



ASSEMBLY INSTRUCTION

SUNPAN

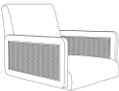

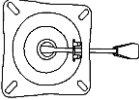






Sunpan Product Name: **CLAUDETTE OFFICE CHAIR**

Please visit our website www.sunpan.com for more great products

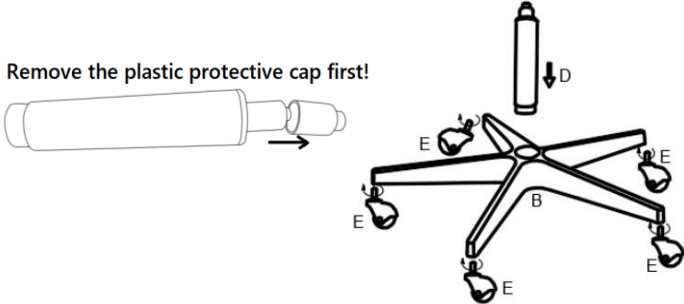
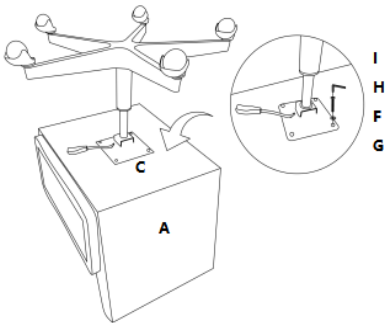
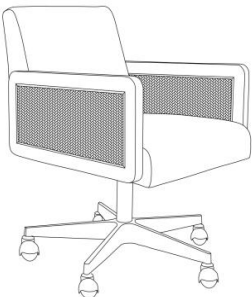
For assembly questions please call **1-800-787-1019 (or +1-416-736-0094)** outside North America or email to info@sunpan.com

PARTS LIST

Before you begin, please layout all parts and ensure you have the correct count.

PARTS	DESCRIPTION	QUANTITY	ILLUSTRATION
A	Seat	1	
B	Star Base	1	
C	Plate	1	
D	Gas Spring	1	
E	Castor	5	
F	Spring Gasket	4	
G	Metal Gasket(M8*22mm)	4	
H	Inner Hexagon Screw(M8*20mm)	4	
I	Allen Key(M5)	1	

ASSEMBLY INSTRUCTIONS

STEPS	DESCRIPTION	ILLUSTRATION
1	Remove the plastic protective cap first before you start to connect the Gas Spring (D) and Star Base (B) with Castors (E) together.	<p>Remove the plastic protective cap first!</p> 
2	Attach the Plate (C) to Seat (A) with Inner Hexagon Screw (H), Spring Gasket (F) and Metal Gasket (G) by using Allen Key (I).	
3	Assembly is completed.	

ASSEMBLY TIPS:

Please check parts and hardware before assembling. Follow each instruction step by step.
 Place a protective pad or piece of cardboard on the floor while assembling your item on top of it.
 Remove all parts from the carton and separate them into part numbers/groups as indicated on the part list.
 Please follow instructions in the sequence as numbered to assure fast/easy assembly.

WARNING:

Don't attempt to repair or modify parts that are broken or defective - if you find a broken part please contact us for replacement.
 Keep all hardware parts out of the reach of children.

FURNITURE CARE:

Following these few basic steps will help to ensure that you enjoy your furniture for a long time:
 Do not expose your furniture to direct sunlight, dampness or any heat, like a hot cup of coffee or tea. Always use a coaster.
 Excessive exposure to sunlight may cause fading.
 Excessive temperature and humidity or cold may cause cracking or splitting.
 Dust with a clean, damp, lint free cloth.
 Use a damp cloth with water or mild detergent to clean all surfaces - do not use chemicals or paint thinner which will fade the surface.
 Place a piece of felt or a pad under the legs of your furniture to avoid scratching the floor.