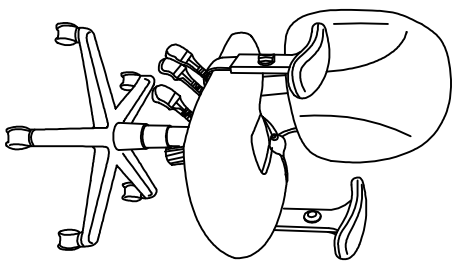


ASSEMBLY INSTRUCTIONS
COMFORT SERIES
MULTI-FUNCTION TASK CHAIR
MODEL NO. 4021

PARTS LIST 4021

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

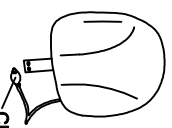




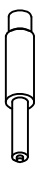






Shown with Optional Arms

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.



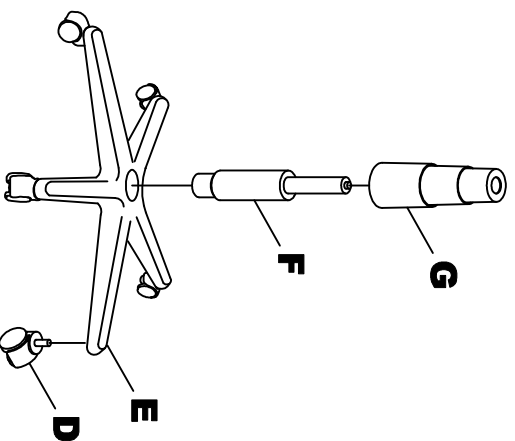
Mayline Company, LLC
 619 N. Commerce, P.O. Box 728
 Shakopee, MN 55082-0728
 Toll Free: 1-800-822-8037
 FAX: 920-457-7388
 On Line: www.mayline.com

Reference Letter	Quantity
A * Part Number CM404** Back Reference Letter  CM366* Lumbar Bulb	1
B * Part Number CM414** Seat Reference Letter  CM367* Lumbar Holster	1
C * Part Number CM421 Mechanism Reference Letter 	1
D * Part Number CM210 Caster (5 pack) Reference Letter 	5
E * Part Number CM440 Base Reference Letter 	1
F * Part Number CM479 Cylinder Reference Letter 	1
G * Part Number CM350 Cylinder Cover Reference Letter 	1

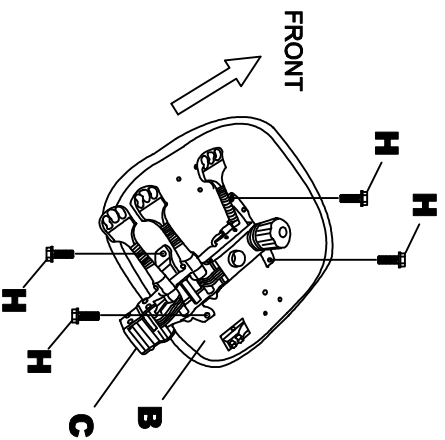
Part Number	Quantity	Spare
CM452 * Hardware Pack		
H Reference Letter  Screw M8 x 22mm	4	1
J Reference Letter  Screw M8 x 32mm	2	1
K Reference Letter  Allen Wrench	1	

(1)

(2)

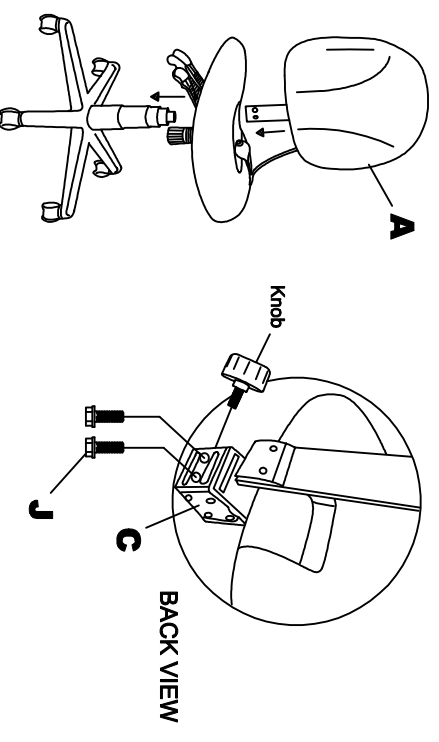


1. Place Base (E) upside down and push Casters (D) firmly into base. 5 places.
2. Turn Base right side up and insert Cylinder (F) into center hole of Base.
3. Place Cylinder Cover (G) over Cylinder.



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

(3)



5. Carefully place seat assembly onto base assembly.
6. Assemble Back (A) to Mechanism (C) using Screws (J) 2 places. May have to loosen Knob.

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

(4)

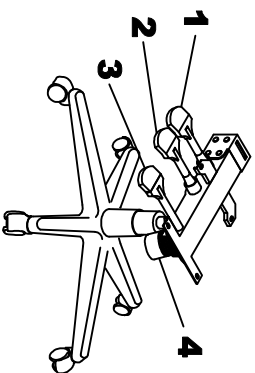
**OPERATING INSTRUCTIONS FOR
MULTI-FUNCTION MECHANISM & CHAIR FEATURES.**

1. Back Posture Adjustment

To adjust angle of the back, pull paddle up.
Adjust back, push knob down to lock.

2. Seat Posture Adjustment

To adjust angle of the seat, pull paddle up.
Adjust seat, push knob down to lock.



3. Seat Height Adjustment.

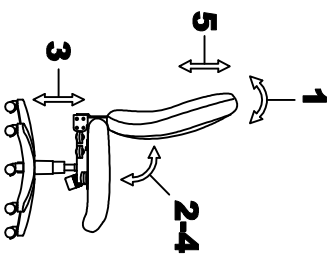
To raise the seat, pull lever upward and raise your body up slightly to allow the chair to rise to the desired height.

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

4. Tilt Tension Control Knob.

Turn knob clockwise to increase tilt tension.

Turn knob counter-clockwise to decrease tilt tension.



5. Ratcheting Back Height Adjustment.

To raise the back, Lift up to the desired height.

To lower the back, Lift up to the upmost position and lower to starting position. Lift up to the desired height.