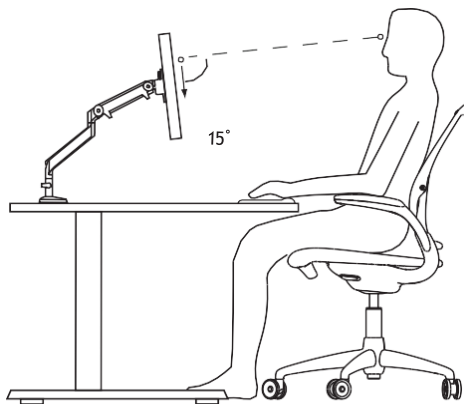
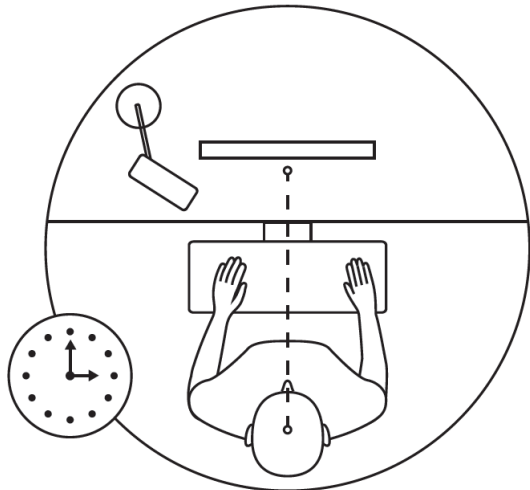


HUMANSCALE MONITOR ARM USER GUIDE

Welcome to your new workstation! Here is a helpful guide to get you comfortably adjusted with your monitor arm and some best practices. Your Humanscale monitor arm can be moved around depending on your style of work and what task you are performing. Move the arm closer to you when performing task work or push the monitors back towards the wall when the desk space is needed.



HEALTHY WORKSTATION GUIDELINES

SIT

Raise or lower the seat to ensure your thighs are parallel to the floor with your feet flat on the floor or a footrest. Lean back and relax in your chair to allow the backrest to support your upper body.

MOUSE

Position your mouse close to the keyboard or over the numeric keypad to minimize reaching. Avoid anchoring your wrist on the desk. Instead, glide the heel of your palm over the mousing surface and use your entire arm to mouse.

VIEW

Position the monitor at least an arm's length away with the top line of text at or slightly below eye level. Tilt the monitor away from you so your line of sight is perpendicular to the monitor.

ILLUMINATE

Position a task light to the side opposite your writing hand. Shine it on paper documents but away from computer monitors to reduce glare.

ALIGN

Align the monitor and spacebar with the midline of your body and arrange frequently used work tools within easy reach. Prop reference documents between your body and the monitor with an in-line document holder.

REST

Take two or three 30- to 60-second breaks each hour to allow your body to recover from periods of repetitive stress.

HOW TO ADJUST YOUR MONITOR ARM

Below are steps showing how to properly adjust your monitor arm and monitors. You can also refer to the drawing on page 1 showing an ergonomic desk setup for your body and your work tools. Both of your monitors can move independently to fit your needs. Your hands and eyes drive your posture so setting your workstation and monitor arm in the proper place for you will provide comfort throughout your workday.



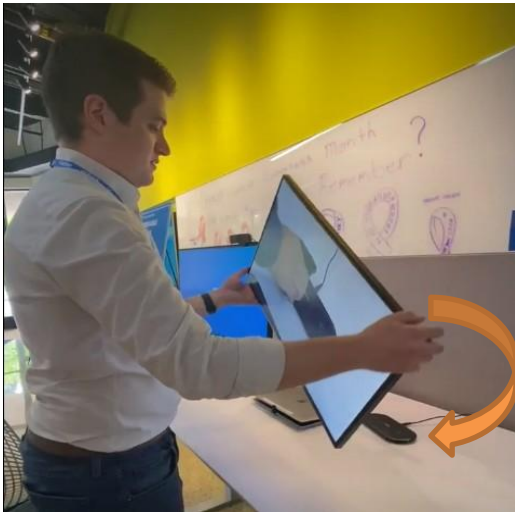
Your monitor arm will allow you to easily position your monitors, so you are comfortable at your workstation.



To avoid hunching over your desk to see your monitors, simply **bring forward** to you until you are about an arms length away with your back against your task chair.



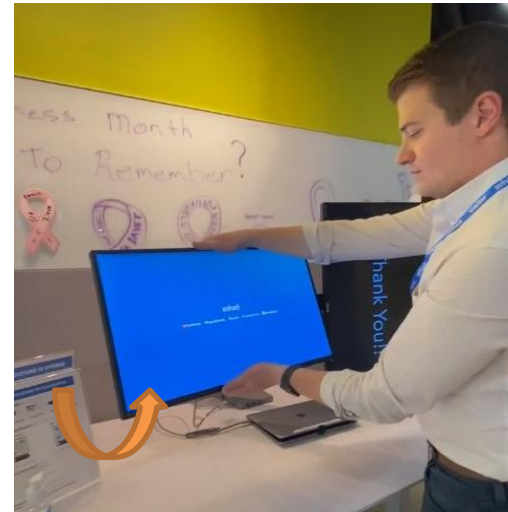
The top line of text should be at or slightly below your line of vision. If your monitors are too high or too low, **raise or lower** until they are at the correct comfortable height for you.



Both monitors offer flexibility to use in landscape or portrait. To spin the monitor, hold both sides then **spin to the right or left** as shown.



You can then re-align your monitors by bringing them back together, **angle and position** to where you are most comfortable.



If you are finding your monitors need to be **tilted upwards or downwards** to avoid glare, hold the top and bottom of the monitor and position it to your liking.