

## ERGONOMIC GUIDELINES FOR COMFORT & HEALTH

*If you bend your neck forward or backward, or twist it to one side for many hours, it will probably hurt. Your upper back and shoulders may also hurt.*

Keeping that guiding principle in mind, here are some things to consider in adjusting your Atlas.

Your neck is of course made to move, and movement is healthy. But keeping your head and neck in the same bent or twisted posture for long periods of time is an invitation to discomfort and pain.

**Keep your head and neck in a relaxed, upright position, as if you were walking down the street.** The Atlas can prevent bending and twisting the neck by keeping books and documents at the ideal height for you. Adjust the shelf on your copy holder to whatever height is necessary to maintain a relaxed neck. Shelf height will vary depending on the size of the document with which you are working. (Tall people, usually over 6 feet tall, may want to special-order a booster box, which raises the whole range of adjustability.)

**Look straight ahead.** Arrange your work space so the task that you look at most during the day is straight ahead of you, whether it's your computer or documents on the Atlas. That way, your neck does not remain twisted to one side.

**If you use a computer,** position the monitor at approximately arm's length and at a height that doesn't require you to bend your head and neck up or down. Keep the document holder the same distance from your eyes as the computer monitor. This prevents fatigue caused by repeatedly refocusing your eyes. However, if the print on the page is too small to read at that distance, bringing the Atlas toward you is better than bending forward.

For in-depth ergonomic information about chairs, setting up your work area, etc., go to: <http://www.ergonomicsintheoffice.com>

### Warranty and Maintenance

The Atlas™ Ergonomic Book & Copy Holder is warranted to the original buyer for one year against defects in material and workmanship. Any warranty is limited to refund, replacement or repair of copy holder, and the warrantor reserves the right to refund the full purchase price in lieu of all claims otherwise due to purchaser under the terms of this warranty. The manufacturer assumes no liability for the copyholder or any of its parts, if abused or used in any manner which is not contemplated by the manufacturer's published literature. The manufacturer assumes no liability for any other factors beyond its control.

In order to preserve this warranty, it is necessary that the purchaser follow all instructions for use of the product, and that he or she inspect the hinge at least twice a year and tighten the screws if they have loosened.

The manufacturer assumes no liability for documents placed on the copy holder. Extremely large or heavy documents which are beyond the capacity of the shelf require custom manufactured sizes.

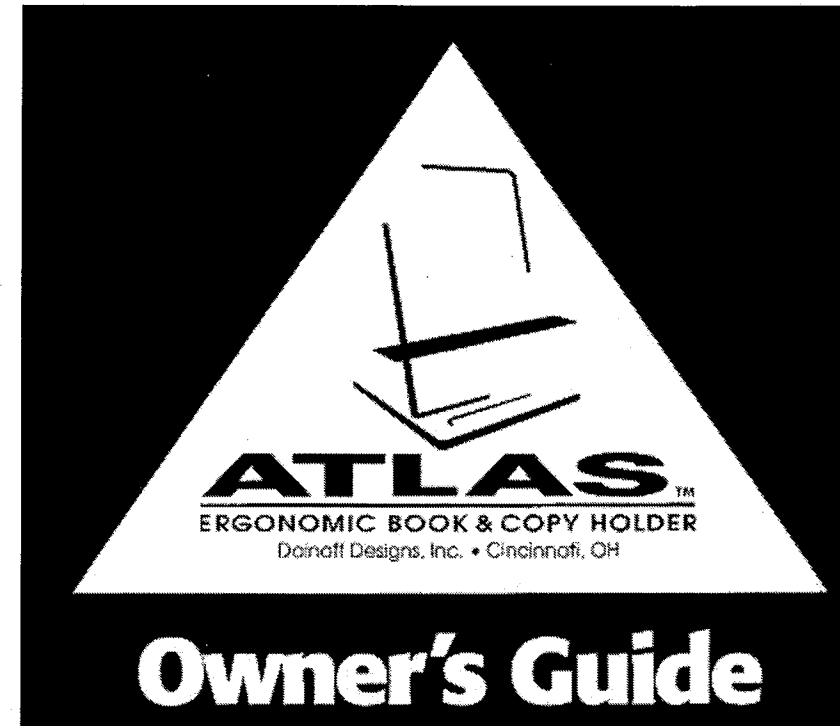
To make claims under this warranty, a written receipt or written proof of purchase, with date of purchase, is necessary.

## Atlas™ Ergonomic Book & Copy Holders

Dainoff Designs, Inc. ▲ Cincinnati, Ohio

(800) GET ATLAS (800-438-2852)

<http://www.bookandcopyholders.com> ▲ [info@bookandcopyholders.com](mailto:info@bookandcopyholders.com)



for Standard Atlas, Atlas-LC, and Slim Atlas\*

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### INSIDE:

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### BACK COVER:

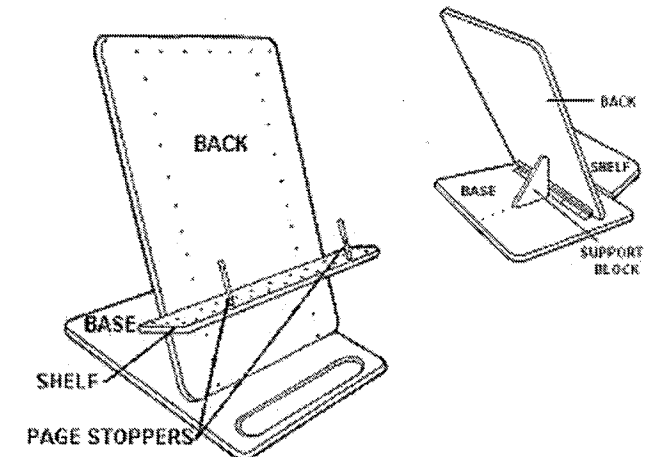
Ergonomic Guidelines  
for Comfort & Health

Warranty

Contact information

### PARTS CHECKLIST:

- \_\_\_ Hinged unit (base + back) with pencil well
- \_\_\_ Shelf
- \_\_\_ Support block
- \_\_\_ Stainless steel page stoppers (2 long, 2 short)
- \_\_\_ OPTIONAL line guide
- \_\_\_ OPTIONAL spring-loaded clip, including:
  - \_\_\_ clear plastic disc
  - \_\_\_ stainless steel rod with spring, 2 acorn nuts
  - \_\_\_ collared page stopper



Assembly instructions →

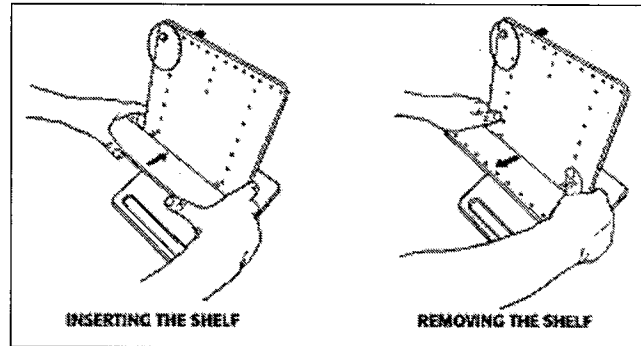
\* These Atlas Ergonomic Book & Copy Holders are constructed of MDF (medium density fiberboard) with a vinyl coating (solid color or wood grain), giving excellent strength, durability and quality. All Atlas products are manufactured in the USA.

## ASSEMBLY:

**1** Place the hinged unit on the desk with the square **base** and "feet" down. Raise the rectangular **back** to roughly the angle you want. Support it by placing the pins of the support block in the holes on the base until the block rests firmly on the base.

To change the angle, raise the back to a more upright position and pull the block straight up; then re-position it. The highest angles are achieved with the high point of the block near the hinge; reversing the block results in lower angles.

**2** Grasp the shelf with both hands as shown in the diagram and insert the metal posts into the back at the appropriate height.



**3** Use the four stainless steel page stoppers anywhere on the shelf to hold books open.

**4** To move the copy holder, it's necessary to lift it. The copy holder is designed for exceptional stability, and it won't slide easily across a work surface. If you move it on your desk frequently, pieces of paper under 2 or more feet will help it slide more easily.

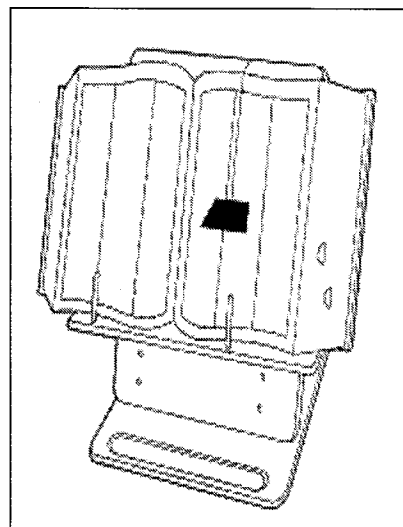
## OPTIONAL ACCESSORIES:

### Line Guide

Operate the reversible line guide by hanging the cord over the top of the Atlas and the document, and placing the line guide at the desired location. The long end may be used either as a "V" or an inverted "L" against the document.

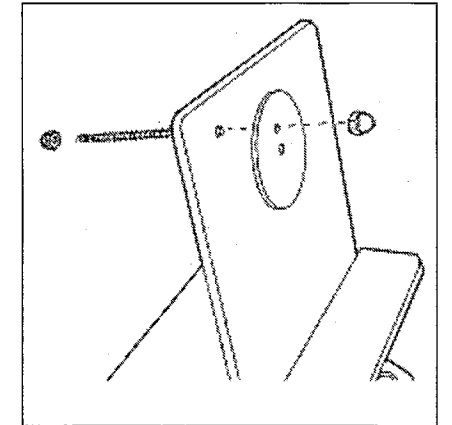
The short end of the line guide may also be used in the front (as shown at right) for viewing narrow sections of print, as in a dictionary.

If the thread of the line guide is too long in a given situation, simply loop the thread around the block or the long end. Avoid knotting the thread, as the knot will be difficult or impossible to remove.



### The Spring-Loaded Clip

The spring-loaded clip can be placed in any available hole on the back of the Atlas. The upper left corner is useful for stapled documents; the upper right is useful if you want to remove documents you are finished with and put them aside with your left hand. Follow the diagram (at right) to install the clip.

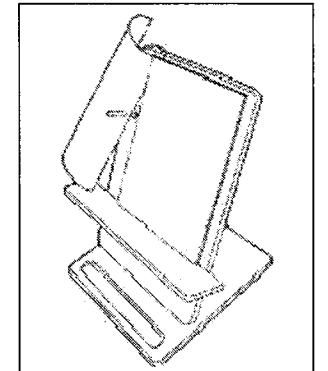


The plastic disc has two additional features:

(1) The circular bumps on one side of the disc provide additional grabbing power for holding documents in place. Depending on your preference, either side of the disc may be turned toward the paper.

(2) There are two holes in the plastic disc. The center hole provides uniform grab around the circumference of the disc, while the off-center hole varies the grab as you rotate the disc.

Use the collared page stopper on the back to keep stapled documents turned (see illustration), while the spring-loaded clip holds down the upper left hand corner of the page.



To operate the clip, pull the clear plastic disc forward and slide papers underneath it. The spring-loaded clip holds stacks of papers, invoices or checks in place on the shelf while you work with them. An optional easy pull loop makes it easier on people with limited hand strength to operate the spring clip.

### Booster Box

A booster box raises the range of adjustability 2.5 inches or more *for tall people – generally, people over 6 feet tall*. It accommodates the base footprint of either the Standard Atlas or the Atlas-LC, and provides usable desk space underneath. These must be custom ordered to a specified height and with a finish to match your Atlas.

## Using the Atlas in Special Situations

**Very wide documents may have a tendency to lean backward at the edges.**

To prevent this, there are two easy solutions:

Remove the document from the shelf, and place two page stoppers in the holes on the shelf which are farthest to the sides. This effectively widens the back, and then the document can be placed on the shelf in front of those page stoppers.

Or, place something thin and rigid, and approximately the width of your document, behind

the document on the shelf. A wide book, a legal size tablet, or a piece of cardboard will usually do.

**Thin books with unruly pages may not be close enough to the page stoppers to be held open effectively.**

To remedy this, simply place another book (or two) behind the one you are using, so that is forced forward toward the page stoppers.