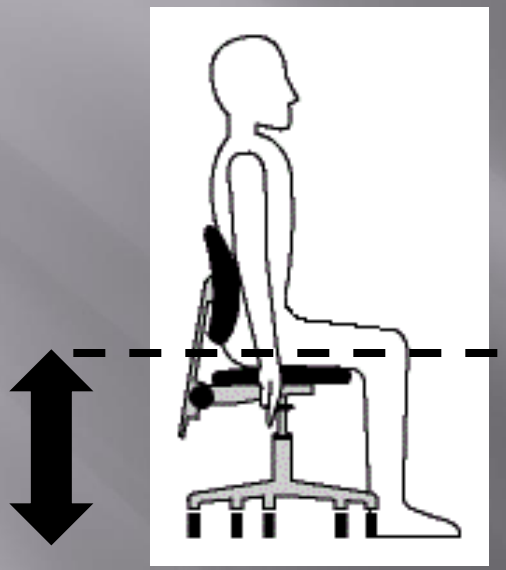
# Ergonomic Chair  Adjustments

# CHAIR HEIGHT



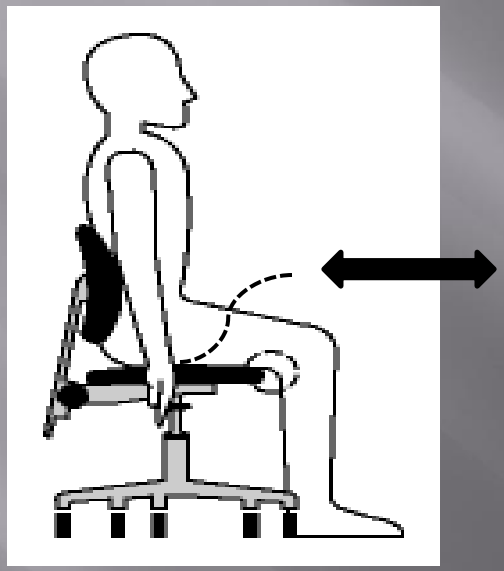
1) With back against lumbar support

2) With feet flat on floor or well supported on foot rest

3) Raise/Lower the seat until thighs are comfortably horizontal.

Purpose: Widely distributed support of your body weight on the seat pan maintains adequate blood circulation.

# SEAT PAN POSITION

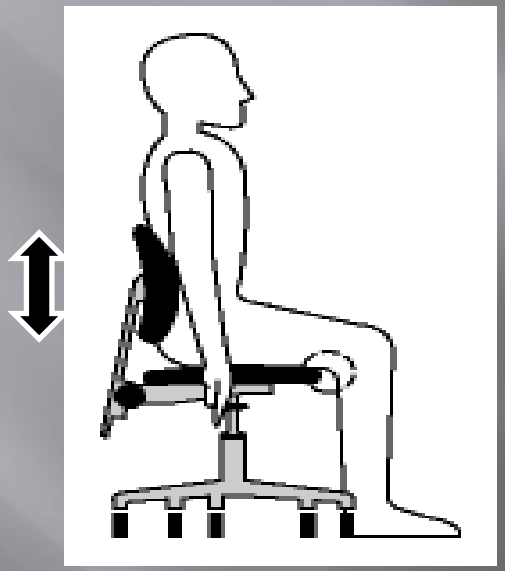


1) With the following adjustments, your back should be against the lumbar support.

2) Adjust/Slide seat pan until there is 2-3 fingers clearance from back of the knees to the seat pan.

If adjustments cannot obtain the correct clearance, the seat is either too small or too large for your size.

# LUMBAR POSITION



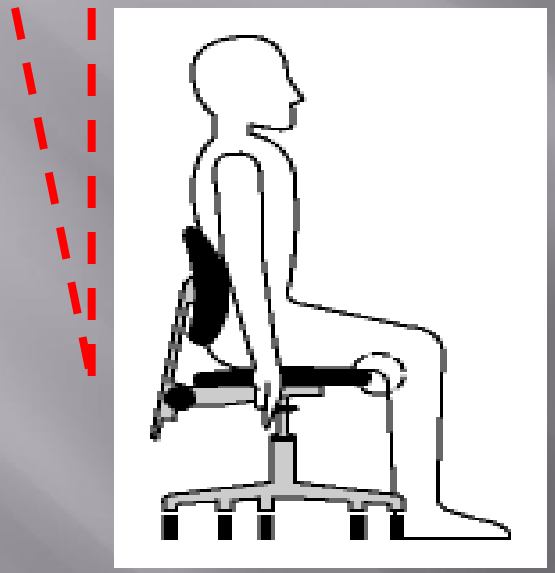
1) Place back against lumbar support

2) Adjust the lumbar position vertically to provide good lower-back support

3) Adjust desirable firmness of lumbar support.

If adjustments cannot obtain the correct clearance, the seat is either too small or too large for your size.

# SEAT ANGLE POSITION



1) With lumbar well supported:

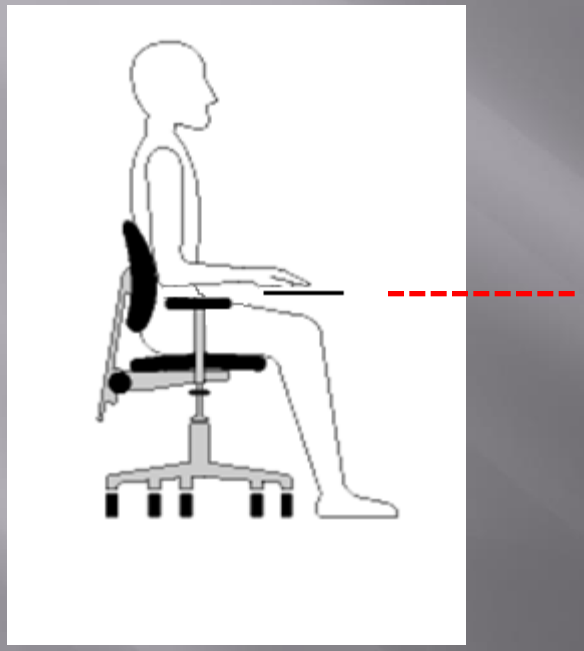
2) Adjust the seat back angle between vertical to a maximum of 10 degrees

3) Select within this range of angle for for personal comfort.

Outside of this range one either leans forward forcing the back to support the upper body or laying back requiring reaching to operate the keyboard or mouse.

The spine supports most of the upper body weight without the use of muscles to hold the arms in position.

# KEYBOARD POSITION



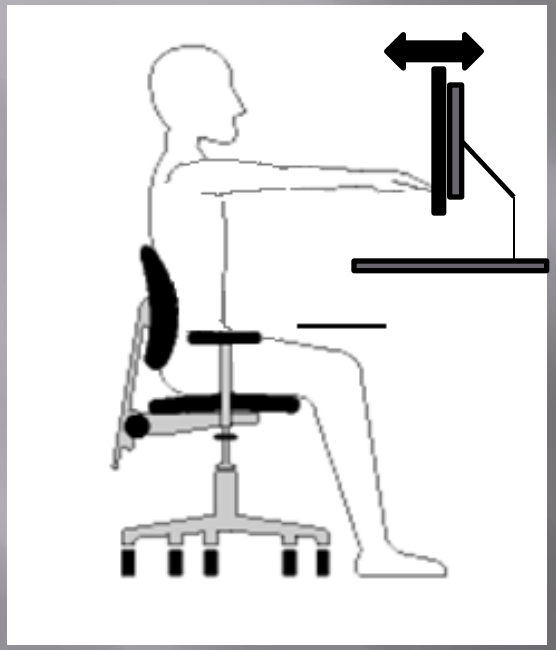
1) Lower arm rests out of the way or all the way down.

2) With upper arms vertical, raise fore-arm to make a 90-degree angle with upper arm.

3) This wrist/hand height is preferred. Move the keyboard tray to support this typing height.

If the height of top of the desk is too close to use a keyboard drawer, install a drawer, or, consider a foot stool with corresponding higher seat height to place the keyboard on the desk.

# MONITOR DISTANCE POSITION

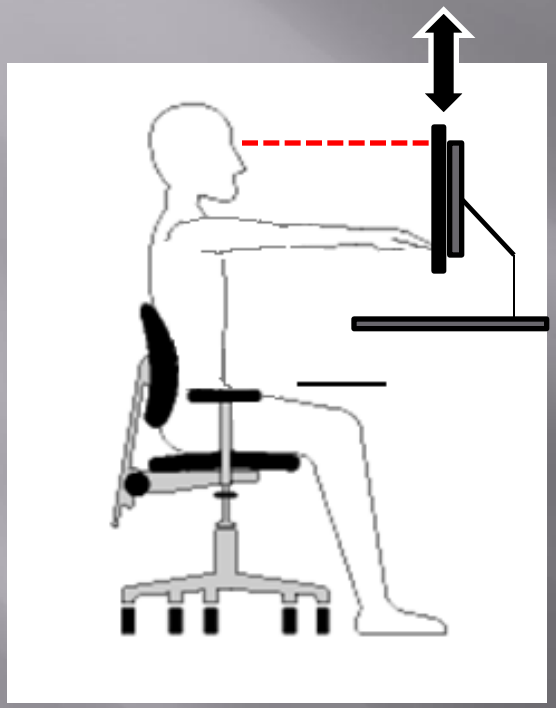


1) Stretch your arm out horizontally. Use this distance as a guide. From there, your eyesight is your best guide to monitor distance.

2) From there, your eyesight is your best guide to monitor distance.

If you find yourself bending forward to view normally encountered print, move the monitor closer.  Frequent bending invites back pain.

# MONITOR HEIGHT POSITION



1) Move the monitor either up or down until the top viewing portion of the monitor is at eye level.

2) Adjust the monitor / keyboard / chair to be inline.

3) This monitor position leaves you with enough clearance for a document holder below the monitor.

Adjustments for some smaller individuals leave little room for a document holder. It is possible to have a document holder attached on level next to the monitor.

# FINAL WORKSTATION POSITION



Chair-Keyboard-Monitor

All are in line

PURPOSE: The workspace is arranged so you are seated in a low stress position for typing and where you move your eyes rather than head to view the monitor and document.