

REGENCY

YOUR COMPLETE OFFICE SOLUTION

2510 - INSTRUCTIONS



Parts:

A) Seat • B) Mechanism • C) Back • D) Sleeve • E) Cylinder • F) Base • G) Casters(5)



Hardware:

H) Assembly Key • I) Long Bolts(4) • J) Short Bolts(4)



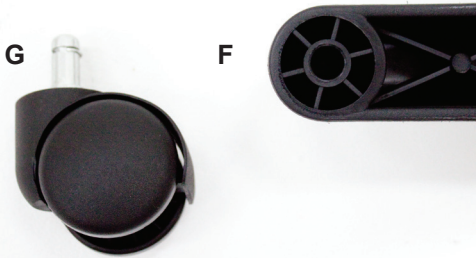
IMPORTANT NOTICE:

- Check to be sure that you have all parts and hardware.
- Remove all wrapping materials, including staples & packing straps before you start to assemble.
- Do not tighten all screws/bolts until completely assembled.
- Keep all hardware parts out of reach of children.

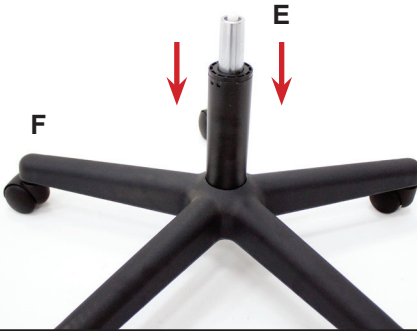
Any problems or questions call Regency Office Furniture at 1-866-816-9822

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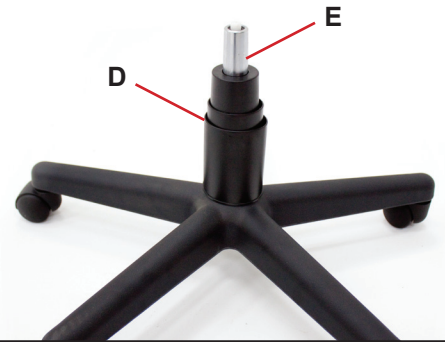
STEP 1: Insert 5 Casters(G) into Base(F).



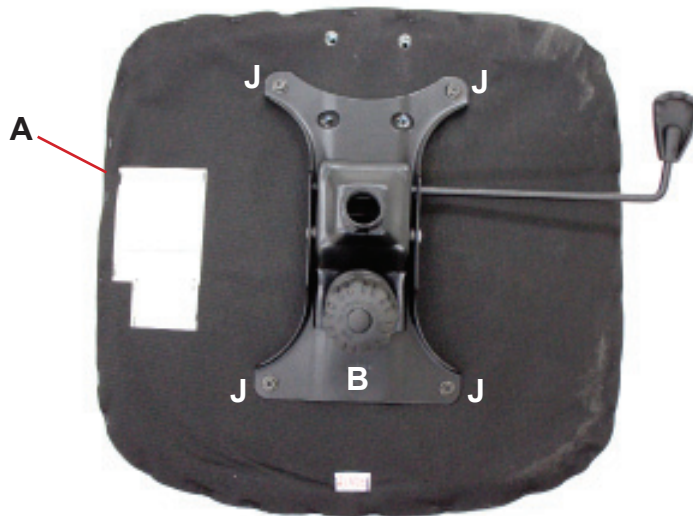
STEP 2: Insert Cylinder(E) into Base(F).



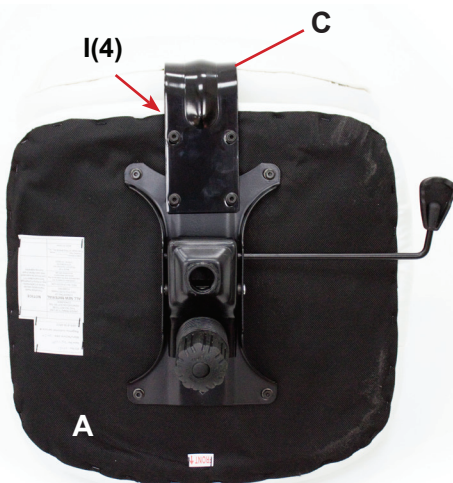
STEP 3: Insert Sleeve(D) over Cylinder(E).



STEP 4: Attach the Mechanism(B) to the Seat(A) using 4 Short Bolts(J). Be sure that the tilt tension knob is facing the front of the seat.
Note: Do NOT tighten bolts until all bolts have been started.



STEP 5: Attach Back(C) to Seat(A) using 4 Long Bolts(I).
Note: Do NOT tighten bolts until all bolts have been started.



STEP 6: Finish by placing Cylinder(E) into Mechanism(B) and apply force to the seat to ensure connection.

