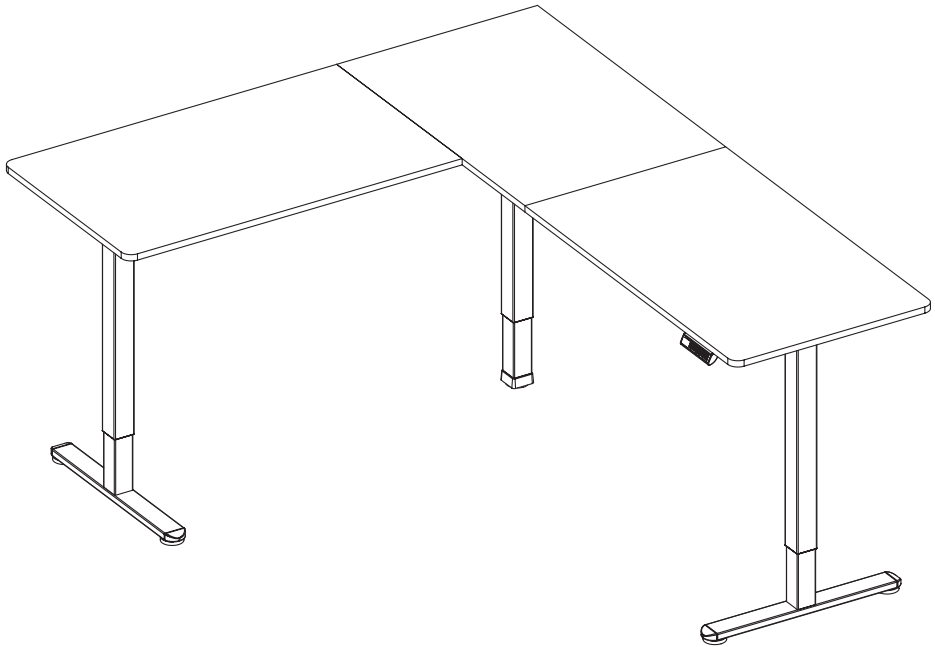


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## 63" x 75" Corner Electric Desk

Instruction Manual



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### SKU: DESK-E3CTB-75 SERIES

**Frame:**

*DESK-E375B*  
*DESK-E375W*

**Table Top:**

*DESK-E3CTB-75-A*   *DESK-E3CTC-75-A*   *DESK-E3CTD-75-A*   *DESK-E3CTG-75-A*  
*DESK-E3CTN-75-A*   *DESK-E3CTO-75-A*   *DESK-E3CTW-75-A*



**ASSEMBLY VIDEO AVAILABLE:**

Follow along step-by-step with our video walk through by scanning the QR code with your mobile device or by following the product link: [vivo-us.com/products/desk-e3ctb](https://vivo-us.com/products/desk-e3ctb)

# Contact Us First!

***DO NOT RETURN ITEM***

Our friendly product support team is here to help!



PERSONABLE CUSTOMER SUPPORT

**7AM - 7PM**

Monday-Friday



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



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



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

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## We're Here for You!

Our customer-minded support team is here for YOU,

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

We offer immediate assistance with rapid response times from customer service agents and product technicians to help you every step of the way!



## Missing a Part?

If any parts are received damaged / defective OR you are missing a part, please reach out to us ***within 30 days of product delivery to have it replaced at no cost.***

We are happy to replace parts to ensure you have a fully functioning product

## PRE-ASSEMBLY | BEFORE YOU BEGIN



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. 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.

### **ELECTRICAL WARNING :**

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.

### **WEIGHT CAPACITY**

DO NOT EXCEED WEIGHT CAPACITY. Failure to do so may result in serious injury.



176lbs  
(80kg)



### **Product Warranty**

For the most up to date details on your product's warranty, please visit the product's listing on our website or reach out to customer support.

[vivo-us.com/products/desk-e3ctb](https://vivo-us.com/products/desk-e3ctb)



### **Returns | Product Didn't Work Out?**

We offer a hassle-free 30 day return on all products. Contact customer support at 309-278-5303 or [help@vivo-us.com](mailto:help@vivo-us.com). Please note: For items ordered in error or no longer needed, the return shipping charges will be at the buyer's expense.

**TOOLS NEEDED:**



Phillips Screwdriver



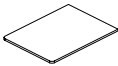


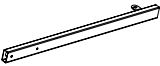

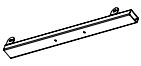
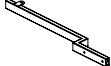



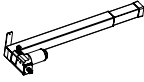
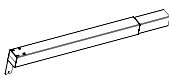
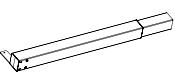
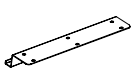


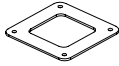


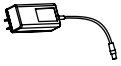



Level


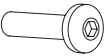
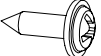



**DIFFICULTY LEVEL**



**PACKAGE CONTENTS**

Please consult the parts list below and ensure you have everything you need to assemble your product. If parts are missing or damaged, please contact us.

				
<b>A (x1)</b> Desktop Panel A	<b>B (x1)</b> Desktop Panel B	<b>C (x1)</b> Desktop Panel C	<b>D (x1)</b> Straight Outer Crossbar	<b>E (x1)</b> Short Corner Crossbar
				
<b>F (x1)</b> Long Corner Crossbar	<b>G (x1)</b> Angled Outer Crossbar	<b>H (x1)</b> Short Sync Rod	<b>I (x1)</b> Long Sync Rod	<b>J (x2)</b> Side Bracket
				
<b>K (x1)</b> Motorized Leg	<b>L (x1)</b> Right Leg	<b>M (x1)</b> Left Leg	<b>N (x1)</b> Connector Bracket	<b>O (x1)</b> Inner Crossbar
				
<b>P (x2)</b> Connector Bar	<b>Q (x2)</b> Connector Plate	<b>R (x2)</b> Foot	<b>S (x1)</b> Control Panel	<b>T (x1)</b> AC Adapter
				
<b>U (x1)</b> Extension Cable	<b>V (x21)</b> Anti-Vibration Pad	<b>W (x2)</b> Cable Clip		

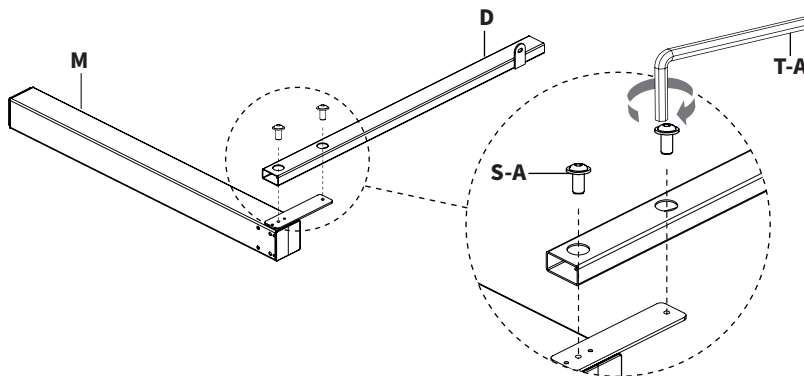
					
<b>S-A (x18)</b> M6x8mm Screw	<b>S-B (x9)</b> M6x35mm Screw	<b>S-C (x43)</b> ST5x16mm Screw	<b>S-D (x6)</b> M6x11mm Screw	<b>T-A (x1)</b> 5mm Allen Wrench	<b>T-B (x1)</b> 2mm Allen Wrench

**NOTE: Extra Hardware Included**

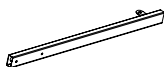
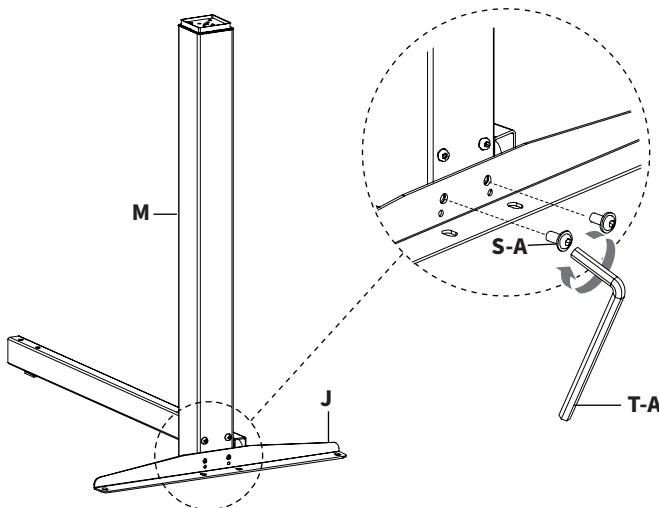
# ASSEMBLY STEPS

## STEP 1: Assemble Left Leg

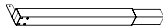
Attach Straight Outer Crossbar (D) to Left Leg (M) using M6x8mm Screws (S-A) and 5mm Allen Wrench (T-A).



Attach Side Bracket (J) to Left Leg (M) using M6x8mm Screws (S-A) and 5mm Allen Wrench (T-A).



**D** (x1)  
Straight Outer  
Crossbar



**M** (x1)  
Left Leg



**J** (x1)  
Side Brackets



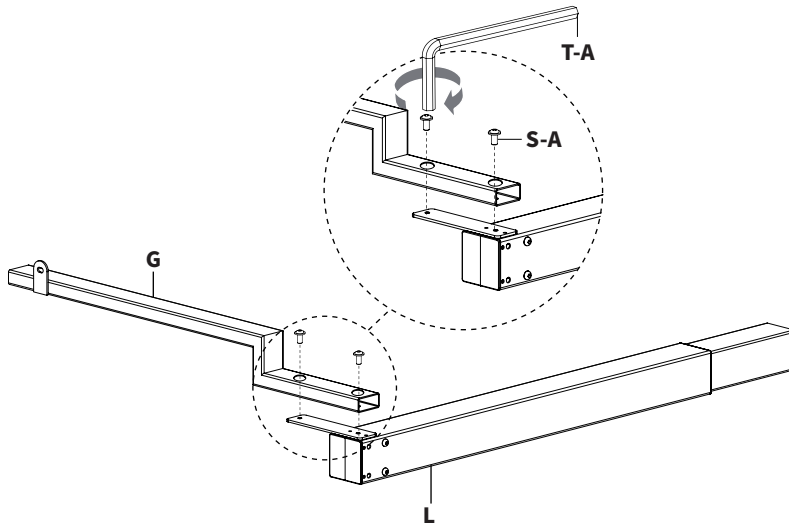
**S-A** (x4)  
M6x8mm Screw



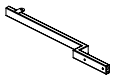
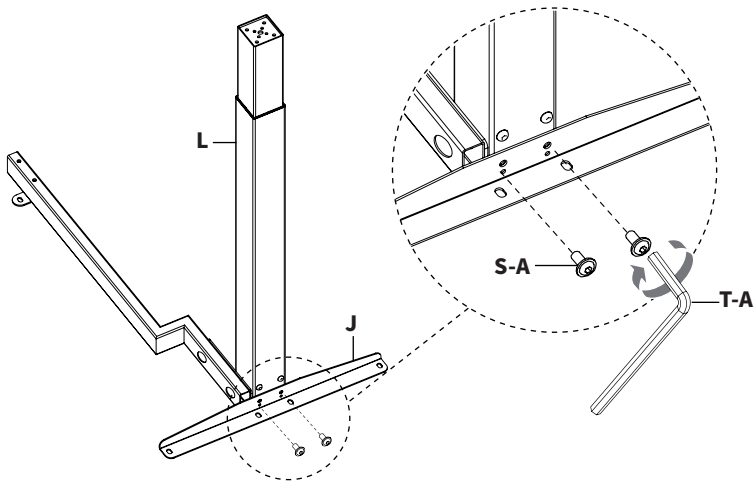
**T-A**  
5mm Allen  
Wrench

## STEP 2: Assemble Right Leg

Attach Angled Outer Crossbar (**G**) to Right Leg (**L**) using M6x8mm Screws (**S-A**) and 5mm Allen Wrench (**T-A**).



Attach Side Bracket (**J**) to Right Leg (**L**) using M6x8mm Screws (**S-A**) and 5mm Allen Wrench (**T-A**).



**G** (x1)  
Angled Outer Crossbar



**L** (x1)  
Right Leg



**J** (x1)  
Side Brackets



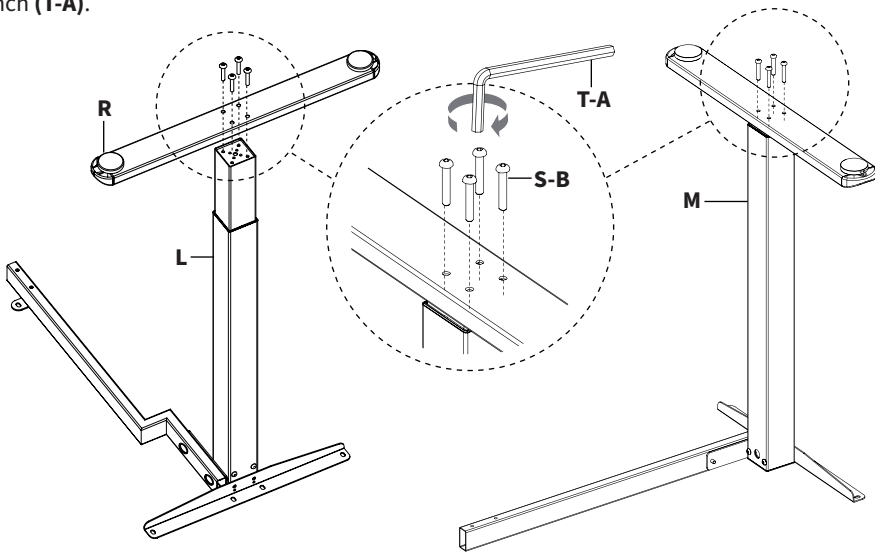
**S-A** (x4)  
M6x8mm Screw



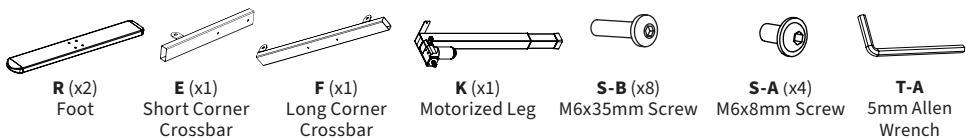
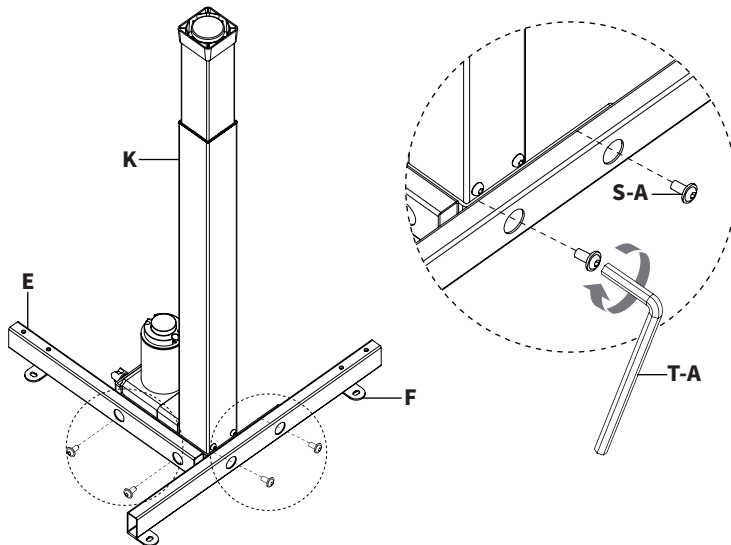
**T-A**  
5mm Allen Wrench

### STEP 3: Install Feet & Connect Motorized Leg

Attach Feet (**R**) to Left and Right Legs (**M,L**) using M6x35mm Screw (**S-B**) and 5mm Allen Wrench (**T-A**).



Connect Short Corner Crossbar (**E**) and Long Corner Crossbar (**F**) to Motorized Leg (**K**) using M6x8mm Screws (**S-A**) and 5mm Allen Wrench (**T-A**).



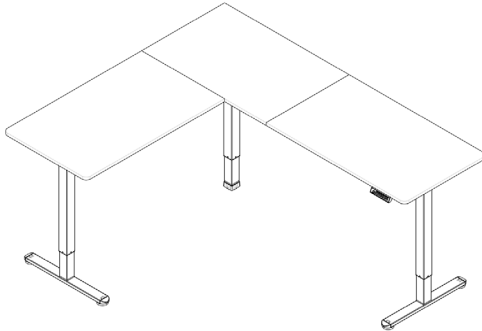
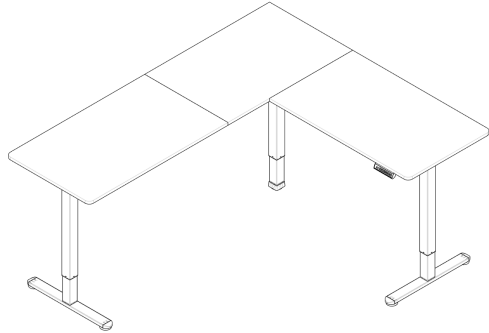
**- Assembly Options -**

This desk can be assembled with a left or right side extension.  
Please select an option and proceed with assembly

**Option A | Left Side Extension**

*Desk frame will extend out to left side, with a short right side*

**Pg 7-10**



**Option B | Right Side Extension**

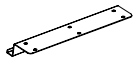
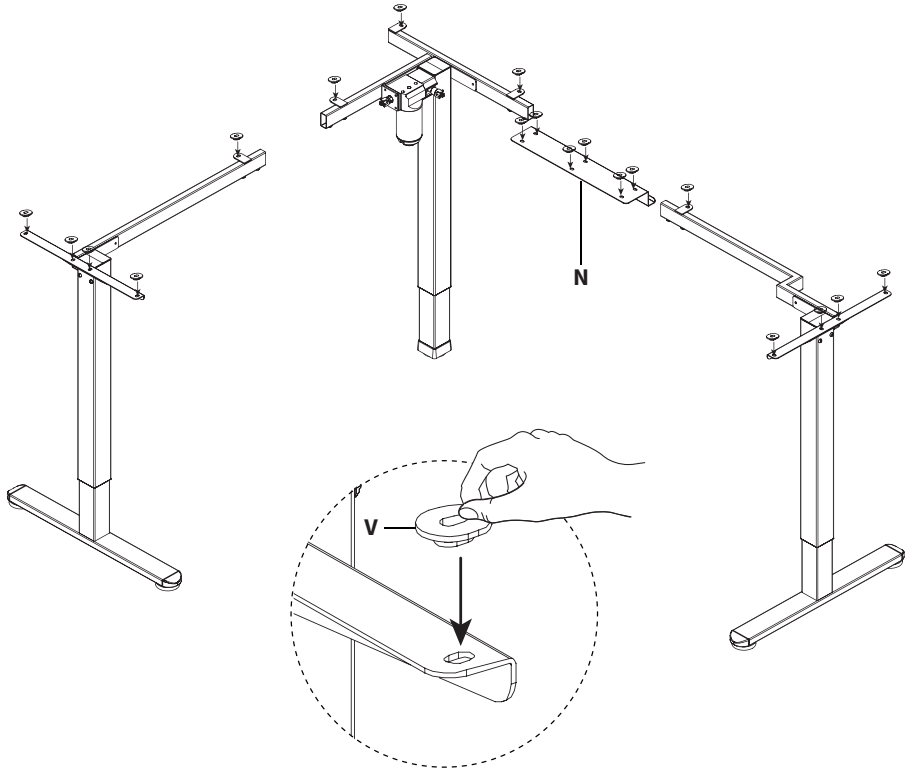
*Desk frame will extend out to right side, with a short left side*

**Pg 15-20**

## ASSEMBLY OPTION A | Left Side Extension

### A-STEP 4: Install Anti-Vibration Pads

Affix Anti-Vibration Pads (**V**) to the desk frame and Connector Bracket (**N**).



**N** (x1)  
Connector Bracket

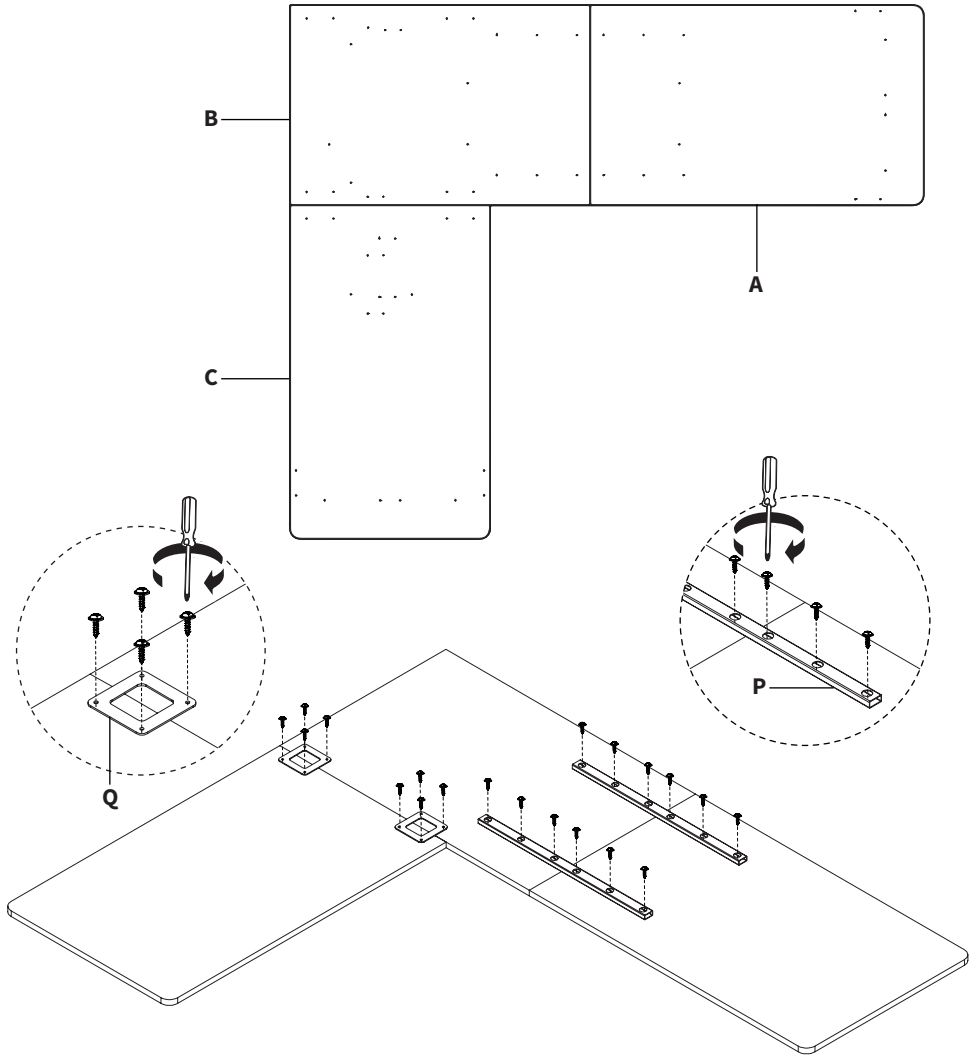


**V** (x19)  
Anti-Vibration Pads

## A-STEP 5: Assemble Desktop

Lay out the desktop panels in the configuration shown in the image with the pilot holes facing up. Use the pilot holes to verify the tops are in the correct orientation.

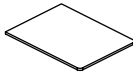
Connect Desktop Panels (**A,B,C**) together using Connector Bars (**P**), Connector Plates (**Q**), ST5x16mm Screws (**S-C**), and a Phillips Screwdriver.



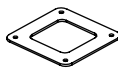
**A** (x1)  
Left Desktop



**B** (x1)  
Middle Desktop



**C** (x1)  
Right Desktop



**Q** (x2)  
Desktop  
Connector



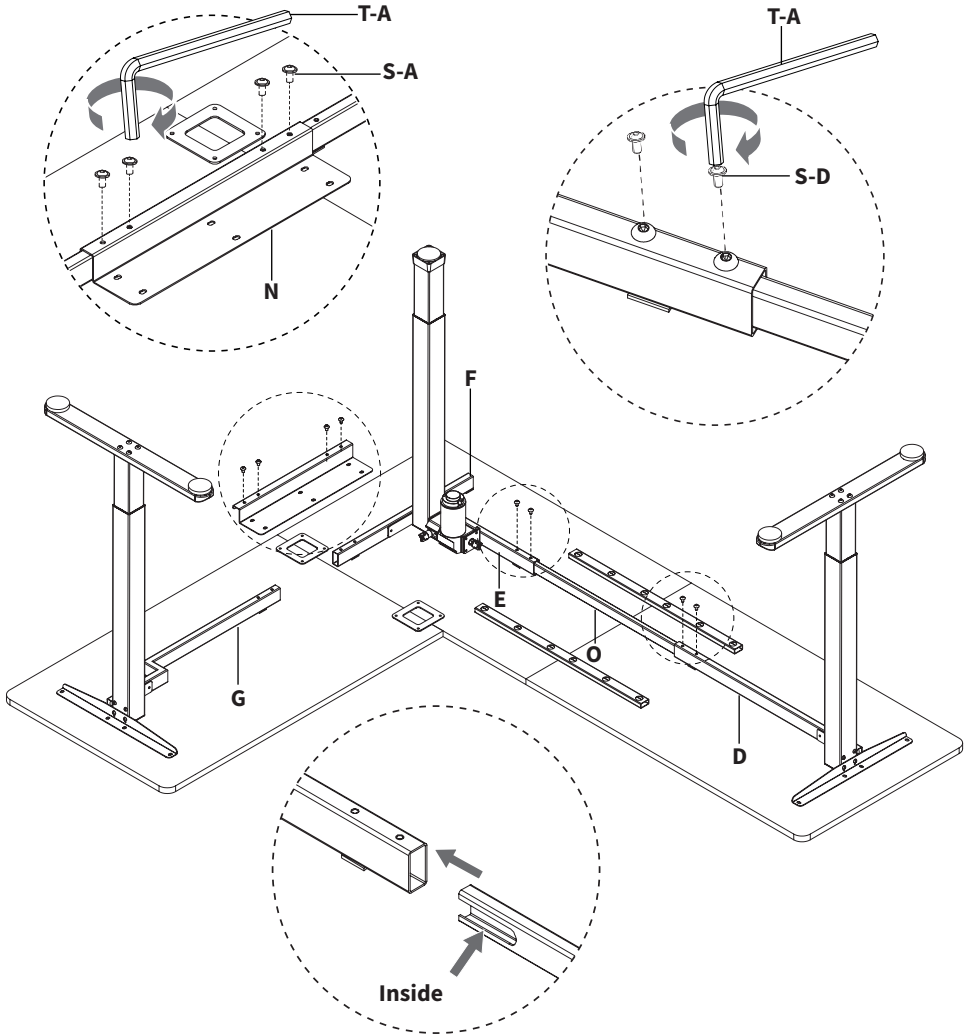
**P** (x2)  
Connector Bar



**S-C** (x20)  
ST5x16mm  
Screw

## A-STEP 6: Combine Leg Sections

Place the leg sections on the desktop assembly as shown with the mounting holes aligned with the desktop pilot holes. Attach Connector Bracket (**N**) to Angled Outer Crossbar (**G**) and Long Corner Crossbar (**F**) using M6x8mm Screws (**S-A**) and 5mm Allen Wrench (**T-A**). Slide Inner Crossbar (**O**) into Short Corner Crossbar (**E**) making sure the slotted section is facing towards the motor. Slide the leg assembly with Straight Outer Crossbar (**D**) over Inner Crossbar (**O**). Make sure the frame mounting holes are aligned with the desktop pilot holes and fasten Inner Crossbar (**O**) using M6x11mm Screws (**S-D**) and 5mm Allen Wrench (**T-A**).



**S-A** (x4)  
M6x8mm  
Screw



**S-D** (x4)  
M6x11mm  
Screw



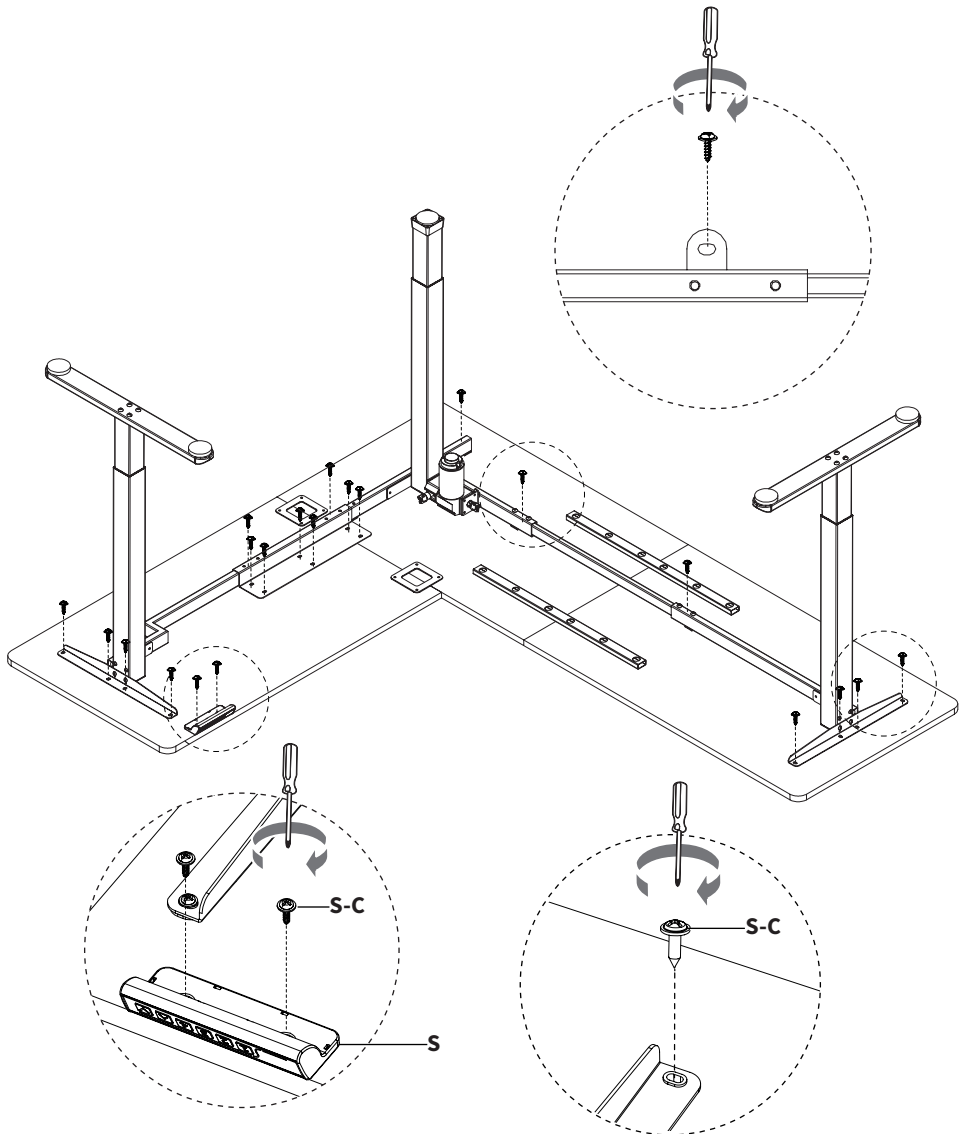
**O** (x1)  
Inner Crossbar



**T-A**  
5mm Allen  
Wrench

## A-STEP 7: Secure Frame & Desktop

Secure the frame assembly to the desktop using ST5x16mm Screws (**S-C**) and a Phillips screwdriver. Attach Control Panel (**S**) to the desktop using ST5x16mm Screws (**S-C**) and a Phillips screwdriver.



**S** (x1)  
Control Panel

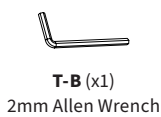
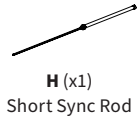
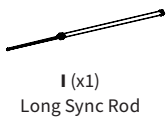
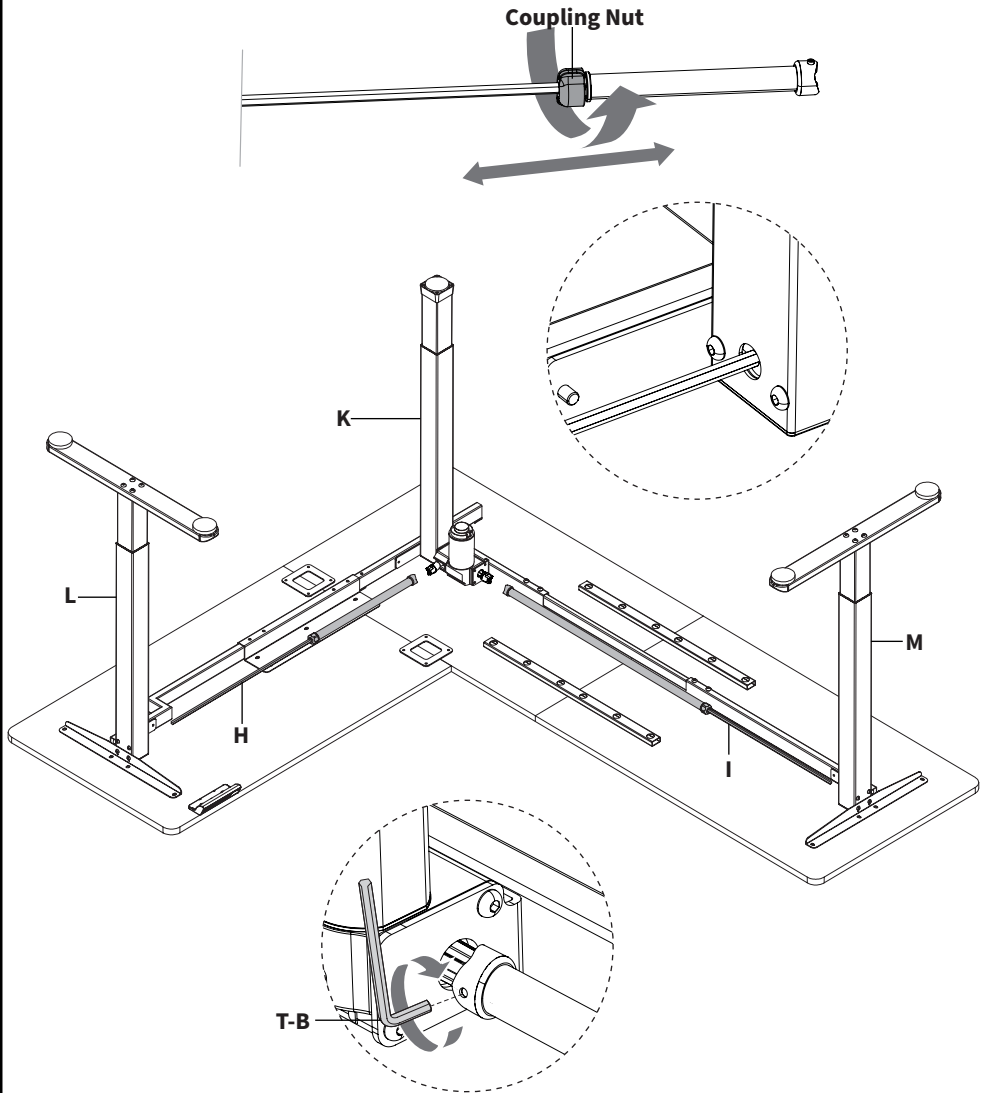


**S-C** (x21)  
ST5x16mm Screw

## A-STEP 8: Install Sync Rod

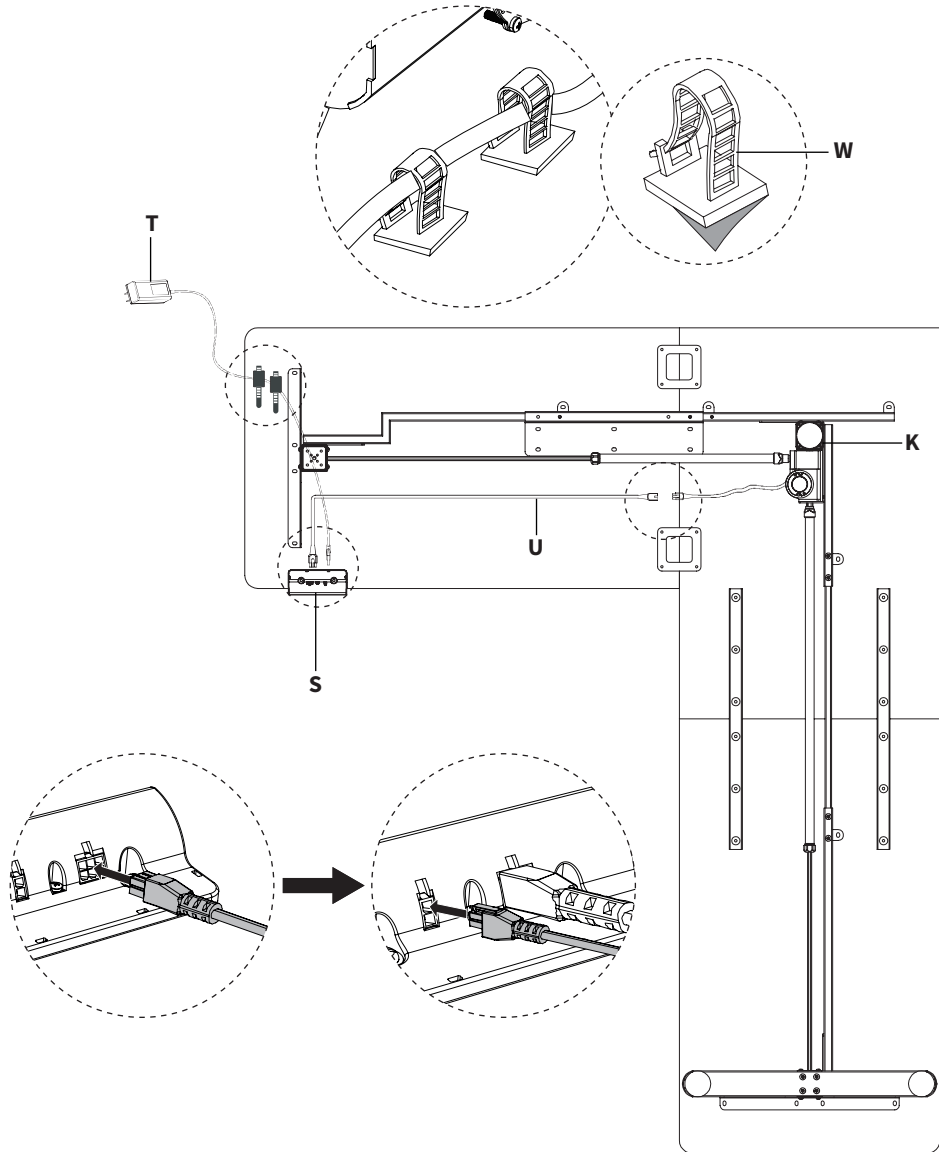
Insert the hex shaft end on Long and Short Sync Rods (**I,H**) into Left and Right Legs (**M,L**) making sure the metal retaining ring makes contact with the leg. Ensure all three legs are at the same height. If they are not, turn the sync rod clockwise to raise and counterclockwise to lower the legs.

Loosen coupling nuts on Sync Rods (**I,H**) and extend onto Motorized Leg (**K**). Tighten coupling nuts, then tighten both set screws on the end of Sync Rods (**I,H**) using 2mm Allen Wrench (**T-B**).



## A-STEP 9: Connect Power Cables

Connect AC Adapter (**T**) and cable from Motorized Leg (**K**) to the back of Control Panel (**S**). If needed, use Extension Cable (**U**) for cable from Motorized Leg (**K**) to extend length. Use Cable Clips (**W**) to secure cables to the desktop.



**T** (x1)  
AC Adapter



**U** (x1)  
Extension Cable

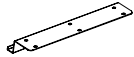
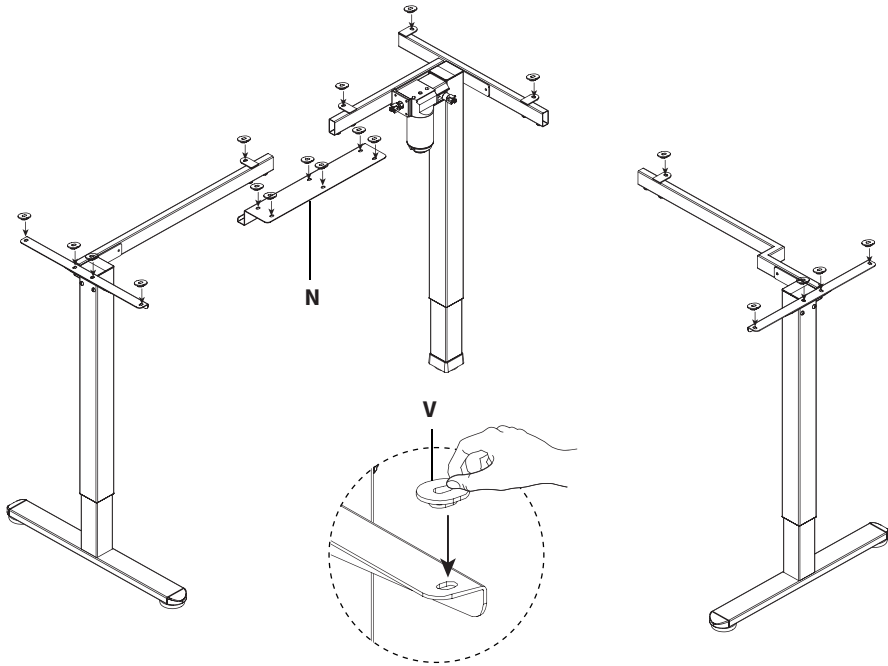


**W** (x2)  
Cable Clips

## ASSEMBLY OPTION B | Right Side Extension

### B-STEP 4: Install Anti-Vibration Pads

Affix Anti-Vibration Pads (**V**) to the desk frame and Connector Bracket (**N**).



**N** (x1)  
Connector Bracket

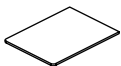
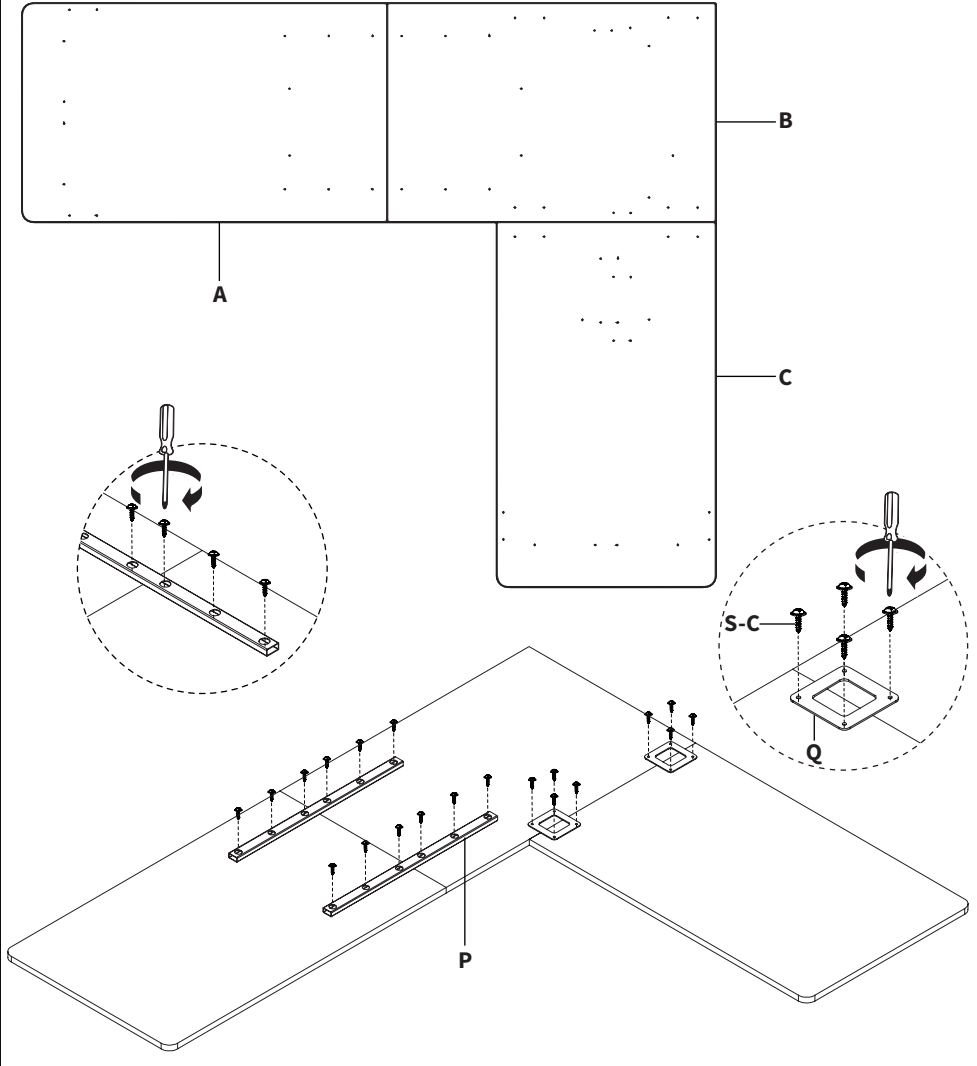


**V** (x19)  
Anti-Vibration Pads

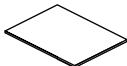
## B-STEP 5: Assemble Desktop

Lay out the desktop panels in the configuration shown in the image with the pilot holes facing up. Use the pilot holes to verify the tops are in the correct orientation.

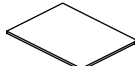
Connect Desktop Panels **(A,B,C)** together using Connector Bars **(P)**, Connector Plates **(Q)**, ST5x16mm Screws **(S-C)**, and a Phillips Screwdriver.



**A** (x1)  
Left Desktop



**B** (x1)  
Middle Desktop



**C** (x1)  
Right Desktop



**Q** (x2)  
Desktop  
Connector



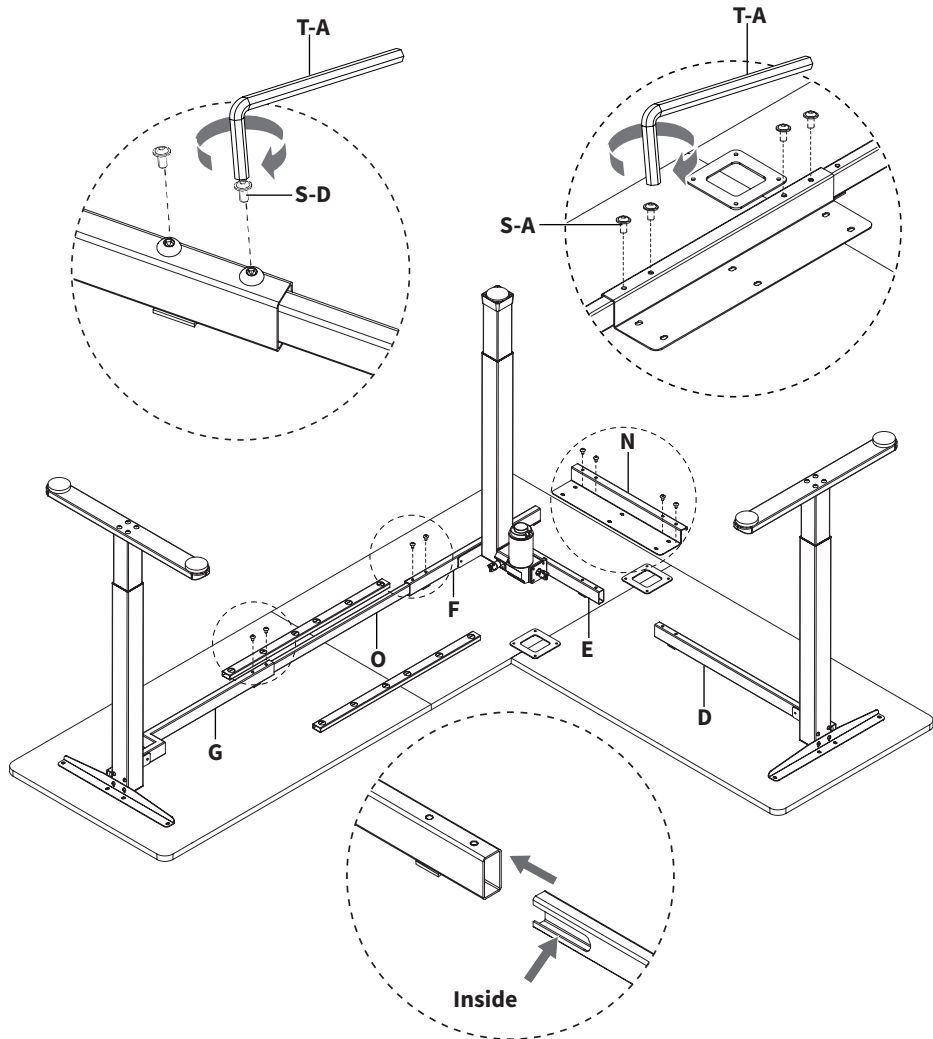
**P** (x2)  
Connector Bar



**S-C** (x20)  
ST5x16mm  
Screw

## B-STEP 6: Install Connector Brackets

Place the leg sections on the desktop assembly as shown with the mounting holes aligned with the desktop pilot holes. Attach Connector Bracket (**N**) to Straight Outer Crossbar (**D**) and Short Corner Crossbar (**E**) using M6x8mm Screws (**S-A**) and 5mm Allen Wrench (**T-A**). Slide Inner Crossbar (**O**) into Long Corner Crossbar (**F**) making sure the slotted section is facing towards the motor. Slide the leg assembly with Angled Outer Crossbar (**G**) over Inner Crossbar (**O**). Make sure the frame mounting holes are aligned with the desktop pilot holes and fasten Inner Crossbar (**O**) using M6x11mm Screws (**S-D**) and 5mm Allen Wrench (**T-A**).



**S-A** (x4)  
M6x8mm  
Screw



**S-D** (x4)  
M6x11mm  
Screw



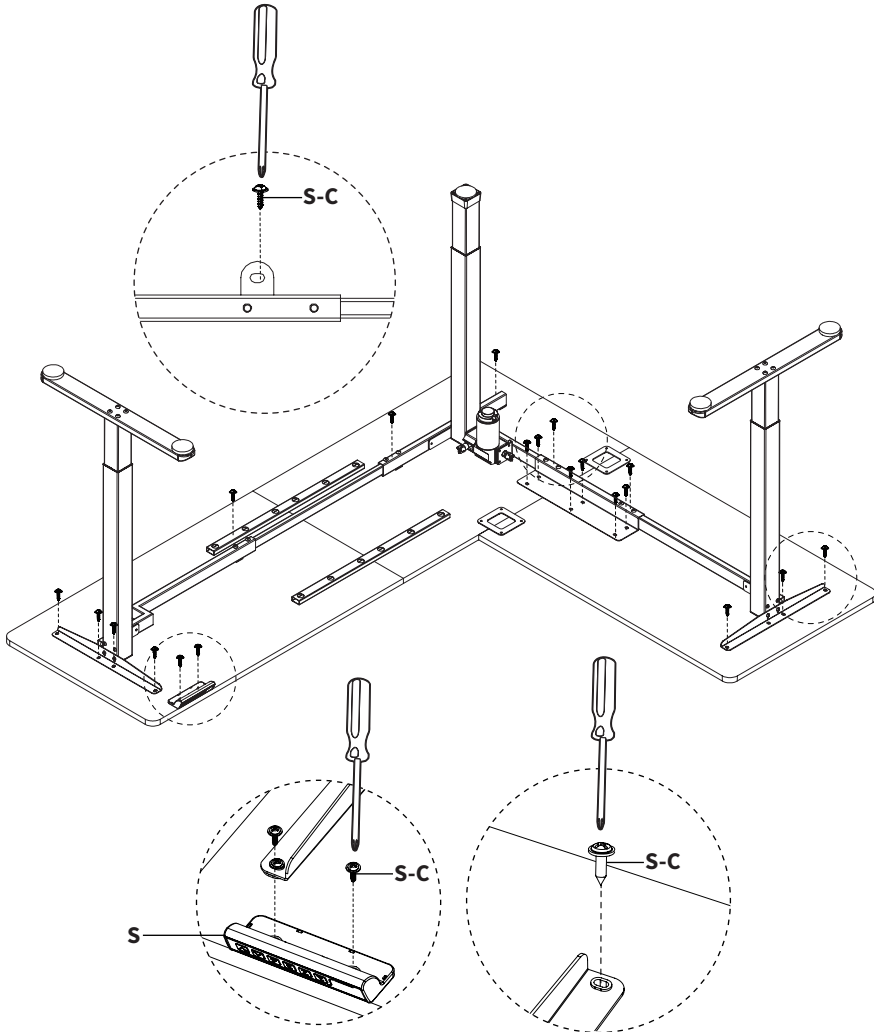
**O** (x1)  
Inner Crossbar



**T-A**  
5mm Allen  
Wrench

## B-STEP 7: Secure Frame & Desktop

Secure the frame assembly to the desktop using ST5x16mm Screws (**S-C**) and a Phillips screwdriver. Attach Control Panel (**S**) to the desktop using ST5x16mm Screws (**S-C**) and a Phillips screwdriver.



**S** (x1)  
Control Panel

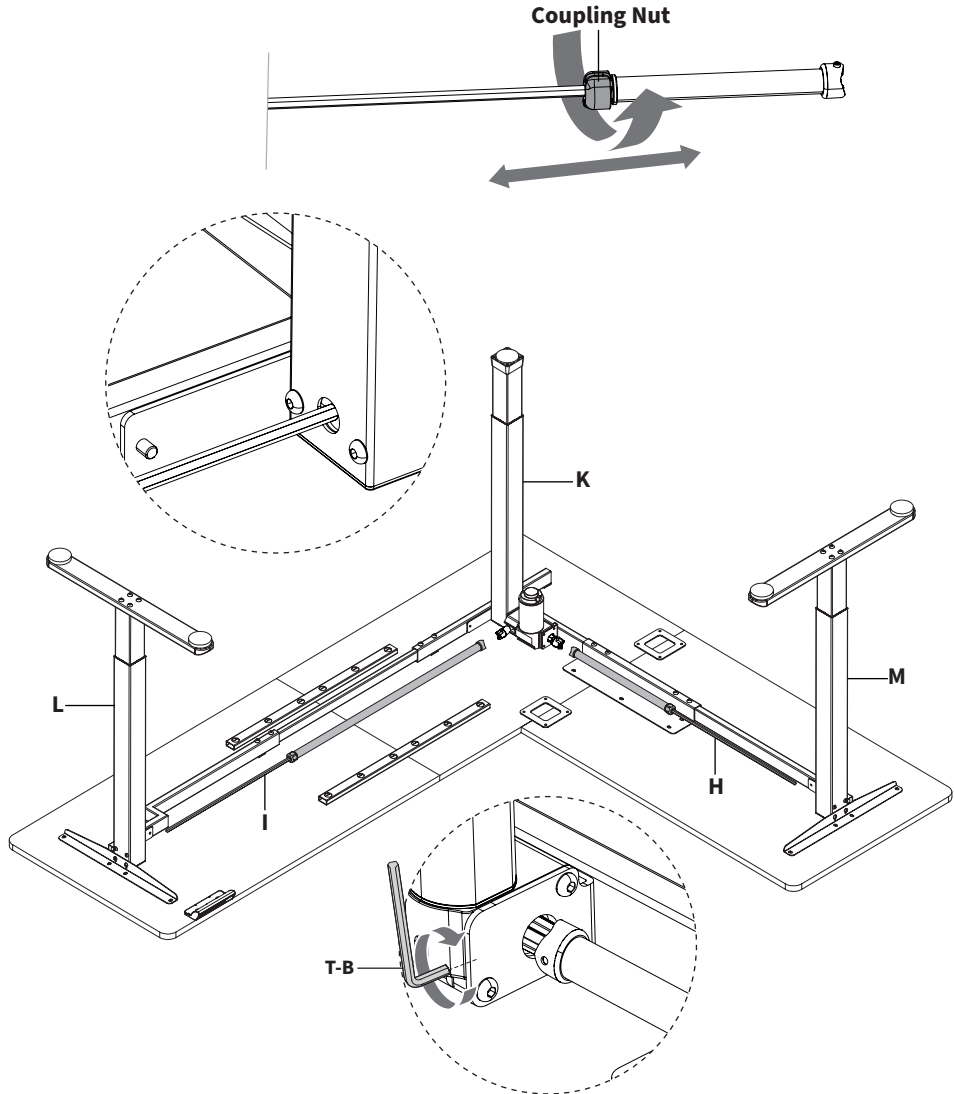


**S-C** (x21)  
ST5x16mm Screw

## B-STEP 8: Install Sync Rod

Insert the hex shaft end on Long and Short Sync Rods (**I,H**) into Left and Right Legs (**M,L**) making sure the metal retaining ring makes contact with the leg. Ensure all three legs are at the same height. If they are not, turn the sync rod clockwise to raise and counterclockwise to lower the legs.

Loosen coupling nuts on Sync Rods (**I,H**) and extend onto Motorized Leg (**K**). Tighten coupling nuts, then tighten both set screws on the end of Sync Rods (**I,H**) using 2mm Allen Wrench (**T-B**).



**I** (x1)  
Long Sync Rod



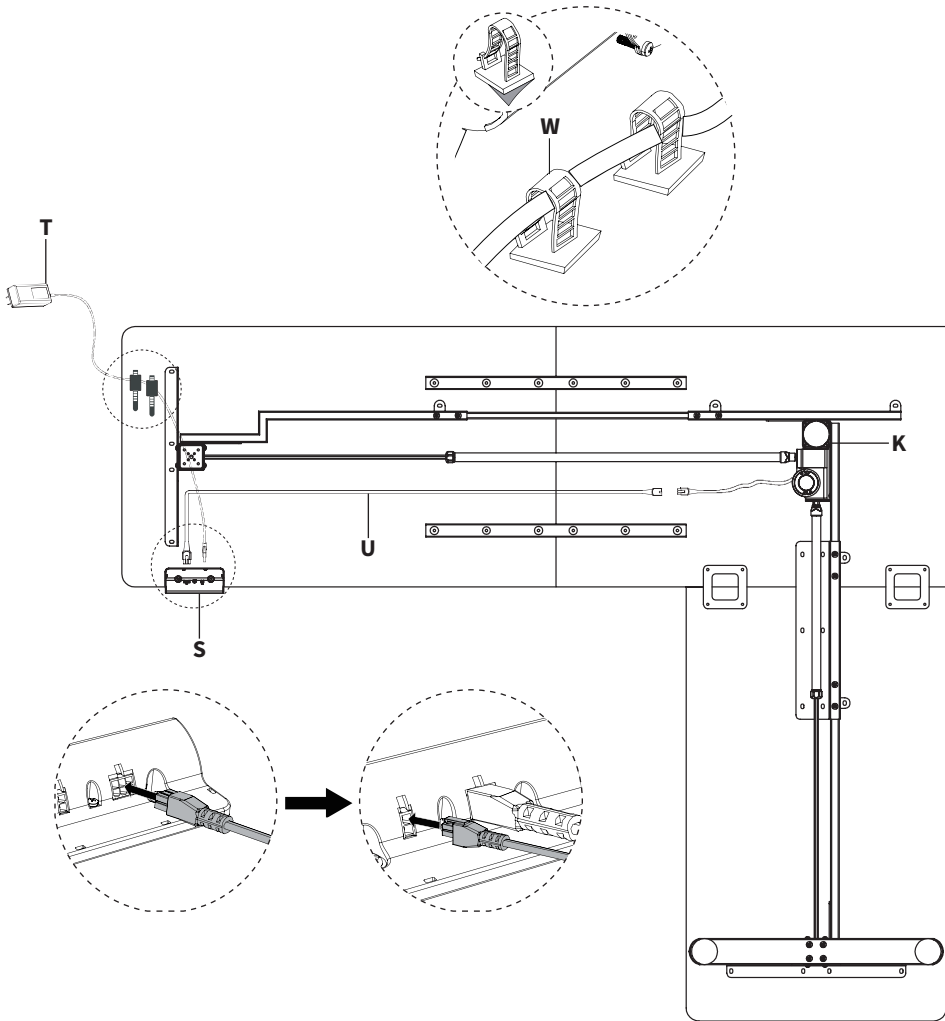
**H** (x1)  
Short Sync Rod



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

## B-STEP 9: Connect Power Cables

Connect AC Adapter (**T**) and cable from Motorized Leg (**K**) to the back of Control Panel (**S**). If needed, use Extension Cable (**U**) for cable from Motorized Leg (**K**) to extend length. Use Cable Clips (**W**) to secure cables to the desktop.



**T** (x1)  
AC Adapter

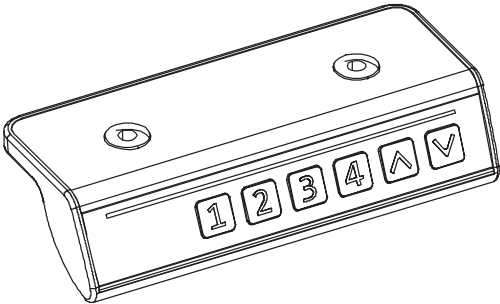


**U** (x1)  
Extension Cable



**W** (x2)  
Cable Clips

# CONTROLLER - USER MANUAL



## Reset Mode

If the height of the desk is incorrect, press the down arrow until the desk moves to the fully lowered position. Press and hold the down arrow. “RES” will be displayed and the leg will lower and rebound upwards. Release the down arrow and your frame has been reset.

## Child Safety Lock

Child Safety Lock: Press and hold buttons 1 & 2 for two seconds. LOC will be displayed when the controller is locked. Repeat process to unlock.

## Switching Units

Press and hold buttons 1 & 3 for two seconds.

## Change Detection Sensitivity

Press and hold buttons 1 & 4 for two seconds until the Display shows “H”. Use the up and down arrows to select “OFF,” Low (L), Normal (N), or Heavy (H). Wait two seconds to save.

## Troubleshooting

Error Code	Description/Resolution
E10	<b>Sensorless Alarm:</b> This alarm triggered when the sensor cannot be detected. Power off desk and check the connection between the motor and control panel, then re-power.
E20	<b>Overload Alarm:</b> Remove desk items and try again.
E02	<b>Rebound Protection:</b> Check for desk vibration, obstacles, or desk incline. If no issues found, complete the reset process and try again.
E32	<b>Overvoltage Alarm:</b> Voltage is higher than allowed value. Power off desk and check connection between power and control panel. Power on again.
E31	<b>Undervoltage Alarm:</b> Voltage is lower than required value. Power off desk and check connection between power and control panel. Power on again.
HOT	<b>Overheated Alarm:</b> Power off and wait 18 minutes before use again.

## Memory Presets

Press any number and the desk will return to the programmed height. See *Programming Memory Presets* to program presets.

## Arrow Keys

Press and hold the UP arrow for the desk to begin raising. Release when desk reaches desired height. Press and hold DOWN arrow to lower desk. Release button when desired height is reached.

## Memory Mode

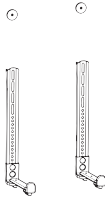
To save a set height, press and hold the “1” button for 5 seconds until “H1” appears. Your height setting is now stored. Follow steps for the other numerical buttons to save up to four height settings.

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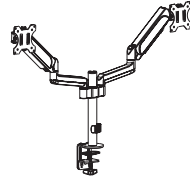
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## **WHO WE ARE**

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VIVO is more than a brand of ergonomic office furniture. We are a team of creative and innovative individuals working together to offer high quality, affordable ergonomic solutions. We think and work outside of the box to serve you, our customer, to the best of our ability.



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Average Resolution Time: **< 15m**



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

Average Resolution Time: **1HR 8M**

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



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