Keyboard Tray System with Economy Mech
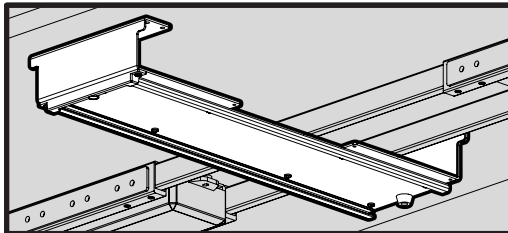
SKU: KBT010

Package Contents

Mechanism Package

Track
(11" and 21" tracks
are included.)

Mechanism

Front bumper
Wood screws
(qty 12)
Back bumper
Wire clip

Keyboard Tray Package

or

Keyboard Tray
(style varies by model purchase)

Cord catcher

Mouse pad

Machine screws
(qty 4. Big trays only)

Acorn nut
(qty 4)

Adhesive pads
(optional. qty 4)

Track Spacer Kit

(optional. sold separately)
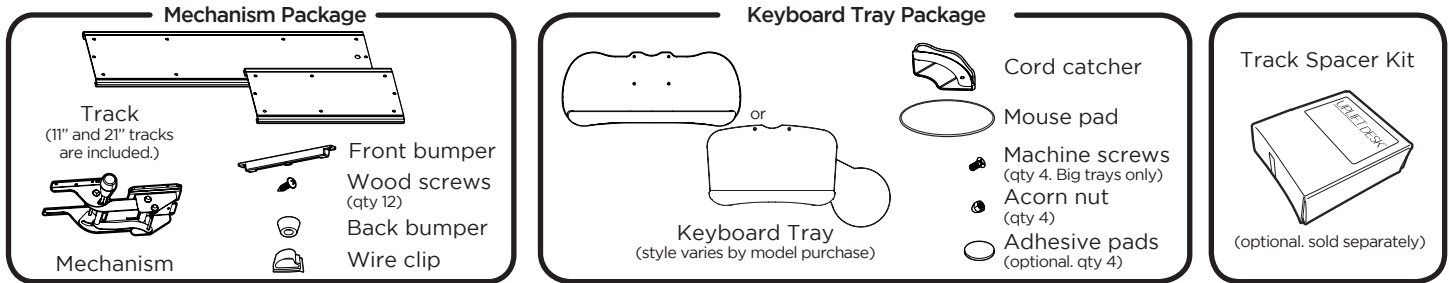

A Note Before You Begin:

Before you begin the installation process, determine which of the included track lengths you will be using, 11" or 21". If you decide to use the 21" track and need to mount it over the desk frame crossbars, you will need to use the Track Spacer Kit (sold separately). Instructions for how to use the Track Spacer Kit are included in its packaging.
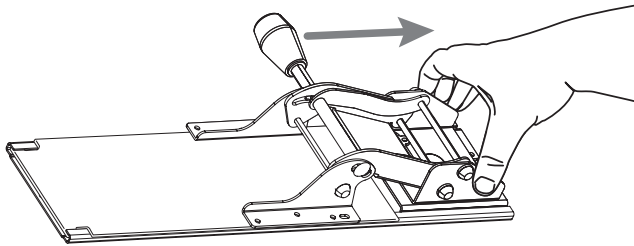
Step 1

The Mechanism will come shipped already slid into a Track. Carefully hold the Mechanism by the base as shown, and slide it off the track. Once the Mechanism slides off the track, the spring will cause it to jump slightly. Take caution during this step and ensure your fingers are not in the way.
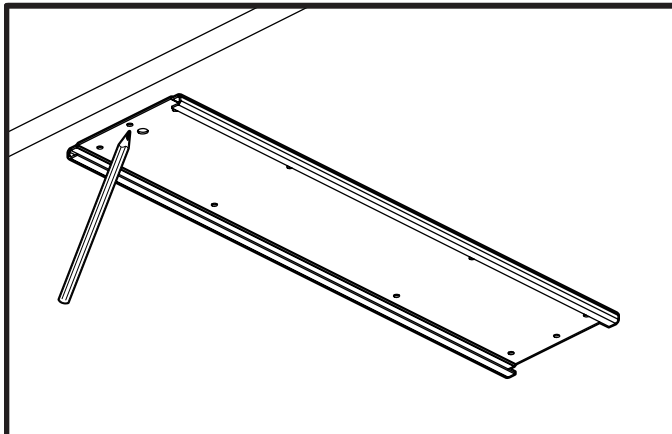
Step 2

If you are not using the Track Spacer Kit, place the Track underneath your desktop in the desired location, with about 1/2" from the front edge of the desktop to the front edge of the Track.* Using the Track as a template, mark the center of the holes with a pencil (ten holes on a 21" Track and eight holes on an 11" Track).

fig 1. ✓ ✗
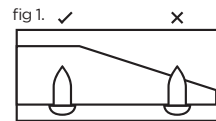
*Caution: If you are attaching the Track to a desktop with a curved front edge, make certain there is 1-1/2" from the front edge of the desktop to the front edge of the Track. This will prevent the screws from piercing through the top of the desktop. (see fig. 1)

To make this step a little easier, if you own a drill, you can make pilot holes. Use a 1/8" diameter drill bit and, ensuring that you DRILL NO DEEPER THAN 1/2", drill pilot holes where you've made your marks on your desktop.

Note: Some UPLIFT desktops are built with metal support bars embedded in the bottom side. They are clearly visible when looking under the desk. Be mindful of where your Track will be going, and be careful not to drill or screw into these support bars. The Track can be installed directly over a support bar; please refer to the note in Step 3 to show you how to do this.
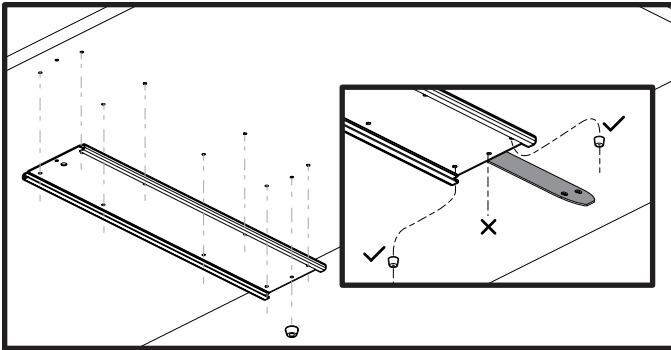
Step 3

Using eight Wood screws for the 21" track or six Wood screws for the 11" track, attach the Track to the underside of the desktop. Use one more screw to attach the Rear bumper, as shown.

Note: If you are mounting your Track on a desktop with a center support bar and you are not using a Track Spacer Kit, you can attach the Back bumper through either of the outside holes, as shown, to avoid hitting the bar. You can also shift your Track slightly to the left or right.
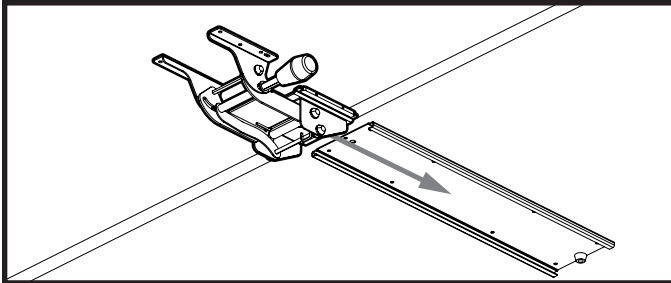
Step 4

Line up the Mechanism with the grooves on the Track, and slide it into place.

Leave the front portion of the Mechanism extended past the front edge of the desktop so that you can attach your Tray.
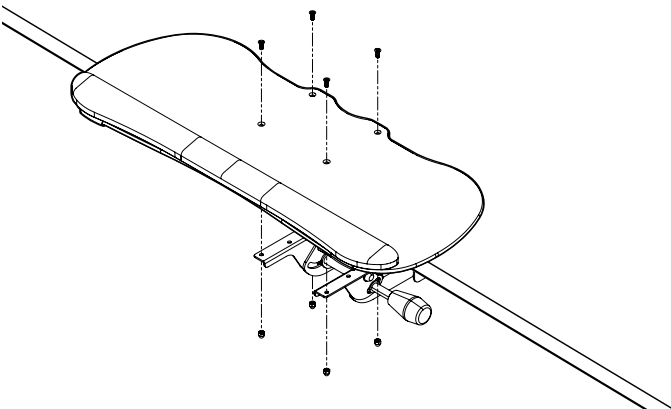
Step 5

For the Big Ultra-Thin and Big Standard Trays: attach the Tray to the Mechanism by lining up the holes in the Tray with the holes on the Mechanism, and secure by inserting the four Machine screws through the holes in the top of the Tray, and attaching the four Acorn nuts onto them from below.
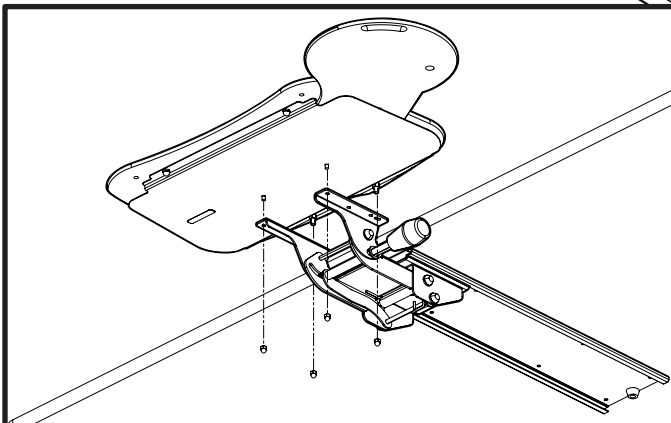
For the Switch Tray: Attach the Tray to the Mechanism by lining up the integrated screws on the bottom of the Tray with the holes on the Mechanism; secure in place by attaching the four Acorn nuts onto the screws from below.
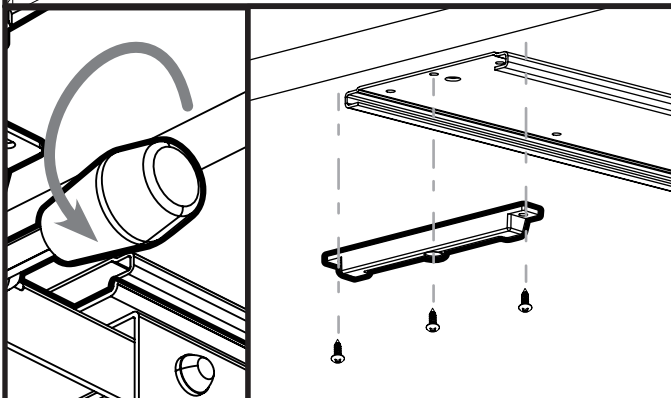
Step 6

Twist the Mechanism's adjustment knob counterclockwise to loosen the Mechanism. Lower the tray, then twist the adjustment knob clockwise to tigthen the Mechanism. Then slide the assembly toward the back on the Track.

With the tray out of the way, install the Front bumper using three Wood screws.

Note: You may want to drill two pilot holes for the ends of the Front bumper using the directions from Step 2.
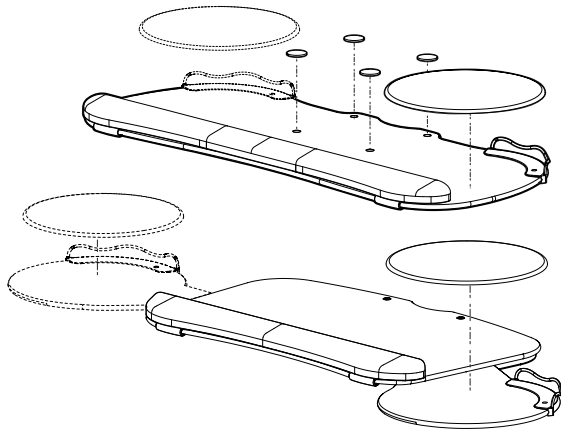
Step 7

For the Big Ultra-Thin and Big Standard Trays: Place the Mouse pad and Cord catcher on the desired side. The non-slip Adhesive pads keep keyboards from sliding and can be placed over the heads of the machine screws, or in any other spot on the tray. Use the Wire clip anywhere you need to secure loose wires to prevent snags.

For the Switch Tray: Slide the mouse platform to desired side and place the Mouse pad and Cord catcher onto the platform. The non-slip pads can be placed in any position on the tray. Use the Wire clip anywhere to secure loose wires to prevent snags.
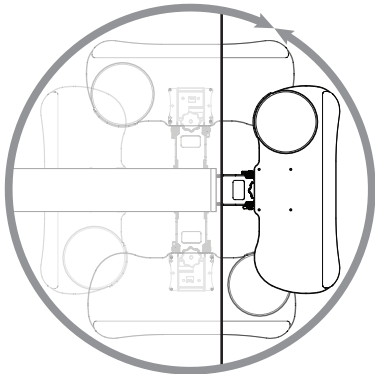

Adjustments applicable to all Keyboard Trays
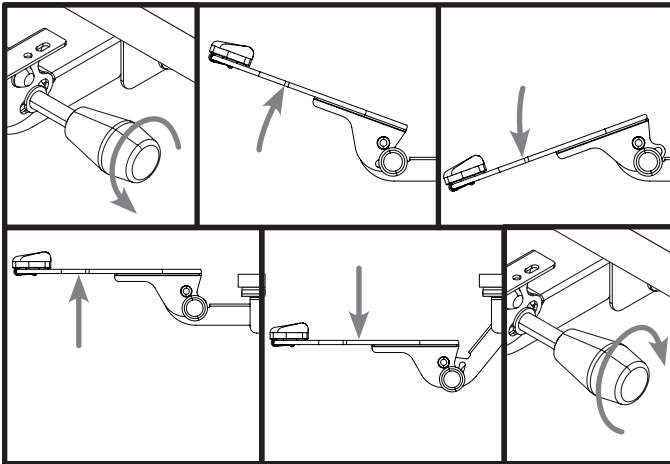
Tilt and Height

Twist the adjustment knob counterclockwise to loosen the Mechanism. This will allow you to tilt the Tray up and down, and to adjust the overall height of the tray.

Once you've gotten your Tray to a position you are comfortable with, twist the adjustment knob clockwise to tighten the Mechanism.

Rotate

The Tray rotates at the point where the Mechanism attaches to the Track. The Tray can rotate a full 360 degrees (unless it is obstructed by something underneath the desktop).

Adjustments applicable to the Switch Keyboard Tray only
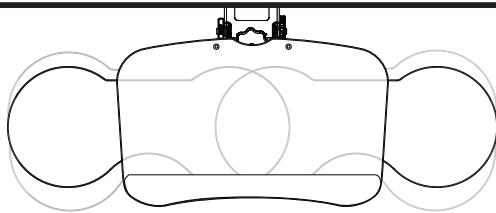
Swapping sides for your mousing platform

The mousing platform on the Switch tray can slide from the right or left side. It can also be adjusted forward and backwards.

⚠ CAUTIONS & WARNINGS

⚠ **CAUTION:** Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.

⚠ **CAUTION:** Maximum weight limit for all keyboard trays is 10 lb. Do not overload

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SAVE THESE INSTRUCTIONS

Study this manual carefully. If this product is sold, please provide this
manual to the buyer, installers, or support personnel operating the product.