



ASSEMBLY INSTRUCTION

Meta Office Chair

ITEM CODE:62903

Imported by Amart Furniture Pty Ltd, Qld, Brisbane Australia.

For any assistance with assembly or for missing parts please phone

Amart Furniture Ewing Road, Customer Service Free call 1800 351 084



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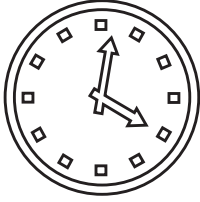

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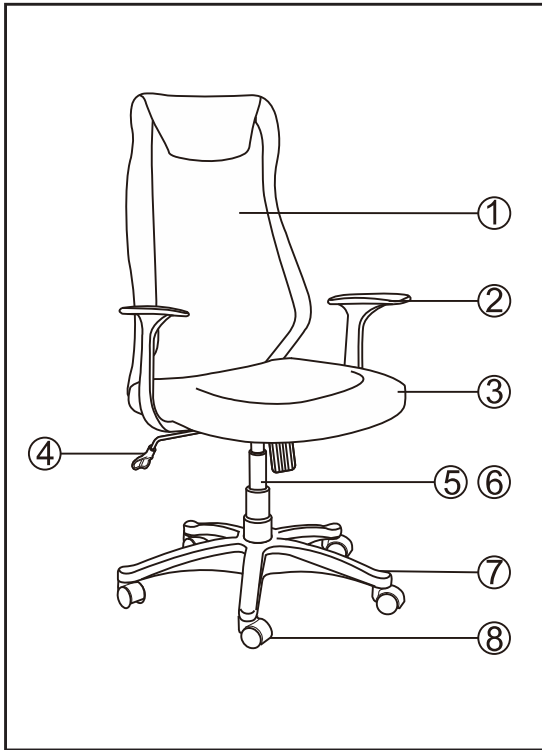
PRE-ASSEMBLY PREPARATION

Before you start :



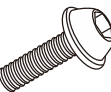

1. Choose a clean, level, spacious assembly area. Avoid hard surfaces that may damage the product.
2. Take care when lifting. Product should be assembled as near as possible to the point of use.
3. Ensure that you have all required contents for complete assembly.
4. Always read the assembly instructions 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.

	
ALLOW 20 MINUTES	1 PEOPLE REQUIRED

PARTS LIST

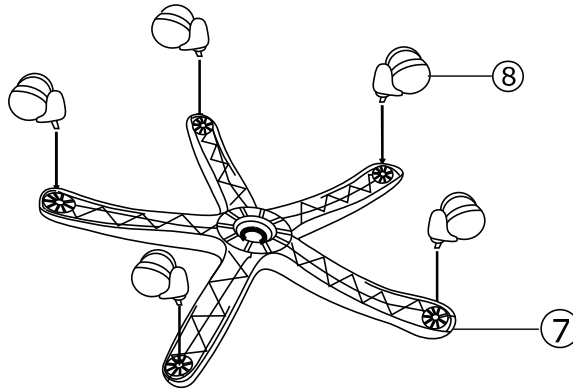


1	BACK
2	ARMREST (L)&(R)
3	SEAT
4	MECHANISM
5	GAS LIFT
6	GAS LIFT COVER
7	BASE
8	CASTOR

<p>A <input type="checkbox"/></p> <p>bolt</p>  <p>M6x20mm 4xPCS</p>	<p>B <input type="checkbox"/></p> <p>bolt</p>  <p>M6x35mm 6xPCS</p>	<p>C <input type="checkbox"/></p> <p>bolt</p>  <p>M6X30mm 4XPCS</p>
<p>D <input type="checkbox"/></p>  <p>Allen key 1PCS</p>		

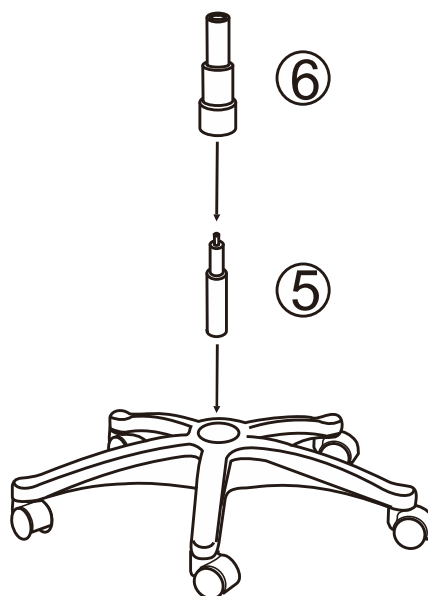
STEP 1:

Push castors ⑧ into place in wheel base ⑦. Turn and apply pressure at the same time to each castor until it slots into place.



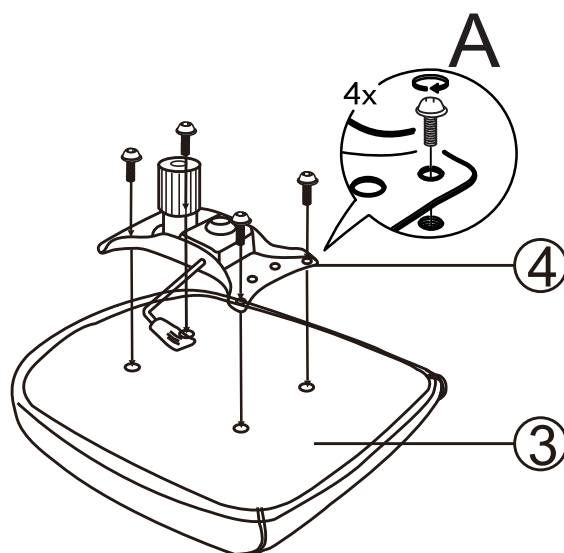
STEP 2:

Attach gas lift ⑤ to wheel base ⑦, as shown. Ensure part 5 is secure and unable to be removed. Remove gas lift cover ⑥ before assembly.



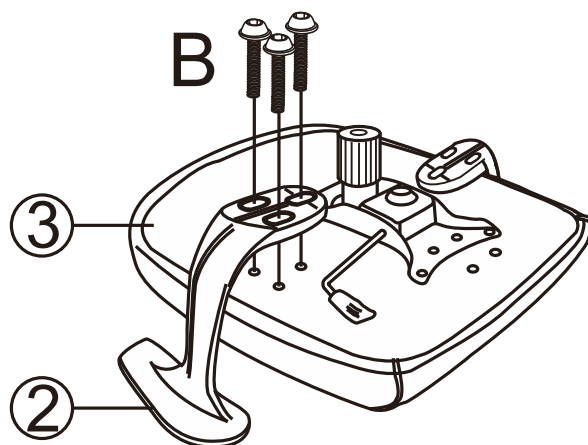
STEP 3:

Attach mechanism ④ to seat ③ using bolt A. Fasten by allen key.



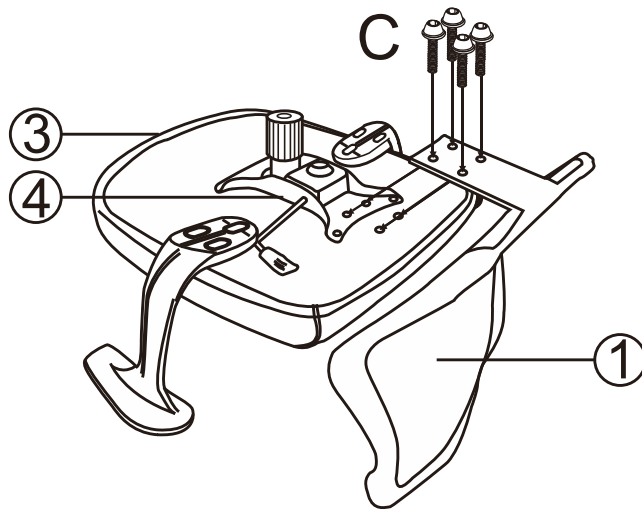
STEP 4:

Attach left and right armrests ② to seat ③ using bolt B. Fasten by allen key.



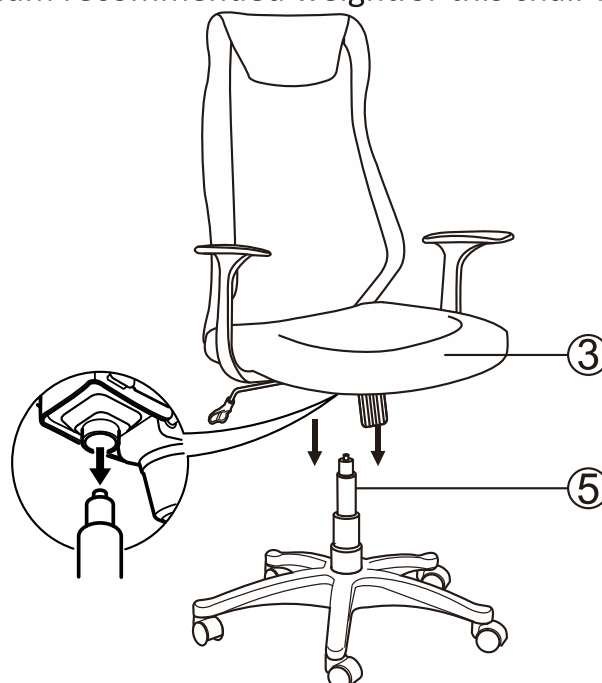
STEP 5:

Attach back ① to mechanism ④ and seat ③ using bolt C. Fasten by allen key.

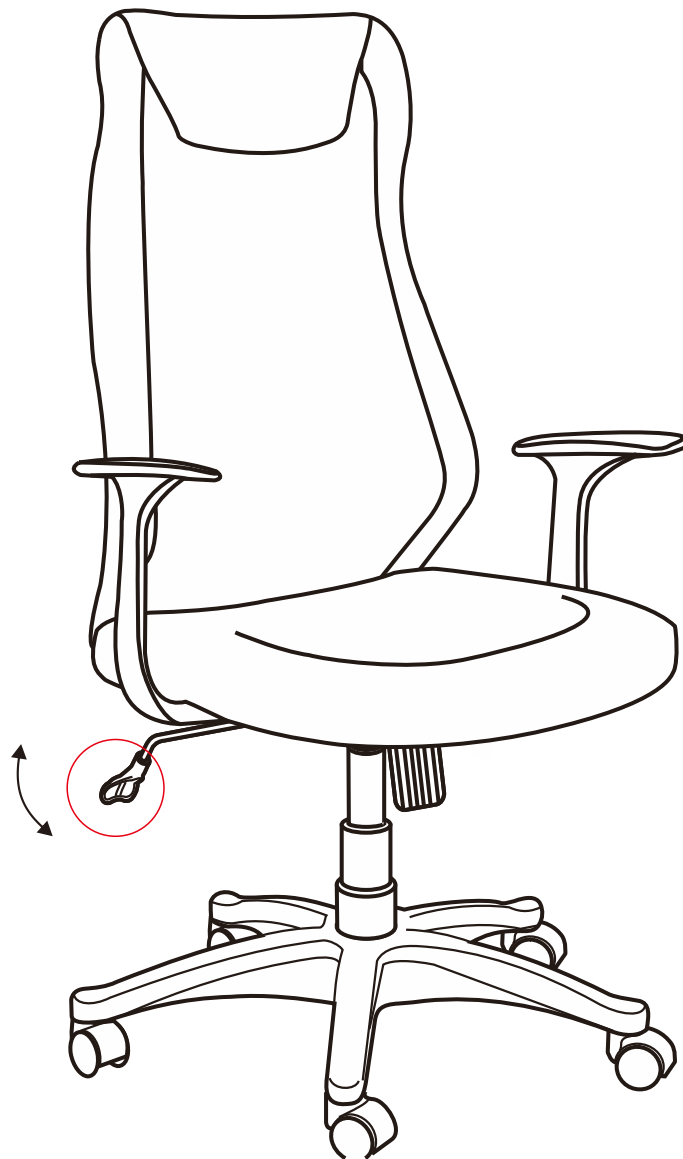


STEP 6:

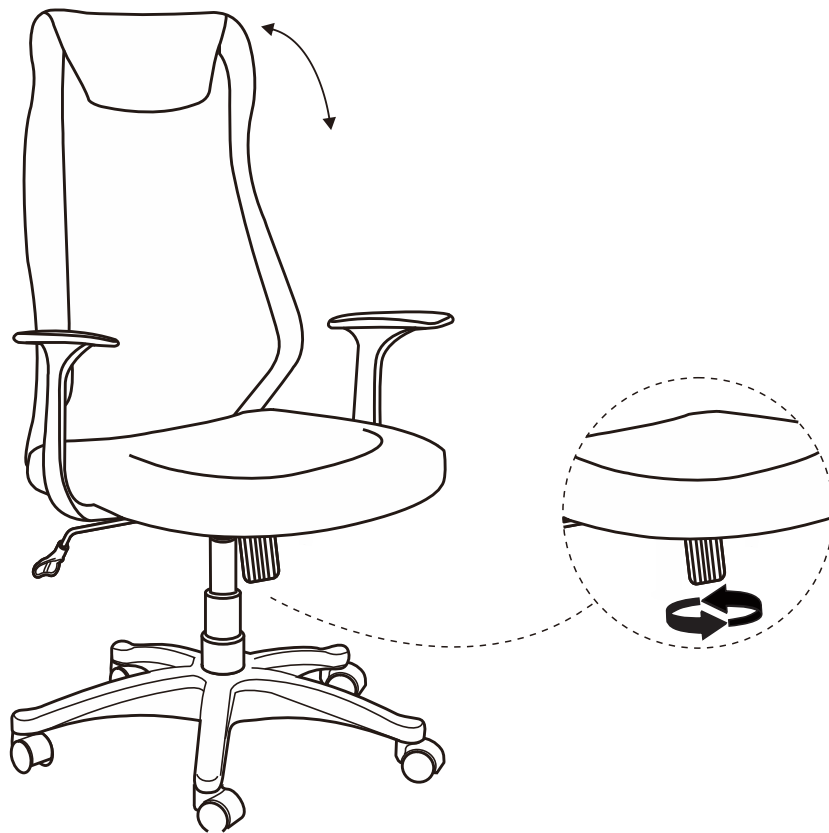
Fix assembled chair seat to base, as shown. Please note: You may need sit carefully on the assembled chair and use your weight to lock the gas lift fully into place. Please note: the maximum recommended weight for this chair is 120kg.



Height Adjustment Instructions: To lower the height of the chair sit in chair and pull lever upwards. To increase height of chair remove yourself from chair and pull the lever upwards.



Tilt Adjustment instructions: To use the tilt function on your chair, firstly turn the knob clock wise to activate. Then while sitting in the chair, pull the lever outwards to un lock the tilt function and slowly and carefully lean backwards to apply pressure to the back rest, your chair should now tilt back and forth freely. Please note: the further you turn the knob clock wise, the more tilt the chair will achieve. The further you turn the knob anti-clock wise, the less tilt the chair will achieve. To lock the tilt function, apply no pressure to the backrest so you are in the standard up right position. Then push the lever back inwards towards the chair. The chair should now be locked in the upright position and pressure to the backrest should not make the chair swing back.



CAUTION:
DO NOT

- **USE CHAIR/ STOOL AS A LADDER**
- **CLIMB ON THE CHAIR/STOOL**
- **STAND ON THE FOOT REST OF THE CHAIR, AS THIS COULD LEAD TO THE STOOL BECOMING UNBALANCED AND OVERTURNING.**

STEP 7:

Assembly is complete.



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GENERAL PRODUCT CARE



REGULAR CARE:

- Protect from direct sunlight
- Vacuum regularly using low suction
- Rotate reversible cushions regularly
- Avoid exposure to new clothing, cushions or throws as this may lead to dye transfer and permanent staining

CLEANING:

- Do not remove cushion covers for separate cleaning even though they may have zippers
- Do not wash, Do not dry clean, Do not shampoo clean
- Clean only with hot water extraction machine. Professional cleaning recommended
- Do not use dishwashing liquid or laundry detergent. Use only upholstery detergents • Do not wet filling
- Dry in shade away from direct heat and sunlight
- Allow to dry thoroughly before re-use

SPOT CLEANING:

- Do not rub
- Do not spot clean with any solvent
- Treat spills and stains as soon as possible
- Gently scrape off any soil or blot any liquid from the surface of the fabric before applying cleaner
- Apply proprietary cleaning agents strictly according to instructions to remove the residue of the spill
- Do not saturate the fabric or interior with water or other cleaning liquids

WARNING:

Apply only water-based soil resist (fabric protection) treatments. Do not use aerosol products

* PILLING IS NOT A FABRIC DEFECT OR FAULT AND IS NOT COVERED BY WARRANTY

* PILLING IS A NORMAL OCCURRENCE IN WOVEN FABRICS AND DOES NOT AFFECT THE DURABILITY OR FUNCTIONALITY OF THE FABRIC. IT IS EASILY REMOVED

BY USE OF A BATTERY OPERATED DE-PILLING MACHINE AS THE NEED ARISES