

the be collection™

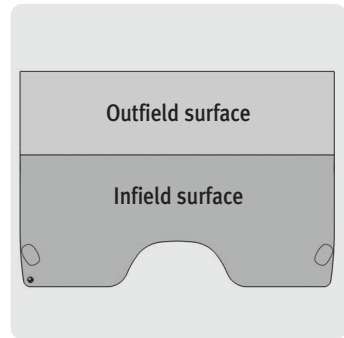
by HermanMiller



Envelop™ Desk

Basic ergonomic principles

The Envelop desk helps computer users work safely and comfortably. Since intense computer use can contribute to job-related health problems, such as cumulative trauma and vision difficulties, you should be familiar with some basic ergonomic principles and how your Envelop desk can help you follow them.



Support for your forearms

The soft, resilient infield work surface portion of the Envelop desk is designed to reduce two common ergonomic risk factors: localized pressure and awkward positions of the wrists, which may lead to musculoskeletal disorders. The forgiving nature of the work surface material spreads the load of your forearms when you rest them on the surface. The design of the work surface helps orient your body with your technology.

Varying viewing distance and angle

The most important risk factor for visual fatigue and discomfort is sustained focus on a target at a constant distance and angle. Frequently varying the distance and angle from which you view your display, even by only a few inches, is enough to provide visual variety and relief to your eyes. Therefore, while working at a computer display, practice the “20/20/20 Rule”: Every 20 minutes, focus your eyes 20 feet away, for 20 seconds.

Setting up your chair

Sit upright in your chair with your knees bent 90 degrees so your feet are flat on the floor. If the chair does not go low enough, a footrest or foot pillow may be necessary. If your chair has height adjustable armrests, lower them all the way and rest your forearms on the infield portion of the desk's work surfaces.

Varying your seated posture rests the body's various muscle groups and aids circulation. You should set the controls on your chair so that it allows a range of motion and you feel in control of the motion. If you are having difficulty reclining, loosen the chair's tension; if you feel you are reclining too far or too easily, tighten the tension.

Some chairs work better with the Envelop desk than others, depending on their engineering. Chairs with a "synchronous tilt"—like Herman Miller Embody[®], Aeron[®], Mirra[®] or Celle[®] chairs—work the best. The Envelop desk is designed to help you work in a range of seated postures, from upright through reclined, by moving your work and work tools concordantly with the motion of your chair.

Setting up you Envelop desk

Adjusting the Envelop desk height

After setting your chair, you should ensure your desk's work surface is set at the proper height.

First, place your input devices (notebook computer, keyboard, etc.) on the infield work surface, in front of the body pocket.

While sitting upright, with your elbows at your sides or a little forward, place your fingers on the home row keys on your keyboard. Position your body in the body pocket opening directly in front of the surface. Rest your forearms on the infield surface. Your elbows should be bent to 90 degrees, or a little more, to ensure neutral upper limb and shoulder postures. The infield surface should support your arms comfortably.

You may also choose to use a supplemental wrist support, depending on the height of your keyboard or notebook computer.

If your elbows are not bent to about 90 degrees, the work surface height needs to be adjusted.

The method for adjusting the surface height differs from model to model. Yours may be push-button adjustable, or require the assistance of an installer. Please review the assembly instructions to change the height of the work surface.

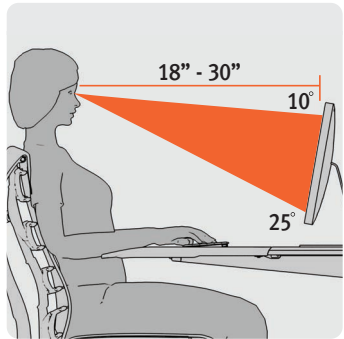
If there is another surface near the left or right side of the Envelop desk, be sure to leave sufficient space, approximately 2", between the surfaces to allow clearance for your fingers and knuckles.

There are thumb screws underneath the work surfaces. These two thumb screws, when tightened, prevent the work surfaces from moving.

Placing computer monitors on the desk

Monitor stand stability should be checked prior to using with the desk. It is recommended that monitors be secured to the rear surface.

Your monitor should be secured to the rear surface at a distance within the “vision cone.” Current research indicates that optimum viewing distance (from eyes to screen) is 18 to 30 inches or approximately an arm’s length away. Optimum viewing angle is 10 to 25 degrees downward. These parameters form an optimum “vision cone.”



Position your monitor so that it is centered, left to right, with the body pocket and your body. If you use multiple monitors, consider how you use them. If you primarily use just one monitor, it should be placed directly in front of you, with auxiliary monitors off to the side (asymmetric).

If, however, you use all your monitors equally, then place them symmetrically in front of you. In either case, the computer monitors should always be slightly angled toward you to maintain approximately equal viewing angles.

Managing cables

There is a storage compartment, under the rear surface portion of the work surface, for storing and managing cables, outlet strips, and transformers. For cables routed to equipment on the work surfaces from the storage compartment, be sure there is enough slack in the cords to allow the work surfaces to move properly and through its full range of motion.

Using your Envelop desk

The Envelop desk’s work surfaces slides fore and aft under your control. The purpose of this motion is to move your work and work tools in concordance with your posture.

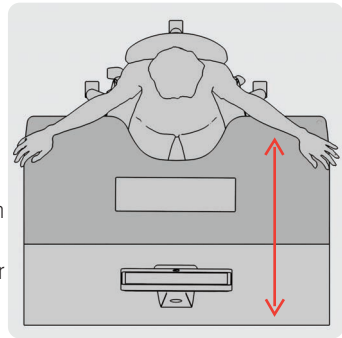
To move the surfaces from the upright position to the reclined position, pull the surfaces by grasping the outer edges of the infield surface with your hands placed in the dimples. As you recline, pull the surfaces toward you.

To move the surfaces from the reclined position to the upright position, remain seated and place your hands on the front edge of the surface, near the body pocket, and push the surface.

Try not to lift the surface when pushing; this is unnecessary and makes moving the surface more difficult.

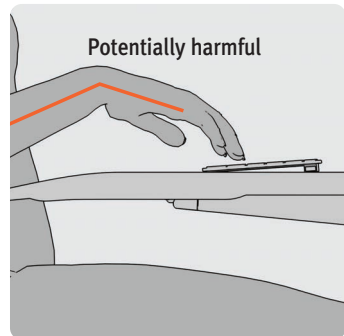
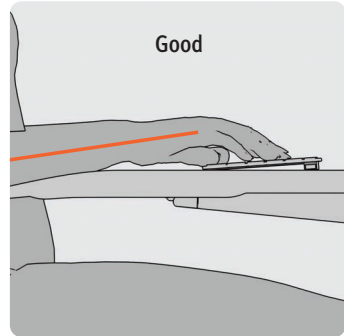
Although the surfaces move together, the infield surface angles down. This keeps your forearms and wrists properly aligned and supported when you're reclining.

For desks with casters, be sure they are in the locked position before moving the surfaces. Even with the casters locked, the desk could move slightly dependent on the type of floor and the weight on the work surfaces. For ease of use, limit weight on surfaces to 35 pounds or less.



Ergonomic guidelines

- Keep wrists straight and relaxed. Use your seated elbow height as the best landmark for positioning your input and pointing devices. You may also choose to use the supplemental wrist support, depending on the thickness of your keyboard.
- Optimum viewing distance (from eyes to screen) is 18 to 30 inches or approximately an arm's length away. Optimum viewing angle is 10 to 25 degrees downward.
- Take mini-breaks every 20 minutes. (Closing your eyes for a moment or focusing on a distant object is great for your eyes.)
- During some mini-breaks, get up and stretch or move around to relieve neck, back, and leg muscles.
- Remember to keep your arms open and your wrists straight.



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User information: Installers do not remove

Users: Retain This Information for Future Reference

For more information on Envelop, visit us at hermanmiller.com/envelop.

Maintenance

A periodic inspection of components and fasteners should be made to ensure that the desk is structurally intact and functioning properly. Loose fasteners should be tightened.

Maintaining the surfaces

For current information, visit us at hermanmiller.com/materials_care or call (800) 851 1196.

Caution

Items placed on the infield portion of the work surface can tip and fall when the infield surface is in the reclined position. Items placed on any part of the desk surface can tip and fall when the desk surfaces are being moved. Monitors should be mechanically secured to the outfield surface of the desk.