5. Back Height Adjustment (Task chair only)

*Use* the sides of the back just above the seat and grab with both hands

**To raise** 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
2. Tilt

Use the big round knob under the front of the seat
To increase tension turn the knob clockwise
To decrease tension turn the knob counter-clockwise
3. Tilt Lock

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.

**Optional forward tilt** while the back tilt is unlocked, using the small knob lever at the front right side underneath the seat, push the knob in to “in” gage forward tilt – pull the knob out to lock “out” forward tilt (the chair must be reclined slightly each time to reset this feature).
4. Arm Height Adjustment

Use the round button under the front edge of the arm
To raise or lower push the button in and raise or lower the arm rest and release button to lock
1. Seat Height Adjustment

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.