



Lot Number:

Date of purchase:



Office Chair

Assembly Instructions

Model Number :
52332-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

Star Base

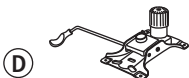
Quantity: 1



C

Gas Lift with Telescoping Cover

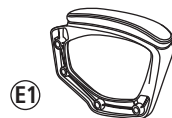
Quantity: 1



D

Seat Plate

Quantity: 1



E1

Left Arm

Quantity: 1



E2

Right Arm

Quantity: 1



F

Seat Cushion

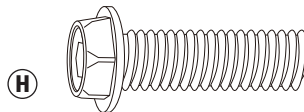
Quantity: 1



G

Back Cushion

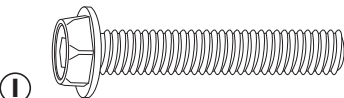
Quantity: 1



H

1" Big Screws

Quantity: 4



I

1-1/4" Small Screws

Quantity: 8



J

Plastic Caps

Quantity: 8



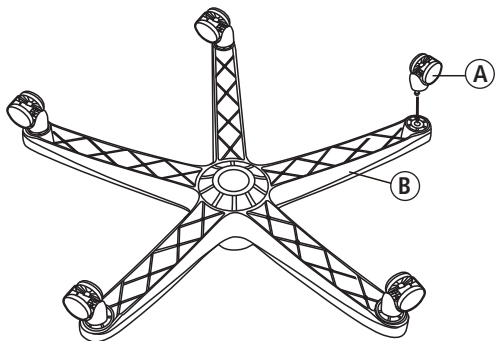
K

Hex Wrench

Quantity: 1

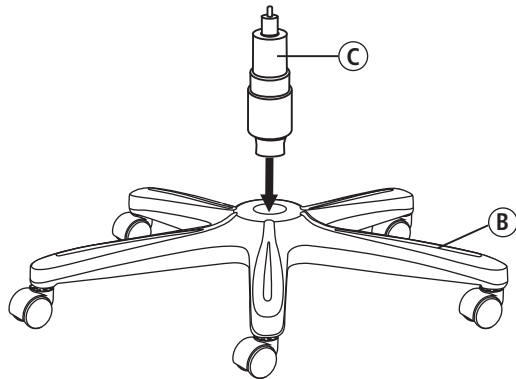
Step 1

Place the Star Base (B) upside down and insert 5 Casters (A) into the holes on the Star Base (B).



Step 2

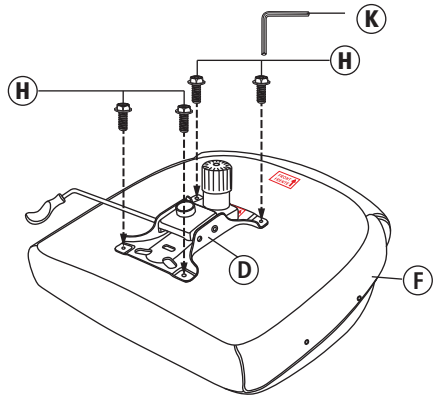
Turn the Star Base (B) over and insert the Gas Lift with Telescoping Cover (C) through the center hole on top of Star Base (B).



Step 3

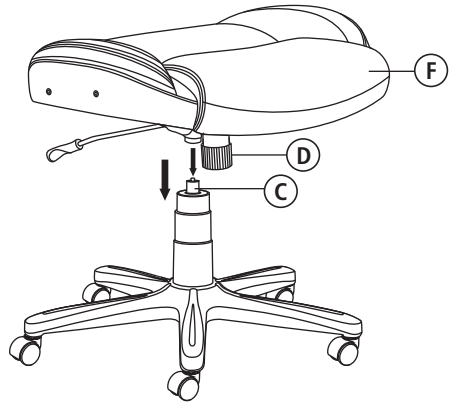
Attach Seat Plate (D) to the bottom of the Seat Cushion (F) (with the front of the seat plate facing the front of seat cushion). Attach by using 1" Big Screws (H) for the holes of the Seat Plate (D) and tighten screws.

Note: Tighten the screws completely.



Step 4

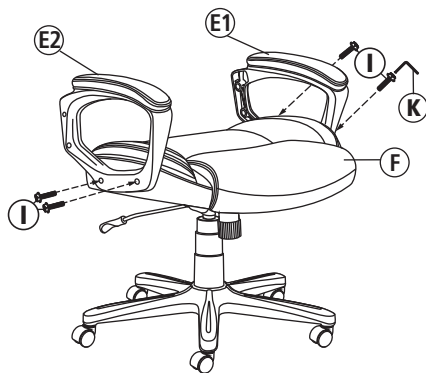
Place the assembled Seat Cushion (F) with Seat Plate (D) on top of the Gas Lift with Telescoping Cover (C) and press down until fully engaged.



Step 5

Fasten the Arms (E1 & E2) onto sides of the Seat Cushion (F) by using 1-1/4" Small Screws (I) with the Hex Wrench (K).

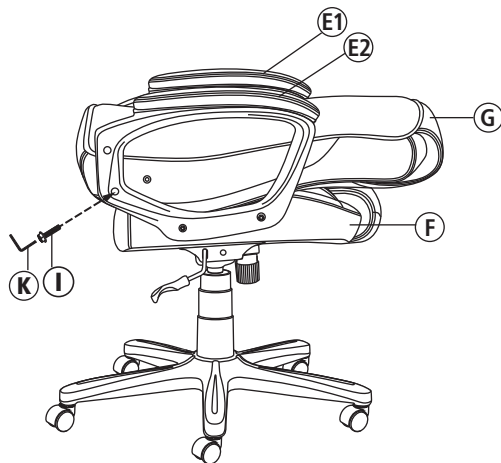
Note: Do not tighten the screws completely.



Step 6

Place the Back Cushion (G) flat between Arms (E1 & E2), and use 1-1/4" Small Screws (I) to locate lower screw holes on both Arms (E1 & E2) & Back Cushion (G) with the Hex Wrench (K).

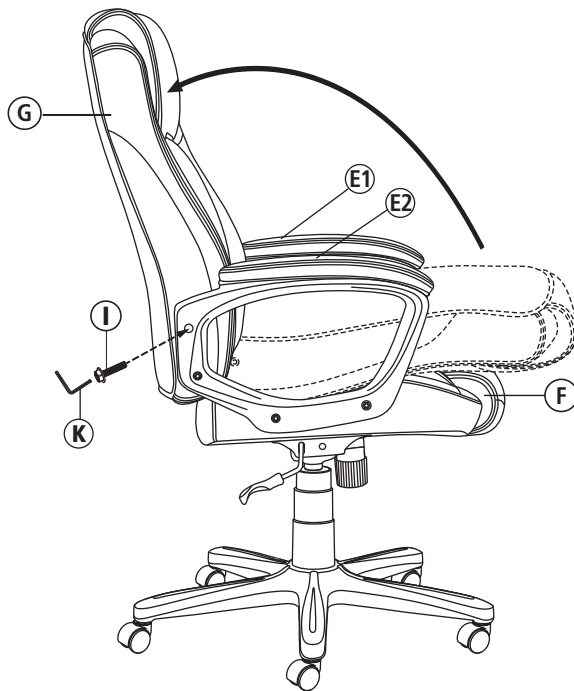
Note: Do not tighten the screws completely.



Step 7

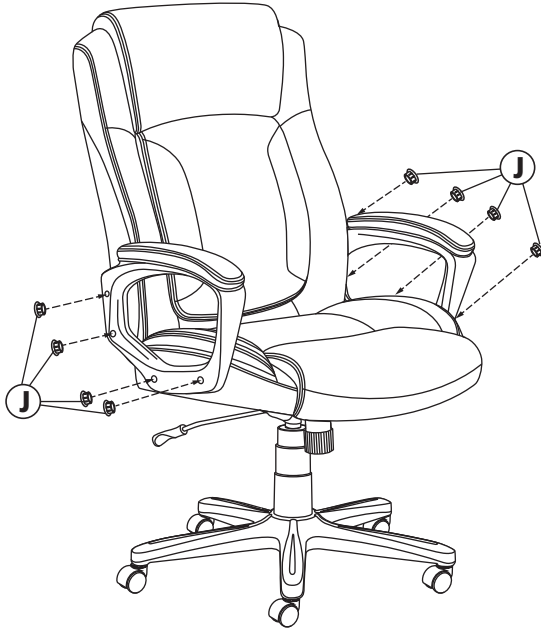
Push the Back Cushion (G) up to a vertical position and attach the Arms (E1 & E2) by using 1-1/4" Small Screws (I) with the Hex Wrench (K).

Note: Tighten all the screws completely.



Step 8

Place the Plastic Caps (J) into arm holes once screws have been tightened.

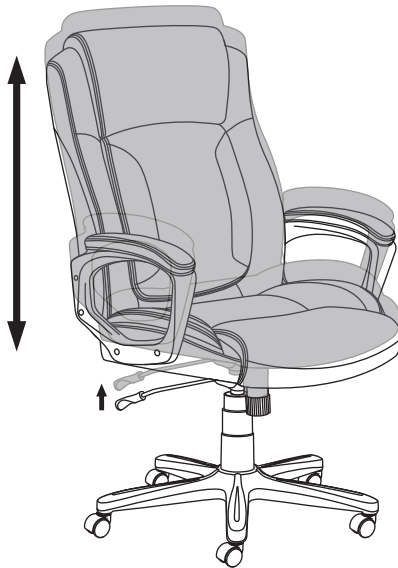


Operating Instructions

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:

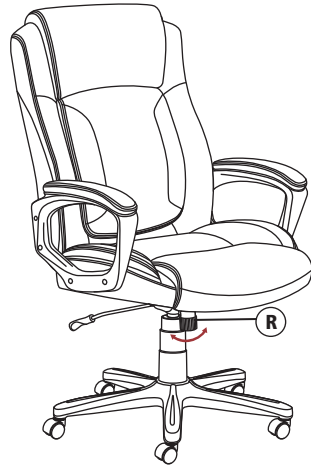
While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the seat plate) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the seat plate.



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.