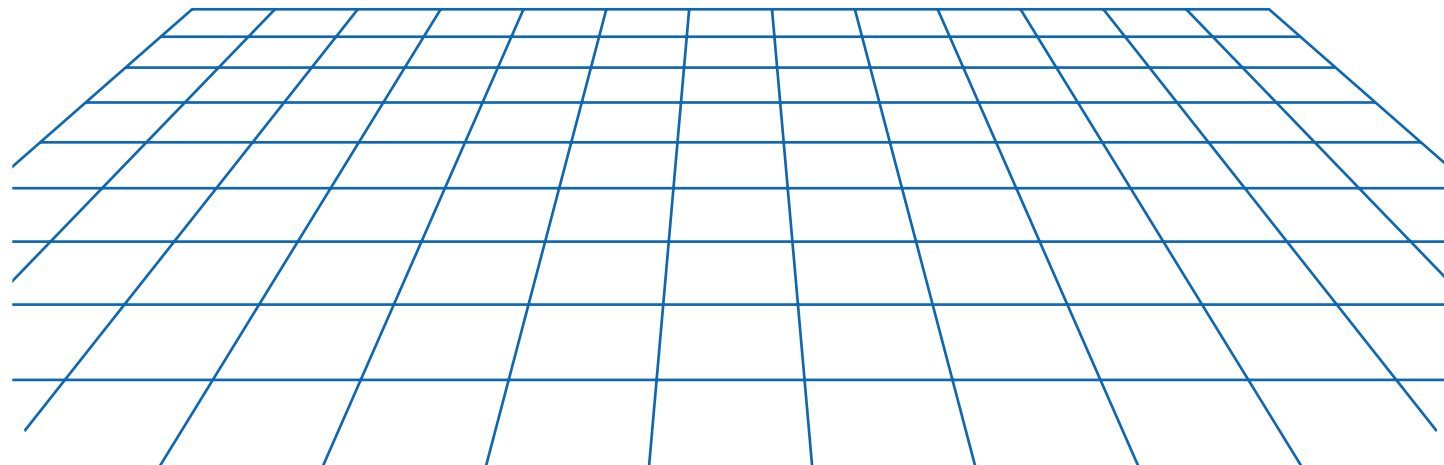


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FlexiSpot

User Manual

Item No. Apollo

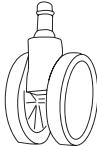
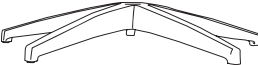
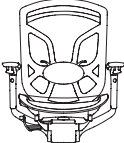
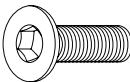
Applicable to both footrest and non-footrest models.



INSTRUCTIONS -
KEEP FOR FUTURE REFERENCE

Parts Included

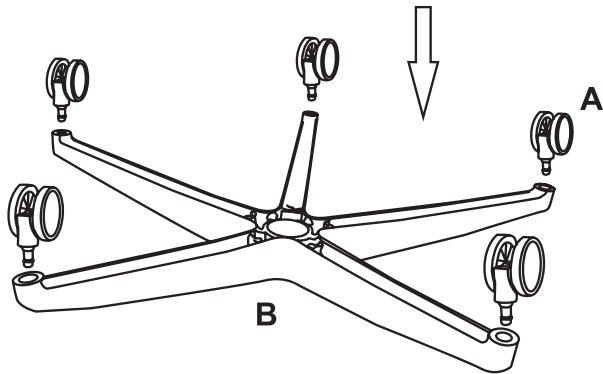
Please refer to the parts listed below. If any parts are missing or damaged, please contact customer service.

A x5 Caster 	B x1 Base 	C x1 Gas lift 
D x1 Office Chair 	E x1 4D Headrest 	F x1 Headrest Screws 

Assembly Instructions

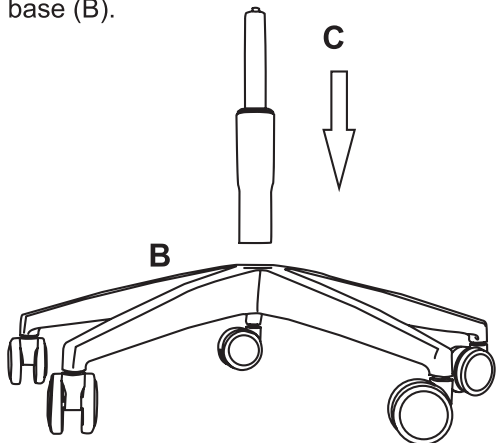
1 Install the Casters

Insert the casters (A) into the base (B).
Tips: The black caps on the casters and the black rings inside the hole of chair base are noise reducing accessories, please don't remove or discard them.
If you feel strong resistance, gently wiggle the caster while pushing it in.



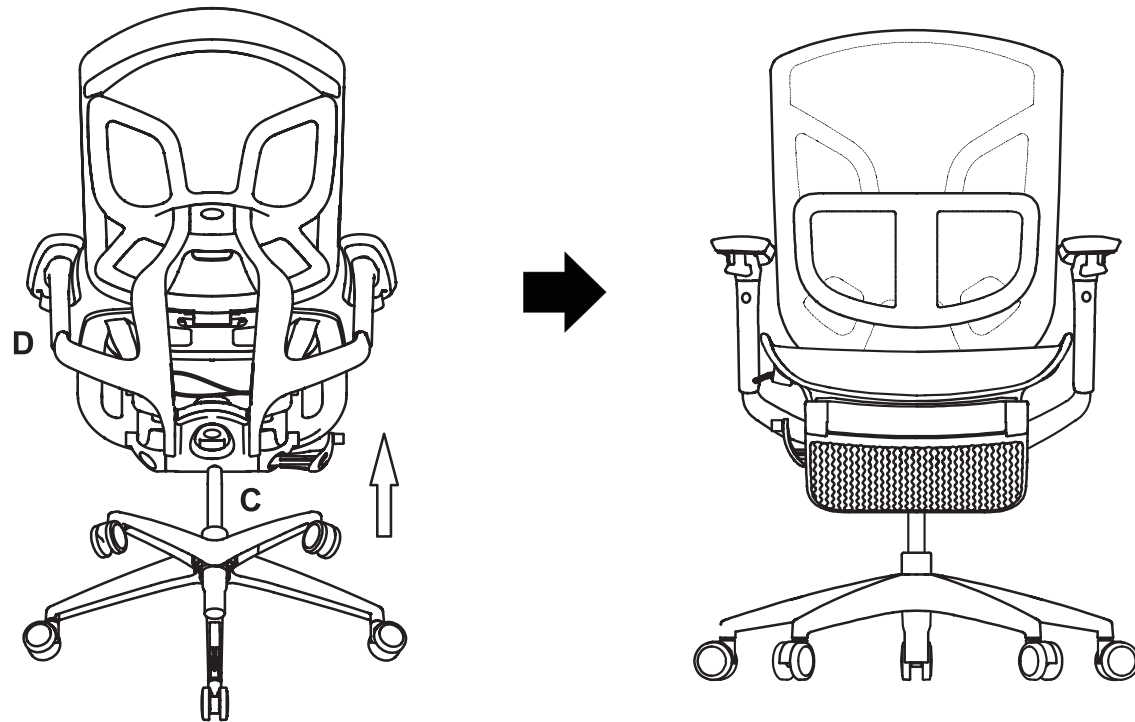
2 Install the Gas Lift

Put the gas lift (C) into the base (B).



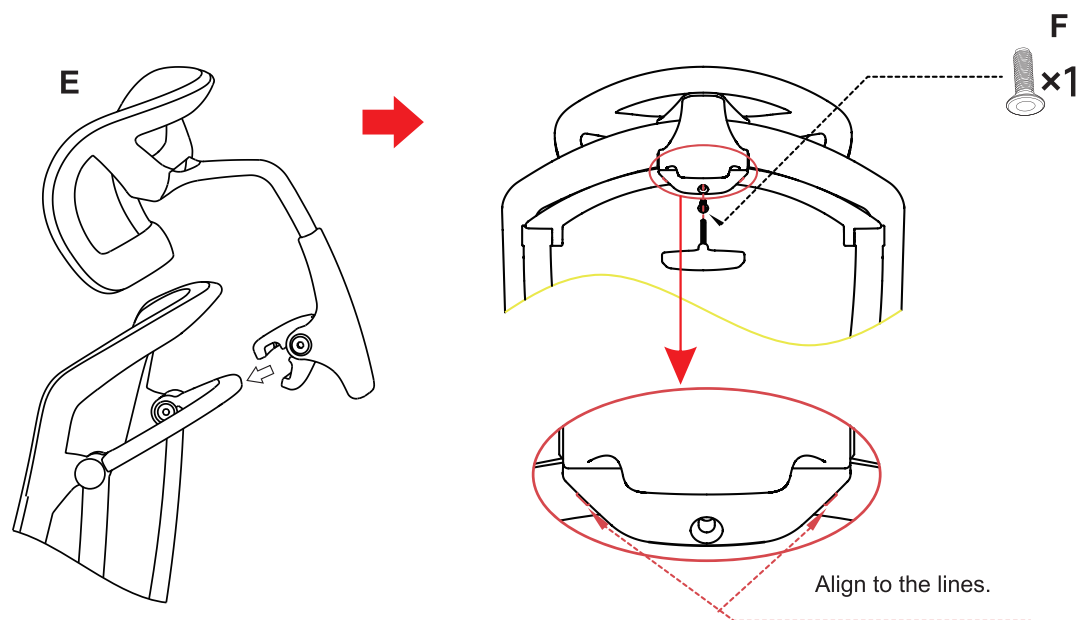
3 Insert the Gas Lift into the Seat

Insert the upper end of the gas lift (C) into the mechanism hole of the seat (D).
Note: If you purchased the non-footrest version, the chair you receive will not include a footrest.

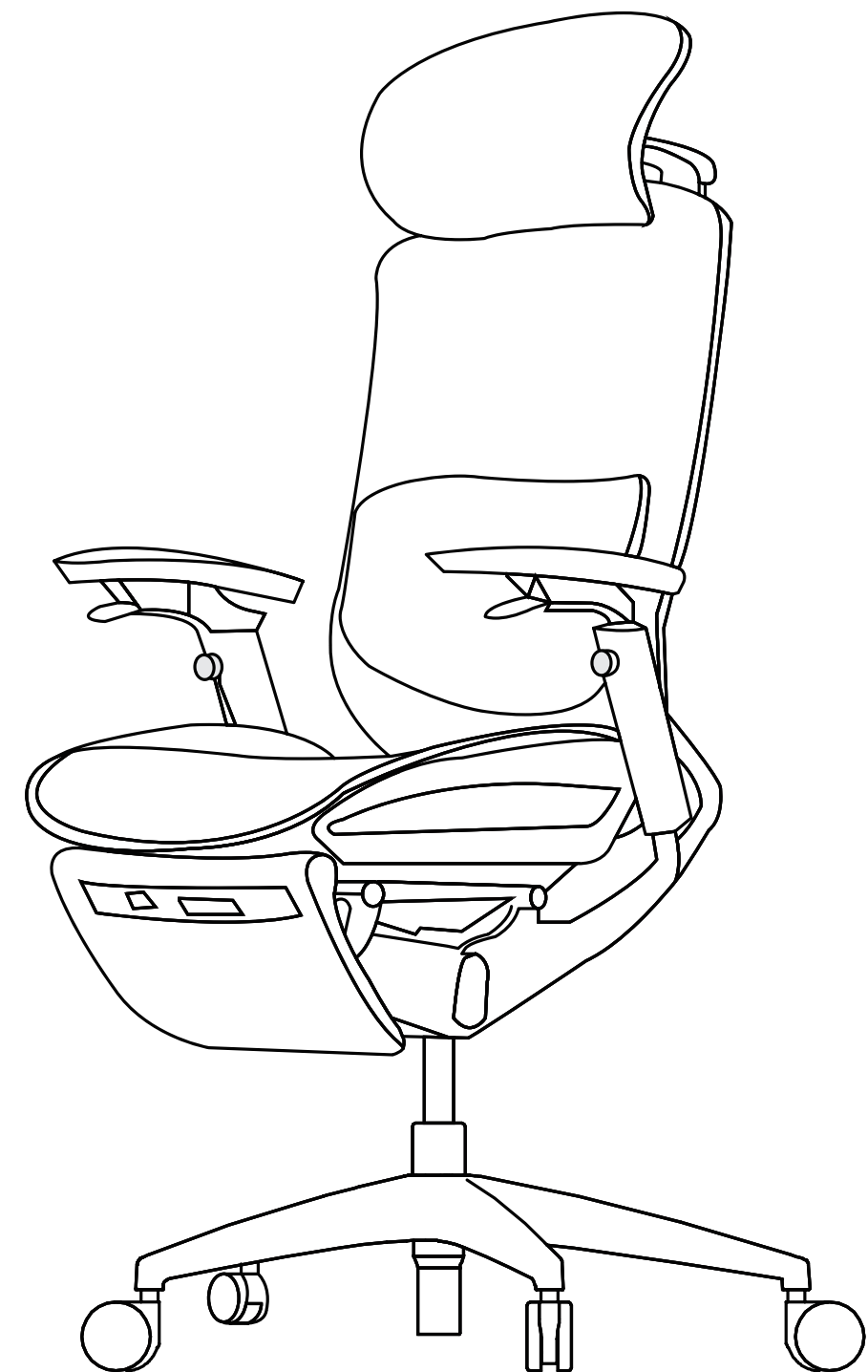


4 Attach the Headrest

Use the screws (F) to fasten the headrest (E) to the chair back.



5 Assembly Complete



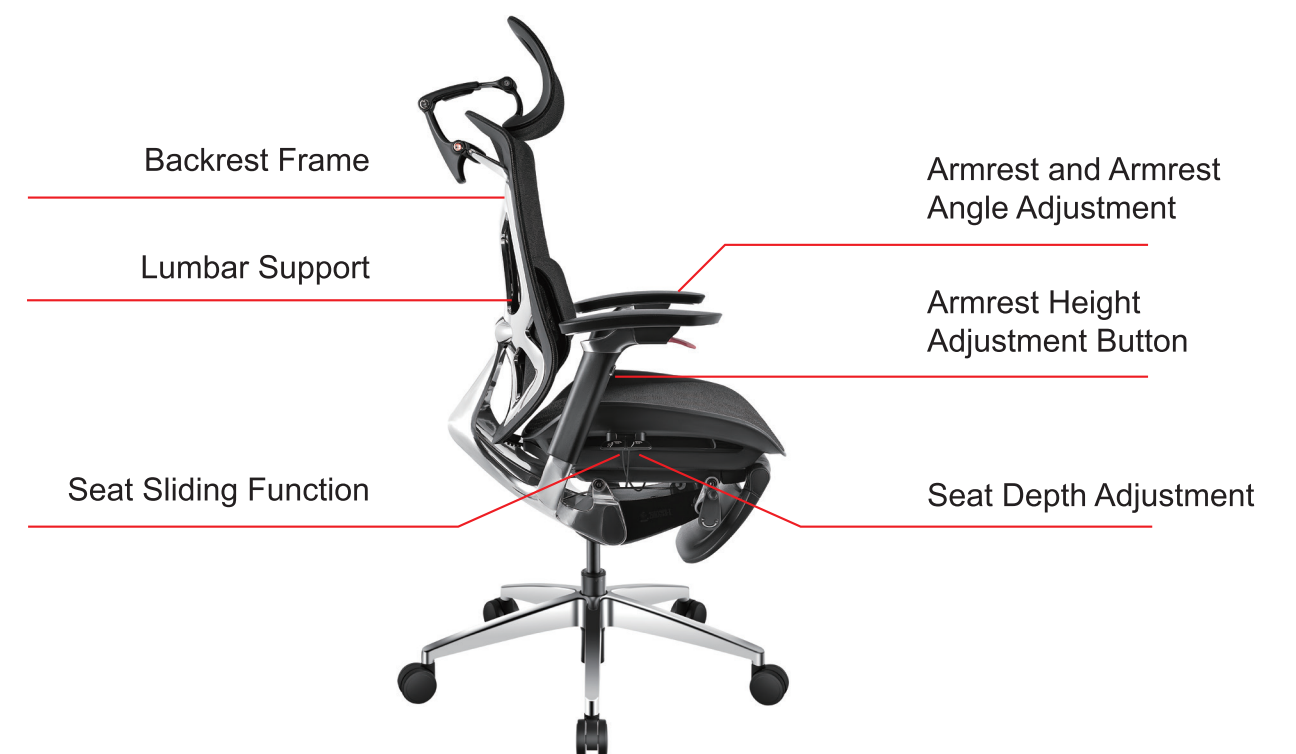
Structure & Technical Features



Structure & Technical Features

Note:

If you purchased the non-footrest version, the chair you receive will not include a footrest.



Headrest Adjustment



4D Headrest

Adjust the headrest to fully support your head and neck.



Axis 1:
45° Angle



Axis 2:
160° Rotation, 11.8" Height



Axis 3:
120° Rotation



Forward & Backward:
15 Levels.
Push the headrest fully forward to unlock it.

Smart Lumbar Support

Smart Lumbar Support

Adjust the lumbar support (adaptive or manual) to ensure your lower back is fully supported.



Automatically adapts with an 3.15" vertical sliding range.

4D Armrest



Apollo | FlexiSpot

4D Armrest



Armrest Rotation

Rotate the armrest pad left or right to adjust the support angle.



Forward & Backward Adjustment

Slide the armrest pad forward or backward to adjust its position.



Height Adjustment

Press and hold the button to adjust.



Armrest Distance

Rotate the armrest pad left or right to turn the metal base underneath, adjusting the distance between the armrests.

Paddle Control



Control

Operate easily without bending down.



Backward—Sync-sliding Structure

Push the rear paddle upward to unlock the synchronized sliding function. Return the paddle to lock it in place.



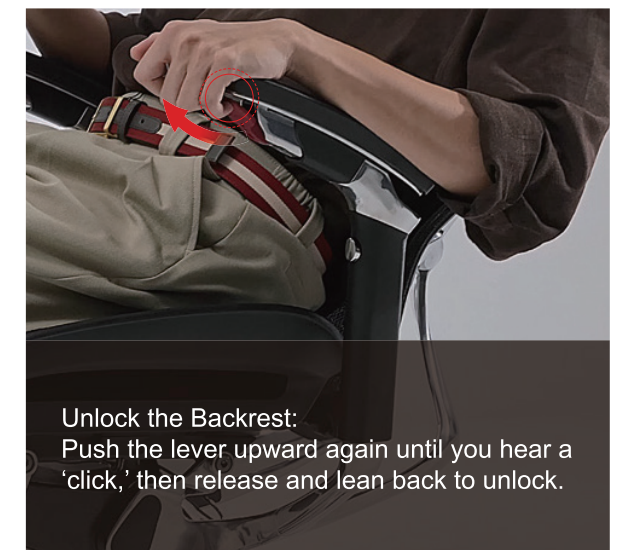
Upward—Chair Depth Adjustment

Push the front paddle upward, lean your back slightly, and push your hips forward to adjust the seat depth within 1.97" across 5 levels. Release the paddle to lock the seat in place.



Seat Height Adjustment

To raise the seat, lift your hips slightly and push the right paddle upward.



Lockable Backrest Recline

Push the left paddle upward until you hear a 'click' to lock the recline angle.

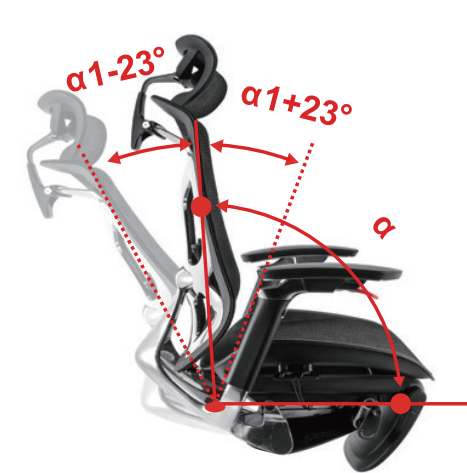
Smart Backrest Support



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Backrest Adjustment

The synchronized sliding function links the seat and backrest. When enabled, sliding the seat forward will also adjust the backrest angle.



Self-adjusting 23° backrest recline

Lock the backrest and unlock the synchronized



Maximum recline angle: 156°

Unlock the backrest and the synchronized sliding



Tips: When reclining beyond 140°, the synchronized sliding function may create a stretching sensation and slight movement of the headrest. Manual adjustment can improve comfort.

Footrest Adjustment

Footrest Adjustment

If you purchased the non-footrest version, please skip this adjustment step.
The footrest can be adjusted in length and angle according to personal preference.

Pull out



Adjust the angle



Pull out



Adjust the angle of Footrest



Complete



Raise the footrest to the highest point to unlock reset. Ensure it returns to the stored position to lock or reopen.

Backrest Tension Adjustment

Backrest Tension Adjustment

Use the lever on the lower right side of the seat to adjust the backrest tension.



Rotate the lever forward to increase backrest tension.



Rotate the lever backward to reduce backrest tension.



When the backrest tension is adjusted to a natural reclining position, you will feel some resistance.



Tips: The total adjustment range is approximately 40 turns. If you don't feel much change, continue turning until noticeable resistance occurs. Do not forcefully turn, as this may damage the control lever.

FlexiSpot Limited Warranty

Safety Instructions

1. Do not use on slippery surfaces. Ensure the product is used on a stable, non-slip surface.
2. Avoid placing drinks on the product. Spills can cause discoloration or damage to the surface material. Wipe up any moisture immediately to prevent staining.
3. Do not sit on the product with more than one person at a time. This can lead to instability and potential injury.
4. Regularly check for any loose parts or damage before use. Do not use if any parts are missing or if the product is in poor condition.
5. Be cautious of moving parts. Keep hands and feet away from moving mechanisms to prevent injury.
6. Do not stand on the seat or armrests. This can cause the product to tip over and result in injury.
7. Read the instruction manual thoroughly. Understand the content and usage methods before operating the product.
8. If any issues arise during use, stop using the product immediately. Contact the retailer where you purchased the product for assistance.

Care Instructions for Long-Term Non-Use

1. Avoid placing the product in direct sunlight or in areas with high humidity or extreme dryness. These conditions can cause the product to warp or crack.
2. Regularly inspect the product for any signs of wear or damage. Address any issues promptly to maintain the product's longevity.

Remedies

1. FlexiSpot will replace at no charge any defective parts, or at its option, any product or part that is defective due to improper workmanship and/or materials under normal conditions of use.
2. If a replacement is not feasible or cannot be completed promptly, FlexiSpot may refund the purchase price upon return of the product.
3. For defective products, FlexiSpot will provide a replacement shipped at no cost within the continental United States via FedEx Ground. Expedited shipping is available at the customer's expense. International shipping costs are the customer's responsibility.

FlexiSpot Limited Warranty

What is Not Covered

1. Issues not resulting from material or workmanship defects.
2. Damage from normal wear and tear, improper installation, maintenance, misuse, abuse, negligence, accidents, or alterations.
3. Accessories, connected materials, and products not manufactured by FlexiSpot.
4. Damage from failure to follow instructions and guidelines for the product's intended use.
5. The warranty is void if the product is returned with removed, damaged, or tampered labels, or if there are any alterations.

How to File a Claim

1. To benefit from the limited warranty, claims must comply with the warranty terms and follow the proper return procedure.
2. Contact customer service via email at contact@FlexiSpot.com or toll-free at 1-855-585-5618, providing proof of purchase.

Implied Warranties and Limitation of Damages

Except where prohibited by law, all implied warranties are limited to the duration of this warranty. FlexiSpot is not liable for incidental, indirect, special, or consequential damages, even if advised of the possibility.

Governing Law

This warranty is governed by the laws of California, USA, without regard to conflict of laws principles.

How State Law Applies

This warranty provides specific legal rights, and you may have additional rights that vary by state.