



WELLNESS

BY DESIGN

**Keep the original sales receipt as proof of
purchase for warranty coverage.**

Big & Tall Executive Chair

Assembly Instructions

Model:
52345-BLK
52345-GRY
52345-BRN



Chair Assembly Instructions

Carefully unpack all parts and identify them against the parts list before attempting to assemble. To avoid scratching the components, assemble the chair on a protected surface.

Note: The casters sold with this chair are intended for use on carpet and not recommended for use on tile or hard wood floors. Using these casters on tile or wood flooring may cause floor surface damage, so please consider purchasing a chairmat to protect your floor surfaces.

We are here to help if you have any questions, comments, or are in need of warranty replacement parts.

Call us toll free at: (02) 9621 1131

Attention:

1. Do not stand on the seat cushion.
2. For indoor use only.
3. Please do not expose to direct sunlight.
4. Please do not place this product near sources of excessive heat.
5. Please avoid use of sharp objects on or near this product.
6. Clean spills / marks immediately, as stains are harder to remove when they are left unattended.
7. For persistent stains and overall cleaning, contact a professional upholstery cleaning company.
8. Do not use power tools. Only use the Allen Key provided. Check and re-tighten screws and knobs every 90 days.

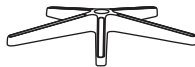
PARTS



A

Casters

Quantity: 5



B

Star Base

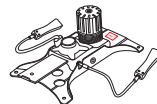
Quantity: 1



C

Gas Lift

Quantity: 1



D

Seat Plate

Quantity: 1



E1

Left Arm

Quantity: 1



E2

Right Arm

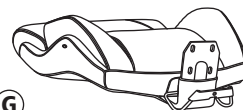
Quantity: 1



F

Seat Cushion

Quantity: 1



G

Back Cushion

Quantity: 1



H

1" Screws

Quantity: 2



I

1-1/4" Screws

Quantity: 6



J

**2" Screws with
Spring Washers**

Quantity: 4



K

5/8" Knob

Quantity: 1



L

Arm Inserts

Quantity: 2



M

Plastic Caps

Quantity: 2



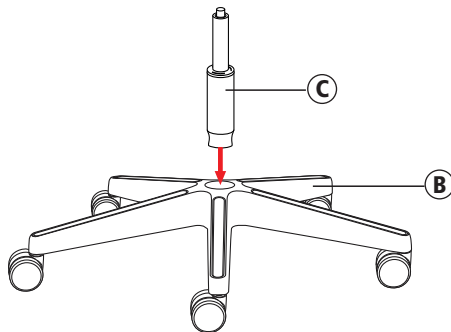
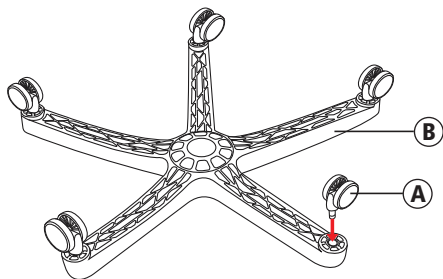
N

Allen Key

Quantity: 1

Step 1

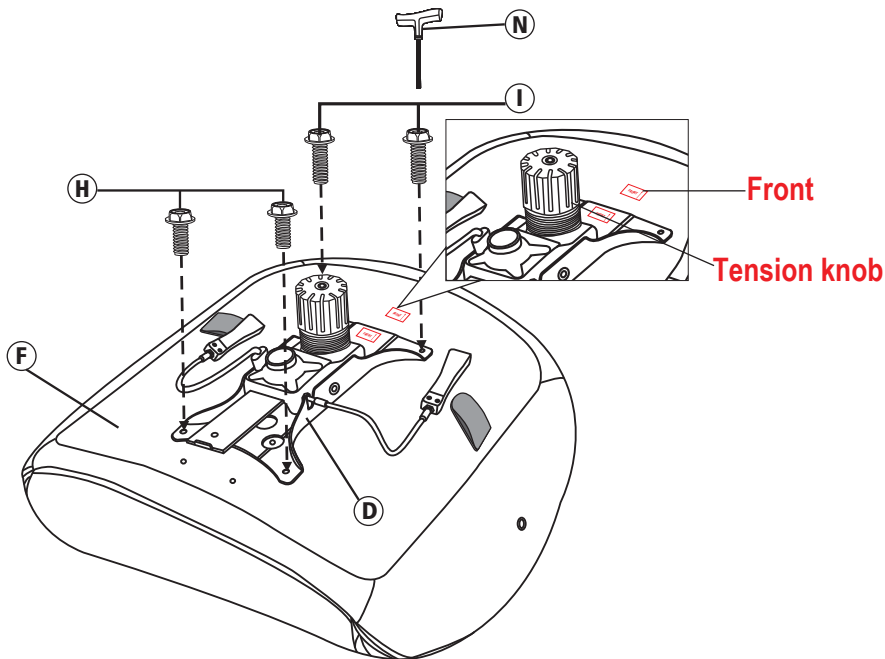
Select a smooth surface in order not to scratch the parts. Turn the Star Base (B) upside down. Press the Casters (A) into holes at the end of each leg. Turn the Star Base (B) upright and insert Gas Lift (C) into the central hole of Star Base (B).



Step 2

Attach Seat Plate (D) to the bottom of the Seat Cushion (F), 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 by using 1-1/4" Screws (I) for the front holes of the Seat Plate (D) and 1" Screws (H) for the rear holes of the Seat Plate (D) and tighten screws with Allen Key (N).

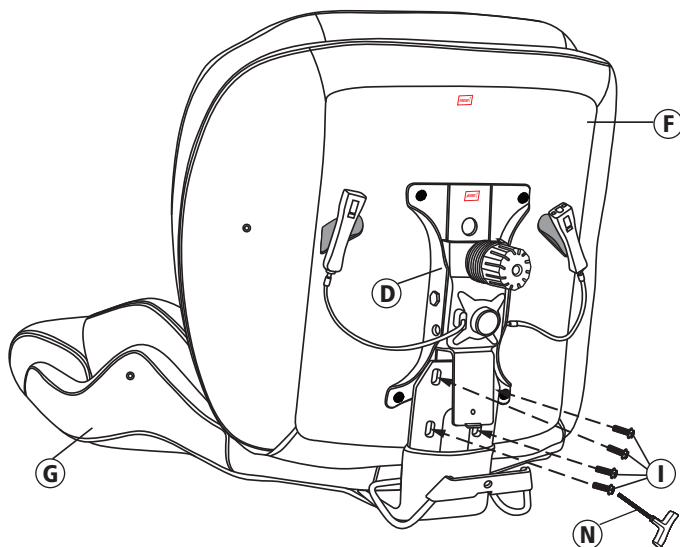
Note: Tighten the screws completely.



Step 3

Align the Back Cushion (G) with the Seat Cushion (F) by positioning the back support plate over the Seat Plate (D) with 1-1/4" Screws (I).

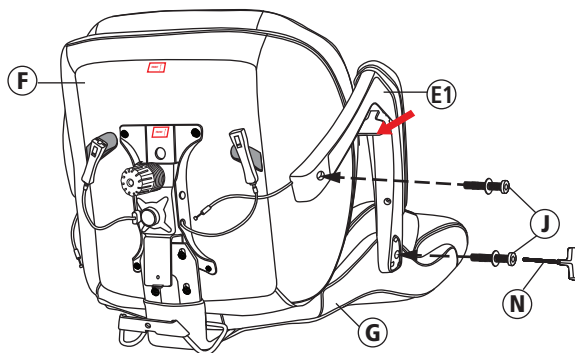
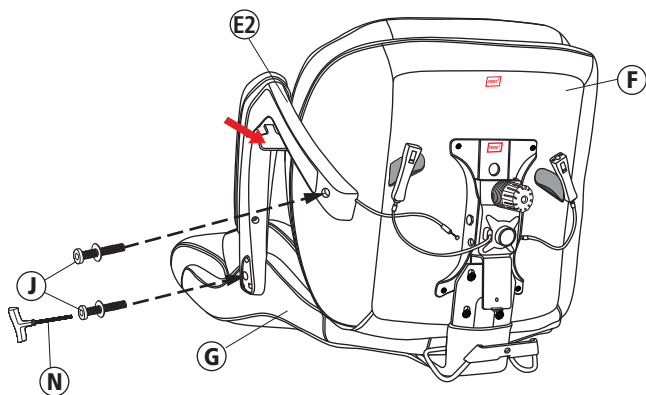
Important: Do not completely tighten the screws until both arms are attached to the cushions. Once all screws are attached, you can then completely tighten.



Step 4

Insert 2" Screws with Spring Washers (J) into arm holes, attaching Arms (E1 & E2) (with the front of arms facing the front of seat cushion) to sides of Seat Cushion (F) and Back Cushion (G).

Note: Tighten all the screws completely. Remember to tighten the back support plate screws.

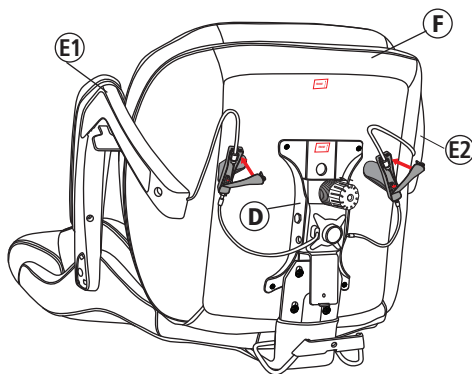
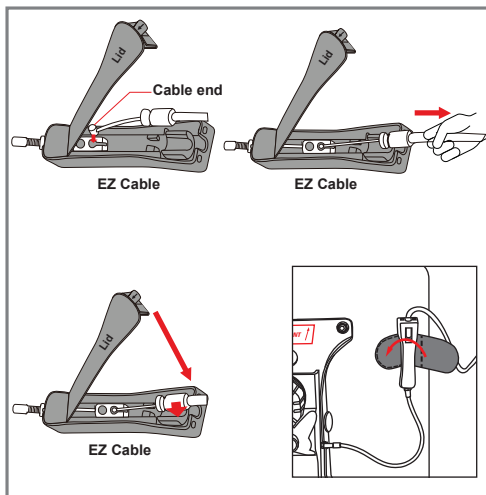


Step 5

Attention: Please keep levers on Arms (E1 & E2) to the down position for easy assembly.

Lift the lids of the EZ cable connectors attached to Seat Plate (D) as shown. Insert the ends of the arm cables into the grooves of the EZ cable connectors, pull tightly and snap them into place as shown. Then close the lids.

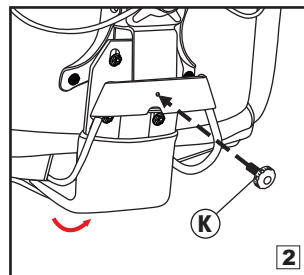
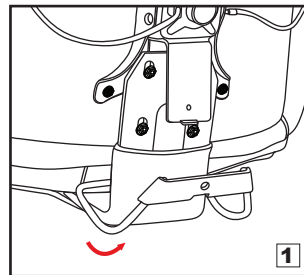
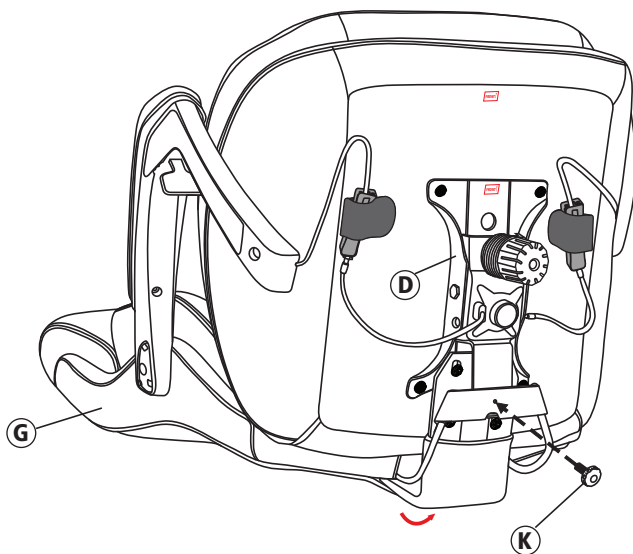
Note: Fix the connectors to the Velcro on the bottom of the seat cushion.



Step 6

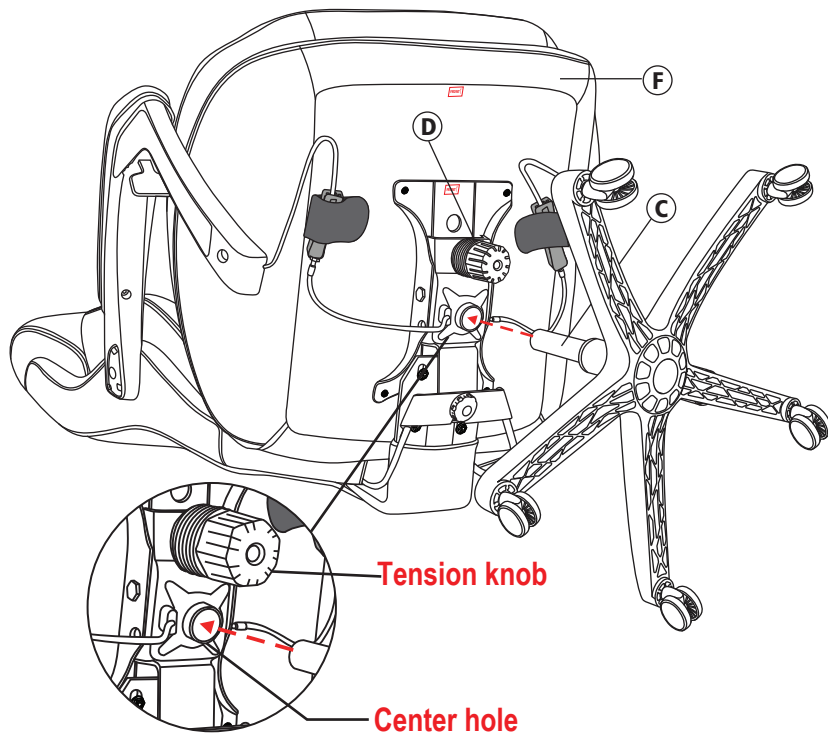
Pull down the metal plate of Back Cushion (G) and attach it over to the Seat Plate (D) by using 5/8" Knob (K).

Note: Tighten the knob completely.



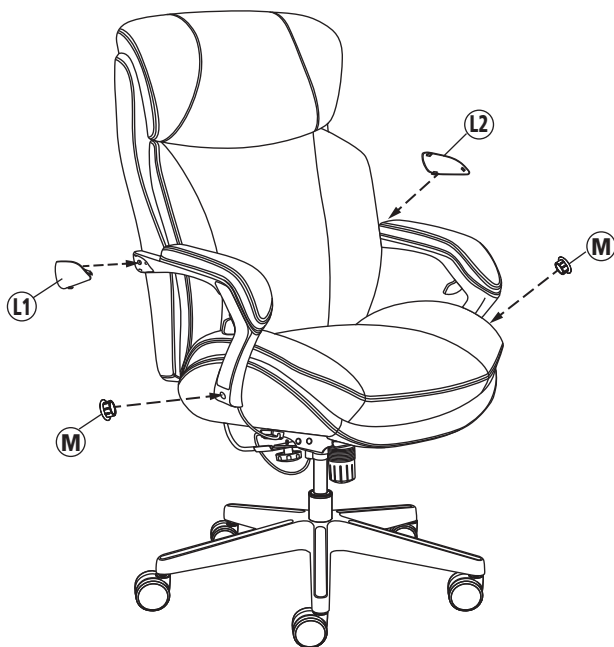
Step 7

Insert the Gas Lift (C) into the center hole on the Seat Plate (D) located behind the tension knob. Turn the assembled chair upright and push down firmly over the Gas Lift (C) until it is securely connected.



Step 8

Place the Arm Inserts (L1 & L2) into arm grooves and place Plastic Caps (M) into armrest holes to cover screws once all screws have been tightened.



Troubleshooting

Chair does not recline when you release the tilt lock out feature.
Follow these instructions to correct the tilt-lock out function.



1

Push the lever on the left arm to the down position.

2

Remove the connector from the Velcro strap on the bottom of the seat cushion.





3

Lift the lid of the EZ cable connector, then remove the end of the arm cable from the groove of the EZ cable connector.

4

Use pliers to hold the lock-nut as the photo and turn the EZ connector counter-clockwise for 5 to 6 turns to expose the threads between the EZ connector and the lock-nut.



5

Re-tighten the lock-nut against the EZ connector.

6

Insert the cable-end into the receiver, then pull tightly and snap the plastic cable housing into place as shown. Then close the lid.



7

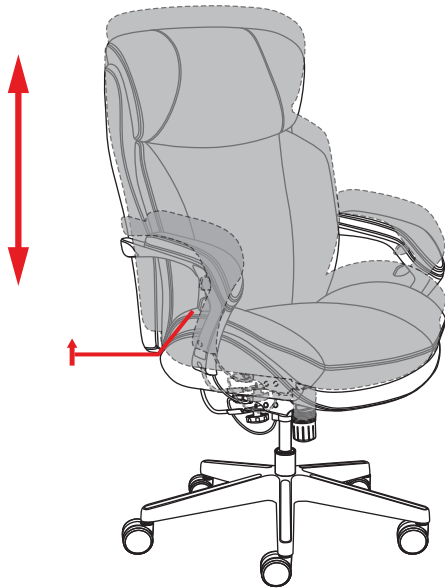
Fix the connector to the Velcro on the bottom of the seat cushion and sit on the chair and try the function again.

Operating Instructions

Function Instruction - 1

To Adjust Seat Height:

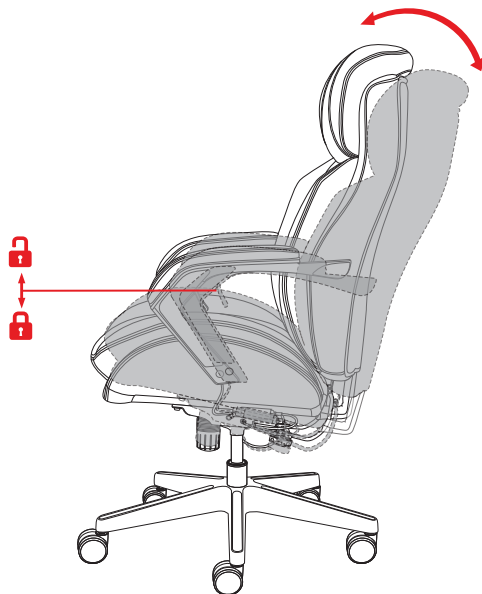
While seated, reach under the right side of the arm to find the lever. Lift the lever and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release lever to lock chair at desired height. To lower the seat, lift the lever while seated. The chair will descend until the lever is released or the chair reaches the bottom position.



Function Instruction - 2

To Operate Tilt Lockout:

While seated, reach under the left side of the arm to find the lever. Pull up the lever and lean back to allow the chair to tilt backwards. To lock the chair in the upright position, sit upright and push the lever to the down position.



Function Instruction - 3

To Adjust Tension on the Tilt:

While seated, reach under the front center of chair seat and grasp the 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.

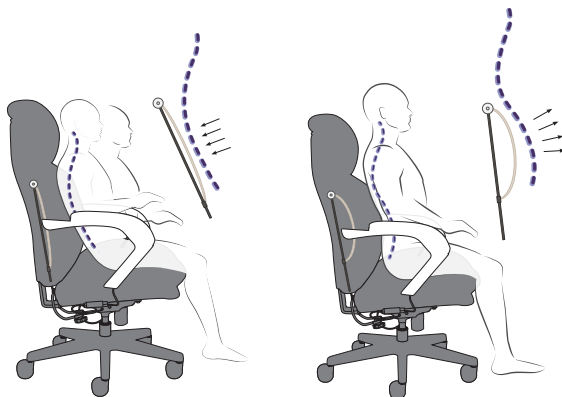


Function Instruction - 4

Featuring Active Lumbar™ Technology:

Patented technology allows the lumbar zone to flex, changing from full support to relaxed as you shift your sitting position from upright to reclined. The chair can be locked in the upright position using the tilt lockout for constant lumbar support while in a work posture.

Active Lumbar™



Function Instruction - 5

360° Swivel:

360° seat swivel.



Limited Warranty

Huali Trading seating products are warranted against defects in material and workmanship while owned by the "Original Purchaser". The term "Original Purchaser" is defined as that party or entity which purchases Huali Trading furniture from an authorized Huali Trading retailer as shown by the original sales receipt. This warranty does not apply to "as is" or previously owned seating products.

Huali Trading warrants its products to be free from defects in materials and workmanship (normal wear and tear, fading and stretching excepted), for **one year** from the date of purchase, except as provided below under the limited warranty.

The exceptions or exclusions to this warranty are as follows:

1. Upholstery material and foam cushion material is warranted against defects in material and workmanship for a period of **one year**, beginning on the date of purchase as shown on the original sales receipt.
2. Any warranty claim that is submitted after the limited warranty period, or without proper proof of purchase will not include the cost of parts, labour, or delivery.
3. This warranty shall not apply to Huali Trading products which have been subjected to misuse, neglect, alteration, modification or attachments, either caused by the original purchase, shipping, storage, accident, fire, flood or acts of God.

In the event of a defect in material or workmanship covered by this warranty, Huali Trading will repair or replace, at their discretion, without charge the warranted furniture within a reasonable amount of time. We reserve the right to require damaged parts to be returned to us upon request. Natural markings such as scars, brands, grain variations, wrinkles, colour variations, etc. will be considered normal characteristics and not construed as defects. We cannot warrant upholstery against scratching or scuffing, as all upholstery is subject to blemishes with use.

For claims or questions converting this warranty, please contact Huali Trading Customer Service department through email on **services@hualitrading.com.au** or the retailer the seating product was purchased from.

Huali Trading's sole obligation and the users exclusive remedy under this warranty shall be limited to the repair, credit (only applies to distributors) or replacement at Huali Trading's sole discretion and cost, of product or components under the **"COMPETITION AND CONSUMER ACT 2010"**.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure".

All warranties are limited to the original purchaser for normal use which is defined as a standard work week of forty hours by a person weighing less than 181kg.