

# DC420V CHROME & VINYL DRAFTING CHAIR

## OPERATING INSTRUCTIONS



### FEATURE

#### • HEIGHT ADJUSTMENT

To raise seat remove pressure from seat and lift lever (1). To lower seat height sit on chair and lift lever (1).

**NOTE:** It is normal for chair to slightly lower under body weight.

### WARNING

1. Use this product only one person at a time.
2. Do not use this chair unless all bolts screws and knobs are securely tightened.
3. Check that all bolts screws and knobs are tight every three months or as needed.
4. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
5. Do not use chair as a stepladder.
6. Use this chair for its intended purpose only.
7. Use mild detergent only for cleaning.

### WARRANTY

Office Star chairs are warranted from the date of purchase against failure due to material and workmanship as follows:

- 5 Years on all non-moving metal parts.
- 2 Years on component parts including Control mechanisms, pneumatic cylinders, wood, plastic parts, base and casters.
- 1 Year on upholstery fabric and foam against wear and deterioration.
- We cannot warrant leather against routine scratching and scuffing, as all leather is subject to minor blemishes in use.

To make a warranty claim, contact Parts Department. Provide model number and description of the problem and obtain return authorization. At it's option Office Star Products will:

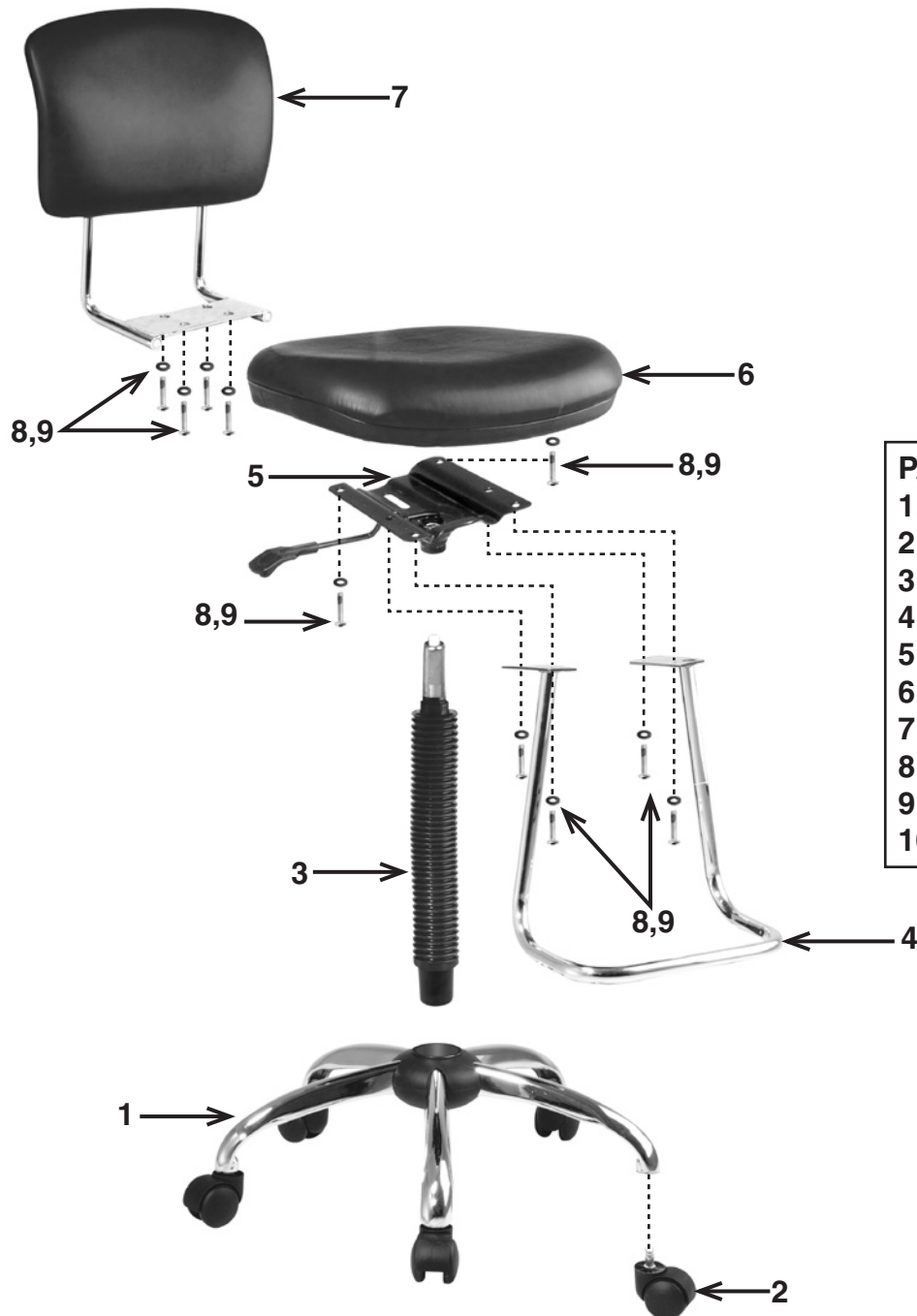
- (a) Supply compatible components of current manufacture.
- (b) Repair the customer's component. The customer must prepay freight on any components returned to the factory. Return freight on components still in warranty will be paid by Office Star Products.

*\*All warranties are limited to the original purchaser for normal Residential usage by persons weighing 200 lbs. or less. This warranty will not cover labor, freight or damage from misuse, abuse, negligence, alteration, accident, vandalism, rusting, acts of nature or any other event beyond the control of Office Star Products. The warranty does not cover cosmetic damage that may result from normal use. Liability for incidental or consequential damages is excluded to the extent permitted by law. The user assumes all risk of injury resulting from use of this product.*

Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when parts are damaged or missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via e-mail [parts@officestar.net](mailto:parts@officestar.net), by Fax 1-909-930-5629, or toll free parts number 1-800-950-7262, Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time.

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## ASSEMBLY INSTRUCTIONS



| PART                             | QTY |
|----------------------------------|-----|
| 1. Base . . . . .                | 1   |
| 2. Casters . . . . .             | 5   |
| 3. Pneumatic Cylinder w/ Cover . | 1   |
| 4. Footrest . . . . .            | 1   |
| 5. Seat Plate . . . . .          | 1   |
| 6. Seat Cushion . . . . .        | 1   |
| 7. Back Cushion. . . . .         | 1   |
| 8. Flat Washer . . . . .         | 10  |
| 9. Screw. . . . .                | 10  |
| 10. Allen Wrench (Not Shown) . . | 1   |

**Remove all parts from carton, separate by part numbers indicated on parts list, and verify part quantities.**

**STEP 1** Insert five Casters (2) into Base (1), push hard until you feel or hear the Caster (2) snap into place. Insert Pneumatic Cylinder with Cover (3) into Base (1).

**STEP 2** Attach Back Cushion (7) to Seat Cushion (6) using four Screws (9) and four Flat Washers (8). **FULLY TIGHTEN SCREWS.**

**STEP 3** Place Seat Plate (5) onto bottom of Seat Cushion (6) with the arrow towards the front of the chair. Align the four holes on the Footrest (4) with the four holes on the front of the Seat Plate (5). Attach the Footrest (4) and Seat Plate (5) to the Seat Cushion (6) using four Screws (9) and four Flat Washers (8). Attach back of Seat Plate (5) to Seat Cushion (6) using two Screws (9) and two Flat Washers (8). **FULLY TIGHTEN SCREWS.**

**STEP 4** Place the assembled seat on top of Pneumatic Cylinder (3) and apply downward pressure.

**ATTENTION: MAKE SURE ALL SCREWS ARE FULLY TIGHTENED BEFORE USING CHAIR.**