

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 Migration SE Height Adjustable Desk



## OPERATING THE CONTROLLER

The controller has two buttons for user control.

1. Press and hold either the up or down button to reach the desired desk height.
2. The desk will continue to move up or down until the user releases the button or the maximum or minimum height is reached.

*Note: Extended height range which is 22.6" - 48.7"*

*Note: The controller can be mounted in a fixed location on the left or right front edge of the desk.*

*Note: As a safety feature, the user must continuously hold down the button in order for the desk to move.*



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# Operating your Think Task Chair



## COMFORT DIAL

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

## FLEXIBLE SEAT EDGES

Ensuring a pressure-free sit no matter your sitting style

## SEAT DEPTH ADJUSTMENT

## SEAT HEIGHT ADJUSTMENT

## 4-DIMENSIONAL (4D) ARMS

Adjusts armrest height, depth, width, and pivot

## HEIGHT ADJUSTABLE LUMBAR SUPPORT

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# Operating your CF Series Dual Monitor Arms



## MONITOR ARM CONTROLS

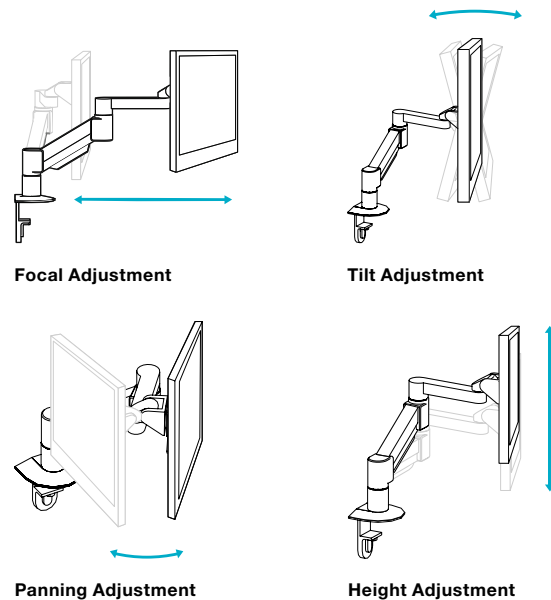
To reposition the arm on the post:

### 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.



# 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.

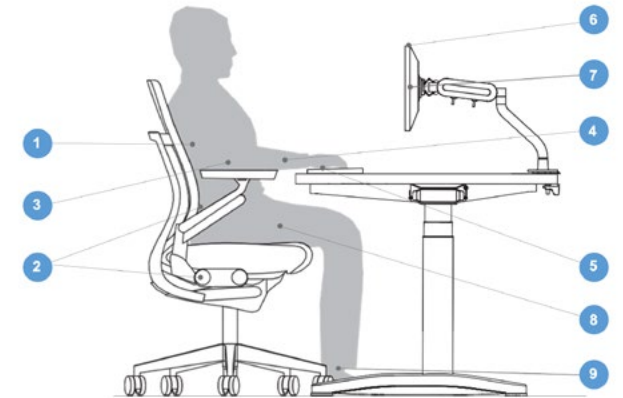
## Monitor Adjustments

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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