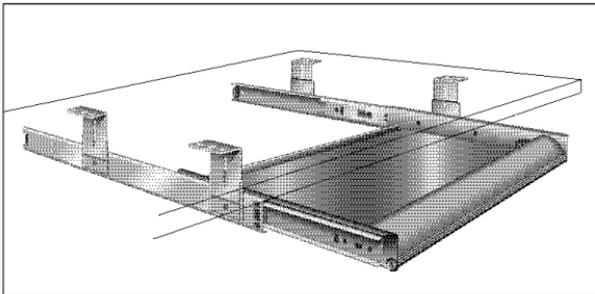


# Keyboard Tray



Carton should contain the Keyboard Tray Subassembly and a Hardware Kit consisting of:

4 – #8 x 1/4" self tapping screws

4 – Adjustable mounting brackets with 7-position slots.

8 – #8 x 5/8" mounting screws

## Assembly, Mounting and Installation Instructions

### Step 1. Keyboard Preparation (Optional).

It is recommended, but is not required, to disassemble the slides from the tray for easier installation. This is easily done by first depressing the plastic lever as shown in Figure 1 and then pulling the slide members apart. Repeat for other slide.

### Step 2. Determine Mounting Direction.

Measure mounting location to determine if the mounting brackets should face inwards or outwards. If width is less than 24 inches the brackets must face inward. If the mounting location is 24 inches or greater, the brackets may face either direction.

### Step 3. Determine Drop Height.

A. Measure the maximum height of the keyboard that you will be using. Compare keyboard height with the adjustment heights in Chart A to determine at which height position the mounting brackets need to be installed.

Chart A	Max. Keyboard Height (inches)
Position 1	3.60
Position 2	3.38
Position 3	3.15
Position 4	2.93
Position 5	2.70
Position 6	2.48
Position 7	2.25

B. Alternatively, you may use Chart B and Figure 2 to determine what height is desired to allow a knee clearance or chair clearance, underneath the keyboard after installation.

Chart B	Height Loss Under Surface (inches)
Position 1	3.75
Position 2	3.56
Position 3	3.33
Position 4	3.11
Position 5	2.88
Position 6	2.66
Position 7	2.43

### Step 4. Assemble Brackets.

Attach mounting brackets to the slide cabinet member, in the direction (step 1) and position (step 2 a or b), using the #8 x 1/4" self tapping screws provided in hardware kit.

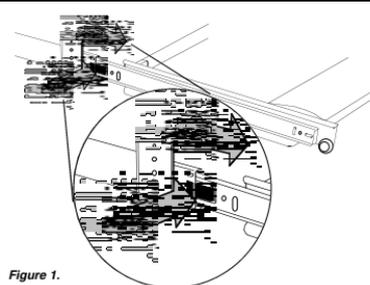


Figure 1.

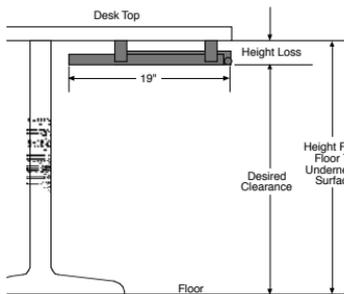


Figure 2.

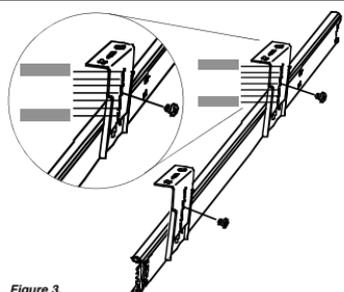


Figure 3.

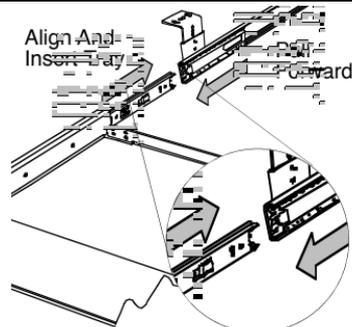


Figure 4.

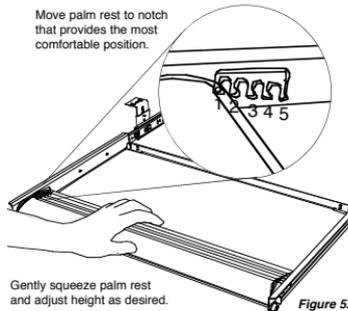


Figure 5.

### Step 5. Surface Preparation.

Depending on whether the bracket direction is inward or outward...

- A. ...Use the dimensions provided on this sheet to layout the hole locations on the surface before drilling...
- B. ...Or tape this sheet in the desired position and use it as a template, drilling holes through the target locations.

Drill 4 pilot holes, for #8 x 5/8" screws, into the underside of the surface.

### Step 6. Mounting.

Attach the slide cabinet members to the underside of the surface, using #8 x 5/8" screws provided in the hardware kit. For now, only put screws in the front side-to-side slotted holes.

### Step 7. Installation.

With the slides mounted, first pull the ball bearings to the front end. Then insert the keyboard tray subassembly into the slides and push tray completely to closed position as shown in Figure 4. (It is normal to encounter some resistant force when inserting the tray and closing it for the first time, as the ball bearings must skid into place the last 25% of the travel.)

### Step 8. Adjustment.

Open and close the keyboard slowly. Check that nothing is binding and that the tray latches in the open position. (The latch is to hold the tray stationary during typing. To close the tray, just push.) Carefully loosen screws in surface and adjust slides as needed. Tighten screws securely and add additional screws through the center front-to-rear slotted holes to lock the tray in its final position.

### Step 9. Operation.

The keyboard tray is now ready for use. Place your keyboard on the tray and adjust the palm rest to your desired position, as shown in Figure 5.