






Matching your environment and your equipment to the task

Use this matrix to help you make sensible decisions about which environment and which equipment you should choose to carry out certain work tasks to obtain the best ergonomic set up possible.



TASK	EQUIPMENT					ENVIRONMENT KEY
	 Phone (not part of EUC kit)	 Tablet	 HP Laptop 4G/Wi-Fi	 HP 360 Hybrid Device	 desktop equipment	
Reading emails/messages	✓	✓	✓	✓	✓	ALL OF THE ABOVE
Reading documents	✗	✓	✓	✓	✓	ALL OF THE ABOVE
Short text/email responses	✓	✓	✓	✓	✓	ALL OF THE ABOVE
Keeping up to date on the go	✓	✓	✓	✗	✗	ALL OF THE ABOVE
Searching the Internet	✓ For short periods only - less than 20 mins	✓ For short periods only - less than 20 mins	✓ For short periods only - less than 20 mins	✓	✓	ALL OF THE ABOVE
Directions on the go	✓	✓	✗	✗	✗	N/A
Voice inputting	✓	✓	✓	✓	✗ Can be distracting	ALL OF THE ABOVE
Document creation	✗	✗	✗	✓	✓	1 or 2 ONLY
Watching webinars	✓ For short webinars - less than 20 mins	✓	✓	✓	✓	ALL OF THE ABOVE
Conference calls	✓	✓	✓	✓	✗ Can be distracting	ALL OF THE ABOVE
Note taking in meetings	✗	✓ For short meetings - less than 20mins	✓	✓	✗ Unless set up in room	ALL OF THE ABOVE
Spreadsheet creation	✗	✗	✗	✓	✓	1 or 2 ONLY