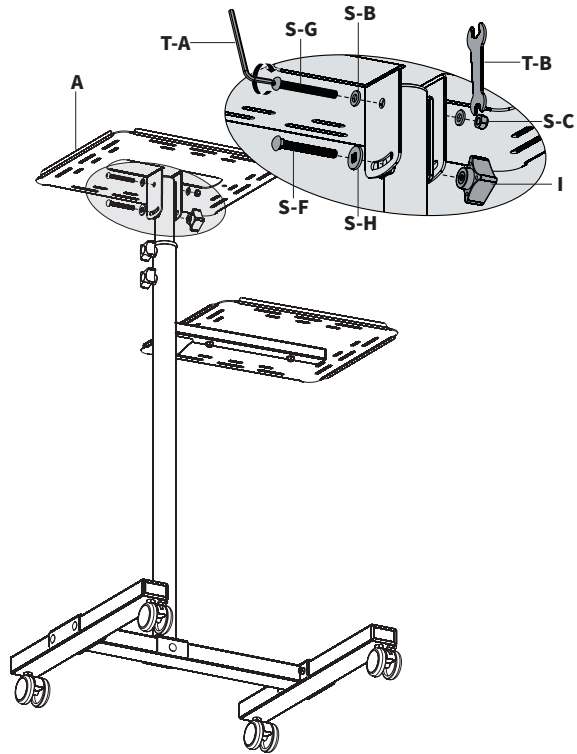


F  
Plate



## STEP 8: Installing the Upper Shelf

Attach Upper Shelf (A) using M6x50mm Screw (S-G), Washers (S-B), and Nut (S-C) in the top hole. Use M6x50mm Screw (S-F), Washer (S-H), and Knob (I) in the bottom hole.



A  
Upper Shelf



S-F  
M6x50mm Screw



S-B  
Washer



S-C  
Nut



S-G  
M6x50mm Screw



S-H  
Washer



I  
Knob



T-A  
Allen Wrench



T-B  
Wrench

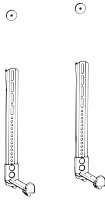


CHECK OUT OTHER GREAT PRODUCTS FROM



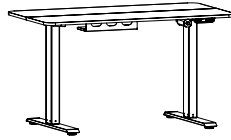
**EXPLORE MORE AT VIVO-US.COM**

*We offer a wide array of home & office products to fit your needs. From height adjustable desks to monitor mounts to keyboard trays and more!*



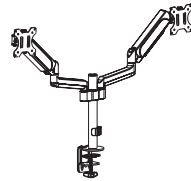
#### **SPEAKER MOUNTS & STANDS**

Whether you're mounting a soundbar or surround sound system, we've got a mounting solution to fit your needs



#### **HEIGHT ADJUSTABLE DESKS**

We offer electric & manual crank standing desks, corner frames, desk & top combos, and more!



#### **MONITOR MOUNTS**

From single monitor mounts to hex mount, grommet or clamp-ons, we've got a mounting solution for your setup.



### **WHO WE ARE**



VIVO is more than a brand of ergonomic office furniture. We are a team of creative and innovative individuals working together to offer high quality, affordable ergonomic solutions. We think and work outside of the box to serve you, our customer, to the best of our ability.



# Need Assistance?

We Would Love to Help!



## Personable Customer Support | **Mon-Fri 7am-7pm**

We offer immediate assistance with rapid response times from customer service agents and product technicians to help you every step of the way!



Call Us: **309-278-5303**

Average Resolution Time: **5m 4s**



Chat Us: **[www.vivo-us.com](http://www.vivo-us.com)**

Average Resolution Time: **< 15m**



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

Average Resolution Time: **1HR 8M**

*23% within < 15m*

*38% within < 30m*

*61% within < 1hr*

*83% within < 2hr*

*92% within < 3hr*



**LOVE YOUR NEW VIVO SETUP?**

Ready to share that new amazing setup? Want to brag about that amazing new ergonomic solution?

Tag us in your photo!



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