

ergoGENESIS

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BODYBILT
Seating Solutions

ergofusion
Ergonomic Accessories

Rev.9/2012

Owner's
GUIDE

BODYBILT



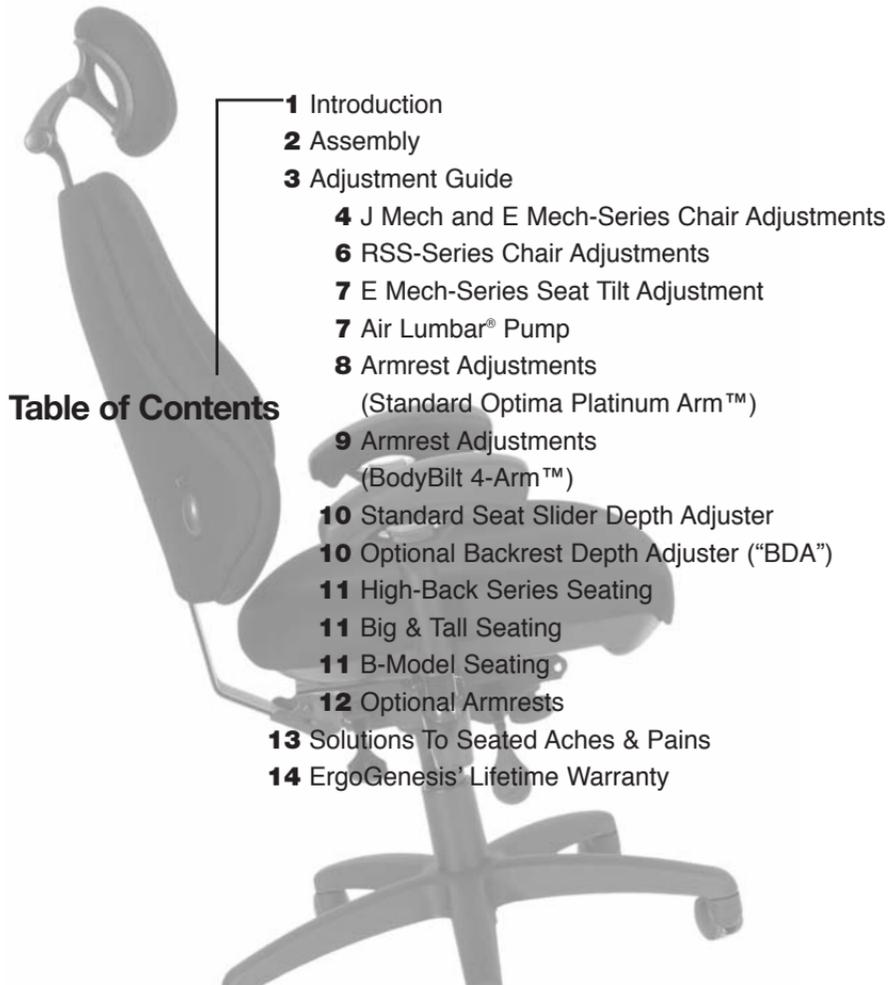


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**Scan below to check out our
products to improve your
desktop and computer setup**



Introduction

Congratulations on your purchase of quality ergonomic seating by ErgoGenesis. The information in this booklet is provided to address the most common questions about our products and features. For additional information, including instructional videos, please visit our website at:

www.ergogenesis.com

Your BodyBilt® chair gives you the tools to manage your seated posture, from traditional posture to an *Open-Posture* similar to what the human body assumes in a stress-free, weightless environment.

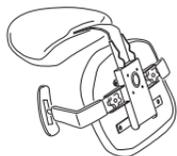
This guide instructs you in the assembly and custom fitting of your chair according to your individual body-type and personal use.

With proper use, you can emulate this natural, stress-free posture and significantly reduce tension in key muscle groups throughout your upper body, neck and arms.

This guide uses a J700 Series Task chair to illustrate the key BodyBilt features and adjustments. If you have a High-back or Big & Tall Series chair, you may want to take note of the minor differences (see page 11) between these chairs and the Task Series, before reading any further. If you have purchased a B-Series, refer to page 11, or if an RSS-Series, refer to page 6 to custom fit your chair.

Should you encounter any problems with assembly or customization of your chair that are not answered in this guide, please call BodyBilt Technical Support at 1-800-364-5299, ext. 297, or send an e-mail message to: parts@ergogenesis.com

Now that you have the right chair, you may still need a few other ergonomic items to fine tune your work space for maximum fit and function. Check our website www.ergofusion.com for ErgoFusion products to improve your desktop and computer set-up.



1 Place the combined seat and back assembly face down on the floor.

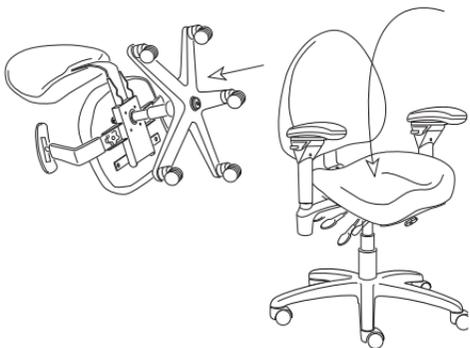


2 Slide the 3-piece plastic sleeve over the cylinder. (The sleeve should telescope from the smallest segment over the cylinder head to the largest at its base.) Then, insert cylinder into the hole in the mechanism as shown.

Assembly



3 Some chairs ship with the backrest unattached to the chair. If that's the case, remove the knob and washers located at the back of and below the seat, insert the tongue of the back post into the mechanism and replace the knob with the jagged washer against the metal.



4 Slip the 5-star base over the bottom end of the cylinder.

5 To firmly connect the components, place the chair upright, place weight in chair by sitting in it.



13-Point Posture Control™

J Mech and E Mech-Series Seat Height Adjustment (Fig 1)

Position the seat pan so your feet are flat on the floor.

Lift the middle lever while no weight is on the seat. The seat will rise to its maximum height, or until you release the lever. There is a 3 1/2" range of adjustment in the standard pneumatic height cylinder.

Proper seat height will help ensure proportional weight distribution over the entire chair.

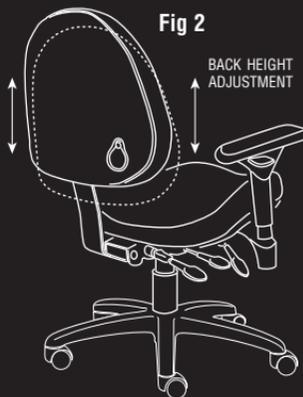
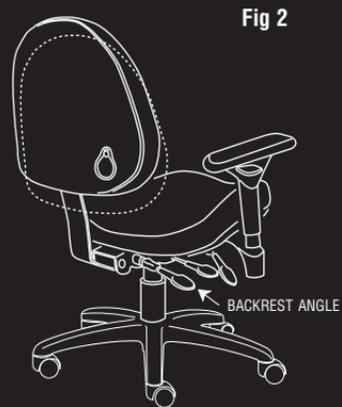
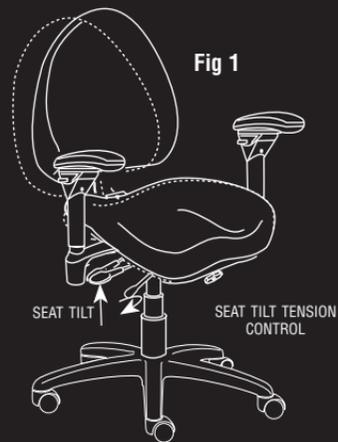
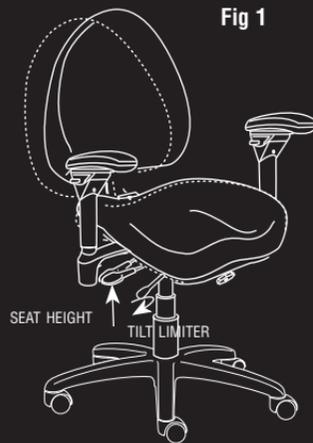
Tilt Limiter Adjustment (Fig 1)

The Tilt Limiter will determine the maximum amount of the forward tilt. Adjust by first raising the front right lever to remove all tilt. Locate the tilt limiter twist knob at the right front of the chair. Twist the knob clockwise or counter-clockwise. As you twist, the seat's angle will be changed in small increments. Once set, the front tilt release will always be limited to the tilt angle you've chosen.

Backrest Angle Adjustment (Fig 2)

(Note: This step may not apply to owners of Big & Tall Series chairs)

Adjust the backrest tilt to an angle that supports your back while maintaining a trunk to thigh angle greater than 90°. Lift the rear lever to adjust the backrest, then release the lever to lock into the desired angle.



J Mech and E Mech-Series Seat Tilt Adjustment (Fig 1)

Adjust to the position that is most comfortable for your task. From a seated position, lift the front lever to release the seat, move the seat to the angle you desire, and push the lever back down to lock the seat in place. Note: By varying seat tilt from task to task, you can maintain maximum back support.

*For E Mech-Series seat tilt adjustment, see page 7.
For R Mech-Series seat tilt adjustment, see page 6.*

Seat Tilt Tension Control (Fig 1)

With the seat tilt adjuster in its forwardmost locked position, loosen or tighten this knob to decrease or increase the resistance you feel when the seat tilt is in the free-floating mode (when the lever is in the "up" position). It is recommended that you not make this adjustment from a seated position.

Backrest Height Adjustment (Fig 2)

Adjust the height of the lumbar roll (found at the base of the backrest cushioning) to a position that fits and supports the small of your back. Lift the backrest from the base. A support frame inside the cushion allows the backrest to be raised in 1/2" increments with a total range of 4". When raised beyond the highest click-stop the backrest will return to its lowest setting.

RSS-Series Seat Height Adjustment

To raise the height, lift the paddle lever (#1) located on the right front side of the seat, upward while there is no weight on the seat. To lower, pull the lever upward while seated.

Seat Tilt Tension

Pull out the telescoping handle on the right side of the chair (#3). To increase the tension, rotate the handle forward. To decrease the tension, rotate rearward.

Backrest Tilt Lock

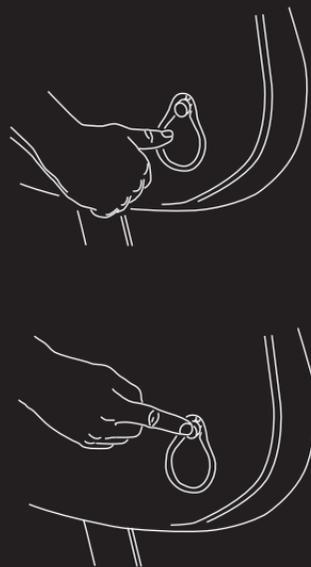
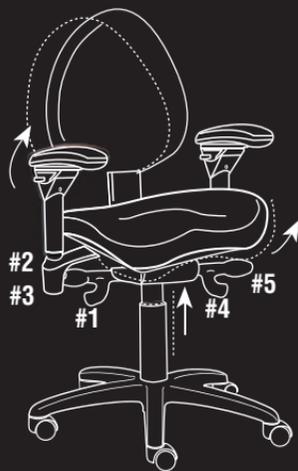
Using the handle (#5) on the left side, rearward rotation locks the backrest into the desired position. Forward rotation allows you to adjust the desired angle. Leaving the handle in open position allows for a comfortable rocking motion.

Seat Depth Adjustment

While seated, pull the paddle located on the left (#4), upward and hold while sliding the seat to the location desired. Release the lever to lock into position.

Independent Back Angle Adjustment

Fine tune the back angle of your R-mech chair by reaching over the right side and locating the back-rear lever (#2). Twist the handle forward or backward to set the angle at the perfect position for you.



E Mech-Series Seat Tilt Adjustment

Adjust to the position that is most comfortable for your task. From a seated position, lift the front lever to release seat. This will allow for a smooth rocking motion pivoting at the knee. Lower lever to lock the seat tilt position.

Air Lumbar® Pump (optional)

Fine tune the firmness and curvature of the lower backrest with this optional feature located on the reverse side of the backrest.

To inflate, use your thumb to pump the bulb until the curve of the backrest cushion has noticeably changed. *Note: Do not pull the bulb away from the backrest.*

Test the firmness and curvature by sitting in the chair. If the support feels too hard or uncomfortable, release some of the air by pressing the small button immediately above the bulb. Pushing your back or hand against the cushion can help force the air out. *Note: Do not twist the black air release button.*

Experiment with this option until you find the best inflation level for you. The amount of pressure you want may vary from day to day. Gradual air seepage may require periodic adjustments.

Armrest Adjustments of the Standard BodyBilt Optima Platinum Arm™

Properly adjusting armrests to fully support the weight of your arm during task or at rest will relieve stress to neck/shoulder muscles. The BodyBilt Optima Platinum Arm features six adjustments to ensure maximum support.

Height: While lifting the oval trigger located under the arm pad, adjust the entire upper armrest assembly to a height that will support your arm at rest without pushing your shoulders up. Choose from among ten height settings (click-stops).

Slide: The Optima Platinum Arm slides in and out. To slide the arm pad, grasp the pad and slide left or right. This allows the user to get the arm pad closer to the body.

Rotation: The BodyBilt Optima Platinum Arm allows for 360° of horizontal rotation. The arm pad features both a short and a long end. The short end allows you to sit closer to your work surface than most armrests allow. To change the arm angle, grasp, lift and rotate the arm pad to the position best suited to your task and/or desired position.

Pivot: The Optima Platinum Arm allows for a 15° pivot left and right. To pivot, grasp the front of the arm pad and twist it either left or right.

Armrest Width Adjustment

Adjust the width of the armrests to be slightly wider than your shoulders.

To adjust the arm bracket, loosen the knob under the seat at the point where the armrest is attached to the chair. Slide the armrest in or out to the desired position, and tighten to lock the arm bracket into place. NOTE: Armrest width adjustment should be made while the chair is unoccupied.



Armrest Height, Articulation & Angle Adjustment of the BodyBilt 4-Arm™

Properly adjusting armrests to fully support the weight of your arms during tasks or at rest will relieve stress to neck/shoulder muscles. The BodyBilt 4-Arm™ features four adjustments to ensure maximum support.

Height: While lifting the oval trigger located under the arm pad, adjust the entire upper armrest assembly to a height that will support your arm at rest without pushing your shoulders up. Choose from ten height (click-stop) settings.

Articulation: The BodyBilt 4-Arm™ allows for 7° of fore and aft articulation. Simply grasp top portion of the arm pad and move it forward or backward to obtain a comfortable angle.

Angle: The BodyBilt 4-Arm™ allows for 360° of horizontal rotation. The arm pad features both a short and a long end. The short end allows you to sit closer to your work surface than most armrests allow. To change arm angle, grasp, lift and turn the arm pad to the position best suited to your task and/or desired position; release to lock.

Armrest Width Adjustment

Adjust the width of the armrests to be slightly wider than your shoulders.

To adjust the arm bracket, loosen the knob under the seat at the point where the armrest is attached to the chair. Slide the armrest in or out to the desired position, and tighten to lock the arm bracket into place. NOTE: Armrest width adjustment should be made while the chair is unoccupied.

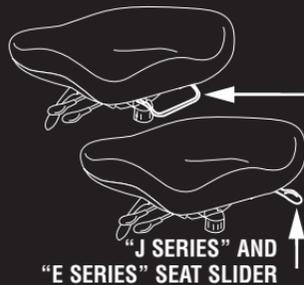
Standard Seat Slider Depth Adjuster

Allows users of varying leg lengths to adjust seat depth for a custom fit (similar to the backrest depth adjustment below).

Activate the "I Series" Slider at the vertical bar located under the front of the seat. Lift the bar to disengage, slide the seat fore or aft (2.5" range) to the desired seat depth then release to lock. NOTE: If the vertical bar has been tied for shipment, cut the tie to release and adjust.

Activate the "J Series" and "E Series" Slider with the lever located on the left side of the seat. Lift the lever to disengage, slide the seat to the desired seat depth and release to lock.

"I SERIES" SEAT SLIDER

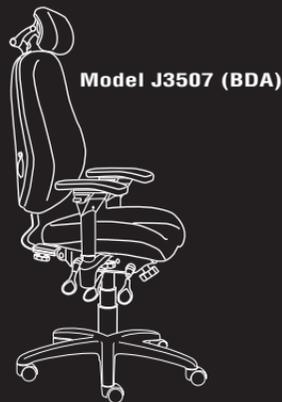


Optional Backrest Depth Adjuster

Allows user to adjust the backrest closer to or farther from the seat for optimal seat depth.

To adjust backrest depth, while the chair is unoccupied, loosen the knob located at the underside of the back post. Slide the backrest to the desired depth setting. Tighten the knob securely.

It is not necessary to remove the knob; however, should this occur, simply replace the washers with the jagged washer positioned to contact the metal post.



High-Back Series Models - Neckroll Adjuster

The BodyBilt 3400/3500-Series chairs are equipped with an adjustable neckroll to provide head and neck support. We offer two types of neckrolls, described below:

Fore-Aft Neckroll – This feature offers three-way adjustability on your neckroll. You may raise and lower it to the desired height. You may further adjust the neckroll using the twist-knobs. Loosen the tension in the manner indicated on the knobs, enabling you to adjust the forward/rearward positioning and the angle of the neckroll. Tighten the twist-knobs once you've adjusted the neckroll to the proper position.

Fixed Neckroll – This customary design allows your neckroll to be raised in 1/2" increments with a total range of 4".

Big & Tall Series Models

BodyBilt's Big & Tall Series is warranted for users up to 500 lbs. The highly durable, oversized seat pan provides the same exceptional comfort and support of BodyBilt's other contoured seats. The S-Mechanism doesn't allow for backrest angle adjustment. However, the backrest depth adjustment is a standard feature with this mechanism. This is also true for all C-Series Conference chairs.

B-Models

Your B-Model chair is designed to accommodate users up to 600lbs. This chair comes equipped with the following standard adjustable features:

Seat Height: To raise the height, lift the paddle lever located on the right front side of the seat, upward while there is no weight on the seat. To lower, pull the lever upward while seated.

Optional Armrests*

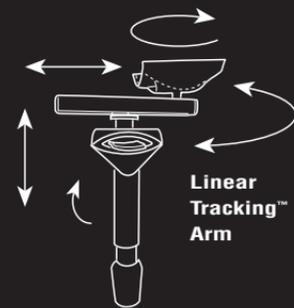
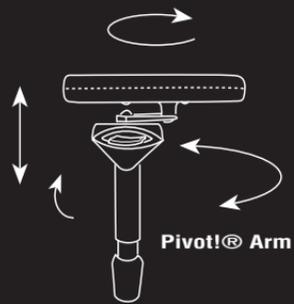
The Pivot!® Arm and Linear Tracking™ Arm provide dynamic arm support while performing specific functions. Both arms have the ability to swivel closer to the body.

As with standard armrests, these should be adjusted to a height that fully supports the arm in a position appropriate to the task. Width adjustment is accomplished as described on page 8.

The Pivot!® Arm has an added adjustment providing an additional horizontal adjustment plane (2" radius) to bring the arm pad closer to your body.

The Linear Tracking™ Arm cushions the forearm in a rotating pad supported by a free floating, sliding arm sling.

* BodyBilt offers a wide selection of special application armrests. To see a selection of these armrests, visit www.ergogenesis.com or contact your ErgoGenesis/BodyBilt Dealer.



Seated Discomfort: Causes & Solutions

Discomfort Area	Probable Cause(s)	Ergonomic Solutions
Neck, Upper Back, Shoulders	Head too far forward	Adjust worksurface to a level where head and torso are vertically aligned.
	Head too far back	Adjust Seat Tilt and Backrest Angle to vertically align the head and torso.
	Inadequate arm and hand support	Use armrests as support for the weight of your arm.
	Upper body weight is supported by arms	Lower the worksurface so only the weight of your arms is being supported.
Lower Back, Buttocks	Arms are overextended	Adjust the worksurface height and sit closer to your work. Avoid poor placement of your mouse, causing excess reach.
	Improper lumbar position or firmness	Adjust backrest forward. Check the position of the lumbar roll just above the pelvis and below the ribs. Also adjust the firmness of the inflatable Air Lumbar® support.
	Unsupported feet cause thigh muscle to pull on spine	Lower the seatpan so your feet support the weight of your lower legs, or use a footrest to support your feet and legs. May need to lower worksurface.
Thighs	Increased disc pressure and tightness in lower back	Open up trunk/thigh angle to emphasize the open/natural posture position.
	Too much pressure on pubis bone caused by sitting too far forward in seat pan	Sit deeper in the chair, and adjust tilt angles as necessary.
	Excessive thigh pressure caused by dangling legs	Lower seat pan so feet support weight of lower legs. A foot rest may be helpful.
	Pressure on soft area behind knees, restricting lower leg circulation	Sit forward and adjust backrest accordingly. Open a 2"-3" space between seat and inner knee.

STANDARD WARRANTY FOR NORMAL DAILY USE (users up to 300 lbs.)

For standard use, ErgoGenesis warrants to the original purchaser² from the original date of manufacture, that its BodyBilt products (as listed and described below) shall be free from defects in material and workmanship. ErgoGenesis will repair or replace, at its option, to the original purchaser² only, any defects in products, parts, or components resultant from normal single shift use³, as listed and described below (labor is not included).⁴ ErgoGenesis will not elect replacement unless repair is not commercially practical. Normal wear or abuse of products, parts, fabrics, and components are not covered. All features, except those noted below, shall be covered to the original purchaser for the lifetime of the chair.

Exceptions:

Ten (10) Year Items (from the date of manufacture): Steel structure of mechanism, backrest post, plastic backrest & seat structures, handles, backrest height adjuster, clutch plates, torsion springs, all welds, armrest structure.

Five (5) Year Items (from the date of manufacture): Air Lumbar[®] option, casters, glides, foam, arm pads, sled bases.

Three (3) Year Items (from the date of manufacture): Fabric (COM / COL fabrics not covered); ROHO.

One (1) Year Items (from the date of manufacture): Linear Tracking™ Arm (LTA).

WARRANTY FOR BIG & TALL SEATING (base models S2504 and S3504 and Bariatric B2503)

S-Mechanism for users up to 500 lbs. and B-Mechanisms for users up to 600 lbs., ErgoGenesis warrants to the original purchaser² from the original date of manufacture, that its products (as described below) shall be free from defects in materials and workmanship. ErgoGenesis will repair or replace, at its option, to the original purchaser only, any defects in products, parts, or components resultant from normal single shift use³ (as described below). ErgoGenesis will not elect replacement unless repair is not commercially practical. Normal wear or abuse of products, parts, fabrics and components are not covered. All 1-year items listed in the standard warranty shall continue to be covered for a period of one (1) year (12 months) from the date of manufacture. All other items listed in the standard warranty shall be covered for a period of three (3) years (36 months) from the date of manufacture. The pneumatic height cylinder and base are covered for three years.

WARRANTY FOR 12-HOUR USE TO 24-HOUR USE ON STANDARD MODELS (multi-shift applications)

For continuous (12-24 hour) use, ErgoGenesis warrants to the original purchaser² from the original date of manufacture, that its products (as described below) shall be free from defects in materials and

workmanship. ErgoGenesis will repair or replace, at its option, to the original purchaser only, any defects in products, parts and components (as described below). ErgoGenesis will not elect replacement unless repair is not commercially practical. Normal wear or abuse of products, parts, fabrics and components are not covered. All 1-year items listed both in the standard warranty and the S-series Big & Tall chairs shall continue to be covered for a period of one (1) year (12 months) from the date of manufacture. All other items listed in the standard warranty shall be covered for a period of three (3) years from the date of manufacture. All other items listed in the S-Series Big & Tall chairs shall be covered for a period of two (2) years from the date of manufacture. The pneumatic height cylinder and base are covered for three years on chair with standard size seats and for two years on chairs with the #4 seat.

WARRANTY FOR INTENSIVE-USE (24/7) MODELS (multi-shift applications)

For continuous (12-24 hour) use, ErgoGenesis warrants to the original purchaser² from the original date of manufacture that its I-Series chairs shall be free from defects in materials and workmanship. ErgoGenesis will repair or replace, at its option, to the original purchaser only, any defects in products, parts and components as described below. ErgoGenesis will not elect replacement unless repair is not commercially practical. Normal wear or abuse of products, parts, fabrics and components are not covered. All items except those noted as having a one-year warranty below, on I-Series chairs built with the #7 seat pan shall be covered for a period of five (5) years from the date of manufacture, for users up to, but not exceeding, 300 lbs. On I-Series chairs built with the #4 seat pan, all items except those noted as having a one-year warranty below, shall be covered for three (3) years from the date of manufacture, for users up to but not exceeding 500 lbs. The Linear Tracking™ Arm (LTA) shall be covered for a period of one (1) year from the date of manufacture on all I-Series chairs. The pneumatic height cylinder and base are covered for five (5) years on chairs with the #7 seat, and for three (3) years on chairs with the #4 seat.

Warranty does not cover or provide for: Color-fastness or matching of colors, grains or textures of chair material/fabric. Modifications or attachments to the product not approved by ErgoGenesis. Products not installed, used or maintained in accordance with product instructions and warnings. Products used for rental purposes. Damage caused by the carrier in-transit as handled under separate terms. Periodic lubrication of the chair mechanism. Parts warranty freight is \$10 for small parts, \$20 for large parts, seats, backs and mechanisms.

PROCEDURE FOR WARRANTY SERVICE:

Most items can be replaced in the field, either by the customer, dealer, or by a trained ErgoGenesis representative. In some instances, however, the entire chair will need to be shipped back to the factory and the work will be performed at the factory. In either case, in order to make a claim under this warranty, please call the ErgoGenesis Parts & Warranty Department (1-800-364-5299, ext. 297) or e-mail the Parts & Warranty Department at parts@ergogenesis.com. Please include the serial number of your chair or have it in hand when you call. The Customer Service representatives will be able to order replacement parts and/or issue a Return Authorization (RA) number for items to be shipped back to the factory.

The serial number is located on a sticker just under the front of the seat, on the adjustment mechanism. Please take a moment to write down the serial number of your chair:

Serial #: _____

No return items will be accepted for warranty work without an RA number issued through Customer Service. In addition, the RA number must be displayed prominently on the box.

- 1 No warranties extend beyond the face of this warranty. This warranty gives you specific legal rights and you may also have other rights, which vary from state to state. Incidental and consequential damages are excluded from this warranty. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitations of incidental or consequential damages, so the above limitations or exclusions may not apply to you.
- 2 This warranty is valid to the original purchaser only for as long as the purchaser owns and uses this product. Subsequent purchasers are not covered by this warranty. ErgoGenesis will not be responsible for damage due to services, maintenance, modifications or tampering by anyone other than an ErgoGenesis representative or approved dealer. The Standard Warranty is based upon single 8-hour shift use only. This warranty is void if the customer modifies the product, if attachments are made to the product or if the product is not installed or used in accordance with ErgoGenesis installation and guidelines.
- 3 Normal single shift use assumes a five day work week (eight-hour workday).
- 4 In-field service work may incur a labor charge of \$75.00 / hour.