Chair Height
Chair Height

- Height Adjustment Lever is typically under the seat on the right side of the chair.*

  - To raise the seat, stand while pulling up on the lever.
  - To lower the seat, sit while pulling up on the lever.

* Depending on the manufacturer's specifications, this lever may be located in a different spot.
Check Your Seat Adjustment

- **Seat Too High**
  - Feet are off the floor
  - Seat pan putting pressure on the knees.
Check Your Seat Adjustment

• **Seat Too Low**
  - Knees are higher than hips
  - Feet are behind you
Check Your Seat Adjustment

- **Seat Correct**
  
  - Knees are level with hips
  - Feet are flat on floor
Tilt
Seat Tilt

- Some chairs have a seat tilt lever towards the front of the chair on the right side.*

- This lever typically has a locked position, where the seat will not tilt, and an unlocked position where it will tilt freely.

- Some chairs have you push down on the lever to unlock, others have you pull up.

* Depending on the manufacturer’s specifications, this lever may be located in a different spot.
Seat Tilt

• Unlock the tilt, lean forward or back to adjust the tilt to where it is comfortable, and then lock the lever.

• Back Too Far
  – You may find that your hips and lower back get sore from the added pressure.

• Too Far Forward
  – You may feel like you are sliding forward, and your legs may get tired from working to hold you in place.
Seat Tilt

- Most people find a level seat or slightly forward tilt to be the most comfortable.
- A slight forward tilt promotes good back posture.
- Your hips should be level with or higher than your knees, but you don’t feel like you’re going to slide out of the seat.
Backrest Tilt

• Some chairs have a backrest tilt.
  – Sit upright.
  – Reach down to the side and unlock the mechanism.
  – Lean slowly into the backrest.
  – Once you have a comfortable tilt, lock the mechanism.
Backrest Tilt

- Avoid leaning back too far – this can place your head and neck into an uncomfortable position.

- Most people find it comfortable to lean back 10-20 degrees, while others prefer to be more upright.
Rocking Tilt

- Some chairs have a rocking option, which is typically engaged by flipping or pulling on a lever on the underside of the chair.
Tilt Tension
Tilt Tension

- Almost all chairs have a knob underneath the seat that adjust the tilt tension.
- Rotating the knob in one direction will increase the tension, while rotating it in the other direction decreases tension.
Tilt Tension

• Unlock the tilt mechanism, and adjust so that you have good support as you lean back, but not so much resistance that you have to work to lean back.
Backrest Height
Backrest Height

- Most chairs have an outward curve, called a lumbar support.
- This is designed to support the inward curve in your lower back (lumbar curve).
Backrest Height – Locking Knob

- Loosen the locking knob to allow the backrest post to move up and down.
- Raise or lower the backrest a little bit at a time until the lumbar support lines up with your lumbar curve, then tighten the knob.
- Generally the outward curve of the chair will be at your beltline.
Backrest Height – Ratchet

• Lift up on the backrest, which ratchets up one position at a time while making a clicking noise.

• Adjust the backrest one “click” at a time, and lean back into the backrest each time to see if it’s in the right position.
Seat Depth
Seat Depth – Two Types

1. Adjusted by moving the backrest – look for a lever or knob behind the seat where the backrest attaches to it.

2. Seat slides forward and back to adjust – look underneath the seat for a lever or button on the left side, a bar under the front of the seat, or a small lever on the front near the right side.
Seat Depth – #1

- Loosen the lever or knob until the backrest can slide in and out freely.

- Adjust the depth so that you are able to sit all the way back in the chair, but there is a little bit of space (2-3 fingers) between the front edge of the seat and the back of your knees.
Seat Depth – #2

• Lift up on the mechanism so that the seat can slide freely back and forth. It may be easier to make this adjustment while standing.

• Adjust the depth so that you are able to sit all the way back in the chair, but there is a little bit of space (2-3 fingers) between the front edge of the seat and the back of your knees.
Seat Depth

• **Too Deep**
  – The front edge will press against the back of your knees and may restrict blood circulation.
  – You may also end up sitting forward in the chair and not using the backrest for support.

• **Not Deep Enough**
  – It won’t give you enough support for your legs, and this can cause hip and leg discomfort.
Armrest
Armrest

- Desk chairs can be equipped with adjustable armrests.
- Armrest adjustments can include:
  - Height
  - Width
  - Pivot
Armrest Height

Armrest
Armrest Height

- Your armrests may have a button on the side, knob on the outside, or a trigger on the front.

- To adjust your armrest height, press the button or trigger, and lift up or push down on the armrest.
Armrest Height

• **Too Low**
  
  – You may end up leaning to one side.
  
  – Placing too much weight on one arm can cause shoulder discomfort.
Armrest Height

• **Too High**
  - You may end up shrugging your shoulders, which will make them stiff after a while.
Armrest Height

- Shrug your shoulders up as high as they will go while breathing in.
- Breathe out, and let your shoulders drop all at once.
- With your arms hanging at your side, bend your elbows to a 90° angle.
- Now, position the chairs armrests so that they lightly touch the underside of your elbow/forearms.
Armrest Height

• Correct
  – Sitting comfortably with your arms on the armrests, you should feel equally supported at each arm without feeling like you’re reaching down to rest on them or like your shoulders are hunched.
Armrest Width

Armrest
Armrest Width

• Some armrests can adjust by loosening a knob or lever under the seat where the armrests are attached to the chair.

• Adjust the width so that the armrest is underneath your shoulder.
Armrest Pivot

Armrest
Armrest Pivot

- To adjust the armrest pivot, turn the armrest, or lift straight up on the armrest before turning it.
- Adjust to personal preference – you may find you move throughout the day.
- If your armrests do not move, you probably do not have this adjustment.
Chair Adjustment – Review

- First line of text justified below eye level
- Elbows at 90° angle
- Knees at 90° angle
- 2-3 inches between knee and seat pan
- Feet Flat on Floor
- Chair back adjusted to support lumbar area of back
- Hips positioned at 90-110° angle
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