

tangram<sup>™</sup> + Steelcase<sup>®</sup>

# SALLY.

PRIVATE OFFICE USER GUIDE



# Welcome!

## Get To Know Your New Private Office



**01/** Product User Guides

**02/** Ergonomic Adjustments

# Operating your MID Height Adjustable Desk



## OPERATING THE CONTROLLER

### Up and Down Movement:

- Press the UP arrow continuously, the legs will move up.
- Press the DOWN arrow continuously, the legs will move down.
- Release arrows to stop movement.

### Memory Preset Positions:

- Use the UP and DOWN arrows to set table at desired height.
- Press the POSITION SETTING BUTTON (M) followed by one of the 3 PRESET POSITION BUTTONS (1, 2, 3). The memory position is set. There are 3 presets available.
- To return to a memory preset PRESS and HOLD the desired number.



*Note: It is recommended that the legs not be moved up and down continuously for more than 2 minutes within a 20 minute interval or exceed the unit lift capacity.*

*Note: If the unit overheats, the LED display will show "HOT". Let the unit cool for 20 minutes.*

# Operating your Karman Task Chair



## COMFORT DIAL

With four recline settings: Full recline, boosted mid-back stop, upright back lock

## 4-DIMENSIONAL (4D) ARMS

Adjusts armrest height, depth, width, and pivot

## CLICK BELOW

for more information

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## SOFT COMFORT EDGES

Ensuring a pressure-free sit no matter your sitting style

## PATENTED HYBRID SEAT

Integrated cushioning under seat surface helps distribute user weight evenly without compromising breathability

## LIVEBACK

Encourages healthy movement while helping maintain spine's natural S-Shape

## OPTIONAL ADDITIONAL LUMBAR HEIGHT

## ORGANIC MOVEMENT

Material innovation encourages healthy user movement, helping you stay engaged no matter the task

# 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.

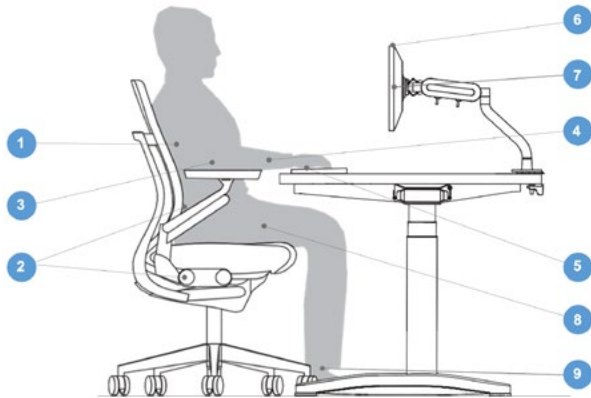
### Monitor Adjustments

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.

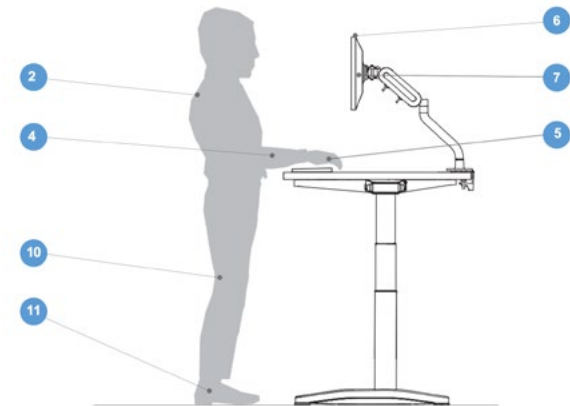
### Lower Body Ergonomics

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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