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› BestOffice Big and Tall Office Chair Instruction Manual

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Model: BestOffice Big and Tall Office Chair

Brand: BestOffice

1. SAFETY INFORMATION

Please read all instructions carefully before assembly and use. Retain this manual for future reference.

- Ensure all components are present and undamaged before assembly.
- Do not use the chair if any parts are missing or damaged.
- Maximum weight capacity: **500 pounds**. Do not exceed this limit.
- Keep children and pets away from the assembly area.
- Use the chair on a flat, stable surface.
- Periodically check and tighten all screws to maintain stability.

2. PACKAGE CONTENTS

Verify that all parts are included in the package:

- Chair Back (Mesh)
- Seat Cushion
- Armrests (2)
- Base (5-star)
- Casters (5)
- Gas Lift Cylinder
- Mechanism Plate
- Hardware (screws, washers, Allen wrench)



Image: The BestOffice Big and Tall Office Chair, highlighting its 500 lbs weight capacity.

3. SETUP AND ASSEMBLY

The estimated assembly time is approximately 10 to 30 minutes. All necessary hardware and tools are included.

1. **Attach Casters to Base:** Insert the five casters into the holes at the end of each leg of the 5-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 base.
3. **Attach Mechanism Plate to Seat:** Align the mechanism plate with the screw holes on the underside of the seat cushion. Secure it with the provided screws, ensuring the front arrow on the mechanism points towards the front of the seat.
4. **Attach Armrests:** Secure the armrests to the sides of the seat cushion using the designated screws. Ensure they are firmly attached.
5. **Attach Backrest:** Connect the backrest to the seat assembly using the remaining screws. Ensure a secure fit.
6. **Connect Seat to Gas Lift:** Carefully place the assembled seat onto the gas lift cylinder, ensuring it is centered and stable.

ROCKING MODE

The rocking mode can relax you from heavy work.



Image: Visual guide for chair assembly and adjustment points.

4. OPERATING INSTRUCTIONS

This chair offers several adjustable features for personalized comfort.

4.1. Height Adjustment

To adjust the seat height:

- To raise the seat: Lift the lever located under the seat while taking your weight off the chair.
- To lower the seat: Lift the lever while seated on the chair.

4.2. Armrest Adjustment

The armrests are PU-padded and adjustable:

- To adjust armrest height: Locate the button or lever on the side of the armrest. Press it and move the armrest

up or down to your desired height. Release to lock.

- Armrests can also rotate for optimal positioning.

4.3. Lumbar Support Adjustment

The ergonomically designed backrest includes an adjustable lumbar support system.

- To adjust lumbar support: Locate the adjustment mechanism on the back of the chair (often a knob or sliding panel). Adjust it to provide optimal support for your lower back.



Image: Detail of the adjustable lumbar support.

4.4. Rocking Mode and Tension Control

The chair features a rocking mode for relaxation and tension control to adjust the recline resistance.

- To activate/deactivate rocking mode: Pull the lever (often the same one for height adjustment) outwards for

reclining, or push it inwards to lock the backrest in an upright position.

- To adjust rocking tension: Turn the round knob located under the seat. Turn clockwise to increase tension (more resistance), and counter-clockwise to decrease tension (less resistance).

Your browser does not support the video tag.

Video: Demonstration of the BestOffice Big and Tall Office Chair's features, including adjustments.

5. MAINTENANCE

Proper maintenance ensures the longevity and performance of your office chair.

- **Cleaning:** The manufacturer recommends dry cleaning for the fabric components. For mesh and plastic parts, wipe with a damp cloth and mild soap. Avoid harsh chemicals.
- **Screw Tightening:** Periodically check all screws and bolts and tighten them as needed to prevent loosening and maintain stability.
- **Caster Care:** Keep casters free of debris (hair, dust) to ensure smooth rolling.

6. TROUBLESHOOTING

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

Problem	Possible Cause	Solution
Chair feels wobbly or unstable.	Loose screws or improper assembly.	Check all assembly screws and tighten them firmly. Ensure the base and gas lift are correctly installed.
Seat height adjustment not working.	Gas lift cylinder malfunction or lever issue.	Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift cylinder may need replacement.
Castors not rolling smoothly.	Debris caught in casters or damaged casters.	Remove any hair or debris from the caster wheels. If damaged, consider replacing the casters.
Backrest does not recline or is too stiff/loose.	Rocking mode locked or tension incorrectly set.	Ensure the rocking mode lever is pulled out. Adjust the tension knob under the seat to your preference.

7. SPECIFICATIONS

Feature	Detail
Brand	BestOffice

Feature	Detail
Model Name	BestOffice Big and Tall Office Chair
Color	Black
Product Dimensions	21"D x 23"W x 43"H
Maximum Weight Recommendation	500 Pounds
Seat Height	19.6 - 23.6 Inches (Adjustable)
Seat Depth	21 inches
Arm Style	Adjustable Armrests (PU-padded)
Back Style	Mesh Back with Lumbar Support
Base Movement	360-degree Swivel, Nylon Smooth-Rolling Casters
Special Features	Adjustable Height, Adjustable Lumbar Support, Rocking Mode with Tension Control
Fill Material	Foam (High-Density Sponges)
Fabric Type	100% Mesh (back), Fabric (seat)
Product Care Instructions	Dry Clean

ADJUSTABLE LUMBAR SUPPORT

Suitable for people of different body types



Image: Key dimensions of the office chair.

8. WARRANTY AND SUPPORT

The manufacturer provides a **90-day warranty** on this product. For support or to inquire about replacement parts, please contact BestOffice customer service.

Extended protection plans may be available for purchase separately:

- 2-Year Protection Plan
- 3-Year Protection Plan

For further assistance, please refer to the contact information provided with your purchase documentation or visit the official BestOffice store online.

Your browser does not support the video tag.

Video: Overview of the BestOffice Big and Tall Office Chair, highlighting its features and suitability for larger users.

