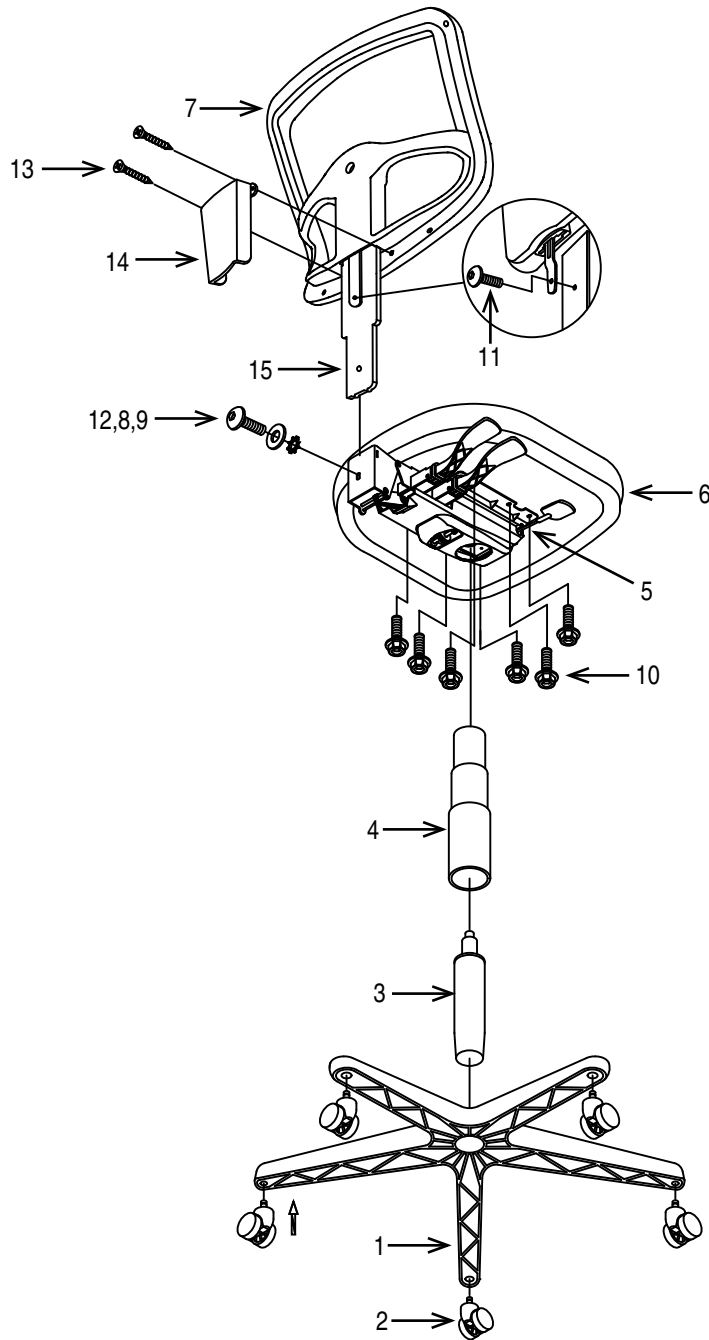


HW Pro Mid-Back Office Chair Assembly Instructions



PART	QTY
1. Base	1
2. Casters	5
3. Pneumatic Cylinder	1
4. Bellows	1
5. Mechanism	1
6. Seat Cushion	1
7. Back	1
8. Flat Washer	1
9. Lock Washer	1
10. Mechanism screws	6
11. Short Back Support Screw	1
12. Long Back Support Screw	1
13. Plastic Cover Screw	2
14. Plastic cover	1
15. Back Support	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 six Mechanism Screws (10),

FULLY TIGHTEN ALL SCREWS.

STEP 3 Attach Back Support (15) to Back (7) using one Short Back Support Screw (11). Insert Back Support (15) into rear of Mechanism (5) and secure using one Long Back Support Screw (12), one Flat Washer (8) and one Star Washer (9). **FULLY TIGHTEN ALL SCREWS.** Secure Plastic Cover (14) over Back Support (15) using two Plastic Cover Screws (13). **FULLY TIGHTEN ALL SCREWS.**

STEP 4 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 Pro Mid-Back Office Chair Armrest Assembly

PARTS LIST

KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION
1	2	ARM PAD	4	6	ARMREST SCREW
2	4	ARM PAD SCREW	5	1	SEAT CUSHION
3	2	ARM PLATE			

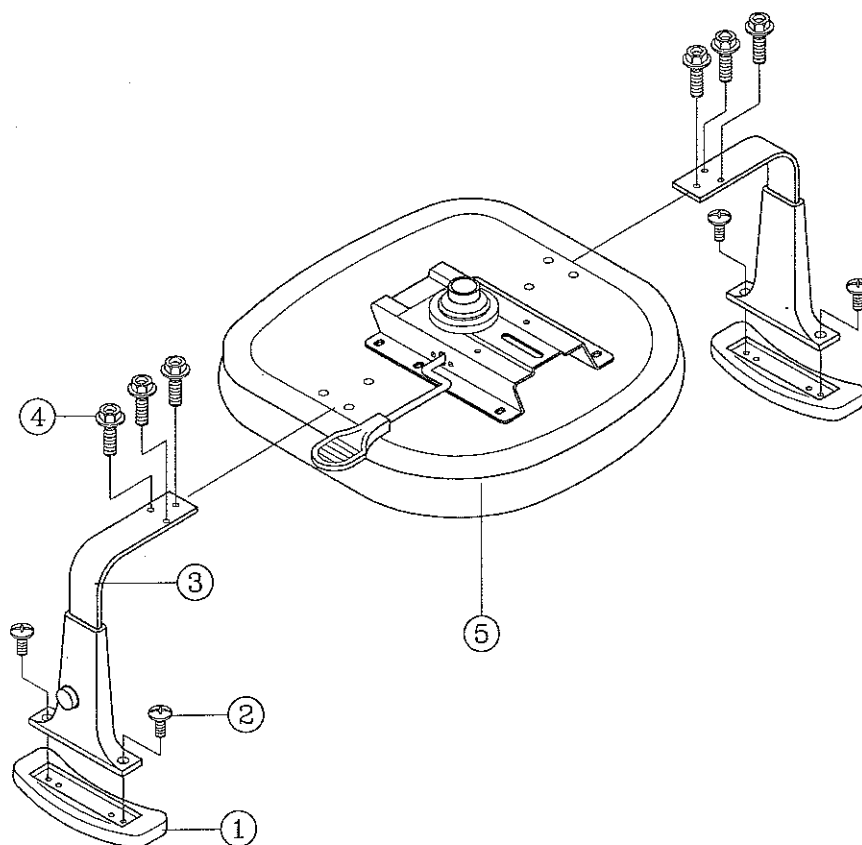
INSTRUCTION :

STEP1

- ALIGN (1) ARM PADS TO (3) ARM PLATES AND SCREW-IN WITH (2) ARMREST SCREWS.

STEP2

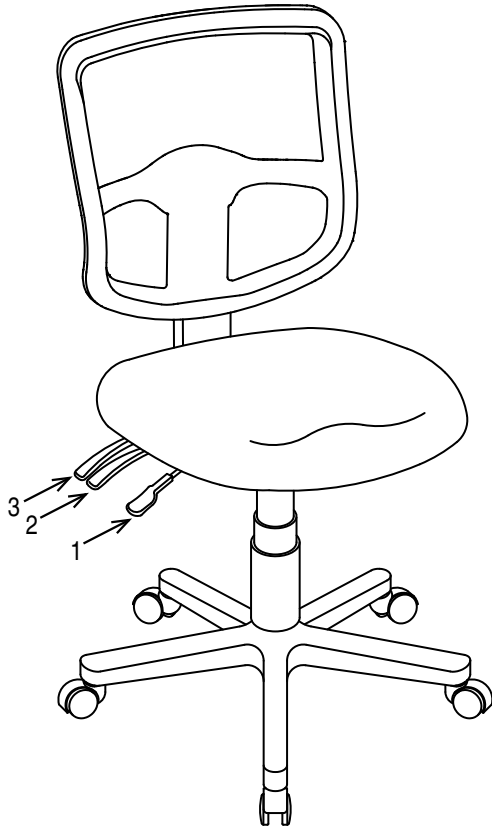
- ALIGN PRE-DRILLED HOLES OF (3) ARM PLATES AT THE BACK OF (5) SEAT CUSHION AS DRAWN BELLOW . SECURELY TIGHTEN WITH (4) ARMREST SCREWS.



WARNING !

- ✓ USE THE PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.
- ✓ DO NOT USE CHAIR AS STEP STOOL / LADDER.
- ✓ DO NOT USE CHAIR UNLESS ALL BOLTS , SCREWS , AND KNOBS ARE TIGHT . AT LEAST EVERY SIX MONTHS, CHECK ALL BOLTS , SCREWS AND KNOBS TO BE SURE THEY ARE TIGHTENED.
- ✓ **EVERY SIX MONTHS, PLEASE MAKE SURE ALL BOLTS, SCREWS AND KNOBS ARE FULLY TIGHTENED TO ENSURE STABILITY.**
- ✓ IF ANY PARTS ARE MISSING , BROKEN , DAMAGED OR WORN , STOP USE OF THE PRODUCT UNTIL REPAIRS ARE MADE USING FACTORY AUTHORIZED PARTS.
- ✓ FAILURE TO FOLLOW THESE WARNINGS COULD RESULT IN SERIOUS INJURY.

HW Pro Mid-Back Office Chair Function Controls



FEATURES

- **PNEUMATIC SEAT HEIGHT ADJUSTMENT**

To raise seat remove pressure from seat and pull lever (1) up.
To lower seat height sit on chair and pull lever (1) up.

- **SEAT ANGLE ADJUSTMENT**

To adjust seat angle, lift lever (2). Leave lever up for free float or push lever down to lock.

- **BACKREST ANGLE ADJUSTMENT**

To adjust back angle lift lever (3). Leave lever up for free float or push lever down to lock at any angle.

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. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
5. Do not use chair as a stepladder.
6. Use this chair for its intended purpose only.
7. Use mild detergent only for cleaning.

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