

MAKE YOURSELF COMFORTABLE!!

The way you sit and arrange your desk can actually protect you from stress and injuries. In fact increasing your comfort can also increase your performance. Follow these guidelines for a healthy, comfortable workspace and remember: if you feel a pain, take a break!

FROM HEAD TO TOE - HERE WE GO:

Eyes

- Sit approximately 60cm from your monitor
- Position the top of the monitor screen at, or slightly below eye level
- Use a copyholder to properly position the document upright

Wrist

- Keep wrist straight in a neutral position using a gel wrist support
- Keep the bottom of the elbow even with keyboard height, not below
- Keep forearms approximately parallel to the floor
- Use minimum force while striking keys
- Utilise chair arms for support

Shoulders

- Keep your shoulders relaxed and in a neutral position as you type
- Avoid cradling the phone between your shoulder and ear
- Keep elbows close to your sides as you use the keyboard and mouse as close to keyboard as possible
- Take a moment every so often to roll your shoulders up and back to alleviate tension

Back & Legs

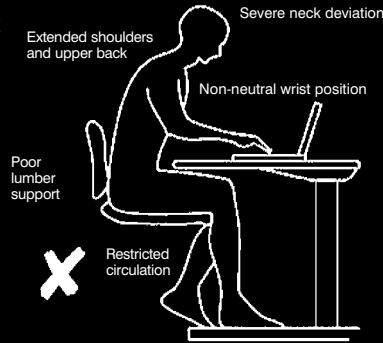
- Adjust your chair so your thighs are parallel to the floor
- Sit back in your seat so that your lower back is supported firmly by the chair or a lumbar support cushion
- Place feet on a footrest to relieve pull on the lower back
- Make sure you get up and stretch every hour

The Risk Factors

- Everyone in the office needs to be aware of and able to address the problems that can cause discomfort

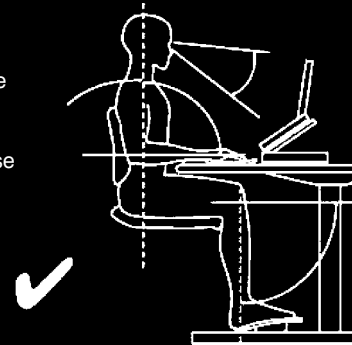
When using laptop on a desk

The screen is too low - Increasing stress on back, head, neck and shoulders. The keyboard is too small. The onboard pointing device is usually positioned centrally, increases stress on forearms and wrist.



The correct use

Position laptop on a riser, lifting screen to eye level, the correct ergonomic height. Use a Laptop Riser. Use an external keyboard and mouse - relieving the stresses of incorrect posture and gaining access to the extra functionality of full size keyboard and mouse.



www.fellowes.com.au for more information

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ARE YOU COMFORTABLE?



**FELLOWES
ERGONOMICS
RANGE**

Monitor & Laptop Supports

If you lean forward or tilt your head to see your monitor screen, the muscles in your upper body may tighten and strain to hold your body in that awkward position.

Fellowes monitor and laptop supports allow you to customise your monitor position for enhanced viewing comfort, while creating more usable space on your desktop.

Monitor Riser Plus - 8036601

- Adjustable feet allow optimal height positioning
- Top platform features height & tilt adjustment for laptop
- In-line copyholder positions documents for easy, comfortable viewing



Standard Monitor Riser - 9169301

- Supports up to 27kg or 17" CRT or TFT/LCD monitors
- Height adjusts from 50-100mm
- Non-skid foot rings ensure stability on any surface



Smart Suites Monitor Riser - 8020101

- Supports up to 21" flat panel monitor or a weight of 18kgs
- Three height adjustments raises your screen to eye level to prevent neck strain
- Triangular design allows riser to fit neatly into desk corner

Laptop Riser - 8032001

- Supports up to 5kg and elevates laptop to maximum efficiency
- Includes 6 height adjustments from 114 -165mm
- Stabilising front edge prevents laptop movement
- Non-skid foot rings ensure stability on any surface



Monitor & Laptop Supports

Smart Suites Laptop Riser Workstation - 8020901

- Intuitive five angle height adjustment to raise laptop screen to optimal viewing level
- Supports up to a 17" Widescreen Laptop or up to 6kg
- Triangular design allows riser to fit neatly into a desk corner
- In-line document holder reduces neck and eye strain
- 4 port USB hub
- Document storage tray



Smart Suites Laptop Riser - 8020201

- Three height adjustments raises your screen to eye level to prevent neck strain
- Supports up to a 17" laptop or a maximum load of 6kgs
- Venting to improve air flow at the back of the laptop
- Includes 4 port 2.0 USB hub and cable management
- Large accessory/personal electronics pocket



Gel Supports

Fellowes soft, flexible wrist supports with patented Health-V™ Channel conform to your wrist and redistribute painful pressure points to ensure maximum support and soothing comfort.



B. Mouse Pad/Wrist Supports

- Fabric – Memory Foam*
- 9181201 – Black
 - 9184001 – Graphite
 - 9183901 – Blue
- Gel Clear*
- 9182301 – Black
 - 9182201 – Blue
 - 9183501 – Purple

A. Gliding Palm Supports

- Fabric – Memory Foam*
- 9180301 – Black
 - 9180101 – Graphite
 - 9180201 – Blue
- Gel Clear*
- 9180701 – Black
 - 9180601 – Blue
 - 9183401 – Purple

C. Keyboard Palm Supports

- Fabric – Memory Foam*
- 9182801 – Black
 - 9183801 – Graphite
 - 9183701 – Blue
- Gel Clear*
- 9183201 – Black
 - 9183101 – Blue
 - 9183601 – Purple

Copy Holders

Placing documents flat on the desktop or at an awkward viewing angle while at your computer can cause eye, neck and shoulder strain. Copy holders help minimise this type of discomfort by placing documents in an ergonomically correct viewing position.

Copyholder - 8033201

- Three-in-one document holder, memo board and clip board
- Adjustable tilt customises viewing angle by up to 45°
- Copy clip holds up to 150 sheets of A4 paper
- Dry erase memo board for quick notes



In-Line Copyholder - 8039401

- Positions materials in optimal viewing range
- Promotes neutral posture and helps reduce awkward neck and eye movements
- Top and bottom sections adjust to accommodate letter and legal documents
- Offers six separate angle adjustments from 25 to 75 degrees incline
- Stable weighted base; unit folds flat for easy storage
- Holds 250 sheets of A4 paper



Foot Supports

Sitting in a chair for hours at a time without adequate foot support can cause poor leg circulation, back discomfort and overall fatigue.

Climate Control Pedi Relief - 8050901

- Versatile unit works as a footrest or provides free-standing climate control
- Radiates safe, even heat on low or high setting
- Surface massage bumps help relieve work-related stress



Standard Footrest - 48121

- Two position height adjustment ensures maximum comfort
- Free-floating platform allows tilt adjustment to increase circulation
- Non-skid rubber feet keeps footrest in position

