

Premium Under Desk Keyboard Tray

MOUNT-KB27P-B

Assembly Manual

**** DO NOT RETURN ITEM ****

Contact Us First!

Our friendly US-Based Product Support Team to help!



We're Here For You

Monday-Friday from 7am-7pm CST
Saturday 8am-4pm CST

US-Based Customer Support from Trained Professionals



Email Us

help@vivo-us.com



Chat with Live Agent

www.vivo-us.com



Give Us a Call

309-278-5303 ext. 1

Assembly Video Available

Navigate to the middle of the product page to watch as our product specialists walk you through the assembly process.

www.vivo-us.com/products/mount-kb27p-b



WATCH NOW



PLEASE READ



General Notice:

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.

Missing Parts:

If any parts are received damaged / defective OR you are missing a part, please reach out to us ***within 30 days of product delivery to have it replaced at no cost.*** ***PLEASE NOTE:*** Failure to report missing parts within the stated time frame ***may result in denial of free replacement.***

Returns:

We offer a hassle-free 30 day return on all products. Contact customer support at 309-278-5303 or help@vivo-us.com. Please note: For items ordered in error or no longer needed, the return shipping charges will be at the buyer's expense.

Product Specific Warnings:



WARNING: CHOKING HAZARD

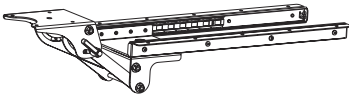
SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.



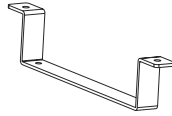
DO NOT EXCEED WEIGHT CAPACITY

FAILURE TO DO SO MAY RESULT IN SERIOUS INJURY.

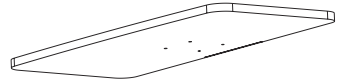
Package Contents



A (x1)
Mounting Bracket



B (x3)
Adapter



C (x1)
Keyboard Tray



D (x1)
Keyboard Wrist Pad



E (x1)
Mouse Wrist Pad

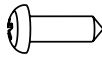
Included Hardware & Tools



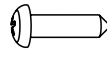
S-A (x10)
M5x12mm
Screw



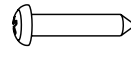
S-B (x6)
M5 Washer



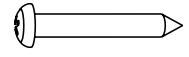
S-C (x6)
ST5x15mm
Screw



S-D (x6)
ST5x25mm
Screw



S-E (x6)
ST5x30mm
Screw



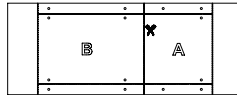
S-F (x6)
ST5x40mm
Screw



S-G (x6)
8mm Spacer



S-H (x6)
16mm Spacer



T-A (x1)
Template

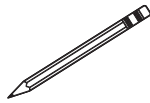
Tools Needed:



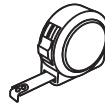
**Phillips
Screwdriver**



Tape



Pencil



Tape Measure



Drill



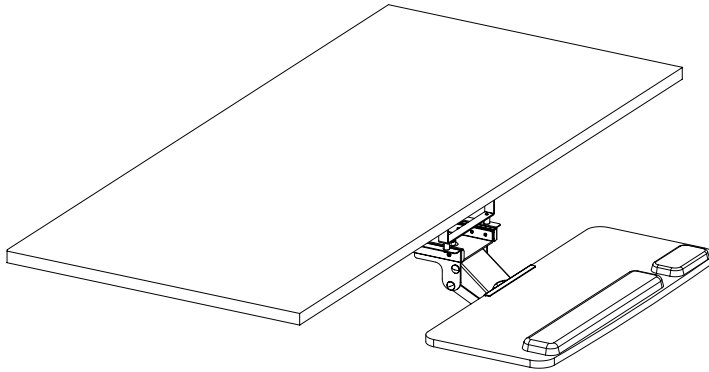
**1/8" (3mm)
Drill Bit**

Weight Capacity:



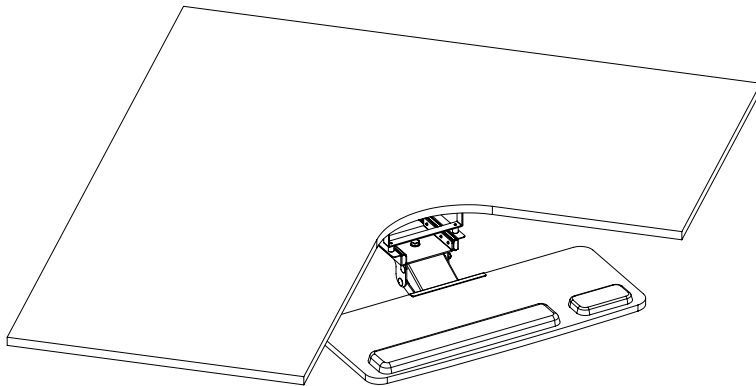
**4.4 lbs
(2 kg)**

Mounting Options



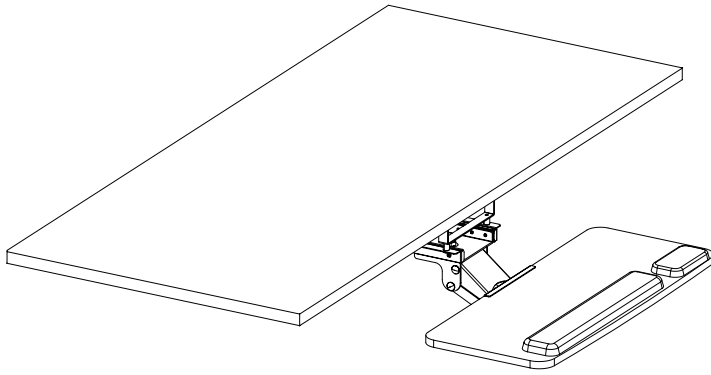
Option 1: Straight Desk Mounting

pg. 6-20



Option 2: Corner Desk Mounting

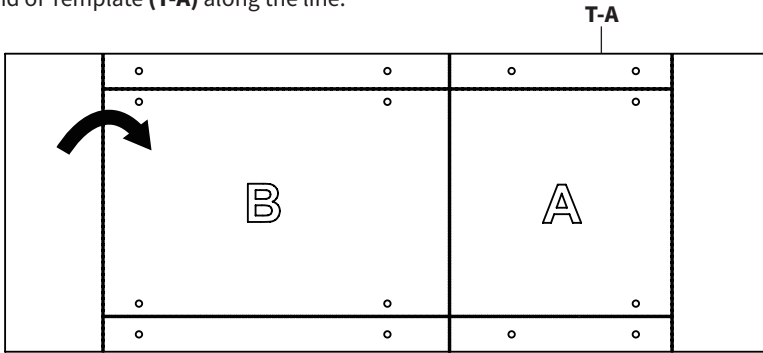
pg. 21-30



Straight Desk Mounting

Pre-Assembly Steps

Fold in one end of Template (T-A) along the line.



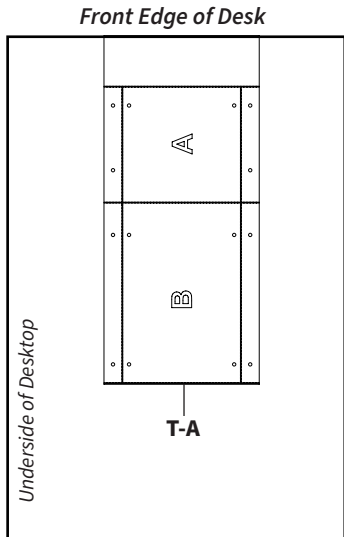
Testing Template

Hold the entire Template (T-A) on the underside of your desktop, and align the non-folded end of the Template with the **Front Edge**. Observe your desk frame's horizontal supports to see if they intersect the Template.

- Outcome 1 -

Template is Pressed Flat

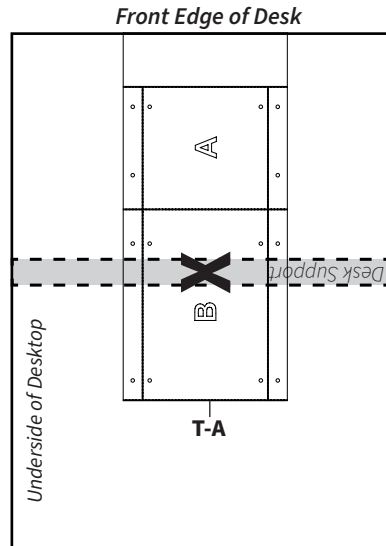
If the Template (T-A) can be pressed flat against the desktop with no obstructions, proceed to Next Page.



- Outcome 2 -

Template is Obstructed

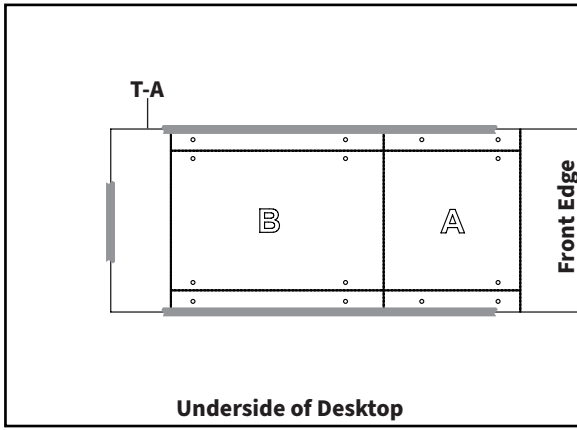
If the Template (T-A) cannot be pressed flat, and is obstructed by a crossbar beneath the desktop, proceed to Page 12 for Alternate Installation.



Standard Assembly

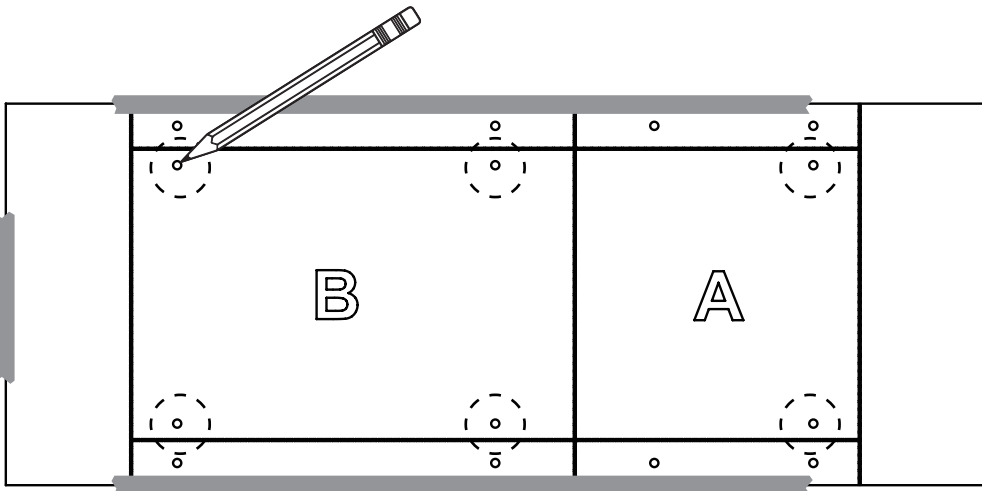
STEP 1

Tape the Template (**T-A**) to the underside of the desktop.



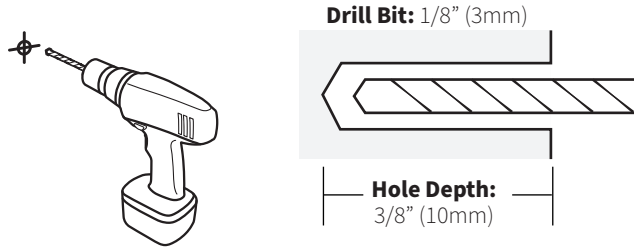
Note: Ensure the end of Template is still aligned with the **Front Edge** of desktop.

Mark all six inner holes using a pencil, then remove the Template.

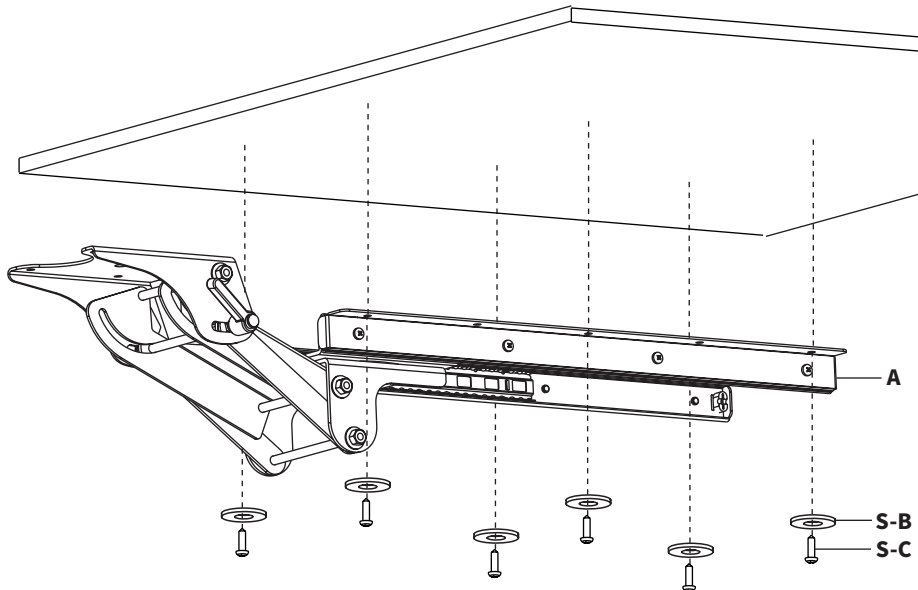


Pre-Drilling Instructions

Drill mounting holes using illustration shown

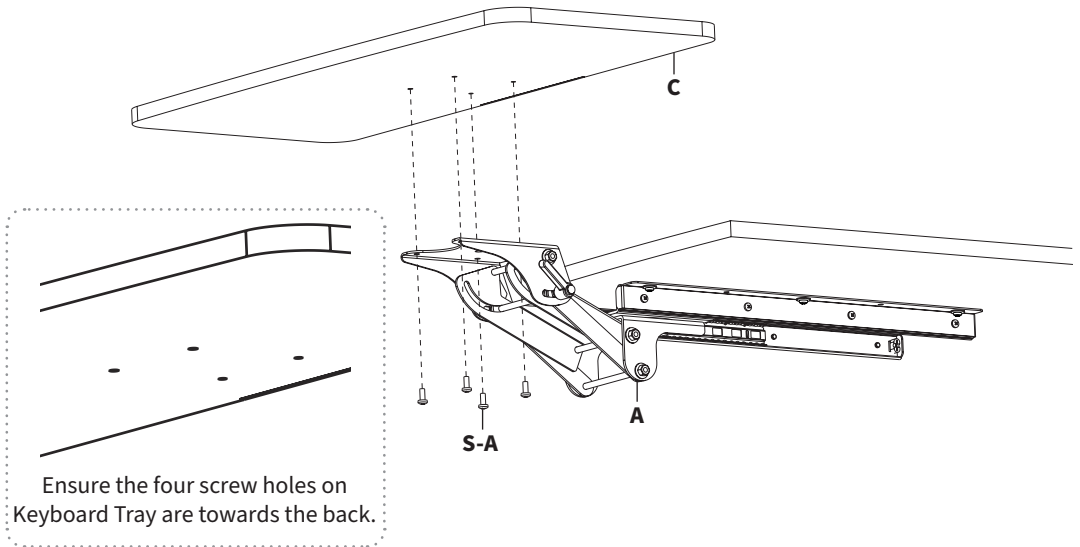


Secure Mounting Bracket (**A**) to the desktop using ST5x15mm Screws (**S-C**), M5 Washers (**S-B**) and a Phillips screwdriver.



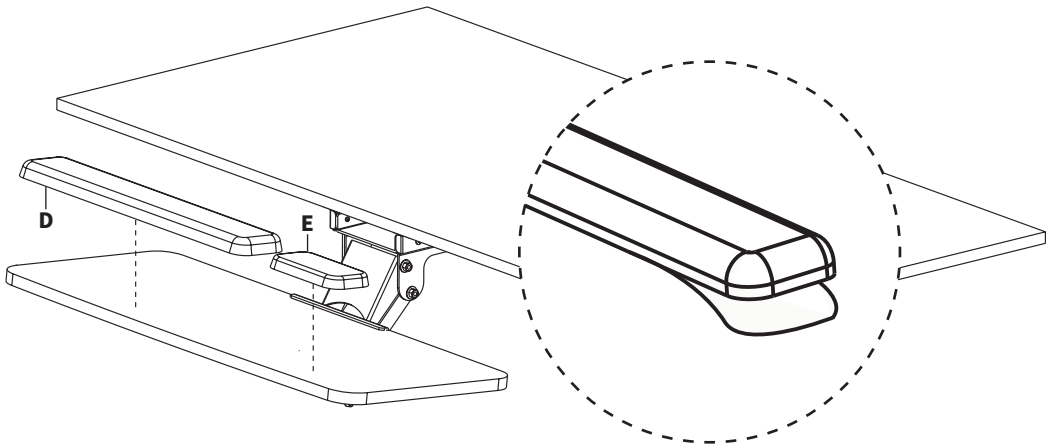
STEP 3

Attach Keyboard Tray (**C**) to Mounting Bracket (**A**) using M5x12mm Screws (**S-A**) and a Phillips screwdriver.



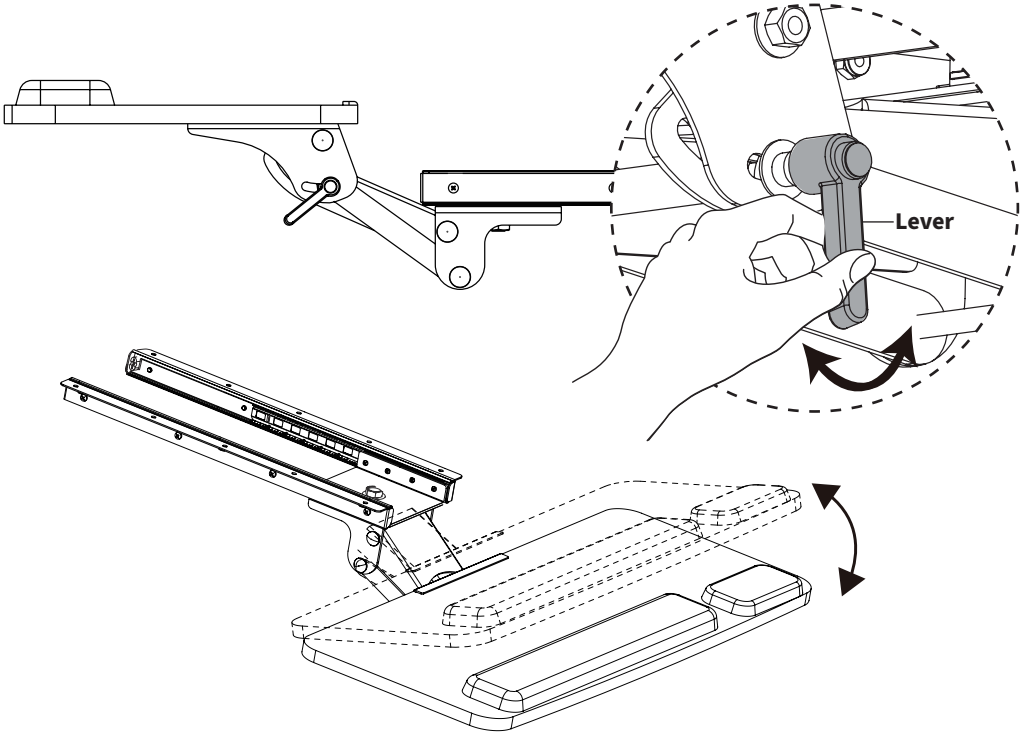
STEP 4

Remove adhesive backing from Wrist Pads (**D,E**) and apply where desired.

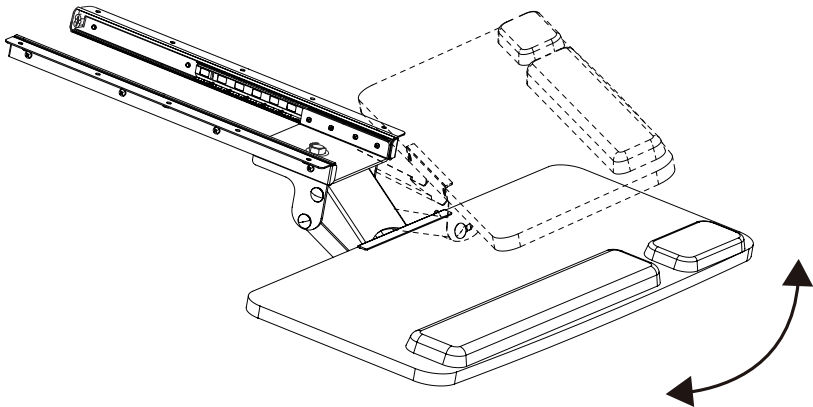


Adjustments

Loosen the **Lever** to allow vertical adjustment and tilt of the keyboard tray. Retighten once at the desired position.



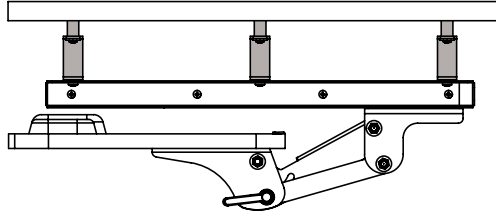
Swivel keyboard tray as desired.



Assembly Complete

**** Alternate Installation ****

Installing with Adapters



STEP 1

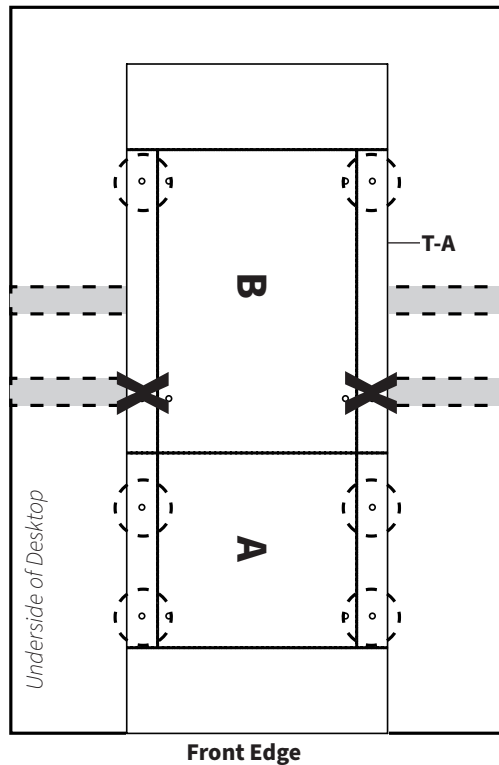
Determining Mounting Hole Pattern

Side A:

Unfold and position Template (T-A) so that **Side A** is **Aligned with the Front Edge** of the desktop. Try to locate six outer holes that are exposed to the desktop.

If this hole pattern works, proceed to step 2 on page 14.

**** Side A Aligned with Front Edge ****

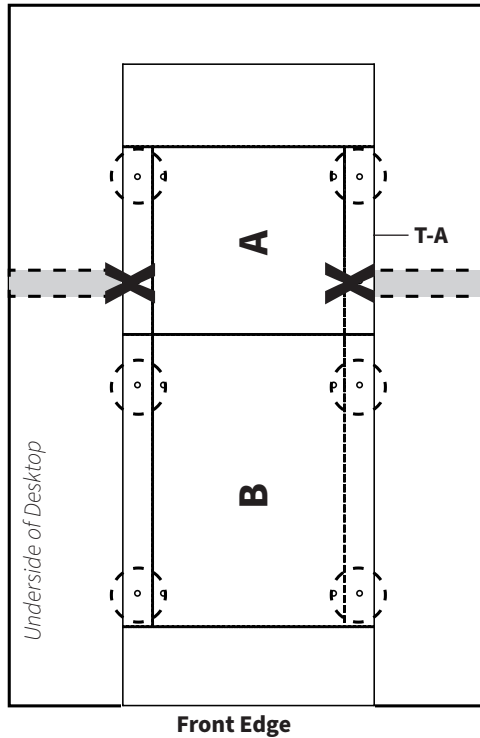


Side B:

If there are not enough holes exposed to the desktop, flip the Template around that **Side B is Aligned with the Front Edge** of the desktop. Try again to locate six outer holes that are exposed to the desktop.

If this hole pattern works, **proceed to step 2 on page 14.**

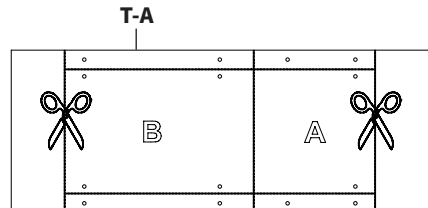
**** Side B Aligned with Front Edge ****



Can't Find Enough Holes?

If you still are not able to locate six outer holes exposed to the desktop, use a scissors to cut off the two outside tabs on the Template (**T-A**) and repeat the step above **without aligning the Template with the Front Edge**.

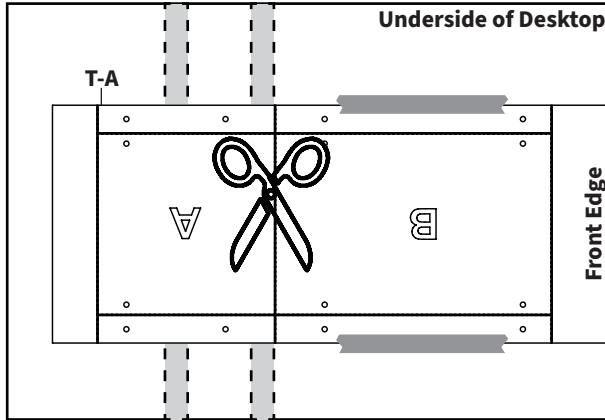
Note: Keyboard Tray (**C**) may be unable to be fully concealed after cutting tabs.



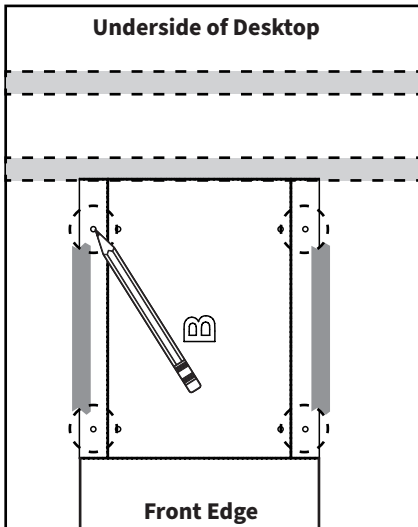
STEP 2

Cut the Template (**T-A**) between the **A** and **B** sections, then tape the side closest to the **Front Edge**.

NOTE This step will only show **Side B Aligned with Front Edge**, but the instructions will be the same for both orientations.



Mark the four **outer** holes using a pencil, then remove the Template.

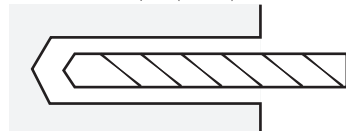


Pre-Drilling Instructions

Drill mounting holes using illustration shown



Drill Bit: 1/8" (3mm)

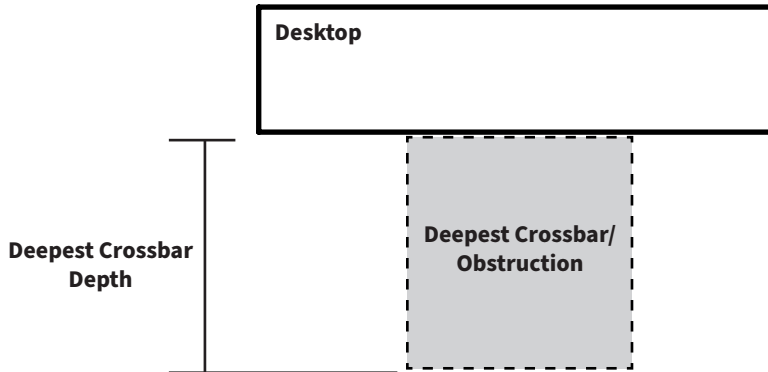


Hole Depth:
3/8" (10mm)

STEP 3

Determining Mounting Hardware

Use a Tape Measure to measure your desktop's deepest crossbar/obstruction.



Use **Deepest Crossbar Depth** with the table below to determine the mounting hardware to use for Mounting Bracket (A).

Deepest Crossbar Depth	Mounting Hardware to Use
1.7" (45mm) or less	Adapters (B) ST5x15mm Screws (S-C) M5 Washers (S-B)
2" (53mm) or less	Adapters (B) ST5x25mm Screws (S-D) M5 Washers (S-B) 8mm Spacer (S-G)
2.4" (61mm) or less	Adapters (B) ST5x30mm Screws (S-E) M5 Washers (S-B) 16mm Spacer (S-H)
2.7" (69mm) or less	Adapters (B) ST5x40mm Screws (S-F) M5 Washers (S-B) 16mm Spacer (S-H) 8mm Spacer (S-G)

NOTE

The remaining assembly images will only show the hardware for **2.4" (61mm) or less**. However, the assembly steps will be the same for all hardware sets.

STEP 4

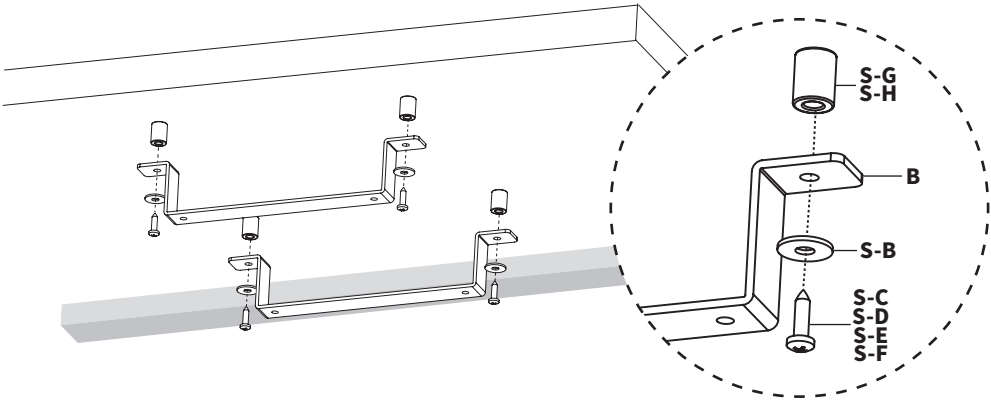
Using the hardware selected from **Determining Mounting Hardware**, mount two Adapters (**B**) to the underside of desktop using the marked holes closest to the **Front Edge**.

NOTE

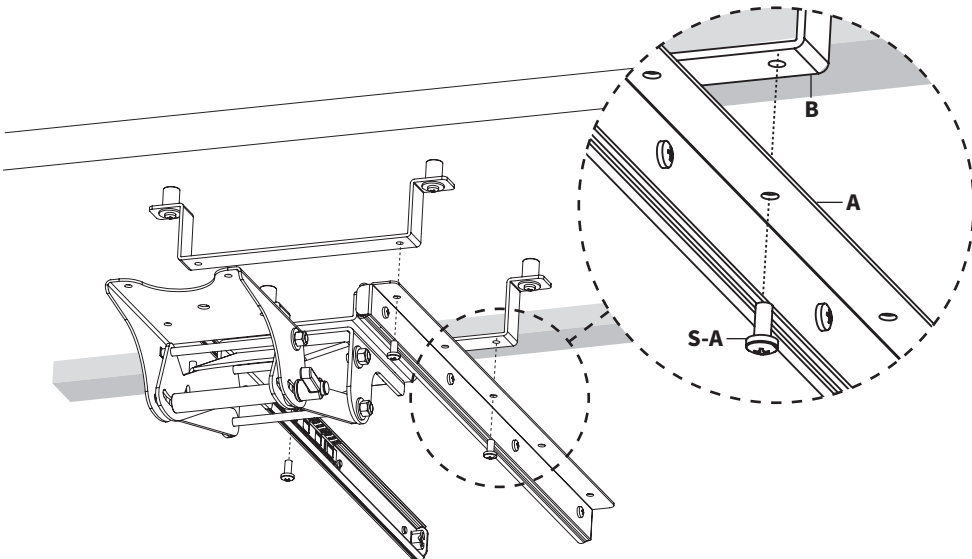
Please note the last Adapter (**B**) will be installed later.



Ensure Spacers (**S-G,S-H**) are between the Adapters (**B**) and the desktop.



Attach Mounting Bracket (**A**) to the two Adapters (**B**) using M5x12mm Screws (**S-A**) and a Phillips screwdriver.

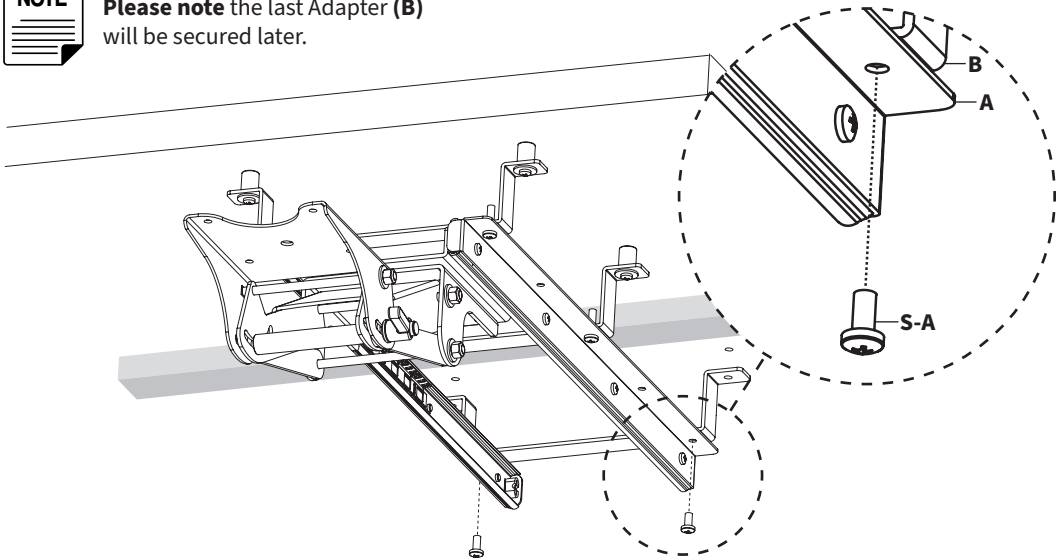


STEP 4 - Cont'd

Attach the last Adapter (**B**) to the back of Mounting Bracket (**A**) using M5x12mm Screws (**S-A**) and a Phillips screwdriver.

NOTE

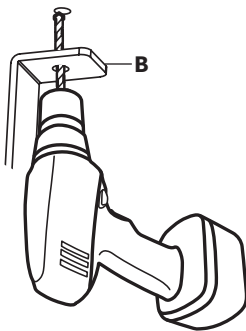
Please note the last Adapter (**B**) will be secured later.



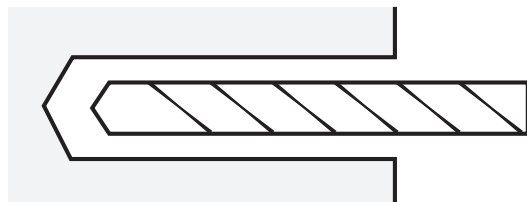
STEP 5

Pre-Drilling Instructions

Drill the back two mounting holes into desktop using the illustration shown. Drill into the desktop by passing the drill bit through the holes on Adapter (**B**).



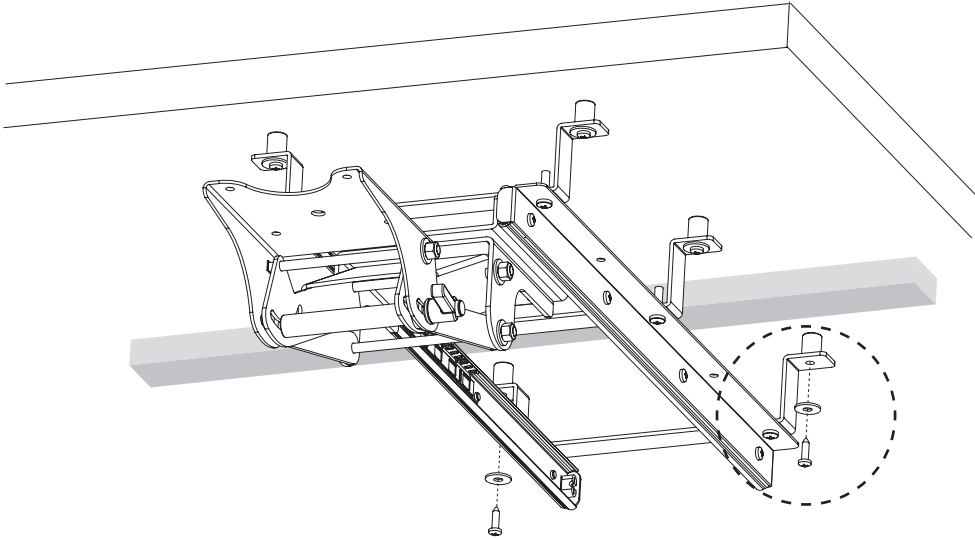
Drill Bit: 1/8" (3mm)



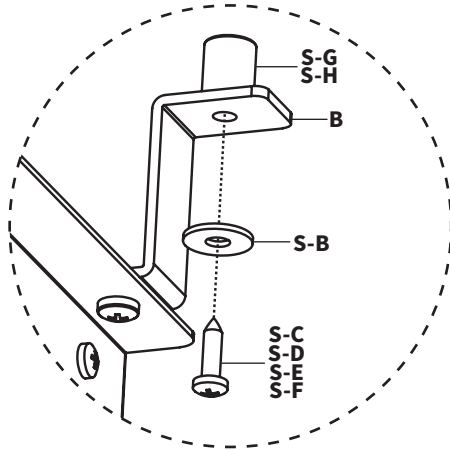
Hole Depth:
3/8" (10mm)

STEP 6

Secure the remaining Adapter (**B**) to the desktop using remaining hardware from **Determining Mounting Hardware** and a Phillips screwdriver.

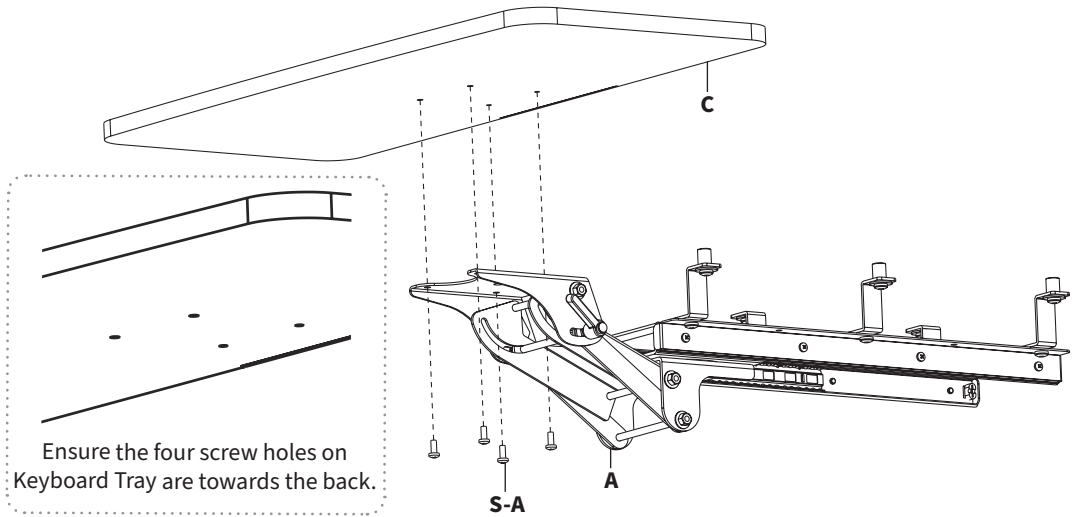


Ensure Spacers (**S-G,S-H**) are between the Adapters (**B**) and the desktop.



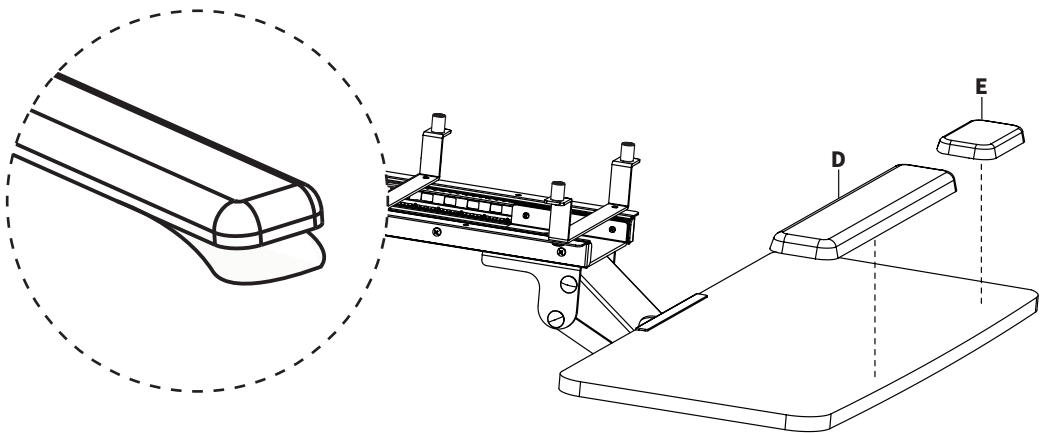
STEP 7

Attach Keyboard Tray (C) to Mounting Bracket (A) using M5x12mm Screws (S-A) and a Phillips screwdriver.



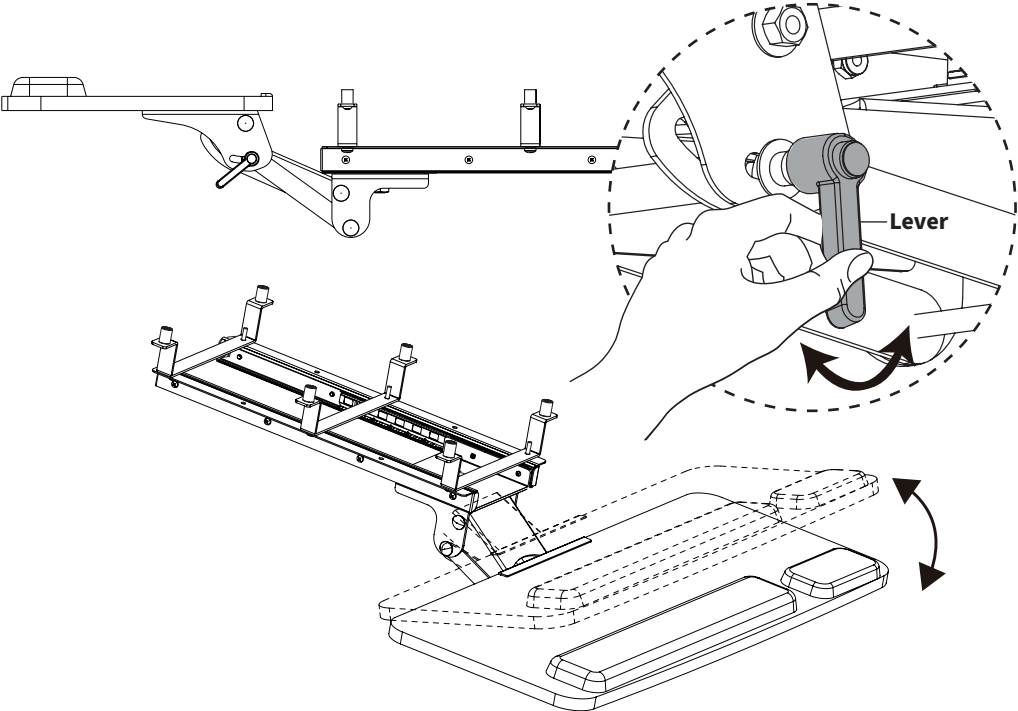
STEP 8

Remove adhesive backing from Wrist Pads (D,E) and apply where desired.

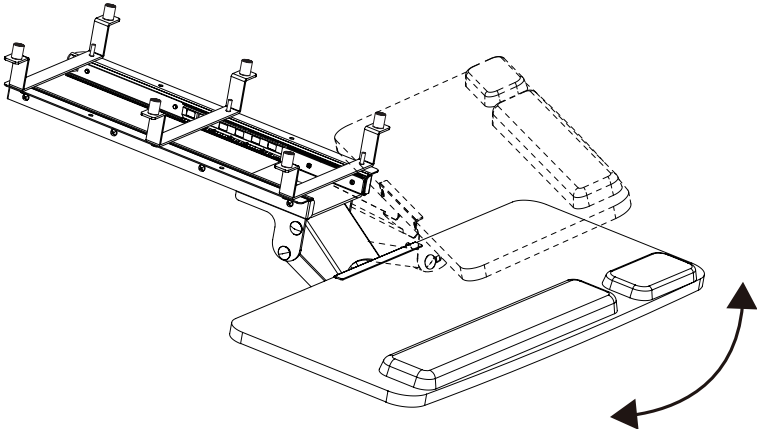


Adjustments

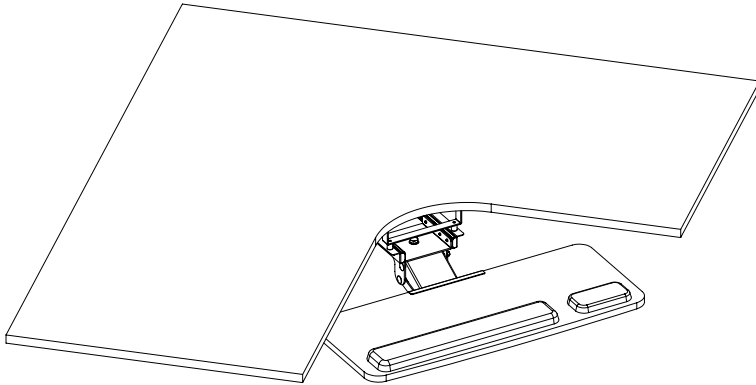
Loosen the **Lever** to allow vertical adjustment and tilt of the keyboard tray. Retighten once at the desired position.



Swivel keyboard tray as desired.



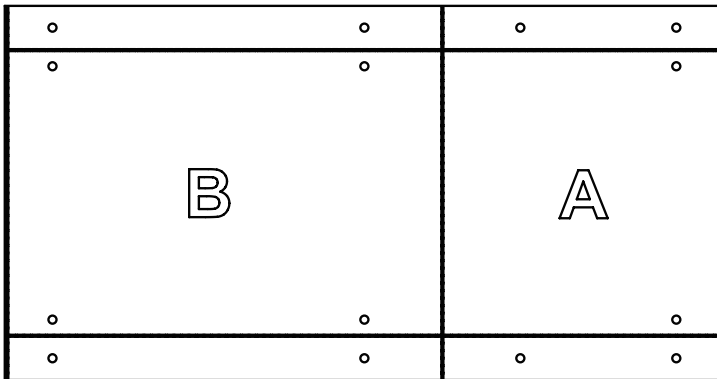
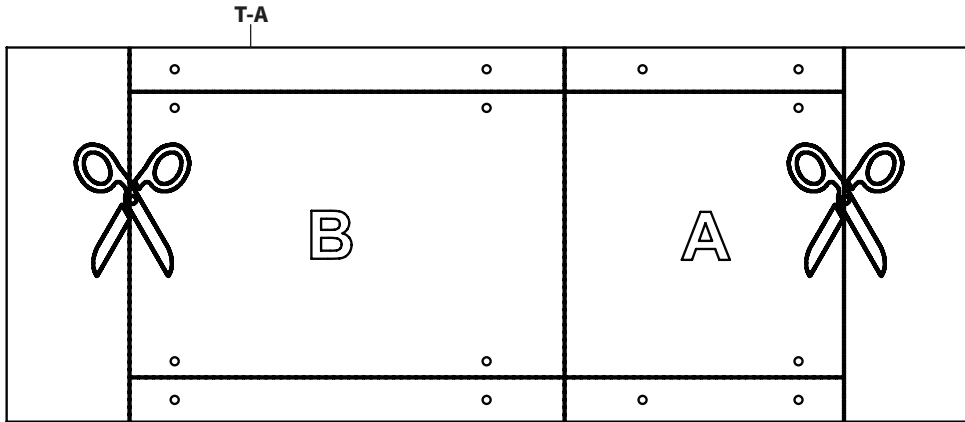
Assembly Complete



Corner Desk Mounting

STEP 1

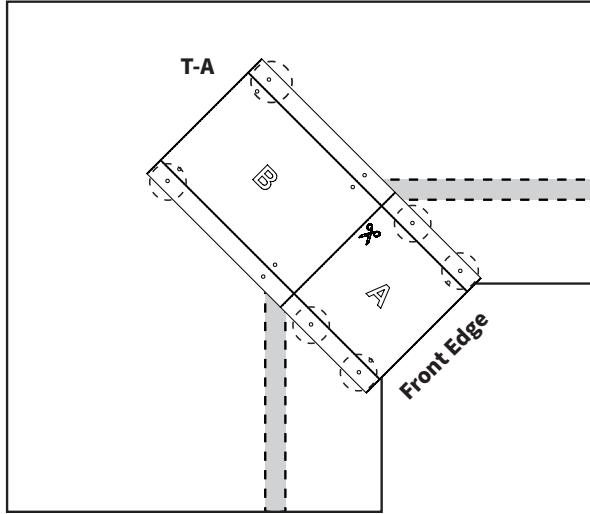
Cut off both ends of Template (T-A) using a scissors.



STEP 2

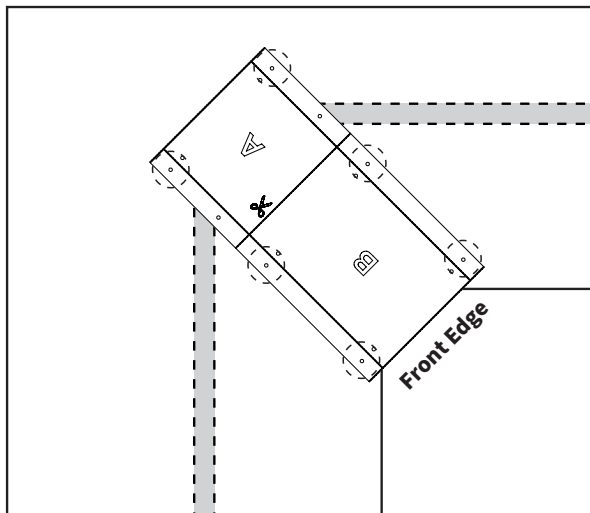
Orient Template **(T-A)** either direction with **Side A at Front Edge** or **Side B at Front Edge** and find a location where either set of six outer holes is exposed to the desktop.

** Side A at Front Edge **



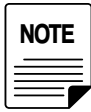
OR

** Side B at Front Edge **

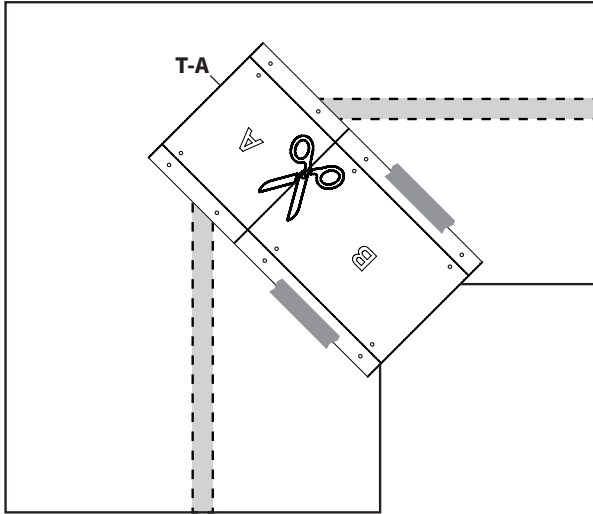


STEP 3

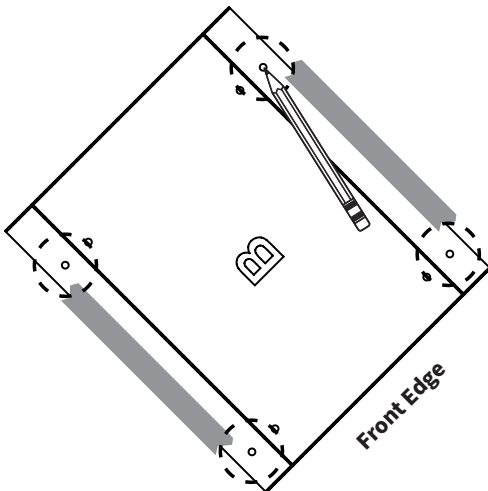
Cut the Template (**T-A**) between the **A** and **B** sections, then tape the side closest to the **Front Edge**.



This step will show only the first Template orientation, with section **B** at desktop edge, but the instructions will be the same for both orientations.

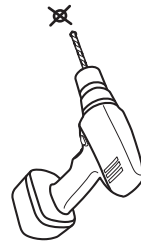


Mark the four **outer** holes using a pencil, then remove the Template.

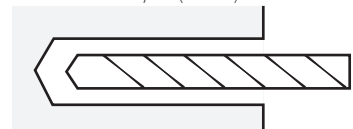


Pre-Drilling Instructions

Drill mounting holes using illustration shown



Drill Bit: 1/8" (3mm)

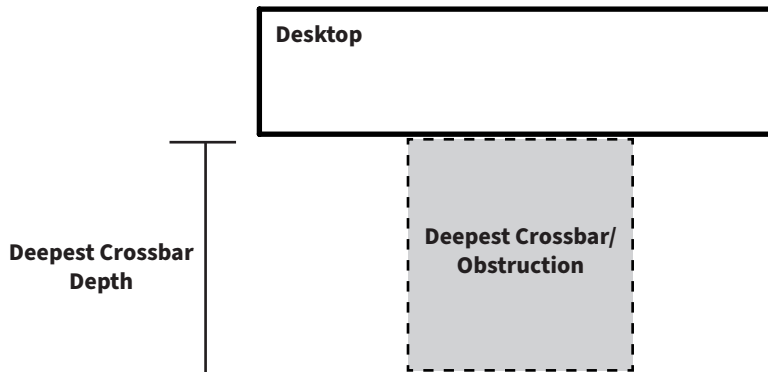


Hole Depth:
3/8" (10mm)

STEP 4

Determining Mounting Hardware

Use a Tape Measure to measure your desktop's deepest crossbar/obstruction.



Use **Deepest Crossbar Depth** with the table below to determine the mounting hardware to use for Mounting Bracket **(A)**.

Deepest Crossbar Depth	Mounting Hardware to Use
1.7" (45mm) or less	Adapters (B) ST5x15mm Screws (S-C) M5 Washers (S-B)
2" (53mm) or less	Adapters (B) ST5x25mm Screws (S-D) M5 Washers (S-B) 8mm Spacer (S-G)
2.4" (61mm) or less	Adapters (B) ST5x30mm Screws (S-E) M5 Washers (S-B) 16mm Spacer (S-H)
2.7" (69mm) or less	Adapters (B) ST5x40mm Screws (S-F) M5 Washers (S-B) 16mm Spacer (S-H) 8mm Spacer (S-G)

NOTE

The remaining assembly images will only show the hardware for **2.4" (61mm) or less**. However, the assembly steps will be the same for all hardware sets.

STEP 5

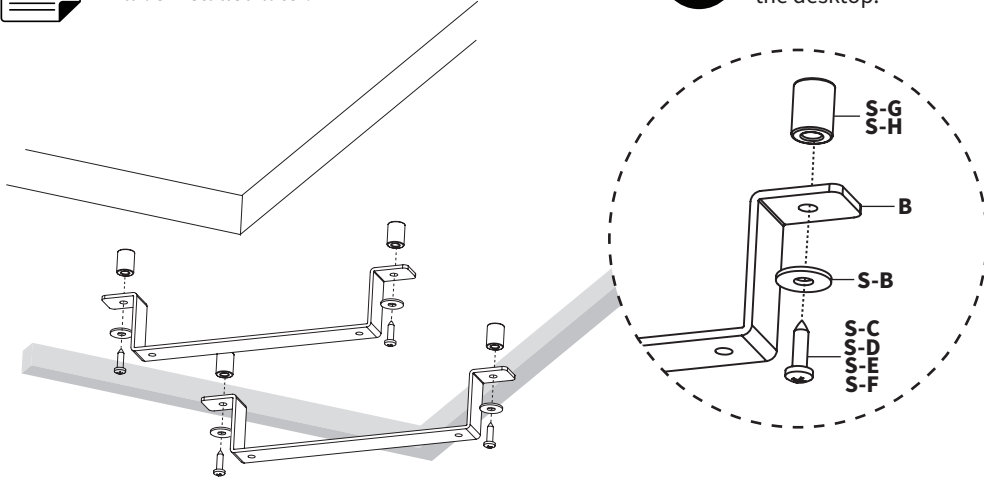
Using the hardware selected from **Determining Mounting Hardware**, mount two Adapters (**B**) to the underside of desktop using the marked holes closest to the **Front Edge**.

NOTE

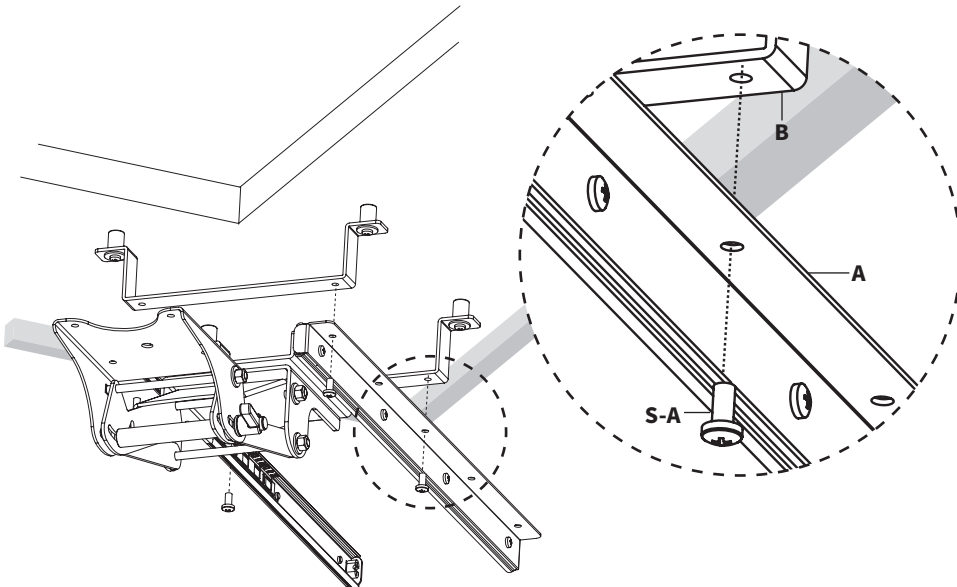
Please note the last Adapter (**B**) will be installed later.



Ensure Spacers (**S-G, S-H**) are between the Adapters (**B**) and the desktop.

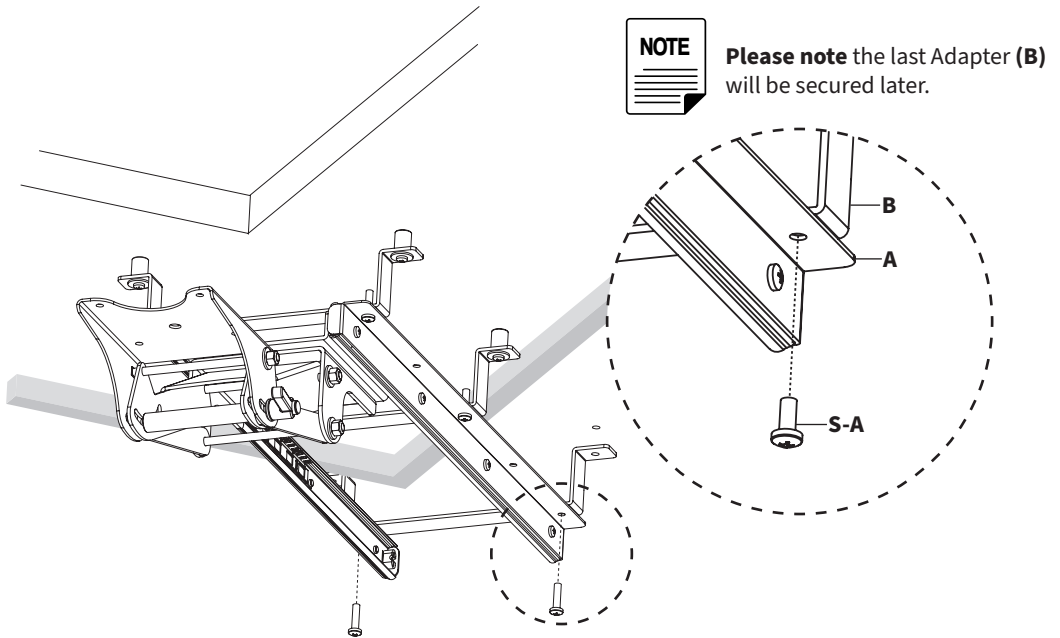


Attach Mounting Bracket (**A**) to the two Adapters (**B**) using M5x12mm Screws (**S-A**) and a Phillips screwdriver.



STEP 5 - Cont'd

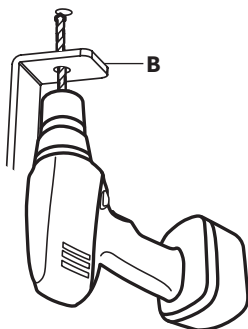
Attach the last Adapter (**B**) to the back of Mounting Bracket (**A**) using the hardware from **Determining Mounting Hardware**.



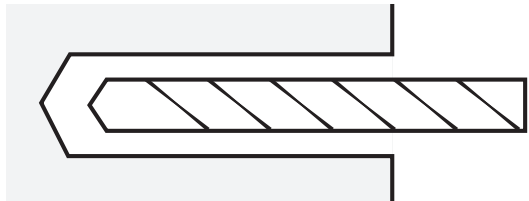
STEP 6

Pre-Drilling Instructions

Drill the back two mounting holes into desktop using the illustration shown. Drill into the desktop by passing the drill bit through the holes on Adapter (**B**).



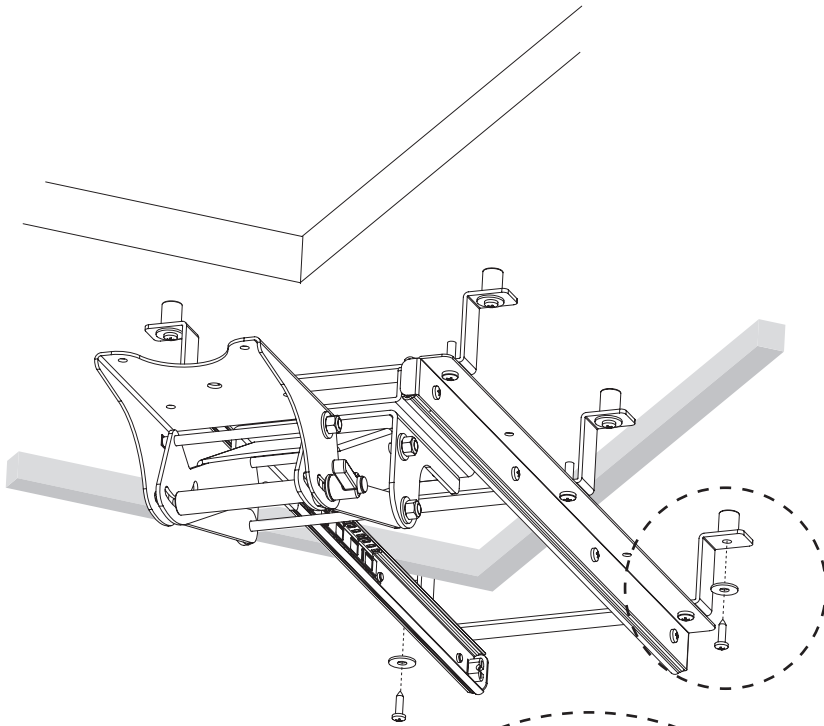
Drill Bit: 1/8" (3mm)



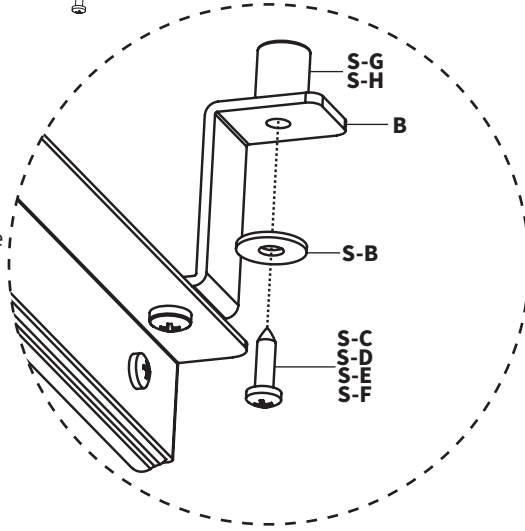
Hole Depth:
3/8" (10mm)

STEP 7

Secure the remaining Adapter (**B**) to the desktop using remaining hardware from **Determining Mounting Hardware** and a Phillips screwdriver.

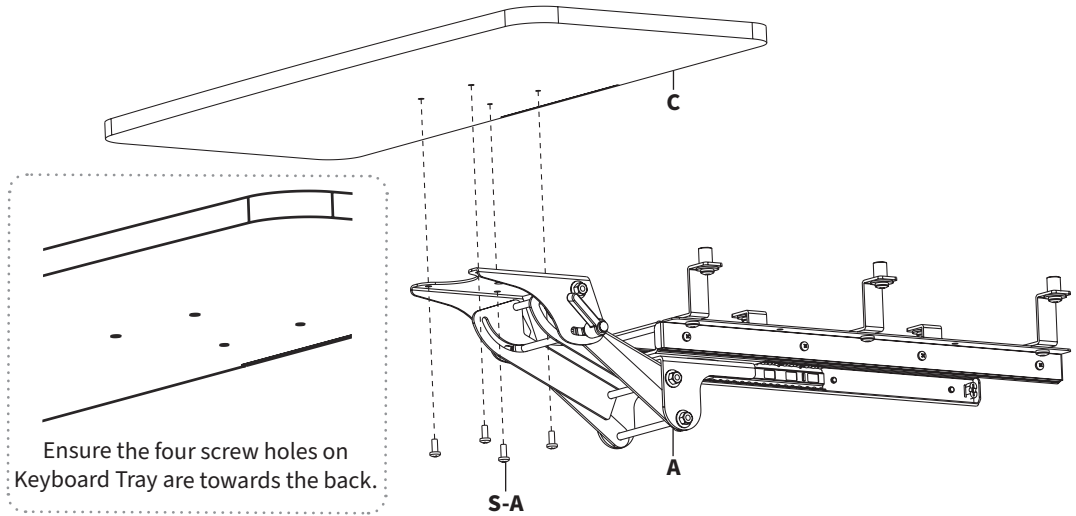


Ensure Spacers (**S-G,S-H**) are between the Adapters (**B**) and the desktop.



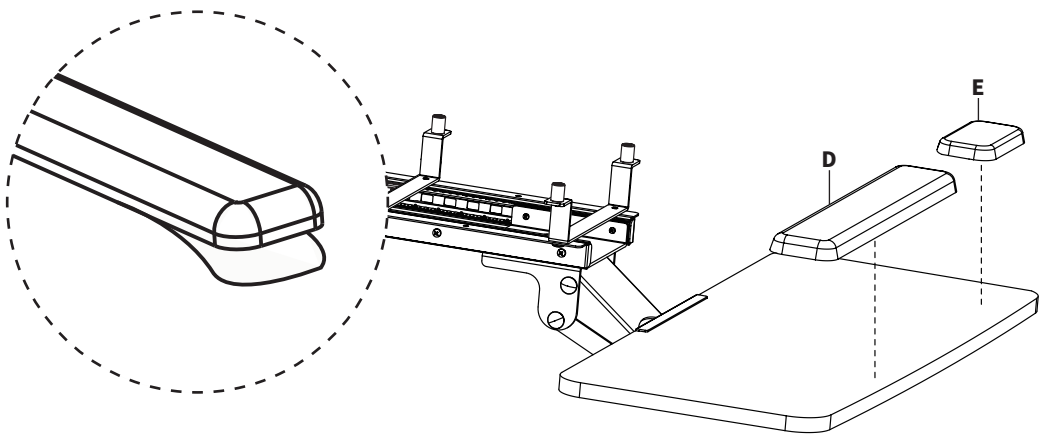
STEP 8

Attach Keyboard Tray (C) to Mounting Bracket (A) using M5x12mm Screws (S-A) and a Phillips screwdriver.



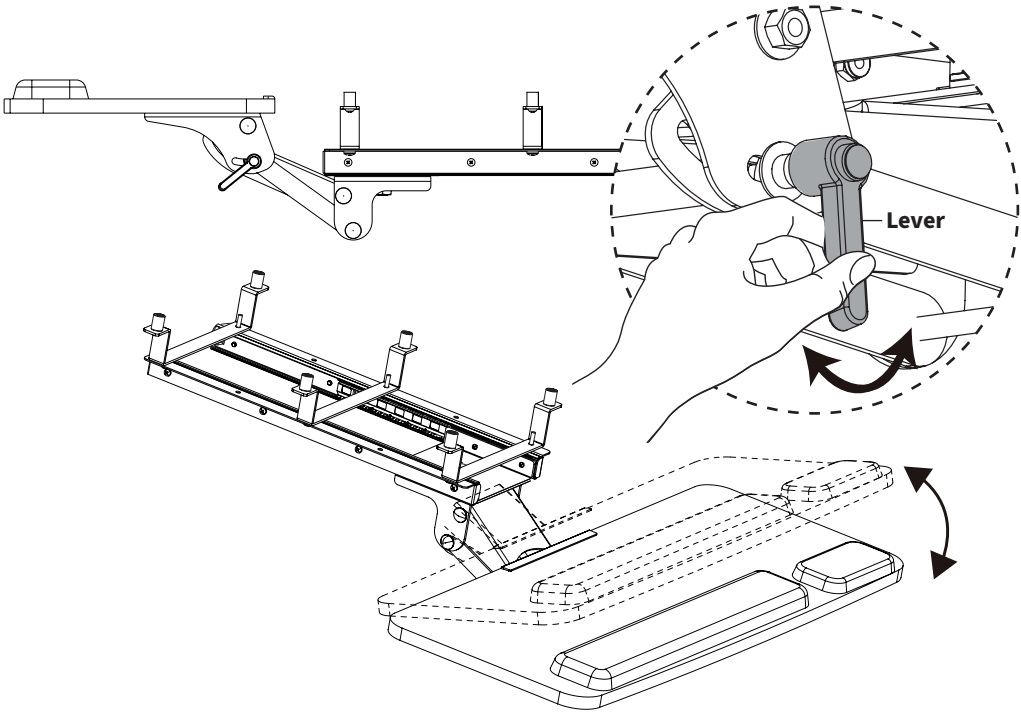
STEP 9

Remove adhesive backing from Wrist Pads (D,E) and apply where desired.

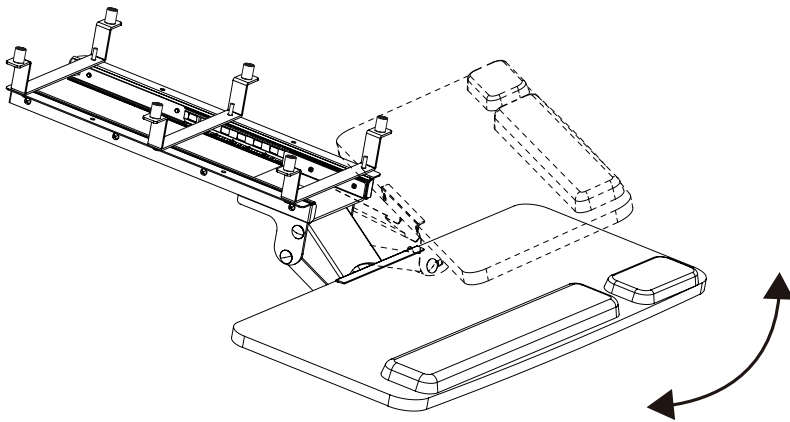


Adjustments

Loosen the **Lever** to allow vertical adjustment and tilt of the keyboard tray. Retighten once at the desired position.



Swivel keyboard tray as desired.

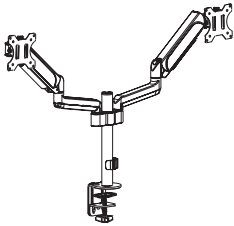


Assembly Complete



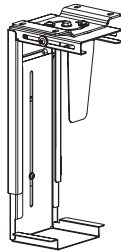
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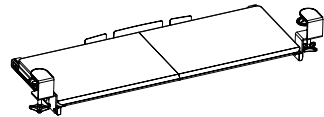
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