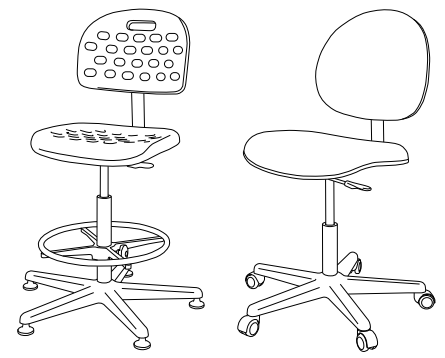


# VALUE - LINE

BEVCO

## CHAIR ASSEMBLY INSTRUCTION GUIDE

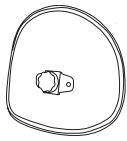
for BEVCO V4/V7/V8 Series Non-Tilt Models



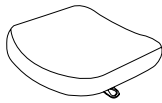
### PARTS LIST



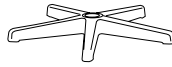
Support bar  
(1)



Back Support  
w/Integrated  
Support Bar  
(1)



Seat w/control  
Mechanism  
(1)



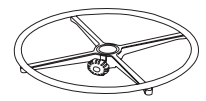
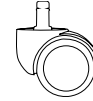
Five-star Base  
(1)



Pneumatic  
Cylinder  
(1)

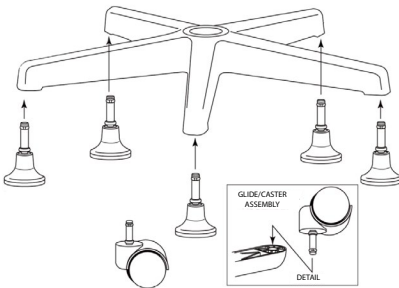


Glides/Casters  
(5)



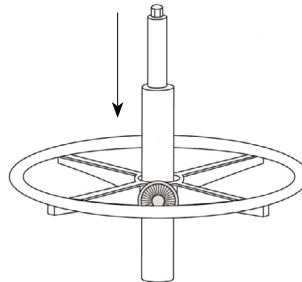
Footing  
(optional)  
(1)

1



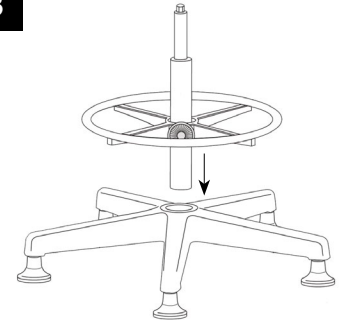
Insert glides or casters into each leg of the base.

2



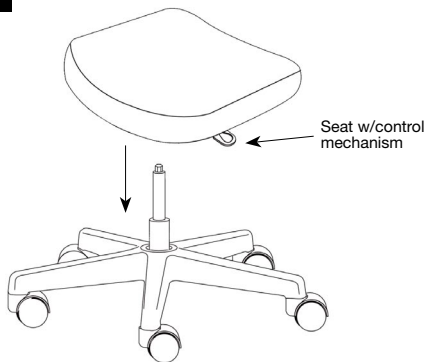
Slide footing (if enclosed) onto cylinder. Ensure the tubular ring faces upward. Tighten handwheel securely.

3



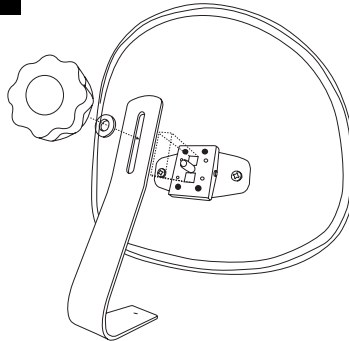
Slide the cylinder into the center of the base.

4



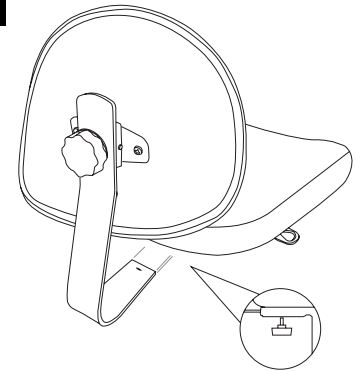
Place seat with control mechanism onto the end of the pneumatic cylinder. Sit on seat to secure fit onto cylinder.

5



Remove handwheel and white washer from hinge assembly on back. Slide screw through slot in back support bar so it is aligned with the two raised squares on hinge assembly, then position white washer against back bar and then tighten handwheel securely.

6



Slide bottom of back support bar into the opening of the control mechanism underneath back of seat. Tighten handwheel securely.

### Recommended Chair Maintenance

- ▶ Regularly clean your chair— vacuum fabric, wipe down vinyl and polyurethane with a mild detergent weekly
- ▶ Check that all bolts, screws and knobs are securely tightened every six months or as needed

- ▶ Clean casters (if applicable) by vacuuming or using compressed air to remove and accumulated dust, debris or hair. Add silicone lubricant if needed.

- ▶ Immediately remove chair from service if any damage or failure is found and contact Bevco Customer Service at **800-864-2991** or email **warranty@bevco.com**