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› Topstar PO20 G20 Point 20 Swivel Office Chair User Manual

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1. PRODUCT OVERVIEW

The Topstar PO20 G20 Point 20 Swivel Office Chair is designed for ergonomic comfort and support in an office environment. It features a continuously adjustable seat height, an ergonomic backrest with integrated lumbar support, and a permanent contact mechanism for flexible adjustments. The chair is equipped with a stable base and load-dependent braked double safety castors suitable for carpeted floors.



Figure 1: Front view of the Topstar PO20 G20 Swivel Office Chair.

2. COMPONENTS

Before assembly, ensure all components are present. The main components include:

- Seat with molded padding
- Backrest with integrated lumbar support
- Gas lift (Toplift)
- Chair base (star base)
- Double safety castors (5 pieces)
- Adjustment levers/mechanisms



Figure 2: Side view illustrating the chair's components and adjustment levers.

3. ASSEMBLY INSTRUCTIONS

Follow these steps to assemble your Topstar PO20 G20 office chair. It is recommended to assemble the chair on a soft surface to prevent damage.

1. **Attach Castors to Base:** Insert the five double safety castors into the openings at the end of each arm of the star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift (Toplift) into the central hole of the assembled star base. Ensure it is seated securely.
3. **Attach Seat to Gas Lift:** Carefully place the assembled seat onto the top of the gas lift. The seat mechanism should align with the gas lift. Apply gentle pressure to secure it.
4. **Attach Backrest:** Connect the backrest to the seat mechanism according to the specific design. This usually involves sliding the backrest support into a slot and securing it with a knob or lever.

Note: Specific fastening details may vary. Refer to any included diagrams or markings on the components for precise alignment.

4. OPERATING INSTRUCTIONS

The Topstar PO20 G20 chair offers several adjustment options to customize your seating experience for optimal comfort and ergonomics.

4.1. Seat Height Adjustment

To adjust the seat height:

- **To raise the seat:** While standing, pull the lever located under the right side of the seat upwards. The seat will rise automatically. Release the lever at the desired height.
- **To lower the seat:** While seated, pull the lever located under the right side of the seat upwards. The seat will lower under your body weight. Release the lever at the desired height.

4.2. Backrest Height and Tilt Adjustment (Permanent Contact Mechanism)

The chair features a permanent contact mechanism, allowing the backrest to follow your movements or be locked in a desired position.

- **Backrest Height:** Locate the knob or lever on the backrest support. Loosen it, adjust the backrest vertically to align with your lumbar curve, and then tighten the knob/lever to secure.
- **Backrest Tilt (Permanent Contact):** Use the lever located under the left side of the seat.
 - **To allow free movement:** Pull the lever outwards. The backrest will move with your back, providing continuous support.
 - **To lock the backrest:** Lean back to your desired angle, then push the lever inwards to lock the backrest in that position.



Figure 3: Side view illustrating the location of adjustment levers.

5. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your office chair.

- **Cleaning:** For general cleaning, wipe plastic and metal parts with a damp cloth. For fabric upholstery, spot clean with a mild detergent and water solution. Avoid abrasive cleaners.
- **Inspection:** Periodically check all screws and connections to ensure they are tight. Retighten if necessary.
- **Castors:** Keep castors free from hair and debris to ensure smooth movement.

6. TROUBLESHOOTING

This section addresses common issues you might encounter with your office chair.

- **Chair Sinks:** If the chair slowly sinks when seated, the gas lift may be faulty and require replacement.
- **Squeaking Noises:** Check all bolted connections and tighten them. A small amount of silicone spray on moving parts (excluding the gas lift piston) can also help.
- **Difficulty Rolling:** Ensure castors are clean and free of debris (hair, lint). The castors are load-dependent braked for carpeted floors; they may offer more resistance on hard floors when unoccupied.

7. SPECIFICATIONS

Detailed technical specifications for the Topstar PO20 G20 Swivel Office Chair.

Feature	Specification
Brand	Topstar
Model Number	PO20 G20
Color	Black
Material	Plastic (Frame: Polypropylene)
Product Dimensions (D x W x H)	45 cm (Depth) x 44 cm (Width) x 107 cm (Height)
Seat Dimensions (W x D x H)	450 mm x 440 mm x 420-550 mm
Backrest Height	520 mm
Item Weight	1 Kilogram (Note: This weight appears unusually low for a complete office chair and may refer to a component or packaging. Actual chair weight is typically higher.)
Maximum Load Capacity	110 kg
Features	Ergonomic, Height Adjustable, Swivel, Castors
Care Instructions	Spot cleaning, General cleaning



Figure 4: Detailed dimensions of the Topstar PO20 G20 Swivel Office Chair.

8. WARRANTY AND SUPPORT

For warranty information, please refer to the documentation provided at the time of purchase or contact your retailer.

Information regarding the availability of spare parts is not provided in the product specifications.

For further assistance or technical support, please contact Topstar customer service or your authorized dealer.

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