Big & Tall Chair
Assembly Instructions

Model 48951-A / 48951-B

This chair can support up to 400 lbs

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**WARNINGS**

1. This product should be used by only one person at a time.
2. Do not use this chair unless all bolts, screws and knobs are securely tightened.
3. **Save the hexagonal wrench.** Check that all bolts, screws and knobs are tight every three months or as needed.
4. Dispose of packing material properly. Do not use the plastic cover as a head covering. It may cause suffocation.
5. Do not use the chair as a stepladder.
6. To clean the product, use only a clean cloth. The use of chemicals or cleaning products may affect the color fastness.
7. Use this chair for its intended purpose only.
8. The casters sold with this chair are intended for use on carpet. They are not recommended for use on tile or hard-wood floors. Using these casters on tile or wood flooring may cause damage to the floor surface. Please consider using a chair mat to protect your floor surfaces.
Step 1
Place the star base (B) upside down and insert 5 casters (A) into the holes on the star base (B).

Step 2
Turn the star base (B) over and insert the gas lift with telescoping cover (C) through the center hole on top of star base (B).
Step 3
Attach seat plate (D) to the bottom of the seat cushion (F) (with the front of the seat plate facing the front of seat cushion). Attach by using two 2-1/4” screws (J) for the front holes of the seat plate (D) and two 1” screws (I) for the rear holes of the seat plate (D) and tighten the screws using allen key (N).
*Note: Tighten the screws completely.

Step 4
Insert levers (D1 & D2) of seat plate (D) to the pre-attached cable lever receivers on the underside of seat cushion (F) (with the front of levers facing the front of seat cushion). Push down the key on the receivers to pull out the levers.
*Note: Fix the cable for the seat plate into the plastic clips attached to the bottom of the seat cushion.
**Step 5**
Position the back support plate over the seat plate (D), and attach the back cushion (G) to the seat cushion (F) with four 1-1/4" screws (K).
*Note: Do NOT tighten the screws completely.*

**Step 6**
Insert four 2-3/4" screws with spring washers (L) into arm holes attaching arms (E) (with front of arms facing the front of seat cushion) to sides of seat cushion (F) and back cushion (G).
*Note: Tighten all the screws completely.*
Step 7
Put the plastic shroud (H) over the seat plate (D) (with front of plastic shroud facing the front of seat cushion). Align shroud posts to holes on bottom of seat cushion (F) and press into position.

Step 8
Position the assembled chair upright with the seat plate facing down. Insert the gas lift with telescoping cover (C) into the center hole of the seat plate (D).
Step 9
Press the plastic caps (M) into the holes on outside of the arms once all screws have been tightened.
Operating Instructions

Function Instruction - 1
To Adjust Seat Height:
While seated, lean forward and reach under the right side of the chair to find the lever. Lift the lever and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release lever to lock chair at desired height. To lower the seat, lift the lever while seated. The chair will descend until the lever is released or the chair reaches the bottom position.
Function Instruction - 2
To Operate Tilt Lockout:
While seated, reach under the left side of the chair to find the lever. Push down the lever and lean back to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and pull the lever to the up position.
Function Instruction - 3
To Adjust Tension On The Tilt:
Reach under the front center of the chair, grasp the round knob (R) and turn it counter-clockwise to stiffen the tilt mechanism for a heavier user. Turn the knob (R) clockwise to loosen the tilt mechanism for a lighter user. Rotate the knob (R) until the desired resistance is reached.
Function Instruction - 4

360° SWIVEL

360° Seat swivel.