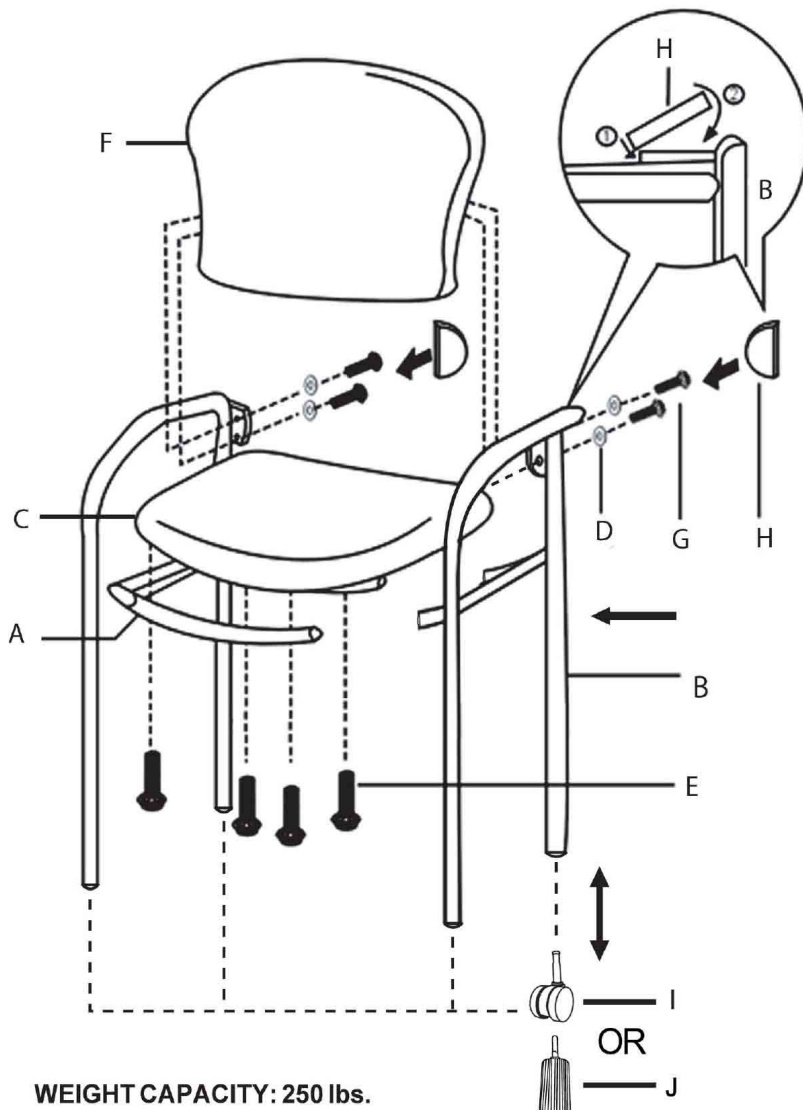
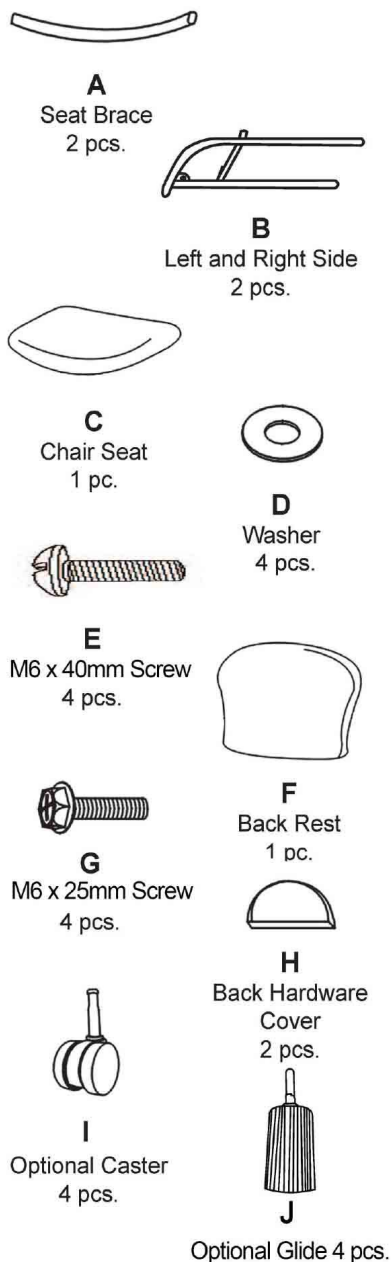


# MODELS : 415VAF/415VAV GUEST / RECEPTION CHAIR WITH OPTIONAL CASTERS OR GLIDES

## Parts Listing



### Assembly Notes:

During assembly, hand tighten screws only. When all screws are in place, you may then tighten all screws completely.

### CAUTION:

1. Do not use this chair as a step ladder.
2. Check for loose screws and tighten them every 6 months.

## Assembly Instructions



**Tools needed: Phillips Head Screwdriver**  
*Please read all instructions before assembly.*

**Step 1:** Attach Seat Braces (A) to Left and Right Sides (B), making sure that the pre-drilled holes in braces align with the holes in arms.

**Step 2:** Attach the Chair Seat (C) to the frame and insert four Screws (E) through the Seat Brace (A) and into the Chair Seat.

**NOTE: Hand tighten screws only.**

**Step 3:** Attach Back Rest (F) to the frame by placing four Washers (D) onto four Screws (G), and inserting them into the frame and into the Back Rest.

**NOTE: Hand tighten screws only.**

**Step 4:** Proceed to tighten all screws on Chair Seat and Back Rest with screwdriver.

**Step 5:** Place Back Hardware Cover (H) over the Back Rest Screws (G). Slide cover over frame and snap into place.

**For installation of Model 415 ONLY!**

### Optional casters & glides Installation:

**Step 6a:** Lay chair down on level, non-abrasive surface and insert optional casters (I) or glides (J), into the fittings in the legs, making sure casters or glides are securely inserted into the legs.



Questions? Call Customer Service at 1-800-443-5117  
Monday - Friday 8:30 AM to 5:00 PM Central Time  
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