

# EXECUTIVE HI-BACK CHAIR

## OPERATING INSTRUCTIONS

### 1. To Adjust Seat Height:

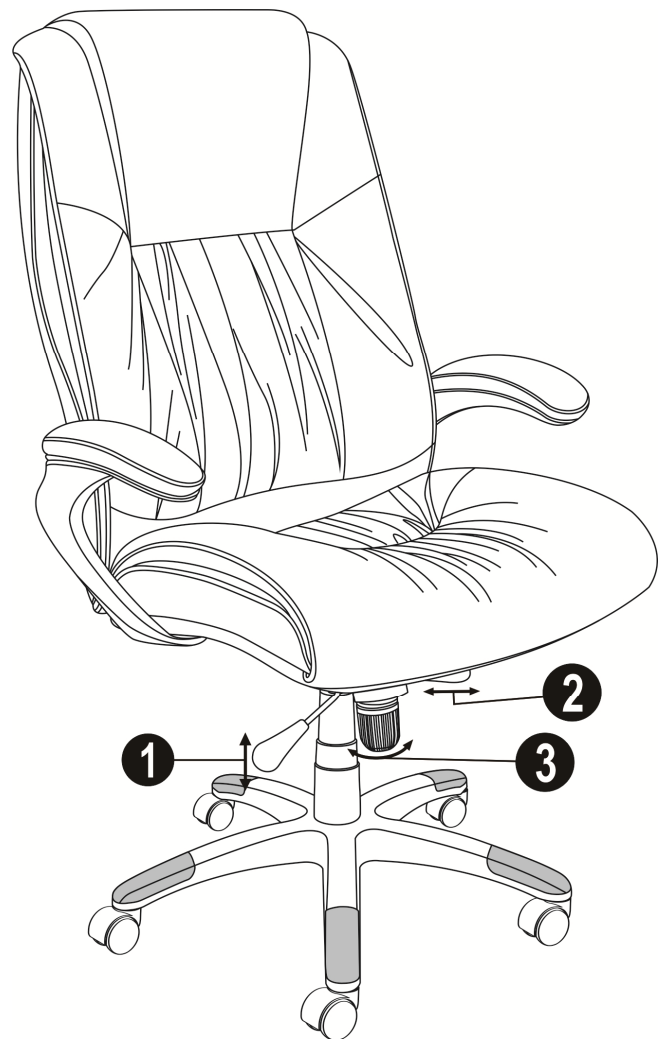
While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the handle while applying more weight downward on the seat. The chair will descend until 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.



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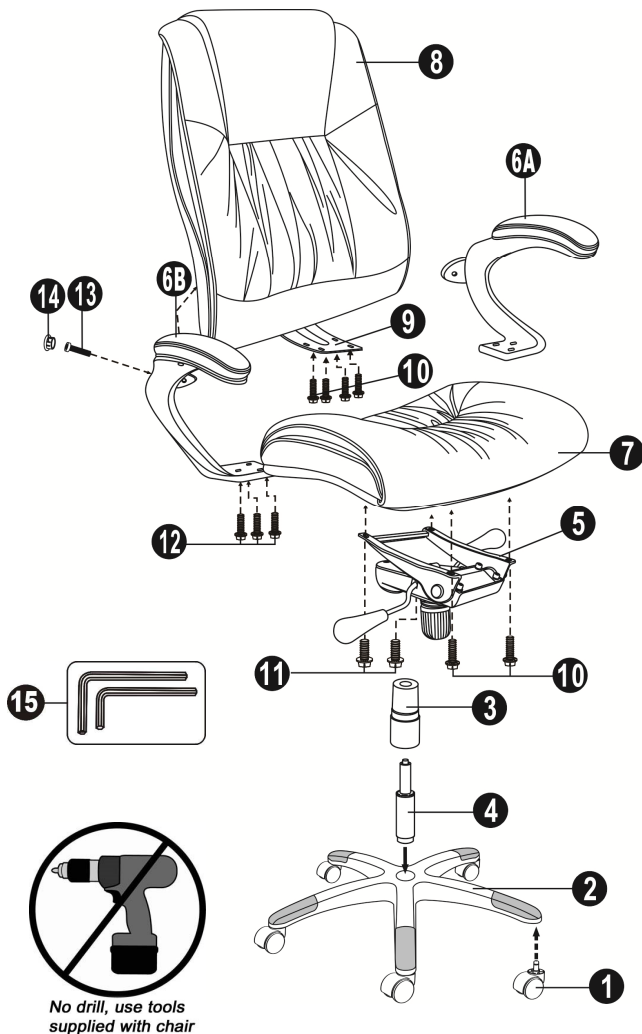
**This chair has been tested and approved for normal use which is defined as a standard work week of forty hours by a person weighing less than 350lbs.**

**Item number: ULEXBUR / ULEXBLK**

rev02

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## PARTS LIST



Part #	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	1	11714
6B.	Right Arm	1	11714
7.	Seat Cushion	1	11715
8.	Back Cushion	1	11712
9.	Back Support Plate(already attached to the back cushion)	1	~
10.	1-1/4" Big Screws	6	H
11.	1" Big Screws	2	H
12.	1-1/2" Small Screws	6	H
13.	1-1/2" Big Screws	2	H
14.	Black Plastic Caps	2	H
15.	Allen Keys	2	H
H.	Hardware Pack		11713

## 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 Casters (1) into bottom of Base (2).
- Turn Base (2) right side up on the floor and insert Gas Lift (4) into center hole on Base (2).
- Place Telescoping Cover (3) over the Gas Lift (4) and rest it on the Base (2).
- Attach Seat Plate (5) onto the bottom of Seat Cushion (7) (with the FRONT of seat plate facing the FRONT of seat cushion) by using 1-1/4" Big Screws (10) for the front holes of Seat Plate (5) and 1" Big Screws (11) for the rear holes of the Seat Plate (5) and **tighten screws.**
- Attach the Back Support Plate (9) of the Back Cushion (8) to the Seat Cushion (7) by using 1-1/4" Big Screws (10). **Do not tighten screws completely.**
- Attach the Arms (6A & 6B) onto the bottom of the Seat Cushion (7) by using 1-1/2" Small Screws (12) and backsides of Back Cushion (8) by using 1-1/2" Big Screws (13). **Tighten all the screws completely. Remember to tighten screws on back support plate!**
- Place Black Plastic Caps (14) into arm holes once screws have been tightened.
- Place the assembled chair on top of the Gas Lift (4) and press down until fully engaged.
- 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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