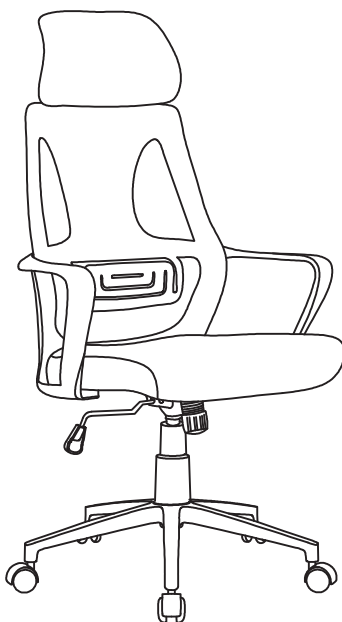


# UBICO OFFICE CHAIR

## ASSEMBLY GUIDE



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**Important - Please read these instructions fully before starting assembly**



### **SAFETY AND CARE ADVICE**



### **NO POWER TOOLS**

#### **SAFETY AND CARE ADVICE**

- Check you have all the components and tools listed.
- Remove all fittings from the plastic bags and separate them into their groups.
- We do not recommend the use of power drills/drivers for inserting screws, as this could damage the unit. Only use hand screwdrivers and Allen keys.
- Keep children and animals away from the work area, small parts could cause choking if swallowed.
- Make sure you have enough space to lay out the parts before starting.
- Assemble the item as close to its final position (in the same room) as possible.
- Do not overtighten the nuts to avoid causing damage to the threads.
- 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
- This product should not be discarded with household waste. Take to your local authority waste disposal centre



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## IMPORTANT INFORMATION



15 MINUTE  
BUILD



TWO  
PERSON



MAXIMUM  
CAPACITY 110Kg

**PLEASE CHECK CAREFULLY AND MAKE SURE YOU HAVE ALL FITTINGS AND TOOLS LISTED BELOW BEFORE YOU START.**

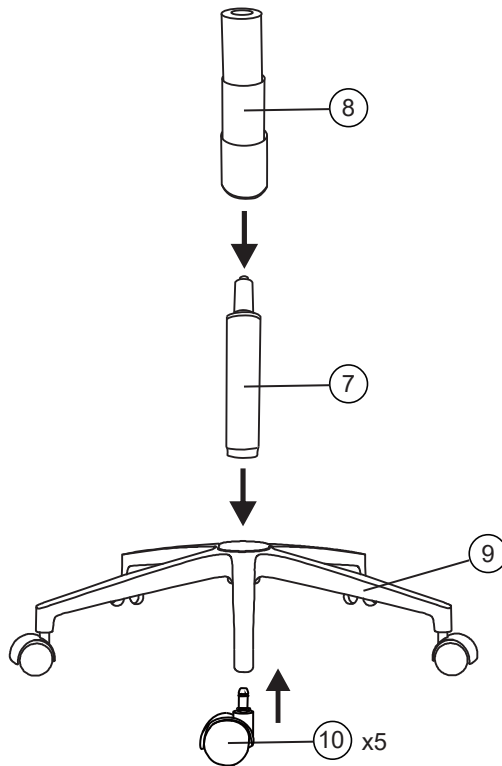
| DESCRIPTION | PART NAME | Q'ty(PCS) | DESCRIPTION | PART NAME | Q'ty(PCS) |
|-------------|-----------|-----------|-------------|-----------|-----------|
| ①           |           | 1         | ⑥           |           | 1         |
| ②           |           | 1         | ⑦           |           | 1         |
| ③           |           | 1         | ⑧           |           | 1         |
| ④           |           | 1         | ⑨           |           | 1         |
| ⑤           |           | 1         | ⑩           |           | 5         |

- |   |  |               |       |
|---|--|---------------|-------|
| A |  | BOLT M6x20mm  | 8 PCS |
| B |  | BOLT M6x35mm  | 4 PCS |
| C |  | BOLT M6x20mm  | 2 PCS |
| D |  | PLASTIC COVER | 1 PCS |
| E |  | ALLEN KEY     | 1 PCS |

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

## STEP 1

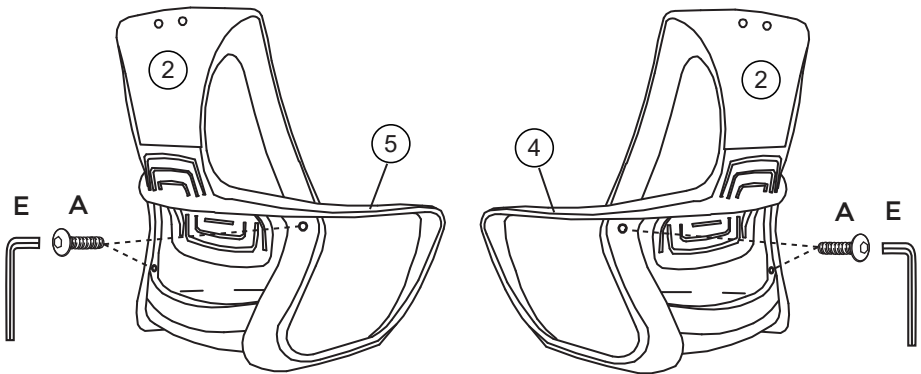
Use a clean, flat, soft surface to avoid any bumps or scratches. Carefully unpack your office chair.  
Gently push 1 x castor [10] into each socket of the star base [9]. It should fit snugly without much force.  
Insert the gas lift [7] into the center of star base [9] as shown.  
Cover the gas lift [7] with telescopic gas lift cover [8] as shown.





## STEP 2

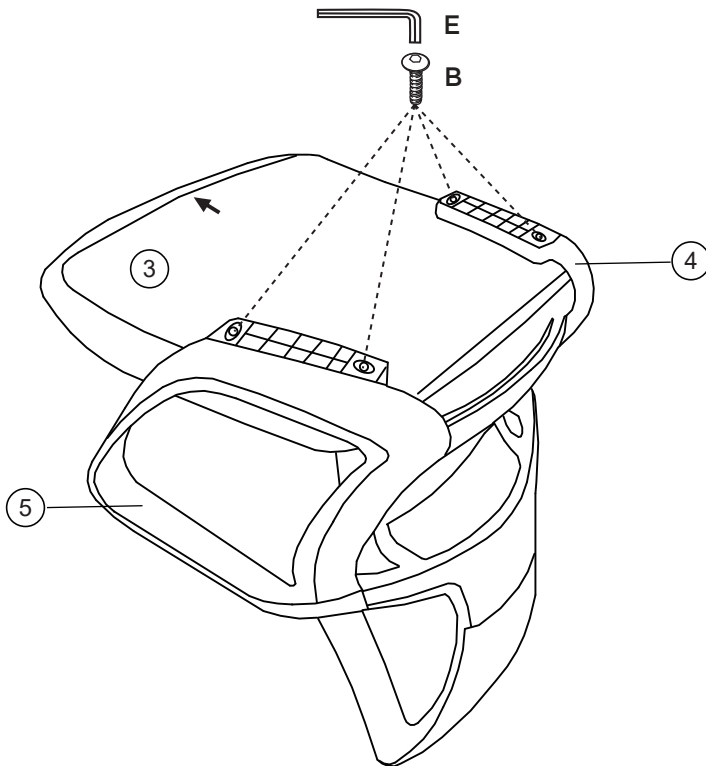
Align left armrest [4] to the pre-drilled holes on backrest [2] as shown. Attach left armrest [4] to backrest [2] with 2 x bolts [A], tighten the bolts using Allen key [E]. Repeat Step 2 with right hand armrest [5].



|                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |
| E Allen Key                                                                         | A M6x20 4 pcs                                                                        |

## STEP 3

Place seat [3] upside down on a soft surface. Position the back and armrest frame upside down onto seat [3] as shown. Align the back and armrest frame to the pre-drilled holes on seat [3]. Attach with 4 x bolts [B]. Tighten bolts using Allen key [E] as shown.



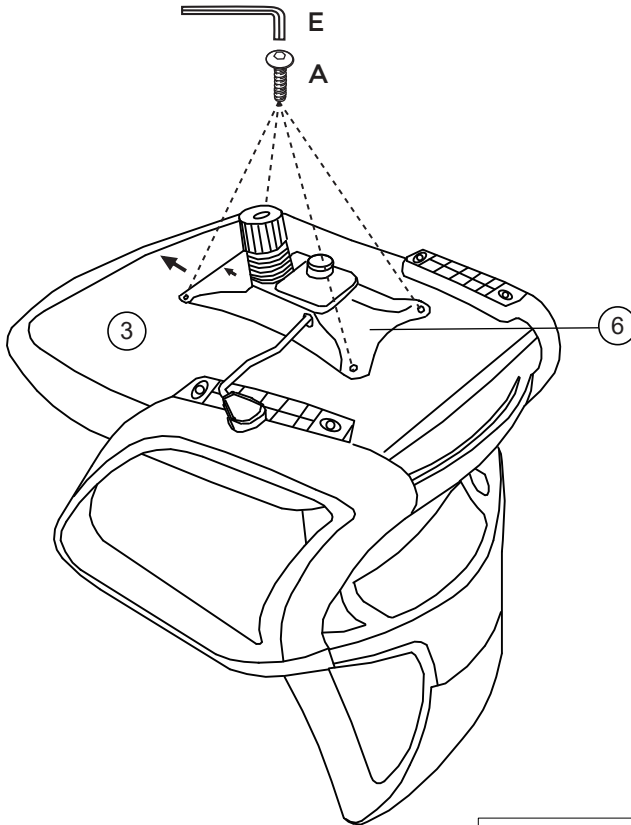
|                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |
| E Allen Key                                                                         | B M6x35 4 pcs                                                                       |

## STEP 4

Align the mechanism [6] onto seat [3], making sure the arrows on both parts are pointing in the same direction.

Attach the mechanism [6] onto seat [3] with 4 x bolts [A].

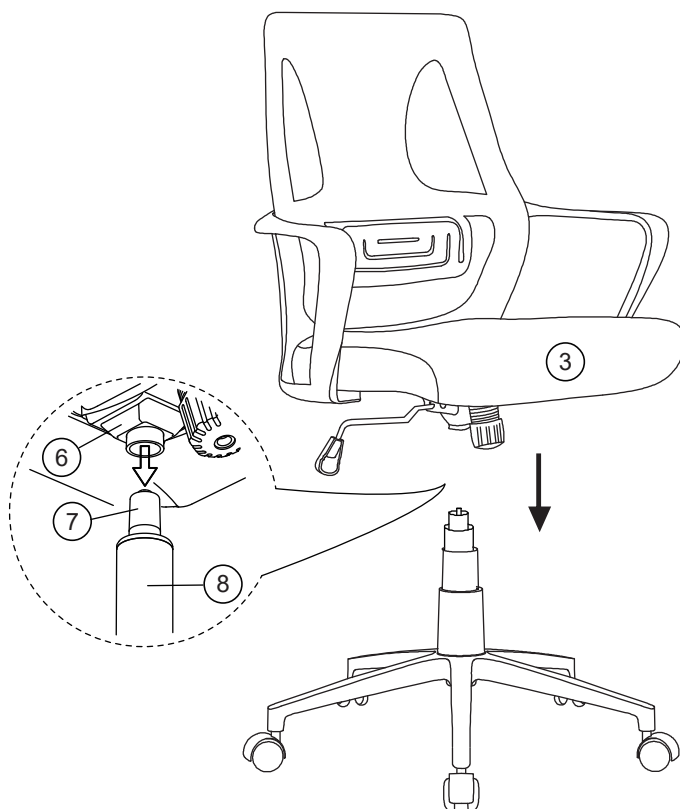
Tighten all bolts using Allen key [E].



|                                                                                     |           |                                                                                     |             |
|-------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------|-------------|
|  |           |  |             |
| E                                                                                   | Allen Key | A                                                                                   | M6x20 4 pcs |

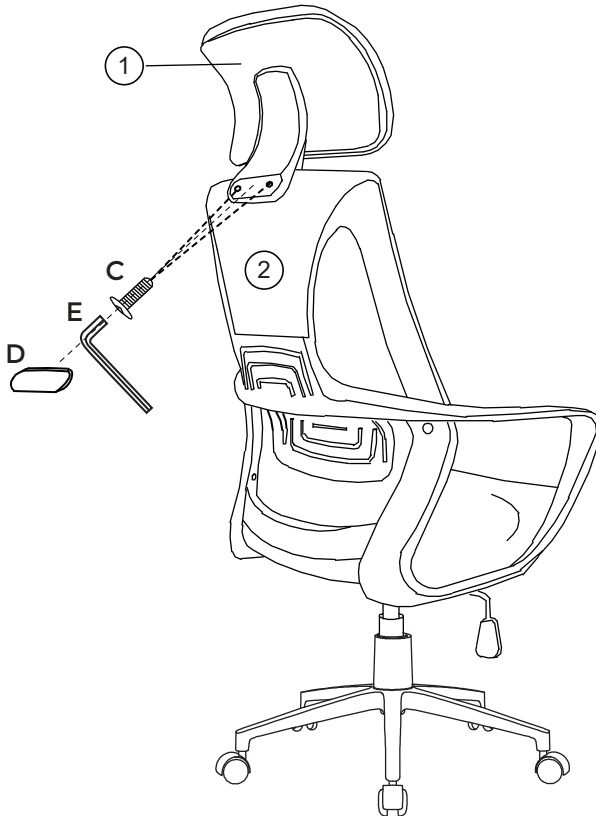
## STEP 5

Carefully and with help, place the completed seat onto gas lift [7], making sure the gas lift [7] top is inserted into the hole on mechanism [6] as shown.



## STEP 6

Align the headrest [1] to the pre-drilled holes on backrest [2] and attach with 2 x bolts [C]. Tighten bolts using Allen key [E].  
Fit plastic cover [D] onto the headrest [1] as shown.  
Your chair is now ready to use!



|                                                                                     |           |                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |           |  |  |
| E                                                                                   | Allen Key | C M6x20 2 pcs                                                                       | D Plastic cover                                                                      |



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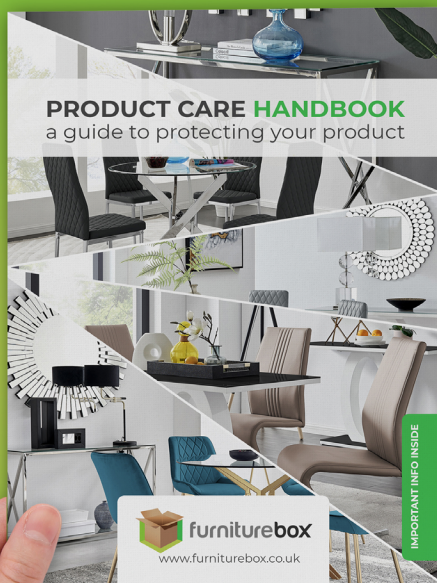
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## WHAT THE GUARANTEE COVERS



### PRE-INSERTED FIXINGS

e.g. loose metal threads



### FAULTY JOINTS

e.g. legs bending



### EXTERNAL FIXING FAULTS

e.g. metal discs removing  
from table top



### STRUCTURAL INTEGRITY

e.g. the frame of the  
product



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Furniturebox UK, Unit 6 St Modwen's Park,  
Chippenham, SN15 5BD  
Tel: 01747 863333 Email: [sales@furniturebox.co.uk](mailto:sales@furniturebox.co.uk)