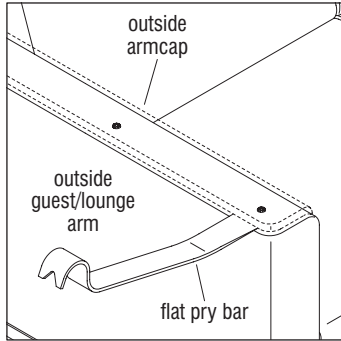


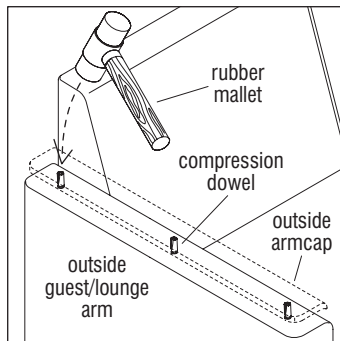
Repair & Replacement Instructions ■

Zoetry® Collection

June 2024



Detail A



Detail B

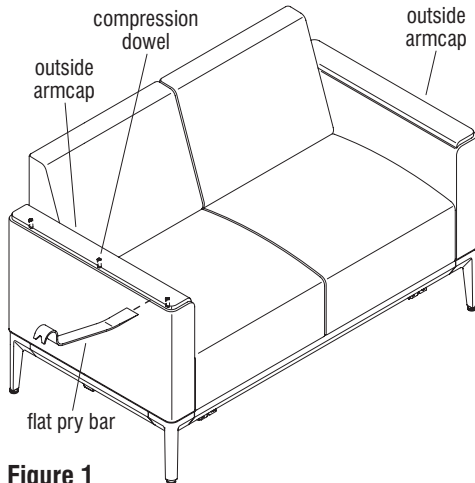


Figure 1

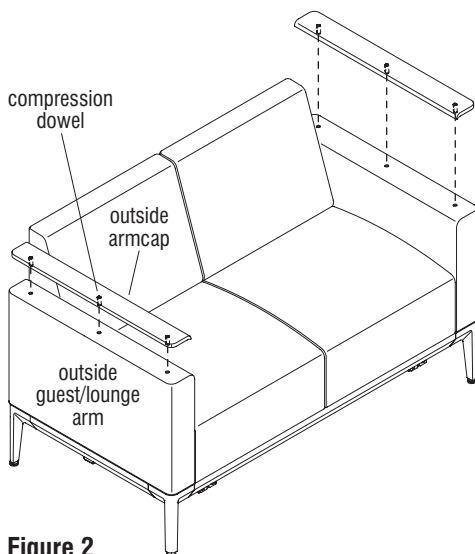


Figure 2

Zoetry Collection Repair & Replacement Overview

Reference the following sections below based on the repair & replacement instructions your Zoetry unit requires:

Guest & Lounge Outside Armcap	1
Guest & Lounge Middle Armcap	2
Guest & Lounge Adjustable Glide	3
Guest & Lounge Mini-Tap Power Module	4
Guest & Lounge Node In-Surface Power Module & In-Line Table	5
Lounge Screen	6
Lounge Arm	8
Lounge Backrest	10
Lounge Seat	11
Outside Guest Arm	13
Middle Guest Arm	14
Guest Backrest	15
Guest Seat Removal	16
Removable Tablet Arm	17
Non-Removable Tablet Arm	18

Tools Required:

- Small Flat Pry Bar.
- Rubber Mallet.

Guest & Lounge Outside Armcap Removal

Note: To protect the fabric from damage and ripping when prying the outside armcap off, wrap layers of masking or painters tape around the flat pry bar where it may come into contact with the upholstery upon insertion between the armcap and arm frame.

1. Using a clean flat pry bar, position it first as illustrated near the front, at the outside of the armcap. Take note of where each compression dowel is, to pry up near them in step 2 (Figure 1 & Detail A).

Caution: Gentle movements and light pressure is all that is needed, working evenly along the underside of the armcap. Damage to the upholstery can occur with rough handling.

2. Carefully insert the flat end of the prybar between the fabric of the arm and the underside of the outside arm cap, then gently wiggle and pry up on the armcap slightly. Next, move back a little toward the second compression dowel, prying up a little, and then the third compression dowel, working the armcap up a little at a time. Keep working carefully from front to back, or back to front until the armcap dowels fully release from the arm (Figure 1 & Detail A).

Guest & Lounge Outside Armcap Replacement

1. Hold the replacement outside armcap flat and level over the affected outside arm. Gently and evenly partially insert the three compression dowels of the new armcap into the three corresponding holes in the top of the outside arm (Figure 2 & Detail B).
2. Carefully using the side of your fist, or a soft rubber mallet, tap one at a time over each of the three compression dowels. Move front to back, or back to front several times tapping a little at a time over each dowel location until the dowels are evenly and fully seated, compressing the foam so the armcap is tight to the arm (Figure 2 & Detail B).



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.

Zoetry® Collection - Guest & Lounge Middle Armcap

Repair & Replacement Instructions



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.

Tools Required:

- Small Flat Pry Bar.
- Rubber Mallet.

Guest & Lounge Middle Armcap Removal

Note: To protect the fabric from damage and ripping when prying the middle armcap off, wrap layers of masking or painters tape around the flat pry bar where it may come into contact with the upholstery upon insertion between the armcap and arm frame.

1. Using a clean flat pry bar, position it first as illustrated near the front of the middle armcap. Take note of where each compression dowel is, to pry up near them in step 2 (Figure 3 & Detail A).

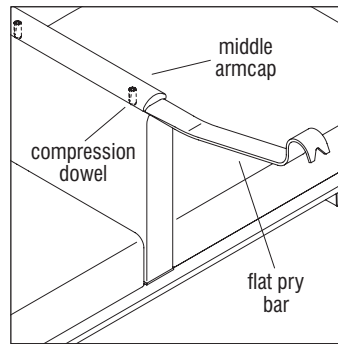
Caution: Gentle movements and light pressure is all that is needed, working evenly along the underside of the armcap. Damage to the upholstery can occur with rough handling.

2. Carefully insert the flat end of the prybar between the fabric of the arm and the underside of the middle arm cap, then gently wiggle and pry up on the armcap slightly. Next, move back a little toward the second compression dowel, prying up a little, and then the third compression dowel, working the armcap up a little at a time. Keep working carefully from front to back, or back to front until the armcap dowels fully release from the arm (Figure 3 & Details A & B).

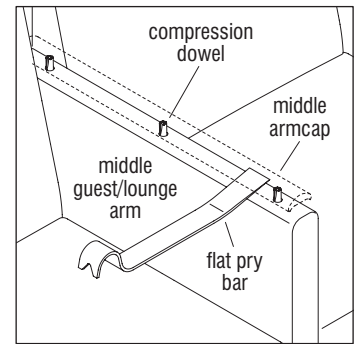
Guest & Lounge Middle Armcap Replacement

1. Hold the replacement middle armcap flat and level over the affected middle arm. Gently and evenly partially insert the three compression dowels of the new armcap into the three corresponding holes in the top of the middle arm (Figure 4 & Detail C).
2. Carefully using the side of your fist, or a soft rubber mallet, tap one at a time over each of the three compression dowels. Move front to

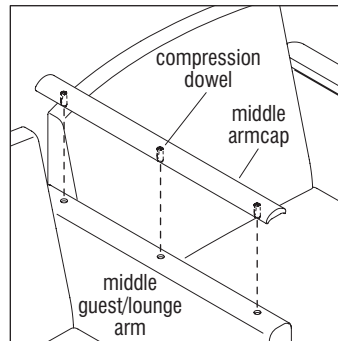
back, or back to front several times tapping a little at a time over each dowel location until the dowels are evenly and fully seated, compressing the foam so the armcap is tight to the arm (Figure 2 & Detail D).



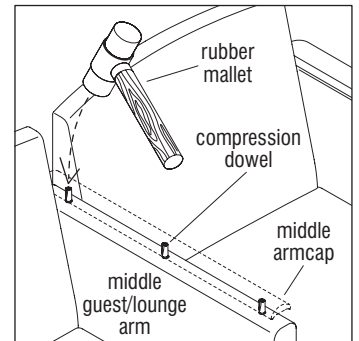
Detail A



Detail B



Detail C



Detail D

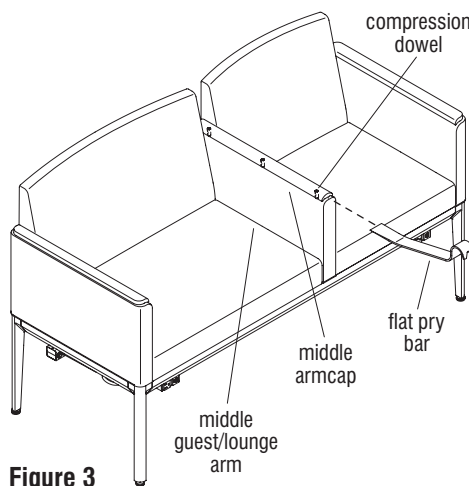


Figure 3

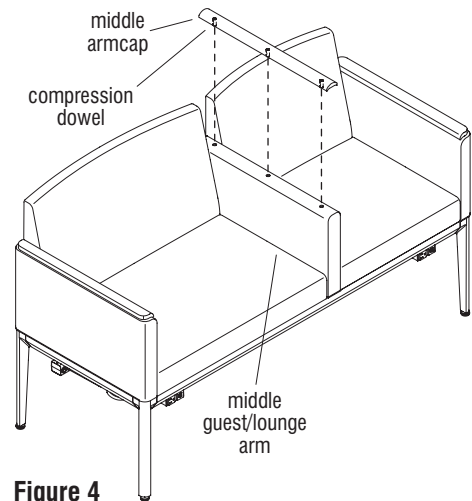
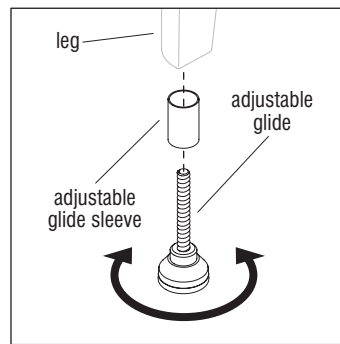


Figure 4



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.



Detail A

Guest & Lounge Adjustable Glide Removal

Note: Zoetry seating can be very heavy, depending on the unit. Two people will be required for adjustable glide removal.

Note: The adjustable glide sleeve is designed to be loose inside the leg and rests on top of the adjustable glide to allow the sleeve to cover the exposed threads of the glide. No adjustment of this sleeve is required.

1. With the assistance of a second person, have one person lift the corner leg of the lounge that requires an adjustable glide replacement, while the second person rotates the glide counter-clockwise to fully remove the glide with adjustable glide sleeve from the leg (Figure 1 & Detail A).
2. Remove the adjustable glide sleeve from the adjustable glide and set aside for reinstallation at a later step (Figure 1 & Detail A).

Guest & Lounge Adjustable Glide Replacement

Note: Zoetry seating can be very heavy, depending on the unit. Two people will be required for adjustable glide replacement.

Note: The adjustable glide sleeve is designed to be loose inside the leg and rest on top of the adjustable glide to allow the sleeve to cover the exposed threads of the glide. No adjustment of this sleeve is required.

1. Slide the adjustable glide sleeve over the threaded stem of the replacement adjustable glide (Figure 1 & Detail A).
2. With the assistance of a second person, have one person lift the corner leg of the lounge that requires an adjustable glide replacement, while the second person rotates the glide with sleeve clockwise to twist the glide into the bottom of the leg (Figure 1 & Detail A).
3. Finish adjustable glide replacement by leveling the replaced glide.
To raise the leg, rotate the glide counter-clockwise. To lower the leg, rotate the glide clockwise. The glide will provide up to $\frac{7}{8}$ " of height adjustment (Figure 1).

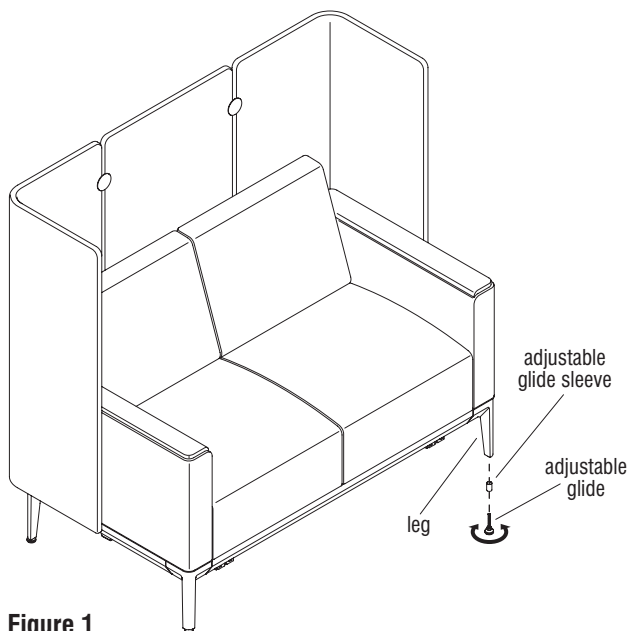


Figure 1

Zoetry® Collection - Guest & Lounge Power Module

Repair & Replacement Instructions



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.

Tools Required:

- #2 Square Drive Screw Driver Bit
- #2 Phillips Screw Driver Bit

Guest & Lounge Mini-Tap® Power Module Removal

Caution: Unplug Mini-Tap power modules from the wall outlets and any additional power sources before performing power module removal.

1. With the assistance of a second person, carefully lay the guest/lounge unit onto its front, on a clean, protective surface (Figure 1).
2. Locate the Mini-Tap power module to be replaced. If the guest/lounge unit contains Mini-Tap power modules for Sequence®, disconnect the Sequence power jumper from the power module intended to be replaced (Figures 1 & Detail A).
3. Remove the #10 x 3/4" screw from the strain relief clip keeping the Mini-Tap power module secured to the bottom of the seating unit frame. Remove the cable from the strain relief clip opening (Figure 1 & Detail B).
4. Remove the two #8-18 x 5/8" Tek self-drilling screws that attach the module to the seating unit frame, then remove the Mini-Tap power module. Set the screws aside for reinstallation at a later step (Figure 2 & Detail C).

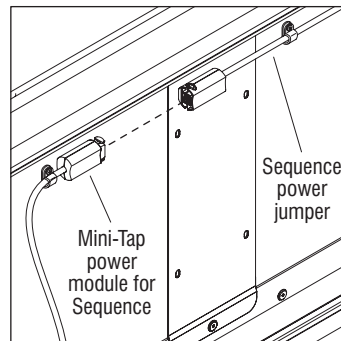
Guest & Lounge Mini-Tap® Power Module Replacement

1. Position the replacement Mini-Tap power module in the original location on the underside of the seating unit frame. Align the mounting holes of the Mini-Tap power module attachment bracket with the mounting holes on the seating unit frame and secure using the two previously removed #8-18 x 5/8" Tek self-drilling screws (Figure 2 & Detail C).
2. If the guest/lounge unit contains Mini-Tap power modules for Sequence, reconnect the male end of the power module to the female end of the Sequence power jumper (Figure 1 & Detail A).

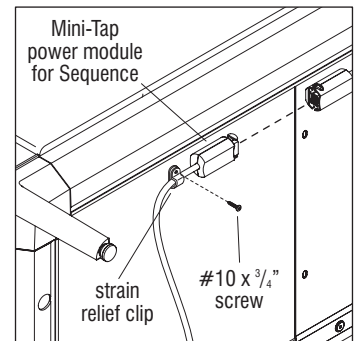
3. Coil up and secure the excess Mini-Tap power module cable using the plastic zip ties provided with the replacement module. Insert the cable of the coiled power module cable into the opening of the previously removed strain relief clip. Secure the clip with cable to the original mounting location using the previously removed #10 x 3/4" screw (Details C & D).

4. With the assistance of a second person, carefully turn Zoetry unit to the upright position, then return the guest/lounge unit to the original location of use.
5. Plug the Mini-Tap power module with 3-prong plug or Mini-Tap power module for Sequence with 3-prong plug into an AC outlet. If the Zoetry unit has two Mini-Tap power modules for Sequence, locate the indicator LED on top of the male connector on the Sequence power jumper. If everything is connected properly, the LED light will be green. If the LED is red, insure that the jumper locking and connection features are secure. Reconnect the male and female ends as needed to turn the indicator light green for proper use. Once the connection with

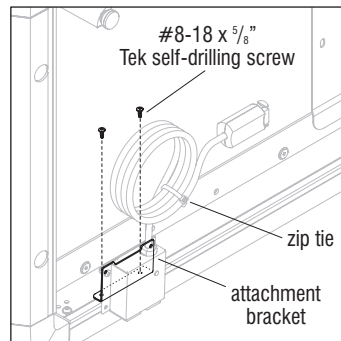
source power has been corrected, press the reset button on the 3-prong plug end of the Mini-Tap power module for Sequence. If the LED is green, power is being supplied to all devices.



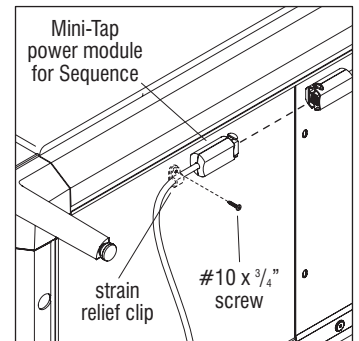
Detail A



Detail B



Detail C



Detail D

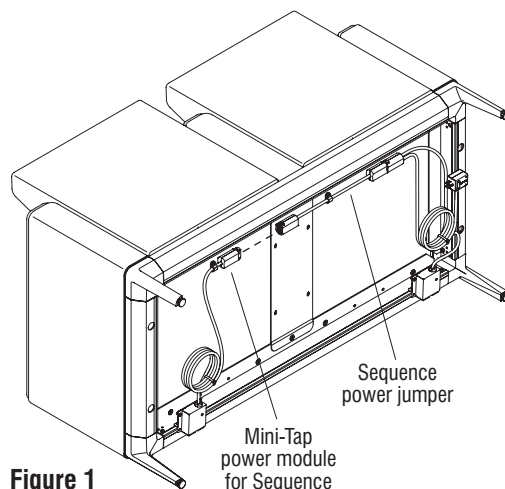


Figure 1

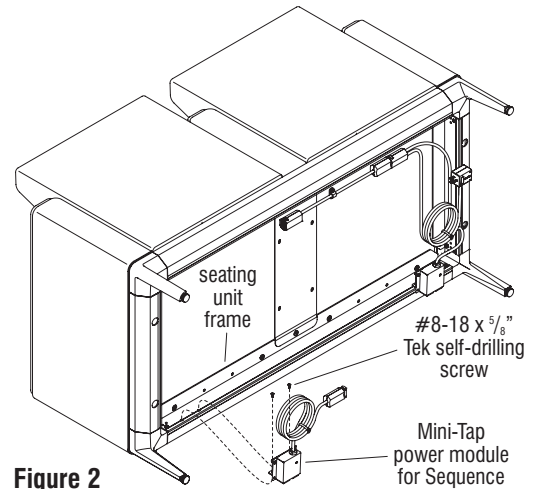
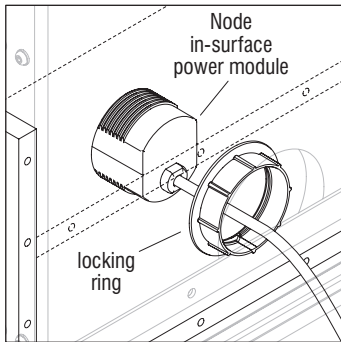


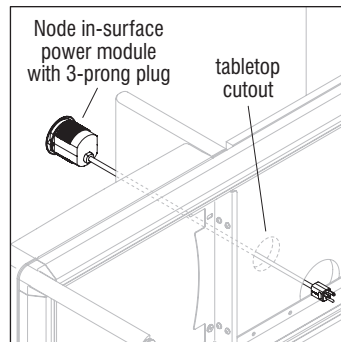
Figure 2



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.



Detail A



Detail B

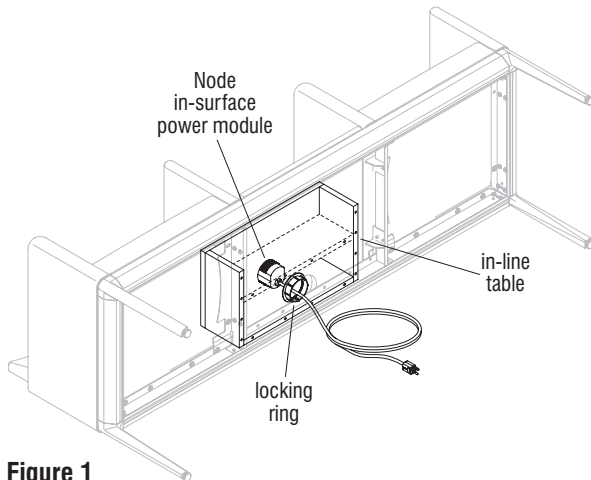


Figure 1

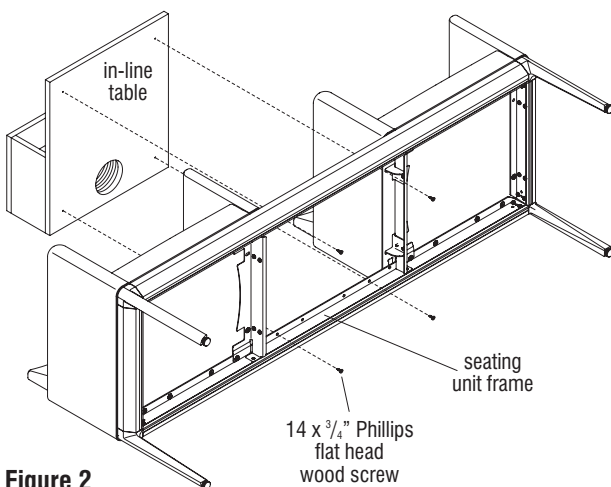


Figure 2

Guest & Lounge Node In-Surface Power Module & In-Line Table Removal

Caution: Unplug Node in-surface power module with 3-prong plug from the wall outlet and any additional power sources before performing in-line table & Node in-surface power module removal.

Caution: Guest and lounge units can be very heavy. The assistance of a second person will be required when laying the unit onto its back.

1. With the assistance of a second person, carefully lay the guest/lounge unit onto its back, on a clean, protective surface (Figure 1).
2. If a Node in-surface power module is present on the in-line table, the module will need to be removed. Hold the power module in place on top of the tabletop, then reach underneath the tabletop and unscrew the locking ring which secures the module in place. Guide the locking

ring down the power module cord. Once the ring is removed from the cord, pull the power module out of the tabletop cutout (Figure 1 & Details A & B).

3. If the in-line table needs to be replaced, proceed to step 4, otherwise proceed to "Guest & Lounge Node In-Surface Power Module & In-Line Table Replacement" instructions, step 2.
4. Remove the four #14 x 3/4" Phillips flat head wood screws that attach the table to the seating unit frame, then remove the in-line table from the top of the seating unit frame. Set the screws aside for reinstallation at a later step (Figure 2).

Guest & Lounge Node In-Surface Power Module & In-Line Table Replacement

1. Position the replacement in-line table at the original location on top of the seating unit frame. Align the mounting holes on the table with the mounting holes on the seating unit frame and secure using the four previously removed #14 x 3/4" Phillips flat head wood screws. Do not over-tighten screws during reassembly or the mounting holes on the table may strip out, damaging the screw retention (Figure 2).
2. Route the plug end of the previously removed or replacement Node in-surface power module down through the tabletop cutout. Press the module down firmly into the cutout to secure in place (Detail B).
3. Route the Node In-Surface power module plug end through the locking ring opening as illustrated (Figure 1 & Detail A).
4. Guide the locking ring along the power module cord until the ring reaches the bottom of the Node in-surface power module. Thread the locking ring onto the bottom of the Node In-Surface power module to secure the power module to the tabletop (Figure 1 & Detail A).

Zoetry® Collection - Lounge Screen Repair & Replacement Instructions



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.

Tools Required:

- #2 Phillips Drive Bit.
- 1/8" Allen Drive Bit.
- Long Extension Bit Holder (8").

Lounge Screen Removal

Caution: Screens can be very heavy, depending on the length of the unit. The assistance of a second person will be required to lift and remove the screens safely.

Note: Only remove screws, alignment medallions and upholstery grip strips on the affected screens intended to be replaced.

Warning: Be careful when removing alignment medallion halves and upholstery grip strips from the screens. Permanent damage to the fabric can occur if medallions and grip strips are not handled carefully.

1. If the lounge unit is near a wall or other structure that would prevent access to the back, non-user side of the unit, with the assistance of a second person, move the unit away from the structure to provide adequate space for the screen removal process.

2. While facing the back, non-user side of the lounge unit, remove the #8-32 x 3/4" Allen screw from the back alignment medallion half using a 1/8" Allen driver bit. Carefully remove the medallion halves and upholstery grip strips from the screens and set aside for reinstallation at a later step. Repeat this process if any other alignment medallions need to be removed (Figure 1 & Detail A).

Note: Only remove screws that secure the screen mounting blocks to the screen mounting brackets on the affected screens intended to be replaced.

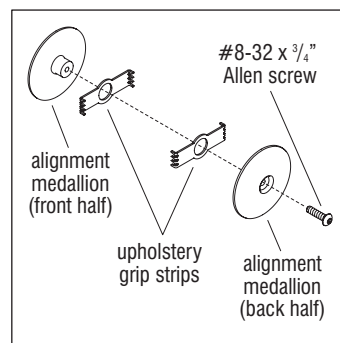
3. Proceed to the bottom rear of the lounge. While facing the back, non-user side of the lounge unit, remove the 1/4-20 x 1 1/4" Phillips flat head screws securing the screen mounting blocks to the screen

mounting brackets. Set screws aside to be reinstalled in a later step (Detail B).

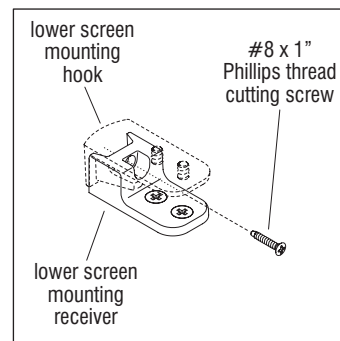
4. With the assistance of a second person, carefully lay the lounge unit onto it's front, on a clean, protective surface (Figure 2).

Note: Only remove screws that secure the screen mounting hooks to the screen mounting receivers on the affected screens intended to be replaced.

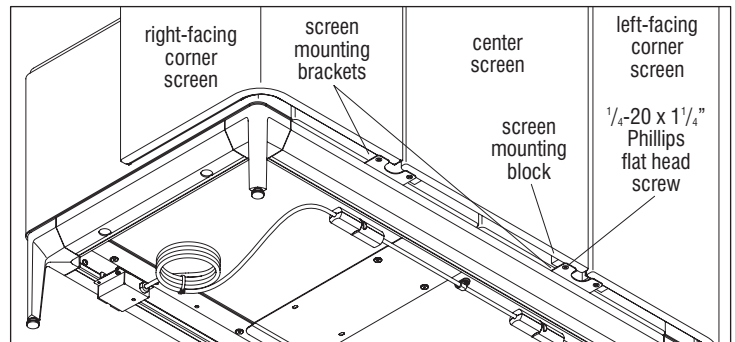
5. With the bottom of the lounge exposed, locate the lower screen mounting hook and receivers securing the screen to the lounge unit. Between the back of the lounge and the front face of the screen, remove one #8 x 1" Phillips thread cutting screw per lower screen mounting receiver using a Phillips screwdriver with an 8" long extension. Set the screws aside for reinstallation at a later step (Figure 2 & Detail C).



Detail A



Detail C



Detail B - (underside view)

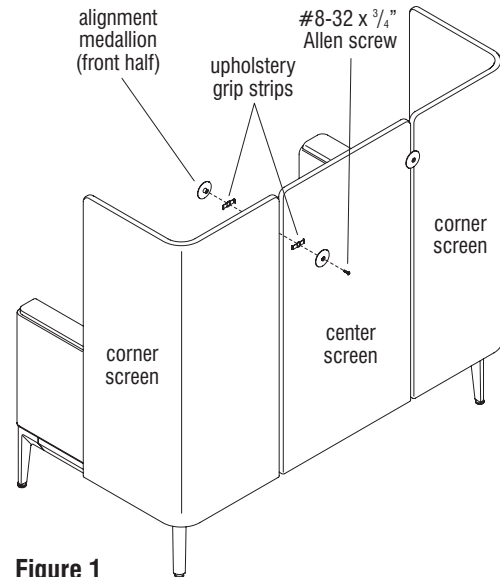


Figure 1

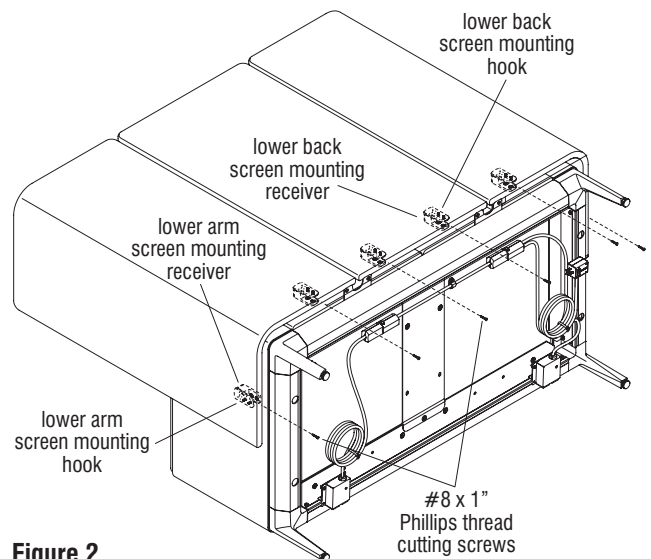


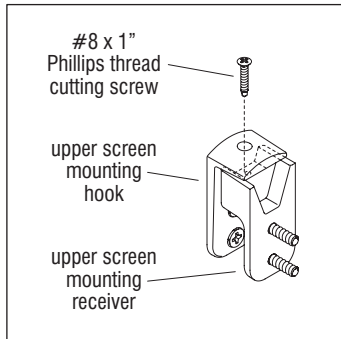
Figure 2



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.

Lounge Screen Removal (cont.)

6. With the assistance of a second person, carefully turn the lounge unit to the upright position.
7. Proceed with screen removal at the top, front of the lounge and locate the upper screen mounting hook and receivers securing the screen to the lounge unit. Between the back of the lounge and the front face of the screen, remove a #8 x 1" Phillips thread cutting screw per upper screen mounting hook using a Phillips screwdriver with an 8" long extension. Set the screws aside for reinstallation at a later step (Figure 3 & Detail D).

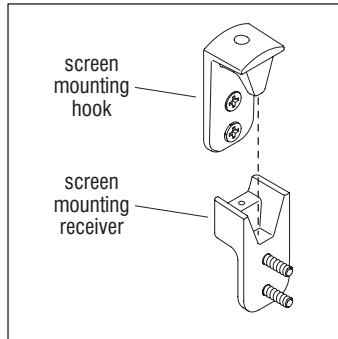


Detail D

8. Once all screws have been removed from the affected screen's mounting hooks and receivers, with the assistance of a second person, lift up the screen to disengage the screen mounting hooks from the screen mounting receivers. Set the removed screen out of the way for the screen replacement process (Figure 4 & Detail E).

Lounge Screen Replacement

1. Take the replacement screen and align the four screen mounting hooks with the appropriate screen mounting receiver notches and set into place (Detail E). Apply a slight downward pressure on top of the screen to fully



Detail E

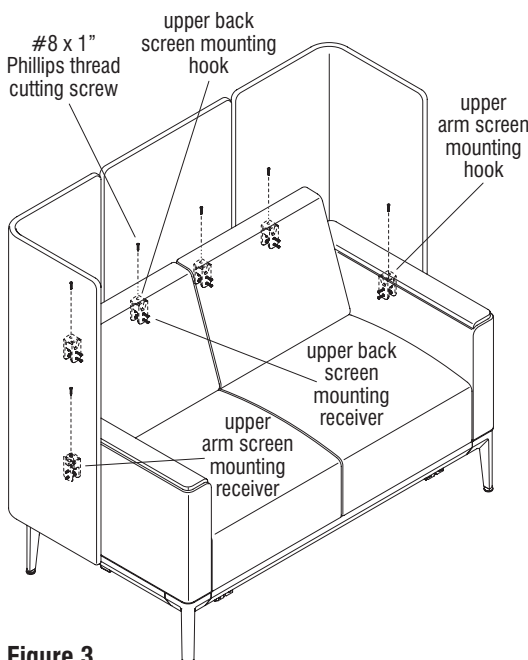


Figure 3

seat the hooks into the receivers. If screen mounting blocks are present at the bottom of the screen, the blocks will rest on top of the screen mounting brackets as illustrated on page 6, Detail B.

2. Loosely secure the upper screen mounting hooks to the screen mounting receivers using the previously removed #8 x 1" Phillips thread cutting screws, one per hook. Do not tighten screws fully until instructed to at a later step (Detail D).
3. If a screen mounting block (page 6, Detail B) is present at the bottom of the screen, proceed with screen replacement at the bottom rear of the lounge unit. While facing the back, non-user side of the lounge, align the screen mounting block hole on the screen with the screen mounting bracket holes and loosely secure using the previously removed 1/4-20 x 1 1/4" Phillips flat-head

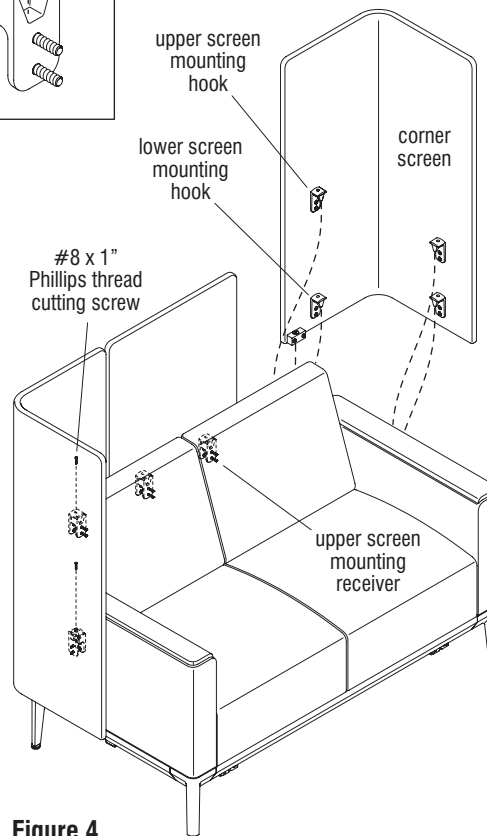


Figure 4

screw(s). Do not tighten screw(s) fully, until instructed to at a later step (page 6, Detail B).

4. With the assistance of a second person, have one person adjust the screen until there is a 1/2" of space in between the top and bottom of the adjacent screens.
5. While the first person is holding the adjusted screens in place, have the second person orient the alignment medallion components as illustrated on page 6, Figure 1 and Detail A, insuring the upholstery grip strip teeth engage the upholstery in the approximate original location, 6" down from the top. The upholstery grip strips must face toward each side of the screen to grip the foam and fabric when assembled. Align the front half of the alignment medallion and upholstery grip strip with the back alignment medallion joiner end (Page 6, Figure 1 & Detail A).
6. At the non-user side of the lounge, secure both halves of the medallion using the previously removed #8-32 x 3/4" Allen screw. Tighten the screw completely, compressing the fabric and foam as much as allowed by the medallion parts (Figure 1).
7. With the assistance of a second person, carefully lay the lounge unit onto its front, on a clean, protective surface (page 6, Figure 2).
8. With the bottom of the lounge exposed, secure the lower screen mounting receivers to the lower screen mounting hooks using the previously removed #8 x 1" Phillips thread cutting screws, one per receiver. Tighten the screws but take care to not over tighten (page 6, Figure 2).
9. With the assistance of a second person, carefully turn Zoetry unit to the upright position. At this time, tighten the #8 x 1" Phillips thread cutting screws on each upper screen mounting hook which were left loose earlier in the instructions (Detail D).

■ Zoetry® Collection - Lounge Arm

Repair & Replacement Instructions



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.

Tools Required:

- #2 Phillips Drive Bit with magnetic tip.
- Drive Bit Extension (6") with magnetic tip.
- $\frac{5}{32}$ " Allen Drive Bit with magnetic tip.
- $\frac{7}{16}$ " Allen Wrench.
- Utility Knife & Scissor.
- Power Screw Driver.
- Gaffers Tape.

Lounge Arm Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing lounge arm removal.

Caution: Lounge units can be very heavy. The assistance of a second person will be required when moving or laying the lounge unit onto its front.

1. If the lounge unit is near a wall or other structure that would prevent adequate access to the arm or backrest, with the assistance of a second person, move the unit away from the structure, then carefully lay the lounge assembly onto its front, on a clean, protective surface (Figure 1).

Note: Only remove bolts that secure the affected lounge arm intended to be replaced.

Warning: Be careful when removing the $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the outside arm to the seating unit frame. If a bolt falls off the end of the magnetic bit, the bolt could drop inside the seating unit frame and become difficult to retrieve and will need to be replaced.

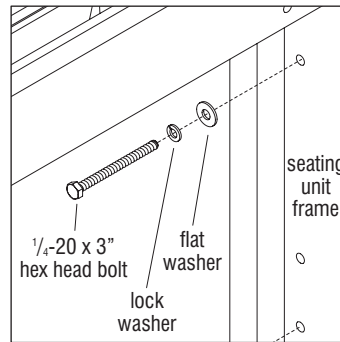
2. If an outside lounge arm must be removed, with the bottom of the lounge exposed, carefully remove the two $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the outside arm to the seating unit frame. If the middle lounge arm must be removed, with the bottom of the lounge exposed, remove the two $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts, two lock washers, and seat support plate securing the middle arm to the

seating unit frame. Set bolts, lock nuts and seat support plate aside to be reinstalled in a later step (Figure 1).

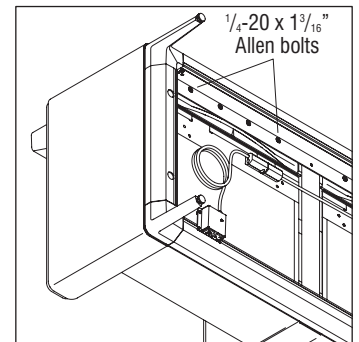
3. To gain access to the remaining bolts securing the arm to the seating unit frame, use a utility knife to cut three sides of a rectangle in the black fabric on the bottom of the lounge unit to make a flap near the affected arm as illustrated. If the middle lounge arm needs to be removed, cut three sides of a rectangle in the black fabric to make a flap on both sides of the middle arm. Let the fabric drape down so it does not interfere with removing the bolts in the next step (Figure 2).

4. Remove two $\frac{1}{4}$ -20 x 3" hex head bolts, lock washers, and flat washers securing the arm to the seating unit frame. If the middle arm is to be removed, remove the $\frac{1}{4}$ -20 x 3" hex head bolts and washers on both sides of the arm. Set bolts and washers aside to be reinstalled in a later step (Figure 3 & Detail A).

5. If the middle lounge arm must be removed, loosen the four $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts securing each backrest to the underside of the seating unit frame to allow the backrests to be lifted up approximately $\frac{3}{4}$ " (Detail B).



Detail A



Detail B

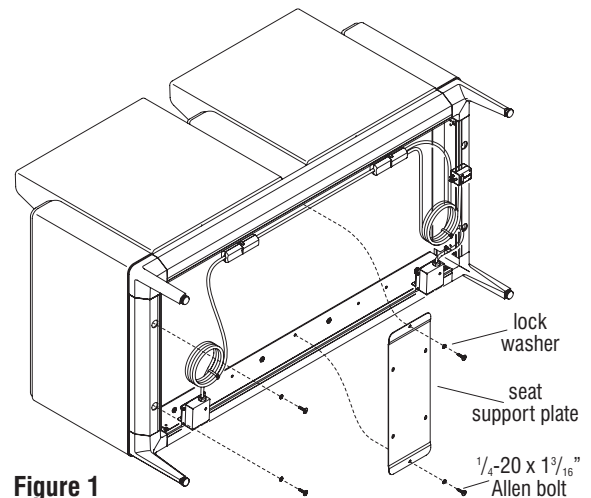


Figure 1

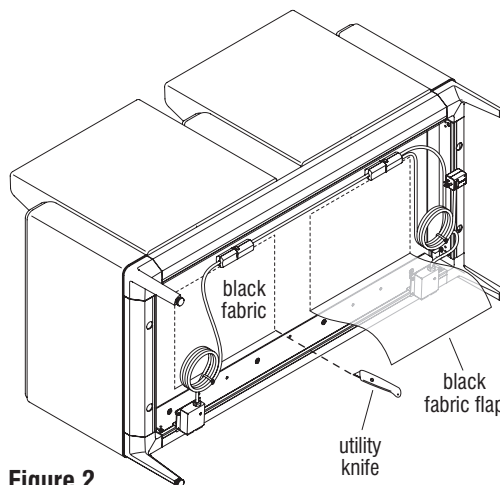


Figure 2

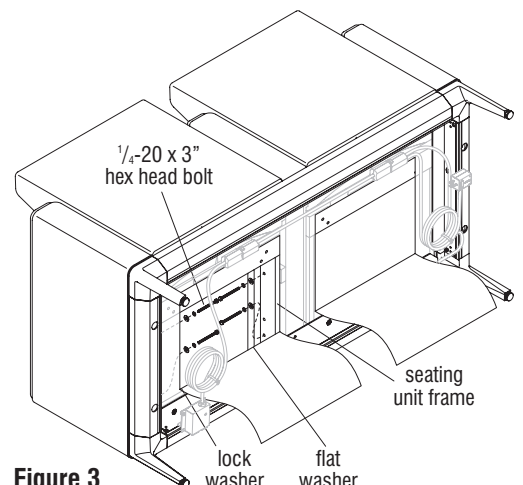


Figure 3



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.

6. With the assistance of a second person, carefully turn the lounge unit to the upright position (Figure 4).
7. Press the rear of the affected outside lounge arm in toward the loosened lounge backrest. Next, lift up on the lounge arm to disengage the head of the bolt from the keyhole slot bracket and remove the arm from

the bottom of the seating unit frame. If the middle arm is to be removed, both adjoining backrests must first have been loosened in step 5, then the middle lounge arm can be lifted to release the $\frac{1}{4}$ -20 x 2" Allen bolt on each side of the arm from each keyhole slot bracket and remove the arm from the bottom of the seating unit frame (Figures 4 & 5 & Detail C).

the seating unit frame. If the middle lounge arm is to be replaced, align the larger openings of the keyhole slot brackets on each side of the arm with the heads of the $\frac{1}{4}$ -20 x 2" Allen bolts at the side of each backrests so the brackets will rest on top of the bolts, allowing the replacement arm to be lowered into the original location on the seating unit frame (Figures 4 & 5 & Detail C).

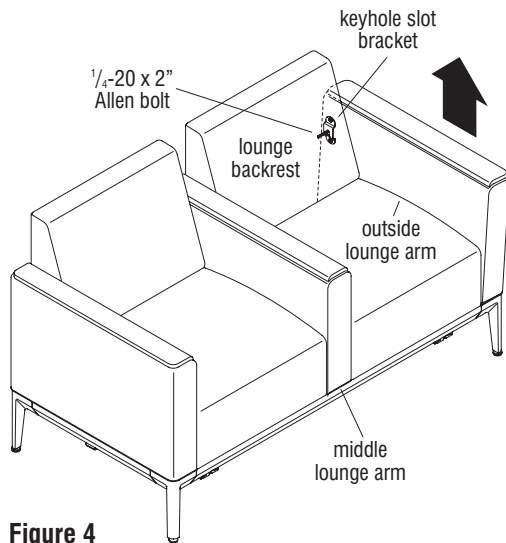


Figure 4

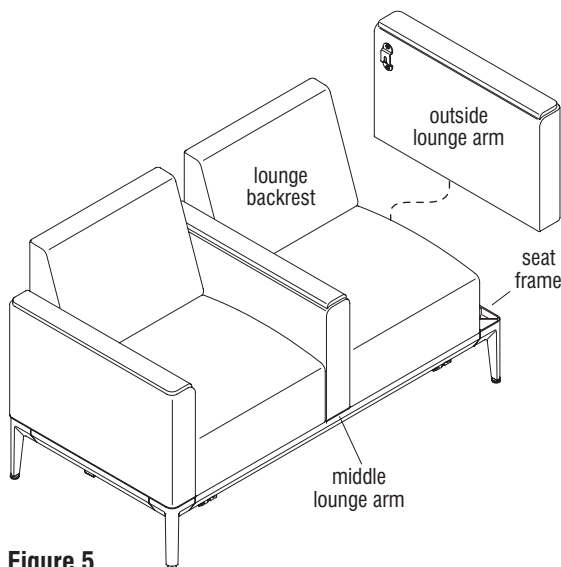


Figure 5

Lounge Arm Replacement

1. Align the larger opening of the keyhole slot bracket on the replacement lounge arm with the head of the $\frac{1}{4}$ -20 x 2" Allen bolt at the side of the backrest so the bracket will rest on top of the bolt, allowing the replacement arm to be lowered into the original location on

2. With the assistance of a second person, carefully lay the lounge assembly onto its front, on a clean, protective surface (page 8, Figure 3).

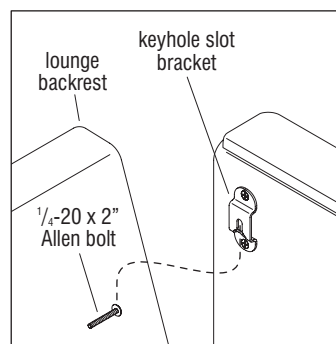
3. If the middle lounge arm was replaced, tighten the four $\frac{1}{4}$ -20 x $\frac{13}{16}$ " Allen bolts on the underside of the seating unit frame (page 8, Detail B).

4. Secure the replacement arm to the seating unit frame with the two previously removed $\frac{1}{4}$ -20 x 3" hex head bolts, lock washers, and flat washers. If the middle lounge arm was replaced, the screws and washers must be reinstalled on both sides of the arm (page 8, Figure 3 & Detail A).

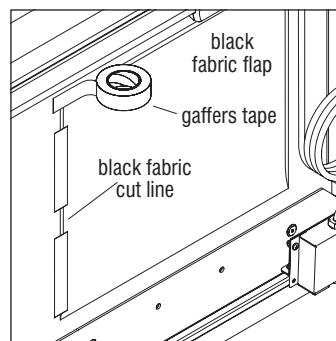
5. Reattach the black fabric flap underneath the lounge by applying Gaffers tape strips along the cut line of the fabric flap and the fabric underneath the base of the lounge (Detail D).

6. Finalize securing the replacement outside lounge arm to the seating unit frame using the two previously removed $\frac{1}{4}$ -20 x $\frac{13}{16}$ " Allen bolts and lock washers. If the middle lounge arm was replaced, reinstall the seat support plate securing the middle arm to the seating unit frame using the two previously removed $\frac{1}{4}$ -20 x $\frac{13}{16}$ " Allen bolts and lock washers (page 8, Figure 1).

7. With the assistance of a second person, carefully turn the lounge unit to the upright position, then return the lounge to the original location of use.



Detail C



Detail D

■ Zoetry® Collection - Lounge Backrest

Repair & Replacement Instructions



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.

Tools Required:

- #2 Phillips Drive Bit.
- $\frac{5}{32}$ " Allen Drive Bit.
- Power Screw Driver.

Lounge Backrest Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing lounge backrest removal.

Caution: Lounge units can be very heavy. The assistance of a second person will be required when moving or laying the lounge unit onto its front.

Note: If a lounge backrest needs to be removed, all lounge arms next to the backrest will need to be removed first. Reference "Lounge Arm Removal" instructions on pages 8 through 9, then proceed back to this page.

1. If the lounge unit is near a wall or other structure that would prevent adequate access to the backrest, with the assistance of a second person, move the unit away from the structure, then carefully lay the lounge unit onto its front, on a clean, protective surface (Figure 1).

Note: Only remove bolts that secure the affected lounge backrest intended to be replaced.

2. With the bottom of the lounge exposed and with the assistance of a second person, have one person hold the backrest, while the second person removes the four $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the lounge backrest to the seating unit frame. The backrest will begin to tilt down as soon as the last bolt is loosened. Set bolts and washers aside to be reinstalled in a later step (Figure 1 & Detail A).

3. Remove the lounge backrest from the seating unit frame. Set the removed backrest out of the way for the backrest replacement process (Figure 1).

4. If the lounge backrest being replaced contained a screen mounting bracket, and a bracket is not attached to the underside of the replacement lounge backrest, the screen mounting bracket will need to be removed from the underside of the original lounge backrest and reassembled to the replacement lounge backrest. Remove two #10 x $\frac{3}{4}$ " Phillips flat head self-tapping screws securing the bracket to the underside of the original backrest (Detail B).
5. Align the two mounting holes on the screen mounting bracket with the two mounting holes on the underside of the replacement lounge backrest. Secure the bracket to the backrest using the two previous removed #10 x $\frac{3}{4}$ " Phillips flat head self-tapping screws (Detail B).

Lounge Backrest Replacement

1. With the assistance of a second person, have one person position the replacement lounge backrest into the original location on top of the seating unit frame (Figure 1).
2. With the bottom of the lounge exposed, have the second person align the mounting holes on the replacement lounge backrest with the seating unit frame mounting holes and secure using one $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolt and lock washer per mounting location (Figure 1 & Detail A).

3. With the assistance of a second person, carefully turn the lounge unit to the upright position, then proceed to "Lounge Arm Replacement" instructions on page 9 to reinstall any previously removed arms.

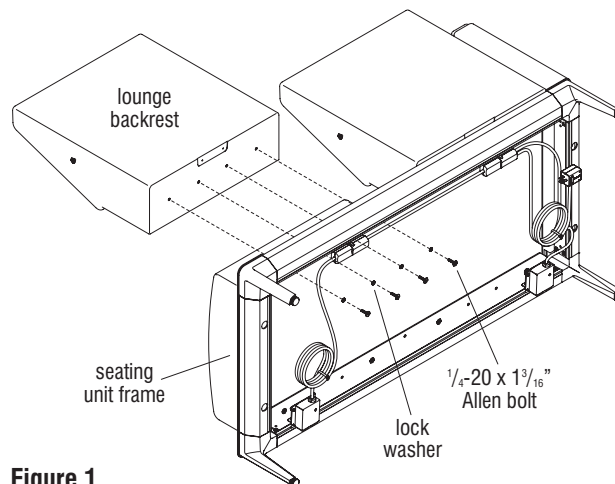
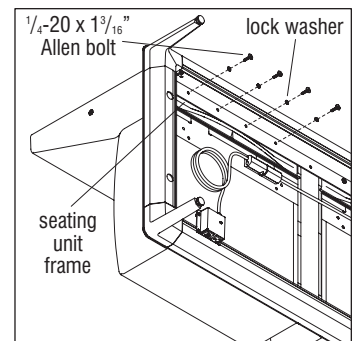
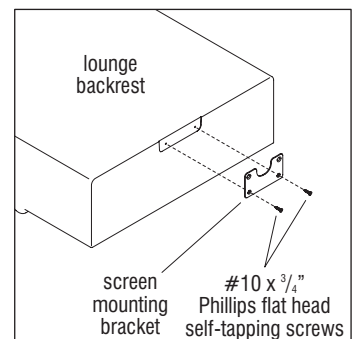


Figure 1



Detail A



Detail B



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.

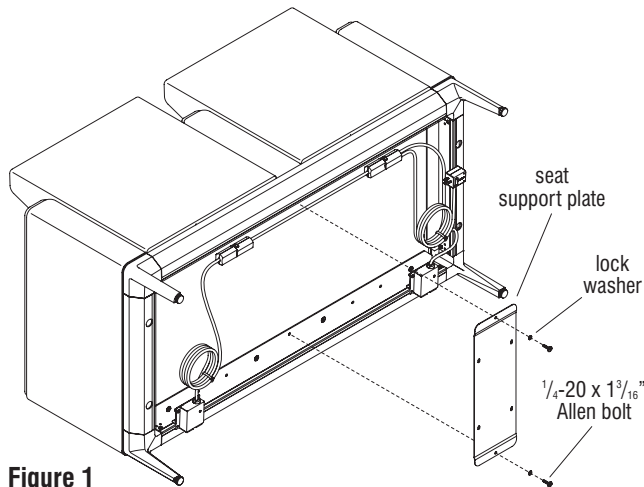


Figure 1

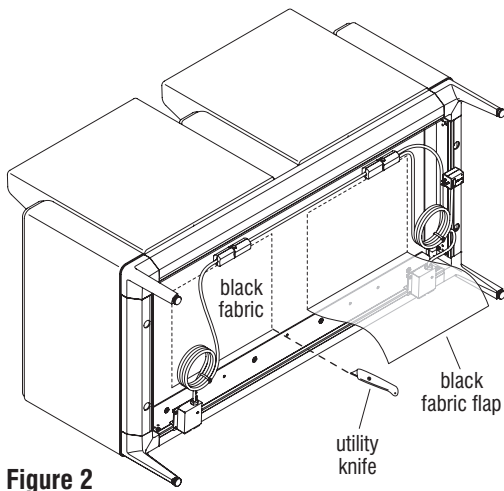


Figure 2

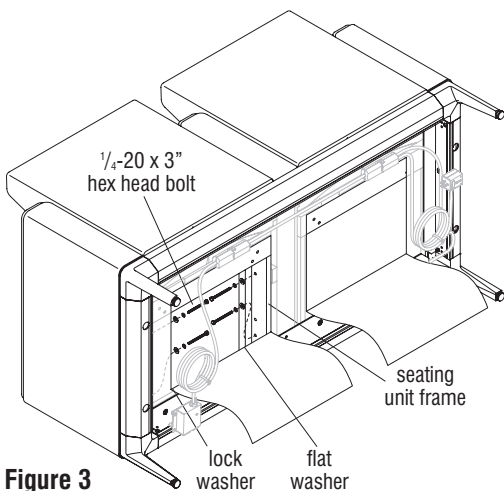


Figure 3

Tools Required:

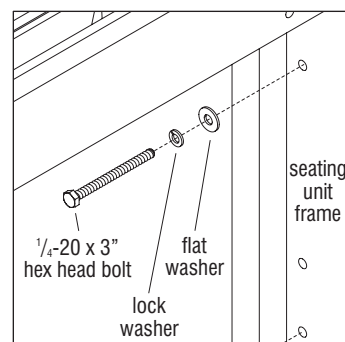
- 5/32" Allen drive bit.
- Utility knife.
- Power screwdriver.

Lounge Seat Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing lounge seat removal.

Caution: Lounge units can be very heavy. The assistance of a second person will be required when moving or laying the lounge unit onto its front.

1. If the lounge unit is near a wall or other structure, with the assistance of a second person, move the unit away from the structure, then carefully lay the lounge unit onto its front, on a clean, protective surface (Figure 1).
2. If the seat that is intended to be removed is next to the middle lounge arm, with the bottom of the lounge exposed, remove the two 1/4-20 x 1 3/16" Allen bolts, two lock washers, and seat support plate. Set bolts, lock nuts and seat support plate aside to be reinstalled in a later step (Figure 1).
3. To gain access to the bolts securing the arm to the seating unit frame, use a utility knife to cut three sides of a rectangle in the black fabric on the bottom of the lounge unit to make a flap near the arms that are next to the lounge seat to be replaced. If the seat is next to a middle lounge arm, cut three sides of a rectangle in the black fabric to make a flap on both sides of the middle arm. Let the fabric drape down so it does not interfere with removing the bolts in the next step (Figure 2).
4. Remove two 1/4-20 x 3" hex head bolts, lock washers, and flat washers securing each lounge arm to the seating unit frame that is next to the affected lounge seat. Set the bolts and washers aside to be reinstalled in a later step (Figure 3 & Detail A).



Detail A

■ Zoetry® Collection - Lounge Seat

Repair & Replacement Instructions



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.

Lounge Seat Removal (cont.)

5. Lift the black fabric flap up to reveal the $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers. Loosen the two $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the lounge seat to the seating unit frame using a $\frac{5}{32}$ " Allen drive bit. Set the bolts and washers aside to be reinstalled in a later step (Figure 4 & Detail B).
6. With the assistance of a second person, carefully turn the lounge unit to the upright position (Figure 5).
7. Remove the lounge seat from the seating unit frame. Set the removed lounge seat out of the way for the lounge seat replacement process (Figure 5).

Lounge Seat Replacement

1. Place the replacement lounge seat into the original location on top of the seating unit frame (Figure 5).
2. With the assistance of a second person, carefully lay the lounge unit onto its front, on a clean, protective surface (Figure 4).
3. Tighten the two $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the lounge seat to the seating unit frame using a $\frac{5}{32}$ " Allen drive bit (Figure 4 & Detail B).
4. Reinsert the two previously removed $\frac{1}{4}$ -20 x 3" hex head bolts, lock washers, and flat washers securing the lounge arm to the seating unit frame. If the lounge seat was next to a middle lounge arm, the screws and washers must be reinstalled on both sides of the middle lounge arm (page 11, Figure 3 & Detail A).
5. Reattach the black fabric flap underneath the lounge by applying Gaffers tape strips along the cut line of the fabric flap and the fabric underneath the base of the lounge (Detail C).

6. If the lounge seat replaced was next to a middle lounge arm, reinstall the seat support plate securing the middle arm to the seating unit frame using the two previously removed $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers (page 11, Figure 1).
7. With the assistance of a second person, carefully turn the lounge unit to the upright position, then return the lounge to the original location of use.

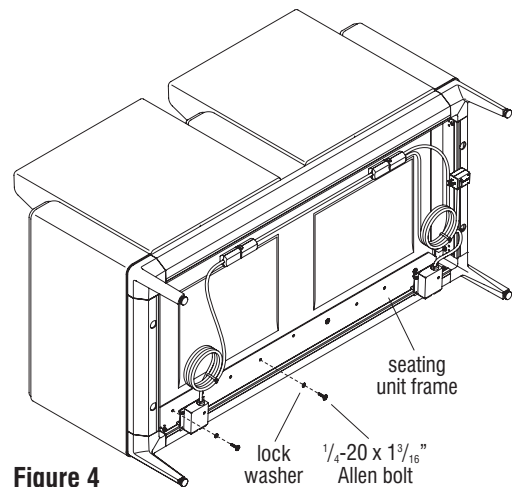
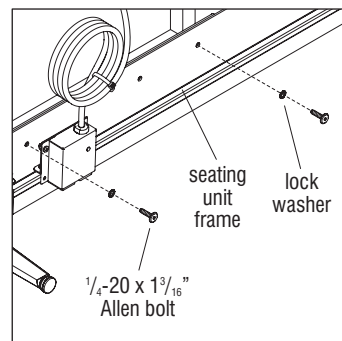
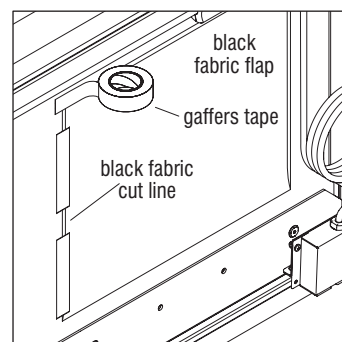


Figure 4



Detail B



Detail C

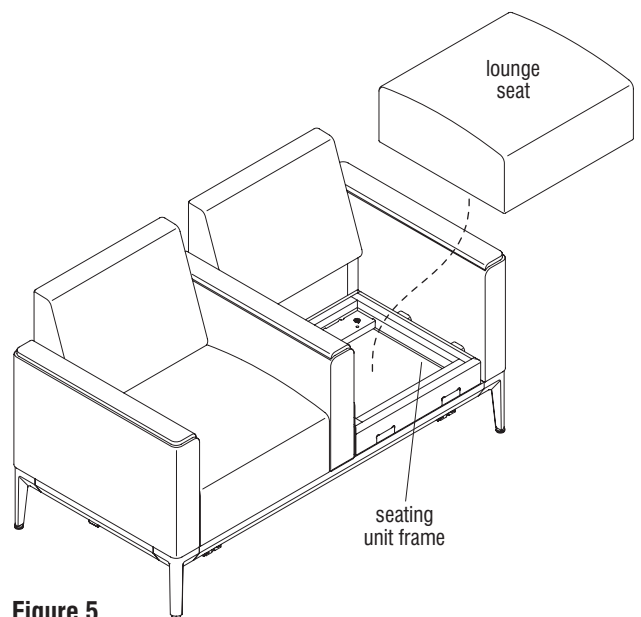


Figure 5



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.

Tools Required:

- $\frac{5}{32}$ " Allen Drive Bit.
- Power Screwdriver.

Outside Guest Arm Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing outside guest arm removal.

Caution: Guest units can be very heavy. The assistance of a second person will be required when moving or laying the guest unit onto its front.

1. If the guest unit is near a wall or other structure that would prevent adequate access to the arm or

backrest, with the assistance of a second person, move the unit away from the structure, then carefully lay the guest unit onto its front, on a clean, protective surface (Figure 1).

Note: Only remove bolts that secure the affected outside guest arm intended to be replaced.

2. Remove four $\frac{1}{4}$ -20 x $\frac{5}{8}$ " Allen bolts and lock washers securing the outside guest arm to the seating unit frame using a $\frac{5}{32}$ " Allen drive bit.
3. With the assistance of a second person, carefully turn the guest unit to the upright position (Figure 2).
4. Press the rear of the affected outside guest arm in toward the loosened guest backrest. Next, lift up on the arm to disengage head of the bolt from the keyhole slot bracket and remove the arm from the bottom of the seating unit frame (Figure 2 & Detail A).

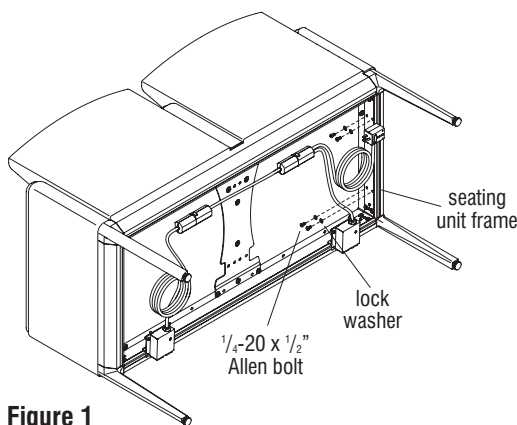


Figure 1

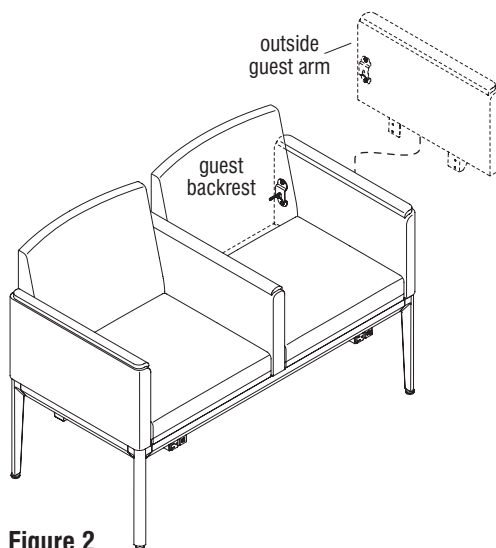
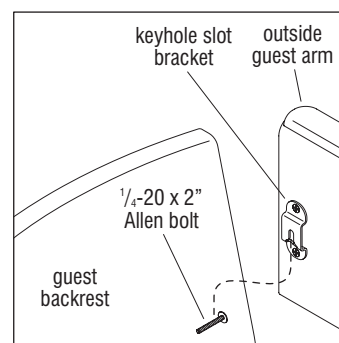


Figure 2



Detail A

Outside Guest Arm Replacement

1. Align the larger opening of the keyhole slot bracket on the replacement outside guest arm with the head of the $\frac{1}{4}$ -20 x 2" Allen bolt at the side of the backrest so the bracket will rest on top of the bolt, allowing the replacement arm to be lowered into the original location on the seating unit frame (Figure 2 & Detail A).
2. With the assistance of a second person, carefully lay the guest unit onto its front, on a clean, protective surface (Figure 1).
3. Secure the replacement outside guest arm to the seating unit frame with the four previously removed $\frac{1}{4}$ -20 x $\frac{1}{2}$ " Allen bolts and lock washers using a $\frac{5}{32}$ " Allen drive bit (Figure 1).
4. With the assistance of a second person, carefully turn the guest unit to the upright position, then return the guest unit to the original location of use.



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.

Tools Required:

- $\frac{5}{32}$ " Allen Drive Bit.
- Power Screwdriver.

Middle Guest Arm Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing middle guest arm removal.

Caution: Guest units can be very heavy. The assistance of a second person will be required when moving or laying the guest unit onto its front.

1. If the guest unit is near a wall or other structure that would prevent adequate access to the arm or backrest, with the assistance of a second person, move the unit away from the structure, then carefully lay the guest unit onto its front, on a clean, protective surface (Figure 1).

Note: Only remove bolts that secure the affected middle guest arm intended to be replaced.

2. With the bottom of the guest unit exposed, remove the four $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing each guest backrest next to the middle guest arm being removed using a $\frac{5}{32}$ " Allen drive bit. Set the bolts and washers aside to be reinstalled in a later step (Figure 1 & Detail A).
3. Remove four $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the middle guest arm to the seat support bracket. Set the bolts and washers aside to be reinstalled in a later step (Figure 2 & Detail A).
4. With the assistance of a second person, carefully turn the guest unit to the upright position (Figure 3).
5. Lift up on the middle guest arm to disengage the keyhole slot brackets on each side of the arm from the $\frac{1}{4}$ -20 x 2" Allen bolt on each backrest and remove the arm from the bottom of the seating unit frame (Figure 3 & Detail B).

Middle Guest Arm Replacement

1. Align the larger openings of the keyhole slot brackets on each side of the replacement guest arm with the heads of the $\frac{1}{4}$ -20 x 2" Allen bolts at the side of each backrests so the brackets will rest on top of the bolts, allowing the replacement arm to be lowered into the original location on the seating unit frame (Figure 3 & Detail B).
2. With the assistance of a second person, carefully lay the guest unit onto its front, on a clean, protective surface (Figure 2).
3. With the bottom of the lounge exposed, secure the replacement middle guest arm to the seat support bracket with the four previously removed $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers using a $\frac{5}{32}$ " Allen drive bit (Figure 2 & Detail A).
4. Secure each guest backrest to the seating unit frame with the eight

previously removed $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers using a $\frac{5}{32}$ " Allen drive bit (Figure 1 & Detail A).

5. With the assistance of a second person, carefully turn the guest unit to the upright position, then return the guest to the original location of use.

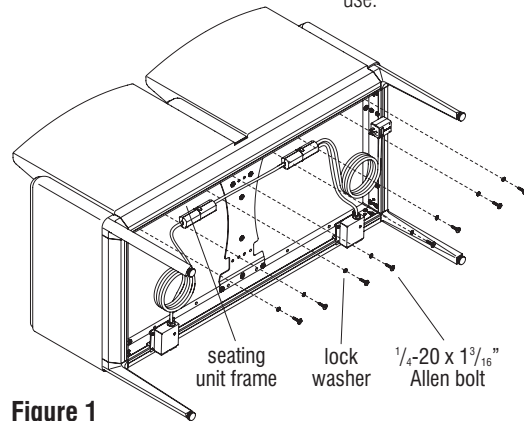


Figure 1

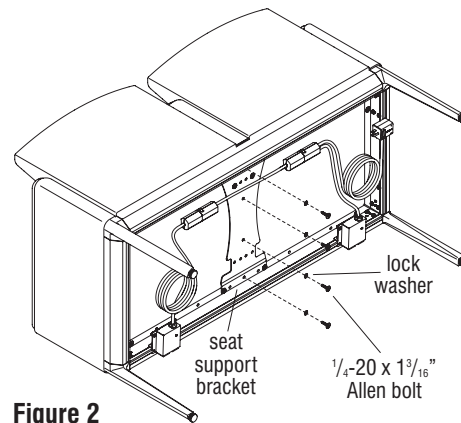
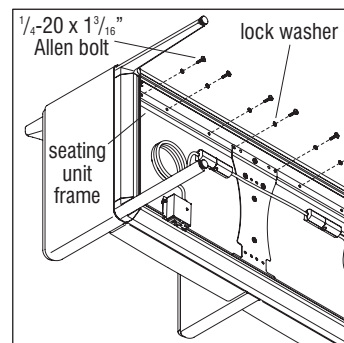
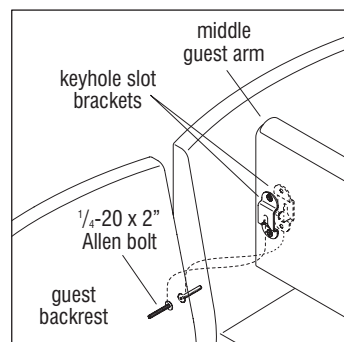


Figure 2



Detail A



Detail B

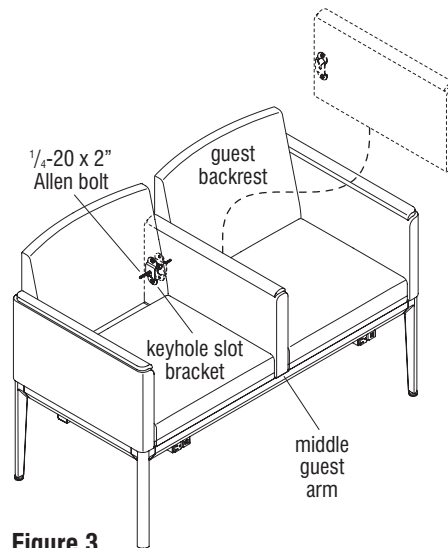


Figure 3



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.

Tools Required:

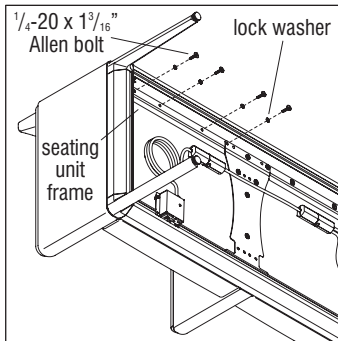
- $\frac{5}{32}$ " Allen Drive Bit.
- Power Screwdriver.

Guest Backrest Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing guest backrest removal.

Caution: Guest units can be very heavy. The assistance of a second person will be required when moving or laying the guest unit onto its front.

Note: If a guest backrest needs to be removed, all guest arms next to the backrest will need to be removed first. Reference "Outside Guest Arm Removal" instructions on page 13 or "Middle Guest Arm Removal" instructions on page 14 then proceed back to this page.



Detail A

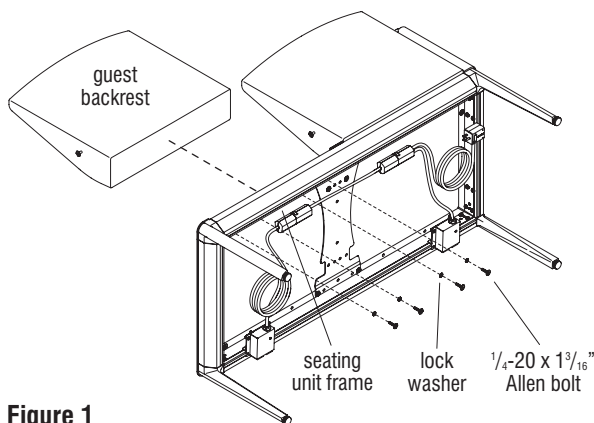


Figure 1

1. If the guest unit is near a wall or other structure that would prevent adequate access to the backrest, with the assistance of a second person, move the unit away from the structure, then carefully lay the guest unit onto its front, on a clean, protective surface (Figure 1).

Note: Only remove bolts that secure the affected guest backrest intended to be replaced.

2. With the bottom of the guest unit exposed, and with the assistance of a second person, have one person hold the backrest, while the second person removes the four $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the guest backrest using a $\frac{5}{32}$ " Allen drive bit. The backrest will begin to tilt down as soon as the last bolt is loosened. Set the bolts and washers aside to be reinstalled in a later step (Figure 1 & Detail A).
3. Remove the lounge backrest from the seating unit frame. Set the removed backrest out of the way for the backrest replacement process (Figure 1).

Guest Backrest Replacement

1. With the assistance of a second person, have one person position the replacement guest backrest into the original location on top of the seating unit frame (Figure 1).
2. With the bottom of the guest unit exposed, have the second person align the mounting holes on the replacement guest backrest with the seating unit frame mounting holes and secure using the four previously removed $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers using a $\frac{5}{32}$ " Allen drive bit (Figure 1 & Detail A).
3. With the assistance of a second person, carefully turn the guest unit to the upright position, then proceed to "Outside Guest Arm Replacement" instructions on page 14 or "Middle Guest Arm Replacement" instructions on page 15 to reinstall any previously removed arms.



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.

Tools Required:

- $\frac{5}{32}$ " Allen Drive Bit.
- Power Screwdriver.

Guest Seat Removal

Caution: If power is present on the lounge unit, disconnect all power from the wall outlet before performing guest seat removal.

Caution: Guest units can be very heavy. The assistance of a second person will be required when moving or laying the guest unit onto its front.

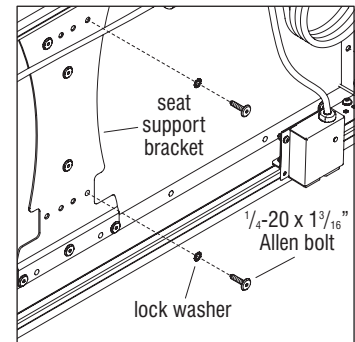
1. If the guest unit is near a wall or other structure that would prevent adequate access, with the assistance of a second person, move the unit away from the structure, then carefully lay the guest unit onto its front, on a clean, protective surface (Figure 1).

Note: Only remove bolts that secure the affected guest seat intended to be replaced.

2. With the bottom of the guest unit exposed, remove the four $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers securing the seat to the seating unit frame using a $\frac{5}{32}$ " Allen drive bit. Set the bolts and washers aside to be reinstalled in a later step (Figure 1 & Detail A).
3. With the assistance of a second person, carefully turn the guest unit to the upright position (Figure 2).
4. Remove the seat from the seating unit frame. Set the removed guest seat out of the way for the guest seat replacement process (Figure 2).

Guest Seat Replacement

1. Place the replacement guest seat into the original location on top of the seating unit frame (Figure 2).
2. With the assistance of a second person, carefully lay the guest unit onto its front, on a clean, protective surface (Figure 1).
3. With the bottom of the guest unit exposed, secure the guest seat to the seating unit frame using the four previously removed $\frac{1}{4}$ -20 x $1\frac{3}{16}$ " Allen bolts and lock washers using a $\frac{5}{32}$ " Allen drive bit (Figure 1 & Detail A).
4. With the assistance of a second person, carefully turn the guest unit to the upright position, then return the guest unit to the original location of use.



Detail A

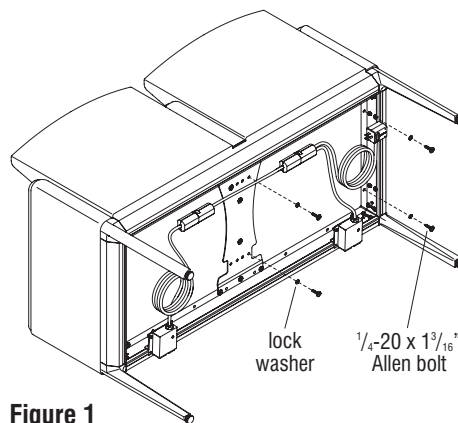


Figure 1

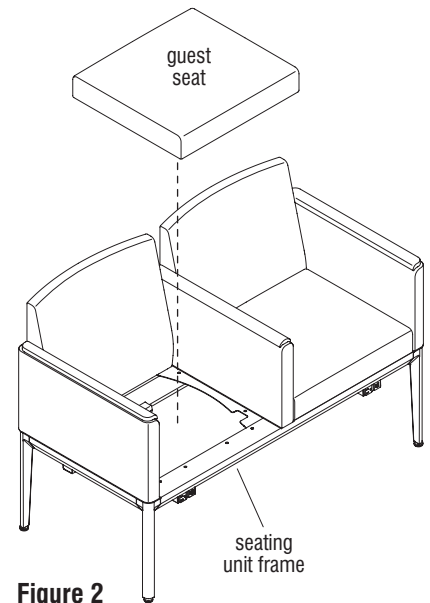


Figure 2



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.

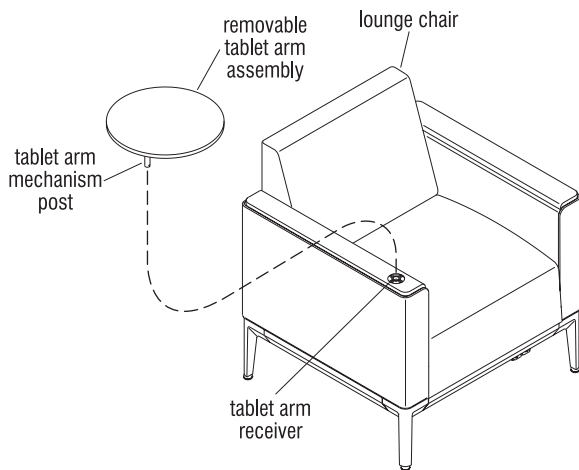


Figure 1

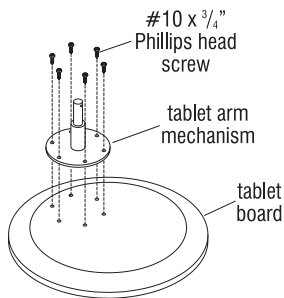


Figure 2

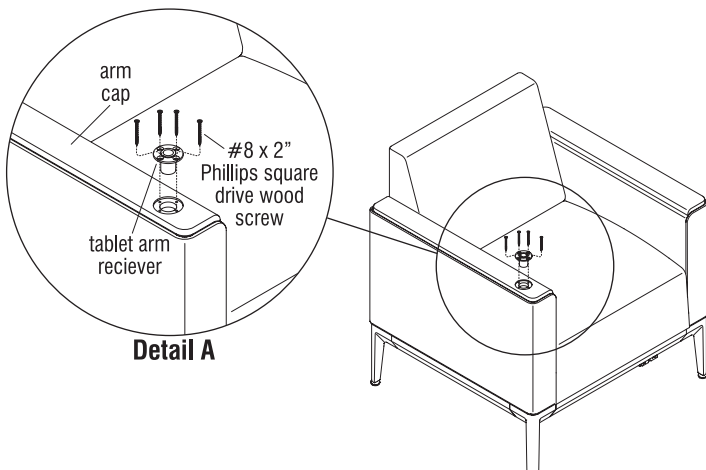


Figure 3

Tools Required:

- Phillips Head Bit.
- Square Head Bit (optional).
- Power Screwdriver.

Removable Tablet Arm - Tablet Assembly Replacement

1. To remove entire removable tablet arm assembly, grasp the tablet board and pull up to remove the assembly out of the tablet arm receiver in the arm or armcap (Figure 1).
2. Locate the replacement removable tablet arm assembly. Align the tablet arm mechanism post coming from the underside of the tablet board and insert into the tablet arm receiver located in the arm or armcap (Figure 1).

Removable Tablet Arm - Tablet Board and Tablet Arm Mechanism Replacement

1. To remove entire removable tablet arm assembly, grasp the tablet board and pull up to remove the assembly out of the tablet arm receiver in the arm or armcap (Figure 1).
2. Place the tablet arm assembly upside down on a soft protective surface (Figure 2).

3. Next, remove the six #10 x 3/4" Phillips head screws to separate the tablet board from the tablet arm mechanism. Set screws aside for later (Figure 2).
4. Locate the new tablet board or mechanism for replacement. Align the mounting holes of the tablet arm mechanism with the tablet board and re-install the six #10 x 3/4" Phillips head screws that were previously removed (Figure 2).
5. Locate the replacement removable tablet arm assembly. Align the tablet arm mechanism post coming from the underside of the tablet board and insert into the tablet arm receiver located in the arm or armcap (Figure 1).

Removable Tablet Arm - Armcap Replacement

1. To remove entire removable tablet arm assembly, grasp the tablet board and pull up to remove the assembly out of the tablet arm receiver in the armcap (Figure 1).
2. Next, remove the four #8 x 2" Phillips square drive head wood screws that hold the tablet arm receiver in the armcap. Pull out the receiver and set it aside along with the four #8 x 2" Phillips square drive wood screws (Figure 3).
3. Please go to page 1 of this document for the removal and replacement instruction steps of a Guest & Lounge Outside Armcap. Then come back to this section once the armcap is replaced.
4. Re-install tablet arm receiver by aligning the four mounting holes with the four holes in the armcap and pressing it into place. Secure using the four #8 x 2" Phillips square drive wood screws (Figure 3).
5. Locate the replacement removable tablet arm assembly. Align the tablet arm mechanism post coming from the underside of the tablet board and insert into the tablet arm receiver located in the arm cap (Figure 1).



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.

Tools Required:

- Long Reach Phillips Head Bit.
- Long Reach Square Head Bit (optional).
- Power Screwdriver.

Non-Removable Tablet Arm - Tablet Board Replacement

1. To remove the tablet board, begin by rotating the tablet assembly until two #10 x 3/4" Phillips head screws are aligned with the outside edge of the arm frame. The power screwdriver may have to be tipped at a slight angle to be able to reach the screw head and keep the rotating drill chuck from rubbing on the arm (Figure 1 & Detail A).
2. Then, using a power screwdriver with a long reach Phillips head bit, remove two #10 x 3/4" Phillips head screws. Rotate the tablet board assembly, aligning two more screws with the edge of the arm frame and remove those screws. Continue until all six screws are removed from the tablet board (Figure 2 & Detail B).
3. Next, locate the replacement tablet board and align the six pre-drilled holes on the underside of the surface with the six mounting holes in the tablet arm mechanism (Figure 2).
4. Rotate the tablet arm mechanism so two mounting holes are aligned with the outer edge of the arm frame. Then, using two previously removed #10 x 3/4" Phillips head screws, attach the tablet board to the tablet arm mechanism through the two holes located at the outer edge of the arm frame as illustrated (Figure 2).
5. Rotate the tablet assembly while continuing to align two mounting holes with the outer edge of the arm frame and install screws until all six #10 x 3/4" Phillips head screws are installed (Figure 2).

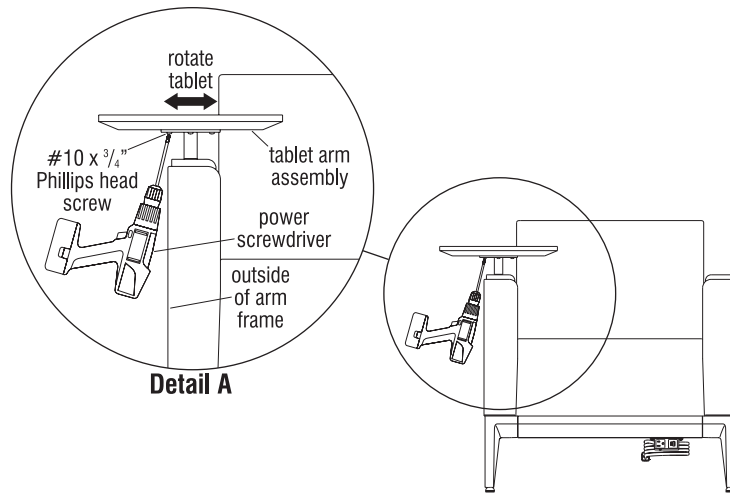


Figure 1

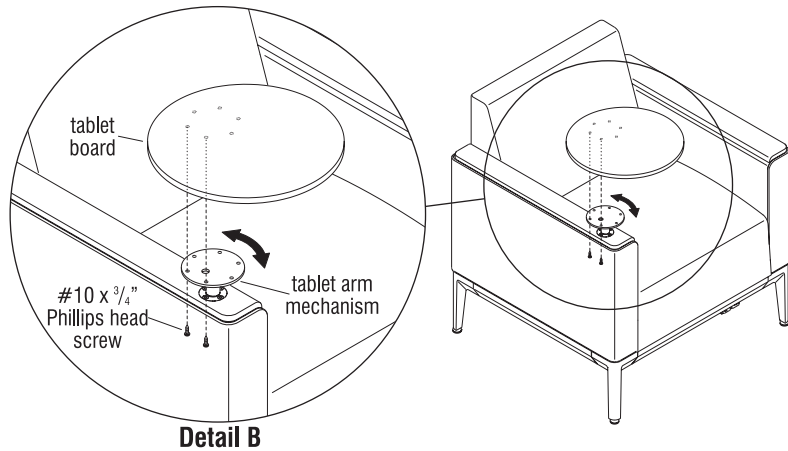


Figure 2



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.

Tools Required:

- Long Reach Phillips Head Bit.
- Long Reach Square Head Bit (optional).
- Power Screwdriver.

Non-Removable Tablet Arm - Tablet Arm Mechanism Replacement

1. Begin by following Steps 1 & 2 on Page 18 to remove the tablet board from the tablet arm mechanism then return to this section.

2. With the tablet board removed, rotate the tablet arm mechanism to align the access hole on the tablet board mechanism with one of the #8 x 2" Phillips square drive screws that attach the tablet arm mechanism to the arm or armcap. Using a power screwdriver with a long reach Phillips or square head bit, insert the bit through the access hole to reach the screw and remove the screw. Rotate the tablet arm mechanism to align the access hole

with the next screw, and twist out until all four screws are removed. The tablet board mechanism can now be removed from the armcap (Figure 3).

3. Locate the replacement tablet arm mechanism and insert it into the attachment hole in the arm or armcap. Make sure to align the four mounting holes of the mechanism with the four holes in the arm or armcap and press it into place (Figure 4).

4. Next, rotate the tablet arm mechanism until the access hole is aligned with one of the four mounting holes in the armcap. Insert a #8 x 2" Phillips square drive wood screw through the access hole and use a power screwdriver with a long reach Phillips or square drive bit through the access hole to attach the tablet arm mechanism to the arm or armcap. Rotate the tablet arm mechanism and align the access hole with the next open mounting hole and attach using a #8 x 2" Phillips square drive wood screw until all four mounting holes have been secured with screws (Figure 4).

5. Then, go onto steps 3 through 5 on page 18 to complete installation of the tablet board to the tablet arm mechanism.

Non-Removable Tablet Arm - Armcap Replacement

1. Begin by following Steps 1 & 2 on Page 18 to remove the tablet board from the tablet arm mechanism then return to this section.
2. With the tablet board removed, align the access hole on the tablet board mechanism with one of the #8 x 2" Phillips square drive screws that attach the tablet arm mechanism to the armcap. Using a power screwdriver with a long reach Phillips or square drive bit, insert the bit through the access hole to reach the screw and remove it. Rotate the tablet arm mechanism to align the access hole with the next screw and repeat until all four screws are removed. The tablet board mechanism can now be removed from the armcap (Figure 3).
3. Go to page 1 of this document for the removal and replacement instruction steps of a Guest & Lounge Outside Armcap. Then come back to this section once the armcap is replaced.
4. Locate the tablet arm mechanism and insert it into the attachment hole in the armcap. Make sure to align the four mounting holes of the mechanism with the four holes in the arm cap and press it into place (Figure 4).
5. Next, rotate the tablet arm mechanism until the access hole is aligned with one of the four mounting holes in the arm cap. Insert a #8 x 2" Phillips square drive wood screw through the access hole and use a power screwdriver with a Phillips or square drive bit through the access hole to attach the tablet arm mechanism to the arm cap. Rotate the tablet arm mechanism and align the access hole with the next open mounting hole and attach using a #8 x 2" Phillips square drive wood screw until all four mounting holes have been secured with screws (Figure 4).
6. Then, go onto steps 3 through 5 on page 18 to complete installation of the tablet board.

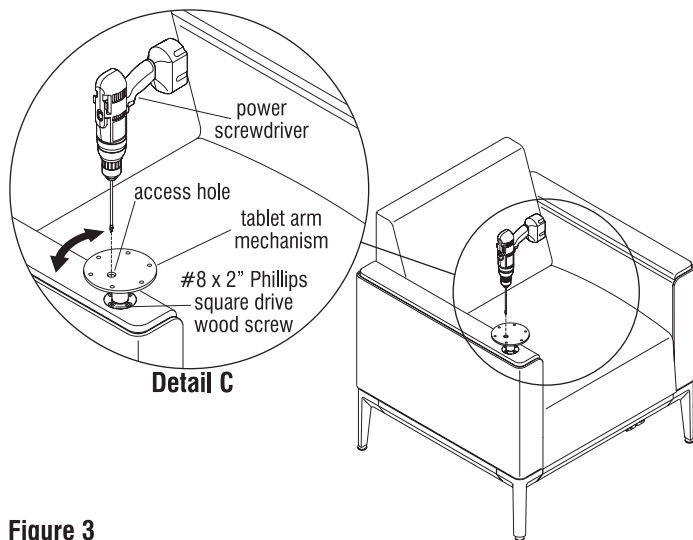


Figure 3

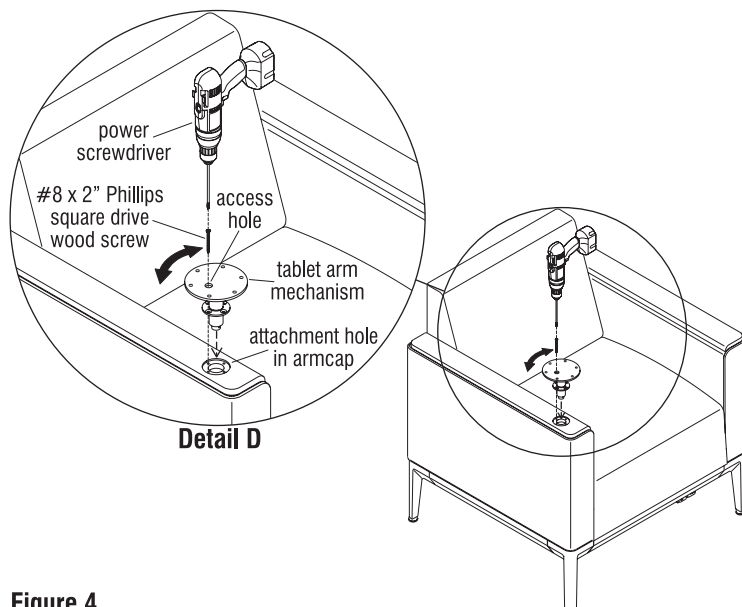


Figure 4

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