

# MANAGERIAL MID-BACK CHAIR

## OPERATING INSTRUCTIONS

### 1. To Adjust Seat Height:

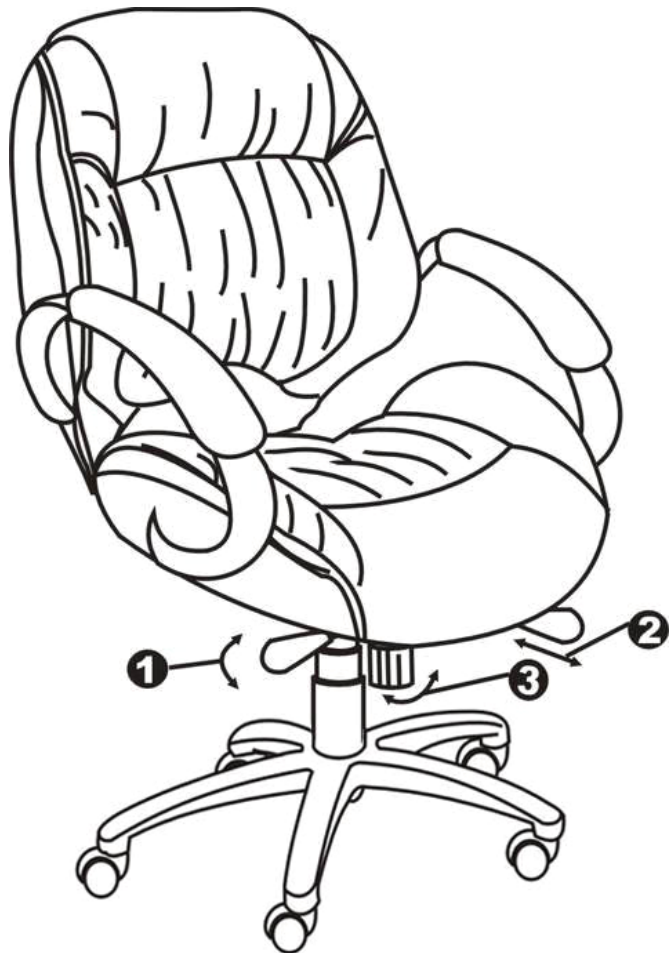
While seated, lean forward and reach under right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the handle while applying more weight downward on the seat. The chair will descend until the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

### 2. To Operate Tilt Lockout:

Reach under 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:

Reach under the front center of the chair, grasp the round knob and turn it counter-clockwise to stiffen the tilt mechanism. Turn the knob clockwise to loosen the tilt mechanism. Rotate the knob until the desired resistance is reached.



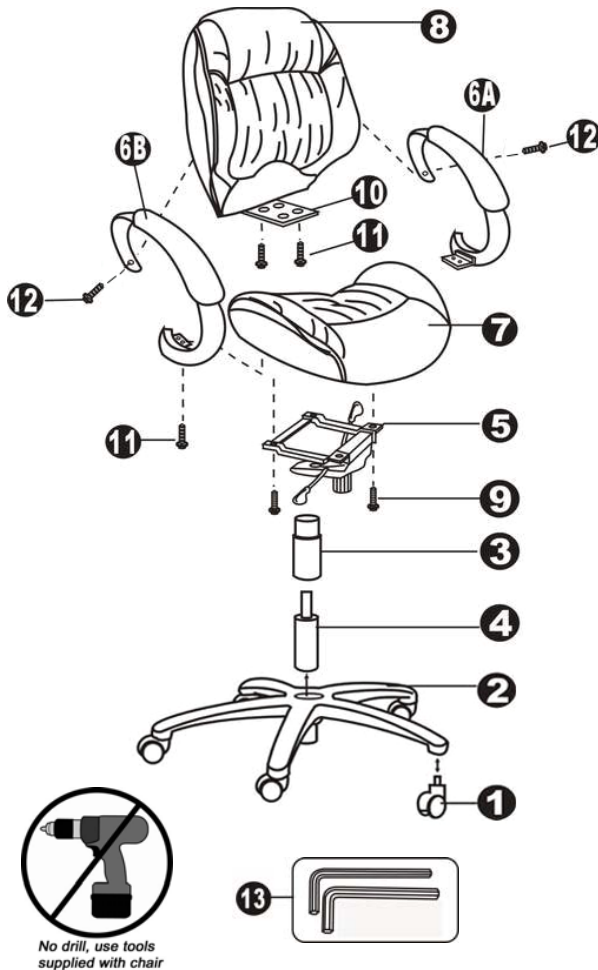
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**Item number: ULMGRBLK / ULMGRBUR**

# MANAGERIAL MID-BACK CHAIR

## PARTS LIST



| Item # | Description                          | Quantity | Part #  |
|--------|--------------------------------------|----------|---------|
| 1.     | Casters                              | 5        | 11625   |
| 2.     | 5 Star Base                          | 1        | 11623   |
| 3.     | Telescoping cover                    | 1        | 11626   |
| 4.     | Gas Lift                             | 1        | 11708   |
| 5.     | Seat Plate                           | 1        | 11601   |
| 6A.    | Left Arm                             | 1        | 11636** |
| 6B.    | Right Arm                            | 1        | 11636** |
| 7.     | Seat Cushion                         | 1        | 11641** |
| 8.     | Back Rest Cushion                    | 1        | 11634** |
| 9.     | 1-1/4" Machine Screws                | 4        | H       |
| 10.    | Back Support Plate                   | 1        | ~       |
| 11.    | 1" Machine Screws                    | 8        | H       |
| 12.    | 1-1/2" Machine Screws<br>(Gun Metal) | 2        | H       |
| 13.    | Wrenches                             | 2        | H       |
| H      | Hardware Pack                        | 1        | 11607   |

## 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) into center hole on base (2).
- E. Attach seat plate (5) to seat cushion (7) (with arrow on seat plate facing front of chair) by inserting 1-1/4" machine screws (9) and tighten screws.
- F. Align back rest cushion (8) with seat cushion (7) by positioning back support plate (10) onto the bottom of seat cushion (7) with 1" machine screws (11). **Do not tighten the screws completely.**
- G. Tighten the arms (6A & 6B) onto the bottom of seat cushion (7) by using 1" machine screws (11) and onto the sides of back rest cushion (8) by using 1-1/2" machine screws (gun metal) (12). **Now tighten all screws.**
- H. Place the assembled chair on top of gas lift (4) and press down until fully engaged.
- I. 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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