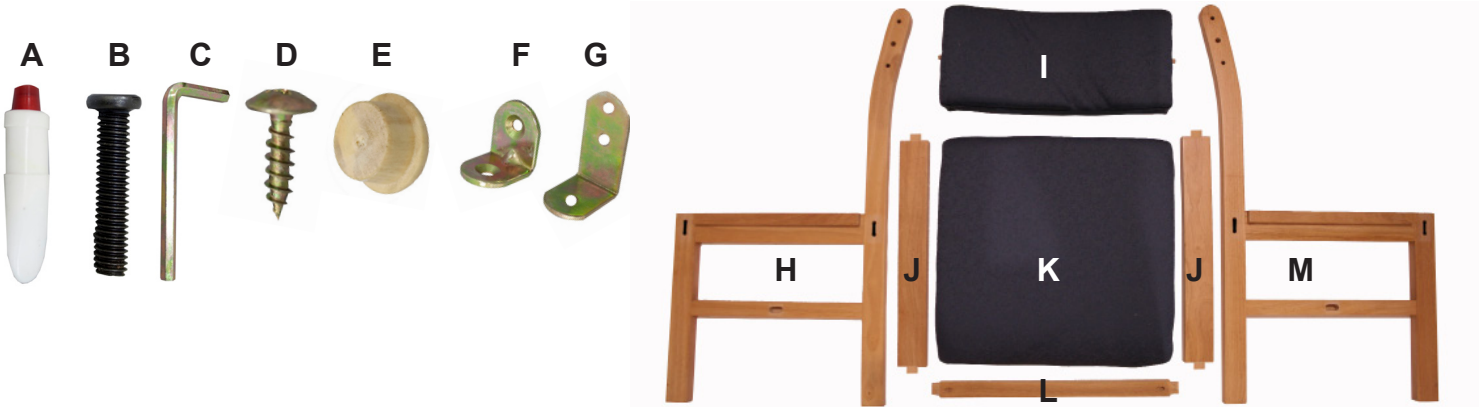


REGENCY

YOUR COMPLETE OFFICE SOLUTION

B61775 (revised 03/17/10) - INSTRUCTIONS

You will need a Phillips head screwdriver for this assembly.

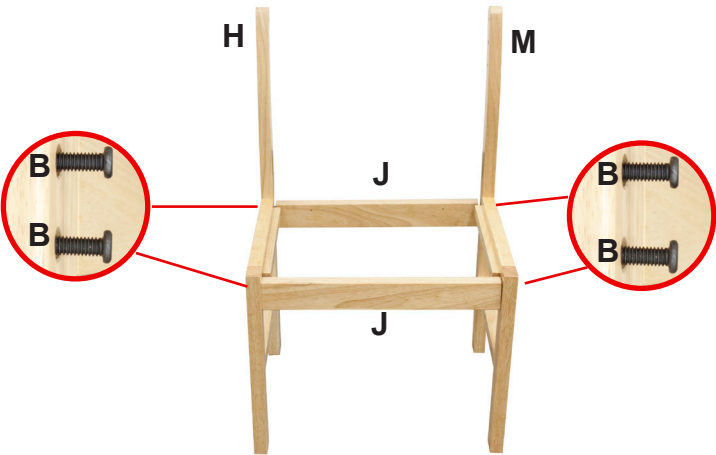


Organize your parts and hardware.

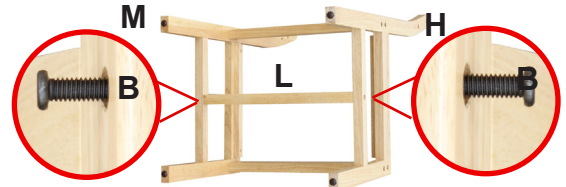
Hardware Components should include: **A)** 1 Bottle of Glue **B)** 14 Bolts **C)** 1 Assembly Key **D)** 30 Small Wood Screws **E)** 14 Wooden Caps **F)** 8 Small brackets **G)** 4 Large brackets

Parts include: **H)** Right Chair Side **I)** 1 Back Rest **J)** 2 Chair Frames (Front and Back) **K)** 1 Seat Cushion **L)** 1 Base Support **M)** Left Chair Side

Step 1: Attach chair frames(J) to each chair side(M,H) using 8 bolts(B). Be sure that the pre drilled holes on (J) are facing in and up. *Do not tighten bolts all the way!*



Step 2: Connect base support(L) by inserting the dowel rods on the ends of base support into the dowel rod holes on the chair sides(M,H) and use one bolt(B) each side. *Do not tighten bolt all the way!*



Step 3: Attach back cushion(I) to chair sides(M,H) by inserting the dowel rod on the side of cushion into dowel rod holes in the chair sides. Then Use 2 bolts(B) per side to lock into position. At this time tighten all prior bolts.



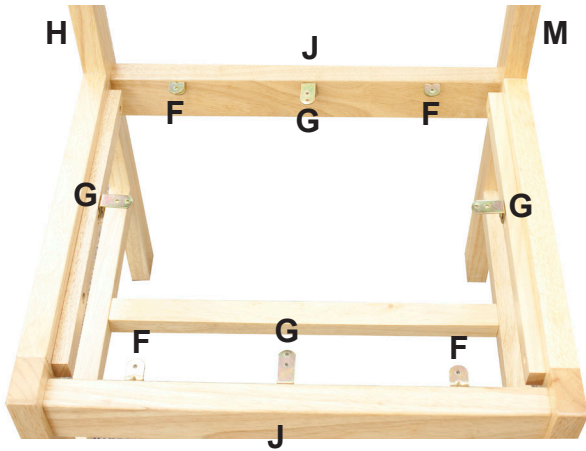
IMPORTANT NOTICE:

- Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid the parts from being scratched.
- Check to be sure that you have all parts and hardware.
- Remove all wrapping materials, including staples & packing straps before you start to assemble.
- Do not tighten all screws/bolts until completely assembled.
- Keep all hardware parts out of reach of children.
- **Check every 6 months for loose bolts; tighten as needed.**

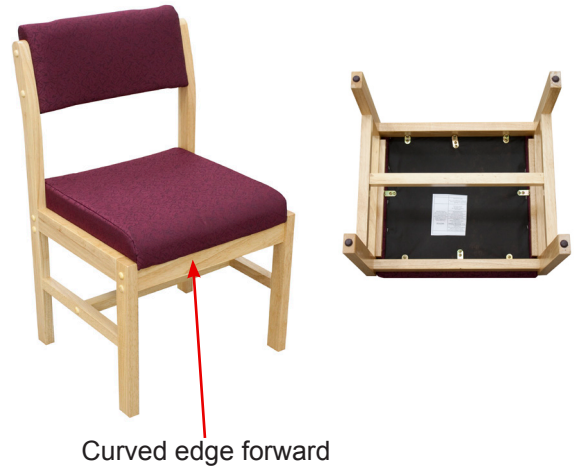
Any problems or questions call Regency Office Furniture at 1-866-816-9822

B61775 (revised 03/17/10) - INSTRUCTIONS

Step 4: Attach 4 small brackets(F) using one small screw(D) for each bracket into the pre existing holes in the chair frames(J). Also place one large bracket(G) in the middle of each side(M,H) using one small screw(D) each large bracket.



Step 5: Place seat cushion(K) so that the curved edge if toward the front of the chair. Align the back edge flush with the back edge of the rear chair support(J). Secure the seat cushion to the small and large brackets(F,G) with one small screw(D) each small bracket(F) and 2 small screws each large bracket(G).



Step 6: Finish assembly by gluing(A) the wood caps(E) into place over the Bolts(B)

