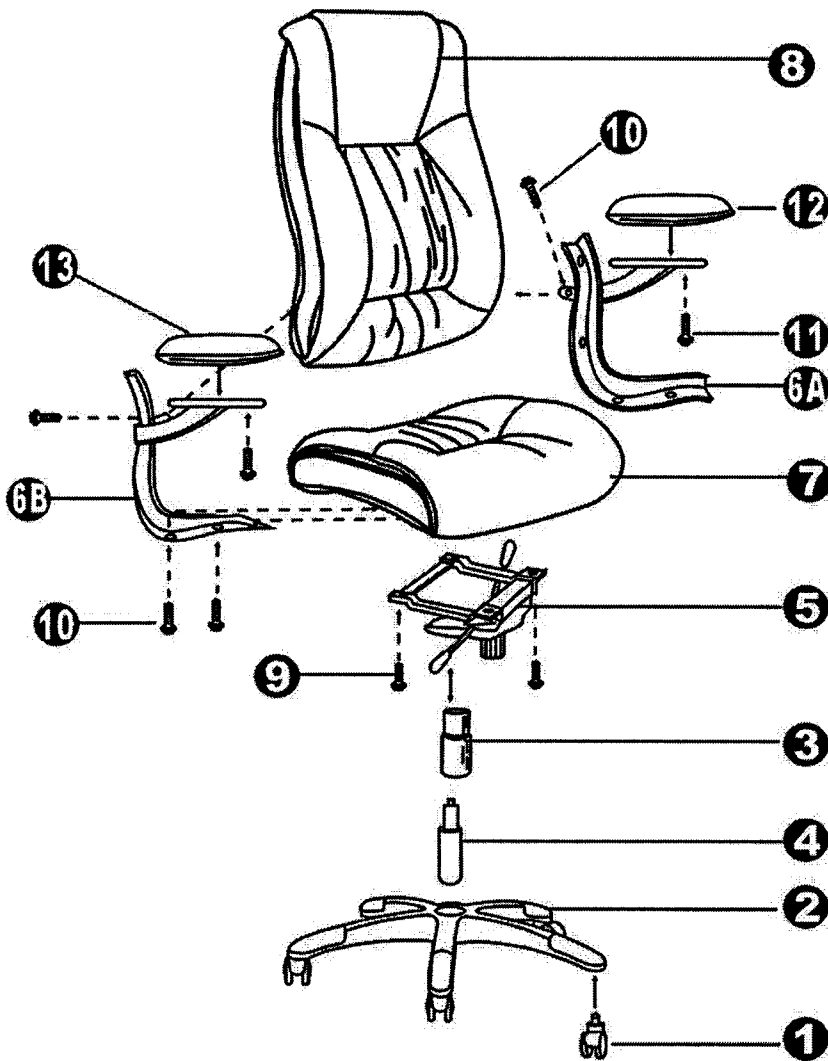


EXECUTIVE HI-BACK CHAIR



Part #	Description	Quantity
1.	Casters	5
2.	5 Star Base	1
3.	Telescoping Cover	1
4.	Gas Lift	1
5.	Seat Plate	1
6A	Left Arm Support	1
6B.	Right Arm Support	1
7.	Seat Cushion	1
8.	Back Rest Cushion	1
9.	1-1/4" Machine Screws	4
10.	1-1/4" Machine Screws (Gun metal)	10
11.	3/4" Machine Screws (Gun metal)	6
12.	Left Arm Pad	1
13.	Right Arm Pad	1
14.	Wrenches	2

ASSEMBLY INSTRUCTIONS

- A. Remove all parts from carton and separate them into part number groups as indicated in 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 (4) into center hole on base (2).
- D. Place telescoping cover (3) over the gas lift (4) and rest it on the base (2).
- E. Secure arm pads (12 & 13) to the arms (6A & 6B) by using 3/4" machine screws (gun metal) (11).
- F. Use 1-1/4" machine screws (gun metal) (10) to fasten arms (6A & 6B) to the back of the back rest cushion (8). Do not tighten screws completely.
- G. Insert 1-1/4" machine screws (gun metal) (10) into arm holes attaching arms (6A & 6B) to the bottom of seat cushion (7). Tighten all the screws for arms.
- H. Attach seat plate (5) to seat cushion (7) (with arrow on seat plate facing front of chair) by using 1-1/4" machine screws (9) and tighten screws.
- I. Place the assembled chair on top of gas lift (4) and press down until fully engaged.
- J. Periodically (every 90 days) make sure that the screws are still fully tightened.

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

Item number: ULEXBLK / ULEXBUR

EXECUTIVE HI-BACK CHAIR

OPERATING INSTRUCTIONS

1. To Adjust Seat Height:

While seated, lean forward and reach under right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to raise 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 left side of the chair to find the lockout bar. Slide the bar to the left (or to the outside), all the way out allows the chair to tilt backwards. To lock the chair in the vertical position, sit upright and push the bar to the right (or the center of the chair).

3. To Adjust Tension on The Tilt:

Reach under the front center of the chair, grasp the round knob and turn it clockwise to stiffen the tilt mechanism. Turn the knob counter-clockwise to loosen the tilt mechanism. Rotate the knob until the desired resistance is reached.



Tiffany Industries™

A MAYLINE GROUP COMPANY

619 N. Commerce, P.O. Box 728 Toll Free: 1-800-822-8037
Sheboygan, WI 53082-0728 FAX: 920-457-7388
On Line: www.mayline.com

Item number: ULEXBLK / ULEXBUR