Setting up your home office

If you have a fully equipped and ergonomically sound workplace (with a good office chair and a height-adjustable desk), with a 'normal' PC, you can follow the two steps below to set up your workplace properly. Don't have this? Then read from step three how you can still comfortably set up your workplace.

1. The chair
Seat height
> Put your feet flat on the ground, with your thighs horizontal (so your knees at 90°). Allow for varying heel height and adjust your seat height accordingly.

Seat depth
> Slide the seat so far forward or backward that 2 to 4 fingers can fit between the inside of your knee and the front of the seat. This prevents pinching off or lack of support.

Backrest
> Adjust your backrest so that the curvature is approximately at the level of your waistband.

Armrests
> Adjust these so that your forearms lie horizontally on the armrests when your shoulders are relaxed. Keep your arms as close to your body as possible

2. The desk
Desk height
> Your desk is at the right height if the desktop equals the armrests of your chair.

Keyboard
> Use your keyboard as flat as possible (so with any legs folded). Place the keyboard so that you can type with your arms on the armrests. Be careful not to reach backwards. Keep the mouse as close to your keyboard as possible.

Monitor
> Put your monitor so far back that it is about 60 to 70 cm from your eyes. The height is good if the top of the glass is about eye level or slightly lower. If necessary, use a stack of books to achieve the correct height. Also make sure that your monitor is not in front of the window and that you do not suffer from light reflection.

3. Using a laptop
Do you use your TU Delft laptop? If so, you may not always be able to apply the above advice about keyboard and monitor. Maybe you still have some accessories at home? Below you will find a number of tips on how to have create acceptable workplace.

- Connect a separate keyboard and mouse to your laptop.
- Place the laptop itself at some distance on top of a pile of books, so that you come close to the correct screen height.
- Adjust the distance to your laptop so that you can comfortably look at it. If necessary, play with the zoom settings in Word, Excel, etc.

4. Desk and chair
 If you don't have a real office chair or a height-adjustable desk, you probably have a serviceable dining chair and table.

- If necessary, use a cushion to achieve the right seat depth.
- If you don't have armrests on your chair, support yourself while typing with your arms on the table top. Slide the keyboard and mouse a little further back.
- If necessary, adjust the table height by placing a few blocks (or books) underneath. Or (if the table is too high) sit on a pillow and possibly use a footrest or a pile of books to support your feet.