



Lot Number:

Date of purchase:



Home Office Chair

Assembly Instructions

Model Number:

52185-BLK

Manufactured by: Living Style (Singapore) Pte. Limited

THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

Customer Service Support: 1-800-379-9773

Chair Assembly Instructions

Carefully unpack all parts and identify them against the parts list before attempting to assemble. To avoid scratching the components, assemble the chair on a protected surface.

Note:

1. Do not stand on the seat cushion.
 2. For indoor use only. Please do not expose to direct sunlight, sources of excessive heat, or use in wet or damp environments.
 3. Do not allow children to play on or near this product.
 4. Only a damp cloth should be used to clean the upholstery surface. For persistent stains and overall cleaning, contact a professional upholstery cleaning company.
 5. Do not use power tools. Only use the Hex Wrench provided. Check and re-tighten screws and knobs every 90 days.
 6. The casters sold with this chair are intended for use on carpet and not recommended for use on tile or hard wood floors. Using these casters on tile or wood flooring may cause floor surface damage, so please consider purchasing a chairmat to protect your floor surfaces.
- We are here to help if you have any questions, comments, or are in need of warranty replacement parts.

Visit our website at : **www.trueinnovations.com**

Or call us toll free at : **1-800-379-9773**

(Monday - Friday **6:00** am – **5:00** pm Pacific Time)

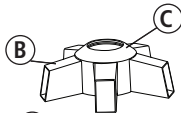
PARTS



(A)

Casters

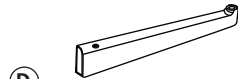
Quantity: 5



(B) + (C)

Base and Base Cover

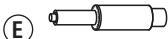
Quantity: 1



(D)

Metal Legs

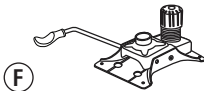
Quantity: 5



(E)

Gas Lift

Quantity: 1



(F)

Seat Plate

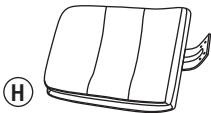
Quantity: 1



(G)

Seat Cushion

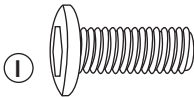
Quantity: 1



(H)

Back Cushion

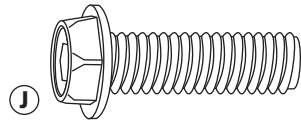
Quantity: 1



(I)

16 mm Small Screws

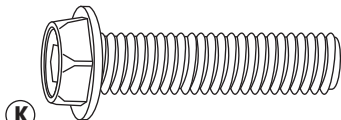
Quantity: 5



(J)

1" Big Screws

Quantity: 4



(K)

1-1/4" Big Screws

Quantity: 4



(L)

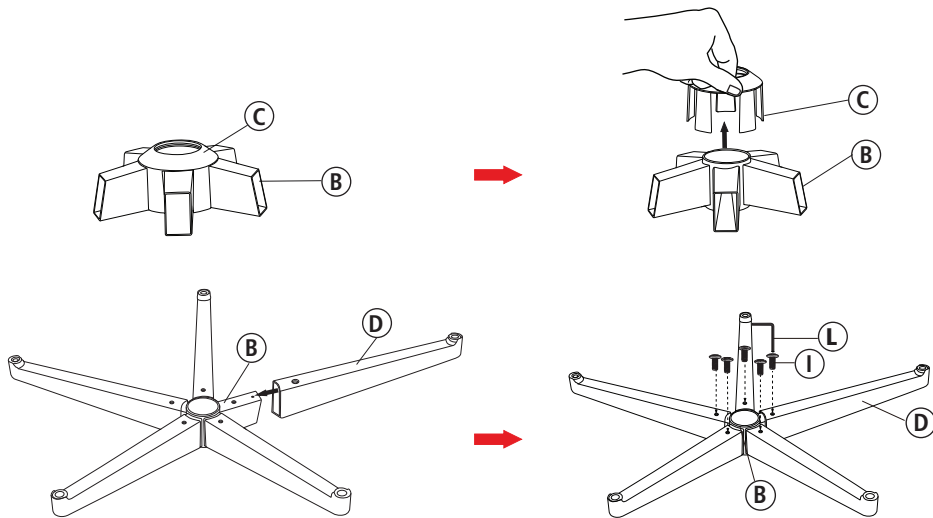
Hex Wrench

Quantity: 1

1

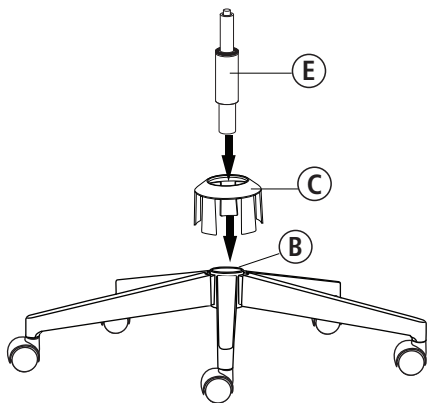
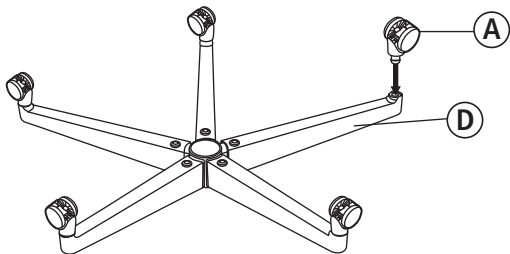
Take off Base Cover (C) from the Base (B), then turn the base over. Insert Metal Legs (D) into the Base (B) and secure by 16 mm Small Screws (I). Tighten all the screws.

Warning: Fully hand-tighten all 5 bolts at each leg/hub connection. Be careful not to overtighten or strip bolts. Do not use power tools. If you experience a problem with the leg attachment or are unable to fully tighten any of the bolts, stop. Do not use the base. Contact Customer Service for assistance. All bolts should be checked and re-tightened every 90 days.



2

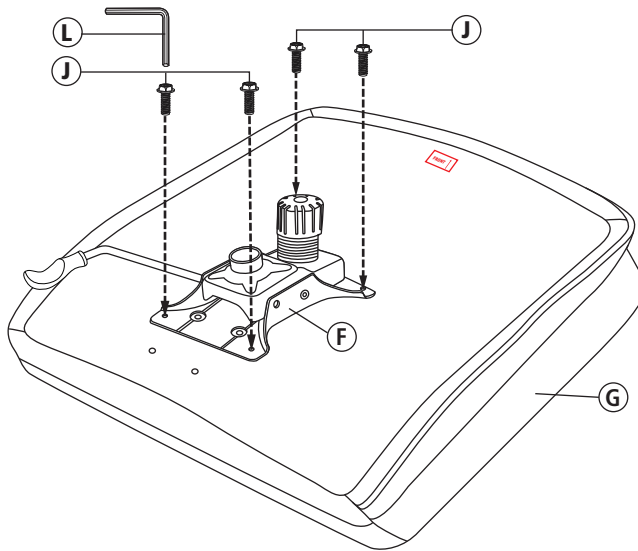
Press the Casters (A) into holes at the end of each leg. Turn the star base upright and then attach the Base Cover (C) to the Base (B) as shown. Insert the Gas Lift (E) through the center hole on top of the Base (B).



3

Attach Seat Plate (F) to the bottom of the Seat Cushion (G) (with the front of the seat plate facing the front of seat cushion). Attach by using 1" Big Screws (J) for the holes of the Seat Plate (F) and tighten screws.

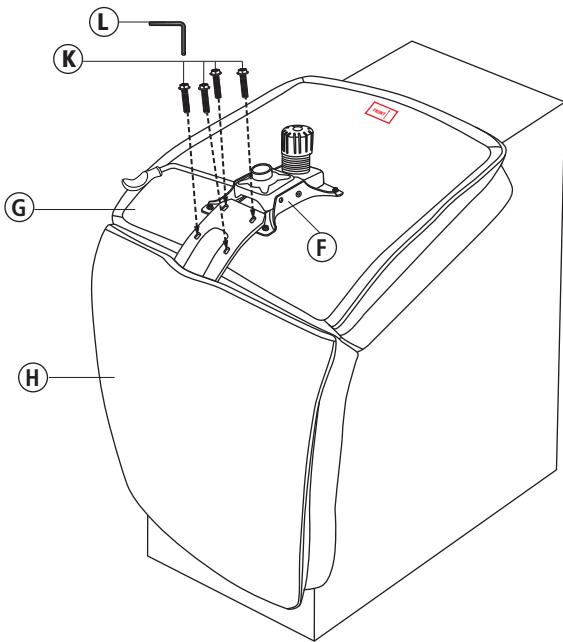
*Note: Tighten the screws completely.



4

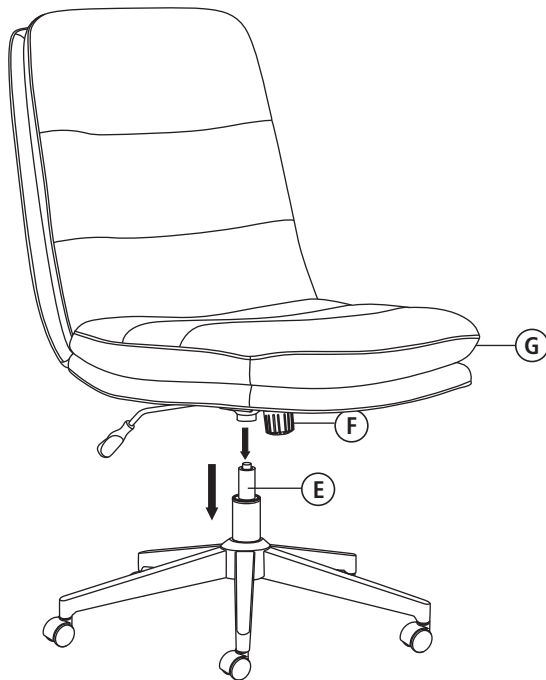
Align the Back Cushion (H) with the Seat Cushion (G) by positioning the back support plate over the Seat Plate (F) with 1-1/4" Big Screws (K).

*Note: Tighten the screws completely.



5

Position the assembled chair upright with the seat plate facing down. Insert the Gas Lift (E) into the center hole of the Seat Plate (F). Push down firmly over the Gas Lift (E) until it is securely connected.

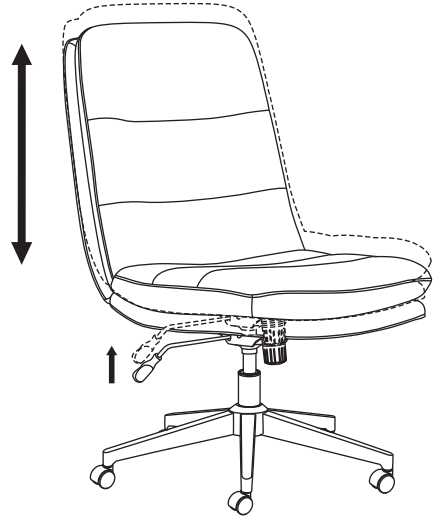


Operating instructions

Function Instruction - 1

To Adjust Seat Height:

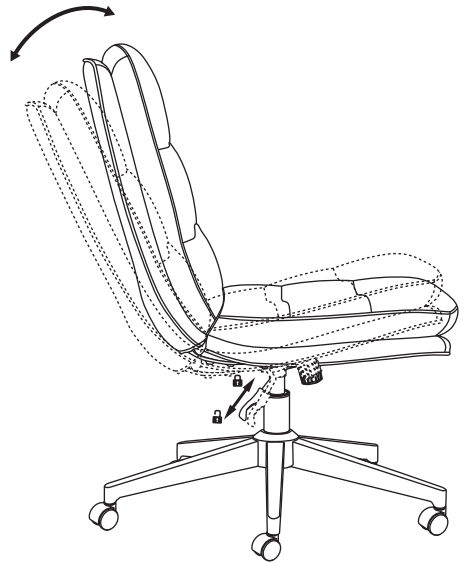
While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release handle to lock chair at desired height. To lower the seat, lift the handle while seated. The chair will descend until the handle is released or the chair reaches the bottom position.



Function Instruction - 2

To Operate Tilt Lockout:

While seated, reach under the right side of the chair to find the height-adjustment handle. Pull the handle all the way out (away from the gas lift) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the gas lift.



Function Instruction - 3

To Adjust Tension On The Tilt:

Reach under the front center of the chair, grasp the round knob (R) and turn it counter-clockwise to stiffen the tilt mechanism for a heavier user. Turn the knob (R) clockwise to loosen the tilt mechanism for a lighter user. Rotate the knob (R) until the desired resistance is reached.



Function Instruction - 4

360° Swivel:

360° seat swivel.



Limited Warranty

True Innovations seating products are warranted against defects in material and workmanship while owned by the “Original Purchaser”. The term “Original Purchaser” is defined as that party or entity which purchases True Innovations furniture from an authorized True Innovations retailer as shown by the **original sales receipt**. This warranty does not apply to “as is” or previously owned seating products.

True Innovations warrants its products to be free from defects in materials and workmanship (normal wear and tear, fading and stretching excepted), for one year from the date of purchase, except as provided below under the limited warranty.

The exceptions or exclusions to this warranty are as follows:

1. Any warranty claim that is submitted after the limited warranty period, or without proper proof of purchase will not include the cost of parts, labor, or delivery.
2. This warranty shall not apply to the True Innovations products which have been subjected to misuse, neglect, alteration, modification, or attachments, either caused by the original purchaser, shipping, storage, accident, fire, flood, or acts of God.

In the event of a defect in material or workmanship covered by this warranty, True Innovations will repair or replace, at their discretion, without charge the warranted furniture within a reasonable amount of time. We reserve the right to require damaged parts to be returned to us upon request. Natural markings such as scars, brands, grain variations, wrinkles, color variations, etc. will be considered normal characteristics and not construed as defects. We cannot warrant leather against scratching or scuffing, as all leather is subject to blemishes with use.

For claims or questions concerning this warranty, please contact True Innovations Customer Service department on the web at **www.trueinnovations.com**. Be prepared to provide your name, address, daytime phone number, the model and purchase order number of the product, date of purchase, and the store where it was purchased. True Innovations requires that the original sales receipt be submitted with all requests to confirm that you are the original purchaser according to our written warranty.

This warranty gives you specific rights, and you may also have other rights, which vary from state to state.

All warranties are limited to the original purchaser for normal use which is defined as a standard work week of forty hours by a person weighing less than 275 lbs.

Should you prefer to speak with a service representative, you may call toll free: 1-800-379-9773.