

Task Chair (WC-288-A)



**ADULT ASSEMBLY REQUIRED DUE TO THE PRESENCE OF SMALL PARTS,
SHARP POINTS, SHARP EDGES AS RECEIVED**

If you have any questions regarding assembly or if parts are missing, DO NOT return this item to the store where it was purchased. Please call our toll-free customer service number and have your instructions and parts list ready to provide the model name, part name or factory number:

1-866-942-5362

Pacific Standard Time: 8:30 a.m. - 4:30 p.m., Monday to Friday

Or visit our website at www.whalenfurniture.com

Or e-mail your request to parts@whalenfurniture.com

**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Parts and Hardware List

Please read completely through the instructions and verify that all parts listed are present before beginning assembly.



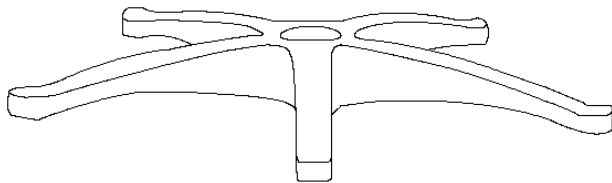
A – Seat Assembly (1)



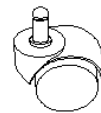
E – Telescoping Cover (1)



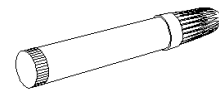
F – Gas Lift (1)



G – 5 Star Base (1)



H – Caster (5)



Touch-up Pen (1)

A Touch-up Pen has been provided to repair any small nicks or scratches that may occur during assembly or shipping.

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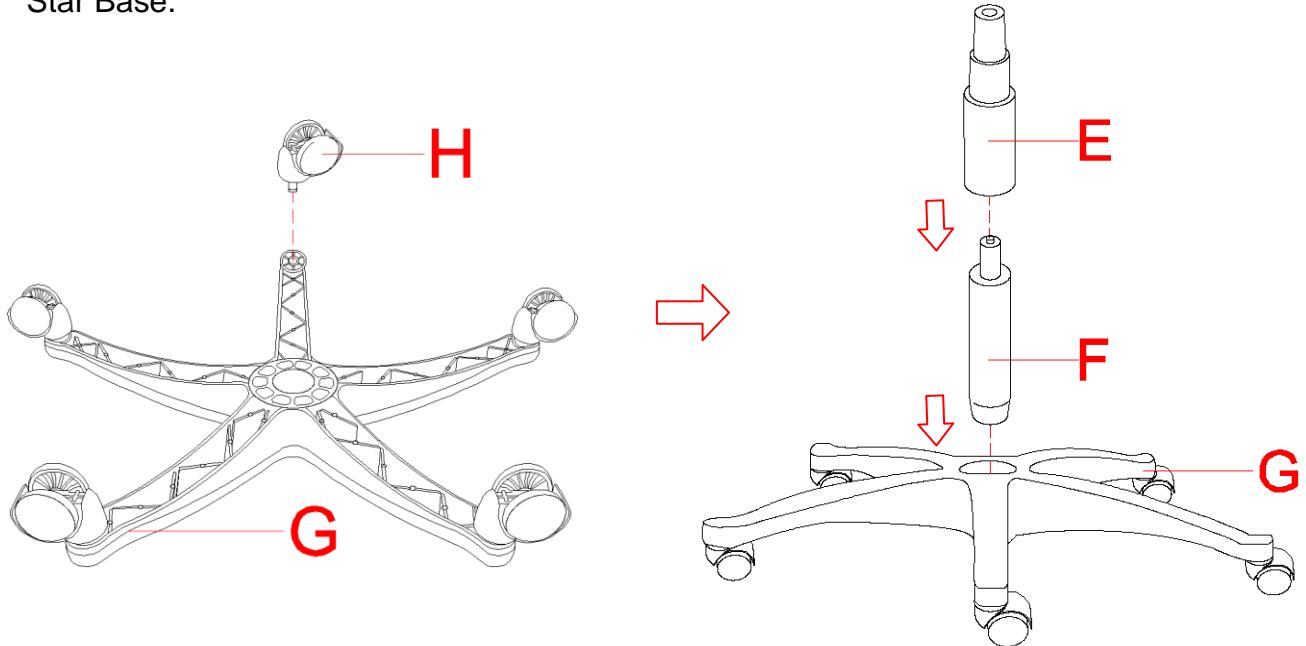
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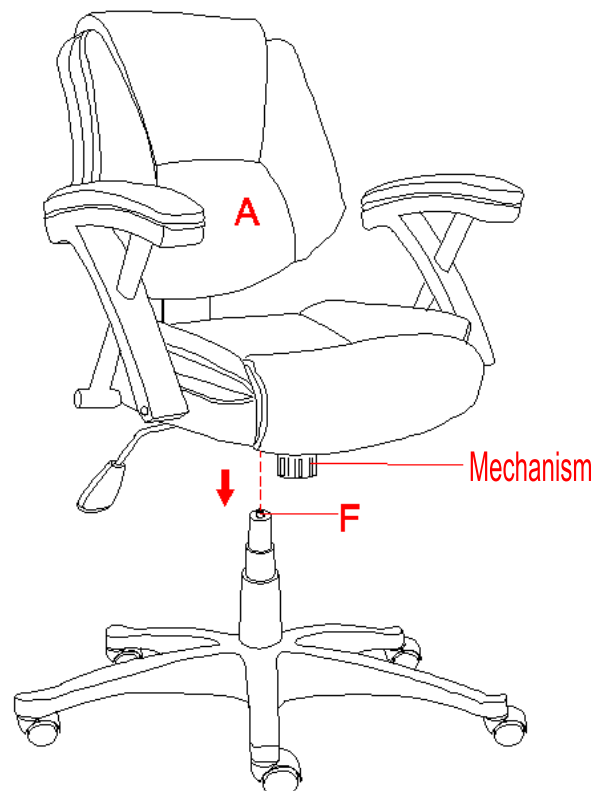
Factory No. 16287

Assembly Instructions

1. Unpack the unit and confirm that you have all the hardware and required parts listed.
2. To begin assembly, place 5 Star Base (G) upside down and press the Casters (H) into the holes at the end of each leg.
3. Turn the Star Base (G) upright and insert the thick end of the Gas Lift (F) into the center hole of Star Base. Then position the Telescoping Cover (E) over the Gas Lift (F) and rest it on the Star Base.



4. Pick up Seat Assembly (A) and locate center hole of bottom Mechanism over the Gas Lift (F). Press down firmly until the seat locks in place.
5. Before using your Chair, ensure that all the bolts are tightened fully for safety. You can now enjoy the comfort of your new Chair.



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OPERATING INSTRUCTIONS

1. To Adjust Seat Height:

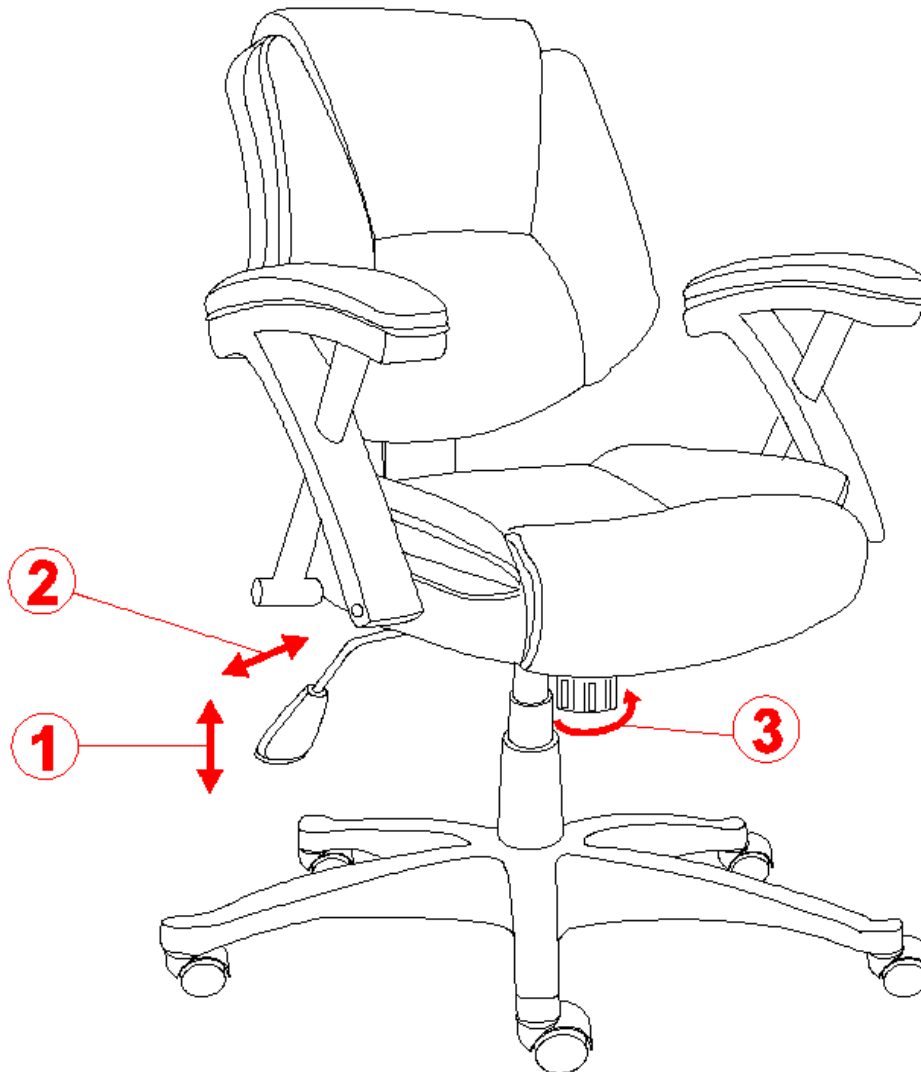
While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the handle while applying more weight downward on the seat. The chair will descend until 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 gas lift) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the gas lift.

3. To Adjust Tension on The Tilt:

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



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INFORMATION FOR USE

1. This is one type of office chair for commercial or home use. Please use it only on smooth, even flooring.
2. The height of the seat can be raised up and down by adjusting the handle of the mechanism. The back can tilt after you pull the handle out.
3. Please check all bolts, screws and knobs are tight at least every 3 months or as needed.
4. If parts are missing, broken, damaged or wrong, please stop using this product until repairs are done by a trained person.
5. Only a trained person may replace or repair seat height adjustment components.

WARNING

- Do not stand on this chair, do not use chair as a stepladder.
- Use this product only for seating one person at one time.
- Do not use this chair unless all bolts, screws and knobs are securely tightened.
- Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
- Use this chair for its intended purpose only.
- Use mild detergent only for cleaning.
- Failure to follow these warnings could result in serious injury.
- Maximum load weight on chair is 300 pounds (136 kg).

 WARNING THIS UNIT IS INTENDED ONLY FOR USE WITHIN THE MAXIMUM WEIGHTS INDICATED. USE WITH HEAVIER THAN THE MAXIMUM WEIGHTS INDICATED MAY RESULT IN INSTABILITY CAUSING POSSIBLE INJURY.

LIMITED WARRANTY

We are confident that you will be delighted with your Golden Oak Furniture purchase. Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Golden Oak Furniture product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine furniture.

To make a warranty claim, contact Parts Department. Provide model number, proof of purchase, description of the problem and obtain return authorization. At its option Golden Oak Furniture 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 Golden Oak Furniture.

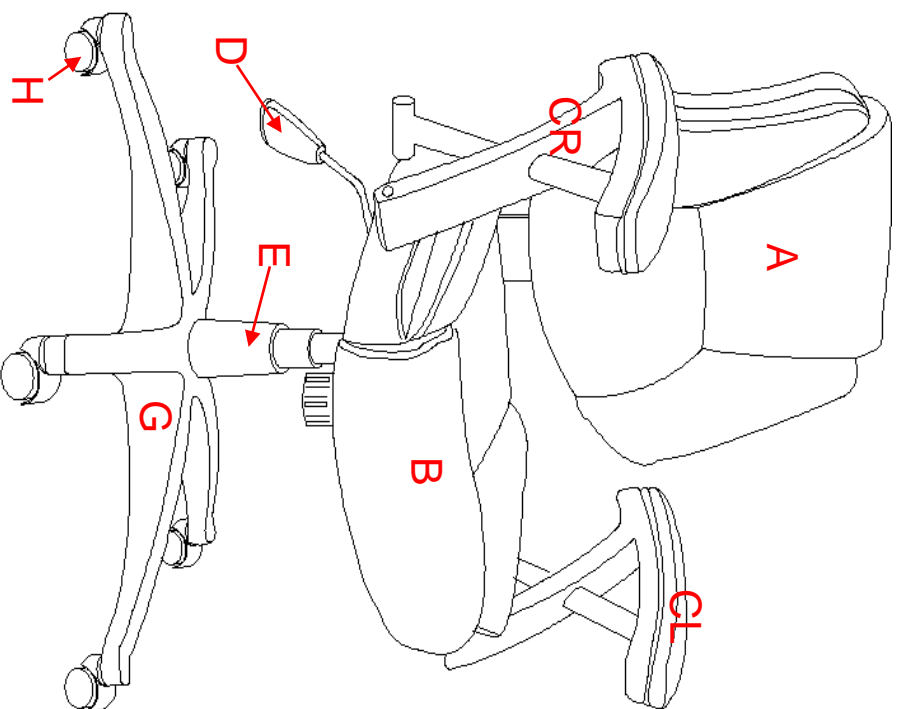
This warranty gives you specific legal rights and you may also have other rights which vary from State to State.

Customer Service: 1-866-942-5362

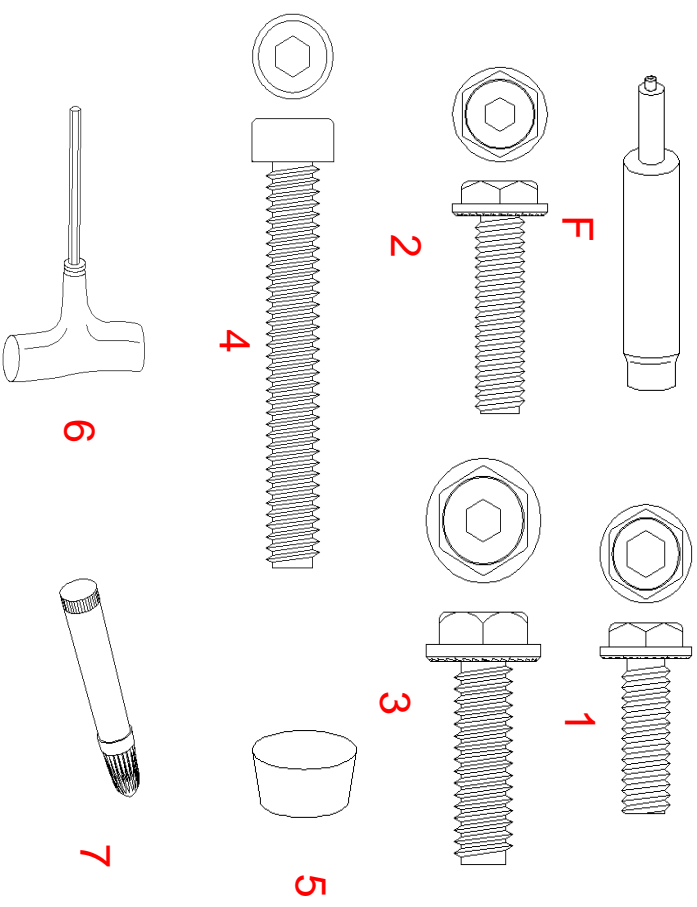
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IF YOU NEED TO ORDER ANY PARTS PLEASE USE THE LIST BELOW
Task Chair (WC-288-A)



- *WC-288-A-A-BR Backrest
- *WC-288-A-B-SC Seat Cushion
- *WC-288-A-CL-LA Left Armrest
- *WC-288-A-CR-RA Right Armrest
- *WC-288-A-D-M Mechanism
- *WC-288-A-E-TC Telescoping Cover
- *WC-288-A-F-GL Gas Lift
- *WC-288-A-G-5SB 5 Star Base



- *WC-288-A-H-C Caster
- *WC-288-A-1-3/4B Ø1/4" x 3/4" Bolt
- *WC-288-A-2-1B Ø1/4" x 1" Bolt
- *WC-288-A-3-1B Ø5/16" x 1" Bolt
- *WC-288-A-4-2B Ø1/4" x 2" Bolt
- *WC-288-A-5-WP Wood Plug
- *WC-288-A-6-AW Allen Wrench
- *WC-288-A-7-TUP Touch-up Pen