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› Staples Northman Bonded Leather Manager's Office Chair User Manual

STAPLES 51470-CA

Staples Northman Bonded Leather Manager's Office Chair User Manual

Model: 51470-CA

1. INTRODUCTION

Thank you for choosing the Staples Northman Bonded Leather Manager's Office Chair. This manual provides essential information for the safe assembly, operation, maintenance, and troubleshooting of your new office chair. Please read these instructions carefully before assembly and retain them for future reference.



Image 1.1: Staples Northman Bonded Leather Manager's Office Chair, showcasing its design and features.

2. SAFETY INFORMATION

Always assemble the chair according to the provided instructions. Do not exceed the weight capacity of 275 lbs (113.4 kg). Improper use or assembly may cause back strain or injury. Always use the chair in accordance with the manufacturer's guidelines to ensure safety.

- Ensure all bolts and screws are securely tightened before use.
- Do not stand on the chair.
- Avoid placing heavy objects on the chair's backrest or armrests.
- Keep children away from the chair during assembly.
- Regularly check all connections for tightness.

3. PARTS LIST

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



Image 3.1: Key components and adjustable features of the Staples Northman Office Chair.

Typical Components:

- Backrest
- Seat Cushion
- Armrests (Left and Right)
- Gas Lift Cylinder
- Base (5-star)
- Casters (Wheels)

- Mechanism (under seat)
- Hardware (screws, washers, Allen wrench)

4. ASSEMBLY INSTRUCTIONS

Follow these steps carefully to assemble your Staples Northman Office Chair. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

1. **Attach Casters to Base:** Insert each caster into the holes at the end of each leg of the 5-star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the assembled base.
3. **Attach Mechanism to Seat:** Align the mechanism with the screw holes on the underside of the seat cushion. Ensure the front of the mechanism faces the front of the seat. Secure with screws and tighten using the provided Allen wrench.
4. **Attach Armrests to Seat:** Attach the armrests to the sides of the seat cushion using the designated screws. Do not fully tighten yet.
5. **Attach Backrest to Seat and Armrests:** Align the backrest with the mounting plates on the armrests and the seat. Secure with screws. Once all screws are in place, fully tighten all armrest and backrest screws.
6. **Connect Seat Assembly to Gas Lift:** Carefully place the assembled seat and backrest onto the gas lift cylinder, ensuring the tapered end of the gas lift fits securely into the mechanism.
7. **Final Check:** Verify that all screws are tightened and the chair is stable before use.

5. OPERATING INSTRUCTIONS

Your Staples Northman Office Chair features several adjustments to customize your seating experience for optimal comfort and support.

5.1. Seat Height Adjustment

- To raise the seat: While seated, lift the lever located on the right side of the chair (as shown in Image 3.1) and slightly lift your weight off the seat. The seat will rise. Release the lever at the desired height.
- To lower the seat: While seated, lift the lever and apply downward pressure. The seat will lower. Release the lever at the desired height.

5.2. Tilt Tension Control

- The round knob located under the front of the seat (as shown in Image 3.1) controls the tilt tension.
- Turn clockwise to increase tension, making it harder to recline.
- Turn counter-clockwise to decrease tension, making it easier to recline.

5.3. Tilt Lock

- To lock the chair in an upright position: Push the seat height adjustment lever inwards towards the center of

the chair.

- To unlock the tilt function: Pull the lever outwards.

5.4. Lumbar Support

The chair features built-in lumbar support designed to reduce back strain and fatigue by supporting the natural curve of your lower back.

6. MAINTENANCE

Proper care will extend the life and appearance of your office chair.

6.1. Bonded Leather Care

- Wipe regularly with a soft, damp cloth to remove dust and light spills.
- For tougher stains, use a mild soap solution and a soft cloth, then wipe dry immediately.
- Avoid harsh chemicals, abrasive cleaners, or direct sunlight, which can damage the bonded leather.
- Do not use leather conditioners designed for genuine leather, as they may not be suitable for bonded leather.

6.2. Caster Care

- Periodically check casters for accumulated hair or debris and clean as necessary to ensure smooth rolling.
- Ensure casters are securely attached to the base.

6.3. General Maintenance

- Periodically check all bolts and screws and re-tighten if necessary to maintain stability.

7. TROUBLESHOOTING

Here are solutions to common issues you might encounter with your office chair.

Problem	Possible Cause	Solution
Chair is wobbly or unstable.	Loose screws or improper assembly.	Check and tighten all assembly screws. Ensure the gas lift is fully seated in the base and mechanism.
Chair does not adjust height.	Gas lift lever not engaged or gas lift malfunction.	Ensure the lever is fully pulled up/down. If the issue persists, the gas lift may need replacement.
Chair squeaks when moving.	Loose connections or friction between parts.	Tighten all screws. Apply a small amount of silicone lubricant to moving parts or connection points if necessary.
Casters do not roll smoothly.	Debris caught in casters.	Remove any hair, dust, or debris from the caster wheels.

8. SPECIFICATIONS

Feature	Detail
Brand	STAPLES
Model Number	51470-CA
Colour	Black
Material	Bonded Leather (Upholstery), Foam (Fill), Metal (Frame)
Overall Dimensions (H x W x D)	45.25 - 48"H x 28.63"W x 33.25"D (approx. 114.9-121.9H x 72.7W x 84.5D cm)
Product Dimensions (D x W x H)	63.5D x 121.9W x 30.5H centimetres (This seems to be packaging or a specific part dimension, refer to Overall Dimensions for assembled size)
Seat Depth	48 centimetres
Arm Height	26.3" - 29.1" inches
Back Style	High Back
Maximum Weight Recommendation	275 lbs (113.4 kg)
Usage Time	Up to 10 hours of use
Certifications	Meets or exceeds all ANSI/BIFMA standards

9. WARRANTY AND SUPPORT

This Staples Northman Office Chair is covered by a manufacturer's warranty. For specific warranty details, please refer to the documentation included with your purchase or visit the official Staples website. For customer support, missing parts, or further assistance, please contact Staples customer service.

Staples Customer Service: Please refer to your purchase receipt or the Staples official website for 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