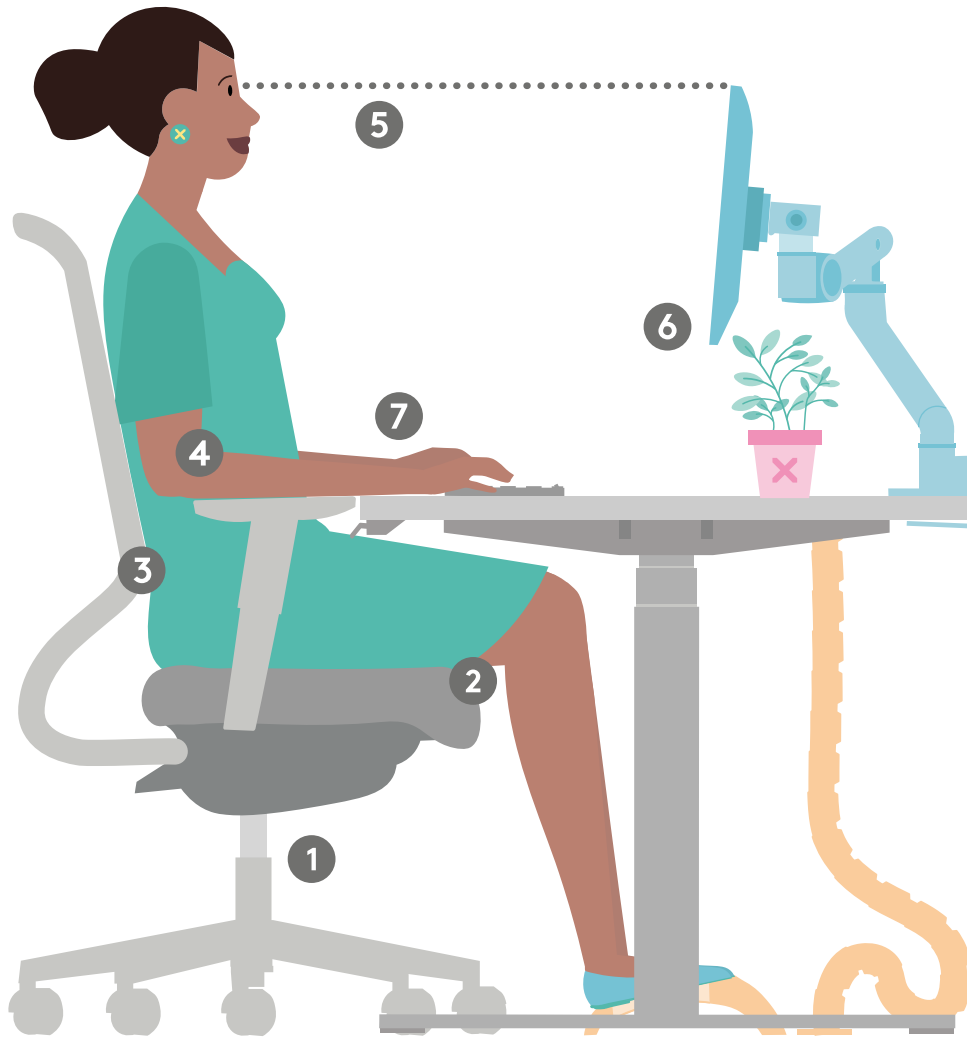
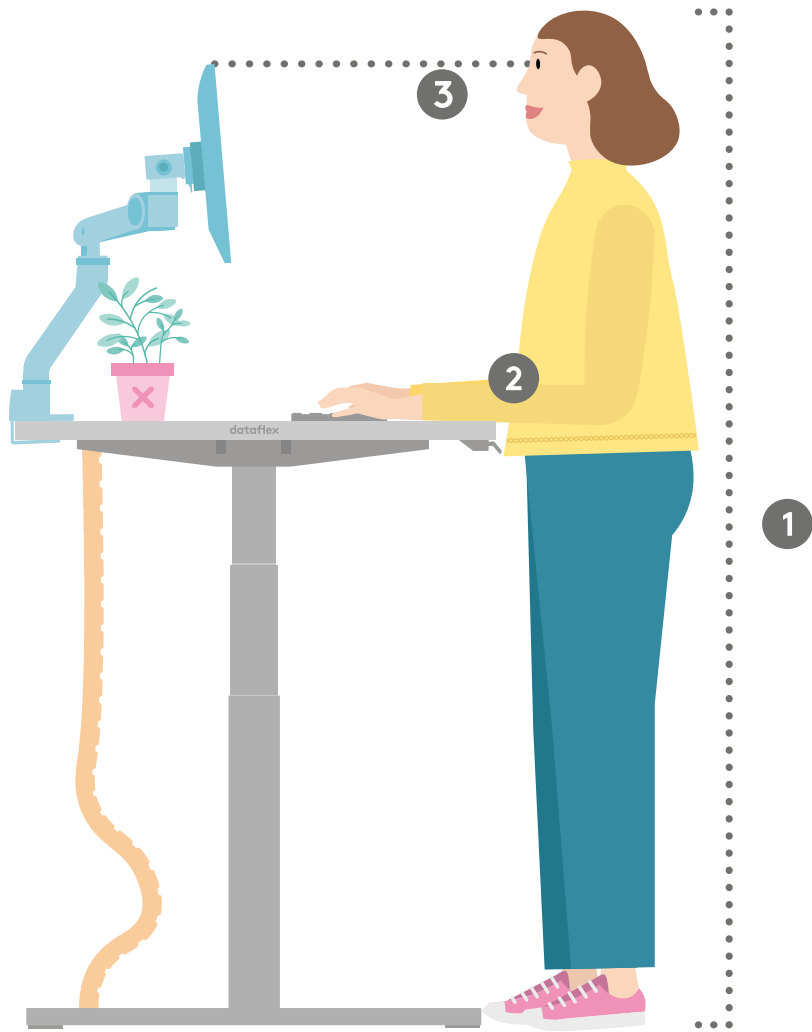


Sitting ergonomically; a guide to sit comfortably and correct



- 1 Adjust the height of your chair so that when your feet are flat on the floor, your knees are at an angle of between 90 and 110 degrees
- 2 Adjust your seat depth so that about a fist fits between the inside of your knee and the chair
- 3 Provide lumbar support
- 4 If your desk is adjustable in height, make sure your elbows can rest at a 90-degree angle on the arm rests and wrists on your desktop, so that your shoulders are relaxed
- 5 Adjust your monitor arm so that the top of the screen is at eye level. Place the screen about 1 arm's length away to reduce eye strain
- 6 Tilt the screen slightly (10-20 degrees) for fine viewing angle
- 7 Place your keyboard and mouse side by side 10 - 15 cm from the edge of the desk

Standing ergonomically; a guide to go from sitting to standing



- 1 When you switch from sitting to standing, your entire posture changes. This means you have to adjust your monitor accordingly
- 2 The desk should be high enough that with your wrists in neutral position, your forearms should be at a 90-degree angle.
- 3 Your monitor should be at eye level so that you do not have to bend your neck, so when you're standing, move it up. Ideally, there should be an arm's length between you and your monitor, you are closer to the desk and monitor when you stand

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