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CLATINA 247

CLATINA Swivel Executive Computer Chair User Manual

Model: 247

1. INTRODUCTION

Thank you for choosing the CLATINA Swivel Executive Computer Chair. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure optimal performance and longevity of your chair. Please read this manual thoroughly before assembly and use.

This ergonomic office chair is designed for comfort and support during long hours of work, featuring adjustable components to suit individual needs.

For additional support and resources, please visit the [CLATINA Store](#).

2. COMPONENTS OVERVIEW

Before beginning assembly, ensure all parts are present and undamaged. Refer to the diagram below for component identification.



Figure 2.1: Exploded view of CLATINA Swivel Executive Computer Chair components.

This image shows the individual parts of the chair, including the seat cushion, backrest, chair pole, chair legs, PA universal wheels, and tool kit, laid out for assembly.

- **Seat Cushion:** The main seating area with integrated armrests.
- **Backrest:** The back support component.
- **Chair Pole:** The central gas lift mechanism.
- **Chair Legs:** The five-star base with wheel inserts.
- **PA Universal Wheels:** Casters for mobility (5 pieces).
- **Tool Kit:** Includes necessary tools and fasteners for assembly.

3. SETUP AND ASSEMBLY

Assembly of the CLATINA Executive Chair is designed to be straightforward. Follow these steps carefully:

1. Attach Wheels to Chair Legs:

Insert each of the five PA Universal Wheels into the designated holes at the end of each chair leg. Push firmly until they click into place.

Deep Reclining Angle



5 Position Tilt Tension Knob



Figure 3.1: A hand inserting a wheel into the chair's five-star base.

This image demonstrates the process of attaching the casters to the chair's leg base.

2. Insert Chair Pole:

Place the assembled chair legs on a flat surface. Insert the wider end of the Chair Pole into the central hole of the chair legs. Ensure it is seated firmly.

3. Attach Seat Cushion to Chair Pole:

Carefully align the central hole on the underside of the Seat Cushion with the top (narrower) end of the Chair Pole. Lower the seat onto the pole, applying gentle pressure until it is securely in place.

Seat & Back Synchronization

Ergonomic design perfectly fits your hip curve and disperses pressure



Figure 3.2: The seat cushion being lowered onto the chair pole.

This image illustrates the connection of the seat assembly to the gas lift and wheeled base.

4. Attach Backrest to Seat Cushion:

Align the backrest with the mounting points on the rear of the seat cushion. Use the provided screws and hex key from the Tool Kit to secure the backrest firmly. Ensure all screws are tightened evenly.



Figure 3.3: A close-up of the backrest attachment point, showing screws being tightened.

This image details the final step of attaching the backrest to the seat using the provided hardware.

For a visual guide, please refer to the official assembly video:

Your browser does not support the video tag.

Video 3.1: CLATINA MELLET BF Installation video.

This video provides a step-by-step guide on how to assemble the CLATINA MELLET BF chair, covering all major components.

4. OPERATING INSTRUCTIONS

The CLATINA Executive Chair offers multiple adjustment features to customize your seating experience for optimal comfort and ergonomic support.

- **Seat Height Adjustment:**

To raise the seat, lift the lever located on the right side of the seat while taking your weight off the chair. To lower the seat, lift the lever while seated.

- **Seat Depth Adjustment:**

Pull the lever on the left side of the seat to slide the seat cushion forward or backward, adjusting the depth to fit your leg length. Release the lever to lock the position.



Figure 4.1: Diagram illustrating seat depth adjustment and seat/back synchronization.

This image highlights the ergonomic design that allows the seat and back to synchronize movements, dispersing pressure and fitting the hip curve.

- **Armrest Adjustment:**

The 3D armrests can be adjusted in multiple ways:

- **Height:** Press the button on the side of the armrest and slide it up or down (2.8" range).
- **Horizontal Movement:** Slide the armrest pad forward or backward (1.2" range).
- **Rotation:** Rotate the armrest pad up to 40 degrees inward or outward.

Adjustable Lumbar Support

Adjust different lumbar support height to adapt different people



Figure 4.2: Visual guide to 3D adjustable armrests.

This image demonstrates the various adjustments available for the armrests, including height, horizontal movement, and rotation, to adapt to different arm placement postures.

- **Lumbar Support Adjustment:**

The lumbar support can be adjusted vertically by 1.57" to provide tailored support for your lower back. Gently push or pull the lumbar support pad to your desired height.



Figure 4.3: Illustration of adjustable lumbar support.

This image demonstrates how to adjust the height of the lumbar support to adapt to different users and provide optimal spinal alignment.

- **Backrest Tilt and Tension:**

The backrest reclines from 90 to 135 degrees with 4-level locking tilt. Use the tilt tension knob (located on the right side, under the seat) to adjust the resistance when reclining. Turn right to tighten (more resistance) and left to loosen (less resistance).



Figure 4.4: Diagram showing reclining angles and tilt tension knob.

This image illustrates the chair's deep reclining angle (95-135 degrees) and the 5-position tilt tension knob for customized comfort.

For a visual guide on chair functions, please refer to the official functions video:

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Video 4.1: Functions of CLATINA 247 Ergonomic Swivel Executive Chair.

This video demonstrates the various adjustable functions of the CLATINA 247 Ergonomic Swivel Executive Chair, including seat height, armrest, and tilt adjustments.

5. MAINTENANCE

Regular maintenance will help preserve the appearance and functionality of your CLATINA chair.

- **Cleaning:** Wipe clean with a damp cloth. Avoid harsh chemicals or abrasive cleaners that may damage the fabric or frame.
- **Casters:** Periodically check the wheels for any accumulated debris (hair, dust, etc.) and clean them to ensure smooth rolling.

- **Fasteners:** Occasionally check all screws and bolts to ensure they are tight. Re-tighten if necessary to maintain stability.

6. TROUBLESHOOTING

If you encounter any issues with your CLATINA 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.
Chair wobbles or feels unstable.	Loose screws or uneven assembly.	Check and tighten all assembly screws, especially those connecting the seat to the mechanism and the backrest. Ensure the chair is on a level surface.
Casters not rolling smoothly.	Debris caught in wheels or damaged casters.	Remove any hair or debris from the casters. If wheels are damaged, consider replacing them.
Lumbar support feels awkward or uncomfortable.	Incorrect height adjustment or personal preference.	Adjust the lumbar support height to find the most comfortable position for your back. Experiment with different settings.

For more complex issues or if troubleshooting steps do not resolve the problem, please contact CLATINA customer support.

7. SPECIFICATIONS

- **Brand:** CLATINA
- **Model Name:** MELLET (Item model number: 247)
- **Color:** Black-fabric
- **Product Dimensions:** 27.8"D x 27.8"W x 43.3"H
- **Item Weight:** 47.3 pounds
- **Maximum Weight Recommendation:** 275 Pounds
- **Material:** High elastic molded urethane foam (seat), Fabric (backrest)
- **Special Feature:** Adjustable (3D armrest, lumbar support, seat height/depth, tilt tension)
- **Form Factor:** 360, Ergonomic, Tilt
- **Certifications:** BIFMA/SGS certified Class 4 gas lift cylinder
- **Included Components:** User Manual, Caster

8. WARRANTY AND SUPPORT

CLATINA is committed to providing high-quality products and excellent customer service.

- **Warranty:** This product is backed by a manufacturer's warranty. Please refer to the warranty card included in your packaging for specific terms and conditions.
- **Customer Support:** For any inquiries, assistance with assembly, or troubleshooting not covered in this manual, please contact CLATINA Office Supply customer support.
- **Returns:** This product is eligible for 30-day easy returns.

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