

## HOW TO ADJUST YOUR CHAIR



There are many different types of office chairs and this guidance is specifically for the Steelcase series (for example used at Broad Street)

If you do not have a Steelcase chair the chair you are using may have similar adjustments to these. If not look for the name the manufacturer or the chair style, it may be written somewhere on the base of the chair. When you have this information, you can then look for the specific 'User Guide' online.

The basic adjustments on an office chair are

- chair height
- lumbar support and the angle of the back
- seat depth
- arm height, width and angle

As there are many different types of office chair and some may have other adjustments which may be required for a specific reason, for example a musculoskeletal problem, and some chairs may not have armrests.

Below you will see where the adjustments are for each of the main functions on a Steelcase chair

**Seat height** *to raise the chair, lift your weight of it & pull the lever on the left underside of the chair up firmly. To lower it sit on the chair & repeat the process*



**Adjustable lumbar support** *grasp both sides of the lumbar support and slide up or down to a comfortable position*

**Seat depth** *while sitting on the seat pull the handle on **right** underside of the chair and hold, push your weight forward or back, release the handle to lock it into position*



**Arm adjustment** *press the button on the underside of the arms to adjust the height. Grasp the arms and slide or pivot them to adjust their position*

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### **Back tension and back angle**

*This adjustment is done by a weight activated mechanism. Turn the dial to one of the three settings: upright back lock, full recline easy with little tension or full recline with firmer tension.*