

### HOW TO GET STARTED:

- IGNORE your desk & focus on positioning your body in the chair.
- UNDERSTAND ergonomic chairs need to be adjusted as they are designed to fit 90% of the population.
- KNOW that with practice you can learn to master your chair, just like you have your job.
- REMEMBER sitting posture is important to prevent unnecessary pain & injury.

**FOLLOW EACH STEP IN ORDER & PRACTICE EACH ADJUSTMENT SEVERAL TIMES**



### CHAIR HEIGHT

- **Pull up on square lever** to position seat height just below the knee cap
- **Sit down** (add weight) to make your chair go down and **stand up** (remove weight) to make your chair go up
- **Push hips back** of seat and feet should be flat on floor



### SEAT LENGTH

- **Pull up on bar** under the front of the seat to change seat length (longer if you are tall, shorter if not)
- Easiest to do **in standing** with one hand on lever and one hand on lower part of back rest
- **Push hips to back** of seat, and check for 1-2" of space between front edge of seat and back of lower leg (see circle on diagram to left).



*Continued on back...*

Contact us to learn more about how OneTGH can re-energize and engage your team:

Email: [onetgh@tgh.org](mailto:onetgh@tgh.org) | Phone: 855-844-8743 | [TGH.org/OneTGH](http://TGH.org/OneTGH)



## BACK HEIGHT & LUMBAR SUPPORT

- **Lift paddle** on bottom of back rest **up to unlock** back height (horizontal to floor), position support in low back & push down to lock
- **Squeeze air bulb** or **press button** on bottom of backrest to increase firmness, **push button** above the paddle to release the air.



## BACK REST ANGLE

- **Pull up on triangle lever** and lean back to recline and lean forward to be more upright
- **There is not ONE right position!** Intense computer work may be more upright. Reading, phone calls and conversations may be more reclined.
- Change is **GOOD!**



## ARM RESTS & CHAIR HEIGHT

- Sit upright, arms relaxed, elbows at a right angle (90 degrees). Squeeze lever on outside of arm rest to move arm rest height until they barely touch the undersides of the elbows.
- Change your chair height (square lever) so your keyboard is at elbow height with your wrists straight.
- Use a footrest or keyboard tray as needed



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