

**Tools:** None

## Arm Replacement (T-arms)



1. Activate seat height lever to maximum length, then tip the chair forward/over for access to arm brackets on underside of seat. If you're replacing both arms, do one at a time, noting the "slant" of the arms support may be mounted in two directions.



2. Locate where arms attach to underside of the seat, and remove the hand-wheel. Keep all washers in place for later reinstallation.



3. Slip the old arm support out and replace with the new arm. Replace the hand-wheel with washers (be careful not to cross-thread).

**Tools:** 3/16" Wrench

**People Required:** 1 Person

**Time:** 10 Minutes

## Backrest Replacement



1. To remove backrest, first remove the black, plastic cover where back post meets mechanism. Next, locate and remove the 3 (3/16") nuts that secure backrest post there. Once detached, set aside for later reinstallation.



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



3. With nuts started by hand, tighten all to secure the back assembly to the mechanism.

For recycling information, please visit [www.NeutralPosture.com/sustainability](http://www.NeutralPosture.com/sustainability)

**Tools:** Phillips screwdriver  
Hammer  
3/16" Wrench  
(Safety Glasses and Gloves recommended)

**People Required:** 1 Person

**Time:** 20 Minutes

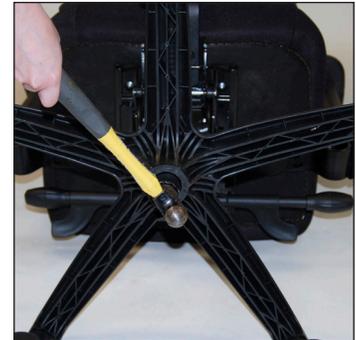
## Mechanism Replacement / Base Replacement



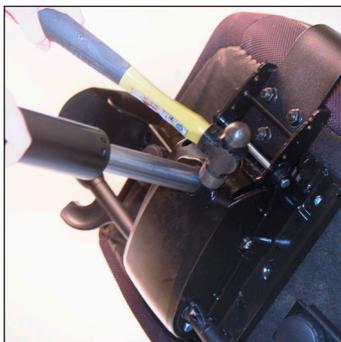
1. First, tip the chair forward/over until the base is off the floor. This allows access for base removal.



2. Remove the armrests from the chair (reference Arm Replacement guide) mechanism, and set aside for later reinstallation.



3. Hold the base with one hand and use a plastic or rubber hammer in the other to strike cylinder protruding through the base. The shock force will dislodge the base. If any casters come out of the base, you can easily reinsert them.



4. Remove cylinder from mechanism: Hold the end of the cylinder with one hand, and hammer the mechanism around the cylinder entry point. Several strong blows may be required to dislodge the cylinder from mechanism.



5. To remove backrest, first remove the black, plastic cover where back post meets mechanism. Next, locate and remove the 3 (3/16") nuts that secure backrest post there. Slip the bolts up and out and set aside for later reinstallation.



6. Locate the 4 Phillips-head screws securing seat to mechanism.  
**Note:** 2 screws may be obscured by the seat slider. Before releasing and moving slider to reveal them, keep hands and fingers away from the slider. The slider control is the "wing" on the left-side mechanism control.

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7. With all 4 Phillips screws revealed and removed the mechanism can now be lifted off the seat.



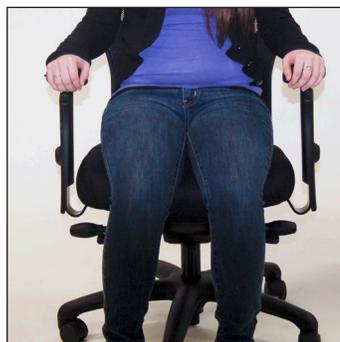
8. Position new mechanism on the seat in same manner as the old one, and center the holes for the screws over the same T-nut receptacles.



9. Reattach backrest with the 3 bolts and nuts, and then, replace the black, plastic cover.



10. Reattach armrests, and set the seat/back assembly on the floor, reinsert cylinder, and then slip base onto the cylinder.



11. Check to be sure all casters are secure in the base, and then set the chair upright and secure all components by sitting.