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› hjh OFFICE 670560 Swivel Office Chair User Manual

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hjh OFFICE 670560 Swivel Office Chair User Manual

Model: 670560

Brand: hjh OFFICE

IMPORTANT SAFETY INSTRUCTIONS

Please read all instructions carefully before assembly and use. Keep this manual for future reference.

- Ensure all parts are present and undamaged before beginning assembly. Do not use if any parts are missing or damaged.
- Assemble the chair on a soft, clean surface to prevent scratches.
- Do not overtighten screws during assembly to avoid stripping threads.
- Keep children and pets away from the assembly area. Small parts can be a choking hazard.
- Do not stand on the chair. Use it only for sitting.
- Maximum weight capacity: 100 kg (220 lbs). Do not exceed this limit.
- Regularly check all bolts and screws for tightness and re-tighten as necessary.

PACKAGE CONTENTS

The hjh OFFICE 670560 Swivel Office Chair requires final assembly. Please verify that all components listed below are included in your package:

- Seat with Armrests (1)
- Chair Base (1)
- Gas Lift Cylinder (1)
- Casters/Wheels (5)
- Mechanism Plate (1)
- Assembly Hardware (Screws, Washers, Allen Key)



Figure 1: Main components of the hjh OFFICE 670560 Swivel Office Chair.

Follow these steps to assemble your hjh OFFICE 670560 Swivel Office Chair. It is recommended to have a second person assist with some steps.

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of each leg of the chair base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled chair base. Ensure it is seated securely.
3. **Attach Mechanism Plate to Seat:** Align the mechanism plate with the pre-drilled holes on the underside of the seat. Ensure the lever for adjustments is facing the front of the seat. Secure with the provided screws and Allen key.
4. **Connect Seat to Gas Lift:** Carefully place the assembled seat (with mechanism plate) onto the top of the gas lift cylinder. Press down firmly to secure the connection.

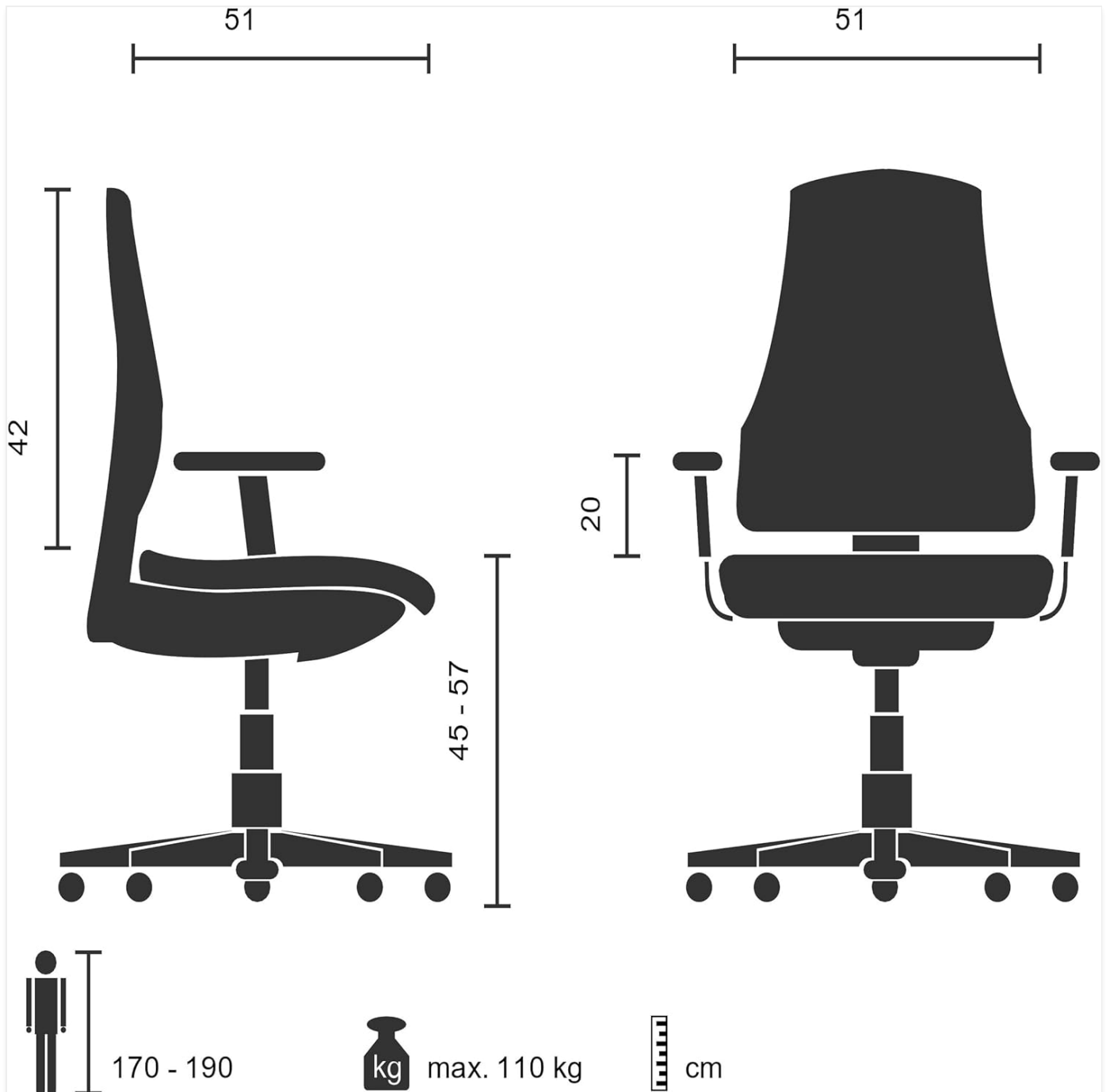


Figure 2: Dimensional overview of the chair, useful for understanding assembly orientation.

OPERATING INSTRUCTIONS

Your hjh OFFICE 670560 Swivel Office Chair features several adjustments for personalized comfort.

- **Seat Height Adjustment:** To raise the seat, lift the lever located on the right side of the seat while taking your weight off the chair. To lower the seat, lift the lever while remaining seated. Release the lever at the desired height.
- **Reclining Mechanism:** The chair features a reclining mechanism. Pull the lever on the left side of the seat outwards to unlock the recline function, allowing the backrest to tilt. Push the lever inwards to lock the backrest in an upright position.
- **Swivel Function:** The chair is designed to swivel 360 degrees for ease of movement and access.

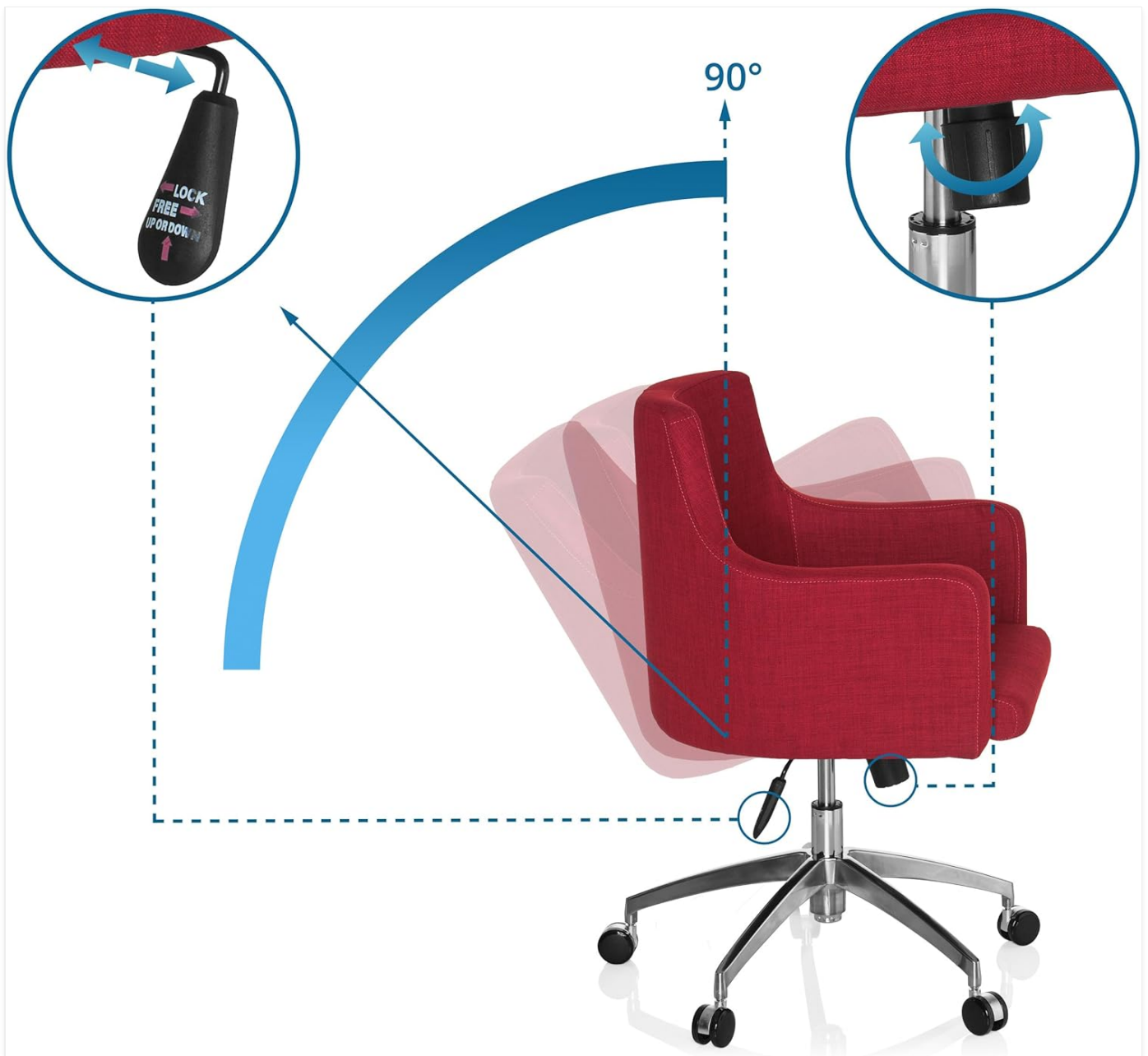


Figure 3: Illustration of the reclining mechanism and its operation.



Figure 4: Detailed view of chair features, including the height adjustment lever.



Figure 5: The hjh OFFICE 670560 Swivel Office Chair in an office environment.

MAINTENANCE AND CARE

Proper care will extend the life and appearance of your office chair.

- **Cleaning Fabric:** For general cleaning, vacuum the fabric upholstery regularly to remove dust and loose particles. For spills, blot immediately with a clean, dry cloth. For stubborn stains, use a mild fabric cleaner according to the product instructions, testing on an inconspicuous area first.
- **Cleaning Metal Parts:** Wipe the polished aluminum base and other metal components with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the finish.
- **Caster Maintenance:** Periodically check casters for accumulated hair or debris and clean them to ensure smooth rolling.
- **Tightening Hardware:** Every 3-6 months, check all screws and bolts and re-tighten them to ensure stability and safety.

TROUBLESHOOTING

If you encounter any issues with your chair, refer to the following common problems and solutions:

- **Chair Squeaks:**

- Check all screws and bolts and tighten them.
- Apply a small amount of silicone spray to moving parts of the mechanism or where components meet.

- **Chair Does Not Adjust Height:**

- Ensure the gas lift lever is fully engaged or disengaged as required.
- Verify the gas lift cylinder is correctly seated in the base and mechanism.
- If the gas lift is faulty, it may need replacement. Contact customer support.

- **Chair Feels Unstable:**

- Re-tighten all assembly screws.
- Ensure the casters are fully inserted into the base.
- Verify the chair is on a flat, even surface.

- **Casters Not Rolling Smoothly:**

- Remove any hair, dust, or debris from the caster wheels.
- Ensure casters are securely attached to the base.

SPECIFICATIONS

Brand	hjh OFFICE
Model Name	hjh OFFICE 670560
Color	Red
Material Type	Fabric (Upholstery), Aluminum (Base)
Product Dimensions (D x W x H)	19.29"D x 19.69"W x 18.9"H (Seat Dimensions)
Item Weight	28.6 pounds (13 kg)
Maximum Load Capacity	100 kg (220 lbs)
Special Features	Arm Rest, Ergonomic, Swivel, Reclining Mechanism
Recommended Uses	Office, Indoor
Furniture Base Movement	Swivel, Casters

WARRANTY AND SUPPORT

Warranty information for the hjh OFFICE 670560 Swivel Office Chair is typically provided with your purchase documentation.

Please refer to the warranty card or contact your retailer for specific details regarding coverage and duration.

For technical support, replacement parts, or any other inquiries, please contact hjh OFFICE customer service through their official website or the contact information provided at the point of purchase.



