

## Tips for Healthy Seating.

There are many factors that can contribute to pain, fatigue, and injury in the office. The following tips can help keep you alert, healthy, and comfortable in your new ergonomic chair.

1. **Have a solid foundation** - follow the instructions at the beginning of this guide to sit in your ergonomic chair correctly. The best chair won't help if you don't use it properly.
2. **Know your surroundings** - adjust your chair height and workstation so you can sit near your work and maintain proper eye level. Make sure you don't have to strain or twist to reach anything in your workstation.
3. **Remember** - throughout your day, remind yourself to maintain proper positioning and posture, but keep a relaxed position. As your muscles tire, you may slouch or slump without noticing.
4. **Keep moving** - change position, sit upright, sit reclined, take a break from sitting every 30 minutes or so, even if it's only for a minute.



## Ergonomics at Allsteel.


Allsteel is a leader in ergonomic office products because everyone is dedicated to creating healthier seating and workstation solutions, from our designers to the skilled craftspeople who build the products.

But we know that our role in supplying a great chair or workstation doesn't end when it leaves our factory — it's just beginning. For example, a great chair is easy to use, so we reduced the number of adjustments on ours and made them intuitive. A great chair is comfortable — so we used cutting-edge materials to make our chairs feel like they're a part of your body.

There are many more benefits to Allsteel ergonomic chairs and workstations that you'll probably never even notice, and that means they're working just like we planned.

For more information about ergonomics at Allsteel, visit our website at [www.allsteeloffice.com/ergo](http://www.allsteeloffice.com/ergo) or email [ergonomics@allsteeloffice.com](mailto:ergonomics@allsteeloffice.com)



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## Increased Comfort. Healthy Life.

Your Guide to Ergonomics.

When it comes to office productivity and health, few decisions you make will be as critical as your choice in seating and workstations. This educational guide can help you choose the correct product options and then ensure you are using them correctly.



Allsteel®

Form A7926

# Chair and Workstation Interaction.

There are many ways to find the adjustability that you need in a chair and workstation. Adjustments can be made on the chair, the worksurface, a keyboard tray, a footrest, or even the monitor you use. One change can affect the others, therefore it is a holistic interaction. Here are some suggestions for adjusting your workstation, chair, and accessories (if you have them) to fit you correctly.

- 1. Support your arms, thighs, and feet** - Avoid high pressure points in your wrists, elbows, buttocks, behind your knee, or on your feet. Adjusting your worksurface height, armrest height, or seat height can help. Or maybe use a keyboard tray or footrest for adjustability.
- 2. Adjust monitor, keyboard, and mouse** - The monitor should be about an arm's length away. The top of the screen should be at the height of your eyes or below. The keyboard and mouse should allow you to work in a neutral posture so you are not putting strain on your body as you work.
- 3. Variety is good** - Movement is important. A workstation with sit-to-stand capabilities can be an option. Reclining in your chair adds variety to your eye and back position.



# Refrain from Pain.

Did you know that a properly adjusted office chair is not only more comfortable, but can contribute to better health and productivity? A chair that isn't adjusted properly can lead to fatigue, restricted circulation, swelling, numbness, and pain. Locate your pain on the diagram below to find out what you can do differently.



# Ergonomic Adjustments.



- Arm Adjustments:**  
To fit body size, adjust arm height, depth and width. Armrests help decrease the stress on the neck and shoulders and even the back by supporting the arms. Armrests should be positioned so that the upper arms remain fairly close to the body without creating awkward postures while keeping a close proximity to the keyboard and keeping the wrists in a neutral position.
- Lumbar Adjustments:**  
Ensure the curvature of the spine is properly supported. The deepest portion of the support should be in line approximately with the top of the hips.
- Recline Tension:**  
Supports back and prevents shift in balance from sudden recline. Adjust tension to a high enough level to support an upright posture while tasking and also allowing a comfortable recline.
- Seat Depth:**  
Moves seat forward and backward for even pressure on thighs and buttocks. Three Finger Rule: There should be 3 finger widths between the front of the seat and the back of knees when sitting against the backrest.
- Seat Height:**  
Raises and lowers seat to allow for a healthy sitting height at the worksurface. Feet should be comfortably supported and flat on the floor or footrest with knees approximately in line with the hips.