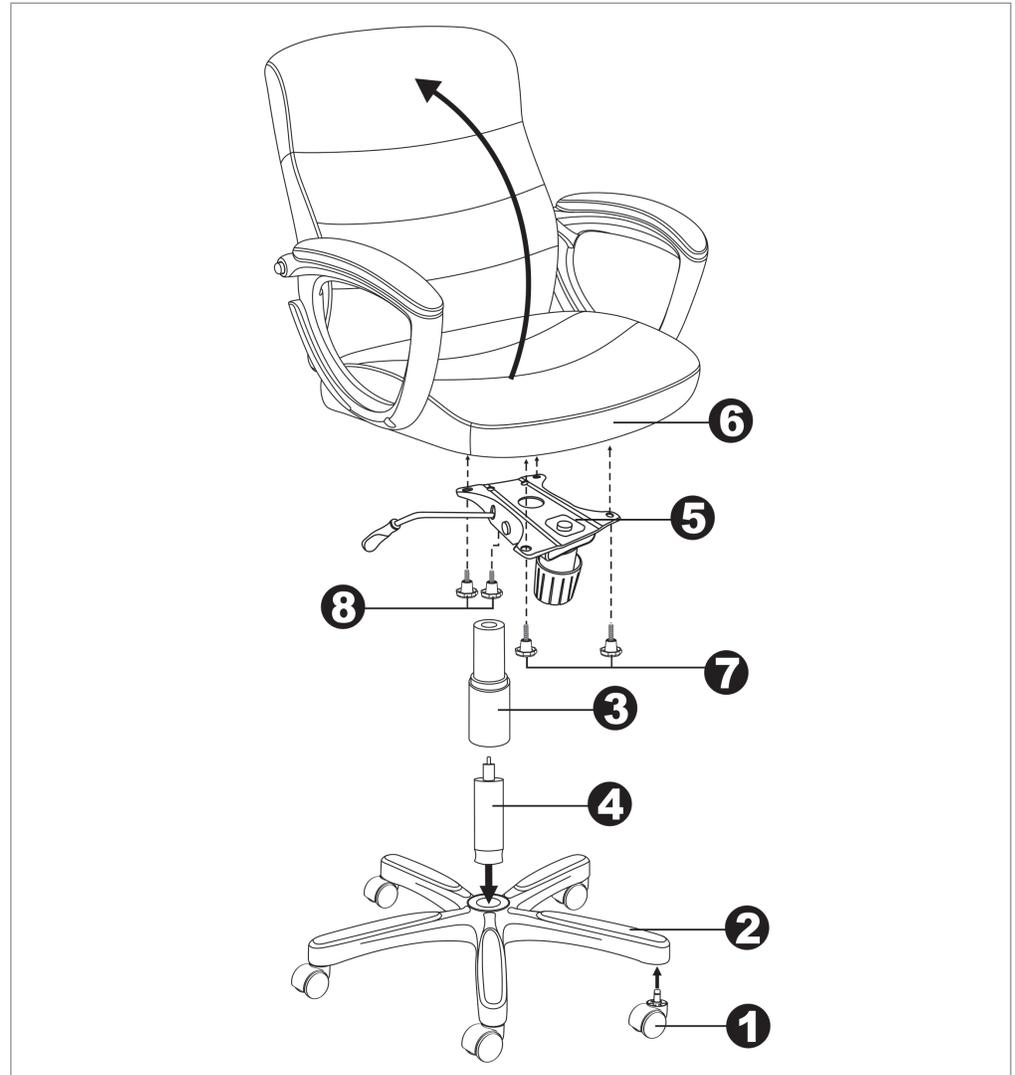


**Congratulations on the purchase of your new Officient chair!**

### PARTS

PART	DESCRIPTION	QTY
1	Casters	5
2	5-Star Base	1
3	Telescoping Cover	1
4	Cylinder	1
5	Seat Plate	1
6	Seat and Back Cushions w/ Arms	1
7	1¼" EZ Knobs	2
8	7/8" EZ Knobs	2
9	Hexagonal Wrenches	2

### INSTRUCTIONS



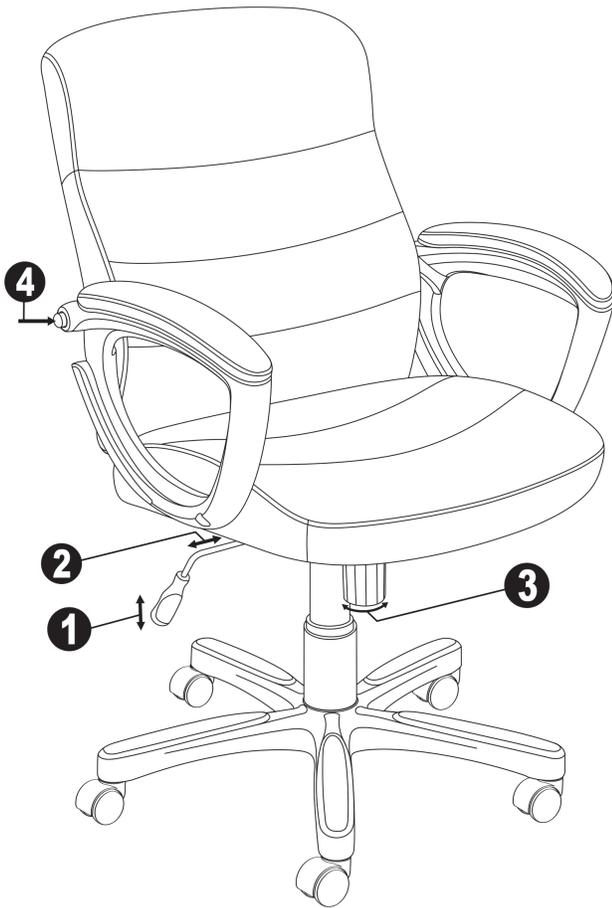
**CUSTOMER SERVICE HOTLINE**  
800-626-6060

**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 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 the cylinder (4) and rest it on the base (2).
- Attach seat plate (5) to the bottom of seat and back cushion w/ arms (6) (with the front of seat plate facing front of seat cushion) by using 1¼" EZ Knobs (7) for the front holes and 7/8" EZ Knobs (8) for the rear holes of seat plate(5)and **tighten knobs**.
- Place the pre-assembled seat and back cushions w/ arms(6) and seat plate (5) on top of gas lift (4) and press down until fully engaged.
- Standing in front of the chair, lift the back cushion into an upright position. Check to make sure the pins have locked into the arm holes correctly.
- 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 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 cylinder) 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 cylinder.

### 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 DISASSEMBLE THE BACK CUSHION:

Standing behind the chair, press the button on both sides of the chair armrests to release the pins. Both pins must be disengaged at the same time. Push the back cushion forward and fold the back cushion on seat cushion.

## 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.