C-316-30 Assembly Instructions

(Rev. 11/6/18)



1. Place the shell upside down on the corner of a table or worksurface. Use caution to ensure the shell will not be damaged by the corner or table surface.



Notice the hardware bag attached under the seat.

2. The front of the shell and the front of the swivel are marked with "FRONT". During assembly, these must be aligned to ensure the chair will work as intended.

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3. A 7/16" wrench will be required to tighten the hex head bolts. Whichever method you choose is acceptable, but the final tightening should be done with a standard wrench or ratchet to ensure they are snugged properly without over tightening.



4. Place the base onto the seat with the front of the swivel in alignment with the front of the seat. To access where the bolts go, turn the swivel slightly. The four holes in the swivel will align with the four holes in the seat. Start each bolt before tightening any, then tighten all with a 7/16" wrench. Ensure all four bolts have been adequately tightened.