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› FLEXISPOT OC4-PRO Office Chair User Manual

FLEXISPOT OC4-PRO

FLEXISPOT OC4-PRO Office Chair User Manual

Model: OC4-PRO

1. INTRODUCTION

Thank you for choosing the FLEXISPOT OC4-PRO Office Chair. This ergonomic chair is designed to provide maximum comfort and support for extended periods, featuring multiple adjustment points including headrest, lumbar support, armrests, and seat height. This manual provides essential information for assembly, operation, maintenance, and troubleshooting to ensure optimal use and longevity of your chair.

2. SAFETY INFORMATION

- Read all instructions carefully before assembly and use.
- Ensure all components are securely fastened before using the chair.
- Do not stand on the chair or use it as a step stool.
- Do not exceed the maximum weight capacity of 400 LBS (181.44 kg).
- Keep children and pets away from the chair during assembly.
- Use the chair on a flat, stable surface.
- Avoid exposing the chair to direct sunlight or extreme temperatures.

3. PACKAGE CONTENTS

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

- Armrests
- Lumbar Support
- Casters
- Gas Lift
- Headrest
- User Guide (this manual)

- Assembly Tools
- Chair Base
- Seat Cushion
- Backrest

4. ASSEMBLY INSTRUCTIONS

Assembly of the FLEXISPOT OC4-PRO chair is designed to be straightforward and can typically be completed within 30 minutes. A detailed user manual with step-by-step diagrams and all necessary assembly tools are included in the package. Please follow the specific instructions provided in the separate assembly guide for your model.



Image: FLEXISPOT OC4-PRO Office Chair. This image shows the fully assembled chair, highlighting its ergonomic design and mesh backrest.

5. OPERATING INSTRUCTIONS

The FLEXISPOT OC4-PRO chair offers multiple adjustment features to customize your seating experience.

5.1. Seat Height Adjustment

Locate the lever on the right side beneath the seat. To raise the seat, lift the lever while taking your weight off the chair. To lower the seat, lift the lever while seated. Release the lever at the desired height.

5.2. Recline and Tilt Adjustment

The chair features an adjustable back angle and tilt tension. Use the lever on the left side to lock or unlock the recline function. Rotate the knob located beneath the seat, usually at the front, to adjust the tilt tension. Turn clockwise to increase tension (making it harder to recline) and counter-clockwise to decrease tension (making it easier to recline).

5.3. Lumbar Support Adjustment

The multi-functional lumbar support system can be adjusted vertically and horizontally to fit the curve of your lower back. Locate the adjustment controls on the backrest to position the lumbar support for optimal comfort.

5.4. Armrest Adjustment

The 3D armrests can be adjusted in three dimensions: height, forward/backward, and pivot (inward/outward). Use the buttons or levers on the armrests to unlock and adjust them to your preferred position. Ensure they are locked securely after adjustment.

5.5. Headrest Adjustment

The headrest can be adjusted for height and angle. Gently push or pull the headrest to move it up or down, and tilt it to find the most comfortable position for your neck and head.

5.6. 360° Rotation and Casters

The chair is equipped with a 360° swivel mechanism and smooth-rolling casters for easy movement. Ensure the casters are clean and free of debris for optimal performance on hard floors.

6. MAINTENANCE

- **Cleaning:** For general cleaning, wipe the chair with a damp cloth. For mesh and fabric areas, dry clean as needed. Avoid harsh chemical cleaners that may damage the material.
- **Inspection:** Periodically check all screws and bolts to ensure they are tight. Re-tighten if necessary.
- **Caster Care:** Keep casters free of hair and debris to ensure smooth movement.
- **Storage:** Store the chair in a cool, dry place away from direct sunlight when not in use for extended periods.

7. TROUBLESHOOTING

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 support.
Chair squeaks or wobbles	Loose screws or components.	Check and tighten all screws and bolts, especially those connecting the seat, backrest, and base.
Casters do not roll smoothly	Debris caught in casters or damaged casters.	Remove any hair or debris from the caster wheels. If casters are damaged, they may need replacement.

Problem	Possible Cause	Solution
Backrest does not recline or lock	Recline mechanism locked or tilt tension too high.	Ensure the recline lock lever is disengaged. Adjust the tilt tension knob counter-clockwise to reduce tension.

8. SPECIFICATIONS

Brand	FLEXISPOT
Model Name	OC4-PRO (Ergonomic office chair)
Color	Black
Material	Mesh & Nylon & Steel (Fill Material: Memory Foam)
Product Dimensions (D x W x H)	73.9D x 73.9W x 133.1H Centimetres
Item Weight	40 Pounds (18.14 kg)
Maximum Weight Recommendation	400 LBS (181.44 kg)
Special Features	Ergonomic, Adjustable Headrest, 3D Arm Rest, Adjustable Lumbar, Tilt, Back Support, Adjustable Recliner, Adjustable Height, Tilt Tension Control
Assembly Required	Yes
Certifications	BIFMA, SGS

9. WARRANTY AND SUPPORT

FLEXISPOT stands behind the quality of its products. For warranty information, technical support, or assistance with parts, please contact FLEXISPOT customer service. Refer to the official FLEXISPOT website or your purchase documentation for specific warranty terms and contact details.

Customer Service: For any questions or concerns, please reach out to FLEXISPOT's professional customer service team.

