






Assembly Instructions Of D1003001B03

PARTS LIST

Part#	Description	Quantity
1.	CASTER	5
2.	5 STAR BASE	1
3.	TELESCOPING COVER	1
4.	GAS LIFT	1
5.	SEAT CUSHION	1
6.	BACK CUSHION	1
7A.	LEFT ARMREST	1
7B.	RIGHT ARMREST	1
8.	MECHANISM	1
9.	SCREWS (1/4" x 3/4")	4
10.	SCREWS (1/4" x 1")	8
11.	ARM CAPS	6
12.	ARM CAPS	2
13.	ALLEN WRENCH (5mm)	1

#9	SCREWS (1/4"×3/4")		#12	ARM CAPS	
#10	SCREWS (1/4"×1")		#13	WRENCH (5mm)	
#11	ARM CAPS				

ASSEMBLY INSTRUCTIONS

A. Remove all the parts from carton and divide them into part groups as indicated in the parts list .

B. Assemble the chair:

<1> Put 5 CASTERS (1) into the holes on 5 STAR BASE (2).

<2> Insert GAS LIFT (4) to the center hole on top of 5 STAR BASE (2). Insert TELESCOPING COVER (3) over GAS LIFT (4).

<3> Attach MECHANISM (8) to SEAT CUSHION (5) (with arrow on mechanism facing front of chair) by inserting 4 SCREWS (9). Tighten screws.

<4> Then put on top of GAS LIFT (4).

<5/6/7> Attach both LEFT and RIGHT ARMRESTS (7A&7B) to SEAT and BACK CUSHION (5&6) by using 8 SCREWS (10). (Remark: Don't tighten screws until all the screws have been in right location.)

<8> Then place 6 ARM CAPS (11) and 2 ARM CAPS (12) into the arm holes once screws have been tightened. Now the chair is ready for use.

C. Information for use.

<1> This type is one kind of office chair. It's mainly used in the office, but also can be used in your house if the floor is smooth.

<2> The height of the seat can be up and down by adjusting the handle of the mechanism. The back can tilt freely.

<3> Please check all the bolts, screws are tight at least every 4 months. Some kind of ointment in proper can be used to maintain the leather.

<4> If parts are missing, broken, damaged or wrong, please stop using of this product until repairs are done by a trained person.

<5> Only trained person may replace or repair seat height adjustment component with energy accumulators.

WARNING

- Do not stand on this chair, do not use this chair as a step ladder.
- Use this product only for seating one person at one time.
- Do not use this chair unless all bolts, screws and knobs are firmly secured.
- Failure to follow these warnings could result in serious injury.

