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## Topstar OP200G03

# Topstar Open Point SY Office Chair User Manual

Model: OP200G03

## INTRODUCTION

This manual provides comprehensive instructions for the assembly, operation, maintenance, and troubleshooting of your new Topstar Open Point SY Office Chair. Please read this manual carefully before use to ensure proper function, safety, and longevity of your chair.



This image displays the Topstar Open Point SY Office Chair. It features a vibrant purple fabric seat and a black mesh backrest designed for breathability. The chair is armless and sits on a black five-star base equipped with casters for mobility. Adjustment levers are visible beneath the seat.

## SAFETY INFORMATION

To ensure safe operation and prevent injury, please observe the following safety guidelines:

- Do not stand on the chair. Use it only for sitting.
- Ensure all screws and bolts are securely tightened before first use and periodically check for looseness.
- Do not use the chair if any parts are damaged or missing. Contact customer support for replacement parts.
- Keep hands and fingers clear of moving parts during adjustment.
- Do not exceed the recommended weight capacity (refer to specifications).

- Use the chair on a level surface to prevent tipping.

## SETUP INSTRUCTIONS

Follow these steps to assemble your Topstar Open Point SY Office Chair. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

1. **Attach Casters to Base:** Insert each caster into the holes at the end of each leg of the five-star base until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled five-star base.
3. **Attach Seat Mechanism:** Secure the seat mechanism to the underside of the seat cushion using the provided screws. Ensure the front of the mechanism aligns with the front of the seat.
4. **Attach Backrest:** Connect the backrest support to the seat mechanism using the designated screws.
5. **Connect Seat to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring it is centered and stable.
6. **Final Check:** Verify that all components are securely attached and that the chair is stable before use.

## OPERATING INSTRUCTIONS

Your Topstar Open Point SY Office Chair is designed for ergonomic comfort and adjustability. Familiarize yourself with the following functions:

### Height Adjustment

To adjust the chair's height, locate the lever on the right side beneath the seat. While seated, pull the lever upwards to lower the chair. To raise the chair, stand up slightly to remove weight from the seat and pull the lever upwards. Release the lever at your desired height.

### Tilt Mechanism

The chair features a tilt mechanism for reclining the backrest and seat. Locate the second lever beneath the seat. Pull this lever outwards to unlock the tilt function, allowing the chair to recline. Push the lever inwards to lock the chair in an upright position. Some models may also have a tension knob to adjust the resistance of the tilt.

### Swivel Function

The chair is equipped with a 360-degree swivel function, allowing for easy rotation without moving the base. This feature is always active for convenient movement.

## MAINTENANCE AND CARE

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

### Cleaning

The manufacturer recommends to "Wipe Clean" the chair. For general cleaning, use a soft, damp cloth with mild soap and water. Avoid abrasive cleaners or harsh chemicals that may damage the fabric or plastic components. For the mesh backrest, a soft brush can be used to remove dust before wiping.

### General Care

- Periodically check all screws and bolts to ensure they are tight. Retighten if necessary.
- Keep the casters clean from hair and debris to ensure smooth rolling.
- Avoid exposing the chair to direct sunlight for prolonged periods, as this may cause fading of the fabric.

- Do not place hot items directly on the seat or backrest.

## TROUBLESHOOTING

If you encounter any issues with your Topstar Open Point SY Office 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 pulled. If the issue persists, the gas lift may need replacement.
Chair wobbles or is unstable.	Loose screws or uneven assembly.	Check and tighten all assembly screws. Ensure the chair is on a flat, level surface.
Casters do not roll smoothly.	Debris caught in casters.	Remove any hair, dust, or debris from the caster wheels.
Tilt function is not working.	Tilt lock engaged or mechanism jammed.	Ensure the tilt lock lever is disengaged. Check for any obstructions in the tilt mechanism.

## SPECIFICATIONS

Key specifications for the Topstar Open Point SY Office Chair (Model: OP200G03):

Feature	Detail
Brand	Topstar
Model Name	Open Point SY
Item Model Number	OP200G03
Color	Purple
Back Style	Open Back (Breathable Mesh)
Special Feature	Swivel
Product Care Instructions	Wipe Clean
Recommended Uses	Office
Arm Style	Armless
Fill Material	Foam
Surface Recommendation	Hard Floor, Carpet
Manufacturer	Topstar
Date First Available	April 30, 2020

## WARRANTY AND SUPPORT

For specific warranty details and terms, please refer to the documentation included with your purchase or visit the official

Topstar website. Keep your original purchase receipt as proof of purchase for any warranty claims.

For technical support, replacement parts, or further assistance, please contact Topstar customer service directly. Contact information can typically be found on the manufacturer's website or on the product packaging.