



## **TP200 / TP250**

EXCLUSIVELY BY RAYNOR GROUP

ASSEMBLY INSTRUCTION  
OPERATION INSTRUCTIONS  
WARRANTY

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CUSTOMER SERVICE 1-800-637-0005  
[WWW.RAYNORGROUP.COM](http://WWW.RAYNORGROUP.COM)

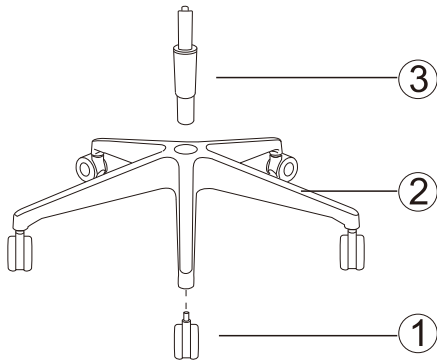
# ASSEMBLY INSTRUCTIONS

TP200 / TP250

Remove all items from the carton. Verify all pieces before assembly.

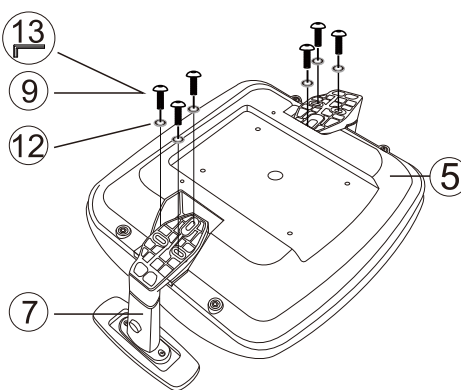
PARTS LIST	KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION
	1	5 pcs	Caster	6	1 pc	Backrest	10	3 pcs	Back attachment Screws (M8*20MM,Green)
	2	1 pc	Base	7	2 pcs	Armrest	11	3 pcs	φ18.8*φ9.0*1.5T, Big Washers for J-bar
	3	1 pc	Seat Post	8	2 pcs	Mechanism Rear Screws (1/4"*3/4",Blue)	12	6 pcs	φ16.5*φ6.5*1.0T, Small Washers for Armrests
	4	1 pc	Mechanism	9	8 pcs	Mechanism Front Screws & Armrest Screws (1/4"*1",Red)	13	1 pc	Allen Wrench (5mm)
	5	1 pc	Seat						

## STEP 1



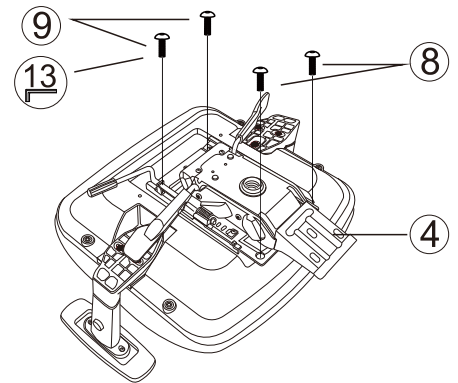
Press Casters (1) into holes of each leg of the Base (2). Insert Seat Post (3) into the center hole of the Base (2).

## STEP 2



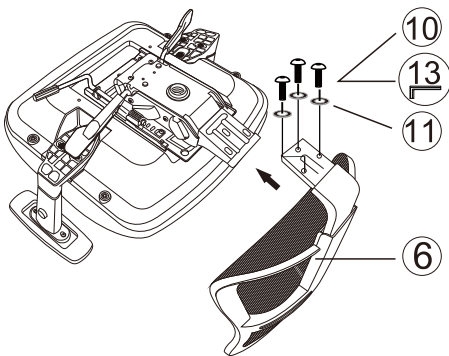
For easy assembly, place Seat (5) face down on a flat surface. Attach Armrest (7) to Seat (5) using 6pcs Screws (9) and Washers (12) as shown. Tighten securely with enclosed Allen Wrench (13).

## STEP 3



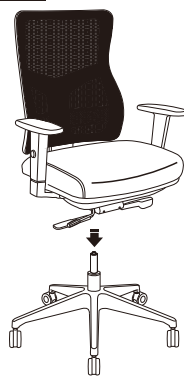
Align Mechanism (4) over pre-drilled holes on the underside of Seat. Attach Mechanism (4) to Seat using 2pcs Screws (8) and 2pcs Screws (9) as shown. Tighten securely with enclosed Allen Wrench (13).

## STEP 4



Attach Backrest (6) to the Mechanism using 3pcs Screws (10) with Washers (11). Tighten securely with enclosed Allen Wrench (13).

## STEP 5



Turn assembled seat upright and locate central hole of Mechanism over Seat Post. Push down firmly until connection is secure.

## STEP 6



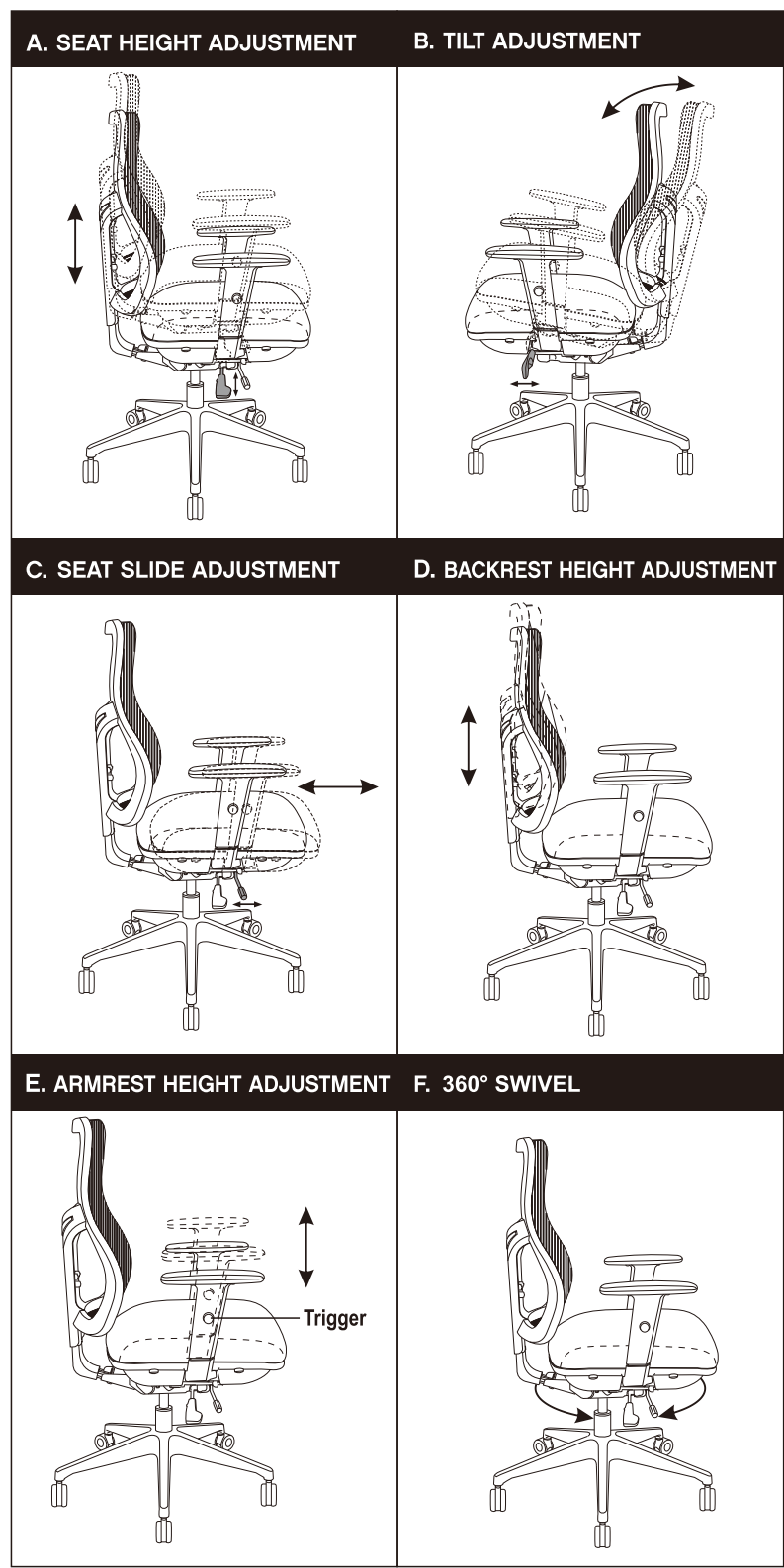
Before using your chair, ensure that all the bolts are tightened fully for safety. You can now enjoy the comfort of your new Chair! NOTE: Please keep the enclosed Allen Wrench and check all screws periodically to ensure these remain tightly fastened.

## PREVENTIVE MAINTENANCE AND WARNING!

- USE THIS PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.
- DO NOT USE THIS CHAIR AS A STEP STOOL / LADDER.
- DO NOT SIT ON ANY PART OF THE CHAIR EXCEPT THE SEAT.
- DO NOT USE CHAIR ON UNEVEN FLOOR SURFACES.
- DO NOT USE CHAIR UNLESS ALL BOLTS, SCREWS AND KNOBS ARE TIGHTENED.
- EVERY SIX MONTHS, PLEASE MAKE SURE ALL BOLTS, SCREWS AND KNOBS ARE FULLY TIGHTENED TO ENSURE STABILITY.
- IF ANY PARTS ARE MISSING, BROKEN, DAMAGED OR WORN, STOP USE OF THE PRODUCT UNTIL REPAIRS ARE MADE USING FACTORY AUTHORIZED PARTS.
- DISPOSE OF PACKAGING PROPERLY. PLASTIC BAG IS NOT A TOY. DO NOT USE PLASTIC BAG AS HEAD COVERING – IT MAY CAUSE SUFFOCATION.
- FAILURE TO FOLLOW THESE WARNINGS COULD RESULT IN SERIOUS INJURY.
- NOTE: SOME SCREWS MAY BE PREASSEMBLED. IF PREASSEMBLED, IGNORE ASSEMBLY INSTRUCTIONS.

# OPERATION INSTRUCTIONS

## TP200 / TP250



- A. SEAT HEIGHT ADJUSTMENT:**  
Pull lever up. Release lever when desired position is reached.
- B. TILT ADJUSTMENT:**  
Push lever backwards and lean back to tilt. Push lever forwards to lock in desired position.
- C. SEAT SLIDE ADJUSTMENT:**  
Hold the lever up and move the seat forwards/backwards until reach desired depth.
- D. BACKREST HEIGHT ADJUSTMENT:**  
To raise backrest, hold the backrest and pull upward. The backrest can be returned back to the lower lever after the desired point has been achieved.
- E. ARMREST HEIGHT ADJUSTMENT:**  
To raise armrest, pull upwards while pressing the trigger. To lower, push downwards while pressing the trigger.
- F. 360° SWIVEL:**  
360° Seat swivel

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## OUR PROMISE.

They say with age comes wisdom. And while we've learned a lot since we sold our first office chair in 1979, even then we knew that superior craftsmanship and design are essential ingredients in delivering real value for our customers. Twenty-seven years later, those three simple pillars still stand behind our promise of exceptional seating with every chair we sell.

DESIGN CRAFTSMANSHIP VALUE

### THE RAYNOR GROUP GUARANTEE

- Raynor Group ensures total customer satisfaction.
- Raynor Group warrants to the original purchaser all components for ten years, except for the upholstery which is guaranteed for five years.
- Raynor Group warrants to the original purchaser with proof of purchase that all parts will be free from defects in materials. Raynor Group will repair or replace, at its discretion, any unmodified component.
- The client hardware is not guaranteed.
- The guarantee is limited to normal use no more than forty hours a week at a maximum weight of 250lb.
- The warranty is limited to replacement or repair and does not cover transport costs and labor.
- There is no other express or implied warranties other than those clearly described.
- Raynor Group shall not be liable for incidental or consequential damages resulting from any defect in the product.