

Office Solutions

Make your office a smoother running operation with the latest office products news

TIM STACKPOOL

Protect from pain



To protect yourself from the health impact of the sedentary office Dr Joseph Lerano, of the Chiropractors Association of Australia, and Ann Thompson, of the RSI and Overuse Injury Association, offer these simple tips:

- Get out of your chair regularly
- Stand when talking to colleagues, or talking on the phone (provided this does not amplify your voice and disturb colleagues)
- Take short walks as often as practical and use stairs when you have the option
- Learn some basic stretches and practise these whenever some part of you feels tired or tight
- And keep warm in the office even if this means keeping an old cardie at work.

DID YOU KNOW?

According to ABC radio, a recent study has shown that people's level of job satisfaction is often related to the chances of developing a variety of illnesses.

BLUE MAGIC

Answer your office phone using your mobile phone's bluetooth headset with the Jabra Bluetooth hub. This nifty gadget, which also comes with a Bluetooth headset, allows you the flexibility of answering the office phone within ten metres of your desk merely by using the same headset you use in the car. Better still, the headset remains simultaneously paired to your mobile phone, so you can answer either phone easily without the need to reconnect them individually.



Successful shredding

Never jam paper in the shredder again! This shredder from Mercury warns if you are trying to feed too much paper into the machine at the one time. No more reversing to clear a paper jam - a red light on the unit means stop, too much paper! Remove some sheets, get the green light and you are ok to go. If the shredder is inactive for ten minutes, it switches to standby mode to save power. Other features of the machine include super quiet running, easy to use controls, a separate pull out bin and CD and credit card destruction slots. The Mercury shredder comes in various sizes and models. For details, visit www.acco.com.au.



Flexible friend

This cute keyboard is the answer to the frantic office where a spilt coffee cup or messy



take-away lunch can spell disaster. The Keysonic Roll-up keyboard is dust and moisture proof, is a full featured 104 keyboard with the standard QWERTY layout, and is great for laptop users who miss their full-sized keyboard when on the road. While it takes a bit of getting used to (finding the centre of the keys is more essential than with a regular keyboard) the portability of the design and completely silent operation make this item a winner.

OFFICE GENIUS

Q: We're always looking for ways to lower our phone bills. Should we consider a VOIP service?

A: An internet telephone service, also called VOiP, is only as good as your internet connection, and mobile services are still in development. Key service providers in Australia include Engin, iinet and Skype. Each of these provide various services and on the face of it, significant savings can be made, some claiming as much as 50 per cent. Calls made to phones connected to the same VOiP service anywhere in the world are generally

free, so such a service is very attractive to businesses with significant international bases. It's worth noting that the iinet service only works if you use them as your broadband internet service provider (ISP) as well, however the others are independent of your ISP. While you can save money using VOiP, remember that sending telephone signals across your internet connection does impact on your data usage. While your regular phone bill may fall, keep an eye on your internet usage, as that may consequently rise.

