

OFFIHO GOETZ

OFFIHO GOETZ Executive Office Chair (Low Back)

Model: GOETZ

INTRODUCTION

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

Safety Information

- Ensure all components are present and undamaged before assembly.
- Assemble the chair on a soft, clean surface to prevent scratches.
- Do not use power tools for assembly, as this may overtighten screws and damage components.
- Keep small parts away from children.
- Maximum weight capacity: 120 kg (265 lbs). Do not exceed this limit.
- Regularly check all bolts and screws for tightness.

PACKAGE CONTENTS

Verify that all the following components are included in your package:

- Backrest and Seat Assembly
- Armrests (2)
- Star Base
- Casters (5)
- Gas Lift Cylinder
- Gas Lift Cover
- Mechanism Plate
- Hardware Pack (screws, washers, Allen key)



Image: Exploded view showing all individual components of the OFFIHO GOETZ chair, including the backrest, seat, armrests, base, casters, and gas lift.

SETUP AND ASSEMBLY INSTRUCTIONS

Follow these steps to assemble your OFFIHO GOETZ Executive Office Chair:

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of each leg of the star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the star base. Cover the gas lift with the telescopic plastic cover.
3. **Attach Mechanism Plate:** Align the mechanism plate to the underside of the seat. Ensure the front of the mechanism faces the front of the seat. Secure with screws from the hardware pack.
4. **Attach Armrests:** Secure the armrests to the sides of the seat and backrest assembly using the provided screws. Do not fully tighten until all screws are in place.
5. **Connect Seat to Gas Lift:** Carefully place the assembled seat onto the gas lift cylinder, ensuring the center hole of the mechanism plate aligns with the top of the gas lift. Press down firmly to secure.



Image: A close-up view of the chair's polished metal star base with five smooth-rolling casters attached, ready for the gas lift.



Image: A diagram highlighting key features of the chair, including the armrests, ergonomic back support, and the adjustable height mechanism.

OPERATING INSTRUCTIONS

Your OFFIHO GOETZ chair offers several adjustment features for personalized comfort:

Height Adjustment

To adjust the seat height, locate the lever on the right side under 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 to lock it in place.



Image: A close-up view of the lever mechanism used for adjusting the chair's height, indicating its upward and downward movement.

Recline and Tension Adjustment (Knee-Tilt Mechanism)

The chair features a Knee-Tilt recline mechanism with tension control. To recline, pull the lever on the left side outwards to unlock the tilt. Lean back to recline. Push the lever inwards to lock the chair in an upright position. To adjust the recline tension, turn the round knob located under the front of the seat. Turn clockwise to increase tension (making it harder to recline) and counter-clockwise to decrease tension (making it easier to recline).



Image: A detailed view of the recline and tension adjustment mechanism located beneath the seat, showing the lever and tension knob.

360° Swivel and Casters

The chair is designed with a 360° swivel function and smooth-rolling casters for easy movement. Simply push off the floor with your feet to rotate or move the chair.



Image: A visual representation of the chair's ability to swivel 360 degrees, illustrating its rotational movement.

MAINTENANCE

Proper care will extend the life of your OFFIHO GOETZ chair:

- **Cleaning:** For the soft revolving leather upholstery, wipe with a damp cloth and mild soap. Avoid harsh chemicals or abrasive cleaners. For metal parts, use a soft, dry cloth.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Retighten as necessary to maintain stability and safety.
- **Casters:** Keep casters free of hair and debris to ensure smooth rolling.

TROUBLESHOOTING

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

- **Chair does not adjust height:** Ensure the gas lift lever is fully engaged. If the issue persists, the gas lift cylinder may need replacement.
- **Chair squeaks:** Check all screws and bolts for tightness and retighten if loose. A small amount of silicone spray on moving parts (excluding the gas lift cylinder) may help.
- **Casters do not roll smoothly:** Remove any hair or debris from the caster wheels. Ensure casters are fully inserted into the base.
- **Chair wobbles:** Verify that all assembly screws are securely tightened. Ensure the chair is on a flat, even surface.

SPECIFICATIONS

Feature	Detail
Model Name	GOETZ
Brand	OFFIHO
Dimensions (D x W x H)	62 cm x 61 cm x 92 cm (Max Height)
Seat Height (Min-Max)	40 cm - 45 cm
Weight	15.5 Kilograms
Material	Stainless Steel (frame), Soft Revolving Leather (upholstery)
Weight Capacity	120 kg (265 lbs)
Features	Ergonomic Design, Knee-Tilt Recline, Tension Regulator, Height Adjustable Gas Lift, 360° Swivel, Pentagonal Metal Base, Interchangeable Casters

Máx 92 cm
Mín 87 cm



Máx 45 cm
Mín 40 cm

Ø 61 cm

Image: The OFFIHO GOETZ chair with clear labels indicating its maximum and minimum height (92 cm / 87 cm), seat height (45 cm / 40 cm), and base width (61 cm).

WARRANTY INFORMATION

OFFIHO offers a satisfaction guarantee. If the product does not meet your needs, you may request a full refund within 30 days of purchase. Please retain your proof of purchase for any claims.

SUPPORT

For further assistance, questions, or to report any issues, please contact OFFIHO customer support through the retailer's platform or the official OFFIHO website. Please have your model number (GOETZ) and purchase details ready.

