



## HOME OFFICE

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INSPIRATIONAL IDEAS

## Guidelines for an efficient Home Office

One of the keys to being able to work from home is **knowing how to organise yourself** so that home doesn't become an office 24/7.

It doesn't matter the size of the space, as long as you dedicate a **fixed and differentiated area to work**. If you cannot have a room in your house exclusively for this activity, you can choose to have a different area, for instance, through **colour, distribution or style** so you feel that it's part of another room.

To do it at ease and comfortably, it's necessary to **creatively and intelligently condition the workspace**. To create an office space at home, it is important to have these basics: a **good internet connection**, a **computer**, an **ergonomic chair** that takes care of your health while you work, a **desk** and some **filing space** where to organise the work objects and paperwork.

The **choice of furniture will depend on the available space**, the activity you do and the hours you will spend in your home office. In any case, and whatever your situation, try to create a **working environment that is as attractive, functional and comfortable as possible** so that your creativity, wellbeing and productivity flow equally. ■





## Ergonomy & Health

User's wellbeing is essential

We spend an **average of 9h and 19 minutes at the workplace**, the vast majority, **sitting** in front of a computer. We should have a very clear concept about how **posture and the environment affect our final performance**; However, despite its importance, we do not usually give it the attention it requires and in most cases it is not usual to practice **healthy habits at work**.

**A bad posture can cause serious problems.**

Sometimes **cheap can be expensive**. Choosing a good chair is proof of this. It is **important** to be aware of an **adequate selection of furniture** that we will use to work from home, especially when we dedicate more than a third of our time to work.

### Computer screen:

The screen should be on a slightly lower plane than eye level, about 40 cm away approximately (1 arm) and where the vision angle of keyboard and screen does not exceed 60°

### Don't stoop:

Head, neck and back aligned and straight, and shoulders relaxed. For this, a good backrest, even a headboard, helps to maintain a good position.

### To sit properly:

An adequate chair, where a correct lumbar support is provided and the seat is comfortable being adjustable to the needed depth.

### Arms and legs at a 90° angle

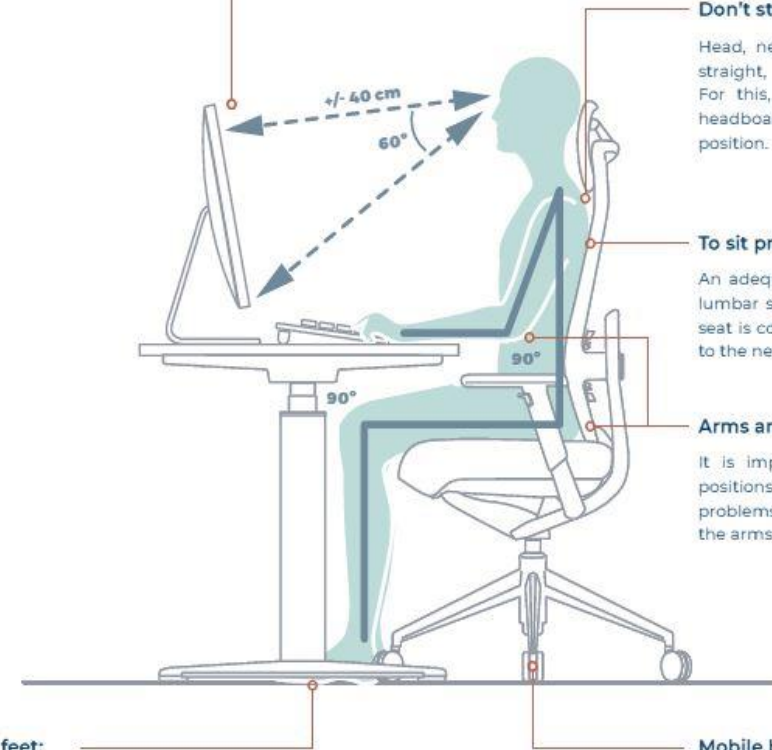
It is important to maintain these positions in order to avoid joint problems. Height and adjustment of the arms will optimise comfort.

### Resting feet:

They must be resting completely on the floor or if this were not possible, on a footrest

### Mobile base:

A chair with castors will allow us an easy movement without the need to provoke sudden movements to the trunk. In addition, if you have a backrest that adapts to the movement, it will reduce the possibility of muscle overload.





## Furniture

### **Desk.**

The work surface must be large enough to allow all necessary elements to be placed on it. We can also choose a height adjustable desk to work standing or sitting, alternating position during the day

### **Chair.**

The chair is an essential element to maintain a good posture, therefore, it should be chosen with built-in lumbar support, height-adjustable seat and reclining function.

### **File.**

Keeping the material organised so we have it within reach when we need it can help us during the time working from home.



## Work from Home Desk



Size: 1150 x 580mm  
White Laminate Top

**DIY!**  
**NO TOOLS NEEDED**



# Industrial Style

Range of Sizes available



Size: 1200 x 600mm



Size: 900 x 600 x 1785h mm



Size: 1320 x 660mm



# Industrial Style

Range of Sizes available



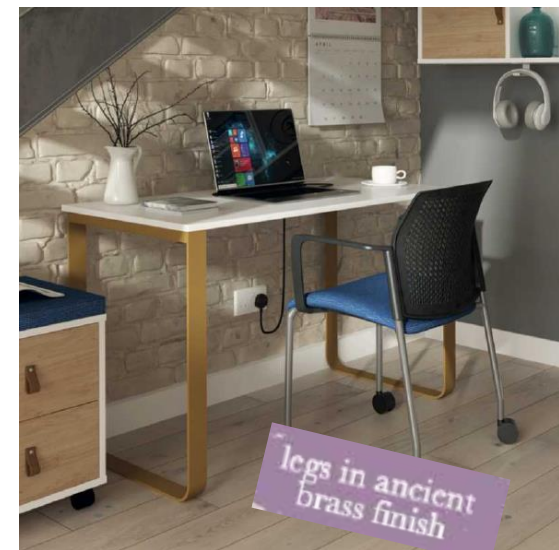
Sizes: 1000/1200/1400  
x 600mm



Size: 1350 x 630mm



Sizes: 1000/1200/1400  
x 600mm



legs in ancient  
brass finish

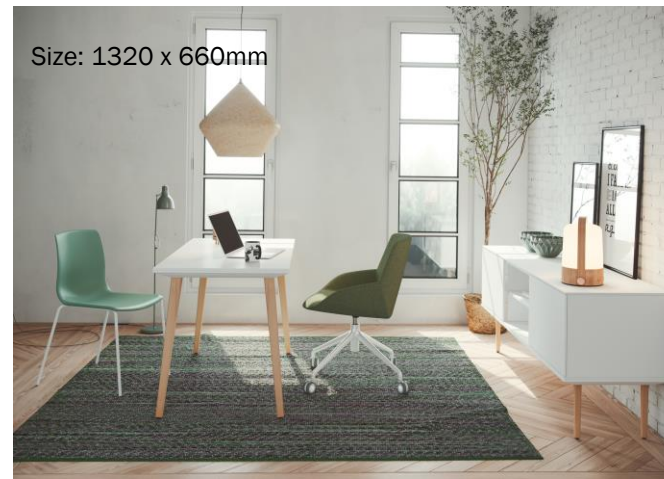


add drawers  
or a cupboard  
door

Sizes: 1000/1200/1400  
x 600mm



# Modern Style



Sizes: 1200/1400/1600 x 800mm



High Gloss White only  
1102 x 592mm



## Nordic Style



Oak veneer, Oak wood  
Nature  
120x57xh78cm



Wood  
Nature  
110x57xh78cm



# Nordic Style



Oak veneer, Oak wood  
Nature  
120x57xh75cm



Wood  
Nature  
120x55xh77cm



Compact home office desk  
Oak effect finish  
Integrated drawer unit  
Panel-end leg detail with modesty panel  
Dimension: 1200mm W x 595mm D x 745mm H



# Architectural Style



Range of Sizes available



# Space Saving Style



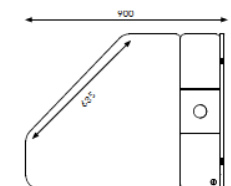
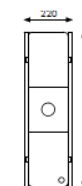
## Laptop Holder

width 615, depth 284, height 708 mm



Closed  
SIZE (MM): 220 x 700

Single side up - one person  
SIZE (MM): 900 x 700



## Box

A simple method for space saving at home. This open concept design solves the problem of not having floor space for a desk. When the Box desk is not in use it can be folded back up with all books and laptop held in place on the grooves inside.

Size 1000w x 200/630d



## Drop

This versatile yet simple design matches any decorating style. It can be adjusted for 1 or 2 people to work comfortably and then it folds away after work into a very small footprint, making it easy to store.

## Picket Desk

A compact, free standing solution for working at home. The very small footprint of this desk helps if you have limited space. The optional screen allows you to have privacy and acoustics benefits if needed. Size 1000w x 550d

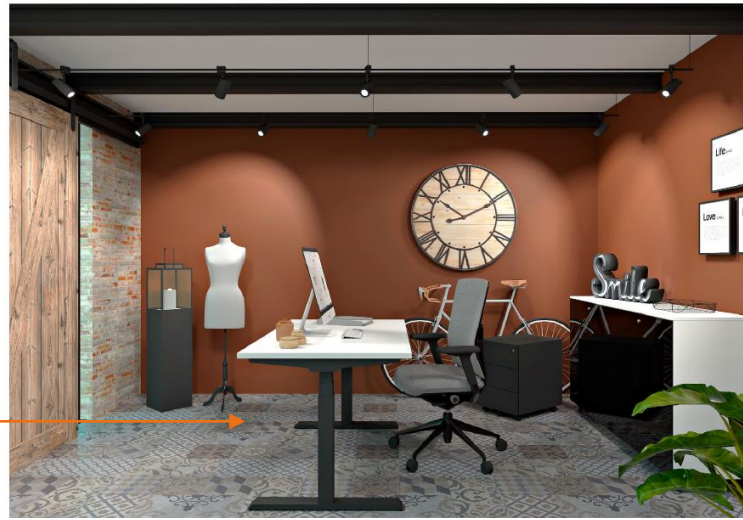
# BIZQUIP

WE MAKE WORK FLOW



# Sit/Stand Style

The Electric Height adjustable desks sizes come in  
1m x 600  
1200 x 700/800mm  
1400 x 700/800mm  
1600 x 700/800mm  
Range of finishes for bases and tops



Create an ergonomic workspace with a high-quality desk equipped with electric height adjustable worktop. The easy-to-use control panel helps to change the height quickly, allowing a smooth transition from sitting to standing position. The folding legs are an additional advantage that makes it ideal for "home office" spaces. Once the legs are folded they can be stored even in small rooms whilst the included wheels provide mobility. Compact dimensions of the worktop is another convenience.

Sizes: 1000/1200/1400 x 600/700mm

**BIZQUIP**  
WE MAKE WORK FLOW

# QuickStand Eco

Transform your ordinary desk to a Sit/Stand desk

Humanscale's QuickStand Eco is the next generation in portable sit/stand products. Sleeker, easier to use and comprised of more sustainable materials than ever before, this sit/stand product features simple setup, portability and near effortless adjustability. This desk riser is available in laptop, single or dual monitor configurations, and transforms ordinary desktops into healthy, active workspaces.





# Seating



## Seating





# Monitor Arms



**M2 Monitor Arm**  
Supports 1no screen up to 20lbs in weight



**M8 Monitor Arm**  
Supports 1no screen up to 40lbs in weight



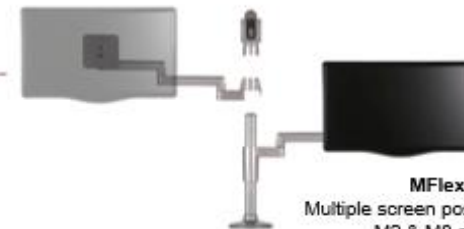
**M8 Monitor Arm Dual**  
Supports 2no screens up to 20lbs in weight each



## The M2, M8 & Mflex Monitor arms

Monitor arms are beneficial for an ergonomic workstation, vision drives our posture and being able to set and position the screen correctly will enable the user to sit correctly.

The M2 is for single screen use, the M8 is for single or dual screen use and the Mflex is for those environments which change making it easier for IT to add/remove screens where required. The Mflex range utilises the M2 & M8 arms from a post.



**Mflex**  
Multiple screen positions, uses M2 & M8 arms

# L6 Notebook Manager

The L6 Notebook Manager dramatically improves user comfort and reduces the risk of long-term injury by promoting good ergonomic posture while using a laptop computer. Ideal for full-time workstations, home offices, hospitality applications, and any other workspace in which a laptop computer is regularly used, the versatile L6 offers a number of practical features: Cable management, heat ventilation and security features.

*Note: Requires use of external keyboard and mouse to minimise injury risk.*

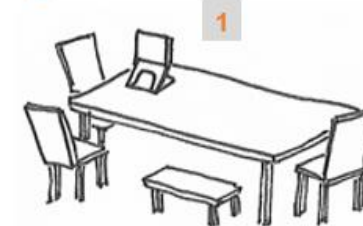


## FEATURES

- Eliminated “laptop hunch” to enable a comfortable, sustainable working posture
- Elevates notebook display to a healthy and comfortable level
- Innovative hinge provides effortless adjustment of display height
- Heat ventilation
- Convenient cable management
- Built-in security allows L6 to be locked to a desk or computer



1 At the Dining table



2 Small Desk in Conservatory



3 At the Breakfast Bar



4 Modified an out building/shed



**BIZQUIP**

WE MAKE WORK FLOW