

Flintan Office Chair Assembly Instructions

Before You Start

Some of the assembly items are fragile. If assembling on a hard surface, we advise placing something soft and durable, such as a rug or blanket, on the ground before you begin.

If you get stuck at any point during assembly, you can call Ikea Canada's customer service team for free at **1-866-866-4532**.

Items included:

- 11x 20mm hex bolts
- 10x 12mm screws
- 1x Hex key.
- 5x Castors
- 5x Legs
- 1x Leg base
- 1x Spindle
- 1x Seat
- 1x Seat adjuster
- 1x Back rest
- 1x Bracket

Assembling Your Flintan

Step 1. Turn the chair legs and leg base upside down. Slide the hollow end of each chair leg onto the protruding arms of the leg base.

Step 2. Insert a 12mm screw (**smaller with a flat head**) into each of the two holes at the end of the chair leg, where it attaches to the leg base. Tighten with the hex key until secure.

Step 3. Ensuring that the castor is lined up straight, insert it into the chair leg by pushing it firmly into the circular slot located at the end of the chair leg, away from the leg base. You will hear a "click" when the castor is in place. Repeat this for each chair leg. Flip the legs when finished so that the castors rest on the ground.

Step 4. Remove the rubber safety-cap from the spindle and place in a recycling bin.

Step 5. Insert the spindle into the leg base. You will hear a "click" when the spindle is in place.

Step 6. With the seat and seat adjuster upside down, line the seat adjusters four holes up with the four holes in the seat, ensuring that the lever is parallel with the flat edge of the seat and pointing to the right.

Step 7. Insert one 20mm hex bolt (**longer with hexagonal head**) through each hole. Tighten with the hex key until secure.

Step 8. Line up the four holes in the bracket with the four holes in the backrest, ensuring that the end of the bracket with three holes is facing away from the backrest. Insert one 20mm hex bolt through each hole. Tighten with the hex key until secure.

Step 9. Place the unfastened end of the bracket into the slot on the seat adjuster to line up the three holes on each piece. Insert one 20mm hex bolt through each hole. Tighten with the hex key until secure.

Step 10. Turn the attached backrest and seat the right way up. Insert the spindle into the hole in the centre of the seat. You will hear a “click” when the seat is in place. You have now assembled your Flintan!

Warnings and Additional Information

Only trained personnel may replace or repair seat adjustment components.

Safety castors will brake automatically when no one is sitting in the chair, meaning it won't roll away when you stand up.

To adjust the height of the chair, push the lever on the seat tilt adjuster up. If you put weight on the chair while holding the lever, the height will be lowered. If you remove weight from the chair while holding the lever, the height will be raised.

To adjust the tilt of the backrest, pull the lever out to the right. Putting weight on the backrest will move it away from the seat. Removing weight from the backrest will move it closer to the seat. When you are happy with the tilt level of the chair, push the lever back into place to lock the backrest in place.

To wash the seat cover, locate the Velcro straps on the underside of the cover and detach them. Follow the washing instructions on the label attached to the seat cover.