

Black Multi-Purpose Mobile Podium

SKU: CART-V03E/W
Instruction Manual

Assembly Video & Product Info
www.vivo-us.com/products/cart-v03e





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.



TIPOVER WARNING

**SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM TIPOVER.
TO HELP PREVENT TIPOVER:**

- NEVER ALLOW CHILDREN TO CLIMB, STAND, HANG, OR PLAY ON ANY PART OF TV OR TV CART
- USE TIPOVER RESTRAINT OR ANCHOR STAND TO WALL

USE OF TIPOVER RESTRAINTS MAY ONLY REDUCE, BUT NOT ELIMINATE RISK OF TIPOVER.

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**



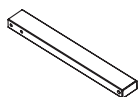
Email Us:

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



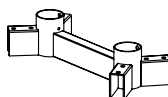
A (x2)
Long Square
Tube



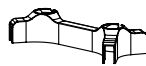
B (x2)
Short Square
Tube



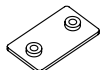
C (x4)
Caster



D (x1)
Tube Connector



E (x1)
Tube Connector
Cover



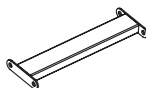
F (x4)
M6 Socket Plate



G (x2)
Pole Set



H (x4)
Plastic Sleeve



I (x1)
Connecting
Tube



J (x2)
Plastic Knob



K (x2)
Shelf Support



L (x1)
Shelf



M (x1)
Top Plate



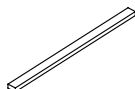
N (x1)
Right Connecting
Plate



O (x1)
Left Connecting
Plate



P (x2)
Lever



Q (x2)
Soft Pad

Included Hardware & Tools



S-A (x4)
M6 Nut



S-B (x8)
M6x60mm
Bolt



S-C (x12)
M6x10mm
Screw



S-D (x4)
M4x6mm
Screw



S-E (x2)
M5x6mm
Set Screw



S-F (x2)
M6 Washer



T-A (x1)
2mm Allen
Wrench



T-B (x1)
4mm Allen
Wrench



T-C (x1)
5mm Allen
Wrench



T-D (x1)
Wrench

Tools Needed:



**Phillips
Screwdriver**

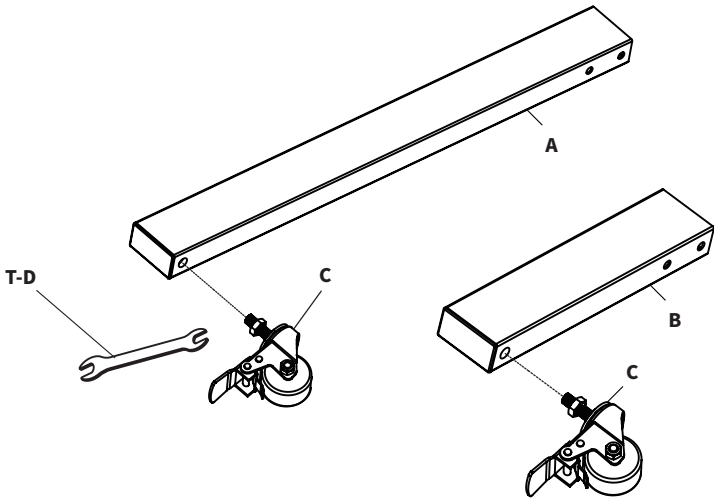
Weight Capacity:



ASSEMBLY STEPS

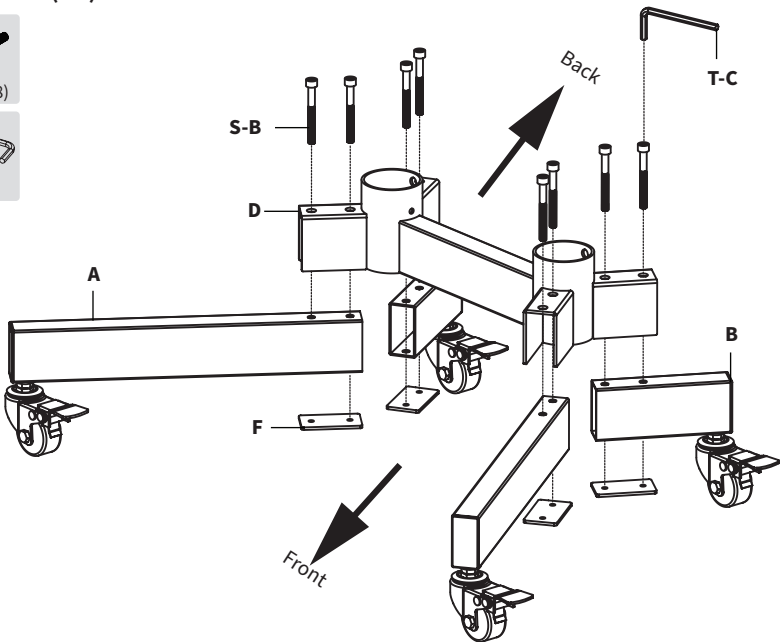
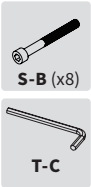
STEP 1

Attach Casters (C) to Short and Long Square Tubes (A, B) using the provided Wrench (T-D).



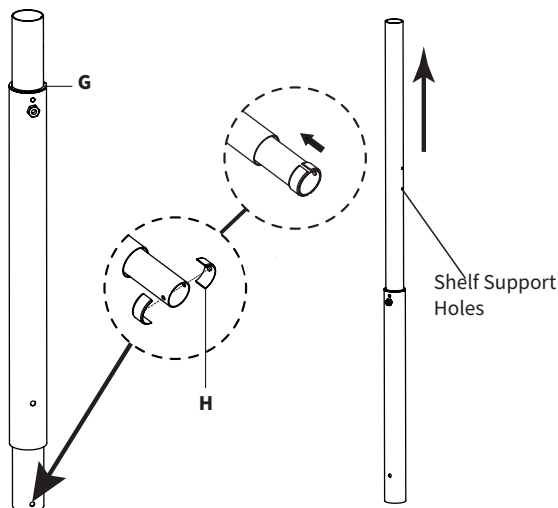
STEP 2

Attach the Long Square Tube (A) to the front of the Tube Connector (D) and the Short Square Tube (B) to the back of the Tube Connector (D) using M6x60mm Screws (S-B), the M6 Socket Plate (F), and 5mm Allen Wrench (T-C).



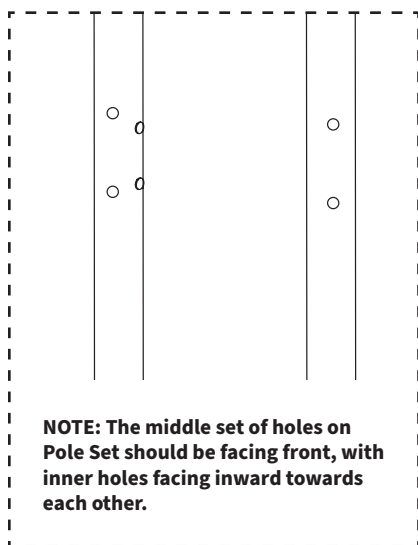
STEP 3

Attach Plastic Sleeves (**H**) to Pole Set (**G**) as shown. Slide the inner poles upward with the plastic sleeves fitting inside the outer poles, then extend the inner poles upward until both shelf support holes are visible.



STEP 4

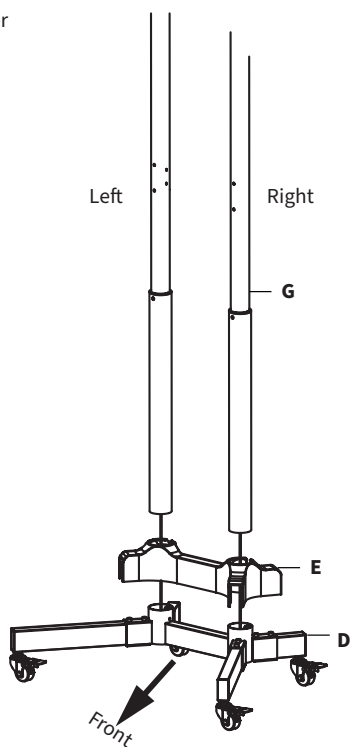
After making sure the poles are at the same height, insert Plastic Knobs (**J**) into the back of the Pole Set (**G**) to set the height of the Inner Poles.



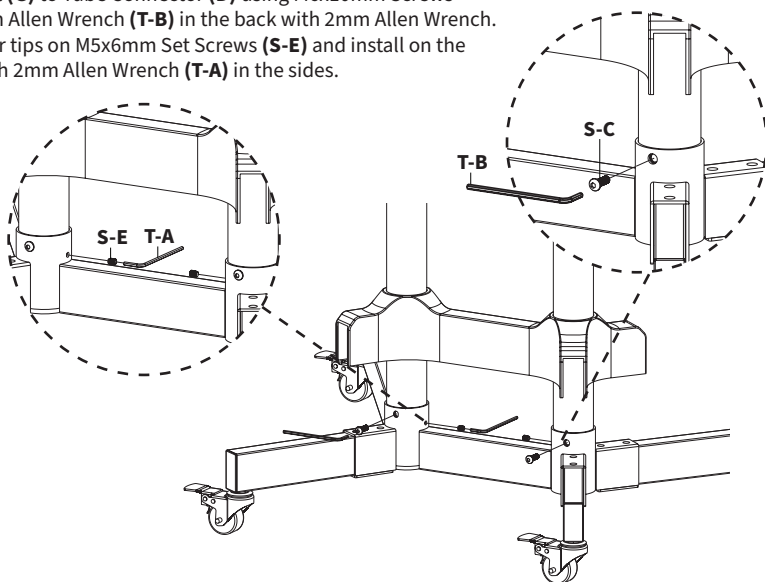
NOTE: The middle set of holes on Pole Set should be facing front, with inner holes facing inward towards each other.

STEP 5

Slide Tube Connector Cover (**E**) over Pole Set (**G**).



Attach Pole Set (**G**) to Tube Connector (**D**) using M6x10mm Screws (**S-C**) and 4mm Allen Wrench (**T-B**) in the back with 2mm Allen Wrench. Remove rubber tips on M5x6mm Set Screws (**S-E**) and install on the inner sides with 2mm Allen Wrench (**T-A**) in the sides.



S-C (x2)



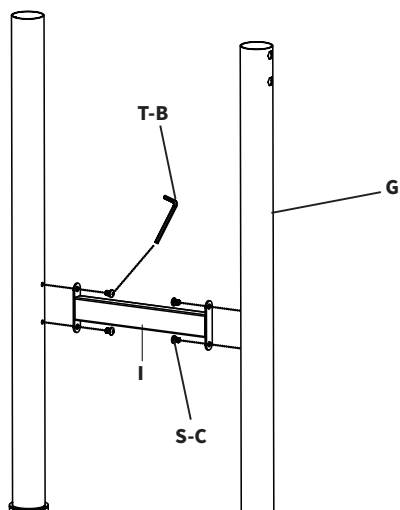
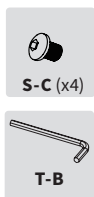
S-E (x2)



T-A

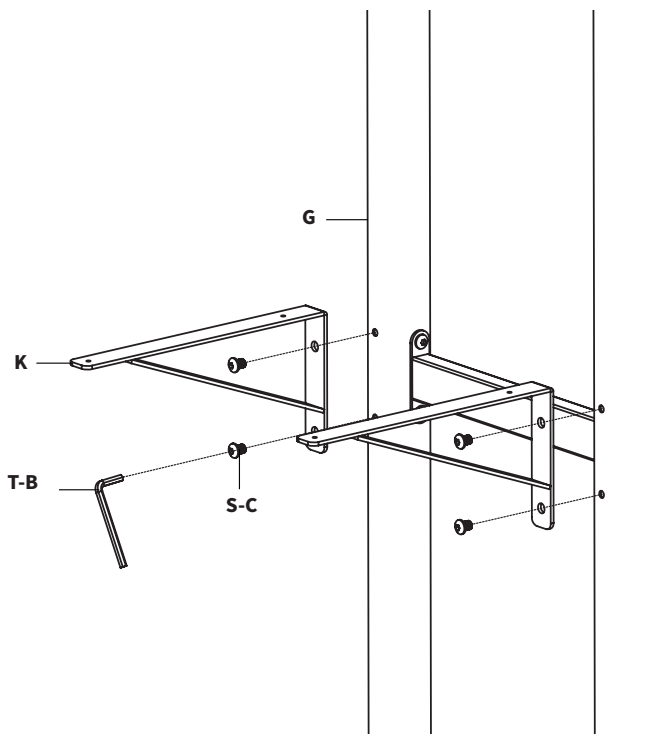
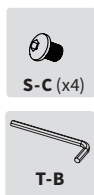
STEP 6

Mount Connecting Tube (**I**) to Pole Set (**G**) using M6x10 Screws (**S-C**) and 4mm Allen Wrench (**T-B**).



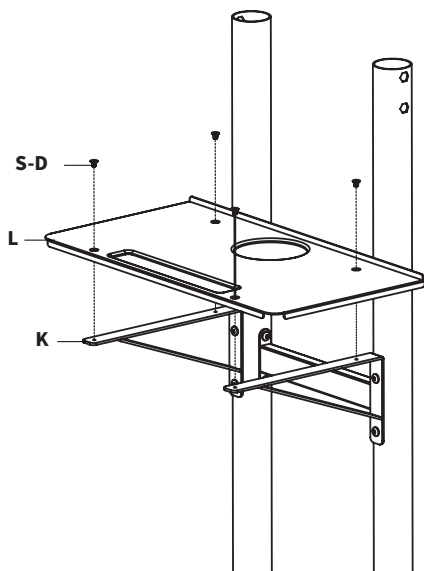
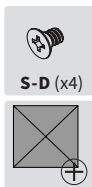
STEP 7

Attach Shelf Supports (**K**) to Pole Set (**G**) using M6x10 Screws (**S-C**) and 4mm Allen Wrench (**T-B**).



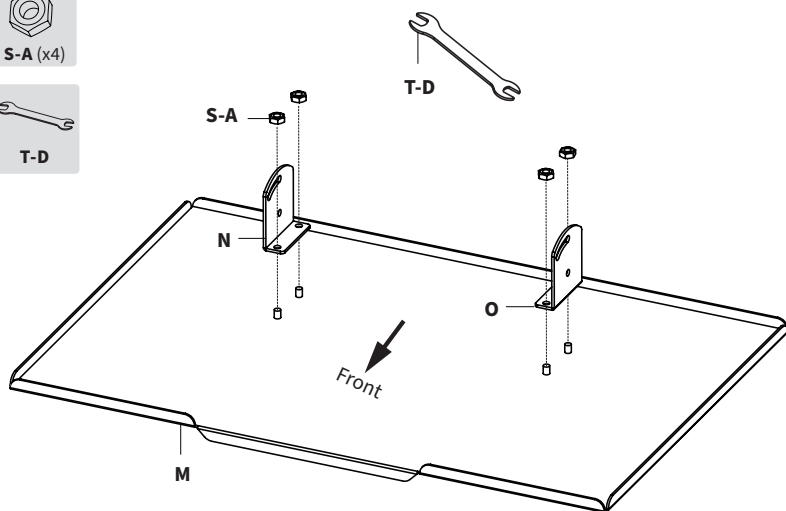
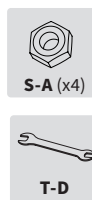
STEP 8

Attach the Shelf (**L**) to Shelf Supports (**K**) using M4x6mm Screws (**S-D**). Tighten with a Phillips screwdriver.



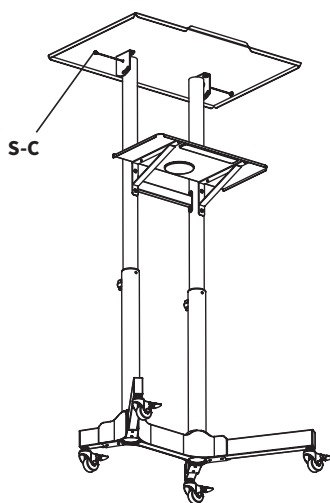
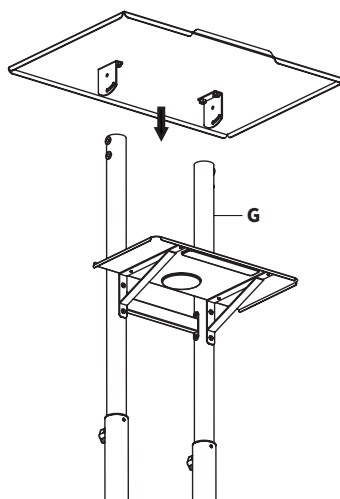
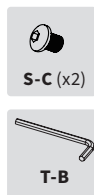
STEP 9

Mount the Right and Left Connecting Plates (**N**, **O**) to the Top Plate (**M**) using M6 Nuts (**S-A**) and tighten with the provided Wrench (**T-D**). The slots in the connecting plates must be facing towards the front.



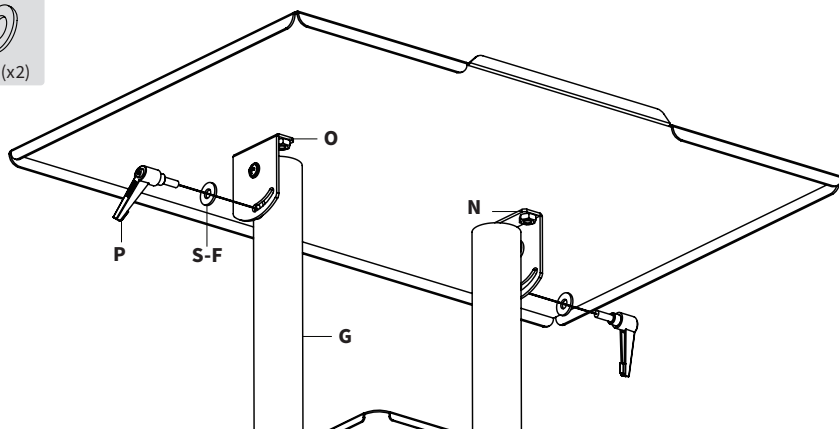
STEP 10

Place the assembled top plate onto Pole Set (**G**), and secure with M6x10mm Screws (**S-C**) and 4mm Allen Wrench (**T-B**).



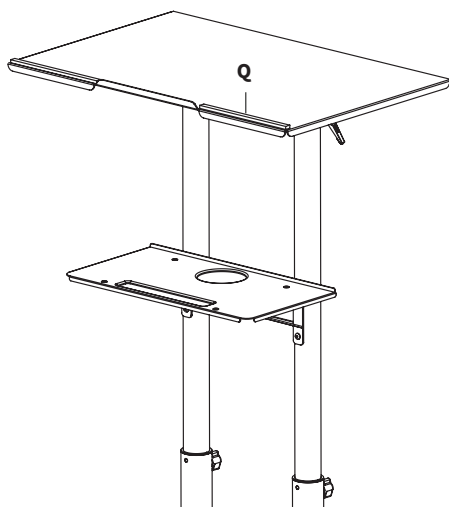
STEP 11

Insert Levers (**P**) with M6 Washers (**S-F**) through the slots in Connecting Plates (**N, O**) and screw into Pole Set (**G**).



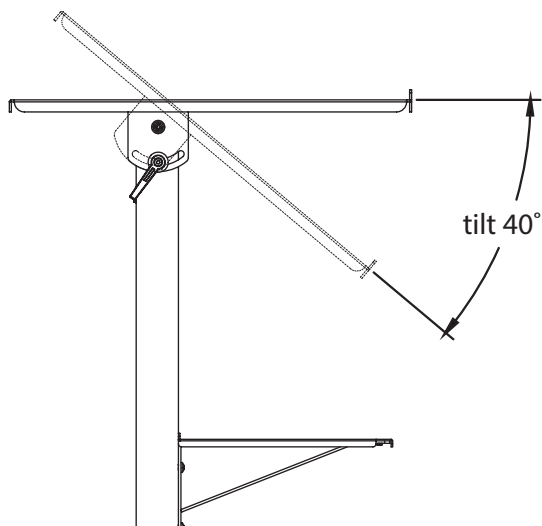
STEP 12

Attach Soft Pads (**Q**) to the top front edge of the assembled top plate.



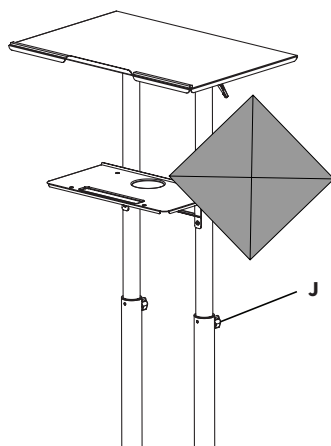
STEP 13

Loosen Levers (**P**) to adjust the tilt angle, then tighten in the desired position. Adjust the height by loosening Plastic Knobs (**J**), then tighten at the desired height.

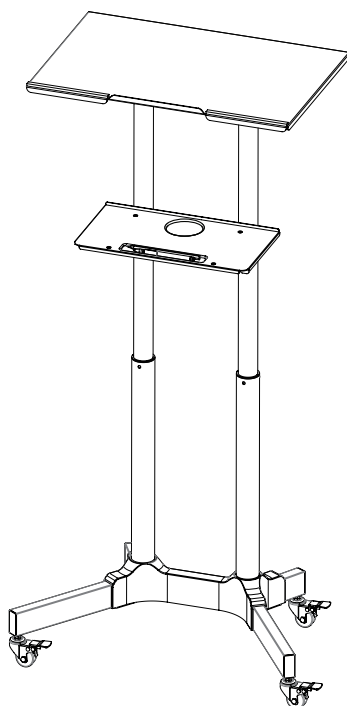


STEP 14

Adjust the height by loosening Plastic Knobs (**J**), then tighten at the desired height.



Assembly Complete





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



VIVO-us



@vivo_us

FOR MORE GREAT VIVO PRODUCTS,
CHECK OUT OUR WEBSITE AT: WWW.VIVO-US.COM