

Envoke Ergonomic Chair

CHR469

UPLIFT DESK



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Safety and Warnings



CAUTION: Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.



WARNING: This product's maximum weight capacity is 300 lb (136 kg). DO NOT exceed the maximum weight capacity.



WARNING: Do not use this chair as a step stool or ladder.

Please read this manual carefully. Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use or handling of this product. Provide this manual to any new user.

Fabric Care Instructions

Vacuum As Needed: Vacuum your fabric seat as needed. Vacuuming picks up dust and reduces the need for professional cleaning.

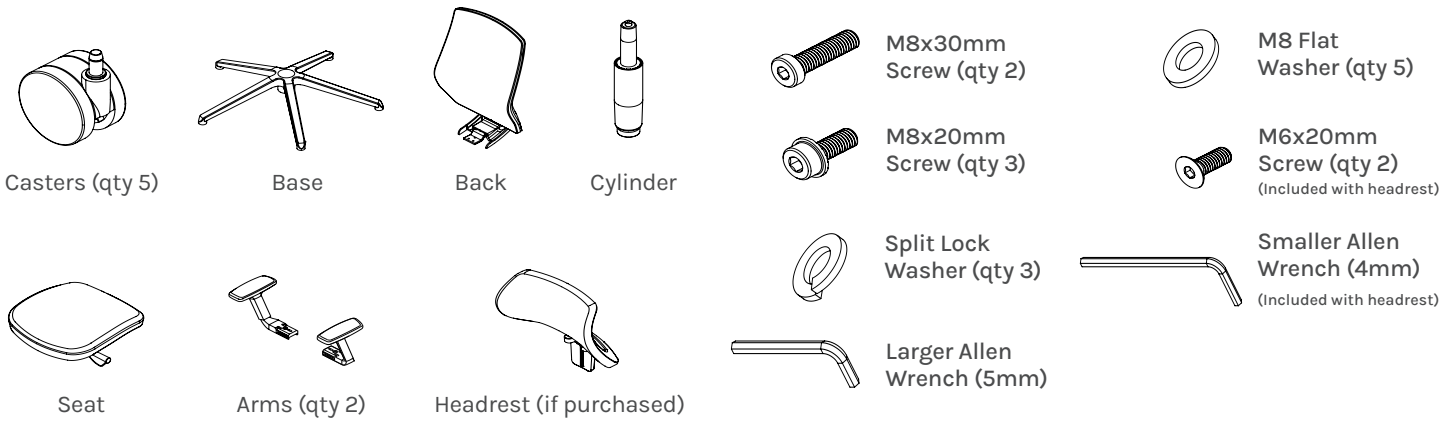
Spot Cleaning: Immediately soak up the stain with a soft, absorbent cloth. Do not dry the stain completely, as this may set it in the fabric permanently. The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Ink Stains: Apply a small amount of isopropyl alcohol to a clean and damp absorbent cloth. Start at the outside of the ink stain and work toward the center. Apply pressure, but do not rub too vigorously. As you work, and the cloth soaks up the ink from the fabric stain, it's important to use a clean section of the cloth or the stain will spread. Apply more isopropyl alcohol to the cloth as needed. If the ink stain persists, try using acetone. **Note:** This procedure is not intended for day-to-day cleaning.

Oil-based Stains: Use a dry cleaning solution applied with a damp clean cloth or sponge. Test the cleaning solution on a small, concealed spot on the fabric first before attempting on a larger area. If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes. Begin at the outside of the stain and work toward the middle, making sure you use a clean part of the cloth as you work.

Water-based Stains: Use a water-based fabric cleaner (specifically made for cleaning fabric) or a solution of mild, alkaline, warm soapy water. Make sure that the soap and water mixture is not overly soapy. Test on a small, concealed section of the fabric first before applying to the main area. Work the cleaner or soap/water mixture into the stain on the fabric, starting from the outside of the fabric and working your way to the middle.

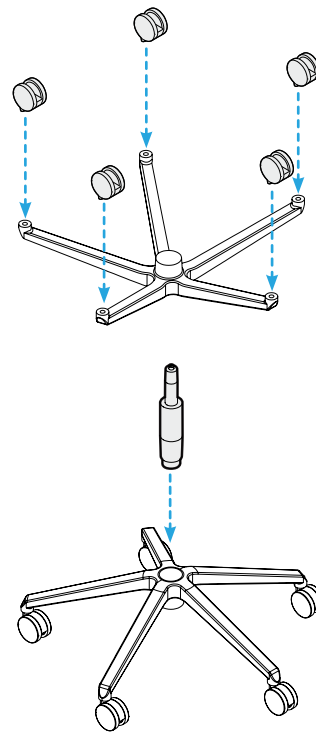
Package Contents



Assembly Instructions

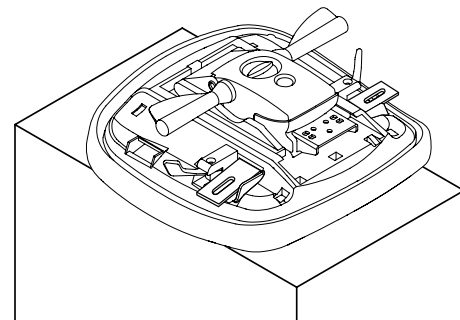
Step 1 - Caster & Cylinder Attachment

- Be cautious around the small end of the Cylinder to avoid getting grease on you or your clothing.
- Turn the Base upside down.
- Insert and press all Caster stems firmly into the Base holes.
- Ensure the entire stem of each Caster is completely inserted into the Base.
- Flip the Base upright so the Casters are on the floor.
- Insert the Cylinder into the Base in the orientation shown with the smaller diameter end up.



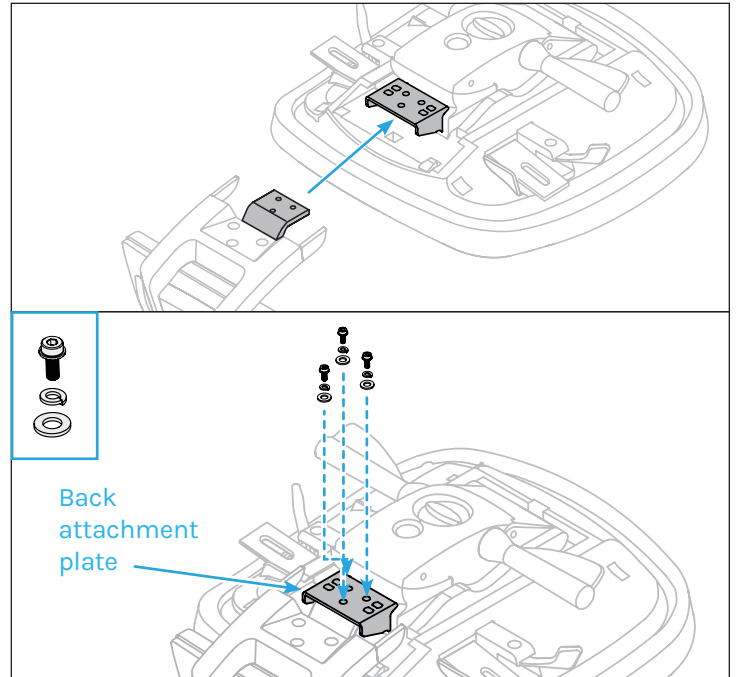
Step 2 - Back Attachment

- Place the Seat upside down on the edge of a stable surface, such as a table or the chair's box as shown.



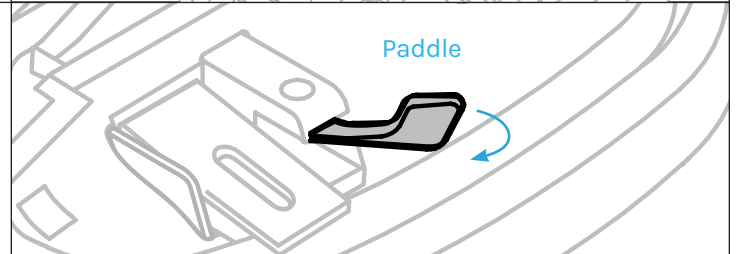
Step 2 - Back Attachment (continued)

- A. While a friend holds the Seat steady, slide the attachment plate on the Back beneath the attachment plate on the Seat and align the three holes in each plate.
- B. Insert the three M8x20 Screws through a Split Lock Washer and a M8 Washer (in that order), then loosely insert the Screw ends through each hole in the Seat attachment plate and into the threaded holes in the Back attachment plate.
- C. Once all three Screws are started, tighten them using the Larger Allen Wrench (5mm).

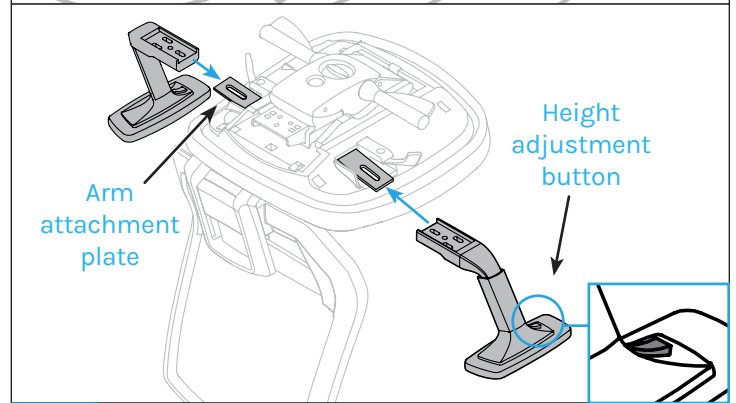


Step 3 - Arm Attachment

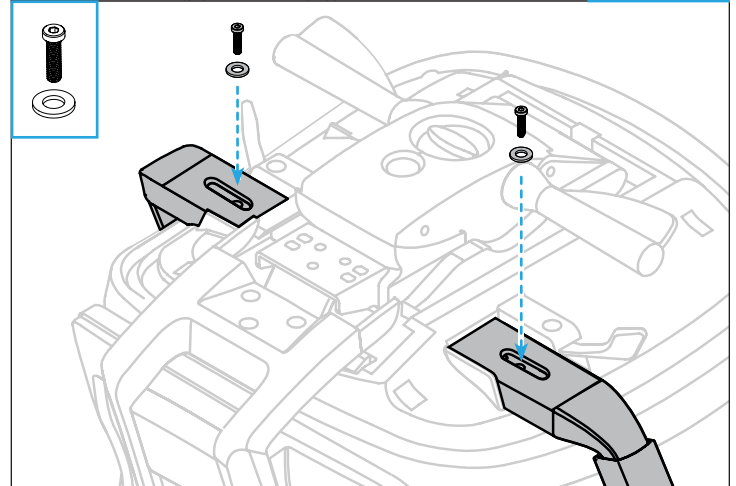
- A. There are two paddles on the underside of the seat, one on each side. Flip the paddles so that they point outward toward the sides of the Seat.



- B. Slide one Arm beneath the attachment plate on the Seat as shown. The arms should angle towards the front of the chair when installed with the arm height adjustment buttons facing forward.

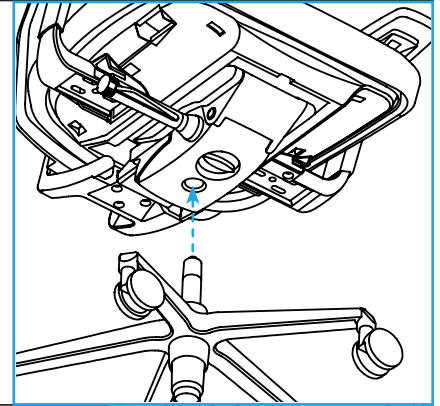
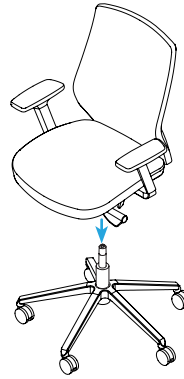


- C. Loosely insert one M8x30mm Screw with one M8 Flat Washer through the slot in the attachment plate on the Seat and into the threaded hole in the Arm.
- D. Tighten the screw using the Larger Allen Wrench (5mm). After the screws are tightened, the arms will slide freely, but will remain attached to the Seat.
- E. Repeat the steps above for attaching the second Arm.
- F. Flip the paddles on the underside of the Seat forward towards the front of the Seat to lock the Arms in place.



Step 4 - Seat to Base Attachment

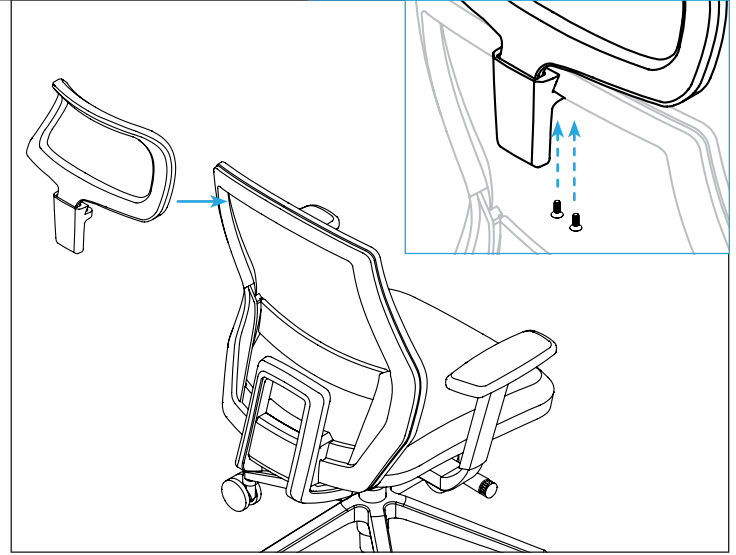
- A. Flip and lower the chair assembly from the previous step onto the small end of the Cylinder previously inserted into the chair's Base
- B. Press down on the Seat firmly.
- C. Carefully sit on the Seat to secure it in place on the Cylinder.



Step 5 - Headrest Attachment (optional)

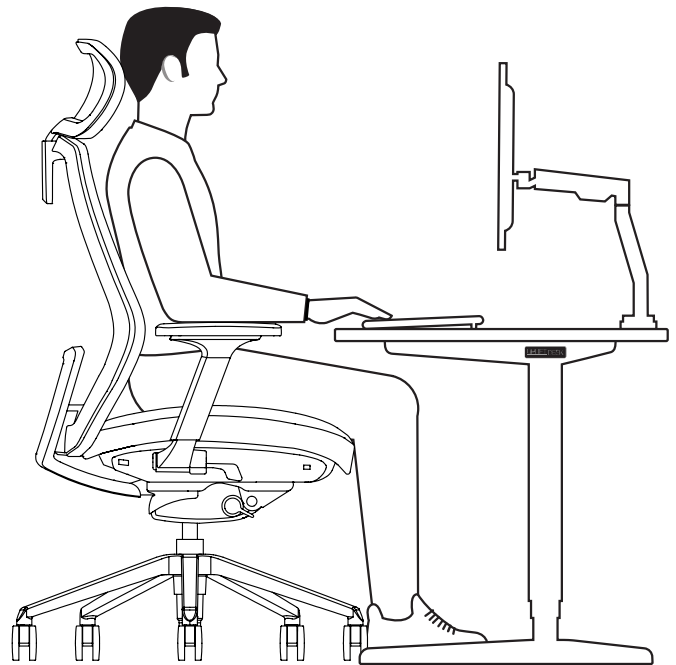
If you have purchased the optional Headrest, follow the instructions below to attach it. Otherwise, proceed to the Adjustment Guide section.

- A. Align the Headrest mounting holes with the screw holes located underneath the crossbar at the top of the Back.
- B. Loosely install the two M6x20mm Screws through the Headrest mounting holes and into the threaded holes in the Back.
- C. Once both screws are in place, tighten them securely using the Smaller Allen Wrench (4mm)



Ergonomic Chair Tips

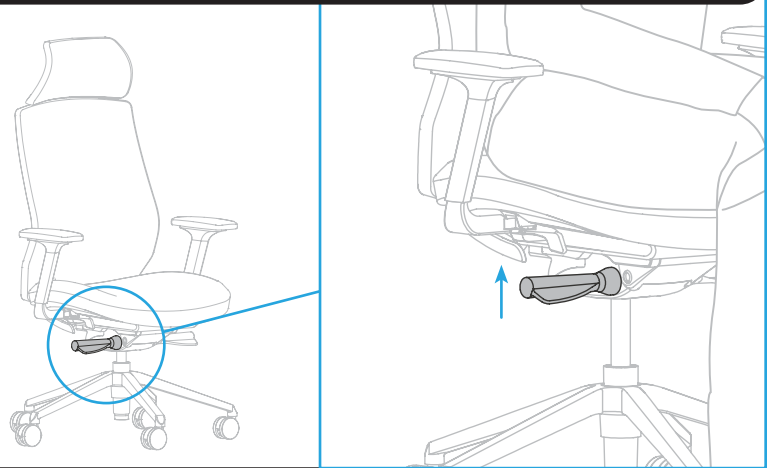
1. Adjust the chair height so your feet are comfortably flat on the floor with knees bent around 90°.
2. Sit with your back against the backrest, and adjust the seat depth to eliminate pressure on the backs of the knees by maintaining about an inch between the back of the knees and front of the seat cushion.
3. Adjust the armrests to elbow height with your forearms at a 90° angle.
4. Adjust the recline and tilt tension to relieve some load on your lower back. A tilt angle of about 110° works well for mouse/keyboard use.
5. If your chair allows lumbar support adjustment, move the lumbar support to fit your lower back and support the curvature of the spine.
6. Headrests, when used, should support the head and neck without pushing forward or down and be adjusted accordingly.
7. Keep moving! Try to stand every hour to avoid sitting for long periods of time—an adjustable height standing desk is ideal. Remember: the best posture is your next posture.



Seat Height Adjustment

- While seated, pull up on the lever on the right side of the Seat.
- Stand up while pulling up on the lever to raise the chair higher.
- Sit down on the chair while pulling up on the lever to lower it.

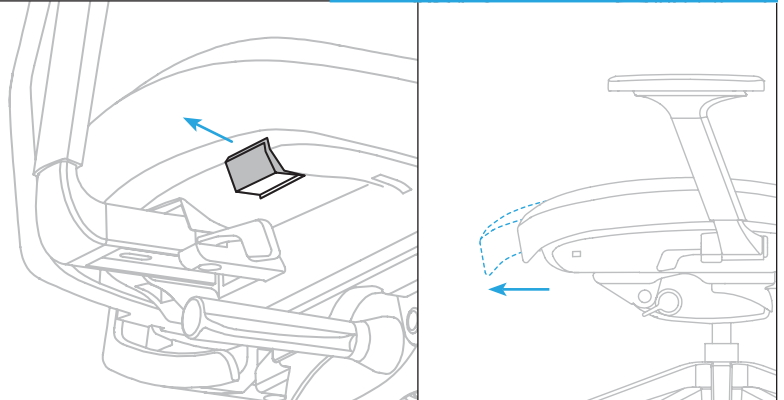
Ergo Tip: For proper chair ergonomics, first adjust the chair height so your feet are flat on the floor.



Seat Depth Adjustment

- While standing, use one hand to pull the Seat depth lever out and one hand to slide the seat forward or backward to your desired position.
- Release the lever to lock the Seat in place.

Ergo Tip: Adjust the seat depth to eliminate pressure on the backs of the knees by maintaining about an inch of horizontal distance between the back of the knees and the seat.



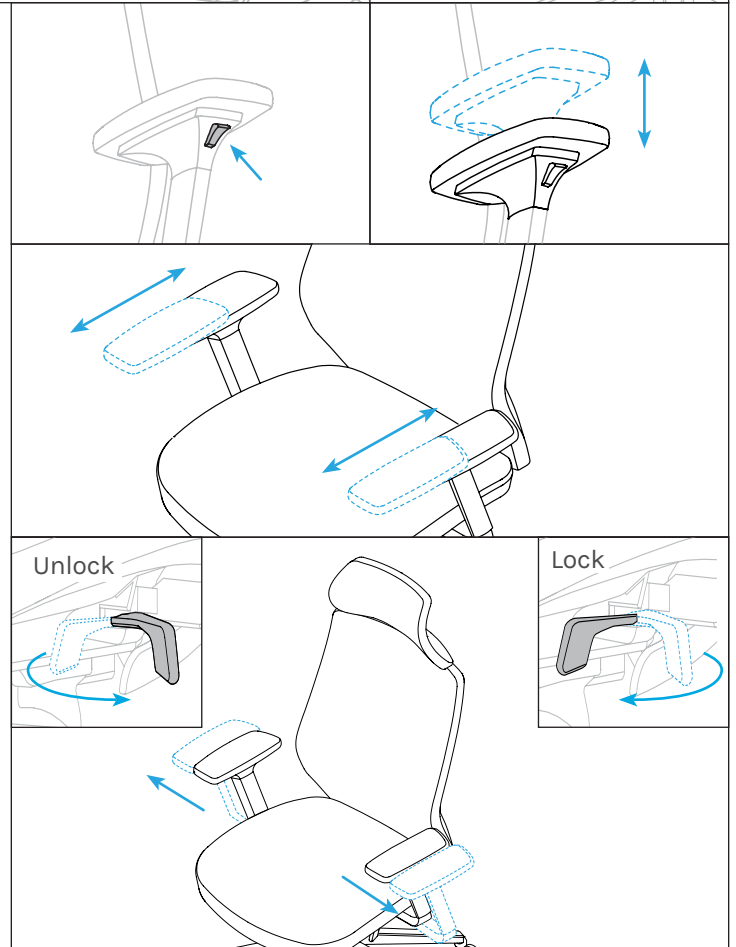
Arm Adjustment

- Height:** Depress the button located under the front of each armrest and pull up on the Arm to raise or lower the armrest to the desired height. Release the buttons to lock the armrests in place.

- Depth:** Grasp armrests and push forwards or backwards to desired placement.

- Width:** Flip the paddles located under the Seat on each side forward unlocking the Arms. Slide the Arms in or out to your desired position then flip the paddles back to lock the Arms in place.

Ergo Tip: The armrest should be positioned to support as much of the forearm as possible while keeping your shoulder in a neutral position. Adjust the armrests to elbow height with your forearms at a 90 degree angle.



Recline Adjustment

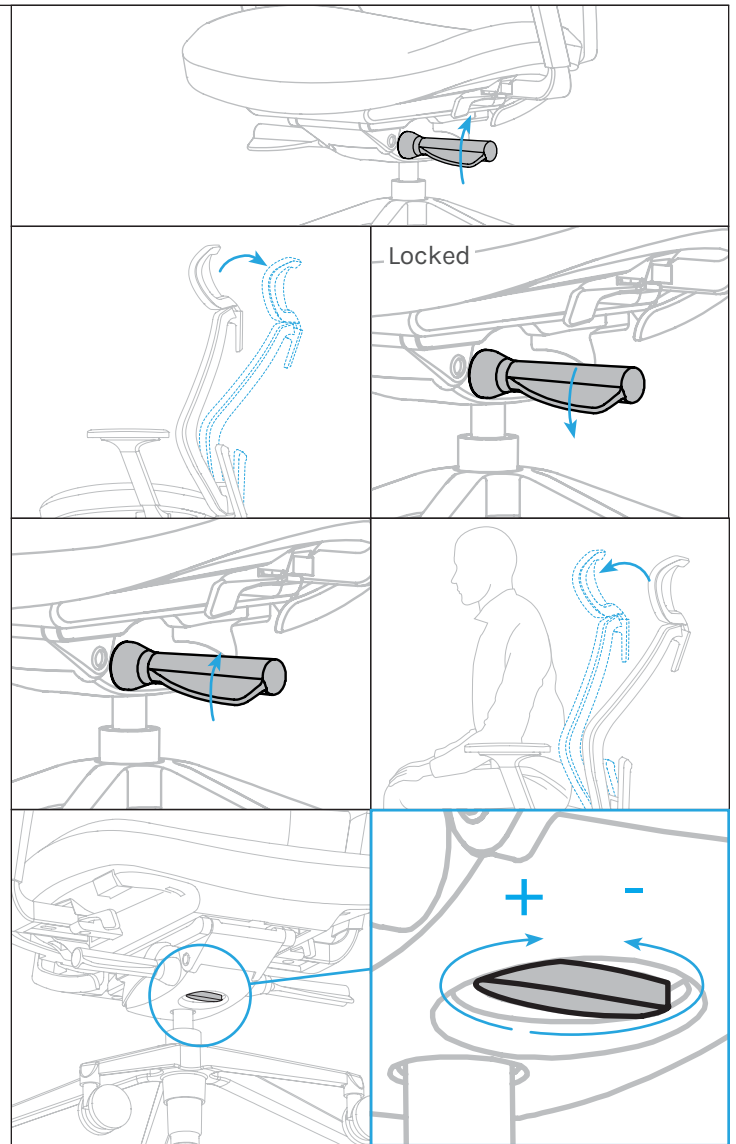
A. **To adjust the back angle:** flip the paddle located under the left side of the seat up.

B. **To lock the back into a fixed reclined position:** recline to your desired position and flip the paddle down.

C. **To return the chair to its upright position:** flip the paddle up, lean back slightly until you hear a “click”. Then allow the back to straighten.

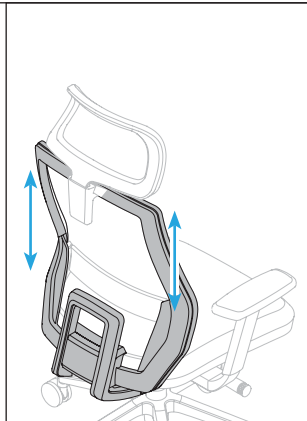
D. **To adjust the tilt tension of the Back:** rotate the knob found below the seat clockwise to increase the tension, and counter clockwise to loosen the tension.

Ergo Tip: Adjust the recline and tilt tension to relieve some load on your lower back (an angle of about 110 degree tilt works well for mouse/keyboard use).



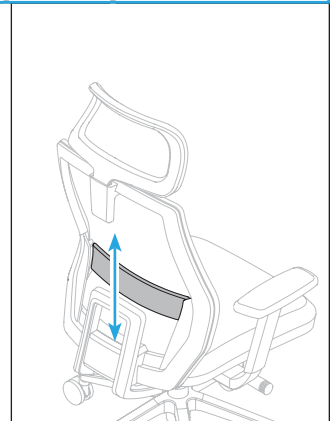
Back Height Adjustment

There are four height settings for the Back. To raise the Back, grasp it on both sides and pull up, one click at a time, until you reach your desired height. To lower the Back, raise it to the maximum height, then allow it to lower itself down.



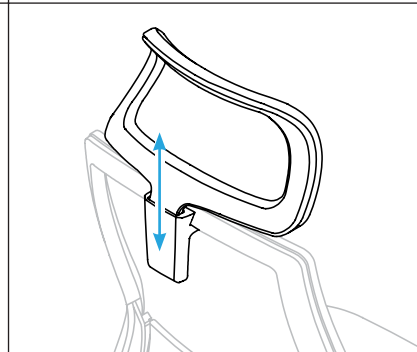
Lumbar Support Adjustment

To raise or lower the Lumbar Support, hold both sides and slide up or down to your desired height. This is most easily done while standing behind the chair.



Headrest Height Adjustment

While seated, grasp each side of the Headrest firmly with both hands and lift or lower it to your desired height.



UPLIFT DESK

Work better. Live healthier.

upliftdesk.com

support@upliftdesk.com

800-349-3839

512-614-3152

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