

# UNIVERSAL<sup>®</sup>

## FURNITURE

### Assembly Instruction

General Side/Arm Chair

987634/635&988634/635

THANK YOU FOR PURCHASING THIS QUALITY PRODUCT. BE SURE TO CHECK ALL PACKING MATERIAL CAREFULLY FOR SMALL PARTS THAT MAY HAVE COME LOOSE INSIDE THE CARTON DURING SHIPMENT.







CAUTION: (1) THESE PARTS ARE CUMBERSOME AND HEAVY. THIS PRODUCT CAN BEST BE ASSEMBLED WITH THE ASSISTANCE OF ONE OR MORE PERSONS IN ORDER TO PREVENT PERSONAL INJURY AND TO INSURE PARTS ARE NOT DAMAGED DURING THE ASSEMBLY PROCESS. IF DIRTY, CLEAN FINISHED PARTS WITH MILD DISHWASHING LIQUID AND WATER SOLUTION APPLIED ON DAMP CLOTH. CLOTH SHOULD NOT BE EXCESSIVELY WET. POLISH FINISH WITH SOFT CLOTH AND AN INDUSTRY RECOGNIZED FURNITURE POLISH.

(2) TO PREVENT DAMAGE TO YOUR FLOOR OR CARPET, PLEASE CHECK THE BOTTOM OF EACH PIECE OF FURNITURE FOR STAIN RESIDUE AND ROUGH SURFACES AND ALSO CHECK FOR STAPLES OR NAILS LEFT AFTER REMOVING THE PACKAGING MATERIAL. THE MANUFACTURER WILL NOT BE HELD RESPONSIBLE IF PREVENTATIVE STEPS ARE NOT TAKEN PRIOR TO INSTALLATION.

(3) UNPACK AND DISPOSE OF ALL PACKING MATERIAL BUT BE CAREFUL NOT TO THROW AWAY ANY ASSEMBLY PARTS OR HARDWARE. READ THE INSTRUCTION SHEET AND PARTS LIST CAREFULLY. REMOVE ALL STAPLES AND SCREWS USED FOR PACKAGING CAREFULLY USING PLIERS AND OR SCREWDRIVERS TO PREVENT INJURY AND SCRATCHING OR DAMAGING FLOORING.

(4) DURING NORMAL USE EVERYDAY, SCREWS, BOLTS, NUTS AND WOODEN PLUGS MAY LOOSEN UP. THEY SHOULD BE PERIODICALLY INSPECTED AND RE-TIGHTENED TO PREVENT DAMAGE TO THE FURNITURE AND (OR) PERSONAL PROPERTY OR CAUSE INJURY. ALWAYS CHECK TO BE SURE ALL HARDWARE ON THIS LIST AND THE ABOVE MENTIONED COMPONENTS IS ATTACHED TO THE FURNITURE PROPERLY AND KEPT TIGHTENED AT ALL TIMES.

### Parts and Hardware List:

	Parts List			QTY	NO.	Hardware List			QTY
FOR BOTH SIDE CHAIR & ARM CHAIR	A	UPHOLSTERY SEAT WITH SEAT FRAME	1 PC	#1		1-3/4" L	BOLT+SPRING WASHER+FLAT WASHER--1/4" Dia	2 SET	
	B	BACK FRAME	1 PC	#2		3" L	BOLT+SPRING WASHER+FLAT WASHER--1/4" Dia	4 SETS	
	C	FRONT LEG	2 PCS	#3		2-1/2" L	BOLT+SPRING WASHER+FLAT WASHER--1/4" Dia	4 SETS	
				#4			WRENCH	1 PC	
ONLY ARM CHAIR	D	ARM	1 pair	#5		1-1/2" L	WOOD SCREW	2 SETS	
				#6		1-3/4" L	BOLT+SPRING WASHER+FLAT WASHER--1/4" Dia	2 SETS	

### ASSEMBLY STEPS:

TOOLS REQUIRED: WRENCH # 4 (See Hardware List). AND PHILLIPS HEAD SCREWDRIVER (NOT PROVIDED)

NOTE: FIRST READ THE CHAIR LEVELING INSTRUCTIONS. THIS IS AN ADDITIONAL ASSEMBLY SHEET FOUND INSIDE THE CARTON. PLACE ALL CHAIR PARTS ON A CLEAN, CUSHIONED AREA TO PREVENT SCRATCHING THE FURNITURE.

### ASSEMBLY PROCEDURES:

1. PLACE THE UPHOLSTERED SEAT CUSHION (A) UPSIDE DOWN ON A CLEAN, SOFT SURFACE.
2. REMOVE THE PLASTIC COVER ON THE **UPHOLSTERED SEAT (A)**. ASSEMBLE THE BACK FRAME (B) TO THE BACK RAIL OF THE SEAT FRAME (A) USING ----- # 1 (BOLT + SPRING WASHER + FLAT WASHER).
3. ATTACH THE REAR CORNER BLOCKS OF THE SEAT FRAME (A) TO THE BACK LEGS AND FRAME (B) USING ----- # 2 (BOLT+ SPRING WASHER + FLAT WASHER).
4. ASSEMBLE FRONT CORNER BLOCKS OF SEAT FRAME WITH THE FRONT LEGS (C) USING ----- #3 (BOLT + SPRING WASHER + FLAT WASHER). THEN TIGHTEN ALL BOLTS COMPLETELY USING THE WRENCH # 4.
5. (FOR THE ARM CHAIR ONLY) ATTACH THE END OF BOTH ARMS (D) TO THE BACK POST (B) USING SCREWS----- # 5 . NEXT ATTACH THE ARM POST (D) TO THE SIDE RAIL OF THE SEAT FRAME (A) USING -----

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- #6 (BOLT + SPRING WASHER + FLAT WASHER).
6. AFTER MAKING SURE ALL BOLTS ARE ATTACHED AND HAND TIGHTENED, TURN THE CHAIR OVER.
  7. LEVEL THE CHAIR FOLLOWING "CHAIR LEVELING INSTRUCTION". THIS IS AN ADDITIONAL ASSEMBLY INSTRUCTION SHEET FOUND INSIDE THE CARTON.
  8. MAKE SURE THE CHAIR IS LEVEL AND THEN TIGHTEN ALL BOLTS COMPLETELY USING THE WRENCH SUPPLIED.

