

EMH69216 / EMH69217 / EMH6921C

SCREEN BACK MANAGER'S CHAIR

OPERATING INSTRUCTIONS



FEATURES

• HEIGHT ADJUSTMENT

To raise seat, remove pressure from seat and lift lever (1).

To lower seat height, sit on chair and lift lever (1).

• LOCKING TILT ADJUSTMENT

For individual comfort, this chair has been equipped with an adjustment that will allow the user to change the tension of the tilting feature. Turn knob (2) clockwise to increase tension and counter-clockwise to decrease or ease the tension. To lock, return chair to the upright position and push lever (1) in.

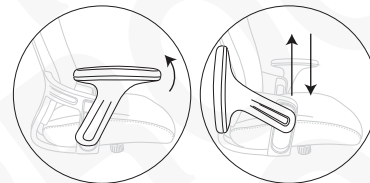
To unlock pull lever (1) out.

NOTE: Be careful not to loosen back tilt adjustment knob completely.

• ARM HEIGHT ADJUSTMENT

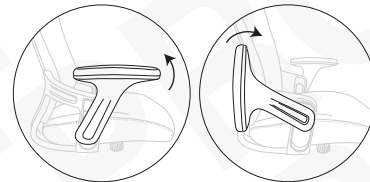
To adjust arm height, flip arms back, move arm up or down freely.

Return arm to neutral position once desired height is reached.



• ARM FLIP

To flip arms, simply pull back on arm. Flip forward to return to neutral position.



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. Do not overturn back tilt knob when decreasing tension.
5. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
6. Do not use chair as a stepladder.
7. Use this chair for its intended purpose only.
8. Use mild detergent only for cleaning.

WORK SMART LIMITED WARRANTY

Work Smart chairs are warranted from the date of purchase against failure due to material and workmanship as follows:

- 15 Years on all non-moving metal parts.
- 5 Years on component parts including Control mechanisms, pneumatic cylinders, wood, plastic parts, base and casters.
- 3 Years on upholstery fabric and foam against wear and deterioration.
- Leather is not warranted against routine scratching and scuffing, as leather is subject to minor blemishes in use.

To make a warranty claim, contact Parts Department. Provide model number, proof of purchase, 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.

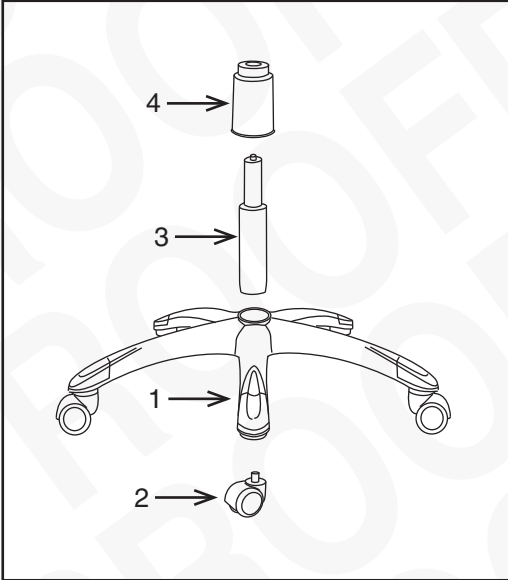
**All warranties are limited to the original purchaser for normal commercial usage defined as a standard forty hour work week by persons weighing 250 lbs. or less. The BC9601 is for persons weighing 300 lbs. or less. The BC9602 is for persons weighing 400 lbs. or less. The BC9603 is for persons weighing 500 lbs. or less. EX1098, EC1283C & ECH12801 are for persons weighing 350 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 two year warranty on all parts applies. Fabric 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.*

All Work Smart chairs are built to meet or exceed ANSI BIFMA standards.

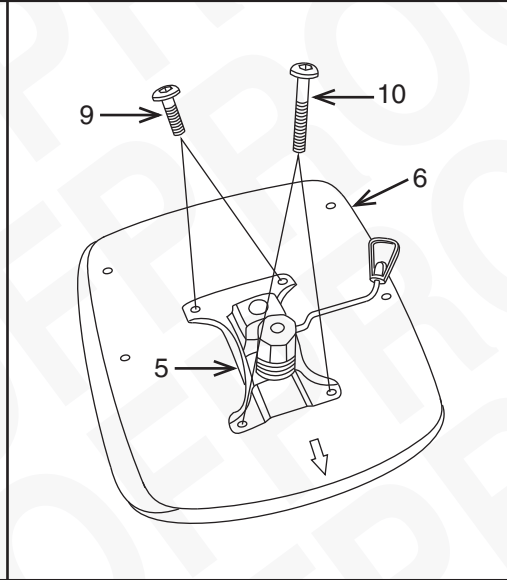
Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when parts are damaged or missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via e-mail parts@officestar.net, by Fax 1-909-930-5629, or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

EMH69216 / EMH69217 / EMH6921C SCREEN BACK MANAGER'S CHAIR ASSEMBLY INSTRUCTIONS

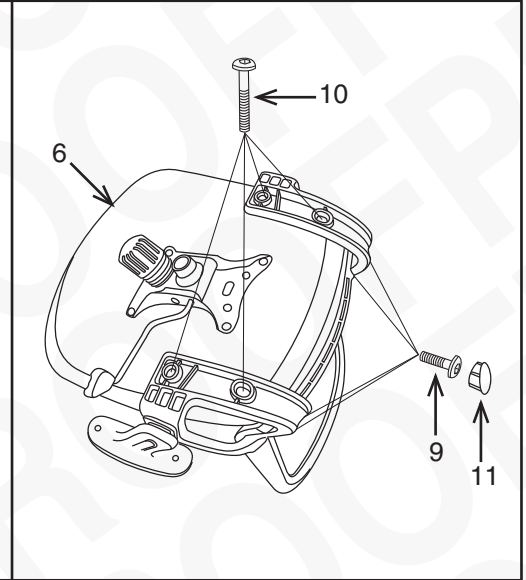
STEP 1



STEP 2



STEP 3



STEP 4



PART	QTY
1. Base	1
2. Casters	5
3. Pneumatic Cylinder	1
4. Bellows	1
5. Seat Plate	1
6. Seat Cushion	1
7. Backrest	1
8. Arms (8L & 8R)	2
9. Short Screw	6
10. Long Screw	6
11. Plastic Cap	4
12. Allen Wrench	1

Remove all parts from carton, separate by part numbers indicated on parts list, and verify part quantities.

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

STEP 2 Attach Seat Plate (5) to Seat Cushion (6) with the arrow towards the front of the chair using two Short Screws (9) for rear of Seat Plate (5) and two Long Screws (10) for front of Seat Plate (5). **FULLY TIGHTEN SCREWS USING ALLEN WRENCH (12).**

STEP 3 Attach Arms (8L & 8R) to Seat Cushion (6) using two Long Screws (10) for each Arm (8). **DO NOT FULLY TIGHTEN SCREWS.** Secure Arms (8L & 8R) to rear of Backrest (7) using two Short Screws (9) for each Arm (8). **APPLY FIRM PRESSURE TO ALIGN & FULLY TIGHTEN ALL SCREWS USING ALLEN WRENCH (12).** Cover holes in backrest using Plastic Caps (11).

STEP 4 Place the assembled seat on top of Pneumatic Cylinder (3) and apply downward pressure.

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