

EEI –3040 Office Chair




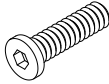


Thank you for purchasing the MODWAY OFFICE CHAIR.

Before you start, here is some helpful advice:

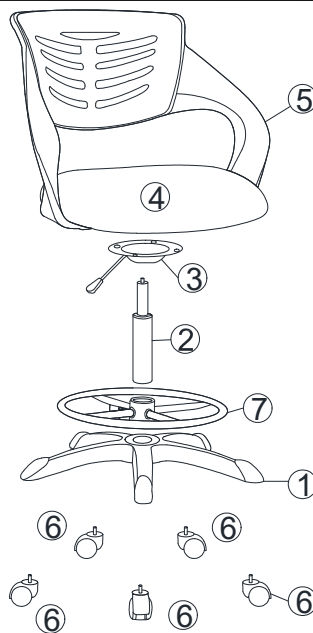
1. We suggest you spend a short time reading through this leaflet and then follow the simple step-by-step instructions.
2. Owing to the size and weight of the chair, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate assembly 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 4 |
| B. |  | Bolt M6x40mm | x 4 |
| C. |  | Flat Washer M6 | x 4 |
| D. | | | |
| E. |  | Allen Wrench | x1 |

Component:

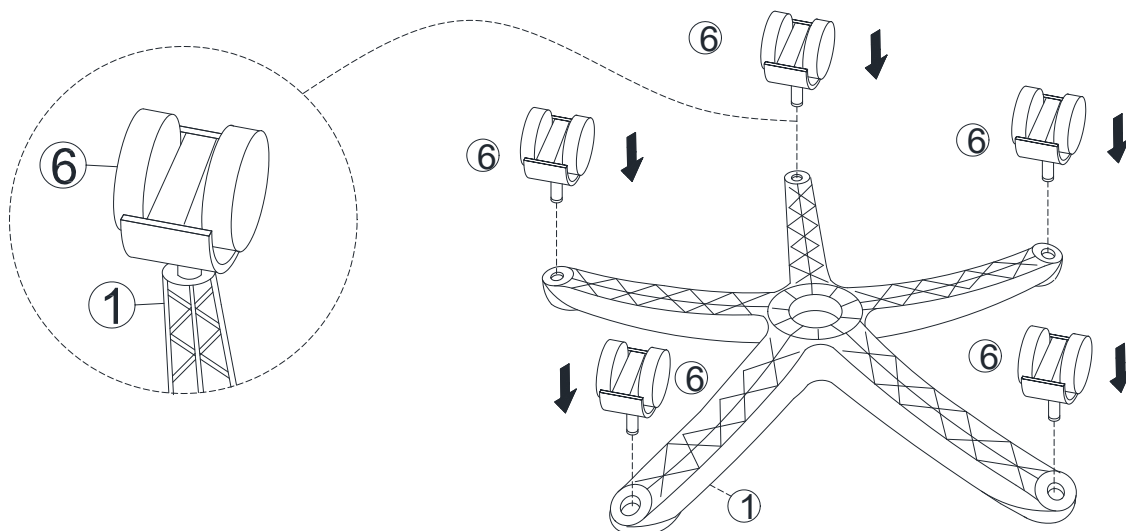


- | | | |
|-----------|----------------------|------------------------|
| 1 Base x1 | 2 Cylinder Column x1 | 3 Control Mechanism x1 |
| 4 Seat x1 | 5 Back Frame x1 | 6 Castor x5 |
| | | 7 Foot Ring x1 |

STEP 1:

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

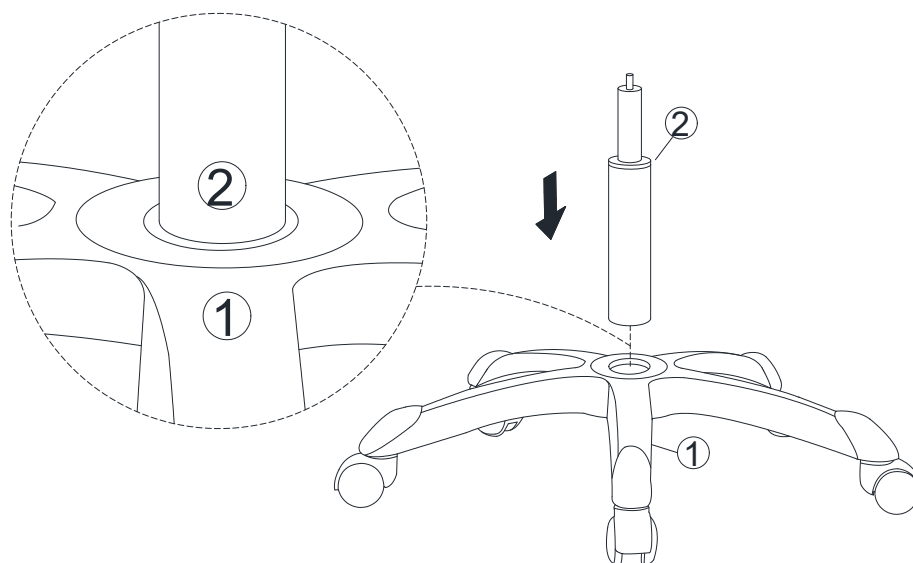
Insert 1 piece of **Castor (6)** into the **Base (1)** as shown by hand. Repeat the same steps for the remaining 4 pieces of **Castors (6)**.



STEP 2:

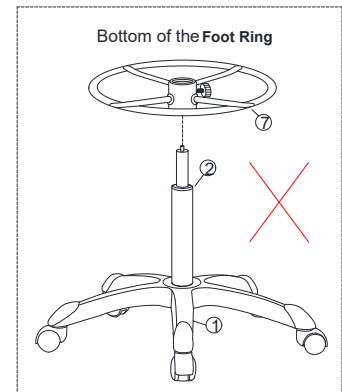
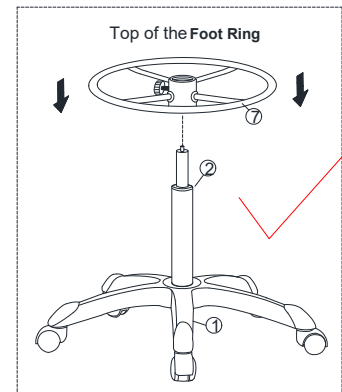
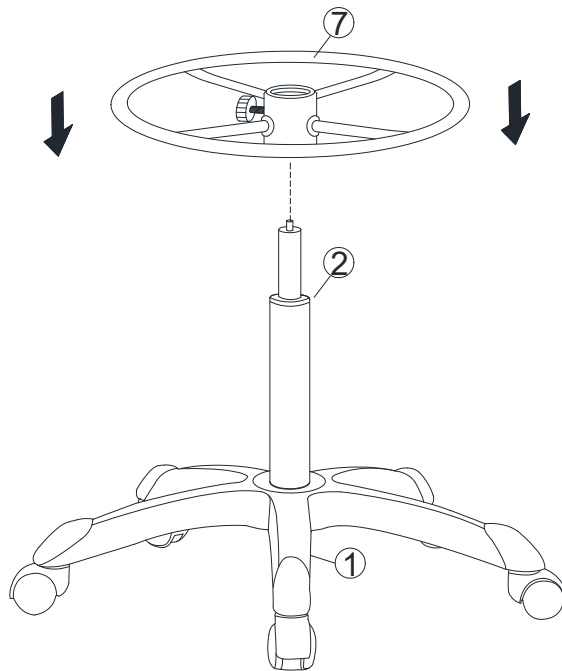
Carefully turn over the assembled base from step 1.

Insert the bottom end of **Cylinder Column (2)** into the assembled **Base (1)** as shown.



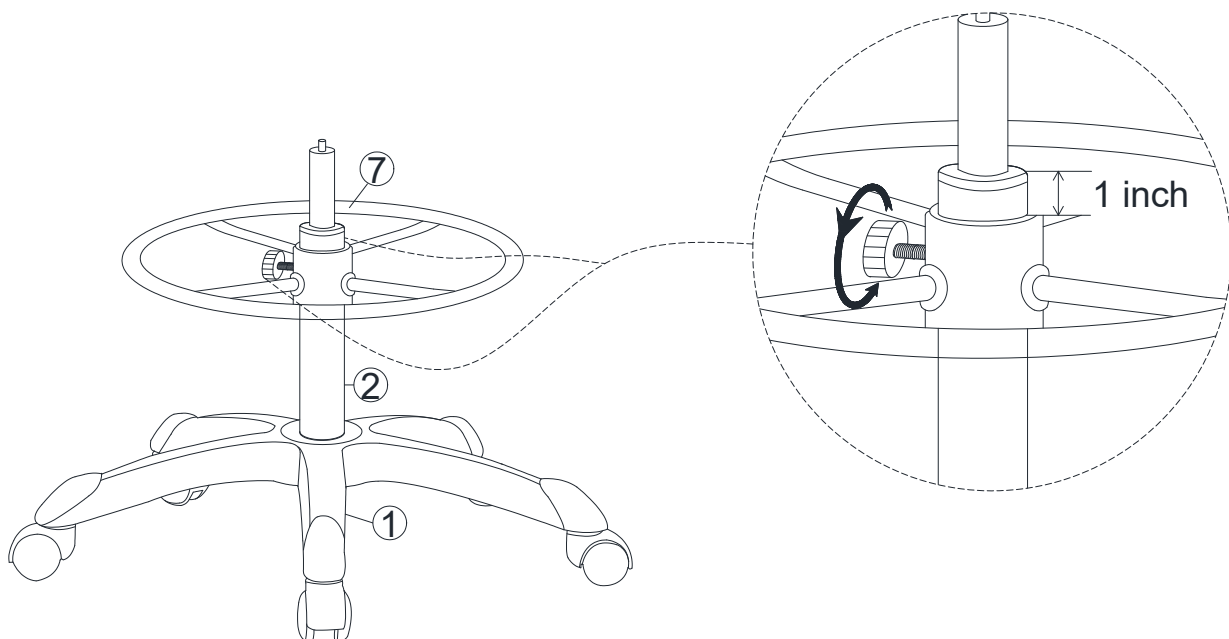
STEP 3:

Insert the **Foot Ring (7)** into the assembled **Cylinder Column (2)** as shown. Please note the orientation of the top of the **Foot Ring (7)**.



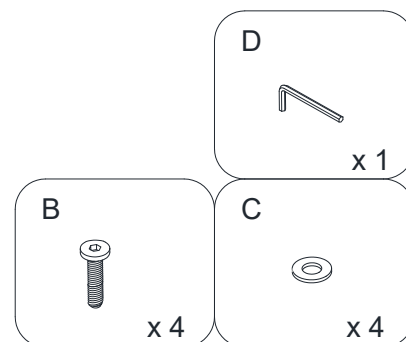
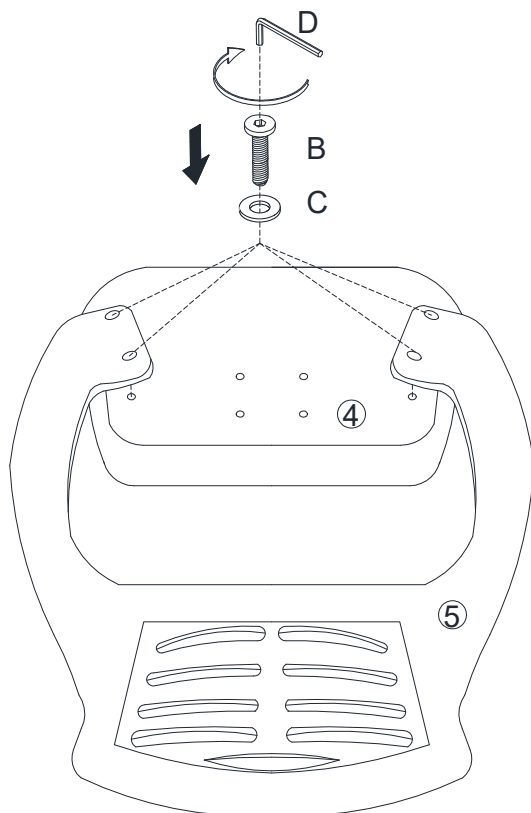
STEP 4:

Insert the **Foot Ring (7)** 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 knobs by hand on the **Foot Ring (7)** so the **Foot Ring (7)** is fixed.



STEP 5:

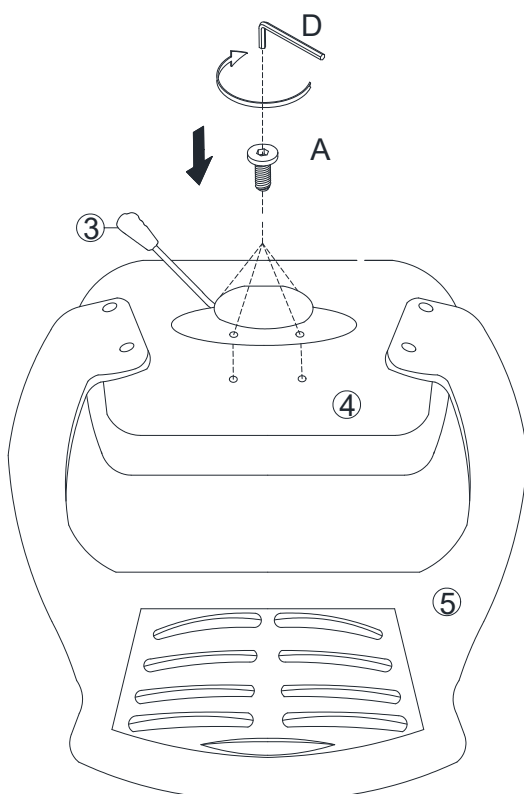
Attach **Back Frame (5)** to the bottom of **Seat (4)** by using 4 pieces of **Bolts (B)** with 4 pieces of **Flat Washers (C)** as shown. Tighten **Bolts (B)** by using **Allen Wrench (D)** as shown.



Hardware & Tools required

STEP 6:

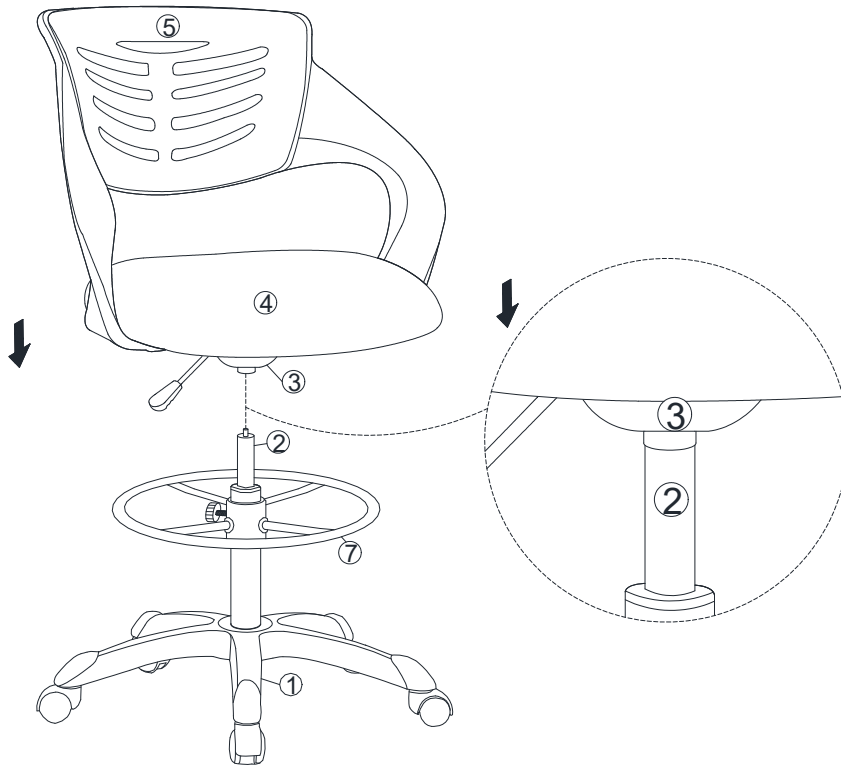
Attach **Control Mechanism (3)** to the **Seat (4)** by using 4 pieces of **Bolts (A)** as shown. Tighten **Bolts (A)** by using **Allen Wrench (D)** as shown.



Hardware & Tools required

STEP 7:

Insert the bottom holes of **Control Mechanism (3)** into the top end of **Cylinder Column (2)** as shown.



STEP 8:

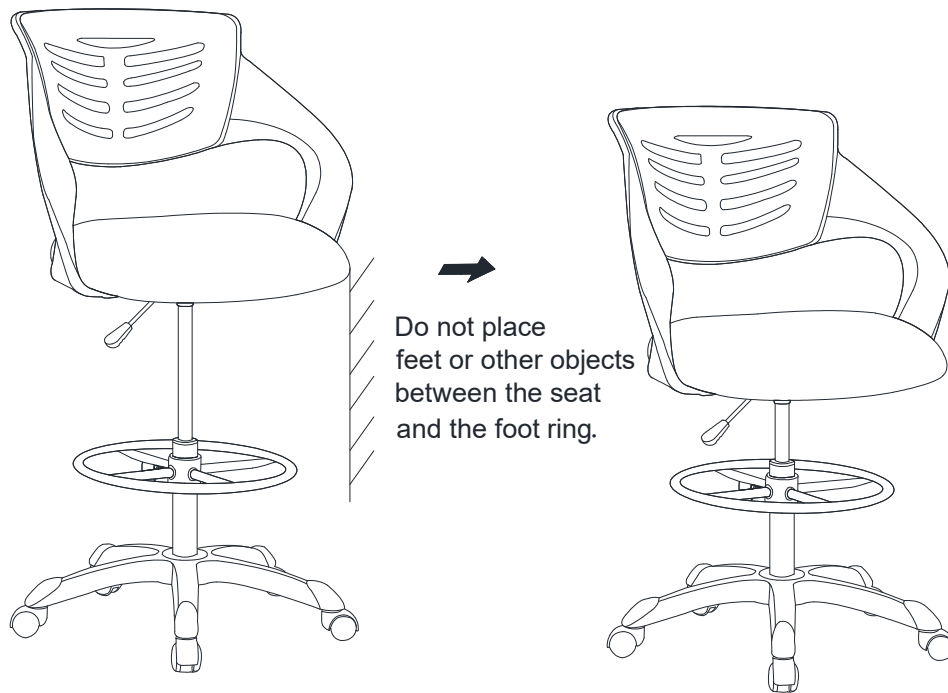
Use the handle of **Control Mechanism (3)** to adjust the height of the office chair.



STEP 9:

If you need to lower down the height of the office chair.

Please do not place feet or other objects between the **Seat (4)** and the **Foot Ring (7)**.



STEP 10:

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

