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› [Bayside Metrex Mesh Office Chair \(Model 4818\) Instruction Manual](#)

Bayside 4818

Bayside Metrex Mesh Office Chair (Model 4818) Instruction Manual

SAFETY INFORMATION

Please read all safety information before assembling and using your Bayside Metrex Mesh Office Chair. Failure to follow these instructions may result in injury or damage to the product.

- This chair is designed to support a maximum weight of **250 lbs**. Exceeding this limit may compromise the chair's stability and safety.
- Assembly is required. Ensure all components are correctly installed and tightened according to the provided assembly instructions.
- This chair is recommended for **office use**.
- The chair meets or exceeds **ANSI/BIFMA standards** and is **GREENGUARD Indoor Air Quality Certified**, ensuring high quality and safety.

PRODUCT FEATURES

The Bayside Metrex Mesh Office Chair is designed for comfort and functionality in an office environment.

- **Color:** Black seat, back, armrest, and base.
- **Armrests:** Height-adjustable soft polyurethane T-arms. Padded arms can open and move away for closer access to a desk or computer, and adjust up and down to support ergonomic tasks.
- **Back & Seat:** Breathable mesh material for enhanced comfort and airflow. Integrated contours provide lumbar support.
- **Base:** Five 2-inch hooded casters on a durable nylon base for smooth mobility.
- **Adjustments:** Pneumatic seat height adjustment, 360° swivel, tilt tension control, and tilt lock.



Rear view of the Bayside Metrex Mesh Office Chair, showcasing the breathable mesh back and integrated lumbar support structure.

SETUP AND ASSEMBLY

Your Bayside Metrex Mesh Office Chair requires assembly. Detailed assembly instructions are included in the product packaging. Please follow them carefully.

Unpacking

Carefully remove all components from the packaging. Lay them out on a clean, soft surface to prevent scratches. Verify that all parts listed in the assembly guide are present before proceeding.

Assembly Process

Refer to the step-by-step assembly manual provided with your chair. Ensure all screws, bolts, and connections are securely fastened. Do not overtighten. Once assembled, test the chair's stability and all adjustment functions before regular use.

OPERATING INSTRUCTIONS

Familiarize yourself with the chair's adjustment mechanisms to achieve optimal comfort and ergonomic

support.

Adjusting Seat Height

To adjust the seat height, locate the lever underneath the seat on the right side. To lower the seat, sit on the chair and pull the lever upwards. To raise the seat, lift your weight slightly off the seat and pull the lever upwards. Release the lever at your desired height to lock it in place.

Adjusting Armrests

The armrests are multi-adjustable. To change the height, locate the button or lever on the side of each armrest. Press or lift it, then move the armrest up or down to your preferred position. Release the button/lever to lock. The armrests can also slide forwards and backwards. For closer desk access, the armrests can be pushed all the way back and out of the way.



Side view of the chair demonstrating the range of motion for the adjustable armrests.

Tilt and Tilt Lock

To enable the chair's tilt function, pull the lever on the left side of the chair outwards. This allows the backrest and seat to recline. To lock the chair in an upright position, push the lever inwards. The tilt tension can be adjusted by rotating the round knob located under the front of the seat. Turn clockwise to increase tension (making it harder to recline) and counter-clockwise to decrease tension (making it easier to recline).





Side view of the chair illustrating the tilt mechanism in action.

360° Swivel

The chair's base allows for a full 360-degree swivel, providing easy movement and access to different areas of your workspace without needing to reposition the entire chair.

MAINTENANCE

Proper maintenance will extend the life and performance of your office chair.

Cleaning

For general cleaning, wipe surfaces with a soft, damp cloth. For spot cleaning, use a mild soap solution and a soft cloth, then wipe dry. Avoid using harsh chemicals, abrasive cleaners, or solvents, as these can damage the mesh, fabric, or frame finish.

Caster Care

Periodically inspect the casters (wheels) for accumulated hair, dust, or debris. Clean them as needed to ensure smooth and unrestricted movement. The chair is designed for optimal performance on hard floor surfaces.

General Inspection

Regularly check all bolts, screws, and connections to ensure they remain tight. Re-tighten any loose fasteners to maintain the chair's stability and structural integrity.

TROUBLESHOOTING

If you encounter any issues with your chair, refer to the following common troubleshooting tips.

Chair Not Adjusting Height

- Ensure the height adjustment lever is fully engaged and being operated correctly (pull up while seated to lower, pull up while standing to raise).
- If the gas lift cylinder appears to be faulty, contact customer support for assistance.

Chair Squeaks or Wobbles

- Check all assembly bolts and screws. Tighten any that are loose.
- Apply a small amount of silicone-based lubricant to moving parts or joints if squeaking persists.

Casters Not Rolling Smoothly

- Inspect the caster wheels for any accumulated hair, lint, or debris and remove them.
- Clean the casters with a damp cloth to ensure they are free of dirt.

SPECIFICATIONS

Feature	Detail
Brand	Bayside
Model Name	4818
Color	Black
Product Dimensions (D x W x H)	26"D x 25.63"W x 41.13"H
Seat Depth	18.13 inches
Chair Backrest Width	17.5 Inches
Maximum Weight Recommendation	250 Pounds
Material	Metal frame, Polyurethane foam fill, Mesh back and seat
Special Features	Adjustable height, Adjustable armrests, Tilt, Swivel
Certifications	GREENGUARD Indoor Air Quality Certified, Meets ANSI/BIFMA standards
Recommended Use	Office
Surface Recommendation	Hard Floor

WARRANTY AND SUPPORT

For specific warranty details, terms, and conditions, please refer to the warranty card or documentation included with your Bayside Metrex Mesh Office Chair purchase. Keep your proof of purchase for any warranty claims.

If you require further assistance, have questions about assembly, operation, or need to report a defect, please contact Bayside customer service through the contact information provided in your product documentation.