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):**
Accessible Computer Lab Deployment Standards

- 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)**