



A

### >Seat height

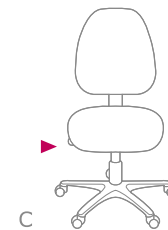
To raise the seat height, lift weight off the seat and press the front(right) lever upwards. To lower, press lever upward while seated.



B

### >Arm height (Optional)

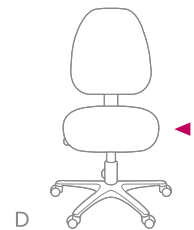
To adjust the height, pull up on the button on the side of arm and move the arm to the desired height. then let go of the button to lock.



C

### >Seat and Back angle

Press upwards on the rear(right) lever to adjust the seat and back angle. Release the lever to lock desired position.



D

### >Back angle

Press upwards on the rear(left) lever to adjust the back angle. Release the lever to lock desired position.



E

### >Ratchet back

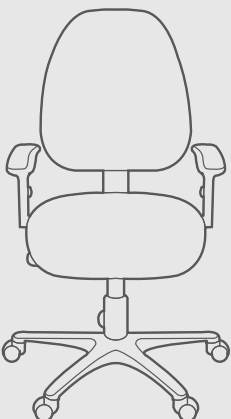
To adjust the height, lift back to highest position to release and push back down to lowest position. Slowly lift back up until it clicks into desired height.

## >> Care and maintenance

1. Check all fasteners periodically(min every 4 months) and tighten if loose.
2. Vacuum fabric surfaces regularly.
3. Blot most spills away with a dry cloth.
4. Stains may be removed with warm water and mild soap or commercial spot remover.

Hard-tyred castors are unsuitable for use on hard floors or firm chair mats in which case soft-tyred castors should be used. Soft tyred castors as distinguishable by the tyre being a different color to the body of the castor.

Report any faults with your chair immediately.



## >Keep Moving

Sitting on an office chair for a prolonged period of time can be a major cause of back and neck strain. Sitting is a static posture can cause increased stress on the back, neck, arms and legs as well as adding pressure on your back muscles and spinal discs. Additionally, sitting in a slouched- over or slouched-down position can overstretch spinal ligaments and strain spinal discs.

## >Procedure for correct sitting posture

- 1.Begin by sitting comfortably as close as possible to your desk in order for your upper arms to be parallel to your spine. Rest your hands on your work surface. If your elbows are not at a 90 degree angle, adjust your chair by moving it either up or down.
- 2.Check that you can easily slide your finger's under your thigh at the edge of the chair. If it is too tight, you will need to prop your feet up with a footrest.
- 3.Your lower back/ bottom should be pressed against the back of your chair. Adjust the back support to cause your lower back to arch slightly and prevent you from slumping forward.
- 4.Adjust the armrests (optional) of your chair so that it slightly lifts your arms at the shoulders. The use of an armrest assists in taking strain off your neck and shoulders, and it should make it less likely for you to slouch forward in your chair.

## >Tips:

*Avoid static posture*

If spending prolonged periods sitting down you need to stretch at least three times per day. (You are likely to be more productive and less fatigued if your stretch)

*Stretching procedures:*

- 1.Circle wrists inwards, then outwards. 10x each direction.
- 2.Spread fingers wide, hold 5 counts. Then release. Repeat 5x
- 3.Move arms overhead in a climbing motion. Repeat 10x each arm.
- 4.Circle shoulders forward, then backwards. Repeat 10x each direction.
- 5.Gently rotate your body to one side. Hold 10 counts. Repeat other side.
- 6.Make sure you keep moving. You may find it more comfortable to go for a walk around the office.