

MARLOS MESH BACK OFFICE CHAIR

ASSEMBLY INSTRUCTIONS-PLEASE KEEP FOR FUTURE REFERENCE



Important-please read these instructions fully before starting assembly

Safety and Care Advice

Important – Please read these instructions fully before starting assembly

- Check you have all the components and tools listed on pages 2 and 3.
- Remove all fittings from the plastic bags and separate them into their groups.
- Keep children and animals away from the work area, small parts could choke if swallowed.
- Make sure you have enough space to layout the parts before starting.

- Do not stand or put weight on the product during assembly, this could cause damage.
- Assemble the item as close to its final position (in the same room) as possible.
- Assemble on a soft level surface to avoid damaging the unit or your floor.
- Parts of the assembly will be easier with 2 people.



- We do not recommend the use of power drill/drivers **for inserting screws**, as this could damage the unit. Only use hand screwdrivers.
- Dispose of all packaging carefully and responsibly.

Care and maintenance

- Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.
- From time to time check that there are no loose screws on this unit.

- Do not stand on the chair.
- Do not use this chair as step ladder.
- This product should not be discarded with household

waste. Take to your local authority waste disposal centre.

Handy Hints

- Assemble all parts and bolts loosely during assembly, only once the product is complete should you fully tighten the bolts.
- Regularly check and ensure that all bolts and fittings are tightened properly.

Components - Parts

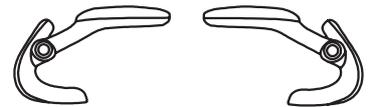
Please check you have all the parts listed below



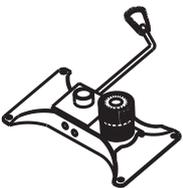
1 Backrest x1



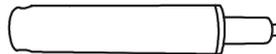
2 Seat x 1



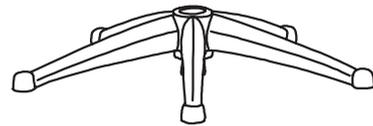
3 Left armrest x1 & Right armrest x 1



4 Seat plate x 1



5 Gas lift x 1



6 Base x 1



7 Castors x 5

Components - Fittings

Please check you have all the fittings listed below.

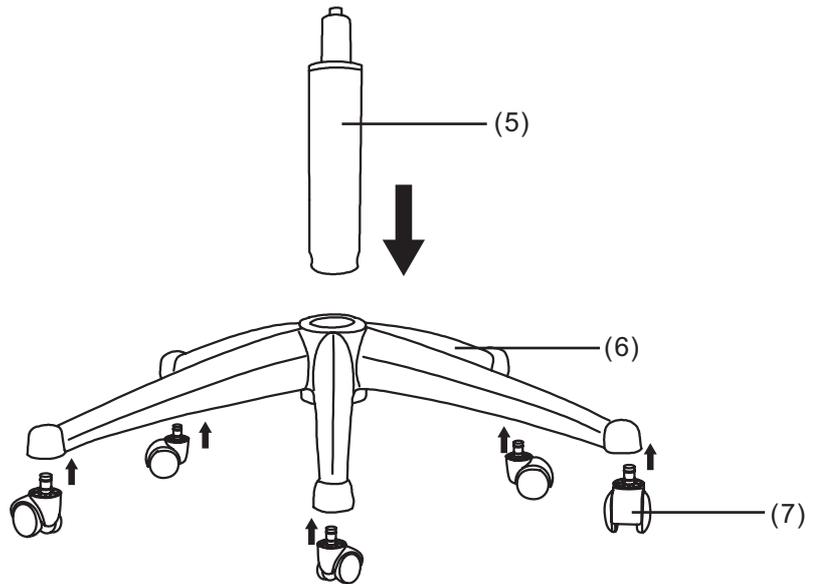
Note: The quantities below are the correct amount to complete the assembly.
In some cases more fittings may be supplied than are required.

A  25mm Bolts x 4	B  20mm Bolts x 4	C  40mm Bolts x 4
D  Washer x 8	E  Arm cover X 2	F  Arm cover X 2
G  M6 Allen key (supplied)	H  Spring washer x 8	

Assembly Instructions

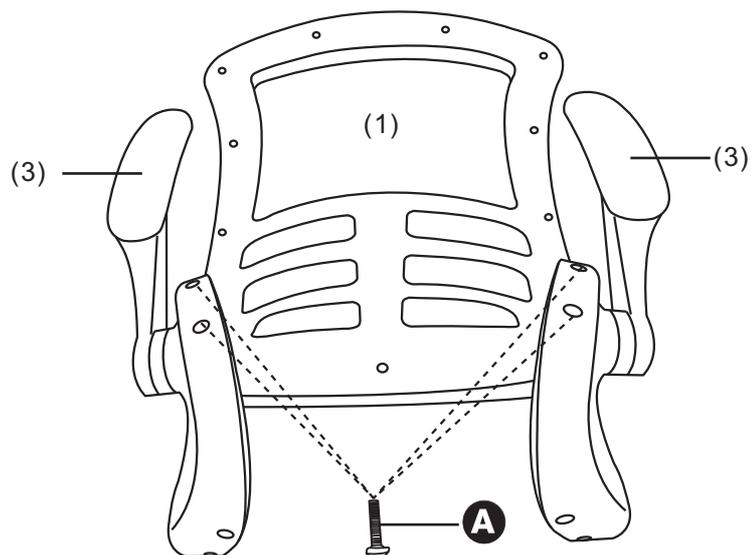
Step 1

Turn the Star Base **6** upside down. Press the Castors **7** into holes at the end of each leg. Turn the Star Base **6** upright and insert Gas Lift **5** into the center hole of Star Base **6**.



Step 2

Attach Armrests **3** to the back using 4x screws **A** with Allen Wrench **C**. Do not tighten screws fully until you have completed assembly.

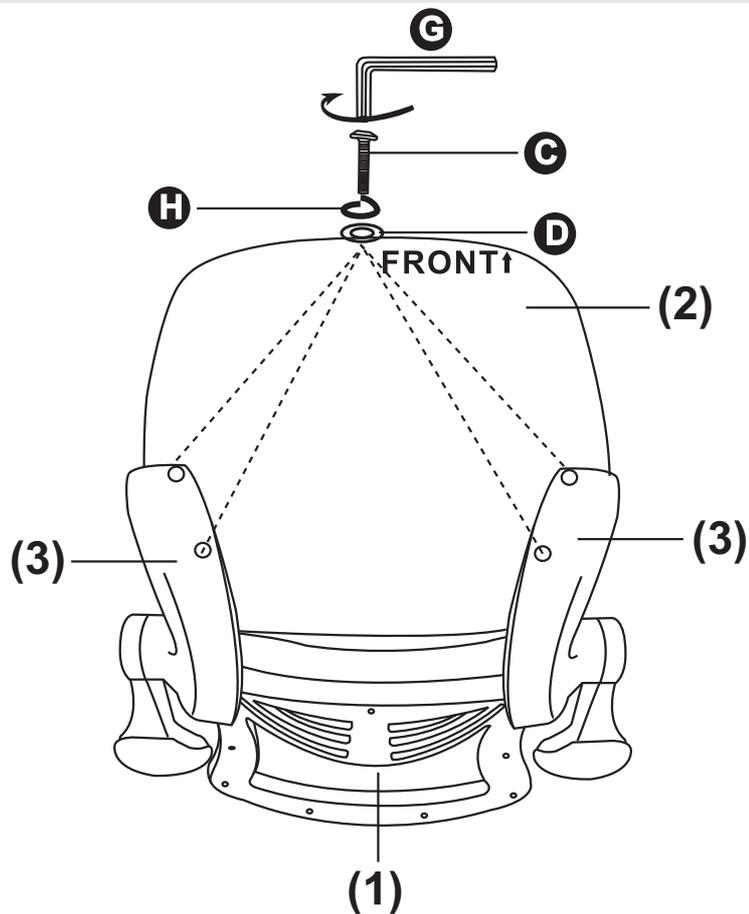


Assembly Instructions

Step 3

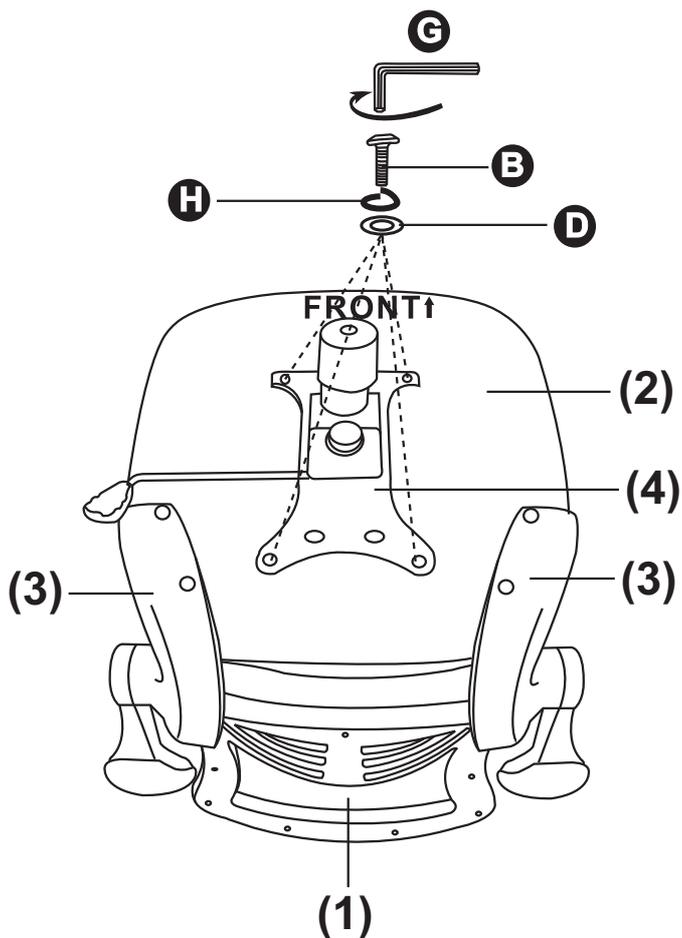
Fitting the armrests

Attach the armrests to the seat using 4 x Screws **C** and 4 x washers **D** **H** with Allen wrench **G**



Step 4

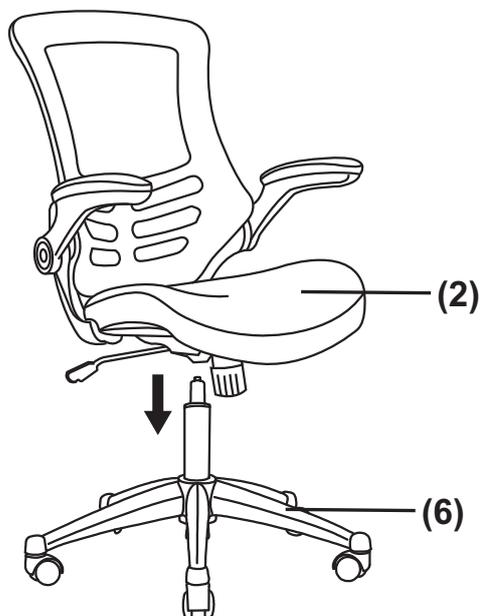
Align the Seat Plate **4** so the FRONT of the Seat plate faces the FRONT label on the bottom of the seat Cushion **2**. Tighten the screws.



Assembly Instructions

Step 5

Carefully locate the seat **2** onto the base unit.



Step 6

Tighten all screws with Allen Wrench **G**, Cover screw holes with Arm Caps (**E** & **F**).

