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## BestOffice B08917SHSC

# BestOffice Ergonomic Office Chair User Manual

MODEL: B08917SHSC

Brand: BestOffice

## INTRODUCTION

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This manual provides essential information for the assembly, operation, and maintenance of your BestOffice Ergonomic Office Chair. Designed for comfort and support, this mid-back swivel desk chair features a breathable mesh back, lumbar support, adjustable height, and rolling wheels. Please read these instructions carefully to ensure proper use and longevity of your chair.



*Image: The BestOffice Ergonomic Office Chair in Grey, positioned in a contemporary home office environment.*

## SETUP AND ASSEMBLY

Your BestOffice Ergonomic Office Chair is designed for effortless assembly, typically taking 10-15 minutes with minimal effort and no additional tools required beyond what is provided. All necessary hardware and instructions are included in the package.

### Assembly Steps:

- 1. Unpack Components:** Carefully remove all parts from the packaging and lay them out on a clean, flat surface. Verify all components are present against the included parts list.
- 2. Attach Casters to Base:** Insert the five rolling casters into the holes at the end of each leg of the chair base. Push firmly until they click into place.
- 3. Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled chair base.
- 4. Assemble Seat and Backrest:** Attach the backrest to the seat mechanism using the provided screws. Ensure all screws are tightened securely.
- 5. Connect Seat to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring the center hole of the seat mechanism aligns with the top of the gas lift. Press down firmly to secure.
- 6. Attach Armrests:** Secure the armrests to the seat using the designated screws. Ensure they are firmly

attached.



Image: A detailed diagram illustrating the key dimensions of the chair, including adjustable height ranges.



*Image: A user demonstrating comfortable posture while seated in the chair, emphasizing its ergonomic features.*

## OPERATING INSTRUCTIONS

Your BestOffice Ergonomic Office Chair offers several adjustable features to customize your seating experience for maximum comfort and support.

### **Adjustable Height:**

To adjust the seat height, locate the lever on the right side beneath the seat. While seated, pull the lever upwards to lower the seat. To raise the seat, lift your weight off the chair and pull the lever upwards. Release the lever at your desired height to lock it in place. The seat height is adjustable from 17.1 inches to 20.3 inches.

### **Tilt and Recline Function:**

The chair features a tilt mechanism allowing for a comfortable recline. To enable tilting, pull the same lever (used for height adjustment) outwards. To lock the chair in an upright position, push the lever inwards. The chair can recline up to 125 degrees.

### **Tension Control:**

Adjust the recline tension by turning the round knob located underneath the front of the seat. Turn clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).

## Tension Control: Comfortable Life



*Image: Visual guide to the chair's recline and tension control features.*

### **360-Degree Swivel and Rolling Casters:**

The chair is equipped with a 360-degree swivel function for easy rotation and durable rolling casters for smooth mobility across various floor surfaces.



Image: Illustration of the chair's swivel capability and robust caster wheels.

## MAINTENANCE

Proper care and maintenance will extend the life of your BestOffice Ergonomic Office Chair.

- **Cleaning:** Wipe clean with a damp cloth. For stubborn stains, use a mild soap solution and a soft cloth, then wipe dry. Avoid harsh chemicals or abrasive cleaners.
- **Regular Checks:** Periodically check all screws and bolts to ensure they are tight. Re-tighten if necessary to maintain stability and safety.
- **Caster Care:** Keep the casters free of debris (hair, dust, etc.) to ensure smooth rolling.
- **Weight Capacity:** Do not exceed the maximum weight capacity of 250 lbs (113 kg) to prevent damage and ensure safety.

## TROUBLESHOOTING

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

- **Chair Sinks or Won't Stay Up:** Ensure the gas lift lever is fully engaged. If the issue persists, the gas lift cylinder may need replacement.

- **Difficulty Rolling:** Check casters for trapped debris (hair, lint) and clean them thoroughly. Ensure the chair is used on an appropriate surface.
- **Squeaking Noises:** Tighten all assembly screws. A small amount of lubricant can be applied to moving parts if necessary.
- **Unstable or Wobbly:** Verify that all screws are securely tightened and that the chair base is properly assembled.

## SPECIFICATIONS

<b>Brand</b>	BestOffice
<b>Model Name</b>	Computer Chair Ergonomic Executive Swivel Rolling Chair with Lumbar Support
<b>Color</b>	Grey
<b>Product Dimensions</b>	19"D x 18"W x 38"H
<b>Seat Height (Adjustable)</b>	17.1" - 20.3"
<b>Seat Depth</b>	19.7 inches
<b>Seat Back Interior Height</b>	19.7 Inches
<b>Arm Height</b>	27 Inches
<b>Maximum Weight Recommendation</b>	250 Pounds
<b>Material</b>	Mesh, Sponge
<b>Special Features</b>	Ergonomic, Rolling, Adjustable Lumbar, Arm Rest, Breathable, 360° Swivel, Adjustable Height
<b>Assembly Required</b>	Yes (10-15 minutes estimated)

## WARRANTY AND SUPPORT

For warranty information, please refer to the documentation included with your product packaging. If you require further assistance, have questions about assembly, or need to report a missing part, please contact BestOffice customer support through the retailer where the product was purchased or visit the official BestOffice website for contact details.

Please retain your purchase receipt as proof of purchase for any warranty claims.