ADJUSTING YOUR CHAIR

Did you know that when a new chair arrives, it comes in its most compact position? This is to prevent damage during shipping. Most chairs will have to be adjusted in order to fit you correctly. In particular, seatpan height, seatpan depth and backrest height need to be set correctly to maximize your health and comfort.

Please note: Not all chairs have all the features listed, nor will they always be located in the same place on the chair. Refer to the instructions below to help you find which features you have available.

1. SEATPAN HEIGHT

There should not be any undue pressure at the back of the thigh if adjusted correctly. This will ensure proper blood flow to the lower extremities and reduce risk of varicose veins and deep vein thrombosis ("economy class syndrome").

Typical location: Paddle on right side of seatpan

- **If your keyboard is placed directly on the desktop**

  First, lower your armrests as far out of the way as possible. Adjust the seat height high enough until your shoulders and arms are relaxed and hanging at your sides, elbows are at 90°and level with work surface. Make sure your wrists are straight (not bent up or down) when the hands are resting on the keyboard. You may need a footrest to support your feet so that your thighs are parallel with the floor. Adjust the armrests last. Raise them until they support your forearms without pushing your shoulders up (typically, the same height as the keyboard surface). If they do not go low enough, different armrests may be needed, or removed all together.

- **If your keyboard is placed on an adjustable keyboard tray**,

  First, lower your armrests as far out of the way as possible. With your feet flat on the floor, adjust the height of the seat so that your thighs are parallel with the floor. Let your shoulders and arms relax and hang at your sides, elbows bent at 90° and wrists straight (not bent up or down). Raise or lower the height of the keyboard tray to the height of your hands until they are resting on the keyboard. Adjust the armrests last. When properly adjusted, they should be the same height as the keyboard.

2. SEATPAN DEPTH

It is important to avoid contact between the front of the seatpan and the back of the knee, a sensitive area rich in blood vessels, nerves and tendons.

Typical location: Paddle on left side of seatpan or bar beneath front edge of seat

- Adjust the seat depth so that you can fit 2-3 fingers between the back of the knee and the front edge of the seatpan. If the seatpan is still too large and there is little or no space, you will be encouraged to find relief by moving forward on your chair and away from your backrest. A different size seatpan or chair may be required.

3. SEATPAN ANGLE

A properly adjusted seat angle aids blood flow to the lower extremities and provides even support along the thighs, preventing uncomfortable pressure in areas such as the buttocks and back of the thighs.

Typical location: Paddle on right side (often in the forward-most position)

- Typically, the majority of time should be spent with the seat angle parallel to the floor. For postural variety for short periods of time, the seat can be tilted forward slightly.

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4. LUMBAR SUPPORT

The lumbar support is important in maintaining the natural alignment of the spine, minimizing negative impacts to the intervertebral discs while reducing strain and fatigue of the spinal muscles.

Typical location: Attached to the backrest of the chair

- Adjust the lumbar support height so that it fits comfortably in the small of the back. If the backrest height is adjustable, loosen the backrest using the knob or lever at the bottom of the backrest, then move the backrest up or down into position and tighten.
- If the lumbar support is separate from the backrest, physically move/slide the lumbar support into position.
- If available, adjust the lumbar support depth until it gently supports the natural curve of the small of the back.

5. BACKREST ANGLE

A properly adjusted backrest angle supports the torso in the upright position but allows the back muscles to relax.

Typical location: Paddle on right side (often in the rearmost position)

- Adjust the backrest angle so that there is a 10-20° recline.

6. ARMRESTS

Armrests support the weight of the arms, taking pressure off the shoulders and spine. They also encourage you to sit back against the backrest, preventing slouching.

Typical location: Adjustments are usually attached directly to the armrests

- With armrests lowered out of the way, relax the shoulders with the arms hanging loosely beside the body and elbows at 90°. Adjust the armrest height until they gently support your forearms. Adjust the armrest width so that they rest beneath the elbows when in the ideal seated posture. Armrest width adjustment may require loosening a knob (sometimes a screw or lever) attached to the armrest, but hidden beneath the seat.

SEATED POSTURE

- Feet flat on the floor (or footrest)
- Thighs parallel with the floor or angled slightly down
- Back resting against the length of the backrest
- Forearms parallel with the floor
- Shoulders relaxed, not riding up
- Arms gently supported by the armrests
- Head upright and facing straight ahead (top of screen at eye level)
- Ears over midline of shoulders

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