

HAMPTON BAY FALL RIVER SWIVEL BASE REPLACEMENT

Per your request, you are receiving a new base for your Hampton Bay Fall River swivel chair. There are two possible scenarios which may occur when you remove the chair from the existing base.

Scenario 1 - The grommet **will** remain attached to the stem of the chair when you remove the chair from the base. If this occurs, please follow detailed Scenario 1 instructions at page 2. You will not need to use the supplied grommet.

Scenario 2 - The grommet will remain in the old base. You will need to install the new grommet (supplied) into the replacement base before inserting the chair stem (please see detailed Scenario 2 instructions page 3).

Please discard the old base after you've completed these simple steps.

Scenario 1

Chair seat with grommet attached to stem.



Scenario 2

Chair seat without grommet attached.



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Scenario 1

Chair seat with grommet attached to stem.



REPLACEMENT PARTS



GROMMET Is Attached



Step 1: Two people are needed to complete the replacement. One person should stand on each side of the chair. Put 1 foot on the base and pull up on the arm of the chair to remove from the old base. Remember to bend your legs and

Step 2: Place the chair seat into the new base and push down.

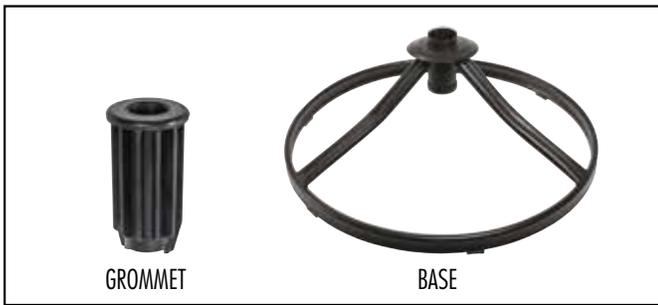
NOTE: Be sure the chair post is fully inserted into the grommet before using. You can gently sit straight down in the seat if needed to accomplish this task.



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Scenario 2

Chair seat without grommet attached.



REPLACEMENT PARTS



Hammer, Magazine
(Tool NOT Supplied)



Step 1: Two people are needed to complete the replacement. One person should stand on each side of the chair. Put 1 foot on the base and pull up on the arm of the chair to remove from the old base. Remember to bend your legs and use your legs to lift and not your back.

Step 2: Place grommet into base, using a magazine or towel to protect the grommet, gently tap into place with a hammer (or rubber mallet).

Step 3: Place the chair seat into the new base and push down. You may need to spray a lubricant onto the stem of the chair seat.

NOTE: Be sure the chair post is fully inserted into the grommet before using. You can gently sit straight down in the seat if needed to accomplish this task.

