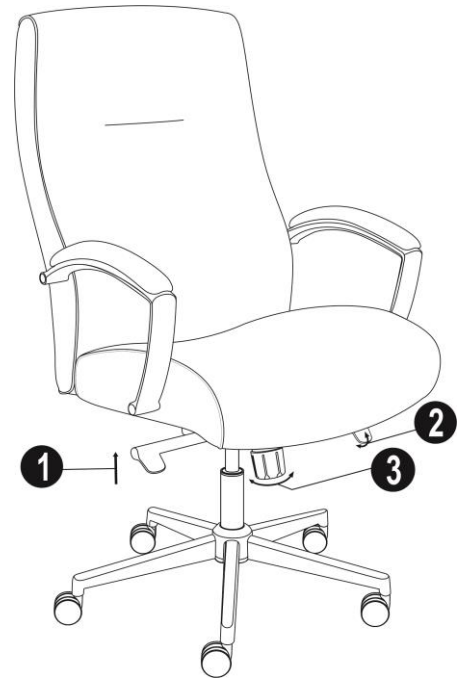


Contour Executive Chair

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:

Reach under the left side of the chair to find the handle. Flip the handle down and lean back to allow the chair to tilt backwards. Flip the handle up to lock the chair angle while the desired position is reached.



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.

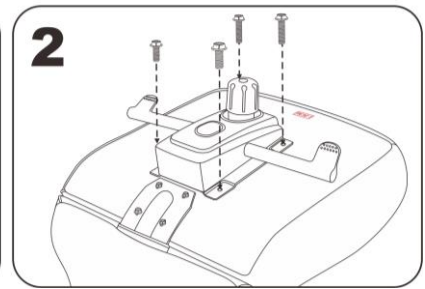
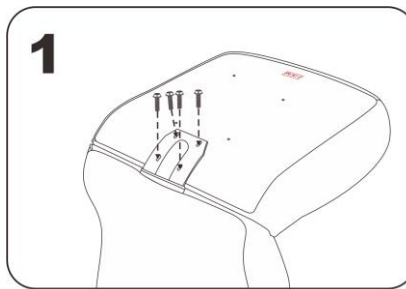
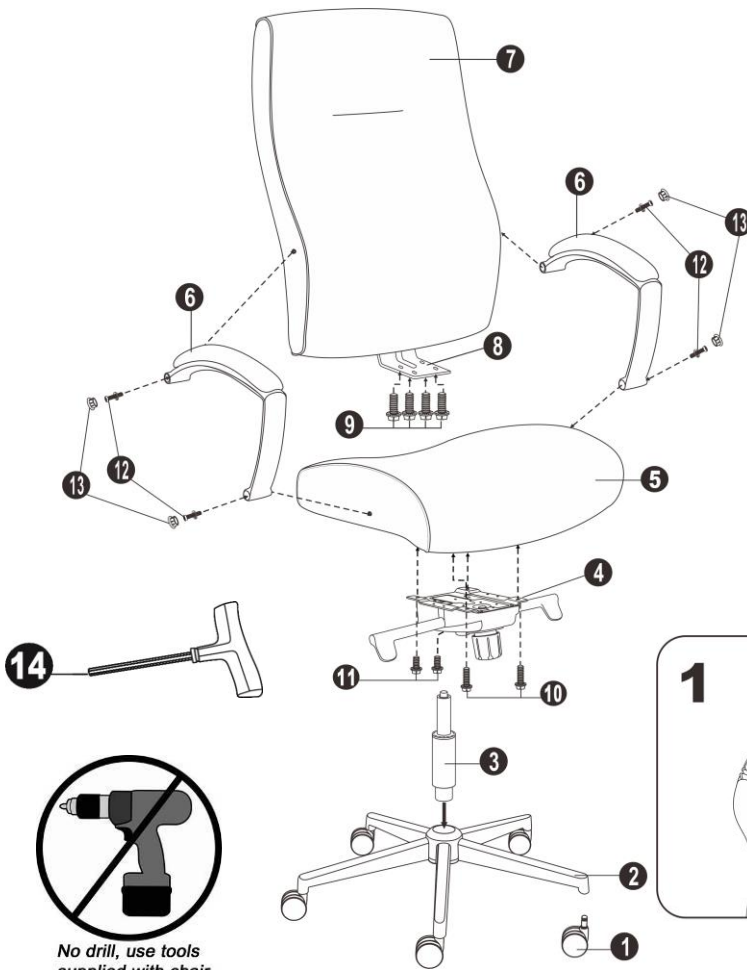
4. 360° Swivel:

360° seat swivel.

Contour Executive Chair

PARTS LIST

Part #	Description	Quantity
1.	Casters	5
2.	5 Star Base	1
3.	Gas Lift	1
4.	Seat Plate	1
5.	Seat Cushion	1
6.	Arms	2
7.	Back Cushion	1
8.	Back Support Plate (already attached to the back cushion)	1
9.	1-1/4" Screws	4
10.	1-1/2" Screws	2
11.	1" Screws	2
12.	2" Screws with Spring Washers	4
13.	Plastic Caps	4
14.	Allen Key	1



ASSEMBLY INSTRUCTIONS

- A. Remove all parts from carton and separate them into part number groups as indicated in the 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 (3) into center hole on Base (2).
- D. Align the Back Cushion (7) with the Seat Cushion (5) and attach the Back Support Plate (8) onto the bottom of the Seat Cushion (5) by using 1-1/4" Screws (9) as shown in Diagram 1. **Do not tighten screws completely.**
- E. Attach Seat Plate (4) onto the bottom of Seat Cushion (5) (with front of seat plate facing front of seat cushion) by using 1-1/2" Screws (10) for front holes of Seat Plate (4) and 1" Screws (11) for rear holes of Seat Plate (4) as shown in Diagram 2 and **tighten screws.**
- F. Insert 2" Screws with Spring Washers (12) into arm holes attaching Arms (6) (with front of arms facing the front of seat cushion) to sides of Seat Cushion (5) and Back Cushion (7). **Now, tighten all the screws. Remember to tighten the back support plate screws also!**
- G. Place the assembled chair on top of Gas Lift (3) and press down until fully engaged.
- H. Place the Plastic Caps (13) into arm holes once screws have been tightened.
- I. Periodically (every 90 days) tighten all screws in the chair.

ATTENTION: Make certain all screws are fully tightened before using chair.

Model Number: OFD-CON555-BLK / OFD-CON555-GRY

