

Coil 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 lever 1. Lift the lever and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the lever while applying more weight downward on the seat. The chair will descend until the lever is released or the chair reaches the bottom position.

2. To Operate Tilt Lockout:

While seated, reach under the left side of the chair to find the lever 2. 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 level position.

3. To Adjust Tension on the Tilt Mechanism:

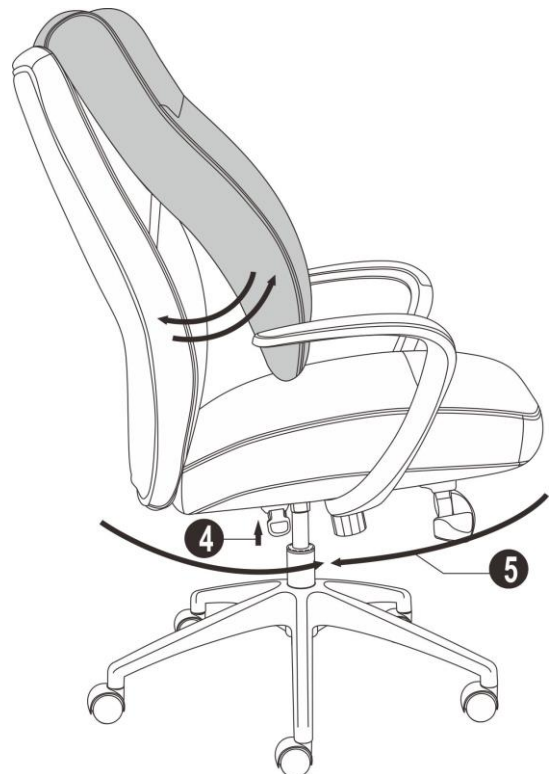
Reach under the front center of the chair, grasp the round knob and turn counter-clockwise to make the tilt mechanism firmer (stiffer). To make the tilt mechanism less firm, turn the knob clockwise until the desired resistance is found.

4. To Activate Perch Lumbar:

While seated, lean forward so that no pressure is applied on the lumbar support. Then lift the lever 4 upward and hold to bring the lumbar support outward. Once desired support is reached, release lever to lock lumbar. To bring lumbar support back to original setting, lift lever upward and lean back or apply more pressure on the lumbar. Push back until lumbar is flush with back cushion then release lever to lock in place.

5. 360° Swivel:

360° seat swivel.



Model Number: OFD-SER532-BLK



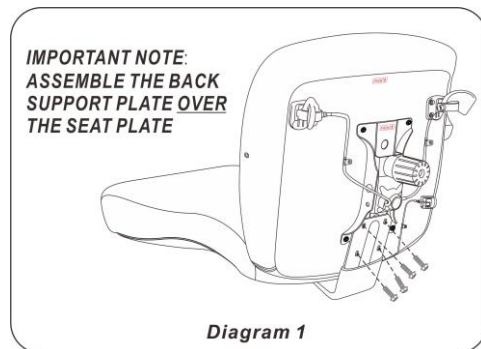
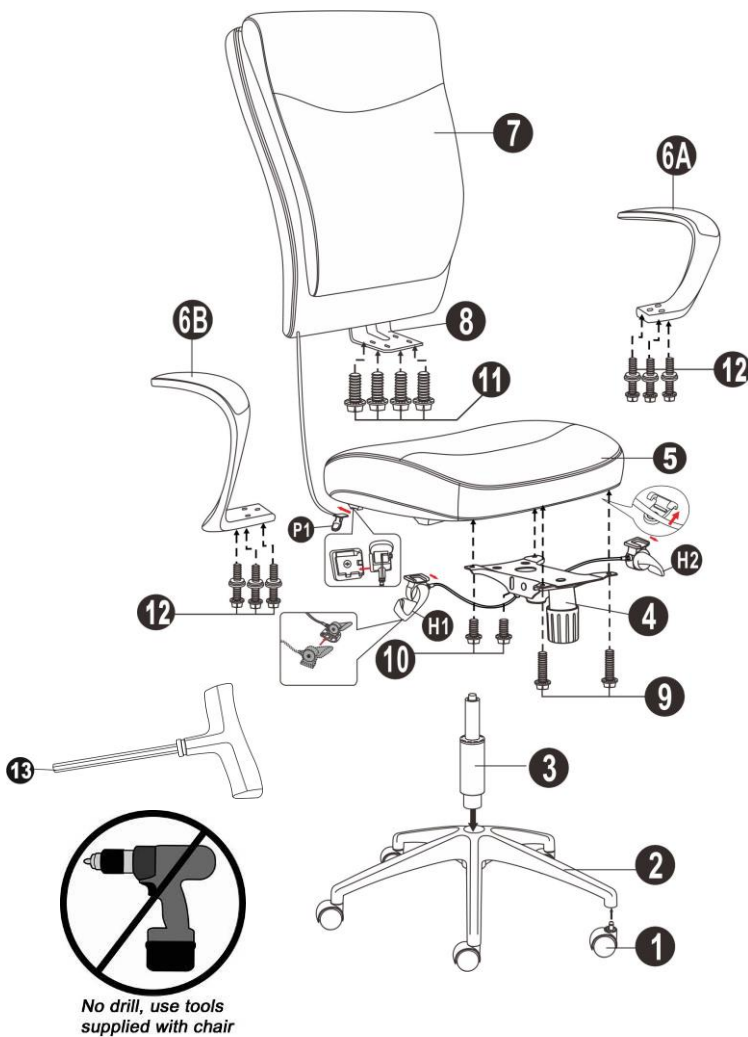
Always Comfortable.™

sertapedic

Coil 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
6A.	Left Arm	1
6B.	Right Arm	1
7.	Back Cushion	1
8.	Back Support Plate (already attached to the back cushion)	1
9.	1-1/2" Big Screws	2
10.	1" Big Screws	2
11.	1-1/4" Big Screws	4
12.	1-3/4" Small Screws with Washers	6
13.	Allen Key	1
H1.	Right Lever	1
H2.	Left Lever	1
P1.	Perch Lever	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. 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" Big Screws (9) for front holes of Seat Plate (4) and 1" Big Screws (10) for rear holes of Seat Plate (4) and **tighten screws.**
- E. Align Back Cushion (7) with Seat Cushion (5) by positioning Back Support Plate (8) over the Seat Plate (4) with 1-1/4" Big Screws (11) as shown in Diagram 1 and **tighten screws.**
- F. Insert Levers (H1 & H2) of Seat Plate (4) and Lever (P1) of Back Cushion (7) 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). Push down the key on the receivers to pull out the lever. **Fix the cables into the plastic clips attached to the bottom of the seat cushion.**
- G. Attach the Arms (6A & 6B) onto the bottom of the Seat Cushion (5) (with front of arms facing the front of seat cushion) by using 1-3/4" Small Screws with Washers (12). **Tighten the screws completely.**
- H. Place the assembled chair on top of Gas Lift (3) and press down until fully engaged.
- 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-SER532-BLK



Always Comfortable.™

sertapedic