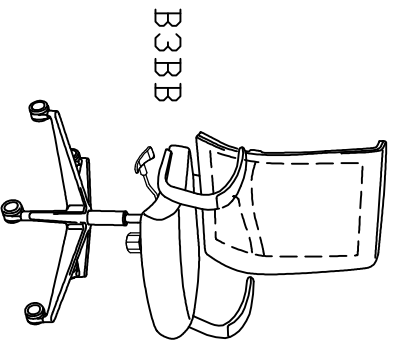
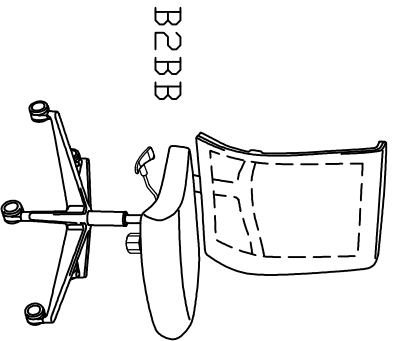


ASSEMBLY INSTRUCTIONS COMMUTE CONFERENCE SERIES



B3BB



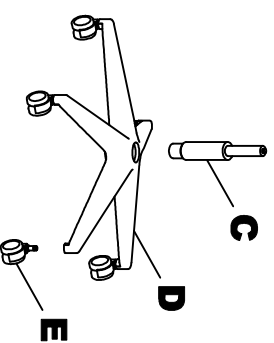
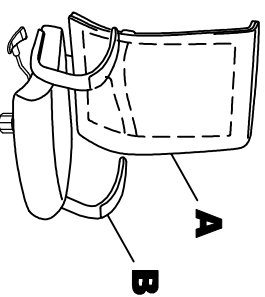
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PARTS LIST COMMUTE CONFERENCE

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
A* Part Number For Components Call Customer Service	1
C* Part Number IV101** Cylinder	1
D* Part Number IV103 Base, Nylon Black	1
E* Part Number IV102** Caster (5 pack)	5



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®
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Toll Free: 1-800-822-8037
FAX: 920-457-7388
On Line: www.mayline.com

NOTE:

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

1. Place Base (D) upside down and push Casters (E) firmly into base. 5 places.
2. Turn Base right side up and insert Cylinder (C) into center hole of Base.
3. Carefully place seat assembly onto base assembly.

OPERATING INSTRUCTIONS FOR CENTER PIVOT (BUTTERFLY) MECHANISM

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.

Seat Upright Lock

To lock chair in upright position, lean forward and push knob toward chair.

To unlock chair in upright position, lean forward and pull knob away from chair.

2. Tilt Tension Control Knob.

Turn knob clockwise to increase tilt tension.

Turn knob counter-clockwise to decrease tilt tension.

