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## Steelcase Leap

# Steelcase Leap Office Chair Instruction Manual

Model: Leap

## 1. INTRODUCTION

This manual provides detailed instructions for the setup, operation, maintenance, and troubleshooting of your Steelcase Leap Office Chair. Understanding these adjustments will help you optimize the chair for your personal comfort and ergonomic support.

## 2. SAFETY INFORMATION

- The maximum weight capacity for this chair is 400 pounds (181 kg). Do not exceed this limit.
- Ensure the chair is placed on a flat, stable surface to prevent tipping.
- Exercise caution when adjusting chair mechanisms. Always follow the instructions to prevent injury.
- This chair is designed for office use.

## 3. SETUP

The Steelcase Leap Office Chair typically arrives fully assembled. Upon unboxing, remove all packaging materials. Place the chair on a level surface. No complex assembly is required. Proceed to the operating instructions to customize the chair to your body.



Figure 3.1: Front view of the Steelcase Leap Office Chair, showcasing its design and standard configuration.

## 4. OPERATING INSTRUCTIONS (ADJUSTMENTS)

The Steelcase Leap chair offers a wide range of adjustments to provide personalized ergonomic support. Familiarize yourself with each control to achieve optimal comfort.



Figure 4.1: Overview diagram illustrating the various adjustment points and ergonomic features of the Steelcase Leap chair.

### 4.1. Seat Height Adjustment

- Locate the paddle-shaped lever on the right side, beneath the seat.
- To raise the seat: Lift the lever while taking your weight off the seat. Release the lever at the desired height.

- To lower the seat: Lift the lever while seated. Release the lever at the desired height.

## 4.2. Seat Depth Adjustment

- Locate the lever on the left side, beneath the seat, towards the front.
- Lift the lever and slide the seat forward or backward to achieve the desired depth. Ensure there is a 2-3 finger gap between the edge of the seat and the back of your knees.
- Release the lever to lock the seat in position.



Figure 4.2: A hand operating the lever located on the left side of the chair to adjust the seat depth.

## 4.3. Lumbar Support Adjustment (Height and Firmness)

- **Height Adjustable Lumbar:** On the back of the chair, slide the two outer levers up or down to position the lumbar curve to support your lower back.
- **Lower Back Firmness Control:** Rotate the dial located on the right side of the chair back to increase or decrease the firmness of the lumbar support.



Figure 4.3: A hand adjusting the height of the lumbar support mechanism on the chair's backrest.

## 4.4. Armrest Adjustments

- **Height:** Press the button on the outside of each armrest and slide the armrest up or down. Release the button to lock.
- **Pivot:** Rotate the arm pads inward or outward.
- **Depth:** Slide the arm pads forward or backward.
- **Width:** Lift the armrest and slide it inward or outward.

## 4.5. Recline Tension Adjustment

- Locate the round knob on the right side, beneath the seat, towards the back.
- Turn the knob forward (clockwise) to increase recline tension, making it harder to recline.
- Turn the knob backward (counter-clockwise) to decrease recline tension, making it easier to recline.



Figure 4.4: A hand rotating the recline tension knob located on the right side, under the seat.

#### 4.6. Recline Lock (5 Positions)

- Locate the lever on the left side, beneath the seat, towards the back.
- To lock the recline: Recline to your desired position and push the lever down.
- To unlock the recline: Pull the lever up. The chair will return to its upright position.

#### 4.7. Upper Back Force Control

- This control allows you to set the amount of "push back" you desire from the upper backrest.
- Refer to the diagram (Figure 4.1) for the exact location of this control, typically a small lever or dial on the side of the backrest mechanism.

#### 4.8. Flexible Seat Edge

- The front edge of the seat is designed to flex, reducing pressure on the back of your legs. This feature adjusts automatically with your movement.

### 5. MAINTENANCE

Proper care ensures the longevity and performance of your Steelcase Leap chair.

- **Cleaning:** The Cogent Connect Fabric is 100% polyester. Spot clean as needed using a mild, water-free solvent or upholstery shampoo. Test in an inconspicuous area first. Do not saturate the fabric.
- **General Care:** Regularly inspect all moving parts and fasteners to ensure they are secure. Do not use abrasive cleaners or harsh chemicals, as these can damage the finish or fabric.

### 6. TROUBLESHOOTING

If you encounter issues with your Steelcase Leap chair, consider the following common solutions:

- **Chair not adjusting:** Ensure all levers and knobs are fully engaged or disengaged as required for the specific adjustment. Check for any obstructions.
- **Squeaking or noise:** Apply a small amount of silicone-based lubricant to moving parts or pivot points. Avoid oil-based lubricants.
- **Unstable chair:** Verify that the chair is on a flat, even surface. Check if all casters are properly attached and functioning.

For persistent issues, contact Steelcase customer support.

### 7. SPECIFICATIONS

Feature	Specification
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Brand	Steelcase
Model Name	Leap
Product Dimensions	25"D x 27"W x 43.5"H
Item Weight	65 pounds (29.5 kg)
Maximum Weight Recommendation	400 Pounds (181 kg)
Color	Cogent Connect Nickel Fabric, Black Frame
Material	100% Polyester Fabric, Foam Fill
Back Style	Solid Back
Special Features	Adjustable, Flexible, Ergonomic
Recommended Uses	Office
Product Care Instructions	Spot Clean



Figure 7.1: Diagram illustrating the key dimensions of the Steelcase Leap Office Chair.

## 8. WARRANTY AND SUPPORT

For detailed warranty information, please refer to the official Steelcase website or the documentation provided with your purchase. Steelcase offers comprehensive support for its products.

If you require assistance, have questions, or need to report an issue, please contact Steelcase customer service through their official website or contact channels.

## Related Documents - Leap

 <b>Steelcase</b>	<p><a href="#"><b>Steelcase Karman Office Chair: Assembly and Features Guide</b></a></p> <p>Learn how to assemble and utilize the key features of the Steelcase Karman office chair, including seat height, arm adjustments, recline, and comfort technologies.</p>
 <b>Steelcase</b>	<p><a href="#"><b>Steelcase Remade: Parts Replaced Guide for Office Chairs</b></a></p> <p>A guide detailing which parts can be replaced on Steelcase office chairs like Gesture, Leap, Think, Amia, and Criterion, highlighting environmental benefits of remanufacturing and circularity.</p>
 <b>Steelcase</b>	<p><a href="#"><b>Steelcase Seating Specification Guide - February 2015</b></a></p> <p>Explore the comprehensive Steelcase Seating Specification Guide, featuring detailed information on ergonomic design, adjustability features, and a wide array of office seating solutions. Discover models like Gesture, Leap, Think, Amia, Reply, and Jersey, designed for comfort and productivity.</p>
 <b>Steelcase</b>	<p><a href="#"><b>Steelcase Seating Specification Guide: Comprehensive Product Details and Options</b></a></p> <p>Explore the Steelcase Seating Specification Guide for detailed information on a wide range of ergonomic office chairs, including work, collaborative, multi-use, and stackable seating solutions. Discover features, adjustability, materials, and specifications.</p>
 <b>Steelcase</b>	<p><a href="#"><b>Steelcase Seating Specification Guide - August 2015</b></a></p> <p>Discover the comprehensive Steelcase Seating Specification Guide (August 2015). This document details a wide array of seating solutions, including Work Chairs, Collaborative Seating, Lounge Seating, and Multi-Use Chairs, offering insights into ergonomic features, adjustability, upholstery options, and precise specifications for informed selection.</p>
 <b>Steelcase</b>	<p><a href="#"><b>Steelcase Brody User Guide: Comfortable Lounge Seating for Focused Work</b></a></p> <p>Official user guide for the Steelcase Brody, detailing its features for comfortable lounge seating, focused work, and adjustable tablet support. Learn about its design and components.</p>