

Waleaf CJG001

Waleaf 500lbs Big and Tall Executive Office Chair (Model CJG001) Instruction Manual

Your guide to assembly, operation, and maintenance.

1. INTRODUCTION

Thank you for choosing the Waleaf 500lbs Big and Tall Executive Office Chair. This manual provides essential information for the safe assembly, correct operation, and proper maintenance of your new office chair. Please read these instructions thoroughly before assembly and retain them for future reference.

2. SAFETY INFORMATION

- Ensure all parts are present and undamaged before assembly. Do not use if any parts are missing or damaged.
- Follow assembly instructions carefully. Incorrect assembly can lead to instability and injury.
- Do not stand on the chair. Use it only for sitting.
- Do not exceed the maximum weight capacity of 500 pounds.
- Keep children away from the chair during assembly. Small parts may pose a choking hazard.
- Periodically check all bolts and screws to ensure they are tight. Retighten as necessary.

3. PARTS LIST

Before beginning assembly, verify that all components are included in your package:

1. Backrest
2. Seat Cushion
3. Armrests (Left and Right)
4. Chair Base
5. Casters (Wheels)
6. Gas Lift Cylinder
7. Mechanism Plate
8. Lumbar Support Knob
9. Hardware Pack (Screws, Washers, Allen Wrench)

4. ASSEMBLY INSTRUCTIONS

Please follow these steps carefully for proper assembly. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

1. **Attach Casters to Base:** Insert each caster into the holes at the end of each leg of the chair base. Push firmly until they click into place.



Image: The sturdy five-star base with silent rubber wheels installed.

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 screw holes on the underside of the seat cushion. Ensure the front of the mechanism faces the front of the seat. Secure with screws using the provided Allen wrench.
4. **Attach Armrests to Seat:** Secure the armrests to the sides of the seat cushion using the designated screws. Do not fully tighten yet.
5. **Attach Backrest to Seat and Armrests:** Align the backrest with the seat and armrests. Secure the backrest to the seat and then fully tighten all screws on the armrests and backrest.
6. **Connect Seat Assembly to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder,

ensuring it is centered and stable.

5. OPERATING INSTRUCTIONS

Your Waleaf Executive Office Chair offers several adjustable features for personalized comfort.

5.1. Height Adjustment

To adjust the chair height, locate the lever on the right side, beneath the seat. While seated, pull the lever up to lower the chair. To raise the chair, stand up slightly and pull the lever up. Release the lever at your desired height.

5.2. Lumbar Support Adjustment

The chair features an adjustable ergonomic lumbar support. Rotate the lumbar support knob, typically located on the side of the backrest or beneath the seat, to modify the level of support to fit your lower back curve.



Image: Visual representation of the adjustable lumbar support mechanism and control knob.

5.3. Recline and Tilt Adjustment

The backrest angle can be adjusted between 90° and 120°. Use the rocking control knob, usually located on the underside

of the seat, to set your preferred tilt resistance. Pull the lever (often the same as the height adjustment lever) outwards to unlock the tilt function, allowing the chair to recline. Push the lever inwards to lock the chair in an upright or reclined position.



Image: The chair demonstrating its recline capability from 90 to 120 degrees.

5.4. Swivel Function

The chair features a 360° free swivel for ease of movement and access to your workspace.

6. MAINTENANCE

6.1. Cleaning

The breathable PU leather material is easy to clean. Wipe clean with a damp cloth. Avoid using harsh chemicals or abrasive cleaners, as these can damage the material.

6.2. Inspection

Periodically inspect all screws, bolts, and moving parts to ensure they are secure and functioning correctly. Tighten any loose fasteners. Check casters for debris and clean if necessary to maintain smooth rolling.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Chair does not adjust height	Gas lift cylinder malfunction or lever not engaged.	Ensure the height adjustment lever is fully engaged. If the problem persists, the gas lift may need replacement.
Chair wobbles or feels unstable	Loose screws or uneven assembly.	Check and tighten all assembly screws. Ensure the chair is on a flat, even surface.
Casters do not roll smoothly	Debris in casters or damaged casters.	Remove any hair or debris from the caster wheels. If damaged, casters may need replacement.
Backrest does not recline or lock	Tilt lock lever not engaged or tilt mechanism issue.	Ensure the tilt lock lever is properly engaged or disengaged. Adjust the tilt tension knob.

8. SPECIFICATIONS

Feature	Detail
Brand	Waleaf
Model Name	CJG001
Color	Brown
Product Dimensions	29.9"D x 25.2"W x 48"H
Maximum Weight Recommendation	500 Pounds
Special Feature	Adjustable Lumbar Support
Back Style	Open Back
Material	Premium PU Leather, High-Density Foam
Casters	Silent Rubber Wheels
Reclining Position Count	Adjustable between 90° and 120°
Item Weight	61.7 pounds

9. WARRANTY AND SUPPORT

Waleaf is committed to providing quality products and excellent customer service. While specific warranty details are not provided in this manual, your product is covered by a standard manufacturer's warranty against defects in materials and workmanship.

For any questions, concerns, or assistance with your Waleaf Executive Office Chair, please contact our customer support team. Refer to your purchase documentation or the retailer's website for contact information.