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› NEO CHAIR Ergonomic Office Chair User Manual (Model: Flip-up Office Chair, Beige)

NEO CHAIR Flip-up Office Chair

NEO CHAIR Ergonomic Office Chair User Manual

Model: Flip-up Office Chair (Beige)

INTRODUCTION

Thank you for choosing the NEO CHAIR Ergonomic Office Chair. This manual provides essential information for the assembly, operation, maintenance, and care of your new chair. Please read these instructions carefully before assembly and retain them for future reference.



The NEO CHAIR Ergonomic Office Chair, designed for comfort and functionality.

SETUP AND ASSEMBLY

Assembly is required for this product. Please follow the steps outlined in the video below for a smooth setup process. Ensure all parts are present before beginning assembly. If any parts are missing, please contact customer support.

Your browser does not support the video tag.

Official assembly guide for the NEO CHAIR. This video demonstrates step-by-step instructions for putting together your

new office chair, including attaching the base, wheels, armrests, and control mechanism.

Important Assembly Notes:

- For each step, under-tighten all bolts in place first.
- Attach the base legs and press until you hear a "click".
- Push the wheels vertically from the base.
- Remove the gas lift cap before installation (if included). Do not remove the orange or white button on the gas lift.
- Align the armrests and under-tighten the bolts with washers attached.
- Align the backrest with the armrest and under-tighten the bolts.
- Align the control mechanism with the bolt holes on the seat, ensuring the "FRONT" indicator is correctly oriented. Under-tighten the bolts in diagonal order first.
- Fully tighten all bolts using the included allen key after all components are aligned.
- Align the hole on the control mechanism to the gas lift and mount.

OPERATING INSTRUCTIONS

Your NEO CHAIR is designed with several adjustable features to enhance your comfort and productivity.

Adjustable Features:

- **Seat Height Adjustment:** Use the lever located under the seat to raise or lower the chair to your desired height.
- **Tilt Tension Control:** Adjust the knob under the seat to control the resistance when reclining.
- **Recline Function:** The chair allows for a tilt range from 90° (work) to 120° (relax). Use the lever to lock or unlock the recline position.
- **360-Degree Swivel:** The chair base allows for full rotation, providing flexibility and ease of movement.
- **Flip-up Arms:** The padded armrests can be flipped up to 90 degrees, allowing the chair to be pushed closer to your desk or to save space when not in use.



Customize your posture with the chair's adjustable height, tilt tension, and recline features.

Flip-up Armrests Simplify and Save Space in Your Room



The flip-up armrests allow for space-saving storage under desks.

MAINTENANCE AND CARE

Proper maintenance will ensure the longevity and optimal performance of your NEO CHAIR.

- **Cleaning:** Wipe clean with a damp cloth. Avoid harsh chemicals that may damage the mesh or fabric.
- **Tightening Bolts:** For maintenance, we suggest checking and tightening all bolts every six months to ensure stability and safety.
- **Weight Limit:** Do not exceed the maximum weight recommendation of 275 pounds.

TROUBLESHOOTING

This section addresses common issues you might encounter with your NEO CHAIR. If you experience problems not listed here, please contact customer support.

- **Chair feels wobbly:** Ensure all assembly bolts are fully tightened. Refer to the assembly video for correct tightening procedures.
- **Height adjustment not working:** Check if the gas lift cap was fully removed during assembly. Ensure the lever is engaged correctly.
- **Wheels not rolling smoothly:** Check for any debris or hair caught in the casters. Clean them as needed.

SPECIFICATIONS

Feature	Detail
Brand	NEO CHAIR
Model Name	Flip-up Office Chair
Color	Beige
Product Dimensions	22"D x 23.5"W x 40"H
Seat Height	40 Inches (Maximum)

Seat Depth	19 Inches
Chair Backrest Width	17.32 Inches
Material	Textile, Sponge (Fill Material)
Back Style	Solid Back with Breathable Mesh
Arm Style	Flip-up Arm
Special Features	Adjustable Height, Ergonomic, Rolling, Seat Lock, Swivel, Lumbar Support
Maximum Weight Recommendation	275 Pounds
Certifications	BIFMA-approved components





BIFMA Certified for Durability



275
lbs

Sturdy Base



neo chair

Smooth Casters



Qualified Gas Lift

The chair is built with BIFMA-approved components for durability and safety.

WARRANTY INFORMATION

Specific warranty details are not provided in the product information. Please refer to your purchase documentation or contact NEO CHAIR customer support for warranty inquiries.

CUSTOMER SUPPORT

For any missing parts, assembly assistance, or other inquiries, please contact NEO CHAIR customer support:

- **Email:** support@eneodirect.com

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