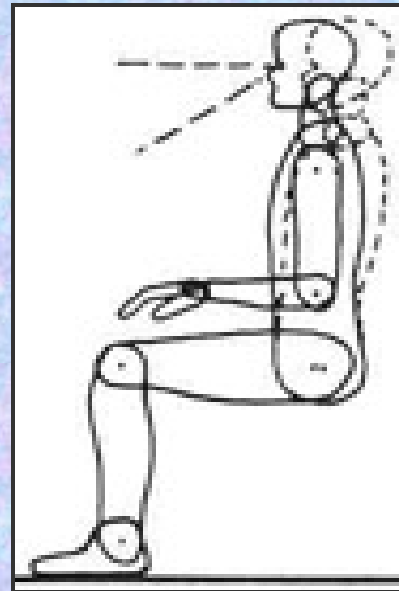
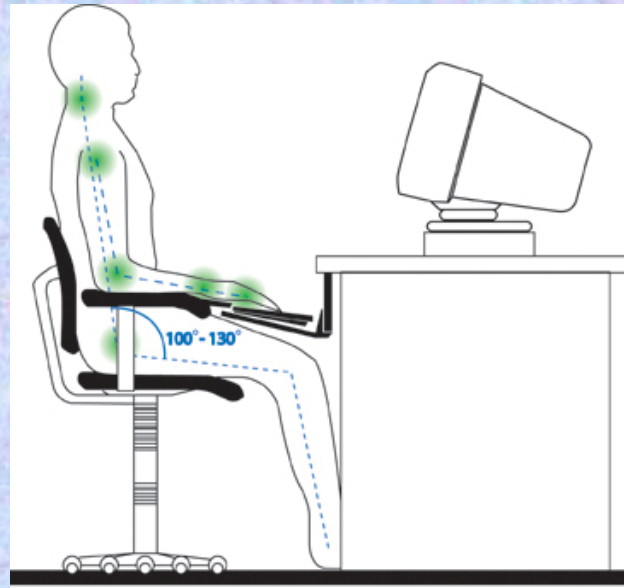


Instructions for Proper Computer Workstation Adjustment and Setup



Workstation Adjustment

The following slides will walk you through a step by step method of adjusting your computer workstation so that you assume the optimal posture when typing or using a mouse.



An adjustable chair is crucial to proper workstation setup. Your office chair should have most of the features shown below. If your chair can't be adjusted to fit your workstation, you may need to obtain one that is more adjustable.



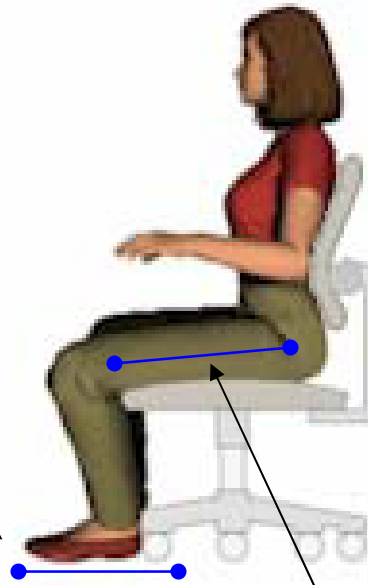
Take time to understand how your chair can be adjusted. Every chair is different, but some of the most commonly provided chair controls are shown below.



Chair Adjustment

Step 1

*Adjust chair height so your feet are flat on floor



Step 2

Adjust chair so your thighs are almost parallel to the floor and knees are at 90 degree angle

*A person of smaller stature may need to use a foot rest

Chair Adjustment

Step 3

Adjust back rest so curved portion of backrest supports small of back



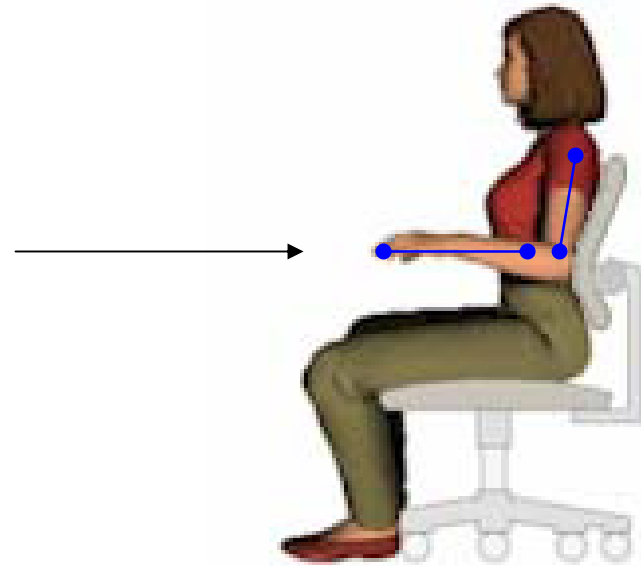
Step 4

If your chair has armrests, adjust them so your arms can type freely without touching armrests. Arms should only touch armrests when not typing

Keyboard Tray/Desk Adjustment

Step 5

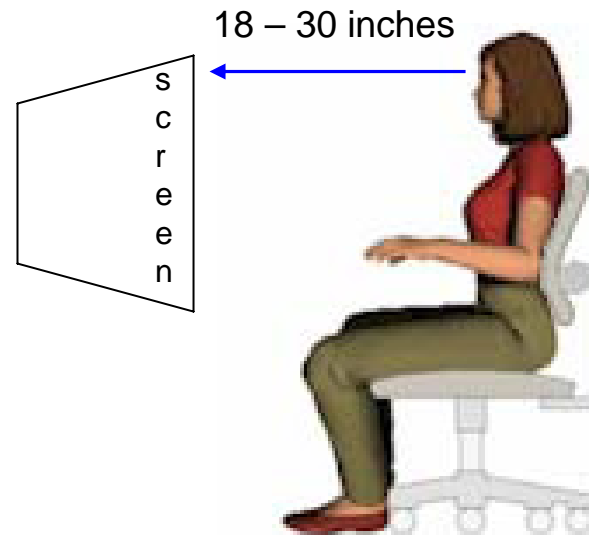
Adjust keyboard tray or desk surface so your upper arms rest by your side and your forearms are parallel to the floor when typing. Your elbows should form 90 degree angle



Monitor Adjustment

Step 6

Position your computer screen so that it sits directly in front of your keyboard, 18" to 30" from your eyes, with the top of the screen at or below eye level.



Final Setup

- Your final workstation posture should look like this.



Keyboard Trays

- **Your keyboard tray should be large enough to accommodate the mouse.**
- **Set up your workstation so the mouse is at the same level as your keyboard. Keeping the mouse at the same level will help to avoid over-extending your shoulder and keep your wrist level.**



Keyboard Trays

- A mouse bridge can be used on smaller keyboard trays.



Other Ergonomic Tips

If your work requires simultaneous phone and computer use, utilize a telephone headset. Avoid cradling the phone between your head and shoulder, which can lead to neck strain.



Position commonly used items within close reach to avoid continual over-extension in the shoulders.

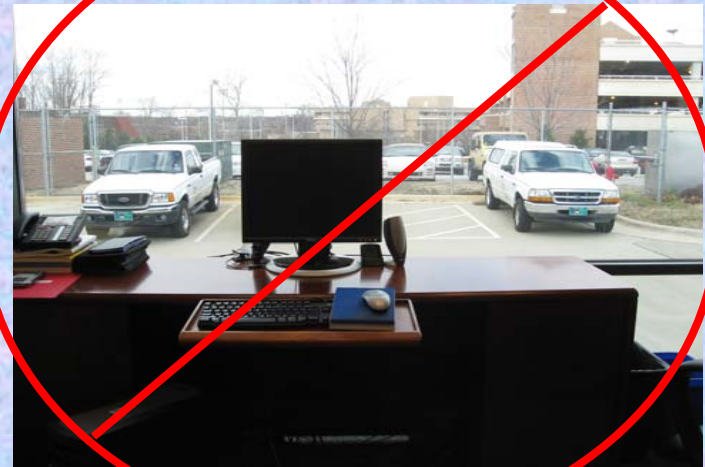


Other Ergonomic Tips

Avoid resting wrists on sharp objects such as the desk edge.



Position your computer monitor so glare from windows and lights is minimized. The monitor should be perpendicular to light sources.



Other Ergonomic Tips

- **Take frequent short breaks throughout the day. A good rule of thumb is to take at least a 30 second break every 30 minutes.**
- **During the breaks stand up to stretch your legs and look away from your monitor. Also mildly stretch your hands, arms and back.**

Ergonomic Assistance

- **If you have any questions about setting up your workstation, or if you experience discomfort when working at your desk, contact the UNCG Office of Safety at **334-4357**.**
- **You may request a complete ergonomic assessment of your work environment by contacting the Office of Safety at 334-4357. The workplace assessment will be conducted by trained ergonomic committee member or by Office of Safety personnel. The trained professional will evaluate your work area and make recommendations to reduce ergonomic stressors.**