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› STAPLES Westcliffe Bonded Leather Managers Chair (Model 2263720) User Manual

STAPLES 2263720

STAPLES Westcliffe Bonded Leather Managers Chair (Model 2263720) User Manual

Your guide to assembly, operation, and care.

INTRODUCTION

Thank you for choosing the STAPLES Westcliffe Bonded Leather Managers Chair, Model 2263720. This manual provides detailed instructions for the proper assembly, operation, maintenance, and troubleshooting of your new office chair. Please read this manual thoroughly before assembly and retain it for future reference.

SAFETY INFORMATION

Please observe the following safety guidelines to ensure safe use and prevent injury:

- This chair is designed to safely support a user weighing up to **250 lbs** for a full workday, with a maximum weight limit of **275 lbs**. Do not exceed this weight limit.
- Improper use of the tilting mechanism may result in injury. Always adjust the tilt carefully.
- Ensure the chair is stable and does not wobble or tip over, especially during assembly or when making adjustments.
- Keep fingers and clothing clear of moving parts during adjustment.
- Do not stand on the chair.
- Use the chair only for its intended purpose as an office chair.

PACKAGE CONTENTS

Before beginning assembly, ensure all parts are present and undamaged. If any parts are missing or damaged, do not proceed with assembly. Contact customer support for assistance.

Typical components include:

- Backrest
- Seat Cushion
- Armrests (2)
- Chair Base (5-star)

- Casters (5)
- Gas Lift Cylinder
- Mechanism Plate
- Hardware (screws, washers, Allen wrench)

SETUP AND ASSEMBLY

Follow these steps carefully for proper assembly. 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 chair base. Push firmly until they click into place.



Image: The chair base with casters installed, ready for the gas lift cylinder.

2. Insert Gas Lift Cylinder:

Place the gas lift cylinder into the center hole of the assembled chair base. Ensure it is seated securely.

3. Attach Mechanism Plate to Seat:

Align the mechanism plate with the pre-drilled holes on the underside of the seat cushion. Secure it using the provided screws and Allen wrench. Ensure the front of the mechanism plate faces the front of the seat.

4. Attach Armrests to Seat and Backrest:

Attach the armrests to the sides of the seat cushion using the designated screws. Do not fully tighten yet. Then, attach the backrest to the armrests and the mechanism plate, securing with screws. Once all connections are made, fully tighten all screws for the armrests and backrest.



Image: Front view of the STAPLES Westcliffe Managers Chair, showing the seat, backrest, and armrests.



Image: Side view of the STAPLES Westcliffe Managers Chair, highlighting the armrest design and chair profile.



Image: Back view of the STAPLES Westcliffe Managers Chair, showing the rear of the backrest and base.

5. Attach Assembled Top to Gas Lift:

Carefully place the assembled seat, backrest, and armrests onto the gas lift cylinder, ensuring the center hole of the mechanism plate aligns with the top of the cylinder. Press down firmly to secure.

6. Test Stability:

Once assembled, sit on the chair to test its stability and ensure all connections are secure. Adjustments can be

made as needed.

OPERATING INSTRUCTIONS

Your STAPLES Westcliffe Managers Chair offers several adjustment features for personalized comfort:

- **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 seat. To lower the seat, lift the lever while remaining seated. Release the lever at the desired height.
- **Tilt Tension Adjustment:** The round knob located under the front of the seat controls the tilt tension. Turn clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).
- **Tilt Lock:** The same lever used for seat height adjustment can also lock or unlock the tilt function. Push the lever inward towards the center of the chair to lock the backrest in an upright position. Pull the lever outward to unlock the tilt, allowing the chair to recline.

MAINTENANCE

Proper care will extend the life and appearance of your chair:

- **Cleaning:** For the bonded leather surfaces, wipe clean with a damp cloth. Avoid harsh chemicals or abrasive cleaners, as these can damage the material.
- **Regular Inspection:** Periodically check all screws and bolts to ensure they are tight. Re-tighten if necessary to maintain stability and safety.
- **Caster Care:** Keep casters free of hair and debris to ensure smooth movement.

TROUBLESHOOTING

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

- **Chair Wobbles:** Ensure all assembly screws are fully tightened. Check that the casters are securely inserted into the base.
- **Seat Height Adjustment Not Working:** Verify that the gas lift cylinder is correctly seated in both the base and the mechanism plate. Ensure the adjustment lever is fully engaged or disengaged as required.
- **Chair Does Not Tilt or Tilts Too Easily/Stiffly:** Adjust the tilt tension knob located under the seat. Ensure the tilt lock lever is in the correct position (unlocked for tilting).
- **Squeaking Noises:** Check for any loose hardware and tighten as needed. A small amount of silicone lubricant can be applied to moving metal parts if squeaking persists, avoiding contact with leather.

SPECIFICATIONS

Feature	Detail
Model Number	2263720
Overall Dimensions (H x W x D)	43.8-46.7" H x 28.6" W x 32.2" D

Seat Dimensions (W x D)	21.8" W x 18.5" D
Material	Bonded Leather upholstery, Foam fill, Metal frame
Color	Brown
Weight Capacity (Recommended)	250 lbs (for full workday)
Weight Capacity (Maximum)	275 lbs
Features	Lumbar support, Seat height adjustment, Tilt tension control, Tilt lock, Fixed ring-shaped arms, Swivel-Tilt mechanism



46.7"

32.2"

28.6"

Image: Dimensional diagram of the STAPLES Westcliffe Managers Chair, indicating height, width, and depth.

WARRANTY AND SUPPORT

For warranty information or if you require further assistance, please contact STAPLES customer service. Keep your purchase receipt and model number (2263720) handy for faster service.

You can typically find support contact information on the STAPLES official website or through your point of purchase.

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page’s manual context to help answer it.

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question