

Office Chair

Assembly Guide



IMPORTANT: please read these instructions
fully before starting assembly



**SAFETY AND
CARE ADVICE**



NO POWER TOOLS

- Check you have all the components and tools listed
- Remove all fittings from their bags and separate into groups
- We do not recommend use of power tools - this could damage the unit. Only use hand screwdrivers and Allen keys
- Keep children and animals away from the work area, small parts could cause choking if swallowed
- Make sure you have enough space to lay out the parts before starting
- Assemble the item as close to its final position (same room) as possible
- Do not over tighten the nuts to avoid damage to the threads
- Only clean using a damp cloth and mild detergent. Do not use bleach or abrasive cleaners
- Do not allow children to climb or play on this product
- From time to time, check there are no loose screws in this unit
- This product should not be discarded with household waste. Take to your local authority waste disposal centre
- Unless otherwise stated, this product is designed for domestic use and is not certified for commercial or contract settings.

IMPORTANT INFORMATION



15 Minute
Build



Two Person
Build



Max Weight
Capacity
100kg

Note: Assembly estimates are approximate and can differ based on the specific environment and user experience.

WHAT'S IN THE BOX

Note: the quantities are the correct amount to complete the assembly. In some cases more fixings may be supplied than are required.

Label	Part Name	Drawing	Quantity	Label	Part Name	Drawing	Quantity
1	Backrest		1	6	Base Core		1
2	Seat		1	7	Base Cover		1
3	Armrest		2	8	Leg		5
4	Mechanism		1	9	Castor		5
5	Gas Lift		1				

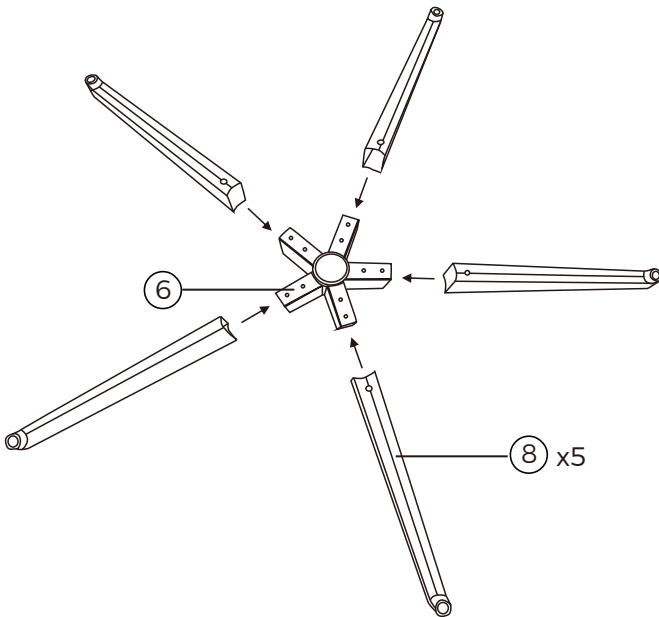
Label	Hardware Description	Drawing	Size (mm)	Quantity
A	Bolt		M6x10mm	5
B	Bolt		M6x16mm	4
C	Bolt		M6x30mm	4
D	Bolt		M6x40mm	6
E	Flat Washer		5/16"	6
F	Allen Key		∅5mm	1

Note:

- Use a clear, flat surface to avoid bumps or scratches before assembling.
- Insert all fixings loosely at first to allow for alignment; only tighten them once everything is properly positioned, as some adjustment may be required.
- Avoid over-tightening, as this may damage the parts.
- Seek assistance when moving large or heavy parts

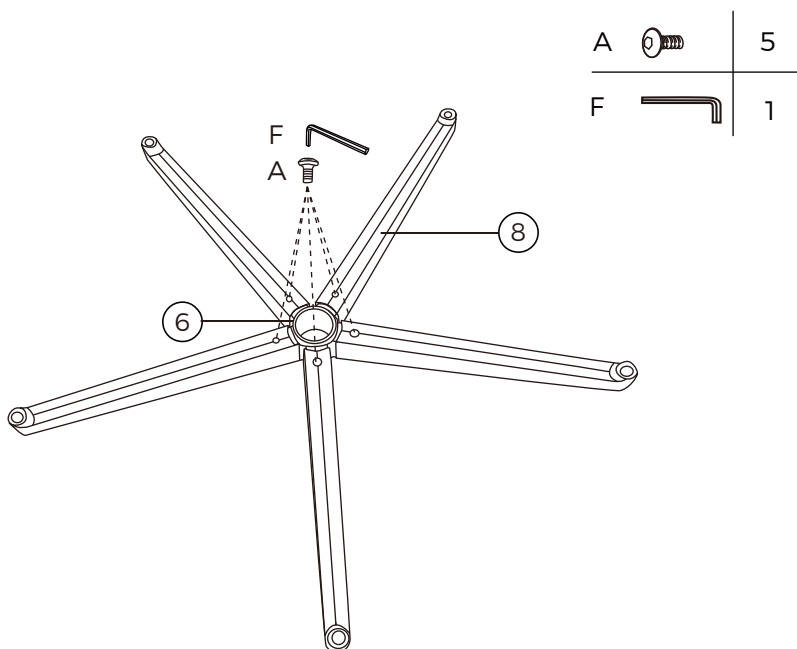
STEP 1

Insert each base leg [8] into the base core [6] as shown.



STEP 2

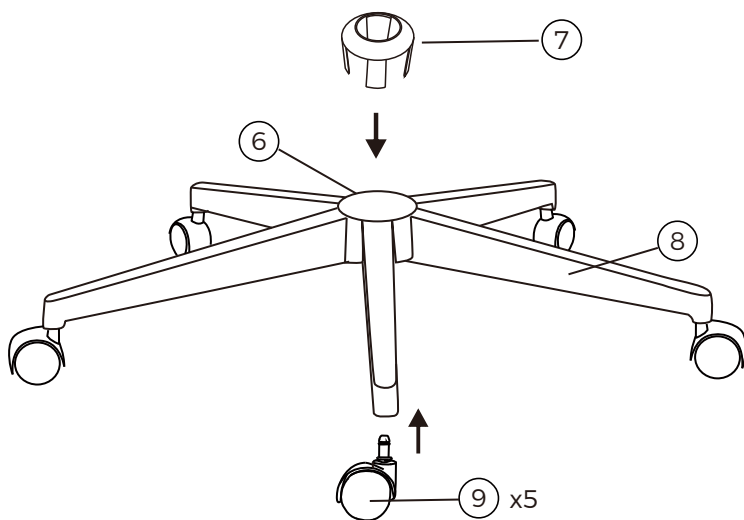
Align base legs [8] to the pre-drilled holes on base core [6] with 5 x bolts [A]. Tighten the bolts using Allen key [F].



STEP 3

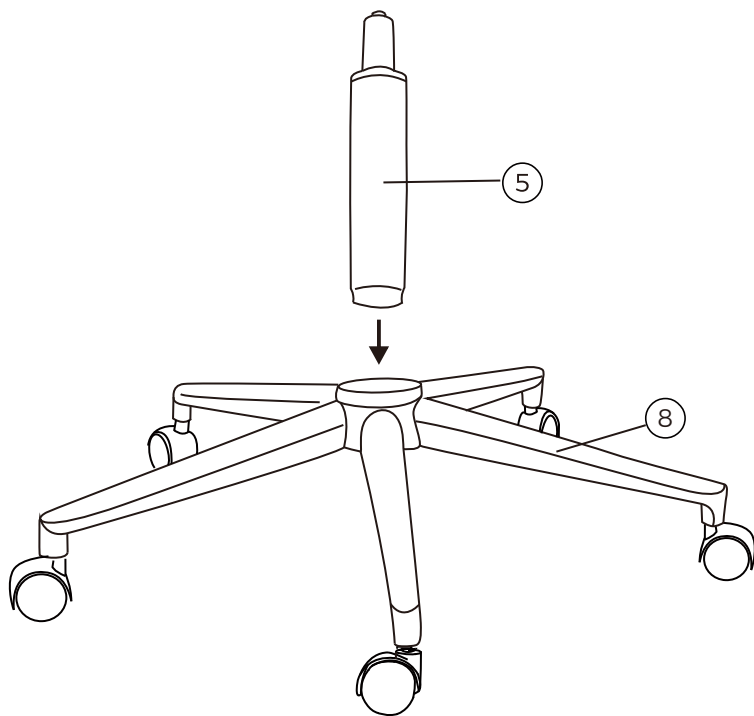
Gently push 1 x castor [9] into each socket of the base leg [8]. It should fit snugly without much force.

Insert base cover [7] into the center of base core [6] as shown.



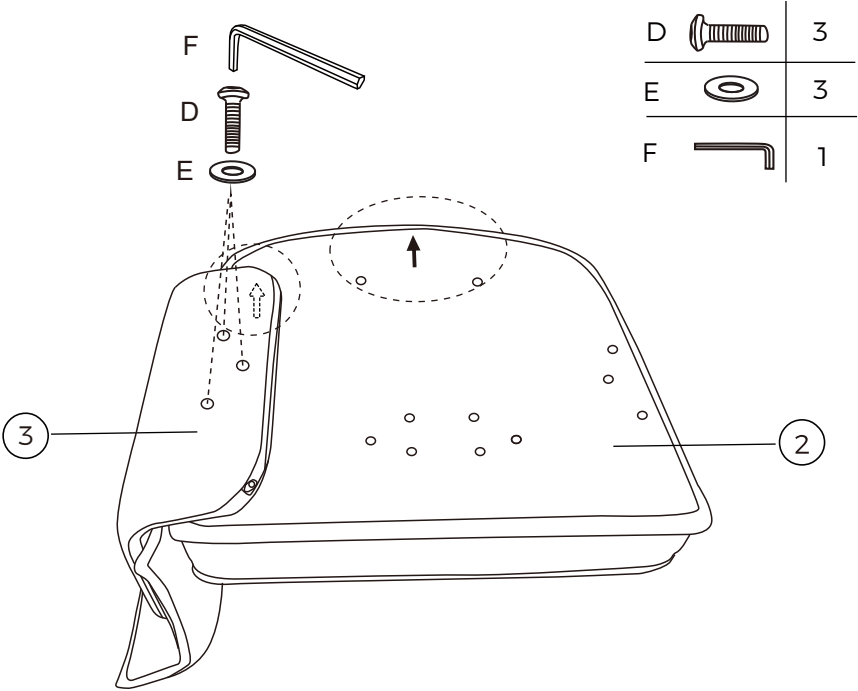
STEP 4

Insert the gas lift [5] into the center of base core [6] as shown.



STEP 5

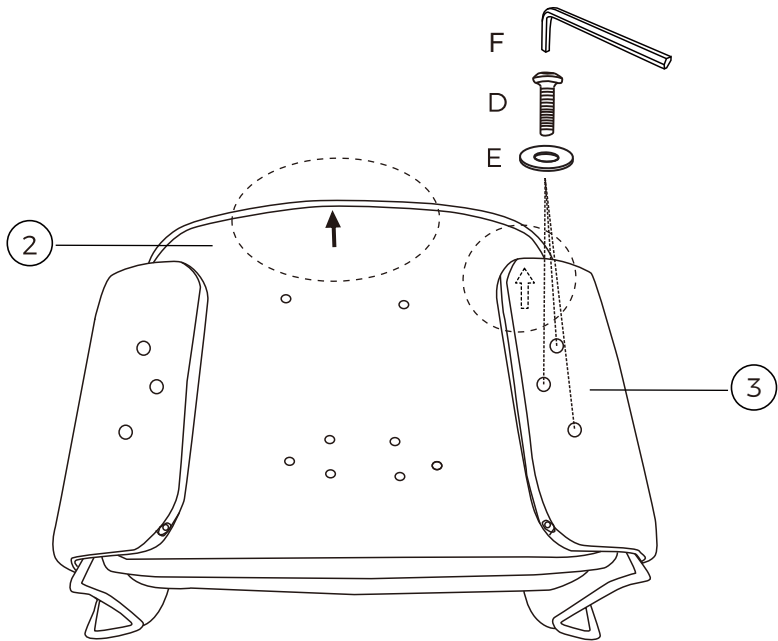
Place the seat [2] upside down on a soft surface.
Place the right armrest [3] onto seat [2] as shown, making sure the arrows on both parts are pointing in the same direction.
Align right armrest [3] to the pre-drilled holes on seat [2] and attach using 3 x bolts [D] and 3 x washers [E]. Tighten all bolts using Allen key [F].



STEP 6

Place the left armrest [3] onto seat [2] as shown, making sure the arrows on both parts are pointing in the same direction. Align the left armrest [3] to the pre-drilled holes on seat [2] and attach using 3 x bolts [D] and 3 x washers [E]. Tighten all bolts using Allen key [F].

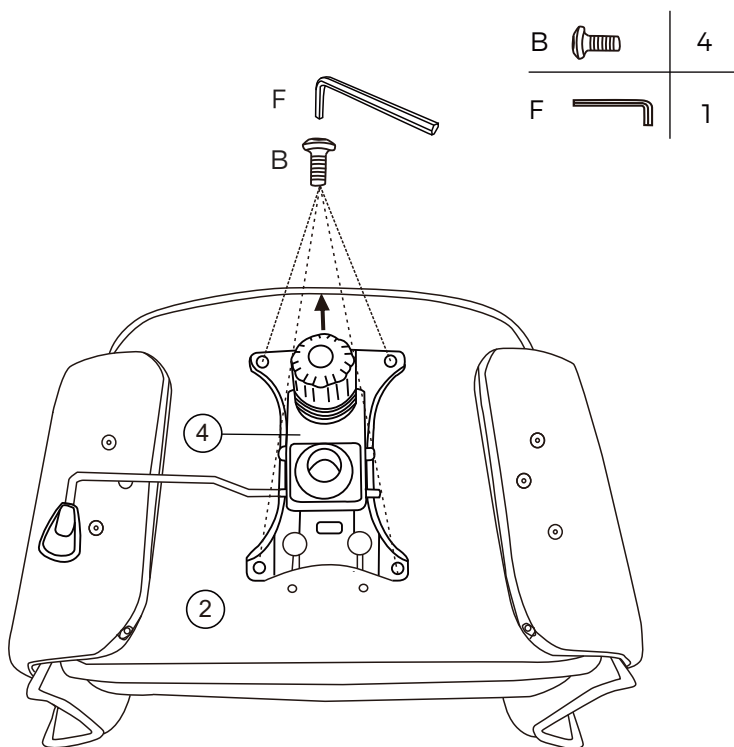
D		3
E		3
F		1



STEP 7

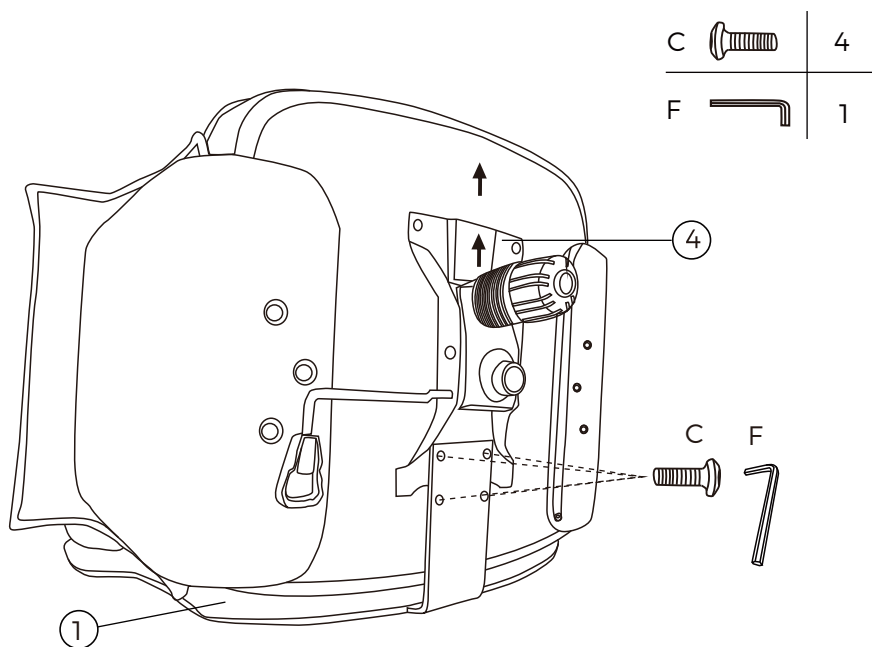
Align the mechanism [4] to the pre-drilled holes on seat [2], making sure the direction of the arrows match.

Attach using 4 x bolts [B]. Tighten all bolts using Allen key [F].



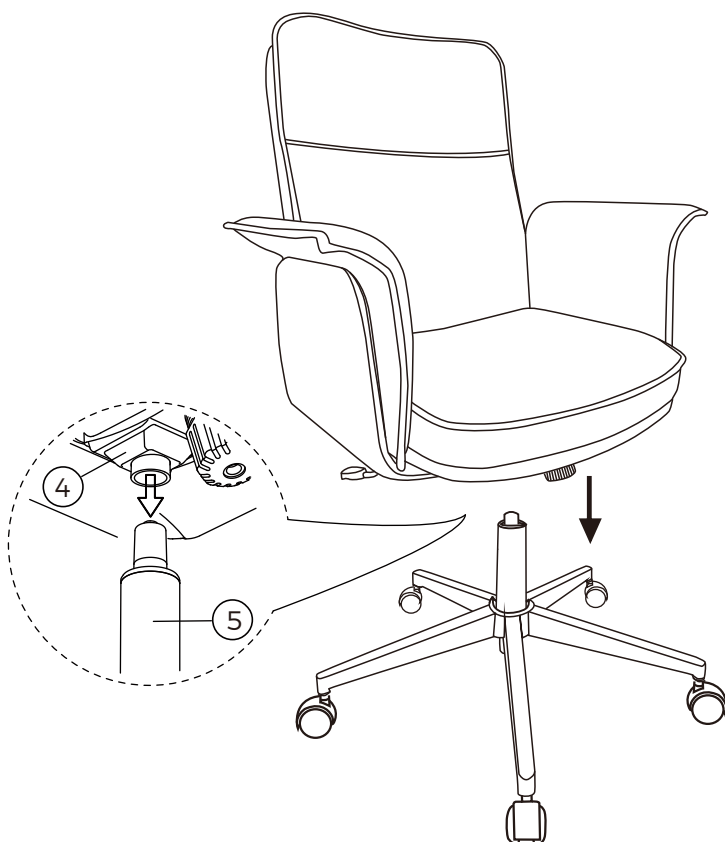
STEP 8

Attach the backrest [1] on mechanism [4] as shown.
Align the bracket to the pre-drilled holes on mechanism [4] and attach using 4 x bolts [C]. Tighten all bolts using Allen key [F].



STEP 9

Carefully and with help, place the completed seat onto gas lift [5], making sure the gas lift [5] top is inserted into the hole on mechanism [4] as shown.



STEP 10

Your chair is ready to use!



Please ensure any and all fixings and fittings are FULLY tightened before using this product.



our 2 year GUARANTEE

Our products come with a 2 year guarantee, giving you extra peace of mind when shopping with us!

What the guarantee covers



PRE-INSERTED FIXINGS

e.g. loose metal threads



FAULTY JOINTS

e.g. legs bending



EXTERNAL FIXING FAULTS

e.g. metal discs removing
from table top



STRUCTURAL INTEGRITY

e.g. the frame of the
product
