



ASSEMBLY INSTRUCTION



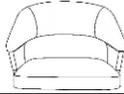
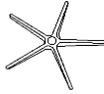
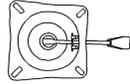
Sunpan Product Name: **LEONCE OFFICE CHAIR**

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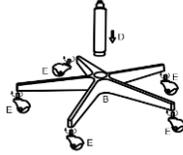
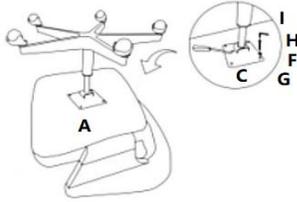
For assembly questions please call **1-800-787-1019 (or +1-416-736-0094)** outside North America or email to info@sunpan.com

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 protector cap on Gas Spring (D) before assembly.	
2	Attach the Gas Spring (D) and Castor (E) to Star Base (B).	
3	Attach the Plate (C) to Seat (A) with Inner Hexagon Screw (H), Spring Gasket (F) and Metal Gasket (G) by using Allen Key (I). Then place the assembled seat on the Gas Spring.	
4	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.