

Candidate Name

Terrific Tours PC User Guidelines

Adjust your chair and monitor to find the most comfortable position for your work. You should adjust your chair so you are sitting comfortably with your feet flat on the floor. Your feet should be able to move freely under the desk. Your forearms should be approximately horizontal when reaching for the keyboard and with your eyes should be the same height as the top of the monitor.

Do not sit in the same position for long periods. Make sure you change your posture as often as practicable.

Computers generate considerable warmth and offices that have several computers can get quite hot quite quickly. Adjust the air conditioning or open windows as necessary to maintain a comfortable working environment

Glare and reflections on the monitor can cause eyestrain and headaches to arrange your desk and monitor to avoid glare and reflections on the monitor.

Other things to remember to do are:

- Clean screens
- Adjust brightness
- Adjust tilt.

Make sure you have enough work space to take whatever documents or other equipment you need. You should try different arrangements of your keyboard, monitor, mouse and telephone to find the best layout for you.

When entering data adjust your keyboard into a comfortable typing position with a space in front of the keyboard for resting your wrists or hands when you are not typing. Position your mouse within easy reach so you do not have to stretch to use it.

Equipment	Cost
Gel Wrist Rest	£4.99
Footrest	£14.50
Document Holder	£9.99