

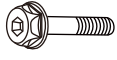
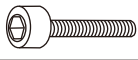









ASSEMBLY INSTRUCTIONS

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

RTS869K

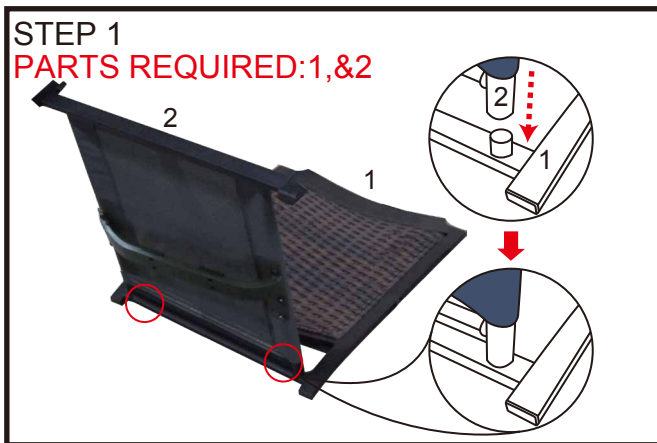
PARTS LIST

| PART NO. | MATERIAL CODE | PART | Q'TY |
|----------|-----------------|--|------|
| 1 | RTS869K-CS03-1 | BACK ASSEMBLY  | 1 |
| 2 | RTS869K-CS02-1 | SEAT ASSEMBLY  | 1 |
| 3 | RTS869K-CS01-2 | LEFT ARM  | 1 |
| 4 | RTS869K-CS01-3 | RIGHT ARM  | 1 |
| 5 | RFS8821-CS04 | SEAT POST  | 1 |
| 6 | 18000744004 | DECORATIVE PLASTIC COVER  | 1 |
| 7 | RTS869K-CS12-1 | BASE ASSEMBLY  | 1 |
| 8 | 17C40A0722001YX | BOLT M6*65  | 2 |
| 9 | 17C40A0705001YX | BOLT M6*15  | 2 |
| 10 | 17C02A0755001YX | BOLT M6*14  | 2 |






| | | | |
|----|-----------------|---|---|
| 11 | 17C40A0716001YX | BOLT M6*45  | 2 |
| 12 | 17C03A0814041YX | BOLT M8*40  | 4 |
| 13 | 17C40A0712001YX | BOLT M6*35  | 1 |
| 14 | 17FA08060601-YX | WASHER d8.5*D17*1.6  | 4 |
| 15 | 17FA05100701-YX | WASHER d6.5*D30*2.0  | 1 |
| 16 | 17FC08030801-YX | WASHER d8.5*D12*2.1  | 4 |
| 17 | 17D03A040401-YX | JAM NUT M8*1.25  | 4 |
| 18 | 17KAA0101----Y4 | HEX.KEY WRENCH 4MM  | 1 |
| 19 | 17KAA0201----Y4 | HEX.KEY WRENCH 6MM  | 1 |
| 20 | 17KAB1101----Y4 | NUT WRENCH 10&13MM  | 1 |
| 21 | 61R869KC00001BA | SEAT CUSHION  | 1 |

STEP 1

PARTS REQUIRED: 1, & 2



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

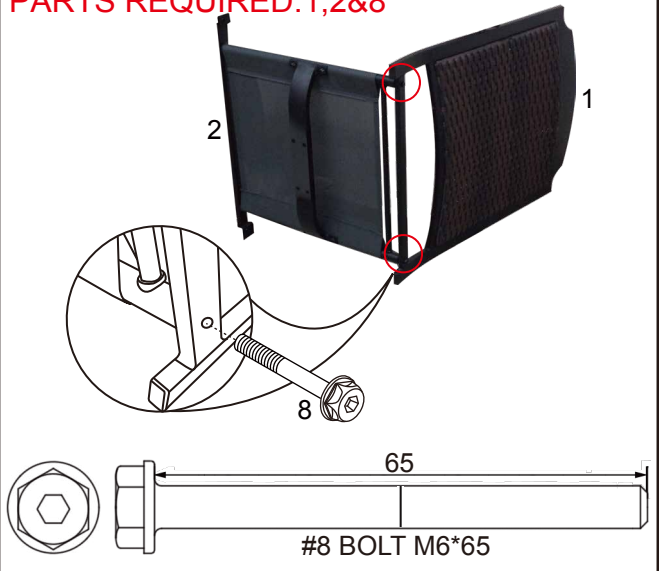
-  Use the correct bolts as indicated. Do not tighten any of the bolts until the chair is completely assembled.
-  Do not discard any of the packaging until you have checked that you have all of the parts and fittings required.
-  Keep children away during assembly. This item contains small parts that 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



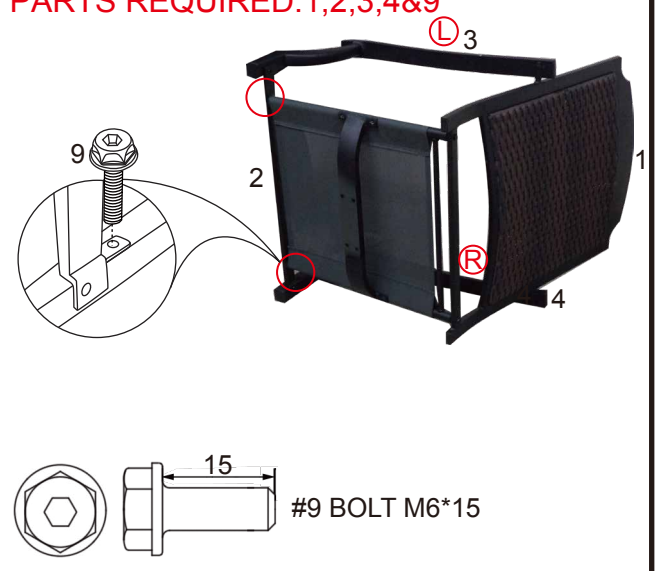
STEP 2

PARTS REQUIRED: 1, 2 & 8



STEP 3

PARTS REQUIRED: 1, 2, 3, 4 & 9

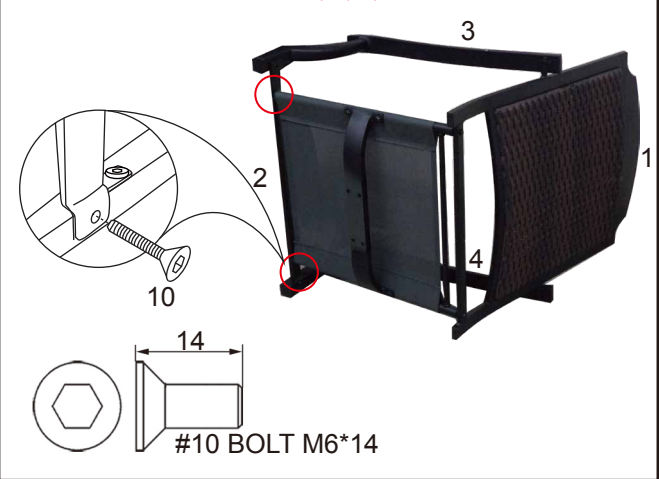


Note:

The labels marked "L" and "R" on arms (#3 and #4) should coincide with Figure 3 to ensure proper assembly.

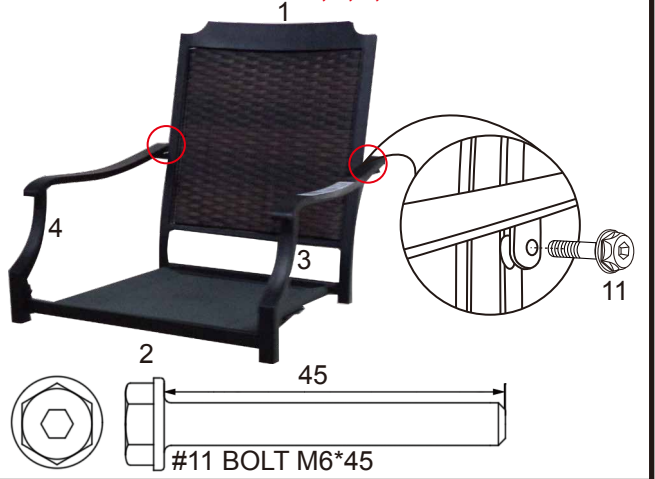
STEP 4

PARTS REQUIRED: 1, 2, 3, 4 & 10



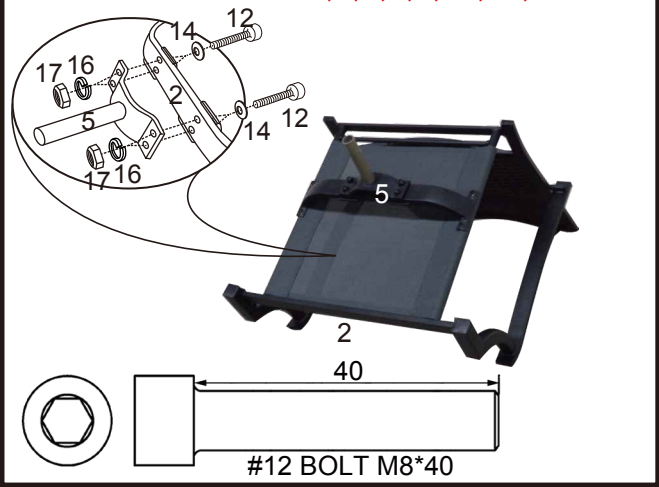
STEP 5

PARTS REQUIRED: 1, 2, 3, 4 & 11



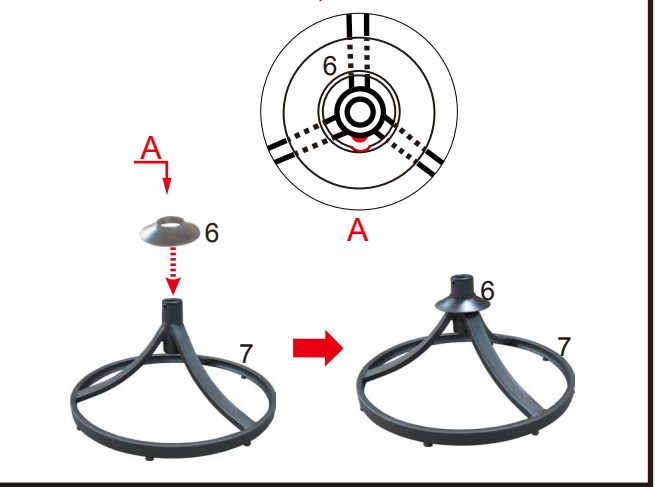
STEP 6

PARTS REQUIRED: 1, 2, 3, 4, 5, 12, 14, 16 & 17



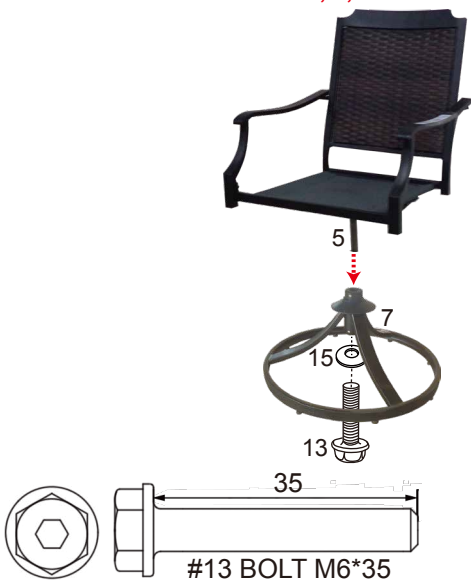
STEP 7

PARTS REQUIRED: 6 & 7



STEP 8

PARTS REQUIRED:5,7,13&15



Note:

For ease with installation, we recommend that the seat post (#5) be slightly oiled or waxed before fastening it to the base assembly (#7).

STEP 9

PARTS REQUIRED:21



Caution:

To ensure one's safety during use of this swivel chair, examine all of the bolts to make sure that they are securely fastened. This is a chair with swivel ability; therefore, use by young children should be adult supervised.

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.
- The cushions may be washed on the surface only by using mild soap and water or commercial foaming upholstery cleaner if necessary. If washed, rinse well and hang to dry. Do not machine wash or dry.
- We recommend the use of furniture covers when not in use.
- Inspect and tighten all bolts and 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.'s 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.cci@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.