

Repair & Replacement Instructions ■

Altus® Mesh Task Chair

July 2015

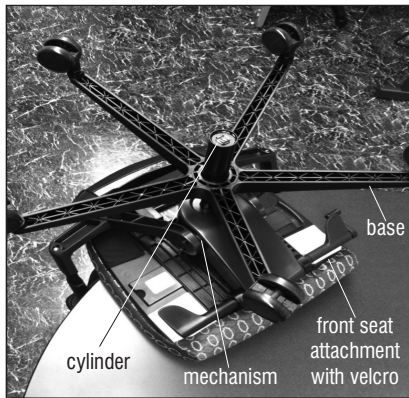


Figure 1



Figure 2

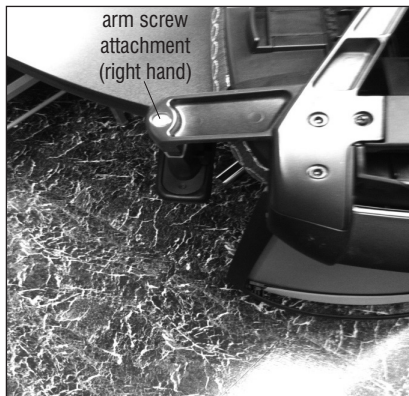



Figure 3



Figure 4

Note: The instructions to follow outline removal and replacement of field replaceable parts. Your replacement procedure may not involve all procedures/parts outlined below.

1. Carefully turn chair upside down on to a clean protective surface, such as a sturdy table-top. Take care to not damage the chair (Figure 1).
2. To remove the base, hold the base up with one hand, then with a weighted rubber mallet in the other hand, tap on the bottom of the cylinder until the base comes off (Figure 1).
3. Next remove the cylinder by lifting up and holding it firmly, then tap on the bottom of the mechanism until the cylinder releases (Figure 1).
4. To remove the back assembly, first remove the four back attachment screws using an Allen wrench. Once the screws are out, tap on the plastic pieces in the middle and the back will come off (Figure 2).
5. One at a time, remove the arm attachment screws using an Allen wrench. Hold each arm while removing the screws as the arm assembly will drop out easily (Figures 3 & 4).
6. To replace a damaged arm assembly with new, use the screw removed in step 5 above and reverse the process (Figures 3 & 4).
7. To replace with a new back assembly, align mounting holes of new back with mounting holes of seat assembly. Then, re-use the screws removed in step 4 above. Take care and twist in all four screws before tightening any. Use Allen wrench to tighten screws securely (Figure 2).

**CAUTION** Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



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8. Replace new or good original seat cylinder into the mechanism, in the same orientation as it was removed. Tap with a weighted mallet to seat cylinder (Figure 1).

9. Place the new or original base onto the bottom of the cylinder, then tap with a weighted rubber mallet around the blades of the base to seat the base to the cylinder (Figure 1). Carefully return chair to the upright position.

Important: With chair in the upright position on the floor, move the mechanism so the seat rises up to its top height. Then, sit on the chair and release the mechanism so the seat lowers quickly with full body weight, thus helping to ensure the chair components are seated well together.

10. To remove the upholstered seat cover from the seat board and mechanism, first locate and remove the velcro attachment points at the front and back of the seat, then carefully pull off (Figure 1.)
11. Replace the upholstered seat cover onto the seat board and mechanism by attaching it first to the front, then to the back by wrapping the two back pieces over the back of the seat board. Re-adjustment may be necessary to achieve good fit and finish (Figure 1).

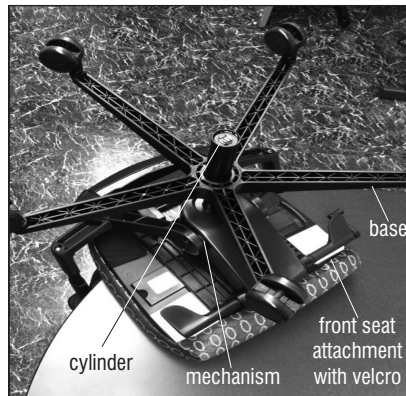


Figure 1