









"How To Make Adjustments"

Individual Adjustments:	How do I...	Description (how to use the adjustment)...	Adjustment "Pictogram"
1 Seat Height Control Paddle (Pull Paddle UP)	...Raise/Lower the height of my seat?	<p>The height adjustment paddle is on the right side of your chair when seated. Raise chair height by pulling paddle up while standing slightly to take some weight off the seat. To lower, pull paddle up while fully seated in the center of seat.</p> <p>NOTE: Your chair has 3 paddles + 1 lever on the right side. The height control is the middle paddle. The lever is the first item counting back from the chair's front.</p>	 seat height adjustment
2 Seat Tilting Control Paddle (Pull Paddle UP)	...Adjust the tilt angle of my chair's seat?	<p>To adjust the tilting angle, lift this paddle up. It will lock into place to allow free-float tilting. Push paddle down to its locked position to fix seat at any desired angle.</p> <p>NOTE: On Paramount series chairs, the seat-tilt control paddle is the paddle between the seat height control and the forward tilt lever (counting back from the front of the chair, its the forth item -- counting paddles and levers).</p>	 seat tilt adjustment
3 Tension Adjustment (Turn Knob)	...Adjust how easy it is to rock back & forth in my chair?	<p>To control the ease with which your chair will rock back and forth, find the large knob located underneath your seat, near the seat's front center. From either a seated or a standing position, you'll need to turn the knob firmly to the right to increase tension, turn to the left to lessen tension. The knob should get easier to rotate as you decrease tension, harder to rotate as you increase. You may need to make several turns before you'll be able to achieve noticeable changes in the tension.</p>	 Tension adjustment
4 Tilting Backrest	...Adjust the tilting angle of my chair's backrest?	<p>To adjust the angle of your backrest, find the last paddle on the right hand side of your seat, as you're seated. Lift the paddle up to allow the chair's backrest to freely tilt back and forth. On some models, you may have to hold this paddle up to permit motion (releasing the paddle on these models will lock the paddle & backrest into place). Push the paddle down to reach locked position.</p>	 tilting backrest
5 Back Height (EZ)	...Raise/Lower the height of my chair's backrest?	<p>To adjust the height of your chair's backrest, place hands on opposing sides of the back. Lift slowly upwards to raise back height. A clicking sound indicates available height positions. Release the backrest at any time to leave it in that position. To lower backrest, first lift the backrest all the way to its topmost height. Then push the backrest down to its absolute bottommost position. Start backrest at bottommost level & lift slowly to reach successive possible height positions.</p>	 backrest height
6 Front-Tilt Stopper (forward tilt stopper)	...Prevent or Allow the chair to lean farther forward?	<p>To lean your seat further forward, first use the seat tilting control to tilt the seat slightly backwards (see "Adjusting the tilting angle of my chair's seat"). With your seat still angled, feel on the underside of the seat with your right hand for the first lever in the front. Using your thumb and forefinger, rotate the lever down and all the way back (clockwise) to prevent forward tilting; roll lever forward and all the way up (counter-clockwise) to unlock forward tilting.</p>	 seat forward tilt/ lean
7 Seat Slider (Spring loaded, Side LEVER)	...Adjust the depth of my chair's seat?	<p>To adjust the depth of your seating area, find the paddle located at the front left hand side of your seat. Lift the paddle up with your feet braced firmly on the floor and, with the paddle still up, scoot forward or back using your body's contact with the seat to adjust seat depth. Release paddle to lock seat into position.</p>	 seat pan sliding
8 Lumbar Adjustment	...Adjust the level of the lumbar area support?	<p>To adjust lumbar area support, find the small knob located towards the bottom of the chair's back, on the right hand side of the back itself. To increase lumbar support, turn the knob clockwise (aka, in a downward direction when seated). To lessen lumbar area support, turn counter-clockwise (aka, in upward direction when seated).</p>	 lumbar adjustment



*** Whenever you are making adjustments, be sure that you are well-balanced and able to safely operate the controls.**

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"How to Operate"