

3M Workspace Solutions

Office Supplies Division - Full Line Product Catalogue



Organise your desk!
& increase your **comfort**



Your Comfort. Your Organisation. Your Productivity.

Each day, you face a number of challenges in the workplace. Taking on new responsibilities, meeting deadlines and operating efficiently depend on your comfort and your health.

3M Workspace Solutions is at the centre of your workday, focuses on your well-being and offers products that contribute to your comfort, organisation and productivity in the workplace, so you can produce your best work.

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!

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.

IN-LINE DOCUMENT HOLDER

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

POST-IT® ROTARY ORGANISER

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

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.

ERGONOMIC MOUSE

Is clinically proven to reduce pain and discomfort in your arm, hand or carpal tunnel region caused by traditional mice.

3M™ Comfort Solutions



3M™ Document Holders - Desktop and Monitor Mounted

By keeping documents positioned as close to your computer monitor as possible, or at eye level right next to your monitor, on either the right or left side, you can reduce eye, neck and shoulder movement. This, in turn, helps to enhance comfort. All models easily fold away when not in use.



40%

DH640 In-Line Document Holder

Position in-line between monitor and keyboard. Weighted base allows ledge to dip below desk edge. Elastic line guide marks your place and keeps pages open. 45.7cm - wide backplate supports books, catalogs, and just about any size document. Angle and height adjustable. Sheet capacity:** 300 sheets, A3 size.

Formulated with 40% pre-consumer recycled content, helping you decrease your impact on the environment

Reduce eye, neck and shoulder movement!



DH630 Compact In-Line Document Holder

Provides same functionality and adjustability while taking up less space with 35.6cm - wide blackplate. Easy to adjust, with elastic line guide. Can stand alone on desktop or hang over edge with 3M™ Command™ Adhesive. Sheet capacity:** 150 sheets, A4 size.



DH445 Flat Panel Document Holder

Sleek design works with flat panel or traditional desktop CRT monitors. Height-adjustable clip secures sheets in portrait or landscape. Sheet capacity:** 35 sheets.



3M™ Command™ Adhesive Attachment System

DH630 and DH445 feature Command™ Adhesive to hold securely yet remove cleanly.



**Angle and height position can affect sheet capacity. Test before using.

3M™ Comfort Solutions - Wrist Rest Technology

The way you hold your wrists while working at a keyboard directly impacts your level of comfort for an extended period of time. Placing a soothing, comfortable 3M™ Wrist Rest in position helps you stay comfortable throughout your workday and helps keep your wrists in a neutral position to allow for optimal comfort.

Gel-filled comfort

3M's patented gel technology creates a wrist rest that is firm enough to encourage correct wrist posture, but soft enough for optimal comfort. 3M™ Gel-filled Wrist Rests are guaranteed not to leak and are puncture-resistant under normal use.

Antimicrobial protection

3M™ Gel Wrist Rests with black leatherette covers feature anti-microbial protection which inhibits the growth of microorganisms, such as bacteria, on the product surface, that can cause stains, odors and product degradation.

Recycled Content

3M™ Gel Wrist Rests with black leatherette coverings are manufactured using preconsumer recycled material. The ♻️ and corresponding number indicates the percentage of recycled content by weight in a given product. All 3M Wrist Rests are packaged using recyclable materials for less environmental impact.

3M Precise™ Battery Saving† Mousing Surfaces

With a micro-grooved surface, the Precise™ Battery Saving† Mousing Surface helps extend the life of wireless mice up to 75%.

† Dually beneficial, this surface also enhances the precision of optical mice at fast speeds.



Encourage a comfortable, neutral position

3M™ Gel Wrist Rest Platforms

Sleek in appearance and operation, these platforms are designed with tapered wrist rests and rounded corners for comfort beyond compare. Adjustable positive or negative helps keep wrists properly aligned and improves ergonomic posture. Includes incredibly soft gel wrist rests and 3M™ Precise™ Battery Saving† Mousing Surface. Buttery-soft leatherette wrist rests are easy to clean and feature antimicrobial product protection*.

WR422LE Tilt-Adjustable Platform

For Keyboard and Mouse. Mousing surface repositionable for left handed mousing.

WR420LE Tilt-Adjustable Platform

For Keyboard.

WR421LE Tilt-Adjustable Platform

For Mouse.



*See page 15 for details.

*Antimicrobial product protection. Gel-filled wrist rests with antimicrobial protection inhibits the growth of microorganisms, such as bacteria, on the product surface, that can cause stains, odors and product degradation.

3M™ Comfort Solutions - Wrist Rest Technology

3M™ Gel Wrist Rests - Leatherette

WR310LE

Gel Wrist Rest with antimicrobial product protection*. Buttery-soft leatherette wrist rests directly impact your level of comfort for an extended period throughout the day.

MW310LE

Gel Mouse Pad Wrist Rest with antimicrobial product protection* and Precise™ Battery Saving Mousing Surface. Leatherette.

WR309LE

Compact Gel Wrist Rest with antimicrobial product protection*. Buttery-soft leatherette wrist rests directly impact your level of comfort for an extended period throughout the day.

MW309LE

Compact Gel Mouse Pad Wrist Rest with antimicrobial product protection* and Precise™ Battery Saving† Mousing Surface. Leatherette.



3M™ Designer Gel Wrist Rests - Creative Colours

Mouse Pads with Gel Wrist Rest

Clear gel, fun designs.

MW308SR - Sunrise

MW308BH - Beach

MW308DS - Daisy

Gel Wrist Rest

Clear gel, fun designs.

WR308SR - Sunrise

WR308DS - Daisy

WR308BH - Beach



Create a coordinated space and brighten your day!

Combine work and play with bright, playful designs that make your space yours. Bring the daydream of tropical islands or the cheerful thought of just-picked flowers right to your desktop with sets made to match. Choose matching 3M™ Designer Wrist Rests and Mousing Surfaces give your workspace a lively, coordinated look.

3M™ Keyboard Management Solutions

3M™ Adjustable Keyboard Trays

The Keyboard Tray you need. The features you want.

3M™ Adjustable Keyboard Trays offer a broad line of solutions with innovative features and thoughtful design to fit almost any workstation environment.

3M Keyboard Trays are manufactured using preconsumer recycled material. The ♻️ and corresponding number indicates the percentage of recycled content by volume in a given product.



Product shown: AKT65LE Tool-Free Installation Keyboard Tray

3M™ COMMAND™ ADHESIVE

Holds glide track in place firmly, yet removes cleanly

KNOB ADJUST ARM

PRECISE™ BATTERY-SAVING† MOUSING SURFACE

Can mount left or right and extends battery life of wireless mice up to 75%†

43.2mm GLIDE TRACK

Short-necked arm is ideal for shallow return workstations

PATENTED TOOL-FREE INSTALLATION

Enables quick and easy set up in less than 10 minutes and without tools (AKT65LE only). Fits desks between 19mm and 38mm thick

ALL-IN-ONE GEL FILLED WRIST REST

With antimicrobial product protection* encourages neutral wrist posture

KP100LE STANDARD PLATFORM'S WOODEN CONSTRUCTION

Provides sturdiness and is recyclable

*Antimicrobial product protection. Gel-filled wrist rests with antimicrobial protection inhibits the growth of microorganisms, such as bacteria, on the product surface, that can cause stains, odors and product degradation.

3M™ Keyboard Management Solutions

Select the arm type and track length that is best for you

- Corner workstations require a long track – 55.2 - 58.4cm
- Regular shallow workstations (45.7 - 55.8cm under-desk depth) require a short track – 43.2 - 45.1cm
- Regular deep workstations (58.4cm + under-desk depth) can accept short or long-tracked keyboard trays

Sit/Stand Easy Adjust Arm

Easy to adjust, raises up to 25.4cm above mounting surface for sitting for standing posture for optimal ergonomic benefit. True sit/stand, fits 5th to 95th percentile of the population.

58.4cm Track
Fits Corners



AKT180LE



Lever Adjust Arm

Lever handle ensures positive lock on platform height. Just flip lever to right, adjust height, then move lever back to lock in place. Tilt is adjusted with separate pull lever.

55.2cm Track
Fits Corners



AKT100LE



Knob Adjust Arm

Knob adjusts both height and tilt. Just loosen knob, set height and tilt, then re-tighten. While more awkward to adjust, simple design is cost effective. AKT65LE can be installed without tools!

43.2cm Track



AKT65LE



Adjustable Under-Desk Keyboard Drawer

Keyboard tray provides height adjustments and unlimited tilt. Wide platform places mouse next to keyboard for added comfort. Leatherette gel wrist rest with antimicrobial product protection* is easy to keep clean. Installation depth required: 50.8cm, width required: 78.7cm.



KD90



3M™ Mousing Solutions

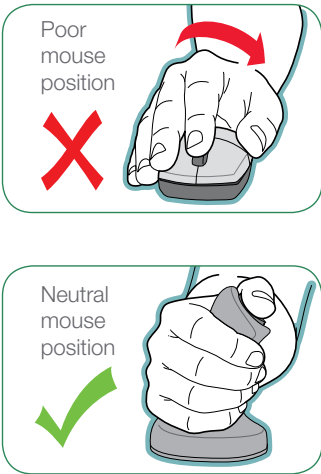
3M™ Ergonomic Mice

EM550 Wireless Ergonomic Mouse

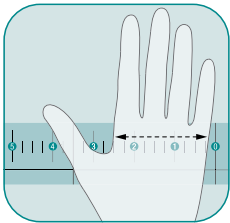
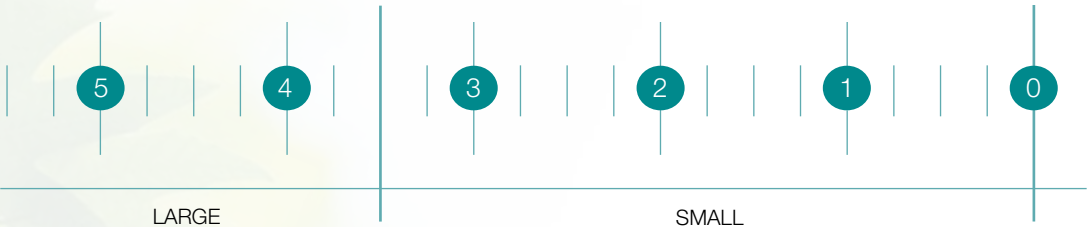
This mouse is clinically proven to alleviate pain and discomfort of repetitive stress injuries in the hand, wrist or arm associated with the use of traditional mice—which can pronate the forearm and wrist and typically presses the wrist and carpal tunnel area against the desk.

The 3M™ Ergonomic Mouse has a patented, vertical grip design that keeps your hand and wrist at a neutral angle, while the mouse works as a regular optical mouse. Grip the handle and rest your hand on the base. Use your thumb to left and right click. Optical sensor, wireless, USB compatible plug and play. Soft-touch painted surfaces for added comfort. For right-handed use.

EM550GPL - Large
EM550GPS - Small



Operate by moving entire mouse around on mousing surface and use your thumb to left and right click.



Lay your palm flat along this measuring guide to determine the best mouse size for you.

Post-it® Organisation Solutions

Convenience reaches a new level with these clutter-reducing organisers. Choose from two styles. All dispense Post-it® Notes, Post-it® Flags and Scotch® Tape, keeping office essentials within easy reach.

C90 Desktop Rotary Organiser

Black. Includes Post-it® Note, Post-it® Flag and Scotch® Magic™ Tape samples.

C50 Desktop Organiser

Black. Includes Post-it® Note, Post-it® Flag and Scotch® Magic™ Tape samples.



3M™ Mousing Solutions



When you're on the go, your notebook is your central connection to work. 3M™ Mousing Solutions offer mousing and mounting accessories to make your mobile notebook use easier and more convenient.

MP200PS Precise™ Battery Saving† Mousing Surface

Ultra-thin, portable mouse pad with 3M™ repositionable adhesive. Stows conveniently on back of notebook computers. Battery saving design extends battery life of wireless mice up to 75%†.

MP114DS Mouse Pad

Daisy Design Suitable for use with Optical, Laser or ball mouse. Bright fun design to mix and match with your favourite designer Keyboard Wrist Rest.



MP114SR Mouse Pad

Sunrise Design Suitable for use with Optical, Laser or ball mouse. Bright fun design to mix and match with your favourite designer Keyboard Wrist Rest.

3M™ Cleaning Solutions



CL630 Notebook Screen Cleaning Wipes

Safe for LCDs too. Removes dust, fingerprints and smudges from notebook computer screens. Non-abrasive, non-streaking. 10.2 x 17.8cm pre-moistened portable wipes, 24 individual packages.

†See page 15 for details.

3M™ Office Environmental Solutions

3M™ Adjustable Foot Rests

Reduce strain and fatigue on legs, back and neck. Both models offer easy foot-controlled platform tilt adjustment and sturdy steel construction.

FR530CB Adjustable Foot Rest

Extra-wide 55.9cm platform provides ample space for both feet. Height and tilt adjustable. Heavy-duty steel construction for extra stability. 3M™ Safety Walk™ slip-resistant surface keeps feet from sliding.

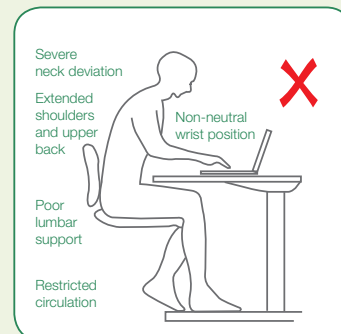


FR330 Adjustable Foot Rest

Contoured, 45.7cm wide non-skid plastic platform with soft bumps to massage and soothe your feet. Height and tilt adjustable. Durable, heavy-duty steel base.



Laptop Ergonomics



When using a laptop on a desk:

The screen is too low - increasing stress on the back, head, neck and shoulders. The keyboard is too small, and mousing device is central located, which increases the stress on shoulders, forearms and wrists, increasing the likelihood of Carpal Tunnel Syndrome.



Correct use of laptop on a desk:

Position laptop on a riser, lifting the screen to eye level, the correct ergonomic height. Use an external keyboard and mouse, which relieves the stresses of incorrect posture, as well as gaining access to the extra functionality. Footrests should be used to promote correct posture.

3M™ Display Mounting Solutions - Easy Adjust

Why use an Adjustable Monitor or Notebook Arm?

- **Better Ergonomics** – Lets you position your display at the correct height and distance for optimal comfort
- **Free Up Desk Space** – So you can be more organised and make better use of your workspace
- **Great for Shared Workstations** – If more than one person uses the same workstation, everyone can adjust to an ergonomically correct position, quickly and easily
- **Collaborate at Your Desk** – Easily show others what is on your screen, then return it to your preferred position for individual work

Two screens are better than one!

A study by the University of Utah demonstrated that worker productivity increased with the use of two displays compared to using just one.

Productivity benefits: multi-monitor vs. single display

- 33% Fewer errors
- 18% Faster in errorless editing of multiple tasks
- 16% Faster edits throughout task
- 10% More errorless edits generated
- 7% Faster to perform tasks
- 6% Quicker to access tasks (opening, sizing, aligning windows, etc.)

Source: NEC Display Solutions, University of Utah and ATI Technologies, Productivity and Multi-Screen Displays, October 2003.



3M™ Easy Adjust Solutions

Monitor arms work best when adjustments are quick and easy. Each of these models feature easy-adjust technology to assure just that. Each adjusts effortlessly with just a finger and is designed to stay in place, right where you've positioned it. This durable and reliable technology enables thousands of motion cycles without failing.



Supports two LCD monitors up to 9kg each



Cable management system keeps cords organised

MA220MB Easy Adjust Dual Monitor Arm

Place your LCD monitor and a notebook or two LCD monitors in just the right position – off your desktop! Height easily adjusts up and down through a 330mm range to allow an ideal ergonomic positioning. Swivels 180° and tilts forward and back 80° for optimal ergonomic positioning. Flexible design includes clamp or grommet mount systems. For monitors up to 9kg. Fits both 75 mm x 75 mm and 100 mm x 100 mm VESA-D monitor bolt hole patterns.



LX700MB Easy Adjust Notebook Arm

Take notebook flexibility to the next level. Easy adjust notebook arm places your notebook at just the right ergonomic height and turns it into a perfectly placed flat-panel monitor. Height easily adjusts up and down through a 330mm range. Clamp or grommet mount hardware included. For notebooks up to 5.5kg. Includes attachment system for docking stations for quick and easy notebook connectivity.

3M™ Mechanically Adjustable Solutions

MA100MB Mechanically Adjustable Monitor Arm

Economical and dependable, mechanical monitor arms allow several height options for placing your monitor in the best ergonomic position, while offering more desktop space. Height adjusts up and down through an 203mm range at 6 fixed positions. Swivels 180°, tilts forward and back 180°, rotates to hold monitor in portrait or landscape position. Clamp and grommet mounting options included. For monitors up to 8kg. Fits both 75 mm x 75 mm and 100 mm x 100 mm VESA-D monitor bolt hole patterns.



MS80B Adjustable Monitor Stand

Contemporary design with stacking columns raises monitor from 25mm to 149mm in increments of 41mm for an ergonomically correct level. Features ample storage space underneath to maximise desk space. MS80B supports up to 36kg with 279mm clearance underneath. Non-skid base.



MS101 Adjustable Monitor Stand - One Drawer
MS100CG Extra/Replacement Drawer

Adjusts in increments of 38mm to provide a comfortable monitor viewing height to help reduce eye and neck strain. Sturdy construction supports CRT monitors up to 533mm or 36kg. Extra drawers (MS100CG) available to help organize common desktop computer and printer supplies.



MS100CG

LX500 Adjustable Notebook Riser

Position your notebook at an ergonomically-correct height for optimal comfort. Height adjustable from 101mm to 152mm in 13mm increments. Slots in platform help keep notebook ventilated. Cable management feature keeps cords organised. Also includes side shelves for accessories and an adapter for 3M™ DH445 Document Holder (sold separately). Compatible with docking stations. Supports up to 6.8kg



LX550 Vertical Notebook Riser

Position your notebook screen at an ergonomically correct height while taking up less desk space than the LX500. Riser has 76mm of vertical adjustability. Cable management feature keeps cords organised. Non-skid base. Helps free up desk space. Black and Gray.



Monitor and Notebook Arms	MA220MB	LX700MB	MA100MB
Features Easy Adjust Technology	Yes	Yes	No
Monitor Weight Range (kg)	2.3–9.1	N/A	0–8.2
Notebook Weight Range (kg)	1.1–5.4	1.1–5.4	N/A
Height Range of Adjustable Segment (mm)	330	330	203
Tilt Range Forward/Backward	+5°/-75°	+5°/-75°	+90°/-90°
Pan Left/Right	180°	180°	180°
Rotation Portrait/Landscape	90°	N/A	360°
VESA MIS-D 75 mm and 100 mm Compatibility	Yes	75 mm only	Yes
Clamp Mount Max Desk Thickness (mm)	48	48	51
Clamp Mount Min Desk Thickness (mm)	13	13	13
Grommet Mount Max Surface Thickness (mm)	64	64	44
Grommet Mount Min Hole Size (mm)	8	8	8
Grommet Mount Max Hole Size (mm)	51	51	51
Max Extension Length (mm)	658	657	489
Max Mount Plate Height From Desk Surface (mm)	614	614	422
Min Mount Plate Height from Desk Surface (mm)	0	0	206

Monitor Stand and Notebook Risers	Monitor Stands	Notebook Risers	
	MS80B	LX550	LX500
Features Easy Adjust Technology	No	No	No
Weight Range (kg)	0–36.3	2.3–9.1	2.3–9.1
Height Range of Adjustable Segment (mm)	102	330	330
Height Adjustable Increments (mm)	41.3	Infinite	12.7
Tilt Range Forward/Backward	N/A	+5°/-75°	+5°/-75°

Product Number	Description	Dimensions (mm)	Section	Page Number
AKT65LE	Adjustable Keyboard Tray (Tool Free Installation)	See Chart on Page 7	Keyboard Management	7
AKT100LE	Adjustable Keyboard Tray	See Chart on Page 7	Keyboard Management	7
AKT180LE	Adjustable Keyboard Tray	See Chart on Page 7	Keyboard Management	7
C50	Desktop Organiser	30.4 x 20.3 x 5.08	Organisation Solutions	9
C90	Desktop Rotary Organiser	25.4 x 25.4 x 15.2	Organisation Solutions	9
CL630	Notebook Screen Cleaning Wipes	17.7 x 10.1	Cleaning Solutions	9
DH445	Flat Panel Mount Document Holder	22.8 x 21.5 x 6.35	Comfort Solutions	3
DH630	Compact In-Line Document Holder	35.5 x 30.4 x 7.62	Comfort Solutions	3
DH640	In-Line Document Holder	45.7 x 27.9 x 10.1	Comfort Solutions	3
EM550GPL/ EM550GPS	Wireless Ergonomic Mouse	10.4 x 7.93 x 13/ 10.4 x 7.93 x 11.4	Mousing Solutions	8
EM500GPL/ EM500GPS/	Ergonomic Mouse	10.4 x 7.93 x 13/ 10.4 x 7.93 x 11.4	Mousing Solutions	8
FR330	Adjustable Foot Rest (Compact)	45.7 x 33 x 10.1	Office Environmental Solutions	10
FR530CB	Adjustable Foot Rest (Large)	55.8 x 35.5 x 10.1	Office Environmental Solutions	10
KD90	Adjustable Under-Desk Keyboard Drawer	70.8 x 42.7 x 10.1	Keyboard Management	7
LX500	Adjustable Notebook Riser	33 x 33 x 10.1	Display Solutions	12
LX550	Vertical Notebook Riser	24.1 x 20.9 x 20.3	Display Solutions	12
LX700MB	Easy Adjust Notebook Arm	See Chart on Page 5	Display Solutions	11
MA100MB	Mechanically Adjustable Monitor Arm	See Chart on Page 5	Display Mounting	12
MA220MB	Easy Adjust Dual Monitor Arm	See Chart on Page 5	Display Mounting	11

Product Number	Description	Dimensions (mm)	Section	Page Number
MP200PS	Precise™ Optical Mousing Surface	21.5 x 17.7 x .152	Mousing Solutions	9
MP114DS	Mouse Pad (Daisy Design)	22.5 x 20 x 0.5	Mousing Solutions	9
MP114SR	Mouse Pad (Sunrise Design)	22.5 x 20 x 0.5	Mousing Solutions	9
MS80B	Adjustable Monitor Stand	38.1 x 30.4 x 14.9	Monitor Stands	12
MS100CG	Extra Drawer for MS101	35.5 x 33 x 4.44	Monitor Stands	12
MS101	Adjustable Monitor Stand (with Drawer)	35.5 x 33 x 8.25	Monitor Stands	12
MW308BH	Gel Mousepad Wrist Rest (Beach Design)	21.9 x 17.1 x 1.9	Comfort Solutions	5
MW308DS	Gel Mousepad Wrist Rest (Daisy Design)	21.9 x 17.1 x 1.9	Comfort Solutions	5
MW308SR	Gel Mousepad Wrist Rest (Sunrise Design)	21.9 x 17.1 x 1.9	Comfort Solutions	5
MW309LE	Compact Gel Mousepad Wrist Rest (Black, Leatherette)	21.9 x 17.1 x 1.9	Comfort Solutions	5
MW310LE	Gel Mousepad Wrist Rest (Black, Leatherette)	23.4 x 22.2 x 1.9	Comfort Solutions	5
WR308BH	Gel Wrist Rest (Beach Design)	45.7 x 6.98 x 1.9	Comfort Solutions	5
WR308DS	Gel Wrist Rest (Daisy Design)	45.7 x 6.98 x 1.9	Comfort Solutions	5
WR308SR	Gel Wrist Rest (Sunrise Design)	45.7 x 6.98 x 1.9	Comfort Solutions	5
WR309LE	Compact Gel Wrist Rest (Black, Leatherette)	45.7 x 6.98 x 1.9	Comfort Solutions	5
WR310LE	Gel Wrist Rest (Black, Leatherette)	48.2 x 6.98 x 1.9	Comfort Solutions	5
WR420LE	Gel Wrist Rest for Keyboard	49.8 x 26.9 x 2.54	Comfort Solutions	4
WR421LE	Gel Wrist Rest for Mouse	26 x 19.2 x 2.54	Comfort Solutions	4
WR422LE	Gel Wrist Rest for Keyboard & Mouse	64.8 x 26.9 x 2.54	Comfort Solutions	4

[†]Battery Saving Mousepad Designs Products identified by this symbol feature 3M™ Precise™ Optical Mousing Surfaces with battery saving designs which extend the battery life of wireless optical mice up to 75%. Our lab testing has shown

that these surfaces draw less current and thus offer 75% more battery life. The lab tests were done using mice from the leading manufacturers in the marketplace (Microsoft and Logitech) in conjunction with batteries from the leading

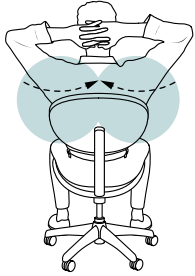
battery manufacturers in the US (Energizer, Duracell and Rayovac). Our battery saving mousing surfaces feature the 3M micro-textured technology used to make 3M™ Precise™ Optical Mousing Surfaces.

^{**}Angle and height position can affect sheet capacity. Test before using.

Recommended Workstation Positioning and Exercises

Exercises To Help Promote Ergonomic Comfort

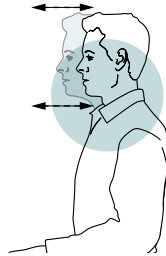
There are many possible causes for physical discomfort. If you are experiencing symptoms that persist for more than two weeks or are severe enough to interfere with your job or personal activities, consider seeking medical assistance.



Executive Stretch

For upper back, chest and shoulders

Sit upright in your chair. Clasp your hands behind your head, keeping your elbows in line with your ears. Press your elbows back as far as possible, squeezing your shoulder blades together. Relax, then repeat 3 times.



Neck Glide

For neck

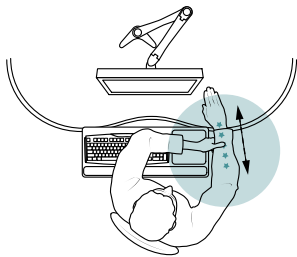
Sit comfortably upright and look straight ahead. Keeping your head and ears level, glide your head back as far as it will go. Now glide your head forward. Repeat 3 times.



Reverse the Curve

For back and hips

Stand with your feet slightly apart. Place your palms in the curve of your lower back. Keep your chin down and focus on an object in front of you. Bend backward, supporting your lower back with your hands. Don't lock your knees. Hold for 5 to 10 seconds. Repeat 3 to 5 times.



Arm Massage

For forearms

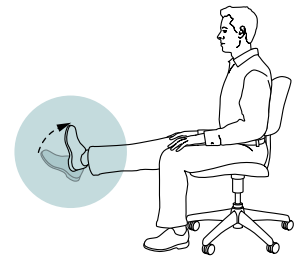
Sit at a desk or table. Place your arm in front of you with your hand palm-down. Use your thumb to press firmly on your opposite arm, moving it slowly from your wrist to elbow and back down. Repeat 3 times.



Focusing Technique

For eye relaxation

Focus on an object at least 6 metres away or as far from your work area as possible, then move your eyes around and look at other objects. Look back at your computer screen. Repeat throughout the work day.

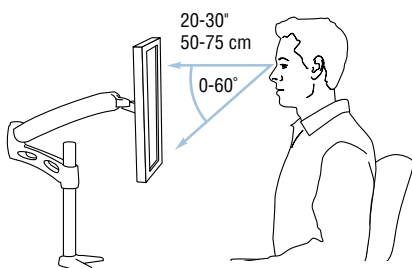


Leg Extension

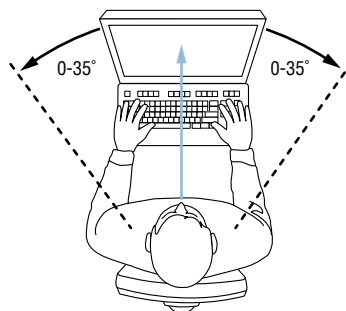
For legs and lower back

Sit in a chair and straighten one leg directly in front of you. Flex your foot by pointing your toes toward the ceiling. Flex hard for 5 seconds, then release. Repeat 3 to 5 times. Return foot to floor and switch legs.

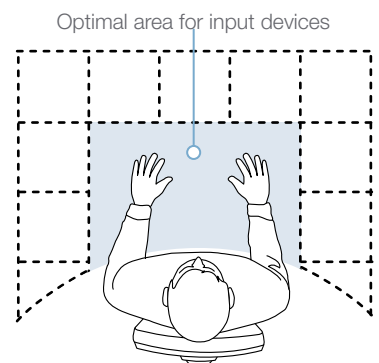
Recommended Positioning



To avoid eyestrain, position your monitor within a comfortable viewing distance, at or below eye level, and within your 60° viewing field.



Position source documents in line with your screen, and no more than 35° to either side, to avoid excessive turning or bending of your neck.



Place input devices within the recommended area to avoid strain on your wrists, arms and hands.

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