

# Medium Back Executive Office Chair with Flip-up Arms

# MODEL RTA-4902

# ASSEMBLY INSTRUCTIONS

REV.2-MRY-A8567-1124



**Thank you for  
purchasing our product!**

Do a quick inventory  
of all the parts and  
hardware listed below.



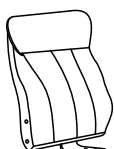
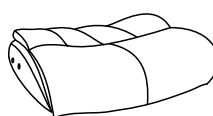
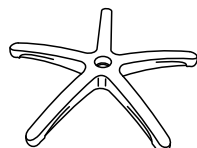
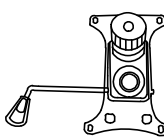

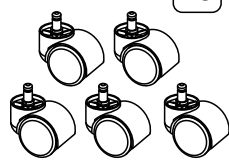
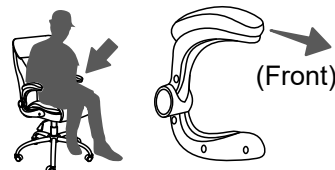
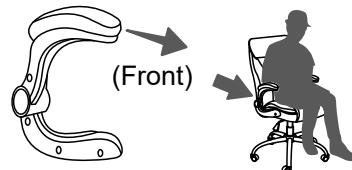
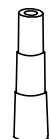
**For Support, assembly questions  
& Replacement Parts within the  
48 Contiguous United States:**

Please email us at:  
**support@rtaproducts.com**






Replacement Parts for International  
Customers & **AK-HI-PR** orders:  
RTA Products will replace the part free of  
charge, while **the customer is responsible**  
**for shipping costs plus any International**  
**local taxes or duties.**


## MAIN PARTS LIST

<b>A</b> Backrest 	<b>B</b> Seat 	<b>C</b> 5-Leg star base 	<b>D</b> Mechanism 	<b>E</b> Lift cylinder 
<b>F</b> Casters x5 	<b>G-L</b> Left armrest 	<b>G-R</b> Right armrest 	<b>H</b> Covers for lift x1 Set 	

## HARDWARE LIST

Part #	QTY	SIZE/Description	Item
<b>I</b>	4	M6x20	 mm 10 20 30 40 50 60
<b>J</b>	12	M6x25	 mm 10 20 30 40 50 60
<b>K</b>	8	Hole caps	

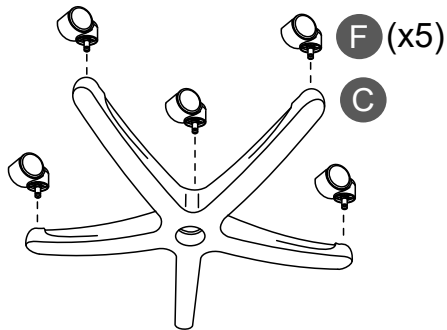
## INCLUDED TOOLS

M5 Allen Wrench	
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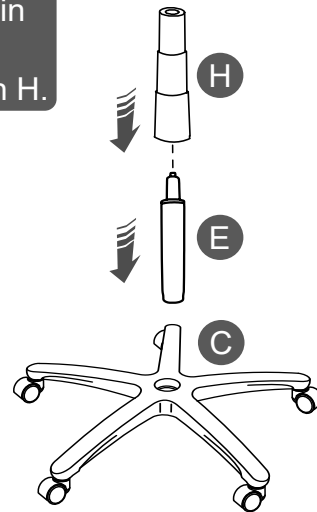
## ASSEMBLY STEPS

## STEP 1

FIRST: Attach F to C using pressure.

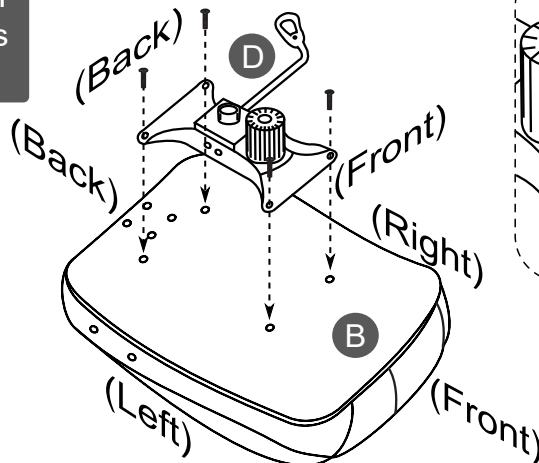


THEN: Insert E in the middle of C and cover it with H.



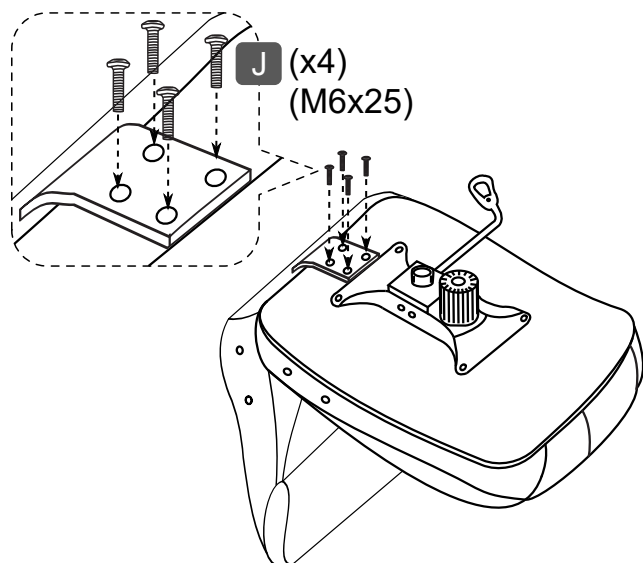
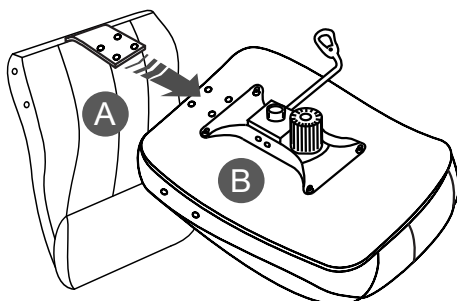
## STEP 2

Assemble D to B with screws I making sure the tilt knob faces towards the FRONT.



## STEP 3

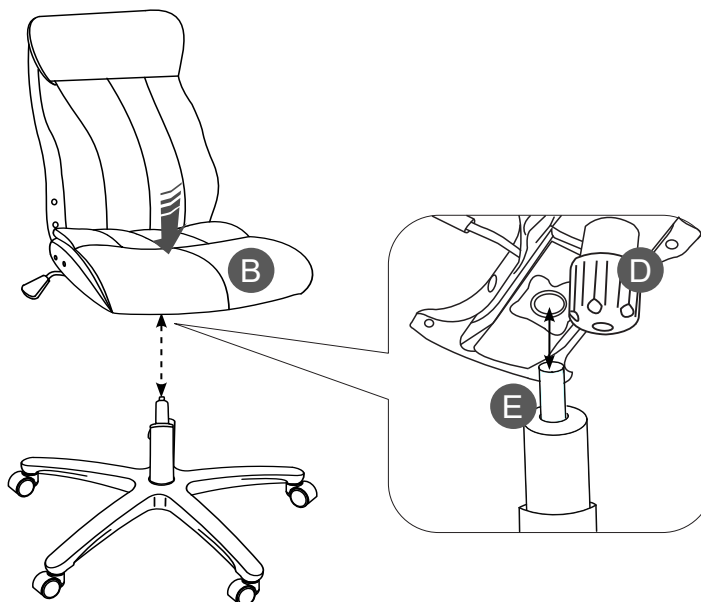
Assemble the metal plate from the backrest A to the seat B with screws I, BUT LEAVE THEM LOOSE to allow flexibility for step 5.



## ASSEMBLY STEPS

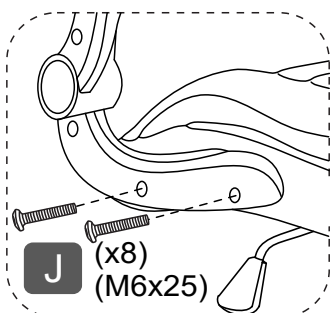
### STEP 4

Join the seat with the base making sure E enters into D.



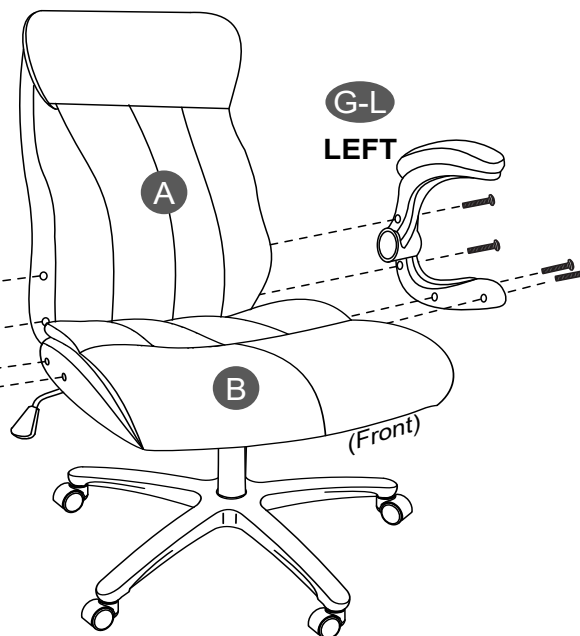
### STEP 5

Assemble G-L and G-R to A and B in their respective sides with screws J, but screw loosely to allow flexibility on both sides.



G-R  
RIGHT

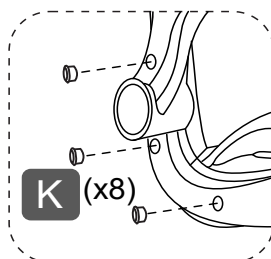
G-L  
LEFT



After all the screws are in place, proceed to tighten them, including the ones from step 3.

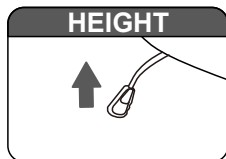
### STEP 6

FINALLY, Tighten all the screws and cover the holes with K.

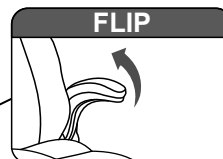
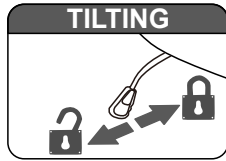


### CHAIR'S FUNCTIONS

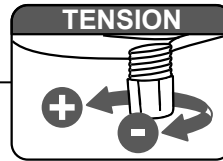
Pull Handle UP.



Pull Handle OUT to UNLOCK;  
Push Handle IN to LOCK.



Flip arms UP or DOWN.



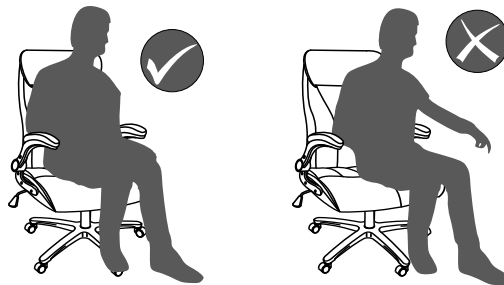
Turn CLOCKWISE for less tension (-);  
COUNTERCLOCKWISE for more tension (+).

With less tension, the tilting feels easier.

### WARNINGS - Not paying attention to the following warnings could result in injuries.



Do not use the chair if the frame parts are damaged, or if any of the screws are loose or missing.

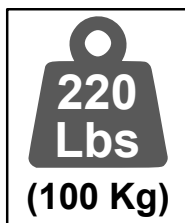


Only one person at a time and refrain from sitting on the edge of the seat to prevent the chair from tipping over.



Do not stand or use the chair as ladder.

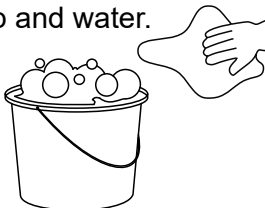
**WEIGHT LIMIT**  
**DO NOT EXCEED**



Do not leave babies or toddlers unattended while seated on the chair, always ensure adult supervision. Keep children from playing with the chair for their safety.

### CARE AND MAINTENANCE

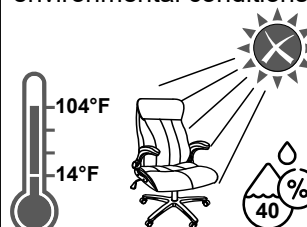
Clean with a soft cloth lightly damped in a solution of smooth soap and water.



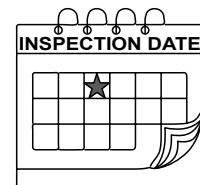
Do not use solvents or abrasive materials.



Do not expose to direct sunlight or to extreme environmental conditions.



Inspect the chair thoroughly every 4 months and re-tighten the screws.



### WARRANTY



LIMITED 2 YEAR WARRANTY

For details on the Warranty Policy, please visit online:  
[www.technimobili.com](http://www.technimobili.com)