



Generation II – Exec Tour Chair

Assembly / Disassembly Instructions

Congratulations on your purchase!

Here are a few important tips on the care and maintenance of your new
Cozy Roadie - Gen II Executive Tour Chair

There is only one correct way to get the genie back in the bottle... Following these simple tips will expedite repacking of your chair.

When you open the case for the first time, it is strongly recommended that you take your cell phone camera out and take pictures of how the chair is tightly packed into this case.

1 - Lift the front felt liner flap out to the front of the case.

2 – Lift the chair assembly out of the case (Notice that the top or head [Cozy Roadie® emblem] of the chair with armrest pads up, is pointing to the right side of the case and bottom side down into the case). Place the chair assembly to the side.

3 – Next, fold the left and right liner flaps out.

4 - Notice the wheelbase is upside down (Wheels Up) in the bottom of the case and slightly justified to the right. (This is for a reason.) Also notice that if installed at the warehouse the wheels do not need to be removed for storage.

5 – Lift the wheelbase out of the case install the wheels (If they are not already installed) by pressing the 11mm 7/16" inch post of the wheel into the wheelbase until they are firmly seated into the base. Now with wheels installed place the wheelbase, wheels down to the side.

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Installing the Gas Lift Assembly*

6 – Remove the pouch on the Left hand side of the case toward the front of the case and take out the Gas lift assembly and place the 2" wide bottom of the lift (with lower Quick Release attached) into the wheelbase (give it a good shove to stick it in the base). If the gas lift doesn't initially stick into the wheelbase, a slight adjustment of the lower quick release might be necessary.

Looking down at the wheelbase at the QR assembly, rotating the bumpy knob (above the chrome U-Shaped handle) counterclockwise (to the left) a turn or two will raise the quick release up and away from the wheelbase collar allowing the cylinder to stick into the base. If the cylinder gets stuck in the base, then reverse this process by turning the QR adjustment (Bumpy Knob) Clockwise (to the right).

***Caution - Rotating this ring (The Bumpy Knob) in the extreme clockwise or counterclockwise direction is not recommended and will damage the lower quick release assembly rendering it ineffective. This action may also void your warranty.**

Installing The Seat Tilt Assembly

7 - Remove the pouch on the Left hand rear side of the case and take out the Seat Tilt assembly and the four (4) supplied Thumb Knobs. Make sure to align the Seat Tilt Plate so that the front of the tilt plate assembly is aligned with the front of the chair. The front can be identified by the word (Front) and an arrow (stamped) embossed into the seat plate and the sticker on the bottom of the chair pointing toward the front of the seat bottom. Align the seat tilt plate up with each of the four receiver bolts located in the seat bottom and screw each of the four (4) thumb knobs completely into the seat bottom being careful not to cross-thread. Do Not Over Tighten! Snug is good...

Installing the Seat Bottom On the Gas Lift.

There are a number of ways that this can be accomplished, find the one that's easiest for you.

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7 - Take the seat bottom, lay the seat assembly on its side and join the piston (silver part with the button at the top) of the Gas Lift to the seat plate cylinder adapter, (make sure that the piston of the Gas Lift is fully seated in the seat plate cylinder adapter). *Take the tethered ¼" x 20 thumb knob, locate and screw the thumb knob into the opening on the side of the seat plate (piston) cylinder adapter, making sure that it is tight enough that gas lift cylinder does not slide out (do not over tighten).

(*Note that some earlier shipments of this chair might not have the tethered knob attached. Some already have this knob installed in the cylinder adapter)

8 – Next, lift the chair to its upright position.

9 – Lift the seatback up until it locks into the clips located in the lower inside corner of each armrest. Now is a good time to locate these latches, so when it's time to collapse the seatback and repack the chair, you will know exactly where to go.

10 - While seated use the lever at the lower right of the seat to raise and lower the seat to the desired height. To lean the chair back, pull outward on the height adjustment lever to unlock and lean the seat back. You might have to adjust the seat tilt tension knob located toward the front underside of the chair to increase or decrease desired tilt tension.

You are now ready to use your Cozy Roadie®... With practice you'll get this down to under a minute, from case to user!



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Disassembling and Repacking your Chair

1 - Locate the two (2) levers located in the lower inside of each armrest to release the seatback.

1a - Tip - I found that if you stand behind the chair and lift these latches together, you can lean the seatback forward easily! Once released, fold forward.

2 – Next, locate, loosen and remove the 1/4" x 20 tethered thumb screw on the seat plate cylinder adapter to release tension on the gas lift piston. If your knob is not tethered to the receiver post with a captive wire rope, then screw this knob back into the adapter fully to protect it from getting lost or bending during transport. (Note, If you did not receive a wire rope tether for this knob on your "Gen II" Cozy Roadie® please contact us for a free replacement.)

3 – Now that the Upper Gas Lift is disengaged, you can do one of two things. If you are comfortable lifting the chair off the gas lift you can do that, or another method can be tipping the chair on its side and sliding the gas lift out of the seat plate. Placing the wheelbase, wheels down with the gas lift still in the wheelbase.

4 - Next, make sure that the bumpy knob of the gas lift lower Quick Release is adjusted so that the chrome u-shaped lever is firm and 90° horizontal to the cylinder. (Once this is adjusted properly you should be able to repeatedly remove the gas lift from the wheelbase with ease.) Step down firmly and briskly on the chrome lever to disengage the cylinder from the wheelbase. **(Tip – If the Gas Lift gets stuck in the wheelbase then go back to page #2. Paragraph #6 to fine tune the Lower Quick Release.)**

5 – Remove the gas lift from the wheelbase and place in the zippered pouch.

6 - Place the pouch with the Gas Life to the left front side of the case.

7 – Take the Wheelbase, wheels up (upside down in the case) and place to the right middle bottom side of the case. This can be tricky but once you find the



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position that fits, it will always fit that way. Fold the right felt flap into the case making sure to keep the material clear of the case lip and hinges.

8 - Next, (This is very important!) ***Remove the Seat Plate Assembly** - Unscrew the four (4) thumb screws from the seat plate assembly and place them back in the zipped pouch along with the seat plate. ***The chair will not fit in the case with the seat plate attached.**

9 – Next, place the pouch containing the seat plate to the back left corner of the case with the tilt tension and seat plate cylinder adapter leaning against the side wall of the case. (Make sure that it placed in the lowest position possible tuck against the left lower wall of case) Fold the left felt flap into the case making sure to keep the material clear of the lip and hinges of the case. Looking at the bottom of the case, the wheelbase should be covered to protect the bottom of the chair.

10 – Next, pick up the chair assembly by the arms up, Cozy Roadie emblem on the seatback facing to your right, place the chair into the case, making sure that it nests into the wheelbase and low enough in the case to close the lid.

11 - Lastly, fold the front felt flap over the chair making sure to keep the felt material clear of the front lip of the case. Tuck any loose felt material down and away from the case lid and bottom close the lid. Depending on the surface you are packing the chair on, you might need to shift the top and bottom of the case lid body to properly seat the lid to the case. Press to lock the (6) latches around the case lid.

That's it! You're Done!

If You have any questions whatsoever, please do not hesitate to give us a call:
1-833-269-9739 Cozy Roadie®



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Videos for this chair will be available soon. In the meantime checkout our website www.cozyroadie.com and YouTube® Channel for more information about Cozy Roadie®