

Solutions for Comfort & Productivity

Full Line **Product Catalog** 

**3M** Workspace Solutions

## A Better Way to Work

3M Workspace Solutions has a wide range of products that enhance your comfort and productivity while you work. A pacesetter in the ergonomics industry, we combine attractive design with functional excellence to maximize workplace effectiveness. It's all about improving your workplace comfort so you can focus on your work and be more productive. You'll find a wide variety of quality products in this catalog designed to meet exacting standards. So discover new levels of office comfort with our Workspace Solutions—quality products that offer you a better way to work.



Arrange your workspace using Ergonomic products to assure a more comfortable and productive office experience.

The design and quality of some of our products has been recognized through endorsements by leading health care organizations.



#### American Physical Therapy Association



APTA, a national, professional organization representing more than 75,000 members, strives to foster advancement in physical therapy practice, research and education. When a product features this logo, it indicates that the American Physical Therapy Association has tested this product and determined that it meets general ergonomic principles.\*



specifications for VDT glare reduction

#### American Optometric Association

The American Optometric Association (AOA) is the premiere authority in the optometric industry. With more than 32,000 members in 6,600 U.S. and foreign communities, the AOA leads the way in its mission of improving the quality and availability of eye and vision care everywhere. The AOA has given its Seal of Acceptance to 3M<sup>™</sup> Anti-Glare Computer Filters for meeting their guidelines for glare reduction on video display terminals.



#### Battery Saving Mousepad Designs

Products identified by this symbol feature 3MT Precise Optical Mousing Surfaces with battery saving designs which extend the battery life of wireless optical mice up to 75%. Our lab testing has shown that these surfaces draw less current and thus offer 75% more battery life. The lab tests were done using mice from the leading manufacturers in the marketplace (Microsoft and Logitech) in conjunction with batteries from the leading battery manufacturers in the US (Energizer, Duracell, and Rayovac). Our battery saving mousing surfaces feature the 3M micro-textured technology used to make 3MT Precise Optical Mousing Surfaces.



#### 3M's Presence in Workstation Design Software

All current AKT models are viewable using GIZA, Cap or Data One software. For more information please visit their Web sites; www.qiza.com, www.cap-online.com, or www.dataone.tv.



#### Warranty

We stand behind our worldwide reputation for creating products that are both innovative and reliable. As you read through this brochure, you'll see that most of our products come with a lifetime or multi-year warranty against manufacturing defects\*\* for the original purchaser. Built for comfort and a healthier working environment, 3M products are also built to last.

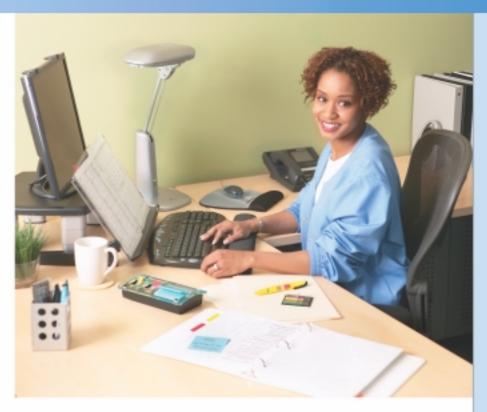
#### On The Cover...

Alternating between sitting and standing at your workstation helps you work more comfortably and productively by varying the muscle groups you use and increasing blood circulation, which makes you more alert. The variation in work posture also reduces the risk of repetitive stress injuries and illnesses. Learn more about the AKT200LE sit/stand capable keyboard tray on page 5

For more information about 3M Ergonomic products or computer accessories, visit us at www.3M.com/myworkspace
For more information about 3M Computer Filters specifically, visit us at www.3M.com/computerfilters

- \* Consumers should choose ergonomic products with their individual needs in mind. Body dimensions, physical conditions and workspace configuration are just some of the factors that should be considered when picking an ergonomic product. Proper fit and the use of these products are only part of a comprehensive approach to office safety and comfort. If you suspect you have, or have been diagnosed with, a repetitive motion disorder or health-related problem that impacts your work, please consult your health care provider prior to using this product.
- \*\* Excludes normal wear and tear

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# What to look for in an Adjustable Keyboard Tray

There are many Adjustable Keyboard Tray (AKT) options to choose from today and it can be difficult to determine which is the best solution for your situation. This quick guide will help explain the features that end users and specialists in the field find most important.



#### Stability

Stability, or rather instability — the degree of "bounciness" or "slop" in the AKT — impacts typing and mousing comfort. Minimizing this instability is essential for workplace productivity and is driven by the quality of the keyboard tray's construction and design.

All of  $3M^{\infty}$ 's Adjustable Keyboard Trays meet the ANSI/BIFMA x 5.5 - 1998 standard for stability and safety.

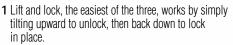


#### Ease of Adjustability

AKT height and tilt adjustability is essential for workstation ergonomics. Generally it is more advantageous for the height and tilt control mechanisms to be independent of each other. This way, the height of the keyboard can be adjusted without losing the tilt angle, and vice versa.



There are typically three types of height adjustment systems:





- **2** Lever arm mechanism works by engaging and disengaging a hand-held lever.
- 3 Star-knob mechanism works by loosening and then tightening a knob on the side of the arm. Typically, star-knob systems do not have separate controls for tilt and height adjustment.



#### Mousepad Adjustability

Mousepads on AKTs are generally available in two forms:

- Not adjustable integrated as part of the keyboard platform.
- Adjustable mouse platform is separate from keyboard platform and has varying degrees of adjustability.

Mousepads should also be adjustable for left or right hand use. All  $3M^{\text{\tiny M}}$  AKTs feature this functionality.



#### Range of Adjustability

Adjustable Keyboard Trays feature many degrees of adjustability, including height, tilt, lateral sliding and swivel.

 Height – While seated at a standard 29" high desktop, AKT height will rarely need to go above the desktop. Many ergonomists recommend sit/stand capable workstations in which the worker can alternate throughout the day between sitting and standing at the workstation. This is beneficial because it varies the muscle groups used, increases blood flow and reduces the risk of repetitive stress injuries. AKTs with sit/stand capability enable this behavior and will typically rise several inches above the desktop.



- Tilt Keyboard platforms should offer tilt adjustment in order to keep one's wrists in a neutral position. The greater the degree of negative tilt, or forward tilt, the more ergonomic the AKT is.
- Lateral Sliding This feature enables users to adjust the left/right position of the keyboard to fit exact workstation configurations.
- Swivel A common feature that enables users to adjust the position of their keyboard relative to the workstation.



#### Track & Arm Length

AKTs generally feature either a short (~17") or long (~21"+) track and arm length, each with unique benefits.

- Long tracks and arms are compatible with corner workstations where the keyboard must extend beyond the edges of the desk. They will also work on regular straight-on workstations providing there is ample depth underneath the work surface.
- Short tracks and arms are generally less expensive and perfect for regular straight-on and especially shallow workstations. They are not suitable, however, for corner workstations where a longer length is required.



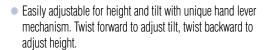
#### Wrist Rest Construction

Wrist Rests for both keyboard and mouse are essential to encouraging a neutral, ergonomic wrist position. Wrist Rests are made out of many materials including gel, foam and hard plastic. Gel-filled wrist rests provide the maximum comfort level, and all 3M\* AKTs feature gel-filled wrist rests for both keyboard and mouse.













 Sit/stand feature allows alternation between sitting and standing, which reduces repetitive motion that can lead to repetitive stress injuries by allowing more variation in work positions.





 Gel wrist rests for keyboard and mouse platforms add comfort by minimizing pressure points. Leatherette cover lasts longer than fabric-covered wrist rests and is easy to clean.



- Highly adjustable mouse pad can mount left or right, tilt forward and backward independent of the keyboard platform, slide left and right and can pass over the keyboard. Features 3M™ Precise™ Optical Mousing Surface.
- For corner workstations or straight-on workstations that can accept a 22.375" track. Lifetime warranty.

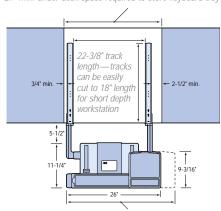
#### SPECIFICATIONS:

Warranty

SI LUII IUATTUNS.	
Platform type	Separately adjustable platforms for keyboard and mouse
Arm type	Dual arm with hand lever adjust
Track length	Long (21.375")
Unique features	Sit/stand capable - raises 7.5" above mounting surface
Accepts 2nd mouse platform (sold separately)	No
Maximum height above mounting surface	7.5"
Maximum depth below mounting surface	9"
Platform tilt range	Unlimited +/-
Swivel	None
Under-desk width needed	27"
Under-desk depth needed	22.375"
Fits corner workstations	Yes (see installation guidelines)

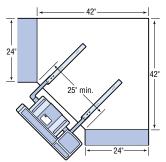
27" min. under-desk space required to store keyboard tray

Lifetime

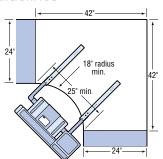


30" overall keyboard tray width with mouse platform fully extended

#### **Installation Guidelines**



42" x 24" straight corner work surface



42" x 24" curved corner work surface

#### AKT150LE

The AKT150LE is the ultimate solution for adjustability with lever-free height adjustment, separate knob adjustment for tilt, super adjustable mouse platform and unique left/right sliding feature that









Compatible with Ergonomic Keyboards

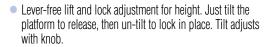
Use 3M<sup>™</sup> WR314MB Wrist Rest (shown here - sold separately) in place of wrist rest included with AKT.

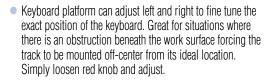












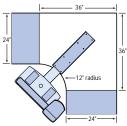








- Super adjustable separate mousing platform mounts left or right and needs no tools to adjust. Platform slides left and right over the keyboard, tilts forward and backward and adjusts up and down to the same level as the keyboard platform. Features 3M™ Precise™ Optical Mousing Surface.
- For corner workstations or straight-on workstations that can accept a 21" track. Lifetime warranty.



36" x 24" curved corner work surface

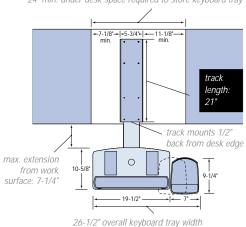


36" x 24" straight corner work surface

#### SPECIFICATIONS:

Platform type	Separately adjustable platforms for keyboard and mouse
Arm type	Lever-free lift & lock arm
Track length	Long (21")
Unique features	Keyboard platform adjusts left & right for fine tuning location
Accepts 2nd mouse platform (sold separately)	Yes
Maximum height above mounting surface	0.5"
Maximum depth below mounting surface	6.75"
Platform tilt range	+15°/-15°
Swivel	360°
Under-desk width needed	24"
Under-desk depth needed	21.5"
Fits corner workstations	Yes
Warranty	Lifetime

24" min. under desk space required to store keyboard tray



26-1/2" overall keyboard tray width with mouse platform fully extended

#### AKT100LE

The AKT100LE is the full-featured keyboard tray solution with lever-arm adjustments for height, separate pull-tab









Compatible with Ergonomic Keyboards Use 3M" WR314MB Wrist Rest (shown here - sold separately) in place of wrist rest included with AKT.









Lever-arm adjustment for height and pull-tab adjustment for tilt. Simply flip the lever to adjust height, flip lever back to lock in place. Pull the tab to adjust tilt.







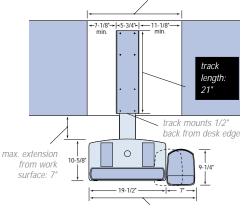


- Super adjustable separate mousing platform mounts left or right and needs no tools to adjust. Platform slides left and right over the keyboard, tilts forward and backward and adjusts up and down to the same level as the keyboard platform. Features 3M™ Precise™ Optical Mousing Surface.
- For corner workstations or straight-on workstations that can accept a 21" track. Lifetime warranty.

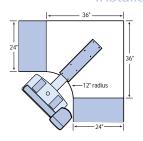
#### SPECIFICATIONS:

Platform type	Separately adjustable platforms for keyboard and mouse
Arm type	Lever adjust arm
Track length	Long (21")
Accepts 2nd mouse platform	Yes
(sold separately)	
Maximum height above	1"
mounting surface	
Maximum depth below	4.5"
mounting surface	
Platform tilt range	+10°/-15°
Swivel	360°
Under-desk width needed	24"
Under-desk depth needed	21.5"
Fits corner workstations	Yes
Warranty	Lifetime

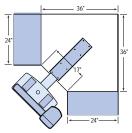
24" min. under desk space required to store keyboard tray



26-1/2" overall keyboard tray width with mouse platform fully extended



36" x 24" curved corner work surface



36" x 24" straight corner work surface

#### AKT80LE

The AKT80LE is the affordable balance of features and adjustability. The basic star-knob adjustment for height and tilt is perfect for users who don't change keyboard and mouse position often. The super adjustable mouse platform still provides excellent







Star-knob adjust arm.



Compatible with Ergonomic Keyboards Use 3M" WR314MB Wrist Rest (shown here - sold separately) in place of wrist rest included with AKT.









 Star-knob adjustment controls height and tilt simultaneously.





 Gel wrist rests for keyboard and mouse platforms add comfort by minimizing pressure points. Leatherette cover lasts longer than fabric-covered wrist rests and is easier to clean.



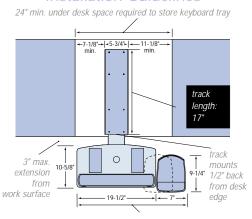


- Super adjustable separate mousing platform mounts left or right and needs no tools to adjust. Platform slides left and right over the keyboard, tilts forward and backward and adjusts up and down to the same level as the keyboard platform. Features 3M™ Precise™ Optical Mousing Surface.
- Perfect for shallow workstations where mounting depth is at least 17.5". Not compatible with corner workstations due to track and arm length. Lifetime warranty.

#### SPECIFICATIONS:

Platform type	Separately adjustable platforms for keyboard and mouse
Arm type	Star-knob arm
Track length	Short (17")
Accepts 2nd mouse platform	Yes
(sold separately)	
Maximum height above	1"
mounting surface	
Maximum depth below	4.5"
mounting surface	
Platform tilt range	+15°/-15°
Swivel	360°
Under-desk width needed	24"
Under-desk depth needed	17.5"
Fits corner workstations	No
Warranty	Lifetime

#### **Installation Guidelines**



26-1/2" overall keyboard tray width with mouse platform fully extended

#### AKT70LE

The AKT70LE is the value keyboard tray solution featuring an easy to use lever-arm mechanism for height adjustability, and a pull-tab system for tilt adjustment.

List Price: \$269.99









Compatible with Ergonomic Keyboards Use 3M" WR314MB Wrist Rest (shown here - sold separately) in place of wrist rest included with AKT.









 Lever-arm adjustment for height and tilt. Simply flip the lever to adjust height and pull the tab to adjust tilt.





 Gel wrist rests for keyboard and mouse add comfort by minimizing pressure points. Leatherette cover lasts longer than fabric-covered wrist rests and is easier to clean.



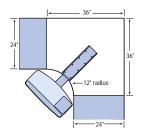


- Basic single platform accommodates both keyboard and mouse. 3M™ Precise™ Optical Mousing Surface is positionable left or right.
- For corner workstations or straight-on workstations that can accept a 21" track. 5 year warranty.

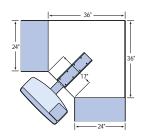
#### SPECIFICATIONS:

Platform type	Single platform for keyboard and mouse
Arm type	Lever-adjust arm
Track length	Long (21")
Accepts 2nd mouse platform	No
(sold separately)	
Maximum height above	1"
mounting surface	
Maximum depth below	4.5"
mounting surface	
Platform tilt range	+10°/-15°
Swivel	360°
Under-desk width needed	26"
Under-desk depth needed	21.5"
Fits corner workstations	Yes
Warranty	5-Year

#### **Installation Guidelines**

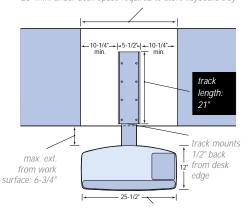


36" x 24" curved corner work surface



36" x 24" straight corner work surface

26" min. under desk space required to store keyboard tray



25-1/2" overall keyboard tray width

## AKT60LE and AKT65LE (Tool-Free Installation)

The AKT60LE and AKT65LE are the economy keyboard tray solutions. Both feature star-knob style adjustment for height and tilt - ideal for users who rarely change settings. The AKT65LE features tool-free installation and can be installed in less than 10 minutes.

AKT60LE List Price: \$229.99









Compatible with Ergonomic Keyboards Use 3M" WR314MB Wrist Rest (shown here - sold separately) in place of wrist rest included with AKT.









Star-knob adjustment controls height and tilt.





Gel wrist rests for keyboard and mouse add comfort by minimizing pressure points. Leatherette cover lasts longer than fabric-covered wrist rests and is easier to clean.





- Basic single platform accommodates both keyboard and mouse. 3M™ Precise™ Optical Mousing Surface is positionable left or right.
- Compatible with shallow workstations where mounting depth is greater than 18.25". Not compatible with corner workstations due to their track and arm length. 5 year warranty.

AKT65LE Tool-Free Installation in under 10 minutes in Four Easy Steps – Fits work surfaces 1" to 11/4". Patent pending clamp securely grips front edge of desk using hand-tightening screws. 3M™ Command™ Adhesive holds back of track securely in place and removes cleanly if needed. Mounting screws are included if traditional installation with tools is desired.



Remove backing of 3M™ Command™ Adhesive.



Place on work surface. Press adhesive to underside of desk for 30 seconds.



Slide tray in after applying wrist rest and mousing surface.

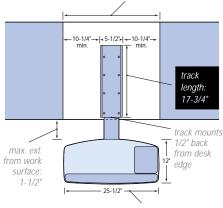


Insert clamping wedges and bolts and tighten with fingers.

#### SPECIFICATIONS:

Platform type	Single platform for
	keyboard and mouse
Arm type	Star-knob arm
Track length	Short (17.75")
Unique features	Installs without tools in
'	under 10 minutes (AKT65LE)
Accepts 2nd mouse platform	No
(sold separately)	
Maximum height above	1"
mounting surface	
Maximum depth below	4.5"
mounting surface	
Platform tilt range	+15°/-15°
Swivel	360°
Under-desk width needed	26"
Under-desk depth needed	18.25"
Fits corner workstations	No
Warranty	5-Year

26" min. under desk space required to store keyboard tray



25-1/2" overall keyboard tray width

## Feature Comparison

Choose the model that's right for you	The state of the s						Q
	<i>Premium</i> AKT200LE	<i>Ultimate</i> AKT150LE	Full-Featured AKT100LE	Affordable AKT80LE	<i>Value</i> AKT70LE	AKT65LE	
Designed for						(tool-free)	
Corner Workstations	yes*	yes	yes	no	yes		no
Straight on Standard Depth Workstations	yes	yes	yes	yes	yes		yes
Straight on Shallow Depth Workstations	yes	no	no	yes	no		yes
Mounting Surface Thickness	³/₄" → unlimited	³/₄" → unlimited	³/₄" → unlimited	³/₄" → unlimited	³/₄" → unlimited	1"-11/4"	³/₄" → unlimite
Tools Required to Install	yes	yes	yes	yes	yes	no	yes
Adjustment Range							
Above/Below Range from Mounting Surface	7 <sup>1</sup> / <sub>2</sub> " above 9" below	<sup>1</sup> /2" above 6³/4" below	1" above 4 <sup>1</sup> / <sub>2</sub> " below	1" above 41/2" below	1" above 41/2" below		above below
Tilt	Unlimited +/-	+15°/-15°	+10°/-15°	+15°/-15°	+10°/-15°	+1	5°/-15°
Swivel	no	360°	360°	360°	360°		360°
Sit/Stand Feature	yes	no	no	no	no		no
Max. Extension Distance Between Edge of Desk and Front of the Platform	51/2"	71/4"	7"	3"	63/4"	11/2"	
Adjustment Mechanism							
Separate height and tilt controls	yes	yes	yes	no	yes		no
Height Adjustment	Lever Handle	Tilt Platform	Lever Arm	Star Knob	Lever Arm	Sta	ar Knob
Tilt Adjustment	Lever Handle	Knob Adjust for Tilt	Pull-tab	Star Knob	Pull-tab	Star Knob	
Knee Clearance	****	****	***	***	***	7	***
Keyboard Platform							
Left/Right Adjustable (Lateral Adjustment)	no	yes	no	no	no		no
Accepts 2nd Mouse Platform	no	yes	yes	yes	no		no
Mouse Platform							
Adjusts Independent from Keyboard Platform	yes	yes	yes	yes	no		no
Height & Tilt Adjustable Forward and Backward	Tilt Only	yes	yes	yes	no		no
Left/Right Gliding	yes	yes	yes	yes	no		no
Left/Right Positionability	yes – tools required	yes – no tools required	yes – no tools required	yes – no tools required	Yes – Adhesive Mousing Surface		- Adhesive ing Surface
Dimensions (Width x Depth)	8" x 9 <sup>3</sup> / <sub>16</sub> "	7" x 9¹/₄"	7" x 9¹/₄"	7" x 9¹/₄"	Included in Keyboard Platform	Included in Keyboard Platform	
Installation Requirements							
Track Length	223/8" (18")**	21"	21"	17"	21"		17³/₄"
Width Under Desk	27"	24"	24"	24"	26"		26"
Depth Under Desk	223/8"	211/2"	211/2"	171/2"	211/2"		18 <sup>1</sup> / <sub>4</sub> "
•							
Meets Specs	VOC	Voc	Voc	Voc	1100		VOC.
BIFMA x 5.5 – 1998  Product Warranty	yes	yes	yes	yes	yes		yes
Duration	Lifetime	Lifetime	Lifetime	Lifetime	5-Year		5-Year

<sup>\*</sup> For curved corners with min. radius of 18". For straight corners with min. diagonal of 25" \*\* Easy-cut track cuts to 18"

All current AKT models are viewable using GIZA, Cap or Data One software. For more information please visit their Web sites: www.giza.com, www.cap-online.com, or www.dataone.tv.

## **Keyboard Drawers**

3M™ Keyboard Drawers offer a cost effective alternative to Adjustable Keyboard Trays, with both above and below desk solutions as well as height and tilt adjustable models. Each keyboard drawer features a cushiony-soft 3M™ Gel Wrist Rest and 3M™ Precise™ Optical Mousing Surface.







#### KD95CG - Adjustable Desktop Keyboard Drawer

The adjustable keyboard management solution where there is no space under the work surface. Great for laboratories or settings where workstations are frequently moved around. Desktop design provides height and tilt adjustment up to 33/4" below desk level. Wide platform places mouse next to keyboard for added comfort. Leatherette gel wrist rest is easy to keep clean. Easy to use and has great stability. Steel reinforced construction. No installation required. Accepts keyboards with maximum height of 11/2". Lifetime warranty.

List Price: \$229.99





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#### KD85CG - Desktop Keyboard Drawer

Desktop design offers extra-wide drawer that holds virtually all keyboard styles. Full-size mousing area on platform for added comfort. Leatherette gel wrist rest is easy to keep clean. Sturdy steel reinforced construction. No installation required. Lifetime warranty.

List Price: \$149.99







## KD90 - Adjustable Under-Desk Keyboard Drawer

Easy to install under-desk version of the KD95CG. Keyboard tray provides height and tilt adjustment below desk. Wide platform places mouse next to keyboard for added comfort. Leatherette gel wrist rest is easy to keep clean. Installation depth required: 20", width required: 31". Lifetime warranty.

List Price: \$199.99

ΔΡΤΔ





Easy to install. Under-desk design with three different positions to ensure correct height. Extra-wide tray fits virtually all keyboards. Steel ball bearings provide smooth movement. Gel-filled fabric covered wrist rest and pull out mouse pad. Cable management. Installation depth required: 16.5", width

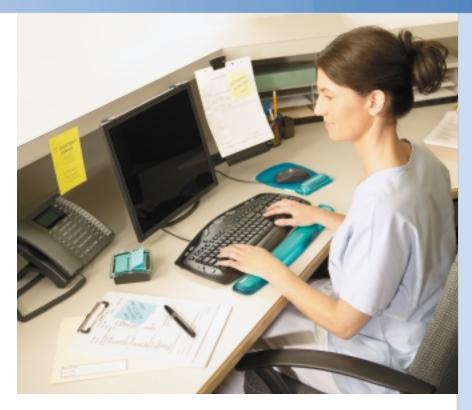
List Price: \$229.99



## Gel Wrist Rests

# Support you need. Comfort you want.

All 3M<sup>™</sup> Gel Wrist Rests are designed to encourage a neutral wrist position while minimizing pressure points. Patented 3M<sup>™</sup> Gel Wrist Rests provide the ultimate in wrist comfort: wrist support that is not too firm, not too soft—but always feels "just right."



#### Gel Wrist Rest Platforms

Sleek platform works as beautifully as it looks. Designed with tapered wrist rests and no hard edges to maximize your comfort. Tilt feature helps keep your wrists properly aligned and improves ergonomic posture. Includes incredibly soft gel wrist rests and 3M<sup>™</sup> Precise<sup>™</sup> Optical Mousing Surface. Leatherette surfaces on wrist rests are buttery-soft and easy to keep clean.



#### WR422LE

Tilt-Adjustable Platform for Keyboard and Mouse. Mousing surface repositionable for left handed mousing. Lifetime warranty. List Price: \$84.99





#### WR420LE

Tilt-Adjustable Platform for Keyboard. Lifetime warranty. List Price: \$61.99





## WR421LE

Tilt-Adjustable Platform for Mouse. Lifetime warranty. List Price: \$44.99





## Gel Wrist Rests for Keyboards, Mousepads, Mousepad/Wrist Rests

3M™ Gel Wrist Rests for Keyboards and Mice are available in a variety of designs, colors and materials to suit your workspace and style.



#### MW311LE

3M™ Precise™ Optical Mousing Surface with Gel Wrist Rest

Leatherette, premium size - Black List Price: \$29.99



3M™ Precise™ Optical Mousing Surface is designed to enhance light reflectivity and contrast to improve the tracking of your optical mouse.

#### APTA

All gel-filled wrist rests on this page are endorsed by the APTA.



Fabric Wrist Rest - Grey List Price: \$26.99



MW311MX 3M™ Precise™ Optical Mousing Surface with Gel Wrist Rest

Fabric, premium size - Metallic List Price: \$29.99



MS201MX

3M™ Precise™ Optical Mousing Surface - Metallic List Price: \$13.99



Fabric Wrist Rest - Blue List Price: \$26.99



MW311BE

3M™ Precise™ Optical Mousing Surface with Gel Wrist Rest Fabric, premium size - Blue List Price: \$29.99



#### MS201BE

3M™ Precise™ Optical Mousing Surface - Blue

List Price: \$13.99



Fabric Wrist Rest - Black List Price: \$26.99

List Price: \$29.99



MW311BH

3M™ Precise™ Optical Mousing Surface with Gel Wrist Rest Fabric, premium size - Beach



#### MS201BH

3M™ Precise™ Optical Mousing Surface

- Beach

List Price: \$13.99



WR314MB Fabric Wrist Rest for Ergonomic Keyboards - Black List Price: \$29.99







List Price: \$23.99



MP114YL Yucatan Landscape List Price: \$5.99



MP114BD Hot Air Balloons List Price: \$5.99



MP114LP Lab Puppies List Price: \$5.99



MP114LM Lake/Mountain List Price: \$5.99



MP114CF Cat/Fish Bowl List Price: \$5.99

## Desktop Document Holders

By keeping documents positioned as close to your computer monitor as possible, document holders help reduce eye, neck and shoulder movement. This, in turn, helps minimize strain and enhances overall comfort.





#### DH640 In-Line Document Holder

Position directly between monitor and keyboard, just below monitor. Weighted base allows ledge to dip below the desk edge. Easy to adjust. Elastic line guide marks your place, keeps pages open and stretches to accommodate even the thickest books. 18" wide, this model supports books, catalogs and just about any size document. Angle and height adjust to suit your needs. Black/Clear. Sheet capacity\*: 300 sheets. Lifetime warranty.

List Price: \$109.97





# DH630 Compact In-Line Document Holder

For workstations with less space. Provides same in-line document holding functionality and adjustability. 14" wide, easy to adjust, with elastic line guide. Can stand alone on desktop or hangs over edge of desk when tracks are mounted with 3M™ Command™ Adhesive. Black/Clear. Sheet capacity\*: 150 sheets. Lifetime warranty.

List Price: \$69.99



#### DH340MB Desktop Document Holder

A simple design that works beautifully. Height-adjustable clip secures documents in both portrait and landscape. Deep ledge holds letter or legal sized documents. Nonskid base. Folds flat for easy storage. Black/Silver. Sheet capacity\*: 150 sheets. 30 day warranty.

List Price: \$21.99



## DH140 Document Wedge

Unique spring action clip secures documents up to legal size. Keeps paper in an easy-to-read, upright position. Weighted base prevents tipping. Compact, portable design. Black/Silver. Sheet capacity\*: 20 sheets.

30 day warranty. List Price: \$7.49



## Monitor Mount Document Holders

These models position documents at eye level, right next to your monitor, on either right or left side. They mount with 3M™ Command™ Adhesive strips for easy and clean removal, with no sticky residue. All fold away when not in use.



3M<sup>™</sup> Command<sup>™</sup> Adhesive Attachment System

DH445, DH440MB and DH240MB Monitor Mount Document Holders feature the Command™ Adhesive System that holds securely, yet removes cleanly, with no sticky adhesive residue.





#### DH445 Flat Panel Document Holder

Sleek, lightweight design works beautifully with flat panel monitors and traditional desktop CRT monitors. Grooved ledge with height adjustable clip secures sheets in portrait or landscape view. Swings out of way when not in use. Black/Clear. Sheet capacity\*: 35 sheets. 30 day warranty.

List Price: \$34.99

APTA

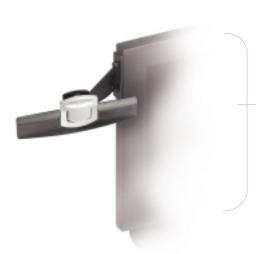


## DH440MB Monitor Mount Document Holder for CRT Monitors

Designed for mounting to full size CRT monitors. Height adjustable clip raises to accommodate legal documents and lowers to hold documents in landscape orientation. Black/Silver. Deep ledge holds up to 150 sheets. 30 day warranty.

List Price: \$32.99

APTA





## DH240MB Document Clip

Dual-functional clip lets you slide in up to 5 sheets one-handed or securely clip up to 30 sheets. Black/Silver. Sheet capacity\*: 30 sheets. 30 day warranty.

List Price: \$10.99

www.3M.com/myworkspace

<sup>\*</sup> Angle and height position can affect sheet capacity. Test before using.

## Workstation Comfort





Clinically proven to reduce muscle strain

## EM500 (GPL/GPS) Ergonomic Mouse

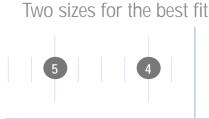
The unique, ergonomic vertical grip design has been clinically proven to reduce muscle strain and discomfort associated with carpal tunnel syndrome and repetitive stress injuries compared to using a traditional mouse. Enhances your comfort by keeping arms and shoulders in a more relaxed, neutral position. Optical USB/PS2 compatible plug and play. For right-hand use. 2 year warranty.

EM500GPL - Large

EM500GPS - Small

List Price: \$92.99

















LARGE **SMALL** 

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

## SEE THE DIFFERENCE



3M™ Polarizing Light Filter filters out the light that causes reflective glare



Without 3M<sup>™</sup> Polarizing Light Filter Technology



With 3M™ Polarizing Light Filter Technology

## TL1000 (C/S) Glare Reducing Task Lights

Improve eye comfort with these easily adjustable task lights.\* Polarizing filter technology reduces reflective and veiling glare on reading materials and work surfaces by 50-80%.\*\* Attractive, high-performance task lights deliver excellent light quality (1750 lumens) exactly where you need it. Charcoal (C), Silver (S). Lifetime warranty.

List Price: \$199.99

- \* Fluorescent bulb contains mercury. Visit www.lamprecycle.org for proper disposal information.
- \*\* The amount of reflected glare reduction in reading materials is dependent on viewing angle. Glare reduction is reduced by 50% at a 30-degree reflection angle from light to eye, and reduced 80% at a 60-degree angle from light to eye.



## Workstation Comfort

## **Monitor Stands**

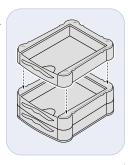
Adjustable solutions to help you customize a comfortable fit and improve overall comfort.





**ACHIEVING THE CORRECT HEIGHT** Add or subtract 11/2" of height by adding or

removing drawers



#### MS80B Adjustable Monitor Stand

Contemporary design with stacking columns raises monitor from 1" to  $5^7/8$ " in increments of 15/8" for an ergonomically correct level. Features ample storage space underneath to maximize desk space. Great for laptops, printers or monitors up to 21" or 80 lbs. No-skid base. Lifetime warranty. List Price \$44.99

**APTA** 

#### MS101 Adjustable Monitor Stand, with one drawer

Adjusts in increments of 11/2" to provide a comfortable monitor viewing height to help reduce eye and neck strain. Sturdy construction supports monitors up to 21" or 80 lbs. Extra drawers available to help organize common desktop computer and printer supplies. Lifetime warranty. List Price \$41.99

**APTA** 

## MS100CG Extra/ Replacement Drawer

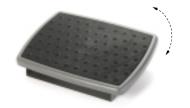
Additional Stand Drawer raises MS101 stand in 11/2" increments. Raises monitor or printer to comfortable viewing height. Stack up drawers to organize desk space. Lifetime warranty.

List Price \$17.99

## Adjustable Foot Rests

Reduce strain and fatigue on legs, back and neck. Both models offer easy foot-controlled platform tilt adjustment and lifetime warranty to original purchaser.





## 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. Lifetime warranty.

List Price \$114.99

### 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. Lifetime warranty.

List Price \$79.99

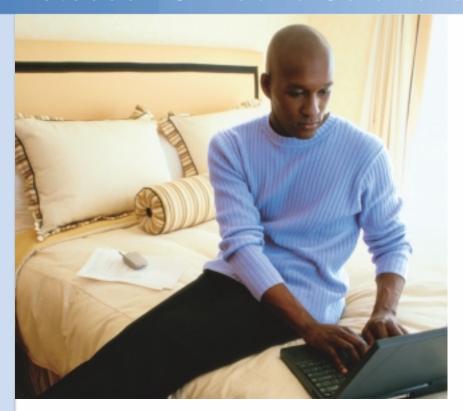


# CS100 Adjustable CPU Stand

Enjoy easy access to your CPU. Avoid twisting or bending to reach rear cables and ports. Simply roll CPU stand forward for access. Width adjustable from 33/4" to 91/4" to fit virtually all CPUs. Front wheels lock in place. Holds up to 50 lbs. 30 day warranty. List Price \$39.99

www.3M.com/mvworkspace

# Notebook & Mobile Solutions



# Comfort, anywhere you work.

You may be one of a growing number of people who find themselves working beyond the confines of their desks — in airports, hotel rooms, at home, in coffee shops. The solutions offered here are designed to help you be more comfortable wherever you work, whether at the office or on the go.



## LX451 Optical Mouse with Numeric Keypad

Two devices in one means less 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. 30 day warranty.

List Price \$79.99



## 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 23/4" long. 30 day warranty.

List Price \$44.99



# LX210BE 3M<sup>™</sup> Precise<sup>™</sup> Optical Mousing Surface

Ultra-thin, portable mouse pad with repositionable adhesive, designed specifically for notebook users. Stows conveniently on back of notebook. Blue Water design. 30 day warranty.

List Price \$9.99

## Notebook & Mobile Solutions



#### Platform adjustable 4"-6"

# LX500 Adjustable Notebook Riser

Raise your notebook to an ergonomically correct height and free up desk space. Height adjustable from 4 to 6 inches in 1/2" increments. Slots in platform help keep notebook ventilated. Cable management feature keeps cords organized. Also includes side shelves and adapter for 3M™ DH445 Document Holder (document holder sold separately). Compatible with docking stations. Supports up to 15 lbs. Black. 30 day warranty. List Price \$49.99





Adjustable up to 3"

#### 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 inches of vertical adjustability and is compatible with most docking stations. Cable management feature keeps cords organized. Non-skid base. Helps free up desk space. Black and Silver. 30 day warranty.

List Price \$44.99



#### LX315 Notebook Tote

Leather tote is perfect for taking your notebook on short trips around the office or to home and back. Attaches to notebooks with screen sizes of 14" to 15" using adhesive backed hook and loop. Open sides makes all ports and drives easily accessible, while ports at back of notebook are accessible through a zipper opening. External pocket holds power cord and computer mouse. Black.

List Price \$59.99

## Privacy, protection and comfort,

## Computer Filters

## **Privacy Filters**

Darkens screen images from side views to keep your on-screen data private, with no blurring or 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. Lifetime warranty.



PF400 Flat-Black Frame Style for LCD or CRT – Black LCD 15", CRT 14"-16" List Price: \$211.90 LCD 17"-18", CRT 16"-19" List Price: \$374.15 LCD 19"-20", CRT 19"-21" List Price: \$679.23



PF400 Flat-Frame Style for LCD or CRT – Putty LCD 15", CRT 14"-16" List Price: \$211.90 LCD 17"-18", CRT 16"-19" List Price: \$374.15 LCD 19"-20", CRT 19"-21" List Price: \$679.23

## Notebook and LCD Privacy and Protection Computer Filters



# Notebook and LCD Privacy Filters

Helps provide privacy and protection for LCD screens while traveling or when viewing sensitive data in high traffic areas with no blurring or distortion. Darkens screen images from a side view. Fits desktop LCD monitors too. Comes with two different attachment systems. Stays in place when laptop is closed. Lifetime warranty. See chart on page 24 for suggested list price.

# Notebook and LCD Protection Filters

Provides powerful protection for fragile LCD screens from scratches, fingerprints and damage. Comes with two different attachment systems. Doesn't interfere with monitor controls. Anti-glare. Lifetime warranty. See chart on page 24 for suggested list price.

## Computer Filters





## High Performance Filters

Extra light tint glass to maintain vivid color and brightness. Reduces glare up to 99% to help prevent eyestrain related to computer monitor use. Blocks up to 99.9% of ELF/VLF Efield radiation and eliminates static charge and dust buildup when properly grounded. Meets AOA specifications for VDT glare reduction. Fits both LCD and CRT monitors — comes with two sets of hanger arms to meet most user's preferences. Lifetime warranty.

HF300 Flat-Frame Style for LCD or CRT – Putty LCD 15", CRT 14"-16" List Price: \$160.55 LCD 17"-18", CRT 16"-19" List Price: \$209.95 LCD 19"-20", CRT 19"-21" List Price: \$247.00



#### **Executive 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.

EF200 Flat-Frame Style for LCD or CRT — Black or Putty LCD 15", CRT 14"-16" List Price: \$94.10 LCD 17"-18", CRT 16"-19" List Price: \$158.18 LCD 19"-20", CRT 19"-21" List Price: \$189.75





## **Professional Computer Filters**

Viewing comfort and protection in economical filters. Reduces glare up to 95%. Blocks up to 99.9% of ELF/VLF E-field radiation and eliminates static charge and dust buildup when properly grounded. Improves screen contrast. Flat-frame style includes both LCD and CRT hanger arms in package. Lifetime warranty.

AF100 Flat-Frame Style for LCD or CRT — Putty LCD 15", CRT 14"-16" List Price: \$59.75 LCD 17"-18", CRT 16"-19" List Price: \$134.75 LCD 19"-20", CRT 19"-21" List Price: \$175.90



## Standard Computer Filters

Basic protection, economical price. Reduces up to 90% of screen glare. Light tint glass for improved screen contrast. Includes both LCD and CRT hanger arms in package. Black. Lifetime warranty.

EX10 Flat-Frame Style for LCD or CRT LCD 15", CRT 14"-16" List Price: \$64.98 LCD 17"-18", CRT 16"-19" List Price: \$107.62 LCD 19"-20", CRT 19"-21" List Price: \$126.40

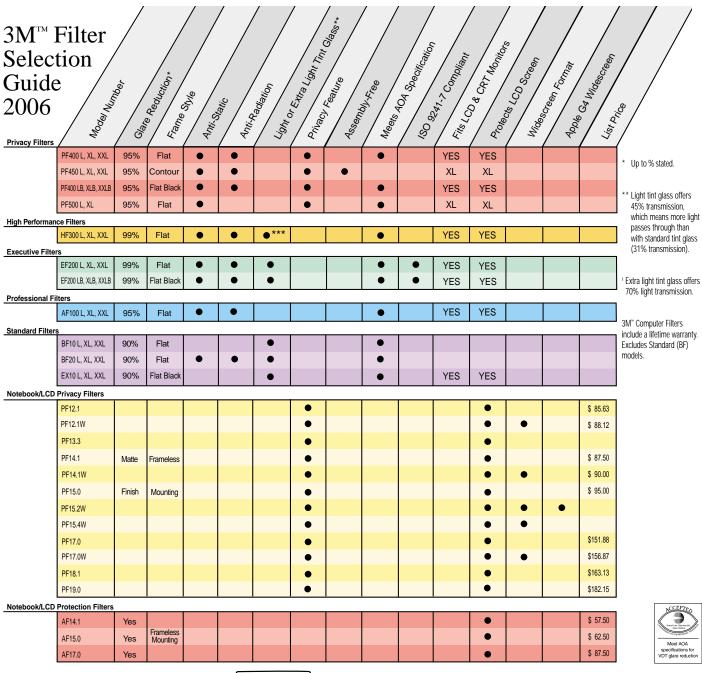


## Standard Computer Filters

Basic protection, economical price. Reduces up to 90% of screen glare. Light tint glass for improved screen contrast. BF20 model also blocks up to 99.9% of ELF/VLF E-field radiation and eliminates static charge and dust buildup when properly grounded. Putty. One-year warranty.

BF10 Flat-Frame Anti-Glare Filter for CRT LCD 15", CRT 14"-16" List Price: \$34.98 LCD 17"-18", CRT 16"-19" List Price: \$81.25 LCD 19"-20", CRT 19"-21" List Price: \$118.85 BF20 Flat-Frame Anti-Glare, Anti-Radiation Filter for CRT LCD 15", CRT 14"-16" List Price: \$64.98 LCD 17"-18", CRT 16"-19" List Price: \$97.48 LCD 19"-20", CRT 19"-21" List Price: \$126.10

## Computer Filters







PF19.0

Framed Fitters are diagonal r	neasurements.				
Actual Filter Viewing Area		Fits Monitors			
	(inches)		(diagonal viewable area)		
Product Size	Ht x Wdth	Diagonal	CRT	LCD	
Flat Framed Filters					_
Large (PF500L, BF10L, BF20L)	8.56" x 11.58"	14.48"	13"-15"	N/A	
Large (PF400L & LB, EF200L & LB, AF100L, EX10L, HF300L)	9.75" x 12.75"	16.05"	14"-16"	15"	
X-Large (XL, XLB)	11.50" x 14.13"	18.21"	16"-19"	17"-18"	
XX-Large (XXL, XXLB)	13.00" x 16.00"	20.60"	19"-21"	19"-20"	
Contoured Framed Filters					
Large (L)	8.56" x 11.58"	14.48"	13"-15"	N/A	
X-Large (XL)	9.75" x 12.75"	16.05"	16"-18"	15"	
XX-Large (XXL)	13.00" x 16.00"	20.60"	19"-21"	N/A	

NOTE: Monitor Size and Viewable Area

	Actual Filter Dimensions		Fits LCD Monitors &
	(inche	s)	Notebooks
Product Size	Ht x Wdth	Diagonal	(diagonal viewable area)
PF12.1	7.32" x 9.74"	12.1"	12.1"
PF12.1W	6.44" x 10.29"	12.1"	12.1" Widescreen
PF13.3	7.99" x 10.63"	13.3"	13.3"
PF14.1 & AF14.1	8.44" x 11.25"	14.1"	14.1"
PF14.1W	7.27" x 12.02"	14.1"	14.1" Widescreen
PF15.0 & AF15.0	8.98" x 12.01"	15.0"	15.0"
PF15.2W	8.46" x 12.66"	15.2"	15.2" Widescreen
PF15.4W	8.18" x 13.09"	15.4"	15.4" Widescreen
PF17.0 & AF15.0	10.64" x 13.30"	17.0"	17.0"
PF17.0W	9.04" x 14.47"	17.0"	17.0" Widescreen

11.30" x 14.13" 11.89" x 14.83"

Toll Free 1-800-332-7483

18.1" 19.0"

ramod Eiltore

These compact-sized air cleaners help clean the air and reduce odors in your work area. 3M™ Office Air Cleaners have a four-stage filter design that includes both Filtrete™ filter media and ionization for airborne particulate removal, and carbon for odor reduction. Many factors can affect filter performance; however, filter effectiveness lasts up to three months under normal conditions. Lifetime warranty on unit.



OAC200 (large)

Filters 22' x 33' area size once each hour. List Price: \$479.99

OAC100 (small)

Filters 22' x 24' area size once each hour. List Price: \$369.99

OAC100RF

Replacement filter for OAC100 List Price: \$39.99

OAC200RF (not shown) Replacement filter for OAC200 List Price: \$49.99



Air Cleaning Filters

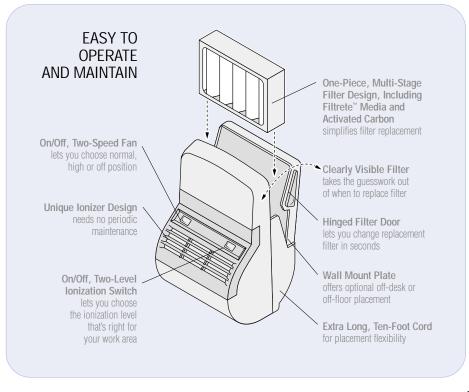
CLEAN



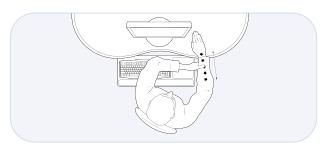


DIRTY

Easy-to-see filter lets you know when to replace



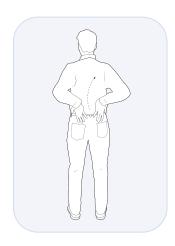
## Exercises in Ergonomic Comfort



#### Arm Massage

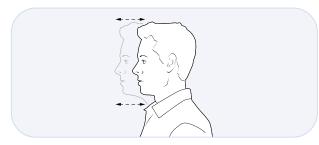
for forearms

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.



#### 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.



#### **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.



#### Leg Extension

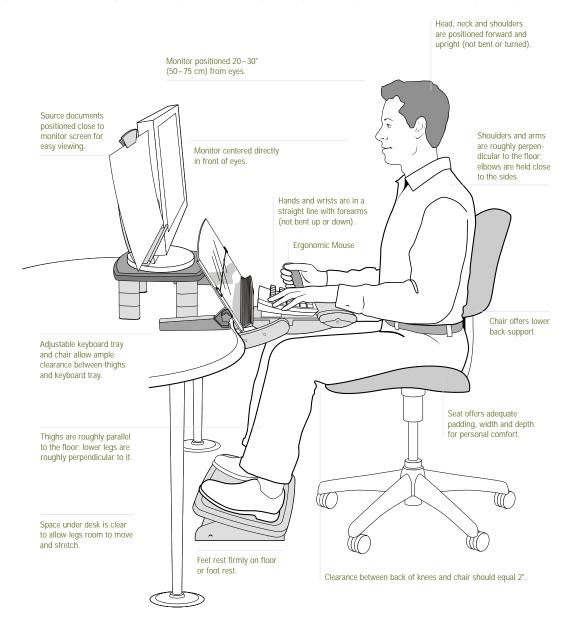
for legs and lower back

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.

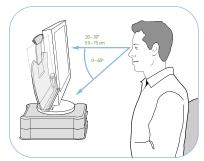
There are many possible causes for physical discomfort. If you are experiencing symptoms that persist for more than two weeks or are severe enough to interfere with your job or personal activities, consider seeking medical assistance.

## Optimal Personal Comfort

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



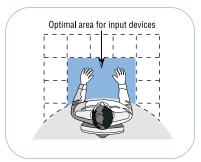
## Workstation Recommendations



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



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



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

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Your office space is full of surfaces that collect dirt, grime and germs. High traffic areas tend to be overlooked and can go months without cleaning. 3M" Work Surface Cleaners are made specially for workspace surfaces and are customized for specific trouble spots such as keyboards, printers, desktops, furniture, cabinets, digital media and more.



#### 573 Desk & Office Cleaner

Excellent for all surfaces including desk tops, office furniture, cabinets, painted surfaces, plastic surfaces, luggage, etc. Foaming action prevents running on vertical surfaces. Non-abrasive formulation cuts through grease, dirt and grime. Non-flammable. Not recommended for computer screens or glass. 15 oz. Aerosol can.

List Price: \$6.47

## CL563 Desk & Office Cleaner Wipes

Same formula as 573 Desk & Office Cleaner in a convenient wipe. 7" x 8" wipes. 25-count canister. List Price: \$5.99



## CL574 Disinfecting Office Cleaner

Cleans and disinfects numerous office surfaces including wood, plastic, metal, tile, desktops, and glass. Kills germs, bacteria and viruses on contact. Foaming action prevents running on vertical surfaces. Lemon scented. 12.35 oz. Aerosol can.

List Price: \$7.21

## CL564 Disinfecting Desk & Office Wipes

Same formula as CL574 Disinfecting Office Cleaner. Quick and easy way to clean, disinfect and deodorize in one easy step. Excellent for cleaning shared work areas. Kills germs, bacteria and viruses on contact. Pre-moistened and ready to use wipes. Leaves a crisp, citrus scent to help freshen up the office space. 7" x 8" wipes. 25-count canister.

List Price: \$6.58



## CL600 Anti-Static Electronic Equipment Cleaner

Removes fingerprints, dirt, grease and dust from PDAs and multiple electronic equipment surfaces. Anti-Static agent helps reduce dust build-up. Streak-free formula. Foaming action prevents running on vertical surfaces. Fresh citrus scent. 10 oz. Aerosol can.

List Price: \$6.98

## CL610 Premoistened Anti-Static Wipes

Great for CDs and DVDs. Non-abrasive and safe for use on multiple surfaces including wood, metal, plastic, chrome, painted wood, etc. Cuts through grime and grease. 5.5" x 6.75" wipes. 80-count canister. List Price: \$9.45



Safe for LCDs too. Removes dust, fingerprints and smudges from notebook computer screens. Non-abrasive, non-streaking. 24 pre-moistened portable wipes, each  $4" \times 7"$ .

## List Price: \$7.75

CL674 Keyboard Cleaning Kit
Two depths on scrubbing tool to adapt to all types of keyboards. Cleaning solution helps cut

Two depths on scrubbing tool to adapt to all types of keyboards. Cleaning solution helps cut through grime, grease, fingerprints. Fits into hard-to-reach places on keyboards, telephones and fax machines for better cleaning. Four finishing cloths included.

List Price: \$6.98

## CL680 Screen and Keyboard Cleaning Kit

All-in-one kit for cleaning screens and keyboards. Contains unique double-sided applicator, five replacement chamois wipes and cleaning fluid in the spray bottle. Works great on glare filters too. List Price: \$11.63



**3M** 

#### Office Supplies Division

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Minimum 10% Post-Consumer Fiber

Printed in U.S.A.
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