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› FLEXISPOT OC4 Lite Ergonomic Office Chair User Manual

FLEXISPOT OC4-V2

FLEXISPOT OC4 Lite Ergonomic Office Chair User Manual

Model: OC4-V2

IMPORTANT SAFETY INFORMATION

Please read all instructions carefully before assembly and use. Keep this manual for future reference.

- This product has a maximum weight recommendation of **350 LBS** (158 kg). Do not exceed this weight limit.
- Improper assembly or use may lead to instability or malfunction, potentially causing injury.
- To avoid health issues associated with prolonged sitting, take regular breaks and adjust your posture during extended use.
- Ensure all screws and connections are tightened securely before use and periodically check for looseness.

PACKAGE CONTENTS

Verify that all components are present before beginning assembly. If any parts are missing or damaged, please contact customer service.

- Armrests (2)
- Casters (5)
- Gas Lift (1)
- Headrest (1)
- User Guide (1)
- Assembly Tools (1 set)
- Chair Base (1)
- Seat Cushion (1)
- Backrest (1)

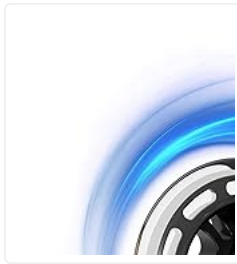


Figure 1: Example of a caster wheel, part of the chair's base assembly.

SETUP AND ASSEMBLY

The FLEXISPOT OC4 Lite chair is designed for straightforward assembly. A detailed user manual with step-by-step instructions and all necessary tools are included in the package. Assembly can typically be completed in approximately 30 minutes.

1. **Unpack Components:** Carefully remove all parts from the packaging and lay them out on a clean, flat surface.
2. **Attach Casters to Base:** Insert the five caster wheels into the holes on the chair base until they click securely into place.
3. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the chair base.
4. **Assemble Seat and Backrest:** Follow the specific instructions in the included user guide to attach the backrest to the seat cushion and then to the chair mechanism.
5. **Attach Headrest:** Secure the headrest to the top of the backrest.
6. **Connect to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder.
7. **Final Checks:** Ensure all connections are tight and the chair is stable before use.



Figure 2: Assembled chair with key dimensions for reference.

OPERATING INSTRUCTIONS

The FLEXISPOT OC4 Lite chair offers multiple adjustment points to customize your seating experience for optimal comfort and support.

1. Seat Height Adjustment

To adjust the seat height, locate the lever on the right side beneath the seat. Pull the lever up while seated to lower the seat, or pull it up while standing to raise the seat. Release the lever at the desired height.

2. Tilt Function and Tension Control

The chair features a tilt function allowing the backrest and seat to recline together. Use the lever on the left side beneath the seat to lock or unlock the tilt. The tilt tension knob, located at the front center beneath the seat, can be rotated to adjust the resistance of the tilt mechanism.

TILT FUNCTION

Adjust the chair back to the perfect angle

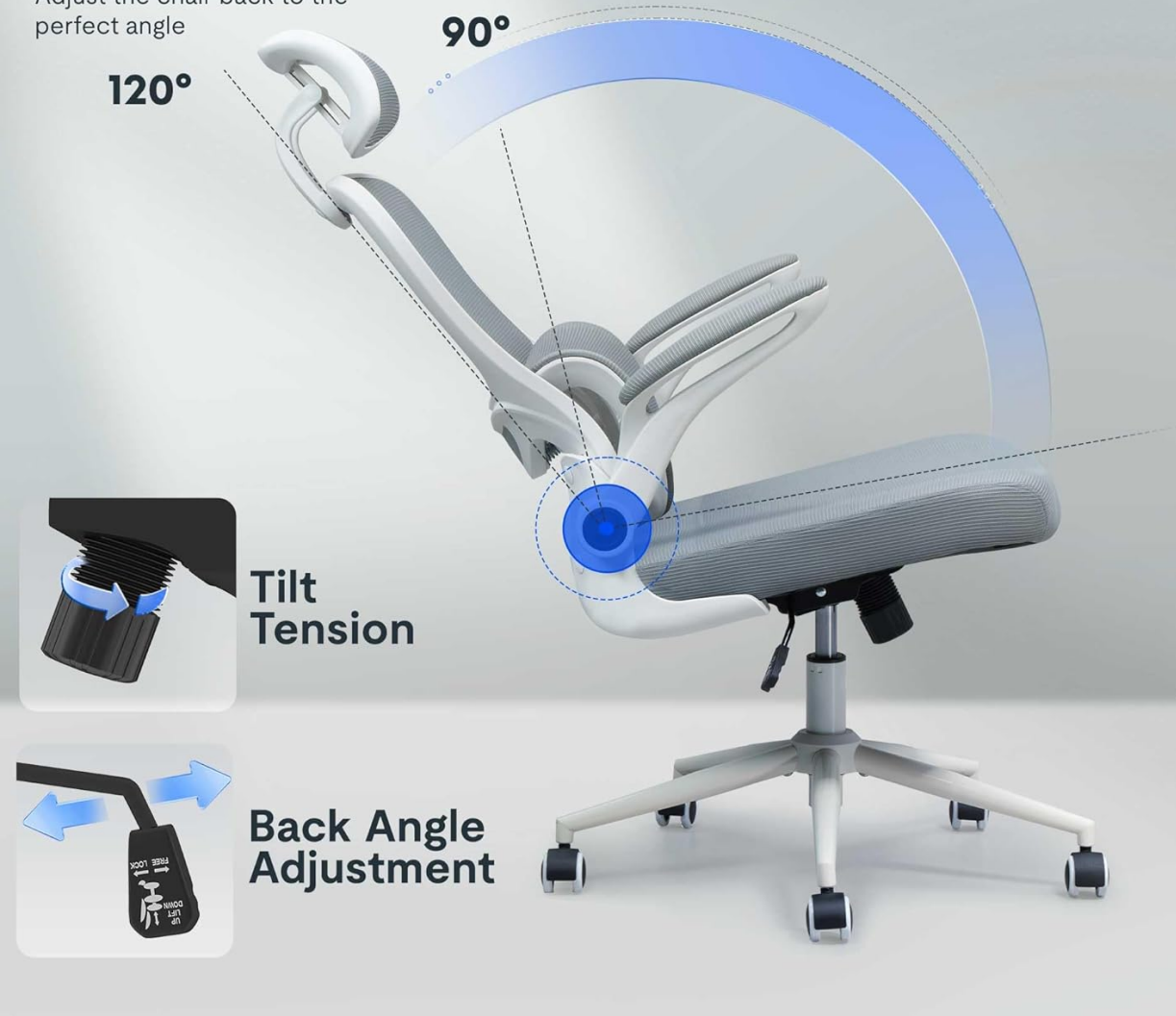


Figure 3: Adjusting the chair's tilt angle and tension.

3. Adjustable Lumbar Support

The chair includes adjustable lumbar support that adapts to your waist movement, providing dynamic support. The lumbar support can be adjusted vertically by sliding it up or down along the backrest frame to align with the natural curve of your spine.

ADAPTIVE

Adjusts to the movement of your waist,
providing dynamic support



Figure 4: Adaptive lumbar support for personalized comfort.

4. Adjustable Headrest

The headrest can be adjusted for height and angle to provide optimal neck and head support. Gently push or pull the headrest to move it to your preferred position.

5. Flip-Up Armrests

The armrests can be flipped up to allow the chair to be pushed closer to a desk, saving space. To flip them up, lift the armrests until they lock into the vertical position. To return them, gently pull them down.



Figure 5: Chair with armrests flipped up for space-saving storage.

MAINTENANCE

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

- **Cleaning:** For general cleaning, wipe surfaces with a damp cloth. For fabric areas, dry clean or wipe clean as needed. Avoid harsh chemical cleaners that may damage the material.
- **Inspection:** Periodically check all bolts and screws to ensure they are tight. Re-tighten if necessary to maintain stability and safety.
- **Caster Care:** Keep casters free of hair and debris to ensure smooth movement.

TROUBLESHOOTING

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

Problem	Possible Cause	Solution
Chair does not adjust height	Gas lift malfunction or lever not engaged.	Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift may need replacement. Contact customer service.
Chair wobbles or feels unstable	Loose screws or uneven floor.	Check and tighten all assembly screws. Ensure the chair is on a flat, even surface.
Casters do not roll smoothly	Debris in casters or damaged casters.	Remove any hair or debris from the caster wheels. If casters are damaged, they may need replacement.
Backrest does not tilt or lock	Tilt mechanism locked or tension too high.	Ensure the tilt lock lever is disengaged. Adjust the tilt tension knob to a lower setting.

PRODUCT SPECIFICATIONS

Brand	FLEXISPOT
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Model Name	OC4-V2
Color	White
Material	Alloy Steel, Mesh, Nylon
Product Dimensions (D x W x H)	29.1" x 29.1" x 50" (73.9 cm x 73.9 cm x 127 cm)
Item Weight	32 Pounds (14.5 kg)
Maximum Weight Recommendation	350 Pounds (158 kg)
Seat Depth	21.3 inches (54.1 cm)
Chair Backrest Width	20.5 Inches (52.1 cm)
Back Style	Mesh Back
Arm Style	Flip-up arms
Furniture Base Movement	Swivel
Required Assembly	Yes
Certifications	BIFMA, SGS

WARRANTY AND SUPPORT

The FLEXISPOT OC4 Lite Ergonomic Office Chair is rigorously tested and certified by BIFMA and SGS, ensuring durability and safety. The reinforced nylon base is capable of supporting significant weight, and the resilient mesh fabric is designed to maintain its shape over time.

For any questions, concerns, or assistance with assembly, operation, or troubleshooting, please contact our professional customer service team. Refer to the contact information provided with your purchase or visit the official FLEXISPOT website for support details.