

Arm Replacement

Right Chair™

Tools: Large Phillips (cross-tip) Screwdriver

1 person: ~5 minutes



1. Activate seat height lever to maximum length, and then tip chair over for access to the arm brackets on the underside of the seat.



2. Locate the arm bracket where arm attaches to the seat. Locate the large Phillips head screw at the end of the arm steel, and remove it, setting it aside for later reinstallation on new armrest.



3. With retaining screw removed, release the width-adjustment lever on the arm support and slide out the entire arm support.

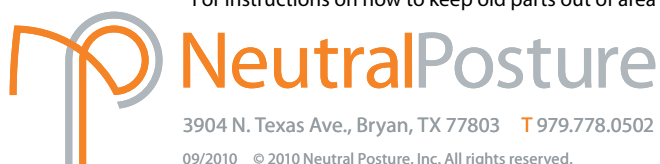


4. With width-adjustment lever in release mode on the new arm, insert new arm into the bracket. Once fully inserted, snap the lever closed.



5. Replace the retainer screw and return your chair to its upright position. You may now adjust the armrest width using the lever.

For instructions on how to keep old parts out of area landfills, please visit www.NeutralPosture.com/environment



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Backrest Replacement

Right Chair™

Tools: 3/16" Allen-wrench

1 person: ~5 - 10 minutes



1. Remove the 3 screws (3/16" Allen-head) that secure backrest post to mechanism. Once detached, set aside for later reinstallation.

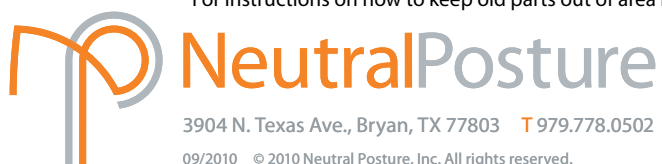


2. Position new backrest and post assembly into the same receptacle/stub. Start the 3 screws by hand to avoid cross-threading.



3. With screws started by hand, tighten all with the Allen-wrench to secure the back assembly to the mechanism.

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Arm Pad Replacement

Right Chair™

Tools: 5/32" Allen-wrench

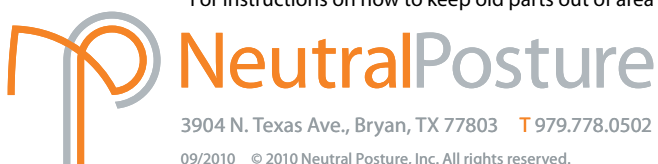
1 person: ~5 minutes

Reference *Arm Replacement* sheet



1. Locate the 2 screws (5/32" Allen-head) that secure the urethane arm pad to the arm support. You may find it easier to access by removing the entire arm support (Reference to *Arm Replacement* sheet). Remove the 2 screws, set them aside for later reinstallation, and remove the pad.
2. Position the replacement pad for installation, and replace the 2 screws, starting each by hand to avoid cross-threading. Tighten the screws with the Allen-wrench to secure the pad.

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Headrest (“HE” style) Replacement

Right Chair™

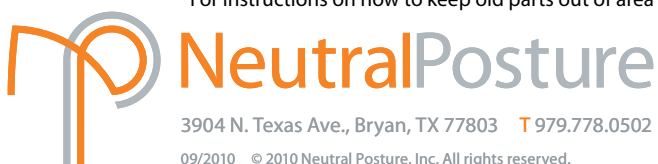
Tools: Small Phillips (cross-tip) screwdriver

1 person: ~5 minutes



1. Locate the 2 Phillips screws that secure the headrest to the top of the backrest, and remove the headrest assembly. Remove the screws, set them aside for later reinstallation.
2. Position the replacement headrest for installation, and replace the 2 Phillips screws, starting each by hand to avoid cross-threading. Tighten the screws to secure the headrest assembly.

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Mechanism Replacement

Right Chair™

Tools: 3/8" Socket and Hammer (Gloves & Safety Glasses recommended)

1 person: ~10-15 minutes

Reference *Arm Replacement* sheet and *Back Replacement* sheet



1. Remove the armrests and back from the chair (Reference to *Arm Replacement* and *Backrest Replacement* sheets).



2. To remove the base, first tip the chair forward and over until the base is off the floor. Hold one leg of the base and strike the cylinder protruding through the base, using a plastic hammer. The force will dislodge the base.*



3. Next, firmly holding the cylinder with one hand, and strike the mechanism around the cylinder entry point with the hammer. Several strong blows may be required to dislodge the cylinder from mechanism. **



4. Set seat/mech assembly on work surface for access to screws. Locate and remove four 3/8" hex-bolts that secure the seat to the mech. Retain spacers and washers for reinstallation. Two bolts may be obscured by the slider. Before releasing and moving slider to reveal them, keep hands and fingers away from the slider.



5. Remove the old mech, and replace with the new mech, positioning it over the four T-nut receptacles in the seat. Replace the bolts one at a time, with washer/spacers as before, and tighten them in rotation until all are secure.



6. Reinstall cylinder, base and armrests using reverse of steps used to remove them.

* A base removal tool is available for purchase through Neutral Posture, part number 190289, \$50 net.

** A cylinder removal tool is available for purchase through Neutral Posture, part number 'LIFTOFF', \$30 net.

For instructions on how to keep old parts out of area landfills, please visit www.NeutralPosture.com/environment