

inwood

OFFICE
ENVIRONMENTS

Care was taken to pack all necessary hardware for assembly within your carton. Avoid the loss of these items by thoroughly searching all packing materials, wrappings and cartons before discarding. If after checking all materials you find you are still missing items, please contact your dealer for replacements.

assembly instructions

Step One. Remove back assembly from carton and place face up on a smooth, clean surface.

Step Two. Remove seat from carton and align two wood dowels in back of seat with the two holes in the back assembly, inserting until seat will stand alone. Take the short bolt, flat washer and lock washer and insert into hole in middle of the back of the seat and finger tighten.

Step Three. Place four long bolts with flat washers and lock washers in the back corners to attach the seat to the back assembly and finger tighten.

Step Four. Leaving the partially assembled chair on its back, take the left arm/leg assembly and set in place on the front of the chair. **a)** Place two medium bolts with flat washers and lock washers in the front corner to attach the seat to the arm/leg assembly and finger tighten. **b)** Check the alignment of the arm/leg assembly with the back post at this time and then use the 2-inch screws with lock washers to secure. Use a phillips screwdriver to tighten, but leave a little loose at this time.

Step Five. Repeat step four to connect the other arm/leg assembly.

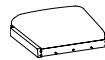
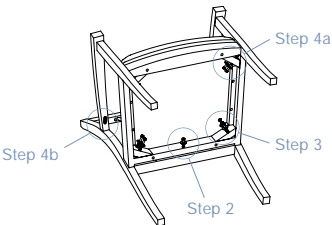
Step Six. VERY IMPORTANT! At this time carefully turn the assembled chair to an upright position. Be sure the chair is sitting on a hard, level surface. Gently sit in the chair and slowly shift your body weight from side to side and from front to back. Since the bolts and screws are only finger tight, the chair will level itself and prevent any uneven legs. Once you have sat in the chair, carefully turn it over and tighten all bolts and screws with a wrench and screwdriver. Check again to make sure the chair is level. If not, loosen bolts and repeat.

parts, hardware and tools list

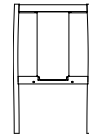
- (1) Back Assembly
- (1) Complete Seat Unit
- (1) Left Leg/Arm Assembly
- (1) Right Leg/Arm Assembly

- (4) Long Bolt (4.5-inch length)
- (4) Medium Bolt (3.5-inch length)
- (4) Short Bolt (2.75-inch length)
- (2) Screw
- (9) Flat Washer
- (11) Lock Washer

You will need a phillips screwdriver to assemble. A wrench or socket and ratchet is optional.



Seat Unit



Back Assembly

sc 406, 409, 413

Congratulations. We hope you enjoy your new seating for many years to come. For further assistance, contact us at 800.786.6121 or at www.inwood.net on the internet.

