

# DH3412/DH3405 SWIVEL CHAIR with FLEX BACK and ARMS

## 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).

#### • Back Flex Tension Adjustment

Turn knob (2) clockwise to increase tension and counter clockwise to decrease or ease tension.

**TIGHTEN KNOB COMPLETELY !**

**NOTE:** Be Careful not to loosen Back Tilt Adjustment Knob completely

#### • Arm Width Adjustment

Loosen knobs (3) underneath chair to adjust the Arms width.

**TIGHTEN KNOBS COMPLETELY !**

#### • Backrest Height Adjustment

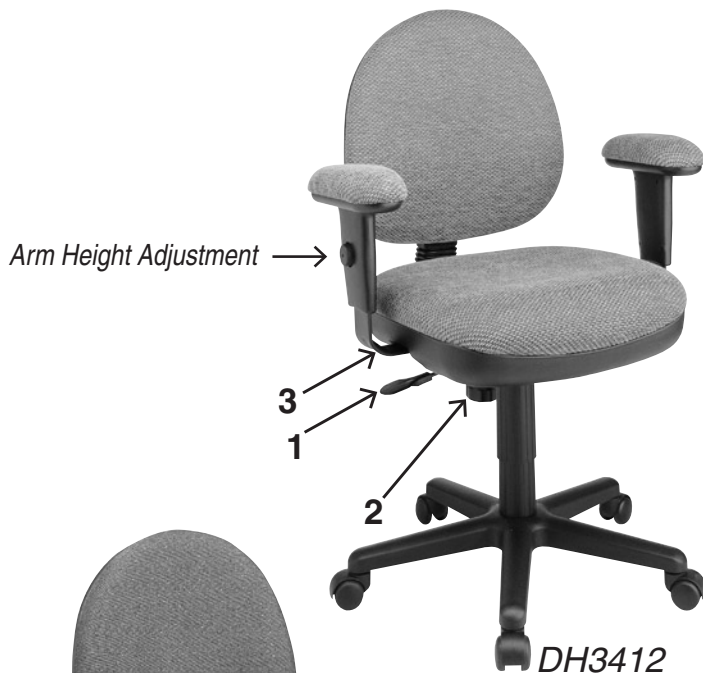
Loosen upper knob on Backrest post to raise or lower the height of Backrest. **TIGHTEN KNOB COMPLETELY !**

#### • Seat Depth Adjustment

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

### 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

15 Year limited warranty on all non moving metal parts. Swivel mechanisms, pneumatic cylinder, plastic parts, base and casters for 5 years.

Upholstery fabric against wear and deterioration for 3 years.

To make a warranty claim, contact Parts Department. Provide model number and 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.

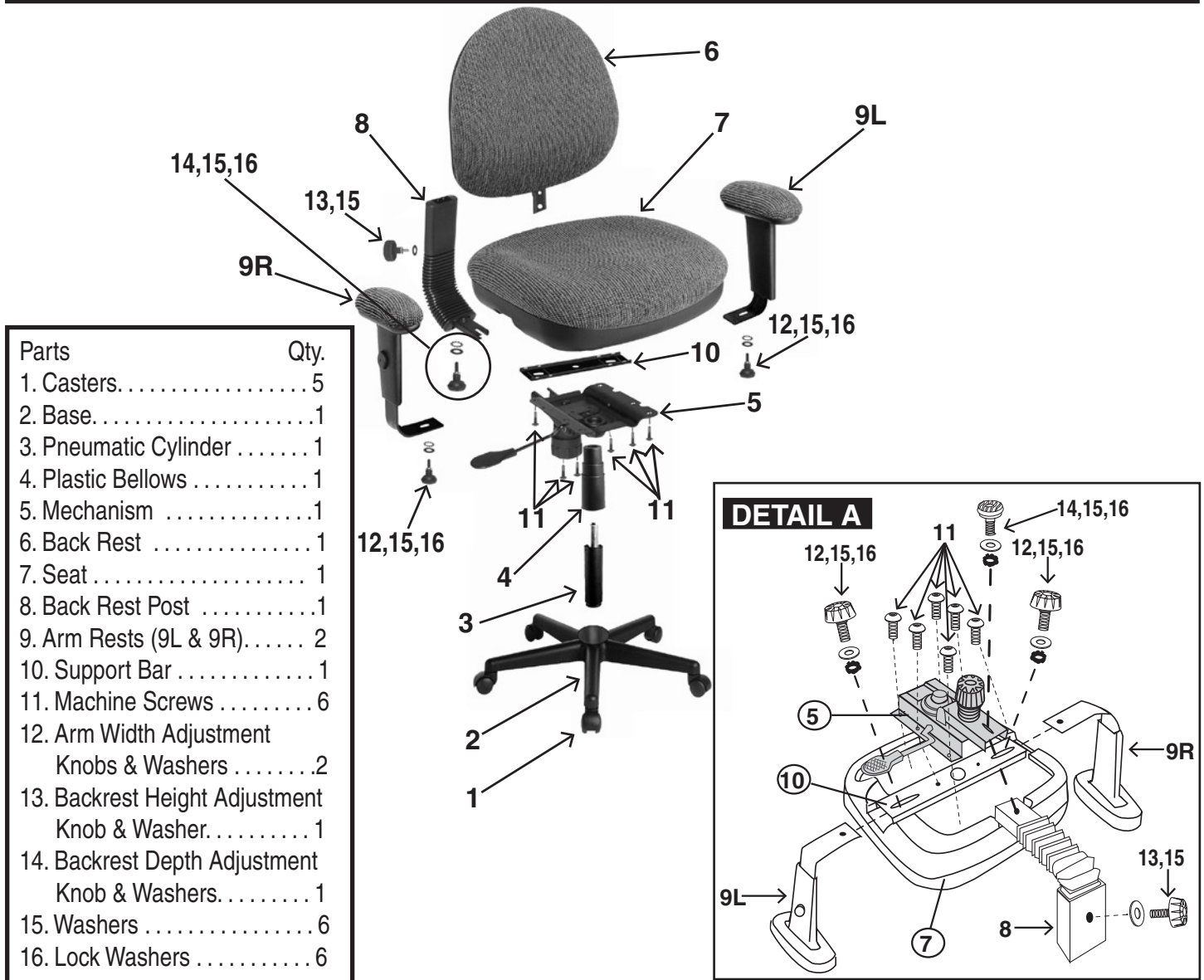
This warranty will not cover labor, freight or damage caused by neglect, abuse, mis-use, alterations, or damage caused by shipment, fire, or flood.

*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. When usage exceeds 40 hours per week, a two year warranty on all parts applies. Fabric is warranted for one year.*

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 email [parts@officestar.net](mailto: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



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

**STEP 1** Insert five Casters (1) into Base (2). Be sure all casters are inserted and locked into place.

**STEP 2** Insert Pneumatic Cylinder (3) into Base (2), slide plastic Bellows (4) over Pneumatic Cylinder (3).

**STEP 3** Align holes of Support Bar (10) with holes on bottom of Seat (7). With arrows facing the front of chair Seat (7) align holes of Mechanism (5) on top of the Support Bar (10). Secure with six Machine Screws (11), as shown in DETAIL A. **FULLY TIGHTEN SCREWS**

**STEP 4** Insert Arm Rests (9L & 9R) under Support Bar (10). Secure with two Arm Width Adjustment Knobs (12), through Washers (15), and Lock Washers (16) as shown in DETAIL A. **FULLY TIGHTEN KNOBS.**

**STEP 5** Insert Back Rest (6) into Back Rest Post (8), align holes and secure using Backrest Height Adjustment Knob (13) and Washer (15). Insert assembled Back Rest (6) into Mechanism (5), secure with Backrest Depth Adjustment Knob (14) through Washer (15) and Lock Washer (16) as shown in DETAIL A. **FULLY TIGHTEN KNOBS.**

**STEP 6** Place Upper assembled portion of chair onto Pneumatic Cylinder (3) and apply downward pressure.

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