

## STANDARD KEYBOARD/MOUSE TRAYS

*Provided by the Upstate Ergonomics Program and Hospital Purchasing*

All are available on NYS contract through **Syracuse Office Environments (476-9091)**.

### One Level Keyboard/Mouse Trays (keyboard and mouse are at the same height)

	<p><b><u>Humanscale</u></b></p> <p><i>Big Boards</i> 27-inch Model #4G-500 25-inch Model #4G-326</p> <p>Website: <a href="http://www.humanscale.com">www.humanscale.com</a></p>		<p><b><u>Humanscale</u></b></p> <p><i>Diagonal Big Board</i> Model # 4G-400</p> <p>Website: <a href="http://www.humanscale.com">www.humanscale.com</a></p>
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### Two Level Keyboard/Mouse Trays (keyboard and mouse are at the same height)

	<p><b><u>Humanscale</u></b></p> <p><i>Clip Mouse</i> Model #4G-900-91</p> <p>Website: <a href="http://www.humanscale.com">www.humanscale.com</a></p>		<p><b><u>Humanscale</u></b></p> <p><i>Mouse Over</i> Model #4G-900-41</p> <p>Website: <a href="http://www.humanscale.com">www.humanscale.com</a></p>
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**It is highly recommended to consult with the furniture vendor to determine which keyboard/mouse tray will meet your needs. Ask your furniture vendor for assistance with samples, if needed.**

## SELECTING A KEYBOARD/MOUSE TRAY

**When selecting a keyboard/mouse tray consider these points and look for the following features:**

Main Points	Features
<ul style="list-style-type: none"> <li>✓ Consider available space (depth, width, height) to install the tray. Contact furniture vendor for details about each product above.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Allows sufficient space for the keyboard and mouse.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Use one-level trays unless space (width) is limited. If space is limited use Clip Mouse or Mouse Over model.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Can position the mouse on the right or left side.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Mouse Over model will only work if you <b>do not</b> use the number keypad section on the right side of your keyboard, but use the numbers above the letters on your keyboard.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Height is easily adjustable without levers.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Use Diagonal Big Board model if your tray will be installed in a corner. Contact furniture vendor for assistance and corner accessories.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tray is thin and not bulky underneath, offering sufficient leg clearance.</li> </ul>

**For more information contact the Ergonomics Program at [ergo@upstate.edu](mailto:ergo@upstate.edu) or 464-4567**  
**or Hospital Purchasing at 464-6039**