

Operation and Maintenance Manual

Mile End Office Furniture

Table of Contents

Introduction

Safety Guidelines

Operation Instructions

Maintenance Procedures

Troubleshooting

Warranties

Contact Information

1. Introduction

Welcome to Mile End Office Furniture! This manual is designed to provide you with the necessary information to operate and maintain our office furniture products effectively and safely. Please read this manual carefully before using or maintaining any of our products.

2. Safety Guidelines

Follow all safety instructions provided with each piece of furniture.

Ensure that all furniture is assembled and installed correctly according to the provided instructions.

Use caution when moving or adjusting furniture to prevent injury or damage.

Keep all moving parts lubricated and free from obstruction.

Do not exceed the weight limits specified for each piece of furniture.

Keep furniture away from heat sources and moisture to prevent damage.

In case of any damage or malfunction, discontinue use and contact our customer service immediately.

3. Operation Instructions

Follow the assembly instructions provided with each piece of furniture carefully.

Use furniture only for its intended purpose.

Adjust chairs and desks to suit individual ergonomic needs.

Follow proper lifting techniques when moving heavy furniture.

Use caution when operating moving parts such as drawers, wheels, or adjustable mechanisms.

Clean furniture regularly with a mild detergent and soft cloth. Avoid using abrasive cleaners or harsh chemicals.

4. Maintenance Procedures

Inspect furniture regularly for signs of wear, damage, or loose parts.

Tighten any loose screws, bolts, or fittings as needed.

Lubricate moving parts such as drawer slides, hinges, and wheels periodically.

Check for stability and levelness of furniture on a flat surface.

Repair or replace any damaged components promptly to prevent further damage.

Store furniture in a clean and dry environment when not in use.

5. Troubleshooting

Refer to Mile End Office Furniture website and/or customer service for any troubleshooting issues.

6. Warranties

6.1 Warranty Coverage

Mile End Office Furniture warrants its products to be free from defects in materials and workmanship under normal use and service for a specified period from the date of purchase.

The warranty coverage includes repair or replacement of defective parts or products at the discretion of Mile End Office Furniture.

The duration and specific terms of the warranty vary depending on the product.

6.2 Warranty Claims Process

In the event of a warranty claim, please contact Mile End Office Furniture customer service using the contact information provided in this manual.

Provide proof of purchase and a detailed description of the defect or issue with the product.

Mile End Office Furniture will evaluate the warranty claim and determine whether repair or replacement is necessary.

If repair or replacement is required, Mile End Office Furniture will provide instructions on how to proceed.

6.3 Exclusions and Limitations

The warranty does not cover damage caused by misuse, abuse, neglect, accidents, modifications, or unauthorized repairs.

Normal wear and tear, cosmetic damage, and damage caused by environmental factors are not covered by the warranty.

The warranty is non-transferable and applies only to the original purchaser of the product.

Mile End Office Furniture reserves the right to void the warranty if the product is not used or maintained in accordance with the instructions provided.

7. Contact Information

For any questions, concerns, or assistance regarding our products, please contact our customer service:

Phone: 08 8229 7676

Email: sales@officefurniture.net.au

Website: <https://mileendofficefurniture.com.au/>

This manual serves as a guide for the safe and proper operation and maintenance of Mile End Office Furniture products. If you have any further questions or require additional information, please do not hesitate to contact us. Thank you for choosing Mile End Office Furniture!