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COLAMY VC-5276

COLAMY VC-5276 Ergonomic Office Chair Instruction Manual

Model: VC-5276 | Brand: COLAMY

1. Introduction

Thank you for choosing the COLAMY VC-5276 Ergonomic Office 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 assembly and use, and retain it for future reference.



Image 1.1: COLAMY VC-5276 Ergonomic Office Chair

2. Safety Information

To prevent injury and damage to the chair, please observe the following safety guidelines:

- Read all instructions carefully before assembly and use.
- Do not stand on the chair.
- Do not use the chair as a step stool.
- Ensure all bolts and screws are securely tightened before use. Periodically check and re-tighten as necessary.
- Do not exceed the maximum weight recommendation of 300 pounds.
- Keep children away from moving parts during assembly and adjustment.
- Use the chair on a level surface to prevent tipping.

3. Package Contents

Verify that all components are present before beginning assembly. If any parts are missing or damaged, please contact customer support.

- Back Cushion (1)
- Seat Cushion (2)
- Arms (2)
- Seat Plate (1)
- Star Base (1)
- Gas Lift (1)
- Gas Lift Cover (1)
- Casters (5)
- Bolts M8*25mm (4)
- Bolts M6*25mm (6)
- Plastic Caps (4)
- Wrench (1)

4. Assembly Instructions

Follow these steps to assemble your COLAMY office chair. It is recommended to have a clear, flat workspace.

Your browser does not support the video tag.

Video 4.1: High Back Ergonomic Office Chair Installation Guide. This video demonstrates the step-by-step assembly process for the COLAMY VC-5276 office chair.

1. **Step 1: Assemble the Base.** Turn the Star Base (5) upside down. Press the Casters (11) into the holes at the end of each base leg. Insert the Gas Lift (6) into the center hole of the Star Base. Place the Gas Lift Cover (7) over the Gas Lift (6).
2. **Step 2: Attach Seat Plate to Seat Cushion.** Align the Seat Plate (4) over the pre-drilled holes underneath the Seat Cushion (2). Ensure the front of the Seat Plate faces the front of the Seat Cushion. Use four M8*25mm Bolts (8) and the Wrench (12) to tighten all bolts. Be careful not to cross-thread the bolts or damage the seat.
3. **Step 3: Connect Seat to Base.** Turn the assembled Seat Cushion (2) upright. Align the center hole of the Seat Plate (4) over the Gas Lift (6). Push the Seat Cushion (2) down onto the Gas Lift firmly until the connection is secure.
4. **Step 4: Attach Arms to Seat Cushion.** Attach the Arms (3) to the Seat Cushion (2) using four M6*25mm Bolts (9) and the Wrench (12). Note that arms are labeled 'L' (left) or 'R' (right). Tighten these bolts to approximately 50% at this stage; do not fully tighten yet.
5. **Step 5: Attach Back Cushion to Arms.** Lay the Back Cushion (1) on the seat of the chair with the top of the cushion facing forward. Attach the Back Cushion (1) to the Arms by inserting two M6*25mm Bolts (9) into the LOWER holes. Use the Wrench (12). Tighten these bolts to approximately 50%; do not fully tighten yet.
6. **Step 6: Secure Back Cushion.** Rotate the back of the chair up. Secure it with the remaining two M6*25mm Bolts (9) into the TOP holes of the arms using the Wrench (12). Adjust the balance on each side of the chair, then fully tighten all bolts from Steps 4, 5, and 6.
7. **Step 7: Install Control Handles and Caps.** Align the control handles for the back adjust over the pre-drilled holes underneath the Seat Cushion (2). Attach the handle to the Seat Cushion (2) using two M6*25mm Bolts (9). Tighten all bolts with the Wrench (12) and buckle the thread into the bayonet. Finally, press the Plastic Caps (10) into the Arms holes to cover the bolts.

5. Operating Instructions

Your COLAMY VC-5276 chair offers several adjustable features for personalized comfort.

Your browser does not support the video tag.

Video 5.1: Ergonomic Office Chair Features Overview. This video highlights the key adjustable features of the COLAMY VC-5276 office chair, including lumbar support, recline, and armrests.

5.1. Seat Height Adjustment

To adjust the seat height, pull the lever located on the right side of the seat plate upwards. While holding the lever, stand up to raise the seat or remain seated to lower it. Release the lever at the desired height to lock the position.

5.2. Pop-Out Lumbar Support

The chair features an adjustable pop-out lumbar support. Gently push the button located on the right side of the chair, near the lumbar area, to extend the lumbar support forward by approximately 3 inches. This allows for customized lower back support based on your seating posture.

Image 5.2: Pop-Out Lumbar Support Mechanism

5.3. Rocking Function and Tilt Tension

To activate the rocking function, pull the lever on the left side of the seat plate outwards. Push the lever inwards to lock the chair in an upright position. The rocking motion allows for a recline between 90 and 105 degrees.

Adjust the tilt tension by rotating the round knob located underneath the seat, at the front of the mechanism. Turn clockwise to increase tension (making it harder to recline) or counter-clockwise to decrease tension (making it easier to recline).

Image 5.3: Rocking Function and Tilt Tension Adjustment

5.4. Adjustable Headrest

The headrest can be adjusted vertically to provide optimal neck and head support. Gently pull the headrest upwards or push it downwards to set it to your preferred height.

5.5. Flip-Up Arms

The padded armrests can be flipped up to allow the chair to be stowed closer to a desk, maximizing workspace. Simply lift the armrests upwards until they lock into the vertical position. To lower them, pull them down until they click into place.

Image 5.4: Overview of Multi-functional Adjustments

5.6. Upgraded Casters

The chair is equipped with upgraded, large-diameter silent casters designed for smooth and quiet movement. These casters also help protect floors from scratches.

Image 5.5: Upgraded Casters vs. Ordinary Casters

6. Maintenance and Care

Proper care will extend the life and appearance of your chair:

- **Cleaning:** For general cleaning, wipe the leather surfaces with a soft, damp cloth. For spot cleaning, use a mild leather cleaner or follow dry cleaning instructions if necessary. Avoid harsh chemicals or abrasive cleaners.
- **Inspection:** Periodically check all bolts and connections to ensure they are tight. Re-tighten if any looseness is detected.
- **Casters:** Keep casters free of debris (hair, dust, etc.) to ensure smooth rolling.
- **Avoid Direct Sunlight:** Prolonged exposure to direct sunlight can cause the leather to fade or crack.

7. Troubleshooting

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

- **Chair Squeaks:** Check all bolts and connections for tightness. Apply a small amount of silicone lubricant to moving metal parts if necessary.
- **Gas Lift Not Holding Height:** Ensure the height adjustment lever is fully engaged. If the issue persists, the gas lift may need replacement. Contact customer support.
- **Casters Not Rolling Smoothly:** Inspect casters for trapped debris (hair, lint) and clean them thoroughly. Ensure the casters are properly inserted into the base.
- **Chair Feels Unstable:** Verify that all assembly bolts are fully tightened. Ensure the chair is on a flat, even surface.

8. Specifications

Image 8.1: Product Dimensions

Feature	Detail
Brand	COLAMY
Model Name	VC-5276
Color	Black
Product Dimensions	29.33"D x 29.33"W x 46"H
Item Weight	45 pounds
Maximum Weight Recommendation	300 Pounds
Material	Leather, Metal, Foam
Back Style	Adjustable, High Back, Padded, Soft, Solid Back
Special Features	Adjustable Headrest, Adjustable Height, Pop-out Lumbar Support, Upgraded Casters, Upholstered Leather, Flip-Up Arms
Product Care Instructions	Dry Clean, Spot Clean, Wipe Clean
Included Components	Leather office chair, manual

9. Warranty and Support

For warranty information, technical support, or to order replacement parts, please contact COLAMY customer service through the retailer where the product was purchased or visit the official COLAMY website. Please have your model number (VC-5276) and purchase date available when contacting support.

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