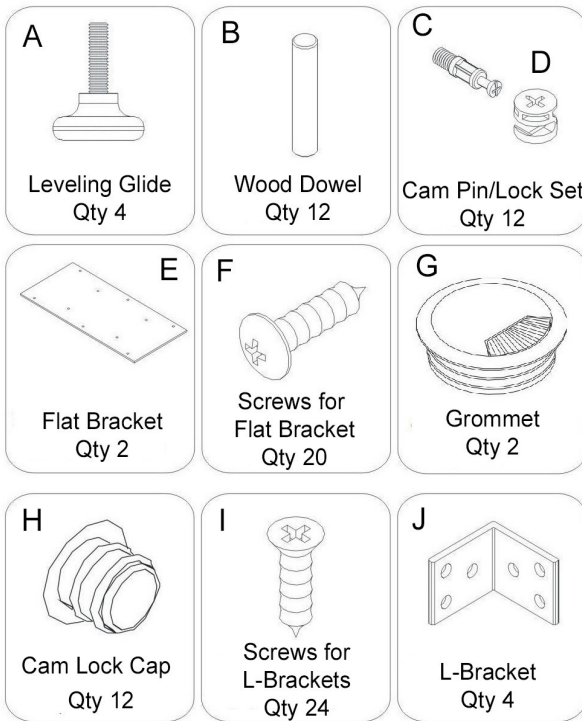
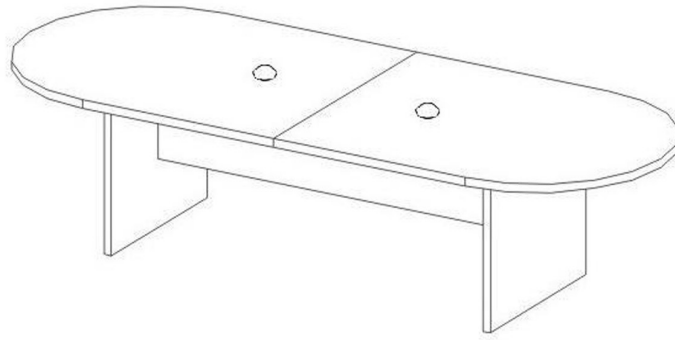


## Oval Racetrack Conference Table Assembly Instructions



### Tools Needed:

- Power Screwdriver/Drill
- Phillips Screwdriver
- A Helper

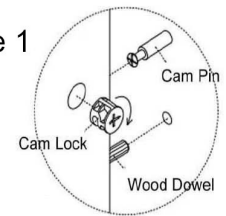
### Tips:

- Assemble upside down on carpet or cardboard for protection.

- Assemble in area of planned use to minimize moving.

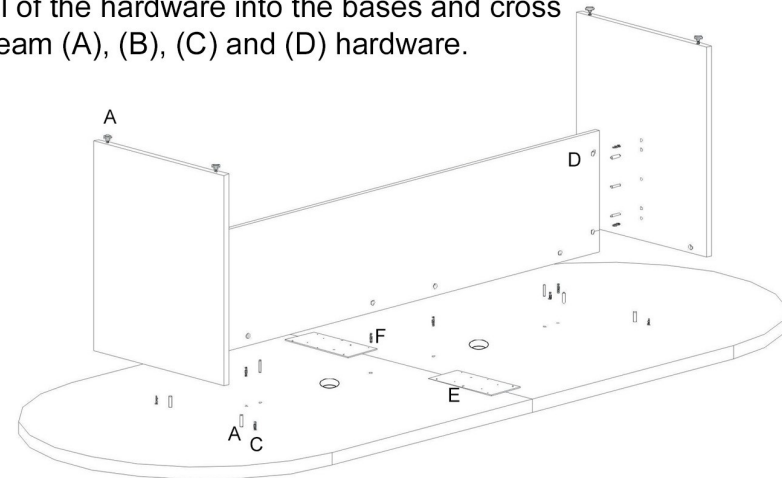
- Use multiple people to help turn over in last step, supporting the bases.

Figure 1



Step 1) Lay the table tops face down on the carpet. Attach (E) Brackets with (F) Wood Screws using a Power Screwdriver.

Step 2) Next, you will need to assemble the bases and support panel separately. Start by inserting all of the hardware into the bases and cross beam (A), (B), (C) and (D) hardware.



Step 3) Attach both of the bases to the support panel and secure the (C) Cam Pins and (D) Locks with a Phillips Screwdriver like in Figure 1 shown above.

Step 4) Insert all (B) Dowels and (C) Cam Pins into the table top for the bases and support panels.

Step 5) With a helper, lift the bases and support panel and set on top of the tables tops, securing the (D) Cam Locks as shown in Figure 1.

Step 6) Attach (J) L-Brackets using (I) Screws to the underside of the table top, to the bases for extra reinforcement.

Step 7). With a helper, carefully turn table upright.

Step 8) Insert (H) Caps and (G) Grommet Covers.

Questions? Please call 1-800-443-5117.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

# Y13938 - Flip Up Arm Swivel Chair Assembly Instructions

## ASSEMBLY GUIDE

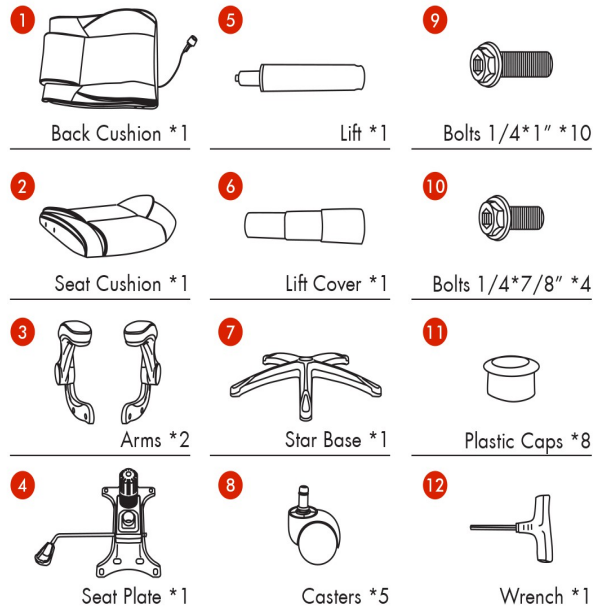
Congratulations, you are now the owner of a brand new STARSPACE chair!

Following this assembly guide and you will find a quick start guide to assemble your STARSPACE chair. We highly recommend checking out our Assembly Videos as well for even more detailed and visual instructions.

If you run into any difficulty during the assembly, remember to check out the Assembly Video to see if you've missed anything. If you're unable to resolve your problems, drop us an email as well and our support team will assist you.

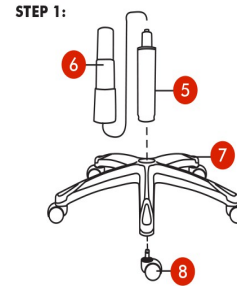


## PACKAGE LIST

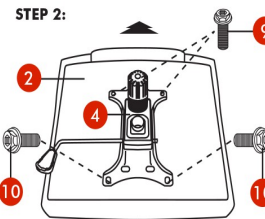


## ASSEMBLY INSTRUCTION

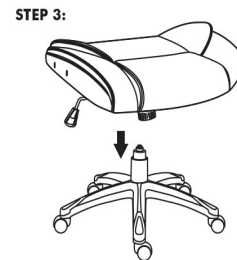
**Step 1:** Turn the Star Base(7) upside down, then press the Casters(8) into the holes at the end of each base leg, insert the Lift(5) into the center hole of the Star Base, the Lift Cover(6) should be placed over the Lift.



**Step 2:** Align the Seat Plate(4) over the pre-drilled holes underneath the Seat Cushion, make sure that the front of the seat plate is facing the front of the Seat Cushion. Attach the Seat Plate(4) to the Seat Cushion using TWO Bolts 1/4\*1"(9) at the front and TWO Bolts 1/4\*7/8"(10) at the back, tighten all the bolts with the Wrench(12), being careful not to mis-thread the bolts or damaged the seat.



**Step 3:** Turn the Seat Cushion upright and align the center hole of the Seat Plate(4) over the lift, then push the Seat Cushion down onto the lift firmly until the connection is secure.



**Step 4:** Attach the Arms(3) to the Seat Cushion(2) with Four Bolts 1/4\*1"(9), using the Wrench(12).

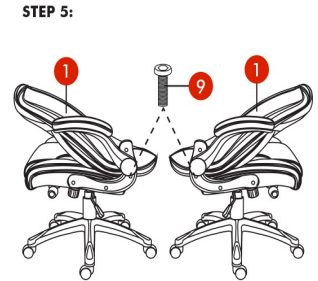


Note 1: Arm rests are labeled with an "L" (left) or "R" (right) to show which sides they should be placed on.

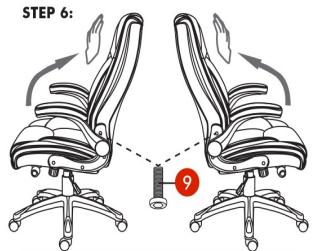
Note 2: Do not tighten all the bolts to 100%, make sure it has space to adjust in the next steps.

**Step 5:** Lay the Back Cushion on the seat of the chair with the top of the cushion toward the front. Attach the Back Cushion(1) to the Arms(3) by inserting Two Bolts 1/4\*1"(9) in the Lower holes with the Wrench(12).

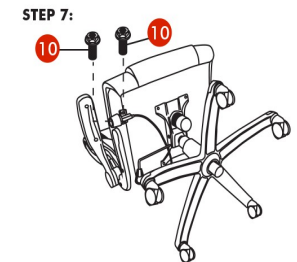
Note 1: Do not tighten all the bolts to 100%, make sure it has space to adjust in the next steps.



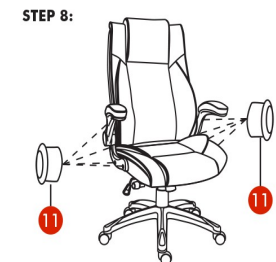
**Step 6:** Rotate the back of the chair up, then secure it with the Top Two Bolts 1/4\*1"(9) with the Wrench(12). Adjust the balance on each side of the chair, and fully tighten all the bolts at this step.



**Step 7:** Align the control handles of the back adjust over the pre-drilled holes underneath the Seat Cushion(2), attach the handle to the Seat Cushion using Two Bolts 1/4\*7/8"(10), tighten all the bolts with the Wrench(12).



**Step 8:** Press the Plastic Caps(11) into the Arms holes to cover the bolts.



**CAUTION:**  
Make sure all bolts and screws are fully tightened before using chair. Lubricate all moving parts and tighten all bolts/screws every 6 month or whenever needed.