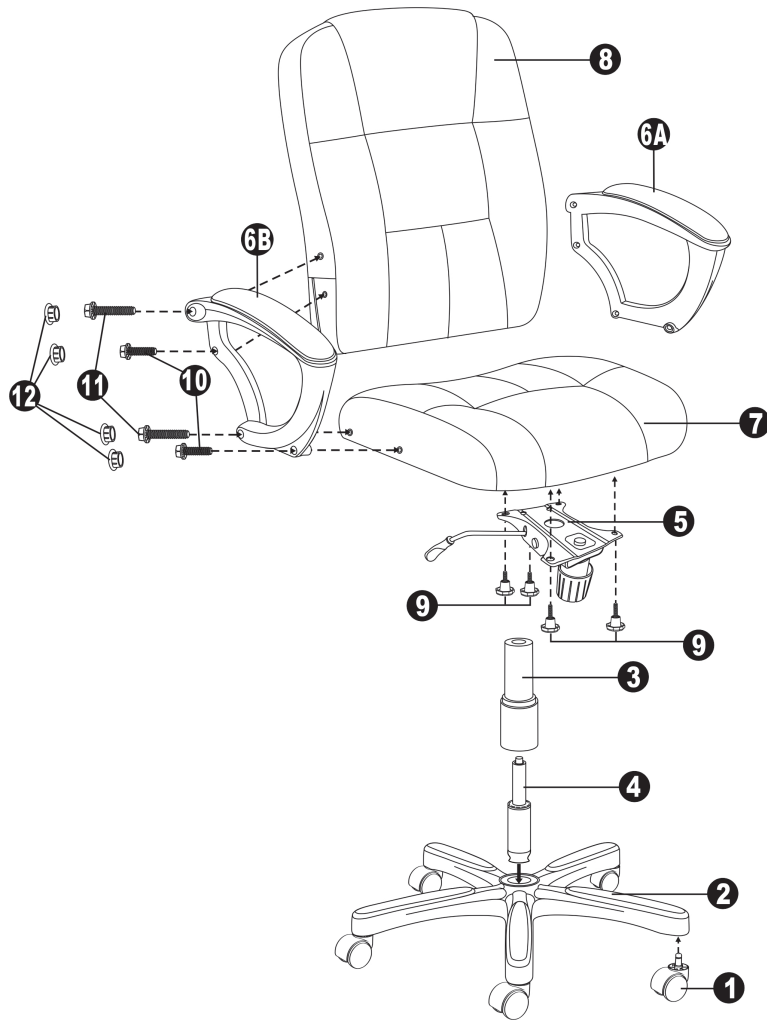


**Congratulations on the purchase of your new Officient chair!**

## 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	7/8" EZ Knobs	4
10	1½" Lock Tight Screws	4
11	2¼" Lock Tight Screws	4
12	Plastic Caps	8
13	Hexagonal Wrench	1

## INSTRUCTIONS



## INSTRUCTIONS

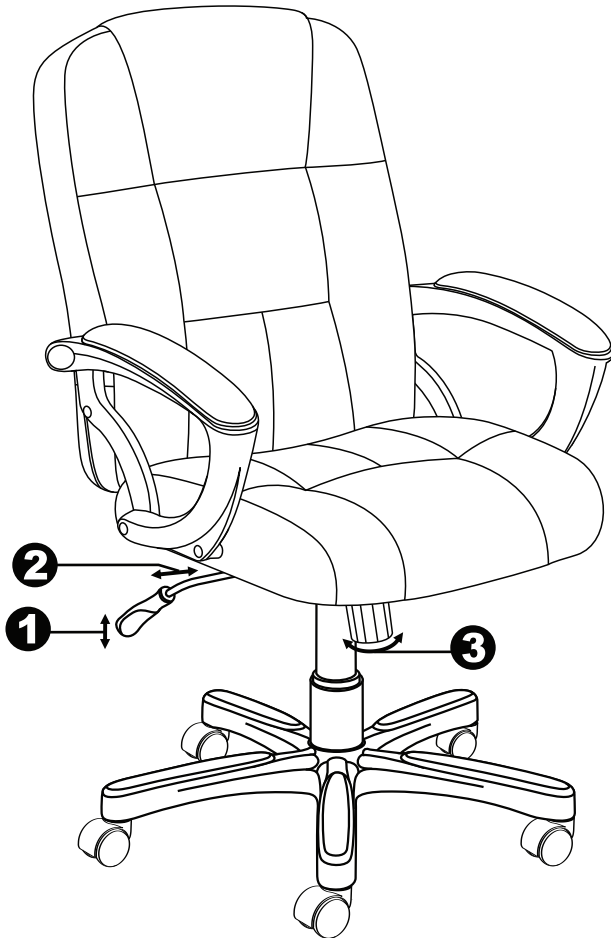
- Remove all parts from the carton and separate them into part number groups as indicated in the parts list.
- To begin assembly, place the 5-star base (2) upside down and insert casters (1) into the bottom of base (2).
- Turn the base (2) right side up on the floor and insert the cylinder (4) into the center hole on the base (2).
- Place the telescoping cover (3) over the cylinder (4) and rest it on the base (2).
- 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 7/8" EZ knobs (9) for the seat plate (5) and **tighten the knobs**.
- Place the assembled seat cushion (7) with seat plate (5) on top of cylinder (4) and press down until fully engaged.
- Fasten arms (6A & 6B) onto sides of seat cushion (7) by using 2¼" lock tight screws (11) in the rear holes of the arm and 1½" lock tight screws (10) in the front holes of the arm. **Do not tighten screws completely.**
- Place the back cushion (8) flat between arms (6A & 6B), and use 1½" lock tight screws (10) to locate lower screw holes on both arms (6A & 6B) & back cushion (8). Lift the back cushion (8) up to a vertical position and attach the arms (6A & 6B) by using 2¼" lock tight screws (11). **Tighten all the screws.**
- Place the black plastic caps (12) into arm holes once screws have been tightened.
- 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 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 counter clockwise 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.