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› COLAMY Office Ergonomic Desk High Back Executive Chair User Manual

COLAMY VCS-5276-Black

COLAMY Office Ergonomic Desk High Back Executive Chair User Manual

Model: VCS-5276-Black

INTRODUCTION

Thank you for choosing the COLAMY Office Ergonomic Desk High Back Executive Chair. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure optimal performance and longevity of your chair. Please read this manual thoroughly before use and retain it for future reference.



Figure 1: COLAMY Office Ergonomic Desk High Back Executive Chair (Black Leather)

SAFETY INFORMATION

Please observe the following safety guidelines to prevent injury or damage to the product:

- **Maximum Weight Recommendation:** This chair is designed to support a maximum weight of **300 pounds (136 kg)**. Do not exceed this limit.

- **Assembly Required:** This product requires assembly. Ensure all parts are correctly installed and tightened according to the instructions. Improper assembly may lead to instability or potential risks.
- **Stable Placement:** Always use the chair on a flat, stable surface.
- **Regular Inspection:** Periodically check all bolts and screws to ensure they remain tight. Retighten as necessary.
- **Avoid Standing:** Do not stand on the chair or use it as a step stool.
- **Children and Pets:** Keep children and pets away from the assembly area.

PARTS LIST

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

| Part | Description | Quantity |
|------|--|----------|
| A | Backrest Assembly | 1 |
| B | Seat Cushion Assembly | 1 |
| C | Armrests (Left & Right) | 2 |
| D | Gas Lift Cylinder | 1 |
| E | Star Base | 1 |
| F | Casters (Upgraded) | 5 |
| G | Mechanism Plate | 1 |
| H | Hardware Pack (Bolts, Washers, Allen Wrench) | 1 |

SETUP AND ASSEMBLY

Follow these steps carefully for proper assembly. It is recommended to have two people for certain steps.

1. **Attach Casters to Base:** Insert the five upgraded casters (F) into the holes at the end of each leg of the star base (E). Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder (D) into the center hole of the assembled star base (E).
3. **Attach Mechanism to Seat:** Align the mechanism plate (G) with the pre-drilled holes on the underside of the seat cushion assembly (B). Secure it using the appropriate bolts from the hardware pack (H). Ensure the front of the mechanism faces the front of the seat.
4. **Attach Armrests:** Attach the armrests (C) to the sides of the seat cushion assembly (B) and the backrest assembly (A). Use the designated bolts from the hardware pack (H). Do not fully tighten all bolts until the chair is fully assembled to allow for minor adjustments.
5. **Connect Seat and Backrest:** Carefully align the backrest assembly (A) with the seat cushion assembly (B) and secure them using the remaining bolts.
6. **Place Assembled Top onto Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder (D) attached to the star base. The tapered end of the gas lift should fit securely into the mechanism plate.
7. **Final Tightening:** Once the chair is fully assembled and stable, go back and securely tighten all bolts.

Fully Adjustable Office Chair



Figure 2: Product Dimension Overview. This diagram illustrates the overall dimensions of the chair, including height, width, and depth, along with the weight capacity.

OPERATING INSTRUCTIONS

Your COLAMY Executive Chair offers several adjustable features for personalized comfort:

- **Seat Height Adjustment:**

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



Figure 3: Multi-functional Chair Features. This image highlights various adjustable features including height adjustment, rocking function, and lumbar support.

- **Pop-Out Lumbar Support:**

Locate the button on the side of the backrest. Gently push this button to extend the lumbar support forward by approximately 3 inches, providing enhanced lower back support. Release the button to retract the support.

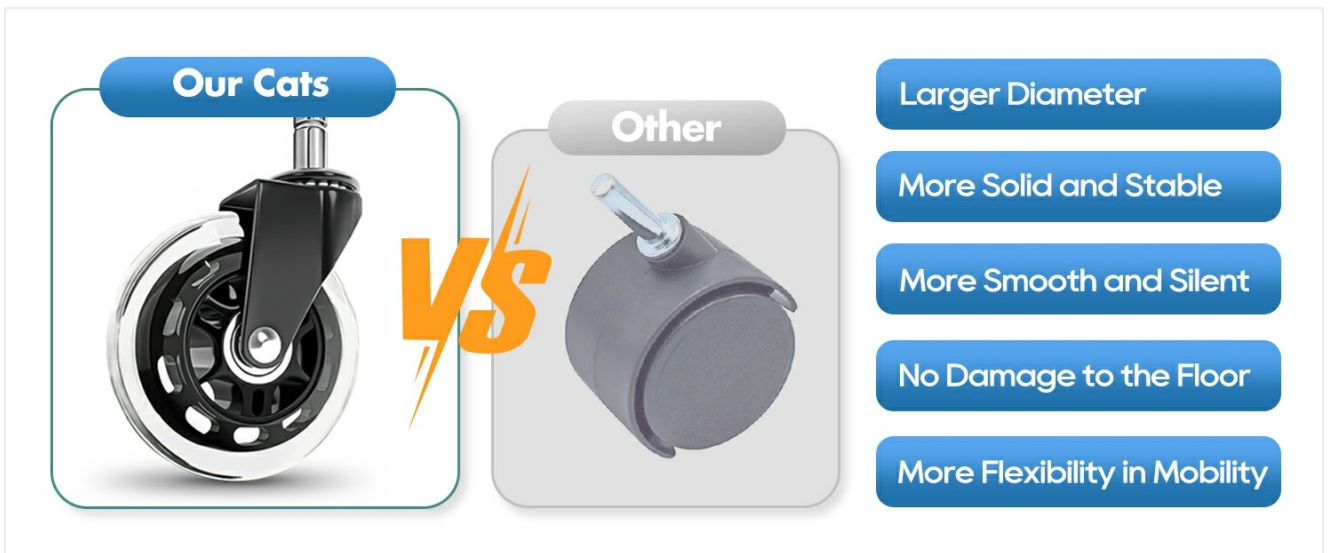


Figure 4: Pop-Out Lumbar Support. This diagram illustrates how the lumbar support extends and retracts with the push of a button for customized back comfort.

- **Adjustable Headrest:**

The headrest can be adjusted vertically to suit your height and provide optimal neck support. Gently pull up or push down the headrest to your desired position.

- **Flip-Up Armrests:**

The armrests can be flipped up to allow the chair to be easily stowed under a desk, maximizing space. Simply lift the armrests upwards until they lock into the vertical position. To lower them, pull them down.

- **Rocking Function and Tilt Tension:**

Pull out the lever on the right side of the chair to enable the rocking function, allowing the chair to recline between 90 and 105 degrees. Push the lever in to lock the chair in an upright position.

Adjust the tilt tension knob located underneath the seat to control the resistance of the rocking motion. Turn clockwise to increase tension (stiffer rock) and counter-clockwise to decrease tension (looser rock).

- **Upgraded Casters:**

The chair is equipped with upgraded, large-diameter silent casters designed for smooth and effortless movement across various floor types without causing scratches. These casters provide 360-degree rotation for flexible mobility.



Figure 5: Upgraded Casters vs. Ordinary Casters. This image highlights the benefits of the upgraded casters, including larger diameter, increased stability, smoother and quieter operation, floor protection, and enhanced mobility.

MAINTENANCE

Proper care will extend the life of your COLAMY Executive Chair:

- **Cleaning:** For general cleaning, wipe the leather upholstery with a soft, damp cloth. For spot cleaning, use a mild leather cleaner or follow dry clean instructions if necessary. Avoid harsh chemicals or abrasive cleaners.
- **Hardware Check:** Periodically inspect all screws and bolts to ensure they are tight. Loose hardware can affect the chair's stability and safety.
- **Caster Care:** Keep casters free of debris (hair, dust, etc.) to ensure smooth rolling. You can periodically remove casters and clean the axles.
- **Avoid Direct Sunlight:** Prolonged exposure to direct sunlight can cause the leather to fade or crack. Position the chair away from direct sunlight if possible.
- **Avoid Sharp Objects:** Prevent sharp objects from coming into contact with the leather to avoid punctures or tears.

TROUBLESHOOTING

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

| Problem | Possible Cause | Solution |
|---|---------------------------------------|--|
| Chair wobbles or is unstable. | Loose bolts or uneven assembly. | Ensure all assembly bolts are securely tightened. Check that the chair is on a flat surface. |
| Chair does not adjust height. | Gas lift issue 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. |
| 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. |
| Rocking function is too stiff or too loose. | Tilt tension knob needs adjustment. | Adjust the tilt tension knob located underneath the seat. Turn clockwise for stiffer rocking, counter-clockwise for looser rocking. |
| Lumbar support does not pop out/retract. | Mechanism issue. | Ensure the button is fully pressed/released. If the mechanism is stuck or broken, contact customer support. |

If the problem persists after attempting these solutions, please contact COLAMY customer support for further assistance.

PRODUCT SPECIFICATIONS

| Feature | Detail |
|--------------------------------|------------------------------------|
| Brand | COLAMY |
| Model Name | VC-5276+6915+6913 (VCS-5276-Black) |
| Color | Black |
| Product Dimensions (D x W x H) | 29.33"D x 29.33"W x 46"H |
| Item Weight | 45 pounds (20.4 kg) |

| Feature | Detail |
|-------------------------------|---|
| Maximum Weight Recommendation | 300 Pounds (136 kg) |
| Back Style | Adjustable, High Back, Padded, Soft, Solid Back |
| Special Features | Adjustable Headrest, Adjustable Height, Pop-out Lumbar Support, Upgraded Casters, Upholstered Leather |
| Upholstery Material | Selected Leather |
| Fill Material | Foam |
| Arm Style | Flip-Up, Leather, Padded |
| Included Components | Leather office chair, manual |
| Product Care Instructions | Dry Clean, Spot Clean, Wipe Clean |

WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the warranty card included with your purchase or visit the official COLAMY website. You can also contact COLAMY customer service directly through the contact information provided on their website or your purchase receipt.

For additional support and product information, you may visit the [COLAMY Store on Amazon](#).