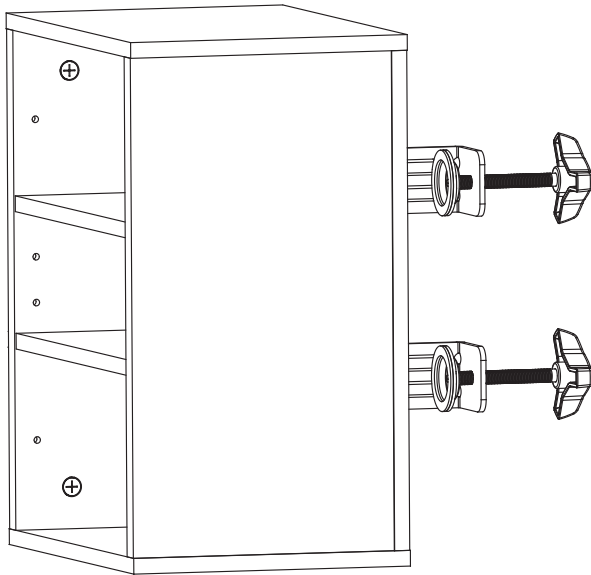




Clamp-on Shelving Unit for Desk

Instruction Manual



SKU: DESK-SHELF3CL



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-shelf3cl>

GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



help@vivo-us.com



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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.

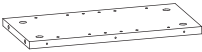
WARNING: CHOKING HAZARD

SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

PACKAGE CONTENTS



A (x2)
Exterior Shelf



B (x2)
Side Wall



C (x1)
Back Wall



D (x2)
Interior Shelf



E (x1)
Clamp



F (x6)
Sticker



S-A (x8)
Cam Lock Screw



S-B (x8)
Cam Lock Nut



S-C (x6)
ST3.9x25mm Screw



S-D (x8)
Pin



S-E (x4)
M5x18mm Screw



S-F (x4)
M5 Washer

TOOLS NEEDED



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

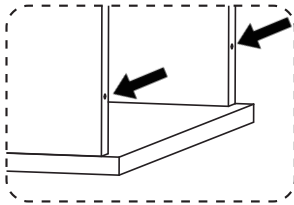
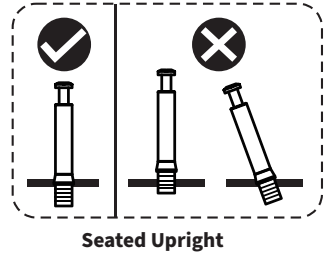
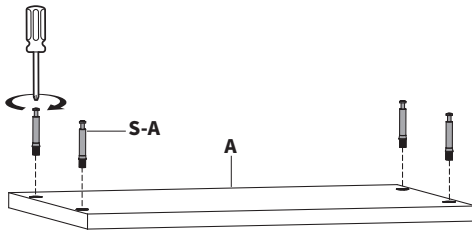


ASSEMBLY STEPS

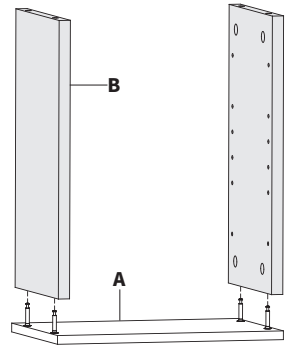
STEP 1

Install Cam Lock Screws (**S-A**) into one Exterior Shelf (**A**) using a Phillips screwdriver. Ensure the screws are fully threaded into the shelf and seated upright.

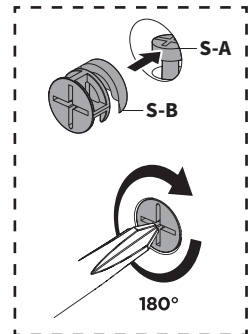
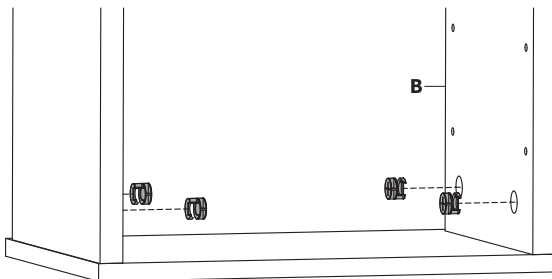
Slide Side Walls (**B**) onto the installed Cam Lock Screws (**S-A**).



Ensure overhang of Exterior Shelf (**A**) is on the same side as pilot holes of Side Walls (**B**).

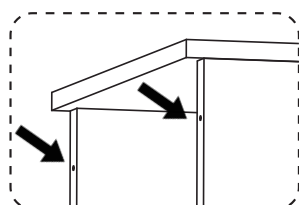
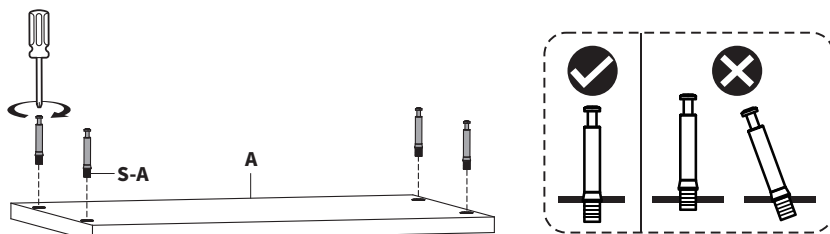


Insert Cam Lock Nuts (**S-B**) into Side Walls (**B**) with the opening facing down towards the head of Cam Lock Screws (**S-A**). Tighten Cam Lock Nuts (**S-B**) clockwise using a Phillips screwdriver making sure to only turn the nut 180 degrees.

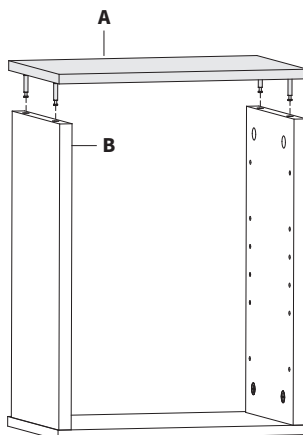


STEP 2

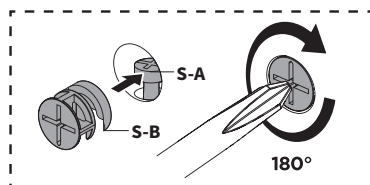
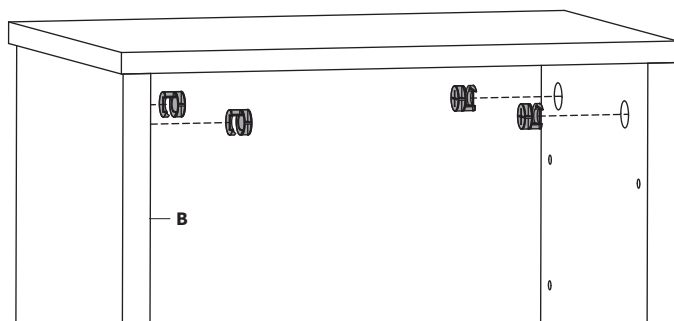
Install Cam Lock Screws (**S-A**) into remaining Exterior Shelf (**A**) using a Phillips screwdriver. Ensure the screws are fully threaded into the shelf and seated upright. Turn Exterior Shelf with Cam Lock Screws (**S-A**) upside down and place on top of Side Walls (**B**).



Ensure overhang of Exterior Shelf (**A**) is on the same side as pilot holes of Side Walls (**B**).

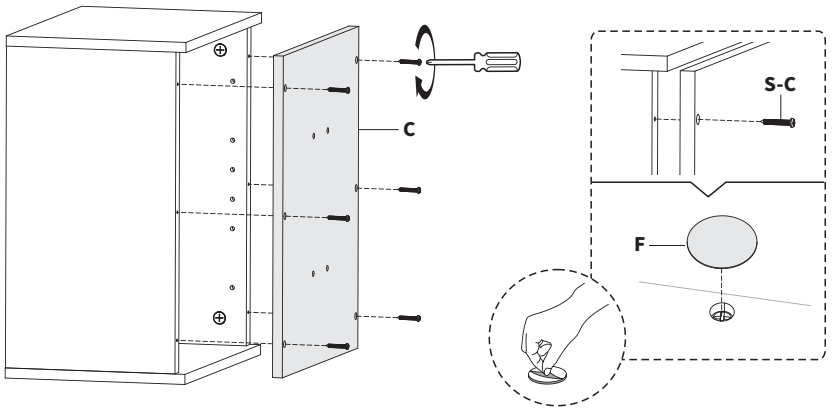


Insert Cam Lock Nuts (**S-B**) into Side Walls (**B**) with the opening facing down towards the head of Cam Lock Screws (**S-A**). Tighten Cam Lock Nuts (**S-B**) clockwise using a Phillips screwdriver making sure to only turn the nuts 180 degrees.



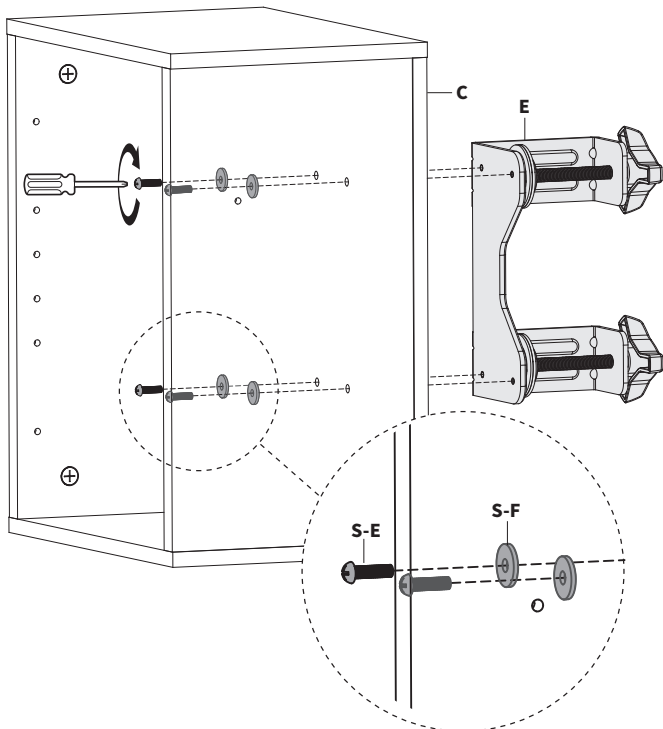
STEP 3

Attach Back Wall (**C**) to the shelf assembly using ST3.9x25mm Screws (**S-C**) and a Phillips screwdriver. Use Stickers (**F**) to conceal the cam lock holes.



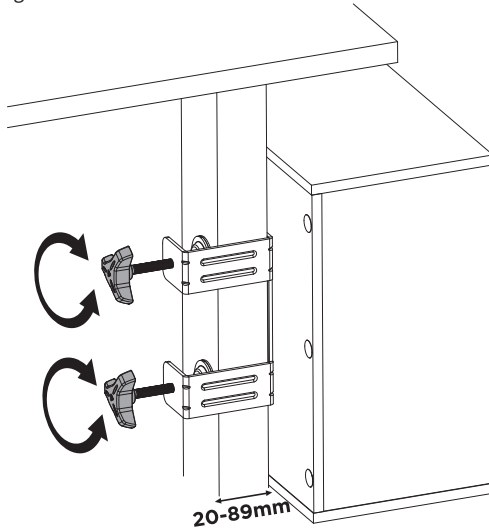
STEP 4

Remove the protective film from the silicone pad on inside of Clamp (**E**). Install Clamps (**E**) to Back Wall (**C**) using M5x18mm Screws (**S-E**), M5 Washers (**S-F**), and a Phillips screwdriver. In assembly shown below, clamp will be used on right desk leg. Clamp can be flipped 180 degrees and installed the opposite direction to be utilized on the left side.



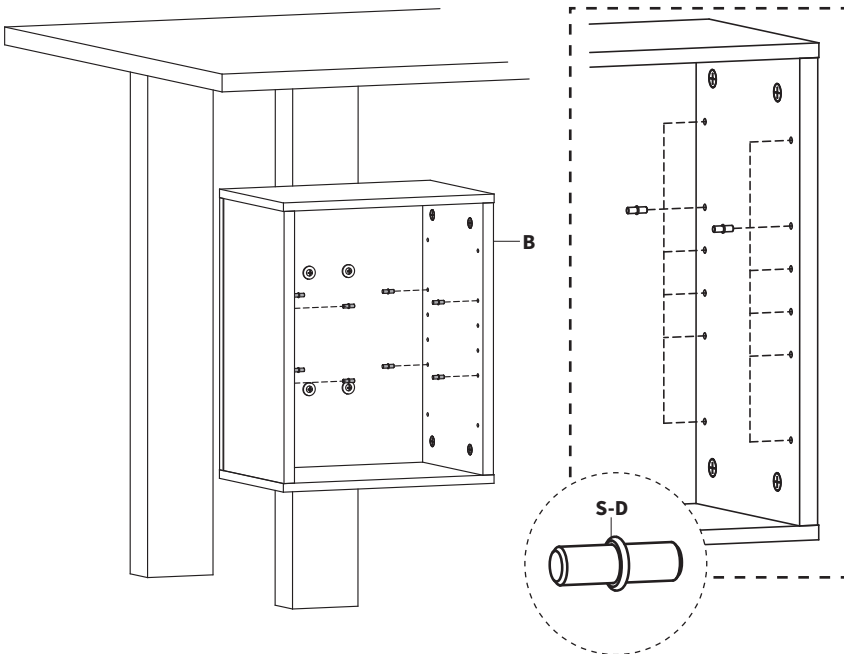
STEP 5

Clamp assembly to desired location on desk leg. If using a height-adjustable desk, lower the frame to its lowest position before clamping onto the leg to ensure the shelf will not collide with obstructions throughout the entire range of motion on the desk.



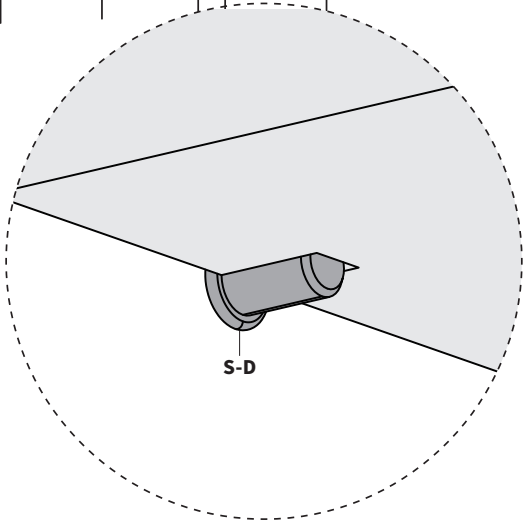
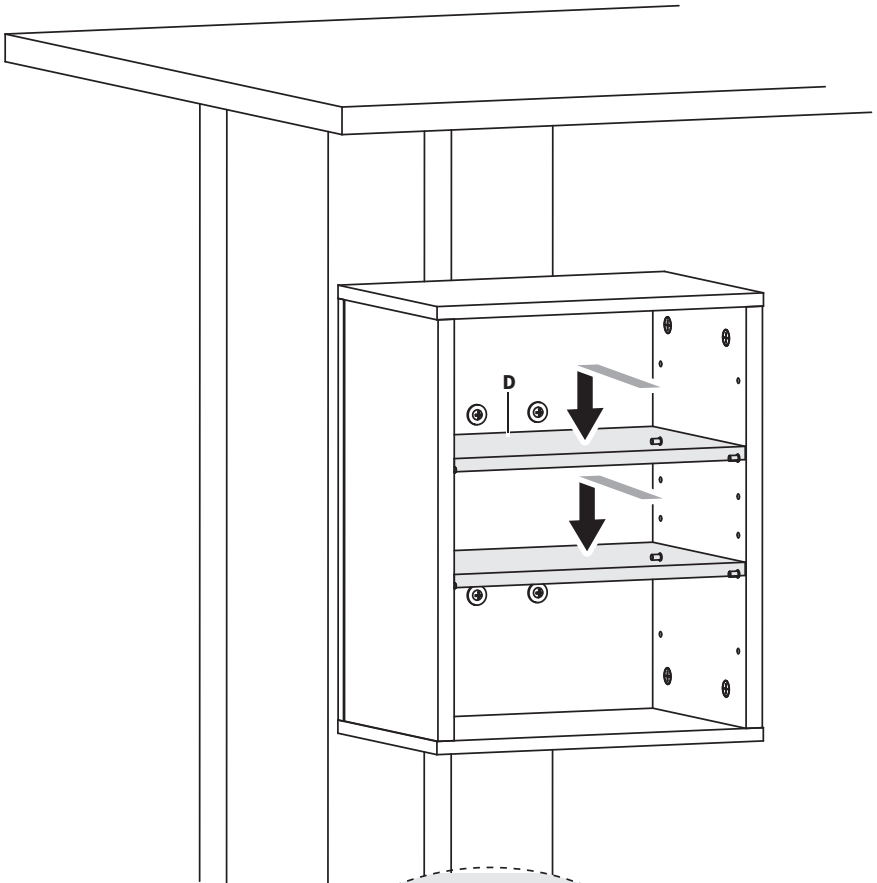
STEP 6

Determine desired shelf heights before continuing. Place Pins (**S-D**) into Side Walls (**B**) at desired heights.



STEP 7

Place Interior Shelves (**D**) onto installed Pins (**S-D**).





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LAST UPDATED: 06/15/2023
REV1.1



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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.



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



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



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

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

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