

J.BURROWS

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ASSEMBLY INSTRUCTIONS WASHINGTON HIGH BACK CHAIR JBWASHCHBK



Weight capacity: 130kgs

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www.officeworks.com.au

1CTN

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

Important

Estimated Assembly Time: 30min

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.



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
- 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

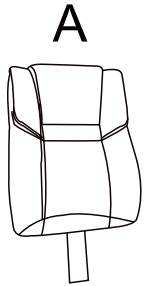
- If parts are missing, broken, damaged or worn stop using the product until all repairs are made using manufacturer authorised parts.
- Failure to follow these warnings could result in serious injury

DANGER

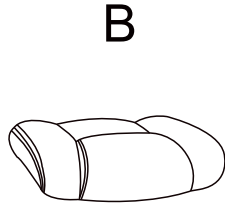
- CHILDREN MUST BE SUPERVISED.

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

PART LIST

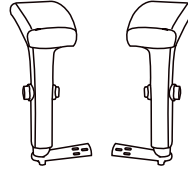


x1

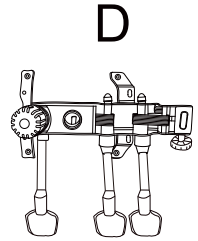


x1

C-L / C-R



x2



x1

E



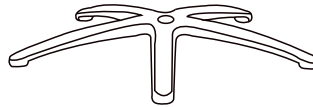
x1

F



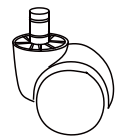
x1

G



x1

H



x5

HARDWARE LIST

I (1/4" x 7/8")



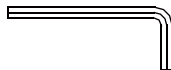
x4

J (1/4" x 1-1/8")



x6

K



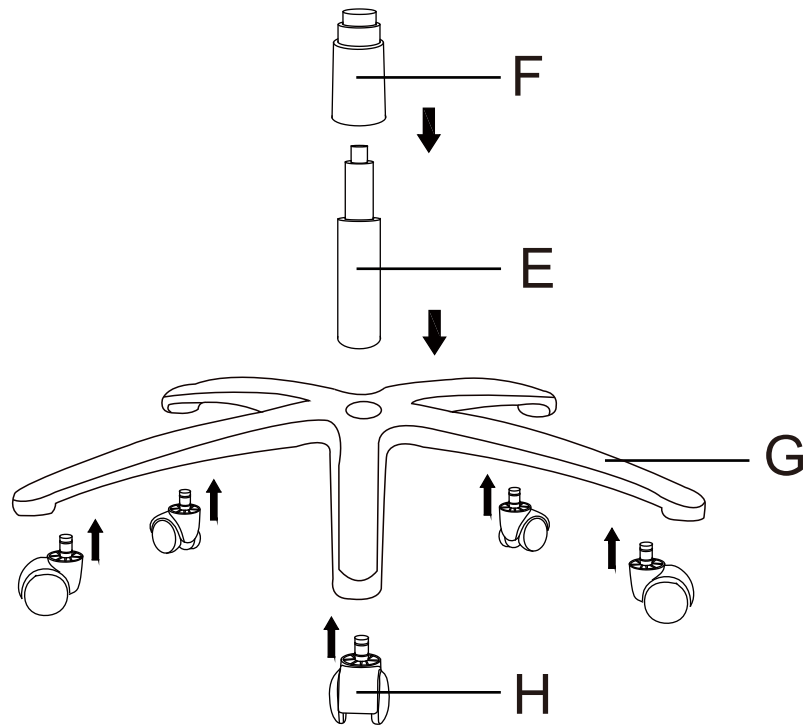
x1

L



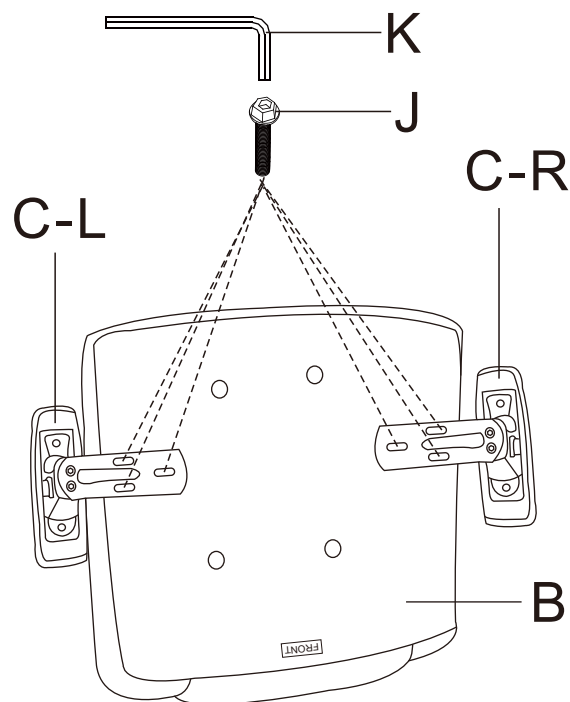
x1

Step 1



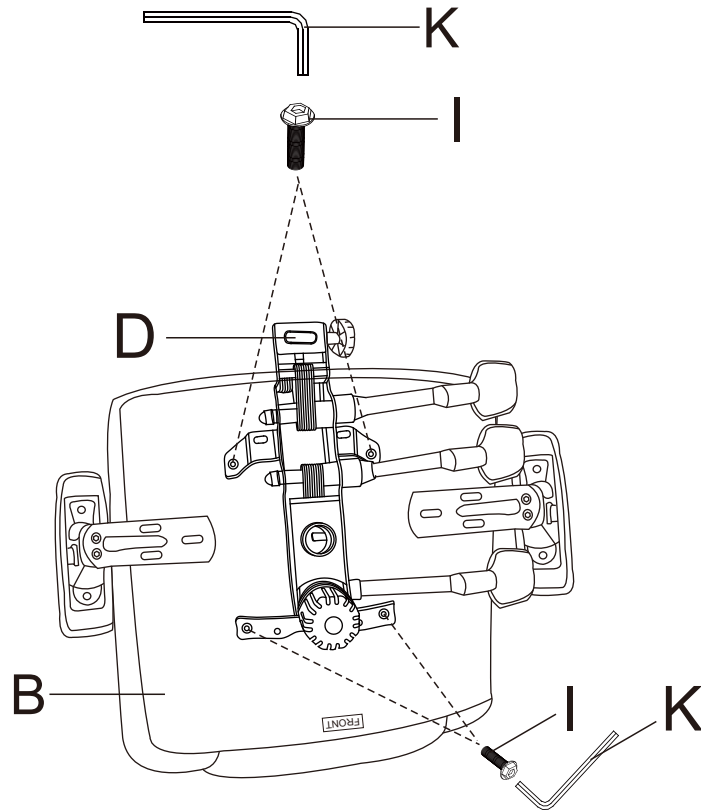
Note: Turn the Star Base (G) upside down. Push the Castors (H) firmly into hole at the end of each leg. Turn the Star Base (G) upside and insert Gas Lift (E) into the center hole of Star Base (G). Place cover (F) over the Gas Lift (E).

Step 2



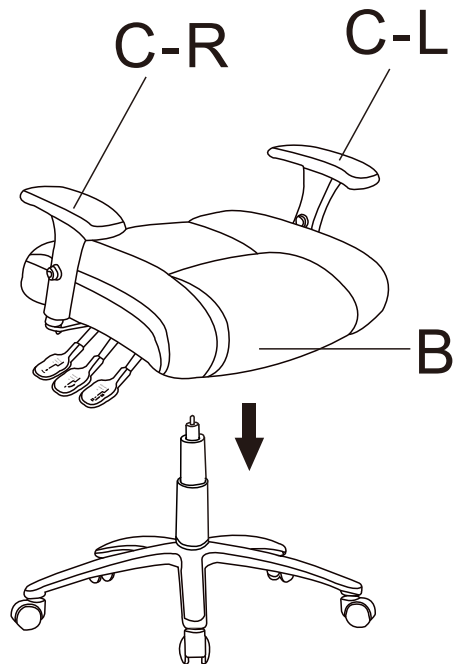
Note: Attach Armrests (C) to the Seat Cushion (B) using 6x Screws (J) with Allen Key (K). **Do not tighten Screws fully until you have completed assembly.**

Step 3



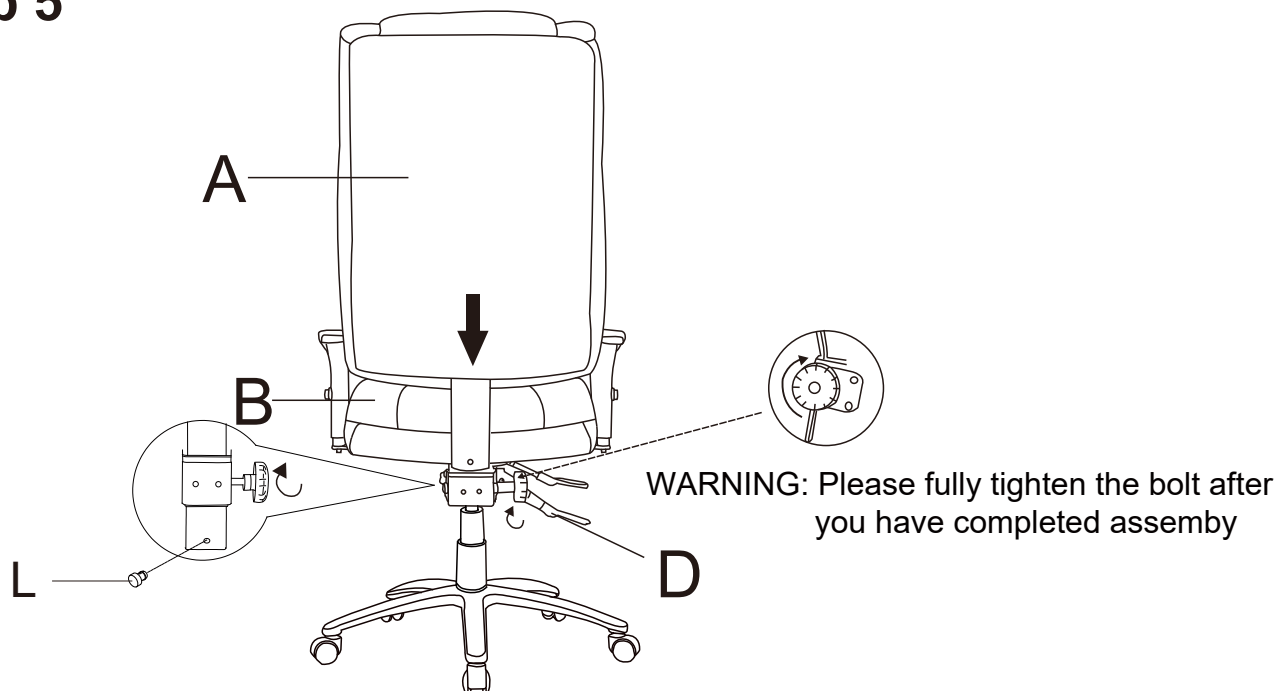
Note: Align the Seat Plate (D) so the FRONT of the Seat Plate matches the FRONT label on the bottom of the Seat Cushion (B). Tighten 4 x screws(I) with Allen Key (K).

Step 4



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

Step 5



Note: Align Back Cushion (A) with Seat Cushion (B) by GENTLY inserting back support plate into the rear hole of the Seat Plate (D) as shown and TIGHTEN by using the knob on the rear right side of the Seat Plate (D). Check to make sure the knob is loose before this step. Insert Plastic Stopper (L) into the back support plate as shown. Before using your Chair, ensure that all the Bolts are tightened fully for safety.

Step 6



Your Washington High Back Chair is now complete and ready for use.
IMPORTANT NOTE: Periodically check and re-tighten screws

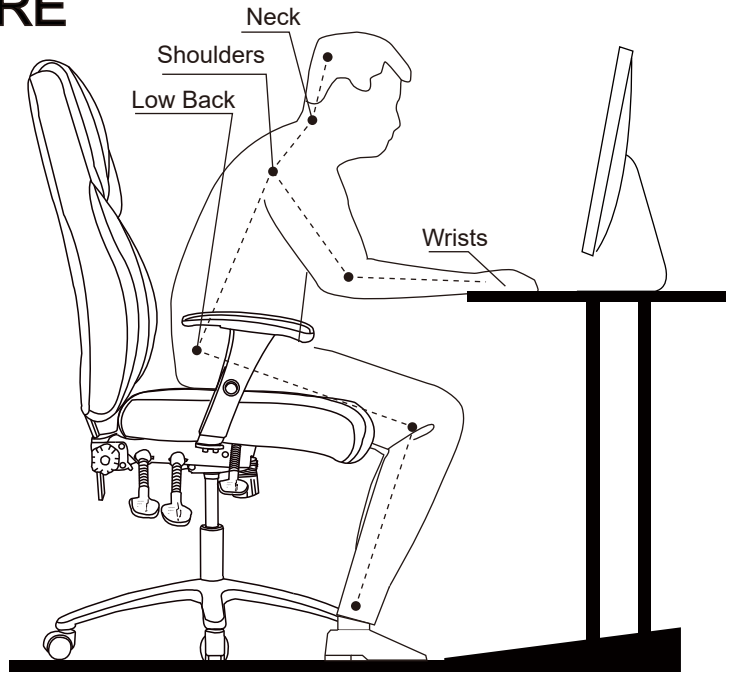
Care Instructions

- Vacuum regularly
- Wipe with a clean 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 parts 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

SETTING UP YOUR WORKSTATION

WRONG SITTING POSTURE



CORRECT SITTING POSTURE

COMPUTER WORKSTATION ERGONOMICS

MONITOR

Adjust distance and height: top of the monitor at eye-level and slightly tilted.

ARMS

Relax shoulders. Forearms parallel to the floor. Minimal bend at the wrist.

CHAIR

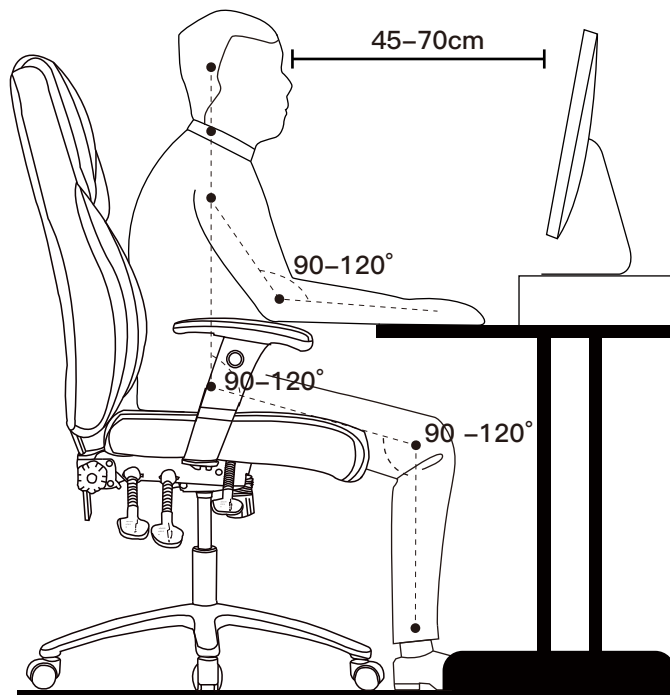
Your back should be straight and well supported.

LEGS

Thighs parallel to the floor.

FEET

Parallel to the floor. Use a footrest if necessary.



TAKE
BREAKS
EVERY 25
MINS

The human body is not designed to do repetitive tasks or maintain a posture for extended periods of time. However, in most workplace situations this is hard to avoid.

Not maintaining correct posture or taking regular breaks can contribute to common conditions such as headaches, neck pain, back pain/stiffness and wrist and forearm pain. This is not the fault of the product.

To help support your body at your workstation and minimise pain and strain please refer to the above diagram.

HOW TO USE YOUR CHAIR

The functions described below will help you to achieve optimal work posture and comfort.



1 Seat Tilt

Sitting in the chair adjust the seat angle so that the seat is horizontal or inclined slightly forward. This is to achieve an angle greater than 90° at the hips & knees.

- Sitting in the chair pull lever up. Move your body forward/back to tilt the seat.
- Lock the position by pushing the lever down.



2 Gas-Lift Height

Adjust the seat height so your feet are resting flat on the floor. If your feet do not reach the floor you will need to use a footrest (sold separately). Your lower legs should form a 90° angle with the floor for good circulation.

Thighs should also be parallel to the floor.

- To adjust 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.



3 Back Tilt

Back tilt is used in combination with the seat tilt to achieve good posture. Adjust the backrest to allow firm comfortable support of the back.

- Sitting in the chair pull lever up. Move your upper body forward/back to a comfortable position.
- When comfortable lock the position by pushing the lever down.

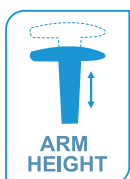


4 Back Height

For optimal support raise or lower the backrest so that the lumbar support fits snugly against the curve of the lower back.

The backrest may initially be tight to lower and raise. This is normal and a standard factory setting.

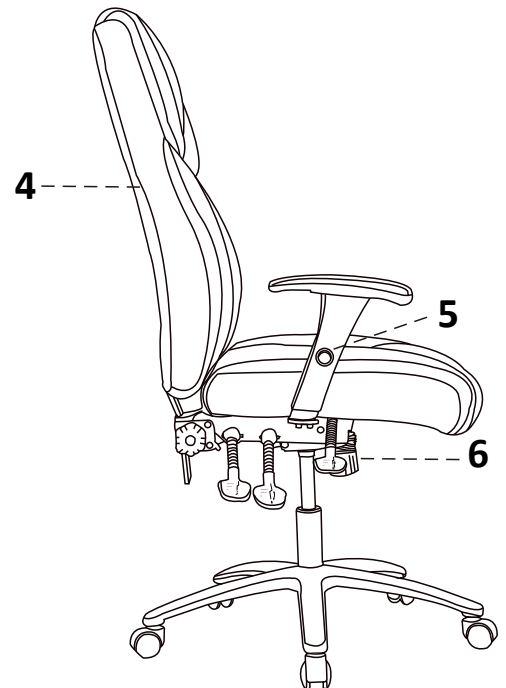
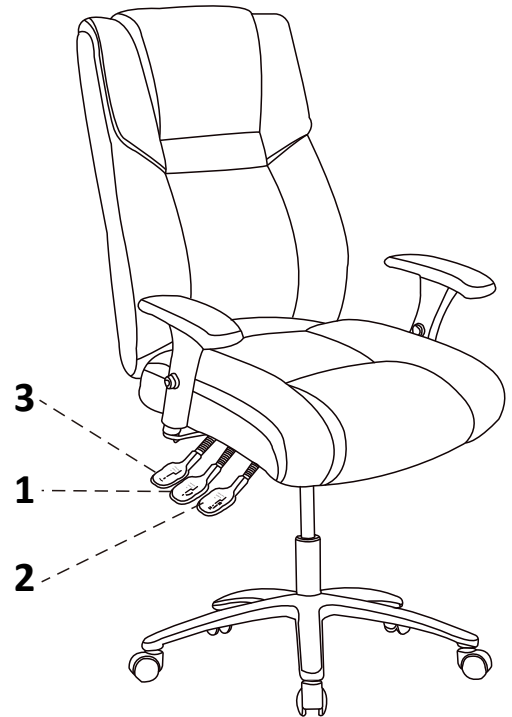
- To achieve smooth operation raise and lower the backrest multiple times before using the chair.
- Adjust the back height up and down by pulling up the back using the supporting bar with both your hands.
- To set the backrest to lowest position pull backrest up as far as it will go with both hands and then push down until it stops.
- The backrest has 9 x levels of height adjustment that can be heard by a clicking sound at each level as the back rest is being pulled upwards. To set the backrest at one of these levels pull the backrest from the supporting bar gently with both hands and stop at the desired height.
- To set the backrest to its highest position gently pull upward with both hands and stop as you hear the 9th click.



5 Arm Height

Armrests provide forearm support and help the user when lowering into and rising from the chair. Forearms should rest comfortably on the armrests, with shoulders relaxed.

- Pull lever up whilst moving the arm up or down. Release lever at desired height.



6 Adjustable Tilt Tension Control

The tilt tension is preset at the factory and should not require adjustment. However, if you find the chair too stiff or moves too freely when tilting use the below guide to achieve the desired outcome.

- 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