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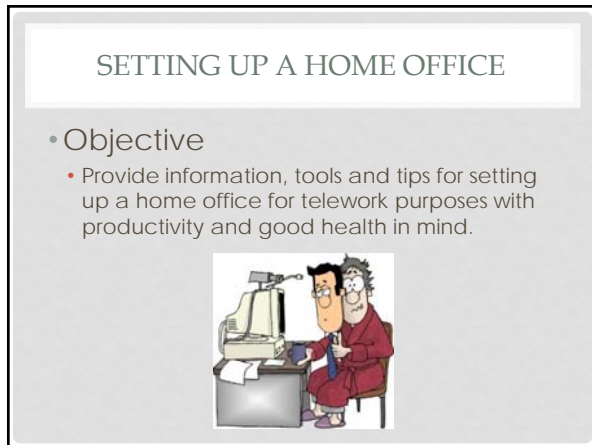
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- Objective
  - Provide information, tools and tips for setting up a home office for telework purposes with productivity and good health in mind.



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### SYMPTOMS OFFICE SYNDROME



EYE INFLAMMATION OBESITY LOWER BACK PAIN PAIN IN THE KNEES PAIN IN THE CERVICAL  
PAIN IN THE TEMPLES STOMACH ACHIE JOINT PAIN LOWER BACK PAIN HEADACHE

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### SETTING UP A HOME OFFICE

#### • Important Issues to Consider:

- Type
  - Dedicated
  - Pop-up
  - Hybrid




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### SETTING UP A HOME OFFICE

#### • Important Issues to Consider:

- Location
  - Current use
  - Flexible
  - Growth Potential




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### SETTING UP A HOME OFFICE

#### • Important Issues to Consider:

- Location
  - Ergonomic-Friendly Workspace
    - Definitions
    - Webster
    - OSHA




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### SETTING UP A HOME OFFICE

#### • Ergonomics

##### • Definition – Webster

An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely – called also biotechnology, human engineering, human factors

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### SETTING UP A HOME OFFICE

#### • Ergonomics

##### • Definition – OSHA

The science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job.

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### SETTING UP A HOME OFFICE

#### **Ergonomic**

- Increased comfort
- Increased productivity
- Increased accuracy
- Improved safety
- Reduced fatigue
- Reduced absences

#### **Non-Ergonomic**

- Decreased comfort
- Decreased productivity
- Increased mistakes
- Safety Hazards
- Increases fatigue
- Increased absences

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## SETTING UP A HOME OFFICE

- Components of an Ergonomic-Friendly Workspace
  - Desk
  - Chair
  - Monitor
  - Keyboard
  - Phone



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## HOME OFFICE ESSENTIALS



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## HOME OFFICE ESSENTIALS



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## HOME OFFICE ESSENTIALS

### • Lighting

- Use well-distributed diffused light
- Minimize glare as much as possible
- Place the face of the display screen at right angles to windows and light sources
- Clean the monitor frequently
- Use light, matte colors and finishes on walls and ceilings



Figure 1. Blinds are on the window and the monitor is placed at an angle (perpendicular)

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## HOME OFFICE ESSENTIALS

### • Reduce Glare

- Use glare filters
- Place the face of the display screen at right angles to windows and light sources
- Tilt the monitor down slightly




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## HOME OFFICE ESSENTIALS

### • Lack of Good Air Circulation

- Excessive heat, cold or humidity
- Stuffy or stagnant conditions
- Dust or other allergens




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## SETTING UP A HOME OFFICE

### • Other Important Issues to Consider:

- Power
- Internet Access
- Expansion capability




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## HOME OFFICE ESSENTIALS




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## HOME OFFICE EQUIPMENT

### • Possible Home Office Equipment

- Computing Device
  - Desktop
  - Laptop
  - Surface
  - Virtual Desktop Interface (VDI)
  - iPad
  - iPhone




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## HOME OFFICE EQUIPMENT

- Possible Home Office Equipment, cont.
  - Input and Output Devices
    - Monitor
    - Keyboard
    - Mouse
    - Printer
    - Scanner
    - Fax
    - External Disc Drive




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## HOME OFFICE EQUIPMENT

- Laptop or Surface Components
  - Docking Station
  - Power Supply
  - Carry Case




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## HOME OFFICE EQUIPMENT

- Monitor Components
  - Common Display Interfaces or Ports
    - VGA – Video Graphics Array
    - DVI – Digital Visual Interface
    - HDMI – High Definition Multimedia Interface
    - Mini DisplayPort




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HOME OFFICE EQUIPMENT

- Cables
  - VGA



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HOME OFFICE EQUIPMENT

- Cables
  - DVI



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HOME OFFICE EQUIPMENT

- Cables
  - HDMI



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## HOME OFFICE EQUIPMENT

- Cables
  - Mini DisplayPort



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## HOME OFFICE EQUIPMENT

- Surface Adapters

- VGA



- HDMI



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## HOME OFFICE EQUIPMENT

- Surface Display Adapters
  - Wireless Display



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### HOME OFFICE ASSEMBLY

1. Set all devices and peripheral equipment in desired location
2. Connect power cord to all devices but do not plug into power source
3. Connect appropriate display cable(s) to the monitor(s) ports
4. Connect monitor display cables to the Laptop or docking station ports

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### HOME OFFICE ASSEMBLY

5. Insert keyboard and mouse into USB ports on docking station
6. Insert internet cable into docking station if using a wired connection
7. Plug all device power cords into a power source
8. Turn on all devices

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### HOME OFFICE SETUP COMPLETE



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### MY HOME OFFICE




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### HOW DO I MAINTAIN MY ERGONOMIC OFFICE SPACE

- [Workplace Lighting](#): Best Practices for Office Lighting Design
- [Make Yourself Comfortable](#): Home Office Ergonomics
- [Occupational Safety and Health Administration \(OSHA\)](#): Computer Workstations eTool

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### HOW DO I MAINTAIN MY ERGONOMIC OFFICE SPACE

- [Healthy Computing](#): Office Ergonomics – Tips for Setting Up Your Workstation
- [The Benefits of Ergonomics](#): How Ergonomics Help the Individual, the System and the Bottom Line
- How [Office Design](#) Affects Employee Productivity

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## SURFACE SUPPORT

[Surface devices help](#)

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## QUESTIONS



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