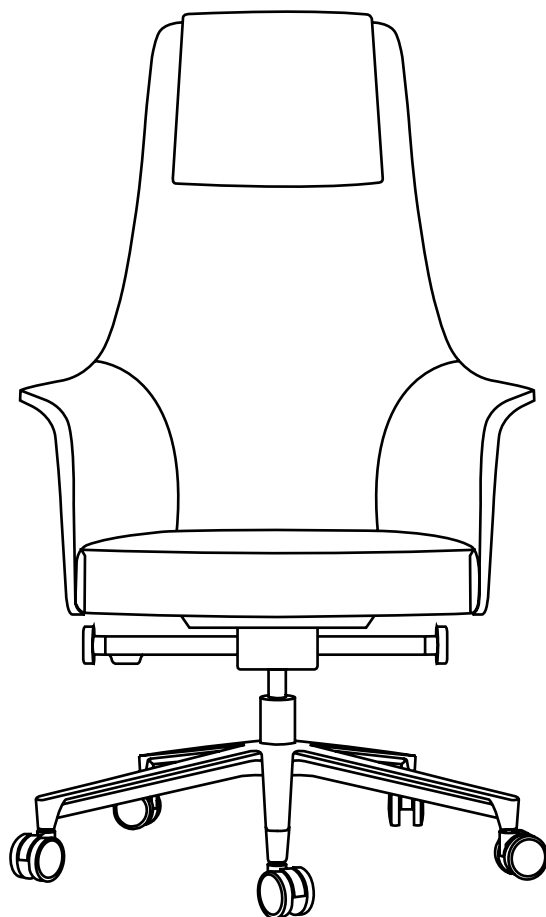


BOLO™ 3531 & 3532

OFFICE CHAIR

INSTRUCTION MANUAL

LET'S GET STARTED.



BDi

BDIUSA.COM

Congratulations on the purchase of your Bolo chair from BDI. Your office chair has been designed to provide a lifetime of enjoyment. This manual will provide assembly instructions and other helpful information to ensure you get the most out of your product. Please save it for future reference.

Your Bolo has been engineered for simple assembly. Please follow these directions carefully to prevent any damage.

Should you need further assistance, contact BDI at customerservice@bdiusa.com.

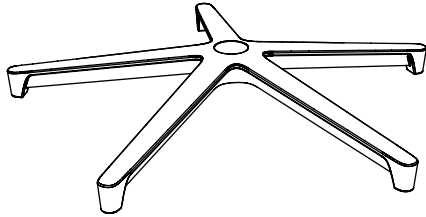
ENJOY!



HARDWARE AND COMPONENTS

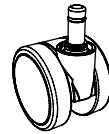
Unpack and identify the parts listed below. The assembly workspace should be a non-marring surface, such as carpet. For missing hardware pieces, please contact BDI Customer Service at customerservice@bdiusa.com. For all other concerns, please contact your BDI retailer.

Do not use power tools for the assembly of this product.



Base (C1)

QTY: 1



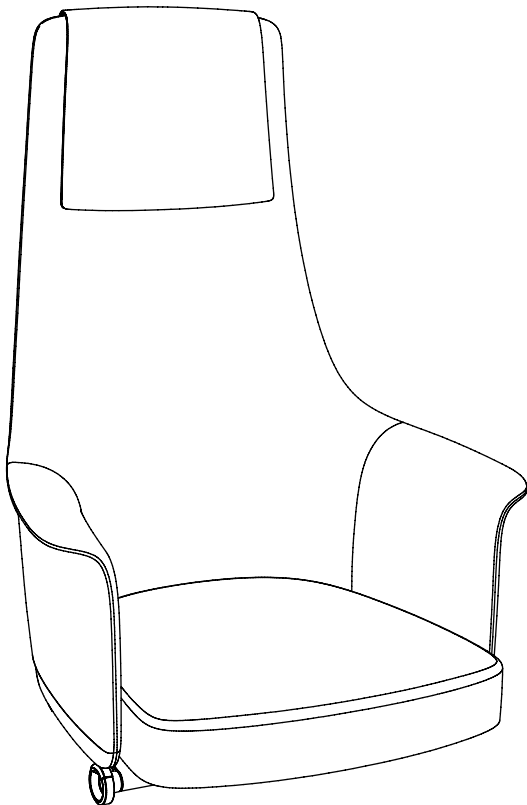
Swivel Wheels (C2)

QTY: 5



Lift Column (C3)

QTY: 1



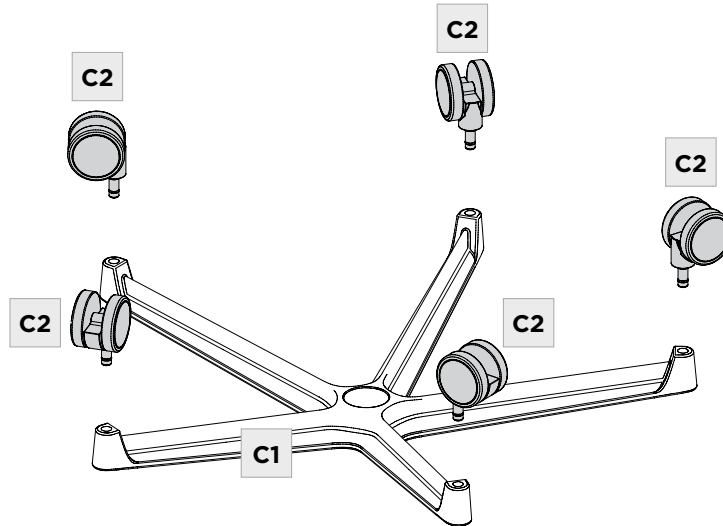
Seat Assembly (C4)

QTY: 1

ASSEMBLY

STEP 1. INSTALL SWIVEL WHEELS

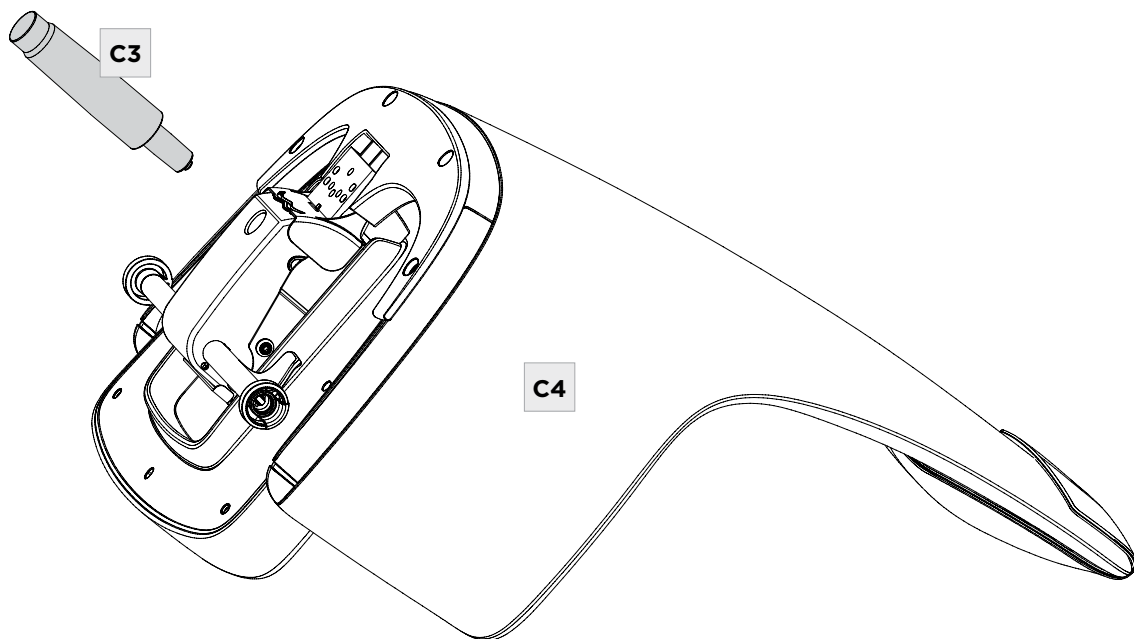
Position the **Base (C1)** upside down on a carpeted floor. Press the **Swivel Wheels (C2)** firmly into the holes until they lock.



ASSEMBLY

STEP 2. INSTALL LIFT COLUMN

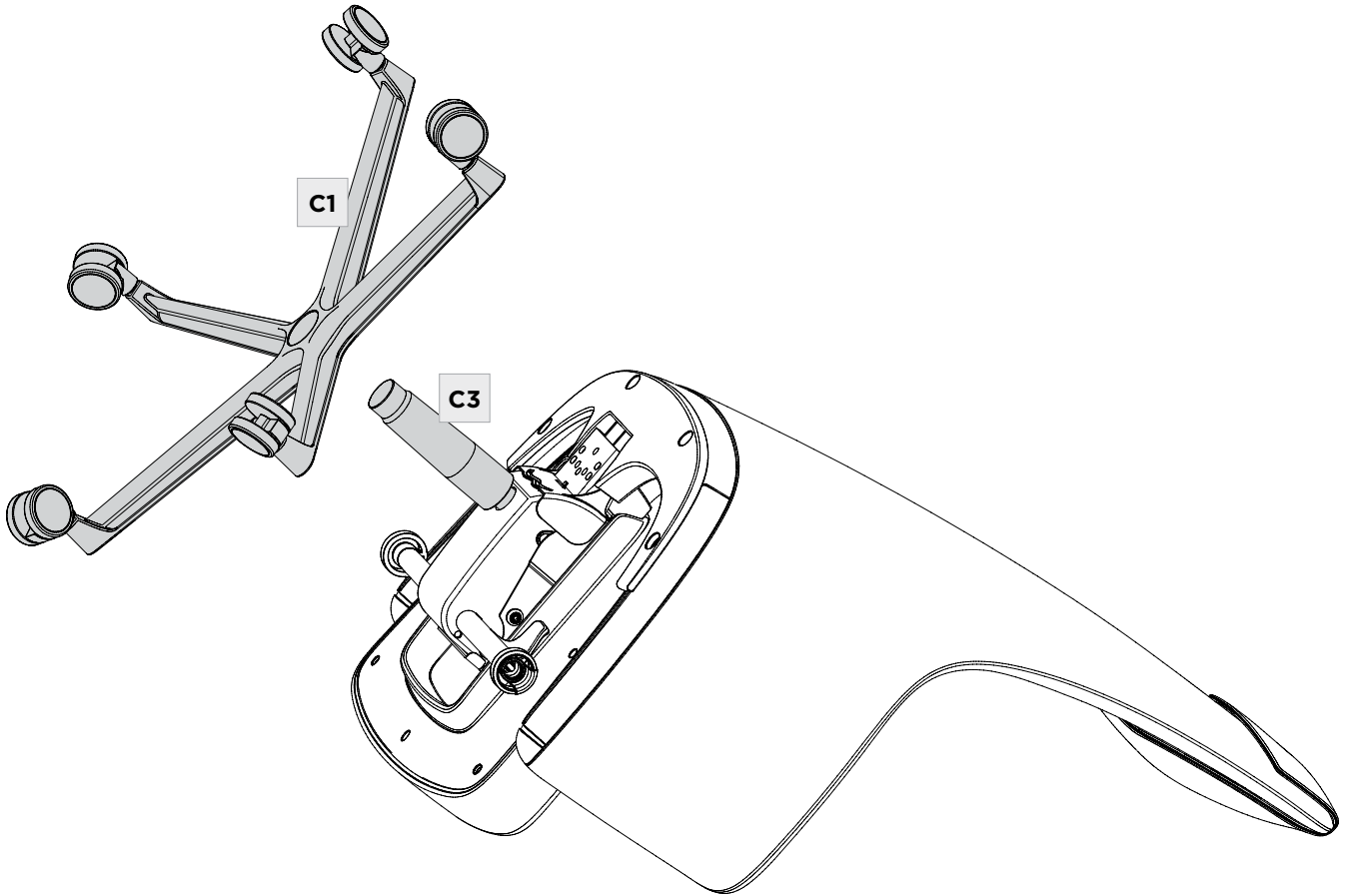
Position the **Seat Assembly (C4)** upside down on a soft, non marring surface such as carpet, as shown. Insert the **Lift Column's (C3)** narrow end into the hole on the bottom of the **Seat Assembly (C4)**. Press into place.



STEP 3. CONNECT BASE TO CHAIR

ASSEMBLY

Connect the **Base (C1)** to the chair either right side up with base on floor, or while the chair is upside down (as shown). Insert the **Column (C3)** into the hole and press to fit.



ADJUSTING HEADREST

To position the headrest, slowly move it up or down. It will ratchet through various stopping heights. Select the best height for your comfort.

ADJUSTING SEAT HEIGHT

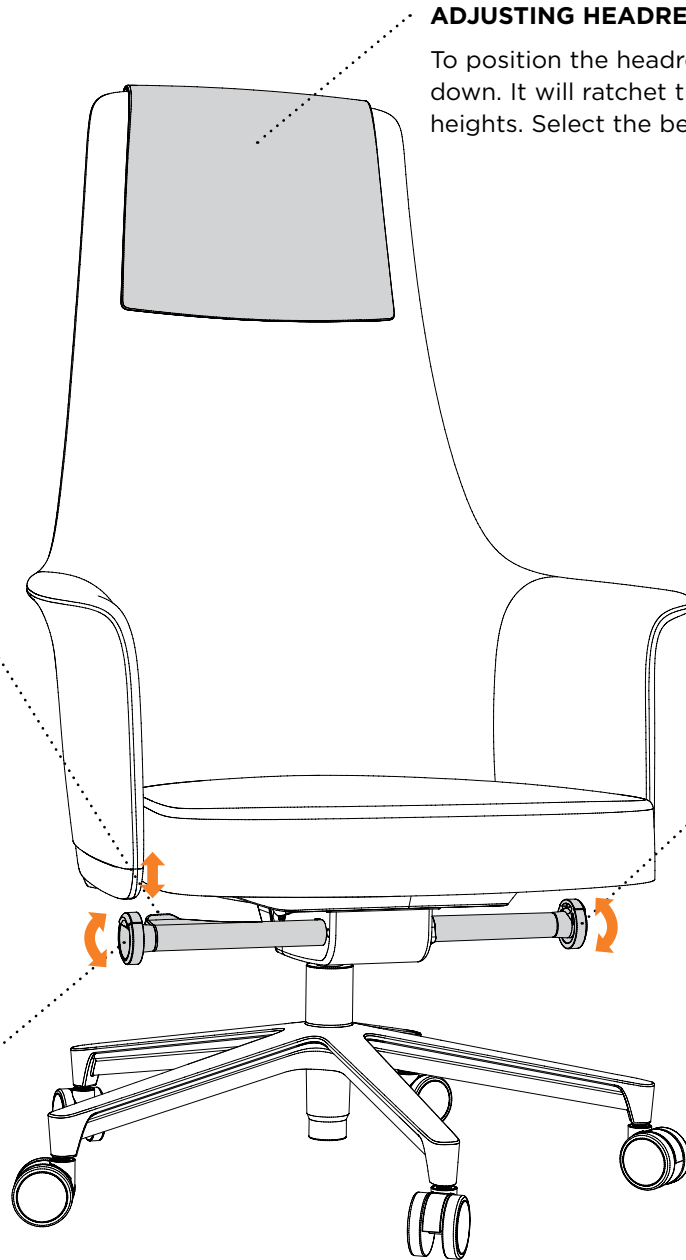
Height is adjusted using the lever on the right-hand control bar. Pull up on the lever while lifting or lowering your body weight in the chair; the seat will adjust on its pneumatic cylinder to reach your desired height.

TILT LOCK

Rotate the left control knob to lock and unlock the chair recline. Lean back to the desired position and turn the same knob to lock the back into one of four recline positions.

SEAT TENSION CONTROL

Adjust the force needed to create a softer or firmer recline motion. Pull out the lever on the right-hand control bar and rotate it several times. Turn clockwise for more tension, counterclockwise for less tension.



Your BDI furniture has been constructed with the finest materials, carefully manufactured, and designed to last a lifetime. Regular furniture care will prolong your enjoyment and keep it looking its best. Here are some general tips for taking care of BDI furniture. Your surfaces may vary.

FABRIC

- **Routine Maintenance:** Use a vacuum with a soft brush attachment to remove dust and debris regularly.
- **Spot Cleaning:**
 1. Blot stains immediately with a clean, absorbent cloth—avoid rubbing to prevent spreading.
 2. Prepare a mild soap solution by mixing a small amount of dish detergent with water. Test the solution in an inconspicuous area first.
 3. Gently blot the stain with a clean cloth dampened in the solution, working from the outside toward the center. Rinse with a cloth dampened in plain water and blot dry.
- **Avoid:** Harsh cleaners (e.g., bleach, abrasive products, or solvent-based solutions) and prolonged exposure to direct sunlight, as these can cause fading.

LEATHER

- **Routine Maintenance:** Dust regularly with a soft, lint-free cloth or vacuum using a soft brush attachment to remove debris.
- **Spot Cleaning:**
 1. Quickly blot spills with a clean, dry cloth—do not rub to avoid spreading the stain.
 2. For light stains, use distilled water with a small amount of mild, non-alkaline soap or leather cleaner. Gently clean the area in circular motions. Always test in an inconspicuous spot before proceeding.
 3. Allow the leather to air-dry naturally if it becomes damp during cleaning. Avoid using heat or direct sunlight to speed up drying.
 4. For tougher stains, use a leather-specific cleaner following the product's instructions. For grease stains, blot excess grease and allow it to dissipate naturally—do not use water or soap on grease stains.
- **Post-Cleaning Care:** Apply a leather conditioner or cream to hydrate the material, restore softness, and protect against future damage.
- **Avoid:** Harsh chemicals, abrasive cleaners, or excessive water, as these can strip the leather's natural oils and damage its finish.
- **Sunlight and Heat:** Avoid prolonged exposure to direct sunlight or heat sources to prevent fading, drying, or brittleness.

WARRANTY

BDI warrants to the original purchaser that for the below-stated warranty term, BDI will replace any product, part, or component covered by this warranty that fails under normal use as a result of a defect in material or workmanship. The decision to replace a complete product versus the part or component in question will be at BDI's sole discretion.

Residential Use: BDI Furnishings carry warranty coverage for three (3) years from the date of product delivery, as shown on your sales receipt/documentation. Select chairs carry coverage for five (5) years from the date of product delivery.

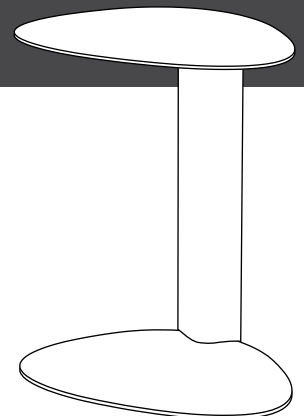
Commercial Use: BDI Furnishings carry warranty coverage for one (1) year from the date of product delivery, as shown on your sales receipt/documentation. Select chairs carry coverage for five (5) years from the date of the product delivery, based on an 8-hour daily use pattern.

BDI reserves the right to refine or update its warranty from time to time. See the complete and latest warranty document at www.bdiusa.com/warranty.

PRODUCT REGISTRATION

Registering your new BDI product allows us to send you important product updates, service information, and helpful hints related to your BDI products.

Register today, and you will be **entered to win free a BINK table** from BDI: www.bdiusa.com/register



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