

## Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

[manuals.plus](#) /

› [TecTake](#) /

› [TecTake 403238 / 800747 Swivel Office Chair Instruction Manual](#)

### TecTake 800747

# TecTake 403238 / 800747 Swivel Office Chair Instruction Manual

Model: 800747

## INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your TecTake 403238 / 800747 Swivel Office Chair. Please read these instructions carefully before assembly and use to ensure proper function and longevity of your product. This ergonomic office chair is designed for comfort and support during extended periods of sitting, featuring a padded seat, backrest, and headrest, along with adjustable height and tilt functions.





Image: The TecTake 403238 / 800747 Swivel Office Chair, showcasing its black faux leather upholstery, padded armrests, and five-star base with casters.

## SAFETY INSTRUCTIONS

---

To prevent injury or damage to the chair, please observe the following safety guidelines:

- Ensure all components are securely fastened before use. Regularly check and tighten screws.
- Do not exceed the maximum weight capacity of the chair (refer to specifications).
- Avoid standing on the chair or using it as a step stool.
- Keep hands and fingers clear of moving parts, especially during height and tilt adjustments.
- Use the chair on a level surface to prevent tipping.
- Keep packaging materials away from children to prevent suffocation hazards.
- Do not expose the chair to direct sunlight or extreme temperatures, as this may damage the material.

## COMPONENTS LIST

---

Before beginning assembly, verify that all parts are present and undamaged. If any parts are missing or damaged, do not proceed with assembly and contact customer support.

1. Backrest
2. Seat Cushion
3. Armrests (Left and Right)
4. Mechanism Plate (under seat)
5. Gas Lift Cylinder
6. Gas Lift Cover
7. Five-Star Base
8. Casters (5 pieces)
9. Hardware (screws, washers, Allen key)

## ASSEMBLY INSTRUCTIONS

---

Follow these steps to assemble your office chair. It is recommended to assemble the chair on a soft, clean surface to prevent scratches.

### Step 1: Attach Casters to the Base

Insert each of the five casters into the holes at the end of each leg of the five-star base. Push firmly until they click into place.

### Step 2: Insert Gas Lift

Place the gas lift cylinder into the central hole of the five-star base. Then, slide the gas lift cover over the gas lift cylinder.

### Step 3: Attach Mechanism Plate to Seat

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

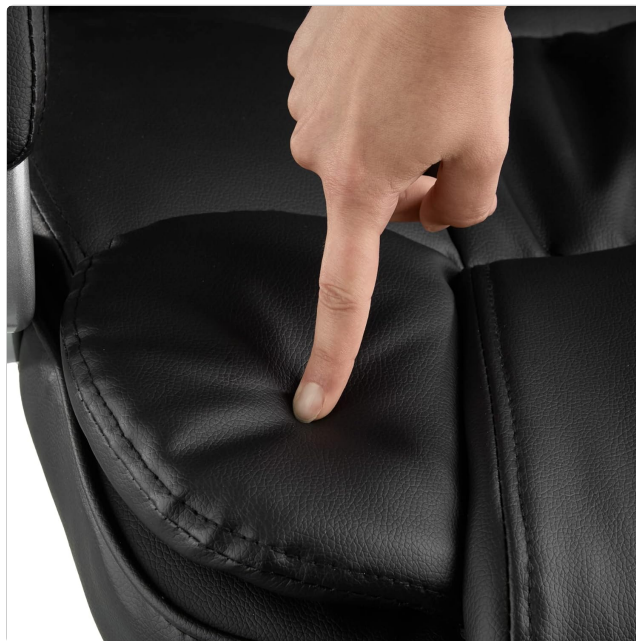


Image: Close-up of the chair's adjustment lever, indicating its function for height and tilt control. This lever is part of the mechanism plate that attaches to the seat.

### Step 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, align the backrest with the armrests and secure it with screws. Once all screws are in place, tighten them evenly and securely.

### **Step 5: Connect Seat Assembly to Gas Lift**

Carefully place the assembled seat and backrest onto the gas lift cylinder. The tapered end of the gas lift will fit into the central hole of the mechanism plate. Press down firmly on the seat to ensure a secure connection.





Image: Front view of the fully assembled TecTake office chair, highlighting the padded seat, backrest, and armrests.

Your TecTake office chair is now assembled. Before use, ensure all connections are tight and the chair is stable.

## OPERATING INSTRUCTIONS

---

Your TecTake office chair offers several adjustments to customize your seating experience:

### Height Adjustment

To adjust the seat height, locate the lever on the right side, beneath the seat.

- **To raise the seat:** Lift the lever while taking your weight off the seat. The seat will rise automatically. Release the lever at the desired height.
- **To lower the seat:** Lift the lever while remaining seated. The seat will lower. Release the lever at the desired height.

### Tilt Function and Lock

The chair features a tilt mechanism allowing the backrest and seat to recline together.

- **To enable tilt:** Pull the same lever (used for height adjustment) outwards from the chair. The chair will now allow you to recline.
- **To lock tilt:** Push the lever inwards towards the chair. The chair will lock in its upright position.



Image: An illustration demonstrating the range of height adjustment and the reclining tilt function of the office chair.

## Tilt Tension Adjustment

Beneath the seat, at the front, there is a round knob. This knob controls the tension of the tilt mechanism.

- **To increase tension (harder to recline):** Turn the knob clockwise.
- **To decrease tension (easier to recline):** Turn the knob counter-clockwise.

## MAINTENANCE

---

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

- **Cleaning:** For the faux leather upholstery, wipe with a soft, damp cloth. For stubborn stains, use a mild soap solution and wipe dry immediately. Avoid abrasive cleaners, solvents, or harsh chemicals, as these can damage the material.
- **Frame and Base:** Wipe metal and plastic parts with a damp cloth.
- **Casters:** Periodically clean casters to remove hair, dust, and debris that may hinder smooth movement.
- **Hardware:** Every 3-6 months, check all screws and bolts to ensure they are tight. Retighten as necessary to maintain stability and safety.
- **Avoid Overloading:** Do not exceed the chair's stated weight capacity.

## TROUBLESHOOTING

---

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

- **Chair Squeaks:**

Check all screws and bolts and tighten them. A small amount of silicone lubricant can be applied to moving metal parts, avoiding contact with plastic or upholstery.

- **Chair Does Not Adjust Height:**

Ensure the gas lift lever is fully engaged. If the issue persists, the gas lift cylinder may be faulty and require replacement. Contact customer support.

- **Chair Feels Unstable/Wobbly:**

Verify that all screws, especially those connecting the armrests to the seat and backrest, are securely tightened. Ensure

the gas lift is properly seated in the base and mechanism plate.

• **Casters Do Not Roll Smoothly:**

Remove any hair, dust, or debris that may be caught in the caster wheels. Clean the wheels and axles. Ensure the casters are fully inserted into the base.

**SPECIFICATIONS**

Brand	TecTake
Model Number	800747
Color	Black
Material	Polyurethane, Faux Leather, Pine Wood (frame)
Item Weight	16.7 Kilograms
Recommended Use	Office
Special Feature	Solid construction

**Dimensions (Approximate)**

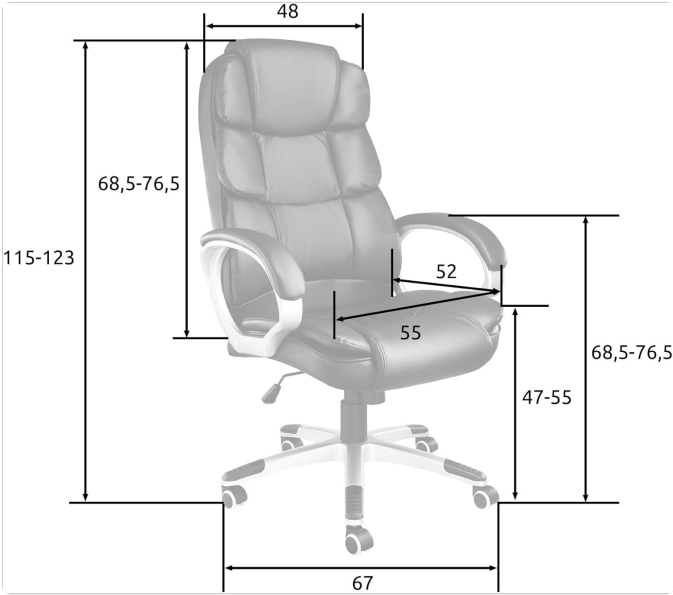


Image: Technical drawing illustrating the approximate dimensions of the TecTake office chair in centimeters. Key measurements include seat width (55 cm), seat depth (52 cm), backrest width (48 cm), adjustable seat height (47-55 cm), and overall height (115-123 cm).

- Overall Height: 115-123 cm
- Seat Height (adjustable): 47-55 cm
- Seat Width: 55 cm
- Seat Depth: 52 cm
- Backrest Width: 48 cm
- Armrest Height (from seat): 68.5-76.5 cm
- Base Diameter: 67 cm

**WARRANTY AND SUPPORT**

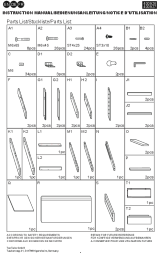
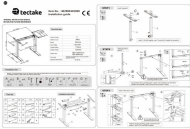
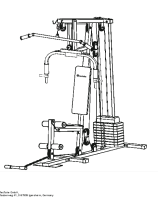

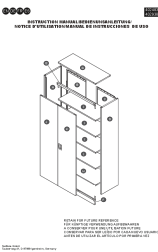


Specific warranty information for the TecTake 403238 / 800747 Swivel Office Chair is not provided in this document. For details regarding warranty coverage, spare parts availability, or technical support, please refer to the official TecTake website or contact their customer service directly. Information regarding spare parts availability was not provided in the product data. You may visit the [TecTake Brand Store on Amazon](#) for more information.



© 2023 TecTake. All rights reserved.  
This manual is for informational purposes only. TecTake is a brand of Made4home.

Related Documents - 800747

	<p><a href="#">TecTake 400926/400927 Lift Desk Assembly Instructions</a></p> <p>Step-by-step assembly guide for the TecTake 400926 and 400927 lift desk, including a detailed parts list and safety warnings.</p>
	<p><a href="#">tectake Height-Adjustable Desk Frame Installation Guide</a></p> <p>Installation guide for the tectake height-adjustable desk frame (Item No. 402999/403000). Includes technical specifications, parts list, assembly steps, operation, and troubleshooting.</p>
	<p><a href="#">TecTake 402756 Home Gym Assembly and Exercise Guide</a></p> <p>Instruction manual for the TecTake 402756 home gym, covering assembly, safety precautions, and exercise guidance. Includes preparation tips and warm-up/cool-down routines.</p>
	<p><a href="#">TecTake 400777 Semi-Automatic Washing Machine User Manual and Instructions</a></p> <p>This user manual provides comprehensive instructions for the TecTake 400777 semi-automatic washing machine, covering installation, operation, safety guidelines, and maintenance. Learn how to effectively wash and spin your clothes with this efficient appliance.</p>
	<p><a href="#">TecTake Cabinet Assembly Instructions - Models 402483, 402938</a></p> <p>Comprehensive assembly guide for TecTake cabinets (models 402483, 402938), featuring a detailed parts list and step-by-step instructions with textual descriptions of diagrams.</p>





Comprehensive instruction manual for the installation of a roller blind, including parts list, assembly steps, and contact information for tectake.

Comprehensive instruction manual for the installation of a roller blind, including parts list, assembly steps, and contact information for tectake.