

THERAPIST: _____

DATE: _____

Proper Computer Setup

Monitor

- Face the monitor and keyboard. The monitor and keyboard should be directly in front of you.
 - **AVOID** rotating your head to view the monitor or documents.
 - Use an inline document holder if referencing documents while typing.
- The monitor should be an arm length away from you (18-24 inches).
- The top of the monitor should be placed at or just below eye level.
- Two or more monitors
 - Primary monitor should be centered, intermittent monitor placed at a 30degree angle to the primary monitor on side of dominant eye
 - If you use both about the same, angle them to you, to minimize head rotation.

Workstation Height

- Measure from elbow to floor and subtract 2-3 inches
 - Keyboard/ Mouse platform
 - Sitting: 22"-30"
 - Standing: 36"-48"
 - For Monitor (floor to top of monitor)
 - Sitting: 42"-54"
 - Standing: 55"-70"

Chair

- Chair should be supported by 5 legs and should be adjustable.
- Arm rests are for intermittent and brief resting only. Do not fix your forearms or elbows on the arm rest while you are working.
 - Instead when you are resting, consider resting arms on lap.
 - The arm rest should not interfere with your ability to get the chair closer to your work surface or cause you to elevate your shoulders.
- Rule of 90° - Maintain hips, knees and elbows at a 90° angle while seated.
- Head should be kept level.
- Sit with your shoulders relaxed.
- Keep your elbows close to your sides and bent at a 90-100° angle.
- Your body should be upright or leaning slightly back into the chair.
 - Use the chair's backrest to support your lower back.
- There should be no pressure points along the back of your thighs or knees.
 - The edge of the seat should end 3-4 fingers widths before the back of knee/calf to minimize pressure points in this area.
- Make sure feet are flat on the floor or on a footrest.
 - Do **NOT** wrap your feet around the base of your chair.

Keyboard/Mouse

- Use light keystrokes when typing.
- Align your keyboard with the G and H keys centered to your stomach.
- If you use number keys frequently, you may want to consider a detachable number key pad to allow for better positioning. Consider using the mouse with one hand and the number pad with the other to distribute the work between your hands.
- Keep wrists neutral (straight) when typing and when using the mouse.
- If you find that you type with your wrist deviated to the side, consider a split keyboard.
- Position the mouse at the same height as the keyboard, comfortably at your side to avoid having to reach.
- Try to alternate and click with the base of your fingers vs the tip (lay on mouse and click with the base of fingers).
- If you mouse frequently, consider having two mice (one for each hand) or a roller mouse
- Do **NOT** plant wrists on wrist rest.
- Your hands and wrists should float over the wrist rest when typing to avoid pressure along palm and wrist area. If you find that you rest on the wrist rest habitually consider removing the wrist rest.
- Try tilting the keyboard tray downward away from your body (negative tilt) to facilitate a neutral/straight wrist position.
- Lay your hand on the mouse, use your elbow and shoulder to move the mouse.
 - **AVOID** using your wrist and fingers to move the mouse.
 - Avoid swiveling at the wrist when mousing.

Writing surface

- Prepare a writing surface that is one inch above your elbow when your elbow is flexed at 90 degrees.
- Avoid leaning on your wrist or forearms on sharp cornered surfaces. Work surface should have rounded edges to minimize pressure points.
- Consider writing on a slant surface such as a binder or writing/lap board.
- Consider using fatter pens/pencils (darker lead) to decrease forces in your muscles and joints.

General Tips

- Change postures frequently- take stretch and eye rest breaks.
 - Small adjustments in your seated posture should be made every 15 minutes.
 - Every hour you should get up and walk around for a few minutes.
 - Blink often and every 15 minutes look away from the screen for about 10 seconds.
- Keep frequently used items within easy reach when seated.
 - **AVOID** extended reach.
 - Forward Reach for **Frequent** work -not more than **16"** from edge of work surface
 - Forward Reach for **Occasional** work -not more than **24"** from the edge of the work surface
- Do not use your shoulder to cradle the phone against your ear.
 - Use a headset if appropriate or speaker phone.



- Eliminate glare from your monitor and workstation.
 - Use a glare filter if appropriate.
- Use task lighting when reading or writing.
- Regular aerobic exercise appropriate for your fitness level.
- Be sure to keep your body hydrated by drinking enough water.
- Do not underestimate the importance of proper sleep.
- Avoid sustained pinching of objects, especially with wrist motion.
- Avoid using your hand as a tool, such as tugging, jerking, or pounding with the palm.
- If you get up and down a lot or even share a work station, take a couple seconds to readjust your workstation when sitting.
- Keep your fingernails shorter, so that the finger pads can touch the work surface. Long nails can alter the normal biomechanics of the hand, the strain due to awkward postures and excessive forces.

Places to purchase equipment

1. Amazon.com
2. Humanscale
 - a. **Mention HSS for 40% off:** contact Gavin Pringle 212 725 4749 ext. 6125; 646 483 9142 (cell) or gpringle@humanscale.com
3. Kinesis keyboards <https://kinesis-ergo.com/>
4. Contour equipment <https://www.contourdesign.com/>
 - a. 10% discount code: **HSS10** and **FREE SHIPPING (good until 3/2020)**

