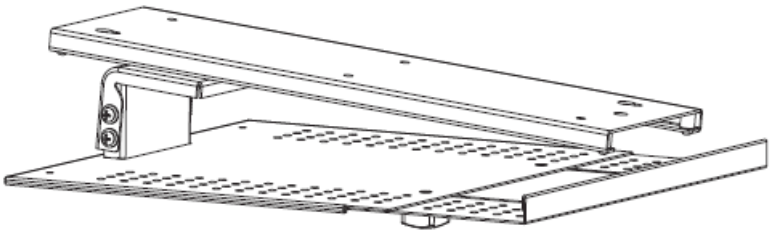




Black Sliding Under Desk Laptop Tray

Instruction Manual



SKU: DESK-AC02A



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-ac02a>

GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



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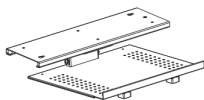


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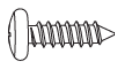
WARNING!

If you do not understand these directions, or if you have any doubts about the safety of the installation, please 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.

PACKAGE CONTENTS



A (x1)
Laptop Tray
Assembly



B (x6)
Mounting Screw

TOOLS NEEDED



Phillips
Screwdriver



Drill

DO NOT EXCEED WEIGHT CAPACITY.

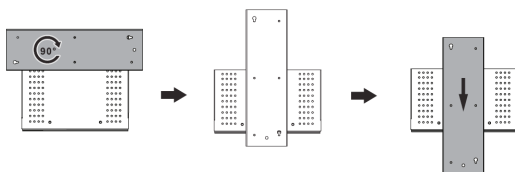
Failure to do so may result in serious injury.



ASSEMBLY STEPS

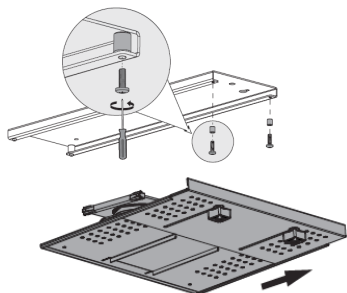
STEP 1

Rotate slider track and slide toward the front of the laptop tray (A).



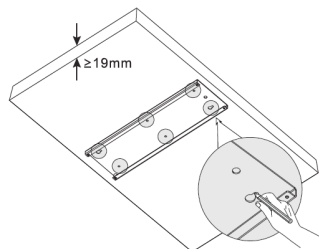
STEP 2

Remove screws and bumpers from the end of the slider track with a Phillips screwdriver, then remove the laptop tray.



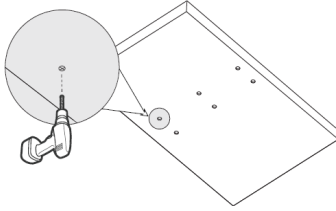
STEP 3

Place slider track against the underside of the desktop and mark drilling locations. Please note, the desk must have a thickness of at least 3/4" (19mm).



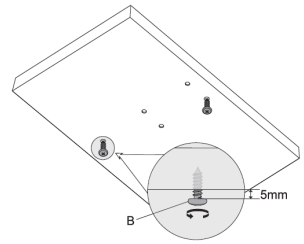
STEP 4

Drill 0.59" (15mm) deep holes using a 5/32" or 4mm drill bit.



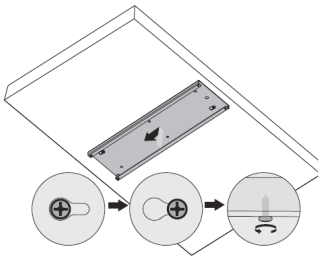
STEP 5

Insert screws **(B)** into the front-right and rear-left holes, leaving 0.2" (5mm) of screw thread exposed.



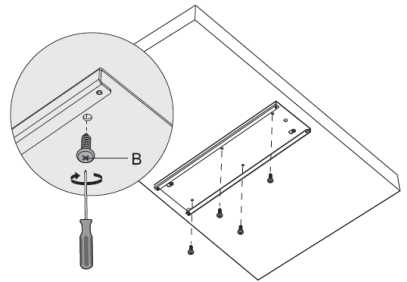
STEP 6

Place track on desk with the keyholes fitting over the screw heads, then slide back and tighten screws.



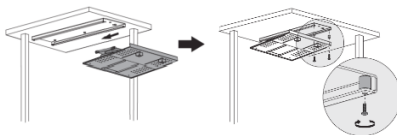
STEP 7

Secure track using the rest of the screws **(B)**.



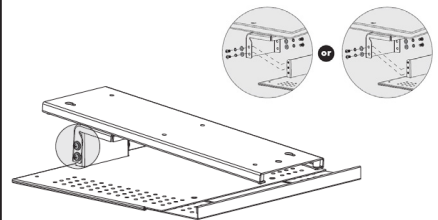
STEP 8

Slide the laptop tray back into the track and reinstall previously removed screws and bumpers.



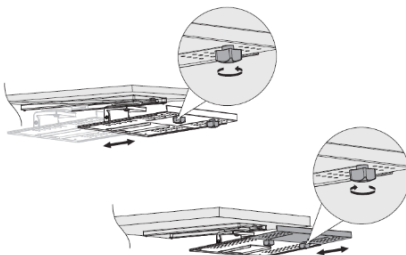
STEP 9

Adjust laptop tray height if needed by removing screws and washers from the sides, then reinstall at the required height.



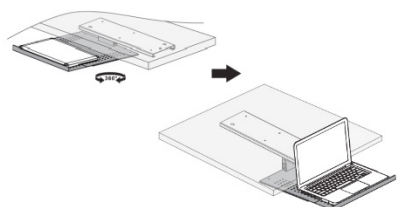
Step 10

Adjust laptop tray depth by loosening the knobs underneath.



STEP 11

Adjust as desired.





Open **Monday - Friday 7:00am - 7:00pm** CST,
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**