



HOME WORKING BROCHURE



ERGONOMIC TIPS FOR WORKING AT HOME

Wellbeing and ergonomics are just as important for those working from home, so make sure these spaces are as effective as they can be.

Display Screen Equipment Set Up Guide

1. Arms and Legs

Ensure your elbows are level with the keyboard when sitting at your desk. This will position your wrists at the correct angle.

2. Getting Comfortable

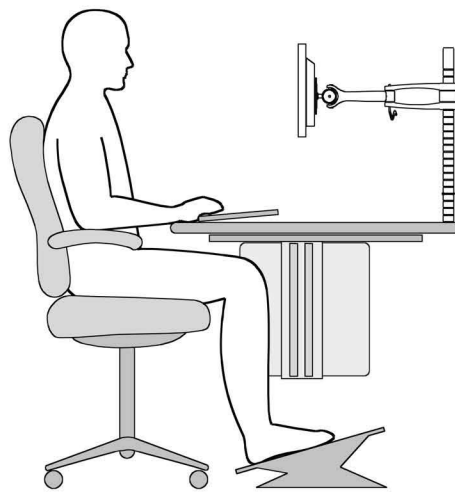
Ensure your feet are flat on the floor with your knees at a minimum angle of 90 degrees.

If you cannot place both feet flat on the floor whilst sitting right back in your chair, you need a footrest.

Adjust your chair to support your back

3. Head and Neck

The very top of the screen should be level with your eyes, in your line of sight. The screen should be directly in front of you; it should be an arm's distance away when you are sitting in an upright position.



4. Keying In

Leave sufficient space in front of the keyboard for hands and wrists. Your keyboard should be positioned towards the front of your desk to avoid overreaching and your mouse should be on the same platform (at the same level - next to your keyboard).

5. Reviewing Documentation

Any documents being used in the course of your work should be at the same level as the screen, on the same side as your dominant eye.

6. Overreaching

Items in frequent use, such as telephone, stapler, pens, etc. should be placed within easy reach.

Display Screen Equipment

Ensure that the equipment, the contrast, brightness and colour, is correctly set. Alternate your tasks to avoid stressors such as eye strain and fatigue.

Contact us today for a full at home DSE Assessment

☎ 02920 360960 ✉ sales@dgoi.co.uk



How you set up your working environment has a big impact on reducing the use of awkward postures and for the risk of injury.

For those who are finding themselves working at home more often, here are some ergonomic tips.

CREATE A DEDICATED WORKSPACE

1 IDENTIFY A SPACE

USE A TABLE OR DESK TO CREATE A DEDICATED AREA FOR COMPUTER USE. DO NOT WORK WHILE SITTING ON A BED OR COUCH FOR LONG PERIODS OF TIME.

2 MONITOR

ADJUST THE SCREEN SO IT IS LEVEL WITH YOUR EYELINE. IF YOU ARE USING A LAPTOP, TRY RAISING IT WITH A LAPTOP STAND.

3 KEYBOARD AND MOUSE

USE A TRADITIONAL SET-UP, CONNECT LAPTOP DIRECTLY TO MONITOR OR PLACE LAPTOP ON STAND AND USE A SEPARATE KEYBOARD AND MOUSE.

4 CHAIR

USE AN ERGONOMIC CHAIR THAT SUPPORTS YOUR LOWER BACK TO ENCOURAGE THE BEST POSTURE POSSIBLE. WHICH IN TURN IMPROVES BREATHING AND HELPS REDUCE FATIGUE.

5 PHONE

USE THE SPEAKERPHONE OR MICROPHONE/VOICE ACTIVATION FOR PHONE CALLS, TRY NOT TO HOLD THE PHONE BETWEEN THE NECK AND SHOULDER.



Allowing as much natural light as possible into your workspace decreases eye fatigue and headaches, while increasing productivity. So, if possible, set up your work area close to a window.

6 LIGHTS

CREATE THE DEDICATED WORK AREA WITH AS MUCH NATURAL LIGHTING AS POSSIBLE. THE USE OF GOOD LIGHTING CAN HELP TO IMPROVE PERFORMANCE AND PRODUCTIVITY. PLACE THE WORK AREA PERPENDICULAR TO WINDOWS TO REDUCE GLARE. KEEP IN MIND THE MONITOR SHOULD BE THE BRIGHTEST THING IN THE SPACE.

7 REGULAR BREAKS

GLUED TO YOUR SCREEN ALL DAY? TAKE A BREAK. MOVE AROUND, DO SOME STRETCHES OR EVEN GO FOR A WALK. AS ALL THESE WILL HELP TO INCREASE YOUR PRODUCTIVITY LEVELS.



TASK SEATING *Fully upholstered*

Image shows with
height adjustable
arms



Proudly made in Wales

SITTING HEALTHY CAN BE SO COMFORTABLE.

- F01 Flint Task Chair

Traditional high back chair with 2-lever (Permanent contact back) back rake mechanism. Seat and gas height adjustment. Black 5-star base. Wheel operated back height adjustment. Range of colours available.

Image shows with
height adjustable
arms



Proudly made in Wales

- H01 Harlech Task Chair

Square back chair with 2-lever (Permanent contact back) back rake mechanism. Seat and gas height adjustment. Black 5 star base. Wheel operated back height adjustment. Range of colours available.

FRAMES & FABRIC: BLACK Other finishes available on request

TASK SEATING *Mesh back*

INNOVATIVE TECHNOLOGY FOR MAXIMUM WELL-BEING.

Image shows with
height adjustable
arms



Proudly made in Wales

- D04 Denbigh Task Chair

High back mesh. 2 lever (Permanent contact back) mechanism. Seat and gas height adjustment. Wheel operated back height adjustment. Range of colours available.

- SE:DO Task Chair

Height-adjustable lumbar support. Backrest with membrane cover. Height-adjustable plastic armrests. Seat mechanism with quick-action tension control. Adjustment gaslift with mechanical depth-springing. Hard castors for soft floors. Black fabric only.



QUICK HOME DELIVERY





DESKS



- D&G Standard collection
A range of multi-purpose tables with fully-welded steel frames that combine aesthetic appeal with strength and stability.

- D&G Script collection
Script is one of our most popular ranges. Clean, simple, striking and seamless.
Available with Straight or Angled legs.
25mm deep Scallop for cable access



LEG FRAMES: WHITE OR BLACK
WORKTOP: WHITE OR OAK Other finishes available on request

DESKS



- Secretair
Sleek design, clear lines and an organic shape: Secretair home stands out due to its light, uncluttered appearance. With its compact dimensions, it even fits into the smallest niche. A shelf is integrated into the Grey felt screen to accommodate pens, notes or even a calendar.

872mm x 592mm

- Alto Height-adjustable desk
The modern Alto 1 is an electronically operated height adjustable desk that enables true sit / stand working at the touch of a button. With a quiet electric motor providing smooth electronic height adjustment and a simple, easy-to-use control panel, it's the perfect addition for your healthy home workspace.



QUICK HOME DELIVERY





DESKS



- Bisley Multidrawer desk
Build your own desk to fit any space and style.



A-Worktop



Proudly made in Wales

B-Legs



WOODEN LEG
H 710mm
Material Oak
Pack contents 2 legs



HAIRPIN LEG
H 710mm
Material Steel
Pack contents 2 legs

C-Optional Storage



MULTIDRAWER STRUCTURAL LEG
29 SERIES
A4 filing, choose between
6, 8 or 10 drawers

LEG FRAMES: WHITE OAK OR YOUR CHOICE OF STEEL
WORKTOP: WHITE OR OAK

DESKS



A TRUE DESIGN
ICON



Steel paint finishes

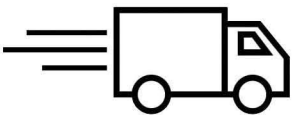


MULTIDRAWER ON
DESK STORAGE
12 Series MultiDrawer
5 Drawer
H 325mm



MULTIDRAWER BRACKET
Steel, desk attached
MultiDrawer bracket
compatible with
a 12 Series MultiDrawer.

QUICK HOME DELIVERY





ACCESSORIES SIT/STAND DESK ADAPTER

6 BENEFITS OF USING A STANDING DESK

- REDUCE BACK PAIN
- LOWER YOUR RISK OF HEART DISEASE
- LOWER YOUR RISK OF WEIGHT GAIN AND OBESITY
- LOWER BLOOD SUGAR LEVELS AND RISK OF TYPE 2 DIABETES
- IMPROVE MOOD AND GAIN ENERGY
- BOOST YOUR PRODUCTIVITY

- Sit/Stand Workstation

The Sit Stand Workstation allows the end user to easily switch between sitting and standing at their desk.



PORTABLE & ADAPTABLE

- Humanscale: Quickstand

The award-winning QuickStand Eco features simple setup, portability and near effortless adjustability — transforming ordinary desktops into healthy, active workspaces.



ACCESSORIES MONITOR ARMS

INNOVATIVE TECHNOLOGY FOR MAXIMUM WELL-BEING.



- Strela adjustable monitor arm

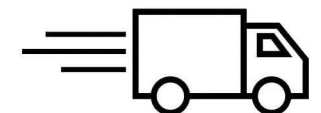
Strela combines value and versatility into a single product solution. The aluminium arm creates a stylish and elegant look adding to any home or office décor. The flexible arm joint and rotating/tilting VESA plate allows the user to adjust the height and angle of monitors, offering the optimum viewing experience. Strela is ideal for virtually any application due to its' ability to easily rotate between portrait and landscape orientation.

- Lima monitor arm

Easy to install and adjust as either a single or dual screen solution. Lima's head offers the ability to tilt the screen up to 80° back or 10° forward. This helps you set the screen to your unique specifications, taking into consideration lighting in your workspace and the increased use of touchscreen devices in the modern workspace.



QUICK HOME DELIVERY





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