V·I·V·O

15" x 13-18" Under Desk Adjustable Sliding Tray
Instruction Manual
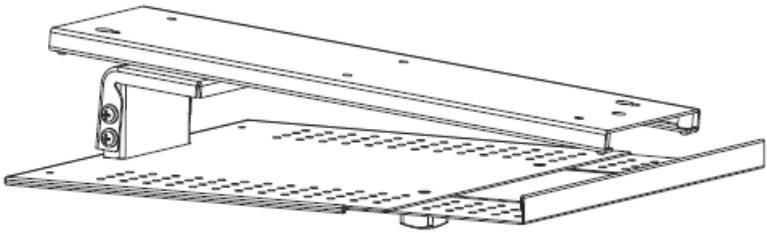
✉ help@vivo-us.com   🎧 www.vivo-us.com   ☎ 1-800-371-5654

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.

PACKAGE CONTENTS
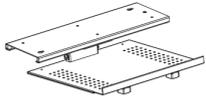
A (x1)
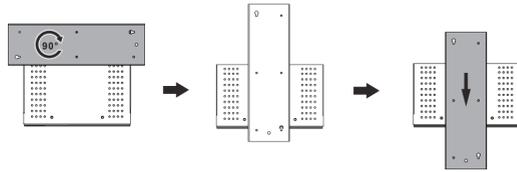Laptop Tray
Assembly
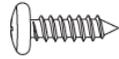
B (x6)
Mounting Screw

TOOLS NEEDED

Phillips Screwdriver

Drill

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

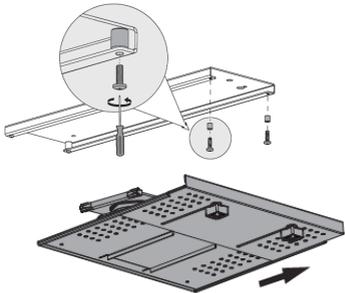**11 lbs
(4.99 kg)**

ASSEMBLY STEPS

STEP 1

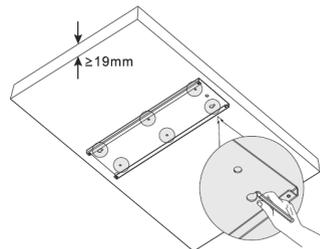Rotate slider track and slide toward the front of the laptop tray (**A**).

STEP 2

Remove screws and bumpers from the end of the slider track with a Phillips screwdriver, then remove the laptop tray.
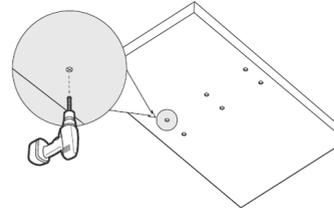

STEP 3

Place slider track against the underside of the desktop and mark drilling locations. Please note, the desk must have a thickness of at least 3/4" (19mm).
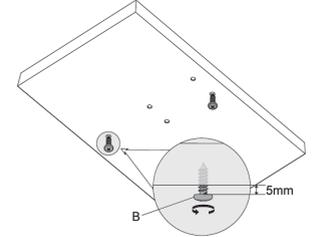

≥19mm

STEP 4
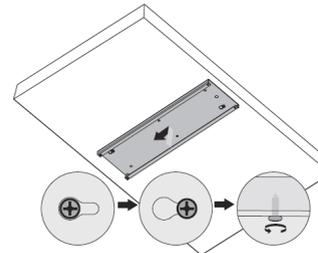
Drill 0.59" (15mm) deep holes using a 5/32" or 4mm drill bit.

STEP 5

Insert screws (**B**) into the front-right and rear-left holes, leaving 0.2" (5mm) of screw thread exposed.
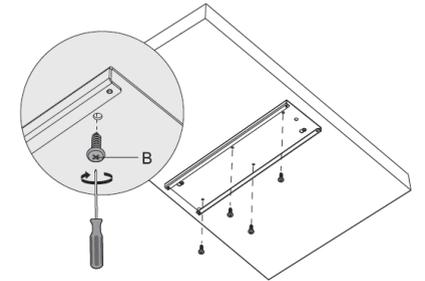

5mm
B

STEP 6

Place track on desk with the keyholes fitting over the screw heads, then slide back and tighten screws.
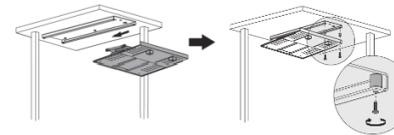

STEP 7

Secure track using the rest of the screws (**B**).
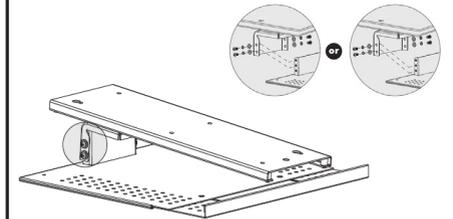

B

STEP 8

Slide the laptop tray back into the track and reinstall previously removed screws and bumpers.
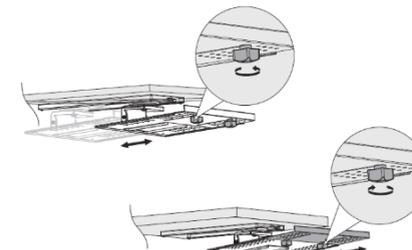

STEP 9

Adjust laptop tray height if needed by removing screws and washers from the sides, then reinstall at the required height.
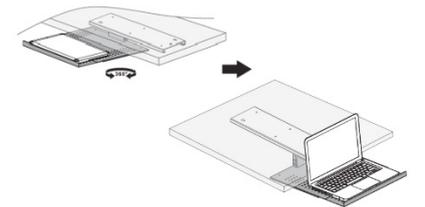

Step 10

Adjust laptop tray depth by loosening the knobs underneath.

STEP 11

Adjust as desired.

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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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