Sit down. Please.
The only way to know if you are adjusting your chair to provide you with maximum comfort, is to make these adjustments while you are seated.
1. Seat Height Adjustment (while seated)
2. Back Height

Use the paddle shaped lever on the right side underneath the seat
To raise lift your weight off the seat while lifting the front of the lever
To lower sit on the seat while lifting the front of the lever

Use the sides of the back just above the seat and grab with both hands
To raise the back lift the back up and towards you - you will hear a click for each different height
To lower lift the back to the highest setting and it will disengage allowing it to drop down to the starting (lowest) height; the back must return to the starting position to reengage the height adjustment mechanism
3. Tilt Tension

4. Tilt Lock (while seated)

Use the adjustment knob at the end of the height adjustment lever
To increase tension slide the knob out and turn the knob clockwise. Slide knob back into place.
To decrease tension slide the knob out and turn the knob counterclockwise. Slide knob back into place.

Use the paddle shaped lever on the left side underneath the seat
To unlock tilt pull the front of the lever up and tilt back slightly
To lock tilt recline to your desired position and push the front of the lever down
5. Arm Height Adjustment (optional feature)

Use the buttons underneath the arm rests
To raise or lower push the button in and raise or lower the arm rest and release button to lock
6. Arm Adjustment (optional feature)

To rotate grasp the front of the arm rest firmly and pivot the arm cap inwards or outwards.