

ASSEMBLY INSTRUCTION

SHEPPARD
Office Chair
ITEM CODE 85539



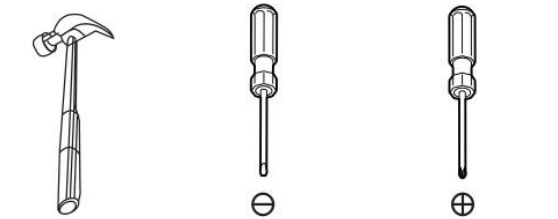


Imported by JWA Furniture Pty Ltd, Qld, Brisbane Australia.
For any assistance with assembly or for missing parts please refer to your receipt



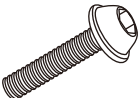

PRE-ASSEMBLY PREPARATION

Before you start:

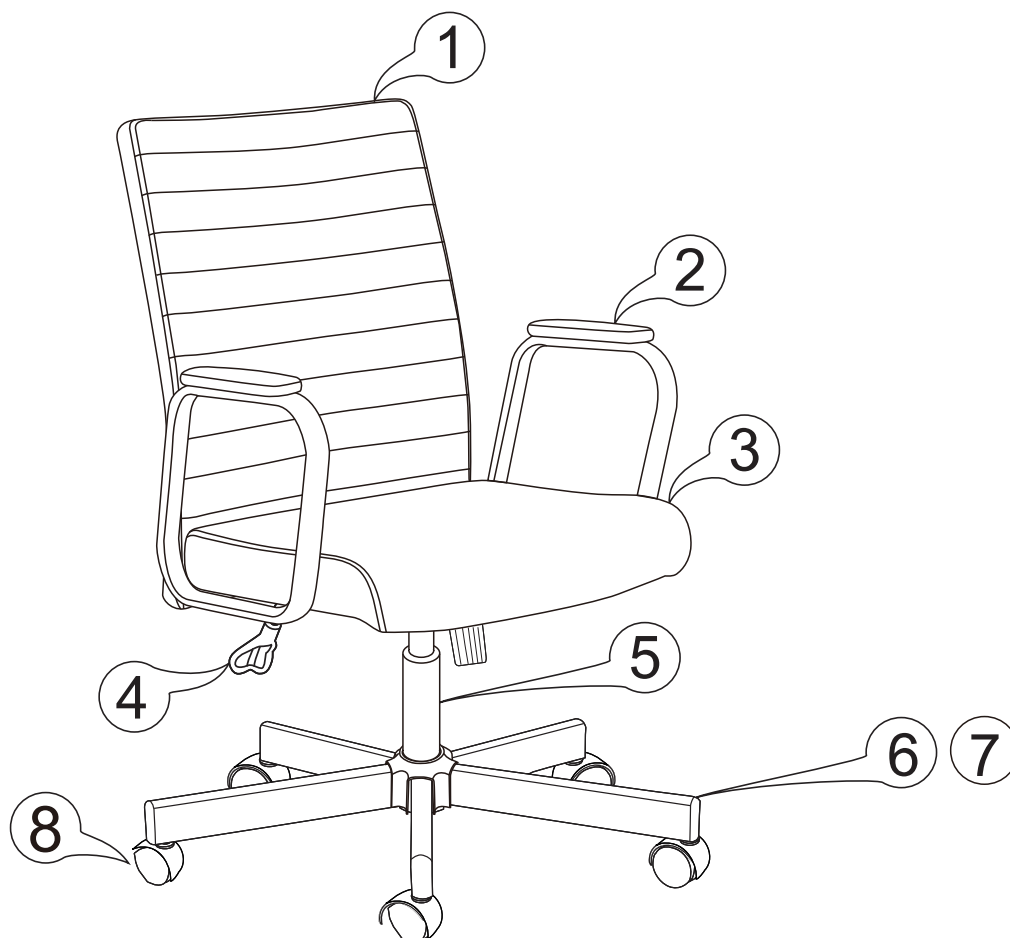
1. Choose a clean, level, spacious assembly area. Avoid hard surfaces that may damage the product
2. Take care when lifting. Product should be assembled as near as possible to the point of use
3. Ensure that you have all required contents for complete assembly
4. Always read the assembly instructions carefully before beginning assembly.
5. Keep all hardware parts and packaging out of reach of small children.
6. Do not over tighten the screws and bolts as this may damage the threads
7. Assembly is to be carried out by a competent adult(s) ONLY
8. During assembly, children should be kept away from the product due to possible risk to injury.
9. Do not use this item if any components are missing or damaged.
10. Please keep the instructions for future reference.

		
Allow 15 min	For 1 person	Additional tools required

PARTS LIST

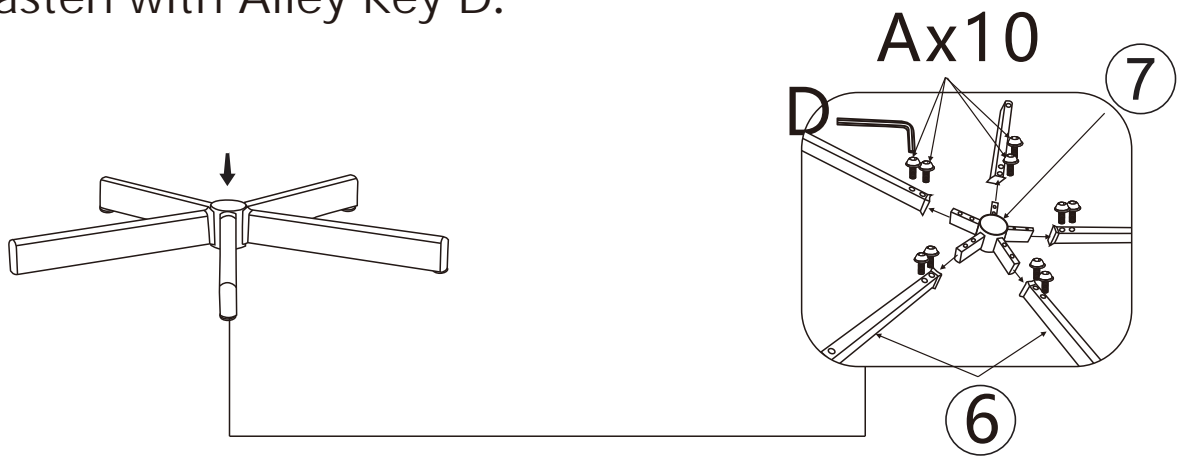
A  X14 M6X16mm	B  X2 M6X25mm	C  X10 M6X30mm	D  X1
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1	BACK	5	GAS LIFT
2	ARMREST (L)&(R)	6	BASE
3	SEAT	7	CENTER PLATE
4	MECHANISM	8	CASTOR



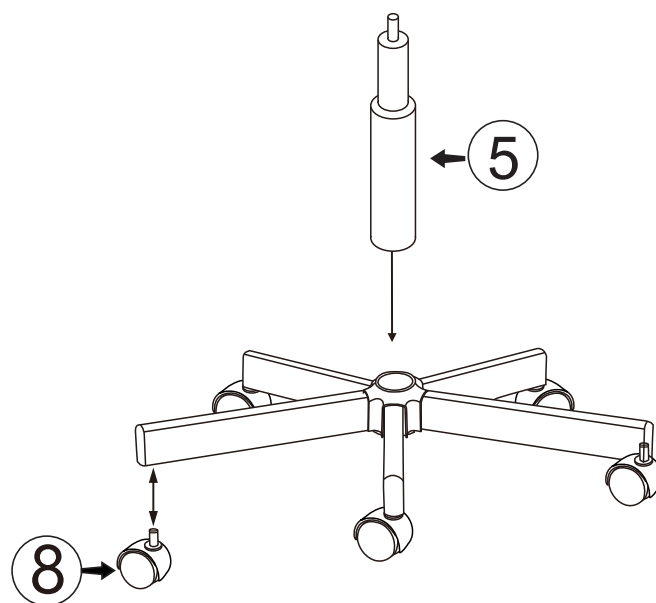
STEP 1:

1. Attach base 6 to center plate 7, using bolt A, fasten with Alley Key D.



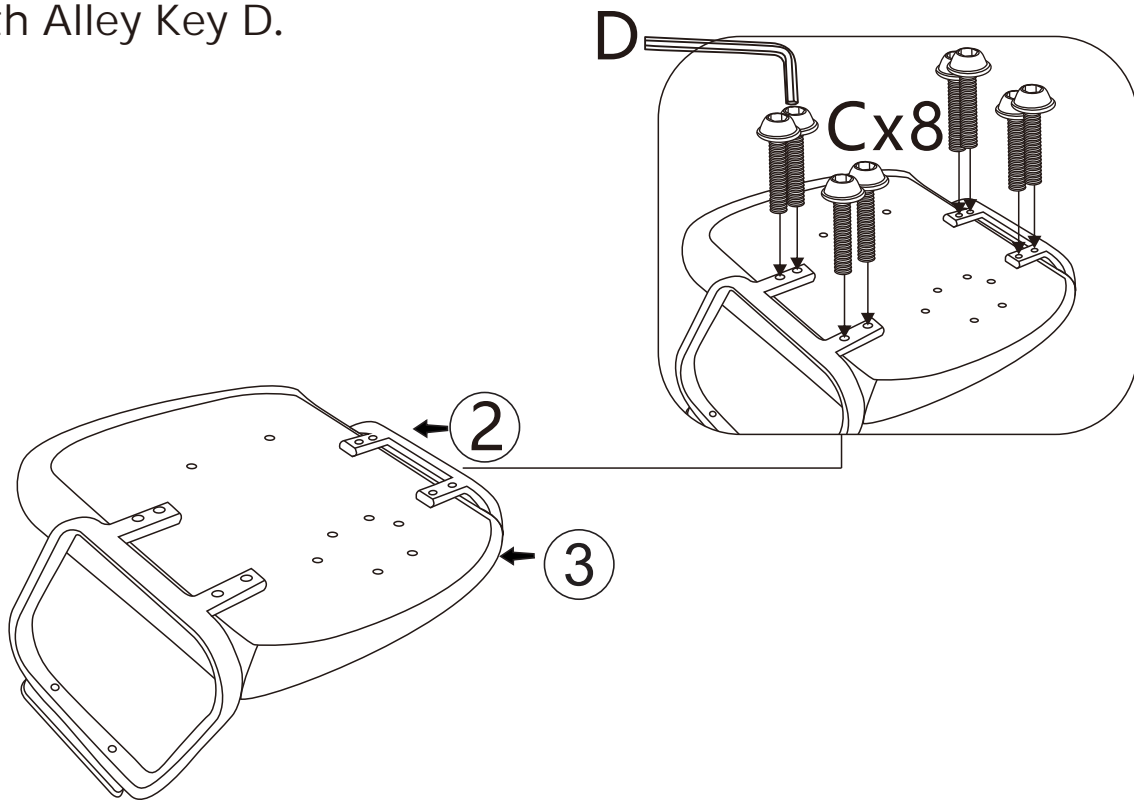
STEP 2:

1. Insert castor 8 into base 6.
2. Put gas lift 5 into center plate 7.



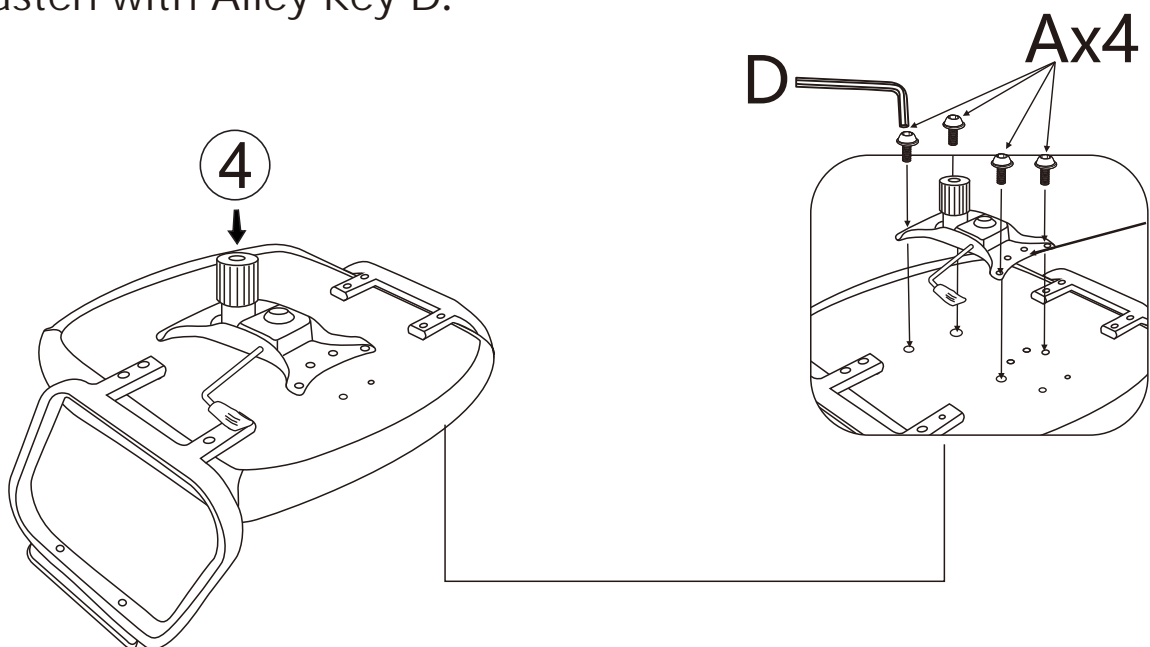
STEP3:

Attach armrest 2 to seat 3, using bolts C and fasten with Alley Key D.



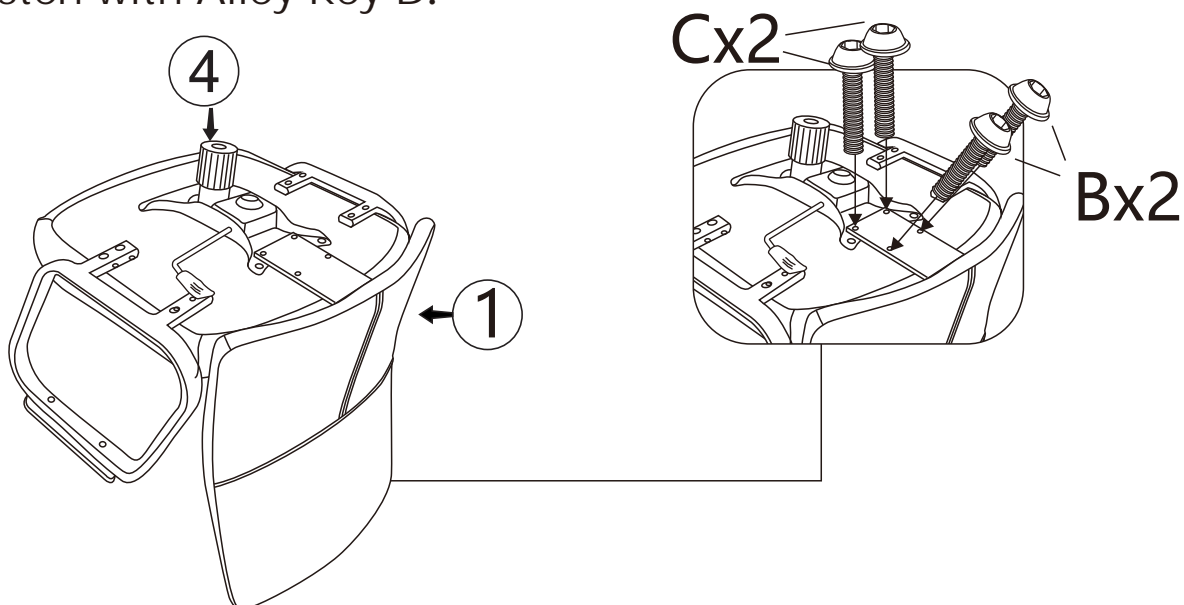
STEP4:

Attach mechanism 4 to seat 3, using bolts A and fasten with Alley Key D.



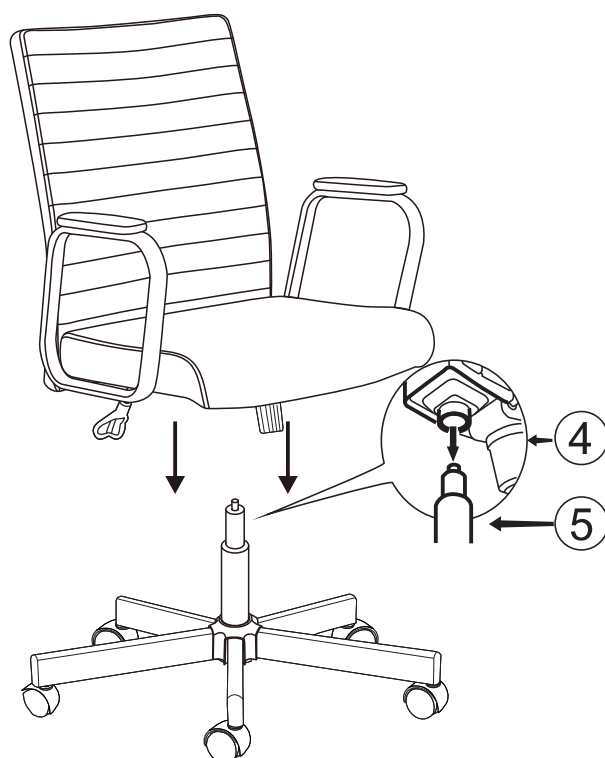
STEP5:

Attach back 1 to mechanism 4, using bolts B and C, fasten with Alley Key D.



STEP6:

Put mechanism 4 on the gas lift 5 as shown.



STEP7:

Assembly is complete.



CARE AND MAINTENANCE

OFFICE CHAIR

DO NOT REMOVE THIS LABEL

- **DO NOT STAND ON THIS CHAIR-DO NOT USE THIS CHAIR AS STEP LADDER.**
- **USE THIS PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.**
- **DO NOT USE THIS CHAIR UNLESS ALL BOLTS, SCREWS AND KNOBS ARE FIRMLY SECURED.**
- **AT LEAST EVERY 4 MONTHS, CHECK ALL BOLTS, SCREWS AND KNOBS TO BE SURE THEY ARE TIGHT.**
- **IF PARTS ARE MISSING, BROKEN, DAMAGED OR WORN, STOP USE THE PRODUCT UNTIL REPAIRS ARE MADE. USING FACTORY AUTHORIZED PARTS.**
- **FAILURE TO FOLLOW THESE WARNINGS COULD RESULT IN SERIOUS INJURY.**