

**COASTER**<sup>®</sup> **800038**  
FINE FURNITURE OFFICE CHAIR

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**ASSEMBLY INSTRUCTIONS**  
**COASTER FINE FURNITURE**



[www.coastercompany.com](http://www.coastercompany.com)

# Assembly Instruction

## ASSEMBLY TIPS:

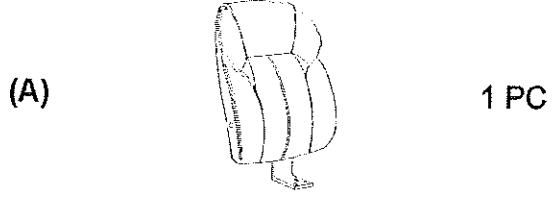
1. Remove hardware from box and sort by size.
2. Please check to see that all hardware and parts are present prior to start of assembly.
3. Please follow attached instructions in the same sequence as numbered to assure fast & easy assembly.



## Warning !

1. Don't attempt to repair or modify parts that are broken or defective. Please contact the store immediately.
2. This product is for home use only and not intended for commercial establishment.

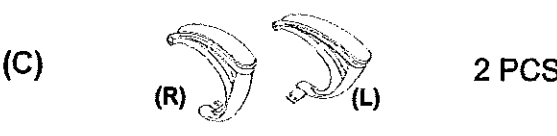
PARTS IDENTIFICATION



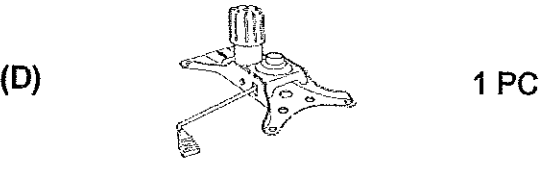
CHAIR BACK 1 PC



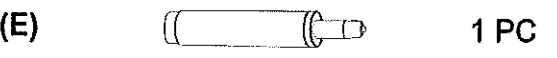
CHAIR SEAT 1 PC



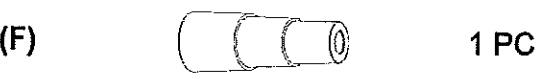
ARMREST 2 PCS



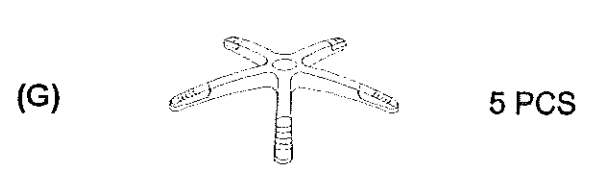
SEAT PLATE 1 PC



GAS LIFT 1 PC



TELESCOPING COVER 1 PC




BASE 5 PCS




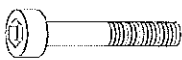
CASTER 1 PC


HARDWARE PACKAGE

1  2 PCS  
2PCS  
PLASTIC CAP

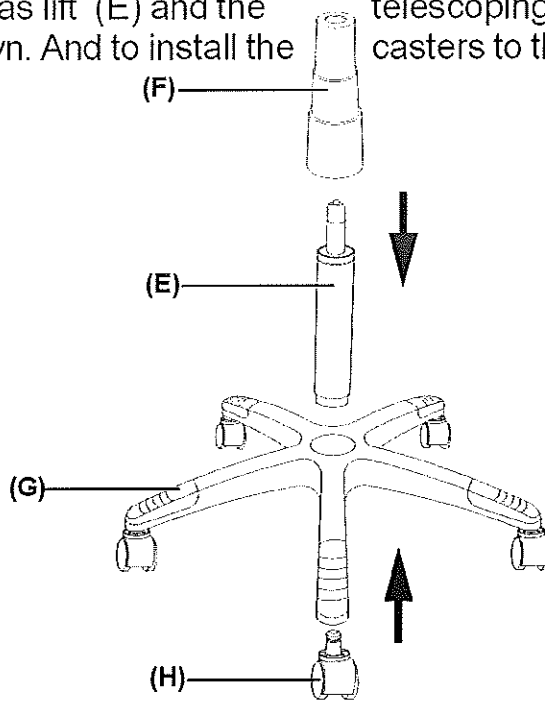
2  8 PCS  
1/4" x 22mm  
BOLT

3  3 PCS  
1/4" x 25mm  
BOLT

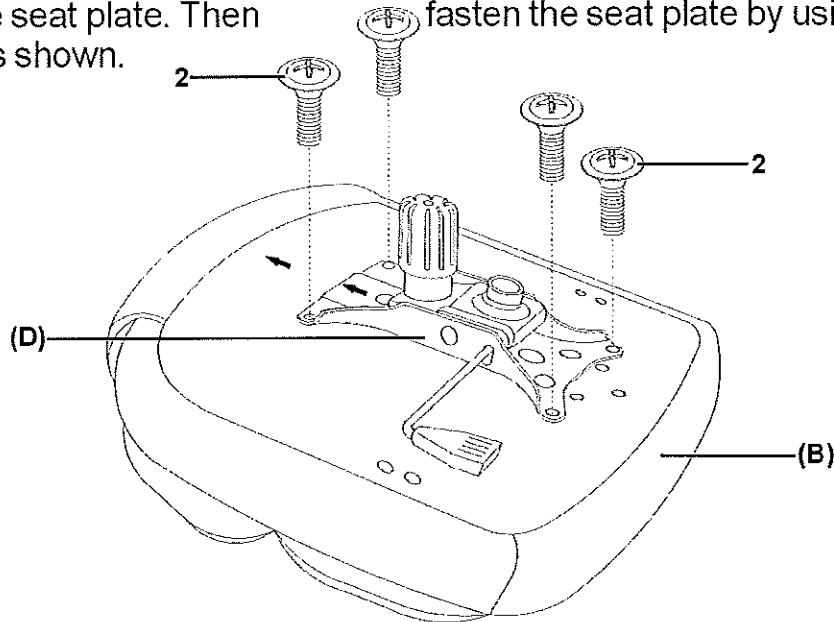
4  2 PCS  
M8 x 50mm  
BOLT

5  1 PC  
ALLEN KEY

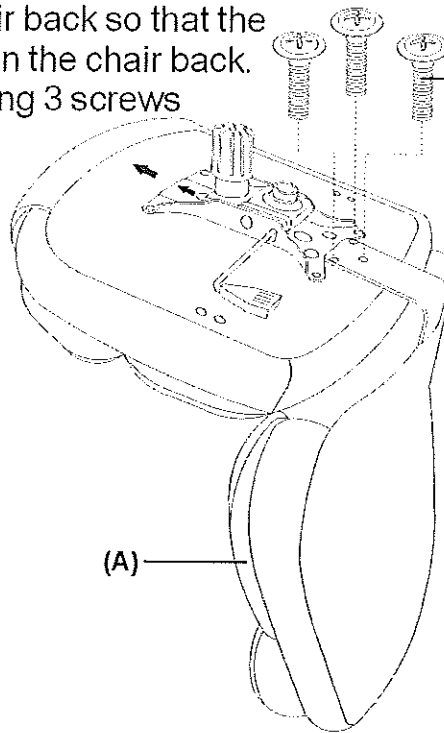
**STEP 1** To plug the gas lift (E) and the telescoping cove (F) to the base in turn as shown. And to install the casters to the base.



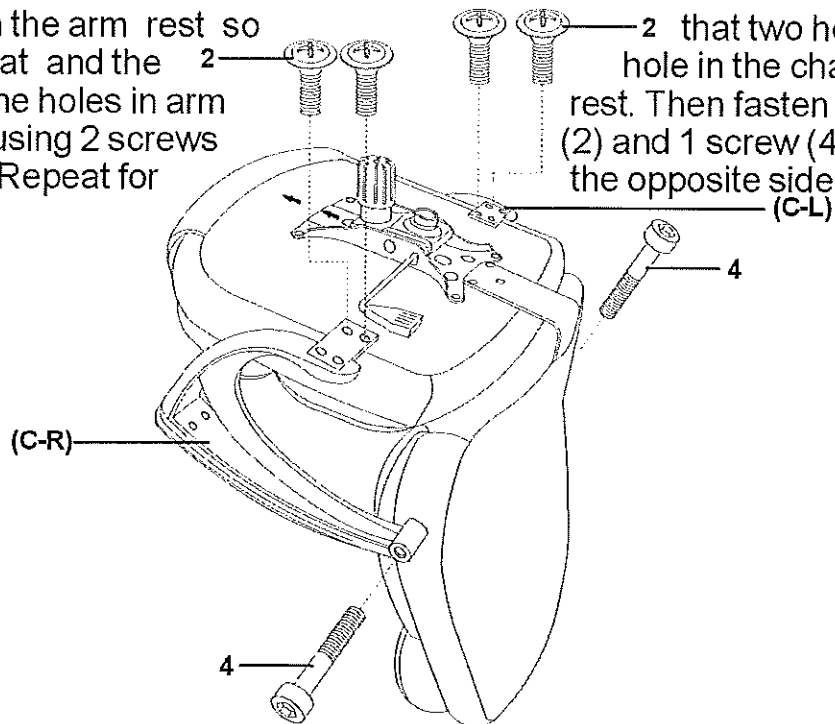
**STEP 2** Position the seat plate so that the holes in the chair seat match the holes in the seat plate. Then fasten the seat plate by using 4 screws (2) as shown.



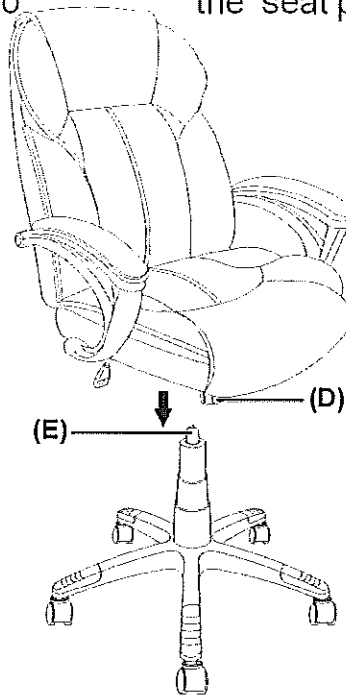
**STEP 3** Position the chair back so that the holes in the chair seat match the holes in the chair back. Then fasten the chair back by using 3 screws (3) as shown.



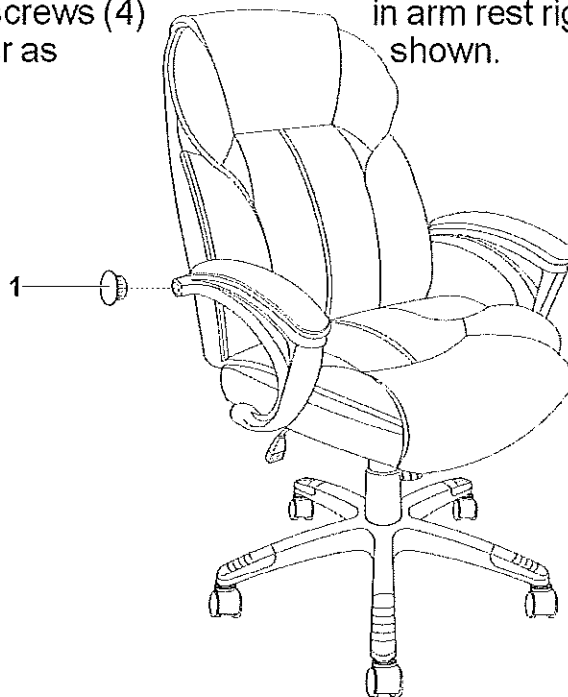
**STEP 4** Position the arm rest so chair seat and the arm rest match the holes in arm rest shown. Repeat for the opposite side. Then fasten the arm rest by using 2 screws (2) and 1 screw (4) as shown.



**STEP 5** To plug the gas lift to the seat plate as shown.



**STEP 6** Give screws (4) in arm rest right and left cover plastic cap (5) cover as shown.



**1. To adjust seat height:**

While seated, lean forward and reach under right side of chair to find the flat surfaced handle. Lift the handle and raise 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:**

Reach under right side of the chair to find the height adjustment handle. Slide the knob to the right (or to the outside) all the way out allowing the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the knob to the left (or the center of the chair).

**3. To adjust tension on the tilt:**

Reach under the front-center of the outside of the chair to grasp the round knob and turn it counter clockwise to stiffen tilt mechanism. Turn the knob clockwise to loosen the tilt mechanism. Rotate the knob until desired resistance is reached.

