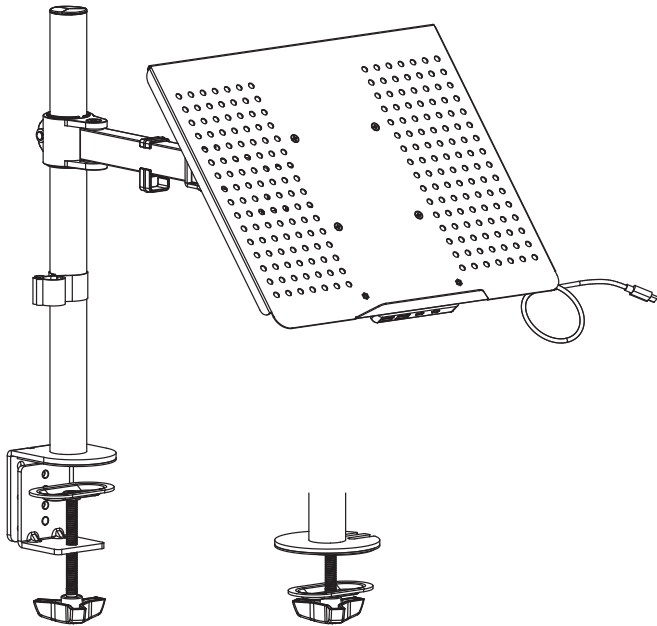




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## Laptop Tray and Desk Mount Instruction Manual



**SKU: STAND-V001LU**



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/stand-v001lu>

---

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 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.

## **TIPOVER WARNING**

SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM TIPOVER. TO HELP PREVENT TIPOVER:

- NEVER ALLOW CHILDREN TO CLIMB, STAND, HANG, OR PLAY ON ANY PART OF MONITOR OR STAND.
- USE TIPOVER RESTRAINT OR ANCHOR STAND TO WALL

**USE OF TIPOVER RESTRAINTS MAY ONLY REDUCE, BUT NOT ELIMINATE RISK OF TIPOVER.**

## **DO NOT EXCEED WEIGHT CAPACITY.**

Failure to do so may result in serious injury.



## TOOLS NEEDED

**NOTE:** SOME HARDWARE INCLUDED MAY NOT BE USED



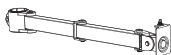
# PACKAGE CONTENTS



**A** (x1)  
Pole



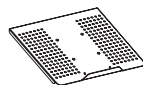
**B** (x1)  
Clamp



**C** (x1)  
Arm



**D** (x1)  
VESA Plate



**E** (x1)  
Laptop Tray



**F** (x1)  
Grommet Base



**G** (x1)  
Soft Pad



**H** (x2)  
Arm Cable Clip



**I** (x1)  
Pole Cable Clip



**J** (x1)  
Pole Cap



**K** (x1)  
USB Hub



**L** (x1)  
Velcro Strap



**S-A** (x4)  
M4x8mm  
Screw



**S-B** (x4)  
M4 Nut



**S-C** (x1)  
M6 Nut



**S-D** (x3)  
M6x16mm  
Screw



**S-E** (x2)  
M3x8mm  
Screw



**M-A** (x4)  
M4x12mm  
Thumbscrew



**M-B** (x4)  
M4x30mm  
Screw



**M-C** (x4)  
M4 Spacer



**T-A** (x1)  
3mm Allen  
Wrench



**T-B** (x1)  
5mm Allen  
Wrench



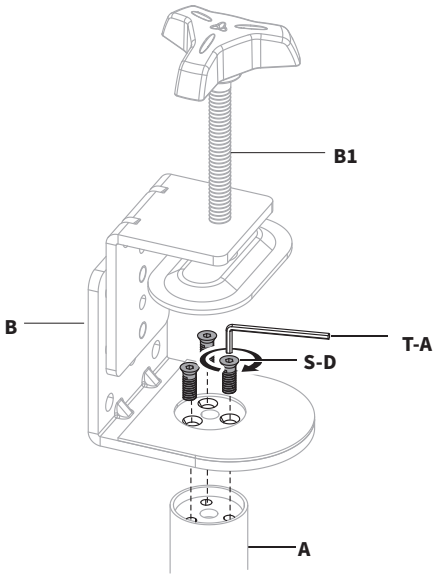
**T-C** (x1)  
Wrench

# ASSEMBLY STEPS

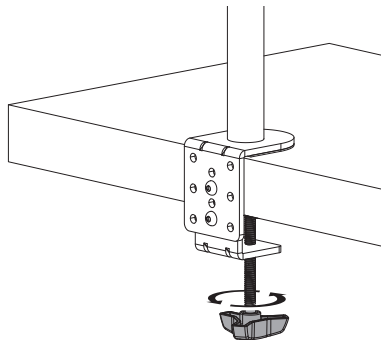
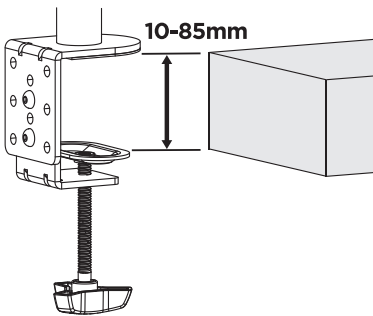
## STEP 1

### Option A: Desk Clamp Install

Loosen Clamp Bolt (**B1**) on Clamp (**B**). Install Clamp (**B**) to Pole (**A**) using M6x16 Screws (**S-D**) and 3mm Allen Wrench (**T-A**).



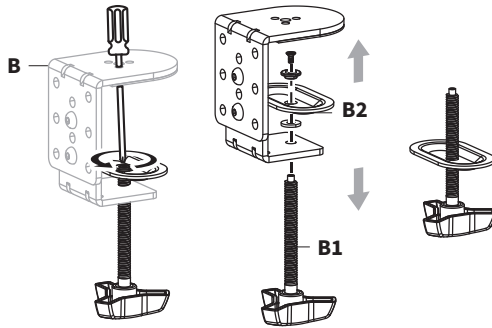
Secure the clamp assembly to the desktop.



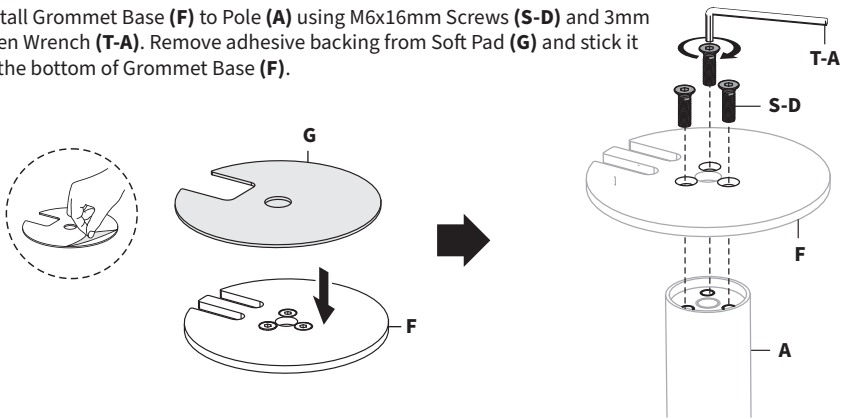
## STEP 1 - Continued

### Option B: Grommet Install

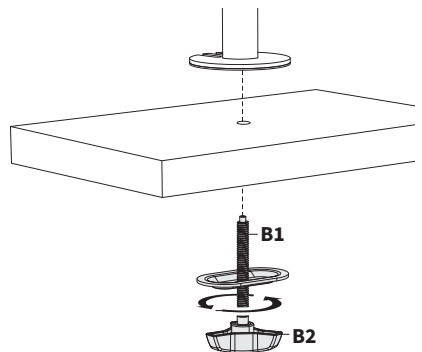
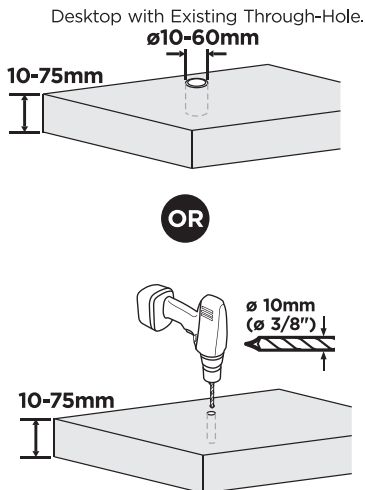
Using a Phillips screwdriver, remove the screw from Clamp (**B**) and separate Clamp Bolt (**B1**) and Clamp Plate (**B2**) from the clamp assembly. Thread Clamp Plate (**B2**) onto Clamp Bolt (**B1**).



Install Grommet Base (**F**) to Pole (**A**) using M6x16mm Screws (**S-D**) and 3mm Allen Wrench (**T-A**). Remove adhesive backing from Soft Pad (**G**) and stick it to the bottom of Grommet Base (**F**).

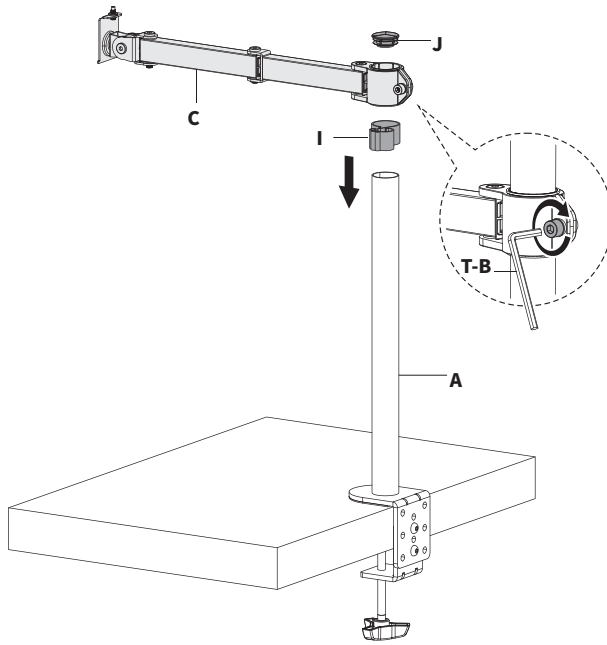


If not using an existing through-hole for mounting, use a 3/8" (10mm) drill bit to create a mounting hole in the desired location. Thread Clamp Bolt (**B1**) with Clamp Plate (**B2**) through the mounting hole and into Pole (**A**).



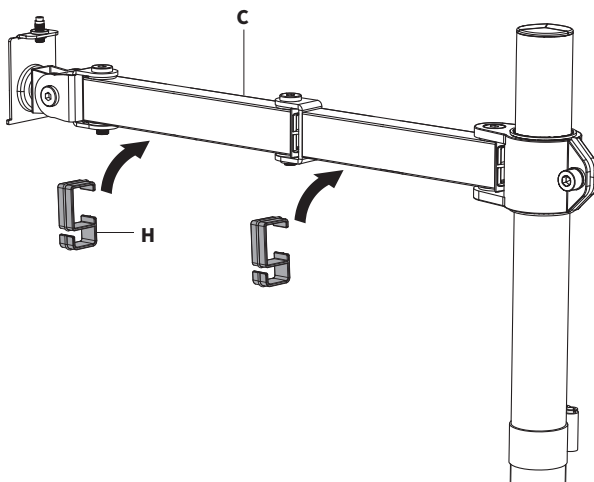
## STEP 2

Slide Pole Cable Clip (**I**) and Arm (**C**) over Pole (**A**). Secure Arm (**C**) at the desired height using 5mm Allen Wrench (**T-B**). Insert Pole Cap (**J**) into the top of Pole (**A**).



## STEP 3

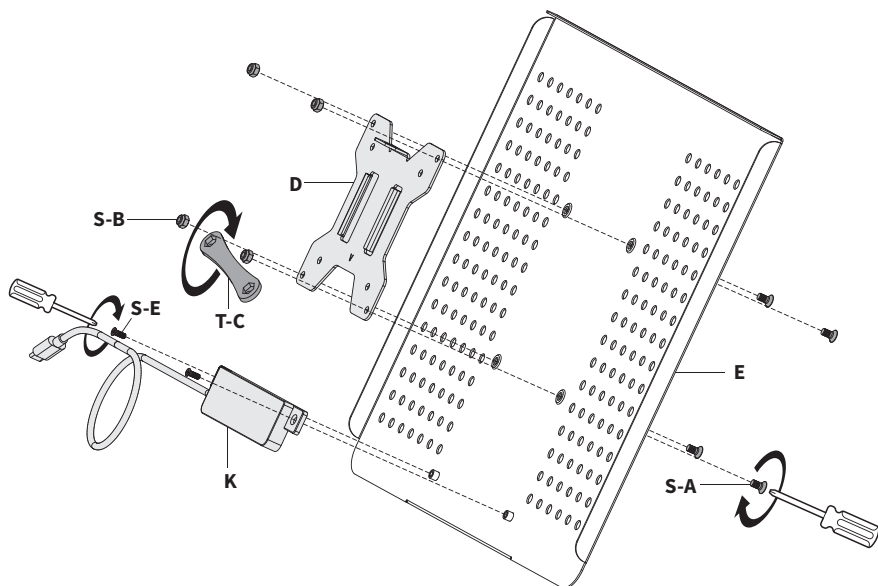
Attach Arm Cable Clips (**H**) to Arm (**C**).



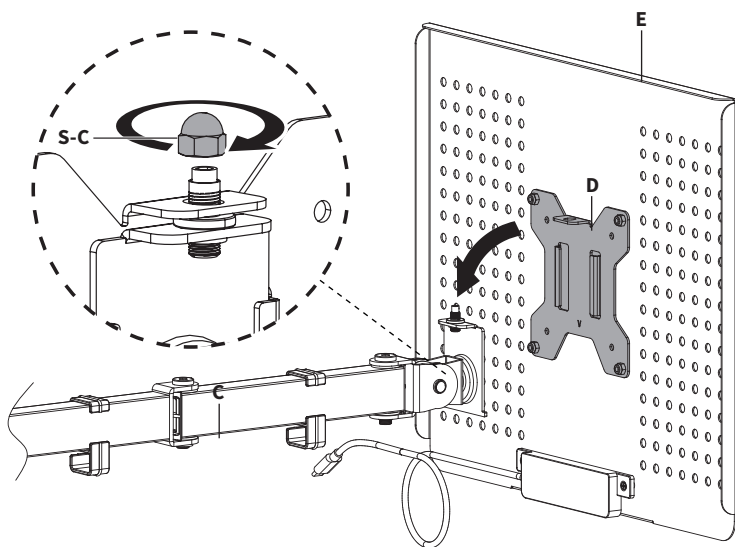
## STEP 4

Assemble VESA Plate (**D**) to Laptop Tray (**E**) using M4x8mm Screws (**S-A**) and M4 Nuts (**S-B**). Tighten using Wrench (**T-C**) and a Phillips screwdriver.

Assemble USB Hub (**K**) to Laptop Tray (**E**) using M3x8mm Screws (**S-E**), tightening with a Phillips screwdriver.

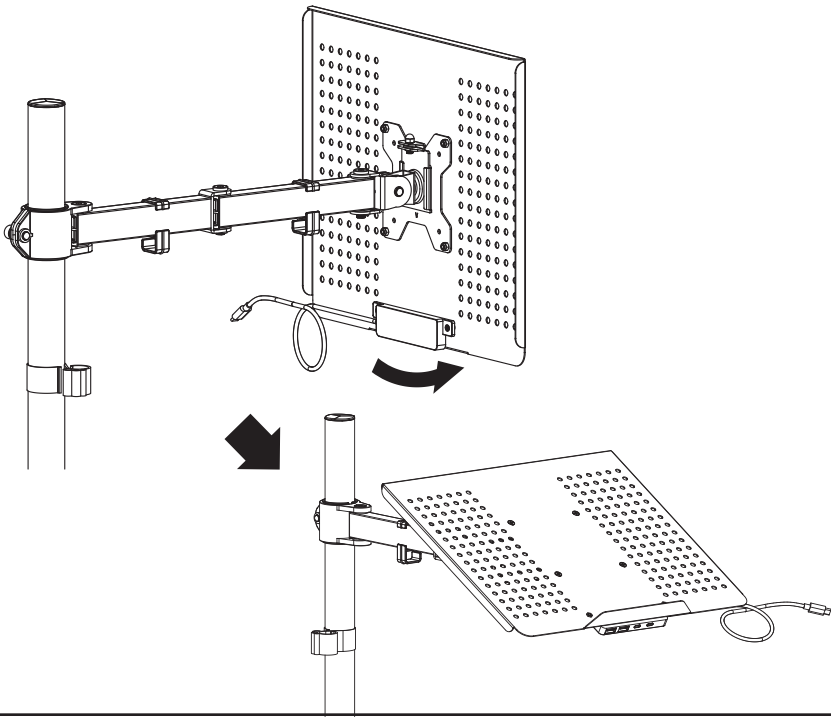


Slide VESA Plate (**D**) with Laptop Tray (**E**) onto Arm (**C**). Secure the assembly in place using M6 Nut (**S-C**).



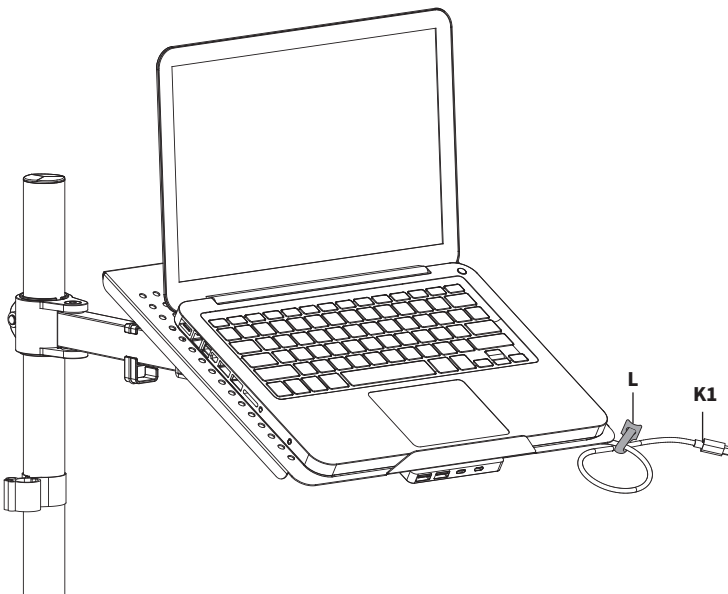
## STEP 6

Swivel and tilt assembled laptop tray to desired angle.



## STEP 7

Assembly is now complete. Place laptop on tray. Use Velcro Strap (**L**) to manage USB Hub Cable (**K1**).



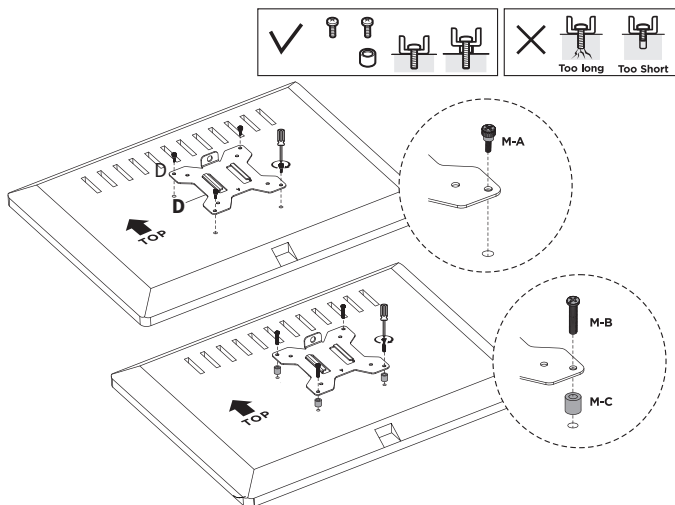


## OPTIONAL USE: MONITOR MOUNT

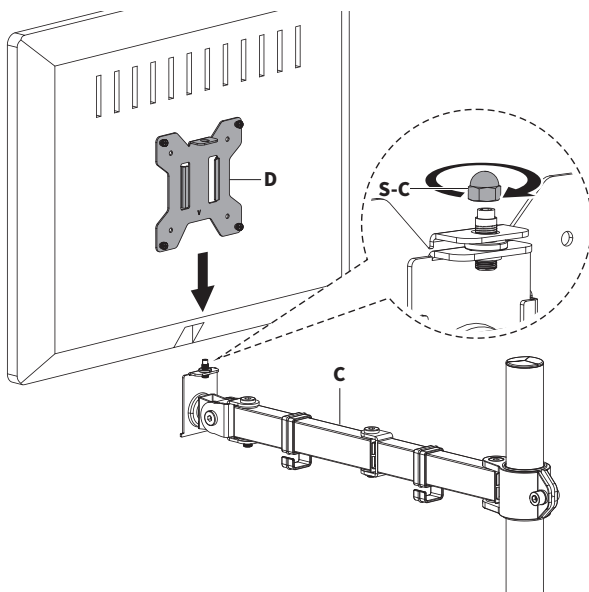
To use stand as single monitor mount, follow **Steps 1-3**, then return to these instructions to proceed.

### STEP 4

Attach VESA Plate (**D**) to the back of the monitor using M4x12mm Thumbscrews (**M-A**) or M4x30mm Screws (**M-B**) with M4 Spacers (**M-C**).

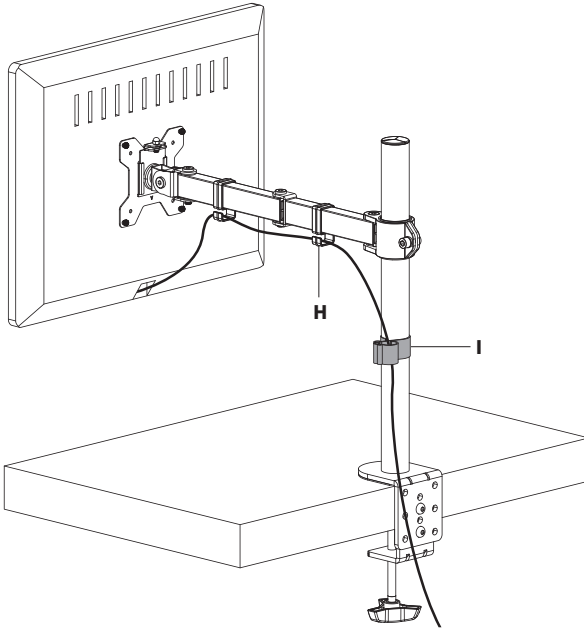


Slide VESA Plate (**D**) with the monitor onto Arm (**C**). Secure the assembly in place using M6 Nut (**S-C**).



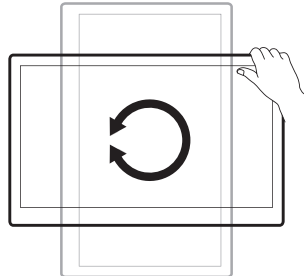
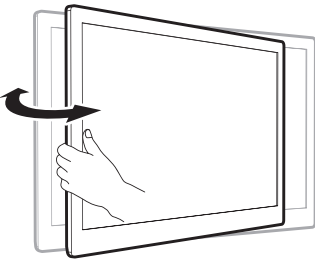
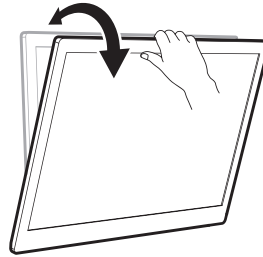
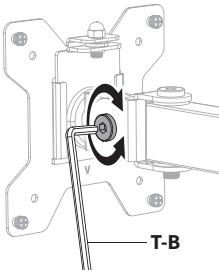
## STEP 6

Manage cables using Arm Cable Clips (**H**) and Pole Cable Clip (**I**).



## STEP 7

Adjust the tilt using 5mm Allen Wrench (**T-B**).



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