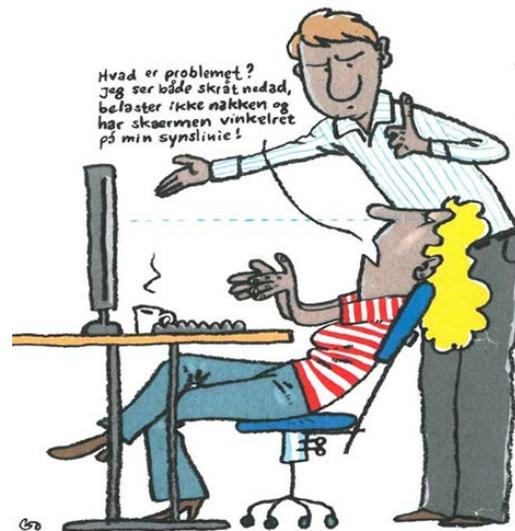


# Congratulations on your new office chair / desk. Remember to arrange your work area according to the following guide



## 10 Tips for your monitor

### 1. Positioning the computer monitor properly in the office

Minimize glare as well as reflections on your computer monitor by position the monitor so windows are to the side, instead of in front or behind it.

### 2. Positioning the computer monitor properly on your desk

Position the monitor on the desk at a viewing distance of 50-70cm, corresponding to the length of your arm. The monitor and the keyboard should be positioned to allow you to sit directly in front of them without having to twist your body, arms or hands in incorrect positions.

### 3. Proper lighting conditions

Position the monitor so that your viewing direction is parallel to the window to prevent glare. If you are bothered by overhead lighting try to reduce the number of fluorescent tubes installed above your computer workspace. Place your desk lamp so that the light comes in from the side below eye level to avoid reflections on the monitor

### 4. Adjust your computer monitor properly

Adjust the height of the monitor so that you view it looking down slightly. This minimizes strain on your neck. A rule of thumb is that a horizontally outstretched arm should point directly at the top menu line

### 5. Tilt the computer monitor

The monitor should be tilted so that the surface of the screen is perpendicular to the line of vision. This ensures a uniform reading distance from top to bottom, thus minimizing strain on the eye muscles.

### 6. Choose the correct computer monitor

The surface and frame of the monitor should be matte to avoid reflections. It should be possible to turn and tilt the monitor without difficulty.

### 7. No flickering

The picture should be stable, without flickering. It can cause the eyes to feel "tired" and "gritty".

### 8. Adjust brightness and contrast

The brightness and contrast should be easy to adjust and adapt to the conditions in the office and your surrounding workstation.

### 9. Focus on something else than the monitor

Avoid working intensively at the computer. Working at a monitor over a long period of time can cause headaches. It may help to blink often so that your eyes do not become dry. It may also help to look away from the monitor once in a while and focus on something far away.

### 10. Text size and contrast.

Adjust the settings so that capital letters appear to be at least 4mm in height at a reading distance of approx. 50-70cm. Work with dark text against a light background so the text stands out clearly. Set the line spacing so that the lines are easy to distinguish from each other.

SOURCE : BAR KONTORS VEJLEDNING: "Arbejde ved computer" og Heidi Lisette Bille, arbejdsmiljøkonsulent i bar kontor

See more info at:

<http://bar-kontor.dk/Files/Billeder/BARkontor/pdf/Working-with-computers.pdf>

Best regards your working environment representative

<http://www.hst.aau.dk/safety/working-environment-groups/>

turn over →



## 10 Tips for office chair

### 1. Variation:

Sitting well requires proper set-up of your office workstation. Regardless of which chair you have, it is important that you sit properly and that you regularly change your working posture. It may help to change the chair's adjustments once in a while to ensure variation. It is important that you know and use the adjustment options on your office furniture and other equipment.

### 2. Finding your personal chair

It is important that you test several chairs before buying one. Find your personal chair – one which perfectly suits you and your work tasks. In fact, the ideal would be to have several chairs to choose between.

### 3. Proper back support

Choose a chair with a backrest that can be *adjusted for height* and *tilt*. Adjust the backrest to support your lower back

### 4. Tilttable seat

Ideally, the seat should be tilttable to induce comfort and to minimize strain on your lower back. Preferably the chair should have a dynamic pivot function by which the resistance can be adjusted to the user's weight.

### 5. Finding the proper height of the chair

Adjust the height of the chair so that you have both feet flat on the floor, and your thighs feel slightly supported by the seat

### 6. Proper seating

Sit back in your chair so that 2/3 of your thighs are supported by the seat. You should be able to fit your fist between the back of your knees and the front edge of the seat

### 7. Chair first – then the table

Start off by finding your personal chair which perfectly suits you and your work tasks then after that, adjust the height of your table.

### 8. Skip the arm rest

Chairs with arm rests are often inappropriate when working at a computer because the chair cannot slide under the desk completely. If your chair is equipped with arm rests make sure they are adjustable and removable.

### 9. Choose a five wheel chair

A desk chair should be stable. For the utmost degree of stability choose a chair with five wheels

### 10. Find the most suitable fabric

It is best if the fabric on the chair has a rough surface so that you do not slide forward on the seat – wool or cotton fabric is often the most suitable.

SOURCE: BAR KONTORS VEJLEDNING: "Arbejde ved computer" og Heidi Lisette Bille, arbejdsmiljøkonsulent i bar kontor