

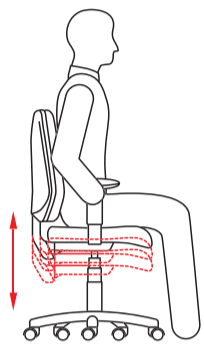
# Protecting each other

## A guide to adjusting your chair

GREGORY  
Commercial Furniture

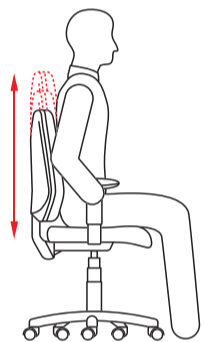


Your chair is one of the most important tools you will use at work. It is important that the chair fits and supports your body. The following steps are designed to assist you in maintaining a maximum level of support whilst sitting.



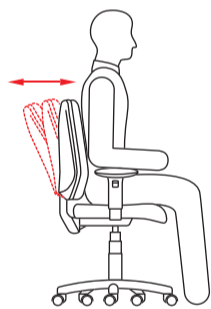
### Seat Height

Using the front control lever on your right hand side, adjust the height of your chair so that your thighs are parallel (90°) with the floor when your feet are flat on the floor. Make sure you allow a space of 2 fingers between the front edge of seat pan and back of your leg.



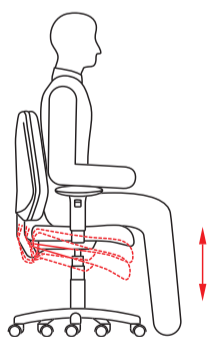
### Back Height

Adjust the height of the back of the chair so that it provides support to your lower back. Position two hands on either side of the seat and move it up and down until you reach the correct position (where the curve is located in your lower back).



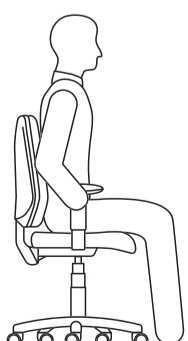
### Back Angle

Adjust the angle of the back of the chair so that it gives you comfortable support. Using the rear control lever on the right side, you are able to alter the angle at which your chair is set.



### Chair Tilt

Occasionally tilt the chair forwards or backwards to relieve pressure on the underside of your thighs. This is done by depressing the control lever (the left hand control on a 3 lever seat or the rear lever on a 2 lever seat) and moving forwards or backwards till you find a comfortable position.



### Arm Rests

Arm rests should be set to a level where it is possible to rest both forearms approximately horizontally on the rests without straining your shoulders downward or upwards. Remember to lift your arms of the rest (or drop it down) when typing.