



Buying Guides

Buying Guide Chair Features

Find the functions you're looking for using the following icons shown throughout the seating section.



1 Pneumatic Seat Height Adjustment

Regulates seat height relative to the floor so that feet are flat on the floor—supports better circulation.



2 Back Height Adjustment

Positions height of lumbar support relative to the seat cushion to alleviate back stress.



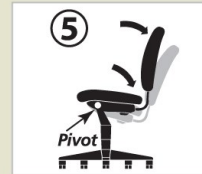
3 Seat Glide Mechanism

Seat or back moves forward or back, then locks in position to create the proper seat depth for better back support and circulation to legs.



4 Tilt Tension/Tilt Lock

Tilt allows back to recline at a 1:1 ratio to seat for a comfortable reclining position and redistribution of pressure points. Tilt tension controls the rate and ease at which the chair reclines and the lock-out tilt function keeps chair in upright position.



5 Knee Tilt

Pivot point located below front half of seat. Allows user to keep feet flat on floor while reclining. Offers increased circulation and redistribution of pressure points.



6 Synchronized Knee Tilt

Combines, at a 2:1 ratio, the smooth recline of the back with the limited front rise of the seat to keep feet on the floor and improve circulation to legs.



7 Dual-Action Tilt

Back reclines at a 2:1 ratio to seat angle creating relaxed positions while keeping feet relatively flat on the floor.



8 Posture Lock

Holds back in place in an infinite number of positions within a fixed range to offer variety in spinal alignment and weight distribution.



9 Multi-Task Control

Single lever easily adjusts seat and back angles independently, providing an infinite number of locking positions within a fixed range for customized comfort.



10 Asynchronous Control

Three levers modify: angle of back relative to seat; tilt (free float or locking); and forward tilt. Offers a wide variety of movement, spinal alignment and weight distribution.



11 Dual-Clutch Posture Control

Seat and back angles adjust independently and lock in infinite positions within a fixed range—ideal for quick adaptation to different activities and multiple users.



12 Variable Synchro-Tilt

Back reclines in a 2:1 ratio to seat angle. Chair tilts freely, locks in five positions, or tilts



13 Integral Lumbar Support

Lumbar support within the chair back is height adjustable for proper placement;

Choosing the right keyboard platform makes good ergonomic sense

BUYING GUIDE Keyboard Platforms

- Reduce repetitive stress
- Maintain proper posture
- Ensure comfort

Head, neck and shoulders are positioned forward and upright (not bent or turned)

Shoulders and arms are roughly perpendicular to the floor; elbows are held close to the sides

Keep hands and wrists in a straight line with forearms (not bent up or down)

Adjustable keyboard tray and chair allow ample clearance between thighs and keyboard tray



1. KEYBOARD PLATFORM TYPES How do you work?

A Sit/Stand Keyboard Tray

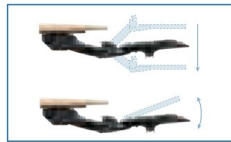
You work both sitting and standing



Longer arm allows keyboard to adjust above desktop for standing or sitting use.

B Articulating and Adjustable Keyboard Tray

You need the maximum range of adjustments for optimal ergonomics



Full range of adjustments: height, tilt and swivel.

Height Adjustment Options:

- **Lever-Free/Lift and Lock** - Tilt tray to adjust, then release to lock in height
- **Lever** - Use lever to adjust tray height
- **Knob** - Loosen knob, set tray height, then retighten knob

C Desktop Edge Keyboard Manager

You need maximum knee clearance with no tools required for installation



Full range in height and tilt adjustment.

D Sliding Keyboard Drawer

Ergonomic adjustability is not a concern



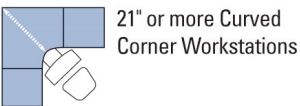
Minimal adjustment in height and tilt.

Drawer Types:

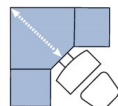
- Under Desk
- Desktop

2. WORKSTATION TYPE Where do you work?

The icons below appear beneath the product photography throughout this section to help you identify the best fit for the shape of your workstation.



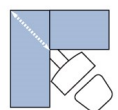
21" or more Curved Corner Workstations



21" or more Corner Workstations



17"-23" Standard-Depth Workstations



21" or more 90 Degree Angle Workstations

3. PLATFORM FEATURES What will help you work?



Wrist Rest



Platform Size



Adjustable Mouse Platform

BUYING GUIDE Headsets

WHAT WILL YOU BE CONNECTING TO?

Look for this icon if you need to...



Connect to your desk phone



Connect to your PC or laptop audio (for VoIP or softphones)



Connect to your mobile phone



Connect to your home phone

HOW FREE DO YOU WANT TO BE?

Don't want to be tied to your desk? With a wireless headset you can roam the office while on a call.



Provides low interference, high quality audio and up to 350 feet of wireless freedom.



Ensures you will have a seamless, wireless headset experience. Provides up to 33 feet of roaming range.



Voice conferencing...a click of a button on your headset lets someone on another headset in on your call.

CHOOSE A WEARING STYLE

Over-the-ear

Discreet, plus quick and easy to put on and take off.

Over-the-head

Worn like a headband, it provides more stability.

Convertible

The ultimate in versatility. Convertibles offer over-the-ear, over-the-head and behind-the-head wearing options in one convenient headset.

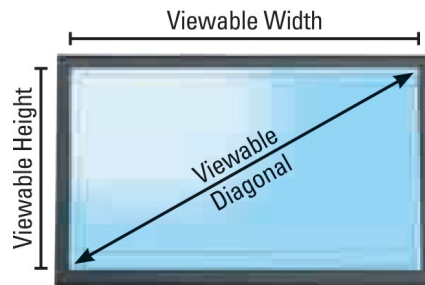
Want to keep one ear on your surroundings? Choose a **monaural** (single-earpiece) style.

To block out distracting background noise, choose a **binaural** (dual-earpiece) style.

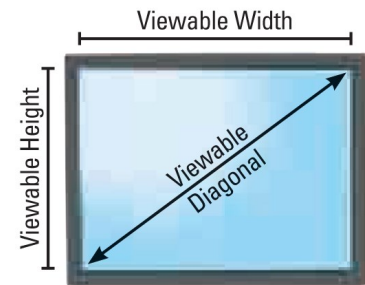
HOW TO CHOOSE THE RIGHT SIZE FILTER

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

Take a measurement of the monitor width, height and diagonal, measuring only the viewable area (do not include the plastic monitor or laptop frame in your measurement).



widescreen



standard

BUYING GUIDE Monitor Filters

COMMON NOTEBOOK AND MONITOR FILTER TERMS

PRIVACY

Protects confidential information by making on-screen data visible only to the individuals directly in front of the monitor.

BLACKOUT TECHNOLOGY

Darkens screen image from side view.

BLUR TECHNOLOGY

Distorts screen image from side view.

MAGNIFICATION

Increases image and text size on your monitor screen.

ANTI-GLARE

Optical coating eliminates the glare and reflection from nearby light sources.

ANTI-RADIATION

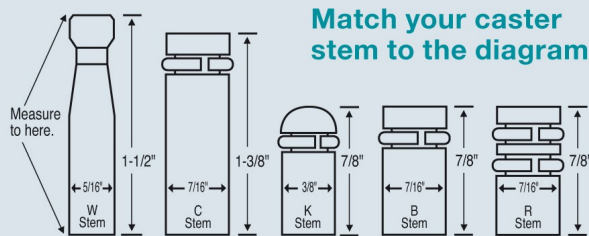
Blocks a percentage of the electromagnetic ELF/VLF E-field radiation generated by computer monitors when properly grounded with grounding wire.

ANTI-STATIC

Reduces static charge and dust build-up when properly grounded with grounding wire.

Seating Casters

Buying Guide Casters



Remove a caster from the leg of your chair base.

Match the stem of your caster to the diagram. Select the correct stem length and diameter. (The stem tops can be flat or rounded—either will fit.)

Determine if the casters will be used on carpeting, hard floors or chair mats.

For carpeting: order hard wheel casters.

For hard floors, linoleum (vinyl) or chair mats: order soft wheel casters.



For use on carpeting:
Order hard wheel casters.



For use on hard floors:
Order soft wheel casters.



For use on linoleum (vinyl):
Order soft wheel casters.



For use on chair mats:
Order soft wheel casters.

Mats Seating

Buying Guide Chair Mats

Choosing a Chair mat— Easy as 1, 2, 3



1. What is your floor type?

HARD FLOOR Wood, tile, linoleum or vinyl floor	LOW PILE Carpets up to 1/4" thick	STANDARD PILE Carpets 3/8" thick or less	MEDIUM PILE Carpets 3/4" thick or less	PLUSH PILE Carpets over 3/4" thick
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To measure carpet pile: Insert a straightened paper clip into your carpet through the padding to the top of the subfloor. Measure the distance between where the paper clip is flush with the carpet and the end of the clip.

2. What is the shape/size that fits your work area?

Lip For use under desks with smaller openings.	Rectangular/Utility For use with most desk styles.	Contoured For use with modern desk styles.
Square For use with most desk styles.	L-Workstation For use with L-configuration and corner workstations.	

For mat size consider: total floor space, width of your workstation, size of your chair base and your "roll area"—how much area you cover when you roll to retrieve items.

3. What is your usage?

If usage is 8+ hours per day or weight is 200+ lbs., choose a mat rated for plush pile carpet.

Statistics prove that an effective matting system is essential to protect floors and carpets in your entire building. By purchasing the correct mats, you can reduce maintenance costs and improve building safety. Without adequate matting, up to 24 lbs. of dirt can be tracked in by just 1,000 people in a 20-day work period; and 42% of floor finish can be removed within the first six feet of an entrance by only 1,500 people.

BUYING GUIDE Floor Mats

CHOOSE THE RIGHT SIZE

A mat that is too small will not fix the problem area you are trying to improve; a mat that is too large may cause tripping. Also, consider the thickness of the mat. If it will be used in front of a door, what kind of floor clearance will the door require?

CHOOSE THE RIGHT TYPE

Will the mat be located in a high-traffic area, a wet area or used to protect equipment and floors in an office area? Will the mat be used to lessen the fatigue of workers who stand most of the day? We have mats that can help reduce stress on the body and help reduce slips and falls. We also have wiper and scraper mats meant to catch dirt.

Choose the Plastic Type and Gauge You Need for the Job

HIGH-DENSITY (HD)

When puncture resistance and load capacity are the priority, select HD liners. Even with thinner construction, HD liners deliver puncture and load benefits, performing well with waste that is heavy, unbroken glass, or other materials that do not have sharp edges.

Strength Grade*	Gauge**
Light	5 - 9 microns
Medium	10 - 12 microns
Heavy	13 - 14 microns
Extra-Heavy	15 - 17 microns
Super-Heavy	18 - 24 microns



Conversions

Allow you to compare thickness of High-Density (microns) to Low-Density (mil)

MIC	MIL	MIC	MIL
6	= 0.23	16	= 0.62
7	= 0.27	17	= 0.66
8	= 0.31	18	= 0.70
9	= 0.35	19	= 0.74
10	= 0.39	20	= 0.78
11	= 0.43	21	= 0.82
12	= 0.47	22	= 0.86
13	= 0.51	23	= 0.90
14	= 0.55	24	= 0.94
15	= 0.59		

LINEAR LOW-DENSITY (LLD)

Tougher transport conditions require the superior tear resistance of LLD liners. This plastic is designed to perform in environments with higher risk of tears or punctures, either from the can liner contents, surrounding environment or through transportation to disposal units, as LLD does not tear easily, even after a puncture.

Strength Grade*	Gauge**
Light	.35 - .44 mil
Medium	.45 - .57 mil
Heavy	.58 - .69 mil
Extra-Heavy	.70 - .89 mil
XX-Heavy	.90 - 1.14 mil
Super	1.15 - 1.39 mil
Super-Heavy	1.40 and up



Know Your Capacity

Once you identify the capacity of your receptacle you can select the bag or liner to fit. Gallon capacity is listed with each item throughout this section.

Know Your Bottom Seal

Star Seals—the most common type. Conform to any shape waste container, distribute weight evenly inside the bag and have maximum carrying capacity.

Flat Seals—hold more volume than like-sized star seals. Appropriate for somewhat lighter loads.

Gusset Seals—another seal found in flat-style bags. Offers a good fit in certain receptacles and appropriate for somewhat lighter loads.

*Based on static load/lifting strength **Thickness of liner

Standard Rulings

Legal/Wide	Narrow	College
$1\frac{1}{32}$ " spaced rules	$\frac{1}{4}$ " spaced rules	$\frac{9}{32}$ " spaced rules
Quad 4 sq/in	Quad 5 sq/in	

BUYING GUIDE Notepad Rulings

Margin Lines

Junior	Legal	Law
$\frac{3}{4}$ " left margin	$1\frac{1}{4}$ " left margin	3" left margin

BUYING GUIDE Staples

Consider the model and/or type of stapler you have (for example: standard, heavy-duty, electric) and the size of paper stacks you typically staple. This will help determine both the size and style of staple you need.

STAPLE SIZES



Size is determined by the leg length of a staple: the greater the number, the greater the sheet capacity.

STAPLE STYLES



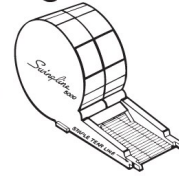
Standard
Compatible with most desktop staplers.



Arched Crown and B8
Used in specific staplers. Shape improves holding power.

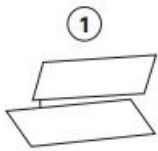


Heavy Duty
Require specific staplers. Strong construction to penetrate high sheet counts.

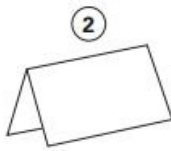


Cartridge
Used in electric and heavy-duty staplers. Capacity up to 5,000 staples.

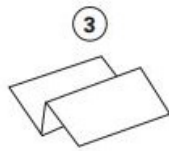
FOLD TYPES



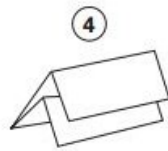
①
LETTER FOLD
8½" x 11" only



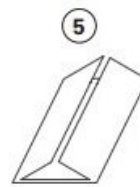
②
HALF FOLD



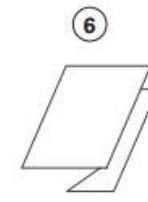
③
Z-FOLD



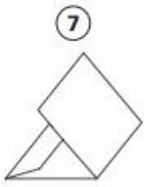
④
DOUBLE PARALLEL FOLD



⑤
GATE FOLD

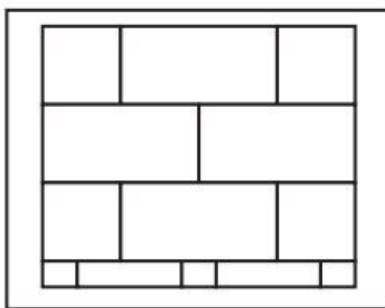


⑥
ENGINEERING FOLD

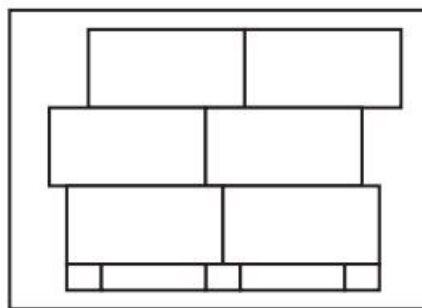


⑦
CHURCH FOLD

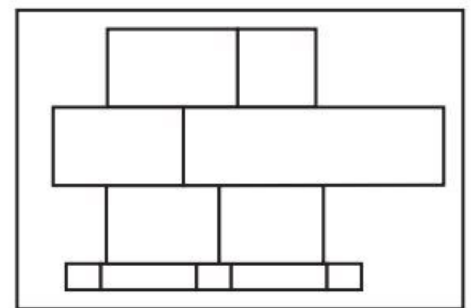
Check pallet types to determine which stretch film to use.



TYPE A
Square, no protruding edges.



TYPE B
Somewhat square with some voids in pallet.



TYPE C
Protruding boxes and voids on pallet.



Can't Find What Your Looking For?

We are here to help! Contact us today for questions about products, custom quotes and more.

We only showcase a portion of our offerings on www.unitedimaging.com, so be sure to ask if you don't see what you need on our online store!

For more information

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