

# The Everyday Chair

## Assembly and User Guide

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**RECESS**

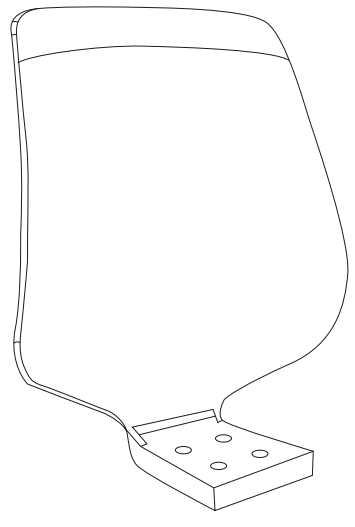
Make work happen from anywhere

# Congrats

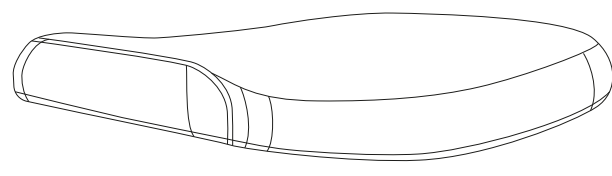
You are now the proud owner of your very own Recess Everyday Chair. Now let's get cracking with assembly- it shouldn't take you much longer than 30mins!

**RECESS**

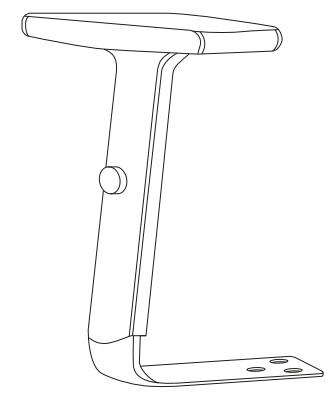
# In the Box



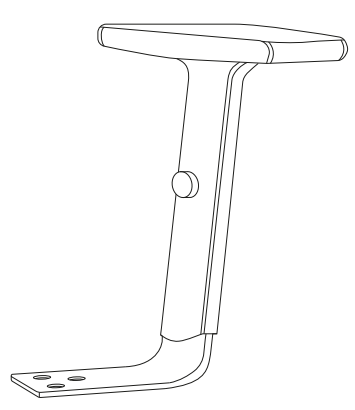
Backrest x1



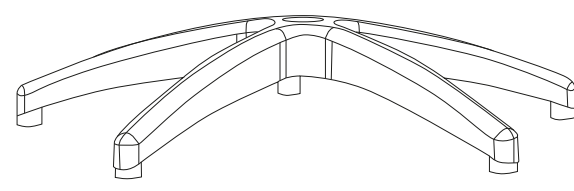
Seat Cushion x 1



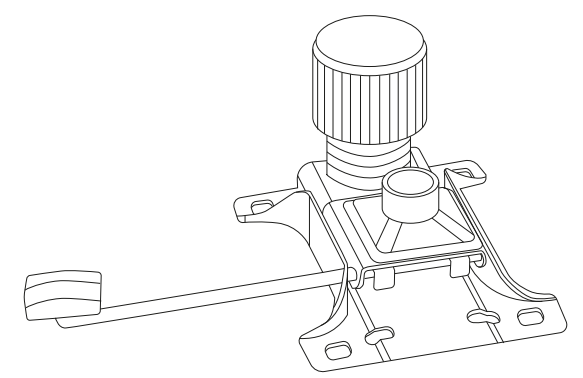
Armrest (R) x 1



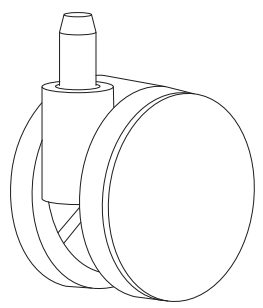
Armrest (L) x 1



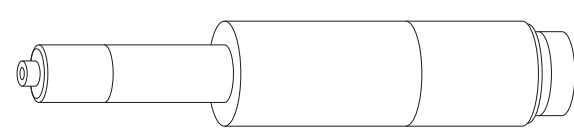
Star Base



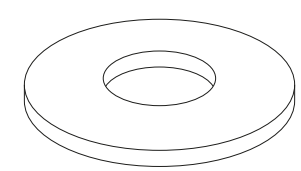
Mechanism x 1



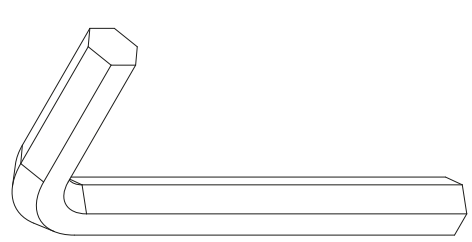
Caster x 5



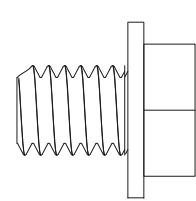
Seat Post x 1



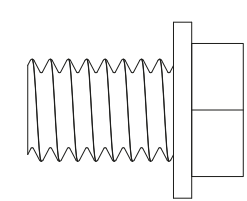
Washers x 14



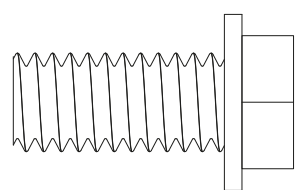
Allen key



Small Bolts  
x 2



Medium Bolts  
x 8

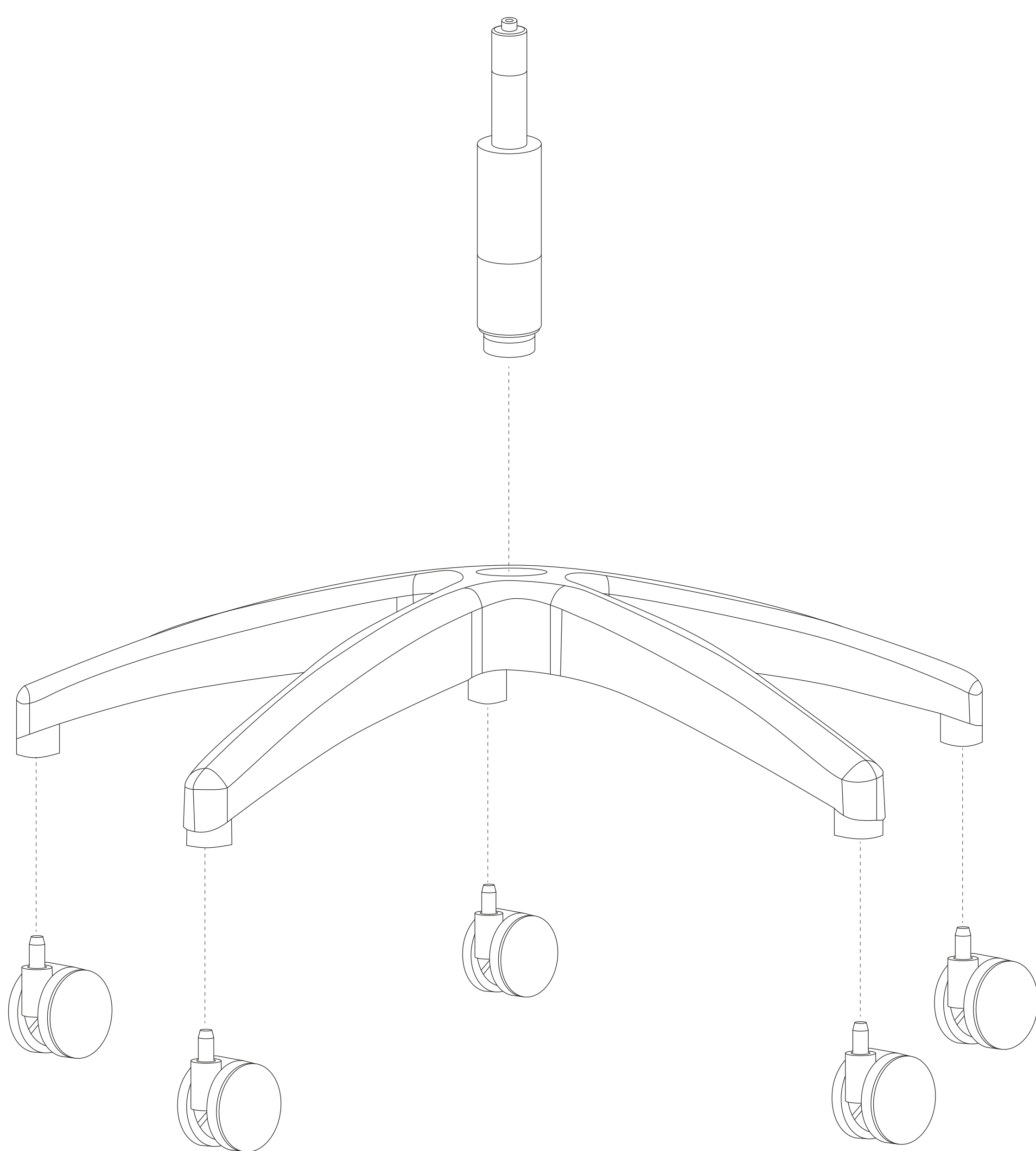


Large Bolts  
x 4

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# 1

Push the **Casters** into the holes at the end of each leg on the **Star Base**. Next, insert the bottom end of the **Seat Post** into the center hole of the star base, as shown in the diagram below

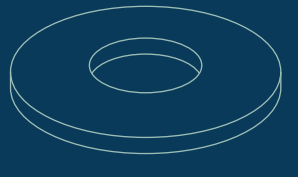


**TIP:** Be sure to use a bit of elbow grease for pushing those casters into place!

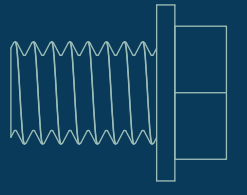


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# 2

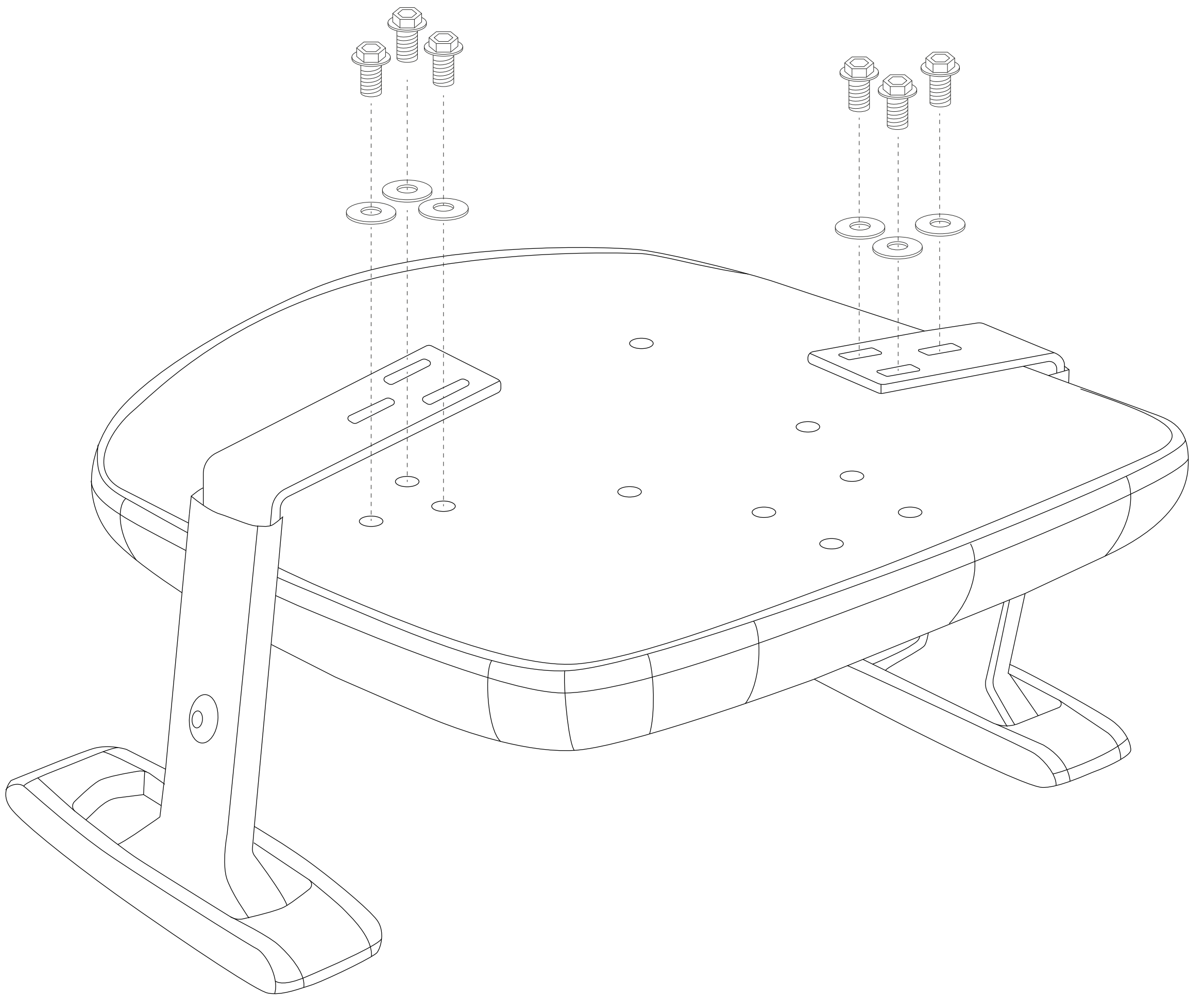


Washers x 6



Medium Bolts  
x 6

Attach the **Armrests** to the **Seat Cushion**, using **3 x Medium Bolts** and **3 x Washers** per Armrest, into the predrilled holes as shown in the diagram below (longer sections of the Armrests directed toward the front of the seat cushion). Tighten securely with the Allen Key.

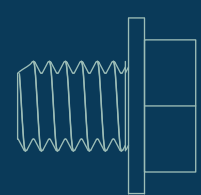


**TIP:** The front of the seat cushion has a slight curved outward shape to it, whereas the back side is more straight. Use this to orientate which are your Left and Right Armrests.

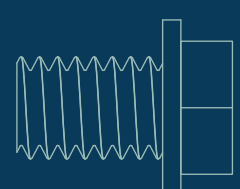


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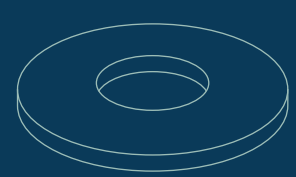
# 3



Small Bolts  
x 4

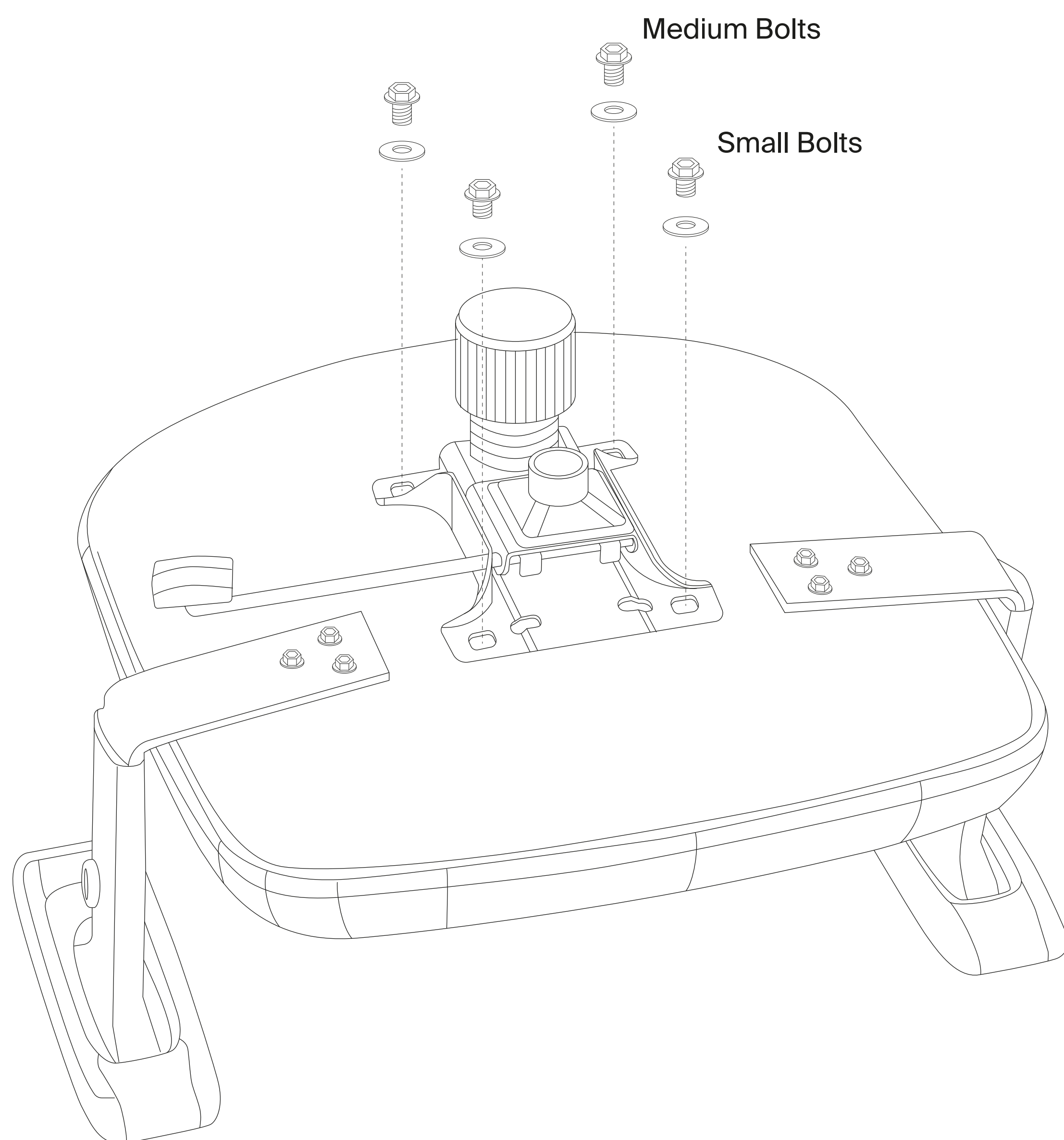


Medium Bolts  
x 2



Washers  
x 4

Place the seat cushion upside down, so the Armrests are on the floor and propping the seat cushion up. Attach the **Mechanism** to the seat cushion, using 2 x **Mechanism and Small Bolts** and **4 x Washers**, into the pre-drilled holes as shown in the diagram below. Tighten securely with the Allen



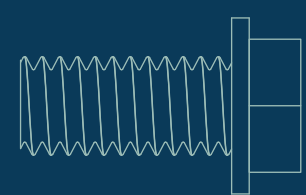
**TIP:** The black plastic protruding Knob of the mechanism faces toward the front of the seat cushion, as shown in the diagram.

**RECESS**

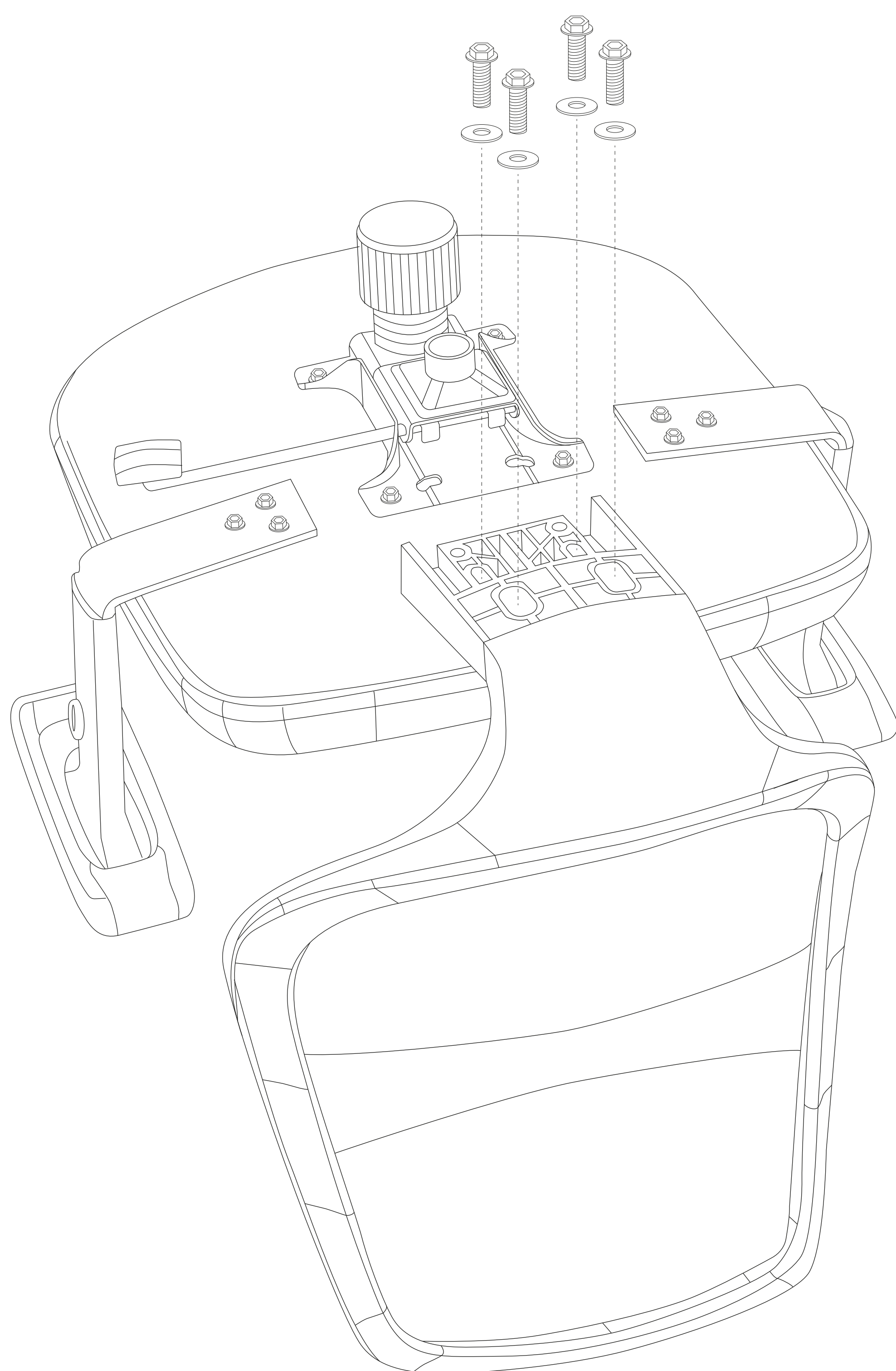


# 4

Using **4 x Large Bolts** and **Washers**, attach the **Backrest** to the Seat Cushion into the predrilled holes as shown in the diagram below. Tightly secure with the Allen Key.



Largest Bolts  
x 4



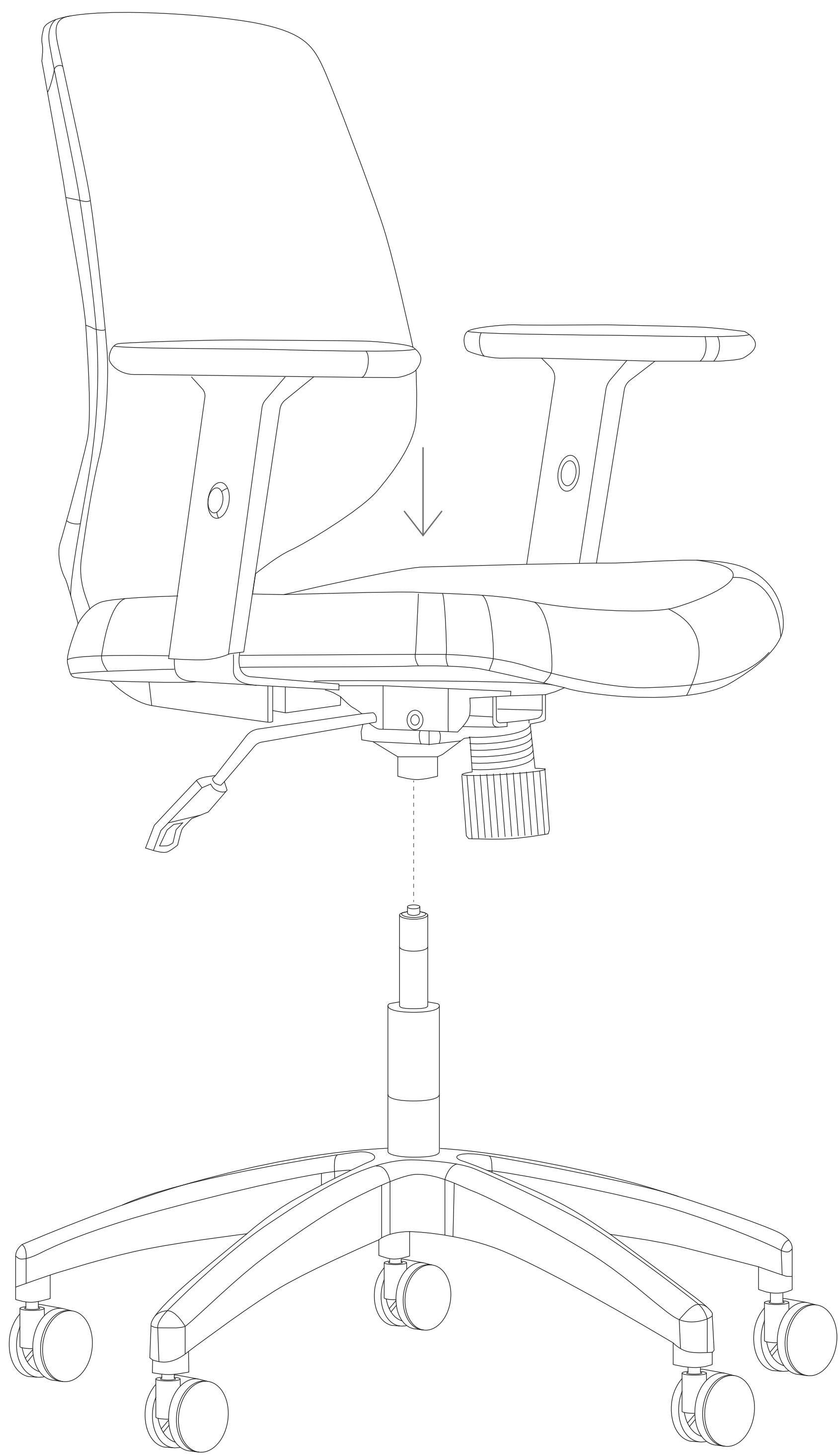
**TIP:** Keep your Allen Key somewhere safe just in case those bolts become slightly loose over the years



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# 5

Last step! Flip the assembled seat upright and slide the center hole of the **Mechanism** over the top of the **Seat Post**. Push down firmly until the connection is secure.



**TIP:** Head to the pub for a bevvv - you've earned it!



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# All done!

Whether you're shipping code for the next great Aussie startup, leverage trading on crypto or just having a gander on the web, we hope your new Everyday Chair keeps you working healthy and happy, giving you time for some Recess and play!

Now don't be shy. Show us how it looks!

**@recess.au**

**#myrecessoffice**

**Contact:**

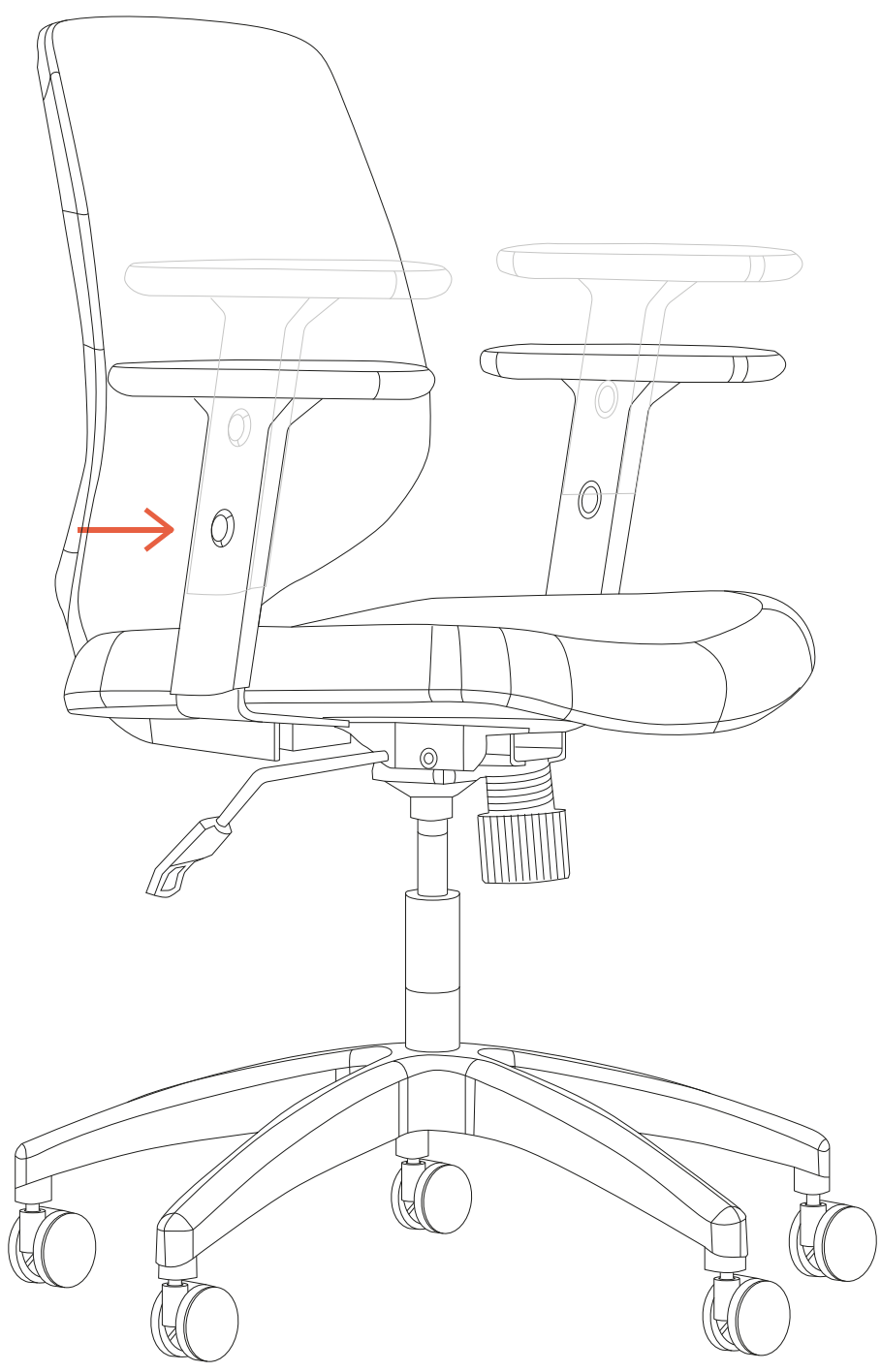
Have a question, comment or suggestion?  
hello@recess.com.au

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# Operating Instruction

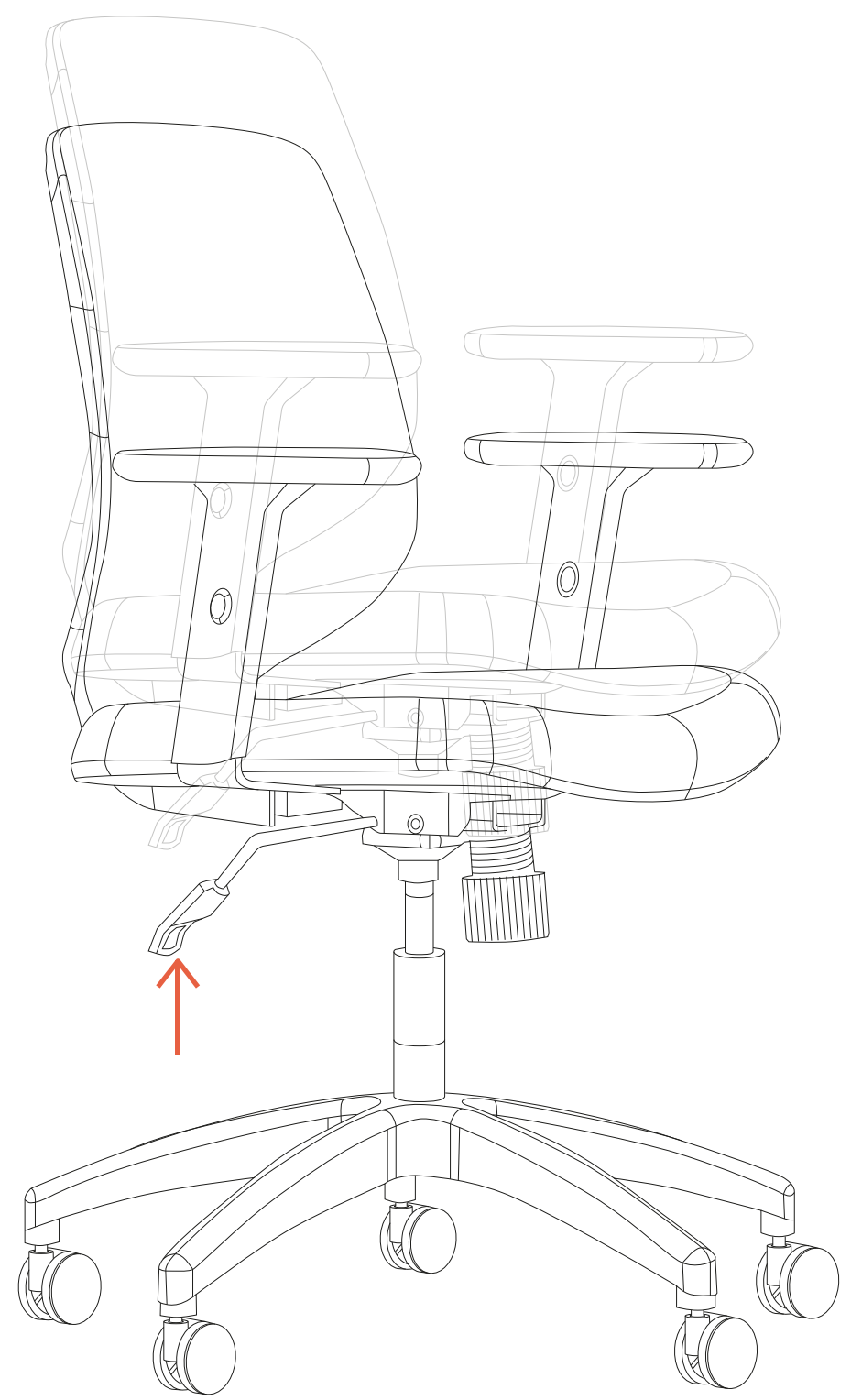
Here's a quick run down on how to adjust your Everyday Chair to your desired comfort.

## Arm Height Adjustment



To adjust arm height, push the button on the outside of each arm and move the arm up or down. Release the button to set the height.

## Seat Height Adjustment

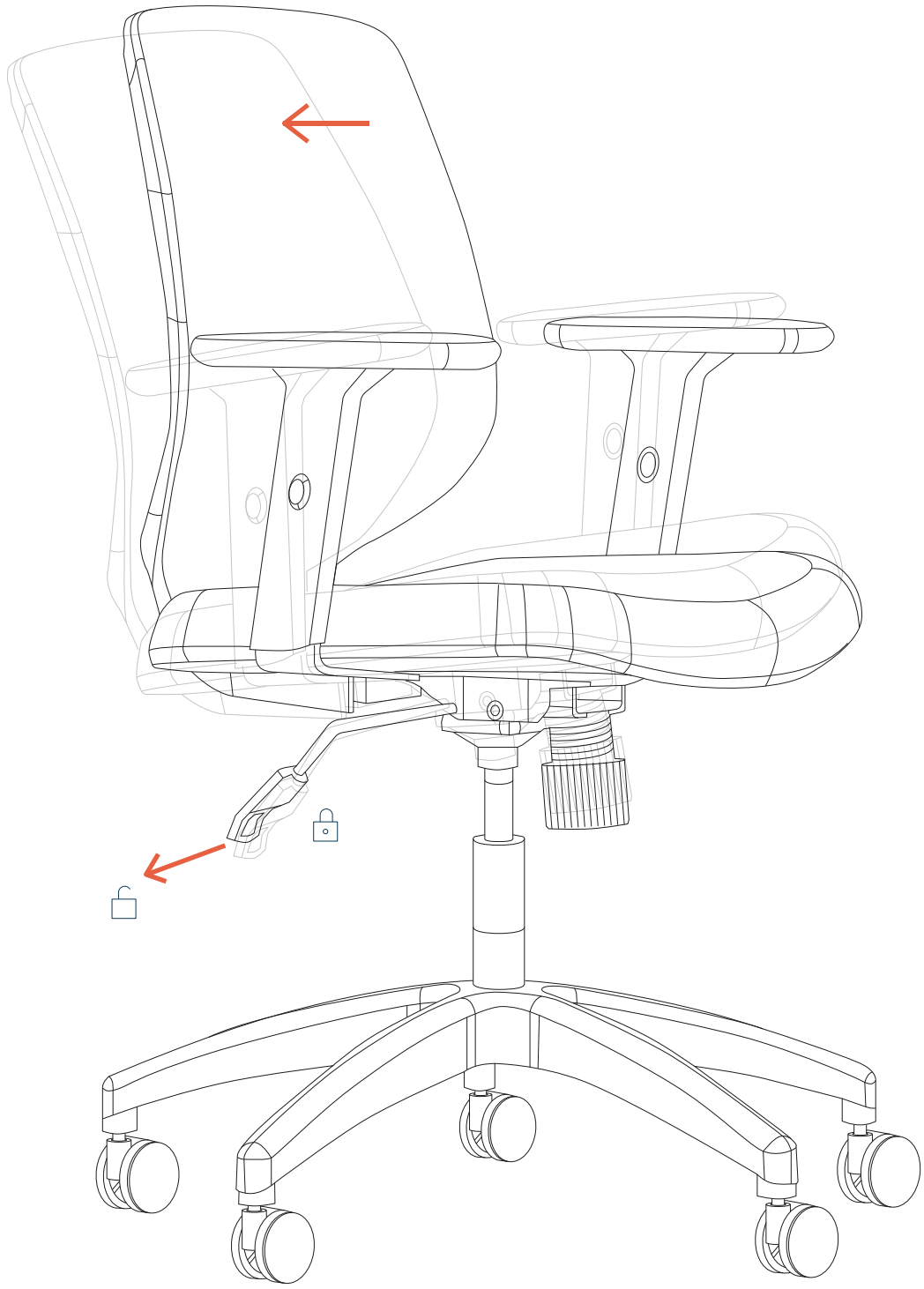


While seated, pull the lever on the right side of the seat up and hold it while raising or lowering the seat to change the seat height. When the lever is released, the seat height is locked.

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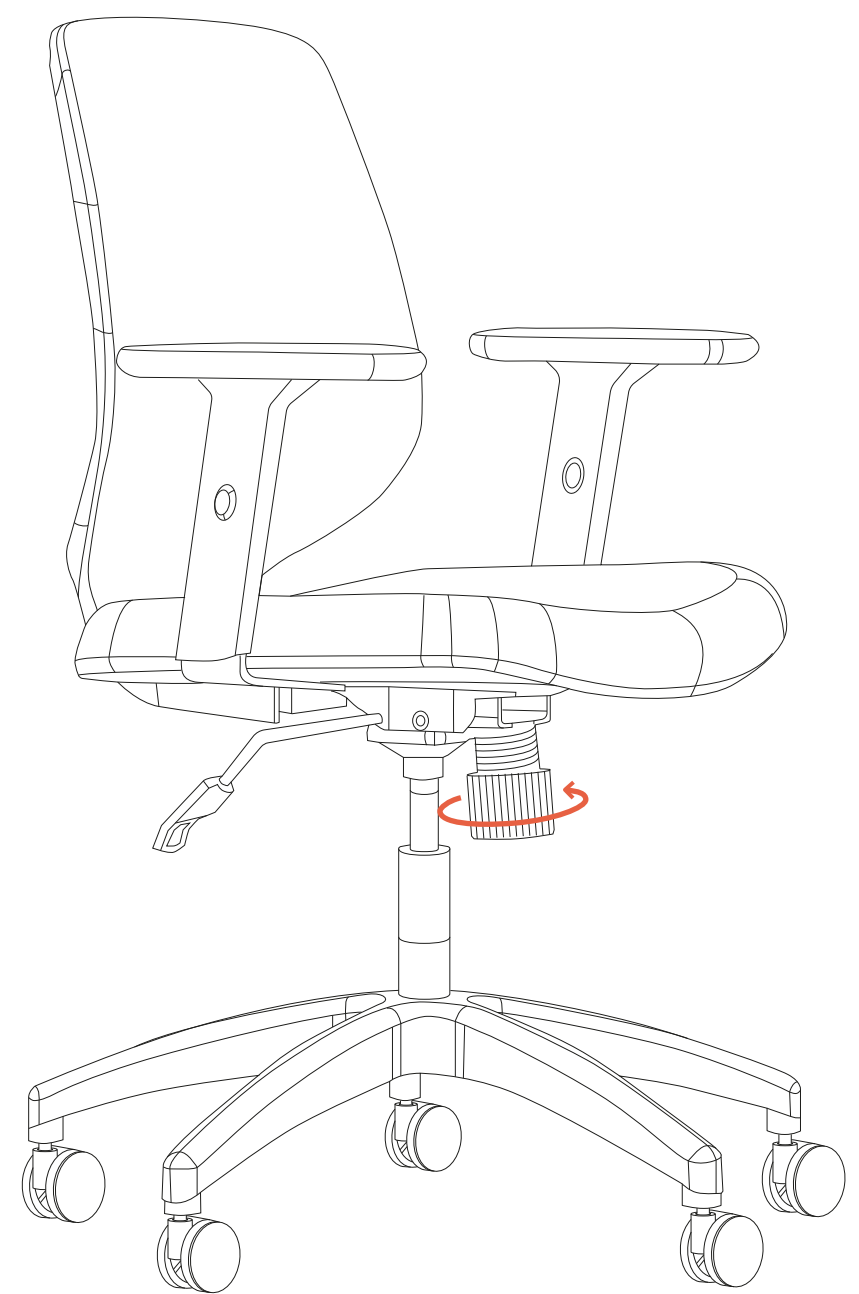
# Operating Instruction

## Back Tilt Adjustment

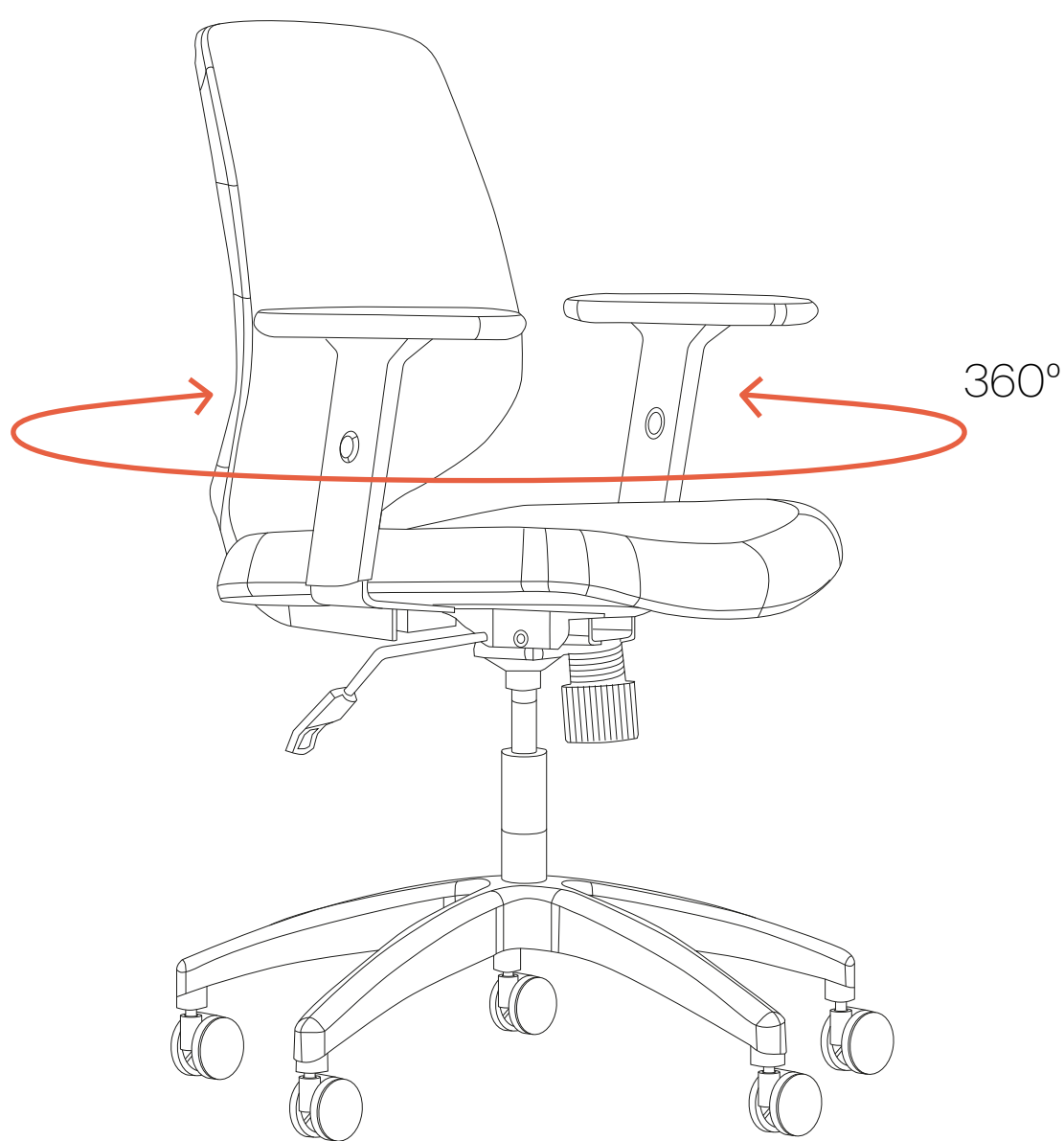


While seated, pull the same lever for the height adjustment but this time pull out, to unlock the tilt function. Push Backwards to tilt. To lock in the upright position, Sit back up straight and push the lever in. The Range of motion is approximately 16°.

## Tilt Tension Adjustment



Rotate the knob located underneath the seat clockwise or counterclockwise to adjust the tilt tension to your preferred level of resistance.



And yes your Everyday Chair can rotate 360°

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