

# Office Chair Adjustments

*To be performed in the following order*

## 1 Seat Pan Height

Adjust seat height so that your feet are flat on the floor and your thighs are parallel to the ground (knees at 90° angle). The height is raised by pulling up on the paddle while your weight is off the seat pan, and lowered by pulling up the paddle while your weight is on the seat pan. This setup enables good circulation to the lower leg and sitting back against the backrest of the chair. Improper adjustment of the seat pan can lead to contact stress on the back of the thigh, the base of the pelvis or low back.

## 2 Lumbar Support Height

The lumbar support height adjustment is raised by lifting up on the back rest. It is a ratchet mechanism so in order to lower the height, the back rest must be raised to its highest position, lowered to the lowest position and ratcheted up to its desired position. Adjust backrest height so that the lumbar support is located in the small of the back (approximately belt loop height). Angle the back rest between 90° and 110° allowing yourself to lean slightly back. Lift the paddle (3), adjust the angle to your preference, and release the paddle to lock the back rest into place.

## 3 Seat Pan Depth

Seat pan should support as much of your legs as possible without touching the back of your knees. A clearance of approximately three fingers width between back of knees and front of seat pan is recommended. To adjust the length of the seat pan, lift the paddle and rotate your hips to lengthen or shorten the seat pan. Then release the paddle and reposition yourself in the seat pan. This promotes good circulation to the lower leg and sitting back against the backrest of the chair.

## 4 Arm Rest Height and Width

Adjust armrests so they are slightly below sitting elbow height and are level. Arm rests should not prevent you from getting close to your work area. If the arm rest contacts the worksurface and prevents you from getting close enough, then lower the arm rest height until you can position yourself close enough to the worksurface. Unscrew the knob located under the seatpan, adjust the arm rest width, and tighten the knob. The width should be set so the arms are close to the body, without hip interference when getting out of the chair. If you would prefer to remove the arm rests from your chair, loosen the knob until the rest slides out.



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3701 NEIL STREET, RALEIGH, NC 27607 P 919.515.2052 F 919.515.8156

ErgoCenter.NCSU.edu