

A black office chair with a green seat and a mesh backrest. The chair is shown from a rear perspective. A white banner with a yellow border is overlaid on the backrest. The banner contains the text 'Allsteel' on the left and 'INSTRUCTIONS' and 'Access' on the right.

Allsteel®

INSTRUCTIONS

Access™

Allsteel®

Use these easy adjustments to access your personal comfort zone.

Vertical Lumbar Adjustment

Move adjustment handles up or down to fit your personal preference. Adjustments on the mesh chair can be made independently for the right and left sides.

Arm Height / Depth / Pivot Adjustment

Push the arm trigger to adjust the height, and release to lock the arm to desired position. Multi-adjustable arm models: Push or pull the armpad forward and backward to adjust depth and push the front of the armpad in and out to pivot.

Upright Tilt Lock (Synchro-Tilt Models)

Pull the telescoping knob out and turn counterclockwise to lock tilt position. Lean back to activate. Turn the knob clockwise and lean back to unlock.

Seat Depth Adjustment

Lift and hold the lever as you push the seat forward and backward.





Arm Width Adjustment

Push down on lever and adjust arm to desired width, then pull lever back up to locked position.

Seat Height Adjustment

To raise the seat, lift your weight off the seat and pull up on the lever. To lower the seat, lift up on the lever while you are seated.

Tilt Tension (Synchro-Tilt Models)

Pull telescoping knob out and turn clockwise to increase tension, counterclockwise to reduce tension.

Quick-Adjust Back Height

Upholstered models: Lift up on seat back to adjust to one of six preset positions or all the way up to release and return to lowest position.



Upright Tilt Lock (Basic Synchro-Tilt Models)

Push the lever in while the seat and back are upright to lock into upright work position. Pull lever out to unlock.

Tilt Tension (Basic Synchro-Tilt Models)

Turn the knob counterclockwise to decrease tension, clockwise to increase tension.

Upright Tilt Lock

Tilt Tension

User information:

Installers do not remove.

Periodically inspect mechanisms for loose, broken, or missing parts. If any missing parts or loose or broken mechanisms are found, remove the chair from use until repairs are made using factory-authorized parts.

Find out more about Allsteel products at [allsteeloffice.com](https://www.allsteeloffice.com).

Allsteel®

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