

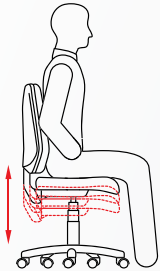
# A guide to adjusting your chair

Your chair is one of the most important tools you will use at work. It is important that the chair fits and supports your body. The following steps are designed to assist you in maintaining a maximum level of support whilst sitting.



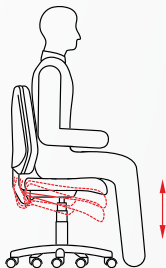
## Seating Position

Ensure you are seated with your pelvis as far back as possible on the rear section of the seat (behind the seat split), with your back supported by the backrest.



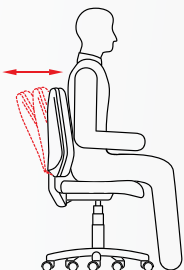
## Seat Height

Using the seat height lever control lever, adjust the height of your chair so that your hips are slightly above your knees when your feet are flat on the floor or footrest.



## Seat Tilt

Occasionally tilt the seat forwards or backwards to relieve pressure on the underside of your thighs. This is done by lifting the control lever and moving forwards or backwards till you find a comfortable position.



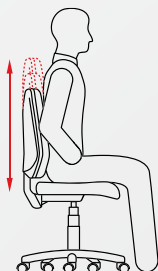
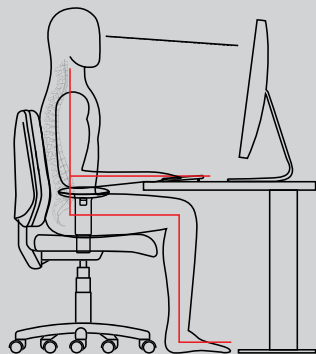
## Back Angle

Using the back angle lever, adjust the angle of the back so that it gives you comfortable support. For keyboard activities, the backrest should be in a relatively upright position.



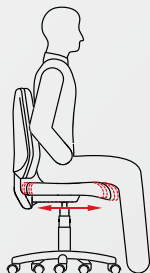
## Good posture

An example of good posture while seated at a desk, note the spine is maintained in the healthy, upright 'S' curve of good posture.



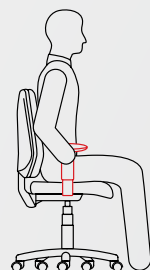
## Back Height

Adjust the height of the back of the chair so that it provides support to your lower back. Position two hands on either side of the backrest and lift it up, it will automatically stop at each of the levels. Stop when you reach the correct position which is where the curve is located in your lower back for ideal lumbar support.



## Seat Depth <sup>(if fitted)</sup>

Adjust seat slider so the thighs are well supported and you can sit right back in the chair whilst maintaining a 1-3 finger clearance between the front edge of the seat and the back of the knee.



## Arm rests <sup>(if fitted)</sup>

Arm rests should be set to a level where it is possible to rest both forearms approximately horizontally on the rests without straining your shoulders downward or upwards. Adjust these by lifting the small lever on the side of the arm. Remember to lift your arms off the rest (or drop it down) when typing.