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

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.
2. Tilt

Use the big round knob underneath the center 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