Approved SM 03.02.2022



Version 1.0



STAFFORD Office Chair Black

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Caution:

Do not stand on, or use this chair as a step ladder.

Use this product for seating one person at a time.

This product should be checked periodically to ensure all components are secure and all hardware is tight.

Recommended weight capacity: 120kg

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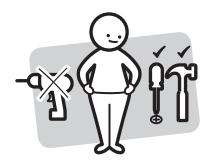
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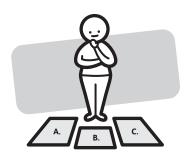
Assembly checklist



Read through the instructions carefully before you begin.



Make sure you have all the required tools. Never use power tools unless instructed.



before you begin assembly.



Identify and lay out all of the components Unless instructed, do not fully tighten screws until the item is fully assembled.

Useful information

- ! Never use power tools unless specifically instructed. They can damage your components or hardware if used incorrectly.
- ! The most common mistakes made during assembly are using the wrong hardware or getting components back to front.
- ! Always use a soft surface (such as carpet or cardboard) when assembling your product to avoid scratching or damaging the surface of the product.
- ! Bulky items such as wardrobes and bunk beds should be assembled in the room they will be used in as they may not fit through a door once assembled.
- ! Never use any glue until you are certain that the parts belong together.
- ! Periodically check and re-tighten all fasteners. Check the product care label or website for product care instructions.
- ! If you are having any difficulties assembling your product, missing any hardware or components please visit our website Help Centre for further assistance.
- ! Please see page 2 for any safety requirements or weight restrictions.

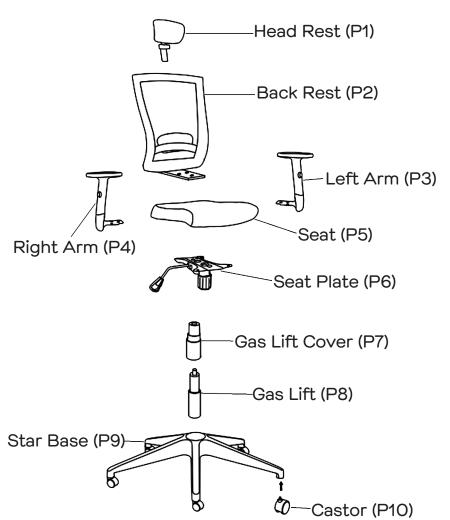


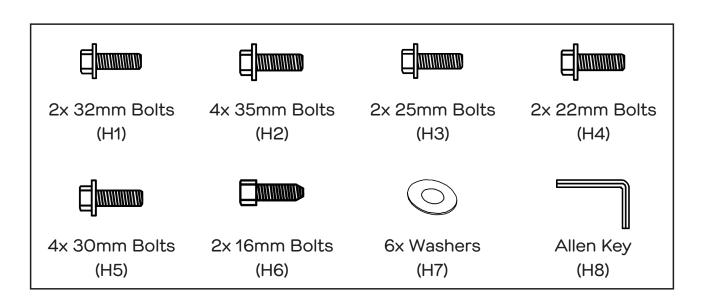
What you need

to assemble the product

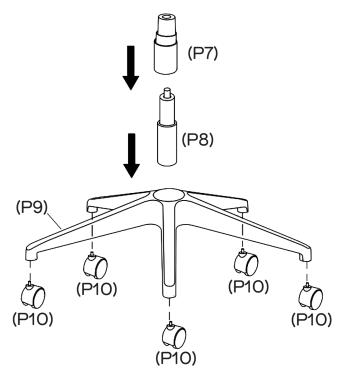


Head Rest (P1) x 1
Back Rest (P2) x 1
Left Arm (P3) x 1
Right Arm (P4) x 1
Seat (P5) x 1
Seat Plate (P6) x 1
Gas Lift Cover (P7) x 1
Gas Lift (P8) x 1
Star Base (P9) x 1
Castors (P10) x 5





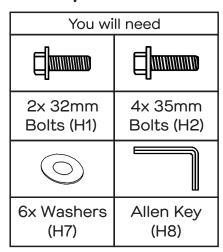
Step 1

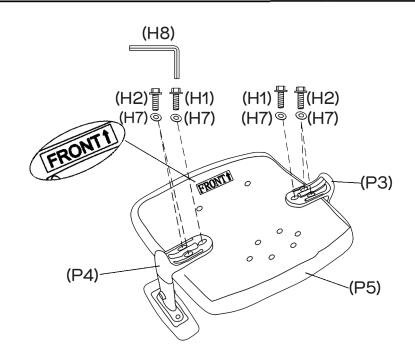


Insert Castors (P10x5) into the Star Base (P9) as shown, pushing down firmly on each castor to ensure they are fixed in position. Insert the Gas Lift (P8) into the top of the Star Base (P9).

Place the Gas Lift Cover (P7) over the top of the Gas Lift (P8) as shown.

Step 2



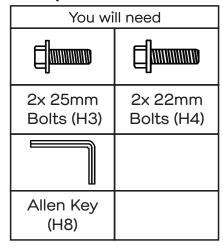


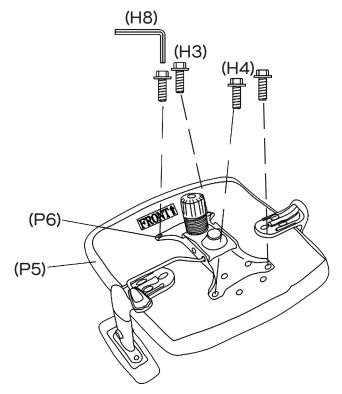
Align the holes on the Arms (P3 & P4) with the bottom of the Seat (P5) and use the Allen Key (H8) to fasten 2x 32mm Bolts (H1), 4x 35mm Bolts (H2) and 6x Washers (H7) to the seat as shown.

Ensure the Arms (P3 & P4) are facing the correct direction before securing to the base of the Seat (P5).



Step 3

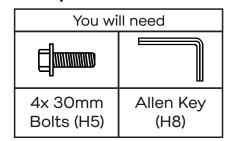


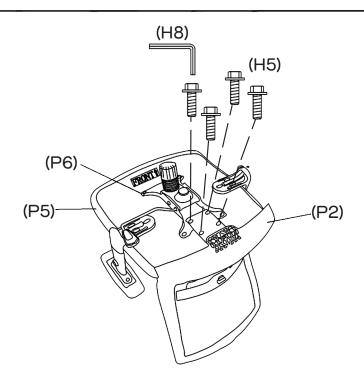


Align the holes on the Seat Plate (P6) with the bottom of the Seat (P5) and use the Allen Key (H8) to fasten 2x 25mm Bolts (H3) and 2x 22mm Bolts (H4) to the Seat (P5).

Ensure the front of the Seat Plate (P6) is in the correct direction before securing to the base of the Seat (P5).

Step 4

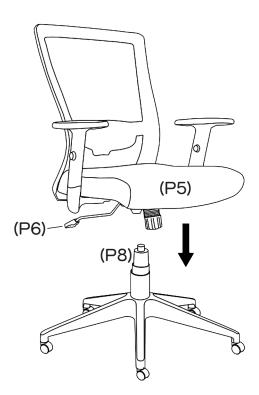




Attach the Back Rest (P2) to the bottom of the Seat (P5) using 4x 30mm Bolts (H5), tightening with the Allen Key (H8) as shown. Ensure the Bolts (H5) are tightened securely.

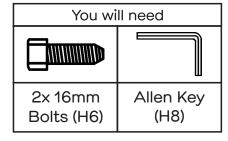


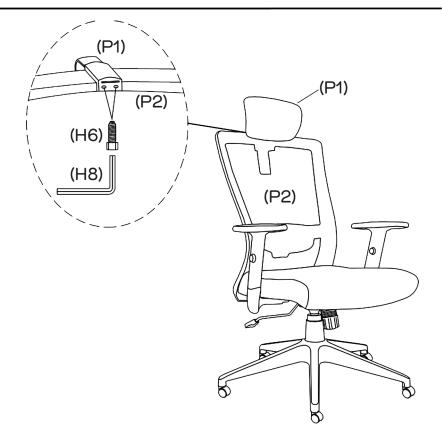
Step 5



Position the centre hole of the Seat Plate (P6) over the top of the Gas Lift (P8). Carefully lower the Seat (P5) onto the Gas Lift (P8). Press the seat down firmly. Check the connection is secure by sitting in the chair.

Step 6





To attach the Head Rest (P1) to the Back Rest (P2), use the Allen Key (H8) to fasten 2x 16mm Bolts (H6) as shown.

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Ensure the Bolts are tightly secured.



Job Complete!

In the interest of our environment please dispose of all packaging thoughtfully.

