

**IMPORTANT!! PLEASE READ ENTIRE INSTRUCTION SHEET BEFORE ASSEMBLY!!**

**Step 1:** Identify all parts packed in carton against the parts list. Remove all protective materials. Place parts on a non-abrasive surface to avoid scratching. If you are missing any parts or are unsure how to proceed with assembly, please call our Customer Service Center immediately at 1-800-416-3511. **Do not attempt to assemble the chair if any parts are damaged or missing.**

**IMPORTANT NOTE: WE RECOMMEND TWO PEOPLE WORK TOGETHER TO ASSEMBLE THE CHAIR.**

**Step 2:** Position the swivel base on a flat, solid surface. Make sure the swivel plate is positioned all the way into the base. It may have vibrated out during shipment.

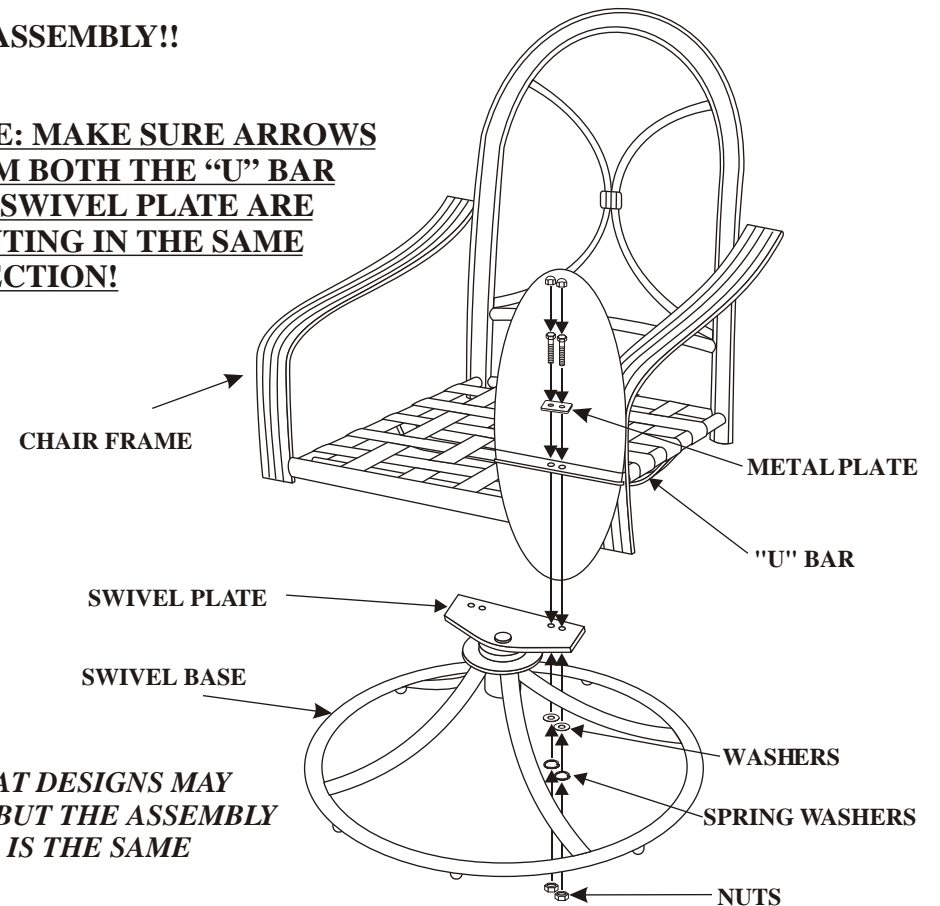
**Step 3:** Note the arrows on both the swivel plate and the "U" bar portion of the chair frame. Position the chair frame onto the swivel plate so that the two pairs of holes in the "U" bar are exactly aligned with the two pairs of holes in the swivel plate and the arrows on both the "U" bar and swivel plate are pointing in the same direction. Proper positioning of the chair frame on the swivel plate/swivel base, and proper alignment of the holes in the "U" bar with the holes in the swivel plate are critical to the safe, well balanced swiveling motion of the chair.





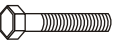





**Step 4:** Carefully examine the diagram. Attach a metal plate to two (2) bolts and guide the bolts through the top of one set of holes in the "U" bar (located at the bottom of the chair frame) and into the pair of holes in the swivel plate. From beneath the swivel plate, add a washer, then a spring washer and a nut to the end each bolt. Hand tighten 3-4 revolutions only. Repeat procedure for pair of holes on the opposite side. Again, hand tighten nuts 3-4 revolutions only. Do not tighten nuts completely.

**Step 5:** At this time tighten all nuts and bolts with the hex wrenches provided. **Do not over tighten.** Over tightening may strip the bolts and cause damage to the swivel plate, making the chair unsafe.

**Step 6:** Your chair should now be ready for use. If you do not feel that your chair is swiveling properly, double-check your assembly procedure, especially step 3. If you have any questions, please call our Customer Service Center at 1-800-416-3511.

**NOTE: MAKE SURE ARROWS FROM BOTH THE "U" BAR AND SWIVEL PLATE ARE POINTING IN THE SAME DIRECTION!**



PARTS LIST	DESCRIPTION	QTY./PCS	PARTS LIST	DESCRIPTION	QTY./PCS
	CHAIR FRAME	1		NUT	4
	SWIVEL BASE	1		HEX WRENCH-1	1
	BOLT	4		HEX WRENCH-2	1
	METAL PLATE	2		PVC BOLT COVER	4
	SPRING WASHER	4		WASHER	4

**MODEL # 50-19911**