

OfficeSource®

SEATING

OPERATION, WARRANTY AND CARE INSTRUCTIONS

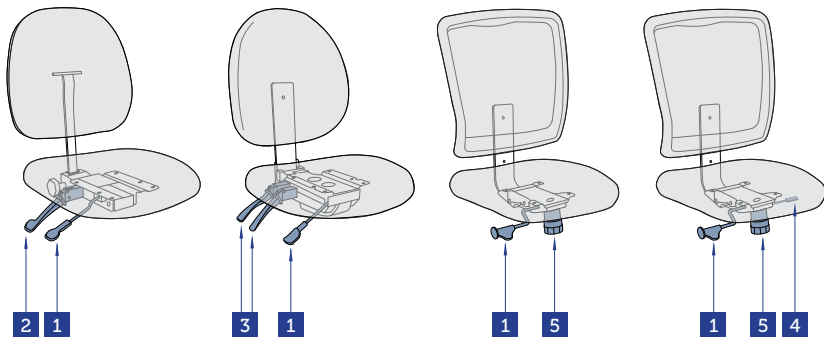


*Thank you for purchasing seating from the OfficeSource® brand.
Please take a few minutes to look over this card, to familiarize yourself with
your chair, our warranty and how to care for your chair.*

Operation & Warranty Instructions

Different styles, different functions.

Our seating line is made up of several different styles to suit the needs of a wide variety of users. To meet these needs, we use several different mechanisms. Using most of these mechanisms is straightforward, while a few are more complicated. The following is a brief guide to help familiarize you with your chair and its mechanism. Most mechanisms are controlled through the use of paddles found under the seat. If you have any further questions, please contact your dealer.



1 The gas cylinder

If your OfficeSource seating has casters, it will also have a gas cylinder. The gas cylinder allows for easy adjustment of the chair height by using the paddle. To lower seat height, sit on the chair and pull the paddle up. To raise seat height, pull the paddle up while removing your weight from the seat. Release the paddle at the height you prefer.

2 Two paddle task seating

The paddle at the front (1) controls the gas cylinder. The rear paddle (2) adjusts the angle of the seat and back. Pull up the rear paddle while moving your seat and back to a comfortable position. Lower the paddle to lock into place.

3 Three paddle task seating

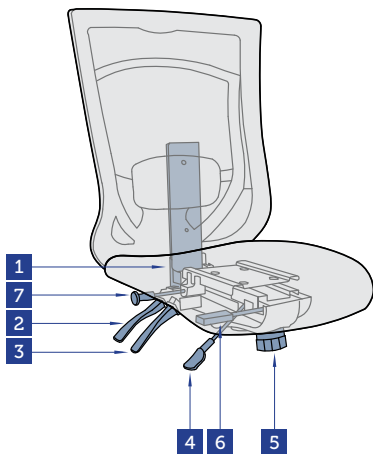
The paddle at the front (1) controls the gas cylinder, the middle paddle (2) controls seat angle and the rear paddle controls the back angle. For both the middle and rear paddle, move your seat and/or back to the angle you find most comfortable. By pushing the paddle down, you lock the seat or back at that angle.

4 Knee tilters and syncro tilters

Most knee tilters and syncro tilters come with two paddles. One paddle controls the gas cylinder, while the other locks the chair in a fixed position and prevents it from tilting. To operate the tilt lock feature, push the paddle in towards the center of the chair. To release the tilt lock, pull the paddle away from the center of the chair.

5 Tilt tension adjustment

Most tilter chairs come with a knob under the seat in front of the mechanism. This knob is used to adjust the ease (or tension) in which your chair tilts back. To loosen the tension, turn the knob counterclockwise. To tighten the tension, turn clockwise.



1 Ratchet back height adjustment
(not available on all models). To raise back, pull up on bottom of back of chair one notch at a time until at a comfortable height. To lower back, pull up on back to fullest height to release back and let down to lowest setting, then raise again.

2 Back angle adjustment paddle
While seated lift paddle (2) to adjust back angle. Push down on paddle to lock in desired position.

3 Seat angle adjustment / tilt lock paddle
Paddle (3) may be used to adjust and lock the angle of the seat by pushing paddle down when seat is at the desired angle. Having the paddle in the upward position allows for a seat to tilt freely.

4 Seat height adjustment paddle
To raise seat lift paddle (4) while removing your weight. To lower seat lift paddle (4) while sitting on chair. Release paddle (4) at desired height.

5 Tilt tension adjustment knob
Turn tension adjustment knob (5) to adjust the ease in which your chair tilts.

6 Forward tilt lever
Lever (6) allows the chair to be used at a forward sloping angle. To engage forward tilt, paddle (3) must be up and the operator must be leaning back. Slide the lever (6) back to allow the chair to tilt forward. Push down on paddle (3) to lock seat at desired angle.

7 Seat depth adjustment knob
(not available on all models) To adjust seat depth, pull knob (7) out and slide seat to desired position. Push in the knob (7) to lock in position.

Product Care Guide

Mesh

Standard Cleaning

Vacuum off crumbs, dust, and dirt particles. Then wipe the mesh off with soap and water using a clean cloth.

Plastic Surfaces

Standard Cleaning

To clean plastic surfaces, you should apply warm water and a mild soap to a clean microfiber cloth. Use a cloth that is lint-free. In lieu of soap, an ammonia-based foaming glass cleaning solution may be used. Remove dust by gently wiping the surface. Wipe the surface dry with a clean, dry, lint-free cloth.

Wood Base & Frame

Standard Cleaning

You should use a lint-free cloth to dust off and shine wood at least once a week. You can use a slightly damp cloth to clean as needed, but always use a clean cloth to wipe the surface dry.

Metal Base & Frame

Standard Cleaning

Use a non-abrasive cleaner, such as those used to clean windows on a clean paper towel or a lint-free microfiber cloth. Wipe the area clean.

Product Care Guide

Casters

Standard Cleaning

Casters should be regularly cleaned to ensure they do their job correctly. They collect dust, lint, and dirt from the floor, which in turn keeps them from working properly. Use a mixture of mild soap and water on a clean, soft cloth to wipe the casters clean. Then use a clean, dry cloth to remove all residue and to dry the surface.

Chrome Base & Frame

Standard Cleaning

Regular cleaning will keep chrome looking new. Use a clean cloth with warm, soapy water to wipe off the chrome. This will prevent dust build-up and residue from spills.

Fabric

Standard Cleaning

General fabric cleaning involves using a sponge for the removal of dirt and residue that has accumulated. Use a clean sponge to gently scrub the surface.

Leather

Standard Cleaning

For regular cleaning, the leather should be wiped off with a lint-free microfiber cloth that is clean and dry. You should never use furniture polish, window cleaners, cleaning solvents, oils, or saddle soap to clean leather. Do not use abrasives or hard bristle brushes to scrub the surface as they can scratch or cut the leather.

Spot Cleaning

If liquid has been spilled onto the leather, you should immediately apply a clean sponge or cloth to the wet area to soak up the spill. The cloth or sponge should be dry. Afterwards, you can gently dab a soap and water mixture, free from detergents, onto the soiled area with a microfiber cloth. You should never rub or scrub leather. The leather should be allowed to dry naturally. If grease or oil has come into contact with the leather, you should use a clean cloth to dab away as much of the spill as possible then wait a day or two, allowing the stain to set or cure. Usually the leather will absorb the oils and the spot will disappear.

Vinyl

Standard Cleaning

Using a clean, lint-free microfiber cloth, apply soap and water to the surface while gently wiping to ensure the removal of any surface dust. Use a clean, dry lint-free cloth to dry off the area afterwards.

WARRANTY

JMJS, Inc. ("JMJS") Limited Lifetime Warranty warrants to the original purchaser that products sold under the OfficeSource® brand shall be free from substantial defects in original material and workmanship under normal use in standard office conditions for the time periods listed below. Within the above warranty periods, JMJS agrees to repair, replace or refund the purchase price paid for the product, prorated based on usage time, or any portion of the product which has a substantial defective in original material or workmanship, provided that the original purchaser provides JMJS with prompt written notice of the substantial defective in material or workmanship.

THIS LIMITED LIFETIME WARRANTY SHALL BE THE SOLE AND EXCLUSIVE REMEDY OF THE ORIGINAL PURCHASER, IRRESPECTIVE OF WHETHER THE CLAIMS OF THE ORIGINAL PURCHASER ARE MADE IN CONTRACT, TORT, WARRANTY, LAW, EQUITY, OR BY STATUTE.

If a court of competent jurisdiction determines that the exclusive remedy set forth above has failed of its essential purpose, such a failure shall entitle the original purchaser to only a return of the purchase price of the product involved. JMJS does not warrant any matching of colors, grains or textures. This limited warranty does not apply to damages resulting from (i) normal wear and tear, (ii) shipment, storage, alteration, misuse of the product or the failure to provide proper care and maintenance, or (iii) product installation or reconfiguration. Additionally, no custom products or products used for rental purposes are covered hereunder.

THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. EXCEPTIONS TO THE LIFETIME WARRANTY ARE AS STATED BELOW:

- Seating: All usage based on a standard 40 hour work week.
- 24/7 and big and tall chairs have a limited 2 year warranty.
- Upholstery materials and foam are warranted against unusual wear and deterioration for 2 years and casters and gas cylinders for all chairs are warranted against unusual wear and deterioration for 5 years.

This limited warranty is non-transferable. Authorization must be approved from JMJS in writing prior to incurring any repair charges. No costs incurred for labor or shipping are covered by this limited warranty unless previously agreed to in writing by an authorized officer of JMJS.

IN NO EVENT SHALL JMJS BE LIABLE TO THE ORIGINAL PURCHASER FOR INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES IRRESPECTIVE OF WHETHER SUCH DAMAGES ARE ALLEGED TO ARISE IN TORT, CONTRACT, LAW, EQUITY, OR BY STATUTE.