








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

Before you start, here is some helpful advice:

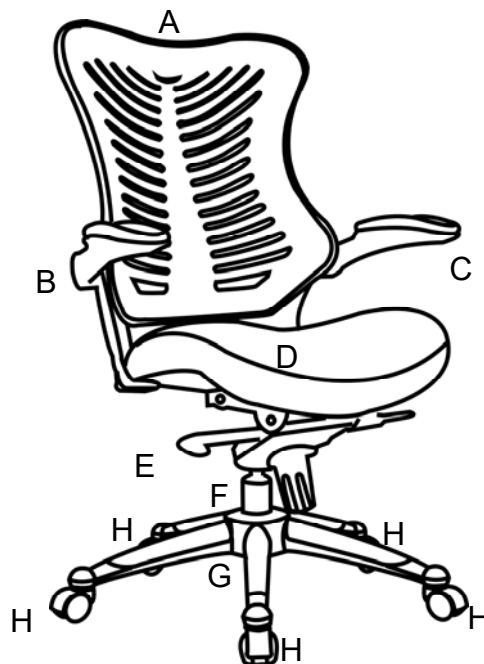
1. We suggest you spend a short time reading through this leaflet and then follow the simple step by step instructions.
2. Owing to the size and weight of the office chair, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate 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 M6x20mm	x2
2		Bolt M6x25mm	x4
3		Bolt M6x30mm	x2
4		Bolt M8x35mm	x4
5		Flat Washer	x4
6		Plastic Washer	x4
7		Allen Wrench M6	x1

### Component:



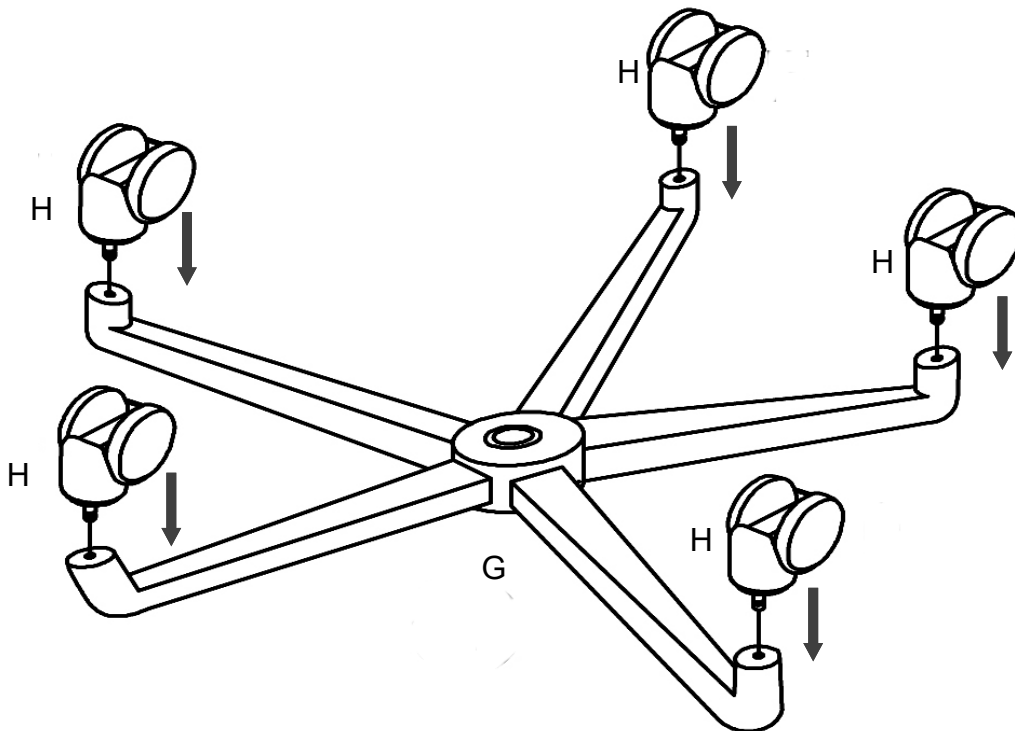
A	Chair Back	x1	B	Left Arm	x1	C	Right Arm	x1	D	Chair Seat	x1
E	Control Mechanism	x1	F	Cylinder	x1	G	Chair Base	x1	H	Caster	x5

## STEP 1:

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

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

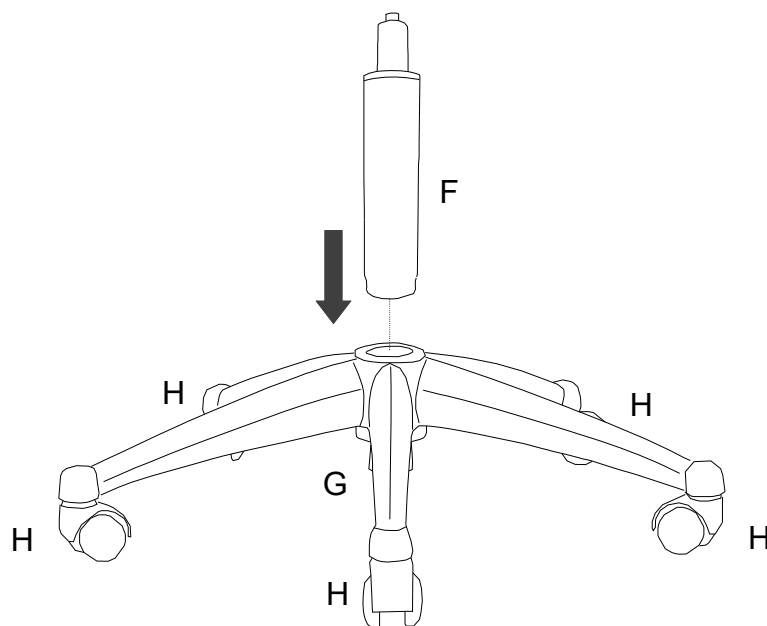
Repeat the same steps for the remaining 4pcs of **Castor (H)**.



## STEP 2:

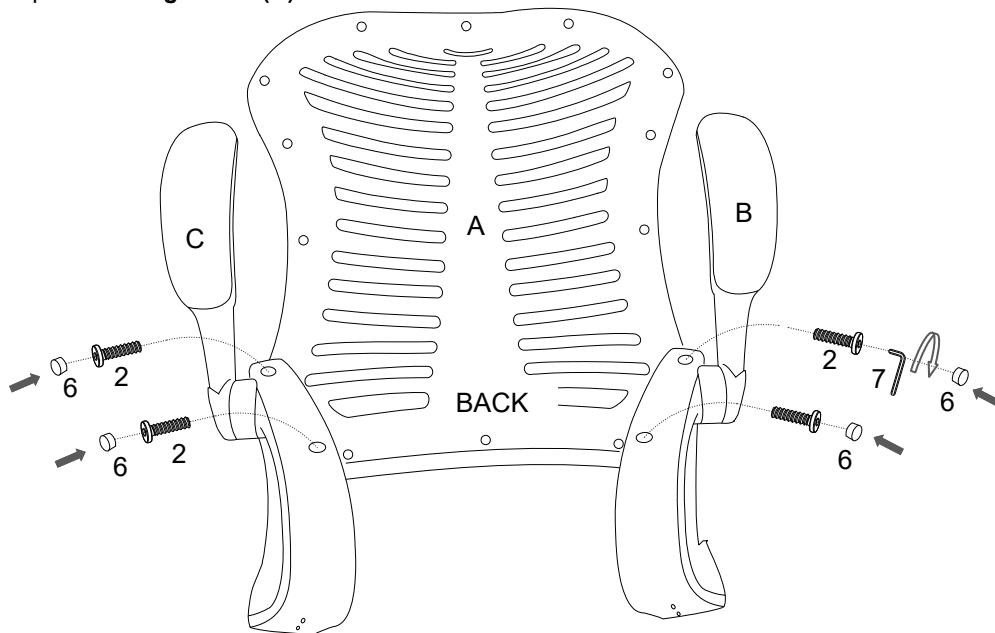
Flip the assembled **Chair Base (G)** with **Castors (H)** on the floor.

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



**STEP 3:**

Place **Chair Back (A)** upside down on a carpeted or padded surface as shown.  
 Attach **Left Arm (B)** to **Chair Back (A)** by using 2 pieces of **Bolt (2)** as shown.  
 Tighten **Bolt (2)** by using **Allen Wrench (7)** clockwise until secure.  
 Then insert 2 pieces of **Plastic Cover (6)** into pre-drilled holes as shown.  
 Repeat the same steps for the **Right Arm (C)**.

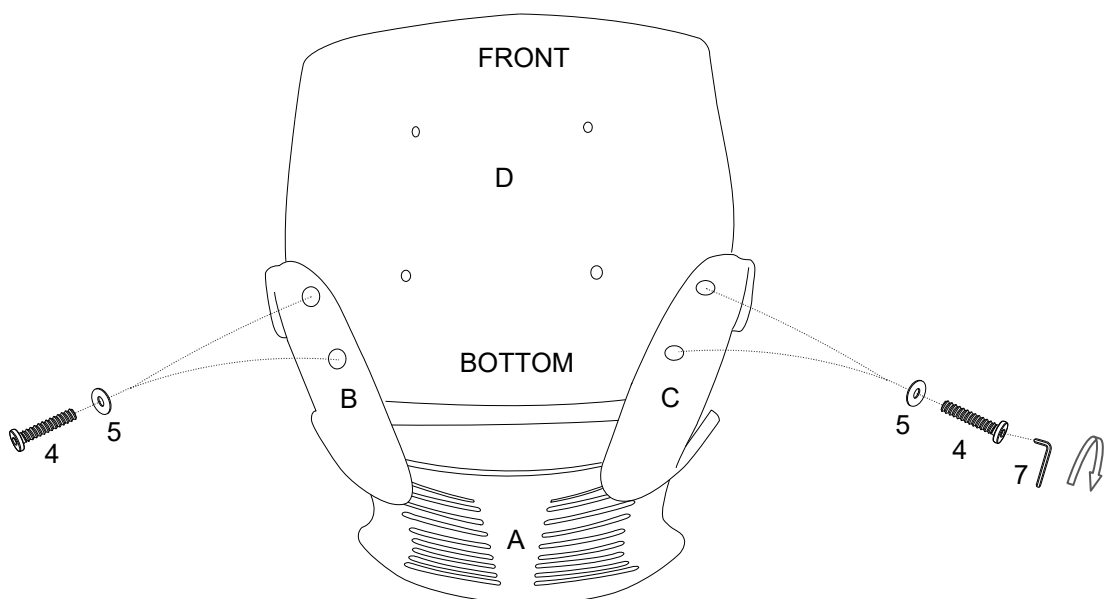


2x4pcs	6x4pcs	7x1pc

Hardware & Tool required

**STEP 4:**

Flip the **Chair Seat (D)** upside down on a carpeted or padded surface.  
 Attach the assembled **Chair Back (A)** and **Arm (B&C)** to the bottom of **Chair Seat (D)** by using 4 pieces of **Bolt (4)** and 4 pieces of **Flat Washer (5)** as shown.  
 Tighten **Bolt (4)** by using **Allen Wrench (7)** clockwise until secure.



4x4pcs	5x4pcs	7x1pc

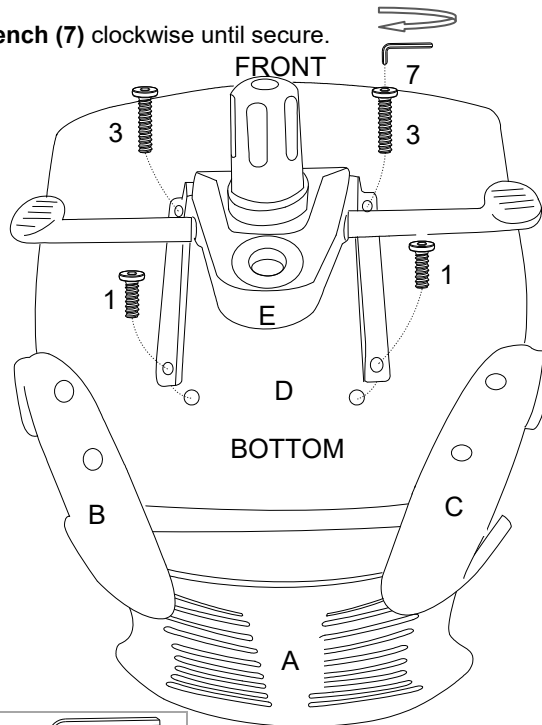
Hardware & Tool required




**STEP 5:**

Place **Control Mechanism (E)** to the bottom of the **Chair Seat (D)**.

Attach the front of **Control Mechanism (E)** by using 2 pieces of **Bolt (3)**, and the back of it by using 2 pieces of **Bolt (1)** as shown.

Tighten **Bolt (1&3)** by using **Allen Wrench (7)** clockwise until secure.



		
1x2pcs	3x2pcs	7x1pc

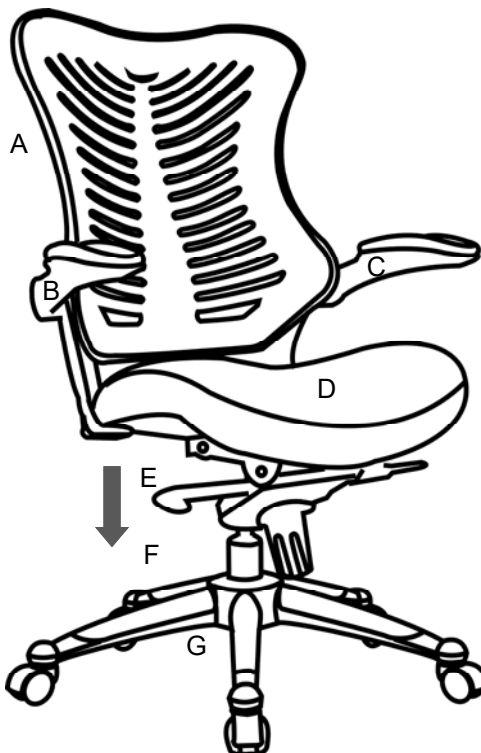
Hardware & Tool required

**STEP 6:**

Carefully turn over the assembled **Chair Back (A)**, **Arm (B&C)**, **Chair Seat (D)** and **Control Mechanism (E)**.

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

Seat on **Chair Seat (D)** to fully tighten the office chair.



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