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› [NEWBULIG](#) /

› NEWBULIG Office Desk Chair User Manual

NEWBULIG 3718-HEI

NEWBULIG Office Desk Chair User Manual

Model: 3718-HEI

INTRODUCTION

Thank you for choosing the NEWBULIG Office Desk Chair. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure optimal performance and longevity of your chair. Designed for comfort and functionality, this ergonomic chair features a breathable mesh backrest, adjustable height, and smooth-rolling wheels, making it suitable for various environments including offices, study rooms, and gaming setups.



Figure 1: Front view of the NEWBULIG Office Desk Chair.

SETUP AND ASSEMBLY

Before beginning assembly, ensure all parts are present and undamaged. Refer to the parts list below and the accompanying video for a step-by-step guide. Assembly typically takes less than 15 minutes.

Parts List

Part	Description	Quantity
Backrest	Ergonomic mesh backrest with integrated storage basket.	1
Seat	High-density sponge cushion for comfort.	1
Armrests	Fixed armrests (Left and Right).	2
Mechanism	Under-seat control for height and rocking.	1
Gas Lift	For height adjustment.	1
Base	Five-star base for stability.	1
Legs	Five legs that attach to the base.	5
Casters	Smooth-rolling wheels.	5
Bolts (various sizes)	For securing components.	Approx. 24
Wrench	Assembly tool.	1

Assembly Steps

- Assemble the Base:** Turn the base upside down. Insert the five legs into the base one by one. Secure them with the provided bolts using the wrench.
- Attach Casters:** Press the five casters firmly into the holes at the end of each leg until they click into place.
- Insert Gas Lift:** Insert the gas lift into the center hole of the assembled base.
- Attach Armrests to Backrest:** Using the wrench, install the armrests to both sides of the backrest. Initially, tighten bolts to 50% to allow for adjustment.
- Attach Armrests to Seat:** Turn the seat upside down. Attach the armrests (which are already connected to the backrest) to the seat. Ensure the seat is oriented correctly (marked "FRONT"). Tighten these bolts to 100%.
- Attach Mechanism to Seat:** Attach the mechanism to the underside of the seat, ensuring the "FRONT" direction of the mechanism aligns with the "FRONT" of the seat. Secure with bolts.
- Final Tightening and Assembly:** Fully tighten all previously installed bolts on the armrests (from step 4). Align the hole on the mechanism with the gas lift and firmly press the chair down until it is fully secured onto the gas lift.

Your browser does not support the video tag.

Video 1: Detailed assembly instructions for the NEWBULIG Office Desk Chair.

MULTI-FUNCTIONS

Meet sitting preference



Figure 2: Product dimensions for the NEWBULIG Office Desk Chair, showing height, width, and depth measurements.

OPERATING INSTRUCTIONS

Your NEWBULIG Office Desk Chair is designed with multiple adjustable features to enhance your comfort and support during use.

Adjustable Height

To adjust the seat height, locate the lever under the right side of the seat. Pull the lever upwards while standing to raise the seat. To lower the seat, pull the lever upwards while seated. Release the lever at your desired height. The seat height is adjustable within the range of 23 inches to 28.9 inches.

Rocking Function

The chair features a rocking function for added comfort. To enable rocking, pull the same lever (used for height adjustment) outwards. To lock the chair in an upright position, push the lever inwards. The tension of the rocking motion can be adjusted by turning the round knob located underneath the seat. Turn clockwise to increase tension (stiffer rock) and counter-clockwise to decrease tension (looser rock).

ERGONOMIC DESIGN

Ergonomic backrest perfectly fits the curve of your back, helping you sit in a healthy way



Figure 3: Illustration of the chair's multi-functions, including rocking tension adjustment and adjustable height.

360° Swivel and Mobility

The chair seat rotates 360 degrees, providing flexibility and ease of movement. The smooth-rolling casters allow for unrestricted movement across hard floor surfaces. For optimal performance on carpeted surfaces, a chair mat is recommended.

Ergonomic Design and Lumbar Support

The backrest is ergonomically designed with an S-shaped structure to conform to the natural curve of your back. This design effectively reduces stress and muscle fatigue, providing support during long periods of sitting. The breathable mesh backrest promotes air circulation, keeping you cool and comfortable.

PRODUCT DIMENSION

Weight capacity: 250lbs



Figure 4: Depiction of the ergonomic backrest and the convenient storage basket located on the back of the chair.

Sponge Cushion

The seat cushion is made of high-quality, high-resilience sponge with a waterfall edge design. This provides exceptional softness and comfort, reducing pressure and discomfort from prolonged sitting.

NEW UPGRADE SPONGE CUSHION

High-quality & High-resilience Sponge



Figure 5: Comparison highlighting the new upgraded high-quality and high-resilience sponge cushion.

MAINTENANCE

Proper care and maintenance will extend the life of your NEWBULIG Office Desk Chair.

- **Cleaning:** For general cleaning, wipe surfaces with a soft, damp cloth. For the mesh backrest and fabric seat, dry cleaning is recommended. Avoid using harsh chemicals or abrasive cleaners.
- **Caster Care:** Periodically check the casters for hair or debris that may impede smooth rolling. Clean as necessary.
- **Bolt Tightening:** Over time, bolts may loosen. Periodically check and re-tighten all assembly bolts to ensure stability and safety.
- **Weight Capacity:** Do not exceed the maximum weight recommendation of 250 pounds to prevent damage and ensure safety.

TROUBLESHOOTING

Problem	Possible Cause	Solution
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Problem	Possible Cause	Solution
Chair is wobbly or unstable.	Loose assembly bolts.	Check and tighten all bolts, especially those connecting the armrests to the backrest and seat, and the mechanism to the seat.
Casters do not roll smoothly or are noisy.	Debris caught in casters; casters not fully inserted.	Remove any hair or debris from the caster wheels. Ensure casters are fully pressed into the leg holes.
Seat height adjustment is not working.	Gas lift issue; lever mechanism stuck.	Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift may need replacement. Contact customer support.
Rocking function is too stiff or too loose.	Rocking tension knob adjustment.	Adjust the round tension knob located underneath the seat. Turn clockwise for more tension, counter-clockwise for less.
Chair does not move well on carpet.	Standard casters are designed for hard floors.	Consider using a chair mat for improved mobility on carpeted surfaces.

SPECIFICATIONS

Brand: NEWBULIG

Model Name: Office Desk Chairs

Item Model Number: 3718-HEI

Color: Black

Product Dimensions: 18.5"D x 20.08"W x 41.5"H

Size: 1Pack

Back Style: Mesh Back

Special Feature: Ergonomic

Product Care Instructions: Dry Clean

Unit Count: 1.0 Count

Recommended Uses For Product: Gaming, Office

Maximum Weight Recommendation: 250 Pounds

Style: Modern

Pattern: Solid

Finish Type: Painted (Metal frame)

Room Type: Office

Age Range (Description): Adult

Included Components: Cushion

Shape: L-Shape

Arm Style: Fixed arms

Surface Recommendation: Hard Floor

Furniture base movement: Swivel

Indoor/Outdoor Usage: Indoor

Fill Material: Memory Foam

Leg Style: Tapered Leg

Reclining Position Count: 1

Item Weight: 22.9 pounds

WARRANTY AND SUPPORT

NEWBULIG is committed to providing high-quality products. For information regarding warranty coverage, product support, or to purchase replacement parts, please visit the official NEWBULIG store or contact our customer service team.

Official NEWBULIG Store: [Visit Store](#)

For further assistance, please refer to the contact information provided on the product packaging or the official brand website.