

COSGROVE– Conference Chair

Installation & User Adjustment Guide Instructions

No Tools Required

Package Contents (Refer to Figure A)

- 1 - Upper Chair Assembly
- 1 - Aluminum Base Assembly with 5 Casters
- 1 - Height Adjustable Cylinder

Note: Due to the product weight, it is recommended two or more people help with the installation of the chair.

1. Move the box into the final installation location and unpack in a clean environment.
2. Locate the base assembly onto the floor and insert the height adjustable cylinder into the base as shown in Fig. B.
3. Carefully position the upper chair assembly over the height adjustable cylinder, aligning the hole in the seat control mechanism with the top tapered end of the cylinder as shown in Fig. C.
4. Firmly apply weight into the seat to completely mate the components together.

User Adjustment Guide (Refer to Figure D)

1. **To raise the seat height:** With the right hand, pull the lever up while taking your weight off the chair.
To lower seat: With the right hand, pull the lever up while seated.
2. **To lock tilt recline:** Bring the backrest to the desired position using your body weight and, with the left hand, push the lever down to engage the tilt lock.
To unlock tilt recline: With the left hand, push the lever down and shift your weight forward and backward, to disengage the tilt lock.
3. **To increase tilt recline tension:** Rotate knob clockwise.
To decrease tilt recline tension: Rotate knob counterclockwise.

