

Boxing Instructions for Shipping your Elite ZGi22
One box for the back, one for the arms and one for the seat.
For questions, clarifications or assistance call 800-592-0548 ext 1

TOOLS REQUIRED: 1)heavy duty shipping / packaging tape.

BEFORE BEGINNING, ensure the power switch on the chair is in the off position and unplug the power cord . Allow the chair to sit for 10 minutes before proceeding.

If you do not have all of the appropriate packing materials, use an appropriate substitute (i.e. use rolled-up bubble wrap in place of the foam blocks). The packaging of the chair to avoid shipping damage is the responsibility of the parties boxing / packaging the chair.

SECTION A, boxing and packaging the back.
STEP 1 prepare the boxes and packing materials..



Assemble the outer box (the one with the writing) and seal the bottom flaps with heavy duty

packaging tape. Place one of the large flat cardboard / plywood pieces in the bottom.
Insert the inside liner with the flaps up into the outer box.



Arrange the foam blocks (or substitute rolled-up bubble wrap) according to the photo.
In this example, the bottom-end of the chair back will be at the bottom of this illustration

STEP 3 remove the arms for access to the chair latches



First, from either arm, remove the silver wing nut from the middle prong,
then lift up on the arm to release the prongs.

STEP 4 disassemble and remove the back from the chair.



Release the back from the recline motor as shown. CAUTION-once the latch is released, the back will be rotating freely so keep a firm grasp and allow the back to gently lie forward onto the seat.



After the main latch is released place a 2.5" cardboard tube over it for protection.



Then, release the pivot latches on each side



After the side latch is released place a 2" cardboard tube over the latch for protection.



Cover the chair back with the large plastic bag. Lift the back up and away from the seat.....

STEP 5 Package the



back

.....Place the top of the chair back in the box. The back, hard cover of the chair will be face down in the box.



Check to ensure the back is firmly nestled in the box and packing materials.
The back and head pillows are included in this photo. If not specifically requested, do not include.



Place the two foam blocks as shown.



Seal the flaps on the inner box, then place the other piece of flat cardboard or plywood on top and



Seal the outer box flaps securely with heavy-duty packaging tape.
If banding is not available, seal all of the edges with tape and use strapping tape in place of the banding.

Preparing the back for shipment is complete.

SECTION B boxing the seat
STEP 1, prepare the boxes and packing materials.



Assemble the outer box (the one with the printing on it). Place the large, flat cardboard in the bottom.

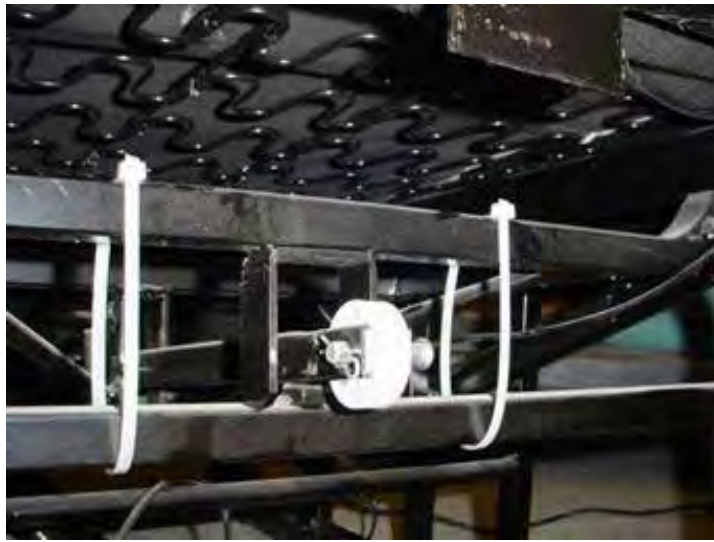


Open up the inner liner and place inside the box.

STEP 2 boxing and packaging the seat.



Remove the casters from both rear legs of the chair.



Use two large tie wraps to secure the front of the frame pieces as shown.



Remove the seat cushion, then place a large plastic bag over the leg rest and cover as much of the seat as possible. Place the seat in the box, and place the flat cardboard liner at the back end of the chair ensuring the cardboard is flush to the bottom of the box



If you are including the seat cushion, slide it in under the frame at the rear of the seat.

If you are including the back pads, place them on top of the seat.

If you are including the casters, enclose in bubble-wrap and put in the bottom of the box.



Place the other piece of large, flat cardboard on top.



Then seal the box with heavy duty shipping tape.

If banding is not available, it is highly recommended to use heavy duty strapping tape in its place.

Preparation of the seat for shipping is complete.

If you do not have all of the appropriate packing materials, use an appropriate substitute (i.e. use rolled-up bubble wrap in place of the foam blocks). The packaging of the chair to avoid shipping damage is the responsibility of the parties boxing / packaging the chair. Call with any questions or clarifications, Elite Massage Chairs at 800-592-0548