

Repair & Replacement Instructions ■

Cogni™ 4-Leg Chairs & Café Stools

Caster, Glide Cap & Full Glide Removal & Replacement

February 2025

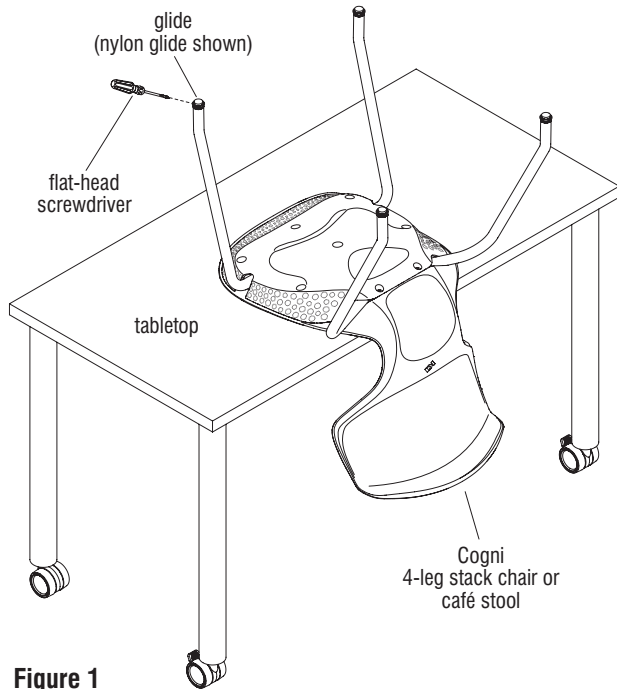


Figure 1

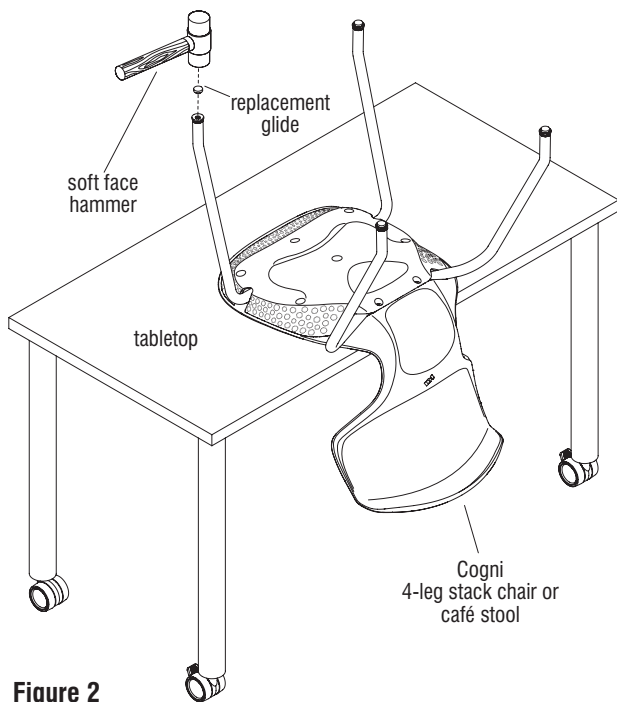
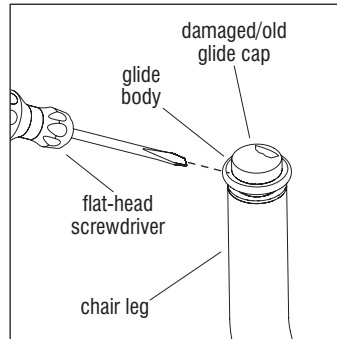
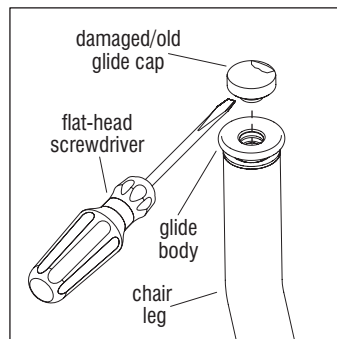


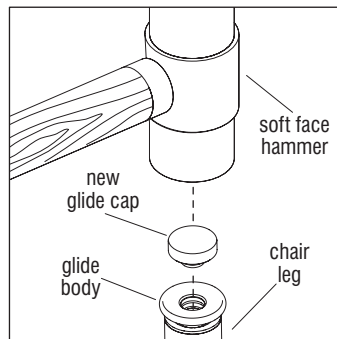
Figure 2



Detail A



Detail B



Detail C

Cogni 4-Leg Chairs & Café Stools Removal & Replacement Overview

Note: Reference the following sections below based on the removal and replacement process your Cogni 4-leg chair requires: Reference page 1 for glide cap removal, page 2 for full glide removal, or page 3 for caster removal.

Glide Cap Removal & Installation

Note: Cogni 4-leg chairs and café stools are available with steel, felt, or poly glides. Although the figure and details on this page illustrate the removal and replacement of a nylon glide cap, the instructions apply to all glide types. Your configuration may vary.

1. Place the chair upside down onto a soft, protective surface, or with the seat portion turned onto a table as illustrated (Figure 1).
2. Using a flat-head screwdriver, wedge the flat tip of the screwdriver in between the bottom of the damaged glide cap and the top of glide body, then pry upwards until the old glide cap becomes free from glide body and pops off (Figure 1 & Details A & B).
3. With the old cap removed, set the replacement cap into position on the glide body. Using a soft face hammer, lightly tap on the replacement glide cap until it snaps securely into position on the glide body (Figure 2 & Detail C).



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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Repair & Replacement Instructions



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Full Glide Removal & Installation

Note: Cogni 4-leg chairs and café stools are available with steel, felt, or poly glides. Although the figure and details on this page illustrate the removal and replacement of a nylon glide cap, the instructions apply to all glide types. Your configuration may vary.

1. Place the chair upside down onto a soft, protective surface, or with the seat portion sitting on a table as illustrated (Figure 3).
2. Using a hoof nippers, cut/break the glide portion off. Throw unused glide end away (Detail D).
3. Next, using a soft face hammer and cold chisel, drive the glide retainer deeper into the leg so that there is enough room to insert a replacement glide (Detail E).
4. With the retainer down and out of the way, insert replacement glide and press into the leg. The glide may need to be lightly tapped in using a soft face hammer (Figure 4 & Detail F).

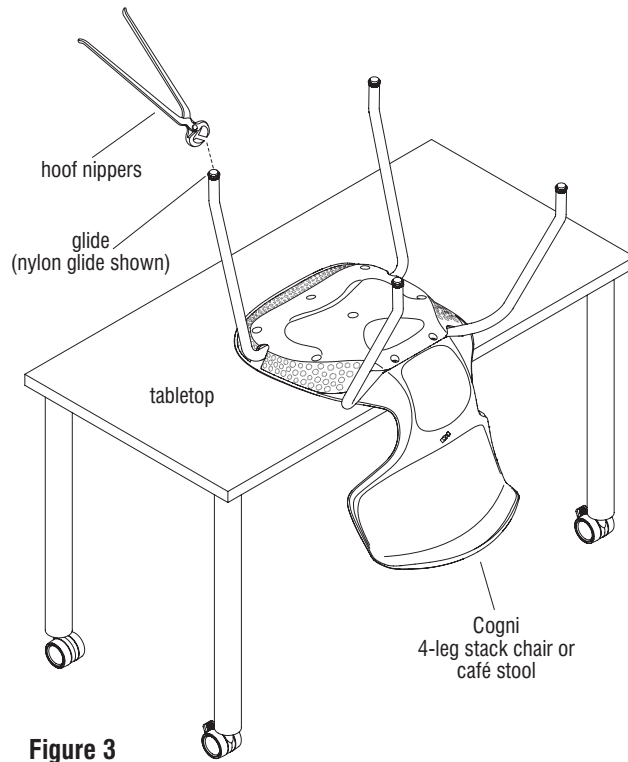


Figure 3

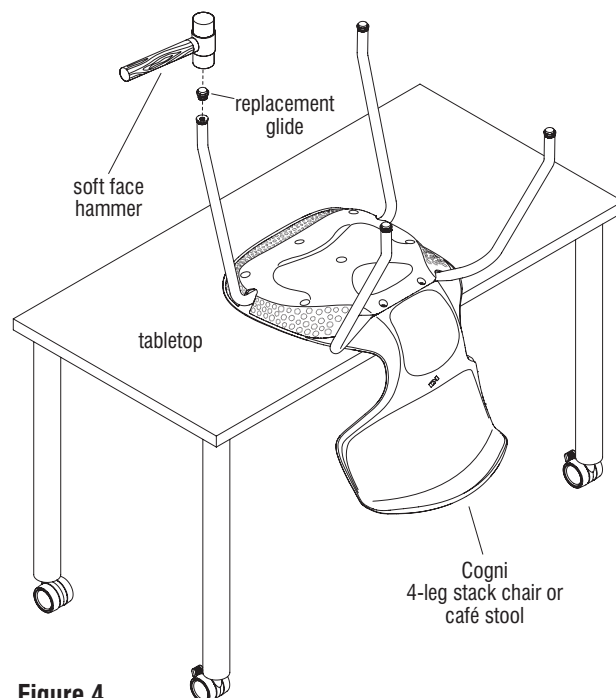
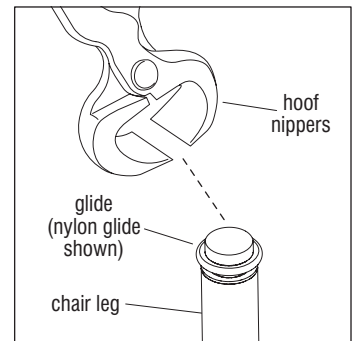
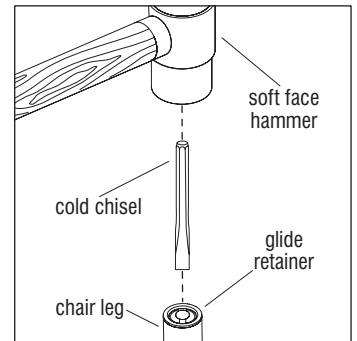


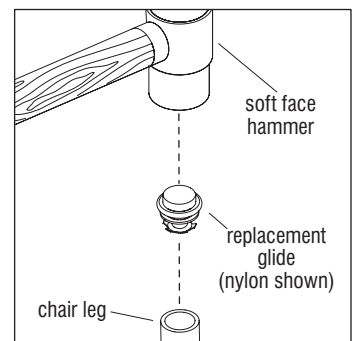
Figure 4



Detail D



Detail E



Detail F



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.

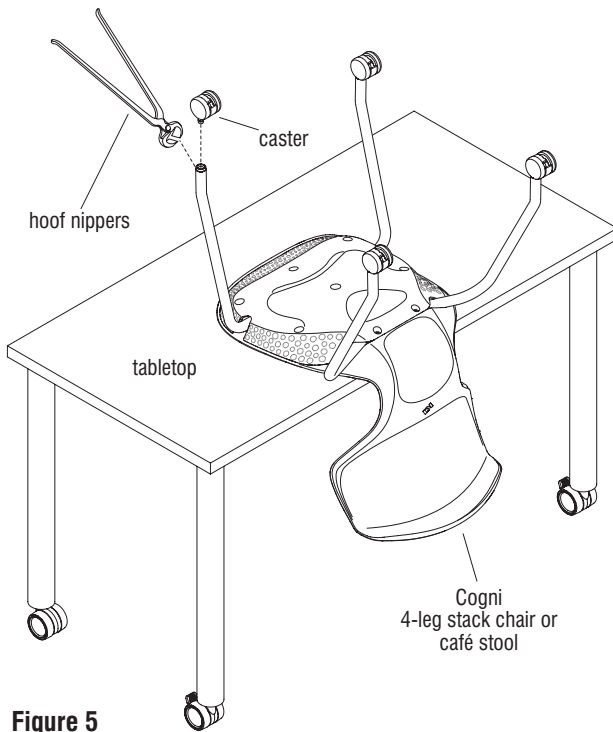
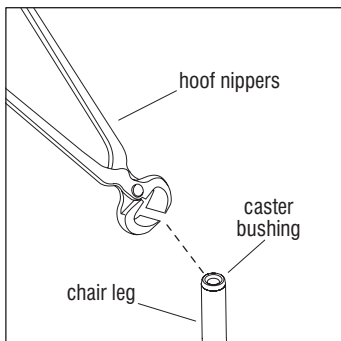
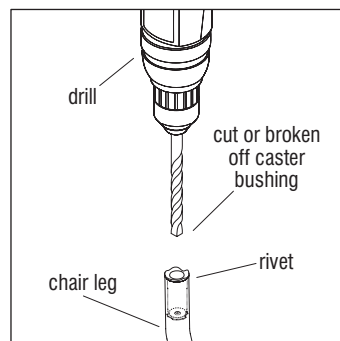


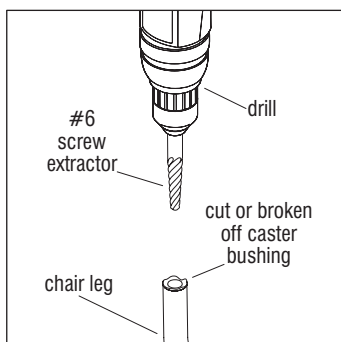
Figure 5



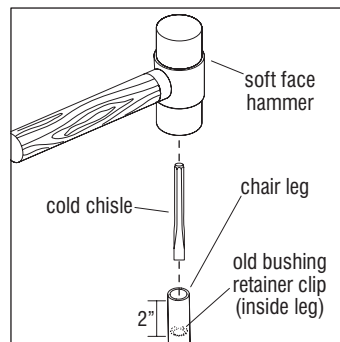
Detail G



Detail H



Detail I



Detail J

Caster Overview

Note: Glides should not be swapped for casters, or casters for glides, as doing so changes the height of the chair by 1.83" and will void the warranty.

Note: Approximately 1.87" of the caster bushing is recessed into the leg tube. A retainer clip is attached to the bottom of the bushing and keeps the bushing from pulling out.

Note: If a caster bushing needs to be replaced, the caster must be removed first before the bushing can be replaced.

Caster Removal

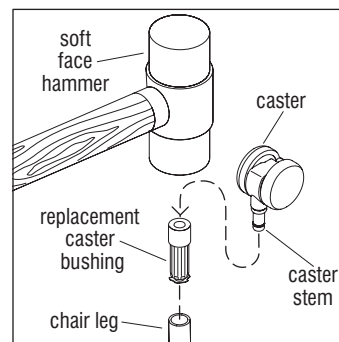
1. Place the chair upside down onto a soft, protective surface, or with the seat portion turned onto a table as illustrated (Figure 5).
2. Remove the caster from the caster bushing by pulling it straight away from the leg with force (Figure 5).
3. If the caster bushing needs to be replaced, proceed to "Caster Bushing Removal & Installation" instructions below, otherwise proceed to "Caster Installation" instructions below.

Caster Bushing Removal & Installation

4. Using a hoof nippers, cut/break the caster bushing portion off the leg and dispose of the removed end (Detail G).
5. Using a drill and $\frac{3}{8}$ " drill bit, drill out the bottom steel rivet that attaches the caster bushing body to the retainer clip (Detail H).
6. Next, using a power drill and #6 screw extractor, twist in the extractor counter-clockwise, into the plastic caster bushing body still in the leg. With the extractor twisted in tight, and with a second person holding the chair down, pull up on the drill body to remove the plastic caster bushing material from the leg to make way for the replacement caster bushing (Detail I).
7. Next, using a soft face hammer and cold chisel, drive the glide retainer deeper into the leg so that there is enough room to insert a replacement glide (Detail J).
8. With the old bushing retainer clip down and out of the way, align a new bushing with the leg tube and tap it in with a soft face hammer. Make sure to keep the bushing aligned straight with the leg when installing (Detail K).

Caster Installation

9. Install a new, or re-install the original caster into the caster bushing by inserting the caster stem into the bushing opening and pushing down, snapping the caster into place (Detail K).



Detail K

■ **Cogni™ 4-Leg Chairs & Café Stools**
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