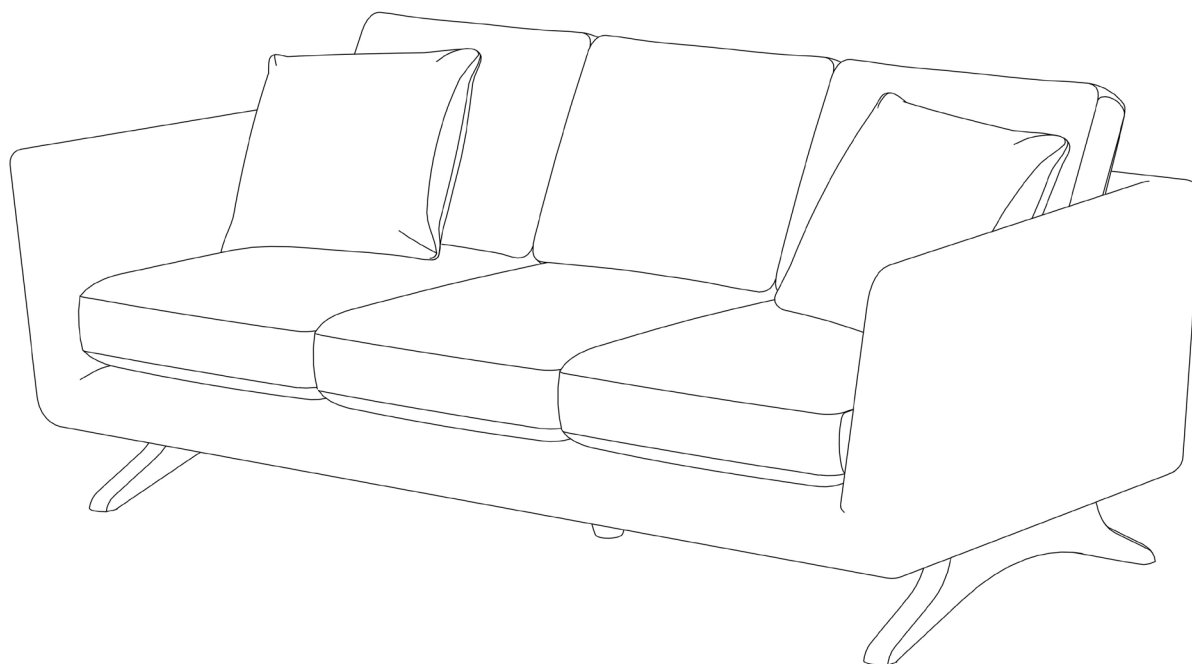


ercol

4940 BALLARD UPHOLSTERY



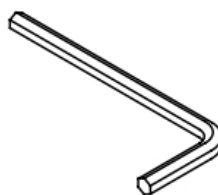
Thank you for purchasing this Ballard upholstery. Please ensure instructions are read in full before attempting to assemble or operate this product.

PREPARATION

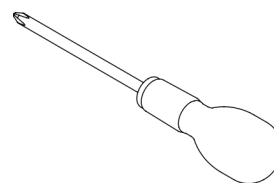
This is a two person operation



Tools required



INCLUDED



NOT INCLUDED

Please check the pack contents before attempting to assemble this product. A full checklist of components is given in this leaflet. If any components are missing, please contact the retailer from whom you bought this product.

This product is **HEAVY**, it should be assembled as near as possible to the point of use.

TAKE CARE WHEN LIFTING to avoid personal injury and (or) damage to the product.

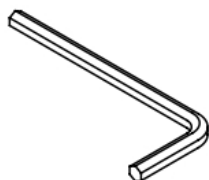
PLEASE NOTE: THE RECLINER UPHOLSTERY SHOULD NOT BE OPERATED BY CHILDREN.

Read this leaflet in full before commencing assembly and operation.

Fittings and parts checklist

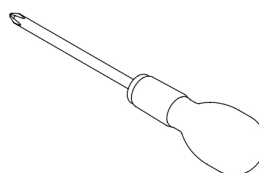
Tools required

INCLUDED



1x Allen Key

NOT INCLUDED

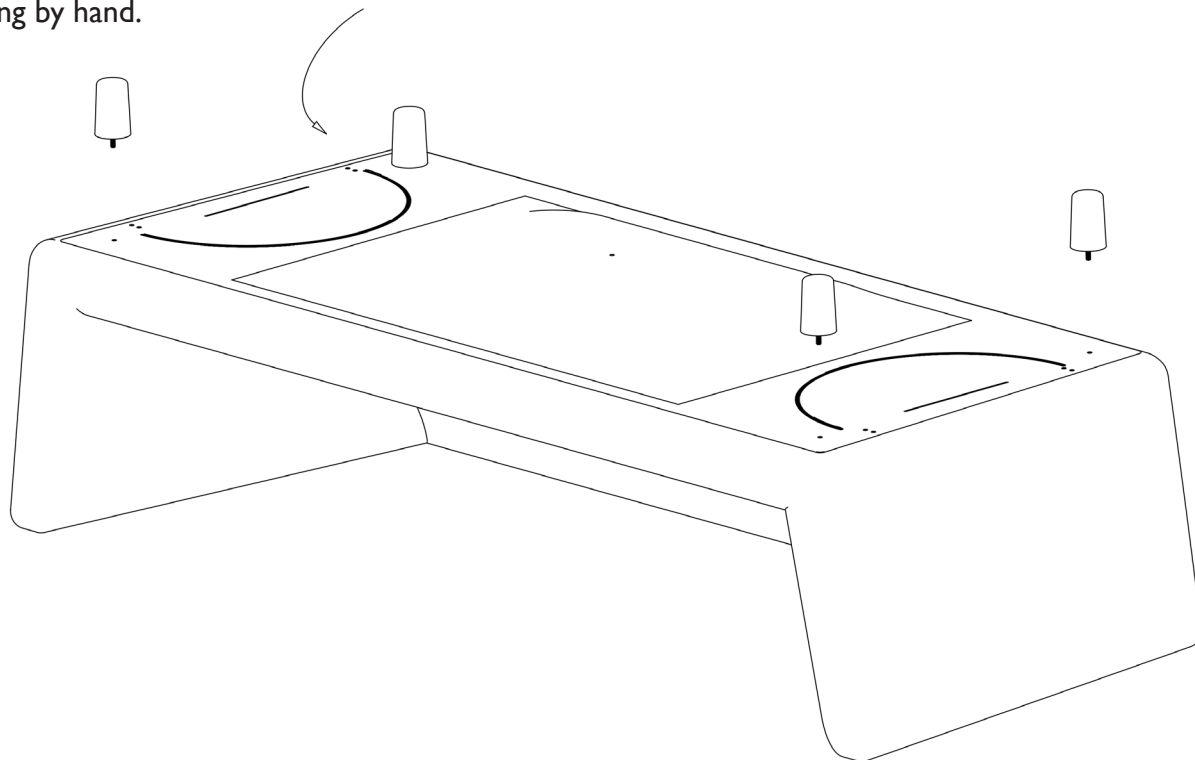


1x Cross-head Screwdriver

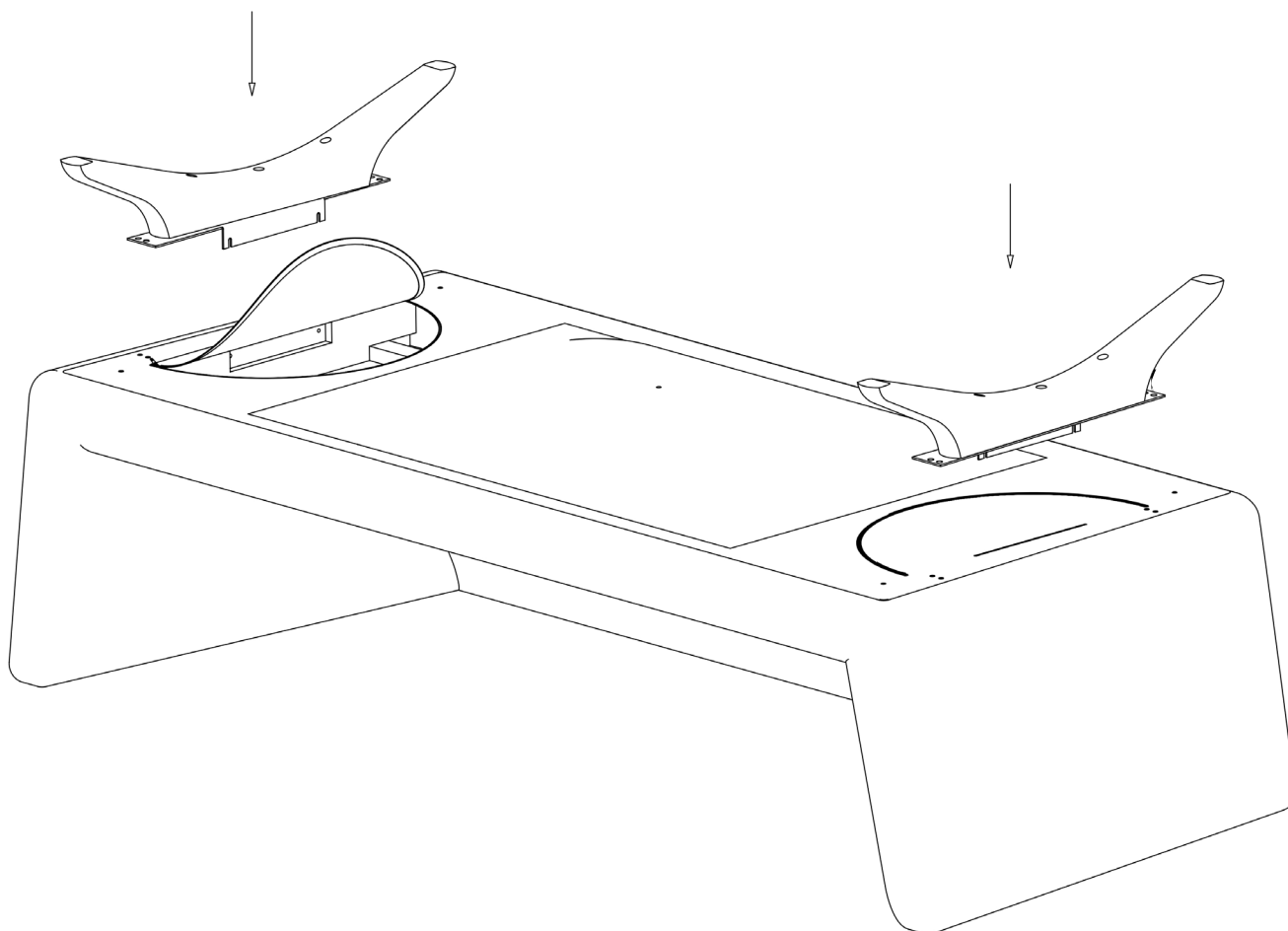
a	Armchairs, Sofas and Sofa Ends Only 1x - Leg pair with LHF/RHF* bracket (Armchairs, Sofas) 1x - Leg with LHF or RHF bracket (Sofa Ends) * LHF/RHF: Left/Right-hand facing	
b	Footstools and Chaise End Only 2x - Leg (Footstool) 1x - Leg (Chaise)	
c	Large Only - Sofas, Sofa Ends, Chaise Ends Only 1x - Plastic Foot	
d	Sofa Ends, Chaise Ends, Corner Only 2x - Wooden Support Leg (Sofa Ends, Chaise Ends) 4x - Wooden Support Leg (Corner)	
e	Footstools, Chaise Ends Only 6x - Connecting Bolt (Footstool) 3x - Connecting Bolt (Chaise Ends)	Fitted in frame M6 x 50mm
f	Armchairs, Sofas and Sofa Ends Only 12x - Connecting Bolt (Armchairs, Sofas) 6x - Connecting Bolt (Sofa Ends)	Fitted in frame M6 x 25mm

Ballard - Step by step assembly instructions

1. Turn the upholstery upside down, ensure this is done with two people. Remove the transit glides, unscrewing by hand.



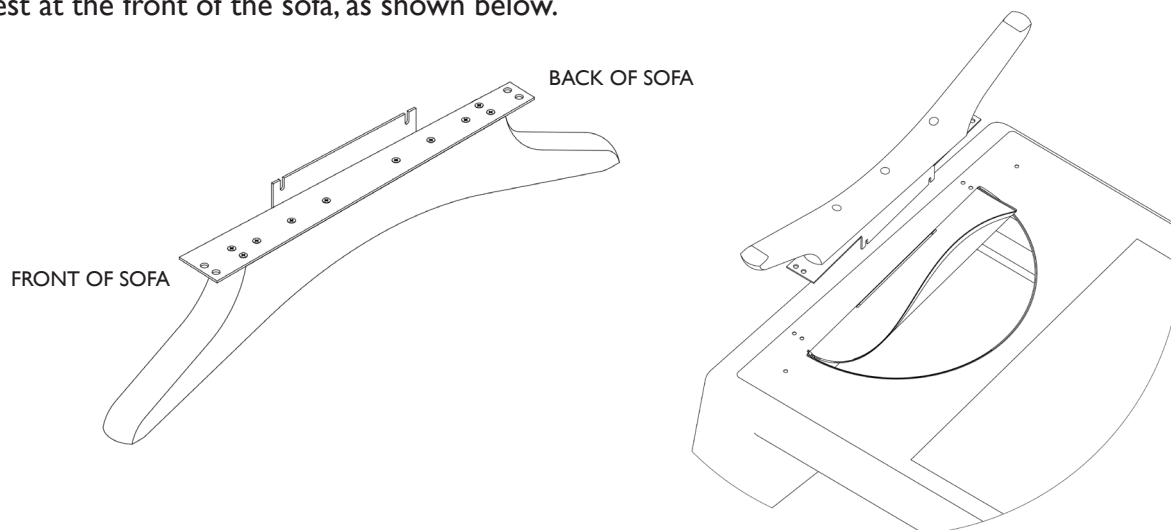
2. Unzip the semicircle flap in the lining fabric and prepare the appropriate LHF or RHF Leg (a).



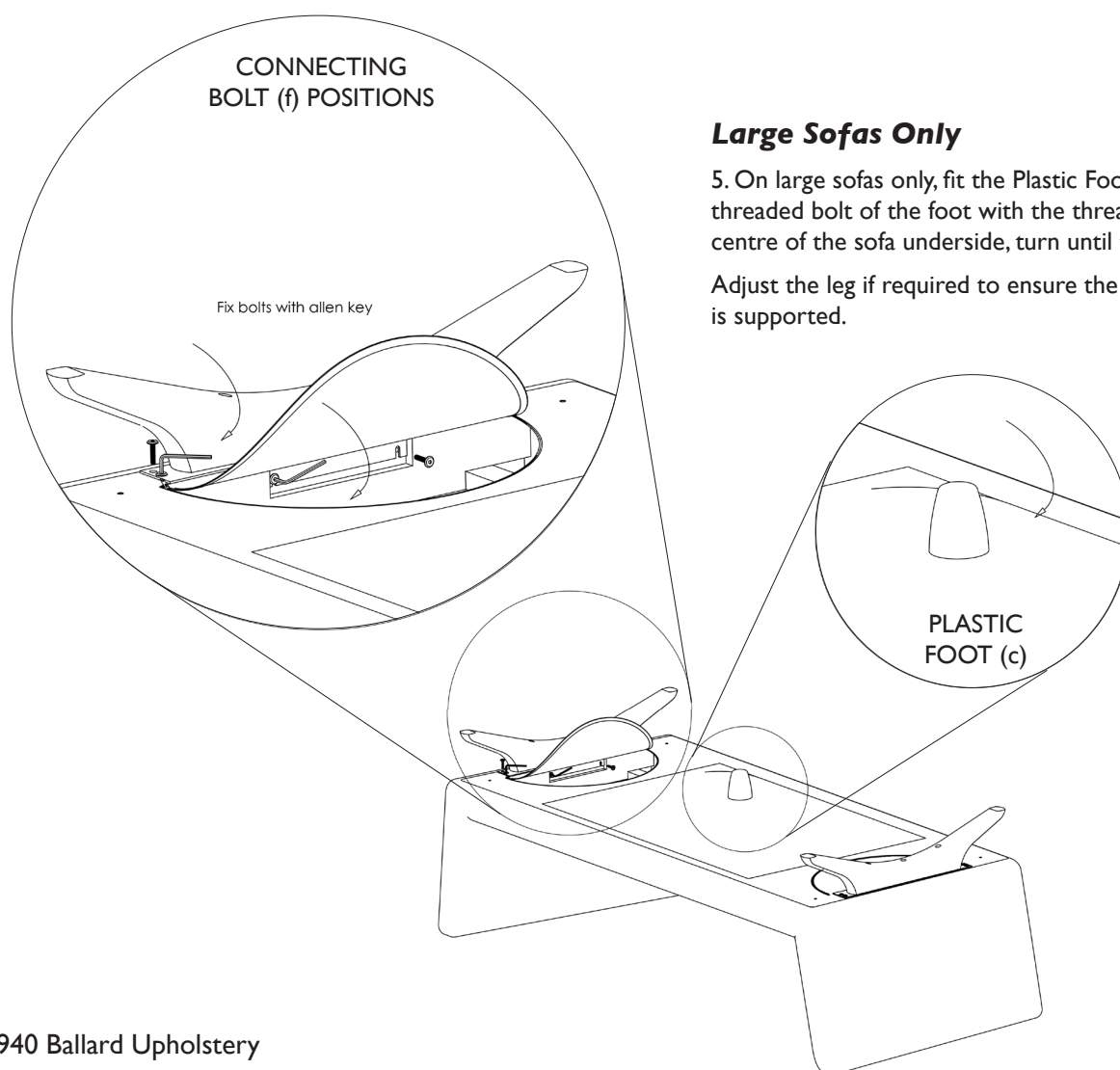
Ballard - Step by step assembly instructions

3. Fit the upright tab on the metal bracket of the Leg (a) into the slot in the lining fabric, locating into the recess in the frame. Push down on the Leg (a) to ensure it is secure in the slot, and aligned with the holes for the Connecting Bolts (f).

To ensure the correct handed leg is used, refer to the metal bracket on the Leg (a), which should be widest at the front of the sofa, as shown below.



4. Using the Connecting Bolts (f) secure the Leg (a) to the base of the unit with the Allen Key (included). There are 6x Connecting Bolts (f) per Leg (a), illustrated below. Repeat for the other side as required.



Large Sofas Only

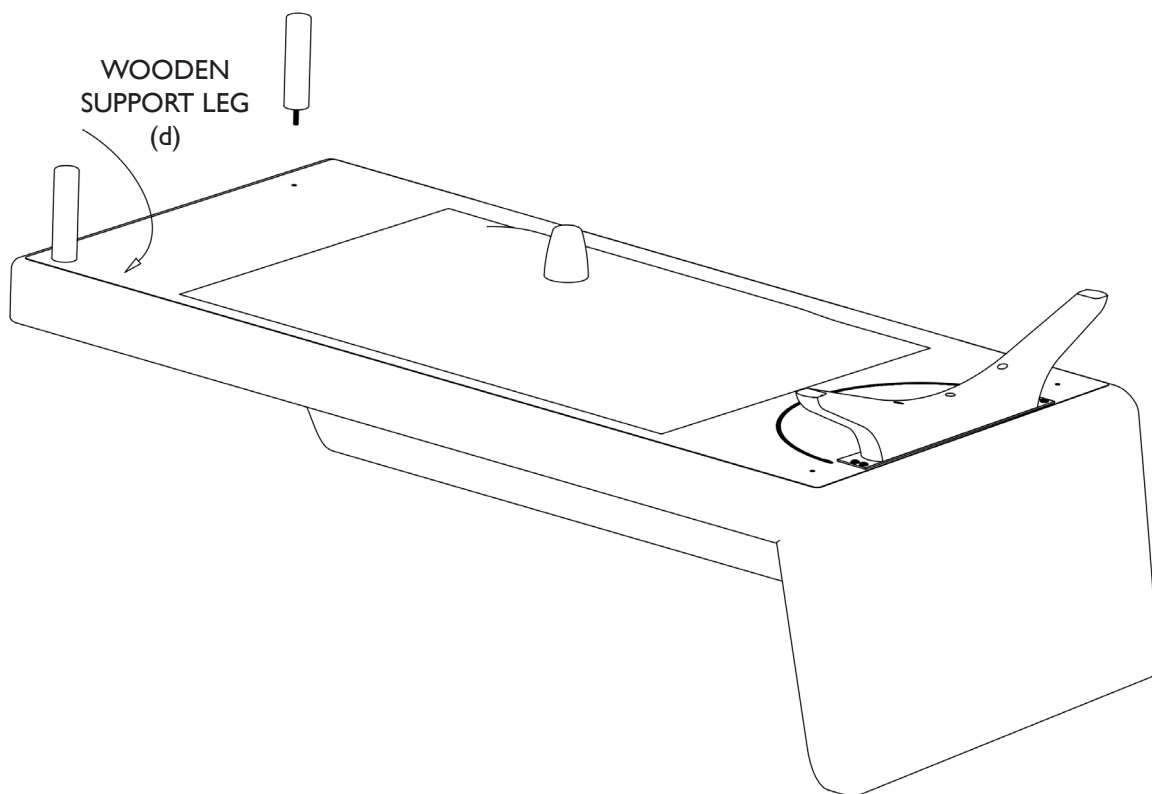
5. On large sofas only, fit the Plastic Foot (c) by aligning the threaded bolt of the foot with the threaded insert in the centre of the sofa underside, turn until tight.

Adjust the leg if required to ensure the sofa sits level and is supported.

Ballard Corner Upholstery - Step by step assembly instructions

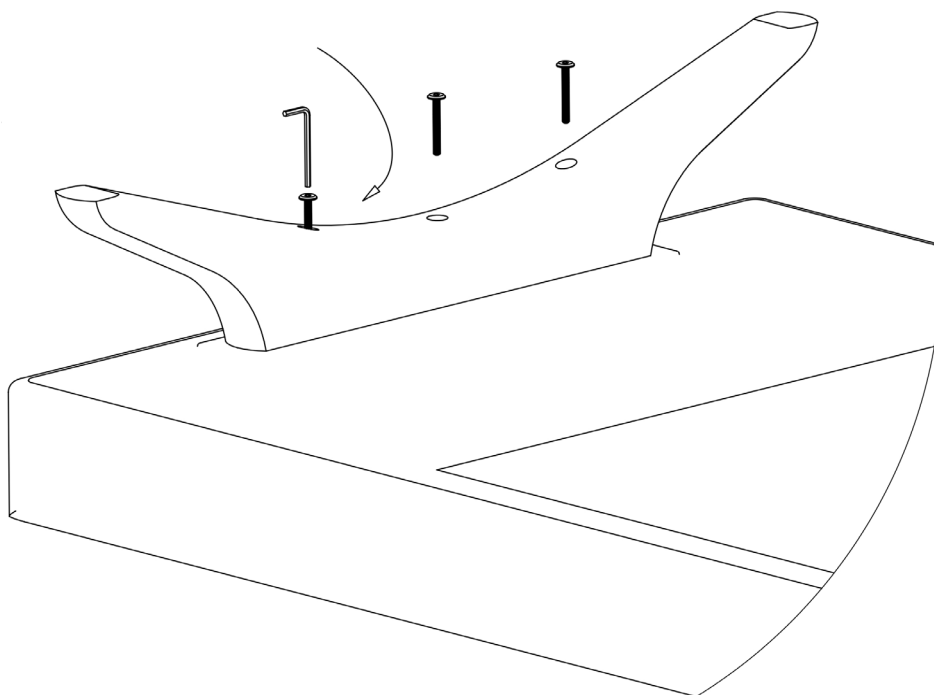
1. For Sofa End modules, repeat as above with a LHF or RHF Leg (a) as required.

Fit the Wooden Support Legs (d) by aligning the threaded bolt with the threaded insert in the sofa underside, near the end of the unit. Positioning illustrated below. Turn until tight. Repeat as required, using 2x Wooden Support Legs (d) for Chaise End modules, or 4x for Corner modules.



2. For Chaise End modules, position the Leg (b) onto the footstool, aligning the leg and connecting bolt holes with the holes in the underside of the Chaise End.

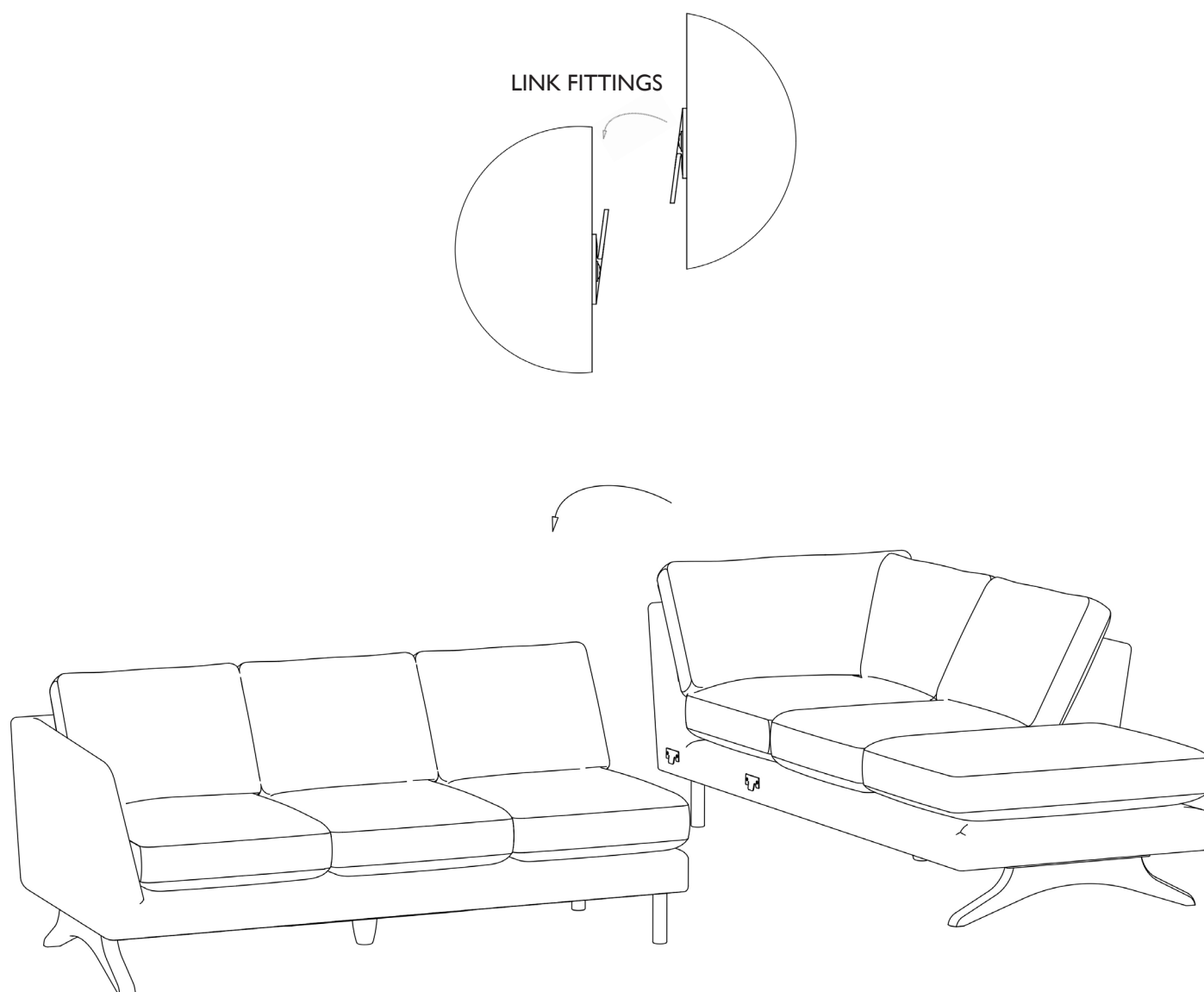
Then, fix the Leg (b) to the Chaise End. Using the Allen Key (included), screw in 3x Connecting Bolts (e). The Allen Key can be used to fix the bolts (e), through the holes in the Leg (b).



Ballard Corner Upholstery - Step by step assembly instructions

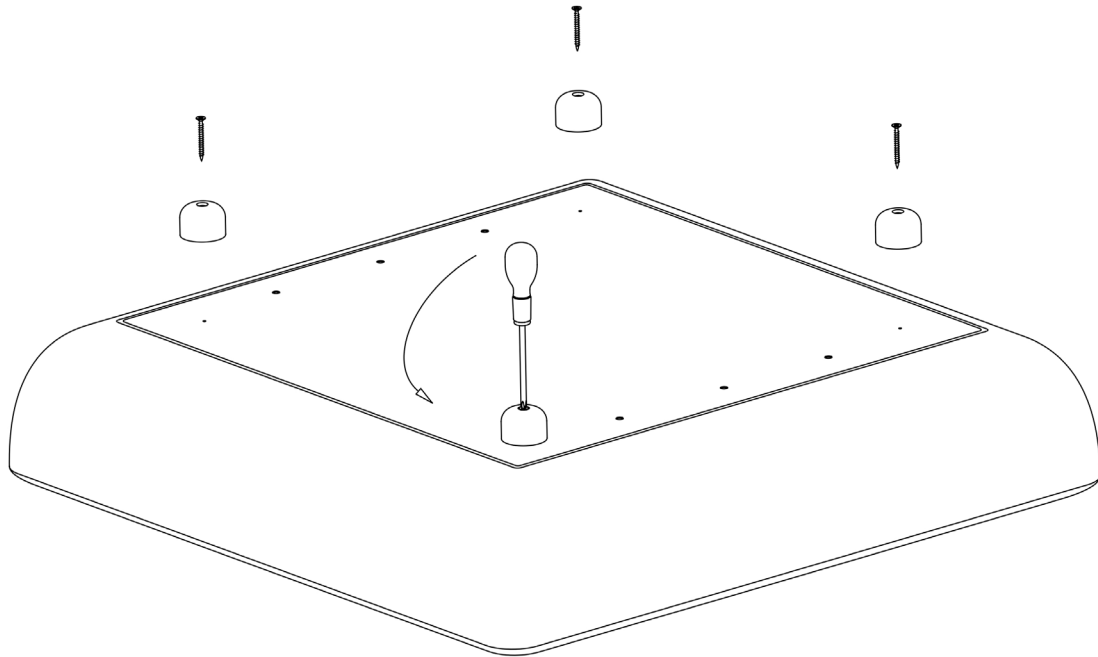
3. Once all modules for corner upholstery have been assembled, turn all right side up. Ensure this is done with two people. Lay out the modules in their desired positions, as close as possible to each other.

Join the modules by linking the fittings of the connecting edges, carefully lifting one side up and into the fitting, as illustrated below.



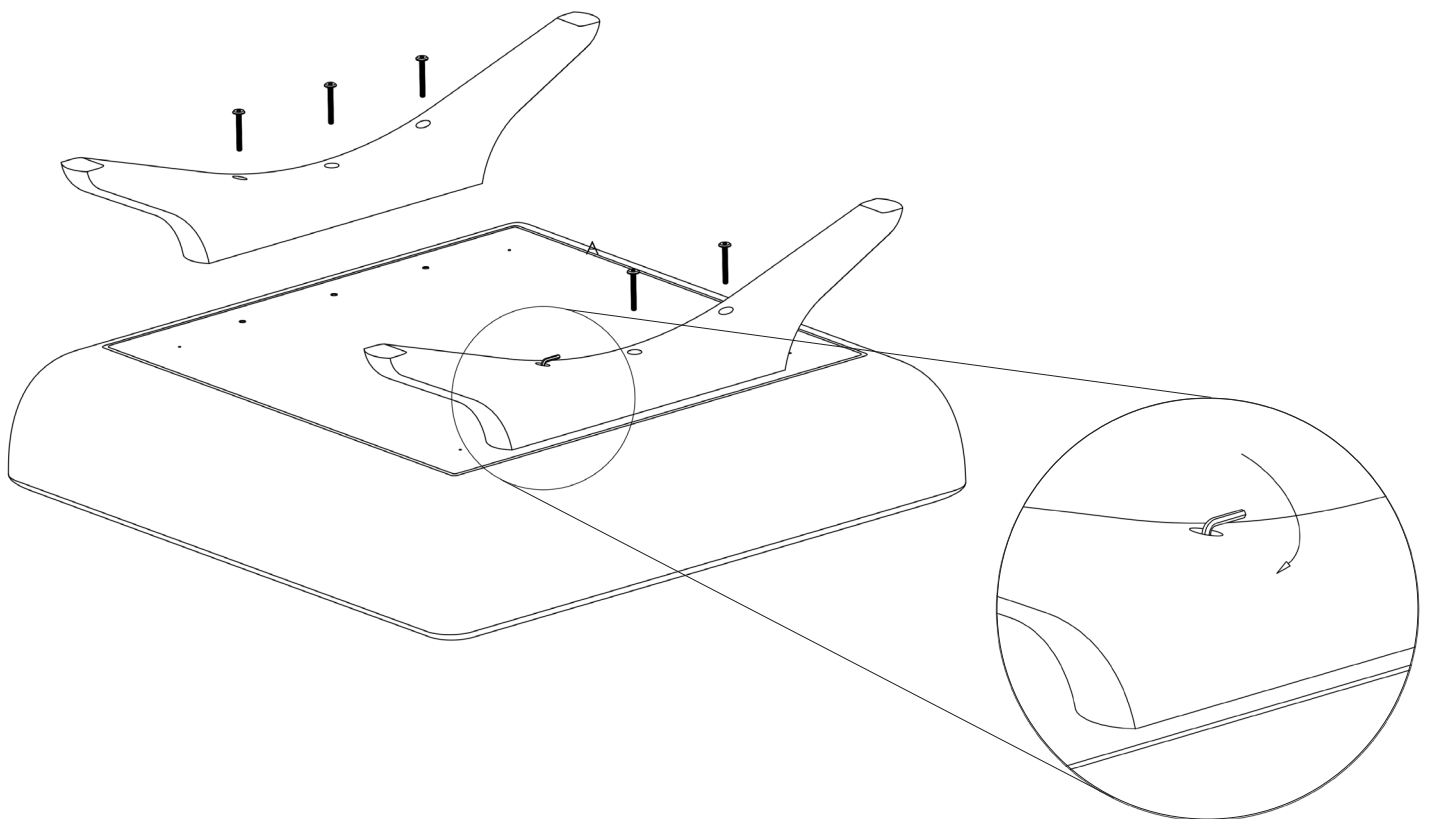
Ballard Footstool - Step by step assembly instructions

1. Using a Cross-head Screwdriver (not included) remove the transit glides as illustrated below.



2. Position the Leg (b) onto the footstool, aligning the leg and connecting bolt holes with the holes in the underside of the footstool.

Now, fix the Leg (b) to the footstool. Using the Allen Key (included) screw in 3x Connecting Bolts (e). The Allen Key can be used to fix the bolts (e), through the holes in the Leg (b). Repeat for other side.



Customer Care

Wood Furniture

Wood displays different grain patterns depending on which way it is cut - for example, the 'medullary ray' which can appear on oak furniture is a mark of good quality timber - these are characteristics of the natural beauty of the wood. All timber surfaces will change colour and mellow over time. New furniture will initially vary in shade from items that have been previously purchased. Wipe with a damp cloth.

Fabric Care

Every effort is made to keep colours consistent between batches, but fabric manufacturers cannot guarantee exact matching. All fabrics will fade in sunlight, to prolong the life of the fabric do not place it close to a heat source or in direct sunlight. Plump up cushions after use, especially fibre or feather cushions. If the cushions are reversible turn them at least once a week to minimise wear and maintain their appearance. To prevent dust and dirt accelerating wear, gently vacuum upholstery once a week or use a soft brush. For complete cleaning we recommend a specialist cleaning in situ. Accidental spills and stains should be treated as soon as possible, except mud which should be left to dry and then brushed off. Remove any solids, then blot up as much liquid as possible with white paper towel or a clean cloth. We recommend professional dry cleaning but some action can limit damage.

Leather Care

As leather is a natural product, each hide will have its own individual characteristics - grain pattern, texture and colour will vary from hide to hide and even within the same hide. All of which contribute to the natural beauty and softness of the hides. Keep your leather furniture at least 40cm away from any heat source and if possible avoid exposure to direct sunlight preventing colour fading, dehydration and cracks. Leather furniture in a normal domestic environment should require little attention. Cleaning should only be done when necessary. We advise that the leather should be regularly dusted. At least twice a year the surface should be wiped over with a damp cloth, with special attention paid to crevices where dust and dirt could be a cause of hidden wear. Do not apply any chemical or abrasive products. If you have a spillage on your leather furniture, act immediately and dab off any excess liquids and solids, then contact a specialist leather cleaning company.

Important Information - Read carefully and retain for future reference:

- a) Test to BS 8474 2013;
- b) Ercol Furniture Ltd, Summerleys Rd, | Princes Risborough, Buckinghamshire, | HP27 9PX | UK
- c) Warnings:
 - 1) WARNING. This is an electrical item and should be treated with caution.
 - 2) WARNING. The motion lockout control must be engaged when the chair is not in use.
 - 3) WARNING. Always ensure that there is nothing to obstruct the free movement of the chair; for example children or pets, solid objects, e.g. a wall.
 - 4) WARNING. This chair is not suitable for use by children. Any children in the vicinity must be supervised at all times.
 - 5) WARNING. Take care when adjusting positions to avoid trapping or pinching body parts.
 - 6) WARNING. Do not sit on the footrest.
 - 7) WARNING. Only the occupant or a responsible person should operate the chair.
 - 8) WARNING. Exercise care when lowering into the chair as shock loads can severely damage the chair and the mechanism.
- d) Maximum load for safe operation of the chair is 110kg.
- e) If this is a large sofa, the centre leg must be attached as per the instructions before use.
- f) When the chair is not in use, please return to the upright seated position.
- g) Ensure the chair is fully in the upright seated position before standing.
- h) Never drag furniture when moving it, always lift it. Take care when handling or moving the furniture as careless handling may cause damage or injury. No liability will be accepted for damage or injury caused by incorrectly installed furniture.
- i) Please ensure the instructions provided have been read and clearly understood before use.