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## SKOOP COLLABORATIVE LOUNGE CHAIR ASSEMBLY INSTRUCTIONS

## Congratulations on the purchase of your new Signature Series chair!

### PARTS

### **INSTRUCTIONS**

PART	DESCRIPTION	QTY
1	Base	1
2	Cylinder	1
3	Assembled Chair	1
4	Hexagonal Wrench	1



#### 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. Place the assembled chair on top of the cylinder (2) and press down until fully engaged.
- D. Periodically (every 90 days) make sure that the screws are still fully tightened.

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



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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.