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› [CLATINA MELLET Ergonomic High Swivel Executive Office Chair Instruction Manual](#)

**CLATINA MELLET**

# **CLATINA MELLET Ergonomic High Swivel Executive Office Chair Instruction Manual**

Model: MELLET

## **1. INTRODUCTION**

This manual provides detailed instructions for the assembly, operation, maintenance, and troubleshooting of your CLATINA MELLET Ergonomic High Swivel Executive Office Chair. Please read this manual thoroughly before assembly and use to ensure proper function and longevity of your chair.



Image: Two CLATINA MELLET ergonomic office chairs, black fabric, with headrests and adjustable features, shown from the front-side angle.

## 2. SAFETY INFORMATION

- **Maximum Weight Capacity:** The chair is designed to support a maximum weight of 400 lbs (181 kg). Do not exceed this limit.
- Ensure all screws and bolts are securely tightened before use. Periodically check and re-tighten as necessary.
- Avoid standing on the chair or using it as a step stool.
- Do not use the chair on uneven surfaces.
- Keep hands and fingers clear of moving parts during adjustment.
- This chair is intended for indoor office use only.

## 3. PACKAGE CONTENTS

Verify that all components are present before beginning assembly. If any parts are missing or damaged, please contact customer support.

- Backrest Assembly
- Seat Assembly
- Headrest
- Armrests (Left and Right)
- Base (Star Base)
- Gas Lift Cylinder
- Casters (5 pieces)
- Hardware Kit (screws, washers, Allen wrench)
- User Manual (this document)

## 4. ASSEMBLY INSTRUCTIONS

Assembly is designed to be straightforward and can typically be completed in five steps. 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 star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled star base.
3. **Attach Armrests to Seat:** Secure the left and right armrests to the underside of the seat assembly using the provided screws and Allen wrench. Ensure they are oriented correctly.
4. **Attach Backrest to Seat:** Connect the backrest assembly to the seat assembly using the designated screws. Ensure a secure fit.
5. **Attach Headrest:** Slide the headrest into the top slot of the backrest until it is securely in place.
6. **Connect Seat to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring the center mechanism aligns with the top of the gas lift. Press down firmly to secure.

After assembly, test all adjustments to ensure proper function.

## 5. OPERATING INSTRUCTIONS AND ADJUSTMENTS

The CLATINA MELLET chair offers multiple adjustment points to customize your seating experience for optimal comfort and ergonomic support.

### 5.1. Seat Height Adjustment

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

### 5.2. Seat Depth Adjustment

The seat depth can be adjusted by 3.15 inches. Locate the lever on the left side beneath the seat. Pull the lever and slide the seat forward or backward to achieve the desired depth. Release the lever to lock the position.

### 5.3. 3D Adjustable Armrests

The armrests offer three-dimensional adjustments:

- **Height Adjustment:** Press the button on the side of each armrest and move the armrest up or down (2.8 inches)

range). Release the button to lock.

- **Horizontal Movement:** Slide the armrest pads forward or backward (1.2 inches range).
- **Rotation:** Rotate the armrest pads inward or outward (40 degrees range).



Image: Illustration of 3D adjustable armrests, detailing vertical, horizontal, and rotational movements.

#### 5.4. Adjustable Lumbar Support

The lumbar support can be adjusted in height by 1.57 inches to adapt to different users. Gently push the lumbar support pad up or down on the backrest to find your preferred position.

# Deep Reclining Angle



**5 Position Tilt Tension Knob**



Image: Adjustable lumbar support, showing vertical movement range.

## 5.5. Backrest Recline and Tilt Tension

The backrest reclines from 90 to 135 degrees with 4-level locking tilt. To recline, pull the recline lever (typically on the left side, similar to seat height lever) and lean back. Release the lever to lock the backrest at your desired angle. The chair also features a 5-position tilt tension knob located underneath the seat. Turn the knob clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).

## Ergonomic Headrest



2.4" Up and Down



90° Axis Rotation



Image: Deep reclining angle and tilt tension knob illustration.

### 5.6. Ergonomic Headrest Adjustment

The headrest can be adjusted for height and angle:

- **Height Adjustment:** Move the headrest up or down (2.4 inches range) to align with your neck and head.
- **Rotation:** Rotate the headrest up to 90 degrees to find the most comfortable angle.



Image: Ergonomic headrest adjustments, showing vertical and rotational movement.

## 5.7. Seat and Back Synchronization

The chair features a synchronized tilt mechanism where the seat and backrest move together, maintaining a consistent ergonomic posture as you recline. This design helps to support your hip curve and distribute pressure evenly.

# 3D Adjustable Armrests



Up and down



Horizontal movement



Rotation



Image: Seat and back synchronization mechanism.

## 6. CARE AND MAINTENANCE

- **Cleaning:** Wipe clean with a damp cloth. For fabric surfaces, use a mild fabric cleaner if necessary, and test on an inconspicuous area first. Avoid harsh chemicals or abrasive cleaners.
- **Inspection:** Periodically inspect all bolts and screws to ensure they remain tight. Re-tighten as needed to maintain stability and safety.
- **Casters:** Keep casters free of hair and debris to ensure smooth rolling.
- **Avoid Direct Sunlight:** Prolonged exposure to direct sunlight can cause fabric fading and material degradation.

## 7. TROUBLESHOOTING

- **Chair Sinks or Does Not Stay Up:** This indicates a potential issue with the gas lift cylinder. Contact customer

support for assistance.

- **Chair Wobbles:** Ensure all assembly screws are securely tightened, especially those connecting the seat to the mechanism and the base. Check that the casters are fully inserted into the base.
- **Difficulty Reclining or Adjusting Tilt:** Check the tilt tension knob. Turn it counter-clockwise to loosen the tension. Ensure the recline lock lever is disengaged.
- **Squeaking Noises:** Apply a small amount of silicone lubricant to moving parts or connection points if squeaking occurs. Avoid oil-based lubricants on plastic components.
- **Casters Not Rolling Smoothly:** Remove any hair or debris wrapped around the caster wheels. Clean the wheels and axles.
- **Center Post Slipping/Scratching Floor:** This suggests the gas lift cylinder may not be properly seated or is damaged. Disassemble and reassemble the gas lift and base, ensuring a firm connection. If the issue persists, contact customer support.

## 8. PRODUCT SPECIFICATIONS

Feature	Specification
Brand	CLATINA
Model Name	MELLET
Color	Black-fabric
Product Dimensions (D x W x H)	27.8"D x 27.9"W x 43.3"H
Maximum Weight Capacity	400 lbs
Back Style	Solid Back
Arm Style	3D Adjustable Arms
Reclining Angle	90-135 degrees (5 positions)
Seat Depth Adjustment	3.15 inches
Lumbar Support Adjustment	1.57 inches (height)
Headrest Adjustment	2.4 inches (height), 90 degrees (rotation)
Gas Lift	Class 4, BIFMA/SGS Certified
Fill Material	Foam
Recommended Uses	Office

# Seat & Back Synchronization

Ergonomic design perfectly fits your hip curve and disperses pressure



Image: Product dimensions and weight capacity diagram.

## 9. WARRANTY AND SUPPORT

For information regarding the product warranty, including terms, conditions, and duration, please refer to the warranty card included with your purchase or contact CLATINA customer support directly. Contact details can typically be found on the manufacturer's official website or through your point of purchase.

For technical assistance, missing parts, or any other inquiries, please reach out to CLATINA customer service.

