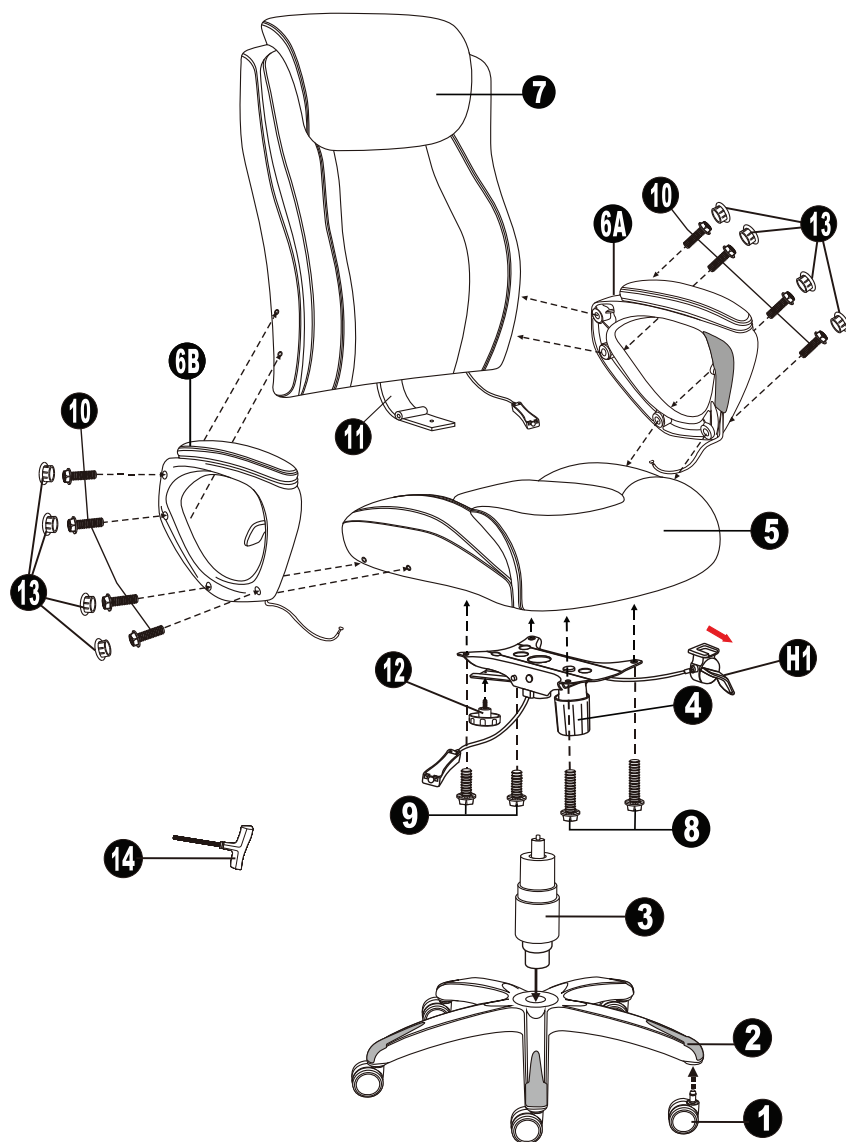


Wellness Collection Executive High Back Chair



P A R T S L I S T

Part #	Description	Quantity
1	Casters	5
2	Star Base	1
3	Gas Lift with Telescoping Cover	1
4	Seat Plate	1
5	Seat Cushion	1
6A	Left Arm	1
6B	Right Arm	1
7	Back Cushion	1
8	1-1/4" Big Screws	2
9	1" Big Screws	2
10	1-1/4" Small Screws	8
11	Back Support Plate	1
12	5/8" Knob	1
13	Plastic Caps	8
14	Allen Key	1
H1	Lever	1



No drill, use tools
supplied with chair

A S S E M B L Y I N S T R U C T I O N S

ASSEMBLY INSTRUCTIONS

- Place the star base (2) upside down and insert 5 casters (1) into the holes on the star base (2).
- Turn the star base (2) over and insert the gas lift with telescoping cover (3) through the center hole on top of star base (2).
- Place the back cushion (7) between arms (6A & 6B) and use 1-1/4" small screws (10) to fasten screws on both the arms and back cushion as shown in Diagram 1.
Do not tighten the screws completely!
- Place seat cushion (5) between arms (6A & 6B), and use 1-1/4" small screws (10) to fasten screws on both the arms and seat cushion as shown in Diagram 2.
Note: Tighten all the screws completely.
- Attach seat plate (4) to the bottom of the seat cushion (5) (with the front of the seat plate facing the front of seat cushion). Attach by using 1-1/4" big screws (8) for the front holes of the seat plate (4) and 1" big screws (9) for the rear holes of the seat plate (4) and tighten screws as shown in Diagram 3.
Note: Tighten the screws completely.
- Pull down the back support plate (11) of back cushion (7) and attach it over to the seat plate (4) by using 5/8" knob (12) as shown in Diagram 4.
Tighten the knob.
- Insert lever (H1) of seat plate (4) to the pre-attached cable lever receiver on the underside of seat cushion (5) (with the front of the lever facing the front of seat cushion) as shown in Diagram 5. Push down the key on the receiver to pull out the lever as shown in Diagram 5.
- Attention:** Please keep levers on arms (6A & 6B) to the down position for easy assembly. Lift the lids of the EZ cable connectors as shown. Insert the ends of the arm cables into the grooves of the EZ cable connectors, pull tightly and snap them into place as shown in Diagram 6. Then close the lids.
Note: Connect the EZ cable connector of the back cushion to the left arm cable, the seat plate to the right arm cable. Be careful not to cross the cables. Finally fix the cables into the plastic clips attached to the bottom of the seat cushion.
- Position the assembled chair upright with the seat plate (4) facing down. Insert the gas lift with telescoping cover (3) into the center hole of the seat plate (4) and press down until fully engaged.
- Press the plastic caps (13) into armrest holes once all screws have been tightened.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

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Wellness Collection Executive High Back Chair

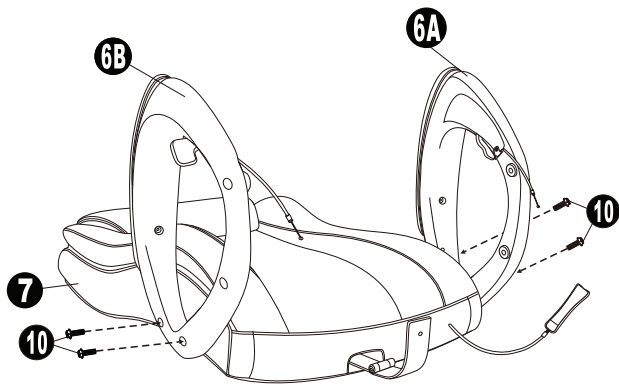


Diagram 1

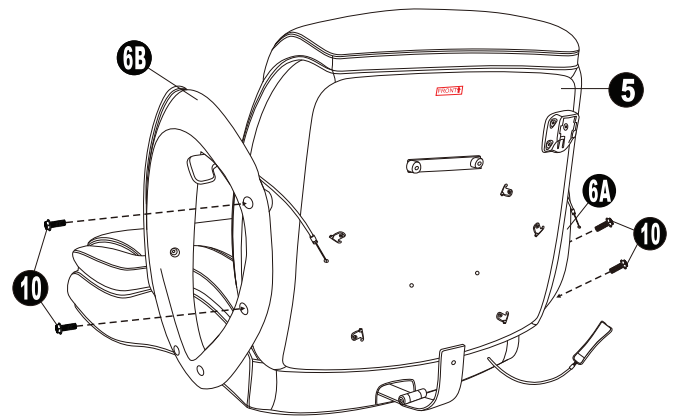


Diagram 2

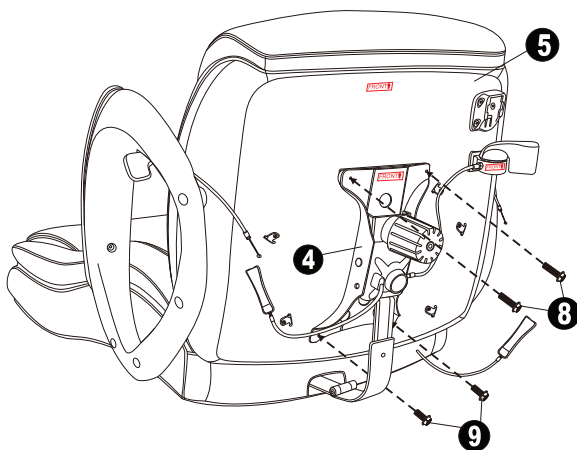


Diagram 3

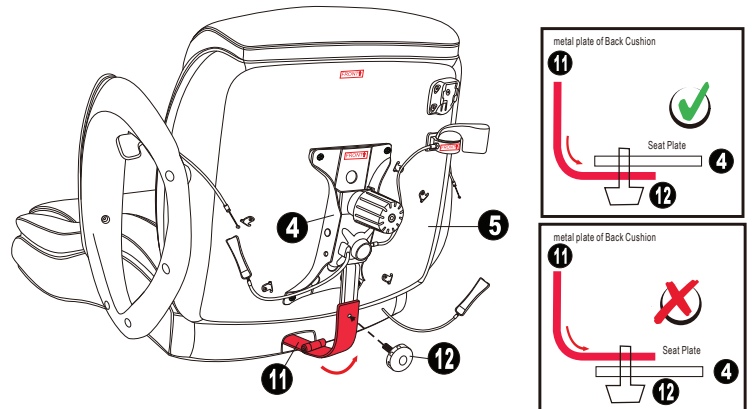


Diagram 4

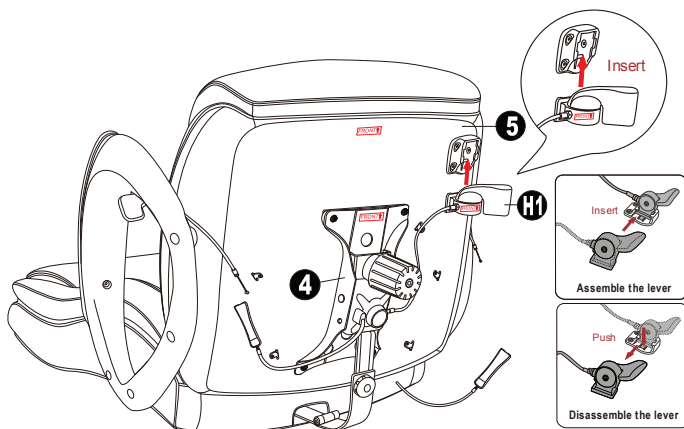


Diagram 5

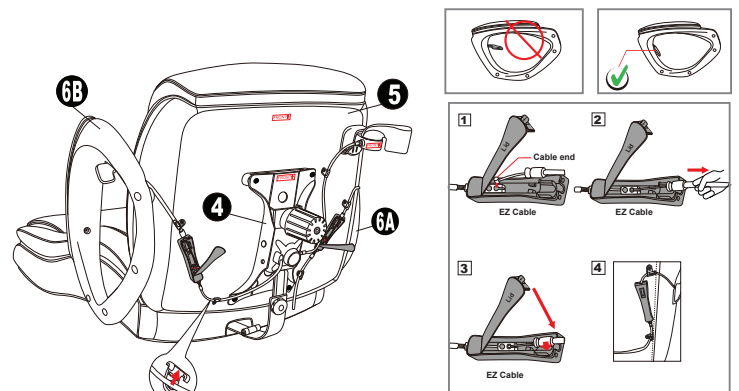


Diagram 6

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OPERATING INSTRUCTIONS



Function Instruction - 1

To Adjust Seat Height:

While seated, lean forward and reach under the right side of the arm to find the lever. Lift the lever and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release lever to lock chair at desired height. To lower the seat, lift the lever while seated. The chair will descend until the lever is released or the chair reaches the bottom position.

Function Instruction - 2

To Operate Tilt Lockout:

While seated, reach under the left side of the chair to find the lever. Push down the lever and lean back to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and pull the lever to the up position.

Function Instruction - 3

To Adjust Tension On The Tilt:

Reach under the front center of the chair, grasp the round knob and turn it counter-clockwise to stiffen the tilt mechanism for a heavier user. Turn the knob clockwise to loosen the tilt mechanism for a lighter user. Rotate the knob until the desired resistance is reached.

Function Instruction - 4

To Operate Roller Massage Function:

With the chair tilt lockdown disengaged, the back support will roll up and down as you rock back and forth in the chair. To increase the roller massage pressure, lift the lever on the left arm and lean forwards to allow the back massage rollers to move forward. To decrease the roller massage pressure, lift the lever and lean backwards to push the massage rollers back into the backrest. Pressure can be adjusted and locked in any position by releasing the lever once desired support is reached.

Function Instruction - 5

360° Swivel:

360° seat swivel.

