






Beatrix Office Swivel Chair
TOV-H7231/TOV-H7232/
TOV-H7233/TOV-H7234

BEATRIX





ASSEMBLY INSTRUCTIONS



PARTS LIST

LABEL	PICTURE	DESCRIPTION	QTY
A		Chair Body	1
B		Chassis	1
C		Caster	5
D		Gas lift	1
E		Lever Mechanism	1

HARDWARE

LABEL	PICTURE	DESCRIPTION	QTY
F		Metal Gasket	4
G		Spring Washer	4
H		Screw (M6*30)	4
I		Wrench (M8)	1

BEFORE BEGINNING ASSEMBLY:



Read instructions cover to cover



Have two adults on hand for assembly



Do NOT assemble on flooring or carpet. Assemble on a clean non-marring surface (ex: packing foam)

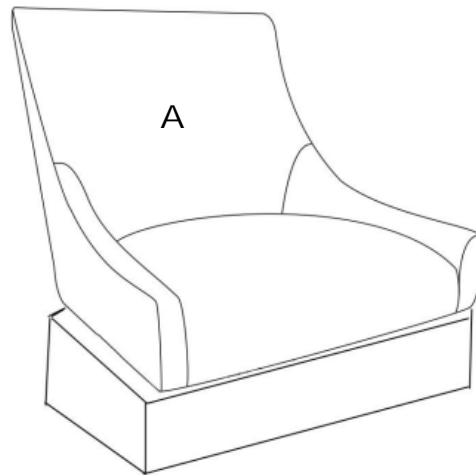


Save all packaging until assembly is completed

Need a part? Call TOV at 516-888-3355 or email service@tovfurniture.com

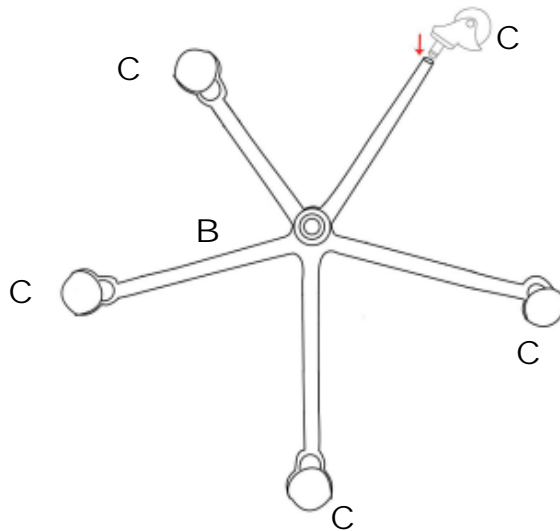
ASSEMBLY STEPS

STEP 1



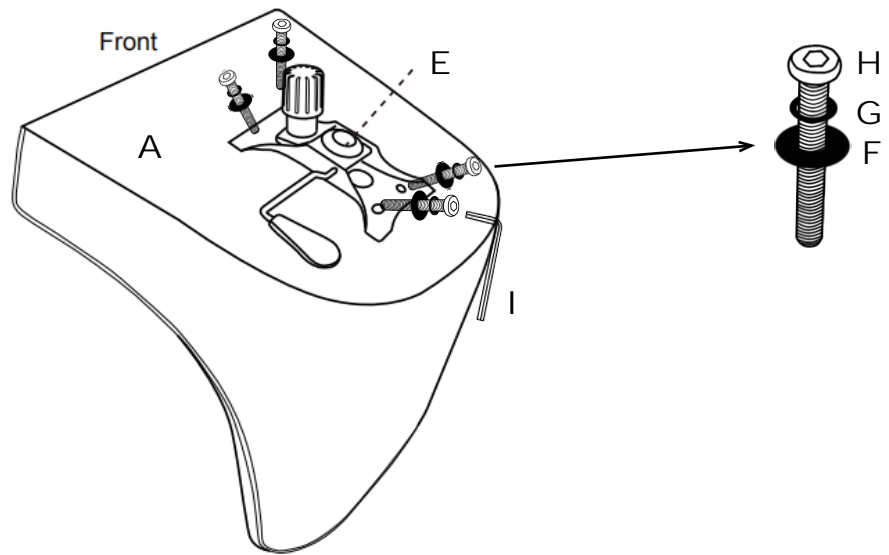
› Open the carton and remove the chair body, parts and hardware pack.

STEP 2



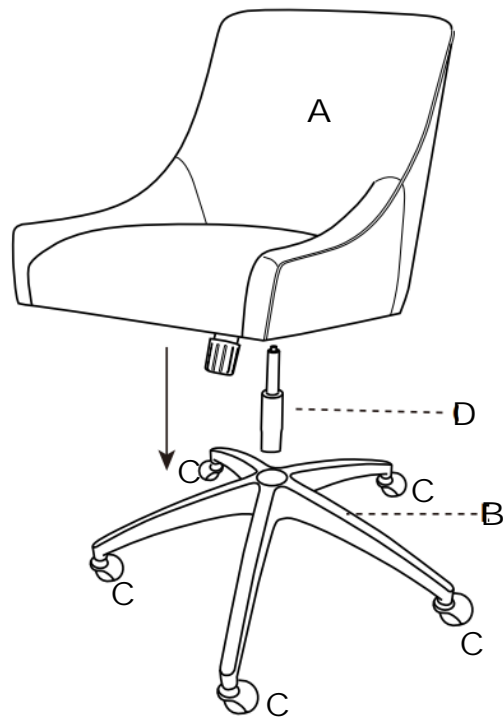
Attach the five Casters(C) to the Chassis as shown.

STEP 3



Connect the Lever Mechanism(E) to the Chair body (A) as shown.

STEP 4



Connect the Chair body (A) and the assembled base with the Gas lift (D) as shown. Assembly is complete.

CARE & MAINTENANCE



Do not put hot items directly on furniture surface.



Do not clean furniture with harsh cleansers or polish.



Dust and pick up spills using a clean, non-colored, lint-free cloth.



Stains may be removed with a mild soap solution and a damp cloth.



Do not place furniture under direct sunlight.



Do not place furniture near heating or cooling vents.



Do not write on furniture without a padded barrier to protect the surface.



Do not place furniture outside, for indoor use only.