



**Serta® Smart Layers™
Executive Chair**

Serta® 高级办公转椅

**Assembly Instructions
组装说明**

MODEL / 产品编号 44942



**BAILEY
贝利**

This chair can
support up to:
250 lbs

椅子承重:
113 kg

NOTES:

- Please read the instruction sheets completely before assembly.
- Remove all parts from carton and ensure all parts are included prior to assembly.
- Assemble the chair on the carton or carpet to prevent scratching the chair.
- Be careful not to cross-thread screws.
- Do not use power tools.
- Periodically (every 90 days) make sure that the screws are still fully tightened.

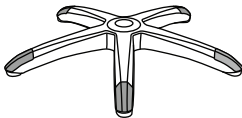
注意：

- 组装前请仔细阅读说明书。
- 组装前请将所有配件拿出纸箱，并确保所有配件都包括在内。
- 在纸箱或地毯上组装椅子以避免刮伤。
- 请用相配的螺丝组装椅子。
- 禁止使用电钻。
- 请定期（每隔90天）检查螺丝是否有松动情形，若有此情形，请以扳手将螺丝锁紧。

PARTS/配件



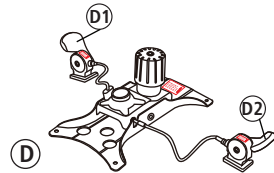
A Casters / 轮子 (5pcs)



B Star Base / 五爪 (1pc)



C Gas Lift with Telescoping Cover / 带防尘套的气压棒 (1pc)



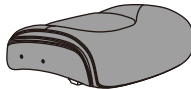
D Seat Plate / 底盘 (1pc)



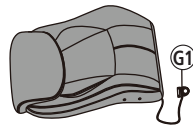
E1 Left Arm / 左扶手 (1pc)



E2 Right Arm / 右扶手 (1pc)



F Seat Cushion / 座垫 (1pc)



G Back Cushion / 背垫 (1pc)



H Plastic Shroud / 底盘罩 (1pc)



I 1" Big Screws / 25mm 大螺丝 (2pcs)



J 1-3/4" Big Screws / 44mm 大螺丝 (2pcs)



K 1" Small Screws / 25mm 小螺丝 (6pcs)



L 1-1/2" Small Screws / 38mm 小螺丝 (2pcs)



M 1" Flat Screws / 25mm 平头螺丝 (2pcs)



N Plastic Caps / 胶塞 (6pcs)



O Plastic Caps / 胶塞 (2pcs)



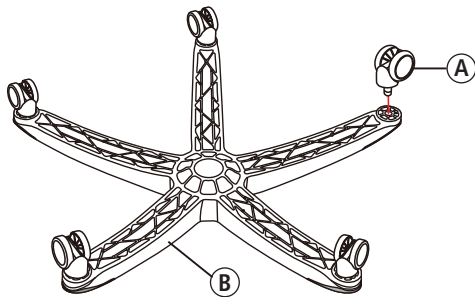
P Allen Key M5 / M5扳手 (1pc)

Step 1

Place the Star Base (B) upside down and insert 5 Casters (A) into the holes on the Star Base (B).

步骤 1

开始组装，将五爪 (B) 反面朝上放置，然后将轮子 (A) 插入五爪 (B) 中。

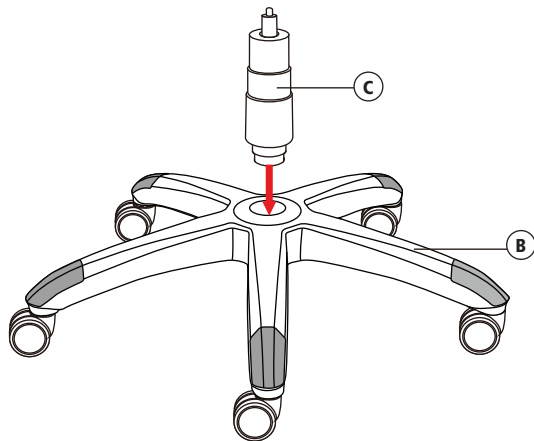


Step 2

Turn the Star Base (B) over and insert the Gas Lift with Telescoping Cover (C) through the center hole on top of Star Base (B).

步骤 2

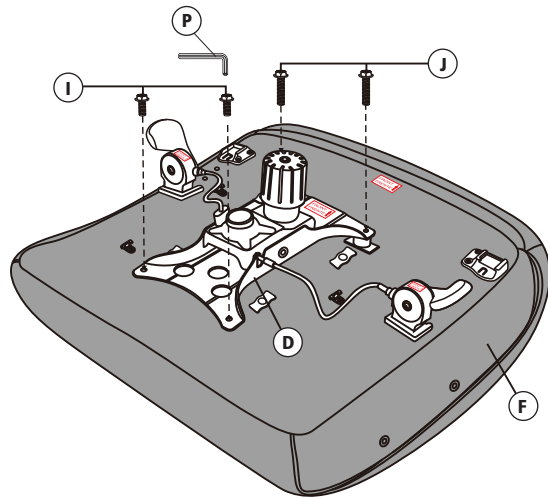
将五爪 (B) 翻转过来，正面朝上放于地面，并将带防尘套的气压棒 (C) 插入五爪 (B) 中心孔中。



Step 3

Attach Seat Plate (D) to the bottom of the Seat Cushion (F) (with the front of the seat plate facing the front of seat cushion). Attach by using 1-3/4" Big Screws (J) for the front holes of the Seat Plate (D) and 1" Big Screws (I) for the rear holes of the Seat Plate (D) and tighten screws.

*Note : Tighten the screws completely.



步骤 3

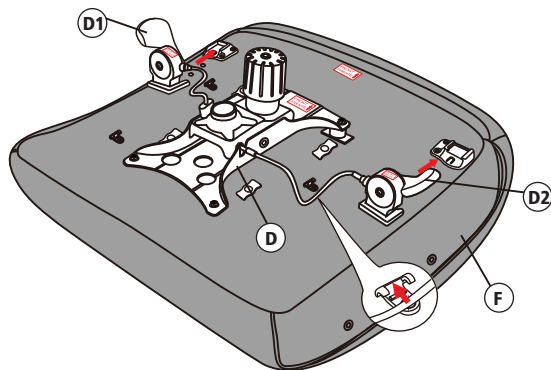
将底盘 (D) 放在座垫 (F) 底部 (底盘与座垫上之向前标同指向椅子前方), 以44mm 大螺丝 (J) 插入底盘 (D) 前孔中, 并以25mm 大螺丝 (I) 插入底盘 (D) 后孔中将底盘 (D) 固定在座垫 (F) 上, 并锁紧螺丝。

注意: 锁紧螺丝。

Step 4

Insert Levers (D1 & D2) of Seat Plate (D) to the pre-attached cable lever receivers on the underside of Seat Cushion (F) (with the front of the levers facing the front of seat cushion). Push down the key on the receivers to pull out the levers.

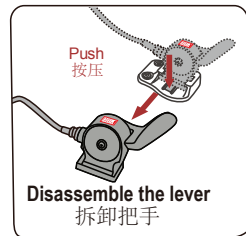
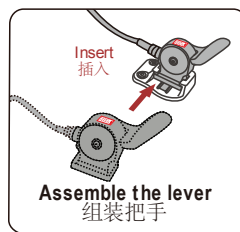
*Note : Fix the cable for the seat plate into the plastic clips attached to the bottom of the seat cushion.



步骤 4

将底盘把手（D1和D2）插入座垫底下之把手基座，按下按钮可以取出把手。

注意：将底盘上的线固定于座垫底下之卡扣内。

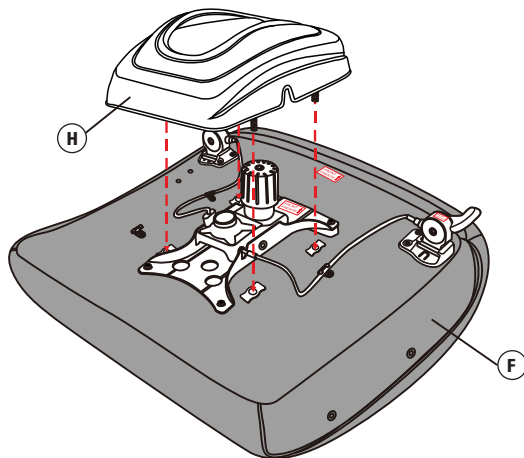


Step 5

Put the Plastic Shroud (H) over the Seat Plate (D) (with front of plastic shroud facing the front of seat cushion). Align shroud posts to holes on bottom of Seat Cushion (F) and press into position.

步骤 5

将底盘罩 (H) 罩在底盘 (D) 上 (底盘罩与座垫上之向前标同指向椅子前方)。将底盘罩与座垫底部扣好并向下压紧。

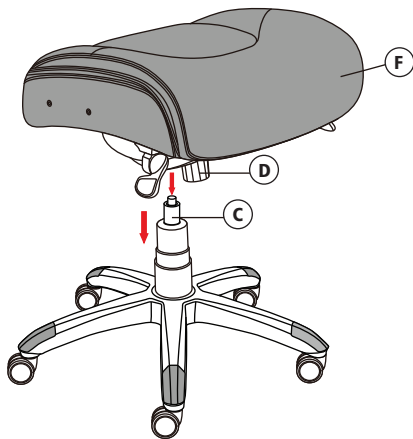


Step 6

Place the Seat Cushion (F) with Seat Plate (D) on top of Gas Lift with Telescoping Cover (C) and press down until fully engaged.

步骤 6

将组装在座垫 (F) 底部的底盘 (D) 的中心孔套入气压棒 (C)，并向下压座垫使之完全与气压棒吻合。



Step 7

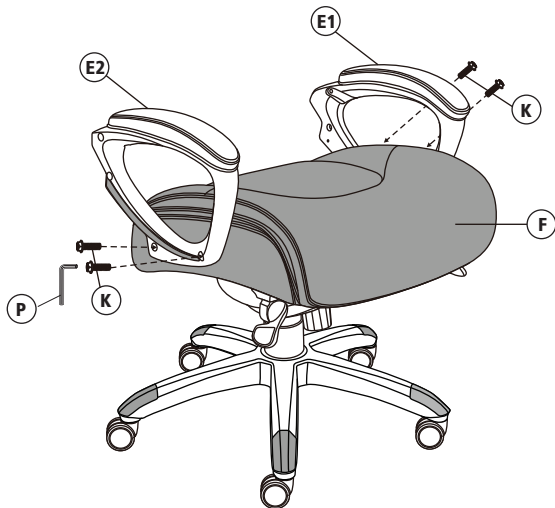
Fasten the Arms (E1 & E2) onto sides of the Seat Cushion (F) by using 1" Small Screws (K).

*Note : Do not tighten the screws completely.

步骤 7

以25mm 小螺丝 (K) 将扶手 (E1和E2) 锁至座垫 (F) 两侧。

注意：不要将螺丝完全锁紧。



Step 8

Place the Back Cushion (G) flat between Arms (E1 & E2), and use 1" Small Screws (K) to locate lower screw holes on both Arms (E1 & E2) & Back Cushion (G).

*Note : Do not tighten the screws completely.

步骤 8

将背垫 (G) 平放在扶手 (E1和E2) 之间，将扶手下孔与背垫下孔对正，以25mm 小螺丝 (K) 锁定。

注意：不要将螺丝完全锁紧。



Step 9

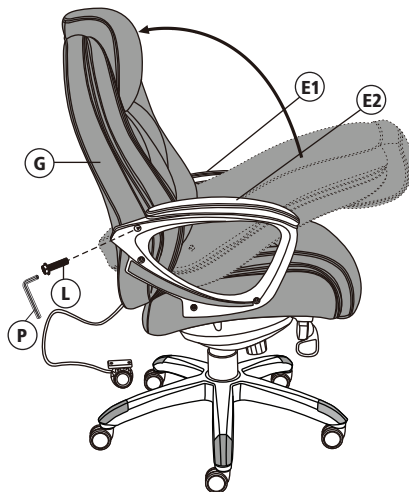
Push the Back Cushion (G) up to a vertical position and attach the Arms (E1 & E2) by using 1-1/2" Small Screws (L).

*Note : Tighten all the screws completely.

步骤 9

将背垫 (G) 向上推至垂直位置，将扶手上孔与背垫上孔对齐，以38mm 小螺丝 (L) 锁定。

注意：现在将所有的螺丝锁紧。



Step 10

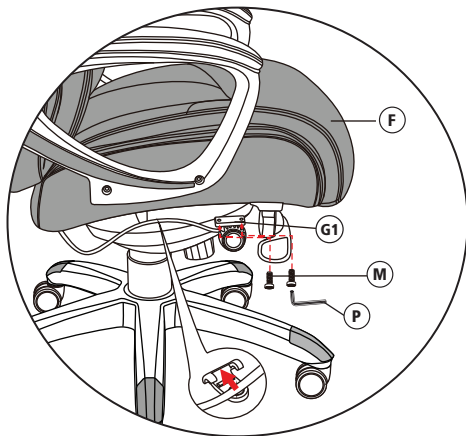
Fix the adjustable knob under the seat cushion by using 1" Flat Screws (M) and tighten screws.

*Note : Fix the cable into the plastic clips attached to the bottom of the seat cushion.

步骤 10

将可调节腰靠用25mm 平头螺丝 (M) 固定于座垫底部，并锁紧螺丝。

注意：将可调节腰靠的线固定于座垫底下之卡扣内。



Step 11

Press the Plastic Caps (N & O) into armrest holes once all screws have been tightened.

步骤 11

当所有螺丝锁紧后，然后将胶塞（N和O）盖在匹配的扶手孔上。



Operating Instructions 功能说明

Function Instruction - 1

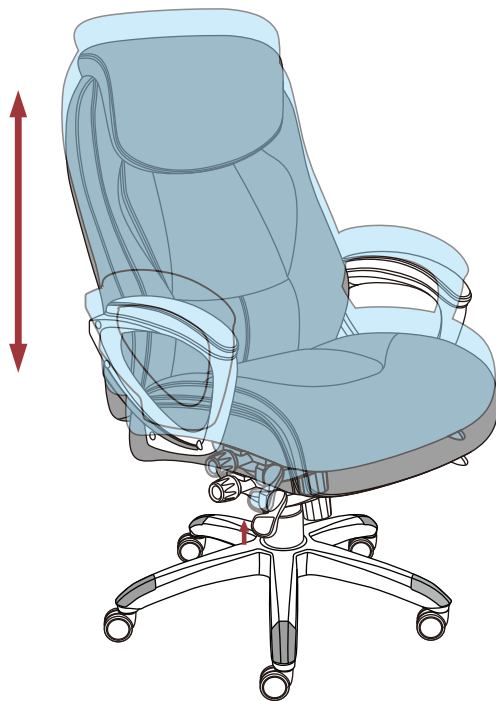
To Adjust Seat Height :

While seated, lean forward and reach under the right side of the chair to find the lever. Lift the lever and raise your body up slightly to allow the chair to rise to the desired height. Once desired height is reached, release lever to lock chair at desired height. To lower the seat, lift the lever while seated. The chair will descend until the lever is released or the chair reaches the bottom position.

功能说明 - 1

调整座椅高度:

坐在椅子上，侧身可摸到椅子右侧之底盘把手，向上拉把手并同时提高身体，椅子会自动向上升高。若要降低椅子，同样向上拉把手并以身体向下施加压力，椅子会自动下降直至松开把手或椅子已到达最低处。



Function Instruction - 2

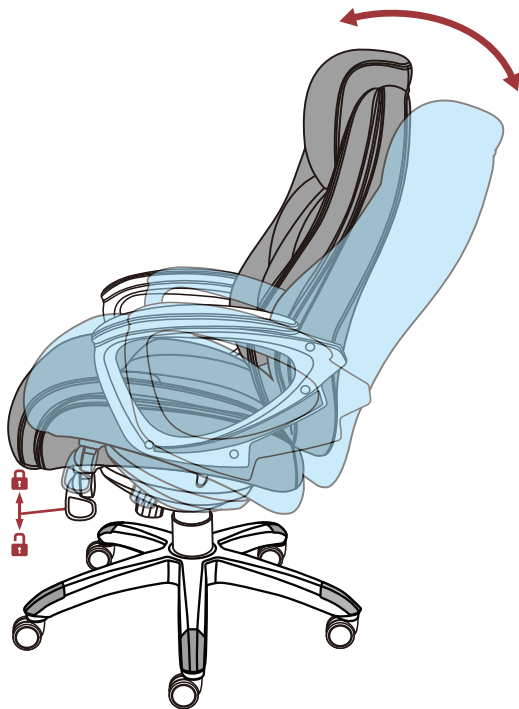
To Operate Tilt Lockout :

While seated, reach under the left side of the chair to find the lever. Push down the lever and lean back to allow the chair to tilt backwards. To lock the chair in the upright or vertical position, sit upright and pull the lever to the up position.

功能说明 - 2

操作座椅后倾仰锁定装置:

坐在椅子上，侧身可摸到椅子左侧之底盘把手。将把手向下按以便座椅向后倾。若要将座椅锁在直立或垂直位置，身体请先坐直，再将把手拉到水平位置。



Function Instruction - 3

To Adjust Tension On The Tilt :

Reach under the front center of the chair, grasp the round knob (R) and turn it counter- clockwise to stiffen the tilt mechanism for a heavier user. Turn the knob (R) clockwise to loosen the tilt mechanism for a lighter user. Rotate the knob (R) until the desired resistance is reached.

功能说明 - 3

调整倾仰松紧度:

椅子座垫下端中间部位有一个圆旋钮 (R) , 抓住此旋钮 (R) , 逆时针方向旋转可使倾仰装置变紧。顺时针方向旋转可使倾仰装置变松, 直至调至最适当之弹簧松紧度即可松开倾仰装置旋钮 (R) 。



Function Instruction - 4

To Adjust Mechanical Lumbar :

While seated, reach to the right side of the seat cushion to find the adjustment knob for the mechanical lumbar. Turn the knob clockwise to increase the lumbar support. To reduce the lumbar support, turn the knob counter- clockwise. Turn the knob until the desired support is reached.

功能说明 - 4

调节腰靠:

坐在椅子上, 座垫右侧有一调节腰靠旋钮。顺时针转动旋钮可以增加腰部支撑, 逆时针转动旋钮可以减少腰部支撑。转动旋钮直到理想的腰部支撑。



Limited Warranty

LF Products offers you limited warranty for its office products as below:

1. LF Products warrants its products to be free from defects in materials and workmanship (normal wear and tear, fading and stretching excepted), for one year from the date of purchase.

2.The exceptions or exclusions to this warranty are as follows:

*Natural markings such as scars, brands, grain variations, wrinkles, color variations, etc. will be considered normal characteristics and not construed as defects.

*We cannot warrant leather against scratching or scuffing, as all leather is subject to blemishes with use.

*Any warranty claim that is submitted after the limited warranty period, or without proper proof of purchase will not include the cost of parts, labor, or delivery.

*This warranty shall not apply to the True Innovations products which have been subjected to misuse, neglect, alteration, modification, or attachments, either caused by the original purchaser, shipping, storage, accident, fire, flood, or acts of God.

3.We reserve the right to require damaged parts to be returned to us upon request.

Technical issues consult: 0571-86677323 (Monday - Friday 9 a.m. to 5 p.m.).

Serta furniture online store: <http://serta.tmall.com>

质量保证卡

利溢贸易（上海）有限公司现对本公司生产的办公椅产品提供如下质量保证：

1.自产品售出日起，如产品自身出现本身材质缺陷和加工缺陷，我司提供一年的免费保修和更换服务。

2.属于下列情况之一的不给予免费保修：

*纹路变化、色调变化等属于材料本身独特属性的，不被列于产品缺陷；

*使用过程中正常的磨损、褪色和拉伸，不属于免费维修范围；

*超过保修期，或者不能提供购买凭证的，不能享受免费补件和运费；

*因使用不当、自行修改或天灾地变等不可抗拒之灾祸而导致损坏，不予以免费保修。

3.我公司保留回收损坏部件的权益。

技术问题咨询：0571- 86677323 (周一至周五9:00 - 17:00, 节假日休息)。

Serta 舒达办公家具官方旗舰店网址：<http://serta.tmall.com>

