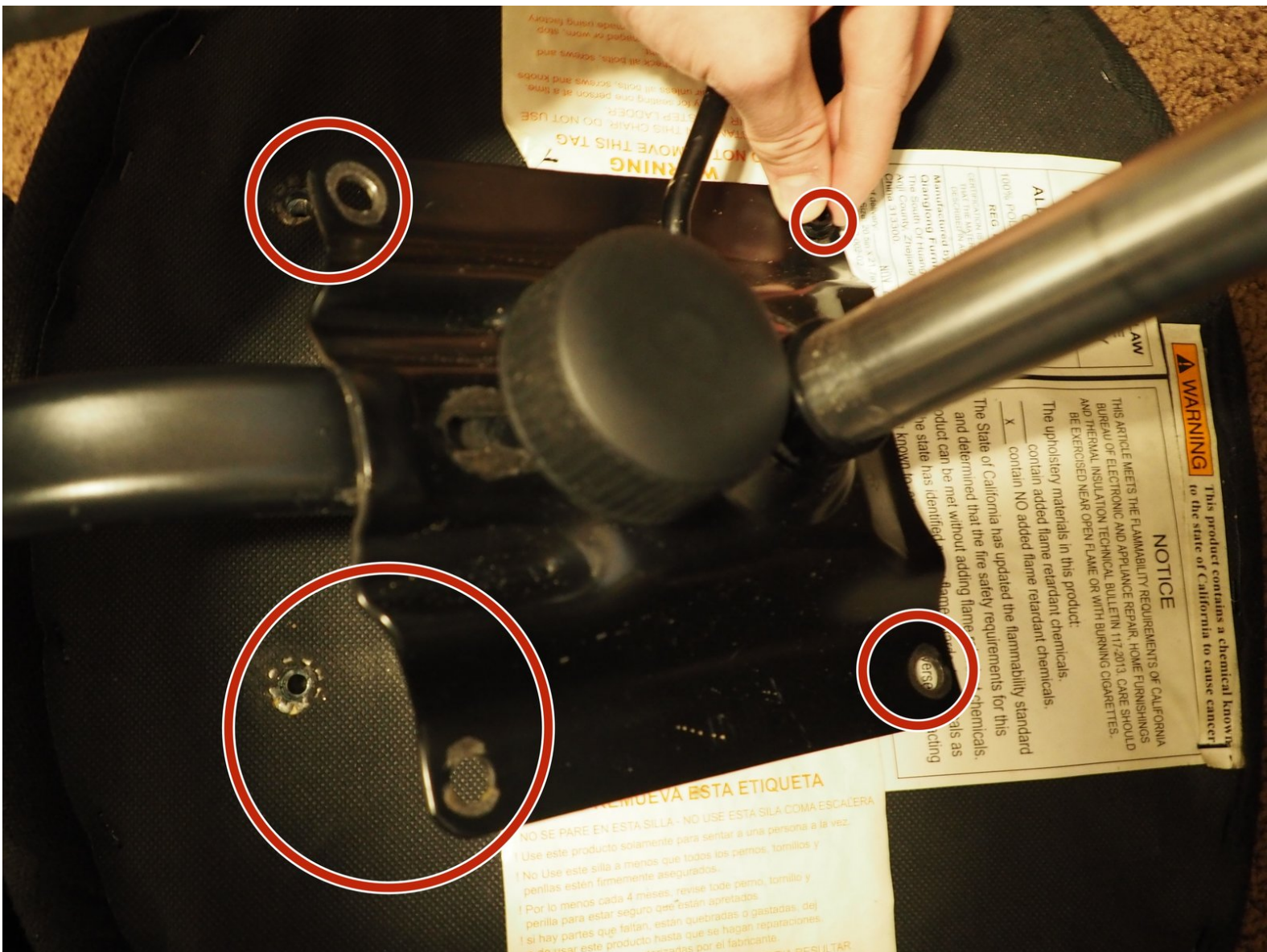




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INTRODUCTION

If your Qianlong Rolling Office Chair is loose and wobbly and/or missing screws, this guide will help show you how to repair it! There are no special requirements for this fix, but you must know which way to turn a bolt to tighten it. After completing this guide, your chair should be back to good in no time!



TOOLS:

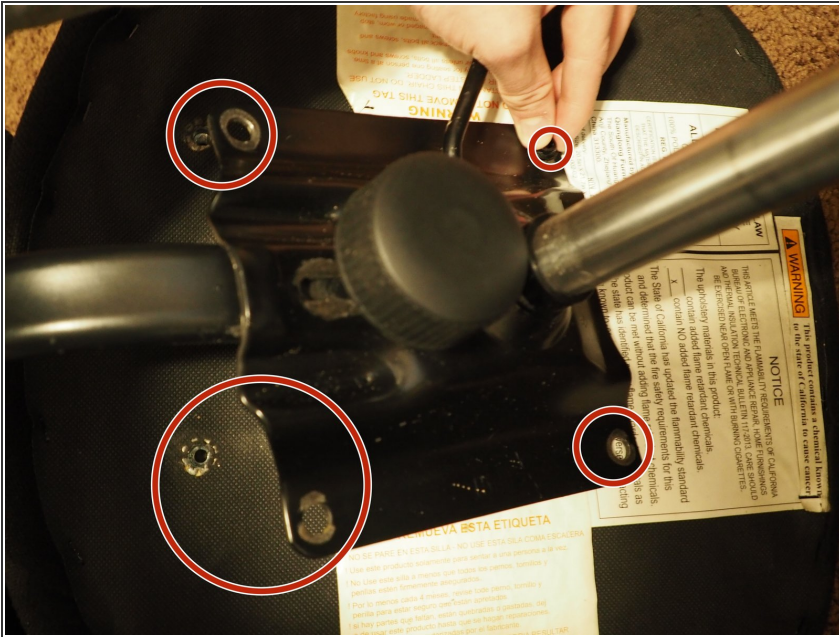
- [Torque Wrench](#) (1)
- [Paper Towels](#) (1)



PARTS:

- [Flat Washer](#) (4)

Step 1 — How to repair a Qianlong Rolling Office Chair



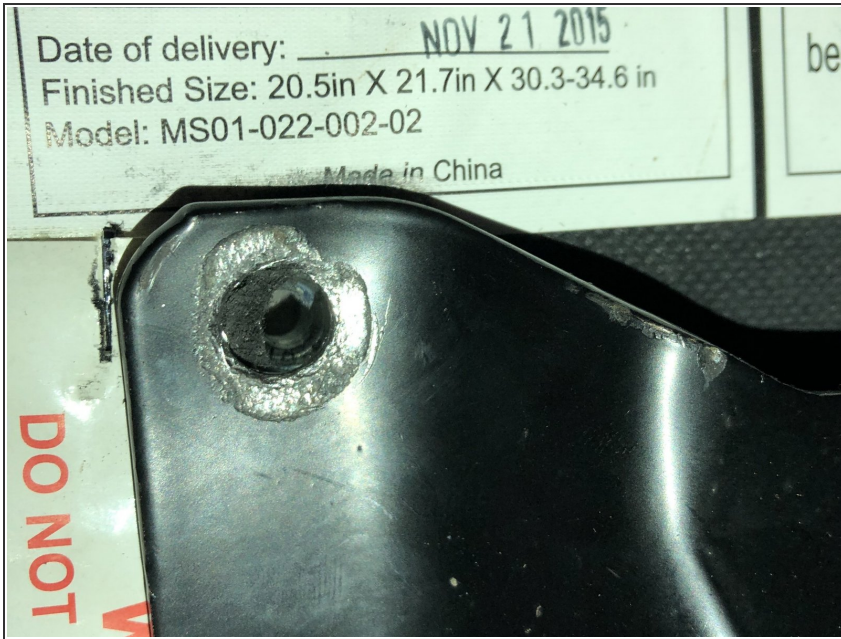
- Remove any old bolts / hardware by unscrewing them and pulling them from the hole. We will be replacing them with new ones.
- The bolts should be in each of the corners of the metal plate under the chair.

Step 2



- Dust off both surfaces with a paper towel to ensure they are both clean before putting them together.

Step 3



- Line up the holes, so that the bolt can go in without any troubles.

Step 4



- Place a flat washer and bolt in the hole. Hand tighten the bolt as much as possible.
- The bolts used in this guide are 1/2 inch long by 3/16 inch diameter tap bolts

Step 5



- Tighten the bolt, by turning it right, until it is very snug. Do not over tighten, because this can lead to the screw or the hole becoming stripped, and unusable. Repeat steps 3-5 with the remaining 3 holes.

Step 6



- Make any other necessary adjustments. Use this big wheel to tighten/loosen the back rest.

Step 7



- Your Qianlong Rolling Office Chair is now repaired and ready for use!

To reassemble your device, follow these instructions in reverse order.