

# 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.



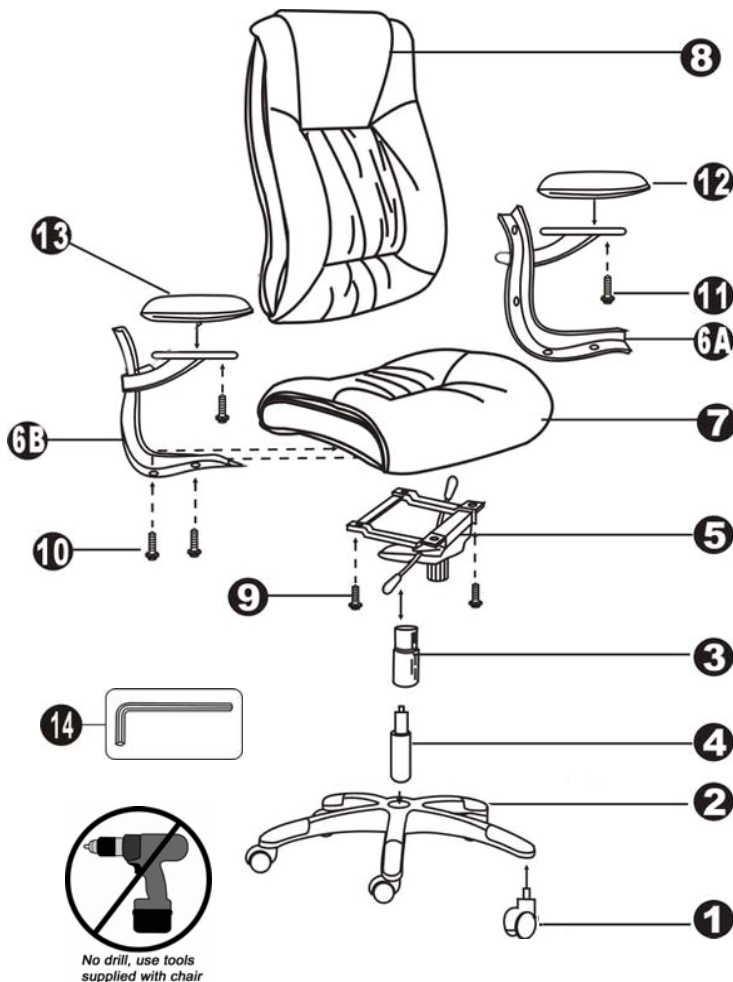
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**Item number: ULEXBUR / ULEXBLK**

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## PARTS LIST



Item #	Description	Quantity	Part #
1.	Casters	5	11625
2.	5 Star Base	1	11624
3.	Telescoping Cover	1	11626
4.	Gas Lift	1	11708
5.	Seat Plate	1	11601
6A.	Left Arm Support	1	11660**
6B.	Right Arm Support	1	11660**
7.	Seat Cushion	1	11638**
8.	Back Cushion	1	11637**
9.	1-1/4" Black Screws	4	H
10.	1-1/4" Colored Screws	8	H
11.	3/4" Colored Screws	6	H
12.	Left Arm Pad	1	11622(blk)
13.	Right Arm Pad	1	11627(bur)
14.	Wrench	1	H
H	Hardware Pack	1	11602

## 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 casters (1) into bottom of base (2).
- C. Turn base (2) right side up on the floor and insert gas lift (4) into center hole on base (2).
- D. Place telescoping cover (3) over the gas lift (4) and rest it on the base (2).
- E. Secure arm pads (12 & 13) to the arms (6A & 6B) by using 3/4" colored screws (11).
- F. Use 1-1/4" colored screws (10) to fasten arms (6A & 6B) to the back of the back cushion (8). **Do not tighten screws completely.**
- G. Insert 1-1/4" colored screws (10) into arm holes attaching arms (6A & 6B) to the bottom of seat cushion (7). **Tighten all the screws for arms.**
- H. Attach seat plate (5) to the bottom of seat cushion (7) (with front of seat plate facing front of seat cushion) by using 1-1/4" black screws (9) and **tighten screws.**
- I. Place the assembled chair on top of gas lift (4) and press down until fully engaged.
- 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.**

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