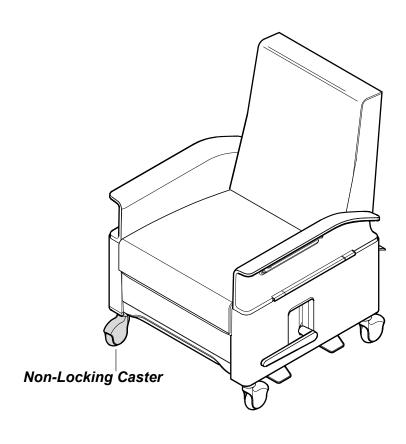
Customer Service for Caster Replacement on Empath™ Recliner

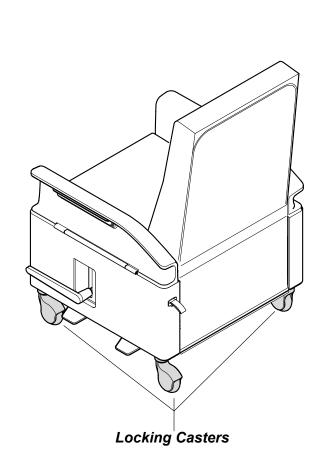


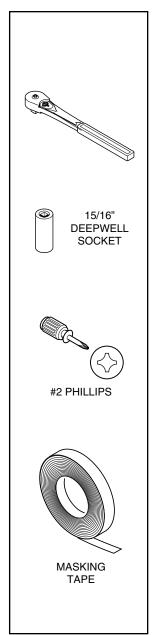
If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at 888.STEELCASE (888.783.3522) for immediate action by people who want to help you.

(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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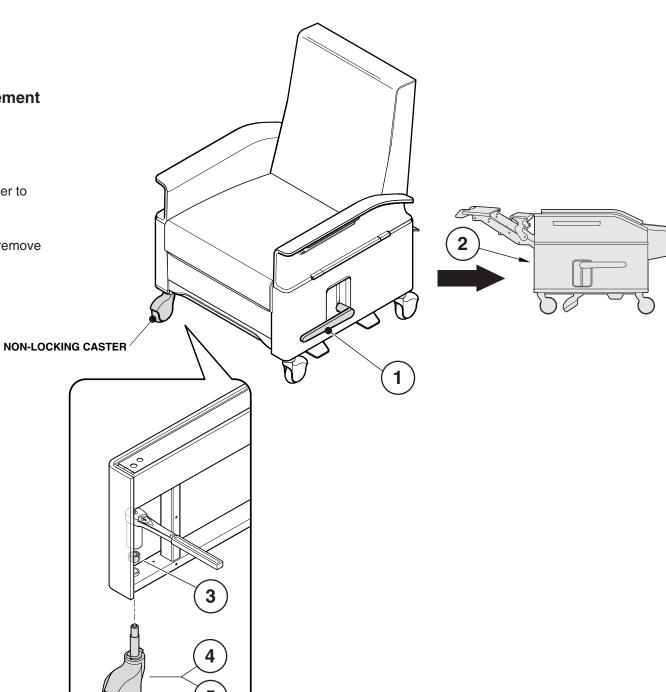


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Non-Locking Caster Replacement

- **1.** Pull lever to recline chair.
- **2.** Detach velcro strip and move cover to gain access.
- **3.** Use a 15/16" deepwell socket to remove the nut that is securing the caster.
- **4.** Remove the caster.
- **5.** Reverse procedure to install replacement caster.

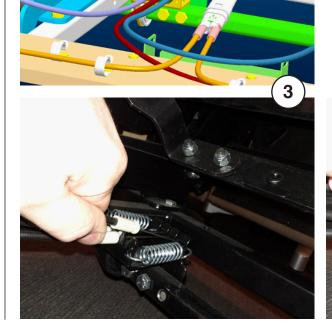


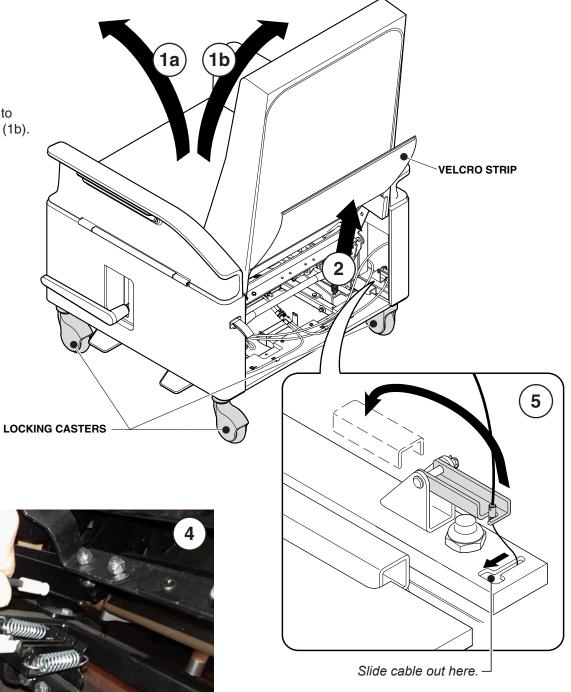
HEALTH

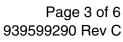
Locking Caster Replacement

1. Flip chair on front face for rear two casters (1a). Use a blanket to protect fabric. Flip chair to non-control side for locking front caster (1b).

- 2. Detach velcro strip and move rear cover to gain access.
- **3.** Unhook three (3) cables from the central activation point by unsnapping the white fittings from the steel bracket.
- **4.** Remove the cable ends out of the slot and set aside.
- **5.** Lift lever away from caster.

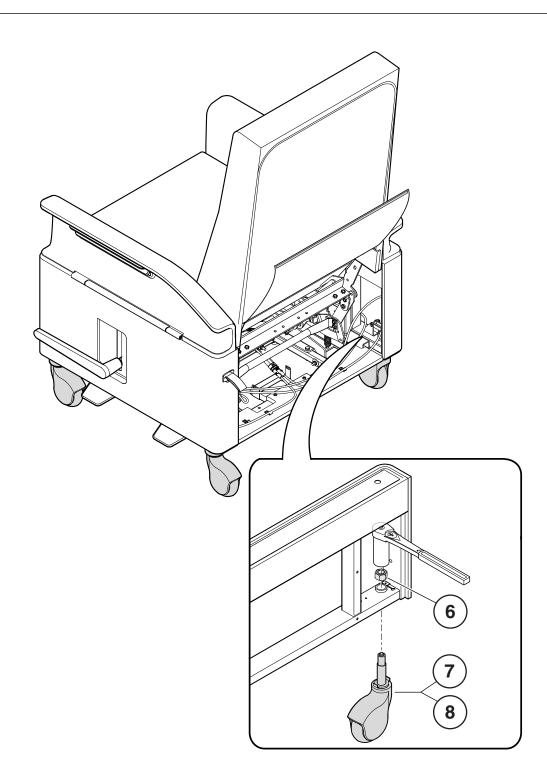






- **6.** Use a 15/16" deepwell socket to remove the nut that is securing the caster.
- **7.** Remove the caster.
- **8.** Reverse procedure to install replacement caster.
- **9.** Check casters for ratcheting after cables are reattached.

NOTE: Make sure to reattach the cables at each caster and at the center of the chair to ensure they are properly managed.



- If one or more casters appears to be partially locked even after the central locking pedal is fully disengaged, this may be remedied by adding a washer to the locking clip for that caster. One indication that a caster remains partially locked even when the chair is unlocked is a ratcheting sound as the caster attempts to swivel.
 - Locate the caster(s) that remains partially locked.
 - Make sure the central lock pedal is disengaged (in up position).
 - Locate the locking "clip" inside the arm panel that activates the locking function and presses down the on the caster plunger when activated.
 - Loosen (but do not remove) the two (2) screws holding the clip to the frame.





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• Insert a standard 1/4 inch washer under the edge of the clip closest to the caster stem.

TIP: Add masking tape to washer to hold in place during installation.

NOTE: A second washer may be needed if caster still ratchets.

- Tighten the two screws in the locking clip loosened above.
- Test the central lock system and casters for proper function.



Once casters are replaced:

- **1.** Verify central lock function is working properly.
 - Ensure central lock pedal engages and stays in down position.
 - Ensure the three locking casters lock for both swivel and rotation.
 - Ensure central lock disengages pedal returns fully to up position and casters rotate and swivel freely.
- 2. Re-package old/replaced casters into box.
- **3.** Seal box using supplied packaging tape.
- 4. Place supplied pre-paid return shipping label on box.
- **5.** Ship old casters back to Shepherd via UPS.