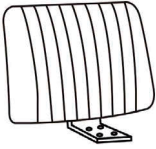

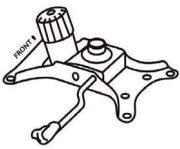

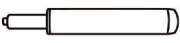






ASSEMBLY INSTRUCTIONS

OF5017

ADJUSTABLE SWIVEL OFFICE CHAIR

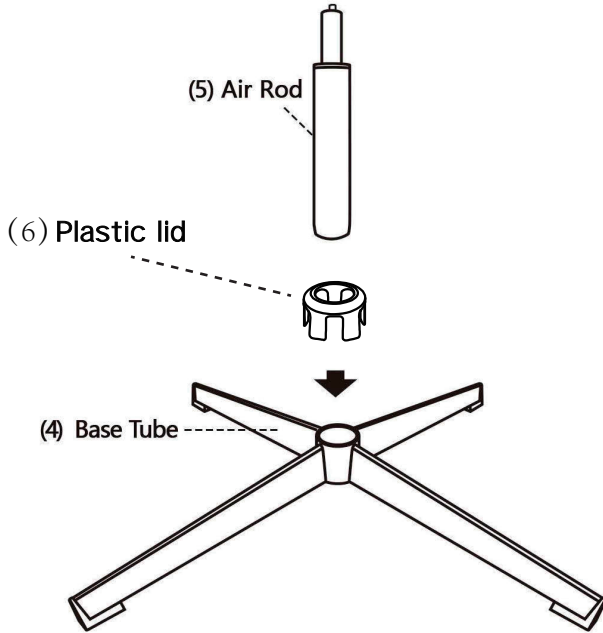
1/3

HARDWARE LIST			
NO.	PART		Q.TY
1		Backrest	1pc
2		Seat Cushion	1pc
3		Base Plate	1pc
4		Base Tube	1pc
5		Air Rod	1pc
6		Plastic lid	1pc

PART LIST			
NO.	PART		Q.TY
A		4 Screws (M6X20mm)	4pcs
B		4 Screws (M6X30mm)	4pcs
C		Hexagon Wrench	1pc

STEP 1.

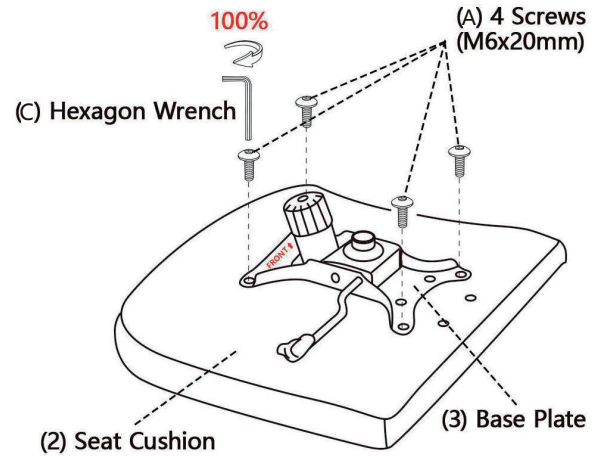
Pick up the Air Rod (5) and Base Tube (4) as shown. Insert the Air Rod (5) into the Base Tube (4). Then put it aside and we will use it in Step 4.



STEP 2.

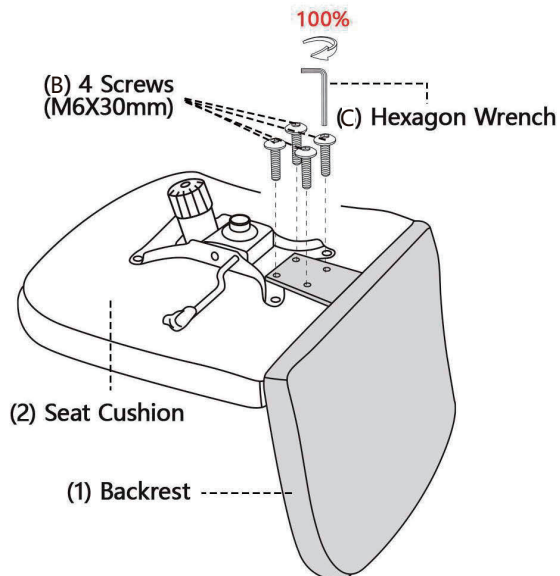
Fix the Base Plate (3) to the bottom of the Seat Cushion (2). Tighten the Screws M6x20mm (A) with Hexagon Wrench (C) firmly.

*Caution: Make sure the 'FRONT' direction of Base Plate (3) and Seat Cushion (2) are the same.



STEP 3.

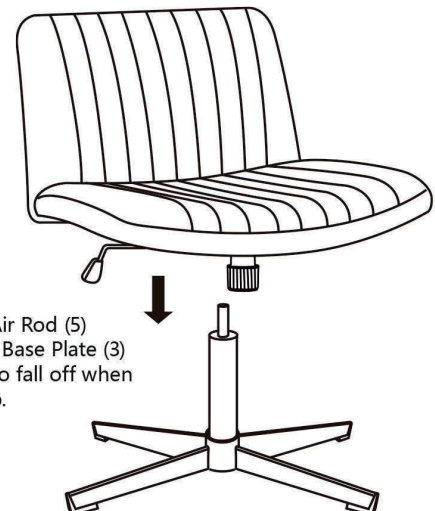
Fix the bottom of the Backrest (1) to the back of the Seat Cushion (2). Tighten the Screws M6X30mm (B) with Hexagon Wrench (C) firmly.



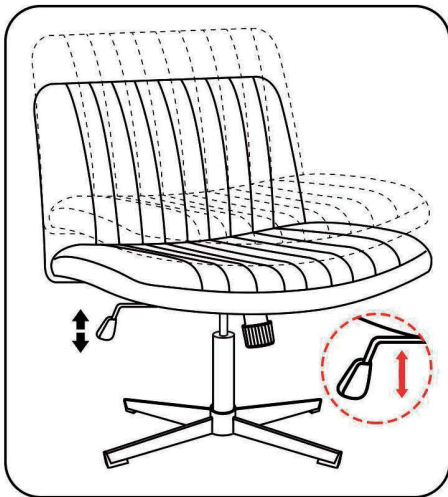
STEP 4

Pick up the Air Rod (5) and Base Tube (4). There's a hole in the middle of the Base Plate (3). Press the Seat Cushion (2) from top to bottom, use your whole body's strength to insert it firmly, the assembly is complete now.

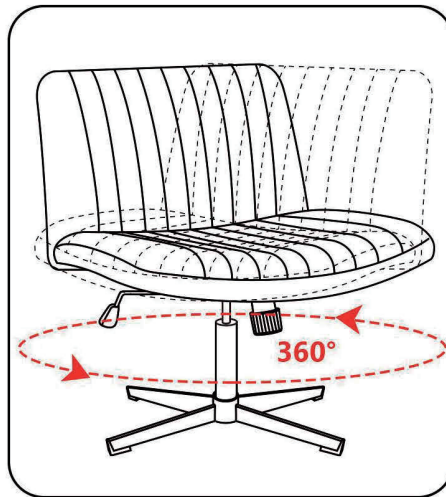
*Caution: If the Air Rod (5) doesn't insert to Base Plate (3) firmly, it's likely to fall off when the chair rises up.



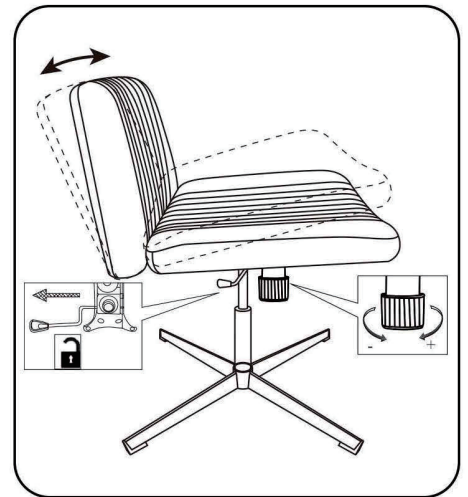
COMPLETED



Up and down adjustment



360° Rotation



Rocking Function

Thanks for purchasing our products. Please read this manual before assembly.
And please assemble in order. After the assembly, keep the instruction properly.
Make sure all the parts are included (8 kinds in total).

Do not fully tighten screws/ bolts
until completely assembled



Parts and Damage Replacement Procedure

1. Please inspect your purchase immediately.
2. This procedure covers product purchased from an authorized Roundhill Reseller and was received in its originally sealed carton.
3. If you find a part missing or damaged, you have a 30-day window in which to order a replacement part from the date on your purchase receipt.
4. You have 3 ways to do this. You will need a copy of your purchase receipt.
 - a. By Fax: Fax the parts order form below and along with your receipt to 614-878-7918
 - b. By Email: Email the order form and along with your receipt to: parts@roundhillfurniture.com
 - c. By Mail: Fill out the parts order form below and along with a copy of your receipt send it to Roundhill furniture parts department 3640 Zane Trace Drive, Columbus OH 43228
5. Once this order is sent in, you will be notified if the part(s) you are requesting can or cannot be shipped within 7-10 business days.

**A COPY OF YOUR PURCHASE RECEIPT OR INVOICE MUST BE ATTACHED TO THIS ORDER FORM.
NO ORDERS WILL BE PROCESSED WITHOUT PROOF OF PURCHASE.**

NAME: _____
 ADDRESS: _____ (No Post Office Boxes)
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ FAX: _____
 EMAIL: _____

REASON FOR REPLACEMENT/PLEASE CHECK APPROPRIATE BOX.

- Damaged /scratched, cracked, broken, crushed, etc.
- Mechanical malfunction/ drawer glides, swivel mechanisms, lid stays, etc.
- Missing pieces
- Unfinished surface
- Wrong color
- Other

IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity