

# Leny

## High Back Office Chair

Assembly & Care Instructions



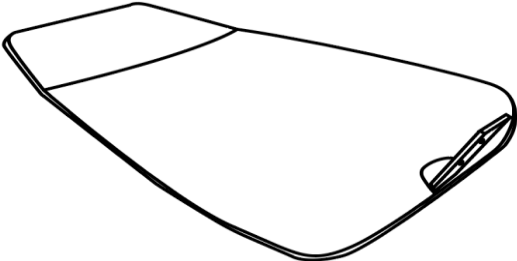
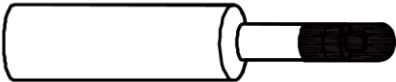
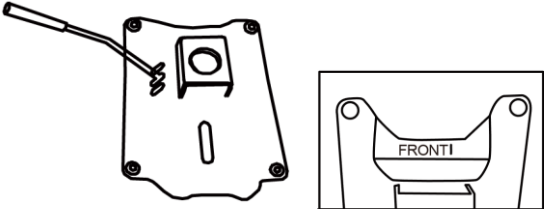
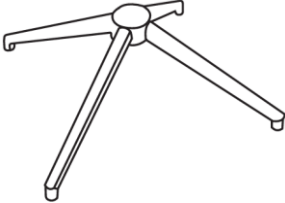
1. Check you have received all parts listed on the component and hardware pages and the correct quantity of each. Beware that sometimes parts are packaged within the product so not immediately visible after opening. Please check the assembly section for more details. If anything is missing, stop assembling the product and contact our customer service team.
2. Check all parts are intact and undamaged. Any issues, stop assembling the product and contact our customer service team.

Safety advice.

Dear Customer

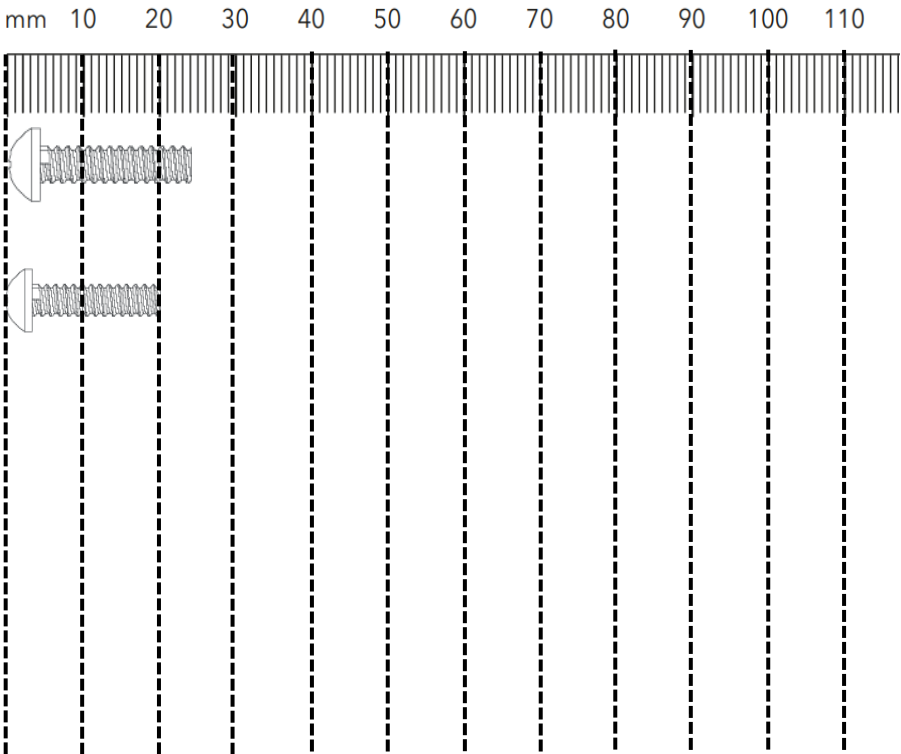
- **IMPORTANT** - The first step you need to take is to ensure your safety! Please take the time to read and understand these instructions before assembling the product.
- Please keep these instructions for future reference.
- This item is intended for indoor use only - unless otherwise specified. Avoid exposure to humid conditions.
- Assembly to be carried out by a competent adult only.
- During assembly children should be kept away from the product due to possible risk of injury. The product may contain small parts that could also cause choking if swallowed.
- Products can be dangerous if incorrectly installed or assembled. Assembly should be carried out by a competent person and instructions followed. No liability will be accepted for damage or injury caused by incorrectly installed or assembled products.
- Never use an electric drill to assemble a product, as this can cause damage to parts.
- Regularly check all fastenings to ensure that they are properly tightened.
- Restrain children from climbing or playing on or around the product. Always consider where products are positioned to ensure children cannot get access to long cords or windows.
- Some products will be supplied with anti - tip kits which should always be used to secure the product to the wall and prevent tipping.
- Keep all plastic wrapping materials away from babies and children to avoid danger of suffocation.
- Ensure that all packaging is disposed of carefully and responsibly. Please recycle where possible.
- Once items are part or fully assembled, they are not returnable unless faulty.

| Max weight limit                                                                    | No. of people to assemble                                                           | Assembly difficulty                                                                 | Time to assemble                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |
| 110 KG                                                                              | 1 recommended                                                                       | Easy                                                                                | <30 minutes                                                                           |

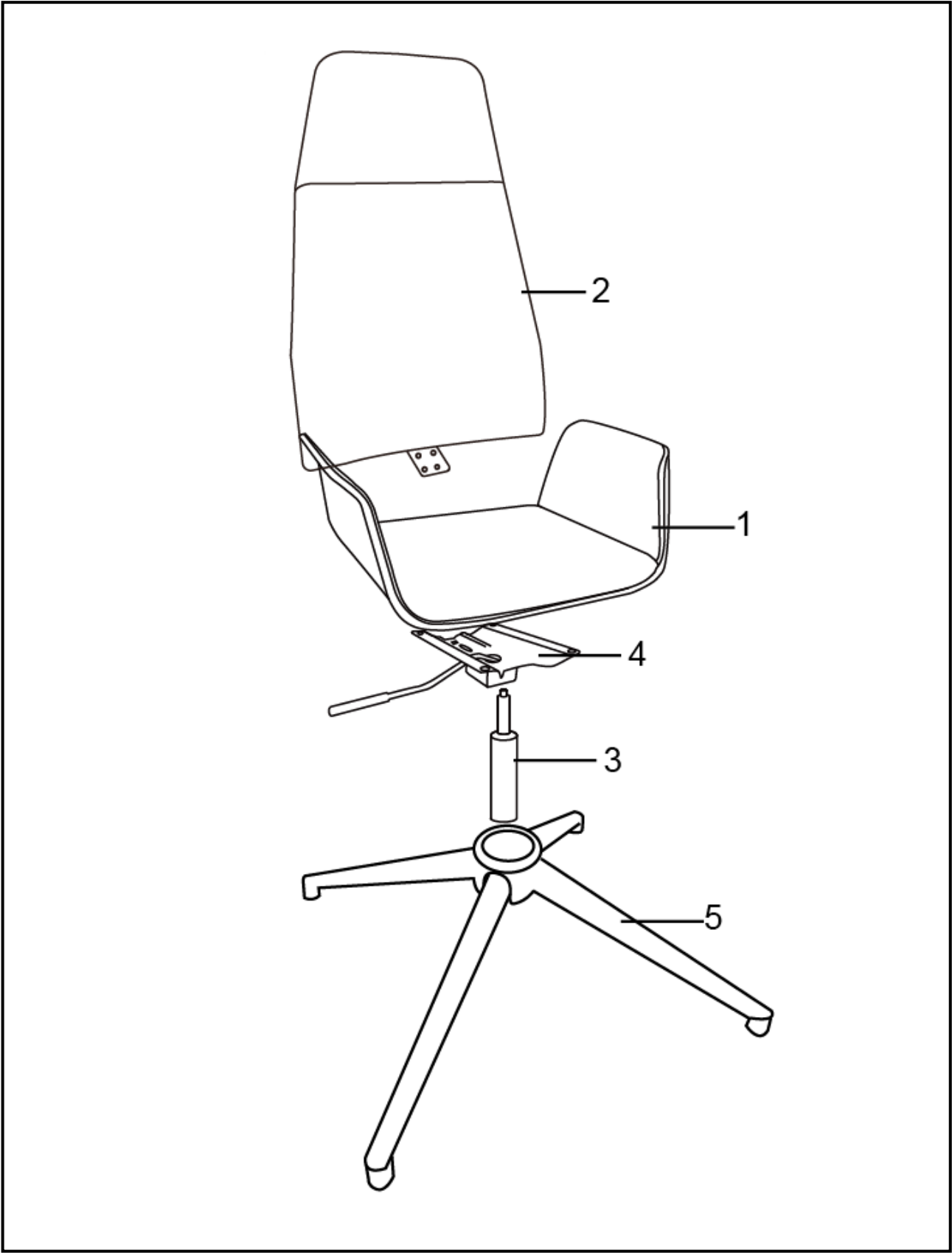
| Ref | Part                | Visual                                                                               | Qty |
|-----|---------------------|--------------------------------------------------------------------------------------|-----|
| 1   | Seat                |    | 1   |
| 2   | Backrest            |    | 1   |
| 3   | Gaslift             |   | 1   |
| 4   | Seat Mounting Plate |  | 1   |
| 5   | Base                |  | 1   |

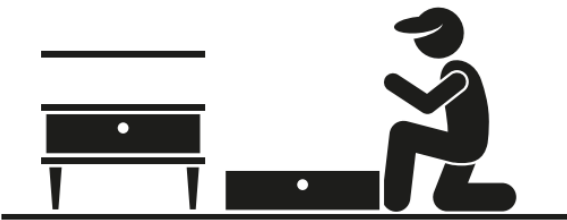
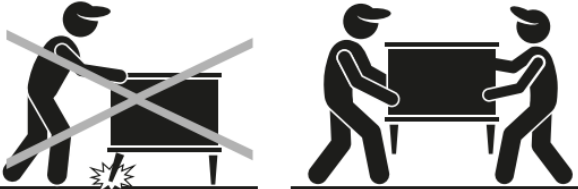
Hardware supplied.

| Ref | Hardware & dimension (mm) | Qty |
|-----|---------------------------|-----|
| A   | Bolt<br>M6*25MM           | 4   |
| B   | Bolt<br>M6*20MM           | 4   |

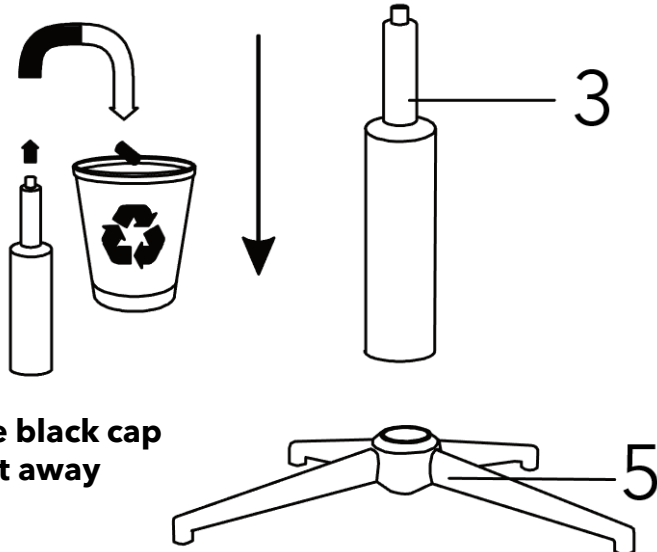


| Ref | Visual | Qty |
|-----|--------|-----|
| C   |        | 8   |
| D   |        | 8   |
| G   | <br>M6 | 1   |



|                                                                                   |                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>ALWAYS</b> lay each panel down on a clean and level area, ideally in the room of intended use, ensuring there is enough room to maneuver around the item.</p> |
|   | <p><b>NEVER</b> pull furniture into place as this causes damage to the internal structure and feet fixings. Always lift to move.</p>                                |
|   | <p><b>NEVER</b> flip your upholstery allowing corners to hit the floor as structural damage can be caused. Always turn gently.</p>                                  |

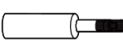
1



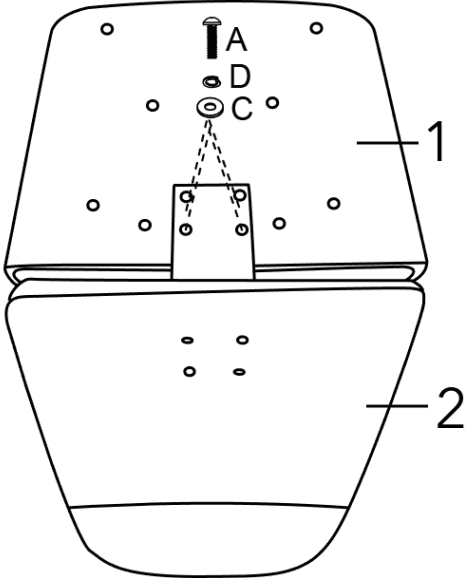
Remove the black cap and throw it away

3x 1

5x 1



2



1x 1

2x 1

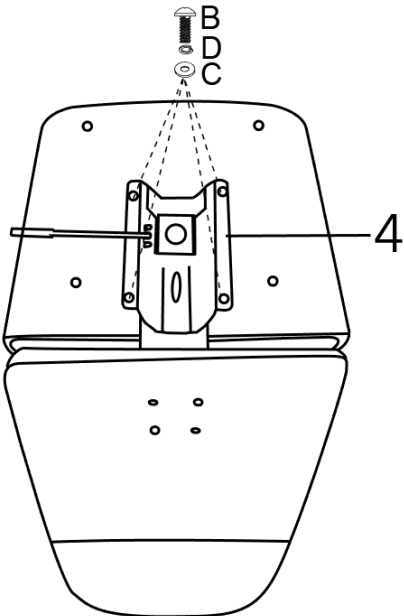
Ax 4

Cx 4

Dx 4

Gx 1

3



4x 1

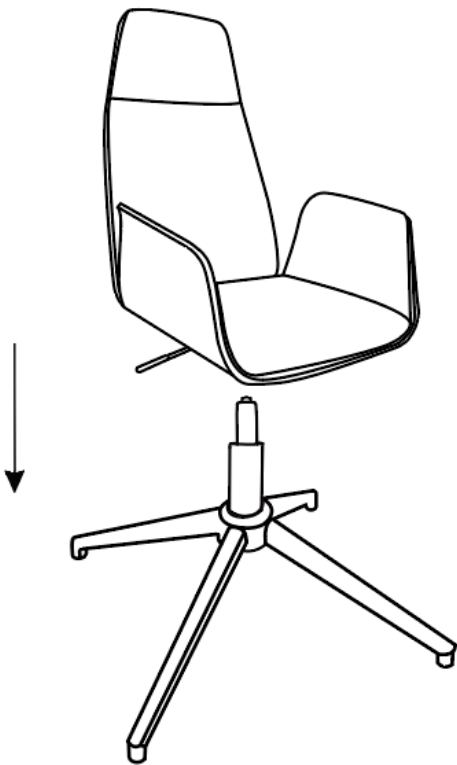
Bx 4

Cx 4

Dx 4

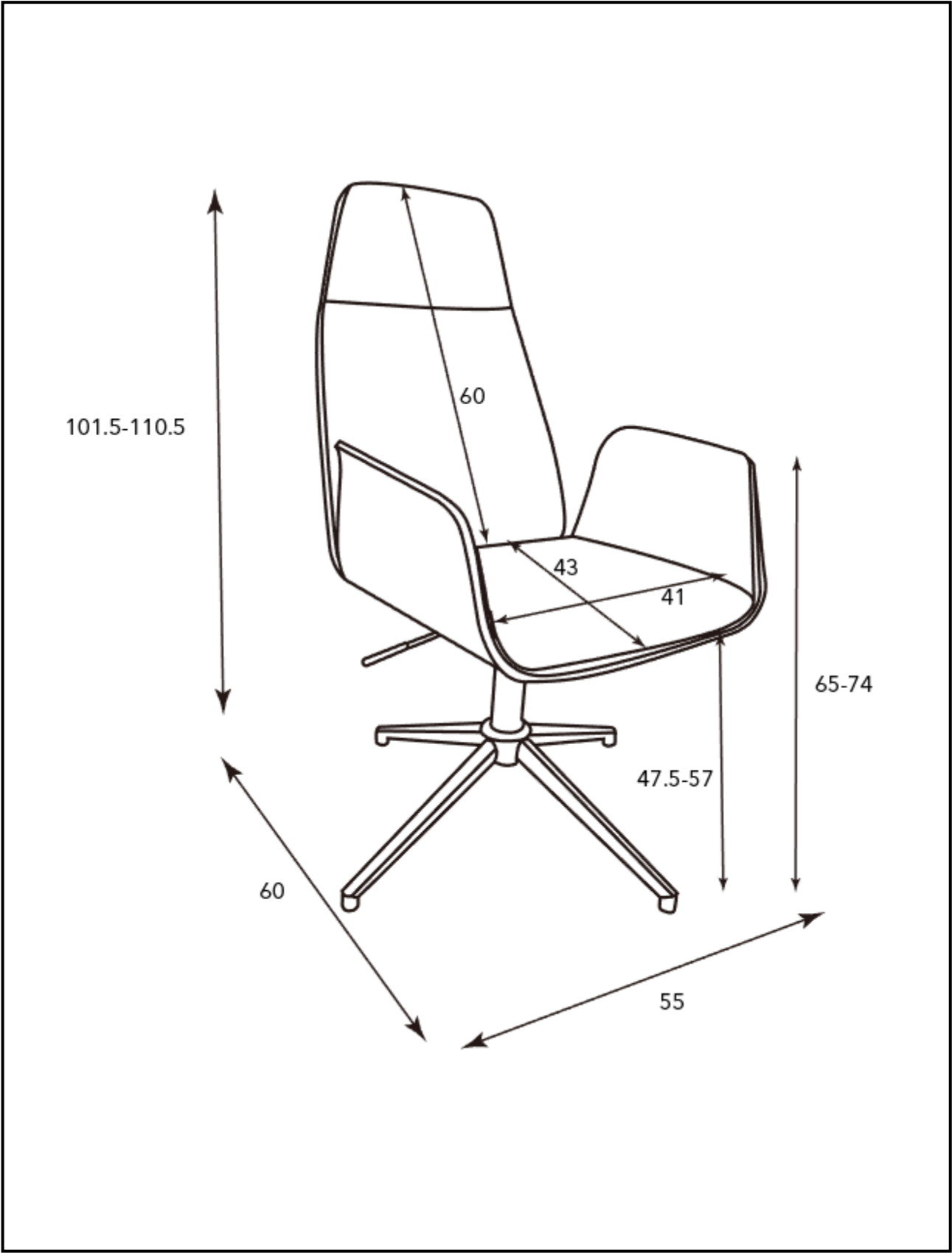
Gx 1

4



5





## General Care

- **DO** from time-to-time check that there are no loose screws or bolts, and the frame is stable. Stop using the product if still unstable after all screws and bolts are tightened.
- **DO** minimise surface fabrics from fuzzing or pilling with use by following our cushion care advice. De-bobble if necessary.
- **DO** keep out of direct sunlight as discolouration, fading and fabric deterioration can occur.
- **DO** avoid using in sunny conservatories or rooms with direct sunlight as discolouration, fading and fabric deterioration can occur.
- **DO** position 30cm away from heat sources, such as radiators, to prevent fading or marks.
- **DO** restrain children and pets from climbing, jumping or clawing at upholstery.
- **DO** consider the colour choice of your soft furnishings (dark-coloured scatters on light coloured upholstery) to avoid colour transfer. Be aware that dye transfer from clothing, such as denim, can be permanent.
- **DO** ensure that the plastic or felt protectors are securely fitted and in place when furniture is on a wooden or laminate floor.
- **DO NOT** use in excessively cold, hot or humid rooms as structural and fabric damage can occur.
- **DO NOT** place hot items such as cups, laptops or hot water bottles directly onto upholstery as permanent marks may occur.
- **DO NOT** allow household chemicals such as baby wipes, fake tan, cleaning solutions and skin lotions contacting the surface fabric as these can cause damage and stains.
- **DO NOT** allow sharp items such as toys, buckles or jewellery contacting the surface fabric as these can snag, pull or tear them.
- **NEVER** pull or cut fabric threads that have been snagged. Always thread them back into the fabric.
- **NEVER** drag furniture as this can weaken the frame and feet fixings. Always lift to move.
- **NEVER** sit on furniture arms as irreversible structural damage can be caused.
- **NEVER** rock backwards on two legs of chairs, as this will weaken the joints.

## General Cleaning

- **DO** vacuum and brush weekly with a soft brush, as dust and dirt build up will accelerate wear and dull colours.
- **DO** address spills and stains immediately to avoid them settling into the fabric fibres. Blot or soak up spills with a dry soft colourfast cloth.
- **DO** use specialist upholstery cleaners and always follow the manufacturer's instructions. Spot test on a hidden area before using. We recommend using a professional cleaning service for cleaning your furniture in situ for the best results.
- **DO NOT** soak or allow the fabric to become wet.
- **NEVER** rub, scrub or use washing up liquid, detergents or bleach on stains as this could damage the fabric and cause discolouration.
- **NEVER** wash or dry clean covers, including cushion covers provided with upholstery items, as this can affect the fire-resistant and other added coatings the fabric has been treated with. It can also impact the long-term performance of the fabric and result in colour change or premature fading.

## Timber Care

- **DO** periodically check feet and re-tighten if required.
- **DO** clean timber using a damp cloth and mild detergent.
- **DO NOT** use bleach or abrasive cleaners on timber components such as feet or arms.
- **DO NOT** place directly in front of heat sources such as radiators or fires as this can cause cracking or warping over time which can weaken the frame of your upholstery item.
- Timber is affected by temperature and humidity. Un-lacquered timber feet can discolour in strong direct sunlight, so avoid.
- **NEVER** place upholstery items with wooden legs/ feet on a damp floor or use outside.

- Uneven floors could give the impression that doors are out of alignment or that the furniture is wobbly. Be aware of this and compensate, if necessary, by adjusting the hinges or packing a corner to level the item. Please refer to the assembly instructions and adjust accordingly.
- If your furniture becomes stained, scratched, chipped or suffers other damage, we recommend professional help is sought to restore it. Please contact our customer services line for recommended agents.
- **DO** move items such as ornaments or coasters around periodically to allow the colour to mellow evenly.
- **DO** use mats and coasters to protect the surface from heat, liquids, or items that may cause scratches.
- **DO** ensure plastic or felt feet protectors are securely fitted into place on the feet and legs to avoid scratches.
- **DO** check fittings and fixings from time-to-time and tighten when necessary. Stop using the product if still unstable after all screws and bolts are tightened.
- **DO NOT** drag your furniture when moving it as this can damage joints. Always lift furniture into place.

### Foil Care

- **DO** avoid water or other liquids contacting scratches or chips as this can cause the surface to bubble and lift.
- **DO** only clean using a damp cloth and mild detergent. Aim to dust weekly with a soft, lint-free cloth or duster to prevent any build up of dirt.
- **DO** remove any spills immediately to avoid staining.
- **DO NOT** place directly in front of heat sources such as radiators or fires as timber can be affected by temperature and humidity which may cause cracking and warping.
- **DO NOT** in direct sunlight, as this will cause the colour to change quickly.
- **DO NOT** use bleach or abrasive cleaners.
- **DO NOT** use too much water when cleaning, the cloth should just be slightly damp.
- **DO NOT** use abrasive polish or silicon-based polishes as these can affect the finish over time.

### Marble Care

- As a soft stone, marble can be susceptible to chips, cracks, scratches, and discoloration, so it's important to care for it properly.
- **DO** clean with a damp cloth using warm water or a specialist marble cleaner, then buff to dry.
- **DO** remember that marble surfaces are porous, so it's crucial to remove spillages immediately to avoid stains, and we recommend using coasters and place mats to protect against heat and moisture.
- **DO NOT** use abrasive or acidic cleaners, chemicals and regular furniture polishes on marble as they can cause damage.
- **DO NOT** let acidic substances come directly into contact with the marble, for example lemon juice.
- **DO NOT** use marble surfaces as a chopping board or work top and do not place heavy weights on it.
- **DO NOT** sit or stand on a marble surface.

### Timber Care

- Timber is a natural material and each piece is individual.
- Colour may mellow over time and new items can vary in shade from items that you have purchased previously.
- **DO** only clean using a damp cloth and mild detergent. Aim to dust weekly with a soft, lint-free cloth or duster to prevent any build up of dirt.
- **DO** ensure the polish you are using is correct for your product and finish.
- **DO** avoid getting furniture wet when mopping floors. Always move out of the way when possible.
- **DO** patch test polishes or cleaning products on a small discreet area before applying across the whole unit.
- **DO** remove any spills immediately to avoid staining.
- **DO NOT** place directly in front of heat sources such as radiators or fires as timber can be affected by temperature and humidity which may cause cracking and warping.
- **DO NOT** place timber product in direct sunlight, as this will cause the colour to change quickly.
- **DO NOT** use bleach or abrasive cleaners.
- **DO NOT** use abrasive polish or silicon-based polishes as these can affect the finish over time.

If you have any issues with this product, you can call our Customer Service team on:  
**0345 165 6565** Monday to Friday **9am to 5:00pm.**

Alternatively, you can contact our team by Live Chat on: **Dunelm.com**  
**Monday to Friday 8am - 8:30pm**  
**Saturdays 8am - 5:30pm**  
**Sundays and bank holidays 9am - 4:30pm.**



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