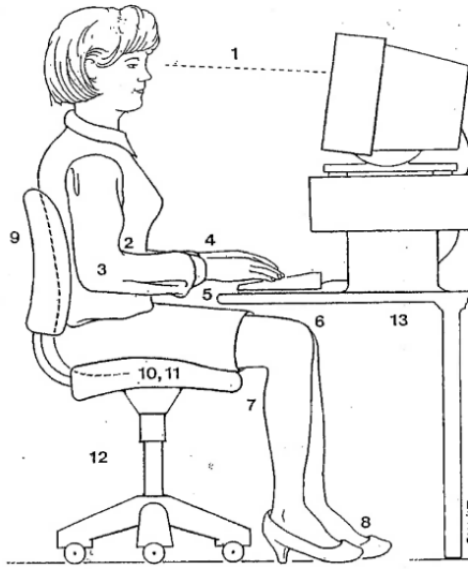
Ergonomic Desk Setup Guide



1. Monitor Position

- About an arm's length away
- Top of screen at eye level or slightly below
- Tilt back 10–20°
- Dual monitors: – Primary directly in front – If equal use, center both together

2-5. Desk & Keyboard Position

- Desk height allows elbows at ~90°
- Keyboard flat or slightly tilted downward
- Keep elbows close to your body
- Mouse at same height as keyboard and close to your side

6-13. Chair Setup

- Feet flat on the floor
- Knees at 90–100°
- Hips slightly above knee height
- 2–3 fingers of space behind knees
- Backrest supports natural low back curve
- Armrests support forearms without lifting shoulders

14. Body Position

- Head neutral, not forward
- Shoulders relaxed
- Wrists straight
- Avoid leaning or twisting
- Keep frequently used items within easy reach

15. Laptop Users

- Use a laptop stand
- Add external keyboard + mouse
- Raise screen to eye level

16. Lighting & Environment

- Avoid glare from windows or overhead lights
- Use task lighting if needed
- Keep workspace clutter-free

17. Movement Breaks

- Every 30–45 minutes: stand, stretch, or walk 1–2 minutes
- Change positions often — your best posture is your next posture

18. Quick Self-Check

- Shoulders relaxed
- Wrists neutral
- Screen easy to see without leaning
- Feet supported
- No tension building in neck or back

If you have any problems or questions, please call your doctor's office (8am-5pm).

Answering service for after hours.