



IM# 15 0007483

**SOTO**  
organizational worktools

**Steelcase**  
WORKTOOLS

## A Place For Everything

In an effort to make the most of office environments, many companies are adopting benching solutions that are easily reconfigured. As a result, employees are finding themselves in a variety of workspaces throughout the day. Whether at touchdown areas or shared spaces for collaboration, SOTO® worktools bring organization to the workplace, increasing productivity in today's evolving offices.

### VERSATILE SOLUTIONS

SOTO worktools provide everything from scalable privacy to storage options for bags, laptops and other personal and professional items.



IM#: 14-0000766 | SM: AMIA (COGENT CONNECT TANGERINE), DESK PAD, MONITOR BRIDGE (ARCTIC WHITE WITH BLUE JAY FABRIC)



## Everyone Works Differently

SOTO offers flexible tools to accommodate varied work styles, while seamlessly integrating with a wide range of workplace furniture. An organized office increases efficiency and boosts employee morale. SOTO promotes and maintains organization, meeting the diverse needs of workers.



IM#: 14-0000779 | SM: MONITOR BRIDGE (ARCTIC WHITE WITH STANDARD GREY FELT), LEAP (COGENT CONNECT WASABI), LAUNCH PAD + DIVIDER SCREEN

## Optimize Real Estate

As organizations evolve, it becomes more important to augment current workspaces—supporting efficiency while curbing overhead costs. SOTO enhances an investment in office furniture by meeting more employee needs and utilizing vertical space in increasingly smaller work environments.

### ACCOMMODATES TECHNOLOGIES

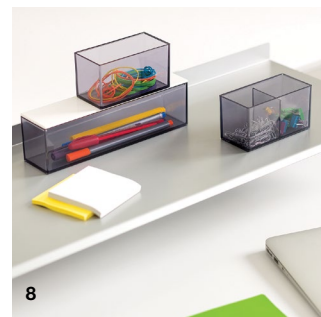
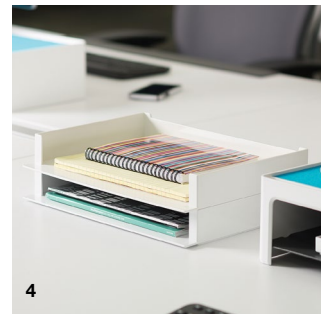
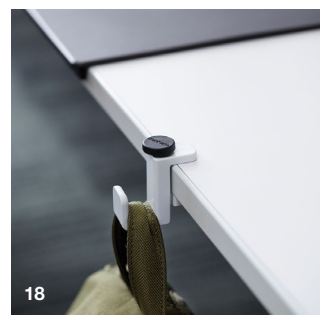
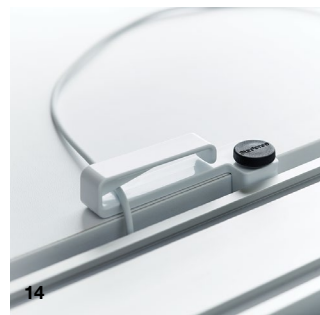
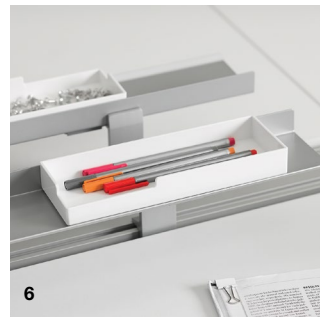
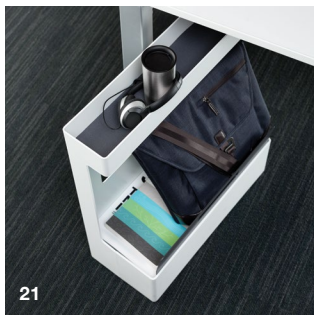
Employees are using more small technologies than ever before. SOTO allows workspaces to accommodate shrinking technologies so users can access and share information from anywhere. Wireless charging options keep small devices powered throughout the day.



IM#: 14-0000759 | SM: MONITOR BRIDGE (ARCTIC WHITE WITH STANDARD GREY FELT), SOTO SHELVES, MOBILE CADDY (ARCTIC WHITE), ERGO EDGE (MERLE)



IM#: 17-0081231 | SM: SOTO LED TASK LIGHT (PLATINUM), SOTO TOOL BOX (ARCTIC WHITE), THINK (KVAÐRAT DÝNA, SEAGULL), OLOGY HEIGHT-ADJUSTABLE TABLE (SIDE CASE BISQUE WENGE LAMINATE)



**1. RAIL**

Can be clamped to nearly any worksurface. Lying flush with a 1" clearance for cable management, the rail supports SOTO shelves and products for a customized workspace.

**2. SHELVES**

Available in various lengths, SOTO shelves hold a multitude of objects, are stackable and easily attach to the SOTO rail.

**3. PILE BOX**

Store letter-size paper or files. Used individually, stacked horizontally or crisscrossed to maximize use of available space.

**4. LANDSCAPE LETTER BOX**

Work individually or stack horizontally. Ensures easy access to important letter-size paper or files.

**5. TOOL BOX**

Manage a clutter-free workspace and keep items separate with the translucent, removable tool box insert.

**6. UTILITY BOX**

Keep pens, pencils and other small items within arm's reach. Can be used individually or stacked horizontally in the workspace.

**7. PERSONAL BOX**

Simplify workspace organization. Fitting on the 3", 6" or 10" shelves, the boxes may also be used freestanding on any worksurface.

**8. STORAGE BOX-SET OF 3**

A set of three, which interlock when stacked horizontally. Keys, phones and other belongings are easily visible inside the stacked boxes.

**9. DIAGONAL FILE BOX**

Store letter-size binders, magazines and other reference materials for easy access during the workday.

**10. CABLEWAY**

Easily integrated with both the SOTO rail and the c:scape personal screen. Keeps workspace free of stray cords, managing power at worksurface height for a clean aesthetic. A center grommet provides a protected area for cables to enter and exit the workspace.

**11. LAUNCH PAD + DIVIDER SCREEN**

Available with or without power. Provides separation and privacy between workspaces and protective storage for mobile devices and more. Powered option offers three easily accessible outlets on each side. Optional divider screen can be retrofitted without the use of tools.

**12. USB CHARGING STATION**

Solution for users to charge multiple devices with USB cables in one of three outlets. Can be secured with adhesive strips.

**13. DESK PAD**

Find a sense of personal boundary at shared or open benches while supporting wrists and forearms. Available with or without antimicrobial treatment.

**14. CABLE CLIP**

Keep technology, power and charging cables in place and off the floor. Can be clamped to most worksurface edges.

**15. LAPTOP SHELF**

Simple to use a laptop as a second screen with an external keyboard and mouse. Supports rear- or side-mounted docking stations and secures tablet or mobile phone in display or video-chat angle.

**16. PERSONAL POCKET**

Accommodates storage for various-sized documents and can easily be attached to a mobile caddy or functional screen.

**17. ERGO EDGE**

Wrists and forearms are supported, while also creating a personal boundary. Available with or without antimicrobial treatment.

**18. PERSONAL HOOK**

Designed to hold lightweight bags, keys, headsets and other small items.

**19. FUNCTIONAL SCREEN**

Perfect for frequently used documents and books. Attaches to the front edge of any standard worksurface and provides workers with organization, boundaries and privacy.

**20. MONITOR BRIDGE**

Reclaim workspaces by securing and elevating monitors, tablets and laptops as second screens. Optional shelf can support three SOTO personal boxes for additional organization.

**21. MOBILE CADDY**

Store personal and professional items ranging from work bags to laptop cases. Inline casters make items easily accessible, while allowing for quick storage under workspaces.

**22. PERSONAL CONSOLE**

Securely store bags, laptops and other personal and professional items. Mountable on fixed- and standing-height workspaces, with integrated and wireless charging options to keep small devices powered all day long.



IM#: 11-0001951 | SM: MOBILE CADDY (ARCTIC WHITE WITH WASABI FABRIC)

### IDEAL WORKSPACES FOR MOBILE WORKERS

For mobile workers, finding spaces that meet their needs can be challenging. With the extensive SOTO worktools line, touchdown spaces are ready and waiting to meet workers' needs. SOTO provides the supplies transitional workers need to remain focused for as long as they choose to stay.

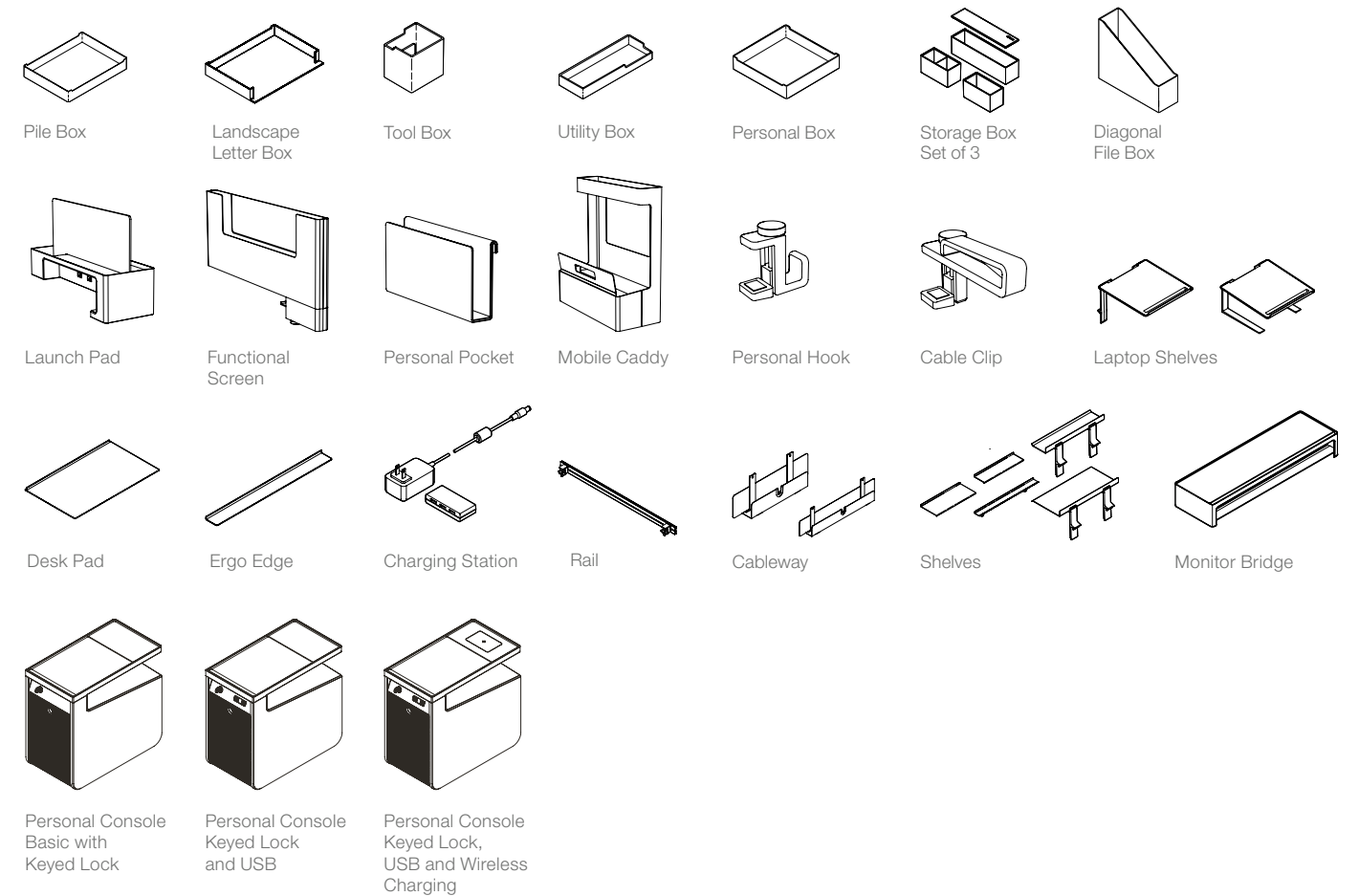
# 8 MIN

Today, many workers are mobile to some degree. Employees spend an average of eight minutes per transition to settle in and refocus.

*Research conducted between 2009 and 2011 by Steelcase and IDEO*

### STATEMENT OF LINE

#### SOTO WORKTOOLS



### SURFACE MATERIALS



Colors are representative and may vary slightly from actual material.

### SUSTAINABILITY

At its heart, sustainability at Steelcase is about people. It's about creating and supporting the economic, environmental and social conditions that allow people and communities to reach their full potential.

**Research and insights direct our path.** It's not only about creating goods, it's about creating good. It's not only about creating value, it's about living our values. It's not just about reducing our footprint, it's about expanding our reach. It's about creating lasting and meaningful change to enable the long-term wellbeing of current and future generations.

**Innovative products and solutions result.** In the development of our products, we work to consider each stage of the life cycle: from materials extraction, production, transport, use and reuse, until the end of its life. We demonstrate performance through third-party verified certifications and voluntary product declarations.

Steelcase's sustainability promises, actions, and results are communicated in an annual Corporate Sustainability Report.

**Steelcase®**

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