

# Workstation Guidelines

## For Optimal Personal Comfort

Use these guidelines to set up your workspace to help increase optimal personal comfort.

### NOTEBOOK RISER

raises your notebook screen to an ergonomically correct height so you're not working hunched over – and you can link your notebook screen with an LCD monitor for a larger display and greater productivity.

### PRIVACY FILTER

helps keep information on your screen confidential.

### IN-LINE DOCUMENT HOLDER

positions documents in-line between your keyboard and monitor to let you minimize head movement so you can refer to documents more comfortably.

### MONITOR ARM

lets you position your monitor at the ergonomically correct height so you can view your screen more comfortably – and it frees up desk space!

### POST-IT® ROTARY ORGANIZER

keeps your desktop organized and places office essentials within easy reach. Dispenses Post-it® Notes, Post-it® Flags and Scotch® Tape.

### GLARE REDUCING TASK LIGHT

reduces reflective glare on surfaces by up to 85% to help reduce eye strain.

### ERGONOMIC MOUSE

is clinically proven to reduce pain and discomfort in your arm, hand or carpal tunnel region caused by traditional mice – so you can mouse comfortably now and in the future!

### ADJUSTABLE KEYBOARD TRAY

lets you ergonomically position your keyboard and mouse at the right height and angle that's comfortable for you.

### HEIGHT AND TILT ADJUSTABLE FOOTREST

provides sturdy support for your legs to help increase circulation and make your workstation more comfortable.

### GEL FILLED WRIST RESTS

provide soothing gel comfort to encourage neutral wrist posture and to make working more ergonomically correct and comfortable.

### OFFICE AIR CLEANER

with a Filtrete™ filter that captures dust, pollen and smoke from the air – and the carbon filter helps reduce odors!



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### DID YOU KNOW? SOURCES:

- <sup>1</sup> U.S. Department of Labor.
- <sup>2</sup> Springer, T.J. "Enter the CRT Terminal; Redesigning the Office," *Computerworld*, June 1982, and Dainoff, Marvin and Marilyn. *People and Productivity; A Manager's Guide to Ergonomics in the Electronic Office*, Toronto; Holt, Rinehart and Winston of Canada, Ltd., 1986.

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