



User Guide  
Workstation





# Welcome!

## Get To Know Your New Workstation

**01/** Color Coded Floorplan

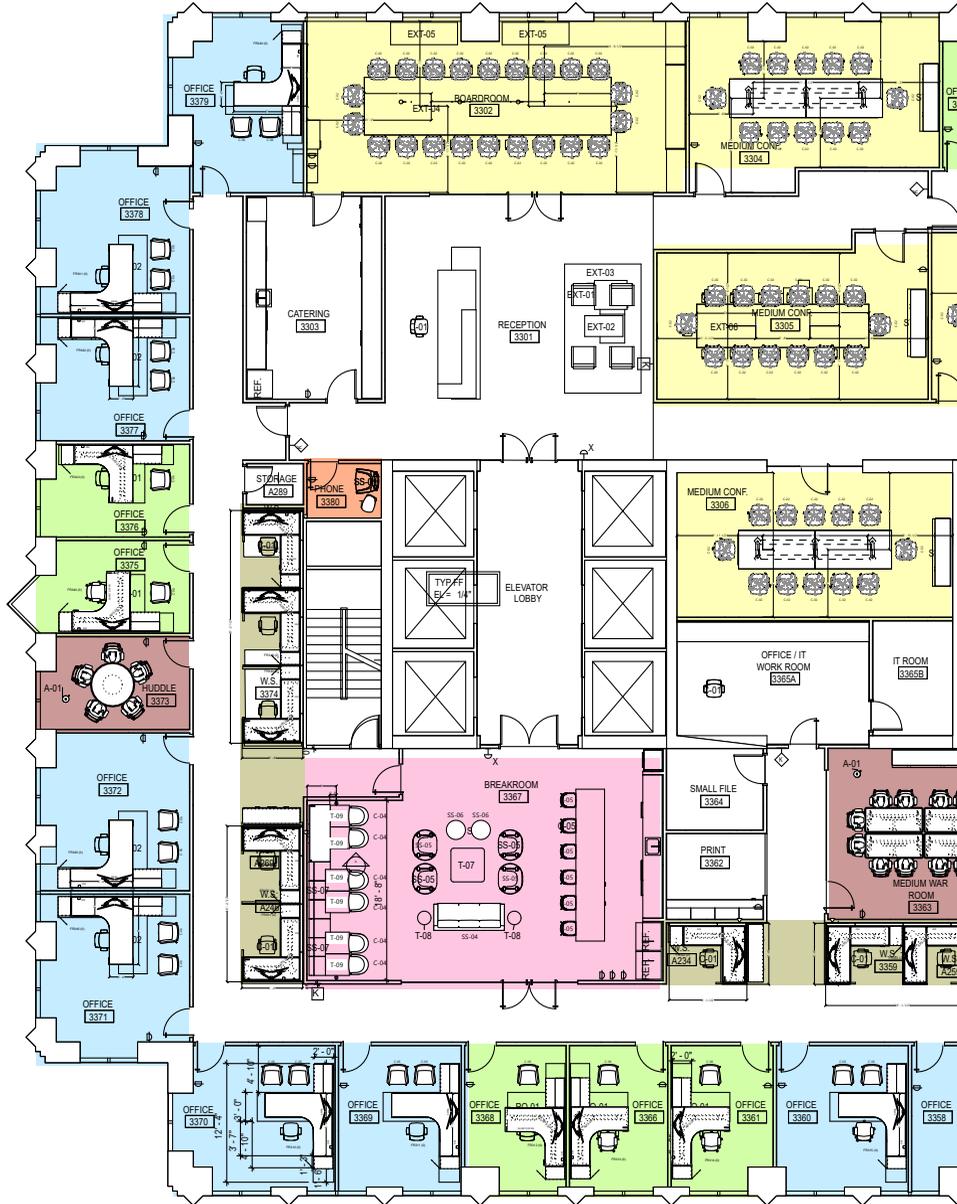
**02/** Design Renderings

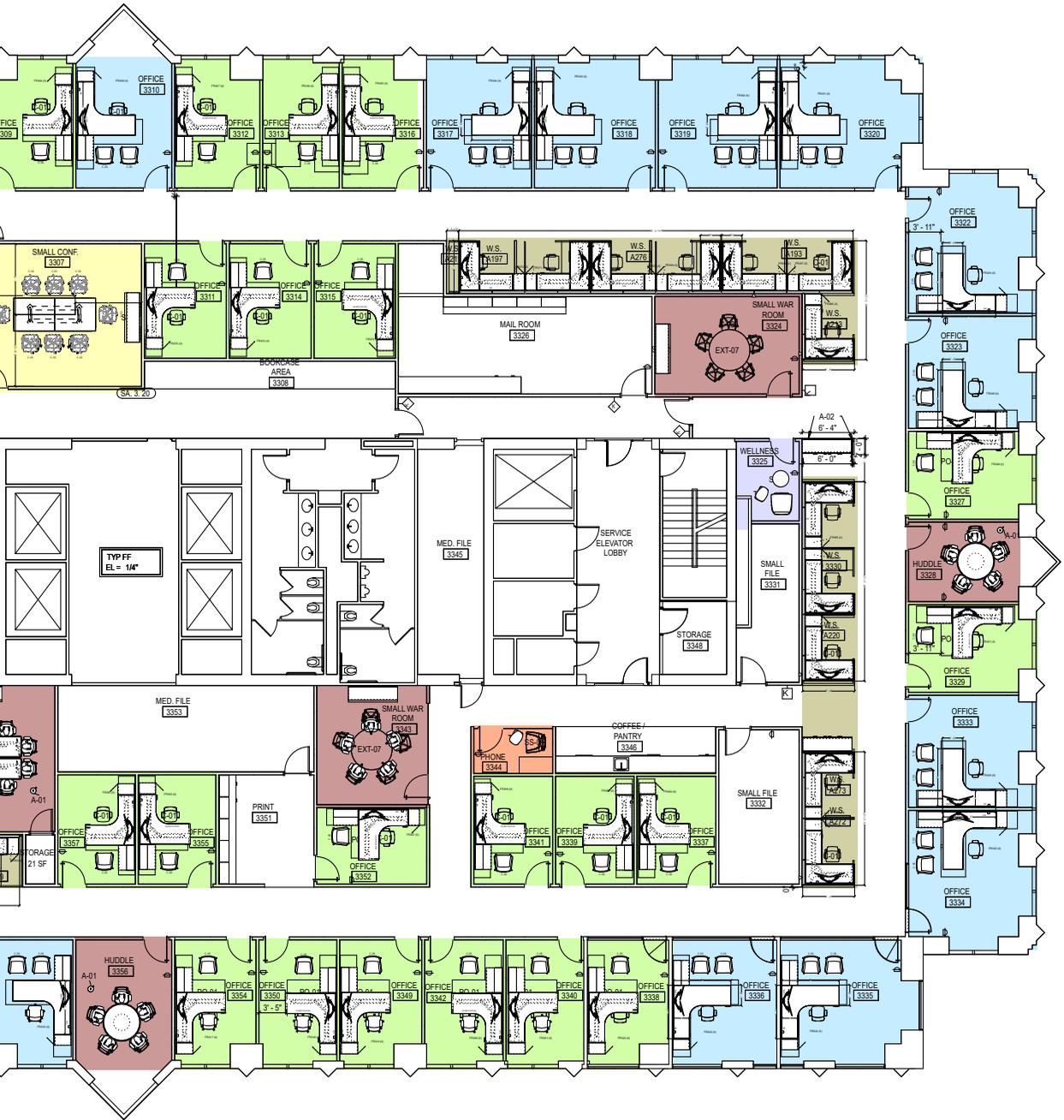
**03/** Product User Guide

**04/** Ergonomic Adjustments

# Color Coded Floorplan

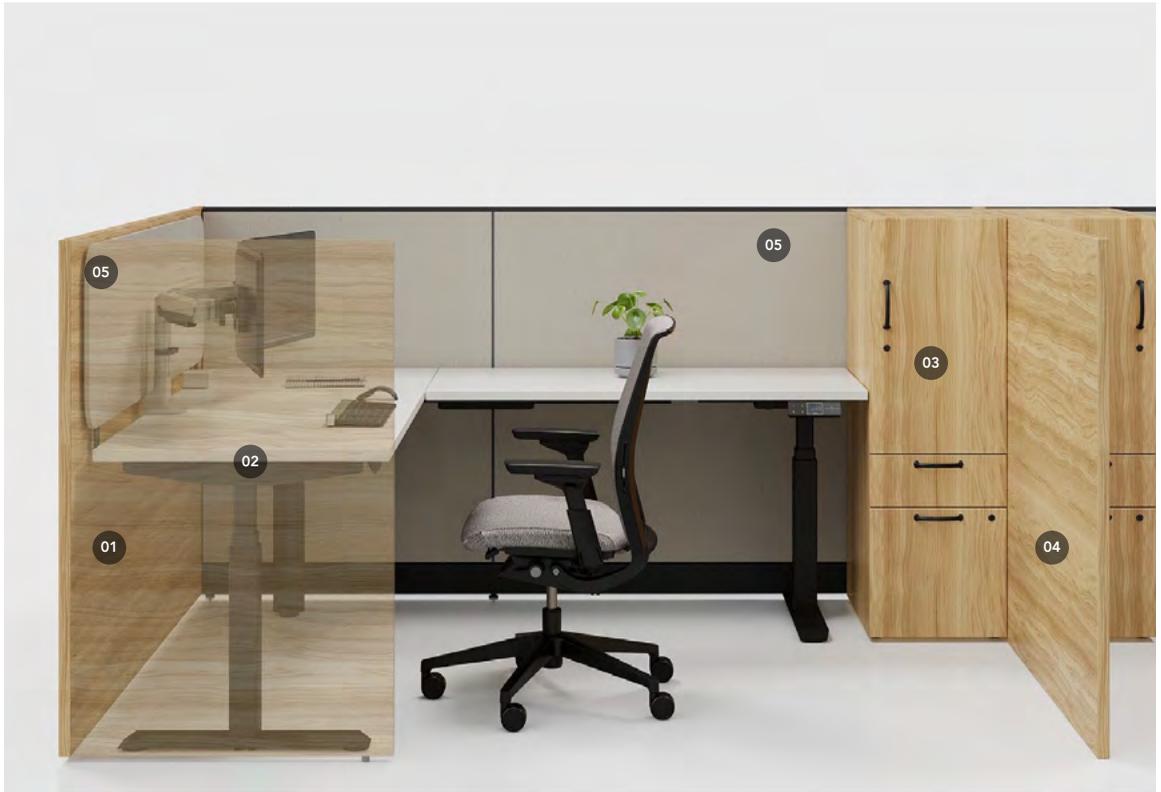
- Private Office 01
- Private Offices 02
- Workstations
- Huddle / War Rooms
- Boardroom / Conference
- Phone Rooms
- Wellness Room
- Breakroom





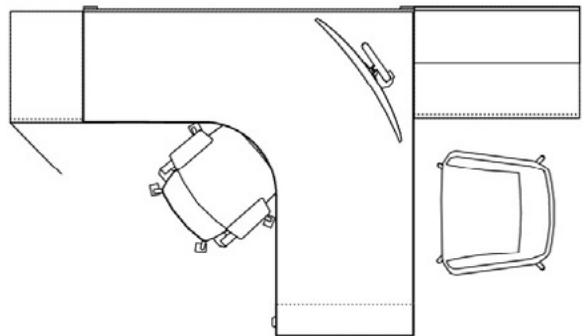
# WS-01 Base





## 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 Activ Pro 2.0 3 Leg Height Adjustable Desk



## 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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# 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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For your furniture needs, contact:



**Katlyn Henschel**  
Sales Executive, WELL AP

214.663.7943  
[kahenschel@tangraminteriors.com](mailto:kahenschel@tangraminteriors.com)

[tangraminteriors.com](http://tangraminteriors.com)