

DH3400 CONTEMPORARY SWIVEL 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).

• Backrest Height Adjustment

Loosen upper knob on Backrest post to raise or lower the height of Backrest. **TIGHTEN KNOB COMPLETELY !**

• Seat Depth Adjustment

Loosen knob underneath chair, slide Back assembly in or out to desired position. **TIGHTEN KNOB COMPLETELY !**

• FLEX BACK TENSION ADJUSTMENT

Loosen (large) knob under seat cushion to relax tension, and tighten knob to increase tension.

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

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.

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. 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 and foam 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.*

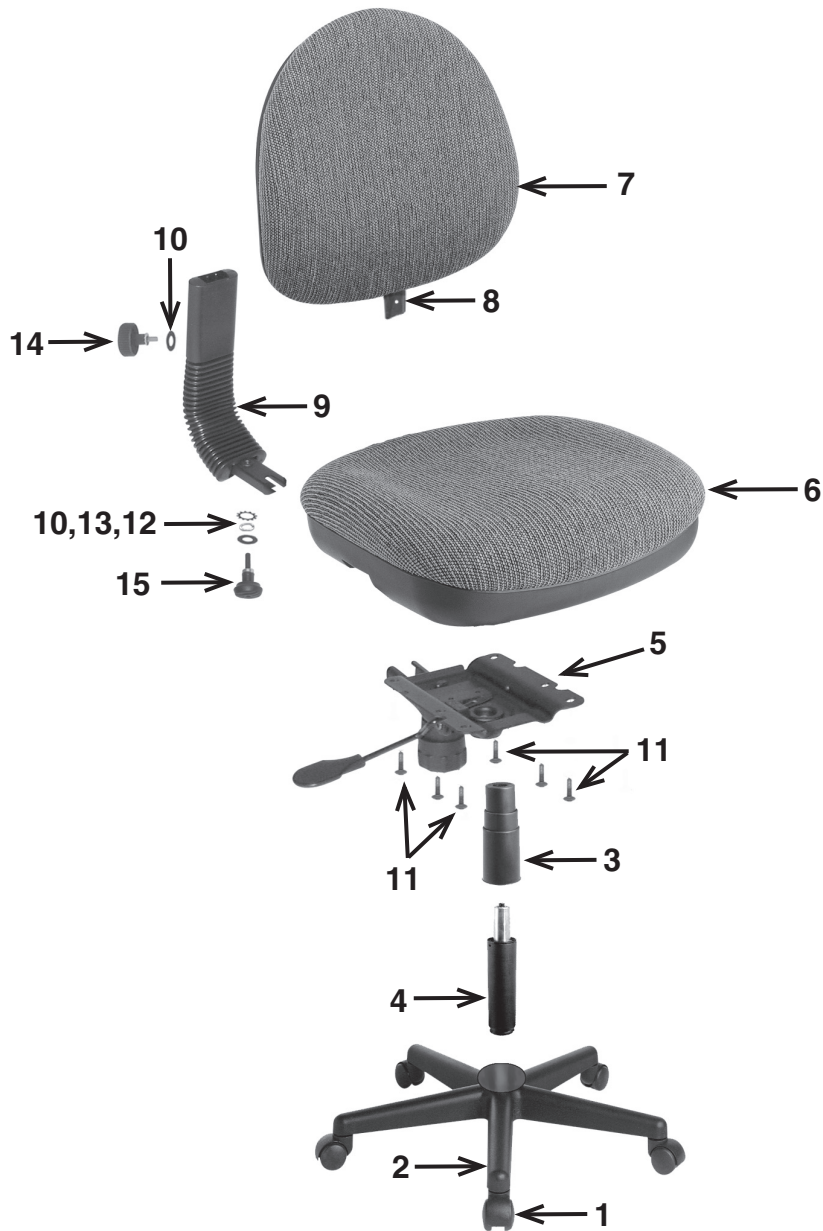
All Work Smart chairs are built to meet or exceed ANSI BIFMA standards.

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.

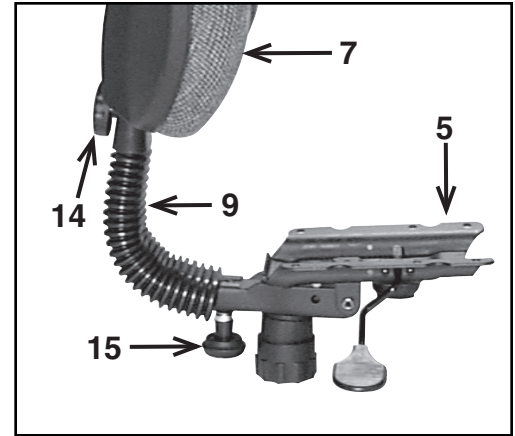


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ASSEMBLY INSTRUCTIONS



DETAIL A



| Parts | Qty. |
|------------------------------|------|
| 1. Casters | 5 |
| 2. Base | 1 |
| 3. Bellows | 1 |
| 4. Pneumatic Cylinder | 1 |
| 5. Seat Plate | 1 |
| 6. Seat Cushion | 1 |
| 7. Back Cushion | 1 |
| 8. Back Post (pre-installed) | 1 |
| 9. Back Support | 1 |
| 10. Flat Washer | 2 |
| 11. Short Screws | 6 |
| 12. Lock Washer | 1 |
| 13. Split Ring Lock Washer | 1 |
| 14. Backrest Knob | 1 |
| 15. Seat Plate Knob | 1 |
| 16. Allen Wrench (not shown) | 1 |

Remove all the parts from carton, separate them into part numbers indicated on the list and make sure part quantities are correct.

STEP 1 (If not pre-installed) Insert Casters (1) into the Base (2), push hard until you hear or feel Casters (1) snap into place.

STEP 2 Insert Pneumatic Cylinder (4) into Base (2) and slip Bellows (3) over Pneumatic Cylinder (4).

STEP 3 Attach Seat Plate (5) to Seat Cushion (6) using six Short screws (11). Make sure arrow on Seat Plate (5) is pointing towards the front of the chair, **TIGHTEN ALL SCREWS COMPLETELY USING ALLEN WRENCH (16).**

STEP 4 Slide Back Support (9) into the space between the Seat Cushion (6) and the Seat Plate (5). Secure Back Support (9) using Seat Plate Knob (14), Flat Washer (10), Split Ring Lock Washer (13), and Lock Washer (12) through hole in bottom of Seat Plate (5). **FULLY TIGHTEN KNOB, SEE DETAIL A.**

STEP 5 Slide out Back Post (8) from Back Cushion (7), and insert into Back Support (9) and secure with Backrest Knob (14), and one Flat Washer (10), **FULLY TIGHTEN KNOB (SEE DETAIL A).**

STEP 6 Place assembled seat on top of Pneumatic Cylinder (4) and apply downward pressure.

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