

#### SAFETY WARNING

##### ⚠ READ BEFORE ASSEMBLY AND FIRST USE ⚠

- This chair is designed for **ONE adult user, maximum capacity 300 lbs (136 kg)**.
  - **Anti-Tip Warning:** Do not lean back excessively or stand on the chair. The chair is not a step ladder. Ensure all casters are on the floor before sitting.
  - **Pinch Points:** Keep hands, fingers, and loose clothing clear of the base, gas lift cylinder, and all mechanical parts during assembly and adjustment.
  - **Child Safety:** Do not allow children to play with or operate the chair. Unattended children may be injured.
  - **Proper Surface:** Use only on smooth, flat, indoor flooring. Casters are for **hard floors only**. Use a chair mat on carpet to ensure proper mobility and stability.
  - **Incorrect assembly can lead to failure and injury.** Follow these instructions precisely.
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#### TOOLS REQUIRED

- Allen wrench (provided, size 5mm/6mm)
  - Phillips screwdriver (optional, for easier assembly)
  - **Assembly requires approximately 20 minutes and one adult.**
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## PACKAGE CONTENTS

Lay out all parts on a clean, soft surface. Check off each item.

Part	Description	Qty	Image
<b>A</b>	Seat Pan (with attached adjustment controls)	1	[ ]
<b>B</b>	Chair Back (Lumbar support integrated)	1	[ ]
<b>C</b>	Five-Spoke Nylon Base (with caster holes)	1	[ ]
<b>D</b>	Gas Lift Cylinder (Height adjustment)	1	[ ]
<b>E</b>	Casters (Wheel set)	5	[ ]
<b>F</b>	Plastic Cover (Collar for cylinder)	1	[ ]
<b>G</b>	Armrest Pads (Left & Right)	2	[ ]
--	<b>Hardware Kit</b> (in separate bag)	1	

### Hardware Kit Contents:

- **Bolt 1 (M8 x 40mm)** – for attaching backrest – 4 pcs
  - **Washer** – 4 pcs
  - **Armrest Screws** – 4 pcs
  - **Allen Wrench** – 1 pc
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## ASSEMBLY INSTRUCTIONS

**Step 1: Attach the Casters (E) to the Base (C)**

1. Turn the five-spoke **Base (C)** upside down on the floor.
2. Take one **Caster (E)** and firmly push it straight down into one of the five sockets on the base until you hear a **solid "CLICK."**
3. Repeat for all five casters. **Do not hammer them in.** Use firm, even pressure.

**Step 2: Install the Gas Lift Cylinder (D)**

1. Turn the base right-side up.
2. Take the **Gas Lift Cylinder (D)**. Insert the **narrow end (piston rod)** into the center hole of the base.
3. Push down firmly until the cylinder is fully seated. It should not wobble.

**Step 3: Attach the Armrest Pads (G)**

1. Locate the armrest mounting holes on the sides of the **Seat Pan (A)**.
2. Align each **Armrest Pad (G)** with the holes.
3. Using the provided **Armrest Screws** and the Allen wrench, tighten securely from underneath the seat.

**Step 4: Attach the Backrest (B) to the Seat Pan (A)**

1. Place the **Seat Pan (A)** upside-down on a soft, protected surface (like the chair's box).
2. Align the **Backrest (B)** with the four mounting holes on the back of the seat pan.
3. Insert the four long **Bolts (M8)** through the holes from the backrest side.
4. Place a **Washer** on each bolt on the inside of the seat pan frame.
5. Using the Allen wrench, tighten all four bolts **evenly and securely**. Do not fully tighten one before starting the next; alternate to ensure proper alignment.

**Step 5: Connect the Seat Assembly to the Base**

1. Carefully turn the seat/back assembly right-side up.
2. Locate the round socket underneath the center of the seat pan.

3. Lift the seat assembly and align the socket directly over the **top** of the **Gas Lift Cylinder (D)** already in the base.
4. Lower the seat assembly straight down onto the cylinder. Apply firm, even pressure until you hear a **click** and the seat is securely seated.
5. Slide the decorative **Plastic Cover (F)** up over the top of the cylinder to hide the mechanism.

**Assembly is now complete.**

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#### **ADJUSTMENT GUIDE**

Your ERGOFLEX chair is designed for personalized comfort. Adjust while seated.

- **Seat Height:** Locate the **right-hand lever** under the seat. **Pull UP** to raise the chair. To lower, **pull UP** to release the lock, then let your body weight lower the chair to the desired height, then release the lever.
  - **Backrest Tilt & Tension:**
    - **Tilt Lock:** The **left-hand lever** under the seat locks/unlocks the backrest recline. Push lever **DOWN** to lock upright. Pull lever **UP** to unlock and recline.
    - **Tilt Tension:** The large **knob** under the **front center** of the seat controls recline resistance. **Turn CLOCKWISE to increase** resistance (harder to recline). **Turn COUNTER-CLOCKWISE to decrease** resistance (easier to recline).
  - **Lumbar Support:** The pad in the backrest is height-adjustable. Squeeze the side tabs and **slide the pad up or down** to fit the curve of your lower back.
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#### **CARE & MAINTENANCE**

- **Fabric/Mesh:** Vacuum regularly with a brush attachment. Clean spills immediately with a damp cloth and mild soap. Air dry.
- **Leather/PU:** Wipe with a soft, dry cloth. For stains, use a damp cloth with a mild cleaner designed for synthetic leather. Do not use abrasive cleaners.

- **Mechanism:** Do not lubricate any parts. Keep the gas cylinder and base mechanism free of dirt and debris.
  - **Casters:** Remove accumulated hair and fibers from the wheel axles periodically to maintain smooth rolling.
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## TROUBLESHOOTING

Problem	Likely Cause & Solution
Chair won't go up.	You are likely at maximum height. Ensure you are pulling the correct lever.
Chair slowly sinks.	The gas cylinder is failing. <b>Do not continue to use.</b> Contact customer service for a replacement cylinder.
Wobble in seat.	Check that the seat is fully clicked onto the cylinder. Ensure all bolts connecting the backrest are tight.
Chair is hard to roll.	Check for obstructions in casters. Ensure you are on an appropriate surface (use chair mat on carpet).
Backrest won't lock upright.	Ensure the tilt lock lever is fully engaged (pushed down). Check for obstructions in the tilt mechanism.

## WARRANTY

This chair is covered by a **limited warranty**:

- **Frame & Base:** 10 Years
- **Gas Cylinder:** 5 Years
- **Castors & Armrests:** 2 Years
- **Upholstery:** 1 Year

**For warranty claims, replacement parts, or assembly support:**

**Support:** support@yourbrand.com | **Phone:** 1-800-XXX-XXXX

**Website:** [www.yourbrand.com/support](http://www.yourbrand.com/support)

**Please have your model (ERGOFLEX) and proof of purchase ready.**

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**Congratulations on your new ergonomic chair. Proper adjustment and use are key to comfort and support during your workday.**