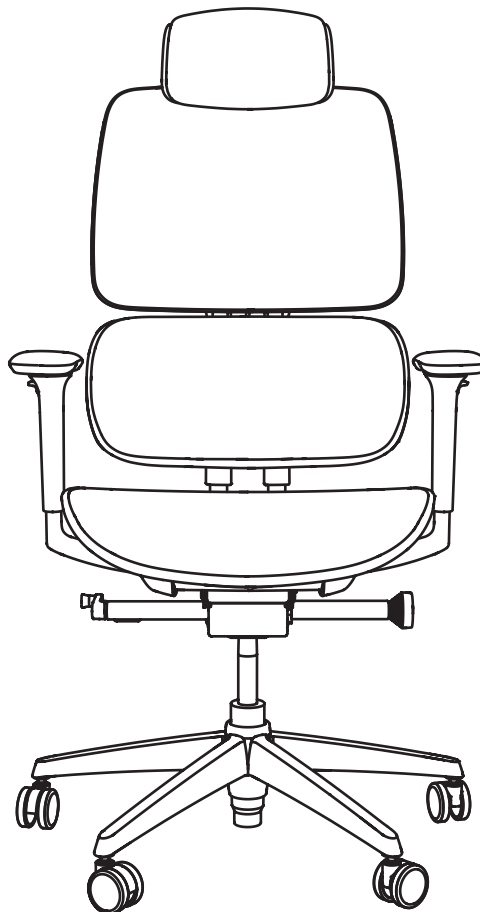


VOCA[®] 3501

OFFICE CHAIR

INSTRUCTION MANUAL

LET'S GET STARTED.



DESIGNED IN DENMARK

BDi

BDIUSA.COM



Congratulations on the purchase of your Voca Office Chair 3501 from BDI. Your office chair has been designed to provide a lifetime of enjoyment. This manual will provide you with assembly instructions and other helpful information to ensure that you get the most out of your product. Please save it for future reference.

Your Voca Office Chair has been engineered for simple assembly. Please follow these directions carefully to prevent any damage.

Should you need further assistance, contact BDI at customerservice@bdiusa.com.

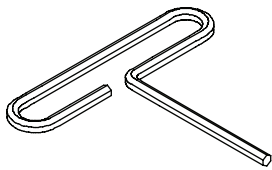
ENJOY!

HARDWARE AND COMPONENTS

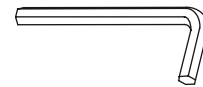
Unpack and identify the parts listed below. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, please contact BDI Customer Service at customerservice@bdiusa.com.

Do not use power tools for the assembly of this product.

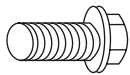
For all other concerns, please contact your BDI retailer.



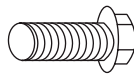
PART #	T1
DESCRIPTION	4mm Hex Wrench
QUANTITY	1



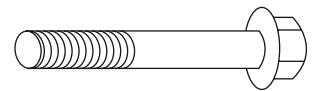
PART #	T2
DESCRIPTION	5mm Hex Wrench
QUANTITY	1



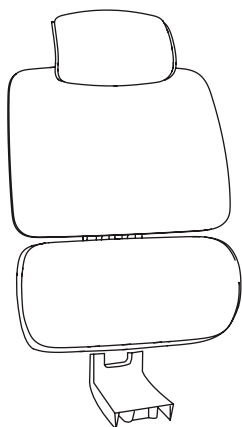
PART #	H1
DESCRIPTION	Hex Screw w/ Washer
QUANTITY	3



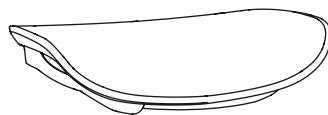
PART #	H2
DESCRIPTION	Hex Screw x 7/8"
QUANTITY	4



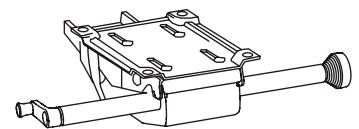
PART #	H3
DESCRIPTION	Hex Screw x 1 3/4"
QUANTITY	6



PART #	C1
DESCRIPTION	Backrest Assembly
QUANTITY	1

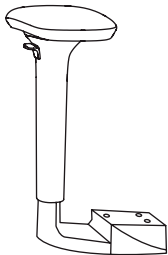


PART #	C2
DESCRIPTION	Seat
QUANTITY	1



PART #	C3
DESCRIPTION	Seat Mechanism
QUANTITY	1

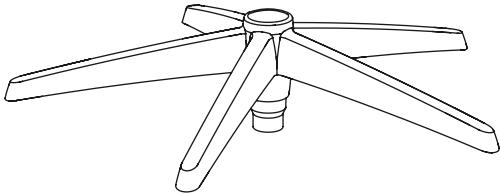
HARDWARE AND COMPONENTS



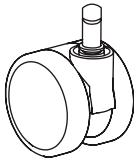
PART #	C4
DESCRIPTION	Armrest (Left & Right)
QUANTITY	1 of each



PART #	C5
DESCRIPTION	Lift Column
QUANTITY	1



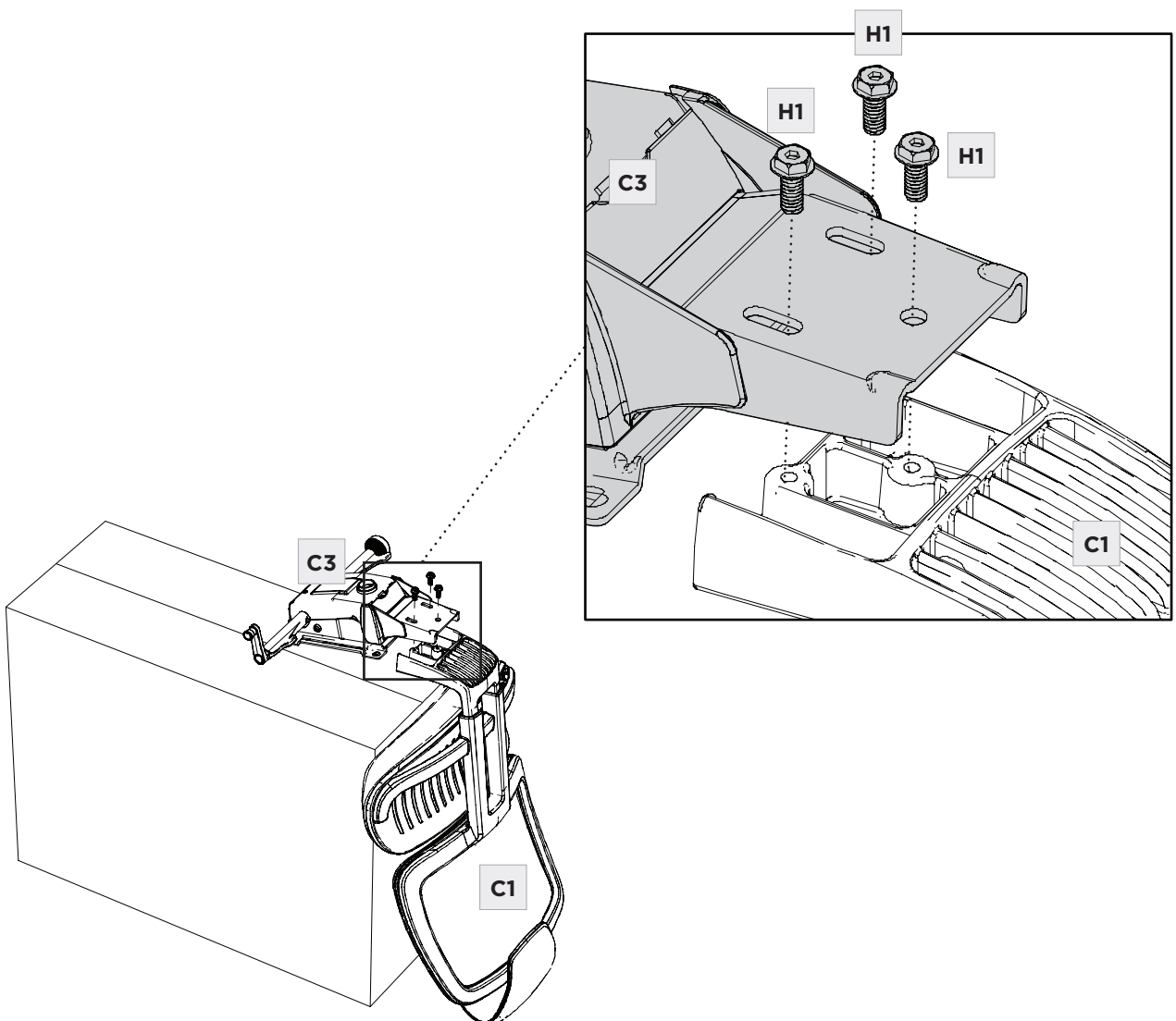
PART #	C6
DESCRIPTION	Base
QUANTITY	1



PART #	C7
DESCRIPTION	Swivel Wheel
QUANTITY	5

Using the box as a workbench, position the **(C1) Backrest Assembly** as shown. Connect the **(C3) Seat Mechanism** to the **(C1) Backrest Assembly** using **3 (H1) Screws with Washers**. Tighten with **(T2) 5mm Hex Wrench**.

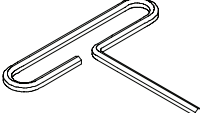
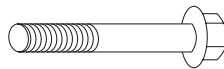
	PART/DESCRIPTION	QTY
	T2-HEX WRENCH	1
	H1-SCREW	3

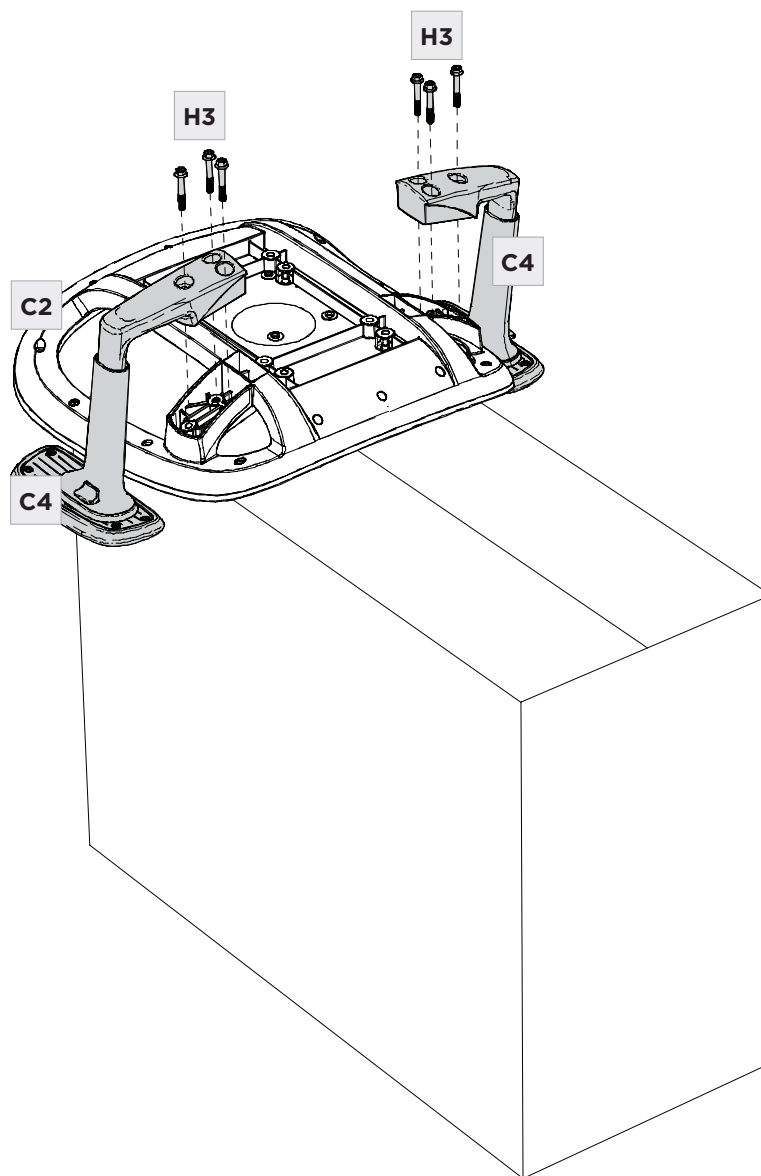


STEP 2. ATTACH ARMREST

ASSEMBLY

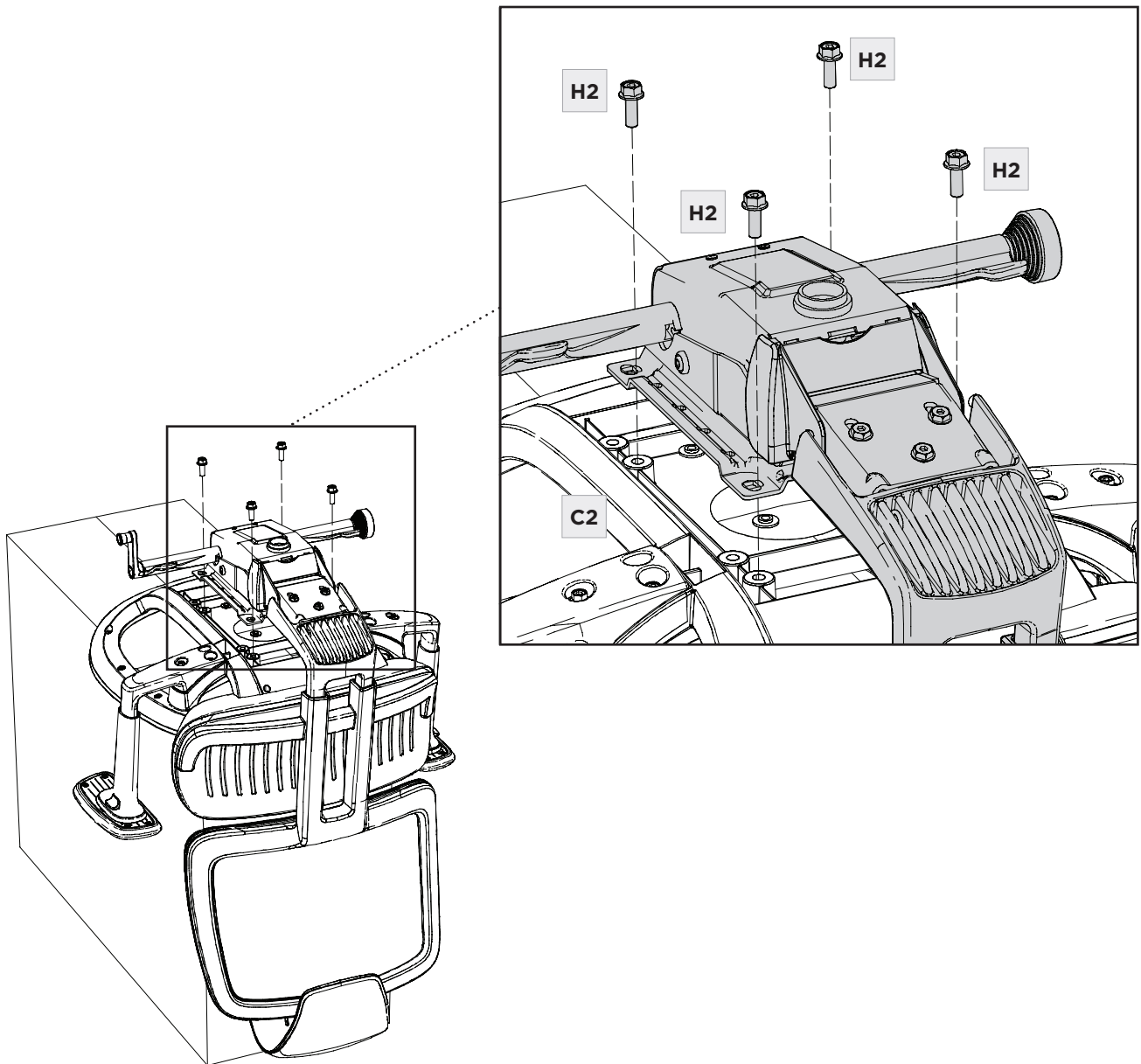
On the other end of the box, place **(C2) Seat** upside down. Attach **(C4) Left and Right Armrest** using **6 (H3) Screws** and tighten with **(T1) 4mm Hex Wrench**.

	PART/DESCRIPTION	QTY
	T1-HEX WRENCH	1
	H3-SCREW	6



Position the **Backrest/Seat Mechanism Assembly** on top of the **(C2) Seat**. Attach with **4 (H2) Screws** and tighten with **(T2) 5mm Hex Wrench**.

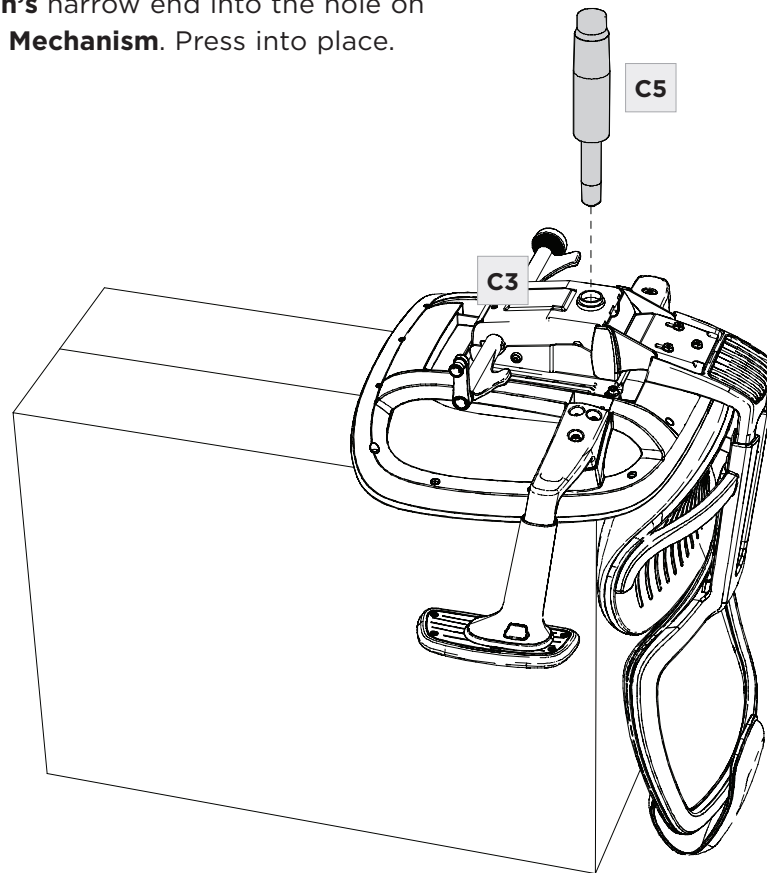
	PART/DESCRIPTION	QTY
	T2-HEX WRENCH	1
	H2-SCREW	4



STEP 4. INSTALL LIFT COLUMN

ASSEMBLY

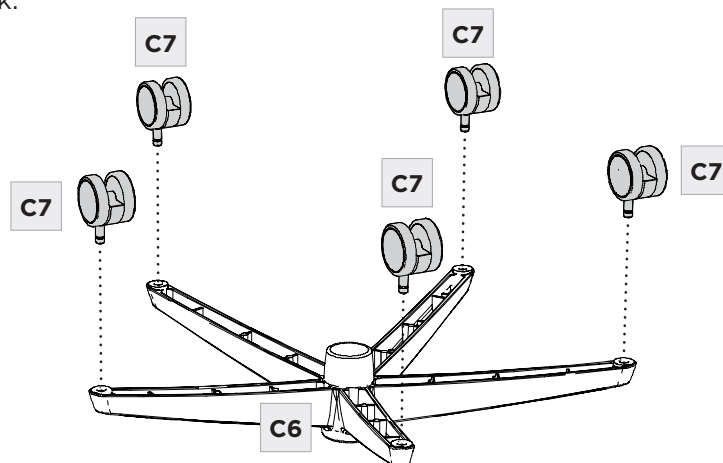
Position the **(C5) Lift Column's** narrow end into the hole on the bottom of the **(C3) Seat Mechanism**. Press into place.



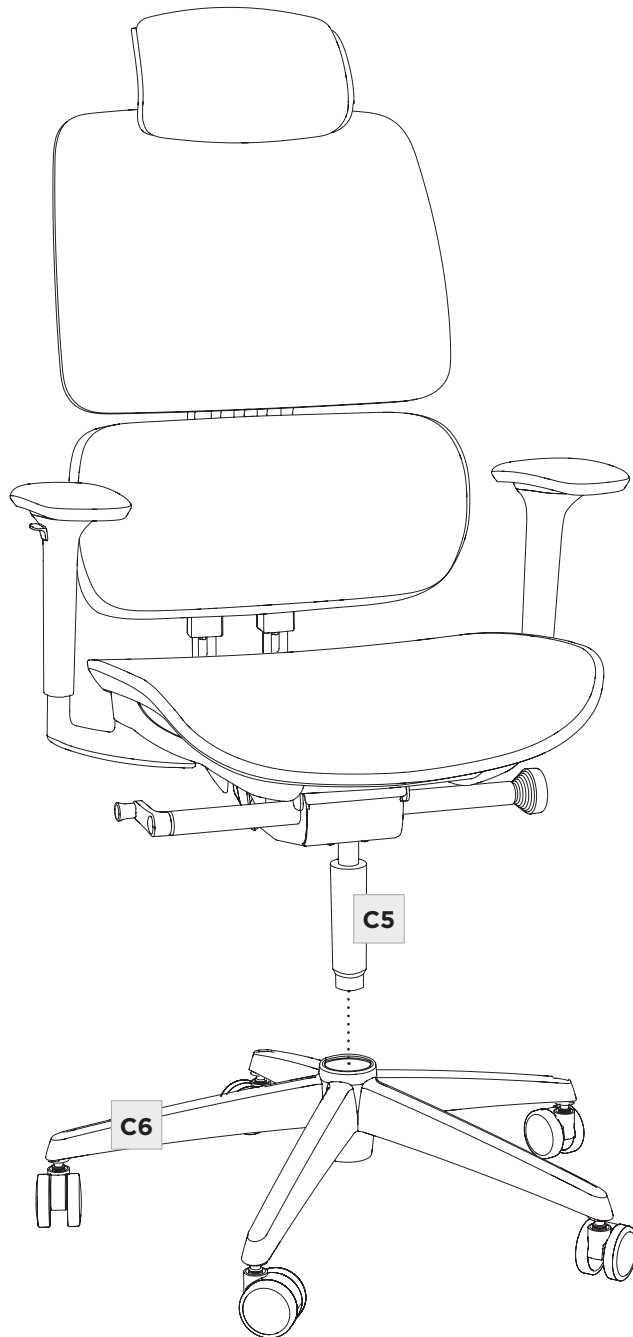
STEP 5. INSTALL SWIVEL WHEELS

ASSEMBLY

Position the **(C6) Base** upside down on the carpeted floor. Press the **(C7) Swivel Wheels** firmly into the holes until they lock.

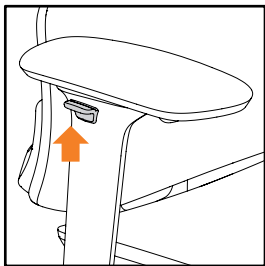


Connect the **(C6) Base** to the chair either right side up (with base on the floor as shown) or upside down on top of the box.



ADJUSTING ARMRESTS

Lift the button under the arm to adjust the height. Further, refine your settings by grasping the top of the arms and sliding in any direction. For optimal ergonomic positioning, elbows should stay close to your sides and your wrists should be straight.

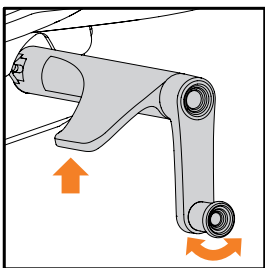


ADJUSTING BACK HEIGHT

The back support assembly is adjustable with an internal lift mechanism. While seated or standing, lift the back to adjust to one of eight preset positions. To lower the back, lift it to its highest position to release the mechanism and return the back to its lowest position.

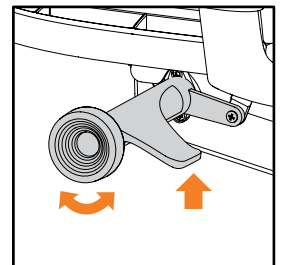
ADJUSTING SEAT HEIGHT

Height is adjusted using the lever on the right-hand control bar. Pull up on the lever while lifting or lowering your body weight in the chair; the seat will adjust on its pneumatic cylinder to reach your desired height.



ADJUSTING SEAT DEPTH

To adjust the seat depth, lift the lever on the left-hand control bar. Slide seat forward or back and release lever to lock it into position. Allow 2"-3" of space between the back of your knees and the edge of the seat.

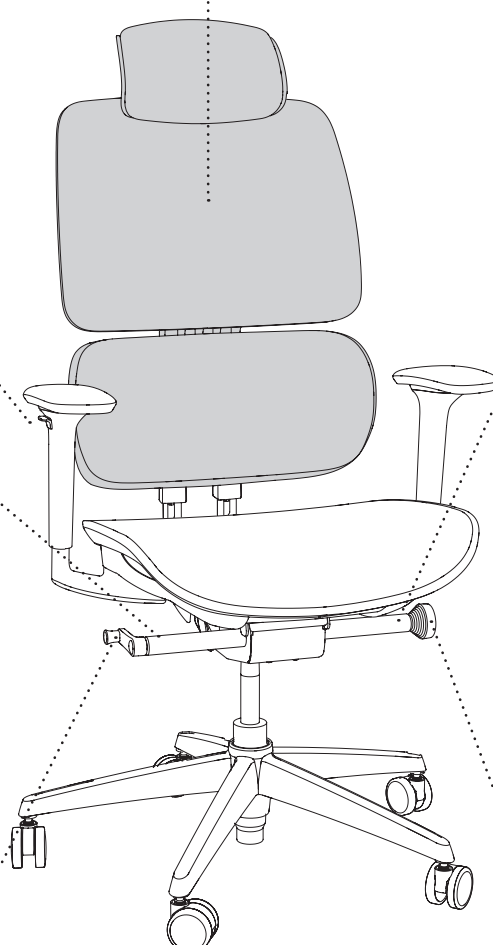


TILT TENSION CONTROL

Adjust the force needed to create a softer or firmer recline motion. Pull out the lever on the right-hand control bar and rotate it several times. Turn clockwise for more tension, counterclockwise for less tension.

SYNCHRO TILT

Rotate the left control bar clockwise to lock and counterclockwise to unlock the chair recline. Lean back to the desired position. If desired, turn the same bar clockwise to lock in order to lock it into one of four recline positions.



WARRANTY

BDI warrants to the original purchaser that this product shall be free of defects in assembly, material, or workmanship for five (5) years from the original date of retail purchase. In the event of a proven defect in this product's assembly, material, or workmanship within five (5) years from the original date of purchase, BDI will replace any such defective part(s). This warranty coverage is based on an 8-hour shift by any user weighing up to 300 lbs. Claims under this limited warranty or any implied warranty shall be limited to replacing 100% of the chair at BDI's sole option and discretion.

This warranty does not apply to normal wear or damage from misuse, abuse, improper storage or handling, installation, accident, repair or alteration, or other circumstances not directly attributable to manufacturing or material defects.

To view BDI's complete warranty information, visit www.bdiusa.com/warranty

PRODUCT REGISTRATION

Registering your new BDI product allows us to send you important product updates, service information, and helpful hints related to your BDI products. Register today, and you will be entered to win free a BINK table from BDI: www.bdiusa.com/register



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