# openplan systems

# **Assembly Time:**

Approximately 5 minutes

### **Parts List:**

Remove the parts from the box and verify they are all there.



### STEP 1

Use your shipping package as a work bench.

Lay the seat pan upside down on the shipping carton.

Attach the arms button side out, with one silver screw each.



# STEP 2

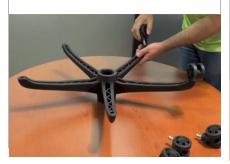
Attach the back to the seat pan using three black screws.

Hand start all three screws before tightening.



#### STEP 3

Attach the casters to the base by firmly pushing in.



# STEP 4

Put the cylinder into the base, with the white cap facing upward.



# STEPS 5 & 6

Line up the seat and back assembly onto the cylinder.

Push firmly with the knee to seat the cylinder.



# Maintenance and Attention:

- 1. Make sure that the chair can only carry one person at a time.
- 2. Do not use the chair as a step stool or ladder.
- 3. Do not use the chair before all parts are properly assembled.
- 4. Do not use the chair unless all screws have been tightened.
- If destroyed by outside forces or defect work, stop use of the chair until repaired.
- 6. For your safety, the instructions listed on this sheet must be strictly observed.

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