

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

PARTS

PART	DESCRIPTION	QTY
1	Casters	5
2	5-Star Base	1
3	Telescoping Cover	1
4	Cylinder	1
5	Seat Plate	1
6A	Left Arm	1
6B	Right Arm	1
7	Seat Cushion	1
8	Back Cushion	1
9	Back Support Plate (Already attached to the back cushion)	1
10	1 $\frac{3}{8}$ " Screws	2
11	1" Screws	2
12	$\frac{5}{8}$ " Screws	3
13	Knobs	2
14	Hexagonal Wrench	1

INSTRUCTIONS

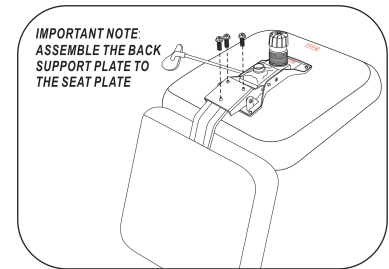
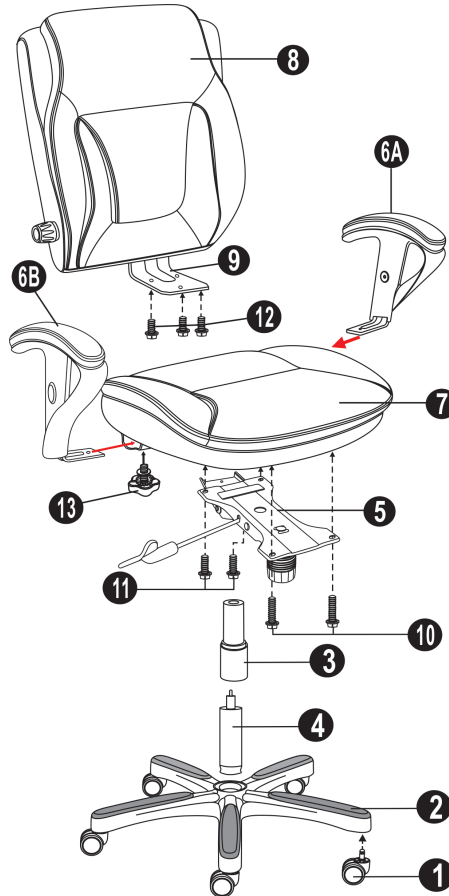


Diagram 1

IMPORTANT NOTE:
ASSEMBLE THE BACK
SUPPORT PLATE TO
THE SEAT PLATE

CUSTOMER SERVICE HOTLINE
800-626-6060

ATTENTION:

**Make certain to fully tighten all screws
before using chair.**

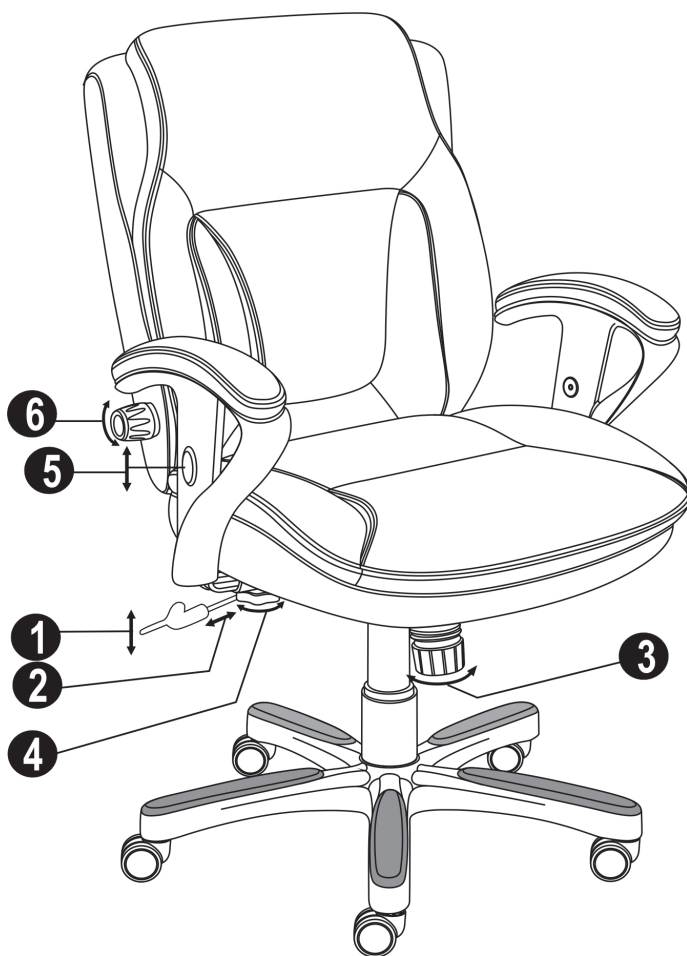
**WE SUGGEST TAPING THE WRENCH UNDER
THE SEAT FOR FUTURE USE.**

INSTRUCTIONS

- Remove all parts from the carton and separate them into part number groups as indicated in the parts list.
- To begin assembly, place the 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 (4) into the center hole on the base (2).
- Place the telescoping cover (3) over the cylinder (4) and rest it on the base (2).
- Attach the seat plate (5) to the bottom of the seat cushion (7) (with front of seat plate facing the front of the seat cushion) by using 1 $\frac{3}{8}$ " screws (10) into the front holes of the seat plate (5) and 1" screws (11) into the rear holes of the seat plate (5) and **tighten the screws**.
- Align back cushion (8) with seat cushion (7) by positioning back support plate (9) over the seat plate (5) with $\frac{5}{8}$ " screws (12) as shown in Diagram 1. **Tighten the screws**.
- Remove the knobs (13) from the arm brackets (6A & 6B), insert the arm brackets (6A & 6B) into the sockets on the bottom of seat cushion (7) and fasten by turning the knobs (13).
- Place the assembled chair on top of the cylinder (4) and press down until fully engaged.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

STATUS TASK CHAIR ASSEMBLY INSTRUCTIONS

OPERATING FEATURES



1. TO ADJUST SEAT HEIGHT:

While seated, lean forward and reach under the right side of the chair to locate the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the handle while applying more weight downward on the seat. The chair will descend until the handle is released or the chair reaches the lowest position.

2. TO OPERATE TILT LOCKOUT:

While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the gas lift) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the gas lift.

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. TO ADJUST ARM WIDTH:

Reach for the knobs underneath the arms located on bottom of seat cushion. Turn the knobs counter-clockwise to loosen the width adjustment feature then turn the knobs clockwise to tighten when you have reached your desired width.

5. TO ADJUST ARM HEIGHT:

Press the buttons on the chair arms. Press the buttons to allow the arms to move up or down freely and release the buttons once the desired height is reached.

6. TO ADJUST MECHANICAL LUMBAR:

While seated, reach to the right side of the back cushion to find the adjustment knob for the mechanical lumbar. Turn the knob clockwise to increase the lumbar support. To reduce the lumbar support, turn the knob counter-clockwise. Turn the knob until the desired support is reached.

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. Use this chair for its intended purpose only.
7. 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.