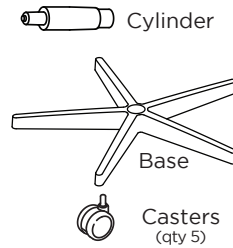
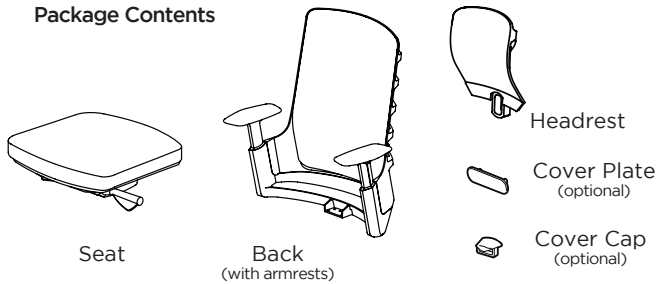


# Vert Ergonomic Chair

SKU: CHR458

UPLIFT DESK

## Package Contents



Note: may be pre-installed on Chair's Back

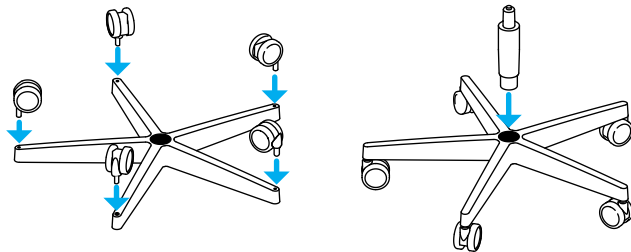
M8x20 Screw (qty 3)

Flat Washer (qty 3)

M6x20 Screw (qty 2)

Plastic Cap (qty 2)

Allen Wrench (L-shape)



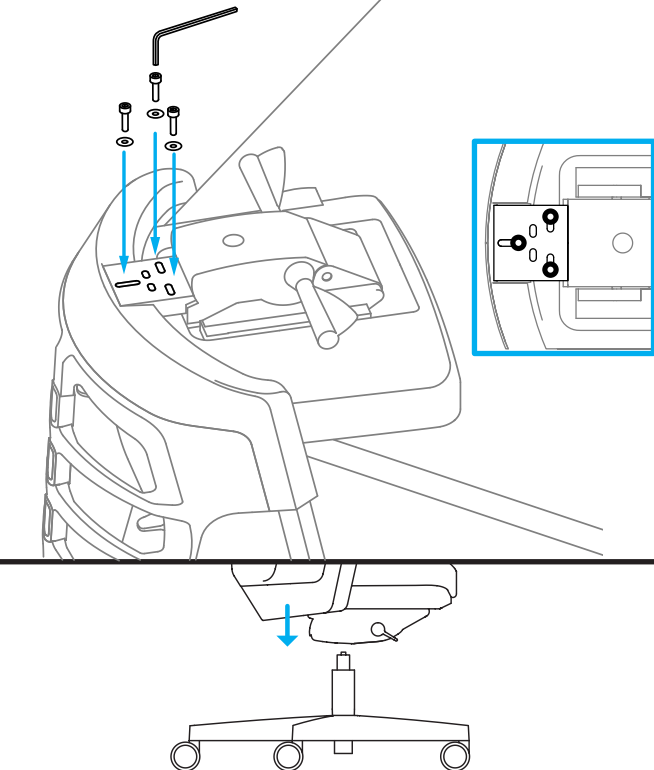
## Step 1

- Be cautious around the small end of the Cylinder to avoid getting grease on you or your clothes.
- With the Base turned upside down, insert the Caster stems into the holes on the Base and press them firmly to secure them in place.
- Flip the Base, so the Casters are on the floor, and insert the Cylinder into the Base in the orientation shown with the smaller diameter end up.

## Step 2

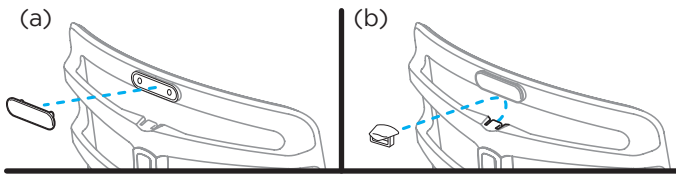
**Note:** The Screws and Washers may arrive inserted into the Back. Simply remove them using the Allen Wrench, and then use them to attach the Back to the Seat following the steps below.

- Place the Seat upside down on the edge of a stable surface, such as a table.
- Insert the tab of the Seat into the slot on the Base and line up the holes for the Back and the Seat. Have a friend keep it steady while you attach the Back to the Seat.
- Using the Allen Wrench, attach the Back to the Seat using three M8x20 Screws and three Flat Washers. Start all Screws loosely, then tighten them all using the Allen Wrench.



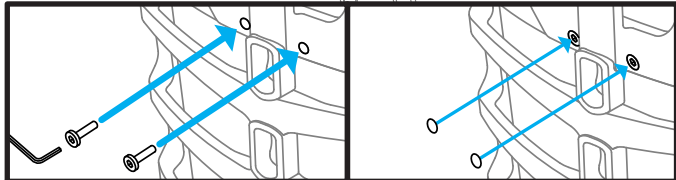
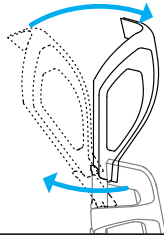
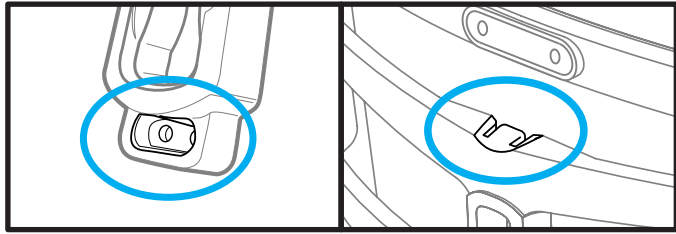
## Step 3

- Flip the chair assembly from Step 2 right-side up and lower it onto the Cylinder.
- Press down on the Seat (or sit on it) to secure it in place on the Cylinder.



(fig. 01)

(fig. 02)



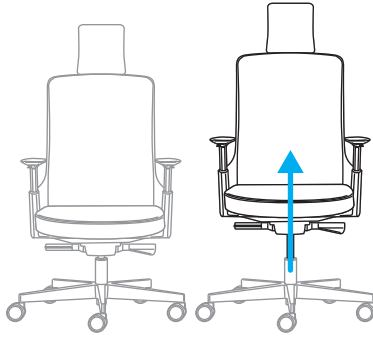
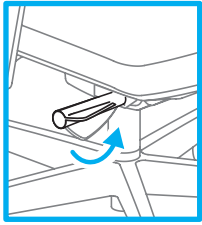
#### Step 4

**Note:** If you don't want to install the Headrest, press the Cover Plate (a) and Cover Cap (b) into place where shown and proceed to the Adjustment Guide.

If you would like to install the Headrest, follow the steps below:

- The Headrest fits into the Back in a specific way. Look for the lower holes on the rubber portion of the Headrest (fig.01) and the recessed tab in the Back (fig.02). These two parts fit together.
- Angle the Headrest back, lining up the slots on the Headrest with the tabs on the Back, and tilt the Headrest forward firmly to fit the two parts together.
- Insert two M6x20 Screws and tighten using the Allen Wrench.
- Lastly, place the two Plastic Caps over the Screws.

# Adjustment Information

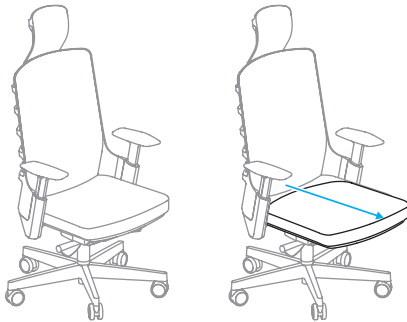
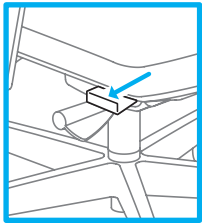


## Seat Height Adjustment

While Seated, find the lever on the right-hand side and pull UP to raise or lower the Seat. Stand up to raise the chair higher or sit down to lower it.

**Ergo Tip:** For proper ergonomics, your feet should be flat on the floor and your thighs should be horizontal. To find your optimal settings, refer to our Ergonomic Calculator:

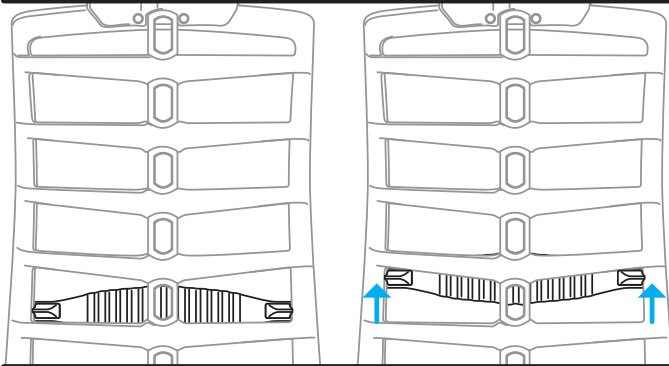
<https://www.upliftdesk.com/ergonomic-calculator/>



## Seat Depth Adjustment

To change your Seat depth, unlock the Seat position by pulling out on the lever on the right-hand side below the Seat. Slide the Seat forwards or backwards as you desire. Release the lever to lock.

To return the Seat to the back position, pull the lever and lift yourself off of the Seat. The Seat will slide back on its own.



## Lumbar Height Adjustment

To adjust the Lumbar Support, grab the tabs on either side of the Lumbar Support on the Back of the chair and slide it up or down to the desired height.

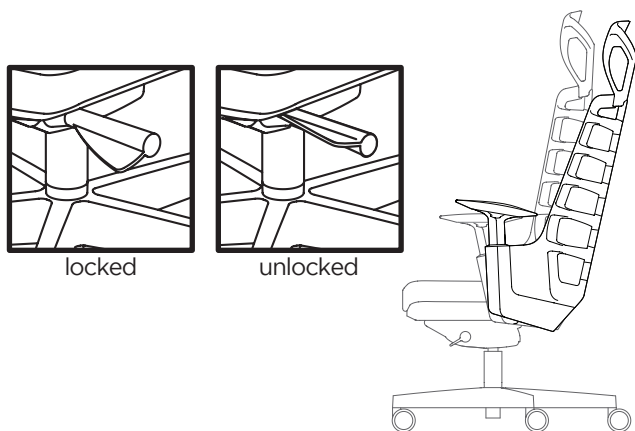
**Ergo Tip:** Supporting your lumbar curve is very important when sitting for long durations.



## Armrest Adjustments

**Height-** Pull up on the lever on the side of the Arm, below the arm pads, to raise or lower the armrest.

**Ergo Tip:** The arm pad should be positioned to support as much of the forearm as possible while keeping your shoulder in a neutral position.



### Recline Adjustments

When the lever on the left-hand side is pushed DOWN, the Back is locked. When it is pulled UP, the Back will freely recline.

To lock the Back in one of the three positions, pull the lever into the UP position, recline to the desired position, then push the lever DOWN to lock the Back in place.

To return the chair to its original position, flip the lever UP and lean back slightly. You will hear/feel a “click” which will then allow the chair Back to return to its original position.

### \*A note about fabric care

**Normal-** Vacuum your fabric seat as needed. Vacuuming picks up dust and reduces the need for professional cleaning.

**Ink Stains-** Apply a small amount of isopropyl alcohol to a clean and damp absorbent cloth. Start at the outside of the ink stain and work toward the center. Apply pressure, but do not rub too vigorously. As you work and your cloth soaks up the ink from the fabric stain, it's important to use a clean section of the cloth or the stain will spread. Apply more isopropyl alcohol to the cloth as needed. If the ink stain persists, try using acetone. Note: This procedure is not intended for day-to-day cleaning.

**Spot Cleaning-** Immediately soak up the stain with a soft, absorbent cloth. Do not dry the stain completely, as this may set it in the fabric permanently. The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

**Oil-based Stains-** Use a dry cleaning solution applied with a damp clean cloth or sponge. Test the cleaning solution on a small, concealed spot on the fabric first before attempting on a larger area. If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes. Begin at the outside of the stain and work toward the middle, making sure you use a clean part of the cloth as you work.

**Water-based Stains-** Use a water-based fabric cleaner (specifically made for cleaning fabric) or a solution of mild, alkaline, warm soapy water. Make sure that the soap and water mixture is not overly soapy. Test on a small, concealed section of the fabric first before applying to the main area. Work the cleaner or soap/water mixture into the stain on the fabric, starting from the outside of the fabric and working your way to the middle.

### ! CAUTIONS & WARNINGS

⚠ **CAUTION:** Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.

⚠ **CAUTION:** This product's maximum weight capacity is 250 lb (113.4 kg). DO NOT exceed the maximum weight capacity.

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