



Office Chair Adjustment Sequence

***Make adjustments as listed and AWAY from the work surfaces:**

- **Seatpan Height:** Hips equal to or higher than knees.
- **Seatpan Depth:** Adjust for a minimum of two fingers, maximum four fingers, between front of chair and back of knees. (Note: Some chairs have a sliding seatpan, back depth adjuster, or no provision for this adjustment.)
- **Seatback Angle:** Adjust for the upright or semi-reclined position from which you will primarily work.
- **Seatback Height:** Adjust so the lumbar support is located at the waist/belt level area (It feels like it is where it should be.).
- **Armrest Height:** Adjust height to level of support with arms and shoulders relaxed so that you may use the armrests while computing if desired. (Make sure that the shoulders are not raised.)
- **Armrest Horizontal Position:** Adjust so that support is provided for comfortable keying/mousing.
- **Chair Free-Float Tension:** The free-float feature can be used intermittently or be continuously engaged for positional changes throughout the day. It can enable you to sit higher being slightly titled forward as well.

There is usually a lever on either side of the chair that engages the free-float option and a knob underneath the chair that controls the amount of tension that prevents you from falling backwards. Turn the knob clockwise to increase the spring's tension and counterclockwise to release the spring's tension. Adjust so that you can lean/tilt back with minimal effort but yet feel supported. You simply lean, not fall back or have to push with your legs to semi-recline.

Once all the adjustments have been made, *THEN* bring your chair to your workstation and adjust your keyboard, mousing device, monitor, document holder, and primary work tools so that you can utilize them while maintaining a supported seated position most of the work day. (NOTE: You may have to "*Fine Tune*" your chair if your workstation does not allow for adjustments. This may involve raising the seatpan height and using a footrest, or tilting the seatpan forward and locking it (free-float mechanism) to raise your seated height.)

***NOTE:** *Not all chairs have the features listed.*

