OFFICE CHAIR ADJUSTMENT PROCEDURE FOR A MORE COMFORTABLE, NEUTRAL, SEATED POSTURE

1. Seat Pan Adjustments

1.1. Height Adjustment

Set to the height so that when, your upper legs are parallel to the floor when: 1) your upper and lower legs are at a 90° angle to one another, 2) your low back has a firm contact with the backrest, and 3) your feet are flat on the floor.

1.2. Depth Adjustment

Set the distance between the pan and the backrest so that, when the base of your spine makes a firm contact with the backrest, two to three fingers slide easily between the back of your lower leg and the front edge of the seat pan.

1.3. Inclination Adjustment

Choose the angle to make your upper leg parallel to the floor or tilting up slightly, towards the knee. This inclination should avoid pressure points and give you the feeling of equal pressure on the parts of you contacting the seat pan.

2. Backrest Adjustments

2.1. Inclination Adjustment

Set at the angle between vertical and about a 10° recline where the owner is most comfortable maintaining upper back and lower back contact with the backrest.

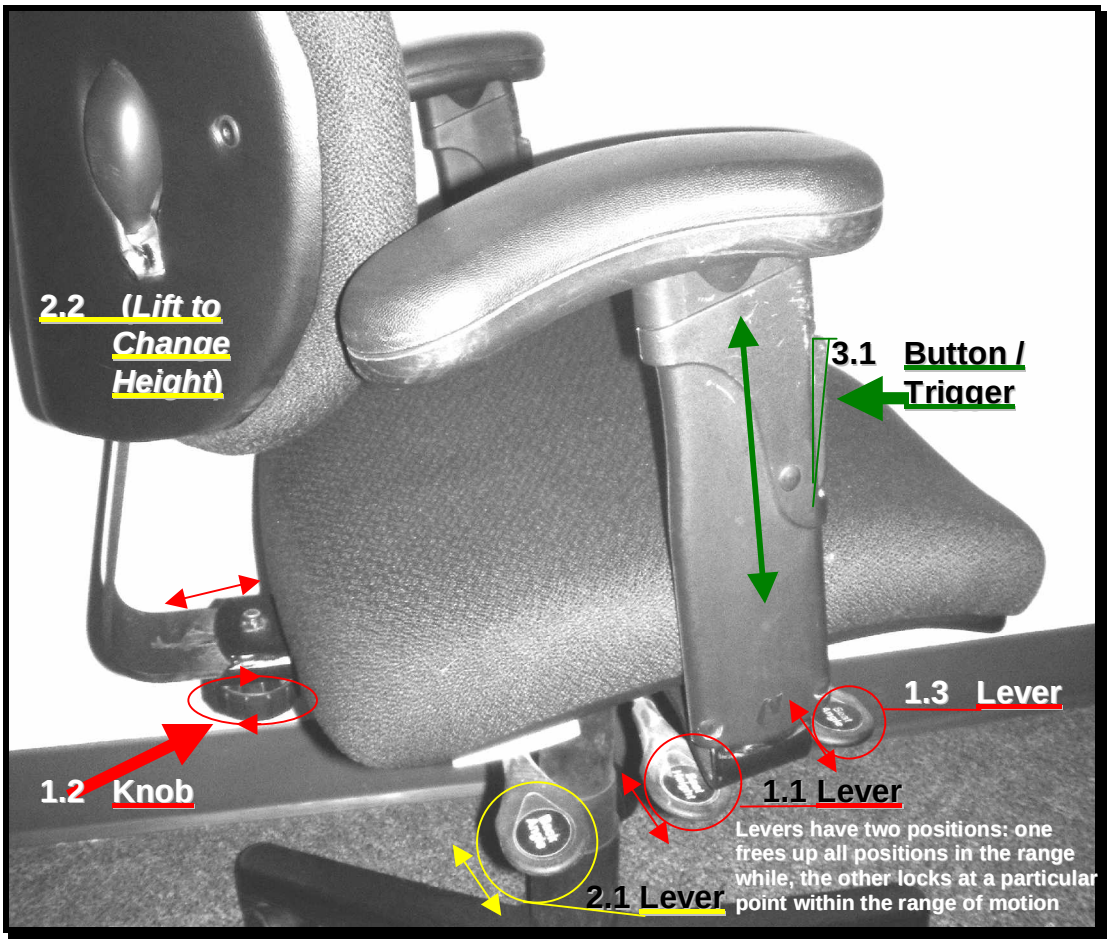
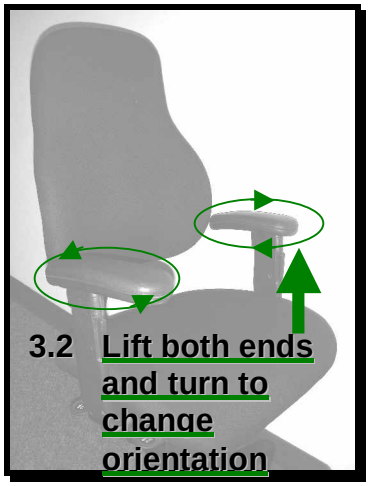
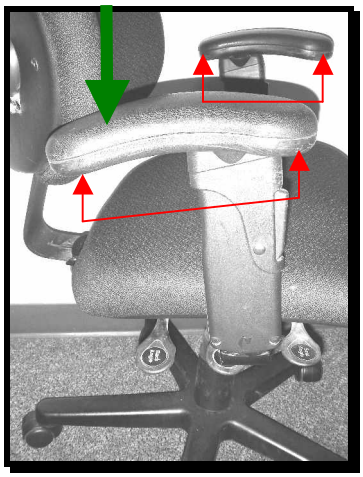
2.2. Height Adjustment

Set at height, which 'fits' the lumbar support into the low back area / lumbar of your back.

3. Arm Rest Adjustments

3.1. Height Adjustment

Set at a height about a half an inch below your elbow when; your shoulders are relaxed, your upper arm is at your side and your lower arm is at about 90° to 100° to the upper arm.

3.2. Orientation Adjustment

Set the angle, to allow you move close enough to the keyboard so that, your upper arms can be at your side when your hands are on the keyboard.