



**OfficeSource®**  
FURNITURE

**Model #:** OSTW8011LBK  
**Name:** Serene 2.0  
**Description:** Flip Arm Task Chair

### Assembly & Operating Instructions



**OfficeSource®**  
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[officesourcefurniture.com](http://officesourcefurniture.com)

#### Customer Service

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



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

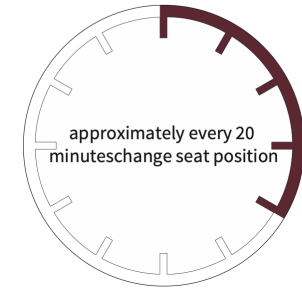
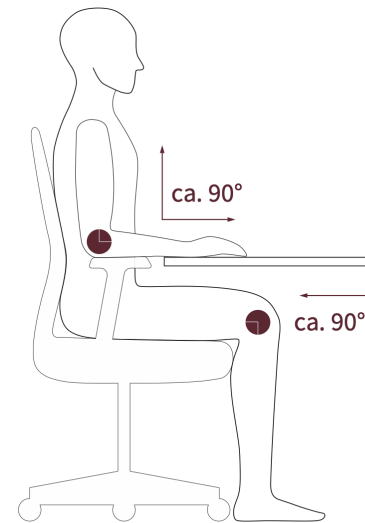
**Maximum Weight Load: 300 Lbs**

## 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.


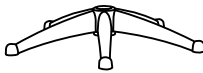

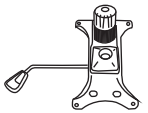


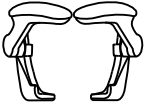
## Usage Notes

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

<p>①</p>  <p>Casters x 5</p>	<p>②</p>  <p>Base x 1</p>	<p>③</p>  <p>Cylinder x 1</p>
<p>④</p>  <p>Mechanism x 1</p>	<p>⑤</p>  <p>Seat x 1</p>	<p>⑥</p>  <p>Backrest x1</p>
<p>⑦</p>  <p>Arms x 1</p>		

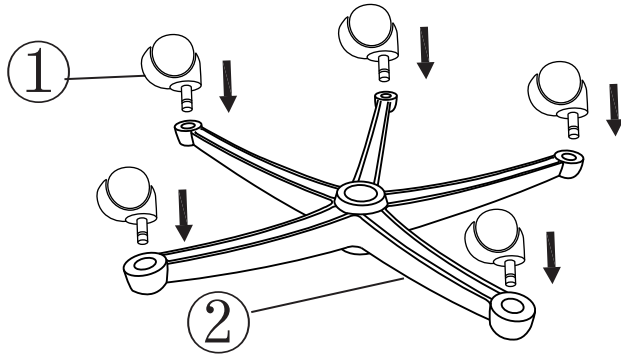
## Hardware List

<b>A</b> 	M6*22mm x 4 pcs	<b>B</b> 	M6*25mm x 4 pcs
<b>C</b> 	M6*40mm x 4 pcs	<b>D</b> 	M6 Washer x 4 pcs
<b>E</b> 	Screw Caps x 2 pcs	<b>F</b> 	Screw Caps x 2 pcs
<b>G</b> 	Allen Wrench x 1 pc		



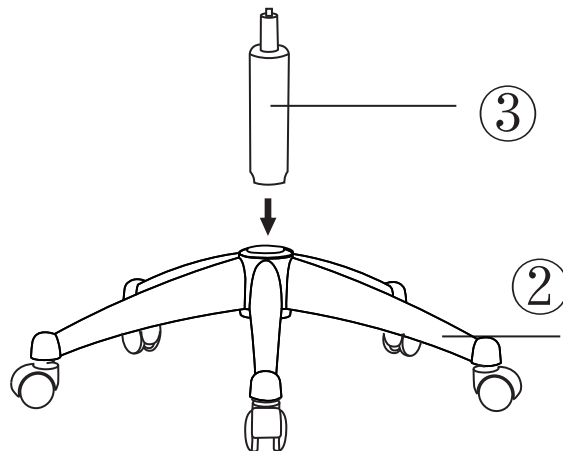
## Installation Steps

1



Attach Casters(1) to Base(2).

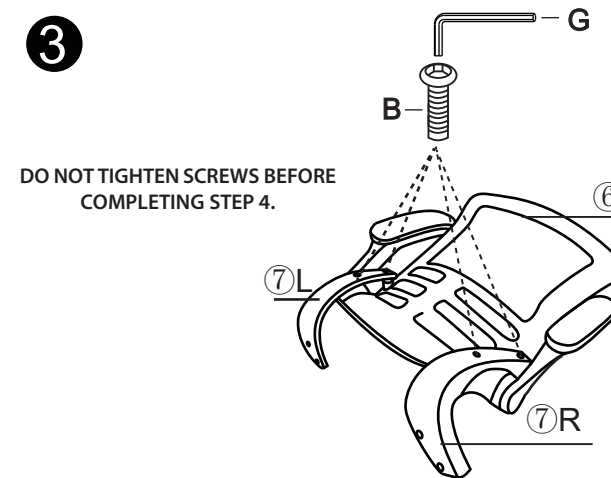
2



Attach the Cylinder(3) and Base(2).

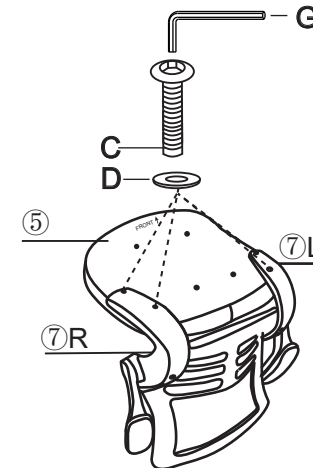
## Installation Steps

3



Attach R&L Arms(7) to the Backrest(6) with Bolt(B). Tighten Bolt(B) using the Allen Wrench(G).

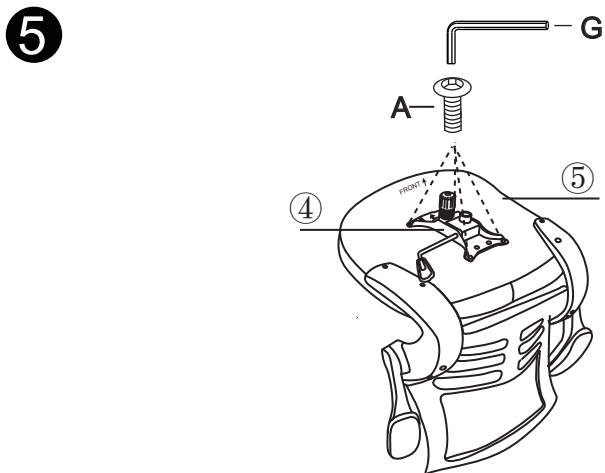
4



Attach R&L Arms(7) to Seat(5) with Bolt(C) and Washer(D). Tighten Bolt(C) using Allen Wrench(G).

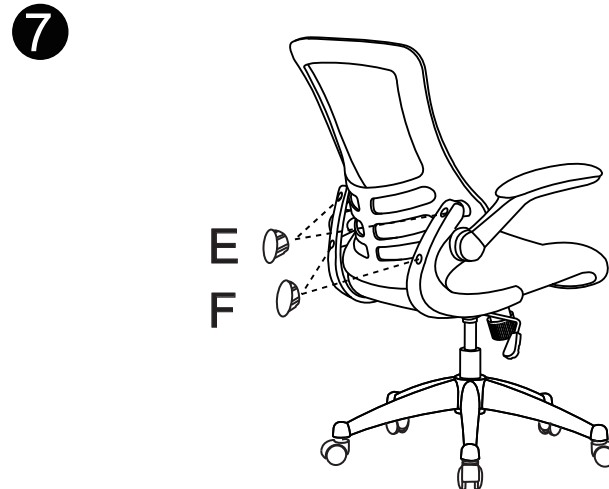


## Installation Steps

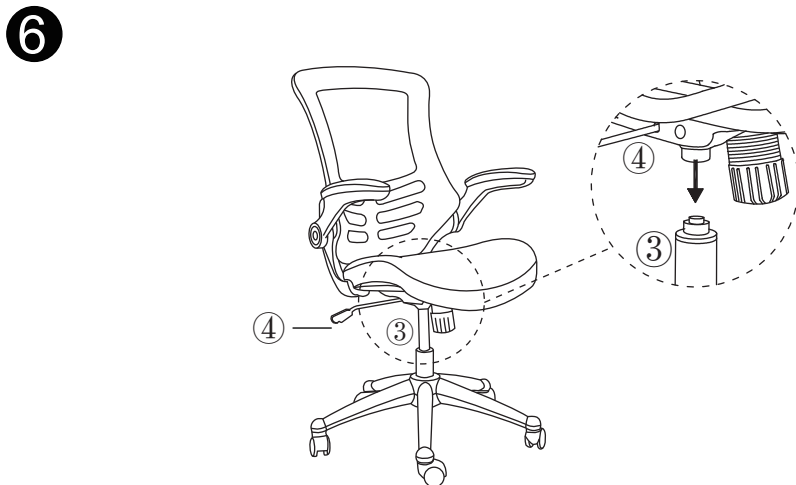


Attach Mechanism(4) to the Seat(5) with Bolt(A). Tighten Bolt(A) using the Allen Wrench(G).

## Installation Steps



Cover the holes on the R&L Arms(7) with the the Screw Caps(E&F).



Attach the Mechanism(4) to the Cylinder(3).

