

# Black 30" Cable Management Desk Organizer

SKU: *DESK-SKIRT-30*

Instruction Manual

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Assembly Video & Product Info  
[www.vivo-us.com/products/desk-skirt-30](http://www.vivo-us.com/products/desk-skirt-30)



## ! CAUTION! !

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. 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.

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## We're Here for You

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.



Give us a Call:  
**309-278-5303**

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



Chat Us:  
**[www.vivo-us.com](http://www.vivo-us.com)**

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

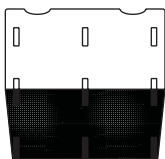


Email Us:  
**[help@vivo-us.com](mailto:help@vivo-us.com)**

AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

- 23% within < 15m
- 38% within < 30m
- 61% within < 1hr
- 83% within < 2hr
- 92% within < 3hr

## Package Contents



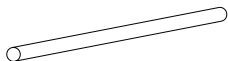
**A** (x1)  
Panel



**B** (x2)  
Side Bar



**C** (x2)  
Mounting Clip



**D** (x4)  
Upper/Lower  
Bar



**E** (x6)  
Joining Tube

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## Included Hardware



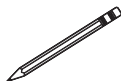
**S-A** (x2)  
ST4.8x19 Screw

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## Tools Needed:



**Phillips  
Screwdriver**



**Pencil**

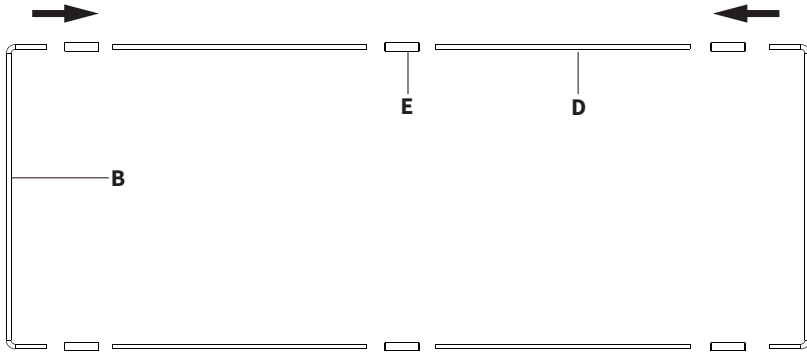


**Drill**

## ASSEMBLY STEPS

### STEP 1

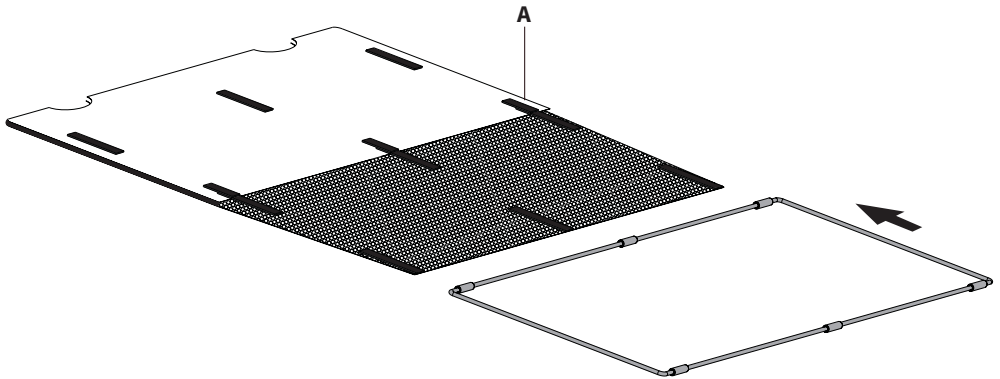
Assemble the steel bar frame using the Side Bars (**B**), Upper/Lower Bars (**D**) and Joining Tubes (**E**). Lightly tap each joint against a hard surface to ensure all bars and joiners are fully pressed in.



*NOTE: Ensure all bars and joiners are fully pressed in for a secure fit.*

### STEP 2

Open the flap and straps of the Panel (**A**) and insert the frame, making sure the frame is fully inserted and the material is tightly stretched around it.

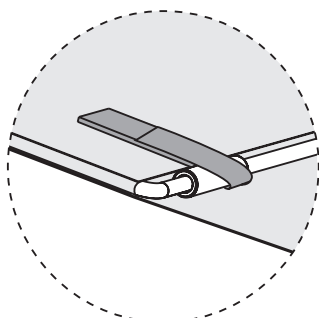
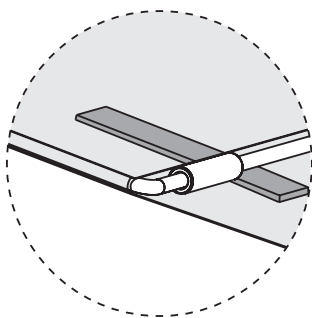
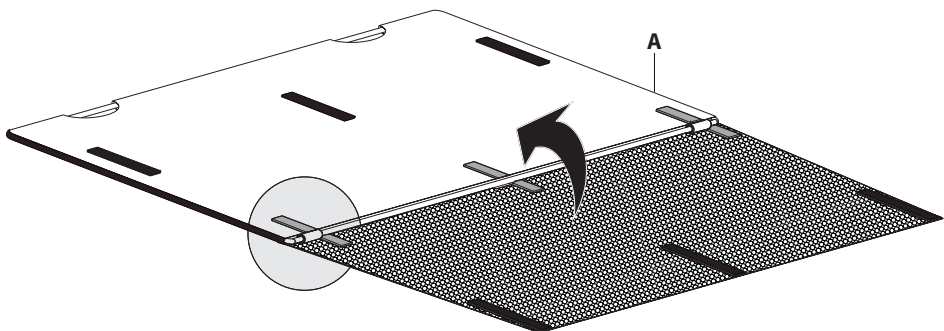


#### **Snug Fit:**

Fabric on panel has a tight fit around the frame and may need to be stretched before inserting the frame.

### STEP 3

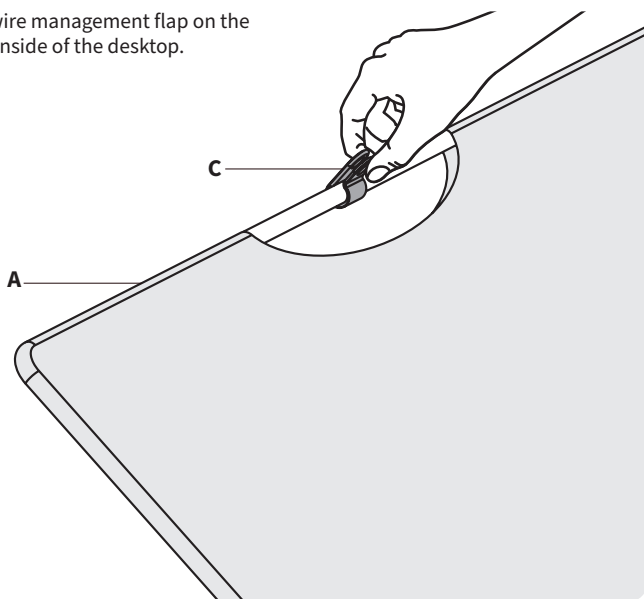
Fasten the straps on Panel (A) to around the assembled frame to secure.



### STEP 4

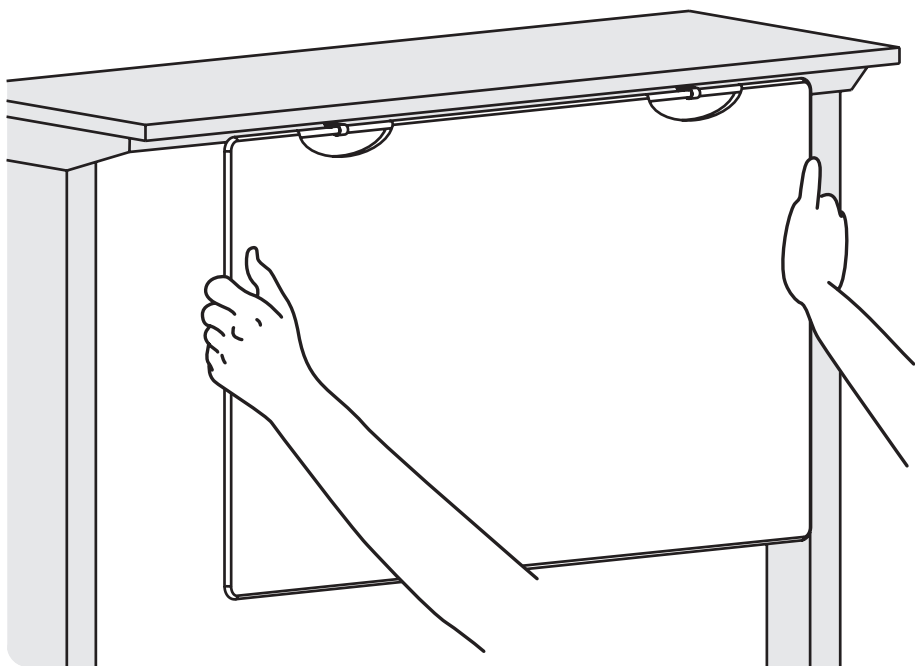
Place the Mounting Clips (C) in the center of each exposed portion of the steel bars.

**NOTE:** Make sure the wire management flap on the panel (A) is facing the inside of the desktop.



## STEP 5

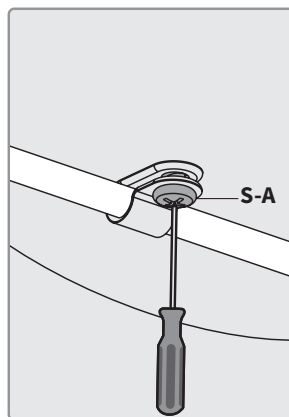
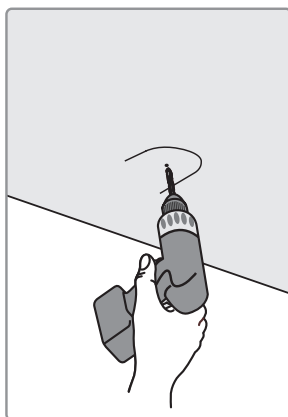
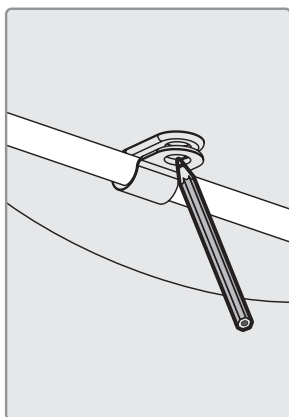
Center the assembled panel under the desktop.



## STEP 6

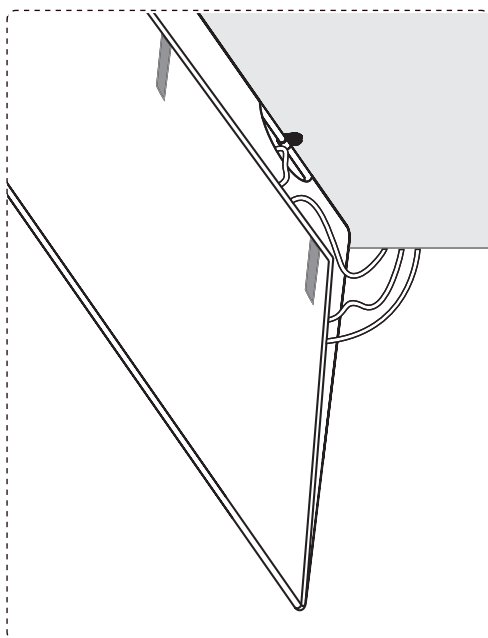
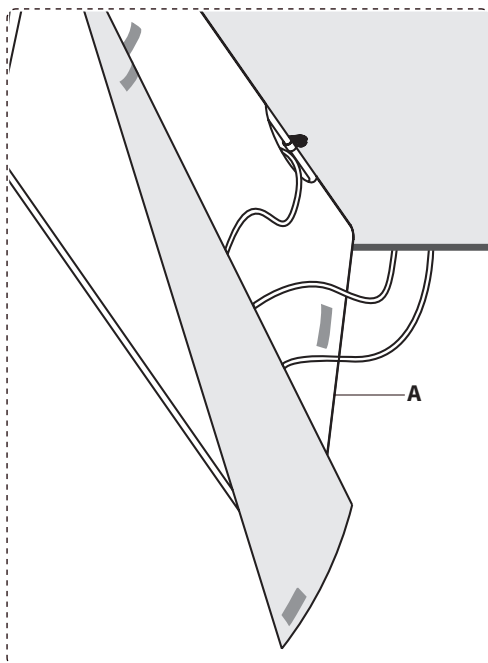
Mark the locations of the Mounting Clips (**C**) using a pencil. Drill pilot holes using a 1/8" (3mm) bit and mount the assembled panel to the underside of the desk using the ST4.8x19 Screws (**S-A**) as shown.

**NOTE:** Desktop must be at least 1" thick to prevent screws from poking out through the top and damaging the surface.



## STEP 7

Route and organize the cables and secure them using the flap on the panel (A).





## **Need Help? Get In Touch**

Monday-Friday from 7:00am-7:00pm CST



[help@vivo-us.com](mailto:help@vivo-us.com)



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

*Chat live with an agent!*



309-278-5303



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