

# Alterseat

Your Trusted Office Furniture Manufacturer

## INSTRUCTION MANUAL

**Alterseat**

**ALTERSEAT (M) SDN. BHD.**

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# INTRODUCTION

Welcome to the Alterseat Team and thank you altering your ergonomic experience with us. This product is manufactured and designed solely by Alterseat (M) Sdn. Bhd.

We specialize in producing and manufacturing **office chairs** for **over 20 years** including other furniture.

Before proceeding into this manual, ensure that after unpacking and before any assembly, all items and parts of installation are clear of any damages. If there are any damages found, immediately contact our **customer service number 03-5033 2690** for assistance.

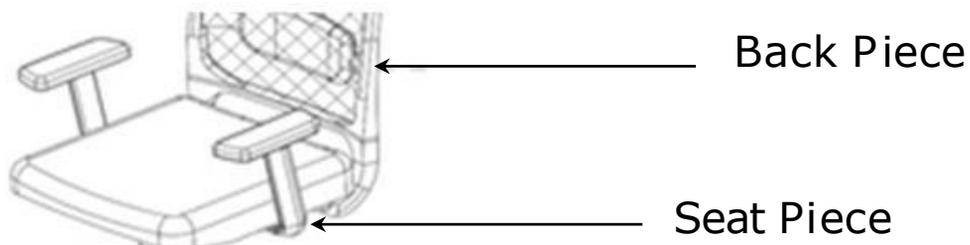
This product is intended for indoor use. Kindly take time to **read and follow the instructions provided** in the following pages. Install as described and guided in this installation manual. **We accept no liability for damages caused for any improper use.**

From,

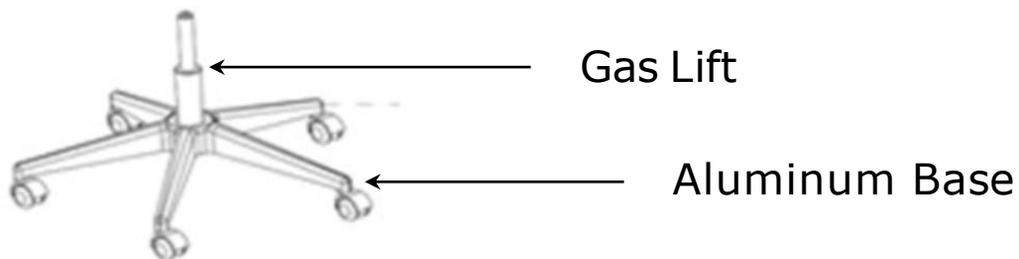
Team Alterseat

# PARTS OF THE CHAIR

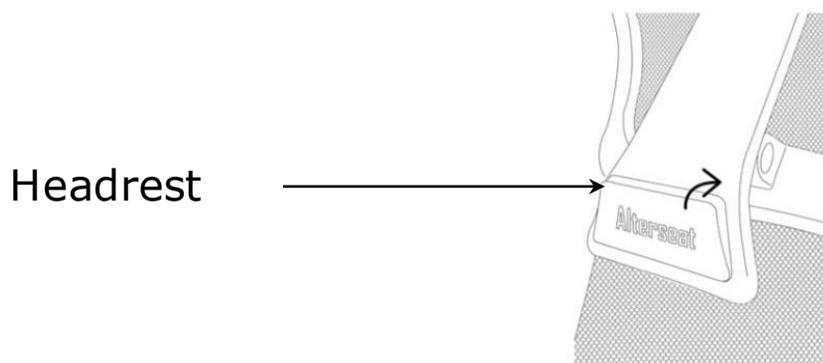
## TOP PIECE



## LEG

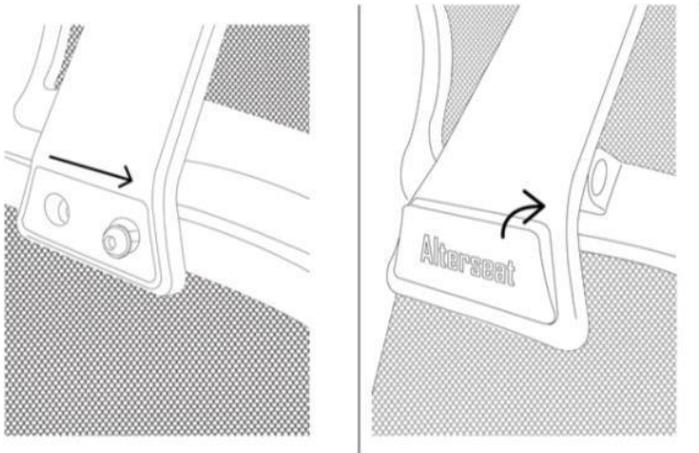


## HEAD PIECE



# ATTACHING THE HEADREST

## HEAD PIECE



**A**



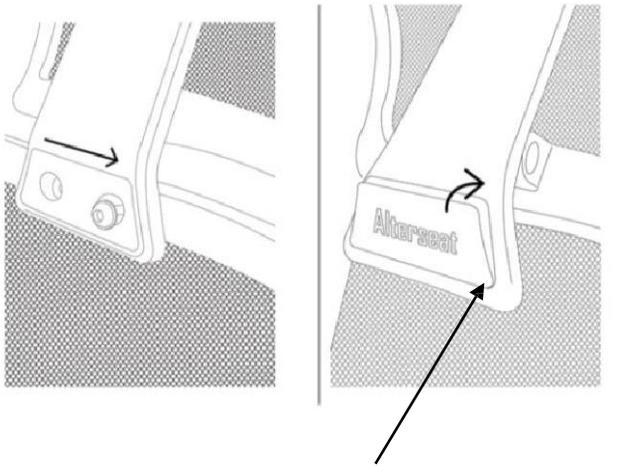
**B**

## INSTRUCTIONS

- A. Using the *Allen Key* provided, remove the 2 screws (loosely attached) to the headrest area of the top piece.
- B. Align the headrest according to the 2 *pilot holes* and tighten the screws with the same *Allen Key* provided.

# INSERTING THE ACRYLIC TAG

## ACRYLIC TAG



Clip from the bottom



**C**

## INSTRUCTIONS

C. Gently insert the *Alterseat Acrylic Tag*, starting from the bottom of the tag. You will hear a 'Click' sound when it is tightly locked.

# CONNECTING THE BACK PIECE

## BACK PIECE W SEAT PIECE



**D**

**E**

## INSTRUCTIONS

D. At the base of the back piece, *remove all 3 screws* that are loosely attached with the *larger Allen Key* provided.

E. Align the back piece to the seat piece. *Reattach the 3 screws in the same triangle shape*. Tighten with *Allen Key* provided

# CONNECTING THE BACK PIECE

## BACK PIECE W SEAT PIECE



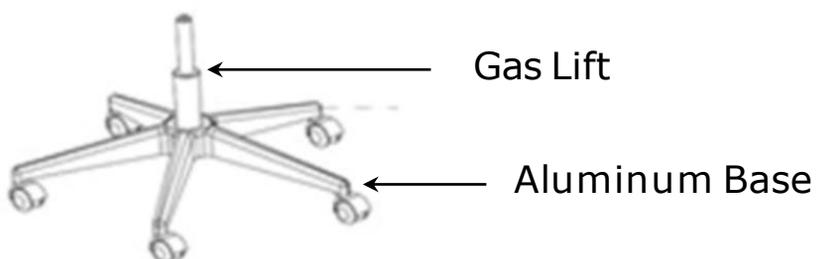
**F**

## INSTRUCTIONS

F. If your seat looks like this, *congratulations!* You have successfully connected the back piece and seat piece together. You have now assembled the Top Section of your chair. Keep going!

# CONNECTING THE GAS LIFT

## GAS LIFT W ALUMINUM BASE



**G**

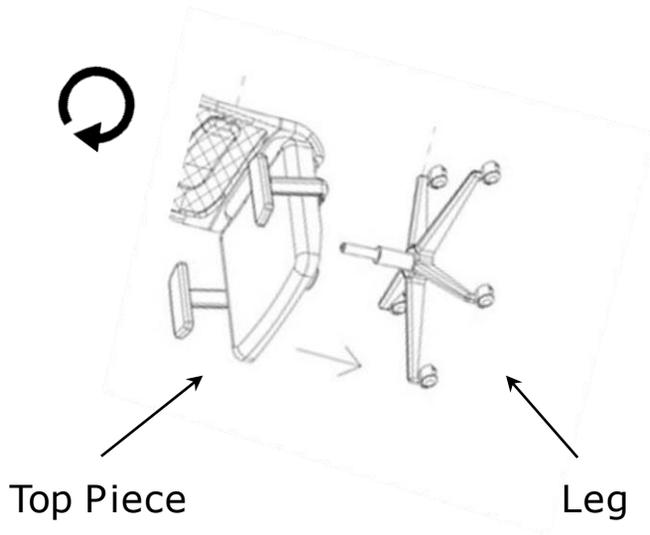
## INSTRUCTIONS

G. Insert the wider end of the *Gas Lift* into the *Aluminum Base*.

Note: *No 'click' sound will be heard.*

# CONNECTING THE TOP PIECE W LEG

## TOP PIECE W LEG PART



\*Perform this step by  
slanting at an angle \*

**H**

## INSTRUCTIONS

H. Slant the 'Top Piece' on one side. Then insert the 'Leg' from a side angle to connect both segments together.

# CONNECTING THE TOP PIECE W LEG

## TOP PIECE W LEG PART



**I**

## INSTRUCTIONS

- I. Once both parts are successfully connected, lift your chair in an upwards and straight direction. You are now ready to sit with Alterseat!

# Alterseat

## ADJUSTING YOUR SEAT

### SAFETY INFORMATION

The chair should only be used as intended and in a non-abusive manners.

If the product is defective or suspect in any way, contact us immediately.

For warranty information, please visit **Warranty section** on our website.

03 5033 2690

<https://www.alterseat.com/>



Sit in the center of the chair, with your back to the backrest



Do not sit at the front edge of the chair



Do not stand on the chair



Do not push the chair around when the person is sitting



Do not push down on the backrest when a person is reclined



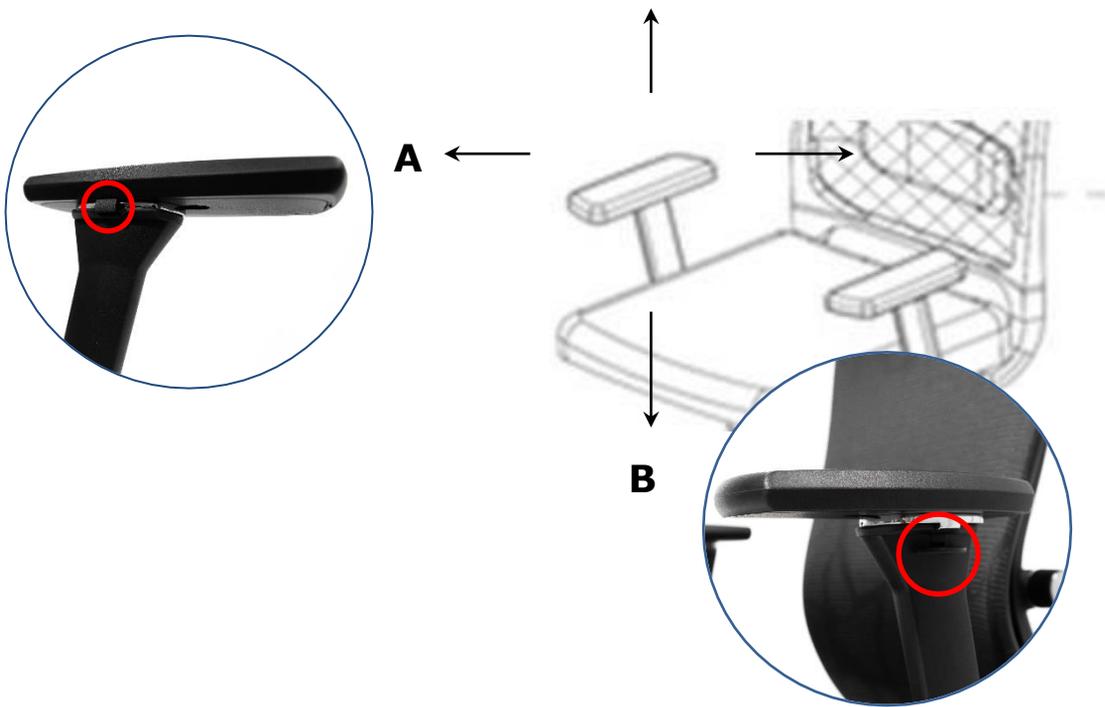
Do not place all your weight to the backrest



Do not use the chair with more than one person

# ADJUSTING YOUR SEAT

## ARMREST



## INSTRUCTIONS

A. Left and Right: *Press Button Under Armpad*

B. Up and Down: *Press Button Under Armpad*

# ADJUSTING YOUR SEAT

## HEADREST



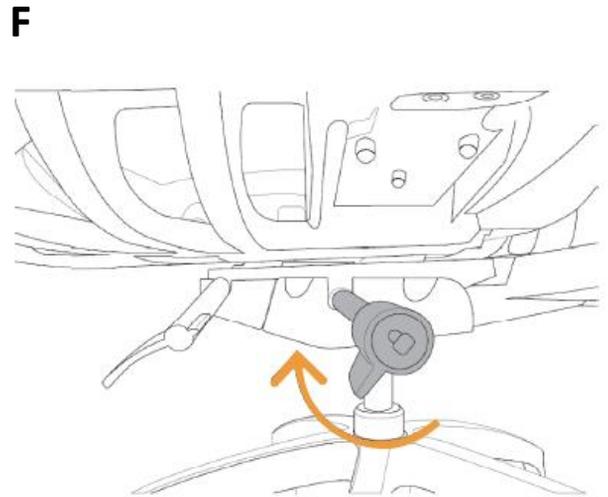
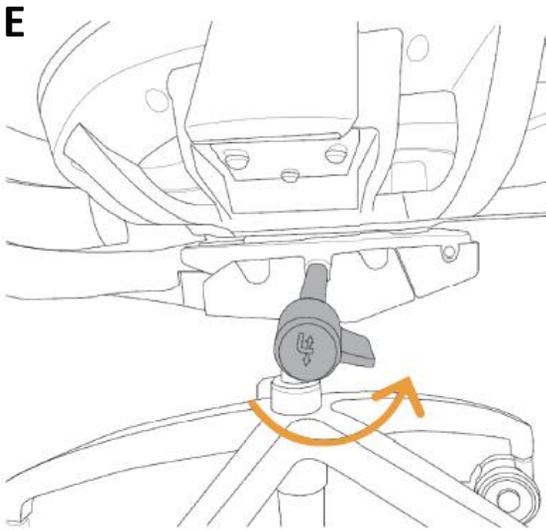
## INSTRUCTIONS

C. Height: *Adjust in an upward and downward motion*

D. Angle: *Tilt forward or backward*

# ADJUSTING YOUR SEAT

## HEIGHT, RECLINE & INCLINE



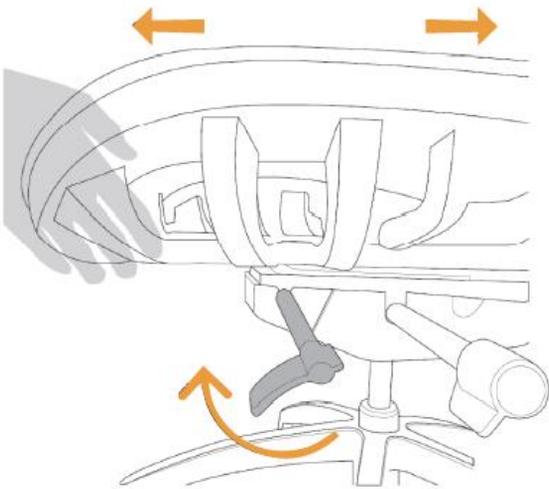
## INSTRUCTIONS

E. Lever: *To go lower, sit while pulling lever up. To go higher, stand while pulling lever up.*

F. Recline & Incline: *To recline, pull lever upwards and lean backwards. To lock position in place, push lever downwards. To incline, pull lever upwards, lean backwards and slowly return to original position.*

# ADJUSTING YOUR SEAT

## SEAT DEPTH & LUMBAR SUPPORT



## INSTRUCTIONS

G. Press upwards and hold the lever to adjust the depth of the seat.

H. Turn knob *clockwise* for lumbar support to roll *downwards*. Turn knob *anticlockwise* for lumbar support to roll *upwards*.

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**THANK YOU**