3M Workspace Solutions
UK Full Product Brochure

Workspace Solutions
for Comfort, Organisation and Productivity

3M

Your Comfort. Your Organisation. Your Productivity.

Your Well-being.

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 center of your workday, focusing on your well-being and mindfully creating products that contribute to your comfort, organisation and productivity in the workplace. With the right workspace solutions, you can focus on making your presentations shine, your meetings more productive or your team-building efforts more successful. 3M Workspace Solutions puts your well-being first, so producing your best work can then become your primary focus.

Arranging physical workspace correctly goes a long way toward **enhancing productivity** in the workplace. The more your workspace meets your everyday needs, the greater your ability to **produce quality work** and the greater your sense of accomplishment.

Choosing products that support comfort in the workplace is a proactive step toward maintaining a **healthy workforce**. Because being healthy is an advantage. It helps **increase efficiency**, decreases apathy and contributes to a more positive environment.

Table of Contents

Your comfort plays a **major role** in your ability to take on challenges in the workplace without distractions. Putting **personal comfort** first is another way of putting **excellence in your work** first.

Display Mounting Solutions

Why use Adjustable Display Solutions?

• **Better Ergonomics** – Lets you position your display at the correct height and distance for optimal comfort and reduced risk of developing repetitive stress injuries

• **Free Up Desk Space** – So you can be more organized and make better use of your workspace

• **Great for Hotdesking** – If more than one person uses the same workstation, everyone can adjust to an ergonomically correct position, quickly and easily

For Monitors

MS80B

MS80B Adjustable Monitor Stand

• Contemporary design with stacking columns raises monitor from 1" to 5.875" (2.5-15cm) in increments of 1.625" (4cm) for an ergonomically correct level.

• Features ample storage space underneath to maximize desk space.

• MS80B supports up to 80lbs (36kg). with 11" (27cm) clearance underneath.

• Non-skid base.

MS100CG

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

• Adjusts in increments of 1.5" (3.8cm) to provide a comfortable monitor viewing height to help reduce eye and neck strain.

• Sturdy construction supports CRT monitors up to 21" (53cm) or 80 lbs (36kg).

• Extra drawers (MS100CG) available to help organize common desktop computer and printer supplies.
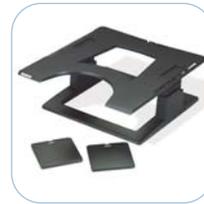
For Notebooks

LX600MB Easy Adjust Notebook & Projector Riser

- Raise your notebook screen to an ergonomically correct height with this easy to adjust riser.

- Doubles as an LCD projector riser to help get that projector where you need it for perfect presentations.

- Height easily adjusts up and down through 4" (10cm) range. Swivels 360° and tilts forward and back 40° for optimal positioning.

- For notebooks or projectors up to 14lbs (6.3kg).

- Includes attachment system for docking stations for quick and easy notebook connectivity.

LX500 Adjustable Notebook Riser

- Position your notebook at an ergonomically-correct height for optimal comfort.

- Height adjustable from 4" to 6" (10-15cm) in increments of 0.5" (1.3cm).

- Slots in platform help keep notebook ventilated.

- Cable management feature keeps cords organized.

- Also includes side shelves for accessories and an adapter for 3M™ DH445 Document Holder (sold separately – see page 9).

- Compatible with docking stations.

- Supports up to 15lbs (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 3" (7.5cm) of vertical adjustability. Cable management feature keeps cords organized.

- Non-skid base.

- Helps free up desk space.

- Black and Grey.

Comparison Chart

	Monitor Stands		Notebook Risers		
	MS8101CG	MS80B	LX600MB	LX550	LX500
Features Easy Adjust Technology	No	No	Yes	No	No
Monitor Weight (kg)	0 – 36.3	0 – 36.3	N/A	2.3 – 9.1	2.3 – 9.1
Notebook Weight Range (kg)	N/A	N/A	0 – 6.3	N/A	0 – 6.8
Height Range of Adjustable Segment (mm)	128	102	330	330	330
Height Adjustable Increments (mm)	40	41.3	Infinite	Infinite	12.7
Tilt Range Forward/Backwrd	N/A	N/A	+5°/-75°	+5°/-75°	+5°/-75°
Pan Left/Right	N/A	N/A	180°	N/A	N/A

Privacy Filters
Protecting your privacy

- Darkens screen images when viewed from the side keeping your on-screen data private. User sees no blurring or image distortion.

- Blocks up to 99.9% of ELF/VLF E-field radiation and eliminates static charge and dust buildup when properly grounded.

- Reduces screen glare up to 95% to help prevent eyestrain related to computer monitor use.

- Helps protect fragile LCD screens from fingerprints, scratches and damage.

- Fits both LCD and CRT monitors – comes with two sets of hanger arms to meet most users' preferences.

- High quality – made in the USA.

Help protect confidential information from prying eyes

Excellent for use in high traffic areas, 3M™ Privacy Filters allow business professionals to work confidently – even on the go. Screen data is visible only to persons directly in front of the monitor; user sees no blurring or image distortion. Darkens on-screen information when viewed from the side. Frameless design fits notebook computers or LCD desktop monitors. Helps protect fragile LCD screens. Easy to attach and remove; filters can be left in place even when your notebook computer is closed. Sizes available to fit both widescreen and standard screen size formats. High quality – made in the USA.

PF400
Black

PF12.1, PF12.1W, PF13.3, PF14.1,
PF14.1W, PF15.0, PF15.4W, PF17.0,
PF17.0W, PF18.1, PF19.0, PF19.0W,
PF20.1 PF20.1W, PF22W models

EF200
Flat Frame Anti-Glare/Radiation
for LCD or CRT – Black or Putty

Executive Computer Filters

- Light tint glass provides up to 99% glare reduction to prevent glare-related eyestrain and headaches.

- Blocks up to 99.9% of ELF/VLF E-field radiation and eliminates static charge and dust buildup when properly grounded.

- Helps protect fragile LCD screens from fingerprints, scratches and damage.

- Meets AOA specifications for VDT glare reduction.

- Flat frame style includes both LCD and CRT hanger arms in package. Lifetime warranty.

Comparison Chart

	Reduces reflections	Anti-static	Anti-radiation	Light tint glass***	Privacy feature	Reversible – matt or glossy	Meets AOA specification	Protects LCD screen	Widescreen format	Glare reduction (percentage)	Fits CRT monitors (diagonal measurement)	Fits LCD monitors (diagonal measurement)	Filter viewing area (height x width)	Filter viewing area (diagonal measurement)	Frame colour
Frameless Notebook/LCD Privacy Filters (Frameless mounting/In-bezel design)															
PF12.1	•			•	•	•		•				12.1"	7.375" x 9.75"	12.0625"	N/A
PF12.1W	•			•	•	•		•	•			12.1"	6.5" x 10.375"	12.0625"	N/A
PF13.3	•			•	•	•		•				13.3"	8" x 10.625"	13.25"	N/A
PF14.1	•			•	•	•		•				14.1"	8.5" x 11.25"	14.0625"	N/A
PF14.1W	•			•	•	•		•	•			14.1"	7.5" x 12.0"	14.0625"	N/A
PF15.0	•			•	•	•		•				15.0"	9" x 12.0"	15.0"	N/A
PF15.4W	•			•	•	•		•	•			15.4"	8.1875" x 13.0625"	15.375"	N/A
PF17.0	•			•	•	•		•				17.0"	10.625" x 13.375"	17.0"	N/A
PF17.0W	•			•	•	•		•	•			17.0"	9.0625" x 14.5"	17.0"	N/A
PF18.1	•			•	•	•		•				18.1"	11.375" x 14.8125"	18.0625"	N/A
PF19.0	•			•	•	•		•				19.0"	11.875" x 14.8125"	19.0"	N/A
PF19.0W	•			•	•	•		•	•			19.0"	10.125" x 16.1875"	19.0"	N/A
PF20.1	•			•	•	•		•				20.1"	12.125" x 17.125"	20.0625"	N/A
PF20.1W	•			•	•	•		•	•			20.1"	10.75"x 17.125"	20.0625"	N/A
PF22.0W	•			•	•	•		•	•			22.0"	18.67" x 11.21"	22.0"	N/A
Framed Desktop Privacy Filters (Flat frame design)															
PF400L	•	•	•		•		•	•		95%	14"-16"	15"	9.75" x 12.75"	16.0"	Putty
PF400LB	•	•	•		•		•	•		95%	14"-16"	15"	9.75" x 12.75"	16.0"	Black
PF400XL	•	•	•		•		•	•		95%	16"-19"	17"-18"	11.0" x 14.125"	18.25"	putty
PF400XLB	•	•	•		•		•	•		95%	16"-19"	17"-18"	11.0" x 14.125"	18.25"	Black
PF400XXL	•	•	•		•		•	•		95%	19"-21"	19"-20"	13.0" x 16.0"	20.625"	Putty
PF400XXLB	•	•	•		•		•	•		95%	19"-21"	19"-20"	13.0" x 16.0"	20.625"	Black
PF500L	•	•			•		•			95%	13"-15"		8.4375" x 11.4375"	14.5"	Putty
PF500XL	•	•			•		•	•		95%	16"-19"	17"-18"	11.5" x 14.125"	18.25"	Putty
Executive Anti-Glare/Radiation Filters (Flat frame design)															
EF200I	•	•	•	•			•	•		99%	14"-16"	15"	9.75" x 12.75"	14.5"	Putty
EF200LB	•	•	•	•			•	•		99%	14"-16"	15"	9.75" x 12.75"	14.5"	Black
EF200XL	•	•	•	•			•	•		99%	16"-19"	17"-18"	11.0" x 14.125"	18.25"	putty
EF200XLB	•	•	•	•			•	•		99%	16"-19"	17"-18"	11.0" x 14.125"	18.25"	Black
EF200XXL	•	•	•	•			•	•		99%	19"-21"	19"-20"	13.0" x 16.0"	20.62"	Putty
EF200XXLB	•	•	•	•			•	•		99%	19"-21"	19"-20"	13.0" x 16.0"	20.62"	Black

Order the Correct 3M™ Privacy Filter

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

Viewable Width — Viewable Height — Diagonal Measurement — **WIDESCREEN**

Viewable Width — Viewable Height — Diagonal Measurement — **STANDARD**
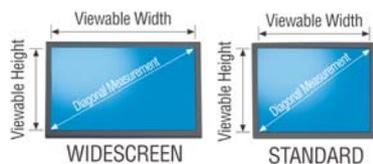
NOTE: Monitor Size and Viewable Area are diagonal measurements. For proper fit, do not include the plastic monitor or laptop frame in your measurement.

***Light tint glass offers 45% transmission, which means more light passes through than with standard tint glass (31% transmission).

Keyboard Management Solutions

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.

AKT65LE Tool-Free Installation Keyboard Tray

3M™ Command™ Strips
holds glide track in place firmly, yet removes cleanly

17 Inch Glide Track
and short-necked arm is ideal for shallow return workstations

NO TOOLS REQUIRED

Knob Adjust Arm

Patented Tool-Free Installation
enables quick and easy set up in less than 10 minutes and without tools (AKT65LE only). Fits desks between 1 and 1.25" thick

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

Precise™ Battery Saving Mousing Surface
can mount left or right and extends battery life of wireless mice up to 75%

upto 75% battery life

Keyboard Drawers

KD45 Under-Desk Keyboard Drawer

• Choose from three different height positions to ensure adjustment that fits your ideal working height.

• Easy to install under-desk design includes an extra-wide tray to fit virtually all keyboards.

• Steel ball bearings provide smooth movement.

• Smooth, leatherette gel wrist rest with antimicrobial product protection* and retractable mouse pad included.

• Cable management.

• Installation depth required: 16.5" (42cm); installation width required: 24" (61cm).

*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.

Comfort Solutions

Document Holders

Desktop Mounted

By keeping documents positioned as close to your computer monitor as possible, you can reduce eye, neck and shoulder movement. This, in turn, helps minimize strain and enhance comfort.

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.

- 46cm-wide blackplate supports books, catalogs, and just about any size document.

- Angle and height adjustable.

- Sheet capacity:** 300 sheets.

Monitor Mounted

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.

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.

DH440MB CRT Mount Document Holder

- Height-adjustable clip can secure legal or landscape oriented documents.

- Designed for CRT monitors.

- Sheet capacity:** 35 sheets.

DH240MB Document Clip

- Lets you slide in up to 5 sheets one-handed or securely clip up to 30 sheets.

- Sheet capacity:** 30 sheets.

3M™ Command™ Strips

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

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

Comfort Solutions

3M Wrist Rest Technology

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. All 3M™ gel wrist rests are warrantied for at least 1 year.

Easy-to-clean

3M™ Gel Wrist Rests feature easy-to-clean surfaces that maintain their soft feel and professional appearance over time. Choose from a smooth, buttery leatherette surface or a soft, sleek clear surface.

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.

upto 75% battery life

Antimicrobial Product Protection

All 3M™ leathertte gel rests include a unique antimicobial product protection.*

Encourage a comfortable, neutral position

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

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.

WR422LE

WR421LE

WR420LE

* 3M™ Antimicrobial ingredient inhibits the growth of micro-organisms, such as bacteria, mould and mildew that can cause stains, odours and product degradation.

Gel Wrist Rests

WW310LE

MW310LE

WR310LE

- Gel Wrist Rest with antimicrobial product protection*.

- Can use as replacement wrist rest on keyboard trays with KP200LE adjustable platform.

- Leatherette.

MW310LE

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

- Leatherette.

MP200PS

- 3M™ Precise™ Battery Saving† Mousing Surface.

- Ultra-thin, portable mouse pad with Post-it® repositionable adhesive, designed specifically for notebook users.

- Metallic design.

WR305LE

- 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.

- Leatherette.

MW308BH

- Clear Gel wrist rest with beach design

- Brightens up your workspace

MW201RX

MW201BP

MW201MX

MS201 3M™ Precise™ Ultra Thin Mouse Mat

- Precise™ Mousing Surface technology

- Improves accuracy of the mice

- Ultra thin design

- Available in red, grey or blue

EM500 Ergonomic Mouse

- The unique, ergonomic vertical grip design has been clinically proven to reduce muscle strain and discomfort associated with carpal tunnel syndrome and repetitive stress injuries compared to using a traditional mouse.

- Enhances your comfort by keeping arms and shoulders in a more relaxed, neutral position.

- Optical USB/PS2 compatible plug and play.
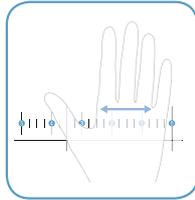
- For right-handed use.

EM500GPL - Large

EM500GPS - Small

Operate by moving entire mouse around on mousing surface

THIRD BUTTON
Enables scrolling in some applications

RIGHT CLICK

LEFT CLICK

VERTICAL HANDLE
Design keeps wrist in neutral position

OPTICAL SENSOR

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

| 5 | 4 | 3 | 2 | 1 | 0 |

LARGE   SMALL
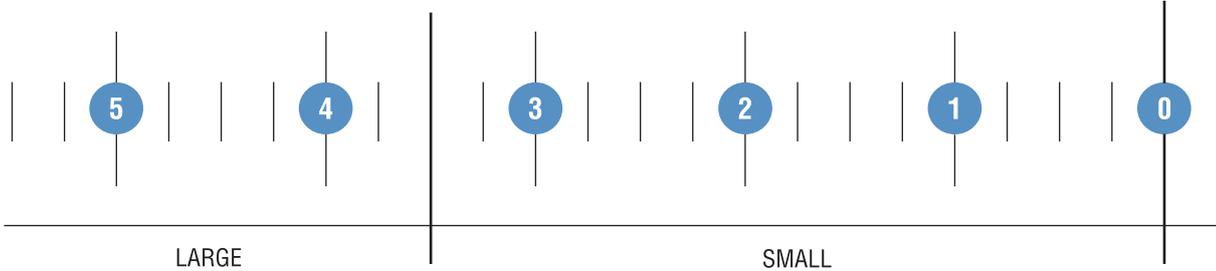
Mobile Computing Solutions

LX451 Optical Mouse with Numeric Keypad

- Two devices in one means fewer peripherals to carry.

- No more "hunting and pecking" for keys on notebook computers.

- Three-button scroll mouse with integrated numeric keypad and convenient travel bag.

- Features USB connectivity and 30" retractable cable.
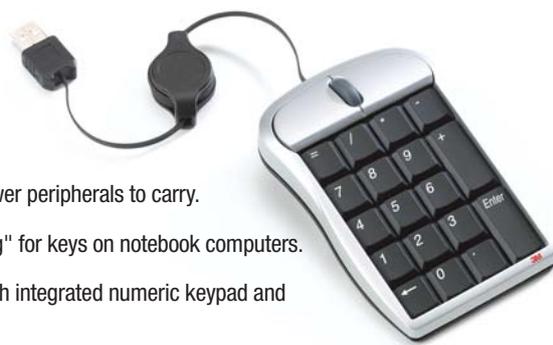
LX410 Optical Travel Mouse

- Designed for "on the go" notebook users.

- Incredibly small, but amazingly comfortable to use.

- Two-button optical mouse with scroll wheel. 30" USB retractable cord.

- Plug and play capability on all PC and Mac operating systems. Includes storage case and instruction booklet.

- Measures 2.75" long.

MP200PS Repositionable Mouse Mat

- Ultra-thin, portable mouse pad with Post-it® repositionable adhesive.

- Stows conveniently on back of notebook computers.

- Battery saving design extends battery life of wireless mice up to 75%.

up to **75%** battery life

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.

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.

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.

Organisation & Cleaning Solutions

Desk Organisers

C50 Desktop Organiser

C71 Desk Drawer Organiser

- Convenience reaches a new level with these clutter-reducing organisers.
- Choose from 2 styles. All dispense Post-it® Notes, Post-it® Flags and Scotch® Tape, keeping office essentials within easy reach.
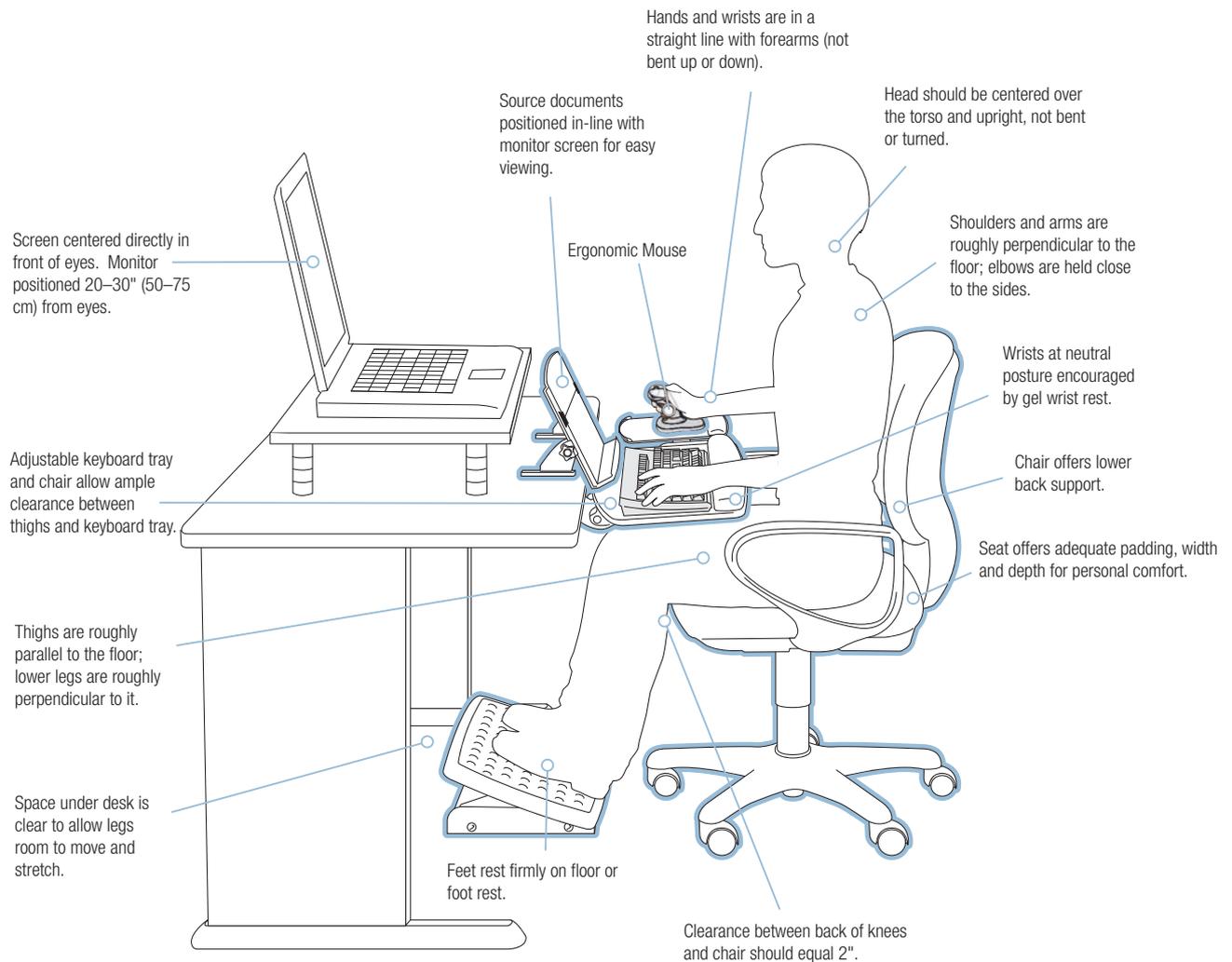
C50

C71

Cleaning Kit

CL680 Screen & Keyboard Cleaning Kit

- Anti-static cleaning kit with spray, squeegee and brush.
- Removes dust, lint, dirt and crumbs off screen and keyboard.
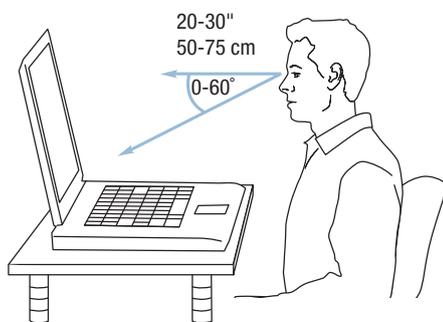- Safe for LCDs, laptops and CRTs.

# Workstation Guidelines

For Optimal Personal Comfort

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

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

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

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

Screen centered directly in front of eyes. Monitor positioned 20–30" (50–75 cm) from eyes.

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".

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°
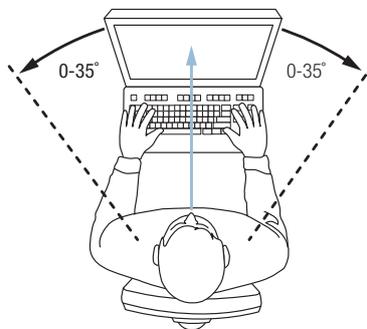
Position source documents in line with your screen, and no more than 35° to either side, to avoid excessive turning or bending of your neck.
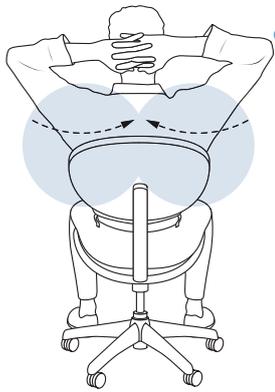
Optimal area for input devices
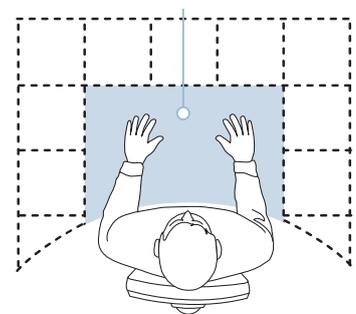
Place input devices within the recommended area to avoid strain on your wrists, arms and hands.

Exercises

To Promote Ergonomic Comfort

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.
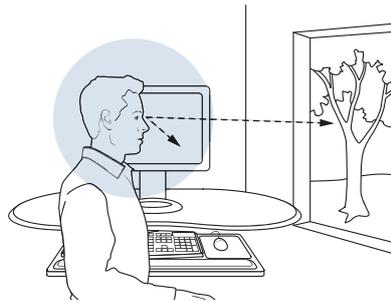
Focusing Technique – for eye relaxation

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.
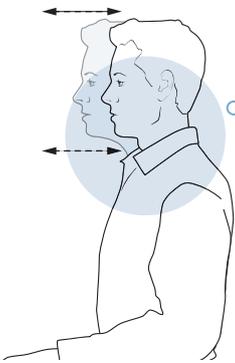
Neck Glide – for neck

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.
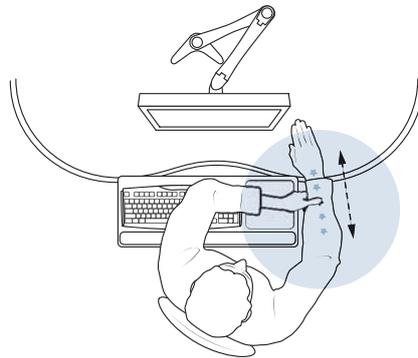
Arm Massage – for forearms

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.
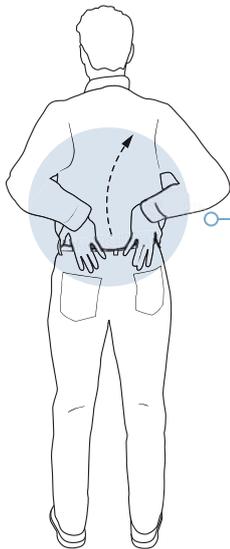
Reverse the Curve – for back and hips

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.
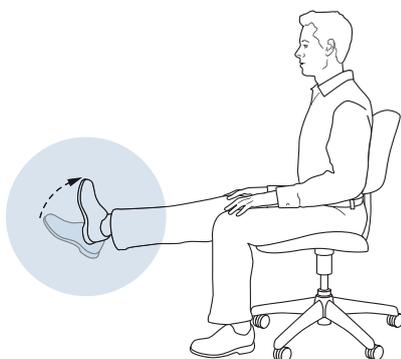
Leg Extension – for legs and lower back

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.