

EEL –3192 Office Chair



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

Before you start, here are some helpful advice:

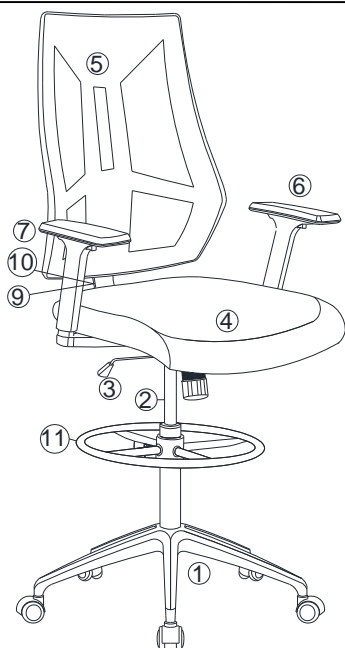
1. We suggest you spend a short time reading through this leaflet and then follow the simple step-by-step instructions.
2. Owing to the size and weight of the chair, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate assembly 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 M6x35mm	x 6
B.		Bolt M6x20mm	x 7
C.		Bolt M8x20mm	x 3
D.		Screw M4x14mm	x 2
E.		Flat Washer 15mm x 6	
F.		Flat Washer 18mm x 10	
G.		Allen Wrench M6	x 1
H.		Spring Washer	x 3
I.		Screwdriver not included	x 1

Component:

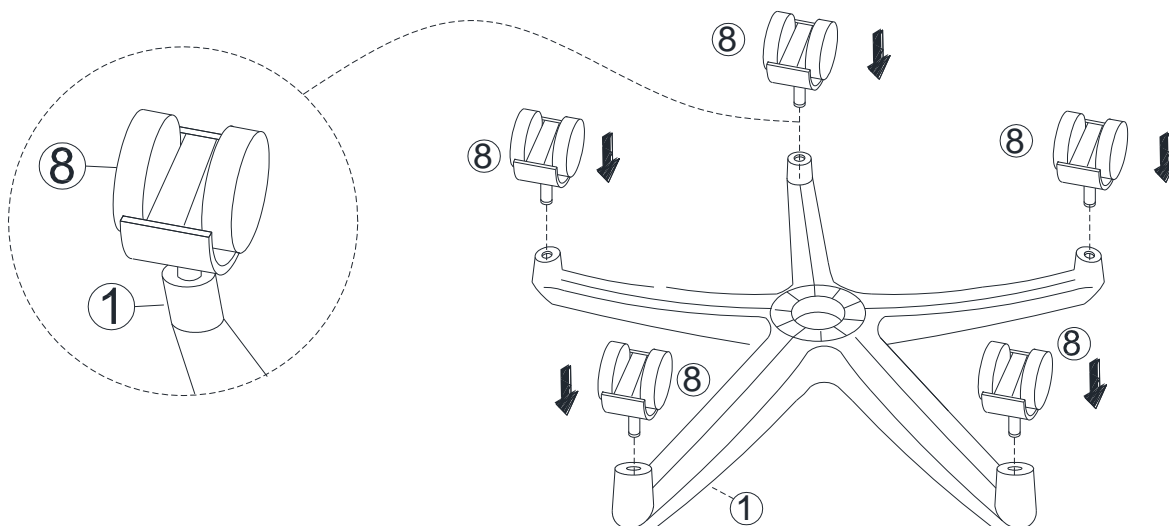


- 1 Base x1
- 2 Cylinder Column x1
- 3 Control Mechanism x1
- 4 Seat x1
- 5 Back Frame x1
- 6 Left Arm x1
- 7 Right Arm x1
- 8 Castor x5
- 9 Back support x1
- 10 Back Cover x1
- 11 Foot Ring x1

STEP 1:

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

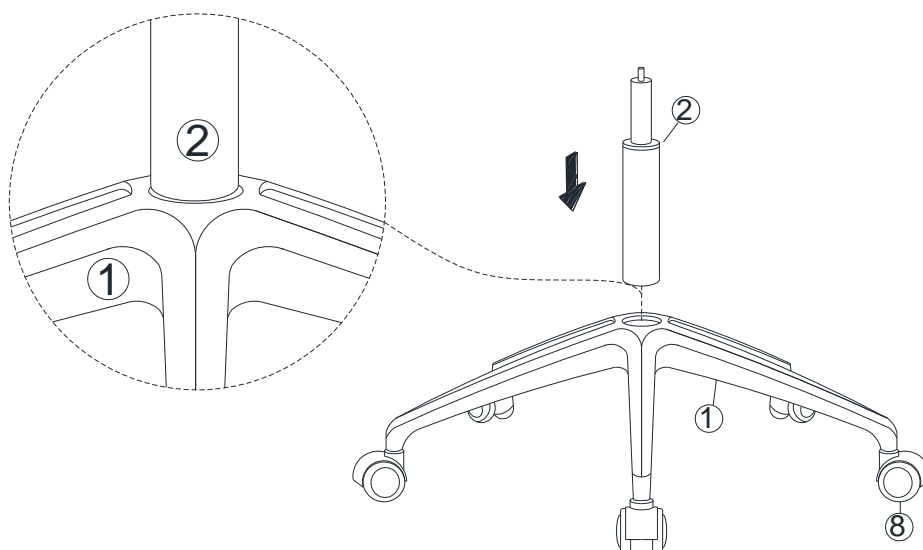
Insert 1 piece of **Castor (8)** into the **Base (1)** as shown by hand. Repeat the same steps for the remaining 4 pieces of **Castors (8)**.



STEP 2:

Carefully turn over the assembled base from step 1.

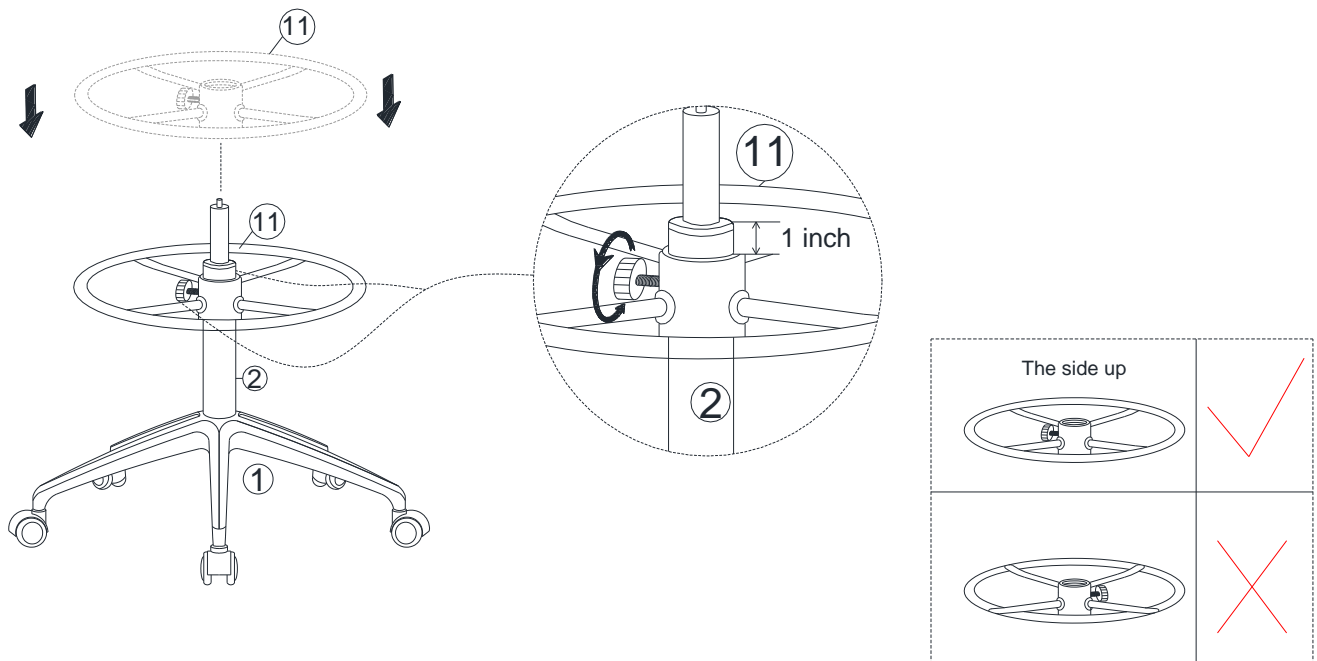
Insert the **Cylinder Column (2)** to **Base (1)** as shown.



STEP 3:

Insert the **Foot Ring (11)** into the assembled **Cylinder Column (2)** at your desired height. But at least one inch from the top of the outer circle of **Cylinder Column (2)**.

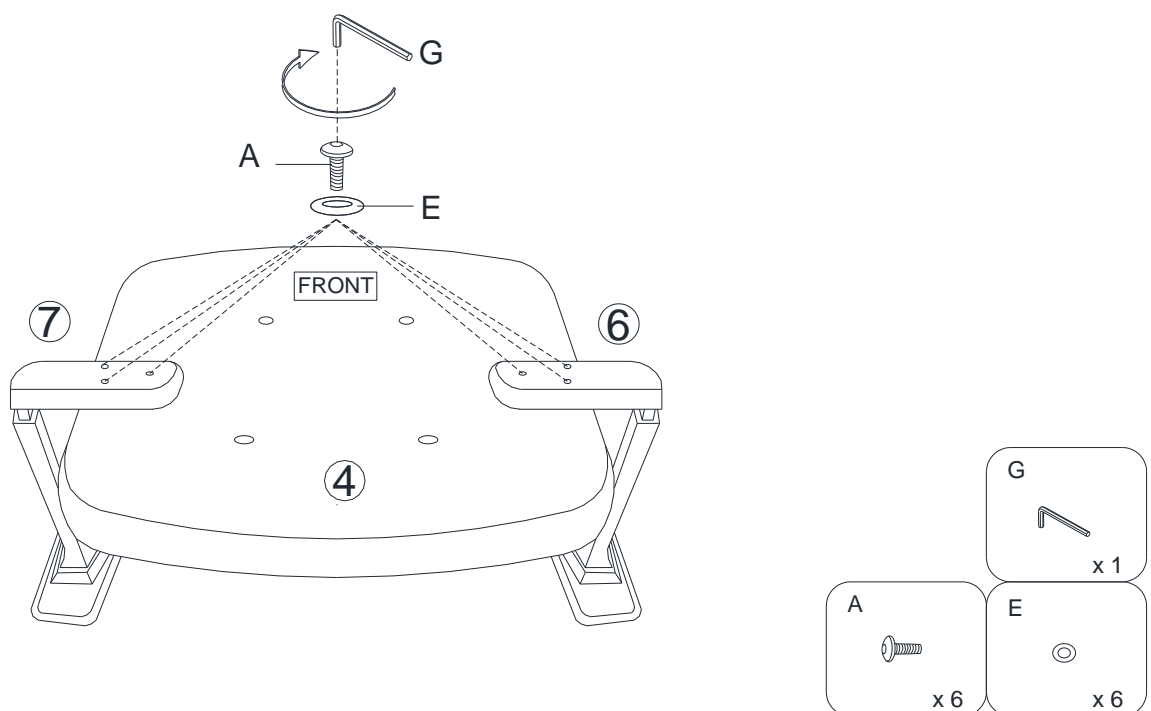
Please follow the direction of the arrow as shown to tighten the knob by hand on the **Foot Ring (11)** until the **Foot Ring (11)** is fixed.



STEP 4:

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

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

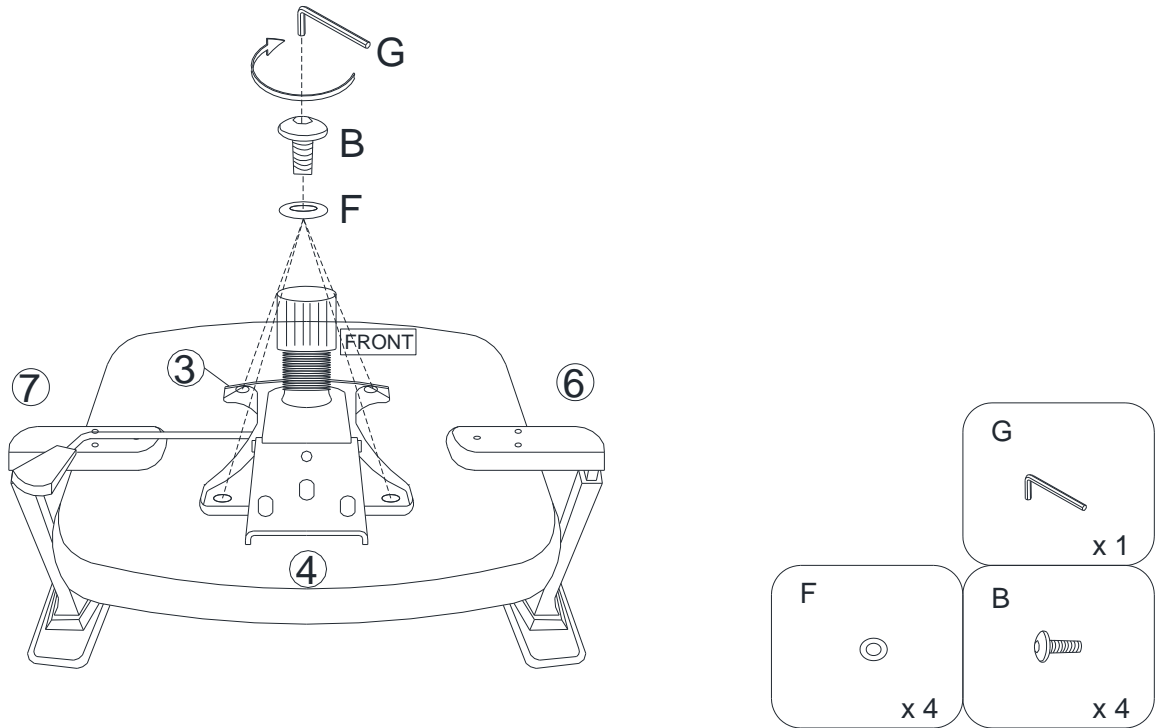


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STEP 5:

Attach **Control Mechanism (3)** to the **Seat (4)** by using 4 pieces of **Bolts (B)** with 4 pieces of **Flat Washers (F)** as shown.

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

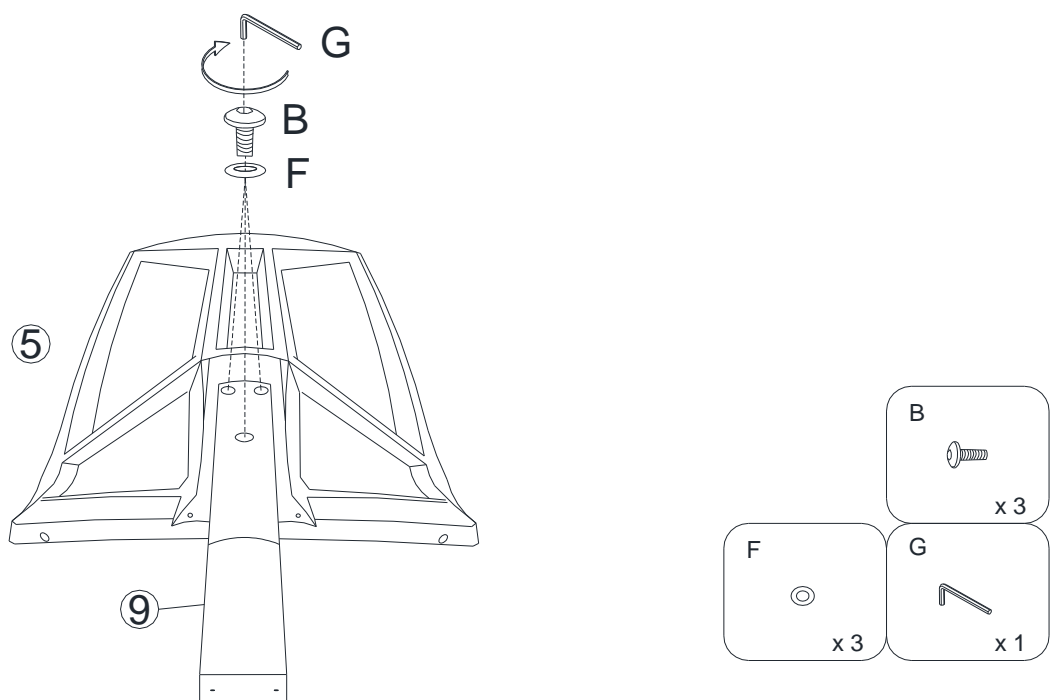


Hardware & Tools required

STEP 6:

Attach **Back Support (9)** to the **Back Frame (5)** by using 3 pieces of **Bolts (B)** and 3 pieces of **Flat Washers (F)** as shown.

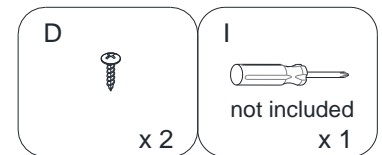
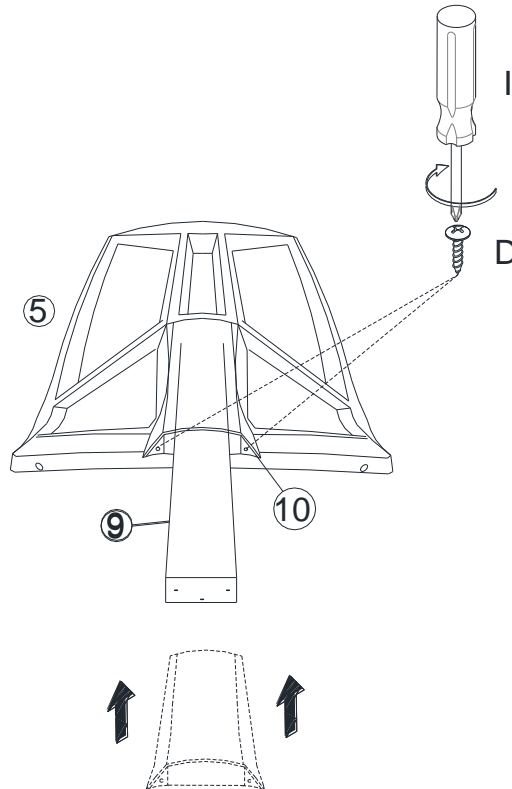
Tighten **Bolts (B)** by using **Allen Wrench (G)** as shown.



Hardware & Tools required

STEP 7:

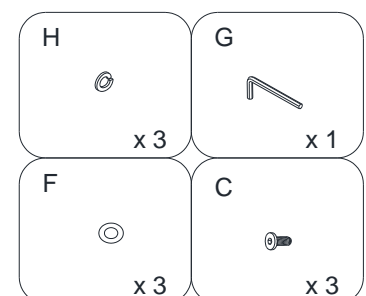
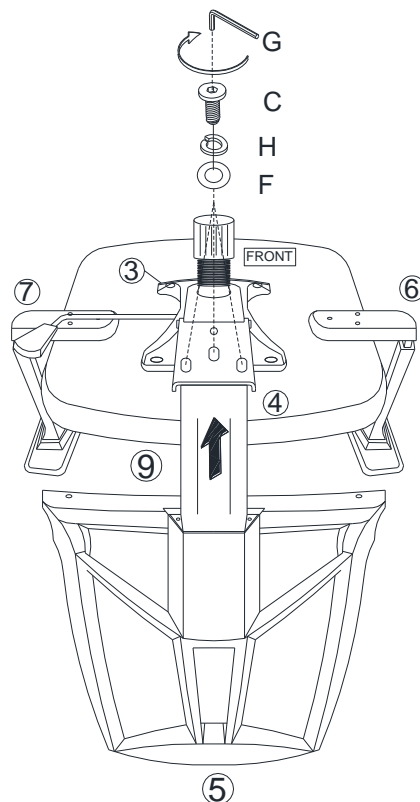
Attach **Back Cover (10)** to the **Back Support (9)** by using 2 pieces of **Screw (D)** as shown.
Tighten **Screw (D)** by using **Screwdriver (I)** (not included) as shown.



Hardware & Tools required

STEP 8:

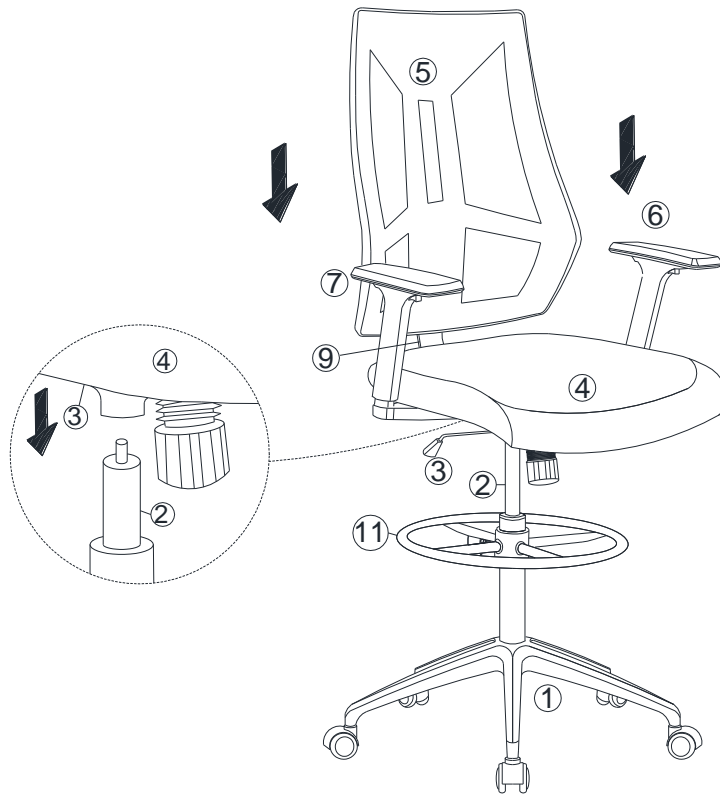
Insert the **Back Support (9)** to the hole of **Control Mechanism (3)** by using 3 pieces of **Bolts (C)** and 3 pieces of **Spring Washers (H)** and 3 pieces of **Flat Washers (F)** as shown.
Tighten **Bolts (C)** by using **Allen Wrench (G)** as shown.



Hardware & Tools required

STEP 9:

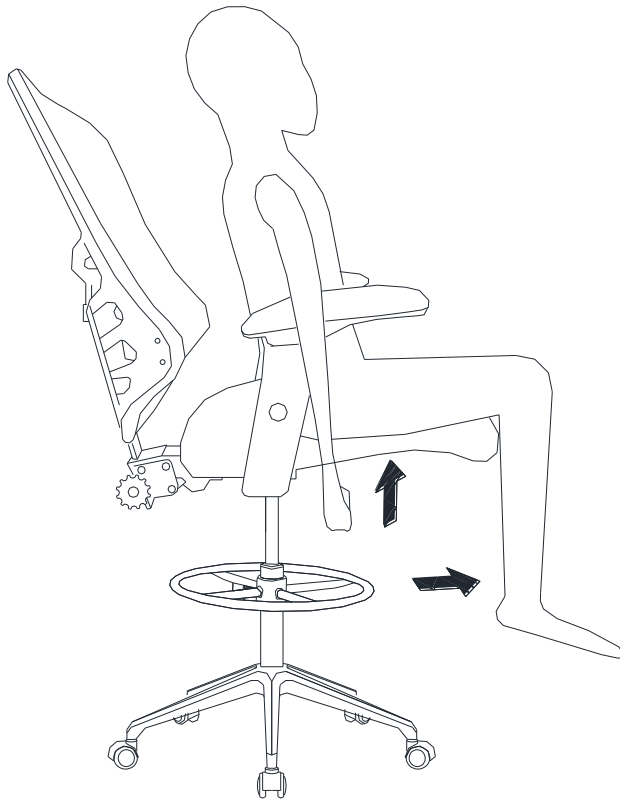
Insert **Control Mechanism (3)** into the **Cylinder Column (2)** as shown



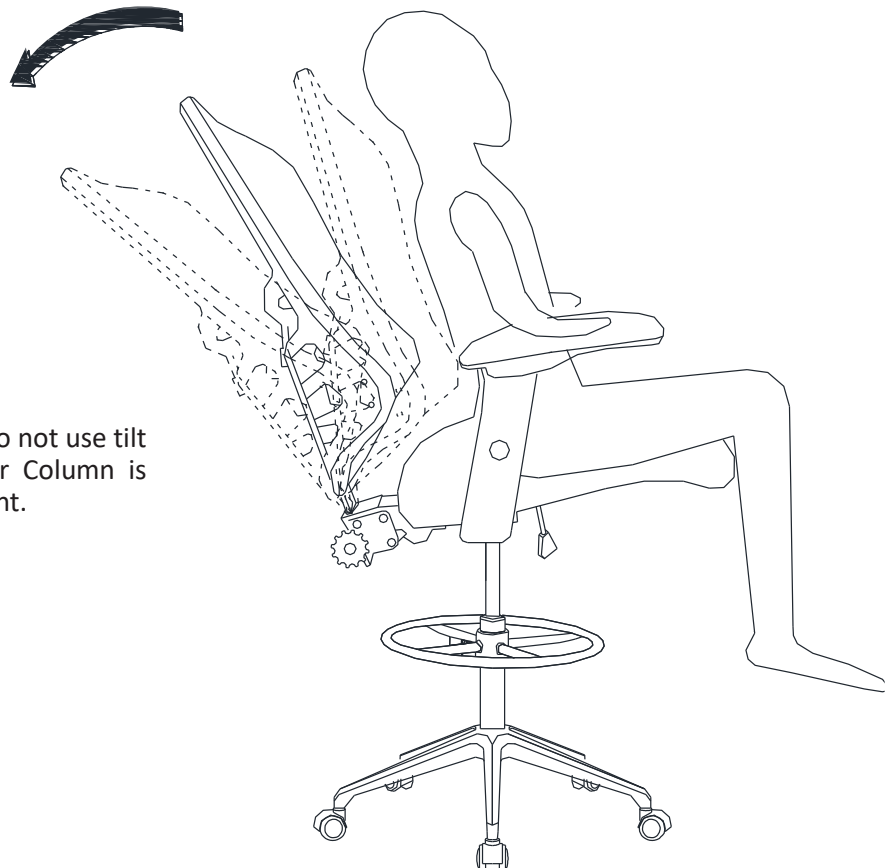
STEP 9:

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





Attention: When you use the handle to adjust the height to be lower, pls move away your legs from the foot ring at the same time.



Attention: Be careful! Pls do not use tilt function once the Cylinder Column is adjusted to the topest height.