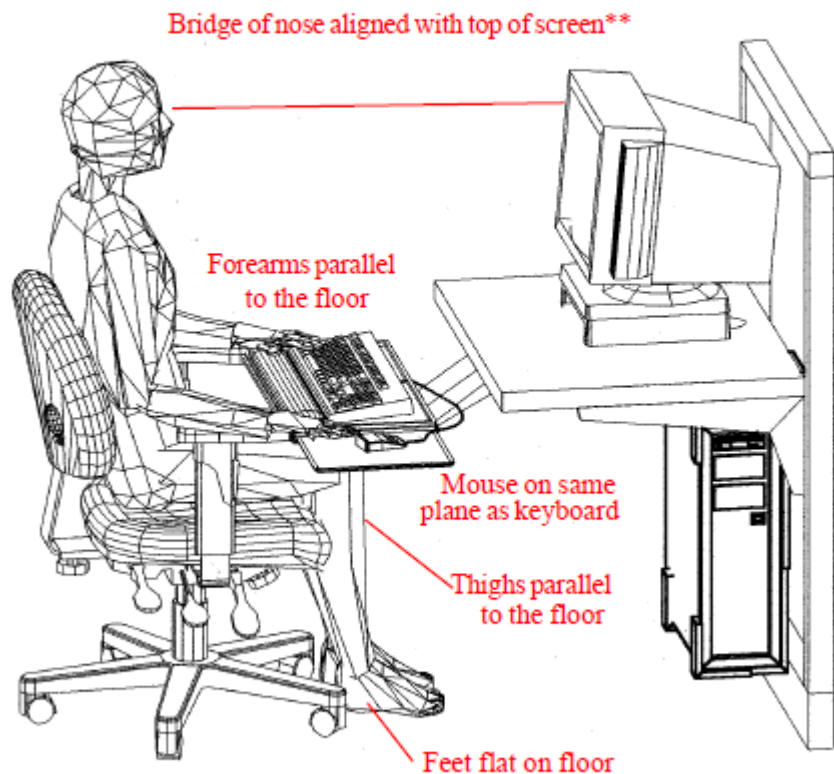


Posture Guidelines



**Unless you wear bifocals, then the monitor should be much lower

Ergonomic Suggestions

Keyboard and Mouse

Adjust keyboard height so arms and forearms are at right angles.

Keyboard-to-user distance should allow user to relax shoulders.

Position keyboard flat or sloped slightly negative.

Mouse should be directly next to the keyboard & at the same height as the keyboard.

Monitor

Adjust monitor height so top of screen is at eye level.

Viewing distance is approximately arm's distance away (18" - 30").

Monitor should be positioned to avoid glare. Monitor and keyboard should be placed directly in front of user. (not off to one side or angled so you are sitting with your head turned)

Work Practices

Keep frequently used items close at hand. (i.e. phone, stapler, etc.)

Get out of the chair at least once per hour.

Keep wrists straight, support wrist on soft surface between keystrokes.

Use hand to hold receiver or wear headset.