

Tel:  
01670 534685  
Fax:  
01670 534687

## Welcome to the learning centre

Please take a few moments to check that your work station is safe and comfortable, to ensure that your visit here is both worthwhile and enjoyable.

Ask a member of staff if you have any difficulties.



### Seat

- Adjust the seat height. Your forearms should be level with the desk.
- Ask for a footrest if your feet don't comfortably reach the floor.
- Sit right back in the chair, supported by the backrest.



### Screen

- Check there is no reflection or glare on your screen from windows or lights. You may need to alter the screen position or ask for blinds to be adjusted.
- Adjust the brightness control to suit lighting level.
- If you have difficulty reading words on the screen, try adjusting the viewing distance or ask if other screens are available. You may need an eyesight check by an optician.



### Mouse

- If you have problems using the mouse, ask if the settings can be changed or if any alternative is available.



### Keyboard

- Ask centre staff if you have difficulty using a keyboard. Some settings can be changed and larger keys may be available.



### Clutter

- Remove any clutter from the desk, or by your feet.
- Remember not to bring any drinks or food to your work station.



### Take a break

- You should not sit in front of the computer for more than 2 hours. Take a break of 10 minutes to stretch your legs and/or have a drink.

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