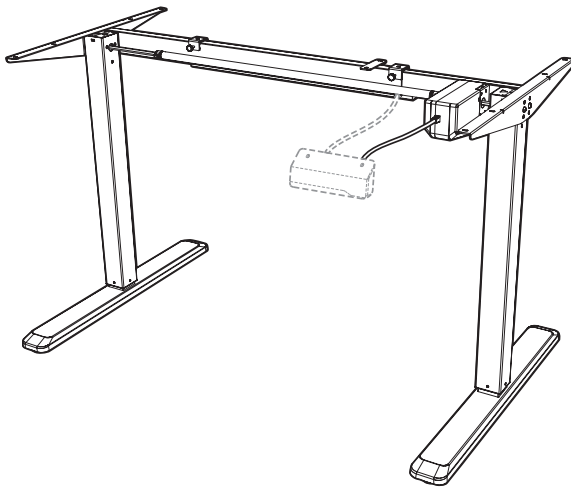




## Black Electric Single Motor Desk Frame

### Instruction Manual



**SKU: DESK-V101EB**



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-v101eb>**

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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.

## ELECTRICAL SAFETY INSTRUCTIONS

THIS PRODUCT IS POWERED BY ELECTRICITY. IN ORDER TO AVOID BURNS, FIRE AND ELECTRIC SHOCK, PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

- DO NOT CLEAN PRODUCT WHILE POWER IS CONNECTED.
- DO NOT DISASSEMBLE OR REPLACE COMPONENTS WHILE POWER IS CONNECTED.
- NEVER OPERATE THE SYSTEM WITH A DAMAGED CORD OR PLUG. PLEASE CONTACT YOUR SELLER TO REPLACE DAMAGED PARTS.
- NEVER OPERATE SYSTEM IN DAMP ENVIRONMENTS OR IF ANY ELECTRICAL COMPONENTS HAVE MADE CONTACT WITH LIQUIDS.
- ALTERATIONS OF THE GIVEN POWER UNIT ARE NOT ALLOWED.
- OUTDOOR USE IS PROHIBITED.

## WARNING: CHOKING HAZARD

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

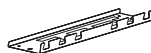
## PACKAGE CONTENTS



**A (x1)**  
Telescopic  
Crossbar



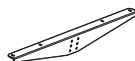
**B (x1)**  
Sync Rod



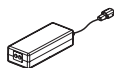
**C (x1)**  
Cable Management  
Tray



**D (x2)**  
Foot



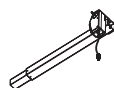
**E (x2)**  
Side Bracket



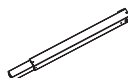
**F (x1)**  
AC Adapter



**G (x2)**  
Hook



**H (x1)**  
Motorized Leg



**I (x1)**  
Leg



**J (x1)**  
Power Cable



**K (x1)**  
Controller



**S-A (x16)**  
M6x12mm  
Bolt



**S-B (x10)**  
7/8" Screw



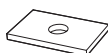
**S-C (x2)**  
3/4" Screw



**S-D (x4)**  
M4x6mm  
Screw



**S-E (x3)**  
Cable Clip



**S-F (x8)**  
Rubber Pad



**S-G (x1)**  
Allen Key



**S-H (x3)**  
Soft Pad

# WARNING

## PINCH POINT

DO NOT place hands on or near support bars. Moving parts can crush and cut. Pinch points are created during lifting and lowering the worksurface. Failure to follow these instructions may result in serious personal injury.



## TOOLS NEEDED



Phillips  
Screwdriver



Drill

DO NOT EXCEED WEIGHT CAPACITY.

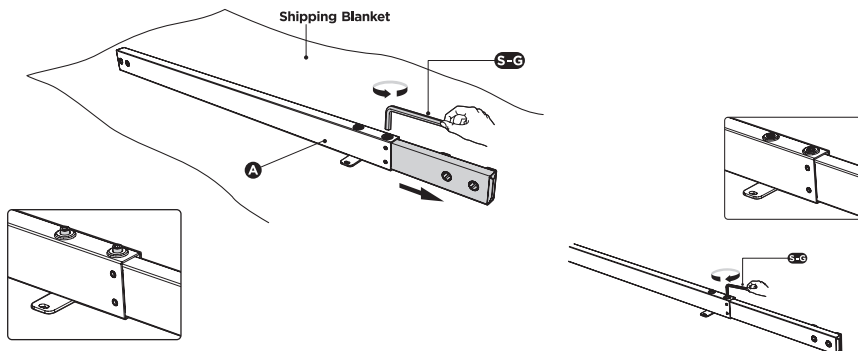
Failure to do so may result in serious injury.



## ASSEMBLY STEPS

### STEP 1

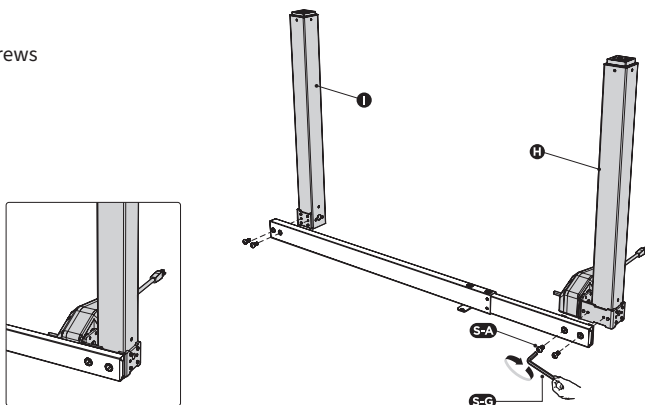
Loosen the two set screws on the telescopic crossbar (**A**) using the Allen key (**S-G**). Adjust the crossbar length to suit the desktop. Retighten all screws. **NOTE:** Make sure adjusted length of the telescopic crossbar is no more than 61" (155cm).



### STEP 2

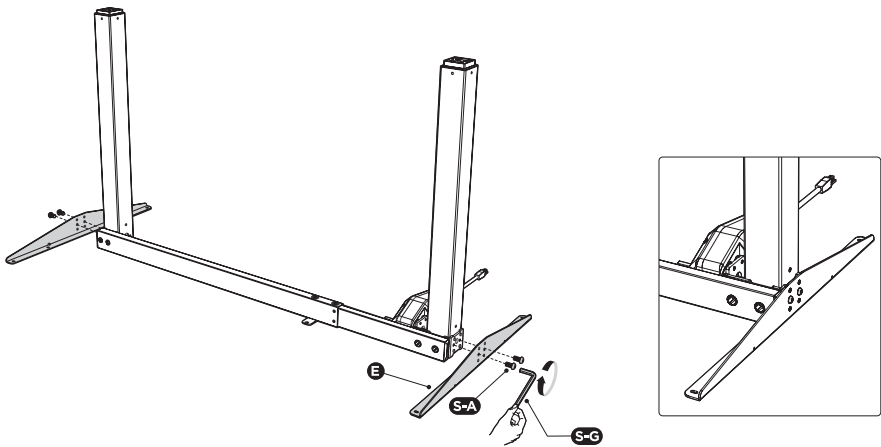
Attach the telescopic crossbar to the legs (**H, I**) as shown using M6x12mm bolts (**S-A**), and tighten with the Allen key (**S-G**).

**NOTE:** Insert all necessary screws into holes before tightening.



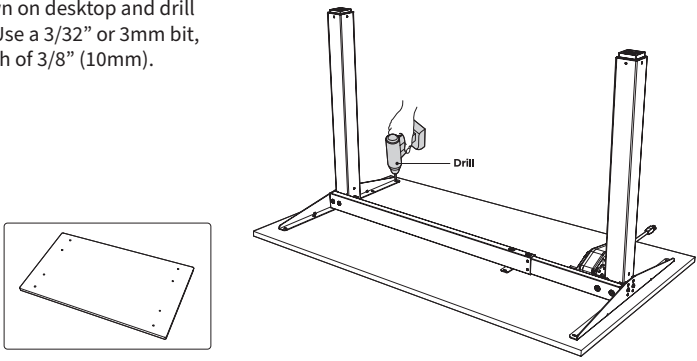
STEP 3

Attach the side brackets (**E**) to both ends of the frame using four M6x12mm bolts (**S-A**). Tighten with the Allen key.



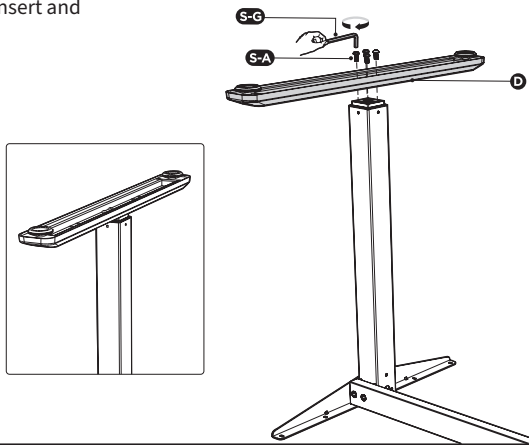
STEP 4

Place frame upside down on desktop and drill pilot holes for screws. Use a 3/32" or 3mm bit, and drill holes to a depth of 3/8" (10mm).



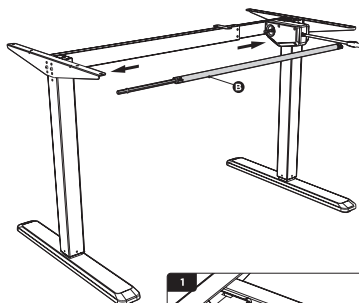
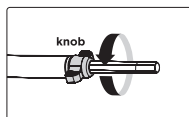
STEP 5

Place the feet (**D**) on the legs as shown. Insert and tighten bolts (**S-A**) using the Allen key.

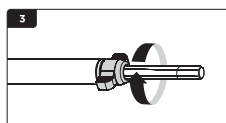
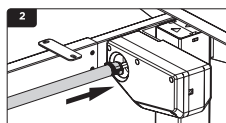
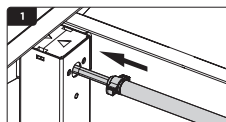
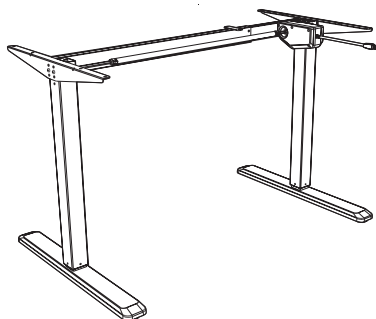


## STEP 6

Position the frame upright. Loosen the knobs on the sync rod (**B**) and extend the hex shaft. Insert hex shaft into the leg (**I**), making sure the red bumper makes contact with the leg. While holding the hex shaft with one hand, extend sync rod onto the shaft of the motorized leg, making sure the rod makes contact with the red bumper on the motor shaft. Tighten both knobs.

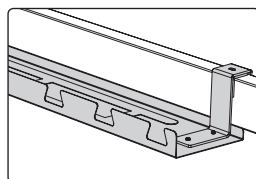
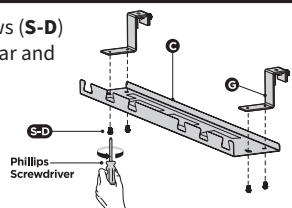
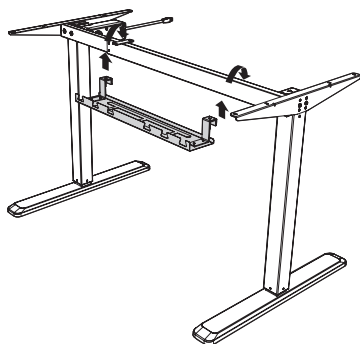


**CAUTION:** To avoid injury, at least two people should turn the frame upright.

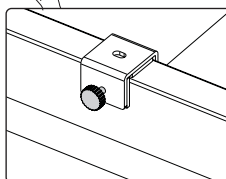


## STEP 7

Attach hooks (**G**) to cable management tray (**C**) using M4x6mm screws (**S-D**) with a Phillips screwdriver. Hang the tray onto the telescopic crossbar and tighten knobs to secure.

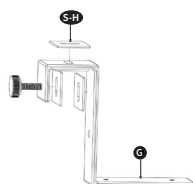


Hang the cable management tray on the crossbar as shown.



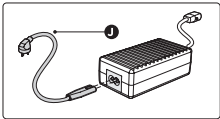
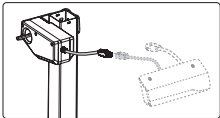
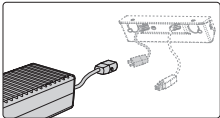
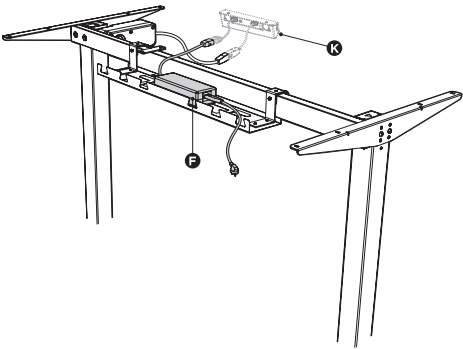
Tighten the knobs on the tray hangers.

**OPTIONAL:** Remove paper backing from soft pads (**S-H**) and stick them to the inside and top of hooks (**G**).



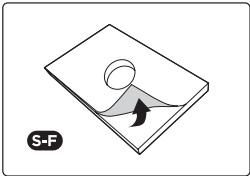
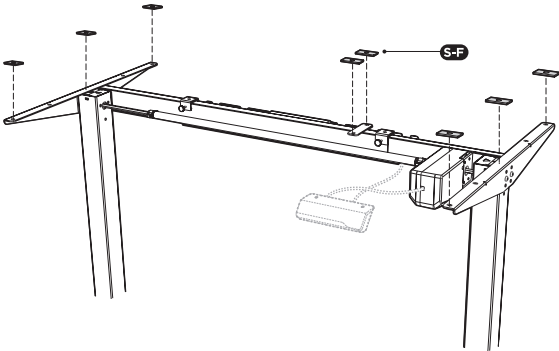
STEP 8

Connect the AC adapter (**F**) and motorized leg to the controller (**K**). Connect the power cable (**J**) to the AC adapter.



STEP 9

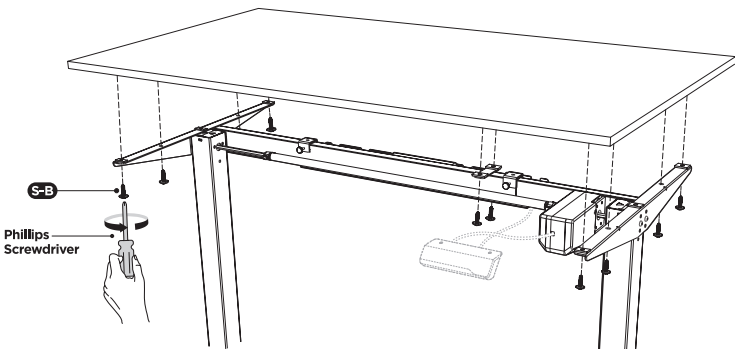
Remove the protective film from the adhesive rubber pads (**S-F**). Position the rubber pads on the side brackets and telescopic crossbar as shown.



STEP 10

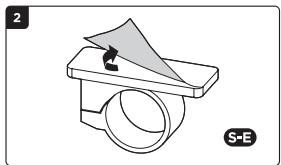
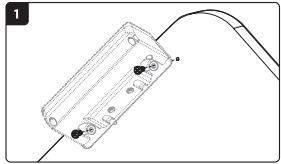
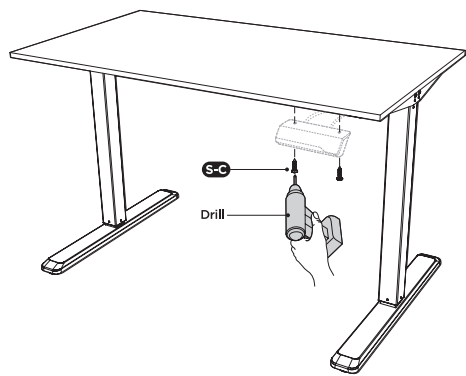
If you are using a VIVO desktop, Refer to the manual that came with your desktop.

If you are not using a VIVO desktop, place the desktop on the frame, and secure the desktop using the 7/8" screws (**S-B**).



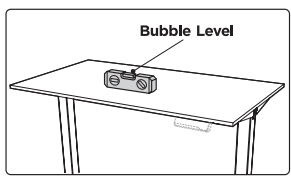
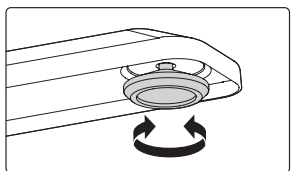
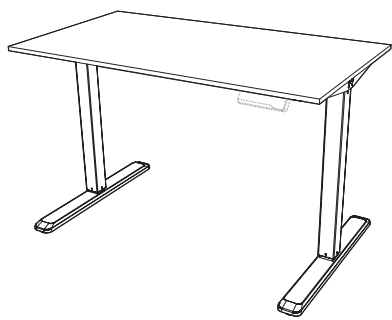
### STEP 11

Attach the controller to the underside of the desktop using 3/4" screws (**S-C**) as shown. Once controller is installed, cable clips (**S-E**) can be attached to the desk for cable management. Refer to Controller User Guide for operational instructions.



### STEP 12

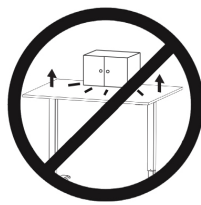
If necessary, adjust foot pads to level desk.



### ⚠ CAUTION!



Do not exceed desk weight limit.



Keep area of vertical motion free of obstacles.




Keep weight on desk balanced for correct operation and longer life of components.



Leave enough slack in cables to allow for full range of vertical motion.

Failure to follow these instructions may result in property damage and/or personal injury.

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LAST UPDATED: 05/10/2021  
REV3.1



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

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

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