

STAPLES UN61365

Staples Dexley Ergonomic Mesh Swivel Task Chair (UN61365) User Manual

Model: UN61365

INTRODUCTION

Thank you for choosing the Staples Dexley Ergonomic Mesh Swivel Task Chair. This chair, part of the Union & Scale collection, is designed to provide ergonomic support and comfort for your workspace. This manual provides essential information for the safe and efficient assembly, operation, and maintenance of your new chair. Please read these instructions carefully before use and retain them for future reference.



Image: The Staples Dexley Ergonomic Mesh Swivel Task Chair in grey, showcasing its modern design and mesh back.

SETUP AND ASSEMBLY

The Staples Dexley chair is designed for straightforward assembly. All necessary hardware and tools are included. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

Assembly Steps:

1. **Unpack Components:** Carefully remove all parts from the packaging and verify against the parts list (refer to your packaging for a complete list).
2. **Attach Casters to Base:** Insert the casters into the holes at the end of each leg of the chair base. Push firmly until

they click into place.

3. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the chair base.
4. **Assemble Seat and Back:** Attach the seat mechanism to the bottom of the seat cushion. Then, connect the backrest to the seat assembly using the provided screws.
5. **Attach Armrests:** Secure the armrests to the seat assembly.
6. **Connect Seat to Gas Lift:** Carefully place the assembled seat onto the gas lift cylinder.
7. **Attach Headrest:** Insert the headrest into the designated slots at the top of the backrest.

Easy to assemble

All hardware & tools included



Image: An exploded diagram illustrating the main components of the Staples Dexley chair, indicating how they fit together during assembly.

OPERATING INSTRUCTIONS

Your Dexley chair offers multiple adjustment options to customize your seating experience for optimal ergonomic support.

- **Seat Height Adjustment:** Locate the lever under the right side of the seat. Pull the lever up to raise the seat; release to lock at desired height. To lower, pull the lever up while seated.
- **Dynamic Recline and Tilt Tension:** The chair features a dynamic recline function. Use the lever on the left side to lock the backrest in an upright position or unlock it for free movement. The tilt tension knob, located under the front of the seat, allows you to adjust the resistance of the recline. Turn clockwise to increase tension, counter-clockwise to decrease.
- **Adjustable Lumbar Support:** The lumbar support is height-adjustable. Gently push or pull the lumbar pad up or down on the backrest to find your preferred position.
- **Height and Angle Adjustable Headrest:** The headrest can be adjusted for both height and angle. Grasp the headrest and move it up or down, or tilt it forward/backward to support your neck and head.
- **Height Adjustable Armrests:** Press the button on the side of each armrest and slide the armrest up or down to your desired height. Release the button to lock.



Image: A side view of the chair illustrating the dynamic recline mechanism and the lever for seat height adjustment.



Height and
angle adjustable
headrest

Breathable mesh
back and seat

Height adjustable
lumbar designed
to support back

Image: A detailed view highlighting the height and angle adjustable headrest, breathable mesh back, and height-adjustable lumbar support.

Height adjustable armrests

Soft arm pads support forearms and shoulders



Image: A close-up of the chair's armrests, showing their height adjustment capability and soft arm pads for forearm and shoulder support.

MAINTENANCE

Proper care will extend the life and appearance of your Staples Dexley chair.

- **Cleaning:** Spot clean only. Use a mild detergent and a damp cloth for spills or stains on the mesh and other surfaces. Avoid harsh chemicals or abrasive cleaners.
- **Regular Inspection:** Periodically check all screws and bolts to ensure they are tight. Retighten if necessary.
- **Caster Care:** Keep casters free of debris (hair, dust) to ensure smooth movement.

TROUBLESHOOTING

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

- Chair Sinks or Does Not Stay Up:**
This usually indicates an issue with the gas lift cylinder. Ensure the height adjustment lever is fully engaged. If the problem persists, the gas lift may need replacement.
- Chair Squeaks or Wobbles:**
Check all assembly bolts and screws. Tighten any loose fasteners. Lubrication of moving parts (e.g., tilt mechanism) with a silicone-based spray may also help.
- Casters Not Rolling Smoothly:**
Inspect casters for trapped debris such as hair or lint. Clean them thoroughly. Ensure the chair is used on an appropriate surface.
- Backrest Does Not Recline or Lock:**
Verify that the recline lock lever is in the correct position. Adjust the tilt tension knob to ensure it's not set too tightly, preventing movement.

SPECIFICATIONS

Key specifications for the Staples Dexley Ergonomic Mesh Swivel Task Chair.

Feature	Detail
Brand	STAPLES
Model Name	Dexley
Model Number	UN61365 (ST63113-CC)
Color	Grey
Product Dimensions	28.2"D x 28.74"W x 50.8"H
Overall Dimensions (H x W x D)	45.3"-50.8"H x 28.2"W x 28.6"D
Back Style	Solid Back, Mesh
Special Features	Adjustable Lumbar, Ergonomic, Swivel, Adjustable Headrest, Adjustable Armrests, Dynamic Recline
Recommended Uses	Office
Fill Material	Mesh
Item Weight	48.5 pounds
Weight Capacity	Supports up to 275 lbs.
UPC	718103429771



Image: A diagram providing detailed measurements for the Staples Dexley chair, including width, depth, and height ranges for various components.

Durable base



360° swivel casters



Image: A close-up of the chair's durable five-star base with 360-degree swivel casters, indicating a weight capacity of up to 275 lbs.

WARRANTY AND SUPPORT

For warranty information or technical support, please contact Staples customer service. Keep your purchase receipt as proof of purchase.

You can find more information and contact details on the official Staples website: www.staples.com

