

EEL –3191 Office Chair



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

Before you start, here is some helpful advice:

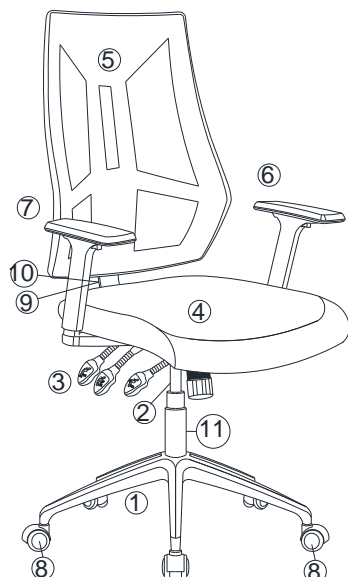
1. We suggest you spend a short time reading through this leaflet and then follow the simple step-by-step instructions.
2. Owing to the size and weight of the chair, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate assembly 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 M6x35mm	x 6
B.		Bolt M6x20mm	x 5
C.		Bolt M6x30mm	x 2
D.		Screw M4x14mm	x 2
E.		Bolt M8x16mm	x 1
F.		Nut M8	x 1
G.		Flat Washer 15	x 6
H.		Flat Washer 18	x 7
I.		Allen Wrench M6	x1
J.		Allen Wrench M8	x1

Component:

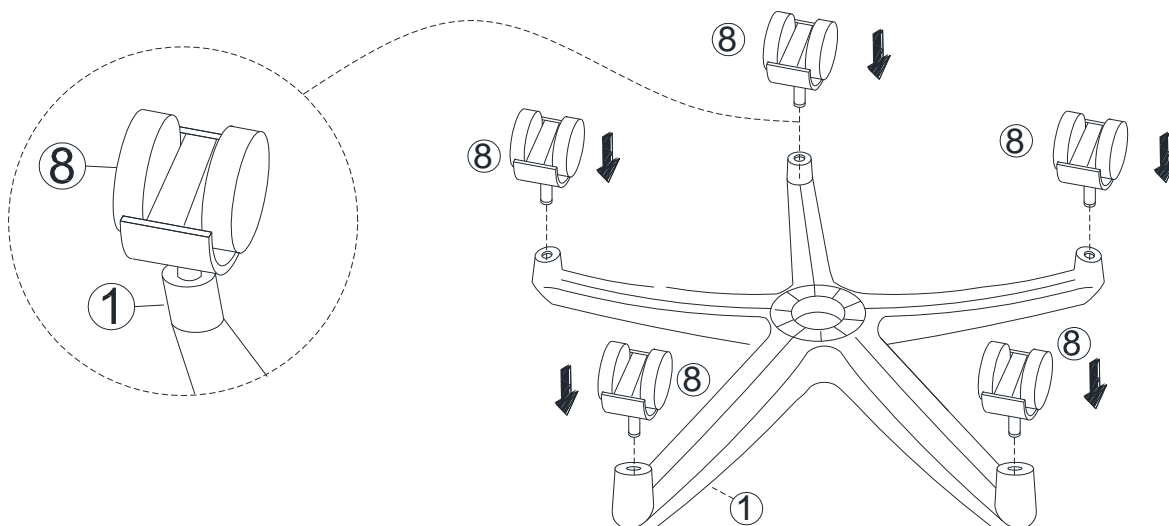


1	Base	x1
2	Cylinder Column	x1
3	Control Mechanism	x1
4	Seat	x1
5	Back Frame	x1
6	Left Arm	x1
7	Right Arm	x1
8	Castor	x5
9	Back support	x1
10	Back Cover	x1
11	Round casing	x1

STEP 1:

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

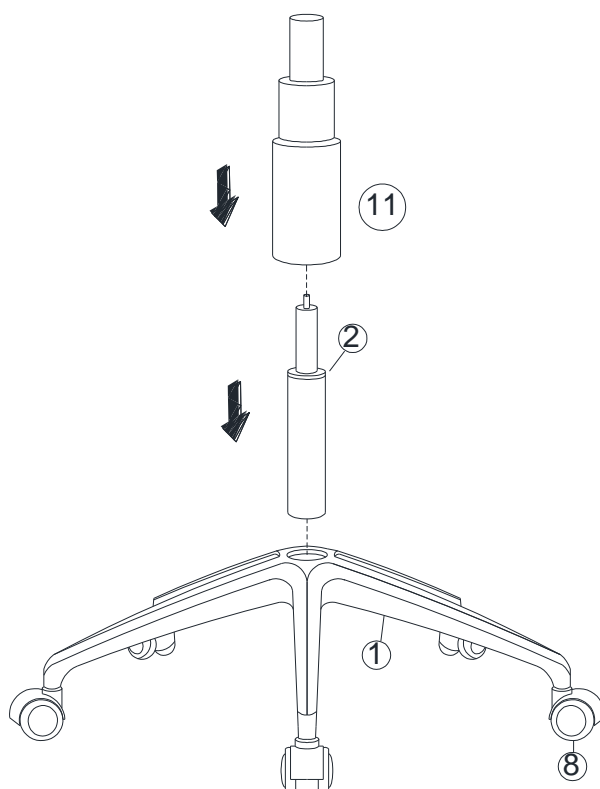
Insert 1 piece of **Castor (8)** into the **Base (1)** as shown by hand. Repeat the same steps for the remaining 4 pieces of **Castors (8)**.



STEP 2:

Carefully turn over the assembled base from step 1.

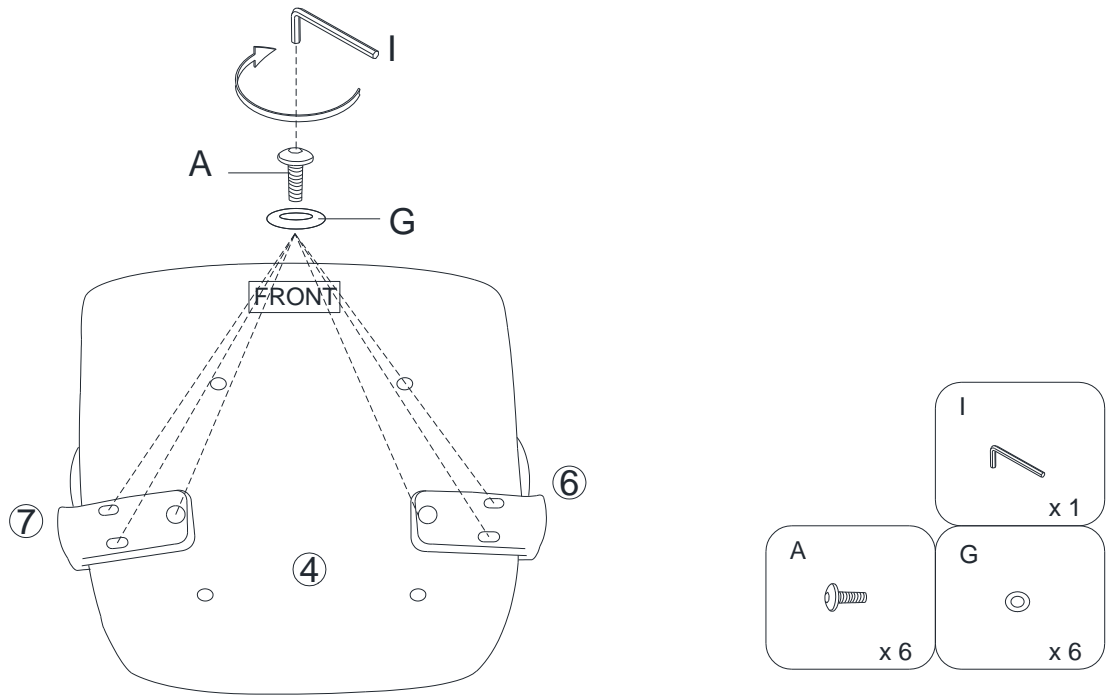
Insert the **Cylinder Column (2)** and **Round casing (11)** as shown.



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 (G)** as shown.

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

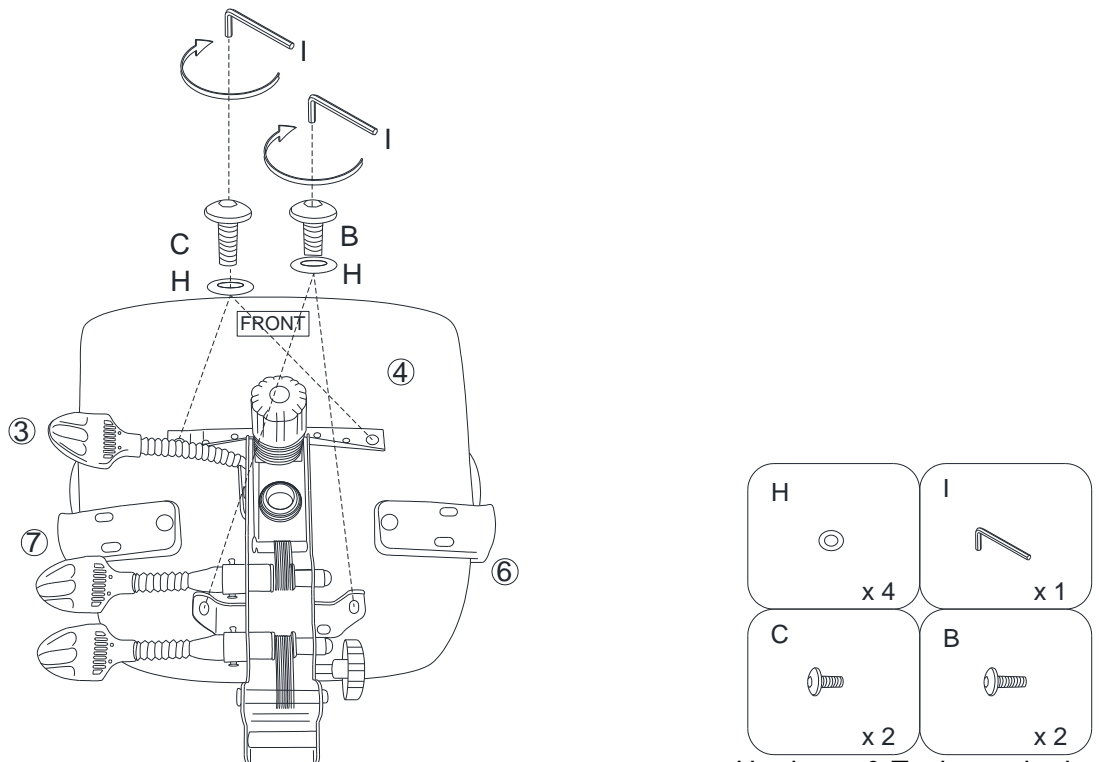


Hardware & Tools required

STEP 4:

Attach **Control Mechanism (3)** to the **Seat (4)** by using 2 pieces of **Bolts (B)** and 2 pieces of **Bolts (C)** with 4 pieces of **Flat Washers (H)** as shown.

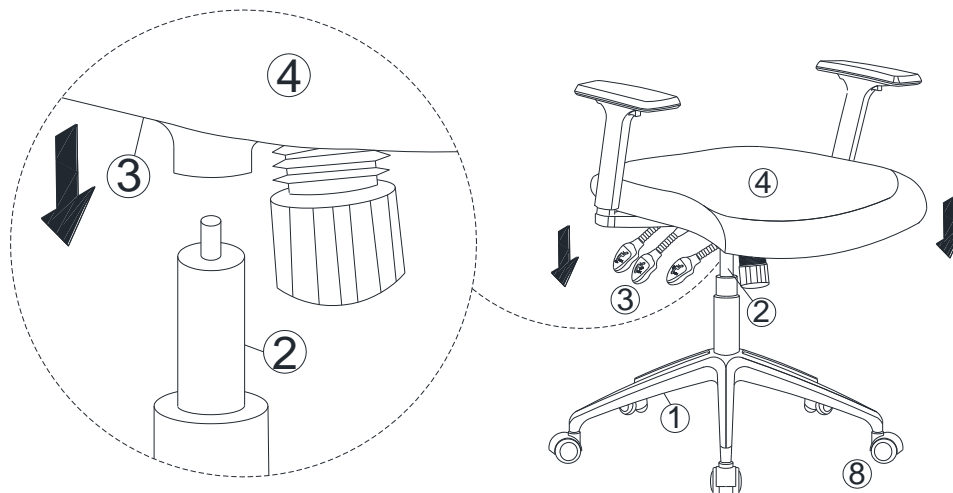
Tighten **Bolts (B) & (C)** by using **Allen Wrench (I)** as shown.



Hardware & Tools required

STEP 5:

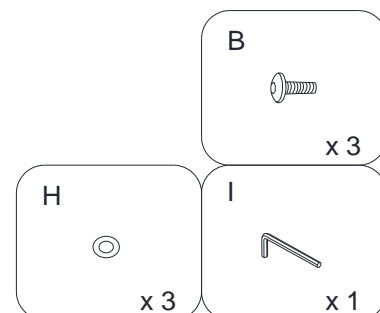
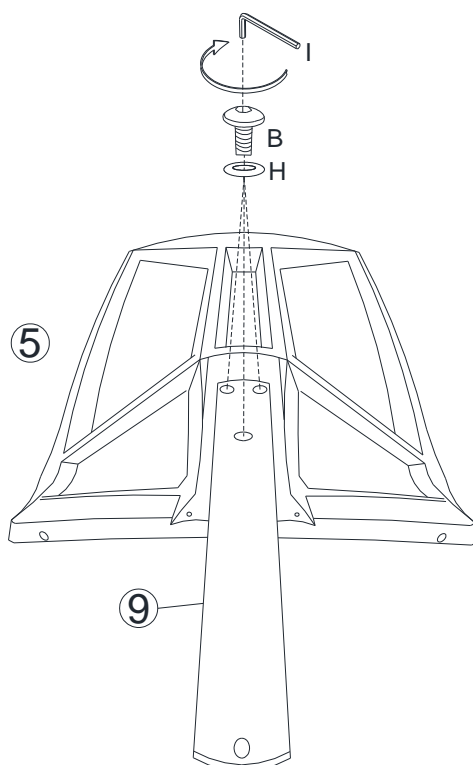
Insert **Control Mechanism (3)** into the **Cylinder Column (2)** as shown.



STEP 6:

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

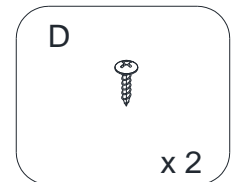
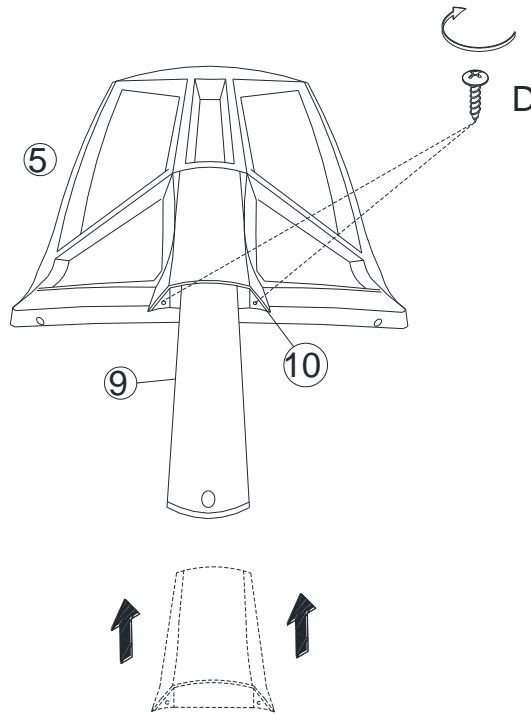
Tighten **Bolts (B)** by using **Allen Wrench (I)** as shown.



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 (not included) as shown.

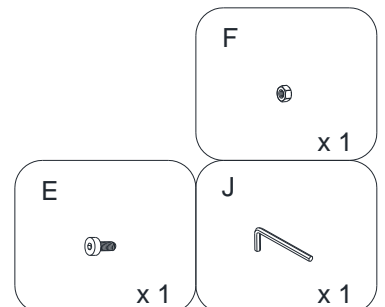
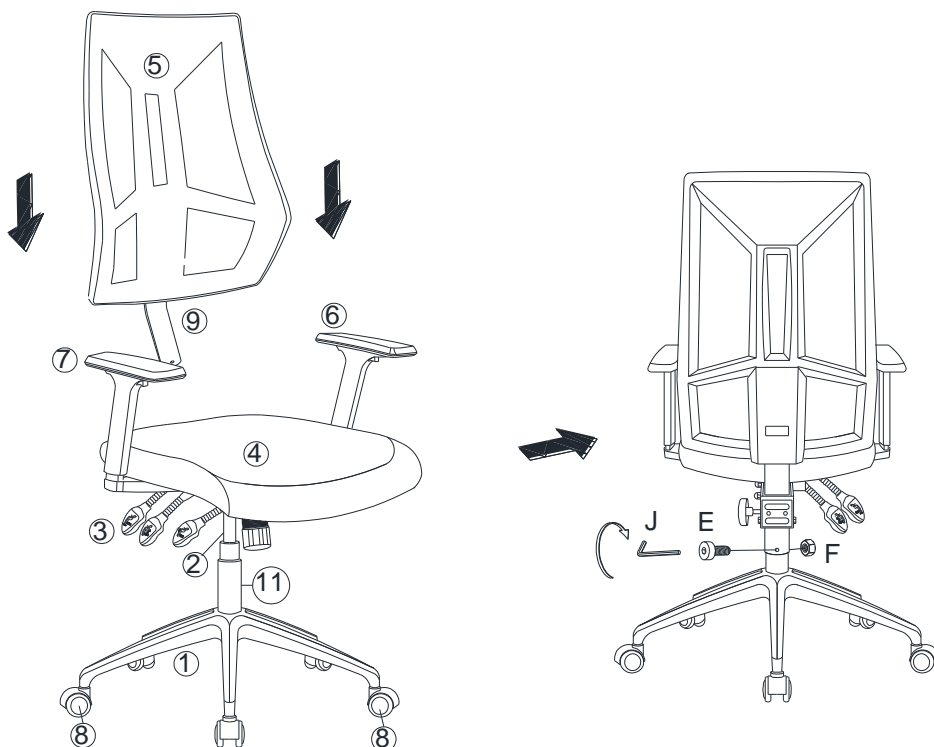


Hardware & Tools required

STEP 8:

Insert the **Back Frame (5)** to the hole of **Control Mechanism (3)** by using 1 piece of **Bolt (E)** and 1 piece of **Nut (F)** as shown.

Tighten **Bolt (E)** by using **Allen Wrench (J)** as shown.



Hardware & Tools required

EEI -3191 Office Chair

STEP 9:

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

