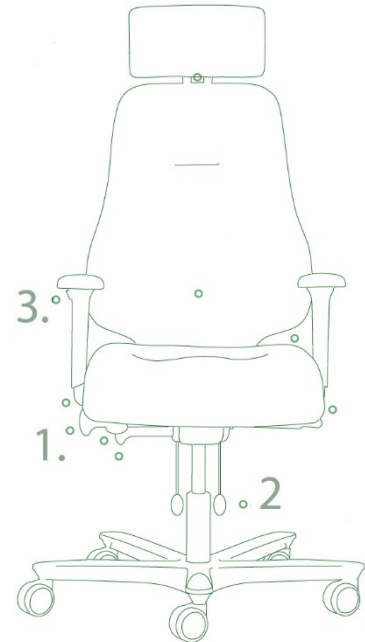


## Golden rules for setting up your workstation

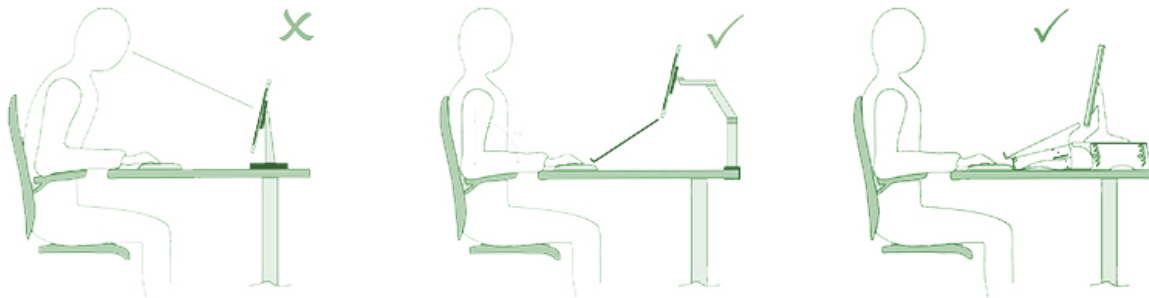
### Getting to know your chair

1. Locate and identify the adjustment levers
  - a) Raise the backrest to a comfortable height:
    - Knob – loosen, then raise and tighten to secure
    - Ratchet – With both hands move up in steps
  - b) Set the back angle fairly upright so that it supports you
  - c) If your seat extends, set the depth to approx. 5-6cm (3 fingers) from the edge of the seat to the back of your knee
2. Release inflatable lumbar support by holding down the button, then pump up gradually until you feel adequate support
3. Raise or lower the armrests so that you elbows are supported at a 90° angle
4. Now pull up the seat height lever and raise the chair so that the armrests are parallel with the desk surface

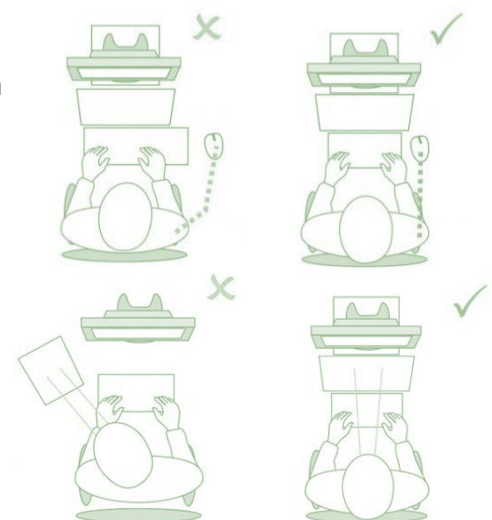


### Arranging your desktop

1. Set the monitor height so that your eyes are parallel with the top of the screen
2. Place your screen an arms width away



3. Now set up your easy reach zone:
  - a) Place your mouse near. Your arm should be in-line with your shoulder
  - b) Place any papers that you are referring to on a document holder between your keyboard and monitor
  - c) If you are right handed, your phone should be placed on the left or the other way around if you are left handed.



### Refining your posture

1. Place your feet on a footrest in front of you
2. Move and stretch regularly