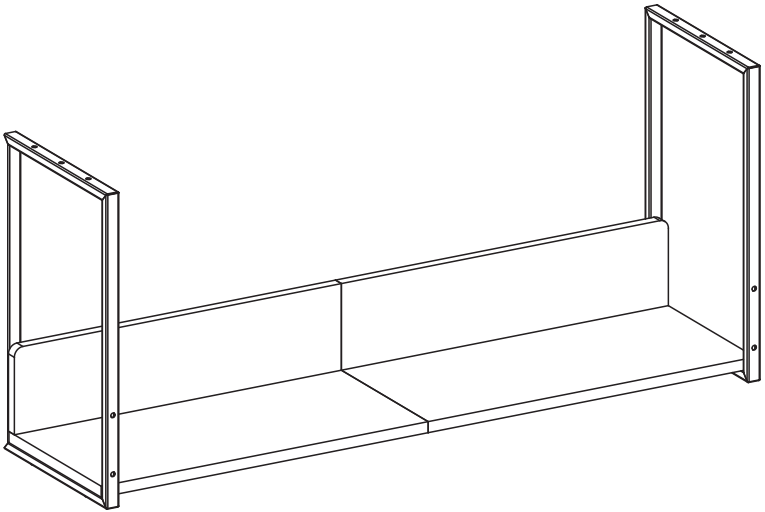




Black 30" Under Desk Shelf

Instruction Manual



SKU: DESK-SHELF30-UB



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-shelf30-ub>

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

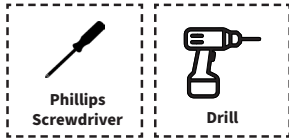
⚠ WARNING!

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. 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.

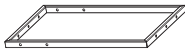
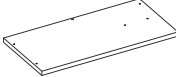
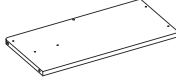


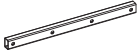







TOOLS NEEDED



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



PACKAGE CONTENTS

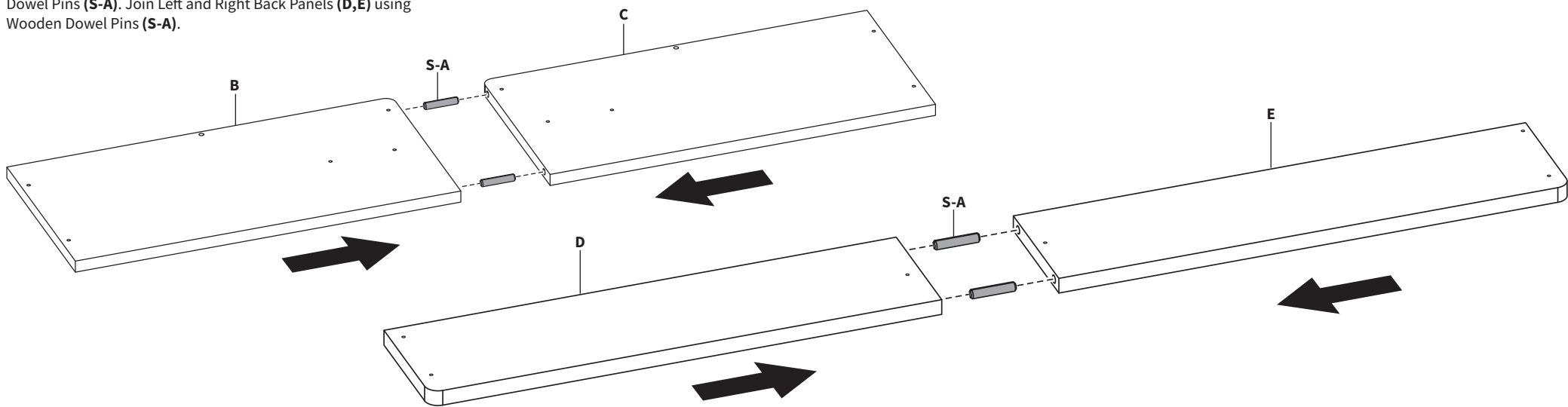
 A (x2) Mounting Bracket	 B (x1) Left Base Panel	 C (x1) Right Base Panel	 D (x1) Left Back Panel	 E (x1) Right Back Panel
 F (x1) Connecting Bar	 G (x1) Connecting Bracket			
 S-A (x4) Wooden Dowel Pin	 S-B (x4) ST4.2x13mm Screw	 S-C (x14) ST4.2x20mm Screw	 S-D (x6) ST4.2x25mm Screw	 S-E (x6) ST4.2x50mm Screw
 S-F (x6) Spacer				

NOTE: SOME HARDWARE INCLUDED MAY NOT BE USED

ASSEMBLY STEPS

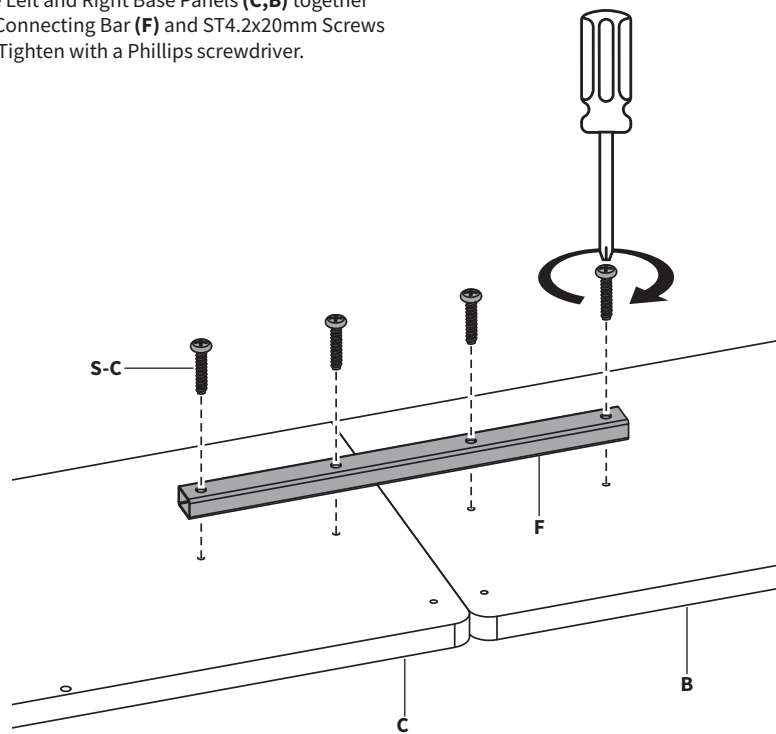
STEP 1

Join Left and Right Base Panels (**B,C**) together using Wooden Dowel Pins (**S-A**). Join Left and Right Back Panels (**D,E**) using Wooden Dowel Pins (**S-A**).



STEP 2

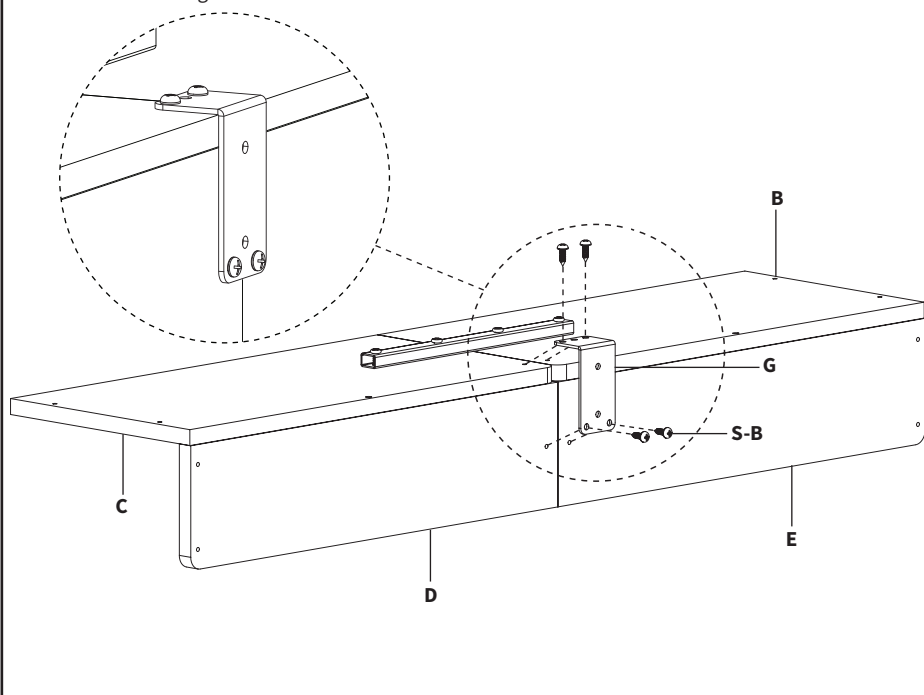
Secure Left and Right Base Panels (**C,B**) together using Connecting Bar (**F**) and ST4.2x20mm Screws (**S-C**). Tighten with a Phillips screwdriver.



STEP 3

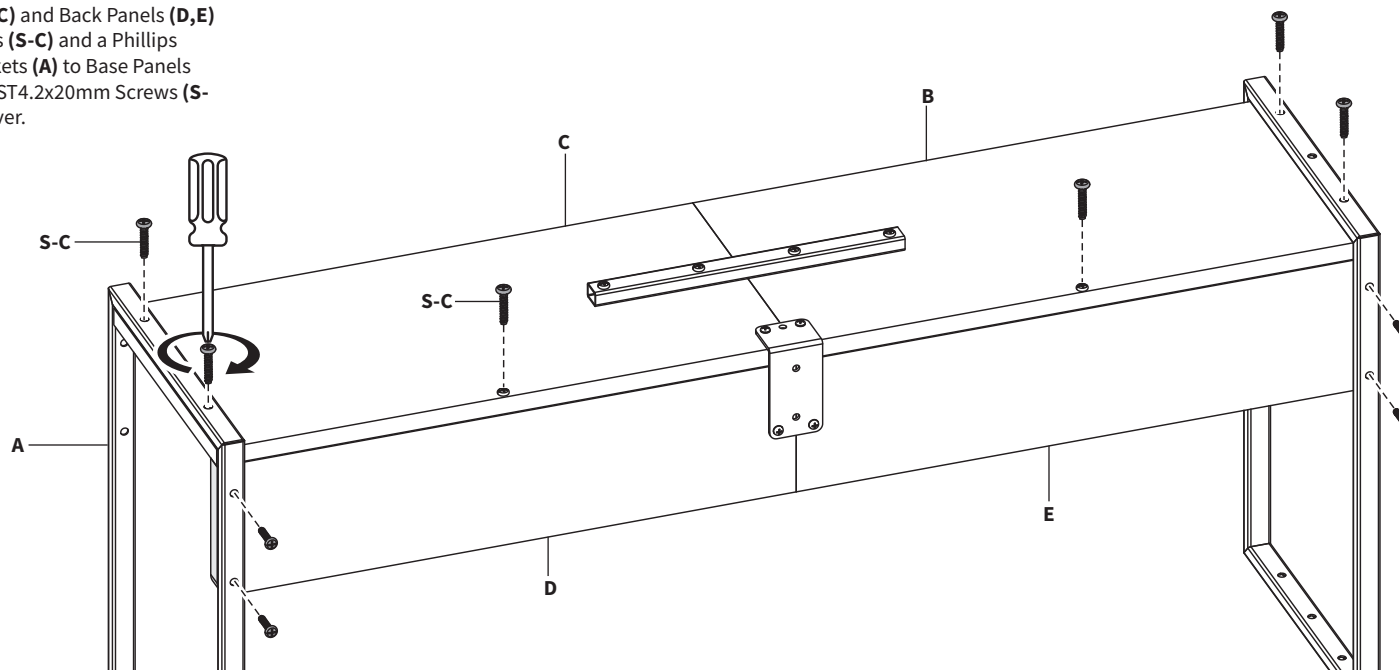
Join Base Panels (**B,C**) and Back Panels (**D,E**) together using Connecting Bracket (**G**) and ST4.2x13mm Screws (**S-B**). Tighten with a Phillips screwdriver.

Note: The holes along the center of the bracket should not be used.



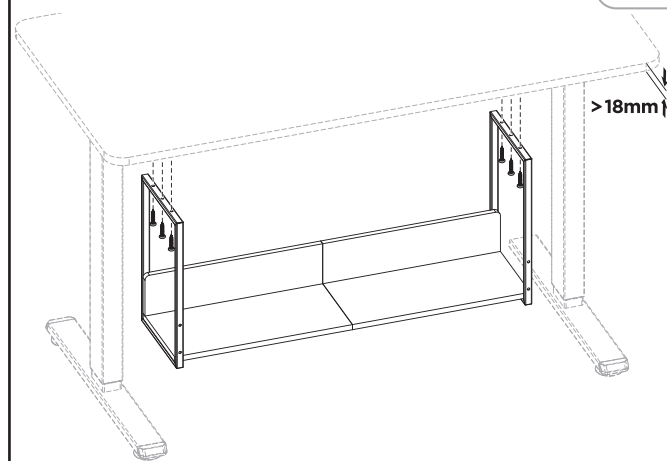
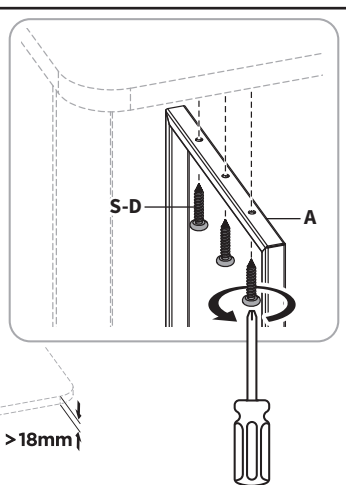
STEP 4

Continue to secure Base Panels (**B,C**) and Back Panels (**D,E**) together using ST4.2x20mm Screws (**S-C**) and a Phillips screwdriver. Attach Mounting Brackets (**A**) to Base Panels (**B,C**) and Back Panels (**D,E**) using ST4.2x20mm Screws (**S-C**). Tighten with a Phillips screwdriver.



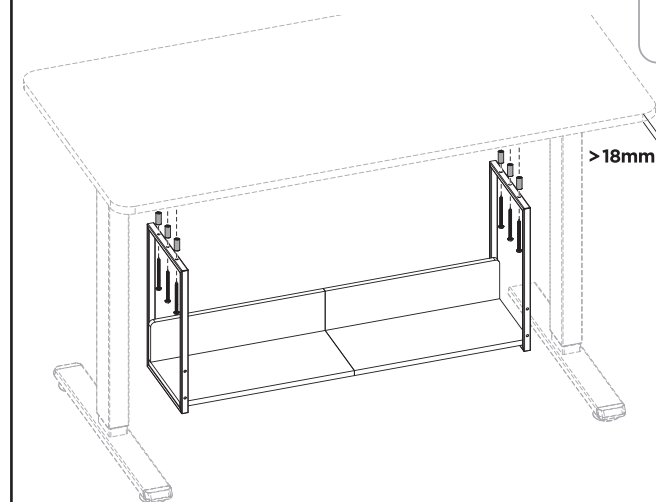
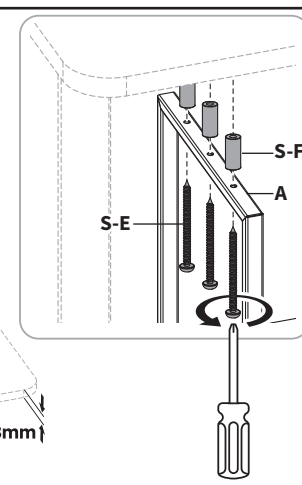
STEP 5 (Option A)

Installing mounting brackets directly to desktop.
Hold the shelf assembly up to your desired mounting location mark hole locations using a pencil. Pre-drill marked locations using a 3/32" (2.5mm) drill bit drilling 5/8" (15mm) deep. Attach Mounting Brackets (**A**) to desktop using ST4.2x25mm Screws (**S-D**) and a Phillips screwdriver.



STEP 5 (Option B)

Spacing mounting brackets off desktop to help clear possible obstructions.
Hold the shelf assembly up to your desired mounting location mark hole locations using a pencil. Pre-drill marked locations using a 3/32" (2.5mm) drill bit drilling 5/8" (15mm) deep. Attach Mounting Brackets (**A**) to desktop using ST4.2x50mm Screws (**S-E**), Spacers (**S-F**), and a Phillips screwdriver.





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
Chat live with an agent!

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



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