

Procedure for assembling Polo task chair

Step 1. Remove and check contents of Carton. It should contain:

1. One (1) backrest
2. One (1) mechanism
3. One (1) seat
4. One (1) pair of armrests
5. One (1) hardware pack
6. One (1) chair height cylinder (boxed)
7. One (1) 5 point star base
8. Five (5) casters



Step 2. Fasten the mechanism to the backrest as shown below with the three (3) $\frac{3}{4}$ " long screws. Using the Allen wrench included in the hardware pack, tighten all three screws firmly.



Step 3. Fasten the mechanism to the seat as shown below with the four (4) 1" long screws. Using the Allen wrench tighten all four screws firmly.



Step 4. Place the chair height cylinder into the mechanism as shown below and press firmly. Insert casters into base. Press base firmly onto cylinder.



Step 4. Install armrests with hand knobs as shown below.

