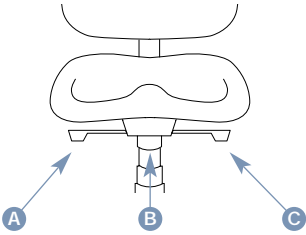


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Care was taken to pack all necessary hardware for assembly within your carton. Avoid the loss of these items by thoroughly searching all packing materials, wrappings and cartons before discarding. If after checking all materials you find you are still missing items, please contact your dealer for replacements.

synchronized chair movement

Seat Height Adjustment. To raise, pull up on lever **A** and lift your weight. Release the lever at the desired height. To lower, remain seated and pull up on lever **A**. Release the lever at the desired height.

Tilt Tension Adjustment. Turn the tension hand wheel **B** clockwise to increase tilt tension. Turn counterclockwise to decrease tension.

Tilt Lock Adjustment. To lock seat/back at any point in synchronized tilting range, turn lever **C** upward. Seat/back tilt is now locked. To release, turn lever **C** downward and tilt back in the chair. Chair will now return to tilting. The seat/back tilt lock will not release until tilted rearward.

assembly instructions

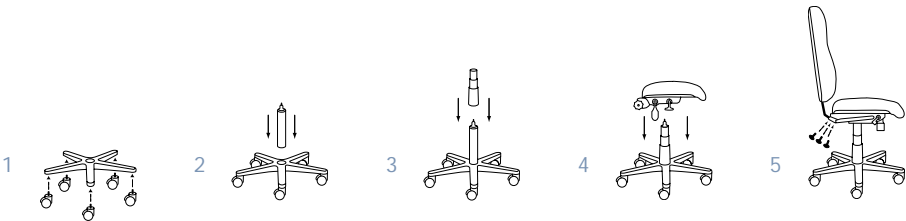
Step One. Insert casters into base and set the base on the floor.

Step Two. Place the pneumatic cylinder into the center hole of the base.

Step Three. Place the telescoping cover over the pneumatic cylinder.

Step Four. Using the hole in the bottom of the chair seat, carefully place the chair seat onto the top of the pneumatic cylinder.

Step Five. Insert the back support into the slot at the rear of the chair seat. Secure the back support in place by inserting and tightening three screws.



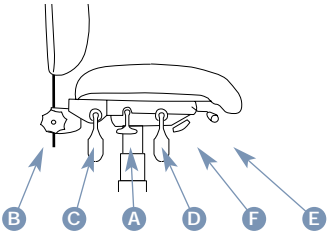
tc 648



Congratulations. We hope you enjoy your new seating for many years to come. For further assistance, contact us at 800.786.6121 or at www.inwood.net on the internet.

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synchronized chair movement

Seat Height Adjustment. To raise, pull up on lever **A** and lift your weight. Release the lever at the desired height. To lower, remain seated and pull up on lever **A**. Release the lever at the desired height.

Tilt Tension Adjustment. Turn the tension hand wheel **F** clockwise to increase tilt tension. Turn counterclockwise to decrease tension.

Back Height Adjustment. Turn hand wheel **B** counterclockwise to release back post. Slide the back to the desired position and lock by turning hand wheel **B** clockwise.

Back And Seat Tilt Angle Adjustment. The seat and back may be locked at any angle within the tilt range, or released to follow the movement of the user's body. **To lock the seat in place** - lift lever **D**, position the seat as desired and push the lever down. To leave the seat in an unlocked or free float position do not push the lever down. **To lock the back in place** - lift lever **C**, position the back as desired and push the lever down. To leave the back in an unlocked or free float position do not push the lever down. The seat and back will move as one unit when lever **D** is raised.

Forward Tilt Adjustment. Flip lever **E** down and rearward. With **D** in the up position, seat will tilt forward. Push lever **D** down. Seat can be locked in a forward tilt. To resume operation with a non-forward tilt, tilt seat rearward, flip lever **E** down and forward to lock seat out of forward tilt mode.

assembly instructions

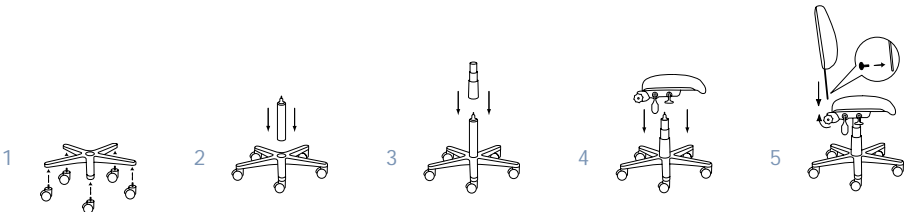
Step One. Insert casters into base and set the base on the floor.

Step Two. Place the pneumatic cylinder into the center hole of the base.

Step Three. Place the telescoping cover over the pneumatic cylinder.

Step Four. Using the hole in the bottom of the chair seat, carefully place the chair seat onto the top of the pneumatic cylinder.

Step Five. Remove the lower pin from the back support. Insert the back support into the slot at the rear of the seat and replace the pin. Secure the back support in place by tightening the handwheel.



tc 615, 625, 645

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assembly instructions

Step One. Remove back assembly from carton and place face up on a smooth, clean surface.

Step Two. Remove seat from carton and align two wood dowels in back of seat with the two holes in the back assembly, inserting until seat will stand alone. Take the short bolt, flat washer and lock washer and insert into hole in middle of the back of the seat and finger tighten.

Step Three. Place four long bolts with flat washers and lock washers in the back corners to attach the seat to the back assembly and finger tighten.

Step Four. Leaving the partially assembled chair on its back, take the left arm/leg assembly and set in place on the front of the chair. **a)** Place two medium bolts with flat washers and lock washers in the front corner to attach the seat to the arm/leg assembly and finger tighten. **b)** Check the alignment of the arm/leg assembly with the back post at this time and then use the 2-inch screws with lock washers to secure. Use a phillips screwdriver to tighten, but leave a little loose at this time.

Step Five. Repeat step four to connect the other arm/leg assembly.

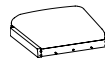
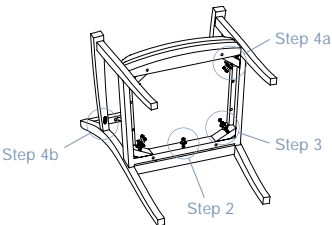
Step Six. VERY IMPORTANT! At this time carefully turn the assembled chair to an upright position. Be sure the chair is sitting on a hard, level surface. Gently sit in the chair and slowly shift your body weight from side to side and from front to back. Since the bolts and screws are only finger tight, the chair will level itself and prevent any uneven legs. Once you have sat in the chair, carefully turn it over and tighten all bolts and screws with a wrench and screwdriver. Check again to make sure the chair is level. If not, loosen bolts and repeat.

parts, hardware and tools list

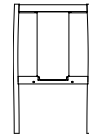
- (1) Back Assembly
- (1) Complete Seat Unit
- (1) Left Leg/Arm Assembly
- (1) Right Leg/Arm Assembly

- (4) Long Bolt (4.5-inch length)
- (4) Medium Bolt (3.5-inch length)
- (4) Short Bolt (2.75-inch length)
- (2) Screw
- (9) Flat Washer
- (11) Lock Washer

You will need a phillips screwdriver to assemble. A wrench or socket and ratchet is optional.



Seat Unit



Back Assembly

sc 406, 409, 413

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