

# J.BURROWS

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## ASSEMBLY INSTRUCTIONS MATRIX EXECUTIVE MEDIUM BACK CHAIR JBMATXMBBK



**Weight capacity: 160kgs**

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[www.officeworks.com.au](http://www.officeworks.com.au)

1CTN

For spare parts or hardware call (03) 9310 3011 or email [hardware@kyvas.com.au](mailto:hardware@kyvas.com.au)

# Important

## Estimated Assembly Time: 15min

### Assembly Video

- To view an assembly video, go to <https://www.officeworks.com.au>
- Search the product by item code or name:



- Click on the icon to watch the video.



(03) 9310 3011

### NOTE

- Please check you have all hardware before assembly.
- If you are missing any hardware, please contact Kyvas on (03) 9310 3011 or email [hardware@kyvas.com.au](mailto:hardware@kyvas.com.au)
- Please ensure you have the name of the item, required hardware part and quantity.
- Please retain your receipt as proof of purchase to validate your warranty.

### CAUTION

- Do not tighten screws before all screws are in the right place.
- Do not use this product unless all bolts, screws and knobs are firmly secured.
- Check that all bolts, screws and knobs are securely tightened at least every 4 months.

### WARNING

- If parts are missing, broken, damaged or worn stop using the product until all repairs are made using manufacturer authorised parts.
- Failure to follow these warnings could result in serious injury

### DANGER

- CHILDREN MUST BE SUPERVISED.

Officeworks Ltd. | 236-262 East Boundary Road | Bentleigh East VIC 3165 | AUSTRALIA

# PART LIST

A



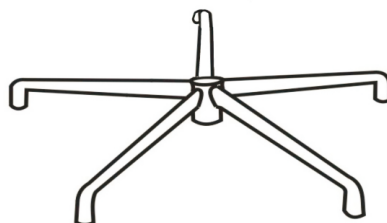
x1

B



x1

C



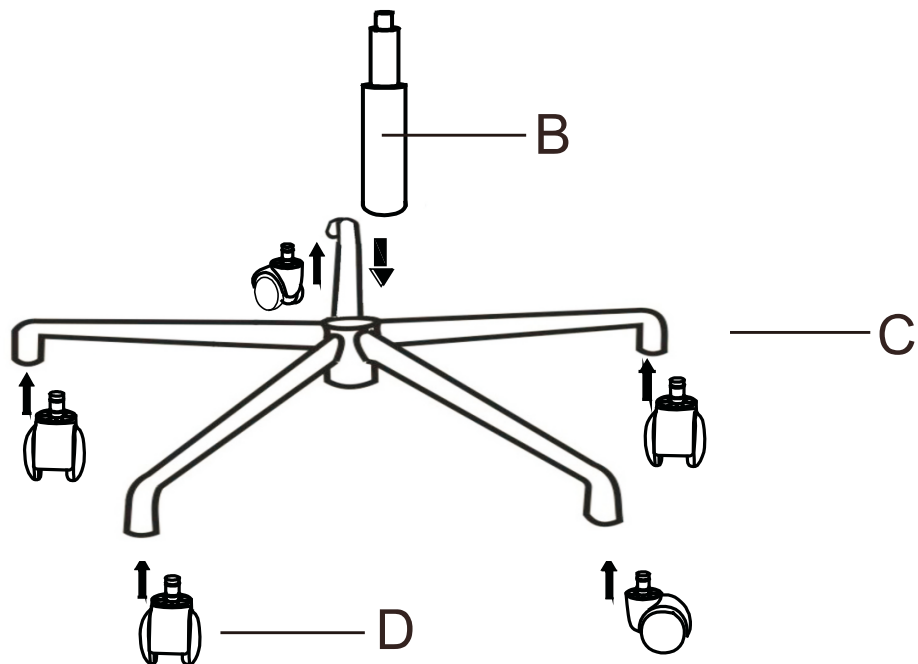
x1

D



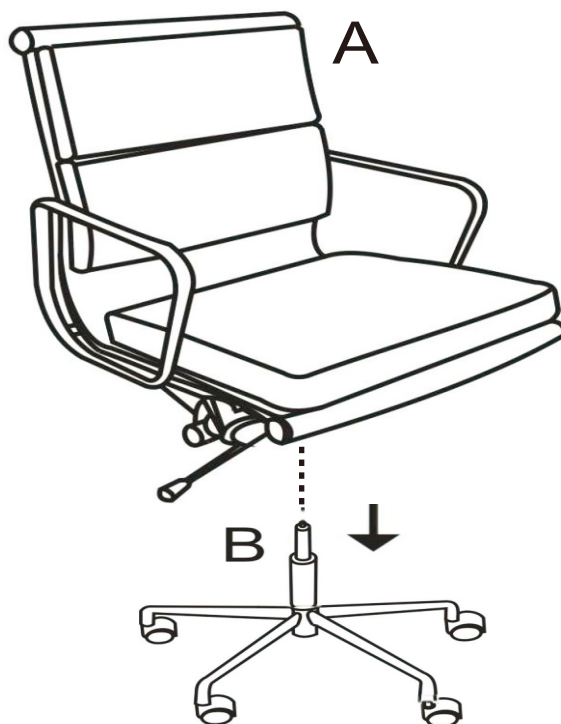
x5

## Step 1



Note: Turn the Star Base (C) upside down. Push the Castors (D) firmly into hole at the end of each leg. Turn the Star Base (C) upside and insert Gas Lift (B) into the center hole of Star Base (C).

## Step 2



Note: Place seat (A) on the Gas Lift (B). Push down firmly until connection is secure.

## Step 3



Your Matrix Executive Medium Back Chair is now complete and ready for use.

### Care Instructions

- Wipe with a damp cloth and mild soap. Wipe dry immediately with an absorbent dry cloth.
- Treat spills immediately with an absorbent cloth by blotting the spill.
- Do not use detergents, solvents or abrasive cleaners.
- Keep away and protect from direct sunlight and heat.
- Avoid contact with skin, in particular during high temperatures and humidity.
- Clean, check and tighten all parts regularly.
- Vacuum regularly.

Thank you for your purchase. Please retain your receipt to validate warranty.  
If you would like to know more about our furniture products, please visit [www.officeworks.com.au](http://www.officeworks.com.au)

# MATRIX EXECUTIVE MEDIUM BACK CHAIR

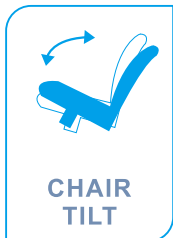
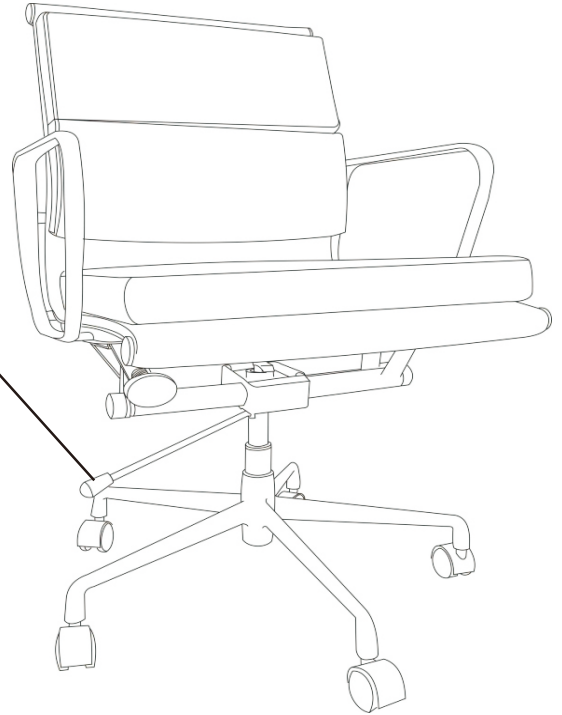
## Functionality



### \* Chair Height Adjustment ←

- To increase chair height pull lever upward while lifting body weight slightly off the seat.
- Release lever at desired height.
- To lower chair height sit fully into the chair and pull lever upward.
- Release lever at desired height.

Your feet should be resting flat on the floor.

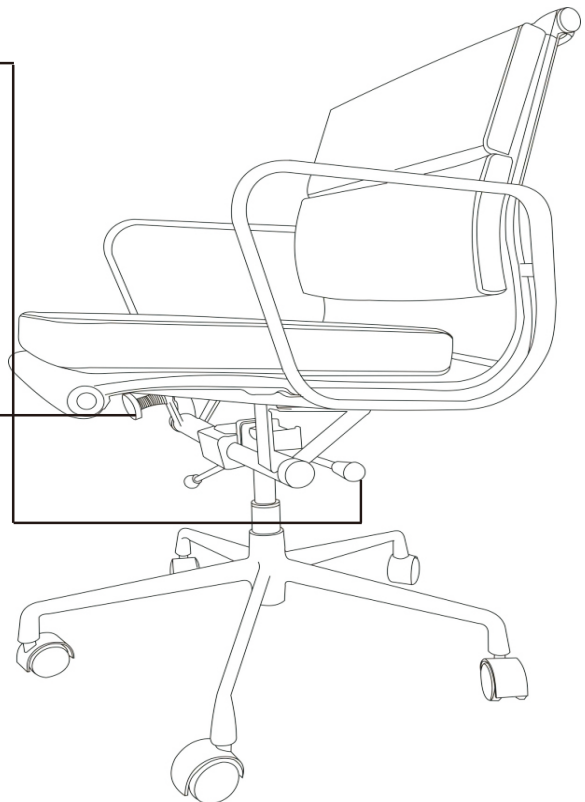


### \* Chair Tilt ←

- Pull lever out to unlock & allow chair to tilt back & forth
- Push lever to lock. Chair will have slight movement in locked position

### \* Adjustable Tilt Tension Control ←

- Turn continuously to adjust how quickly chair tilts back & forth.
- Note: if adjusting while sitting in chair:  
Turn knob left to tighten tension  
Turn knob right to loosen tension



## **Warranty 8 years**

### **Product Warranty – valid for Australian customers only**

Officeworks Ltd warrants that this product will be free from defects and work as intended for 8 years from the date of purchase by the original customer.

If the product has any defects or does not work as intended during the Warranty Period, Officeworks will, at its election and at its expense, repair or replace the product.

This warranty does not apply:

- to cosmetic damage;
- to damage caused by consumables used in connection with the product (such as cleaning products);
- where the product has not been used in accordance with all provided instructions;
- to damage arising from fair wear and tear;
- where the product has not been subject to reasonable use;
- where the product has been intentionally or negligently damaged; and/or
- if the customer has attempted to repair the product.

To make a claim under this warranty, please return your product with your receipt or proof of purchase to your nearest Officeworks store or contact 1300 633 423.

This warranty is provided in addition to any rights you may be entitled to under the Competitions & Consumer Act 2010.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

Thank you for your purchase. Please retain your receipt to validate warranty.

If you would like to know more about our furniture products, please visit [www.officeworks.com.au](http://www.officeworks.com.au)