



User Guide
Private Office





Welcome!

Get To Know Your New Office

01/ Color Coded Floorplan

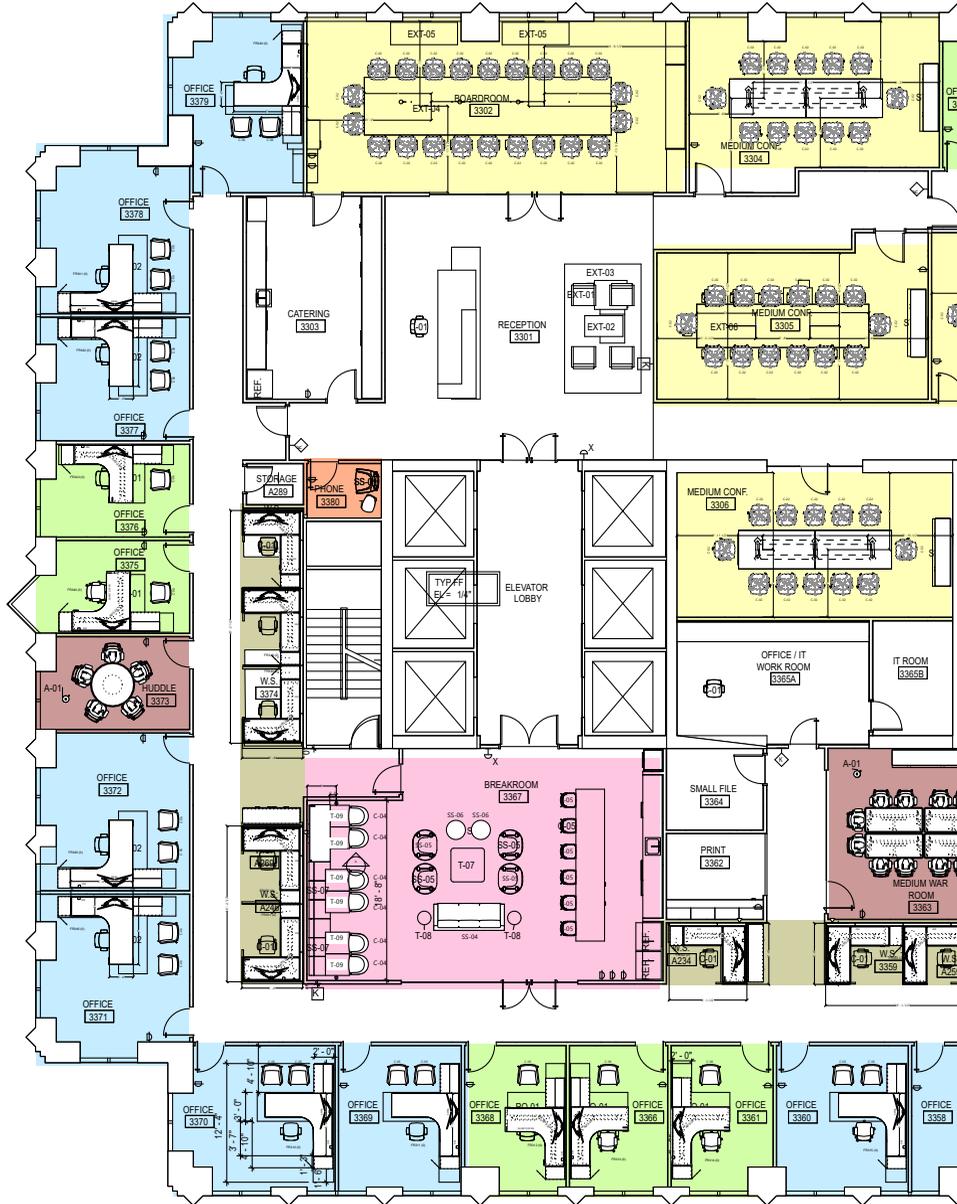
02/ Design Renderings

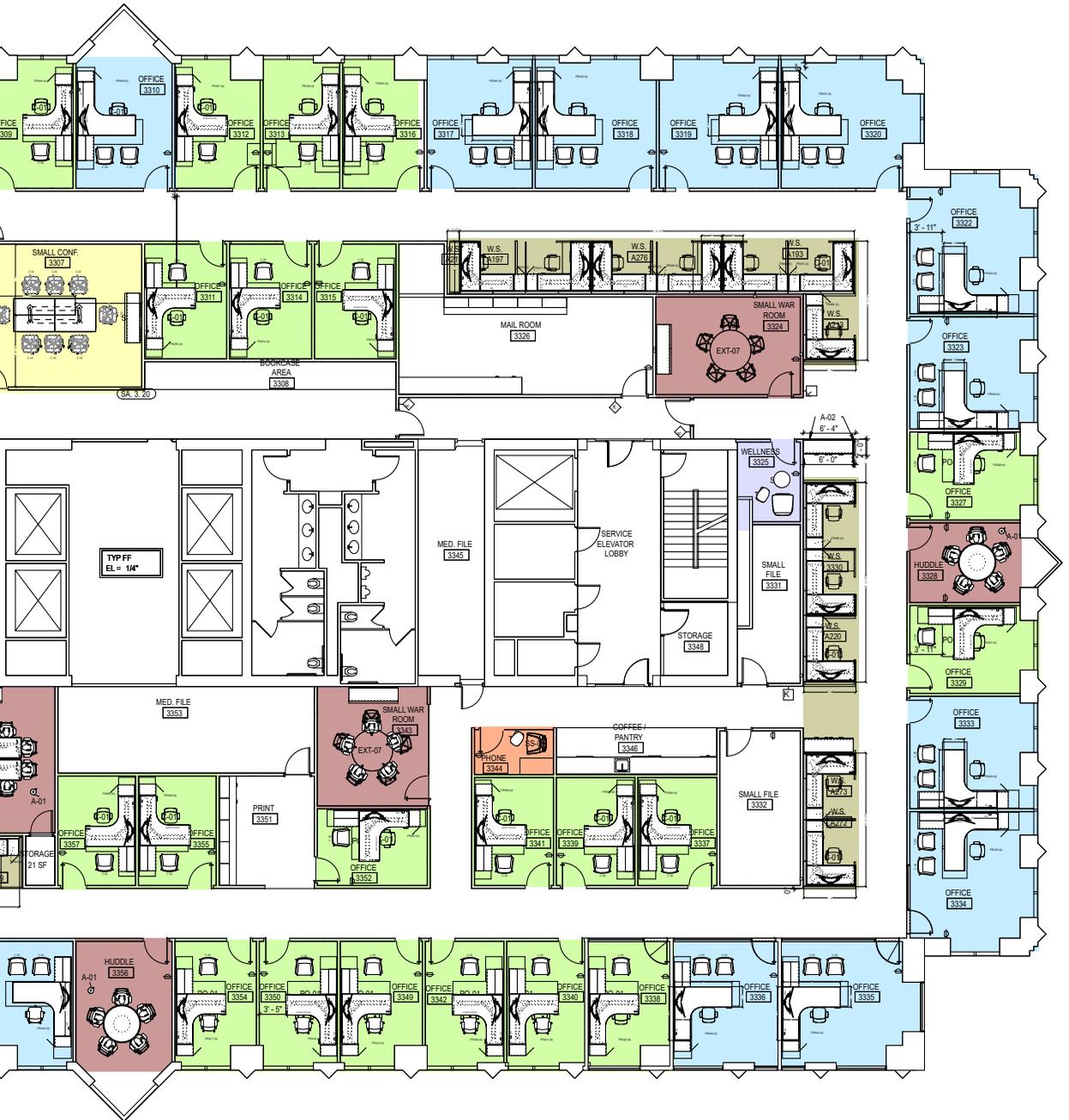
03/ Product User Guide

04/ Ergonomic Adjustments

Color Coded Floorplan

- Private Office 01
- Private Offices 02
- Workstations
- Huddle / War Rooms
- Boardroom / Conference
- Phone Rooms
- Wellness Room
- Breakroom



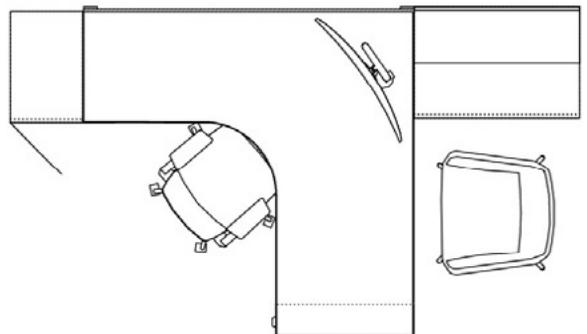


PO-01



Callouts

1. 15.9"W x 24"D x 72"H Laminate Currency Tower with Wardrobe and Box/ File Integrated, Key Alike Dual Lock
2. 72" W x 47.5"H Tackboard
3. 70" x 70" L-shape Height Adjustable Desk with Leg Shrouds 28" Low to 50" High
4. Laminate Currency 36"W x 24"D, 2H Lateral File with Key Alike Lock
5. EE Laminate 36"W Shelves

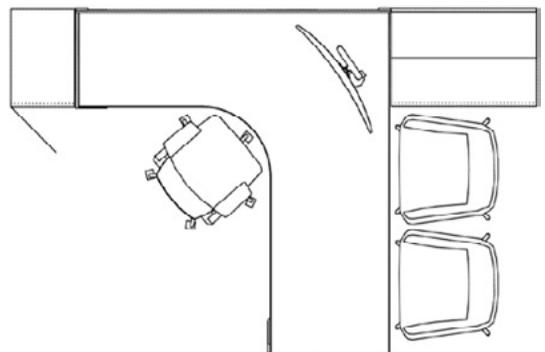


PO-02



Callouts

1. 15.9"W x 24"D x 72"H Laminate Currency Tower with Wardrobe and Box/ File Integrated, Key Alike Dual Lock
2. 78"W x 47.5"H Tackboard
3. 84"W x 76"L L-shape Height Adjustable Desk with Leg Shrouds 28" Low to 48" High
4. Laminate Currency 36"W x 24"D, 2H Lateral File with Key Alike Lock
5. EE Laminate 36"W Shelves



Operating your Activ Pro 2.0 3 Leg Height Adjustable Desk

Applies to Only PO-01



Programming Memory Presets

1. Press the up or down arrow to set the worksurface to the desired height.
2. Press "M" button followed by one of the preset number buttons (1, 2 or 3) on the LED screen.
3. The table will automatically reset to this height whenever the preset number is pressed and held* until the preset height is reached.

Note: Extended height range which is 22.6" - 48.7"

Note: As a safety feature, the user must continuously hold down the button in order for the desk to move.



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Operating your Elective Elements Height Adjustable Desk

Applies to Only PO-02



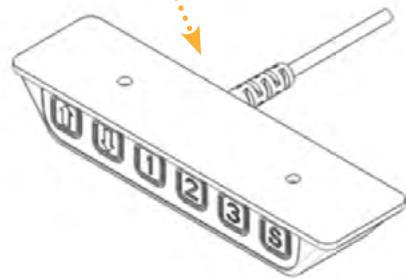
3 PRESET PROGRAMMABLE CONTROLLER

Operating The Controller

- Press and hold up or down to adjust the desk height.
- To move to a saved height, press and hold memory button 1–3.
- The button must be held continuously for the desk to move.

Store Height Into Memory

- Use up or down to set your desired height.
- Press S, then press memory button 1–3 to save.
- Repeat to save additional heights.



Operating your Monitor Arms



MONITOR ARM CONTROLS

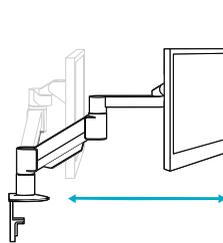
To reposition the arm on the post:

Height Adjustment

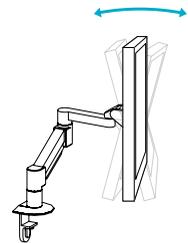
- Slide the arm upward
- Move the outer retention ring up
- Place the inner retention ring into the appropriate height location hole
- Slide the outer retention ring back over the inner retention ring and slide the arm downward into position

Focal Length Adjustment

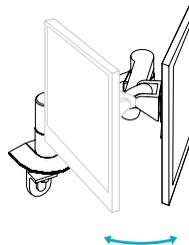
- For comfort, easily bring monitors closer for detailed work or move them farther away with the touch of a hand, without altering the height or angle of the screens.



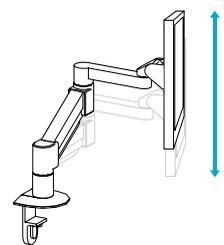
Focal Adjustment



Tilt Adjustment



Panning Adjustment



Height Adjustment

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for more information

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Ergonomic Guidance

Tips to Work Comfortably

1. Neck is straight and head is balanced evenly
2. Shoulders are completely relaxed so arms hang naturally, close to body
3. Back has full contact with the backrest (sit all the way back in your chair)
4. Elbows and forearms can rest comfortably on the arms of your chair, without bearing weight
5. Lower back fits into curved lumbar support
6. Tension is adjusted so backrest reclines easily, yet provides smooth, even support, and encourages postural change
7. Top of monitor is at eye level or slightly lower and directly in front of you so your head is not turned
8. Monitor should be 20" to 30" from the eyes or approximately an arm's length away
9. Forearms should be parallel to the floor
10. Wrists should be straight when keying or mousing, not bent up or down
11. Thighs are parallel to the floor
12. Neutral spine position, avoid slouching or overextension
13. Avoid locking knees to help maintain good posture
14. Feet are flat on the floor or on a footrest or foot pad.

WHEN SEATING



WHEN STANDING



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