

## Neutral Posture & Chair Adjustment Video: Summary of Tips

### ❖ **How to Sit in Your Chair:**

- Sit in neutral posture, which is a position that places the least amount of stress on your body.
  1. Keep your head in line with your body.
  2. Keep your shoulders relaxed and elbows by your side.
  3. Try to maintain around 90 degrees at: elbows, hips, knees, and ankles.
  4. Keep your feet flat on the ground.

### ❖ **How to Adjust Your Chair:**

- *To raise your seat height:* use the correct lever while sitting in chair.
- *To lower your seat height:* use the correct lever without placing body weight on seat, you may have to stand up slightly.
- *To change your seat pan angle:* use the correct lever and tilt your entire body forward or backward.
- *To change your backrest angle:* use the correct lever and tilt your upper body forward or backward.
- *To adjust your backrest height:* adjust the height of the backrest to support the curve in your lower back.
- *To adjust your seat pan depth:* pull or push the seat pan using the correct lever to fit the seat pan to your thigh length, make sure to leave 2-3 finger widths between the back of your knee and the seat edge.
- *To change your arm rest height:* use the correct lever to bring your arm rests up or down, make sure your arms are supported and your shoulders are relaxed.

**\*\*Please note:**

The adjustment features shown in this video may be different than those found on your chair.