



It's a fact...

A well-designed and properly positioned keyboard tray can improve your workstation set-up.

Keyboard trays are often used to improve a workstation set-up, ensuring that a keyboard and mouse are positioned properly for use. A keyboard tray is designed to hold a keyboard in a particular location and at a particular angle. The tray fits under a desk and helps the user establish a neutral posture—shoulders relaxed, elbows close to the sides, and forearms, wrists, and hands in-line and parallel to the floor.



Use care when selecting a keyboard tray for purchase.

A poorly designed keyboard tray, or one that does not fit in the space provided, will force you to adjust to the keyboard tray's limitations. *Common consequences of a poorly designed keyboard tray include:*

- The top of the thighs hit the bottom of the keyboard tray.
- The wrists are exposed to mechanical compression.
- The keyboard tray cannot be adjusted to its desired settings because its shape is not compatible with the desk style.

These deficiencies can contribute to the development of poor posture and bad working habits.

There are features that a well-designed keyboard tray should have:

- Purchase a keyboard tray with the features outlined on page 2 to ensure you have the proper equipment to perform typing and mousing tasks.
- Follow the platform requirements on page 3 for proper set-up.

Keyboard Tray Features

- Height adjustable by lifting and positioning platform (knob-free adjustability).
- Lockable tilt adjustment with round knob per Americans with Disabilities Act.
- Reversible design or retractable sliding mouse pad for either right- or left-hand use.
- Removable palm supports for keyboard and mouse pad.
- Total adjustable height range shall be 6.3 inches minimum with 22 to 28.3 inches in its range of motion. The height adjustment shall be of an intuitive design and not require the use of levers, knobs, or any ancillary device to raise by lifting the platform and lower by tilting the platform forward.
- The entire mechanism shall have the capability to rotate 360 degrees to allow for maximum user comfort and ease of storage in different applications. Mechanism shall include a low profile platform mounting bracket to provide maximum knee clearance under the platform.
- Illustrated operating instructions shall be permanently visible on each unit.
- Keyboard angle adjustments shall allow for incremental settings from +20 degree to -15 degree tilt. Mechanism shall provide the ability to set the platform angle permanently as desired by the user.
- Height and angle controls shall operate independently from one another. Either platform angle or height adjustment can be changed without one disabling or modifying the other.
- Mechanism shall be maintenance free and made of rugged steel construction to ensure the arm's ability to move freely and securely and eliminate corrosion. Mechanism shall be finished in a durable black textured powdercoat finish.

Platform Requirements

- Platform shall accommodate a one piece mousing area that is sliding and fully retractable offering both right- and left-hand access.
- With mouse surface fully retracted, the overall width shall not exceed 20 inches to allow for platform storage in restricted spaces.
- Platform/arm shall fit in a 12-inch or larger radius corner with fully extended and unobstructed mouse surface.
- Mouse surface shall include a rail to keep mouse securely on the platform when set at a negative angle.
- Mouse surface shall not exceed more than ¼-inch height separation from top of keyboard to the top of mouse area.
- Mouse surface, when completely extended, shall not have less than 62 square inches of unimpeded mousing area.
- Overall platform thickness shall not exceed ¾ of an inch to ensure maximum knee clearance.
- A mouse accessory kit shall be provided with each platform to include cord clips, cable management, and keyboard grips.
- Removable palm supports/wrist rests shall be provided for the keyboard and the mousing area. Palm supports shall have rounded edges to eliminate unnecessary pressure points and shall be covered with a breathable fabric or gel coated material.



This DoD Ergonomics Working Group fact sheet provides information on ergonomics for both workers and supervisors. For more information, visit the working group's website: www.ergoworkinggroup.org