

Please note that while your chair may appear different from the photos shown, the following instructions are common for all chairs with pneumatic mechanisms. You can also view our simple step-by-step instructional videos on line at www.biofit.com

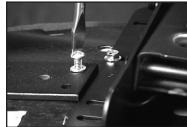
1. Getting started – remove and unwrap your chair components and place on a tabletop or other suitable clean, flat surface. If you find any missing or damaged parts, stop assembly and contact BioFit customer service.



2. Caster or glide assembly – place the chair base upside down and carefully insert the caster or glide stem into the corresponding hole in the chair base. Be sure the stem and friction ring are aligned, and apply hand pressure to complete the insertion (a hammer may be used to gently tap the unit into place). When finished, place chair base on floor with casters/glides down.



3. Optional armrest assembly – remove the series of armrest bolts and washers placed in the bottom of the seat, and align the holes on the armrests with the holes on the bottom of the seat. From there, use a flat-head screwdriver to affix armrests into place with the supplied bolts and washers.

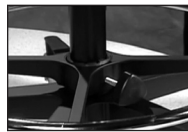


Note: In the event your product has 4-way adjustable arms, look for the two pre-assembled brackets underneath the seat; then, place the toggle on each bracket in the center position and slide the armrest assembly into the bracket.

From there, slide the threaded stud on each armrest through the slotted hole in the bracket and attach to the underside of the armrest assembly by screwdriver.



4. Optional foot ring assembly – start by attaching the foot ring to the cylinder before putting cylinder into base; then, loosen the adjustment knob until the plastic sleeve is fully open and insert the bottom of the pneumatic mechanism cylinder into the opening of the plastic sleeve (the tubular portion of the foot ring should face the top of the cylinder). Place the bottom of the cylinder into the chair base, adjust the foot ring to the desired height and tighten the adjustment knob securely. Finally, position the seat on top of the cylinder so that it fits in the hole on the bottom of the seat bracket.



Note: If the bushing comes out of foot ring, re-install so that the wide flange of the bushing is on the underside of the foot ring; please note that when fully inserted through the foot ring, the knob should hit a metal plate imbedded in the bushing to be in the correct position.

5. Pneumatic mechanism assembly – place the wide end of the pneumatic mechanism cylinder into the chair base, with the smaller, tapered end pointing up. Use hand pressure to achieve a snug fit.



6. Seat assembly – position seat on top of the pneumatic cylinder so that it fits in the hole on the bottom of the seat bracket. Check to make sure the seat does not wobble.



7. Backrest assembly – connect the backrest and back bar to the seat assembly by aligning the backrest support bar with the slot in the control; then, insert the bar through the slot so you can see the hole in the bottom of the bar. Next, tighten the vertical adjustment knob until the bar sits rigidly within the slot. Align the push-in retainer button with the hole on the bottom of the back support bar and push the button fully into the hole or tap into place with a hammer. Complete assembly by sitting with your full body weight in the chair to properly lock all tapers.



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BioFit is committed to meeting your expectations. If you have concerns, missing or damaged parts, or questions regarding the assembly or use of your new product, contact our customer service department by e-mail at biofit@biofit.com or call toll-free at 1-800-597-0246, Monday through Friday, from 8:30 a.m. to 5:00 p.m. EST. Or, write to us at P.O. Box 109, Waterville, Ohio 43566. Please have your invoice number ready.

Just as there are procedures to be followed in operating machinery, there are right and wrong ways to use a chair or stool in the workplace. BioFit seating is mechanical equipment that must be used properly observing the following precautions.

1. BEWARE of uneven or irregular floor surfaces – casters must sit on solid, level surfaces without the aid of a “shim” or other device.



2. WATCH for floor obstructions or depressions – keep the area around your chair or stool clear of tripping hazards like cables, holes, ridges and other work materials.



3. MAINTAIN contact with the floor at all times – avoid putting extra strain on the chair or increasing your risk of injury by tilting back in your chair and lifting the casters/glides off the floor.



4. ONLY USE chairs and stools for sitting – do not substitute a chair/stool for a step ladder, work bench, machine stand or storage unit for equipment and supplies.



5. DO NOT use your chair as a “recliner” – putting your feet up on a bench or another chair and leaning back puts you at risk of slipping and causing injury to yourself or others.



Keeping your investment in working order involves adopting a regular program of inspection and product care. This should take place at least once every six months for single-shift daily use (every three months for two-shift daily use), according to the criteria below:

1. Seat base and legs – all support parts must be free of loose sections, rough edges, missing parts, stress cracks, weld separations and signs of corrosion or deterioration; the seat support column must remain perpendicular to the floor.

2. Chair height-adjustment mechanism – follow the instructions on the paddle to verify that the mechanism is operational; if not, contact BioFit’s customer service.

3. Backrest assembly – check for missing fasteners and stress cracks, and test the vertical and horizontal adjustment functions to confirm that the backrest panel and support remain stable.

4. Fasteners, supports and casters – examine all fasteners for tightness and signs of damage, the welds on support brackets and the base for uniformity and cracks, and the casters for smooth, rolling performance and intact appearance.

5. Lubrication – use lubricants to keep friction to a minimum on spindles and casters; use petroleum jelly only on pneumatic mechanism.

6. Upholstery – vacuum fabric on a regular basis; if soiled, clean promptly with a mild detergent and water.



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