The Accessible Computer Lab Deployment Standards must be used by Lab Managers or IT professionals on the OSU campuses to configure the computer labs.

MINIMUM STANDARDS FOR ADAPTED WORK STATIONS:

- Work surface at least 30" from floor
- Clearance of 29" beneath the top to a depth of at least 20"
- Minimum width of 36" to allow leg space for seated individual
- Utility and equipment controls located within easy reach
- Clear aisle width sufficient to maneuver a wheelchair, recommend 5' diameter

ASSISTIVE TECHNOLOGY SOFTWARE (INSTALL ON ALL COMPUTERS IN LABS, NO ADDITIONAL COST):
- Scanning/Reading Program: OpenBook 9.0
- Screen reader software: JAWS 13.0
- Screen magnification software: MAGic 11.0
- Voice-To-Text Software: Dragon Naturally Speaking Professional 10.0
- Accessibility tool bar utility: Read & Write Gold
- AT Loader

MINIMUM NUMBER OF HARDWARE ACCESSIBLE COMPUTER STATIONS:

Due to the cost of deploying extra hardware, it is not recommended at this time for a department to deploy adaptive accessories and peripheral hardware on every computer in every lab. Therefore, the number of workstations that should be configured with these options are as follows:

- Less than 25 stations - 1 accessible station
- 25-50 stations - 2 accessible stations
- 50-75 stations - 3 accessible stations
- More than 75 stations - 5% of total number of stations should be accessible

ACCESSIBLE HARDWARE CONFIGURATION:

- 21-inch monitor
- Track ball: (*Kensington Orbit or the equivalent*)
- Touchpad: (*Fellowes Internet Touchpad or the equivalent*)
- Alternative Keyboard: (*Intellikeys*)
- Flatbed USB or Parallel Scanner: (*Epson Perfection 1660*)
- Adjustable table: (*Anthro Adjusta Unit* or the equivalent)

**OPTIONAL RECOMMENDED COMPONENTS:**

- Document Enlarger: (*Optelec Clearview or the Equivalent*)
- Braille Embosser: (*Index Everest Braille Embosser*)

**RECOMMENDED STANDARD APPLICATION AND CONFIGURATION:**

Please see the Assistive Technology Installation Guide for more information about configuring each of these items to provide the greatest degree of accessibility.
- Microsoft Windows 7 or above (with Accessibility options installed)
- Microsoft Office 2010 (with Voice Dictation options installed)
- Adobe Acrobat Reader 10 (with accessibility options activated)
- Windows Media Player (with captioning turned on by default)
- Real Player Cloud (with captioning turned on by default)