Y9718 Springflex Mesh Ergonomic Office Chair Assembly Instructions

List of Parts

1.) Casters
2.) Gas Lift
3.) Base
4.) Arm screws/washers
5.) Seat with Mechanism
6.) Set of Arms
7.) Back screws/washers
8.) Allen Wrench
9.) Headrest
10.) Assembled backrest
11.) Seat mechanism

Step 1.) Casters snap into base by hand. Then set gas lift into base.
Step 2.) Line up hole on underside of seat to top of gas lift and press down. Carefully sit to lock together.
Step 3.) Insert arms into seat mechanism. Put washers and screws into holes and use Allen wrench to secure.
Step 4.) Insert backrest into seat mechanism and tighten screws.
Step 5.) Insert headrest into backrest

Instructions of Operation

To adjust headrest:
Manually pull up on stem or push down on headrest
To adjust armrests:
To adjust height-wise:
Pull up on tab below arm and raise.
Armpads manually swivel.
To raise backrest:
"Ratchet Height" adjustment. Manually raise backrest. Each "click" is a different height setting. Raise backrest all the way up to reset at the bottom.
To Pivot/Headrest:
Manually swivel!
To use the seat slider:
Lift 2nd tab on right side of seat and scoot in or out. Release tab to lock in position
Tilt tension knob is located on right side under the seat. Turn knob clockwise to loosen tension or counter-clockwise to make it more resistant.
To utilize the lift function:
Flip up tab on left side of seat to unlock tilt. Flip up tab to lock in reclined or upright position.
To Raise Chair (Pneumatic Lift):
Flip up first tab on right side of seat.
Release tab to lock in height position.