



## ASSEMBLY INSTRUCTION

# SUNPAN

Sunpan Product Name: **SWANSON OFFICE CHAIR**

Please visit our website [www.sunpan.com](http://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](mailto:info@sunpan.com)

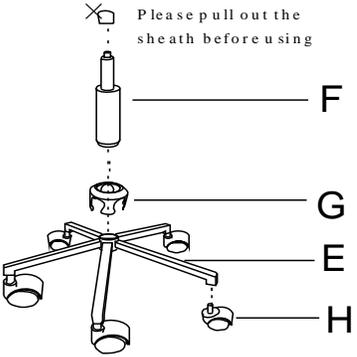
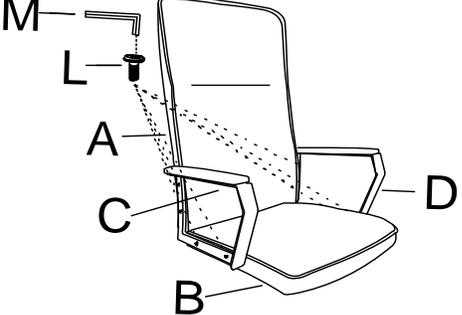
### PARTS LIST

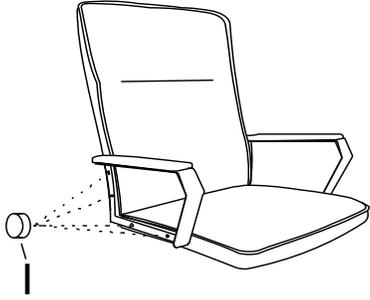
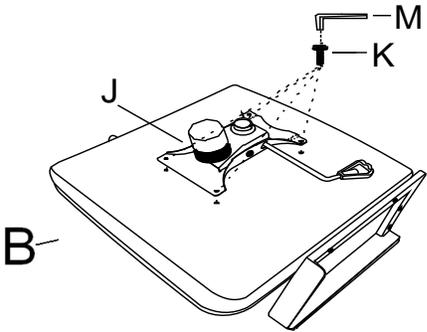
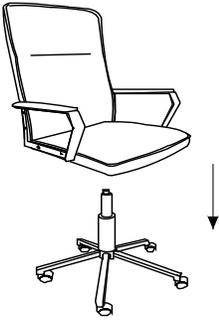
Before you begin, please layout all parts and ensure you have the correct count.

PARTS	DESCRIPTION	QUANTITY	ILLUSTRATION
A	BACK	1	
B	SEAT	1	
C	RIGHT ARM	1	
D	LEFT ARM	1	
E	FIVE STAR BASE	1	
F	GAS LIFT	1	
G	COVER RING	1	
H	WHEEL	5	

I	SCREW CAP	8	①
J	SEAT BASE	1	
K	BOLT M6*16mm	4	
L	BOLT M6*25mm	8	
M	ALLEN WRENCH (M6)	1	

## ASSEMBLY INSTRUCTIONS

STEPS	DESCRIPTION	ILLUSTRATION
1	Connect Gas Lift(F), Cover Ring(G), Five star Base(E), Wheel(H).	 <p style="font-size: small;">Please pull out the sheath before using</p>
2	Attach Right Arm(C), Left Arm(D) to Seat (B), Back(A) by using Bolt(L) with Allen wrench(M).	

<p>3</p>	<p>Connect Screw Cap(I) to the Arm.</p>	
<p>4</p>	<p>Connect Seat Base(J), under Seat (B) by using Bolt(K) with Allen Wrench(M).</p>	
<p>5</p>	<p>Put the seat on the base.</p>	
<p>6</p>	<p>Assemble completed.</p>	

**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.