

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

**Step 1:** Remove all protective materials and place all parts on a non-abrasive surface to avoid scratching before or during assembly. Note parts and compare against the parts list. 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.**

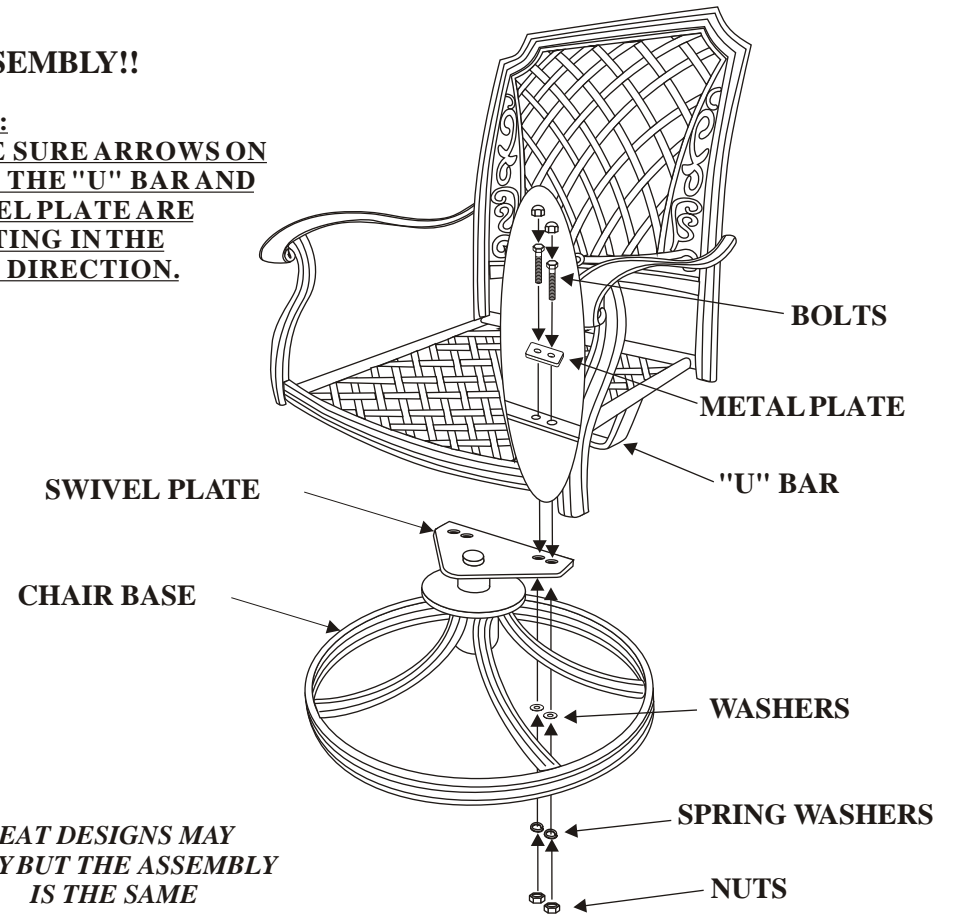
**Step 2:** Starting with the chair base, position it in front of you as shown in illustration with the holes in the swivel plate facing towards the rear of chair base (away from you). **Important Note: Make sure that the swivel plate is situated all the way into the chair base. It may have vibrated out of place during shipment.** With the help of another person, position the chair frame onto the chair base with the front of the seat facing you (see diagram) and the two sets of holes in the "U" bar portion of the chair frame aligned with the two sets of holes in the swivel plate. This is very important for a safe, balanced swiveling motion. If chair frame has been positioned properly onto the chair base, all arrows on both the "U" bar and the swivel plate will be pointing in the same direction.





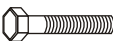
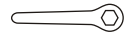




**Step 3:** Carefully examine the diagram. Attach a metal plate to two (2) bolts and guide the bolts through the top one set of holes in the "U" bar located at the bottom of the chair frame. From beneath the swivel plate, add a spring washer and a nut to the end each bolt. Do not tighten nuts completely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

**Step 4:** 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.

**Step 5:** Your chair should now be ready for use. If you do not feel your chair is swiveling properly, double-check your assembly procedure, especially steps 2 and 3. If you have any questions, please call our Customer Service Center at 1-800-416-3511.

**NOTE:**  
**MAKE SURE ARROWS ON 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
	CHAIR BASE	1		HEX WRENCH-1	1
	BOLT	4		HEX WRENCH-2	1
	METAL PLATE	2		PVC BOLT COVER	8
	SPRING WASHER	4		WASHER	4

MODEL # 50-1575911-742