

# EL4350,2901,2907 MULTI-FUNCTION ERGONOMIC CHAIR

## OPERATING INSTRUCTIONS



### FEATURE

- **PNEUMATIC SEAT HEIGHT ADJUSTMENT**

To raise seat remove pressure from seat and lift lever (1).  
To lower seat height sit on chair and lift lever(1).

- **BACKREST ANGLE ADJUSTMENT**

To adjust back angle lift lever (2). Leave lever up for free float or push lever down to lock at any angle.

- **SEAT/BACK ANGLE ADJUSTMENT AND FORWARD TILT**

To adjust Seat/Back angle lift lever (3). Leave lever up for free float or push lever down to lock. For forward tilt lean back with lever (3) in the down position and push lever (4) forward. Lift lever (3) and the seat will tilt forward for keyboard intensive activities.

- **TILT TENSION ADJUSTMENT**

For individual comfort, this chair has been equipped with an adjustment that will allow the user to change the tension of the tilting feature. Turn knob (5) clockwise to increase tension and counter-clockwise to decrease or ease the tension.

**NOTE:** Be careful not to loosen back tilt adjustment knob completely.

### WARNING

1. Use this product only one person at a time.
2. Do not use this chair unless all bolts, screws and knobs are securely tightened.
3. Check that all bolts screws and knobs are tight every three months or as needed.
4. Do not overturn back tilt knob when decreasing tension.
5. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
6. Do not use chair as a stepladder.
7. Use this chair for its intended purpose only.
8. Use mild detergent only for cleaning.

### WARRANTY

Office Star chairs are warranted from the date of purchase against failure due to material and workmanship as follows:

- 15 Years on all non-moving metal parts.
- 5 Years on component parts including Control mechanisms, pneumatic cylinders, wood, plastic parts, base and casters.
- 3 Year on upholstery fabric and foam against wear and deterioration.

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

To make a warranty claim, contact Parts Department. Provide model number and description of the problem and obtain return authorization. At it's option Office Star Products will:

(a) Supply compatible components of current manufacture.

(b) Repair the customer's component. The customer must prepay freight on any components returned to the factory. Return freight on components still in warranty will be paid by Office Star Products.

*\*All warranties are limited to the original purchaser for normal Residential usage by persons weighing 200 lbs. or less. This warranty will not cover labor, freight or damage from misuse, abuse, negligence, alteration, accident, vandalism, rusting, acts of nature or any other event beyond the control of Office Star Products.*

*The warranty does not cover cosmetic damage that may result from normal use. Liability for incidental or consequential damages is excluded. The user assumes all risk of injury resulting from use of this product.*

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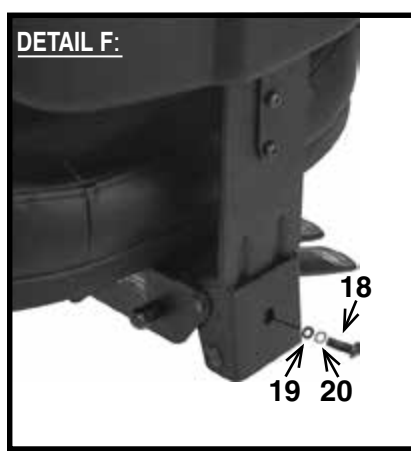
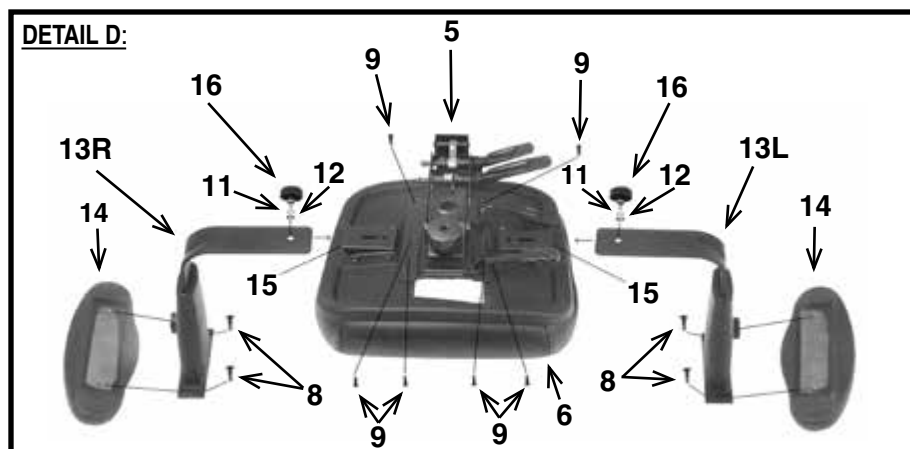
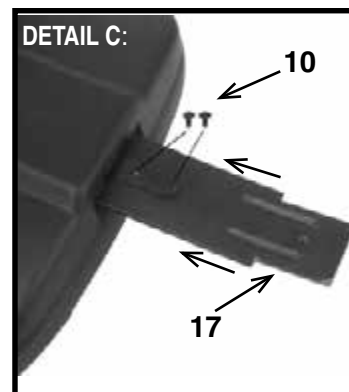
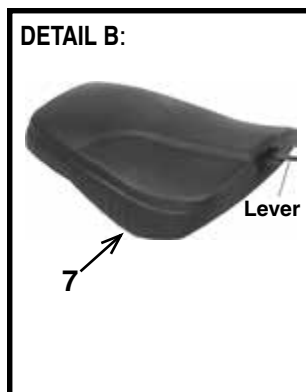
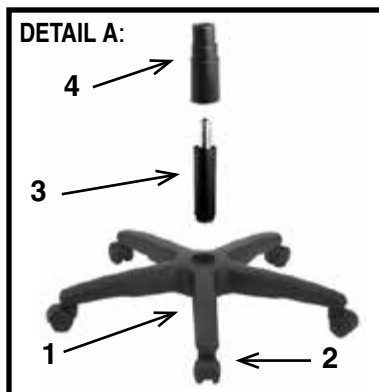
Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when parts are damaged or missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via e-mail [parts@officestar.net](mailto:parts@officestar.net), by Fax 1-909-930-5629, or toll free parts number 1-800-950-7262, Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time.



**OFFICE STAR™  
PRODUCTS**

# EL4350,2901,2907 MULTI-FUNCTION ERGONOMIC CHAIR

## ASSEMBLY INSTRUCTIONS



| PART                            | QTY |
|---------------------------------|-----|
| 1. Base                         | 1   |
| 2. Casters                      | 5   |
| 3. Pneumatic Cylinder           | 1   |
| 4. Bellows                      | 1   |
| 5. Seat Plate                   | 1   |
| 6. Seat Cushion                 | 1   |
| 7. Back Cushion                 | 1   |
| 8. M6 x 15mm Arm Screws         | 4   |
| 9. M6 x 24mm Machine Screws     | 6   |
| 10. M8 x 10mm Backrest Screw    | 2   |
| 11. Small Flat Washers          | 2   |
| 12. Small Star Washers          | 2   |
| 13. Arms Left (13L) Right (13R) | 2   |
| 14. Arm Pads                    | 2   |
| 15. Arm Bracket (pre-installed) | 2   |
| 16. Arm Width Adjustment Knob   | 2   |
| 17. Backrest Post               | 1   |
| 18. Backrest Bolt               | 1   |
| 19. Large Flat Washer           | 1   |
| 20. Large Star Washer           | 1   |
| 21. Allen Wrenches (Not shown)  |     |

Remove all parts from carton, separate by part numbers indicated on parts list, and verify part quantities.

**STEP 1.** Insert five Casters (2) into Base (1). Insert Pneumatic Cylinder (3) into Base (1) and slip Bellows (4) over cylinder shaft. (SEE DETAIL A)

**STEP 2.** With the Back Cushion (7) face down, pull lever out and insert Backrest Post (17) under the lever. Secure the Backrest Post to the lever using two M8 x 10mm Backrest Screws (10). **Tighten screws completely.** (SEE DETAIL B & C)

**STEP 3.** Attach adjustable Seat Plate (5) to Seat Cushion (6) with the large adjustment knob towards the front of the chair using six M6 x 24mm Machine Screws (9). **Tighten all screws completely.** (SEE DETAIL D).

**STEP 4.** Attach Arm Pads (14) using two M6 x 15mm Arm Screws (8) for each arm. Insert Arms (13L and 13R) into Arm Bracket (15). Using Arm Width Adjustment Knob (16), Small Star Washer (12), and Small Flat Washer (11) attach each arm. **Tighten both adjustment knobs.** (SEE DETAIL D).

**STEP 5.** Place the assembled seat on top of Pneumatic Cylinder (3) and apply pressure. (SEE DETAIL E)

**STEP 6.** Insert the Backrest Post (17) into the back of the Seat Plate (5). Using a Backrest Bolt (18), Large Star Washer (20) and Large Flat Washer (19) attach Backrest Post (17) to Seat Plate (5). **Tighten the Backrest Bolt (18) completely.** (SEE DETAIL F).

**ATTENTION: MAKE SURE ALL SCREWS ARE FULLY TIGHTENED BEFORE USING CHAIR.**