



PLEASE SCAN THE QR CODE TO
VIEW YOUR LANGUAGES.



CLOUVOU

CleverSeat

Ergonomic Office Chair

User Manual



ClimatePartner
certified*

DEAR VALUED **CUSTOMER,**

THANK YOU FOR CHOOSING CLOUVOU! WE'RE DELIGHTED TO WELCOME YOU TO THE CLOUVOU FAMILY. YOUR PURCHASE OF THE CLEVERSEAT MODEL DEMONSTRATES YOUR COMMITMENT TO QUALITY AND COMFORT AND WE ARE CONFIDENT THAT OUR PRODUCT WILL IMPROVE YOUR DAILY WORKING EXPERIENCE.

WE APPRECIATE YOUR TRUST IN OUR BRAND AND LOOK FORWARD TO SERVING YOU AGAIN IN THE FUTURE. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH ANY ISSUES, EITHER WITH THE OPERATION OF THE PRODUCT OR GENERAL PROBLEMS. PLEASE DO NOT HESITATE TO CONTACT OUR CUSTOMER SUPPORT TEAM. ♥



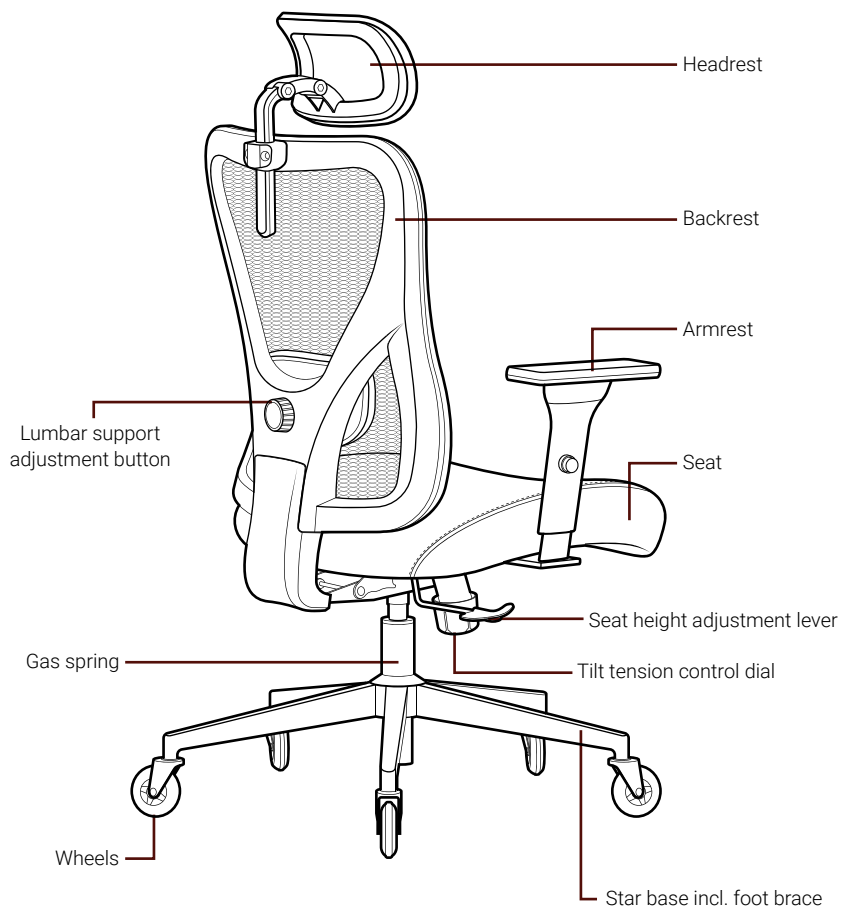
support@clouvou.de

Table of Contents

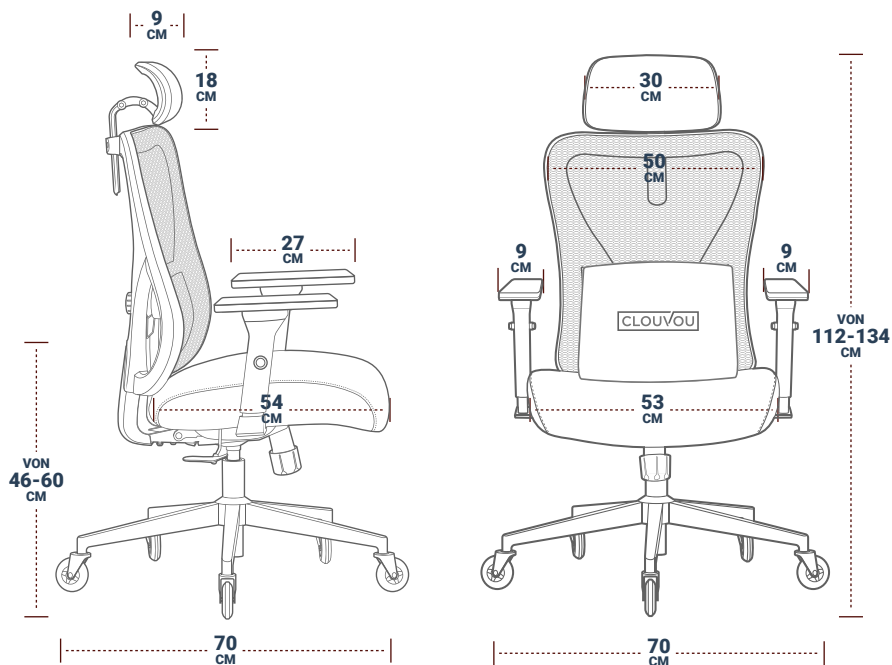
Product Overview	03
Dimensions	04
Specification	04
Introduction	05
Properties	05
Parts and Components	06
Assembly Instructions	07-13
Use	14-18
Care and Maintenance	19
Safety Instructions	19

Please note that it is absolutely necessary to read and follow the safety instructions at the end of the manual carefully. They contain important information to ensure safe use of the product!

PRODUCT OVERVIEW



DIMENSIONS



SPECIFICATION

Maximum weight:	150 kg
Net weight of the chair:	18 kg

Please read the operating instructions carefully and completely and keep them in a safe place so that you can access them at any time. It's important to follow all instructions and notes, as failure to do so may result in injury or damage to property. **The safety instructions are at the end of the manual!**

INTRODUCTION

Unrivalled comfort and support with our CleverSeat, designed to improve your productivity and well-being during long working hours. With features such as modern 4D armrests made of chrome metal, which enable maximum functionality at your desk, unique blade wheels, which enable effortless gliding on all floor coverings, a multifunctional adjustable backrest and a 3D headrest and much more. The breathable backrest made of elastic nylon fibres ensures optimum comfort. Our premium office chair also has an adjustable height and a 360-degree swivel function, offering you the best conditions for a successful working day. The timeless CleverSeat design not only looks elegant, but is also easy on the back. This ergonomic office chair is therefore a perfect addition to any office environment / home office.

PROPERTIES

- Timeless, elegant aesthetics
- Height adjustability / 360-degree swivel function
- Lumbar support and 3D headrest
- 4D chrome metal armrests
- Breathable mesh cover made from elasticated nylon fibres
- Innovative, scratch-free blade wheels
- Tilting/locking options up to 135 degrees



Scan the QR code
for assistance in
the form of an
assembly video.



PARTS AND COMPONENTS

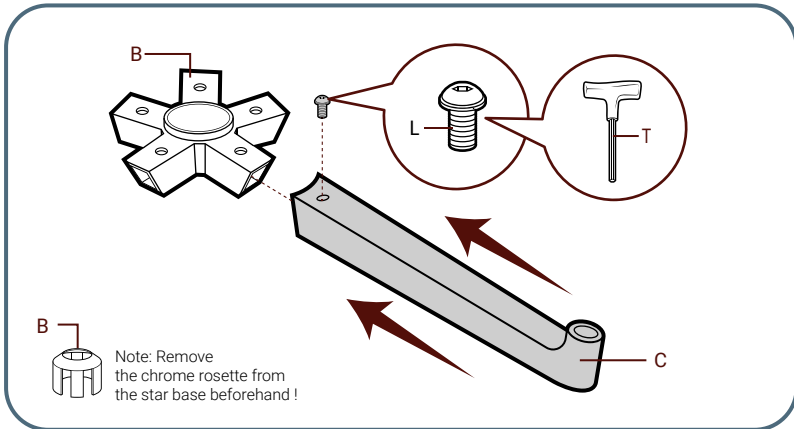
- A. Wheels x 5
- B. Star base incl. chrome rosette x 1
- C. Foot brace x 5
- D. Gas pressure spring x 1
- E. Seat mechanism x 1
- F. Armrest x 2
- G. Backrest x 1
- H. Seat x 1
- I. Headrest x 1
- J. Metal connector x 1
- K. Screw cover x 1
- L. Frame screw x 5
- M. Armrest and headrest screw x 8
- N. Mechanism screw x 4
- O. Metal connector screw x 7
- Q. Spring washer x 7
- R. Washer x 7
- S. Lumbar pillow x 1
- T. Allen key x 1



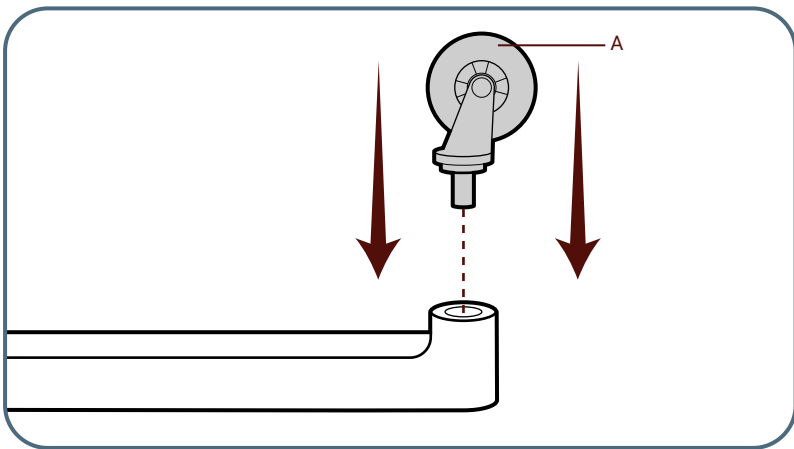
ASSEMBLY INSTRUCTIONS

Step 1: Assemble the entire frame.

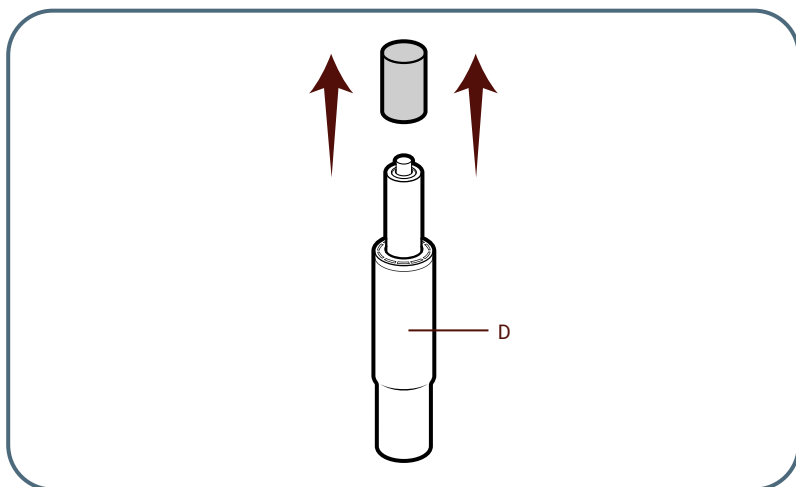
Take the star base (Part B). Insert the foot braces (Part C) individually into the star base. Align the foot braces with the respective thread and tighten them with the frame screws (Part L) and the Allen key (Part T).



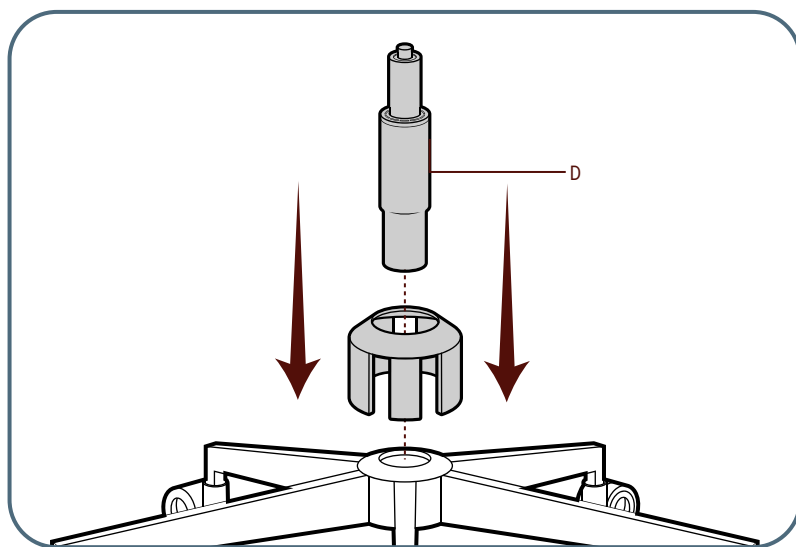
Now press each wheel (Part A) firmly into its respective socket to ensure that it is securely fitted.



Before you move on to the next step, it is important that you remove the black plastic cap from the gas pressure spring (**Part D**).

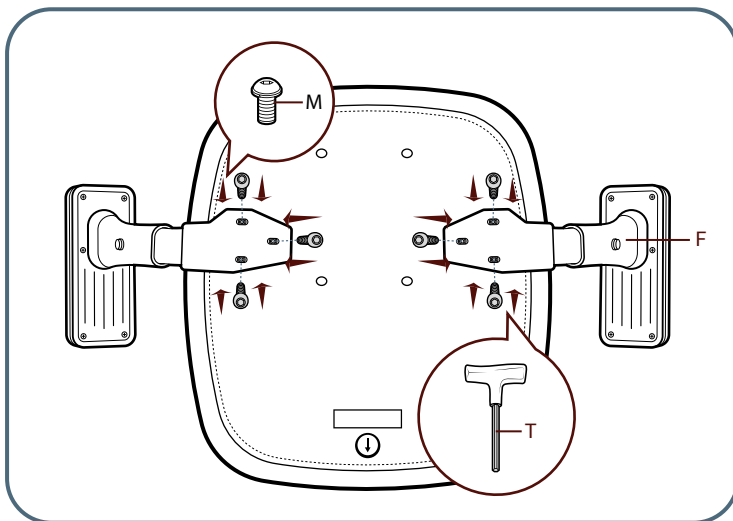


Turn the frame the right way round again and then put the chrome rosette over it. Then insert the gas spring (**Part D**) into the centre hole of the star base.

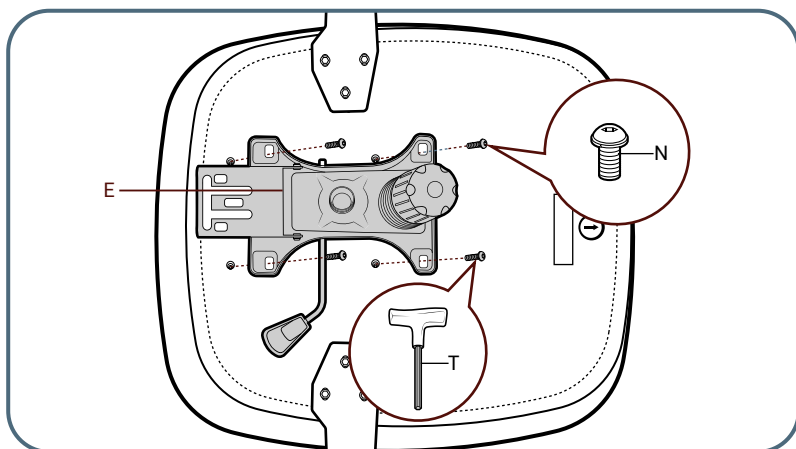


Step 2: Attach the armrests to the seat.

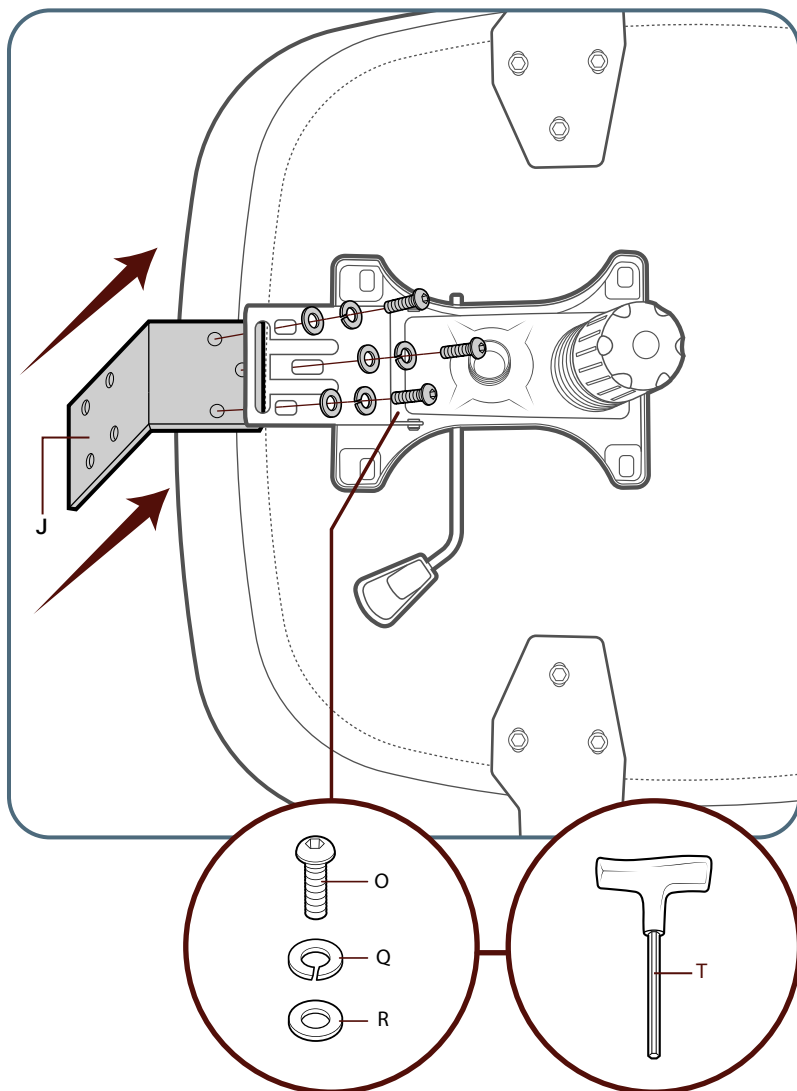
Turn the seat upside down and align the armrests (please identify the left and right armrest in advance) with the three prefabricated seat holes on each side and tighten them using the provided armrest screws (Part M) and the Allen key (Part T).

**Step 3: Attach the mechanism to the seat.**

Then place the seat mechanism (Part E) on the underside of the seat (please ensure that it is placed the right way round). Then tighten the seat mechanism with the provided mechanism screws (Part N) and Allen key (Part T).

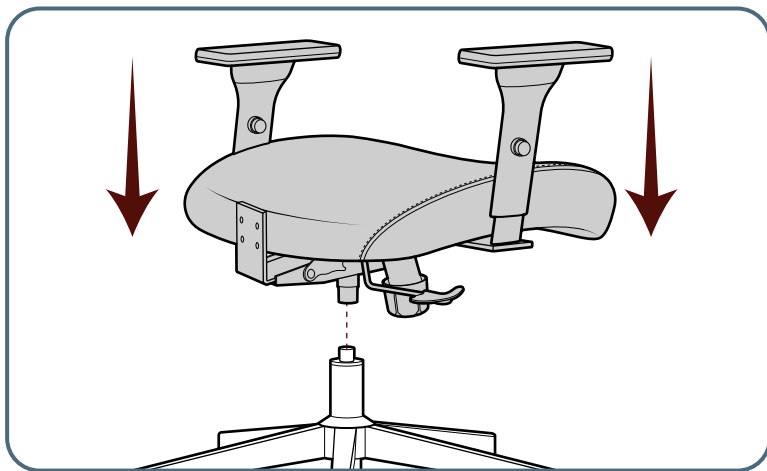


Insert the metal connector (**Part J**) and align it with the three pre-drilled holes in the mechanism. Then tighten the connector with the seat mechanism using the provided washers (**Part R**), spring washers (**Part Q**) and metal connector screws (**Part O**), as well as the Allen key (**Part T**).

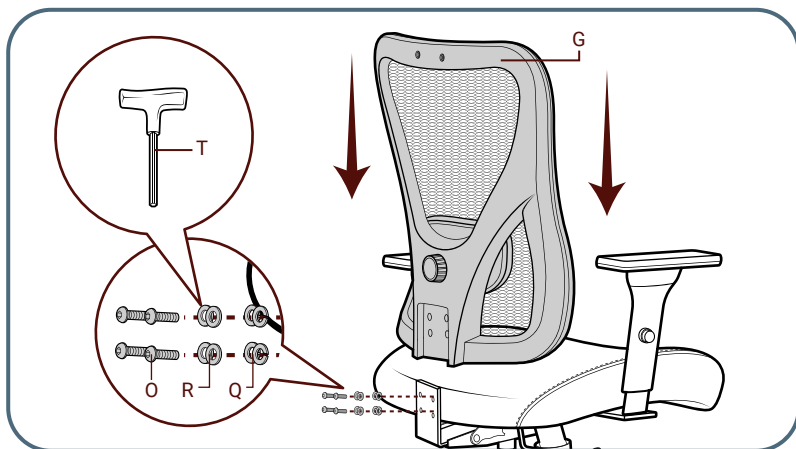


Step 4: Place the seat on the frame.

Now put the entire seat onto the gas pressure spring of the lower frame using the opening of the seat mechanism and make sure that the seat is securely fastened.

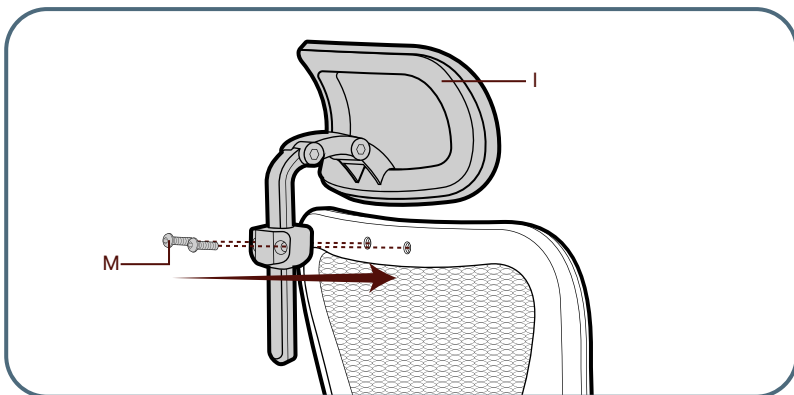
**Step 5: Attach the backrest.**

Attach the backrest (**Part G**) to the seat by aligning it with the four pre-drilled holes on the vertical side of the connecting piece. Then tighten the two elements with the remaining washers (**Part R**), spring washers (**Part Q**) and screws (**Part O**) as well as the Allen key (**Part T**).

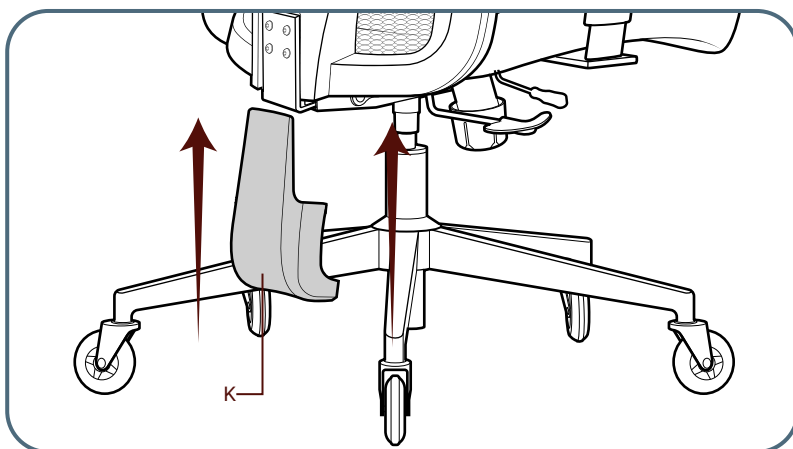


Step 6: Attach the headrest to the backrest.

Take the headrest (Part I) and align it with the pre-drilled holes in the backrest. Tighten the headrest securely using the provided headrest screws (Part M) and the Allen key (Part T).

**Step 7: Finalisation of the CleverSeat model.**

Place the screw cover (Part K) on the metal connector to cover the screws.



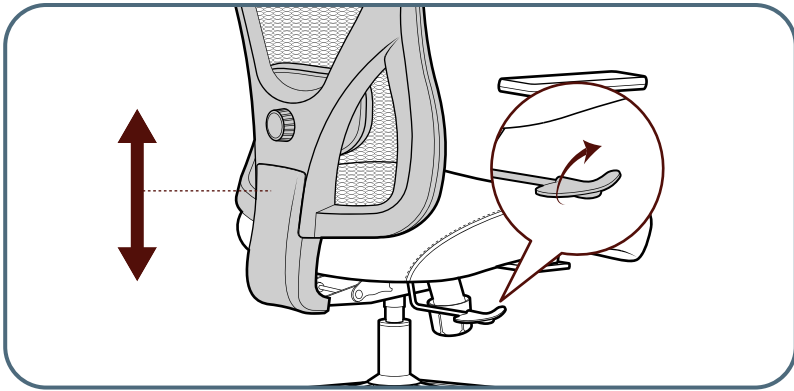
Now you can decide whether you want to use the lumbar cushion (**Part S**). We have provided it as an optional aid. Why not try it out for yourself!



USE

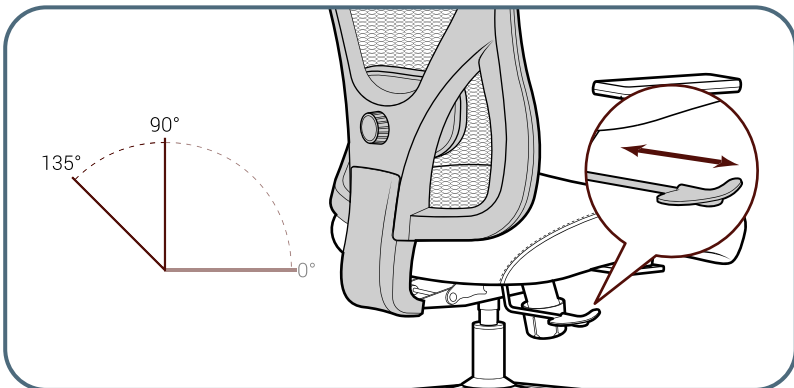
Height Adjustability:

To adjust the height of the office chair, please use the **"lever"** underneath the seat. Rotate the lever on the larger side upwards while sitting on the office chair with your full body weight to move the seat downwards. Similarly, the lever can be operated to raise the seat as soon as there is no more weight on the seat.



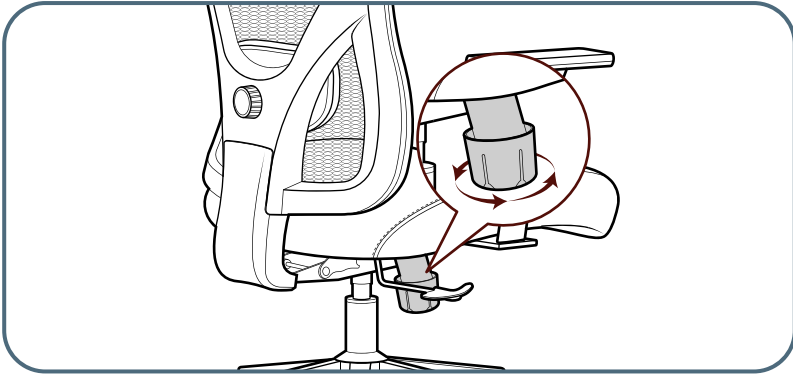
Tilting the Backrest:

The **"lever"** underneath the seat can also be operated to tilt the backrest from a starting position of 90 degrees to 135 degrees. You can grip the lever again and pull it outwards until you hear a releasing **"click"** sound. All you then need to do is lean backwards and the tilting process starts. There are three stages on the way up to 135 degrees, in which the tilted position can also be locked. To lock the backrest in place, simply push the lever fully inwards again from the outside. A lock can also be released by pulling the lever fully outwards again and leaning backwards into the backrest with a little more force.



Tilt Tension of the Backrest:

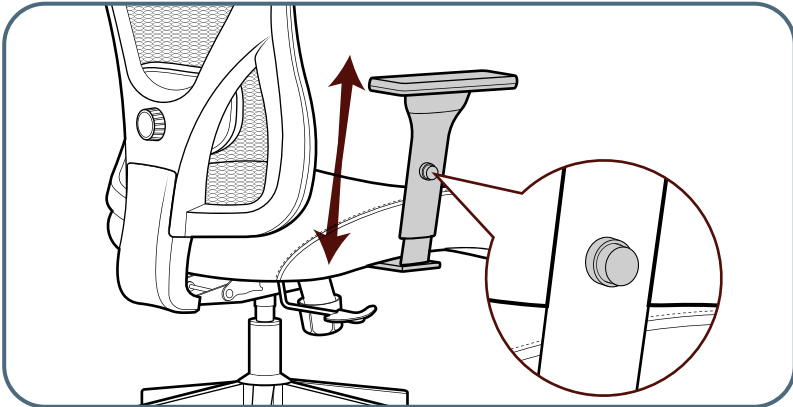
Find the **"rotary knob"** underneath the seat. Turn it clockwise to enjoy reduced tilt tension in swivel mode. Turn it anti-clockwise to increase the tilt tension of the backrest. Why don't you try out for yourself which setting suits you best?



4D Armrest Settings:

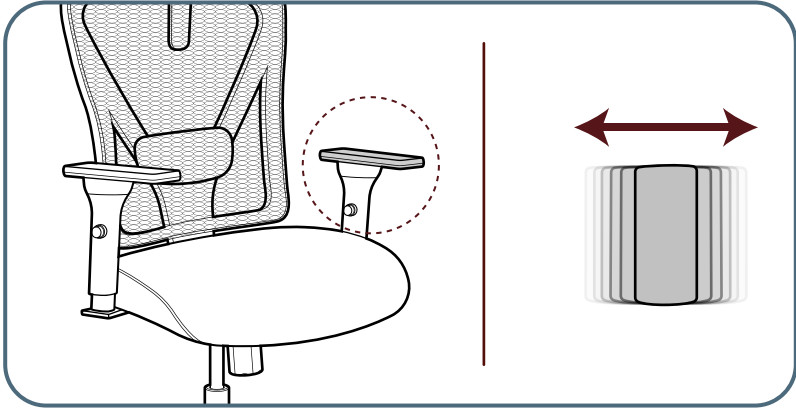
Height Adjustment of the Armrests:

Find the **"armrest height adjustment"** button on the outside under each armrest lever. Press the button, hold it down and move the armrest up or down to the desired height. Then release the button to fix the armrest.

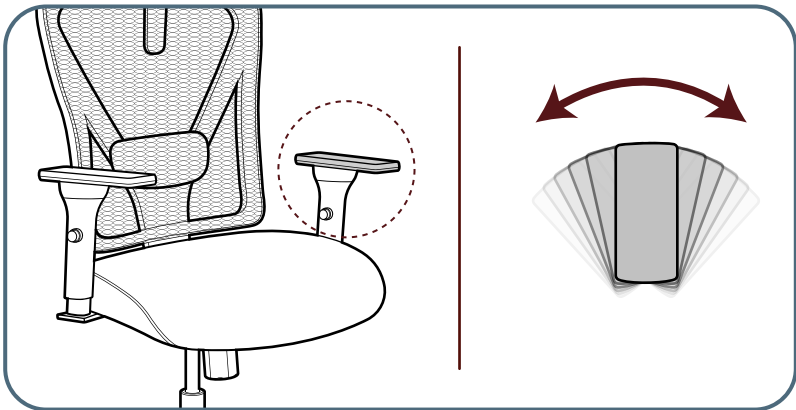


Width Adjustment of the Armrest:

The second adjustment option is the width adjustment of the armrests. Grip the upper armrest with your hand and slide it horizontally to the left or right. This function will help you to find your optimum armrest position.

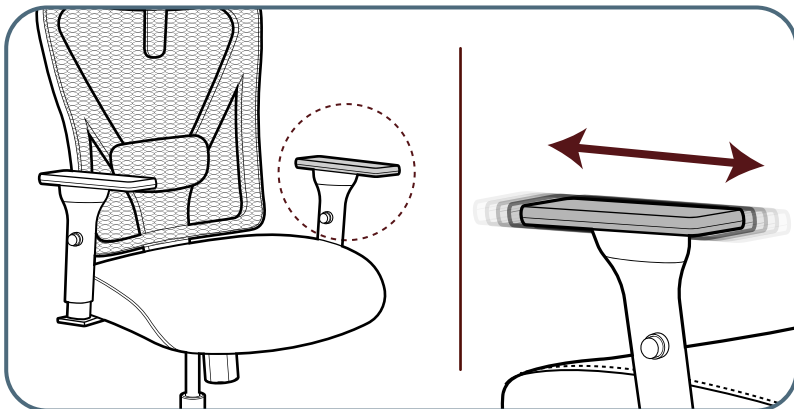
**Swivelling the Armrests:**

You don't need a button to swivel the armrests. Simply grip the upper armrest with your hand and swivel it to the left and right to find the optimum position for your work.

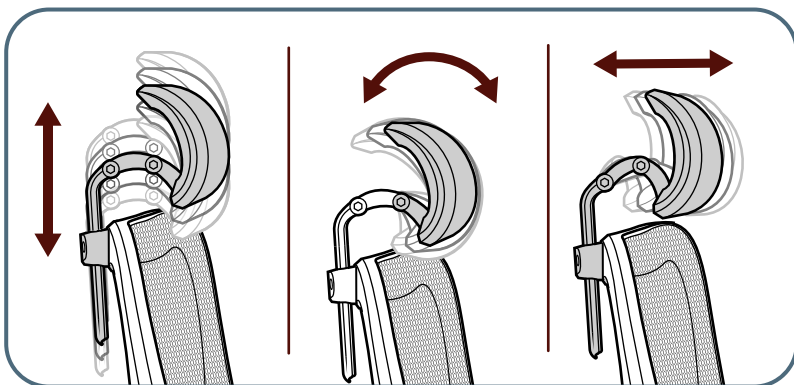


Linear Adjustment of the Armrest (Forwards and Backwards):

The fourth adjustment option is to push the armrest forwards and backwards. Grip the upper armrest again with your hand and pull it backwards or push it forwards. This function will also help you to find your optimum sitting position.

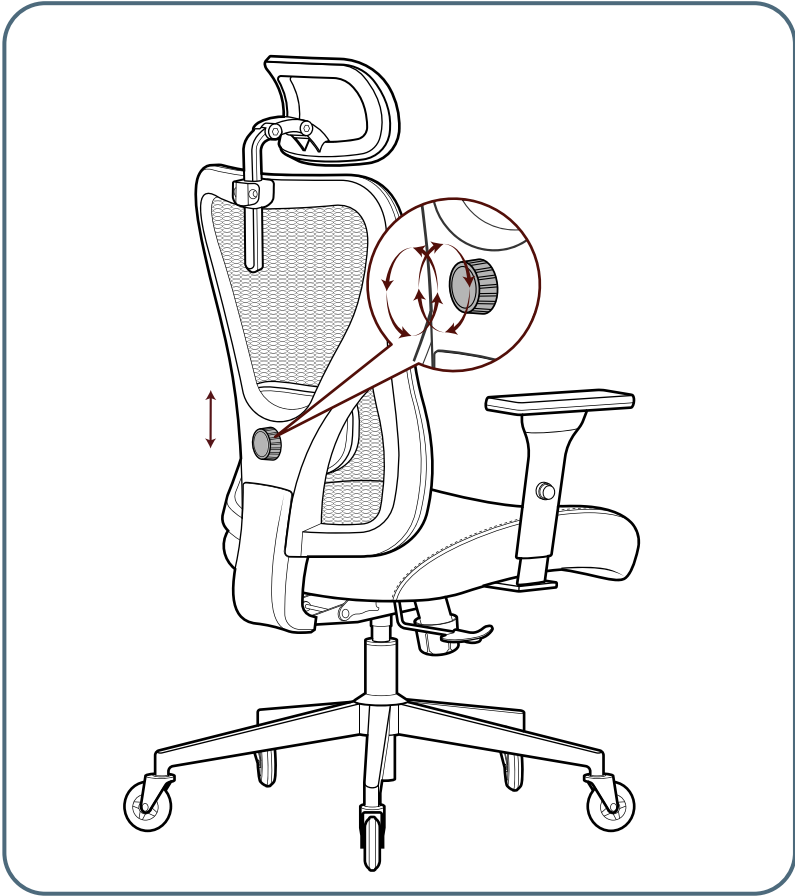
**Adjustment of the Headrest:**

Hold the headrest firmly and pull it up or down to adjust the height. Tilt the headrest forwards or backwards to adjust the angle of the headrest to the desired position. You can also pull the headrest closer to your head at the lower joint (and back again) to operate the depth adjustment. You can also adjust the resistance of the headrest angle adjustment by turning the joint screw clockwise or anti-clockwise using the Allen key.



Adjustment of the Lumbar Support:

Look for the **"control dial"** on the backrest of your chair. Turn the dial clockwise and anti-clockwise to adjust the depth of the lumbar support. You can also adjust the height by moving it directly up and down with both hands.



CARE & MAINTENANCE

- For more thorough cleaning, please use mild soap and water. Please avoid aggressive chemicals or abrasive cleaners.
- Dry the chair thoroughly with a clean and dry cloth to avoid moisture damage and dust/dirt.
- Lubricate moving parts such as wheels and adjustment mechanisms regularly with a suitable lubricant to ensure smooth operation.
- Regularly check all screws, bolts and other fixings to ensure that they are tight and secure.
- Inspect the chair for signs of wear, such as cracks or broken parts.
- Please immediately contact our customer support if any parts are damaged. We will replace the affected parts immediately to ensure safety and functionality.
- Do not expose the chair to extreme temperatures, direct sunlight or high humidity to prevent material degradation and loss of function.
- Never clean the gas spring.

SAFETY INSTRUCTIONS

- Never remove the gas spring. Work on the gas springs may only be carried out by trained specialist personnel. Do not open or modify the gas spring in any other way. There is a risk of injury if work is carried out incorrectly.
- Make sure to follow the assembly instructions carefully, as incorrect assembly leads to a risk of injury.
- Be careful with pinch points when adjusting the chair. Keep fingers and clothing away from moving parts.
- Place the chair on a flat and stable surface to prevent it from tipping over.
- The office chair should never be used as a ladder.
- Keep children and babies away from the swivel chair to avoid accidents such as tipping over or injuries caused by rolling. Also never leave pets or children unattended in the vicinity of the chair.
- The wheels are only suitable for soft flooring.
- To ensure safety, we recommend that you do not lean too far back, otherwise the chair may tip and fall over. Be sure to maintain balance to avoid accidents and ensure stable use.
- When no one is sitting on the chair, this chair does not have safety wheels with brakes and will roll easily. Be careful when standing up and sitting down to avoid accidental rolling. Make sure the chair is stable to prevent falls or accidents.
- Attention! The energy accumulators for seat height adjustment may only be replaced and repaired by specialised personnel.



CLOUVOU GmbH
Mittelweg 43
25479 Ellerau
Germany
Model: CLOUVOU CleverSeat
(Model No.: B12-0011, B12-0012, B12-0013)
E-mail: support@clouvou.uk