



*Ophelia*

# Assembly Instructions

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{ INCLUDES IMPORTANT SAFETY INFORMATION.  
PLEASE READ AND KEEP FOR FUTURE REFERENCE. }

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Should you prefer to  
speak with a customer  
service representative,  
you may call toll free:

**1-855-372-2315.**

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## *Limited Warranty*

Millwork Holdings seating products are warranted against defects in material and workmanship while owned by the “Original Purchaser”. The term “Original Purchaser” is defined as that party or entity which purchases Millwork Holdings furniture from an authorized Millwork Holdings retailer as shown by the original sales receipt. This warranty does not apply to “as is” or previously owned seating products.

Millwork Holdings warrants its products to be free from defects in materials and workmanship (normal wear and tear, fading and stretching excepted), for one year from the date of purchase, except as provided below under the limited warranty.

This warranty gives you specific rights, and you may also have other rights, which vary from state to state. All warranties are limited to the original purchaser for normal use by a maximum of two users. Total weight capacity per chair is 250 pounds for a single user.

The exceptions or exclusions to this warranty are:

- Upholstery material and foam cushion material is warranted against defects in material and workmanship for a period of one year, beginning on the date of purchase as shown on the original sales receipt.
- Any warranty claim that is submitted after the limited warranty period, or without proper proof of purchase will not include the cost of parts, labor, or delivery on the warranted parts within a reasonable amount of time. We reserve the right to require damaged parts to be returned to us upon request. Natural markings such as scars, brands, grain variations, wrinkles, color variations, etc. will be considered normal characteristics and not construed as defects.
- For claims or questions concerning this warranty, please contact Millwork Holdings Customer Service department on the web at [www.truecustomersupport.com](http://www.truecustomersupport.com). Be prepared to provide your name, address, daytime phone number, the model and purchase order number of the product, date of purchase, and the store where it was purchased. Millwork Holdings requires that the original sales receipt be submitted with all requests to confirm that you are the original purchaser according to our written warranty.

## *Guidelines*

Thank you for selecting an Elle Decor piece!

Our primary objective is to provide fast, friendly customer service to all of our customers. We are here to help if you have any questions, comments, or are in need of warranty replacement parts.

Please call us toll free at: 1-855-372-2315  
(Monday - Friday 6:00am - 5:00pm PST)

Or visit our website:  
[www.truecustomersupport.com](http://www.truecustomersupport.com)

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### FAILURE TO FOLLOW THESE WARNINGS WHEN IN USE COULD RESULT IN INJURY

- Do not stand on the item or use as a step ladder.
- The chair is only designed for one person to use at a time (per seat).
- The chair has been tested and approved for users weighing up to 250 lbs (113kg) per seat.
- The chair is not recommended for use by individuals weighing more than 250 lbs (113kg) per seat.
- Do not use this item unless all bolts and screws are firmly secured and fastened.
- Check all bolts and screws every 60 days. As necessary, tighten if any are loose.

**WARNING:** DO NOT LET CHILDREN PLAY IN OR AROUND THE UNIT DUE TO THE POSSIBLE RISK OF FINGER ENTRAPMENT.

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*Pre-Assembly Preparation:*

Please read through this instruction before beginning assembly of this item.

*One adult assembly is recommended.*

- Clear out space for assembly and lay out all parts shown in parts list. Extra room will allow you to easily determine if all the pieces are present.
- Save all packing materials until assembly is complete to avoid accidentally discarding smaller parts or hardware.
- Keep small parts and pieces away from children until fully assembled.
- Please check for any loose screws and tighten them before you use.

*Maintenance:*

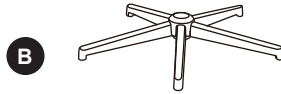
- Inspect and tighten all bolts on a regular basis to ensure proper performance and safety.

① *Step One: Inventory Parts*



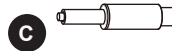
**A**

Casters  
Quantity: 5



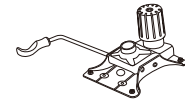
**B**

Star Base  
Quantity: 1



**C**

Gas Lift  
Quantity: 1



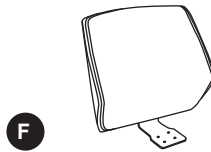
**D**

Seat Plate  
Quantity: 1



**E**

Seat Cushion  
Quantity: 1



**F**

Back Cushion  
Quantity: 1



**G**

1" Screws  
Quantity: 4



**H**

1-1/4" Screws  
Quantity: 4

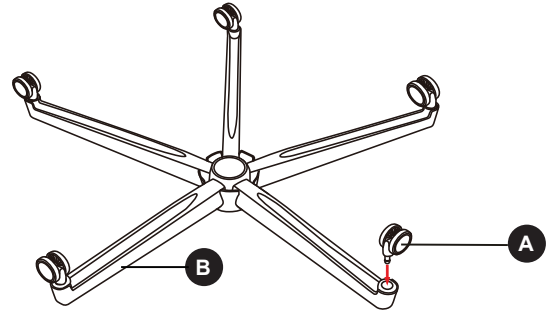


**I**

Allen Key  
Quantity: 1

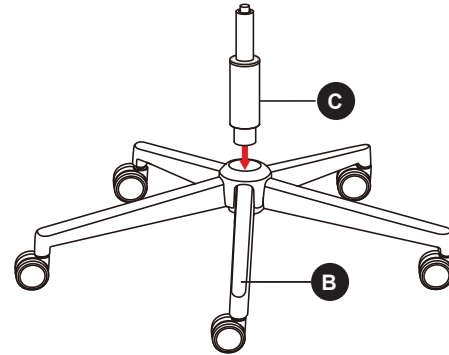
② *Step Two:*

Place the Star Base (B) upside down and insert 5 Casters (A) into the holes on the Star Base (B).



③ *Step Three:*

Turn the Star Base (B) over and insert the Gas Lift (C) through the center hole on top of Star Base (B).

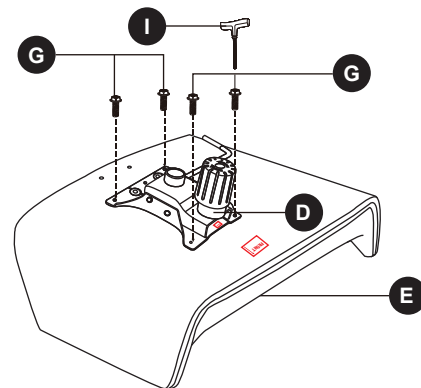




④ *Step Four:*

Attach Seat Plate (D) to the bottom of the Seat Cushion (E) (with the front of the seat plate facing the front of seat cushion). Attach by using 1" Screws (G) for the holes of the Seat Plate (D) with the Allen Key (I).

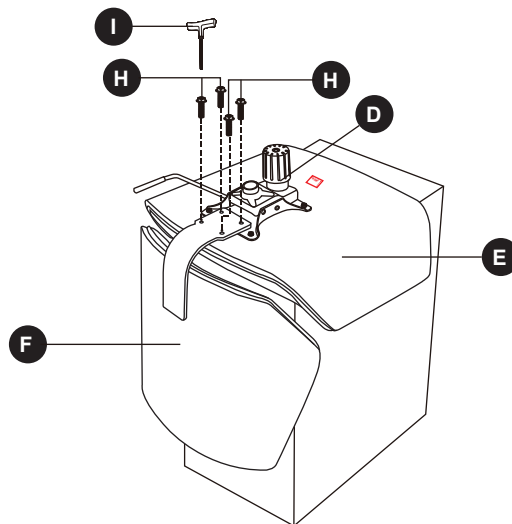
\*Note: Align the seat plate so the FRONT on the seat plate matches the FRONT label on the bottom of the seat cushion. Tighten the screws completely.



⑤ *Step Five:*

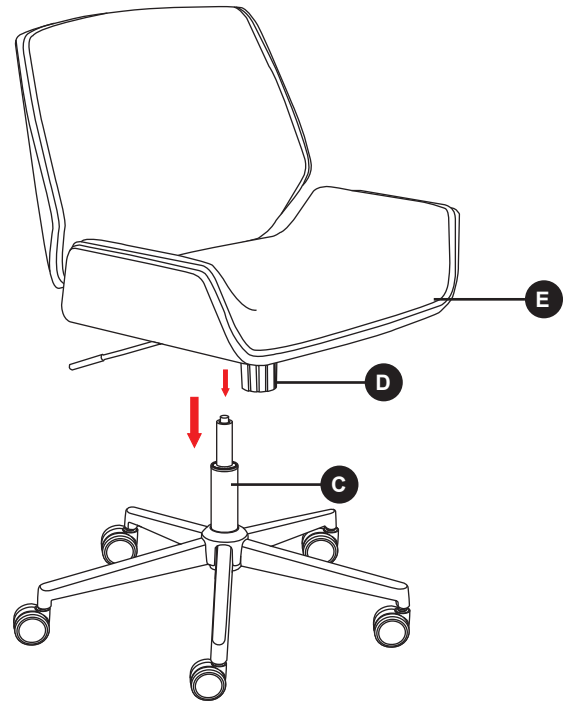
Align Back Cushion (F) with Seat Cushion (E) by positioning the back support plate over the Seat Plate (D) with 1-1/4" Screws (H).

\*Note: Tighten the screws completely.



⑥ *Step Six:*

Position the assembled chair upright with the Seat Plate (D) facing down. Insert the Gas Lift (C) into the center hole of the Seat Plate (D) and press down until fully engaged.



# Operating Instructions

## ① To Adjust Seat Height

While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release handle to lock chair at desired height. To lower the seat, lift the handle while seated. The chair will descend until the handle is released or the chair reaches the bottom position.



## ② To Adjust Tension on the Tilt

Reach under the front center of the chair, grasp the round knob (R) and turn it counter - clockwise to stiffen the tilt mechanism. Turn the knob (R) clockwise to loosen the tilt mechanism. Rotate the knob (R) until the desired resistance is reached.



**3 To Operate Tilt Lockout**

While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the seat plate) to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and push the handle in towards the seat plate.



