





Chair Set-up Guide

Setting up your chair to suit you is important for comfort and prevention of pain. Take 2 minutes and follow the steps below to set your chair correctly. Your chair will either have 2 or 3 adjustment levers under the seat.

Three Lever Chairs

<p>Step 1 – Set the seat pan flat</p> <p>Push down or pull up the lever – this will free the seat so you can pull up or push down the front edge of the seat with your hand. When you have the seat flat, place the lever back in the lock position.</p>	
<p>Step 2 – Adjust the seat height</p> <p>Your seat height is right when:</p> <ol style="list-style-type: none">1. Your hips are above the height of your knees;2. Your heels are firm on the floor;3. The seat is not creating uncomfortable pressure under your thigh.4. See NOTE at the end of page 2 re desk height.	
<p>Step 3 – Adjust the back rest height</p> <p>Loosen the lever/dial at the rear of the backrest. Lift or lower the backrest to obtain the correct position. The backrest should be adjusted so that its lumbar curve fits into the curve of the lower back.</p> <p>Variation:</p> <p>Some chairs have a ratchet type mechanism for setting the backrest height:</p> <ul style="list-style-type: none">• Pull the backrest to the very highest setting then drop it to the very lowest setting.• From the lowest setting, slowly lift the backrest to the correct position.	
<p>Step 4 – Adjust the back rest angle</p> <p>Push down or pull up the lever – this will free the back rest so you can push it back or let it come forward using your body weight. When you have the back rest at the angle you find comfortable, place the lever back in the lock position.</p>	

Two Lever Chairs

Step 1 – Set the seat pan flat

The lever may adjust both the backrest angle and the seat angle. To adjust just the seat angle, when you push down or pull up the lever, brace yourself against the backrest to stop it springing forward, and at the same time pull up or push down the front edge of the seat with your other hand. When you have the seat flat, place the lever back in the lock position.



Step 2 – Adjust the seat height

Your seat height is right when:

1. Your hips are above the height of your knees;
2. Your heels are firm on the floor;
3. The seat is not creating uncomfortable pressure under your thigh.
4. See NOTE at the end of page 2 re desk height.



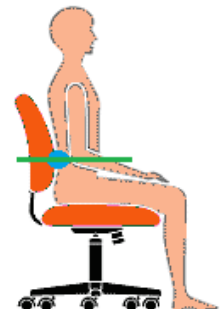
Step 3 – Adjust the back rest height

Loosen the lever/dial at the rear of the backrest. Lift or lower the backrest to obtain the correct position. The backrest should be adjusted so that its lumbar curve fits into the curve of the lower back.

Variation:

Some chairs have a ratchet type mechanism for setting the backrest height:

- Pull the backrest to the very highest setting then drop it to the very lowest setting.
- From the lowest setting, slowly lift the backrest to the correct position.



Step 4 – Adjust the back rest angle

The lever may adjust both the backrest angle and the seat angle. To adjust just the back rest angle, when you push down or pull up the lever, hold the front of the seat with your hand to stop it dropping down, and at the same time push the back rest back or let it come forward using your body weight. When you have the back rest at the angle you find comfortable, place the lever back in the lock position.



NOTE: if the underside of your elbows are substantially lower or higher than the desk top you will need to:

- If desk is higher – use a footrest and raise your seat height.
- If desk is lower – raise the desk height.