

EXECUTIVE CHAIR

OPERATING INSTRUCTIONS

1. To Adjust Seat Height:

While seated, lean forward and reach under the right side of the chair to find 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 weight downward on the seat. The chair will descend until the handle is released or the chair reaches the bottom position.

2. To Operate Tilt Lockout:

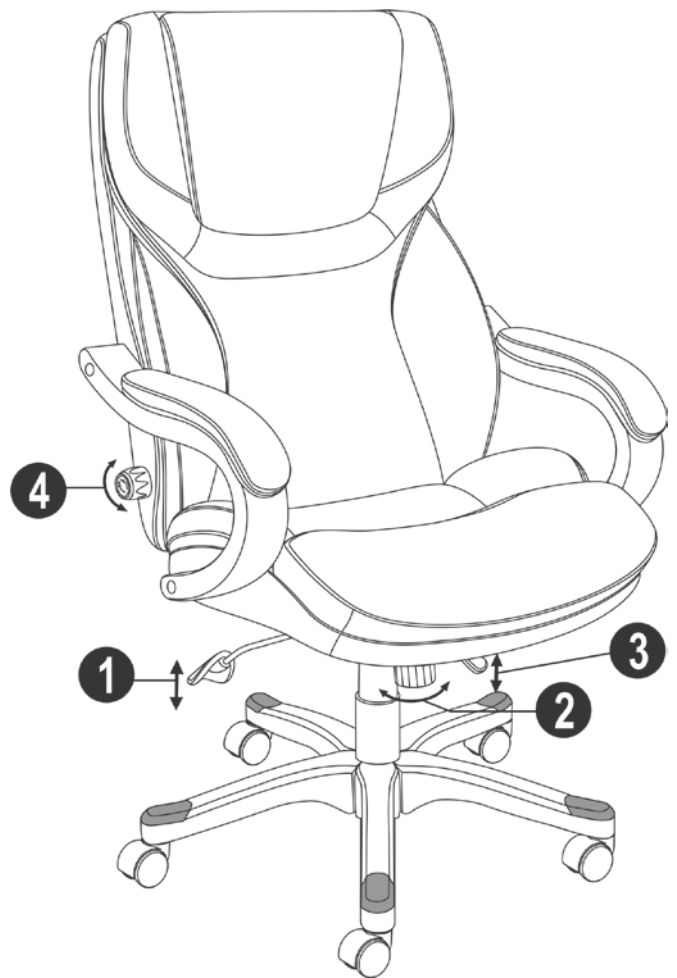
While sitting in the chair, the lever on the users left side controls the tilt lock function. Lift up on the lever to unlock the tilt function. The chair should tilt freely through the full range of motion. Press down on lever to lock the chair in any position. The tilt function can be locked out in the full upright position, in full recline, or any position in between.

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.

4. 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.



Model #: 43506

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PARTS LIST

Part #	Description	Quantity
1.	Casters	5
2.	5 Star Base	1
3.	Telescoping Cover	1
4.	Gas Lift	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.	1-5/8" Screws	2
11.	7/8" Screws	2
12.	1-1/4" Screws	4
13.	2-1/2" Screws	4
14.	Black Plastic Caps	4
15.	Allen Key	1

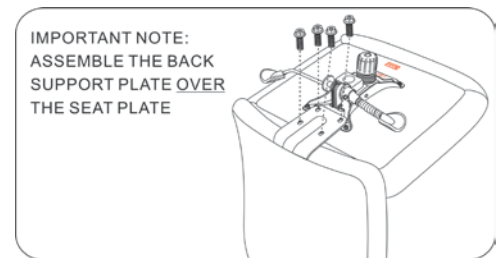
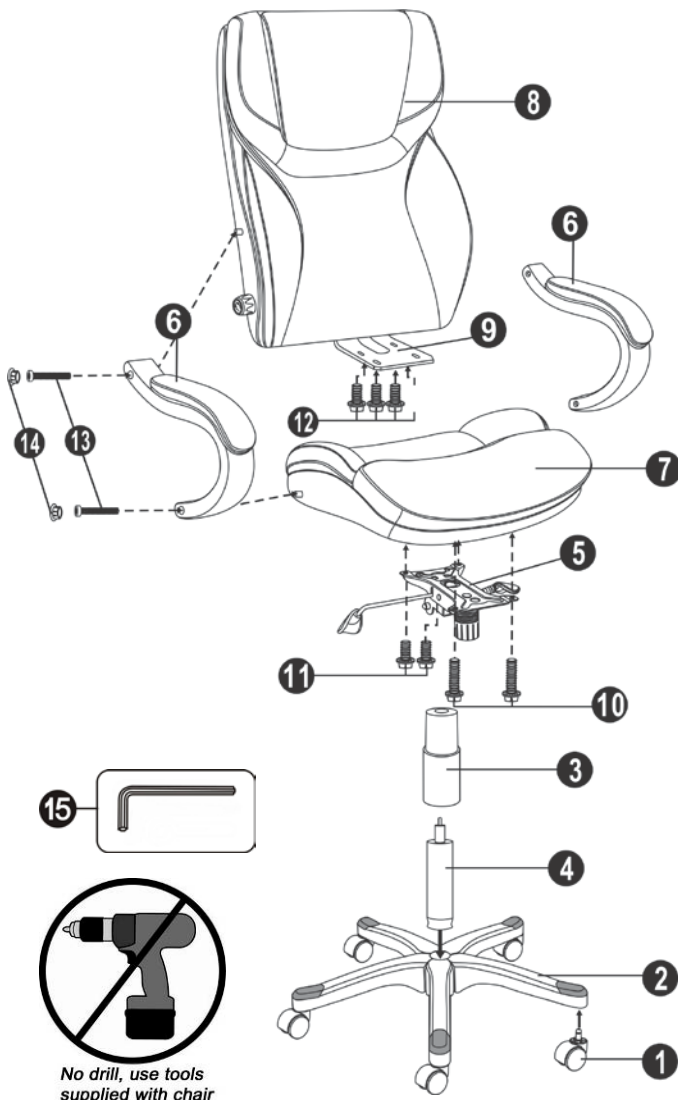


Diagram 1

ASSEMBLY INSTRUCTIONS

- Remove all parts from carton and separate them into part number groups as indicated in the parts list.
- To begin assembly, place 5 Star Base (2) upside down and insert Casters (1) into bottom of Base (2).
- Turn Base (2) right side up on the floor and insert Gas Lift (4) into center hole on Base (2).
- Place Telescoping Cover (3) over the Gas Lift (4) and rest it on the Base (2).
- Attach Seat Plate (5) onto the bottom of Seat Cushion (7) (with front of Seat Plate facing front of Seat Cushion) by using 1-5/8" Screws (10) for front holes of Seat Plate (5) and 7/8" Screws (11) for rear holes of Seat Plate (5) and **tighten screws.**
- Align Back Cushion (8) with Seat Cushion (7) by positioning Back Support Plate (9) over the Seat Plate (5) with 1-1/4" Screws (12) as shown in Diagram 1. **Do not tighten screws completely.**
- Place the assembled chair on top of Gas Lift (4) and press down until fully engaged.
- Insert 2-1/2" Screws (13) into arm holes attaching Arms (6) to sides of Seat Cushion (7) and Back Cushion (8). **Now, tighten all the screws. Remember to tighten the back support plate screws also!**
- Place Black Plastic Caps (14) into arm holes once screws have been tightened.
- Periodically (every 90 days) tighten all screws in the chair.

ATTENTION: Make certain all screws are fully tightened before using chair.

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