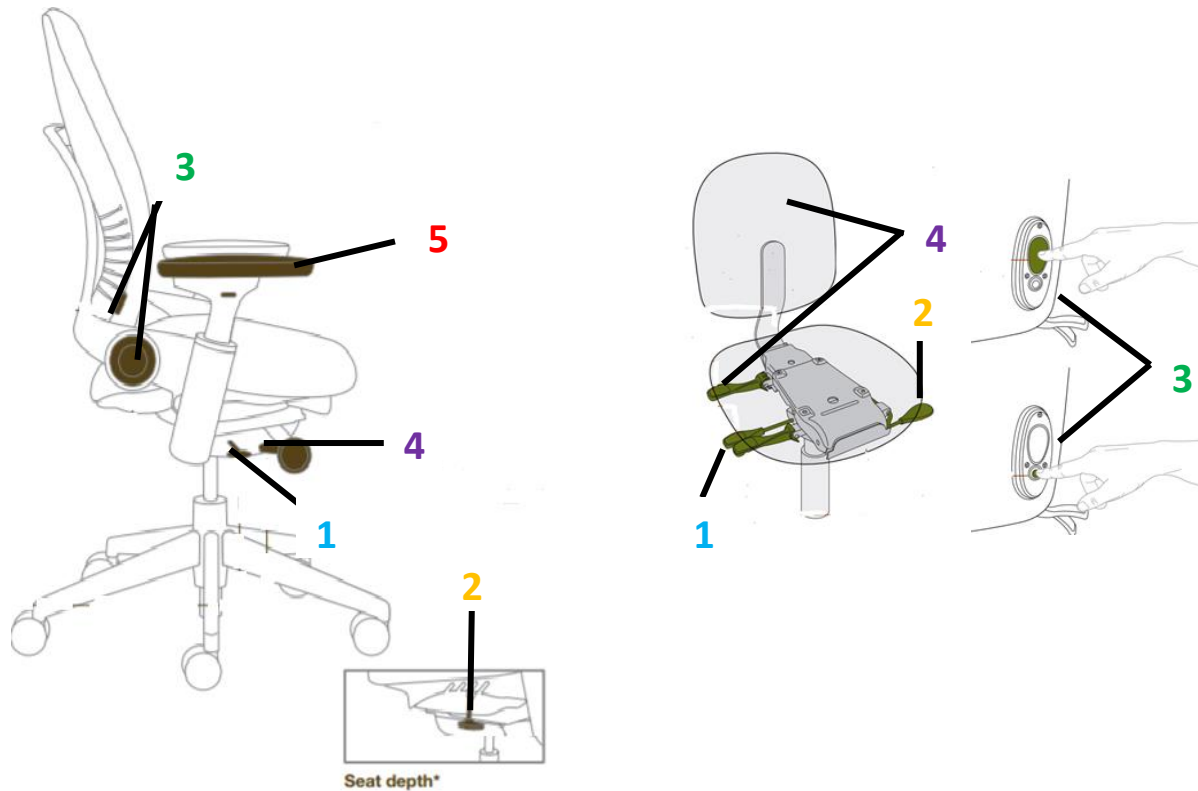


# Selecting a Chair that Fits and Set-up Instructions



*Selecting a chair that offers a wide range of adjustments helps you fit the chair to your body and encourages using safer sitting postures while working. Review the following basic features to get started:*

**1-Seat Height:** Sit firmly against the back of the chair. Lift the paddle to adjust the height of the chair so feet are placed firmly on the floor. If the computer workstation is non-adjustable, the chair may need to be elevated and a footrest provided.

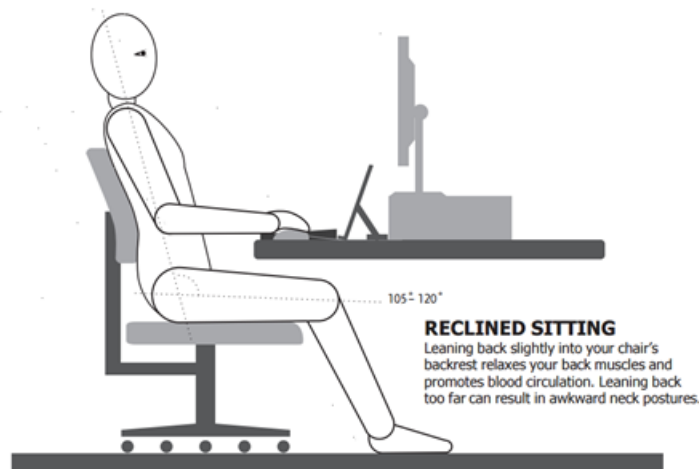
**2-Seat Depth Slider:** Lift the paddle to adjust the length of the seat from front to back so two fingers can fit between the front edge of the chair and the back of the bent knee.

**3-Low Back (Lumbar):** This part of the backrest is curved outward to fit into the small of the low back (lumbar). Adjust the height by raising or lowering the

entire backrest or the individual lumbar section. Some chairs offer an additional pump/dial that expands or contracts the depth of this area.

**4-Upper Back:** The backrest can be locked or unlocked to change the angle of support. To change the backrest angle, either rotate the lever (Steelcase Leap) or lift the paddle to find the desired position and then press the paddle back down to lock the backrest into place (most ergonomic chairs). While working on the computer, lock the backrest and lean fully into the support so the lower level of the shoulder blades have contact against the backrest.

**5-Armrests:** Adjust the height of the armrests so the shoulders are relaxed and the entire forearm is supported. Turn or move the armrests so they do not hit the front edge of the desk. If so, lower the armrests down below desk height or remove them altogether.



### **Campus Resources for Computer Users:**

- **Workstation evaluations:** Contact your Department Computer Workstation Evaluator. Ask your supervisor, Department Safety Coordinator or call 643-2540 to find out the name of your department evaluator.
- **Matching funds:** <https://uhs.berkeley.edu/facstaff/ergonomics/matching-funds>
- **Chair fitting** in campus showroom: Call 1-877-722-9090 for an appointment
- **Ergonomics website:** <https://uhs.berkeley.edu/facstaff/ergonomics/>
- **Pre-approved chairs and adjustment instructions:** <https://uhs.berkeley.edu/facstaff/ergonomics/pre-approved-product-list>