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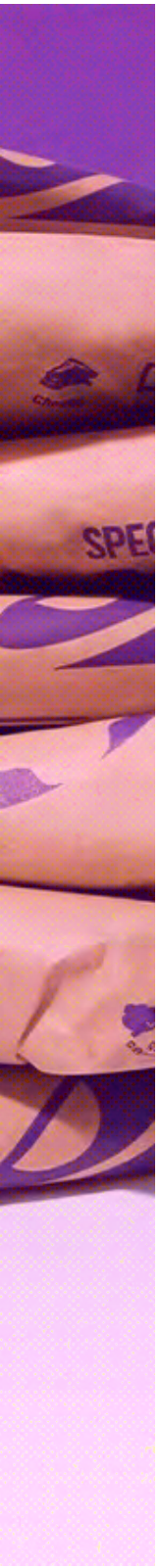


Private Office User Guide

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Welcome!

Explore the New Flavors of Your Office

01/ Design Renderings

02/ Product User Guide

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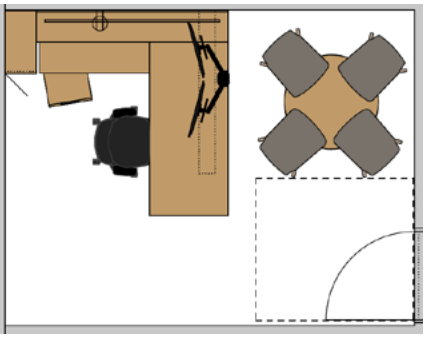
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Private Office



Callouts

1. Currency HPL Laminate Wardrobe with Inset Pull, Locking, Coat Rod, Fixed Shelf. Size: 12”W x 24”D x 82”H
2. Elective Elements HPL Laminate Floating Shelf with Integrated LED Light. Size: 73”W x 12”D x 15”H
3. Elective Elements Fabric Tackboard. Size: 73”W x 44”H
4. HPL Laminate Height Adjustable 90 Degree Corner Desk, with Return, Mitered Shroud, with 3-Preset Controller Size: 72”WL x 22”DL x 76”WR x 30”DR
5. Elective Elements HPL Laminate Hanging Modesty Panel Size: 59.6”W x 24”H
6. Currency HPL Laminate 1.5-High Mobile Pedestals Box/ File with Inset Pull, organizer tray, Locking. Size: 18.65”W x 16.5”D x 23”H
7. Currency HPL Laminate Round Table with Metal Poweder Coat X-Base, 36” Diameter
8. Grin Fully Upholstered Guest Chairs with Commercial Grade High Performance Textile. Contoured seat for added comfort. Four Leg Wood Base.
9. Desktop Clamp Mounted Power + USB A+C

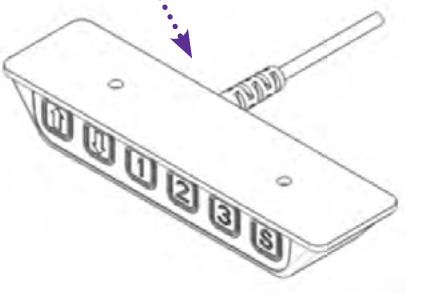


*HPL = High Pressure Laminate

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Operating your
Elective Elements Height Adjustable Desk





3 PRESET PROGRAMMABLE CONTROLLER

Operating The Controller

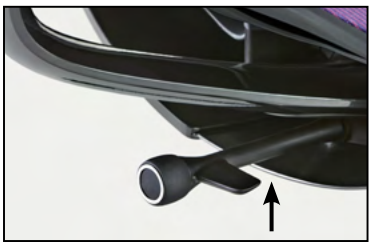
- Press and hold up or down to adjust the desk height.
- To move to a saved height, press and hold memory button 1–3.
- The button must be held continuously for the desk to move.

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.

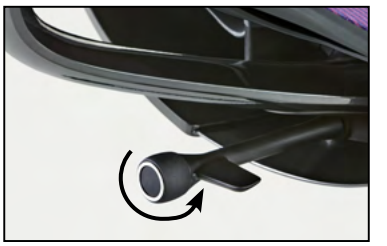
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Operating your
Steelcase Karman Task Chair



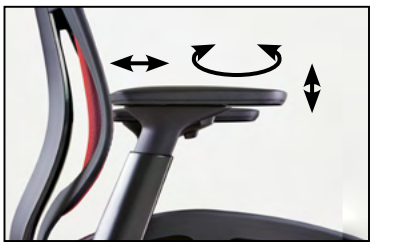
Seat Height
To raise the chair, lift your body weight and pull lever up.

To lower the chair, stay seated and pull lever up.



Back Tension & Back Angle
Turn the comfort dial to one of the four comfort settings:

- Upright back lock
- Mid-stop recline
- Full recline with weight activated tension + 20% boost
- Full recline with weight-activated tension



Height / Width / Pivot / Depth Adjustable Arms*
Lift button under arm caps to adjust height.

To adjust arm cap position, grasp arm caps and slide or pivot in any direction. Your elbows should stay close to your sides and you wrists straight.



Lumbar*
For additional back support, grab both sides of the Lumbar and slide up or down.

Position the lumbar to fit comfortably into the curve of your lower back.



Organic Movement
A weight activated mechanism responds automatically to your body as you sit and change postures in every direction.

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Operating your
Monitor Arms



MONITOR ARM CONTROLS

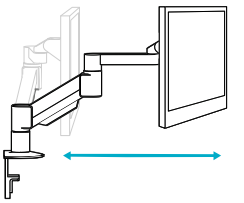
To reposition the arm on the post:

Height Adjustment

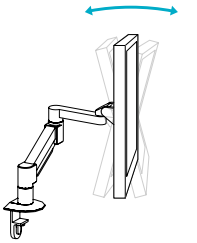
- Slide the arm upward
- Move the outer retention ring up
- Place the inner retention ring into the appropriate height location hole
- Slide the outer retention ring back over the inner retention ring and slide the arm downward into position

Focal Length Adjustment

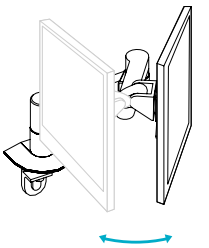
- For comfort, easily bring monitors closer for detailed work or move them farther away with the touch of a hand, without altering the height or angle of the screens.



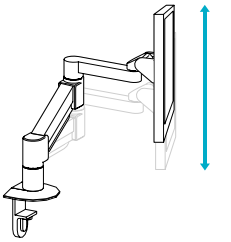
Focal Adjustment



Tilt Adjustment



Panning Adjustment



Height Adjustment

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Custom Fit
Ergonomics of Your Workstation

HERE ARE SOME TIPS TO HELP BEGIN YOUR WELLBEING JOURNEY.

Seated Ergonomics

1. Back has full contact with the backrest (sit all the way back in chair).
2. Lower back fits into curved lumbar support.
3. Tension is adjusted so backrest reclines easily, yet provides smooth, even support, and encourages postural change.

Upper Body Ergonomics

4. Elbows and forearms can rest comfortably on the arms of your chair, without bearing weight.
5. Forearms should be at a 90-110 degree angle to the floor.
6. Wrists should be straight when keying or mousing, not bent up or down.

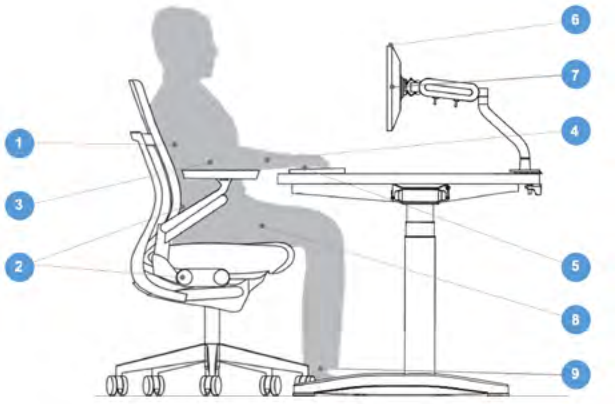
Monitor Adjustments

7. Top of monitor is at eye level or slightly lower and directly in front of worker so head is not turned.
8. Monitor should be 20” to 30” from the eyes or approximately an arm’s length away.

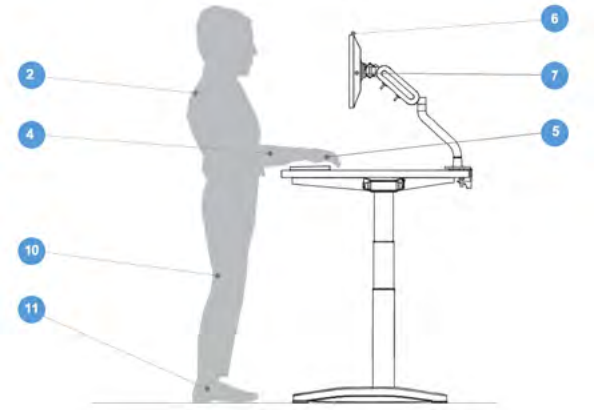
Lower Body Ergonomics

9. Thighs are parallel to the floor.
10. Feet are flat on the floor or on a footrest.
11. Avoid locking knees to help maintain good posture.
12. Feet should be flat on the floor, hip width apart.

WHEN SEATING



WHEN STANDING



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