

EEI –3042 Office Chair



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

Before you start, here are some helpful advice:

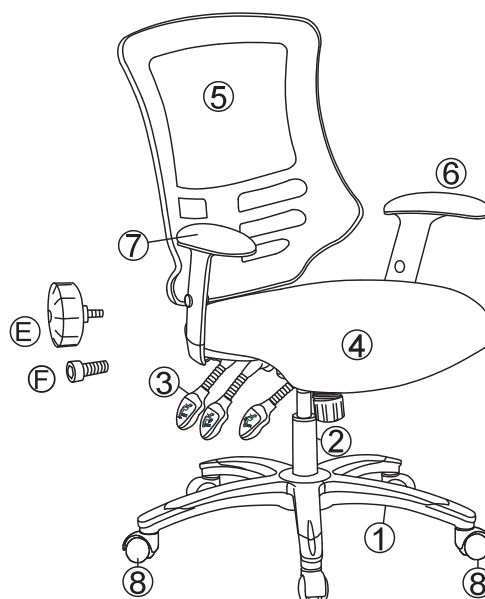
1. We suggest you spend a short time reading through this leaflet and then follow the simple step-by-step instructions.
2. Owing to the size and weight of the chair, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate assembly 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 the instruction until you have checked all the components and hardware and the furniture is fully assembled. Please ensure that the packaging is disposed of in a safe and environmentally friendly way.
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 fitting out of reach of children.



Hardware:

A.		Bolt M6x20mm	x 2
B.		Bolt M6x30mm	x 2
C.		Bolt M6x40mm	x 6
D.		Flat Washer M6	x 6
E.		Knob	x1
F.		Bolt M6*10mm	x1
G.		Allen Wrench	x1

Component:

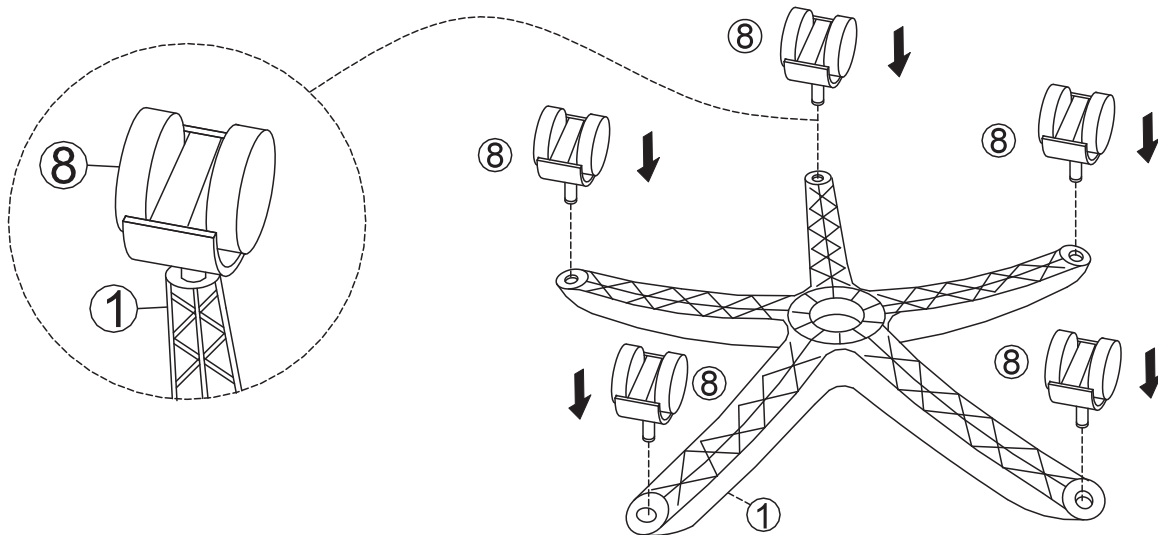


- | | | | |
|-----------------|----------------------|------------------------|-------------|
| 1 Base x1 | 2 Cylinder Column x1 | 3 Control Mechanism x1 | 4 Seat x1 |
| 5 Back Frame x1 | 6 Right Arm x1 | 7 Left Arm x1 | 8 Castor x5 |

STEP 1:

Please put **Base (1)** on a carpeted or padded surface.

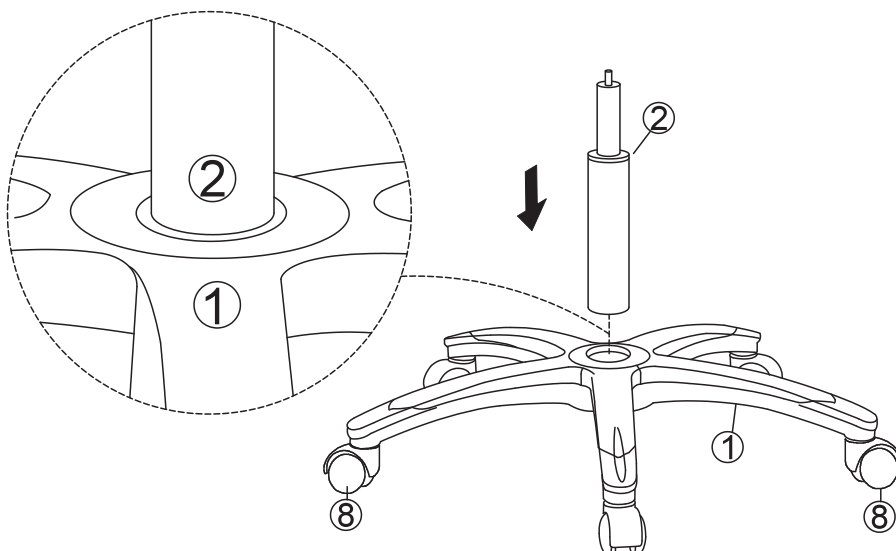
Insert 1 piece of **Castor (8)** into the **Base (1)** as shown by hand. Repeat the same steps for the remaining 4 pieces of **Castors (8)**.



STEP 2:

Carefully turn over the assembled base from step 1.

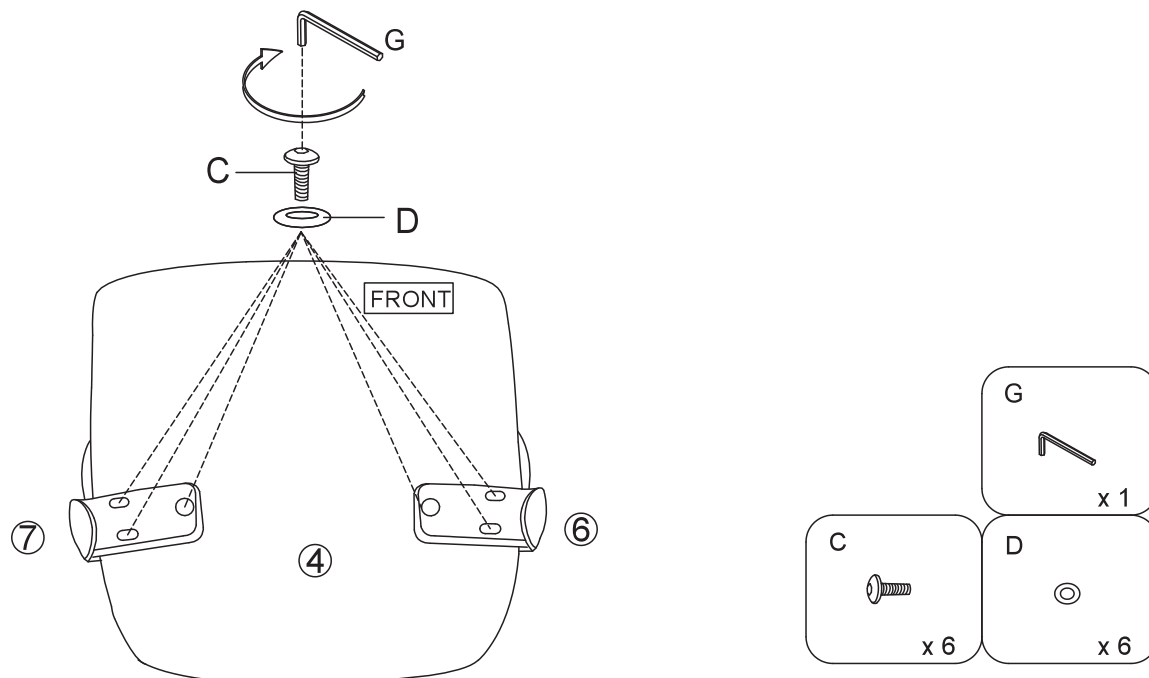
Insert the **Cylinder Column (2)** as shown.



STEP 3:

Attach **Right Arm (6)** and **Left Arm (7)** to the bottom of **Seat (4)** by using 6 pieces of **Bolts (C)** with 6 pieces of **Flat Washers (D)** as shown.

Tighten **Bolts (C)** by using **Allen Wrench (G)** as shown.

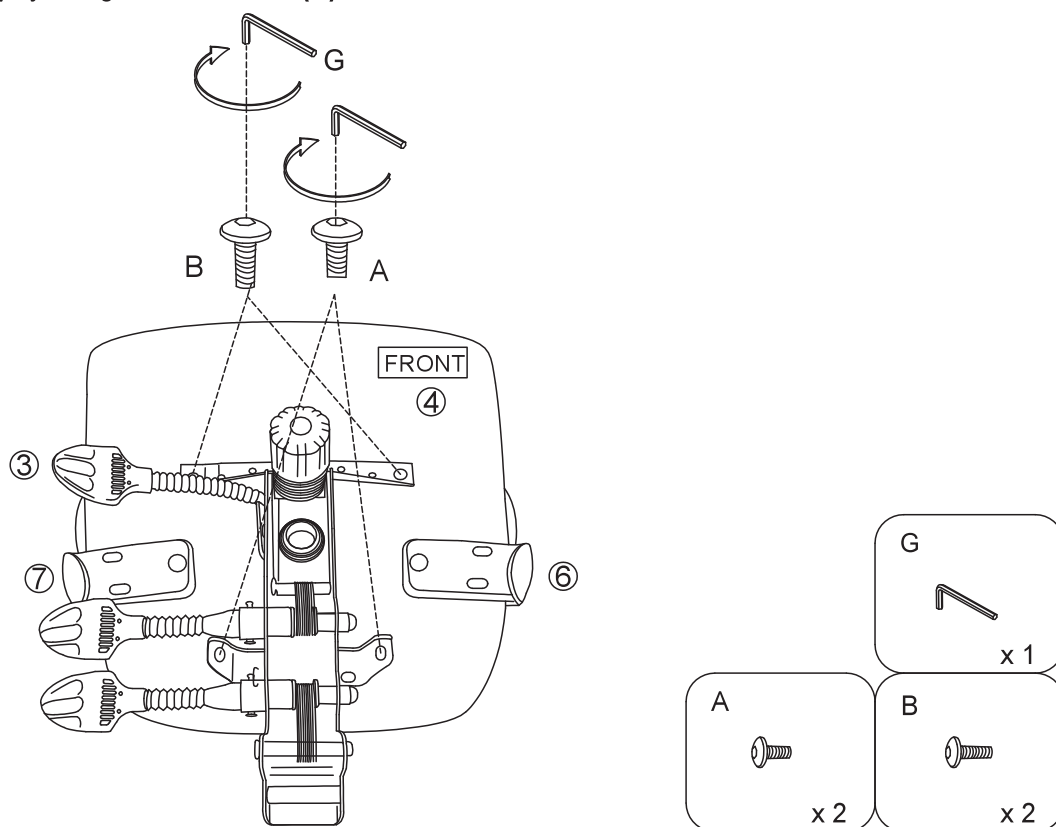


Hardware & Tools require

STEP 4:

Attach **Control Mechanism (3)** to the **Seat (4)** by using 2 pieces of **Bolts (A)** and 2 pieces of **Bolts (B)** as shown.

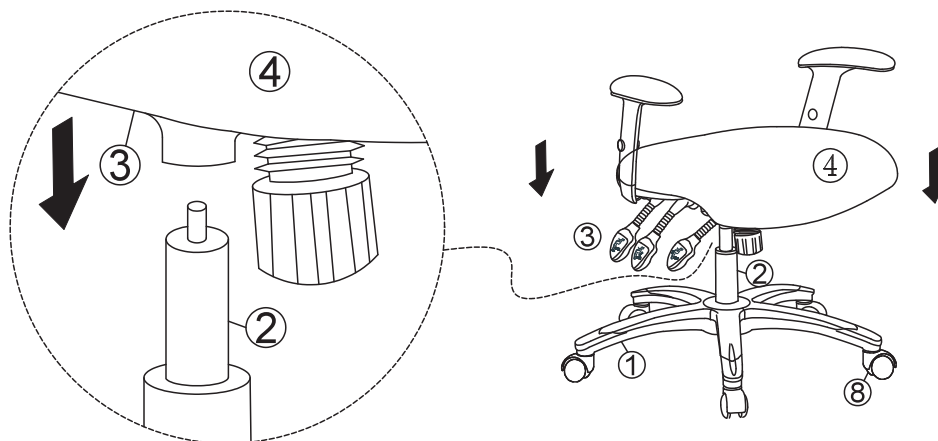
Tighten **Bolts (A) & (B)** by using **Allen Wrench (G)** as shown.



Hardware & Tools required

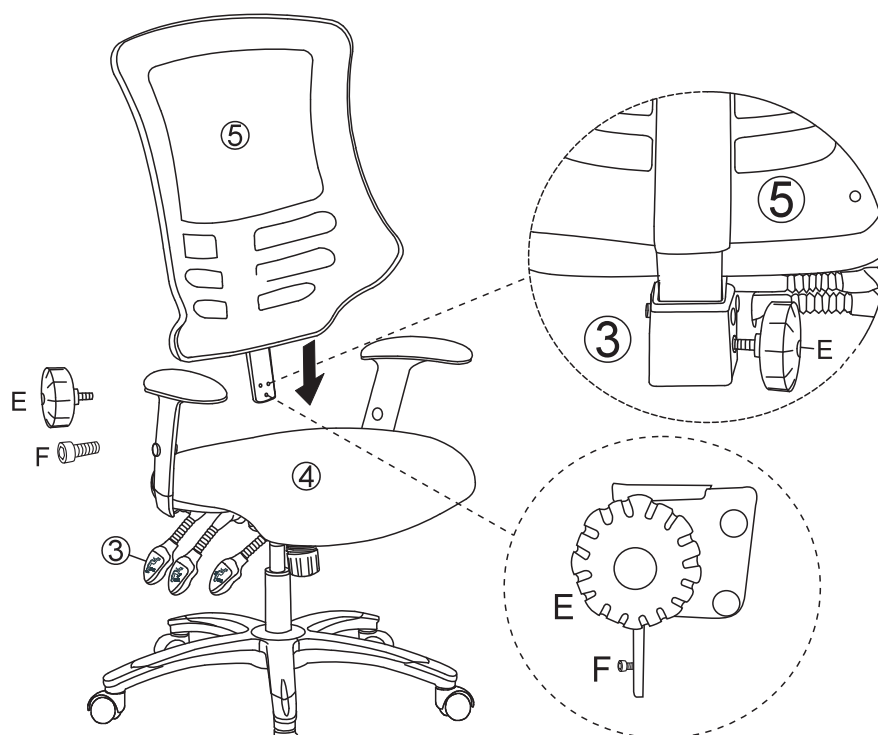
STEP 5:

Insert **Control Mechanism (3)** into the **Cylinder Column (2)** as shown.



STEP 6:

Insert the **Back Frame (5)** to the **Control Mechanism (3)** hole as shown, use **Knob (E)** to lock it tightly.



Suggestion: We suggest you attach **Bolt (F)** to the **Back Frame (5)** as shown after inserting the **Back Frame (5)**

STEP 7:

Assembly is complete. Your office chair is ready to be used now!

