



OfficeSource®
FURNITURE

Model #: OSBT6201

Name: Henley

Description: Big&Tall Conference Chair

Assembly & Operating Instructions



OfficeSource®
FURNITURE

officesourcefurniture.com

Customer Service

Tel: 800-388-8202 (Mon-Fri | 9am-5pm EST.)



Please read the instruction sheet(s) completely before assembly.

Maximum Weight Load: 500lb

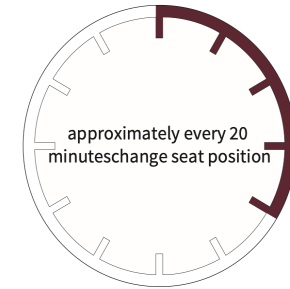
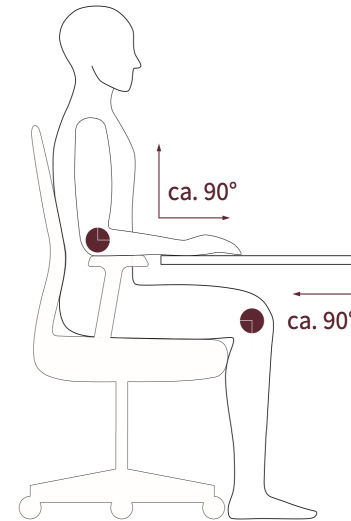


Assembly Notes

1. After opening the carton, please carefully check for missing parts and transportation damage and if needed, contact dealer immediately.
2. Once installed, the gas lift will be difficult to remove. It is not recommended to remove the gas lift to avoid damage to other parts of the chair.
3. Contact dealer if disassembly assistance is needed.

Usage Notes




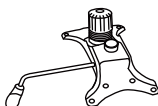




1. Intended for use indoors.
2. Intended for single person use.
3. Do not sit on end of chair to avoid accidental tipping and injury.
4. Do not step or stand on the chair – chair is intended for sitting only.
5. Use caution when reclining, especially as tension is reduced by user.
6. Do not lean against product – chair is intended for sitting only.
7. Avoid contact with sharp objects, heavy tools and hot surfaces.
8. As assembly may loosen overtime, for best user safety, conduct regular check of nuts and bolts to insure they are always tight and secure.
9. To clean, wipe with a soft and dry cleaning cloth. If there are stains on fabric, use a mild detergent to wipe clean.







Position chair so your feet are flat on the floor, and lower legs are at a 90-degree angle (or better) relative to upper legs.



Parts List

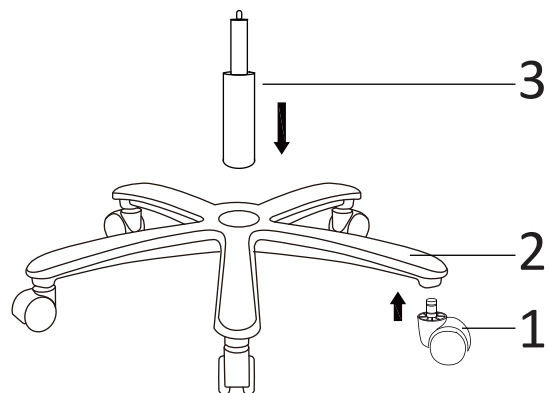
1  Caster : 5 pcs	2  Base : 1pcs	3  Gas lift : 1 pc
4  Mechanism : 1 pc	5  Backrest : 1 pc	6  6R  6L Armrest : 2 pcs
7  Seat : 1 pc		

Hardware List

A 	5/16"×1-1/4"×4pcs	B 	1/4"×1-1/8"×8pcs
C 	Caps×8 pcs	D 	Wrench×1 pc

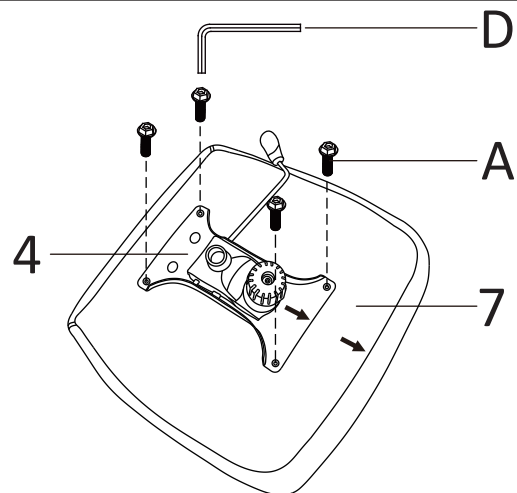
Installation Steps

1



Attach casters (1) and gas lift (3) to base (2).

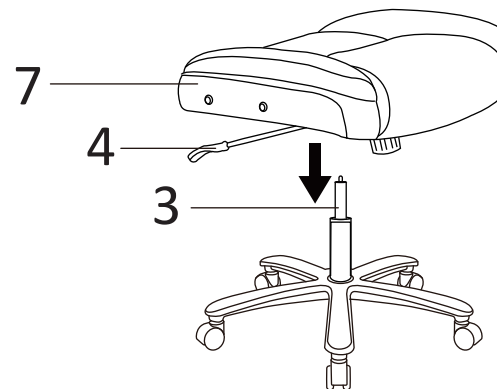
2



Attach mechanism (4) to seat (7) using bolt (A) with tool (D).

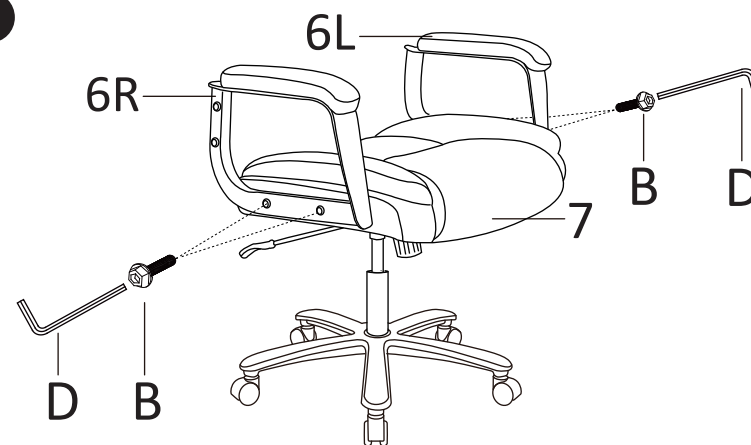
Installation Steps

3



Connect seat (7) to gas lift (3).

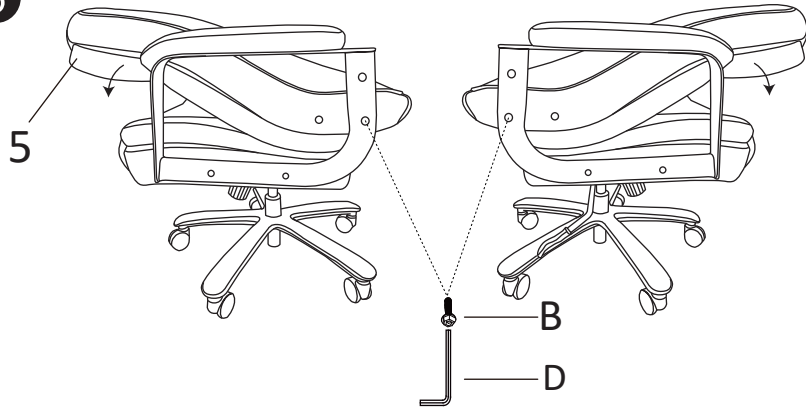
4



Loosely attach armrest (6R&6L) to seat (7) using bolt (B).

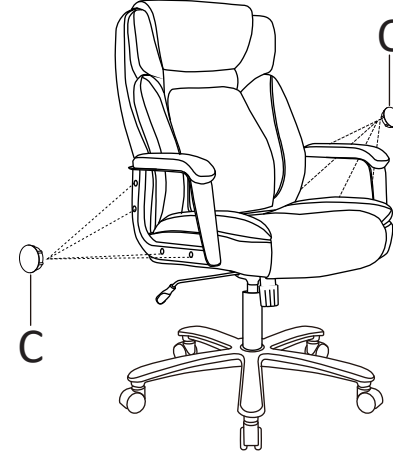
Installation Steps

5



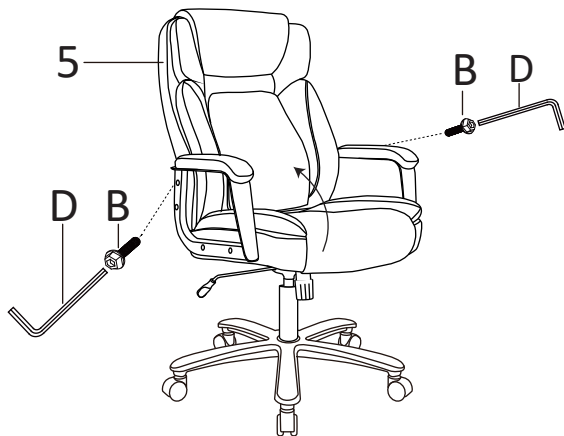
Loosely attach the bottom holes on backrest (5) to armrest (6R&6L) using bolt (B).

7



Fasten the cap (C) to the screw holes on the armrests(6R&6L).

6



Lift the backrest (5) and loosely attach the top holes above backrest to armrest (6R&6L) using bolt (B).

Tighten all the bolts (A&B) using wrench (D).

8



The chair has been assembled.