



## ASSEMBLY INSTRUCTION

# SUNPAN

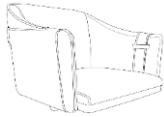
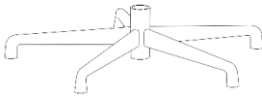

Sunpan Product Name: **CARTER OFFICE CHAIR**

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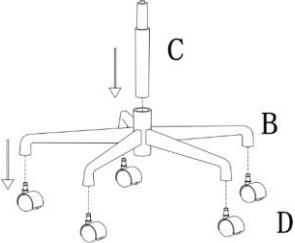
For assembly questions please call **1-800-787-1019 (or +1-416-736-0094)** outside North America or email to [info@sunpan.com](mailto:info@sunpan.com)

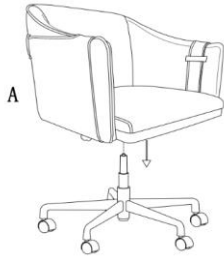

### PARTS LIST

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

PARTS	DESCRIPTION	QUANTITY	ILLUSTRATION
A	Upper body	1	
B	Alum. Base	1	
C	Gas Lift	1	
D	Castor	5	

### ASSEMBLY INSTRUCTIONS

STEPS	DESCRIPTION	ILLUSTRATION
1	Place Castors (D) into Alum. Base (B). Put Gas Lift (C) onto Alum. Base (B)	

2	Place Upper body (A) onto all the base (C)(D)(B)	
3	Complete assembly.	

#### 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.