

# Office Chair

## Installation & Assembly



Missing parts, damages, and any problems in the installation process, please contact us by text or email. Please choose email as your first choice for communicating with us.

# Parts list

## PARTS

① x5



wheel

② x1



5-Star Base

③ x1



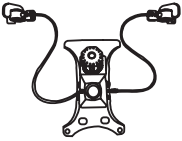
Gas Lift

④ x1



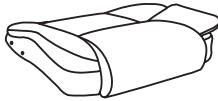
Cover

⑤ x1



Mechanism

⑥ x1



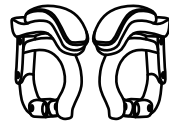
Seat Cushion

⑦ x1



Backrest and  
Lumbar Support  
Knob

⑧ x2



Armrest

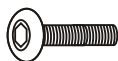
## Hardware

A



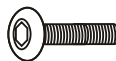
Screw : x4  
M6\*20MM

B



Screw : x8  
M6\*30MM

C



Screw : x6  
M6\*30MM

D



Gasket : x4

E



Caps: x8

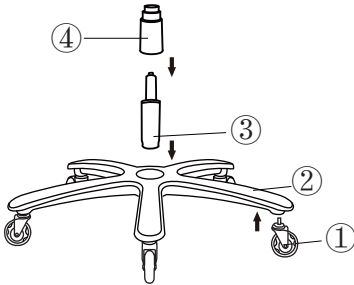
F



Allen key : x1

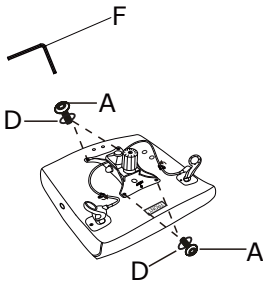
# Installation steps

1



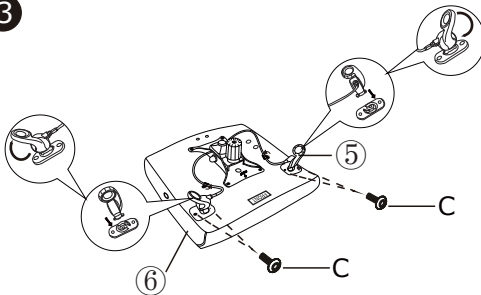
Install the seat and plastic cover

2



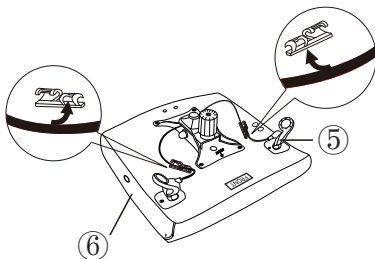
Install the screws and gasket into the Mechanism and secure them to the bottom of the seat

3



Fix the control unit to the base of the seat

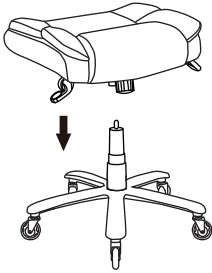
4



Fasten the thread to the snap

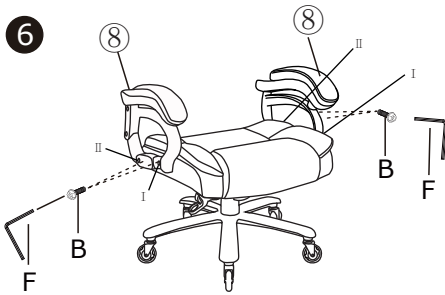
# Installation steps

5



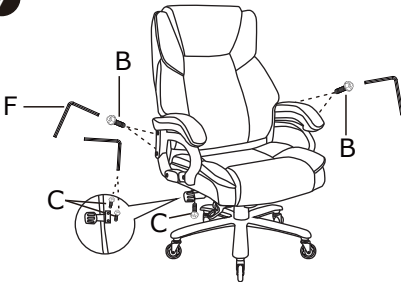
Insert the gas lift into the control unit

6



Install the armrests on either side of the seat cushion.  
When installing, tighten the screws in hole I first.  
Do not completely tighten the screws in hole II.  
After the back of the chair is installed,  
finally tighten the screws in hole II.

7



Attach the backrest to the seat  
Fix the lumbar adjustment knob on the seat

8



Install the protective cover (D) to the armrest screw hole

# Installation steps

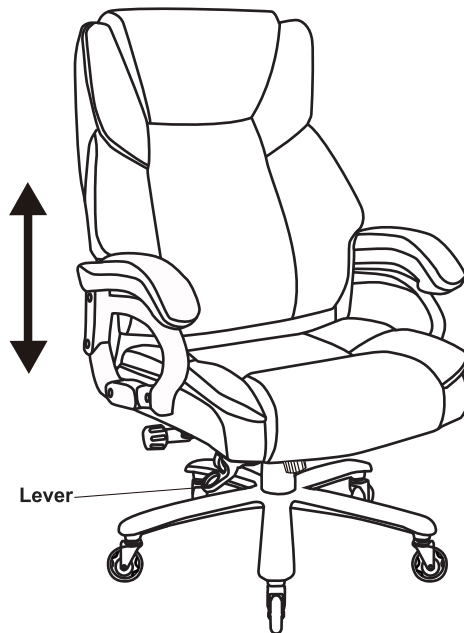
9



Installation is complete

## HEIGHT ADJUSTMENT

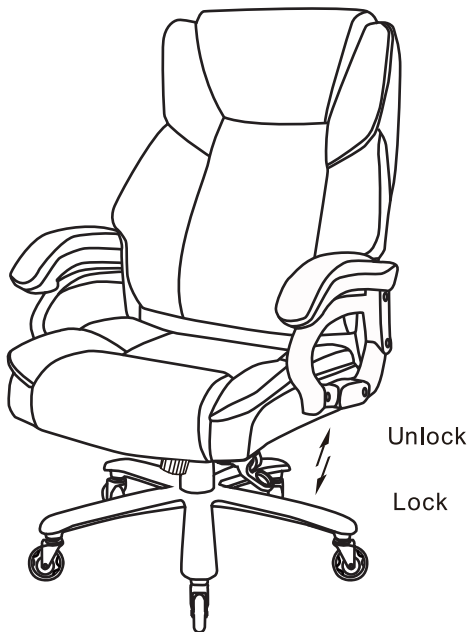
Seat Height adjustment (Adjusting  
Lever on the right)



## TO OPERATE TILT LOCKOUT

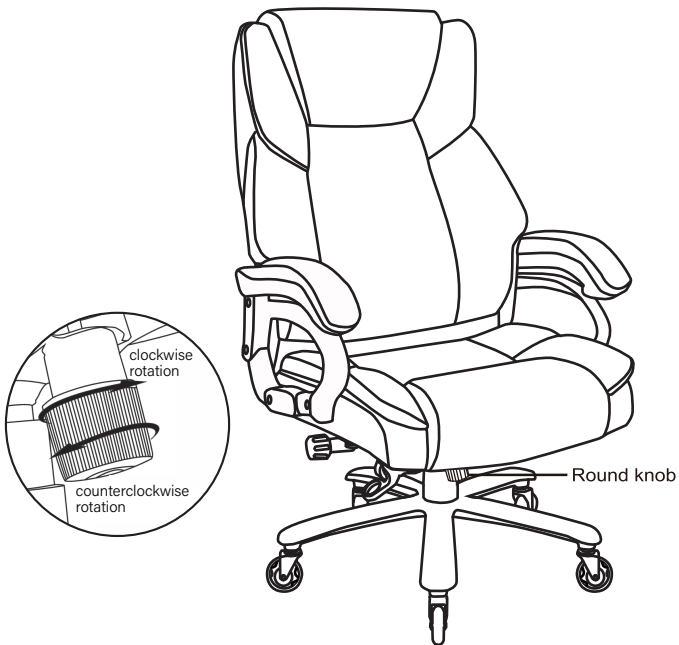
While seated, reach under the left side of the chair to find the lever.

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 left lever to the level position.



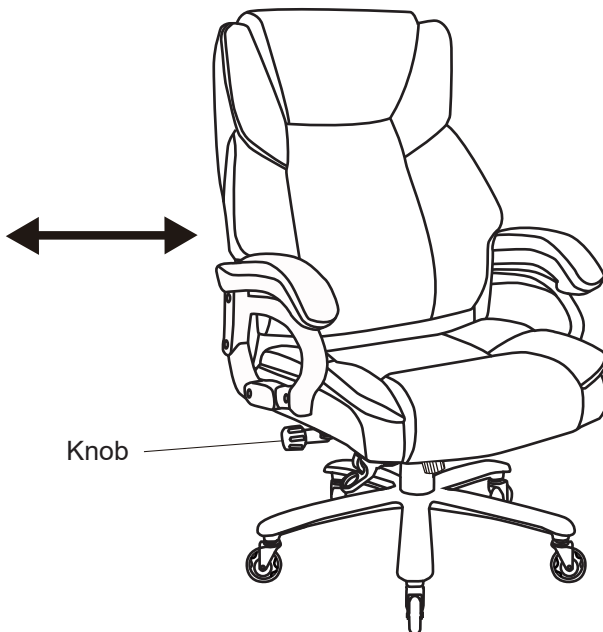
## ROCKING ADJUSTMENT FUNCTION

The tighter the knob is turned, the less shaking it is, and vice versa.



## ADJUSTABLE LUMBAR SUPPORT

The lumbar support can be adjusted by rotating the knob



1.

Q: The chair doesn't stay at the height I want, and sunk when I sit on it. What should I do?

A: This problem can be solved by replacing the gas lift. If you can't solve the problem even with the help of the video, please contact us and we will send you a new replacement part.

2.

Q: I received a screw that couldn't match with the hole or I received an incomplete screw, what should I do?

A: If the screw didn't match or couldn't tight with hole, please check whether the screw has thread or the hole has thread. If not, please contact us. Of course, we will send you replacement screws if they was lost.

3.

Q: I found that the chair was very wobbly when I sat on it, what should I do?

A: Please check whether the screws of the armrests and backrest are tightened first. If all the screws are tightened and the chair still shakes, maybe it was caused by mechanism damage. Please send some pictures about it, we will send replacement after confirm.

4.

Q: Does the seat itself have a tilt locking mechanism? Something I can lock in to keep me from tilting?

A: Sorry, this type of chair do not have tile locking function, but it has the rocking function.