

FLEXISPOT OC1-SE

FLEXISPOT Foldex Ergonomic Office Chair Instruction Manual

MODEL: OC1-SE

Introduction

Thank you for choosing the FLEXISPOT Foldex Ergonomic Office Chair. This manual provides essential information for the proper assembly, operation, and maintenance of your new chair. Designed for comfort and space-saving efficiency, this chair features multi-adjustments, a foldable backrest, and a footrest, making it ideal for various environments including home offices, departments, and dormitories. Please read these instructions carefully before use to ensure safe and optimal performance.

Important Safety Information

Always ensure the chair is fully assembled and stable before use. Do not exceed the maximum weight capacity of 300 pounds. Be cautious when folding and unfolding the chair to prevent injury.

Setup and Assembly

Your FLEXISPOT Foldex Ergonomic Office Chair comes with a pre-assembled chair body, significantly simplifying the setup process. You will primarily need to attach the headrest.

1. **Unpacking:** Carefully remove all components from the packaging. Verify all parts are present according to the packing list.
2. **Headrest Attachment:** Locate the headrest and align it with the designated slots at the top of the chair's backrest. Secure it firmly using the two provided screws.
3. **Final Check:** Ensure all connections are tight and the chair is stable before first use.



Figure 1: The FLEXISPOT Foldex Ergonomic Office Chair in its fully assembled, unfolded state, and its compact, folded state tucked under a desk.

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Video 1: Official product video demonstrating the assembly process and key features of the FLEXISPOT Foldex Ergonomic Office Chair, including its folding capability and various adjustments.

Operating Instructions

The FLEXISPOT Foldex chair offers multiple adjustments for personalized comfort and ergonomic support.

Chair Adjustments

- **3D Adjustable Headrest:** The headrest can be adjusted in multiple dimensions (height, angle, rotation) to provide precise neck support. Simply grasp the headrest and move it to your desired position. It will lock into place.

3D HEADREST

Adjust the headrest in multiple dimensions to achieve precise support



Figure 2: Detailed view of the 3D adjustable headrest, illustrating its range of motion for optimal neck support.

- **Height-Adjustable Lumbar Support:** The lumbar support can be moved up or down to perfectly fit the curve of your lower back, enhancing comfort and posture.



Figure 3: Illustration of the adjustable lumbar support, demonstrating how it can be positioned for accurate waist support.

- **Flip-up Armrests:** The armrests can be flipped up or down. This feature allows you to easily push the chair closer to your desk or save space when not in use.



Figure 4: The chair's flip-up armrests, providing flexibility for desk clearance and space-saving.

- **Tilt Function:** Adjust the chair's backrest tilt to your preferred angle for relaxation or focused work. The tilt tension can also be adjusted for personalized resistance.



Figure 5: Demonstrates the chair's tilt function, allowing users to recline to a comfortable angle.

- **Integrated Footrest:** Pull out the footrest from underneath the seat for extended leg support and relaxation. Push it back in when not needed.

LEAM BACK AND RELAX

– Comfort at Work



Figure 6: The chair's integrated footrest extended for comfortable lounging.

Folding for Space-Saving

The chair's unique foldable backrest allows for significant space-saving. To fold the chair:

1. Ensure the armrests are flipped up.
2. Locate the buttons on each side of the chair's backrest hinge.
3. Press both buttons simultaneously and gently fold the backrest forward until it rests compactly over the seat.
4. Once folded, the chair can be easily tucked under most desks, saving approximately 1.5m² of space.



Figure 7: The chair's folding mechanism, highlighting the buttons used to collapse the backrest for compact storage.

Maintenance

To ensure the longevity and appearance of your FLEXISPOT Foldex Ergonomic Office Chair, follow these simple maintenance guidelines:

- **Cleaning:** Wipe clean with a damp cloth. Avoid harsh chemicals or abrasive cleaners, as they may damage the mesh or foam materials.
- **Spills:** The chair features a waterproof surface. In case of spills, wipe immediately with a dry cloth to prevent absorption.

WATER-PROOF



EXTRA COMFORT



Figure 8: Demonstrates the waterproof feature of the chair's material, aiding in easy cleaning of spills.

- **Regular Checks:** Periodically check all screws and connections to ensure they remain tight. Tighten if necessary.
- **Casters:** Keep the smooth-rolling casters free of debris to ensure effortless movement.

Troubleshooting

If you encounter any issues with your chair, please refer to the following common solutions:

- **Chair feels unstable:** Check all assembly points, especially the base and backrest connections, to ensure they are securely fastened.
- **Adjustments are stiff:** Ensure no obstructions are present in the adjustment mechanisms. A small amount of silicone spray (avoiding fabric) can sometimes help if mechanisms feel sticky.
- **Casters not rolling smoothly:** Check for hair or debris wrapped around the wheels. Clean them thoroughly.
- **Difficulty folding:** Ensure the armrests are fully flipped up and both release buttons on the backrest hinge are pressed simultaneously and completely.

For issues not covered here, please contact FLEXISPOT customer support.

Specifications




Feature	Detail
Brand	FLEXISPOT
Model Name	Flexispot Foldex (OC1-SE)
Color	Black
Product Dimensions	27.95"D x 27.95"W x 50.79"H
Maximum Weight Recommendation	300 Pounds
Material	Mesh Back, Foam Seat (option)
Special Features	Foldable, 3D Adjustable Headrest, Flip-up Armrest, Quick Assembly, Adjustable Lumbar Support
Item Weight	37 pounds
UPC	840460409742
Date First Available	January 9, 2025


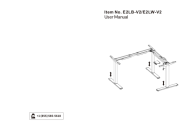
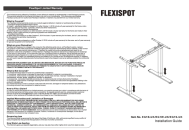
Warranty and Support

This FLEXISPOT Foldex Ergonomic Office Chair comes with a **LIFETIME WARRANTY**. If you encounter any quality problems, please feel free to contact us. We are committed to providing necessary parts or a full replacement for you.

For customer support, please visit the official FLEXISPOT website or contact their customer service department directly. Keep your purchase receipt for warranty claims.

Related Documents - OC1-SE

	FlexiSpot C7 Morpher Ergonomic Office Chair Instruction Manual Comprehensive instruction manual for the FlexiSpot C7 Morpher ergonomic office chair, covering assembly, features, usage, safety, care, and warranty. Learn how to assemble, adjust, and maintain your chair for optimal comfort and support.
	FlexiSpot DT3B-EU User Manual and Warranty Information Comprehensive user manual for the FlexiSpot DT3B-EU height adjustable desk frame, including detailed assembly instructions, parts list, and warranty coverage information.
	Flexispot Limited Warranty and Office Chair OC3B Installation Guide Official limited warranty information from Flexispot covering defects in materials and workmanship for their products, along with a detailed installation guide for the Flexispot OC3B Office Chair, including parts list and step-by-step assembly instructions.

	<p>FlexiSpot LC7-F1 Ergonomic Office Chair User Manual and Assembly Guide</p> <p>Comprehensive user manual and assembly guide for the FlexiSpot LC7-F1 ergonomic office chair, covering parts, assembly steps, functions, and safety instructions.</p>
	<p>FlexiSpot E2LB-V2/E2LW-V2 Electric Height-Adjustable Desk User Manual</p> <p>User manual for the FlexiSpot E2LB-V2 and E2LW-V2 electric height-adjustable desks, covering assembly, operation, technical specifications, and troubleshooting.</p>
	<p>FlexiSpot Height Adjustable Desk EG1B/EG1W/EG1S Series Installation Guide and Limited Warranty</p> <p>Comprehensive guide for installing FlexiSpot height adjustable desks (EG1B/EG1W/EG1S series), including detailed steps, specifications, warranty information, and troubleshooting tips.</p>