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Steelcase Series 1

Steelcase Series 1 Office Chair Instruction Manual

Model: Series 1

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1. INTRODUCTION

This manual provides essential instructions for the assembly, operation, and maintenance of your Steelcase Series 1 Office Chair. The Steelcase Series 1 is designed to offer ergonomic support and comfort, featuring weight-activated controls, back supports, and arm supports to enhance productivity in various work environments.



Figure 1.1: Steelcase Series 1 Office Chair in Graphite.

2. SAFETY INFORMATION

WARNING: Always follow assembly instructions carefully to ensure safe use. Do not exceed the maximum weight limit of 400 pounds. Keep fingers and other body parts away from moving parts during assembly and use. Always use the chair on appropriate surfaces to maintain stability.

3. ASSEMBLY INSTRUCTIONS

The Steelcase Series 1 Office Chair is designed for easy assembly without the need for special tools. Follow these steps for quick setup:

1. **Attach the Gas Lift to the Base:** Insert the gas lift cylinder into the center hole of the chair base. Ensure it is firmly seated.

Steelcase Series 1

Essential Ergonomics and Quality at Great Value

Steelcase Series 1 offers an exceptional entry point into high-performance ergonomic office seating, characterized by space efficiency and weight-activated tension adjustments— customized to fit you.



Figure 3.1: Gas lift inserted into the chair base.

2. **Attach the Seat Mechanism:** Place the seat mechanism onto the top of the gas lift.

Designed to *support you.*

Our Steelcase Series 1 chairs offer back and lumbar support to encourage uninterrupted work all day.



Figure 3.2: Seat mechanism installation.

3. **Connect the Backrest:** Align the backrest with the seat and secure it according to the chair's design.

Designed to *keep you comfortable.*

Our seats are height- and depth-adjustable. Flexible edges and adaptive bolstering in the seat foam provide pressure-free comfort that makes all the difference.



Figure 3.3: Backrest attachment.

4. **Install Armrests:** Attach the armrests to the designated slots on the chair.

Designed to *adjust to your needs.*

Our chairs respond to your body weight to provide the right amount of back tension as you recline. It includes a “boost”, offering 20% additional tension for those who need it.



Figure 3.4: Armrest installation.

For a visual guide, please refer to the official assembly video below:

Your browser does not support the video tag.

Video 3.1: Official Steelcase Series 1 Chair Assembly Guide. This video demonstrates the step-by-step process for assembling your chair quickly and efficiently.

4. OPERATING AND ADJUSTMENTS

The Steelcase Series 1 chair offers various adjustments to customize your seating experience for optimal comfort and ergonomic support.

4.1. Seat Height Adjustment

To adjust the seat height, locate the lever under the right side of the seat. Lift the lever to raise the seat, or remain seated and lift the lever to lower the seat. Adjust until your feet are flat on the floor and your thighs are parallel to the floor.



Figure 4.1: Seat height adjustment control.

4.2. Seat Depth Adjustment

The seat depth can be adjusted to accommodate different leg lengths and reduce pressure behind the knees. Locate the handle under the front left side of the seat. Pull the handle up and slide the seat forward or backward until there are 2-3 inches of space between the seat edge and the back of your knees.

4.3. Armrest Adjustments

The armrests are 4-dimensional, allowing for height, width, pivot, and depth adjustments. Press the button on the side of the armrest to adjust its height. To adjust width, pivot, or depth, grasp the arm cap and slide it to your desired position.

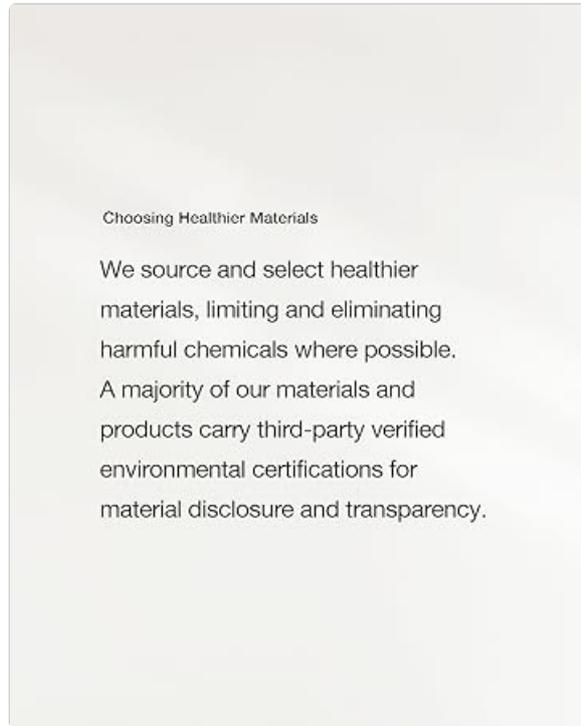


Figure 4.2: Multi-directional armrest adjustments.

4.4. Lumbar Support Adjustment

The adjustable lumbar support provides additional comfort to your lower back. Grasp the handles on either side of the lumbar support on the backrest. Lean forward slightly and slide the lumbar support up or down to fit the small of your back.



Who We Are

We are a global design and thought leader in the world of work. For over a century, we have designed, manufactured and partnered with the world's leading organizations to create furnishings and solutions for the many places where work happens.

Figure 4.3: Lumbar support positioning.

4.5. Recline Tension and Lock

The chair features weight-activated controls for recline tension. Use the comfort dial located under the seat to adjust the recline tension. Turn the dial to increase or decrease resistance. The chair also offers three reclining positions, including an upright back lock.

High Standards + Quality

All Steelcase products are thoroughly tested to meet strict commercial quality standards. For us, this means passing our products through rigorous testing and protocols. For you, it means not having to worry about your products + materials holding up over time - think kids, pets and daily use.

Figure 4.4: Recline tension adjustment dial.

For a visual guide on chair adjustments, please refer to the official adjustment video below:

Your browser does not support the video tag.

Video 4.1: Official Steelcase Series 1 Chair Adjustment Guide. This video demonstrates how to properly adjust the various features of your chair for personalized comfort.

5. MAINTENANCE

To ensure the longevity and appearance of your Steelcase Series 1 Office Chair, follow these simple maintenance guidelines:

- **Cleaning:** Spot wash the fabric components as needed. Use a mild soap and water solution with a soft cloth. Avoid harsh chemicals that may damage the material.
- **General Care:** Regularly inspect all moving parts and fasteners to ensure they are secure. Tighten any loose components as necessary.
- **Casters:** Keep the casters clean from debris (hair, dust, etc.) to ensure smooth movement.

6. SPECIFICATIONS

Feature	Detail
Brand	Steelcase
Model Name	Series 1
Color	Graphite
Product Dimensions	23.7"D x 27"W x 41.25"H
Material	Polyester & Polyester Blend (Foam Fill)
Maximum Weight Recommendation	400 Pounds
Special Features	Adjustable Height, Adjustable Lumbar, Arm Rest, Ergonomic, Rolling
Back Style	Solid Back (Mesh)
Arm Style	With arms
Reclining Position Count	3
Surface Recommendation	Hard Floor
Item Weight	29 pounds
UPC	724274002309
Item Model Number	435A00-5T29-5S25-6053-4ARM-LUM-HF



Figure 6.1: Key dimensions of the Steelcase Series 1 Office Chair.

7. TROUBLESHOOTING

If you encounter any issues with your Steelcase Series 1 Office Chair, please refer to the following common solutions:

- **Chair not adjusting height:** Ensure the gas lift lever is fully engaged and that there is no weight on the seat when raising, or apply weight when lowering.
- **Casters not rolling smoothly:** Check for debris (hair, lint) wrapped around the caster wheels and remove it.
- **Squeaking noises:** Inspect all connections and tighten any loose screws. Applying a small amount of silicone lubricant to moving metal parts may help.
- **Backrest feels loose:** Verify that the backrest attachment points are securely fastened.

If the problem persists, please contact customer support.

8. WARRANTY AND SUPPORT

Steelcase products are designed for durability and performance. For specific warranty details and to register your product, please visit the official Steelcase website or refer to the warranty card included with your purchase.

For further assistance, technical support, or to inquire about replacement parts, please contact Steelcase Customer Service through their official website or the contact information provided in your product packaging.