

WINGBACK SWIVEL OFFICE CHAIR





Questions, problems, assembly help, missing parts?

No need to return the product, we will gladly help and ship your replacement parts free of charge

Please call Customer Service

In order to assist you in a timely manner, please have the following information ready:

Model # _____ Part Number or Letter _____

Purchased at _____ Date of Purchase _____

If you wish to return the product, please contact the retailer where the product was purchased.

IMPORTANT: Please read this manual carefully before beginning assembly of this product. Keep this manual for future reference.

SAFETY INFORMATION

Identify all the parts and hardware. Do not discard of the packaging until you have checked that you have all of the parts and hardware required. Hardware package may have spare parts.

WARNING: This item contains small parts which can be swallowed by children and pets. Keep children and pets away during assembly. To avoid danger of suffocation, always keep plastic bags away from children and pets.

We recommend that you assemble this unit on a carpeted floor to avoid scratches. We do not recommend the use of power tools for assembly as this could damage the unit. Only use manual tools.

Requires 2 people for ease of assembly.

CARE and MAINTENANCE

Wipe regularly with clean water and a damp, clean, soft white cloth.

General cleaning can be done as needed with a mild detergent and water solution. Always rinse with clean water and dry.

For heavy soiling, dampen a soft white cloth or soft bristle brush. Use care as scrubbing can damage the surface.

More difficult stains can be treated, but this should be occasional, not daily, cleaning. ANY cleaning solution used must be removed with clean water and a clean white cloth. Cleaning residue left on the material can cause it to dry out and crack, or affect the color.

DO NOT use any cleaners with corrosive ingredients (lye, acids or ammonia).

PRE-ASSEMBLY INFORMATION

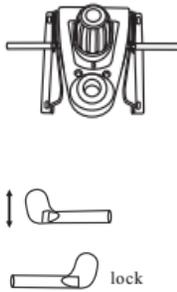
PARTS DESCRIPTION

A



CHAIR
QTY 1

B



MECHANISM and
HANDLES
QTY 1

C



GAS LIFT POST
QTY 1

D



BASE
QTY 1

E



CASTOR
QTY 5

NEED HELP? For help with assembly or if you are missing a part, please call customer service

PRE-ASSEMBLY INFORMATION

HARDWARE DESCRIPTION

1



ALLEN KEY SCREW
5/16 X 1 "
QTY 2

2



ALLEN KEY SCREW
5/16 X 1-1/4 "
QTY 2

3

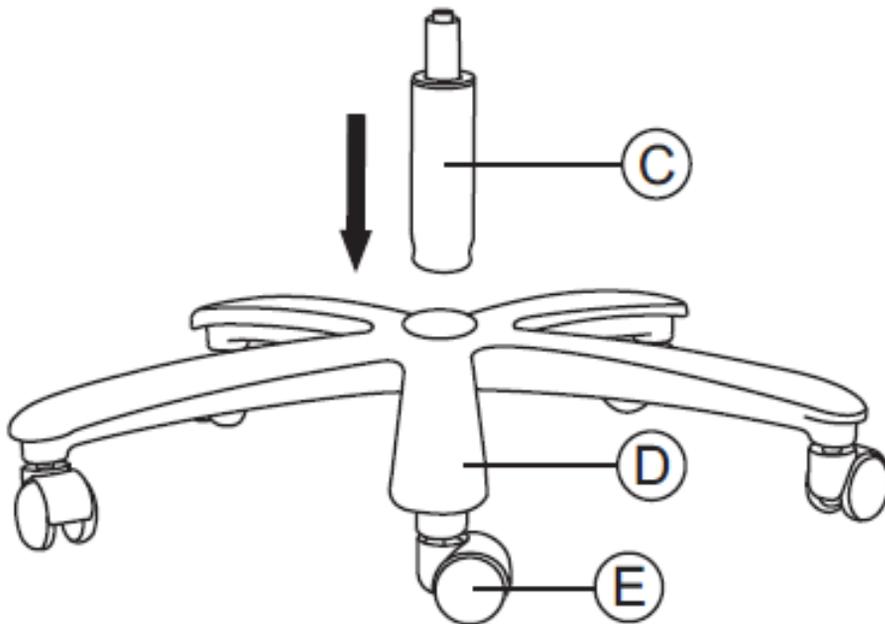


M6 ALLEN KEY
QTY 1

NEED HELP? For help with assembly or if you are missing a part, please call customer service

ASSEMBLY

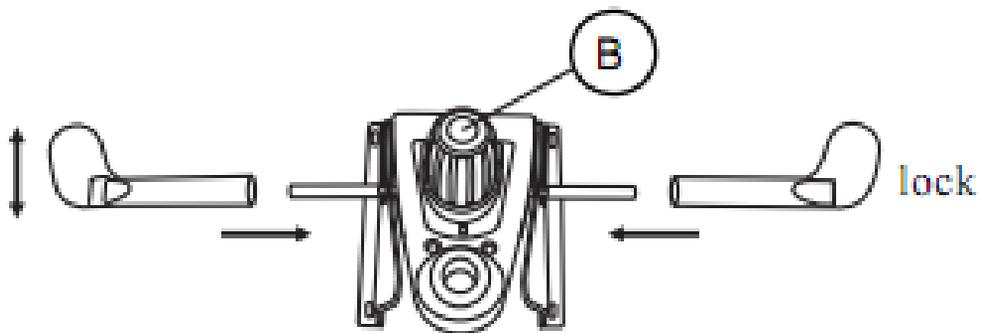
STEP 1



Insert the Castors (E) into the slots on the bottom of the Base (D).
Insert the Gas Lift Post (C) into the center of the Base (D).

ASSEMBLY

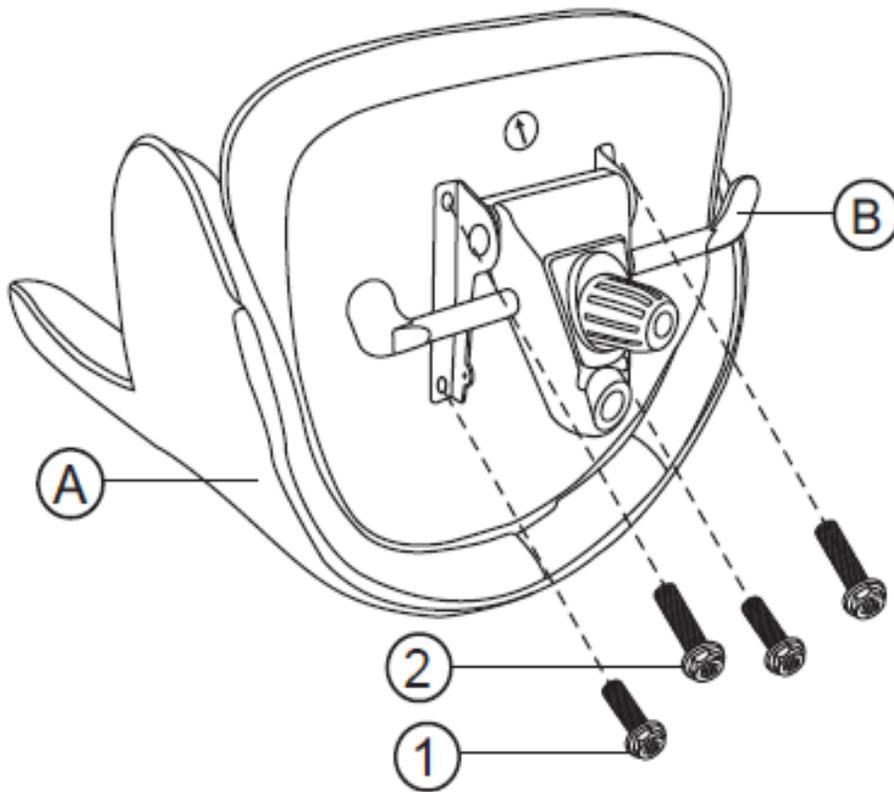
STEP 2



Place the Mechanism (B) as shown in the above diagram.
Insert the Left Handle into the left slot with the arrow pointed upwards.
Insert the Right Handle into the right slot with the arrow pointed upwards.

ASSEMBLY

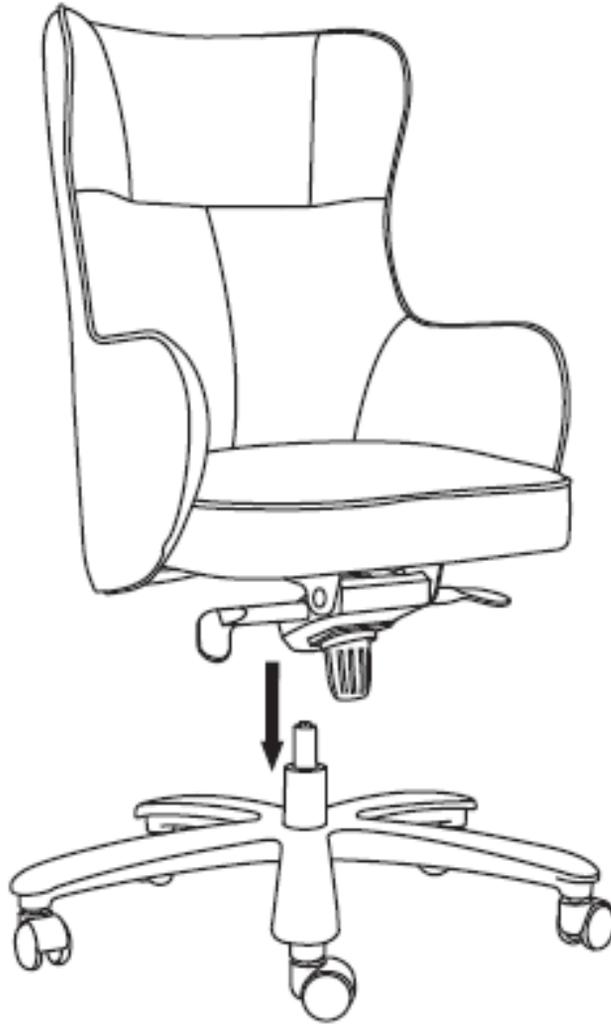
STEP 3



Align Mechanism (B) with the pre-drilled holes under the Chair (A).
Ensure the front arrows point in same direction.
Attach Mechanism (B) to the Chair (A) with Screws (2) and Screws (1).
Follow diagram above for placement of Screws.
Use Allen Key (3) to tighten.

ASSEMBLY

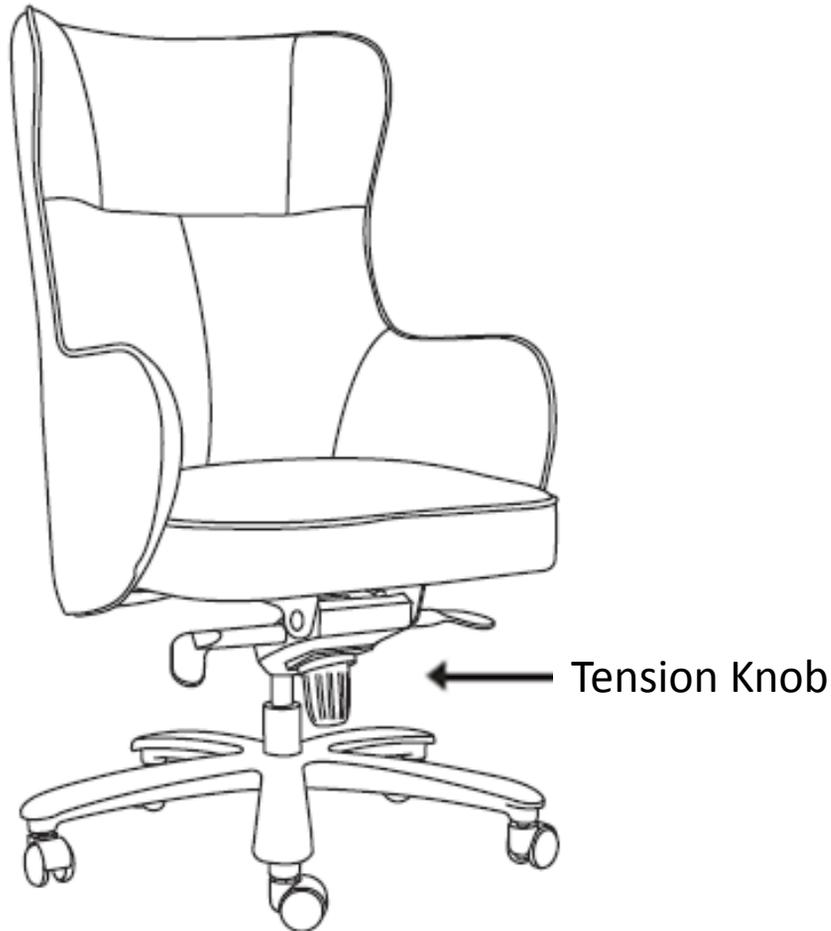
STEP 4



Align the hole in the Mechanism (B) with the Gas Lift Post (C).
Press the seat cushion down so that it rests firmly.

ASSEMBLY

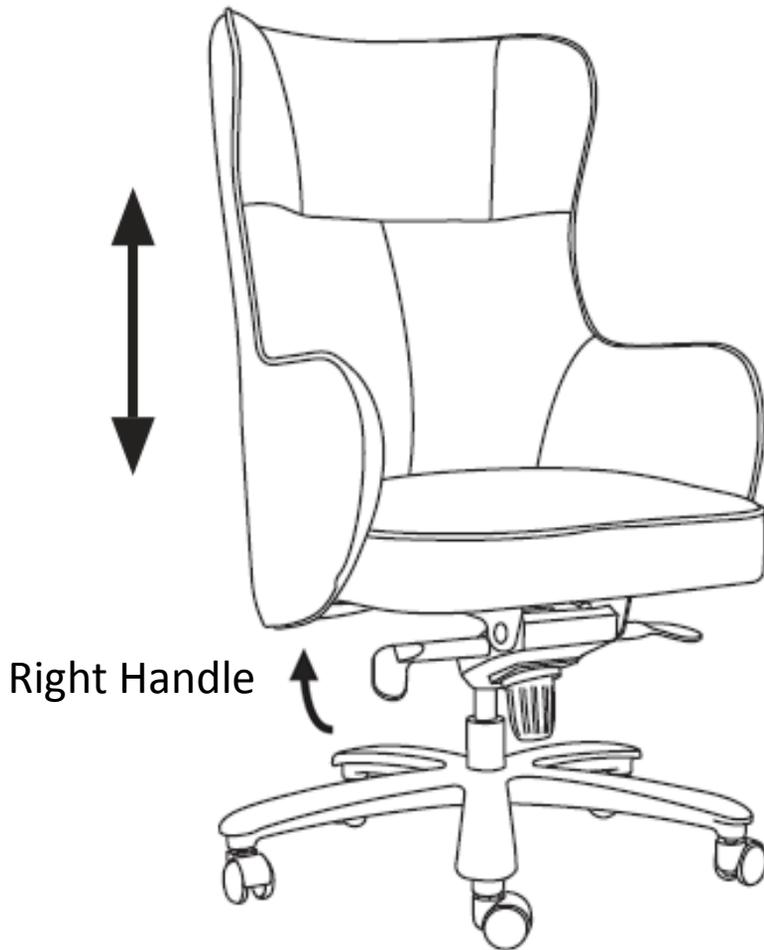
STEP 5



The tension knob is located under the seat cushion.
Turn the knob clockwise to tighten the tilt mechanism.
Turn the knob counter-clockwise to loosen the tilt mechanism.

ASSEMBLY

STEP 6

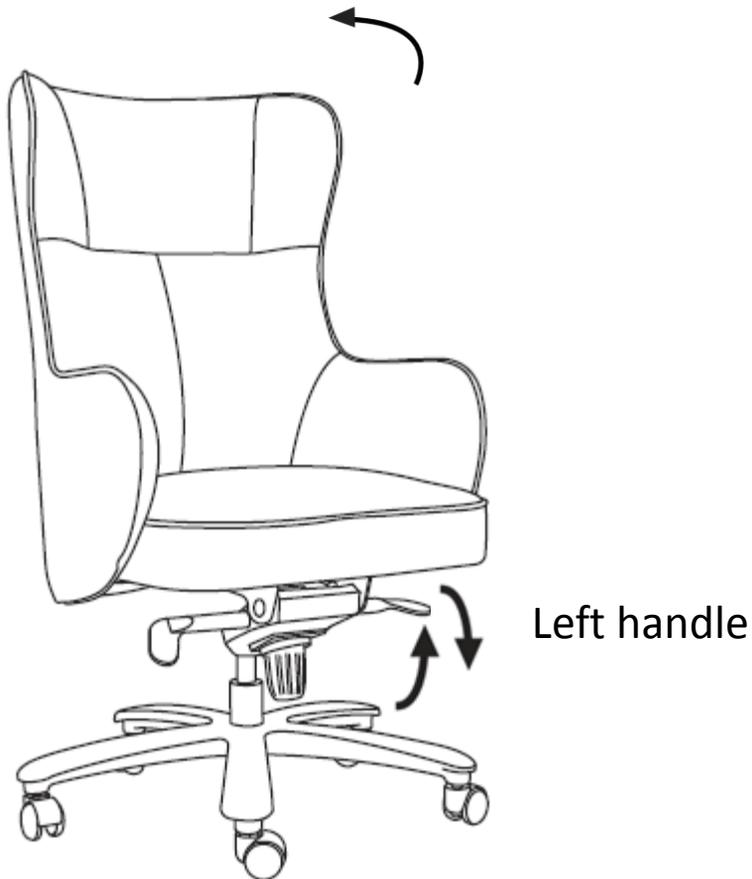


To raise the seat, lift your weight off the seat and reach underneath the right side of the Chair to lift the handle up slowly with a clockwise twisting motion to allow the Chair to rise to desired height.

To lower seat, lift the handle slowly with a clockwise twisting motion while seated.

ASSEMBLY

STEP 7



To tilt the Chair while seated:
Pull the Left handle outward to unlock.
Push the Left handle inward to lock into position.

WARRANTY

Thank you for purchasing our product. These products have been made to demanding, high-quality standards and are guaranteed for domestic use against manufacturing faults for a period of 12 months from the date of purchase. This warranty does not affect your statutory rights.

We reserve the right to repair or replace the defective product, at its discretion.

This product is guaranteed for 12 months if used for normal purposes. Any warranty is invalid if the product has been overloaded or subject to neglect, improper use or an attempted repair by other than an authorized agent. Heavy-duty or daily professional/commercial usage are not guaranteed.

Due to continuous product improvement, we reserve the right to change the product specifications without prior notice.