

# How To

# Set Up Your Office Workstation

## Windows

Where possible, place monitor at 90 degrees from windows to prevent glare.

## Task Light/Telephone

Frequently used items placed within arm's reach.

## Monitor/Laptop Height

Top of the screen at eye level or slightly below (2-3 inches).<sup>1</sup> Set laptop on a stand if needed.

## Breaks

Take visual break every 20-30 minutes.



## Document Holder

Place next to and at same height as monitor.<sup>2</sup>

## Monitor/Laptop Distance

Approximately arm's length away and slightly tilted.

## Hands and Wrists

Relaxed and straight with minimal bending. Use wrist rest as needed.

## Head

Upright and over shoulders, not leaning towards screen.

## Shoulders

Relaxed and not hunched.

## Back

Upright/slightly inclined, sit fully back on chair.

## Body

Aligned with monitor and keyboard.

## Lower Back

Supported by chair's lumbar support.

## Elbows

Relaxed, closed to body, at about 90 degrees.

## Armrests

Adjustable armrests at elbow height.

## Keyboard and Mouse

Placed next to each other and at the same height. Lay flat on desk. Use keyboard tray as needed.<sup>3</sup>

## Feet

Fully supported, use foot rest if needed.

2-3 fingers' width distance between back of knee and seat.

## Chair Height

Adjust chair height until feet are flat on floor, thighs parallel to floor, and knees and hips at about 90 degrees.

**Desk**  
Desk height at elbow height.