

4500 Task Chair

4550 Task Chair w/ Adj. Armrests



CUSTOMER INSTRUCTIONS

PLEASE READ AND FAMILIARIZE YOURSELF WITH ALL INSTRUCTIONS BEFORE USING THIS PRODUCT. If you have trouble understanding these instructions contact your dealer or Winco customer support, (800) 237-3377 before attempting to use this product; otherwise injury may occur.

Winco assumes no responsibility for damage or injury caused by improper assembly, installation, use, or maintenance of these products.



1. READ AND FOLLOW ALL DIRECTIONS.
2. NEVER stand on chair or INJURY MAY OCCUR.
3. KEEP HANDS CLEAR of moving parts when adjusting movable parts on chair or INJURY MAY OCCUR.
4. DO NOT use chair for transporting user in or with ANY type of vehicle or trailer. Winco chairs have not been tested or approved for use by an occupant in any type of vehicle or trailer.
5. NEVER leave an infant or child unattended on chair or INJURY MAY OCCUR.
6. DO NOT allow children to play on or with the chair or INJURY MAY OCCUR.
7. Periodically, recheck tightness of all nuts, bolts and screws.
8. USE ONLY WINCO AUTHORIZED REPLACEMENT PARTS.
9. NEVER EXCEED the recommended **weight capacity of 250 lbs. (113 kg)**
10. SAVE THESE INSTRUCTIONS for future reference and training.

4500-4550 Weight Capacity = 250 lbs. (113 kg.)

Tools needed:

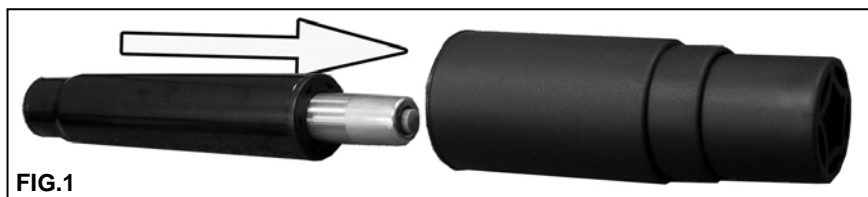
- Phillips-head screwdriver
- Scissors or box cutter
- Cardboard shipping container (can be used under chair during assembly to protect upholstery)
- Powered tools not recommended

PLEASE READ AND FAMILIARIZE YOURSELF WITH ALL INSTRUCTIONS BEFORE PROCEEDING WITH ASSEMBLY

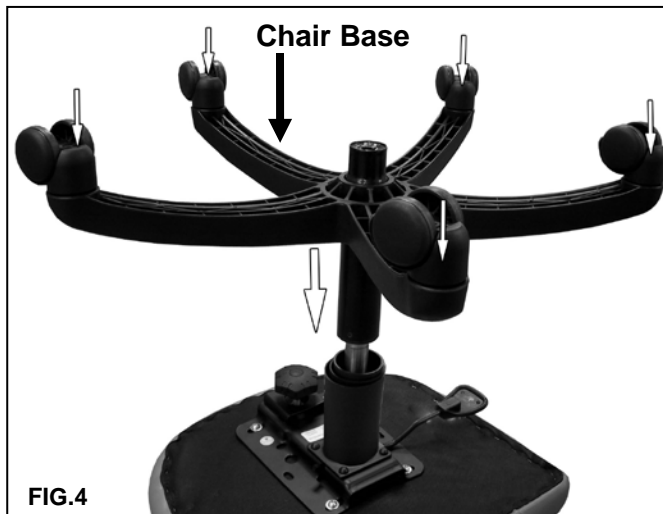
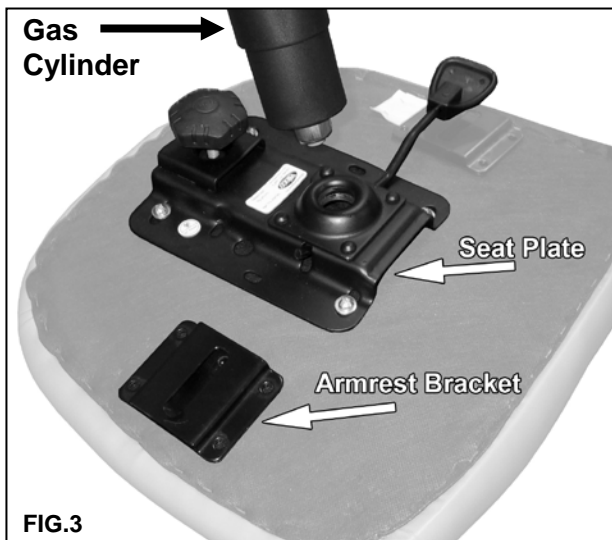
1. After checking your product for any shipping damage, chair parts needs to be layed out on cardboard or protective surface. Remove all packing material and hardware that was secured for shipping.

Assembly

2. Place the **Upholstered Seat** on a clean, flat surface cushion side down.
3. Use a Phillips-head screwdriver to check that all screws attaching seat hardware are tight and were not loosened during shipping.
4. Push the chrome stem of the **Gas Cylinder** into the plastic **Cylinder Cover** until approx 1-1/2" of chrome stem protrudes through end of smallest section of **Cylinder Cover**.



5. Insert the **Gas Cylinder** with **Cylinder Cover** into the hole on the **Seat Plate** as shown. **(FIG.3)**
6. Insert stems of five casters into the five caster receiving holes on nylon **Chair Base** – Press in each caster firmly to secure. **(FIG.4)**
7. Install **Chair Base** on the end of the **Gas Cylinder** – Press base down firmly to secure. **(FIG.4)**

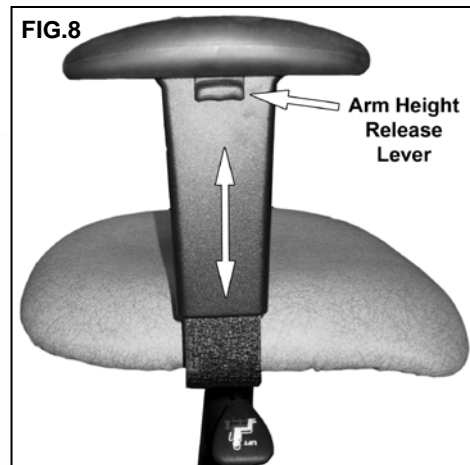


8. Model 455 w/Arms ONLY (4500 skip to next step) - Turn stool upright and slide the **Adjustable Arms** **(FIG.5)** into the **Armrest Brackets** **(FIG.3)** located under each side of the **Upholstered Seat**. Secure the **Adjustable Arms** by installing one arm **Adjustment Knob** through slot in **Adjustable Armrest** and into threaded holes in mounting plate. **(FIG.5)**
9. Slide the **Steel Back Support** of the **Upholstered Backrest**, into the narrow slot on the rear of the **Seat Plate**. Adjust back position as needed for individual comfort. **(FIG.6)**



Operation of Task Chair

10. The chair is now ready for use. To raise the seat height; lift **Release Handle** without weight on seat. **(FIG.7)**
11. To lower seating height; Lift the **Release Handle** while sitting on the seat; Release the handle when desired height is reached. **(FIG.7)**
12. Position the **Adjustable Armrest** to desired height by pulling up on the **Arm Height Release Lever** and moving the **Adjustable Armrest** up or down. Release the lever to lock armrest in place. **(FIG.8)**



Model 4550 shown

Parts list:

	<u>Qty.</u>	<u>Part number</u>
Cylinder Cover, Black 4 pc.	1	404935
Base, nylon	1	404940
Seat Plate w/ Lever	1	404945
Knob, for Seat Plate Back Adj.	1	404946
Caster, 2"	5	405100
Gas Cylinder	1	405200

**Upholstered Seat
Upholstered Back**

**Call Winco customer service for part numbers
Call Winco customer service for part numbers**

4550 ONLY

Arm Mount Bracket	2	404985
Oval Arm Pad, Black	2	404990
Arm Knob	2	404995

GENERAL CARE & CLEANING:

Periodically inspect tightness of all screws, bolts, and nuts.

Winco furnishings are built to provide durable reliable service when properly cared for. In general all of our products should be 1) Cleaned 2) Rinsed 3) Allowed to air dry. It is important to note that disinfecting a product is not the same as cleaning the product. Disinfectants alone will not provide adequate cleaning, they do not have grease or oil cutting properties to remove grime or hair and skin oils. Over time, the appearance and feel and performance of your upholstery may diminish if not cleaned properly

CLEANING:

Remove grime, hair and body oils; Your furnishings should be cleaned with mild soap & water solution and a damp cloth on a regular basis. Avoid harsh detergents or chemicals that could damage the finish of your product. If the furnishing is disinfected with chemicals or bleach, it **MUST** be wiped off using only clean water on a damp cloth and then be allowed to air dry. Failure to rinse with clean water can result in a build-up of residues over time that can damage your product.

FOR FURTHER CLEANING INFORMATION OF VINYL REVIEW (*STAIN RESISTANCE, CLEANING AND DISINFECTION*) AT:

<http://spradlingvinyl.com/asset/docs/research/ApprovedCleaners.pdf>

<http://spradlingvinyl.com/asset/docs/research/CompleteCareandCleaningGuides.pdf>



LIMITED WARRANTY

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 • Fax (352) 854-9544
 • www.wincomfg.com
 • customerservice@wincomfg.com

TERMS

Winco Mfg., LLC. warrants this product to be free of manufacturer's defects in material and workmanship, provided that the product is used according to normal operating conditions and proper maintenance intended by manufacturer. This warranty is available only to the original retail purchaser, is non-transferable and commences on the date of retail sale; proof of purchase required.

Limited One Year Complete Product Warranty: Winco Mfg., LLC warrants the complete product for one (1) year. At Winco Mfg., LLC. sole discretion, it may repair or replace any components freight free that are found to be defective during the first year. *Winco Mfg., LLC. shall not be liable for any labor, or any other costs incurred as a result of or in conjunction with a warranty claim.*

Limited Three Year Warranty: Winco Mfg., LLC warrants the recliner mechanisms, electrical components, vinyl [from cracking or delaminating] pressurized gas springs, when new, for a period of three (3) years. At Winco Mfg., LLC. sole discretion, it may repair or replace components found to be defective. *Winco Mfg., LLC. shall not be liable for any labor, shipping or any other costs incurred as a result of or in conjunction with a warranty claim.*

Limited Lifetime Chair Frame Warranty: Winco Mfg., LLC warrants the steel chair frame, when new, for the lifetime of the original purchaser. This limited warranty does not apply to paint/finish or any components attached to the frame such as; upholstery, foam, casters, mechanisms or related parts that are covered under above warranties. *Winco Mfg., LLC shall not be liable for any labor, shipping or any other costs incurred as a result of or in conjunction with a warranty claim.*

The purchaser's exclusive remedy under this warranty shall be limited to such repair or replacement of defective components at Winco Mfg., LLC sole discretion. For warranty service, contact the dealer that the product was originally purchased from or Winco Mfg., LLC directly.

EXCLUSIONS

There are no other warranties, conditions, representations or guarantees, express or implied, made or intended by Winco Mfg., LLC and all other warranties, conditions, representations or guarantees including any warranties, conditions, representations or guarantees under any Sale of Good Act or Like legislation or statute is hereby expressly excluded. Any and all other implied warranties shall not extend beyond the duration of the express warranty. Liability for incidental or consequential damages is excluded to the extent permitted by law. Some states do not allow the exclusion or limitation so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights. In addition you may also have other rights, which vary from state to state.

GENERAL PROVISIONS

No warranty herein contained or set out shall apply when damage or repair is caused by any of the following:

1. Damage in transit.
2. Accident, alteration, abuse or misuse of product ie. exceeding weight capacities, applying inordinate pressure to footrest/leg rest, use in Mental Health facilities or like institutions.
3. Fire, water damage, theft, war, riot, hostility, acts of God.

Examples contained in this list are not to be construed as all-inclusive.

