

# SUPERVISOR OPERATIONAL GUIDE

24  
HOUR  
OFFICE  
CHAIRS

SCAN FOR  
GUIDES



Guides also available at:  
<https://www.ultraseat.com/downloads>

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**A**

### **Tip-Up Armrests**

To adjust the height use the roller adjuster found on the bottom of the armrest. They can be tilted all the way up when they are not needed.

**B**

### **Seat Back Angle Adjustment**

To adjust the backrest lift upwards on the black handle (located on the right side of the seat cushion) while pushing or pulling on the backrest of the seat.

**C**

### **Seat Height Adjustment**

Simply pull upwards on the handle closest to the backrest of the chair. Then apply weight to make it go down and sit up to make it higher.

**D**

### **Tilt Rocker Adjustment**

To adjust the tilt of your chair lift the middle lever, then lean back on the backrest to desired position. Push down on the lever to lock the tilt angle.

**E**

### **Single Air Lumbar**

To increase lumbar support simply pump either the left or right bulbs to desired comfort. To release the air, push the little black button.

**F**

### **Weight Adjust./Rocker Tension**

Turn the round dial located at the front on your right side. Turn it clockwise to increase tension and counter-clockwise to release tension.

**G**

### **Front Tilt Adjustment**

Simply turn the little handle found under the left side of the seat cushion, clockwise to floor to make the cushion go down or turn it counter-clockwise to make the cushion go up.

**H**

### **Adjustable Headrest**

Firmly grip the headrest, then pull or push down for your desired height or pull it towards you to adjust the angle.