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› Topstar Office Swivel Chair User Manual

## Topstar 8559UG20

# Topstar Office Swivel Chair User Manual

Model: 8559UG20

## 1. INTRODUCTION

Thank you for choosing the Topstar Office Swivel Chair. This manual provides essential information for the safe assembly, operation, and maintenance of your new office chair. Please read it thoroughly before use and keep it for future reference.





Figure 1: Topstar Office Swivel Chair (Black)

## 2. SAFETY INFORMATION

Please observe the following safety guidelines to prevent injury or damage:

- The chair has a maximum load capacity of **110 kg (242 lbs)**.
- Maximum user height recommended is **1.92 m (6 ft 3 in)**.
- The chair is delivered unassembled. Ensure all parts are present and undamaged before beginning assembly.
- Do not stand on the chair.
- Do not use the chair if any parts are missing, damaged, or worn.
- Keep children away from the assembly area. Small parts may be a choking hazard.



Figure 2: Certified for Safety by Intertek GS

### 3. COMPONENTS OVERVIEW

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Before assembly, verify that all components are included in the package. Refer to the diagram below for identification.



Figure 3: Chair Dimensions and Key Components (e.g., Seat, Backrest, Armrests, Base, Casters, Gas Lift)

1. Seat Cushion
2. Backrest
3. Adjustable Armrests (2)
4. Gas Lift Cylinder
5. Star Base (with 5 arms)
6. Casters (5)
7. Mechanism (under seat)
8. Assembly Hardware (screws, washers, tools)

## 4. SETUP AND ASSEMBLY

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The Topstar Office Swivel Chair is designed for easy assembly. Follow these steps carefully:

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of the star base arms until they click securely into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the central hole of the star base. Do not remove the red cap from the gas lift until instructed.
3. **Attach Mechanism to Seat:** Align the mechanism with the pre-drilled holes on the underside of the seat cushion. Secure it using the provided screws. Ensure the front of the mechanism faces the front of the seat.
4. **Attach Armrests to Seat:** Secure the adjustable armrests to the sides of the seat cushion using the designated screws.
5. **Attach Backrest to Mechanism:** Connect the backrest to the mechanism using the remaining screws. Ensure a firm connection.
6. **Connect Seat Assembly to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder. Apply gentle downward pressure to secure it.

*Tip: It is recommended to assemble the chair on a soft, clean surface to prevent scratches.*

## 5. OPERATING INSTRUCTIONS

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Your Topstar office chair offers several adjustment options for optimal comfort and ergonomics:

- **Seat Height Adjustment:** Locate the lever on the right side, under the seat. To raise the seat, lift the lever while taking your weight off the chair. To lower the seat, lift the lever while seated. Release the lever at the desired height.
- **Backrest Recline/Tilt:** Use the lever on the left side, under the seat, to adjust the backrest tilt. Pull the lever outwards to unlock the tilt function, allowing the backrest to recline. Push the lever inwards to lock the backrest in an upright position.
- **Backrest Height Adjustment:** The backrest height can be adjusted independently. Lift the backrest upwards to release the lock, then slide it to your preferred height. Push down firmly to secure it.
- **Armrest Height Adjustment:** The armrests feature a button or lever on the side. Press or lift this mechanism and slide the armrest up or down to your desired height. Release to lock.





Figure 4: Side view illustrating adjustment mechanisms.

## 6. MAINTENANCE

Regular maintenance will prolong the life of your office chair:

- **Cleaning:** Wipe the chair with a *damp cloth*. For fabric parts, use a mild fabric cleaner if necessary, and test on an inconspicuous area first. Avoid harsh chemicals or abrasive cleaners.
- **Casters:** Periodically check casters for hair, dust, or debris that may impede smooth movement. Clean as needed.
- **Hardware:** Occasionally check all screws and bolts to ensure they are tight. Retighten if loose.
- **Gas Lift:** Do not attempt to disassemble the gas lift cylinder. If it malfunctions, contact customer support.

## 7. TROUBLESHOOTING

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

| Problem                       | Possible Cause                                           | Solution                                                                                                                                                     |
|-------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chair does not adjust height. | Gas lift malfunction or lever not engaged.               | Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift may need replacement. Contact support.                              |
| Chair squeaks or wobbles.     | Loose hardware or worn components.                       | Check and tighten all screws and bolts. Lubricate moving parts with silicone spray if necessary.                                                             |
| Casters do not roll smoothly. | Debris in casters or incorrect caster type for flooring. | Remove any hair or debris from the caster wheels. Consider replacing casters with appropriate ones for your floor type (e.g., soft casters for hard floors). |

## 8. SPECIFICATIONS

| Feature            | Detail                                       |
|--------------------|----------------------------------------------|
| Brand              | Topstar                                      |
| Model Number       | 8559UG20                                     |
| Color              | Black                                        |
| Product Dimensions | 42 x 47 x 42 cm (16.5 x 18.5 x 16.5 inches)  |
| Product Weight     | 18.92 kg (41.7 lbs)                          |
| Material           | Fabric; Metal                                |
| Special Features   | Adjustable Height, Armrests, Swivel Function |

| Feature                       | Detail           |
|-------------------------------|------------------|
| Maximum Weight Recommendation | 110 kg (242 lbs) |
| Recommended Use               | Office           |
| Origin                        | Made in Germany  |



Figure 5: Product Origin

## 9. WARRANTY AND SUPPORT

Your Topstar Office Swivel Chair comes with a comprehensive warranty and dedicated customer support.

### 9.1 Warranty Information

This product is covered by a **3-year warranty** from the date of purchase, covering manufacturing defects and material flaws under normal use. Please retain your proof of purchase for warranty claims.



Figure 6: 3-Year Warranty

### 9.2 Customer Support

For technical assistance, spare parts, or warranty claims, please contact Topstar customer service through their official website or the retailer where you purchased the product. Provide your model number (8559UG20) and purchase date for faster service.

Visit the official Topstar store on Amazon: [Topstar Amazon Store](#)

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