

OPERATING INSTRUCTIONS**1. To Adjust Seat Height:**

While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the handle while applying more weight downward on the seat. The chair will descend until the handle is released or the chair reaches the bottom position.

2. To Operate Tilt Lockout:

While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the seat plate) to allow the chair to tilt back wards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the seat plate.

3. To Adjust Tension on the Tilt Mechanism:

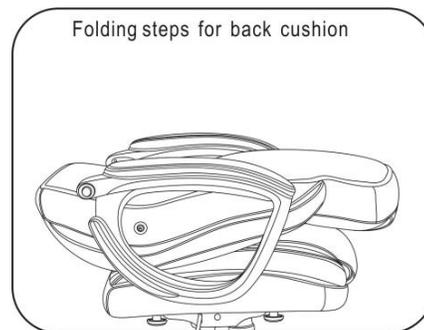
Reach under the front center of the chair, grasp the round knob and turn counter - clock wise to make the tilt mechanism firmer (stiffer). To make the tilt mechanism less firm, turn the knob clockwise until the desired resistance is found.

4. To Collapse the Chair Back Cushion:

Standing behind the chair, release the handle on the back cover of the back cushion (diagram 1), push the back cushion forward and fold the back cushion on seat cushion (diagram 2). Important: Do Not Force! (Refer to Diagram 1 and Diagram 2 for proper seat back Operation)

5. 360° Swivel:

360° seat swivel.

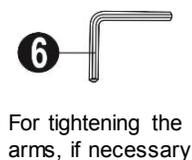
**Diagram 1****Diagram 2**



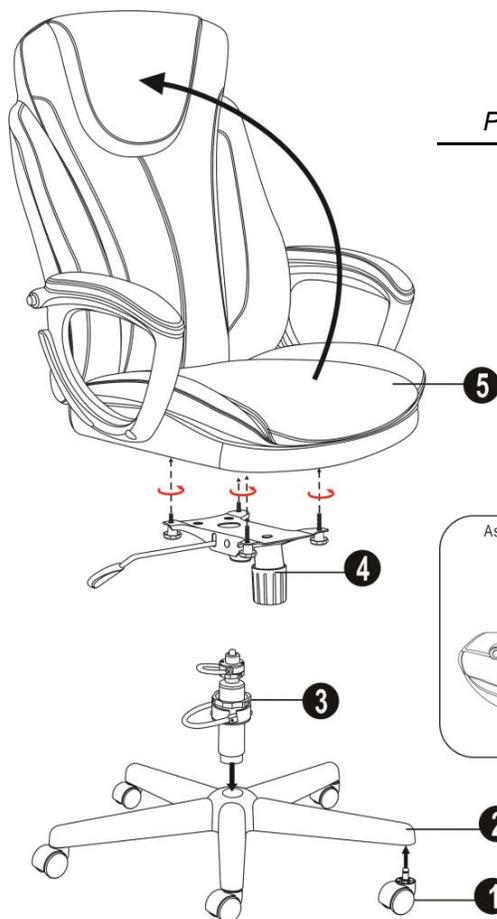
COZY ROADIE-EXECUTIVE OFFICE CHAIR

PARTS LIST

Part #	Description	Quantity
1.	Casters	5
2.	Heavy Duty Base	1
3.	Quick Release Gas Lift	1
4.	Seat Plate with Captive Knobs	1
5.	Seat and Back Cushions w/ Arms (no assembly needed)	1
6.	Allen Key	1



No tools necessary



Assembly steps for back cushion

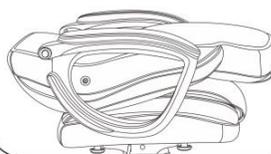


Diagram 1

Assembly steps for back cushion



Diagram 2

ASSEMBLY INSTRUCTIONS

- Remove all parts from case and separate them into part number groups as indicated in the parts list.
- To begin assembly, place the Base (2) upside down and insert the Casters (1) into bottom of the Base (2).
- Turn the Base (2) over and insert the Quick Release Gas Lift (3) into the center hole on the Base (2).
- Attach Seat Plate (4) to the bottom of Seat and Back Cushion w/ Arms (5) (with the front of seat plate facing the front of seat cushion) using the four Captive Knobs (4) and **tighten knobs to the seat bottom.**
- Place the Pre-assembled Seat and Back Cushions w/ Arms (5) and Seat Plate (4) on top of Gas Lift (3) and press down until fully engaged.
- Standing in front of the chair, push the seat back cushion into an upright position. Check to make sure the pins have locked into the arm holes correctly. (Refer to Diagram 1 and Diagram 2 for proper assembly)
- Periodically (every 90 days) make sure that the screws and knob are still fully tightened.

ATTENTION: Make certain all Thumb Screws on seat plate are fully snugged before using chair. Do Not Over Tighten.

NOTE: Any adjustments made to the position of the upper quick release on the gas cylinder must be made with the quick release positioned flush against the "tilt-swivel plate" on the underside of the chair seat, and not so high on the cylinder, that it impedes the gas cylinder from securely press-fitting into the seat-plate. Once assembled, carefully sit in the chair, full weight, to press fit it together. It is Operator/Assembler's responsibility to safely determine that the chair is indeed fully press-fit together and ready for use. Operator/Assembler assumes full responsibility for safe assembly of the chair for himself and others who may use it. Cozy Roadie assumes no responsibility for improperly assembled chairs.

Model Number: CR-1015-01

