

Replacing Shroud on BTC Arms

(BTC Series)

Tools: Long, thin Phillips-head (cross-tip) screwdriver, 3/16" Allen-wrench

1 Person, ~8 to 10 min per arm

Replace one arm shroud at a time. The best approach is sitting on the floor next to the upright BTC chair.



1. Locate the two, long Phillips-head screw that attach the shroud to the arm pad, and unscrew both. (NOTE: Screws won't fall out even when loose).



2. With both shroud screws loose, push the shroud down for open access to the 3/16" Allen-head bolts that secure the arm pad to the post, and then remove both.



3. Remove the aluminum "T" by first disassembling the spring assembly (take notice of steps as you will reverse them shortly). Lift both ends of the silver spring out of the slot, and then lift up on "T" until you find position allowing removal of the brass pin. Remove pin, and slide "T" up and off.



4. Before removing the shroud, take notice of which end of its asymmetrical shape is forward, so you can slip new shroud on in same manner. Once on the arm post, push the shroud down for access to re-install brass pin, spring and arm pad.



5. Reverse steps to replace aluminum "T" and pin and spring. Make sure the "T" is properly engaging click-stops as you lift it, and as the other armrest works.



6. As you set arm pad for reattachment, position it with concave edge inward and forward-most holes (highlighted on image of left arm pad) lined up for Allen-head bolts.



7. Securely attach the arm pad with the 3/16" Allen-heads bolts.



8. Slide new shroud up and into position for attachment.

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



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