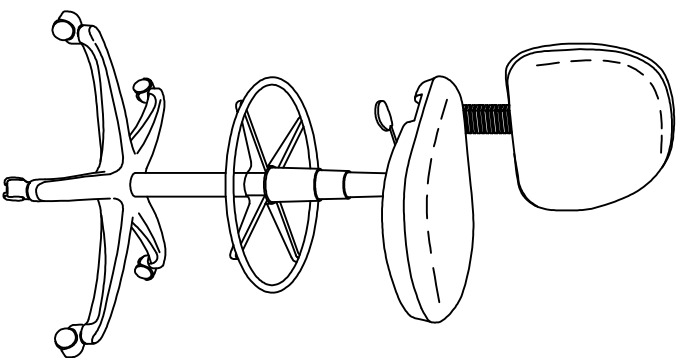


**ASSEMBLY INSTRUCTIONS**  
**TECHNICAL SERIES**  
**MULTI-TASK STOOL W/FOOTRING**  
**MODEL NO. 2660**












**IMPORTANT!**  
**Review ALL instructions before beginning assembly.** These instructions are provided to avoid problems that may occur from improper assembly or installation. Mayline and/or its distributor are not responsible for failure resulting from improper assembly or installation of this product. Moreover, all warranties are void for failure to follow these assembly instructions.









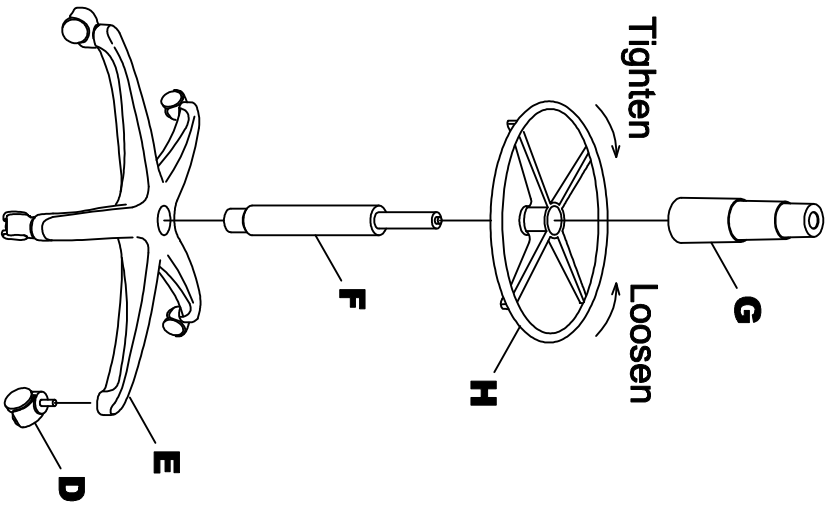
**PARTS LIST 200U**

When ordering components, specific color and/or size information may be required. Contact a Mayline Customer Service Representative. 1-800-822-8037  
*\* Individual Items, Order by part number. \*\* Denotes Color Code*

Reference Letter	Quantity
<b>A *</b> Part Number CM407** Back Reference Letter	 <b>1</b>
<b>B *</b> Part Number CM417** Seat Reference Letter	 <b>1</b>
<b>C *</b> Part Number CM422 Mechanism Reference Letter	 <b>1</b>
<b>D *</b> Part Number CM210 Caster (5 per pack) Reference Letter	 <b>5</b>
<b>E *</b> Part Number CM202 Base Reference Letter	 <b>1</b>
<b>F *</b> Part Number CM432 Cylinder Reference Letter	 <b>1</b>
<b>G *</b> Part Number CM438 Cylinder Cover Reference Letter	 <b>1</b>

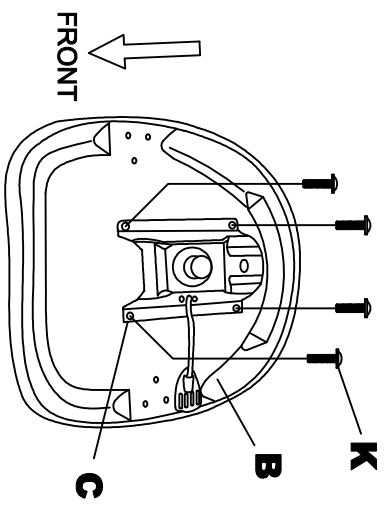
Reference Letter	Quantity	Spare
<b>H *</b> Part Number CM460 Foot Ring Reference Letter	 <b>1</b>	
<b>J *</b> Part Number CM461 Back Post & Bellows Reference Letter	 <b>1</b>	

Reference Letter	Quantity	Spare
<b>K</b> Screw 1/4"-20 x 7/8" Reference Letter	 <b>4</b>	<b>1</b>
<b>L</b> Screw 1/4"-20 x 1-1/16" Reference Letter	 <b>2</b>	<b>1</b>
<b>M</b> Part Number CM462 Back Bracket (metal) Reference Letter	 <b>1</b>	
<b>N</b> Part Number CM463 Back Bracket (plastic) Reference Letter	 <b>1</b>	
<b>P</b> Knob of Mechanism Reference Letter	 <b>1</b>	
<b>R</b> Allen Wrench Reference Letter	 <b>1</b>	

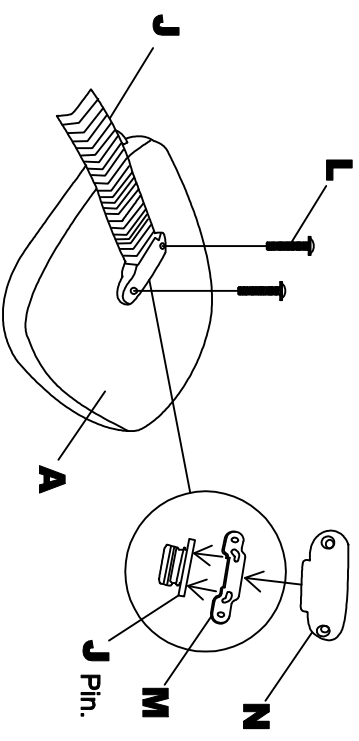


1. Place Base (E) upside down and push Casters (D) firmly into base. 5 places.
2. Turn Base right side up and insert Cylinder (F) into center hole of Base.
3. Place Foot Ring (H) over Cylinder. NOTE: Turn foot ring counter-clockwise to loosen. Place to desired height and turn clockwise to tighten.
4. Place Cylinder Cover (G) over Cylinder.

(3)

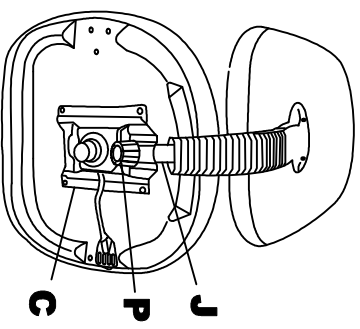


5. Assemble Mechanism (C) to Seat (B) using Screws (K) 4 places.



6. Assemble Pin of Back Post (J) into slots of Back Bracket (Metal) (M).
7. Assemble Back Post & Bellows (J) to Back (A) using Back Brackets (M & N) and attach using Screws (L) 2 places.

8. Assemble Back Assembly to Seat Assembly by sliding the Back Post (J) into Mechanism (C). Position to desired depth and tighten Knob (P).

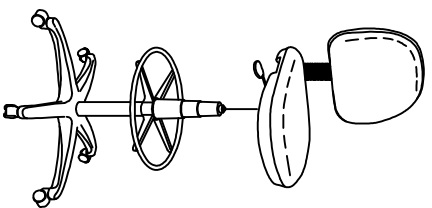


(4)

9. Carefully place seat assembly onto base assembly.

**NOTE:**

Periodically (Every 90 days) make sure all screws are fully tightened.

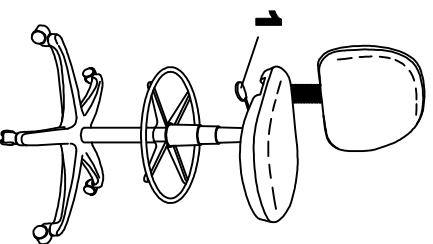


**OPERATING INSTRUCTIONS FOR MECHANISM & CHAIR FEATURES**

**1. Seat Height Adjustment.**

To raise the seat, pull lever upward and raise your body up slightly to allow the chair to rise to the desired height.

To lower the seat, pull lever upward and apply weight downward on the seat.



**2. Seat Depth Adjustment.**

To adjust the seat, loosen knob (counter-clockwise), Position to the desired depth and tighten knob (clockwise).

**3. Foot Ring Adjustment.**

To adjust the foot ring, loosen foot ring (counter-clockwise), Position to the desired height and tighten foot ring (clockwise).

