



# CHAIR FLEET™

Everything You Need to Know

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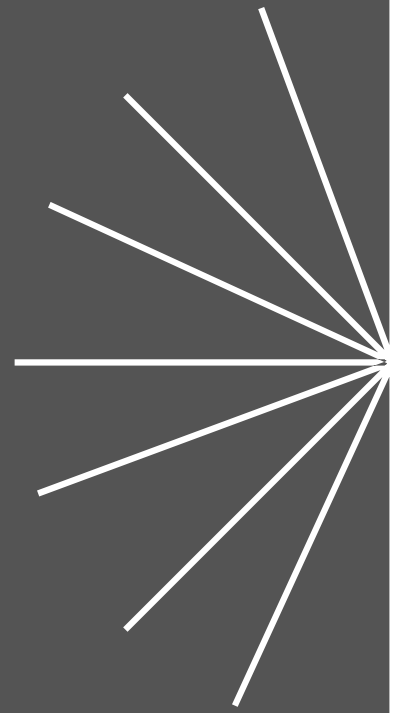
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## WELCOME TO CHAIR FLEET!

We are so excited that you have chosen Chair Fleet for your 24/7 chair needs. Listed below, and on the back of this booklet, is all of our contact information. Please feel free to reach out to us with any questions or concerns.

Thanks so much!

The Chair Fleet Team

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# CLEANING INFORMATION

Sometimes your chairs will need a little cleaning between yearly exchanges. Below are instructions for proper cleaning of the chair fleet chairs.



Always pre-test any cleaning method. For questions on cleaning, please contact us at [sales@shelbyproducts.com](mailto:sales@shelbyproducts.com)

## **ALTERNATIVE LEATHER**

For basic maintenance, clean the whole surface in circular motions using liquid hand soap and water (1 part soap to 9 parts water). Rinse and wipe with a clean damp white cloth to get rid of any excess soap. Repeat as needed and then let dry.

To disinfect with a bleach solution, use 0.5% concentration, which can be prepared as 1 part bleach per 10 parts of water. Rinse and wipe with a clean, damp, white cloth to get rid of any excess. Allow chair to dry thoroughly.

**DO NOT USE:** Solvents like paint thinner, Varsol, acetone, whiteners, waxes, silicones, detergents, and/or cleaning products that are not pH neutral. Abrasive cleaning tools such as plastic or wire sponges or hard-bristle brushes can permanently damage alternative leather. Never use alcohol.

## **FABRIC**

Vacuum the chair. Next use an upholstery brush and spot treat to remove stains. Fill a handheld steam cleaner with water and steam your fabric chair. You can use detergents with some steam cleaners; this will help remove strong odors. Allow the chair to dry thoroughly. Spray the seat with a fabric refresher to complete the deodorizing process.

**DO NOT** over-saturate the surface with water or other cleaning solutions. This can cause mold and foul odors. Avoid excessive scrubbing as this will set in stains.

## **CASTERS**

First, pull out any large clumps of hair or dirt that are lodged in the wheel. Vacuum the casters using the appropriate attachment or blow out any dirt with compressed air. When the casters are clean, you may use a lubricant, such as WD40, to ensure wheels move as smoothly as possible.

# INSTRUCTIONS FOR USING THE 12700 SERIES



## LUMBAR BACK HEIGHT

Lift back to adjust height. Five (5) fixed positions exist to permit a 2.5" range of back height/lumbar movement.



## ARMREST ADJUSTMENTS

Height: Lift and hold the trigger on the side of the arm to adjust arm height. Release trigger to set the height. 360° Rotation: Grasp both ends of the arm pad, then lift and rotate to the desired angle.



## ARMREST WIDTH

Loosen the armrest knob under the seat and slide the armrest in or out. Tighten the knob to lock at the desired width.



## BACK ANGLE

From a seated position, lift and hold the third lever from the front on the right side of the chair. Lean on the chair back to place it in the desired position. Release the lever to lock the back into place.



## SEAT HEIGHT

Without weight on the seat, raise the second lever from the front. Raise or lower the seat to the desired position, then release the lever to lock the seat height into place.



## SEAT AND BACK TILT

While seated, raise the first lever from the front to allow the seat and back to move together in a rocking motion. Lower the lever to lock the seat and back into position.



## TENSION CONTROL

Turn the circular tension control knob under the center front of the chair to the right to tighten and increase the firmness of the rocking motion. Turn the knob to the left to decrease the firmness.



## SEAT DEPTH

Pull up on the front seat slider bar and hold. Move the seat forward or backward to the desired depth and release the seat slider bar to set.

# INSTRUCTIONS FOR USING THE I3500 SERIES

## NECKROLL ADJUSTMENT

Turn the knobs on the neckroll pivot point forward to release the neckroll. Grasp the neckroll pillow and move to the desired height and angle. Turn the knobs rearward to lock the neckroll into position.



## BACK HEIGHT

Grasp the bottom of the chair back and lift to the desired height. If the back is too high, lift the back to the highest position to return to the lowest position, then re-adjust the height.



## AIR LUMBAR

Press the Air Lumbar bulb in order to increase the lumbar support on your chair. Push on the button at the top of the Air Lumbar bulb to release the air, reducing the lumbar support.



## ARMREST ADJUSTMENTS

Height: Lift and hold the trigger on the side of the arm to adjust arm height. Release trigger to set the height. 360° Rotation: Grasp both ends of the arm pad, then lift and rotate to the desired angle.



## ARMREST WIDTH

Loosen the armrest knob under the seat and slide the armrest in or out. Tighten the knob to lock at the desired width.



## BACK ANGLE

From a seated position, lift and hold the third lever from the front on the right side of the chair. Lean on the chair back to place it in the desired position. Release the lever to lock the back into place.



## SEAT HEIGHT

Without weight on the seat, raise the second lever from the front. Raise or lower the seat to the desired position, then release the lever to lock the seat height into place.



## SEAT AND BACK TILT

While seated, raise the first lever from the front to allow the seat and back to move together in a rocking motion. Lower the lever to lock the seat and back into position.



## TENSION CONTROL

Turn the circular tension control knob under the center front of the chair to the right to tighten and increase the firmness of the rocking motion. Turn the knob to the left to decrease the firmness.



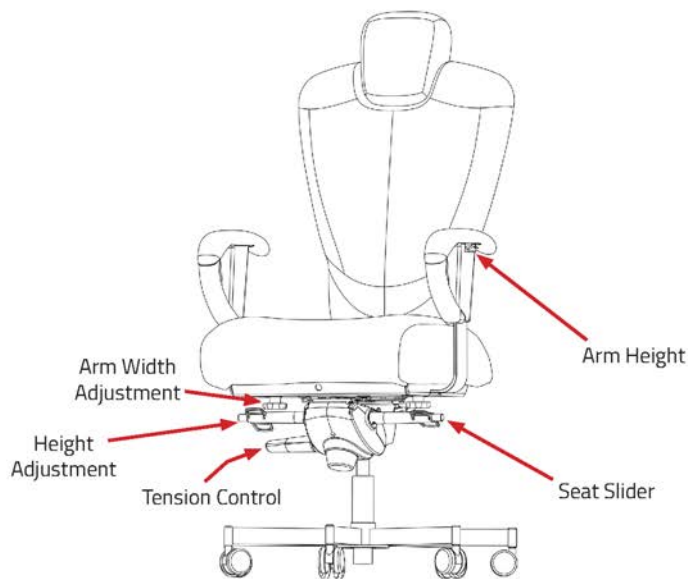
## SEAT DEPTH

Pull up on the front seat slider bar and hold. Move the seat forward or backward to the desired depth and release the seat slider bar to set.

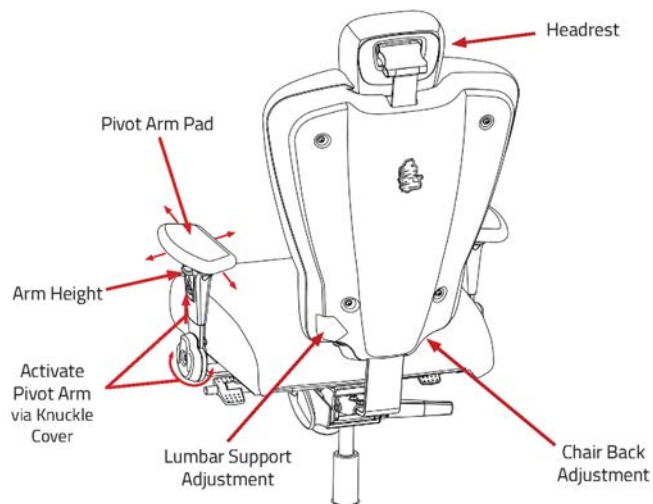




# INSTRUCTIONS FOR USING THE 3120 & 3122



- **Height Adjustment/Seat Position Lock:** Twist the paddle to adjust the height up or down. To move down, use your body weight to lower the chair. To move up, stand up and let the chair raise. Press the button to lock it back in place; press again to unlock.
- **Tension Control:** This feature adjusts the amount of force needed to adjust the backrest. Twist clockwise to increase the strength of tension for your chair. Twist counterclockwise to decrease the tension.
- **Seat Slider:** Twist the paddle to adjust the seat bottom, forward to backward.
- **Arm Height:** To adjust the height of the armrest, locate the button underneath the armrest pad. Push the button in to raise or lower the arm. Button location is the same for both C-loop and pivot arms.
- **C-Loop Arm Pad:** With your hand, you may move the arm pad forward or backward and left or right.
- **Arm Width Adjustment:** Turn the handwheel clockwise to loosen. Pull out the arm rest to desired width. Turn the handwheel counterclockwise to tighten and secure the armrest in place. Adjust for both right and left sides.



- **Lumbar Support Adjustment:** Press large button to inflate the lumbar support adjustment until you reach desired support. To deflate, locate small button underneath and press.
- **Chair Back Adjustment:** Place hands on the bottom of chair back and lift up to the desired position. There are five ratchet positions. The sixth ratchet position will return it to the bottom.
- **Headrest:** Angle headrest cushion to the desired location either as a headrest, neckroll, or move it out of the way. To adjust the height, lift the headrest up. There are five ratchet positions. The sixth ratchet position will return it to the bottom.
- **Pivot Arm Pad:** With your hand, move the arm pad forward or backward and left or right.
- **Activate Pivot Arm:** Holding the knuckle cover, raise pivot arm until the arm releases from the bracket. Pivot the arm front or back to the desired location.

# INSTRUCTIONS FOR USING THE 3142R1

## TENSION ADJUSTMENTS

Locate the large knob under the front of the seat on the front of the tilt. Turn towards the back of the chair to reduce tension on the tilt spring. Turn towards the front of the chair to increase tension on the tilt spring.



## HEIGHT ADJUSTMENTS

Locate the paddle under the right side of the seat. Turn the paddle to activate the gas spring to either allow the seat height to go down, if seated upon, or rise if not seated upon.



## SEAT RECLINE ADJUSTMENT

**TO UNLOCK** - Locate the gray button under the right side of the seat. Push the button in and release. **NOTE:** you will hear a loud clicking noise, indicating the chair has been unlocked. **DO NOT** push in and move wait for the chair to unlock. Lean back, then forward to release the pin. The chair will be in a free float mode.



**TO LOCK** - Determine the desired position and push the button in and release.

**NOTE:** you will hear a loud clicking noise, indicating the chair has been locked into one of the 7 positions.

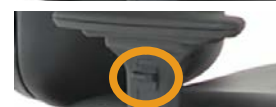
## SLIDE PADS

Move forward, back, left or right



## ARMREST HEIGHT

Squeeze lever on the arm to adjust height up or down



## SWING ARM ADJUSTMENT

Push up and hold button on bottom of arm and swing backward.



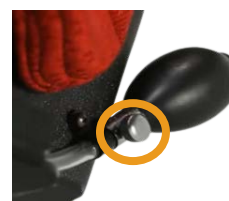
## ARM WIDTH

Loosen knob on underside of chair. Adjust to desired position and tighten knob.



## LUMBAR SUPPORT

Squeeze bulb to inflate lumbar support. Open metal valve by turning toward the back of the chair to deflate the lumbar support. Close valve by turning toward the front of the chair.



# INSTRUCTIONS FOR USING THE 3150HR & 3152HR



- **Height Adjustment/Seat Position Lock:** Twist the paddle to adjust the height - up or down. To move down- use your body weight to lower the chair. To move up- stand up and the let chair raise. Press button to lock back in place, press again to unlock.
- **Tension Control:** This feature adjusts the amount of force needed to adjust the back rest. Twist clockwise to increase the strength of tension for your chair. Twist counterclockwise to decrease tension.
- **Tilt Limiter/Seat Slider:** Twist the paddle to adjust the seat bottom - forward to backward. Press button until you hear a click. When locked, the back rest will not come to the full forward position.
- **Activate Swing Arm:** Press button on bottom of swing arm bracket to activate. Arm will swing backward.
- **Custom Arm Pad:** With your hand, you may move the arm pad forward, backward, left, or right.
- **Arm Width Adjustment:** Turn handwheel clockwise to loosen. Pull or push arm rest to desired width. Turn handwheel counterclockwise to tighten and secure the armrest in place. Adjust for both right and left sides.



- **Lumbar Support Adjustment:** Pump lumbar to desired inflation. Open the valve to deflate.
- **Chair Back Adjustment:** Place hands on the bottom of chair back and lift up to the desired position. There are five ratchet positions. The sixth ratchet position will return it to the bottom.
- **Headrest:** Angle headrest cushion to the desired location either as a headrest, neckroll, or move it out of the way. To adjust the height, lift the headrest up. There are five ratchet positions. The sixth ratchet position will return it to the bottom.
- **C-Loop/Swing Arm Height:** To adjust the height of the armrest, locate the button underneath the armrest pad. Push the button in to raise or lower the arm.



# INSTRUCTIONS FOR USING THE 3156HR BARIATRIC

## HEIGHT ADJUSTMENT:

- 1.) Loosen large jam nut located by chair base.
- 2.) Rotate hand wheel to thread acme shaft up or down.
- 3.) Tighten jam nut against base when finished.



## SEAT BACK DEPTH AND TILTING:

- 1) On the back of the tilt mechanism, pull back **Lock Out Pin** (black handle with silver base) and turn 90 degrees to lock pin in the open position.
- 2) Pull back **Spring Pin** (black handle with black base) and push seat back up or down, then slide it forward or backward to adjust the depth and tilt position.
- 3) Release Spring Pin handle and make sure it is in full contact with the base to insure that pin is fully engaged in the hole.
- 4) Pull the Lock Out Pin and turn 90 degrees to release. Make sure it is flush with base for full pin engagement.



## SEAT BOTTOM TILTING (requires two 9/16" wrenches)

- 1) Using one 9/16" wrench, loosen (but don't remove) the hex-head bolts located on the left and right sides at the rear of the tilt mechanism. There is one bolt on each side:



- 2) Identify the tilt-lock bolt and nut, located on either side of the front of the tilt mechanism:



- 3) Using both 9/16" wrenches, remove the tilt-lock nut and washer, then slide the tilt-lock bolt all the way out of the tilt mechanism: **CAUTION - Hold the seat while removing the tilt-lock bolt to prevent sudden backward tilting.**



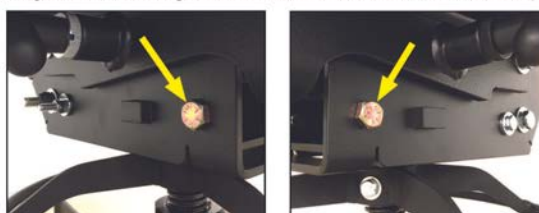
- 4) Tilt the seat to one of the three tilt-lock positions, as indicated by lining up the holes where the tilt-lock bolt was removed. When the desired tilt-lock position is aligned, slide the tilt-lock bolt back into place:



- 5) Replace the washer and tilt-lock nut on the end of the tilt-lock bolt. Using both 9/16" wrenches, securely tighten the tilt-lock nut onto the tilt-lock bolt:



- 6) Using one 9/16" wrench, tighten the two hex-head bolts that were loosened in Step 1.



# WARRANTY & REPAIR INFORMATION

We believe that one of the best parts of Chair Fleet is that you do not have to worry about ongoing maintenance of your chairs. You know that the chair you are sitting in has been through a rigorous testing to make sure that it is functioning properly.

Chairs do have things that will break between exchanges. Every part of your chair is covered for normal wear and tear.

## WHAT TO DO IF SOMETHING BREAKS

1. Look at the bottom of the chair and write down the model and serial #.
2. You can visit our website at <https://www.thomasshelby.com/chair-fleet-repairs> (QR code below) or call us at (419) 394-3377.
3. Submit your issue.

## WHAT HAPPENS AFTER YOU REPORT THE ISSUE

1. We will assess what is needed for your chair. Many repairs can be completed quickly in your center and we will send you the parts. This includes chair arms, slide pads, cylinders and casters.
2. If the problem is more involved, we will come to your center and fix it or exchange the chair.



WARRANTY REQUEST



# FREQUENTLY ASKED QUESTIONS

## 01

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### WHAT IF MY CHAIR BREAKS?

We know that chairs can break between yearly exchanges and we are happy to get those chairs fixed. The first thing to do is complete the form at [www.thomshelby.com/chair-fleet-repairs](http://www.thomshelby.com/chair-fleet-repairs). We will assess what is needed for your chair. Many repairs can be completed quickly in your center and we will send you the parts. This includes chair arms, slide pads, cylinders and casters. If the problem is more involved, we will come to your center and fix it or exchange the chair. See question 2 for more information.

## 03

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### CAN I CHANGE CHAIR CONFIGURATIONS MID-CONTRACT?

Yes. We do allow you to change chair configurations mid-contract. We will need to know (2) months prior to your exchange what chairs you want. This is to ensure that we have the chairs available for the switch. There is a \$75 change fee per chair for this service.

## 05

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### MY CHAIR IS SQUEAKING LOUDLY. IS THERE A QUICK FIX?

Sometimes a chair needs a little silicone spray to lubricate the tilt. You can find recommended silicone sprays on our website. **DO NOT USE WD-40.** Any damage from the use of WD-40 will be your responsibility. Silicone can be sprayed at the junction points where the the screws meet the chair and where the screw attach to the tilt.

## 02

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### WHAT IF I CAN'T FIX IT?

If you are unable to fix these, we can put you on the list to fix the chair the next time that we are in your area. We can also come directly to you for a \$175 per trip fee.

## 04

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### CAN I CHANGE COVER SETS MID-CONTRACT?

Yes. We do allow you to change chair cover sets mid-contract. We will need to know (2) months prior to your exchange what you want. This is to ensure that we have the cover sets available for the switch. There is a \$150 per chair change fee for this service.



# CHAIR FLEET CONTACT INFORMATION

## STAY IN TOUCH

309 South Park Drive  
St. Marys, OH 45885

(419) 394-3377  
sales@thomasshelby.com  
www.chairfleet.com

## REPAIR ISSUES

<https://www.thomasshelby.com/chair-fleet-repairs>

***"WE ARE VERY  
SATISFIED WITH  
THE PROGRAM  
AND THE PRODUCT"  
LOUIS, MI***

