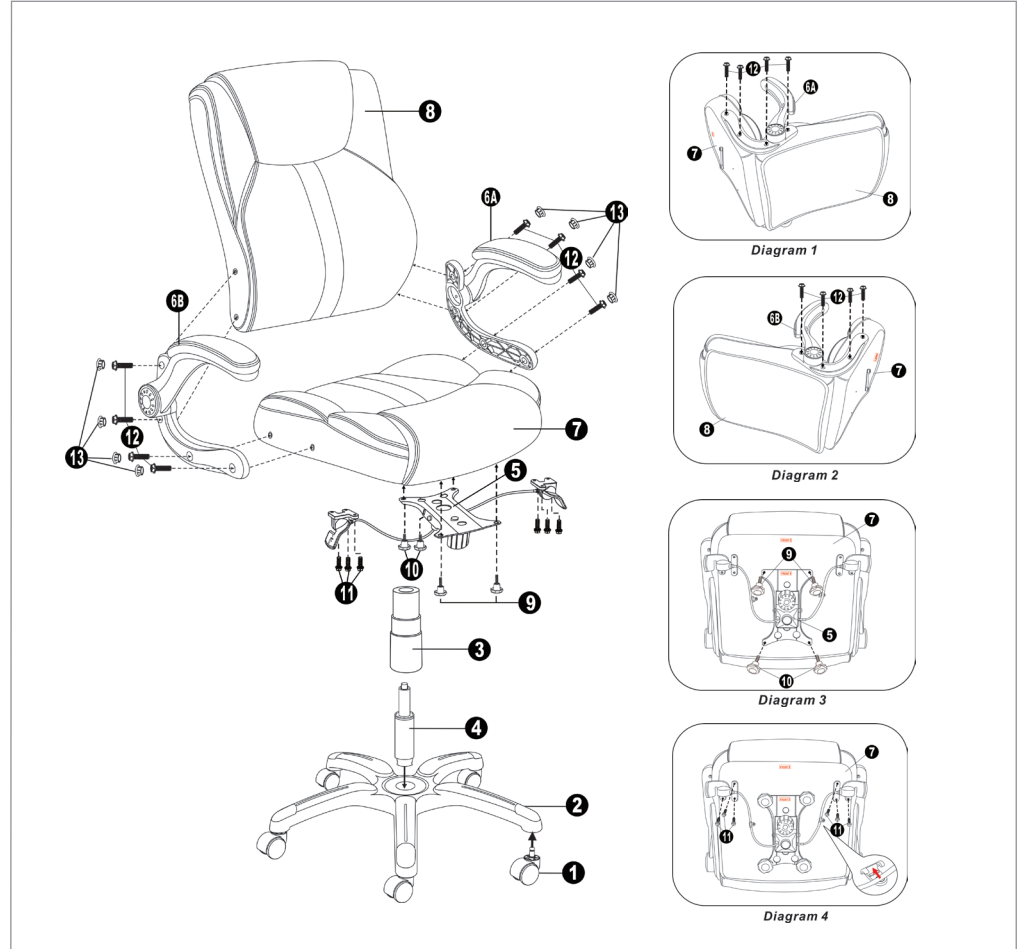


Congratulations on the purchase of your new Officient chair!

PARTS

PART	DESCRIPTION	QTY
1	Casters	5
2	5-Star Base	1
3	Telescoping Cover	1
4	Cylinder	1
5	Seat Plate	1
6A	Left Arm	1
6B	Right Arm	1
7	Seat Cushion	1
8	Back Cushion	1
9	1½" EZ Knobs	2
10	1" EZ Knobs	2
11	1" Small Screws	6
12	1¼" Small Screws	8
13	Plastic Caps	8
14	Hexagonal Wrench	1

INSTRUCTIONS



INSTRUCTIONS

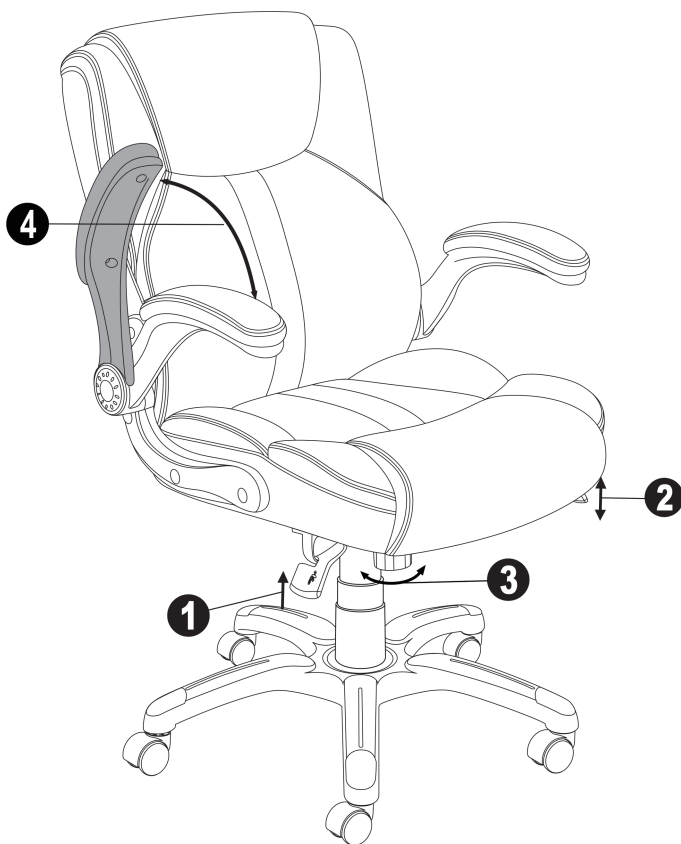
- Remove all parts from the carton and separate them into part number groups as indicated in the parts list.
- To begin assembly, place the 5-star base (2) upside down and insert casters (1) into the bottom of base (2).
- Turn the base (2) right side up on the floor and insert the cylinder (4) into the center hole on the base (2).
- Place the telescoping cover (3) over the cylinder (4) and rest it on the base (2).
- Select a smooth surface in order not to scratch the parts. Align the arm holes with the holes on the cushions (7 & 8) by using 1¼" small screws (12) through the arm holes to the cushions (7 & 8). This will secure the arm to the cushions as shown in diagram 1. **Do not tighten the screws completely!**
- Turn the chair over to the other side and assemble the second arm as shown in diagram 2. **Now tighten all the screws on arms.**
- 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" EZ knobs (9) into the front holes of the seat plate (5) and 1" EZ knobs (10) into the rear holes of the seat plate (5) as shown in diagram 3. **Tighten the knobs.**
- Align handles of the seat plate (5) over pre-drilled holes on the left and right of the seat cushion (7) bottom, attach the handles to both sides of seat cushion (7) by using 1" small screws (11). **Tighten the screws completely!** Affix the cable for the seat plate into the plastic clips attached to the bottom of the seat cushion (7) as show in diagram 4.
- Place the assembled chair on top of the cylinder (4) and press down until fully engaged.
- Place the plastic caps (13) into the two arm holes on each arm.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

ATTENTION:

Make certain to fully tighten all screws before using chair.

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 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 left side of the chair to find the handle. Push down the handle and lean back to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and pull the handle to the level position.

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 ARMS:

This chair has an adjustable arm function so the arms can be pushed up or pulled down. The arms can be pushed up next to the back cushion so the chair can easily roll under a desk.

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.