

## A DIFFERENT KIND OF PUZZLE



Find the hidden message in this word search to get a free gift from Business Interiors.

Find all the words in this word search. The remaining letters spell out a hidden message. Write out the hidden message in the space below and fax your answer back along with your name and address to Business Interiors at (905)639-0722.

All correct respondents will receive a free Business Interiors coffee mug filled with goodies to help you get your morning and your day started right.

T	T	A	K	G	D	R	A	O	B	M	A	E	T
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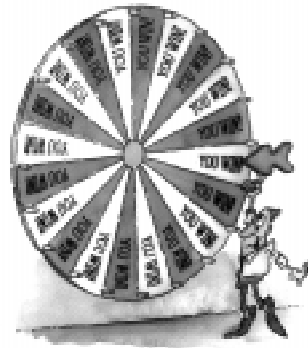
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|-------------|-------------|-----------|---------------|
| aeron       | environment | interiors | system        |
| business    | ergonomic   | miller    | teamboard     |
| change      | flexible    | office    | telecommuting |
| choice      | furniture   | options   | workstation   |
| collaborate | herman      | puzzle    |               |
| dynamic     | hoteling    |           |               |
| effective   |             |           |               |

Write the hidden message here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**business interiors**  
(Ontario) Inc.

5230 South Service Road  
Burlington, Ontario L7L 5K2

(905)639-1633  
1-800-465-5294  
Fax: (905)639-0722  
Check us out on the Web: [www.bi-ca.com](http://www.bi-ca.com)

# Business Interiors Ink

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FREE GIFT  
to help you  
get your  
morning  
started

See back page for details

## OFFICE FURNITURE SOLUTIONS

### Furnishings

- Alliance with Herman Miller, the world's premier office furniture manufacturer
- Representing more than 40 other leading office furniture manufacturers
- Furnishings to suit any work environment

### Design Assistance / Space Planning

- Product and issues consulting
- Work styles / needs analysis
- Complete design resource libraries
- Work station development
- 2D/3D computerized space renderings

### Specification / Order Procurement

- Guaranteed specifications
- Custom orders
- Direct order placement with vendors
- Order tracking / delivery scheduling

### Delivery and Installation

- Complete delivery and installation services by professionally trained in-house installation staff
- Stocking / warehousing services
- Relocation / reconfiguration capabilities

### Post Sale Service

- Post installation audit
- Product training and orientation
- Reconfiguration, repair, and refurbishment
- Corporate standards programs
- On-going liaison with facility management

## Egan TeamBoard - A Simple To Use, Effective, Communication Tool

### Capture

Whiteboards are a familiar and effective communication tool. TeamBoard simply adds the power of your computer to capture what you write or draw. Write or draw on the TeamBoard surface and every stroke is automatically captured on your PC. Now your group can focus on the presentation, not on note-taking. Afterwards, simply press a button on the TeamBoard to print your work or save it for import into other popular software programs. You can now edit, publish or e-mail the information from your PC.

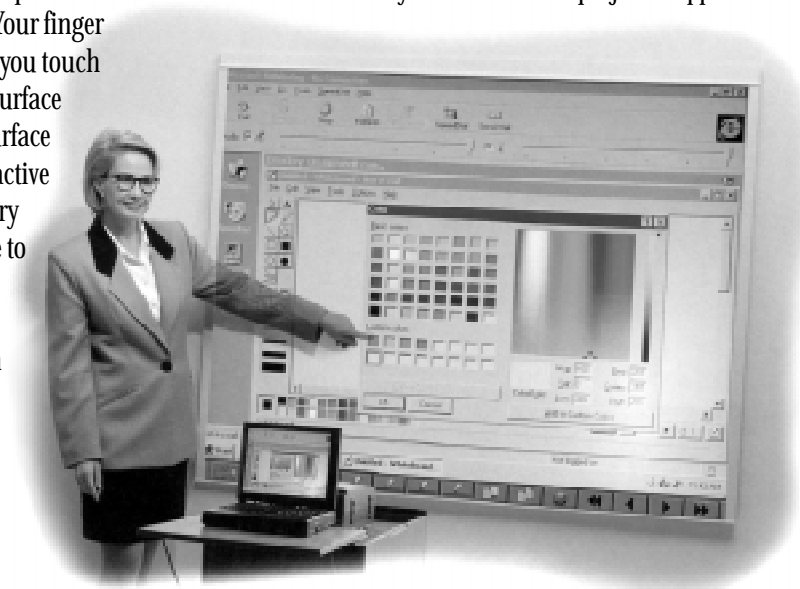
### Communicate

TeamBoard is perfect for distance learning or enhancing the benefits of data conferencing. TeamBoard draws directly into a variety of software packages, such as Microsoft's NetMeeting, allowing you to collaborate with clients or colleagues at remote sites. Just plug Teamboard into your network or the Internet and images and writing can instantly be seen by all participants.

### Interactive Touch Screen

TeamBoard's 5' x 4' writing surface becomes an effective touch sensitive projection surface. Use a DataProjector to display a computer application, such as Microsoft Powerpoint, on TeamBoard's low-gloss surface. The specialized TeamBoard software allows you to control the projected application from the screen. Your finger acts as a mouse when you touch the pressure sensitive surface and the TeamBoard surface becomes a huge interactive touch screen that is very easy for your audience to view.

For more information and a free brochure call us today at (905)639-1633 or 1-800-465-5294.



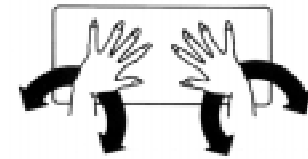
# Health Tips - Developing Good Habits In Keyboarding

## Avoid repetitive stress injuries. Contributing factors can include:

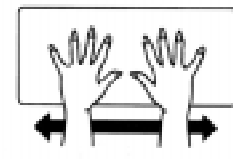
- Improper posture and wrist position
- Excessive force used on the keyboard
- Long term repetition
- Lack of variation in movements

## Positive actions towards prevention are:

- Adjust keyboard tray height and angle to keep wrists in a neutral (straight) position
- Adjusting the keyboard to a negative incline position can help keep wrists in a neutral position
- Move entire hand, wrist and arm when reaching side to side
- Maintain good muscle tone and strength in your arms, shoulders, neck, and back
- Vary movements throughout the day
- Use no more force on keys than necessary
- See a health professional if hand, wrist or arm pain develops



Do not bend at the wrists



Good lateral movement



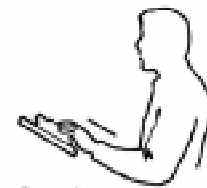
Harmful



Good



Harmful



Good

## WANT MORE TIPS LIKE THIS?

What are your facilities concerns?

*Space planning*  
*Controlling churn in the workplace*  
*Managing real estate costs*  
*Health and safety in the workplace*  
*Ergonomics*  
*Vision and the computerized office*  
*Cumulative trauma disorders*  
*Body support in the office*  
*Alternative workstyles*  
*Telecommuting and Hoteling*  
*Environments for learning*  
*Creating collaborative settings*

Whatever your issues are, there's a single place you can go for information that can help your facility perform.

## Supporting Collaborative Work: Part 2

Today's organizations seek the many benefits of collaborative work: enhanced creativity, speed, effectiveness, and commitment. But they often get in their own team's way by failing to provide structures that support and encourage group interaction.

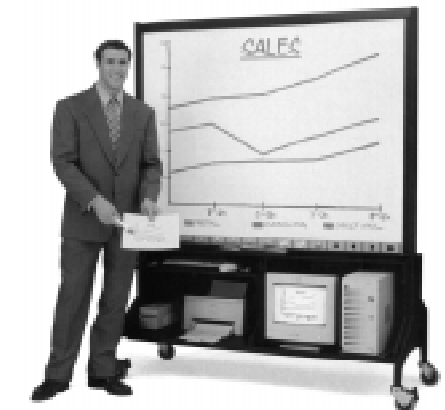
This is the second in a three part series outlining the different types of teams and the kinds of environments needed to support them.



Modular, light weight and mobile. CLT Tables from Herman Miller offer more than 4500 possible combinations of size, shape, power and telecommunications access to suit any project teams needs.

### Parallel Teams

The organization is structured into specialized departments. For example, the marketing department consists of approximately 20 individuals. These team members are assembled for specific projects that require their specialized skills. The people work in parallel with their teammates to reach a common goal, but their paths cross when meetings and group work come up.



Egan's Team Board allows you to communicate your ideas visually, instantly, even if your team is spread around the globe. Just plug Teamboard into your network, or the Internet, and whatever you draw or write is seen instantly by all participants.

The project is not the team members' only job. The members belong to other teams and contribute their expertise to several projects which are generally in various stages of completion. As a result, team members are likely to be scattered in different locations or departments, but they need their space within the project as well.

The members of this team need team space, individual space and varying levels of privacy. A project room might be needed where materials can be kept accessible to the whole team and where meetings can be called. Informal meeting areas can accommodate get-togethers for two or three people who need a quick conference.

Information access is critical requiring fast, effective access to team information.

Because they often work in separate locations, team members also need a high level of technology to support their sophisticated communication needs.

This article is based on excerpts from, **Collaborative Settings: Fostering Teamwork in the Work Place.**, Herman Miller 1997

## Herman Miller's Puzzle Mobile Office: Setting up shop on the spot

Okay, so you can't check it with your luggage. But still, you can ship the Puzzle mobile office - the open office you can close up and take with you - almost anywhere you want to be. Once there, you won't even need so much as an Allen wrench to set up shop. Just open the unit up and stretch it out and you'll have a workstation that's more than 5 feet high and deep and 7 feet long.

Packing up is easy, too, and requires no tools. And, since you don't even have to empty out the Puzzle's pencil drawer, lateral file, or four storage pouches when you're storing or shipping it, the Puzzle takes less time to pack than, say, an overnight bag. Once packed, your Puzzle is an enclosed box that is small enough to roll into the broom closet. (After all, it's only an "open" office when you want it to be.)

The Puzzle is perfect for work across non-traditional locations and times. For companies with multiple locations, or companies who do project work in multiple locations, it can be easily relocated and set up immediately. Perfect for on-site professional consulting work, accounting work, systems control, and emergency work. It satisfies the temporary office needs of Hotelers and Telecommuters who also do work across multiple job sites. Other on site uses include: temporary on-site work stations for project teams, small business startups, seasonal work, host organizations, and temporary space during office relocations and reconfigurations. Perhaps it's greatest utility is in businesses and government agencies that need offices in a hurry or need mobile offices in particular.

For free literature or a demonstration of Herman Miller's Puzzle call us today at (905)639-1633 or toll free at 1-800-465-5294.

