

CONSUMER EDUCATION

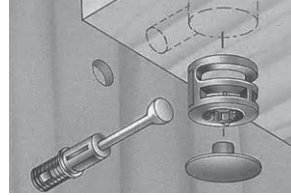
How do I buy a desk?



Choose a non-reflective surface. Global uses colors that reduce glare to make your work easier to read while reducing eye strain.



Get a desk that lets you look ahead. A modular desk is easy to set up initially and then reorganize or reconfigure later to adapt to future needs.



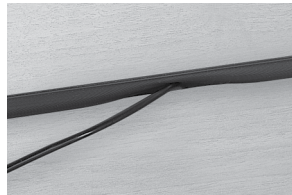
Look for European connectors if you're buying ready-to-assemble furniture. Global makes assembly easy - all you need is a screwdriver.



Give your business an edge. Each Global desk comes with its own attractive edge design.



Avoid tangles. Make sure your desk has at least one grommet hole to keep computer and telephone wires out of the way.



A hutch should have a sweep that manages computer and telephone wires.



Island worksurfaces let you meet with more than two people at once with ample leg room for all.



Choose one of Global's height/angle adjustable keyboard trays to go with your desk. Your arms can maintain a comfortable position, reducing shoulder, back and neck strain.

How do I select the right workstation?

When searching for the right workstation it is important to consider its purpose which will be decided by the nature of your tasks. It is best to look for products that have been designed and engineered to help make your workspace more productive.

Once these patterns have been identified, organize them according to their intended use and frequency of their use. Now you are ready to investigate the pertinent factors that will determine the workspace you eventually select.

This can be achieved in a variety of ways. As a guide, observe how your work flows through your office in a typical day. It is likely that you'll uncover a number of distinctive and repetitive task patterns.

Lighting - Protect yourself

- If you have to setup near a window make sure your computer sits perpendicular to it, minimize eye-strain inducing glare on sunny days.
- If you have fluorescent lights, try to position your set up between the lights.
- Use "Parabolic louvers" to reduce the glare from fluorescent lights
- Use window blinds to control the light source through the day
- Panels or screens may be used to control glare
- Protect your eyes from Ultraviolet A (UVA) and Ultraviolet B (UVB) by using an anti-glare screen

Noise

- Try to set up your office in a separate room if possible and away from the rest of the house

Chair

- Comfort is personal but should be part of the selection
- Seat pan design; deep and wide enough
- Rounded front edge (waterfall)
- Adjustable slope seat
- Able to adjust your chair, to obtain appropriate height
- Sit back in your chair, with your thighs parallel to the floor
- Place feet flat on the floor, a footlocker may be required

Footlocker

- A footlocker helps to prevent possible discomfort resulting from outstretched feet
- The rocking motion creates light activity in the legs and feet and will help stimulate muscles to improve overall circulation

Keyboard

- Has a palm rest
- Easily adjusts the angle of the keyboard
- Easily adjusts the keyboard height

Document Holder

- A curved back document holder reduces glare
- Position document holder in line with the monitor to reduce eyestrain

Monitor

- There should be a direct line from the center of monitor to the, "J" key on your keyboard which should line up with your belt buckle
- Position the monitor at arm's length
- Make sure that the top of your monitor screen is slightly below eye level
- A monitor stand may be used to achieve the desired height

Workstation

- Adequate space beneath the worksurface for your legs
- Depth of the worksurface depends on the task and equipment used to perform this responsibility
- Try to place tasks that are performed regularly within arm's reach
- Avoid unnecessary reaching and bending which leads to fatigue and possible muscle strains and can reduce efficiency
- Keep in mind other related tasks in your planning
- Establish your workflow then design the essential elements to meet your requirements