

A Guide to adjusting your chair

The chair is a critical component of your workstation. Proper fit and support are essential to maintaining comfort and posture. The following steps are intended to assist you in achieving optimal support when seated.



Seating Position

Sit with your pelvis positioned as far back as possible on the rear portion of the seat, ensuring your back is supported by the backrest.



Seat Height

Use the seat height control lever to adjust your chair so that your hips are slightly higher than your knees when your feet are flat on the floor or footrest.



Seat Tilt

Occasionally adjust the seat tilt forward or backward to relieve pressure beneath your thighs. Lift the control lever and shift forward or back until it feels comfortable, push the lever down to lock in place.



Back Angle

Use the back angle lever to adjust the backrest so it provides comfortable support, push lever down to lock. For keyboard work, the backrest should be set in a relatively upright position.

Good Posture

This example shows good posture while seated at a desk, where the spine maintains its natural upright "S" shape, helping to support the back, reduce strain, and promote comfort during seated work.



Back Height

Adjust the height of the chair back so it supports your lower back effectively. Place both hands on either side of the backrest and lift it upward; it will lock automatically at each height level. Stop when the curved section aligns with the natural curve of your lower back, providing optimal lumbar support.



Seat Depth (if fitted)

Adjust the seat slider so your thighs are well supported and you can sit fully back in the chair, while maintaining a 1 to 3 finger gap between the front edge of the seat and the back of your knees.



Arm Rests (if fitted)

Set the armrests at a height that allows your forearms to rest comfortably and approximately horizontally, without causing your shoulders to hunch or lift. Adjust the height using the small lever on the side of each armrest. While typing, either lift your arms off the rests or lower the armrests to avoid strain.