

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
6	Arms	2
7	Back Cushion	1
8	1" Screws	2
9	1 ¼" Screws	6
10	2" Screws with Spring Washers	4
11	Plastic Caps	4
12	Hexagonal Wrench	1

INSTRUCTIONS

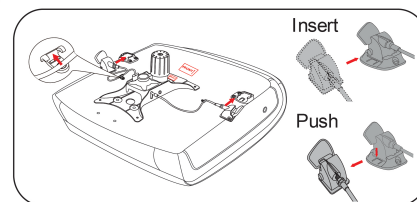
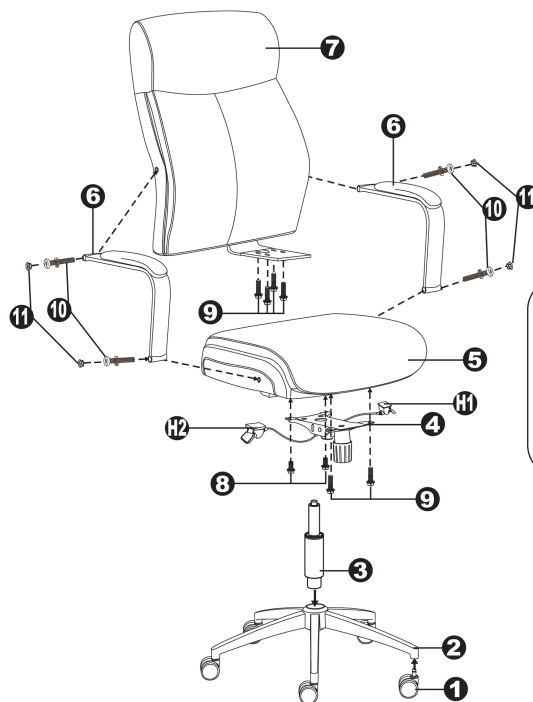


Diagram 1

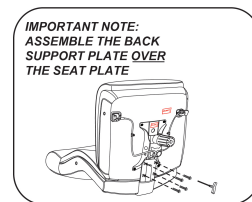


Diagram 2

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). Attach by using 1 ¼" screws (9) for the front holes of the seat plate (4) and 1" screws (8) for the rear holes of the seat plate (4) and **tighten 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)
- Align the back cushion (7) with the seat cushion (5) by positioning the back support plate over the seat plate (4) with 1 ¼" screws (9) as shown in Diagram 2. **Do not tighten the screws completely.**
- Insert 2" screws with spring washers (10) into arm holes, attaching arms (6) (with the front of arms facing the front of seat cushion) to sides of seat cushion (5) and back cushion (7). **Tighten all the screws. Remember to tighten the screws on the back support plate.**
- Place the assembled chair on top of the cylinder (3) and press down until fully engaged.
- Press the plastic caps (11) into the two arm holes on each arm.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

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.**

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.

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.