

Height Adjustable Keyboard Tray Instructions

Before ordering a keyboard tray, ensure the desk opening is at least 25 inches wide and the depth of the desk (measured underneath the desktop) is at least 22 inches to accommodate track installation.

- Once tray is installed, adjust:
 - **Chair** so feet are flat on ground with hips/knees about the same height (use a footrest if necessary).
 - **Tray** so it is a few inches above lap, with elbows at sides and at 90 degrees.
 - **Monitor** so top of screen is at or below eye height (or with arm raised to shoulder height, fingertips touch middle of screen).
- Remove wrist rest and move keyboard/mouse to edge of tray.
- Sit back in chair for support.

Note: If using a laptop, use an external keyboard & mouse. External monitor is also recommended.

