



## Your Guide to Buying and Using a Standing Desk

ergotron®

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## INTRODUCTION

Choosing an active workstyle is a great way to invest in your daily comfort and well-being. But knowing what standing desk to buy and how to set it up can seem like a daunting task. *Your Guide to Buying and Using a Standing Desk* will break the process down into easy and actionable steps. Learn how to choose a standing desk that's safe and comfortable, and then start standing with confidence. In no time, you'll join the millions of computer workers that infuse their workday with movement.

Here's to your comfort and health!



MOVEMENT, COMFORT AND ERGONOMICS

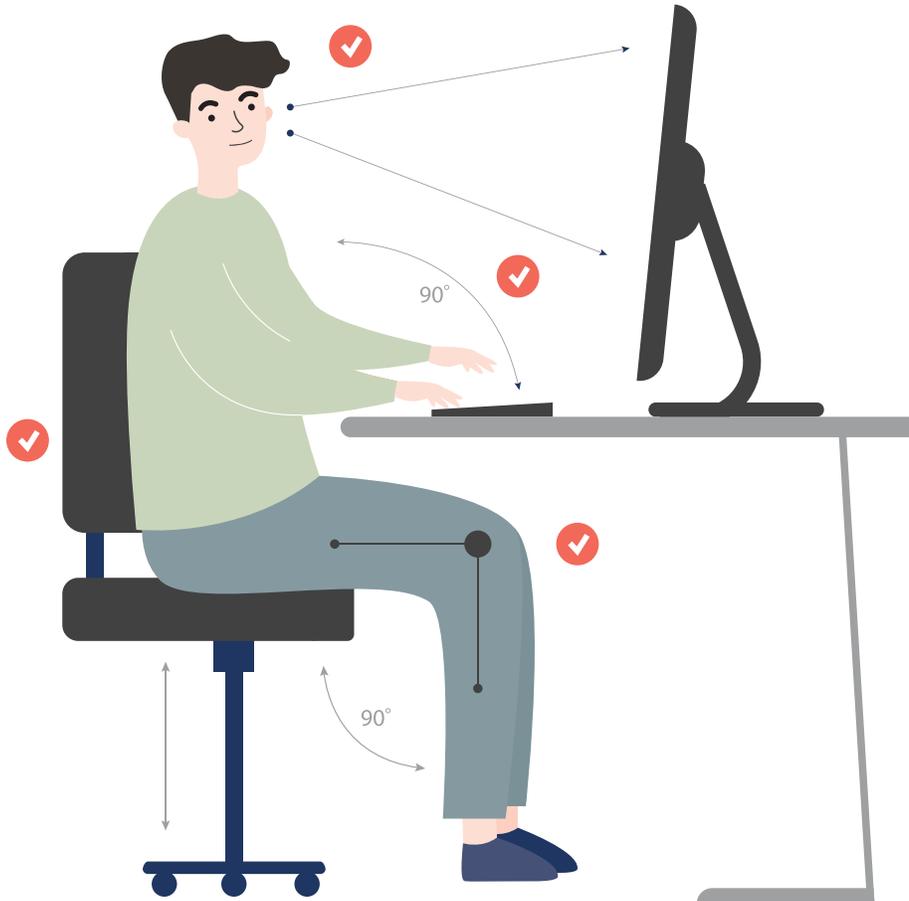
chapter 1



With workstation design, movement and comfort are crucial. Moving frequently and making regular and mindful adjustments is vital to workday well-being. While working, a comfortable posture keeps your joints naturally aligned and in a neutral position. Achieve this by intentionally placing tools and technology in your primary work zone. That's the area on your desk near your hands and forearms where you can comfortably reach items without stretching or moving your upper arm.

Investing in a height-adjustable desk is the perfect opportunity to increase the amount of healthy movement in your day and to improve the ergonomics of your workspace.

According to the experts at the Occupational Safety and Health Administration (OSHA), an ergonomic neutral posture looks like this:



*Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.*

*Head is level, forward-facing and balanced; generally in-line with the torso.*

*Shoulders are relaxed and upper arms hang normally at the side of the body.*

*Elbows stay close to the body and are bent between 90 and 120 degrees.*

*Feet are fully supported by the floor when sitting.*

*Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.*

*Thighs and hips are supported and generally parallel to the floor when sitting.*

*Knees are about the same height as the hips when sitting, with the feet slightly forward.*

*Ear, shoulder, hip and feet are generally in-line when standing.*

In contrast, poor workstation design causes awkward postures that can lead to muscle tightness, pain and injury. For example, a monitor that's too low or too far away is hard to see; the body adapts by tilting the head forward, rounding the shoulders and leaning over. A keyboard that's too high causes wrist flexion to type and contact stress where the arms or wrists push against the edge of the table. Correcting these common workspace problems is an essential step in promoting healthy and neutral postures.

### **Create Your Wishlist**

As you start researching new furniture and accessories, keep in mind that no single product makes a workstation ergonomic. The key is to find and use equipment that can be adjusted to your dimensions to create a personalized fit.

With a standing desk, consider the travel range between sitting and standing. This height adjustability allows you to have a neutral posture when sitting and standing. Additionally, features like monitor risers and drop-down keyboard trays can help make your workspace a perfect fit. An adjustable monitor riser allows for additional height adjustability for your screen/s, independent from the desk and keyboard. A drop-down keyboard tray places the keyboard below the desk surface.

As you evaluate your workspace, create a list of accessories that would help you stay comfortable and productive.

**GET IN THE GROOVE:** Comfort and ergonomics are about more than a great posture. Regular movement and rest are just as important to a comfortable work routine. Adding frequent movement, like switching between sitting and standing, prevents the accumulation of stress and strain. A popular recommendation is to alternate between sitting and standing every 30 minutes and incorporate several minutes of light stretching every hour.

## YOUR GUIDE TO GETTING COMFORTABLE

### Step 1

Raise or lower your chair until your feet are flat on the floor and your hips are level or slightly higher than the knees. If your chair isn't adjustable, consider switching to one that is, or use a sturdy foam pad to raise the seat height and roll up a small towel for lumbar support.

### Step 2

Check the keyboard height. Once your chair is set, the keyboard should be about level with your elbows, or slightly lower. When typing, hands should be level with wrists and forearms, without flexing or bending. If your keyboard is too high, you may want to try a drop-down keyboard tray.

### Step 3

Check the position of your head and chin. The most common adjustment is to raise and center your monitor until your chin is level with the floor and your head is facing forward. If you use multiple monitors, center the primary one to keep your head balanced over the torso. Adjust the monitor depth to be roughly an arms-length away from the face, so your gaze naturally falls near the center of the screen.

Is your monitor too low? Consider a monitor riser or an adjustable monitor arm. For the monitor arm, confirm that the product's weight isn't too heavy for the desk and your other peripherals.

### Step 4

With the introduction of a standing desk, raise the height and make any necessary adjustments to the keyboard and monitor. Wear comfortable, supportive shoes and consider using an anti-fatigue standing mat. Stand with your body generally in-line head-to-toe, with weight evenly distributed in your feet, or alternating side-to-side with the use of a footrest.



### NEED TO KNOW HIGHLIGHTS

*Problems with your workstation setup can force the body into awkward and painful postures.*

*Workday comfort is achieved through neutral postures, motion and rest.*

*Purchasing a standing desk is the perfect time to improve workspace ergonomics.*



### Immediate Action Items

*Find ways to make your current workspace more comfortable and ergonomic.*

*Adjust your current equipment to correct problem postures.*

*Create a list of any new equipment (and criteria) necessary for achieving neutral postures.*

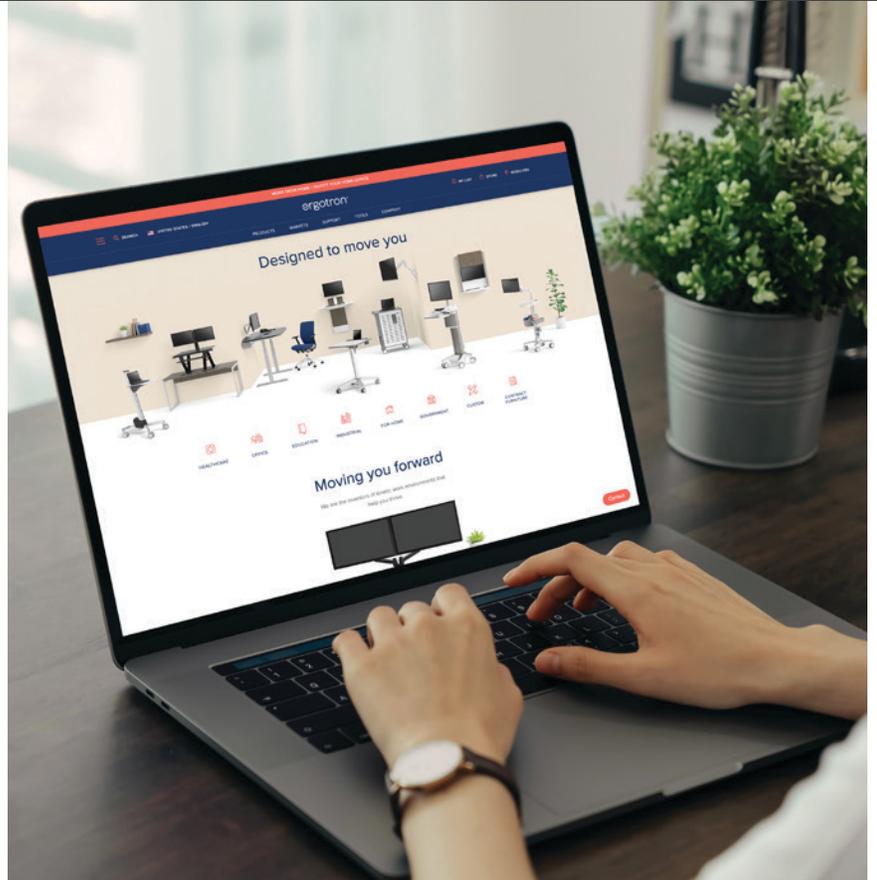
### Additional Resources

*Learn why ergonomics matters: [ergotron.com/ergonomics](https://ergotron.com/ergonomics)*

*View standing desk tips and tricks: [ergotron.com/tips](https://ergotron.com/tips)*

## EQUIPMENT SELECTION

## chapter 2



When selecting equipment, quality and fit are paramount. Prioritize the investment in a high-quality desk that's designed for the long-term. An active workstyle is a permanent lifestyle change that will pay dividends in future comfort, productivity, happiness and health.

There are a lot of choices when it comes to purchasing a standing desk. Reputable brands prioritize high quality, safety and durability, so you can feel confident that products will perform as advertised. Top brands put the customer experience first, offering product training, warranties, and flexible shipping and return policies. Look for a brand with many years of experience and a long history of positive customer reviews. Then, find the desk that's the right fit for you and your space.

## YOUR GUIDE TO GEAR

### Step 1

First, choose the type of desk that will work best with your space and style. Do you want a freestanding desk or desktop converter?

A freestanding desk can be stationary or mobile. Stationary desks often have a large worksurface that's fully height adjustable. They are a great fit if you have heavy equipment, more than two monitors, or require a large space for papers and other items. A mobile desk offers the flexibility to move from one room to another, for quick collaboration or to easily find a quiet spot to work.

A desktop converter is placed on top of your current desk. Compatibility is based on the size and weight capacity of your existing desk. In some cases, the thickness and construction of your desk will determine whether a **front-mount**, **back-mount** or **on-surface** converter design is most compatible.



### Step 2

Using your workspace priorities, create a shortlist of products that have the adjustability and features you're seeking. Then, choose the product that best fits your style and needs.

### Step 3

Customize your desk with equipment and accessories that promote good posture, like an external monitor and adjustable monitor arm. Consider other peripherals. If you like a clutter-free space, a wireless keyboard and mouse can reduce cable chaos. Add an anti-fatigue standing mat to ease the transition to an active workstyle.

## NEED TO KNOW HIGHLIGHTS

*Quality and fit are important factors when choosing a standing desk.*

*Invest in a high-quality desk from a brand known for ergonomics, safety and durability.*

*A variety of desk options exist to fit your height, style and preferences.*

## Immediate Action Items

*Narrow the field of options to a single brand you trust.*

*Decide which product type suits your needs: a freestanding desk or desktop converter.*

*Select the version and/or accessories that fit your measurements and monitor/s.*

## Additional Resources

*See what other standing desk users are saying: [Ergotron's YouTube channel](#)*

*Quick tips to improve how you work: [Ergotron Workspace Assessment](#)*

*Explore your options: [Ergotron standing desks and monitor arms](#)*



## MAKING THE PURCHASE



### chapter 3

You've selected the products for your dream workspace and the price gives you pause. Fortunately, investing in a high-quality standing desk will serve you for years to come, and it may be possible to get reimbursed for the cost.

#### **Employer Programs**

A variety of employer-sponsored programs exist to cover the cost of employee workstations. Start by asking your manager or the HR team about any ergonomic or well-being initiatives that include standing desks. Your company may have a program in place even if you haven't heard about it, especially if you work remotely.

If your organization doesn't have a standing desk program, they might offer a stipend or reimbursement to pay for workstation equipment. A growing number of employers are offering one-time payments to remote workers that partially or fully cover the cost of height-adjustable desks and monitor mounts.

If programs and stipends aren't available, ask if your organization can order products in bulk and pass the savings on to employees. In some cases, it takes as few as three products to qualify for a corporate discount through a furniture or IT reseller.

#### **Reimbursement Accounts**

Individuals with a flexible spending account (FSA), health savings account (HSA) or a health reimbursement arrangement (HRA) may qualify for reimbursement. When available, these accounts are a great way to leverage pre-tax dollars on ergonomic furniture. Because standing desks have been shown to alleviate work-related pains and strains, they are considered an ergonomic intervention and often eligible for reimbursement. The process can be as simple as providing a letter of necessity that outlines how the item will be used.

### **Medical Accommodations**

Alternatively, if you have been advised by a doctor or chiropractor to use a height-adjustable desk at work, you might qualify for accommodation from your employer through the Americans with Disabilities Act (ADA) or other country-specific programs. The process includes making your employer aware of the disability preventing you from sitting at a desk all day, then working together to determine an effective solution. Your employer will guide you through the process and any necessary documentation.

### **NEED TO KNOW HIGHLIGHTS**

*Many organizations have programs that cover the cost of ergonomic furniture.*

*Ergonomic equipment is often a qualified expense for health reimbursement accounts.*

*If a disability makes sitting all day impossible, you might qualify for an ADA or other accommodation.*

### **Immediate Action Items**

*Ask if your employer has an ergonomic or wellness program that includes standing desks.*

*If you work remotely, ask your employer about home office stipends or equipment reimbursement.*

*Find out if your health reimbursement account can be used for ergonomic products.*

DELIVERY AND INSTALLATION

chapter 4



Make the transition from front stoop to standing with a stress-free delivery and quick installation. With a bit of preparation, you'll be kicking off your new active workstyle in no time.

Quality standing desks and desktop converters are made from heavy-duty materials and often ship fully assembled. That makes installation easy, but it also means boxes can be large and heavy. Plan for the delivery like you would a piece of small furniture, especially if purchasing a fully assembled desk.

Before the product arrives, read the installation instructions and prepare your space. Some products require two people to unbox or lift into place. Request help from a family member, friend or neighbor, or you could make an appointment with a local handyman or installation service to move, install and adjust your new desk.



### Light touch lifting

Once installed, gently lift and lower the adjustable desk and any mounted monitors, checking the user force. Some products counterbalance the weight of your gear, which requires fine-tune adjustments until the equipment moves effortlessly. The desk or monitor arms should move easily and then hold their position. If user force seems excessive or a product isn't performing as expected, contact a customer care specialist for one-on-one assistance.

### NEED TO KNOW HIGHLIGHTS

*Fully assembled desks ship in large boxes and might be heavy.*

*Installation may require two people to lift and maneuver the product into place.*

*A typical installation takes less than one hour.*

### Immediate Action Items

*Read the product installation instructions in advance.*

*Prepare your space.*

*Schedule a professional installation or recruit help from a friend, family member or neighbor.*

## LASTING CHANGE

## chapter 5

Getting started with an active workstyle is as simple as standing up. Make sure the new habit sticks by incorporating behavior change techniques. With mindfulness, repetition and time, you can reframe your relationship with work and make movement a daily practice.

A new standing desk is the first step to adopting an active workstyle that incorporates neutral postures, movement and rest. Keep in mind that years of awkward postures can lead to bad habits, so making neutral adjustments might feel unnatural in the beginning. Be patient and make gradual improvements.

Then, start incorporating movement. Adopting an active, ergonomic workstyle is like a new fitness routine. Start slowly and give your body time to adjust and strengthen. Resist the temptation to stand all day, especially when starting. Gradually increase the time spent standing until you reach a comfortable balance, potentially decreasing workday sitting by half.

The most successful standing desk owners use behavior change techniques, like using visual or verbal cues as a reminder to change positions. For example, when you walk away from the computer, raise your workstation to standing height. You could also choose to stand whenever you have a conference call. Or set a timer and change positions between sitting and standing every 30 minutes—the Sit-Stand Switch™.

Make changes that intentionally add movement and rest throughout the day, like shortening meetings by five minutes to allow several minutes of light stretching or looking out the window for 20 seconds every time you switch tasks.



### Make Forward Movement

- ① *Start each day with a mindful moment. Check in with your body and your posture.*
- ② *Note anywhere that feels sore or stiff. Set the intention to work in a way that offers rest and recovery.*
- ③ *Reinforce your intentions by setting reminders and practicing your new habits.*
- ④ *Regularly switch positions, resetting your posture to neutral each time.*
- ⑤ *Add movement in new and fun ways.*

Studies link less sitting and more standing with an impressive list of physical and mental health benefits. Some people experience the feel-good effects immediately. For others, it happens over time. Be patient and embrace the journey.

### NEED TO KNOW HIGHLIGHTS

*It takes furniture and mindfulness to create new workday norms.*

*Be patient. It may take time to feel the benefits of an active workstyle.*

*Resist the urge to stand all day. Frequently changing positions is most beneficial.*

### Immediate Action Items

*Stand up for several minutes every hour, gradually standing more as your body strengthens.*

*Set a timer that reminds you to switch positions and reset your posture.*

*If your posture starts to decline, whether sitting or standing, use it as a cue to switch positions and reset to neutral.*

*Gradually increase standing, stretching and movement until sitting is reduced by half.*

## CONCLUSION

A healthier workday starts here.

Adding healthy movement to your workday is fuel for both mind and body. Sitting less and moving more will benefit your health and well-being now and long into the future. As you make the change to flexible, height-adjustable furniture, revisit this guide from time to time, reminding yourself about neutral postures, motion and rest.

For more helpful tools and tips,  
visit [Ergotron.com](https://www.ergotron.com).



Adopting a movement mindset is easier with the right tools.  
Ergotron's professional-grade movement solutions are designed  
to create workspaces that offer freedom to move, choice and autonomy.  
Are you ready to make your move?

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