

Office Chair

Instruction Manual

2502



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

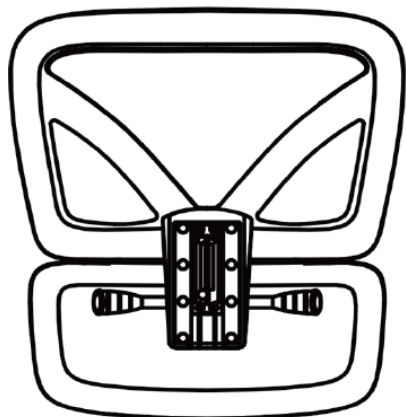
1. Never use this chair as a step ladder.
2. Check that screws have not become loosened every 6 months.
Retighten if necessary.
3. Do not allow children to play with or operate the mechanism.
4. Keep hands and feet clear of mechanism.
5. Only the occupant should operate mechanism.

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

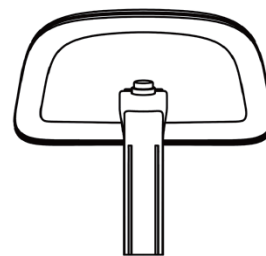
(A) Backrest



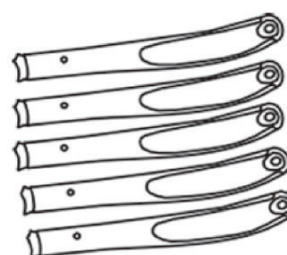
(B) Seat Cushion



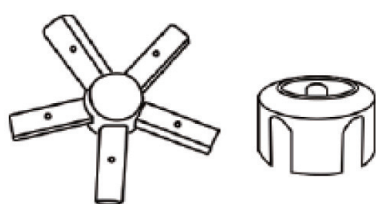
(C) Headrest



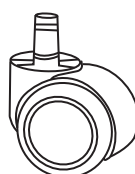
(D) 5 Split Base



(E) Central Base Tube



(F) 5 Castors



(G) Air Rod



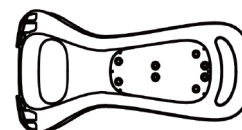
(H) 2 Armrests



(I) Clothes Rack



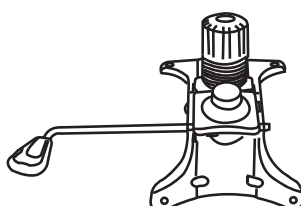
(J) Backrest Support Shaft



(K) Decorative Backrest



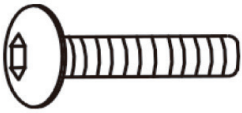
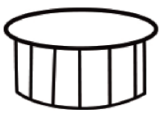
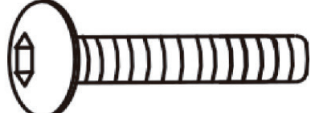
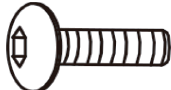
(L) Base Plate



(M) 5 Screws (M6X20mm)



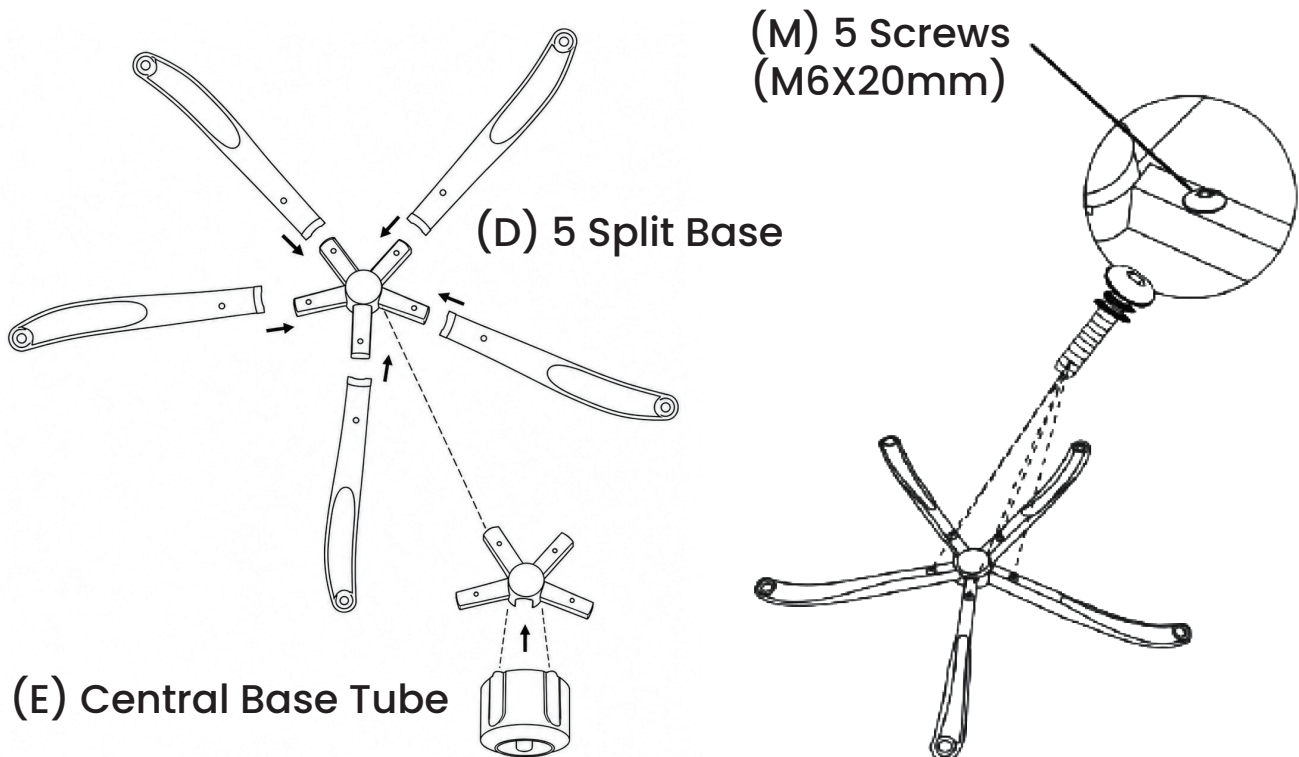
Accessories List

(N) 2 Screws (M6X25mm) 	(O) 2 Decoration Caps 	(P) 6 Screws (M6X30mm) 
(Q) 8 Screws (M6X20mm) 	(R) 3 Screws (M8X35mm) 	(S) Hexagon Wrench 

An L-shaped hex wrench can tighten screws more effectively. It is recommended to use it on the last few turns of each screw.

Step 1

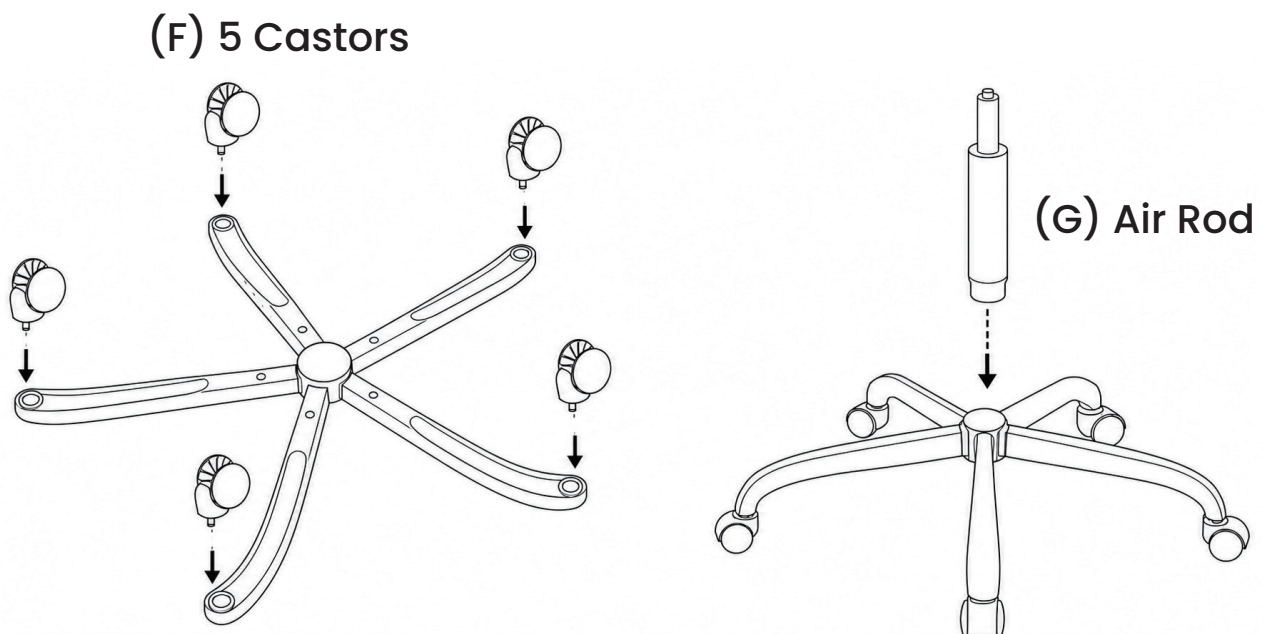
First, remove the plastic cover from the wheel hub. Then insert each of the five chair legs into the hub and secure them with screws.



Step 2

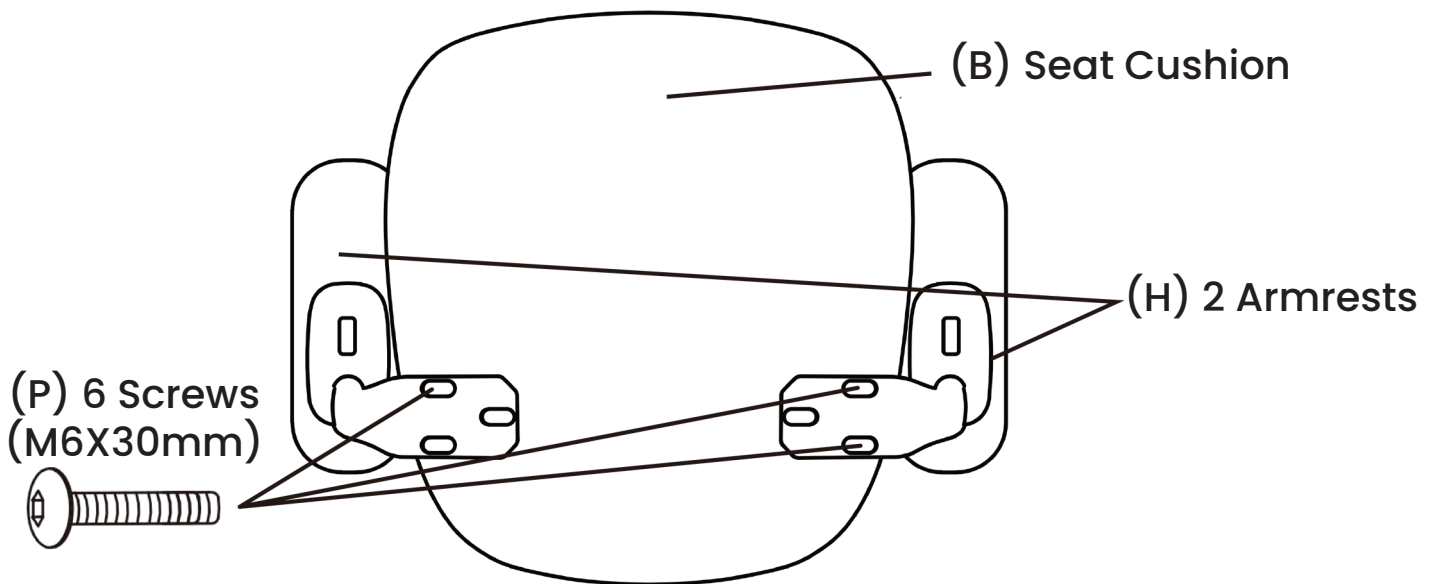
Insert the 5 castors onto the chair legs fitted in Step 1, then replace the plastic slot covers over the castor hubs. Finally, insert the pneumatic lift mechanism into the hub.

***Caution: Confirm Castors must be inserted deeply.
(Press the castors in with more force)**



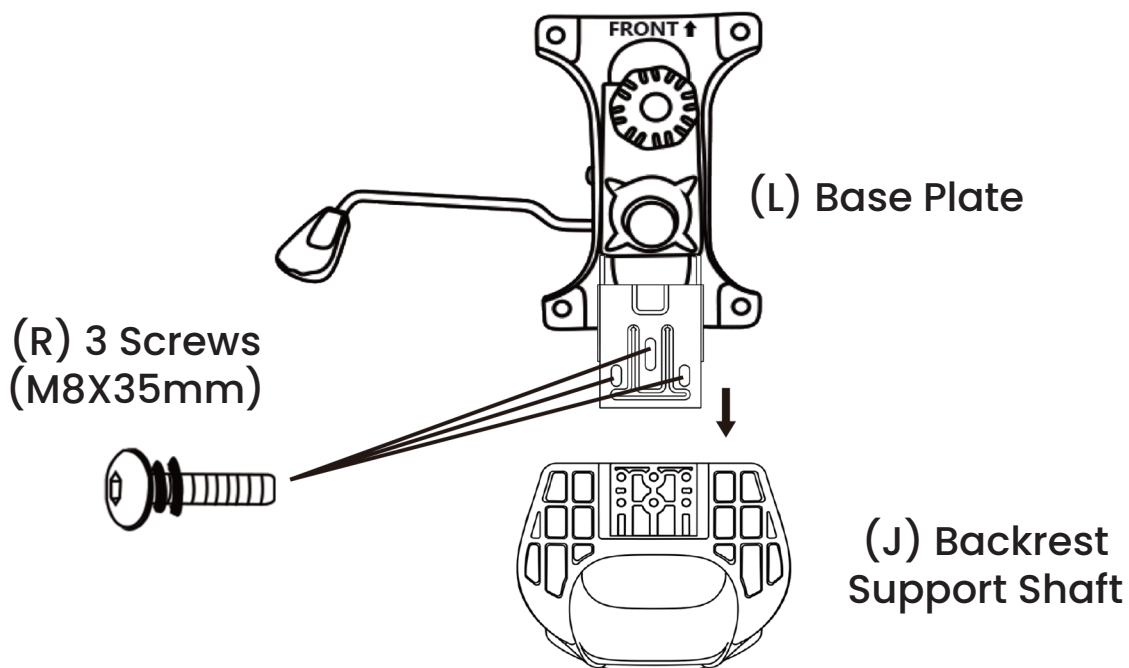
Step 3

Secure armrests to seat cushions; install the footrest mounting slot; avoid full bolt tightening until all are aligned with their holes to allow necessary assembly adjustments.



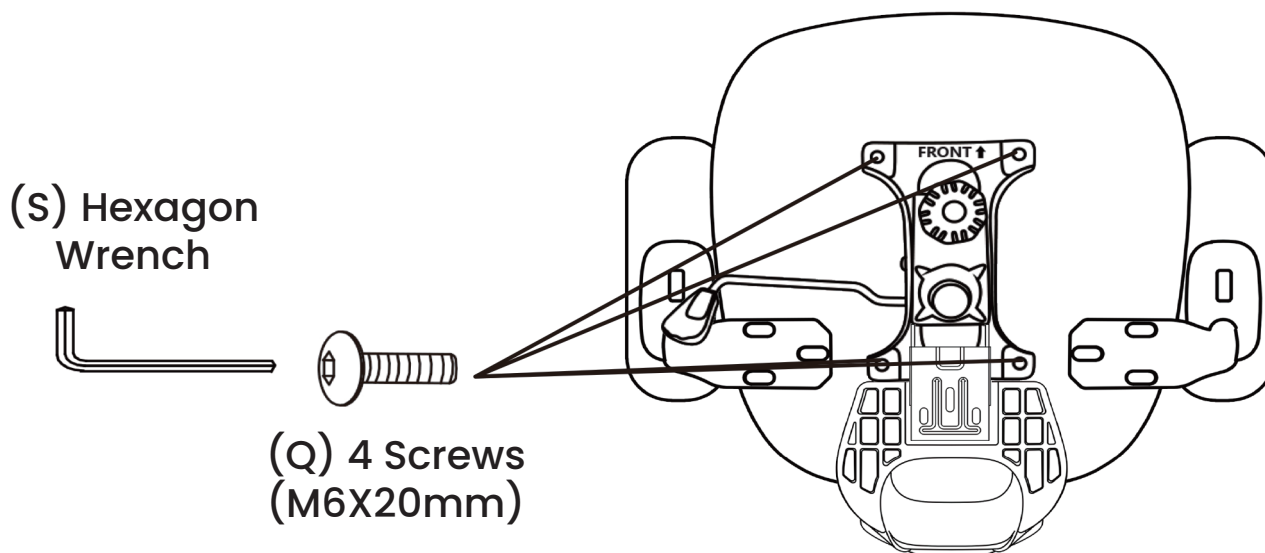
Step 4

Secure base plate to backrest support shaft; avoid full bolt tightening until all are properly positioned to allow necessary assembly alignment tweaks.



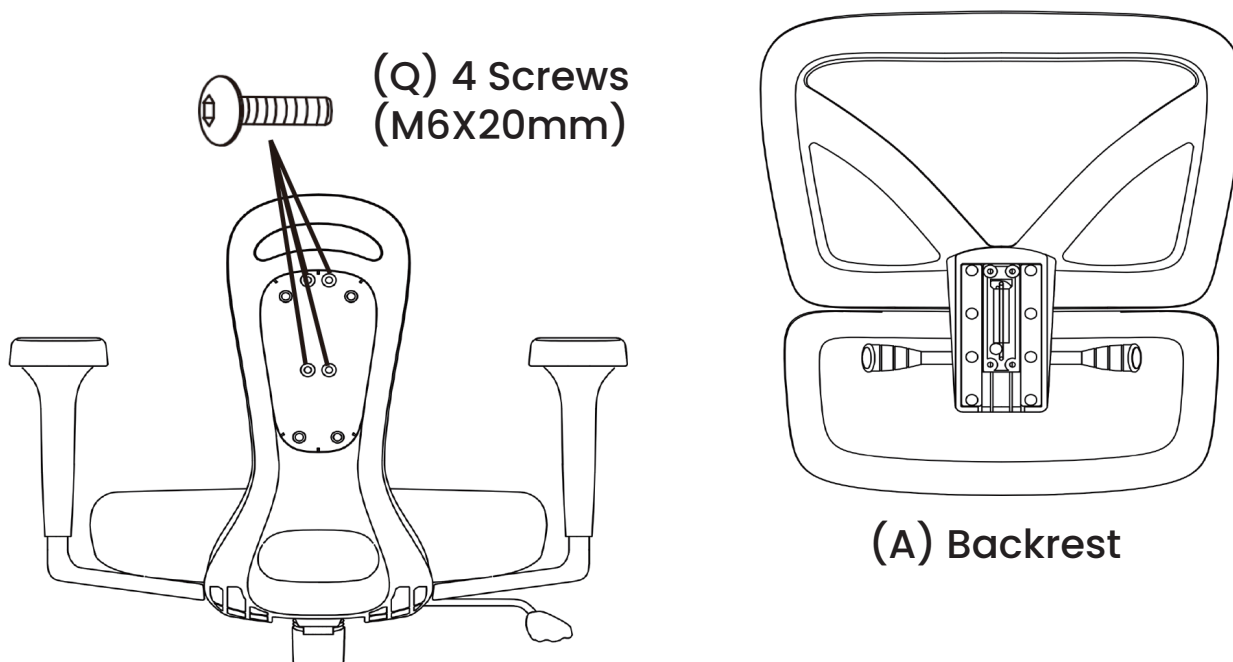
Step 5

Fasten Step 4-installed components to the seat cushion; avoid full bolt tightening until all are aligned with their corresponding holes to allow necessary assembly adjustments.



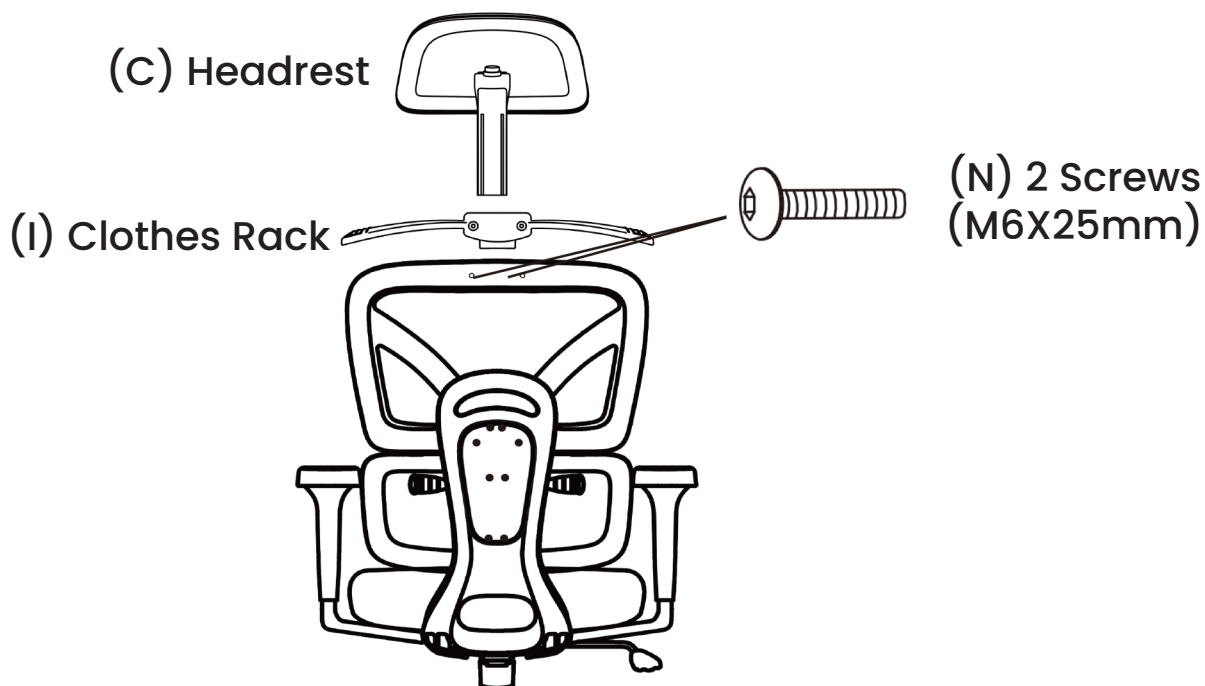
Step 6

Fasten the backrest to Step 5's installed assembly; avoid full bolt tightening until all are properly positioned to allow necessary assembly alignment tweaks.



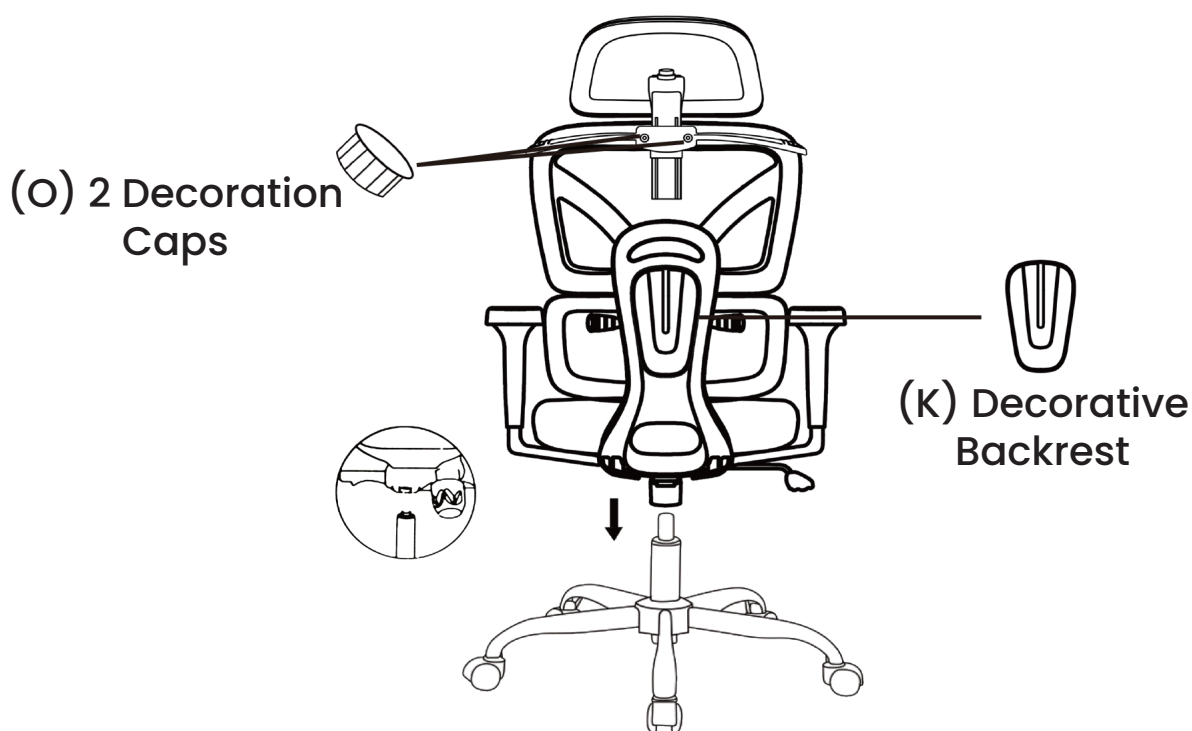
Step 7

Fasten the headrest and clothes rack to Step 6's backrest; avoid full bolt tightening until all are properly positioned to allow necessary assembly placement tweaks.



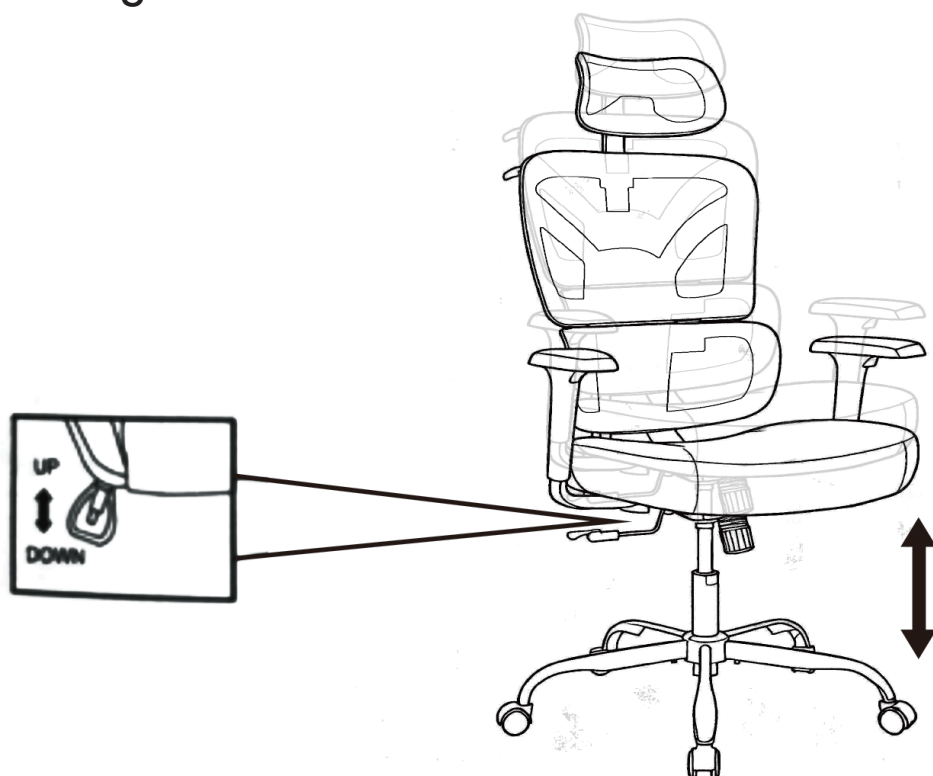
Step 8

Insert Step 2 base's air rod into Step 7 seat base plate (central hole); then snap backrest and clothes hanger decorative caps into place.



Step 9

Adjust height via the base's right lift lever: Lift while seated to lower; lift when standing to raise.



Step 10

Control tilt angle by pushing/pulling the base's right lift lever. Adjust knob tension to change tilt force: clockwise loosens (easier backward tilt); counterclockwise tightens (more force needed).



Safety Information



INSTRUCTION MANUAL

Model: 2502