Assembly/Operating Instructions
IMPORTANT: Read these instructions carefully before beginning assembly. Failure to follow these instructions may result in serious injury.

Carefully unpack all parts and identify them with the parts list before attempting to assemble the chair.

Remove all cardboard and plastic covering from chair parts. Please examine all packing material before discarding it.
## PARTS LIST

Refer to figure 1

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>BACK</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>SEAT</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>ARMS</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>BASE</td>
<td>1</td>
</tr>
<tr>
<td>E</td>
<td>PNEUMATIC CYLINDER</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>CASTERS</td>
<td>5</td>
</tr>
<tr>
<td>G</td>
<td>MECHANISM</td>
<td>1</td>
</tr>
<tr>
<td>H</td>
<td>HEADREST</td>
<td>1</td>
</tr>
<tr>
<td>J</td>
<td>SPLIT WASHERS</td>
<td>8</td>
</tr>
<tr>
<td>K</td>
<td>WASHERS(M6<em>18</em>1MM)</td>
<td>8</td>
</tr>
<tr>
<td>L</td>
<td>SCREWS(M6*30MM)</td>
<td>2</td>
</tr>
<tr>
<td>M</td>
<td>SCREWS(M6*40MM)</td>
<td>4</td>
</tr>
<tr>
<td>N</td>
<td>HEX KEY (M5)</td>
<td>1</td>
</tr>
<tr>
<td>O</td>
<td>HEX KEY (M3)</td>
<td>1</td>
</tr>
<tr>
<td>P</td>
<td>SCREWS(M6*35MM)</td>
<td>2</td>
</tr>
<tr>
<td>Q</td>
<td>PP WASHERS (5MM)</td>
<td>2</td>
</tr>
</tbody>
</table>

Figure 1
**Note**: Assembly video
Please visit: [https://youtu.be/NPzwGJUAgYY](https://youtu.be/NPzwGJUAgYY)

**Step 1**

- Press the casters into the holes on the legs as shown.
- Insert the gas lift with cover into the base as shown.

**Step 2**

- Loosely attach the armrests to the seat, twist the hand wheel tightly as shown.
Step 3

- Put PP Washers (Q) on the seat (B).
- Put the mechanism (G) on the seat (B). Using the supplied screws (P), split washers (J), washers (K) and the supplied hex key (N) tighten the front of the mechanism to the seat.
- Using the screws (L) 30, split washers (J), washers (K) tighten the behind of the mechanism to the seat as shown.
Step 4

- Insert back bracket into the slot at the back of the mechanism.
- Loosely attach the back bracket to the mechanism using 4 screws (M), 4 split washers (J) and 4 washers (K).
- Do not fully tighten until all screws have been hand tightened. Make sure the back is square to the seat. THEN TIGHTEN ALL SCREWS SECURELY using the supplied hex key (N) as shown.
Step 5

- Fetch the screws from the headrest.
- Place the headrest (H) assembly on the Back (A) as shown.
- Loosely attach the headrest (H) to the back using the hex key (O), tighten 2 screws securely attaching the headrest to the back as shown.
Step 6

- Align the central hole of the seat plate over the gas lift.
- Press down until the connection is secure.
To Adjust the Seat Height

- To raise your seat, lean forward to lift your body weight from the seat, then pull up the control handle.
- To lower the seat, pull up the control handle while you’re seated.
To Perform Tilt / Tilt Lock
To Adjust the Tilt Tension

- To unlock the tilt, pull the control handle all the way out.
- Push the control handle in to lock the tilt function
- Rotate the tension knob clockwise to tighten or counter clockwise to loosen the tension.
To Adjust the Armrest

Simply squeeze the release levers at the outside edges of the arm pads to activate these controls. Release levers when the most comfortable position is achieved.

To Adjust the Headrest

Rotate headrest (F) as desired. The headrest angle will adjust with motion of head. Squeeze the release lever at the outside edges of the headrest pads to activate the control. Release lever when the most comfortable position is achieved.
Cleaning and Maintenance

- Periodically clean the seat cover using a vacuum cleaner. Use the correct attachment for vacuuming upholstery. Select the setting for upholstery at the low suction.
- Use a dry cloth to remove dirt.
- If required, use a slightly damp cloth to clean soiled areas, then wipe dry with a dry cloth.
- Occasionally, thoroughly wipe the frame with a slightly damp cloth. Then dry the frame using a dry cloth.
- Do not use strong cleaning agents or abrasives.

Specifications

Weight 19.25 kg / 42.44 lbs
Feedback

Love it? Hate it?
Let us know with a customer review.

Thank you for your recent purchase of our LONGEM product. We hope you will be pleased with both the product and service you received. If not, please give our helpful customer service team an opportunity to improve your experience right away; our team members are more than happy to help.

Meanwhile, we also welcome you to past a Product Review so that others can benefit from your experience. As a growing business, we know how scarce time can be, so we especially appreciate your time and input.

To submit your review, please follow the steps below:
① Log into your account on Amazon.com, click “Your Account,” and then click “Your Orders”.
② Click on the specific LONGEM product you purchased, and select the “Create your own review” button in the middle of the page.
③ Now past an informative review or even shoot a video to make your experience more visible—it’s that easy!

We’re always looking for ways to improve, so that thanks again for your business, support, and feedback.

Warm Regards,
LONGEM Customer Support