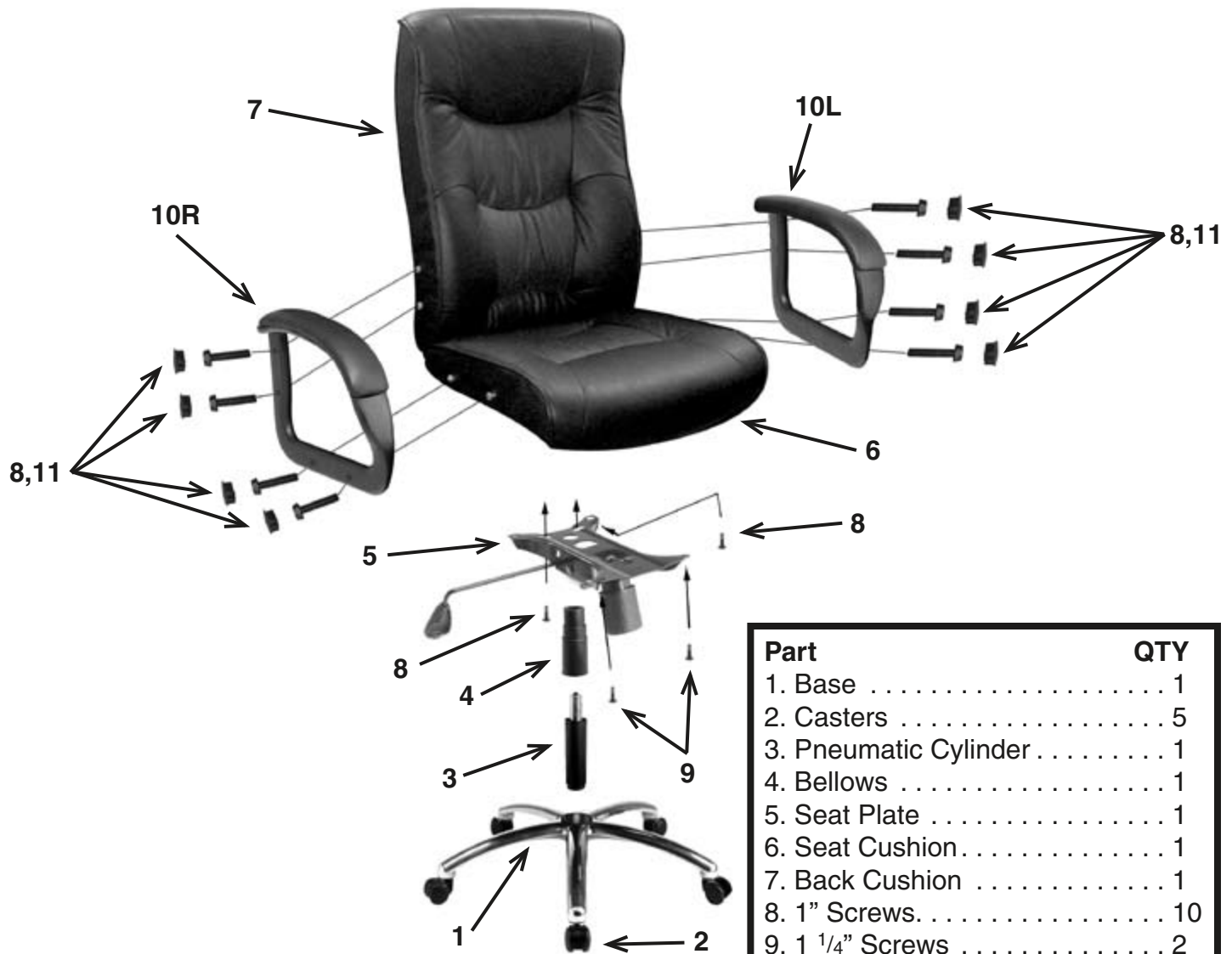


# EX1155 HIGH BACK EXECUTIVE LEATHER CHAIR

## ASSEMBLY INSTRUCTIONS



Part	QTY
1. Base	1
2. Casters	5
3. Pneumatic Cylinder	1
4. Bellows	1
5. Seat Plate	1
6. Seat Cushion	1
7. Back Cushion	1
8. 1" Screws	10
9. 1 1/4" Screws	2
10. Arms Left (10L) Right (10R)	2
11. Plastic Caps	8
12. Allen Wrench (not shown)	1
13. Socket Wrench (not shown)	1

**STEP 1** Remove all the parts from carton, separate them into part numbers indicated on the list and make sure part quantities are correct.

**STEP 2** Insert five Casters (2) into Base (1). Insert Pneumatic Cylinder (3) into Base (1) and slip Bellows (4) over cylinder shaft.

**STEP 3** Attach adjustable Seat Plate (5) to Seat Cushion (6) with the arrow towards the front of the chair using two 1 1/4" Screws (9), on the front of the Seat Cushion (6). Use two 1" Screws (8), on the rear of the Seat Cushion (6). **TIGHTEN ALL FOUR SCREWS COMPLETELY.**

**STEP 4** Lay Back Cushion (7) on it's back. Use four 1" Screws (8) to attach Arms (10L and 10R) to Back Cushion (7). **DO NOT FULLY TIGHTEN SCREWS.**

**STEP 5** Insert the Seat Cushion (6) between Arms (10L and 10R).

**STEP 6** Align the holes in the Arms (10L and 10R) with the holes in the Seat Cushion (6). Using four 1" Screws (8) attach Arms (10L and 10R) to Seat Cushion (6). **FULLY TIGHTEN ALL SCREWS.**

**STEP 7** Cover the screws on the arms with black plastic caps (11).

**STEP 8** Place the assembled seat on top of Pneumatic Cylinder (3) and apply pressure.

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

# EX1155 HIGH BACK EXECUTIVE LEATHER CHAIR

## OPERATING INSTRUCTIONS



### FEATURE

#### • HEIGHT ADJUSTMENT

To raise seat remove pressure from seat and lift lever (1). To lower seat height sit on chair and lift lever(1).

#### • LOCKING TILT ADJUSTMENT

For individual comfort, this chair has been equipped with an adjustment that will allow the user to change the tension of the tilting feature. Turn knob (2) clockwise to increase tension and counter-clockwise to decrease or ease the tension. To lock return chair to the upright position and push lever (1) in. To unlock pull lever (1) out.

**NOTE:** Be careful not to loosen back tilt adjustment 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 six months or as needed.
4. Do not overturn back tilt knob when decreasing tension.
5. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
6. Do not use chair as a stepladder.
7. Use this chair for its intended purpose only.
8. Use mild detergent only for cleaning.

### Warranty

5 Year limited warranty on all non moving metal parts. Seat plate, pneumatic cylinder, wood, plastic parts, base and casters for 2 years. We can not warrant leather against routine scratching and scuffing, as all leather is subject to minor blemishes in use.

To make a warranty claim, contact Customer Service. Provide model number and description of the problem. 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.*

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 customer Service Department will do everything possible to promptly remedy the problem. **TOLL FREE PARTS NUMBER 1-800-950-7262, Fax 1-909-930-5629** Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time or e-mail: [parts@officestar.net](mailto:parts@officestar.net).



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