

Missing Parts? Assembly Questions?

Call us at 1-866-816-3822 or email help@regencyof.com for immediate assistance.

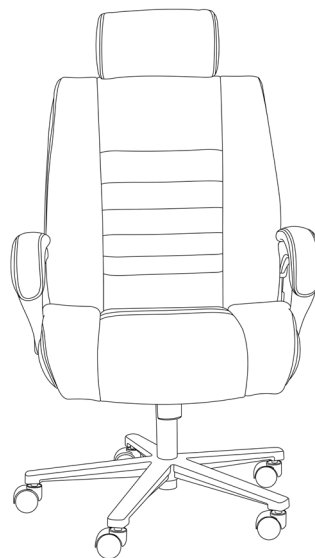
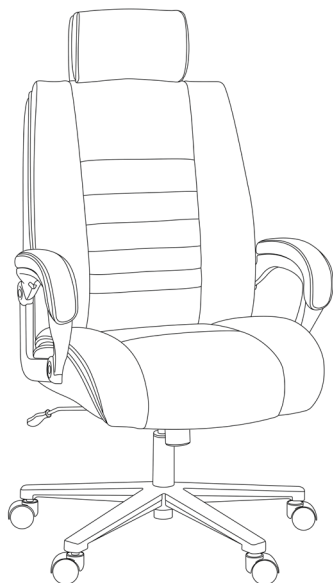
ReGENCY


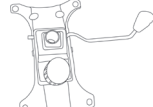

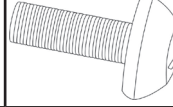

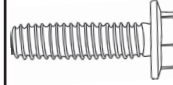





RGS

FURNITURE

DUR001XX
Regency DuraForce Big & Tall Ergonomic
Executive Office Chair

RGS-107XX
RGS Titan Big & Tall
Executive Swivel Chair



#	Part	Qty	Image	#	Part	Qty	Image
A	Back	1		G	Chair Lift	1	
B	Seat	1		H	Small Bolts	4	
C	Arms	2		I	Large Bolts	8	
D	Base	1		J	Hole Covers	8	
E	Casters	5		K	Allen Wrench	1	
F	Cylinder	1					

IMPORTANT NOTICE:

Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid scratching the parts.
Check to be sure that you have all parts and hardware.
Remove all wrapping materials, including staples & packing straps before you start to assemble.
Keep all hardware parts and packaging out of reach of children.
Two person assembly recommended.

Product Care and Usage

Thank you for choosing Regency.

This piece of furniture was manufactured by Regency Seating Inc. With minimal care, your furniture will provide you years of quality service. Your satisfaction is important to us. If you need assistance with any of the below instructions, please contact our customer service department at 866-816-9822 or email us at customerservice@regencyof.com.

General

Your furniture should be dusted frequently using a soft, dry, lint-free cloth, dusting with the direction of the wood grain. Do not use chemicals or abrasive materials to clean surfaces. Regency also recommends the use of desk pads/ mouse pads for high use areas to protect finishes.

Care of Laminate/ Wood/ Veneer Surfaces

Gently wipe the surface to remove any surface dust. Clean with a damp cloth and dry with a lint-free cloth. Do not use furniture polish that contains waxes and oils. Do not use bleach-based cleaners on laminate as it may cause discoloration. While laminate is durable and easily cleaned, avoid using hard bristle brushes which may scratch the laminate surface. Avoid sliding objects over the surface to prevent scratching. The use of coasters is recommended to prevent stains from liquids.

Care of Metal Surfaces

Wipe smooth powder coat finishes and textured metals with a damp cloth. For stubborn stains and grease marks, use soap and water.

Care of Leather/ Vinyl Surfaces

Dust only with a clean, dry, lint-free cloth. Do not use polish, wax, or liquid cleaner.

Care of Fabric Surfaces

Regularly clean your fabric with a vacuum or light brush. For spills, use a damp sponge to blot area. Follow up by blotting with a dry, clean towel. Let air dry. Do not rub or scrub. Heat should never be used when cleaning spills or stains. It can cause stains to set and become permanent.

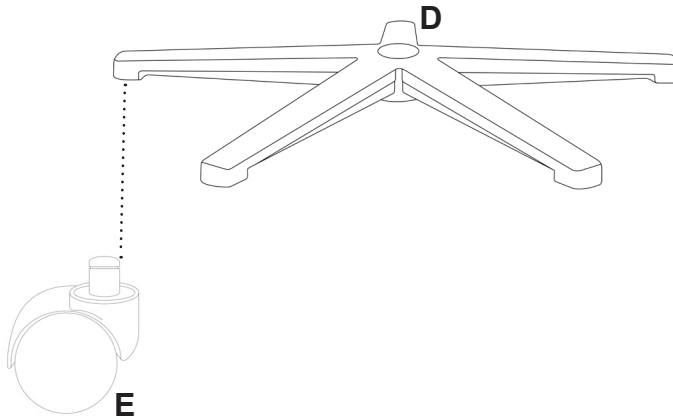
Care of Plastic/ Polypropylene Surfaces

Clean with a mild soap-and-water solution applied to a clean, lint-free cloth. Gently wipe the surface to remove any surface dust. Wipe dry with a new, clean, lint-free microfiber cloth

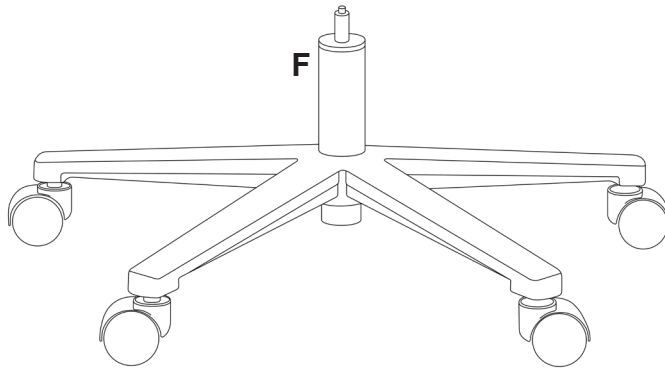
Care of Hardware

Regularly tighten all nuts, bolts and fasteners. Inspect all joints and fittings to be sure that all are secure. Check and report missing hardware or loose joints.

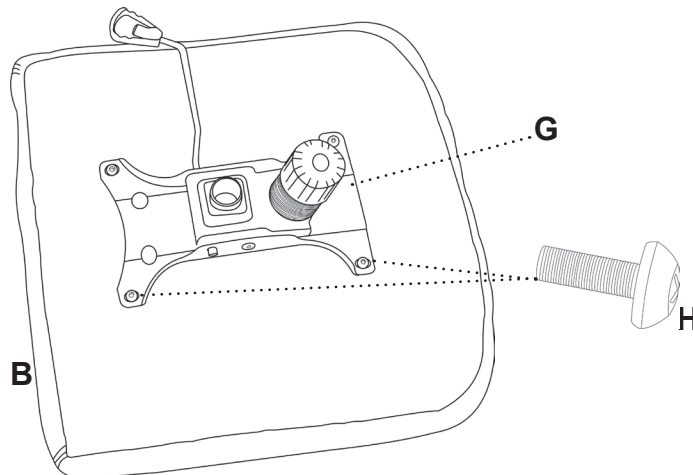
Step 1: Attach Casters (E) to Chair Base (D) by sliding them into the holes on the under side of the base.



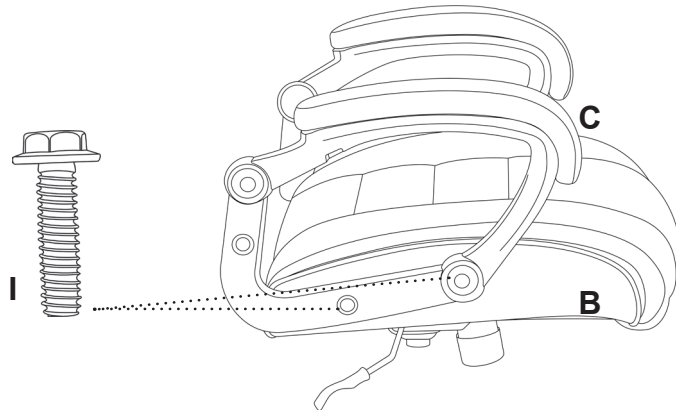
Step 2: Slide Cylinder (F) into hole on top of the Base. Cylinder clicks into place, no tools are required.



Step 3: Place Chair Lift (G) on back of the Chair Seat (B), making sure to align the arrows on the Lift with the front of the Seat. Attach using 4 Small Bolts (H).



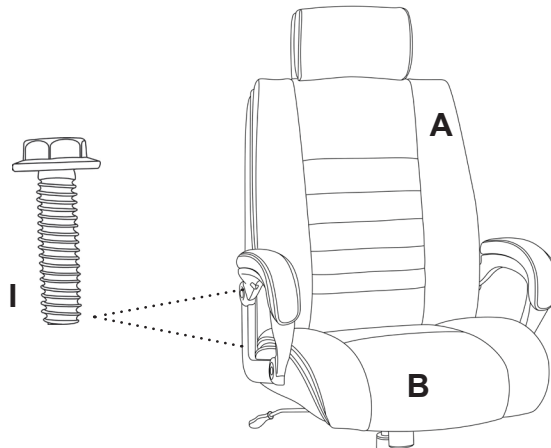
Step 4: Using 2 Long Screws (I) per arm, attach Arms (C) to Seat (B).



Step 5: Place assembled Arms and Seat onto the Cylinder and Base.



Step 6: Screw Back (A) onto Seat and Arms using 2 Long Screws one each side of the chair.





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We appreciate your feedback!**



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