

# REGENCY

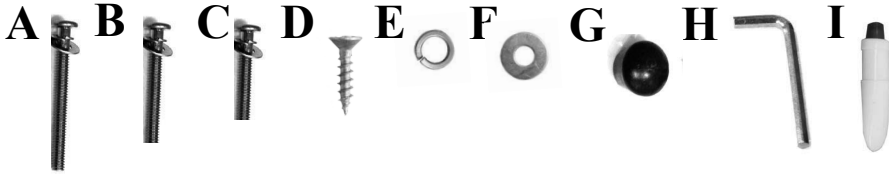
YOUR COMPLETE OFFICE SOLUTION

## 9975-9875-9875L • INSTRUCTIONS

Organize your parts and hardware. You will need a Phillips head screw driver.

### Hardware :

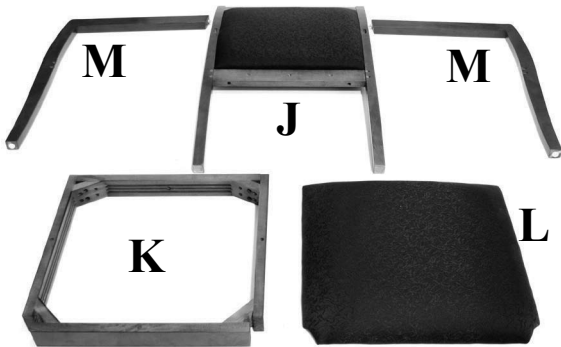
**A:** Large bolts(4) • **B:** medium bolts(4) • **C:** small bolts(3) **D:** Wood screws(3) • **E:** Locking washers(9)  
**F:** Washers(9) • **G:** Wood caps(2) • **H:** Allen Key • **I:** Glue



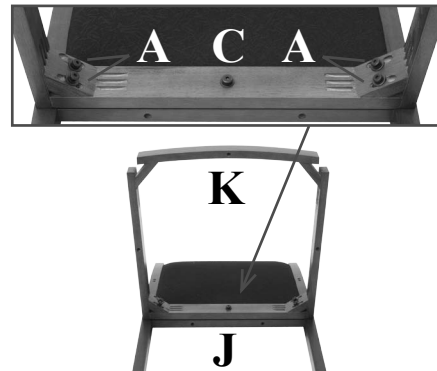
NOTE: EACH BOLT EXCEPT FOR 2 SMALL BOLTS GETS 1 LOCK WASHER FOLLOWED BY 1 FLAT WASHER.

### Parts :

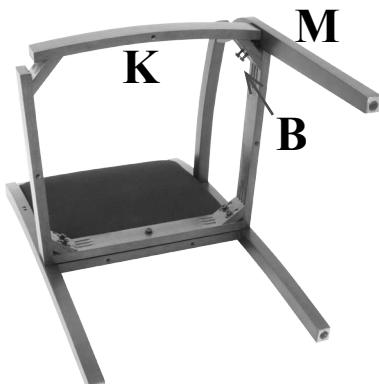
**J:** Back Frame • **K:** Seat Frame • **L:** Seat Cushion • **M:** Leg/Arm(2)



**STEP 1 :** Attach Seat Frame(K) to Back Frame(J) using one small bolt(C) and 4 large bolts(A).



**STEP 2 :** Attach right Leg/Arm(M) to seat frame(K) using 2 medium bolts(B).



**STEP 3 :** Place seat cushion(L) at angle as shown below.



### IMPORTANT NOTICE:

- Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid the parts from being scratched.
- 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.

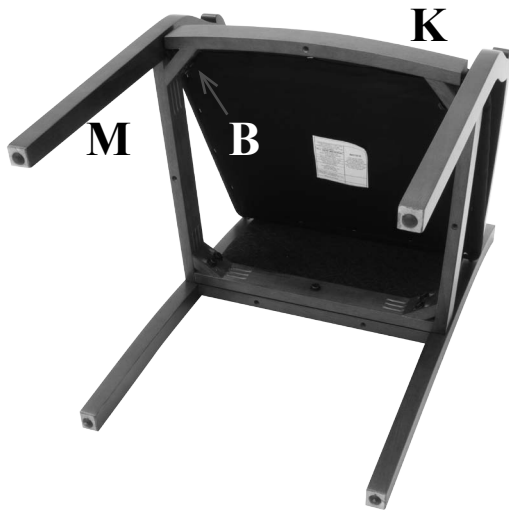
Any problems or questions call Regency Office Furniture at 1-866-816-9822

# REGENCY

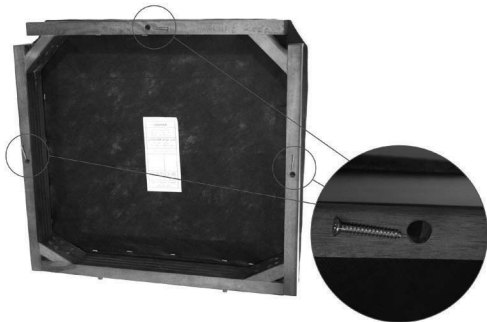
YOUR COMPLETE OFFICE SOLUTION

9975-9875-9875L • INSTRUCTIONS

**STEP 4a :** Attach second Leg/Arm(M) to Seat Frame(K) using 2 medium bolts(B).

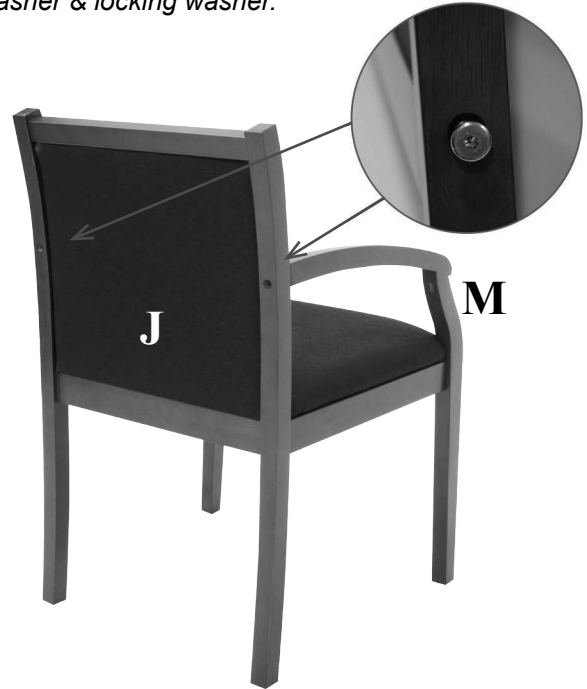


**STEP 4b :** Using downward force, slide seat cushion(L) into position, then attach using 3 wood screws(D).



**STEP 5a :** Secure both Leg/Arms(M) to Back Frame(J) using one small bolt(C) each.

*NOTE: These two small bolts DO NOT include flat washer & locking washer.*



**STEP 5b :** Finish by plugging the holes with wood caps(G) using the glue(I).

