IMPROV® FRAME AND BACK UPHOLSTERY REPLACEMENT

Service Installation Instructions

Tools used
5/16" hex socket
3/8"hex socket
socket driver
24" bar clamp with soft protective pads

Note: These instructions cover installation of frame or outer back replacement parts.

For armless chair frames (all dates)

For chair frames with arms, manufactured before August 1999

1A. Remove inner back by pulling it away from outer back.

1B. If re-using outer back, unscrew any connecting clips from outer back that may still be attached.

1C. Use 5/16" hex socket to remove four (4) screws holding outer back to frame. Discard screws.

1D. Use 3/8" hex socket and four (4) #14x3/4" hex washerhead screws to attach (replacement part) outer back to frame **(Fig. 1)**.

1E. See page 2 of 2 to re-assemble inner back to outer back.

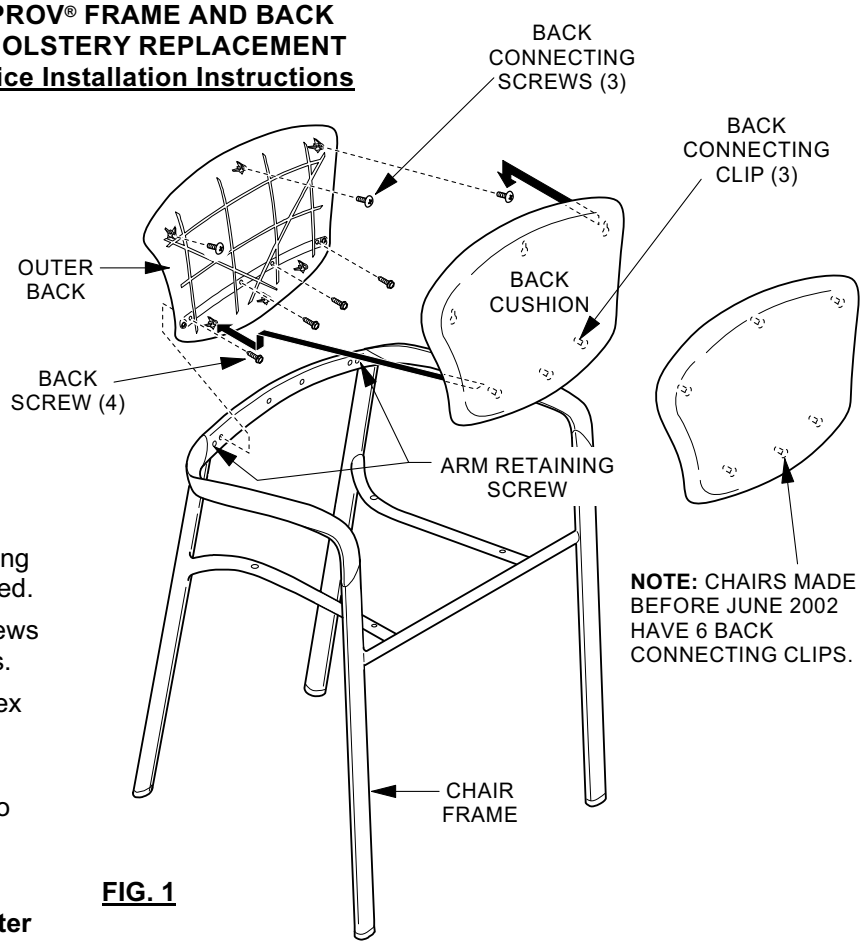


FIG. 1

For Chair frames with arms, manufactured after August 1999, and current frame replacements

Follow steps 1 thru 3 above

2A. Use a 24" bar clamp and protective pads to hold chair arms tight to frame before attaching outer back to frame **(Fig. 2)**.

2B. Use a 3/8" hex socket and four (4) #14x3/4" hex washerhead screws to attach outer back to chair frame/arm assembly **(Fig. 2)**.

2C. See page 2 of 2 to re-assemble inner back to outer back.

For chairs manufactured after May 2002

3A. Remove inner back by pulling it away from outer back at bottom, then lift up.

3B. Follow steps 2A to 2C.

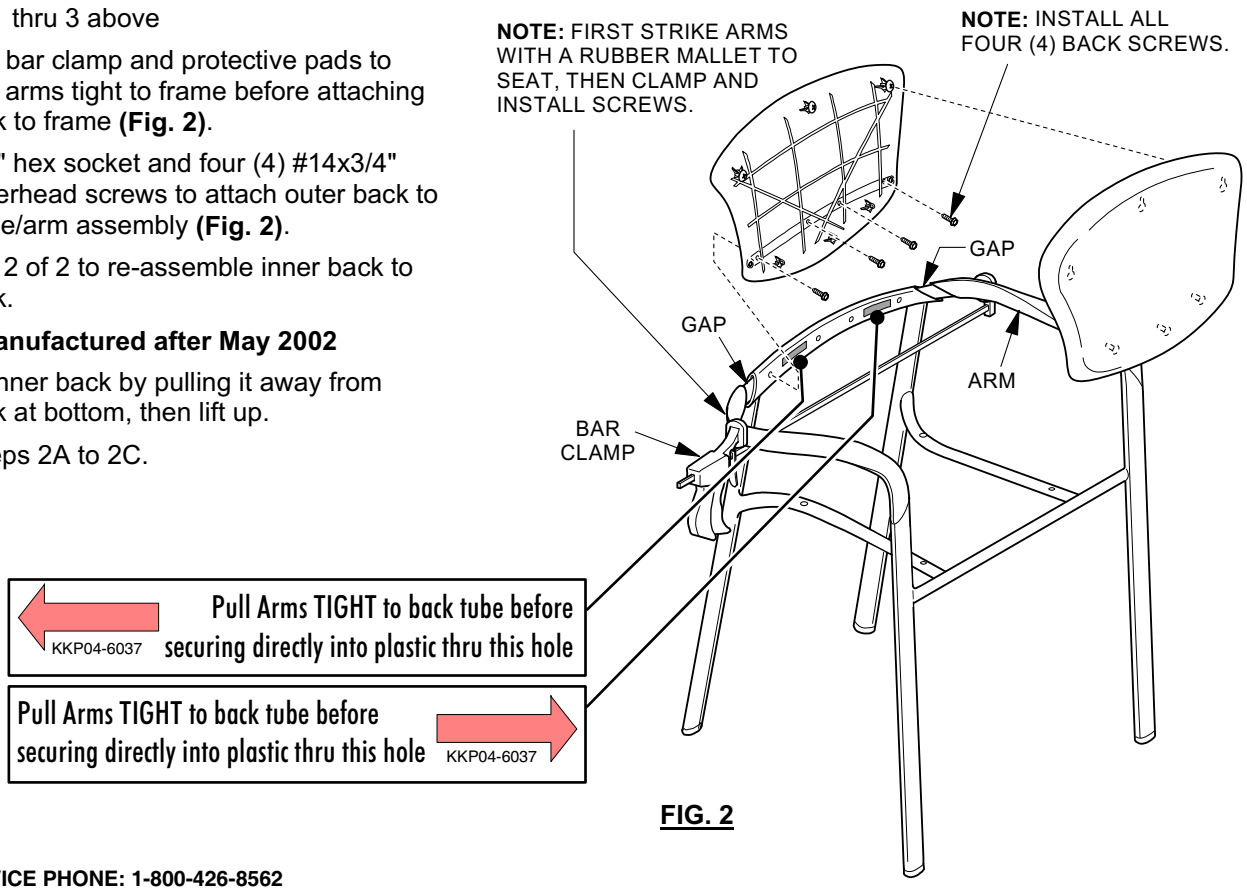


FIG. 2

IMPROV® STACKING AND SLED BASE CHAIRS
BACK CONNECTING CLIP
Service Installation Instructions

Tools required

Pliers or large T-handle (from thread tapping set)

Rubber mallet

Phillips #4 screw driver

Installation

To install 3 back connecting clips into 3 lower holes of back cushion:

1. Orient the back connecting clip as shown in **(Fig. 1)**. Grip the end of the clip with pliers or large T-handle. Align with hole in back of cushion and insert with a ¼ turn and push **(Fig. 2)**. Repeat for all 3 back connecting clips.

NOTE: when using pliers for installation do not crush back connecting clip(s).

2. Install cushion to outer shell of chair. Fit 3 keyhole openings over matching screwheads. Hold bottom of cushion away from outer back pan, and push cushion in downward direction, as far as it will go.
3. Align 3 back connecting clips over their matching socket holes, and press clips into holes, **(Fig. 3)**.
4. Lay chair on carpeted floor, with chair back supported **(Fig. 4)**.
5. Using a rubber mallet carefully hit back cushion, where 3 back connecting clips are fully inserted in their holes.

NOTE: Place protective padding on cushion to ensure that back cushion cover material is not damaged with dirt or marks.

To install new back cushion to existing outer back shell:

1. Attach 3 steel machine screws (5/16-18 x ¾ Phillips truss head machine screw) to top 3 holes of outer back shell **(Fig. 3A)**. Tighten them fully into holes.
2. Follow steps 2-5 above

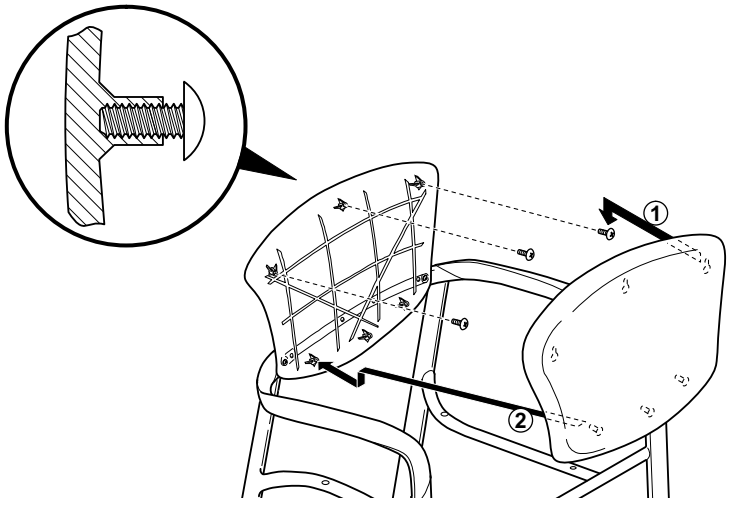


FIG. 3A

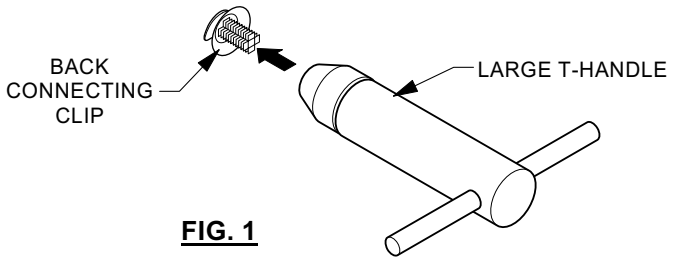


FIG. 1

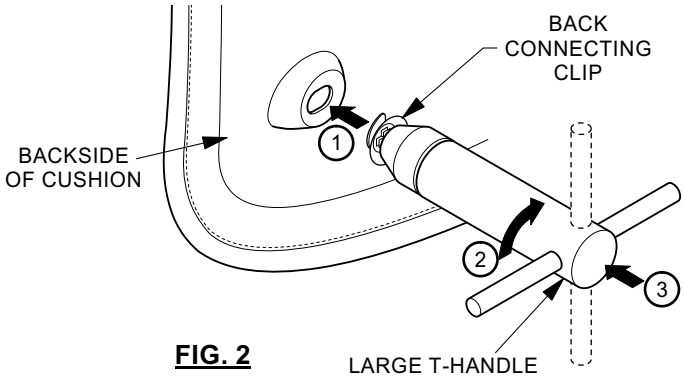


FIG. 2

NOTE: ALL CLIPS CAN BE MANUALLY ADJUSTED SIDE-TO-SIDE FOR BEST ALIGNMENT

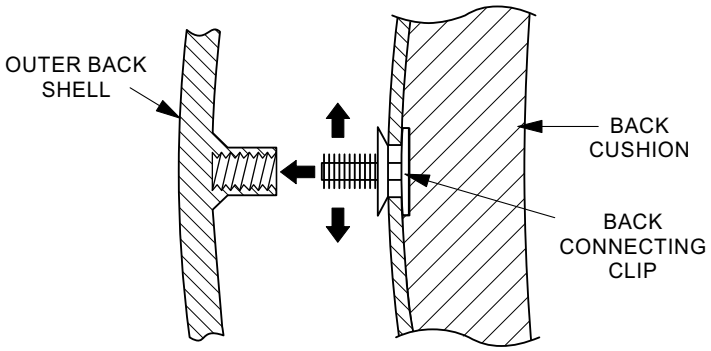


FIG. 3

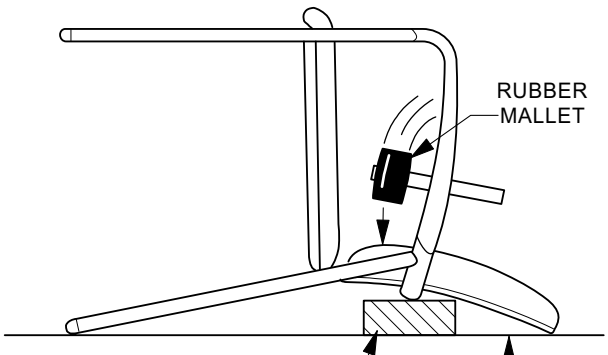


FIG. 4

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