

# Freestanding Keyboard Tray Cart

CART-KB1A  
Assembly Manual

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# 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](mailto:help@vivo-us.com) for further assistance. Check carefully to make sure there are no missing or defective parts. Failure to report missing parts within 30 days may result in denial of free replacement. 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.



## DO NOT EXCEED WEIGHT CAPACITY

FAILURE TO DO SO MAY RESULT IN SERIOUS INJURY.



## 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 TV STAND
- USE TIPOVER RESTRAINT OR ANCHOR STAND TO WALL.

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



## WARNING: PINCH POINT

DO NOT PLACE HANDS ON OR NEAR SUPPORT BARS. MOVING PARTS CAN CRUSH AND CUT. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN SERIOUS PERSONAL INJURY.



## CHECK CABLE LENGTH

TO PREVENT ACCIDENTAL DAMAGE TO DEVICES AND/OR PERSONAL INJURY, PLEASE ENSURE POWER CABLES HAVE ADEQUATE LENGTH TO ACCOMMODATE THE CHOSEN HEIGHT OF YOUR DESK.

## Need Help? We're Here For You

*US-Based Customer Support from Trained Professionals*

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

**Saturday 8am-4pm CST**



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**Chat with Live Agent**

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**Give Us a Call**

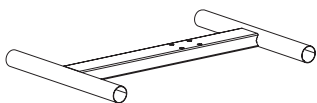
309-278-5303 ext. 1



**Assembly Video & Product Info**

[www.vivo-us.com/products/cart-kb1a](http://www.vivo-us.com/products/cart-kb1a)

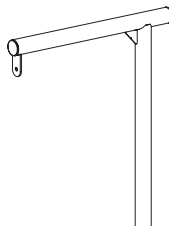
## Package Contents



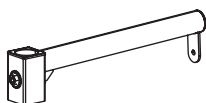
**A (x1)**  
Base



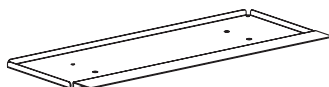
**B (x1)**  
Lower Pole



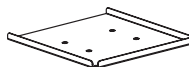
**C (x1)**  
Upper Pole



**D (x1)**  
Side Arm



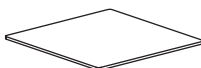
**E (x1)**  
Keyboard Tray



**F (x1)**  
Mouse Tray



**G (x1)**  
Keyboard Pad



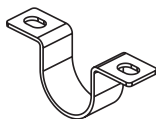
**H (x1)**  
Mouse Pad



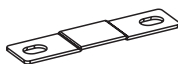
**I (x1)**  
Wrist Pad



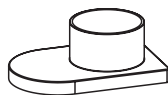
**J (x2)**  
Tilt Bracket



**K (x2)**  
Pole Bracket



**L (x2)**  
Buffer Pad



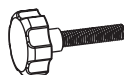
**M (x1)**  
Pole Cover



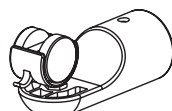
**N (x3)**  
Short Knob



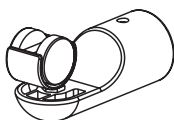
**O (x1)**  
Pole Grip



**P (x1)**  
Long Knob

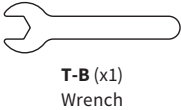
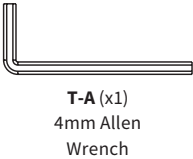
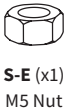
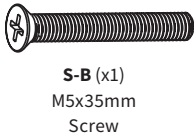
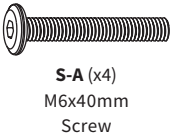


**Q (x2)**  
Locking Caster



**R (x2)**  
Caster

Included Hardware & Tools



Tools Needed:



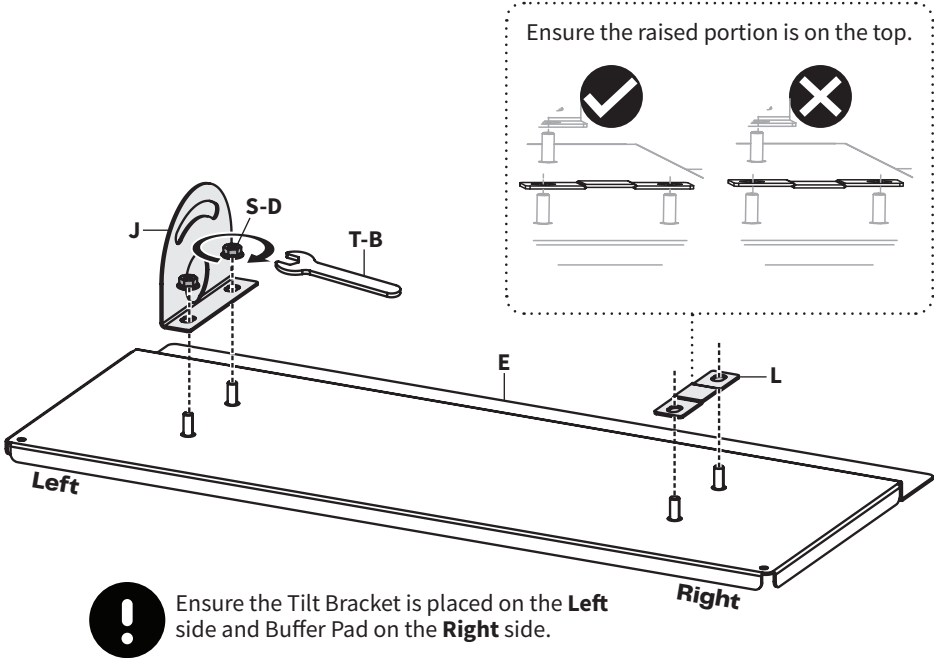
Weight Capacity:



Assembly Steps

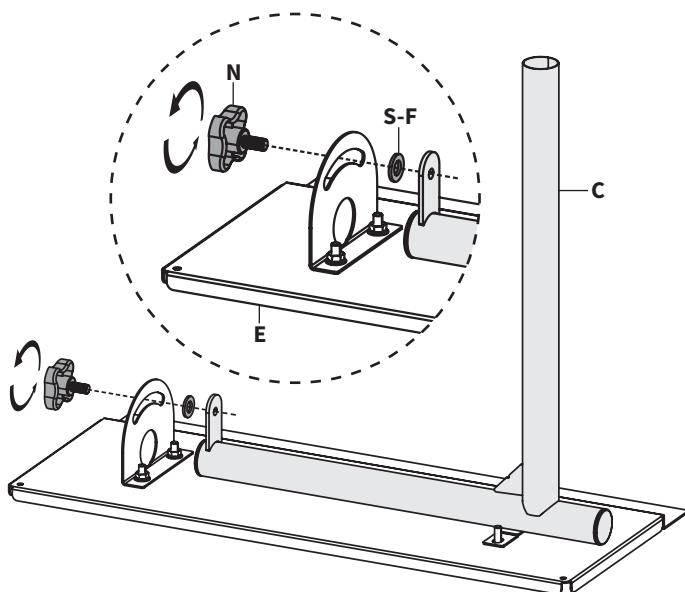
STEP 1

Place one Tilt Bracket (**J**) and Buffer Pad (**L**) onto the Keyboard Tray (**E**) as shown. Secure the Tilt Bracket using M6 Nuts (**S-D**) and Wrench (**T-B**).

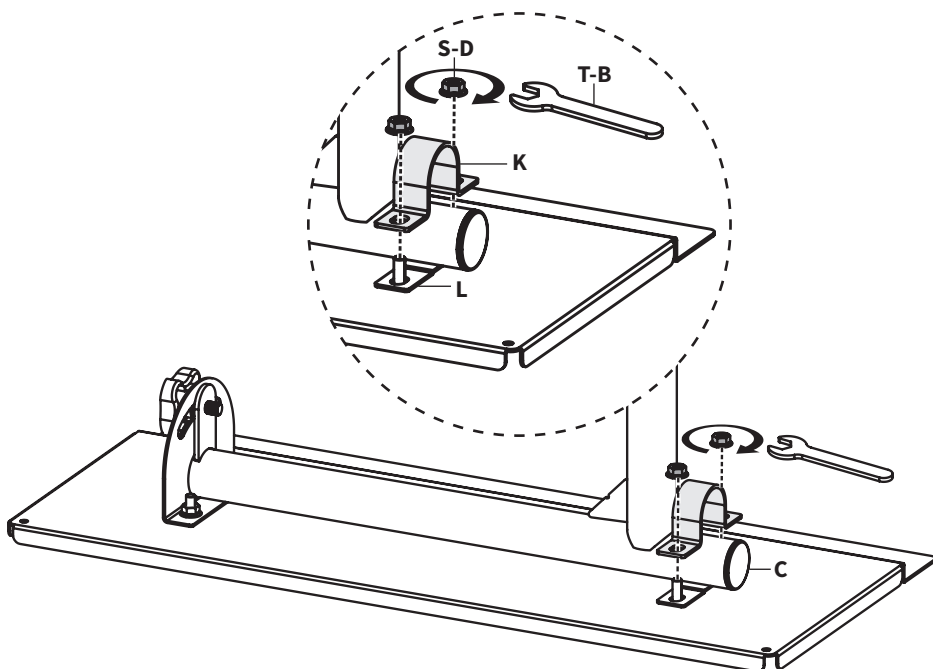


### STEP 1 - Cont'd

Place Upper Pole (C) onto the Keyboard Tray (E) as shown and connect to the Tilt Bracket using Short Knob (N) with M10 Washer (S-F) in between.

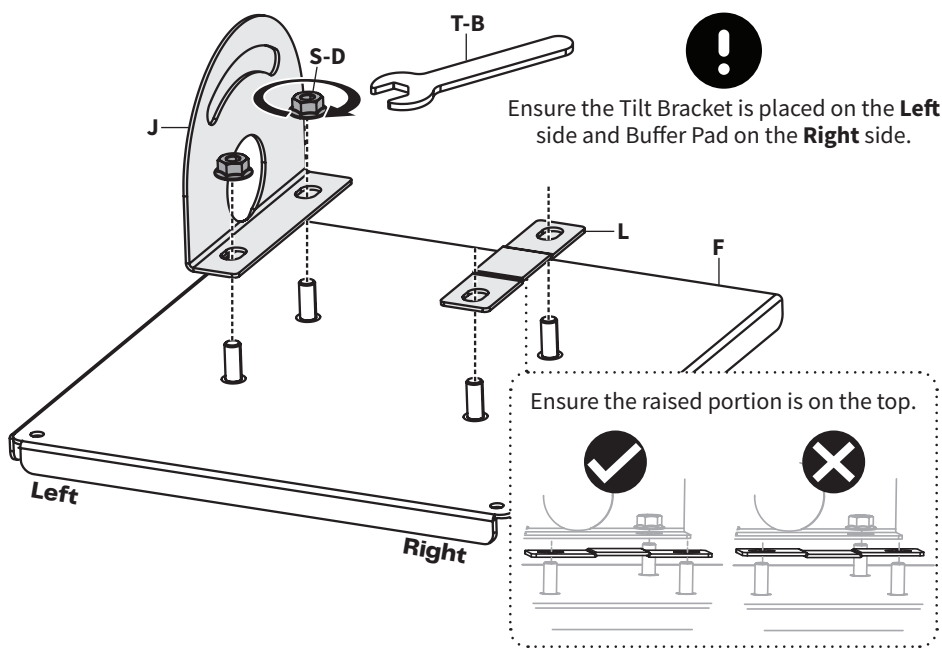


Place Pole Bracket (K) over the back end of Upper Pole (C) and onto the Buffer Pad (L) and secure using M6 Nuts (S-D) and Wrench (T-B).

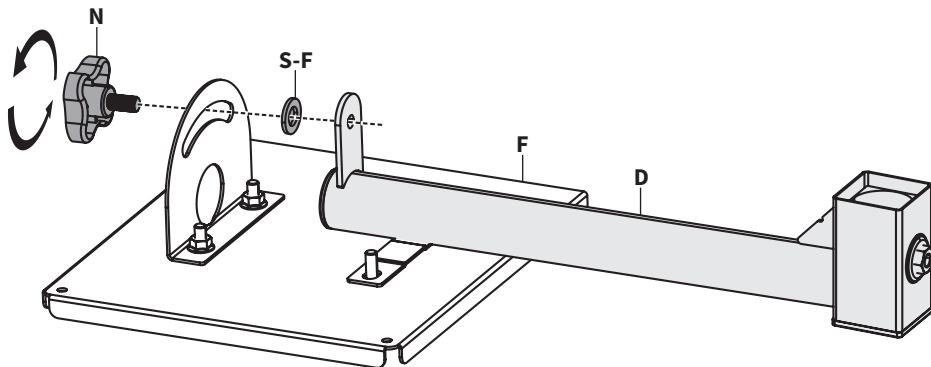


## STEP 2

Place one Tilt Bracket (**J**) and Buffer Pad (**L**) onto the Mouse Tray (**F**) as shown. Secure the Tilt Bracket using M6 Nuts (**S-D**) and Wrench (**T-B**).

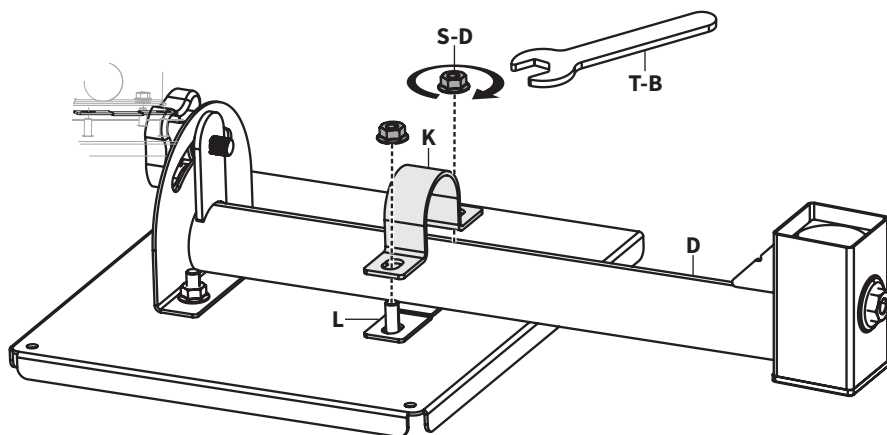


Place Side Arm (**D**) onto the Mouse Tray (**F**) as shown and connect to the Tilt Bracket using Short Knob (**N**) with M10 Washer (**S-F**) in between.



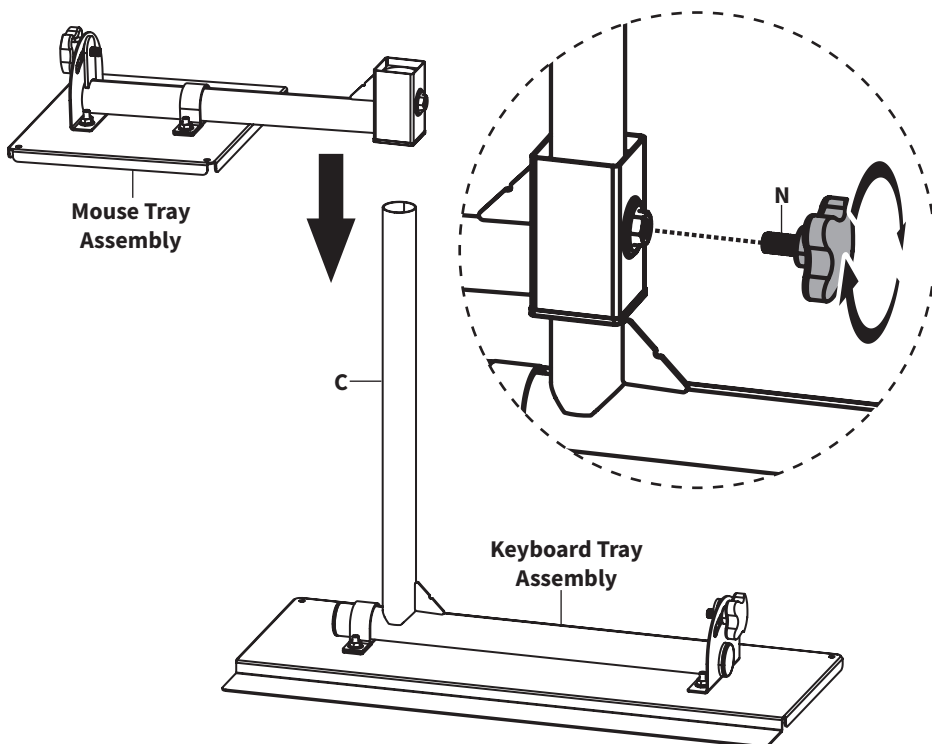
### STEP 2 - Cont'd

Place Pole Bracket (**K**) over the Side Arm (**D**) and onto the Buffer Pad (**L**) and secure using M6 Nuts (**S-D**) and Wrench (**T-B**).



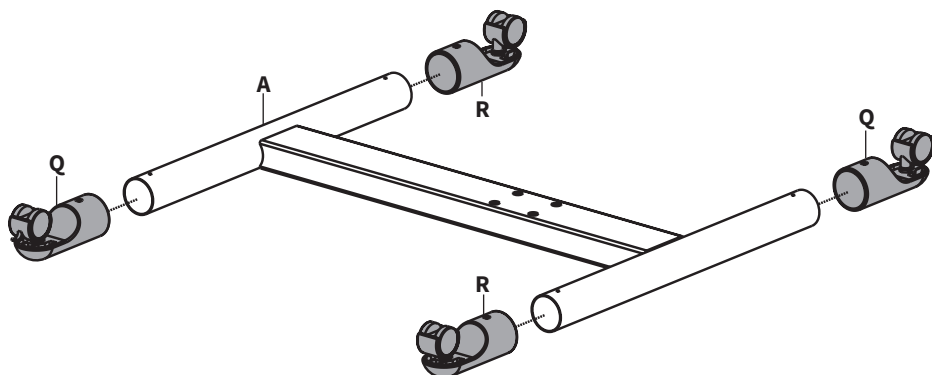
### STEP 3

Slide the **Mouse Tray Assembly** onto the Upper Pole (**C**) on **Keyboard Tray Assembly** and secure using a Short Knob (**N**).

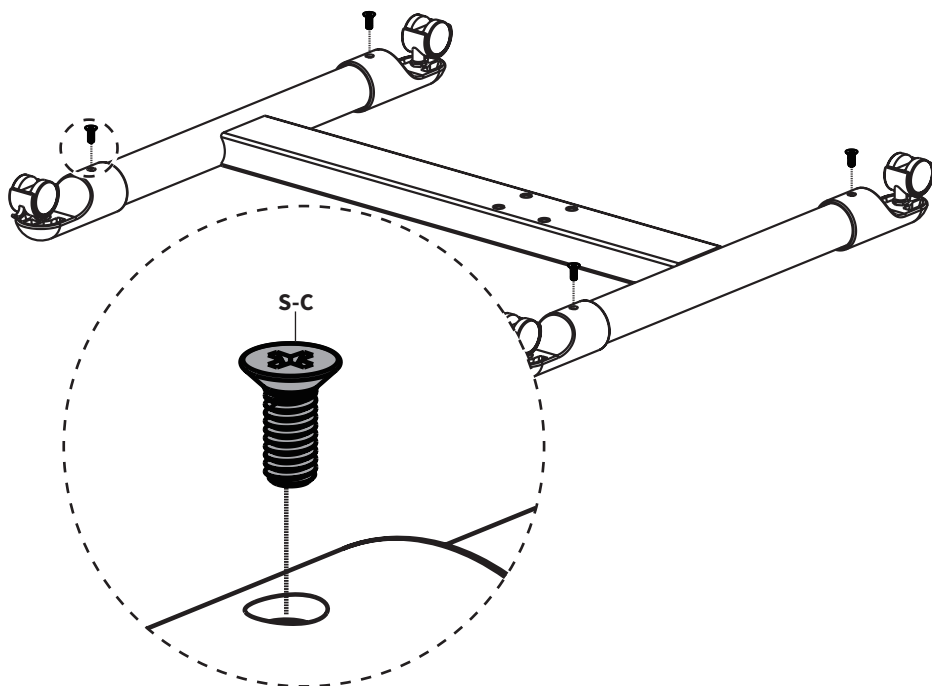


## STEP 4

Place the Base (**A**) upside down and place on the Casters (**Q,R**). Alternate the Locking Casters (**Q**) and Casters (**R**) as shown.



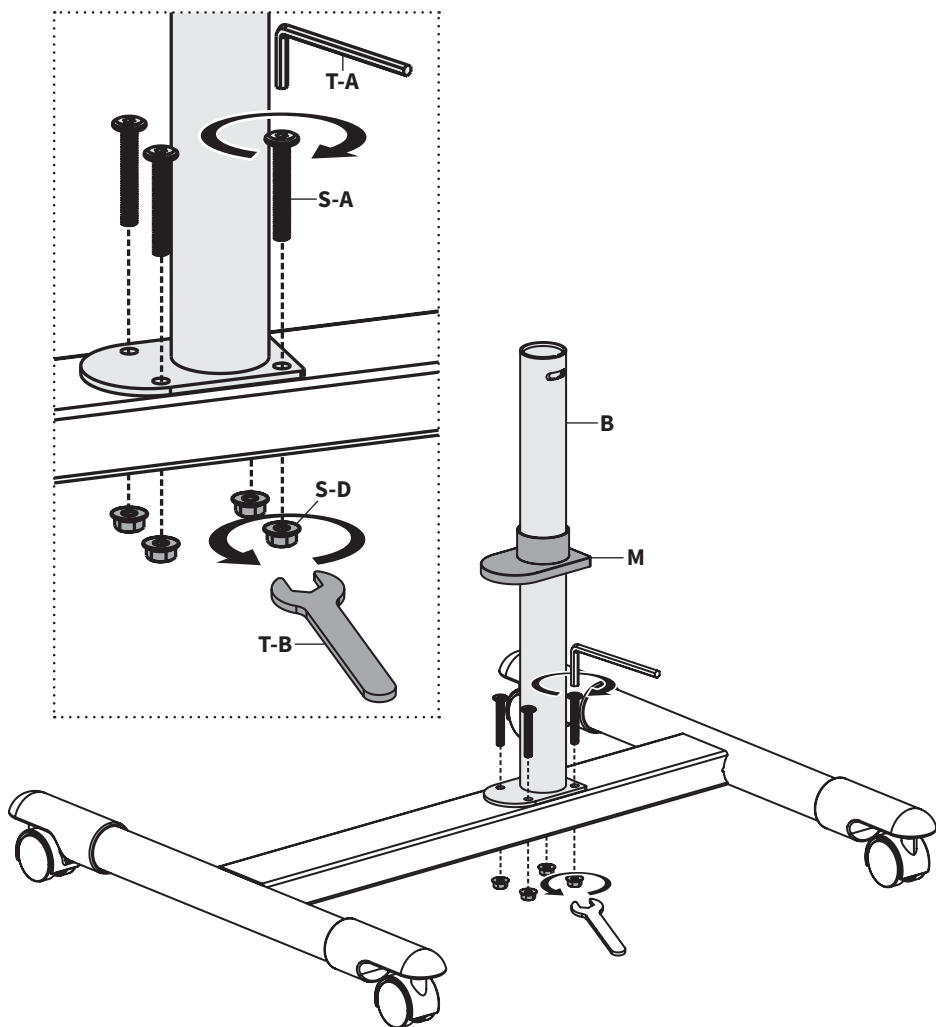
Secure using M4x12mm Screws (**S-C**) and a Phillips screwdriver.





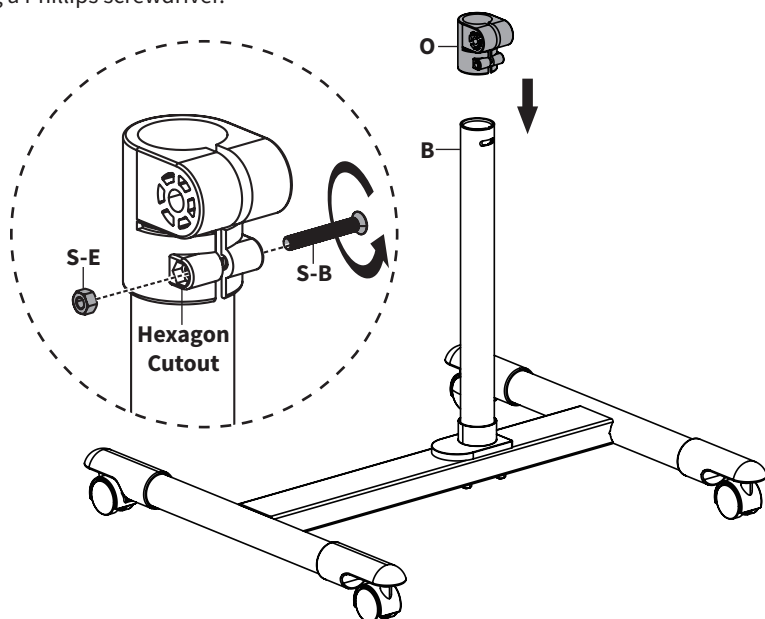
## STEP 5

Attach the Lower Pole (**B**) the Base (**A**) using M6x40mm Screws (**S-A**) and M6 Nuts (**S-D**). Tighten using 4mm Allen Wrench (**T-A**) and Wrench (**T-B**). Slide Pole Cover (**M**) down the Lower Pole.



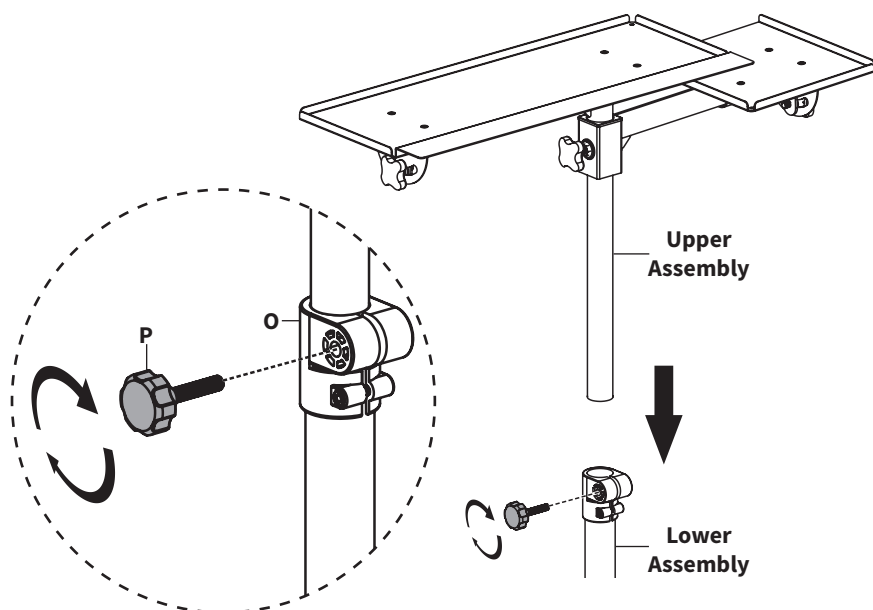
## STEP 6

Place the Pole Grip (**O**) onto the top of Lower Pole (**B**) and secure using M5x35mm Screw (**S-B**) and M5 Nut (**S-E**). Fit the M5 Nut into the **Hexagon Cutout** and tighten using a Phillips screwdriver.



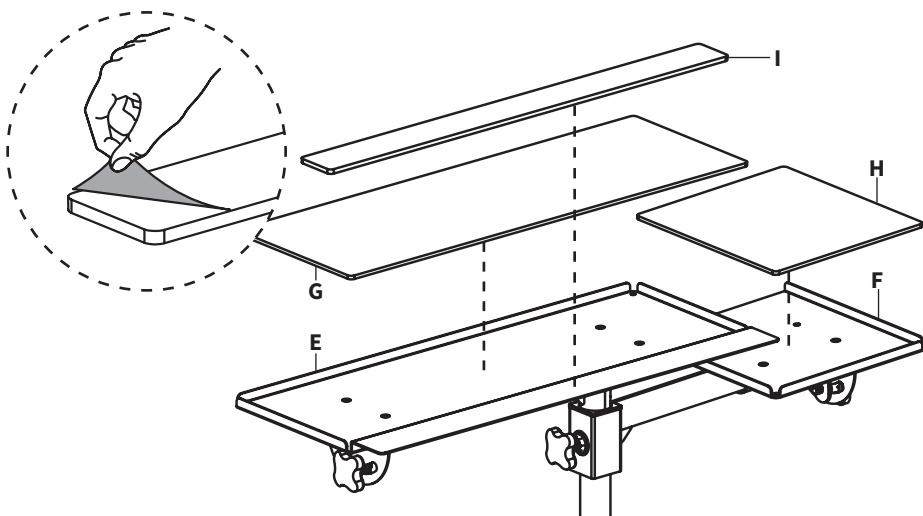
## STEP 7

Insert the **Upper Assembly** into the **Lower Assembly** at the desired height and secure by threading the Long Knob (**P**) into the Pole Grip (**O**).



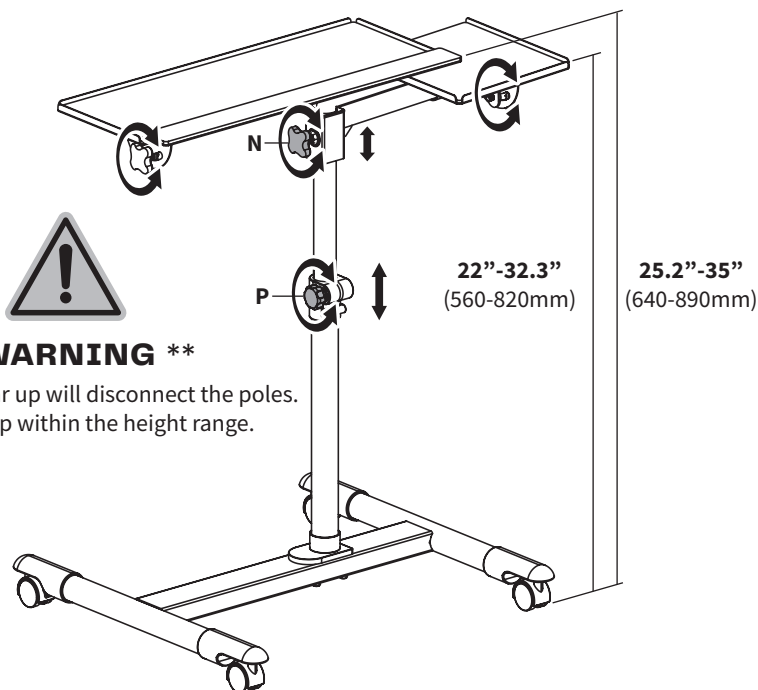
## STEP 8

Place the Keyboard Pad (**G**) into the Keyboard Tray (**E**) and the Mouse Pad (**H**) into the Mouse Tray (**F**). Remove the adhesive backing from Wrist Pad (**I**) and apply to Keyboard Tray as shown.



## Adjustments

Loosen the Knobs (**N,P**) to make adjustments as desired. Re-tighten the Knobs once the adjustments are complete.



### **\*\* WARNING \*\***

Adjusting too far up will disconnect the poles.  
Always keep within the height range.



## Need Help? **We're Here For You**

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