Place seat assembly upside down on an elevated flat surface. The back of the seat should slightly overhang the edge of the surface. Figure A.

Figure A

Locate plastic spacer block on bottom side of back assembly as shown below. Figure B.

Figure B

Insert back assembly upright with spacer block into mating section of control as shown and assemble using a quantity of (3) 5/16-18 X 1 1/4” bolts, washers, and lock washers. Ensure each bolt is secure and seated with the mating surface. Figure C.

Figure C

Assemble units as described herein only. All screws and bolts must be tightened securely and checked periodically after assembly. Failure to assemble or to secure parts properly may result in assembly failure and personal injury.
Turn the base with casters in the upright position and place onto the floor as shown. Orient the gas lift cylinder as shown and insert the larger end of the cylinder into the hole in the center of the base. Figure D.

**Figure D**

Carefully position the seat assembly over the gas lift cylinder, aligning the hole in the seat control with the top, smaller end of the cylinder. Press the seat assembly onto the cylinder then sit on the seat to completely mate the components together. While seated, actuate height control lever and move the seat into its lowest position. Actuate height control lever and remove weight from chair to adjust chair up to comfortable sitting height. Figure E.

**Figure E**