

Bolton

Task Chair (4400 Series)



Assembly Instructions

INCLUDED PARTS



Casters x5



Base x1



Cylinder x1



Seat x1



Arms (Left x1) (Right x1)



1/4 x 35mm Bolts x6



5/16 x 22mm Bolts x3



Seat Back x1



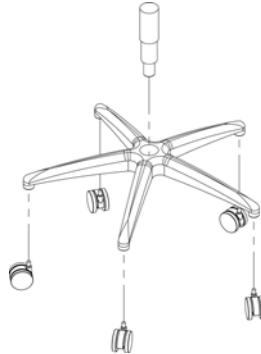
#5 Allen Wrench x1

Included but not shown: AIS Name Plate (High-Back Only) x1

STEPS 1 & 2

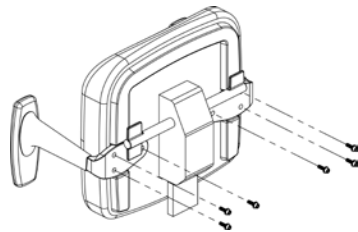
1. Turn the base upside down. Insert one caster (applying pressure) into the slot at the end of each leg until it locks into place (repeat with all 5 casters).

2. Turn the base back over so that it is now right side up. Place the cylinder into the center of the base (thicker side down). Move the base to the side, out of the way, to start step 3.



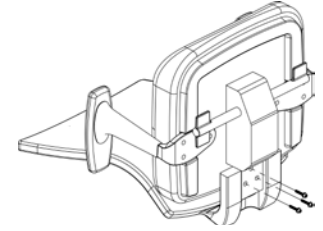
STEP 3

For a chair that requires arms, take the seat and turn it upside down. On the bottom of the arms you will find a small L on one and a small R on the other. Take the arm with the small L and line it up with the left hand bolt holes. The slope of the arm should be going in the direction of the front of the chair. Take three of the 1/4 x 35mm bolts and place through the aligned spot and into the bolt holes. Using the Allen Wrench tightly secure each bolt. Repeat this for the right arm.



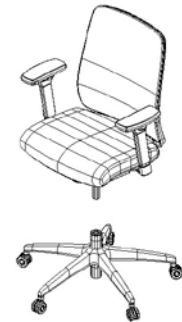
STEP 4

Take the seat back and slide into place on the seat. Be sure to align the seat back with the bolt holes on the seat. Take the three 5/16 x 22mm bolts and place one through the aligned spot and into the bolt holes. Using the Allen Wrench tightly secure each bolt.



STEP 5

Grab the base that was put to the side along with the seat/seat back. Place the seat/seat back on top of the cylinder so that the cylinder enters the center of the seat mechanism slot.



STEP 6

Sit back, relax and enjoy your new Bolton chair.

