

## **Steps to Adjust the Workstation to Fit You**

### **Seat Height**

Feet are flat on the floor, or resting on an adjustable footrest

### **Seat Backrest Height**

Chair back adjusted to support the lower back and fit the curvature of spine

### **Seat Pan**

1"-4" between the front edge of the seat pan and the back of your knees

### **Arm Rests**

Shoulders relaxed and not elevated

Elbows should be close to body

Wrists should be straight and in-line with forearms

### **Monitor Height**

Place top of monitor at or below eye level

### **Monitor Distance**

Put monitor directly in front of you

Between 20"-40" away (approximately arm's length)

### **Keyboard & Mouse**

Sit square in front of the keyboard

Keep keyboard flat and close to the mouse

Mouse at the same level as keyboard