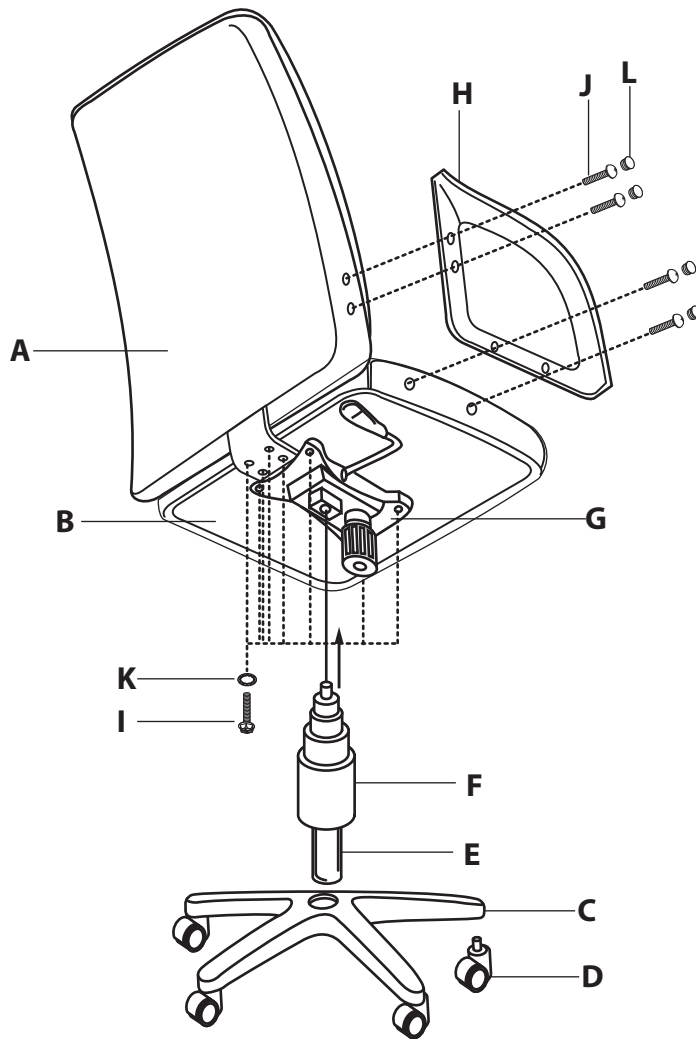
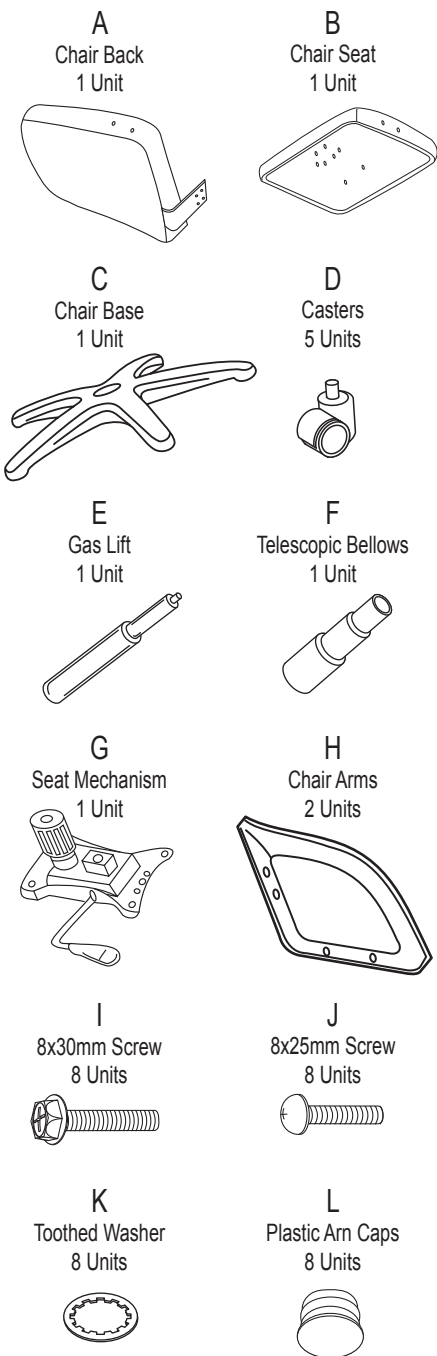


# Model 520-L Executive/Conference Hi-Back Leather Chair

## Parts Listing



**WEIGHT CAPACITY: 250 lbs.**

### Assembly Notes:

During assembly, hand tighten screw 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:** Insert Casters (D) into Chair Base (C).
- Step 2:** Insert Gas Lift (E) into hole in the center of Chair Base (C) and cover with Bellows (F).
- Step 3:** Place Chair Seat (B) upside-down on a level, non-abrasive surface and align pre-drilled holes in Seat Mechanism (G) with holes in the Chair Seat (B).
- Step 4:** Insert four 8x30mm Screws (I) with Washers (K) through the holes in the Seat Mechanism (G) and into the bottom of the Chair Seat (B).
- Step 5:** Attach Chair Back (A) to Chair Seat (B) by inserting 8x30mm Screws (I) and Washers (K) through the holes in the j-bar and into the Chair Seat (B).
- Step 6:** Attach Chair Seat (B) to Chair Base (C) by inserting the tip of the Gas Lift (E) into the hole in the center of the Seat Mechanism (G). Carefully sit on Chair Seat (B) to make sure the Gas Lift (E) is secure and properly inserted into the base.
- Step 7:** Attach Chair Arms (H) to the assembled chair by inserting 8x25mm Screws (J) through the holes in the Arms (H) and into the pre-drilled holes in the Chair Seat (B) and Chair Back (A). Do not tighten screws until all screws have been inserted.
- Step 8:** Cover screw holes in the Arms (H) using the Plastic Arm Caps (L). Press in firmly to secure.
- Step 9:** Operate the gas lift lever to be sure the unit is working properly.

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