



# OLIXIS C-1368-1B Mesh Swivel Rolling Height Adjustable Tilt and Lock, Computer Desk Chair Instruction Manual

[Home](#) » [OLIXIS](#) » OLIXIS C-1368-1B Mesh Swivel Rolling Height Adjustable Tilt and Lock, Computer Desk Chair Instruction Manual 

## Contents

- [1 OLIXIS C-1368-1B Mesh Swivel Rolling Height Adjustable Tilt and Lock, Computer Desk Chair](#)
- [2 Product Information](#)
- [3 Product Usage Instructions](#)
- [4 Package List](#)
- [5 Assembly Instruction](#)
- [6 Instructions For Use](#)
- [7 Documents / Resources](#)
  - [7.1 References](#)
- [8 Related Posts](#)



## OLIXIS C-1368-1B Mesh Swivel Rolling Height Adjustable Tilt and Loc



### k, Computer Desk Chair

## Product Information

- **Specifications**

- **Model:**

- C-1368-1B

- **Package List:**

- (1)\*1 Backrest
    - (2)\*1 Seat Cushion
    - (3)\*1(L)\*1(R) Armrests
    - (4)\*1 Mechanism
    - (5)\*1 Gas Lift
    - (6)\*1 Base
    - (7)\*5 Legs
    - (8)\*5 Casters
    - (9)\*10 Bolts
    - (10)\*4 Bolts
    - (11)\*4 Bolts
    - (12)\*6 Bolts

- (13)\*1 Wrench

## • Assembly Instructions

- **Step 1:** Turn the Base (6) upside down, then insert Base Legs (7) one by one to Base. Use the Wrench (13) to screw Ten Bolts (9) into the pre-drilled screw holes to fix the Base and the Base Legs.
- **Step 2:** Both hands are forced at the same time to press the Casters (8) into the holes at the end of each Base Leg.
- **Step 3:** Insert the Gas Lift (5) into the center hole of the Base.
- **Step 4:** Attach the Armrest (3)\*1(R) to the Backrest (1). Pay attention to the Backrest slot. Use the Wrench(13) to fix bolt(11)\*2 into the position B1 and B2. All bolts do not need to be tightened, they only need to be fixed in half.
- **Step 5:** Attach the Armrest (3)\*1(L) to the Backrest (1). Pay attention to the Backrest slot. Use the Wrench(13) to fix bolt (11)\*2 into the position B1 and B2. All bolts do not need to be tightened, they only need to be fixed in half.
- **Step 6:** Turn the Seat Cushion (2) upside down and align the hole position of the Armrest (3)\*1(L)\*1(R) with the pre-drilled hole position under the Seat Cushion. Attach the Armrest (3)\*1(L)\*1(R) to the Seat Cushion (2) with Six Bolts (12). Using the Wrench (13), tighten the Bolts.
  - **Note 1:** The Front mark on the Armrests and the Front mark on the Seat Cushion should be in the same direction.
  - **Note 2:** Armrests are labeled with an L (left) or R (right) to show which side they should be placed on.
- **Step 7:** Attach the Mechanism (4) to the Seat Cushion using Two Bolts (10) at the front and Two Bolts (10) at the back. Tighten all the bolts with the Wrench (13).
  - **Note!** Don't make the direction wrong, make sure the front of the Mechanism (4) is facing the front of the Seat.
- **Step 8:** Insert the slot on the back of the mechanism behind the cushion into the Gas Lift.
- **Step 9:** Tighten the Backrest Armrest Bolts.
  - **CAUTION:** Make sure all bolts and screws are fully tightened before using chair. Lubricate all moving parts and tighten all bolts/screws every 6 months or whenever needed.

## Product Usage Instructions

### • Seat Height:

- Paddle-shaped lever on the right side
  - **To raise:** While taking your weight off chair, lift lever up.
  - **To lower:** While seated, lift lever up.
- At the proper height, your feet should rest flat on the floor.

### • Padded Flip-up Arms:

- The padded feature allows you to rest comfortably. The armrests of the office chair have a flip-up design, you could customize them according to your needs.

### • Operating the rocking function:

- **To let your chair** tilt back, pull the control handle out. To stop your chair from tilting, sit forward, then push the control handle in.
- **To increase tension:** While seated, turn knob forward (Counter clockwise).









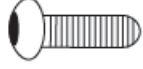
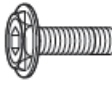
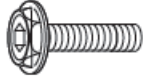
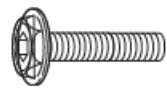

- **To decrease tension:** While seated, turn knob backward (Clockwise).

#### • FAQ

- **Q:** How often should I tighten the bolts and screws?
- **A:** It is recommended to tighten all bolts and screws every 6 months or whenever needed.

### Package List

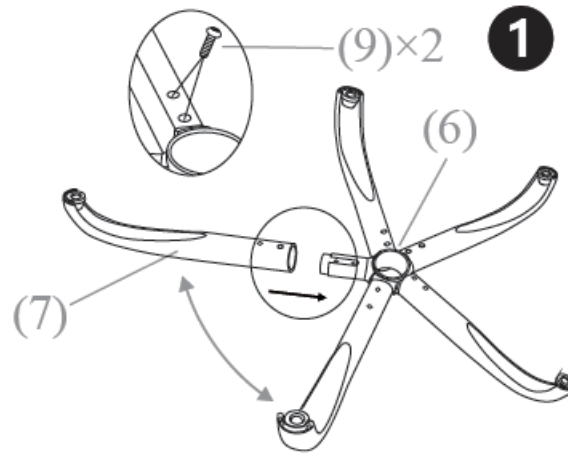
Without further ado, we kindly suggest you to list all parts needed for the chair first.

<b>(1)*1 Backrest</b> 	<b>(2)*1 Seat Cushion</b> 	<b>(3)*1(L)*1(R) Armrests</b> 
<b>(4)*1 Mechanism</b> 	<b>(5)*1 Gas Lift</b> 	<b>(6)*1 Base</b> 
<b>(7)*5 Legs</b> 	<b>(8)*5 Casters</b> 	<b>(9)*10 Bolts</b> 
<b>(10)*4 Bolts</b> 	<b>(11)*4 Bolts</b> 	<b>(12)*6 Bolts</b> 
<b>(13)*1 Wrench</b> 		

### Assembly Instruction

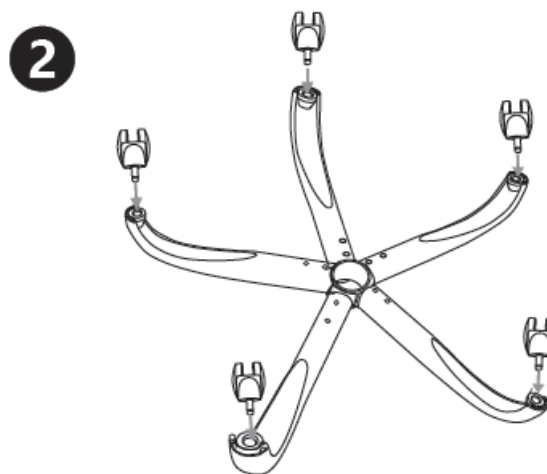
#### • Step 1:

- Turn the Base (6) upside down, then insert Base Legs (7) one by one to Base.
- Use the Wrench (13) to screw Ten Bolts (9) into the pre-drilled screw holes to fix the Base and the Base Legs.



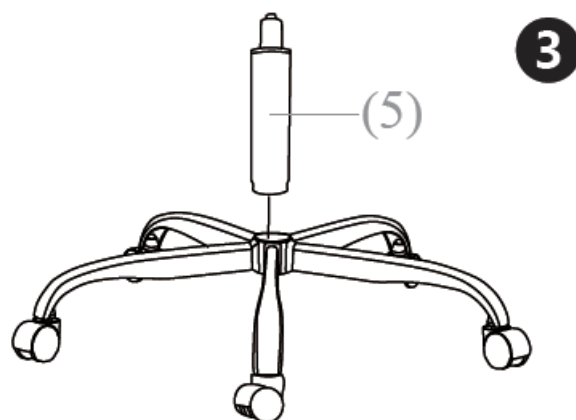
• **Step 2:**

- Both hands are forced at the same time to press the Casters (8) into the holes at the end of each Base Leg.



• **Step 3:**

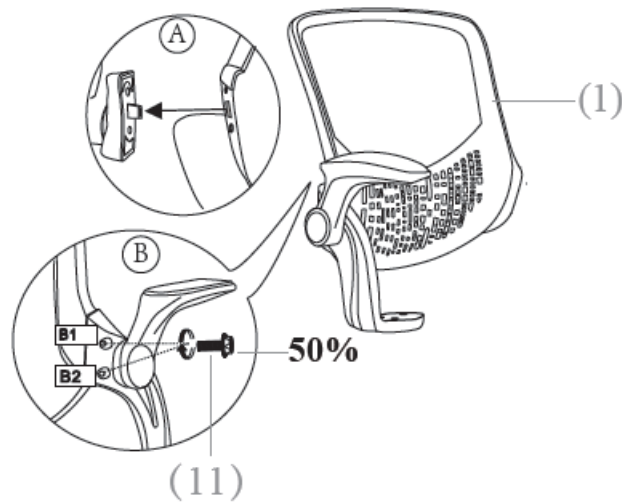
- Insert the Gas Lift (5) into the center hole of the Base.



• **Step 4:**

- Attach the Armrest (3)\*1(R) to the Backrest (1).
- Pay attention to the Backrest slot.
- Use the Wrench(13) to fix bolt(11)\*2 into the position B1and B2.
- All bolts do not need to be tightened, they only need to be fixed in half.

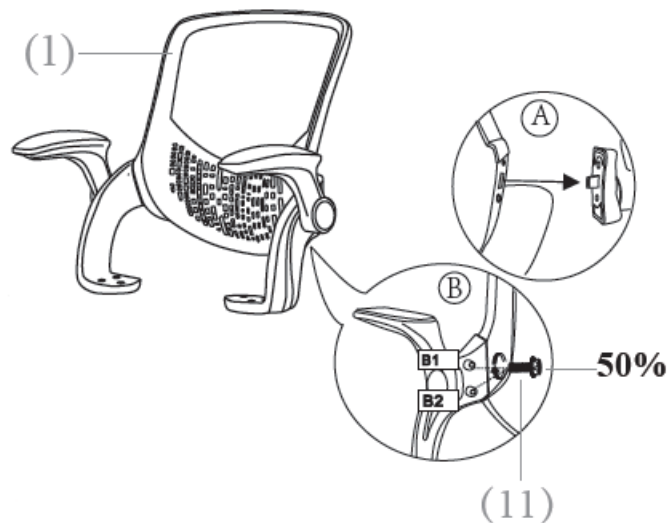
4



• Step 5:

- Attach the Armrest (3)\*1(L) to the Backrest (1) .Pay attention to the
- Backrest slot. Use the Wrench(13) to fix bolt (11)\*2 into the position B1 and B2.
- All bolts do not need to be tightened, they only need to be fixed in half.

5

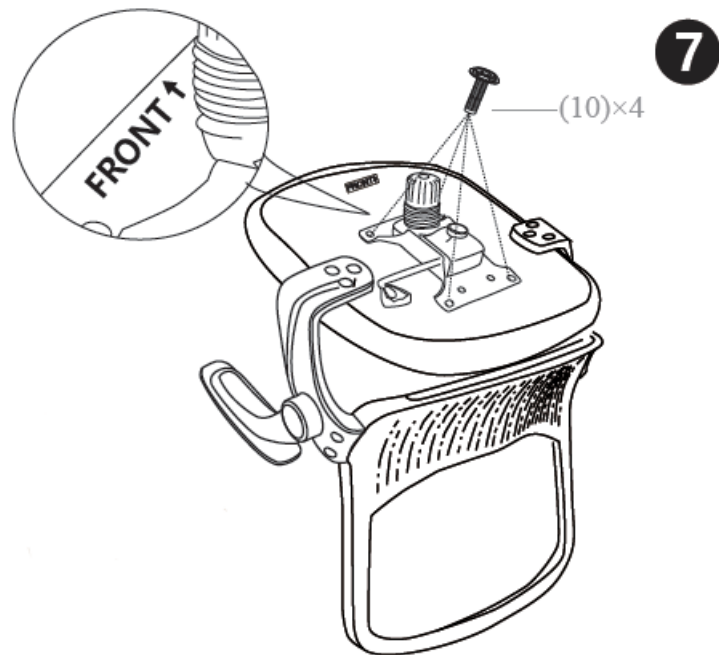


• Step 6:

- Turn the Seat Cushion (2) upside down and align the hole position of the Armrest (3)\*1(L)\*1(R) with the pre-drilled hole position under the Seat Cushion.
- Attach the Armrest (3)\*1(L)\*1(R) to the Seat Cushion (2) with Six Bolts (12).Using the Wrench (13).
- 100% tighten the Bolts.
  - **Note 1:** The “Front” mark on the Armrests and the “Front” mark on the Seat Cushion should be in the same direction.
  - **Note 2:** Armrests are labeled with an “L” (left) or “R” (right) to show which side they should be placed on.

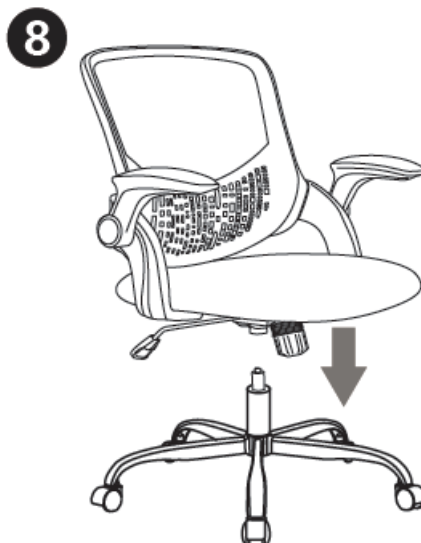
• Step 7:

- Attach the Mechanism (4) to the Seat Cushion using Two Bolts (10) at the front and Two Bolts (10) at the back, tighten all the bolts with the Wrench (13) .
- ( **Note!** Don't make the direction wrong, make sure the front of the Mechanism (4) is facing the front of the Seat. )



• **Step 8:**

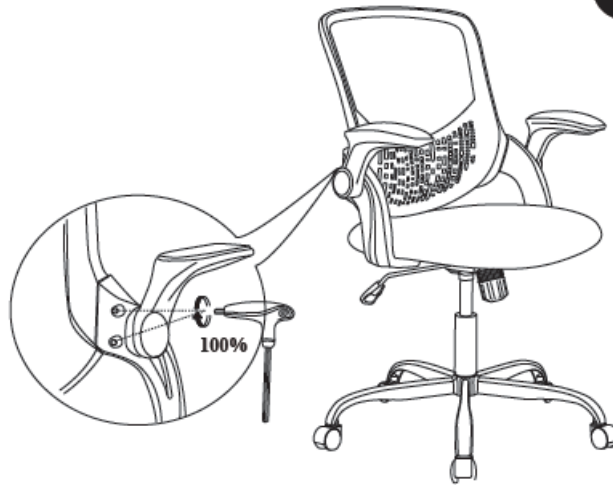
- Insert the slot on the back of the mechanism behind the cushion into the Gas Lift.



• **Step 9:**

- 100% tighten the Backrest Armrest Bolts

9



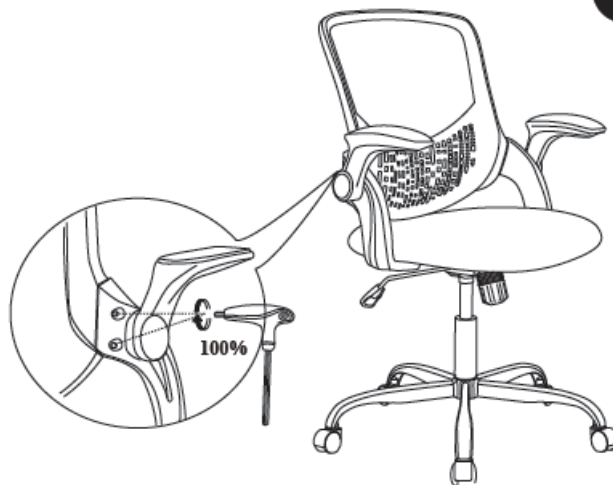
- **CAUTION:** Make sure all bolts and screws are fully tightened before using chair. Lubricate all moving parts and tighten all bolts/screws every 6 month or whenever needed.

## Instructions For Use

### 1. **Seat Height:** Paddle-shaped lever on the right side

- **To raise:** While taking your weight off chair, lift lever up.
- **To lower:** While seated, lift lever up.

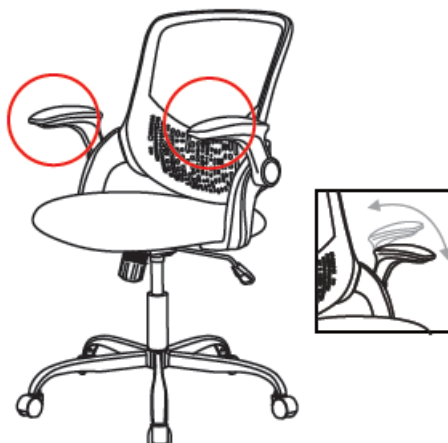
9



- At the proper height, your feet should rest flat on the floor.

### 2. **Padded Flip-up Arms**

- The padded feature allows you to rest comfortably.
- The armrests of the office chair have a flip up design, you could customize them according to your needs.





### 3. Operating the rocking function

- To let your chair tilt back, pull the control handle out.
- To stop your chair from tilting, sit forward, then push the control handle in.



- **To increase tension:** While seated, turn knob forward (Counter clockwise).
- **To decrease tension:** While seated, turn knob backward (Clockwise ).



- **Model:** C-1368-1B

---

## Documents / Resources



[OLIXIS C-1368-1B Mesh Swivel Rolling Height Adjustable Tilt and Lock, Computer Desk Chair](#) [pdf] Instruction Manual

C-1368-1B Mesh Swivel Rolling Height Adjustable Tilt and Lock Computer Desk Chair, C-1368-1B, Mesh Swivel Rolling Height Adjustable Tilt and Lock Computer Desk Chair, Adjustable Tilt and Lock Computer Desk Chair, Tilt and Lock Computer Desk Chair, Computer Desk Chair

## References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)