

# Keyboard User Guide



Single Left Hand



Single Right Hand

## **SINGLE HAND KEYBOARDS**

# PCD Maltron Keyboards

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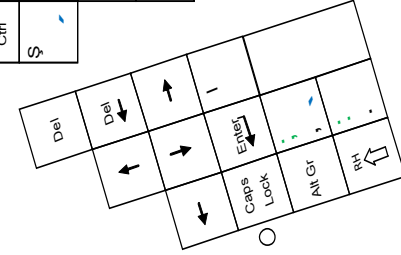
Blue = Alt GR  
Green = Shift

TURKISH MALTRON RIGHT HANDED KEYBOARD LAYOUT 14-9-2011

Scroll Lock	Pause	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
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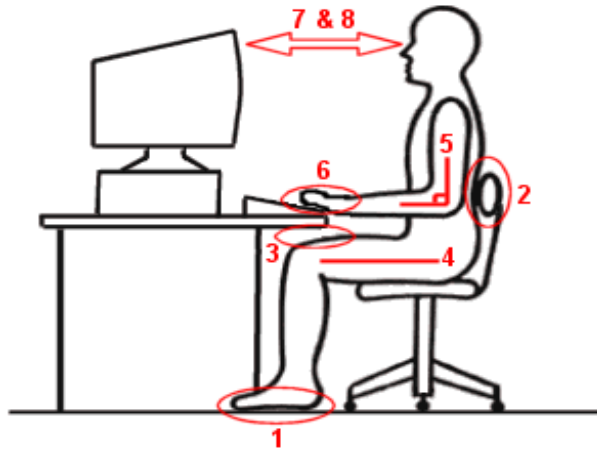
Num Lock	LH Ctrl	Insert	LH Alt
Print Screen	↑	↕	⌘
Del	↔	↕	*
Esc	/	/	-
7	8	9	= 0
4	5	6	+ 0
1	2	3	Enter
0	Insert	Del	↕
OS	Menu		

Esc	X	W	Q	7	6	6	6	6	6	6	6	6	6
↕	=	)	@	{	&	€	€	€	€	€	€	€	€
↕	[ 0	[ 9 ]	( 8 [ 9 ]	/ {	! <	! <	! <	! <	! <	! <	! <	! <	! <
↕	] 0	+ %	^ +	^ +	^ +	^ +	^ +	^ +	^ +	^ +	^ +	^ +	^ +
↕	5 1/2	4 \$	3 #	2 £	1 >	1 >	1 >	1 >	1 >	1 >	1 >	1 >	1 >
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↕	R	L	D	F	J	J	J	J	J	J	J	J	J
↕	N	H	T	A	S	S	S	S	S	S	S	S	S
↕	V	Ö	E	β	β	β	β	β	β	β	β	β	β
↕	C	Ü	Ç	Y	Z	Z	Z	Z	Z	Z	Z	Z	Z
↕	*	~	~	~	~	~	~	~	~	~	~	~	~





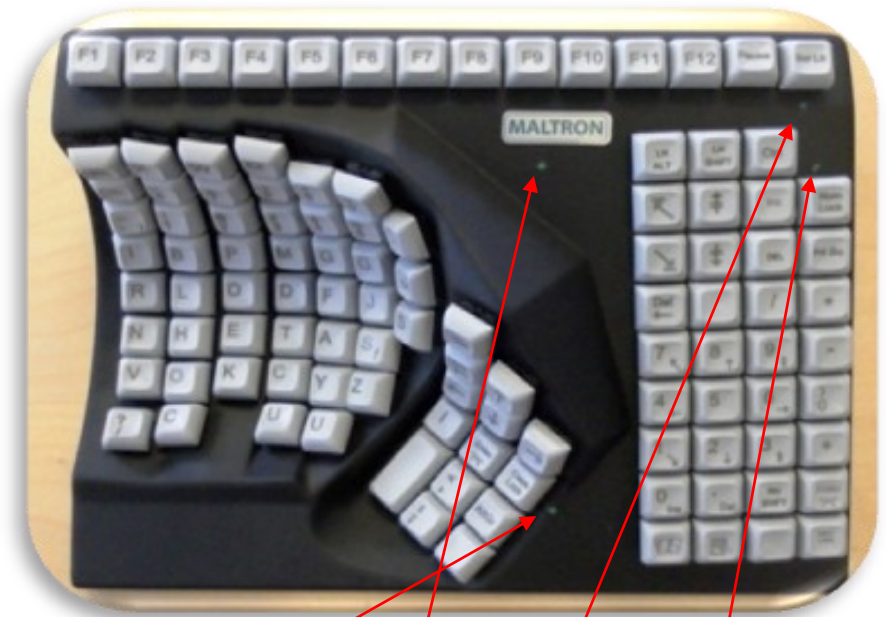
## Posture Guidance



## Key Features

1. Feet flat on floor or on a foot rest
2. Backrest supporting lumbar area
3. Sufficient leg room under desk
4. Thighs parallel to the floor
5. Upper arm at right angle to lower arm
6. Neutral wrist position
7. Top of monitor at or slightly below eye level
8. Monitor at arm's length distance

## Single Left & Right hand Keyboards



L.E.Ds 1 2 3 4

## Indicators

There are 4 LED indicators, these indicate keyboard settings.

LEDs from left to right

1. Caps Lock
2. Power Indicator
3. Scroll Lock
4. Number Lock

## Maltron keyboard Warranty

Please refer to the technical guide for assistance

## Single Left & Right hand Keyboards

### Letter Key Positions

The letter allocation to the keys is based on a careful analysis of finger movement and sequential operation to minimise the successive use of one finger. Such use slows down keying speed, since a definite time of approximately 0.15 - 0.2 of a second is needed for a finger nerve pathway bio-chemically to reset before the next operating instruction from the brain can be acted upon. Thus as far as possible the letter layout has been arranged so that frequently used letter sequences call for the use of different fingers and the allocation also takes into account the work load imposed on them. See the key layout diagram for the specific layout of your keyboard.

The layout diagrams are positioned so you can use them as an aid to typing without having to remove them from the handbook.

Support the diagram above and behind the keyboard so that you look at **THIS** when learning to type and **NOT** the keyboard. This way you will learn to touch type with improved speed and accuracy.

## Setting up your Workstation

It is important to set up your workstation correctly, and that you are able to work in a position which is comfortable and which does not place your long-term health at risk.

Sitting in a slumped position can cause back pain, even long-term injury. Therefore adopt a "neutral" position to avoid placing unnecessary strain on the nerves, muscles, tendons, ligaments and bones. You may wish to ask a colleague to check a side view as it may be difficult to judge for yourself, especially as the correct set-up may feel odd at first.

Eyes should be level with the top of the monitor screen.

Elbows should be level with the top of the keyboard, allowing arm and hand to be horizontal.

Seat height should allow feet to rest flat while maintaining 90 ° angles at hips.

Many people have their chair too high and their monitors too low. If after adjustment, the undersides of your thighs are compressed, you may require a foot rest. Adjust the backrest so that it supports your lower back. Remove armrests if they get in the way.

A suitable adjustable monitor arm will allow you to alter the height and tilt of the screen, and meet the recommended distance of screen to eye (22-26" or 50-70cm). Closer than this will cause eye strain. Correct tilting will help eliminate glare.

Reposition items on your desk to avoid reaching and twisting. There should be nothing between you and the keyboard. Use a document holder if you refer to documents while typing. This should be positioned at the same height and distance as your monitor.

Your mouse should be positioned close to the keyboard.

Ensure adequate breaks are taken, don't sit in the same position for long periods.

## Hand and Key position information

The unusual shape of the Maltron keyboard often gives rise to questions concerning how to place the hand to take advantage of the strain free design. The best way to assess this is to do the following actions:

1. Either standing or seated, allow your arm to fall totally relaxed by the side
2. Open and close the hand 2 or 3 times and then allow it to be totally relaxed
3. Look at the finger shape. Usually seen in the half open position the finger end directions now lie at 70-90 degrees from the forearm axis, with the wrists still totally relaxed.
4. Keeping the hand in this position, raise the forearm to be horizontal.
5. Opening and closing the fingers now shows that the ends move in arcs of different radius.
6. As far as possible the keys have been positioned to fit these, so that lowering the hand on to the ATE & H keys should give comfortable finger positions. The thumb should be relaxed to fall on the Space key.
7. The back of the hand will also be tilted to give an angle of about 30 degrees to the horizontal, and a strain free wrist position.
8. When keying, the palm should be around 1cm above the resting pad, but at any pause for "thinking" time it should be lowered on to the pads immediately, and the hand and arm relaxed.

## Training

We strongly recommend **that** anyone using a Maltron keyboard for the first time **should** read and follow the **FREE** online training module by going to [www.maltron.com](http://www.maltron.com) and selecting the 'TRAINING' tab.

If you are unable to access the online training, we are happy to provide a paper based version of the training guide, this may be freely copied. Please contact the office on the following if necessary:

Email – [sales@maltron.co.uk](mailto:sales@maltron.co.uk)

## Service and Maintenance Information

1. When using your keyboard for the first time, make sure the computer is plugged into an AC power source!
2. Make sure your keyboard is securely plugged into a PC/ Laptop, it is turned on and that the power indicator light is lit. Check that pressing the Num Lock key turns the Num Lock light on or off. This confirms communication between the keyboard and the computer.
3. If it is necessary to check operation in detail disconnect any other USB devices and then restart your computer. Select a Word program and test letter and number key operation

## Reporting faults

If you are unable to resolve a fault please contact your I.T. support staff who in turn will contact the supplier.