

# ASSEMBLY INSTRUCTIONS

# EEI-4575,4576,4577

V1.07.01.21



## Questions? Contact us!

609.256.9000 • [cs@modway.com](mailto:cs@modway.com)  
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Read through all of the instructions before starting



Care instructions are listed in the last step of this manual



Approx. 30 minutes assembly time



Make sure you have all parts and components before discarding any packing materials



2 people recommended for assembly

**Only use hand tools to assemble this item.** Do not use power tools. Do not tighten bolts completely until all hardware is lined up and inserted into the holes.

Do not over-tighten bolts to avoid stripping the hardware or cracking the item.



Assemble your item on a flat, carpeted area, with plenty of space to work. This will prevent damage and scratches to your floors or the item while you're assembling the product.

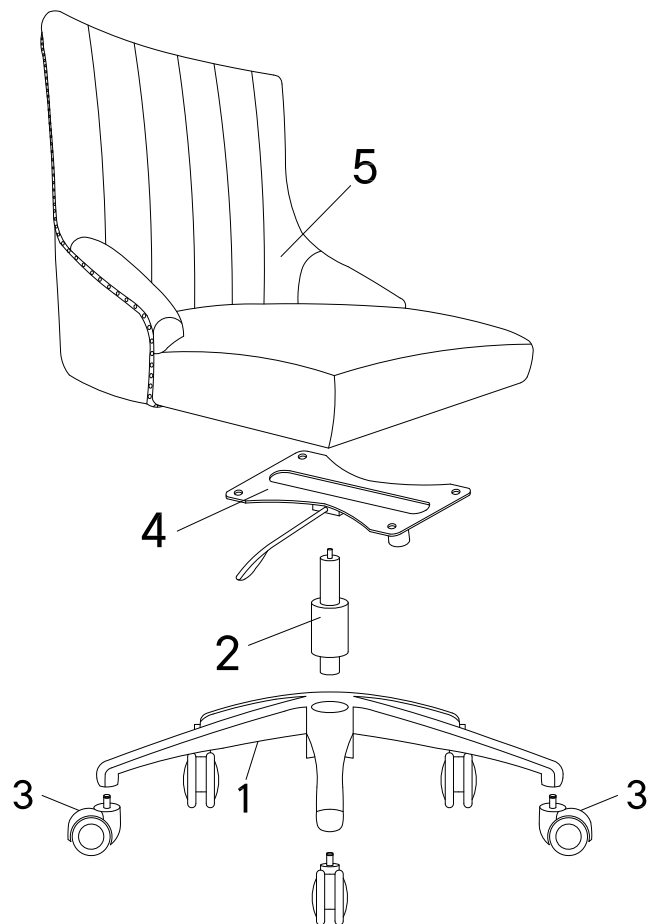
Keep all components and packaging out of reach of children or animals to avoid risk of choking or suffocation.

## Furniture components:

|   |                   |    |
|---|-------------------|----|
| 1 | Base              | x1 |
| 2 | Cylinder Column   | x1 |
| 3 | Castor            | x5 |
| 4 | Control Mechanism | x1 |
| 5 | Chair Body        | x1 |

## Provided hardware:

|   |   |                |    |
|---|---|----------------|----|
| A |  | Bolt M6 x 25mm | x4 |
| B |  | Allen Wrench   | x1 |



**Wait!**

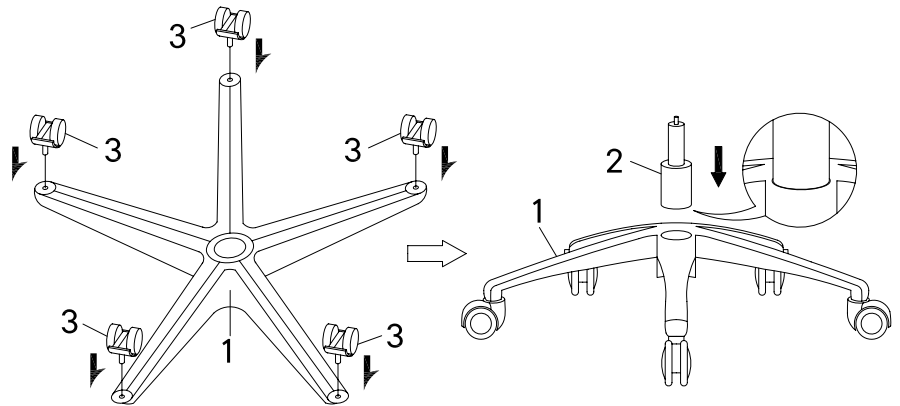
**Missing parts or hardware? Need assistance?**

Contact us before returning your item. We're here to help!  
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# Step 1

## COMPONENTS

|   |                 |    |
|---|-----------------|----|
| 1 | Base            | x1 |
| 2 | Cylinder Column | x1 |
| 3 | Castor          | x5 |



# Step 2

## HARDWARE

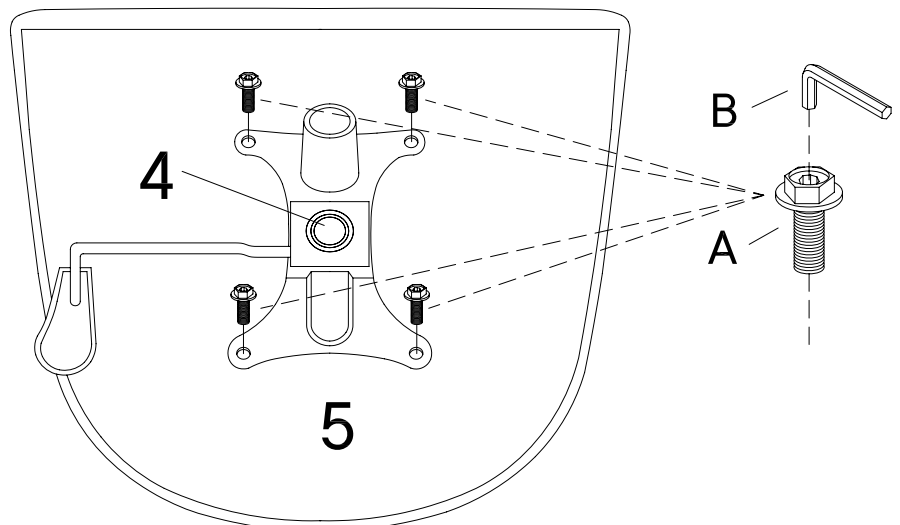
|   |                |    |
|---|----------------|----|
| A | Bolt M6 x 25mm | x4 |
|---|----------------|----|

## COMPONENTS

|   |                   |    |
|---|-------------------|----|
| 4 | Control Mechanism | x1 |
| 5 | Chair Body        | x1 |

## TOOLS

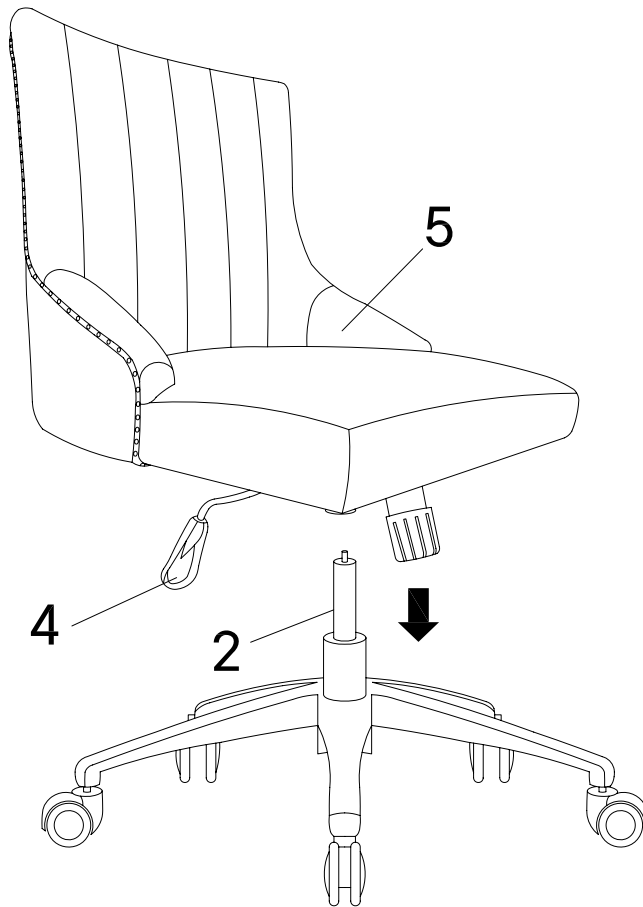
|   |              |    |
|---|--------------|----|
| B | Allen Wrench | x1 |
|---|--------------|----|



# Step 3

## COMPONENTS

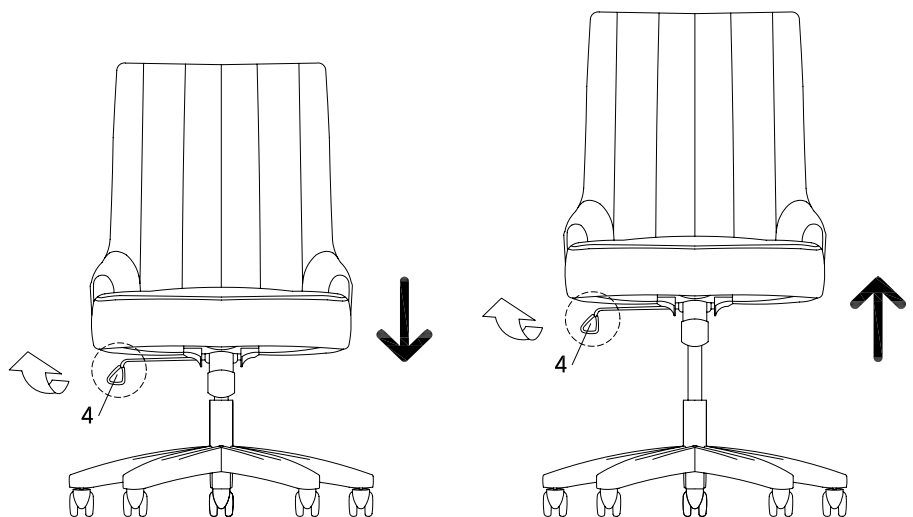
- 2 Cylinder Column x1
- 4 Control Mechanism x1
- 5 Chair Body x1



# Step 4

## COMPONENTS

- 4 Control Mechanism x1



PULL LEVER UP - SIT IN CHAIR TO LOWER THE SEAT.

PULL LEVER UP - LIFT WEIGHT OUT OF CHAIR TO RAISE THE SEAT HEIGHT.

# Great job!

Office chair assembly is complete and ready to enjoy.

## ♥ CARING FOR YOUR ITEM

Indoor use only.

Not contract grade.

Clean using a non-abrasive cloth and a mild cleaner.

Never use harsh chemicals, as they could damage the finish or integrity of the item.

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