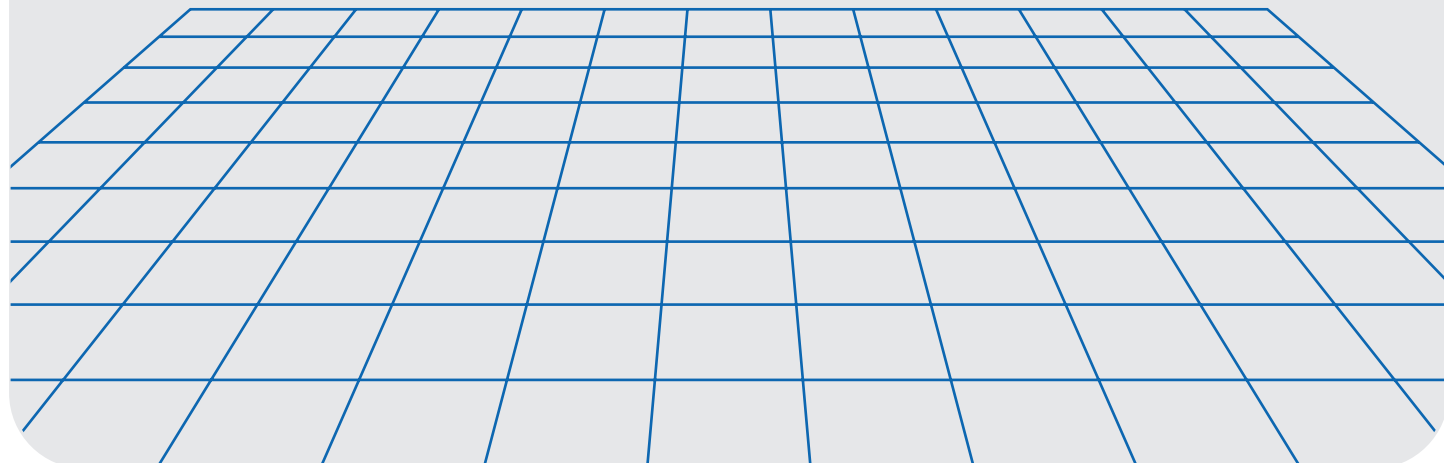


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Website: www.flexispot.com

Tel: 1-855-585-5618

Address: 6475 Las Positas Rd. Livermore, CA 94551



FlexiSpot

User Manual

Item No. WC4



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*1 	B*1 	C*2 	D*1
E*1 	F*1 	G*5 	H*12
I*4 	J*1 	K*8 	L*1



Assembly Instructions

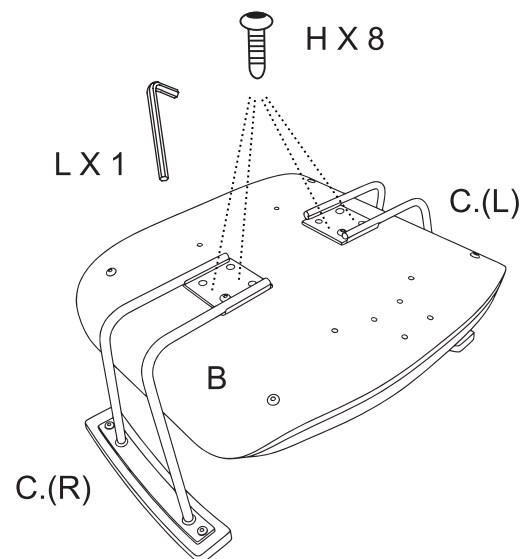
Before You Start: Loosely tighten all screws first. Once all screws are positioned, fully tighten them to secure the assembly.

1

Install the Armrests

Use 8 screws (Type H) per armrest and the Allen wrench (L) to attach the left and right armrests (C) to the underside of the seat (B).

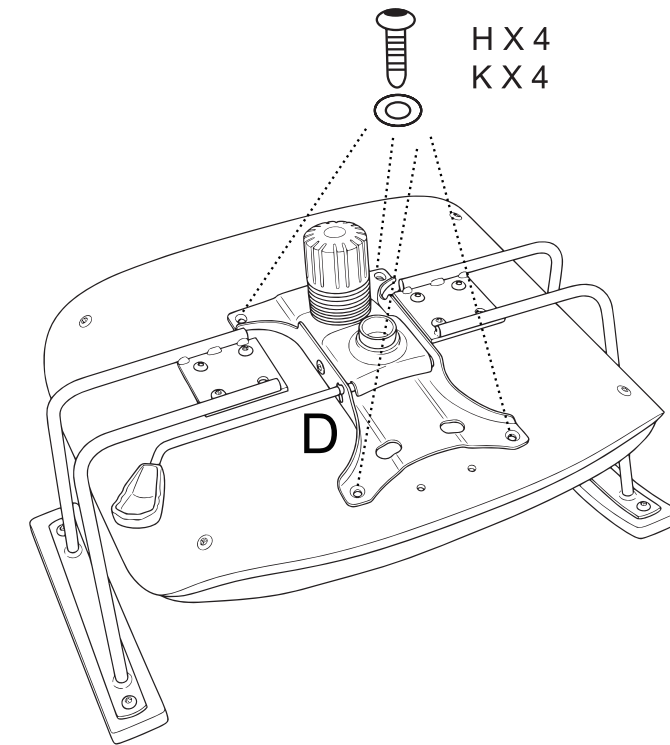
Tip: Align the screw holes carefully before tightening the screws.



2

Install the Mechanism

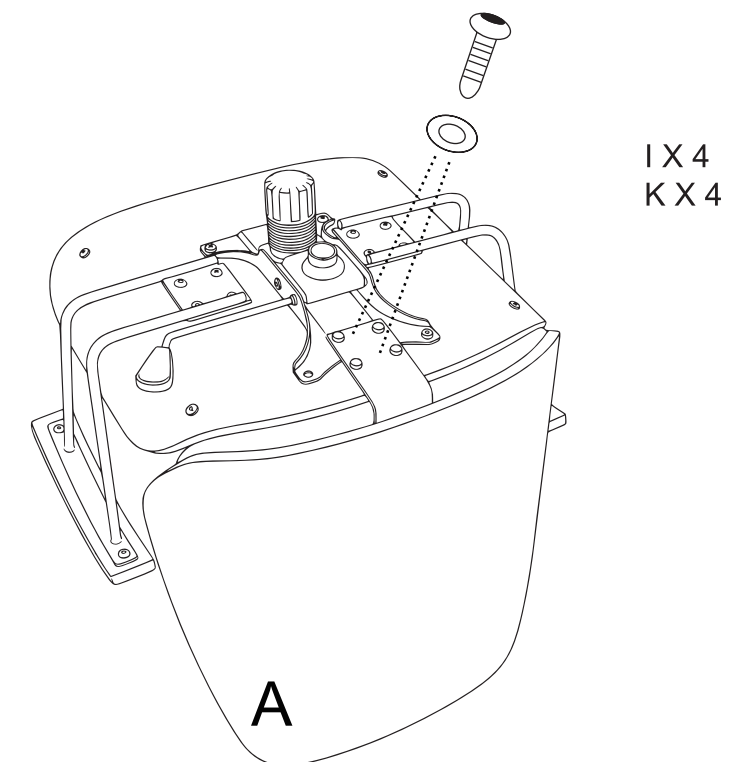
Use 4 screws (Type H), 4 washers (Type K) and the Allen wrench (L) to secure the mechanism (D) to the underside of the seat (B).



3

Install the Backrest

Use 4 screws (Type I), 4 washers (Type K) and the Allen wrench (L) to attach the backrest (A) to the underside of the seat (B).

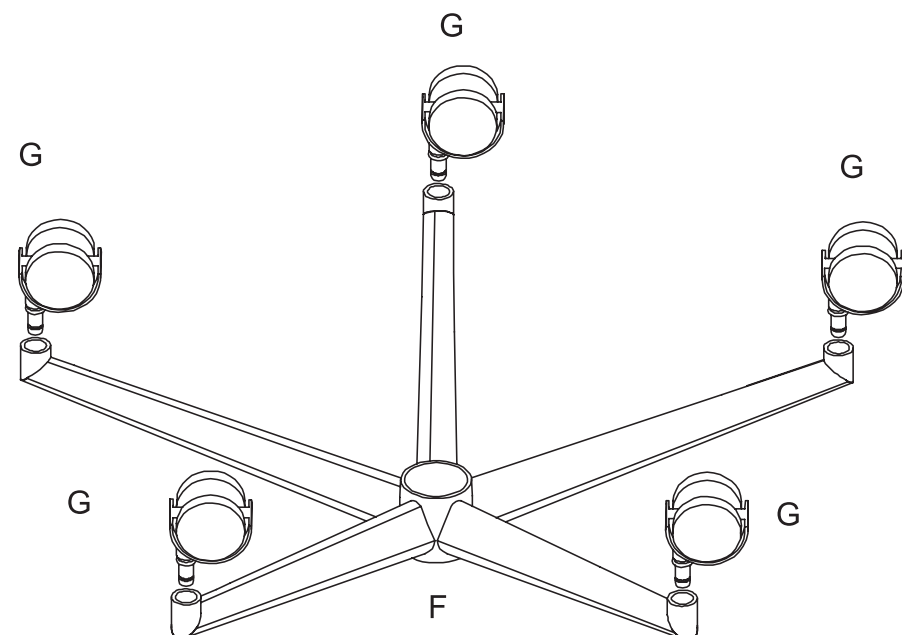


4

Install the Wheels

Insert the wheels (G) into the base (F).

Note: Ensure each wheel is securely pushed into the leg base.

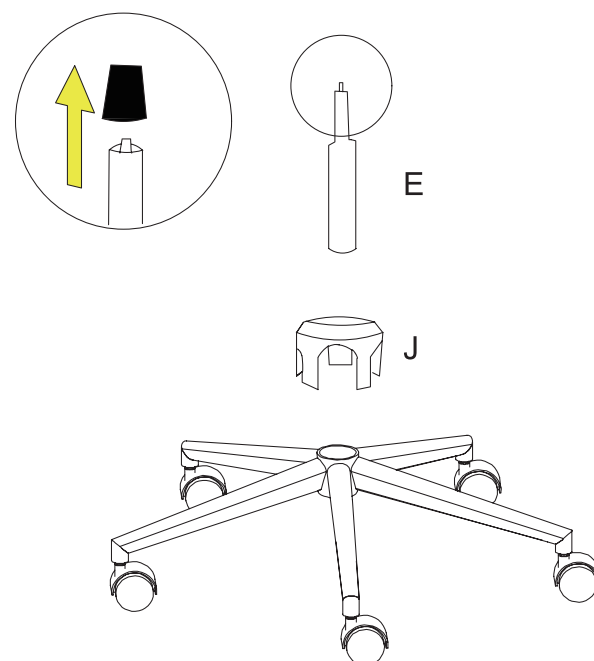


5

Insert the Gas Lift

Remove the plastic cap from the gas lift (E).

Place the gas lift (E) and bushing (J) into the center of the base.

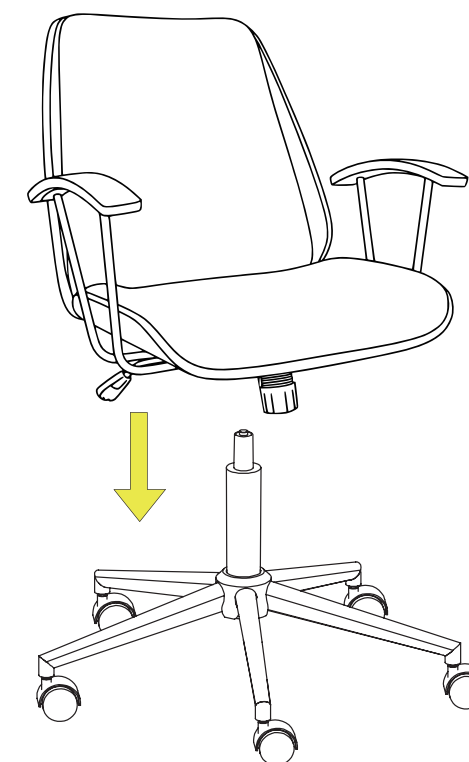


6

Insert the Gas Lift into the Seat

Insert the gas lift (E) into the mechanism (D) beneath the seat (B).

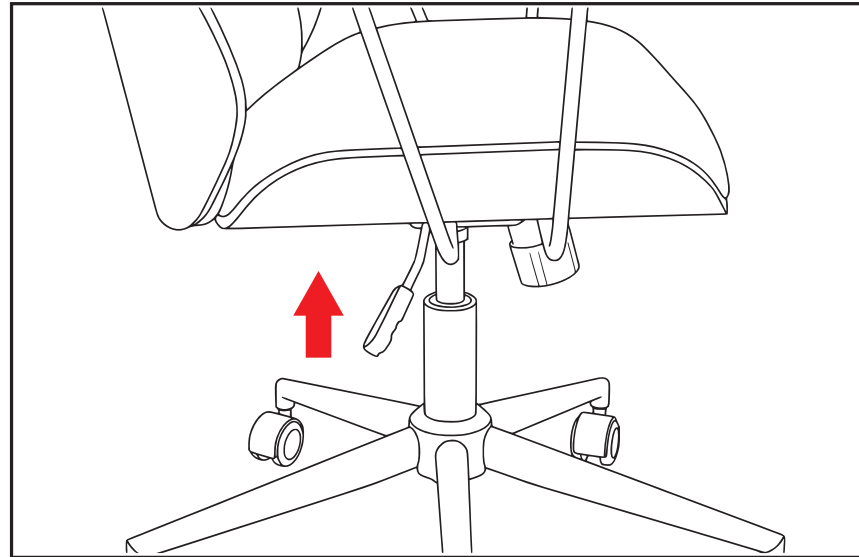
Tip: Apply firm pressure to ensure the gas lift is fully inserted.



Adjustment Instructions

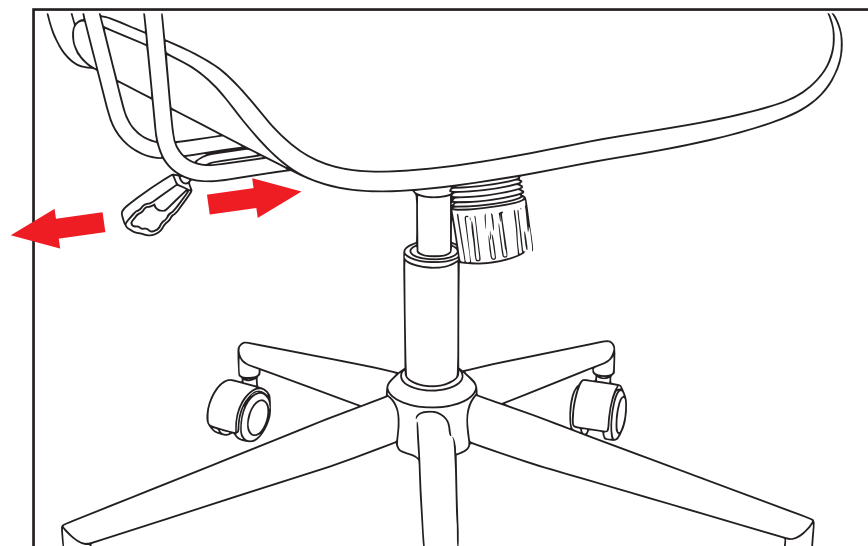
1 Height Adjustment

Lift the lever on the lower right side of the seat to adjust the seat height via the gas lift.



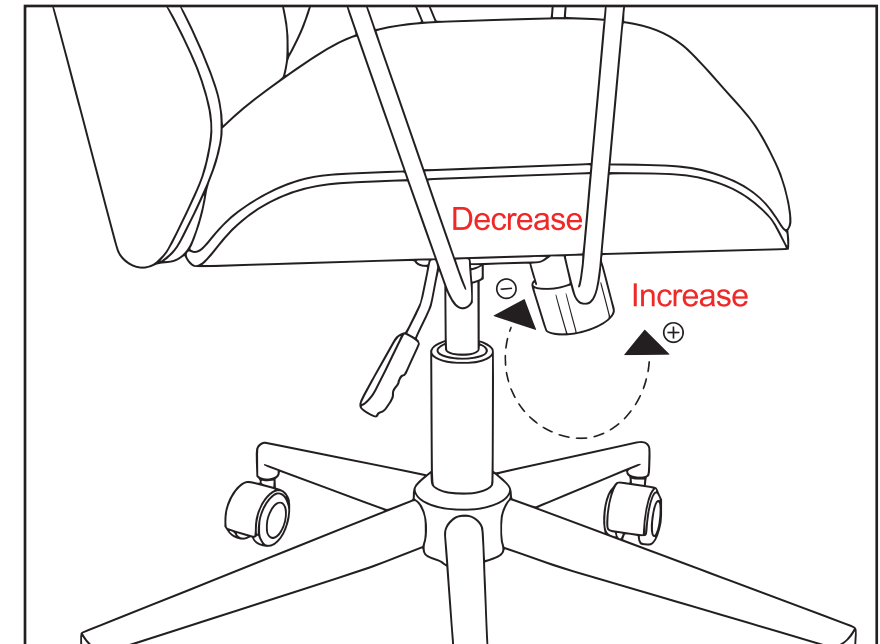
2 Synchronous Tilt Adjustment

Pull the lever outward to turn on rocking mode.
Push the lever inward to lock it in its original position.



3 Rocking Tension Adjustment

Turn the tension knob under the seat clockwise to tighten or counterclockwise to loosen.



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.