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› Staples Rutherford Luxura Manager Chair ST45608V-CCVS Instruction Manual

## STAPLES ST45608V-CCVS

# Staples Rutherford Luxura Manager Chair ST45608V-CCVS Instruction Manual

Model: ST45608V-CCVS

## 1. INTRODUCTION

This manual provides detailed instructions for the assembly, operation, maintenance, and troubleshooting of your Staples Rutherford Luxura Manager Chair, Model ST45608V-CCVS. Please read these instructions carefully before assembly and use to ensure proper function and longevity of your chair.





Figure 1: Front view of the Staples Rutherford Luxura Manager Chair.

## 2. PACKAGE CONTENTS

Before beginning assembly, verify that all components are present and undamaged. If any parts are missing or damaged, do not proceed with assembly and contact customer support.

- Chair Components (Seat, Backrest, Armrests, Base, Casters, Gas Lift)
- Hardware Pack (Screws, Washers, Allen Wrench)
- Installation Manual

## 3. ASSEMBLY INSTRUCTIONS

Assembly is required for this chair. Please refer to the included *Installation Manual* for detailed, step-by-step instructions and diagrams. The following is a general overview of the assembly process:

1. **Attach Casters to Base:** Insert the 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 Armrests to Seat:** Secure the armrests to the underside of the seat cushion using the provided screws and Allen wrench. Ensure they are oriented correctly.
4. **Attach Backrest to Seat:** Connect the backrest to the seat assembly, typically using a metal plate and screws.
5. **Connect Seat Assembly to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring it is centered and stable.





Figure 2: Angled view of the chair, illustrating the connection points for armrests and the base.

**Important: Do not overtighten screws during assembly. Ensure all connections are secure before using the chair.**

## 4. OPERATING INSTRUCTIONS

Your Rutherford Luxura Manager Chair features several adjustable functions to customize your seating experience. Familiarize yourself with these controls for optimal comfort.

### 4.1. Seat Height Adjustment

To adjust the seat height:

- **To raise the seat:** While seated, lift the lever located on the right side of the chair (typically the front lever). Lift your weight slightly off the seat, and the seat will rise. Release the lever at the desired height.
- **To lower the seat:** While seated, lift the lever located on the right side of the chair. Apply your weight to the seat, and it will lower. Release the lever at the desired height.

### 4.2. Tilt and Tilt Tension Adjustment

The chair features a swivel-tilt mechanism with adjustable tension control.

- **To recline:** Pull out the lever located on the left side of the chair (typically the rear lever). The chair will now allow you to recline. Push the lever back in to lock the chair in an upright position.
- **To adjust tilt tension:** Rotate the round knob located underneath the front of the seat. Turn clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline). Adjust to match your body weight and preference.





Figure 3: Back view of the chair, indicating the location of the tilt adjustment lever on the right side (when viewed from the back).

## 5. MAINTENANCE

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

- **Cleaning:** Wipe the chair's surfaces with a soft, damp cloth. For more stubborn stains on the Luxura material, use a

mild soap solution and wipe dry immediately. Avoid harsh chemicals or abrasive cleaners.

- **Fasteners:** Periodically check all screws and bolts to ensure they are tight. Retighten if necessary to maintain stability and prevent squeaking.
- **Casters:** Keep casters free of hair and debris to ensure smooth movement.

## 6. TROUBLESHOOTING

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

| Problem                        | Possible Cause                                | Solution                                                                                                                                         |
|--------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Chair does not adjust height.  | Gas lift malfunction or lever not engaged.    | Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift may need replacement.                                   |
| Chair is wobbly or unstable.   | Loose fasteners or improperly assembled base. | Check and tighten all screws and bolts, especially those connecting the seat to the mechanism and the base. Re-verify assembly steps.            |
| Chair squeaks during movement. | Loose connections or friction between parts.  | Tighten all fasteners. Apply a small amount of silicone lubricant to moving parts or connection points if tightening does not resolve the issue. |
| Casters do not roll smoothly.  | Debris caught in casters.                     | Remove any hair, dust, or debris from the caster wheels.                                                                                         |

## 7. SPECIFICATIONS

| Feature                        | Detail                                |
|--------------------------------|---------------------------------------|
| Brand                          | STAPLES                               |
| Model Number                   | ST45608V-CCVS                         |
| Color                          | Black                                 |
| Overall Dimensions (H x W x D) | 44.8-48.6" x 27.4" x 29.8"            |
| Seat Dimensions (W x D)        | 19.1" x 17.4"                         |
| Weight Capacity                | Up to 275 lbs.                        |
| Certifications                 | Meets or exceeds ANSI/BIFMA standards |
| Warranty                       | 7-year manufacturer limited warranty  |

## 8. WARRANTY AND SUPPORT

The Staples Rutherford Luxura Manager Chair is backed by a **7-year manufacturer limited warranty**. This warranty covers defects in materials and workmanship under normal use.

For warranty claims, missing parts, or technical support, please contact Staples customer service. Keep your proof of purchase for warranty validation.

For further assistance, please visit the official Staples support website or contact their customer service hotline.

## 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