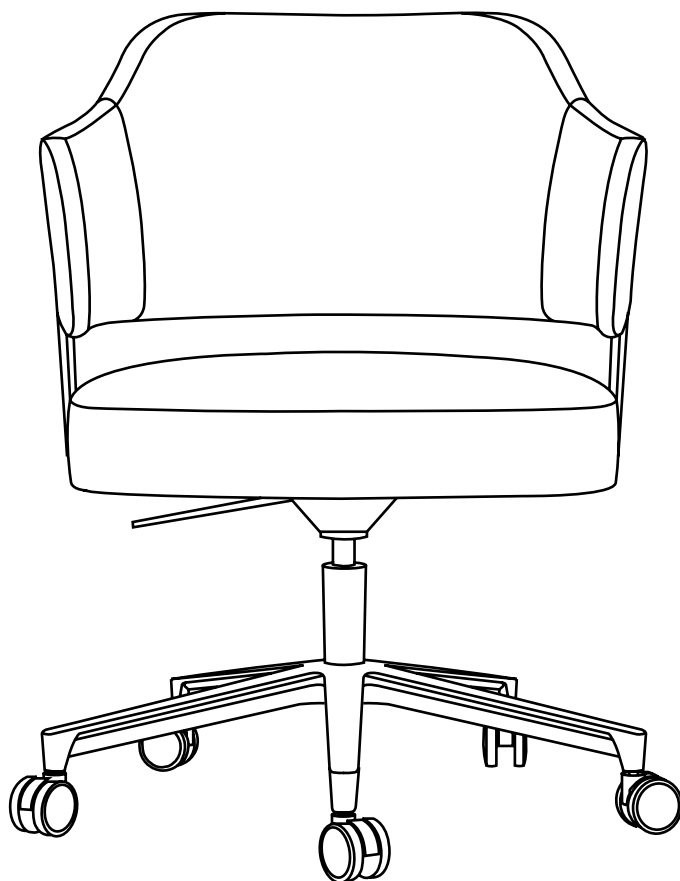


CIRCA™ 3581 & 3582

OFFICE CHAIR

USER MANUAL

LET'S GET STARTED.



BDi

BDIUSA.COM

Congratulations on the purchase of your Circa chair from BDI. Your 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 Circa 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.

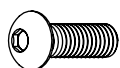
ENJOY!



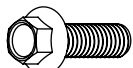
HARDWARE AND COMPONENTS

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.

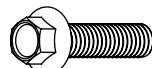
Do not use power tools for the assembly of this product.



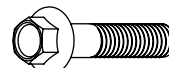
Round Hex Screw (H1) QTY: 4



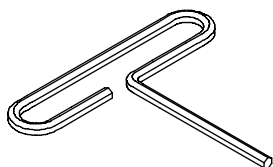
Hex Screw x 1" (H2) QTY: 2



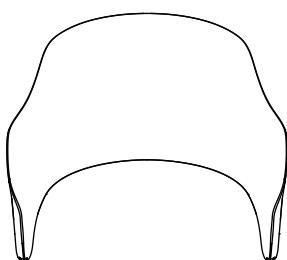
Hex Screw x 1.25" (H3) QTY: 2



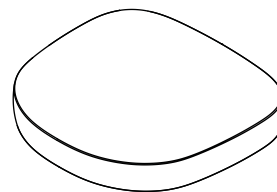
Hex Screw x 1.5" (H4) QTY: 6



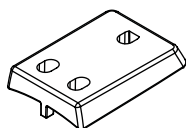
5mm Hex Wrench (T1) QTY: 1



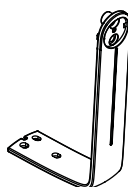
Chair Back (C1) QTY: 1



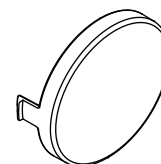
Seat Cushion (C2) QTY: 1



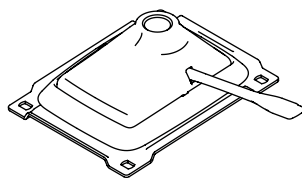
Arm Spacer (C3) QTY: 2



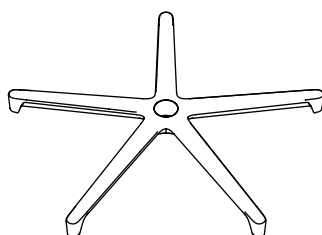
Arm Support (C4) QTY: 2



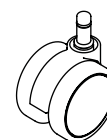
Screw Cap (C5) QTY: 2



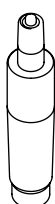
Seat Mechanism (C6) QTY: 1



Base (C7) QTY: 1



Swivel Wheel (C8) QTY: 5




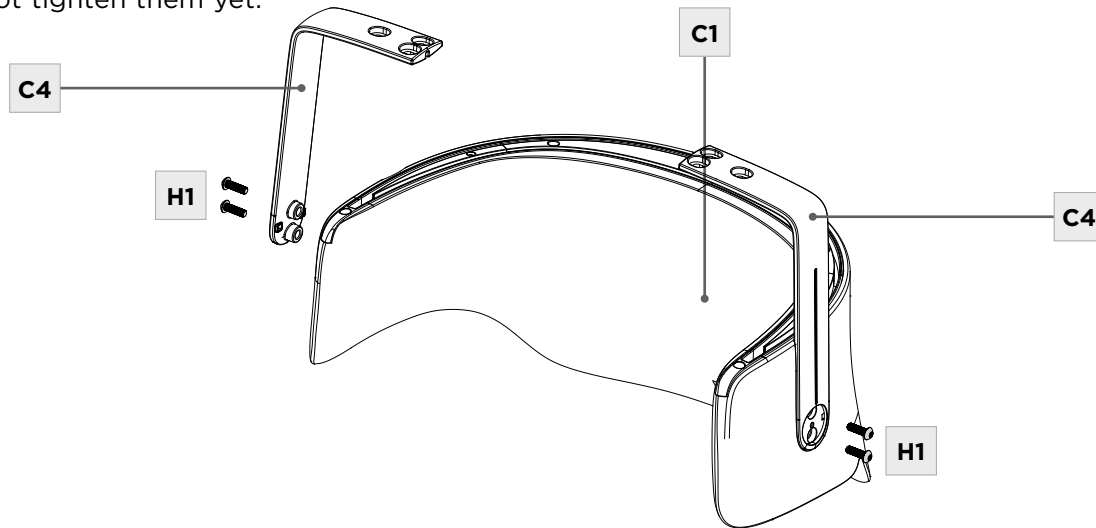
Lift Column (C9) QTY: 1

ASSEMBLY

STEP 1. INSTALL ARM SUPPORTS

Position the **Chair Back (C1)** upside down on a soft, non-marring surface such as carpet, as shown. Attach both **Arm Supports (C4)** to the **Chair Back (C1)** using **4 Round Hex Screws (H1)**. Do not tighten them yet.

	HEX SCREW-H1	QTY 4
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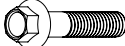
ASSEMBLY

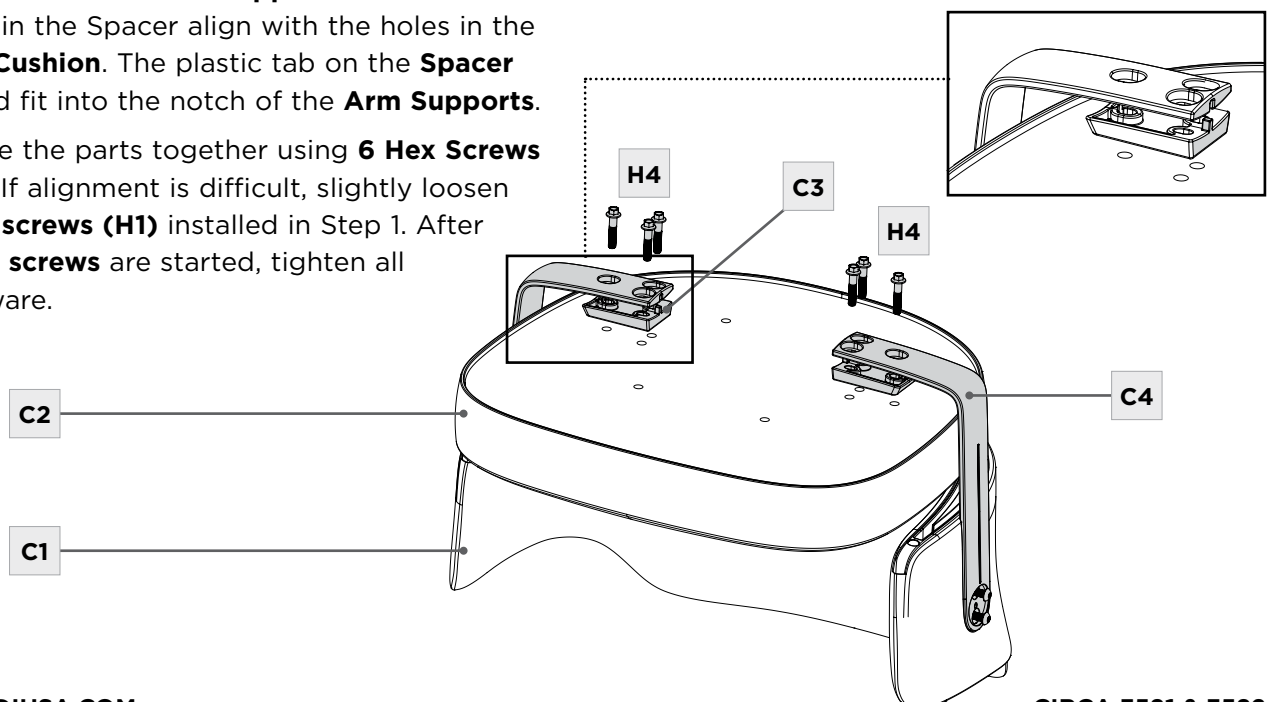
STEP 2. INSTALL SEAT CUSHION

Position the **Seat Cushion (C2)** beneath the **Arm Supports (C4)**, ensuring that the back of the Seat Cushion is aligned with the Chair Back.

Insert the **2 Arm Spacers (C3)** between the **Seat Cushion** and the **Arm Supports**. Make sure the holes in the Spacer align with the holes in the **Seat Cushion**. The plastic tab on the **Spacer** should fit into the notch of the **Arm Supports**.

Secure the parts together using **6 Hex Screws (H4)**. If alignment is difficult, slightly loosen the **4 screws (H1)** installed in Step 1. After all **H4 screws** are started, tighten all hardware.

	HEX SCREW-H4	QTY 6
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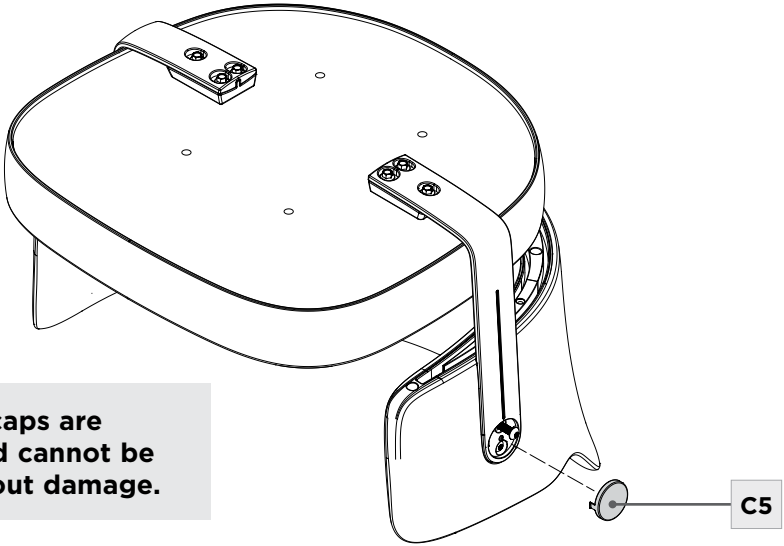


STEP 3. INSTALL SCREW CAPS

ASSEMBLY

Fully tighten all screws (H1, H4) from previous steps.

Install **2 Screw Caps (C5)** by aligning clips with notches in the **Arm Supports** and pressing the **Screw Caps** into the hole.


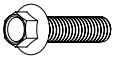


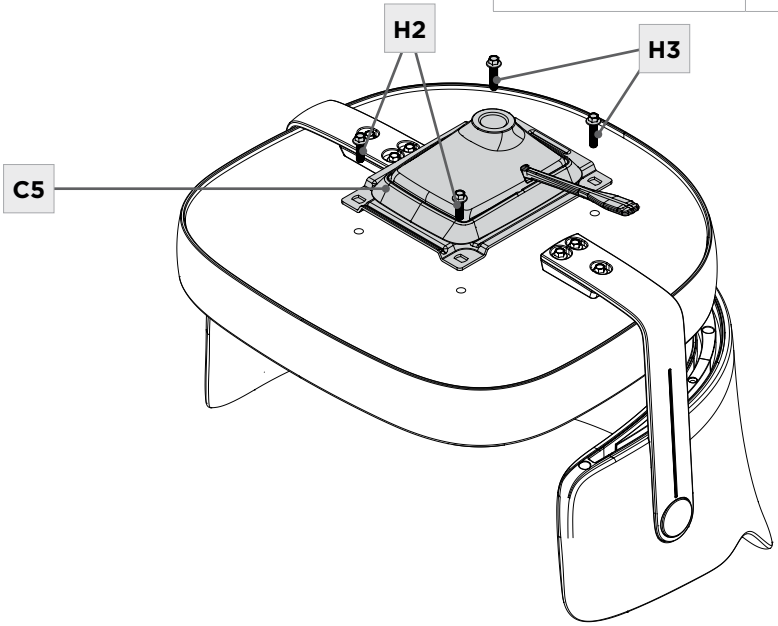
NOTE: Screw caps are permanent and cannot be removed without damage.

STEP 4. INSTALL SEAT MECHANISM

ASSEMBLY

Attach the **Seat Mechanism (C6)** to the underside of the **Seat Cushion (C2)** with **2 smaller Hex Screws (H2)** in front and **2 larger Hex Screws (H3)** in back.

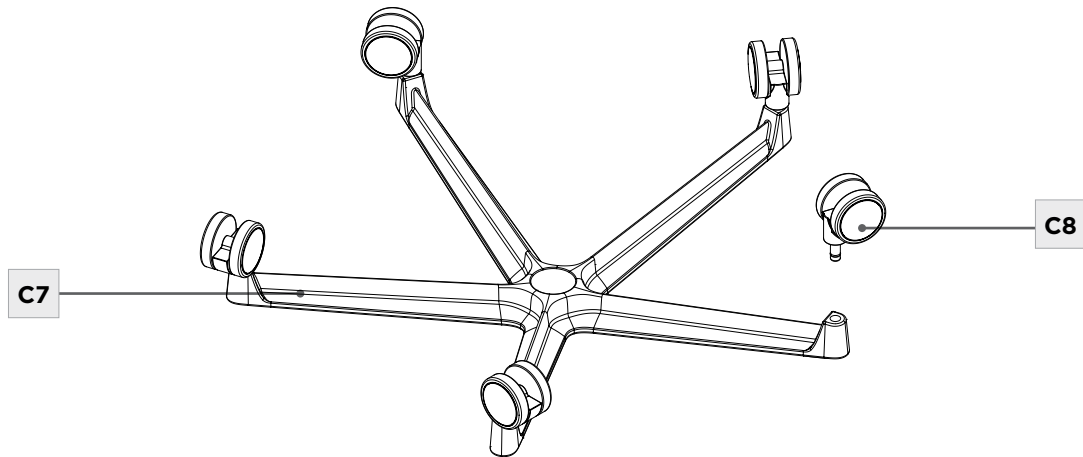
	HEX SCREW-H2	QTY 2
	HEX SCREW-H3	QTY 2



ASSEMBLY

STEP 5. ASSEMBLE BASE

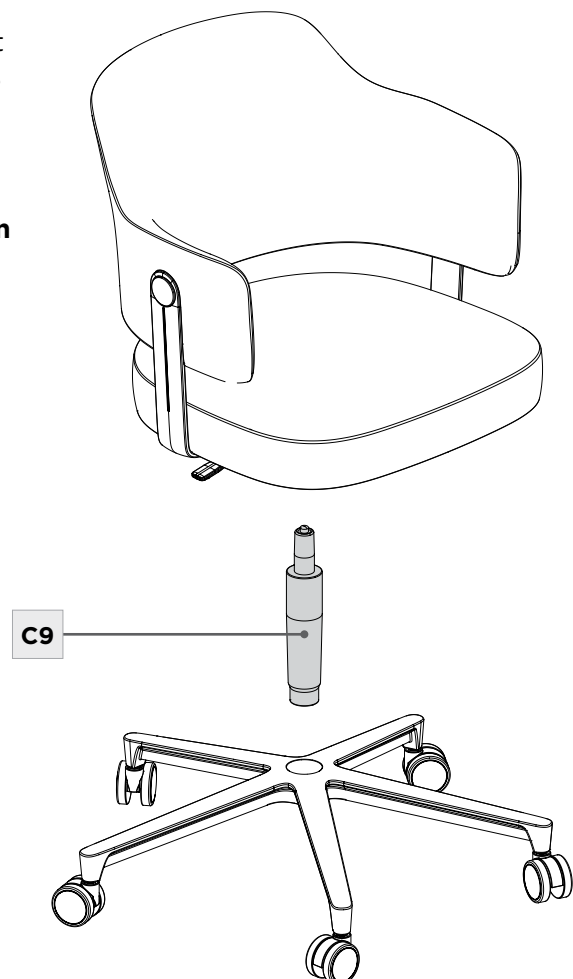
Place the **Base (C7)** upside down on a soft work surface. Install the **5 Swivel Wheels (C8)** into the **Base (C7)**. Press casters firmly until they stop. Ensure all 5 wheel stems are fully seated before use.



ASSEMBLY

STEP 6. INSTALL LIFT COLUMN

To assemble the chair, place the **Base (C7)** upright on the floor. Next, insert the **Lift Column (C9)** into the **Base**. Finally, lower the **Chair Assembly** straight down onto the **Lift Column** until fully seated. You may need to apply light downward pressure. **Do NOT sit on the chair until the column has fully engaged.**



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.

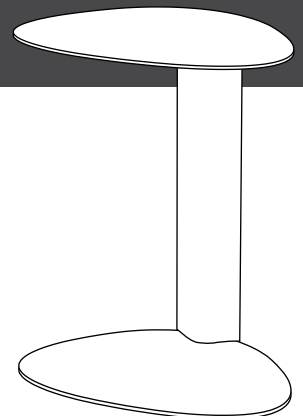
Commercial Use: BDI Furnishings carry warranty coverage for one (1) year from the date of product delivery, as shown on your sales receipt/documentation. Select chairs carry coverage for five (5) years from the date of the product delivery, based on an 8-hour daily use pattern.

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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