
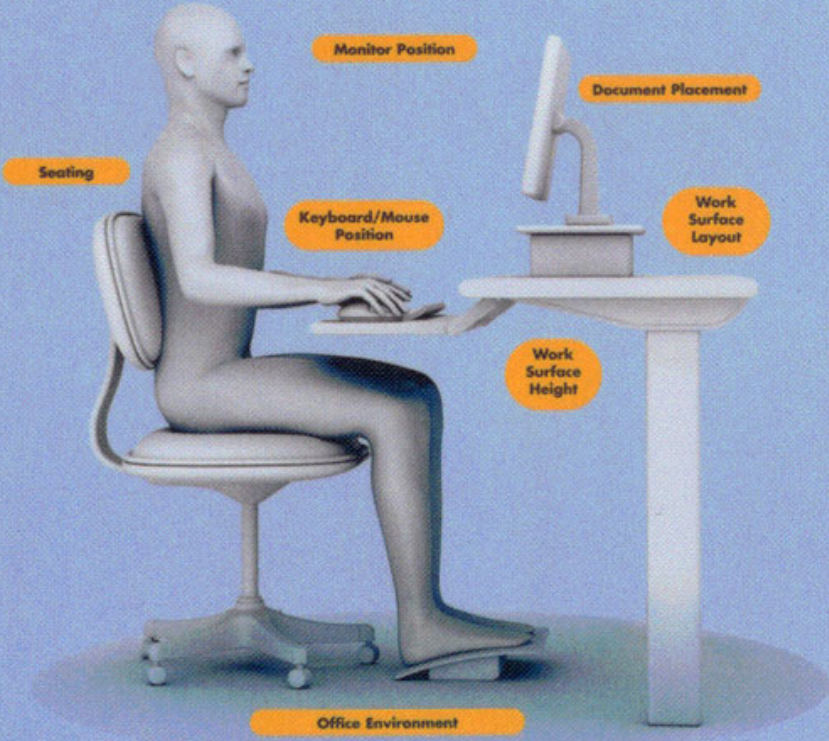


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## Ergonomic Basics



**SEATING**

- Posture should be slightly reclined (90°-110°)
- Keep the back naturally curved
- Position knees slightly lower than hips
- Place feet flat on floor or on foot rest

**KEYBOARD/MOUSE PLACEMENT**

- Position keyboard flat or at a negative tilt
- Forearms should be parallel to the floor with elbows bent to near a 90-110° angle

**OFFICE ENVIRONMENT**

- Clean up thoroughly after eating at your desk
- Wipe your desk down regularly with a cleaner or cleansing wipe
- Wash your hands often

**WORK SURFACE LAYOUT**

- Place frequently used items within easy reach
- Ensure you have adequate space for your office tools

**MONITOR POSITION**

- Position monitor so eyes are level with top of monitor frame
- Avoid leaning toward monitor
- Viewing distance should be about 18" to 36" away from the screen

**DOCUMENT PLACEMENT**

- Position documents vertically on the same plane and height as the screen
- Place documents on the same side as the "Dominant Eye"

**WORK SURFACE HEIGHT**

- Adjust Surface Height between 26" to 32"
- Position the keyboard to allow the wrist to be in a flat or neutral posture

\*\*\*The Fellowes Ergonomic Basics Mouse Pad is for the Freebie Friday Giveaway only and is not available for order. \*\*\*

Radstons Office Plus | 510.964.9604 | 675 Alfred Nobel Dr. Hercules, CA 94547 | www.radstons.com