

Steps for default optimum chair adjustment

An Lòchran standard task chairs with grey seat pan (at sit/stand desks)

- sit right back in chair
- adjust chair height (*lift lever on RHS*) so that feet are comfortably flat on floor, and ideally hips are slightly higher than knees
- with keyboard approx. 10-15cm from edge of desk, adjust **desk height** to create approximate right angle at elbow when typing, with shoulders relaxed and forearms parallel to desk surface
- adjust depth of seat pan using **seat slide** function (*pull out control on underside of chair on RHS*), (aim for 3-4 fingers' width gap between front of seat and back of knees)
- adjust height of **adjustable lumbar pad** to provide optimum support for lower back

Trial **dynamic sitting** - movement and postural changes while seated:

- adjust **tilt limiter** (*wheel on LHS*) to unlock backrest and allow reclining to desired degree of tilt (suggest trialling maximum tilt initially)
- adjust **tilt tensioner** (*wheel on RHS*) to suit your own upper bodyweight - rotate backwards to make it easier to recline, and forwards to increase the tension. A rule of thumb which can be used is that tilting your head back should be enough to start a smooth and well-balanced recline. When you sit up to start typing and using the computer again, the backrest should adjust forwards to support you in the upright position.