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BASETBL F017B

BASETBL Executive Office Chair User Manual

MODEL: F017B

1. Introduction

Thank you for choosing the BASETBL Executive Office Chair. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure you get the most comfortable and durable experience from your new chair. Designed with an ergonomic S-shaped curve, padded cushions, and robust components, this chair is built for long-term use in various settings.





Figure 1.1: The BASETBL Executive Office Chair, featuring a high back, padded armrests, and a sturdy five-star base with casters.

2. Safety Information

- **Weight Capacity:** Do not exceed the maximum weight capacity of 150 kg (330 lbs) to prevent damage or injury.
- **Proper Use:** Use the chair only for its intended purpose as an office or desk chair. Avoid standing on the chair or using it as a step stool.
- **Assembly:** Ensure all screws and bolts are securely tightened before use. Periodically check and re-tighten fasteners.
- **Children:** Keep children away from the chair during assembly. Do not allow children to play on or with the chair unsupervised.
- **Floor Protection:** While the PU casters are designed for various floor types, consider using a chair mat to protect delicate flooring.

3. Package Contents

Before beginning assembly, verify that all components are present and undamaged. Please note that some accessories are conveniently stored inside the chair's backrest. Unzip the backrest to access them.



Please be aware: the rest of the accessories are in the backrest



Figure 3.1: Illustration showing how chair accessories, including the gas lift, base, and casters, are stored within the zippered compartment of the chair's backrest for compact packaging.

The package should contain the following items:

- Chair Backrest (with accessories inside)
- Seat Cushion
- Armrests (2 pieces)
- Chair Base (5-star)
- Casters (5 pieces)
- Gas Lift Cylinder
- Mechanism Plate
- Hardware Pack (screws, washers, Allen key)

4. Assembly Instructions

Follow these steps for quick and easy assembly. It is recommended to have a second person assist with certain steps, especially when attaching the backrest.



Figure 4.1: A visual guide illustrating the five main steps for assembling the BASETBL Executive Office Chair, from attaching the casters to the base to securing the backrest.

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of each leg of the chair base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled chair base.
3. **Attach Mechanism Plate to Seat:** Align the mechanism plate with the pre-drilled holes on the underside of the seat cushion. Ensure the lever is facing the front of the seat. Secure with screws provided in the hardware pack.
4. **Connect Seat to Gas Lift:** Carefully place the assembled seat cushion onto the gas lift cylinder, ensuring it is centered and stable.
5. **Attach Backrest to Seat:** Align the backrest with the mounting brackets on the seat cushion. Secure with the remaining screws. This step may require two people for easier alignment.

Once assembled, ensure all connections are tight and the chair is stable before use.

5. Operating Instructions

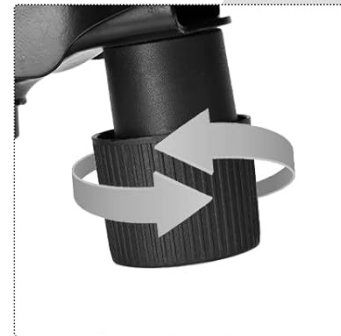
Your BASETBL Executive Office Chair is equipped with several adjustable features to enhance your comfort and support.

ADJUSTABLE FUNCTION

Customize by Yourself



Height Adjustment Lever and Rocking Function Lock



Backrest Rocking Tension +/-

Figure 5.1: Diagram illustrating the height adjustment lever and rocking function lock, along with the backrest rocking tension adjustment knob.

- **Height Adjustment:** To adjust the chair's height, pull the lever located under the right side of the seat upwards. While holding the lever, stand up to raise the chair or sit down to lower it. Release the lever at your desired height. The chair offers a 10cm height adjustment range.
- **Rocking Function:** The chair features a 90-110° back rocking function. To enable rocking, pull the same lever (used for height adjustment) outwards. To lock the chair in an upright position, push the lever inwards.
- **Rocking Tension Adjustment:** The tension of the rocking mechanism can be adjusted by turning the round knob located under the front-center of the seat. Turn clockwise to increase tension (making it harder to rock) or counter-clockwise to decrease tension (making it easier to rock).



Figure 5.2: Visual representation of the chair's 90-degree upright position and the 110-degree reclined position, demonstrating the rocking function for relaxation.

6. Maintenance

Regular maintenance will help prolong the life and appearance of your office chair.

- **Cleaning:** For the PU leather surface, wipe with a soft, damp cloth. For stubborn stains, use a mild soap solution and wipe dry immediately. Avoid harsh chemicals or abrasive cleaners.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Re-tighten if necessary.
- **Casters:** Keep the casters clean from hair and debris to ensure smooth movement.
- **Gas Lift:** Do not attempt to disassemble or repair the gas lift cylinder yourself. Contact support if it malfunctions.

7. Troubleshooting

Here are solutions to common issues you might encounter:

Problem	Possible Cause	Solution
Chair does not adjust height.	Gas lift malfunction or lever not engaged.	Ensure the height adjustment lever is fully pulled up. If issue persists, contact customer support for gas lift replacement.
Chair is wobbly or unstable.	Loose screws or improper assembly.	Check and tighten all assembly screws, especially those connecting the seat to the mechanism and the backrest. Ensure the gas lift is fully seated in the base.
Casters do not roll smoothly.	Debris caught in casters or damaged casters.	Remove any hair or debris from the caster wheels. If damaged, replacement casters can be obtained from customer support.
Chair squeaks when moving.	Loose connections or friction between parts.	Tighten all screws. Apply a small amount of silicone lubricant to moving parts or joints if necessary, avoiding contact with upholstery.

8. Specifications

Detailed specifications for the BASETBL Executive Office Chair Model F017B.



Figure 8.1: Detailed diagram showing the key dimensions of the Basetbl Executive Office Chair, including overall height, seat height range, seat width, and backrest height.

Feature	Detail
Brand	BASETBL
Model Number	F017B
Colour	Black New
Product Dimensions	70 x 69 x 117 cm (L x W x H)
Item Weight	13.2 kg
Maximum Weight Capacity	150 kg (330 lbs)
Height Adjustment Range	10 cm
Backrest Rocking Angle	90-110°
Material	PU Leather, High-Density Sponge Cushion, Metal Base
Special Features	Ergonomic S-shaped curve, Padded Cushion, Soft Armrests, SGS-certified Gas Lift, Noiseless PU Casters

9. Warranty and Support

BASETBL is committed to providing high-quality products and excellent customer service.

- **Return Policy:** Enjoy peace of mind with our 30-day return and exchange policy.
- **Part Replacement:** Free part replacements are available within 2 years of purchase.
- **Customer Support:** For any after-sales issues or inquiries, please contact us through your purchase platform. On Amazon, navigate to "Your Orders," find the order ID for your BASETBL Executive Office Chair, and click on "Contact the Seller." We aim to provide an efficient and professional solution within 24 hours.