NEO CHAIR MS-801-GY

NEO CHAIR Office Desk Chair User Manual

Model: MS-801-GY

Introduction

Thank you for choosing the NEO CHAIR Office Desk Chair. This manual provides essential information for the proper assembly, operation, maintenance, and troubleshooting of your new chair. Please read this manual thoroughly before assembly and retain it for future reference. This chair is designed to provide ergonomic support and comfort for extended periods of sitting in home and office environments.



Image: Front view of the NEO CHAIR Office Desk Chair, showcasing its grey mesh back, grey fabric seat, and white frame with five-star base and casters.

Safety Information

- Ensure all parts are present and undamaged before assembly. Do not use if any parts are missing or broken.
- Assemble the chair on a soft, flat surface to prevent scratching.
- Do not overtighten screws during assembly, as this may damage the components.
- Keep children away from small parts during assembly.
- Do not stand on the chair. Use it only for sitting.
- Do not use the chair if any components are loose or damaged. Tighten or replace as necessary.
- Maximum weight recommendation for this chair is 270 pounds (122 kg). Do not exceed this limit.

Parts List

Before beginning assembly, verify that all the following components are included in your package:

1. Seat Cushion (1)
2. Backrest (1)
3. Armrests (2)
4. Five-Star Base (1)
5. Gas Lift Cylinder (1)
6. Gas Lift Cover (1)
7. Casters (5)
8. Mechanism (1)
9. Hardware Pack (Screws, Allen Wrench)

Assembly Instructions

Follow these steps carefully to assemble your NEO CHAIR Office Desk Chair:

1. **Attach Casters to 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.



Image: The five-star base with casters installed, ready for the gas lift cylinder.

2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the five-star base. Cover the gas lift with the decorative gas lift cover.
3. **Attach Mechanism to Seat Cushion:** Align the mechanism 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 from the hardware pack using the provided Allen wrench.
4. **Attach Armrests to Seat Cushion:** Attach the armrests to the sides of the seat cushion using the designated screws. Do not fully tighten yet.
5. **Attach Backrest to Armrests:** Align the backrest with the armrests and secure with screws. Once the backrest is attached, fully tighten all screws on the armrests and backrest.



Image: Side view of the NEO CHAIR, showing the connection points of the backrest, armrests, and seat cushion.

6. **Connect Seat Assembly to Base:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring the center hole of the mechanism aligns with the top of the gas lift. Press down firmly to secure.



Image: The fully assembled NEO CHAIR positioned in a modern office environment next to a desk.

Your NEO CHAIR Office Desk Chair is now assembled and ready for use.

Operating Instructions

Your NEO CHAIR is designed with several adjustable features to enhance your comfort and support:

- **Height Adjustment:** To raise the seat, lift the lever located on the right side of the chair while taking your weight off the seat. To lower the seat, lift the lever while remaining seated. Release the lever at your desired height.
- **Tilt Function:** The chair features a tilt mechanism. Pull the lever on the left side outwards to enable tilting. Push the lever inwards to lock the chair in an upright position.
- **Tilt Tension:** The round knob located under the front of the seat controls the tilt tension. Turn it clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).
- **Swivel:** The chair is equipped with a 360-degree swivel function, allowing for easy rotation.
- **Mobility:** The smooth-rolling casters allow for easy movement across various floor types.

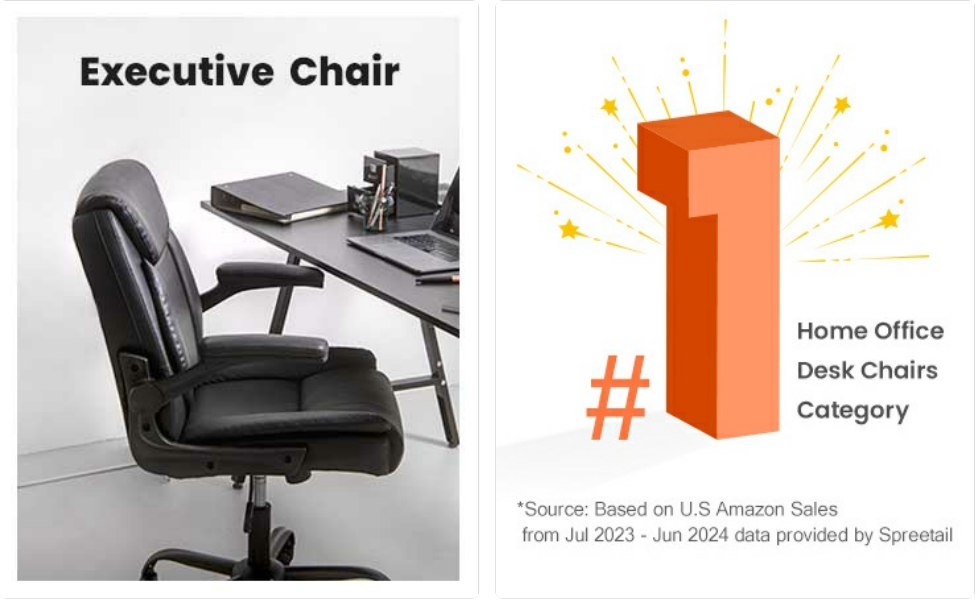


Image: Left: Illustration highlighting the lumbar support area of the chair's backrest. Right: Close-up view of the breathable mesh material used for the chair's backrest.

Maintenance

Regular maintenance will help prolong the life and appearance of your NEO CHAIR:

- **Cleaning:** Wipe clean with a damp cloth. For fabric parts, use a mild fabric cleaner if necessary, and blot dry. Avoid harsh chemicals or abrasive cleaners.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Retighten if necessary.
- **Casters:** Clean casters regularly to remove hair, dust, and debris that may hinder smooth movement.
- **Avoid Direct Sunlight:** Prolonged exposure to direct sunlight may cause fading of the fabric and mesh.

Troubleshooting

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

Problem	Possible Cause	Solution
Chair does not adjust height.	Gas lift cylinder malfunction or lever not engaged.	Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift may need replacement.
Chair wobbles or feels unstable.	Loose screws or improper assembly.	Check and tighten all assembly screws, especially those connecting the armrests to the seat and backrest. Ensure the gas lift is properly seated in the base.
Casters do not roll smoothly.	Debris caught in casters or damaged casters.	Remove any hair, dust, or debris from the caster wheels. If damaged, casters may need to be replaced.
Chair squeaks.	Loose connections or friction between parts.	Tighten all screws. Apply a small amount of silicone lubricant to moving parts if necessary, avoiding contact with fabric.

If you cannot resolve the issue using these steps, please contact NEO CHAIR customer support for assistance.

Specifications

Feature	Detail
Brand	NEO CHAIR
Model Name	801 (MS-801-GY)
Color	Grey
Product Dimensions	24.5"D x 20"W x 40"H
Maximum Weight Recommendation	270 Pounds
Back Style	Solid Back (Mesh)
Special Features	Adjustable Height, Arm Rest, Ergonomic, Rolling, Swivel
Fill Material	Foam
Seat Height	20 Inches
Seat Back Interior Height	19 Inches
Chair Backrest Width	24.5 Inches
Certifications	BIFMA Certified Gas Lift and Nylon Base

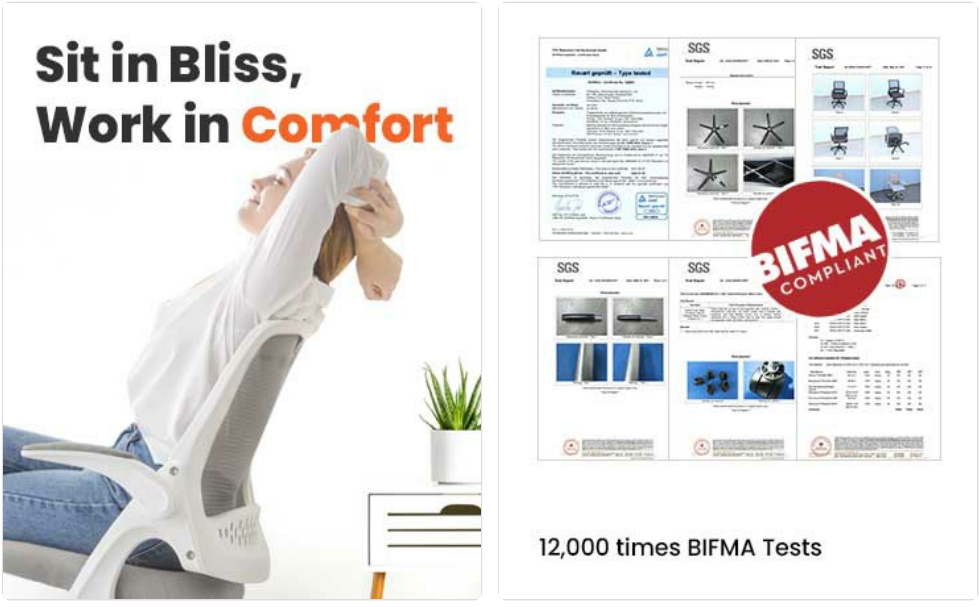


Image: Left: Graphic indicating the chair's heavy-duty 270 lbs weight capacity. Right: Graphic highlighting the sturdy gas cylinder and base with BIFMA certification.

Warranty and Support

For warranty information or technical support, please refer to the documentation included with your purchase or visit the official NEO CHAIR website. You may also contact customer service directly for assistance with any product-related inquiries or issues.

Contact Information: Please refer to your purchase receipt or the NEO CHAIR official website for the most current customer support contact details.
User Manual (PDF): A digital version of the user manual is available for download:Download User Manual PDF

Additional Information

This chair is designed for various settings, including home offices, classrooms, conference rooms, and coworking spaces, offering a modern and simple aesthetic that coordinates with diverse decor.



Image: Left: Graphic displaying available color options for the chair. Right: Collage showing the NEO CHAIR in different environments like a home office, classroom, and conference room.

Video Resources

No official product videos with "Seller" as creator type were found in the provided data. Please refer to the written instructions and diagrams for assembly and operation.

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Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question