

# SEGMENT COLLECTION CONFERENCE CHAIR ASSEMBLY INSTRUCTIONS



**Congratulations on the purchase of four new *Efficient* chair!**

**PARTS** – remove all the parts from the carton and verify part quantities as indicated on this parts list.

|                                        |                                                                                                                                                                                                                                                                                                   |                      |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p>①  <b>CASTOR – QTY: 5</b></p>       | <p><b>STEP 1</b></p>                                                                                                                                                                                                                                                                              | <p><b>STEP 2</b></p> |
| <p>②  <b>5-STAR BASE– QTY: 1</b></p>   | <p><b>STEP 3</b></p>                                                                                                                                                                                                                                                                              | <p><b>STEP 4</b></p> |
| <p>③  <b>GAS LIFT– QTY: 1</b></p>      | <p><b>STEP 5</b></p>                                                                                                                                                                                                                                                                              |                      |
| <p>④  <b>MECHANISM – QTY: 1</b></p>    | <p><b>IMPORTANT:</b> This chair is to be used by one person at a time. Be sure all screws are securely tightened. Save the wrench and periodically tighten the screws. Do not lean the chair back on 2 wheels or use the chair as a stepladder. Use this chair for its intended purpose only.</p> |                      |
| <p>⑤  <b>SEAT CUSHION – QTY: 1</b></p> |                                                                                                                                                                                                                                                                                                   |                      |
| <p>⑥  <b>BACK CUSHION – QTY: 1</b></p> |                                                                                                                                                                                                                                                                                                   |                      |
| <p>⑦  <b>ARMS – QTY: 2</b></p>         |                                                                                                                                                                                                                                                                                                   |                      |
| <p>⑧  <b>1" SCREW – QTY: 4</b></p>     |                                                                                                                                                                                                                                                                                                   |                      |
| <p>⑨  <b>1" SCREW – QTY: 8</b></p>     |                                                                                                                                                                                                                                                                                                   |                      |
| <p>⑩  <b>PLASTIC CAP – QTY: 8</b></p>  |                                                                                                                                                                                                                                                                                                   |                      |
| <p>⑪  <b>ALLEN KEY – QTY: 1</b></p>    |                                                                                                                                                                                                                                                                                                   |                      |