1 Seat height adjustment - Adjust the seat height by lifting your weight out of the chair and pulling up on the paddle. Proper seat height is realized when the top of your legs are somewhat parallel to the floor.

2 Back tension adjustment - Rotate knob right to increase tilt tension. Rotate knob left to decrease tilt tension.

3 Single rotation back tilt lock adjustment (5 position) - Tilt the seat back to desired angle and twist slightly. To unlock, twist the other way, leaning back to unlock. The turn is smooth. All tilt lock angles can be reached within a single turn of the handle.

4 Seat depth adjustment - Pull up on paddle while shifting your weight forward to move your seat forward. Shift backward to move your seat back.

5 Forward tilt adjustment (add -FT) - Push the paddle in the down position and lean back in the chair. You will hear a click when the forward tilt mechanism has turned on. Sit in your normal position to use the forward tilt feature. To turn off the forward tilt feature, lift the paddle in the up position and lean back in the chair. You will hear a click when the forward tilt mechanism has turned off.

Note: When the chair is in the 2 most forward positions of the back tilt lock, the forward tilt adjustment cannot be engaged. To engage/turn on the forward tilt adjustment and switch the back tilt lock adjustment to the neutral position.