



**STEP 1**

To remove the fabric seat from the chair, first detach it from the Velcro pad on the back of the chair.



**STEP 2**

Slide the seat out by pressing the release buttons on the outside of the telescoping tubes and pulling on the tubes. Set unit and tubes aside.



**STEP 3**

Remove the telescoping tubes from the planar seat. (These tubes ship attached to the planar seat and have the release button on the inside of the tubes.)



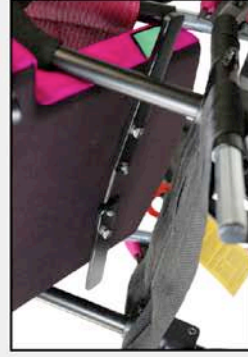
**STEP 4**

Insert telescoping tubes into the chair frame with release buttons to the inside. Adjust seat depth by pressing a release button and sliding the tube until it clicks into position.



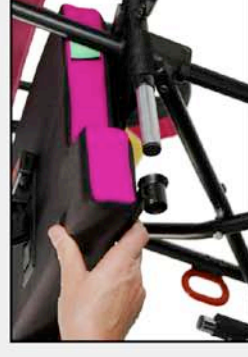
**STEP 5**

Facing the chair, tip the planar seat down at a 45 degree angle toward the seat back, with the support bars touching the frame of the chair.



**STEP 6**

Push gently until the support bars go beyond the frame of the chair as shown.



**STEP 7**

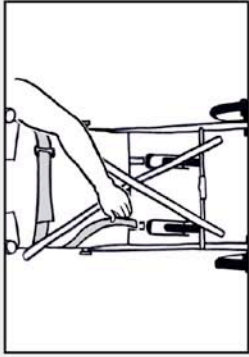
Lower the seat to a horizontal position and push the end caps/brackets onto the telescoping tubes until you hear a "click."



**STEP 8**

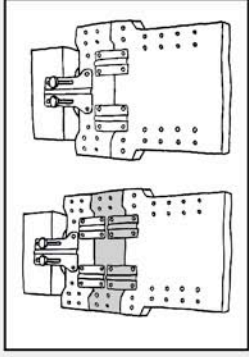
Make sure that the arrows on the support bars are lined up with the green patch on each side of the cushion.

## PLANAR BACK ADJUSTMENTS



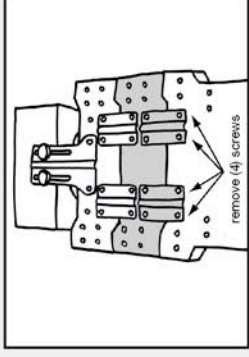
### STEP 1

**BASIC INSTALLATION:** Leaving the fabric back in place, attach the planar back to the chair frame using the Velcro straps, as shown.



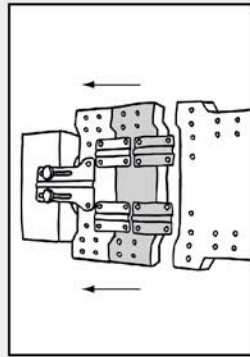
### STEP 2

**HEIGHT ADJUSTMENTS:** Adjust seat back height by removing/adding sections.



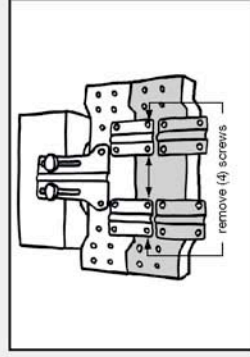
### STEP 3

To remove a section: Using the Allen wrench, remove the bottom set of screws on the lower mounting plate on the back of the unit.



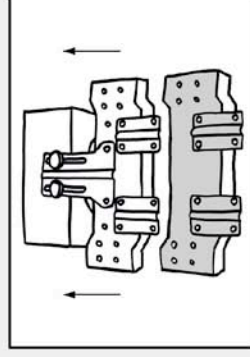
### STEP 3a

Separate the upper section from the base.



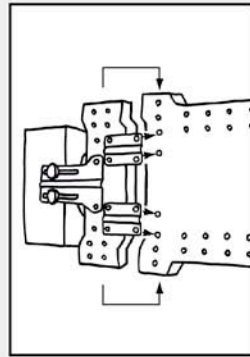
### STEP 3b

Remove bottom set of screws from upper mounting plate.



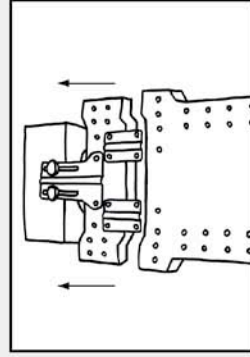
### STEP 3c

Remove middle section and set it aside.



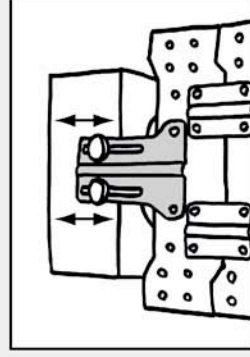
### STEP 3d

Attach upper section to base section by re-inserting the screws as shown.



### STEP 4

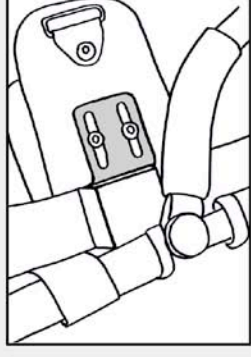
To add a section: Perform removal (step 3) procedures in reverse. (3d, 3c, 3b, 3a, 3)



### STEP 5

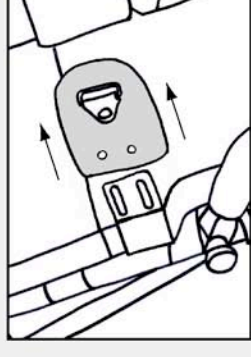
Adjust the headrest height by slightly loosening the knobs on the back and raising or lowering the headrest. It can also be pivoted by changing the horizontal alignment of the knobs.

## ADJUSTMENTS FOR LATERALS



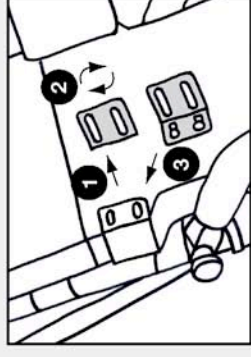
### POSITION 1

**Outermost Position:** As shipped, laterals are installed at the furthest point outwards. See positions 2 and 3 for other position possibilities.



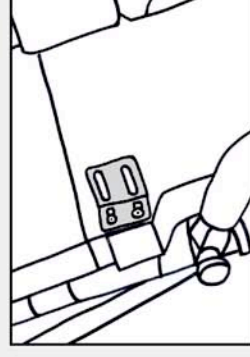
### POSITION 2 (step a)

**Midline Position:** Using Allen wrench, unscrew the foam pad. (repeat position 2 steps a, b, c and d for opposite side)



### POSITION 2 (step b)

Unscrew the lateral brace and rotate it so that the short side of the brace is flat on the seat back and the long side is perpendicular to the seat as shown.



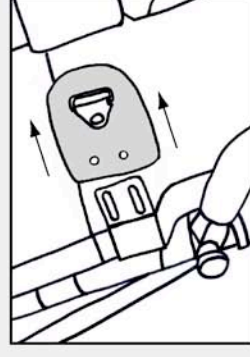
### POSITION 2 (step c)

Screw the lateral brace back on.



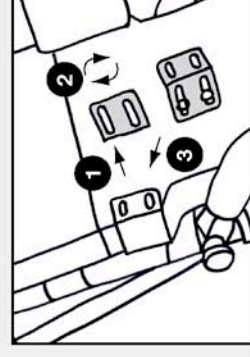
### POSITION 2 (step d)

Screw the foam pad back on the inside of the brace, leaving it slightly loose to allow for adjustments, then tighten.



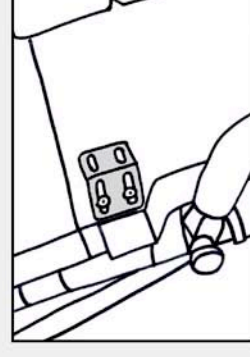
### POSITION 3 (step a)

**Innermost Position:** Using Allen wrench, unscrew the foam pad. (repeat position 3 steps a, b, c and d for opposite side)



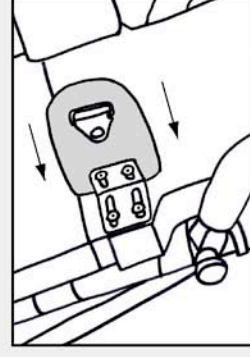
### POSITION 3 (step b)

Unscrew the lateral brace and rotate it so that the long side of the brace is flat on the seat back and the short side is perpendicular to the seat as shown.



### POSITION 3 (step c)

Screw the lateral brace back on.



### POSITION 3 (step d)

Screw the lateral foam pad back on the inside of the brace, leaving it slightly loose to allow for adjustments, then tighten.

**Use only Convoid options and parts on Convoid products. Convoid parts are not interchangeable with other manufacturers' products. Replace any worn parts immediately.**