



Get Ready

for a dynamic workspace

How to Use
Fellowes Sit-Stand Solutions

Welcome to the 'sit-stand' way of working

We're delighted you've chosen a Fellowes sit-stand solution to add movement to your working day.

These guidelines will help you get off to the best possible start, and ensure you're working better and feeling great - every day.

Say goodbye to your sedentary desk - and hello to your active, healthy workspace.



Sitting for just 10 or more hours a day can result in...



50%
Increased risk
of obesity

Bullock et al. 2016

40%

Increased risk of heart disease, cancer & diabetes
(based on only 8 hours of sitting a day)

geteuropesstanding.org (activeworking.com)

A new way of working. For the better

We dedicate more time to work than we've ever done. For many of us, this means spending hour after hour sat down – rooted to the spot. In fact, 60% of our total daily sitting time occurs at work*. And that's really unhealthy.

Sedentary working has been linked to inflammation within the body, which can then lead to serious long-term medical conditions such as heart disease, cancer, obesity and mental health issues.

To combat this, we need to move more, whilst still being able to work effectively.

Sit-stand desks give you the flexibility to add movement to your working day, rather than being restricted to the confines of your desk. Moving to a standing position increases your blood circulation, concentration, metabolic rate and energy, which in turn help regulate blood pressure and sugar levels, body weight and stress.

*Clemes et al. 2015

It's not all about standing up

The key is to alternate between sitting and standing and move more.

The current recommendation is to stand up or move around every 20 minutes.*

Dependent on the individual, the maximum time we should sit down is 1 hour or stand up is 30 minutes - and introduce more movement in between.**

*Larsen et al. 2014; Benatti et al. 2015; Bailey et al. 2015.

**Anderson et al. 2007

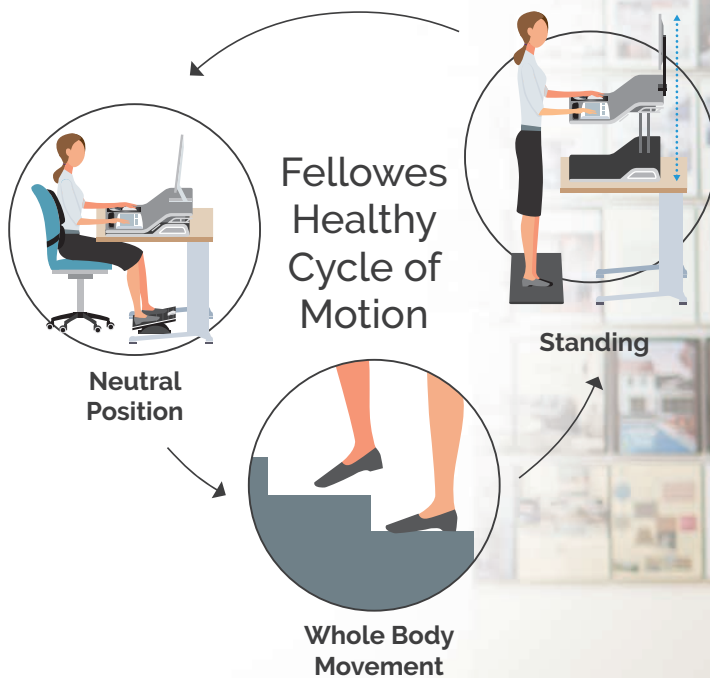


Change bad old habits into good new behaviours

To make sure sit-stand working works for you, you've got to re-think the way you work. This means changing established habits into healthy new behaviours, which will eventually become the norm.

Certain tasks that you once did in a seated position may feel totally different when you start to do them whilst standing. But within time you'll quickly adapt to your new way of working and begin to feel the benefits it brings.

With a Fellowes Sit-Stand Workstation/ Work Platform, we've made it easy for you to change from sitting to standing and experience a healthy cycle of motion.



Getting the basics right

- Avoid long periods of static sitting or standing.
- Alternate between the two positions and move more.
- Wear comfortable and supportive footwear so your feet can support your body during standing periods. Avoid high heels or pointed shoes
- Use an anti-fatigue mat to cushion standing on a hard surface and avoid aching feet.
- Whether sitting or standing, a height-adjustable foot support can ease pressure on your back and lower limbs when used as a resting platform.

Social pressures. **Don't let sitting stand in the way**

Sit-stand working is a team sport. Bypass social blockers by sharing the journey as a team, department or floor - and move towards shared goals faster together.

Active Working Checklist

- Get up and move around when talking on the phone
- Use the stairs instead of taking the lift
- Do simple stretching exercises at your desk
- Walk over to a colleague to deliver a message instead of emailing them
- Take regular breaks and short walks
- Wherever possible, take time to stand during meetings

The tasks you undertake whilst sat down or stood up will depend on your individual work style. Here are a few examples to consider:

Sitting

Document-heavy work
Preparing reports
Paper-based tasks
Strategic brainstorming
Planning

Standing

Processing emails
Online research
Proof-checking
Creative thinking
Making phone calls



Introduce yourself to Fellowes Sit-Stand solutions



Lotus™ Sit-Stand Workstations

Sit-Stand Work Platform

Installation:

Carefully unpack your Sit-Stand Workstation/ Work Platform, lay out all of the elements, and follow the assembly instructions.

If you have chosen the Lotus™ Workstation, it will arrive fully assembled. All you have to do is unpack it and place it on your desk.

Set-Up:

Install your monitor screen, keyboard and mouse. Avoid any strain on the cabling by ensuring it is threaded through the correct channels and plugs into the power socket without being a trip hazard.

Adjust the tension of your Sit-Stand Workstation/ Work Platform according to your desk set-up. This will ensure stability and smooth operation when switching between seated and standing positions.

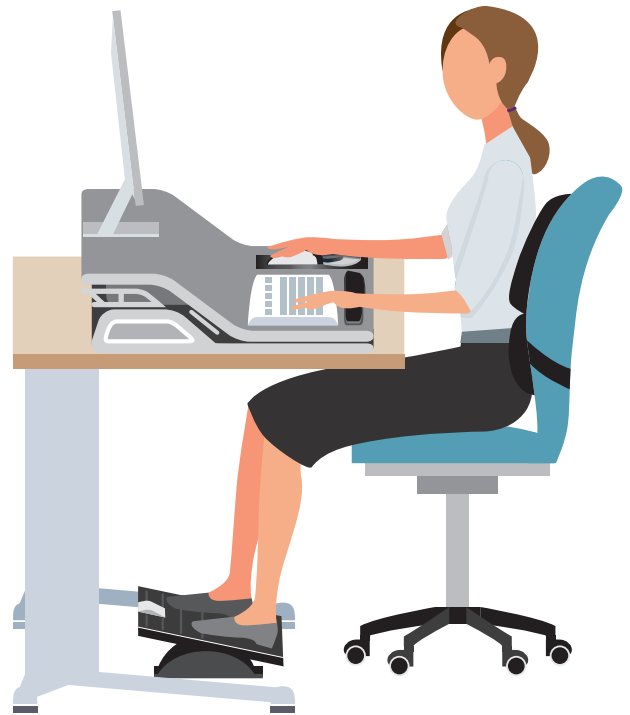
Ongoing:

Feel the benefits of improved posture and increased movement, and have more flexible space to work in.



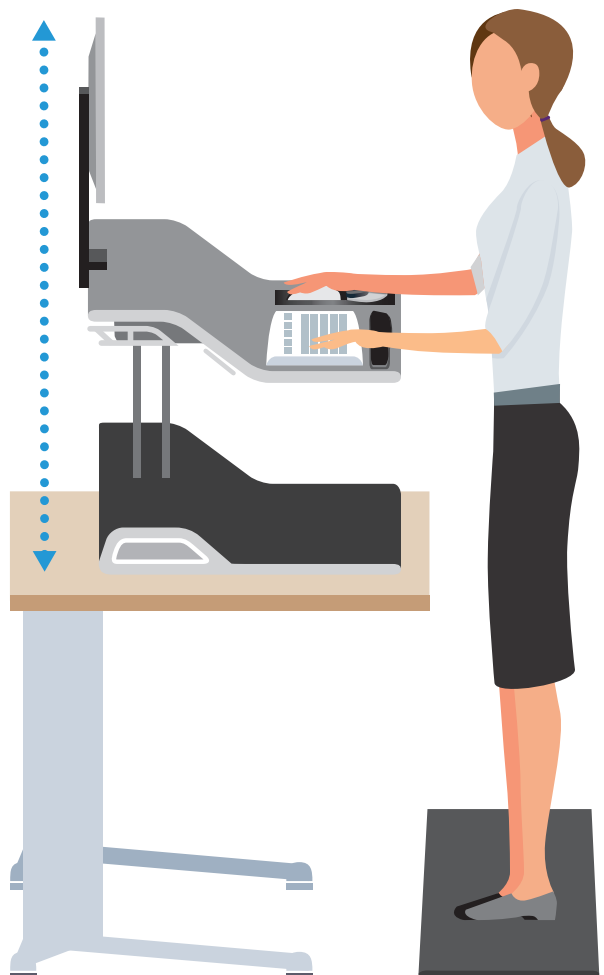
Shape up to perfect posture whilst seated

- Sit in a neutral posture to avoid putting any unnecessary stress on your body.
- Sit back into your chair with your thighs parallel to the floor. You can achieve this by using a back support to follow the natural curvature of your spine and a foot support to elevate your feet.
- Ensure your keyboard is slightly below your elbow, both of your forearms are parallel with the surface of your desk, and your wrists are in a neutral position. Use keyboard and mouse wrist supports to help with positioning for correct and comfortable working.
- Your neck needs to be in an upright position so that your eyes are in line with the top of your screen. A monitor arm is a convenient way to adjust the height of your screen, and a document support will help you to work in line.
- With the Sit-Stand Work Platform option, you can move the arms out of the way to create more space in front of you when working off-screen.
- Work healthily and productively by ensuring everything you need is efficiently organised and within easy reach.



All change, and it's time to take your stand

- Rise to your feet and raise your keyboard platform to a comfortable height. This means standing up straight, with your arms in a neutral position and eyes in line with the top of your screen.
- Most of your equipment will not require any adjustment when moving into a standing position, but if you have a height-adjustable screen option, you may need to move the screen to maintain a healthy neck posture.
- If you are working on dual screens, they need to remain at an equal height to one another.





Be the best at your desk

Thank you for choosing Fellowes Sit-Stand - your dynamic workspace for good health and wellbeing. Now you can look forward to working better and feeling great - every day.

To discover more about best-practice ergonomics for desk-users - including details on Wellbeing Days for your organisation and FREE Workstation Risk Assessments. visit en.fellowestest.co.uk



Contact your local Fellowes® service representative or visit us at www.fellowes.com

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