



## ASSEMBLY INSTRUCTION

# SUNPAN









Sunpan Product Name: **COLLIN OFFICE CHAIR**

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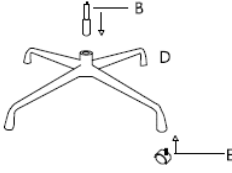
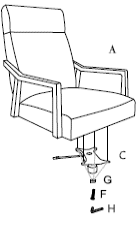
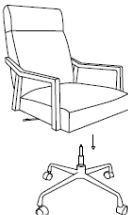

For assembly questions please call 1-800-787-1019 (or +1-416-736-0094) outside North America or email to [info@sunpan.com](mailto:info@sunpan.com)

### PARTS LIST

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

PARTS	DESCRIPTION	QUANTITY	ILLUSTRATION
A	SEAT	1	
B	GAS LIFT WITH TOP BLACK CAP	1	
C	SEAT BASE	1	
D	FOUR STAR BASE	1	
E	WHEEL	4	
F	BOLT (M8×35mm)	4	
G	GASKET(M8×30×2mm)	4	
H	ALLEN WRENCH (M5)	1	

## ASSEMBLY INSTRUCTIONS

STEPS	DESCRIPTION	ILLUSTRATION
1	Remove the top black cap from Gas lift (B), then Connect Gas Lift(B) and Base(D) with Wheel(E)	
2	Attach Seat Base(C) to Seat(A) with Bolt(F) and Gasket(G) by using Allen Wrench(H).	
3	Place assembled seat onto gas lift.	
4	Assembly 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.