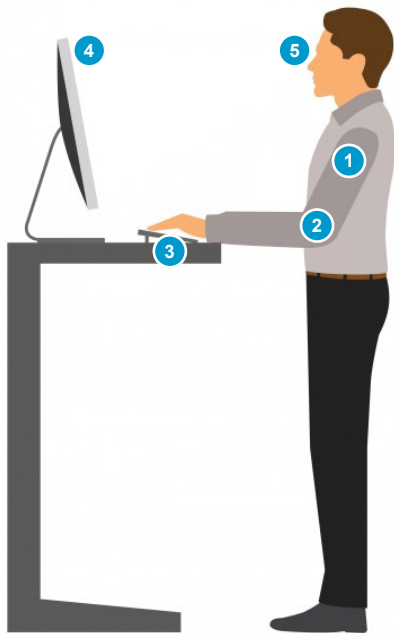




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## Seated Desk Setup

1. **Adjust chair height** so feet are flat on the floor and a 90-100° is maintained at the knee.
2. **Adjust the seat pan depth** to about “2 fingers” between knee and front of seat.
3. Unlock the “**lean**” **feature on the chair** and adjust spring such that you float when leaning back.
4. **Adjust the height (and width) of your armrests** to just barely support your elbows when shoulders hang in a relaxed position.
5. With the chair at the workstation, **adjust the table height** to match the armrest height.
6. Your **keyboard and mouse should be positioned to eliminate leaning or reaching** forward to use it, with elbows on the armrest.
7. Position your **monitor approximately one arm-length** away from yourself.
8. **Adjust monitor height** such that the top bar is at your eye level.



## Standing Desk Setup

1. **Stand up straight**, in a relaxed posture, at your desk.
2. **Adjust the desk height** to just below the relaxed elbow height, such that a 90-100° is maintained at the elbow.  
**Important:** Wrist and lower arm should not rest on the edge of the desk.
3. Your **keyboard and mouse should be positioned to eliminate leaning or reaching** forward to use it.
4. Position your **monitor approximately one arm-length away** from yourself.
5. **Adjust monitor height** such that the top bar is at your eye level.

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