

This is the 1st step

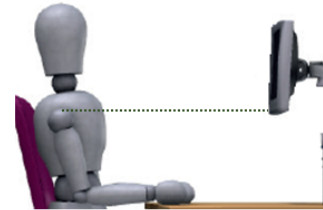
Set up your chair to suit you!
Ensure your arms are horizontal in the normal typing position with your elbows at a 90° angle. Use the desk to support your lower arm and wrist when typing or using the mouse.



The top of your screen should be about level with your eye line. Your screen may be slightly above or below your eye level dependant on your typing ability and comfort.



Your screen should be approximately your arm's length away (if you were to reach out in front of you).



Your keyboard and screen should be directly in front of you to avoid unnecessary twisting, stretching or awkward postures.



Try to avoid glare and reflections when positioning the monitor.



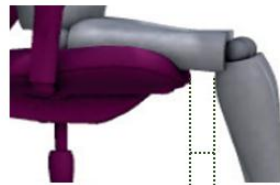
Avoid stretching to reach the mouse, keyboard and phone. They should be close to you.



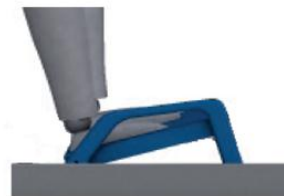
Ensure your back is supported upright, with the spines natural 'S' curve maintained (i.e. your lower back is supported). Use the levers to adjust the back rest and seat pan as required.



Ensure your thighs are slightly angled downwards with some space directly between the back of the knee and the front edge of the seat pan.



Feet must be flat on the floor or on a foot rest.



Make sure there is space under the desk to move freely and sit comfortably.

