

NEO CHAIR Flip-up Office Chair

NEO CHAIR Office Desk Chair Instruction Manual

MODEL: FLIP-UP OFFICE CHAIR

Brand: NEO CHAIR

1. Safety Information

WARNING:

- Assemble according to instructions.
- Do not exceed maximum weight limit of 275 lbs.
- Use on hard floors may cause damage to floor surface. Consider a floor mat.

2. Product Overview

The NEO CHAIR Flip-up Office Chair is designed for comfort and versatility in various work and home environments. Key features include:

- **Breathable Mesh Back:** The elastic mesh backrest promotes air circulation and provides gentle support, while its contoured design encourages proper posture.
- **Flip-up Arms:** Padded armrests can be flipped up to allow the chair to fit under desks, optimizing space in compact areas.
- **Adjustable Comfort:** Customize your seating experience with adjustable seat height, tilt tension, and a 360-degree swivel for smooth movement.
- **Durable Construction:** Built with a solid gas lift, a wide and balanced base, and smooth-gliding wheels for stable and reliable daily use.
- **Certified Quality:** Components are BIFMA-approved and tested for long-term durability, with an FSC-certified wood frame for internal support.



Image: NEO CHAIR Office Desk Chair in Grey, showcasing its design and features.

3. Components List

Before assembly, ensure all components are present. Refer to the assembly video for a visual guide to the parts:

- Chair Base (5-star base)
- Casters (5 wheels)
- Gas Lift Cylinder
- Seat Plate/Control Mechanism
- Seat Cushion
- Backrest with Armrests
- Assembly Hardware (bolts, washers, Allen key)

4. Setup and Assembly

Follow these steps to assemble your NEO CHAIR Office Desk Chair. For a detailed visual guide, please watch the

official assembly video below.

1. **Attach Base Legs:** Insert the base legs into the central hub of the chair base until you hear a "click".
2. **Install Casters:** Push the five casters (wheels) vertically into the holes at the end of each base leg.
3. **Prepare Gas Lift:** Remove the red gas lift cap from the top of the gas lift cylinder. (Note: Gas lift cap may not be included in all packages. Do not remove the orange or white button if present).
4. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled chair base.
5. **Attach Armrests to Seat:** Place the seat cushion upside down. Align the armrests with the pre-drilled holes on the underside of the seat. Under-tighten the bolts with washers attached. Ensure correct left and right armrest orientation.
6. **Attach Backrest to Armrests:** Align the backrest with the armrests and under-tighten the bolts.
7. **Attach Control Mechanism:** Align the control mechanism with the bolt holes on the underside of the seat, ensuring the "FRONT" indicator faces the front of the seat. Under-tighten the bolts in a diagonal order first.
8. **Fully Tighten All Bolts:** Once all components are aligned and under-tightened, fully tighten all bolts using the included Allen key.
9. **Mount Seat Assembly:** Align the hole on the control mechanism with the top of the gas lift and firmly press down to secure the seat assembly onto the gas lift.

Official Assembly Video:

Your browser does not support the video tag.

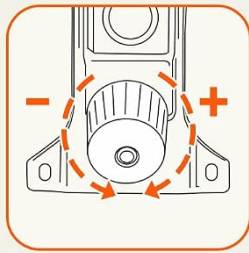
Video: A step-by-step guide to assembling the NEO CHAIR Office Desk Chair, demonstrating how to attach the base, casters, gas lift, seat, backrest, and control mechanism.

5. Operating Instructions

Your NEO CHAIR offers several adjustable features to enhance your comfort and productivity:

- **Seat Height Adjustment:** Locate the lever under the right side of the seat. Pull the lever up to raise the seat, or pull it up while seated to lower the seat. Release the lever at your desired height.
- **Tilt Tension Adjustment:** The round knob located under the center of the seat controls the tilt tension. Turn clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).
- **Tilt Lock/Unlock:** Use the same lever for height adjustment. Push the lever inwards to lock the chair in an upright position, or pull it outwards to allow the chair to recline.
- **360-Degree Swivel:** The chair is designed to swivel freely 360 degrees, allowing for easy movement and access to your workspace.
- **Flip-up Armrests:** The armrests can be manually flipped up to allow the chair to slide further under a desk, saving space when not in use.

ADJUSTABLE FEATURES



Tilt Tension



Height Adjustment



360° Swivel



Image: Visual representation of the chair's adjustable features, including tilt, height, and swivel.

6. Maintenance

To ensure the longevity and optimal performance of your NEO CHAIR, follow these maintenance guidelines:

- **Cleaning:** Wipe clean with a damp cloth. Avoid harsh chemicals that may damage the mesh or fabric.
- **Bolt Tightening:** For maintenance, we suggest checking and tightening all the bolts every six months to ensure stability and safety.
- **Caster Care:** Regularly check casters for hair or debris that may impede smooth movement. Clean as necessary.

7. Troubleshooting

If you encounter any issues with your NEO CHAIR, refer to the following common troubleshooting tips:

- **Chair Sinks or Won't Stay Up:** Ensure the gas lift cap was fully removed during assembly. If the issue persists, the gas lift may need replacement.
- **Chair Wobbles:** Check that all assembly bolts are fully tightened. Ensure the chair is on a flat, even surface.

- **Difficulty Rolling:** Inspect casters for obstructions (e.g., hair, debris). Clean them thoroughly. If casters are damaged, they may need replacement.
- **Squeaking Noises:** Apply a small amount of lubricant to moving parts, especially around the control mechanism and gas lift connection points. Ensure all bolts are tightened.

If these steps do not resolve the issue, please contact NEO CHAIR customer support for further assistance.

8. Specifications

Attribute	Detail
Brand	NEO CHAIR
Model Name	Flip-up Office Chair
Color	Grey
Product Dimensions	22"D x 23.5"W x 40"H
Maximum Weight Recommendation	275 Pounds
Back Style	Mesh Back
Arm Style	Flip-up Arm
Special Features	Adjustable Height, Ergonomic, Rolling, Seat Lock, Swivel
Material	Textile (Mesh, Foam)
Item Weight	18 pounds



DIMENSION



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Image: Detailed dimensions of the NEO CHAIR Office Desk Chair.

9. Warranty and Support

NEO CHAIR is committed to providing high-quality products. For any warranty claims, missing parts, or technical support, please contact NEO CHAIR customer service directly. Keep your purchase receipt for proof of purchase.

For optimal performance and safety, regular maintenance as outlined in this manual is recommended.

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ASK A QUESTION ABOUT THIS MANUAL

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.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

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