

COLAMY ocm03

COLAMY OCM03 Ergonomic Office Chair Instruction Manual

Model: OCM03

INTRODUCTION

Thank you for choosing the COLAMY OCM03 Ergonomic Office Chair. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure you get the most out of your new chair. Please read this manual thoroughly before assembly and use, and retain it for future reference.

IMPORTANT SAFETY INFORMATION

- Ensure all parts are present and undamaged before assembly. Do not use if any parts are missing or damaged.
- Follow assembly instructions carefully. Incorrect assembly can lead to instability and injury.
- Do not stand on the chair. Use it only for sitting.
- Do not use the chair as a step stool.
- Do not exceed the maximum weight capacity of 300 lbs (136 kg).
- Keep children away from moving parts during adjustment.
- Regularly check all bolts and screws to ensure they are tight. Retighten as necessary.
- Avoid exposing the chair to direct sunlight or extreme temperatures to prevent material degradation.
- Use on a flat, stable surface.

PACKAGE CONTENTS

Please verify that all components are included in your package:

- Backrest Assembly
- Seat Cushion Assembly
- Armrests (Left and Right)
- Gas Lift Cylinder
- Star Base
- Casters (5 pieces)
- Mechanism (Control Unit)
- Hardware Kit (Screws, Allen Wrench)



Image: All components of the COLAMY OCM03 Ergonomic Office Chair laid out for assembly.

SETUP AND ASSEMBLY

Assembly of the COLAMY OCM03 chair is designed to be straightforward. It is recommended to assemble the chair on a soft, clean surface to prevent damage.

1. **Attach Casters to Base:** Insert each of the five casters into the holes at the end of each leg of the star base. Push firmly until they click into place.
2. **Insert Gas Lift:** Place the gas lift cylinder into the center hole of the star 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 from the hardware kit.
4. **Attach Armrests to Seat:** Secure the armrests to the sides of the seat cushion using the provided screws. Ensure they are oriented correctly (left and right).
5. **Attach Backrest to Seat:** Align the backrest with the mounting plates on the seat cushion and armrests. Secure with 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.

Once assembled, sit on the chair to ensure all components are properly seated and stable.

Your browser does not support the video tag.

Video: An official COLAMY video demonstrating the assembly and key features of the ergonomic office chair.

OPERATING INSTRUCTIONS

The COLAMY OCM03 chair offers multiple adjustments for personalized comfort. All key adjustments are conveniently located for easy access.

1. Seat Height Adjustment

To adjust the seat height, locate the wire-control lever on the side of 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.



Image: A hand operating the wire-control lever for seat height adjustment.

2. Seat Depth Adjustment

The sliding seat pan allows you to adjust the seat depth. Locate the lever for seat depth adjustment (often near the wire-control lever). Pull the lever, then slide the seat forward or backward to achieve optimal thigh support, ensuring a gap of 2-3 fingers between the edge of the seat and the back of your knees. Release the lever to lock the position.

3. Armrest Adjustment (4D)

The 4D armrests offer comprehensive adjustability:

- **Height:** Press the button on the side of the armrest and move it up or down. Release to lock.
- **Width:** Slide the armrest pads inward or outward.
- **Depth (Forward/Backward):** Slide the armrest pads forward or backward.
- **Pivot (Angle):** Rotate the armrest pads left or right.

4D Armrest Adjustment — Dial In Your Perfect Support

Fine-tune arm position for typing, reading, and relaxed reclining.



- ✓ Stable Lock Structure — No Wobble Feel
- ✓ Soft PU Padding — Pressure Relief Support
- ✓ Moves With Recline — Natural Arm Alignment

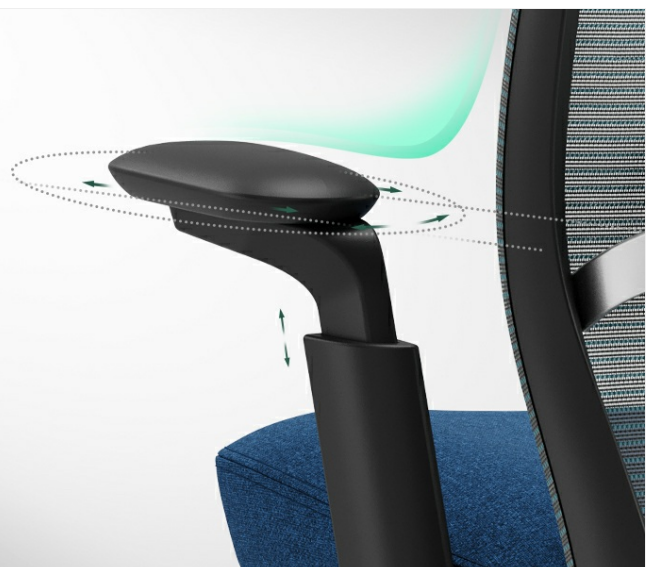


Image: Detailed view of the 4D armrest, illustrating its multi-directional adjustment capabilities.

4. Recline and Tilt (Auto-Tension)

The chair features a weight-activated auto-tension tilt mechanism. Simply lean back to recline. The chair will automatically adjust the resistance based on your body weight. To lock the recline position, use the wire-control lever (often pushed inward or pulled outward, refer to specific lever markings if available). To unlock, pull the lever again and lean forward slightly.



Image: A person demonstrating the recline function of the office chair.

5. Lumbar Support Adjustment

The thick padded lumbar support can be adjusted vertically to fit the curve of your lower back. Gently push the lumbar support pad up or down to your preferred position. It should provide firm, comfortable support to your lower back.



Image: A hand adjusting the vertical position of the lumbar support.

6. Swivel Function

The chair is equipped with a 360-degree swivel base, allowing for easy rotation without moving the entire chair.

7. Retractable Footrest

To use the footrest, pull it out from underneath the seat. Push it back in when not in use. Ensure it is fully extended and stable before resting your feet on it.

MAINTENANCE AND CARE

- **Cleaning:** For the mesh back and cushioned seat, use a soft cloth dampened with mild soap and water. Avoid harsh chemicals or abrasive cleaners.
- **Casters:** Periodically check casters for hair or debris and clean as needed to ensure smooth rolling.
- **Hardware:** Regularly inspect all screws and bolts. Tighten any loose fasteners to maintain stability and safety.
- **Avoid Overloading:** Do not place excessive weight on the chair or its components, especially the armrests, to prevent damage.
- **Storage:** Store the chair in a dry, temperate environment away from direct sunlight.

TROUBLESHOOTING

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.

Problem	Possible Cause	Solution
Seat height adjustment not working.	Gas lift cylinder malfunction or lever issue.	Ensure the wire-control lever is fully engaged. If the issue persists, the gas lift may need replacement.
Chair makes noise when moving or adjusting.	Loose connections, friction between parts, or debris in casters.	Tighten all screws. Lubricate moving parts with silicone spray if necessary. Clean casters.
Lumbar support slides down.	Mechanism for vertical adjustment is loose.	Ensure the lumbar support is pushed firmly into its desired position. If it continues to slide, contact customer support.
Casters not rolling smoothly.	Debris (hair, lint) caught in casters.	Remove casters from the base and clean any obstructions.

SPECIFICATIONS

Feature	Detail
Brand	COLAMY
Model Name	ocm03-bl01 (OCM03)
Color	Blue
Material	Foam, Mesh, Plastic, Polyurethane
Product Dimensions (D x W x H)	22.24"D x 28.74"W x 43.9"H
Item Weight	35.6 pounds
Maximum Weight Recommendation	300 pounds
Back Style	High Back Mesh
Arm Style	With Arms (4D Adjustable)
Additional Features	4D Armrests, Adjustable Height, Adjustable Lumbar, Recline Lock, Seat Depth Adjustment, Retractable Footrest



Image: Diagram illustrating the key dimensions and weight capacity of the COLAMY OCM03 office chair.

WARRANTY AND SUPPORT

COLAMY provides a standard warranty for manufacturing defects. For specific warranty details, claims, or technical support, please refer to the warranty card included with your purchase or visit the official COLAMY website. Please have your model number (OCM03) and purchase information ready when contacting support.

For further assistance, you may contact COLAMY customer service through their official channels.

ASK A QUESTION ABOUT THIS MANUAL

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