

# EXECUTIVE CHAIR

INSTRUCTION MANUAL

## **ASSEMBLY INSTRUCTIONS**

- Our clear, easy-to-follow, step-by-step instructions will guide you.
- Do not skip any steps. It is of utmost importance to assemble all of the parts according to the directions.
- Item identification: For ease of identification, all parts are labelled to correspond to the step number in which the part is used.

## **IMPORTANT**

- Read the following instructions carefully before using the chair.
- Be aware that some parts are heavy and have sharp edges.
- Do not overtighten screws (insert all screws before tightening screws).
- Firmly secure all bolts , screws and nuts before use.
- Please do not exceed the weight limitations of this item.
- Reconfirm that all bolts , screws , and nuts are secure every 90 days.








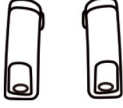


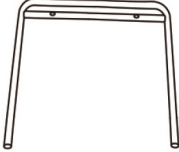

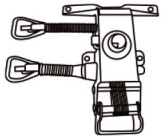
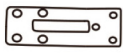





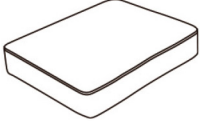
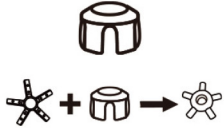
## **CARE & SAFETY**

- Always use on firm level ground.
- Keep all children and pets away from the assembly area. Children and pets should be supervised while the product is being assembled.
- Vacuuming picks up dust and reduces the need for professional cleaning.
- In case of fire, do not attempt to extinguish any burning polypro-pyleneene with water.
- Be very careful when assembling chairs to avoid smashing your hands or fingers.
- Please contact Customer Service if you have any problems or discover any missing parts.

## **MAINTENANCE**

- Wash the surface with a soft cloth soaked in mild detergent and warm water. Pay attention to drying the water in time. Do not use solvents or abrasive kitchen cleaners.
- Vacuum fabric as needed using an upholstery attachment.
- Do not use or store this item in the proximity of open flame or flammable/combustible chemicals.
- Do not brush fabric or use a vacuum attachment with a rotary brush.
- Brushing may permanently damage the nap or change the character of the fabric.

# Accessories List

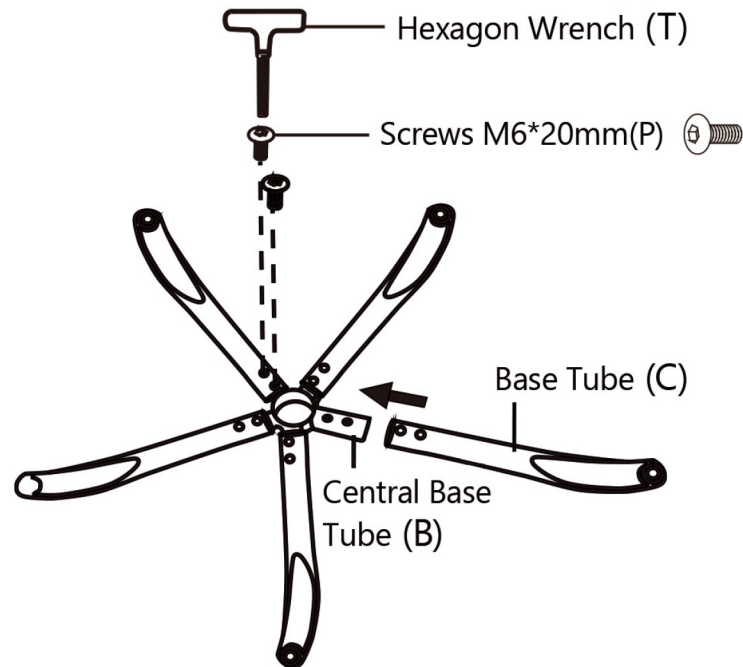
Item No.	Reference Image	Qty	Item No.	Reference Image	Qty	Item No.	Reference Image	Qty
A	Castors 	5	H	Armrest Pad 	1	O		1
B	Central Base Tube 	1	I	Armrest Frame 	1	P	M6*20mm 	24
C	Base Tube 	5	J	Footrest Mounting 	1	Q	M6*25mm 	6
D	Air Rod 	1	K	Footrest 	1	R	M6*30mm 	4
E	Base Plate 	1	L	Steel Plate 	1	S	M8*20mm 	3
F	Seat Cushion 	1	M	Cushion 	1	T	Hexagon Wrench 	1
G	Backrest 	1	N	Footrest Cushion 	1	U	Central Base Buckle 	1

\*The Central Base Buckle (U) is usually packed with the Central Base Tube (B)

# Assembly Instruction

## Step 1

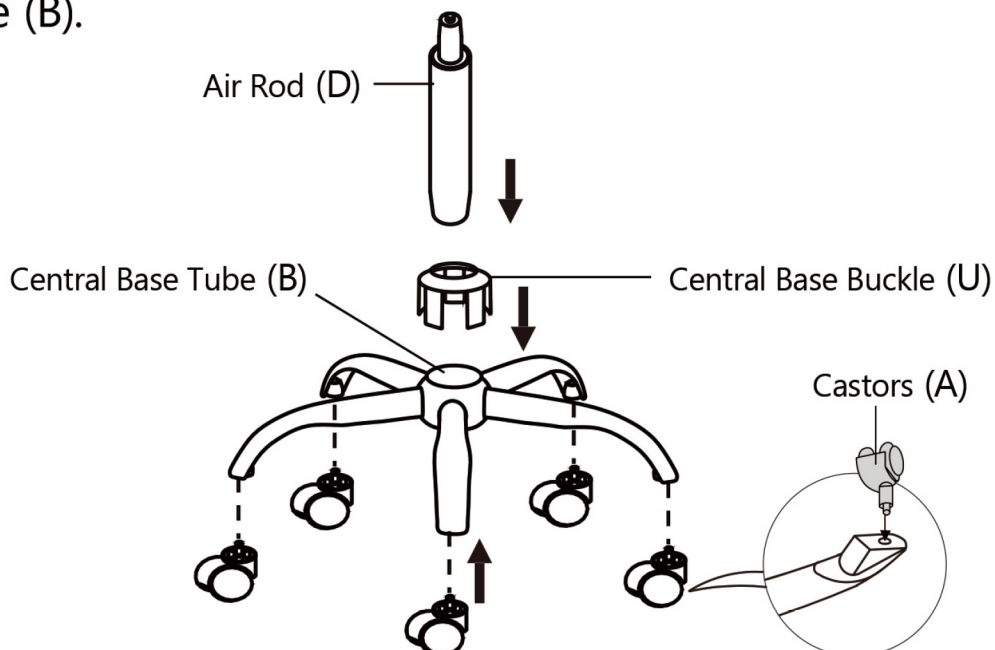
Insert 5 base tubes (C) into central base tube (B), align with the holes and tighten 10 M6\*20 screws (P).



## Step 2

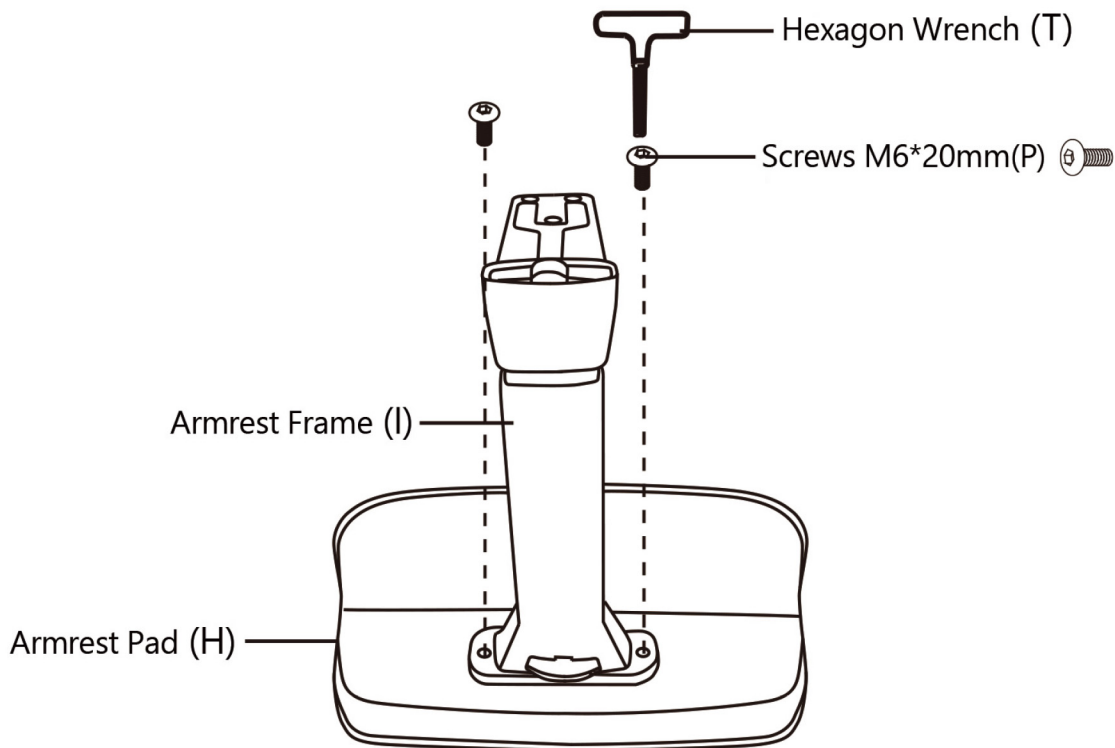
Insert 5 castors (A) into base tube (C), please make sure castors are securely installed before use.

Put air rod (D) through central base buckle (U) into the hole of central tube (B).



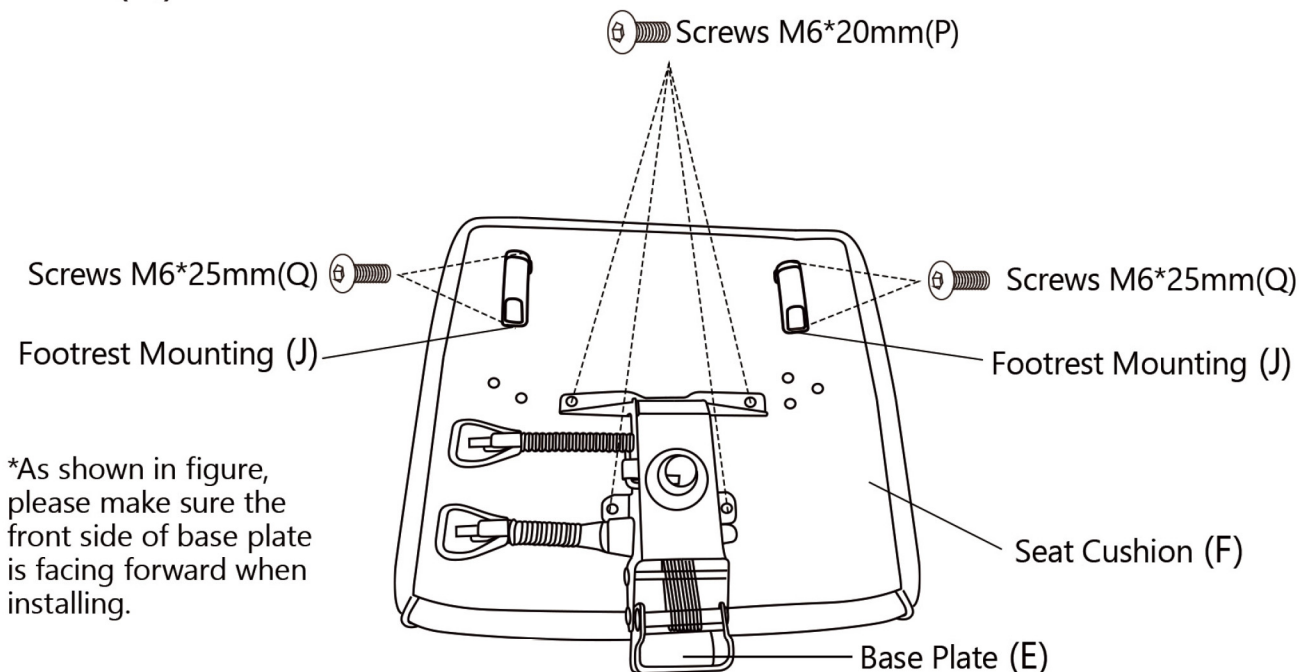
### Step 3

Fix armrest pad (H) to armrest frame (I) with 4 M6\*20 (P).



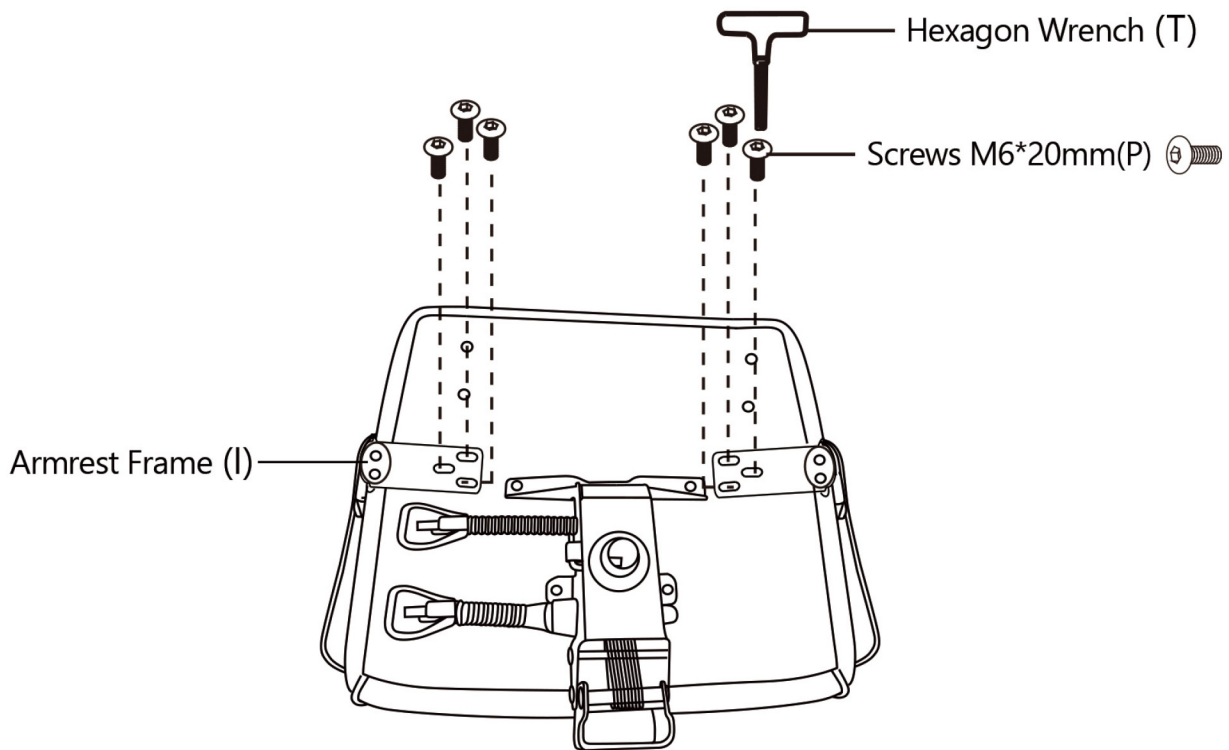
### Step 4

Attach the base plate (E) to the seat cushion (F) with 4 M6\*20 screws (P).  
Attach 2 footrest mounting (J) to the seat cushion (F) with 4 M6\*25 screws (Q).



## Step 5

Attach armrest frame (I) to the seat cushion (F) with 6 M6\*20 (P).

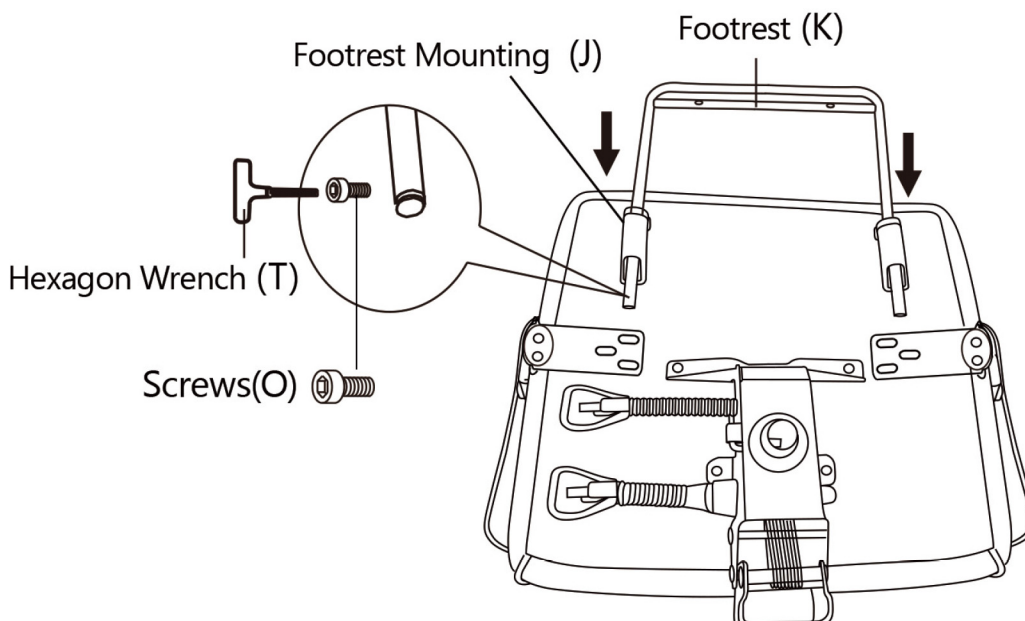


## Step 6

Align the tube on both side of the footrest (K) with the hole of the footrest mounting (J), and then push it in.

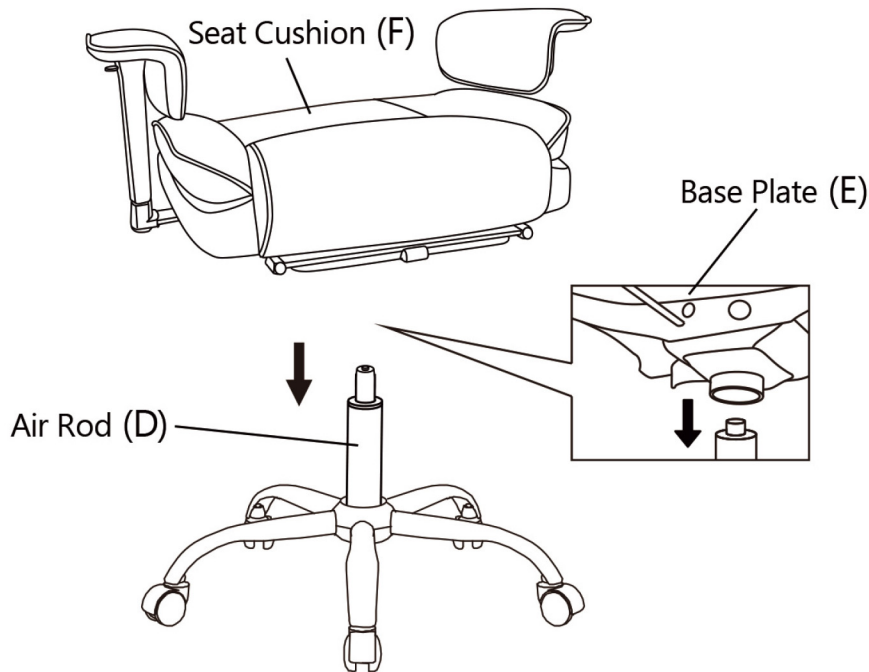
Screw screw(O) to the side tube of the footrest.

Important Tip: If you find it difficult to push the Footrest (K) into the holes of the Footrest Mounting (J), or if it feels sluggish when pulling it out, loosen the screws of the two Footrest Mountings (J) and readjust their positions until they are parallel. Ensure the Footrest (K) can be inserted and pulled out smoothly, then tighten the screws.



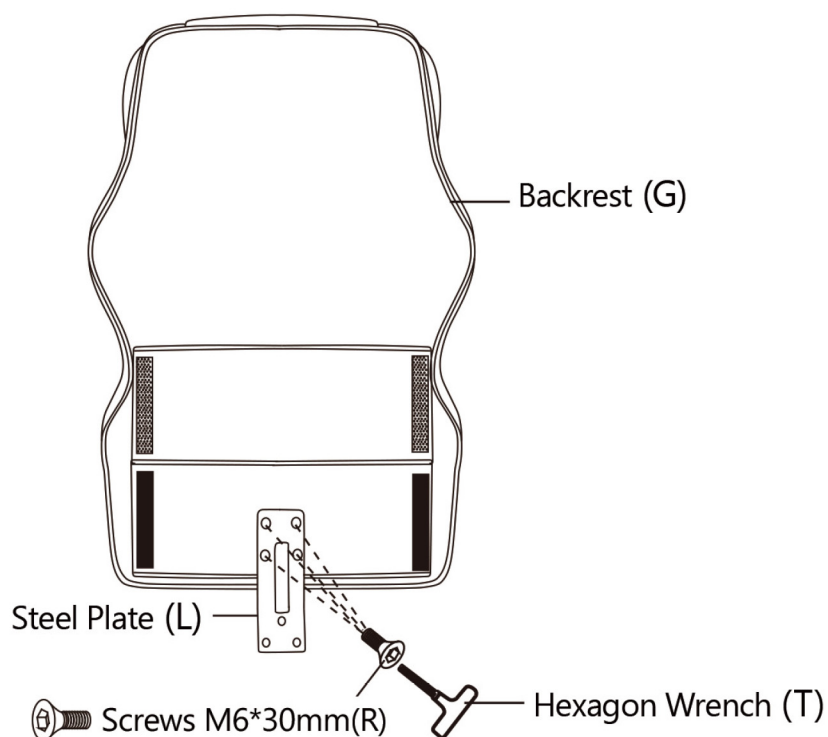
## Step 7

Align the air rod (D) with the hole in the middle of the base plate (E), then place the seat cushion (F) on the air rod (D), and press the seat cushion (F) from the top down to fix on.



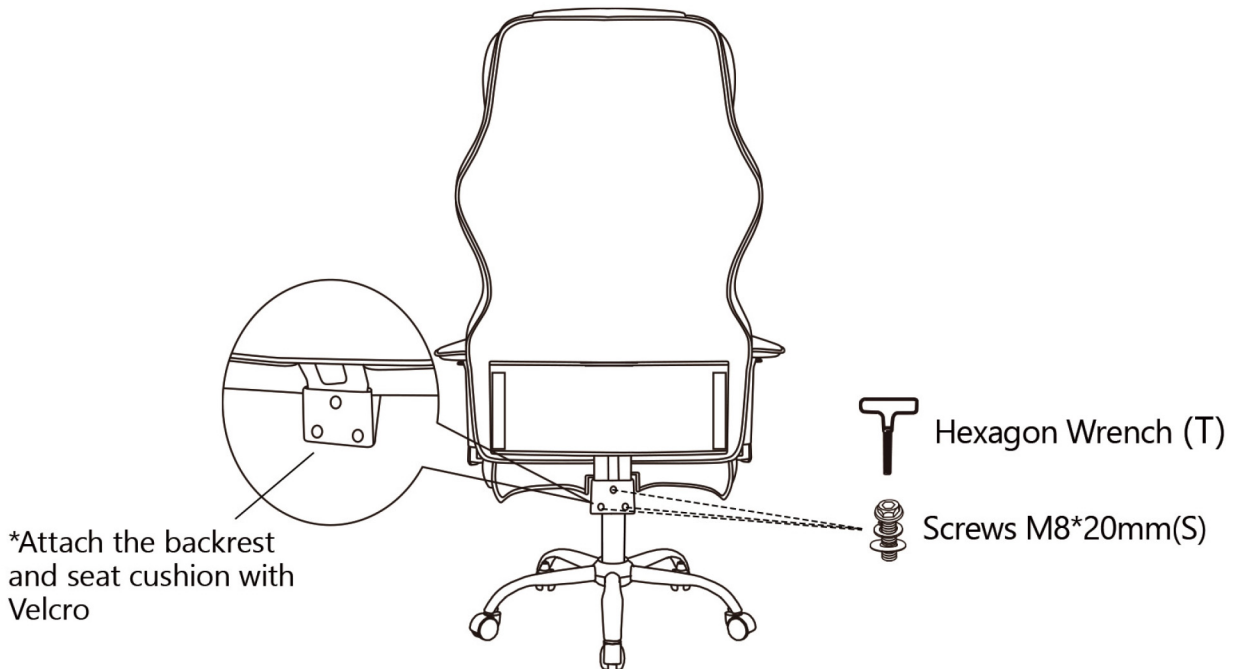
## Step 8

Fix the steel plate (L) to backrest (G) with 4 M6\*30 screws (R).



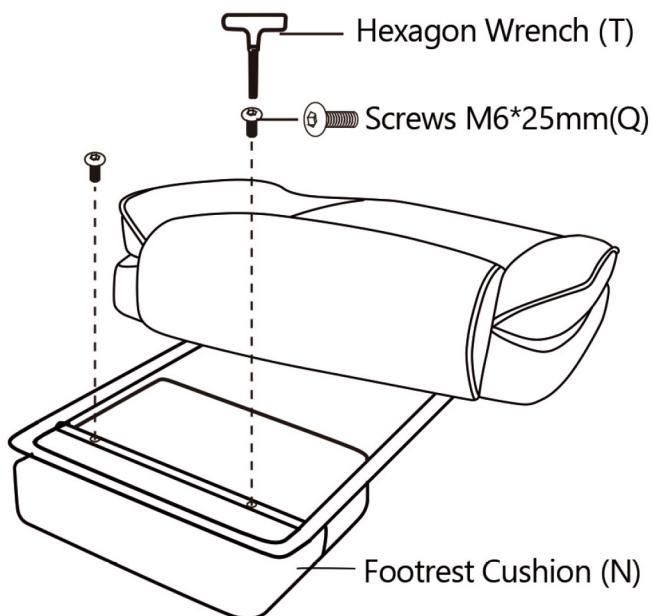
## Step 9

After the steel plate (L) is connected to the backrest (Step 8), place the backrest on seat cushion and insert the steel plate (L) into the base plate (E), then tighten 3 M8\*20 screws(S).



## Step 10

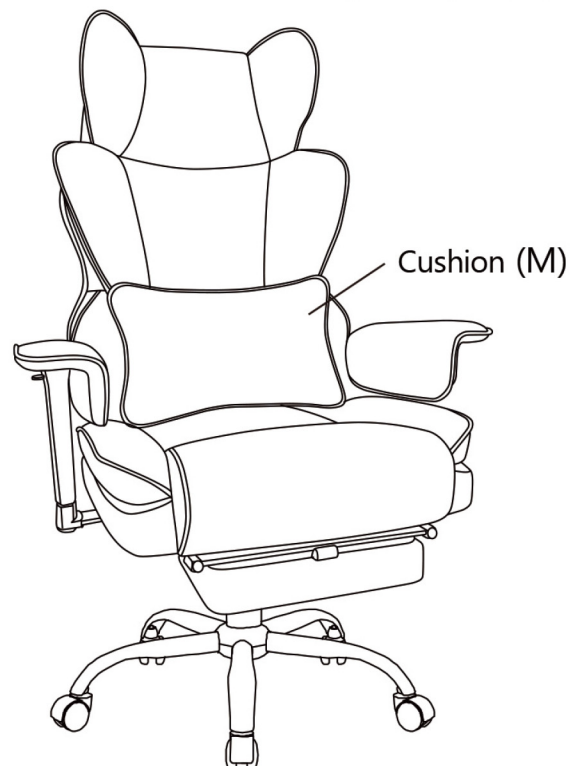
Now pull out the Footrest (K), and fix the Footrest Cushion (N) to the Footrest (K) with 2 M6\*25mm screws (Q). After completing the installation, push it back.



## Step 11

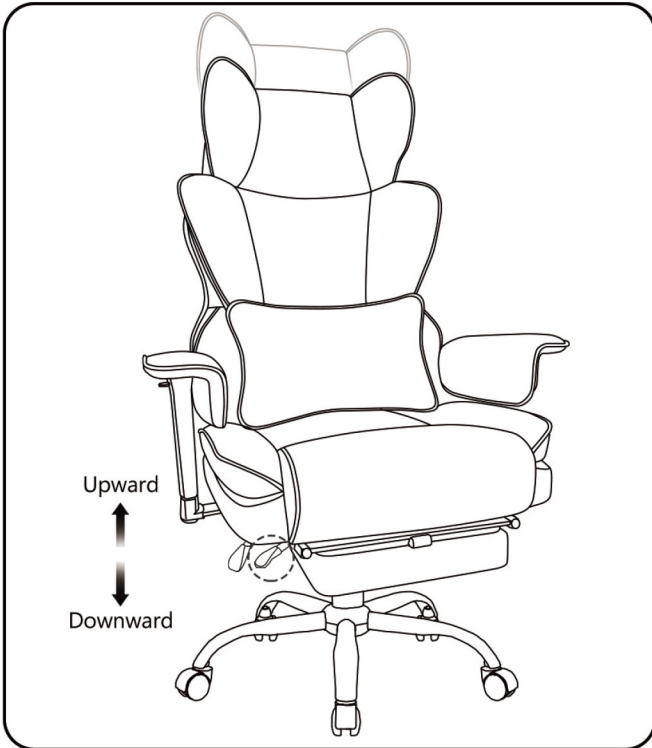
Done!

\*Please not exceed maximum load 500lbs.

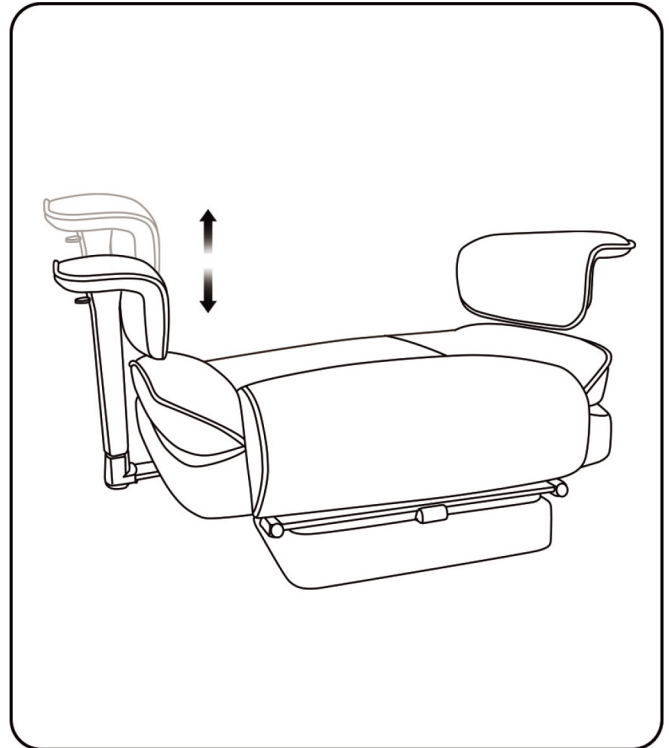


# Instructions for Use

**\*Please stand up while raising the seat height.**



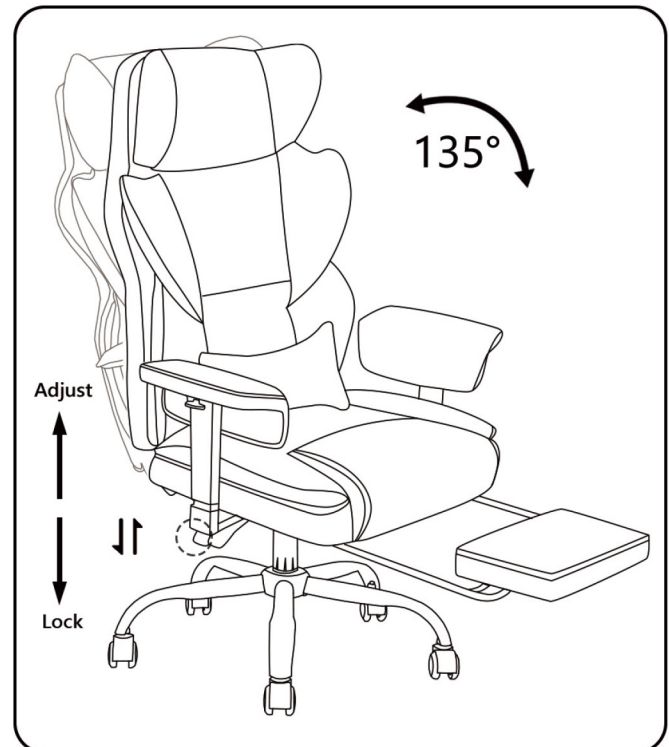
**Up-down Adjustment**



**Adjustable Armrests**



**With Footrest**



**Backrest Adjustment**

Thanks for purchasing our products. Please read this manual before assembly. And please assemble in order. After the assembly, keep the instruction properly. Make sure all the parts are included (21 kinds in total).

Sit in Style, Elevate Your Space!