

# Instructions and Recommendations for Setting Up a Home Work Environment

(Information provided by Keenan & Associates)

## Laptop Setup Recommendations

### EQUIPMENT

#### **Chair**

- Use a chair with back support and adjust the chair to fit you so that your back is supported.
- Don't sit on a stool, couch, or exercise ball.

#### **Monitor**

- Set the laptop so the monitor is at, or slightly below, eye level.
- Keep your neck straight instead of leaning forward or turning your head.
- Place your laptop so the monitor is about an arm's reach away.
- Use a docking station, if possible.
- Look 20 feet away, every 20 minutes, for 20 seconds, to reduce eye strain.

#### **Keyboard and Mouse**

- Use an external keyboard and mouse, if available, and place them close to your body to reduce reaching.
- Make sure your arms are close to your body with elbows near your sides at a 90-degree angle.
- Keep your wrists straight (in a neutral position) and do not rest your wrists on the keyboard or hard surface.
- Use a soft gel wrist rest.

#### **Work Surface**

- Place the laptop on a hard, flat surface such as a table or desk.
- Do not use the laptop on your lap.
- Organize your worksurface by removing clutter on top of and underneath the desk and ensuring you have access to supplies.
- Ensure you have good lighting and minimize glare on your monitor screen.
- Adjust your workstation if you feel discomfort by raising your chair/seat or lowering your work surface.
- Keep your thighs parallel to the floor and feet flat on the floor.