

## MAINTENANCE REQUIREMENTS

- \* **Inspection** – Inspect chair every four months, to make sure all knobs, bolts, and screws are tight.
- \* **Vinyl upholstery** – Wipe with soft damp cloth, moistened in a solution of 10% household liquid dish soap with warm water. For unusual stains follow Naugahyde® brand instructions.
- \* **Fabric upholstery** – Whisk or vacuum regularly. For unusual stains use a commercial nylon cleaner, following manufacturer’s instructions.
- \* **Other surfaces** – Wipe with a soft cloth, moistened in a mild detergent solution. Dry and buff lightly with a cloth.
- \* **Lubrication** – Lubricate all moving parts at least every six months.

The chair product label is on the bottom of the seat. Any correspondence concerning this product should include Model and Order Number information.

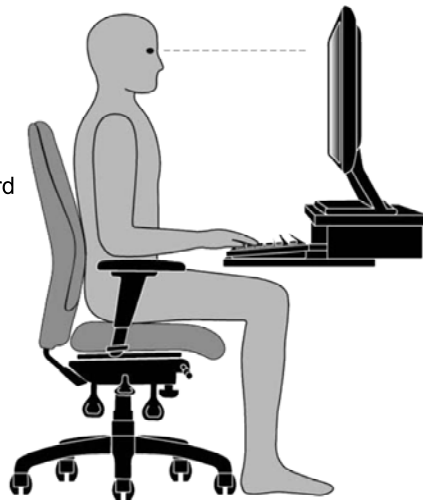
## AN ERGONOMICALLY POSITIONED WORK STATION

**HEAD:** Directly over shoulders without straining, about an arm’s length from screen.

**NECK & SHOULDERS:** Relaxed.

**BACK:** Upright or inclined slightly toward from the hips. Maintain the same spinal curve the back has when standing.

**ELBOWS:** Relaxed at a 70-135 degree angle.



**SCREEN:** At eye level or slightly lower.

**WORK SURFACE:** At a height to allow the elbows to be relaxed at a 70-135 degree angle. Chair may need to be raised to accommodate this. High enough to allow knees to fit under.

**KEYBOARD:** Best when kept flat close to elbow level. Take frequent rest breaks.

**WRISTS:** Relaxed and straight not angled up or down.

**KNEES:** Slightly lower than hips.

**FEET:** Firmly planted on the floor. A footrest may be needed for shorter people or high work surfaces.

## IMPORTANT CASTERS INFORMATION

Unless specified, your chair is equipped with hard twin wheel casters, recommended for use on carpeted surfaces. If chair is used on hard surface (wood, linoleum, or other hard surface) please contact our customer service to order special casters that are recommended for use on hard surfaces.

## WARNING : FAILURE TO FOLLOW THESE WARNINGS AND MAINTENANCE INSTRUCTIONS WILL REDUCE THE LIFE OF THE PRODUCT AND CAN RESULT IN SERIOUS INJURY

- \* Read all instructions fully before assembly or use.
- \* After reading, return the instructions to the clear plastic pocket attached to the bottom of the seat.
- \* If the chair is not operating properly or parts are loose, missing, or broken, stop use of chair immediately.
- \* Chair fabric will burn. Exercise care when near open flame or with burning cigarettes.
- \* Do not stand on this chair - do not use this chair as a step ladder. Use this product only for seating one person at a time.
- \* Armrests are to be used to rest the arms. Do not use armrest to lift the chair. Do not apply full body pressure to the arms.
- \* Do not use any part of the chair for sitting, other than the seat. When sitting, place yourself firmly in the center of the seat with your back against the back rest. Do not sit on the front edge of the seat.
- \* Do not use this chair unless all bolts, screws and knobs are firmly secured.
- \* Every four months, check all bolts, screws, and knobs to make sure they are tight.
- \* Manufacturer recommends lubricating all moving parts of the mechanism every six months.
- \* If parts are missing, broken, damaged, or worn, stop use of this product until repairs are made, using factory authorized parts.
- \* Failure to follow these warnings could result in serious injury and will void warranty.