

**STEP 1**

Make sure that the following hardware and/or components are present before beginning assembly.

- ARCH Frame
- ARCH Shell
- 2 Large Screws
- 2 Small Screws
- 2 Large Washers
- 2 Small Washers
- 4 Screw Bumpers/Caps



**STEP 2**

Flip the base over to expose the metal inserts underneath.



**STEP 3**

Setting the washers.

- Set the thin black washers over the metal inserts on the back side of the shell.
- Set the thick black washers over the metal inserts on the front side of the shell with the rounded side facing up as shown.



**STEP 4**

Carefully set the frame onto those plastic washers and make sure the inserts can still be seen through the hole. Push the 4 screws through the bumpers.





### STEP 5

**Bolt the frame to the shell.**

- a.** The shorter bolts go on the front of the shell.
- b.** The longer bolts go on the back of the shell.



### STEP 6

**Put the bumper caps on the bumpers to protect the shells if stacked.**



### STEP 7

**Flip the chair over for use.**



### STEP 8

**If you have any questions, please contact MiEN Environments at **616-818-1970****