

# Pegboard Desk Organizer

PP-DK04F  
Assembly Manual

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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 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. Failure to report missing parts within 30 days may result in denial of free replacement. 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.

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*US-Based Customer Support from Trained Professionals*

**Monday-Friday from 7am-7pm CST**

**Saturday 8am-4pm CST**



### Email Us

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



### Chat with Live Agent

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



### Give Us a Call

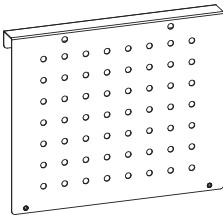
309-278-5303 ext. 1



Assembly Video & Product Info

[www.vivo-us.com/products/pp-dk04f](http://www.vivo-us.com/products/pp-dk04f)

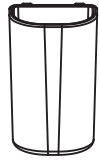
# Package Contents



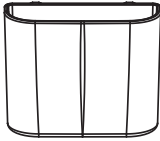
**A (x1)**  
Pegboard



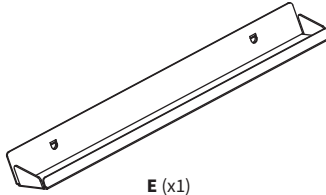
**B (x2)**  
Wire Post



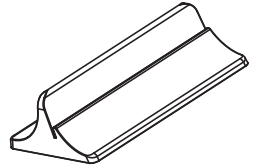
**C (x1)**  
Small Bin



**D (x1)**  
Large Bin



**E (x1)**  
Tray



**F (x1)**  
Stand

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## Weight Capacity:



**W-A (x2)**  
ST4.2x35mm  
Screw



**W-B (x2)**  
13x40mm  
Drywall Anchor



**S-A (x2)**  
Thumbscrew



**S-B (x2)**  
Rubber Pad



**S-C (x4)**  
Soft Pad

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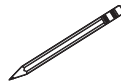
## Tools Needed:



**Phillips  
Screwdriver**



**Level**



**Pencil**



**3mm  
Drill Bit**



**Drill**

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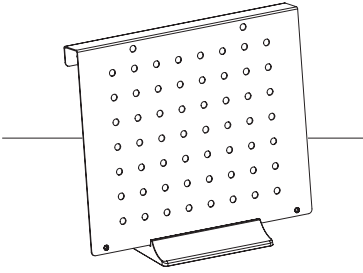
## Weight Capacity:



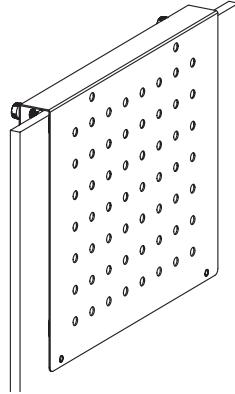
# Mounting Options

Determine your intended mounting surface and follow instructions as identified below.

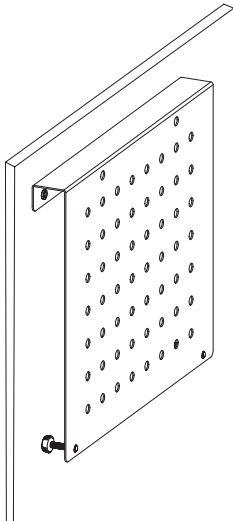
- Option 1 -  
**Freestanding Base**  
Page 5



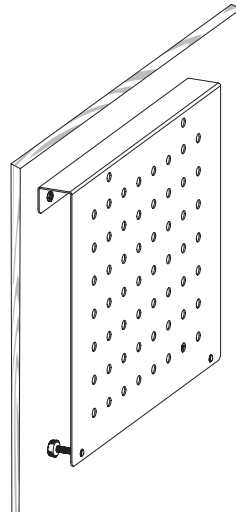
- Option 2 -  
**Door/Wall Hanging**  
Max thickness 0.625" (15.8mm)  
Page 6



- Option 3 -  
**Drywall Mounting**  
Pages 7-8



- Option 4 -  
**Wood Wall Mounting**  
Pages 9-10

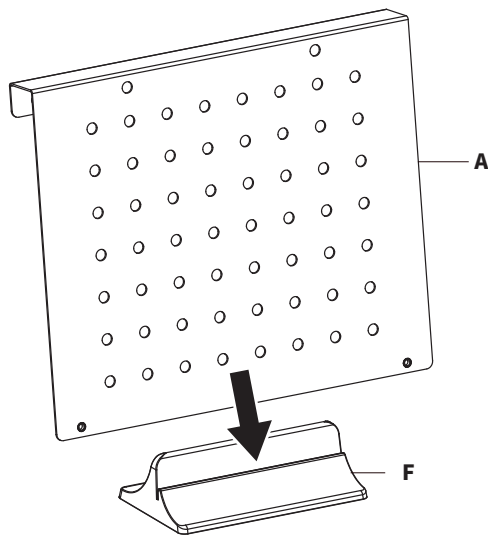


# Assembly Steps

## STEP 1

### Option 1: Freestanding Base

Insert Pegboard (A) into the Stand (F).



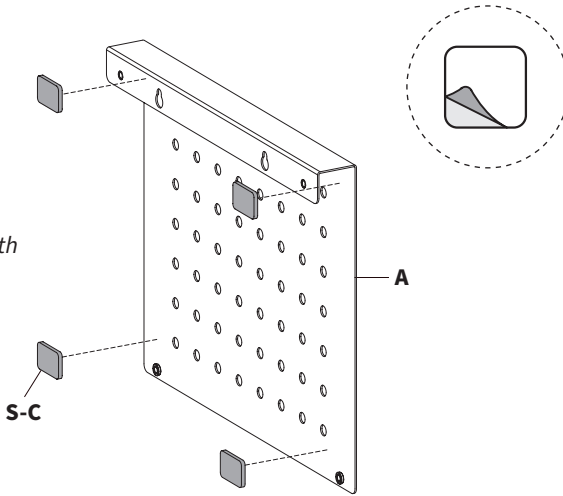
Proceed to **STEP 2**  
on **Page 11**

## Option 2: Door/Wall Hanging

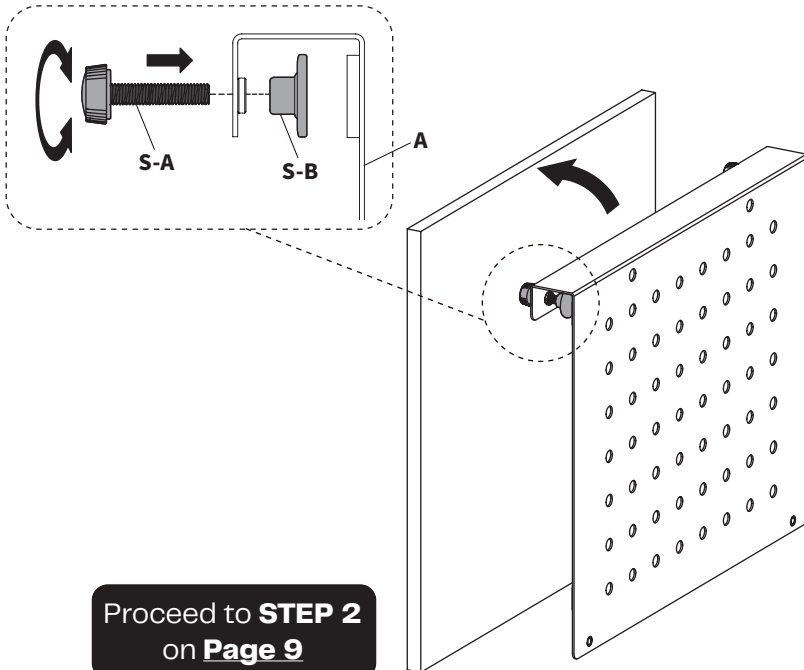
Remove the adhesive backing and place the Soft Pads (**S-C**) onto the back of the Pegboard (**A**).



*Make sure not to block any holes with Soft Pads (**S-C**).*



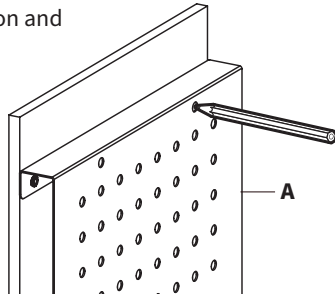
Insert Thumbscrews (**S-A**) into the back of Pegboard (**A**). Once threaded through, place Rubber Pads (**S-B**) onto the tip of the Thumbscrews. Hook the Pegboard over desired mounting surface. Gently tighten the Thumbscrews to keep assembly in place.



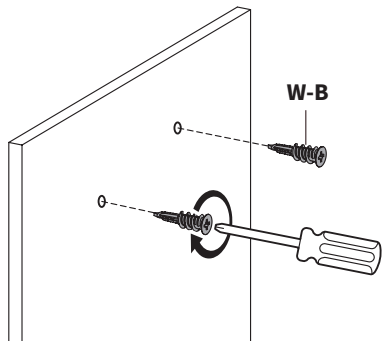
Proceed to **STEP 2**  
on **Page 9**

### Option 3: Drywall Mounting

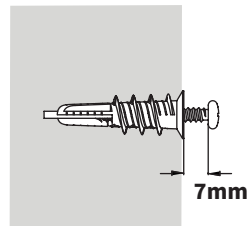
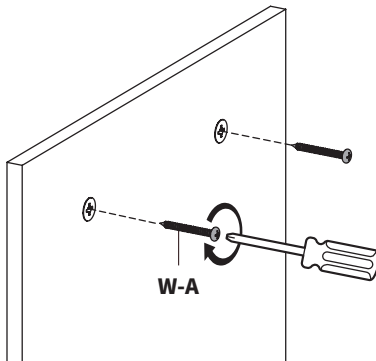
Position Pegboard **(A)** at desired location and mark the hole locations with a pencil.



Tap 13x40mm Drywall Anchors **(W-B)** partially into marked hole locations, then use a Phillips screwdriver to fully screw in the Anchors.

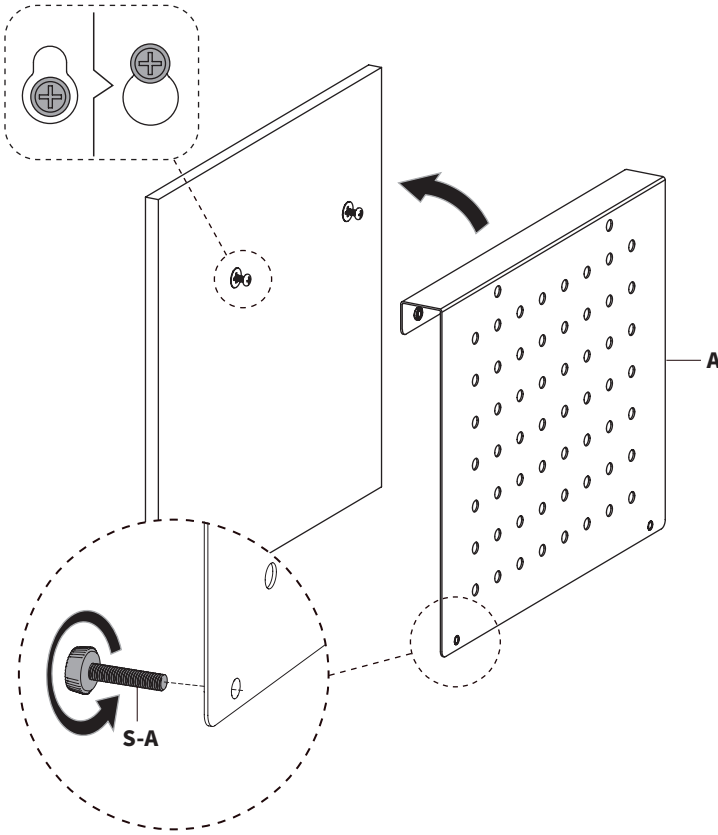


Insert ST4.2x35mm Screws **(W-A)**, leaving 7mm of the threading exposed.

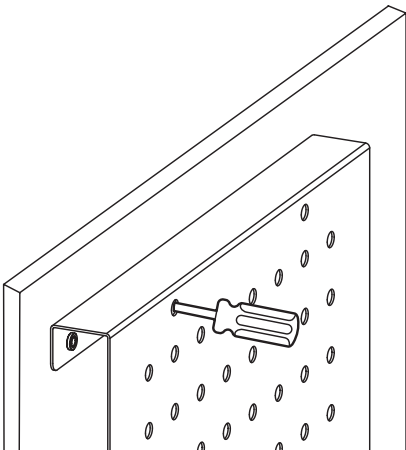


### Option 3: Drywall Mounting – Cont'd

Screw the Thumbscrews (**S-A**) onto the back of the Pegboard (**A**), then hang the Pegboard onto the wall.



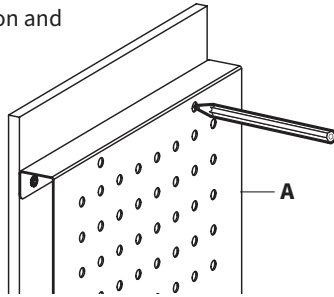
Tighten ST4.2x35mm Screws (**W-A**) with a Phillips screwdriver.



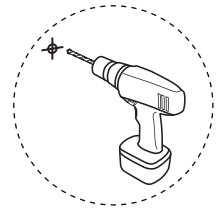
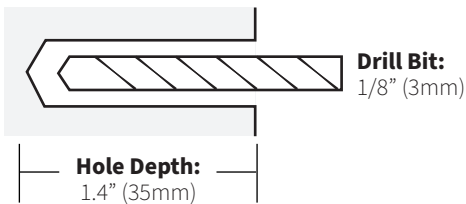
Proceed to **STEP 2**  
on **Page 11**

## Option 4: Wood Wall Mounting

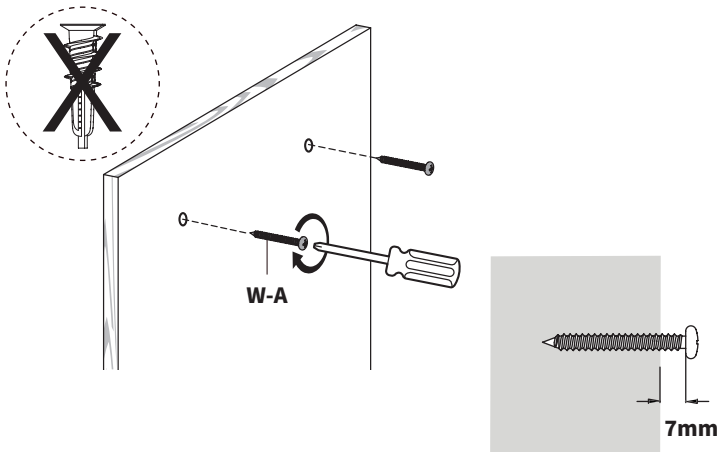
Position Pegboard **(A)** at desired location and mark the hole locations with a pencil.



Drill mounting holes at marked locations using the infographic shown.

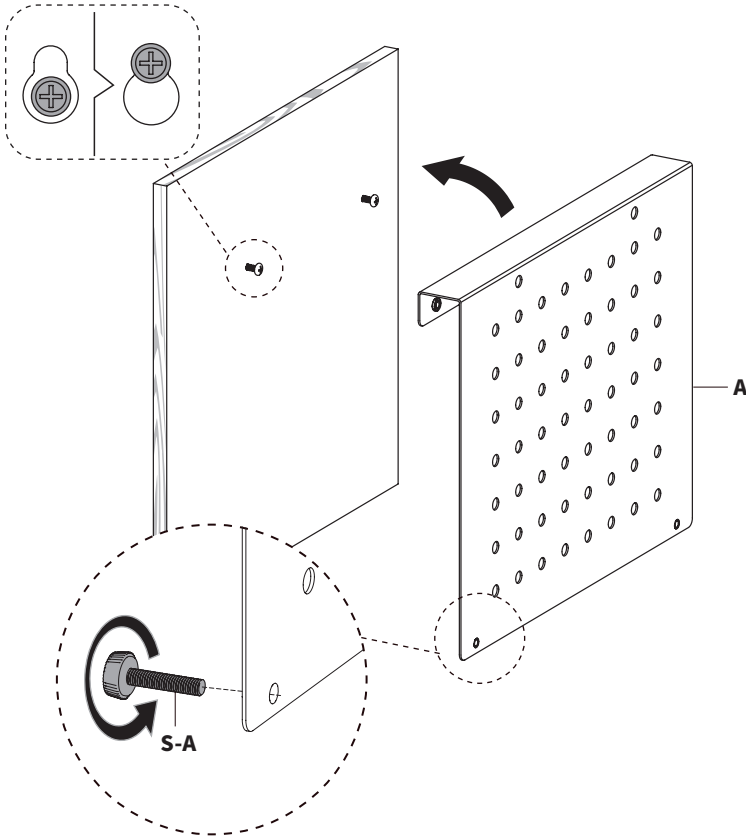


Insert the ST4.2x35mm Screws **(W-A)** into the holes and leave 7mm of threading exposed.

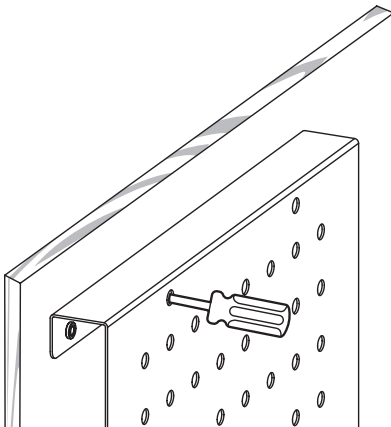


## Option 4: Wood Wall Mounting – Cont'd

Screw the Thumbscrews (**S-A**) onto the back of the Pegboard (**A**), then hang the Pegboard onto the wall.

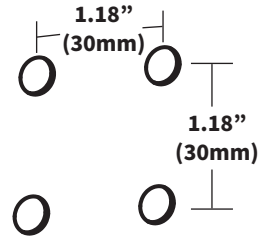
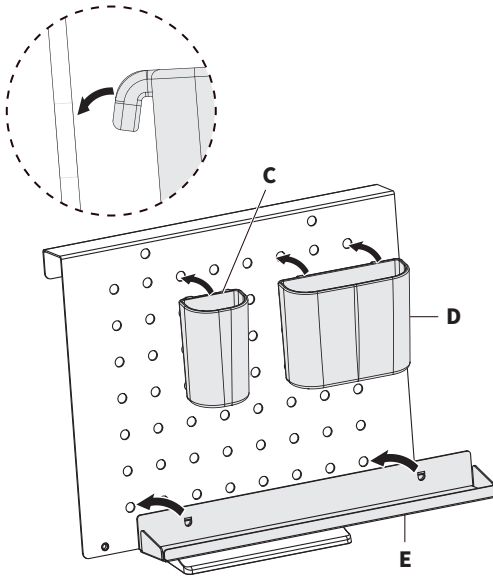


Tighten ST4.2x35mm Screws (**W-A**) with a Phillips screwdriver.



## STEP 2

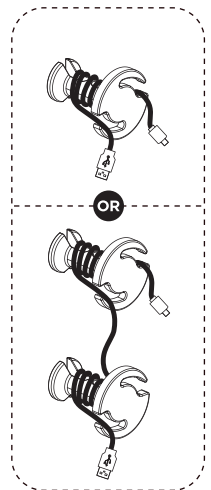
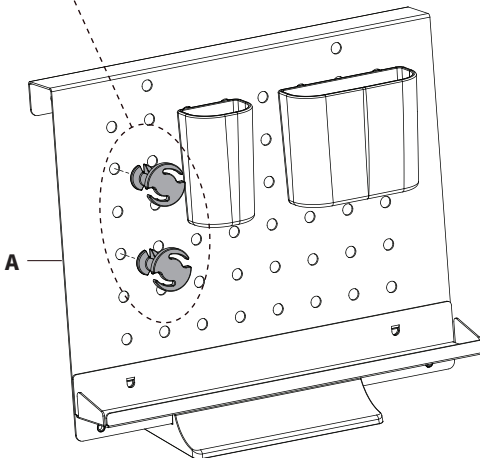
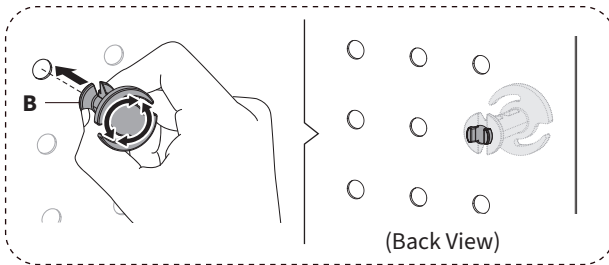
Hook Small Bin (C), Large Bin (D), and Tray (E) onto Pegboard (A) where desired.



Pegboard accessories from other products may not be compatible with this product.

## STEP 3

Pinch the Wire Posts (B) and press into Pegboard (A) where desired. Store cords on Posts as desired.





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