

Office Chair

Instruction Manual

SDA003



Customer Servicecs

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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

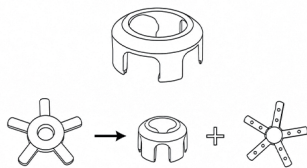
1. Never use this chair as a step ladder.
2. Check that screws have not become loosened every 6 months.
Retighten if necessary.
3. Do not allow children to play with or operate the mechanism.
4. Keep hands and feet clear of mechanism.
5. Only the occupant should operate mechanism.

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.

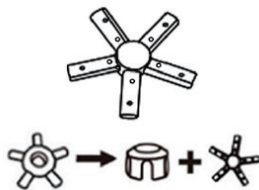
Accessories List

(A) Central Base Buckle



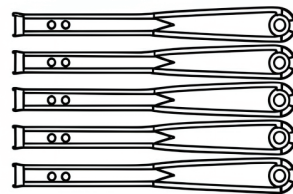
Central Base Buckle (7) is placed on top of Central Base Tube (6).

(B) Central Base Tube

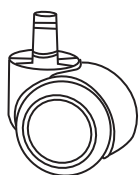


Central Base Buckle (7) is placed on top of Central Base Tube (6).

(C) 5 Split Base Tubes



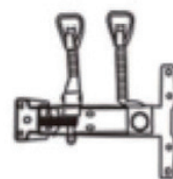
(D) 5 Castors



(E) Air Rod



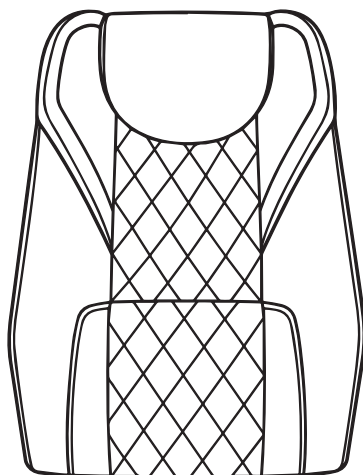
(F) Base Plate



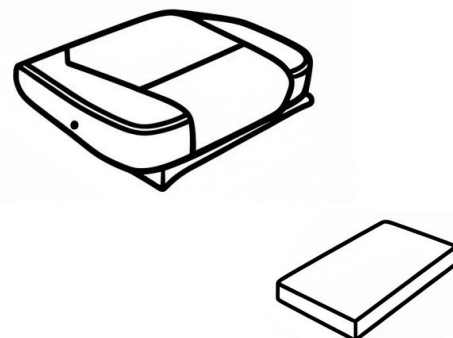
(G) 2 Armrests



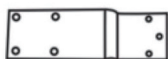
(H) Backrest



(I) Seat Cushion



(J) Steel plate



(K) 4 Decoration Caps



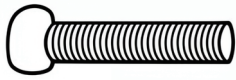
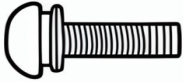
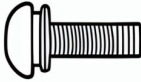
(L) Hexagon Wrench



(M) 10 Screws (M6x25)

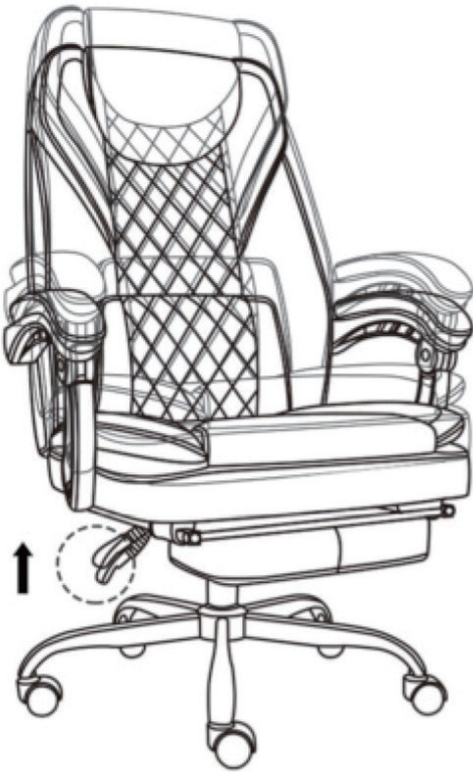


Accessories List

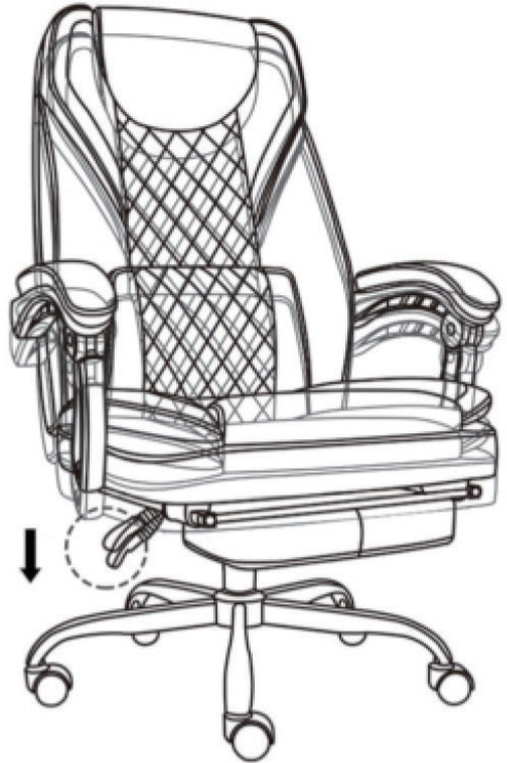
<p>(N) 4 Screws (M8x35mm)</p> 	<p>(O) 3 Screws (M8x20mm)</p> 	<p>(P) 4 Screws (M6x25mm)</p> 
<p>(Q) 4 Screws (M6x25mm)</p> 	<p>(R) 4 Screws (M6x20mm)</p> 	

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

Instruction of Use



Upward adjustment



Downward adjustment



Backrest adjustment

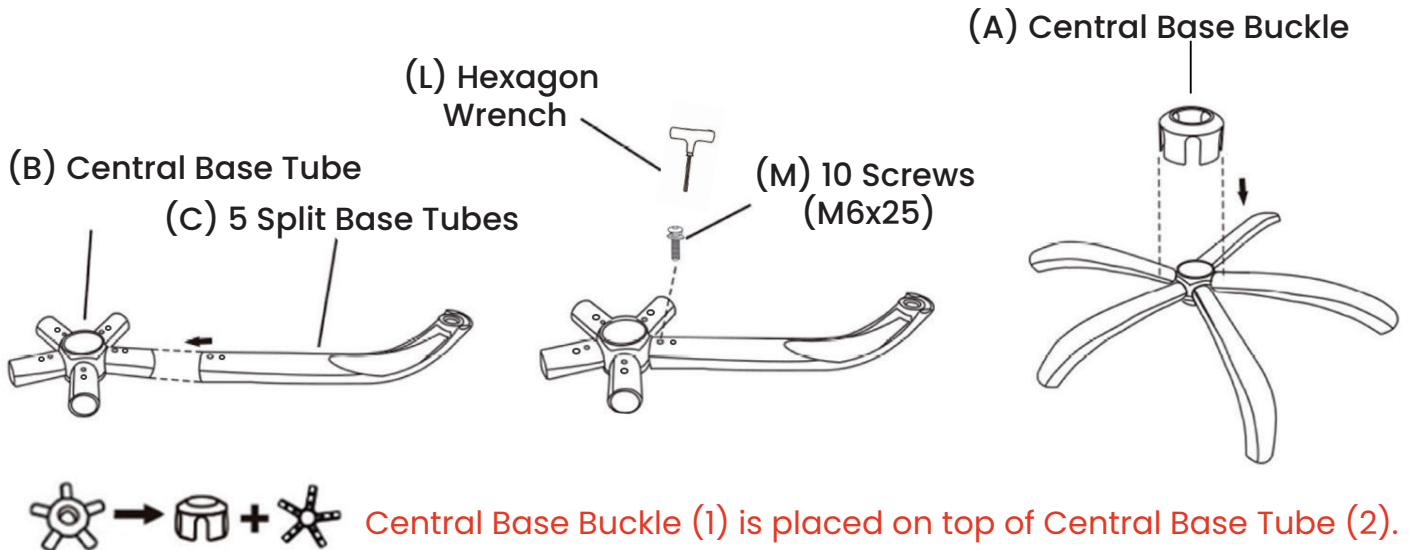


Sturdy Support

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

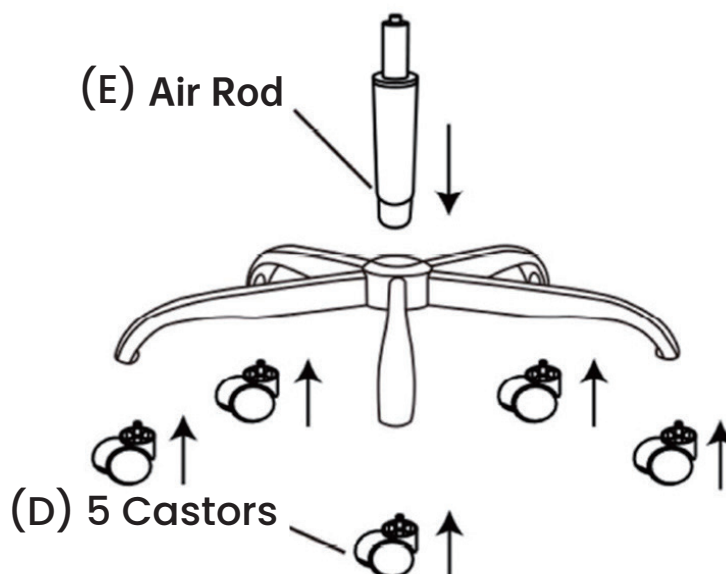
Take out Split Base Tube (C). Central Base Tube (B) and Central Base Buckle (A). Insert Split Base Tube (C) into Central Base Tube (B) as shown. You can see there are screwholes. Align with the holes, tighten Screws M6X25mm (M) with Hexagon Wrench (L) to fix 5 Split Base Tube (C) to Central Base Tube (B). Repeat it five times. Finally, attach the Central Base buckle (A) to the Central Base Tube (B).



Step 2

Take out Castors (D). insert Castors (D) into part of Step 1 as shown. There are 5 Castors (D) need to be inserted.

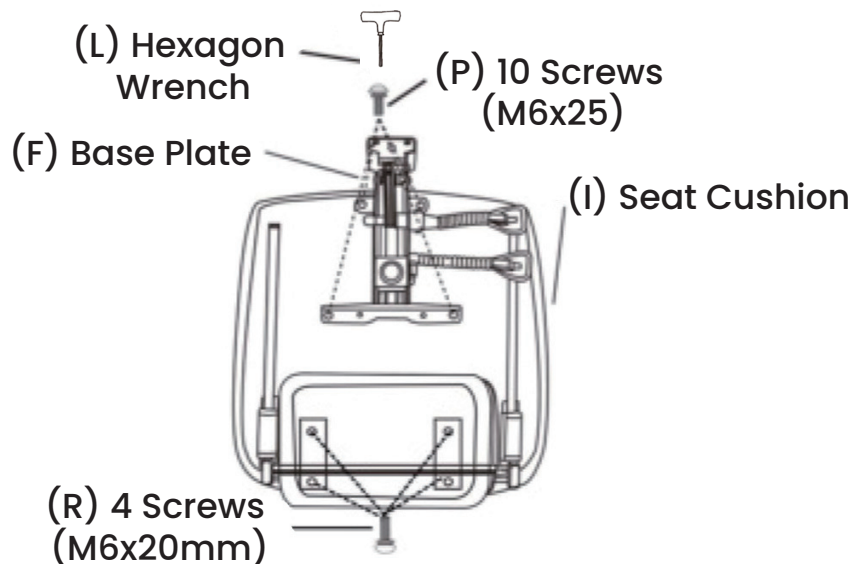
**Caution: Confirm Castors (D) must be inserted deeply. Otherwise the castors could easily fall out and the chair could fall down. Take out Air Rod (E). Put Air Rod (E) into the hole of Central Base Tube (B) as shown. Put it aside and we'll use it in Step 5.*



Step 3

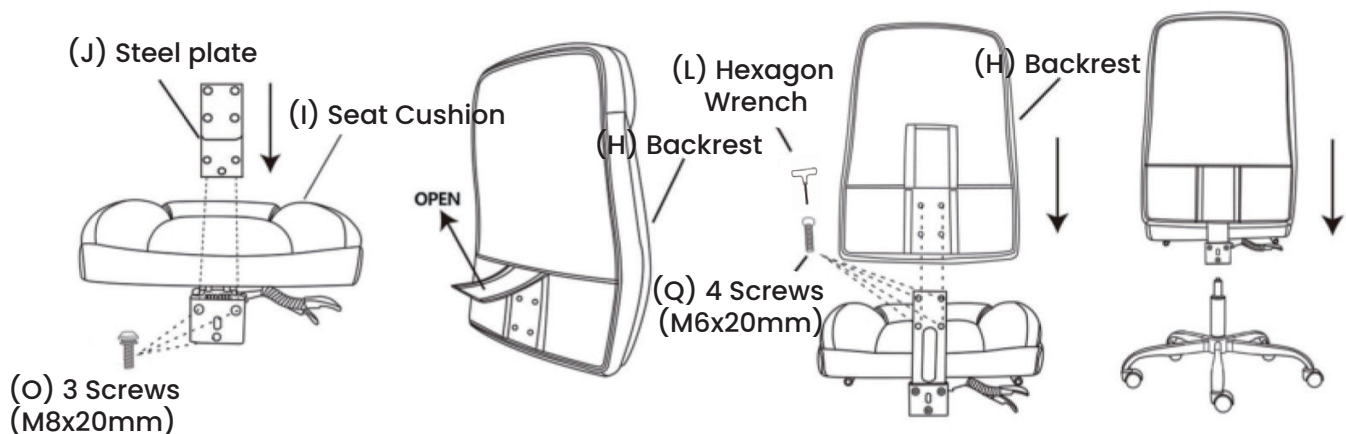
Fix Base Plate (F) to the bottom of Seat Cushion (I). Tighten the Screws M6X25 (Q) with Hexagon Wrench (L) firmly. Fix footrest Cushion to the footrest frame, Tighten the Screws M6x20 (R) with Hexagon Wrench (L) firmly.

**Caution: Align the 4 screws with the holes until they are screwed in 80%, then after the backrest has been inserted between the two armrests, fasten all the screw holes and finally tighten them in 100%.*



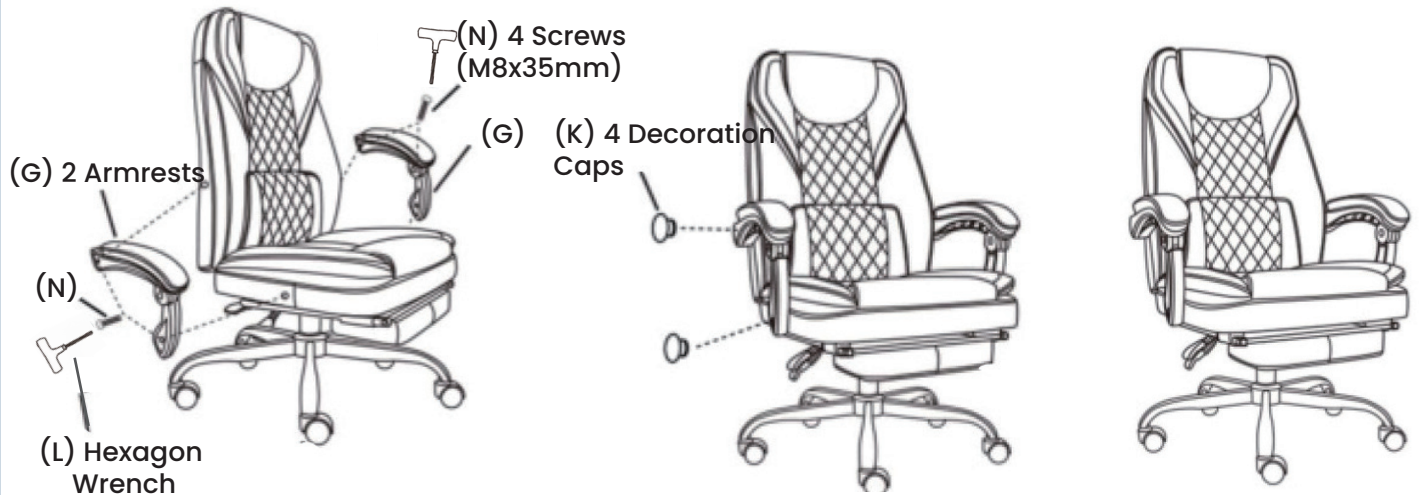
Step 4

First fasten the cushion (I) with steel plate (J) and tighten the M6X20 (O) screw with Hexagon Wrench (L). Then connect the backrest (H) and steel plate (J) and tighten the M6X25 (M) screws with Hexagon Wrench (L). Pick up the air rod (E) and the centerbase tube (B) from step 2. Insert the air rod (E) into the base plate (F). The base plate (F) has holes in the middle. Press the cushion (I) from top to bottom, with all the strength of your body.



Step 5

Tighten the Screws M8X35 (N) with Hexagon Wrench (L) and fix the 2 armrests (G) between the backrest (H) and the seat cushion (I). Tighten the 4 screws firmly and then cover the screws Decoration Caps (K). The assembly is complete now.



Safety Information



INSTRUCTION MANUAL

Model: SDA003