

CHAIR POSITIONING TIPS

How do I adjust my chair?

Office chairs can be very confusing, with the potential of many levers and uncertainty of what to move where. One familiar lever is the “Up/Down” lever, but is that lever utilized correctly to best position you at your workstation? This diagram and descriptions will provide an overview of what different levers and knobs mean for more comfort when seated at your workstation.

Seat Pan

- This is what you sit on – adjusts seat back and forth
- There may be a lever on the underside of the seat pan or on the side – depends on the chair.
 - You want to adjust the seat pan so that you are sitting back in the chair to utilize the back rest and have a distance of three fingers between the back of your knee to the edge of the seat.

Seat Tilt

- Allows seat to tilt forward and backward.
- This is typically a “lock” or “unlock” lever.
- When the body is positioned appropriately, tilting forward/backward is more of an individual comfort.

Seat Tilt Tension

- Determines the resistance of tilting forward/backward.
- Set to individual comfort.

Seat Height

- Height should be determined basically by two criteria:
 - Positioned appropriately in the workstation
 - Hips positioned 90-110°
- If the feet are not in contact with the ground, a foot rest should be utilized.

Seat Back

- May adjust up/down.
- May have tilt adjustment.
 - Position contour of seat to give good lumbar support (just at or above the belt line)
 - To maintain best spinal posture with prolonged sitting, locking tilt mechanism may be best.

Arm Rests

- May adjust up/down, in/out and/or swivel in – depends on chair.
 - Adjust the arm rests so that the shoulders are relaxed, elbows are approximately 90 and forearms rest on the arm rests.

ARM

Adjustable height
Adjustable in & out

BACK

Adjustable height
Adjust forward/back tilt

SEAT

Swivel tilt
Hydraulic lift
Tilt tension adjuster

