

# EXECUTIVE HI-BACK 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 raise 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 bottom position.

### 2. To Operate Tilt Lockout:

While seated, reach under the left side of the chair to find the lockout bar. Slide the bar to the left (or to the outside), all the way out allows the chair to tilt backwards. To lock the chair in the vertical position, sit upright and push the bar to the right (or the center of the chair).

### 3. To Adjust Tension on The Tilt Mechanism:

Reach under the front center of the chair, grasp the round knob and turn counter - clockwise to make the tilt mechanism firmer (stiffer). To loosen the tilt mechanism, turn the knob clockwise until the desired resistance is felt.



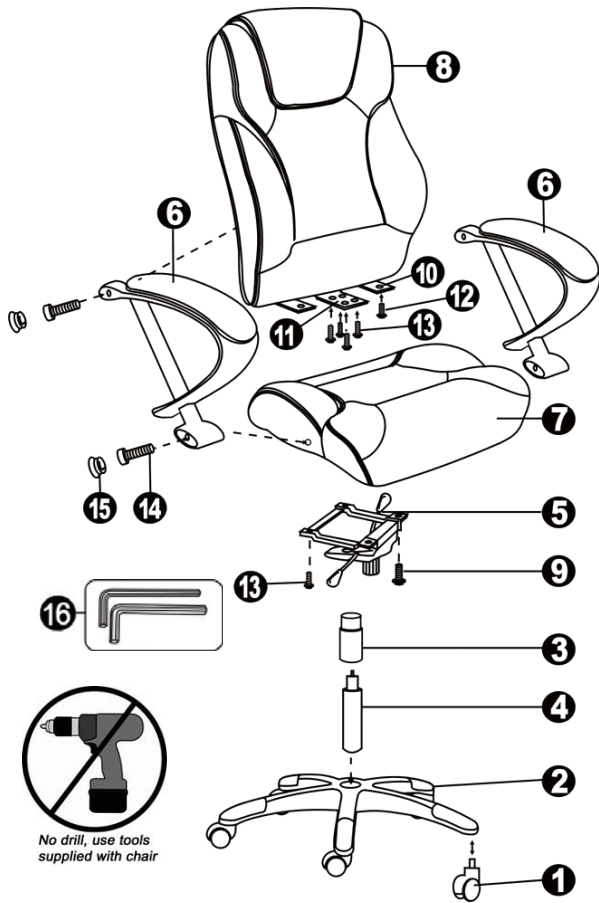
**MAYLINE®**

619 N. Commerce St, PO Box 728, Sheboygan, WI 53082-0728  
[www.mayline.com](http://www.mayline.com) 800-822-8037 Fax 920-457-7388

**Item number: UL350HBLK / UL350HBUR**

# EXECUTIVE HI-BACK CHAIR

## PARTS LIST



| Item # | Description   | Quantity | Part #   |
|--------|---|----------|----------|
| 1.     | Casters   | 5        | 11625    |
| 2.     | 5 Star Base   | 1        | 11673slt |
| 3.     | Telescoping Cover   | 1        | 11626    |
| 4.     | Gas Lift  | 1        | 11708    |
| 5.     | Seat Plate  | 1        | 11601    |
| 6.     | Arms  | 2        | 11699**  |
| 7.     | Seat Cushion  | 1        | 11691**  |
| 8.     | Back Cushion  | 1        | 11684**  |
| 9.     | 1-3/4" Big Screws   | 2        | H        |
| 10.    | Small Back Support Plates<br>(already attached to the back cushion) | 2        | ~        |
| 11.    | Large Back Support Plate<br>(already attached to the back cushion)  | 1        | ~        |
| 12.    | 1-1/4" Small Screws   | 2        | H        |
| 13.    | 1-1/4" Big Screws   | 6        | H        |
| 14.    | 2-1/2" Big Screws   | 4        | H        |
| 15.    | Black Plastic Caps  | 4        | H        |
| 16.    | Wrenches  | 2        | H        |
| H.     |   | 1        | 11705    |

## ASSEMBLY INSTRUCTIONS

- A. Remove all parts from carton and separate them into part number groups as indicated in parts list.
- B. To begin assembly, place 5 star base (2) upside down and insert the casters (1) into bottom of the base (2).
- C. Turn base (2) right side up on the floor and insert the gas lift (4) into center hole on the 5 star base (2).
- D. Place telescoping cover (3) over the gas lift (4) and rest it on the base (2).
- E. Attach the seat plate (5) onto the underneath of seat cushion (7) (with front of seat plate facing front of seat cushion) by screwing 1-3/4" big screws (9) into the front holes of seat plate (5) and 1-1/4" big screws (13) into the rear holes of seat plate (5) and **tighten screws.**
- F. Align the back cushion (8) with seat cushion (7) and attach the two small back support plates (10) to seat cushion (7) by using 1-1/4" small screws (12), then using 1-1/4" big screws (13) attach the large back support plate (11) to the bottom of seat cushion (7). **Do not tighten screws completely.**
- G. Insert 2-1/2" big screws (14) into arm holes attaching arms (6) to sides of seat cushion (7) and back cushion (8).  
**Now, tighten all the screws. Remember to tighten screws on back support plates!**
- H. Place the assembled chair on top of gas lift (4) and press down until fully engaged.
- I. Place black plastic caps (15) into arm holes once screws have been tightened.
- J. Periodically (every 90 days) make sure that the screws are still fully tightened.

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

**Item number: UL350HBLK / UL350HBUR**