










ASSEMBLY INSTRUCTIONS

**ATTENTION: THIS PRODUCT IS NOT FOR COMMERCIAL USE
INTENDED FOR RESIDENTIAL USE ONLY.**

RTS712G

PARTS LIST

PART NO.	MATERIAL CODE	PART	Q'TY
1	RTS712G-CS11-1	SEAT ASSEMBLY 	1
2	RTS712G-CS01-2	LEFT ARM 	1
3	RTS712G-CS01-3	RIGHT ARM 	1
4	RFS8821-CS04	SEAT POST 	1
5	RTS712G-CS12-1	BASE ASSEMBLY 	1
6	18000744004	DECORATIVE PLASTIC COVER 	1
7	17C40A0705001YX	BOLT M6*15 	2
8	17C40A0712001YX	BOLT M6*35 	3

9	17C03A0814041YX	BOLT M8*40 	4
10	17FA08060601-YX	WASHER d8.5*D17*1.6 	4
11	17FA05100701-YX	WASHER d6.5*D30*2.0 	1
12	17FC08030801-YX	WASHER d8.5*D12*2.1 	4
13	17D03A040401-YX	JAM NUT M8*1.25 	4
14	17C02A0755001YX	BOLT M6x15 	2
15	17KAA0101----Y4	HEX KEY WRENCH 4MM 	1
16	17KAA0201----Y4	HEX KEY WRENCH 6MM 	1
17	17KAB1101----Y4	NUT WRENCH 10&13MM 	1

Attention:

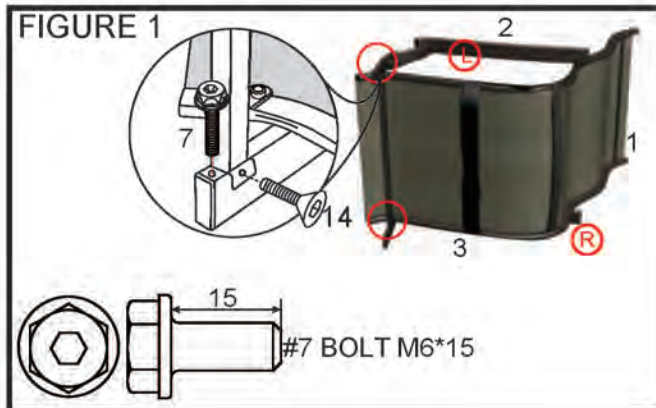
Make sure that each bolt needed for all steps matches the corresponding figure to ensure proper assembly.






Step 1:

Place the right arm (#3) onto a non-abrasive surface, such as a carpet. At the front of the chair, fasten the arms (#2 and #3) to the cross brace on the seat assembly (#1) by using bolts (#7 and #14). Keep the bolts loose. See Figure 1.

Note:

The labels marked "L" and "R" on the arms (#2 and #3) should coincide with Figure 2 to ensure proper assembly.



-  Use the correct bolts as indicated. Do not tighten any of the bolts until the swivel chair is completely assembled.
-  Do not discard any of the packaging until you have checked that you have all of the parts and fittings required.
-  Keep children away during assembly. This item contains small parts that can be swallowed by children. Children should always be under direct adult supervision while using this product.
-  Retain these assembly instructions for future reference.
-  Quote the following FQC NO. when contacting the service center.

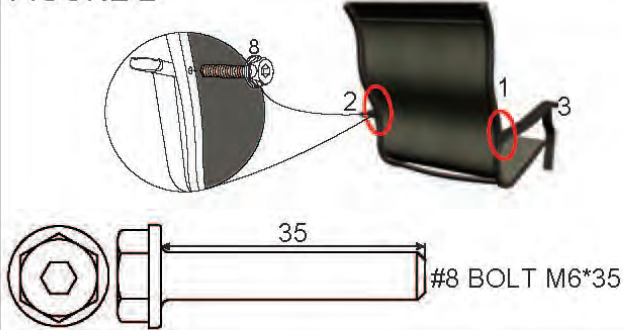
SERVICE CENTER TOLL FREE NO.

TEL: 1-877-539-7436

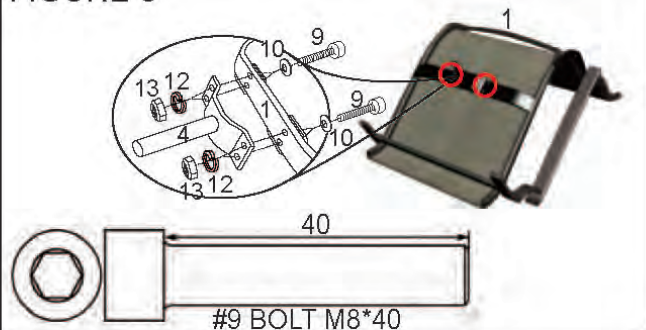
FAX: 1-877-539-7439

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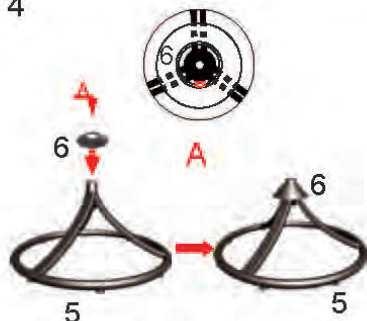
COURTYARD CREATIONS INC.

FIGURE 2**Step 2:**

Fasten the arms (#2 and #3) to the back of the seat assembly (#1) by using bolts (#8). Keep the bolts loose. See Figure 2

FIGURE 3**Step 3:**

Turn the chair upside down. Fasten the seat post (#4) to the brace on the seat assembly (#1) by using bolts (#9), washers (#10 and #12), and jam nuts (#13). See Figure 3.

FIGURE 4**Step 4:**

Place the decorative plastic cover (#6) onto the chair's base assembly (#5) as above picture shows. See Figure 4.

Note:

For ease with installation, we recommend that the seat post (#4) be slightly oiled or waxed before fastening to the base assembly (#5).

Cleaning and Maintenance

- Wash frame and fabric parts with mild soap and water, rinse thoroughly, and dry completely. Do not use bleach, acid, or other solvents on the frame or fabric parts.
- We recommend the use of furniture covers when not in use.
- Inspect and tighten all bolts or fasteners on a regular basis to ensure the proper performance and safety of your swivel chair.
- In order to prolong the life and beauty of your swivel chair, we recommend that it be stored in a dry and protected area during off season periods.

Warranty

- This product is covered by Courtyard Creations Inc. one-year limited warranty.
- Proof of purchase (dated register receipt) is required for warranty claims.
- It remains the customer's responsibility for freight and packing charges to and from the service center.

STOP!

Missing A Part?
No Need To Go Back To
The Store

The store where you made your purchase does not stock parts for this item. If you need parts, whether they are missing or damaged, Call Toll Free:
TEL: 1-877-539-7436
FAX: 1-877-539-7439
Call us between 9:00 AM and 4:30 PM Eastern Time Monday through Friday. For further assistance, please visit us at service.cc@polywares.com

READ THESE INSTRUCTIONS COMPLETELY BEFORE STARTING ASSEMBLY

- ★ SEPARATE AND IDENTIFY ALL OF THE PARTS, MAKING SURE THAT YOU HAVE ALL OF THE PARTS LISTED.
- ★ IF YOU DO NOT LOCATE ALL OF THE PARTS LISTED, INSPECT THE PACKING MATERIAL FOR SMALL PARTS THAT MAY HAVE BECOME SEPARATED DURING SHIPMENT.
- ★ IF YOU EXPERIENCE ANY DIFFICULTY DURING ASSEMBLY OR IF ANY PARTS ARE MISSING OR DAMAGED, CALL THE HELP LINE AT 1-877-539-7436 BEFORE RETURNING THIS ITEM TO THE STORE.
- ★ PROVIDE THE FOLLOWING INFORMATION WHEN CALLING:
1-MODEL NUMBER OF THE PRODUCT.
2-PART NUMBER AND MATERIAL CODE OF THE PART FROM THE PARTS LIST.
- ★ MOST PROBLEMS CAN BE RESOLVED WITHOUT RETURNING THIS PRODUCT TO THE RETAILER.