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.

Wrist 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.