



# Steps for Selecting and Adjusting A Chair



**★ Pick one of the chairs that looks right for your body size (small, medium or large)**

Adjustment	Your Goal	How to Adjust	Double Check	What Next?
<b>★ Seat Height</b> 	To have your feet flat on the floor and your thighs parallel to the floor.	<ol style="list-style-type: none"> <li>To <b>raise</b>, place most of your weight onto your feet, pull up the “seat height” lever and rise from the chair. Release the lever when the proper height is achieved.</li> <li>To <b>lower</b>, pull up the lever while sitting and release.</li> </ol>	<input checked="" type="checkbox"/> Check to see that your feet are flat on the floor and your thighs are parallel to the floor.	<p>If your goal <b>could not</b> be met on this chair, try a different chair and start again.</p> <p>If your goal was met, then go to Step 3-Seat Pan Size.</p>
<b>★ Seat Pan Size</b>	A seat pan that is not too big or small.	<p>Seat Pan Size is fixed and no adjustments can be made.</p> <ol style="list-style-type: none"> <li>Check to see that there is a minimum of 2 fingers space between the front edge of the chair and the back of your knees.</li> <li>There should be about ½ to 3 inches on either side of your hips to the side edge of the seat pan.</li> </ol>	<input checked="" type="checkbox"/> If the front edge of the seat hits the back of your calves/knees, then the seat pan size is too big for you. <input checked="" type="checkbox"/> If there is less than ½ inch on either side, then this chair is too small for you. <input checked="" type="checkbox"/> If there is more than 3 inches on either side, then this chair is too big for you.	<p>If your goal <b>could not</b> be met on this chair, this chair is too small or too big for you. Try a different chair and start from Step 2.</p> <p>If your goal was met, then go to Step 4 - Seat Pan Angle below.</p>
<b>★ Seat Pan Angle</b> 	<p>The seat can be tilted in a forward or backward angle based on the task performed and your comfort.</p> <p>Generally, a slight forward tilt or no tilt is desired for computer work or writing tasks.</p>	<ol style="list-style-type: none"> <li>Pull up the “seat angle” lever.</li> <li>Use your body weight and move forward or back on the seat to adjust to the desired angle.</li> <li>Press the lever down to lock the angle position.</li> </ol>	<input checked="" type="checkbox"/> Your feet should still be flat on the floor and your thighs parallel to the floor. If not, readjust the seat height as described in Step 1-Seat Height.	<p>All of the chairs have seat tilt adjustments that allow the seat to be placed in a flat or a forward position. Keep trying; it takes a little practice!</p> <p>Once you have adjusted the seat tilt, go to Step 5-Backrest.</p>
<b>★ Backrest Height</b> 	<p>The inward curve of your lower back should be comfortably supported by the contoured (rounded) part of the backrest.</p> <p>A properly adjusted backrest reduces pressure on your spine and helps maintain the back’s natural curve.</p>	<ol style="list-style-type: none"> <li>Sitting in your chair, loosen the knob at the right-handed side of the base of the backrest.</li> <li>Raise or lower the backrest with the other hand.</li> <li>Tighten the knob when you feel that the most contoured part of the backrest fits comfortably against your lower back.</li> </ol>	<input checked="" type="checkbox"/> Lean back and check that your lower back feels supported. <input checked="" type="checkbox"/> If not, readjust the backrest height as previously described.	Go to Step 6 - Backrest Angle below.
<b>★ Backrest Angle</b> 	Adjust the backrest angle so that when you sit back against the backrest you create an angle of about 90-110° between your upper body and thighs.	<ol style="list-style-type: none"> <li>Locate the “backrest angle” lever and increase or decrease the angle.</li> <li>To <b>increase</b> the angle, pull up on the lever and push back against the backrest. Release the lever at the desired angle.</li> <li>To <b>decrease</b> the angle, pull up the lever and lean forward allowing the backrest to return forward.</li> </ol>	<input checked="" type="checkbox"/> Sit back and make sure that the backrest fully supports your lower back. <input checked="" type="checkbox"/> If the backrest does not firmly support your back, then make minor adjustments to the backrest height once more following the instructions described above under Backrest Height.	<p>If your goal <b>could not</b> be met on this chair, try a different chair and start from Step 2.</p> <p>If your goal was met, <b>you’ve found a chair that supports your body!</b></p>

**★ Armrests:** Armrests are an option available on all chairs and can be adjusted for height. Keep in mind that armrests can sometimes interfere with the proper chair placement at your work desk. Armrests may also restrict your arm position can encourage poor working posture if your elbows can’t be placed close to your body while using your computer keyboard.