

Office Chair

Instruction Manual

938-C



Customer Service

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Thank you for choosing our office chair and welcome as a valued customer.

Please read

1. Do not discard any of the packaging until you are certain that you have all the necessary parts for the assembly.
2. Please ensure that the packaging is disposed of in a safe and environmentally responsible way.
3. During assembly, tighten screws by hand only. Once all screws are in place, you may tighten all screws completely.

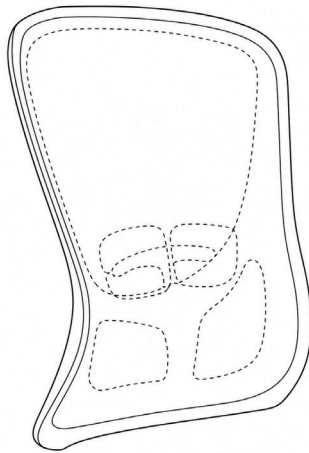
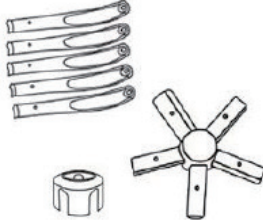
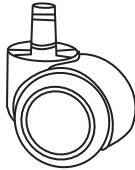
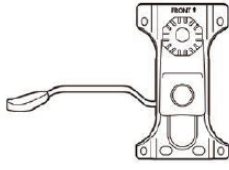
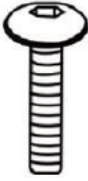
Caution

1. Never use this chair as a step ladder.
2. Check that screws have not become loosened every 6 months.
Retighten if necessary.
3. Do not allow children to play with or operate the mechanism.
4. Keep hands and feet clear of mechanism.
5. Only the occupant should operate mechanism.

Usage Troubleshoot

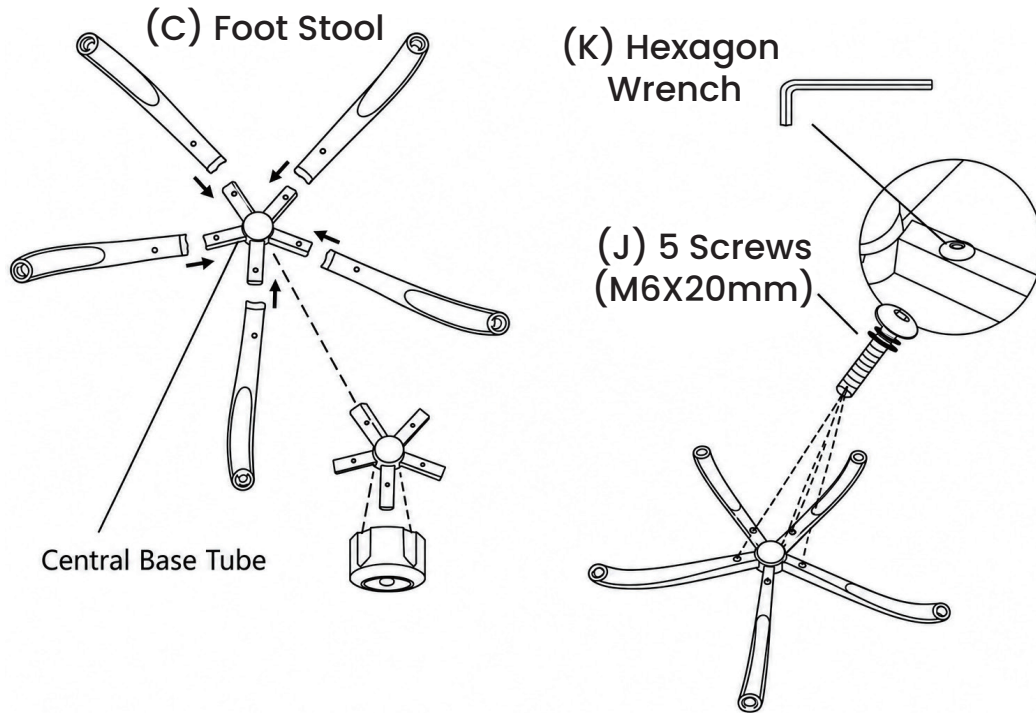
- Adjust the height of the chair to suit your height. If it is not suitable for you, please contact us for help.
- If the chair is tilted to one side or forward, make sure the screws the seat plate are tightened, make sure the chassis is not upside down, and contact us if the problem cannot be resolved.
- If the fabric of the chair is torn or stained when you receive it, please contact us to get the replacement part or compensation.
- If the chassis is broken, please contact us for a replacement or partial refund, please contact us for help.
- If part is missing, please contact us and provide the picture of the missing part, we will replace it.

Accessories List

(A) Backrest 	(B) Seat Cushion 	(C) Foot Stool 	
		(D) 5 Castors 	
(E) Air Rod 	(F) 2 Armrests 	(G) Base Plate 	(H) 8 Screws (M6X35mm) 
(I) 4 Screws (M6X18mm) 	(J) 5 Screws (M6X20mm) 	(K) Hexagon Wrench 	(L) 2 Decoration Caps 
(M) 4 Gaskets 		(N) 2 Flat Decorative Covers 	

Step 1

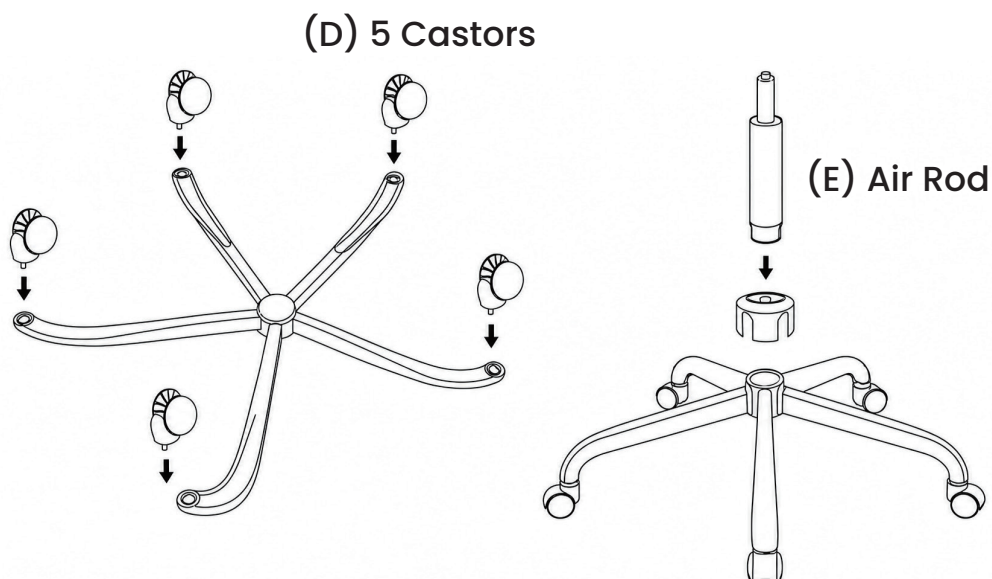
Insert 5 Foot Stool (C) into the central base tube as shown. Align with the holes on both sides, tighten 5 Screws M6X20mm (J) with Hexagon Wrench (K).



Step 2

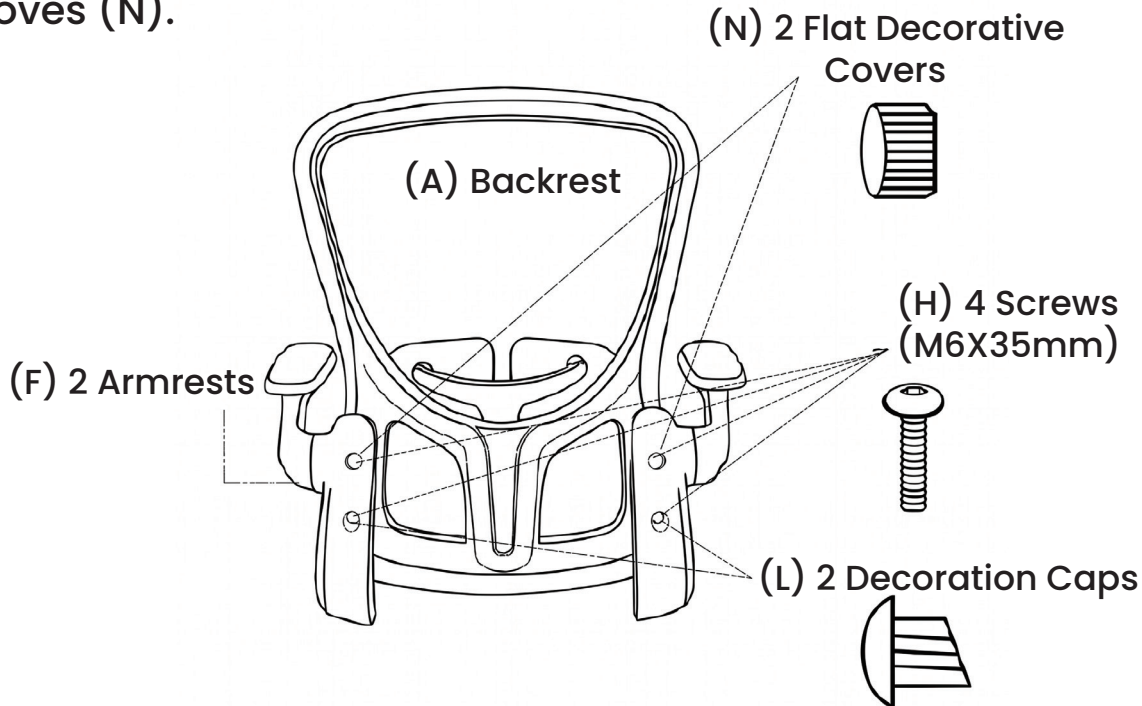
Insert the 5 Castors (D) to the foot stool installed in step 1 and press them in firmly. Put Air Rod (E) into the hole of central base tube as shown. Then put it aside and we will use it on Step 6.

*** Caution: Confirm Castors (D) must be inserted deeply. Otherwise the Castors could easily fall out and the chair could fall down.**



Step 3

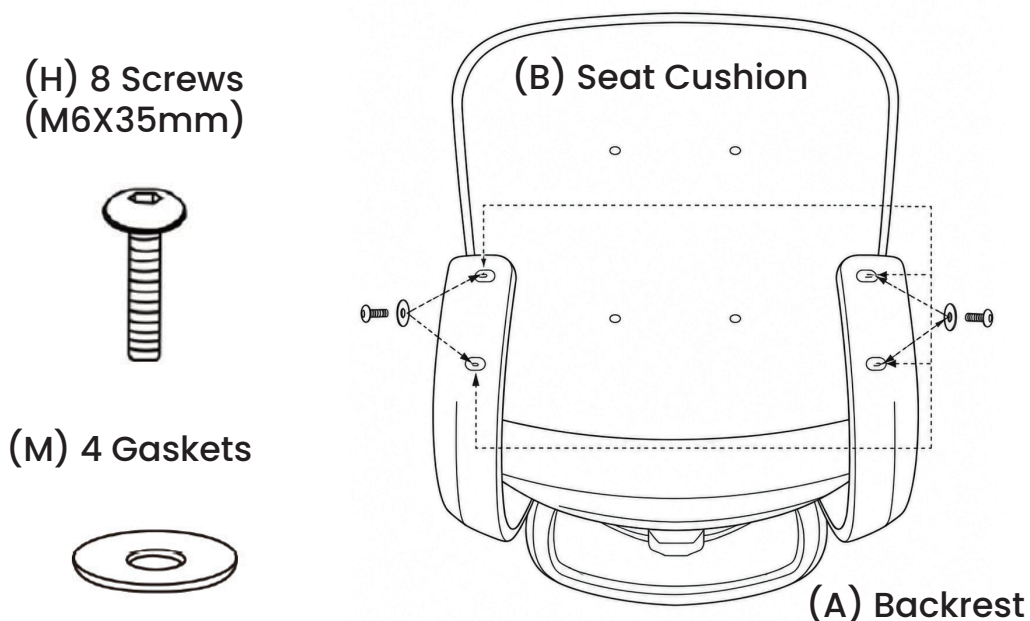
Tighten the Screws M6X35mm (H) with Hexagon Wrench (K) to fix 2 Armrests (F) to the back of Backrest (A). Tighten the 4 screws firmly and then cover the screws with Decoration Caps (L) and Decorative Coves (N).



Step 4

After Step 3, fix the bottom of the Armrests (F) to the back of the Seat Cushion (B). Tighten the Screws M6X35mm (H) and Gaskets (M) with Hexagon Wrench (K) firmly.

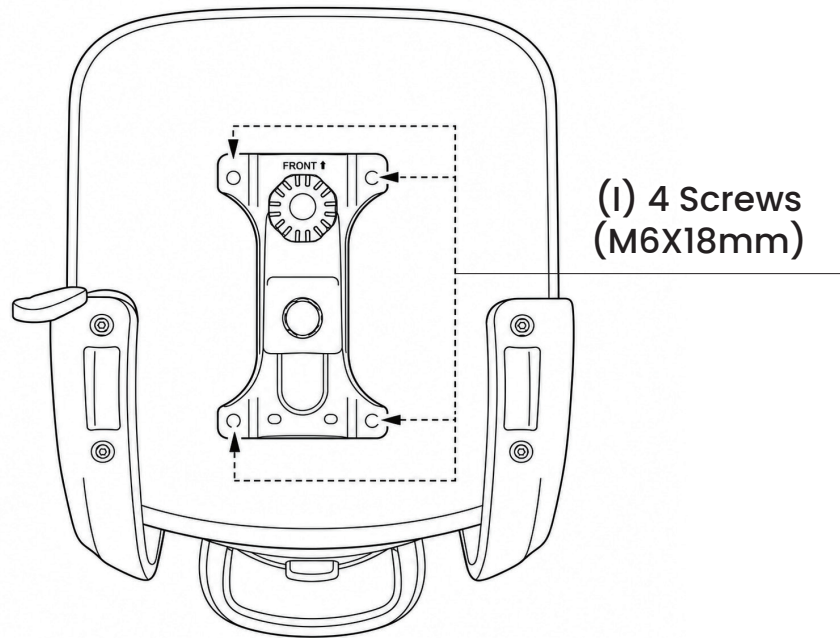
***Caution:** There is a FRONT sticker on the front of Seat Cushion (B).



Step 5

Fix the Base Plate (G) to the bottom of the Seat Cushion (B). Tighten the Screws M6X18mm (I) with Hexagon Wrench (K) firmly.

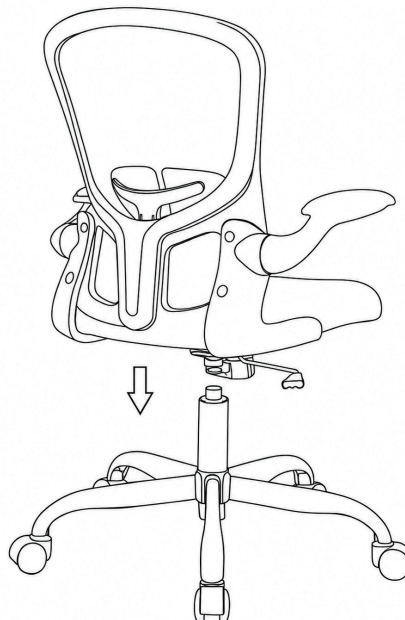
*Caution: There is a FRONT letter print on the front of the Base Plate(G).



Step 6

Pick up the Step 2's Air Rod (E) and Foot Stool (C). Insert the Air Rod (E) into Step 5's Base Plate (G). There's a hole in the middle of Base Plate (G). Press the Seat Cushion (B) from top to bottom, use your whole body's strength to insert it firmly, the assembly is complete now.

* Caution: If the Air Rod (E) isn't inserted into Base Plate (G) firmly, it's likely to fall down when the chair raises up.



Safety Information



INSTRUCTION MANUAL

Model: 938-C