

Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

manuals.plus /

› [BestGlory](#) /

› [BestGlory Executive Leather Office Chair Model BG-688 Instruction Manual](#)

BestGlory BG-688

BestGlory Executive Leather Office Chair

MODEL: BG-688 INSTRUCTION MANUAL

1. Introduction

Thank you for choosing the BestGlory Executive Leather Office Chair, Model BG-688. This manual provides essential information for the safe assembly, operation, and maintenance of your new office chair. Please read these instructions thoroughly before use and retain them for future reference.



Image 1.1: BestGlory Executive Leather Office Chair, Model BG-688.

2. Safety Information

Please observe the following safety guidelines to prevent injury or damage to the product:

- Ensure the maximum weight recommendation of 300 lbs (136 kg) is not exceeded.
- Operate all adjustable components with care to avoid pinching or other injuries.
- Adult assembly is required. Keep small parts away from children during assembly.
- Periodically check all bolts and screws to ensure they remain tightened.
- Do not stand on the chair or use it as a step stool.

3. Package Contents

Before assembly, verify that all components are present and undamaged. If any parts are missing or damaged, please contact customer service.



Image 3.1: Key components including gas lift, base, casters, and chassis.

Typical package contents include:

- Backrest
- Seat Cushion
- Armrests (2)
- Gas Lift Cylinder
- Star Base
- Casters (5)
- Mechanism Plate
- Hardware (screws, washers, Allen wrench)
- Instruction Manual

4. Assembly Instructions

Assembly typically takes 20-30 minutes. All necessary parts, hardware, and tools (Allen wrench) are included in the package. For detailed step-by-step instructions, please refer to the separate assembly guide provided with your chair.

General Assembly Steps:

1. Insert the casters into the holes at the end of each leg of the star base.
2. Place the gas lift cylinder into the center hole of the star base.
3. Attach the mechanism plate to the underside of the seat cushion using the provided screws. Ensure the front of the mechanism faces the front of the seat.
4. Attach the armrests to the seat cushion and backrest using the provided screws.
5. Place the assembled seat and backrest onto the gas lift cylinder.

5. Operating Instructions

Your BestGlory office chair features several adjustable components designed for ergonomic comfort.

5.1. Seat Height Adjustment

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

5.2. Backrest Recline and Rocking Function

The chair's backrest can recline from 90° to 135°. To recline, pull the lever on the left side of the chair outwards. To lock the recline angle, push the lever inwards. The chair also features a rocking function. To enable rocking, pull the lever on the left side outwards. To disable rocking, push the lever inwards.

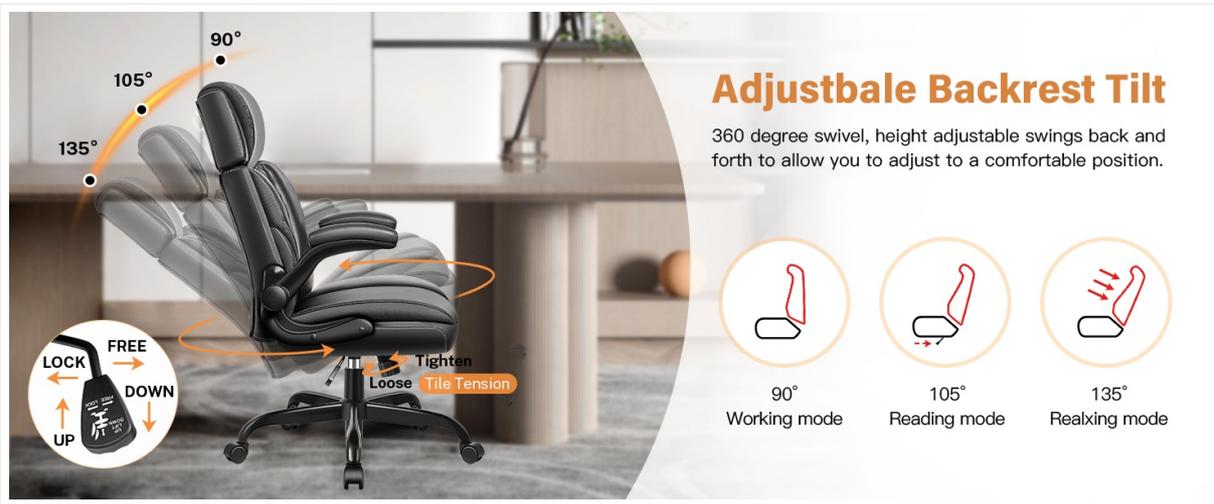


Image 5.1: Backrest tilt and rocking function controls.

5.3. Headrest Adjustment

The headrest is adjustable to your desired height, providing optimal neck support. Gently pull the headrest upwards or push it downwards to adjust its position. It can be adjusted by approximately 5 cm (2 inches).

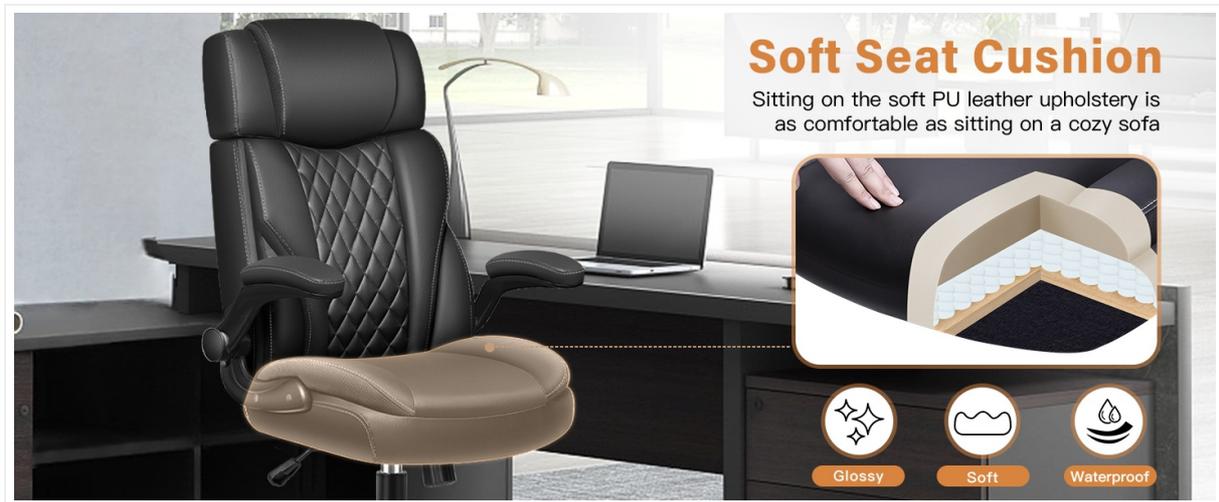


Image 5.2: Headrest height adjustment.

5.4. Flip-Up Armrests

The armrests can be flipped up by 90° to save space or allow the chair to be pushed closer to a desk. Simply lift the armrests upwards until they lock into the vertical position. To return them to the horizontal position, gently pull them down.

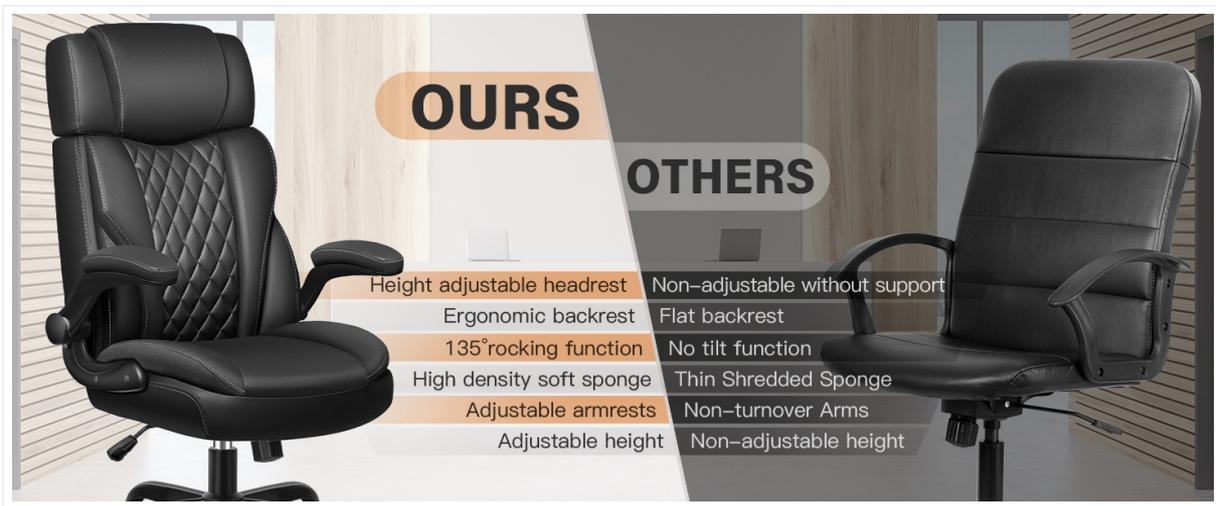


Image 5.3: Flip-up armrest functionality.

6. Maintenance

To maintain the appearance and longevity of your BestGlory office chair:

- **Cleaning:** Wipe clean with a damp cloth. Avoid harsh chemicals or abrasive cleaners that may damage the PU leather.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Re-tighten if necessary.
- **Casters:** Keep casters free of debris (hair, dust) to ensure smooth movement and protect your flooring.

7. Troubleshooting

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

- **Chair Squeaks:** Ensure all bolts are securely tightened. A small amount of silicone lubricant can be applied to moving parts if the squeaking persists.
- **Difficulty Adjusting Height:** Check if the gas lift lever is fully engaged. If the gas lift is unresponsive, it may need replacement.
- **Unstable Chair:** Verify that the star base is correctly assembled and all casters are fully inserted. Ensure all connection points are tightened.
- **Casters Not Rolling Smoothly:** Remove any hair or debris from the caster wheels.

For issues not covered here, please contact BestGlory customer service.

8. Specifications

Comfort Enjoyment



1

Cushioned Headrest Designed



2

Padded Curved Armrests



3

High Density Foam Cushion

Image 8.1: Product Dimensions and Weight Capacity.

Brand	BestGlory
Model Name	Executive Office Chair with Lifting Headrest (BG-688)
Color	Black
Product Dimensions	25.2"D x 29.13"W x 50.79"H
Maximum Weight Recommendation	300 Pounds (136 kg)
Material	PU Leather, Sponge Fill
Special Features	Adjustable Backrest (90°-135°), Adjustable Headrest, Adjustable Height, Flip-Up Armrests, Ergonomic Lumbar Support, Rocking Function
Item Weight	35.2 pounds (16 kg)
Cushion Style	4-layer thickened spring foam structure

9. Warranty and Support

BestGlory is committed to providing high-quality products and excellent customer service. If you have any questions, concerns, or require assistance with your product, please do not hesitate to contact our customer service team.

Contact Information:

Email: cs@bestglorys.com

Phone: +1 (970) 866-1010

For online purchases, you can also contact the seller directly through your Amazon account:

1. Login to your Amazon Account.
2. Navigate to 'Your Orders'.
3. Find the relevant order for your BestGlory chair.
4. Click 'Contact Seller'.



PROFESSIONAL SERVICE

- Login Amazon Account
- Choose Your Orders
- Find the Orders
- Click Contact Seller

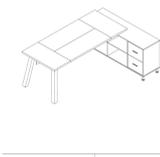
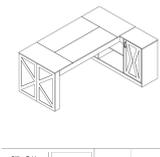
 **cs@bestglorys.com**

 **+1(970)866-1010**

Image 9.1: BestGlory Professional Service contact details.

Related Documents - BG-688

 <p>BG-488Z Assembly Instruction</p>	<p>BG-488Z Office Chair Assembly Instructions</p> <p>Assembly instructions for the BG-488Z office chair, detailing parts, steps, and safety notices. Includes guidance on adjustments and warranty activation.</p>
--	--

<p>Assembly Instructions</p>  <p>Office Table</p>	<p>George Oliver L-Shaped Desk Assembly Instructions</p> <p>Step-by-step assembly guide for the George Oliver L-Shaped Desk with drawers and file cabinet. Includes parts list, hardware list, and detailed instructions for assembly.</p>
<p>Assembly Instructions</p>  <p>Office Table</p>	<p>Assembly Instructions for L-Shaped Executive Office Desk</p> <p>Detailed, step-by-step assembly instructions for the L-shaped executive office desk, including a comprehensive parts list, hardware list, and guidance for building your workspace. Features clear diagrams and textual descriptions for easy construction.</p>
<p>FlexiSpot</p> 	<p>FlexiSpot XC6 Recliner Chair User Manual: Assembly, Operation, and Safety Guide</p> <p>This user manual provides detailed assembly instructions, usage guidelines, maintenance tips, and safety warnings for the FlexiSpot XC6 recliner chair (Item No. XC6-BG-EU/XC6-OB-EU/XC6-LG-EU). Learn how to set up, operate, and safely use your chair.</p>
	<p>Casio Module 2286 Watch User Manual</p> <p>Comprehensive user manual for Casio watches with Module No. 2286, covering models BG-154/158/164/169/173/174/179/187/190/1003/1006. Includes information on battery, water resistance, care, operating modes (time, phonebook, day counter, alarm, stopwatch, dual time), specifications, and product information.</p>