

# Gray Clamp-on Desk Privacy Panels (x2)

SKU: PP-2-V072G

Instruction Manual

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Assembly Video & Product Info  
[www.vivo-us.com/products/pp-2-v072g](http://www.vivo-us.com/products/pp-2-v072g)



# Contact Us First!

## *DO NOT RETURN ITEM*

Our friendly product support team is here to help!



PERSONABLE CUSTOMER SUPPORT

**7AM - 7PM**

Monday-Friday



Give us a Call:  
**309-278-5303**



Chat Us:  
**[www.vivo-us.com](http://www.vivo-us.com)**



Email Us:  
**[help@vivo-us.com](mailto:help@vivo-us.com)**

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## We're Here for You!

Our customer-minded support team is here for YOU,

**Monday-Friday 7am-7pm CST.**

We offer immediate assistance with rapid response times from customer service agents and product technicians to help you every step of the way!



## Missing a Part?

If any parts are received damaged / defective OR you are missing a part, please reach out to us ***within 30 days of product delivery to have it replaced at no cost.***

We are happy to replace parts to ensure you have a fully functioning product

## ! 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](mailto: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**

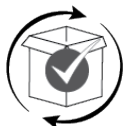
SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.



### **Product Warranty**

For the most up to date details on your product's warranty, please visit the product's listing on our website or reach out to customer support.

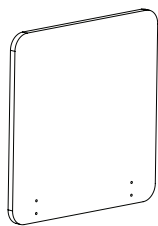
[vivo-us.com/products/pp-2-v072g](https://vivo-us.com/products/pp-2-v072g)



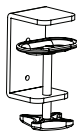
### **Returns | Product Didn't Work Out?**

We offer a hassle-free 30 day return on all products. Contact customer support at 309-278-5303 or [help@vivo-us.com](mailto:help@vivo-us.com). Please note: For items ordered in error or no longer needed, the return shipping charges will be at the buyer's expense.

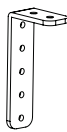
# Package Contents



**A (x2)**  
Panel



**B (x4)**  
Clamp



**C (x4)**  
Mounting  
Bracket



**D (x4)**  
Clamp Pad



**E (x1)**  
Template

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## Included Hardware & Tools



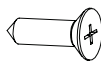
**S-A (x8)**  
Spacer



**S-B (x8)**  
Washer



**S-C (x8)**  
M6x50mm  
Screw



**S-D (x8)**  
ST5x16mm  
Screw



**S-E (x8)**  
M6x30mm  
Screw

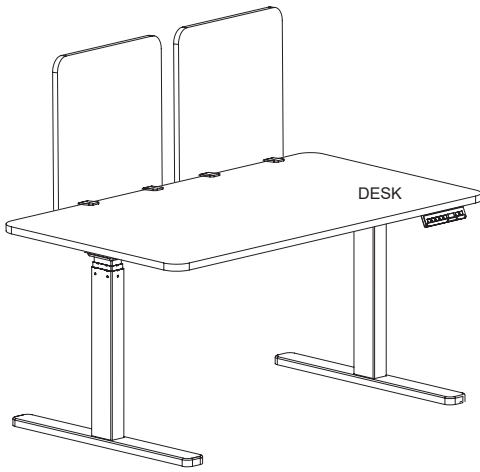
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## Tools Needed:

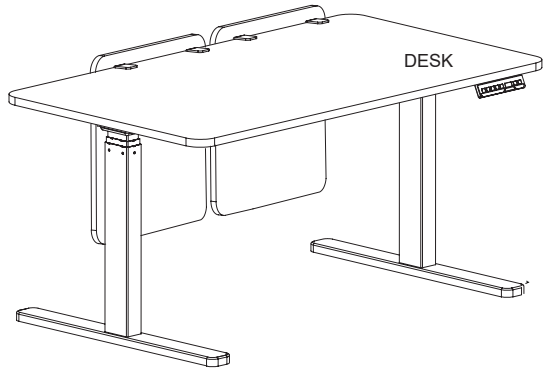


**Phillips  
Screwdriver**

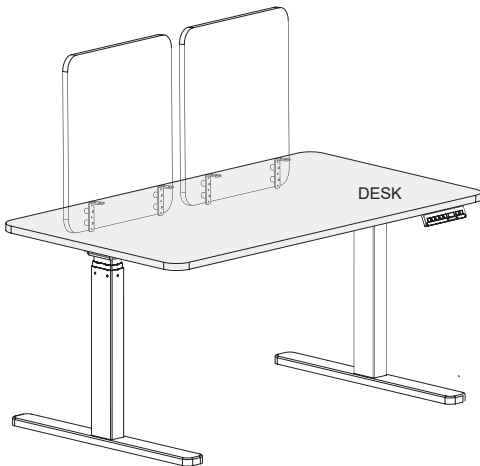
## ASSEMBLY OPTIONS



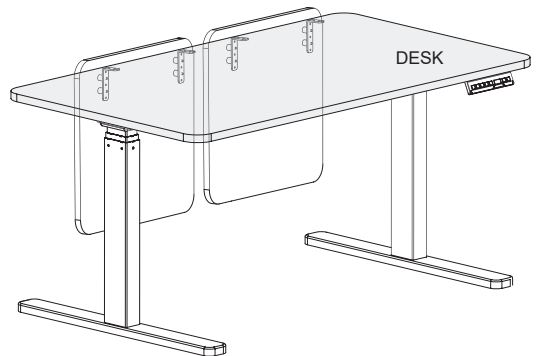
**1. Clamp-On  
Over Desk**  
pg. 6



**2. Clamp-On  
Under Desk**  
pg. 8



**3. Screw Mount  
Over Desk**  
pg. 10



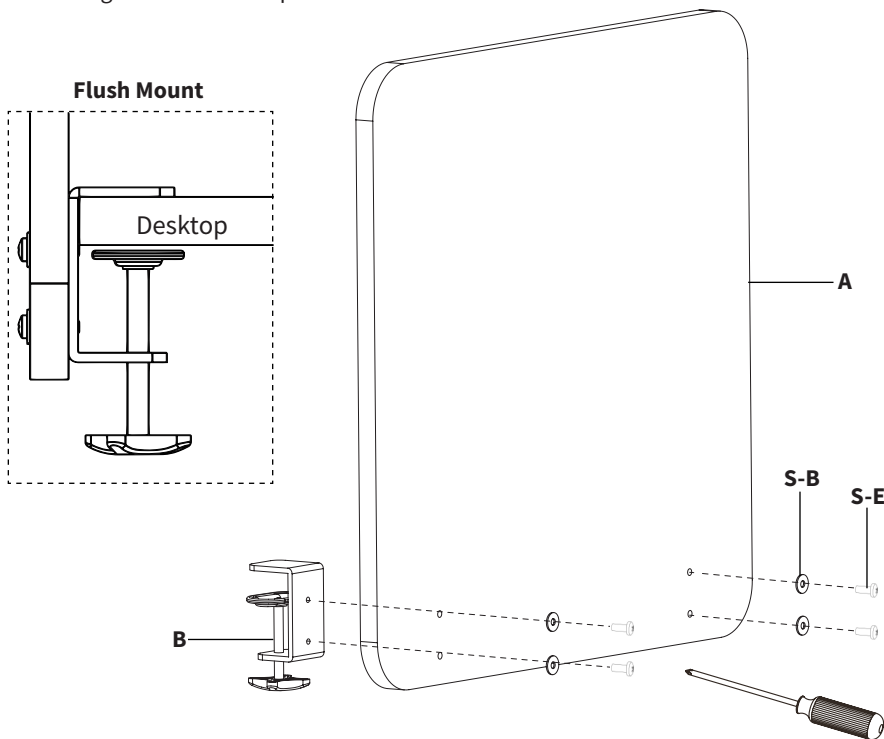
**4. Screw Mount  
Under Desk**  
pg. 12

## 1. Clamp-On [Over Desk]

### STEP 1

#### Flush Mount: Panels Sits Flush Against Desktop

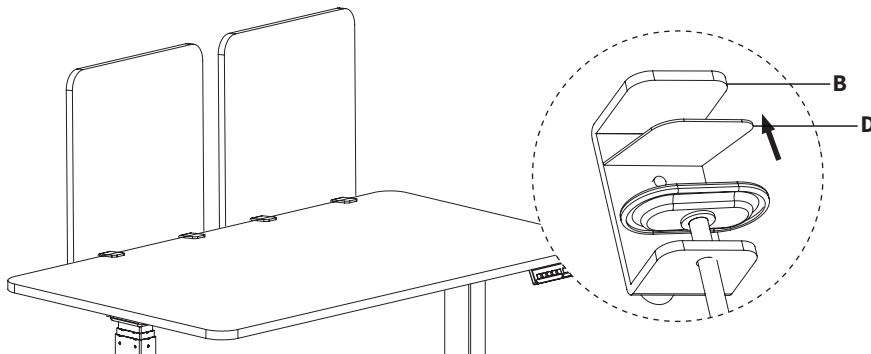
Attach Clamps (B) to Panels (A) using M6x30mm Screws (S-E) and Washers (S-B). Tighten with a Phillips screwdriver.



### STEP 2

#### Flush Mount: Panels Sits Flush Against Desktop

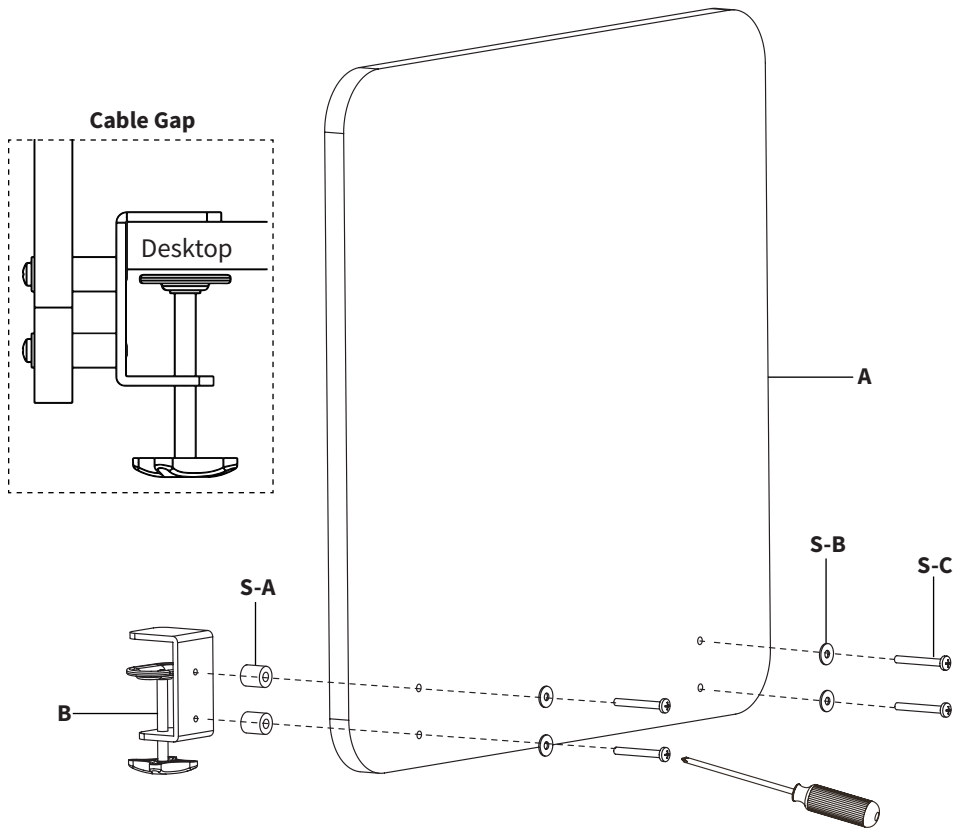
Place the assembled panels on the edge of the desk with Clamp Pad (D), and tighten Clamps (B) to secure. **NOTE:** Over-tightening the clamps will cause the panel to lean forwards.



## STEP 1

### Cable Gap: Provides a Gap Between Desktop & Panels for Cables

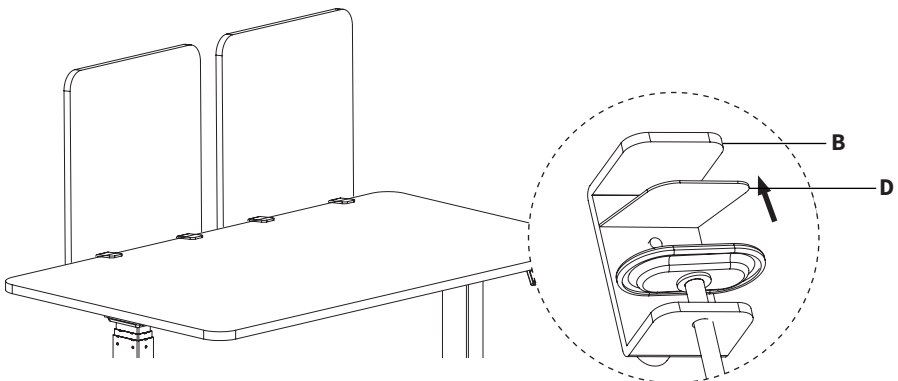
Attach Clamps (**B**) to Panels (**A**) using M6x50mm Screws (**S-C**), Washers (**S-B**) and Spacers (**S-A**). Tighten with a Phillips screwdriver.



## STEP 2

### Cable Gap: Provides a Gap Between Desktop & Panels for Cables

Place the assembled panels on the edge of the desk, and tighten Clamps (**B**) with Clamp Pad (**D**) to secure. **NOTE:** Over-tightening the clamps will cause the panel to lean forwards.

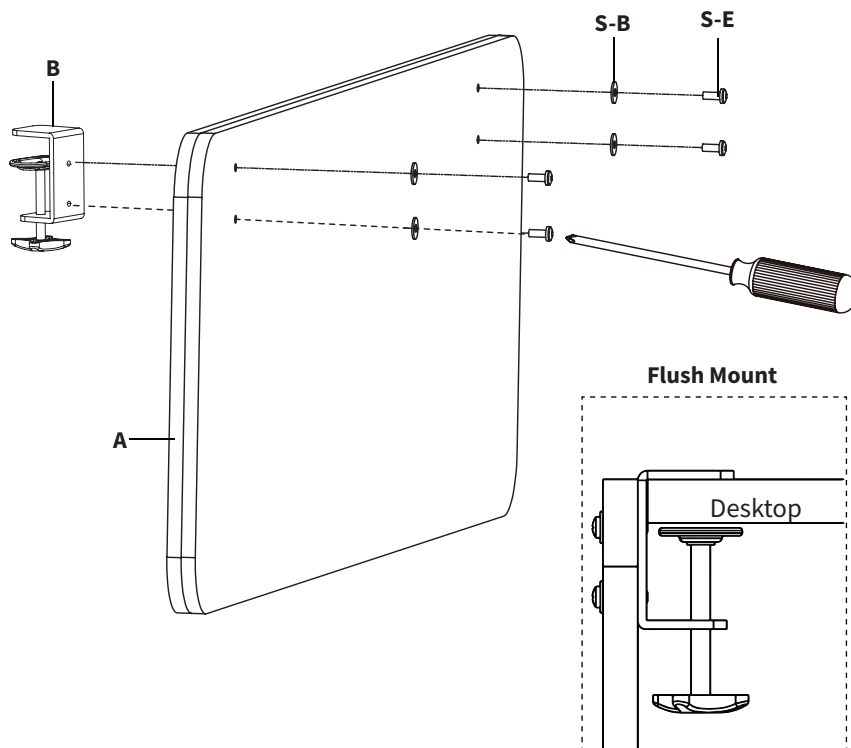


## 2. Clamp-On [Under Desk]

### STEP 1

#### Flush Mount: Panels Sits Flush Against Desktop

Attach Clamps (B) to Panels (A) using M6x30mm Screws (S-E) and Washers (S-B). Tighten with a Phillips screwdriver.

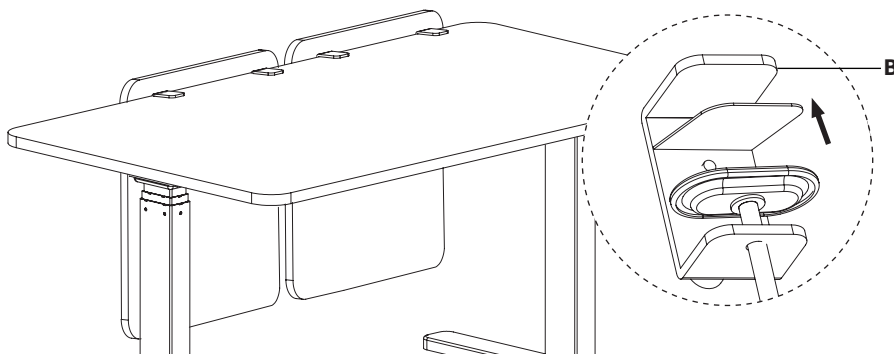


### STEP 2

#### Flush Mount: Panels Sits Flush Against Desktop

Place the assembled panels on the edge of the desk, and tighten the Clamps (B) to secure.

**NOTE:** Over-tightening the clamps will cause the panel to lean forwards.

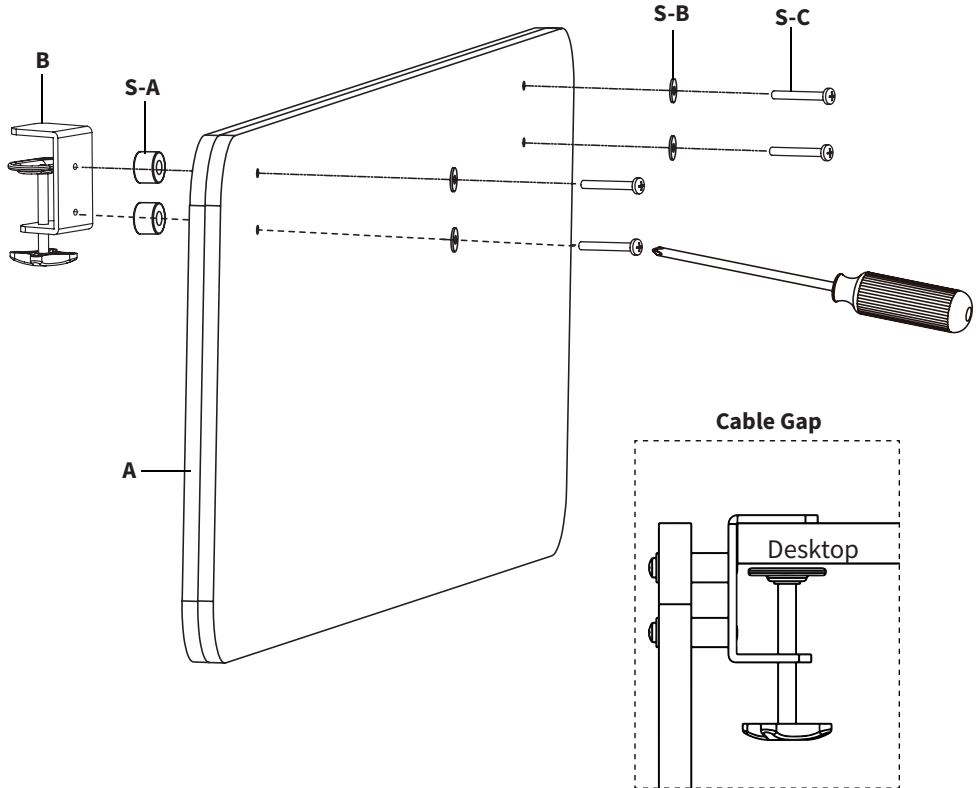




## STEP 1

### Cable Gap: Provides a Gap Between Desktop & Panels for Cables

Attach Clamps (**B**) to Panels (**A**) using M6x50mm Screws (**S-C**), Washers (**S-B**) and Spacers (**S-A**). Tighten with a Phillips screwdriver.

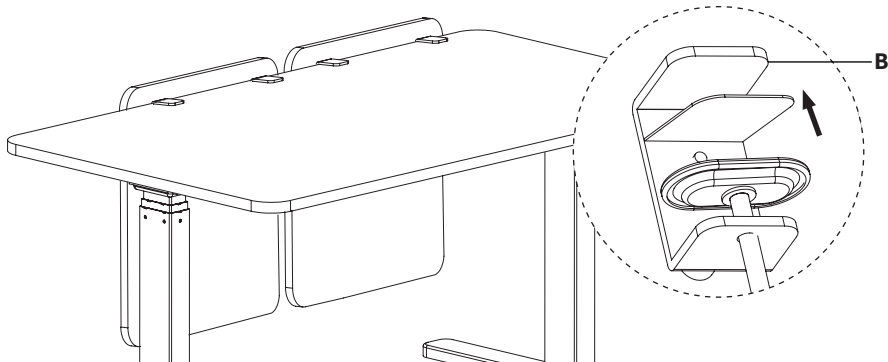


## STEP 2

### Cable Gap: Provides a Gap Between Desktop & Panels for Cables

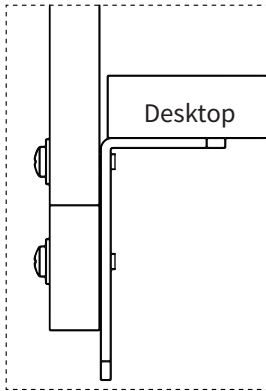
Place the assembled panel on the edge of the desk, and tighten the Clamps (**B**) to secure.

**NOTE:** Over-tightening the clamps will cause the panel to lean forwards.

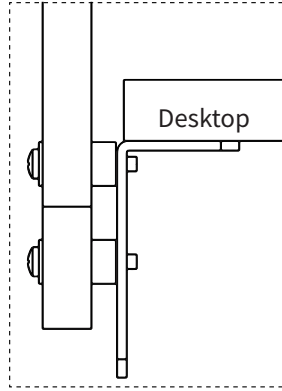


### 3. Screw Mount [Over Desk]

**Flush Mount: Panels Sits  
Flush Against Desktop**



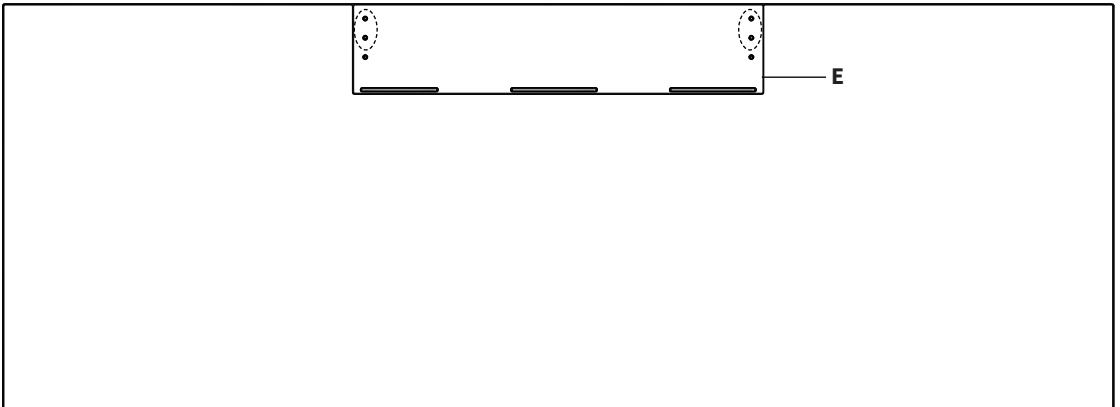
**Gap Mount: Provides a Gab Between  
Desktop & Panels for Cables**



#### STEP 1

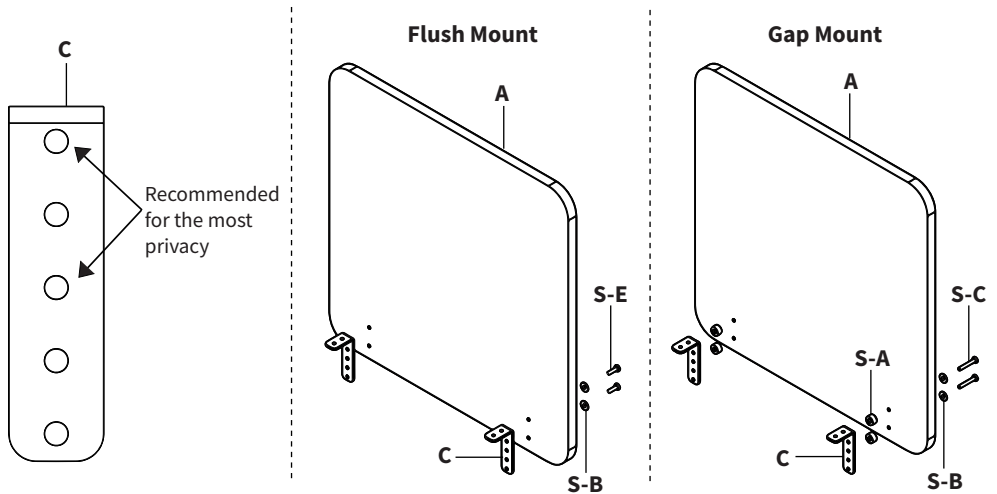
Align the edge of Template **(E)** opposite of the slot markers with the desktop edge and tape in place. Mark the two closest holes to the desktop edge with a pencil/marker and remove the template. Drill  $\frac{1}{2}$ " (12mm) deep pilot holes using a  $\frac{1}{8}$ " (3mm) drill bit.

**Desktop Edge**



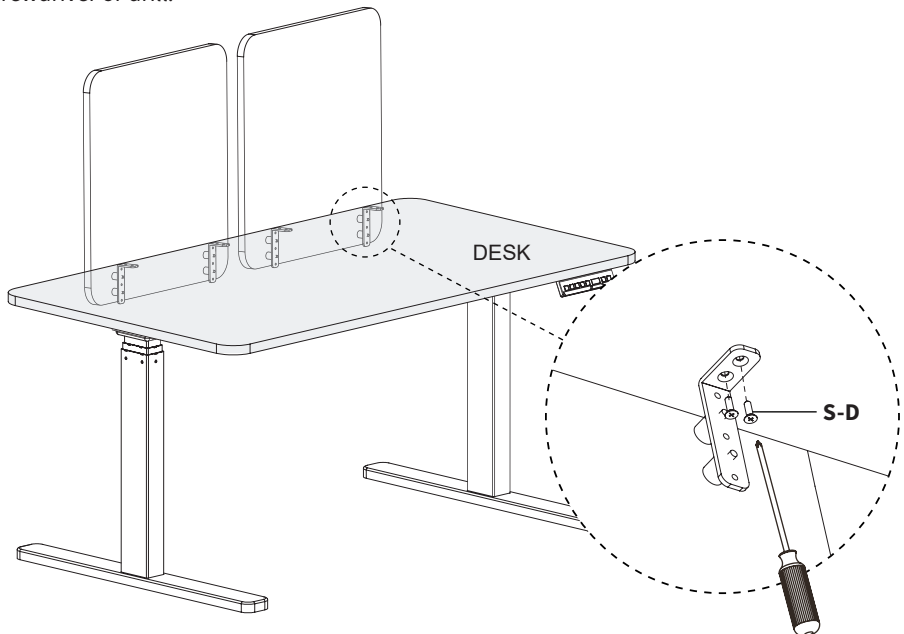
## STEP 2

Assemble the Mounting Brackets (**C**) to the Privacy Panels (**A**) using M6x30mm Screws (**S-E**) for flush mounting, or M6x50mm Screws (**S-C**) for gap mounting, and Washers (**S-B**). It is recommended to use the top hole set for the most privacy, but the lower hole sets can be used as well and will decrease the height in 0.78" (20mm) increments. Tighten using a Phillips screwdriver. Spacers (**S-A**) can be installed to create a gap between the panel and desktop for cable management.

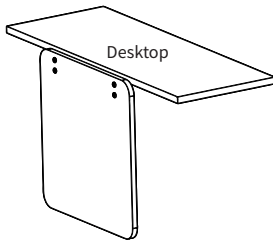


## STEP 3

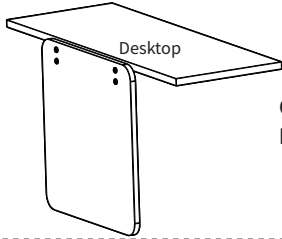
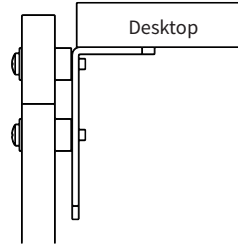
Attach the assembly to the desktop using ST5x16mm Screws (**S-D**) and a Phillips screwdriver or drill.



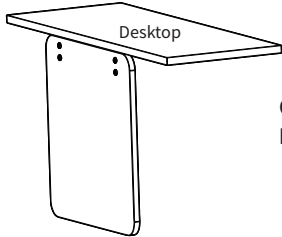
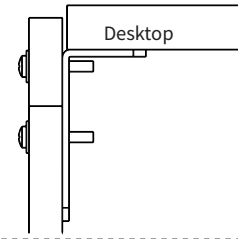
#### 4. Screw Mount [Under Desk]



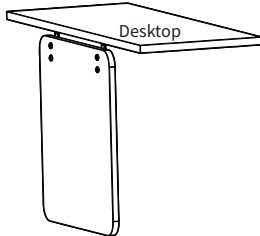
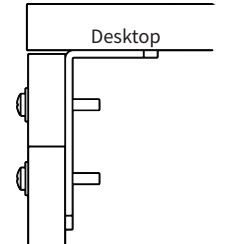
**Option 1: Gap Fit Above Desk Bottom**



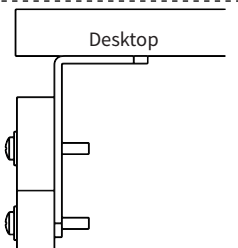
**Option 2: Flush Fit Above Desk Bottom**



**Option 3: Flush Fit at Desk Bottom**



**Option 4: Gap Fit Below Desk Bottom**



#### STEP 1

##### OPTION 1 & 2

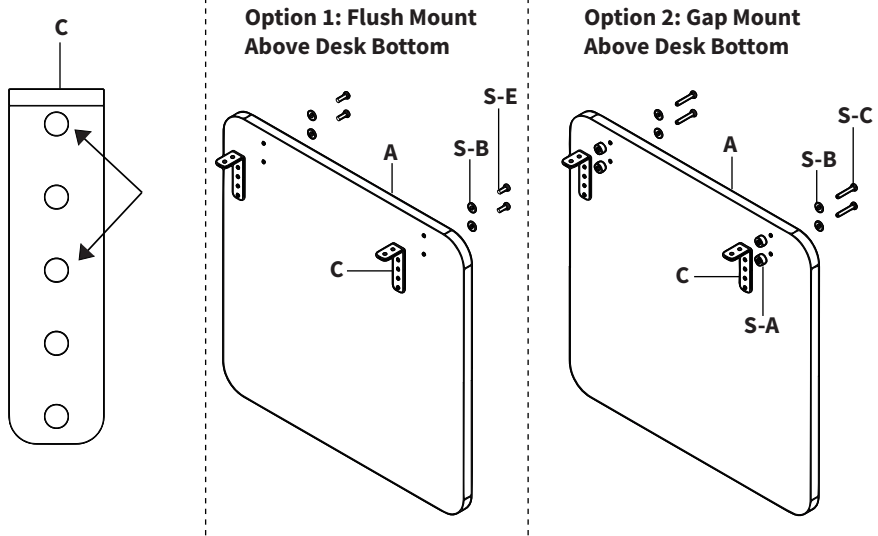
Align the edge of Template (E) with the slot markers with the desktop edge and tape in place. Mark the two closest holes to the desktop edge with a pencil/marker and remove the template. Drill  $\frac{1}{2}$ " (12mm) deep pilot holes using a  $\frac{1}{8}$ " (3mm) drill bit.



## STEP 2

### OPTION 1 & 2

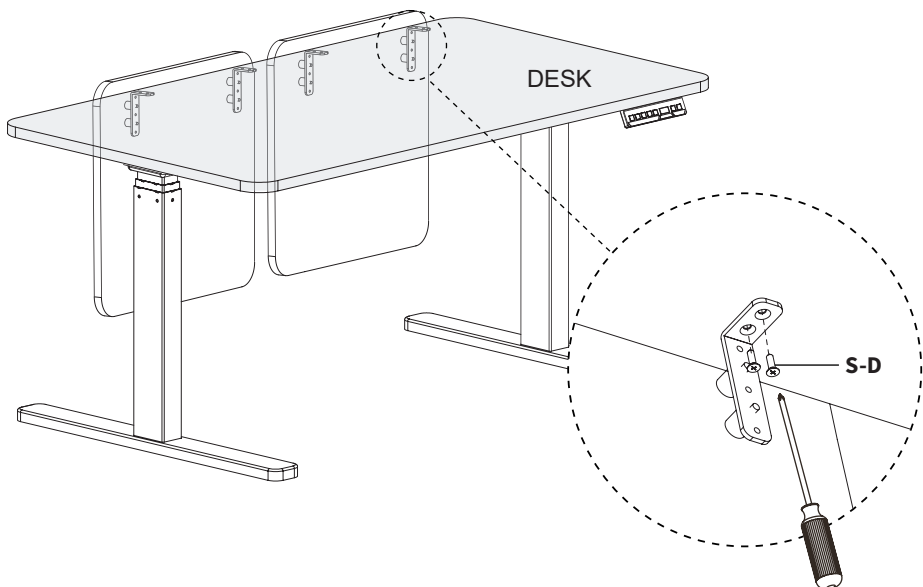
Using the top hole set on Mounting Brackets (**C**), assemble the Mounting Brackets (**C**) to the Privacy Panels (**A**) using M6x30mm Screws (**S-E**) for flush mounting, or M6x50mm Screws (**S-C**) for gap mounting and Washers (**S-B**). Tighten using a Phillips screwdriver. Spacers (**S-A**) can be installed to create a gap between the panel and desktop for cable management.



## STEP 3

### OPTION 1 & 2

Attach the assembly to the desktop using ST5x16mm Screws (**S-D**) and a Phillips screwdriver or drill.

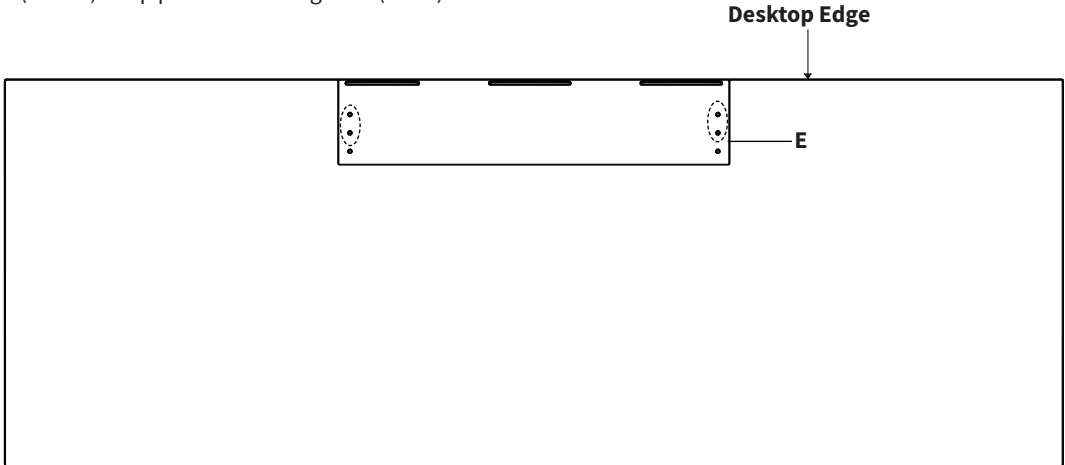


## 4. Screw Mount [Under Desk]

### STEP 1

#### OPTION 3

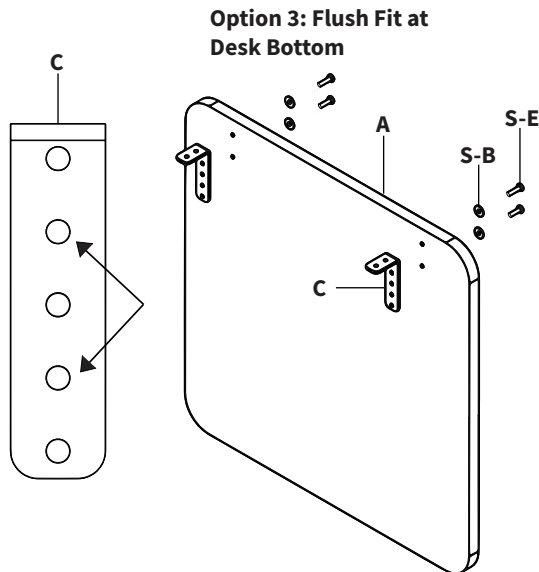
Align the edge of Template (E) with the slot markers with the desktop edge and tape in place. Mark the two closest holes to the desktop edge with a pencil/marker and remove the template. Drill  $\frac{1}{2}$ " (12mm) deep pilot holes using a  $\frac{1}{8}$ " (3mm) drill bit.



### STEP 2

#### OPTION 3

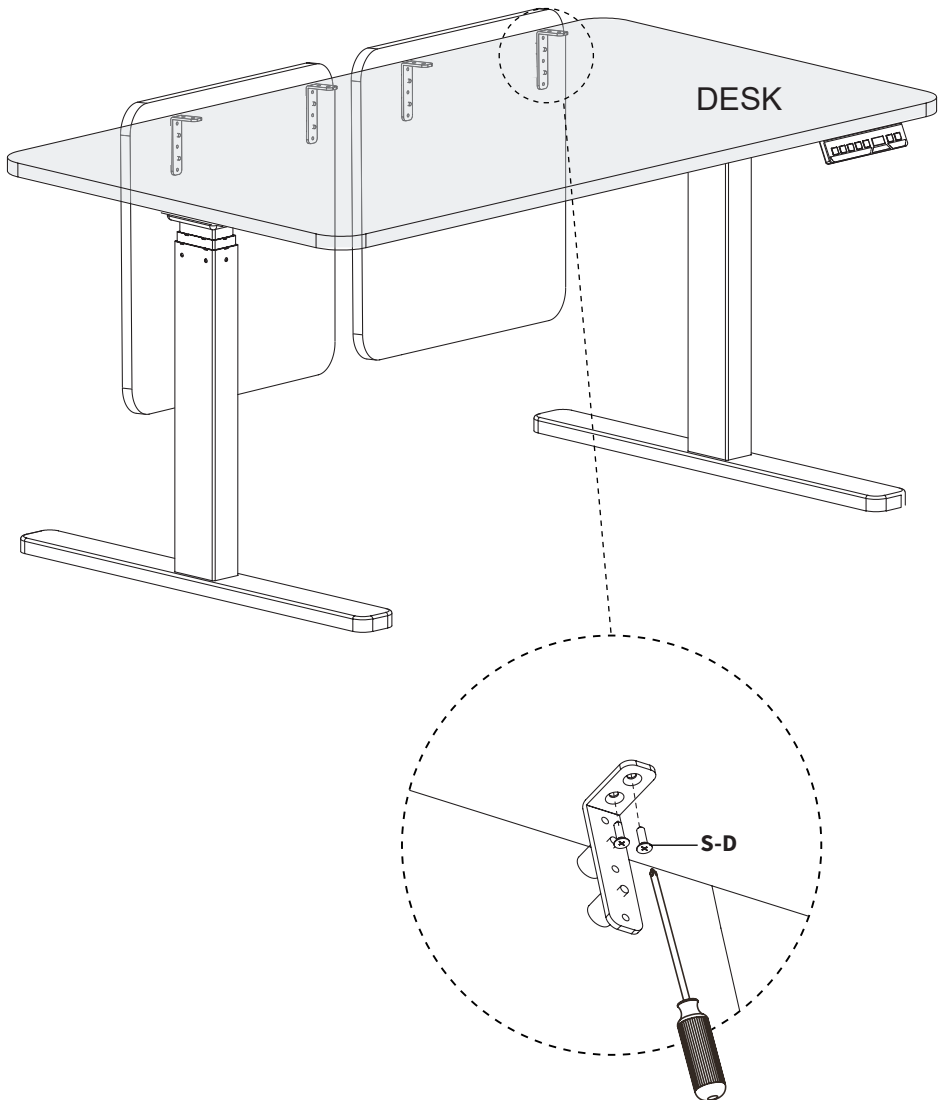
Using the middle hole set on Mounting Brackets (C), assemble the Mounting Brackets (C) to the Privacy Panels (A) using M6x30mm Screws (S-E) and Washers (S-B). Tighten using a Phillips screwdriver.



## STEP 3

### OPTION 3

Attach the assembly to the desktop using ST5x16mm Screws (**S-D**) and a Phillips screwdriver or drill.

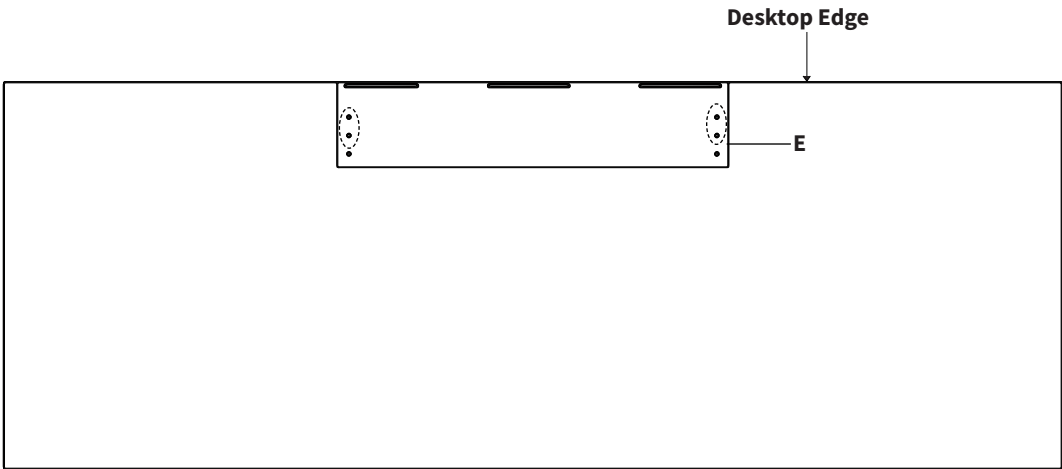


## 4. Screw Mount [Under Desk]

### STEP 1

#### OPTION 4

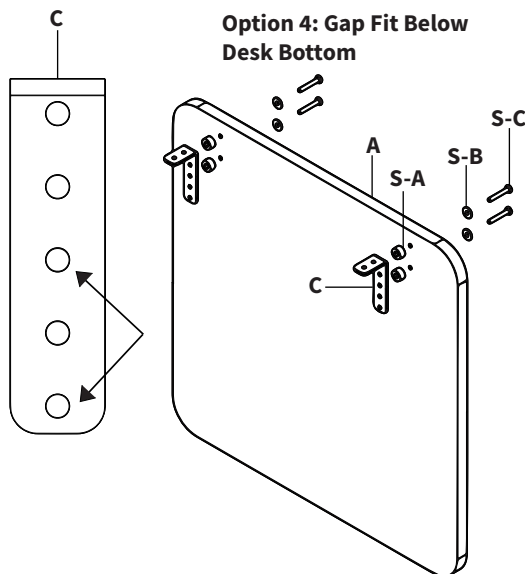
Align the edge of Template (**E**) with the slot markers with the desktop edge and tape in place. Mark the two closest holes to the desktop edge with a pencil/marker and remove the template. Drill  $\frac{1}{2}$ " (12mm) deep pilot holes using a  $\frac{1}{8}$ " (3mm) drill bit.



### STEP 2

#### OPTION 4

Using the bottom hole set on Mounting Brackets (**C**), assemble the Mounting Brackets (**C**) to the Privacy Panels (**A**) using, Spacers (**S-A**), M6x50mm Screws (**S-C**) and Washers (**S-B**). Tighten using a Phillips screwdriver.

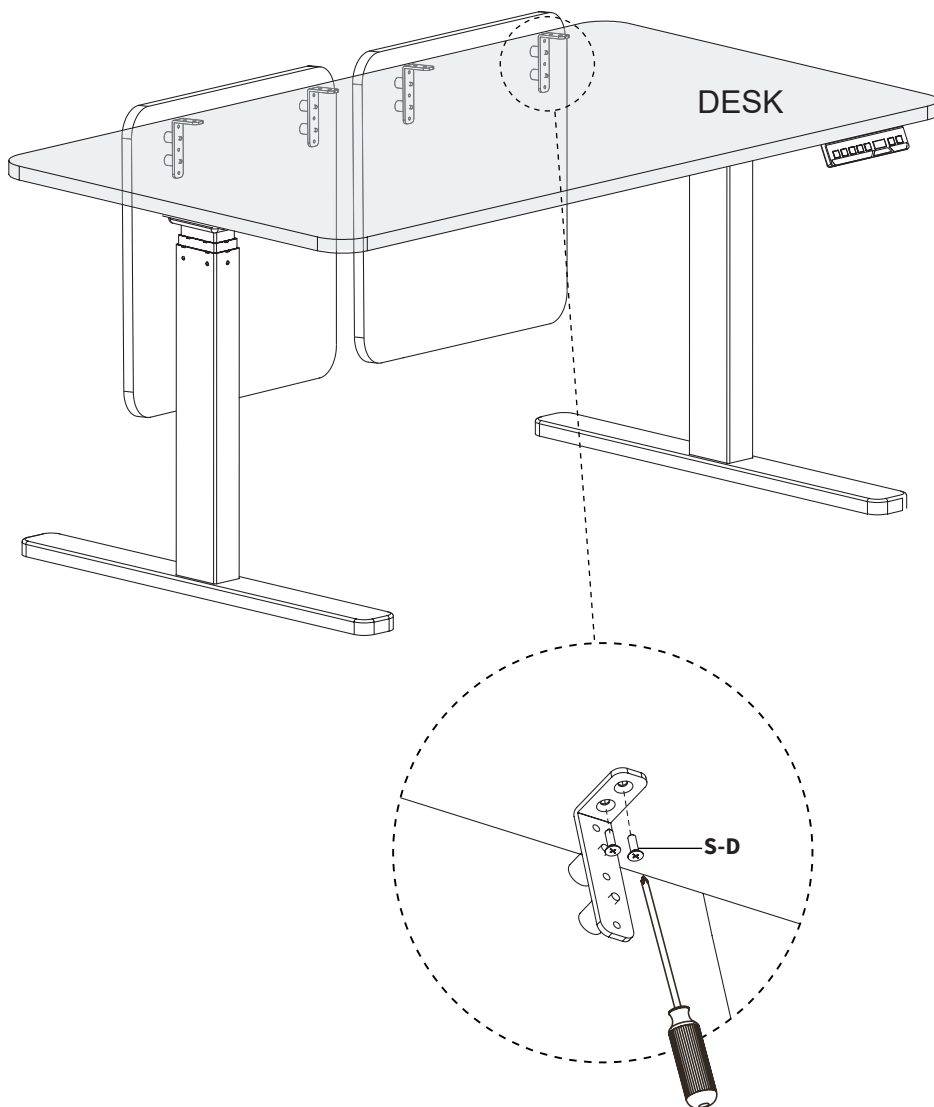




## STEP 3

### OPTION 4

Attach the assembly to the desktop using ST5x16mm Screws (**S-D**) and a Phillips screwdriver or drill.

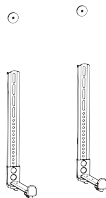


CHECK OUT OTHER GREAT PRODUCTS FROM



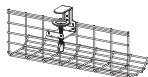
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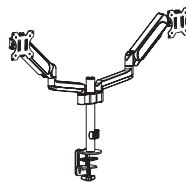
#### **SPEAKER MOUNTS & STANDS**

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#### **CABLE MANAGEMENT**

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#### **MONITOR MOUNTS**

From single monitor mounts to hex mount, grommet or clamp-ons, we've got a mounting solution for your setup.



## **WHO WE ARE**



VIVO is more than a brand of ergonomic office furniture. We are a team of creative and innovative individuals working together to offer high quality, affordable ergonomic solutions. We think and work outside of the box to serve you, our customer, to the best of our ability.



## Need Assistance?

We Would Love to Help!



**Personable Customer Support | Mon-Fri 7am-7pm**

We offer immediate assistance with rapid response times from customer service agents and product technicians to help you every step of the way!



Call Us: **309-278-5303**

Average Resolution Time: **5m 4s**



Chat Us: **[www.vivo-us.com](http://www.vivo-us.com)**

Average Resolution Time: **< 15m**



Email Us: **[help@vivo-us.com](mailto:help@vivo-us.com)**

Average Resolution Time: **1HR 8M**

*23% within < 15m*

*38% within < 30m*

*61% within < 1hr*

*83% within < 2hr*

*92% within < 3hr*



## Need Help? Get In Touch

Monday-Friday from 7:00am-7:00pm CST



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



[www.vivo-us.com](http://www.vivo-us.com)

*Chat live with an agent!*



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