

LIBBY

Task Chair



RTG SKU#	STYLE NO	COLOR	ITEM DESCRIPTION
38251790	51772-LAV	Lavender	Task Chair
38251776	51772-WHT	White	Task Chair
38251788	51772-BLSH	Pink	Task Chair
38251815	51772-BRW	Brown	Task Chair

DO NOT USE SUBSTITUTE PARTS, PLEASE CONTACT YOUR RETAIL STORE OR WWW.ROOMSTOGO.COM WITH SERVICE OR PARTS REPLACEMENT REQUEST

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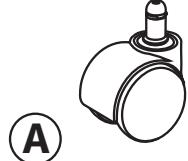
NOTES:

- Please read the instruction sheets completely before assembly.
- Remove all parts from carton and ensure all parts are included prior to assembly.
- Assemble the chair on the carton or carpet to prevent scratching the chair.
- Be careful not to cross-thread bolts.
- Do not stand on the seat cushion.
- Do not allow children to play on or near this product.
- For indoor use only. Please do not expose to direct sunlight, sources of excessive heat, or use in wet or damp environments.
- Only a damp cloth should be used to clean the upholstery surface. For persistent stains and overall cleaning, contact a professional upholstery cleaning company.
- Light-colored upholstery is prone to color transfer from certain clothing and other materials, such as denim jeans. Promptly treat any color transfer with mixture of mild soap and water, avoiding contact with harsh chemicals. Never use cleaners containing alcohol or bleach. Spot-test cleaners on an inconspicuous area before applying to visible surfaces.
- The casters sold with this chair are intended for use on carpet and not recommended for use on tile or hardwood floors. Using these casters on tile or wood flooring may cause floor surface damage. Please consider purchasing a chair mat to protect your floor surfaces.
- Do not use power tools. Only use the allen key provided. Check and re-tighten bolts every 90 days.

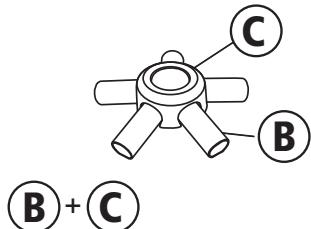
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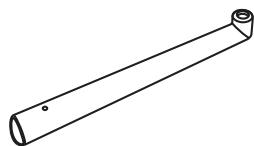
Parts List



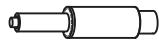
Casters
Quantity: 5



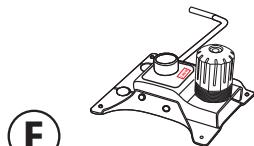
Base and Base Cover
Quantity: 1



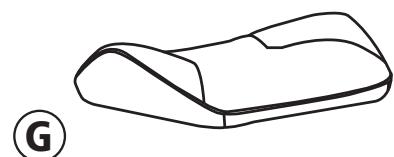
Metal Legs
Quantity: 5



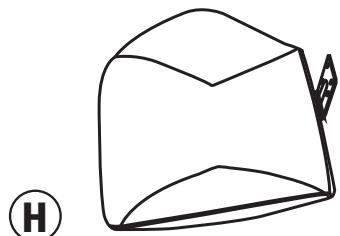
Gas Lift
Quantity: 1



Seat Plate
Quantity: 1



Seat Cushion
Quantity: 1



Back Cushion
Quantity: 1

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Hardware List



Bolts
Size: M6 X 1mm X 18mm
Quantity: 5



Bolts
Size: M8 X 1.25mm X 25mm
Quantity: 4



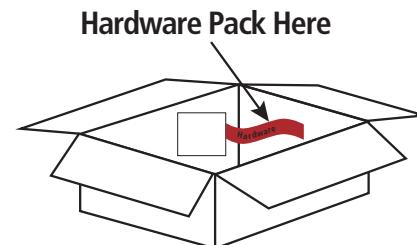
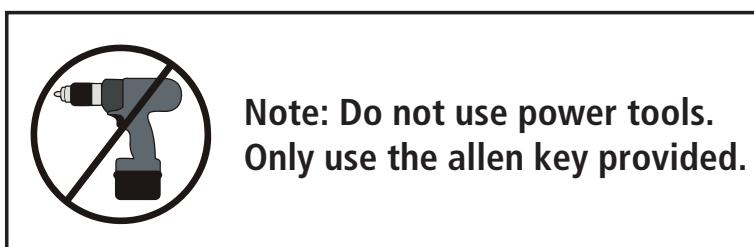
Bolts
Size: M8 X 1.25mm X 32mm
Quantity: 4



Allen Key
Size: Ø5mm
Quantity: 1

Hardware Pack Locations

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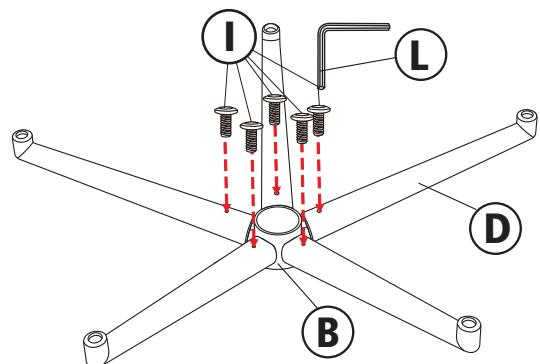
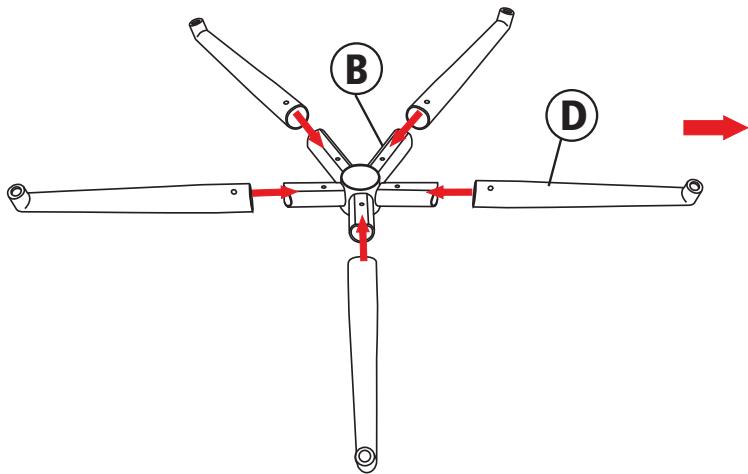
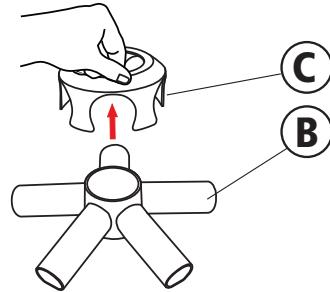
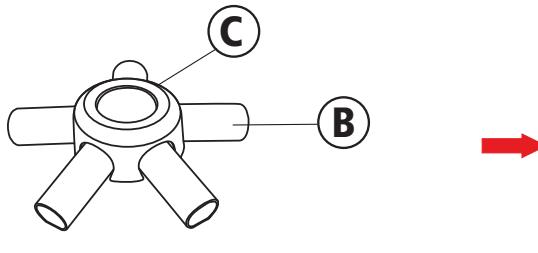
Step 1

Select a smooth surface to avoid scratching the parts. Take off Base Cover (C) from the Base (B), then turn the base over. Insert Metal Legs (D) into the Base (B) and secure using 18mm Bolts (I) with Allen Key (L).

Note: Tighten the bolts completely.



Warning: Fully hand-tighten all 5 bolts at each leg/hub connection using Allen Key (L). Be careful NOT to overtighten or strip bolts. DO NOT use power tools. If you experience a problem with the leg attachment or are unable to fully tighten any of the bolts, STOP. DO NOT use the base. Contact Customer Support for assistance. All bolts should be checked and re-tightened every 90 days.

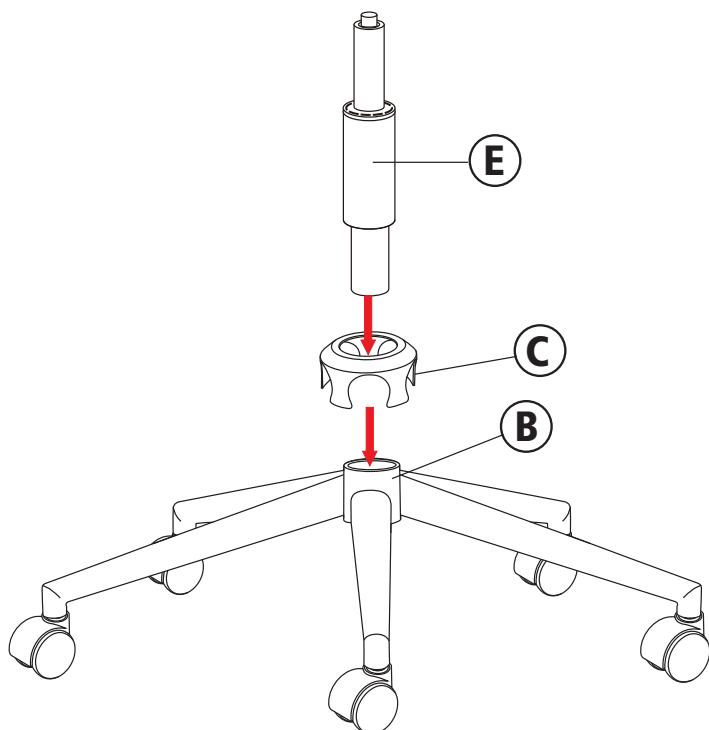
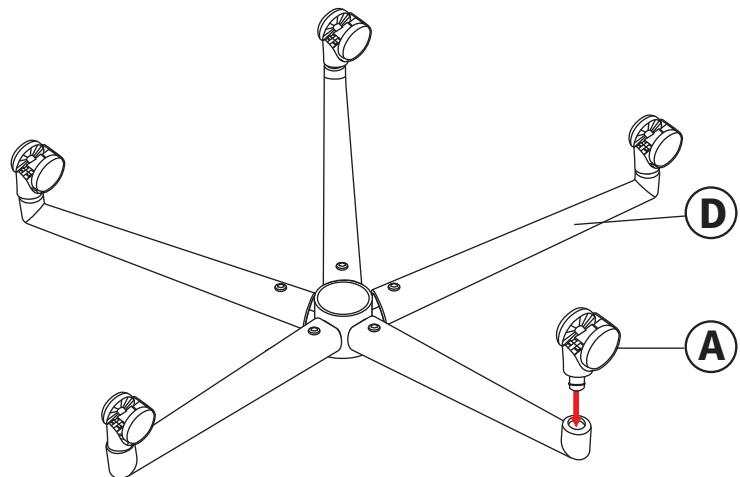


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Step 2

Press the Casters (A) into holes at the end of each leg. Turn the star base upright and then attach the Base Cover (C) to the Base (B) as shown. Insert Gas Lift (E) into the center hole of base.



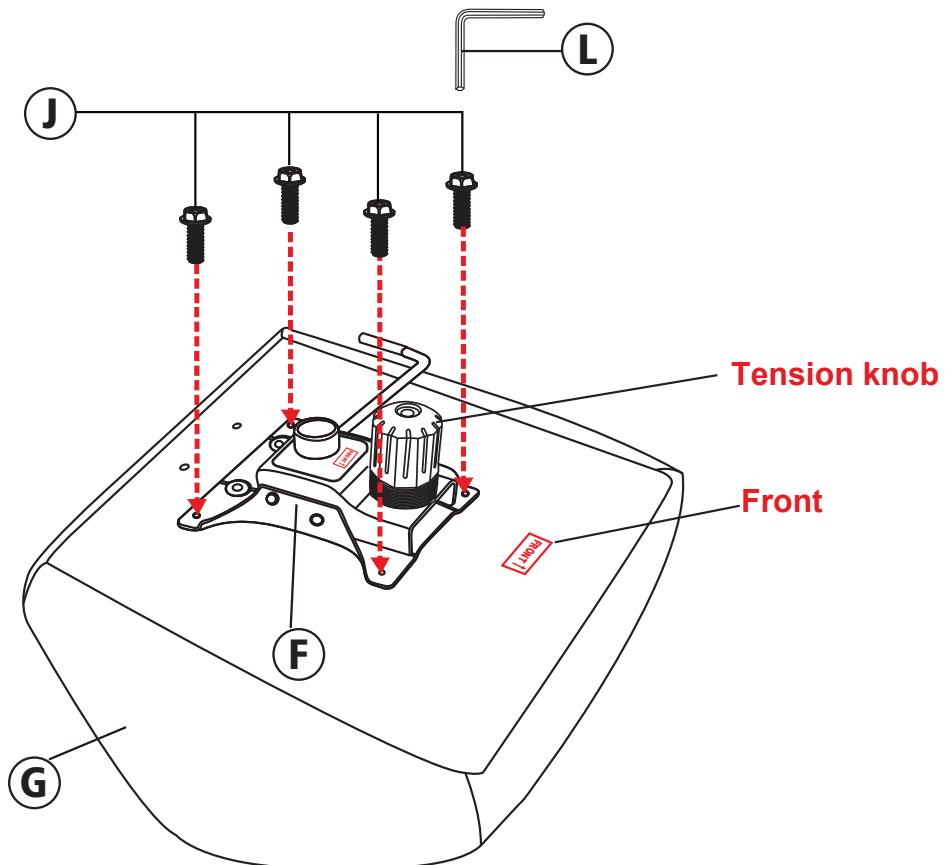
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Step 3

Align the Seat Plate (F) to the holes on the bottom of the Seat Cushion (G), with the front of the seat plate facing the front of seat cushion. (For reference, the large tension knob is near the front of the seat plate.) Attach using 25mm Bolts (J) with Allen Key (L).

Note: Tighten the bolts completely.



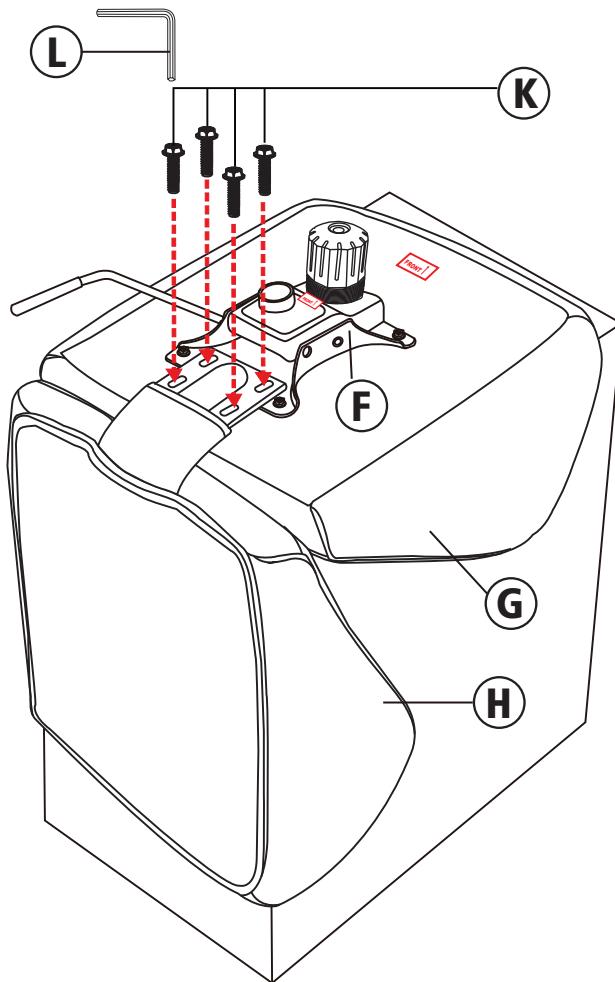
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Step 4

Align the Back Cushion (H) with the Seat Cushion (G) by positioning the back support plate over the Seat Plate (F). Attach with 32mm Bolts (K) using Allen Key (L).

Note: Tighten the bolts completely.

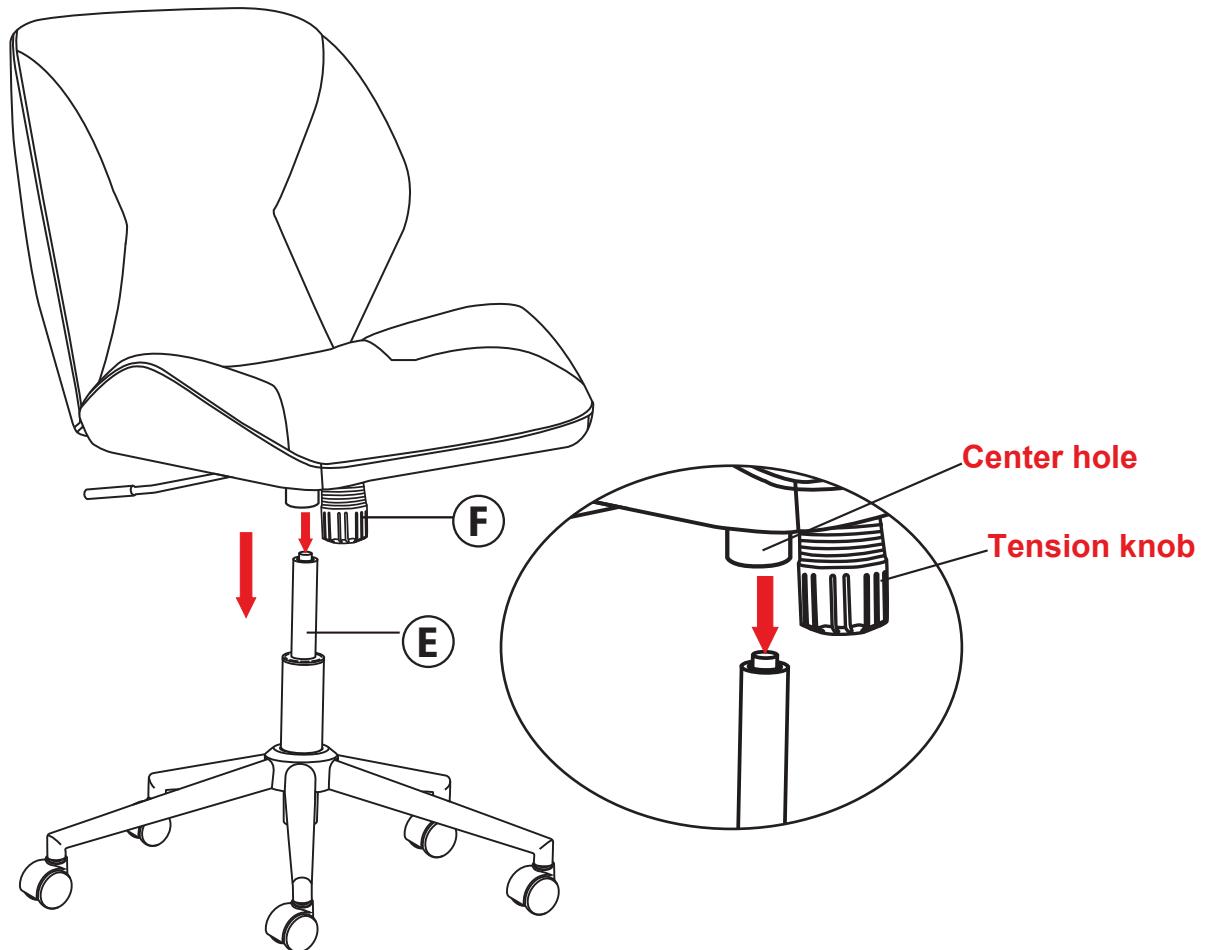


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Step 5

Position the assembled chair upright with the seat plate facing down. Insert the Gas Lift (E) into the center hole of the Seat Plate (F) located behind the tension knob. Push down firmly until connection is secure.



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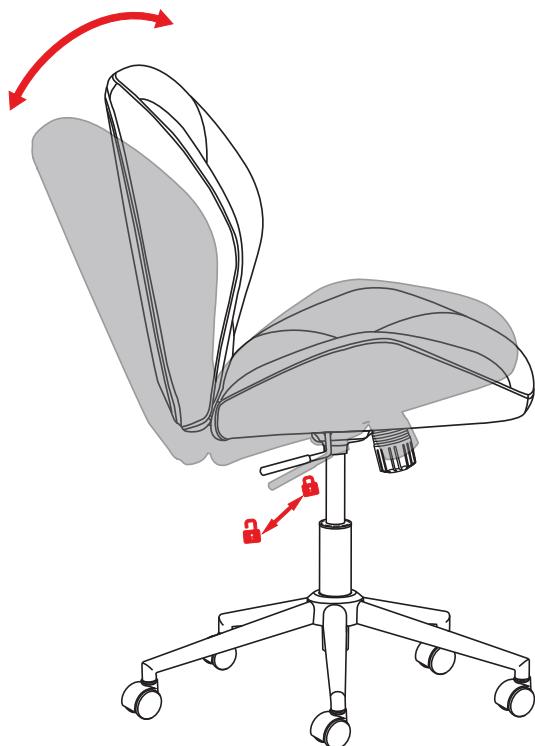
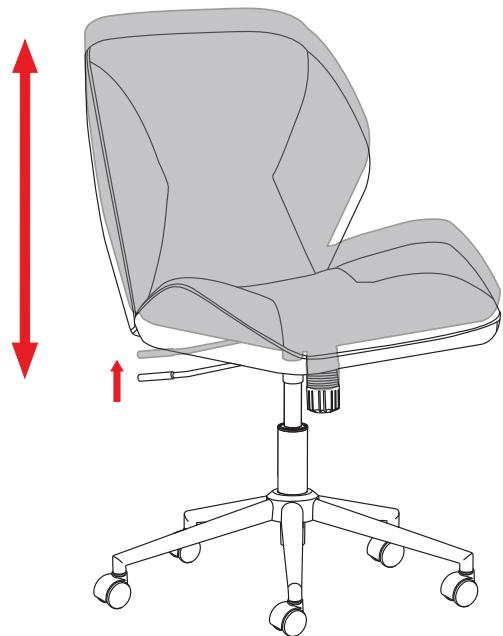
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Operating Instructions

Function Instruction - 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. Once desired height is reached, release handle to lock chair at desired height. To lower the seat, lift the handle while seated. The chair will descend until the handle is released or the chair reaches the lowest position.



Function Instruction - 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 vertical position, sit upright and push the handle in towards the gas lift.

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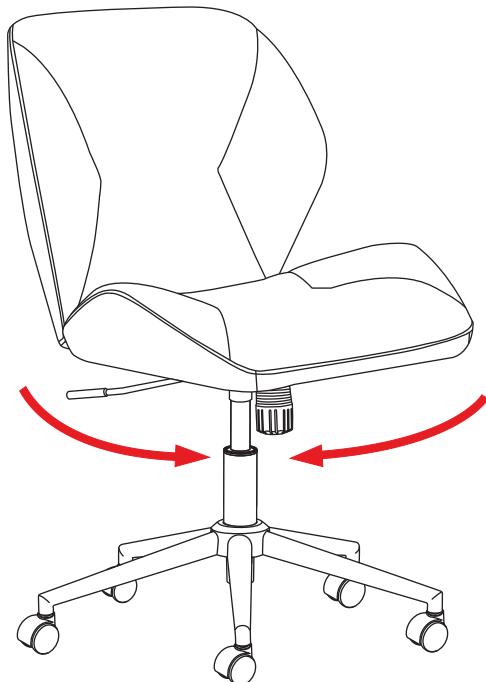
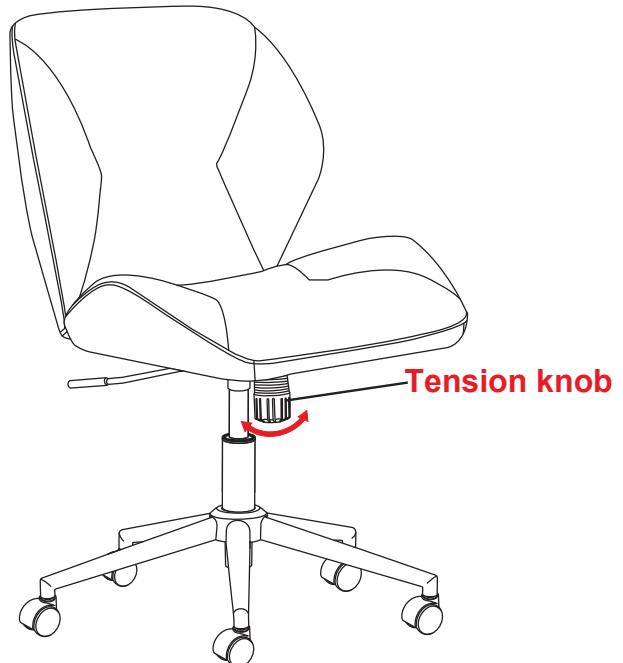
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Operating Instructions

Function Instruction - 3

To Adjust Tension On The Tilt:

While seated, reach under the front center of chair seat and grasp the round black tension knob. To loosen the tilt mechanism, turn the knob clockwise. This lessens the effort required to rock back and forth. Rotate the knob until desired resistance is reached.



Function Instruction - 4

360° Swivel:

360° seat swivel.

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