Accessible Computer Lab Deployment Standards

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)