

# SPACE<sup>®</sup> 25004/27008 SYNCHRO KNEE TILT CHAIR OPERATING INSTRUCTIONS



## FEATURE

### • PNEUMATIC SEAT HEIGHT ADJUSTMENT

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

### • SYNCHRO KNEE TILT

To lock, return chair to the upright position and turn lever (4 not shown) up. To unlock turn lever (4 not shown) down.

### • TILT 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 (2) clockwise to increase tension and counter-clockwise to decrease or ease the tension. **NOTE:** Be careful not to loosen tilt adjustment knob completely.

### • ARM HEIGHT ADJUSTMENT

To adjust arm height, push button (3) in to allow the arms to move up or down freely. Release the button (3) once the desired height is reached.

### • HEADREST ADJUSTMENT

To adjust the height of the headrest, first loosen the adjustment knob at the back of the headrest by turning it counterclockwise. Do not over loosen the adjustment knob. Move the headrest to a desired height and tighten the adjustment knob by turning it clockwise. To move the headrest forward or backwards, first pull the small levers at the back of the headrest to an up-right position. Then move the headrest to a desired position and press the levers down to horizontal to secure the position.

## 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

SPACE<sup>®</sup> chairs are warranted\* from the date of purchase against failure due to material and workmanship as follows:

- Lifetime on component parts including pneumatic cylinder, control mechanism, base and casters.
- 3 Years on upholstery fabric and foam against wear and deterioration.
- Leather is not warranted against routine scratching and scuffing, as leather is subject to minor blemishes in use.

*\*All warranties are limited to the original purchaser for normal commercial usage defined as a standard forty hour work week by persons weighing 250 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. When usage is more than 40 hours per week, a five year warranty on all parts applies. Fabric is warranted for one year.*

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

**All SPACE<sup>®</sup> chairs are built to meet or exceed ANSI BIFMA standards.**

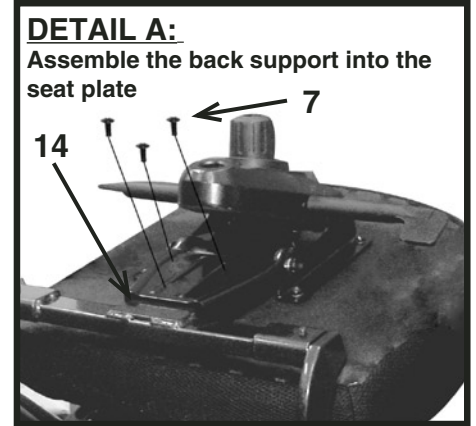
To make a warranty claim, contact Parts Department via e-mail [parts@officestar.net](mailto:parts@officestar.net), by Fax 1-909-930-5629, or toll free parts number 1-800-950-7262, Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time. Provide model number and description of the problem and obtain confirmation number. At it's option Office Star Products will:

- (a) Supply compatible components of current manufacture.
- (b) Repair the customer's component.

It is the customer's responsibility to prepay freight on any components returned to the factory. Return freight on components covered by warranty will be paid by Office Star Products.



# S | P | A | C | E<sup>®</sup> 25004/27008 SYNCHRO KNEE TILT CHAIR ASSEMBLY INSTRUCTIONS



Part	QTY
1. Base	1
2. Casters	5
3. Pneumatic Cylinder	1
4. Seat Plate	1
5. Seat Cushion	1
6. Back Cushion	1
7. 1" Screws	4
8. 1 1/2" Screws	6
9. 3/4" Screws	3
10. Flat Washers	6
11. Arms Left (11L) Right (11R)	2
12. Headrest	1
13. Headrest Bolts	2
14. Back Support Plate (pre-installed)	1
15. Allen Wrench (not shown)	1

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

**STEP 1** Insert Casters (1) into Base (2). Be sure all casters are inserted properly.

**STEP 2** Place Base (1) upright so that Casters (2) are on the floor. Insert Pneumatic Cylinder (3) into Base (1).

**STEP 3** Attach Seat Plate (4) to Seat Cushion (5) with the arrow towards the front of the chair using four 1" Screws (7).  
**TIGHTEN ALL FOUR SCREWS COMPLETELY.**

**STEP 4** Align the holes in the Arms (11L and 11R) with the holes in the Seat Cushion (5), using three 1 1/2" Screws (8) and three Flat Washers (10) to attach each arm. **FULLY TIGHTEN ALL SCREWS.**

**STEP 5** Attach Back Support Plate (14) to Seat Plate (4) using three 3/4" Screws (9). **FULLY TIGHTEN SCREWS.**

**IMPORTANT NOTE: MAKE SURE YOU HAVE ASSEMBLED THE BACK SUPPORT PLATE (14) INTO THE SEAT PLATE (5) THAT YOU ATTACHED TO THE SEAT CUSHION IN STEP 4. (SEE DETAIL A)**

**STEP 6** Place the assembled seat on top of Pneumatic Cylinder (3) and apply pressure.

**STEP 7** Attach Headrest (12) to the Back Cushion (6) using Headrest Bolts (13).

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