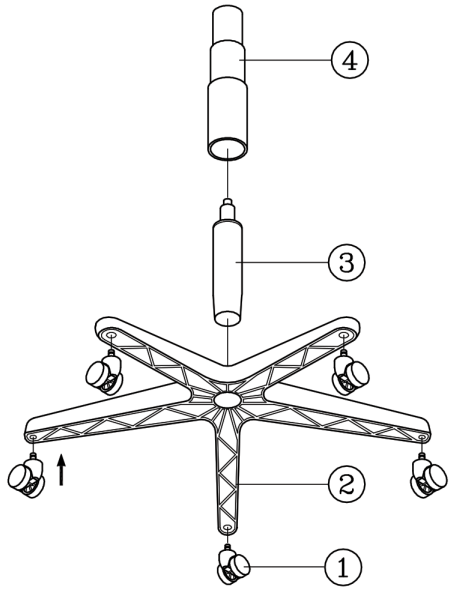
OfficeSource FURNITURE

ASSEMBLY INSTRUCTIONS
MODEL NO. 7621ANSLEATHER

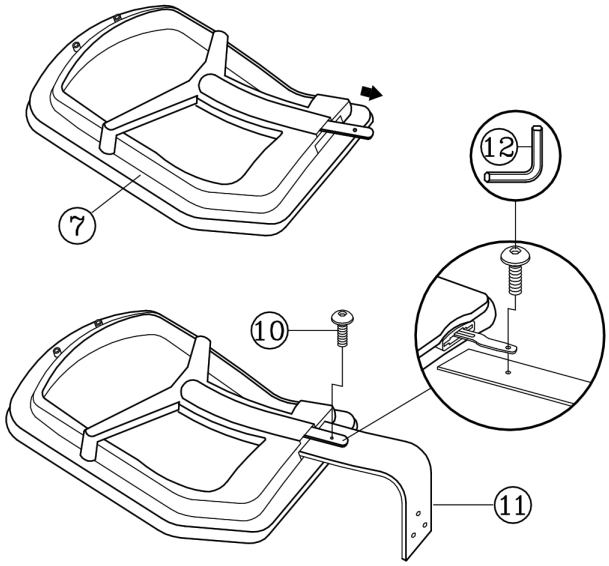
PARTS LIST
REMOVE ALL ITEMS FROM THE CARTON. VERIFY ALL PIECES BEFORE ASSEMBLY.

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

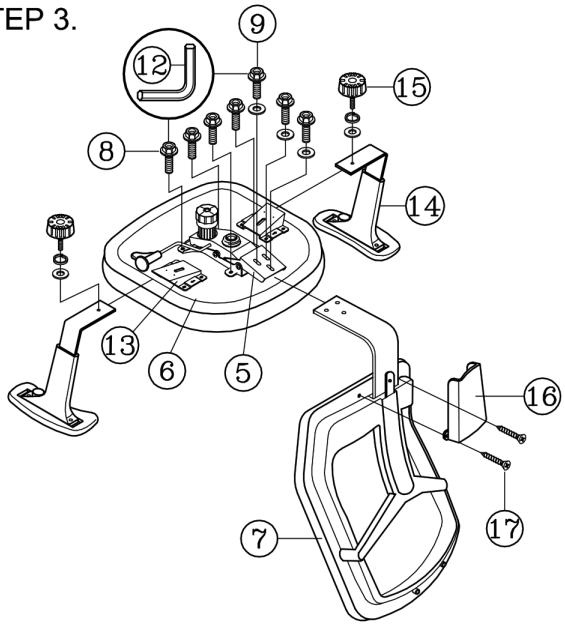
STEP 1.



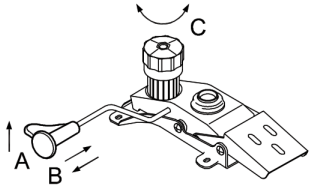
STEP 2.



STEP 3.







MECHANISM INSTRUCTIONS :

(A) SEAT HEIGHT ADJUSTMENT :
Pull lever up and downward. Release lever when desired position is reached.

(B) BACK TILT ADJUSTMENT :
Pull lever horizontally. Move backrest to tilt. To lock in upright position, push lever in.

(C) TILT TENSION ADJUSTMENT KNOB :
Rotate knob clockwise / counterclockwise to adjust tilt tension based on body weight.

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.