

## 4.1.4 Component definition: accessories



*Monitor arms, paper flow, CPU holster and keyboard trays are some examples of accessories.*

**Accessories:** There are a number of items that are designed to be used in combination with the larger furniture components. Usually they improve ergonomics or increase useable (and visible) surfaces. Accessory options should be considered prior to making a panel or work surface decision.

**Keyboard trays:** These are typically mounted to the underside of the work surface. They support a computer keyboard (and usually a mouse pad). They can be adjusted in height and slide under the work surface.

**Monitor Arms:** Free standing or attached to the panel or work surface, monitor arms (or stands) frees work surface area and aligns the monitor with the employees seated eye height.

**Paper Management:** This category consists of binder bins, flow trays and in/out bins. Typically they are supported by “slat wall” tiles or “tool bars” attached to the work surface or panel.

**Lighting:** Task lighting at the work station can be specified with a number of light sources (incandescent, halide, fluorescent, LED, etc.). It can be work surface or panel mounted. It can also be attached to the underside of overhead bins (if they exist).

**Privacy Screens:** These screens are typically attached to the work surface to create a barrier to visual distraction. They are often tack-able fabric to support pin up space, but they can be made of acrylic or white board material. Privacy screens can be permanently attached or fitted with a “clamp on” device to simplify installation (and increase user adaptability) Often privacy screens are accompanied by a tool rail for additional accessory attachment.

## 4.1.4 Component definition: accessories *continued*



**Modesty Screens:** Modesty screens are similar to privacy screens but are attached to the underside of the work surface.

**Wire Management:** There are two basic types of wire management: horizontal and vertical. Horizontal management is accomplished through the use of a tray, or clips. Often these are mounted to the work surface, or to a privacy/modesty screen. Vertical wire management uses clips (to the work surface support, or panel) or “umbilicals” a series of plastic holsters used to gather cords and move them from a floor or wall outlet to the work surface.

**Desk top outlets:** Additional accessories are used to deliver data and power connections to the work surface when panels are not used. Typically these are clamped on to the work surface.



*Electrical access, screens, shelves and tool rails increase a work surface's functionality.*