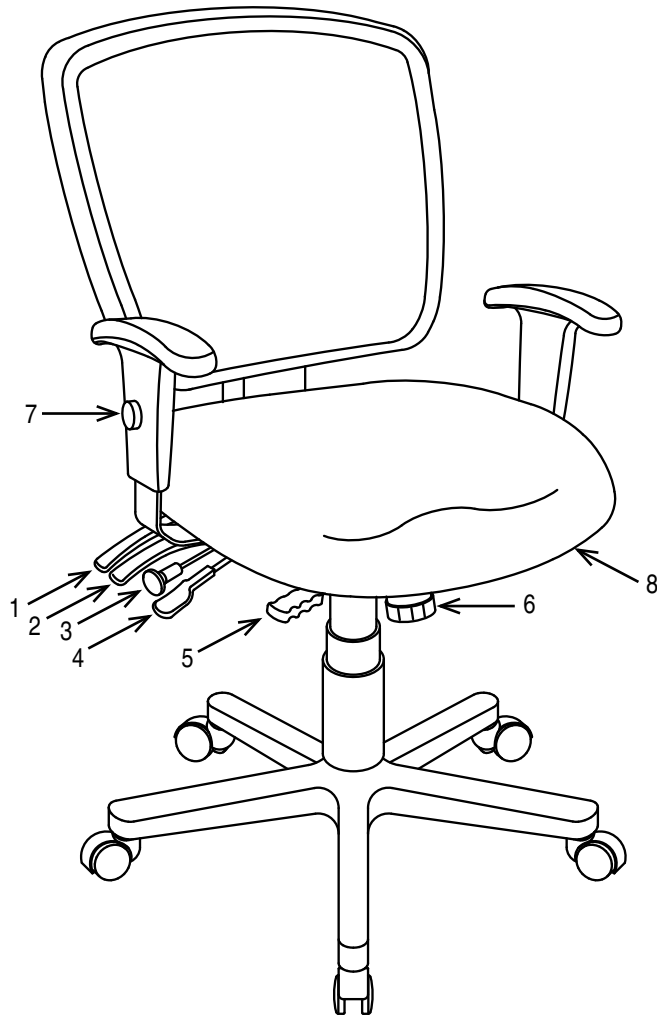


MANAGER'S CHAIR OPERATING INSTRUCTIONS



FEATURES

- **PNEUMATIC SEAT HEIGHT ADJUSTMENT**
To raise seat remove pressure from seat and pull lever (4) up.
To lower seat height sit on chair and pull lever (4) up.
 - **SEAT ANGLE ADJUSTMENT**
To adjust seat angle, lift lever (2). Leave lever up for free float or push lever (2) down to lock.
 - **BACKREST ANGLE ADJUSTMENT**
To adjust back angle lift lever (1). Leave lever (1) up for free float or push lever (1) down to lock at any angle.
 - **SEAT SLIDER ADJUSTMENT**
To slide seat forward or backward, pull handle bar (3) out.
Release handle bar (3) to lock desired seat position.
 - **TILT TENSION ADJUSTMENT**
To adjust title tension, Turn knob (6) clockwise to increase tension and counter-clockwise to decrease or ease the tension.
- NOTE:** Be careful not to completely loosen knob (6).
- **SEAT/BACK ANGLE ADJUSTMENT & FORWARD TILT**
To adjust Seat/Back angle, lift lever (2) leave lever up for free float or push lever (2) down to lock. For forward tilt lean back with lever (2) in the down position and push lever (5) forward. Lift lever (2) and the seat will tilt forward for keyboard intensive activities.
 - **ARM HEIGHT ADJUSTMENT**
To adjust arm height, push button (7) to allow the arms to move up or down freely. Release button (7) once the desired height is reached.
 - **ARM HEIGHT WIDTH ADJUSTMENT**
To adjust arm width, loosen knob (8) to allow the arms to move in and out freely. Tighten knob (8) once the desired width 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. 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.

LIMITED WARRANTY

Pro-Line II chairs are warranted* from the date of purchase against failure due to material and workmanship as follows:

- Lifetime on component parts including pneumatic cylinder, control mechanism, base and casters.
- 3 Years on upholstery fabric and foam against wear and deterioration.

To make a warranty claim, contact Parts Department. Provide model number and description of the problem and obtain return authorization.

At it's option Office Star Products will:

- (a) Supply compatible components of current manufacture.
- (b) Repair the customer's component. The customer must prepay freight on any components returned to the factory.

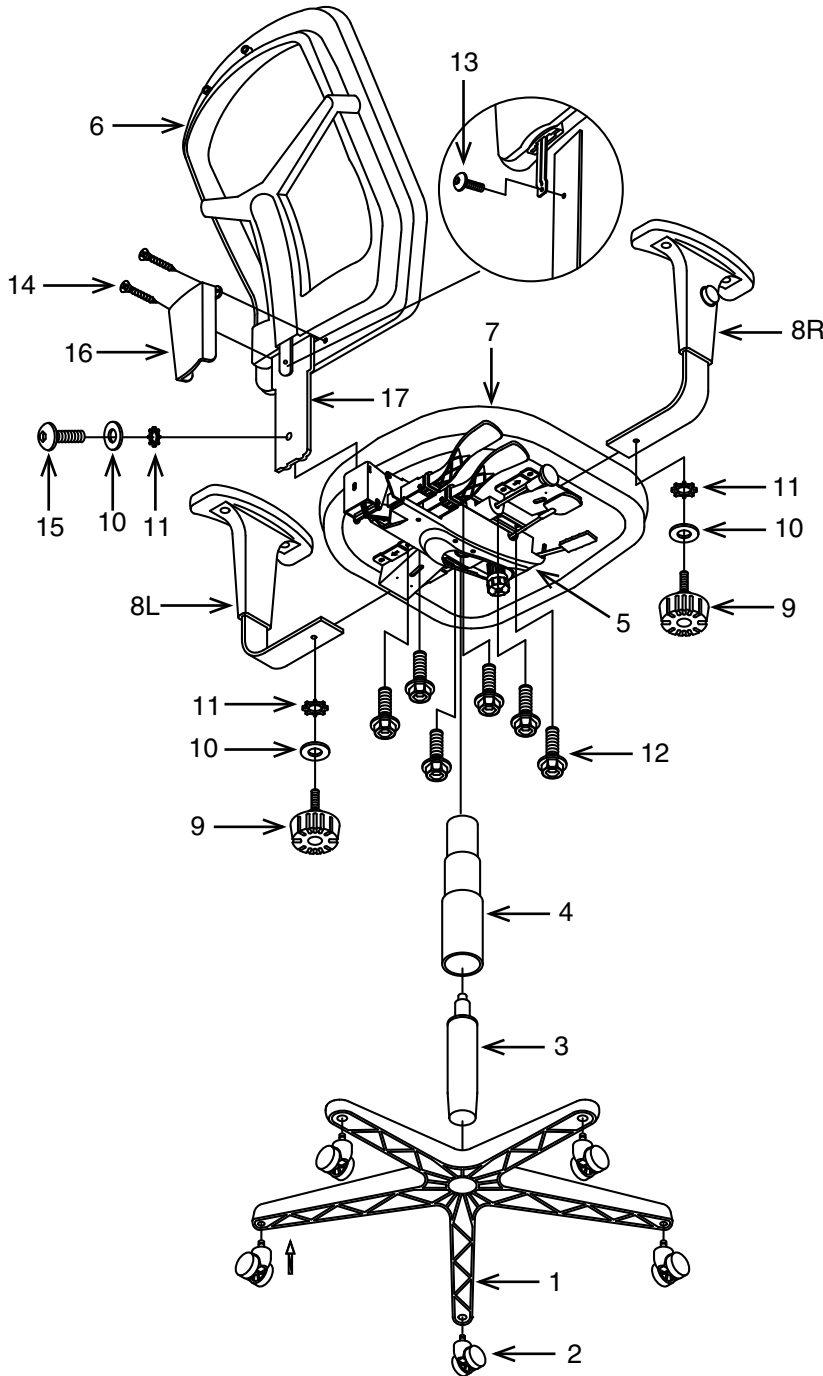
Return freight on components still in warranty will be paid by Office Star Products.

*All warranties are limited to the original purchaser for normal commercial usage defined as a standard forty hour work week by persons weighing 250 lbs. or less. This warranty will not cover labor, freight or damage from misuse, abuse, negligence, alteration, accident, vandalism, rusting, acts of nature or any other event beyond the control of Office Star Products. The warranty does not cover cosmetic damage that may result from normal use. Liability for incidental or consequential damages is excluded. The user assumes all risk of injury resulting from use of this product. When usage is more than 40 hours per week, a five year warranty on all parts applies. Fabric and foam is warranted for one year. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when parts are damaged or missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via e-mail parts@officestar.net, by Fax 1-909-930-5629, or toll free parts number 1-800-950-7262, Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time.

MANAGER'S CHAIR

ASSEMBLY INSTRUCTIONS



PART	QTY
1. Base	1
2. Caster	5
3. Pneumatic Cylinder	1
4. Bellows	1
5. Mechanism	1
6. Backrest	1
7. Seat Cushion	1
8. Arms (8L & 8R)	2
9. Knob	2
10. Flat Washer	3
11. Lock Washer	3
12. Mechanism Screws	6
13. Back Support Screw	1
14. Back Cover Screws	2
15. Back Mounting Screw	1
16. Back Support Cover	1
17. Back Support	1
18. Allen Wrench (not shown)	2

Remove all the parts from carton, separate them into part numbers indicated on the list and make sure part quantities are correct.

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

STEP 2 Attach Arms (8L & 8R) to Seat Cushion (7) using one Knob (9), one Flat Washer (10) and one Lock Washer (11) for each Arm (8). **FULLY TIGHTEN KNOBS (9).**

STEP 3 Attach Mechanism (5) to Seat Cushion (7) using six Mechanism Screws (12). **FULLY TIGHTEN ALL MECHANISM SCREWS (12).**

STEP 4 Attach Back Support (17) to Backrest (6) using Back Support Screws (13). **FULLY TIGHTEN BACK SUPPORT SCREW (13).**

STEP 5 Insert Back Support (17) into rear of Mechanism (5) and secure using Back Mounting Screw (15), one Flat Washer (10) and one Lock Washer (11). Secure Back Support Cover (16) over Back Support (17) using two Back Cover Screws (14), **FULLY TIGHTEN ALL SCREWS.**

STEP 6 Place the assembled seat on top of Pneumatic Cylinder (3) and apply pressure.

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