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# Basic Synchro (Q23) Mechanism Instructions



- ① **Tension Adjustment:**  
Turn the knob (under mechanism, not shown in photo) counter clockwise to increase the tension for more resistance, turn knob clockwise to decrease the tension for less resistance.
- ② **Tilt Lock Adjustment:**  
To engage upright tilt lock, push lever away from the mechanism. To disengage, push the lever toward the mechanism.
- ③ **Pneumatic Lift Adjustment:**  
Lift lever towards seat to activate height adjustment.
- ④ **Back Depth Adjustment:**  
The back is attached with a nut. Loosen nut to slide backrest rearward or forward to desired depth. Tightened nut.

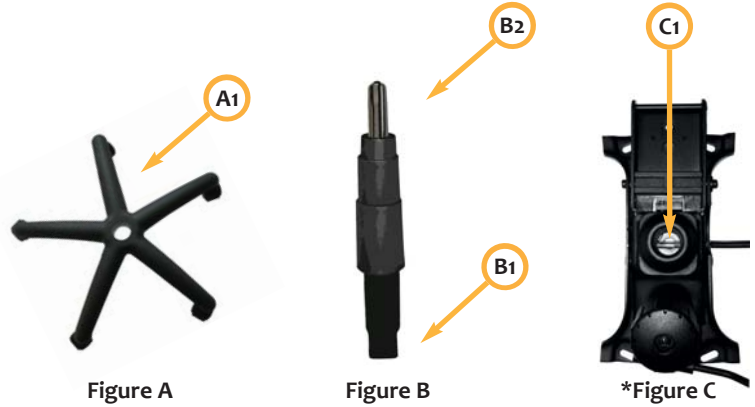
All adjustments are made while seated.



# Q23 Assembly Instructions

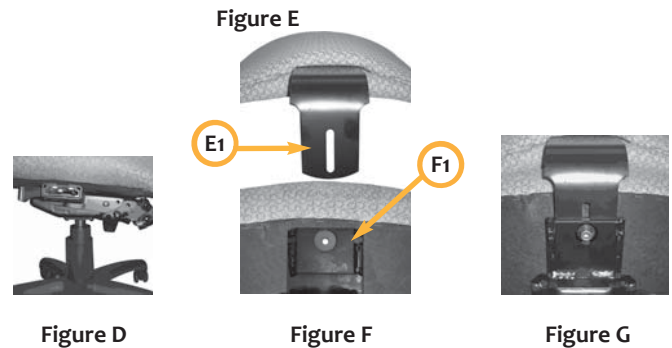
## Step 1

- ① Place Base and Caster Assembly (Figure A) on carpeted floor.
- ② Insert Pneumatic Cylinder (Figure B) Into Base (Figure A) by inserting tapered end (B1).
- ③ Place the seat assembly on the Pneumatic Cylinder (Figure B) by inserting the Pneumatic Cylinder Activator (B2) into the opening (C1) of the mechanism (\*Figure C).
- ④ Apply pressure for a secure fit.



## Step 2

- ⑤ At the completion of step 1, the bottom of the chair assembly should look like figure D.
- ⑥ Lay Seat Assembly on a carpeted floor as shown in Figure F.
- ⑦ Take Backrest (Figure E) and slide Backrest Bar (E1) into slot (F1). Position and hold Backrest for desired depth.
- ⑧ Hand tighten the allen head screw (Figure G) before tightening with Allen Head key provided.



**Ratchet Back** - Lift back all the way up to release ratchet mechanism. Push back all the way down to activate. Lift back up slowly for 7 locking positions. Not available on Grid or Jay Series.