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FLEXISPOT OC1-SE

FLEXISPOT Foldex Ergonomic Office Chair (OC1-SE) Instruction Manual

INTRODUCTION

Thank you for choosing the FLEXISPOT Foldex Ergonomic Office Chair. This manual provides comprehensive instructions for the assembly, operation, maintenance, and safety of your new chair. Designed for comfort and versatility, the Foldex chair features multi-adjustment options, a space-saving foldable design, and robust construction suitable for various environments.



Figure 1: The FLEXISPOT Foldex Ergonomic Office Chair in its standard configuration.

SAFETY INFORMATION

Important Safety Precautions:

- 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.
- Keep hands and fingers clear of moving parts during adjustments.

SETUP AND ASSEMBLY

The FLEXISPOT Foldex chair is designed for quick and easy assembly. The main chair body comes pre-assembled, significantly reducing setup time.

Assembly Steps:

1. **Unpack Components:** Carefully remove all parts from the packaging. Verify that all components listed in

the packing list are present.

2. **Attach Headrest:** Align the headrest with the designated slots on the top of the chair backrest. Secure it using the two provided screws and the included Allen wrench.
3. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the chair base.
4. **Connect Chair Body to Base:** Carefully place the assembled chair body onto the gas lift cylinder, ensuring it is securely seated.
5. **Test Stability:** Once assembled, sit on the chair to ensure all connections are firm and the chair is stable.

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Video 1: Detailed instructions on how to install the Foldex chair, demonstrating the quick assembly process.

OPERATING INSTRUCTIONS

The FLEXISPOT Foldex chair offers multiple adjustment features to customize your seating experience for optimal comfort and ergonomic support.

1. 3D Adjustable Headrest

Adjust the headrest in multiple dimensions (height, angle, and rotation) to achieve precise neck and head support. Simply grasp the headrest and move it to your desired position.

3D HEADREST

Adjust the headrest in multiple dimensions to achieve precise support



Figure 2: The 3D adjustable headrest provides customizable support for your neck and head.

2. Height-Adjustable Lumbar Support

The lumbar support can be moved up or down to accurately support your lower back. Gently push or pull the lumbar pad to find the perfect fit for your spine's natural curve.



Figure 3: The adjustable lumbar support ensures proper alignment and comfort for your lower back.

3. Flip-up Armrests

The armrests can be flipped up to allow the chair to be pushed closer to your desk or to save space. Simply lift the armrests upwards until they lock into a vertical position.



Figure 4: Flip-up armrests provide flexibility for desk clearance and space-saving.

4. Tilt Function and Height Adjustment

Use the levers located under the seat to adjust the chair's height and engage/disengage the tilt function. The tilt tension can also be adjusted to control the recline resistance.

- **Height Adjustment:** Pull the lever upwards while seated to lower the chair, or while standing to raise it.
- **Upright Lock:** Push the lever inwards to lock the backrest in an upright position. Pull it outwards to allow tilting.
- **Tilt Tension:** Rotate the knob under the seat to increase or decrease the tension of the recline.



Figure 5: Levers for adjusting chair height, tilt function, and tilt tension.

5. Integrated Footrest

For enhanced relaxation, pull out the integrated footrest from under the seat. It can be extended to support your legs when reclining.

LEAN BACK AND RELAX

– Comfort at Work



Figure 6: The integrated footrest provides additional comfort for reclining.

6. Folding Mechanism for Space-Saving

The chair features a unique folding backrest that allows it to be tucked under a desk, saving valuable space. To fold, press the buttons on both sides of the chair backrest simultaneously and fold the backrest forward.

FOLDABLE

Space Saving **1.5m²**



Figure 7: The chair's folding mechanism allows for compact storage under a desk.

MAINTENANCE

To maintain the longevity and appearance of your FLEXISPOT Foldex chair, follow these simple care instructions:

- **Wipe Clean:** Use a soft, damp cloth to wipe down the chair's surfaces. Avoid abrasive cleaners or harsh chemicals.
- **Mesh Care:** For the breathable mesh back, gently wipe with a damp cloth. Do not scrub vigorously.
- **Foam Seat Care:** For foam seat versions, spot clean with a mild detergent and water solution if necessary.
- **Regular Checks:** Periodically check all screws and connections to ensure they are tight. Retighten if needed.

TROUBLESHOOTING

If you encounter any issues with your FLEXISPOT Foldex chair, please refer to the following common troubleshooting tips:

- **Chair Wobbles:** Ensure all screws are securely tightened. Check that the chair base is evenly placed on the floor.
- **Height Adjustment Not Working:** Verify that the gas lift lever is fully engaged and not stuck. Ensure no obstructions are preventing the gas lift from functioning.
- **Recline/Tilt Issues:** Check the upright lock lever and tilt tension knob. Adjust the tension to your preference. If the chair does not recline, ensure the lock is disengaged.
- **Wheels Not Rolling Smoothly:** Inspect the casters for any debris (hair, lint) that might be obstructing movement. Clean if necessary.

If problems persist, please contact customer support for further assistance.

SPECIFICATIONS

Feature	Detail
Brand	FLEXISPOT
Model Name	Flexispot Foldex (OC1-SE)
Color	Grey
Product Dimensions	27.95"D x 27.95"W x 50.79"H
Item Weight	37 pounds
Maximum Weight Recommendation	300 Pounds
Material	Nylon & Memory Foam
Back Style	Mesh Back
Arm Style	Flip-up Armrest
Special Features	Foldable, 3D Adjustable Headrest, Flip-up Armrest, Quick Assembly, Adjustable Lumbar Support
Is Foldable	Yes
Reclining Position Count	2
Surface Recommendation	Hard Floor



HEIGHT 4.9"-5.9"



MAX 300LBS



Figure 8: Detailed dimensions of the FLEXISPOT Foldex Ergonomic Office Chair.

WARRANTY AND SUPPORT

The FLEXISPOT Foldex Ergonomic Office Chair comes with **lifetime warranty**. If you encounter any quality problems, please feel free to contact FLEXISPOT customer support. They will replace the necessary parts or provide a full replacement for you.

For further assistance or inquiries, please visit the official FLEXISPOT store or contact their customer service directly.

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Video 2: An overview of the FLEXISPOT Foldex Ergonomic Office Chair features and benefits.