

**IMPORTANT!! PLEASE READ ENTIRE INSTRUCTION SHEET BEFORE ASSEMBLY!!
TO EXPEDITE ANY FUTURE WARRANTY CLAIMS, PLEASE KEEP INSTRUCTION SHEET, WARRANTY CARD AND RECEIPT**

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 as how to proceed with the assembly, call our Customer Service Center at 1-800-416-3511. **Do not attempt assembly if any parts are missing or damaged.**

Step 2: Place the swivel base (with rocker assembly) on a flat, solid surface. Make sure the rocker assembly is positioned all the way into the base. It may have shifted or vibrated out during shipment.

Step 3: Important: We recommend 2 people work together to assemble the chair. Note the arrow labels on the "U" bar and the rocker assembly. Also note the horseshoe shape of the rocker plate. Point the open end of the horseshoe away from you. The arrows on the rocker assembly should be pointing towards you. Set the chair frame on the rocker assembly with front of the seat facing you and the arrows on the "U" bar pointing towards you as shown in *Figure 1*. This is very important for a safe, balanced rocking motion. **If chair frame has been properly positioned on the rocker assembly, all arrows on the "U" bar and rocker assembly will be pointing in the same direction.**

Step 4: Critical Step: The "U" metal plates must be installed in the proper location. Read this step and carefully examine. Insert the "U" metal plate, so that the "U" bar and rocker plate are between both sides of the "U" metal plate. Make sure that the holes in the "U" metal plate are completely aligned with the holes in the "U" bar as shown in *Figure 1*. Guide the bolts through the holes on the top side of the "U" metal plate, through the holes in the "U" bar portion of the chair, through the holes in the rocker plate and then, most importantly, through the holes in the bottom side of the "U" metal plate. It is very important that the holes in the bottom portion of the "U" metal plate be placed directly beneath the holes in the rocker plate. Add a spring washer and a nut to each bolt as shown in *Figure 2*. **Hand tighten nuts 3-4 revolutions only.** Repeat the same procedure on the other side.

CAUTION: Failure to place "U" metal plates under the rocker plates and above the "U" bar exactly as shown in diagram will cause the bolt heads and nuts to damage the structure of the rocker plates and the "U" bar. Damage due to over tightening of bolts or improper assembly could cause injury and may void your warranty.

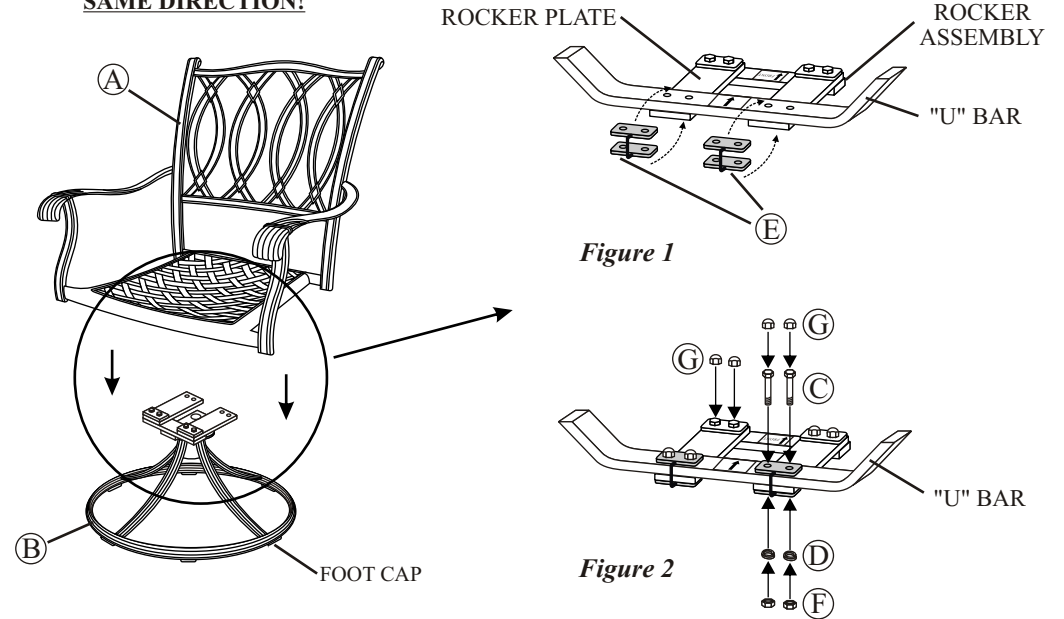
Step 5: Tighten all nuts and bolts with the hex wrenches provided. **Do not over tighten.** Remove arrow labels from "U" bar and rocker assembly. Cover bolts with PVC bolt covers.

Step 6: Your chair should be ready for use. If your chair is not rocking properly, double-check your assembly procedure, especially Step 3. If the chair rocks too far forward to or is difficult to rock backwards, you have probably installed the seat frame backwards on the rocker assembly. If you need further assistance, please call our Customer Service Center at 1-800-416-3511.

IMPORTANT NOTE: Damage to welds or frames resulting from over tightened bolts or improper assembly is not covered under our warranty. Please read all instructions carefully before assembly. If you have any questions regarding your assembly, call our Customer Service Center at 1-800-416-3511.

NOTE: MAKE SURE ARROWS FROM BOTH THE "U" BAR AND ROCKER ASSEMBLY ARE POINTING IN THE SAME DIRECTION!

SEAT DESIGNS MAY VARY BUT THE ASSEMBLY IS THE SAME



* NOTE: PARTS SHOWN ON PARTS LIST ARE NOT TO SCALE

	PARTS LIST	DESCRIPTION	ORDER PART #	QTY	PARTS LIST	DESCRIPTION	ORDER PART #	QTY
A		CHAIR FRAME	AR1691	1		HEX WRENCH-1	HW0008	1
B		SWIVEL BASE & ROCKER ASSEMBLY	AR1692	1		HEX WRENCH-2	HW0007	1
C		5/16" X 40 MM BOLT	HW0295	4		ROCKER PLATE FACTORY ASSEMBLY	G0009	
D		8.0 X 2.3 MM SPRING WASHER	HW0003	4		FOOT CAP FACTORY ASSEMBLY	FC0004	
E		"U" METAL PLATE	HW0297	2				
F		5/16" NUT	HW0015	4				
G		PVC BOLT COVER	HW0028	8				

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