

# How to adjust your office chair



**Your chair should be comfortable whilst supporting your spine in an s-shaped posture.** A good office chair will offer you adjustability and adequate support of your lumbar arch (the ‘small’ of your back). Most chairs have instructions on how to adjust them attached (they are sometimes well hidden so look underneath) or you can find the instructions on the internet.

Take the time to familiarise yourself with your chair’s adjustments, then follow these easy steps to set up your chair:

1. **Raise the seatpan height** so that your elbows are just above desk height when you are sitting with your arms by your side. When you place your fingers on the home keys of your keyboard, your forearms should be about horizontal.
2. **Adjust the depth of the seatpan.** Your back should be in contact with the backrest and there should be an inch or more between the front of the seat and the back of your lower legs.
3. **Adjust the backrest height** so that the backrest bulge fits comfortably into your lumbar arch.
4. **Adjust the tilt of the backrest** so that it is comfortable; this is usually about 20 degrees into a reclined position.
5. If you have an unlocked synchro or freefloat chair, **set the backrest tension (resistance) to suit your weight.** The backrest should not feel like it is pushing you forward nor should it collapse backwards when you lean back against it. If you can’t get comfortable with the rocking action try alternating the backrest between being locked and moving.
6. **Adjust your armrests so that they don’t prevent access to the desk** – you need to pull your chair well into the desk so that you can easily reach your input devices. The armrest height should not cause your shoulders to hunch up or be elevated.
7. You will need a **footrest if your feet are not well supported on the floor.**



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