









Thank you for purchasing the **MODWAY OFFICE CHAIR!**

Before you start, here is some helpful advice:

1. We suggest you spend a short time reading through this leaflet and then follow the simple step by step instructions.
2. Owing to the size and weight of the office chair, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate assembly time: 30 minutes.
3. Please do not use any tools other than those provided or recommended in these instructions.
4. Please do not throw away any of the packaging or instructions until you have checked all the components and hardware and the furniture is fully assembled.
5. Assemble all components loosely until advised to tighten. Depending on use, it may be necessary to tighten the components from time to time, so please save the tools that have been provided.
6. Please keep all pieces out of reach of small children.

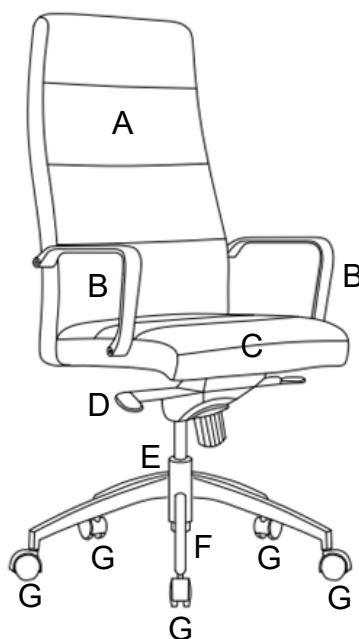


Hardware:

1		Bolt M8x20mm	x2
2		Bolt M8x25mm	x2
3		Bolt M8x30mm	x4
4		Bolt M8x50mm	x4
5		Flat Washer	x8
6		Plastic Washer	x2
7		Allen Wrench M5	x1
8		Allen Wrench M6	x1

Note: 1,2,3,5,6 assembled at the bottom of the chair back;

Component:



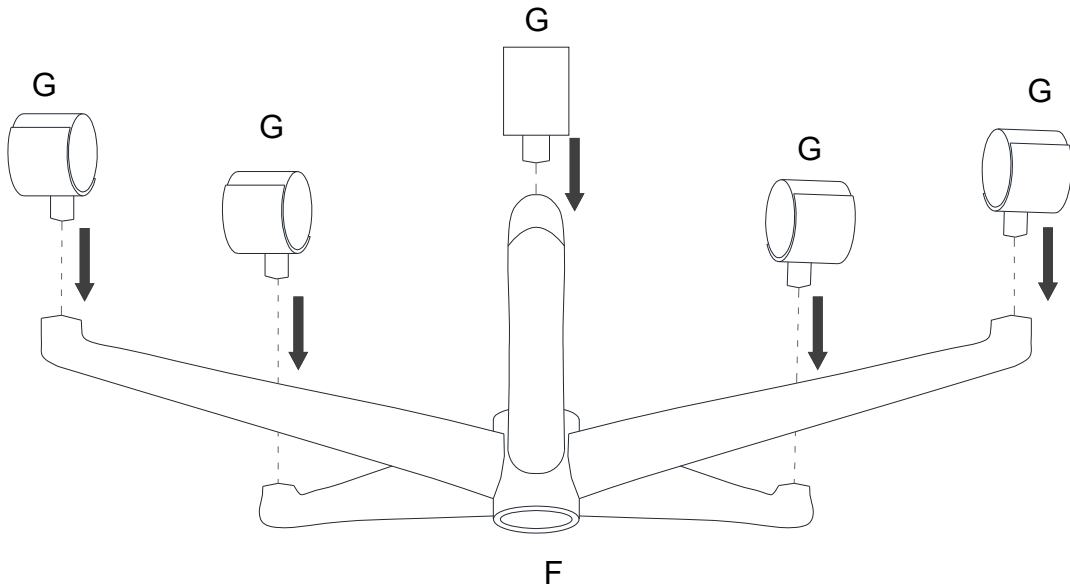
A	Chair Back	x1	B	Armrest	x2	C	Chair Seat	x1	D	Control Mechanism	x1
E	Cylinder	x1	F	Chair Base	x1	G	Caster	x5			

STEP 1:

Please put **Chair Base (F)** upside down on a carpeted or padded surface.

Insert 1pc of **Castor (G)** into the **Chair Base (F)** as shown by hand.

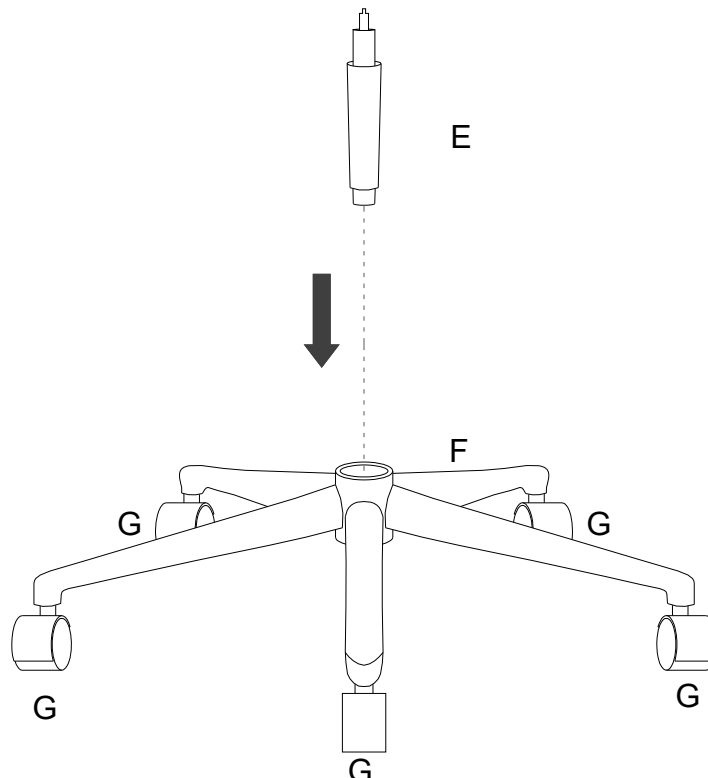
Repeat the same steps for the remaining 4pcs of **Castor (G)**.



STEP 2:

Flip the assembled **Chair Base (F)** with **Castors (G)** on the floor.

Insert the bottom end of **Cylinder (E)** into the assembled **Chair Base (F)** as shown.

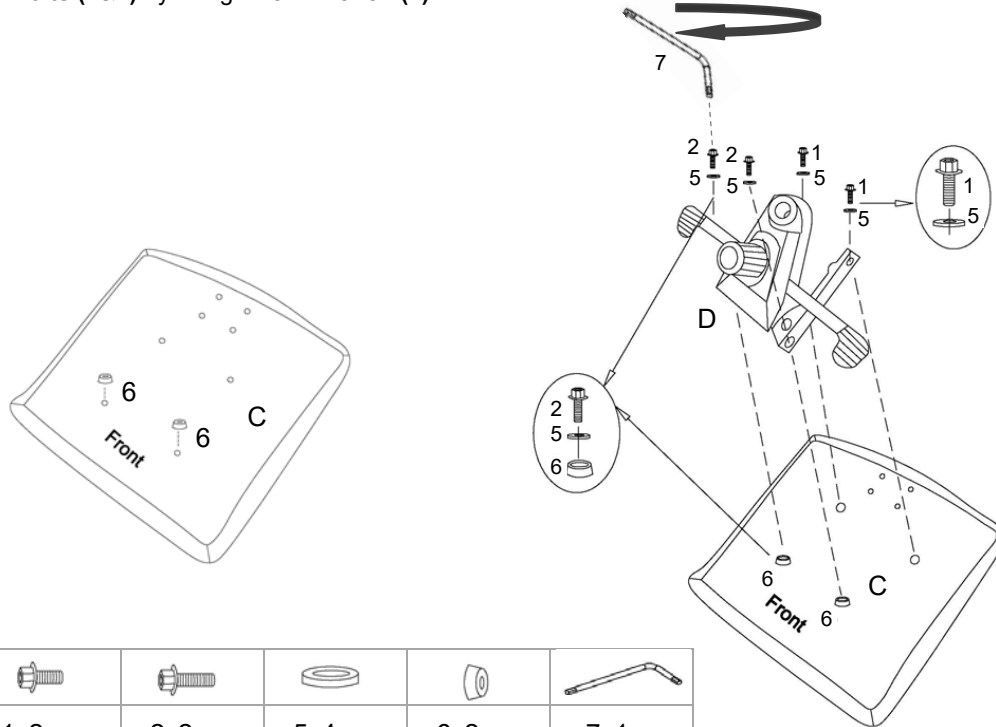


STEP 3:

Place 2 pieces of **Plastic Washer (6)** to the two front holes on the bottom of the **Chair Seat (C)** as shown. Attach **Control Mechanism (D)** to the **Chair Seat (C)** by using 2 pieces of **Bolt (1)** and 2 pieces of **Bolt (2)** with 4 pieces of **Flat Washer (5)** as shown.

Bolts (2) should be connected with **Flat Washers (5)** and **Plastic Washers (6)** on the front holes as shown.

Tighten **Bolts (1&2)** by using **Allen Wrench (7)** clockwise until secure.



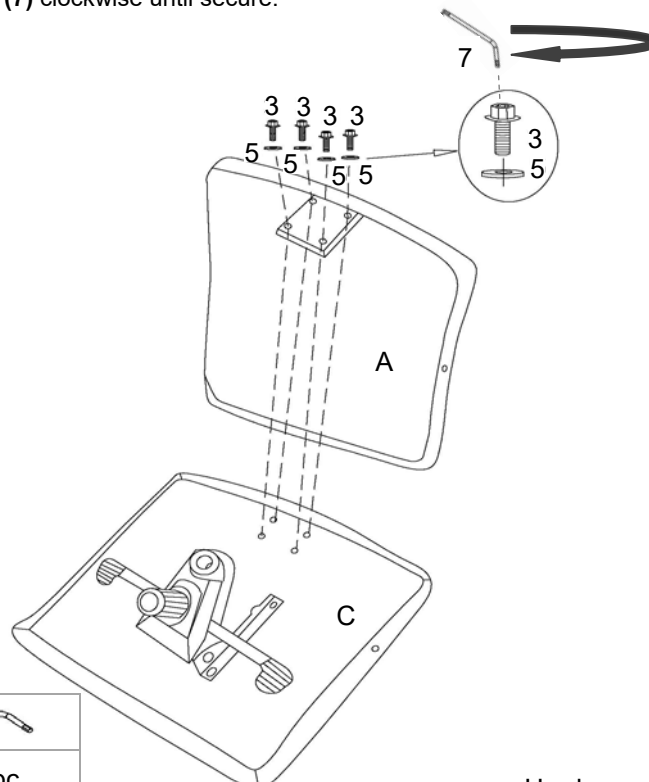
Hardware & Tool required

STEP 4:

Flip the **Chair Back (A)** upside down, with the metal plate on the bottom side of the **Chair Back (A)** facing up, line up the 4 holes with the ones on the back of the **Chair Seat (C)**.

Attach **Chair Back (A)** to the bottom of **Chair Seat (C)** by using 4 pieces of **Bolt (3)** and **Flat Washer (5)** as shown.

Tighten **Bolts (3)** by using **Allen Wrench (7)** clockwise until secure.

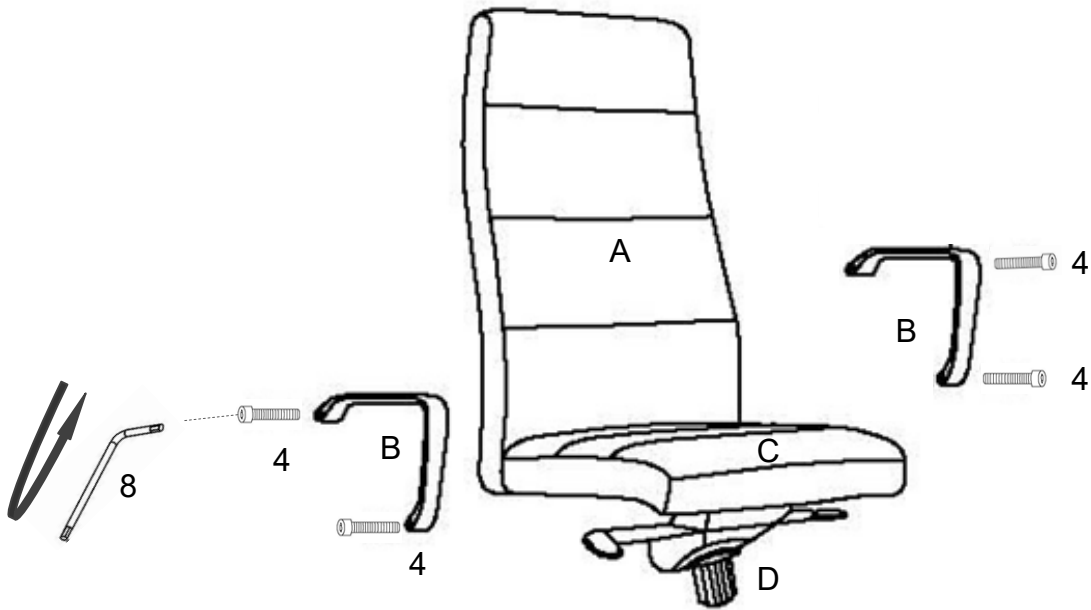



Hardware & Tool required

STEP 5:

Attach **Armrest (B)** to the side of assembled **Chair Back (A)**, **Chair Seat (C)** and **Control Mechanism (D)** by using 4 pieces of **Bolt (4)** as shown.

Secure **Bolts (4)** by using **Allen Wrench (8)** clockwise until secure.

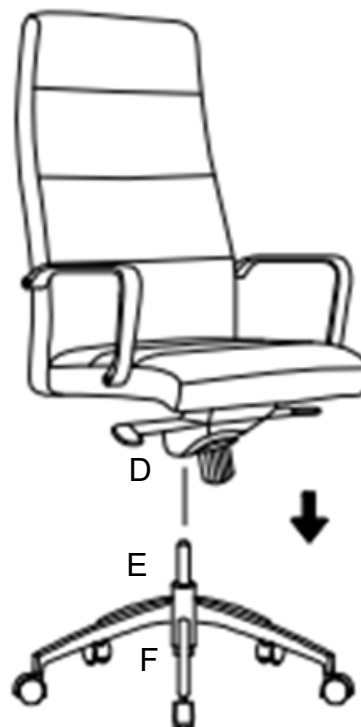


	
4x4pcs	8x1pc

Hardware & Tool required

STEP 4:

Please insert the bottom holes of **Control Mechanism (D)** into the top end of **Cylinder (E)** and **Chair Base (F)** as shown.



Assembly is complete. The office chair is ready to be enjoyed now!