

# eurotech

## **BT-400**

ASSEMBLY INSTRUCTIONS  
OPERATING INSTRUCTIONS  
WARRANTY

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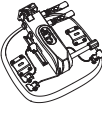



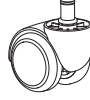
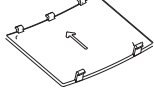
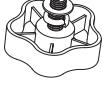
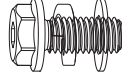

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CUSTOMER SERVICE: [parts@raynorgroup.com](mailto:parts@raynorgroup.com)  
CUSTOMER SERVICE: 1-800-637-0005  
[www.eurotechseating.com](http://www.eurotechseating.com)

# ASSEMBLY INSTRUCTIONS

## BT-400

Remove all items from the carton. Verify all components before assembly.

Part List				
Key	Description	Part	Qty.	Spare
A	Backrest		1	
B	Seat Cushion		1	
C	Armrests		2	
D	Seat Post (cylinder)		1	
E	Star Base		1	
F	Casters		5	
G	Back Cover		1	
H	Armrest Knobs		2	
I	L-Bar Screws (5/8x1") with Washers		3	
J	Allen Wrench		1	

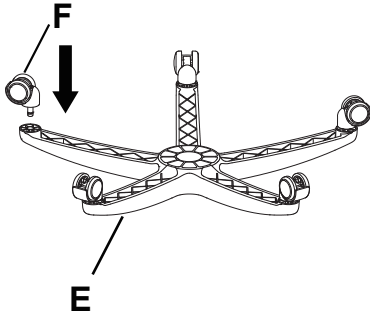
• Please tighten your chairs hardward every six months.

# ASSEMBLY INSTRUCTIONS

## BT-400

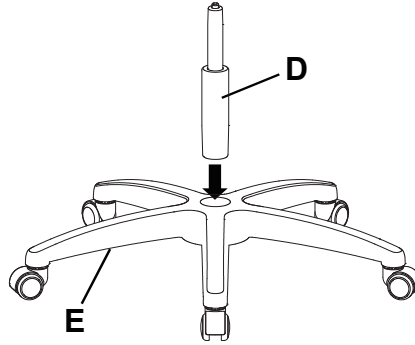
Remove all items from the carton. Verify all components before assembly.

### STEP 1



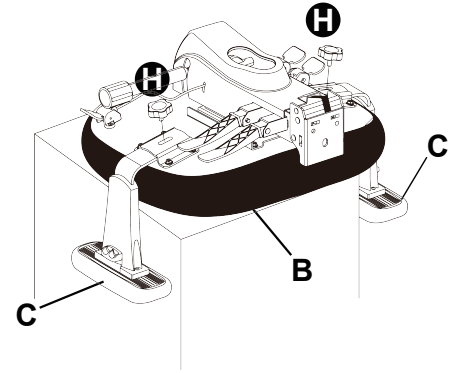
Turn the Star Base (E) upside down. Press the Casters (F) into holes at the end of each leg.

### STEP 2



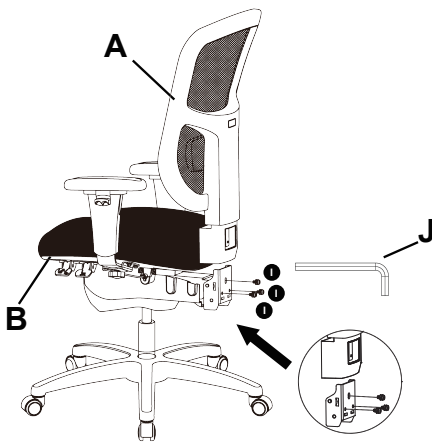
Turn the Star Base (E) upright and insert Gas Lift (D) into the center hole of Star Base (E).

### STEP 3



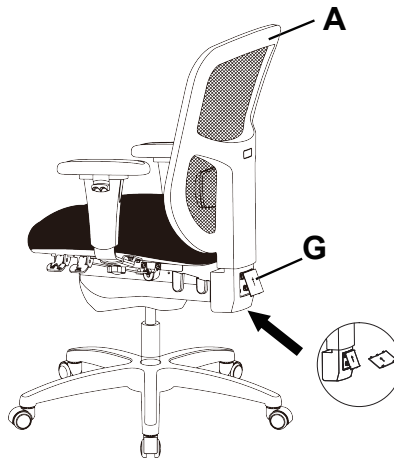
For easy assembly, place Seat Cushion (B) face down on a raised flat surface. Attach Armrests (C) to the Seat Cushion (B) as show using 2 Armrest Knobs (H) .

### STEP 4



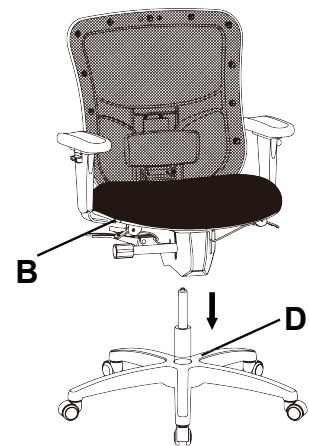
Assemble Backrest (A) to Seat Cushion (B) and secure in place using 3 Bolts (I) with washers as shown. Tighten the bolts fully with Allen Wrench (J).

### STEP 5



Assemble Back Cover (G) to Backrest (A) as shown putting the Back Cover (G) with inside arrow upright.

### STEP 6



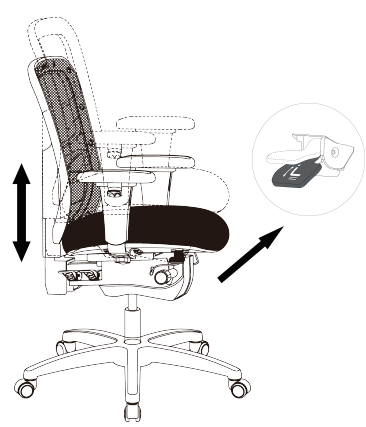
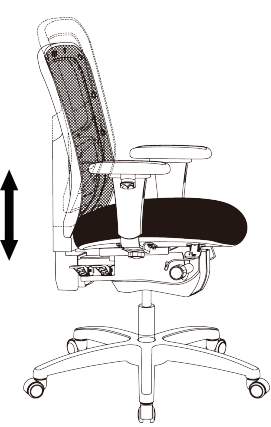

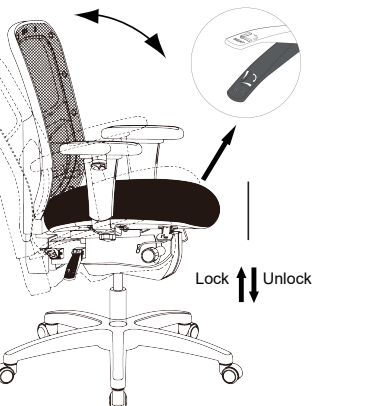
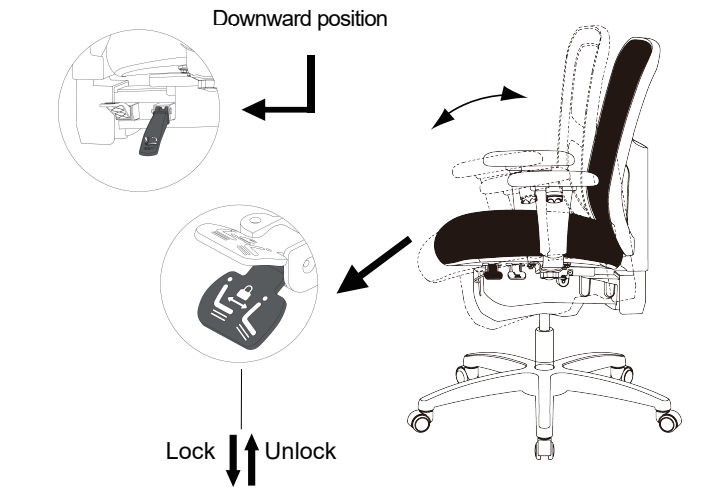
Turn assembled seat upright and locate central hole below Seat Cushion (B) cover Gas Lift (D). Push down firmly until connection is secure.

### PREVENTIVE MAINTENANCE AND WARNING!

- USE THIS PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.
- DO NOT USE THIS CHAIR AS A STEP STOOL / LADDER.
- DO NOT SIT ON ANY PART OF THE CHAIR EXCEPT THE SEAT.
- DO NOT USE CHAIR ON UNEVEN FLOOR SURFACES.
- DO NOT USE CHAIR UNLESS ALL BOLTS, SCREWS AND KNOBS ARE TIGHTENED.
- **EVERY SIX MONTHS, PLEASE MAKE SURE ALL BOLTS, SCREWS AND KNOBS ARE FULLY TIGHTENED TO ENSURE STABILITY.**
- IF ANY PARTS ARE MISSING, BROKEN, DAMAGED OR WORN, STOP USE OF THE PRODUCT UNTIL REPAIRS ARE MADE USING FACTORY AUTHORIZED PARTS.
- DISPOSE OF PACKAGING PROPERLY. PLASTIC BAG IS NOT A TOY. DO NOT USE PLASTIC BAG AS HEAD COVERING - IT MAY CAUSE SUFFOCATION.
- FAILURE TO FOLLOW THESE WARNING COULD RESULT IN SERIOUS INJURY.
- NOTE: SOME SCREWS MAY BE PREASSEMBLED. IF PREASSEMBLED, IGNORE ASSEMBLY INSTRUCTIONS.

# OPERATING INSTRUCTIONS

## BT-400

<p><b>A. TO ADJUST SEAT HEIGHT</b></p> 	<p><b>B. TO ADJUST BACKREST HEIGHT</b></p> 
<p><b>C. TO OPERATE BACK CUSHION TILT LOCKOUT</b></p> 	<p><b>D. TO OPERATE SEAT CUSHION TILT LOCKOUT</b></p> 
<p><b>E. TO ADJUST FORWARD TILT</b></p> 	

### A TO ADJUST SEAT HEIGHT

While seated, lean forward, lifting your body weight from the seat. Reach underneath the right side of chair and locate the front lever. Pull the lever back slowly to allow the chair to rise to the desired height. To lower seat height, lift the lever slowly while seated.

### B TO ADJUST BACKREST HEIGHT

To raise backrest, hold the backrest and pull upward. The backrest can be returned back to the lowest level after the highest point has been reached.

### C TO OPERATE BACK CUSHION TILT LOCKOUT

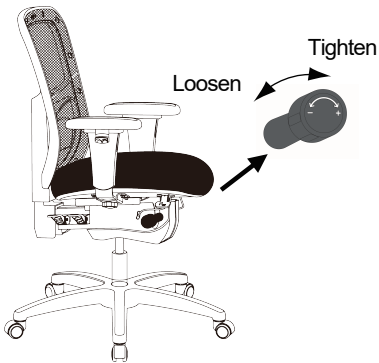
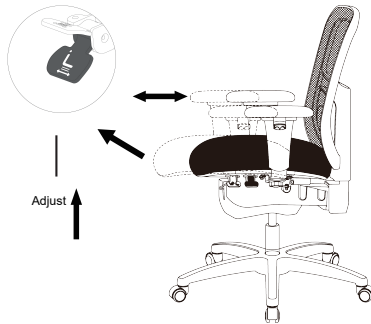
Reach underneath the right side of chair and locate the convex-surfaced handle. Push the handle downward. When the handle is in this position, leaning back will cause the chair back to tilt backwards. To lock the chair back in the upright or vertical position, sit upright and push the handle upward

### D TO OPERATE SEAT CUSHION TILT LOCKOUT

Reach underneath the right side of chair and locate the middle convex-surfaced handle. Push the handle downward. When the handle is in this position, leaning back will cause the chair seat to tilt backwards. To lock the chair seat in the upright or vertical position, sit upright and push the handle upward.

### E TO ADJUST FORWARD TILT

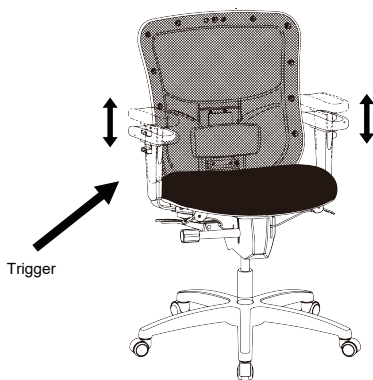
With the seat tilt handle in the downward position, lean back and reach under the left hand side of the chair and lift up the lever. This will allow the seat to tilt forward beyond a level position. To release the forward tilt position, lean back and push the lever downward.

**F. TO ADJUST TILT TENSION****G. TO ADJUST SEAT DEPTH****F TO ADJUST TILT TENSION**

Turn clockwise to tighten, making it more difficult to tilt back.  
Turn counter-clockwise to loosen, making it easier to tilt back.

**G TO ADJUST SEAT DEPTH**

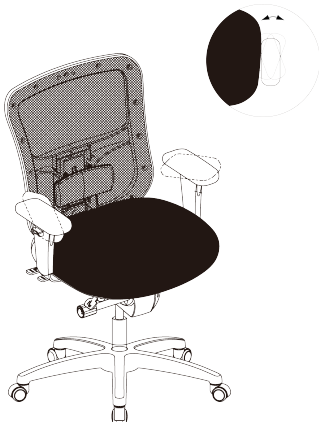
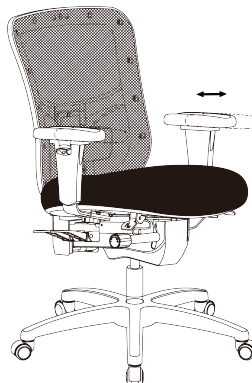
To move the seat forward or backward, lift up the left lever and position the seat.

**H. TO ADJUST ARMREST HEIGHT****I. TO ADJUST ARMREST WIDTH****H TO ADJUST ARMREST HEIGHT**

To raise/lower armrests, pull upwards/downwards while holding down the trigger located on the outer side of the arm.

**I TO ADJUST ARMREST WIDTH**

To adjust arm rest width, loose the round knob while moving it in or out.

**J. TO ADJUST ARM-PAD ANGLE****K. TO ADJUST ARMPAD DEPTH****J TO ADJUST ARM-PAD ANGLE**

The arm pad has 3 possible positions, holding the front position of the arm pad as required.

**K TO ADJUST ARMPAD DEPTH**

To adjust armpad depth, hold and push the armpads forward or backward to a desired position.

# OUR PROMISE.

They say with age comes wisdom. And while we've learned a lot since we sold our first office chair in 1979, even then we knew that superior craftsmanship and design are essential ingredients in delivering real value for our customers. All these years later, those three simple pillars still stand behind our promise of exceptional seating with every chair we sell.

DESIGN CRAFTSMANSHIP VALUE

Eurotech. Sit Smarter.

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## THE EUROTECH WARRANTY

- For all products except for 24/7 chairs (see below), Eurotech warrants to the original purchaser all components for the life of the product with the exception of upholstery and foam, which will be warranted for five years.
- For 24/7 chairs, Eurotech warrants to the original purchaser of all 24/7 and Big & Tall chairs all components for 5 years with the exception of upholstery and foam which will be warranted for 2 years.
- Eurotech warrants to the original purchaser that all parts will be free from material defects. Eurotech will repair or replace, at its option, any unaltered components.
- Eurotech does not warrant any aftermarket hardware that is installed on the product.
- Eurotech's warranty is limited to the normal use of the product in a forty hour work week and a 400lb. weight limit unless otherwise noted.
- Eurotech shall NOT be liable for consequential or incidental damage arising from any product defect.
- Eurotech's warranty is limited to replacement or repair and does not cover cost of transportation and labor. There are no other warranties expressed or implied other than those specifically described.
- Eurotech does not warrant customer's own material.
- Eurotech warrants to the original purchaser with proof of purchase along with a copy of the receipt.
- Arm Pads are warranted for 2 years under normal wear and tear.
- Cylinder is warranted for 5 years.

This warranty is made as of 9/15/16. Please see <http://www.eurotechseating.com/warranty-information> for any updates and/or revisions to this warranty.