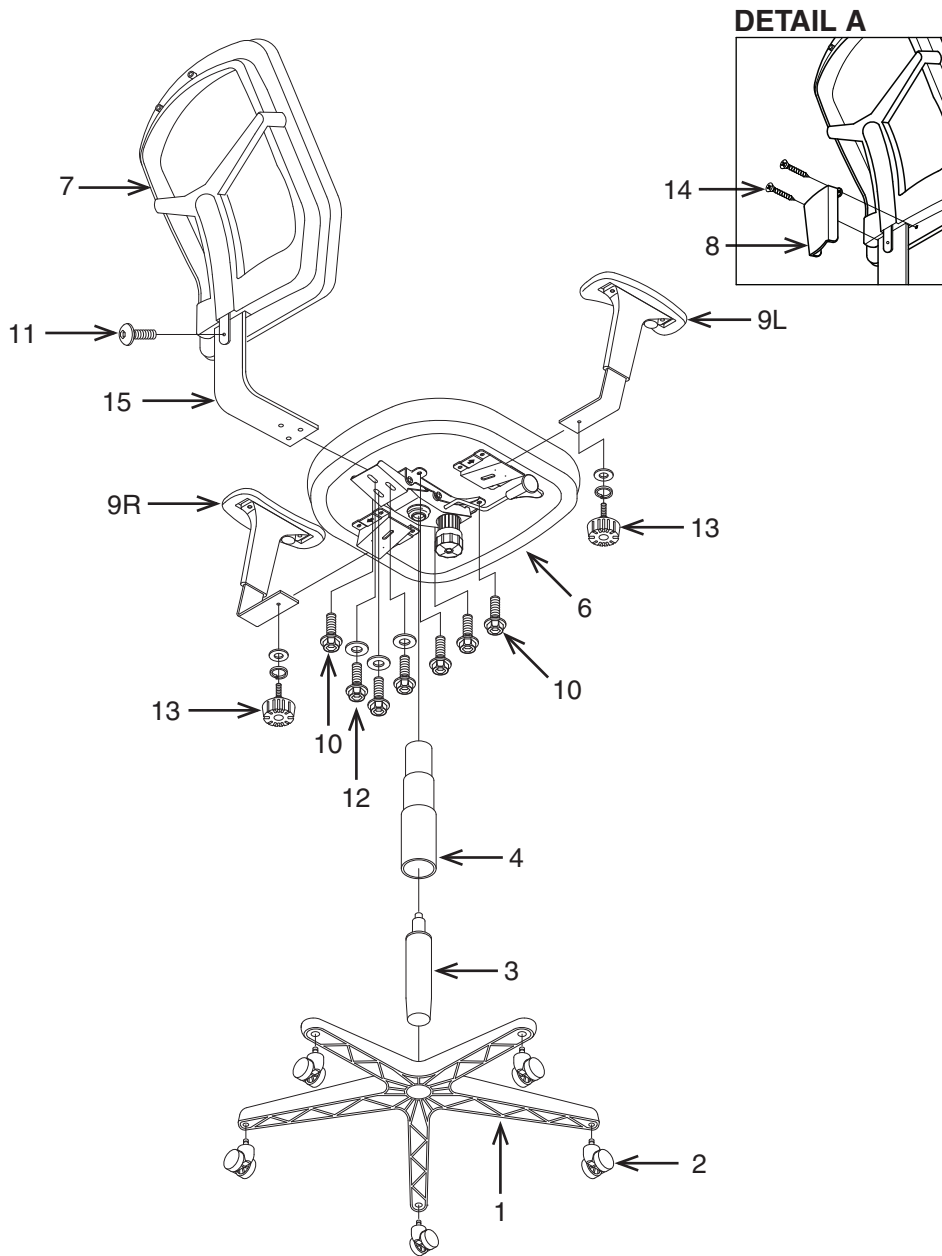


HW Basics Plus Office Chair Assembly Instructions



PART	QTY
1. Base	1
2. Casters	5
3. Cylinder	1
4. Bellows	1
5. Mechanism	1
6. Seat Cushion	1
7. Backrest	1
8. Backrest Support Cover	1
9. Arms (9L & 9R)	2
10. Mechanism Screw	4
11. Backrest Screw	1
12. Back Support Screw w/ washer	3
13. Adjustment knob w/ washer	2
14. Backrest Cover Screw	2
15. Back Support (pre-installed)	1
16. Allen Wrench (not shown)	1

Remove all parts from carton, separate by part numbers indicated on parts list, and verify part quantities.

STEP 1 Insert five Casters (2) into Base (1), push hard until you feel or hear the Caster (2) snap into place. Insert Pneumatic Cylinder (3) into Base (1) and slip Bellows (4) over Pneumatic Cylinder (3).

STEP 2 Attach Mechanism (5) to Seat Cushion (6) with the arrow towards the front of the chair using four Mechanism Screws (10).

FULLY TIGHTEN MECHANISM SCREWS (10).

STEP 3 Attach Arms (9L & 9R) to Seat Cushion (6) using two Adjustment knobs w/ washers (13) for each Arm (9).

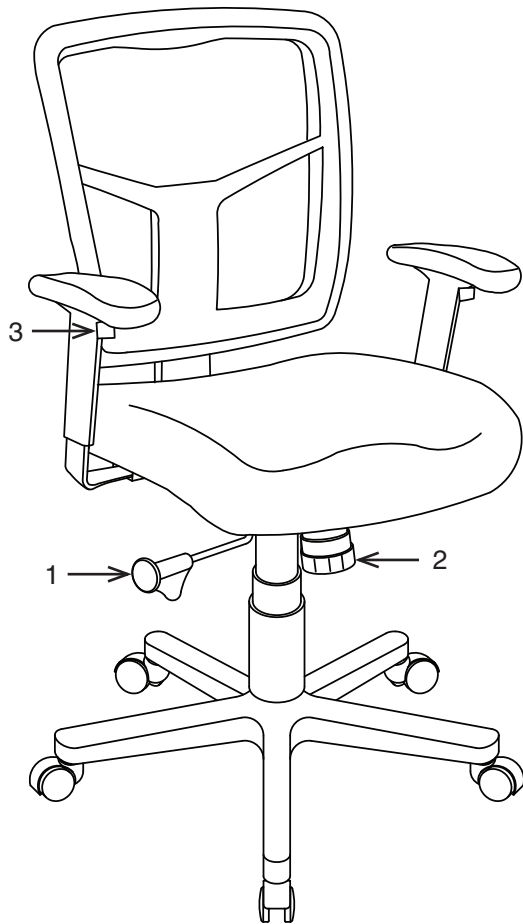
FULLY TIGHTEN ADJUSTMENT KNOBS (13).

STEP 4 Attach Back Support (15) to rear of Seat Cushion (6) using three Back Support Screws w/ Washers (12). **FULLY TIGHTEN BACK SUPPORT SCREWS (12).** Secure Backrest (7) to Back Support (15) using one Backrest Screw (11). **FULLY TIGHTEN BACKREST SCREW (11).** Attach Backrest Support Cover (8) to Backrest (7) using two Backrest Cover Screws (14) as shown in Detail A. **FULLY TIGHTEN BACKREST COVER SCREWS (14).**

STEP 5 Place the assembled seat on top of Pneumatic Cylinder (3) and apply downward pressure.

ATTENTION: MAKE SURE ALL SCREWS ARE FULLY TIGHTENED BEFORE USING CHAIR.

HW Basics Plus Office Chair Function Controls



FEATURES

• PNEUMATIC SEAT HEIGHT ADJUSTMENT

To raise seat remove pressure from seat and lift lever (1) up.

To lower seat height sit on chair and lift lever (1) up.

NOTE: It is normal for chair to slightly lower under body weight.

• BACK TILT ADJUSTMENT

To tilt backrest, pull lever (1) out. To lock chair into position, push lever (1) in.

• TILT TENSION ADJUSTMENT

To adjust title tension, Turn knob (2) clockwise to increase tension and counter-clockwise to decrease or ease the tension.

NOTE: Be careful not to completely loosen knob (2).

• ARM HEIGHT ADJUSTMENT

To adjust arm height, push button (3) in to allow the arms to move up or down freely. Release the button (3) once the desired height is reached.

WARNING

1. Use this product only one person at a time.
2. Do not use this chair unless all bolts screws and knobs are securely tightened.
3. Check that all bolts screws and knobs are tight every three months or as needed.
4. Do not overturn back tilt knob when decreasing tension.
5. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
6. Do not use chair as a stepladder.
7. Use this chair for its intended purpose only.
8. Use mild detergent only for cleaning.

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