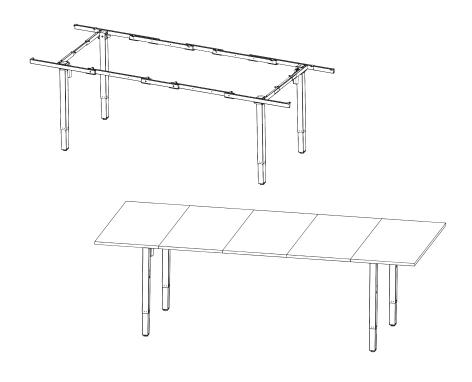# V·I·V·O

Electric 4-Leg Dual Motor Desk

SKUs: DESK-KIT-404B/N, DESK-KIT-405B/N, DESK-E-400B

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/desk-e-400b**

help@vivo-us.com | 309-278-5303 | www.vivo-us.com

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

Email Us:
help@vivo-us.com

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 techncians 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

** READ BEFORE PROCEEDING **

This manual includes instructions for different product variations, some of which are desk frame only. Please check your ordering SKU before proceeding to ensure you follow the correct instructions.
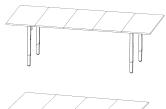
Desk Frame Only
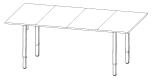
Multi-Panel Desktop + Desk Frame Kits

Control Panel Instructions | All Assemblies

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 contact our product support team at 309-278-5303 or help@vivo-us.com for further assistance. 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.

⚠ 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.

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

195lbs (88.63kg)	225lbs (102.3kg)	352lbs (160kg)
DESK-KIT-405B/N	DESK-KIT-404B/N	DESK-E-400B

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/desk-e-400b**
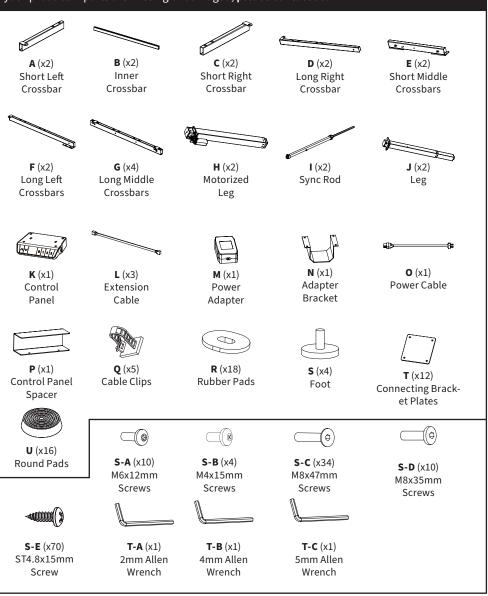
Returns | Product Didn't Work Out?
We offer a hassle-free 30 day return on all products. Contact customer support at 309-278-5303 or help@vivo-us.com. Please note: For items ordered in error or no longer needed, the return shipping charges will be at the buyer's expense.

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 (x2)
Short Left
Crossbar

B (x2)
Inner
Crossbar

C (x2)
Short Right
Crossbar

D (x2)
Long Right
Crossbar

E (x2)
Short Middle
Crossbars

F (x2)
Long Left
Crossbars

G (x4)
Long Middle
Crossbars

H (x2)
Motorized
Leg

I (x2)
Sync Rod

J (x2)
Leg

K (x1)
Control
Panel

L (x3)
Extension
Cable

M (x1)
Power
Adapter

N (x1)
Adapter
Bracket

O (x1)
Power Cable

P (x1)
Control Panel
Spacer

Q (x5)
Cable Clips

R (x18)
Rubber Pads

S (x4)
Foot

T (x12)
Connecting Bracket Plates

U (x16)
Round Pads

S-A (x10)
M6x12mm
Screws

S-B (x4)
M4x15mm
Screws

S-C (x34)
M8x47mm
Screws

S-D (x10)
M8x35mm
Screws

S-E (x70)
ST4.8x15mm
Screw

T-A (x1)
2mm Allen
Wrench

T-B (x1)
4mm Allen
Wrench

T-C (x1)
5mm Allen
Wrench

NOTE: SOME HARDWARE INCLUDED MAY NOT BE USED

TOOLS NEEDED:

Phillips Screwdriver   *Power Drill*   *7/64" (3mm)
Drill Bit*

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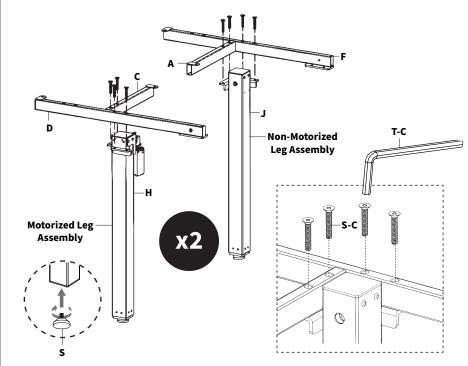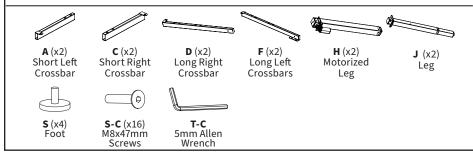
STEP a.1: Forming Leg Assemblies

Form two sets of the the following groups using M8x47mm Screws **(S-C)** and 5mm Allen Wrench **(T-C)**. When finished, you should have four leg assemblies (two motorized assemblies & two non-motorized assemblies):

1. Non-Motorized Leg Assembly: Connect Long Left Crossbar **(F)** and Short Left Crossbar **(A)** to Leg **(J)**. Install Foot **(S)** on Leg **(J)**. Repeat. You should have two left leg assemblies.

2. Motorized Leg Assembly: Connect Long Right Crossbar **(D)** and Short Right Crossbar **(C)** to Motorized Leg **(H)**. Install Foot **(S)** to Motorized Leg **(H)**. Repeat. You should have two right leg assemblies.

NOTE: Use the middle hole set on Left and Right Long Crossbars **(D,F)** when assembling them to the legs.

A

F

C

D

J

Non-Motorized Leg Assembly

T-C

Motorized Leg Assembly
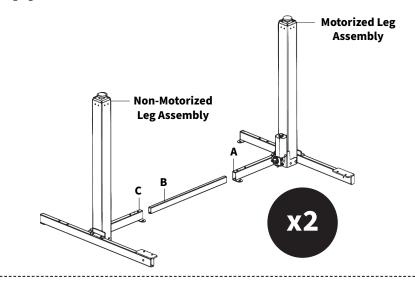
H

S-C

x2

S

*Image shows two leg assemblies: motorized and non-motorized. When finished, you should have two motorized and two non-motorized assemblies for a total of four leg assemblies.

A (x2) Short Left Crossbar	**C** (x2) Short Right Crossbar	**D** (x2) Long Right Crossbar	**F** (x2) Long Left Crossbars	**H** (x2) Motorized Leg	**J** (x2) Leg

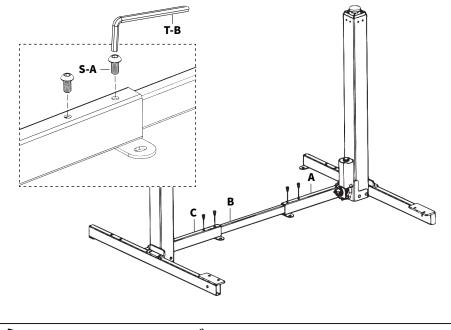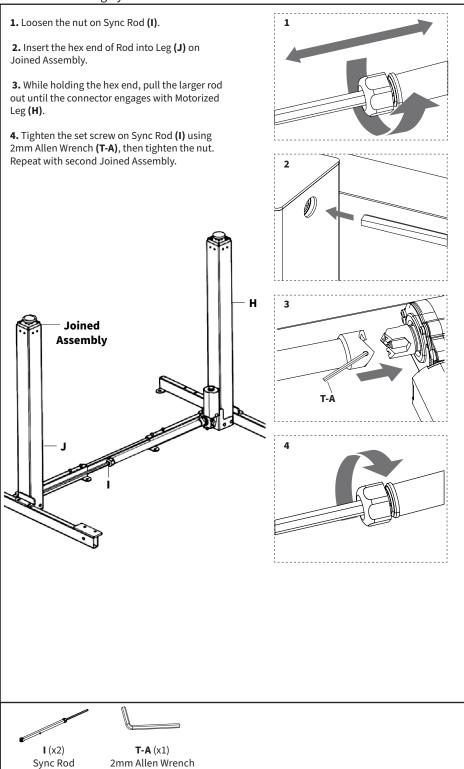| **S** (x4) Foot	**S-C** (x16) M8x47mm Screws	**T-C** 5mm Allen Wrench

STEP a.2: Combining Leg Assemblies

Join Motorized and Non-Motorized Leg Assemblies together to create two Joined Assemblies by sliding Short Right and Short Left Crossbars **(A,C)** over Inner Crossbars **(B)** as shown. Repeat with remaining leg assemblies. You should now have two Joined Assemblies.

Motorized Leg Assembly

Non-Motorized Leg Assembly

A

C   B

x2

Adjust Joined Assembly to your desired width and secure Short Right and Short Left Crossbars **(A,C)** to Inner Crossbars **(B)** using M6x12mm Screws **(S-A)** and 4mm Allen Wrench **(T-B)**. NOTE: The width can be adjusted later in the assembly if needed.

T-B

S-A

A

C   B

B (x2)
Inner Crossbar

S-A (x8)
M6x12mm Screws

T-B
4mm Allen Wrench

STEP a.3: Installing Sync Rods

1. Loosen the nut on Sync Rod **(I)**.

2. Insert the hex end of Rod into Leg **(J)** on Joined Assembly.

3. While holding the hex end, pull the larger rod out until the connector engages with Motorized Leg **(H)**.

4. Tighten the set screw on Sync Rod **(I)** using 2mm Allen Wrench **(T-A)**, then tighten the nut. Repeat with second Joined Assembly.

1

2

3

T-A

4

H

Joined Assembly

J

I

I (x2)
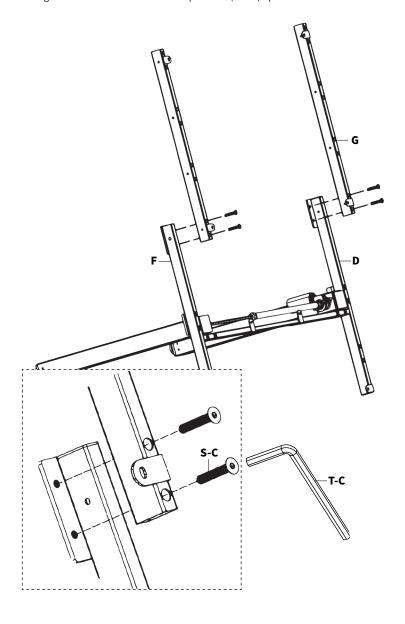Sync Rod

T-A (x1)
2mm Allen Wrench

STEP a.4: Attach Long Middle Crossbar

Lay Joined Assemblies on end, as shown below. Attach Long Middle Crossbars **(G)** to Left and Right Long Crossbars **(D,F)** using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench **(T-C)**. Repeat.
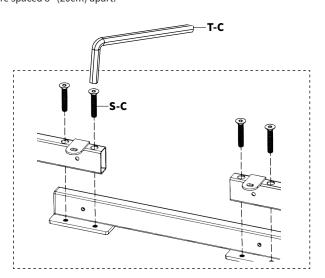
NOTE: This is showing the largest frame size (for a 130" x 60" desktop). To shorten frame, assemble crossbars using inner holes sets. Hole sets are spaced 8" (20cm) apart.
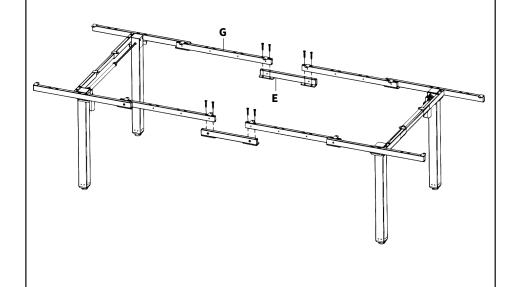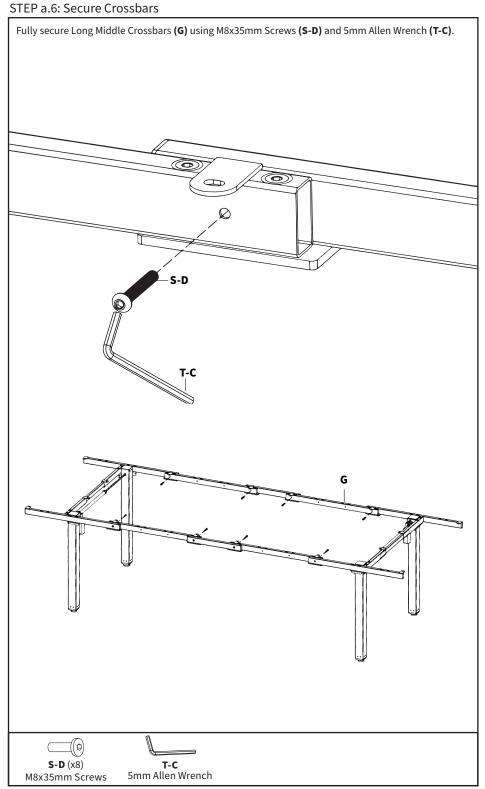
G (x4) Long Middle Crossbars	**S-C** (x8) M8x47mm Screws	**T-C** (x8) 5mm Allen Wrench

STEP a.5: Combine Assemblies

Combine Joined Assemblies together by attaching Short Middle Crossbars **(E)** to Long Middle Crossbars **(G)** using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench (**T-C**).
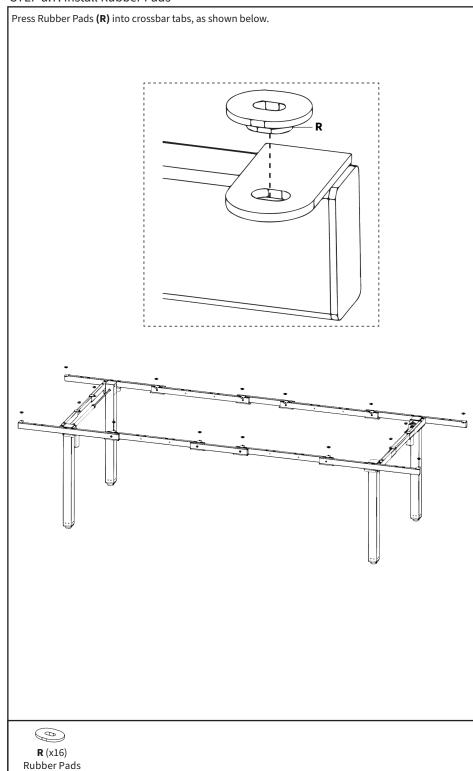
NOTE: This is showing the largest frame size. To shorten frame, assemble crossbars using inner holes sets. Hole sets are spaced 8" (20cm) apart.

E (x2)
Short Middle Crossbars

S-C (x8)
M8x47mm Screws

T-C
5mm Allen Wrench

STEP a.6: Secure Crossbars

Fully secure Long Middle Crossbars **(G)** using M8x35mm Screws **(S-D)** and 5mm Allen Wrench **(T-C)**.

S-D

T-C

G

S-D (x8)
M8x35mm Screws

T-C
5mm Allen Wrench

STEP a.7: Install Rubber Pads

Press Rubber Pads **(R)** into crossbar tabs, as shown below.

R (x16)
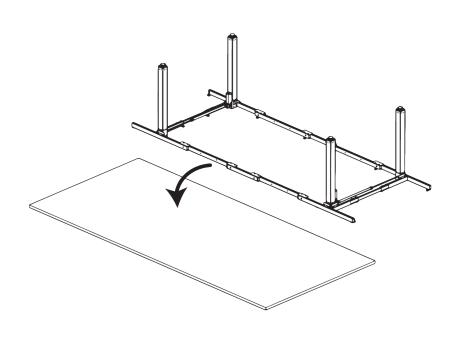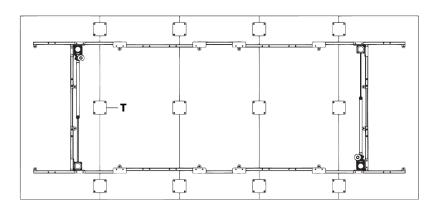Rubber Pads

STEP a.8: Install Desktop

Flip the desktop and frame and place the frame in the center of the desktop. Mark mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

MULTI-PANEL DESKTOPS:

If you are creating a desktop using multiple panels, place them as shown. Place Desktop Connecting Plates **(T)** on the seams. Mark and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.
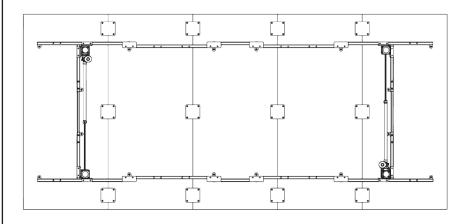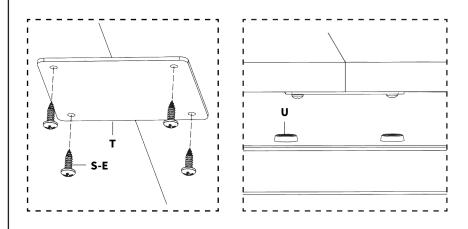**Note:** The number of Connecting Plates needed will depend on the amount of desktops in setup.

T (x12)
Desktop Connecting Bracket

STEP a.9: Place Desktop on Frame

Flip over the frame and place the desktop on the frame to where the pilot holes are aligned with the frame mounting points.

MULTI-PANEL DESKTOPS:

1. Join the panel segments together using Connecting Plates **(T)**, ST4.8x15mm Screws **(S-E)**, and a Phillips screwdriver.

2. Remove the protective film from Round Pads **(U)**. Slightly lift up the desktop and place Pads on the frame's crossbar adjacent to the seams between the desktop section.

T (x12)	U (x16)	S-E (x48)
Desktop Connecting Bracket	Round Pads	ST4.8x15mm Screw

STEP a.10: Secure Desktop to Frame

Attach the desktop to the frame using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver.

S-E

S-E (x18)
ST4.8x15mm
Screw

STEP a.11: Install Control Panel & Power Adapter
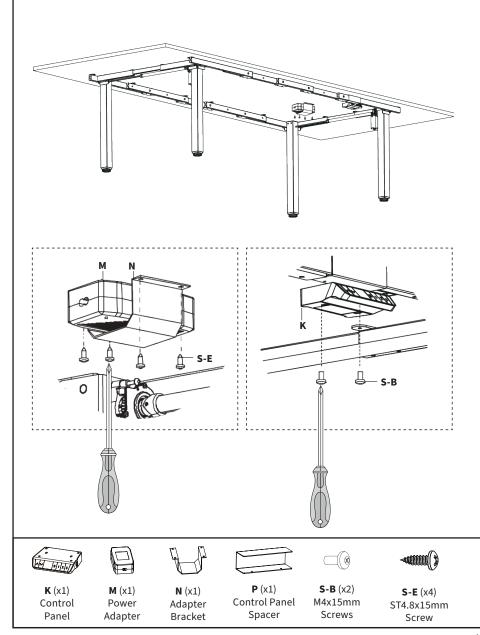
Mark Adapter Bracket **(N)** mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

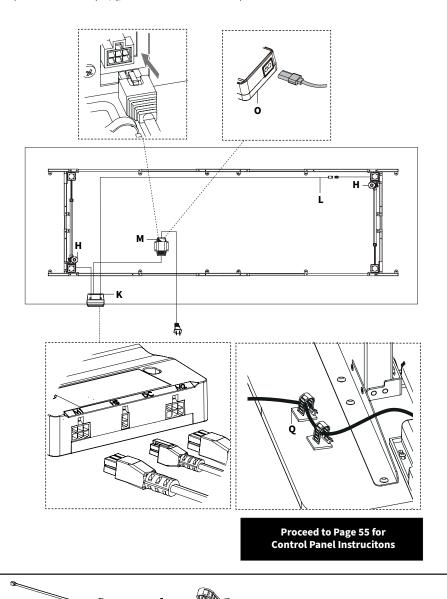Attach Adapter Bracket **(N)** to desktop using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver. Then slide Power Adapter **(M)** under Bracket. Attach Control Panel **(K)** to desktop using M4x15mm Screws **(S-B)** and a Phillips Screwdriver. If there is not enough space on the desktop, mount Control Panel **(K)** to Control Panel Spacer **(P)** then attach onto a frame crossbar.

K (x1) Control Panel	**M** (x1) Power Adapter	**N** (x1) Adapter Bracket	**P** (x1) Control Panel Spacer	**S-B** (x2) M4x15mm Screws	**S-E** (x4) ST4.8x15mm Screw

STEP a.12: Connect Power Cords

To power desk frame, begin by connecting the cords from the Motorized Legs **(H)** to Control Panel **(K)** using M1 and M2 slots. Extension Cable **(L)** can be connected to Motorized Legs if extra length is needed to reach Control Panel.

Connect cord from Power Adapter **(M)** to Control Panel **(K)** and then connect Power Cable **(O)** to Power Adapter **(M)**. Plug end of Power Cable into a wall outlet to power desk.

Use provided Cable Clips **(Q)** to secure cables to desktop.

Proceed to Page 55 for Control Panel Instrucitons

L (x3)
Extension Cable

O (x1)
Power Cable

Q (x5)
Cable Clips
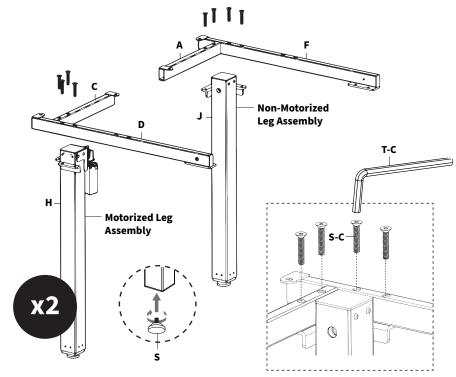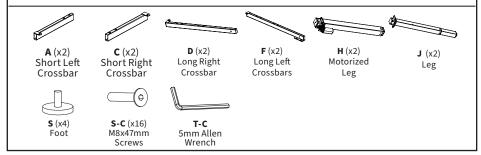
STEP b.1: Forming Leg Assemblies

Form two sets of the the following groups using M8x47mm Screws **(S-C)** and 5mm Allen Wrench **(T-C)**. When finished, you should have four leg assemblies (two motorized assemblies & two non-motorized assemblies):

1. Non-Motorized Leg Assembly: Connect Long Left Crossbar **(F)** and Short Left Crossbar **(A)** to Leg **(J)**. Install Foot **(S)** on Leg **(J)**. Repeat. You should have two left leg assemblies.

2. Motorized Leg Assembly: Connect Long Right Crossbar **(D)** and Short Right Crossbar **(C)** to Motorized Leg **(H)**. Install Foot **(S)** to Motorized Leg **(H)**. Repeat. You should have two right leg assemblies.

NOTE: Use the outer hole set on Left and Right Long Crossbars **(D,F)** when assembling them to the legs.

A

F

C

D

J

Non-Motorized Leg Assembly

T-C

H

Motorized Leg Assembly

S-C

x2

S

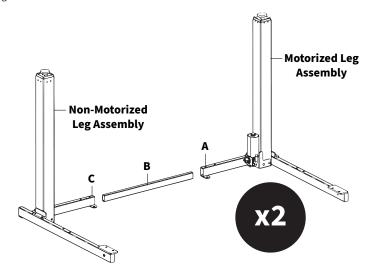*Image shows two leg assemblies: motorized and non-motorized. When finished, you should have two motorized and two non-motorized assemblies for a total of four leg assemblies.

A (x2)
Short Left Crossbar

C (x2)
Short Right Crossbar

D (x2)
Long Right Crossbar

F (x2)
Long Left Crossbars

H (x2)
Motorized Leg

J (x2)
Leg

S (x4)
Foot

S-C (x16)
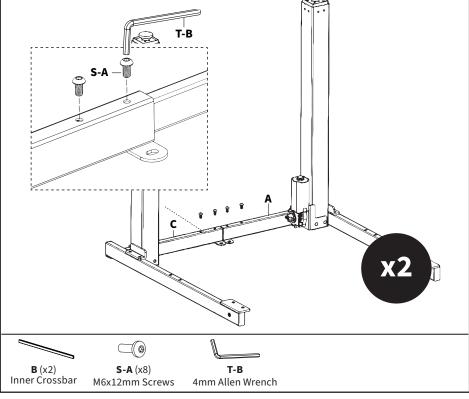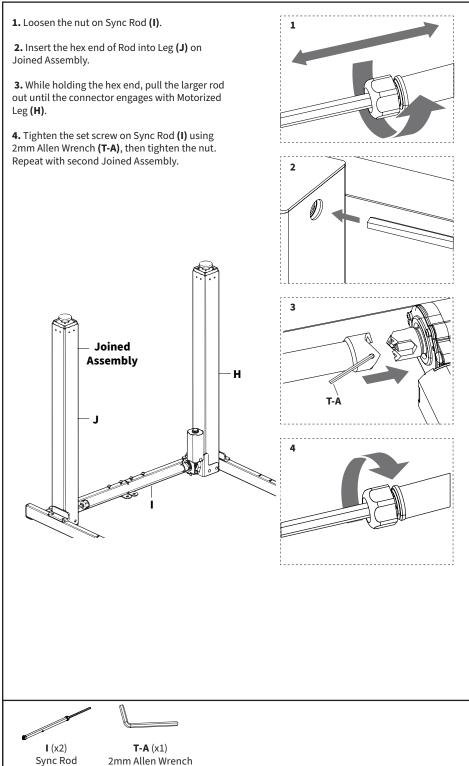M8x47mm Screws

T-C
5mm Allen Wrench

STEP b.2: Combining Leg Assemblies

Join Motorized and Non-Motorized LegAssemblies together to create two Joined Assemblies by sliding Short Right and Short Left Crossbars **(A,C)** over Inner Crossbars **(B)** as shown. Repeat with remaining leg assemblies. You should now have two Joined Assemblies.

Motorized Leg Assembly

Non-Motorized Leg Assembly

A

B

C

x2

Adjust Joined Assembly to your desired width and secure Short Right and Short Left Crossbars **(A,C)** to Inner Crossbars **(B)** using M6x12mm Screws **(S-A)** and 4mm Allen Wrench **(T-B)**. NOTE: The width can be adjusted later in the assembly if needed.

T-B

S-A

A

C

x2

B (x2)
Inner Crossbar

S-A (x8)
M6x12mm Screws

T-B
4mm Allen Wrench

STEP b.3: Installing Sync Rods

1. Loosen the nut on Sync Rod **(I)**.

2. Insert the hex end of Rod into Leg **(J)** on Joined Assembly.

3. While holding the hex end, pull the larger rod out until the connector engages with Motorized Leg **(H)**.

4. Tighten the set screw on Sync Rod **(I)** using 2mm Allen Wrench **(T-A)**, then tighten the nut. Repeat with second Joined Assembly.

Joined Assembly

H

J

I

1

2

3

T-A

4

I (x2)
Sync Rod

T-A (x1)
2mm Allen Wrench

STEP b.4: Combine Assemblies

Combine assemblies together by attaching Long Middle Crossbars **(G)** to Left and Right Long Crossbars **(D,F)** using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench **(T-C)**.

NOTE: This is showing the smallest frame size (for a 60" x 30" desktop). To lengthen frame, assemble crossbars using outer holes sets. Hole sets are spaced 8" (20cm) apart.

G (x2) Long Middle Crossbars	**S-C** (x8) M8x47mm Screws	**T-C** 5mm Allen Wrench

STEP b.5: Secure Crossbars

Fully secure Long Middle Crossbars **(G)** using M8x35mm Screws **(S-D)** and 5mm Allen Wrench **(T-C)**.

S-D (x4)
M8x35mm Screws

T-C
5mm Allen Wrench

STEP b.6: Install Rubber Pads

Press Rubber Pads **(R)** into crossbar tabs, as shown below.
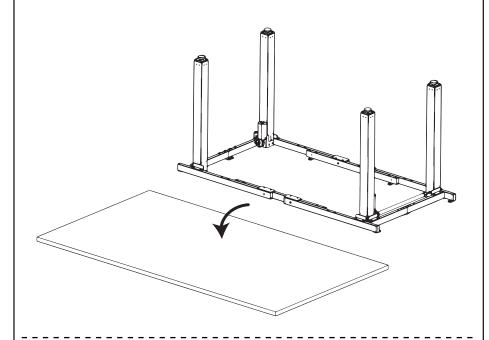

R (x12)
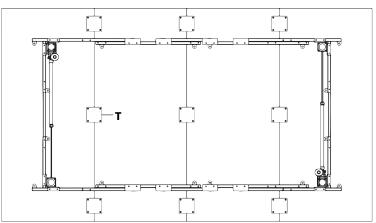Rubber Pads

STEP b.7: Pre-Drill Holes

Flip the desktop and frame and place the frame in the center of the desktop. Mark mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

Multi-Panel Desktops
If you are creating a desktop using multiple panels, place them as shown. Place Connecting Plates **(T)** on the seams. Mark and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.
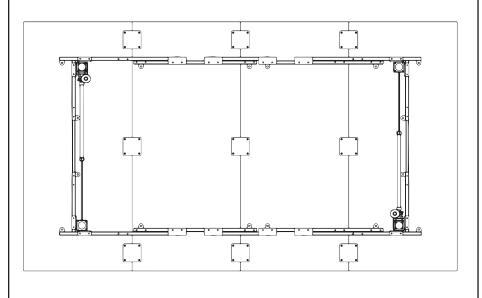

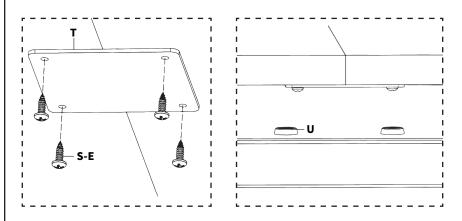**T** (x9)
Connecting Plates

STEP b.8: Place Desktop on Frame

Flip over the frame and place the desktop on the frame to where the pilot holes are aligned with the frame mounting points.

Multi-Panel Desktops
Join the panel segments together using Connecting Plates **(T)**, ST4.8x15mm Screws **(S-E)**, and a Phillips screwdriver.

Remove the protective film from Round Pads **(U)**. Slightly lift up the desktop and place Round Pads on the frame's crossbar adjacent to the seams between the desktop section.

T

S-E

U

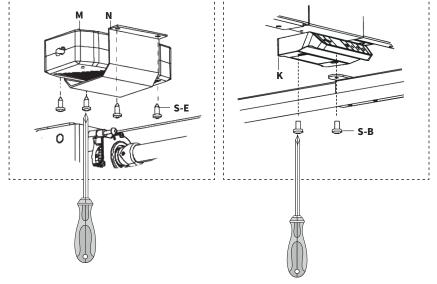|		
T (x9)	**U** (x16)	**S-E** (x36)
Connecting Plates	ST4.8x15mm Screws	ST4.8x15mm Screws

STEP b.9: Secure Frame to Desktop

Attach the desktop to the frame using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver.

S-E

S-E (x12)
ST4.8x15mm Screws

STEP b.10: Install Power Adapter & Control Panel

Mark Adapter Bracket **(N)** mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

Attach Adapter Bracket **(N)** to desktop using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver. Then slide Power Adapter **(M)** under Bracket. Attach Control Panel **(K)** to desktop using M4x15mm Screws **(S-B)** and a Phillips Screwdriver. If there is not enough space on the desktop, mount Control Panel **(K)** to Control Panel Spacer **(P)** then attach onto a frame crossbar.

K (x1) Control Panel	**M** (x1) Power Adapter	**N** (x1) Adapter Bracket	**P** (x1) Control Panel Spacer	**S-B** (x2) M4x15mm Screws	**S-E** (x4) ST4.8x15mm Screw

STEP b.11: Connect Power
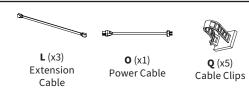
To power desk frame, begin by connecting the cords from the Motorized Legs **(H)** to Control Panel **(K)** using M1 and M2 slots. Extension Cable **(L)** can be connected to Motorized Legs if extra length is needed to reach Control Panel.

Connect cord from Power Adapter **(M)** to Control Panel **(K)** and then connect Power Cable **(O)** to Power Adapter **(M)**. Plug end of Power Cable into a wall outlet to power desk.

Use provided Cable Clips **(Q)** to secure cables to desktop.

Proceed to Page 55 for Control Panel Instrucitons

L (x3)
Extension Cable

O (x1)
Power Cable

Q (x5)
Cable Clips

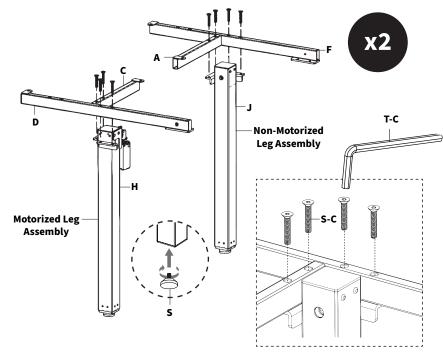[THIS PAGE INTENIONALLY LEFT BLANK]

c. 5 Panel Conference Table Kit | DESK-KIT-405B/N
DESK-E-400B + DESK-TOP55B-S (5 pcs)
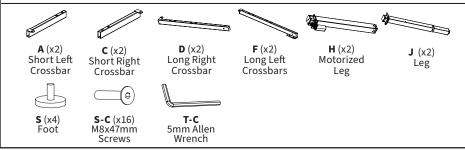
STEP c.1: Forming Leg Assemblies

Form two sets of the the following groups using M8x47mm Screws **(S-C)** and 5mm Allen Wrench **(T-C)**. When finished, you should have four leg assemblies (two motorized assemblies & two non-motorized assemblies):

1. **Non-Motorized Leg Assembly:** Connect Long Left Crossbar **(F)** and Short Left Crossbar **(A)** to Leg **(J)**. Install Foot **(S)** on Leg **(J)**. Repeat. You should have two left leg assemblies.

2. **Motorized Leg Assembly:** Connect Long Right Crossbar **(D)** and Short Right Crossbar **(C)** to Motorized Leg **(H)**. Install Foot **(S)** to Motorized Leg **(H)**. Repeat. You should have two right leg assemblies.

NOTE: Use the middle hole set on Left and Right Long Crossbars **(D,F)** when assembling them to the legs.

*Image shows two leg assemblies: motorized and non-motorized. When finished, you should have two motorized and two non-motorized assemblies for a total of four leg assemblies.

A (x2) Short Left Crossbar	**C** (x2) Short Right Crossbar	**D** (x2) Long Right Crossbar	**F** (x2) Long Left Crossbars	**H** (x2) Motorized Leg	**J** (x2) Leg
S (x4) Foot	**S-C** (x16) M8x47mm Screws	**T-C** 5mm Allen Wrench			

STEP c.2: Combining Leg Assemblies

Join Motorized and Non-Motorized LegAssemblies together to create two Joined Assemblies by sliding Short Right and Short Left Crossbars **(A,C)** over Inner Crossbars **(B)** as shown. Repeat with remaining leg assemblies. You should now have two Joined Assemblies.

NOTE: The inner crossbars will remain loose until the frame is attached to the desktop.
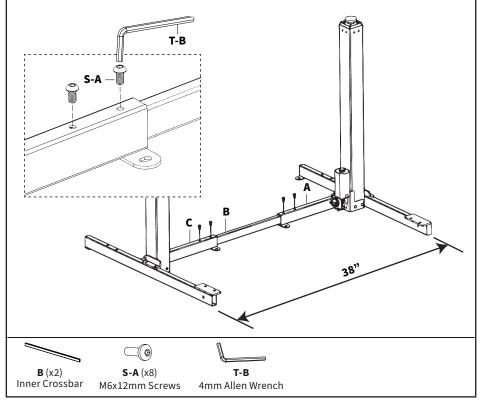

Motorized Leg Assembly

Non-Motorized Leg Assembly

A

B

C

x2

Adjust the frame to 38" in width and secure Short Right and Short Left Crossbars **(A,C)** to Inner Crossbars **(B)** using M6x12mm Screws **(S-A)** and 4mm Allen Wrench **(T-B)**.

T-B

S-A

A

B

C

38"

B (x2) Inner Crossbar	**S-A** (x8) M6x12mm Screws	**T-B** 4mm Allen Wrench

STEP c.3: Installing Sync Rods

1. Loosen the nut on Sync Rod **(I)**.

2. Insert the hex end of Rod into Leg **(J)** on Joined Assembly.

3. While holding the hex end, pull the larger rod out until the connector engages with Motorized Leg **(H)**.

4. Tighten the set screw on Sync Rod **(I)** using 2mm Allen Wrench **(T-A)**, then tighten the nut. Repeat with second Joined Assembly.

H

J

I

1

2

3

T-A

4

I (x2)
Sync Rod

T-A
2mm Allen Wrench

STEP c.4: Attach Long Middle Crossbar

Lay Joined Assemblies on end, as shown below. Attach Long Middle Crossbars **(G)** to Left and Right Long Crossbars **(D,F)** using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench **(T-C)**. Repeat.
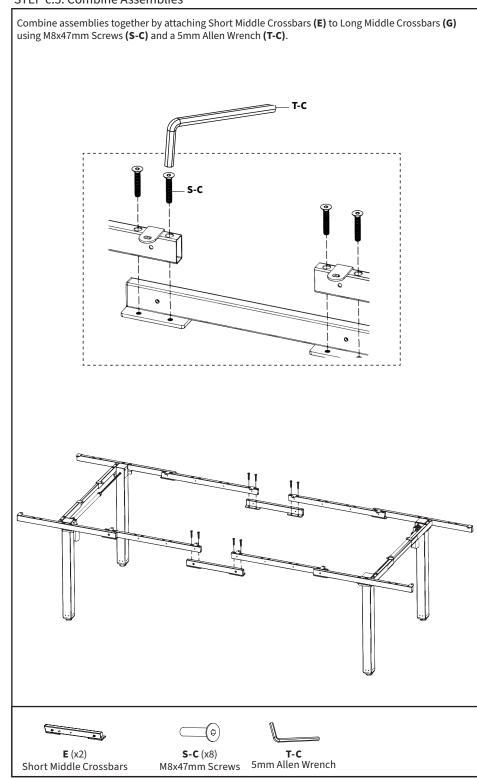
NOTE: This is showing the largest frame size (for a 130" x 60" desktop). To shorten frame, assemble crossbars using inner holes sets. Hole sets are spaced 8" (20cm) apart.

G

F

D

S-C

T-C

G (x4)
Long Middle
Crossbars

S-C (x8)
M8x47mm
Screws

T-C
5mm Allen Wrench

STEP c.5: Combine Assemblies

Combine assemblies together by attaching Short Middle Crossbars **(E)** to Long Middle Crossbars **(G)** using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench **(T-C)**.

E (x2)
Short Middle Crossbars

S-C (x8)
M8x47mm Screws

T-C
5mm Allen Wrench

STEP c.6: Secure Crossbars

Fully secure Long Middle Crossbars **(G)** using M8x35mm Screws **(S-D)** and 5mm Allen Wrench **(T-C)**.

S-D

T-C

G

S-D (x8)
M8x35mm Screws

T-C
5mm Allen Wrench

STEP c.7: Install Rubber Pads

Press Rubber Pads **(R)** into crossbar tabs, as shown below.
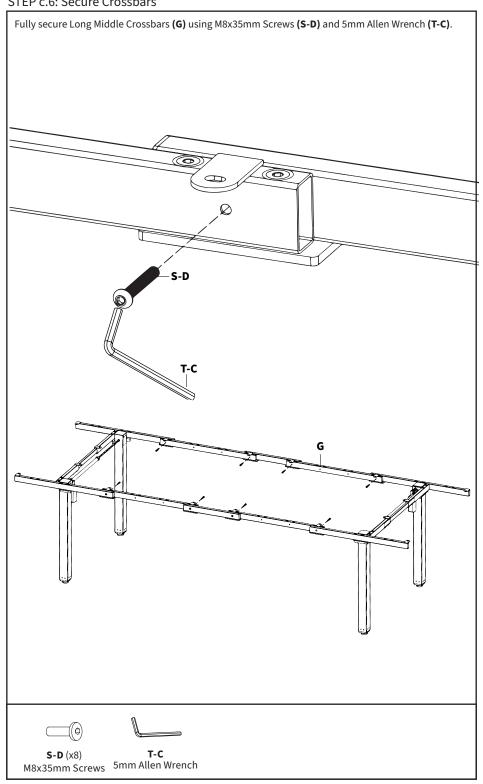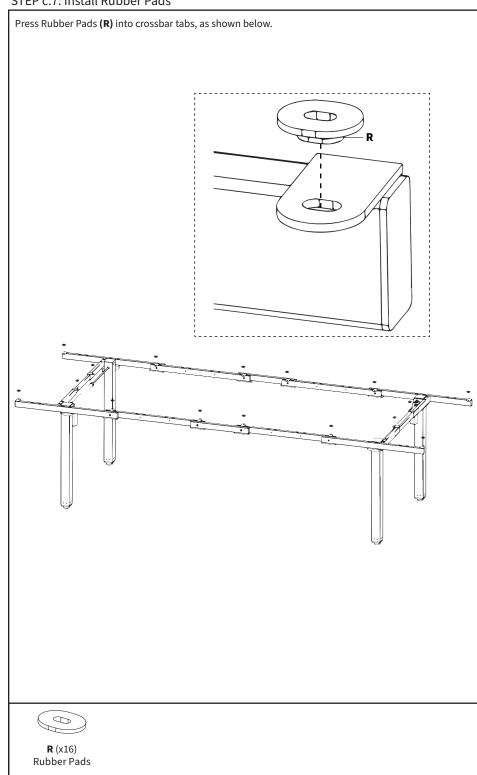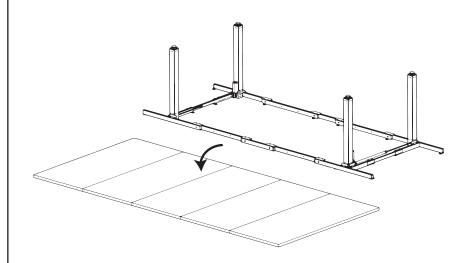

R (x16)
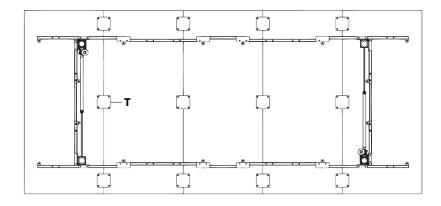Rubber Pads

STEP c.8: Pre-Drill Pilot Holes

Layout all 5 desktop panels bottom side up. Flip the frame and place towards the center of the desktop. Layout Connecting Plates **(T)** as shown. Mark the frame and connecting plate mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.
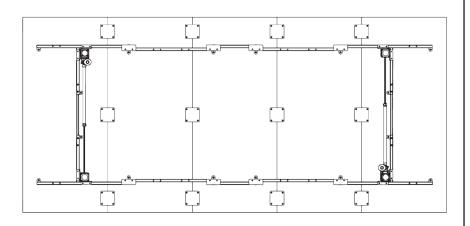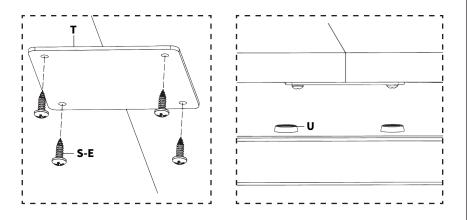

T (x12)
Connecting Plates

STEP c.9: Join Desktop Panels

Flip over the frame and place the desktop panels on the frame to where the pilot holes are aligned with the frame mounting points.

Join the panel segments together using Connecting Plates **(T)**, ST4.8x15mm Screws **(S-E)**, and a Phillips screwdriver.

Remove the protective film from Round Pads **(U)**. Slightly lift up the desktop and place Round Pads on the frame's crossbar adjacent to the seams between the desktop section.

T (x12)
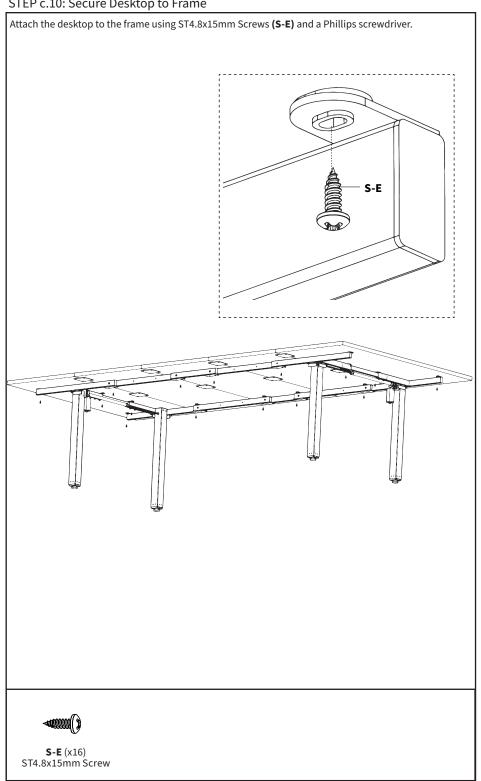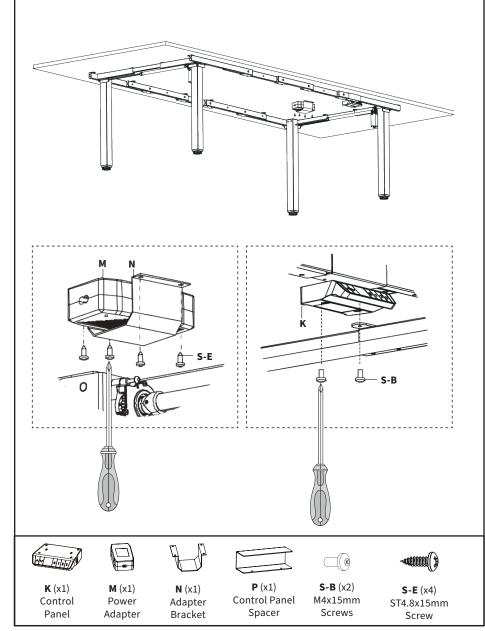Connecting Plates

U (x16)
Rubber Pads

S-E (x48)
ST4.8x15mm Screw

STEP c.10: Secure Desktop to Frame

Attach the desktop to the frame using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver.

S-E (x16)
ST4.8x15mm Screw

STEP c.11: Join Desktop Panels

Mark Adapter Bracket **(N)** mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

Attach Adapter Bracket **(N)** to desktop using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver. Then slide Power Adapter **(M)** under Bracket. Attach Control Panel **(K)** to desktop using M4x15mm Screws **(S-B)** and a Phillips Screwdriver. If there is not enough space on the desktop, mount Control Panel **(K)** to Control Panel Spacer **(P)** then attach onto a frame crossbar.

K (x1) Control Panel	**M** (x1) Power Adapter	**N** (x1) Adapter Bracket	**P** (x1) Control Panel Spacer	**S-B** (x2) M4x15mm Screws	**S-E** (x4) ST4.8x15mm Screw

STEP c.12: Connect Power

To power desk frame, begin by connecting the cords from the Motorized Legs **(H)** to Control Panel **(K)** using M1 and M2 slots. Extension Cable **(L)** can be connected to Motorized Legs if extra length is needed to reach Control Panel.

Connect cord from Power Adapter **(M)** to Control Panel **(K)** and then connect Power Cable **(O)** to Power Adapter **(M)**. Plug end of Power Cable into a wall outlet to power desk.

Use provided Cable Clips **(Q)** to secure cables to desktop.

Proceed to Page 55 for Control Panel Instrucitons

L (x3)
Extension Cable

O (x1)
Power Cable

Q (x5)
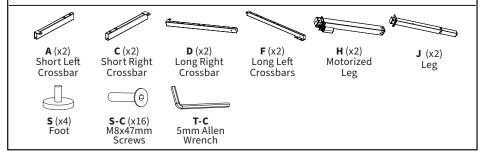Cable Clips

STEP 1: Forming Leg Assemblies

Form two sets of the the following groups using M8x47mm Screws **(S-C)** and 5mm Allen Wrench **(T-C)**. When finished, you should have four leg assemblies (two motorized assemblies & two non-motorized assemblies):

1. Non-Motorized Leg Assembly: Connect Long Left Crossbar **(F)** and Short Left Crossbar **(A)** to Leg **(J)**. Install Foot **(S)** on Leg **(J)**. Repeat. You should have two left leg assemblies.

2. Motorized Leg Assembly: Connect Long Right Crossbar **(D)** and Short Right Crossbar **(C)** to Motorized Leg **(H)**. Install Foot **(S)** to Motorized Leg **(H)**. Repeat. You should have two right leg assemblies.

NOTE: Use the outer hole set on Left and Right Long Crossbars **(D,F)** when assembling them to the legs.

A   F

C

D   J   Non-Motorized
Leg Assembly

T-C

H   Motorized Leg
Assembly

S-C

x2

S

*Image shows two leg assemblies: motorized and non-motorized. When finished, you should have two motorized and two non-motorized assemblies for a total of four leg assemblies.

A (x2) Short Left Crossbar	**C** (x2) Short Right Crossbar	**D** (x2) Long Right Crossbar	**F** (x2) Long Left Crossbars	**H** (x2) Motorized Leg	**J** (x2) Leg

S (x4) Foot	**S-C** (x16) M8x47mm Screws	**T-C** 5mm Allen Wrench

STEP d.2: Combining Leg Assemblies

Join Motorized and Non-Motorized Leg Assemblies together to create two Joined Assemblies by sliding Short Right and Short Left Crossbars **(A,C)** over Inner Crossbars **(B)** as shown. Repeat with remaining leg assemblies. You should now have two Joined Assemblies.
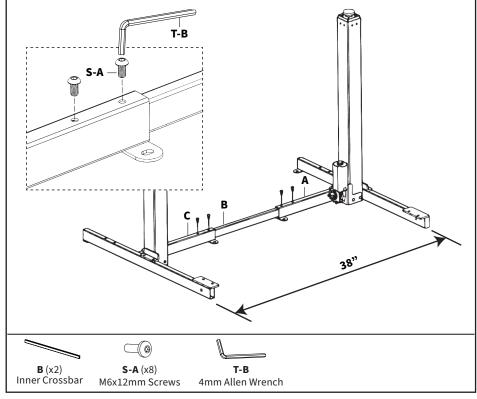

Motorized Leg Assembly

Non-Motorized Leg Assembly

A

B

C

x2

Adjust the frame to 38" in width and secure Short Right and Short Left Crossbars **(A,C)** to Inner Crossbars **(B)** using M6x12mm Screws **(S-A)** and 4mm Allen Wrench **(T-B)**.

T-B

S-A

A

B

C

38"

B (x2) Inner Crossbar	**S-A** (x8) M6x12mm Screws	**T-B** 4mm Allen Wrench

STEP d.3: Installing Sync Rods

1. Loosen the nut on Sync Rod **(I)**.
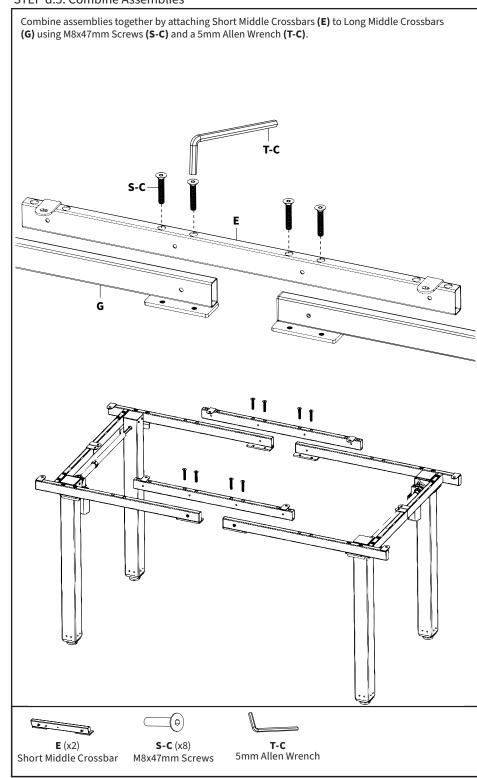
2. Insert the hex end of Rod into Leg **(J)** on Joined Assembly.

3. While holding the hex end, pull the larger rod out until the connector engages with Motorized Leg **(H)**.

4. Tighten the set screw on Sync Rod **(I)** using 2mm Allen Wrench **(T-A)**, then tighten the nut. Repeat with second Joined Assembly.

Joined Assembly

H

J

I

1

2

3

T-A

4

I (x2)
Sync Rod

T-A
2mm Allen Wrench

STEP d.4: Attach Long Crossbars

Prop the Joined Assemblies up as shown and attach Long Middle Crossbars **(G)** to Left and Right Long Crossbars **(D,F)** as shown and fasten using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench **(T-C)**. Repeat.
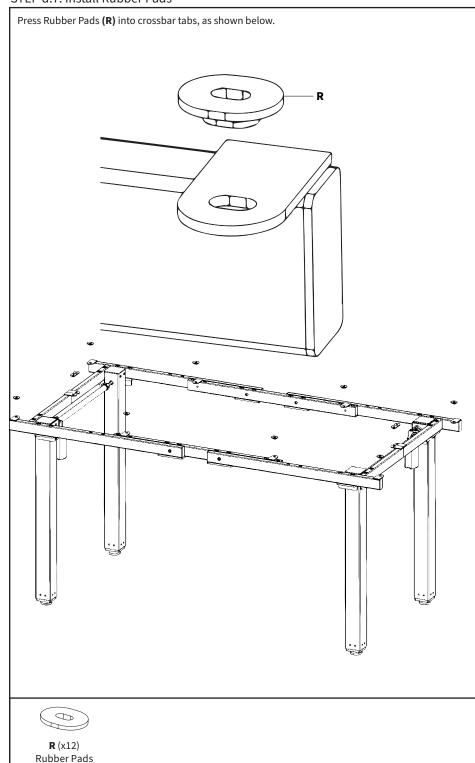
S-C

T-C

G

D

F

G (x2)
Long Middle
Crossbars

S-C (x8)
M8x47mm Screws

T-C
5mm Allen Wrench

STEP d.5: Combine Assemblies

Combine assemblies together by attaching Short Middle Crossbars **(E)** to Long Middle Crossbars **(G)** using M8x47mm Screws **(S-C)** and a 5mm Allen Wrench **(T-C)**.

E (x2)	**S-C** (x8)	**T-C**
Short Middle Crossbar	M8x47mm Screws	5mm Allen Wrench

STEP d.6: Secure Crossbars

Fully secure Long Middle Crossbars **(G)** using M8x35mm Screws **(S-D)** and 5mm Allen Wrench **(T-C)**.

G

S-D

T-C

T-C
5mm Allen Wrench

S-D (x4)
M8x35mm Screws

STEP d.7: Install Rubber Pads

Press Rubber Pads **(R)** into crossbar tabs, as shown below.

R (x12)
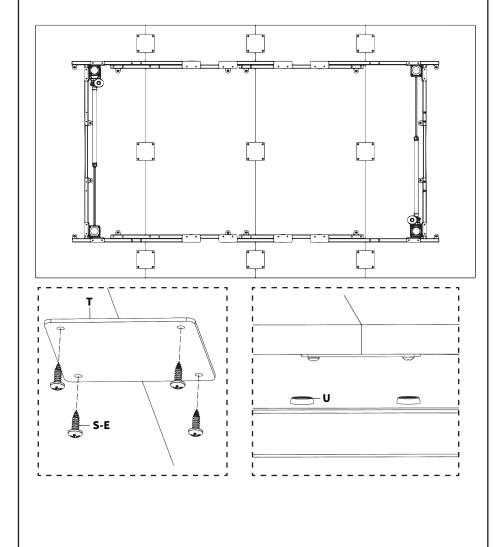Rubber Pads

STEP d.8: Pre-Drill Pilot Holes

Place 4 desktop panels bottom side up. Flip the frame and place towards the center of the desktop. Layout Connecting Plates **(T)** as shown. Mark the frame and connecting plate mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

T (x9)
Connecting Plates

STEP d.9: Connect Desktop Panels

Flip over the frame and place the desktop panels on the frame to where the pilot holes are aligned with the frame mounting points.

Join the panel segments together using Connecting Plates **(T)**, ST4.8x15mm Screws **(S-E)**, and a Phillips screwdriver.

Remove the protective film from Round Pads **(U)**. Slightly lift up the desktop and place Round Pads on the frame's crossbar adjacent to the seams between the desktop section.
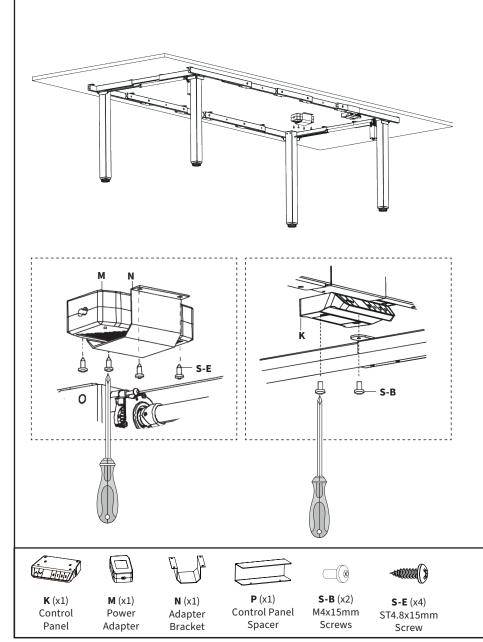

T (x9)
Connecting Plates

U (x16)
Round Pads

S-E (x36)
ST4.8x15mm Screw

STEP d.10: Connect Desktop to Frame

Attach the desktop to the frame using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver.

S-E

S-E (x12)
ST4.8x15mm Screw

STEP d.11: Install Control Panel & Power Adapter

Mark Adapter Bracket **(N)** mounting locations using a pencil and drill 3/8" (10mm) deep pilot holes using a 7/64" (3mm) drill bit.

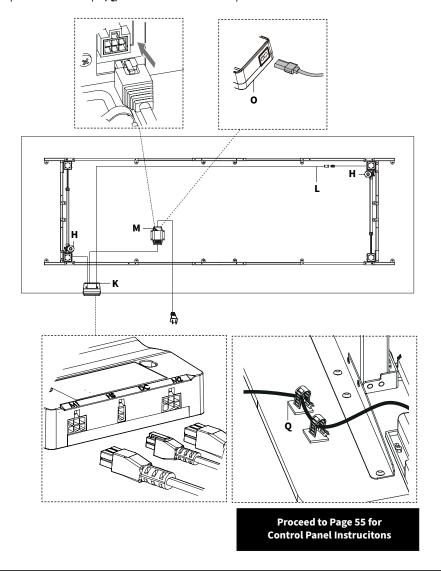Attach Adapter Bracket **(N)** to desktop using ST4.8x15mm Screws **(S-E)** and a Phillips screwdriver. Then slide Power Adapter **(M)** under Bracket. Attach Control Panel **(K)** to desktop using M4x15mm Screws **(S-B)** and a Phillips Screwdriver. If there is not enough space on the desktop, mount Control Panel **(K)** to Control Panel Spacer **(P)** then attach onto a frame crossbar.

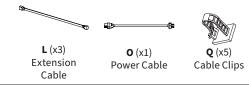| **K** (x1) Control Panel	**M** (x1) Power Adapter	**N** (x1) Adapter Bracket	**P** (x1) Control Panel Spacer	**S-B** (x2) M4x15mm Screws	**S-E** (x4) ST4.8x15mm Screw

STEP d.12: Connect Power Cords

To power desk frame, begin by connecting the cords from the Motorized Legs **(H)** to Control Panel **(K)** using M1 and M2 slots. Extension Cable **(L)** can be connected to Motorized Legs if extra length is needed to reach Control Panel.
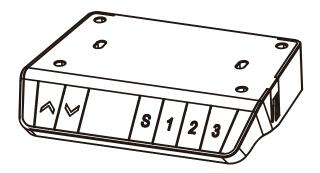
Connect cord from Power Adapter **(M)** to Control Panel **(K)** and then connect Power Cable **(O)** to Power Adapter **(M)**. Plug end of Power Cable into a wall outlet to power desk.

Use provided Cable Clips **(Q)** to secure cables to desktop.

O

H

L

M

H

K

Q

**Proceed to Page 55 for
Control Panel Instrucitons**

L (x3)
Extension
Cable

O (x1)
Power Cable

Q (x5)
Cable Clips

CONTROL PANEL

UP ARROW: Short press to lift desk .39" (1cm). Long press for continuously lift. Release when at desired height.

DOWN ARROW: Short press to lower desk .39" (1cm). Long press to continuously lower. Release when at desired height.

SAVE: Raise or lower desk frame to desired height. Press **[S]** and then a number key to save the height setting.

MEMORY 1: Raise or lower desk frame to desired height. Press **[S]** and then **[1]** number key to save the height setting. **H1** will display on screen. Desk will automatically return to this height when **[1]** is pressed.

MEMORY 2: Raise or lower desk frame to desired height. Press **[S]** and then **[2]** number key to save the height setting. **H2** will display on screen. Desk will automatically return to this height when **[2]** is pressed.

MEMORY 3: Raise or lower desk frame to desired height. Press **[S]** and then **[3]** number key to save the height setting. **H3** will display on screen. Desk will automatically return to this height when **[3]** is pressed.

OPERATING CONTROL PANEL

OPERATING INSTRUCTIONS: When the system is powered on, you will hear a beep and the existing desktop height will be displayed on the control panel.

Upward and Downward Movement
Press and hold the up or down arrow until the desk reaches the desired height.

Memory Mode
To store a certain height in the controller's memory, first press "S". The letter "S-" will be displayed. Now press "1", "2" or "3" within five seconds to store the current height in memory. Each number can store a different height. Once in memory, you can recall any of the three height settings by pressing the corresponding button. Touching any button will stop the automatic adjustment.

Power-Saving Mode
When no actions are made for over 1 minute, the system will enter power-saving mode, touch any button to enter operation mode.

Switch the Displayed Unit of Measurement
The preset measurement shown on the display is cm. If you would like to change cm to inch, long press the "S" button. "S--" shows and flashes. Press "S" again and then display will show "Un". Press the up or down arrow to switch between "IN" (Metric) or "SI" (Imperial). Press "S" to save your choice.

Reset Mode
If the desk must be reset, first lower the desk until it stops, then restart the system by unplugging for at least 5 seconds and plugging back in. Press and hold the down button until "RES" is displayed. Continue holding until the desk lowers completely, then moves up slightly. The reset process is complete when "RES" disappears and the current height is displayed.

Change Brightness
Long press the "S" button. Display will show "S--" and flash. Press "S" again the display will show "Un". Press up or down arrow to switch to "BR" and press "S" to select. Use up or down arrow to switch between Low (L), Normal (N), or High (H) brightness levels. Press "S" to save your selection.

Collision Force Detection:
Choose the level of collision force you want system to detect. Long press the "S" button. Display will show "S--" and flash. Press "S" again the display will show "Un". Press up or down arrow to switch to "CF" and press "S" to select.Use up or down arrow to switch between Low (L), Normal (N), or High (H) detection levels. Press "S" to save your selection.

NOTES

- Self-protection function: The unit will enter a protective mode should the system operate in excess of 2 minutes with "HOT" on the controller display. The system will return to normal operation after approximately 20 minutes.
- Over-current protection mode: While operating, should the load on the desk exceed rated specifications, the system will enter into over-current protection mode to protect the system from damage. When this happens, the desk will move downward approximately 30mm and come to a stop with the current height displayed.
- Do NOT remove or reconnect power to reset the unit when in a protective or "HOT" state, as this may damage the electronics.

OPERATING CONTROL PANEL

Error Code	Description/Resolution
HOT	Motor has been continously working for 2 minutes. Disconnect and reconnect power. Wait 18 minutes before height adjustment.
E10	Motor sensor can't be detected. Power off and check motor and control panel connection, then repower.
E20	Motor is overloaded. If error is produced when desk is going up, remove items from desk and try again. If error is produced when desk is going down, power off, then remove desk items and re-power.
E02	Vibration, collision, or incline when desk in motion. Check for vibration, collision, or incline. If no issues, perform reset process.
E32	Overvoltage error. Voltage is higher than power limit. Power off, then check the connection between power source and control panel. If okay, power on again.
E60	Height difference between legs exceeds set value. Power off, then check whether legs are level with each other. If not, perform Reset Process and power on again.
E31	Undervoltage Error: Unplug desk for 30-60 seconds, then plug it back in. If error does not clear, please contact product support at 309-278-5303 or help@vivo-us.com.

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Average Resolution Time: **< 15m**

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

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

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