

Care for your body. It's the only one you've got!
Care for the Earth. It's the only one we've got!

Why use soy and water based inks and print on recycled or tree free paper?

Because producing one ton of paper from discarded waste paper uses half the energy, half the water, results in 74 percent less air pollution and 35 percent less water pollution, saves 17 pulp trees, reduces solid waste going to landfills, creates five times more jobs than producing a ton of paper from virgin wood pulp and

EVERY TON OF RECYCLED PAPER SAVES:

- Approximately 17 trees
- 4,100 kwh of energy (enough to power an average home for six months)
- 7,000 gallons of water
- 60 pounds of pollutants from release into the atmosphere

If all printing companies used only soy-based inks, the U.S. could save 5-6% of our oil imports, about the amount of oil we imported from Iraq in 1989. We use non-toxic inks and recycled paper because, in the long run, it helps everyone. And that's what we're about helping make the world just a little bit better, every day.

To create an even better world we thought we needed a new bill of rights, a bill of rights that responds to this century. Why have a new bill of rights? Because rights set priorities and by putting these rights in writing everyone has something concrete to aim for, With that in mind, we looked for and found a commercial bill of rights, and here it is:

• THE COMMERCIAL BILL OF RIGHTS •

- 1.The right to create the best products and participate in processes that do not harm others;
- 2.The right to work in a clean, safe environment;
- 3.The right to a job that is meaningful, worthy, and constructive;
- 4.The right to work for companies that pay fairly;
- 5.The right to be told the truth about the company and its products;
- 6.The right to participate in critical and substantive decisions;
- 7.The right to not exploit people or other life forms.



Owner's Enjoyment Guide

***We Did the Research,
You Get the Comfort!™***

Welcome and Congratulations on your new

SomaChair™

You are about to experience the ultimate comfort that only a SomaChair™ can give.

In this little booklet you will find :

- Instructions on how to put your new chair together (pg. 3)
- Instructions on how to adjust your new chair (pg. 4 - 6)
- Comfort tips (pg. 7 - 8)
- General maintenance tips (pg. 9)
- Some trouble-shooting tips (pg. 10)
- Warranty information (pg. 11)

Customer Service

If you have any questions about your chair, the adjustments, or the comfort tips, you may contact us at:

510-883-9100 or 800-836-9130
customerservice@soma.tv

Please be prepared to give us your **Chair Serial Number/order number** which you can find hand written in the top right corner of the chair parts tag found under the seat pan. We are available from 10:00 a.m. till 6:00 p.m., 6 days a week.

Please let us know if there is something you would have liked to add to your chair, but haven't seen. We're always striving to improve our products. Therefore we are always coming out with new fabrics, new colors, new styles, for the way you live, at a price and design you and the earth can afford!

If you would like to update the parts on your chair or just change the style, call us. Depending on the type of part and the condition its in, you may be able to take advantage of our cradle to cradle recycle and reuse rebate program. If we can refurbish or recycle an old part, we'll credit that against your next purchase. That way there's less waste and you, us and the earth all benefit, now and in the long term. We're here to serve you!

Warranty

Soma's products are built-to-last and designed to provide many years of service under normal use. Soma Ergonomics warrants to the original user that products manufactured by Soma Ergonomics will be free from defects in materials and workmanship and carry the following warranties *when used within a single-shift setting by a person weighing 250 pounds or less. Warranties are calculated from the date of shipment:*

1. Lifetime warranty on fabricated chair frames against structural failure, and on pneumatic cylinders, casters, and glides under normal use.
2. Five (5) years on chair mechanisms and adj. arm supports under normal use.
3. Four (3) years on fabric, cushions and arm pads under normal use.
4. When chair is used over 40 hours per week, a simple 2-year warranty applies.
5. Four (4) years on Xtra-Sturdy™ chairs and two (2) years on fabric, cushions and arm pads under normal use.

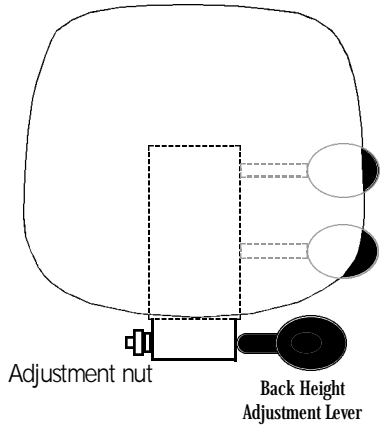
This warranty is the customer's exclusive remedy for product defect and does not apply to damage caused by carrier, abuse, negligence, misuse, user modification, normal wear, or customer's material or leather. Replacement parts that can be installed in the field - backrests, casters, bases, lifts, arm supports and pads - will be shipped at no charge. Field part replacements are the responsibility of the Soma dealer through which product was sold. Soma will not accept unauthorized charges for expenses (such as labor and freight) incurred by the customer for the repair of goods or for the damage to goods caused by others. Authorized company personnel must approve any such charges in advance and in writing. Soma reserves the right to make necessary repairs at its manufacturing plant.

No implied warranties, including warranties of merchantability and fitness for any particular purpose extend beyond the terms of these express warranties. These warranties do not apply to any products which have been repaired or altered in any way so as to impair performance or reliability, nor to products which have been misused, abused, neglected or accidentally damaged in transit. SOMA ERGONOMICS, INC. liability for its products shall be limited to repairing or replacing parts determined by SOMA ERGONOMICS, INC. to be defective or, at SOMA ERGONOMICS' option, to refunding the purchase price of such parts.

SOMA ERGONOMICS, INC. will not be liable, under any circumstance, for incidental or consequential damages (including, without limitation, lost revenues) arising in connection with the sale, use, inability to use, repair or replacement of SOMA ERGONOMICS, INC. products. The remedies of the purchaser set forth in this here warranty are exclusive and the liability of SOMA ERGONOMICS, INC. arising from any cause whatsoever shall not exceed the price paid for the products. Meanwhile, have fun and love your seat and it will love your back.

Troubleshooting Tips

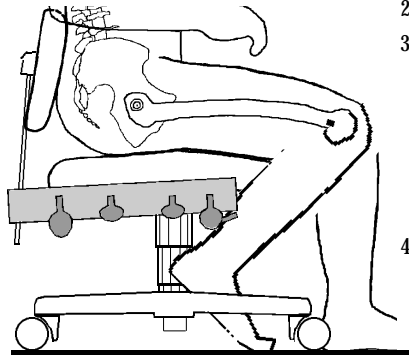
If your backrest is slipping



1. Take the backrest out of its slot, by removing the little plastic pin at the bottom of the back post, lifting the back height adjustment lever, and pulling the backrest out of the slot.
2. Check the style of sleeve your chair has (a one-piece sleeve is a continuous black plastic piece going all the way through the slot; a two-piece sleeve is two individual black plastic pieces that fit in the top and the bottom of the slot)
3. If it is a two-piece sleeve, check the integrity of both plastic pieces. If one of them is broken, give us a call and we'll send a replacement one-piece sleeve out to you.
4. If both pieces on the two-piece sleeve are intact or if you have a one-piece sleeve, you will need a wrench.
5. Put the backrest back into the backrest slot and leave the back height adjustment lever in the UP position.
6. Turn the adjustment nut 1/4 to 1/2 a turn tighter.
7. Test the backrest, by raising it a few inches, locking the back height adjustment lever down and pushing down on the backrest. If it still slides easily, repeat item 6 until the backrest holds to your satisfaction.

If your rocker mechanism unexpectedly releases forward

1. Observe yourself during the day. If you have a tendency to bring your feet underneath you, you may be touching the lever enough to cause the seat to slip.

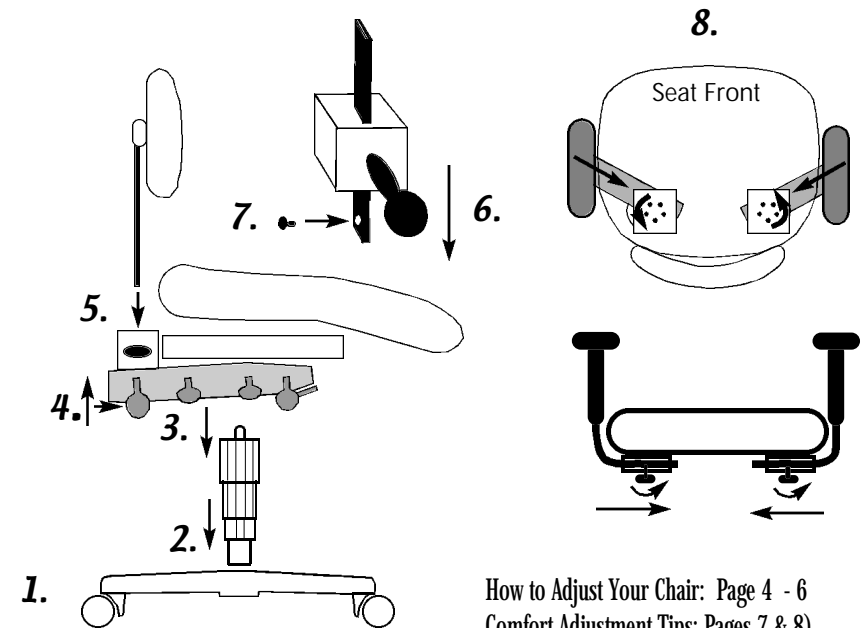


2. Also, make sure the lever is down.
3. To tighten the rocking mechanism, take an adjustable wrench and turn the adjustment nut that is located on the opposite side of the lever that controls the rocking function 1/4 to 1/2 a turn tighter. Make sure the bolt doesn't turn when you turn the nut. If it does lift the adjustment lever and continue.
4. Sit on the edge of the seat. If it stays you're done. If it still slips go back and tighten the nut another 1/4 to 1/2 a turn. Repeat until you get it into adjustment. That's it!

How to Put Your Chair Together

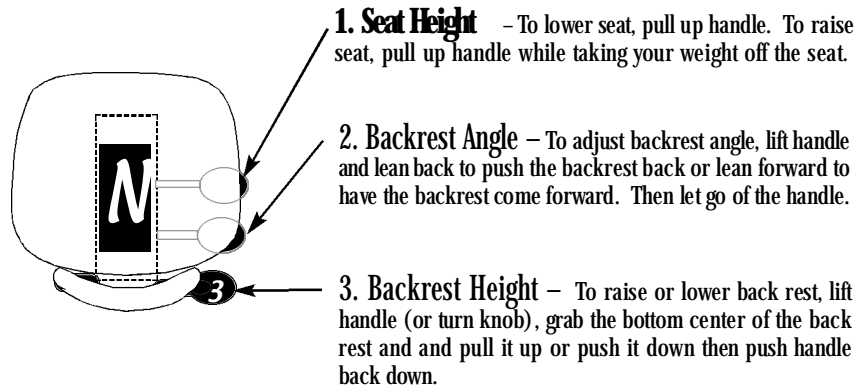
You may need to perform some or all of the following steps to set up your new chair:

1. Place base with casters onto the floor
2. Place lift with cover cans in the center hole of base. Make sure the cover can has free movement between the 2 or 3 pieces
3. Place the seat onto the lift by matching up the hole in the mechanism with the chrome tip. Make sure it has securely slipped in, then sit on the seat to lodge the lift tight
4. Pull up back height adjustment handle (you may have to hold it)
5. Carefully insert backrest post vertically into slot all the way through until the little hole on the bottom of the post appears below.
6. Push the lever down
7. Insert the little plastic pin into the hole at the bottom of the back post.
8. Slide the armrests into the brackets underneath the seat on each side (AA arms are inserted perpendicular to the seat, SA arms are inserted at an angle as shown below) and flip the lever and/or screw in the knob to tighten.



How to Adjust Your Chair: Page 4 - 6
Comfort Adjustment Tips: Pages 7 & 8)

How to Adjust an N Mechanism

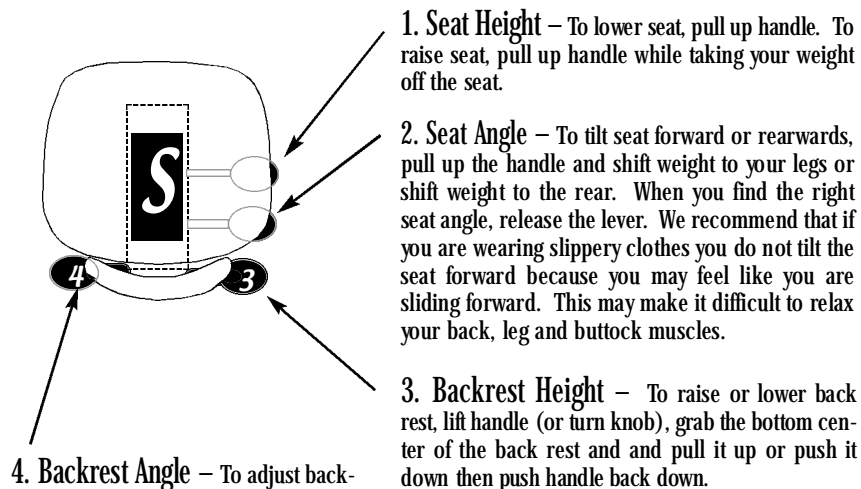


1. Seat Height – To lower seat, pull up handle. To raise seat, pull up handle while taking your weight off the seat.

2. Backrest Angle – To adjust backrest angle, lift handle and lean back to push the backrest back or lean forward to have the backrest come forward. Then let go of the handle.

3. Backrest Height – To raise or lower back rest, lift handle (or turn knob), grab the bottom center of the back rest and pull it up or push it down then push handle back down.

How to Adjust an S Mechanism



1. Seat Height – To lower seat, pull up handle. To raise seat, pull up handle while taking your weight off the seat.

2. Seat Angle – To tilt seat forward or rearwards, pull up the handle and shift weight to your legs or shift weight to the rear. When you find the right seat angle, release the lever. We recommend that if you are wearing slippery clothes you do not tilt the seat forward because you may feel like you are sliding forward. This may make it difficult to relax your back, leg and buttock muscles.

3. Backrest Height – To raise or lower back rest, lift handle (or turn knob), grab the bottom center of the back rest and pull it up or push it down then push handle back down.

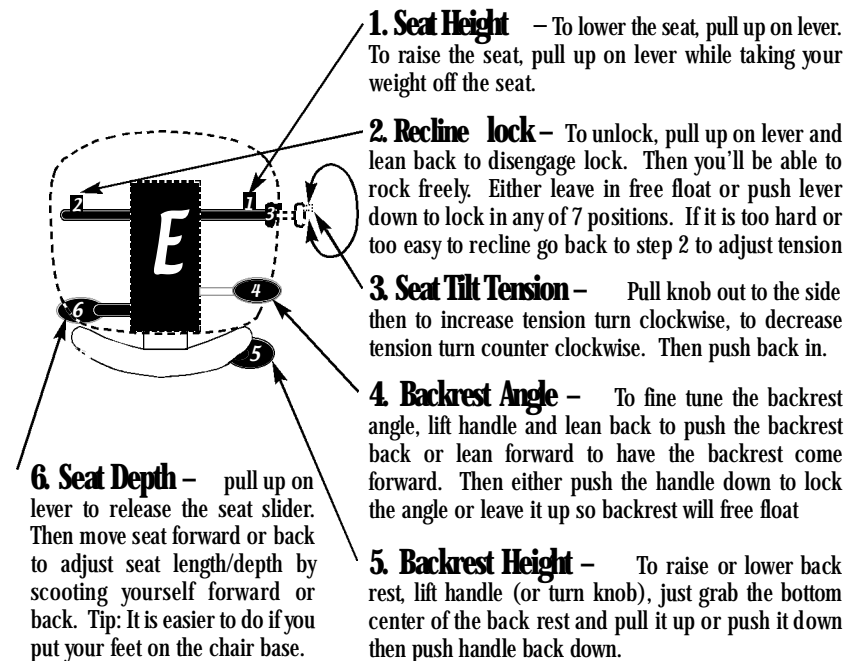
4. Backrest Angle – To adjust backrest angle, lift handle and lean back to push the backrest back or lean forward to have the backrest come forward. Then let go of the handle.

NOTE: For the best support keep the top of the backrest away from your shoulder blades.

General Maintenance

1. Wipe dust off the mechanism with a soft clean cloth regularly
2. Oil at all moving joints annually. Keep oil off the clutch plates!
3. Tighten backrest post when necessary by:
 - a) putting the back height adjustment lever in the UP position.
 - b) turn the adjustment nut 1/4 to 1/2 a turn tighter using an adjustable wrench.
 - c) testing the backrest by raising it a few inches, locking the back height adjustment lever down and pushing down on the backrest. If it still slides easily, repeat item b) until the backrest holds to your satisfaction.

How to Adjust an E Mechanism



1. Seat Height – To lower the seat, pull up on lever. To raise the seat, pull up on lever while taking your weight off the seat.

2. Recline lock – To unlock, pull up on lever and lean back to disengage lock. Then you'll be able to rock freely. Either leave in free float or push lever down to lock in any of 7 positions. If it is too hard or too easy to recline go back to step 2 to adjust tension

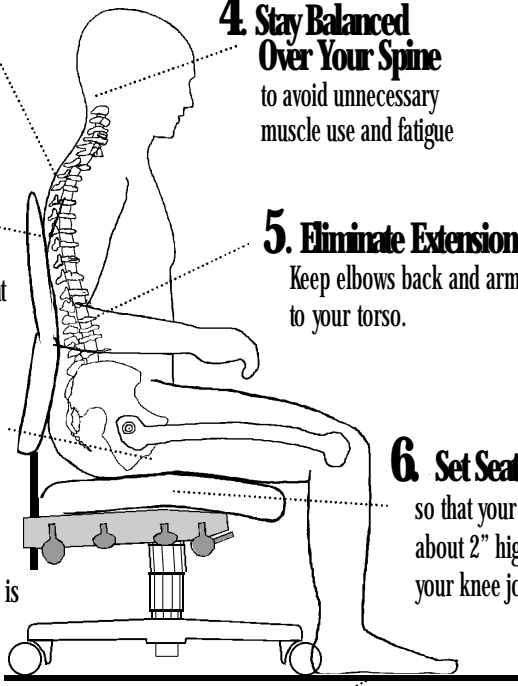
3. Seat Tilt Tension – Pull knob out to the side then to increase tension turn clockwise, to decrease tension turn counter clockwise. Then push back in.

4. Backrest Angle – To fine tune the backrest angle, lift handle and lean back to push the backrest back or lean forward to have the backrest come forward. Then either push the handle down to lock the angle or leave it up so backrest will free float

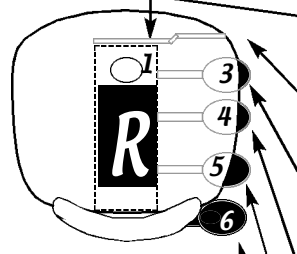
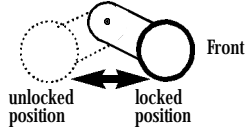
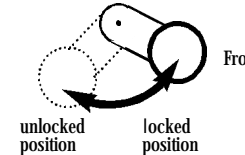
5. Backrest Height – To raise or lower back rest, lift handle (or turn knob), just grab the bottom center of the back rest and pull it up or push it down then push handle back down.

6. Seat Depth – pull up on lever to release the seat slider. Then move seat forward or back to adjust seat length/depth by scooting yourself forward or back. Tip: It is easier to do if you put your feet on the chair base.

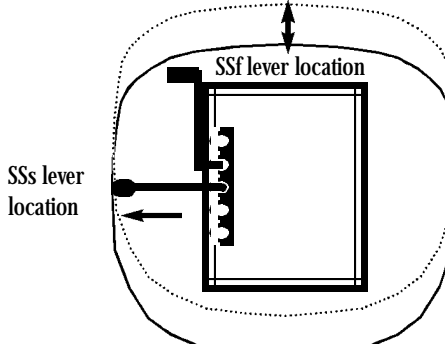
7 Keys to Relief from Back Pain and RSI's

- 
- 1. Relax / "Let Go Of"**
your upper back, neck and shoulder muscles.
 - 2. Keep Your Shoulder Blades Free.**
The body tenses up if it has to fight the backrest. Free movement is essential for good posture.
 - 3. Maintain Pelvic Stability .**
Push your low back firmly against the backrest. This stabilizes the low back and is critical for reduction of injury-causing static muscle tension in the back, neck and shoulders.
 - 4. Stay Balanced Over Your Spine**
to avoid unnecessary muscle use and fatigue
 - 5. Eliminate Extension.**
Keep elbows back and arms close to your torso.
 - 6. Set Seat Height t**
so that your hip joint is about 2" higher than your knee joint.
 - 7. Keep Feet Firmly**
planted on the floor to stabilize your body

How to Adjust R & K Mechanism

- 
- 1. Seat Tilt Tension** – This knob is under the seat. To increase tension turn clockwise, to decrease tension for lighter people turn counter clockwise.
 - 2. Forward Tilt Stop** – To prevent the seat from tilting forward, move handle per drawings on the left (2a and 2b).
 - 3. Rocking Seat Tilt** – To tilt seat, pull up the handle and shift weight forward or back. To free-float/rock leave handle up. To lock in any desired position, push handle down.
 - 4. Seat Height** – To lower seat, pull up handle. To raise seat, pull up handle while taking your weight off the seat.
 - 5. Backrest Angle** – To adjust backrest angle, lift handle and lean back to push the backrest back or lean forward to have the backrest come forward. Then let go of the handle.
 - 6. Backrest Height** – To raise or lower the backrest, lift handle, grab the bottom center of the backrest and pull it up or push it down, then push handle back down.
- 2b) Forward Tilt Stop
"forward/back" handle motion for KneeTilt (K) Mechanism
- 
- 2a) Forward Tilt Stop
"clock-wise" handle motion for Rocker (R) Mechanism
- 

How to Adjust the Seat Depth

- 
- Side-Lever Model (SSs):
pull lever out to release seat slider
- Front-Lever Model (SSf):
pull front lever up to release the seat slider.
- Then move seat forward or back to adjust seat length. Allow lever to go back into a slot after you made the adjustment.

How to Adjust Height/Width Arms



Button

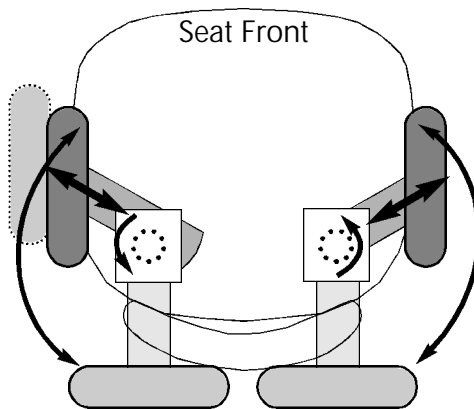
Knob or Lever

1. To adjust height, pull the button under the armrest cap up and set armrest at desired height.
2. If you chose width adjustment, loosen the knob or flop the lever (whichever your chair came with) under the seat, grab the bottom of the armrest, pull the armrest out to the desired position and tighten the knob again or flip the lever back to the tight position.

How to Adjust Swing-Away Arms



1. Loosen knob or rotate chrome lever directly under armrests in direction of arrow.
2. Grab bottom of armrests and pull armrests out, then rotate them behind the backrest or into a forward angled position.
3. Rotate lever as shown to tighten (for ease of repetitive use, the lever can be left untightened).



Armrests swung behind backrest out of the way of your elbows when keyboarding

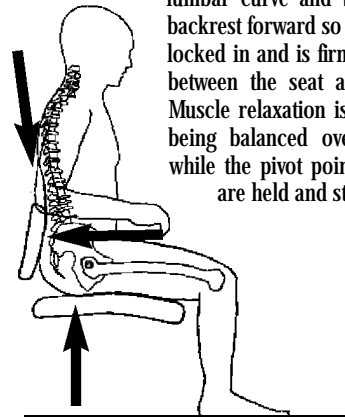
Maximum Comfort Tips

Two recommended ways to adjust your chair

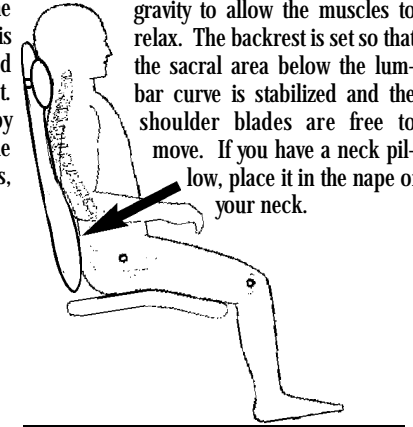
*For upright sitting
seat flat with backrest forward*

*For semi or fully reclined sitting
seat and back both angled back*

Pelvic stability and good posture are achieved by placing the backrest in the sacral area below the lumbar curve and by tilting the backrest forward so your pelvis is locked in and is firmly supported between the seat and backrest. Muscle relaxation is achieved by being balanced over the spine while the pivot point, your hips, are held and stabilized.



Pelvic stability and good posture are achieved here by sitting slightly reclined back using gravity to allow the muscles to relax. The backrest is set so that the sacral area below the lumbar curve is stabilized and the shoulder blades are free to move. If you have a neck pillow, place it in the nape of your neck.



The key to comfort? Greater body awareness!

Ever wonder why you are or are not comfortable in a chair? Research shows that your comfort level when sitting depends upon good pelvic support and positioning. Without it you can more easily develop back

injuries. Your body knows this intuitively and tries to stabilize your pelvis whenever possible. You or someone you know probably sits on the edge of their seat or likes to recline. Either way you are unknowingly

trying to achieve pelvic stability. And this is easier when sitting in a SOMA chair because of our exclusive SOMA Two-Part™ seats, and SOMA Cut-Away™ and ThorSac™ back rests.