

STAPLES Dexley

STAPLES Dexley Ergonomic Task Chair User Manual

Model: Dexley

1. INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your STAPLES Dexley Ergonomic Task Chair. Please read this manual thoroughly before use to ensure proper setup and to maximize the chair's ergonomic benefits and lifespan.

2. SAFETY INFORMATION

Observe the following safety guidelines to prevent injury and damage to the chair:

- Do not exceed the maximum weight capacity of **275 pounds**.
- Ensure proper assembly following the instructions provided in this manual.
- Use caution when adjusting chair components to avoid pinching or other injuries.
- Do not stand on the chair.
- Keep children away from moving parts during adjustment.

3. PACKAGE CONTENTS

Before beginning assembly, verify that all components are present and undamaged. All necessary hardware and tools are included in the package.

Easy to assemble

All hardware & tools included



Image: Exploded view of the Staples Dexley chair, showing all individual components and included hardware for assembly.

Typical components include:

- Backrest with mesh
- Seat with mesh

- Headrest
- Armrests (2)
- Gas lift cylinder
- Star base
- Caster wheels (5)
- Assembly hardware (screws, washers, Allen wrench)

4. ASSEMBLY INSTRUCTIONS

Assembly of the Staples Dexley Ergonomic Task Chair is required. Follow the step-by-step instructions provided in the included assembly guide. Ensure all connections are secure before using the chair.

1. Attach the caster wheels to the star base by pushing them firmly into the sockets.
2. Insert the gas lift cylinder into the center hole of the star base.
3. Secure the armrests to the seat base using the provided screws.
4. Attach the backrest to the seat base.
5. Mount the headrest to the top of the backrest.
6. Place the assembled seat and backrest onto the gas lift cylinder.

For visual guidance, refer to the assembly diagram in your package. It is recommended to have a second person assist during certain steps, especially when attaching the seat to the gas lift.

5. OPERATING INSTRUCTIONS (ADJUSTMENTS)

The Dexley chair offers multiple adjustment options for personalized comfort and ergonomic support.

Video: Official overview of the Staples Dexley Chair, demonstrating its features and adjustments.

5.1. Seat Height Adjustment

To adjust the seat height, locate the lever on the right side beneath the seat. Pull the lever upwards while seated to lower the seat, or pull the lever upwards while standing to raise the seat. Release the lever at the desired height.

5.2. Tilt Tension and Lock

The chair features adjustable tilt tension and a tilt lock mechanism. The tilt tension knob is located underneath the seat, typically at the front. Turn it clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).

To lock the tilt, push the lever on the left side (or the same lever as height adjustment, depending on model) inwards. To unlock, pull the lever outwards. The chair can be locked in multiple recline positions.

5.3. Lumbar Support Adjustment

The adjustable lumbar support is designed to conform to the natural curve of your spine. To adjust, grasp the lumbar support pads on the backrest and slide them up or down to your preferred position.

Ergonomics meets economics.
Designed to adapt to your
body and your budget.



Image: Detailed view highlighting the height and angle adjustable headrest, breathable mesh back and seat, and height-adjustable lumbar support.

5.4. Headrest Height and Angle Adjustment

The headrest can be adjusted for both height and angle. Gently pull or push the headrest to move it up or down. Tilt the headrest forward or backward to find the optimal angle for neck support.

5.5. Armrest Adjustment

The 3D armrests can be adjusted in multiple directions. To adjust height, press the button on the side of the armrest and slide it up or down. The armrests can also pivot inwards and outwards, and slide forward and backward to support your forearms and shoulders.

Height and width adjustable armrests

Soft arm pads support forearms and shoulders



Image: Close-up of the armrests, illustrating their height and width adjustment features for optimal forearm and shoulder support.

5.6. Swivel and Casters

The chair features a 360-degree swivel for easy movement and smooth-gliding caster wheels for effortless mobility across your workspace.

Durable base



360° swivel casters



Image: The chair's durable 5-star base with 360-degree swivel casters, indicating a maximum weight capacity of 275 lbs.

6. MAINTENANCE

To maintain the appearance and functionality of your chair, follow these simple care instructions:

- **Cleaning:** Wipe clean with a damp cloth. Avoid harsh chemicals or abrasive cleaners, which can damage the mesh and frame materials.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Retighten if necessary.
- **Casters:** Keep caster wheels free of debris to ensure smooth movement.

7. TROUBLESHOOTING

If you encounter any issues with your Staples Dexley Ergonomic Task Chair, consider the following common solutions:

- **Chair not adjusting height:** Ensure the gas lift lever is fully engaged and the gas lift cylinder is properly seated in the base and seat mechanism.
- **Chair wobbles:** Check all assembly screws and bolts for tightness. Ensure the base is on a flat, even surface.
- **Casters not rolling smoothly:** Inspect casters for trapped debris (hair, lint) and clean as needed.

- **Backrest not reclining:** Verify that the tilt lock is disengaged. Adjust tilt tension if reclining is too stiff or too loose.

If problems persist after attempting these solutions, please contact customer support.

8. SPECIFICATIONS

Key specifications for the STAPLES Dexley Ergonomic Task Chair:



Image: Comprehensive diagram illustrating the overall, seat, and arm dimensions of the Staples Dexley chair.

Feature	Detail
Brand	STAPLES
Model Name	Dexley
Color	Black
Material	Mesh (Seat and Back)
Frame Material	Polypropylene
Overall Dimensions (H x W x D)	45.3" - 50.8" x 28.2" x 28.6"
Seat Dimensions (H x W x D)	16.6" - 20.3" x 20.1" x 18.3"

Arm Dimensions (H x D)	25.0" - 31.8" x 20.2"
Maximum Weight Capacity	275 Pounds
Assembly Required	Yes
Features	Adjustable Lumbar Support, Adjustable Headrest, 3D Armrests, Tilt Lock, Tilt Tension, 360° Swivel

9. CONTACT AND SUPPORT

For further assistance, warranty information, or to report missing/damaged parts, please contact STAPLES customer service. Refer to your purchase documentation for specific contact details.