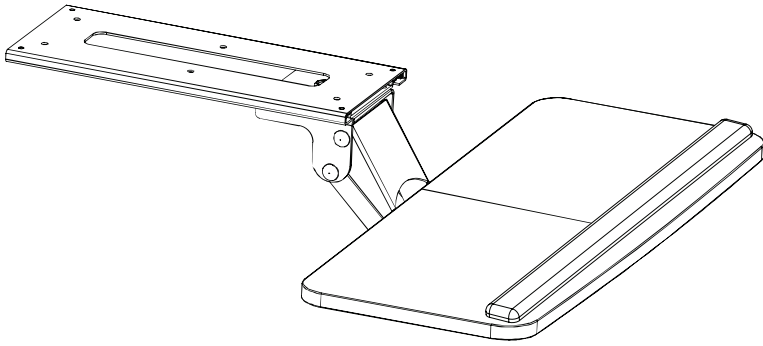




Under Desk Keyboard Tray

Instruction Manual



SKU: MOUNT-KB03B/W



Scan the QR code with your mobile device or follow the link for helpful videos and specifications related to this product.

<https://vivo-us.com/products/mount-kb03b>

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

WARNING!

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

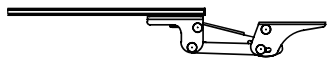
SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.



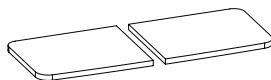
PACKAGE CONTENTS



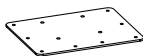
A (x1)
Mount



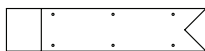
B (x1)
Wrist Pad



C (x1)
Tray



D (x1)
Connecting Plate



E (x1)
Mounting Template



S-A (x6)
M5x15mm Screw



S-B (x6)
Washer



S-C (x8)
M5x12mm Screw



S-D (x2)
M4x12mm Screw



S-E (x2)
Bumper



S-F (x4)
M5x16mm Screw

TOOLS NEEDED

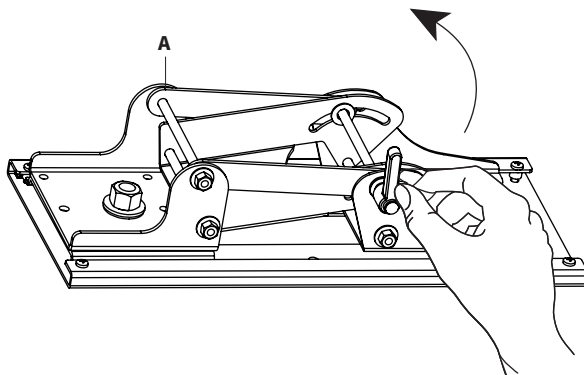


**Phillips
Screwdriver**

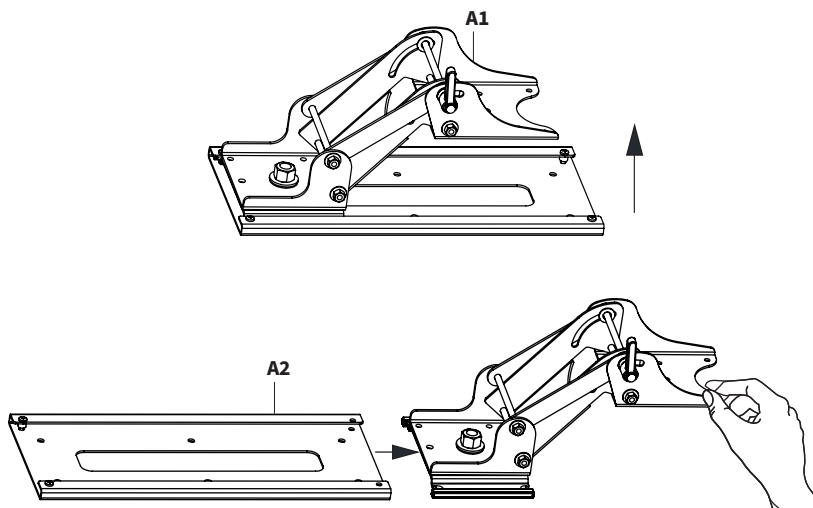
ASSEMBLY STEPS

STEP 1

Place Mount (A) upside down and loosen the lever on the side.



Raise and slide Arm (A1) out from Track (A2).

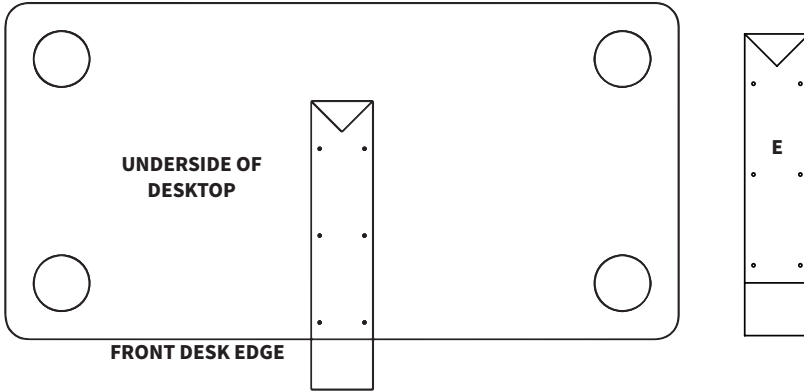


STEP 2

Keyboard tray can be mounted to your desktop in three different applications, depending on your setup or needs. Follow the instructions below that best fit your application and use a pencil to mark the holes. Remove Template and proceed to STEP 3.

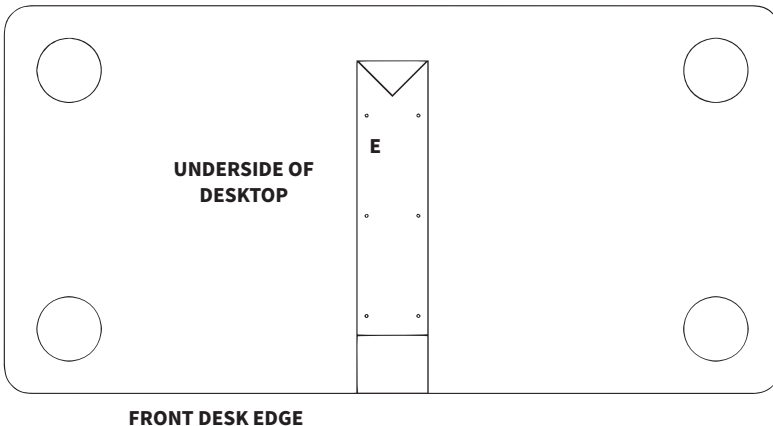
1. STANDARD INSTALLATION

Use this method to place the keyboard track closest to the front edge of the desk, with the tray stick out 3.54" (90mm) from the front of your desk edge. This is the most commonly used installation and is ideal for desks that may not have full clearance on the underside of the desk. Place Template **(E)** on the underside of desk so that the triangle is in the back and the desk edge is aligned with the line on the front of the Template.



2. FULL RECESSED

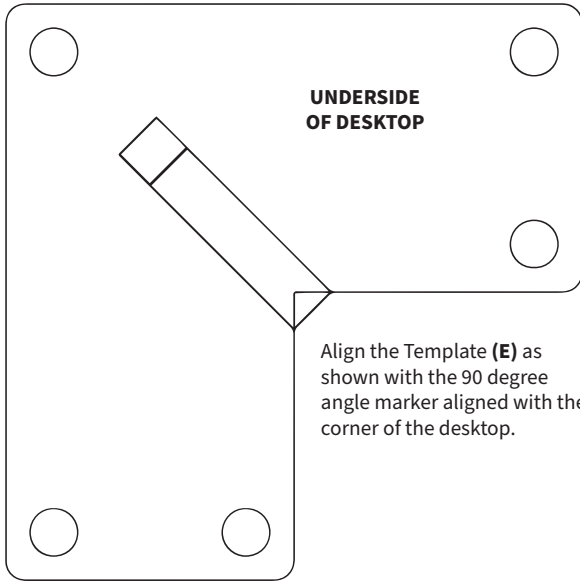
Use this orientation to allow the keyboard tray to slide completely underneath the desktop. Ensure adequate space for the keyboard track before proceeding. Place Template **(E)** so that the edge of the Template is aligned with the desktop edge and the triangle is in the back.



STEP 2 - Continued

3. L SHAPED DESKS

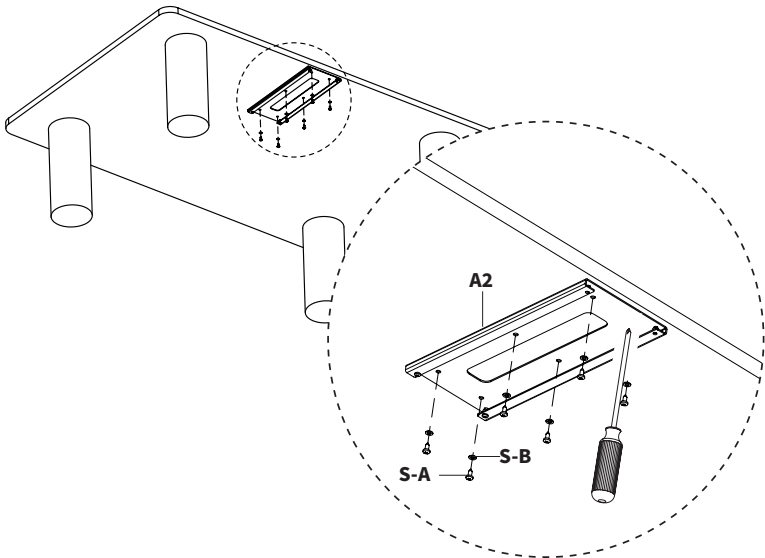
Designed for use with L shaped or corner desks.



Align the Template (E) as shown with the 90 degree angle marker aligned with the corner of the desktop.

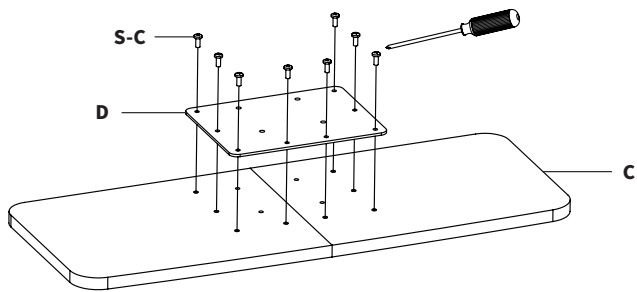
STEP 3

Drill $\frac{3}{8}$ " (10mm) deep pilot holes using a $\frac{1}{8}$ " (or 3mm) drill bit. Mount Track (A2) to the desktop using M5x15mm Screws (S-A) and Washers (S-B) with a Phillips screwdriver.

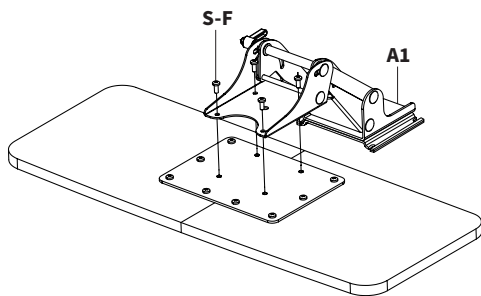


STEP 3

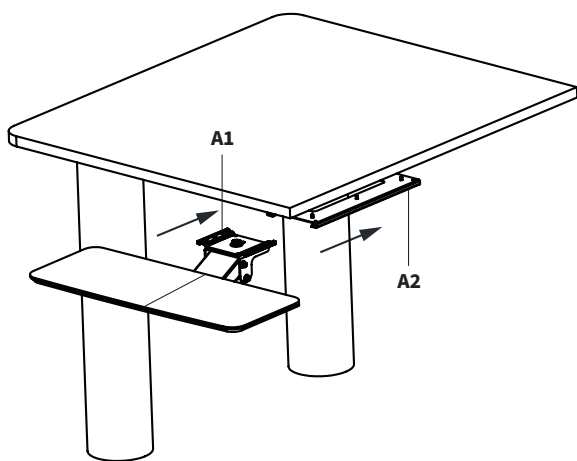
Assemble Tray (C) using Connecting Plate (D) and M5x12mm Screws (S-C) with a Phillips screwdriver.



Connect Arm (A1) to the tray assembly using M5x16mm Screws (S-F) and a Phillips screwdriver.

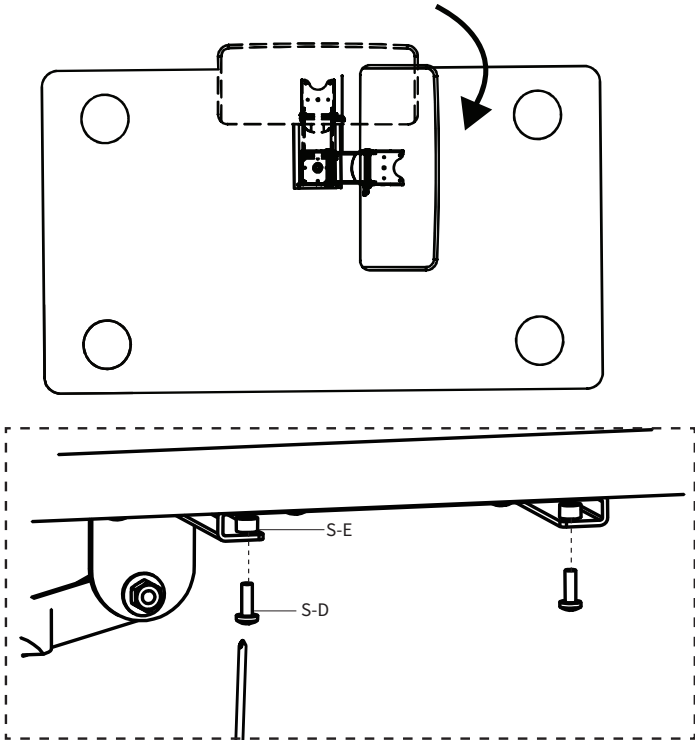


Slide Arm (A1) into Track (A2).

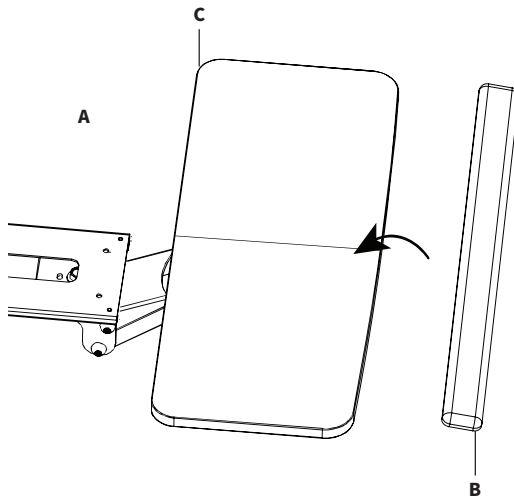


STEP 4

Swivel Mount **(A)** sideways, then install M4x12mm Screws **(S-D)** and Bumpers **(S-E)** into the front corners of the Track using a Phillips screwdriver.




Swivel the the assembled mounted forward, then remove paper backing from the Wrist Pad **(B)** and place on top of Tray **(C)** near the front edge.





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.

 309-278-5303

AVG. RESOLUTION TIME (*within office hrs*): **5M 4S**



www.vivo-us.com
Chat live with an agent!

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



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