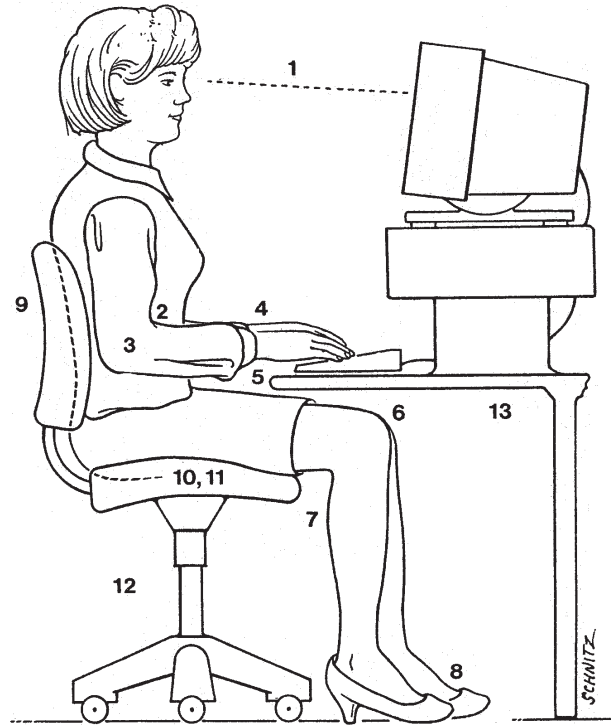


PROPER BODY POSITIONING AT EACH WORK STATION IS EXTREMELY IMPORTANT TO MAINTAIN GOOD PHYSICAL HEALTH. TO ENSURE CORRECT ERGONOMICS, CHECK THE FOLLOWING:

- 1. Monitor screen is at eye-level
- 2. Elbows rest at the side
- 3. Elbows are bent at a 90° angle
- 4. Wrists are in a neutral (straight) position
- 5. Wrists rest on a rounded edge
- 6. Knees are level or slightly lower than hips
- 7. Soft seat edge (by knees)
- 8. Feet rest on the floor or on a footrest
- 9. Low and middle back support is provided
- 10. Seat width of 18"
- 11. Seat depth 15"-17"
- 12. Seat height (see chart)
- 13. Desk height (see chart)



IF YOU HAVE QUESTIONS REGARDING YOUR WORK STATION, PLEASE INFORM YOUR OFFICE.

| YOUR HEIGHT | DESK HEIGHT | SEAT HEIGHT |
|-------------|-------------|-------------|
| 4' 11" | 23" | 15" |
| 5' 4" | 24" | 16" |
| 5' 6" | 25" | 17" |
| 5' 9" | 26" | 18" |
| 6' 2" | 28" | 20" |