

# 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 rise 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.

### 4. Adjustable Arms:

This chair has an adjustable arm function so the arms can be pushed up or pulled down. The arms can be pushed up next to the back cushion so the chair can easily roll under a desk.



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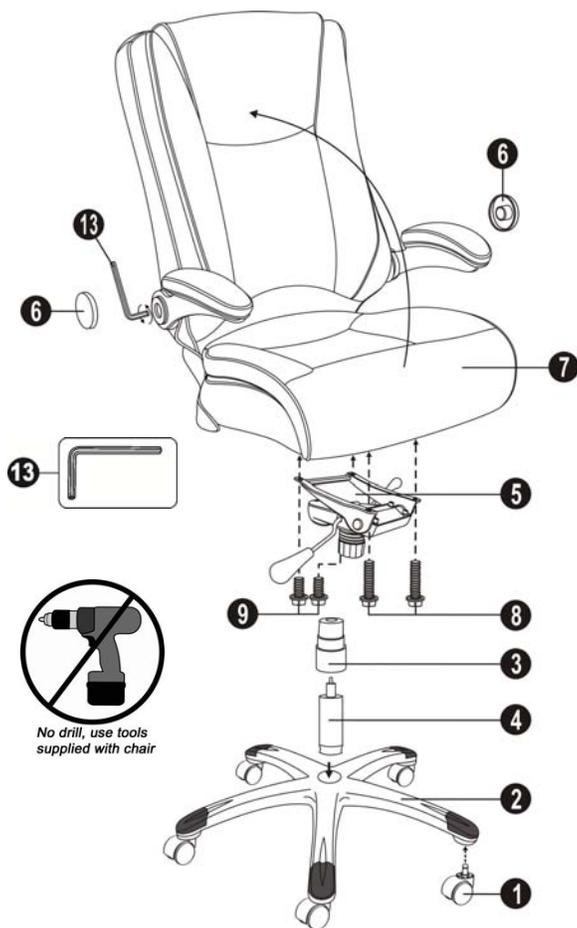
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Item number: **UL650HBLK**

# EXECUTIVE HI-BACK CHAIR

## PARTS LIST

Item #	Description	Quantity	Part #
1.	Casters	5	11625
2.	5 Star Base	1	11709
3.	Telescoping Cover	1	11626
4.	Gas Lift	1	11708
5.	Seat Plate	1	11601
6.	Plastic Covers	2	H
7.	Pre-assembled Seat and Back Cushions w /arms	1	11710**
8.	2-1/4" Screws	2	H
9.	1" Screws	2	H
10.	1-1/4" Screws	4	H
11.	Back Flap	1	~
12.	Back Support Plate	1	~
13.	Wrench	1	H
H.	Hardware Pack	1	11711



No drill, use tools supplied with chair

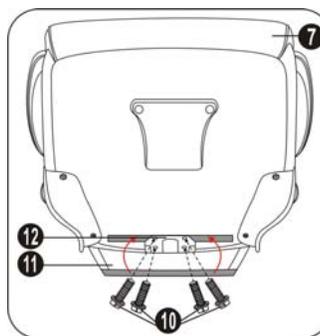


Diagram 1

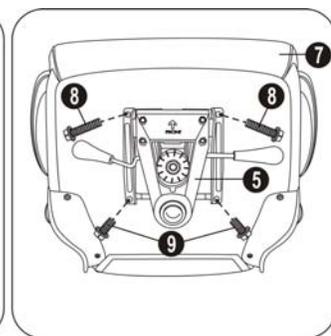


Diagram 2

## ASSEMBLY INSTRUCTIONS

- Remove all parts from carton and separate them into part number groups as indicated in parts list.
- To begin assembly, place 5 star base (2) upside down and insert the casters (1) into bottom of the base (2).
- Turn base (2) right side up on the floor and insert the gas lift (4) into center hole on the 5 star base (2).
- Place telescoping cover (3) over the gas lift (4) and rest it on the base (2).
- Push the back cushion up to a vertical position, and then put the chair on the floor as shown in Diagram 1. Lift up the back flap (11), use 1-1/4" screws (10) to fasten the back support plate (12) to the bottom of seat cushion (7) **and tighten the screws**, refer to Diagram 1.
- Pull the back flap (11) tightly and attach the back flap (11) to the touch fastener on the bottom of seat cushion (7).
- Attach the seat plate (5) onto the bottom of seat cushion (7)(with front of seat plate facing front of seat cushion) by screwing 2-1/4" screws (8) into the front holes of seat plate (5) and 1" screws (9) into the rear holes of seat plate (5) **and tighten the screws**, refer to Diagram 2.
- Place the pre-assembled seat and back cushions w /arms (7) and seat plate (5) on top of gas lift (4) and press down until fully engaged.
- Tighten the screws on the arm to back by using the wrench (13), and then put the plastic covers (6) in the arm holes.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

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

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