

Above/Below Clamp-on 24" Dual Shelf

SKU: DESK-SHELF24C/C-W
Instruction Manual

Assembly Video & Product Info
www.vivo-us.com/products/desk-shelf24c



! 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 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.



DO NOT EXCEED WEIGHT CAPACITY

FAILURE TO DO SO MAY RESULT IN SERIOUS INJURY.

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

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

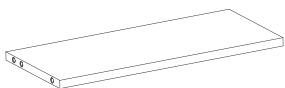


Email Us:
help@vivo-us.com

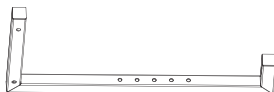
AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

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

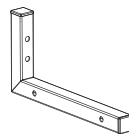
Package Contents



A (x2)
Shelf



B (x2)
Vertical
Support



C (x2)
Shelf
Bracket



D (x2)
Clamp Brace



E (x2)
Clamp Plate



F (x2)
Soft Pad

Included Hardware & Tools



S-A (x2)
M4x10mm Screw



S-B (x4)
M6x12mm Screw



S-C (x12)
M6x30mm Screw



S-D (x2)
M8x50mm Screw



S-E (x2)
M4 Washer



T-A (x1)
4mm Allen Wrench



T-B (x1)
6mm Allen Wrench

Tools Needed:



**Phillips
Screwdriver**

Weight Capacity:

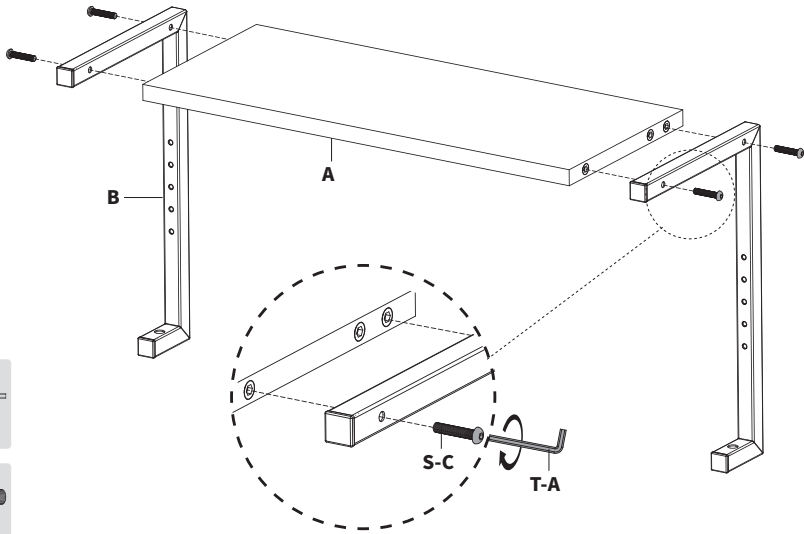


Per Shelf

ASSEMBLY STEPS

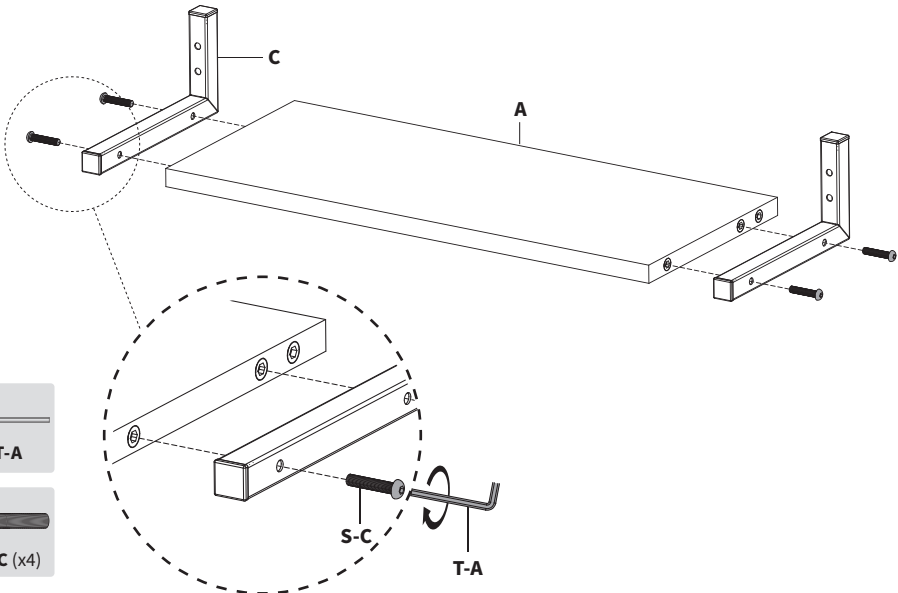
STEP 1

Secure Shelf (A) into top holes on Vertical Support (B) using M6x30mm Screws (S-C) and 4mm Allen Wrench (T-A).



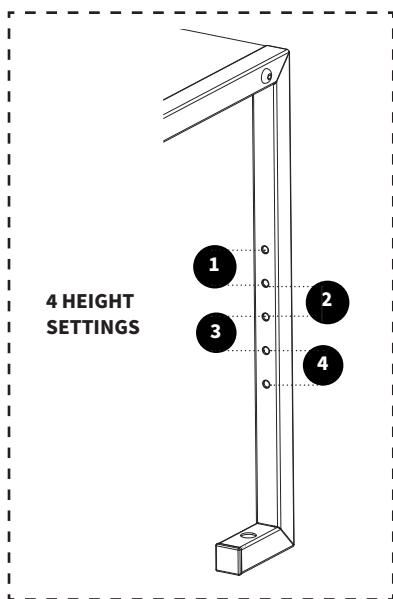
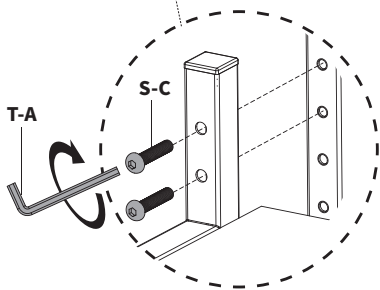
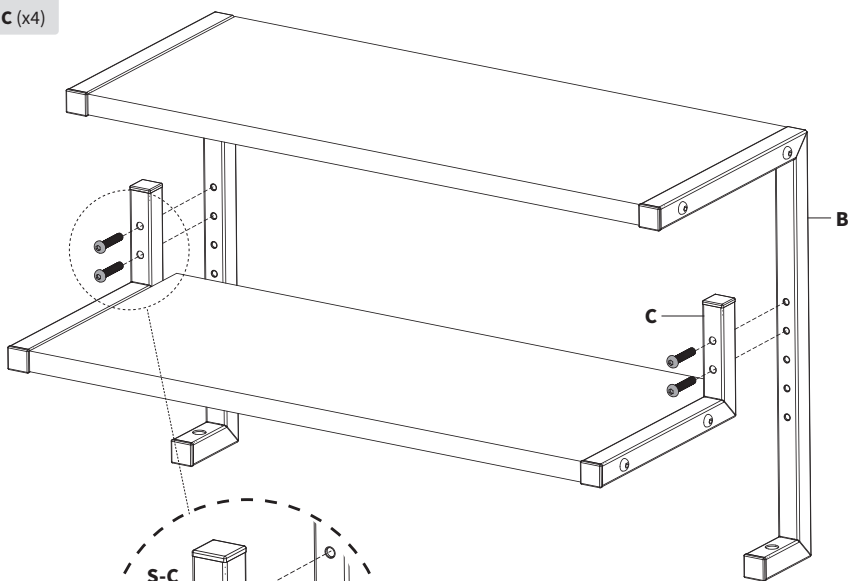
STEP 2

Secure remaining Shelf (A) to Shelf Bracket (C) using M6x30mm Screws (S-C) and 4mm Allen Wrench (T-A).



STEP 3

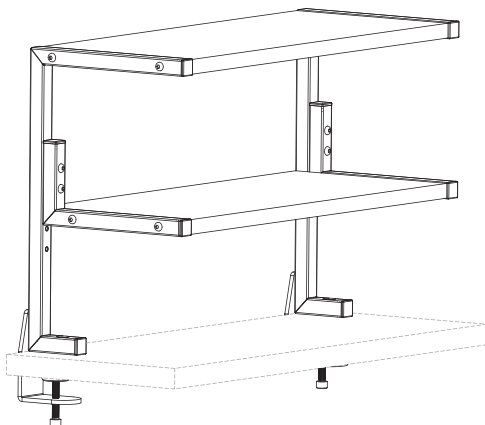
Attach Shelf Bracket (**C**) to middle holes of Vertical Support (**B**) using M6x30mm Screws (**S-C**) and 4mm Allen Wrench (**T-A**). Select mounting holes based on desired shelf height.



**** READ BEFORE PROCEEDING ****

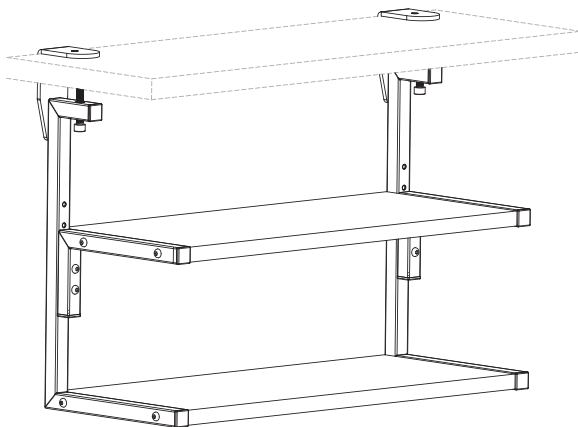
Two Assembly Options

This desk shelf can be installed to sit above or below your desk. Choose your desired use and follow the appropriate steps on the next pages.



A. ABOVE DESK

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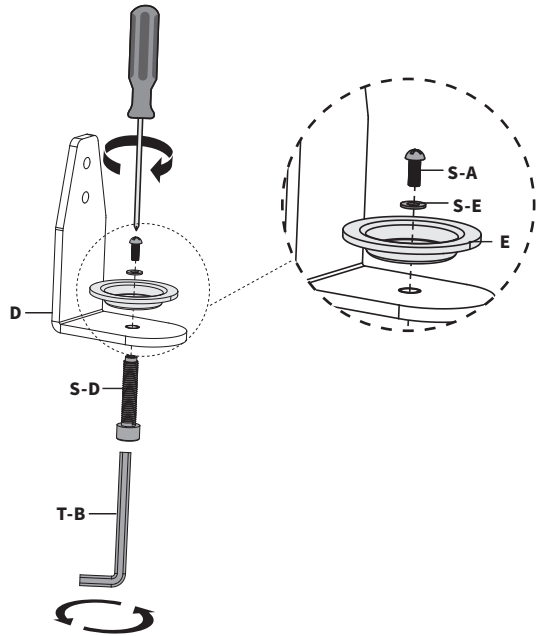
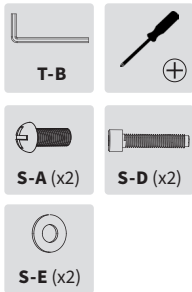
B. BELOW DESK

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--- Above Desk Assembly ---

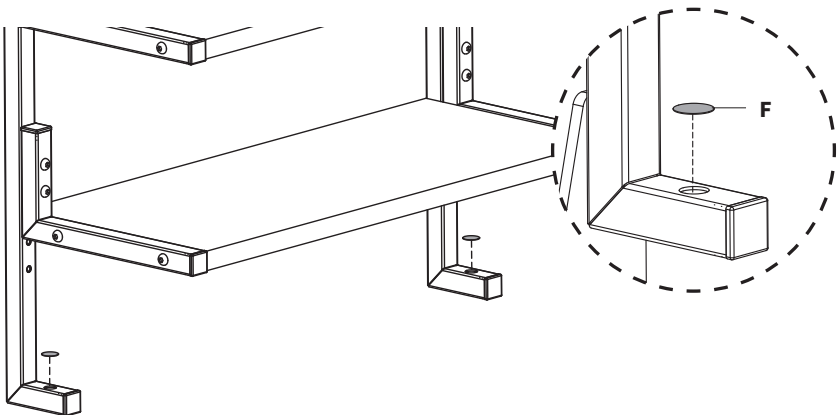
STEP 4a

Thread M8x50mm Screws (**S-D**) into Clamp Braces (**D**) with Clamp Plate (**E**), M4x10mm Screws (**S-A**) and M4 washer (**S-E**). Tighten using 6mm Allen Wrench (**T-B**) and a Phillips Screwdriver.



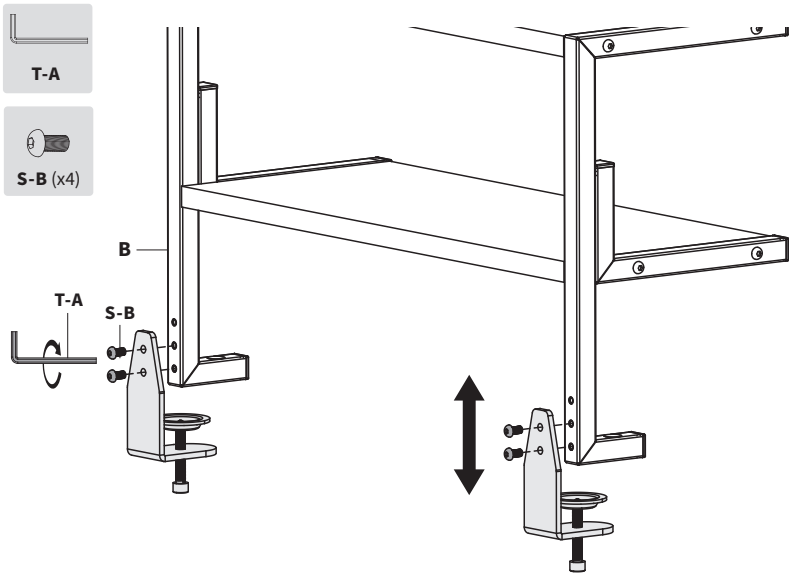
STEP 5a

Remove adhesive backing from Soft Pads (**F**) and apply to Vertical Supports (**B**) as shown below.

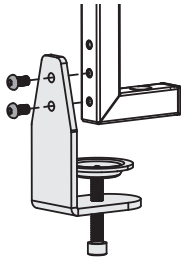


STEP 6a

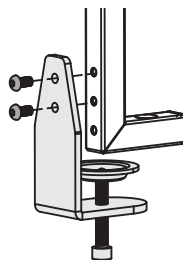
Mount the clamp assemblies to Vertical Supports (**B**) using M6x12mm Screws (**S-B**) and 4mm Allen Wrench (**T-A**). Remove adhesive backing from Soft Pads (**F**) and apply to Vertical Supports (**B**) as shown below.



Desk Thickness Assembly



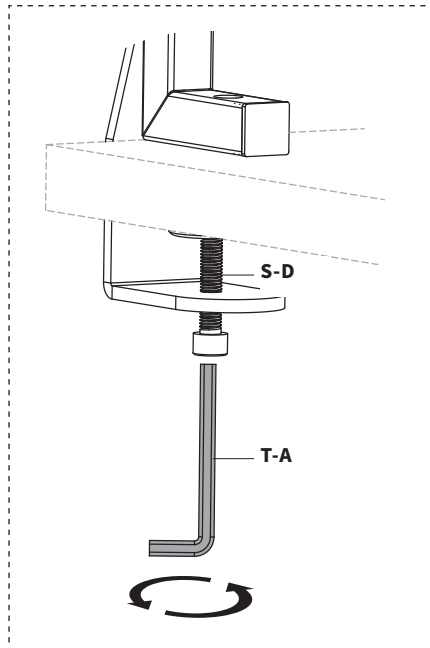
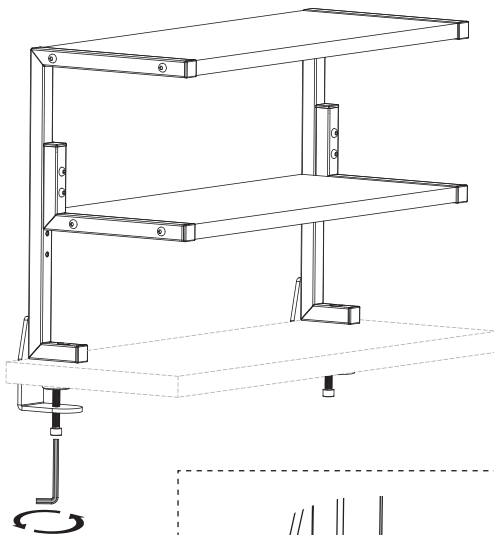
First Set
15.4 - 47.6mm/0.6 - 1.8"
Desktop Thickness



Second Set
0 - 27.59mm/0 - 1.08"
Desktop Thickness

STEP 7a

Secure the shelf assembly above the desktop by tightening M8x50mm Screws (**S-D**) using 6mm Allen Wrench (**T-B**).

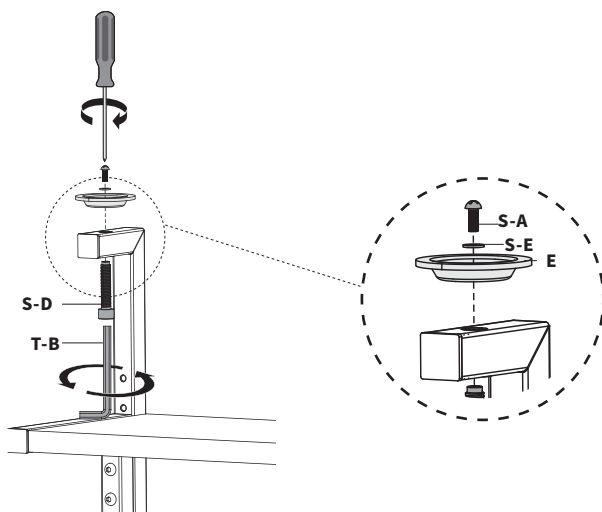


Assembly Complete!

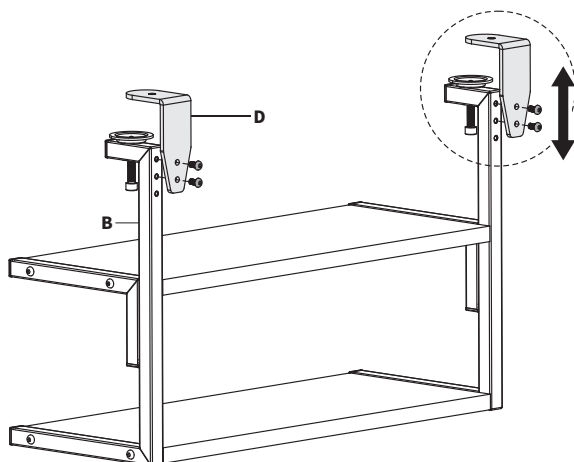
--- Below Desk Assembly ---

STEP 4b

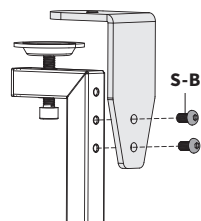
Thread M8x50mm Screws (**S-D**) into Vertical Supports (**B**) with Clamp Plates (**E**), M4x10mm Screws (**S-A**) and M4 Washers (**S-E**). Tighten using 6mm Allen Wrench (**T-B**) and a Phillips Screwdriver.



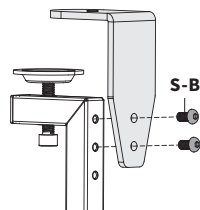
Secure Clamp Brace (**D**) to the back of Vertical Supports (**B**) using M6x12mm Screws (**S-B**) and 4mm Allen Wrench (**T-A**).



Desk Thickness Assembly



First Set
10.53 - 27.79mm/0.4- 1.09"
Desktop Thickness

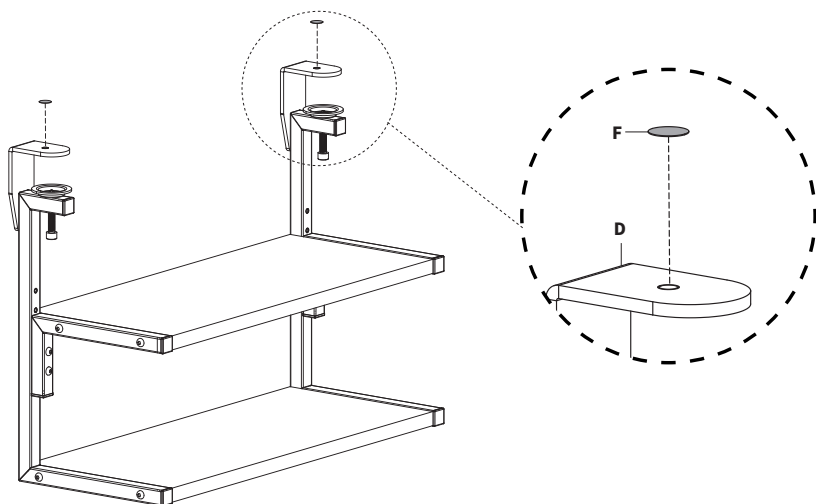


Second Set
31.52- 47.89mm/1.2 - 1.9"
Desktop Thickness



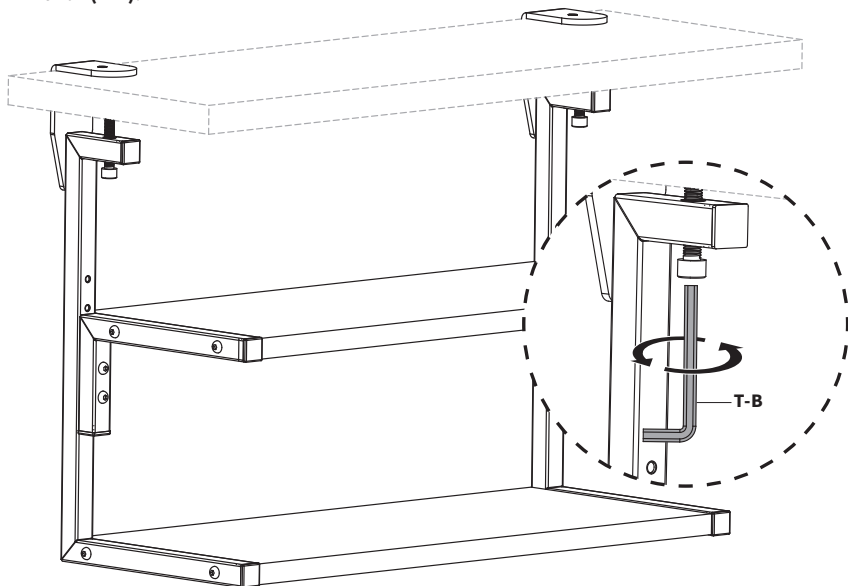
STEP 5b

Remove adhesive backing from Soft Pads (**F**) and apply them to Clamp Braces (**D**) as shown below.



STEP 6b

Secure the shelf assembly below the desktop by tightening M8x50mm Screws (**S-D**) using 6mm Allen Wrench (**T-B**).



Assembly Complete!

LAST UPDATED: 5/14/24

REV1.1

v1.0



Need Help? Get In Touch

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



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