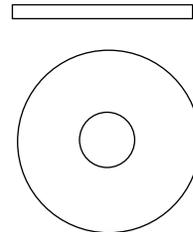
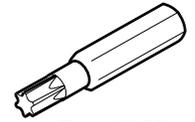
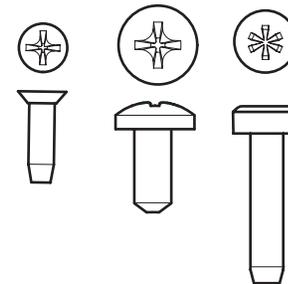


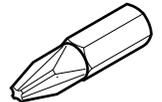
Wave Washer



Washer



Torx #25 Bit



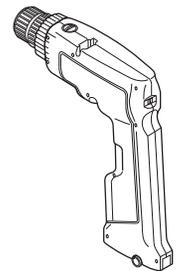
#2 PHILLIPS



#4 PHILLIPS



Bit Holder

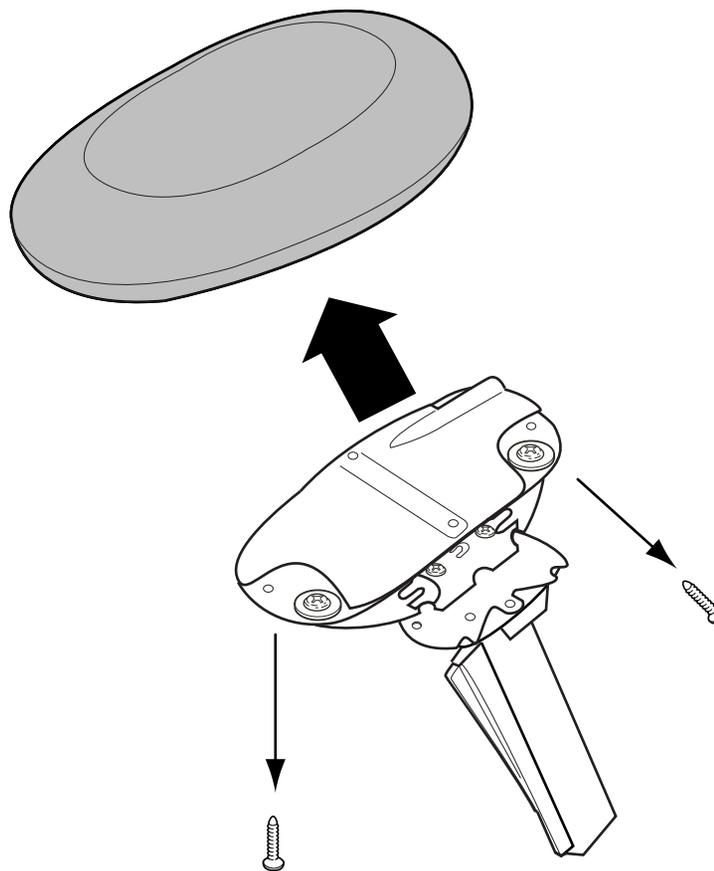


If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you. (Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500) Or visit our website: www.steelcase.com

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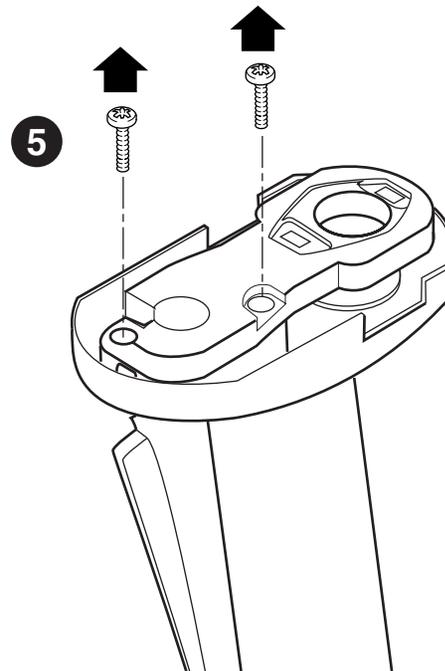
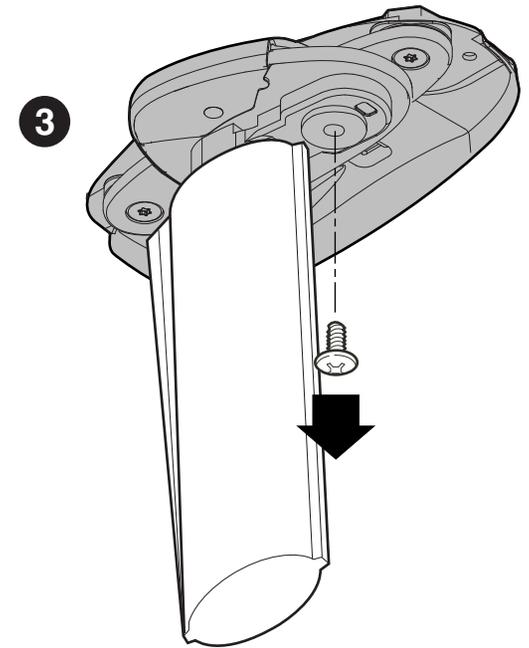
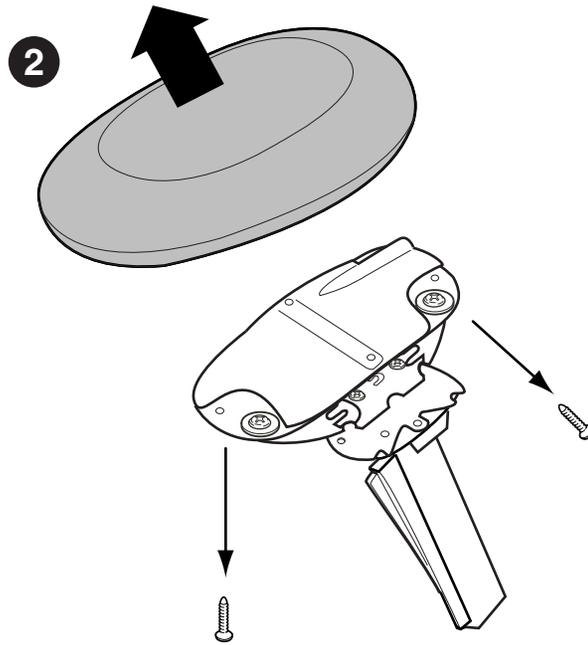
Arm Cap Replacement

- 1.** Flip the chair to an upside down position.
- 2.** Remove the (2) screws that are located towards the front and back edges of the arm removing the arm cap. Repeat for other side. Pay close attention to which is right and left side if doing both sides. Radius on arm will go towards the seat side of the chair.
- 3.** Reattach arm cap with screws. Do not over torque.



Height Width Pivot Arm Replacement

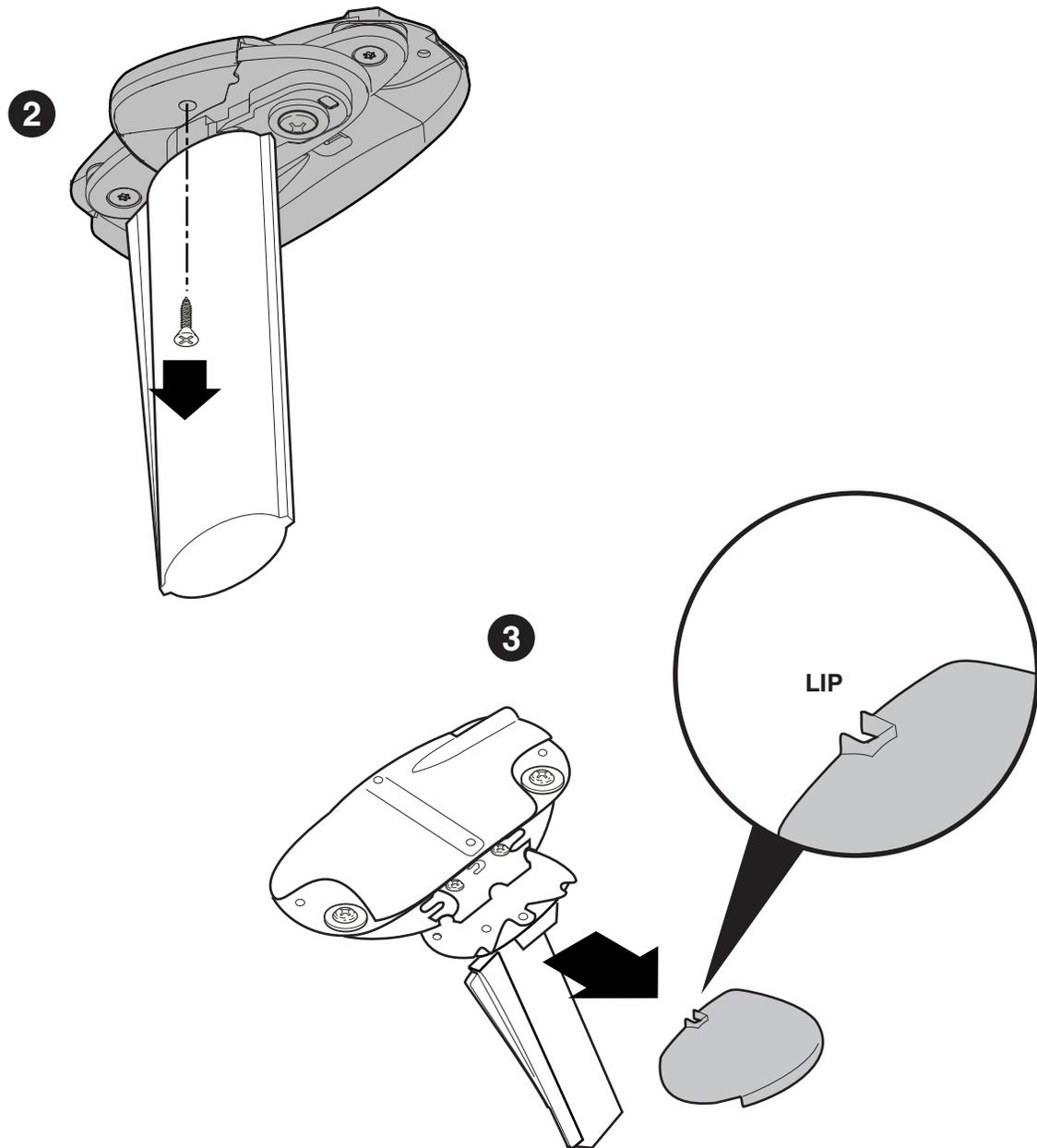
1. Flip the chair to an upside down position.
2. Remove the (2) screws that are located towards the front and back edges of the arm removing the arm cap.
3. While holding the arm firmly, use a #4 phillips screwdriver or screw gun to remove the large screw with black head. Repeat for other side. When doing both sides, pay close attention to which is the right and left side.
4. When screw is fully detached, remove arm.
5. Remove assembly screws using a #25 torx head screw bit with screw gun. Unsnap detents of lower cap from mounting block.
6. Carefully snapping detents of new lower cap into mounting block, remount block with assembly screws and torque to 80 - 100 inch lbs.
7. Reattach new arm (again checking to make sure right and left are on correctly) using screw. Torque screws to 30 - 90 inch lbs.
8. Reattach arm cap with screws. Radius on arm cap will be toward the seat side of the chair.



Gear Cover Replacement

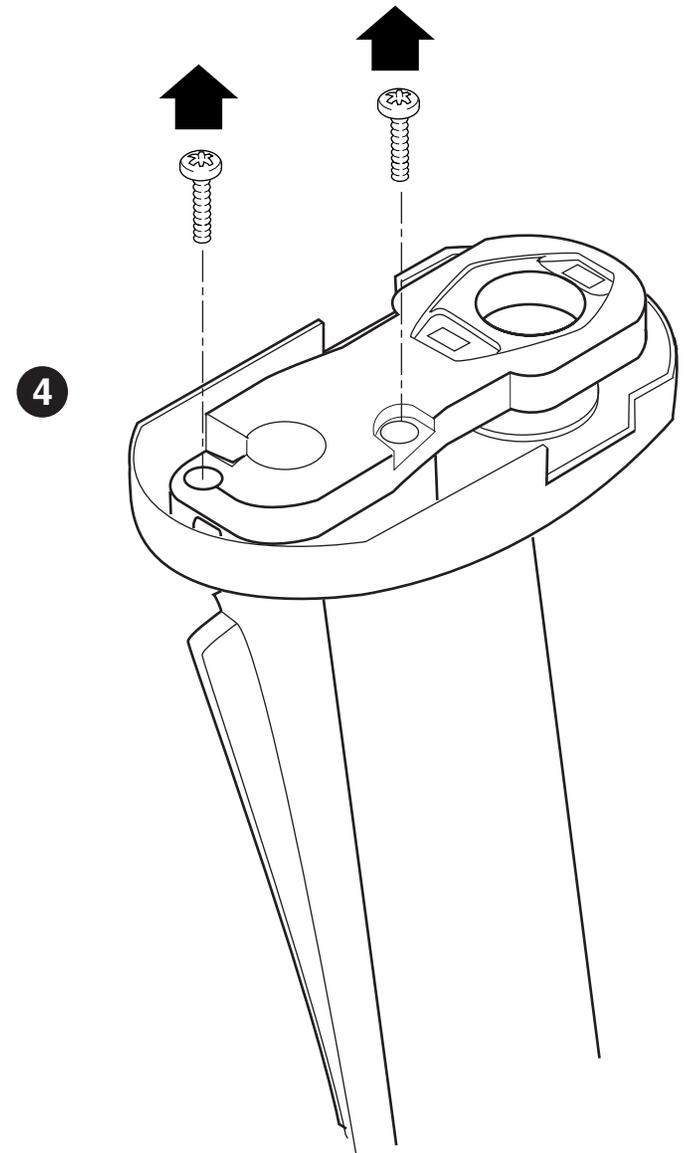
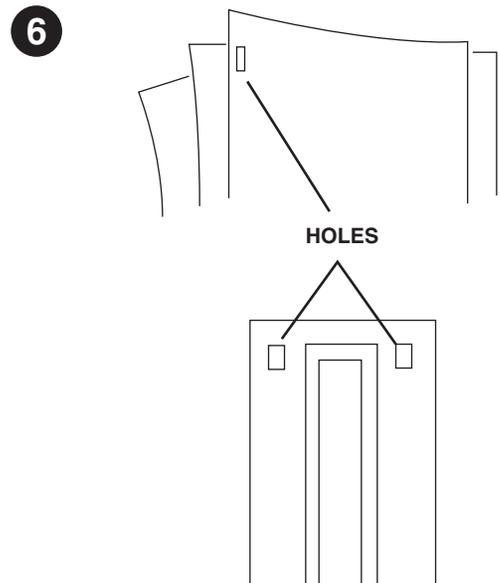
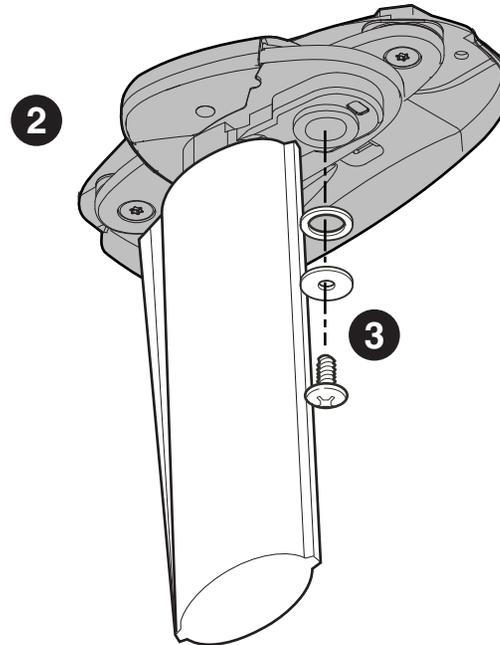
1. Flip the chair to an upside down position.
2. Remove small silver screw on the underside of the arm which will be a #2 phillips drive flat head screw.
3. Remove cover by carefully pulling in an outward motion.
- 4a. For old style, place new cover on slight angle and insert lip under arm cover and gently push, snapping into place being careful not to break plastic lip and cover; reinsert screw.
- 4b. For new style, push cover on and replace #2 phillips drive flat head screw.

NOTE: When replacing covers, watch for right and left hand if replacing both sides.



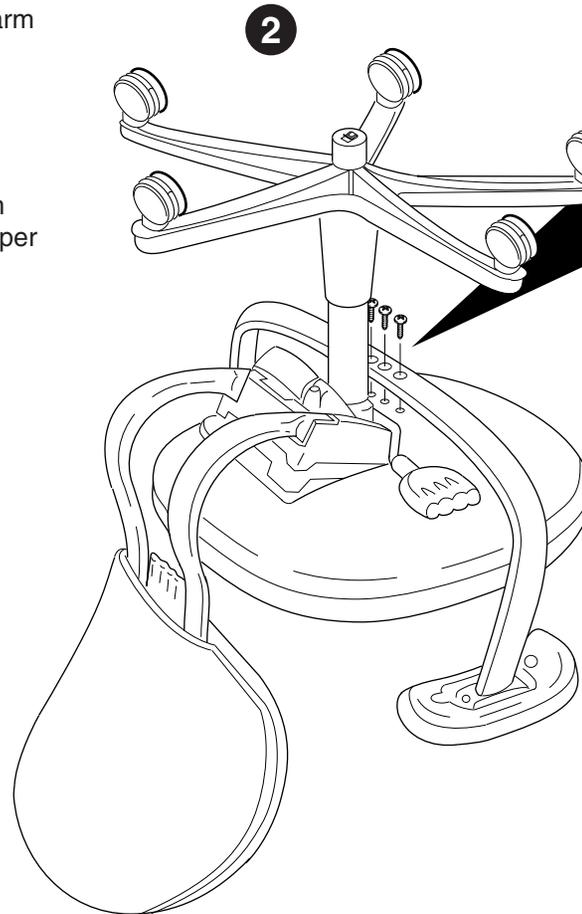
Lower Cap Replacement

1. Flip the chair to an upside down position.
2. While holding the arm firmly, use a #4 phillips screwdriver or screw gun to remove the large screw with black head. Repeat for other side. When doing both sides, pay close attention to which is the right and left side.
3. When screw is fully detached, remove arm being careful to note order in which the washers come off.
4. Remove assembly screws using a #25 torx head screw bit with screw gun. Unsnap detents of lower cap from mounting block.
5. Remove old lower cap.
6. Carefull take new lower cap and tilt slightly to align tabs with small holes in trigger assembly and gently push, snapping into place.
7. Carefully snapping detents of new lower cap into mounting block, remount block with assembly screws and torque to 80 - 100 inch lbs.
- 8a. For old style, reassemble arm cap to mounting block. Torque screw to 100 - 120 inch lbs.
- 8b. For new style, reassemble arm cap to mounting block. Torque screw to 30 - 90 inch lbs.



Arm Assembly Package

1. Flip the chair to an upside down position.
2. Remove the (3) screws holding the arm assembly in place.
3. Remove the arm assembly.
4. Align the screw holes of the new arm assembly. Insert the screws and tighten per the tightening pattern shown.



4

Torque Tightening Pattern
(Torque to 115 inch lbs.)

