Keyboard User Guide

SINGLE HAND KEYBOARDS

Single Left Hand

Single Right Hand
Important contact information for sales & service:
Manufacturer & Supplier

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Setting up your Maltron Keyboard

The USB cable supplied loose with the keyboard will need to be connected. It has a standard USB (Universal Serial Bus) Type A plug at each end. It should be plugged in to the socket on the keyboard. Connect the other end into a USB socket on the computer and arrange the keyboard to suit your preferred position.

Please ensure this allows you to sit comfortably, with the keyboard close and low enough for your upper arm to be hanging vertically from your shoulder, and your forearm to be horizontal.

After plugging in the Maltron keyboard, switch on the computer. The keyboard should light up with a green light – indicating that the keyboard has power.

The keyboard is ready to use.

It is recommended before using the keyboard you study the following posture guidance information and also familiarise yourself with our free on line training modules at www.maltron.com.

THERE ARE NO SOFTWARE DRIVERS TO INSTALL
**Posture Guidance**

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

**Key Features**

**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

**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.