

# Office Chair

## Instruction Manual



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.

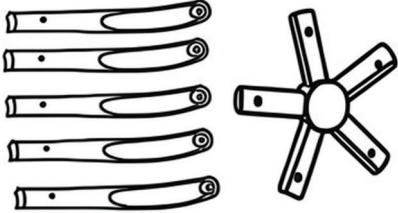
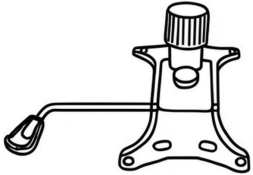
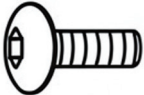
## Caution

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

|                                                                                                                       |                                                                                                                       |                                                                                                                                      |                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <p>(A) Backrest</p>                   | <p>(B) Seat Cushion</p>              | <p>(C) Split Base Tube<br/>Central Base Tube</p>  |                                                                                                                         |
| <p>(D) 5 Castors</p>                | <p>(E) Air Rod</p>                 | <p>(F) 2 Armrests</p>                             | <p>(G) Base Plate</p>               |
| <p>(H) 4 Screws<br/>(M6X35mm)</p>  | <p>(I) 4 Screws<br/>(M6X30mm)</p>  | <p>(J) 4 Screws<br/>(M6X25mm)</p>                | <p>(K) 5 Screws<br/>(M6X20mm)</p>  |
| <p>(L) Hexagon Wrench</p>          | <p>(M) 4 Decoration Caps</p>       |                                                                                                                                      |                                                                                                                         |

An Hexagon Wrench can tighten screws more effectively. It is recommended to use it on the last few turns of each screw.

## Accessories List



**Up and down adjustment**



**Tilt adjustment**



**Backrest adjustment**

Thanks for purchasing our products. Please read this manual before assembly. And please assemble in order. After the assembly, keep the instruction properly. Make sure all the parts are included.

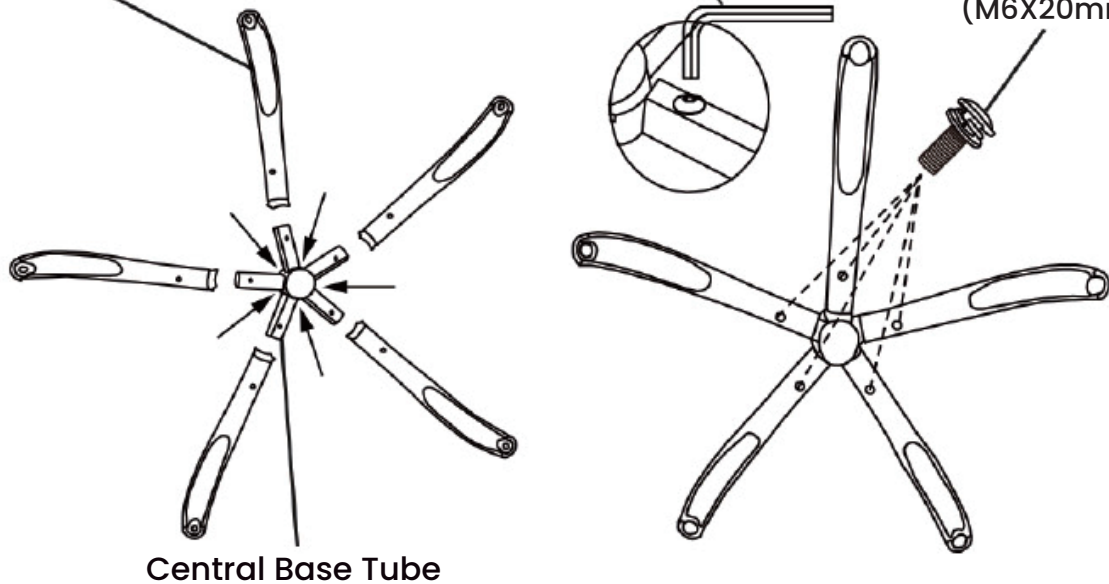
## Step 1

Take out Split Base Tube (C) and Central Base Tube (C). Insert Split Base Tube (C) into Central Base Tube (C) as shown. You can see there are two screw holes. Align with the holes, tighten Screws M6X20mm (K) with Hexagon Wrench (L) to fix 5 Split Base Tube (C) to Central Base Tube (C). Repeat five times.

(C) Split Base Tube

(L) Hexagon Wrench

(K) 5 Screws  
(M6X20mm)



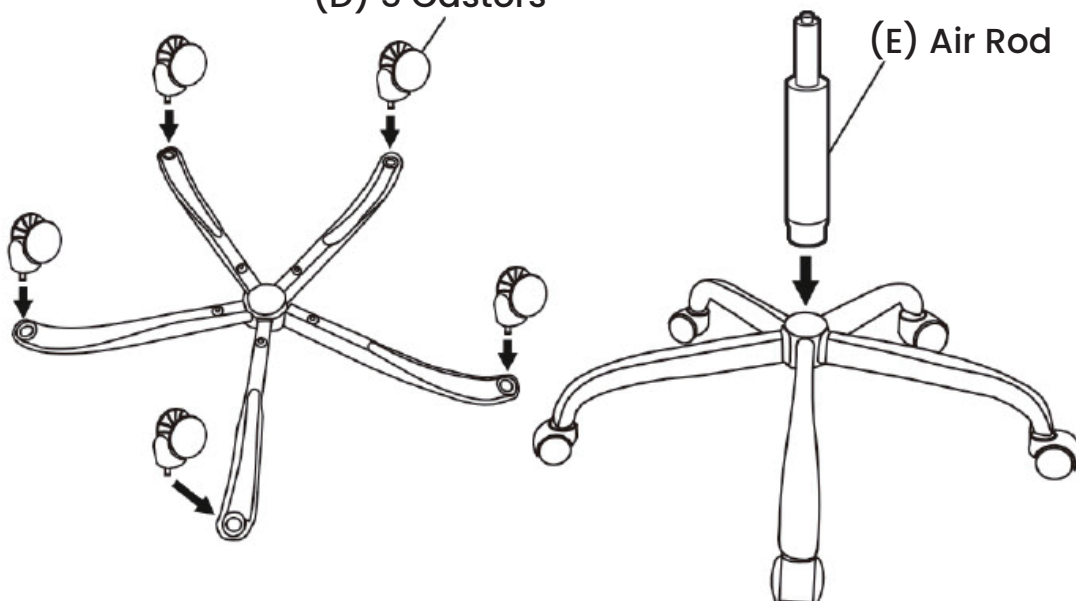
Central Base Tube

## Step 2

Take out Air Rod (E). Insert Air Rod (E) into the hole of Central Base Tube (C) as shown. Put it aside and we'll use it in Step 6. Confirm Castors (D) must be inserted deeply. (Press the castors in with more force)

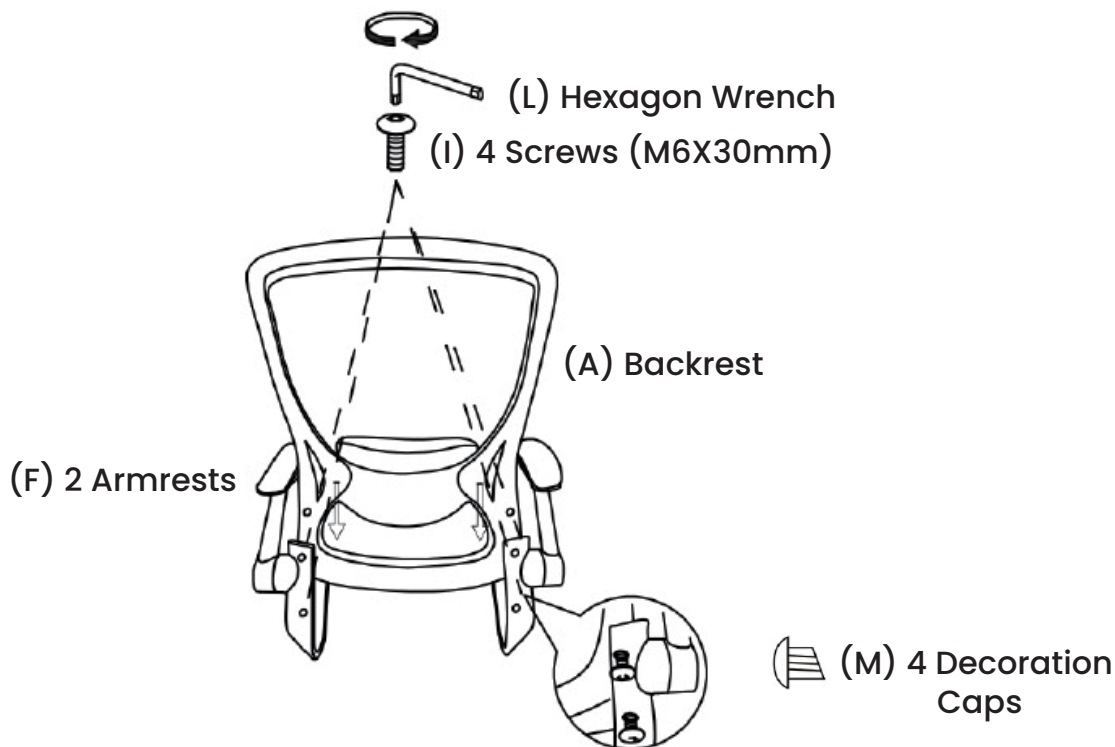
(D) 5 Castors

(E) Air Rod



## Step 3

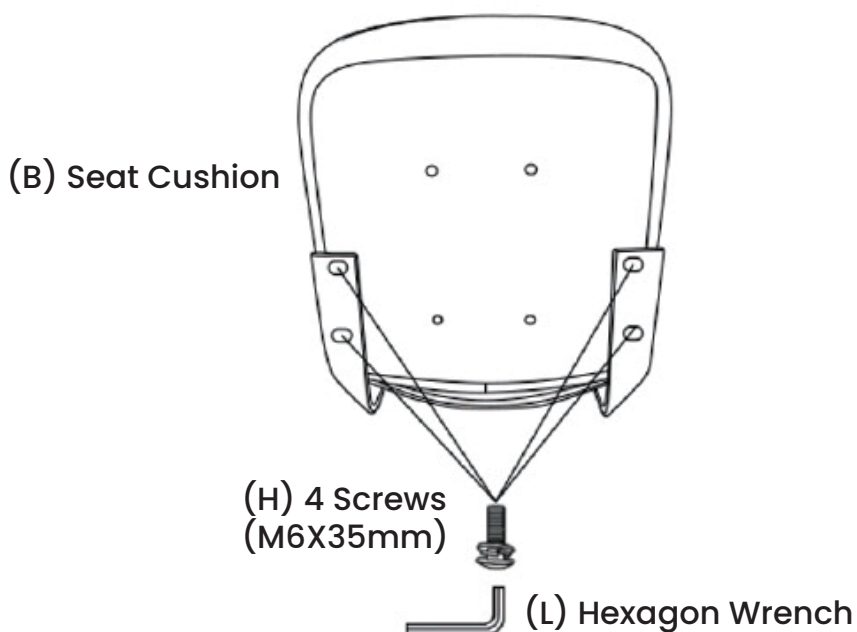
Tighten the Screws M6X30mm (I) with Hexagon Wrench (L) to fix 2 Armrests (F) to the back of Backrest (A). Tighten the 4 screws firmly and then cover the screws with Decoration Caps (M).



## Step 4

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

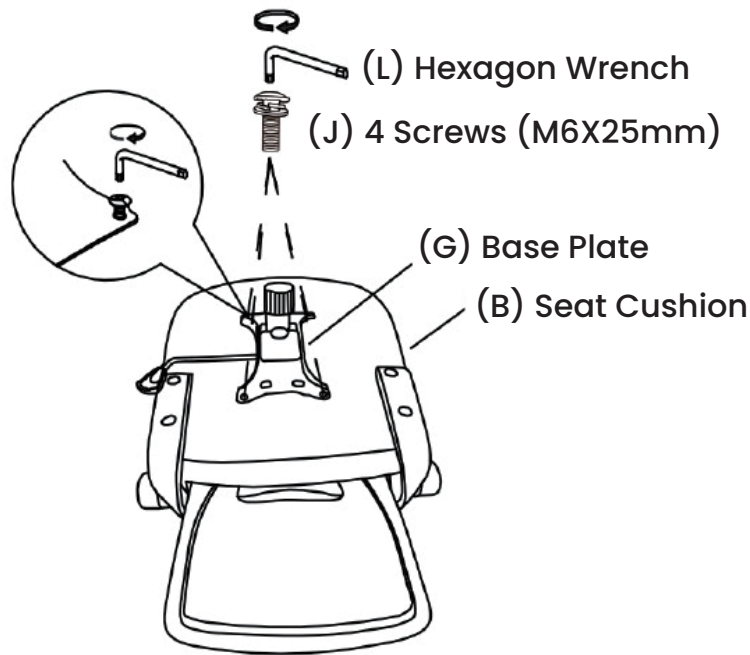
\* Caution: There is a FRONT sticker on the front of Seat Cushion (B).



## Step 5

Fix Base Plate (G) to the bottom of Seat Cushion (B). Tighten the Screws M6X25mm (J) with Hexagon Wrench (L) firmly.

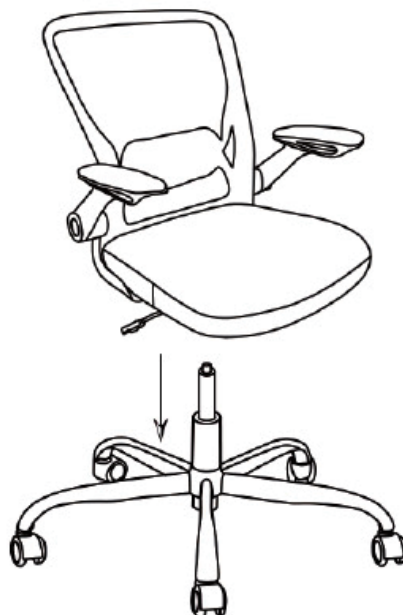
**\*Caution:** There is a FRONT letterprint on the front of the Base Plate (G).



## Step 6

Pick up the Step 2's Air Rod (E) and Base Tube (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) doesn't insert to Base Plate (G) firmly, it's likely to fall off when the chair raises up.



# Safety Information



## INSTRUCTION MANUAL