3M Workspace Solutions
Stationery & Office Supplies Division—Full Line Product Catalog

Solutions You Need
Comfort You Deserve

Edition 6

3M

Your Health. Your Environment.
Our Expertise.

The facts are simple – when you focus on your health you can't help but enjoy a better quality of life, both at work and home. At 3M our goal is to help create the work environment you need.

Are you interested in creating a more comfortable work environment for yourself?

Visit our website to learn about what innovative solutions 3M offers to make your workplace more comfortable and productive.

www.3m.com/myworkspace

In order for you to enjoy the comfort you deserve. It starts with your workspace design, and that starts right here.

Table of Contents

Task Lighting

Reduce the Glare, Protect Your Eyes

Transform the way you see and improve eye comfort!

TL1200-B Polarizing LED Task Light

TL1800-B

TL1200-W

TL600-B

3M™ POLARIZING LIGHT FILTER

3M proprietary technology reduces glare by up to 80%*

LED

Energy efficient (remains cool to the touch), lasts up to 40,000 hours, does not contain mercury

HIGHLY FLEXIBLE

Lamp adjusts up-down, left-right with ease

AESTHETIC DESIGN

Modern and stylish to fit your home or office and lifestyle

HASSLE-FREE

No assembly required

SLIM AND STABLE BASE

Base fitted with anti-skid pad sits well on all surfaces

BRIGHTNESS LEVELS

Easy touch sensor controls up to 7 levels of brightness (TL1800: 7 levels; TL1200: 5 levels; TL600: 1 level)

*The amount of reflected glare reduction in reading materials is dependent on viewing angle. Glare reduction is reduced by 50% at a 30° reflection angle from light to eye, and reduced by 80% at a 60° angle from light to eye.

See the Difference

Without 3M™ Polarizing Light Filter Technology

With 3M™ Polarizing Light Filter Technology

www.3m.com/myworkspace | 1-800-332-7483

Comparison Chart

	Level	TL1800	TL1200	TL600
Illuminance: Lux/Lumens	7	1500/503	-	-
	6	1350/460	-	-
	5	900/303	880/335	-
	4	600/204	650/243	-
	3	400/145	400/150	-
	2	300/106	250/96	-
	1	200/71	120/53	450/165
Power Consumption: Watts	7	11	-	-
	6	8.5	-	-
	5	5.6	7.0	-
	4	3.7	5.0	-
	3	2.7	3.0	-
	2	2.3	2.0	-
	1	1.7	1.3	4.0
Recommended for:	7	Fine Detail Work	-	-
	6	Study/Work: Reading Using Computer	-	-
	5		Study/Work: Reading Using Computer	
	4			
	3	Simple Task Light Night Light	Simple Task Light Night Light	
	2			
	1			Study/Work: Reading Using Computer
Height	-	16"	16.75"	15.25"
Height Range	-	13"-16"	13"-16.75"	N/A
Lamp Swivel	-	180°	180°	180°
Lamp Rotation	-	25° Up/60° Down	25° Up/60° Down	90° Up/90° Down
Color Temperature	-	6201 K	6353 K	6579 K
Voltage	-	120	120	120

c(UL)us
LISTED LED
HOMOLOGATION UL DEL

Monitor Arms

Use a monitor arm to free up space on your desk and easily move your monitor into a comfortable height for viewing, or out of the way when not in use. A dual monitor arm allows you to experience the productivity benefits of two displays by mounting a second LCD display, notebook or tablet, increasing the size of your computer's display.

MA245S Easy-Adjust Monitor Arm

- Highly adjustable arms move up, down, forward and back with just a touch; height adjusts through 10.6" range

- Swivels 180° and tilts forward and back +15°/-90° for optimal ergonomic positioning

- Monitor can rotate portrait or landscape

- Includes clamp mount hardware which fits desks up to 4" thick and grommet mount hardware which fits desks up to 1.75" thick

- Weight capacity of 20 lbs

- Monitor screen size ≤ 30"

- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible

- 5 year warranty

MA265S Easy-Adjust Dual Monitor Arm

- Highly adjustable arms move up, down, forward and back with just a touch; height adjusts through 10.6" range

- Swivels 180° and tilts forward and back +15°/-90° for optimal ergonomic positioning

- Includes clamp mount hardware which fits desks up to 4" thick and grommet mount hardware which fits desks up to 1.75" thick

- Monitor can rotate portrait or landscape

- Weight capacity of 20 lbs per arm

- Monitor screen size ≤ 30"

- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible

- 5 year warranty

MALAPTOP2

Pair with a 3M™ Monitor Arm Laptop Tray Attachment to experience productivity benefits using two displays.

Elegant design and silver color are great for modern office environments.

Monitor Arms

MA240MB Easy-Adjust Monitor Arm*

- Adjustable arms easily move up, down, forward and back; height adjusts through 12.4" range

- Swivels 180° and tilts forward and back +55º/-90º for optimal ergonomic positioning

- Clamp mount hardware fits desk up to 2 ⅝" thick and grommet mount hardware fits desks up to 3" thick

- Weight capacity of 20 lbs

- Monitor screen size ≤ 27"

- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible

- Contains 45% recycled content

- 5 year warranty

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.

MA260MB Easy-Adjust Dual Monitor Arm*

- Adjustable arms easily move up, down, forward and back; height adjusts through 12.4" range

- Swivels 180° and tilts forward and back +55º/-90º for optimal ergonomic positioning

- Clamp mount hardware fits desk up to 2 ⅝" thick and grommet mount hardware fits desks up to 3" thick

- Weight capacity of 20 lbs per arm

- Monitor screen size ≤ 27"

- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible

- Contains 45% recycled content

- 5 year warranty

Pair with a 3M™ Monitor Arm Laptop Support MALTOP or 3M™ Monitor Arm Tablet Support MATABLET to position your laptop or tablet at the optimal viewing level.

*Use of this product helps contribute to LEED® Green Building Certification EB O&M MR Credit 2.2 Sustainable Purchasing: Durable goods because 3M™ Easy-Adjust Monitor Arms MA240MB and MA260MB contain a minimum of 20% preconsumer recycled content, exceeding the recycled content required in Credit 2.2.

MA140MB Dual-Swivel Monitor Arm

- Provides 7 ½" of pole height adjustability, up to 18 ½" height adjustability from the surface and extends 19 ½" from the base
- Clamp mount hardware fits desks up to 4 ¼" thick and grommet mount hardware fits desks up to 2 ¼" thick
- Weight capacity of 30 lbs
- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible
- 3 year warranty

MA120MB Single-Swivel Monitor Arm

- Provides 7 ½" of pole height adjustability, up to 15" height adjustability from the surface and extends 11 ½" from the base
- Clamp mount hardware fits desks up to 4 ¼" thick and grommet mount hardware fits desks up to 2 ¼" thick
- Weight capacity of 30 lbs
- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible
- 3 year warranty

Monitor Stands

MS110MB Easy Adjust Monitor Stand

- Provides 5" of vertical height adjustment
- 270° swivel capability and 30° of forward and back tilt
- Weight capacity of 16 lbs
- VESA MIS-D 75 mm x 75 mm and 100 mm x 100 mm compatible
- 3 year warranty

MS90B Adjustable Monitor Stand – Extra Wide
MS80B Adjustable Monitor Stand

- Contemporary design with stacking columns raises monitor from 1" to 5.875" in increments of 1.625"
- Features ample storage space underneath
- Non-skid base
- 30 day warranty

MS90B

- Weight capacity of 40 lbs
- 16" clearance between columns

MS80B

- Weight capacity of 80 lbs
- 11" clearance between columns

MS80B

Notebook Risers

LX600MB Easy Adjust Notebook & Projector Riser

• Doubles as an LCD projector riser

• Provides 4" of vertical height adjustment, 360° swivel, and 40° forward and back tilt capability

• Adjustment is achieved quickly and smoothly with a single touch

• Weight capacity of 14 lbs

• Includes attachment system for docking stations for quick and easy notebook connectivity

• 3 year warranty

LX500 Adjustable Notebook Riser

• Height adjustable from 4" to 6" in 0.5" increments

• Cooling slots in platform help keep notebook ventilated

• Weight capacity of 20 lbs

• Includes side shelves for accessories and an adapter for the 3M™ DH445 Document Holder (sold separately)

• Compatible with docking stations

• 30 day warranty

LX550 Vertical Notebook Riser

• Space saver riser provides ideal viewing position

• Features 3" of vertical height adjustment

• Includes a non-skid base and holding ledge with a cable management feature to keep your cords organized

• 30 day warranty

Comparison Chart

Monitor Arms	MA265S	MA245S	MA260MB	MA240MB	MA140MB	MA120MB
Features Easy Adjust Technology	Yes	Yes	Yes	Yes	No	No
Monitor Weight Capacity	20 lbs	20 lbs	20 lbs	20 lbs	30 lbs	30 lbs
Notebook Weight Range	4.4-20 lbs	4.4-20 lbs	2.5-20 lbs	2.5-20 lbs	-	-
Height Range of Adjustable Segments	10.6"	10.6"	12.4"	12.4"	7.5"	7.5"
Tilt Range Forward/Backward	+15°/-90°	+15°/-90°	+55°/-90°	+55°/-90°	+15°/-90°	+15°/-90°
Swivel Left/Right	180°	180°	180°	180°	180°	180°
Rotation Portrait/Landscape	360°	360°	360°	360°	360°	360°
VESA MIS-D 75 mm and 100 mm Compatibility	Yes	Yes	Yes	Yes	Yes	Yes
Clamp Mount Max Surface Thickness	4"	4"	2.625"	2.625"	4.25"	4.25"
Clamp Mount Min Surface Thickness	.5"	.5"	.5"	.5"	.8"	.8"
Grommet Mount Max Surface Thickness	1.75"	1.75"	3"	3"	2.25"	2.25"
Grommet Mount Min Hole Size	.5"	.5"	.5"	.5"	.4"	.4"
Grommet Mount Max Hole Size	3"	3"	2"	2"	2.25"	2.25"
Max Extension Length	24.5"	24.5"	25.5"	25.5"	19.5"	11.5"
Max Mount Plate Height From Surface	27.5"	27.5"	27"	27"	18.5"	15"
Min Mount Plate Height From Surface	7"	7"	5"	5"	10.5"	7.375"
Recycled content	N/A	N/A	45%	45%	N/A	N/A
Warranty Years	5	5	5	5	3	3

	Monitor Stand			Notebook Risers		
	MS110MB	MS90B	MS80B	LX600MB	LX550	LX500
Features Easy Adjust Technology	Yes	No	No	Yes	No	No
Monitor Weight Range lbs (kg)	6-16 (2.7-7.3)	0-40 (0-18.1)	0-80 (0-36.3)	N/A	5-20 (2.3-9.1)	5-20 (2.3-9.1)
Notebook Weight Range lbs (kg)	N/A	N/A	N/A	0-14 (0-6.3)	0-20 (0-9.1)	0-20 (0-9.1)
Height Range of Adjustable Segment Inches (mm)	5" (127)	4" (102)	4" (102)	4.3" (109)	3" (76)	2" (51)
Height Adjustable Increments Inches (mm)	Infinite	1.625" (41.3)	1.625" (41.3)	Infinite	Infinite	0.5"
Tilt Range Forward/Backward	+25°/-5°	N/A	N/A	+25°/-15°	N/A	N/A
Pan Left/Right	360°	N/A	N/A	180°	N/A	N/A
Rotation Portrait/Landscape	90°	N/A	N/A	N/A	N/A	N/A
VESA MIS-D 75 mm and 100 mm Compatibility	Yes	N/A	N/A	N/A	N/A	N/A
Max Mount Plate Height From Desk Surface Inches (mm)	13.5" (343)	N/A	N/A	N/A	N/A	N/A
Min Mount Plate Height from Desk Surface Inches (mm)	8.187" (208)	N/A	N/A	N/A	N/A	N/A
Warranty Years	3	30 days	30 days	3	30 days	30 days

www.3m.com/myworkspace | 1-800-332-7483

Document Holders

DH640 In-Line Document Holder**
DH630 Compact In-Line Document Holder ♻ 40%

- Places documents in-line with your monitor and keyboard reducing movement of eyes, neck and shoulders, minimizing strain and increasing comfort
- The stable weighted base allows ledge to dip below the desk edge, increasing desk space
- Elastic line guide marks your place, keeps pages open and stretches to accommodate even the thickest books
- Hold books, catalogs, manuals, or just a single reference sheet

DH640
- 18" wide backplate
- Sheet capacity:* 300 sheets
- 5 year warranty

DH630
- 14" wide backplate
- Sheet capacity:* 150 sheets
- 2 year warranty

DH630

DH640

DH340MB Desktop Document Holder

- Keep your documents upright and improve their viewing position
- Height-adjustable clip secures documents in portrait or landscape view
- Non-skid base ensures the holder remains just where you need it
- Holds letter or legal-sized documents and folds flat for easy storage
- Sheet capacity:* 150 sheets
- 30 day warranty

DH140 Document Wedge

- Secures documents up to legal size
- Keeps paper in easy-to-read, upright position
- Weighted base prevents tipping
- Compact, portable design
- Sheet capacity:* 20 sheets
- 30 day warranty
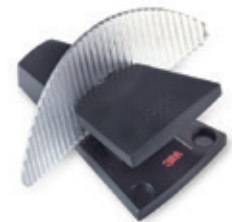
Position documents at eye level, right next to your monitor on either the right or left side. All models easily fold away when not in use.

DH240MB Document Clip

Lets you slide in up to 5 sheets one-handed or securely clip up to 30 sheets. Sheet capacity:* 30 sheets. 30 day warranty.

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. 30 day warranty.

DH440MB CRT Mount Document Holder

Height-adjustable clip can secure legal or landscape oriented documents. Designed for CRT monitors. Sheet capacity:* 35 sheets. 30 day warranty.

3M™ Command™ Adhesive Attachment System

DH630, DH445, DH440MB and DH240MB feature 3M™ Command™ Adhesive to hold securely yet remove cleanly.

Command

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

**Use of this product helps contribute to LEED® Green Building Certification EB O&M MR Credit 2.2 Sustainable Purchasing: Durable goods because 3M™ Document Holder DH640 contains a minimum of 20% preconsumer recycled content, exceeding the recycled content required in Credit 2.2.

Adjustable Keyboard Trays

The right adjustable keyboard provides comfort and increases productivity.
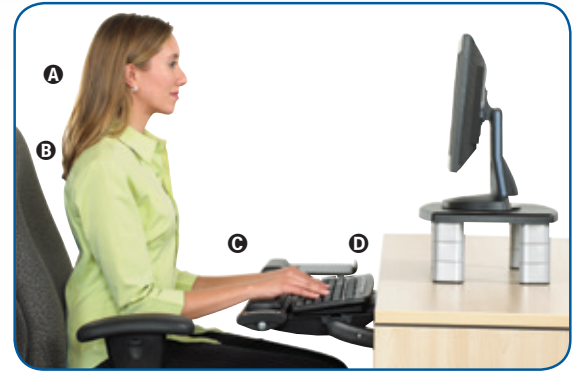
Ⓐ Head, neck and shoulders are positioned forward and upright (not bent or turned).

Ⓑ Shoulders and arms are roughly perpendicular to the floor; elbows are close to the sides.

Ⓒ Hands and wrists are in a straight line with forearms (not bent up or down).

Ⓓ Adjustable keyboard tray allows ample clearance between thighs and keyboard tray.

Selecting the Right Adjustable Keyboard Tray is as Easy as 1-2-3!

1 Select your preferred arm type based on ease of adjustment.	2 Choose a keyboard platform that's right for you.	3 Where are you sitting?

1 Select your preferred arm type based on ease of adjustment.

BEST

Easy-Adjust Arm

Easy to adjust – just tilt platform, adjust and release to lock in place. Tilt is adjusted by dialing tilt knob to desired angle. Includes height and tilt read-outs.

BETTER

Lever-Adjust Arm

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

GOOD

Knob-Adjust Arm

Knob adjusts both height and tilt. Just loosen knob, set height and tilt, and re-tighten.

2 Choose a keyboard platform that's right for you.

Adjustable Platform (Lifetime Warranty)

Sturdy platform has proprietary lateral adjustments for optimal keyboard adjustment. Articulating mousing platform adjusts in all directions, tilts forward and back, and can be mounted on the left or right side of the keyboard platform.
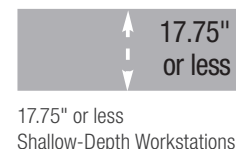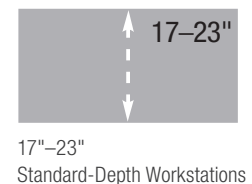
Standard Platform (5 Year Warranty)

Standard all-in-one platform with wooden construction minimizes bouncing. Mousing surface can be placed to the right or the left of the keyboard.

3 Where are you sitting?

Determine the track length you need for your workstation.

21" or more

21" or more
Corner Workstations

17–23"

17"–23"
Standard-Depth Workstations

17.75" or less

17.75" or less
Shallow-Depth Workstations
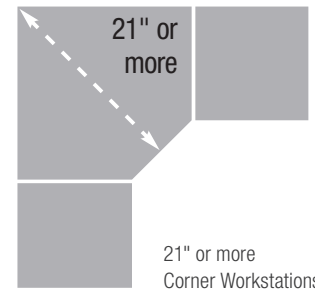
REDUCE REPETITIVE STRESS, MAINTAIN PROPER POSTURE AND ENSURE COMFORT.

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.

AKT150LE Easy Adjust Keyboard Tray

♻ 25%

STURDY INJECTION MOLDED PLATFORM
minimizes bounciness and is recyclable

EASY ADJUST ARM
controls platform height – just tilt platform to adjust

23" GLIDE TRACK
and long-necked arm enables use in corner workstations

TILT INDICATOR
reads angle of platform

HEIGHT INDICATOR
shows inches above or below mounting surface

DIAL-A-TILT KNOB
adjusts platform tilt as knob is turned

KP200LE ADJUSTABLE PLATFORM
enables lateral adjustment for optimal positioning; loosen red knob to adjust

MP400LE HIGHLY ADJUSTABLE MOUSING PLATFORM
can mount left or right without tools

GEL-FILLED WRIST RESTS
with antimicrobial product protection* encourages neutral wrist posture

3M™ PRECISE™ MOUSE PAD WITH BATTERY SAVING DESIGN
enhances the precision of optical mice at fast speeds and also extends the battery life of wireless mice up to 50%†

3M™ Keyboard Trays are manufactured using recycled material. The ♻ and corresponding number indicate the percentage of recycled content in a given product.

AKT60LE Knob Adjust Keyboard Tray

♻ 70%

KNOB ADJUST ARM

3M™ PRECISE™ MOUSE PAD WITH BATTERY SAVING DESIGN
enhances the precision of optical mice at fast speeds and also extends the battery life of wireless mice up to 50%†. Can be placed on right or left side of platform

17" GLIDE TRACK
and short-necked arm is ideal for shallow return workstations

KP100LE STANDARD PLATFORM'S WOODEN CONSTRUCTION
provides sturdiness and is recyclable

ALL-IN-ONE GEL FILLED WRIST REST
with antimicrobial product protection* encourages neutral wrist posture

*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.

†These products draw less current than darker mousing surfaces, which results in extended battery life.

Keyboard Trays

Product Number	AKT180LE	AKT150LE	AKT151LE	AKT100LE	AKT101LE	AKT80LE
Platform Type			KP200LE			
Articulating Arm Type	Sit/Stand Easy Adjust	Easy Adjust	Easy Adjust	Lever Adjust	Lever Adjust	Knob Adjust
Track Length	23" (584 mm)	23" (584 mm)	17.75" (451 mm)	21.75" (552 mm)	17.75" (451 mm)	17.75" (451 mm)
Tilt Range Forward/Backward	+10º/-15º	+10º/-15º	+10º/-15º	+10º/-15º	+10º/-15º	+15º/-15º
Height Above Mounting Surface	10" (254 mm)	4" (102 mm)	4" (102 mm)	.5" (12.7 mm)	.5" (12.7 mm)	1.5" (38.1 mm)
Depth Below Mounting Surface	4" (102 mm)	6" (152 mm)	6" (152 mm)	5.5" (140 mm)	5.5" (140 mm)	4.5" (114 mm)
Swivel	360º	360º	360º	360º	360º	360º
Platform Width	19.5" (495 mm)	19.5" (495 mm)	19.5" (495 mm)	19.5" (495 mm)	19.5" (495 mm)	19.5" (495 mm)
Minimum Width of Keyboard and Mousing Platforms	23.5" (597 mm)	23.5" (597 mm)	23.5" (597 mm)	23.5" (597 mm)	23.5" (597 mm)	23.5" (597 mm)
Maximum Width of Keyboard and Mousing Platforms	26.5" (673 mm)	26.5" (673 mm)	26.5" (673 mm)	26.5" (673 mm)	26.5" (673 mm)	26.5" (673 mm)
Platform Depth	10.625" (270 mm)	10.625" (270 mm)	10.625" (270 mm)	10.625" (270 mm)	10.625" (270 mm)	10.625" (270 mm)
Required Depth Under Mounting Surface	23.25" (591 mm)	23.25" (591 mm)	18" (457 mm)	22" (559 mm)	18" (457 mm)	18" (457 mm)
Required Width Under Mounting Surface	24" (610 mm)	24" (610 mm)	24" (610 mm)	24" (610 mm)	24" (610 mm)	24" (610 mm)
Suitable for Corner Workstations	Yes	Yes	No	Yes	No	No
Required Minimum Length for Diagonal Corner	17" (432 mm)	17" (432 mm)	-	17" (432 mm)	-	-
Required Minimum Radius for Curved Corner	12" (305 mm)	12" (305 mm)	-	12" (305 mm)	-	-
Stows Completely Under Mounting Surface	Yes	Yes	No, extends 1.5" (38.1 mm) when fully stowed	Yes	Yes	Yes
Height Indicator	Yes	Yes	Yes	No	No	No
Tilt Indicator	Yes	Yes	Yes	No	No	No
Tool Free Installation	No	No	No	No	No	No
Gel-filled Wrist Rests with Antimicrobial Product Protection*	Yes	Yes	Yes	Yes	Yes	Yes
3M™ Precise™ Mouse Pad with Battery Saving Design†	Yes	Yes	Yes	Yes	Yes	Yes
Meets BIFMA Specifications (x 5.5-2008)	Yes	Yes	Yes	Yes	Yes	Yes
Warranty Years	Lifetime on Keyboard Arm. 5 years on Keyboard Tray. 1 year on Gel Wrist Rests.					
♻ % Preconsumer Recycled Content**	25	25	25	25	25	25

*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.

**Use of this product helps contribute to LEED® Green Building Certification EB O&M MR Credit 2.2 Sustainable Purchasing: Durable goods because 3M™ Adjustable Keyboard Trays contain a minimum of 20% preconsumer recycled content, exceeding the recycled content required in Credit 2.2.

†These products draw less current than darker mousing surfaces, which results in extended battery life.

Comparison Chart

Product Number	ATK170LE	AKT90LE	AKT91LE	AKT70LE	AKT71LE	AKT65LE	AKT60LE
Platform Type			KP100LE				
Articulating Arm Type	Sit/Stand Easy Adjust	Easy Adjust	Easy Adjust	Lever Adjust	Lever Adjust	Knob Adjust	Knob Adjust
Track Length	23" (584 mm)	23" (584 mm)	17.75" (451 mm)	21.75" (552 mm)	17.75" (451 mm)	17" (432 mm)	17" (432 mm)
Tilt Range Forward/Backward	+10º/-15º	+10º/-15º	+10º/-15º	+10º/-15º	+10º/-15º	+15º/-15º	+15º/-15º
Height Above Mounting Surface	10" (254 mm)	4" (102 mm)	4" (102 mm)	.5" (12.7 mm)	.5" (12.7 mm)	1.5" (38.1 mm)	1.5" (38.1 mm)
Depth Below Mounting Surface	4" (102 mm)	6" (152 mm)	6" (152 mm)	5.5" (140 mm)	5.5" (140 mm)	4.5" (114 mm)	4.5" (114 mm)
Swivel	360º	360º	360º	360º	360º	360º	360º
Platform Width	25.5" (648 mm)	25.5" (648 mm)	25.5" (648 mm)	25.5" (648 mm)	25.5" (648 mm)	25.5" (648 mm)	25.5" (648 mm)
Minimum Width of Keyboard and Mousing Platforms	-	-	-	-	-	-	-
Maximum Width of Keyboard and Mousing Platforms	-	-	-	-	-	-	-
Platform Depth	12" (305 mm)	12" (305 mm)	12" (305 mm)	12" (305 mm)	12" (305 mm)	12" (305 mm)	12" (305 mm)
Required Depth Under Mounting Surface	23.25" (591 mm)	23.25" (591 mm)	18" (457 mm)	22" (559 mm)	18" (457 mm)	17.25" (438 mm)	17.25" (438 mm)
Required Width Under Mounting Surface	26" (660 mm)	26" (660 mm)	26" (660 mm)	26" (660 mm)	26" (660 mm)	26" (660 mm)	26" (660 mm)
Suitable for Corner Workstations	Yes	Yes	No	Yes	No	No	No
Required Minimum Length for Diagonal Corner	17" (432 mm)	17" (432 mm)	-	17" (432 mm)	-	-	-
Required Minimum Radius for Curved Corner	12" (305 mm)	12" (305 mm)	-	12" (305 mm)	-	-	-
Stows Completely Under Mounting Surface	Yes	Yes	No, extends 1" (25.4 mm) when fully stowed	Yes	Yes	Yes	Yes
Height Indicator	Yes	Yes	Yes	No	No	No	No
Tilt Indicator	Yes	Yes	Yes	No	No	No	No
Tool Free Installation	No	No	No	No	No	Yes	No
Gel-filled Wrist Rests with Antimicrobial Product Protection*	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3M™ Precise™ Mouse Pad with Battery Saving Design†	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Meets BIFMA Specifications (x 5.5-2008)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Warranty Years	Lifetime on Keyboard Arm. 5 years on Keyboard Tray. 1 year on Gel Wrist Rests.						
♻ % Preconsumer Recycled Content**	70	70	70	70	70	70	70

*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.

**Use of this product helps contribute to LEED® Green Building Certification EB O&M MR Credit 2.2 Sustainable Purchasing: Durable goods because 3M™ Adjustable Keyboard Trays contain a minimum of 20% preconsumer recycled content, exceeding the recycled content required in Credit 2.2.

†These products draw less current than darker mousing surfaces, which results in extended battery life.

Adjustable Keyboard Tray Accessories

CM100MB Corner Maker

- Transform a 90˚ corner workstation into a bridged corner so a keyboard tray can be mounted in the corner
- 17"-wide front edge is compatible with all 3M™ Adjustable Keyboard Trays
- Fits track lengths of 21.75" or greater
- Fits workstations from 0.75" to 1.5" thick
- 2 year warranty

Keyboard Drawers

KD95CG Adjustable Desktop Keyboard Drawer

- Provides excellent flexibility that works great in laboratories and for mobile workstations
- 4 distinct height adjustment levels up to 3.75" below desk level with adjustable tilt
- Includes 3M™ Precise™ Mouse Pad with Battery Saving Design†
- Includes a full length soft leatherette gel wrist rest with antimicrobial product protection*

- Steel reinforced construction
- No installation required
- Accommodates keyboards with a maximum height of 1.5"
- 5 year warranty

KD85CG Desktop Keyboard Drawer

- Extra-wide drawer, built to fit virtually all keyboard styles
- Full-size mousing area on the platform adds comfort and convenience
- Includes 3M™ Precise™ Mouse Pad with Battery Saving Design†

- Includes a leatherette gel wrist rest with antimicrobial product protection*
- Built with sturdy steel reinforced construction
- No installation required
- 5 year warranty

KD90 Adjustable Under-Desk Keyboard Drawer

- Easy to install, under-desk version of the KD95CG
- Keyboard tray provides height adjustments and adjustable tilt to create a personal fit
- Wide platform places the mouse directly beside the keyboard for added comfort and convenience
- Includes 3M™ Precise™ Mouse Pad with Battery Saving Design†

- Leatherette gel wrist rest with antimicrobial product protection*
- Installation depth required: 20"; width required: 30"
- 5 year warranty

KD45 Adjustable Under-Desk Keyboard Drawer

- Featuring three distinct height positions to ensure the ideal working posture
- Includes an extra-wide tray to match virtually all keyboards
- Steel ball bearings provide smooth operation and movement

- Includes a leatherette gel wrist rest and retractable platform for 3M™ Precise™ Mouse Pad with Battery Saving Design†
- Ready to assemble. 24 ⅖"W x 16 ⅖"D x 2 ¼"H
- 2 year warranty

*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.

†These products draw less current than darker mousing surfaces, which results in extended battery life.

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 22" 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
- 5 year warranty

FR330 Adjustable Foot Rest

- Contoured, 18" wide non-skid plastic platform with soft bumps to massage and soothe your feet

- Height and tilt adjustable
- Durable, heavy-duty steel base
- 2 year warranty

Ergonomic Mouse

EM550 Wireless Ergonomic Mouse

It may feel a little different at first, but before you know it you'll begin to feel the benefits of using a mouse that truly displays Ergonomic design at its best.

- Keeps your hand and wrist at a neutral angle, while the mouse works as a regular optical mouse
- Optical sensor, wireless, USB compatible plug and play
- Soft-touch painted surface for added comfort
- For right-handed use only
- 2 year warranty

| Sizes | EM550GPL – Large |
| | EM550GPS – Small |

RIGHT CLICK

LEFT CLICK

VERTICAL HANDLE
Design keeps wrist in neutral position

THIRD BUTTON
Enables scrolling in some applications

USB RECEIVER
for wireless operation

OPTICAL SENSOR

EM500 Wired Ergonomic Mouse

With the same ergonomic benefits as the wireless model, this mouse also offers an optical sensor, USB/ PS2 plug and play compatibility and a 6.5' cord for flexible use. Available in original black design. For right-handed use only. 2 year warranty.

| Sizes | EM500GPL – Large |
| | EM500GPS – Small |
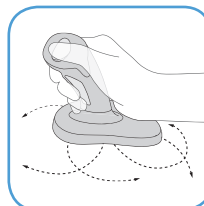
Operate by moving entire mouse around on mousing surface.

Poor mouse position

Neutral mouse position

5   4   3   2   1   0

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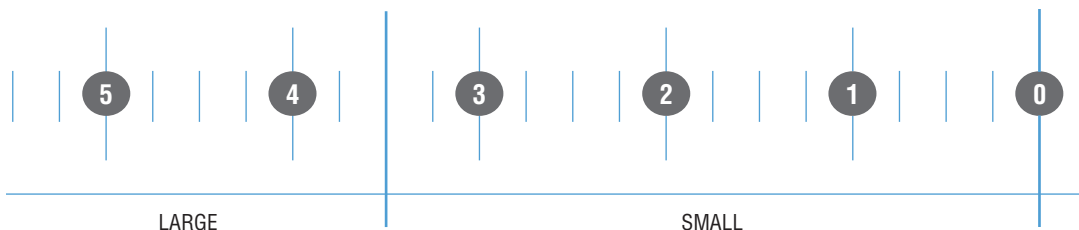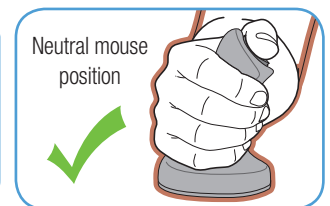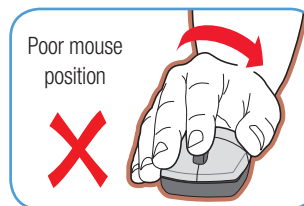
Lay your palm flat along this measuring guide to determine the best mouse size for you.

Designer Wrist Rests

Refresh and personalize your workspace with fun designs! Extend the beauty with a matching gel wrist rest for the keyboard. Precise™ surface enhances the precision of optical mice at fast speeds. Non-skid backing keeps pad in place while working.

3M™ Precise™ Mouse Pad

• Precise™ surface enhances the precision of optical mice at fast speeds
• Non-skid backing keeps pad in place when mousing
• 9" x 8"

| MP114-GR | MP114-PL | MP114-CL | MP114DS | MP114YL |

3M™ Precise™ Mouse Pad with Gel Wrist Rest

• Has soothing gel comfort, which encourages neutral wrist posture
• Precise™ surface enhances the precision of optical mice at fast speeds
• 6.8" x 8.6"

| MW308-GR | MW308-PL | MW308-CL | MW308DS | MW308BH |

3M™ Gel Wrist Rest for Keyboard

• Has soothing gel comfort, which encourages neutral wrist posture
• Non-skid backing keeps wrist rest in place
• 18" x 2.75"
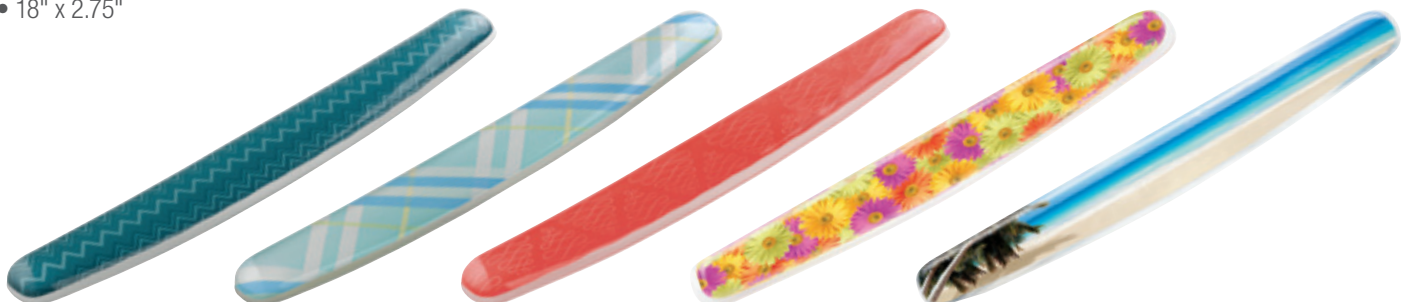
| WR308-GR | WR308-PL | WR308-CL | WR308DS | WR308BH |

Wrist Rest Technology

Gel-filled comfort

3M's gel technology creates a wrist rest that is firm enough to provide the support you need, 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 antimicrobial product 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 material for less environmental impact.

3M™ Precise™ Mouse Pad with Battery Saving Design

Enhance the precision of optical mice at fast speeds and also extend the battery life of wireless mice up to 50%.[†]

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. 3M™ Wrist Rests offer a variety of soft, supple materials and adjustable platforms to allow for precise positioning and optimal comfort.

Wrist Rest Platforms

Sleek in appearance and operation, these platforms are designed with tapered wrist rests and rounded corners for comfort beyond compare. Includes incredibly soft gel wrist rests and WR422LE includes 3M™ Precise™ Mouse Pad with Battery Saving Design.[†] 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. 2 year warranty.

WR420LE Tilt-Adjustable Platform

For Keyboard. 2 year warranty.

WR422LE

♻ 15%

WR420LE

*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.   †These products draw less current than darker mousing surfaces, which results in extended battery life.

Gel Wrist Rests

WR310LE** ♻25%

- Leatherette Gel Wrist Rest with antimicrobial product protection*
- Can use as replacement wrist rest on keyboard trays
  with KP200LE adjustable platform
- 1 year warranty

WR309LE** ♻25%

- Leatherette Gel Wrist Rest with antimicrobial product protection*
- Can use as replacement wrist rest on keyboard drawer KD45
- 1 year warranty

WR314LE** ♻25%

- Leatherette Thin Profile Gel Wrist Rest for Ergonomic Split-design
  Keyboards with antimicrobial product protection*
- 3M™ Dual Lock™ system attaches to keyboard
- 1 year warranty

WR340LE** ♻25%

- Leatherette Gel Wrist Rest with antimicrobial product protection*
- Can use as replacement wrist rest on keyboard trays featuring KP100LE
  standard platform and KDs 85, 90 and 95
- 1 year warranty

WR305LE** ♻25%

- Leatherette Gel Wrist Rest for Mouse or Trackball with antimicrobial product protection*
- Can use as replacement wrist rest on keyboard trays equipped with KP200LE platform
  and WR421LE
- 1 year warranty

*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.

**Use of this product helps contribute to LEED® Green Building Certification EB O&M MR Credit 2.2
   Sustainable Purchasing: Durable goods because 3M™ Precise™ Mouse Pads with Gel Wrist Rest contain a
   minimum of 20% preconsumer recycled content, exceeding the recycled content required in Credit 2.2.

Mouse Pads

MW310LE Precise™ Mouse Pad with Gel Wrist Rest – Large   ♲25%

- Leatherette Gel Mouse Pad Wrist Rest with antimicrobial product protection*
- Precise™ surface enhances the precision of optical mice at fast speeds and battery saving design extends the battery life of wireless mice up to 50%[†]
- 1 year warranty

MW309LE Precise™ Mouse Pad with Gel Wrist Rest – Small   ♲25%

- Leatherette Gel Mouse Pad Wrist Rest with antimicrobial product protection*
- Precise™ surface enhances the precision of optical mice at fast speeds and battery saving design extends the battery life of wireless mice up to 50%[†]
- 1 year warranty

MP200PS Precise™ Mouse Pad with Repositionable Adhesive Backing

- Ultra-thin, portable mouse pad with 3M™ repositionable adhesive
- Stows conveniently on back of notebook computers
- Precise™ surface enhances the precision of optical mice at fast speeds and battery saving design extends the battery life of wireless mice up to 50%[†]
- 1 year warranty

CPU Mounts/Stands

CS200MB Adjustable Under-desk CPU mount   ♲50%

Placing your CPU in a convenient, accessible place has never been easier. 360° swivel ensures easy access to the back of CPU. Mounts to the underside of your work surface on 17" glide track to keep it conveniently accessible. Sturdy steel construction. Great for mobile or rolling workstations. Holds up to 50 lbs. 5 year warranty.

CS100MB Adjustable CPU Stand

Access your CPU quickly and easily without twisting or bending to reach cables and ports. Simply roll CPU stand forward for access. Width adjustable from 3.75" to 9.25" to fit virtually all CPUs. Two wheels lock in place. Holds up to 50 lbs. 5 year warranty.

*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.

[†]These products draw less current than darker mousing surfaces, which results in extended battery life.

3M™ Office Air Cleaners**
with Filtrete® Filters

OAC150 Office Air Cleaner – Offices
OAC250 Office Air Cleaner – Conference Rooms

These compact-sized air cleaners help clean the air and reduce odors in your work area. 3M™ Office Air Cleaners have a three-stage filter design that includes both Filtrete® Filter media and ionization for airborne particulate capture, and carbon for odor reduction. Filter effectiveness lasts up to three months under normal conditions. 5 year warranty on unit.

OAC150

OAC250
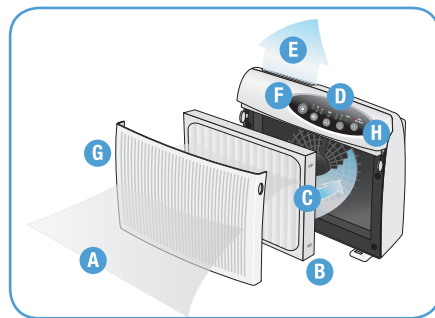
A **Room** air and particles are drawn into the air cleaner

B **Filtrete®** Air Cleaning Filter captures airborne particles

C **Built-in** Activated Carbon Filter helps reduce odors

D **Ionizer** imparts charge to filtered air, enhancing cleaner efficiency

E **Filtered** air is released from the top of the unit, increasing air circulation in your office

F **Three** operating speeds: Hi, Med, Low

G **Air** Intake Grille releases easily for quick replacement filter changes

H **Filter Reset Indicator Light** reminds you when it's time to replace your filter

Products that earn the ENERGY STAR® prevent greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy. www.energystar.gov

LEARN MORE AT energystar.gov

Specifications

Cat #	Description	Clean Air Delivery Rate*	Room Size (feet)	Power Consumption (watts)	Fan Speeds	Filter Change Reminder	Ionization on/off	Carrying Handle	Warranty (years)
OAC150	Office Air Cleaner for offices**	163/172/201	16 x 16	69	3	Yes	Yes	Yes	5
OAC250	Office Air Cleaner for conference rooms**	254/236/284	16 x 20	110	3	Yes	Yes	Yes	5

*CADR – Dust/Tobacco Smoke/Pollen

**Use of this product helps contribute to LEED® Green Building Certification EB O&M MR Credit 2.1 Sustainable Purchasing: Electric-Powered Equipment because 3M™ Office Air Cleaners are ENERGY STAR® qualified.

Filtrete® Replacement Filters

Cat #	Description	Dimensions (inches)	Activated Carbon Filter
OAC50RF	Filtrete® Replacement Filter for OAC50	4.25 x 10.25 x 1.75	Yes
OAC150RF	Filtrete® Replacement Filter for OAC150	11.0 x 14.5 x 1.125	Yes
OAC250RF	Filtrete® Replacement Filter for OAC250	11.875 x 18.75 x 1.625	Yes
OAC100RF	Filtrete® Replacement Filter for OAC100 (not shown)	9.5 x 7.25 x 2.5	Yes
OAC200RF	Filtrete® Replacement Filter for OAC200 (not shown)	13.0 x 7.25 x 2.5	Yes

3M™ Cleaning Solutions

3M™ General Surface Cleaners/Disinfectants

CL574 Disinfecting Office Cleaner

Cleans and disinfects on hard, non-porous surfaces. Foaming action helps reduce running on vertical surfaces. Fresh lemon scent. 12.35 oz. aerosol can.

CL564 Disinfecting Desk & Office Wipes

Clean, disinfect and deodorize hard, non-porous surfaces in one easy step. Excellent for cleaning shared work areas. Pre-moistened and ready to use wipes. Leaves a clean and fresh scent. 7" x 8" wipes. 25-count canister.

573 Desk & Office Cleaner

Excellent for most office surfaces. Foaming action helps reduce running on vertical surfaces. Non-abrasive formula cuts through grease, dirt and grime. Not recommended for computer screens, glass, or varnished and natural wood surfaces. 15 oz. aerosol can.

CL563 Desk & Office Cleaner Wipes

Quick and easy way to clean most office surfaces. Excellent for cleaning grease, dirt and grime. Not recommended for computer screens, glass, or varnished and natural wood surfaces. 7" x 8" wipes. 25-count canister.

3M™ Electronics Cleaners

CL600 Anti-Static Electronic Equipment Cleaner

Removes fingerprints, dirt, grease and dust from most electronic equipment surfaces. Anti-static agent helps reduce dust build-up. Streak-free formula. Foaming action helps reduce running on vertical surfaces. 10 oz. aerosol can.

CL610 Electronic Equipment Cleaning Wipes

Pre-moistened wipes make cleaning the outside of electronics easy. Non-abrasive and safe for use on most electronic equipment surfaces. Cuts through grime and grease. 5.5" x 6.75" wipes. 80-count canister.

CL630 Notebook Screen Cleaning Wipes

Removes dust, fingerprints and smudges from notebook computer, flat panel and CRT screens. Non-abrasive, non-streaking. 4" x 7" pre-moistened portable wipes. 24 individual packages.

674 Keyboard Cleaning Kit

Two depths on scrubbing tool to adapt to all types of keyboards. Cleaning solution helps cut through grime, grease and fingerprints. Fits into hard-to-reach places on keyboards, telephones and fax machines for better cleaning. 1 keyboard cleaning kit with 0.5 fl. oz. bottle, 1 cleaning tool and 3 finishing cloths.

CL681 Screen Cleaning Kit

Removes dust, fingerprints and smudges from notebook computer, flat panel and CRT screens. Gel cleaning solution won't run, offering easy, mess-free application. Bottle fits neatly in applicator for convenient storage. Alcohol-free formula. 1 screen cleaning kit with 0.6 fl. oz. bottle.

CL571 Mobile Device Cleaner

3M™ Mobile Device Cleaner kit helps keep your flat mobile device screen free of dust and grime. Includes a unique fiber cleaning cloth and cleaning solution in a small and lightweight easy to carry pack.

Privacy Filters

3M™ Privacy Filters and Screen Protectors

- Provide visual privacy on monitors, laptops, tablets, smartphones and large displays

- Block unauthorized viewers from seeing information from side views. Users see clearly when viewing directly in front of the display.

3M™ Black Frameless Privacy Filters

- Darkens screen when viewed from the side
- Makes screen data visible only to those directly in front of the monitor, with no blurring or image distortion
- Excellent for use in high traffic areas

3M™ Easy-On Privacy Filters – NEW!

- When in place, filters prevent others from viewing information from either side
- Fast bubble-free application
- Patent-pending adhesive corner tabs can be applied over and over
- Protects your screen from scratches
- Easy to clean – filter and corner tabs are washable
- Made in USA

3M™ Gold Frameless Privacy Filters

- Provides twice the level of effective privacy protection, with 30% higher clarity than standard black filters
- Onlookers see nothing but a vibrant golden screen while the straight-ahead user sees more clearly than ever

3M™ Black Framed Privacy Filters

- Nearly 1.5 times more privacy than standard 3M privacy filters
- 3M privacy technology darkens on-screen data when viewed from the side
- Anti-reflection coating reduces glare for more effective viewing

3M™ Anti-Glare Filters – NEW!

- Reduces glare to preserve the readability of your display in high-glare situations
- Compatible with touch-screen displays
- Protects screen against scratches and damage
- Lightweight, frameless design

3M™ Privacy Screen Protectors

- Provides privacy and protects screen from scratches and damage
- Keep information private when needed, change device orientation to share

Smartphone Privacy

- Provides privacy and security of content
- Matte finish helps reduce glare and is fingerprint-resistant

Tablet Privacy

- Maintains high clarity images and touch screen functionality

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> Learn more at 3Mscreens.com

For information on 3M Privacy Filters for displays larger than 30", call 1-800-553-9215.

Order the Correct 3M™ Privacy Filter

Choose from widescreen or standard size to assure the correct fit for your notebook or LCD monitor

NOTE: Measure height and width of viewable area only.
For proper fit, do not include the plastic monitor or laptop frame in your measurement.

WIDESCREEN — Viewable Width / Viewable Height / Diagonal Measurement

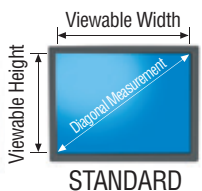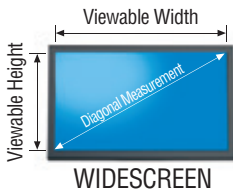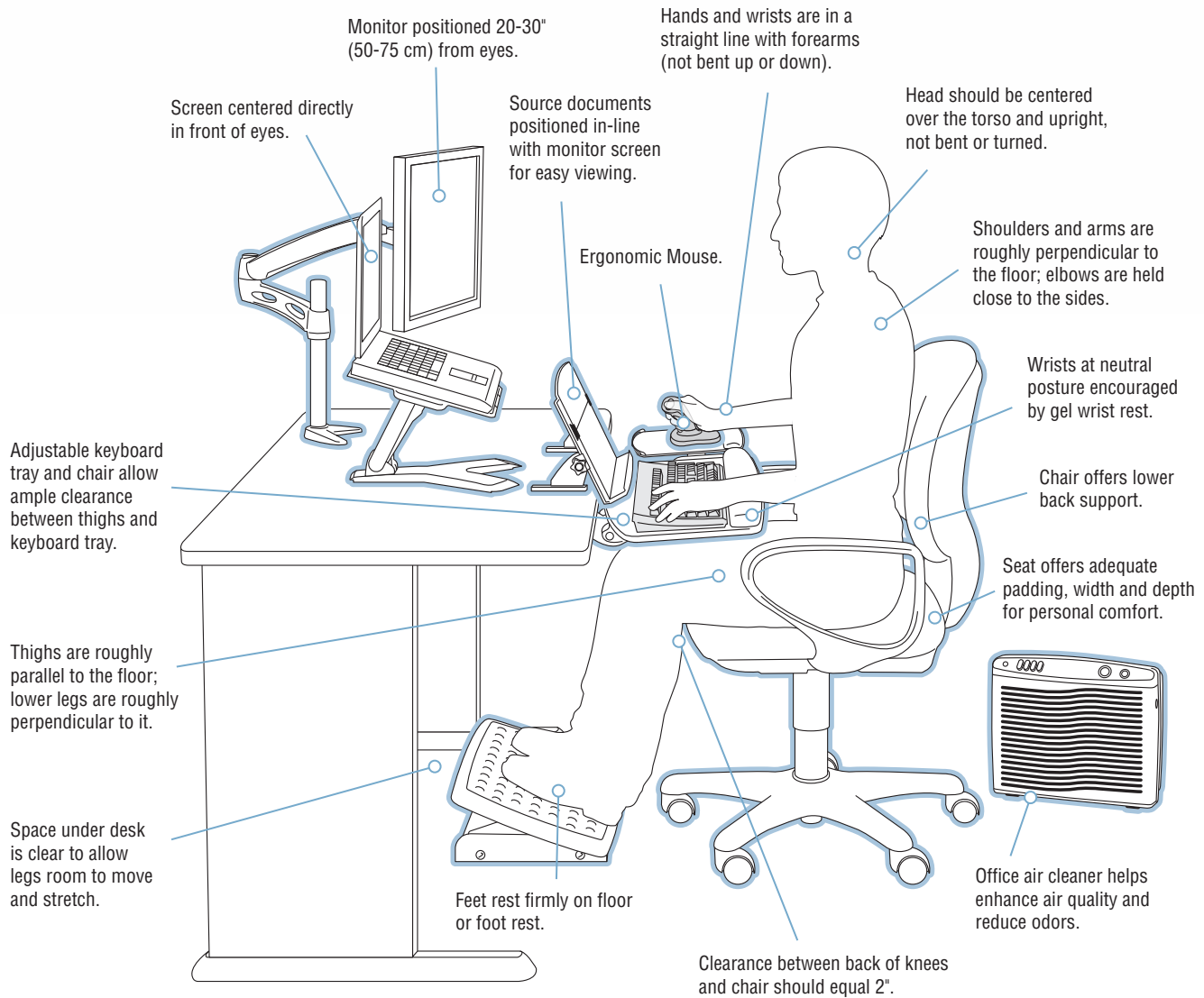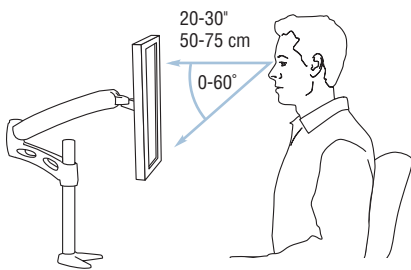**STANDARD** — Viewable Width / Viewable Height / Diagonal Measurement

Model Number	Reduces Reflections	Reduces Glare	Privacy Feature	Reversible – Matte or Glossy Finish	Protects LCD Screen	Widescreen Format	Aspect Ratio	Fits Monitors Sized (Diagonal)	Filter Viewing Area (H x W)	Filter Viewing Area (Diagonal)
Frameless Black Privacy Filters Frameless Mounting/In-Bezel Design										
PF12.1	•		•	•	•		4:3	12.1" Standard Notebook	7.3125" x 9.75"	12.0625"
PF13.3	•		•	•	•		4:3	13.3" Standard Notebook	8" x 10.625"	13.625"
PF14.1	•		•	•	•		4:3	14.1" Standard Notebook	8.4375" x 11.25"	14.0625"
PF15.0	•		•	•	•		4:3	15.0" Standard LCD	9" x 12"	15.0"
PF17.0	•		•	•	•		5:4	17.0" Standard LCD	10.6875" x 13.3125"	17.0625"
PF18.1	•		•	•	•		5:4	18.1" Standard LCD	11.3125" x 14.125"	8.0625"
PF19.0	•		•	•	•		5:4	19.0" Standard LCD	11.875" x 14.7125"	19.0"
PF20.1	•		•	•	•		4:3	20.1" Standard LCD	12.125" x 16.125"	20.125"
PF21.3	•		•	•	•		4:3	21.3" Standard LCD	12.75" x 17"	21.3125"
PF10.1W	•		•	•	•	•	16:9	10.1" Widescreen Netbook	4.9375" x 8.8125"	10.0625"
PF11.6W9	•		•	•	•	•	16:9	11.6" Widescreen Netbook	5.6875" x 10.125"	11.625"
PF12.1W	•		•	•	•	•	16:10	12.1" Widescreen Notebook	6.4375" x 10.3125"	12.125"
PF12.5W9	•		•	•	•	•	16:9	12.5" Widescreen Notebook	6.125" x 10.9375"	12.5"
PF13.3W	•		•	•	•	•	16:10	13.3" Widescreen Notebook	7.0625" x 11.3125"	13.3125"
PF13.3W9	•		•	•	•	•	16:9	13.3" Widescreen Notebook	6.5" x 11.5625"	13.25"
PF14.0W	•		•	•	•	•	16:9	14.0" Widescreen Notebook	6.875" x 12.1875"	14.0"
PF14.1W	•		•	•	•	•	16:10	14.1" Widescreen Notebook	7.5" x 11.9375"	14.125"
PF15.4W	•		•	•	•	•	16:10	15.4" Widescreen Notebook	8.1875" x 13.0625"	15.4375"
PF15.6W	•		•	•	•	•	16:9	15.6" Widescreen Notebook	7.625" x 13.5625"	15.5625"
PF16.0W9	•		•	•	•	•	16:9	16.0" Widescreen Notebook	7.875" x 13.9375"	16.0625"
PF17.0W	•		•	•	•	•	16:10	17.0" Widescreen Notebook	9.0625" x 14.5"	17.0625"
PF17.3W	•		•	•	•	•	16:9	17.3" Widescreen Notebook	8.5" x 15.0625"	17.3125"
PF18.4W9	•		•	•	•	•	16:9	18.4" Widescreen Notebook	9.0625" x 16.0625"	18.5"
PF18.5W	•		•	•	•	•	16:9	18.5" Widescreen LCD	9.0625" x 16.125"	18.5625"
PF19.0W	•		•	•	•	•	16:10	19.0" Widescreen LCD	10.0625" x 16.0625"	18.9375"
PF19.5W9	•		•	•	•	•	16:9	19.5" Widescreen LCD	9.4375" x 17"	19.5"
PF20.0W9	•		•	•	•	•	16:9	20.0" Widescreen LCD	9.8125" x 17.4375"	20.0"
PF20.1W	•		•	•	•	•	16:10	20.1" Widescreen LCD	10.6875" x 17.125"	20.1875"
PF21.5W	•		•	•	•	•	16:9	21.5" Widescreen LCD	10.5625" x 18.75"	21.5625"
PF21.6W	•		•	•	•	•	16:10	21.6" Widescreen LCD	11.429" x 18.276"	21.5625"
PF22.0W	•		•	•	•	•	16:10	22.0" Widescreen LCD	18.67" x 11.21"	22.0"
PF23.0W9	•		•	•	•	•	16:9	23.0" Widescreen LCD	11.3125" x 20.0625"	23.0"
PF23.6W9	•		•	•	•	•	16:9	23.6" Widescreen LCD	11.5625" x 20.5625"	23.5625"
PF23.8W9	•		•	•	•	•	16:9	23.8" Widescreen LCD	11.69" x 20.77"	23.8"
PF24.0W	•		•	•	•	•	16:10	24.0" Widescreen LCD	12.75" x 20.4375"	24.125"
PF24.0W9	•		•	•	•	•	16:9	24.0" Widescreen LCD	11.8125" x 20.9375"	24.0"
PF25.0W9	•		•	•	•	•	16:9	25.0" Widescreen LCD	12.25" x 21.8125"	25.0"
PF26.0W	•		•	•	•	•	16:10	26.0" Widescreen LCD	13.5625" x 21.6875"	25.5625"
PF27.0W	•		•	•	•	•	16:10	27.0" Widescreen LCD	14.3125" x 22.9375"	27.0625"
PF27.0W9	•		•	•	•	•	16:9	27.0" Widescreen LCD	13.25" x 23.5625"	27.0625"
PF28.0W	•		•	•	•	•	16:10	28.0" Widescreen LCD	14.625" x 23.375"	27.5625"
PF30.0W	•		•	•	•	•	16:10	30.0" Widescreen LCD	15.75" x 25.1875"	29.75"
Frameless Gold Privacy Filters										
GPF17.0		•	•	•	•		5:4	17.0" Standard LCD	10.6785" x 13.9375"	17.0625"
GPF19.0		•	•	•	•		5:4	19.0" Standard LCD	11.875" x 14.8125"	19.0"
GPF10.1W		•	•	•	•	•	16:9	10.1" Widescreen Netbook	4.9375" x 8.8125"	10.0625"
GPF11.6W9		•	•	•	•	•	16:9	11.6" Widescreen Netbook	5.6875" x 10.125"	11.625"
GPF12.1W		•	•	•	•	•	16:10	12.1" Widescreen Notebook	6.4375" x 10.3125"	12.125"
GPF12.5W9		•	•	•	•	•	16:9	12.5" Widescreen Notebook	6.125" x 10.9375"	12.5"
GPF13.3W		•	•	•	•	•	16:10	13.3" Widescreen Notebook	7.0625" x 11.3125"	13.3125"
GPF13.3W9		•	•	•	•	•	16:9	13.3" Widescreen Notebook	6.5" x 11.5625"	13.25"
GPF14.0W		•	•	•	•	•	16:9	14.0" Widescreen Notebook	6.875" x 12.1875"	14.0"
GPF14.1W		•	•	•	•	•	16:10	14.1" Widescreen Notebook	7.5" x 11.9375"	14.125"
GPF15.4W		•	•	•	•	•	16:10	15.4" Widescreen Notebook	8.1875" x 13.0625"	15.4375"
GPF15.6W		•	•	•	•	•	16:9	15.6" Widescreen Notebook	7.625" x 13.5625"	15.5625"
GPF17.0W		•	•	•	•	•	16:10	17.0" Widescreen Notebook	9.0625" x 14.5"	17.0625"
GPF19.0W		•	•	•	•	•	16:10	19.0" Widescreen Notebook	10.0625" x 16.0625"	18.9375"
Frameless MacBook® Air, MacBook® Pro, MacBook® Pro Retina and iMac® Privacy Filters *MacBook Pro filters fit models 2009 to present										
PFMA11	•		•	•	•	•	16:10	11.0" Widescreen MacBook® Air	5.6875" x 10.125"	11.625"
PFMA13	•		•	•	•	•	16:10	13.3" Widescreen MacBook® Air	7.0625" x 11.3125"	13.3125"
PFMP13*	•		•	•	•	•	16:10	13.3" Widescreen MacBook® Pro	8.375" x 12.5625"	15.125"
PFMP15*	•		•	•	•	•	16:10	15.4" Widescreen MacBook® Pro	9.25" x 14.125"	16.875"
PFMR15	•		•	•	•	•	16:10	15.0" Widescreen MacBook® Pro Retina	9.0625" x 13.875"	15.4"
GPFMA13		•	•	•	•	•	16:10	13.3" Widescreen MacBook® Air	7.0625" x 11.3125"	13.3125"
GPFMP13		•	•	•	•	•	16:10	13.3" Widescreen MacBook® Pro	8.375" x 12.5625"	15.125"
GPFMP15		•	•	•	•	•	16:10	15.4" Widescreen MacBook® Pro	9.25" x 14.125"	16.875"
GPFMR13		•	•	•	•	•	16:10	13.0" Widescreen MacBook® Pro Retina	7.9375" x 12.0625"	13.3"
GPFMR15		•	•	•	•	•	16:10	15.0" Widescreen MacBook® Pro Retina	9.0625" x 13.875"	15.4"
Framed Black Privacy Filters										
PF317	•	•	•		•		5:4	17.0" Standard LCD / 15.0" – 17.0" Standard CRT	10.9375" x 13.5625"	17.4375"
PF319	•	•	•		•		5:4	18.1" – 19.0" Standard LCD / 19.0" Standard CRT	12.375" x 15.9375"	19.6875"
PF317W	•	•	•		•	•	16:10	16.9" – 17.0" Widescreen LCD	9.5" X 14.6875"	17.6875"
PF319W	•	•	•		•	•	16:10	18.4" – 19.0" Widescreen LCD	10.5625" X 16.625"	19.75"
PF320W	•	•	•		•	•	16:9	20.0" – 20.1" Widescreen LCD	10.9375" x 17.6875"	20.8125"
PF322W	•	•	•		•	•	16:10	21.5" – 22.0" Widescreen LCD / 21.0" Standard CRT	12.125" x 19.125"	22.625"
PF324W	•	•	•		•	•	16:10	23.6" – 24.0" Widescreen LCD	13.125" x 120.875"	24.625"
Anti-Glare Filters for LCD Monitors and Notebooks										
AG19.0		•			•		4:3	19" Standard LCD	11.89" x 14.83"	19.01"
AG19.0W		•			•	•	16:9	19" Widescreen LCD	10.06" x 16.06"	18.95"
AG19.5W9		•			•	•	16:9	19.5" Widescreen LCD	14.00" x 9.44"	19.5"
AG21.5W9		•			•	•	16:9	21.5" Widescreen LCD	18.75" x 10.56"	21.56"
AG23.0W9		•			•	•	16:9	23" Widescreen LCD	11.30" x 20.07"	23.03"
AG12.5W9		•			•	•	16:9	12.5" Widescreen Notebook	6.13" x 10.94"	12.5"
AG14.0W9		•			•	•	16:9	14.0" Widescreen Notebook	6.87" x 12.20"	14.0"
AG15.6W9		•			•	•	16:9	15.6" Widescreen Notebook	7.64" x 13.57"	15.57"

Workstation Guidelines
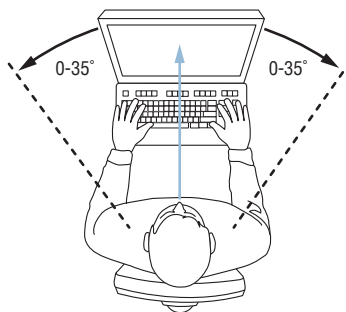
Use these guidelines to set up your workspace to ensure good ergonomic posture and to attain optimal personal comfort.

Monitor positioned 20-30" (50-75 cm) from eyes.

Screen centered directly in front of eyes.

Source documents positioned in-line with monitor screen for easy viewing.

Hands and wrists are in a straight line with forearms (not bent up or down).

Head should be centered over the torso and upright, not bent or turned.

Ergonomic Mouse.

Shoulders and arms are roughly perpendicular to the floor; elbows are held close to the sides.

Wrists at neutral posture encouraged by gel wrist rest.

Adjustable keyboard tray and chair allow ample clearance between thighs and keyboard tray.

Chair offers lower back support.

Seat offers adequate padding, width and depth for personal comfort.

Thighs are roughly parallel to the floor; lower legs are roughly perpendicular to it.

Space under desk is clear to allow legs room to move and stretch.

Feet rest firmly on floor or foot rest.

Clearance between back of knees and chair should equal 2".

Office air cleaner helps enhance air quality and reduce odors.

Recommended Positioning

20-30"
50-75 cm

0-60°

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

0-35°   0-35°

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.

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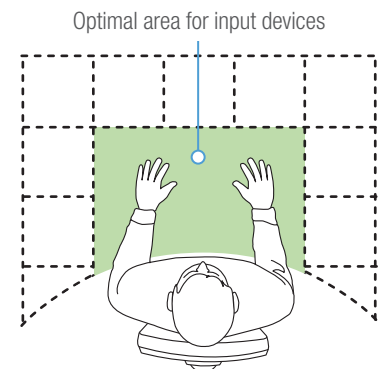
Place input devices within the recommended area to avoid strain on your wrists, arms and hands.

Exercises
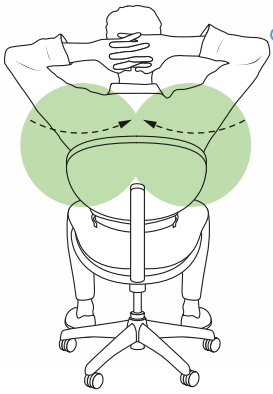
Executive Stretch – for upper back, chest and shoulders
Sit upright in your chair. Clasp your hands behind your head, keeping your elbows in line with your ears. Press your elbows back as far as possible, squeezing your shoulder blades together. Relax, then repeat 3 times.
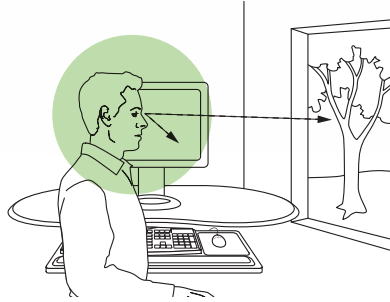
Focusing Technique – for eye relaxation
Focus on an object at least 20' away or as far from your work area as possible, then move your eyes around and look at other objects. Look back at your computer screen. Repeat throughout the work day.
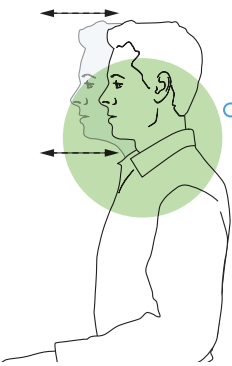
Neck Glide – for neck
Sit comfortably upright and look straight ahead. Keeping your head and ears level, glide your head back as far as it will go. Now glide your head forward. Repeat 3 times.
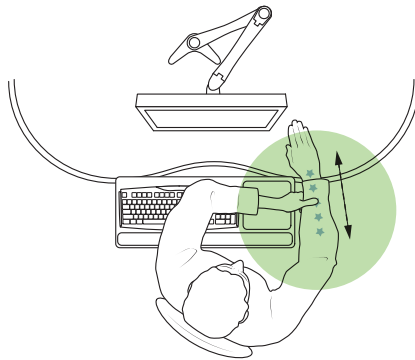
Arm Massage – for forearms
Sit at a desk or table. Place your arm in front of you with your hand palm-down. Use your thumb to press firmly on your opposite arm, moving it slowly from your wrist to elbow and back down. Repeat 3 times.
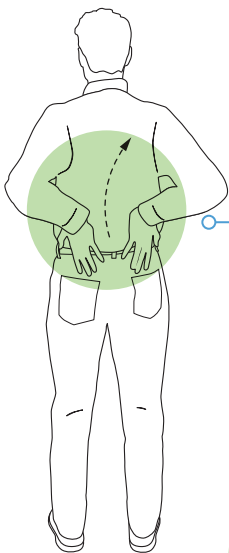
Reverse the Curve – for back and hips
Stand with your feet slightly apart. Place your palms in the curve of your lower back. Keep your chin down and focus on an object in front of you. Bend backward, supporting your lower back with your hands. Don't lock your knees. Hold for 5 to 10 seconds. Repeat 3 to 5 times.
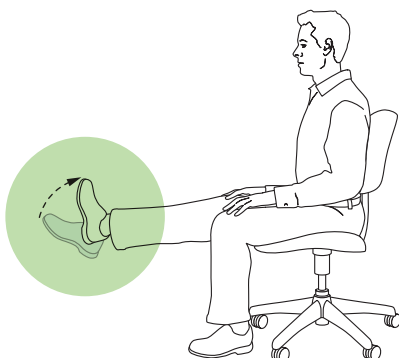
Leg Extension – for legs and lower back
Sit in a chair and straighten one leg directly in front of you. Flex your foot by pointing your toes toward the ceiling. Flex hard for 5 seconds, then release. Repeat 3 to 5 times. Return foot to floor and switch legs.

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.

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