

**Product Guide &
Assembly Instructions**



FINCH

Neo One

Office Chair

Should you prefer to speak with a customer service representative, you may call toll free:

1-855-372-2315



Guidelines

FAILURE TO FOLLOW THESE WARNINGS WHEN IN USE COULD RESULT IN INJURY

- Do not stand on the item or use as a step ladder.
- The chair is only designed for one person to use at a time (per seat).
- The chair has been tested and approved for users weighing up to 275 lbs (125kgs) per seat.
- The chair is not recommended for use by individuals weighing more than 275 lbs (125kgs) per seat.
- Do not use this item unless all bolts and screws are firmly secured and fastened.
- Check all bolts and screws every 60 days. As necessary, tighten if any are loose.
- 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.



WARNING:

**DO NOT LET CHILDREN PLAY IN OR AROUND
THE UNIT DUE TO THE POSSIBLE RISK OF INJURY.**

Pre-Assembly Preparation:

Please read through this instruction booklet before beginning assembly of this item.

Two adults are recommended for assembly.

- Clear out the space for assembly and lay out all parts on Parts List, extra room will allow you to easily determine if all the pieces are present.
- Save all packing materials until assembly is complete to avoid accidentally discarding smaller parts or hardware.
- Keep small parts and pieces away from children and pets until fully assembled.
- Please check for any loose screws and tighten them before you use.



**Do not use a blade of any kind to open this box,
doing so may result in a damaged cushion.**



Parts List



(A) Casters (5)



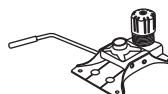
(B) Base (1)



(C) Wood Legs (5)



(D) Gas Lift (1)



(E) Seat Plate (1)



(F) Seat Cushion (1)



(G) Back Cushion (1)



(H) Arms (2)



(I) M5*14mm
Screws (10)



(J) M8*1" Screws (4)



(K) M8*1-1/4" Screws (4)



(L) M8*2" Screws with
Spring Washers (4)



(M) Plastic Caps (4)



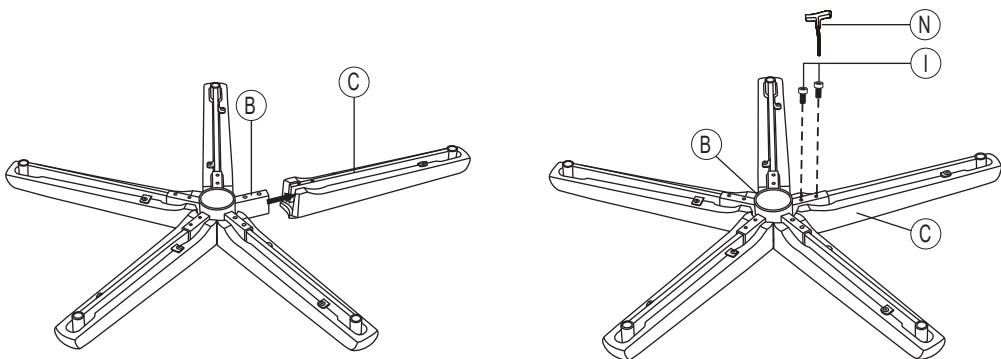
(N) Allen Key (1)



Step 1

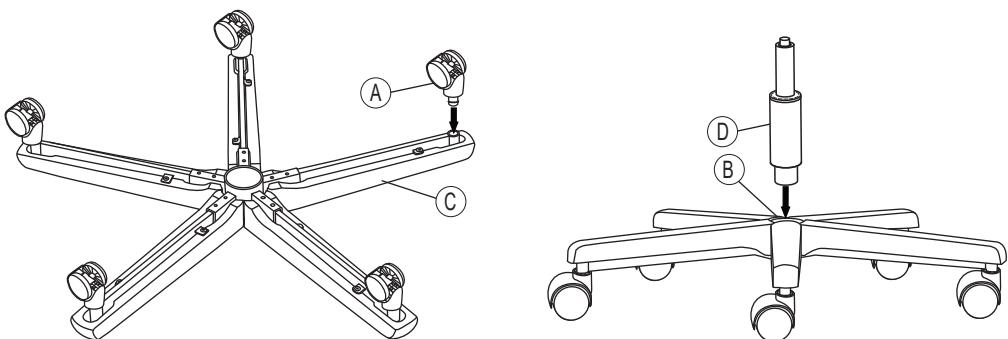
Insert Wood Legs (C) into the Base (B) and secure by 10 Screws (I). Tighten all the screws.

Warning: Fully hand-tighten all 10 bolts at each leg/hub connection. 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 Service for assistance. All bolts should be checked and re-tightened every 90 days.



Step 2

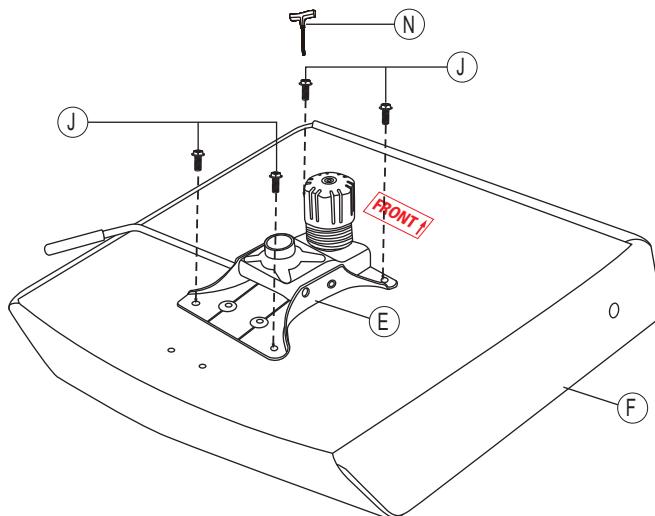
Press the Casters (A) into holes at the end of each leg. Turn the base upright and insert Gas Lift (D) into the center hole of base.



Step 3

Attach Seat Plate (E) to the bottom of the Seat Cushion (F) (with the front of the seat plate facing the front of seat cushion). Attach by using 4 Screws (J) for the holes of the Seat Plate (E) and tighten screws.

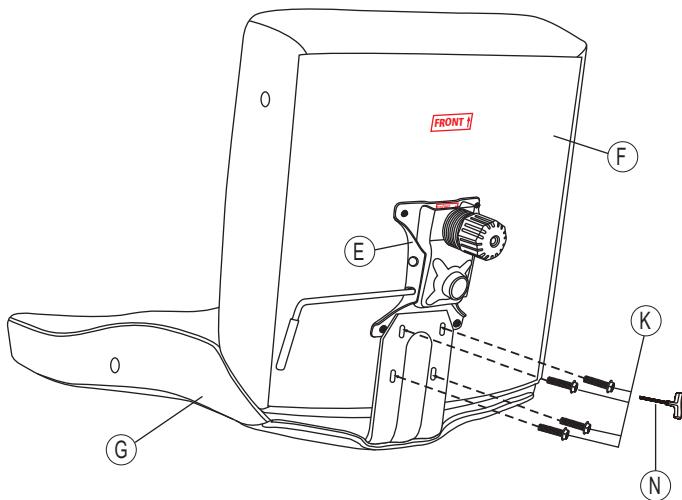
*Note: Tighten the screws completely.



Step 4

Align the Back Cushion (G) with the Seat Cushion (F) by positioning the back support plate over the Seat Plate (E) with 4 Screws (K).

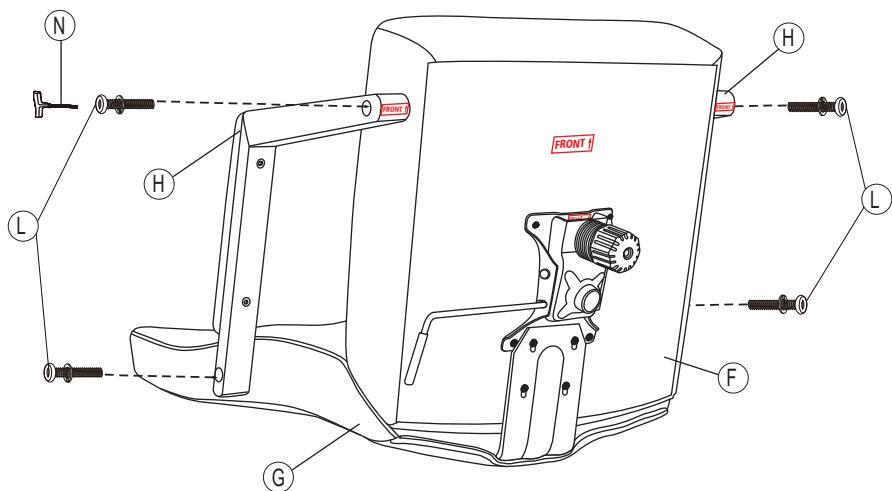
*Note: Do not tighten the screws completely.



Step 5

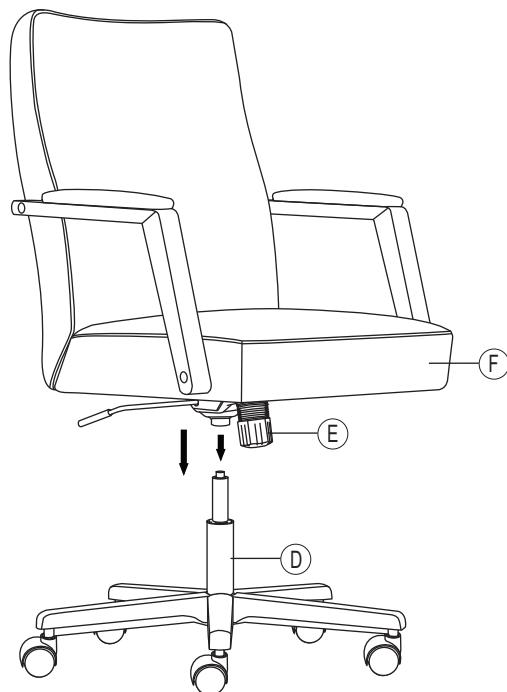
Insert 4 Screws with Spring Washers (L) into arm holes, attaching Arms (H) (with the front of arms facing the front of seat cushion) to sides of Seat Cushion (F) and Back Cushion (G).

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



Step 6

Position the assembled chair upright with the seat plate facing down. Insert the Gas Lift (D) into the center hole of the Seat Plate (E).



Step 7

Press the Plastic Caps (M) into armrest holes once all screws have been tightened.

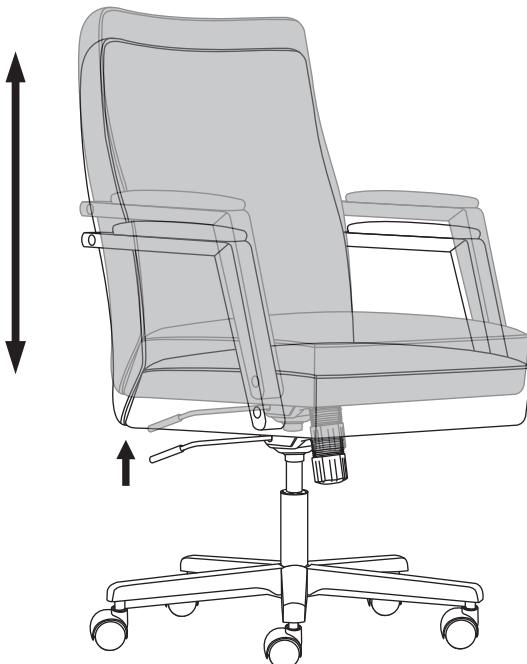


Operating Instructions

Function Instruction - 1

To Adjust Seat Height:

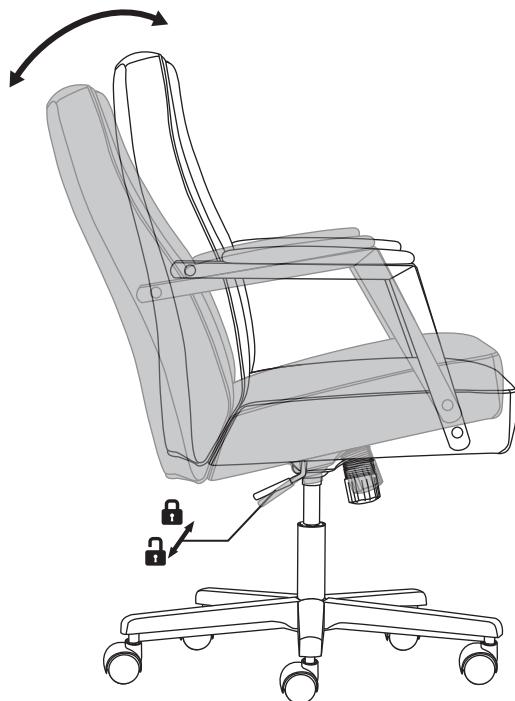
While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release handle to lock chair at desired height. To lower the seat, lift the handle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



Function Instruction - 2

To Operate Tilt Lockout:

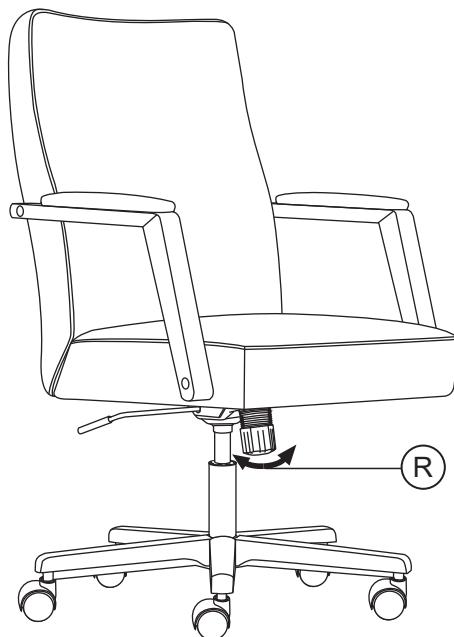
While seated, reach under the right side of the chair to find the height-adjustment handle. Pull the handle all the way out (away from the gas lift) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the gas lift.



Function Instruction - 3

To Adjust Tension on the Tilt:

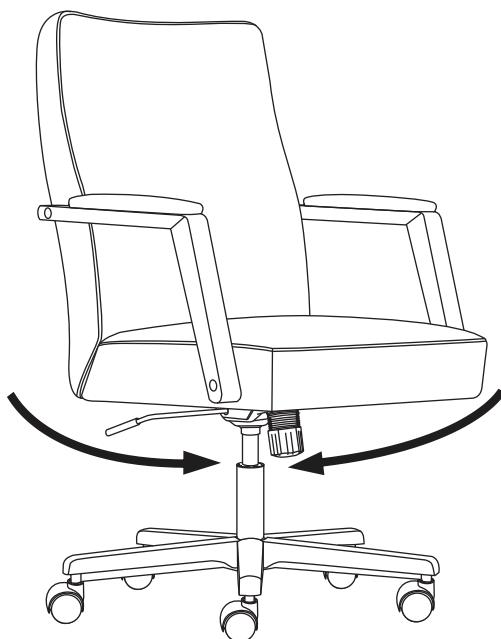
Reach under the front center of the chair, grasp the round knob (R) and turn it counter-clockwise to stiffen the tilt mechanism for a heavier user. Turn the knob (R) clockwise to loosen the tilt mechanism for a lighter user. Rotate the knob (R) until the desired resistance is reached.



Function Instruction - 4

360° Swivel:

360° seat swivel.



Limited Warranty

The manufacturer's products are warrantied against defects in material and workmanship while owned by the "Original Purchaser".

The term "Original Purchaser" is defined as the party or entity which purchases this manufacturer's furniture from an authorized retailer as shown by the original sales receipt. This warranty does not apply to "as is" or previously owned products.

The manufacturer 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. Any warranty claim that is submitted after the limited warranty period, or without proper proof of purchase will not include the cost of parts, labor, or delivery.
2. This warranty shall not apply to the manufacturer's products which have been subjected to misuse, neglect, alteration, modifications, or attachments, either caused by the Original Purchaser, shipping, storage, accident, fire, flood, or acts of God.

In the event of a defect in material or workmanship covered by this warranty, the manufacturer will repair or replace, at their discretion, without charge the warrantied parts be returned to us upon request. Natural markings such as scars, brands, grain variations, wrinkles, color variations, etc. will be considered normal characteristics and not construed as defects.

For claims or questions concerning this warranty, please reach us by email at **service@clickdecor.com**. Be prepared to provide your name, address, daytime phone number, the model and purchase order number of the product, date of purchase, and the website where it was purchased. The manufacturer requires that the original sales receipt be submitted with all requests to confirm that you are the Original Purchaser according to our written warranty.

This warranty gives you specific rights, and you may also have other rights, which vary from state to state. All warranties are limited to the Original Purchaser for normal use.



**Product Guide &
Assembly Instructions**



FINCH

Neo One

Office Chair