



A.11

Computer screen

The screen should be positioned once the chair and desk heights have been established.

Height

The screen should be positioned so that the top of the screen is level with, or slightly lower than, your eyes when you are sitting upright (see Figure A.11). If the screen does not have a raising device such as a monitor stand, you may be able to use telephone books to raise the screen height on a temporary basis.

Distance from the eye

First place the screen so that it is approximately an arm's length away from your usual seated position (see Figure A.11). Trial this position and if necessary move it further away or closer as required.

Positioning the screen

The screen should be placed so that it does not face windows, catching reflections from the windows, or have a window directly behind it causing glare from the window (see Figure A.15 and A.16).

Document holder

The position of the document holder depends on your need to view and reach the documents and the type of document holder that is used.

For continuous or frequent data entry where the source document is observed more than, or the same amount as, the screen:

- place the screen slightly to one side so that the document holder is directly in front of the user (see Figure A.12);

OR

- place the document holder in a similar position to the screen where it is slightly to one side and you look evenly between the two (see Figure A.13).

An A-frame style book rest that sits on top of the desk is the most practical and can be set at different angles (see Figure A.14). It is usually best placed so that it supports documents on an inclined angle between the keyboard and the screen (see Figure A.12). For further information, see Section 4.

A lever or swivel arm document holder suspends the document above the desk at eye level. Anchor it to the desk on either the left or right or the screen, according to your preference, and place it directly beside the screen. See Section 4 for further information regarding document holders.

Telephone

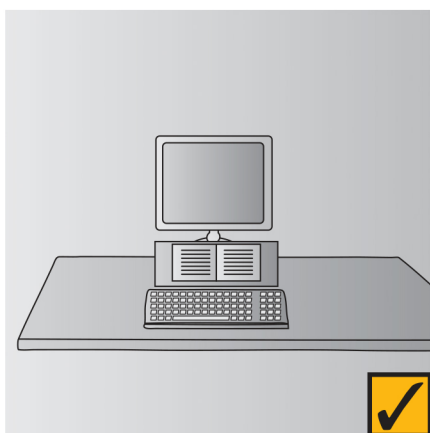
The telephone should be placed either within or at the limit of the optimum reach sector, depending on the amount of use (see Figure A.10). The placement should enable the user to operate the telephone without the need to move their trunk to grasp the handset or to operate the numeric and function buttons.

When making a lot of calls, it may be best to place the telephone on the same side as the dominant hand so that this hand can comfortably operate the numeric and function buttons. When mostly receiving calls, it may be more comfortable to place it on the non-dominant side.

Learn and utilise the functions of your phone, such as redial and the storage of commonly used phone numbers, to improve the efficiency of its use. Also, where the phone is used very often or for prolonged periods, a headset should be used.

Angled reading and writing surface

An angled board can improve neck comfort where a job involves a lot of reading and handwriting. It should be placed immediately in front of the user on top of the desk (see Figures A.17 and 4.10).



A.12



A.13



A.14