

# INSTRUCTION MANUAL

## ASSEMBLY GUIDE

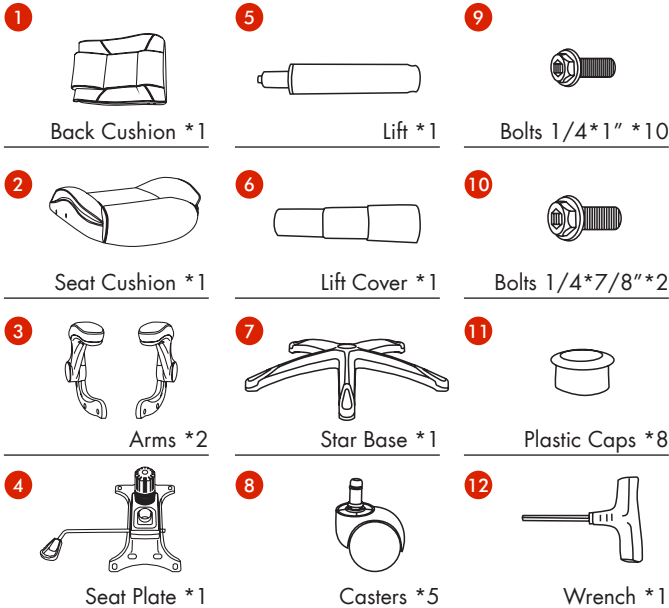
Congratulations, you are now the owner of a brand new chair!

Following this assembly guide and you will find a quick start guide to assemble your chair. We highly recommend checking out our Assembly Videos as well for even more detailed and visual instructions.

If you run into any difficulty during the assembly, remember to check out the assembly Video to see if you've missed anything. If you're unable to resolve your problems, drop us an email as well and our support team will assist you.

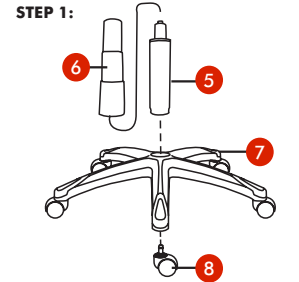


## PACKAGE LIST

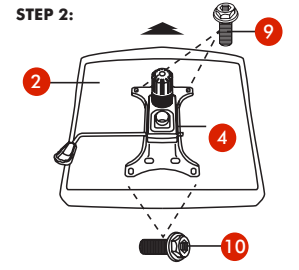


## ASSEMBLY INSTRUCTION

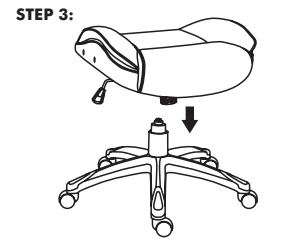
**Step 1:** Turn the Star Base(7) upside down, then press the Casters(8) into the holes at the end of each base leg, insert the Lift(5) into the center hole of the Star Base, the Lift Cover(6) should be placed over the Lift.



**Step 2:** Align the Seat Plate(4) over the pre-drilled holes underneath the Seat Cushion(2), make sure that the front of the seat plate is facing the front of the Seat Cushion. Attach the Seat Plate to the Seat Cushion using TWO Bolts 1/4\*1"(9) at the front and TWO Bolts 1/4\*7/8"(10) at the back, tighten all the bolts with the Wrench(12), being careful not to mis-thread the bolts or damaged the seat.



**Step 3:** Turn the Seat Cushion(2) upright and align the center hole of the seat plate over the lift, then push the seat cushion down onto the lift firmly until the connection is secure.

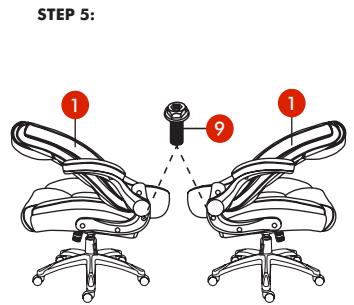


**Step 4:** Attach the Arms(3) to the Seat Cushion(2) with Four Bolts 1/4\*1"(9), using the Wrench(12).



**Step 5:** Lay the Back Cushion on the seat of the chair with the top of the cushion toward the front. Attach the Back Cushion(1) to the Arms by inserting Two Bolts 1/4\*1"(9) in the TOP holes with the Wrench(12).

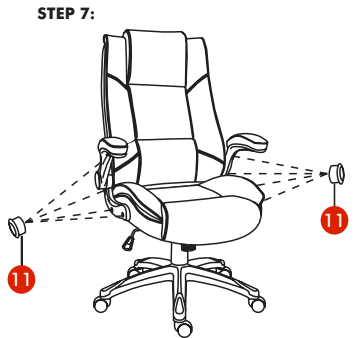
Note 1: Arm rests are labeled with an "L" (left) or "R" (right) to show which sides they should be placed on.



**Step 6:** Rotate the back of the chair up, then secure it with the LOWER Two Bolts 1/4\*1"(9) with the Wrench(12). Adjust the balance on each side of the chair, and fully tighten all the bolts at this step.



**Step 7:** Press the Plastic Caps(11) into the Arms holes to cover the bolts.

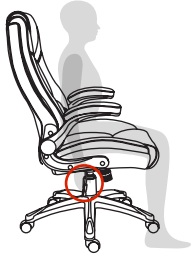


### CAUTION:

**Make sure all bolts and screws are fully tightened before using chair. Lubricate all moving parts and tighten all bolts/screws every 6 month or whenever needed.**

## INSTRUCTIONS FOR USE

### 1. Seat Height: Paddle-shaped lever on the right side

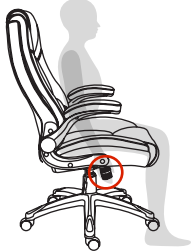


**To raise:**  
While taking your weight off chair, lift lever up.

**To lower:**  
While seated, lift lever up.

\* At the proper height, your feet should rest flat on the floor.

### 2. Tilt Tension: Long stem under the seat cushion with knob

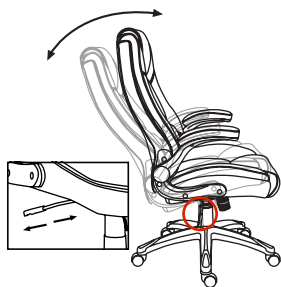


**To increase tension:**  
While seated, turn knob forward (toward + sign).

**To decrease tension:**  
While seated, turn knob backward (toward - sign).

\* At the proper height, your feet should rest flat on the floor.

### 3. Operating the tilt lockout



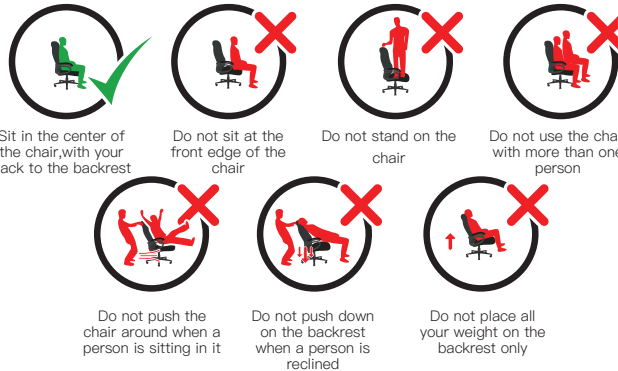
To let your chair tilt back, pull the control handle out.

To stop your chair from tilting, sit forward, then push the control handle in.

## SAFETY AND MAINTENANCE

- Do not stand on the chair, Do Not use the chair as stepladder.
- Use this product for seating one person at a time.
- Do not use the chair unless all bolts and screws are firmly secured.
- Avoid contact with sharp objects to prevent puncturing the fabric.
- Every 6 months, check all bolts and screws to ensure they are tight.
- To clean, spot clean only using a damp towel and mild cleaner, first test on a small, obscure area of fabric.
- Chair weight limit not to exceed **250 lbs.**

## SAFETY INFORMATION



Sit in the center of the chair, with your back to the backrest

Do not sit at the front edge of the chair

Do not stand on the chair

Do not use the chair with more than one person

Do not push the chair around when a person is sitting in it

Do not push down on the backrest when a person is reclined

Do not place all your weight on the backrest only

## LIMITED WARRANTY

promises to repair or replace any chair that is found to be defective in material or workmanship within one (1) year from the date of original purchase so long as you, the original purchaser, still owns it. This is your sole and exclusive remedy. This warranty is subject to the provisions below.

### EXCLUSIONS:

This warranty does not apply and no other warranty applies to:

- Normal wear and tear, which are to be expected over the course of ownership.
- Misuse, abuse or excessive use of the product.
- Modifications or attachments to the product that are not approved by
- Products that were not installed, used, or maintained in accordance with product instructions and warnings.
- Products used for rental or commercial purposes.
- Damage caused by the carrier in-transit is handled under separate terms.

**Seating Usage:** Normal use for seating is identified as the equivalent of a single shift, forty- (40) hour workweek. To the extent that a seating product is used in a manner exceeding this, the applicable warranty period will be reduced in a pro-rata manner.

Some retailers might have custom models imported direct from the factory and therefore are not supported by our local service team because we don't have the correct parts, please contact your retailer directly for support. If you have any questions about that we will be happy to assist and identify those items.

### RETURN POLICY:

We adopt a 30 days return policy which means that all products purchased on this website may be returned to us within the timeframe. You need to contact us within 30 days after the product(s) came into your possession and the product(s) must be returned to us without any undue delays.

Returned products must be returned in the same condition as they were sent and they must be sent in its original packaging.

If the product is not faulty, (i.e. if you changed your mind or if you are unhappy with the product for some other reason), the cost of shipping will fall on you. And it is your responsibility that the package arrives safely to us so we recommend that you use a courier service where it is possible to track the shipment.

If the product is faulty when you receive it please contact us and we will help you out.

We reserve the right to give a partial refund in cases when the product(s) is not in an unused condition, is damaged or have missing parts not due to our error.

### HOW RETURNS WORK:

Contact us through the contact form on our website and attach the invoice to the message as a proof of purchase. And please also write the reason for return.

We will then get back to you as soon as possible with information on where to send the product(s).

As soon as we have received the product(s) and made an inspection we will inform you of our decision.

If a refund is approved we will automatically credit the purchase to your credit card or original method of payment.