

Arm Replacement (Aluminum Loop Arm)

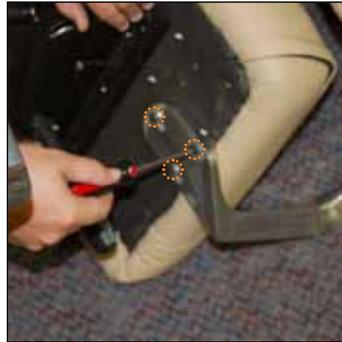
NV™ Models

Tools: Large Phillips (cross-tip) Screwdriver

1 person: ~5 minutes



1. Activate seat height lever to maximum length, then tip the chair forward/over for access to arm brackets on underside of seat.



2. Locate 3 Phillips head screws that secure the arm to the underside of the seat, and remove all, setting aside for later reinstallation.



3. Position the new arm where the old arm was previously set, and replace the 3 Phillips head screws. Tighten in rotation.

Arm Replacement (T-arms)

NV™ Models

Tools: None

1 person: ~5 minutes



1. Activate seat height lever to maximum length, then tip the chair forward/over for access to arm brackets on underside of seat. If you're replacing both arms, do one at a time, noting the "slant" of the arms support may be mounted in two directions.



2. Locate where arms attach to underside of the seat, and remove the hand-wheel. Keep all washers in place for later reinstallation.



3. Slip the old arm support out and replace with the new arm. Replace the hand-wheel with washers (be careful not to cross-thread).



4. Set the armrest width as desired and firmly tighten the hand wheel.

For instructions on how to keep old parts out of area landfills, please visit www.NeutralPosture.com/environment



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Backrest Replacement

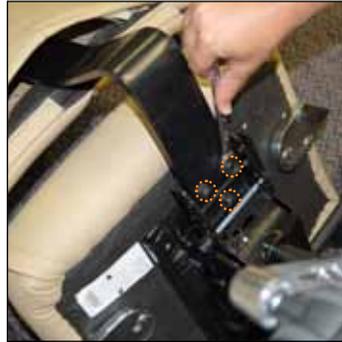
NV™ Models

Tools: 3/16" Socket or wrench

1 person: ~10 minutes



1. Tip the chair forward/over for clear access to the rear underside. Remove the plastic cover shielding the end of the back post for access to the bolts.



2. Remove the 3 (3/16") nuts from the bolts using the socket or wrench, and set them aside for later reinstallation.



3. With the nuts removed, hold the back support steady with one hand, and push the bolts up and out of the back post, allowing the back post to slide out.

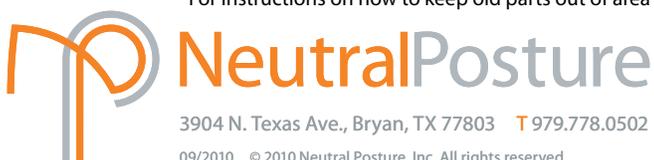


4. Position the new back for installation and reinsert the 3 bolts to hold it in place.



5. Replace the nuts on the 3 bolts, and gradually tighten each in rotation so all are equally set. Replace plastic cover (from Step 1).

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Mechanism Replacement

NV™ Models Page 1 of 2

Tools: Phillips (cross-tip) Screwdriver, Hammer (Safety Glasses and Gloves recommended)

1 person: ~20 to 25 minutes

Reference *Arm Replacement* sheet and *Backrest Replacement* sheet



1. Remove the armrests from the chair (Reference to *Arm Replacement* sheet.) mechanism, and set aside for later reinstallation.



2. Tip the chair forward/over until the base is off the floor. Hold one leg of the base and strike the cylinder protruding through the base, using a plastic hammer. The force will dislodge the base.*



3. Hold the end of the cylinder with one hand, and hammer the mechanism around the cylinder entry point. ** Several strong blows may be required to dislodge the cylinder from mechanism.



4. Remove the backrest (Reference to *Backrest Replacement* sheet.) and set all parts aside for reinstallation later.



5. Locate the 4 Phillips screws securing seat to mechanism. NOTE: 2 screws may be obscured by the slider. Before releasing and moving slider to reveal them, keep hands and fingers away from the slider. The slider control is the left-side wing on mechanism.



6. With all Phillips screws revealed, and removed, the mechanism can now be lifted off the seat



7. Position new mechanism on the seat in same manner as the old one, and center the holes for the screws over the same T-nut receptacles. Reinstall and tighten the screws being careful to not over-tighten them.

* A base removal tool is available for purchase through Neutral Posture, part number 190289, \$50 net.

** A cylinder removal tool is available for purchase through Neutral Posture, part number 'LIFTOFF', \$30 net.

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Mechanism Replacement

NV™ Models

Page 2 of 2 - Continued



8. Reattach backrest with the 3 bolts and nuts, replacing the plastic cover (Reference *Backrest Replacement* sheet).

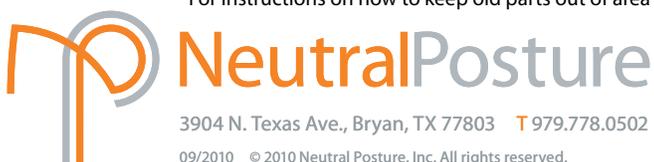


9. Reattach armrests, reinsert cylinder, and then reattach base.



10. Check to be sure all casters are secure in the base, and then set the chair upright and secure all components by sitting in the upright chair.

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