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Congratulations on the purchase of your new Signature Series chair!

PARTS

PART	DESCRIPTION	QTY
1	Base	1
2	Cylinder	1
3	1-3/4" Screws	2
4	1" Screws	2
5	Seat Plate	1
6	Chair	1
7	Hexagonal Wrench	1

INSTRUCTIONS



CUSTOMER SERVICE HOTLINE 800-626-6060

ATTENTION:

Make certain to fully tighten all screws before using chair.

INSTRUCTIONS

- A. Remove all parts from the carton and separate them into part number groups as indicated in the parts list.
- B. Turn the base (1) right side up on the floor and insert the cylinder (2) into the center hole on the base (1).
- C. Attach the seat plate (5) to the bottom of the seat cushion (6) (with front of seat plate facing the front of the seat cushion) by using 1-3/4" screws (3) into the front holes of the seat plate (5) and 1" screws (4) into the rear holes of the seat plate (5) and tighten the screws.
- D. Place the assembled chair on top of the cylinder (2) and press down until fully engaged.
- E. Periodically (every 90 days) make sure that the screws are still fully tightened.

WE SUGGEST TAPING THE WRENCH UNDER THE SEAT FOR FUTURE USE.



SKOOP COLLABORATIVE LOUNGE CHAIR ASSEMBLY INSTRUCTIONS



360 degree swivel with automatic return. When you leave the chair, it will come back to the original position.

WARNINGS

- 1. This product should be used by only one person at a time.
- 2. Do not use this chair unless all bolts, screws and knobs are securely tightened.
- 3. **Save the hexagonal wrench.** Check that all bolts, screws and knobs are tight every three months or as needed.
- 4. Dispose of packing material properly. Do not use the plastic cover as a head covering. It may cause suffocation.
- 5. Do not use the chair as a stepladder.
- 6. To clean the product, use only a clean cloth. The use of chemicals or cleaning products may affect the color fastness.
- 7. Use this chair for its intended purpose only.