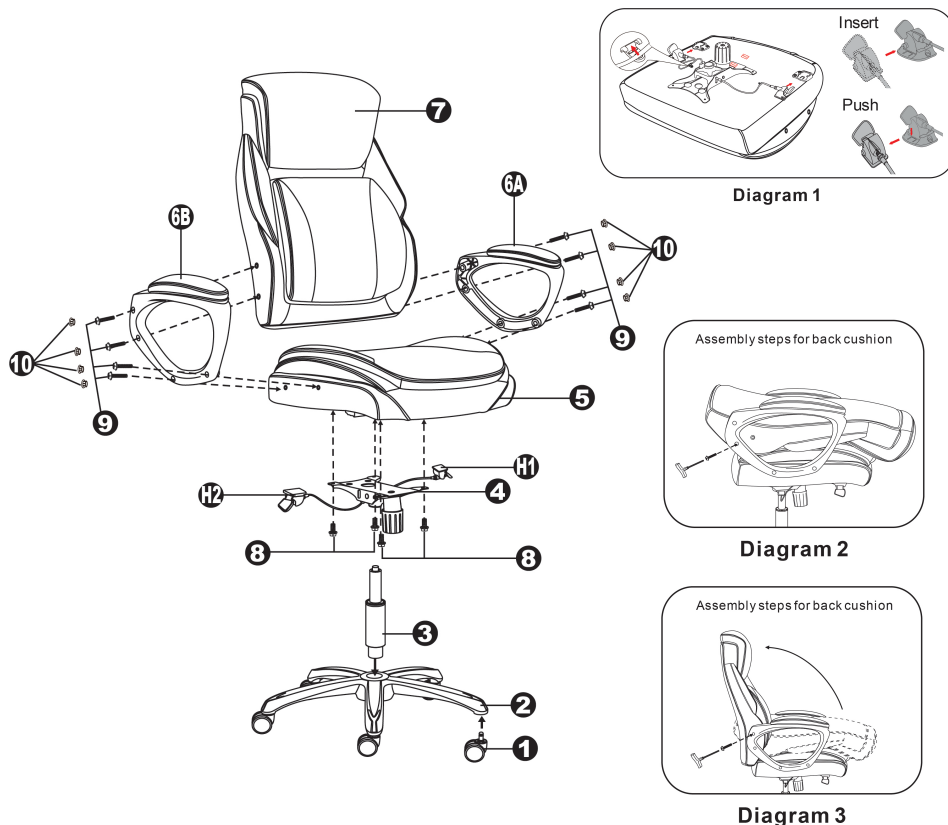


Congratulations on the purchase of your new *Signature Series* chair!

PARTS

PART	DESCRIPTION	QTY
1	Casters	5
2	5-Star Base	1
3	Cylinder	1
4	Seat Plate	1
5	Seat Cushion	1
6A	Left Arm	1
6B	Right Arm	1
7	Back Cushion	1
8	1" Big Screws	4
9	1¼" Small Screws	8
10	Plastic Caps	8
11	Hexagonal Wrench	1

INSTRUCTIONS



CUSTOMER SERVICE HOTLINE
800-626-6060

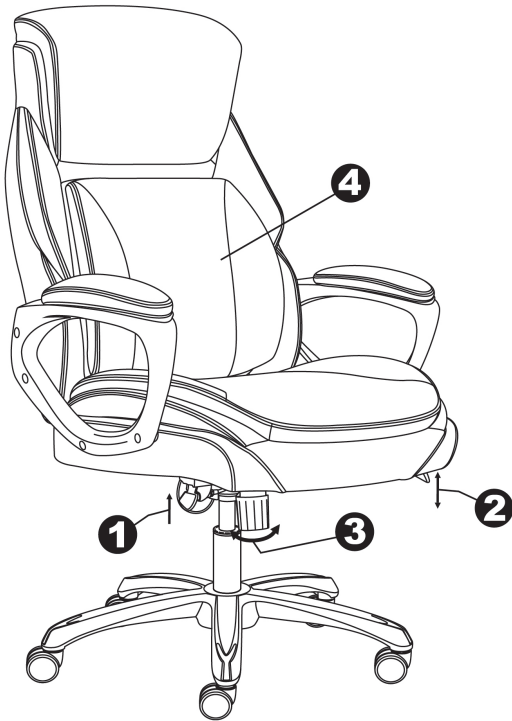
ATTENTION:
Make certain to fully tighten all screws
before using chair.

**WE SUGGEST TAPING THE WRENCH
UNDER THE SEAT FOR FUTURE USE.**

INSTRUCTIONS

- Remove all parts from the carton and separate them into part number groups as indicated in the parts list.
- To begin assembly, place 5-star base (2) upside down and insert casters (1) into the bottom of base (2).
- Turn the base (2) right side up on the floor and insert the cylinder (3) into the center hole on the base (2).
- Attach the seat plate (4) to the bottom of the seat cushion (5) (with front of seat plate facing the front of the seat cushion) by using 1" big screws (8) into the holes of the seat plate (4) and **tighten the screws**.
- Insert levers (H1 & H2) of seat plate (4) to the pre-attached cable lever receivers on the underside of seat cushion (5). Push down the key on the receivers to pull out the levers. Fix the cable for the seat plate into the plastic clips attached to the bottom of the seat cushion. (as shown in Diagram 1)
- Place the seat cushion (5) with the seat plate (4) on the top of the cylinder (3) and press down until fully engaged.
- Fasten arms (6A & 6B) onto sides of the seat cushion (5) by using 1¼" small screws (9). **Do not tighten the screws completely!**
- Place the back cushion (7) flat between arms (6A & 6B), and use 1¼" small screws (9) to locate lower screw holes on both arms (6A & 6B) & back cushion (7) as shown in Diagram 2. **Do not tighten the screws completely!**
- Push the back cushion (7) up to a vertical position and attach the arms by using 1¼" small screws (9) with wrench (11) as shown in Diagram 3. **Tighten all the screws.**
- Press the plastic caps (10) into the two arm holes on each arm.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

OPERATING FEATURES

**1. TO ADJUST SEAT HEIGHT:**

While seated, lean forward and reach under the right side of the chair to find the lever. Lift the lever and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release lever to lock chair at desired height. To lower the seat, lift the lever while seated. The chair will descend until the lever is released or the chair reaches the bottom position.

2. TO OPERATE TILT LOCKOUT:

While seated, reach under the left side of the chair to find the lever. Pull up the lever and lean back to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the lever to the down position.

3. TO ADJUST TENSION ON THE TILT:

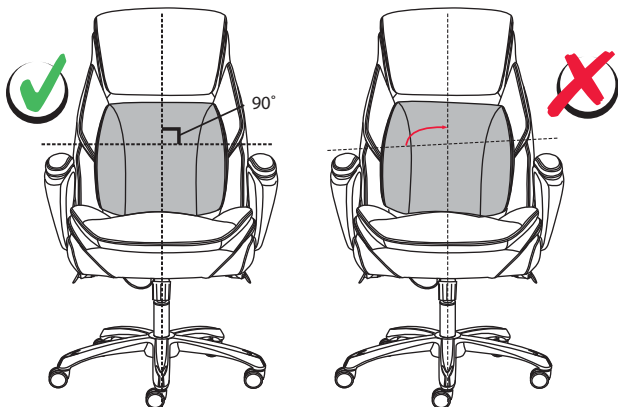
Reach under the front center of the chair, grasp the round knob and turn counterclockwise to make the tilt mechanism firmer (stiffer). To make the tilt mechanism less firm, turn the knob clockwise until the desired resistance is found.

4. 3D MOTION SUPPORT:

While seated, the 3D lumbar can dynamically provide continuous support by connecting with your body's natural movement. The 3D lumbar conforms to the curve of your spinal cord and is intended to relieve your back from stress.

ATTENTION!**Assembly instructions supplement**

The internal wood core of the enhanced Articulating Lumbar mechanism may shift slightly during shipping. Please note that this is normal. After assembly, you may need to manually adjust the Articulating Lumbar by turning it slightly to its centered position (refer to the following images).

**WARNINGS**

1. This product should be used by only one person at a time.
2. Do not use this chair unless all bolts, screws and knobs are securely tightened.
3. **Save the hexagonal wrench.** Check that all bolts, screws and knobs are tight every three months or as needed.
4. Dispose of packing material properly. Do not use the plastic cover as a head covering. It may cause suffocation.
5. Do not use the chair as a stepladder.
6. To clean the product, use only a clean cloth. The use of chemicals or cleaning products may affect the color fastness.
7. Use this chair for its intended purpose only.
8. The casters sold with this chair are intended for use on carpet and not recommended for use on tile or hard wood floors. Using these casters on tile or wood flooring may cause floor surface damage, so please consider purchasing a chairmat to protect your floor surfaces.