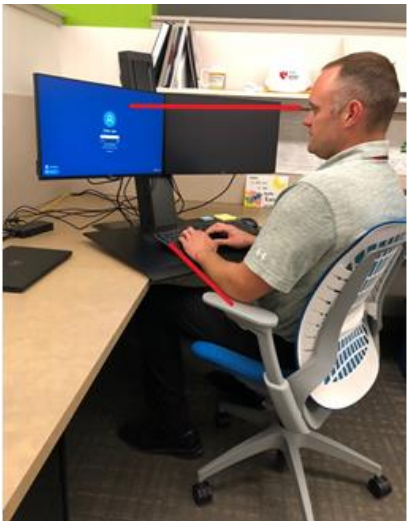


Ergonomics: Sit/Stand Station Adjustments



MONITOR

1. **Whether sitting or standing, set the top of the screen to your eye level.**
2. **If wearing bifocals or trifocals and reading from a lower zone of the lens, set the top of the monitor, lower than eye level.**
3. Monitor can be 21 to 29 inches away from the eyes.
4. Advise Facilities if you are either 6 Ft 3 inches or taller; 5 Ft 2 inches or shorter, or use bifocal or trifocal lenses for vision, for determining if an adjustable monitor arm or an extended VESA plate will be needed, to adjust your monitor height.

KEYBOARD AND MOUSE

1. **Whether sitting or standing, set the home row of the keyboard close to neutral elbow height** (shoulders relaxed and elbows held close to your sides).
2. If necessary, use an under-desk, adjustable keyboard tray, to allow optimal adjustments of your keyboard and mouse height. Advised if an employee is under 6 Ft in stature.
3. Set mouse close to the side of the keyboard and at the same height.
4. Reach keyboard and mouse within a forearm's reach distance.

SEATED WORK

1. Use your backrest. Can either lean straight backwards or sit up straight, with good support for the lumbar spine. Rocking movement is good for blood flow to the spine.
2. Set the seat depth with 2 to 4 inches gap from the edge of the seat to the back of your knees.
3. When sitting, knees should be level with the hips or slightly lower. Feet flat on the floor or on a footrest.
4. **Can stand anywhere from 5 minutes to 15 minutes out of the hour, for a cumulative total of 2 hours of standing per day, or as necessary based on individual needs.**

PLEASE NOTE: *Prior to ordering your Sit/Stand station, please ensure that the system or design you request will accommodate your sitting and standing eye level and elbow height, for optimum functionality.*

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