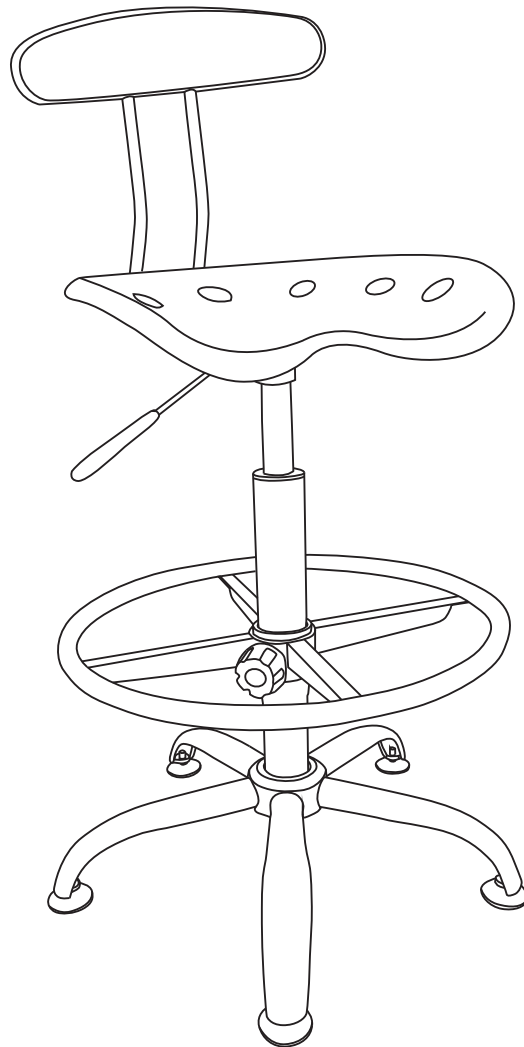


ASSEMBLY INSTRUCTIONS

MODEL 60-101601

SUPPLIER CODE: ZDTG

Drafting Stool with Tractor Seat, White



CUSTOMER SERVICE

For fastest service on claims, requests for replacement parts, or questions, please visit our website at

www.comfortproducts.net/support


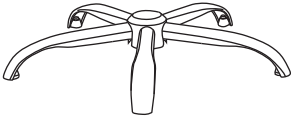
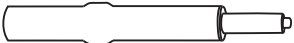
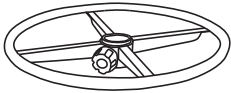

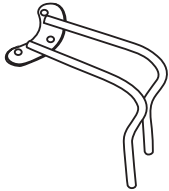
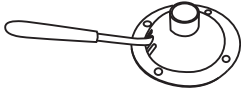

e-mail: customerservice@comfortproducts.net

Keep your sales receipt as documentation of your ownership.

CONTENTS (60-101601)





EXTRA HARDWARE INCLUDED FOR YOUR CONVENIENCE. ITEMS ARE NOT SHOWN TO SCALE.

PARTS LIST

PART	DESCRIPTION	STOCK#	QTY.
A	Glide 	61-1016GD	5
B	Star Base 	61-1016SB	1
C	Seat Post 	61-1016PO	1
D	Foot Rest 	61-1016FR	1
E	Back Rest 	61-10101BR	1
F	Back Bar 	61-10156BB	1
G	Seat Plate 	61-101456SP	1
H	Seat 	61-10101ST	1

HARDWARE KIT

STOCK # 61-1016HA

PART	DESCRIPTION	QTY.
I	M6 x 12mm Screw 	2
J	M6 x 16mm Screw 	3
K	Allen Wrench 	1
L	Open-end Wrench 	1

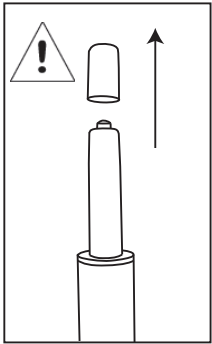
REPLACEMENT PARTS

IF YOU ARE MISSING ANY OF THE PARTS ABOVE, OR IF YOU HAVE A DAMAGED PART, PLEASE VISIT WWW.COMFORTPRODUCTS.NET/SUPPORT AND REFERENCE THE MODEL # ON THE FRONT OF THIS MANUAL. SIMPLY COMPLETE THE INFORMATION, INCLUDING THE PART YOU NEED. THE PART WILL NORMALLY BE SHIPPED WITHIN 48 HOURS.

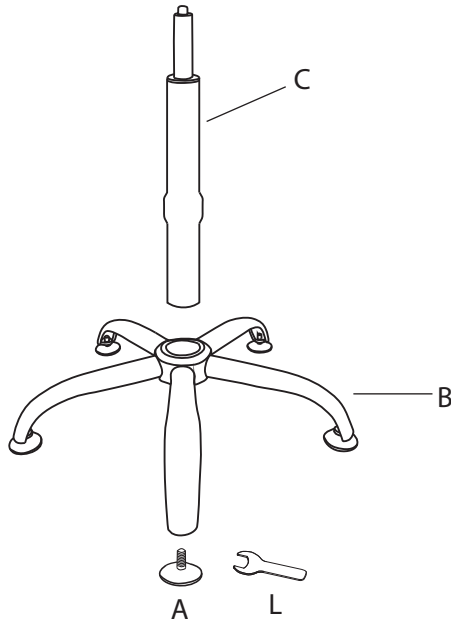
ASSEMBLY INSTRUCTIONS (60-101601)

STEP 1

Screw the glides (A) into the holes of the star base (B). Use the open-end wrench (L) to tighten securely. Insert the seat post (C) into the center hole of the star base.



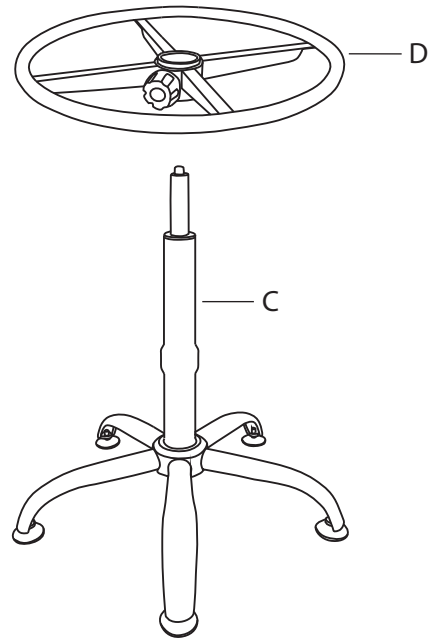
ATTENTION: Remove the plastic cap from the top of the seat post.



STEP 2

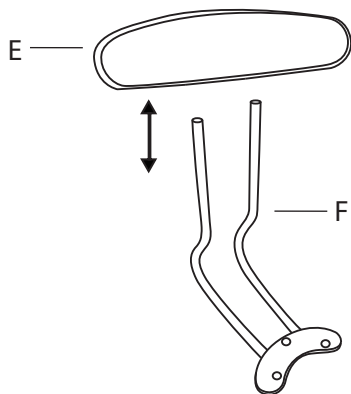
Loosen the knob on the foot rest (D). Slide the foot rest onto the seat post (C) all the way down until it stops. Tighten the knob, making sure it makes contact with the inner plastic tube.

CAUTION: The foot rest height is not adjustable. Slide the foot rest down so that it is supported by the post. The knob is not intended to support weight.



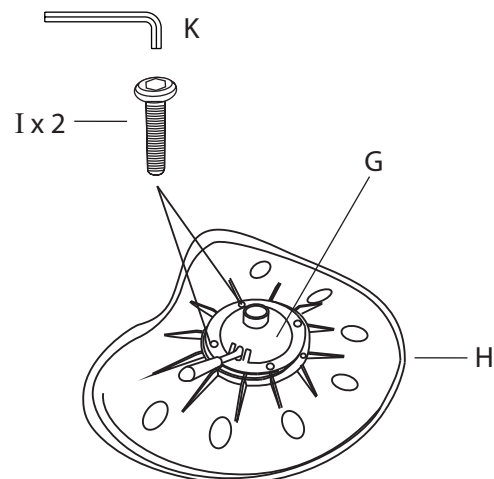
STEP 3

Align the holes in the back rest (E) with the back bar (F). Push the back rest with force until it will not go any further.



STEP 4

Align the seat plate (G) over the holes under the seat (H). (**NOTE** the position of the **FRONT** sticker). Attach the seat plate to the seat using two screws (I) as shown. Tighten securely with the Allen wrench (K).

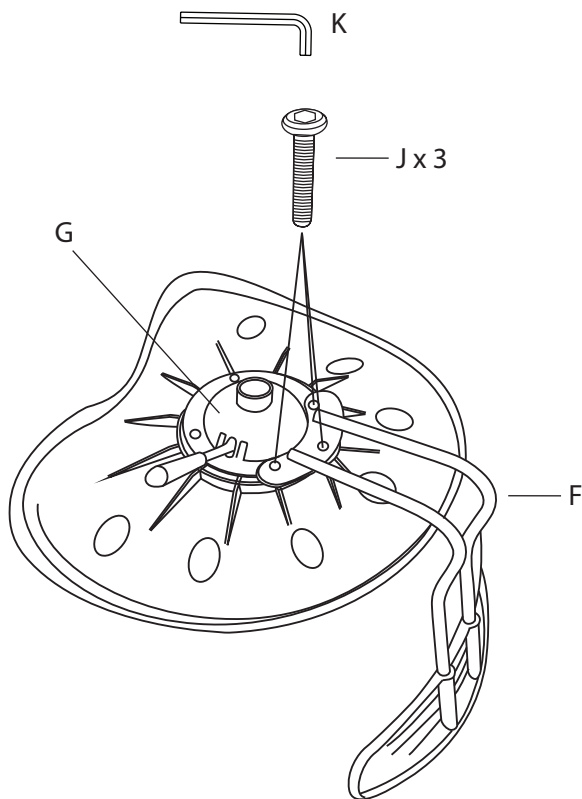


ASSEMBLY INSTRUCTIONS (60-101601)

STEP 5

Attach the back bar (F) to the seat plate (G) and seat (H) using three screws (J) as shown. Tighten with the Allen wrench (K).

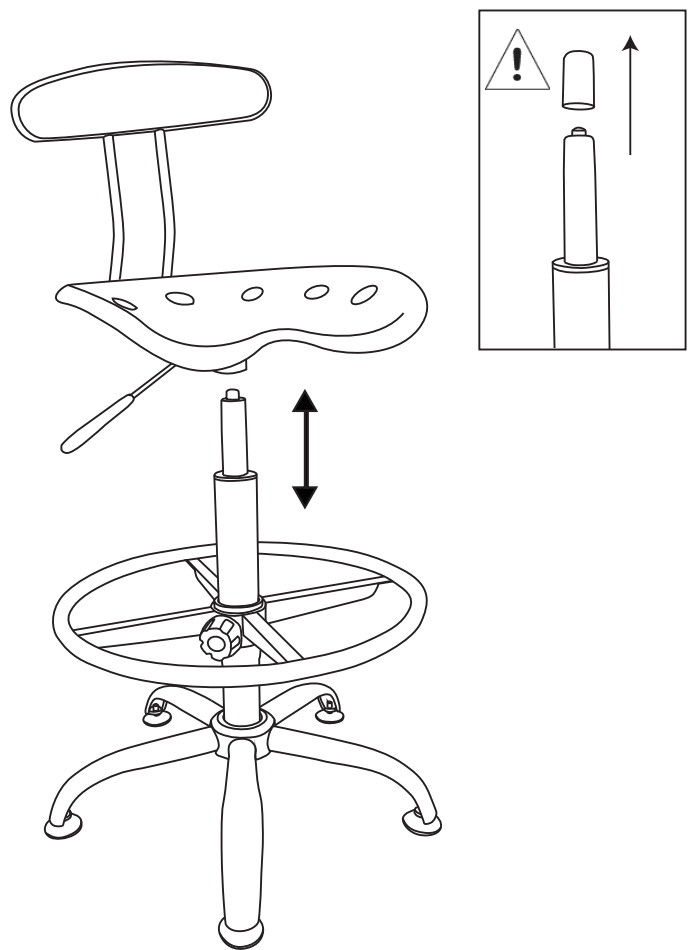
(Tighten the screws only half-way at first. Then, after completing step 6, make sure the back rest and back bar are aligned with the seat as desired and tighten the screws securely)



STEP 6

ATTENTION: Before performing this step, make sure the plastic cap is removed from the top of the seat post.

Turn the assembled chair frame upright. Position the center hole of the seat plate (G) over the seat post (C). Then carefully lower the chair onto the seat post. Tighten the screws as stated in step 5.



FREQUENTLY ASKED QUESTIONS

- WHERE DO I FIND THE MODEL NUMBER FOR MY CHAIR?

The chair model number can be found on the front page of this manual, as well as on the warranty page. Please keep this manual for reference.

- HOW DO I ORDER REPLACEMENT PARTS? WHEN AM I GOING TO RECEIVE THEM?

For fastest service, please visit us at www.comfortproducts.net/support. Simply fill in the information, and the part you need. If your chair is covered under warranty, there is no charge for replacement parts. We normally ship replacement parts within 48 hours.

- HOW DO I ADJUST THE SEAT HEIGHT?

While seated, lean forward, lifting your body weight from the seat. Reach underneath the right side of chair and locate the handle. Lift the handle up slowly with a clockwise twisting motion to allow the chair to rise to the desired height. To lower seat height, lift the handle slowly with a clockwise twisting motion while seated.

- THE CHAIR SEEMS TO WOBBLE SIDE-TO-SIDE. HOW CAN I FIX IT?

Make sure all screws are properly tightened, especially the screws attaching the seat plate to the seat. If this does not solve the problem please contact us at www.comfortproducts.net/support, or customerservice@comfortproducts.net.

- WHAT MAINTENANCE IS RECOMMENDED FOR THE CHAIR?

We recommend tightening all screws every 6 months.

- SHOULD THE CLIP AT THE BOTTOM OF THE GAS LIFT BE REMOVED?

No, the clip needs to remain on the gas lift. Removing this clip will inhibit the gas lift's functions and void the warranty of the gas lift.

- THE CHAIR SINKS OR THE GAS LIFT (SEAT POST) DOES NOT MAINTAIN ITS PRESSURE.

Refer to question above, "How do I adjust the seat height?" If the seat will not maintain its height, order a new gas lift at www.comfortproducts.net/support. Just fill out the information on the form. The part # for a new gas lift is 61-1016PO. To remove your gas lift from the seat plate (61-101456SP), refer to page 6 for removing and reassembling the gas lift.

- HOW DO I REMOVE/REPLACE THE SEAT PLATE AND/OR GAS LIFT?

Refer to page 6. To remove the seat plate from the gas lift: you will need to turn your chair over. Next, get a rubber mallet. You will want to hit around the area that the gas lift (seat post) goes inside the seat plate (The black metal plate attached to the seat that has a handle). After you hit the seat plate, give the gas lift a pull and see if it is coming loose. These two items are locked together by pressure; the more you hit the seat plate the more pressure will be released. Eventually the two items will separate. To remove the gas lift from the five star base: please turn the chair upside down. There are about one to two inches where the gas lift (seat post) goes through the 5 star base (the legs with wheels). Next, grab a rubber mallet. Then, if you look in the center of the gas lift, there is a little clip. You DO NOT want to hit the clip in the middle as it will release the pressure needed in order to raise or lower your chair. You will want to hit the outer edge or the rim of the gas lift. The more you hit the gas lift the more pressure will be released. After you give the gas lift a few hits, it should come right out, or give it a pull and see if it's loose. If it still won't budge, then visit www.comfortproducts.net/support or e-mail us at customerservice@comfortproducts.net to order a new seat plate and gas lift.

- HOW DO I REMOVE/REPLACE THE BASE FROM THE GAS LIFT?

Refer to page 6. You will need to use a rubber mallet and tap the post from the underside of the base. If you are still unable to disengage the base, order a new gas lift post and seat plate. If it still won't budge, visit us at www.comfortproducts.net/support and simply request a new base, 61-101455B.

- THE PARTS DON'T SEEM TO ALIGN. WHAT SHOULD I DO?

Do not tighten the hardware completely into the component you are assembling. Tighten hardware a quarter of the way. When all components are aligned, and the product is sitting level, then you can tighten all the screws.

- THE SCREWS WON'T THREAD INTO THE HOLES. WHAT SHOULD I DO?

Be certain that you are aligned with the hole. You may not be making contact with the female inset for the screw. Also, check that there is no debris on the screw or in the inset for the screw. You can also try the spare screw.

- WHAT IS THE WARRANTY LENGTH?

The warranty for your specific chair or furniture item is based on the year your item was purchased. Please note that proof of purchase is required for validation of warranty. The current warranty for seating is: one year for cushions and parts (unless otherwise specified). You do not need to register your warranty.

- HOW IS THE WARRANTY VALIDATED?

Your warranty time period is validated by the purchase date on your original purchase receipt. (Please note that the warranty can not be validated without your original purchase receipt).

- WHAT IS THE WEIGHT LIMIT ON MY CHAIR?

This chair has a weight limit of 200 lbs.

REMOVING A 5-STAR BASE FROM YOUR OFFICE CHAIR

(NOTE: YOUR PARTS MAY DIFFER SLIGHTLY FROM THOSE SHOWN BELOW)

TOOLS NEEDED: (1) Newspaper or cardboard for work area, (2) Silicone lubricant (such as WD40),(3) Rubber Mallet

INSTRUCTIONS:

- 1.) Spread newspaper or cardboard on your work surface.
- 2.) Turn your chair on its side.
- 3.) Spray lubricant around the center post where connected to your 5-star base.
- 4.) Remove casters (wheels) from base.
- 5.) Use the rubber mallet and bang on the center post, directly in the center of the 5-star base (Figure A).

These two parts are engaged by pressure alone. The more you hit it, the more pressure is released, and eventually the base will release from the post.

FIGURE A



REMOVING A GAS LIFT POST FROM YOUR OFFICE CHAIR

TOOLS NEEDED: (1) Newspaper or cardboard for work area, (2) Silicone lubricant (such as WD40),(3) Rubber Mallet

INSTRUCTIONS:

- 1.) Follow instructions for removing 5-star base.
- 2.) Spray gas lift where connected to seat plate.
- 3.) With rubber mallet, beat on seat plate around gas lift post to release pressure (Figure B).

The gas lift post is engaged to the seat plate by pressure alone. By banging on the seat plate, you should be able to reduce the pressure and remove the gas lift.

FIGURE B



VIDEO LINKS

You may visit these websites for a helpful video demonstration about how to change your gas lift:

<http://bit.ly/TvWwot>

<http://bit.ly/Qic7ox>

If you have difficulty removing the gas lift from the base, refer to this video link:

<http://bit.ly/SPGyyO>

FIGURE D



SAFETY AND MAINTENANCE

- DO NOT stand on the chair. DO NOT use the chair as a stepladder.
- Use this product for seating one person at a time.
- DO NOT use this chair unless all bolts and screws are firmly secured.
- Every 6 months, check all bolts and screws to ensure they are tight.
- Chair weight limit not to exceed 200 lbs.

LIMITED WARRANTY

PLEASE VISIT WWW.COMFORTPRODUCTS.NET FOR WARRANTY INFORMATION

Comfort Products warrants this product to be free from defects in material and workmanship for 1 year. This warranty is made by Comfort Products only to the original end-user customer acquiring the product directly from Comfort Products' authorized dealers as shown by the original sales receipt. The end-user customer remedy pursuant to this warranty is limited to repair or replacement of parts at Comfort Products' option within a reasonable amount of time. Comfort Products reserves the right to require damaged parts to be returned to Comfort Products upon request. Natural markings such as scars, brands, grain, variations, wrinkles, color variations, etc. will be considered normal characteristics, and not construed as defects. Comfort Products cannot warrant leather against scratching or scuffing, as all leather is subject to blemishes with use. Consent from Comfort Products must be obtained before any warranty work is performed. This warranty shall not apply to any products which must be replaced because of normal wear and tear, negligence, abuse, or "accident", shipping damage or product use and installation other than in accordance with written instructions or warnings. It will also not apply when a product has been modified or altered, repaired, refurbished by someone other than Comfort Products or because of natural variations over which Comfort Products has no control. When repairing or replacing a defective product, Comfort Products does not guarantee matching color, grain, texture or dye lots. This warranty does not cover the cost of transportation or labor. In no event shall Comfort Products be liable in either tort or contract for any loss or direct, special, incidental, consequential or exemplary damages. This Limited Warranty is NOT applicable to end-user customers who use Comfort Products for rental purposes. This warranty applies only to end-user customers in the United States. All warranties are limited to the original purchaser for normal use which is defined as a standard work week of 40 hours by a person weighing 200 lbs. or less (unless otherwise specified). For claims or questions concerning this warranty, please visit www.comfortproducts.net/support. Comfort Products customer service can be reached via e-mail at customerservice@comfortproducts.net.

MODEL: 60-101601

Comfort Products, Inc.
P.O. Box 999
Memphis, TN 38101
e-mail: customerservice@comfortproducts.net
www.comfortproducts.net



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