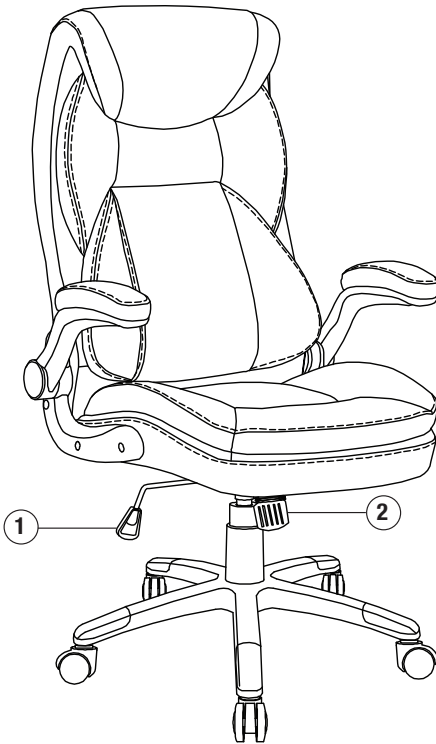




Work Smart Executive Leather Flip-Arm Office Chair

FEATURES & OPERATING INSTRUCTIONS



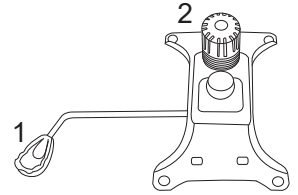
- **PNEUMATIC SEAT HEIGHT ADJUSTMENT**

To raise seat remove pressure from seat and pull lever (1) up. To lower seat height sit on chair and pull lever (1) up.

- **TILT TENSION ADJUSTMENT**

To adjust tilt tension, Turn knob (2) clockwise to increase tension and counter-clockwise to decrease or ease the tension.

NOTE: Be careful not to completely loosen knob (2).



FLIP ARM

To flip arms up, simply pull up on arm.
To lower arm, simply push down on arm.

WARNING

- 1) Use this product only one person at a time.
- 2) Do not use this product unless all bolts, screws and knobs are securely tightened.
- 3) Check that all bolts, screws and knobs are tight every three months or as needed.
- 4) Do not overturn back tilt knob when decreasing tension.
- 5) Dispose of packing material properly. Do not use plastic cover as head covering as it may cause suffocation.
- 6) Do not use this product as a stepladder.
- 7) Use this product for its intended purpose only.
- 8) Use mild detergent only for cleaning.

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ASSEMBLY INSTRUCTIONS

Remove all the parts from carton, separate them into part numbers indicated on the list and make sure part quantities are correct.

STEP 1 Attach Seat Plate (5) to Seat Cushion (6) with the arrow towards front of seat. Secure Seat Plate (5) using four Flat Washers (9) and four Short Screws (10).
FULLY TIGHTEN ALL SCREWS USING ALLEN WRENCH (13).

STEP 2 Insert five Casters (2) into Base (1), push hard until you feel or hear the Caster (2) snap into place. Insert Pneumatic Cylinder (3) into Base (1) and slip Bellows (4) over Pneumatic Cylinder (3). Place assembled seat on top of Pneumatic Cylinder (3) and apply downward pressure.

STEP 3 Attach Arms (8L & 8R) to Seat Cushion (6) and using two Long Screws (11) for each Arm (8). **DO NOT FULLY TIGHTEN SCREWS.**

STEP 4 Slide Back Cushion (7) between Arms (8L & 8R) and secure using two Long Screws (11) for each Arm (8). **APPLY FIRM PRESSURE TO ALIGN & FULLY TIGHTEN ALL SCREWS USING ALLEN WRENCH (13).** Cover holes in Arms (8L & 8R) using four Plastic Caps (12) for each Arm (8).

ATTENTION: MAKE SURE ALL SCREWS AND KNOBS ARE FULLY TIGHTENED BEFORE USING CHAIR.

PARTS		STEP 1	STEP 2
(1) Base QTY 1	(2) Caster QTY 5		
(3) Cylinder QTY 1	(4) Bellows QTY 1		
(5) Seat Plate QTY 1	(6) Seat Cushion QTY 1		
(7) Back Cushion QTY 2	(8L & 8R) Arms QTY 2		
(9) Flat Washer QTY 4	(10) Short Screw QTY 4		
(11) Long Screw QTY 8	(12) Plastic Cap QTY 8		
(13) Allen Wrench QTY 1			