HOMCOM Charles

HOMCOM Charles High Back Fabric Executive Office Chair User Manual

Model: Charles

Introduction

Thank you for choosing the HOMCOM Charles High Back Fabric Executive Office Chair. This manual provides essential information for the safe assembly, proper operation, and maintenance of your new chair. Please read these instructions carefully before assembly and retain them for future reference.



Image: The HOMCOM Charles High Back Fabric Executive Office Chair, featuring a light grey fabric finish and chrome base, positioned in a contemporary office environment.

Safety Information

- **Weight Capacity:** Do not exceed the maximum weight capacity of 265 pounds (120 kg). Exceeding this limit may cause damage to the chair and potential injury.
- **Assembly:** Ensure all parts are correctly assembled and tightened before use. Periodically check all screws and bolts to ensure they remain secure.
- **Usage:** Use the chair only for its intended purpose as an office or home chair. Avoid standing on the chair or using it as a step stool.
- **Children:** Keep children away from the assembly area. Small parts may pose a choking hazard.
- **Floor Protection:** Use a chair mat if placing the chair on delicate flooring to prevent scratches from the casters.

Package Contents

Before beginning assembly, verify that all components listed below are present and undamaged. If any parts are missing or damaged, please contact customer support.

- Backrest
- Seat Cushion
- Armrests (2)
- Base (5-star)
- Casters (5)
- Gas Lift Cylinder
- Mechanism Plate
- Hardware Pack (screws, washers, Allen wrench)

Assembly Instructions

Follow these steps carefully to assemble your HOMCOM Charles Executive Office Chair. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of each leg of the 5-star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled 5-star base.
3. **Attach Mechanism Plate to Seat:** Align the mechanism plate with the pre-drilled holes on the underside of the seat cushion. Ensure the front of the mechanism (usually indicated by an arrow or the lever) faces the front of the seat. Secure with screws from the hardware pack.
4. **Attach Armrests:** Attach the armrests to the sides of the seat cushion using the provided screws. Do not fully tighten yet.
5. **Attach Backrest:** Align the backrest with the armrests and the seat. Secure the backrest to the armrests and seat using the remaining screws. Once all screws are in place, tighten all armrest and backrest screws evenly.
6. **Connect Seat to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring the center hole of the mechanism plate aligns with the top of the gas lift. Press down firmly to secure.

Operating Instructions

Your HOMCOM Charles Executive Office Chair features several adjustable functions for personalized comfort.

1. Height Adjustment



Image: A close-up of the chair's underside, highlighting the lever used for height adjustment. The image shows an arrow indicating 'Lift up and down to adjust height'.

To adjust the chair height:

- **To raise:** While seated, lift the lever located on the right side of the seat. The chair will rise. Release the lever at your desired height.
- **To lower:** While seated, lift the lever. The chair will lower. Release the lever at your desired height.
- **To raise without sitting:** Lift the lever and the chair will automatically rise to its maximum height.

2. Tilt Function



Image: A visual guide demonstrating how to engage the tilt function by pulling the lever and adjusting the tilt tension knob underneath the seat.

The chair features a tilt mechanism allowing the backrest and seat to recline together.

- **To unlock tilt:** Pull the same lever used for height adjustment outwards from the chair. The chair will now allow you to recline.
- **To lock tilt:** Push the lever inwards towards the chair. The chair will lock in an upright position.
- **Adjust Tilt Tension:** Rotate the round knob located underneath the seat, at the front of the mechanism. Turn clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).

3. 360° Swivel



Image: The HOMCOM Charles office chair demonstrating its full 360-degree swivel motion, indicating flexibility for multi-tasking.

The chair is designed to swivel 360 degrees, providing flexibility and ease of movement in your workspace.

Maintenance

- **Cleaning:** For fabric surfaces, spot clean with a mild detergent and a damp cloth. Avoid harsh chemicals. For the metal base, wipe with a soft, dry cloth.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Re-tighten if necessary to maintain stability and safety.
- **Casters:** Keep casters free of hair and debris to ensure smooth rolling.

Troubleshooting

- **Chair is wobbly:** Ensure all screws and bolts are fully tightened. Check that the gas lift is properly seated in the base and mechanism plate.

- **Chair does not adjust height:** Verify that the height adjustment lever is fully engaged. If the gas lift is faulty, it may need replacement.
- **Chair does not tilt:** Ensure the tilt lock lever is disengaged (pulled outwards). Adjust the tilt tension knob to a looser setting if it is too stiff.
- **Casters do not roll smoothly:** Check casters for trapped debris (hair, lint) and clean them. Ensure they are securely inserted into the base.

Specifications



Image: Technical drawing displaying the key dimensions of the HOMCOM Charles office chair, such as overall height, seat height, seat width, and depth.

Feature	Detail
Model Name	Charles
Overall Dimensions (D x W x H)	27.25"D x 26.75"W x 49.5"H
Adjustable Height Range	45.75" - 49.5" (from floor to top of backrest)
Seat Dimensions (W x D)	18.75"W x 18.75"D
Seat Height Range	20.25" - 24.25"

Feature	Detail
Maximum Weight Capacity	265 lbs (120 kg)
Materials	Nylon, Wood, Foam (Seat), Fabric (Upholstery)
Color	Light Grey
Assembly Required	Yes

Warranty and Support

For warranty information or assistance with your HOMCOM Charles Executive Office Chair, please refer to the purchase documentation or contact HOMCOM customer service directly. Contact details can typically be found on the HOMCOM official website or through your retailer.
Please have your model name (Charles) and ASIN (B01M66AQ3D) ready when contacting support.