

When Sitting

Adjust the seat pan height so that	Your feet rest comfortably flat on the floor, or on a footrest.	Your knees are slightly lower than your hips.
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Adjust the seat pan depth so that there is a 2- 4-inch gap between the back of your knees and the front edge of the chair when your back is against the chair.

Adjust the height of the back of the chair so that the curve of the back of the chair fits into the deepest part of the curve in your lower back.

Adjust the tilt of the back of the chair so that the back of the chair is upright or tilted back for comfort.

Adjust the armrests so that	They are slightly below your elbows when your shoulders are relaxed.	Your arms hang comfortably at your sides.
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Adjust the armrests so that they do not interfere with access to keying, mousing or writing surfaces.

When Keying

When the keyboard is at the right height 7a. Your shoulders are relaxed, and your elbows are close to your body. 7b. Your elbows are bent to 90 degrees, or slightly greater (inner angle). 7c. The tops of the "home row" keys are at the same height as your elbows, or slightly below your elbows. 7d. Your wrists are straight (not bent).



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