OfficeSource FURNITURE

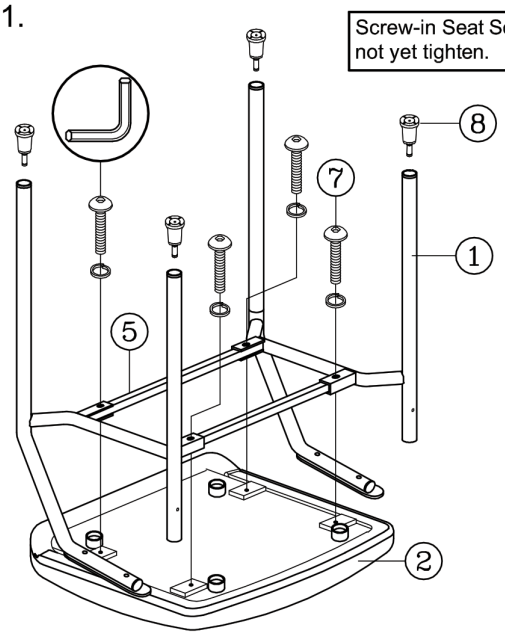
ASSEMBLY INSTRUCTIONS
MODEL NO. 3204TG

PARTS LIST
REMOVE ALL ITEMS FROM THE CARTON. VERIFY ALL PIECES BEFORE ASSEMBLY.

KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION	KEY	QTY	DESCRIPTION
1	2	Sled Base	4	1	Plastic Backrest	7	4	Seat Screw (Longer) + Washer
2	1	Seat Cushion	5	2	Steel Bar			
3	1	Seat Plastic Cover	6	2	Backrest Screw (Short)	8	4	Glide

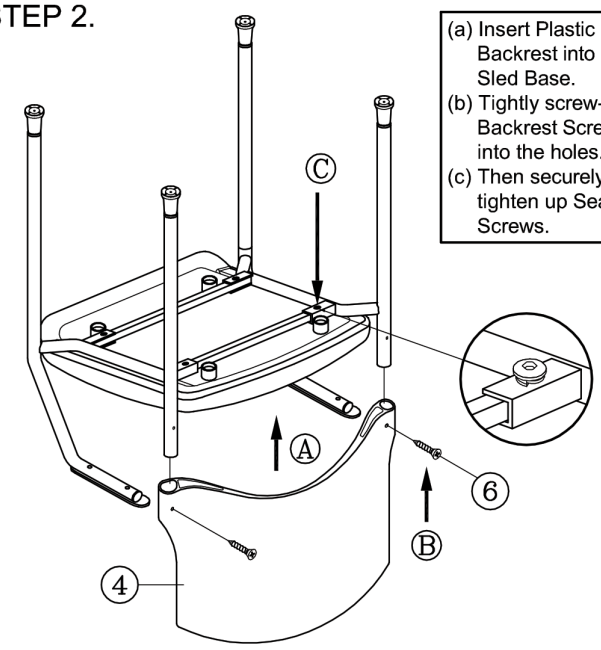
STEP 1.

Screw-in Seat Screws not yet tighten.

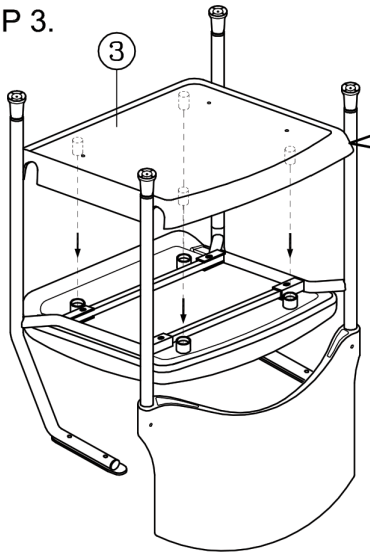


STEP 2.

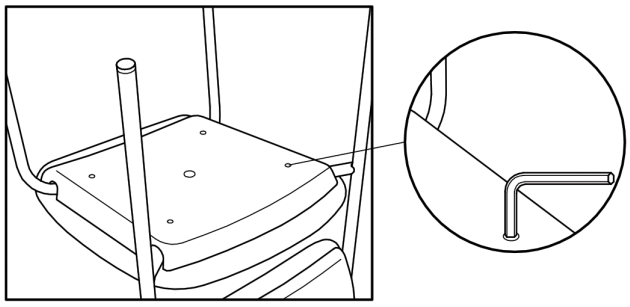
(a) Insert Plastic Backrest into Sled Base.
(b) Tightly screw-in Backrest Screw into the holes.
(c) Then securely tighten up Seat Screws.



STEP 3.



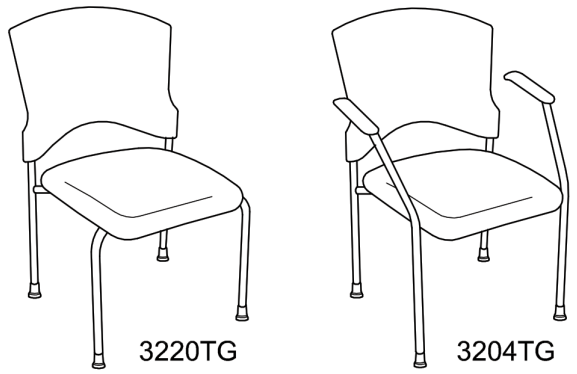
Push hard until you hear the click sound in which the plastic bar is lock in.



PREVENTIVE MAINTENANCE AND WARNING !

- From time to time , check to make sure screws are securely tightened.

◊ Holes on PP shell are for convenient checking.



PREVENTIVE MAINTENANCE AND WARNING!

- USE THIS PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.
- DO NOT USE THIS CHAIR AS A STEP STOOL / LADDER.
- DO NOT SIT ON ANY PART OF THE CHAIR EXCEPT THE SEAT.
- DO NOT USE CHAIR ON UNEVEN FLOOR SURFACES.
- DO NOT USE CHAIR UNLESS ALL BOLTS, SCREWS AND KNOBS ARE TIGHTENED.
- **EVERY SIX MONTHS, PLEASE MAKE SURE ALL BOLTS, SCREWS AND KNOBS ARE FULLY TIGHTENED TO ENSURE STABILITY.**
- IF ANY PARTS ARE MISSING, BROKEN, DAMAGED OR WORN, STOP USE OF THE PRODUCT UNTIL REPAIRS ARE MADE USING FACTORY AUTHORIZED PARTS.
- DISPOSE OF PACKAGING PROPERLY. PLASTIC BAG IS NOT A TOY. DO NOT USE PLASTIC BAG AS HEAD COVERING - IT MAY CAUSE SUFFOCATION.
- FAILURE TO FOLLOW THESE WARNINGS COULD RESULT IN SERIOUS INJURY.
- NOTE:SOME SCREWS MAY BE PREASSEMBLED. IF PREASSEMBLED, IGNORE ASSEMBLY INSTRUCTIONS.