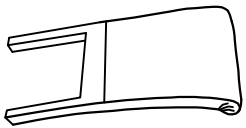


# ASSEMBLY INSTRUCTION

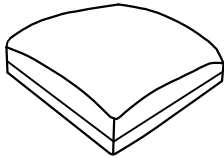
## PARSON CHAIR

**A** Chair Back



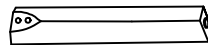
1pc

**B** Seat



1pc

**C** Front Leg



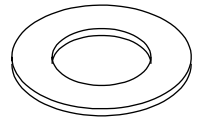
2pcs

**D** Lock Washer  
5/16"



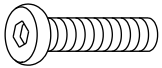
11pcs

**E** Flat Washer  
5/16"



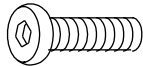
11pcs

**F** Bolt  
5/16"x3-1/2"



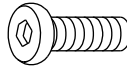
4pcs

**G** Bolt  
5/16"x3"



3pcs

**H** Bolt  
5/16"x2-1/2"

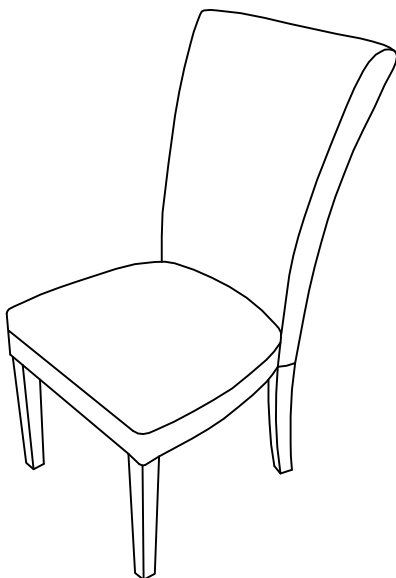


4pcs

**I** Allen Wrench  
5/16"



1pc



This page lists all the contents included in the box. Please take the time to identify the hardware as well as the individual components to this product. As you unpack and prepare for assembly, place the contents on a carpeted or padded area to protect them from damage.

# Step 1 (a)



## Helpful Hints:

1. If you cannot find the hole right away, try jiggling the leg slightly.
2. If you find the hole but the bolt won't screw in, make sure the leg is straight.
3. If the leg is straight but the bolt still won't screw in, go to the *Troubleshooting Guide* at the end of these instructions.

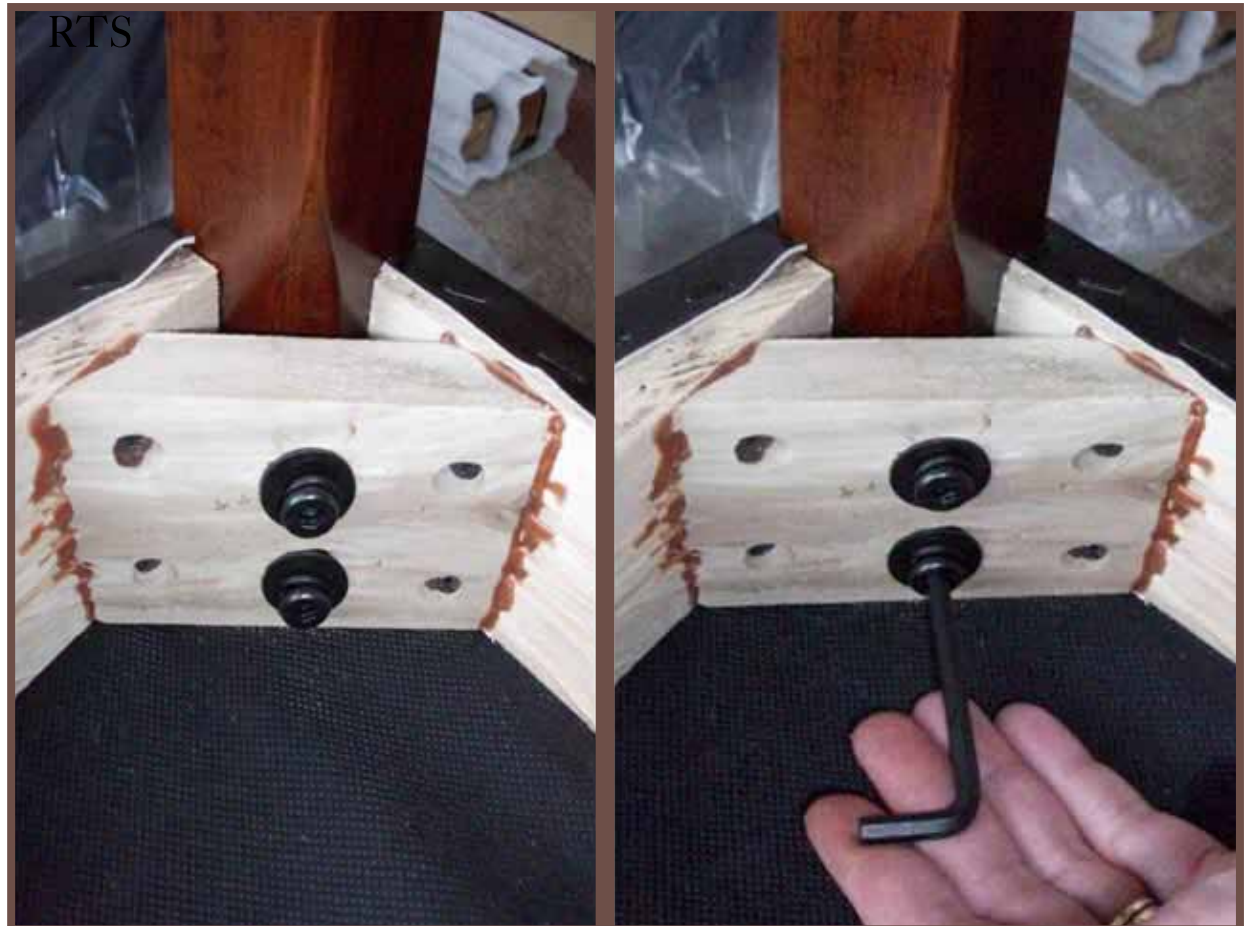


Take a Lock Washer and place onto the (shortest) 2 ½" Bolt then add a Flat Washer. Repeat for all Bolts.

Place the Seat upside down on your clean, smooth surface and remove the styrofoam blocks from the corners.

Take a Front Leg and push into the front seat corner, so that the holes line up. Insert 2 ½" Bolt with washers through corner block into the leg hole and tighten by hand.

## Step 1 (b)



Insert the second Bolt with washers into the Front Leg and tighten by hand.  
Repeat for the other Front Leg, tightening both bolts by hand.  
Take the Allen Wrench, and turn the bolts until the legs are secure.  
DO NOT TIGHTEN COMPLETELY.  
Stop when you feel you are adding force to tighten the bolt.

# Step 2 (a)



## Helpful Hint:

1. The seat/leg assembly should be positioned at right angles to the chair back.



Place the Chair Back on your clean, smooth surface.

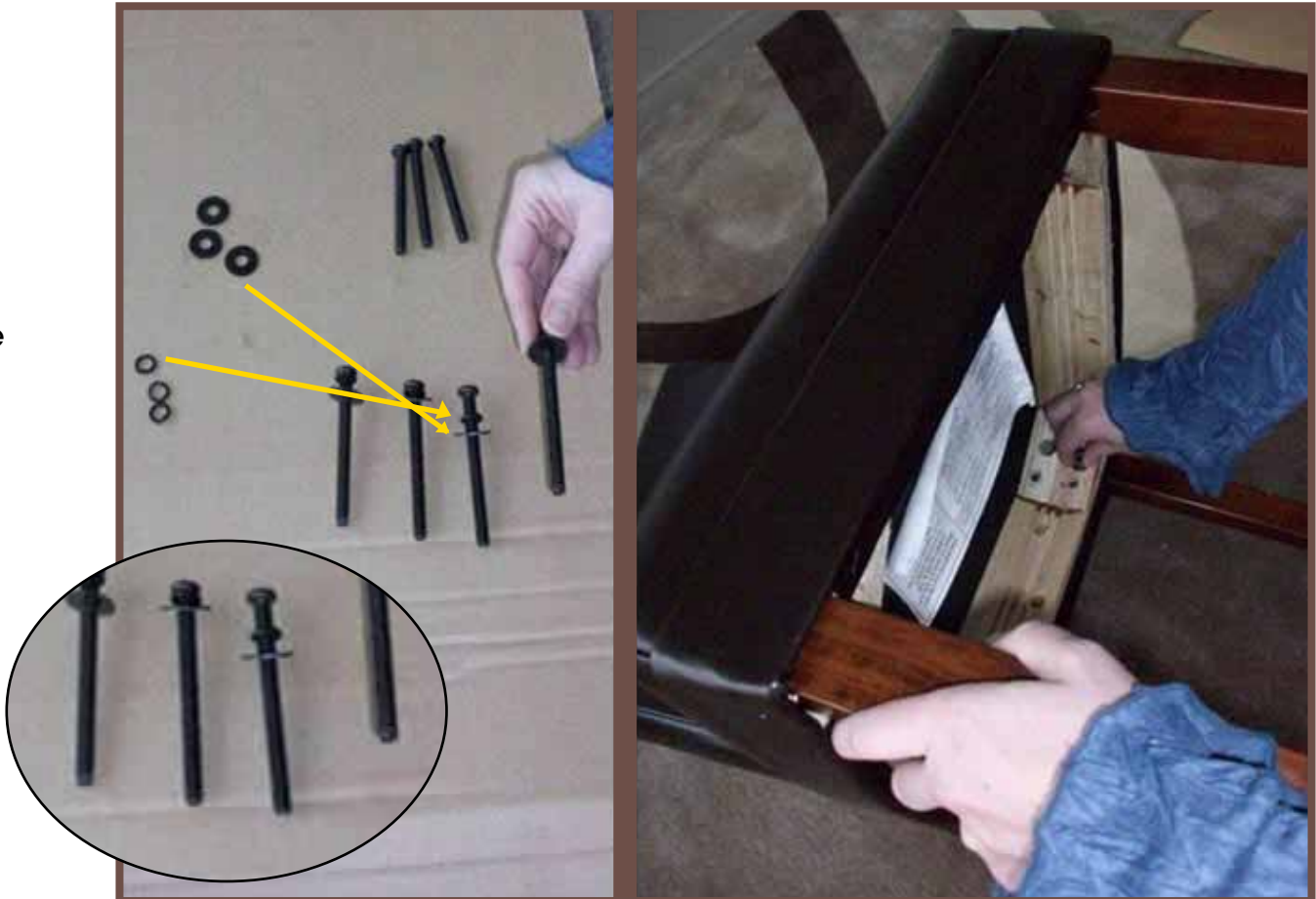
Position the Seat/Leg assembly so the wooden locator dowel fits into the upper center hole.

If you cannot see an upper hole, it may be covered by the fabric. Puncture the fabric so the dowel can fit through.



## Helpful Hint:

1. If you find the hole but the bolt won't screw in, insure the seat/leg assembly is positioned at right angles to the chair back.
2. If the seat is at right angles but the bolt still won't thread, go to the *Troubleshooting Guide* at the end of these instructions.



Insert 3 ½" (longest) Bolts with washers through the corner block into the back (A) and tighten by hand.

Insert the second Bolt/Washer (F/D/E) into the back leg and tighten by hand. Repeat for the second back leg, tightening both bolts by hand.

## Step 2 (c)



### Helpful Hint:

1. If you cannot find the hole, or if you find the hole but the bolt won't thread, go to the *Troubleshooting Guide* at the end of these instructions.



Insert a 3" Bolt with washers through the center hole of the seat back into the chair back and tighten by hand.  
Repeat in the left and right holes, tightening the 3" Bolts with washers by hand.

## Step 2 (d)



Take the Allen Wrench, and turn all bolts until the seat is secure.  
DO NOT TIGHTEN COMPLETELY.  
Stop when you feel you are adding force to tighten the bolt.



## Helpful Hint:

1. Instead of applying downward pressure while reaching under to tighten bolts, have someone sit in the chair while you tighten the bolts.
2. If the chair still wobbles, go to the *Troubleshooting Guide* at the end of these instructions.



Stand chair up on an even surface and check that it is balanced.

If there is a slight wobble, apply downward pressure in the corner where a leg is uneven. Keeping pressure in that corner, tighten all bolts.

If balanced, apply downward pressure evenly in the center and tighten all bolts.

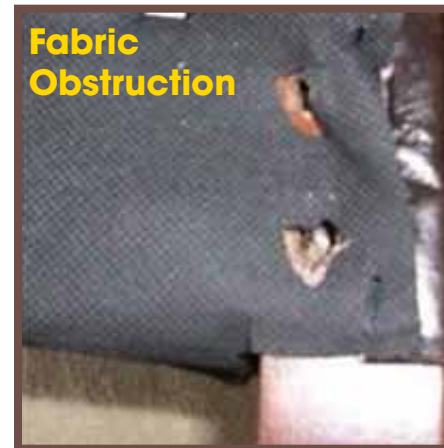
Do not over-tighten beyond hole depth.

Repeat assembly for the second chair.



# Troubleshooting

## ***Problem: Bolt Won't Screw In***



### ***There are 3 Possible Reasons:***

#### **1. Fabric Obstruction**

Check that a hole is not obstructed by fabric.

If it is, puncture the fabric and make an opening for the bolt to fit through.

#### **2. Depth of Pre-drilled Hole**

Check the depth of the pre-drilled holes in the legs or chair back by sliding in the Allen Key.

If a hole was not drilled deep enough, call us and we will send you a replacement leg immediately.

#### **3. Thread Obstructed**

The thread at the end of the bolt has been obstructed. Sometimes applying a lubricant such as a drop of soap will clear away dirt that could be stopping it.

could be stopping it. If the bolt still will not thread, call us and we will send you replacement bolts immediately.

## ***Problem: Chair Wobbles***

### **CAUTION!**

Be careful not to scratch the finished chair leg when swinging the hammer.



### ***Solution:***

Determine which leg is shorter than the rest.

Take a hammer, and strike the underside of the seat at the corner block of the short leg, while putting downward pressure on the chair back.

Check if balance is corrected. If not, repeat this procedure.

