

# @305 & @306

INS-P0305-PAC

## ASSEMBLY INSTRUCTIONS



### PARTS



Back (x1)



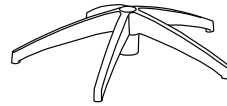
Seat (x1)



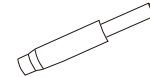
Mechanism (x1)



Arms (x2)



Base (x1)



Cylinder (x1)



Casters (x5)

### TOOLS



Allen Wrench (x1)  
(attached to the  
cylinder box)

### HARDWARE



M8 bolts for the back (x3)



1/4" bolts for the mechanism (x4)



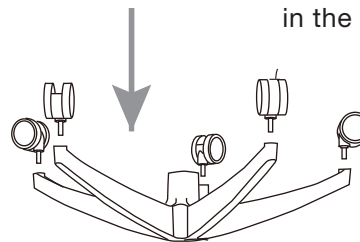
1/4" bolts for the arms (x8)

All hardware comes pre-attached in the back and/or seat.  
Missing parts or hardware? Call 888.925.SEAT

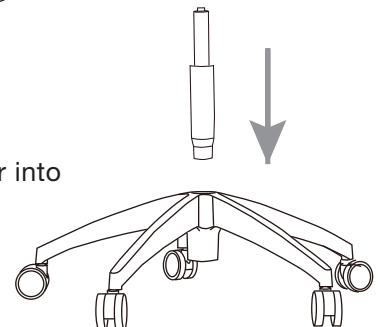
### STEP 1

Attach the casters and cylinder to the 5-star base.

**1A.** Firmly press the stems  
of 5 casters into the 5 holes  
in the base.



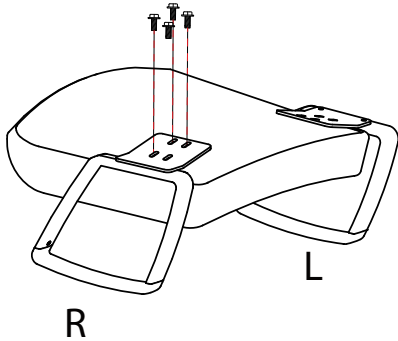
**1B.** Insert cylinder into  
the center hole.



## STEP 2

Attach the arms to the seat.

2A. Invert the seat, fabric side down, and remove the ¼" bolts for the arms from the seat with the Allen wrench. There are 8 bolts total (4 per arm).

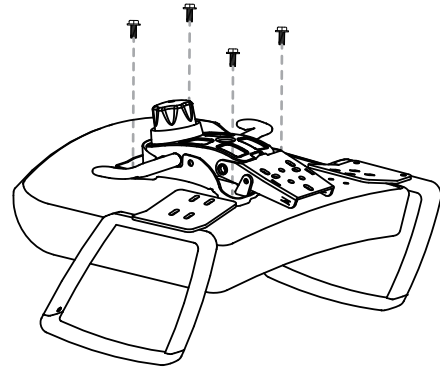


2B. Adjust the left and right arms to be symmetrical, then reattach the bolts to secure the arms.

## STEP 3

Attach the mechanism to the seat.

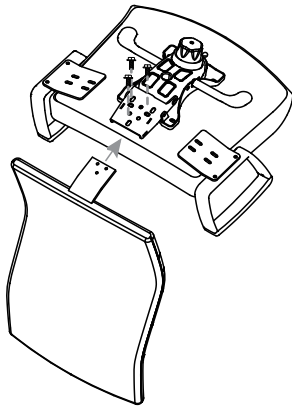
3A. Remove the ¼" bolts and that hold the mechanism. There are 4 bolts total.



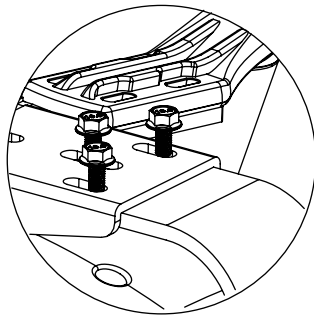
3B. Place the mechanism on the underside of the seat as shown, then reattach the bolts.

## STEP 4

Attach the back to the seat.



4A. Using the Allen wrench, remove the 3 M8 bolts from the back.



2B. Place the back plate under the seat as shown, aligning the holes. Using the Allen wrench, reattach the bolts from the top.

## STEP 5

Join the back and seat with the cylinder and base.

Insert the assembled back/seat unit onto the cylinder, which was placed in the base in Step 1. Press down firmly to secure.

