



**CONCEPT** SEATING

Division of Laacke & Joys Company, LLC.

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**3150 MODELS**

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( with or without headrest )

**ASSEMBLY INSTRUCTIONS & OPERATING MANUAL**





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## CHAIR ASSEMBLY INSTRUCTIONS

### 3150 MODEL CHAIRS

PLEASE CHECK THAT ALL PARTS LISTED ARE INCLUDED:



The items pictured above (7 Leg Base with casters attached, Gas Cylinder and Grease Packet) are packed together in the base box which is separate from your chair box.



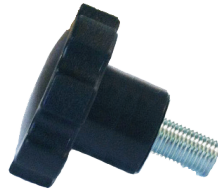
OR



C-Loop Arms

Swing Arms

One (1) Left Armrest and one (1) Right Armrest are packaged in a separate box which can be found inside the large chair box.



Two (2) Handwheel Bushings are already threaded onto the two (2) Armrest Handwheels which have been installed into the bottom of the seat, which can be found inside the large chair box.



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## STEP 1

1. Open the chair box and the base box.
2. Remove the 7 Leg Base with Casters attached and place on the floor.
3. Remove the plastic bag containing the Cylinder and Grease Packet from the box.
4. Apply ½ of Grease Packet around the inner surface of the base hub (the hole located in the center of the base). **SAVE THE BALANCE OF THE GREASE TO BE USED IN THE CHAIR ASSEMBLY.**
5. Insert the cylinder into the base making sure it is snug.  
**NOTE: DO NOT POUND THE CYLINDER INTO THE BASE.**

## STEP 2

1. Unthread the Armrest Handwheels from the base of the chair.
2. Slide the Left and Right Armrest brackets into their respective slots.
3. Rethread the Armrest Handwheels into the bottom of the chair.

## STEP 3

1. Rub balance of Grease around the inner surface of the Tilt Mechanism where the cylinder will be placed.
2. Place the Chair Assembly onto the Cylinder/Base Assembly from STEP 1.  
**NOTE: The Serial Number can be found on the bottom of the Chair Assembly for reference.**

## STEP 4

Adjust the Tilt Mechanism, Height and Tension Controls, as well as the Armrest and Lumber to desired positions.



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## CHAIR ADJUSTMENTS FOR 3150 MODEL CHAIRS

### SEAT TILT ADJUSTMENT

The seat tilt locks into five positions; slightly forward, level and three reclined.

#### FORWARD TILT

##### TO UNLOCK

- While seated locate the gray button at the end of the paddle under the right side of the seat.
- Push the button in and release.  
**NOTE – you will hear a loud clicking noise, indicating the chair has been unlocked**
- Lean forward or back to release the pin. The chair will be in a free float mode.

##### TO LOCK

- While seated lean forward.
- Locate the gray button at the end of the paddle under the left side of the seat.
- Push the button in and release.
- Lean all the back and then all the way forward.
- Locate the gray button at the end of the paddle under the right side of the seat.
- Push the button in and release.  
**NOTE – you will hear a loud clicking noise, indicating the chair has been locked.**

#### RECLINE

##### TO UNLOCK

- While seated locate the gray button at the end of the paddle under the right side of the seat.
- Push the button in and release.  
\*NOTE – you will hear a loud clicking noise, indicating the chair has been unlocked
- Adjust weight slightly back to release the locking pin. The chair will be in a free float mode.

##### TO LOCK

- While seated locate the gray button at the end of the paddle under the right side of the seat.
- Recline to the desired position.
- Push the button in and release.  
**NOTE – you will hear a loud clicking noise, indicating the chair has been locked.**



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## SEAT SLIDER ADJUSTMENT

- While seated locate the paddle under the left side of the seat.
- Turn the paddle and hold while pulling or pushing the seat bottom to adjust the seat depth to any of the five positions: a total of 2" of total seat depth.
- Release the paddle to lock into position.

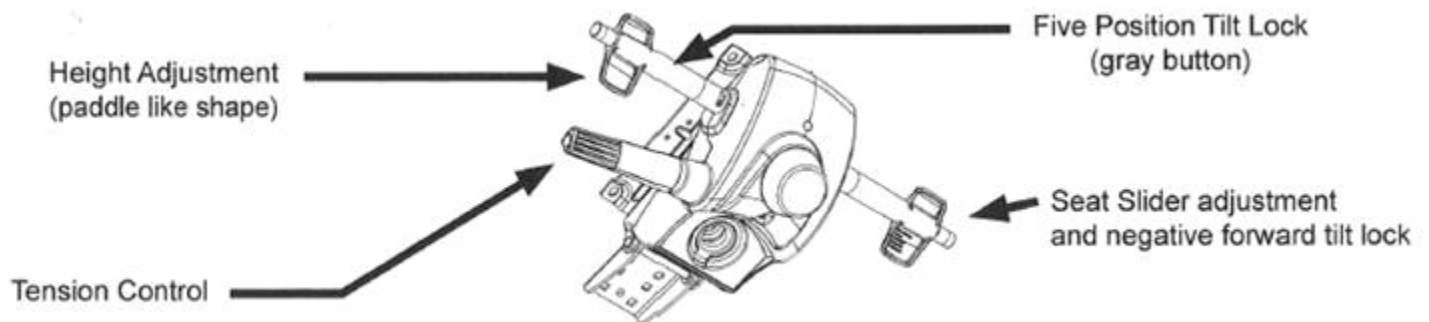
## TENSION ADJUSTMENT

- While seated locate the second arm under the right side of the seat, towards the back of the chair.
- Turn counterclockwise (toward the back of the chair) to reduce tension on the tilt spring.
- Turn clockwise (toward the front of the chair) to increase tension on the tilt spring.

## HEIGHT ADJUSTMENT

- While seated locate the paddle under the right side of the seat.
- Turn the paddle to activate the gas cylinder to either allow the seat height to lower, if seated upon, or rise if not seated.

**NOTE – seat height ranges vary based upon the gas cylinder ordered with the chair.**



Enjoy your chair with confidence. It is a quality product backed by a great warranty. It is not necessary to register your chair for warranty. We did that for you at the time of shipment.



# CONCEPT SEATING

Division of Laacke & Joys Company, LLC.

## 24/7 Intensive Use Chair Warranty Policy

### 6/10 YEAR WARRANTY

Laacke & Joys Company LLC purchased the name and assets of Concept Seating Inc. as of February 29, 2012. All liabilities before this date are the responsibility of the previous owners. To assist and support the previous customers of Concept Seating Inc. Laacke & Joys Company LLC will warranty parts only on chairs produced between February 28, 2009 and February 28, 2012.

On chairs manufactured on and after February 29, 2012 our warranty is as follows. All components of the 24/7 Intensive Use Chair are warranted for 6 years. Shipping costs are paid by Concept Seating for the first 2 years of the warranty with the customer responsible for all shipping costs after 2 years.

#### What will void the warranty?

1. Abuse of the chair or it's components as determined by Concept Seating warranty department.
2. Use of models 3142, 3142r1, 3150(HR), or 3152(HR) by persons weighing over 550 lbs, or use of model 3156(HR) by persons weighing more than 800 pounds
3. Not following manufacturer's assembly, operating and maintenance procedures.
4. Any invoices not being paid in full and within terms.

Concept Seating warrants to the original purchaser, from the original date of manufacture, that its steel seat pan shall be free from defects in material and workmanship under normal 24/7 use for a period of 10 years.

#### The warranty further covers:

- All components of the chair shall be free from defects in material and workmanship under normal 24/7 use for a period of 6 years from date of manufacture.
- The steel foot ring and 200mm cylinder on our 24/7 stool models for 2 years.
- Shipping charges on warranty parts within the continental US for 2 years.

Concept Seating will have no warranty obligation if our product has been subject to abuse, alteration, misuse, negligence or accident or if the customer fails to perform the recommended preventative maintenance.

Damage caused by the carrier in-transit is a freight claim which is handled separately.

All warranty claims must be submitted on our warranty claim form which can be found on our website, [www.conceptseating.com](http://www.conceptseating.com).

**800.892.5563**

**CONCEPTSEATING.COM**

Form # CS1002 Warranty Policy Rev. 2, 08/02/2017