

4. Instructions to Extend the Life of Product

After-sales Maintenance

- This Instruction Manual is very important, so store it in an easily accessible location.
- After warranty expiration, we will perform repairs for a fee if function can be remedied by repair.

5. Specification

Main Materials and Surface Finish

| | | Part | Material | Surface Material | |
|--------------------|--------------|--------------------|---------------|-------------------|---|
| Structural Parts | Backrest | Logo Component | Polypropylene | — | |
| | Seat | Shell | Polypropylene | — | |
| | | Levers | Nylon | — | |
| | Support Base | Body | Steel | Polyester coating | |
| | | Cover | Polypropylene | — | |
| | Armrest | Adjustable Armrest | Pad | Polyurethane | — |
| | | | Body | Nylon | — |
| | | Fixed Armrest | Pad | Polyurethane | — |
| | | | Body | Nylon | — |
| | Leg | Body | Nylon | — | |
| | | Normal Caster | Nylon | — | |
| | | Hollow Caster | Polyurethane | — | |
| | Option | Hunger | Nylon | — | |
| | | Headrest | Body | Polypropylene | — |
| Attachment portion | | | Nylon | — | |
| Lumbar support | | Polypropylene | — | | |
| Upholstery | Interlock | Polyester | — | | |
| | Renet | Polyester | — | | |
| Cushion Material | Backrest | Polyester | — | | |
| | Seat | Urethane foam | — | | |
| | Headrest | Polypropylene | — | | |

* Note that product specifications may change without notice in order to improve them.

Office seating

Sphere

Instructions for Use



OKAMURA

OKAMURA CORPORATION
International Sales & Marketing Div.
www.okamura.com

G1D604/2023-01

okamura

1. Safety Instructions (Be sure to follow these instructions)

Information on Graphic Symbols

This Instruction Manual and indications on the products use various types of symbols to help you safely and correctly use the products, preventing you, people nearby, and properties from being damaged. The symbols mean as shown below. Make sure to understand the meaning of the symbols well before reading the instructions.

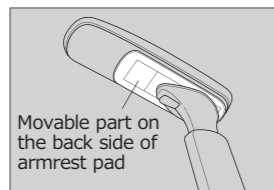
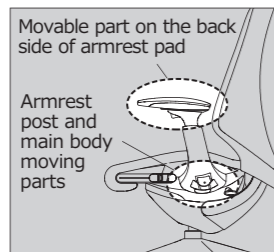
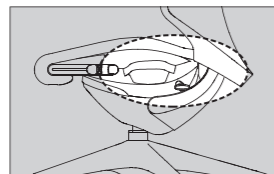
| | |
|--|---|
|  CAUTION | This indicates that improper handling may cause injury or property damage. |
|--|---|

 The symbols are there to call your attention to the parts indicated.

CAUTION

Do not handle roughly, or use improperly.

- Do not place any item on the seat to use the product as a cart. Failure may cause you to fall and get injured or the item to fall and get damaged. Do not stand on the chair or sit on the front edge portion of the seat or on the armrest. Failure may cause you to fall and get injured.
- Be careful not to have your fingers or hands caught in the gaps of the reclining movable portion at the back of the seat.
- When changing the adjustable armrest position, avoid letting your fingers, hand, or clothing get caught in gaps between movable parts or under the armrest pad. Make sure that armrests are securely fixed before using. Do not place your hand or fingers on the movable part under the armrest pad. Otherwise they could become caught when you move the part.



Disassembly and repair

- The seat lifting/lowering device (gas spring) is filled with high pressure gas. If you find any abnormalities, contact our dealer or Customer Service without disassembling or repairing by yourself, which is very dangerous.

Remodeling

- **Do not remodel the product by yourself. Failure may cause a malfunction or safety hazard. In that case, we will not take any responsibility or liability for any phenomena caused. If you need to remodel the product, consult with our Customer Service in advance.**

Upgrade

- If you intend to assemble armrests or lumbar support as an upgrade by yourself, first consult with our Customer Service. Failure to do so may result in a malfunction or safety hazard.
- To hang your suit coat, jacket, etc. on the back of the chair, use the hanger (optional) designed for Spher. If you hang it on the back of the chair without using the hanger, a pocket etc. may get caught when you remove it.

2. Precautions for Use

Please follow the instructions below. Failure may cause damage to the product. In that case, Okamura will not take any responsibility or liability for any phenomena caused.

Usage Precautions

- Keep away from heat sources such as stoves, kettles, etc.
- Avoid places exposed to direct sunlight. Failure may cause deformation or discoloration.

Installation

Install the product so that it will be horizontal.

- When installing the product, be sure to keep the body horizontal. Failure may cause the body to be distorted or the movable portion to be defective.

Avoid places with high temperature, high humidity, and extreme dryness. Failure may cause deformation, discoloration, and mold.

- Avoid direct exposure to steam. Failure will cause rust.

Be sure to use the product indoors.

- Do not use the product outdoors or in places exposed to water. Failure may cause damage such as warping and mold.

Appropriate Ventilation Measures

- Many chemical substances will be released by the product when it is first purchased. Sufficiently ventilate or expose the product to moving air for some time after purchasing it.
- Do not completely close windows when using the product in rooms with conspicuously high temperatures/ humidity (the benchmarks for these are temperatures in excess of 28°C (82.4°F) and relative humidity in excess of 50%).

Regular Maintenance

- During use, if bolts or screws become loose, fully tighten them to extend the life of the product. Tighten as soon as possible. Do not ignore signs of loosening.
- Hard caster(Nylon wheels) may slide too well to cause the chair to fall. Use Soft caster (urethane wheels). The nylon wheels are suited for floors covered with rugs or carpets.

Casters

- **Casters should be replaced when they are worn down. Any irregularities that are noticeable when moving, such as heaviness, noise from the casters, or rattling from the chair, are due to caster wear and tear. We recommend replacing the casters.**

For P tile floor

- Hard caster(Nylon wheels) may slide too well to cause the chair to fall. Use Soft caster (urethane wheels). The nylon wheels are suited for floors covered with rugs or carpets.

— Please be careful. —

The soft wheels change over time due to the effects of hydrolysis, mold growth, ultraviolet rays, etc., causing deterioration such as crack and peeling. The speed of soft wheel aging greatly varies depending on your environment. If you find any deterioration, you are recommended to replace the wheels concerned as early as possible.

3. How to use the product

Parts Name

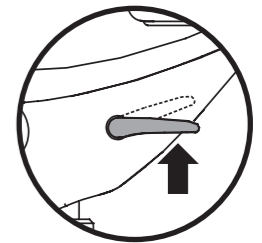


3. How to use the product

Adjustments

[Seat Height Adjustment]

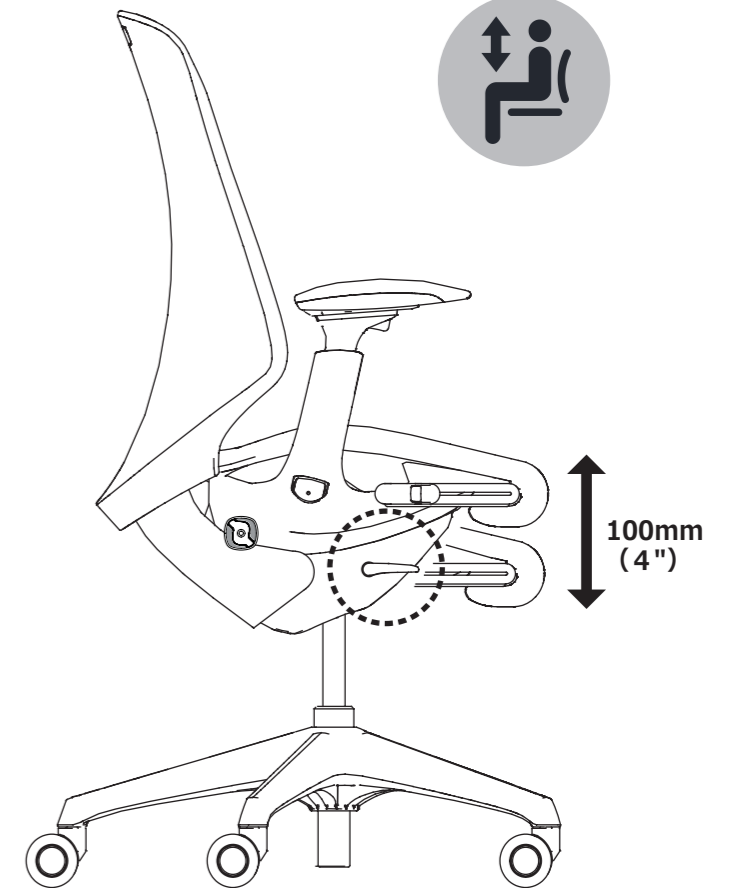
Seat height can be adjusted using the seat height adjustment lever under the seat on the right. To lower the seat, while sitting on the chair pull the lever up. The seat will descend. Release the lever when the seat is at the desired height. The seat is now set at that height. To raise the seat, pull the lever up while raising your upper body slightly.



Caution

Press down on the lever axis while lifting the front of the lever straight up.

Do not lift the lever toward the side.

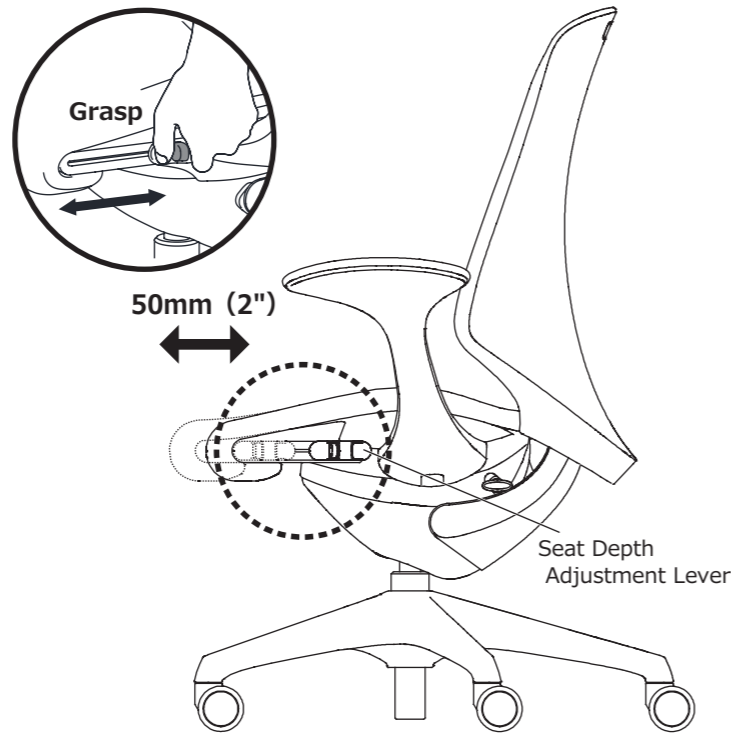
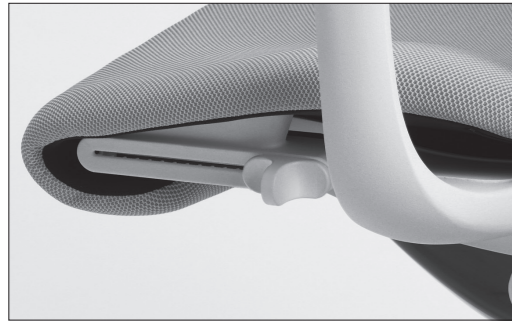


3. How to use the product

Adjustments

[Seat Depth Adjustment]

While sitting on the chair, use the seat depth adjustment levers under the front of the seat on both sides to adjust seat depth.



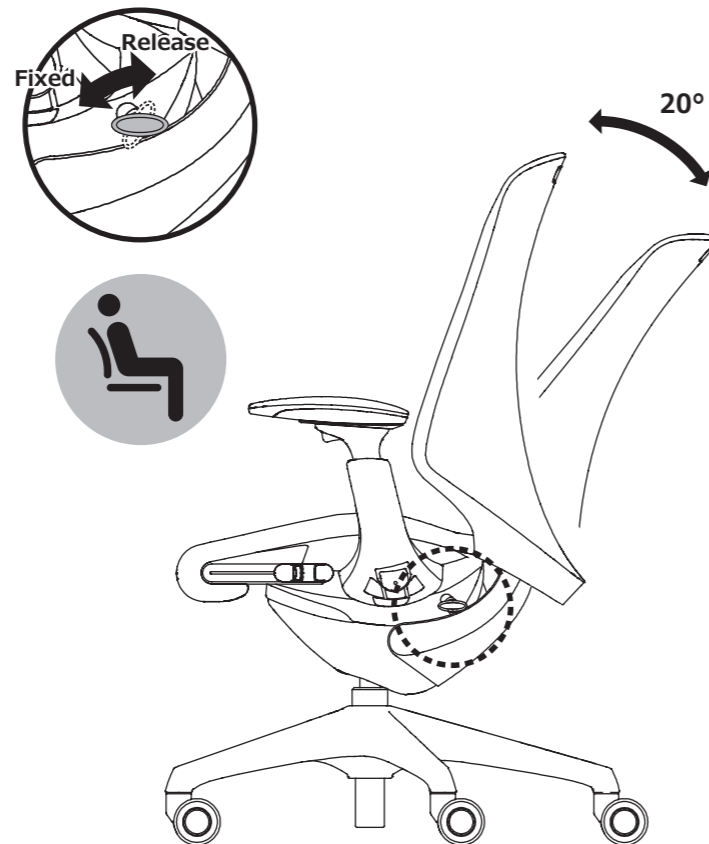
Please be careful.

Do not maneuver the chair using the front of the seat. Otherwise you could damage the chair.

[Reclining Lock/Unlock]

The seat reclining mechanism is operated by shifting the reclining lock/unlock lever under the seat on the left. Lean against the backrest to tilt it back. At the desired angle, shift the lever once to fix the backrest position.

Shift the lever once again to release the backrest. Lean back slightly against the backrest to position it at the desired recline angle.

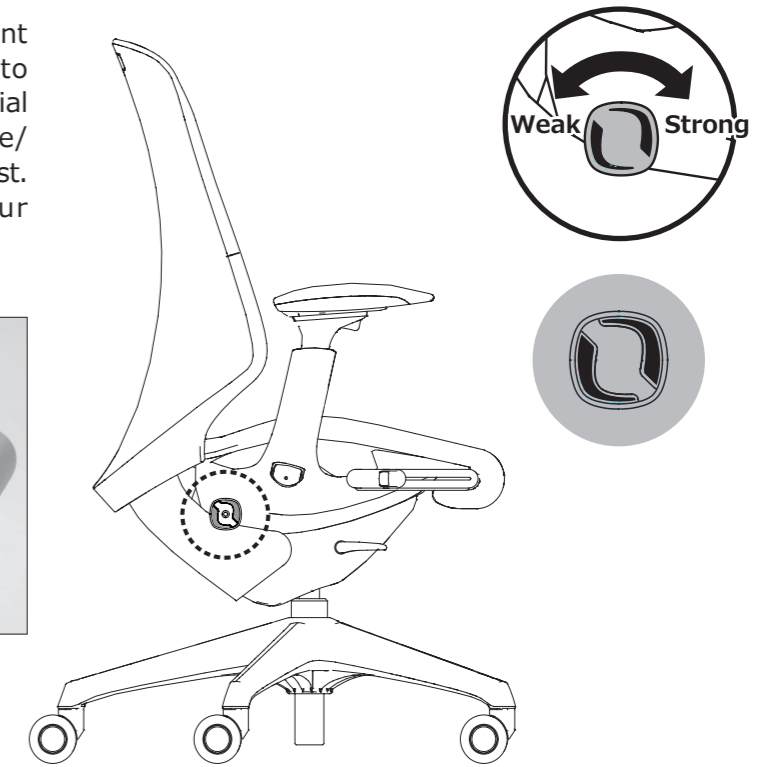


3. How to use the product

Adjustments

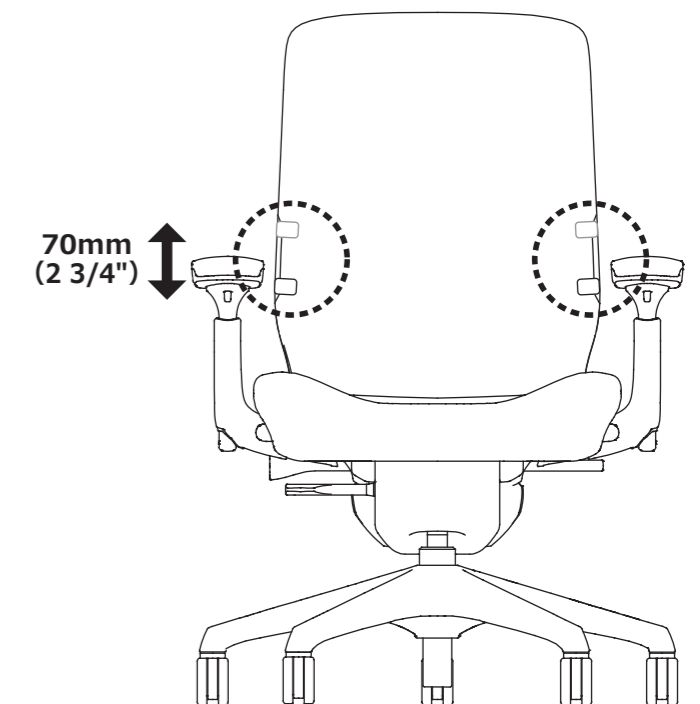
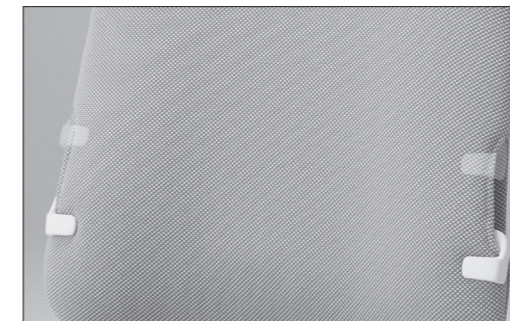
[Reclining Tension Adjustment]

Use the reclining tension adjustment dial under the seat on the right to adjust reclining tension. Turn the dial clockwise/counterclockwise to increase/decrease the flex force of the backrest. Adjust reclining tension for your preferred sitting style.



[Lumbar support Height Adjustment]

Adjusting Lumbar support (option) Directly move up and down the lumbar support levers on both sides of the backrest. The lumbar support can be adjusted in the range of 70 mm (2 3/4 inch) upward and downward.



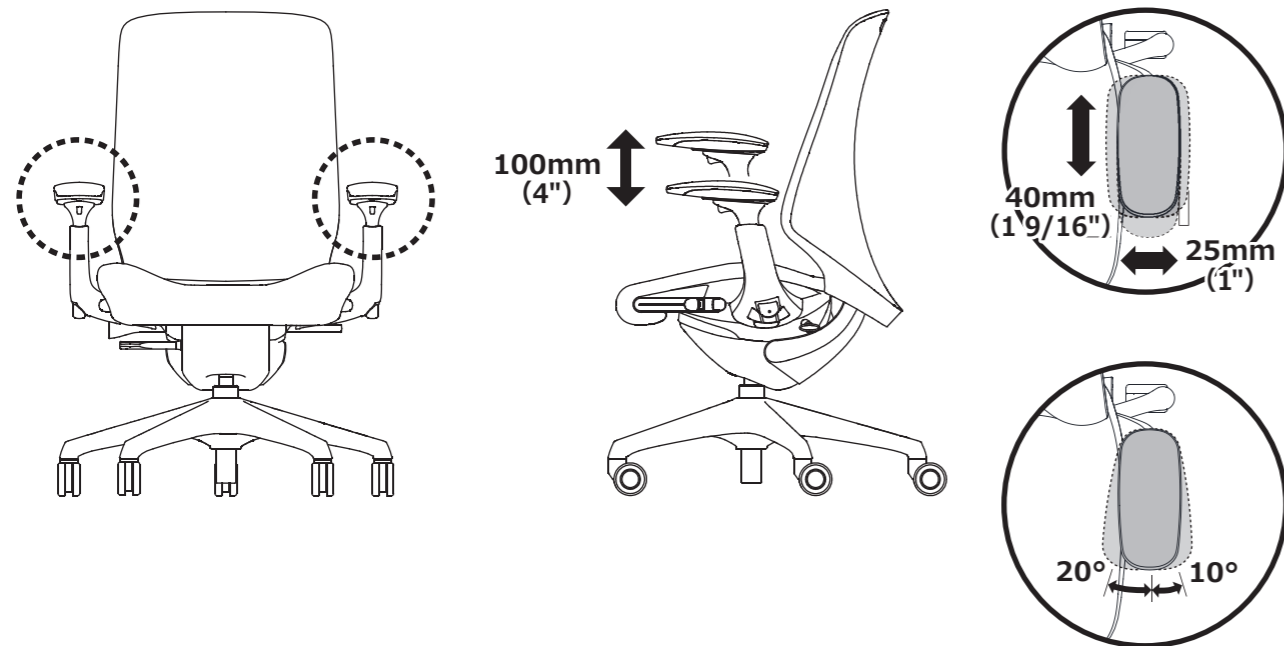
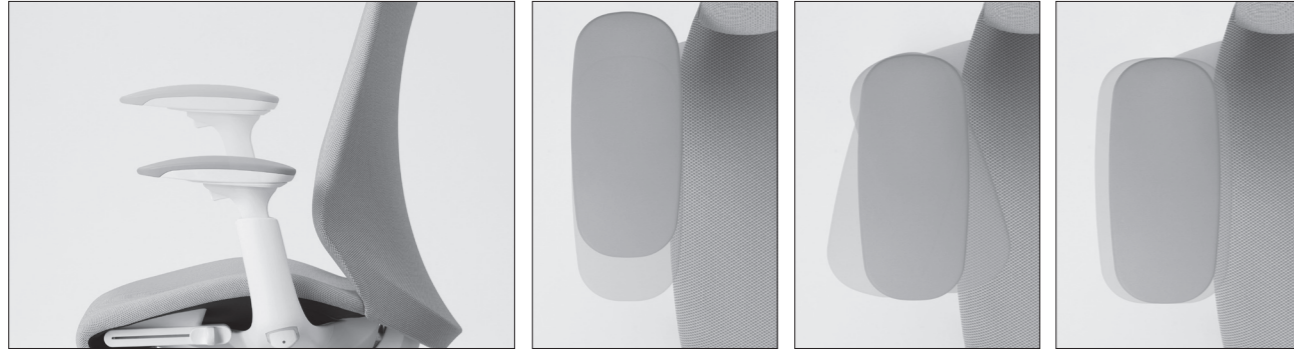
3. How to use the product

Adjustments

[Adjustable Armrest Height and Vertical Position Adjustment]

Press the height adjustment button under the armrest pad to unlock the armrest position. Armrest height can be adjusted within a vertical range of 100 mm (4") . Release the button at your preferred height to set the height. You can adjust the angle of the armrest by holding and turning the armrest pad toward the inside or outside (20° inside, 10° outside). The armrest can also be adjusted 40 mm (1 9/16") backward/forward and 25 mm (1") left/right.

Please be careful.
After adjustments, make sure the armrests are securely fixed before using the chair.



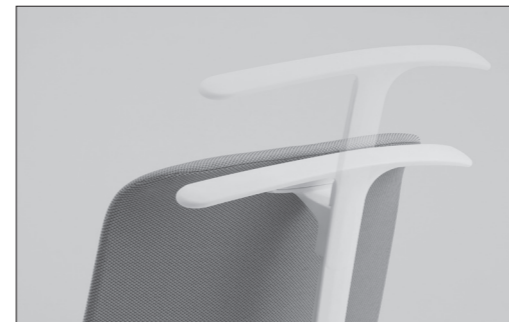
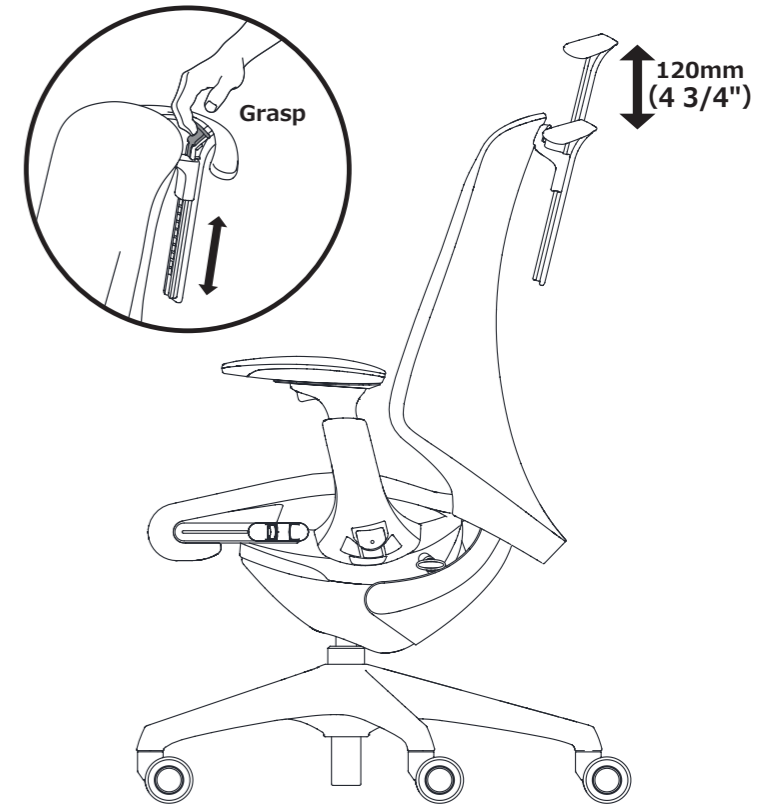
3. How to use the product

Adjustments

[Hanger (optional) Height Adjustment]

Adjust hanger height while grasping the lever in the upper portion of the hanger. Hanger height can be adjusted within a vertical range of 120 mm (4 3/4") . The hanger can be lowered when not used, to get it out of the way and achieve a more attractive appearance.

Please be careful.
● After adjustments, confirm that the hanger is securely fixed before using the chair.
● If a jacket is hung on the back of the chair without using the optional hanger, it may get caught in the pockets or other objects when removed.



3. How to use the product

Troubleshooting

| Problem | Check | Solution | Page |
|-------------------------------|---|--|------|
| The seat cannot be lifted up. | Are you sitting on the seat when adjusting the seat height? | Adjust the seat height while not seated on the seat. | 4 |
| | Is the seat height in its highest position? | The seat cannot be lifted up beyond the highest position. | |
| The seat cannot be lowered. | Are you sitting on the front edge of the seat? | Sit in the center of the seat while adjusting. | |
| | Is the seat height in the lowest position? | Sit in the center of the seat while adjusting. | |
| Backrest does not move. | Check whether the dial on the left under the seat is in the Locked state. | Set the lever to Unlocked, then lean against the backrest. | 5 |
| The backrest does not move. | Check whether the reclining tension adjustment dial at the back of the seat is set to Strong. | Turn the reclining tension adjustment dial to Weak (counterclockwise). | 6 |
| Casters do not move smoothly. | Are they tangled with lint or wool? | Remove lint or wool or replace the casters. | * |
| Casters are slippery. | Are you using urethane casters on hard floors such as a plastic tile floor? | Use soft casters. | |

* Please contact an official dealer.

For differences in exterior appearance, please note the following.

| | | |
|---|--|--|
| ① | Surface appearance (upholstery, plastic, coating, etc.): Color definition and gloss may slightly differ even for the same color and same specifications, depending on such factors as material, manufacturing lot, and manufacturing conditions. | ➔ These differences are not covered by the warranty. |
| ② | After delivery, as time passes surface appearance may undergo some change through discoloration, fading, or the effect of light. | ➔ Such changes are not covered by the warranty. |

4. Instructions to Extend the Life of Product

Daily care

[Cloth part]

- Brush with a soft brush or tap the surface softly and vacuum to remove dust to avoid damaging the cloth.
- When it gets dirty after extended period of time, wipe with a well wrung soft cloth moistened with thin neutral detergent. Wipe clean with a damp cloth. Be sure to wipe detergent completely and wipe again with a dry cloth to dry it.
- When using alkaline electrolyzed water to remove stains, spray directly on the stain and brush with a soft brush taking care not to damage the cloth. Then, wipe the moisture and stain to remove and wait for the cloth to dry.
- When it gets an oily stain, dab and remove it by using a dedicated stain remover immediately. Then wipe with a soft cloth dampened with water, followed by a dry cloth to dry. Stains may be permanent depending on the material.

— Please be careful. —

Do not leave the product with moisture remaining on it. Do not clean the product with organic solvents such as thinner or benzene, or with a cloth that contains chemicals. Be aware that once discoloration or deterioration happens, it cannot be reverted to its original state.

[Aluminum part]

- Wipe off with a dry soft clean cloth.
- Immediately wipe off any water.
- Immediately wipe off any dust or fingerprints (sebum).

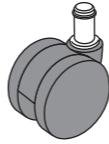

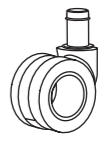
[Resin Part]

- Wipe with a well wrung soft cloth moistened.
- If dirt is noticeable, wipe it off with a well wrung soft cloth moistened with thin neutral detergent. Be sure to remove detergent completely with a damp cloth and wipe again with a dry cloth to dry it.

Expendable Parts

Sphere is constructed so that parts which break or become worn over time can be replaced with new ones. Contact a dealer for parts replacement. An installation fee will be charged separately.

[Caster Replacement]

| | | |
|---|---|---|
|  |  |  |
| Nylon Caster(Normal) | Urethane Caster(Normal) | Urethane Caster(Hollow) |