

REGENCY

YOUR COMPLETE OFFICE SOLUTION

1100 - INSTRUCTIONS



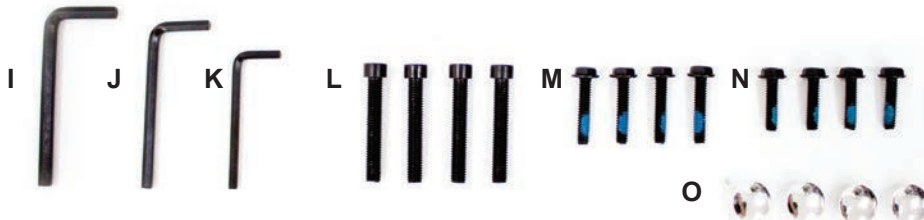
Parts:

A) Arms(2) • B) Seat • C) Back • D) Mechanism • E) Sleeve • F) Cylinder • G) Base • H) Casters(5)



Hardware:

I) Large Assembly Key • J) Medium Assembly Key • K) Small Assembly Key • L) Long Bolts(4) • M) Medium Bolts(4) • N) Small Bolts(4) • O) Caps(4)



IMPORTANT NOTICE:

- 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.

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

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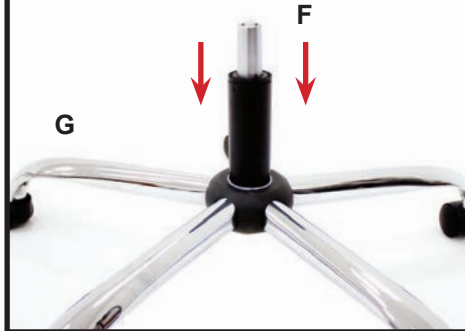
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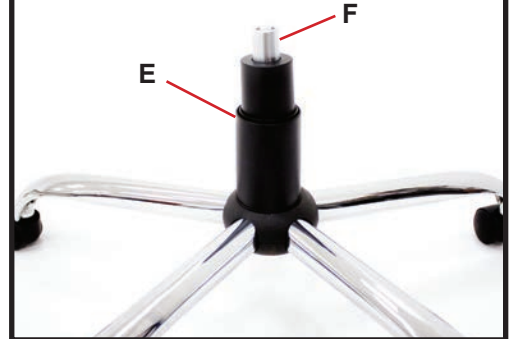
STEP 1: Insert 5 Casters(H) into Base(G).



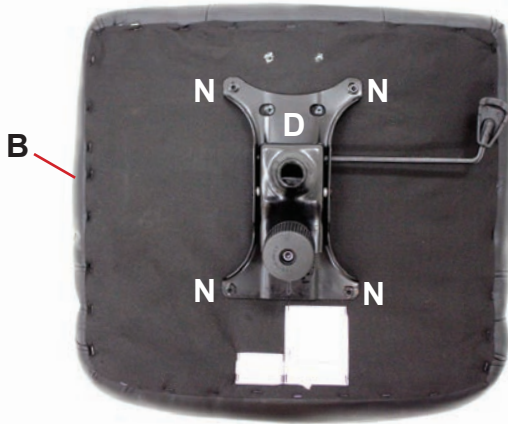
STEP 2: Insert Cylinder(F) into Base(G).



STEP 3: Insert Sleeve(E) over Cylinder(F).



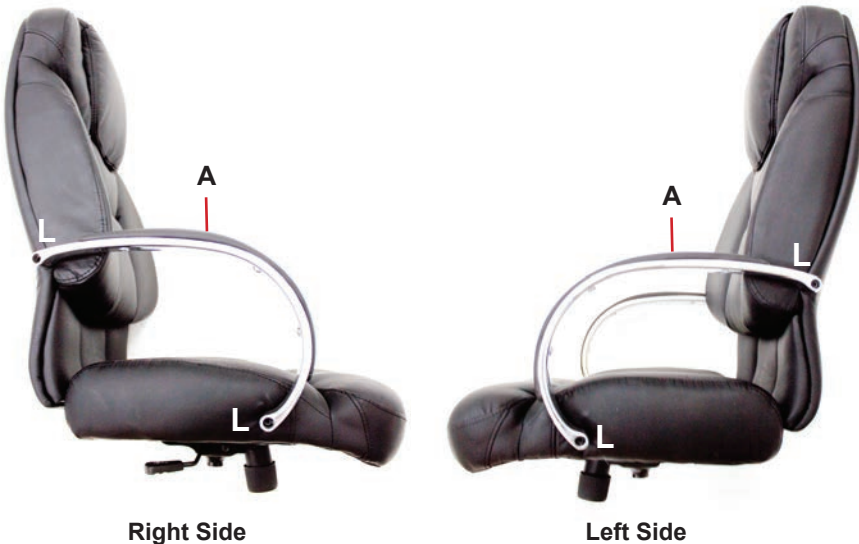
STEP 4: Attach the Mechanism(D) to the Seat(B) using 4 Short Bolts(N). Be sure that the tilt tension knob is facing the front of the seat.
Note: Do NOT tighten bolts until all bolts have been started.



STEP 5: Attach Back(C) to Seat(B) using 4 Medium Bolts(M).
Note: Do NOT tighten bolts until all bolts have been started.



STEP 6: Attach the Arm(A) to the Right side with 2 Long Bolts(L). Repeat this step for the Left Side. Place Caps(O) over inserts.
Note: Do NOT tighten bolts on each arm until all bolts have been started.



STEP 7: Finish by placing Cylinder(F) into Mechanism(D) and apply force to the seat to ensure connection.

