

Alera Minerva (ALEMV41BME48)

Alera Minerva Ergonomic Mesh Office Chair User Manual

Model: Minerva (ALEMV41BME48)

INTRODUCTION

Thank you for choosing the Alera Minerva Ergonomic Mesh Office Chair. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure you get the most out of your new chair. Designed for comfort and productivity, the Minerva chair features multiple adjustments to support a healthy posture throughout your workday.

SAFETY INFORMATION

- **Maximum Weight Capacity:** This chair is designed to support users up to 275 pounds (125 kg). Do not exceed this weight limit.
- **Proper Use:** Use the chair only for its intended purpose as an office or task chair. Avoid standing on the chair or using it as a step stool.
- **Assembly:** Ensure all components are securely fastened before use. Periodically check and tighten all screws and bolts.
- **Children:** Keep children away from the chair during assembly. Small parts may pose a choking hazard.
- **Moving Parts:** Be aware of moving parts during adjustment to avoid pinching fingers or clothing.

PACKAGE CONTENTS

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

- Chair Backrest (1)
- Chair Seat (1)
- Headrest (1)
- Armrests (2)

- Five-Star Base (1)
- Casters (5)
- Gas Lift Cylinder (1)
- Mechanism Plate (1)
- Hardware Pack (Screws, Washers, Allen Wrench)

SETUP AND ASSEMBLY

Assembly is required for this chair. Please follow these steps carefully. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

1. **Attach Casters to Base:** Insert the five casters into the holes at the end of each leg of the five-star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the five-star base.
3. **Attach Mechanism Plate to Seat:** Align the mechanism plate with the pre-drilled holes on the underside of the seat cushion. Secure it using the provided screws and Allen wrench. Ensure the front of the mechanism faces the front of the seat.
4. **Attach Armrests:** Attach the armrests to the sides of the seat using the designated screws. Do not fully tighten yet.
5. **Attach Backrest:** Connect the backrest to the mechanism plate and armrests. Secure with screws. Once all screws are in place for the backrest and armrests, tighten all screws firmly.
6. **Attach Headrest:** Slide the headrest into the slots at the top of the backrest.
7. **Connect Seat Assembly to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring the center hole of the mechanism plate aligns with the top of the gas lift.





Image: The Alera Minerva Ergonomic Mesh Office Chair fully assembled, ready for use in an office environment.

OPERATING INSTRUCTIONS (ADJUSTMENTS)

The Alera Minerva chair offers several adjustable features to customize your seating experience for optimal comfort and ergonomic support.

1. Seat Height Adjustment

To adjust the seat height, locate the lever on the right side, under the seat. While seated, pull the lever up to lower the seat. To raise the seat, stand up slightly and pull the lever up. Release the lever at your desired height.

2. Armrest Height Adjustment

Each armrest has a button on its outer side. Press this button and simultaneously move the armrest up or down to your preferred height. Release the button to lock the armrest in place.

Height adjustable armrests with soft arm pads support forearms and shoulders



Image: Detail of the height-adjustable armrests, showing the adjustment button.

3. Headrest Height and Angle Adjustment

The headrest can be adjusted both in height and angle. To adjust the height, simply slide the headrest up or down. To adjust the angle, tilt the headrest forward or backward to find your most comfortable position.

4. Lumbar Support Adjustment

The lumbar support is integrated into the backrest. To adjust its position, gently push or pull the lumbar support mechanism on the back of the chair to achieve the desired curve and support for your lower back.



Height and
angle adjustable
headrest

Breathable
mesh upholstery

Height adjustable
lumbar designed
to support back

Image: Illustrates the adjustable headrest, breathable mesh upholstery, and height-adjustable lumbar support.

5. Tilt Tension Adjustment

The tilt tension knob is located underneath the seat, at the front. Turn the knob clockwise to increase the tension, making it harder to recline. Turn it counter-clockwise to decrease tension, allowing for easier reclining.

6. Tilt Lock Mechanism

The chair features a swivel-tilt mechanism with an upright tilt lock and three reclining lock positions. Use the lever on the left side, under the seat, to engage or disengage the tilt lock. Push the lever in to lock the chair in an upright or reclined position, and pull it out to allow for free tilting.



Image: Visual representation of the chair's dynamic recline, tilt tension, tilt lock positions, and seat height adjustments.

MAINTENANCE

- **Cleaning:** For the mesh and fabric parts, use a mild soap and water solution with a soft cloth. Avoid abrasive cleaners. For plastic and metal parts, wipe with a damp cloth.
- **Inspection:** Periodically inspect all screws and bolts to ensure they are tight. Re-tighten as necessary to maintain stability and safety.
- **Casters:** Clean casters regularly to remove hair and debris that may hinder smooth movement.
- **Gas Lift:** Do not attempt to disassemble or repair the gas lift cylinder. Contact customer support if it malfunctions.

TROUBLESHOOTING

Problem	Possible Cause	Solution
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Problem	Possible Cause	Solution
Chair does not stay at desired height.	Gas lift cylinder malfunction.	Contact customer support for a replacement gas lift.
Chair squeaks when moving.	Loose connections or friction between parts.	Check and tighten all screws. Apply a small amount of silicone lubricant to moving parts if necessary.
Casters do not roll smoothly.	Debris caught in casters.	Remove casters and clean any hair or debris from the wheels and axles.
Chair feels unstable.	Loose assembly or damaged base.	Ensure all screws are tightened. Inspect the five-star base for any cracks or damage.

SPECIFICATIONS

Feature	Detail
Brand	Alera
Model Name	Minerva
Model Number	ALEMV41BME48
Color (as reviewed)	Grey
Material	Mesh
Product Dimensions (D x W x H)	27.28" x 27.17" x 49.76"
Item Weight	40.3 Pounds
Maximum Weight Recommendation	275 Pounds
Required Assembly	Yes
Reclining Position Count	3
UPC	042167001964



Image: Detailed dimensions of the Alera Minerva chair from front and side views.

WARRANTY AND SUPPORT

Alera products are backed by a commitment to quality. For specific warranty details, please refer to the warranty information included with your purchase or visit the official Alera website. If you have any questions, require assistance with assembly, or need to report a missing/damaged part, please contact Alera customer support.

Customer Support: Please refer to your purchase documentation or the Alera website for the most current contact information.

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question