

Task Chair (WC-288-GO-GR)



**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

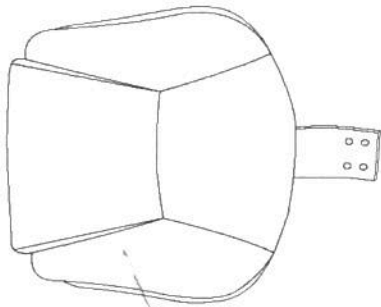
Or visit our website at www.whalenfurniture.com

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

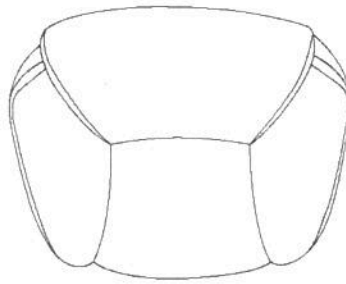
**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Parts and Hardware List

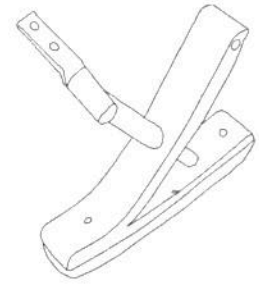
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



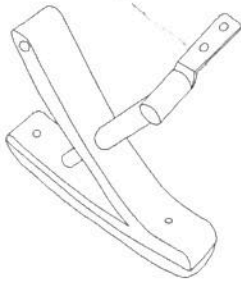
A – Backrest (1)



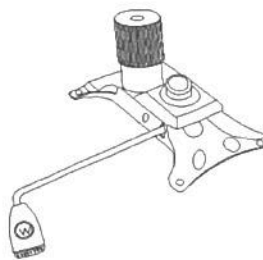
B – Seat Cushion (1)



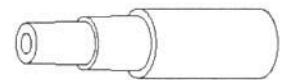
CL – Left Armrest (1)



CR – Right Armrest (1)



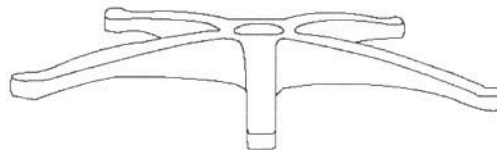
D – Mechanism (1)



E – Telescoping Cover (1)



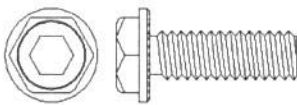
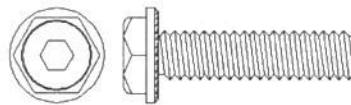
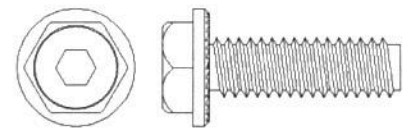
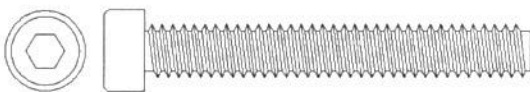
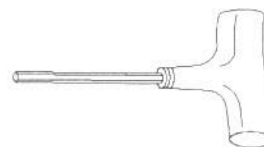
F – Gas Lift (1)



G – 5 Star Base (1)



H – Caster (5)

(1) Ø1/4" x 3/4" Bolt
(Qty. 4+1 extra)(2) Ø1/4" x 1" Bolt
(Qty. 4+1 extra)(3) Ø5/16" x 1" Bolt
(Qty. 4+1 extra)(4) Ø1/4" x 2" Bolt
(Qty. 2+ 1 extra)(5) Wood Plug
(Qty. 2+ 1 extra)(6) Allen Wrench
(Qty. 1)(7) Touch-up Pen
(Qty. 1)

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

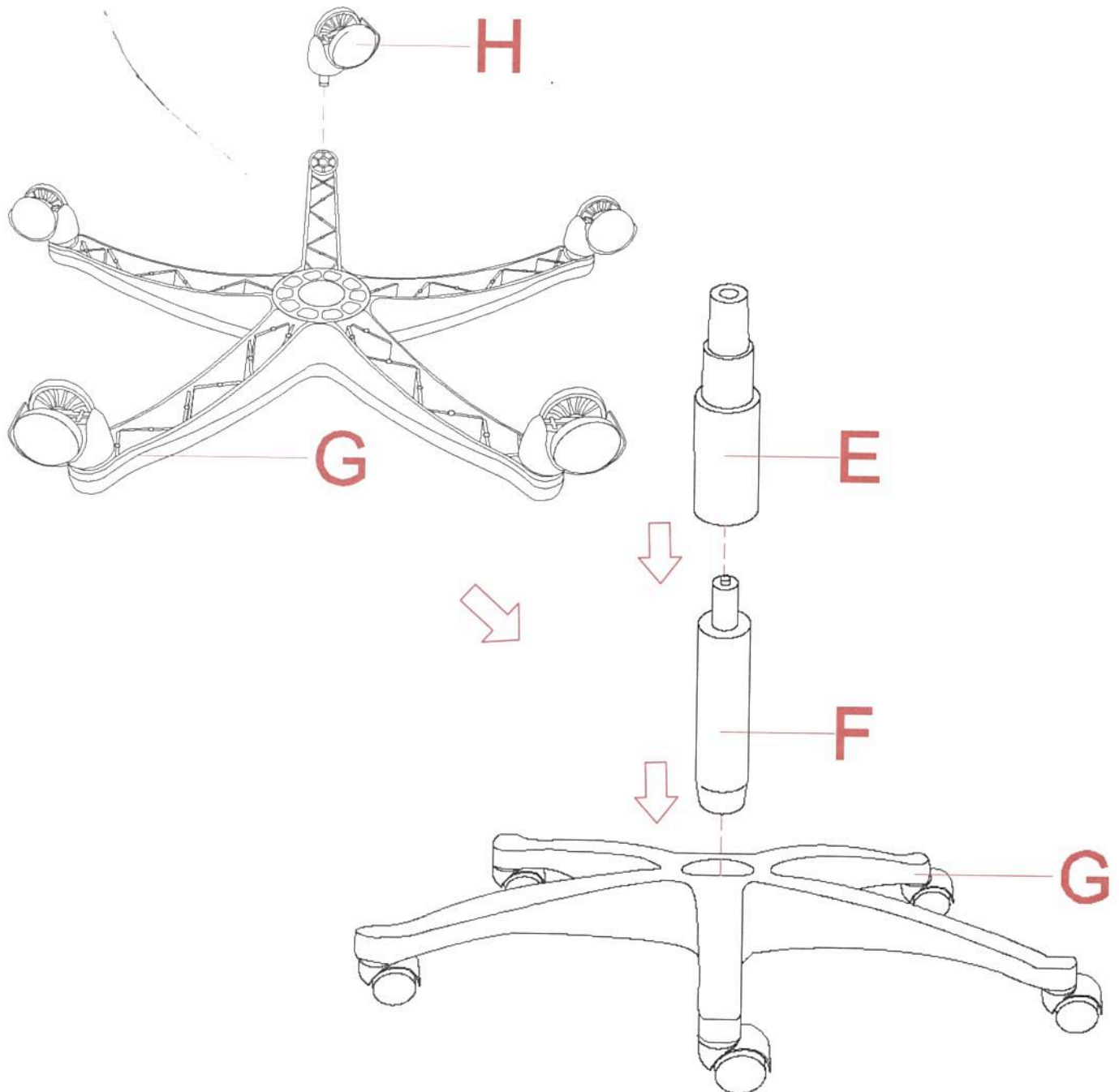
Tools required: Allen Wrench (provided).

Please call for replacement parts or assistance: 1-866-942-5362

Golden Oak®

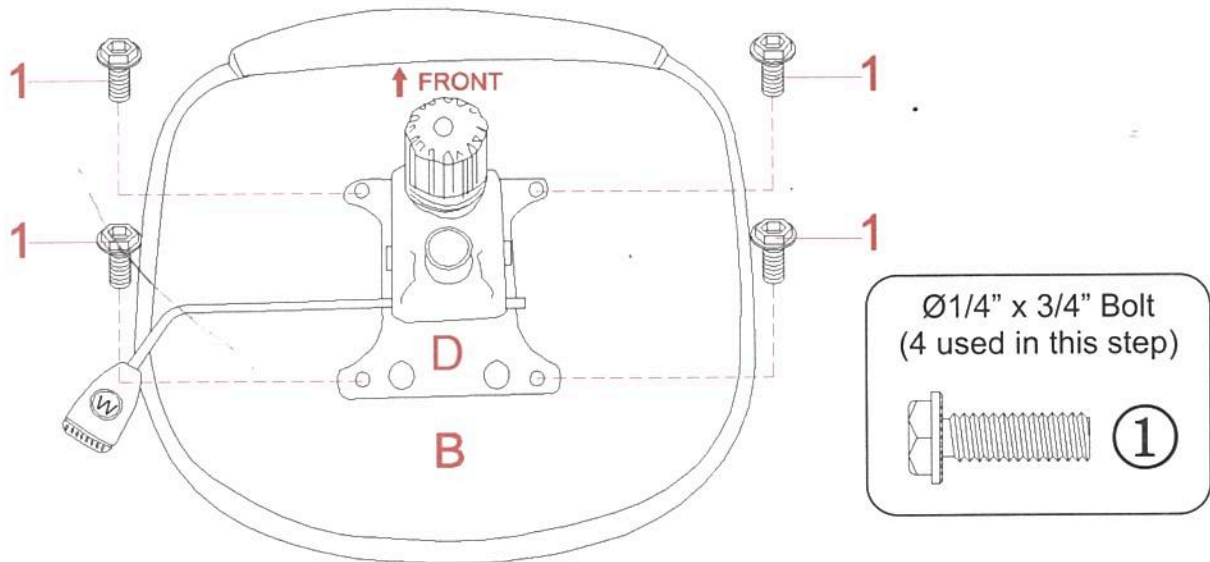
Assembly Instructions

1. Unpack the unit and confirm that you have all the hardware and required parts.
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.

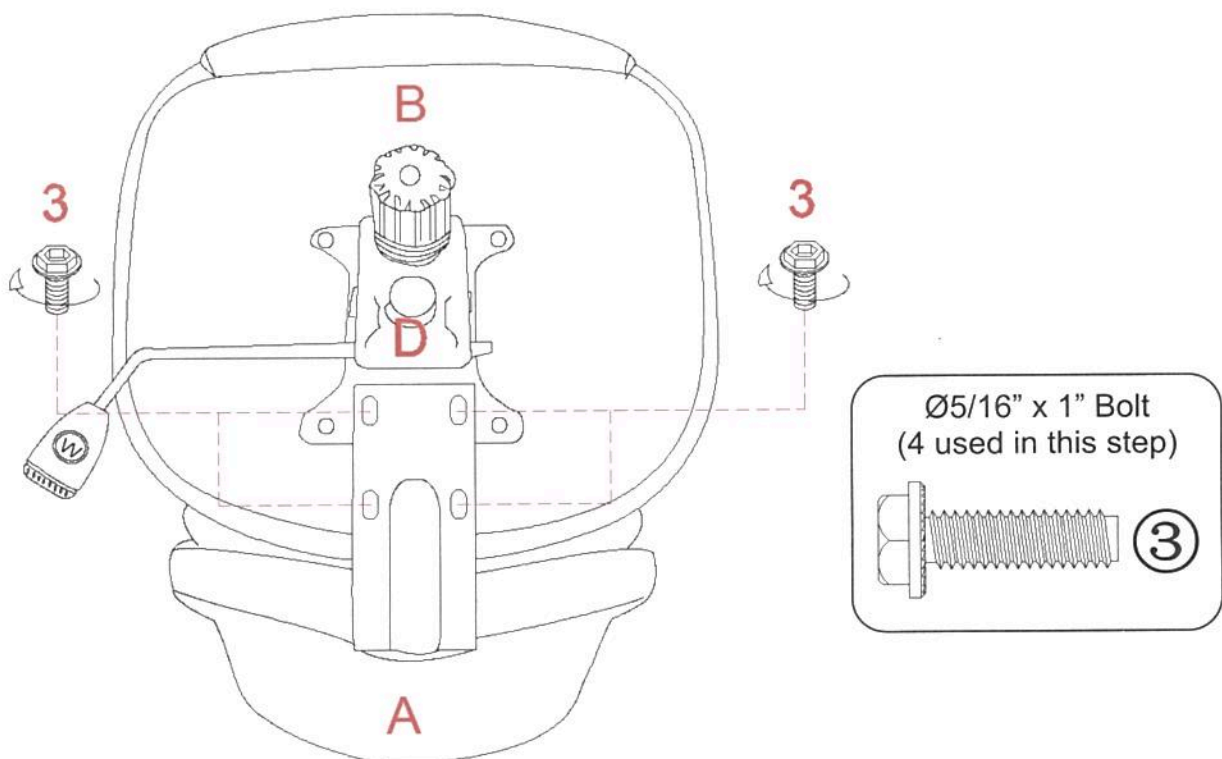


Assembly Instructions

4. Place Seat Cushion (B) upside down on a flat and protective surface. Align Mechanism (D) over pre-drilled holes on the underside of Seat Cushion (B) with black tension knob facing the front of the seat. Insert and screw four $\text{Ø}1/4" \times 3/4"$ Bolts (1) into the mechanism holes to attach it in place. Tighten all Bolts with the provided Allen Wrench.

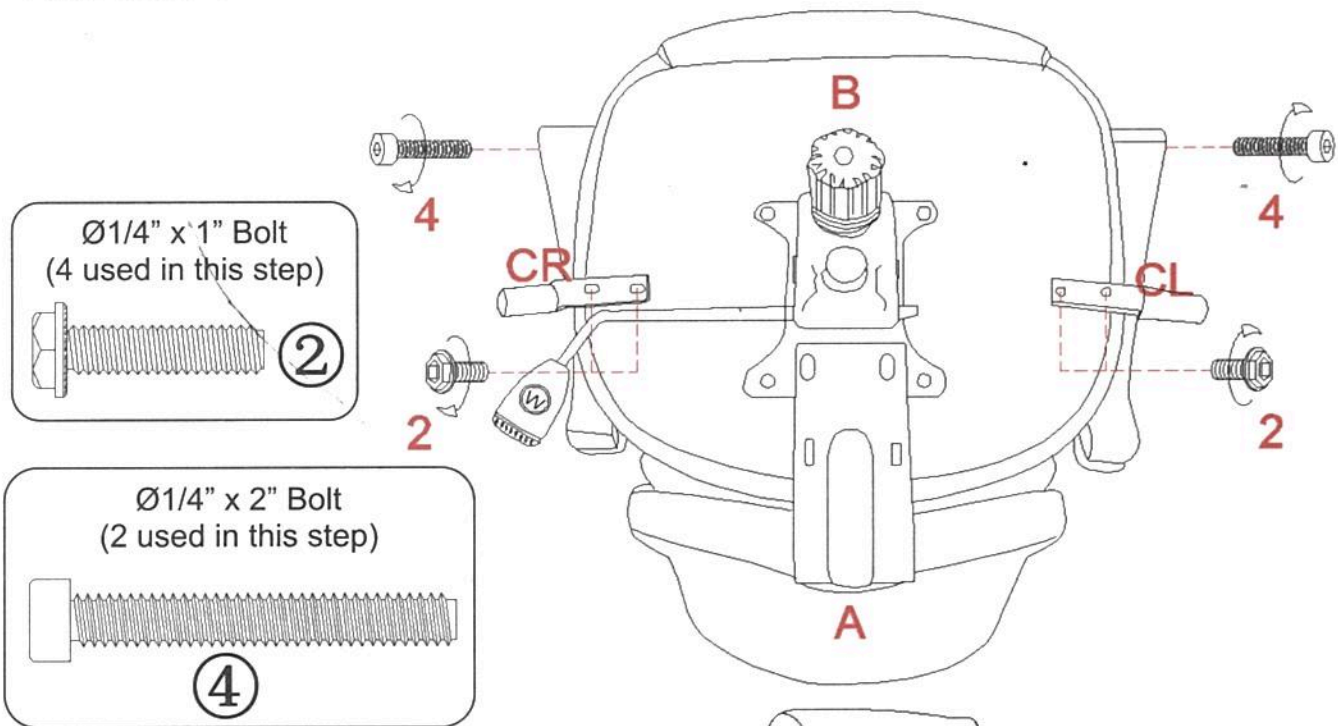


5. Pick up Backrest (A) and align the back support plate holes with the threaded inserts on the Seat Cushion (B). Attach it in place by inserting four $\text{Ø}5/16" \times 1"$ Bolts (3) with the enclosed Allen Wrench.

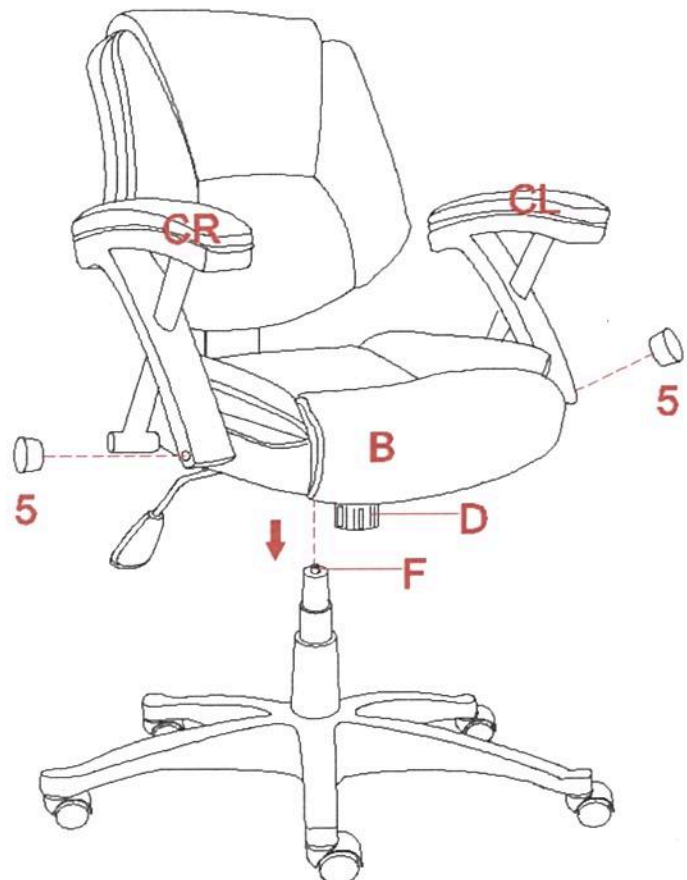
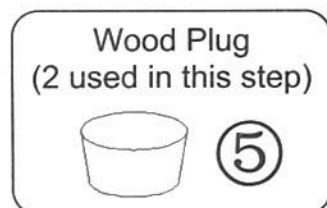


Assembly Instructions

6. Align and attach Left and Right Armrests (CL and CR) to the Seat Cushion (B) using four $\text{\O}1/4"$ x 1" Bolts (2) and two $\text{\O}1/4"$ x 2" Bolts (4). Fully tighten the Bolts with the enclosed Allen Wrench.



7. Turn the assembled seat upright and locate the center hole of Mechanism (D) over the Gas Lift (F). Press down firmly until the seat locks in place.
8. Insert Wood Plugs (5) to cover the countersunk holes on Armrests (CL & CR).
9. Before using your chair, ensure that all the bolts are tightened fully for safety. You can now enjoy the comfort of your new chair. **NOTE:** Please keep the Allen Wrench and check all bolts periodically to ensure these remain tightly fastened.



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:

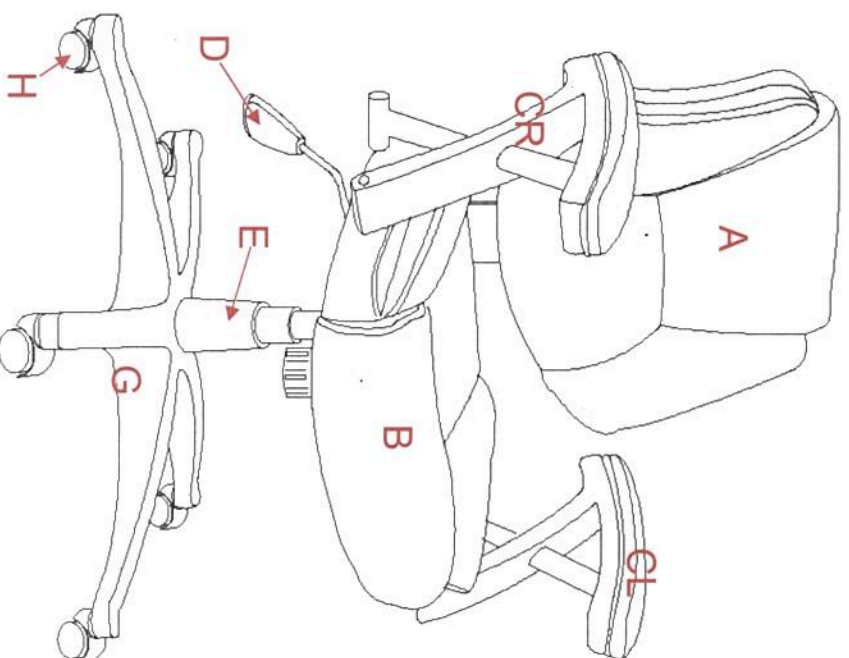
While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the gas lift) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the gas lift.

3. To Adjust Tension on The Tilt:

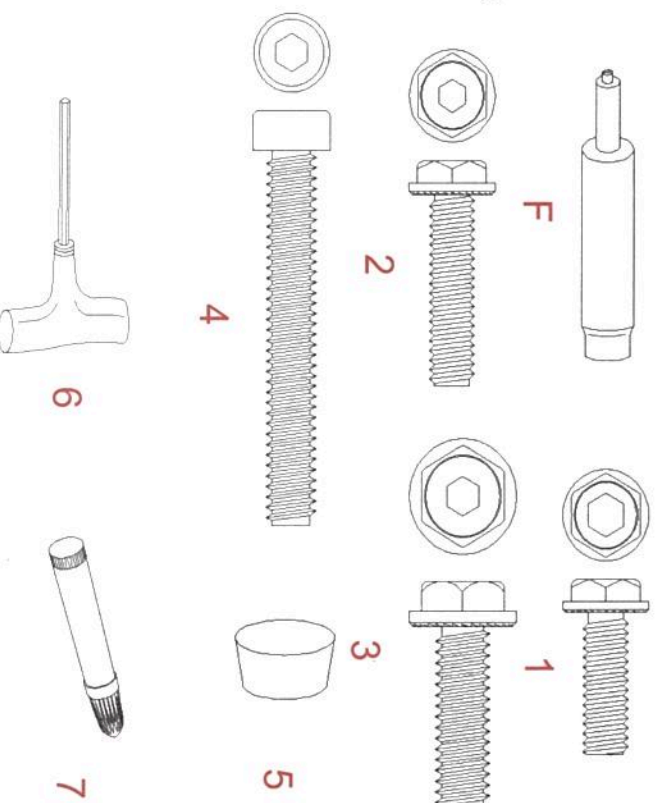
Reach under the front center of the chair, grasp the round knob and turn it counter-clockwise to stiffen the tilt mechanism. Turn the knob clockwise to loosen the tilt mechanism. Turn the knob until the desired resistance is reached.



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



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



- *WC-288-GO-CH Complete Hardware
- *WC-288-GO-1-3/4B Ø1/4"x 3/4" Bolt
- *WC-288-GO-2-1B Ø1/4"x 1" Bolt
- *WC-288-GO-3-1B Ø5/16"x 1" Bolt
- *WC-288-GO-4-2B Ø1/4"x 2" Bolt
- *WC-288-GO-5-WP Wood Plug
- *WC-288-GO-6-AW Allen Wrench
- *WC-288-GO-7-TUP Touch-up Pen