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› PayLessHere Big and Tall 500lbs Mesh Office Chair Instruction Manual

PayLessHere Big and Tall 500lb

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Model: Big and Tall 500lb

1. INTRODUCTION

Thank you for choosing the PayLessHere Big and Tall 500lbs Mesh Office Chair. This manual provides essential information for the safe assembly, operation, and maintenance of your new office chair. Please read these instructions carefully before assembly and retain them for future reference.

Safety Information

- **Maximum Weight Capacity:** This chair is designed to support a maximum weight of 500 pounds (226 kg). Exceeding this limit may result in damage to the chair or personal injury.
- **Proper Use:** Use this chair only for its intended purpose as an office or task chair. Avoid standing on the chair, using it as a ladder, or for any other unintended activities.
- **Assembly:** Ensure all components are securely fastened according to the assembly instructions. Periodically check and tighten all screws and bolts.
- **Children:** Keep children away from the assembly area. Small parts may pose a choking hazard.

2. PACKAGE CONTENTS

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

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

- Casters (5)
- Gas Lift Cylinder
- Mechanism Plate
- Lumbar Support Bracket
- Assembly Tools and Hardware (screws, washers, Allen wrench)

3. ASSEMBLY INSTRUCTIONS

Estimated assembly time is approximately 10-15 minutes. Follow these steps carefully.

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of the chair base legs. Push firmly until they click into place.
2. **Install Gas Lift:** Place the gas lift cylinder into the center hole of the chair 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 tension knob faces the front of the seat. Secure with screws using the provided Allen wrench.
4. **Attach Armrests to Seat:** Attach the armrests to the sides of the seat cushion using the designated screws. Do not fully tighten yet, as slight adjustment may be needed for the backrest.
5. **Connect Backrest to Seat:** Align the backrest with the bracket on the seat mechanism and the armrests. Secure the backrest to the armrests and the seat mechanism using the remaining screws. Once aligned, fully tighten all screws for the armrests and backrest.
6. **Place Assembled Seat onto Gas Lift:** Carefully place the assembled seat (with mechanism, armrests, and backrest attached) onto the gas lift cylinder, ensuring it is centered.



Figure 3.1: Exploded view showing chair components and assembly points.



Figure 3.2: The PayLessHere Big and Tall Mesh Office Chair fully assembled.

4. OPERATING INSTRUCTIONS

Your PayLessHere office chair offers several adjustment features to customize your seating experience.

Chair Height Adjustment

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

Lumbar Support Adjustment

The chair features 6-position adjustable lumbar support. To adjust, grasp the lumbar support mechanism on the backrest and slide it up or down to find the position that best supports the natural curve of your spine.



Figure 4.1: Illustration of adjustable lumbar support and rocking mode controls.

Armrest Adjustment

The armrests are adjustable in 11 positions, allowing for approximately 3 inches of vertical height adjustment. To adjust, press and hold the button located on the side of each armrest, then move the armrest up or down. Release the button to lock it into position.



Figure 4.2: Detail of the armrest height adjustment mechanism.

Rocking Mode and Tilt Tension

To enable the rocking mode, pull the height adjustment lever outwards. To lock the chair in an upright position, push the lever inwards. The tension of the rocking motion can be adjusted by turning the round knob located beneath the seat. Turn clockwise to increase tension (stiffer rock) and counter-clockwise to decrease tension (looser rock).

5. MAINTENANCE

Regular maintenance will help prolong the life and appearance of your office chair.

Cleaning

- **Fabric and Mesh:** The product care instructions recommend dry cleaning for the fabric components. For general cleaning, gently wipe fabric and mesh surfaces with a damp cloth and mild soap solution. Avoid harsh chemicals or abrasive cleaners. Allow to air dry completely.
- **Base and Casters:** Wipe the metal base and plastic casters with a damp cloth. For casters, periodically remove any accumulated hair or debris to ensure smooth rolling.



Figure 5.1: Close-up of the chair's high-density sponge cushion and breathable mesh backrest.

Inspections

Periodically inspect all bolts and screws to ensure they remain tight. Re-tighten as necessary to maintain stability and safety.

6. TROUBLESHOOTING

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

Problem	Possible Cause	Solution
Chair wobbles or feels unstable	Loose screws or bolts.	Check and tighten all assembly screws and bolts, especially those connecting the seat, backrest, and armrests.
Chair height adjustment not working	Gas lift cylinder malfunction or lever not engaged.	Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift cylinder may need replacement. Contact customer support.
Casters not rolling smoothly	Debris (hair, lint) caught in casters.	Turn the chair over and carefully remove any debris from the caster wheels.
Rocking function is too stiff or too loose	Tilt tension knob incorrectly adjusted.	Adjust the tilt tension knob located under the seat. Turn clockwise to increase tension, counter-clockwise to decrease.

7. SPECIFICATIONS

- **Brand:** PayLessHere
- **Model Name:** Big and Tall 500lb
- **Color:** Black

- **Product Dimensions:** 25"D x 30.5"W x 41.5"H
- **Maximum Weight Recommendation:** 500 Pounds
- **Item Weight:** 41 pounds
- **Material:** Sponge (Fill Material), Nylon (Finish Type), Mesh (Backrest)
- **Special Features:** Cushion Availability, Ergonomic Design, Rolling Casters, Adjustable Lumbar Support, Adjustable Armrests, Rocking Mode
- **Reclining Position Count:** 2 (Upright and Rocking)
- **Included Components:** Assembly Tools and Hardware
- **UPC:** 848837069728



Figure 7.1: Chair dimensions in inches.



Figure 7.2: Chair load capacity up to 500 lbs.

8. WARRANTY AND SUPPORT

Specific warranty details are not provided in this manual. For warranty information, product support, or to order replacement parts, please refer to the contact information provided at the point of purchase or visit the official PayLessHere website.

