



## ASSEMBLY INSTRUCTION




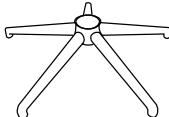
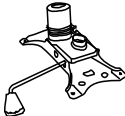




Sunpan Product Name: **KLEO OFFICE CHAIR**

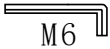
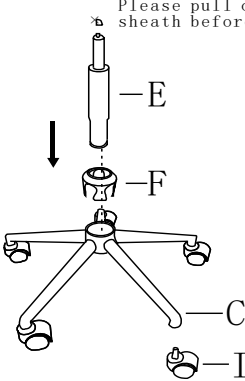
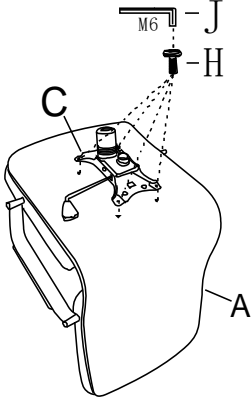
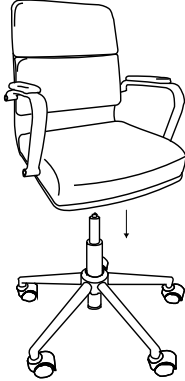
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For assembly questions please call **1-800-787-1019 (or +1-416-736-0094)** outside North America or email to [info@sunpan.com](mailto:info@sunpan.com)

### PARTS LIST

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

PARTS	DESCRIPTION	QUANTITY	ILLUSTRATION
A	SEAT	1	
B	FIVE STAR BASE	1	
C	SEAT BASE	1	
D	GAS LIFT	1	
E	COVER RING	1	
F	M6*16mm	4	
G	WHEEL	5	

H	ALLEN KEY (M6)	1	
<b>ASSEMBLY INSTRUCTIONS</b>			
STEPS	DESCRIPTION	ILLUSTRATION	
1	Connect Gas Lift(E), Cover Ring(F),Five star Base(C), Wheel(I).	<p>Please pull out the sheath before using</p> 	
2	Connect Seat Base(C),under Seat(A),by using Bolt(H) with Allen Key(J).		
3	Put the seat on the base.		

4	Assembly completed.	
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**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.