

## EKA-200 Series Installation

Procedure:

**Step 1.** Location of the *support leg* is crucial for successful operation of the Keyboard Arm. Determine desired location for center of keyboard when in use. *Leg* can be located at a maximum of 20" radius from this center. Refer to diagram below for suggested *leg* placement. Mark location of *Support Leg* for top *Mounting bracket*.

**Step 2.** Using the three #8 wood screws provided, fasten the top *Mounting Bracket* to the underside of the desk top. The round 1" ID tubing on the top *Mounting Bracket* will be centered over the mark made in step 1.

**Step 3.** Slide *Inner (lower) arm* and *locking collar* over *Leg*. Screw the *Threaded leg footing* onto the bottom of the *support leg* to extend the *leg* as much as possible. **(In some boxes, the foot may already be on the support leg and may have to be turned around)** Slide *support leg* up into the top *Mounting Bracket*. **"DO NOT TIGHTEN SET SCREW AT THIS TIME."** Place the complete *Support Leg* assembly loosely into the *Carpet Gripper* at the foot of the assembly. *Support Leg* should be extended far enough for stability yet allow for easy movement of *Carpet Gripper*.

**Step 4.** Fasten *Outer Arm* and *Tray* onto *Inner Arm*. Extend keyboard Arm into normally used typing position. Adjust the base of the *support leg* in the *Carpet Gripper* until the **Keyboard is level with the desk surface.**

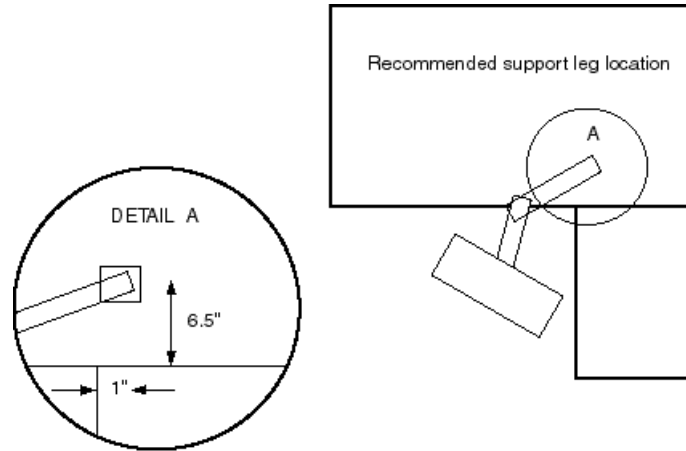
**Step 5.** Extend support leg by rotating the threaded leg adjustment foot until it fits snugly into *Carpet Gripper* without raising desk off the floor. **Tighten top set screw in top Mounting Bracket** with *Alan key* provided.

**NOTE: Be sure to tighten set screw.**

Failure to properly secure this screw can lead to an unstable platform.

## Suggested Leg Placement

### Sample L Shaped Work Station



### Warranty

Executech Office Services, Inc. warrants each new product sold to the initial user as free of defects in material and workmanship for a period of ten years from date of sale. Executech will repair or replace, at its option, any defective product during the above period. Purchaser must return any defective product to the original dealer, along with proof of purchase.

This warranty is in lieu of all other warranties expressed or implied and there are no warranties of merchantability or of fitness for a particular purpose.

Executech Office Services, Inc.  
6717 110th. Ave. NE, Unit A6  
Kirkland, WA 98033  
**Tel: (425) 576-9901**  
Fax: (425) 576-9971



Executech Office Services, Inc.  
#288 - 1538 Cliveden Ave.  
Delta, BC V3M 6J8  
**Tel: (604) 540 - 2722**  
Fax: (604) 526 - 4868

## Executech Keyboard Arm EKA-200 Series

### User Manual Installation Procedure Warranty



# User Manual

## IMPORTANT: Read all instructions before installation.

Congratulations on the acquisition of your new Keyboard Arm, one of the exciting space-saving products for the work environment from Executech. After reading through this manual (making the necessary adjustments), you'll soon find that you are more comfortable, more productive, and more efficient in the workplace, now able to answer the phone, handle paperwork, and operate the keyboard without changing location! So read on...

## Position yourself

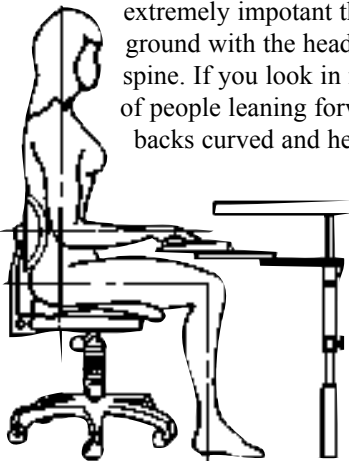
Work-related health problems such as backache, eye and neck-strain, and overall stress are common today. By adapting the work environment to the needs of the worker, these problems can be dramatically reduced.

1. The first step is to address the way you are sitting in your chair so that thighs are parallel to the floor, with the knee joints at a 90° angle and feet resting flat on the floor. If you are sitting too high up, you will feel pressure on the back of your legs. Bad news...this makes your heart work harder and restricts the blood flow through the legs, eventually resulting in unattractive varicose veins. If you must sit higher than others, use a footrest so that the important position can be retained.

2. Moving up to the lumbar area of your back (where the lower portion of your spine curves slightly in toward the stomach), it is

extremely important that it remain perpendicular to the ground with the head planted squarely on top of the spine. If you look in most offices, you'll find the majority of people leaning forward to see what they are doing, backs curved and heads down. This means that the

approximately 15 heavy pounds of the head is exerting pressure onto the muscles of the neck and down the back, again resulting in some serious consequences: stress, strain, and even irreversible bone disease. *The only solution is to arrange your workspace so that everything, including the computer monitor*



and keyboard are easily accessed without bending, twisting or changing location.

3. To position the keyboard and your new keyboard arm, sit in the just-described correct position and let your arms hang loose at your sides. Now, using only your biceps lift your forearms up and down. At the same time, keep your wrists straight and your fingers slightly curled. As your arm goes up and down, the tips of your fingers create an arc. It is somewhere in that arc, preferably the lowest point possible, that the home row of keys on your keyboard should be located.

*You will find that the best place for the keyboard turns out to be in your lap.*

## Position your Keyboard Arm

Underneath the Keyboard Tray on the vertical pole, locate the two black adjustment knobs.

1. By loosening both knobs the entire arm will slide up or down on the silver pole.
  - a) Loosen TOP knob. (Tension adjustment.)
  - b) Hold the lower extension arm at the pole joint and loosen the lower knob on the locking collar.
  - c) Locate the arm to the correct height.
  - d) Slide the locking collar up tight to the bottom arm assembly and tighten the knob. (finger tight only)

2. To store the keyboard, you will be able to rotate the arm out of the way to either side or store it straight back underneath the desk.

Because the Keyboard Arm swivels on three different axes, the operator(s) are able to use the arm in a number of unique ways.

- a) The operator may physically face the monitor or the source document. It is up to you to decide, given a specific task, where the majority of your attention will be. Simple adjustments on the Arm will orient you in the appropriate direction.
- b) In an instructional environment, student and teacher may share the keyboard by simply passing it back and forth.
- c) Due to the multiple axes of rotation, the focal distance from the monitor and source material may be easily adjusted.

# EKA - 200 Series Installation

- Parts List:
1. Mounting Bracket screws (3)
  2. Mounting Bracket
  3. Set Screw alan key for top Bracket
  4. Silver Support leg
  5. Inner (lower) arm c/w black adjustment knob
  6. Outer (Upper) arm and tray
  7. Height adjustment locking collar c/w knob
  8. Threaded leg footing
  9. Carpet Gripper

