

the be collection™

from Herman Miller



Keyboard/Mouse Support

Instructions on this card show all possible adjustments.
Specific adjustments vary according to model.

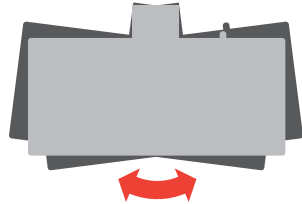


Extension

Front edge of keyboard tray

To move keyboard toward or away from you:

Grasp front edge of keyboard tray, lift slightly, and slide it to desired position.



Keyboard Swivel

Front edge of keyboard tray

To move tray to left or right: Grasp front edge of tray, swivel to desired position. Tray will swivel under the work surface for storage.

Optimum viewing distance is 18 to 30 inches; this distance may be greater for older workers. When working at a keyboard for long periods of time, relax your eyes by looking away from your screen for a few seconds every 5 to 10 minutes.



Keyboard Height

Knob under right side of keyboard tray

To raise or lower keyboard: Grasp front edge of keyboard tray. Loosen knob by turning it counterclockwise. Adjust tray up or down to desired position. Lock tray into position by turning knob clockwise.

Position the height of the tray to accommodate your seated elbow height, allowing the shoulders to be relaxed and the wrists relatively straight.

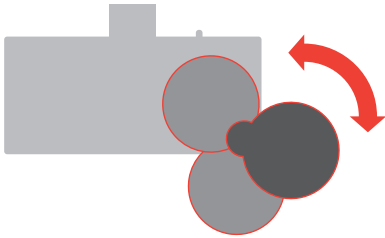


Keyboard Tilt

Knob under right side of keyboard tray

To change keyboard tilt: Grasp front edge of tray. Loosen knob by turning it counterclockwise. Move tray to desired angle. Lock tray into position by turning knob clockwise.

Change the angle of your keyboard throughout the day to support different postures. When using a keyboard while standing, adjust the tilt so that front of tray is slightly higher than back. This places the hands and wrists in a neutral position, reducing stress to the shoulders and forearms.



Mouse Tray Swivel

Front edge of mouse tray

To move mouse tray to left or right: Grasp front edge of tray and pivot it to the desired position. Tray will swivel under the keyboard for storage.

Position the mouse tray forward of the keyboard for the least amount of stress to the shoulders and arms.

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User information: Installers do not remove

Users: Retain This Information for Future Reference

Maintenance

A periodic inspection of the components and fasteners should be made to ensure that the keyboard tray is structurally intact and functioning properly.

Damaged and broken parts should be replaced and loose fasteners tightened.

For more information about our products and services or to see a list of dealers, please visit us at www.thebecollection.com or www.HermanMiller.com or call (800) 851 1196.