



Assembly Instructions for Office Chair

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Tools Needed: None

Before beginning assembly, please take a few moments to carefully read the instructions, familiarize yourself with the components and understand each step of the process. Likewise, please ensure that the hardware package contains the items as described below.

Parts List: (1) Seat Assembly, (1) Base Assembly, (1) Gas Piston, (5)

Casters Hardware List: None

Assembly Instructions:

Step 1. Remove components from shipping boxes. You may lay the cardboard on the floor to prevent marring of finish.

Step 2. Insert casters firmly into base assembly.

Step 3. Place gas piston into the center hole of the base assembly.

Step 4. Place seat assembly onto the gas piston/base assembly.

Step 5. Apply downward pressure to seat assembly.

PLEASE NOTE: If you purchased your item “ready to finish” special care must be taken to properly apply a high grade final finish in a timely manner. Doing so will help protect your purchase from discoloration and damage caused by exposure to ultra-violet light and/or weather. If the products intended use is outside, please use an exterior rated finish to also protect from weather damage. See use and care instructions for further information. Failure to adequately protect item by application and as needed, re-application of a final finish may void warranty.