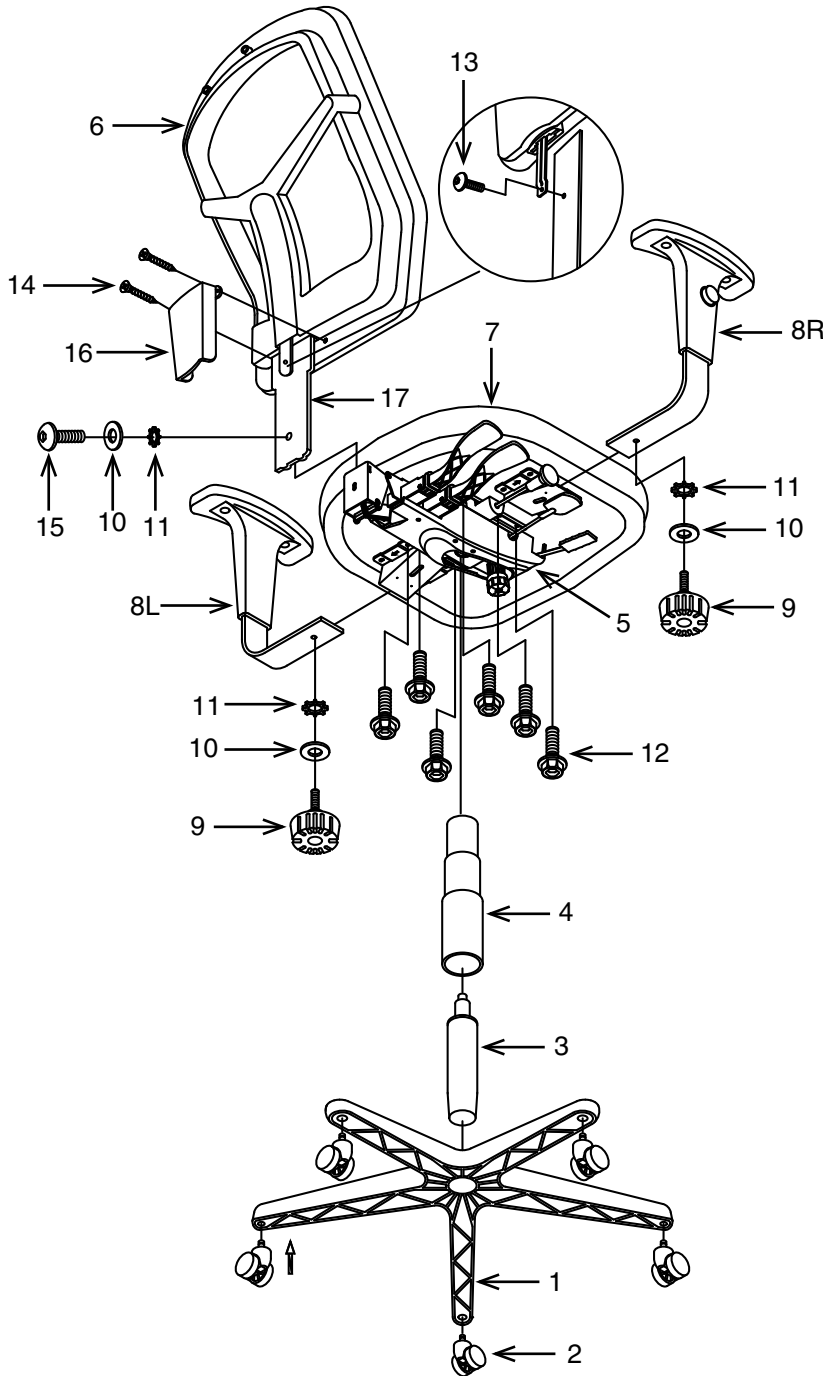


# MI-1522 MANAGER'S CHAIR ASSEMBLY INSTRUCTIONS



| PART                         | QTY |
|------------------------------|-----|
| 1. Base                      | 1   |
| 2. Caster                    | 5   |
| 3. Pneumatic Cylinder        | 1   |
| 4. Bellows                   | 1   |
| 5. Mechanism                 | 1   |
| 6. Backrest                  | 1   |
| 7. Seat Cushion              | 1   |
| 8. Arms (8L & 8R)            | 2   |
| 9. Knob                      | 2   |
| 10. Flat Washer              | 3   |
| 11. Lock Washer              | 3   |
| 12. Mechanism Screws         | 6   |
| 13. Back Support Screw       | 1   |
| 14. Back Cover Screws        | 2   |
| 15. Back Mounting Screw      | 1   |
| 16. Back Support Cover       | 1   |
| 17. Back Support             | 1   |
| 18. Allen Wrench (not shown) | 2   |

**Remove all the parts from carton, separate them into part numbers indicated on the list and make sure part quantities are correct.**

**STEP 1** Insert five Casters (2) into Base (1), push hard until you hear or feel Caster (2) snap into place. Insert Pneumatic Cylinder (3) into Base (1) and slip Bellows (4) over Pneumatic Cylinder (3).

**STEP 2** Attach Arms (8L & 8R) to Seat Cushion (7) using one Knob (9), one Flat Washer (10) and one Lock Washer (11) for each Arm (8). **FULLY TIGHTEN KNOBS (9).**

**STEP 3** Attach Mechanism (5) to Seat Cushion (7) using six Mechanism Screws (12). **FULLY TIGHTEN ALL MECHANISM SCREWS (12).**

**STEP 4** Attach Back Support (17) to Backrest (6) using Back Support Screws (13). **FULLY TIGHTEN BACK SUPPORT SCREW (13).**

**STEP 5** Insert Back Support (17) into rear of Mechanism (5) and secure using Back Mounting Screw (15), one Flat Washer (10) and one Lock Washer (11). Secure Back Support Cover (16) over Back Support (17) using two Back Cover Screws (14), **FULLY TIGHTEN ALL SCREWS.**

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

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

# MI-1522 MANAGER'S CHAIR OPERATING INSTRUCTIONS

## FEATURES

- **PNEUMATIC SEAT HEIGHT ADJUSTMENT**  
To raise seat remove pressure from seat and pull lever (4) up.  
To lower seat height sit on chair and pull lever (4) up.
- **SEAT ANGLE ADJUSTMENT**  
To adjust seat angle, lift lever (2). Leave lever up for free float or push lever (2) down to lock.
- **BACKREST ANGLE ADJUSTMENT**  
To adjust back angle lift lever (1). Leave lever (1) up for free float or push lever (1) down to lock at any angle.
- **SEAT SLIDER ADJUSTMENT**  
To slide seat forward or backward, pull handle bar (3) out.  
Release handle bar (3) to lock desired seat position.
- **TILT TENSION ADJUSTMENT**  
To adjust title tension, Turn knob (6) clockwise to increase tension and counter-clockwise to decrease or ease the tension.  
**NOTE:** Be careful not to completely loosen knob (6).
- **SEAT/BACK ANGLE ADJUSTMENT & FORWARD TILT**  
To adjust Seat/Back angle, lift lever (2) leave lever up for free float or push lever down to lock. For forward tilt lean back with lever (2) in the down position and push lever (5) forward. Lift lever (2) and the seat will tilt forward for keyboard intensive activities.
- **ARM HEIGHT ADJUSTMENT**  
To adjust arm height, push button (7) to allow the arms to move up or down freely. Release button (7) once the desired height is reached.
- **ARM HEIGHT WIDTH ADJUSTMENT**  
To adjust arm width, loosen knob (8) to allow the arms to move in and out freely. tighten knob (8) once the desired width is reached.

