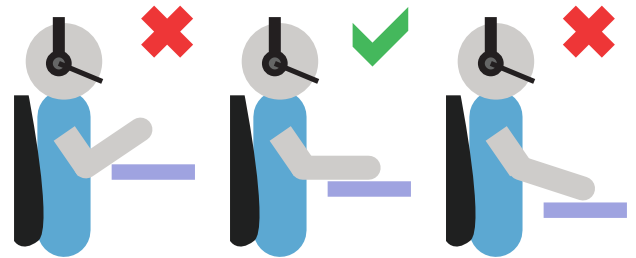


ERGONOMICS GUIDE

Office ergonomics are vital for your health and wellbeing. The majority of an agent's time is spent seated, which means the most important element is a properly adjusted chair. The following guide will help you adjust your chair to best suit you. If you're used to slouching or leaning, sitting in a properly adjusted chair can be uncomfortable at first, but over time you'll improve your posture, reducing back and neck pain, decreasing the risk for repetitive stress injuries, and bettering your overall health.

Step 1 - Chair Height

Sit straight up in your chair and put your hands on the desk with your arms relaxed at your sides. Your chair is at the appropriate height when your wrists are level with your elbows.



How to Adjust
Use the lever on the right side of the chair to raise and lower the seat.

Step 2 - Foot Height

With your chair at the appropriate height, put your feet flat on the floor. You should be able to easily slide your fingers under your thigh at the front edge of the chair. If it's too tight, you'll need to prop your feet up with a footrest. If there's more than a finger width between your thigh and the chair, you may need to raise the keyboard so that you can raise the height of the chair while keeping your wrists level with your elbows.



Step 3 - Seat Depth

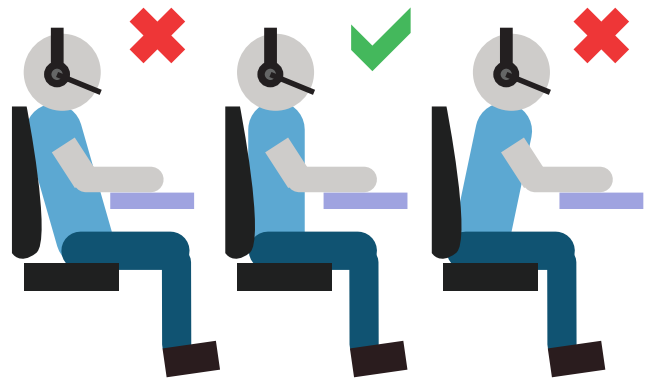
With your bottom pushed against the chair back, you should have about a fist's width of space between your calf and the front of your chair. More than that and your seat is too shallow, less than that and your seat is too deep.



How to Adjust
Turn the dial on the back of the chair clockwise to move the backrest forward, counter-clockwise to move it backward.

Step 4 - Low Back Support

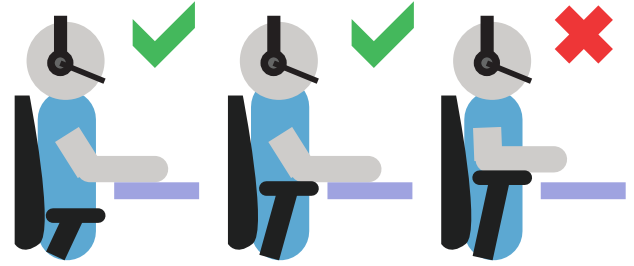
With your bottom pressed against the back of the chair, the backrest should cause your lower back to arch slightly so that you don't slouch down in the chair as you tire over time. This low back support is essential to minimize the strain on your back. Never slump or slouch in the chair, as that places extra stress on the structures of the low back, and in particular, on the lumbar discs.



How to Adjust
The backrest can be raised by simply lifting the back of the chair. To lower it, lift it all the way past the last 'notch', and it will drop back down to the lowest position.

Step 5 - Armrests

With your chair at the proper height relative to your desk, generally armrests aren't necessary. However, if you find yourself frequently slouching forward, the armrests may help you sit straight while taking some of the strain off your shoulders and upper spine. Adjust the armrest so it just slightly lifts your arm at the shoulder. Be careful that it doesn't raise your elbow above your desk.



How to Adjust
The silver button on the outside of the armrest will allow you to raise and lower the arm.



Other Adjustments - Reclining

Working reclined causes unnecessary strain on your shoulders, neck, and upper back, which can lead to pain and injury. However, reclining for short periods while not typing or looking at the screen can provide some temporary relief for your lower back. To unlock the recline, use the lever on the left side of the seat.

If you find the chair difficult to recline in or if it tips back too easily, you can adjust the tension of the reclining mechanism using the knob on the underside of the chair, near the front. Tighten it (turn clockwise) for more tension, loosen it (turn counterclockwise) for less tension.

