

QUICK STEPS FOR SETTING UP YOUR TEMPORARY LAPTOP WORKSTATION

Workspace

- Locate a workstation surface (e.g., desk, table, countertop, sturdy shelf, etc.) that can fit the necessary office equipment; consider the workstation height, depth, and width.
- Find an area with proper lighting, such as near overhead lighting, a window, or a lamp, to ensure your work is properly illuminated. Also, consider the amount of glare that may be produced by these light sources, which could alter the ability to read the screen or document.

Chair

- Locate a chair that offers a stable base and backrest (office chair, dining room chair, etc.). A pillow may be used to provide necessary back support and seat cushioning.
- The chair height should be adjusted in a manner that allows the forearms/wrists to be in a straight position when typing. To achieve the proper height, a pillow or cushion may be placed on the seat pan. Also, ensure any added cushioning is stable and does not compromise the circulation.
- Once the ideal seat height is achieved, the upper leg should be positioned in a straight position. If the feet are unable to reach the floor, a footrest or similar item (box, small bin, etc.), should be used to support the feet.

Tools

- If NOT using an external keyboard/mouse, proceed to the Monitor/Screen section below.
- When using an external keyboard or mouse, bring the equipment forward to the front edge of the workstation, so the wrists are not contacting any surface and minimize reach.

Monitor/Screen

- Laptops when used alone are not ideal for long-term use due to the potential for awkward neck flexion and hunched upper back postures. If the laptop screen is used while placed on the workstation surface, be aware of the neck posture and try to use the eyes to view the screen while keeping the neck in an upright and neutral posture.
- If an external monitor is used or the laptop can be elevated, adjust the height of the screen so the top of the screen is at eye level; however, if using bifocals, the top of the screen will need to be 2-3" below eye level height.
- The desired monitor/screen height can be achieved by placing a hard cover book or stable box under the monitor/laptop.
- Ensure your screen is within comfortable viewing distance, and increase the font size if necessary.

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Other

- If referring to paper documents, place the documents in a direct line of sight and ideally between the keyboard and monitor. An inverted binder or a tablet holder could be used to prop a document up for easy viewing.
- If accessing a telephone/cellphone, ensure the phone is in close proximity to minimize reach. Also, take advantage of the speakerphone capability, or use headphones, to free up both hands to type or take notes.
- Where possible, try to find other areas at home that can offer alternative postures, such as standing, while keeping the above ergonomic principles in mind.
- If you have access to a home office with other equipment or are looking for more information, refer to our Home Office Checklist or [Office Workstation Design](#) downloads. Remember to take frequent breaks and perform stretches whenever possible; to assist with stretching ideas, refer to our [During Work Stress Releasers](#) download.

**For more information, please contact a WSPS Ergonomist or a
WSPS Account Manager who can connect you with an Ergonomist.**

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