

Height Adjustable Podium

SKU: STAND-PDMH

Instruction Manual

Assembly Video & Product Info
www.vivo-us.com/products/stand-pdmh



! 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**

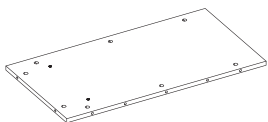


Email Us:
help@vivo-us.com

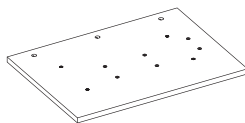
AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

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

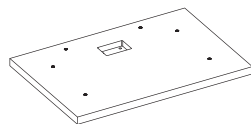
Package Contents



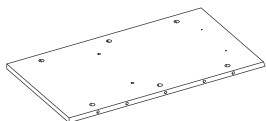
A (x1)
Lower Back
Panel



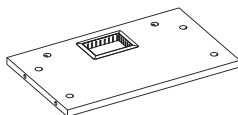
B (x1)
Top Panel



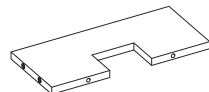
C (x1)
Base



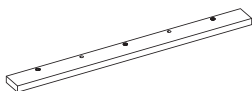
D (x1)
Upper Back
Panel



E (x1)
Lower
Support Panel



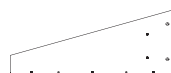
F (x1)
Upper Support
Panel



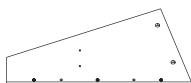
G (x1)
Backstop



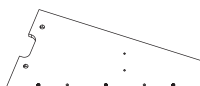
H (x1)
Lower Left
Panel



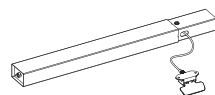
I (x1)
Lower Right
Panel



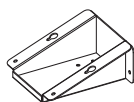
J (x1)
Upper Left
Panel



K (x1)
Upper Right
Panel



L (x1)
Adjustable
Column



M (x1)
Mounting
Bracket



N (x2)
Foam Block



O (x7)
Pad



P (x35)
Sticker

Included Hardware & Tools



S-A (x12)
Wooden
Dowel Pin



S-B (x31)
Cam Lock
Nut



S-C (x31)
Cam Lock
Screw



S-D (x2)
ST4.2x13mm
Screw



S-E (x4)
M5x20mm
Screw



S-F (x10)
M6x12mm
Screw



S-G (x4)
M6x25mm
Screw



T-A (x1)
4mm Allen
Wrench

Tools Needed:



**Phillips
Screwdriver**

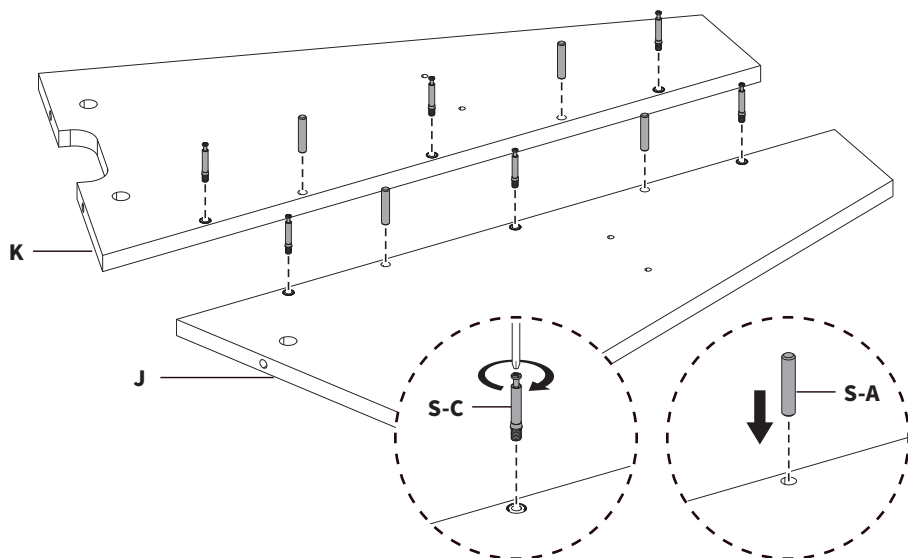
Weight Capacity:



ASSEMBLY STEPS

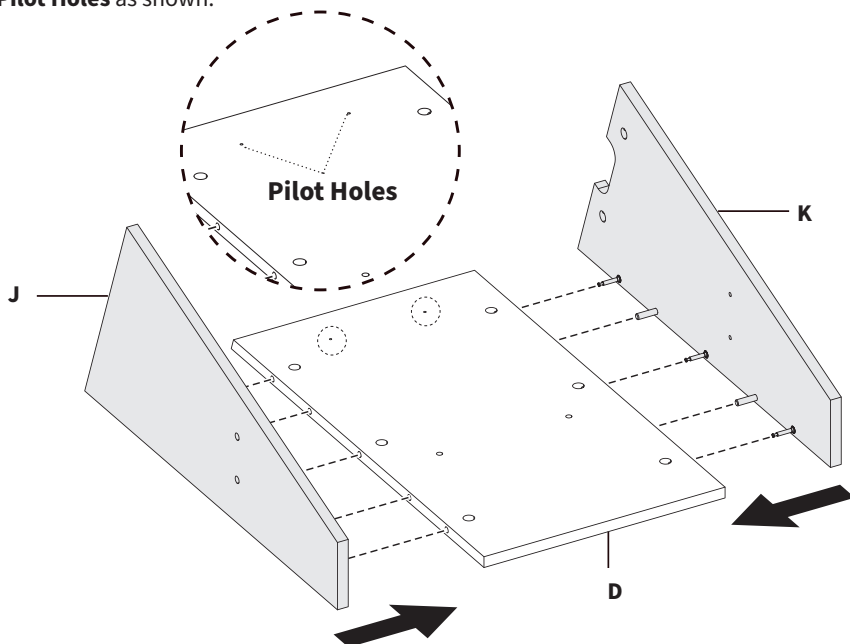
STEP 1

Insert Cam Lock Screws (**S-C**) using a Phillips screwdriver and Wooden Dowel Pins (**S-A**) into the Upper Left Panel (**J**) and Upper Right Panel (**K**). Alternate Cam Lock and Wooden Dowel Pins.



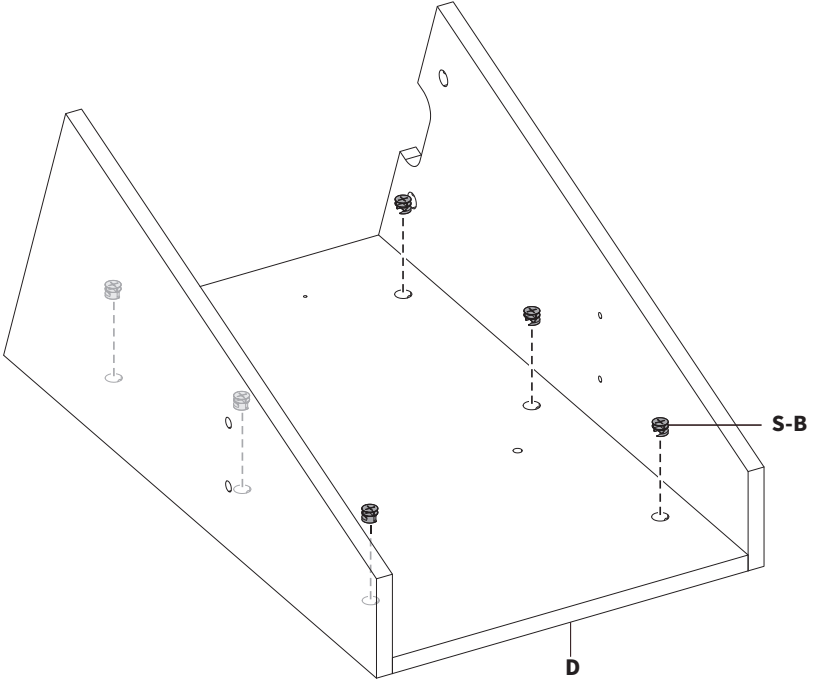
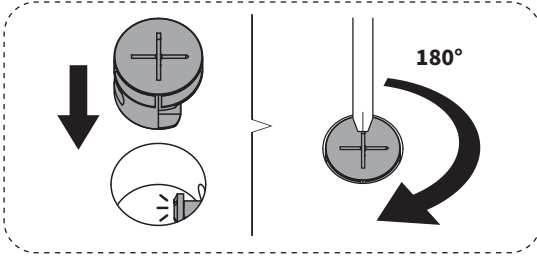
STEP 2

Insert the Upper Left Panel (**J**) and Upper Right Panel (**K**) into the sides of Upper Back Panel (**D**) making sure the taller ends of the left and right panels are on the same side as the **Pilot Holes** as shown.



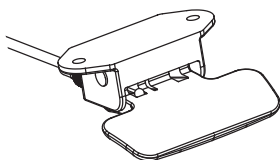
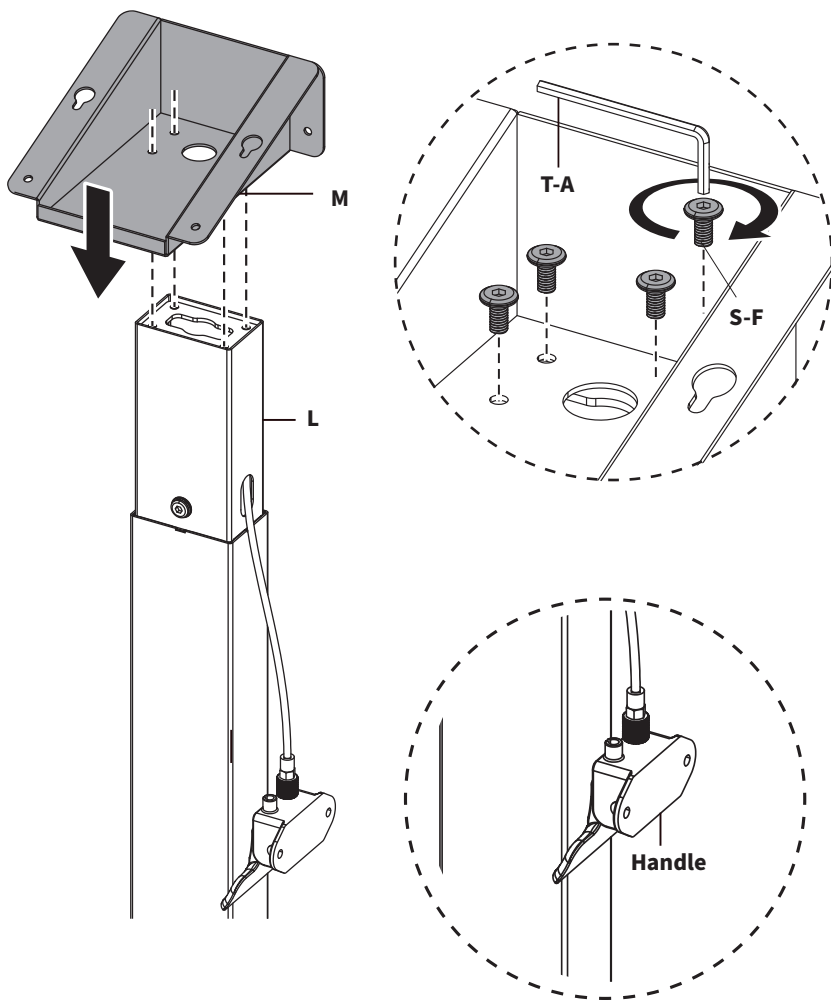
STEP 3

Insert the Cam Lock Nuts (**S-B**) into the Upper Back Panel (**D**) making sure the arrow is facing towards the Cam Lock Screws (**S-C**). Using a Phillips screwdriver, turn the Cam Lock Nuts (**S-B**) clockwise 180 degrees to secure.



STEP 4

Secure Mounting Bracket (**M**) to the Adjustable Column (**L**) using M6x12mm Screws (**S-F**) and 4mm Allen Wrench (**T-A**). The Mounting Bracket should overhang the front of the Column with the **Handle** on the right side, as shown.

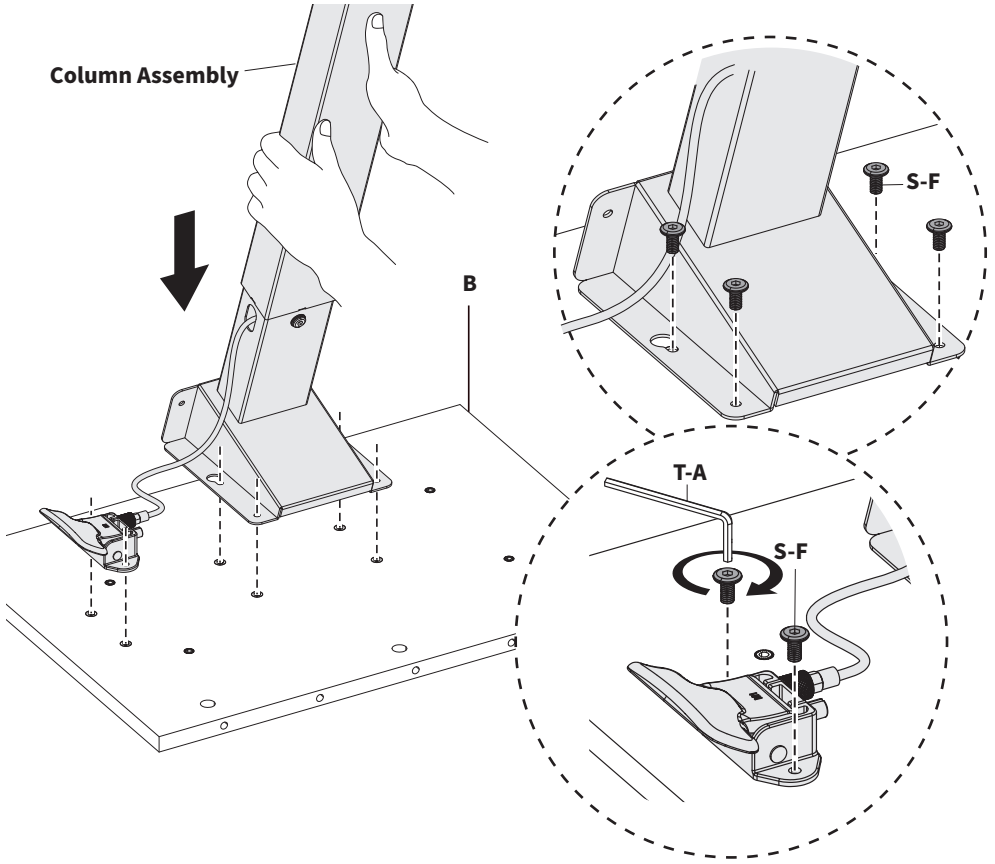


WARNING

To prevent injury or damage to equipment and your surroundings, never press or use the release the **Handle** during installation.

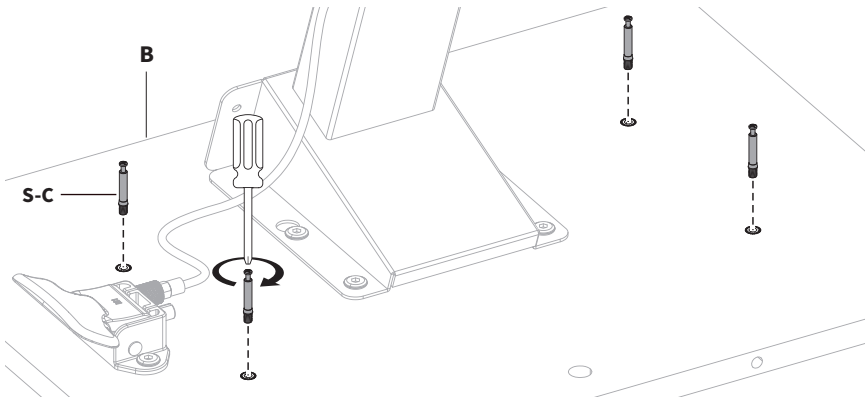
STEP 5

Secure the **Column Assembly** and **Handle** to Top Panel (**B**) using M6x12mm Screws (**S-F**) and 4mm Allen Wrench (**T-A**).



STEP 6

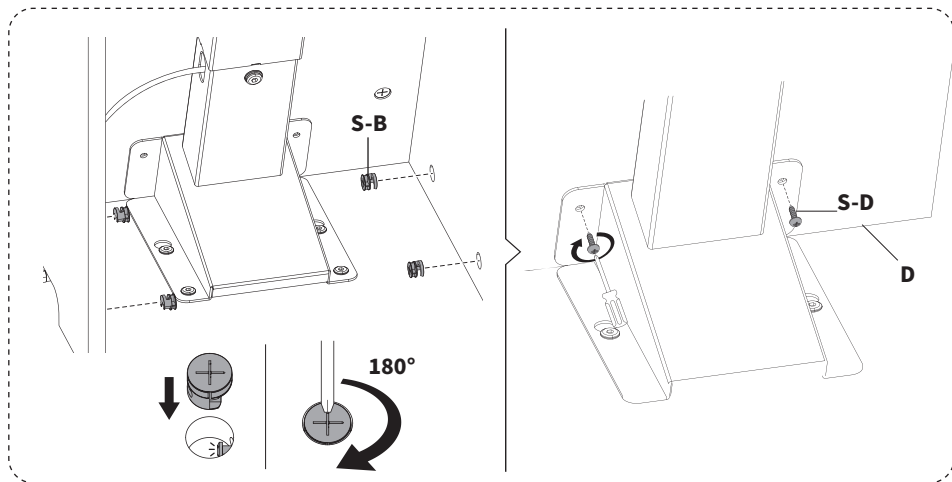
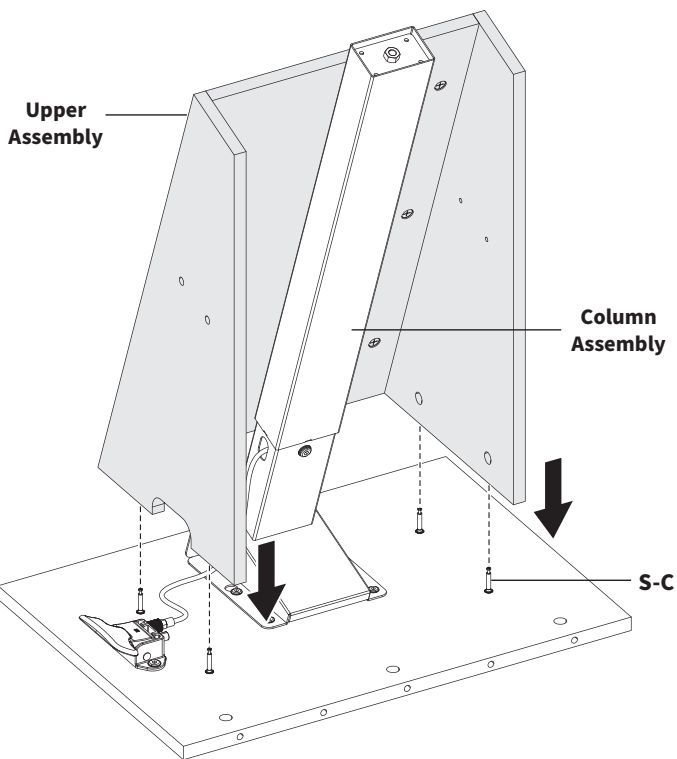
Screw Cam Lock Screws (**S-C**) into Top Panel (**B**) and insert into Upper Assembly.



STEP 6 - Cont'd

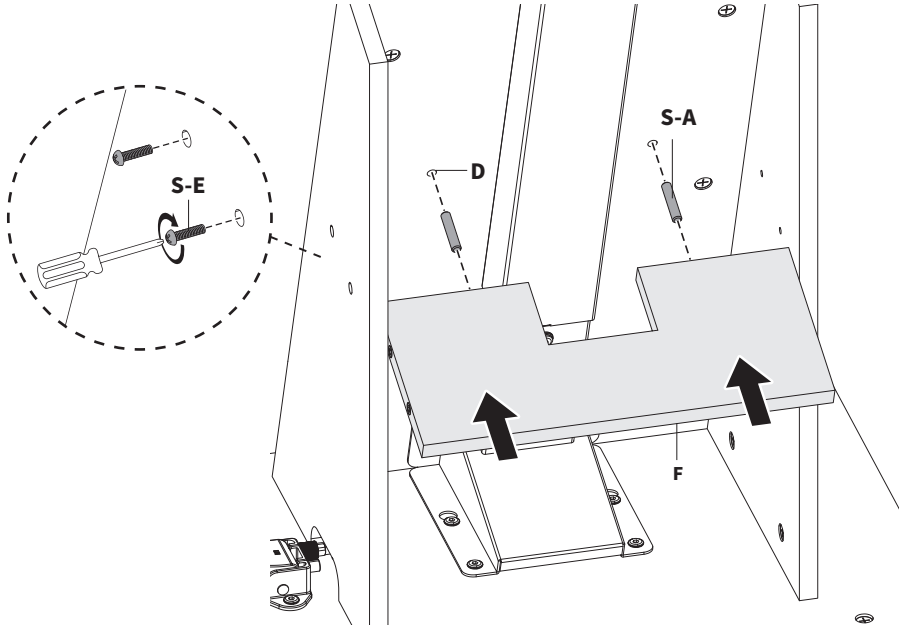
Insert the Cam Lock Nuts (**S-B**) into the **Upper Assembly** making sure the arrow is facing towards the Cam Lock Screw (**S-C**). Secure by turning clockwise 180 degrees with a Phillips screwdriver.

Secure the **Column Assembly** to Upper Back Panel (**D**) using ST4.2x13mm Screws (**S-D**) and a Phillips screwdriver.



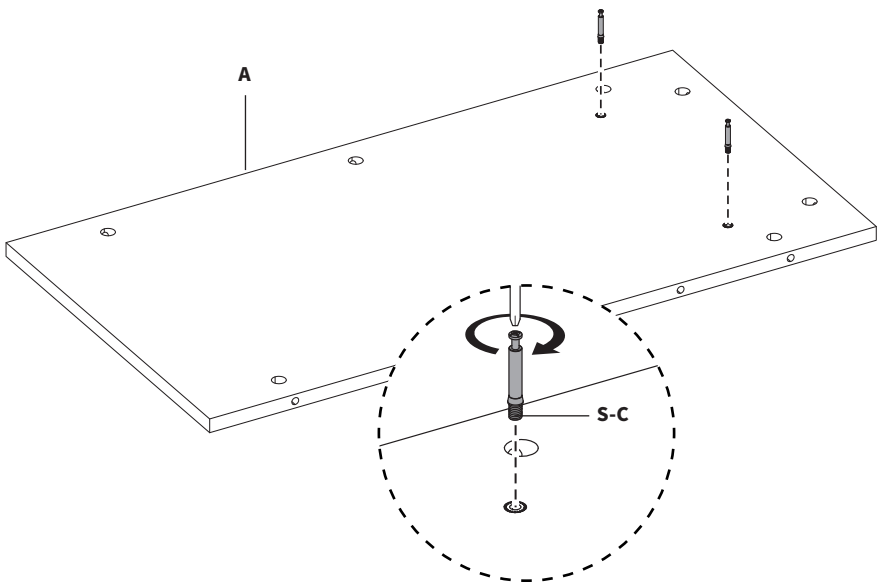
STEP 7

Insert Wooden Dowel Pins (**S-A**) into Upper Back Panel (**D**), then install Upper Support Panel (**F**). Secure by fully inserting M5x20mm Screws (**S-E**) with a Phillips screwdriver.



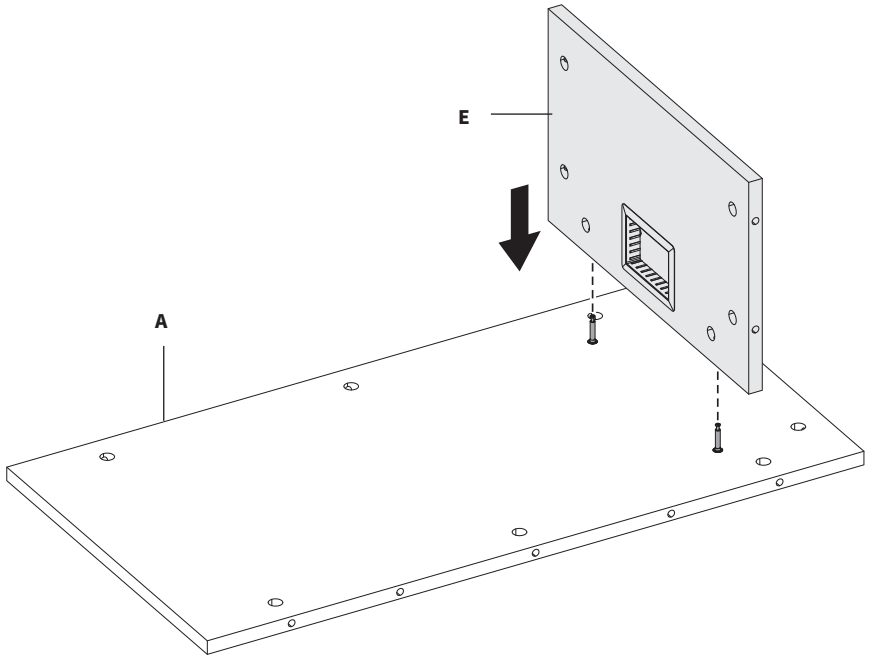
STEP 8

Screw Cam Lock Screws (**S-C**) into Lower Back Panel (**A**).

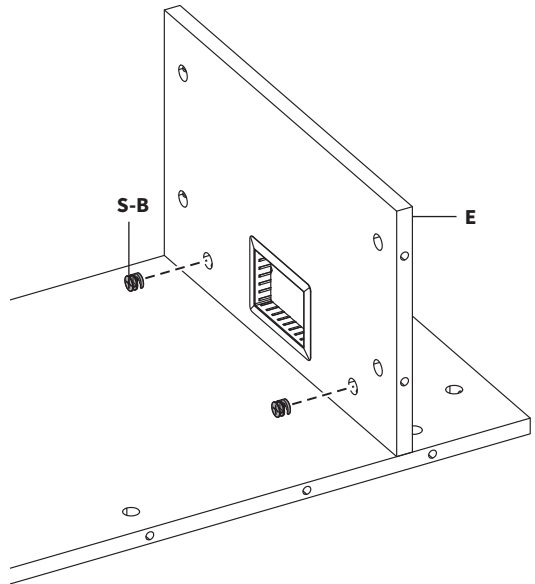
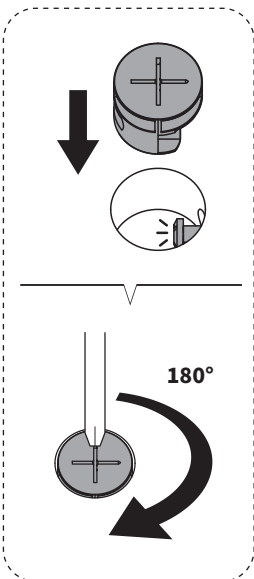


STEP 8 - Cont'd

Insert Lower Support Panel (E) into Lower Back Panel (A), making sure the holes on the Lower Support Panel are facing towards the longer section.

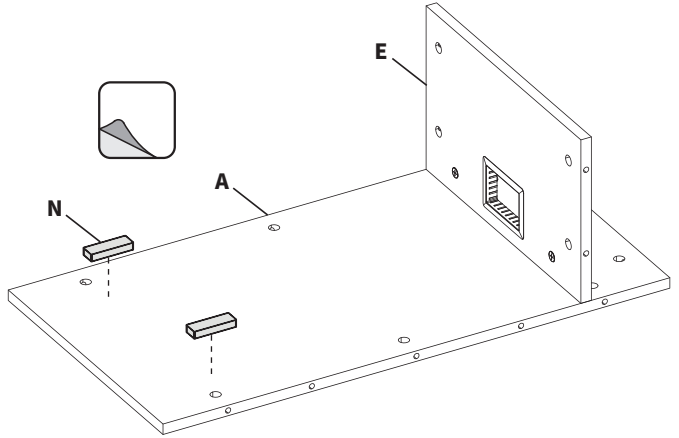
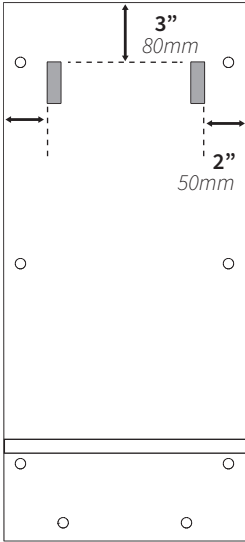


Insert the Cam Lock Nuts (S-B) into the Lower Support Panel (E) making sure the arrow is facing towards the Cam Lock Screws and secure by turning clockwise 180 degrees with a Phillips screwdriver.



STEP 9

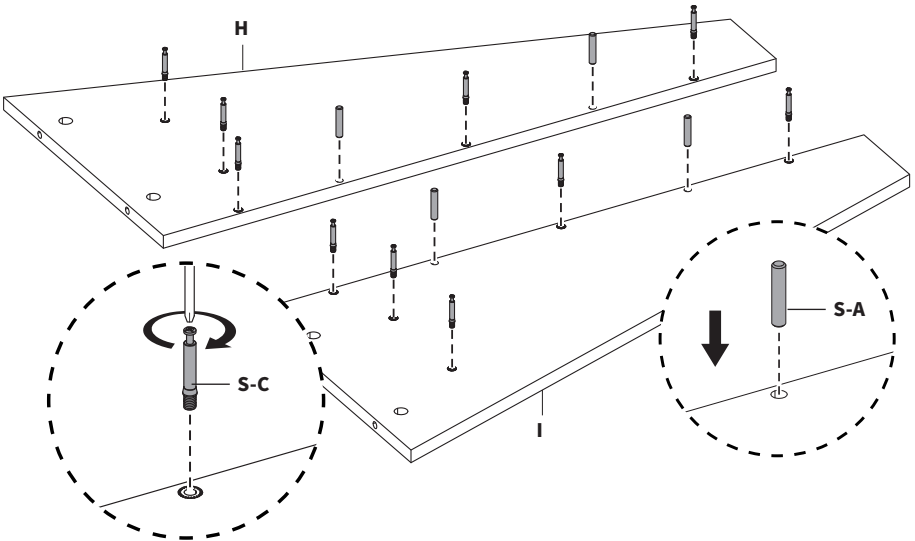
Peel paper from Foam Blocks (**N**) and stick to Lower Back Panel (**A**) approximately 2" (50mm) from the sides and 3" (80mm) from the end opposite the Lower Support Panel (**E**).



★ Make sure the Foam Blocks (**N**) do not cover the Lock Nut Holes on the Lower Back Panel (**A**).

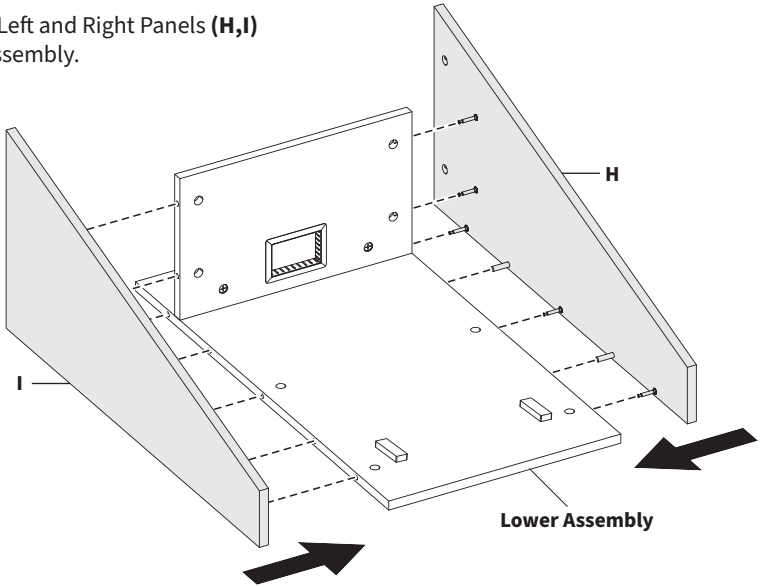
STEP 10

Insert Wooden Dowel Pins (**S-A**) and Screw Cam Lock Screws (**S-C**) into Lower Left and Right Panels (**H,I**) using a Phillips screwdriver.



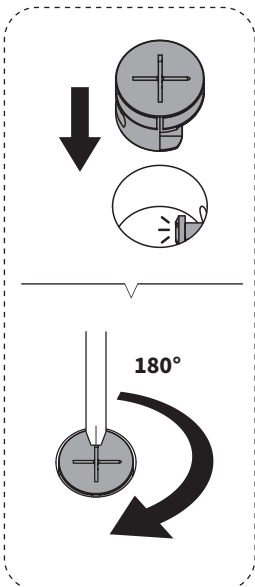
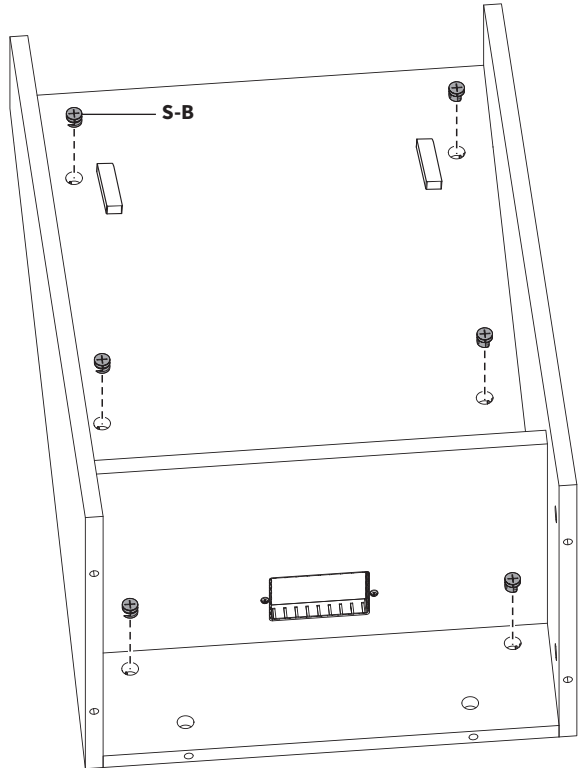
STEP 11

Insert Lower Left and Right Panels (**H,I**) into Lower Assembly.



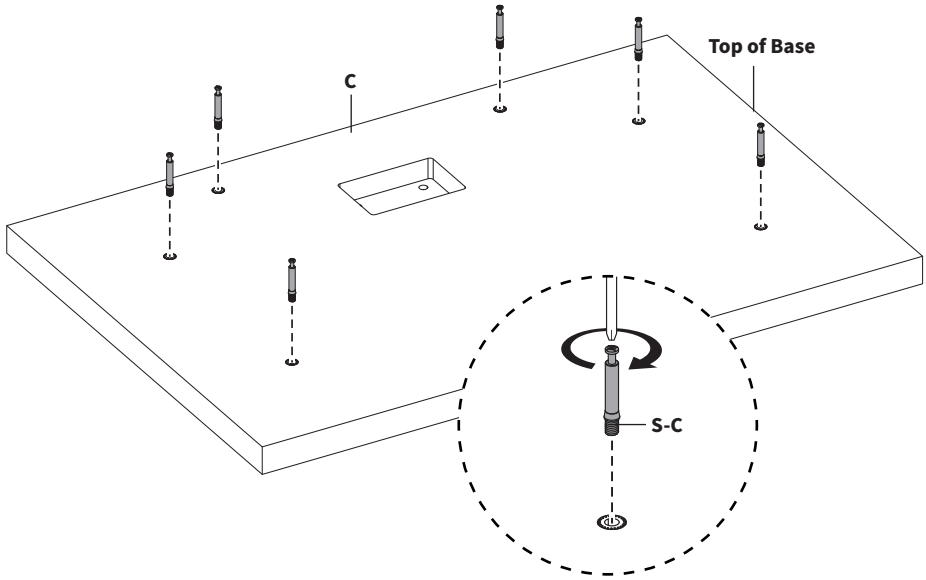
Secure by inserting Cam Lock Nuts (**S-B**) into Lower Assembly making sure the arrows on the nuts are facing towards the Cam Lock Screws.

Tighten by turning clockwise 180 degrees using a Phillips screwdriver.

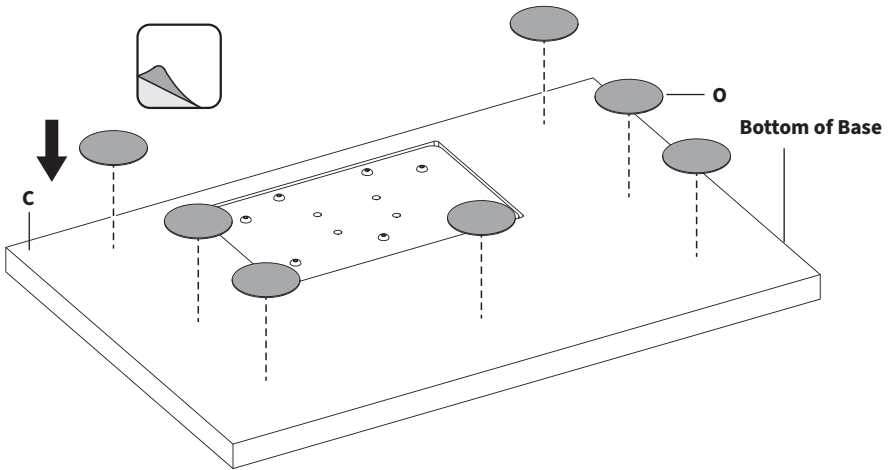


STEP 12

Screw Cam Lock Screws (**S-C**) into top of Base (**C**) using a Phillips screwdriver.

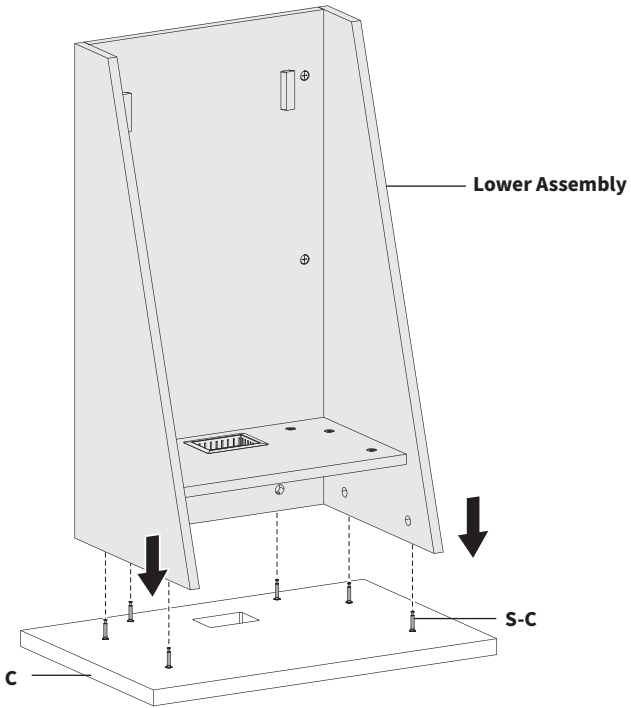


Peel the paper from Pads (**O**) and stick to bottom of Base (**C**).

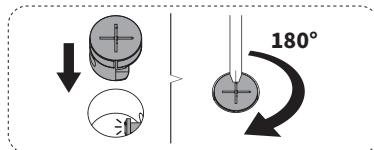
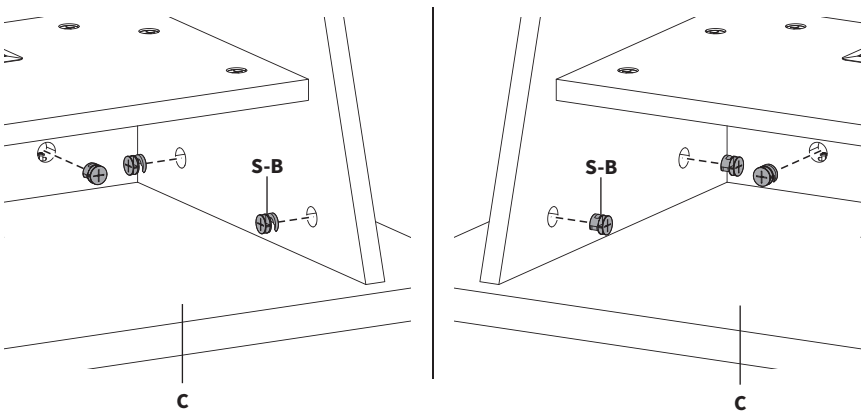


STEP 13

Slide the Lower Assembly over the Cam Lock Screws (**S-C**) on Base (**C**).

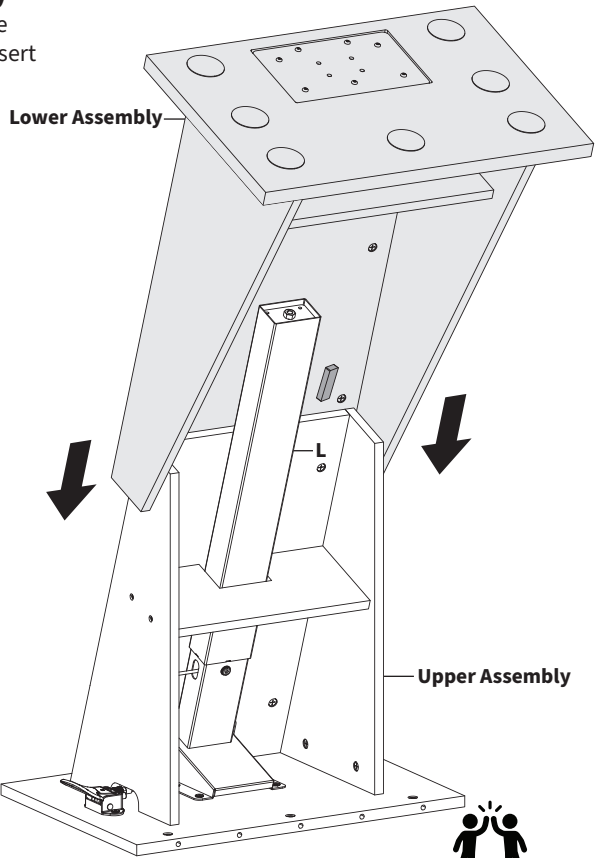


Insert the Cam Lock Nuts (**S-B**) into the **Lower Assembly** making sure the arrow is facing towards the Cam Lock Screw (**S-C**). Secure by turning clockwise 180 degrees with a Phillips screwdriver.



STEP 14

With the **Upper Assembly** positioned upside down, slide the **Lower Assembly** over the Adjustable Column (**L**) to where the column slides through the plastic insert on the Lower Support Panel (**E**).

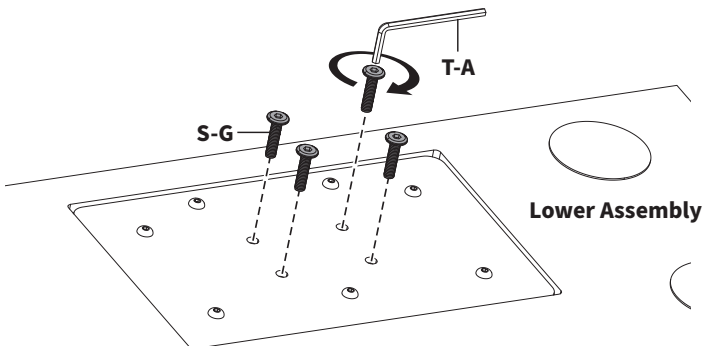


Upper Assembly

**2 Person Assembly
is Recommended**

When sliding on, make sure the Foam Blocks (**N**) on the Lower Assembly don't get pulled off and slide on the outside of the Upper Assembly.

Secure the **Lower Assembly** onto the Adjustable Column (**L**) using the M6x25mm Screws (**S-G**) and 4mm Allen Wrench (**T-A**).

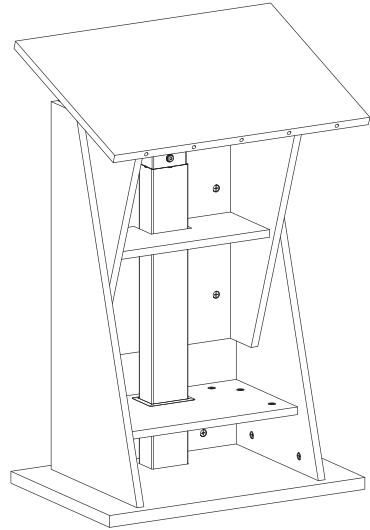
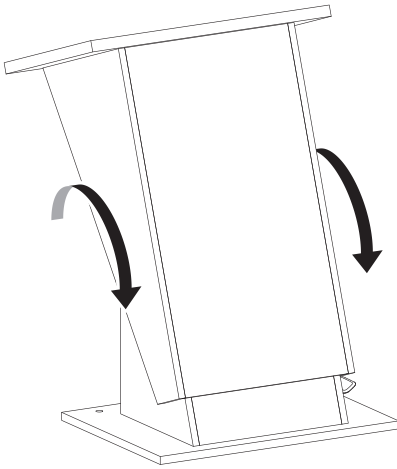


STEP 15

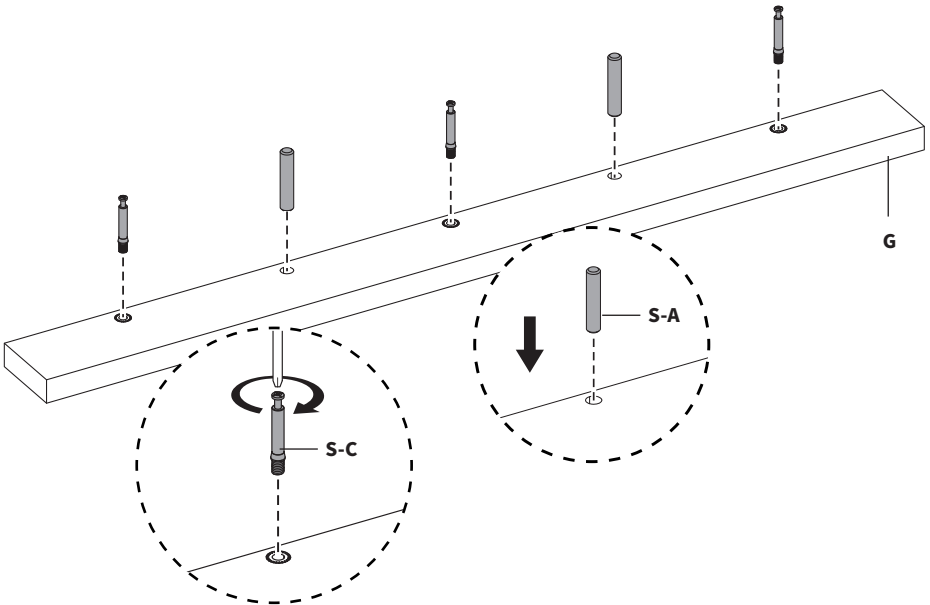
With the help of another individual, flip the podium upright.



2 Person Assembly
is Recommended

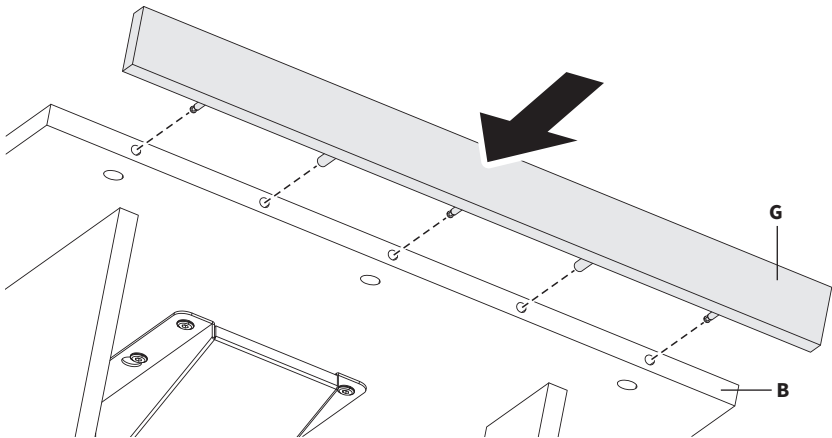


Insert Wooden Dowel Pins (**S-A**) and screw Cam Lock Screws (**S-C**) into the Backstop (**G**) using a Phillips screwdriver.

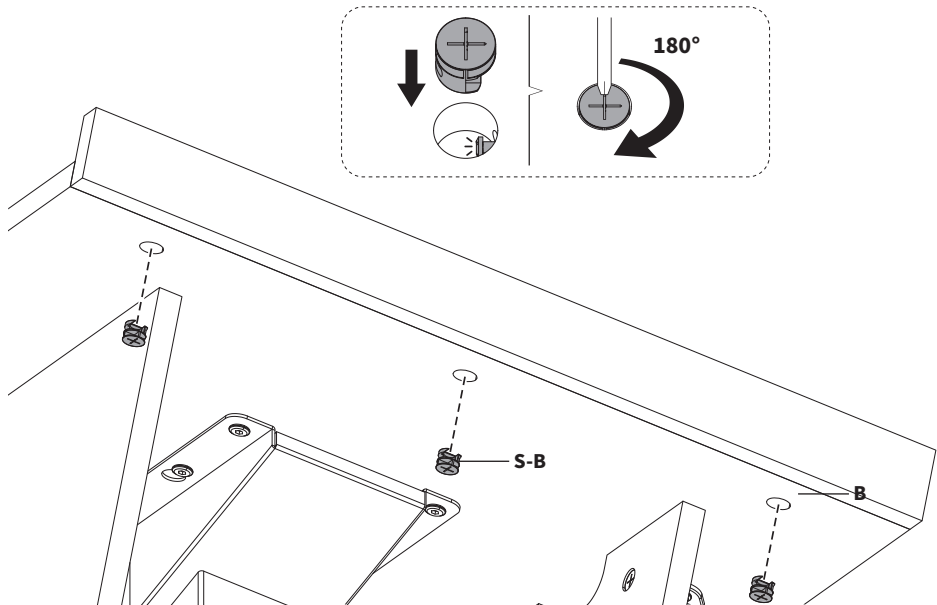


STEP 14 - Cont'd

Insert Backstop (**G**) into the front of the Top Panel (**B**).

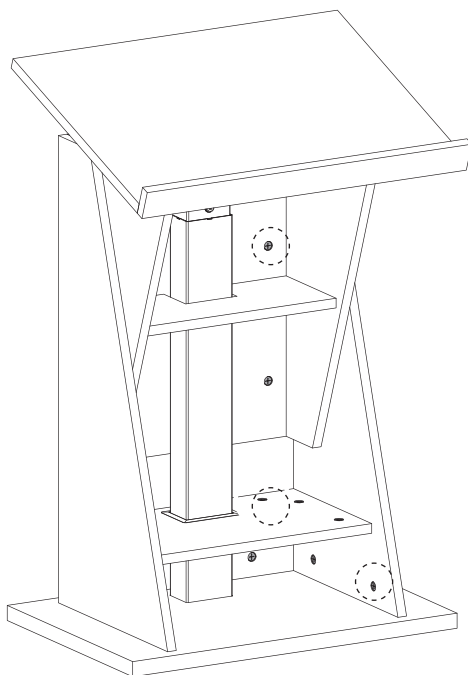
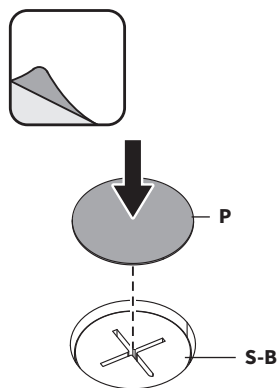


Insert the Cam Lock Nuts (**S-B**) into the bottom of Top Panel (**B**) making sure the arrow is facing towards the Cam Lock Screw (**S-C**). Secure by turning clockwise 180 degrees with a Phillips screwdriver.



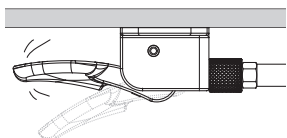
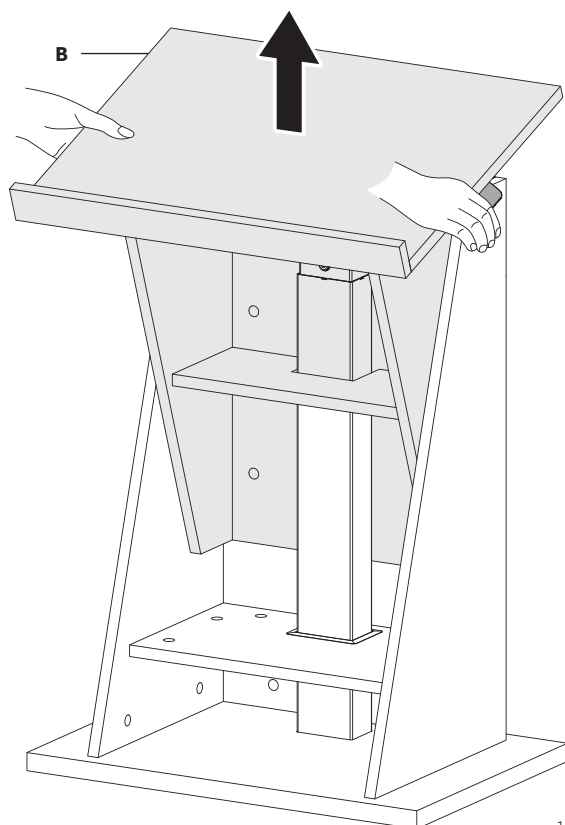
STEP 16

Peel paper from Stickers (**P**) and stick over the Cam Lock Nuts (**S-B**).

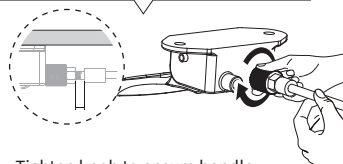


STEP 17

Firmly grip the Top Panel (**B**) and pull the handle to adjust the height of the podium.

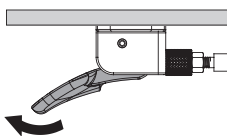


Handle will be loose during transport



Tighten knob to ensure handle does not shake

DO NOT press handle while tightening knob.





Need Help? 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



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