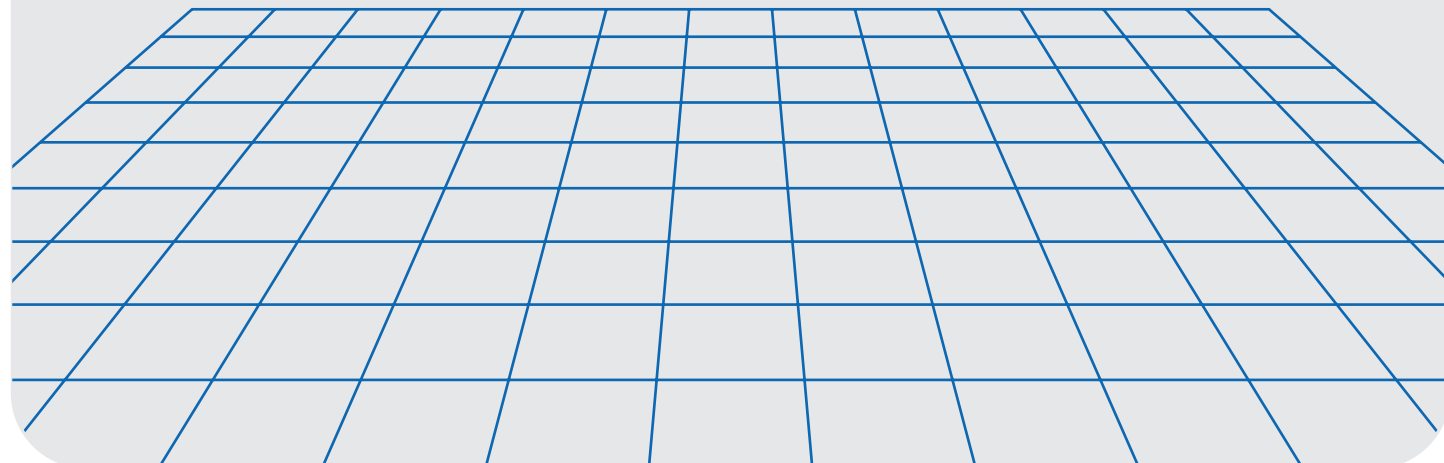


# New Working New Living

**Website:** [www.flexispot.com](http://www.flexispot.com)

**Tel:** 1-855-585-5618

**Address:** 6475 Las Positas Rd. Livermore, CA 94551



# FlexiSpot

## User Manual

Item No. C4 Mesh



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.

|                            |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>A×1</b><br>             | <b>B×1</b><br>             | <b>C×1</b><br>             | <b>D ×1</b><br>            |
| <b>E×2</b><br>             | <b>F×1</b><br>             | <b>G×1</b><br>             | <b>H×2</b><br>             |
| <b>I×1</b><br>             | <b>J×1</b><br>             | <b>K×1</b><br>             | <b>L×5</b><br>             |
| <b>M×2</b><br>M6*16 MM<br> | <b>N×1</b><br>M6*25 MM<br> | <b>O×4</b><br>M6*20 MM<br> | <b>P×2</b><br>M6*25 MM<br> |
| <b>Q×6</b><br>M6*30 MM<br> | <b>R×3</b><br>M8*25 MM<br> | <b>S×1</b><br>             |                            |



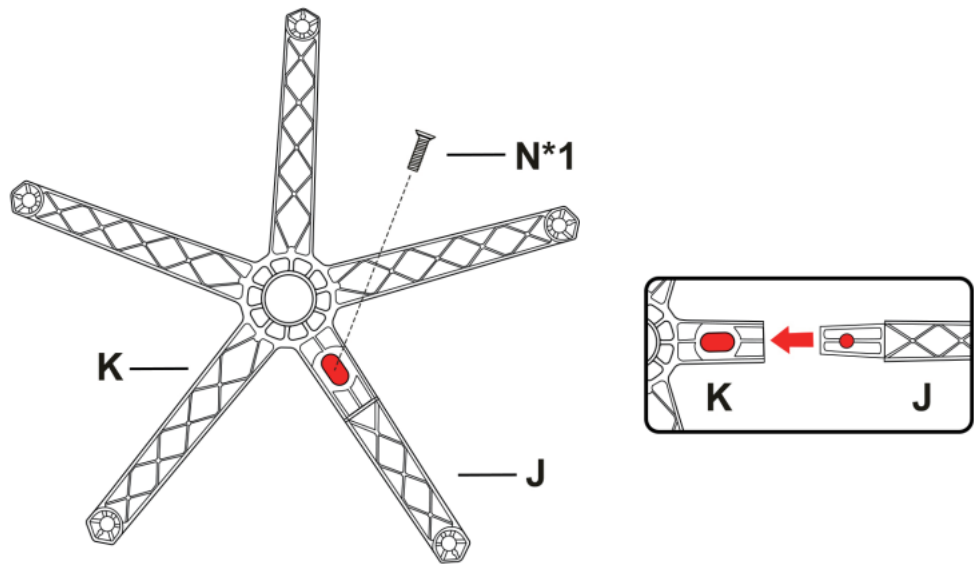
## Assembly Instructions

Before You Start: Loosely tighten all screws first. Once all screws are positioned, fully tighten them to secure the assembly.

### 1

### Assemble the Base

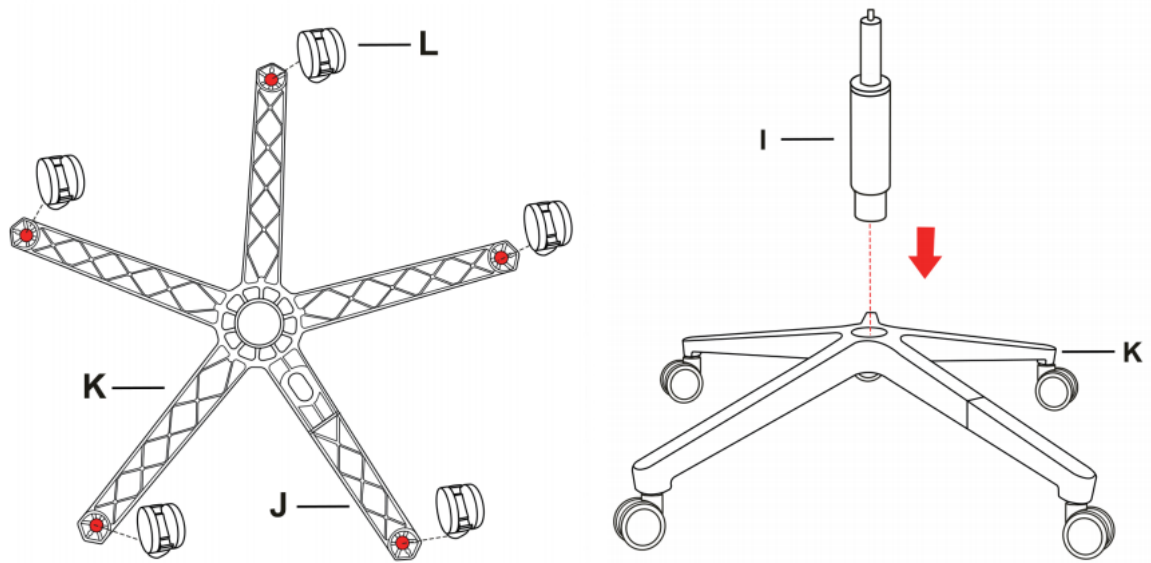
Align the caster socket (J) with the mounting hole on the base (K), insert it firmly until seated, then secure it with one screw (N).



### 2

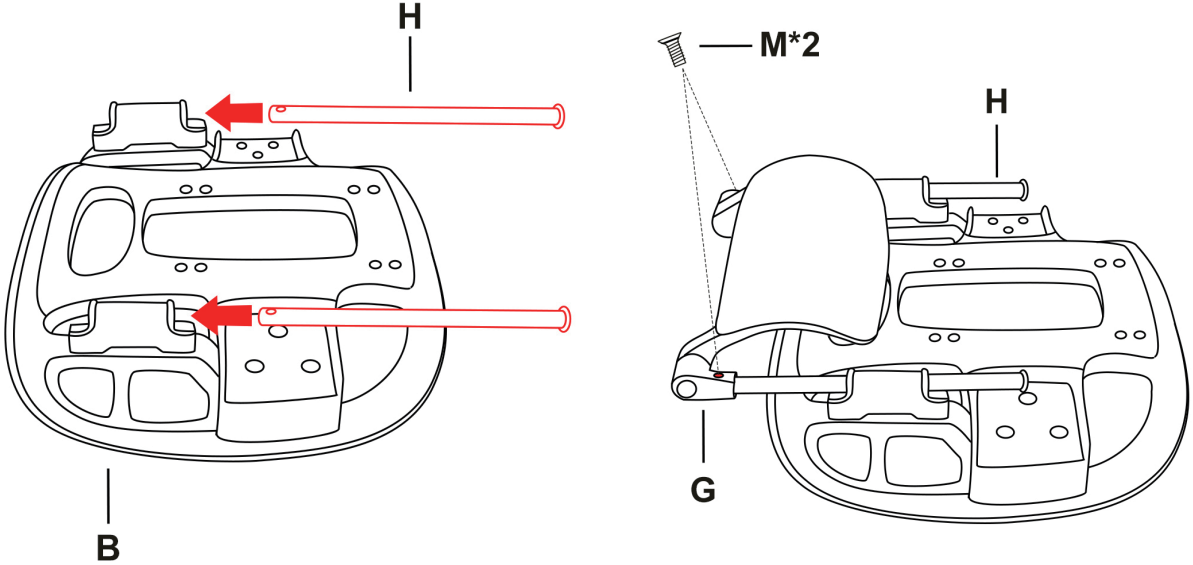
### Install the Wheels and the Gas Lift

Insert the wheels (L) into the base (K).  
Place the gas lift (I) into the center of the base.



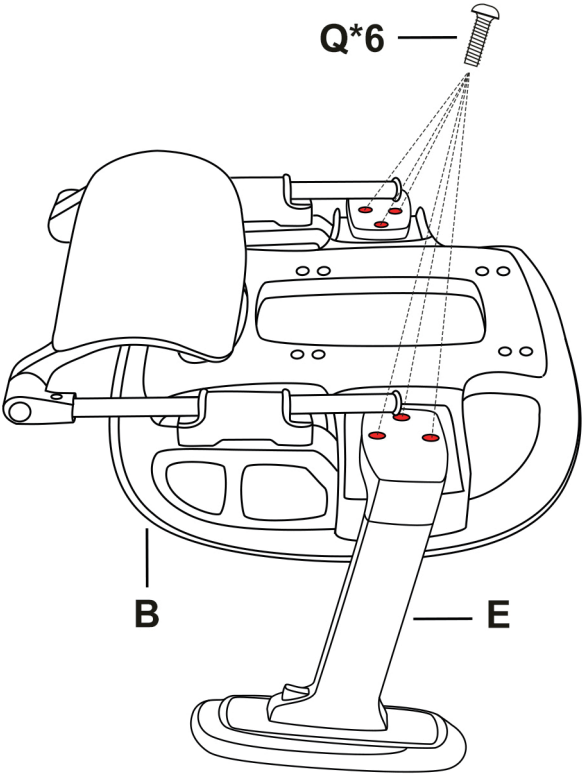
### 3 Install the Footrest

Insert the two support rods (H) into the pre-drilled holes on the underside of the seat (B).  
Align the footrest (G) with the support rods (H), then secure it in place using two screws (M).



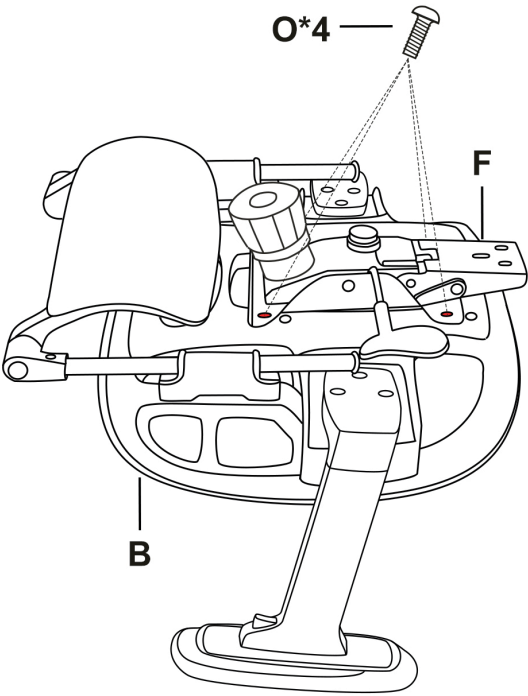
### 4 Attach the Armrests

Align the left and right armrests (E) on the underside of the seat (B), then secure each armrest using 3 screws (Q).



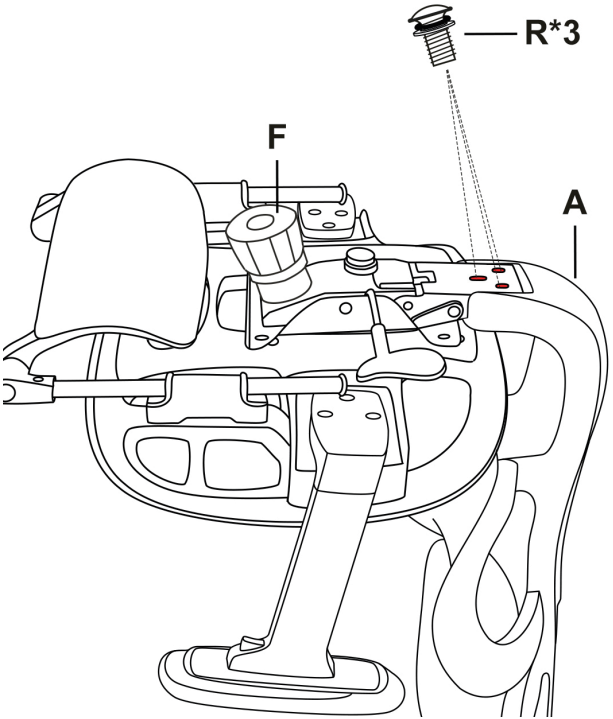
### 5 Install the Mechanism

Use 4 screws (O) to secure the mechanism (F) to the underside of the seat (B).



### 6 Install the Backrest

Use 3 screws (R) to attach the backrest (A) to the mechanism (F).  
**Tip:** Do not tighten the screws completely until they are all fixed in the correct position.

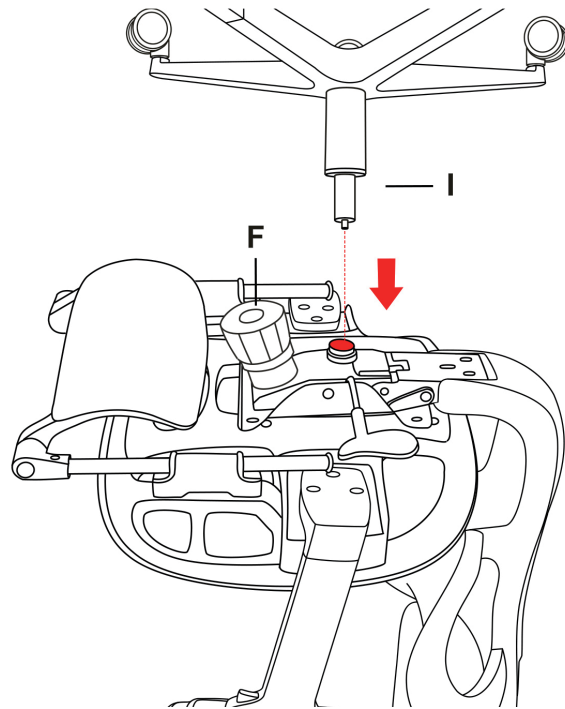


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## Insert the Gas Lift into the Seat

Align the tip of the gas lift (I) with the hole on the mechanism (F), then press firmly from above to insert it securely.

**Note:** To ensure the gas lift is fully fixed, press down with your body weight on the seat.

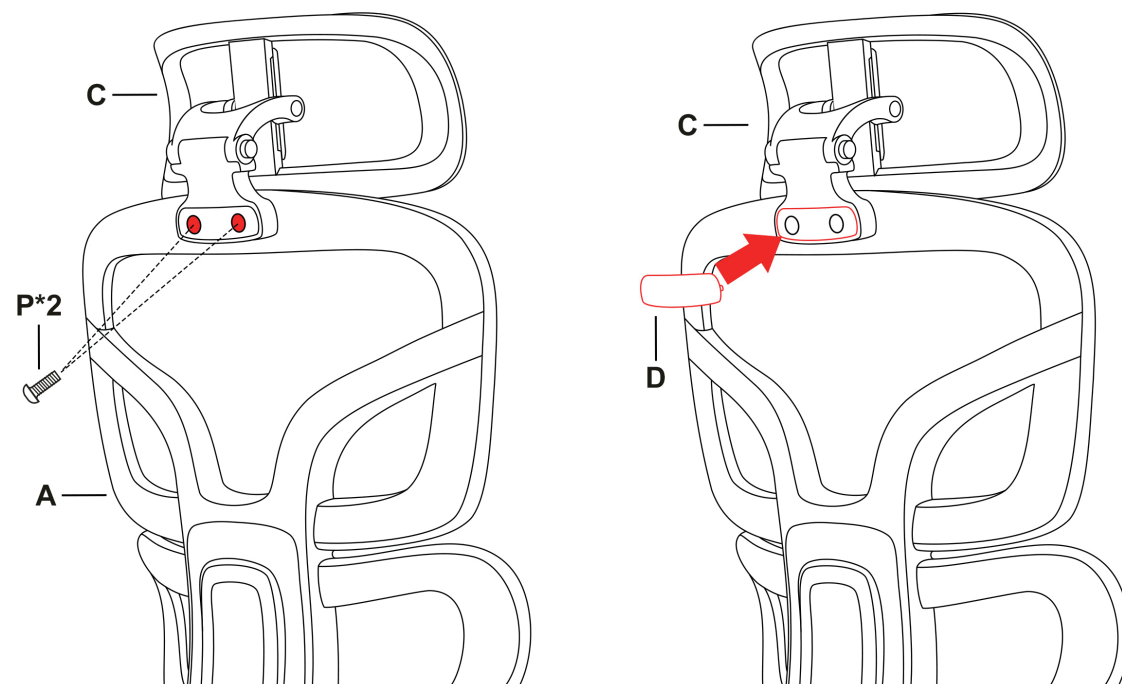


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## Attach the Headrest

Align the headrest (C) with the mounting points on the backrest (A), then secure it using 2 screws (P).

Insert the cover (D) into the corresponding slot on the headrest (C) to cover the screw holes.



## Assembly Complete

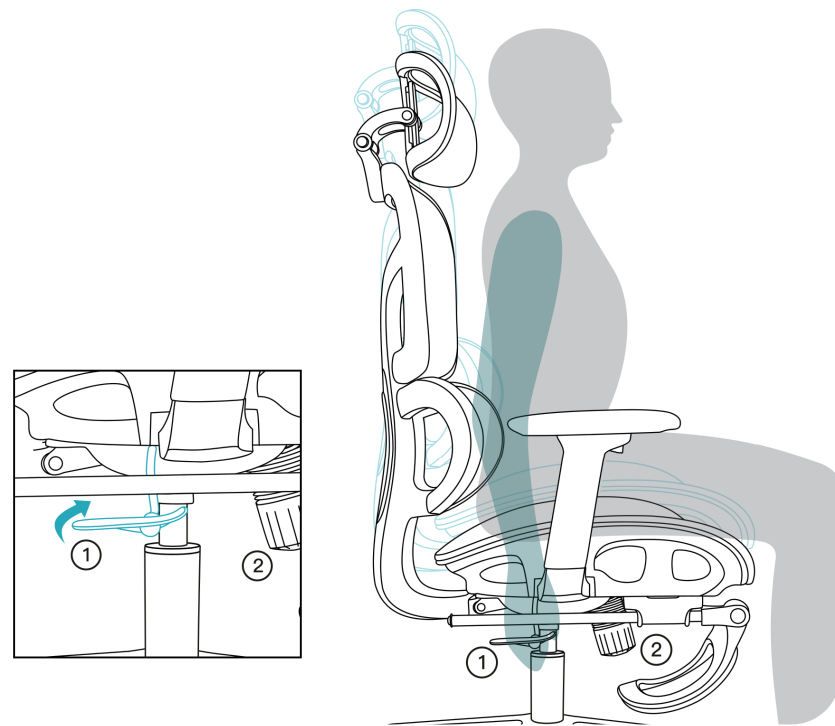




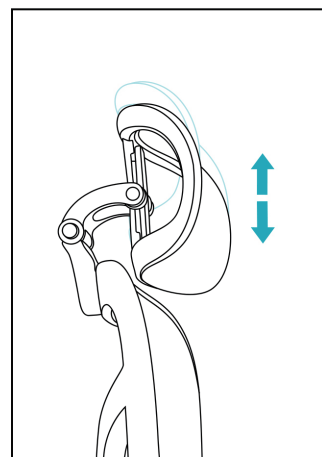
## Instructions for Usage

### Seat Height Adjustments

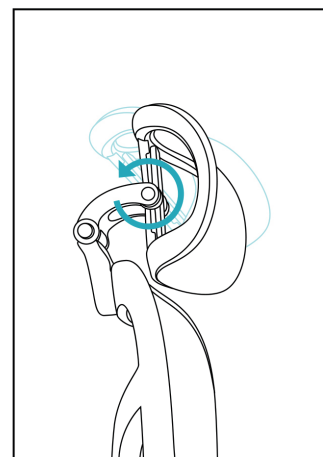
Shift your weight off the seat (stand up slightly) and lift the handle to raise the seat height. Sit on the chair and lift the handle to lower the seat height.



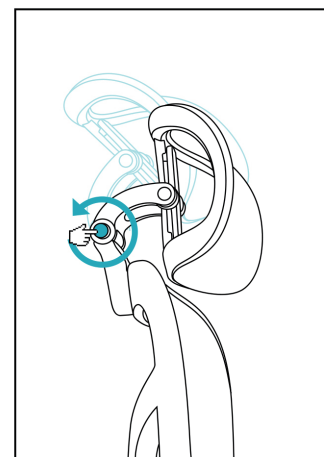
### Headrest Adjustment



**Height:**  
Push the headrest upward to raise it or downward to lower it.

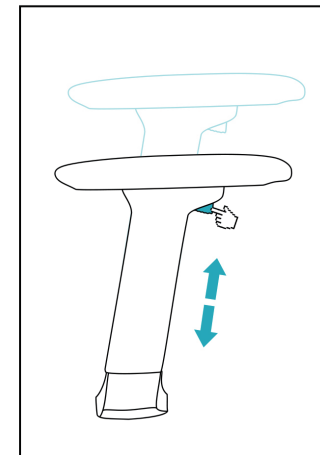


**Fine Angle:**  
Hold the headrest pad and tilt it as needed.

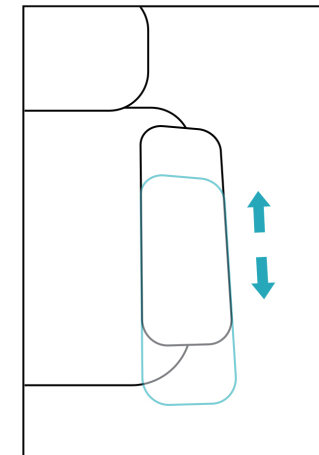


**Wide Tilt:**  
Press the button, then tilt the headrest to your desired angle. Release the button to lock it in place.

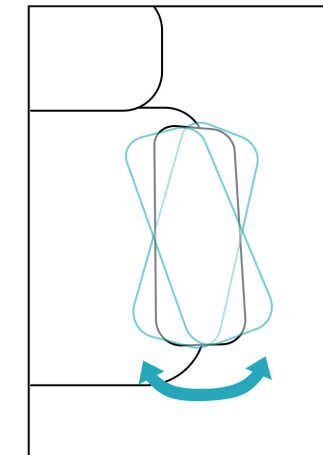
### Armrest Adjustment



**Height:**  
Press the button under the armrest to raise or lower it. Release to lock in place.



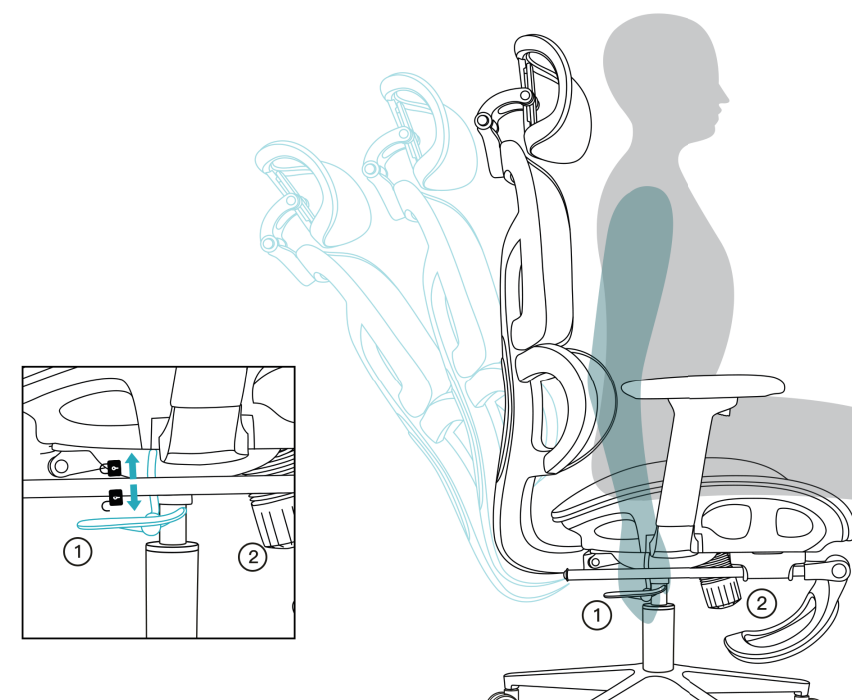
**Depth:**  
Slide the armrest pad forward or backward to adjust.



**Rotation:**  
Rotate the armrest pad left or right to a desired angle.

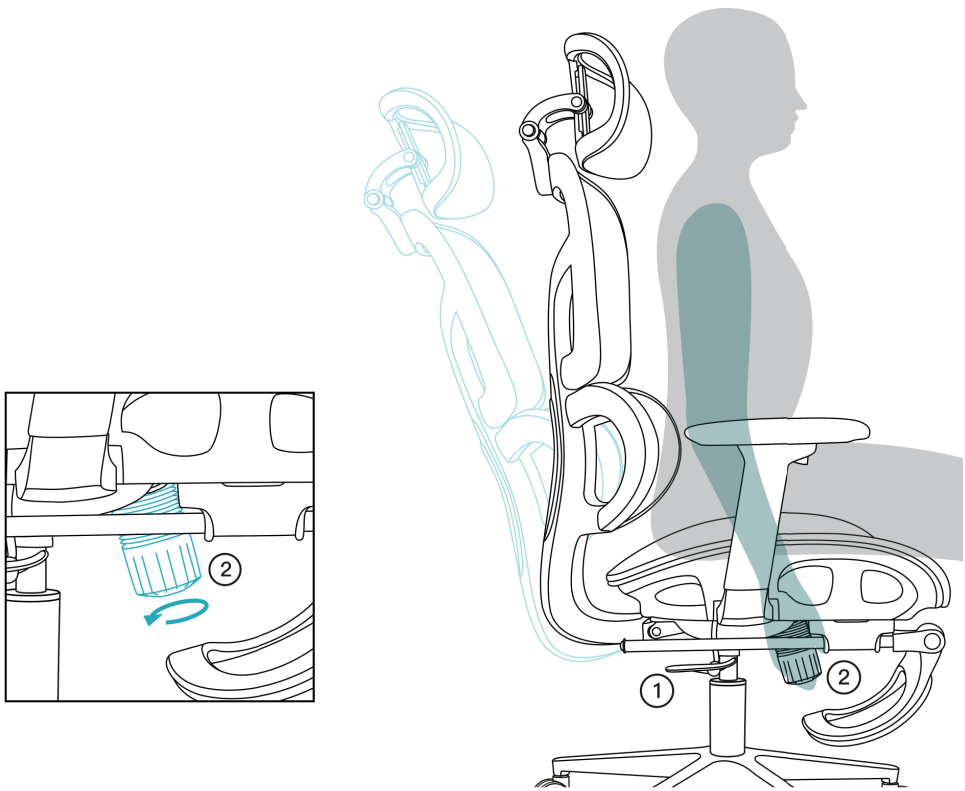
### Backrest Recline Adjustment

Pull out the rear handle (1) to unlock the reclining function. Push the handle inward to lock the chair at your desired angle. The chair features a three-level lock and supports reclining up to 135°.



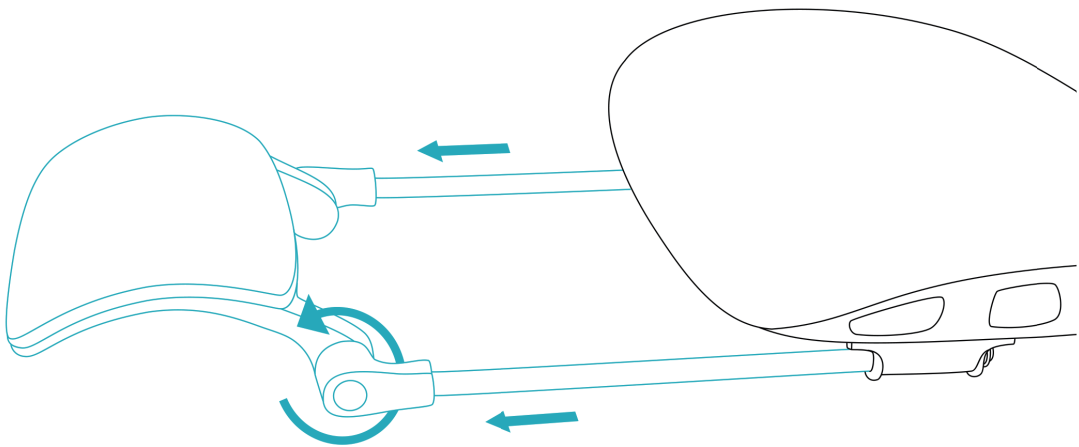
## Recline Resistance Adjustment

Turn knob ② clockwise to make the backrest tilt more easily. Turning it counterclockwise will have the opposite effect. You can adjust the tilt resistance to your preference by turning the knob.



## Footrest Adjustment

Pull it out, rotate to adjust the angle, and push it back in to store.



## 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](mailto: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.