

# EXECUTIVE ARMCHAIR

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

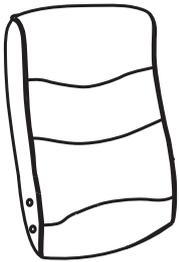
waste. Take to your local authority waste disposal centre.

## 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

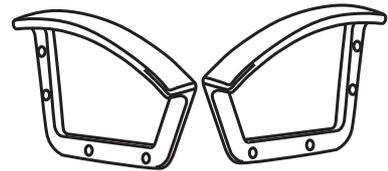
Please check you have all the parts listed below



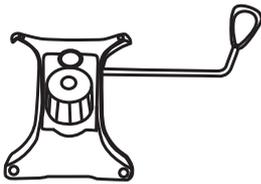
**1** Backrest x1



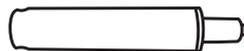
**2** Seat x 1



**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



**8** Gas lift cover x 1

# 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.

<b>A</b>  20mm Bolts x 8	<b>B</b>  25mm Bolts x 4	<b>C</b>  Spring washer x 4
<b>D</b>  Washer x 4	<b>E</b>  15mm Covers x 8	<b>F</b>  M6 Allen key (supplied)

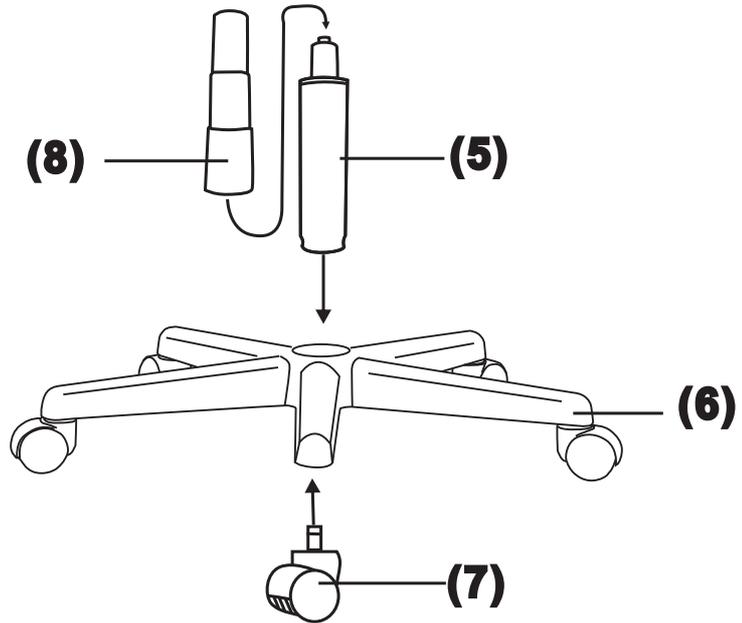
# Assembly Instructions

## Step 1

### Fitting the base

Push all the five castors **(7)** into the underside of the base **(6)**.

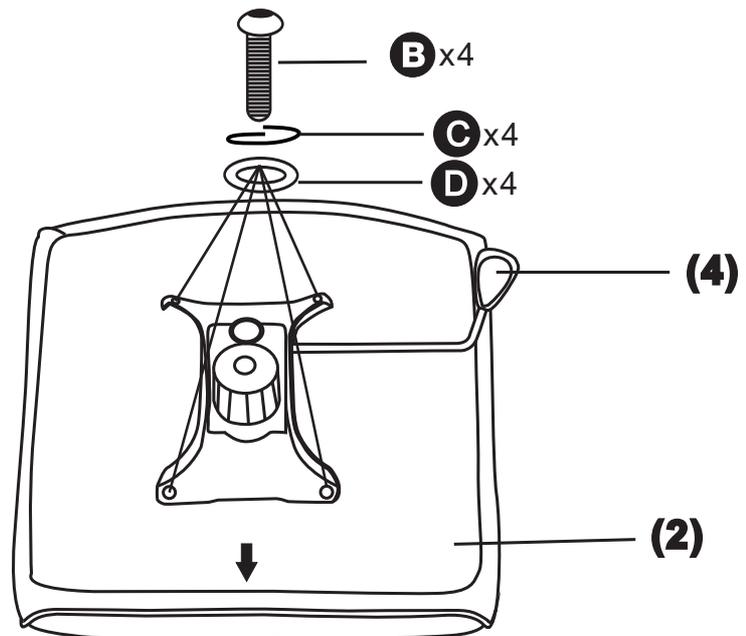
Insert the gas lift **(5)** into the base **(6)**. Put the gaslift cover **(8)** onto the gaslift **(5)**



## Step 2

### Fitting the Seat Cushion

Use bolts **(B)** and washer **(D)** and spring washer **(C)** to fix the seat plate **(4)** onto the seat **(2)**. Ensure the plate **(4)** is fitted to the seat with correct orientation.



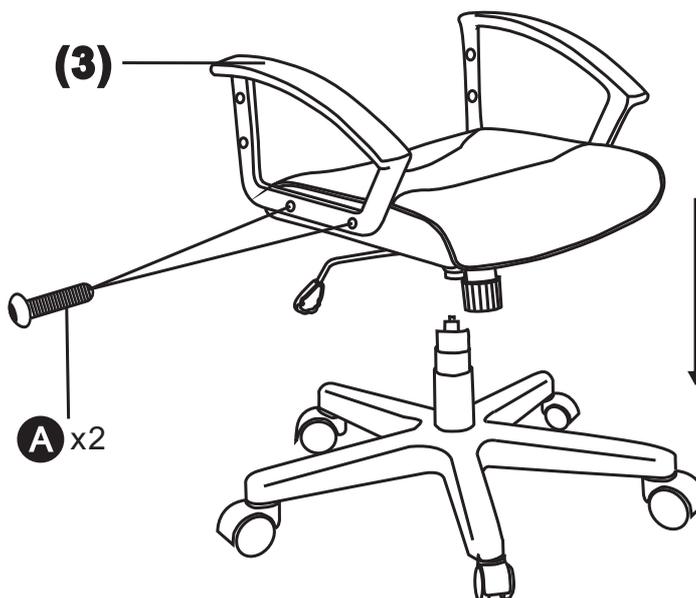
# Assembly Instructions

## Step 3

### Fitting the Armrests

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

Use bolts **A** to fix the armrests **3** and seat **2**.

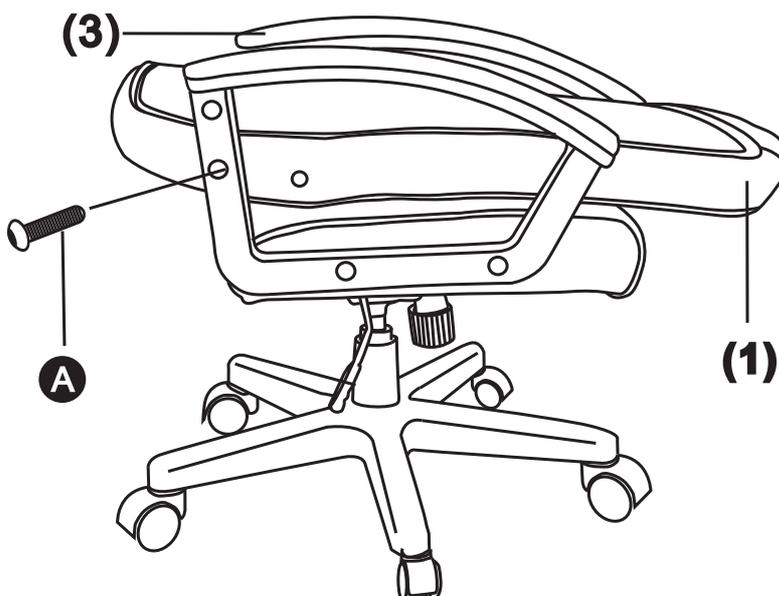


## Step 4

### Fitting the Backrest

Use bolts **A** to fix the armrests **3** and back **1**.

Do not tighten bolt A tight as the back has to be rotated to align the top back/armrest fixing. Once aligned and the top fixing is fitted tighten bolts fully.



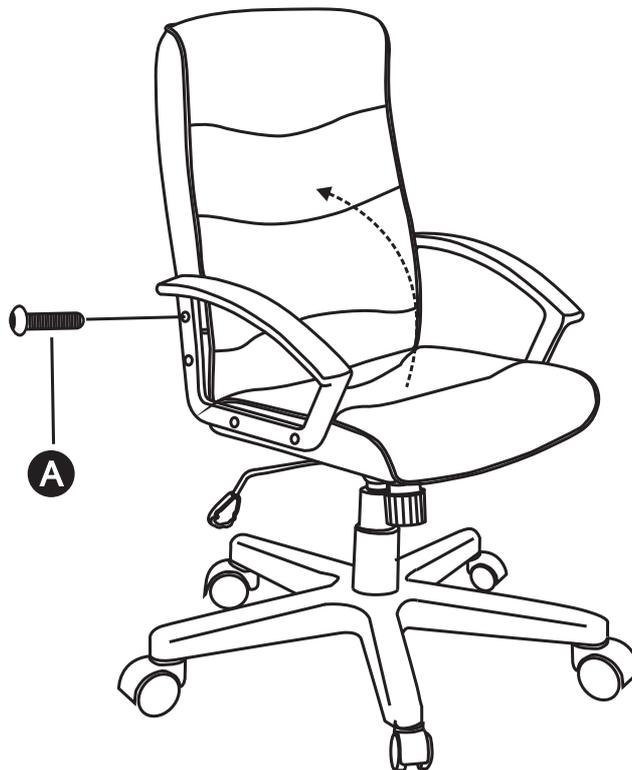
# Assembly Instructions

## Step 5

### Fitting the Armrests

Use bolts **A** to fix the left armrest and right armrest **3** onto the unit .

Do not fully tighten bolt A from step 4 as the back has to be rotated to align the top back/armrest fixing bolt A(step 5). Once aligned and the top fixing is fitted tighten all the bolts(A)including those from step 4.



## Step 6

### Finishing the Unit

Use the Plastic plugs **E** to cover the armrest **3** fixing bolts.

Carefully place the unit in the desired location.

