

# Adjustable Computer Mobile Cart

SKU: CART-PC02T  
Instruction Manual

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Assembly Video & Product Info  
[www.vivo-us.com/products/cart-pc02t](http://www.vivo-us.com/products/cart-pc02t)



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## ! 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.



### DO NOT EXCEED WEIGHT CAPACITY

FAILURE TO DO SO MAY RESULT IN SERIOUS INJURY.



### TIPOVER WARNING

**SCREEN WEIGHT MUST BE BALANCED FOR STAND TO REMAIN BALANCED.**

#### TO HELP PREVENT TIPOVER:

- NEVER ADJUST OR PULL MOUNT ARMS BEYOND CENTER POINT OF BASE
- NEVER ALLOW CHILDREN TO CLIMB, STAND, OR PLAY ON ANY PART OF MONITOR MOUNT

**ALWAYS EXERCISE CAUTION WHEN ADJUSTING THE PLACEMENT OF YOUR MONITORS.**

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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](https://www.vivo-us.com)**

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

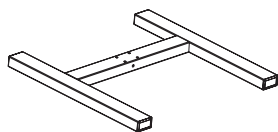


Email Us:  
**[help@vivo-us.com](mailto:help@vivo-us.com)**

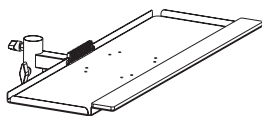
AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

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

# Package Contents



**A (x1)**  
Base



**B (x1)**  
Keyboard Tray



**C (x1)**  
Large Plastic Sleeve



**D (x1)**  
Plastic Cover



**E (x1)**  
Clamp Bracket



**F (x2)**  
Locking Caster



**G (x2)**  
Caster



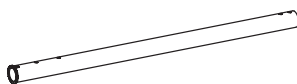
**H (x1)**  
VESA Mount



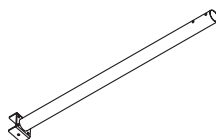
**I (x1)**  
PC Holder



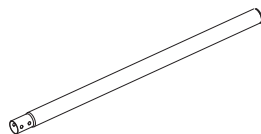
**J (x1)**  
Clamp



**K (x1)**  
Middle Pole



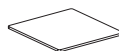
**L (x1)**  
Lower Pole



**M (x1)**  
Upper Pole



**N (x2)**  
PC Strap



**O (x1)**  
Mouse Pad



**P (x1)**  
Small Plastic Sleeve



**Q (x2)**  
Plastic Sleeve Half



**R (x2)**  
Knob



**S (x2)**  
Cable Clip

# Included Hardware & Tools



**S-A** (x1)  
Carriage Bolt



**S-B** (x5)  
Nut



**S-C** (x3)  
M6x6mm  
Screw



**S-D** (x4)  
M6x12mm  
Screw



**S-E** (x2)  
M6x16mm  
Screw



**S-F** (x2)  
M6x50mm  
Screw



**S-G** (x9)  
Washer



**S-H** (x2)  
M6x45mm  
Screws



**M-A** (x4)  
M4x12mm  
Screw



**M-B** (x4)  
M4x16mm  
Screw



**M-C** (x4)  
M5x12mm  
Screw



**M-D** (x4)  
M5x16mm  
Screw



**M-E** (x4)  
D5 Washer



**M-F** (x4)  
Spacer



**T-A** (x1)  
4mm Allen  
Wrench



**T-B** (x1)  
5mm Allen  
Wrench



**T-C** (x1)  
Wrench

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## Weight Capacity:



**MOUNT**



**CPU**

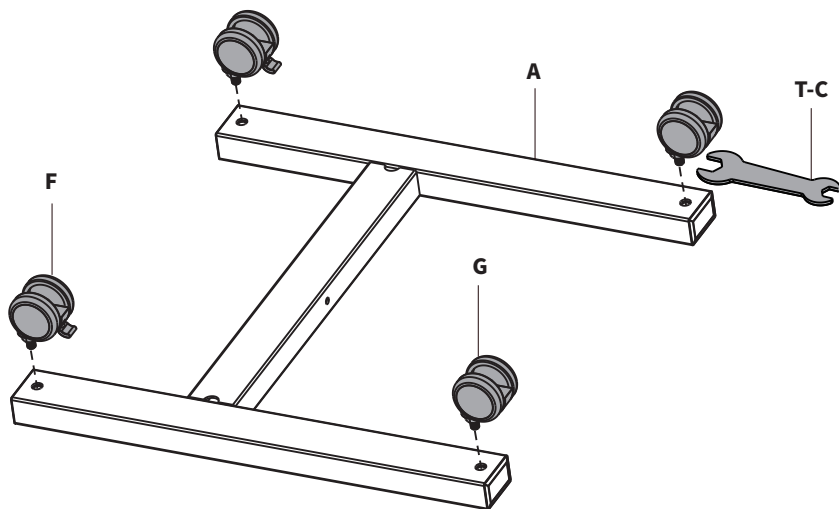


**KEYBOARD  
TRAY**

## ASSEMBLY STEPS

### STEP 1

Mount Locking Casters (**F**) and Casters (**G**) to Base (**A**). Tighten with Wrench (**T-C**).

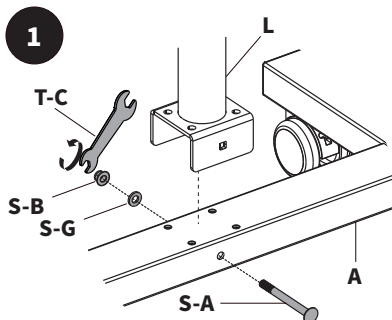


#### Locking Caster Orientation

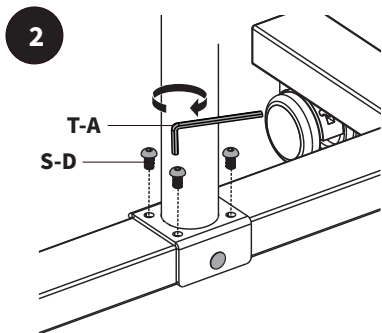
Locking casters (**F**) can be mounted on the back (as shown) or front of Base (**A**).

## STEP 2

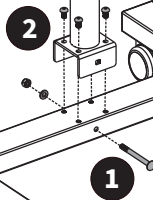
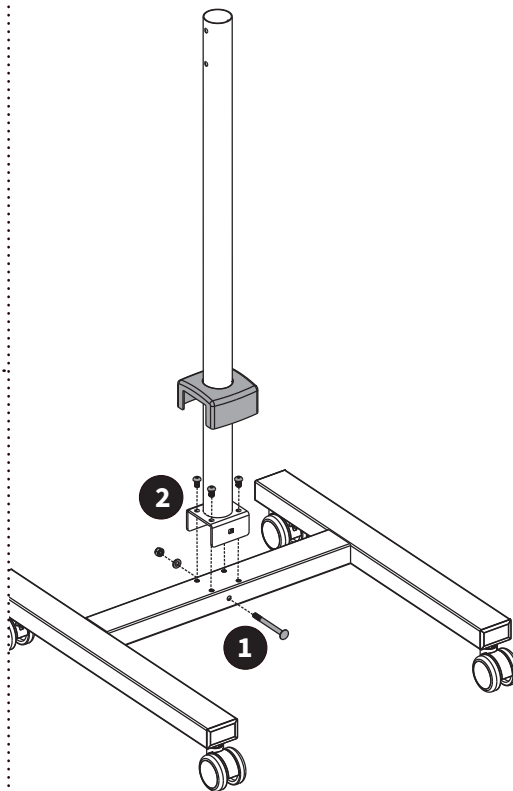
Follow the substeps below to secure the Lower Pole (**L**) to the Base (**A**), then slide Plastic Cover (**D**) on top of Lower Pole (**L**).



Secure Lower Pole (**L**) to Base (**A**) using Carriage Bolt (**S-A**), Washer (**S-G**), and Nut (**S-B**). Tighten with Wrench (**T-C**).

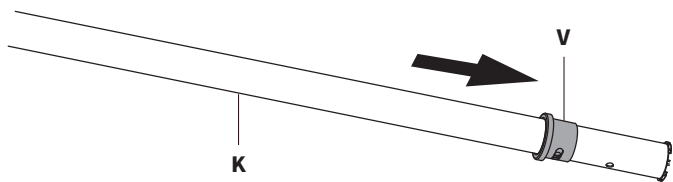


Secure with M6x12 screws (**S-D**) using 4mm Allen wrench (**T-A**).

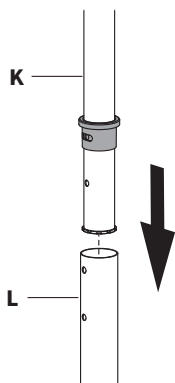


### STEP 3

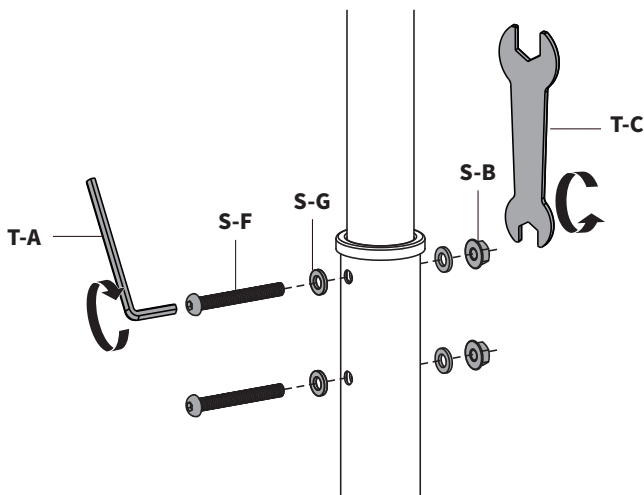
Slide Small Plastic Sleeve (**V**) down Middle Pole (**K**), positioning the sleeve over the second hole from the bottom, as shown.



Fit Middle Pole (**K**) into Lower pole (**L**), making sure to align the holes on the sides.



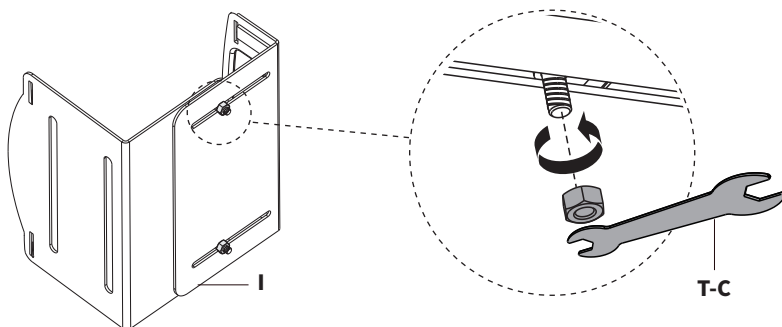
Secure using M6x50mm Screws (**S-F**), Washers (**S-G**), and Nuts (**S-B**). Tighten using 4mm Allen Wrench (**T-A**) and Wrench (**T-C**).



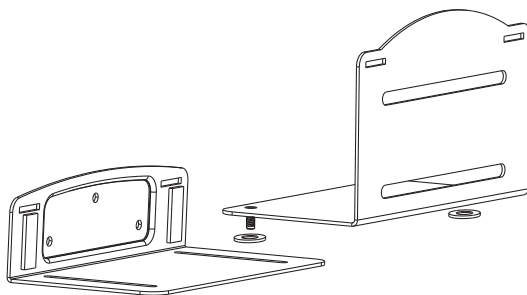


## STEP 4

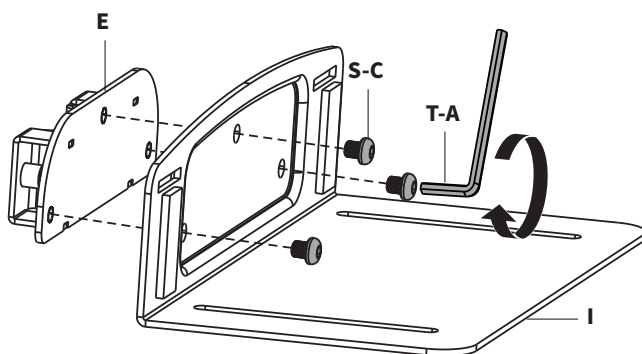
Remove nuts from PC Holder (**I**) assembly with Wrench (**T-C**).



Separate halves of the assembly and set Washers aside.



Assemble Clamp Bracket (**E**) to PC Holder (**I**) using M6x6 screws (**S-C**) and 4mm Allen Wrench (**T-A**).



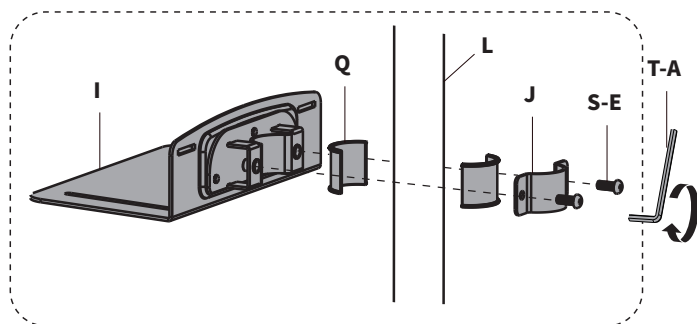
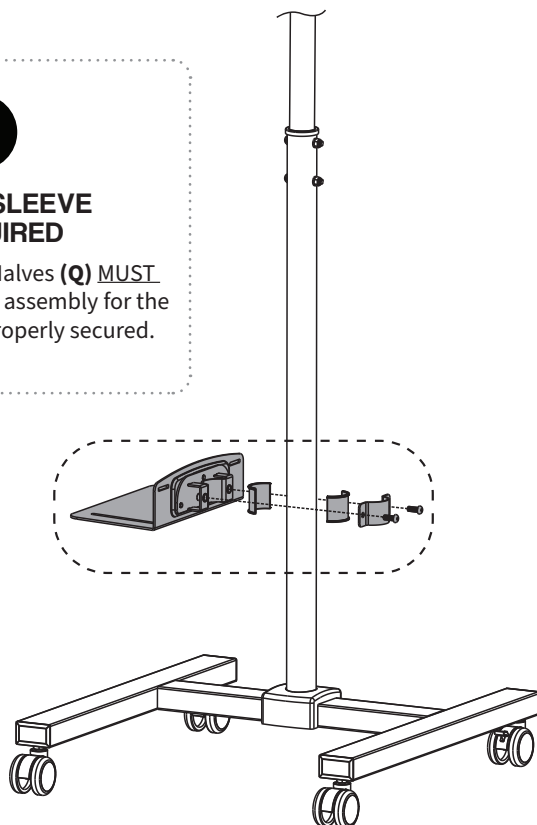
## STEP 5

Mount PC Holder (**I**) to Lower Pole (**L**) using Clamp (**J**), Plastic Sleeve Halves (**Q**) and M6x16 screws (**S-E**), as shown. Tighten with 4mm Allen wrench (**T-A**).



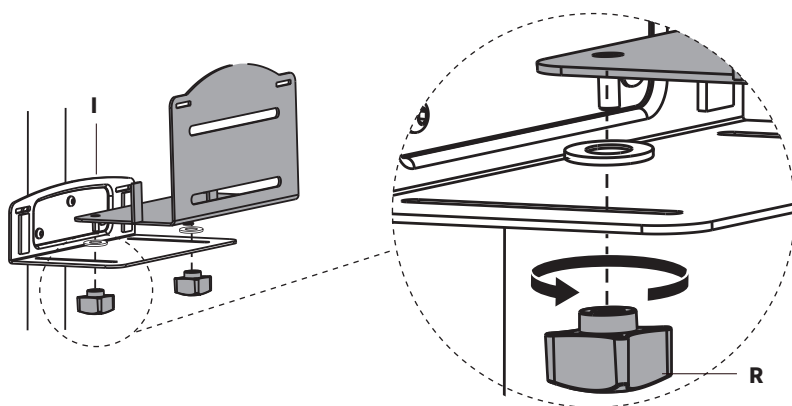
### PLASTIC SLEEVE IS REQUIRED

The Plastic Sleeve Halves (**Q**) MUST be used in the Clamp assembly for the CPU Holder to be properly secured.



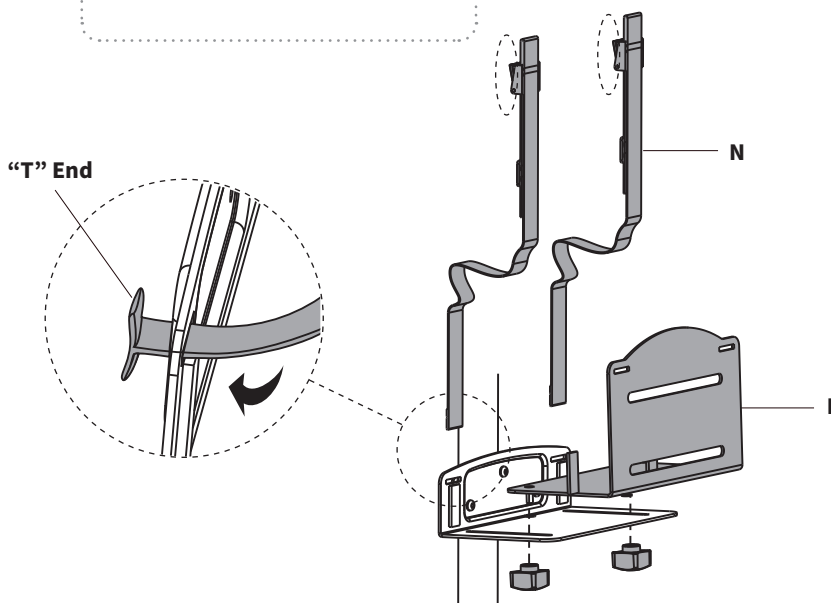
## STEP 6

Reassemble PC Holder (**I**) using Knobs (**R**) and previously removed Washers.



Thread “**T**” End of PC Straps (**N**) through slots in PC Holder (**I**), as shown.

Clips on CPU Straps (**N**) should face away from center of CPU Holder (**I**)



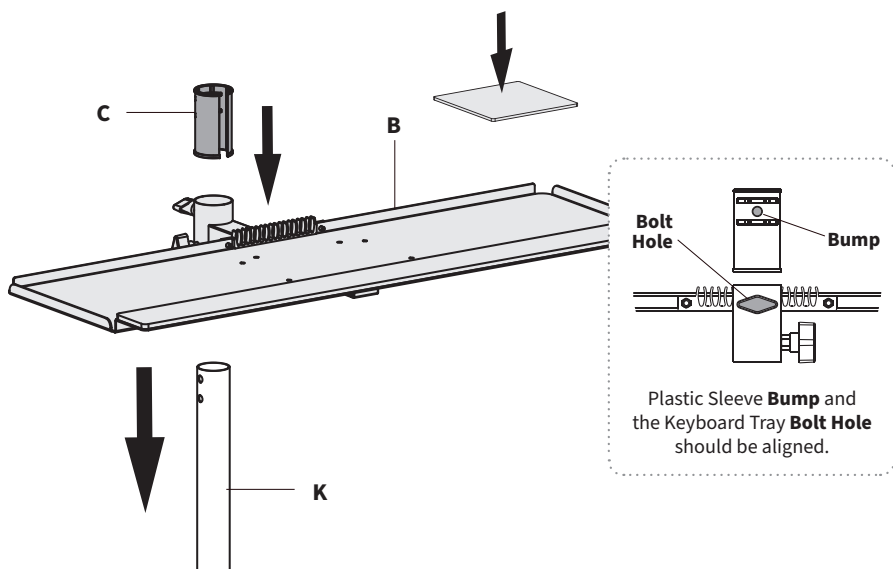
## STEP 7



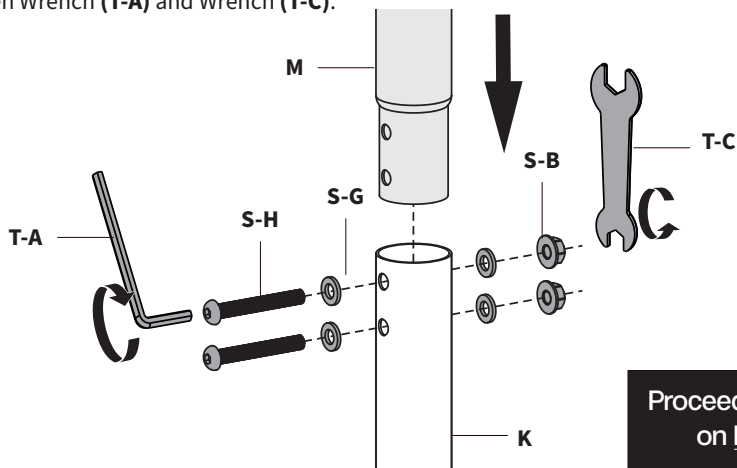
**Please Note:** The keyboard tray can be assembled at two different heights.

### Option 1: Standard Keyboard Tray Height

Clip Large Plastic Sleeve (**C**) into pole mount bracket of Keyboard Tray (**B**) as shown. Slide Keyboard Tray (**B**) onto Middle Pole (**K**) and tighten with knobs on the back and side. Place Mouse Pad (**U**) on preferred side of Tray.



Fit Upper Pole (**M**) into Middle Pole (**K**), making sure to align the holes on the sides. Secure using M6x45mm Screws (**S-H**), Washers (**S-G**), and Nuts (**S-B**). Tighten using 4mm Allen Wrench (**T-A**) and Wrench (**T-C**).

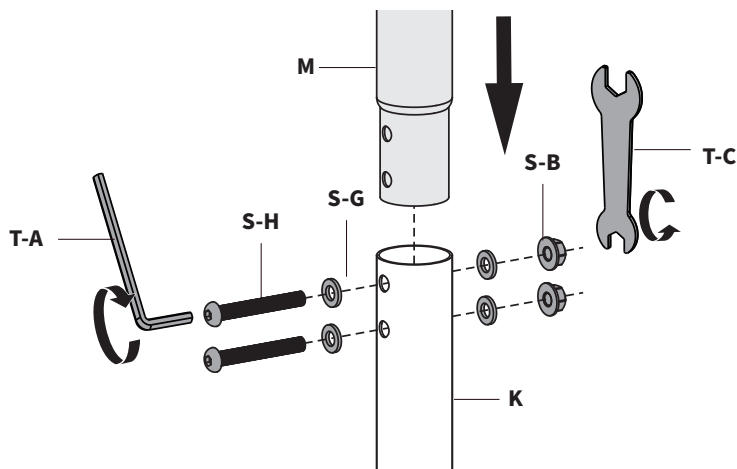


Proceed to STEP 8  
on [Page 14](#)

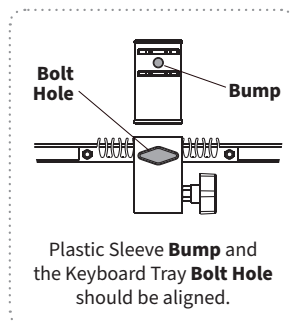
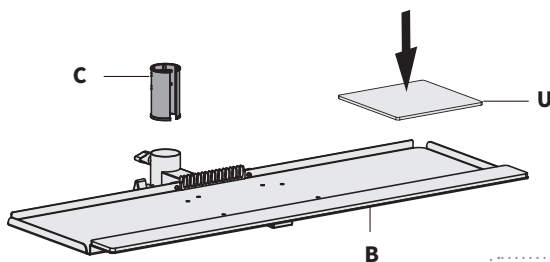
## Option 2: Raised Keyboard Tray Height

*Please Note: Assembly is reverse of Option Steps*

Begin by fitting Upper Pole (**M**) into Middle Pole (**K**), making sure to align the holes on the sides. Secure using M6X45mm Screws (**S-H**), Washers (**S-G**), and Nuts (**S-B**). Tighten using 4mm Allen Wrench (**T-A**) and Wrench (**T-C**).



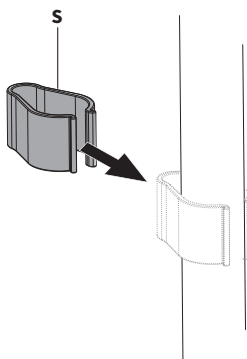
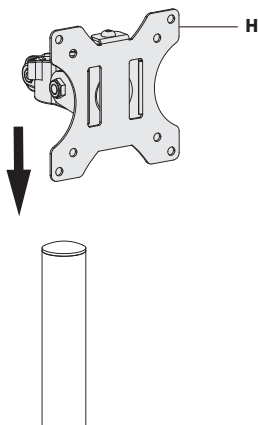
Clip Large Plastic Sleeve (**C**) into pole mount bracket of Keyboard Tray (**B**) as shown. Slide Keyboard Tray (**B**) onto Upper Pole (**M**) and tighten with knobs on the back and side. Place Mouse Pad (**U**) on preferred side of Tray.



Proceed to STEP 8  
on Page 14

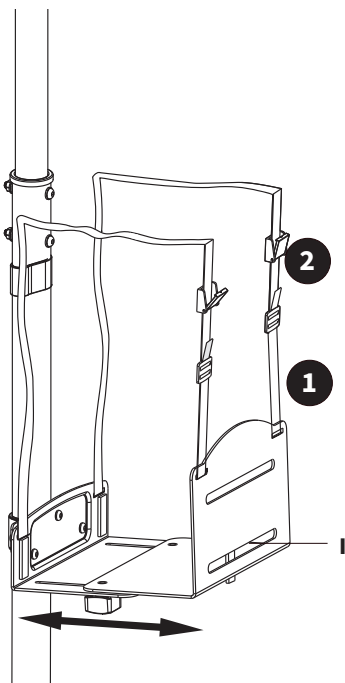
## STEP 8

Slide VESA Mount (**H**) onto pole and secure at desired height using 5mm Allen Wrench (**T-B**). Attach Cable Clips (**S**) to Upper Pole (**K**).

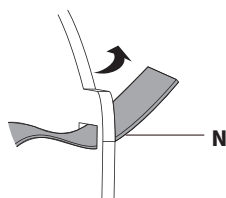


## STEP 9

Adjust PC Holder (**I**) to fit the width of your PC tower. Then follow assembly order below to secure the CPU Straps (**N**).

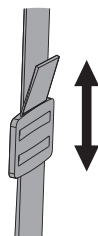


1



Thread ends of PC Straps (**N**) through the inside of the slots on the outer end of the PC Holder (**I**).

2

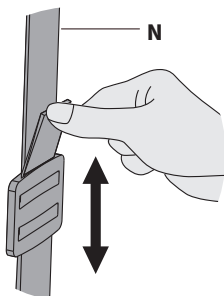


Thread Strap through plastic clips, then through security clips.

## STEP 10

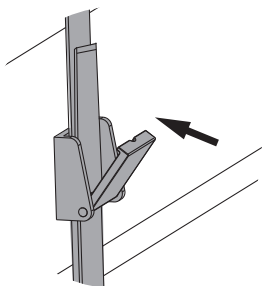
Place PC tower in PC Holder (**I**), then follow assembly order below to secure PC tower in Holder.

1



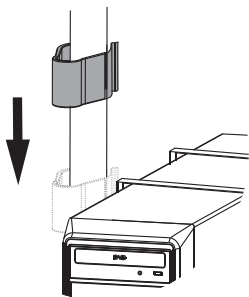
Retighten Straps (**N**) through plastic clips.

2

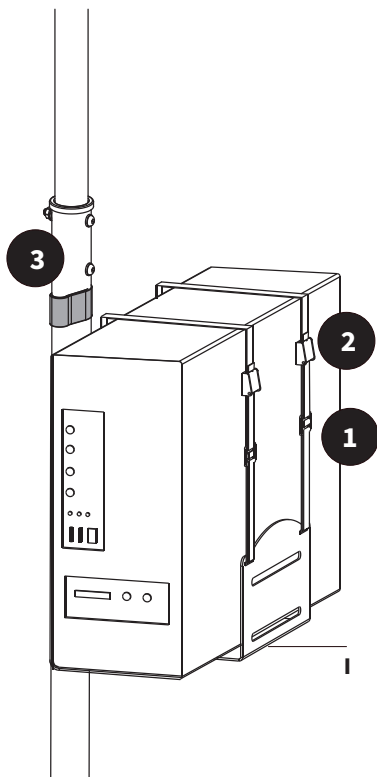


Lock in place with security clip.

3

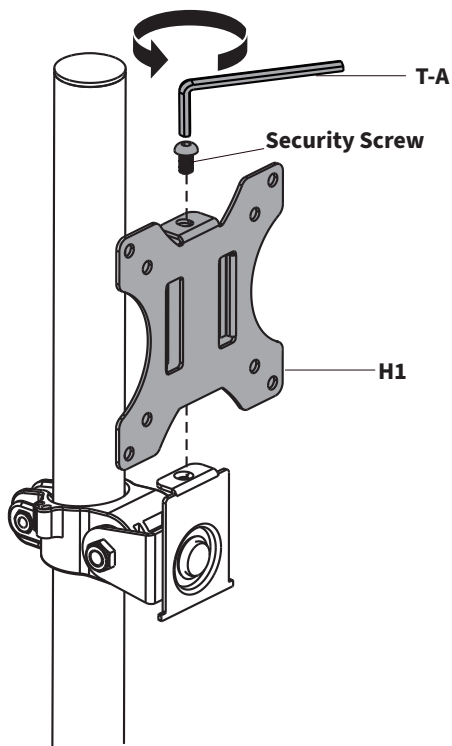


Slide lower Cable Clip (**S**) down if desired.



## STEP 11

Remove VESA Plate (**H1**) from VESA Mounting assembly by removing preinstalled **Security Screw** using 4mm Allen Wrench (**T-A**).



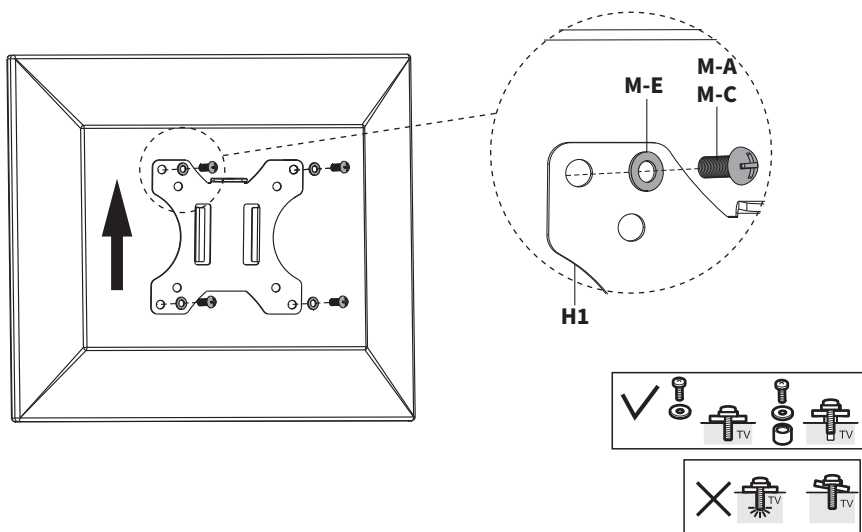


## STEP 12

Choose the mounting option for your style of monitor:

### Option 1: Flat Back Monitor

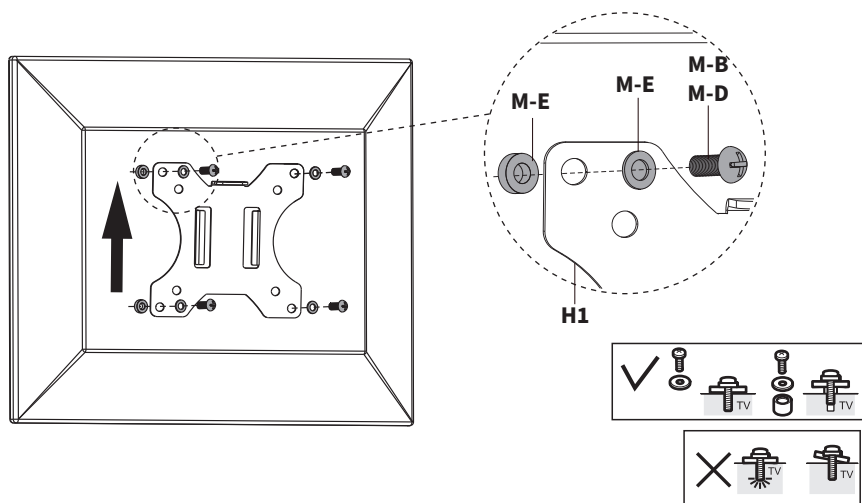
Mount VESA Plate (**H1**) to monitor using appropriate Screws (**M-A or M-C**) and Washer (**M-E**), as shown below.



OR

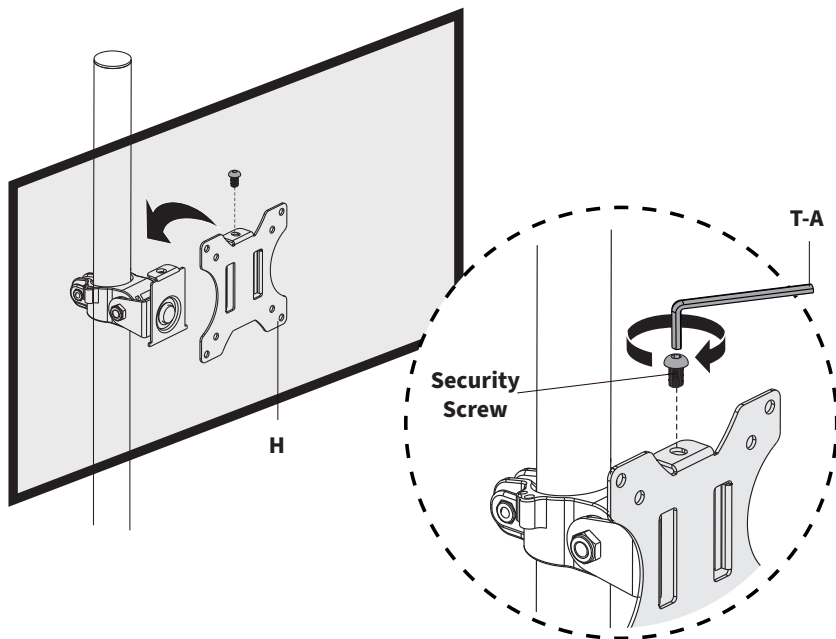
### Option 2: Curved Monitor

Mount VESA Plate (**H1**) to monitor using appropriate Screws (**M-B or M-D**), Washers (**M-E**), and Spacers (**M-F**) as shown below.



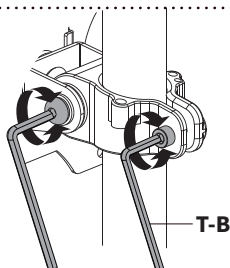
## STEP 13

Slide monitor with VESA Plate (**H1**) onto VESA Mount (**H**) and secure with previously removed **Security Screw** and 4mm Allen Wrench (**T-A**).



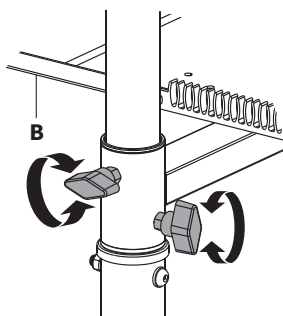
## Adjustments and Extra Features

1



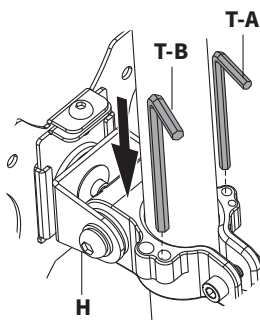
Monitor can be raised, lowered, and tilted using 5mm Allen Wrench (**T-B**).

2



Keyboard Tray (**B**) can be raised and lowered using adjustment knobs.

3



Both Allen Wrenches (**T-A, T-B**) can be stored in the VESA Mount (**H**).

+15°

-15°

1,3

2

4

4

F

Locking Casters (**F**) can be locked by pressing down on the lever.



## 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)

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