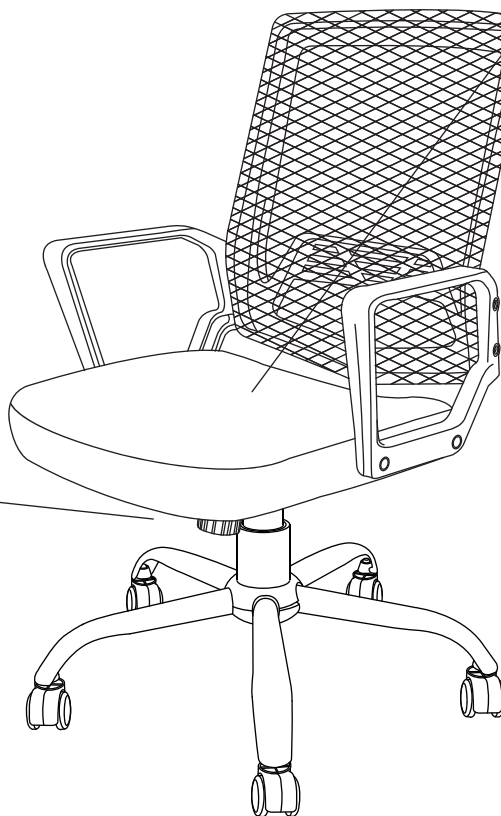


# OFFICE CHAIR SAFETY GUIDELINES

FGI-FC18024

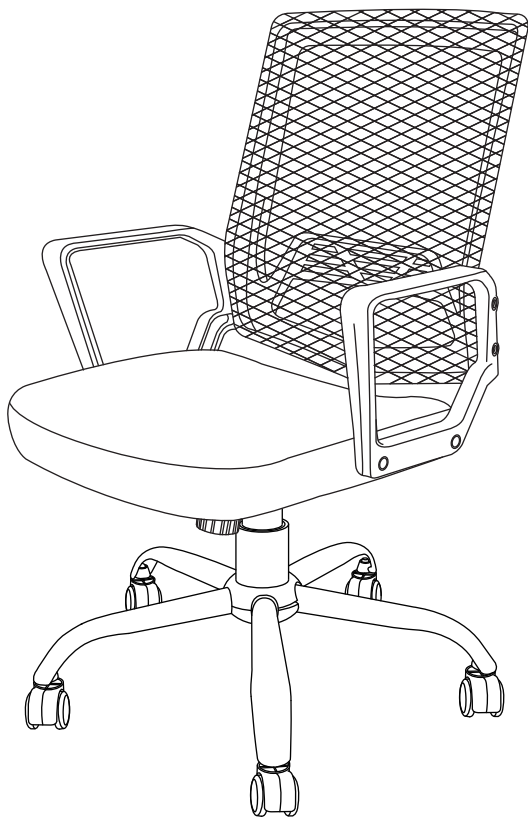
**Recommended Maximum  
Weight Capacity: 250lbs**

When adjusting the  
chair height upwards  
or downwards, gently  
push up on the lever.



# ASSEMBLY INSTRUCTIONS

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## TOOLS REQUIRED



### Hammer

(Not Included)



### Philips Screwdriver

(Not Included)



**2 - Persons Recommended**

## ASSEMBLY RATING



EASY —————> DIFFICULT

The Assembly Rating is a 5-point system showing the level of effort needed to assemble a specific product.



## **CHECK BEFORE STARTING**

### **Are you missing anything?**

Double-check all parts, hardware and accessories listed on Page 6 are accounted for.

### **Should we send any replacements?**

Are there any irregularities or flaws in the parts? We can send replacements!

### **Check out our Quick Tips!**

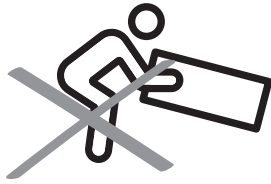
We recommend reviewing the pre-assembly handouts. Even experts need a refresher now and then!

### **Prep Time!**

Please review the assembly instructions and all diagrams prior to assembling. Arrange parts as recommended on Page 7 and group identical hardware together to make assembling easier.

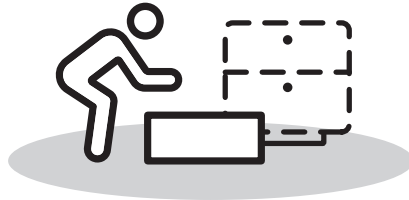
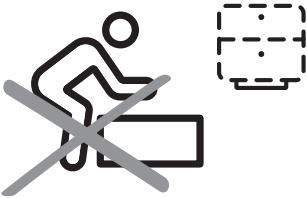
# PRE ASSEMBLY INTRODUCTION

We understand building ready-to-assemble furniture can be a challenging experience for some. To help avoid confusion, we have provided some helpful tips that may speed up the process.



## Teamwork

ALWAYS have at least two people to help with transporting and assembling the product to avoid potential injury and/or damage.



## Suitable Location

Assembling near the area of the intended location is highly recommended.



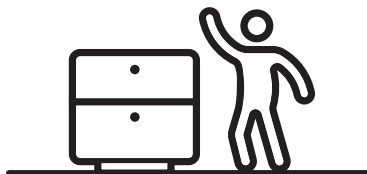
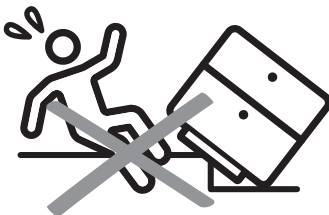
## Sufficient Space

Make sure you have enough space to move around during the assembly.



## Avoid Scratches

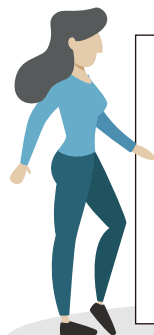
Use cardboard, blankets or a carpeted area while assembling furniture to prevent scratches.



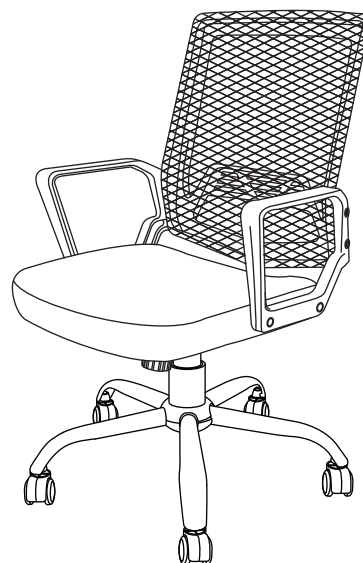
## Flat Surface

Make sure the furniture rests on a flat and level surface with each leg evenly touching the floor.

# OFFICE CHAIR

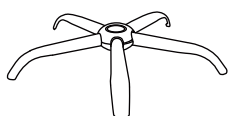


- Please keep instructions for future reference.
- Check the quantity and irregularity of parts and hardware before you start.

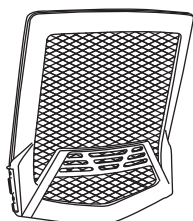


## PARTS

A 1PC



B 1PC



C 1PC



D 2PCS



## HARDWARE

① 8PCS



② 8PCS



## ACCESSORIES

A1 5PCS



A2 1PC



A3 1PC



A4 1PC

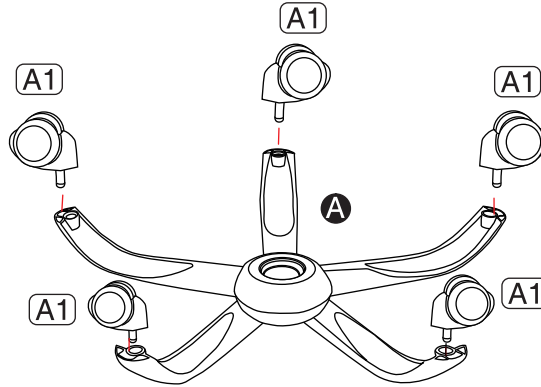


# ASSEMBLY INSTRUCTIONS

# 1

Part **A** x1PC

Accessory **A1** x 5 PCS

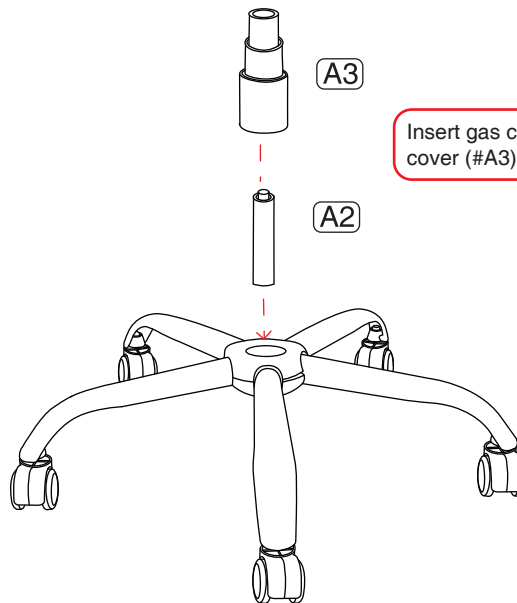


Attach casters (#A1) to five star base (#A).

# 2

Accessory **A2** x 1 PC

Accessory **A3** x 1 PC

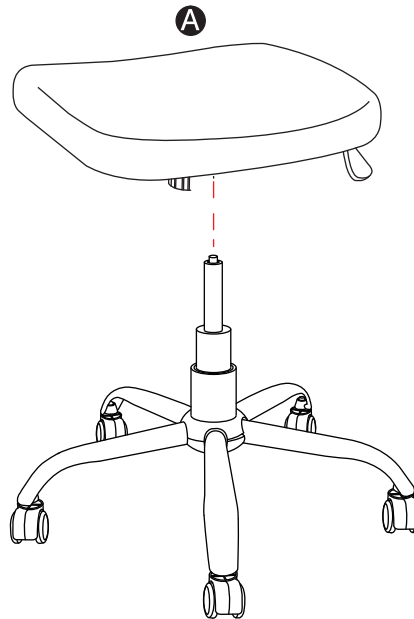


Insert gas cylinder (#A2), then cylinder cover (#A3) to five star base.

# ASSEMBLY INSTRUCTIONS

## 3

Part **A** x1PC



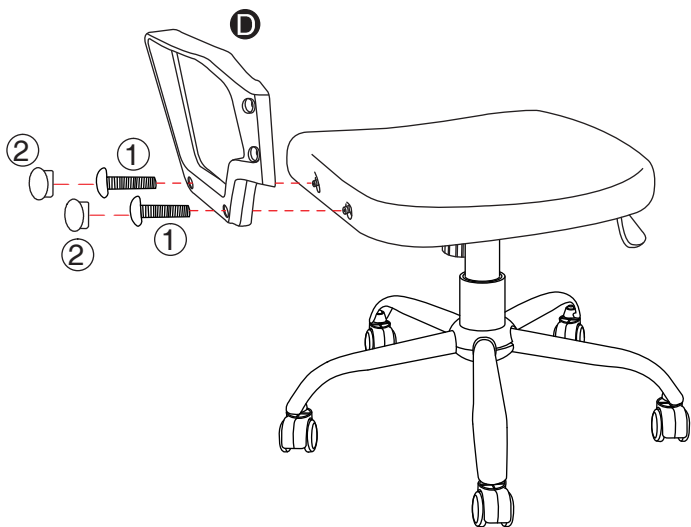
Attach seat (#C) to gas cylinder.

## 4

Part **D** x1PC

Hardware **1** x 2 PCS

Hardware **2** x 2 PCS



Align armrest (#D) to the seat, then secure by using bolts (#1) and cover bolts using bolt caps (#2).

# ASSEMBLY INSTRUCTIONS

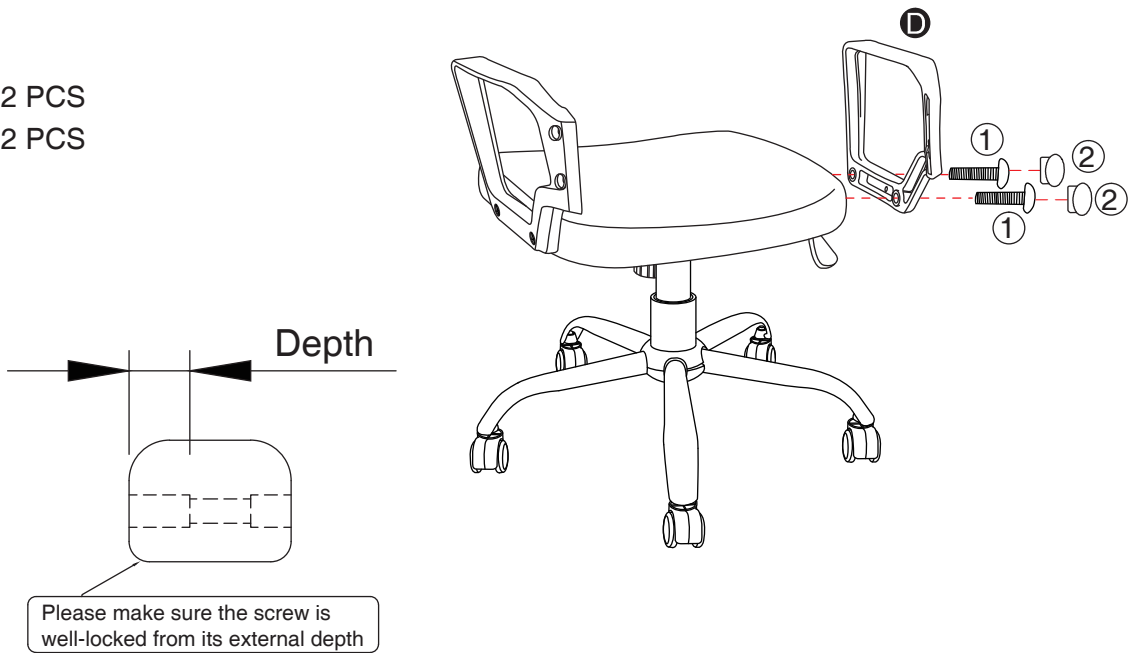
## 5

Part **D** x1PC

Hardware **①** x 2 PCS

Hardware **②** x 2 PCS

Align armrest (#D) to the seat, then secure by using bolts (#1) and cover bolts using bolt caps (#2).



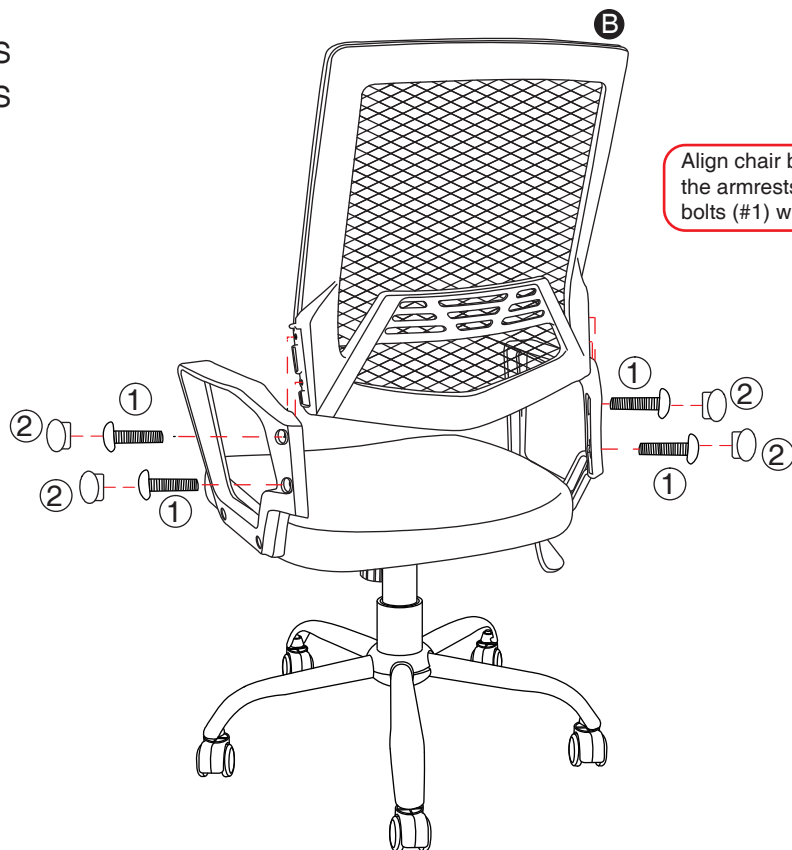
## 6

Part **B** x1PC

Hardware **①** x 4 PCS

Hardware **②** x 4 PCS

Align chair back (#B) to the holes of the armrests, then secure by using bolts (#1) with bolt caps (#2).



# ASSEMBLY INSTRUCTIONS

# 7

## ASSEMBLY COMPLETED



Please ensure the furniture rests on an even and flat surface. If the product wobbles or feels loose, double-check all bolts and/or screws are properly tightened and secured.



### **Keep this handy!**

Please retain this instruction manual and any order-related information for future reference.

