

REPLACING THE BASE PEDESTAL

To ensure that Human Touch[®] products are repaired in a manner that is fully consistent with the practices used during the manufacturing process, Human Touch requires that all product repairs are performed using only factory-new parts and in accordance with these product repair instructions.

SERVICE LEVEL: 4

Tools Required: needle-nosed pliers, vice grip, crescent wrench, hammer, flat-head screwdriver, rag for handling greasy parts



CAUTION! You will need at least two people to complete this procedure, as the chair is very heavy. Be sure you have enough people to lift and move the chair, to prevent injury.

SAVE ALL REMOVED PARTS FOR USE DURING REASSEMBLY

REMOVING THE BASE PEDESTAL



1. Turn the power switch on the power panel to OFF and unplug the chair.
2. Pull up on the seat pad to remove it from the chair (Fig.1).
3. Using a vice grip, remove all of the springs from one side of the seat canvas, then use your fingers to remove all of the springs from the other side.
4. Remove the canvas from the chair base (Fig.2).
5. Using a needle-nosed pliers, remove the cotter pin from the base pedestal nut (Fig.3).
6. Using a crescent wrench, turn the large nut that secures the base pedestal to the chair frame counter-clockwise to remove it (Fig.4).

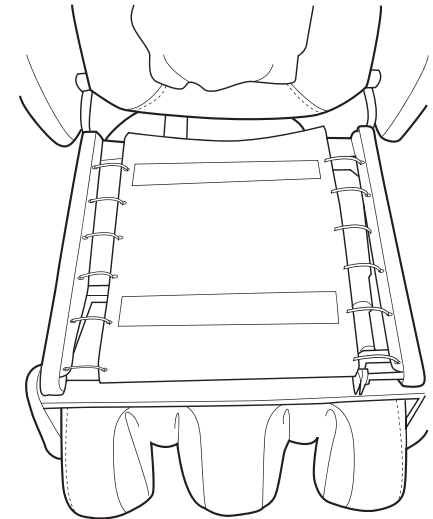


Fig.1

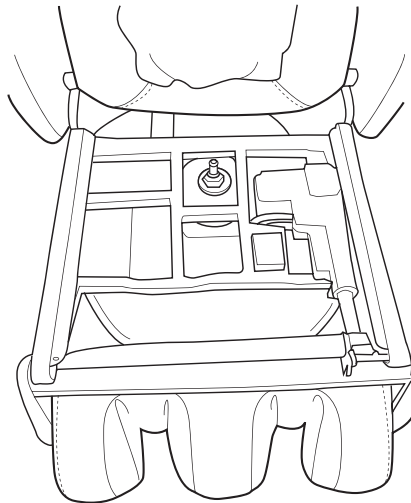


Fig.2

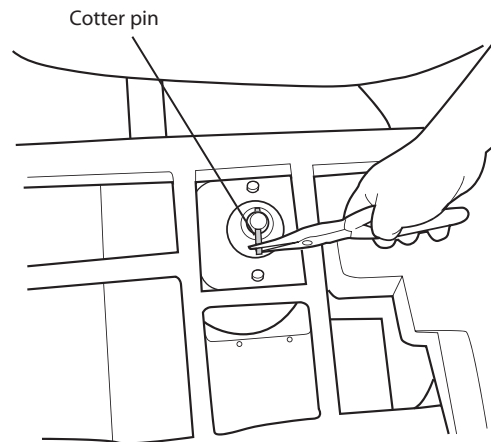


Fig.3

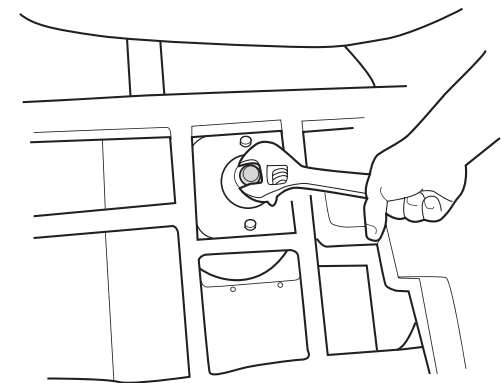
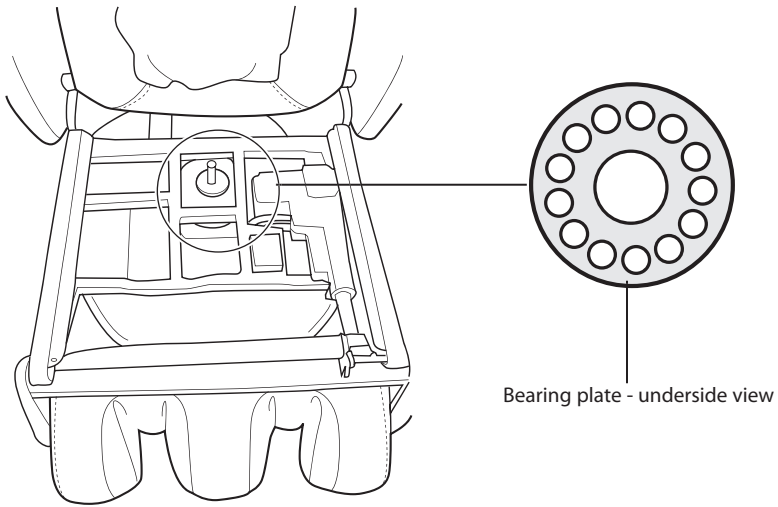


Fig.4

7. Using a hammer and flat-head screwdriver, tap the circular upper bearing plate counter-clockwise to loosen it, then slowly remove the bearing plate, placing your hand underneath the plate to catch any loose bearings (Fig.5). **IMPORTANT:** The bearing plate contains 13 bearings, which are held in place by grease. These bearings may fall out when you remove the bearing plate. Be sure to catch and retain these bearings for use during installation of the new pedestal. Place the tray and bearings on top of a rag, to prevent damage to the flooring.
8. Using two people, lift the chair frame up and off the base pedestal.



Bearing plate - underside view

Fig.5

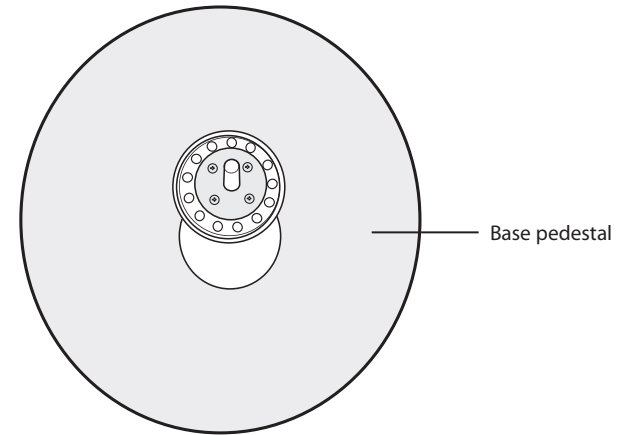


Fig.6

INSTALLING THE NEW BASE PEDESTAL

1. Verify that none of the bearings fell out of the lower bearing tray when you removed the base pedestal from the box.
2. Using two people, lift the chair frame and position it on top of the new base pedestal.
3. Replace any bearings that may have fallen out of the upper bearing plate, then use your finger to spread the grease over all of the bearings, to hold them in place while you position the plate.
4. Hold the bearing plate with the bearings facing down, then place the bearing plate on top of the pedestal bolt.
5. Pressing down firmly on the front of the chair frame to position the frame level with the base, place the pedestal nut over the pedestal bolt and hand-tighten it (Fig.7).
6. Using a crescent wrench, finish tightening the pedestal nut.
7. Thread the cotter pin through the nut, then, using a needle-nosed pliers, bend the ends back to secure it.
8. Place the seat canvas into position, then replace all of the springs on one side. Be sure to hook the curved side of each spring through the hole in the canvas (Fig.8).
9. Use a vice grip to replace each of the springs on the opposite side of the seat canvas (Fig.9), again being sure to hook the curved side of each spring through the hole in the canvas. If the tension is too tight, bend the outside end of the spring to slightly increase the angle, making it easier to install the spring.
9. Replace the seat pad, aligning the hook and loop fasteners.
10. Test the chair swivel to ensure that it is working smoothly.

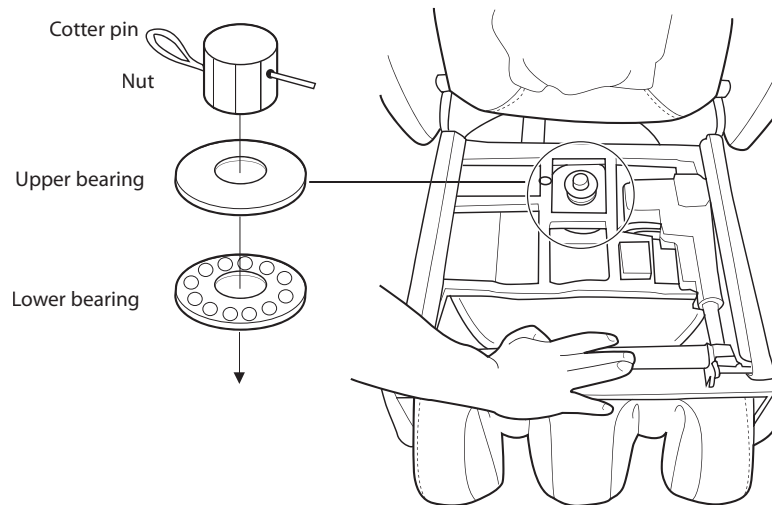


Fig.7

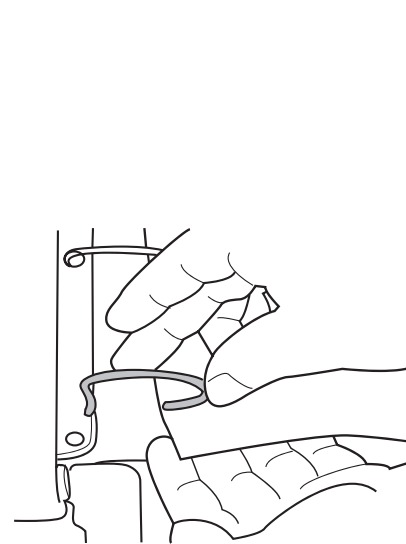


Fig.8

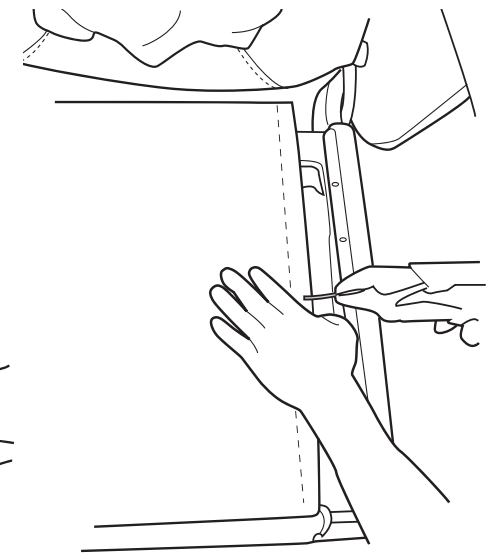


Fig.9