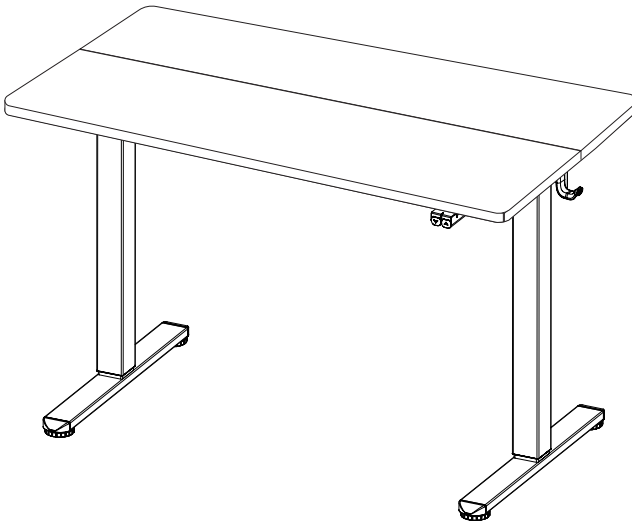




Black 40" x 24" Electric Desk

Instruction Manual



SKU: DESK-EP40TB



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-ep40tb>

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)
Desktop



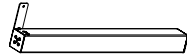
B (x1)
Crossbar



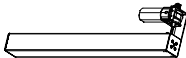
C (x2)
Side Bracket



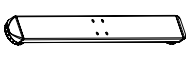
D (x1)
Sync Rod



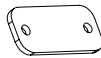
E (x1)
Leg



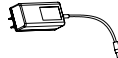
F (x1)
Motorized Leg



G (x2)
Foot



H (x2)
Connecting Plate



I (x1)
AC Adapter



K (x1)
Controller



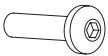
L (x2)
Headphone Hook



M (x2)
Cable Clip



N (x12)
Rubber Pad



S-A (x8)
M6x35mm Screw



S-B (x10)
M6x11mm Screw



S-C (x22)
M5x16mm Screw



S-D (x6)
Wooden Dowel



T-A (x1)
2mm Allen Wrench



T-B (x1)
5mm Allen Wrench

NOTE SOME EXTRA HARDWARE INCLUDED MAY NOT BE USED.

TOOLS NEEDED



DO NOT EXCEED WEIGHT CAPACITY.

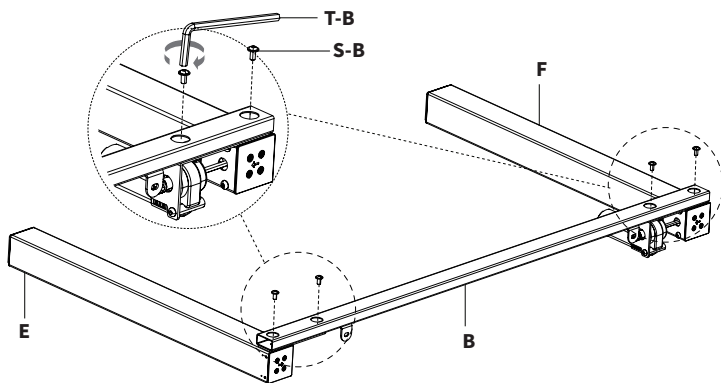
Failure to do so may result in serious injury.



ASSEMBLY STEPS

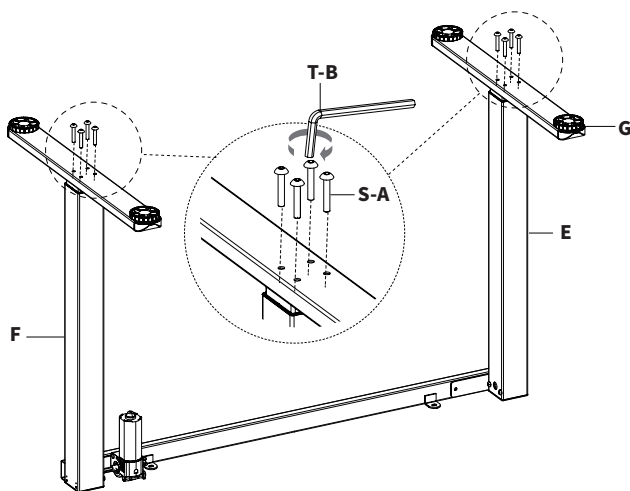
STEP 1

Assemble Crossbar (**B**) to Leg (**E**) and Motorized Leg (**F**) using M6x11mm Screws (**S-B**) and 5mm Allen Wrench (**T-B**).



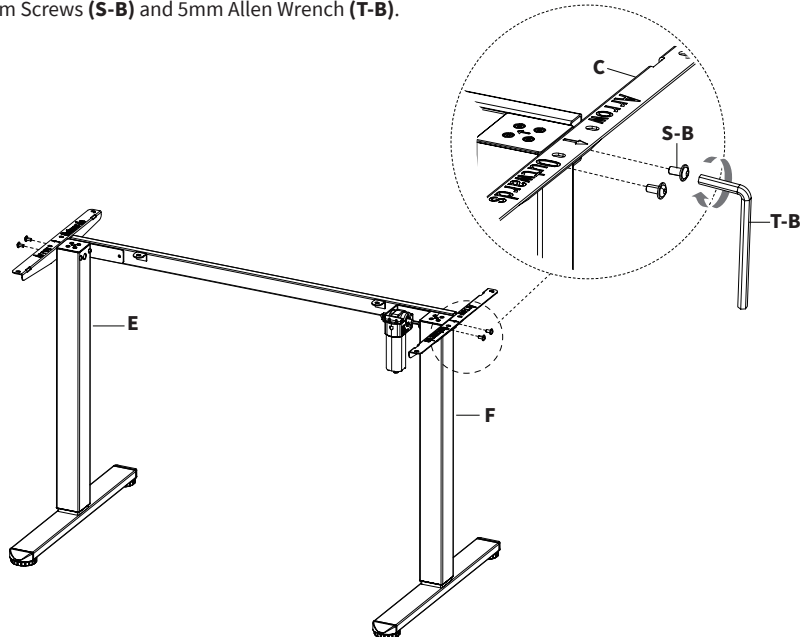
STEP 2

Connect Foot (**G**) to underside of Leg (**E**) and Motorized Leg (**F**) using M6x35mm Screws (**S-A**) and 5mm Allen Wrench (**T-B**).



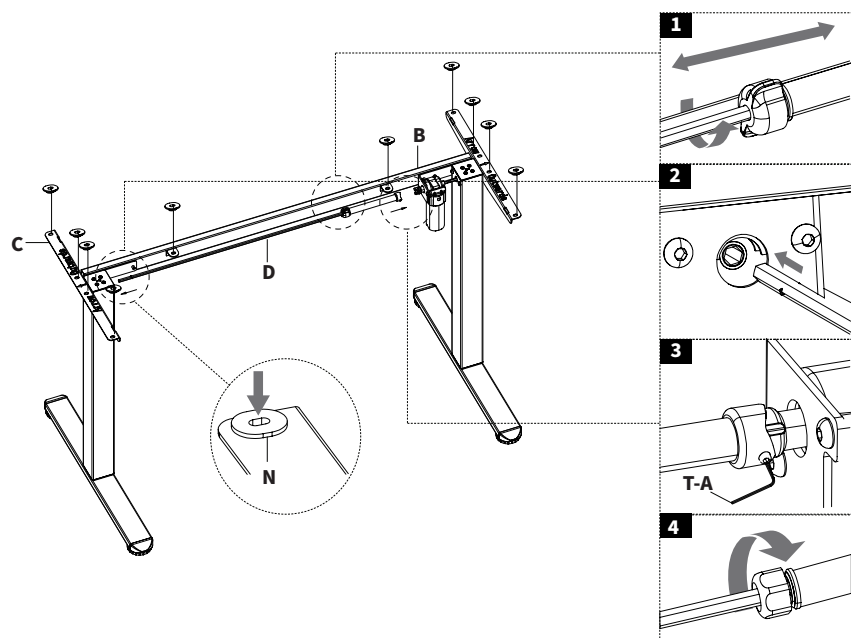
STEP 3

Return assembly upright and attach Side Brackets (C) to side of Leg (E) and Motorized Leg (F) using M6x11mm Screws (S-B) and 5mm Allen Wrench (T-B).



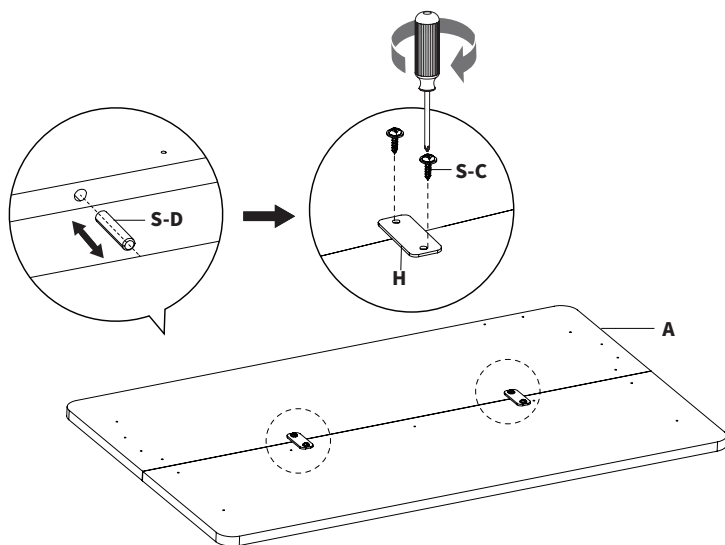
STEP 4

Loosen the knob on the Sync Rod (D) and extend the hex shaft. Insert hex shaft into the Leg (E), making sure the metal retaining ring makes contact with the Leg (E). While holding the hex shaft with one hand, extend Sync Rod (D) onto the spline shaft of Motorized Leg (F). Tighten Sync Rod (D) using 2mm Allen Wrench (T-A). Retighten knob. Apply Anti-Vibration Pads (N) to Side Brackets (C).

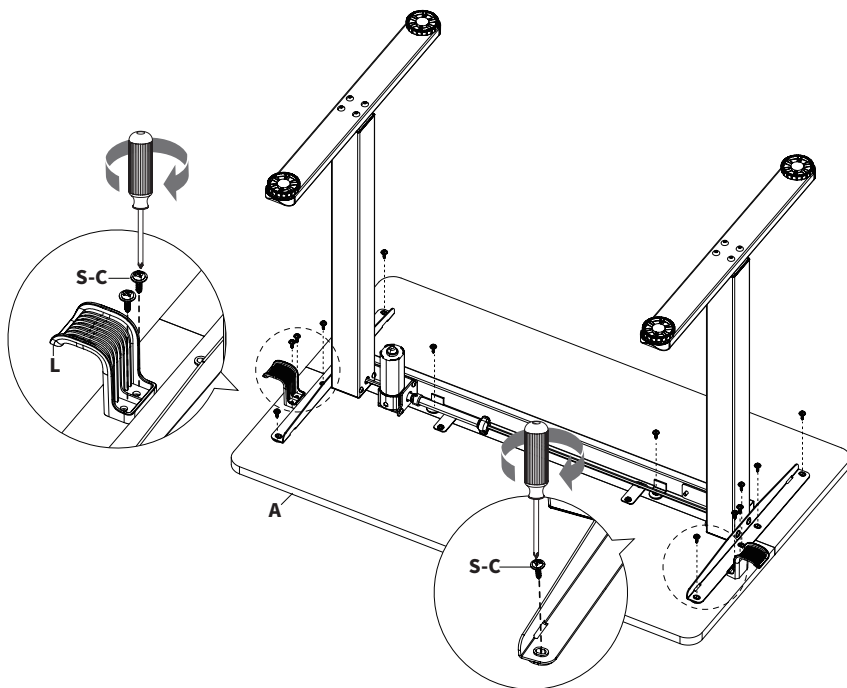


STEP 5

Place Wooden Dowels (**S-D**) into pre-drilled holes in Desktop (**A**), then push pieces together to form one desktop. Secure using Connecting Plate (**H**), M5x16mm Screws (**S-C**), and a Phillips screwdriver.

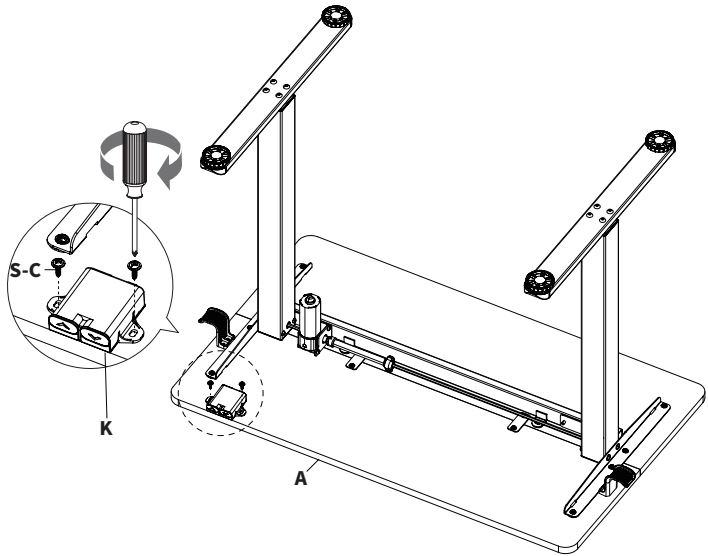


Flip desk assembly over and secure to assembled Desktop (**A**) using M5x16mm Screws (**S-C**) and a Phillips screwdriver. Attach Headphone Hook (**L**) to Desktop (**A**) using M6x16mm Screws (**S-C**) and a Phillips screwdriver.

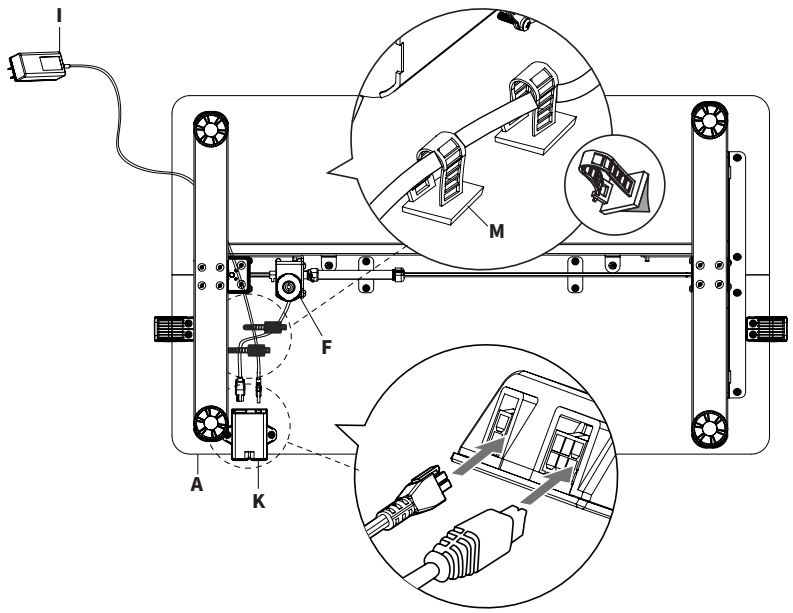


STEP 6

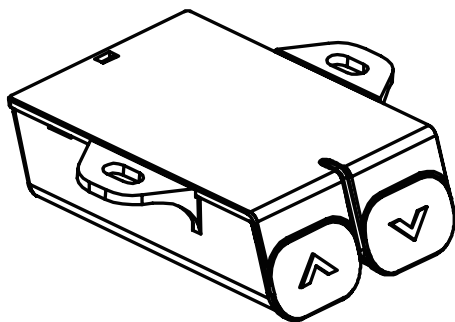
Connect Controller (**K**) to Desktop (**A**) using M5x16mm Screws (**S-C**) and a Phillips screwdriver.



Connect cable from Motorized Leg (**F**) to Controller (**H**), as shown below. Connect AC Adapter (**I**) to Controller (**H**). Secure cables to Desktop (**A**) using Cable Clips (**M**).



CONTROLLER



UP ARROW

Press and hold to raise desk height.
Release button when desired height is achieved.



DOWN ARROW

Press and hold to lower desk height.
Release button when desired height is achieved.

RESET PROCESS

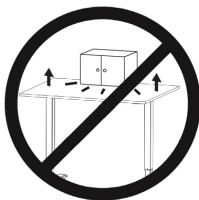
Press and hold the DOWN ARROW for at least 5 seconds until the leg reaches the lowest height setting and then moves back up slightly. Reset is complete.



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**

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

 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