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# MC

## User Guide

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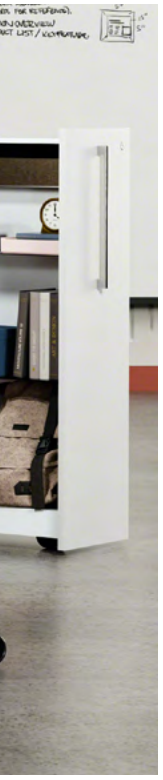


# Welcome!

## Get To Know Your New Workstation

**01/** Color Coded Floorplan

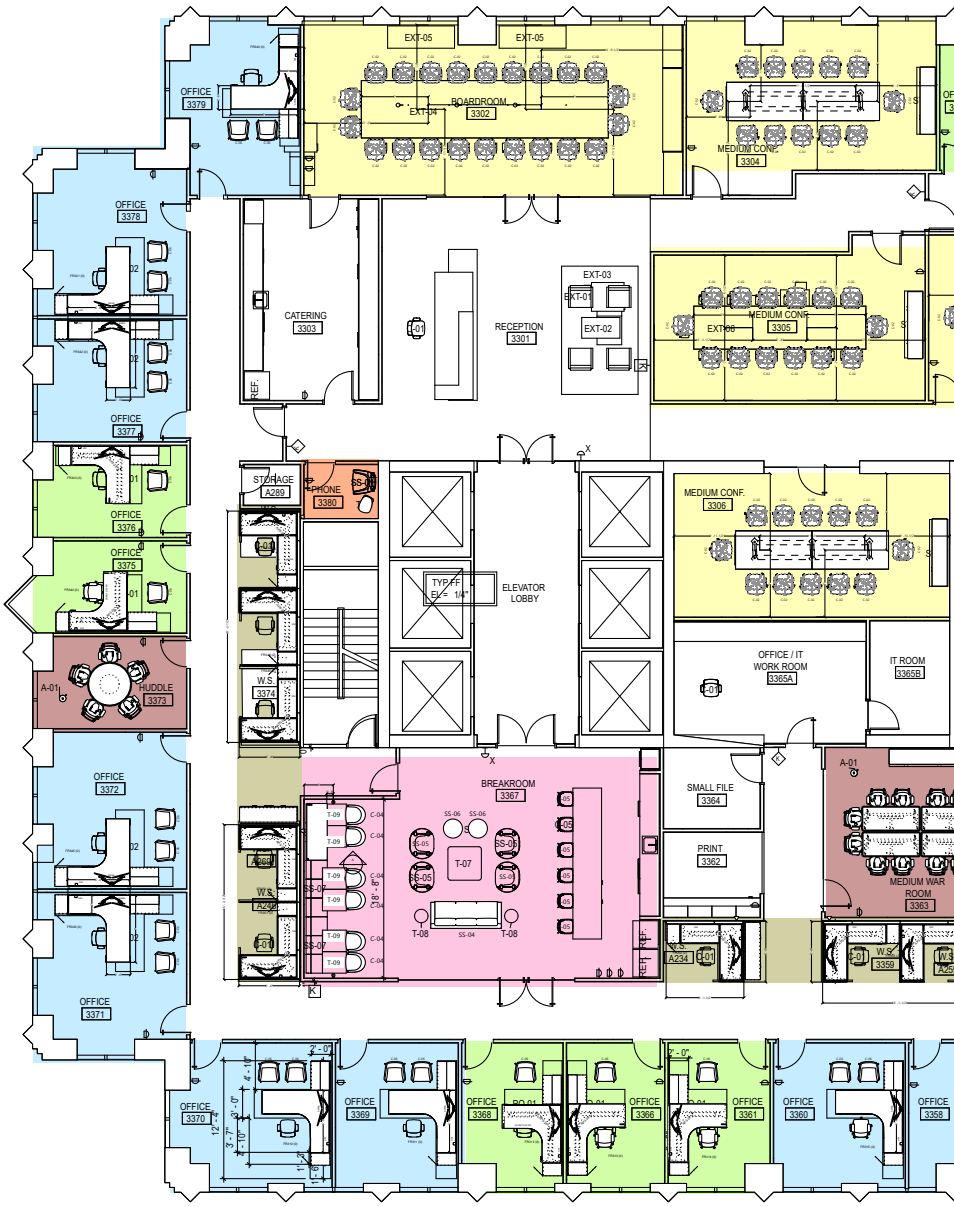
**02/** Design Renderings

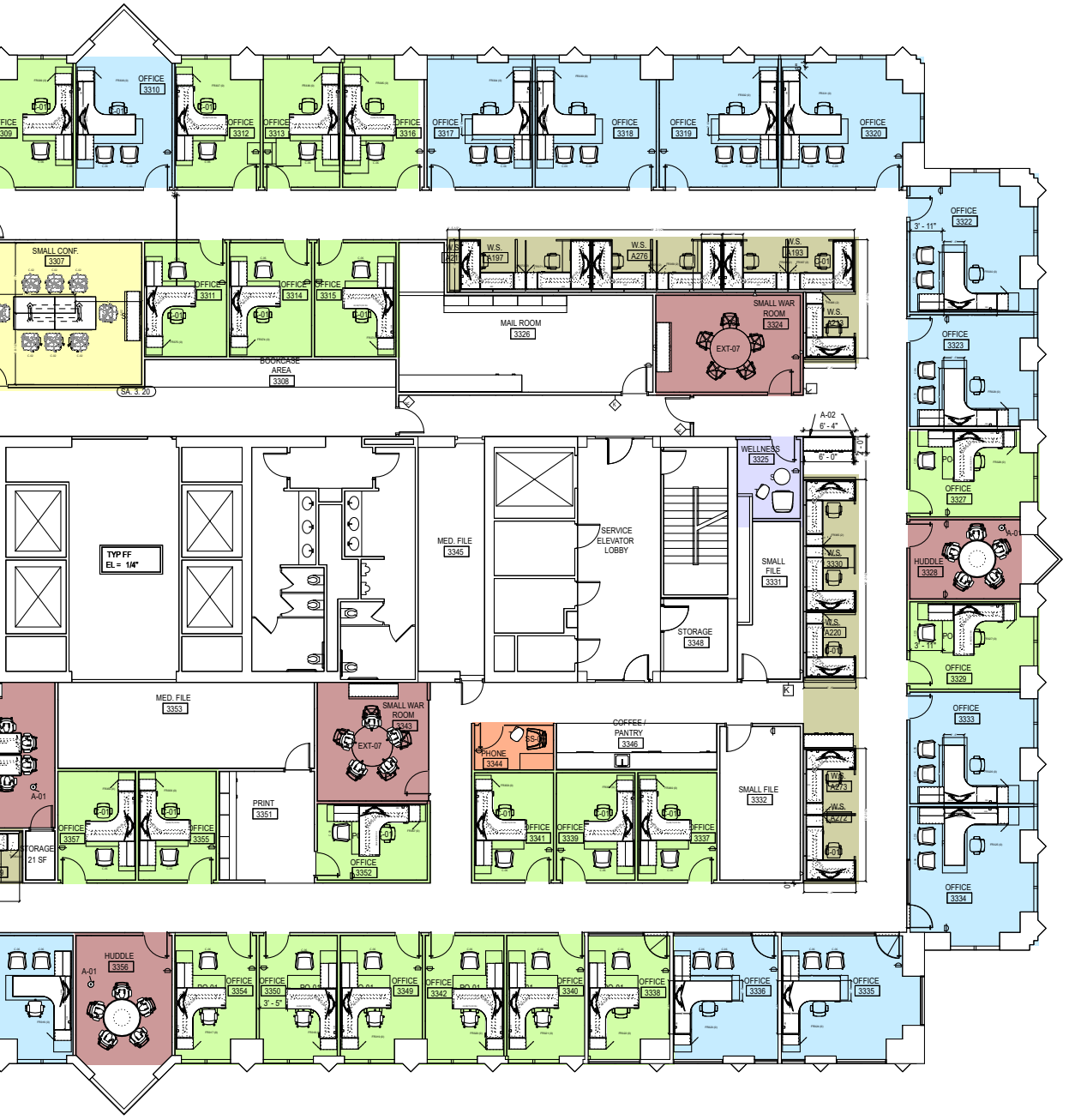
**03/** Product User Guide

**04/** Ergonomic Adjustments

# **Color Coded**
# Floorplan

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




OFFICE 3310
OFFICE 3312
OFFICE 3313
OFFICE 3316
OFFICE 3317
OFFICE 3318
OFFICE 3319
OFFICE 3320
OFFICE 3322
SMALL CONF. 3307
OFFICE 3311
OFFICE 3314
OFFICE 3315
BOOKCASE AREA 3308
SA. 3. 20
W.S. A197
W.S. A276
W.S. A193
MAIL ROOM 3326
SMALL WAR ROOM 3324
EXT-07
W.S. A219
OFFICE 3323
A-02
6' - 4"
WELLNESS 3325
6' - 0"
PO
OFFICE 3327
TYP FF
EL = 1/4"
MED. FILE 3345
SERVICE ELEVATOR LOBBY
SMALL FILE 3331
W.S. A220
HUDDLE 3328
STORAGE 3348
3' - 11"
OFFICE 3329
MED. FILE 3353
SMALL WAR ROOM 3343
OFFICE 3333
COFFEE / PANTRY 3346
PHONE 3344
SMALL FILE 3332
W.S. A273
W.S. A272
OFFICE 3357
OFFICE 3355
PRINT 3351
OFFICE 3352
OFFICE 3341
OFFICE 3339
OFFICE 3337
STORAGE 21 SF
OFFICE 3334
HUDDLE 3356
OFFICE 3354
OFFICE 3350
3' - 5"
OFFICE 3349
OFFICE 3342
OFFICE 3340
OFFICE 3338
OFFICE 3336
OFFICE 3335

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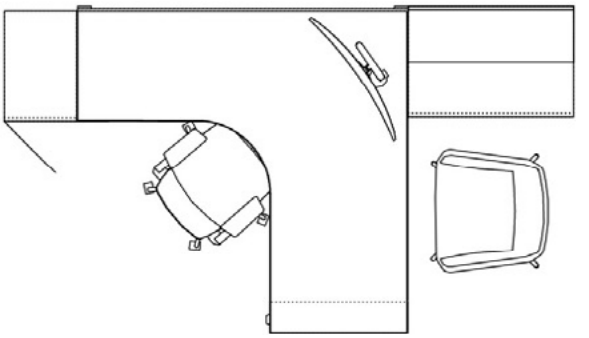
# PO-01

**Callouts**

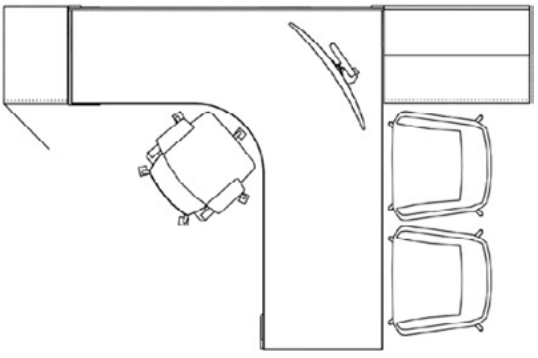
1. 15.9”W x 24”D x 72”H Laminate Currency Tower with Wardrobe and Box/ File Integrated, Key Alike Dual Lock
2. 72” W x 47.5”H Tackboard
3. 70” x 70” L-shape Height Adjustable Desk with Leg Shrouds 28” Low to 50” High
4. Laminate Currency 36”W x 24”D, 2H Lateral File with Key Alike Lock
5. EE Laminate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



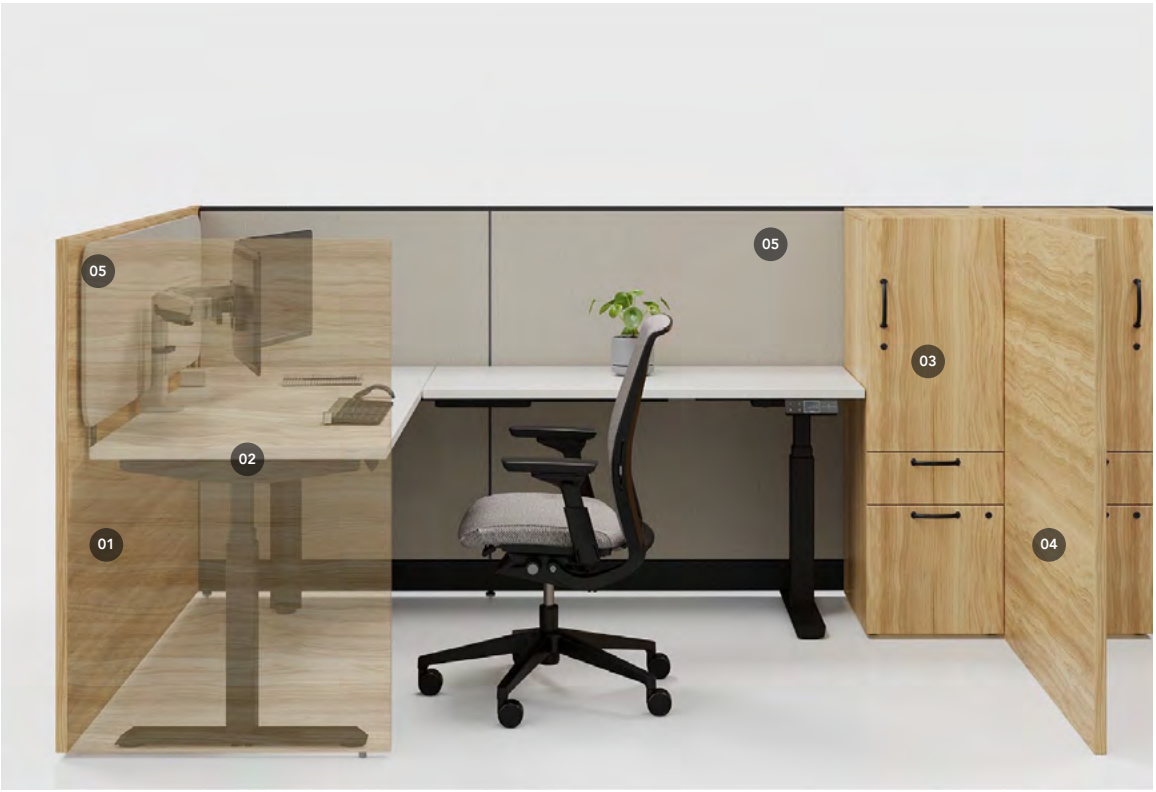
# PO-02

**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

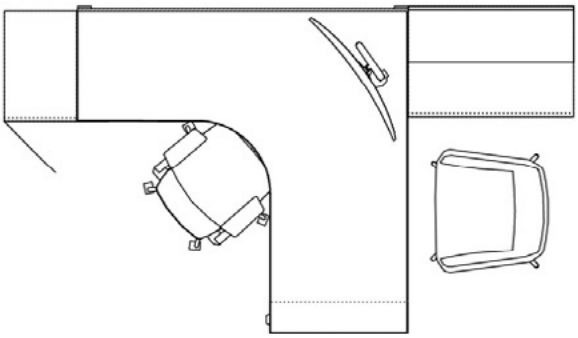


# WS-01 Base



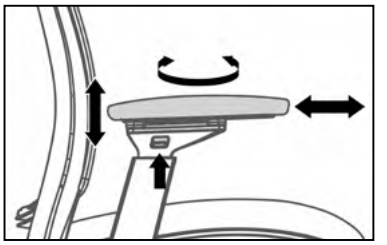

**Callouts**

1. 76” X 30” L-Shape Boundary Screen
2. AMQ Activ 2.0 70”W x 77”L L-Shape Height Adjustable Base with Currency Top. Base Range Is From 23.5” – 49” Excluding Top) Supports BIFMA Height Range
3. Laminate Currency Tower with Wardrobe and Box/File with Dual Locks Keyed Alike
4. 72” Straight Boundary Screen
5. Answer Panel System Down the Spine for Power Distribution
6. 66” Sarto Screen That Will Raise and Lower with the Primary Surface of the Height Adjustable Desk

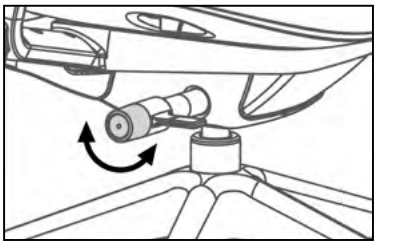


# **Operating your**
# Series™ 2 Task Chair

**HEIGHT-ADJUSTABLE LUMBAR**
For additional back support, grasp both handles and slide up or down. Position the lumbar to fit comfortably into the curve of your lower back.

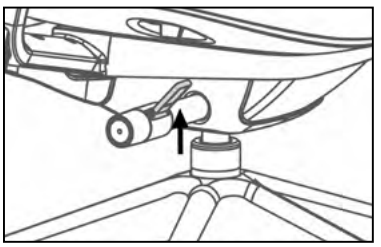


**HEIGHT/WIDTH/PIVOT/ DEPTH ADJUSTABLE ARMS**
Lift button under arm caps to adjust height. To adjust arm cap position, grasp arm caps and slide in any direction. Keep your elbows close to your sides, with your wrists straight.

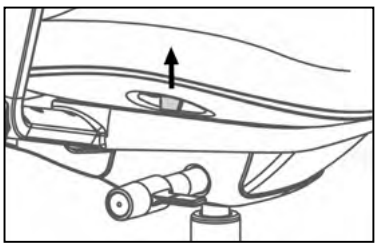


**BACK TENSION & BACK ANGLE**
Turn the dial to one of the three comfort settings:

- Upright back lock
- Full recline with weight-activated tension + boost
- Full recline with weight-activated tension



**SEAT HEIGHT**
To raise chair, lift your body weight and hold lever up. To lower chair, remain seated and hold lever up.



**SEAT DEPTH**
Pull handle and hold, slide seat forward or back, and release lever to lock. With your back against the chair, you should have 2" – 3" of space between the backs of your knees and the seat edge.

Tip: lift weight out of seat when adjusting depth.

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for more information

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# Operating your
# Activ Pro 2.0 3 Leg Height Adjustable Desk

*Applies to Only Workstations & 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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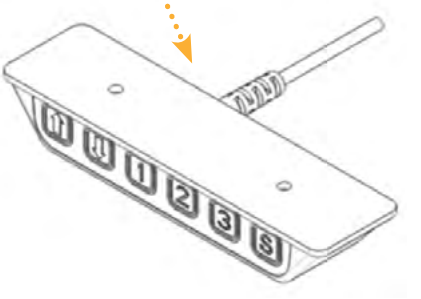
# **Operating your**
# Elective Elements Height Adjustable Desk

*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.

10:45

# **Operating your**
# Monitor Arms

## MONITOR ARM CONTROLS

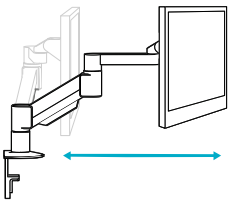
To reposition the arm on the post:

### Height Adjustment

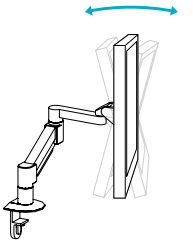
- Slide the arm upward
- Move the outer retention ring up
- Place the inner retention ring into the appropriate height location hole
- Slide the outer retention ring back over the inner retention ring and slide the arm downward into position

### Focal Length Adjustment

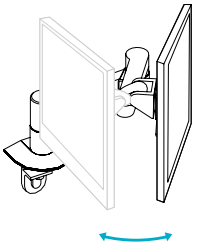
- For comfort, easily bring monitors closer for detailed work or move them farther away with the touch of a hand, without altering the height or angle of the screens.



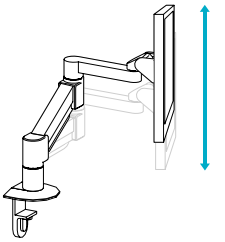
**Focal Adjustment**



**Tilt Adjustment**



**Panning Adjustment**



**Height Adjustment**

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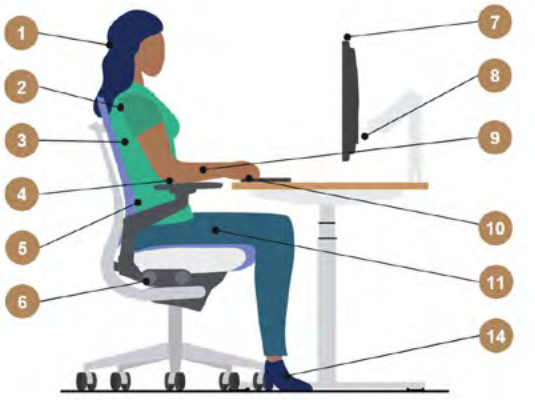
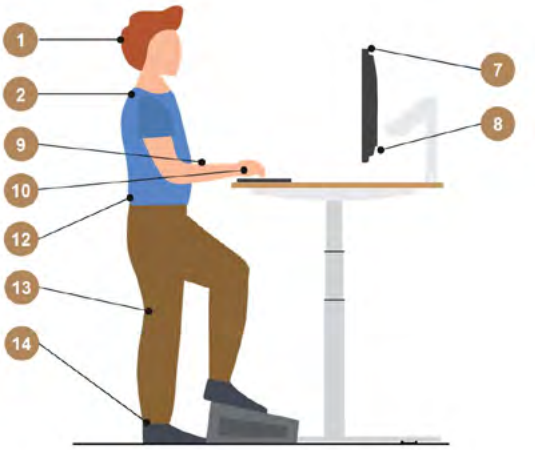
# **Ergonomic Guidance**
# Tips to Work Comfortably

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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