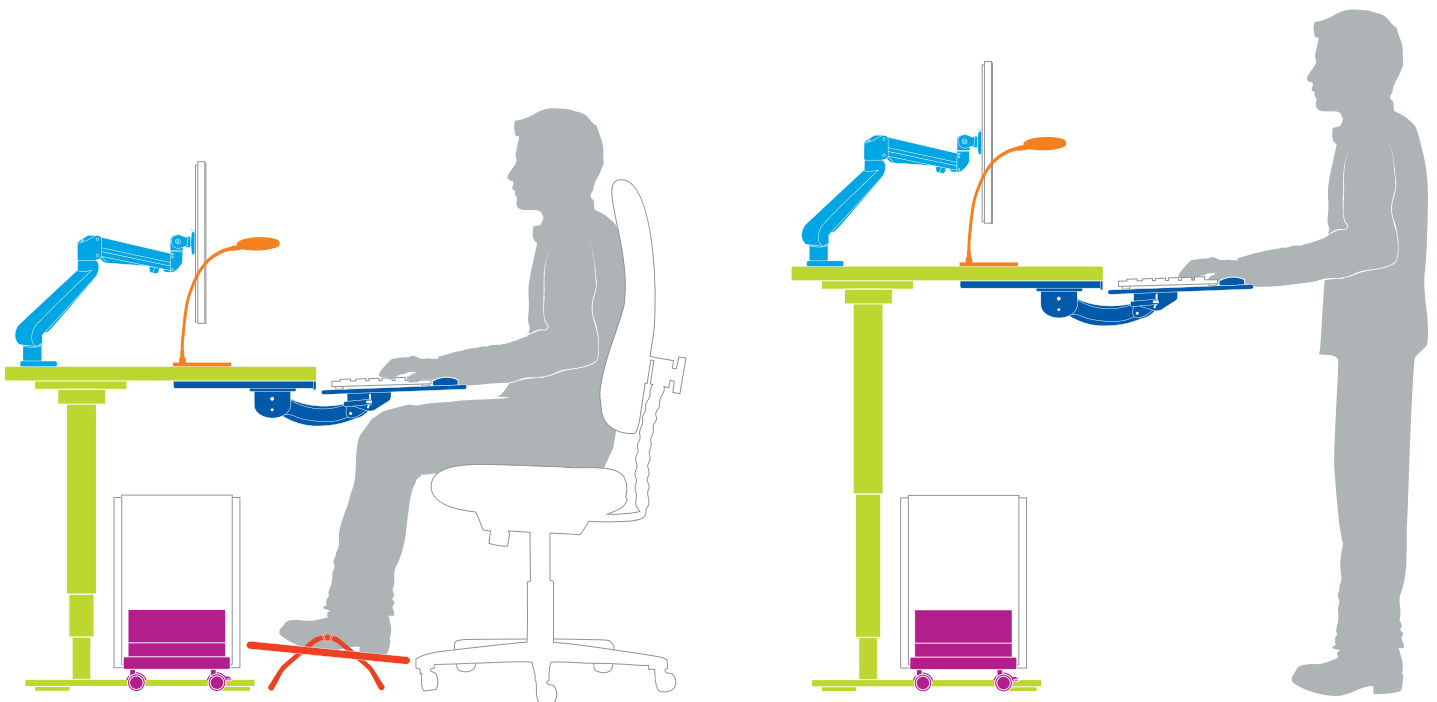


ERGONOMIC GUIDELINES

Follow the guidelines below to best utilize our ergonomic products.

- Forearms should be parallel to the floor (approximately 90 degrees at elbow).
- Upper arm and elbow should be close to the body, and as relaxed as possible.
- Wrists should be as flat as possible (not bent up or down) and straight.
- Mouse should be placed adjacent to keyboard.
- Monitor should be positioned directly in front of the user and at a comfortable viewing distance (approximately 18-30" away, top of monitor casing 2-3" above eye level).
- Feet should be fully supported by a footrest or the floor.



THE BENEFITS OF AN ERGONOMIC WORKSTATION



Adjustable monitor arms can help eliminate the tendency to sit in awkward positions by maintaining the proper viewing distance, height and angle of the monitor. Monitor arms can help keep the neck, shoulders and back in the proper posture to reduce muscle fatigue. They also free up the workspace to reduce clutter and increase efficiency. Using dual monitors can increase productivity over a single monitor by up to 50%.*

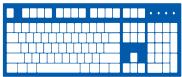
**Microsoft Research. Two Screens Are Better Than One. Suzanne Ross, September 2, 2003.*



Height adjustable workstations give users the flexibility to change positions frequently and easily throughout the day, which can help improve health and productivity.



Energy efficient task lighting can reduce energy consumption and costs. Adjustable task lights give the user maximum control of their own workspace lighting for optimal comfort, and can help reduce eyestrain and fatigue.



Adjustable keyboard platforms can help maintain a neutral wrist posture and reduce strain, improper wrist positions and discomfort. Proper keyboard positioning can help eliminate musculoskeletal disorders of the elbows, shoulders, hands and wrists.



CPU holders raise the CPU off the floor, making them closer for the user to reach and can help reduce the tendency to stretch into an awkward position. CPU holders also help free up leg room under the user's workstation.



Footrests can help decrease circulation problems that can occur from long periods of sitting or inactivity. By supporting the legs, footrests can relieve pressure on the lower back.

