TASK 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:

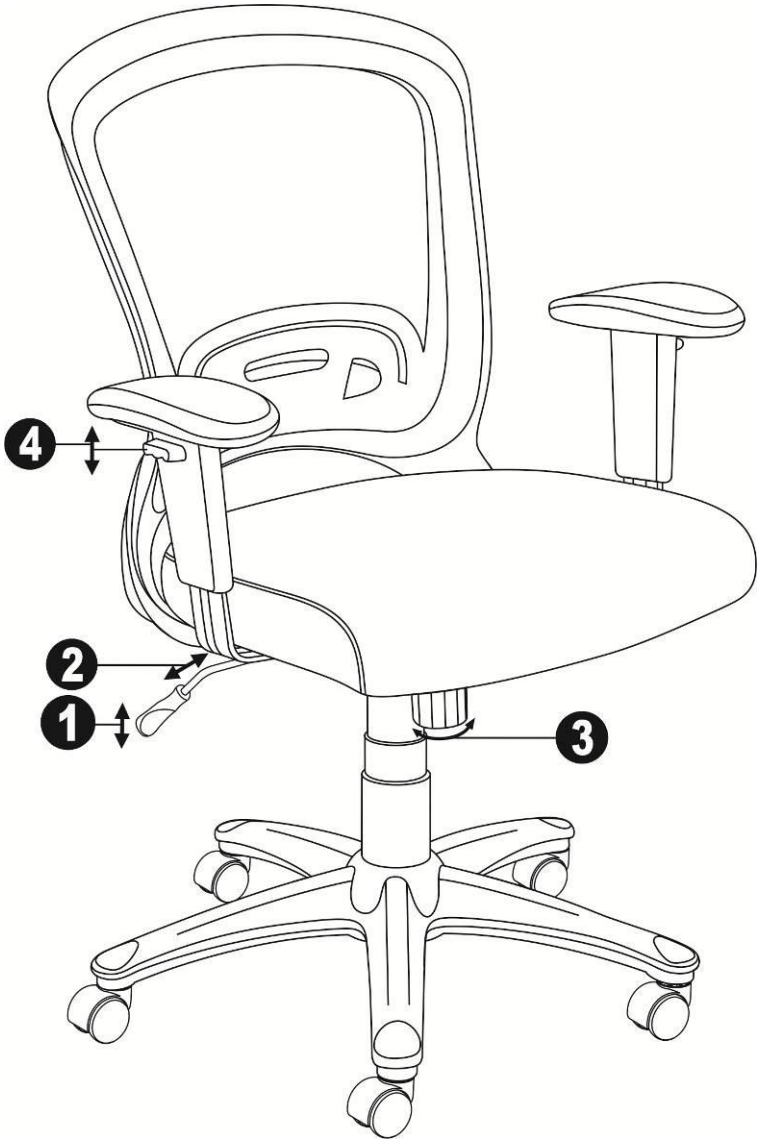
While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the gas lift) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the gas lift.

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 make the tilt mechanism less firm, turn the knob clockwise until the desired resistance is found.

4. To Adjust Arm Height:

Press the buttons on the chair arms. Press the buttons to allow the arms to move up or down freely then release the buttons once the desired height is reached.



Please check to ensure that you have received all the parts for the assembly of this chair. If you find any missing or damaged parts, do not return to the store. U.S. customers are to call 1-800-379-9773 and Canadian customers are to call 1-866-789-1060 for assistance. Please note that a receipt is required for all warranty replacements.

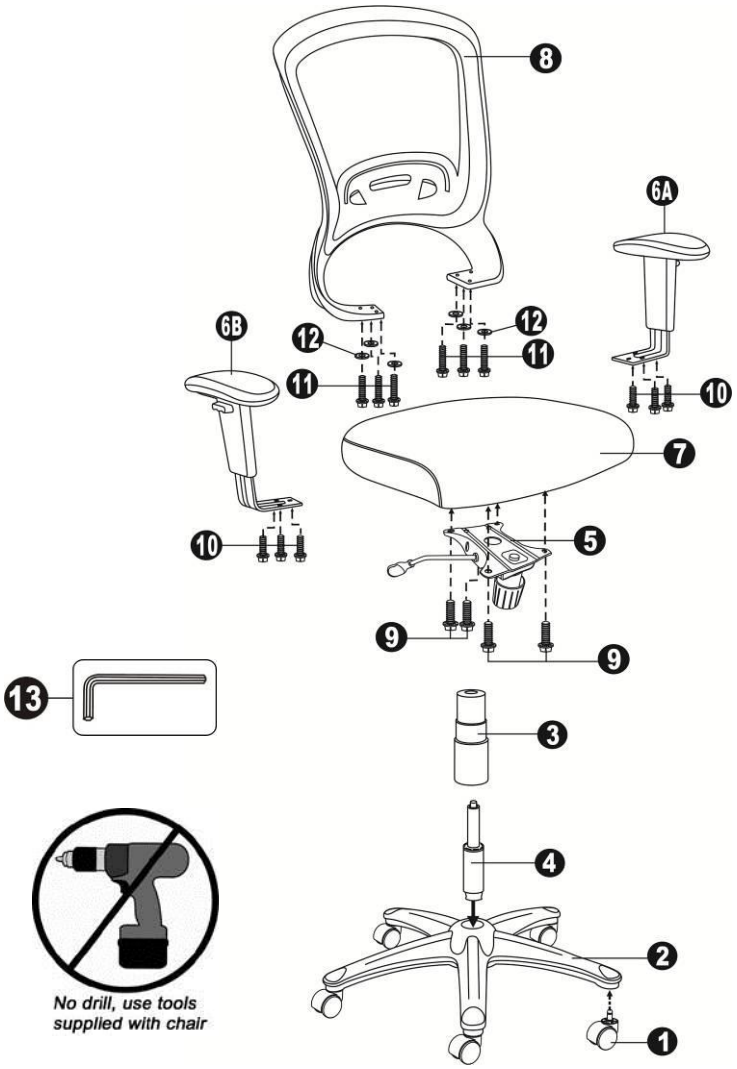
Service hours are: Pacific Time: 6:00 am - 5:00 pm Monday-Friday.

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 250lbs (113KG).

Item number: 43681

true innovations

TASK CHAIR



PARTS LIST

Part #	Description	Quantity
1.	Casters	5
2.	5 Star Base	1
3.	Telescoping Cover	1
4.	Gas Lift	1
5.	Seat Plate	1
6A.	Left Arm	1
6B.	Right Arm	1
7.	Seat Cushion	1
8.	Back Cushion	1
9.	1" Big Screws	4
10.	1-1/8" Small Screws	6
11.	1-1/2" Small Screws	6
12.	Flat Washers	6
13.	Allen Key	1

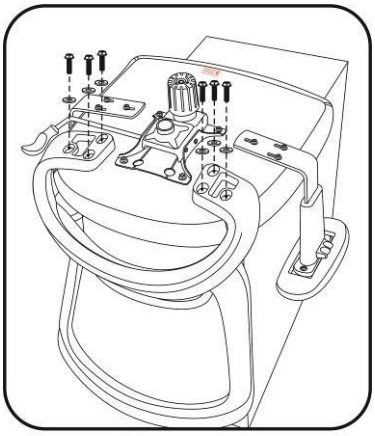


Diagram 1

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) and rest it on the Base (2).*

E. *Attach the Seat Plate (5) to the bottom of the Seat Cushion (7) (with front of seat plate facing front of seat cushion) by using 1" Big Screws (9) and* ***tighten screws.***

F. *Tighten the brackets of Arms (6A & 6B) onto the bottom of the Seat Cushion (7) (with front of arms facing the front of seat cushion) by using 1-1/8" Small Screws (10) and* ***tighten screws.***

G. *Attach the Back Cushion (8) to the Seat Cushion (7) by using 1-1/2" Small Screws (11) and Flat Washers (12) as shown in Diagram 1.* ***Tighten 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.

Item number: 43681

true innovations