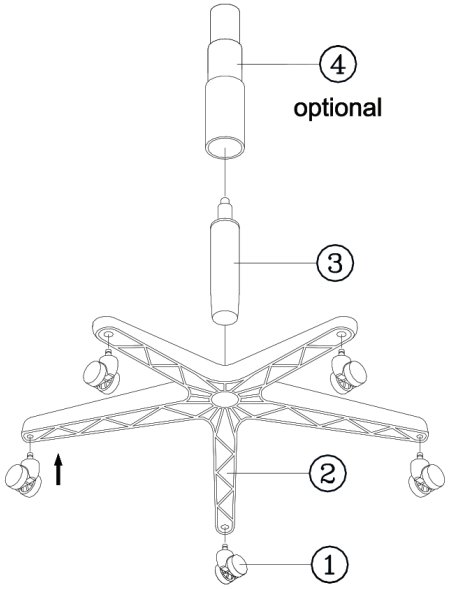
OfficeSource®
OFFICE FURNITURE

ASSEMBLY INSTRUCTIONS
MODEL NO. 7704ASNSLEATHER

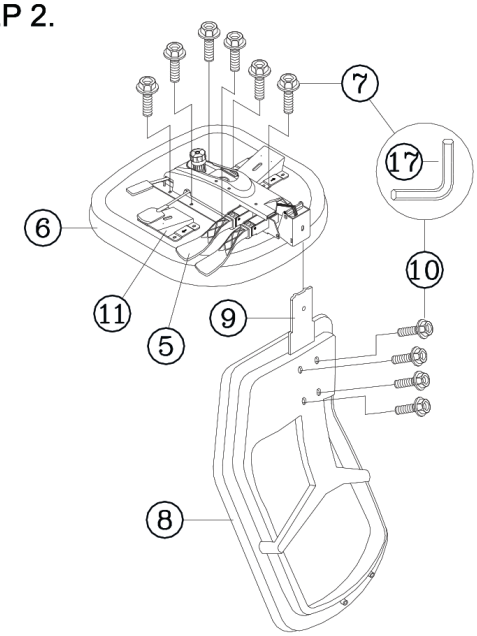
PART LIST
REMOVE ALL ITEMS FROM THE CARTON. VERIFY ALL PIECES BEFORE ASSEMBLY.

KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION
1	5	Caster	8	1	Backrest	14	1	Backrest Tight Screw + Washers
2	1	Base	9	1	Backrest Post			
3	1	Seat Post	10	4	Backrest Tight Screw	15	1	Backrest Post Bellow
4	1	Seat Post Cover(optional)	11	2	Arm Bracket	16	2	Backrest Post Bellow Screw
5	1	Seat	12	2	Armrest			
6	1	Mechanism	13	2	Arm Width Adjustment Knob + Washers	17	1	Allen Wrench
7	6	Mechanism Screw						

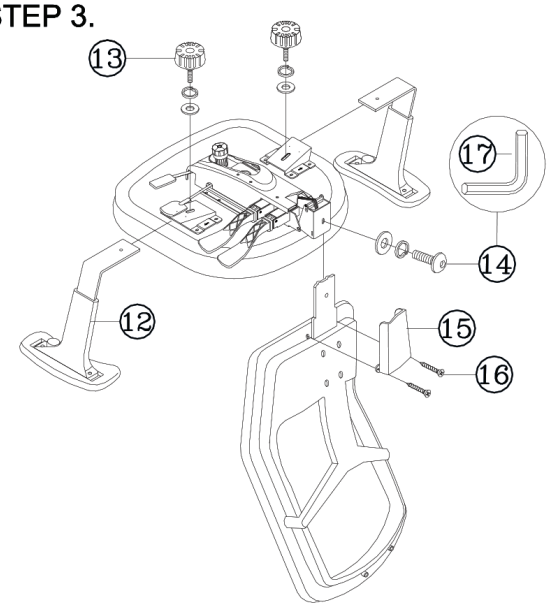
STEP 1.

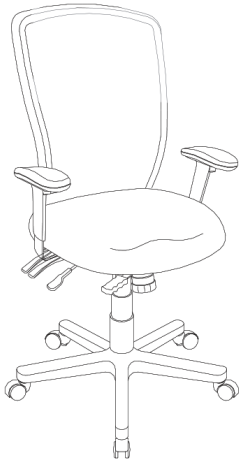


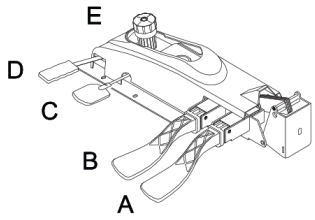
STEP 2.



STEP 3.







MECHANISM INSTRUCTIONS:

(A) Back angle adjustment lever.
(B) Combination seat / back angle adjustment lever with infinite lock.
(C) Seat height adjustment lever.
(D) Forward tilt lever
*While seated, lift lever B and then lean back to activate locking mechanism;
*Pull lever D backward to allow seat to tilt forward- or -push lever D forward to straighten seat;
*To lock in desired position, push lever B downward.
(E) Tension control knob-Turn colockwise to increase tension and counter-clockwise to decrease tension.

PREVENTIVE MAINTENANCE AND WARNING!

- USE THIS PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.
- DO NOT USE THIS CHAIR AS A STEP STOOL / LADDER.
- DO NOT SIT ON ANY PART OF THE CHAIR EXCEPT THE SEAT.
- DO NOT USE CHAIR ON UNEVEN FLOOR SURFACES.
- DO NOT USE CHAIR UNLESS ALL BOLTS, SCREWS AND KNOBS ARE TIGHTENED
- **EVERY SIX MONTHS, PLEASE MAKE SURE ALL BOLTS, SCREWS AND KNOBS ARE FULLY TIGHTENED TO ENSURE STABILITY.**
- IF ANY PARTS ARE MISSING, BROKEN, DAMAGED OR WORN, STOP USE OF THE PRODUCT UNTIL REPAIRS ARE MADE USING FACTORY AUTHORIZED PARTS.
- DISPOSE OF PACKAGING PROPERLY. PLASTIC BAG IS NOT A TOY. DO NOT USE PLASTIC BAG AS HEAD COVERING - IT MAY CAUSE SUFFOCATION.
- FAILURE TO FOLLOW THESE WARNINGS COULD RESULT IN SERIOUS INJURY.
- NOTE: SOME SCREWS MAY BE PREASSEMBLED. IF PREASSEMBLED, IGNORE ASSEMBLY INSTRUCTIONS.