

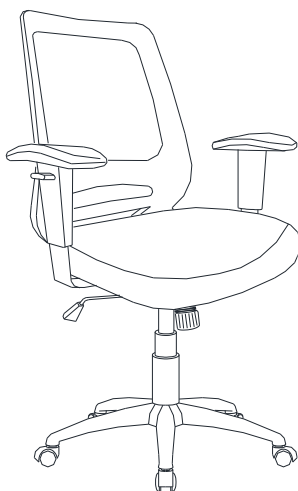
EEL –3195 Office Chair



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 M6x25mm	x 6
B.		Bolt M6x20mm	x 4
C.		Flat Washer M6*18mm	x 10
D.		Bolt 5/16"x7/8"	x 3
E.		Flat Washer M8*18mm	x3
F.		Allen Wrench	x1

Component:

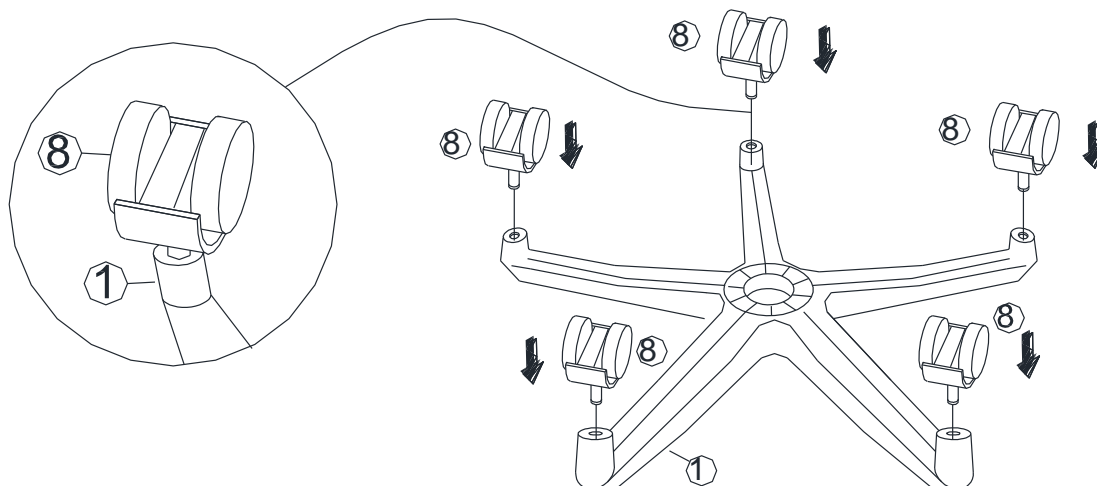


- 1 Base x1 2 Cylinder Column x1 3 Control Mechanism x1 4 Seat x1 5 Back Frame x1
6 Left Arm x1 7 Right Arm x1 8 Castor x5 9 Round casing x1

STEP 1:

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

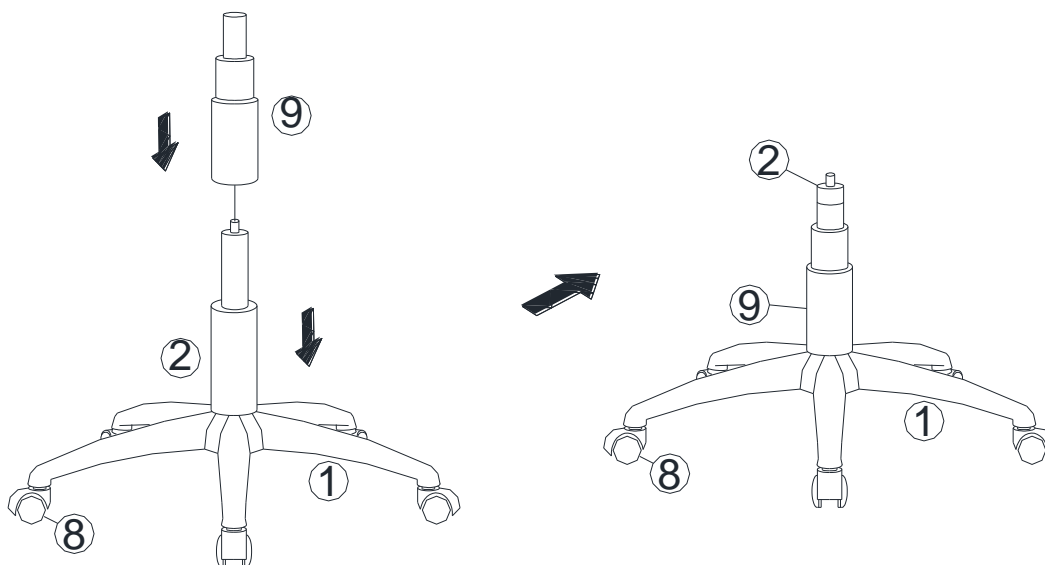
Insert 1 piece of **Castor (8)** into the **Base (1)** as shown by hand. Repeat the same steps for the remaining 4 pieces of **Castors (8)**.



STEP 2:

Carefully turn over the assembled base from step 1.

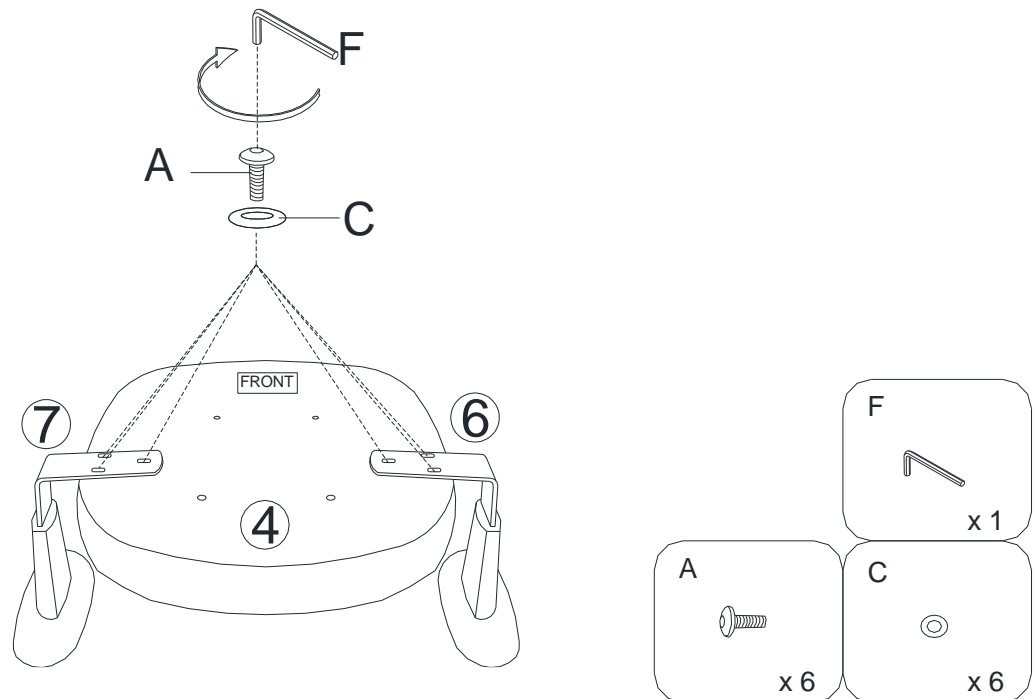
Insert the **Cylinder Column (2)** and **Round casing (9)** as shown.



STEP 3:

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 (C)** as shown.

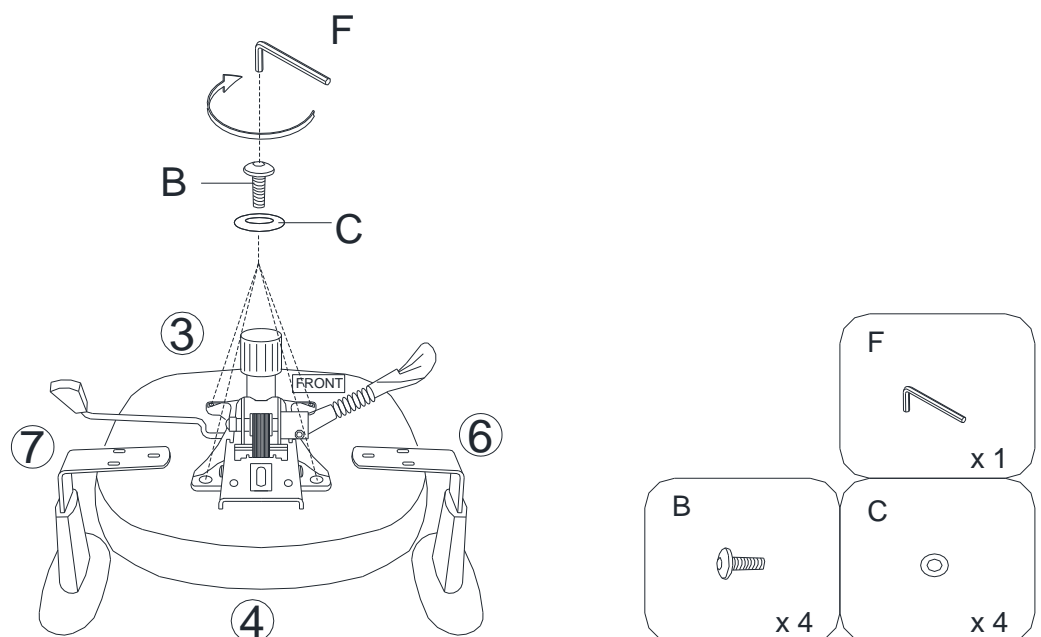
Tighten **Bolts (A)** by using **Allen Wrench (F)** as shown.



STEP 4:

Attach **Control Mechanism (3)** to the **Seat (4)** by using 4 pieces of **Bolts (B)** and 4 pieces of **Flat Washers (C)** as shown. Tighten **Bolts (B)** by using **Allen Wrench (F)** as shown.

Note: the four **Bolts (B)** in this step cannot be locked tightly. Fix them with the **Bolts (B)** first, leaving room for convenient assembly of **Back Frame (5)**.

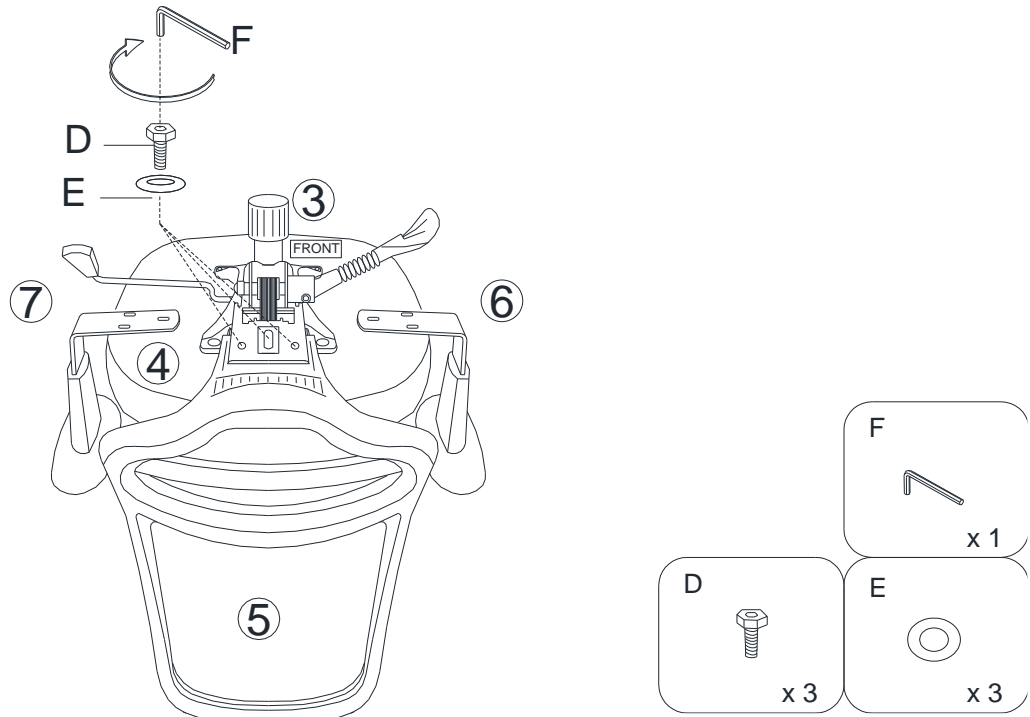


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STEP 5:

Insert the **Back Frame (5)** to the hole of **Control Mechanism (3)** hole by using 3 pieces of **Bolts (D)** and 3 pieces of **Flat Washers (E)** as shown.

- Tighten **Bolts (D)** and **Bolts (B)** in the previous step by using **Allen Wrench (F)** as shown.



Hardware & Tools required

STEP 6:

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

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

