



Seat Height: Lever next to tilt tension knob, right side of chair



To raise seat:
Take your weight off chair, lift tab up.



To lower seat:
While seated, lift tab up.

At the proper height, your feet should rest flat on the floor.



Seat Depth: Lever under left side of seat

Only available on some models.



To increase depth:
Pull lever out, slide thighs forward to adjust seat; release lever.



To decrease depth:
Pull lever out, push seat back and release lever.

In the proper position, you will have approximately three-fingers of clearance between the back of your knees and the seat edge.



Tilt Tension: Knob below right side of seat



To increase tension:
Turn knob clockwise.



To decrease tension:
Turn knob counterclockwise.

Set the tilt tension to control the resistance you feel when leaning back.



Forward Tilt: Front horizontal tab on left side of seat

Only available on some models.



To position chair forward:
Recline and flip lever down.



To resume horizontal position:
Recline and flip lever up.

Engage forward tilt to support the thighs' declined posture when performing intensive tasks such as keyboarding.



Tilt Limiter: Back horizontal tab on left side of seat



To engage:
Recline and move tab up to define the limit of recline.



To release:
Lean forward and flip tab fully downward.

Engage the tilt limiter when you want to sit in an upright or partially reclined position.



Lumbar Height: Back lever or pad, depending on work chair, behind Y-Tower.

Only available on some models.



To raise or lower:
Move back lever or pad behind Y-Tower up or down as needed.

Adjust the lumbar height so that it comfortably supports the natural curve of your spine.

In upholstered chairs the lumbar lever is located behind the Y-Tower.



Arm Height:

Only available on some models.



To adjust arm height:
Squeeze lever on arm stem while pulling arm up to raise arm to desired height. To lower arm, squeeze lever on arm stem while pushing arm down on armpad.

For maximum comfort, your arms should make contact with the armpad without any lift at your shoulders.



Arm Angle & Width:

Only available on some models.



To adjust arm angle:
Grasp armpad and pivot in or out.

Adjust arm angle inward when using a keyboard; adjust arm angle outward when using a mouse.



To adjust arm width:
Grasp armpad to pull in or push out.

Armpad width is properly adjusted when your elbows are in line with your shoulders while seated.



Arm Depth:

Only available on some models.



To adjust arm depth:
Grasp armpad and slide forward or backward.

Adjust for comfort. Avoid any pressure on wrists and elbows.



Footring Height:

Only available on some models.



To adjust footing height:
Hold base with one hand, grasp footing spoke and turn counterclockwise (-) to loosen.



Once loose, raise or lower footing to desired height.



Hold collar with one hand, grasp footing and turn clockwise (+) to tighten. To secure, finish turning footing while holding base.

