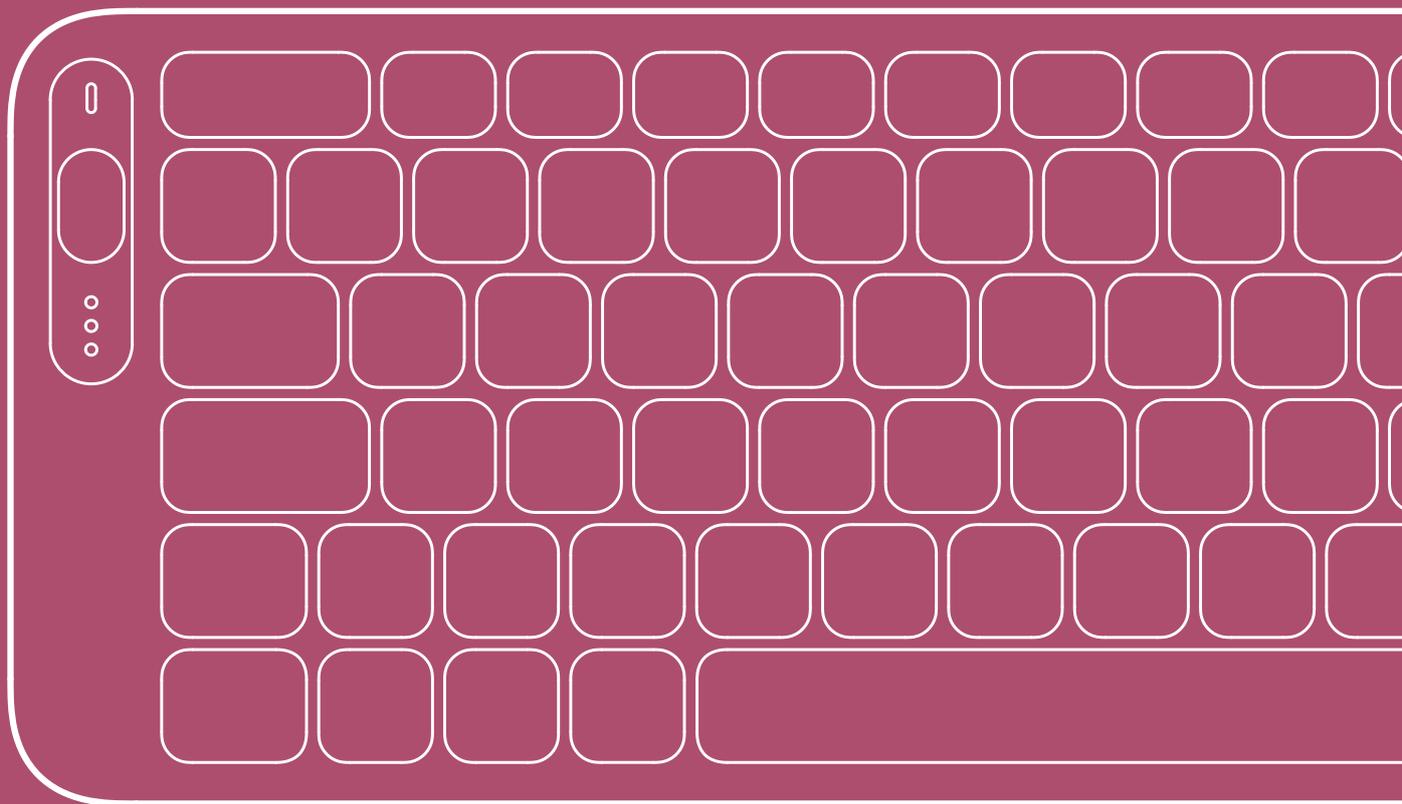


Contour

# BALANCE FULL-SIZE & MID-SIZE KEYBOARD

Product manual



# TABLE OF CONTENTS.

What's in the box	1
Meet Balance	2
Get set up for comfort	3
Quick connect guide - wired	4
Quick connect guide - wireless	5
Tilt options	9
Media keys & customization	10
Function keys	12
Caps lock & num lock	13
Battery & charging	14
Battery replacement	15
Cleaning & maintenance	17
Safety, legal & warranty info	18



# WHAT'S IN THE BOX.

Whether you have Balance Full-Size or Mid-Size Keyboard, you'll find everything you need for a seamless setup inside the box.

## Balance Keyboard Wireless box content



- 1) Balance Keyboard Wireless
- 2) USB-C dongle (wireless receiver)
- 3) Charging cable

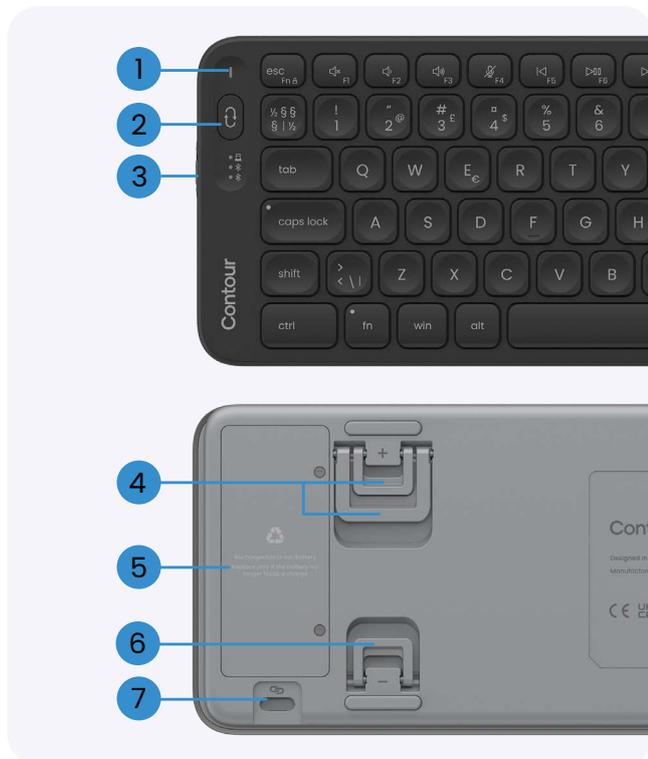
## Balance Keyboard Wired box content



- 1) Balance Keyboard Wired
- 2) USB-C to USB-A adapter

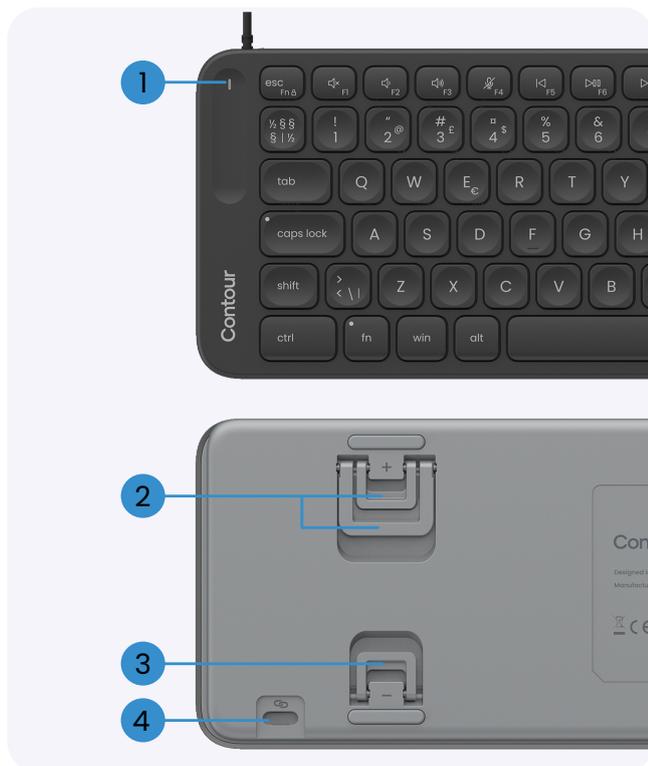
# MEET BALANCE.

## Balance Keyboard Wireless overview



- 1) Battery status LED
- 2) QuickSwitch button
- 3) On/off switch
- 4) Positive tilt legs
- 5) Battery cover
- 6) Negative tilt legs
- 7) SnapLink attachments

## Balance Keyboard Wired overview



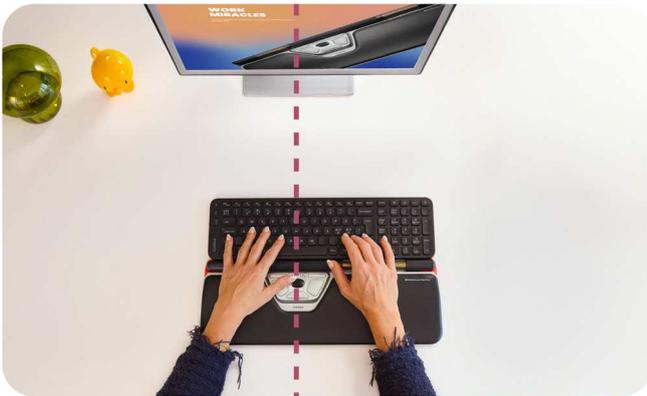
- 1) Power LED
- 2) Positive tilt legs
- 3) Negative tilt legs
- 4) SnapLink attachments

# GET SET UP FOR COMFORT.

Before you start typing, set yourself up for all-day comfort.

Relax your shoulders. Keep your elbows at 90 degrees, close to your body. Your forearms should be parallel to the floor, with wrists in a straight, neutral position.

Whether you're pairing your Balance Keyboard with a RollerMouse, SliderMouse, or Touch, your setup matters.



## For RollerMouse or SliderMouse:

Line up the H key on your keyboard and the scroll wheel on your RollerMouse or SliderMouse with the center of your monitor - and your body. This helps keep your posture natural and balanced

Position the keyboard close to the rollerbar, and keep the RollerMouse far enough from the desk edge so your forearms are supported when resting



## For Contour Touch:

Line up the H key and the center of the touchpad with your monitor and body

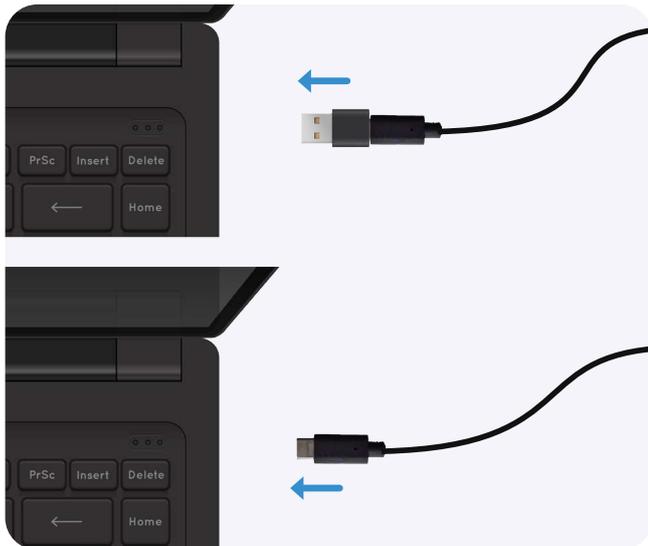
Position the keyboard close to the touchpad, and keep the Contour Touch far enough from the desk edge so your forearms are supported when resting

# QUICK CONNECT GUIDE

## – WIRED.

If you have the wired version of Balance Keyboard, just plug the USB cable into any available USB port – your PC, dock, hub, or monitor will all work.

Your computer will connect to the keyboard automatically. No extra steps needed.



**The cable comes with a USB-A adapter pre-installed**

**Prefer USB-C?** Just slide the adapter off and plug in the USB-C connector instead

# QUICK CONNECT GUIDE - WIRELESS.

If you have the wireless version of Balance Keyboard, you can choose between connecting via dongle (wireless receiver) or Bluetooth.

## Connect via Contour USB-C dongle



**Step 1:** Plug the dongle into a USB-C port on your PC



**Step 2:** Turn on the keyboard using the slider on the left side



The dongle LED will start flashing and turn solid white when the keyboard is connected

## Connect via Bluetooth

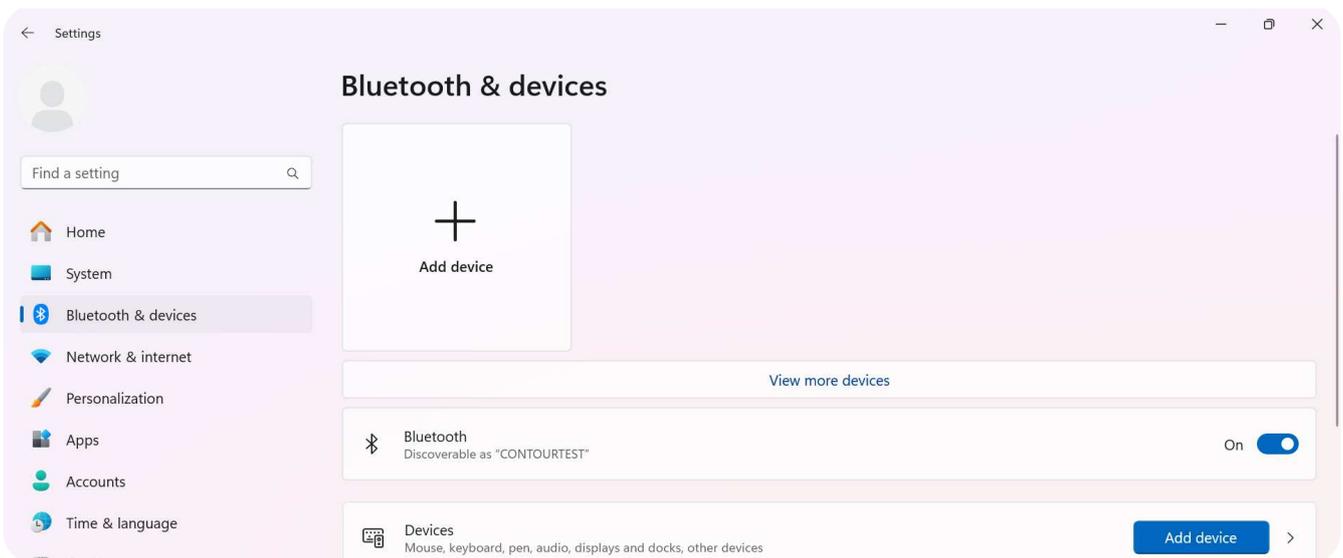


**Step 1:** Turn on the keyboard using the slider on the left side



**Step 2:** Short press the QuickSwitch button to switch to Bluetooth channel 1 or 2

The LED will start flashing - that means it's in pairing mode (for 120 seconds)



**Step 3:** Go to Settings - Bluetooth & devices - Add Device - Bluetooth, and select Balance from the list. If Swift Pair is enabled on your PC, the keyboard will automatically pop up at the lower right corner of your screen

**Step 4:** Enter the 6-digit PIN using your Balance Keyboard and hit the Enter key to complete the Bluetooth pairing

## Using QuickSwitch

You can pair the keyboard with up to 3 devices at once - PC, phone, and tablet.



Switch between them easily by short pressing the QuickSwitch button

## Restart Bluetooth pairing

Need to re-pair a device?



Make sure you're on the correct Bluetooth channel. You can always short press the QuickSwitch button to switch between channels



Press and hold the QuickSwitch button for 3 seconds

The LED flashes - that means the keyboard is discoverable again for 120 seconds

## Pair with an existing Contour dongle

Already using a Contour device that's connected via a dongle?

You can pair your new Balance Keyboard with the same USB-A or USB-C dongle.

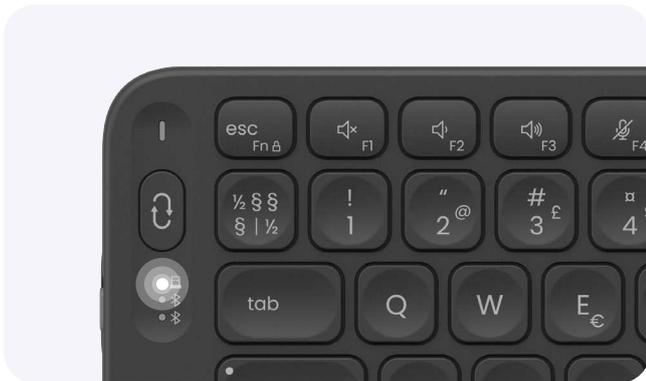


**Step 1:** Unplug and re-plug the dongle that is already paired with your Contour device

You now have 60 seconds to complete the following steps:



**Step 2:** If the keyboard is turned off, turn it on by using the slider on the left side



**Step 3:** Make sure the dongle LED is fading in and out. If not, press the QuickSwitch button until the dongle channel is selected

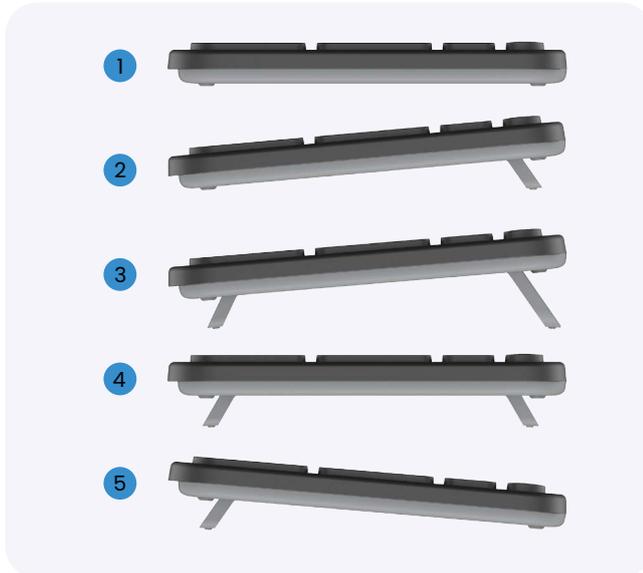


**Step 4:** Bring the keyboard's upper-left corner within 10 cm of the dongle

**Step 5:** Press and hold the QuickSwitch button for 3 seconds until the LED flashes rapidly. The LED will turn solid white once connected. You're now ready to type

# TILT OPTIONS.

Balance Keyboard gives you five tilt options to suit your setup, posture needs, and personal preference.



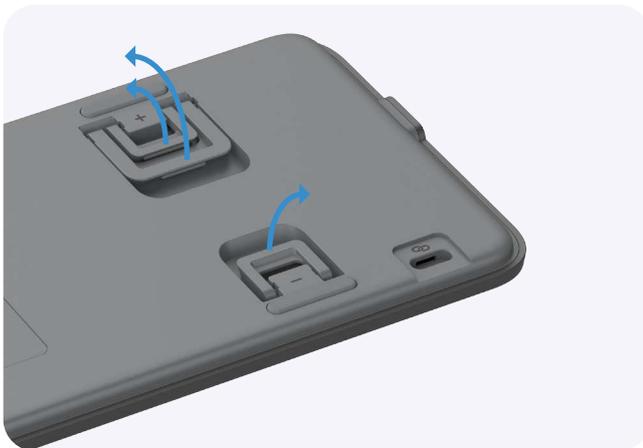
1) **Flat** – for Touch, Balance Wrist Rest and UniMouse (recommended ergonomic option)

2) **Positive tilt** – for Touch, Balance Wrist Rest and UniMouse

3) **Elevated positive tilt** – for RollerMouse or SliderMouse

4) **Elevated** – for RollerMouse or SliderMouse

5) **Negative tilt** – for RollerMouse or SliderMouse (recommended ergonomic option)



The + and – symbols on the tilt legs show you if you are choosing positive or negative tilt

# MEDIA KEYS & CUSTOMIZATION.

Your Balance Keyboard comes ready with preset media keys to get you going right away.

## Want to make it your own?

Download the Contour software to customize the media keys based on your preferences and unlock the full potential of your keyboard

[Visit cd.now/sw](https://cd.now/sw) to get started

## Mid-Size media keys



Number	Default assignment
1	Mute/unmute sound
2	Volume down
3	Volume up
4	Mute/unmute microphone
5	Previous track
6	Play/pause
7	Next track
8	Brightness down
9	Brightness Up
10	Open settings
11	Show desktop
12	Print screen / snipping tool
13	Open calculator
14	Clear entry
15	Negative number toggle
16	Lock computer
17	Open Copilot or other AI assistant



## Full-Size media keys



Number	Default assignment
1	Mute/unmute sound
2	Volume down
3	Volume up
4	Mute/unmute microphone
5	Previous track
6	Play/pause
7	Next track
8	Brightness down
9	Brightness up
10	Task view
11	Show desktop
12	Search
13	Open settings
14	Open calculator
15	Clear entry
16	Negative number toggle
17	Lock computer
18	Open Copilot or other AI assistant

# FUNCTION KEYS.

## Function keys & fn lock

By default, the top row of your keyboard is set for media keys like volume, play/pause, and more. Need traditional F-keys instead? You've got options:



### For one-time use:

Hold down the fn key and short press any F-key



### To switch modes:

Want to make F-keys the default? Just hold down the fn key and short press the esc key

The fn lock LED will turn on

To switch back to media keys as default, hold down the fn key and short press the esc key again

# CAPS LOCK & NUM LOCK.



## Caps lock:

Press the key once to turn caps lock on or off, when LED on the key is lit, caps Lock is on



## Num lock:

Press the key once to switch your numpad from numbers to navigation - or back again

# BATTERY & CHARGING.

Balance Keyboard has a built-in rechargeable battery, so there's nothing to replace unless absolutely needed.

The battery arrives pre-charged and ready to go.  
You'll get up to 3 months of use on a full charge with average daily typing.



**Battery getting low?** When the battery drops below 10%, the LED pulses red to let you know it's time to recharge

## Charging



Plug the USB-C cable into the port on the top-left corner of the keyboard

The keyboard stays fully functional while charging - it just works in wired mode temporarily

Once you unplug, QuickSwitch and wireless features are back on



While charging, the battery LED pulses green. When fully charged, it glows solid green

## Sleep Modes

To help your battery last even longer, Balance Keyboard knows when to take a break. Just tap a key to wake it up

If you're connected via dongle, the keyboard goes to sleep after 30 seconds of no typing

If you're using Bluetooth, It goes to sleep after 60 minutes of inactivity

# BATTERY REPLACEMENT.

While your Balance Keyboard is built to last, Li-ion batteries naturally wear out over time. If it's no longer holding a charge, you can replace it with a new one - just make sure it's the official replacement battery.

## Safety guidance

Working with lithium-ion batteries involves risk and requires caution. Battery replacement should be carried out only by adults with basic technical knowledge. If you are unsure or uncomfortable performing this procedure, please contact Contour Support. Failure to follow these instructions may result in personal injury, damage to the product, or voiding of your warranty.



- Replace the battery only when necessary. If your keyboard is functioning normally, there is no need to replace the battery
- Do not expose the battery to heat or fire. Keep it away from direct sunlight, heaters, or open flames
- Never puncture, crush, or disassemble the battery. This may lead to leakage, fire, or explosion
- Do not short-circuit the battery terminals. This can result in burns or fire

**Disclaimer:** Contour is not liable for any injury, damage, or loss resulting from improper handling or installation of the battery. By proceeding, you acknowledge the risks and agree to follow all safety guidelines provided.

## Low charge level



### Before you begin:

We recommend using the keyboard until the battery is depleted or at least at a low charge level. This minimizes the risk of electric shock, short circuits, or accidental ignition during removal.

When the Battery status LED is pulsing in red, the battery is at a low charge level, which means it's safe to begin the battery replacement.

## Replace the battery

### Step 1:

For safety, turn off your keyboard and unplug all cables first. If it feels warm, let it cool before replacing the battery.



### Step 2:

Turn the keyboard around and unscrew the two screws on the battery cover



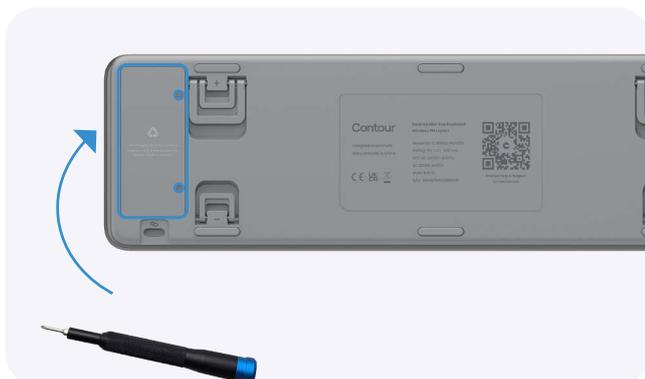
### Step 3:

Gently disconnect the battery cable from its plug and remove the battery



### Step 4:

Connect the new battery and place it into the groove



### Step 5:

Re-attach the battery cover using the 2 screws

### Step 6:

Dispose of the old battery responsibly, following local regulations



# CLEANING & MAINTENANCE.

Balance Keyboard is designed to be easy to maintain - and yes, it can be safely disinfected.

**Follow these steps to clean the product safely and keep your warranty intact:**

- Unplug any cables and make sure the device is turned off before cleaning
- Use an alcohol-based solution (up to 70% concentration) for disinfection
- Never apply liquid directly to the keyboard. Instead, lightly dampen a soft, clean cloth with the solution and gently wipe down the surface
- Avoid soaking, dripping, or letting moisture pool. Too much liquid can harm sensitive components
- Once wiped, make sure everything is dry before using the keyboard again



## Safety, legal & warranty info

### FCC Statement

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions:

(1) this device may not cause harmful interference, and

(2) this device must accept any interference received, including interference that may cause undesired operation.

### IC Statement

This device complies with Industry Canada's licence-exempt RSSs. Operation is subject to the following two conditions:

1. This device may not cause interference; and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met. This product meets the applicable Industry Canada technical specifications.

### Warranty

If there is a functional defect due to faulty manufacturing, we will replace the product. This warranty does not cover damage that results from misuse of the product.

### Attention!

If you attempt to dismantle the product for any other purpose than battery replacement, you will invalidate your warranty.

#### Contour Design Nordic A/S

Nyropsgade 43, 1. floor  
DK-1602 Copenhagen V, Denmark  
Contact Support: [cd.now/support](mailto:cd.now/support)

#### Contour Innovations LLC

10 Industrial Drive  
Windham, New Hampshire 03087, USA  
Contact Support: [cd.now/support](mailto:cd.now/support)

**For more information please visit:**  
[www.contourdesign.com](http://www.contourdesign.com)

Tested to comply with FCC and IC standards.

