

Office Chair Mounted Premium Keyboard Tray

MOUNT-KB18CP

Assembly Manual



Better Products for a Better Workspace Experience

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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. Failure to report missing parts within 30 days may result in denial of free replacement. 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.



WARNING: PINCH POINT

DO NOT PLACE HANDS ON OR NEAR SUPPORT BARS. MOVING PARTS CAN CRUSH AND CUT. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN SERIOUS PERSONAL INJURY.



TIPOVER WARNING

ABRUPT MOVEMENT OR ADJUSTMENT OF THE KEYBOARD TRAY, PARTICULARLY WHEN ITEMS ARE PLACED ON IT, MAY CAUSE THE CHAIR TO BECOME UNBALANCED AND TIP OVER.

TO PREVENT TIPOVER:

- ALWAYS SIT IN THE CHAIR WHEN ADJUSTING THE TRAY TO PREVENT SUDDEN SHIFTS IN WEIGHT
- USE CAUTION WHEN PLACING ITEMS ON THE TRAY
- AVOID FORCEFUL MOVEMENTS WHEN REPOSITIONING THE TRAY TO PREVENT DAMAGE OR INJURY
- USE CAUTION WHILE EXITING THE CHAIR TO ENSURE WEIGHT IS CENTERED

Need Help? We're Here For You

US-Based Customer Support from Trained Professionals

Monday-Friday from 7am-7pm CST

Saturday 8am-4pm CST



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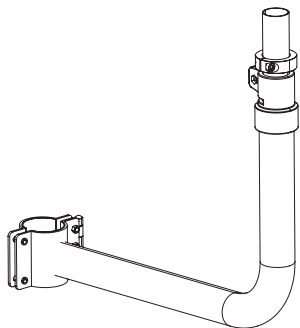
309-278-5303 ext. 1



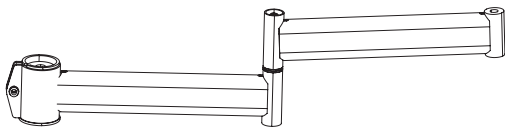
Assembly Video & Product Info

www.vivo-us.com/products/mount-kb18cp

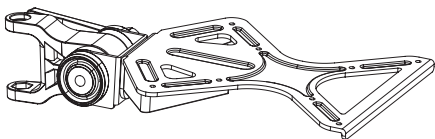
Package Contents



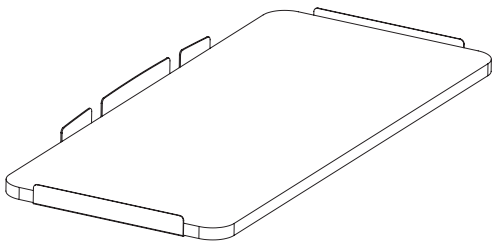
A (x1)
Angled Support



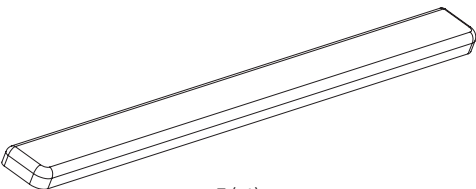
B (x1)
Arm



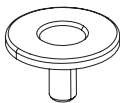
C (x1)
Adjustment
Bracket



D (x1)
Keyboard Tray

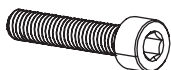


E (x1)
Wrist Pad

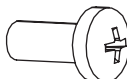


F (x1)
Pole Cap

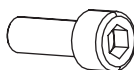
Included Hardware & Tools



S-A (x2)
M6x25mm
Screw



S-B (x8)
M5x15mm
Screw



S-C (x1)
M6x16mm
Screw



S-D (x3)
M6 Washer



S-E (x1)
M8x60mm
Screw



S-F (x1)
M8 Nut



S-G (x2)
M8 Washer



T-A (x1)
5mm Allen
Wrench

Tools Needed:



**Phillips
Screwdriver**

Weight Capacity:

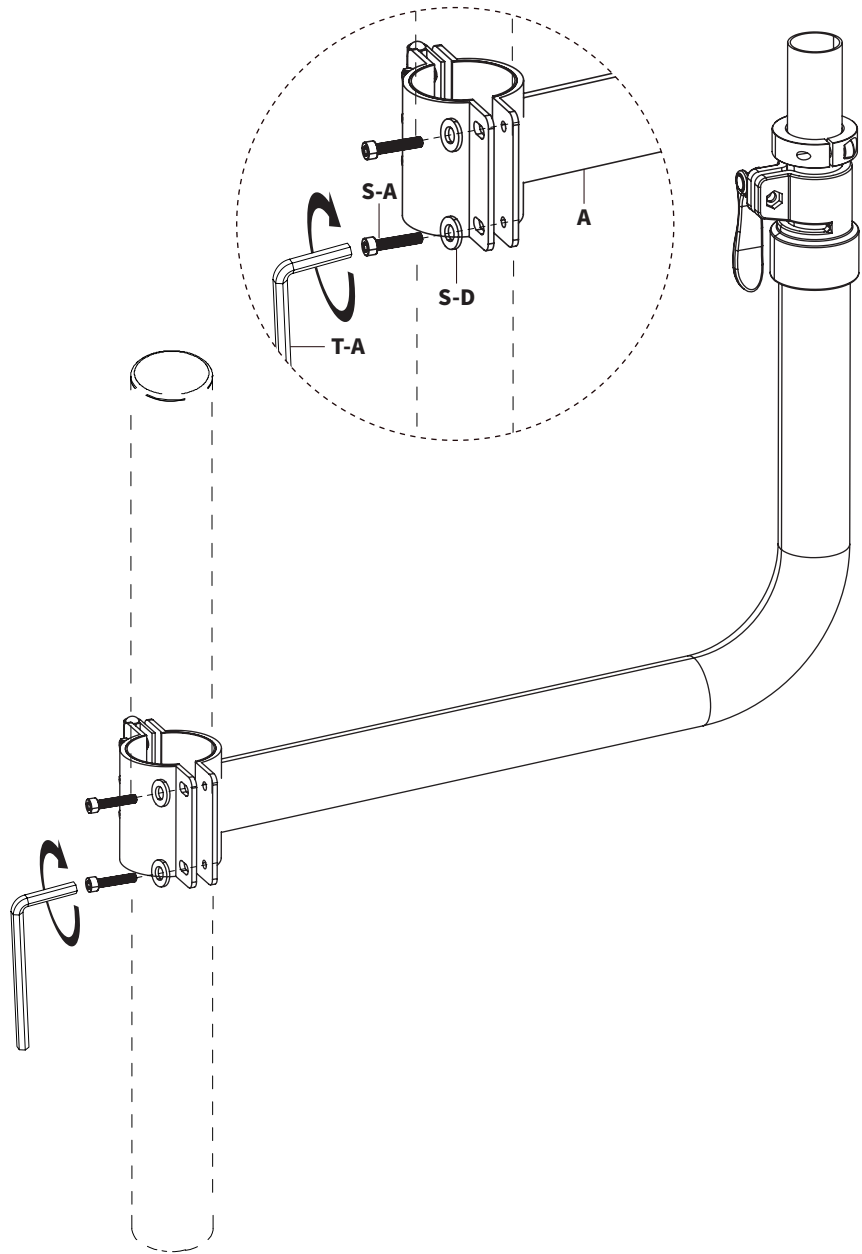


**11lbs
(5kg)**

Assembly Steps

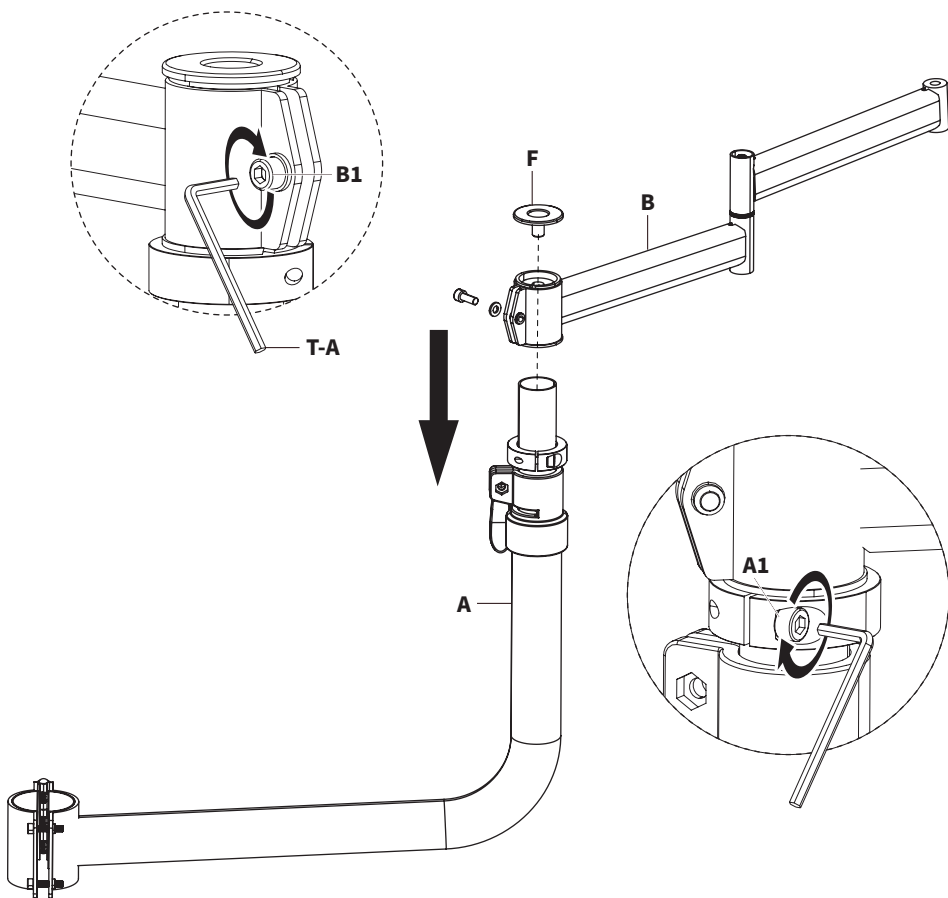
STEP 1

Attach the Angle Support (**A**) to your chair's largest tube using M6x25mm Screws (**S-A**) and M6 Washers (**S-D**). Tighten with the 5mm Allen Wrench (**T-A**).



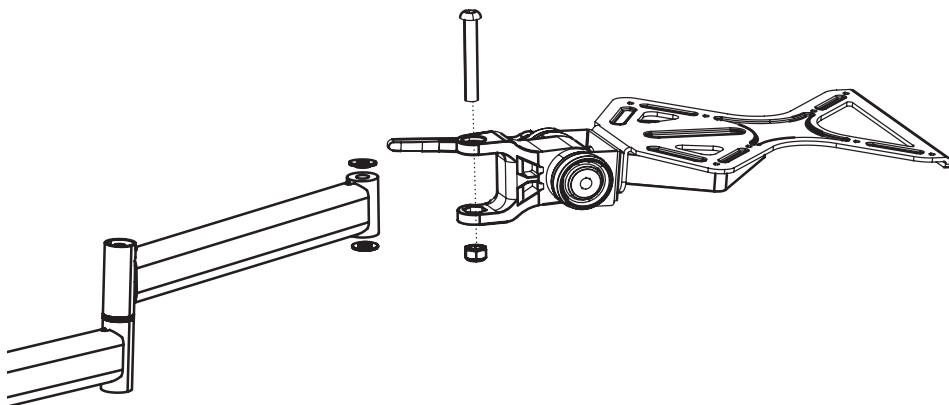
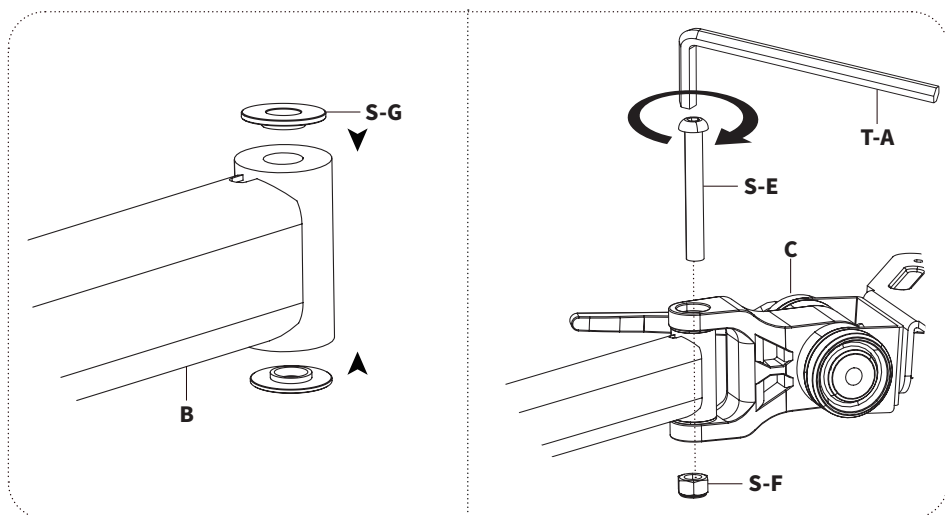
STEP 2

Slide the Arm (**B**) onto the Angled Support (**A**), then secure by tightening the Back Screw (**B1**) and Pole Collar (**A1**) with the 5mm Allen Wrench (**T-A**). Insert the Pole Cap (**F**).



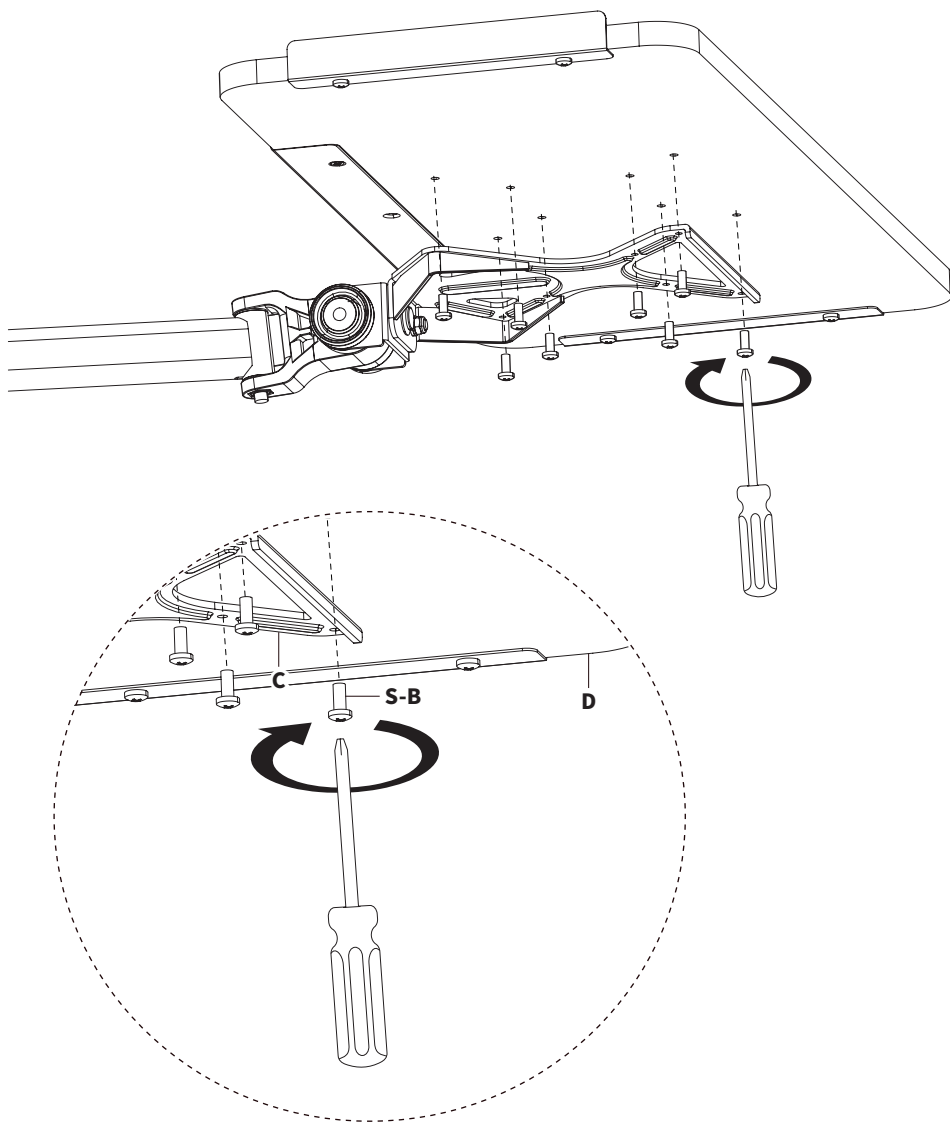
STEP 3

Insert the elevated side of the M8 Washers (**S-G**) into the end of the Arm (**B**). Attach the Adjustment Bracket (**C**) using an M8x60mm Screw (**S-E**) and an M8 Nut (**S-F**). Tighten with the 5mm Allen Wrench (**T-A**).



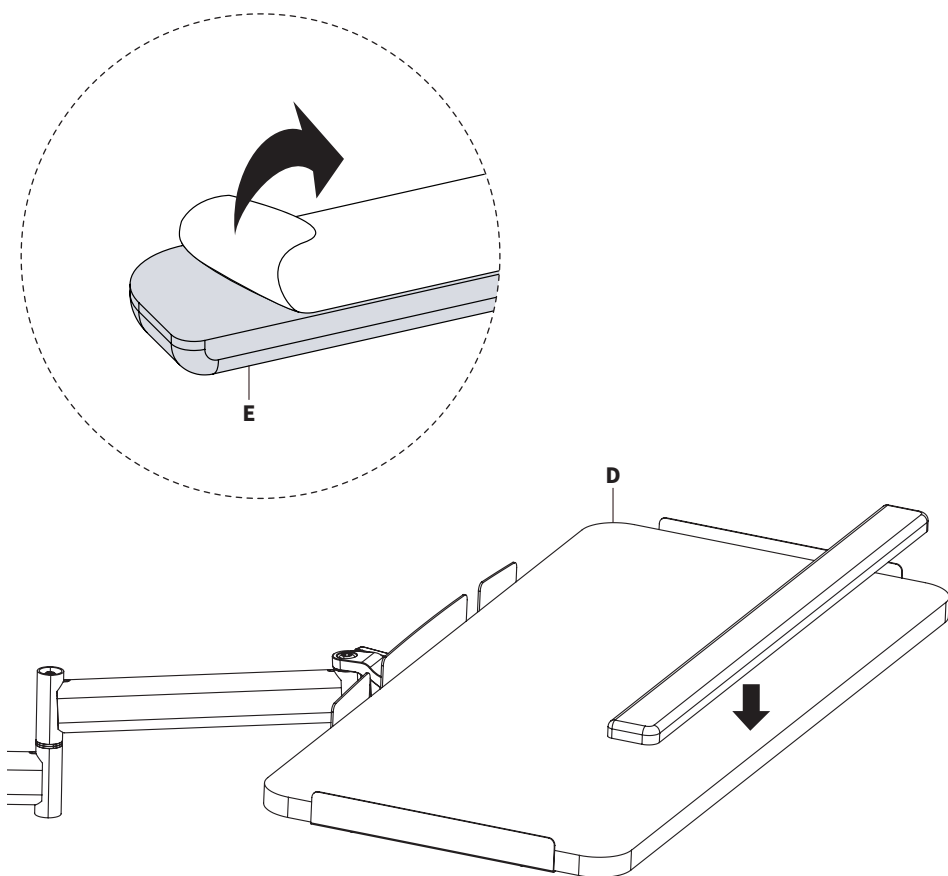
STEP 4

Secure the Keyboard Tray (**D**) to the Adjustment Bracket (**C**) with M5x15mm Screws (**S-B**) using a Phillips screwdriver.



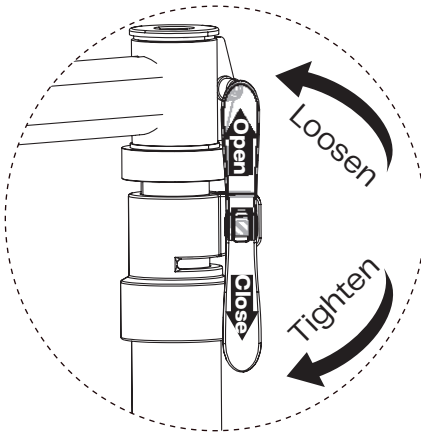
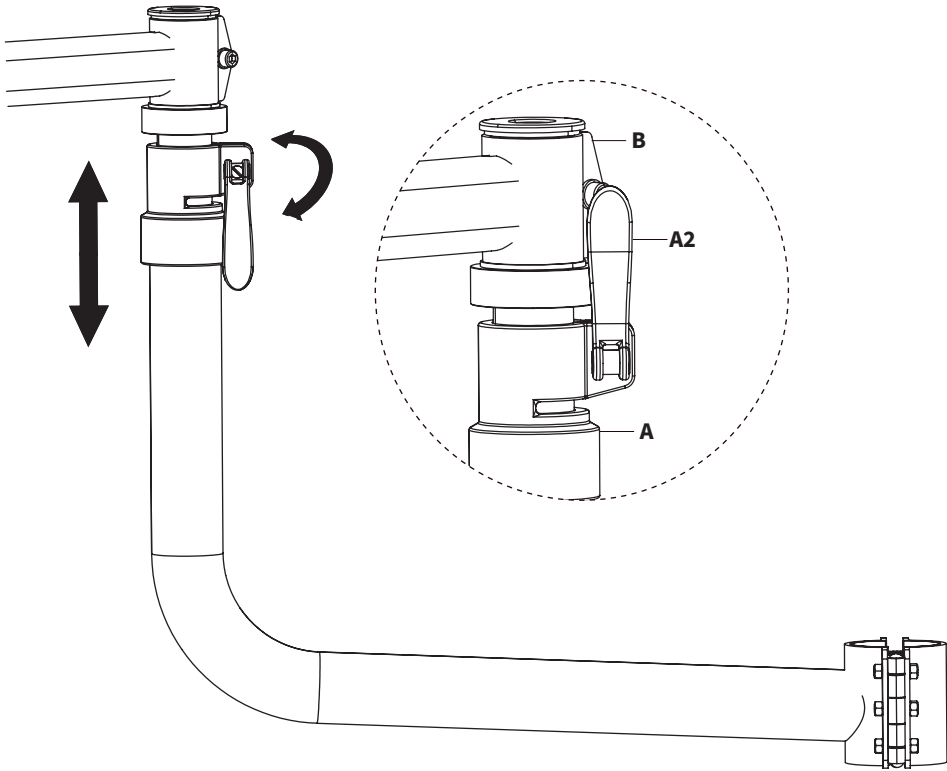
STEP 5

Peel off the adhesive backing from the Wrist Pad (**E**) and firmly press it onto the Keyboard Tray (**D**) in the desired position.



Height Adjustment

Use the Lever **(A2)** on the Angled Support **(A)** to adjust the Arm **(B)** height.

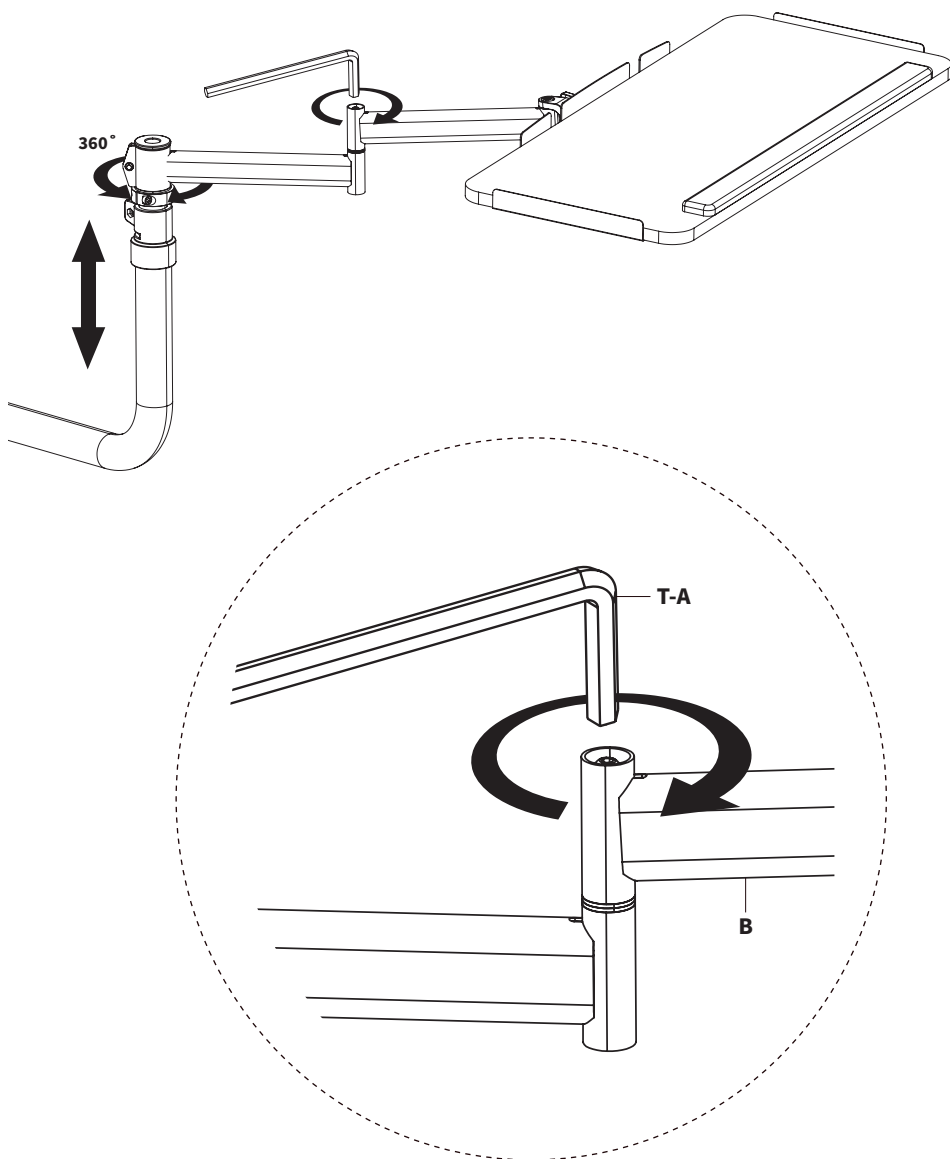


How to Use the Lever

To adjust the height, open the Adjustment Lever on the Pole and swing it outward. Slide the Pole to the desired height, then swing the Handle closed to lock it in place.

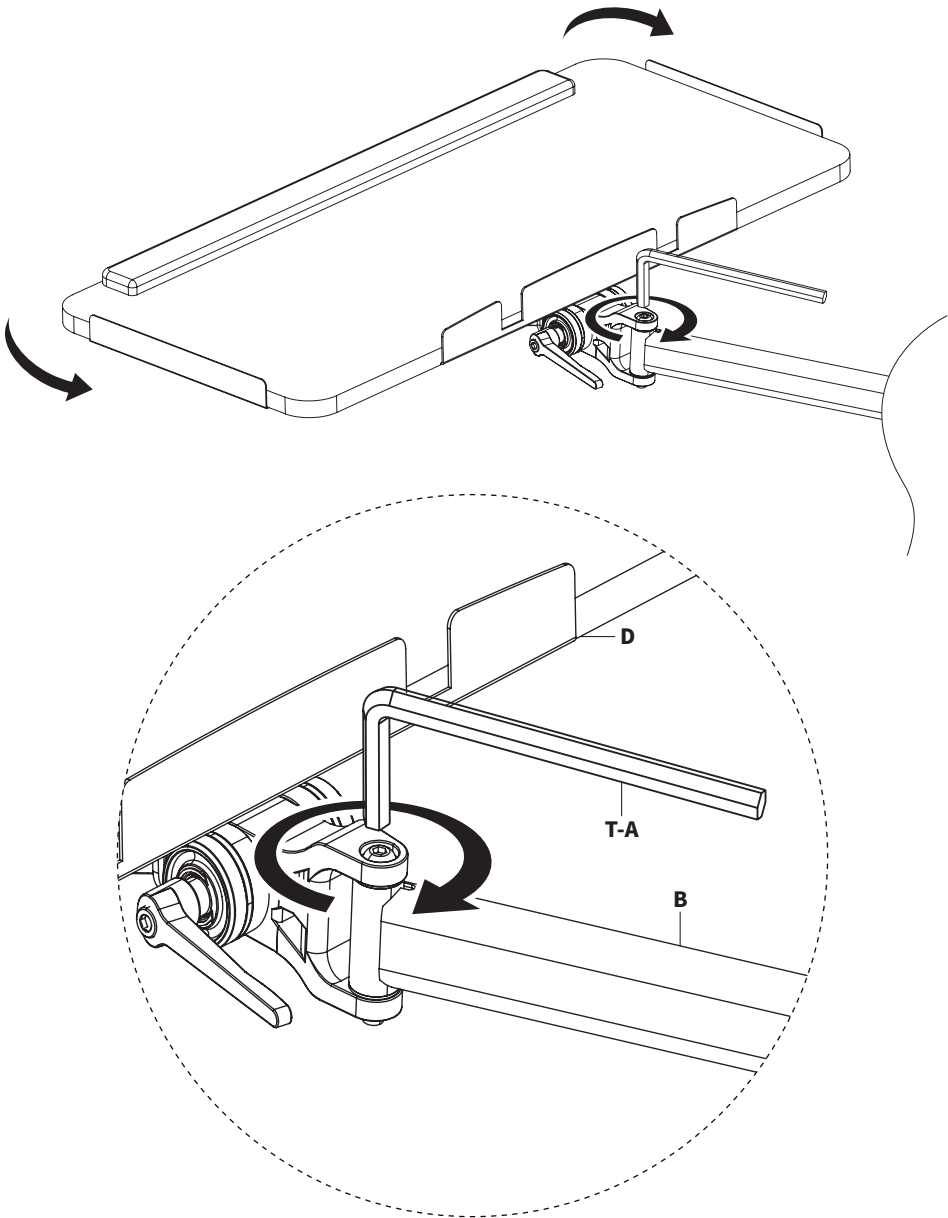
Arm Adjustment

Swivel the Arm **(B)** to the desired position. Tighten with the 5mm Allen Wrench **(T-A)** to lock it in place.



Swivel Adjustment

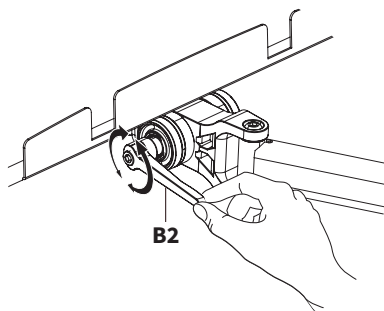
Rotate the Keyboard Tray (**D**) to the desired position. Tighten the screw on the Arm (**B**) with the 5mm Allen Wrench (**T-A**) to lock it in place.



Tilt Adjustment

1 Turn the Handle (B2):

Rotate the Handle (**B2**) **clockwise** to tighten or **counterclockwise** to loosen the tilt adjustment. If the handle stops before reaching the desired position, reposition it.



2 Reposition the Handle:

To reposition, pull the Handle out, rotate it to the desired position, and release.

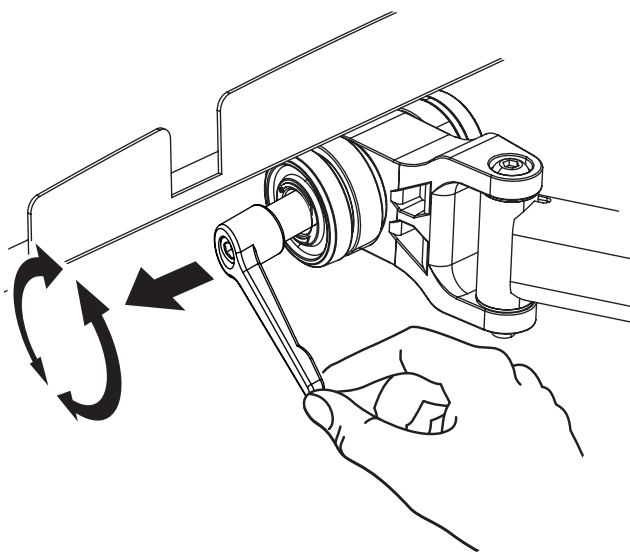


Hold Tray Securely While Loosening

Always hold the keyboard tray securely when loosening the Handle to prevent it from swinging downward, which could cause damage or injury.

Stowing Handle

Once the tilt is adjusted, the handle can be positioned flat against the mount for a cleaner setup. Simply pull it outward, rotate it to a stowed position, and release.



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