

Morgan Office Chair

Stock number: 816/31276 & 816/31279

Thank you for purchasing this product. Please read the instructions carefully before use to ensure safe and satisfactory operation of this product.



Pre-assembly preparation

Please ensure instructions are read in full before attempting to assemble this product.

Necessary Tools



Please check the pack contents before attempting to assemble this product. A full checklist of parts is given in this leaflet. If any parts are missing, broken, damaged, or worn, stop using this product until repairs are made and factory replacement parts are installed. You may obtain replacement parts by calling **0-800-051-6775 (UK)**.

Please note that a receipt is required for all warranty replacements. Service hours are: UK Standard Time: **2:00 pm-1:00 am Monday – Friday**.

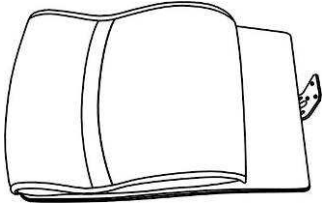
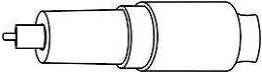
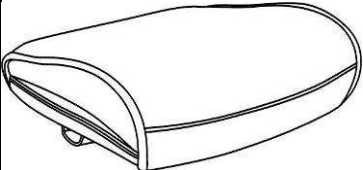
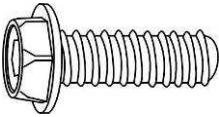
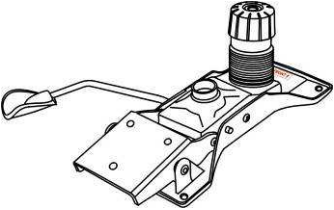
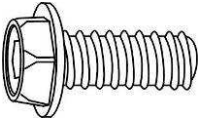

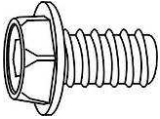
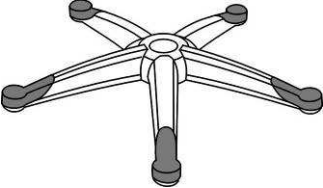

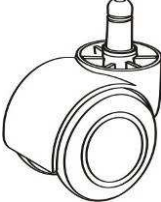
This product is **HEAVY**, it should be assembled as near as possible to the point of use. **TAKE CARE WHEN LIFTING** to avoid personal injury and (or) damage to the product.

This product takes approximately **20 MINUTES** to assemble with **2 PEOPLE**.

The fittings pack contains **SMALL ITEMS** which should be **KEPT AWAY FROM YOUNG CHILDREN**.

Read this leaflet in full before commencing assembly.

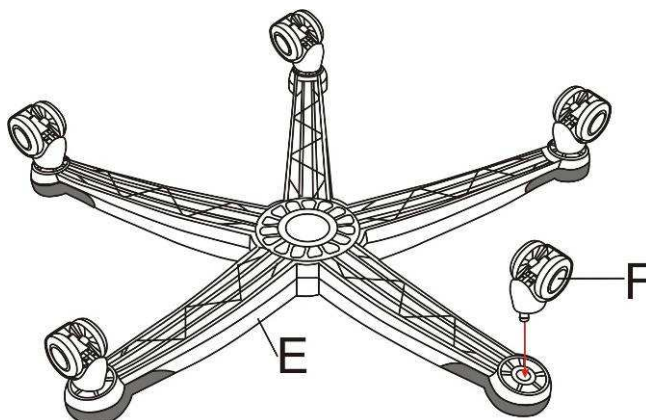
Fittings and parts checklist

A	Back Cushion x 1		G	Gas Lift with gas lift cover x 1	
B	Seat Cushion x 1		H	1-1/4" Screws x 2	
C	Seat Plate x1		I	1" Screws x 2	
D	Arm x 2		J	5/8" Screws x 3	
E	Base x 1		K	Allen Key x 1	
F	Casters x 5				

Step by step assembly instructions

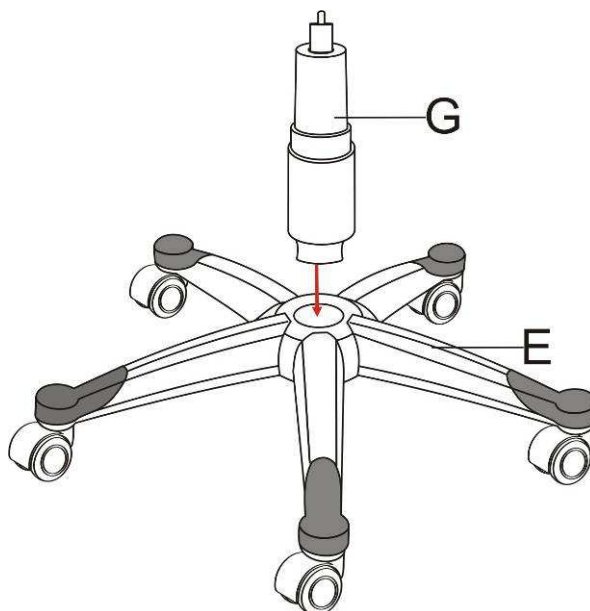
Step One

- I. Turn the base (E) upside down on a protective surface, press the casters (F) into the holes at the end of each leg.



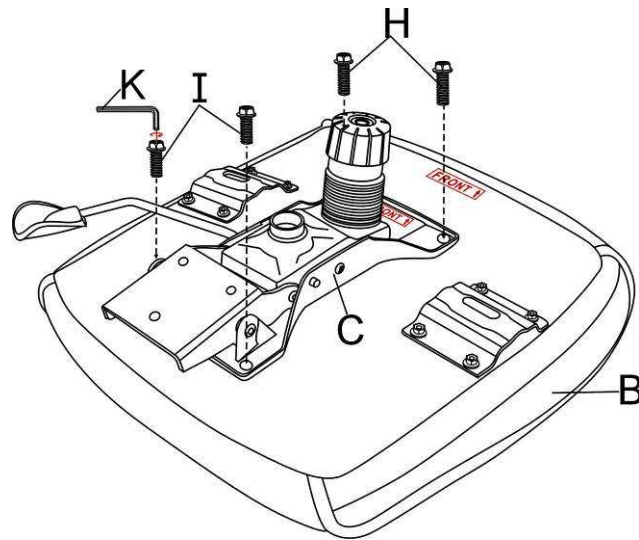
Step Two

- I. Turn the base (E) upright and insert the gas lift (G) into the center hole of the base (E), the gas lift cover should be in place over gas lift (G).



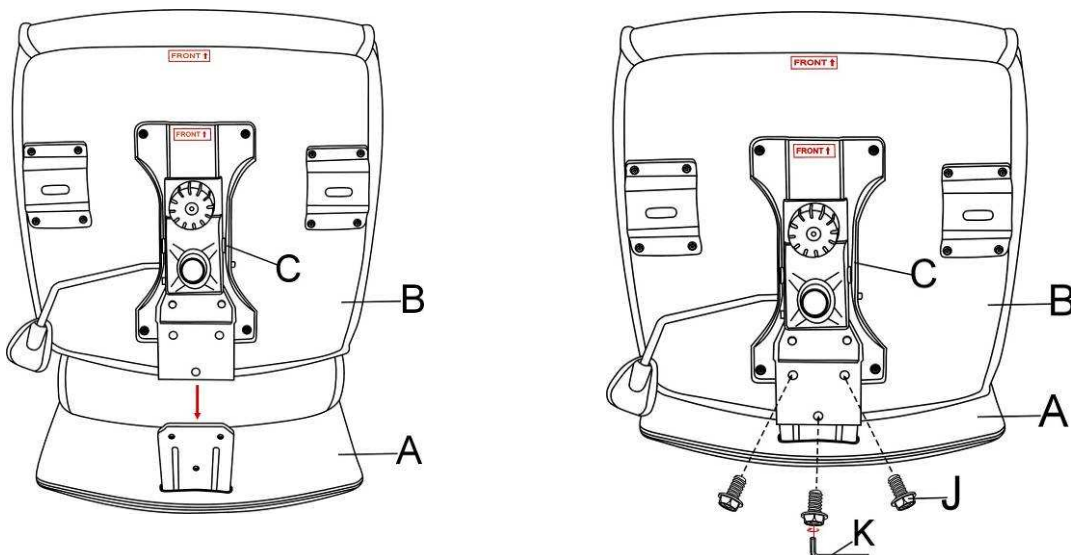
Step Three

- I. Place the seat plate (C) on the bottom of seat cushion (B), align the seat plate so the FRONT on the seat plate (C) matches the FRONT label on the bottom of seat cushion (B), insert the 1-1/4" screws (H) into the front holes of seat plate (C) and 1" screws (I) into the rear holes of seat plate (C), tighten the screws by using the Allen key (K).



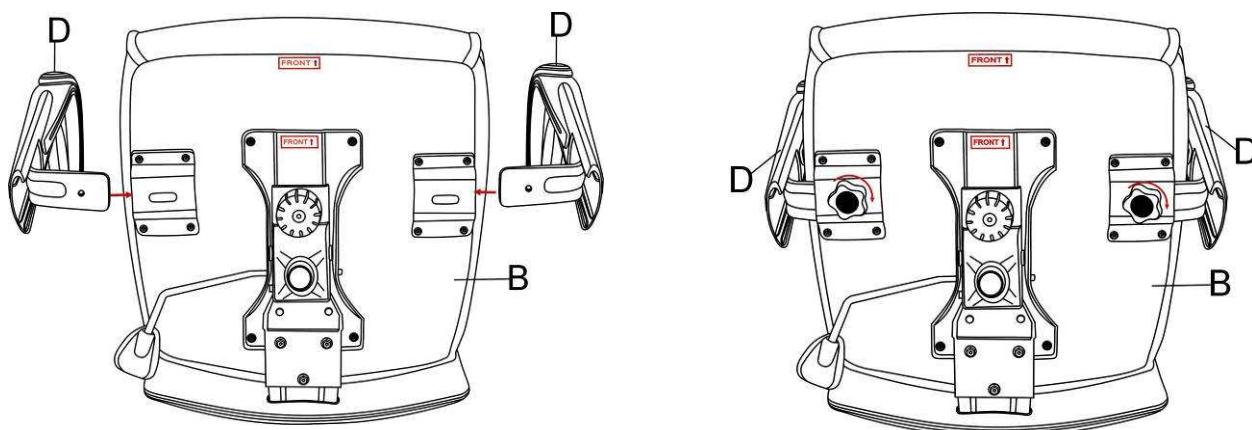
Step Four

- I. Place the back cushion (A) on a protective floor, put the seat cushion (B) with seat plate (C) on a right angle and insert the back support plate on back cushion (A) into the bracket of the seat plate (C), line up the holes on both back support plate and bracket of seat plate (C), secure with 5/8" screws (J) by using the Allen key (K).



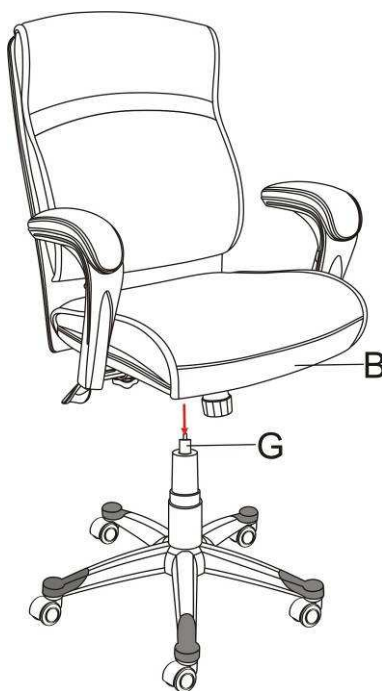
Step Five

- I. Take off the knobs from the arm brackets (D) first, then insert the arm bracket (D) into the sockets on the bottom of seat cushion (B), tighten by using the knobs.



Step Six

- I. Place the assembled chair on top of gas lift (G) and press down until fully engaged. The chair is now fully assembled.



Operating instructions

Chair Height Adjustment

While seated, lean forward and reach under the right side of the chair to find the handle. Lift the handle and raise your body up slightly to allow the chair to rise to the desired height. To lower the seat, lift the handle while applying more weight downward on the seat. The chair will descend until the handle is released or the chair reaches the bottom position.



Tilt Tension Adjustment

Reach under the front center of the chair, grasp the round knob and turn counter-clockwise to make the tilt mechanism firmer (stiffer). To make the tilt mechanism less firm, twist the knob clockwise until the desired resistance is found.



Tilt Lockout Operating

While seated, reach under the right side of the chair to find the height adjustment handle. Pull the handle all the way out (away from the gas lift) to allow the chair to tilt backwards. To lock the chair in the vertical position, sit upright and push the handle in towards the gas lift.



Arm Height Adjustment

Press the buttons on the arms to allow the arms to move up or down freely, release the buttons until the desired height is reached.



Arm Width Adjustment

1. Reach for the knobs underneath the arms located on the bottom of seat cushion; turn the knobs clockwise to loose the width adjustment features then turn the knobs counter-clockwise to tighten when you have reached your desired width.



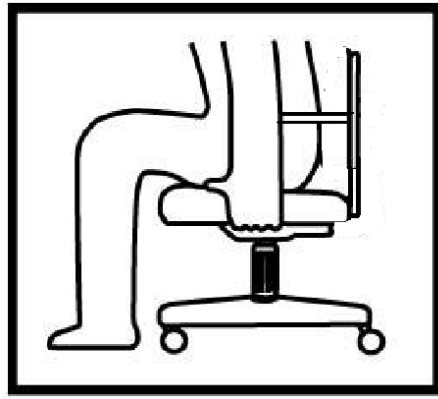
Care and Maintenance

- This chair is intended to be used in the office or home.
- If components are missing, broken or damaged, stop use of the product until repairs are made.
- Use only factory authorised components as replacements. (Please see contact details on page 1)
- Please use a damp cloth with washing up liquid or soft soap and leave it natural drying when cleaning chair surface.

Safety Instructions

WARNING: Failure to follow these warnings could result in injury!

- Sit on the chair to use the weight of the body to tighten the joint on the gas lift and the seat.
- Please note this is not a permanent fit due to the rise & fall and 360 degree turning action.
- Always take care and keep feet clear of base when moving / lifting this product.
- Check all bolts, screws and knobs every 90 days. Retighten if any are loose.
- Do not stand on chair or use as a step ladder as this may cause serious injury.
- Do not use the chair if any part appears damaged, broken or missing.
- Do not use the chair unless all components are correctly fitted and adjusted.
- The chair is designed for one person to use at a time.
- The chair has been tested and approved for users weighing up to 225 lbs (102kg).
- The chair is NOT recommended for use by individuals weighing more than 225 lbs (102kg).



PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE

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