

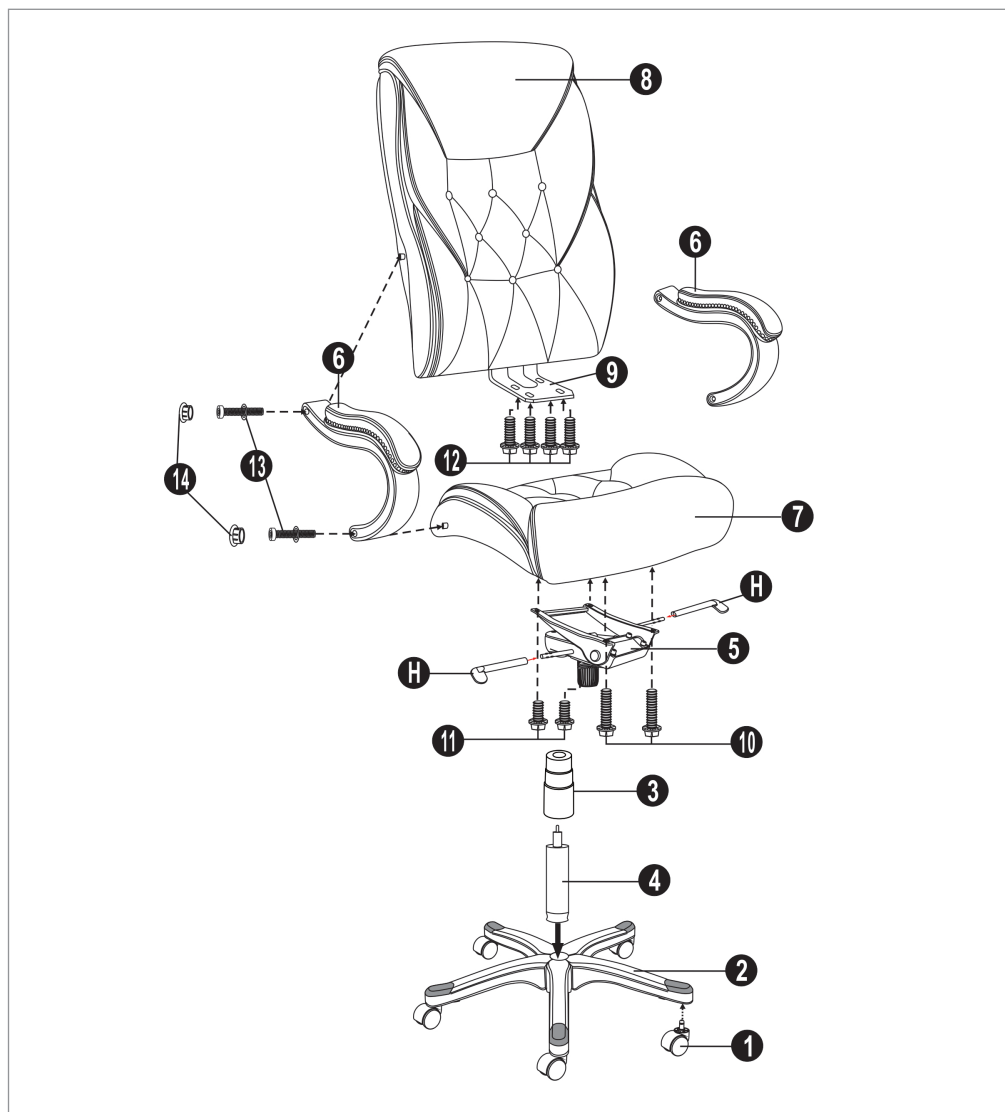
## KINGSTON BIG & TALL EXECUTIVE CHAIR ASSEMBLY INSTRUCTIONS

**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
6	Arms	2
7	Seat Cushion	1
8	Back Cushion	1
9	Back Support Plate (Already attached to the back cushion)	1
10	1½" Lock Tight Screws	2
11	1" Lock Tight Screws	2
12	1¼" Lock Tight Screws	4
13	2½" Lock Tight Screws with Spring Washers	4
14	Plastic Caps	4
15	Hexagonal Wrench	1
H	Handles	2

### INSTRUCTIONS



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- 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 1½" lock tight screws (10) into the front holes of the seat plate (5) and 1" lock tight screws (11) into the rear holes of the seat plate (5) and **tighten the screws**.
- Insert handles (H) to the seat plate (5).
- Align the back cushion (8) with the seat cushion (7) and attach the back support plate (9) onto the bottom of the seat cushion (7) by using 1¼" lock tight screws (12). **Do not tighten the screws completely.**
- Attach the arms (6) respectively on each side onto the bottom of the seat cushion (7) and the sides of back cushion (8) by using 2½" lock tight screws with spring washers (13). Tighten each screw a little at a time, alternating left to right until all are tight. Note: If each screw is tightened fully one at a time, chair may lean to one side.
- Now go back and fully tighten the screws of the back support plate (9) under the seat.
- Place the plastic caps (14) into the two arm holes on each arm.
- 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.

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

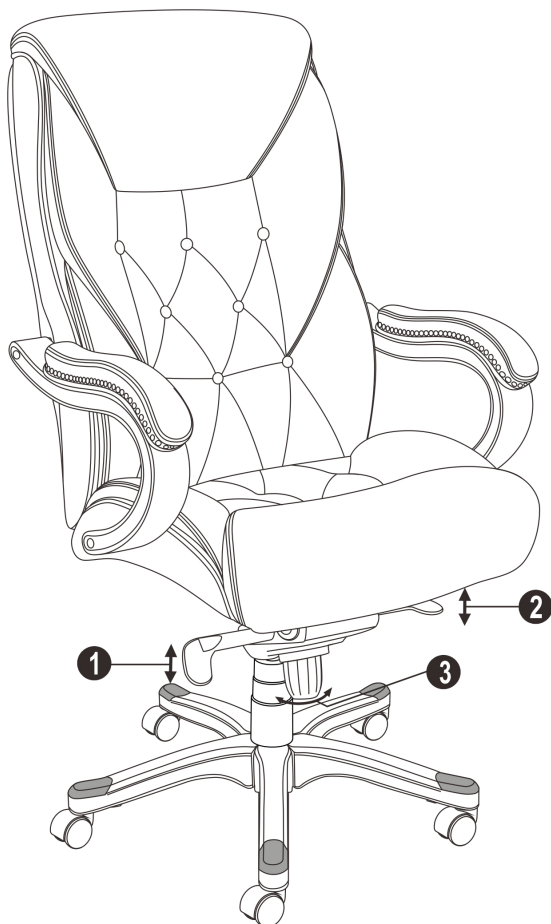
#### ATTENTION:

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

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

## KINGSTON BIG & TALL EXECUTIVE 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:

Reach under the left side of the chair to find the handle. Flip the handle up and lean back to allow the chair to tilt backwards. Flip the handle down to lock the chair angle while the desired position is reached.

#### 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. 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 hard-wood 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.