

Assembly, Operating & Maintenance Instructions

Remove all items from the carton. Verify all pieces before assembly.

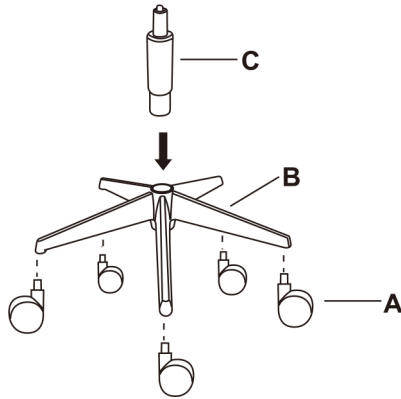
buroseating

Exclusively for

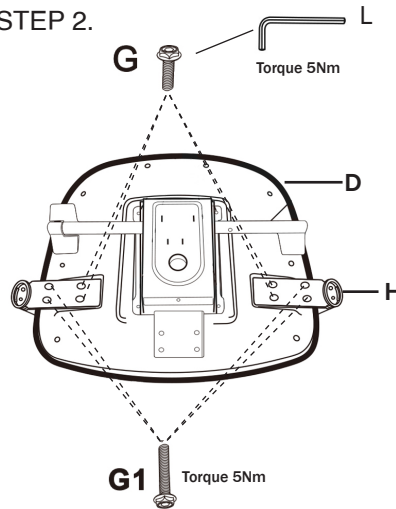
Officeworks

BURO ALTO CHAIR - ADJUSTABLE ARMS

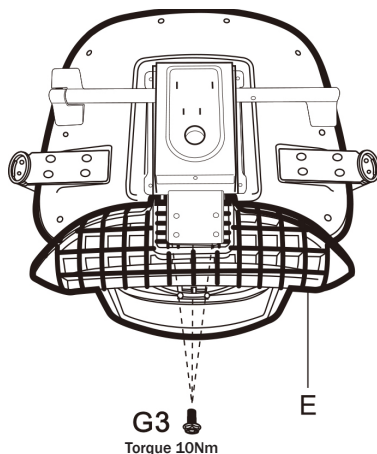
STEP 1.



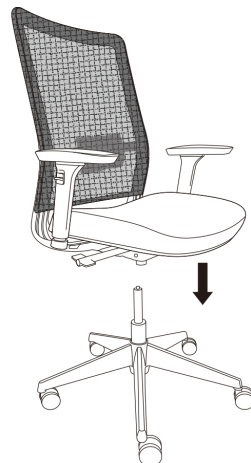
STEP 2.



STEP 3.



STEP 4.



STEP 5.



PART LIST

KEY	QTY	DESCRIPTION
A	5	Castors
B	1	5 Star base
C	1	Gaslift
D	1	Seat
E	1	Backrest
F	1	Mechanism
G	4	Arm Screws (M6*30mm)
G1	4	Arm Screws (M6*40mm)
G2	4	Backrest Screws (M8*16mm)
H	2	Arms
L	1	Allen Wrench

CARE & MAINTENANCE

GENERAL CARE

To maintain the appearance of non-upholstered parts wipe the surface with a clean cloth dampened with a mild detergent solution. Do not remove any parts for separate cleaning. Do not saturate the fabric or interior with water or other cleaning liquids. Do not shampoo clean. Do not clean with hot water extraction machine. Do not clean with onsite drycleaning machine. Protect from direct sunlight, heat and weather.

FABRIC UPHOLSTERY CARE

Wipe with a clean cloth dampened with a mild upholstery detergent solution. A soft bristle brush may be used to remove ingrained soil. Spot clean as above. Treat spills and stains as soon as possible. Persistent stains may require treatment by a professional cleaner. May be cleaned with dry powder cleaners. Allow to dry thoroughly before reuse.

UPHOLSTERY & FOAM SPECS*

FOAM

Flame Resistant: Ca117 Section A Part I & Section D Part II

UPHOLSTERY: FABRIC

Flame Resistance: Ca117 Section E Class I

*This applies only to standard Buro stock. Any customer specified upholstery may not meet these specifications.

OPERATING INSTRUCTIONS:

ADJUSTABLE SEAT HEIGHT: While sitting in the chair, to raise the seat, lift the REAR of the right-hand paddle while supporting your weight on your feet. To lower the seat to the desired seat height, lift the REAR of the right hand paddle, keeping your weight on the seat.

DEPTH ADJUSTABLE SEAT: Lift the FRONT of the right hand paddle and slide the seat forwards or rearwards to achieve optimum leg support and sitting position. Note that the seat slide does change the relationship with your backrest, so choose the position that feels comfortable and gives you good pelvic and lumbar support

HEIGHT ADJUSTABLE LUMBAR: Slide the lumbar support up or down to the desired position. We recommend having support at the top of the pelvis.

SEAT AND BACK TILT ANGLE: To RELEASE the tilt mechanism for free floating movement, push down the left-hand paddle, then lean back into the chair to disengage the lock. To LOCK the mechanism in one of the four desired tilt positions, lift up the left hand paddle.

ADJUSTABLE ARM: Arm height adjustment: To adjust arm height 'lift up' the arm rest knob situated on the outside of each arm. While engaging the arm rest knob, 'raise or lower' the arm to the desired height and release arm rest knob to lock in place.

Arm width adjustment: The armrest width can be adjusted by sliding the arm pad side to side to the desired position.

PREVENTATIVE MAINTENANCE & WARNING!

- Use this product only for seating one person at a time.
- Do not use this chair as a step stool/ladder.
- Do not sit on any part of the chair except the seat.
- Do not use this chair on uneven floor surfaces.
- Do not interfere with the operating of the gas lift.
- Do not use chair unless all bolts, screws and knobs are tight. At least every six months check all bolts, screws and knobs to ensure they are tight.

- If any parts are missing, broken, damaged or worn do not use the product until repairs are made using factory authorised parts.
- Dispose of packaging properly.
- Plastic bag is not a toy.
- Do not use plastic bag as a head covering as it may cause suffocation.
- Failure to follow these warnings could result in serious injury.