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### **SETUP** - PERSONALIZING THE SOFTWARE

Seven easy steps to personalizing this software.



### **HOME SCREEN** - SEE YOUR PROGRESS

Your window to see your progress standing and sitting during the day.



### **REMINDERS** - KEEP YOU MOVING

Gets you off your chair, onto your feet and moving around.



### **HISTORY** - TRACK YOUR PROGRESS

See how well you are doing, for the day, week, month or year.

These instructions assume you've just performed a clean install of the software following the steps in the [Installation Guide](#). With a successful installation, Windows PCs will have an icon in the Taskbar with the Setup window open and Macintosh users will have an icon in the Menu Bar.

If you are using a Windows PC with the Sierra Interface Kit Software already installed, you will may to launch the Home Screen from the Hidden Icons window in the Taskbar. For a guide on how to add the Home Screen icon to the Taskbar, refer to the [Installation Guide](#), Step 4.

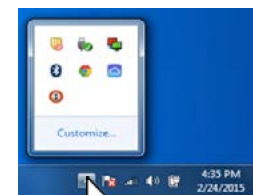
Sierra Interface support can be found on-line at: <http://www.workriteergo.com/support/sierra-interface/> or by calling technical support at: (800) 959-9675 option 2.



*A successful PC install.*



*A successful Mac install.*



*Windows PC users may need to access the Home Screen from the Hidden Icons menu.*



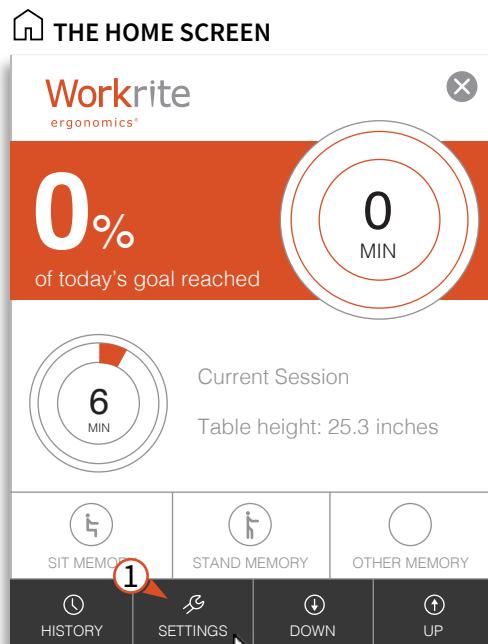
**SETUP - PERSONALIZING THE SOFTWARE**

The first step to personalizing the Sierra Interface Kit Software is adding information to the Setup screen.

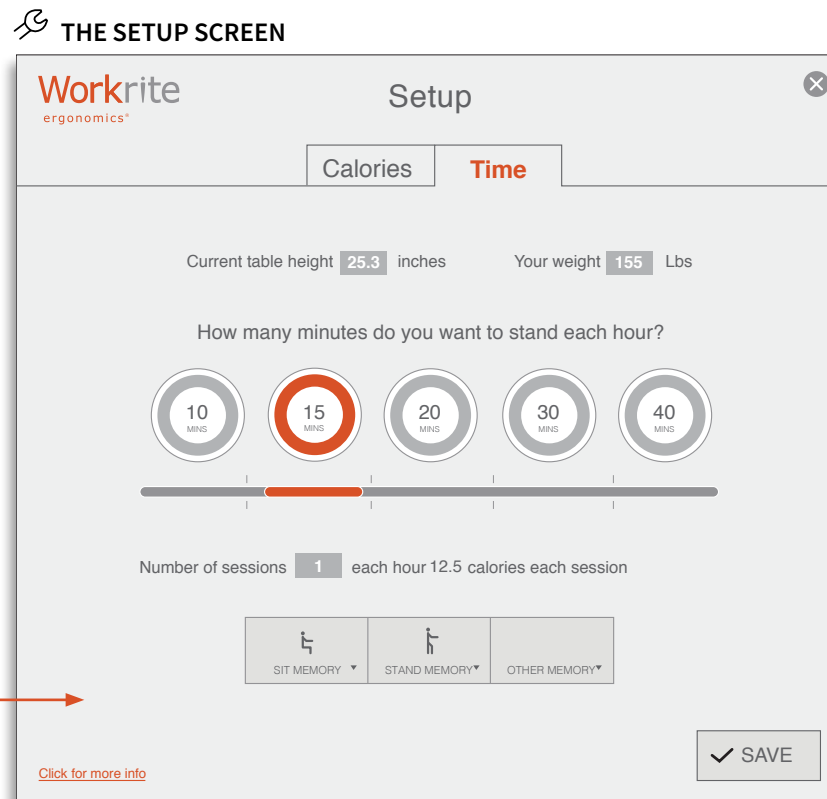
- ① On a Mac, click on “Settings” on the Home View to open the Setup screen.
- ① On a PC, the software launches to the Setup screen. This window should be open if you’ve performed a clean install, otherwise click the Taskbar icon to open the Home Screen then click the “Settings” button to open the Setup screen.

From this screen you add personal weight information and set personal goals for tracking either calories burned or time spent standing and verify that your table height is calibrated correctly.

**NOTE: There are seven steps to setting up your personal information. You may wish to save your setting as you complete each step or choose to save at the very end. If you save each step, you’ll need to relaunch the Setup screen from the Home screen after each save. If you “exit”  the window without clicking on the “SAVE”  button, your settings will be lost.**



*You will need to click on the “Settings” button on the Home Screen when setting up the software on a Mac for the first time.*



*The Setup screen is where you will add personal data to get accurate feedback and set your goals.*



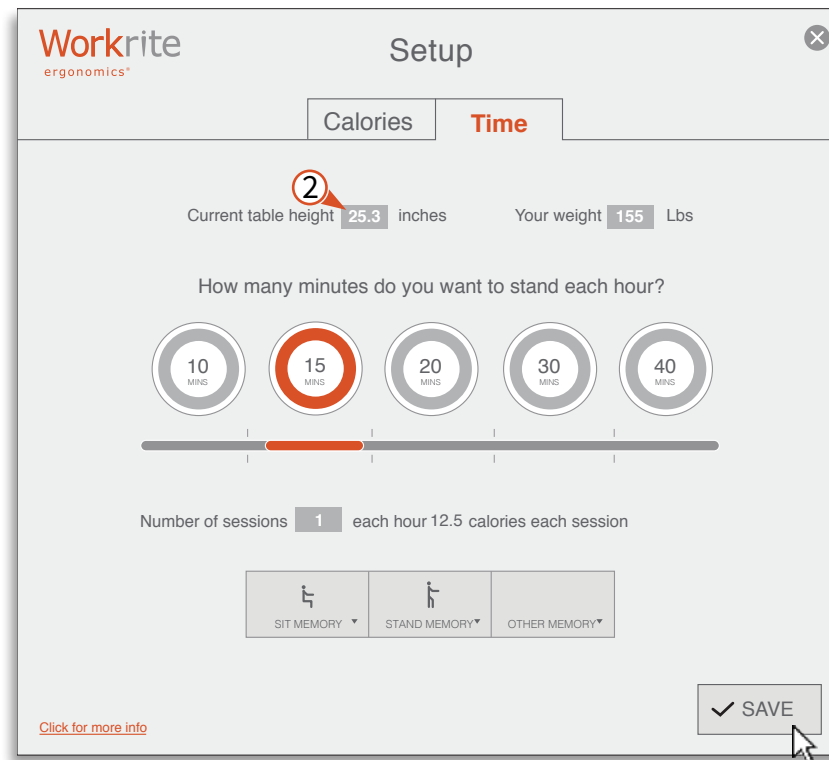
## SETUP - PERSONALIZING THE SOFTWARE

### ② Verify the actual workcenter height in the “Current table height” field

The starting height of your worksurface will vary depending on the model of your workcenter. To calibrate your height settings, start by lowering your worksurface to its lowest level and enter the standard heights based on the model of your Workrite workcenter. You only need to do this if it is incorrect:

- Sierra HX Electric: **22.5”**
- Sierra HXL Electric: **25.5”**

Or, lower your worksurface to its lowest level and measure from the floor to the top of your worksurface. Enter this number in the “Current table height” box.





## SETUP - PERSONALIZING THE SOFTWARE

### ③ Add your current weight for accurate tracking

Accurately tracking your progress requires entering personal weight information in the “Your weight” field. The software will accumulate information over time and information will only be correct if you use your own weight information.

Workrite ergonomics\* Setup

Calories Time

Current table height 25.3 inches Your weight 155 Lbs

How many minutes do you want to stand each hour?

10 MINS 15 MINS 20 MINS 30 MINS 40 MINS

Number of sessions 1 each hour 12.5 calories each session

SIT MEMORY STAND MEMORY OTHER MEMORY

Click for more info

✓ SAVE



**SETUP - PERSONALIZING THE SOFTWARE**

④ Choose to track your progress in either Calories or Time

You can track your progress based on time spent standing per hour or calories burned per day. Both methods require you to choose how often you'd like to stand to accomplish your goal. You will be notified by "reminders" based on the settings in the next two steps.

Simply click on the tab at the top of the Setup window to switch between Calories and Time. You do not need to commit to one method or the other yet and you can easily switch back and forth between the two methods of viewing your progress. You may want to add values to both methods to familiarize yourself with the differences.

**TRACKING TIME STANDING PER HOUR**

*The Time method of tracking your progress is selected by default. It is the more common way to track your progress since it is easier to set and track. Simply, "How many minutes do you want to stand each hour?"*

**TRACKING CALORIES BURNED PER DAY**

*If you have a specific number of calories you would like to burn per day by standing at your desk, select this method for tracking your progress.*



## SETUP - PERSONALIZING THE SOFTWARE

### TRACKING TIME STANDING PER HOUR

#### 5 Choose how many MINUTES you want to stand each HOUR

Choose the amount of time you wish to stand per hour by clicking on one of the five preset times. If you choose 15 minutes as in the example below, you will stand for 15 minutes then sit for 45 minutes every hour.

#### 6 Choose how many TIMES you would like to stand each hour

Choose between one and six sessions. In the example below, a 15 minute goal per hour, split between two sessions, will have you standing 7.5 minutes twice an hour or about two hours a day. A good starting point.

You'll note that the software converts your time settings into a calorie equivalent.

**TIME TRACKING TIP:** It is recommended to change position from sitting to standing about 2 to 4 times per hour, so setting the reminders to follow this guideline is a great starting point.

### TRACKING CALORIES BURNED PER DAY

#### 5 Choose how many CALORIES you want to burn each DAY

Select your calorie goal for the day—100 for the example below—and the reminders will have you standing enough to burn 100 calories based on the weight you entered in step 3.

#### 6 Choose how many TIMES you would like to stand each hour

Choose between one and six sessions. In the example below, a 100 calorie goal per day, split between two sessions, will have a 155 lb. person standing for 7.5 minutes twice an hour, equaling about two hours a day.

You'll note that the software converts your calorie settings into a time equivalent.

**CALORIE TRACKING TIP:** Tracking your progress based on calories is only accurate if you enter and update your weight as described in step 3.



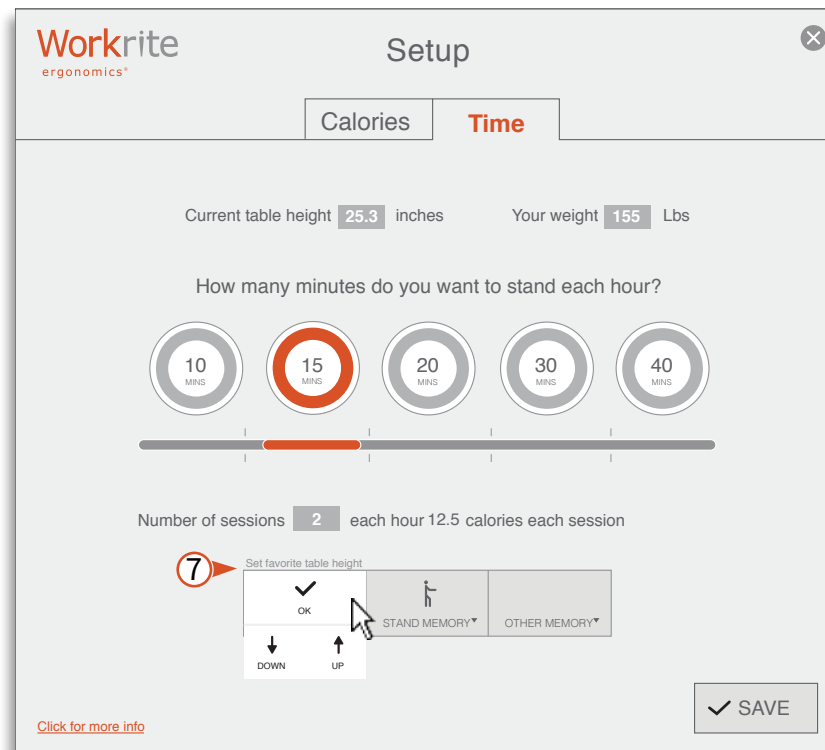
## SETUP - PERSONALIZING THE SOFTWARE

### ⑦ Set your workcenter height memory settings

It is possible to store up to 3 memory positions by selecting “SIT MEMORY”, “STAND MEMORY” and “OTHER MEMORY”. To set up and store your positions follow these steps:

- A. To choose one of the memory positions to program, simply click the button to open and reveal the settings.
- B. Click and hold the “UP” or “DOWN” to move the worksurface to the height to be saved to memory.
- C. Press “OK” when the desired position has been reached.

**TIP:** For detailed information of proper ergonomic positioning while working at your Workrite Adjustable Height Workcenter visit <http://workriteergo.com/workcenter-ergonomics/>.





## SETUP - PERSONALIZING THE SOFTWARE

### 8 Click Save

You must click the save button on the bottom right to commit your settings to memory. If at any point you click on the **X** symbol in the upper right, you will lose any changes that have been made!

Workrite ergonomics\* Setup

Calories Time

Current table height 25.3 inches Your weight 155 Lbs

How many minutes do you want to stand each hour?

10 MINS 15 MINS 20 MINS 30 MINS 40 MINS

Number of sessions 2 each hour 12.5 calories each session

SIT MEMORY STAND MEMORY OTHER MEMORY


8 SAVE

[Click for more info](#)

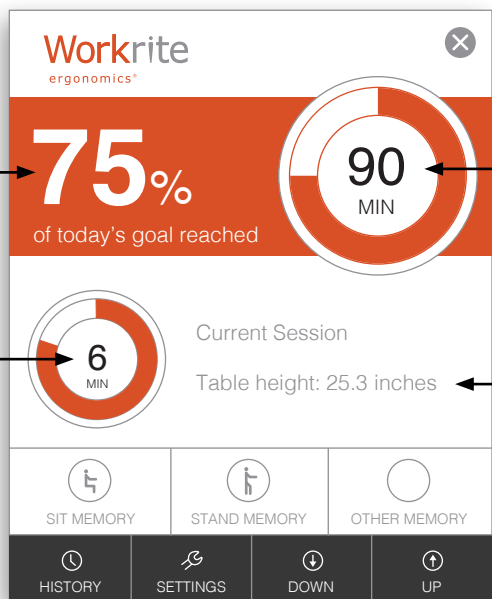
**VERY IMPORTANT: You must click the Save button to commit your changes to memory!**



 **HOME VIEW - SEE YOUR PROGRESS**

The view you will use most is the “Home View” with the current status on today’s goals, memory buttons and height readout. Simply click on the icon in your window/menu bar and the Home View will appear. Here, you can track your accomplishments. Click the close button  in the upper right to close the Home View window.

**HOME VIEW-TIME**



*The percentage accomplished of your daily goal.* → **75%**  
of today's goal reached

*Indicates minutes standing today.* → **90**  
MIN

*Minutes in the current session.* → **6**  
MIN

Current Session  
Table height: 25.3 inches → *Current table height.*

SIT MEMORY    STAND MEMORY    OTHER MEMORY → *Press and hold to move to the preset height.*

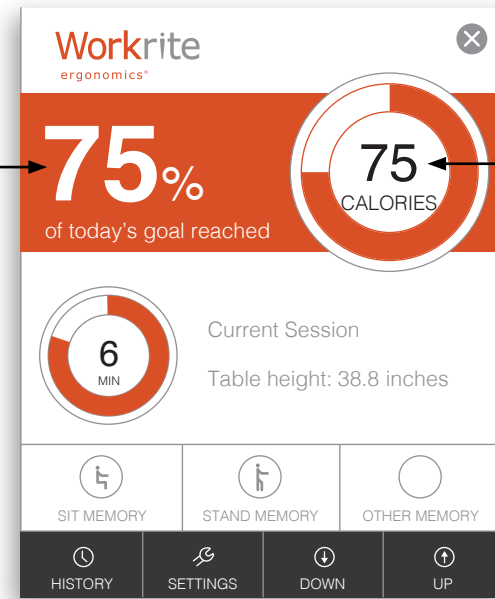
HISTORY    SETTINGS    DOWN    UP

↑    ↑    ↑    ↑

*Click to go to the "History" view or "Settings" view.*

*Press and hold the Down and Up buttons to manually adjust the desk.*

**HOME VIEW-CALORIES**



*The percentage accomplished of calories burned of your daily goal.* → **75%**  
of today's goal reached

*Indicates calories burned today.* → **75**  
CALORIES

*Minutes in the current session.* → **6**  
MIN

Current Session  
Table height: 38.8 inches

SIT MEMORY    STAND MEMORY    OTHER MEMORY

HISTORY    SETTINGS    DOWN    UP

*The Home View-Calories screen differs in a couple of ways from the Time view.*



**REMINDERS - KEEP YOU MOVING**

Below are examples of the reminders, which will pop-up on your screen when it is time to adjust your workcenter height. The reminders will appear based on your input under Settings.

**NOTE: The program goes in standby mode if you do not use your computer and therefore will not remind you until you start using your computer again.**

**REMINDER TO STAND-TIME**

On your feet and get ahead

15  
Mins

Table height: 25.5 inches

STAND MEMORY
 UP
 DOWN
 ZZZ SNOOZE
 SKIP

*It is time to stand up! Use the "Stand Memory" button to raise your table to your preset standing height.*

**REMINDER TO SIT-TIME**

Relax and sit down again

15  
Mins

Table height: 40.0 inches

SIT MEMORY
 UP
 DOWN
 ZZZ SNOOZE
 SKIP

*It is time to sit down again. The "Sit Memory" button on the screen will lower your worksurface to your preset sitting height.*

**REMINDER TO STAND-CALORIES**

Stand up and get on top!

If you stand up the next 8 mins you will burn 5 calories

5  
Calories

Table height: 25.2 inches

STAND MEMORY
 UP
 DOWN
 ZZZ SNOOZE
 SKIP

**REMINDER TO SIT-CALORIES**

Great, time to sit down

According to your daily goal you will be notified again in 22 min.

0  
Mins

Table height: 40.0 inches

SIT MEMORY
 UP
 DOWN
 ZZZ SNOOZE
 SKIP



**REMINDERS - KEEP YOU MOVING**

Reminder windows provide a number of convenient features including preset height buttons to go directly to your next workcenter height. There are also simple software buttons for “UP” and “DOWN” that allow for easy micro adjustments to get comfortable. If you are in the middle of an important task and simply want to delay the reminder, the “SNOOZE” button will close the Reminder window for 10 minutes. The “SKIP” button simply starts another session

**REMINDER TO STAND**

On your feet and get ahead

15  
Mins

Table height: 25.5 inches

STAND MEMORY
 UP
 DOWN
ZZz SNOOZE
✕ SKIP

↑ This will go to the “Stand Memory” height you set under Setup.

↑ Use for micro adjustments. Table will go up as long as you press this button.

↑ Use for micro adjustments. Table will go down as long as you press this button.

**REMINDER TO STAND**

Stand up and get on top!

If you stand up the next 8 mins you will burn 5 calories

5  
Calories

Table height: 25.2 inches

STAND MEMORY
 UP
 DOWN
ZZz SNOOZE
✕ SKIP

↑ If you choose to “SNOOZE” you postpone the reminder for another **10 minutes**. The reminder will then pop up again.

↑ If you “SKIP” the session, you simply continue to the next session.

**REMINDER TO SIT**

Relax and sit down again

15  
Mins

Table height: 40.0 inches

SIT MEMORY
 UP
 DOWN
ZZz SNOOZE
✕ SKIP

↑ This will go to the “Sit Memory” height you set under Setup.



**HISTORY - TRACK YOUR PROGRESS**

Under History View, you find the statistics on how you use your desk. As data is collected, you can track you longterm progress, viewing data by the day, week month or year. As an added convenience, you can export the data as comma separated values (.csv) to import into applications such a Excel for additional analysis.

Data can be exported to a program like Excel as a csv file.

The actual accumulated statistics for the past year.