HOW TO USE YOUR CHAIR

ZOOM® Seating

Move Ahead.

TABLE OF CONTENTS

Task Chair Breakdown 2

Arm Adjustments 2

Back Height Adjustment 2

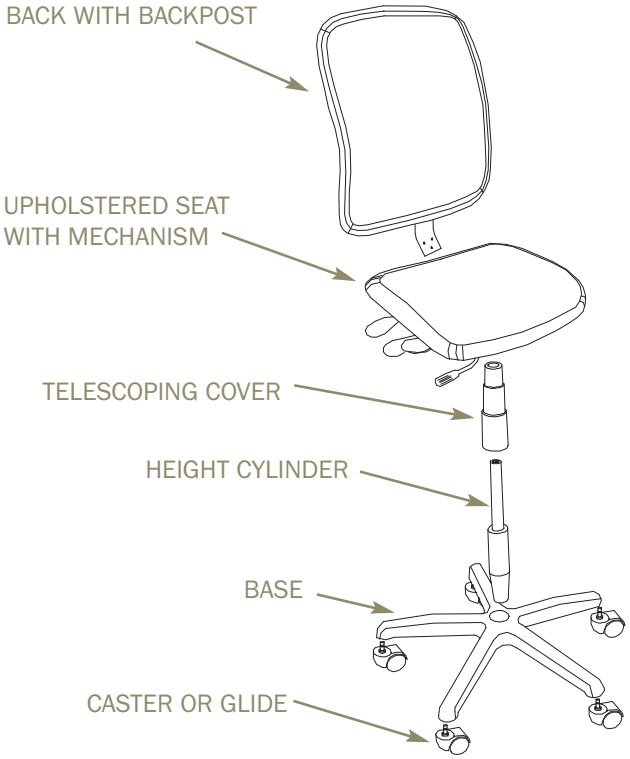
Control Mechanisms 3-4

Cleaning & Maintenance 5

Ergonomics 6-7

Warranty 8

TASK CHAIR BREAKDOWN



HOW CHAIR IS ASSEMBLED

Step 1: Casters or glides are inserted into base.

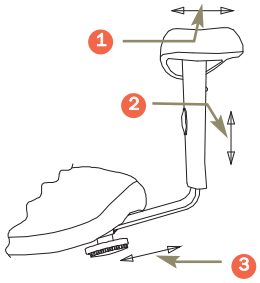
Step 2: Large end of cylinder is inserted into center of base.

Step 3: Telescoping cover is placed over the cylinder, oriented as shown. Cover is then slid down cylinder approximately 1”.

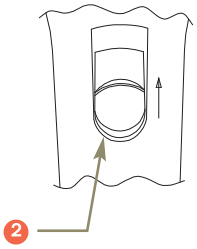
Step 4: Seat is placed on cylinder by inserting the top of the cylinder into the hole in the mechanism. Seat is pressed down firmly with hands on each side of seat cushion. Slight rocking motion is used to insure a good fit.

Step 5: Back is assembled to seat by either placing locking nuts onto carriage bolts and tightening to non-threaded back-post, or screwing serrated flange screws through hinge plate and into threaded back-post.

ARM ADJUSTMENTS



1. Arms Pivot from Side to Side - 30° of motion. Lift arm pad front to adjust pivot angle.
2. Arms are Height Adjustable Lift Finger Button up to adjust arm height.
3. Width Adjustment. Loosen hand-wheel, adjust to desired position, tighten hand-wheel.



BACK HEIGHT ADJUSTMENT

The following models feature an internal back height adjustment: Celebrity, Champion Mesh, Champion, Cruiser, Trophy II, Trophy, Charger, Zoom Derby and LeMans.

To adjust the height, grasp both sides of the back while sitting in chair or standing behind it. Lift the back slightly. There are notches for various heights. Find the height that best suits you (see page 7). If lifted all the way up, it will release and return to the lowest height.

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CONTROL MECHANISMS

Your chair will have one of several mechanism styles, with individual functionality. Please use appropriate diagram to determine the functionality of your mechanism.

SERIES	Swivel Mechanism	Swivel Tilt	Independent Seat/Back	Multi-Task	Synchro Tilt	Knee Tilt
Speedy	✓				✓	
LeMans		✓	✓	✓		
Zoom Derby		✓	✓	✓	✓	
Charger		✓	✓	✓	✓	
Cruiser				✓		
Trophy		✓	✓	✓	✓	✓
Trophy II		✓		✓	✓	✓
Champion		✓		✓		✓
Celebrity		✓		✓		✓

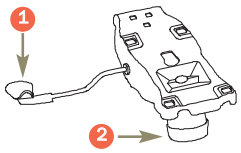
SWIVEL

- Pneumatic Seat Height Adjustment
- 360º Swivel
- Manual Back Depth Adjustment

Available on: Speedy

SWIVEL TILT

- Pneumatic Seat Height Adjustment
- Internal Back Height Adjustment
- 360º Swivel
- Seat and Back Tilt as Unit
- Single Position Tilt Lock-Out
- Heavy-duty Tension Adjustment

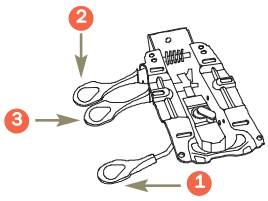


1. Rotate lever to activate Pneumatic Seat Height Adjustment.
2. Tension adjustable for comfort. Seat and Back Tilt as Unit. Push lever 1 in to lock. Pull lever 1 out to allow tilt action.

Available on: LeMans, Zoom Derby, Charger, Trophy, Trophy II, Champion, Celebrity (Celebrity Executive Back does not feature internal back height adjustment)

INDEPENDENT SEAT/BACK ANGLE

- Pneumatic Seat Height Adjustment
- Internal Back Height Adjustment
- 360º Swivel
- Seat and Back Adjust Independently with Infinite Lock
- Forward Tilt



1. Lift lever 1 to activate Pneumatic Seat Height Adjustment.
2. Lift lever 2 to activate Back Angle Adjustment.
3. Lift lever 3 to activate Seat Angle Adjustment.

Available on: LeMans, Zoom Derby, Charger, Trophy

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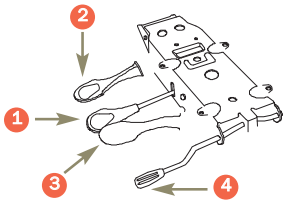
CONTROL MECHANISMS CONTINUED

MULTI-TASK

- Pneumatic Seat Height Adjustment
- Internal Back Height Adjustment
- 360º Swivel
- Seat and Back Tilt as Unit with Infinite Lock
- Back Adjusts Independently of Seat with Infinite Lock
- Forward Tilt with Tilt Lock
- Heavy-duty Tension Adjustment

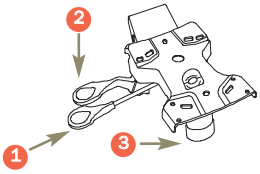


1. Lift lever 1 to activate Pneumatic Seat Height Adjustment.
2. Lift lever 2 to activate Back Angle Adjustment.
3. Lift lever 3 to allow adjustment (free float) of the Infinite Seat/Back Tilt Control, and push down to lock.
4. Rotate lever backward or forward to achieve or lock out forward tilt.

Available on: LeMans, Zoom Derby, Charger, Trophy, Trophy II, Cruiser, Champion, Speedy, Celebrity (Speedy does not have back height adjustment)

SYNCHRO TILT

- Pneumatic Seat Height Adjustment
- Internal Back Height Adjustment
- 360º Swivel
- 2:1 Synchronized Movement of Back and Seat
- Heavy-duty Tension Adjustment
- Free Floating with Infinite Lock

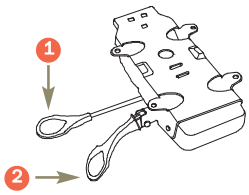


1. Rotate lever to activate Pneumatic Seat Height Adjustment.
2. Lever 2 can allow free float or lock in any position. Lift lever for Free Float, Push down for Lock.
3. Tension adjustable for comfort.

Available on: Zoom Derby, Charger, Trophy, Trophy II

KNEE TILT

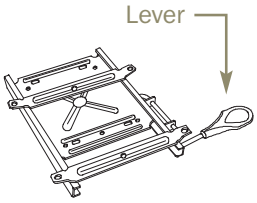
- Pneumatic Seat Height Adjustment
- Internal Back Height Adjustment
- 360º Swivel
- Seat and Back Tilt as Unit
- Free Floating with Infinite Lock
- Reduced Rise of Front Seat Edge
- Heavy-duty Tension Adjustment



1. Lift lever 1 to activate Pneumatic Seat Height Adjustment.
2. Infinite Seat/Back Control - lift for free float or push down to lock.

Available on: Trophy, Trophy II, Champion, Celebrity (Celebrity Executive Back does not feature internal back height adjustment)

SEAT SLIDER OPTION



Lever is used to slide the seat forward or backward for comfort. Lift lever up to activate seat slider.

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CLEANING & MAINTENANCE

FABRIC

Use a vacuum to remove lint and dust regularly to prevent it from imbedding into the upholstery. For spills, try to get to them immediately and blot with a soft cloth to absorb any excess liquid. Do not rub. If stained, see a professional upholstery cleaner.

LEATHER

Wash with a solution of mild cleanser and water, rinse, and then wipe dry. Refrain from scrubbing. If stained, see a professional upholstery cleaner.

PLASTIC

Wash with a solution of mild cleanser and water, rinse, and then wipe dry. Never use scouring powders or other abrasives.

METAL

Use a damp cloth to wipe down.

MECHANISM

Adjust the height of your chair from time to time to maintain the proper pressure in the height cylinder.

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ERGONOMICS

WHAT ARE THE PHYSIOLOGICAL PROBLEMS ASSOCIATED WITH IMPROPER SEATING?

1. Kyphosis—Improper alignment of the vertebrae, primarily in the lumbar (lower) region of the back. This results from rotation of the pelvis over 30-35° as the body folds into conventional seated position
2. Tension on large muscles in back of thigh causes rotation of the pelvis, which in turn flattens the lumbar (L-3 to L-5). Result is pinching of the front s of discs. Over time this causes excessive wear and tear, as well as stretching of the ligaments.
3. Compression of the diaphragm by the rib cage inhibits breathing.
4. Shoulders subconsciously hold weight leading to strain and tension headaches.
5. Lack of flex allows build up of abrasive compounds around discs. Discs can only clean themselves through compression or "sponge" action.
6. Improper/inadequate adjustment of back, seat, and arm height leads to other problems:
   - Improper seat height or depth can affect circulation in lower legs.
   - Soft foam allows "bottoming out" and leads to problems in the hips.
   - Improper arm height can lead to wrist injuries—particularly tendonitis, carpal tunnel injuries, and repetitive stress injuries.
   - Strain in shoulders and neck, and headaches
7. Chair back contributes little to proper back alignment when in task intensive position:
   - Few people make contact with the back when task intensive.
   - The chair back is essentially a comfort feature with proper back alignment resulting from proper adjustment of the seat angle.

WHAT IS ZOOM SEATING TRYING TO ACHIEVE WITH ITS ERGONOMIC SEATING DESIGN?

1. Lordosis — proper alignment of the vertebrae in the back
   - Maintain the s-curve in the lumbar we have while standing
   - Equalize the pressure on both the front and back of the discs between vertebrae
2. Facilitate proper support and angles for head and neck, arms and wrists and reduce excessive pressure on hips and legs
3. Discourage "static" seating positions
4. Provide ease of adjustment to encourage frequent change of position and accommodate multiple users

HOW DO ZOOM TASK CHAIRS ADDRESS ERGONOMIC PROBLEMS?

1. At the heart is the chair control, forward-tilt capability
   a. Seat and back height and angles are fully adjustable
      i. Forward-tilt capability reduces pelvic rotation
         - Back isn't pulled out of alignment by the large muscles and connecting tissues of the leg and hips
         - Sway in lower back is retained, therefore wear and tear on front of discs is eliminated
         - Reduces nearly all compression of the diaphragm by the rib cage, thereby eliminating muscle strain in shoulders and neck by placing user in the "active" position
      ii. Places user in the "active" or Balans position
         - Better circulation and breathing
         - Proper alignment of vertebrae in lumbar (Lordosis)
         - Allows self cleaning of discs with better flex
2. Proper foam density — firm support with no "bottoming" out
3. Waterfall edges on seat and back
4. Seat Slider allows depth adjustment to accommodate various body types
5. Various arm options provide proper support and position for keyboarding

THE RIGHT CHAIR MODEL FOR THE JOB

Different control mechanisms within a series meet a variety of needs.

- **Multi-Task** for task intensive use (i.e. text editing, data entry, receptionist or industrial work), users with 2-4 hours a day of static sitting, people with pre-existing physical problems—neck, back, hips, legs, and multiple shift users

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ERGONOMICS CONTINUED

- **Swivel Tilt** for general office, non-task intensive use (ie. salespeople), conference, management and guest seating
- **Synchro Tilt** and **Knee Tilt** for general office, conference, management and executive applications
- **Independent Seat/Back Angle** for clerical, call center, training and manufacturing
- **Swivel** only for education and training, general office, lab and shop

PROPERLY ADJUST YOUR TASK CHAIR TO FIT YOU*

1. Seat Height
   - Users should be able to sit with their feet comfortably on the floor or footrest without undue pressure on the underside of the thighs. The thigh-to-torso angle should not be less than 90°.
2. Seat Depth
   - Users should be able to sit in the chair without undue pressure against the back of the knees, with their back properly supported by the backrest and with adequate buttock and thigh support.
3. Seat Width
   - The seat should be wider than the hip breadth of the user to allow space for movement and clothing. The seat width should not limit the ability to comfortably use the armrests
4. Seat Pan Angle
   - The angle of the seat pan should allow the user to support their feet on the floor or footrest. Seat pan angles should not cause the user's torso-to-thigh angle to be less than 90°. Forward seat pan angles should not cause users to shift excessive weight to their feet or experience the sensation of sliding out of the chair.
5. Back Support
   - Seat Backrest Height — the ultimate test for fit is highly posture dependent. All backrests should provide adequate lumbar support and buttocks clearance. For tasks requiring upper body mobility, the backrest should provide adequate back support, but not interfere with the user's movement (typically these backs should not be higher than the bottom of the user's shoulder blades). For users who prefer reclining postures, or more upper back support, the back height should provide support for the shoulder blades.
6. Backrest Width
   - The width of the backrest should provide adequate support for the curvature of the user's back without causing localized pressure points.
7. Lumbar Support
   - The height and shape of the lumbar support should coincide with the lumbar curve ("the small") of the user's back. The support should be firm, but not cause localized pressure points.
8. Movements of the Seat Pan and Back Support
   - The chair should allow the user to sit in a position where the torso-to-thigh angle is equal to or greater than 90°. The seat and backrest angles should adjust to accommodate the varying postures assumed by the user throughout the day.
9. Arm Support
   - Armrest Height — the height of the armrest should allow users to sit in a variety of postures while supporting their forearms and/or elbows in a manner that avoids lifting the shoulders (armrests too high) or leaning to the side to reach the armrest (armrests too low). The armrest height should allow accessibility to, and performance of, tasks.
9. Armrest Length
   - The length of the armrest should allow users to sit close enough to the work surface to perform their tasks while maintaining contact with the backrest.
10. Inside Distance Between Armrests
   - Armrests should allow users to sit in a variety of postures while supporting their forearms in a manner that avoids lifting the shoulders and/or excessive outward positioning of the elbows. Armrests should allow accessibility to, and performance of, tasks. The inside distance between the armrests should allow the user to easily enter and exit the chair. The hips should comfortably fit between the armrests or supports.

*The text in this section was reprinted from the *BIFMA Ergonomics Guideline* GI-2002 and companion document, the *Ultimate Test For Fit*.

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WARRANTY

Zoom Seating warrants to the original purchaser that seating products are free from defects in design, materials and workmanship under normal use and care (standard eight hour work day, five days per week), as long as owned by the original end user. Warranty periods are described below.

LIFETIME WARRANTY

Celebrity, Cruiser, Flag, Champion, Trophy, Trophy II, Charger*, Zoom Derby, LeMans, Hot Rod and Challenger. This includes all chair components including pneumatic cylinder, mechanism, base and casters.

LIMITED LIFETIME WARRANTY

Speedy, Ribbon, Café Height Tables
Components: Applicable Warranty Period:
Pneumatic Cylinder Lifetime
Mechanism 10 years
Casters 5 years
Ribbon Frame 10 years
Café Tables 10 years

FOAM AND FABRIC**

5 Year Warranty on all Zoom Seating models listed above.

To file a claim under this warranty, written notice must be submitted explaining the defect along with a proof of purchase. If the claim falls within the applicable warranty period stated above, Zoom Seating, at our option, will either replace or repair the defective product with a comparable component or product. This warranty does not include defects from misuse, accidents, negligence, abuse, shipment, handling, storage or environmental conditions. Any modifications to Zoom Seating products by the purchaser, purchaser's employees or agents, void this warranty. This expressed warranty is exclusive of all other warranties, expressed or implied, including without limitation any implied warranty of merchantability or fitness for a particular purpose, and all other warranties arising from the
course of dealing or usage of trade.

* Charger Multi-Task Heavy Duty/24-Hour Use Chair Warranty: Limited 10 year warranty on the cylinder and mechanism; 5 year warranty on casters; and 2-year warranty on fabric and foam. The Charger with the HD option has been fully tested to exceed the industry test standards set by ANSI/BIFMA. This chair is designed for 24-hour use applications. The weight rating for this chair is 350 lbs. maximum.

** Customer's Own Material/Customer's Own Leather (COM/COL) is not covered under the Zoom warranty.

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