# Setup Guide for Computer Users

## Feet, Legs and Back Supported

### Feet Supported
- Adjust seat height so feet are flat on the floor
- Your thighs should be parallel to the floor
- Your ankles should be forward of your knees
- Don’t dangle your feet or rest your feet on the chair base

### Leg Clearance
- Adjust seat pan depth or build up your backrest to allow 2” of clearance behind your knees (~3 fingers of clearance)

### Back Support
- Adjust the back rest height so the curve is in your lower back
- The bottom of the back rest should fall just below your belt line
- Fix the backrest angle to upright or slightly reclined and lean back in your chair
- Don’t lean forward and “turtle”

### Arm Support
- Adjust the armrest height to resting elbow height so your forearm is comfortable and supported
- Adjust the armrest width to accommodate the breadth of your body
- Your shoulders should be in a relaxed position; not raised or elevated away from the side of your body

## Standing

### Feet Supported
- Stand on soft, compressible material
- Use a footrest to elevate one foot periodically

## Head Upright and Looking Forward

### Distance
- Always place your primary screen directly in front of you
- Position it about an arm’s length when you are sitting back in your chair

### Height
- The top of the screen should be at or slightly below eye level
- For larger screens (>20”), position the top of the screen about 1-2” above eye level
- Lower your screen 2-3” if you wear bifocals or trifocals

### Multiple Screens
- Place the screen that is used most often directly in front of you and the other(s) immediately adjacent at the same height and distance, slightly angled towards you
- If they are used an equal amount of time, place the vertical line connecting the screens directly in front of you
- For more than 2 monitors, position them side by side by side. The eyes work more efficiently side to side vs. up and down

### Tablets/Hand-Held Device
- Position the top of the screen so it’s at your line of sight
- It should be where you hold a magazine or book

### Source Documents
- Position source documents immediately adjacent to the screen on the dominant eye side or inline (between your keyboard and screen)
- Provide additional lighting for source documents if necessary

### Glare
- Move the screen(s) to be perpendicular to light sources whenever possible
- Angle or swivel your screen to reduce glare

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Remember to Maintain the NEUTRAL POSTURE
Wrist Straight, Shoulders Relaxed and Elbows at Your Side

Keep it on “One Plane”
- Your input device should be on the same plane or surface as the keyboard
- The input device should be positioned as close to midline as possible to decrease reaching
- If you use a keyboard tray, it should accommodate both the keyboard and input device

A “Gentle Waterfall” should exist
- The keyboard and input device should be positioned slightly below the level of the resting elbow to create a slight downward transition from your elbow to the keyboard and input device
- This creates a “Gentle Waterfall”
- Note that the wrist is in a comfortable, straight position

Phones and Headsets
- Place your telephone to your non-dominant hand
- Avoid cradling the handset on your shoulder
- If your telephone usage is high, use of a headset

Wrist Straight
- Don’t anchor your palms on the work surface or a wrist rest when keying or using your input device
- For people who are larger in stature, consider a curved or split keyboard (e.g., Microsoft Natural) to keep the wrists straight
- For people who have large or small hands, consider an input device of appropriate size to create straight wrist postures (e.g., large or small mouse)
- If using a tablet or smartphone for typing and tapping, shallow angles (30º from the horizontal) are best to promote straight wrists

External Devices
- Use external input devices if laptops and tablets are primarily used (e.g., keyboard, mouse)

Right is Not Always Right
- To reduce the reach distance to your input device, consider moving your mouse to the left side of the keyboard. Avoiding a reach across the numeric keypad can reduce how much your arm has to move, and may improve the posture of your wrist
- If you do not use the numeric keypad, consider a keyboard without it to minimize reaching to your input device

Remember to Maintain the NEUTRAL POSTURE