

# Swivel Replacement / Base Installation

## Self Return Swivels

**Tools needed: 7/16" socket and ratchet, 7/16" wrench**



Place chair on bench, up side down. Using two 7/16" wrenches, remove the four bolts holding the base to the swivel. Remove the base and set aside, right side up, away from the work area.



With one hand, rotate the swivel until the bolts which attach it to the seat are visible. With the other hand, using a 7/16" wrench, remove these four bolts. Remove old swivel mechanism.



Position new swivel mechanism over threaded inserts on seat bottom, making sure that the side stamped "front" on the swivel faces one of the front corners of the chair seat.



Insert the four longer bolts through the mounting holes in the swivel and into threaded inserts in the seat bottom. Note that the rear bolt also passes through the back plate. Tighten all four bolts securely.

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Next, insert the four shorter bolts up through the slotted holes of the base side of the swivel.



Align the base with the four bolts. If your base has an extended footrest, make certain that the extended portion faces the front of the chair. Using two 7/16" wrenches, tighten these four bolts and nuts securely.