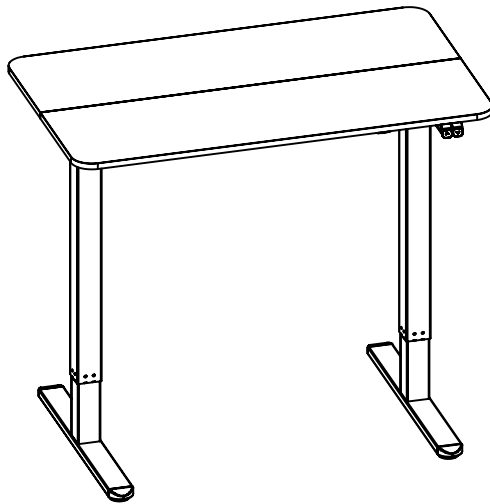




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## Black 40" x 24" Electric Desk

### Instruction Manual



**SKU: DESK-EP40TB**



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-ep40tb>

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



help@vivo-us.com



www.vivo-us.com  
*Chat live with an agent!*



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 (x2)**  
Desktop



**B (x1)**  
Crossbar



**C (x2)**  
Side Bracket



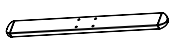
**D (x1)**  
Sync Rod



**E (x1)**  
Left Leg



**F (x1)**  
Right Leg



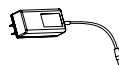
**G (x2)**  
Foot



**H (x3)**  
Connecting Plate



**I (x1)**  
Leg Motor



**J (x1)**  
AC Adapter



**K (x1)**  
Control Panel



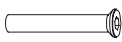
**L (x4)**  
Foot Pad



**M (x2)**  
Cable Clip



**N (x12)**  
Rubber Pad



**S-A (x4)**  
M8x37mm Screw



**S-B (x6)**  
M6x10mm Screw



**S-C (x8)**  
M6x30mm Screw



**S-D (x26)**  
ST5x16mm Screw



**S-E (x4)**  
M5x12mm Screw



**T-A (x1)**  
2mm Allen Wrench



**T-B (x1)**  
4mm Allen Wrench



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

NOTE SOME EXTRA HARDWARE INCLUDED MAY NOT BE USED.

## TOOLS NEEDED



Level



Drill



Phillips  
Screwdriver

DO NOT EXCEED WEIGHT CAPACITY.

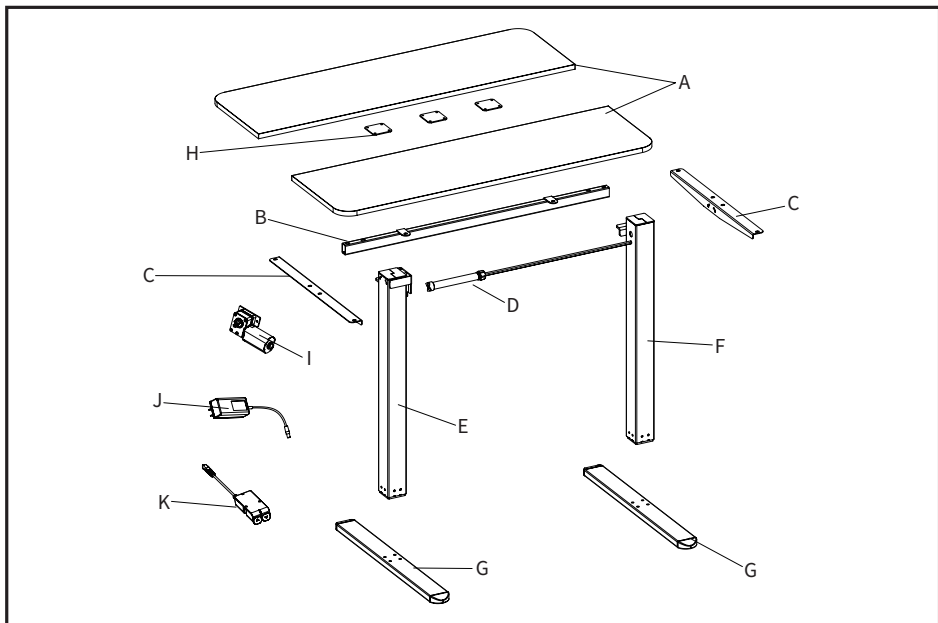
Failure to do so may result in serious injury.

176lbs  
(80kg)

## ! WARNING

### PINCH POINT

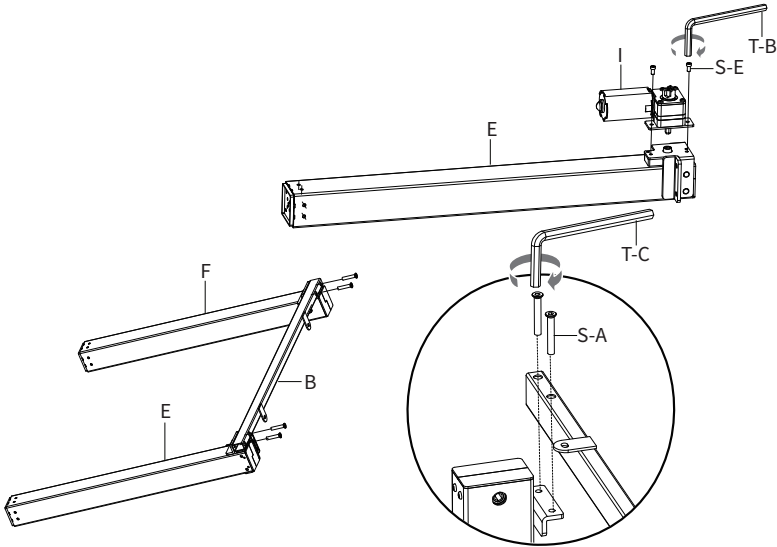
DO NOT place hands on or near support bars. Moving parts can crush and cut. Pinch points are created during lifting and lowering the worksurface. Failure to follow these instructions may result in serious personal injury.



# ASSEMBLY STEPS

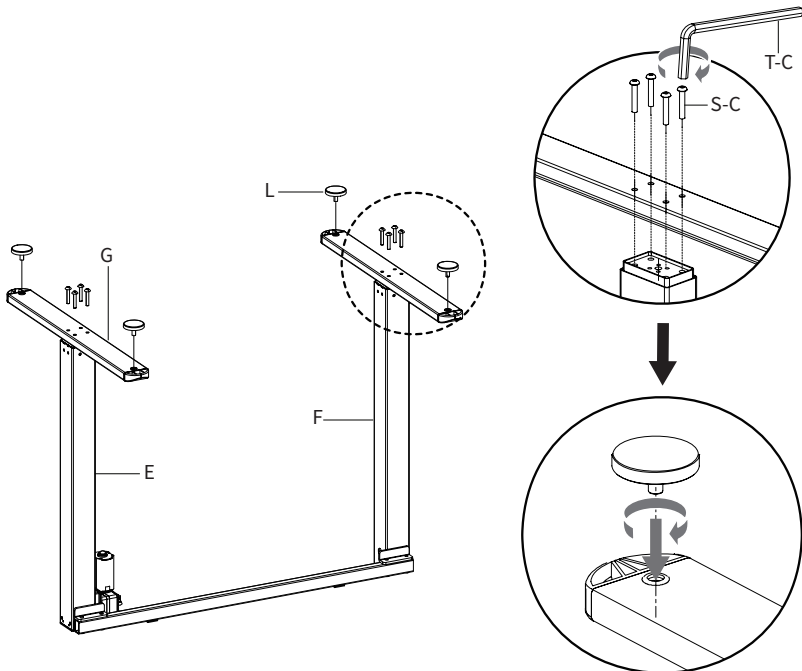
## STEP 1

Assemble Leg Motor (**I**) to Left Leg (**E**) using M5x12mm Screws (**S-E**) and 4mm Allen Wrench (**T-B**). Mount Crossbar (**B**) to Left Leg (**E**) and Right Leg (**F**) using M8x37mm Screws (**S-A**) and 5mm Allen Wrench (**T-C**).



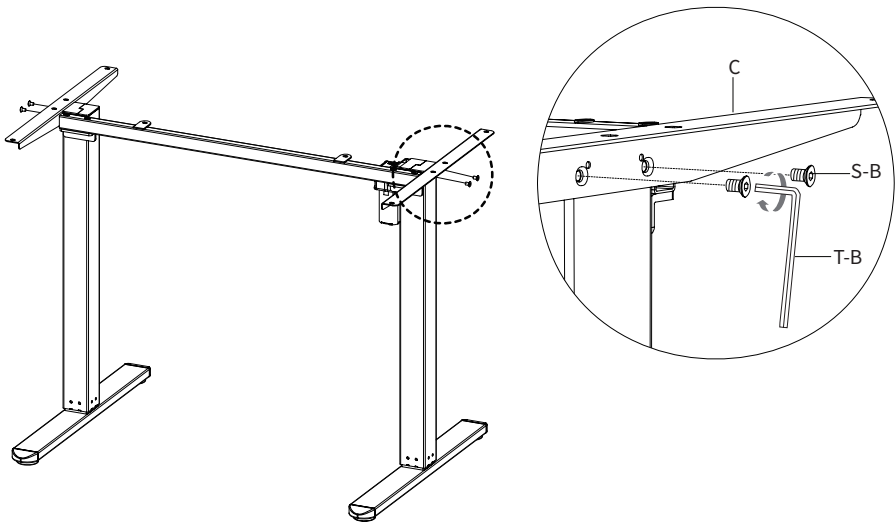
## STEP 2

Place Feet (**G**) on top of Left Leg (**E**) and Right Leg (**F**) and attach using M6x30mm Screws (**S-C**) and 5mm Allen Wrench (**T-C**). Screw Foot Pads (**L**) into Feet (**G**).



### STEP 3

Assemble Side Brackets (**C**) to the frame assembly using M6x10mm Screws (**S-B**) and 4mm Allen Wrench (**T-B**).

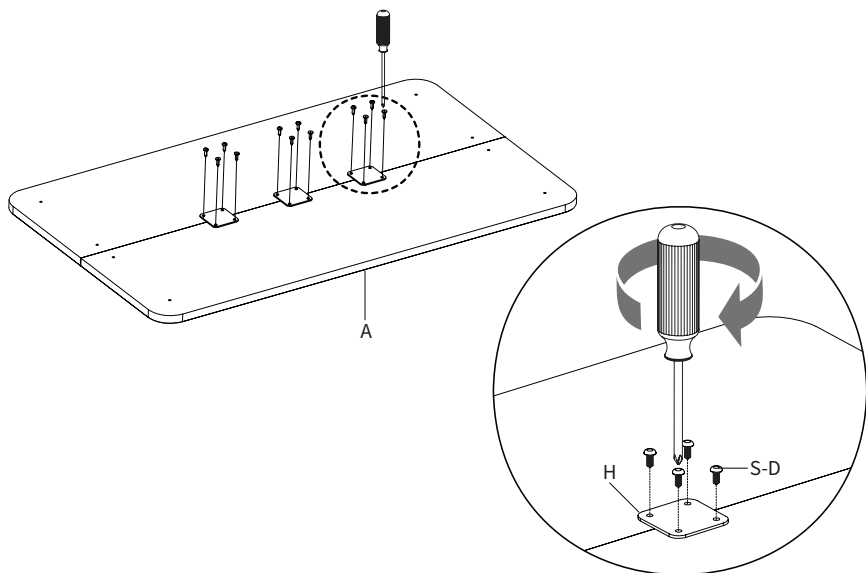


### STEP 4

	① Loosen the nut on Sync Rod ( <b>D</b> ).
	② Insert the hex shaft on Sync Rod ( <b>D</b> ) into Right Leg ( <b>F</b> ).
	③ Insert the other end of Sync Rod ( <b>D</b> ) into the slot on Leg Motor ( <b>I</b> ). Secure Sync Rod ( <b>D</b> ) to the slot by tightening the pre-installed set screw using 2mm Allen Wrench ( <b>T-A</b> ).
	④ Retighten the nut on Sync Rod ( <b>D</b> ).
	⑤ Insert Rubber Pads ( <b>N</b> ) into frame assembly.

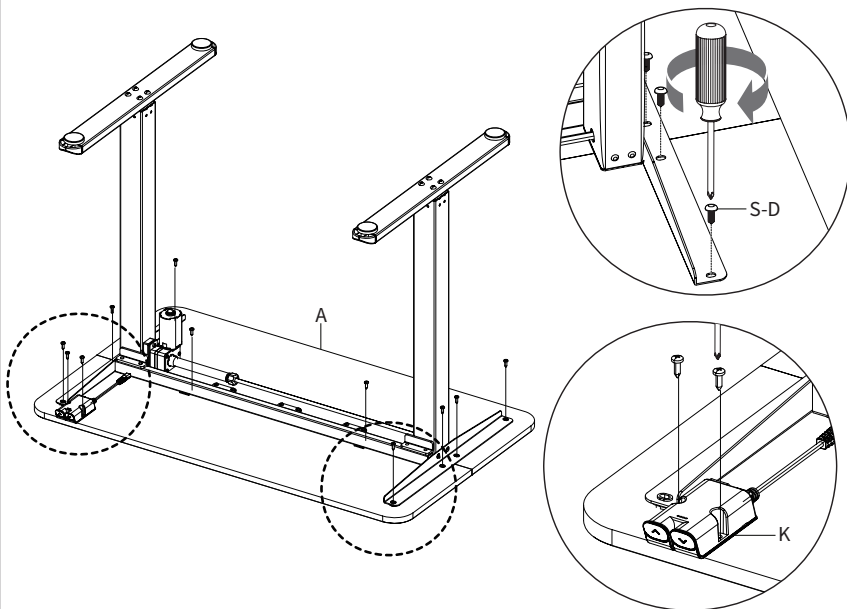
## STEP 5

Assemble both halves of Desktop (**A**) using Connecting Plates (**H**) with ST5x16mm Screws (**S-D**) and a Phillips screwdriver.



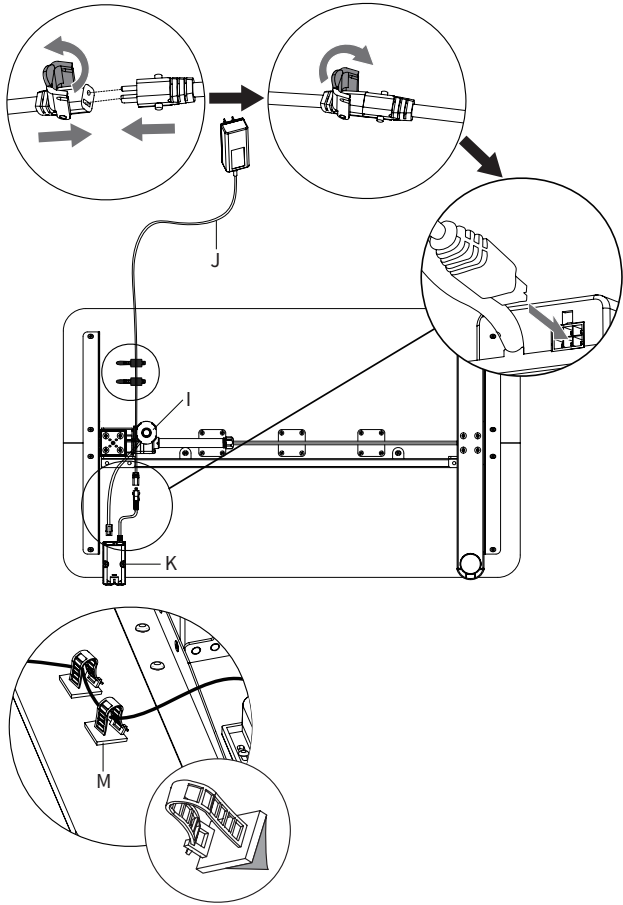
## STEP 6

Place the frame assembly upside down on top of Desktop (**A**) with Control Panel (**K**) and secure both using M5x16mm Screws (**S-D**) and a Phillips screwdriver.



## STEP 7

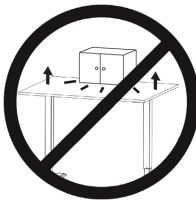
Connect the AC Adapter (**J**) and Leg Motor (**I**) to Control Panel (**K**), then plug AC Adapter (**J**) into a wall outlet to power on the desk for operation. Organize cables using the Cable Clips (**M**). Press and hold the up or down arrows on Control Panel (**K**) until the desk reaches the desired height. To reset the desk, unplug AC Adapter (**J**) for at least five seconds. Plug AC Adapter (**J**) back in and press the down arrow until the desk reaches the lowest position and then raises approximately .5". The desk will beep twice, then release the down arrow.



### 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.



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.

 309-278-5303 **AVG. RESOLUTION TIME** (*within office hrs*): **5M 4S**

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 [www.vivo-us.com](http://www.vivo-us.com) **AVG. RESOLUTION TIME** (*within office hrs*): **< 15 M**  
*Chat live with an agent!*

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 [help@vivo-us.com](mailto:help@vivo-us.com) **AVG. RESPONSE TIME** (*within office hrs*): **1HR 8M**  
- 23% within < 15m  
- 38% within < 30m  
- 61% within < 1hr  
- 83% within < 2hr  
- 92% within < 3hr