

Clamp-on 24" x 14" Desk Extension with Storage

SKU: DESK-EXT24D

Instruction Manual

Assembly Video & Product Info
www.vivo-us.com/products/desk-ext24d



! CAUTION! !

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.



DO NOT EXCEED WEIGHT CAPACITY

FAILURE TO DO SO MAY RESULT IN SERIOUS INJURY.

We're Here for You

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.



Give us a Call:
309-278-5303

AVG. RESOLUTION TIME (*within office hrs*): **5M 4S**



Chat Us:
www.vivo-us.com

AVG. RESOLUTION TIME (*within office hrs*): **< 15 M**

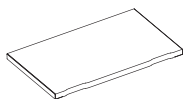


Email Us:
help@vivo-us.com

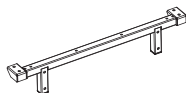
AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

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

Package Contents



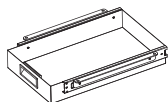
A (x1)
Desk Extension



B (x1)
Support
Frame



C (x2)
Clamp



D (x1)
Drawer

Included Hardware



S-A (x4)
M6x16mm Screw



S-B (x4)
M6x12mm Screw



S-C (x4)
M6x30mm Screw



S-D (x4)
ST4.2x38mm Screw

Tools Needed:



**Phillips
Screwdriver**

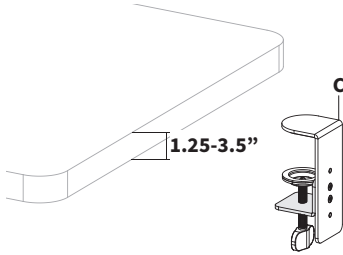
Weight Capacity:



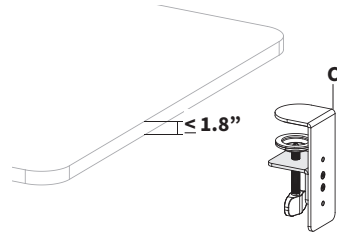
ASSEMBLY STEPS

STEP 1

Set Clamps (**C**) to the correct depth for the desktop being used.



OR



DESKTOPS 1.25 - 3.5"/32-88.5mm THICK

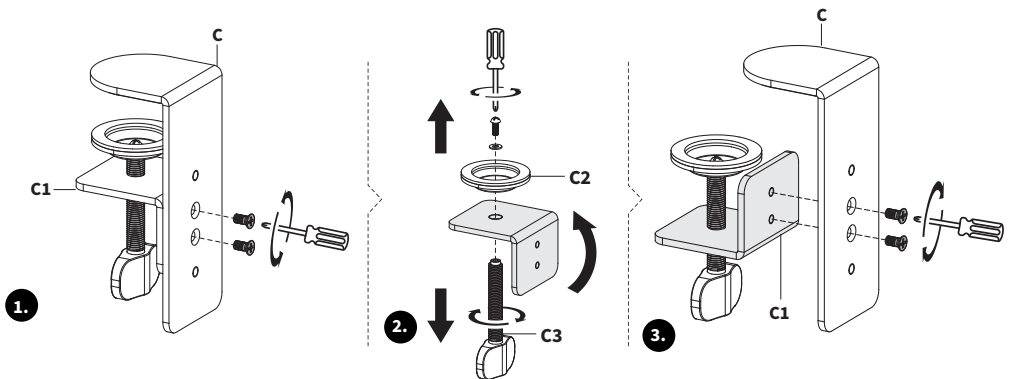
Follow steps below to adjust Clamp depth.

DESKTOPS 1.8"/46.5mm THICK

Use default Clamp depth and proceed to next step.

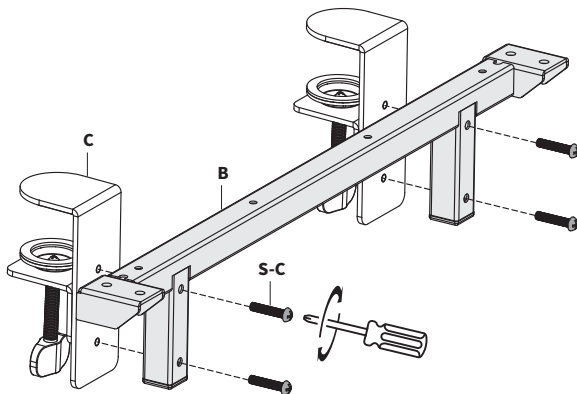
For desktops ranging from 32-88.5mm (1.25"-3.5"):

- 1). Remove the two screws on the back of the Clamps and remove the Clamp Bolt Bracket (**C1**).
- 2). Use a Phillips screwdriver to remove the small screw and washer holding the Clamp Plate (**C2**) in place, and remove the Clamp Bolt (**C3**).
- 3). Flip the Clamp Bolt Bracket (**C1**) upside down, then thread the Clamp Bolt (**C3**) through again and reattach the Clamp Plate (**C2**) using the previously removed small screw and washer. Reattach the Clamp Bolt Bracket to the Clamp using the previously removed screws and a Phillips screwdriver.



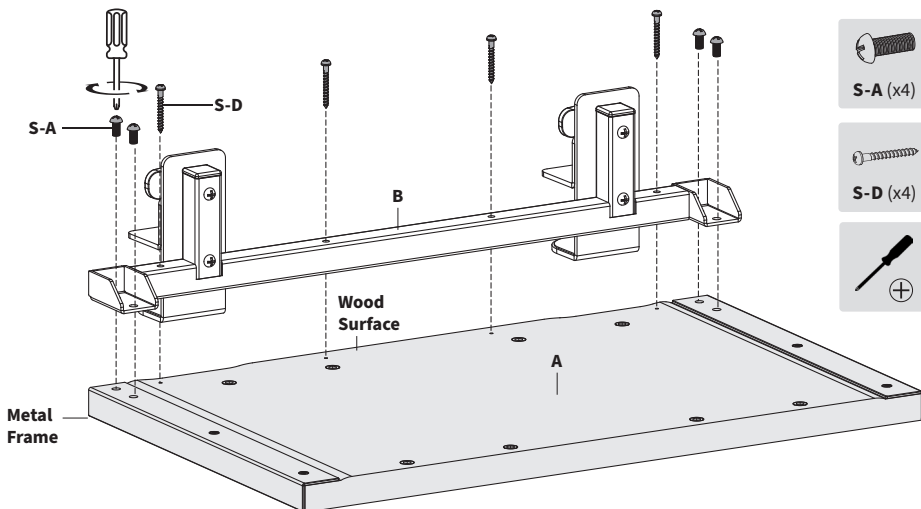
STEP 2

Secure Clamps (C) to the back of Support Frame (B) using M6x30mm Screws (S-C) and a Phillips screwdriver.



STEP 3

Connect Support Frame (B) to the underside of Desk Extension (A) using the M6x16mm Screws (S-A) in the Metal Frame holes, and ST4.2x38mm Screws (S-D) in the Wood Surface holes. Tighten using a Phillips screwdriver.



** BEFORE PROCEEDING **

The desk extension can be assembled for use on the left or right side of the desk. Follow the instructions on the next page that best fits your needs.

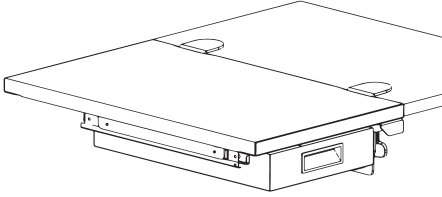
ASSEMBLY OPTIONS

Desk extension can be assembled for use on the left or right side of your desk. Additionally, the drawer can be installed so that it is in line with the extension front edge, or it can be slightly recessed for a more hidden look.

Follow the instructions on the next page that best fits your needs.

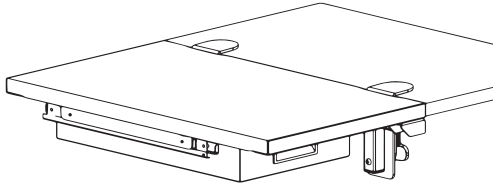
Left Side Extension

Extends the left side of your desktop.



Flush | pg. 7

Drawer sits flush in line with the desktop front edge.

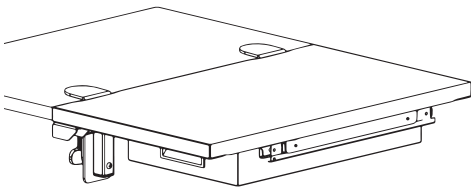


Recessed | pg. 8

Drawer sits further back from the front desktop edge, concealing the drawer under the extension.

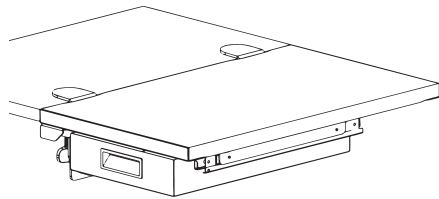
Right Side Extension

Extends the left side of your desktop.



Flush | pg. 9

Drawer sits flush in line with the desktop front edge.

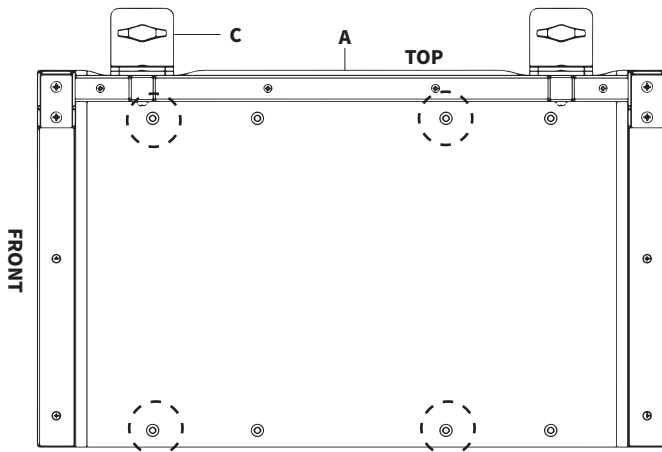


Recessed | pg.10

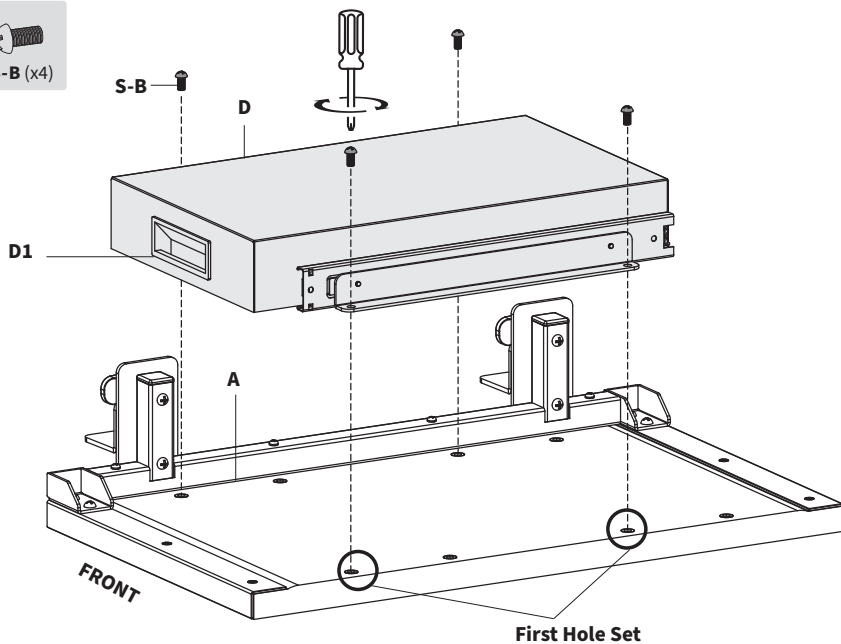
Drawer sits further back from the front desktop edge, concealing the drawer under the extension.

Left Side Assembly | Flush Mount:

Take note of the inset holes on the underside of Desk Extension (A). For a flush mount installation, the drawer will be mounted in the first set of holes, which are circled below. As a note, Clamps (C) should be on the top, with the handle of the drawer facing the left.



Attach the Drawer (D) to the underside of Desk Extension (A) using M6x12mm Screws (S-B) in the first set of holes, and a Phillips Screwdriver.

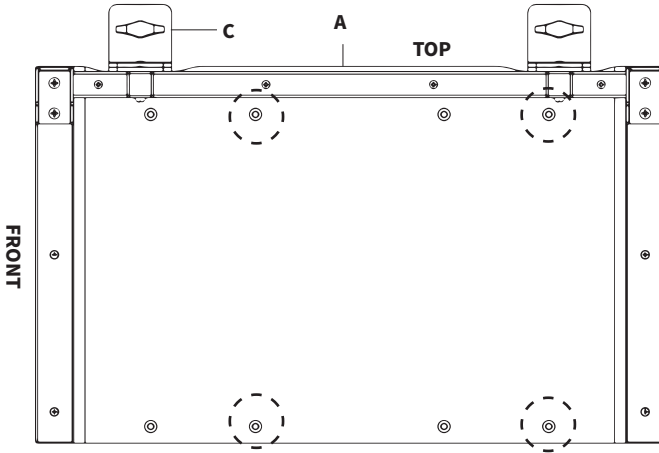


First Hole Set

Proceed to Step 5 on Page 11

Left Side Assembly | Recessed Mount

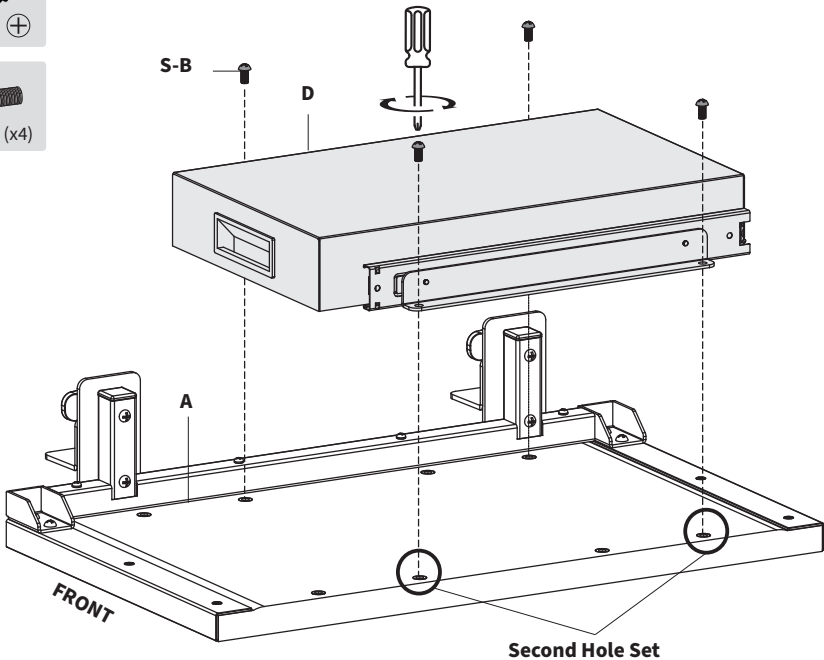
Take note of the inset holes on the underside of Desk Extension (A). For a recessed mount installation, the drawer will be mounted in the second set of holes, which are circled below. As a note, Clamps (C) should be on the top, with the handle of the drawer facing the left.



Attach the Drawer (D) to the underside of Desk Extension (A) using M6x12mm Screws (S-B) in the second set of holes, and a Phillips Screwdriver.



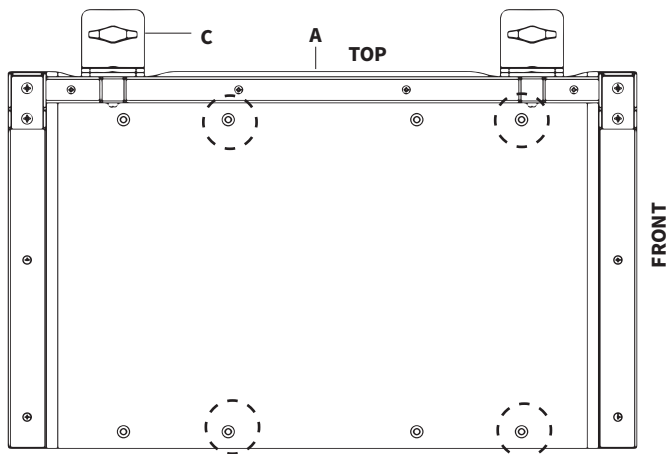
S-B (x4)



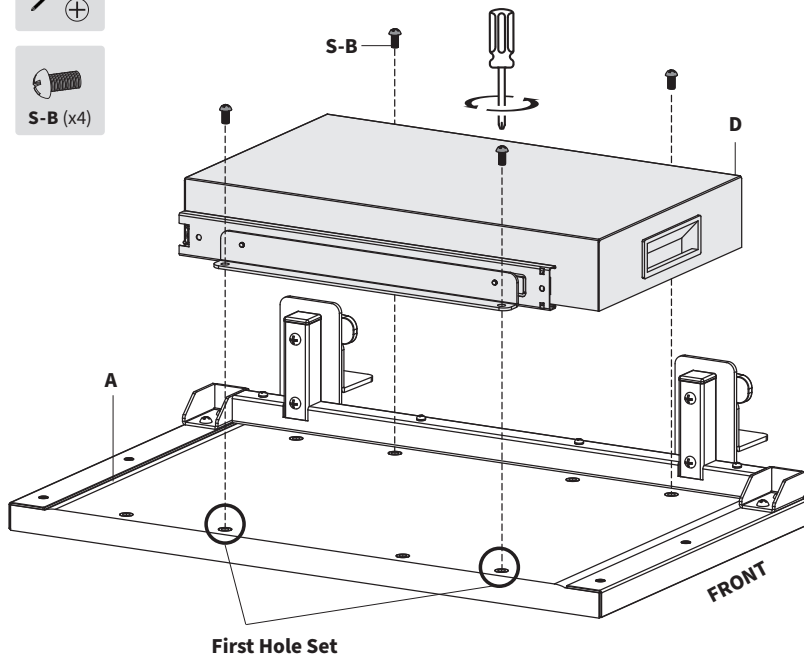
Proceed to Step 5 on Page 11

Right Side Assembly | Flush Mount:

Take note of the inset holes on the underside of Desk Extension (A). For a flush mount installation, the drawer will be mounted in the first set of holes, which are circled below. As a note, Clamps (C) should be on the top, with the handle of the drawer facing the right.



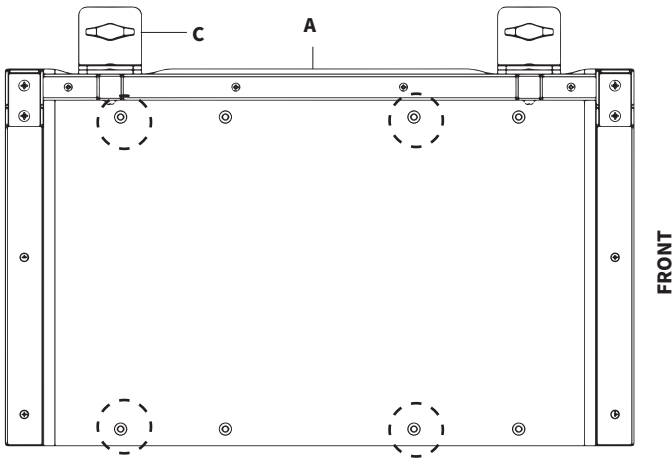
Attach the Drawer (D) to the underside of Desk Extension (A) using M6x12mm Screws (S-B) in the first set of holes, and a Phillips Screwdriver.



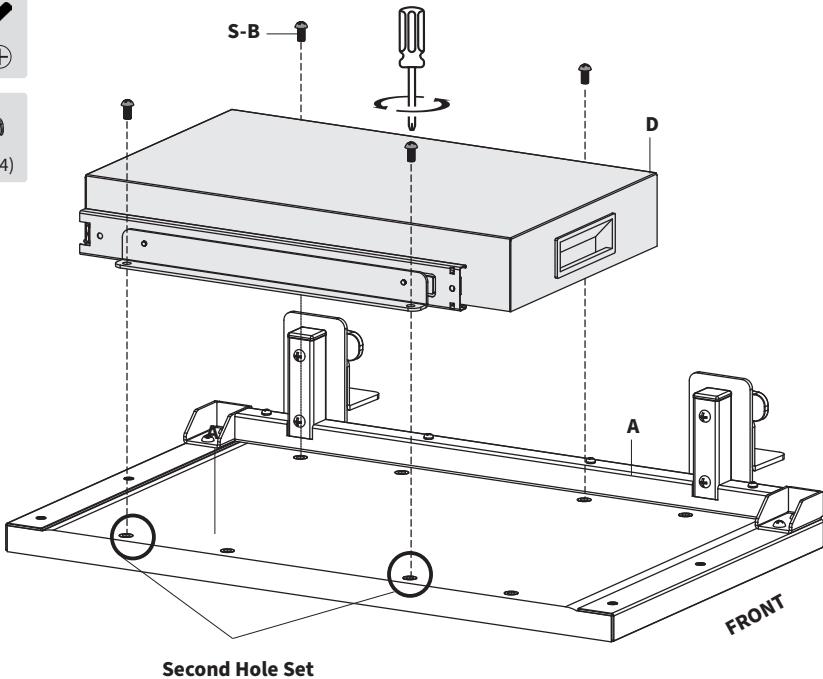
Proceed to Step 5 on Page 11

Right Side Assembly | Recessed Mount

Take note of the inset holes on the underside of Desk Extension (A). For a recessed mount installation, the drawer will be mounted in the second set of holes, which are circled below. As a note, Clamps (C) should be on the top, with the handle of the drawer facing the right.

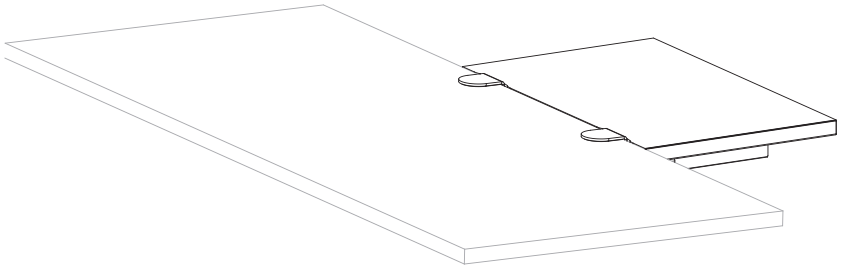
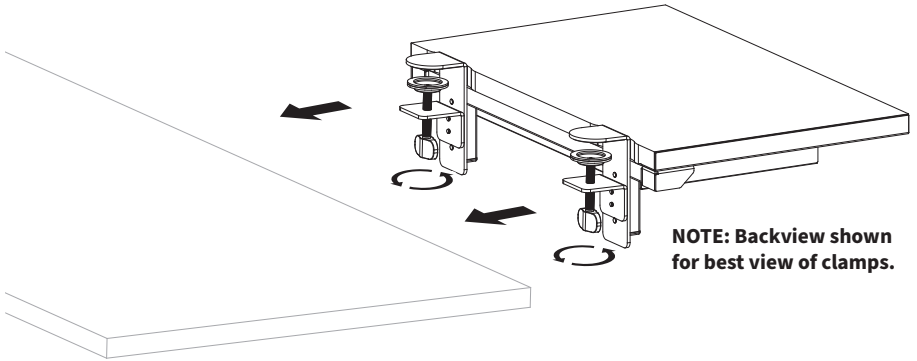


Attach the Drawer (D) to the underside of Desk Extension (A) using M6x12mm Screws (S-B) in the second set of holes, and a Phillips Screwdriver.



Proceed to Step 5 on Page 11

Place assembled extension on to your desired desktop side and secure by tightening the knobs on the clamps.





Need Help? 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



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