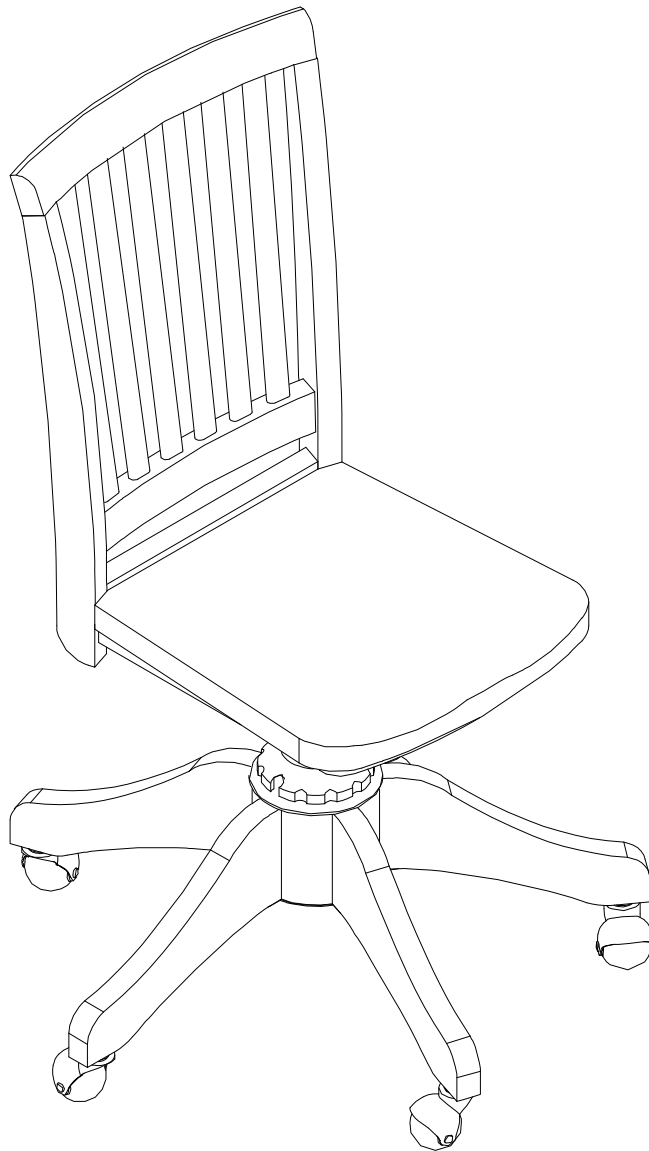


pottery barn kids

CAROLINA SWIVEL DESK CHAIR

ASSEMBLY INSTRUCTIONS



www.potterybarnkids.com

Important Safety Instructions:

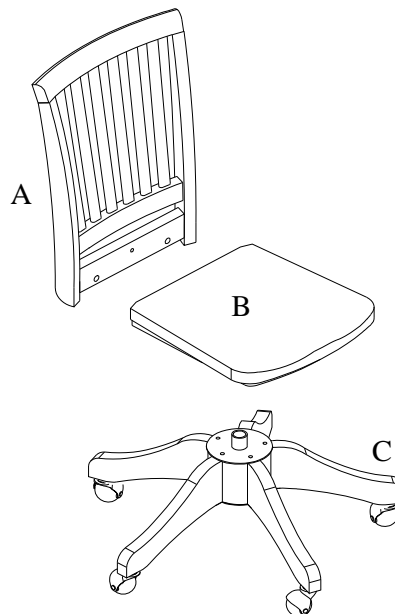
- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.

Pre-assembly:


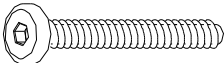
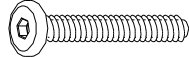
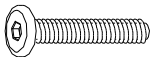


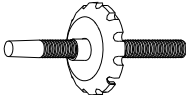
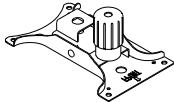
- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

PARTS INCLUDED:

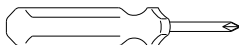
- (A) Back Rest (1x)
- (B) Seat (1x)
- (C) Chair Base (1x)



HARDWARE INCLUDED:

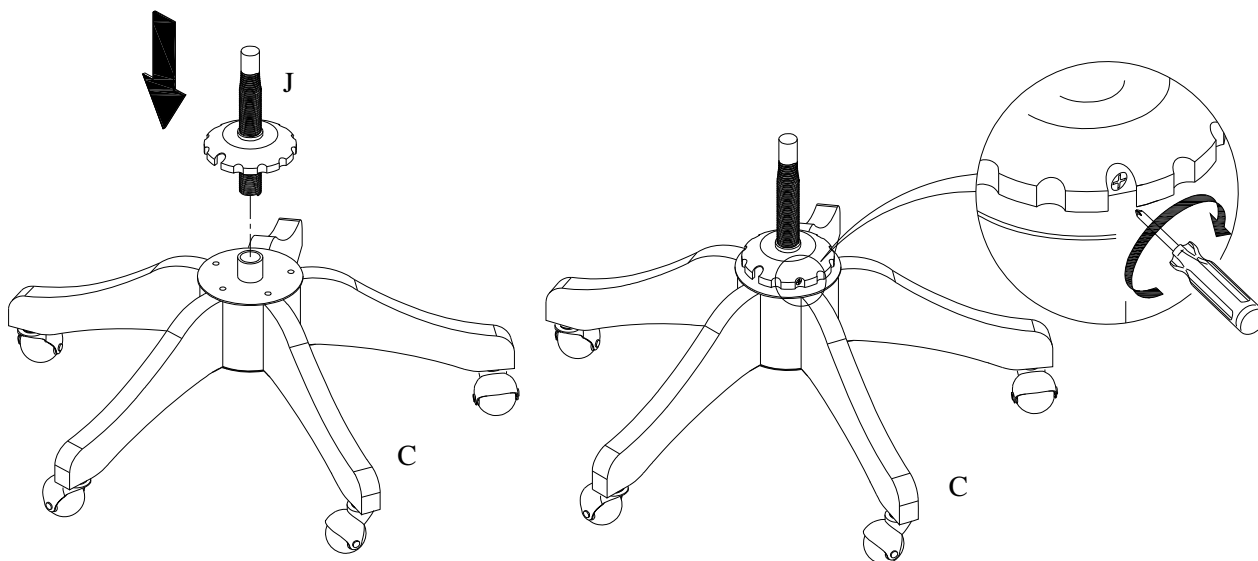
 (D) Allen Key – 1x	 (E) Long Bolt 1/4" x 51mm – 2x	 (F) Medium Bolt 1/4"x38mm – 3x
 (G) Short Bolt 1/4" x 16mm – 4x	 (H) Flat Washer 1/4" – 6pcs	 (I) Spring Washer 1/4" – 6pcs
 (J) Cylinder – 1x	 (K) Metal Bracket – 1x	

TOOLS REQUIRED:




Philips Screwdriver  (Not included)

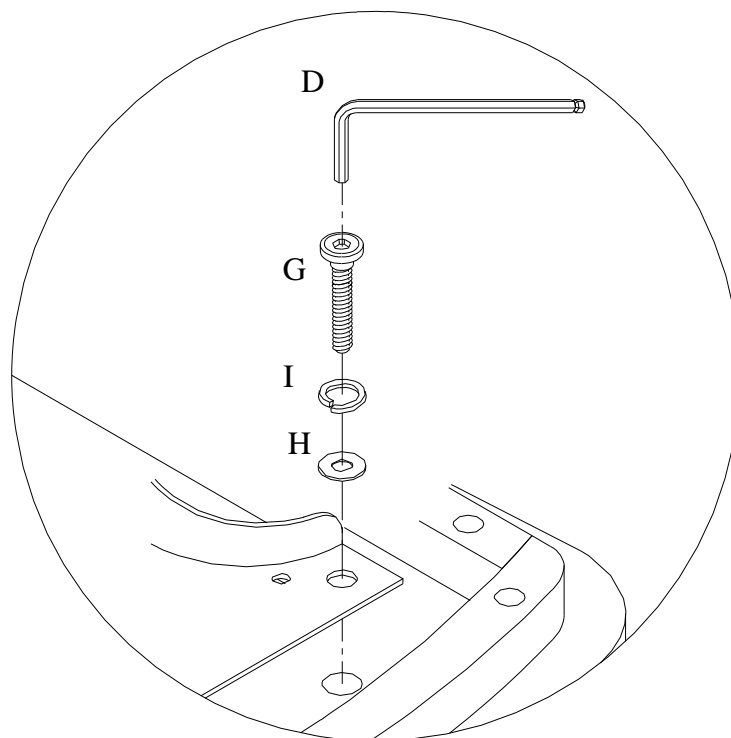
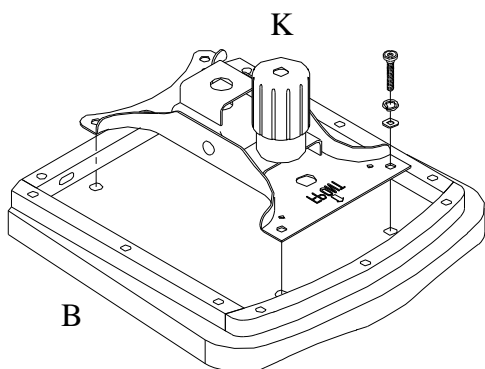
Assembly Instruction Steps:

1. Insert Cylinder (J) into tube on Chair Base (C). Locate the Philips Head Screw found inside the black metal cap pre-attached to the cylinder as shown below. Tighten with a Philips Head Screw Driver, but do not over tighten.

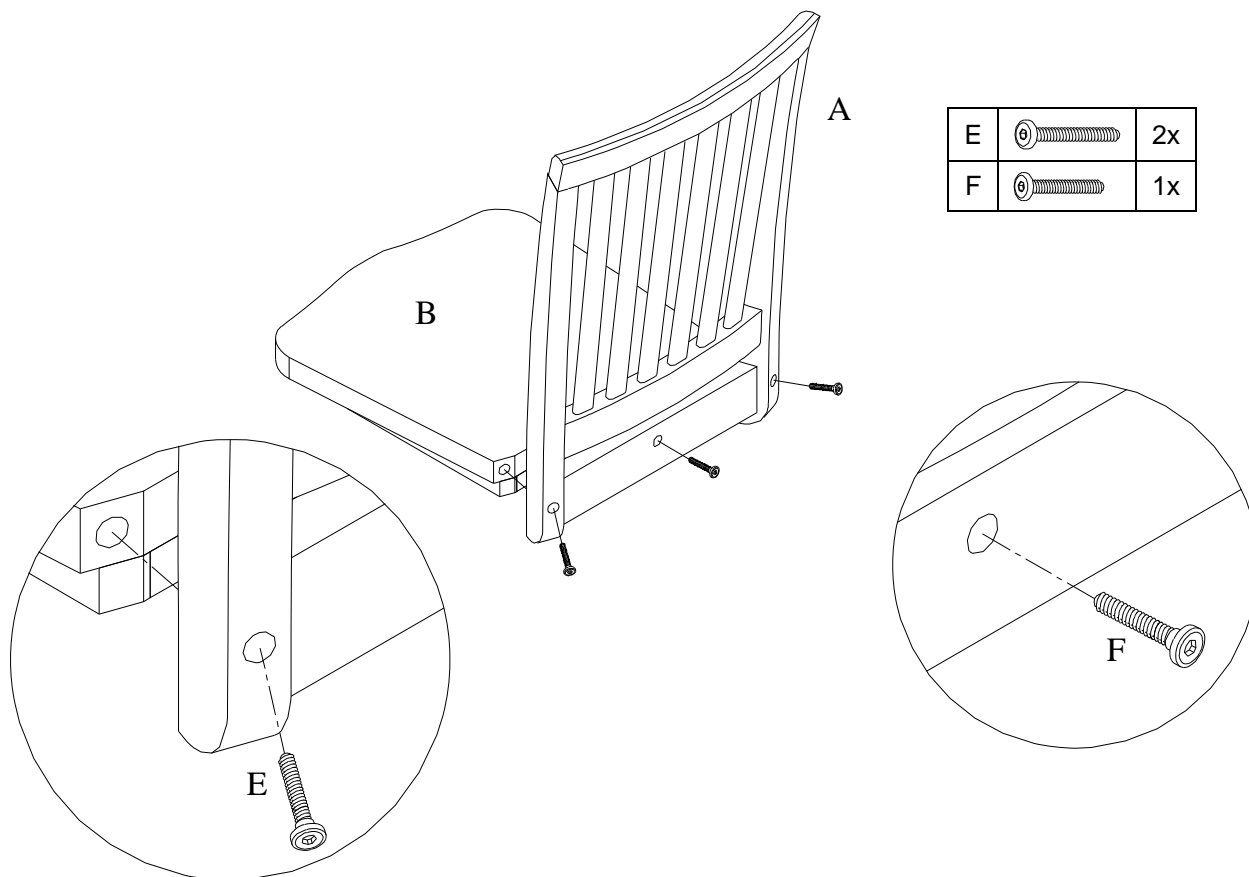


2. Place the Seat (B) upside down on a clean, scratch-free surface. Align Metal Bracket (K) to insert nuts located on bottom of the Chair Seat. Slide a Spring Washer (I), Flat Washer (H) onto each Short Bolt (G). Insert the short bolts with washers through pre-drilled holes at corners of the Metal Bracket into insert nuts located on the seat bottom and secured with an Allen Key (D) as shown below.

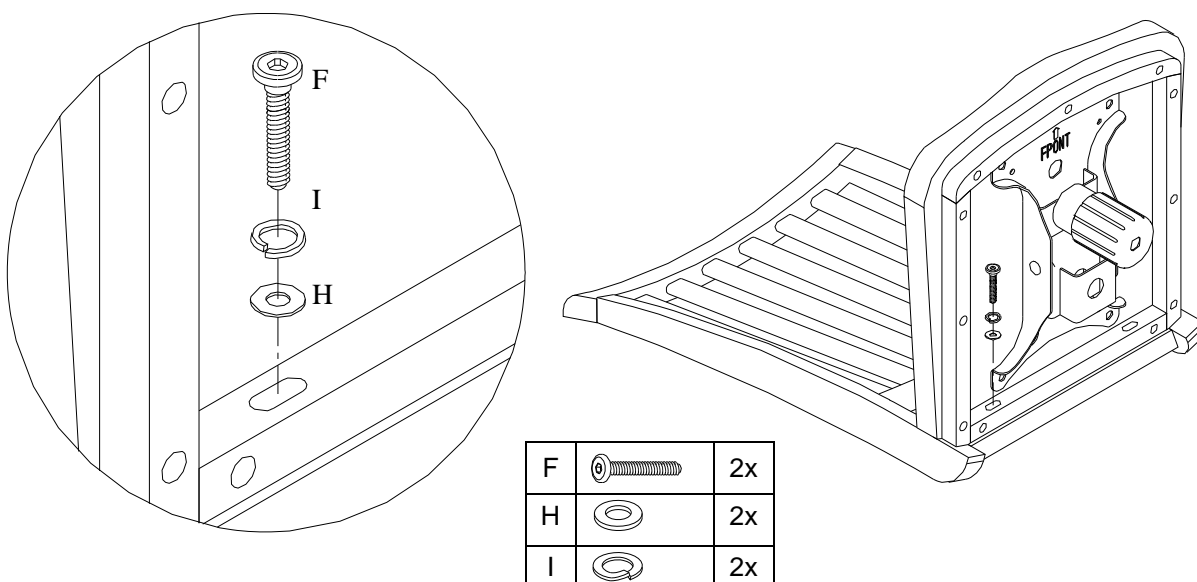
G		4x
H		4x
I		4x



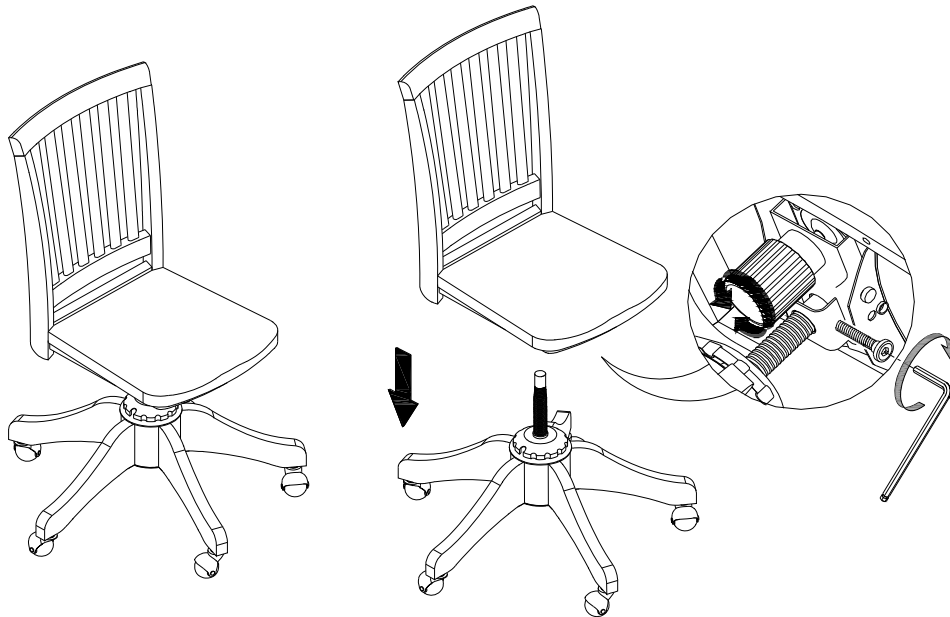
3. Attach the Back Rest (A) to the rear edge of the Seat (B). Insert (2) Long Bolts (E) Through the pre-drilled holes on posts of the Back Rest (A), into the insert nuts located on rear side of the Seat (B). Insert (1) Medium Bolt (F) through the pre-drilled hole in center into insert nuts on the seat.



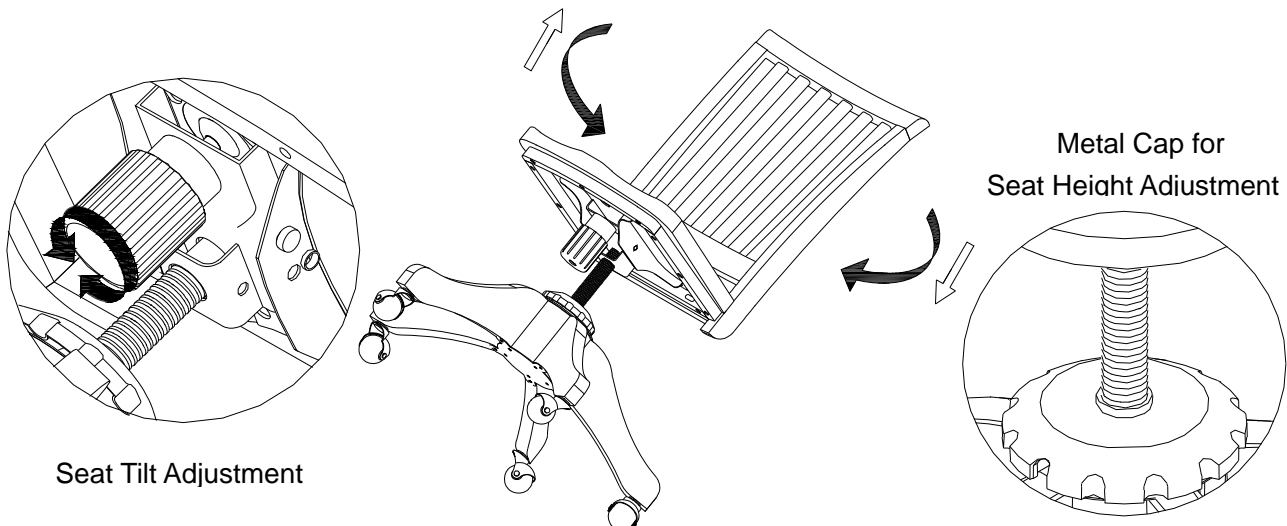
4. Slide a Spring Washer (I) and a Flat Washer (H) onto each Medium Bolt (F). Place the assembled piece on its back, insert (2) medium bolts with washers from wood cleat of the seat into insert nut pre-installed on the Back Rest.



5. To attach the assembled seat to the Chair Base (C), align and connect the hole in center of the Metal Bracket at bottom of the Chair Seat onto the assembled Cylinder (J) on the Chair Base. Firmly apply pressure onto the Chair Seat with both hands to ensure chair slides onto the Cylinder (J). Use Allen Key to tighten the pre-installed bolt against the cylinder as seen in illustration below.



6. To adjust tilt of the seat, loosen the tilt knob found under the seat by turning in counter-clock wise direction and tilt seat to desired position. Turn tilt knob in clockwise direction to re-tighten.
7. To adjust the height of the seat, hold the black metal cap with one hand while turning the Chair in a counter-clockwise direction to make it higher, or a clockwise direction to lower the seat. **Note: Make sure to periodically check that the Philip Head Screw inside the black metal cap on Chair Base is fully engaged, but do not over tighten. This prevents the seat from lifting out of the Cylinder.**



Seat Tilt Adjustment

Metal Cap for
Seat Height Adjustment

Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.

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