

These general instructions are for all BioFit seating products. While your model may vary from the photos shown, the instructions are common to all chairs with pneumatic mechanisms. Visit [biofit.com](http://biofit.com) to view our instructional videos.

## Assembly Instructions

### 1. Getting started –

remove and unwrap chair components and place on a tabletop or other stable, clean, flat surface:

- Backrest (*chairs only*)
- 5 Casters or Glides
- 2 Arms (*if equipped*)
- Seat



- Pneumatic
- Footring (*if equipped*)
- Base

If you find any components are damaged or missing, stop assembly and contact customer service at 800.597.0246. Please have your invoice number available.

### 2. Caster or glide assembly

– place the chair base upside down and carefully insert the caster or glide stem into the corresponding hole in the chair base. Be sure the stem and friction ring are aligned, and apply hand pressure to complete the insertion (a hammer may be used to gently tap the unit into place). When finished, place chair base on floor with casters/glides down.



### 3. Optional armrest assembly –

**A.) ARS height and width adjustable armrests:** locate pre-affixed armrest brackets under seat. Unlock plastic toggle lever and position it at midway point of bracket. Insert armrest assembly into bracket (*Figure 1*) lock toggle and insert set screw into armrest assembly (*Figure 2*). Arms can be positioned by unlocking toggles and loosening set screws, then relocking/retightening.



Figure 1



Figure 2

**B.) PSAS height adjustable armrests:** use Phillips screwdriver to remove eight pre-inserted screws and lock washers from under seat. Affix armrest assemblies to seat using screws and washers. (*Figure 3*).



Figure 3

**4. Optional foot ring assembly – A.) ATF footring: Note:** If bushing comes out of footring, re-install so that wide flange of bushing is on underside of footring; when fully inserted through footring, knob should hit a metal plate imbedded in bushing to be in correct position.

**A.) ATF footring:** loosen adjustment knob until plastic sleeve is fully open and insert bottom of pneumatic cylinder into top opening of plastic sleeve (tubular portion of the footring should face up). Tighten adjustment knob securely and complete chair assembly.



**B.) AFP footring:** hold footring with spokes facing downward. Press bushing in center of footring, ensuring it's flush with surface of footring. Insert bottom of pneumatic post through bushing, ensuring bushing is outside the range of post taper. Adjust footring when chair assembly is complete.



**5. Pneumatic mechanism assembly –** place wide end of pneumatic mechanism cylinder into chair base, with smaller, tapered end pointing up. Use hand pressure to achieve a snug fit.



**6. Seat assembly –** position seat on top of pneumatic cylinder so it fits in the hole on bottom of seat bracket. Check to make sure seat does not wobble.



**7. Backrest assembly –** insert the backrest bar into control slot until hole near bottom of bar is visible as shown (*Figure 1*). Tighten adjustment knob until bar sits rigidly within slot and firmly insert retainer plug into hole near bottom of bar (*Figure 2*). Complete assembly by sitting with your full body weight in chair to lock all tapers.



Figure 1



Figure 2

There are right and wrong ways to use a chair or stool in the workplace. BioFit seating is mechanical equipment that must be used properly observing the following common-sense precautions.

### Proper Use

1. **BEWARE** of uneven or irregular floor surfaces – casters must sit on solid, level surfaces without the aid of a “shim” or other leveling device.
2. **WATCH** for floor obstructions or depressions – keep the area around your chair or stool clear of tripping hazards like cables, holes, ridges and other work materials.
3. **MAINTAIN** contact with the floor at all times – avoid putting extra strain on the chair or increasing your risk of injury by tilting back in your chair and lifting the casters/glides off the floor.
4. **ONLY USE** chairs and stools for sitting – do not substitute a chair/stool for a step ladder, work bench, machine stand or storage unit for equipment and supplies.
5. **DO NOT** use your chair as a “recliner” – putting your feet up on a desk, bench or another chair and leaning back puts you at risk of slipping and causing injury to yourself or others.



### Preventative Maintenance and Care

Keeping your seating investment in working order involves adopting a regular program of inspection and product care. This should take place at least once every six months for single-shift daily use, or every three months for two-shift daily use, according to the criteria below:

1. **Seat base and legs** – all support parts must be free of loose sections, rough edges, missing parts, stress cracks, weld separations and signs of corrosion or deterioration; the seat support column must remain perpendicular to the floor.
2. **Chair height-adjustment mechanism** – follow the instructions on the paddle to verify that the mechanism is operational; if not, contact BioFit customer service. Also:
  - do not clean lubricant from the top of the pneumatic piston
  - do not spray cleaners or sanitizers on the pneumatic height adjuster
  - adjust the seat height up and down at least once per shift
3. **Backrest assembly** – check for missing fasteners and stress cracks, and test the vertical and horizontal adjustment functions to confirm that the backrest panel and support remain stable.
4. **Fasteners, supports and casters** – examine all fasteners for tightness and signs of damage, the welds on support brackets and the base for uniformity and cracks, and the casters for smooth, rolling performance and intact appearance.
5. **Lubrication** – use lubricants to keep friction to a minimum on spindles and casters; use petroleum jelly only on pneumatic mechanism.
6. **Upholstery** – vacuum fabric on a regular basis; if soiled, clean promptly with a mild detergent and water.