

# OFFICE CHAIR

## ASSEMBLY GUIDE



**Important - Please read these instructions fully before starting assembly**



### **SAFETY AND CARE ADVICE**



### **NO POWER TOOLS**

#### **SAFETY AND CARE ADVICE**

- Check you have all the components and tools listed.
- Remove all fittings from the plastic bags and separate them into their groups.
- We do not recommend the use of power drills/drivers for inserting screws, as 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 (in the same room) as possible.
- Do not overtighten the nuts to avoid causing damage to the threads.
- Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.
- From time to time check that there are no loose screws on this unit
- This product should not be discarded with household waste. Take to your local authority waste disposal centre

## IMPORTANT INFORMATION



15 MINUTE  
BUILD


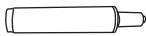
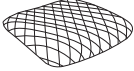












TWO  
PERSON



MAXIMUM  
CAPACITY 110Kg

**PLEASE CHECK CAREFULLY AND MAKE SURE YOU HAVE ALL FITTINGS AND TOOLS LISTED BELOW BEFORE YOU START.**

DESCRIPTION	PART NAME	Q'ty(PCS)	DESCRIPTION	PART NAME	Q'ty(PCS)
①		1	⑥		1
②		1	⑦		1
③		2	⑧		1
④		2	⑨		5
⑤		1			

- A  BOLT M6x18mm 4 PCS
- B  BOLT M6x20mm 10 PCS
- C  BOLT M6x30mm 4 PCS
- D  ALLEN KEY 1 PCS

**NOTE:** The quantities above are the correct amount to complete the assembly.  
In some cases more fittings may be supplied than are required.

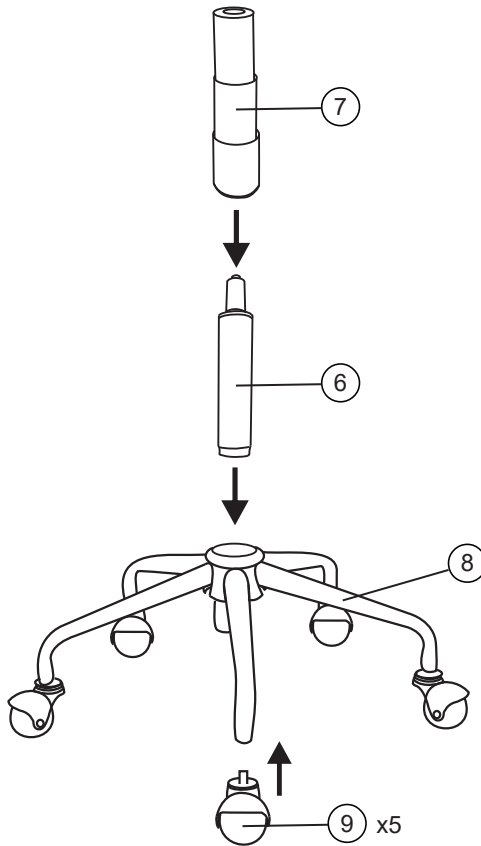
# STEP 1

Use a clean, flat, soft surface to avoid any bumps or scratches. Carefully unpack your office chair.

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

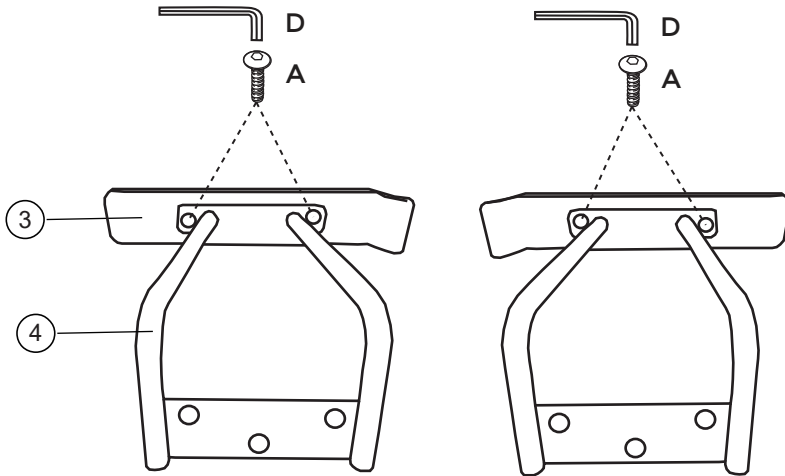
Insert the gas lift [6] into the center of star base [8] as shown.



Cover the gas lift [6] with telescopic gas lift cover [7] as shown.



## STEP 2

Align wood armrest pad [3] to the pre-drilled holes on armrest frame [4], and attach with 2 x bolts [A]. Tighten bolts using Allen key [D]. Repeat with the remaining wood armrest pad [3] as shown. Please ensure the armrest pads [3] face in opposite directions on armrest frames [4] as shown.



	
D Allen Key	A M6x18 4 pcs

## STEP 3

Place seat pad [2] upside down on a soft surface.

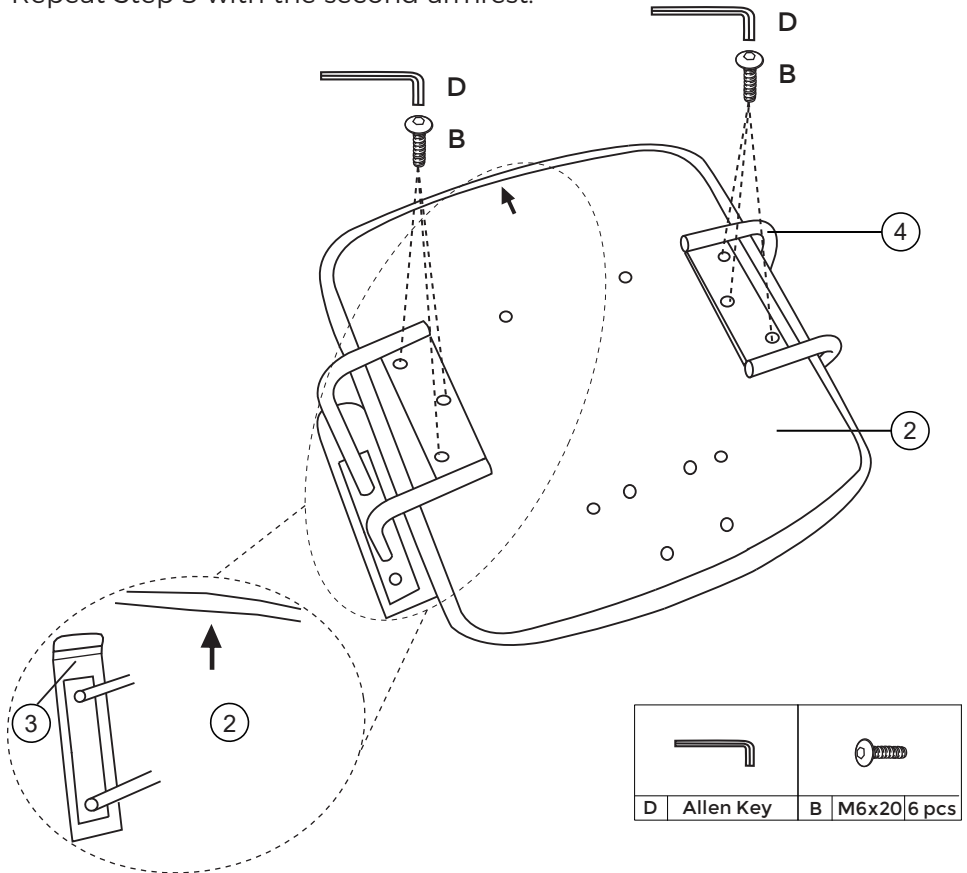
Align 1 x armrest [4] with the pre-drilled holes on one side of the seat pad [2].

Ensuring the armrest is facing the correct way with the arrow on the seat base.

Secure the armrest to seat [2] using 3 x bolts [B].

Tighten bolts using Allen key [D].

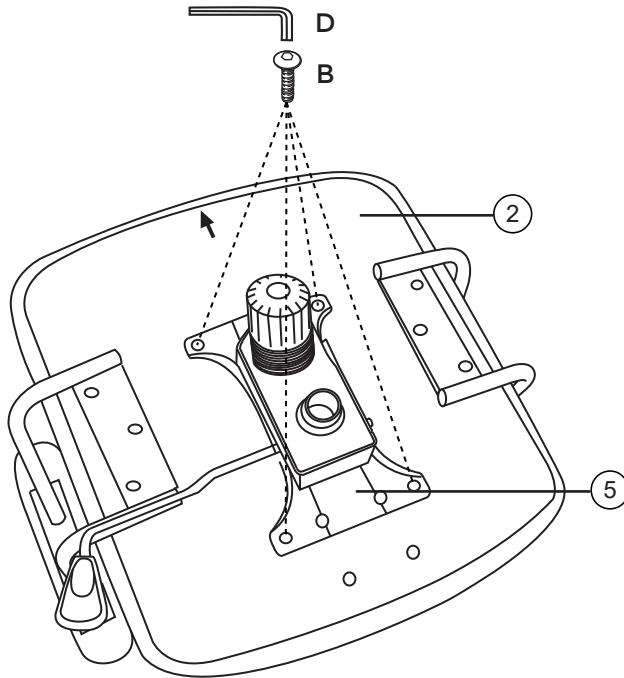
Repeat Step 3 with the second armrest.





## STEP 4

Place the mechanism [5] onto seat [2] as shown, making sure the arrows on both parts are pointing in the same direction.

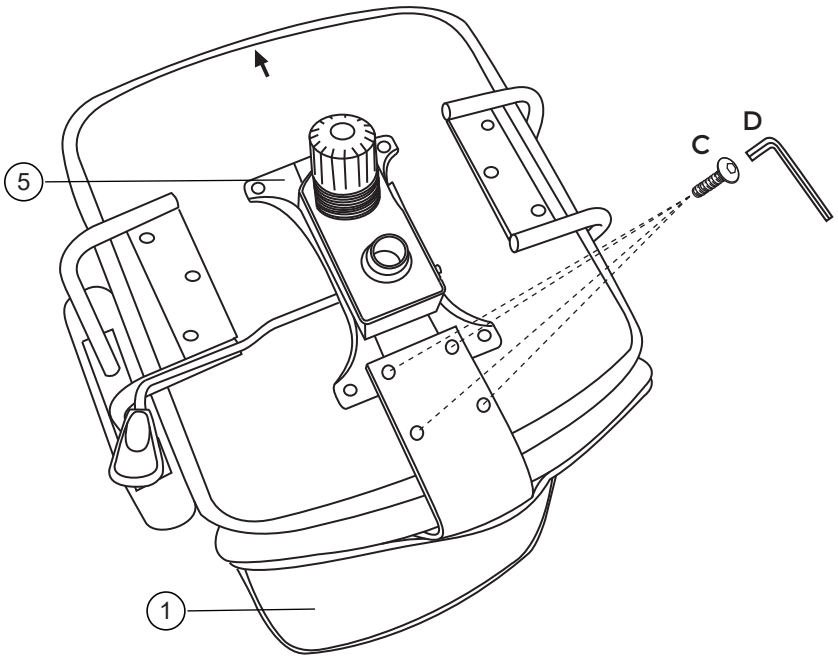
Align the mechanism [5] to the pre-drilled holes on seat [2] and attach using 4 x bolts [B]. Tighten all bolts using Allen key [D].





	
D Allen Key	B M6x20 4 pcs

## STEP 5

Align the holes on the backrest bracket to the pre-drilled holes on the Mechanism [5] and the seat [2] as shown.  
Attach backrest [1] with 4 x bolts [C]. Tighten all bolts using Allen key [D].

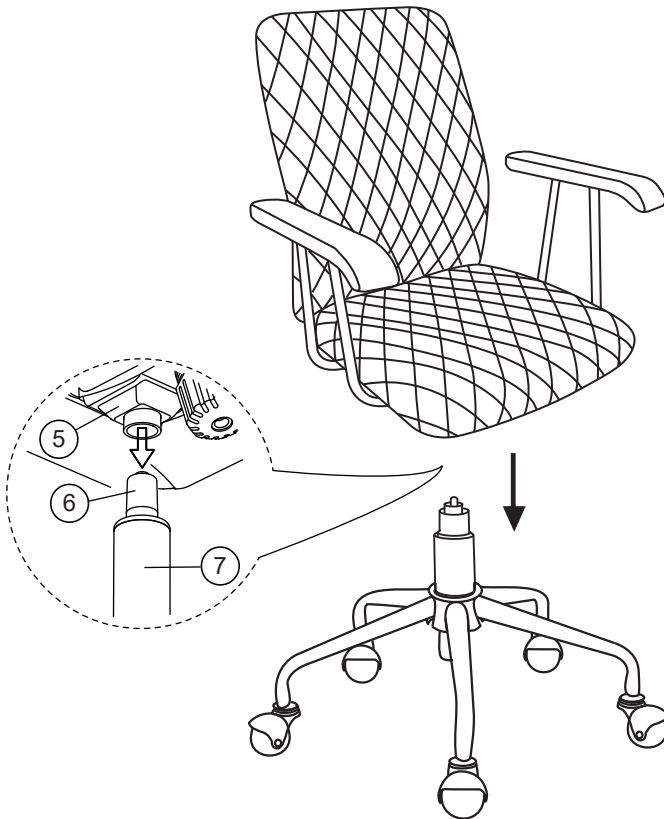


	
D Allen Key	C M6x30 4 pcs

## STEP 6

Carefully and with help, place the assembled seat [2] onto gas lift [6], making sure the gas lift [6] top is inserted into the hole on mechanism [5] as shown.

Your chair is ready to use!





## OUR 2 YEAR\* GUARANTEE

our products come with a 2 year guarantee to give you peace of mind shopping

\*excludes some garden furniture items which have a 1 year guarantee



## 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