

Haworth Assure 4471

Haworth Assure Office Chair Instruction Manual

Model: 4471

INTRODUCTION

Thank you for choosing the Haworth Assure Office Chair. This manual provides essential information for the proper use, adjustment, and maintenance of your chair. The Assure chair is designed for comfort and support during long workdays, featuring a contoured back and a generously padded seat cushion. It includes intuitive controls for personalized ergonomic adjustments.

Please read this manual thoroughly before using your chair to ensure optimal performance and safety.

SAFETY INFORMATION

- **Weight Limit:** Do not exceed the maximum weight capacity of 300 lbs (136 kg). Exceeding this limit may cause damage to the chair or personal injury.
- **Proper Assembly and Use:** Ensure all components are securely fastened and adjustments are made correctly as described in this manual. Improper assembly or use of adjustable features may lead to instability or injury.
- **Regular Inspection:** Periodically check all bolts and connections to ensure they remain tight. Loose components can affect chair stability and safety.
- **Clearance:** Ensure adequate space around the chair for safe movement and adjustment.

SETUP

The Haworth Assure Office Chair is designed for minimal setup as it arrives largely pre-assembled. Follow these steps for initial preparation:

1. **Unboxing:** Carefully remove the chair from its packaging. Retain packaging materials for future transport or returns if necessary.
2. **Placement:** Position the chair on a flat, stable surface in your desired workspace. Ensure the casters (wheels) can move freely.
3. **Initial Inspection:** Before first use, visually inspect the chair for any signs of damage or loose

components that may have occurred during shipping.



Figure 1: Haworth Assure Office Chair in a typical office environment.



Figure 2: Rear view of the Haworth Assure Office Chair positioned at a desk.

OPERATING INSTRUCTIONS (ADJUSTMENTS)

The Haworth Assure Office Chair offers several ergonomic adjustments to customize your seating experience. Locate the levers and controls beneath the seat as shown in the diagrams.



Figure 3: Side view of the chair highlighting the location of adjustment levers.

1. Seat Height Adjustment:

To raise the seat, lift the lever located on the right side of the seat while taking your weight off the chair. To lower the seat, lift the same lever while remaining seated. Adjust until your feet are flat on the floor and your knees are at a 90-degree angle.

2. Seat Depth Adjustment (16"–19"):

To adjust the seat depth, locate the lever or button typically on the left side of the seat. Push or pull the lever/button and slide the seat forward or backward. Ensure there is a 2-3 inch gap between the edge of the seat and the back of your knees.

3. Center Tension Synchro-Tilt Mechanism with Upright Back Lock:

This mechanism allows the seat and backrest to recline in a synchronized motion. The tension knob, usually located at the front center under the seat, controls the resistance of the recline. Turn clockwise to increase tension (firmer recline) and counter-clockwise to decrease tension (easier recline). To lock the backrest in an upright position, push the tilt lock lever (often on the left side) down or forward.

4. Adjustable Arms:

The armrests can be adjusted in height. Locate the button or lever on the side of each armrest. Press it and move the armrest up or down to your desired height. Release the button/lever to lock it in place. Adjust armrests so your arms are parallel to the floor when typing, supporting your elbows without

shrugging your shoulders.

MAINTENANCE

Proper care and maintenance will extend the life and appearance of your Haworth Assure Office Chair.

- **Cleaning:** Wipe clean with a soft, damp cloth. For mesh and upholstered areas, use a mild soap solution if necessary, and blot dry. Avoid harsh chemicals or abrasive cleaners, which can damage the materials.
- **Caster Care:** Periodically clean debris (hair, dust, etc.) from the chair casters to ensure smooth movement.
- **Fastener Check:** Every 3-6 months, check all screws and bolts to ensure they are tight. Re-tighten if necessary to maintain stability and prevent squeaking.
- **Avoid Overloading:** Do not place excessive weight on the chair or armrests beyond the specified weight limit.

TROUBLESHOOTING

If you encounter issues with your Haworth Assure Office Chair, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Chair feels unsteady or wobbles	Loose fasteners or uneven floor surface.	Check and tighten all screws and bolts under the seat and in the base. Ensure the chair is on a level surface.
Squeaking noises during movement	Loose connections, friction between components, or debris in casters.	Tighten all fasteners. Apply a small amount of silicone lubricant to moving parts if necessary (avoiding fabric). Clean casters.
Seat height adjustment not working	Gas lift mechanism issue or lever malfunction.	Ensure the lever is fully engaged. If the issue persists, the gas lift may need replacement. Contact support.
Backrest feels loose or not locking	Tilt lock mechanism not engaged or internal component issue.	Verify the tilt lock lever is fully engaged. Check for any loose connections where the backrest attaches to the seat mechanism.

SPECIFICATIONS

Detailed specifications for the Haworth Assure Office Chair, Model 4471.



Figure 4: Key dimensions of the Haworth Assure Office Chair.

Feature	Detail
Brand	Haworth
Model Name	Assure
Item Model Number	4471
Color	Black

Feature	Detail
Product Dimensions (D x W x H)	24"D x 26"W x 38.75"H
Seat Height	16 Inches (Adjustable)
Seat Depth	16-19 Inches (Adjustable)
Back Style	Mesh
Special Features	Adjustable Height, Height Adjustable Arms, Swivel, Center Tension Synchro-Tilt Mechanism with Upright Back Lock
Recommended Uses	Office
Weight Capacity	Up to 300 lbs
Material	Upholstered (Seat), Mesh (Back), Foam (Fill)
Assembly Instructions	Already assembled (minimal setup required)

WARRANTY AND SUPPORT

For specific warranty details, please refer to the documentation provided with your purchase or visit the official Haworth website. Generally, products are covered against manufacturing defects for a specified period.

Return Policy: This product typically includes a 30-day return policy from the date of purchase. Please check with your retailer for exact terms and conditions.

Customer Support: If you have questions, require assistance with troubleshooting, or need to report a defect, please contact Haworth customer service or the retailer from whom you purchased the chair. Have your model number (4471) and purchase information ready.