

# 101

## WOOD DESK 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).

#### **• 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. Do not use this product unless all screws and bolts are securely tightened.
2. Check that all screws and bolts are tight every three months or as needed.
3. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
4. Do not use this product as a stepladder.
5. Use this product for its intended purpose only.
6. Secure Plastic Caps (13) as they may be a choking hazard for small children.
7. **Intended for residential use only.**

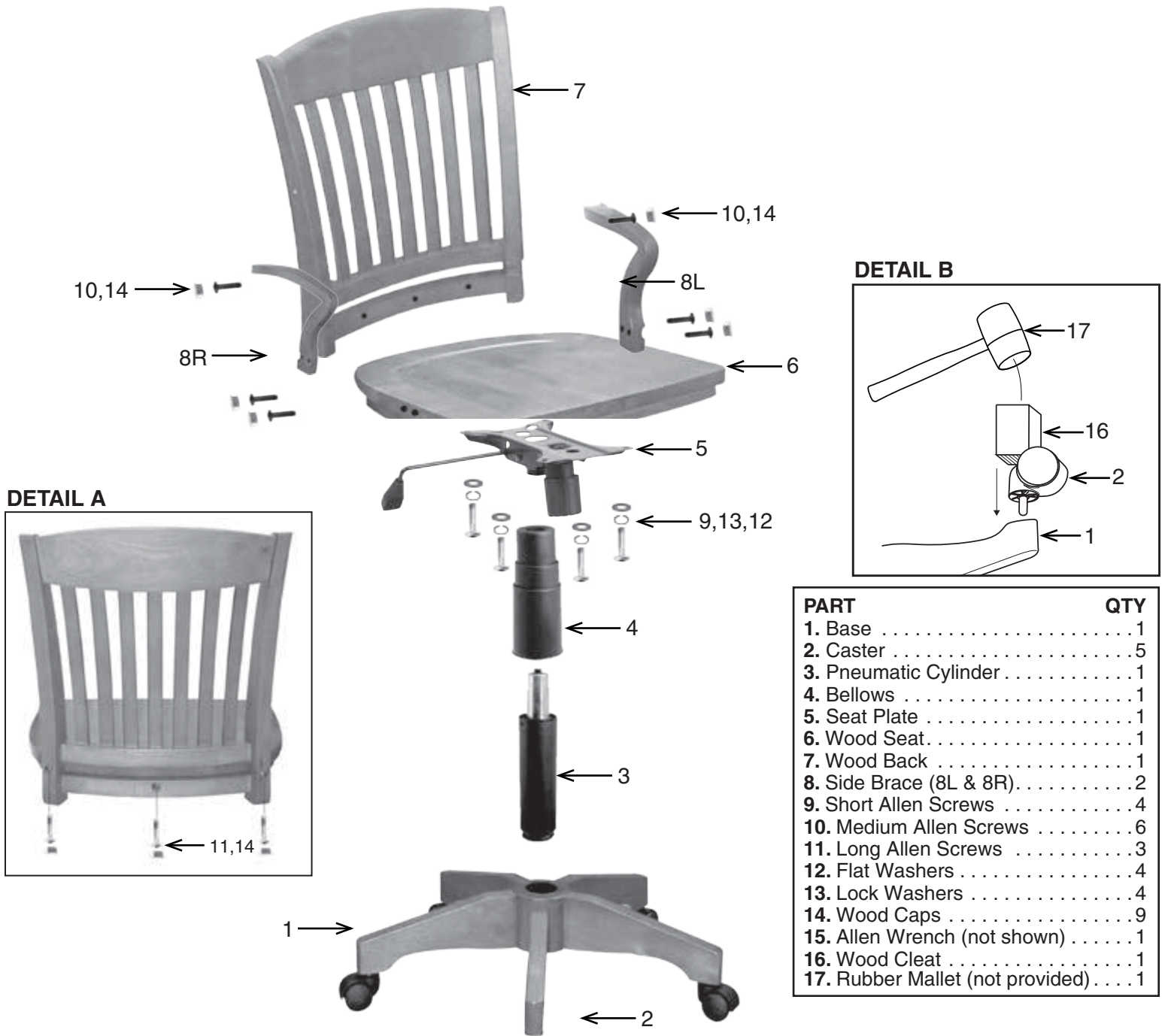
### **LIMITED WARRANTY**

OSP Designs Warrants, to the original purchaser its products to be free from defects in material and workmanship for a period of 90 days. Defects and damage from misuse, abuse, negligence, alteration, accident, vandalism, rusting, acts of nature or any other event beyond the control of OSP Designs is not covered. 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. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

To make a warranty claim, contact Customer Service, provide model number, sales receipt and description of the problem. It is the customer's responsibility to prepay freight on any components returned to the factory. OSP Designs will pay return freight on components covered under terms of warranty.

Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when hardware is missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via email [parts@officestart.net](mailto:parts@officestart.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. OSP Designs P.O. Box 3520 Ontario, California 91761 USA

# 101 WOOD DESK CHAIR ASSEMBLY INSTRUCTIONS



PART	QTY
1. Base	1
2. Caster	5
3. Pneumatic Cylinder	1
4. Bellows	1
5. Seat Plate	1
6. Wood Seat	1
7. Wood Back	1
8. Side Brace (8L & 8R)	2
9. Short Allen Screws	4
10. Medium Allen Screws	6
11. Long Allen Screws	3
12. Flat Washers	4
13. Lock Washers	4
14. Wood Caps	9
15. Allen Wrench (not shown)	1
16. Wood Cleat	1
17. Rubber Mallet (not provided)	1

Remove all parts from carton, separate them by part numbers indicated on the parts list, and verify parts quantities.

**STEP 1** Attach Wood Back (7) to Wood Seat (6), using three Long Allen Screws (11). **FULLY TIGHTEN ALL SCREWS**, (See Detail A).

Cover holes using three Wood Caps (14).

**STEP 2** Attach Seat Plate (5) to Wood Seat (6), with arrow pointing forward, using four Flat Washers (12), four Lock Washers (13) and four Short Allen Screws (9).

**FULLY TIGHTEN ALL SCREWS.**

**STEP 3** Align the holes in Side Braces (8L and 8R) with the holes in the Wood Back (7) and Wood Seat (6), secure Braces (8L & 8R) using three Medium Allen Screws (10) for each Side Brace (8). **FULLY TIGHTEN ALL SCREWS.** Cover holes using three Wood Caps (14) for each Side Brace (8).

**STEP 4** Insert five Casters (2) into Base (1), push hard until you feel or hear the Caster (2) snap into place. Use Wooden Cleat (16) and Rubber Mallet (17) for easy installation. **SEE DETAIL B.** Place Base (1) upright so Casters (2) are on the floor, insert Pneumatic Cylinder (3) into Base (1) and slip Bellows (4) over Pneumatic Cylinder (3), Place Assembled seat onto Pneumatic Cylinder (3) and apply downward pressure.

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