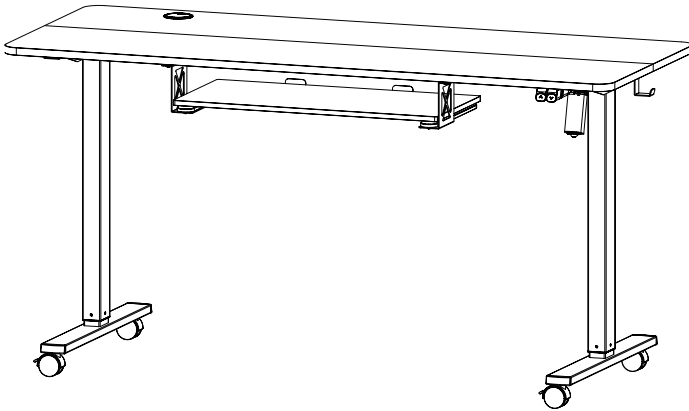




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## Black 60" x 24" Mobile Electric Desk with 2 Hooks & Keyboard Tray

Instruction Manual



**SKU: DESK-E-P60KB**



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-e-p60kb>

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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

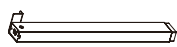
THIS PRODUCT IS POWERED BY ELECTRICITY. IN ORDER TO AVOID BURNS, FIRE AND ELECTRIC SHOCK, PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

- 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 (x1)**  
Leg



**B (x1)**  
Motorized Leg



**C (x1)**  
Front Desktop



**D (x1)**  
Back Desktop



**E (x2)**  
Side Bracket



**F (x2)**  
Foot



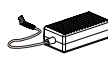
**G (x1)**  
Sync Rod



**H (x1)**  
Crossbar



**I (x1)**  
Tray



**J (x1)**  
AC Adapter



**K (x1)**  
Control Panel



**L (x1)**  
Power Cable



**M (x3)**  
Connecting Plate



**N (x2)**  
Hook



**O (x6)**  
Wooden Dowel



**P (x1)**  
Cable Management Cover



**Q (x5)**  
Cable Clip



**R (x2)**  
Keyboard Stop



**S (x2)**  
Keyboard Bracket



**T (x1)**  
Keyboard Tray



**U (x4)**  
Caster



**S-A (x12)**  
ST4.2x13mm Screw



**S-B (x4)**  
M8x50mm Screw



**S-C (x4)**  
M8x16mm Screw



**S-D (x8)**  
M6x35mm Screw



**S-E (x14)**  
M6x14mm Screw



**S-F (x2)**  
ST4.2x9.5mm Screw



**S-G (x6)**  
M5x10mm Screw



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



**T-B (x1)**  
5mm Allen Wrench



**T-C (x1)**  
Sync Rod Wrench

NOTE SOME EXTRA HARDWARE INCLUDED MAY NOT BE USED.

## TOOLS NEEDED



Level



Drill



Phillips  
Screwdriver

DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.

176lbs  
(80kg)

## ! WARNING

### PINCH POINT

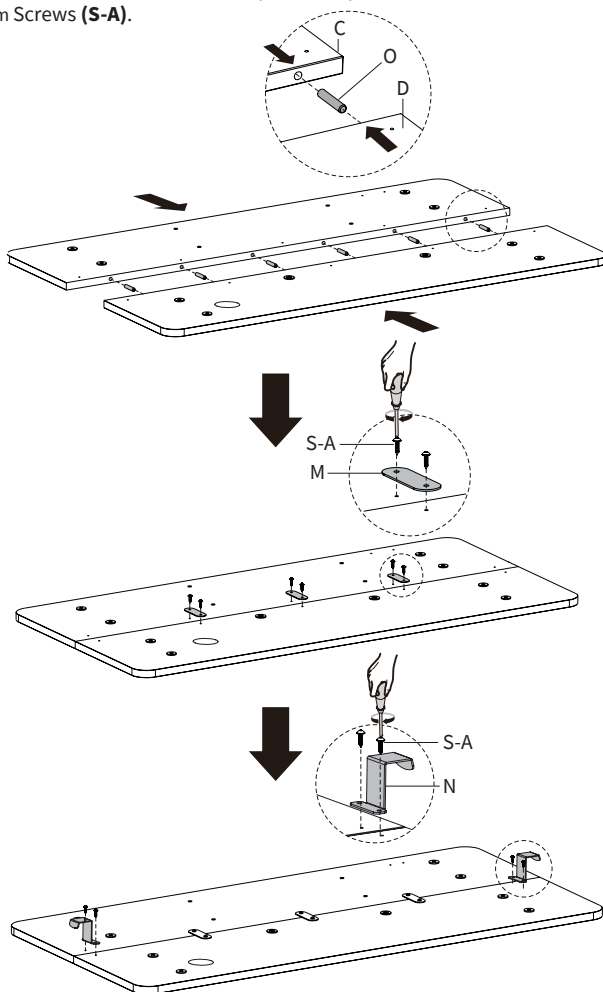
DO NOT place hands on or near support bars. Moving parts can crush and cut. Pinch points are created during lifting and lowering the worksurface. Failure to follow these instructions may result in serious personal injury.



## ASSEMBLY STEPS

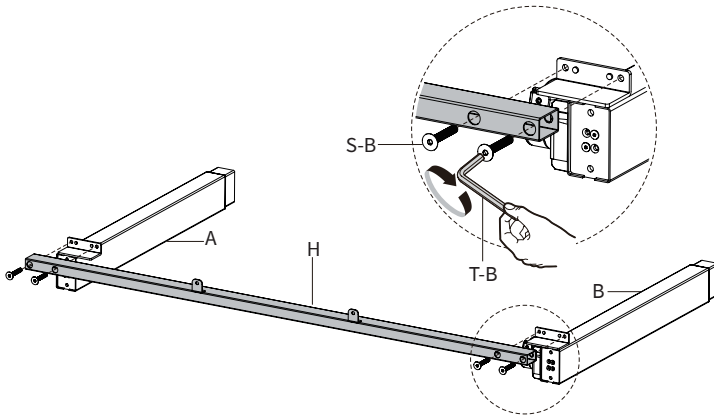
### STEP 1

Place Front Desktop (**C**) and Back Desktop (**D**) upside down on a clean flat surface. Insert Wooden Dowels (**O**) into the holes in both desktops and slide them together. Use Connecting Plates (**M**) with ST4.2x13mm Screws (**S-A**) to secure the desktop assembly. Mount Hooks (**N**) to the desktop assembly using ST4.2x13mm Screws (**S-A**).



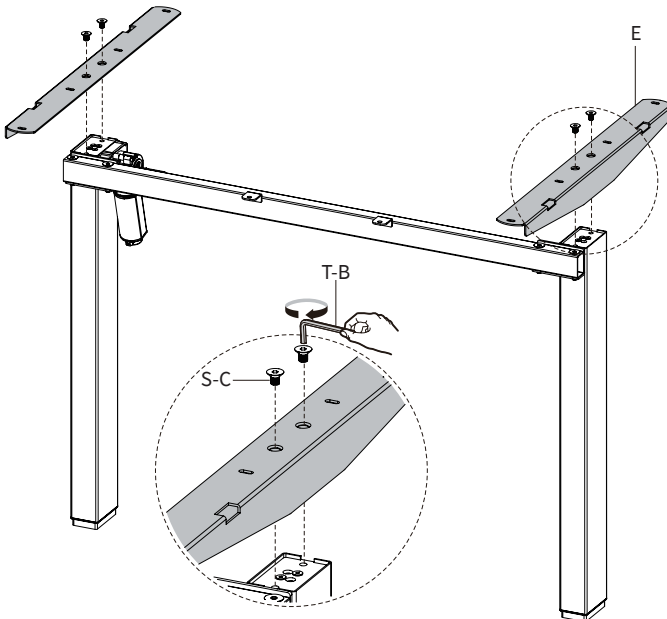
## STEP 2

Assemble Crossbar (**H**) to Leg (**A**) and Motorized Leg (**B**) using M8x50mm Screw (**S-B**) and 5mm Allen Wrench (**T-B**).



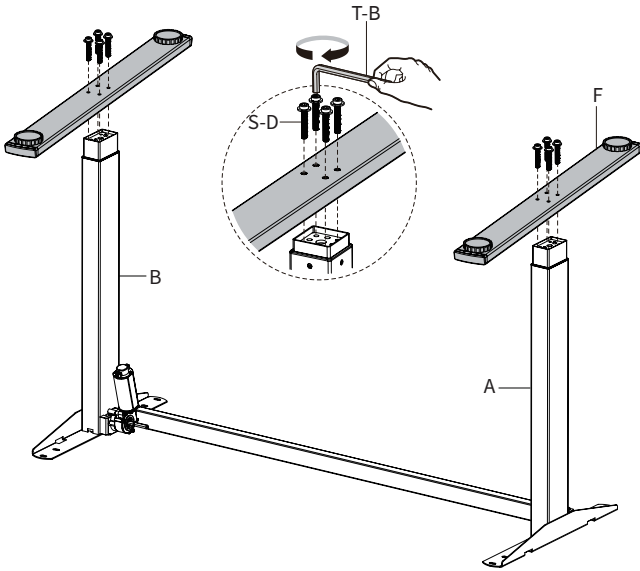
## STEP 3

Mount Side Brackets (**E**) to the frame assembly using M8x16mm Screws (**S-C**) and 5mm Allen Wrench (**T-B**).



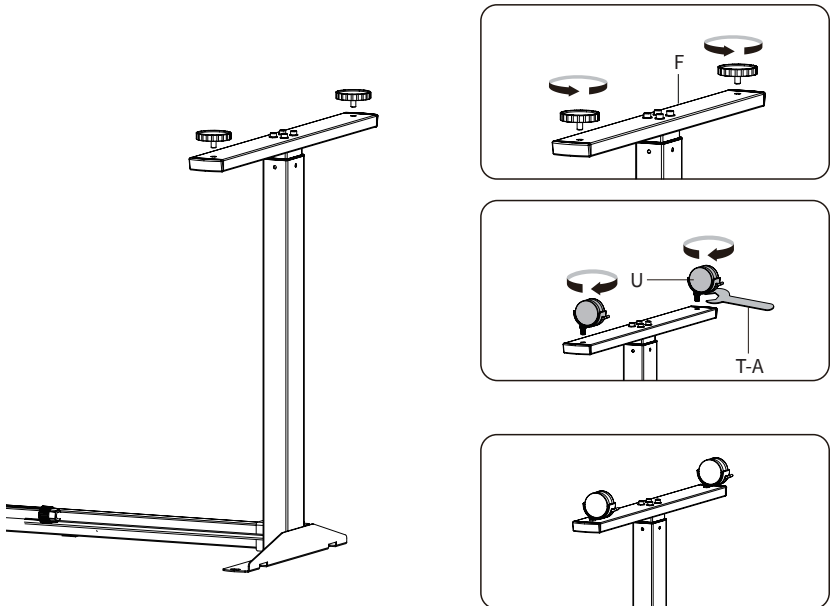
## STEP 4

Place the frame assembly upside down and assemble Feet (**F**) to Leg (**A**) and Motorized Leg (**B**) using M6x35mm Screws (**S-D**) and 5mm Allen Wrench (**T-B**).



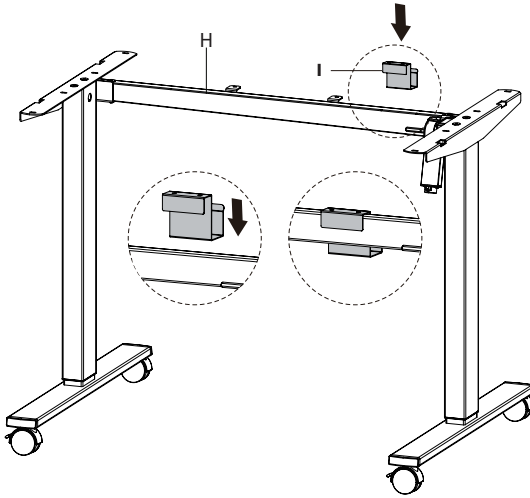
## STEP 5

If desired, the foot pads on Feet (**F**) can be replaced with Casters (**U**). Unscrew the pads and thread Casters (**U**) onto Feet (**F**) using Wrench (**T-A**).



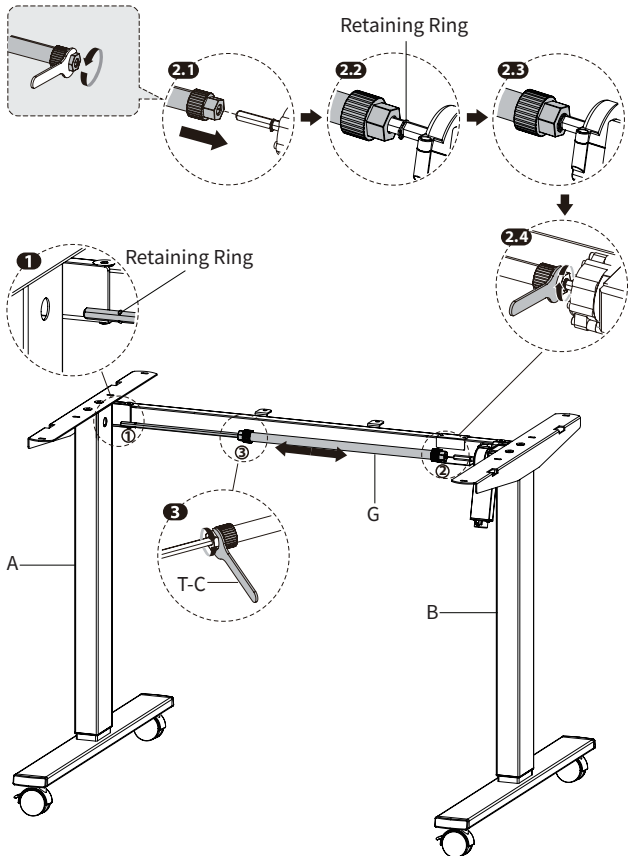
## STEP 6

Place Tray (I) over Crossbar (H).



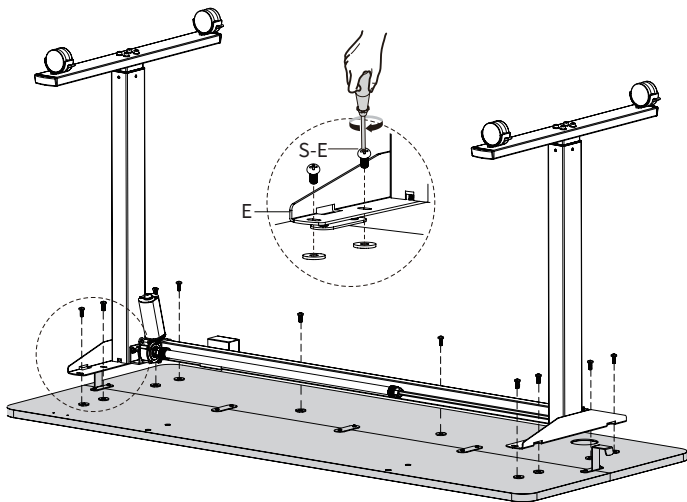
## STEP 7

Loosen the knobs on Sync Rod (G) using Wrench (T-C) and extend the hex shaft. Insert the hex shaft into Leg (A), making sure the metal retaining ring makes contact with the leg. While holding the hex shaft with one hand, extend Sync Rod (G) onto the spline shaft of Motorized Leg (B). Retighten knob.



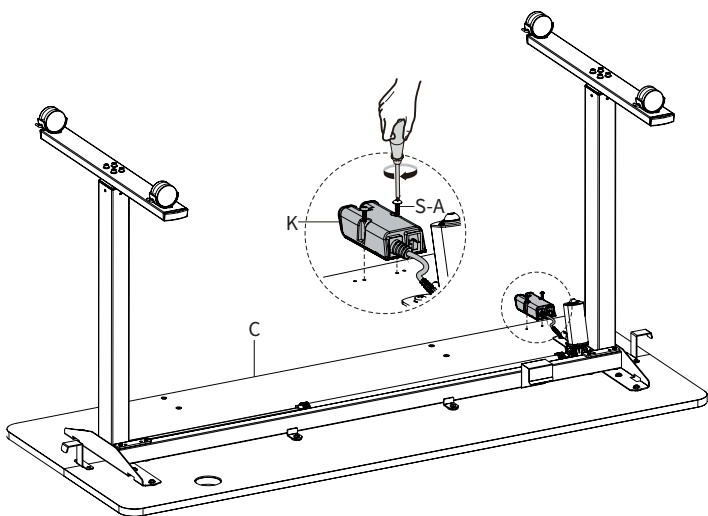
## STEP 8

Secure the frame assembly to the desktop using M6x14mm Screws (**S-E**) and a Phillips screwdriver.



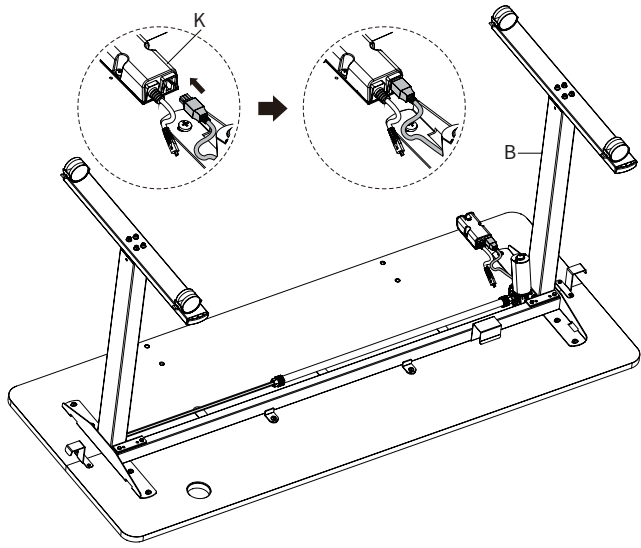
## STEP 9

Assemble Control Panel (**K**) to Front Desktop (**C**) using ST4.2x13mm Screws (**S-A**) and a Phillips screwdriver.



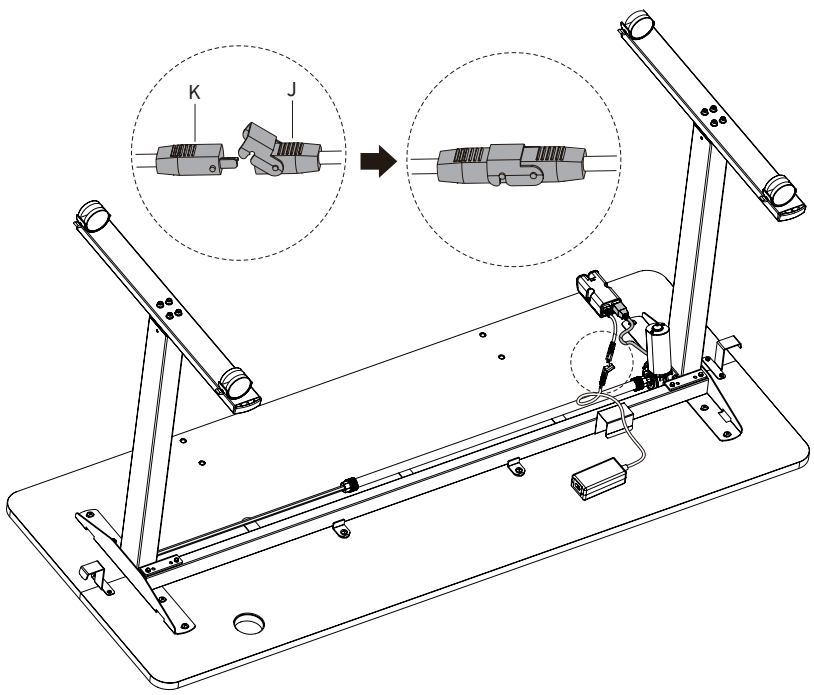
### STEP 10

Plug the cable from Motorized Leg (B) into Control Panel (K).



### STEP 11

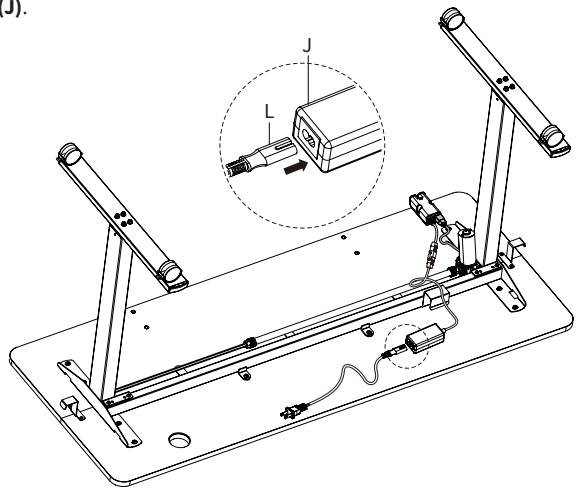
Connect AC Adapter (J) to Control Panel (K).





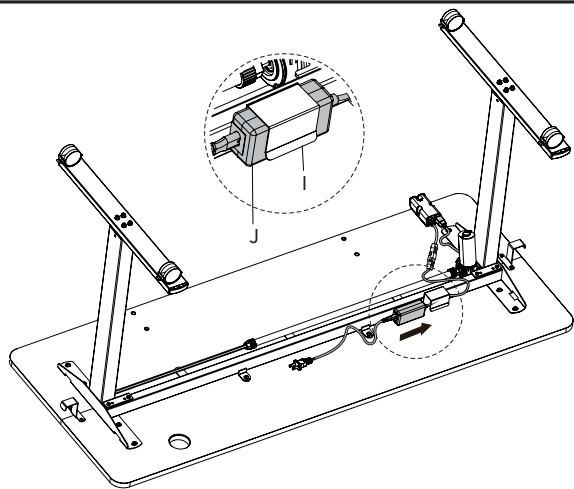
## STEP 12

Plug Power Cable (**L**) into AC Adapter (**J**).



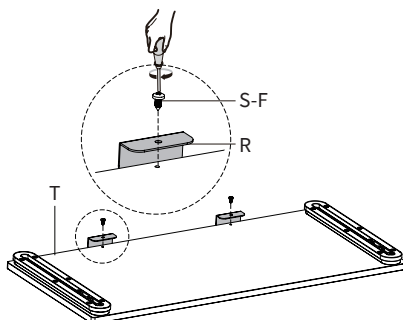
## STEP 13

Place AC Adapter (**J**) in Tray (**I**).



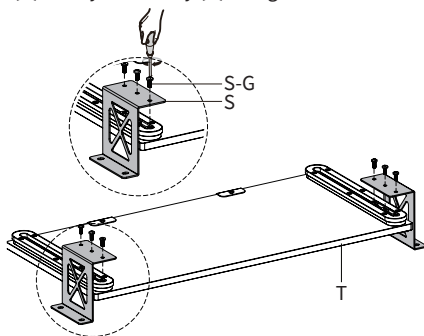
## STEP 14

Assemble Keyboard Stops (**R**) to Keyboard Tray (**T**) using ST4.2x9.5mm Screws (**S-F**) and a Phillips screwdriver.



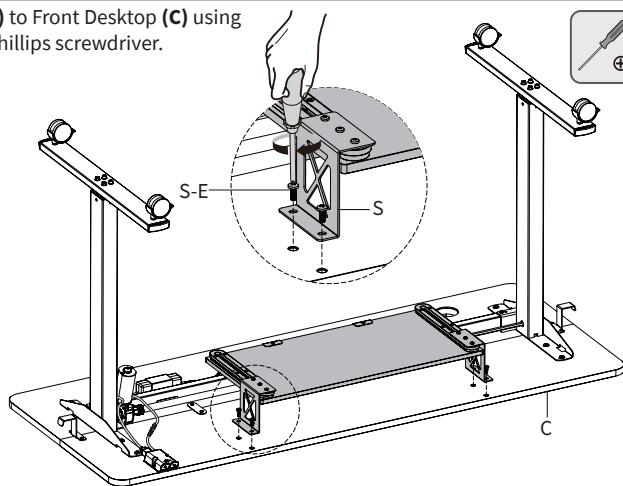
## STEP 15

Secure Keyboard Brackets (**S**) to Keyboard Tray (**T**) using M5x10mm Screws (**S-G**) and a Phillips screwdriver.



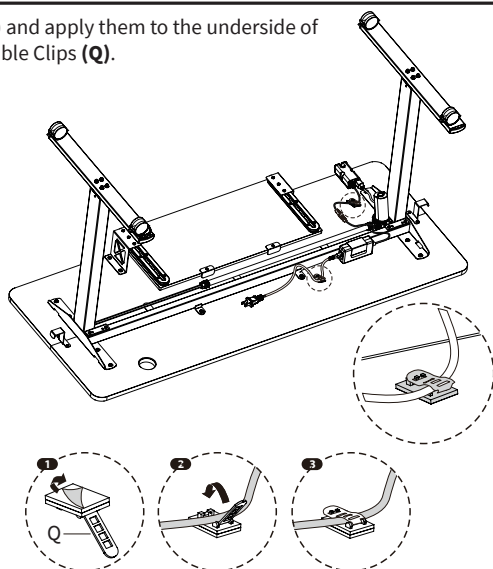
## STEP 16

Assemble Keyboard Brackets (**S**) to Front Desktop (**C**) using M6x14mm Screws (**S-E**) and a Phillips screwdriver.



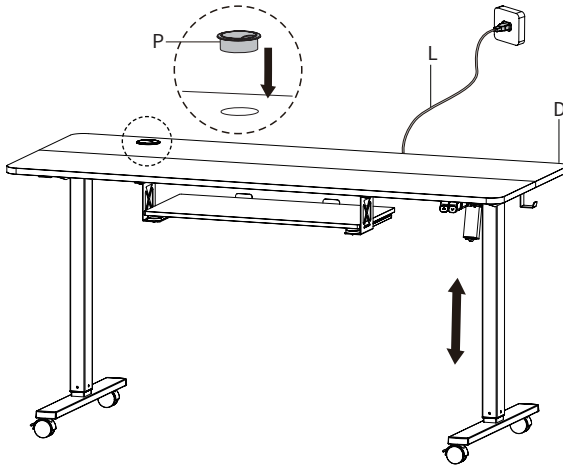
## STEP 17

Remove adhesive backing from Cable Clips (**Q**) and apply them to the underside of the desktop assembly. Manage cables using Cable Clips (**Q**).



## STEP 18

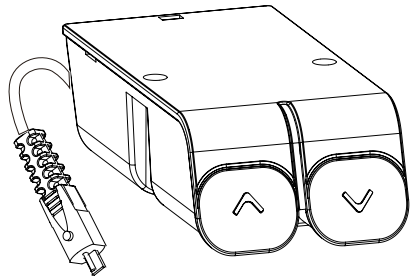
Insert Cable Management Cover (P) into the top of Back Desktop (D). Plug Power Cable (L) into an AC outlet.



## STEP 19

**NOTE:** The desk must be reset before operation.

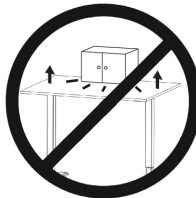
Reset	Press and hold the down arrow until the desk reaches its lowest height and rebounds slightly. The controller will beep twice, then release the down arrow.
Height Adjustment	Press and hold the up arrow until the desk reaches the desired height.
Troubleshooting	If the desk unable to move, disconnect the power for 30 seconds, and plug then plug the desk back in. Once the power has been reconnected, follow the reset procedure.



## 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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 [www.vivo-us.com](http://www.vivo-us.com) **AVG. RESOLUTION TIME** (*within office hrs*): **< 15 M**  
*Chat live with an agent!*

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 [help@vivo-us.com](mailto: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