

ASSEMBLY INSTRUCTIONS



Thank you for purchasing our product!

Please refer and use this assembly instruction to assemble the product. Contact our customer service department in case there are any missing or damaged parts or hardware.

We appreciate your business!

ASSEMBLY REQUIREMENT

1-Person Assembly

30 Minutes Assembly Time (Approximate)

Tools Required: **Allen Wrenches (provided)**



ASSEMBLY PREPARATION

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List and ensure they are complete before you start assembling.
3. Place all components on a clean, flat and soft surface (e.g. carpet or rug) to prevent parts from getting scratched.
4. Some models may have a black protective cap covering the top of the gas lift. **THIS CAP MUST BE REMOVED PRIOR TO ATTACHING THE SEAT TO THE GAS LIFT.**
5. Some models may come with fabric covering the screw holes in the seat bottom. In this case, locate the holes by running your hand over the general area to locate the screw positions and poke through the fabric with the allen wrench or a screw.

SAFETY PRECAUTION

1. **KEEP ALL HARDWARE PARTS OUT OF REACH OF CHILDREN.**
2. **DISPOSE PLASTIC PACKAGING MATERIAL IMMEDIATELY TO AVOID ANY RISK OF SUFFOCATION TO CHILDREN AND ANIMALS.**

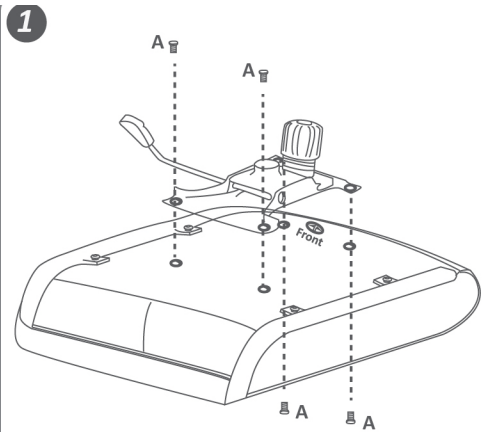
TIPS FOR ASSEMBLY

1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior and finish of the furniture.
3. Please check all of the parts and quantities are included before assembly. Contact customer service for missing parts.
4. Identify all of the parts, hardware and quantities required for each step.
5. During assembly, do not over-tighten any fittings as this may cause damage.
6. **DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.**
7. Always place the product on a flat surface.
8. Do not sit or stand on the partially assembled product, only use the product for which it is intended.

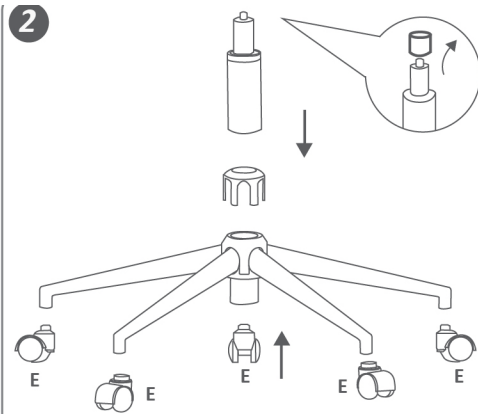
CARE AND USE

- Recommended for indoor use only.
- Use a slightly damp cloth to clean the product. Do not use bleach or abrasive cleaning material.
- Check all the fittings periodically and re-tighten as necessary. Do not use the product if any of the parts is damaged or broken.

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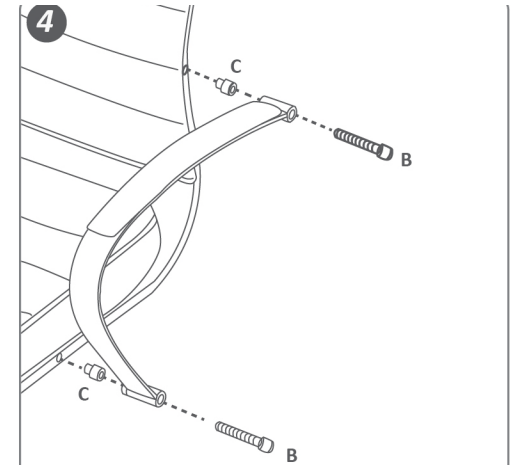
Attach the tilt mechanism to the seat using screws (A) and allen wrench (1) as shown here. Please note the orientation of the front of the seat and the mechanism. Be sure to hand tighten each screw before finishing with the allen wrench.



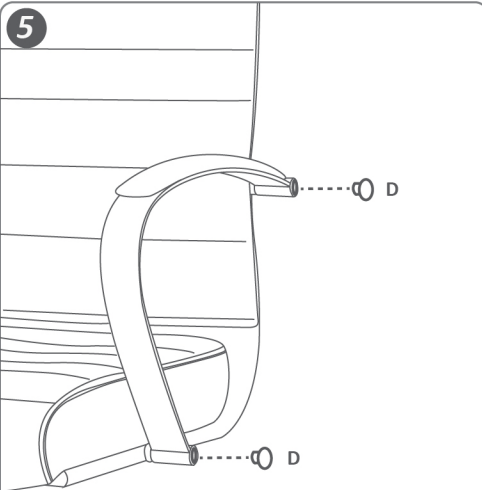
Insert the casters (E) into the five star base. This may take significant force. Gently squeeze the base cover and place around the center of the 5 star base. Insert the gas lift into the center of the base. **Remove the small black gas lift cover before assembling the rest of your chair.**



Attach the assembled seat to the assembled base by aligning the hole in the tilt mechanism to the top of the gas lift. Push down firmly to secure.



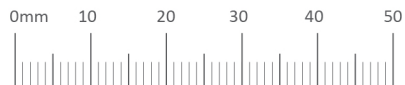
Attach the armrests (optional) to the seat using bolt caps (C), screws (B), and allen wrench (2) as shown here. Make sure to hand tighten each screw before finishing with the allen wrench.



Cover the holes with cap covers (D).



- RECOMMENDED FOR INDOOR USE ONLY.
- ONLY FOR SEATING ONE PERSON AT A TIME.
- DO NOT USE CHAIR AS STEP STOOL OR LADDER.
- DO NOT USE CHAIR UNLESS ALL BOLTS AND SCREWS ARE TIGHT.
- AT LEAST EVERY SIX MONTHS CHECK ALL BOLTS AND SCREWS TO BE SURE THEY ARE TIGHT.
- IF ANY PARTS ARE MISSING, BROKEN, DAMAGED OR WORN, STOP USING THE PRODUCT UNTIL REPAIRS ARE MADE WITH FACTORY-AUTHORIZED PARTS.
- FAILURE TO FOLLOW THESE WARNINGS CAN RESULT IN SERIOUS INJURY.



PARTS CHECKLIST



4 M6x20MM



4 M8x45MM



4 Bolt Caps



4 Cap Covers



5 Casters