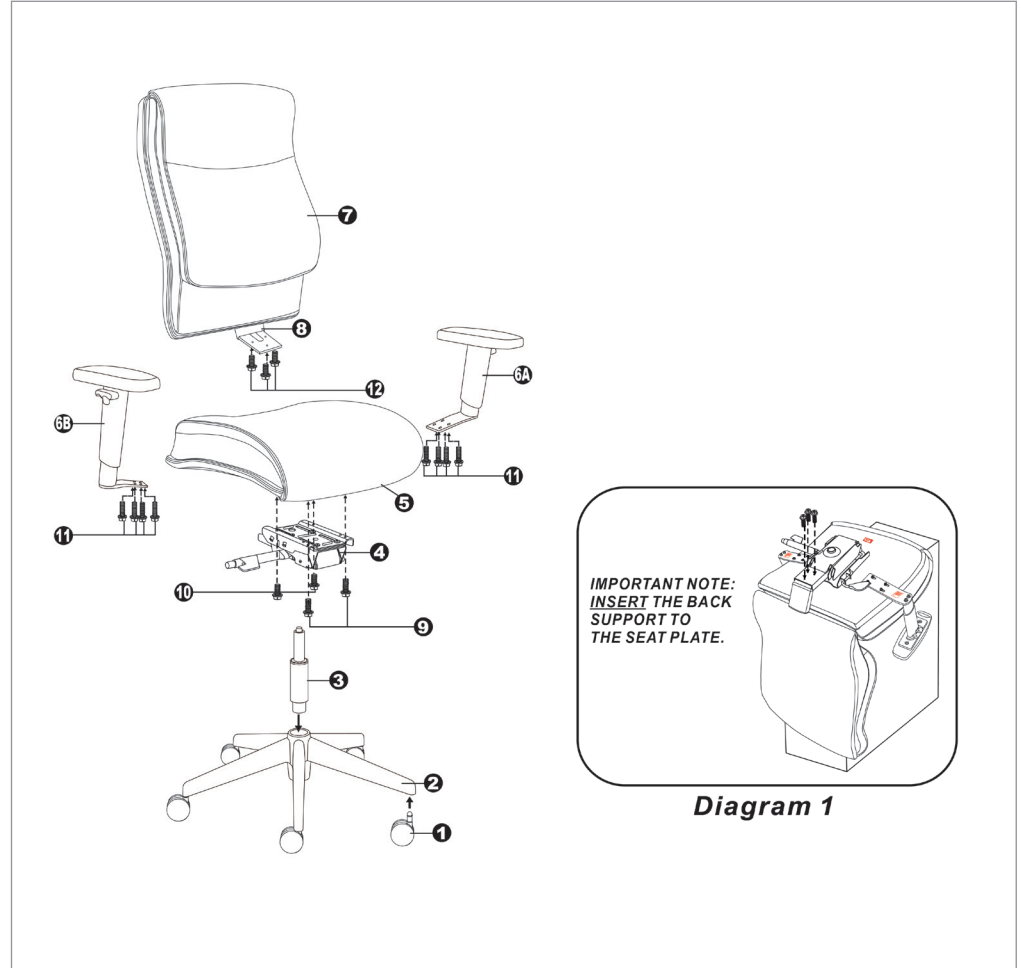


Congratulations on the purchase of your new Signature Series chair!

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 | Back Support Plate (Already attached to the back cushion) | 1 |
| 9 | 1-1/4" Big Screws | 2 |
| 10 | 1" Big Screws | 2 |
| 11 | 1-1/4" Small Screws | 8 |
| 12 | 3/4" Big Screws | 3 |
| 13 | Hexagonal Wrench | 1 |

INSTRUCTIONS



CUSTOMER SERVICE HOTLINE
800-626-6060

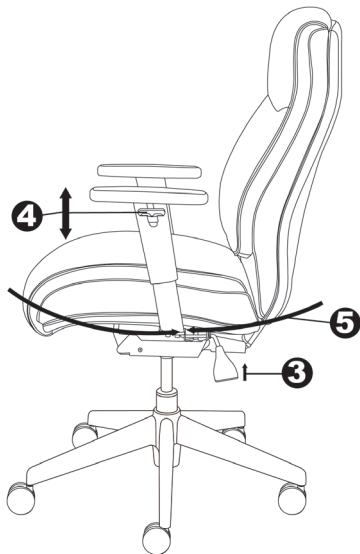
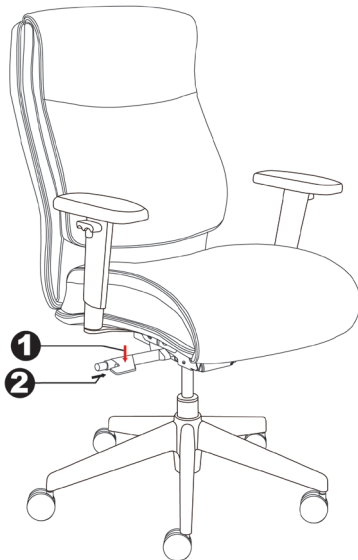
ATTENTION:
Make certain to fully tighten all screws
before using chair.

INSTRUCTIONS

- Remove all parts from the carton and separate them into part number groups as indicated in the parts list.
- To begin assembly, place the base (2) upside down and insert casters (1) into 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).
- Tighten the brackets of arms (6A & 6B) onto the bottom of the seat cushion (5) (with front of arms facing the front of seat cushion) by using 1-1/4" small screws (11). **Tighten the screws completely.**
- 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 1-1/4" big screws (9) into the front holes of the seat plate (4) and 1" big screws (10) into the rear holes of the seat plate (4) and **tighten the screws.**
- Insert back support plate (8) into the rear hole of the seat plate (4) as shown in Diagram 1. Then secure with 3/4" big screws (12) as shown in Diagram 1 and **tighten the screws.**
- Place the assembled chair on top of the cylinder (3) and press down until fully engaged.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

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 handle. Flip the handle down and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, flip the handle down while applying more weight downward on the seat. The chair will descend until the handle is released or the chair reaches the bottom position.

2. TO OPERATE TILT LOCKOUT:

Lean back to allow the chair to tilt backwards. Press the button on the height adjustment handle to lock the chair angle while the desired position is reached. Once you want to release the mechanism from the lock position, press the button (If press the button, apply more weight backward onto the backrest cushion and then release, the backrest cushion will come back to normal position.)

Note: The force of the backrest can adjust automatically to the individual weight.

3. TO ADJUST THE SEAT DEPTH:

Reach under the left side of the chair to find the handle. Lift the handle and adjust the seat depth short enough to enable your legs to move freely under the chair. To adjust seat depth, lift the handle and slide the seat into the preferred position. Located desired position and release handle to lock.

4. TO ADJUST ARM HEIGHT:

Pull up the buttons and hold to allow the arms to move up and down freely and then release the button once the desired height is reached.

5. 360° SWIVEL:

360° seat swivel.

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. They are not recommended for use on tile or hardwood floors. Using these casters on tile or wood flooring may cause damage to the floor surface. Please consider using a chair mat to protect your floor surfaces.