

Manuals+

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

manuals.plus /

- › [Serta](#) /
- › [Serta Comfort Executive Mid-Back Office Chair Instruction Manual](#)

Serta CHR10130D

Serta Comfort Executive Mid-Back Office Chair Instruction Manual

Model: CHR10130D

INTRODUCTION

Thank you for choosing the Serta Comfort Executive Mid-Back Office Chair. This manual provides detailed instructions for the proper assembly, operation, and maintenance of your new office chair. Please read this manual thoroughly before assembly and use to ensure safe and efficient operation. Keep this manual for future reference.

SAFETY INFORMATION

- **Weight Capacity:** Do not exceed the maximum weight capacity of 275 pounds (125 kg). Exceeding this limit may cause damage to the chair or personal injury.
- **Assembly:** Ensure all parts are securely fastened before use. Do not use the chair if any components are damaged or missing.
- **Stability:** Avoid standing on the chair or using it as a step stool. Do not lean excessively to one side while seated.
- **Children:** Keep children away from the chair during assembly. This chair is designed for adult use.

PACKAGE CONTENTS

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

- Backrest
- Seat Cushion
- Armrests (2)
- Base (5-star)

- Casters (5)
- Gas Lift Cylinder
- Mechanism Plate
- Hardware Pack (screws, washers, Allen wrench)

SETUP AND ASSEMBLY

Assembly is estimated to take 35 minutes with two people recommended. Follow the detailed step-by-step instructions included in your package. A general overview is provided below:

1. **Attach Casters to Base:** Insert the five casters into the holes at the end of each leg of the 5-star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled base.
3. **Attach Mechanism Plate to Seat:** Secure the mechanism plate to the underside of the seat cushion using the provided screws. Ensure the front of the mechanism plate faces the front of the seat.
4. **Attach Armrests to Seat:** Fasten the armrests to the sides of the seat cushion using the designated screws. Do not overtighten.
5. **Attach Backrest to Seat and Armrests:** Connect the backrest to the seat and armrests using the remaining screws. Tighten all screws securely once all components are aligned.
6. **Connect Seat Assembly to Gas Lift:** Carefully place the assembled seat onto the gas lift cylinder, ensuring it is centered.



Product Dimensions



Image: Product Dimensions. This image illustrates the overall dimensions of the Serta Comfort Executive Mid-Back Office Chair, including width, depth, back height, inner seat width, seat depth, and adjustable seat height range.

OPERATING INSTRUCTIONS

Your Serta Comfort Executive Mid-Back Office Chair offers several adjustments for personalized comfort.

Height Adjustment

To adjust the seat height, locate the lever on the side of the chair, typically on the right side beneath the seat. Lift the lever up while seated to lower the chair, or lift the lever up while standing to allow the chair to rise. Release the lever at your desired height.



Image: Height Adjustment. This image shows the side lever used to adjust the chair's height, with arrows indicating upward and downward movement.

Recline Adjustment and Tension

To recline the chair, pull the lever on the side of the chair (often the same lever as height adjustment, or a separate one) outwards to unlock the recline mechanism. Lean back to recline. To lock the recline position, push the lever inwards. The tension of the recline can be adjusted by twisting the knob located underneath the seat, typically at the front of the mechanism plate. Turn clockwise to increase tension (making it harder to recline) and counter-clockwise to decrease tension (making it easier to recline).



Image: Recline Adjustment. This image illustrates the lever for unlocking the recline mechanism and the knob for adjusting recline tension.

360° Swivel and Casters

The chair features a 360° swivel function, allowing for easy rotation. The double-wheel casters are designed for smooth movement across various floor surfaces, including carpets and rugs.



Image: 360° Motion. This image highlights the chair's casters and their ability to provide 360-degree movement.

MAINTENANCE

To maintain the appearance and longevity of your Serta office chair, follow these care instructions:

- **Cleaning:** Spot clean the bonded leather upholstery as needed. Use a soft, damp cloth with mild soap and water. Avoid harsh chemicals or abrasive cleaners, which can damage the material.
- **Inspection:** Periodically check all screws and bolts to ensure they remain tight. Retighten if necessary to prevent loosening and ensure stability.
- **Casters:** Keep casters free of debris (hair, dust, etc.) to ensure smooth rolling.



Foam-Filled Cushion

The seat cushion is packed with soft, high-quality foam that offers comfort and support while you work



*The images shown are for illustration purposes only and may not be an exact representation of the product.

Image: Foam-Filled Cushion. This image shows the high-quality foam filling of the seat cushion, emphasizing comfort and support.

TROUBLESHOOTING

If you encounter any issues with your Serta Comfort Executive Mid-Back Office Chair, please refer to the following common solutions:

- **Chair Sinks or Does Not Hold Height:** This typically indicates an issue with the gas lift cylinder. Contact customer support for a replacement.
- **Chair Wobbles:** Ensure all assembly screws are securely tightened. Check the base and casters for any damage or loose connections.
- **Casters Not Rolling Smoothly:** Remove any hair or debris that may be caught in the caster wheels. Lubricate if necessary with a silicone-based spray.
- **Squeaking Noises:** Check and tighten all bolts. A small amount of silicone lubricant can be applied to moving parts if the noise persists.

SPECIFICATIONS

Feature	Detail
Model Name	Comfort Executive Mid-Back OfficeChair
Model Number	CHR10130D
Brand	Serta
Color	Cognac
Material	Bonded Leather (Upholstery), Foam (Fill), Metal (Base)
Product Dimensions (D x W x H)	30.25"D x 28.25"W x 44"H
Maximum Weight Recommendation	275 Pounds (125 kg)
Special Features	Cushion Availability, Ergonomic, Rolling Casters, Swivel, Adjustable Height, Recline with Tension Control
Assembly Time (Estimated)	35 minutes (2 people recommended)
Certifications	ANSI / BIFMA X5.1 (Industry Standard), American Chiropractors Association (ACA)

Built to Last

Serta chairs use only parts that pass 3rd party SGS testing and meets the requirements of **ANSI / BIFMA X5.1** (industry standard for quality and durability)



**Heavy Duty
Class IV Gas Lift
Rated to 275 lbs**



Image: Built to Last. This image highlights the chair's compliance with ANSI/BIFMA X5.1 standards and features a heavy-duty Class IV Gas Lift rated for 275 lbs, along with SGS testing documentation.

WARRANTY INFORMATION

Serta chairs are manufactured with quality materials and craftsmanship. For specific warranty details regarding your Serta Comfort Executive Mid-Back Office Chair, please refer to the warranty card included with your product or contact Serta Customer Service.

CUSTOMER SUPPORT

For assistance with assembly, parts, or any other inquiries regarding your Serta chair, please contact our dedicated U.S.-based customer service team:

Phone: (800) 379 - 9773

Hours: 6am - 5pm PST



Customer Service
(800) 379 - 9773
6am - 5pm PST

Our dedicated U.S. based team is ready to assist you with your Serta® chair and any help needed with its assembly!

Image: Customer Service. This image displays the Serta customer service phone number and operating hours.