ErgoSystems Home Office Ergonomics Quick Reference Guide

Office Adjustment Sequence	2. Desk	3. Equipment (Keyboard/Mouse/Computer)
1. Chair: Adjust chair (see below); remember to adjust chair throughout day based on activity **2. Desk**: Based on your particular keyboard technique (refer to **Keyboard/Mouse/ Computer Section**); adjust desk height based on seated/standing set-up; alternate between two positions frequently (use **30/30 Guideline**; change position every 30 minutes or so) **3. Equipment**: Adjust equipment position (keyboard, mouse computer, document holder, office supplies, etc.) as needed **4. Monitors**: Adjust monitors as needed (includes monitor height, distance, side-to-side alignment and angle/tilt)	**Desk Height Seated:** Once chair has been properly adjusted and keyboard/mouse technique has been determined (piano player or forearm support, refer to **Keyboard Section**) adjust desk height so: • Elbows are at sides at about 90^0 to 100^0 angle • Shoulders relaxed • Wrists straight **Desk Height Standing:** Alternate seated position with standing on a regular basis; follow similar positioning guidelines as for seated: • Use footrest for alternate foot placement • Wear comfortable well-cushioned shoes • Perform periodic heel lifts and shift weight front/back on feet to improve circulation	**Keyboard Placement:** Determine keyboard technique (with or without wrist rest) • *Piano Player*: Position keyboard close to edge of worksurface, relax elbows at sides, angled to about 90^0 and float hands over keys (like playing a piano) • *Forearm Supporter*: Position keyboard farther forward on worksurface and rest forearms on worksurface; raise worksurface slightly **Note:** *Refer to **Desk Section** to adjust desk height* **Mouse Placement:** Ensure mouse is next to keyboard within a comfortable reach **Computer Placement:** Out of way but still readily accessible to dock and undock laptop

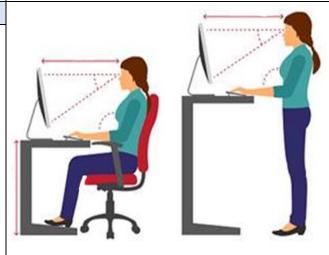| 1. Chair		4. Monitors
Seat Height: Adjust height so feet on the floor with even weight through hips and thighs **Seat Depth:** Adjust front/back seat position so minimum of two fingers between front edge of chair and back of knee **Back Support Height:** Adjust so lumbar support is located at the waist/belt level area **Seat/Back Angle; Adjust for Activity** • For keyboard/mouse/handwriting; adjust so seat is about parallel to floor with trunk upright • For other activities (talking with guests, telephone use, other non-hand activities, etc.); adjust so seat is tilted somewhat back (5^0 to 15°) **Seat Rocking Tension:** Adjust based on body weight to ensure amount of tension that prevents you from falling backwards or being pushed forward. **Armrests:** Adjust height and side-to-side position so upper arms at sides, shoulders relaxed and forearms on armrests if desired. **NOTE**: Not all chairs may have the listed features; find out about a specific chair's features by looking for adjustment levers on the chair and experiment, also look for manual that came with chair or check out manufacturer's web site		**Height:** Top of screen at eye level or slightly higher **Distance:** At least arm's length away, 22 to 28" **Monitor Arm:** If arm in place adjust position of monitors; some monitor arms are adjusted with use of Allen wrenches **Dual Monitors:** • *Primary/Primary*: each viewed about 50% of time; centered on user's nose • *Primary/Secondary*: primary viewed most of time, secondary only occasionally; primary directly in front of user **Eyeglasses:** For bi/trifocal eye glasses (bottom part of lens to view monitor), lower monitor to maintain neutral head position
	Other Considerations	**Other Considerations**
	Foot/leg Clearance: Ensure adequate foot/leg clearance under the desk; remove extraneous boxes or other items **Footrest:** Never allow feet to dangle; use a footrest for support if needed **Telephone:** Avoid cradling phone handset between ear and shoulder; use headset/speakerphone if needed **Document Holder:** Avoid head tip down position to view hard copy documents; use a document holder	**Lighting:** Ensure adequate room light and task light in the workstation **Noise:** Manage noise as possible in the work area **Temperature:** Use personal controls like a sweater or approved fan for individual temperature controls **Alternative Duty Workstation:** Implement the same guidelines recommended for the office workstation in Alternative Duty Workstations as possible