

ASSEMBLY INSTRUCTION

___ DESCRIPTION JR Executive Desk Chair ___

Thank you for purchasing this quality product. Be sure to check all packing materials carefully for small parts which may have come loose inside the carton during shipment. Identify and count all parts and compare with the parts List Below.

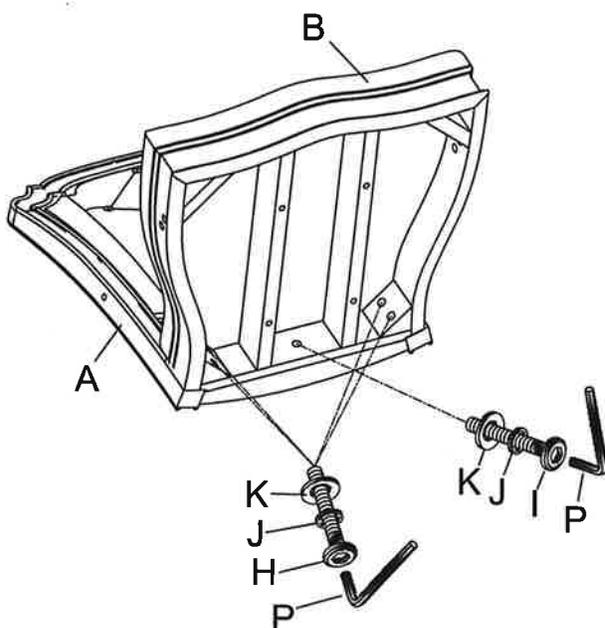


PARTS LIST

NO.		DESCRIPTION	Q'TY
A		CHAIR BACK	1pc
B		SEAT FRAME	1pc
C		LEFT/RIGHT ARM CHAIR	2pcs
D		AIR PRESS CLAVA	1pc
E		METAL SWIVEL	1pc
F		CHAIR BASE	1pc
G		CASTER	5pcs

HARDWARE LIST

NO.	SKETCH	DESCRIPTION	Q'TY
H		5/16"x18x3-1/4" BOLT	4pcs
I		5/16"x18x2" BOLT	1pc
J		5/16" SPRING WASHER	5pcs
K		5/16"x19mm FLAT WASHER	5pcs
L		1/4"x20x1-3/4" BOLT	4pcs
M		1/4"x20x1-1/4" BOLT	4pcs
N		1/4" SPRING WASHER	8pcs
O		1/4"x19mm FLAT WASHER	8pcs
P		4mm ALLEN KEY	1pc
Q		13mm OPEN WRENCH	1pc
R	#8x1-1/4" screw"/>	#8x1-1/4" SCREW	2pcs



STEP 1

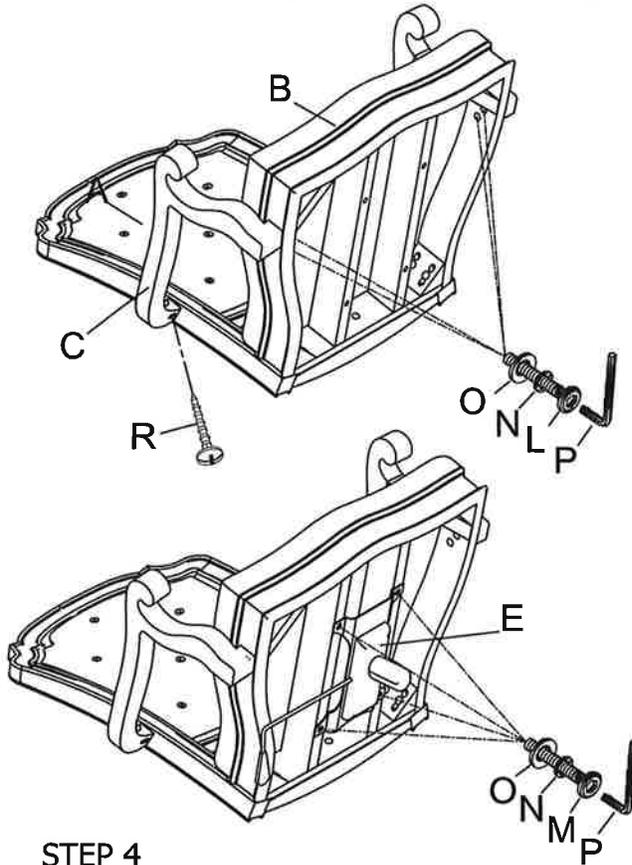
1. Place the chair back onto a smooth and protective surface.

2. Attach the seat frame (B) to the chair back (A) by tightening Allen bolts (H) & (I) with spring washers (J) and flat washers (K) into the proper holes in the chair back as shown. Tighten the bolts with Allen key (P).

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STEP 2

1. Attach the arms (C) to the sides of chair back (A) and seat frame (B) by tightening Allen bolts (L) with spring washers (N) and flat washers (O) into the arm from the inside as shown. Tighten the bolts with Allen key (P).

2. Use screws (R) to secure the end of arms to chair back as shown, tighten the screws (R) with a Phillips head screwdriver (not included).

STEP 3

1. Fasten the metal swivel (E) to the chair with Allen bolts (M) with spring washers (N) and flat washers (O) as shown. Tighten all bolts with Allen key (P).

Note: Make sure the arrow labeled "Front" on the swivel faces front.

STEP 4

1. Attach one caster to each leg of the chair base by turning the caster clockwise until snug using open wrench (Q) as shown.
2. Set the chair base onto a smooth and protective surface. Place the air press clava into the chair base as shown.
3. Carefully place the chair top assembly onto the chair base assembly as shown.
4. Make sure the top assembly is fixed on the base assembly by swiveling the chair around a little, and pressing down firmly.

