Set Up Your Office Workstation Windows Breaks Where possible, place Take visual break monitor at 90 degrees from every 20-30 minutes. windows to prevent glare. Task Light/ Monitor/Laptop Height Telephone Top of the screen at eye Frequently used level or slightly below (2-3 Head items placed within inches). Set laptop on a Upright and over shoulders, arm's reach. stand if needed. no leaning towards screen. Shoulders Relaxed and not hunched. Monitor/Laptop Back **Distance** Upright/slightly inclined, sit Approximately arm's with back against chair. lenght away and slightly tilted. Body Aligned with monitor and keyboard. **Lower Back** Supported by chair's lumbar support. **Keyboard and Mouse Elbows** Placed next to each Relaxed, close to body at other and at the same about 90 degrees. Desk height, flat on desk. Use Desk height even keyboard tray as needed. Armrests with elbows. Adjustatble armrests at elbow height. Feet **Chair Height** Fully supported, use Adjust chair height until feet footrest if needed. are flat on the floor, with knees and hips at about 90 degrees.

How to

