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VIVO PP-1-V024D

VIVO PP-1-V024D Clamp-on 24x24 inch Privacy Panel Instruction Manual

Model: PP-1-V024D
Brand: VIVO

1. Safety Information

Please read and understand all instructions before use. Failure to follow these instructions may result in product damage or personal injury.

- Ensure the desk can support the divider's weight.
- Be cautious when installing screws to avoid interference with shelves or other desk components.
- Do not overtighten clamps, as this may damage the desk surface.
- Keep small parts away from children.

2. Package Contents

Verify that all components are present and undamaged before proceeding with installation.

- 1x Privacy Panel (24" x 24", Dark Gray)
- 2x Desk Clamps
- 1x L-Bracket (for screw-in installation option)
- All necessary hardware (screws, washers, spacers)

3. Product Features

- **Clamp-On/Screw-In Design:** This 24" x 24" desk privacy panel offers flexible mounting options to divide open work areas and limit distractions. It can be mounted above or below the desk surface.
- **Sound Absorbing Material:** The panel is constructed from PET material, which helps reduce noise and increase privacy, contributing to a more focused work environment.
- **Customizable Surface:** The tackable material allows for personalization with notes, photos, and other items, enhancing your workspace.
- **Sturdy Desk Clamps:** The included clamps securely attach the panel to desks with a thickness ranging from 0.4" to 1.4". Spacers are provided to allow for cable routing and monitor mounts.
- **Easy Installation:** All required hardware and instructions are included for a straightforward setup.

4. Specifications

Feature	Detail
Product Dimensions	23.8"W x 23.8"H
Brand	VIVO
Color	Dark Gray
Number Of Panels	1
Material	PET
Recommended Uses	Privacy
Special Feature	Portable
Mounting Type	Clamp-on/Screw-on
Room Type	Office
Item Weight	7 Pounds
Item Model Number	PP-1-V024D
UPC	810080411562

5. Setup and Installation

The VIVO PP-1-V024D privacy panel offers two primary installation methods: clamp-on and screw-in. Choose the method that best suits your desk and needs.

5.1 Clamp-on Installation

1. **Prepare Clamps:** Ensure the adjusting knob on each clamp is loosened sufficiently to fit over your

desk thickness.

2. **Position Panel:** Place the privacy panel on your desk in the desired location. The panel can be mounted above or below the desk surface.
3. **Attach Clamps:** Slide the clamps over the edge of your desk, aligning them with the pre-drilled holes on the panel. Insert the provided screws and washers through the panel and into the clamp, then tighten securely. Spacers can be used between the panel and the desk if cable routing space is needed.
4. **Secure to Desk:** Tighten the adjusting knobs on the clamps until the panel is firmly secured to the desk. Do not overtighten.

Image: Two installation options for the VIVO privacy panel: screw-in (left) and clamp-on (right).

Image: A hand tightening the clamp for simple installation of the privacy panel onto a desk.

5.2 Screw-in Installation (using L-Bracket)

For a more permanent attachment, the L-bracket can be used to screw the panel directly to the desk.

1. **Position L-Bracket:** Align the L-bracket with the desired mounting holes on the panel and the underside of your desk.
2. **Secure L-Bracket to Panel:** Attach the L-bracket to the panel using the provided screws and washers.
3. **Secure L-Bracket to Desk:** Using appropriate screws for your desk material, attach the L-bracket to the underside of your desk. Ensure the desk can support the weight and that screws will not interfere with any internal components or shelves.

5.3 Installation Videos

VIVO Privacy Panel Assembly Video

Video: This video from VIVO demonstrates the assembly process for the PP-3-V108G privacy panel, which uses a similar clamp-on mechanism. It provides a visual guide for attaching the panel to a desk.

VIVO PP-2-V072G Assembly

Video: This VIVO video illustrates the assembly of the PP-2-V072G Gray Clamp-on Desk Privacy Panels, showing how to attach the clamps and secure the panels to the desk.

6. Operating Instructions

Once installed, the VIVO privacy panel functions as a static divider and sound absorber. Its tackable surface offers additional utility.

- **Privacy:** The panel provides visual separation, reducing distractions in open office or study environments.
- **Sound Absorption:** The PET material helps to dampen ambient noise, creating a quieter personal workspace.
- **Personalization:** Use pushpins or thumbtacks to attach notes, reminders, photos, or other lightweight items to the panel's surface.

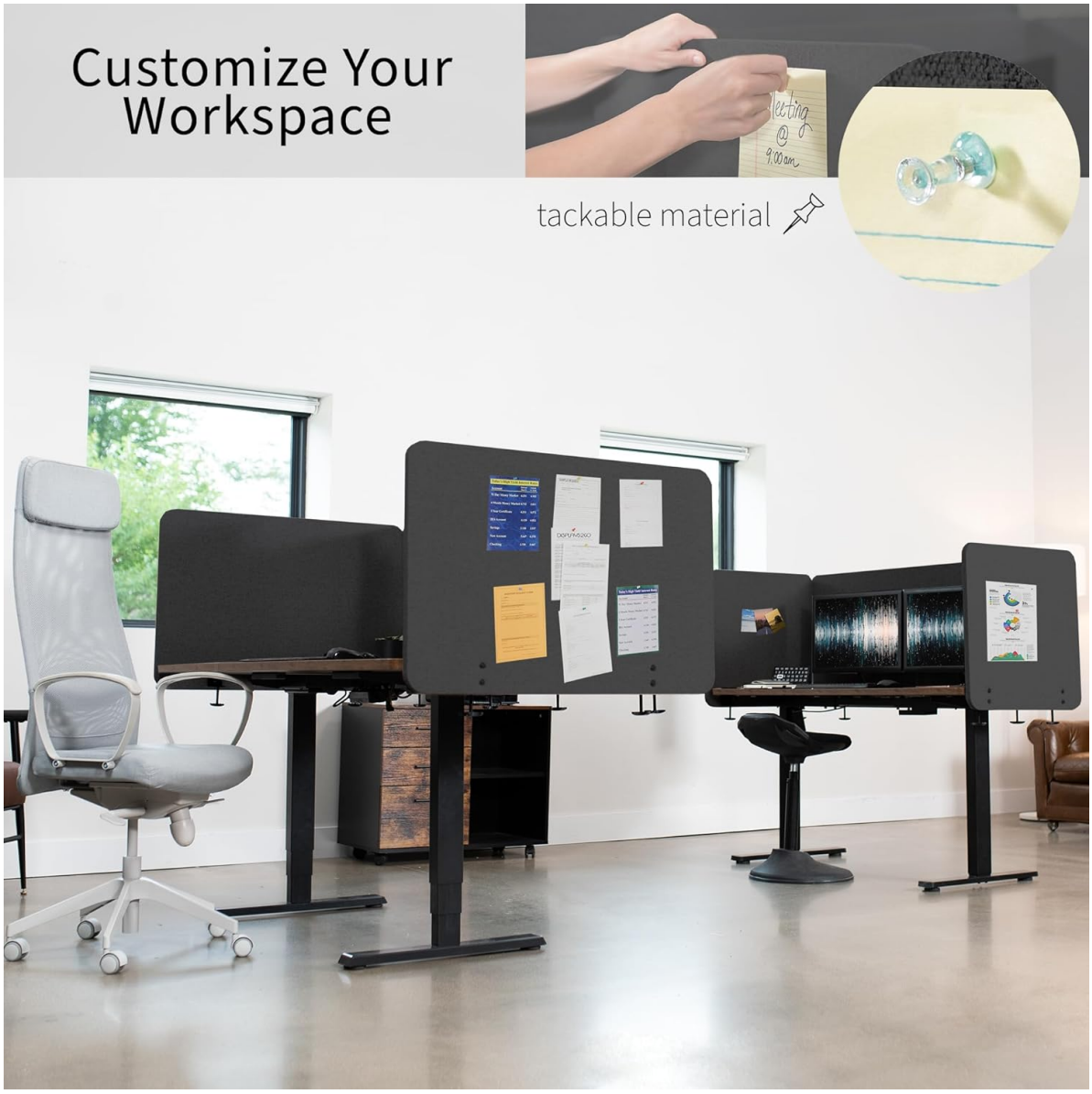

Image: The tackable surface of the privacy panel, shown with notes pinned for workspace customization.

Image: A close-up view of a hand pinning a note to the tackable surface of the privacy panel.

7. Maintenance

To maintain the appearance and functionality of your VIVO privacy panel:

- **Cleaning:** Wipe the panel with a dry cloth to remove dust and light debris. Avoid using harsh chemicals or abrasive cleaners.
- **Inspection:** Periodically check the clamps and mounting hardware to ensure they remain tight and secure. Retighten if necessary.

8. Troubleshooting

- **Panel feels loose:** Check all clamp adjusting knobs and mounting screws. Tighten them until the panel is secure.
- **Panel does not fit desk:** Ensure your desk thickness is within the specified range of 0.4" to 1.4" for clamp-on installation. If using screw-in, verify proper alignment and screw length.
- **Difficulty routing cables:** Utilize the provided spacers during clamp installation to create a gap between the panel and the desk for cable management.

9. Warranty and Support

This VIVO product comes with a 1-year warranty.

For technical support or warranty claims, please contact VIVO customer service. Refer to the official VIVO website or product packaging for the most current contact information.