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Service Parts

Aeron® Chairs Service Instructions
Aeron® "Knocked Down" Product Assembly

PARTS INCLUDED

POSTUREFIT LUMBAR
ADJUSTABLE LUMBAR
NO LUMBAR

(Product includes 1 of three back lumbar options shown)

POSTUREFIT LUMBAR ASSEMBLY

PROCEDURE

1. By hand, pull Posturefit lumbar assembly up and off inner slide rails on chair back. Set lumbar assembly aside.

2.1 Align mounting holes on chair back with mounting holes on swing arms, as shown.

2.2 Using assembly tool provided, install and tighten (4) back mounting screws to secure chair back to chair base.

NOTICE!
On product equipped with Posturefit lumbar begin assembly procedure with step 1. On all other product begin procedure by Referring to step 2.

TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER
PENCIL
RUBBER MALLET (OPTIONAL)

POSTUREFIT LUMBAR
CABLE CLIP SCREW (Posturefit only)
CABLE CLIP (Posturefit only)

PROVIDED BY HERMAN MILLER

WARNING
Install all 4 black attachment screws and tighten securely.
Failure to comply may allow back to separate from chair causing personal injury.

2.3 On chairs equipped with posturefit lumbar, proceed to step 3.
On chairs equipped with adjustable lumbar proceed to step 6.

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NOTICE! After April of 2007, all cable clips are "C" size chair cable clips. When installing these clips to an A or B size seat back, position and hold clip vertically when tightening mounting screw.

3.1 Remove and discard screw at bottom center of back frame.
3.2 Slide cable clip up onto bottom center of back frame and align mounting hole in clip with screw hole in back frame.
3.3 Secure cable clip to back frame with long cable clip screw provided in hardware pack, while holding clip vertical.

4

4.1 Insert pencil through back fabric, inline with cable mounting hole in cable clip, to create an opening in fabric. Then remove pencil from fabric. See step 4-A.
4.2 Route end of control cable under seat, making sure cable is routed over top all other control cables under seat.
4.3 From back side of clip, insert end of control cable through cable clip mounting hole and through hole in fabric. See step 4-B.
4.4 Insert control cable grommet into back side of cable clip and seat grommet completely into clip. See step 4-B.

5

5.1 Reinstall Posturefit lumbar assembly by sliding open slots on wishbone, down onto inner slide rails on chair back frame. If necessary, use rubber mallet to ensure lumbar assembly is completely seated onto slide rails. See step 5-A.
5.2 Adjust control mechanism counter-clockwise to set posturefit at minimum support setting.
5.3 Depress base of wishbone on Posturefit lumbar assembly, and engage cable end into keyhole slot in wishbone. See step 5-B.

6

6.1 Install adjustable lumbar to chair back frame by sliding lumbar onto inner slide rails, on inside of back frame.
Aeron® Torque and Tool Specifications

PROCEDURE:

NOTICE
Make sure fasteners are torqued to specified values.

WARNING
Support parts associated with fasteners that are to be removed for service or product damage and/or personal injury may occur.

1. USING SPECIFIED TOOL SIZE, REMOVE FASTENING HARDWARE AND REPLACE SOME FASTENERS. IT IS RECOMMENDED TO MAKE AN INSTRUCTION FOR REMOVAL PROCEDURE. FOUND IN SERVICE PART INFORMATION MATERIAL. TORQUE FASTENERS TO SPECIFIED AMOUNTS. SEE FIGURE 1.

- FASTENER: ARM YOKE
  TOOL SIZE: T-27 TORX BIT WITH RATCHET WRENCH
  TORQUE SPEC: 100-125 IN-LBS.

- FASTENER: REAR SEAT LINK
  TOOL SIZE: 10MM SOCKET WITH RATCHET WRENCH
  TORQUE SPEC: 70-100 IN-LBS.

- FASTENER: REAR SEAT LINK
  TOOL SIZE: 4MM HEX KEY
  TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW

- FASTENER: SUPPORT SCREW
  TOOL SIZE: 13MM SOCKET WITH RATCHET WRENCH
  TORQUE SPEC: 200-250 IN-LBS.

- FASTENER: BACK SCREW
  TOOL SIZE: 5MM HEX BIT WITH RATCHET WRENCH
  TORQUE SPEC: 70-100 IN-LBS.

- FASTENER: HIP PIVOT SCREW
  TOOL SIZE: 6MM HEX BIT WITH RATCHET WRENCH
  TORQUE SPEC: 180-200 IN-LBS.

- FASTENER: FRONT SEAT LINK
  TOOL SIZE: 6MM HEX BIT WITH RATCHET WRENCH
  TORQUE SPEC: 120-150 IN-LBS.

- FASTENER: TILT SET SCREW
  TOOL SIZE: 4MM HEX KEY

- FASTENER: SWING ARM (PRE 9-16-96)
  TOOL SIZE: T-40 TORX BIT WITH RATCHET WRENCH
  TORQUE SPEC: 128-150 IN-LBS.

FIGURE 1
Aeron® Base Replacement

TOOLS NEEDED:
- WRENCH
- BASE KNOCK-OFF TOOL
- STRAIGHT HEAD SCREWDRIVER

PROCEDURE:

1. INVERT CHAIR AND PLACE ON CLEAN WORK SURFACE.

2. PULL CASTERS/GLIDES FROM BASE, USING A ROCKING MOTION. SEE FIGURE 1.
   NOTE: IF CASTER STEM REMAINS IN BASE, REMOVE STEM BY PULLING UP WITH STRAIGHT HEAD SCREWDRIVER. INSERT STEM INTO CASTER.

3. FOR BASE REMOVAL, FOLLOW APPROPRIATE PROCEDURE BELOW:
   PLACE BASE KNOCK-OFF TOOL OVER CYLINDER HUB. HOLD BASE IN ONE HAND WHILE HITTING KNOCK-OFF TOOL WITH WRENCH UNTIL DISENGAGED. REMOVE BASE AND DISPOSE OF PROPERLY. SEE FIGURE 2.

4. FOR REPLACEMENT BASE INSTALLATION, FOLLOW APPROPRIATE PROCEDURE BELOW:
   INSTALL BASE OVER PNEUMATIC CYLINDER, PUSHING IT ON AS FAR AS POSSIBLE. SET CHAIR UPRIGHT AND SIT IN CHAIR, FORCING PNEUMATIC CYLINDER INTO PROPER POSITION IN BASE.

5. INSERT CASTERS/GLIDES INTO BASE UNTIL FULLY ENGAGED. SEE FIGURE 1.

FIGURE 1

FIGURE 2
Aeron® Front Limit Cam Replacement

**TOOLS NEEDED**

- Ratchet Wrench w/ 6 MM Hex Head Bit
- 1" Putty Knife
- Needle Nose Pliers
- Ring Retainer Tool
- Small Straight Head Screwdriver

**PARTS INCLUDED**

- Front Limit Cam
- Spring
- E-Ring
- Front Limit Cam Cable

**PROCEDURE**

1. Make sure fasteners are torqued to specified values.

   **NOTICE**
   If chair is manufactured after 3-09-04, complete steps 1-3 & go onto step 8b.

   **NOTICE**
   Make sure fasteners are torqued to specified values.

   **CAUTION**
   Tilt tension must be put at the lowest position to install this service item.

   **CAUTION**
   Forward tilt must not be in activated position before this service procedure begins.
TO REMOVE:

1. While supporting seat link, use 6MM socket, ratchet wrench to remove shoulder screw attaching seat link to tilt. Set aside shoulder screw. Let seat link hang. Remove spacers and or bushings if applicable and set aside. Repeat for opposite side.

TO REINSTALL:

1. Attatch front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.

CAUTION
Make sure all cables are routed through cable openings on tilt cover before snapping tilt cover in place or product damage will occur.

TO REMOVE:

1. Apply pressure on front of bottom tilt cover to start separation of tilt covers. Insert 1” putty knife between top and bottom covers and twist to completely separate tilt covers. Set top tilt cover aside.

TO REINSTALL:

1. Place top tilt cover on tilt and align to bottom tilt cover. Route all cables through cable openings and snap covers together.
1. Using needle nose pliers, remove plastic pin from rivet flange from under side of lower tilt cover on left side and set aside. Using needle nose pliers, remove rivet flange from tilt cover and set aside. Let bottom cover rest on base. Older chairs secure cover with (2) phillipshead screws. Use #2 phillips head screwdriver to remove and set aside.

**TO REINSTALL:**

1. Slide bottom tilt cover up to tilt. Make sure notches in tilt spacer grooves engage slots in tilt cover. If necessary, rotate tilt spacers to align notches with slots. Align hole in tilt cover to hole in tilt. Install rivet flange into tilt cover and tilt. Insert rivet pin into rivet flange.

#3

**TO REMOVE:**

1. Using ratchet and 6MM hex bit, remove hip pivot bushing assembly from swing arm. Loosening pivot fastener will force hip pivot bushing assembly from swing arm. After hip pivot fastener has disengaged from seat frame, remove hip pivot bushing and set aside. Repeat for other side. Remove seat frame with b-links and set aside.

**TO REINSTALL:**

1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area. Repeat for other hip pivot bushing.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm and insert hip pivot bushing.

3. Insert other hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6MM head bit and ratchet wrench, partially thread hip pivot fastener into seat frame. Repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 lbs.

---

**FOR CHAIRS MANUFACTURED BEFORE JUNE 4, 2003**

**TO REMOVE:**

1. Using ratchet and 6MM hex bit, remove hip pivot screw from each swing arm. If threaded insert turns with hip pivot screw, STOP immediately and do the following step: Tighten hip pivot screw into threaded insert as much as possible. Using a quick jerking motion with ratchet wrench. Back out hip pivot screw from threaded insert. If threaded insert turns with hip pivot screw, repeat process.

**FOR CHAIRS MANUFACTURED AFTER JUNE 4, 2003**

**TO REMOVE:**

1. Using ratchet and 6MM hex bit, remove hip pivot bushing from each swing arm. If threaded insert turns with hip pivot bushing, STOP immediately. If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.
TO REINSTALL:

1. Place seat frame between swing arms. Attach seat frame to swing arms with hip pivot screws. Tighten and torque to 180-200 in lbs.

TO REMOVE: (FOR CHAIRS MANUFACTURED BEFORE 3-9-04)

1. Using #2 Phillips head screwdriver, remove and set aside screw tilt control to swing arm. Keep this screw isolated from all other hardware while undergoing this procedure. Remove and set aside (2) screws fastening tilt control cover to tilt control housing. Set aside tilt control cover.

2. Using #2 Phillips head screwdriver, remove and set aside screw tilt control cover on tilt control housing with (2) screws.


TO REINSTALL: (FOR CHAIRS MANUFACTURED BEFORE 3-9-04)

1. Remove and set aside pad and spring from forward tilt lever. Remove front limit cable from forward tilt lever lever.

2. Using #2 Phillips head screwdriver, secure tilt control cover on tilt control housing with (2) screws.

3. Using #2 Phillips head screwdriver, secure tilt control to swing arm with screw.
TO REMOVE:

1. Using needle nose pliers, disengage spring from front limit cam. Using small straight head screwdriver remove E-ring holding front limit cam in place.

TO REINSTALL:

(FOR CHAIRS MADE BEFORE 3-9-04)

TO REMOVE:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to create loop and disengage cable end from auxiliary cable connector.

TO REINSTALL:

1. See instructions to reinstall "chairs made after 3-09-04 on this page.

1. Feed cable end under tilt shaft along side tilt housing along right side of front limit cam. Insert cable end into pocket on top of front limit cam. Wrap cable around rear of front limit cam, clockwise.

2. Using thumb pressure install replacement cable fitting into tension yoke on tilt.

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to provide slack. Using needle nose pliers, slide cable from pocket in front limit cam.

2. Using thumb pressure install replacement cable fitting into tension yoke on tilt.
WARNING
Tilt position must be maintained during following procedure. Failure to do so may cause personal injury.

TO REMOVE:
1. Apply downward pressure to top of back to relieve pressure from front limit cam. This tilt position must be maintained until replacement front limit cam is installed with E-ring.

2. Remove front limit cam and auxiliary cable connector if applicable, and dispose of properly.

TO REINSTALL:
1. Slide front limit cam in position shown.

2. Refer back to steps 8 and 7, for installing cable, securing cable fitting and installing E-clip.
Aeron® Side Chair Base Replacement

**Tools Required:**
- Ratchet Wrench
- 5 mm Hex Bit
- 8 mm Hex Bit
- Hammer
- Torque Wrench, 200 in-lbs capacity

**Procedure:**

1. Using hammer and hammer, drive pins from base holding seat frame and set aside. Remove bumpers from seat frame and set aside. See Figure 1.

   **CAUTION**

   Threaded inserts turn while removing screws from seat frame. Stop immediately and follow instructions.

2. Using 8 mm hex bit and ratchet wrench, remove screws from base. If threaded insert turns with screw, stop immediately and do the following step. Tighten screws into threaded insert as much as possible. Using a counterclockwise motion with ratchet wrench, back out screw from threaded insert. If threaded insert still turns with screw, repeat remove seat and set aside, set aside spacers. See Figure 1.

3. If chair is equipped with lumbar, remove lumbar from back frame by sliding connectors of lumbar off travel rails of back frame. Set lumbar aside. See Figure 2.

   **CAUTION**

   Support back frame while removing screws attached to swing arms. Failure to do so could allow back frame to fall causing product damage.

4. While supporting back frame, use ratchet wrench and 8 mm hex bit to remove 14 screws attaching back frame to base assembly. Set aside screws. Remove back frame and set aside. Remove left and right hand fillers and set aside. See Figure 2.

5. Properly dispose of base.

6. Place left and right hand fillers on replacement base. Aligning holes, place back frame up to base aligning holes. Secure with screws. Tighten and torque screws to 70-100 in-lb. See Figure 2.

7. If chair is equipped with lumbar, attach lumbar to back frame by engaging each connector on lumbar to travel rails of back frame and sliding down. See Figure 2.

8. Place seat frame along with spacers between base and secure with 18 screws. Using 8 mm hex bit and ratchet wrench. Torque screws to 100-200 in-lbs. See Figure 1.

9. Using hammer, drive pins into base through seat brackets. Snap bumpers in place over pins. See Figure 1.

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Aeron® Side Chair Base Replacement

FIGURE 2

CONNECTORS

LUMBAR

BACK FRAME

TRAVEL RAIL

SCREWS (4)

BASE ASSEMBLY

FILLERS
Aeron® Pneumatic Cartridge Replacement

TOOLS NEEDED: STRAIGHT HEAD SCREWDRIVER, RETAINER CLIP REMOVAL TOOL (OBTAIN FROM CUSTOMER SERVICE), RATCHET WRENCH

PROCEDURE:

1. ADJUST SEAT HEIGHT TO LOWEST POSITION.

2. INVERT CHAIR AND PLACE ON CLEAN WORK SURFACE.

3. USING STRAIGHT SLOT SCREWDRIVER REMOVE RETAINER CLIP AND WASHER FROM SHAFT OF PNEUMATIC CARTRIDGE PROTRUDING FROM BASE AND DISCARD. SEE FIGURE 1.

4. REMOVE BASE FROM PNEUMATIC CYLINDER AND SET ASIDE. SEE FIGURE 1.

5. REMOVE BEARING ASSEMBLY AND BUMPER FROM PNEUMATIC CARTRIDGE SHAFT. SEE FIGURE 2.

⚠️ DANGER

Pneumatic cartridge is sealed under high pressure. Do not incinerate or crush. More information on disposal procedure can be obtained from: Stabilus
92 County Rd.
Colman, Pa. 18915
Telephone # 215-997-4126

Dispose of Properly

6. INSPECT RETAINER NUT FOR FRACTURES. IF REPLACEMENT IS NEEDED, REMOVE BEARING ASSEMBLY AND BUMPER FROM PNEUMATIC CARTRIDGE SHAFT. USING RETAINER NUT REMOVAL TOOL, REMOVE RETAINER NUT FROM CARRIER TUBE AND Dispose of properly. DISASSEMBLE PNEUMATIC CYLINDER FROM CARRIER TUBE. REMOVE ANY PIECE OF SHROUD RETAINER NUT THAT MAY HAVE REMAINED INSIDE CARRIER TUBE. INSTALL PNEUMATIC CYLINDER AND REPLACEMENT RETAINER NUT INTO CARRIER TUBE. DO NOT OVERTIGHTEN RETAINER NUT. RETURN BEARING ASSEMBLY AND BUMPER TO PNEUMATIC CARTRIDGE SHAFT. SEE FIGURE 2.

⚠️ CAUTION

Do not overtighten retainer nut. Product damage may result.

7. REMOVE RETAINER CLIP, WASHER, BUMPER AND BEARING ASSEMBLY FROM SHAFT OF REPLACEMENT PNEUMATIC CARTRIDGE AND SET ASIDE. SEE FIGURES 1 & 2.

8. INSERT REPLACEMENT PNEUMATIC CARTRIDGE INTO CARRIER TUBE, SECURE WITH RETAINER NUT. DO NOT OVERTIGHTEN RETAINER NUT. INSTALL BUMPER AND BEARING ASSEMBLY OVER PNEUMATIC CARTRIDGE. SEE FIGURE 2.

9. INSTALL BASE OVER PNEUMATIC CYLINDER. SEE FIGURE 1.

10. PLACE WASHER OVER SHAFT OF PNEUMATIC CARTRIDGE PROTRUDING FROM BASE AND SECURE WITH RETAINER CLIP. SEE FIGURE 1.

FIGURE 1
TOOLS NEEDED: RUBBER VALLET
LIFT OFF TOOL
PNEUMATIC CYLINDER HUB CUSHION
STEEL HAMMER

PROCEDURE:

1. EXTEND CHAIR TO ITS HIGHEST POSITION.

2. INVERT CHAIR AND POSITION ON CLEAN WORK SURFACE.

3. PLACE BASE/ CYLINDER KNOCK OFF TOOL OVER CYLINDER HUB.
   HOLD BASE WITH ONE HAND WHILE HITTING KNOCK OFF TOOL
   WITH RUBBER VALLET UNTIL DISENGAGING OCCURS. REMOVE
   BASE AND SET ASIDE. SEE FIGURE 1.

4. PLACE LIFT OFF TOOL ON PNEUMATIC CYLINDER BETWEEN
   ATTACHMENT TO BASE AND TELESCOPING MIDSECTION.
   SECURE TOOL BY WRAPPING RUBBER BAND AROUND CYLINDER
   AND ATTACH TO HOOK END. SEE FIGURE 1.

5. WITH STEEL HAMMER HIT FLAT AREA OF TOOL UNTIL
   PNEUMATIC CYLINDER IS DISENGAGED FROM TILT.

**DANGER**

Pneumatic cartridge is sealed under high pressure. Do not incinerate or crush. More
information on disposal procedure can be obtained from Stabins
92 County Rd
Colmar, Pa 18915

Telephone # 215-997-4126

Dispose of Properly

PROPERLY DISPOSE OF PNEUMATIC CYLINDER.

7. INSERT REPLACEMENT PNEUMATIC CYLINDER ON TILT. SLIDE
   ON BASE, RAP ONE TIME WITH RUBBER VALLET. PLACE CHAIR IN
   UPRIGHT POSITION AND SIT ON IT TO SEAT TAPERS. SEE
   FIGURE 1.

8. ADJUST HEIGHT OF CHAIR TO INSURE PNEUMATIC CONTROL
   IS NOT OUT OF ADJUSTMENT.

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changes in design and specifications at any time, without notice, and also to discontinue products.
Aeron® Pneumatic Cable and Controls Replacement (for product before 4-10-02)

**TOOLS REQUIRED:** 1″ PUTTY KNIFE, PLIERS, #2 PHILLIPS HEAD SCREWDRIVER, AND HEX KEY.

**NOTICE**
Before servicing chair, set seat height at midrange for pneumatic actuator adjustment during installation.

1. **USING PLIERS,** TWIST OFF PNEUMATIC KNOB FROM LEVER OF PNEUMATIC CONTROL. PROPERLY DISPOSE OF PNEUMATIC KNOB. SEE FIGURE 1.

2. **USING SCREWDRIVER,** REMOVE AND PROPERLY DISPOSE OF (2) SCREWS SECURING PNEUMATIC CONTROL AND COVER TO SWING ARM. PROPERLY DISPOSE OF COVERS AND REMOVE PNEUMATIC CONTROL FROM SWING ARM AND LET HANG FREE. SEE FIGURE 2.

3. **USING THUMB PRESSURE,** PRESS FRONT OF BOTTOM TILT COVER TO START SEPARATION OF TILT COVERS. INSERT 1″ PUTTY KNIFE BETWEEN TOP AND BOTTOM COVERS AND TWIST KNIFE TO COMPLETELY SEPARATE TILT COVERS. REMOVE TOP COVER AND SET ASIDE. SEE FIGURES 3 AND 4.

4. **USING SCREWDRIVER,** REMOVE AND SAVE (2) SCREWS SECURING PNEUMATIC ACTUATOR TO TILT. SEE FIGURE 5.

5. **DEPRESS LEVER ON PNEUMATIC ACTUATOR AND DISCONNECT CABLE END FROM ACTUATOR LEVER.** SEE FIGURE 3.


**NOTICE**
Keep pneumatic control placed in swing arm with hand pressure until cover is in place and secure.

7. **INSTALL PNEUMATIC CONTROL TO SWING ARM, WHILE KEEPING HAND PRESSURE ON PNEUMATIC CONTROL, INSTALL COVER AND SECURE WITH (2) SCREWS.** SEE FIGURE 2.

8. **PUSH REPLACEMENT PNEUMATIC KNOB INTO LEVER UNTIL IT IS FEEL TO LOCK IN PLACE.** SEE FIGURE 7.

9. **FEED CABLE THROUGH CABLE ACCESS HOLE IN RIGHT SIDE OF TILT AND SNAP CABLE FITTING INTO PNEUMATIC ACTUATOR.** SEE FIGURE 8.

10. **DEPRESS ACTUATOR LEVER AND WRAP CABLE WITH SLEEVE AROUND TRAVEL GUIDE.** INSERT CABLE END INTO SLOT IN ACTUATOR LEVER WHILE POSITIONING SLEEVE INTO TRAVEL GUIDE. PRESS LEVER END OF SLEEVE SECURELY UNDER TAB ON TRAVEL GUIDE. RELEASE LEVER TO SECURE CABLE END TO LEVER. SEE FIGURE 9.

**FIGURE 1**

**NOTE:** BEFORE REINSTALLING PNEUMATIC ACTUATOR TO TILT, ROTATE SET SCREW COUNTERCLOCKWISE UNTIL IT IS FLUSH WITH UNDERSIDE OF ACTUATOR LEVER. SEE FIGURE 8.

11. **REPOSITION PNEUMATIC ACTUATOR OVER MOUNTING HOLES IN TILT, REINSTALL AND TIGHTEN (2) SCREWS SECURING ACTUATOR.** SEE FIGURE 3.

12. **USING 4 MM HEX KEY,** ROTATE SET SCREW CLOCKWISE UNTIL PNEUMATIC CYLINDER (AT MIDDLE POSITION) ACTIVATES, THEN ROTATE SET SCREW COUNTERCLOCKWISE 1 1/4 TURNS. SEE FIGURE 6.

**CAUTION**
Check to ensure all cables are routed through cable openings before assembling tilt cover halves. Failure to comply may cause product damage.

13. **REPOSITION TOP TILT COVER OVER BOTTOM TILT COVER, MAKING SURE ALL CABLES ARE PROPERLY ROUTED THROUGH CABLE OPENINGS. SNAP COVER HALVES TOGETHER.** SEE FIGURE 4.
FIGURE 2

PNEUMATIC CONTROL

SCREWS

COVER

SWING ARM

FIGURE 3

TOP TILT COVER

BOTTOM TILT COVER

FIGURE 4

CABLE OPENINGS

CABLE OPENING

FIGURE 3

TOP TILT COVER

BOTTOM TILT COVER

FIGURE 4

CABLE OPENINGS

CABLE OPENING
Aeron® Pneumatic Cable Assembly Replacement

TOOLS NEEDED

- 4MM HEX KEY
- PHILLIPS HEAD SCREWDRIVER
- PLIERS
- 1" PUTTY KNIFE

PARTS INCLUDED

- SCREWS
- PNEUMATIC CABLE ASSEMBLY
- KNOB

PROCEDURE

NOTE: IF REFERENCING THIS INSTRUCTION SHEET FOR PNEUMATIC KNOB REPLACEMENT, REFER TO STEPS 4 & 6.

1. USING THUMB PRESSURE, PRESS FRONT OF BOTTOM TILT COVER TO START SEPARATION OF TILT COVERS.
Aeron® Pneumatic Cable Assembly Replacement

2

TO REMOVE:
1. INSERT 1" PUTTY KNIFE BETWEEN COVERS AND TWIST TO SEPERATE TOP FROM BOTTOM COVER. REMOVE TOP COVER AND SET ASIDE.

TO REINSTALL:
1. REPOSITION TOP TILT COVER OVER BOTTOM TILT COVER, MAKING SURE ALL CABLES ARE PROPERLY ROUTED THROUGH CABLE OPENINGS. SNAP COVER HALVES TOGETHER.

3

TO REMOVE:
1. USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND DISCARD (2) SCREWS SECURING PNEUMATIC ACTUATOR TO TILT.

TO REINSTALL:
1. PLACE ACTUATOR END OF PNEUMATIC CABLE ASSEMBLY ON TOP OF TILT. SECURE WITH SCREWS PROVIDED USING #2 PHILLIPS HEAD SCREWDRIVER.

4

TO REMOVE:
1. USING PLIERS, PULL PNEUMATIC KNOB FROM CHAIR. PROPERLY DISPOSE OF PNEUMATIC KNOB.
Aeron® Pneumatic Cable Assembly Replacement

TO REMOVE:
1. Using #2 Phillips head screwdriver, remove and discard (2) screws securing pneumatic control end to swing arm.
2. Remove pneumatic cable assembly from chair and dispose of properly.

TO REINSTALL:
1. Route cable from tilt as shown, behind bracket, and insert pneumatic control end into swing arm. Secure with (2) screws provided using #2 Phillips head screwdriver.

1. Insert new knob on lever. Push until it "snaps" into place.
1. CHECK PNEUMATIC CABLE ASSEMBLY’S ACTIVATION BY ACTIVATING LEVER SLIGHTLY TO MONITOR LEVER THROUGH VIEWING PORT ON PNEUMATIC CONTROL END. WHEN FLAT AREA OF LEVER IS EVEN WITH BOTTOM EDGE OF VIEWING PORT, ADJUSTMENT SET SCREW ON ACTIVATION END OF CABLE ASSEMBLY SHOULD BE RESTING ON PIN OF PNEUMATIC CYLINDER, NOT YET ACTIVATED. ADJUST SET SCREW USING 4MM HEX KEY UNTIL THIS IS ACHIEVED.
Aeron® Left Swing Arm Replacement

CAUTION
Support swing yoke while removing from swing arm. Failure to do so could cause product damage.

PROCEDURE:

1. WHILE SUPPORTING SEAT LINK, USE 18MM SOCKET, RATCHET WRENCH, AND 4MM HEX BIT TO REMOVE NUT AND SCREW AT SEAT LINK TO SEAT FRAME. NOTE: OILERS CHAIRS HAVE SPAKER AND BUSHINGS. REMOVE AND SET ASIDE. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1 AND 2.

2. TO REMOVE SEAT FRAME, FOLLOW APPROPRIATE PROCEDURE BELOW:
   - USE RATCHET WRENCH AND 6MM HEX BIT TO REMOVE SCREW FROM SWING ARM. IF THREADED INSERT TURNS WITH SCREW, STOP IMMEDIATELY AND DO NOT COMPLETE TIGHTEN SCREW INTO THREADED INSERT AS MUCH AS POSSIBLE. USING QUICK RATCHETING MOTION WITH RATCHET WRENCH, BACK OUT SCREW FROM THREADED INSERT. IF THREADED INSERT STILL TURNS WITH SCREW, STOP IMMEDIATELY. SEE FIGURE 3.

CAUTION
Support back frame while removing from swing arm. Failure to do so could allow back frame to fall causing product damage or personal injury.

3. WHILE SUPPORTING BACK FRAME, USE RATCHET WRENCH AND 6MM HEX BIT TO REMOVE AND SET ASIDE TAP SCREWS ATTACHING BACK FRAME TO SWING ARMS. REMOVE BACK FRAME AND SET ASIDE. SEE FIGURE 4.

NOTICE
On adjustable arms, keep thumbwheel from spinning while disassembling.

4. FOR ARM OPTION REMOVAL, FOLLOW APPROPRIATE PROCEDURE BELOW:
   - ADJUSTABLE ARMS: WHILE SUPPORTING ARM YOKE AND HOLDING THUMBWHEEL USE RATCHET WRENCH AND T-27 TORX BIT TO REMOVE ARM YOKE. SET ASIDE THUMBWHEEL SCREW ASSEMBLY. SET ASIDE ARM YOKE WITH RELATED HARDWARE. NOTE: SIED CHAIRS HAVE ORBIT AND SWING ARMS ATTACHED. REMOVE AND DISPOSE OF PROPERLY. SEE FIGURE 5.
   - FIXED ARMS: WHILE SUPPORTING ARM YOKE USE RATCHET WRENCH AND T-27 TORX BIT TO REMOVE ARM YOKE. SET ASIDE ARM YOKE, TORX HEAD SCREW AND RETAINING PLATE. USING STRAIGHT HEAD SCREWDRIVER PUSH OUT FILLER LOCATOR AND SET ASIDE. SEE FIGURE 7.
   - NO ARM FILLERS: USING STRAIGHT HEAD SCREWDRIVER PUSH OUT NO ARM FILLER FROM SWING ARM AND SET ASIDE. SEE FIGURE 8.

CAUTION
When removing screw holding tilt control to swing arm, isolate from other hardware. Failure to use same screw in same location will cause product damage.

5. IF CHAIR IS MANUFACTURED WITH BASIC TILT OPTION, PROCEED TO STEP 6. USING FILLERS, TIGHTEN APPROPRIATE TILT LATCH(S) FROM LEVEL(S) OF TILT CONTROL. SEE FIGURE 9.

6. USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND SET ASIDE SCREW FASTENING TILT CONTROL OR TILT CONTROL COVER (BASE) TILT OPTION TO SWING ARM. REMOVE TILT CONTROL AND SET ASIDE. IF CHAIR WAS EQUIPPED WITH BASIC TILT OPTION, SET TILT CONTROL COVER ASIDE. SEE FIGURE 10.

7. FOR SWING ARM REMOVAL, FOLLOW APPROPRIATE PROCEDURE BELOW:
   - CHAIRS MANUFACTURED BEFORE 9/16/96: USING T-10 TORX BIT AND RATCHET WRENCH, REMOVE CAP SCREW FROM SWING ARM. PROPERLY DISPOSE OF SWING ARM AND CAP SCREW. SEE FIGURE 11.
   - CHAIRS MANUFACTURED AFTER 9/16/96: SLIDE SWING ARM FROM TILT AND DISPOSE OF PROPERLY. SEE FIGURE 12.

8. SLIDE REPLACEMENT SWING ARM ONTO HEX BAR, UP TO TILT SPACER, INGLING SAME ORIENTATION AS OPPOSITE SWING ARM. SEE FIGURE 12.

9. IF CHAIR IS MANUFACTURED WITH BASIC TILT OPTION, PROCEED TO STEP 14. USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND SET ASIDE (2) SCREWS FASTENING TILT CONTROL COVER TO TILT CONTROL HOUSING. SET ASIDE TILT CONTROL COVER. SEE FIGURE 13.

[67884 REV D]
10. REMOVE TILT LIMITER LEVER ASSEMBLY FROM TILT CONTROL HOUSING. IF CHAIR IS MANUFACTURED WITH FORWARD TILT OPTION, REMOVE FORWARD TILT LEVER ASSEMBLY FROM TILT CONTROL HOUSING. SEE FIGURE 14.

11. REMOVE AND SET ASIDE PAD AND SPRING FROM LEVER. REMOVE CABLE FROM LEVER. PROPERLY DISPOSE OF LEVER. SEE FIGURE 15.

12. INSTALL REPLACEMENT LEVER INTO TILT CONTROL HOUSING USED FOR TILT LIMITER CONTROL. SLIDE CABLE, COUPLING INTO TILT CONTROL HOUSING AND SLIDE CABLE INTO LEVER. INSERT SPRING AND CABLE INTO CABINET OF LEVER. PLACE PAD OVER SPRING. REPEAT PROCEDURE IF CHAIR WAS Manufactured WITH FORWARD TILT OPTION. SEE FIGURE 15.

13. INSTALL TILT CONTROL COVER TO TILT CONTROL HOUSING AND SECURE WITH 12 SCREWS. SEE FIGURE 13.

14. INSTALL TILT CONTROL ONTO SWING ARM AND SECURE WITH SCREW. IF CHAIR IS EQUIPPED WITH BASIC TILT, INSTALL TILT CONTROL COVER AND PROCEED TO STEP 16. SEE FIGURE 16.

15. PUSH APPROPRIATE REPLACEMENT CONTROL KNOBS(S) ONTO APPROPRIATE LEVEL(S) OF TILT CONTROL UNTIL "LINK" IS HEARD. INDICATING KNOBS HAS LOCKED IN PLACE. SEE FIGURE 16.

16. FOR ARM OPTIONS INSTALLATION, FOLLOW APPROPRIATE PROCEDURE FROM BELOW:

- Adjustable Arms: Insert jam-nut, washer, bearing and thumbwheel into arm yoke, keeping thumbwheel in place in thumbwheel slot. Install outer slide bearing to end of arm yoke and position arm yoke to swing arm. Install thumbwheel screw assembly to arm yoke making sure thumbwheel is tight against inner fall of thumbwheel slot. Tighten Torx head screw until arm holes positioned to desired height. See Figures 5 and 6.

- Fixed Arm: Note arrow indicating top of filler locator prior to installation to swing arm. Insert filler locator into swing arm and snap into place. Position arm yoke on swing arm engaging arm yoke with filler locator. Install Torx head screw and retaining plate into arm yoke. Tighten and torque screw to 180-200 in-lbs. See Figure 7.

- No Arm Filler: Note arrow indicating top of no arm filler prior to installation to swing arm. Insert no arm filler into swing arm until snapped into place. See Figure 8.

17. PLACE BACK FRAME AGAINST SWING ARMS ALINGNING HOLEs. SECURE WITH SCREWS. TIGHTEN AND TORQUE SCREWS TO 70-100 IN-LBS. SEE FIGURE 4.

18. PLACE SEAT FRAME BETWEEN SWING ARMS ALINGNING HOLEs. SECURE SEAT TO SWING ARMS WITH HIP PIVOT SCREWS. TIGHTEN AND TORQUE SCREWS TO 180-200 IN-LBS. SEE FIGURE 3.

**NOTICE**

Older chairs have bushings and spacers which may have become dislodged from seat link while chair was serviced. Check unattached seat link ends to account for spacers, bushings and proper orientation of bushings before attaching to seat frame. Hold bushings in seat link while attaching to seat frame.

19. ATTACH SEAT LINK TO SEAT FRAME WITH SCREW AND NUT. TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW. REPEAT FOR OPPOSITE SIDE. NOTE: SEAT LINKS IN OLDER CHAIRS HAVE SPACERS AND BUSHINGS. MAKE certain SPACERS AND ALL BUSHINGS ARE ACCOUNTED FOR. BUSHINGS ARE ORIENTED TO NOTCH IN SEAT LINK WHILE ATTACHING BUSHINGS IN SEAT LINK. ATTACH SEAT LINK TO SEAT FRAME WITH SCREW, SPACER, AND NUT. TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1 AND 2.

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**Aeron® Right Swing Arm Replacement**

**TOOLS REQUIRED:**
- 10MM SOCKET
- RATCHET WRENCH
- 4MM HEX KEY
- 6MM HEX BIT
- 5MM HEX BIT
- STRAIGHT HEAD SCREWDRIVER
- PLIERS
- #2 PHILLIPS HEAD SCREWDRIVER
- T-27 TORX BIT
- T-40 TORX BIT
- TORQUE WRENCH, 200 IN-LB CAPACITY

**PROCEDURE:**

**NOTICE**
Fasteners must be torqued to specified values.

**CAUTION**
Support seat link while removing rear end of seat link from seat frame. Failure to do so could cause seat link to fall causing product damage.

1. **WHILE SUPPORTING SEAT LINK:** Use 10MM SOCKET, RATCHET WRENCH AND 4MM HEX KEY TO REMOVE HUB AND SCREW ATTACHING SEAT LINK TO SEAT FRAME. NOTE: OUTER CHAIRS HAVE SPACER AND BUSHING. SET ASIDE HARDWARE. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1 AND 2.

**CAUTION**
If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.

2. **TO REMOVE SEAT FRAME:** FOLLOW APPROPRIATE PROCEDURE BELOW:
- Use RATCHET WRENCH AND 6MM HEX BIT TO REMOVE HIP PIVOT SCREW FROM EACH SWING ARM. IF THREADED INSERT TURNS WITH HIP PIVOT SCREW, STOP IMMEDIATELY and do the following: loosen HIP PIVOT SCREW WITH THREADED INSERT AS MUCH AS POSSIBLE. USING COUNTERSUNK SCREWDRIVER WITH RATCHET WRENCH, BACK OUT HIP PIVOT SCREW FROM THREADED INSERT, IF THREADED INSERT TURNS WITH HIP PIVOT SCREW, REPEAT PROCESS. SEE FIGURE 3.

**WARNING**
Support back frame while removing from swing arms. Failure to do so could allow back frame to fall, causing product damage or personal injury.

3. **WHILE SUPPORTING BACK FRAME:** Use RATCHET WRENCH AND 5MM HEX BIT TO REMOVE (2) SCREWS AttACHING BACK FRAME TO SWING ARMS. SET ASIDE SCREWS. REMOVE BACK FRAME AND SET ASIDE. SEE FIGURE 4.

**NOTICE**
On adjustable arms, keep thumbwheel from spinning while disassembling.

**CAUTION**
Support arm yoke while removing from swing arm. Failure to do so could cause product damage.

4. **FOR ARM OPTION REMOVAL:** FOLLOW APPROPRIATE PROCEDURE BELOW:
- **ADJUSTABLE ARMS:** WHILE SUPPORTING ARM YOKE AND HOLDING THUMBWHEEL USE RATCHET WRENCH AND T-27 TORX BIT TO REMOVE ARM YOKE. SET ASIDE THUMBWHEEL SCREW ASSEMBLY. SET ASIDE ARM YOKE WITH RELATED HARDWARE. NOTE: OUTER CHAIRS HAVE SPREAD AND SPRING RETAINER. REMOVE AND DISPOSE OF PROPERLY. SEE FIGURE 5.
- **FIXED ARMS:** WHILE SUPPORTING ARM YOKE USE RATCHET WRENCH AND T-27 TORX BIT TO REMOVE ARM YOKE. SET ASIDE ARM YOKE. TORX HEAD SCREW AND RETAINER PLATE. USING STANDARD HEAD SCREWDRIVER PUSH OUT FILLER LOCATOR AND SET ASIDE. SEE FIGURE 7.
- **NO ARM FILLER:** USING STANDARD HEAD SCREWDRIVER, PUSH OUT NO ARM FILLER FROM SWING ARM AND SET ASIDE. SEE FIGURE 8.

5. **USING PLIERS TIGHTEN PNEUMATIC KNOB FROM LEVEL OF PNEUMATIC CONTROL. PROPERLY DISPOSE OF PNEUMATIC KNOB. SEE FIGURE 9.

6. **USING #2 PHILLIPS HEAD SCREWDRIVER REMOVE AND SET ASIDE (2) SCREWS AND COVER SEATING PNEUMATIC CONTROL. REMOVE PNEUMATIC CONTROL AND SET ASIDE. SEE FIGURE 10.

7. **FOR SWING ARM REMOVAL:** FOLLOW APPROPRIATE PROCEDURE BELOW:
- CHAIRS MANUFACTURED BEFORE 9/16/96: USING T-40 TORX BIT AND RATCHET WRENCH REMOVE AND PROPERLY DISPOSE OF CAP SCREW HOLDING SWING ARM TO TILT. REMOVE SWING ARM AND DISPOSE OF PROPERLY. SEE FIGURE 11.
- CHAIRS MANUFACTURED AFTER 9/16/96: SLIDE SWING ARM FROM TILT AND DISPOSE OF PROPERLY. SEE FIGURE 12.

8. **SLIDE REPLACEMENT SWING ARM ON TO HEX BAR, UP TO TILT SPACER, KEEPING SAME ORIENTATION TO HEX BAR AS OPPOSITE ARM. SEE FIGURE 12.


10. **PIVOT LEVER BACK TOWARD CABLE COUPLER UNTIL CABLE LINES UP WITH SLOT IN LEVER AND SLIDE LEVER OFF FROM CABLE. SEE FIGURE 14.

11. **PIVOT REPLACEMENT LEVER TO LINE UP SLOT IN LEVER WITH CABLE AND SLIDE TOGETHER. SEE FIGURE 14.

12. **INSTALL CABLE COUPLER INTO RATING CAPACITY ON HALF OF COVER. INSERT LEVER INTO SAME HALF OF COVER. ATTACH OTHER COVER HALves TO EXISTING ASSEMBLY. SEE FIGURE 13.
NOTICE
Keep pneumatic control placed in swing arm with pressure until cover is in place and secure.

13. INSTALL PNEUMATIC CONTROL TO SWING ARM, WHILE KEEPING HAND PRESSURE ON PNEUMATIC CONTROL ASSEMBLY INSTALL COVER AND SECURE WITH (2) SCREWS. SEE FIGURE 10.

14. PUSH PNEUMATIC KNOB ONTO LEVER OF PNEUMATIC CONTROL UNTIL "CLICK" IS HEARD, INDICATING KNOB HAS LOCKED IN PLACE. SEE FIGURE 15.

NOTICE
On chairs with adjustable arms: Hold thumbwheel against inner wall of thumbwheel slot in arm yoke, closest to swing arm, while tightening Torx head screw.

15. FOR ARM OPTION INSTALLATION, FOLLOW APPROPRIATE PROCEDURE FROM BELOW:

-ADJUSTABLE ARMS: INSERT JAMB NUT, WASHER, BEARING AND THUMBHEEL INTO ARM YOKE. KEEPING THUMBHEEL IN PLACE IN THUMBHEEL SLOT, INSTALL OUTER SLIDE BEARING TO END OF ARM YOKE AND POSITION ARM YOKE TO SWING ARM. INSTALL THUMBHEEL SCREWS ASSEMBLY TO ARM YOKE MAKING SURE THUMBHEEL IS TIGHT AGAINST INNER WALL OF THUMBHEEL SLOT. TIGHTEN TORX HEAD SCREW UNTIL ARM HILOS POSITIONED HEIGHT. SEE FIGURES 5 AND 6.

-FIXED ARM: NOTE ARROW INDICATING TOP OF LOCATOR FILLER PRIOR TO INSTALLATION TO SWING ARM. INSERT LOCATOR FILLER INTO SWING ARM AND SNAP INTO PLACE. POSITION ARM YOKE ON SWING ARM ENGAGING ARM YOKE WITH LOCATOR FILLER. INSTALL TORX HEAD SCREW AND RETAINING PLATE INTO ARM YOKE. TIGHTEN AND TORQUE SCREW TO 100-125 IN-LBS. SEE FIGURE 7.

-NO ARM FILLER: NOTE ARROW INDICATING TOP OF NO ARM FILLER. INSERT NO ARM FILLER INTO SWING ARM UNTIL SNAPED INTO PLACE. SEE FIGURE 8.

16. PLACE BACK FRAME AGAINST SWING ARMS ALIGNING HILOS. SECURE BACK FRAME WITH SCREWS. TIGHTEN AND TORQUE SCREWS TO 75-100 IN-LBS. SEE FIGURE 4.

17. PLACE SEAT FRAME BETWEEN SWING ARMS ALIGNING HILOS. SECURE SEAT TO SWING ARMS WITH HIP PIVOT SCREWS. TIGHTEN AND TORQUE TO 180-200 IN-LBS. SEE FIGURE 3.

NOTICE
 Older chairs have bushings and spacer which may have become dislodged from seat link while chair was serviced. Check attached seat link to account for spacers, bushings and proper orientation of bushings before attaching to seat frame. Hold bushings in seat link while attaching to seat frame.

19. ATTACH SEAT LINK TO SEAT FRAME WITH SCREW AND NUT. TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW. REPEAT FOR OPPOSITE SIDE. NOTE: SEAT LINKS IN OLDER CHAIRS HAVE SPACER AND BUSHINGS. MAKE CERTAIN SPACER AND ALL BUSHINGS ARE ACCOUNTED FOR AND BUSHINGS ARE ORIENTED TO NOTCH IN SEAT LINK. WHILE HOLDING BUSHINGS IN SEAT LINK, ATTACH SEAT LINK TO SEAT FRAME WITH SCREW, SPACER AND NUT. TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1 AND 2.
Aeron® Left Hand Swing Arm/Arm yoke Replacement

**PARTS INCLUDED**

- LH SWING ARM/ARM YOKE ASSEMBLY
- TILT LEVERS
- TILT CONTROL HOUSING
- STAR WASHERS
- TILT KNOBS

**TOOLS REQUIRED**

- #2 PHILLIPS HEAD SCREWDRIVER
- RATCHET WRENCH W/1.3MM SOCKET
- RATCHET WRENCH W/5MM HEX HEAD BIT
- RATCHET WRENCH W/6MM HEX HEAD BIT
- TORQUE WRENCH
- PLIERS

**PROCEDURE**

**NOTICE**

Make sure fasteners are torqued to specified values.

1. **TO REMOVE:**
   - Using #2 phillips head screwdriver, remove screws securing arm pad to arm pad support.
   - Set arm pad and screws aside.

2. **TO REINSTALL:**
   - Place arm pad on arm yoke. Insert screws in arm pad support and secure arm pad using #2 phillips head screwdriver.

**ILLUS REV 1**
TO REMOVE:
1. Using 13mm socket and ratchet wrench, remove and set aside hex head screws. Properly dispose of star washers from arm pad support. Remove washer string from arm pad support. Remove arm pad support, arm index, yoke bushing from arm yoke and set aside.

TO REINSTALL:
1. Place yoke bushing and arm index on arm yoke. Place arm pad support on arm yoke. Swing washer string set onto posts of arm yoke. Put in place replacement star washers. Secure with hex head screws. Tighten with 13mm socket and ratchet wrench. Torque to 200-250 in lbs. with 13mm socket and ratchet wrench.

TO REMOVE:
1. Using ratchet wrench and 5MM, remove fasteners from left side of back and set aside.

TO REINSTALL:
1. Using ratchet wrench and 5MM hex bit, secure back to swing arm. Torque fasteners to 70-100 in lbs.
4a

NOTICE
If chair is equipped with no tilt options, go onto step 8.

For chairs manufactured before 8-23-2004

1. Place tilt control on swing arm and secure with screw using #2 phillips head screwdriver.

Using #2 phillips head screwdriver, remove and set aside fastener (and isolate) securing tilt control to swing arm.

Using hands, pull knob(s) from control lever(s). Set knob(s) aside.

Proceed to step 8.

4b

For chairs manufactured after 8-23-2004

To remove:
1. Using hands, pull knob(s) from control lever(s). Set knob(s) aside.
2. Proceed to step 8.

To reinstall:
1. Push on appropriate knob(s) until they click into place.

5

Tilt control or tilt control cover

Tilt control (this side)

Tilt Limiter knob

Forward Tilt knob

Forward Tilt Limiter control

Tilt Limiter control (this side)

Screw

Swing arm

1. Using #2 phillips head screwdriver, remove and set aside fastener (and isolate) securing tilt control to swing arm.

To reinstall:
1. Place tilt control on swing arm and secure with screw using #2 phillips head screwdriver.

To reinstall:
1. Push on appropriate knob(s) until they click into place.
TO REMOVE:
1. Using #2 phillips head screwdriver, remove and set aside (2) screws screws fastening tilt control cover to tilt control housing. Set aside tilt control cover.

TO REINSTALL:
1. Install tilt control cover to tilt control housing and secure with (2) screws.

TO REMOVE:
1. Remove tilt limiter lever / forward tilt lever assemblies from tilt control housing. Remove and set aside pad and spring from lever. Remove cable from lever. Properly dispose of lever (s) and tilt control housing.

TO REINSTALL:
1. Slide cable into replacement lever. Insert spring over cable into cavity of lever. Place pad over spring. Using thumb and forefinger, hold lever assembly together. Insert cable coupling and lever assembly into tilt control housing.
TO REMOVE:

1. Using ratchet and 6MM hex bit, remove hip pivot bushing assembly from swing arm. Loosening pivot fastener will force hip pivot bushing assembly from swing arm. After hip pivot fastener has disengaged from seat frame, remove hip pivot bushing and set aside. Repeat for other side.

2. Remove seat frame with b links and set aside.

TO REINSTALL:

1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area. Repeat for other hip pivot bushing.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm and insert hip pivot bushing.

3. Insert other hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6MM head bit and ratchet wrench, partially thread hip pivot fastener into seat frame. Repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 lbs.

(FOR CHAIRS MANUFACTURED AFTER JUNE 4, 2003)

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TO REMOVE:

1. Using ratchet and 6MM hex bit, remove hip pivot bushing screw from each swing arm. If threaded insert turns with hip pivot screw, STOP immediately and do the following step: Tighten hip pivot screw into thread insert as much as possible. Using a quick jerking motion with ratchet wrench. Back out hip pivot screw from thread insert. If threaded insert turns with hip pivot screw, repeat process.

2. Remove seat frame with b links and set aside.

TO REINSTALL:

1. Place seat frame between swing arms. Attach seat frame to swing arms with hip pivot screws. Tighten and torque to 180-200 in lbs.

(FOR CHAIRS MANUFACTURED BEFORE JUNE 4, 2003)

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**TO REMOVE:**

1. Slide off swing arm/arm yoke assembly from tilt hex shaft. Properly dispose of swing arm/arm yoke.

**CAUTION**

If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.

**TO REINSTALL:**

1. Slide on replacement swing arm/arm yoke assembly to tilt hex shaft. Align orientation of swing arm to position of back frame. Swing arm should be tight against tilt spacer. Hip pivot fastener may pop out from its location.
**Aeron® Right Hand Swing Arm/Arm Yoke Replacement**

**TOOLS REQUIRED**
- 1" putty knife
- Phillips head screwdriver
- Ratchet wrench w/ 5mm hex head bit
- Ratchet wrench w/ 6mm hex head bit
- Ratchet wrench w/ 13mm socket
- 4mm hex key
- Torque wrench

**PARTS INCLUDED**
- RH swing arm/Arm yoke assembly
- Star washers
- Pneumatic control knob
- Arm pad
- Arm pad support
- Screws

**PROCEDURE**

**NOTICE**
Make sure fasteners are torqued to specified values.

**TO REMOVE:**
1. Using #2 Phillips head screwdriver, remove screws securing arm pad to arm pad support.
2. Set arm pad and screws aside.

**TO REINSTALL:**
1. Place arm pad on arm yoke. Insert screws in arm pad support and secure arm pad using #2 Phillips head screwdriver.
TO REMOVE:
1. Using 13mm socket and ratchet wrench, remove and set aside hex head screws and properly dispose of star washers from arm pad support. Remove washer string from arm pad support. Remove arm pad support, arm index, yoke bushing from arm yoke and set aside.

TO REINSTALL:
1. Place yoke bushing and arm index on arm yoke. Place arm pad support on arm yoke. Swing washer string set onto posts of arm yoke. Put in place replacement star washers. Secure with hex head screws. Tighten with 13mm socket and ratchet wrench. Torque to 200-250 in lbs.

TO REMOVE:
1. Using thumb pressure, press front of bottom tilt cover to start separation of tilt covers.
TO REMOVE:
1. Insert 1" putty knife between covers and twist to separate top from bottom cover. Remove top cover and set aside.

TO REINSTALL:
1. Reposition top tilt cover over bottom tilt cover, making sure all cables are properly routed through cable openings. Snap cover halves together.

TO REMOVE:
1. Using #2 phillips head screwdriver, remove and discard (2) screws securing pneumatic actuator to tilt.

TO REINSTALL:
1. Place actuator end of pneumatic cable assembly on top of tilt. Secure with screws provided using #2 phillips head screwdriver.
TO ADJUST ACTIVATOR:

1. Check pneumatic cable assembly's activation by activating lever slightly to monitor lever through viewing port on pneumatic control end. When flat area of lever is even with bottom edge of viewing port, adjustment set screw on activation end of cable assembly should be resting on pin of pneumatic cylinder, not yet activated. Adjust set screw using 4MM hex key until this is achieved.
If Equipped

TO REMOVE:
1. Using #2 Phillips head screwdriver, remove screws fastening mounting bracket to control mechanism. Remove control mechanism from swing arm and let hang.

2. Align fastener in seat frame to mounting hole in swing arm.

3. Using ratchet and 6MM hex bit, remove hip pivot bushing assembly from seat frame. Hip pivot bushing will draw into seat frame as it is tightened. Secure fastener into seat frame and torque to 180-200 in lbs.

TO REINSTALL:
1. Place control mechanism mounting halves over locator tab (on inside of swing arm). Hook back half onto front half over locator tab and secure with screws using #2 Phillips head screwdriver.

2. Route cable from back of chair over tilt, looping back under right hand swing arm.

3. Route cable from control mechanism under right hand swing arm towards front of tilt turning towards back of chair.
**TO REMOVE:**

1. Using ratchet wrench and 5MM, remove and set aside fasteners from right side of back.

**TO REINSTALL:**

1. Using ratchet wrench and 5MM hex bit, secure back to swing arm. Torque fasteners to 70-100 in lbs.

2. Slide on replacement swing arm/arm yoke assembly to tilt hex shaft. Align orientation of swing arm to position of back frame. Swing arm should be tight against tilt spacer. Hip pivot fastener may pop out from its location.

3. Properly dispose of swing arm/arm yoke.
9 Continued

TO INSTALL PNEUMATIC CONTROL:

1. Insert pneumatic control end into swing arm. Secure with (2) screws provided using #2 Phillips head screwdriver.

2. Insert new knob on lever. Push until it snaps into place.
**Aeron® Arm Yoke Bearing Replacement**

**TOOLS REQUIRED:**
- RATCHET WRENCH
- 55 MM HEX BIT
- T-27 TORX BIT
- TORQUE WRENCH, 100 IN-LBS CAPACITY

**PROCEDURE:**

**WARNING**
Support back frame while removing from swing arms. Failure to do so could allow back frame to fall causing product damage or personal injury.

1. SUPPORT BACK FRAME USING RATCHET WRENCH AND 55 MM HEX BIT. REMOVE AND SET ASIDE (4) SCREWS ATTACHING BACK FRAME TO SWING ARMS. REMOVE BACK FRAME AND SET ASIDE. SEE FIGURE 1.

**CAUTION**
Support arm yoke while removing from swing arm. Failure to do so could cause product damage.

**NOTICE**
To allow proper disassembly, keep thumbwheel from spinning.

2. WHILE SUPPORTING ARM YOKE AND HOLDING THUMBWHEEL, USE T-27 TORX BIT AND RATCHET WRENCH TO REMOVE ARM YOKE. SET ASIDE ARM YOKE WITH RELATED HARDWARE. SET ASIDE THUMBWHEEL SCREW ASSEMBLY. REMOVE INNER AND OUTER SLIDE BEARINGS AND DISPOSE OF PROPERLY. NOTE: OLD-STYLE ASSEMBLIES HAVE SPRING AND SPRING RETAINER IN THUMBWHEEL SCREW ASSEMBLY. REMOVE AND DISPOSE OF PROPERLY. SEE FIGURE 2.

3. KEEPING THUMBWHEEL IN PLACE IN THUMBWHEEL SLOT, INSTALL REPLACEMENT OUTER SLIDE BEARING TO END OF ARM YOKE AND POSITION ARM YOKE TO SWING ARM. SEE FIGURES 2 AND 3.

**NOTICE**
For proper assembly, keep thumbwheel tight against inner wall of thumbwheel slot in arm yoke, closest to swing arm while tightening Torx head screw.

4. ADD REPLACEMENT INNER SLIDE BEARING TO THUMBWHEEL SCREW ASSEMBLY AND INSTALL TORS HEAD SCREW INTO THUMBWHEEL HOLE. PLACE THUMBWHEEL AS TIGHT AGAINST INNER WALL OF THUMBWHEEL SLOT. TIGHTEN SCREW UNTIL ARM HOLDS POSITIONED HEIGHT. SEE FIGURES 2 AND 3.

5. PLACE BACK FRAME UP TO SWING ARMS ALIGNING HILDES. SECURE WITH SCREWS USING TORQUE WRENCH AND 55 MM HEX BIT. TORQUE SCREWS TO 70-100 IN-LBS. SEE FIGURE 1.
Aeron® Arm Pad Hardware Replacement

**TOOLS REQUIRED:**
- #2 PHILLIPS HEAD SCREWDRIVER
- 13MM SOCKET
- RATCHET WRENCH
- PLIERS
- TORQUE WRENCH, 250 IN-LB CAPACITY

**PROCEDURE:**

**NOTICE**
Make sure fasteners are torqued to specified values.

1. **USING #2 PHILLIPS HEAD SCREWDRIVER**, remove and set aside (12) SCREWS FASTENING ARM PAD TO ARM YOKE. REMOVE ARM PAD BY PULLING UP AND PIVOTING BACK FROM FRONT EDGE. SET ARM PAD ASIDE. SEE FIGURE 1.

2. **USING 13MM SOCKET AND RATCHET WRENCH**, remove and properly dispose of HEX HEAD SCREWS, STAR WASHERS, AND NYLON WASHERS SECURING ARM PAD SUPPORT TO ARM YOKE. REMOVE ARM PAD SUPPORT FROM ARM YOKE. REMOVE AND PROPERLY DISPOSE OF TORQUE SPRING FROM ARM PAD SUPPORT. SET ASIDE ARM PAD SUPPORT. REMOVE AND PROPERLY DISPOSE OF INDEX AND YOKE BUSHING. SEE FIGURE 2.

3. **USING 13MM SOCKET AND RATCHET WRENCH**, remove and properly dispose of HEX HEAD SCREWS and (4) NYLON WASHERS SECURING ARM PAD SUPPORT TO ARM YOKE. NOTE OLD ARM SUPPORTS HAVE (2) STEEL AND (2) NYLON WASHERS. REMOVE ARM PAD SUPPORT FROM ARM YOKE AND SET ASIDE. REMOVE AND PROPERLY DISPOSE OF VERTICALLY ADJUSTABLE SPACER. SEE FIGURE 3.

4. **INSTALL REPLACEMENT YOKE BUSHING AND INDEX BUSHING TO ARM YOKE. INSTALL ARM PAD SUPPORT TO ARM YOKE. INSTALL REPLACEMENT NYLON WASHERS, STAR WASHERS ONTO ARM PAD SUPPORT. INSTALL REPLACEMENT HEX HEAD SCREWS. TIGHTEN AND TORQUE HEX HEAD SCREWS TO 200-250 IN-LBS. SEE FIGURE 4.

5. **INSTALL TORQUE SPRING INTO ARM PAD SUPPORT BY INSERTING CORRECT END OF TORQUE SPRING INTO OPEN END OF INDEX BUSHING THROUGH TORQUE SPRING MOUNTING HOLE. TORQUE SPRING SHOULD BE PARTIALLY SEATED INTO MOUNTING HOLE WITH FREE END OF TORQUE SPRING RESTING ON SUPPORT CASTING. SEE FIGURE 4.

6. **INSTALL REPLACEMENT VERTICALLY ADJUSTABLE SPACER TO ARM YOKE WITH TAB POINTING TO OUTSIDE OF ARM YOKE. INSTALL ARM PAD SUPPORT TO ARM YOKE. INSTALL (4) REPLACEMENT NYLON WASHERS AND (2) HEX HEAD SCREWS TO ARM YOKE. TORQUE HEX HEAD SCREWS TO 200-250 IN-LBS. CONTINUE TO PROCEED 9. SEE FIGURE 6.

**FIGURE 1**

**FIGURE 2**

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Aeron® Arm Adjustment Hardware Replacement

**TOOLS REQUIRED:**
- RATCHET WRENCH
- 5/16 IN-LBS WRENCH
- T-27 TORX BIT
- SOCKET WRENCH: 1 5/16 IN-LBS CAPACITY

**PROCEDURE**

1. **WARNING**
   Support back frame while removing from swing arms. Failure to do so could allow back frame to fall causing product damage or personal injury.

2. **CAUTION**
   Support arm yoke while removing from swing arm. Failure to do so could cause product damage.

3. **NOTICE**
   To allow proper disassembly, keep thumbscrew from spinning.

4. **WARNING**
   Use T-27 TORX BIT and ratchet wrench to remove arm yoke. Remove and set aside (4) screws attaching back frame to swing arms. Remove back frame and set aside. See Figure 1.

5. **CAUTION**
   Support arm yoke while removing from swing arm. Failure to do so could cause product damage.

6. **NOTICE**
   For proper assembly, keep thumbscrew tight against inner wall of thumbscrew slot in arm yoke, closest to swing arm while tightening Torx head screw.

7. **PLATE BACK FRAME UP TO SWING ARMS ALIGNED HOLES, SECURE WITH SCREWS. USING TORQUE WRENCH AND 5/16 IN-LBS BIT, TORQUE SCREWS TO 10-100 IN-LBS. SEE FIGURE 1.**

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Aeron® Adjustable Arm Yoke Pivoting Hardware Replacement

PARTS INCLUDED
A. Hex Head Screws
B. Star Washers
C. Arm Index
D. Yoke Bushings

PROCEDURE
1. Place arm pad on arm pad support. Insert screws securing arm pad to arm pad support.
2. Set arm pad and screws aside. Repeat procedure for opposite side.

TOOLS NEEDED
#2 Phillips Head Screwdriver
Ratchet Wrench w/ 13mm Socket
Torque Wrench

To Remove:
1. Using #2 Phillips Head Screwdriver, remove screws securing arm pad to arm pad support.
2. Set arm pad and screws aside. Repeat procedure for opposite side.

To Reinstall:
1. Place arm pad on arm pad support. Insert screws in arm pad support and secure arm pad using #2 Phillips Head Screwdriver. Repeat for opposite side.
Aeron® Adjustable Arm Yoke Pivoting Hardware Replacement

TO REMOVE:
1. Using 13mm socket and ratchet wrench, remove and properly dispose of hex head screws (A) and star washers (B) from arm pad support. Remove washer set (D) from arm pad support. Remove arm pad support and arm pad support cover and set aside. Remove arm index (C), yoke bushing (D) from arm yoke and dispose of properly. Repeat for opposite side.

TO REINSTALL:
1. Place yoke bushing (D) and arm index (C) on arm yoke. Place arm pad support cover and arm pad support on arm yoke. Swing washer set (D) onto posts of arm yoke. Secure with star washers (B) and hex head screws (A). Tighten with 13mm ratchet wrench. Torque to 200-250 in lbs. Repeat for opposite side.
**Aeron® Arm Pad Support Replacement (used on product before 10-07-2002)**

**TOOLS REQUIRED:**
- #2 PHILLIPS HEAD SCREWDRIVER
- 13MM SOCKET
- RATCHET WRENCH
- TORQUE WRENCH, 250 IN-LBS CAPACITY
- FLIERS

**PROCEDURE:**

**NOTICE**
Make sure fasteners are torqued to specified values.

**NONADJUSTABLE ARM PAD SUPPORT REPLACEMENT:**

1. **USING #2 PHILLIPS HEAD SCREWDRIVER REMOVE AND SET ASIDE (2) SCREWS FASTENING ARM PAD TO ARM PAD SUPPORT. REMOVE ARM PAD BY PULLING UP AND PIVOTING BACK FROM FRONT EDGE. SET ARM PAD ASIDE. SEE FIGURES 1 & 5.**

2. **USING 13MM SOCKET AND RATCHET WRENCH, REMOVE AND SAVE HEX HEAD SCREWS WITH WASHERS. SECURING ARM PAD SUPPORT TO ARM YOKE. REMOVE AND PROPERLY DISPOSE OF ARM PAD SUPPORT. SEE FIGURE 2.**

3. **INSTALL REPLACEMENT ARM PAD SUPPORT TO ARM YOKE. REINSTALL HEX HEAD SCREWS WITH WASHERS. TIGHTEN AND TORQUE SCREWS TO 200-250 IN-LBS. SEE FIGURE 2.**

4. **INSTALL ARM PAD ONTO ARM PAD SUPPORT BY INSERTING TAB ON ARM PAD SUPPORT INTO SLOT IN ARM PAD AND PIVOTING DOWN ONTO ARM PAD SUPPORT. REINSTALL AND TIGHTEN SCREWS SECURING ARM PAD. SEE FIGURES 1 & 6.**

**ADJUSTABLE ARM PAD SUPPORT REPLACEMENT:**

1. **USING #2 PHILLIPS HEAD SCREWDRIVER REMOVE AND SET ASIDE (2) SCREWS FASTENING ARM PAD TO ARM PAD SUPPORT. REMOVE ARM PAD BY PULLING UP AND PIVOTING BACK FROM FRONT EDGE. SET ARM PAD ASIDE. SEE FIGURES 1 & 6.**

2. **USING 13MM SOCKET AND RATCHET WRENCH, REMOVE AND SAVE HEX HEAD SCREWS, STAR WASHERS, STEEL WASHER, AND NYLON WASHERS SECURING ARM PAD SUPPORT TO ARM YOKE. REMOVE ARM PAD SUPPORT FROM ARM YOKE. REMOVE TORSION SPRING FROM ARM PAD SUPPORT AND SET ASIDE. PROPERLY Dispose OF ARM PAD SUPPORT. SEE FIGURE 3.**

3. **INSTALL REPLACEMENT ARM PAD SUPPORT TO ARM YOKE AND REINSTALL NYLON WASHERS, STAR WASHER AND STEEL WASHER SECURING WITH HEX HEAD SCREWS. TIGHTEN AND TORQUE SCREWS TO 200-250 IN-LBS. SEE FIGURE 3.**

4. **INSTALL TORSION SPRING INTO ARM PAD SUPPORT BY INSERTING CURVED END OF TORISION SPRING INTO OPEN CAVITY OF INDEX RUSHING THROUGH TORISION SPRING MOUNTING HOLE. THE TORISION SPRING SHOULD BE PARTIALLY SETTLE INTO MOUNTING HOLE WITH FREE END OF TORISION SPRING RESTING ON ARM PAD SUPPORT. SEE FIGURE 4.**

5. **GRASP FREE END OF TORISION SPRING WITH PLIERS. LOAD TORISION SPRING BY TWISTING SPRING AND POSITIONING FREE END OF TORISION SPRING AGAINST INCLINED SURFACE BETWEEN RETAINING BUSHING. SEE FIGURE 5.**

6. **INSTALL ARM PAD ONTO ARM PAD SUPPORT BY INSERTING TAB ON ARM PAD SUPPORT INTO SLOT IN ARM PAD AND PIVOTING DOWN ONTO ARM PAD SUPPORT. SECURE WITH SCREWS. SEE FIGURES 1 & 6.**

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Aeron® Arm Pad Support Replacement

1. TO REMOVE:

1. Using #2 Phillips head screwdriver, remove and set aside (2) screws fastening arm pad to arm pad support. Pull arm pad up from arm pad support. Set arm pad aside.

2. TO REINSTALL:

1. Place arm pad on arm pad support. Insert screws in arm pad support and secure arm pad using #2 Phillips head screwdriver.

Tools Needed

- #2 Phillips head screwdriver
- Torque wrench
- Ratchet wrench w/ 13mm socket

Parts Included

- Arm pad support
- Arm pad support cover
- Arm pad
- Hex head screws
- Washers
- Arm yoke

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Aeron® Arm Pad Support Replacement

3 ADJUSTABLE ARM PAD SUPPORT REPLACEMENT

HEX HEAD SCREWS

ARM PAD SUPPORT

STAR WASHERS

WASHER SET

ARM YOKE

ARM PAD SUPPORT COVER

TO REMOVE:

1. USING 13MM SOCKET AND RATCHET WRENCH, REMOVE HEX HEAD SCREWS, STAR WASHERS AND WASHER SET FROM ARM YOKE, SECURING ARM PAD SUPPORT. REMOVE ARM PAD SUPPORT AND ARM PAD SUPPORT COVER FROM ARM YOKE AND DISPOSE OF PROPERLY. NOTE: EARLIER VERSION WAS ONE PIECE ALUMINUM CASTING.

TO REINSTALL:

1. PLACE REPLACEMENT ARM PAD SUPPORT COVER AND ARM PAD SUPPORT ON ARM YOKE. SWING OVER WASHER SET ON ARM PAD SUPPORT. REINSTALL STAR WASHERS AND HEX HEAD SCREWS. TIGHTEN AND TORQUE TO 200-250 IN LBS.
Aeron® Arm Yoke Replacement

**Tools Required:**
- 5mm Hex Bit
- Ratchet Wrench
- #2 Phillips Head Screwdriver
- 13mm Socket
- T-27 Torx Bit
- Torque Wrench with 250 in-lbs capacity

**Procedure:**

1. **Notice**
   Make sure fasteners are torqued to specified values.

2. **Warning**
   Support back frame while removing screws used in attaching back frame to swing arms. Failure to do so could allow back frame to fall causing product damage or personal injury.

3. **Caution**
   Support arm yoke while removing from swing arm. Failure to do so could cause product damage.

   - While supporting back frame use 5mm hex bit and ratchet wrench to remove (4) screws attaching back frame to swing arms. Set aside screws, remove back frame and set aside. See Figure 1.
   - Using #2 Phillips head screwdriver remove and set aside (2) screws fastening arm pad to arm pad support. Remove arm pad by pulling up and pivoting back from front edge. Set aside arm pad. See Figure 2.
   - For arm pad support removal, follow appropriate procedure below:
     - For fixed arm, using 13mm socket and ratchet wrench, remove and save hex head screws with washers, securing arm pad support to arm yoke. Remove and set aside arm pad support. See Figure 3.
     - For vertically adjustable arm, using 13mm socket and ratchet wrench, remove and save hex head screws and (4) nylon washers, securing arm pad support to arm yoke. Remove and set aside arm pad support and vertically adjustable spacer. Note: spacer/haris may have (2) steel and (2) nylon washers. Remove and set aside. See Figure 4.
     - For adjustable arm, using 13mm socket and ratchet wrench, remove and save hex head screws, star washers, and nylon washers securing arm pad support to arm yoke. Remove arm pad support from arm yoke and set aside. Remove torsion spring from arm pad support and set aside. Remove yoke and index bushing from arm yoke and set aside. See Figure 5.

4. **Notice**
   For arm yoke removal, follow appropriate procedure below:
   - For fixed arm, using T-27 torx bit and ratchet wrench, remove and set aside torx head screw holding arm yoke to swing arm. Remove arm yoke and dispose of properly. See Figure 6.
   - For adjustable arm, while supporting arm yoke and holding thumbwheel, use T-27 torx bit and ratchet wrench to remove arm yoke. Set aside thumbwheel, screw assembly, remove arm yoke and dispose of properly. See Figure 7.

**Notice**
Keep thumbwheel tight against inner wall of thumbwheel slot in arm yoke, closest to swing arm, while tightening Torx head screw.

5. **Notice**
   For arm yoke installation, follow appropriate procedure below:
   - For fixed arm, install arm yoke to swing arm, insert retaining plate and torx head screw. Tighten and torque to 100-125 in-lbs. See Figure 6.
   - For vertically adjustable and fully adjustable arms, install arm nut into replacement arm yoke. Install washer and bearing into thumbwheel. Install thumbwheel into thumbwheel slot and hold thumbwheel assembly in place. Install outer sleeve bearing to arm yoke and position arm yoke to swing arm. While holding thumbwheel against inside wall of thumbwheel slot, install thumbwheel screw assembly to arm yoke. Tighten torx head screw until arm yoke holds positioned height. Do not overtighten. See Figures 7 and 8.

6. **Notice**
   Install arm pad support as follows:
   - For fixed arms, install arm pad support, (2) washers, and hex head screws to arm yoke. Torque screws to 200-250 in-lbs. See Figure 3.
   - For vertically adjustable arms, install vertically adjustable spacer to arm yoke with tab pointing to outside of arm yoke. Install arm pad support. (4) nylon washers and hex head screws to arm yoke. Torque screws to 200-250 in-lbs. If chair has (2) steel washers and (2) nylon washers, install as instructed above.
   - For adjustable arms, install arm index bushing and yoke bushing on arm yoke. Tab on index bushing is to be pointing to outside of arm yoke. Install arm pad support to arm yoke and reinsert nylon washers and star washers with six head screws. Tighten and torque screws to 200-250 in-lbs. See Figure 5.
INSTALL TORSION SPRING INTO ARM PAD SUPPORT BY INSETING CURVED END OF TORSION SPRING INTO OPEN cavity of INDEX BUSHING THROUGH TORSION SPRING MOUNTING HOLE. TORSION SPRING SHOULD BE PARTIALLY SEATED INTO MOUNTING HOLE WITH FREE END OF TORSION SPRING RESTING ON ARM PAD SUPPORT. SEE FIGURE 9.

GRASP FREE END OF TORSION SPRING WITH PLIERS, LOAD TORSION SPRING BY TWISTING SPRING AND POSITIONING FREE END OF TORSION SPRING AGAINST INSIDE VERTICAL SURFACE BETWEEN retaining BOLTS. SEE FIGURE 10.

7. INSTALL ARM PAD INTO ARM PAD SUPPORT BY INSETING TAB ON ARM PAD SUPPORT INTO SLOT IN ARM PAD AND PIVOTING DOWN ONTO ARM PAD SUPPORT. SECURE WITH SCREWS. SEE FIGURES 1 & 11.

8. PLACE BACK FRAME UP TO SWING ARMS ALIGNING HOLE, SECURE WITH SCREWS. TIGHTEN AND TORQUE SCREWS TO 75-100 IN-LBS. SEE FIGURE 1.

FIGURE 1

FIGURE 2

FIGURE 3
(FIXED ARM)

FIGURE 4
(VERTICALLY ADJUSTABLE ARM)

FIGURE 5
(ADJUSTABLE ARM)
Aeron® Seat Link Bushing Replacement

**TOOLS REQUIRED:**
- 10mm socket
- Ratchet wrench
- 4mm hex key
- 8mm hex bit
- Torque wrench, 150 in-lbs capacity

**PROCEDURE:**

**NOTICE**
Make sure fasteners are torqued to specified values.

**CAUTION**
Support seat link while removing seat link from chair. Failure to do so could cause seat link to fail causing product damage.

1. **WHILE SUPPORTING SEAT LINK USE 10MM SOCKET, RATCHET WRENCH AND 4MM HEX KEY TO REMOVE NUT, SCREW AND SPACER ATTACHING SEAT LINK TO SEAT FRAME. SET ASIDE NUT, SCREW AND SPACER. REPEAT FOR OPPOSITE SIDE. SEE FIGURE 1.**

2. **WHILE SUPPORTING SEAT LINK USE 8MM HEX BIT AND RATCHET WRENCH TO REMOVE SHOULDER SCREW AND SPACER ATTACHING SEAT LINK TO TILT. SET ASIDE SHOULDER SCREW AND SPACER. REMOVE SEAT LINK WITH BUSHINGS. REPEAT FOR OPPOSITE SIDE. SEE FIGURE 1.**

3. **REMOVE AND DISCARD (4) BUSHINGS FROM SEAT LINK. INSERT (4) REPLACEMENT BUSHINGS INTO SEAT LINK ORIENTING BUSHINGS TO NOTCHED AREAS IN SEAT LINK. REPEAT FOR OPPOSITE SIDE. SEE FIGURE 2.**

**NOTICE**
For ease of assembly, hold bushings in seat link while attaching to chair.

4. **WHILE HOLDING BUSHINGS, IN FRONT MOUNT OF SEAT LINK, ATTACH FRONT MOUNT OF SEAT LINK TO TILT WITH SPACER AND SHOULDER SCREW. TIGHTEN AND TORQUE SCREW TO 720-150 IN-LBS. REPEAT FOR OPPOSITE SIDE. SEE FIGURE 1.**

5. **MAKE SURE SPACER AND ALL BUSHINGS ARE ACCOUNTED FOR AND BUSHINGS ARE ORIENTED TO NOTCH IN SEAT LINK. WHILE HOLDING BUSHINGS IN SEAT LINK, ATTACH SEAT LINK TO SEAT FRAME WITH SCREW, SPACER AND NUT. TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1 AND 2.**

**FIGURE 1**
(Viewing from underside)

**FIGURE 2**

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Aeron® Side Chair Seat Frame Replacement

TOOLS REQUIRED: 4 MM HEX BIT
(2) RATCHET WRENCHES
10 MM SOCKET HEAD
6 MM HEX BIT
TORQUE WRENCH, 200 IN-LBS CAPACITY

PROCEDURE:

1. USING 4 MM HEX BIT WITH RATCHET WRENCH AND 10 MM SOCKET HEAD WITH RATCHET WRENCH, REMOVE SHOULDER SCREW AND HEX NUT FROM REAR SEAT MOUNTS AND SET ASIDE. SET ASIDE BUMPERS. SEE FIGURE 1.

⚠️ CAUTION
If threaded inserts turn while removing screws from seat frame, STOP IMMEDIATELY and follow instructions.

2. USING 6 MM HEX BIT AND RATCHET WRENCH, REMOVE SCREWS FROM BACK OF THREADED INSERT TURNS WITH SCREW. STOP IMMEDIATELY AND DO THE FOLLOWING STEP. TIGHTEN SCREWS INTO THREADED INSERT AS MUCH AS POSSIBLE. USING A QUICK JERKING MOTION WITH RATCHET WRENCH, BACKOUT SCREW FROM THREADED INSERT. IF THREADED INSERT STILL TRAVELS WITH SCREW, REPEAT. REMOVE SEAT AND DISPOSE OF PROPERLY. SET ASIDE SPACERS AND SCREWS. SEE FIGURE 1.

3. PLACE REPLACEMENT SEAT FRAME ALONG WITH SPACERS BETWEEN BASE AND SECURE WITH (12) SCREWS, USING 6 MM HEX BIT AND RATCHET WRENCH. TORQUE SCREWS TO 180-200 IN-LBS. SEE FIGURE 1.

4. INSERT SHOULDER SCREW THROUGH SEAT MOUNT ON SEAT FRAME AND BASE. USING 4 MM HEX BIT WITH RATCHET WRENCH AND 10 MM SOCKET HEAD WITH RATCHET WRENCH, TIGHTEN SHOULDER SCREW AND HEX NUT AND TORQUE TO 180-200 IN-LBS. SNAP BUMPERS IN PLACE OVER SHOULDER SCREWS AND BASE. SEE FIGURE 1.

FIGURE 1
Aeron® Seat Link Replacement

**TOOLS REQUIRED:**
- 10MM SOCKET
- RATCHET WRENCH
- 4MM HEX KEY
- 6MM HEX BIT
- TORQUE WRENCH, 150 IN-LB CAPACITY

**PROCEDURE:**

1. **WHILE SUPPORTING SEAT LINK USE 10MM SOCKET, RATCHET WRENCH AND 4MM HEX KEY TO REMOVE NUT, SCREW AND SPACER (IF PRESENT) ATTACHING SEAT LINK TO SEAT FRAME. SET ASIDE NUT, SCREW AND DISCARD SPACER. SEE FIGURE 1.**

2. **WHILE SUPPORTING SEAT LINK USE 6MM HEX BIT AND RATCHET WRENCH TO REMOVE SHOULDER SCREW AND SPACER (IF PRESENT) ATTACHING SEAT LINK TO TILT. SET ASIDE SHOULDER SCREW AND DISCARD SPACER. REMOVE SEAT LINK WITH BUSHINGS AND DISPOSE OF PROPERLY. SEE FIGURE 1.**

3. **ATTACH FRONT MOUNT OF SEAT LINK TO TILT WITH SHOULDER SCREW. TIGHTEN AND TORQUE SCREW TO 120-150 IN-LBS. SEE FIGURE 1.**

4. **ATTACH SEAT LINK TO SEAT FRAME WITH SCREW AND NUT. TIGHTEN NUT UNTIL FLUSH WITH END OF SCREW. REPEAT FOR OPPOSITE SIDE. SEE FIGURE 1.**

**NOTICE**
Make sure fasteners are torqued to specified values.

**CAUTION**
Support seat link while removing seat link from chair. Failure to do so could cause seat link to fall causing product damage.

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**FIGURE 1**
(Viewing from Underside)

- NUT
- SEAT FRAME
- SCREW
- SPACER (REMOVE AND DISCARD, IF PRESENT)
- BUSHING
- SHOULDER SCREW
- SEAT LINK
- TILT
- SPACER (REMOVE AND DISCARD, IF PRESENT)
Aeron® Seat Frame Replacement

TOOLS REQUIRED:
- 10 MM SOCKET
- RATCHET WRENCH
- 4 MM HEX KEY
- 6 MM HEX BIT
- TORQUE WRENCH, 200 IN-LB CAPACITY

PROCEDURE:

NOTICE
Make sure fasteners are torqued to specified values.

CAUTION
Support seat link while removing rear end of seat link from seat frame. Failure to do so could cause seat link to fall causing product damage.

1. WHILE SUPPORTING SEAT LINK, USE 10 MM SOCKET, RATCHET WRENCH AND 4 MM HEX KEY TO REMOVE NUT AND SCREW ATTACHING SEAT LINK TO SEAT FRAME. SET NUT AND SCREW ASIDE. NOTE ANY SPACER AND BUSHINGS (ON OLDER CHAIRS) AND SET ASIDE. IF DISLODGED, REPEAT FOR OPPOSITE SIDE. SEE FIGURE 1.

CAUTION
Support seat frame while removing hip pivot screws attached to swing arms. Failure to do so could allow seat frame to fall causing product damage.

CAUTION
If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.

2. TO REMOVE SEAT FRAME, FOLLOW APPROPRIATE PROCEDURE BELOW:
- USE RATCHET WRENCH AND 6 MM HEX BIT TO REMOVE HIP PIVOT SCREW FROM EACH SWING ARM. IF THREADED INSERT TURNS WITH HIP PIVOT SCREW, STOP IMMEDIATELY AND DO THE FOLLOWING STEPS: TIGHTEN HIP PIVOT SCREW INTO THREADED INSERT AS MUCH AS POSSIBLE. USING A QUICK WRENCHING MOTION WITH RATCHET WRENCH, BACK OUT HIP PIVOT SCREW FROM THREADED INSERT. IF THREADED INSERT TURNS WITH HIP PIVOT SCREW, REPEAT PROCESS. SEE FIGURE 2.

3. PLACE REPLACEMENT SEAT FRAME BETWEEN SWING ARMS. ATTACH SEAT FRAME TO SWING ARMS WITH HIP PIVOT SCREWS. TIGHTEN AND TORQUE TO 180-200 IN-LB. SEE FIGURE 2.

NOTE
On older chairs, bushings may become dislodged from seat links while chair is serviced. Check to ensure bushings are present and fully seated in seat links. Hold bushings in place when reinstalling seat links.

4. RECONNECT SEAT LINKS TO SEAT FRAME BY REINSTALLING SCREWS AND LOCK NUTS. ON OLDER CHAIRS, MAKE SURE SPACERS AND ALL BUSHINGS ARE PRESENT AND PROPERLY INSTALLED. IF NEEDED, REINSTALL BUSHINGS IN SEAT LINK END BY ORIENTING BUSHING WITH NOTCH IN SEAT LINK. USING 10 MM SOCKET, RATCHET WRENCH AND 4 MM HEX KEY, TIGHTEN LOCK NUT UNTIL FLUSH WITH END OF SCREW. SEE FIGURE 1.

FIGURE 1
(VIEWING FROM UNDERSIDE)

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FIGURE 2

- SEAT FRAME

- SWING ARM

- THREADED INSERT

- HIP PIVOT SCREW
Aeron® Seat Frame Bumper Installation

**NOTICE**
In older chairs, bushings and spacer may have become dislodged from seat link while seat link was detached. Check unattached seat link ends to account for spacer, bushings and proper orientation of bushings before attaching to chair.

**CAUTION**
Support seat link while removing rear end of seat link from seat frame. Failure to do so could cause seat link to fall causing product damage.

1. **WHILE SUPPORTING SEAT LINK, USE 10MM SOCKET, RATCHET WRENCH AND 4MM HEX BIT TO REMOVE SPACER AND BUSHINGS. ATTACH SEAT LINK TO SEAT FRAME AND SET ASIDE. NOTE: OLDER CHAIRS MAY HAVE SEAT LINKS WITH SPACER AND BUSHINGS. REMOVE AND SET ASIDE. SEE FIGURES 1 AND 2.**

**CAUTION**
Support seat frame while removing lip pivot screws attached to swing arms. Failure to do so could allow seat frame to fall causing product damage.

**CAUTION**
Threaded inserts turn while removing lip pivot screws from seat frame. **STOP IMMEDIATELY** and follow instructions.

2. **TO REMOVE SEAT FRAME, FOLLOW APPROPRIATE PROCEDURE BELOW:**
   - Use ratchet wrench and 6mm hex bit to remove hip pivot screw from each swing arm. If threaded insert turns with hip pivot screw, **STOP IMMEDIATELY** and do not attempting tightening hip pivot screw into threaded insert as much as possible. Using quick-releasing motion with ratchet wrench, back out hip pivot screw from threaded insert. If threaded insert turns with hip pivot screw, repeat process. See figure 3.

3. **INSTALL SEAT BUMPER AROUND EDGE OF SEAT FRAME. BEING CERTAIN THAT BUMPER SNAPS SECURELY OVER EDGE IN ALL LOCATIONS AND THAT HOLES IN BUMPER ALIGN WITH HIP PIVOT SCREW HOLES IN SEAT FRAME. SEE FIGURE 4.**

4. **PLACE FRAME WITH SEAT BUMPER BETWEEN SWING ARMS, ATTACH SEAT FRAME TO SWING ARMS WITH HIP PIVOT SCREWS. TIGHTEN AND TORQUE TO 180-200 IN-LB. SEE FIGURE 5.**

**NOTICE**
In older chairs, hold bushings in seat link while attaching to seat frame.

5. **ATTACH SEAT LINK TO SEAT FRAME WITH SCREW AND NUT. TIGHTEN NUT UNTIL FIRM WITH END OF SCREW. RE-ATTACH OPPOSITE SIDE, NOTE: FOR OLDER CHAIRS, MAKE CERTAIN SPACER AND ALL BUSHINGS ARE ACCOUNTED FOR AND BUSHINGS ARE ORIENTED TO NOTCH IN SEAT LINK. WHILE HOLDING BUSHINGS IN SEAT LINK, ATTACH SEAT LINK TO SEAT FRAME WITH SCREW, SPACER AND NUT. RE-ATTACH FOR OPPOSITE SIDE. SEE FIGURES 1 AND 2.**

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**FIGURE 1**
(Viewing from underside)

**FIGURE 2**
(In older chairs)
FIGURE 3

- SEAT FRAME
- SWING ARM
- THREADED INSERT
- HIP PIVOT SCREW

FIGURE 4

- HIP PIVOT SCREW HOLE
- SEAT BUMPER

FIGURE 5

- SEAT FRAME
- SEAT BUMPER
- HIP PIVOT SCREW
PROCEDURE:

**CAUTION**
Replace cushion by hand without tools. Avoid sharp objects such as rings from contacting pellilce. Failure to comply may result in product damage.

1. **BY HAND:** GRASP FOAM SEAT FRAME CUSHION AT ONE END AND PULL CUSHION OUT FROM BETWEEN SEAT FRAME AND PELLILCE AND DISPOSE OF PROPERLY. REMOVE DOUBLE SIDED TAPE FROM SEAT FRAME AND DISCARD. SEE FIGURE 1.

2. **DETERMINE PROPER ORIENTATION OF REPLACEMENT FOAM SEAT FRAME CUSHION BEFORE INSTALLING INTO SEAT FRAME.** SEE FIGURE 2.

3. **POSITION REPLACEMENT FOAM SEAT FRAME CUSHION** CENTRALLY UNDER PELLILCE AND, WITH FINGER PRESSURE ONLY, INSERT CUSHION BETWEEN SEAT FRAME AND PELLILCE, WORKING SMALL AREAS FROM CENTER OF CUSHION OUTWARD TOWARDS EACH END. SEE FIGURE 3.

**CAUTION**
Do not adjust installed cushion by pulling at edges or ends. Failure to comply may result in product damage.

4. **INsert Fingers BETWEEN CUSHION AND PELLILCE AND WORK FRONT EDGE OF CUSHION FORWARD TO MINIMIZE "BUNCHING" OF CUSHION.** SEE FIGURE 4.

5. **WHEN PROPERLY INSTALLED, GROOVE ON UNDERSIDE OF CUSHION SHOULD REST UNIFORMLY ON LIP OF SEAT FRAME.** FRONT EDGE OF CUSHION SHOULD HAVE A UNIFORM SPACING (VIEWED THROUGH PELLILCE) OF APPROXIMATELY 1/2" FROM PELLILCE (SEE FIGURES 2 AND 3).

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Aeron® Back Frame Replacement

TOOLS REQUIRED:
- HATCHET WRENCH
- 5 MM HEX BIT
- TORQUE WRENCH, 100 IN-LBS CAPACITY

PROCEDURE:

1. **WARNING**
   Support back frame while removing screws attached to swing arms. Failure to do so could allow back frame to fall causing product damage or personal injury.

2. WHILE SUPPORTING BACK FRAME, USE HATCHET WRENCH AND 5 MM HEX BIT TO REMOVE ALL SCREWS AttACHING BACK FRAME TO SWING ARMS. SET ASIDE SCREWS. REMOVE BACK FRAME AND DISPOSE OF PROPERLY. SEE FIGURE 2.

3. PLACE REPLACEMENT BACK FRAME UP TO SWING ARMS ALIGNING MACHINES. SECURE WITH SCREWS, TIGHTEN AND TORQUE SCREWS TO 75-100 IN-LBS. SEE FIGURE 2.

4. IF CHAIR IS EQUIPPED WITH LUMBAR, ATTACH LUMBAR TO BACK FRAME BY ENGAGING EACH CONNECTOR ON LUMBAR TO TRAVEL RAILS OF BACK FRAME AND SLIDING DOWN. SEE FIGURE 1.

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**Aeron® Back Frame Bumper Installation**

**TOOLS REQUIRED:**
- RATCHET WRENCH
- 3/8" HEX BIT
- TORQUE WRENCH, 100 IN-LBS CAPACITY

**PROCEDURE:**

1. **IF CHAIR IS EQUIPPED WITH LUMBAR, REMOVE LUMBAR FROM BACK FRAME BY SLIDING CONNECTORS OF LUMBAR OFF TRAVEL RAILS OF BACK FRAME. SET LUMBAR ASIDE. SEE FIGURE 1.**

 **WARNING**
Support back frame while removing screws attached to swing arms. Failure to do so could allow back frame to fall causing product damage or personal injury.

2. **WHILE SUPPORTING BACK FRAME, USE RATCHET WRENCH AND 3/8" HEX BIT TO REMOVE (4) SCREWS ATTACHING BACK FRAME TO SWING ARMS. SET ASIDE SCREWS. REMOVE BACK FRAME. SEE FIGURE 2.**

3. **INSTALL BACK BUMPER AROUND EDGE OF BACK FRAME. BEING CERTAIN THAT BUMPER SNAP SECURELY OVER EDGE IN ALL LOCATIONS AND THAT HOLE IN BUMPER ALIGN WITH SCREW HOLE IN BACK FRAME. SEE FIGURE 3.**

4. **PLACE BACK FRAME WITH BACK BUMPER UP TO SWING ARMS ALIGNING HOLES, SECURE WITH SCREWS. TIGHTEN AND TORQUE SCREWS TO 70-100 IN-LBS. SEE FIGURE 4.**

5. **IF CHAIR IS EQUIPPED WITH LUMBAR, ATTACH LUMBAR TO BACK FRAME BY ENGAGING EACH CONNECTOR ON LUMBAR TO TRAVEL RAILS OF BACK FRAME AND SLIDING DOWN. SEE FIGURE 1.**

**FIGURE 1**

**FIGURE 2**

**FIGURE 3**
Aeron® Side Chair Back Frame Replacement

TOOLS REQUIRED:
- Ratchet Wrench
- 5 mm Hex Bit
- Tongue Wrench, 100 in-lbs capacity

PROCEDURE:
1. IF CHAIR IS EQUIPPED WITH LUMBAR, REMOVE LUMBAR FROM BACK FRAME BY SLIDING CONNECTORS OF LUMBAR OFF TRAVEL RAILS OF BACK FRAME. SET LUMBAR ASIDE. SEE FIGURE 1.

CAUTION
Support back frame while removing screws attached to back frame. Failure to do so could allow back frame to fall causing product damage.

CAUTION
Top back frame screws are longer than bottom back frame screws and must be used only in top holes. Failure to do so could cause product damage.

2. WHILE SUPPORTING BACK FRAME, USE RATCHET WRENCH AND 5 MM HEX BIT TO REMOVE TWO SCREWS (ONE LONGER SCREWS ON TOP AND SHORTER SCREWS AT BOTTOM) ATTACHING BACK FRAME TO BASE ASSEMBLY. SET SCREWS ASIDE. REMOVE BACK FRAME AND DISPOSE OF PROPERLY. REMOVE LEFT AND RIGHT HAND FILLERS AND SET ASIDE. SEE FIGURE 1.

3. PLACE LEFT AND RIGHT HAND FILLERS ON BASE. ALIGNING HOLE IN FILLER REPLACEMENT BACK FRAME UP TO BASE ASSEMBLY ALIGNED HOLES. SECURE WITH SCREWS. SECURE HORIZONTAL HARDWARE INTO BASE ASSEMBLY. SEE FIGURE 1.

4. IF CHAIR IS EQUIPPED WITH LUMBAR, ATTACH LUMBAR TO BACK FRAME BY EXCLUDING EACH CONNECTOR ON LUMBAR TO TRAVEL RAILS OF BACK FRAME AND SLIDING DOWN. SEE FIGURE 1.

FIGURE 1
Aeron® Hip Pivot Bushing Assembly Replacement

PROCEDURE

1. USING RATCHET WRENCH AND 6 MM HEX BIT, REMOVE HIP PIVOT SCREW FROM EACH SWING ARM. IF THREADED INSERT TURNS WITH HIP PIVOT SCREW, STOP IMMEDIATELY AND PROCEED WITH FOLLOWING STEP: TIGHTEN HIP PIVOT SCREW INTO THREADED INSERT AS MUCH AS POSSIBLE. USING A QUICK JERKING MOTION WITH RATCHET WRENCH, BACK OUT HIP PIVOT SCREW FROM THREADED INSERT. IF THREADED INSERT TURNS WITH HIP PIVOT SCREW, REPEAT PROCESS.

TOOLS NEEDED

- RATCHET WRENCH
- 6 MM HEX HEAD BIT
- RING RETAINER TOOL
- TORQUE WRENCH

PARTS INCLUDED

- HIP PIVOT BUSHINGS

BEFORE JUNE 4, 2003
TO REMOVE SEAT FRAME (FOR CHAIRS MANUFACTURED BEFORE JUNE 4, 2003)
1. Pivot seat upward allowing access to retaining ring.


3. To remove seat frame (for chairs manufactured after June 4, 2003)

1. Using ratchet wrench and 6mm hex bit, remove hip pivot bushing assembly from swing arm. Loosening pivot fastener will force hip pivot bushing assembly from swing arm. After hip pivot fastener has disengaged from seat frame, remove hip pivot bushing and dispose of properly. Repeat for other side.

TO REINSTALL: (FOR ALL CHAIRS)

1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm.

3. Insert hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6mm head bit and ratchet wrench, partially thread hip pivot fastener into seat frame, repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 in lbs.
Aeron® Tilt Cover Replacement

TOOLS REQUIRED: 1" PUTTY KNIFE
STRAIGHT HEAD SCREWDRIVER
6" HEX BIT
PATCHET WRENCH
#2 PHILLIPS HEAD SCREWDRIVER
TORQUE WRENCH, 150 IN-LBS CAPACITY

PROCEDURE:

NOTICE
Make sure fasteners are torqued to specified values.

1. APPLY THUMB PRESSURE ON FRONT OF BOTTOM TILT COVER TO START SEPARATION OF TILT COVERS. INSERT 1" PUTTY KNIFE BETWEEN TOP AND BOTTOM COVERS AND TOOT TO COMPLETELY SEPARATE HALVES. REMOVE TOP COVER AND DISPOSE OF PROPERLY. SEE FIGURE 1 AND 2.

2. INVERT CHAIR AND PLACE ON CLEAN WORK SURFACE.

3. USING STRAIGHT HEAD SCREWDRIVER REMOVE RETAINER CLIP AND WASHER FROM SHAFT OF PNEUMATIC CYLINDER PROTRUDING FROM BASE AND SET ASIDE. SEE FIGURE 3.

4. FOR BASE REMOVAL, FOLLOW APPROPRIATE PROCEDURE BELOW:
   -STANDARD CYLINDERS: REMOVE BASE FROM PNEUMATIC CYLINDER AND SET ASIDE. SEE FIGURE 3.
   -HIGH PERFORMANCE CYLINDER (TELESCOPING MIDSECTION): UNLATCH BASE OFF AS FAR AS IT WILL GO. TURN BASE COUNTERCLOCKWISE MAINTAINING SLIGHT UPWARD TENSION WHILE HOLDING TELESCOPING MIDSECTION IN PLACE. WHEN PRESSURE IS RELEASED, CONTINUE TURNING WITH SLIGHT UPWARD PRESSURE. IF BASE WILL NOT TURN, TURN BASE IN OTHER DIRECTION. SEPARATE BASE FROM TELESCOPING MIDSECTION AND SET ASIDE. SEE FIGURE 3.

NOTE
On older chairs, bushings may become dislodged from some links while chair is serviced. Check to ensure bushings are present and fully seated in seat links. Hold bushings in place when reinstalling front of seat links.

5. USING 1" HEX BIT AND PATCHET WRENCH, REMOVE FRONT SHOULDER SCREW AND SET ASIDE. NOTE ANY SPACERS AND BUSHINGS (USED ON OLDER CHAIRS) REMOVE SPACERS, IF PRESENT FROM BOTTOM TILT COVER AND SET ASIDE. PIVOT SEAT LINK BACK. SET ASIDE ANY DISLOKED BUSHINGS. REPEAT FOR OPPOSITE SIDE. SEE FIGURE 5.

6. USING #2 PHILLIPS HEAD SCREWDRIVER REMOVE AND DISCARD (2) SCREWS SECURING LOWER TILT COVER. SLIDE TILT COVER PAST PNEUMATIC CYLINDER AND DISPOSE OF PROPERLY. SEE FIGURE 6.

7. SLIDE REPLACEMENT LOWER TILT COVER OVER PNEUMATIC CYLINDER AND INTO TILT. MAKE SURE NOTCHES IN TILT SPACER ENGAGE SLOTS IN TILT COVER. IF NECESSARY, ROTATE TILT SPACERS TO ALIGN NOTCHES WITH SLOTS. ALIGN (2) HOLES IN TILT COVER WITH HOLES IN TILT. INSTALL (2) SCREWS AND TIGHTEN. SEE FIGURE 6.

8. RECONNECT SEAT LINKS TO TILT BY HAND THREADING SHOULDER SCREWS THROUGH SEAT LINK HOUSING UNTIL THREADED END IS TIGHT. CHECK TO ENSURE SPACERS AND ALL BUSHINGS ARE INSERTED AND SECURED PROPERLY. INSTALL SEAT LINK BY INSERTING BUSHING WITH NOTCH IN SEAT LINK. USING 6" HEX BIT AND TORQUE WRENCH, TORQUE SHOULDER SCREWS TO 125-150 IN-LBS. SEE FIGURE 5.

9. FOR BASE INSTALLATION, FOLLOW APPROPRIATE PROCEDURE BELOW:
   -STANDARD CYLINDERS: INSTALL BASE OVER PNEUMATIC CYLINDER. SEE FIGURE 3.
   -HIGH PERFORMANCE CYLINDER (TELESCOPING MIDSECTION): UNLATCH BASE OFF AS FAR AS IT WILL GO. TURN BASE COUNTERCLOCKWISE MAINTAINING SLIGHT UPWARD PRESSURE. IF BASE WILL NOT TURN, TURN BASE IN OTHER DIRECTION. SEPARATE BASE FROM TELESCOPING MIDSECTION AND SET ASIDE. SEE FIGURE 3.

10. INSTALL WASHER AND RETAINER CLIP TO SHAFT OF PNEUMATIC CYLINDER. SEE FIGURE 3.

11. STAND CHAIR IN UPRIGHT POSITION.

CAUTION
Do not overtighten retainer nut. Product damage may result.

INSERT RETAINER NUT FOR FRAGILE. IF RETAILER IS NEEDED, REMOVE HEARING ASSEMBLY AND SHAFT FROM PNEUMATIC CYLINDER. INSERT RETAINER NUT TO INSTALL TOOL. REMOVE RETAINER NUT FROM CARRIER TUBE AND DISPOSE OF PROPERLY. DISASSEMBLE PNEUMATIC CYLINDER AND TELESCOPING MIDSECTION FROM CARRIER TUBE. REMOVE ANY PIECES OF BROKEN RETAINER NUT THAT MAY HAVE REMAINED INSIDE CARRIER TUBE. INSTALL TELESCOPING MIDSECTION, PNEUMATIC CYLINDER AND RETAINER NUT TO CARRIER TUBE. DO NOT OVERTIGHTEN RETAINER NUT. RETURN HEARING ASSEMBLY AND BUMPER TO PNEUMATIC CYLINDER SHAFT. SEE FIGURE 4.

12. PLACE TOP TILT COVER ON TILT AND ALIGN WITH BOTTOM TILT COVER. ROUTE ALL CABLES THROUGH CABLE OPENINGS AND SNAP COVERS TOGETHER. SEE FIGURE 2.

CAUTION
Make sure all cables are routed through cable openings on tilt cover before snapping tilt cover in place or product damage may occur.
Figure 4

Figure 5
TOOLS NEEDED

- 1" PUTTY KNIFE
- RATCHET WRENCH W/ 6MM HEX HEAD BIT
- PHILLIPS HEAD SCREWDRIVER
- PLIERS
- TORQUE WRENCH
- NEEDLENOSE PLIERS

PARTS INCLUDED

- NEW FRONT LIMIT CAM
- OLD & NEW STYLE SECTOR GEARS
- TILT LEVER ASSEMBLY
- TILT CONTROL ASSEMBLY

PROCEDURE

NOTICE
FOR CHAIRS WITH NO TILT OPTION, GO ON TO STEP 7.

NOTICE
TILT LIMITER MUST BE IN RELEASED POSITION TO SERVICE. (TILT LIMITER LEVER ALL THE WAY DOWN).

TO REMOVE:
1. Using thumb pressure, press front of bottom tilt cover to start separation of tilt covers.
2

**TO REMOVE:**

1. Insert 1" putty knife between covers and twist to separate top from bottom cover. Remove top cover and set aside.

**TO REINSTALL:**

1. Reposition top tilt cover over bottom tilt cover, making sure all cables are properly routed through cable openings. Snap cover halves together.

3

4

**TO REMOVE:**

1. While supporting seat link, use 6MM socket, ratchet wrench to remove shoulder screw attaching seat link to tilt. Set aside shoulder screw. Let seat link hang. Remove spacers and or bushings if applicable and set aside. Repeat for opposite side.

**TO REINSTALL:**

1. Attach front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.
TO REMOVE:

1. Using ratchet and 6MM hex bit, remove hip pivot bushing assembly from swing arm. Loosening pivot fastener will force hip pivot bushing assembly from swing arm. After hip pivot fastener has disengaged from seat frame, remove hip pivot bushing and set aside. Repeat for other side. Remove seat frame with b-links and set aside.

TO REINSTALL:

1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area. Repeat for other hip pivot bushing.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm and insert hip pivot bushing.

3. Insert other hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6MM head bit and ratchet wrench, partially thread hip pivot fastener into seat frame. Repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 lbs.

TO REMOVE:

1. Using ratchet and 6MM hex bit, remove hip pivot screw from each swing arm. If threaded insert turns with hip pivot screw, STOP immediately and do the following step: Tighten hip pivot screw into threaded insert as much as possible. Using a quick jerking motion with ratchet wrench. Back out hip pivot screw from threaded insert. If threaded insert turns with hip pivot screw, repeat process.

CAUTION

If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.

TO REINSTALL:

1. Place seat frame between swing arms. Attach seat frame to swing arms with hip pivot screws. Tighten and torque to 180-200 in lbs.
FOR CHAIRS MANUFACTURED BEFORE 8-23-2004

1. Using hands, pull knob/s from control lever/s. Properly dispose of knobs.

TO REMOVE:

1. Using pliers, twist knob(s) to separate knob from lever. Properly dispose of knob/s.

TO INSTALL:

1. Push on appropriate knob/s until they click into place.

FOR CHAIRS MANUFACTURED AFTER 8-23-2004

1. Using #2 phillips head screwdriver, remove and set aside fastener securing tilt control to swing arm.

TO REMOVE:

2. Using #2 phillips head screwdriver, remove and set aside fastener securing tilt control to swing arm.

Note: When removing tilt cover only (no tilt option), seat frame does not need to be removed.

TO INSTALL:

1. Place appropriate tilt control on swing arm and secure with screw using #2 phillips head screwdriver.
1. If equipped, with forward tilt lever, proceed with steps 8-10, otherwise, go on to step 11. Using needle nose pliers, disengage spring from front limit cam. Using small straight head screwdriver, remove, E-ring holdign front limit cam in place.

TO REMOVE:

1. If equipped, with forward tilt lever, proceed with steps 8-10, otherwise, go on to step 11. Using needle nose pliers, disengage spring from front limit cam. Using small straight head screwdriver, remove, E-ring holdign front limit cam in place.

TO REINSTALL:

TO REMOVE:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to create loop and disengage cable end from auxiliary cable connector.

TO REINSTALL:

1. See instructions, "9b", to reinstall "chairs made after 3-09-04."

(FOR CHAIRS MADE AFTER 3-9-04)

TO REMOVE:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to create loop and disengage cable end from auxiliary cable connector.

TO REINSTALL:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to create loop and disengage cable end from auxiliary cable connector.

2. Using thumb pressure install replacement cable fitting into tension side of front limit cam. Insert cable end into pocket on top of front limit cam.

1. Feed cable end under tilt shaft along side tilt housing along right side of front limit cam. Insert cable end into pocket on top of front limit cam. Wrap cable around rear of front limit cam, clockwise.

2. Using thumb pressure install replacement cable fitting into tension yoke on tilt.
**WARNING**
Tilt tension must be maintained during following procedure. Failure to do so may cause personal injury.

**TO REMOVE:**
1. Apply downward pressure to top of chair back to relieve pressure from front limit cam. This position must be maintained until front limit cam is installed with E-ring.
2. Remove front limit cam and auxiliary cable connector if applicable, and dispose of properly.

**TO REINSTALL:**
1. Slide front limit cam in position shown.
2. Refer back to steps 8 and 9b, for installing cable, securing cable fitting and installing E-clip.

**TO REMOVE:**
1. Tilt limiter must be in released position (tilt limiter lever all the way down.) Using small needle nose pliers, remove spring from sector gear and let hang down.
2. Using small straight head screwdriver, remove e-ring securing sector gear. Remove rear limit cam and set aside. Remove sector gear with cable attached, from sector gear post/mounting hole and dispose of properly.
**TO REINSTALL:**

1. Select appropriate sector gear, one that pivots on post of tilt (older version) or one with intragrel pivoting post that inserts in tilt (newer version).

2. Insert L-shaped end of replacement tilt limiter cable into keyhole slot in replacement gear.

**TO REINSTALL:**

1. Slide sector gear and attached tilt limiter cable onto sector gear post/mounting hole. Attach spring to sector gear. See figure 11a.


3. Slide tilt limiter cable fitting into slot on end of tension yoke. See figure 11a.
**Aeron® Tilt Control Knob and Lever Replacement**

**TOOLS REQUIRED:** PLIERS
- 6MM ALLEN BIT
- RATCHET WRENCH
- #2 PHILLIPS HEAD SCREWDRIVER

**PROCEDURE:**

1. **NOTICE**
   Make sure fasteners are torqued to specified values.

2. **USING 6MM HEX BIT AND RATCHET WRENCH, LOOSEN SEAT FRAME MOUNTING SCREW ENOUGH TO DISENGAGE SCREW FROM SEAT FRAME. SEE FIGURE 2.**

3. **CAUTION**
   When removing screw holding tilt control to swing arm, isolate from other hardware. Failure to use same screw in same location will cause product damage.

4. **USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND SET ASIDE SCREW FASTENING TILT CONTROL TO SWING ARM. KEEP THIS SCREW ISOLATED FROM ALL OTHER HARDWARE WHILE UNDERGOING THIS PROCEDURE. SEE FIGURE 2.**

5. **LIFT SEAT FRAME SLIGHTLY FOR ACCESS TO TILT CONTROL. REMOVE TILT CONTROL FROM SWING ARM. KEEP SEAT FRAME ON SWING ARM. SEE FIGURE 2.**

6. **USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND SET ASIDE SCREW FASTENING TILT CONTROL COVER TO TILT CONTROL HOUSING. SET ASIDE TILT CONTROL COVER. SEE FIGURE 3.**

7. **REMOVE TILT LEVER/WAFER WITH TILT LEVER ASSEMBLIES FROM TILT CONTROL HOUSING. SEE FIGURE 4.**

8. **REINSTALL LEVER INTO APPROPRIATE SIDE OF TILT CONTROL HOUSING.**

9. **INSTALL REPLACEMENT LEVER INTO APPROPRIATE SIDE OF TILT CONTROL HOUSING.**

10. **INSTALL TILT CONTROL COVER TO TILT CONTROL HOUSING AND SECURE WITH (2) SCREWS. SEE FIGURE 3.**

11. **LIFT SEAT FRAME SLIGHTLY AND INSTALL REPLACEMENT TILT CONTROL INTO SWING ARM. SEE FIGURE 2.**

12. **SECURE TILT CONTROL TO SWING ARM WITH SCREW. SEE FIGURE 2.**
Aeron® Sector Gear & Tilt Limiter Cable Replacement

TOOLS REQUIRED: 6MM HEX BIT
RATCHET WRENCH
1/2 PUTTY KNIFE
#2 PHILLIPS HEAD SCREWDRIVER
SMALL NEEDLE NOSE PLIERS
STRAIGHT HEAD SCREWDRIVER
TORQUE WRENCH, 225 IN-LBS CAPACITY

PROCEDURE:

1. WITH SEAT LINK SUPPORTED AND USING 6MM HEX BIT AND RATCHET WRENCH, REMOVE AND SAVE FRONT SHOULDER SCREW.
   
   NOTE: IF SPACER IS USED BETWEEN TILT COVER AND SEAL LINK, REMOVE SPACER AND SET ASIDE. IF BUSHINGS USED IN SEAL LINK BECOME DISLODGED, SET ASIDE.

   LET SEAT LINK HANG FREE. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1 & 2.

2. USE RATCHET WRENCH AND 6MM HEX BIT TO REMOVE HIP PIVOT SCREW FROM SEAT FRAME. STOP IMMEDIATELY AND FOLLOW INSTRUCTIONS.

3. APPLY THUMB PRESSURE ON FRONT OF BOTTOM TILT COVER TO START SEPARATION OF TILT COVERS.

4. USING #2 PHILLIPS HEAD SCREWDRIVER REMOVE AND SET ASIDE (#2) SCREWS Securing BOTTOM TILT COVER TO TILT BASE.

5. TILT LIMITER MUST BE IN RELEASED POSITION (TILT LIMITER LEVER ALL THE WAY DOWN). USING SMALL NEEDLE NOSE PLIERS, REMOVE SPRING FROM SECTOR GEAR AND LET IT HANG DOWN. SEE FIGURE 6.


7. USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND SET ASIDE SCREW FASTENING TILT CONTROL TO SWING ARM. KEEP THIS SCREW ISOLATED FROM ALL OTHER HARDWARE. SEE FIGURE 6.

8. USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND SET ASIDE (#2) SCREWS FASTENING TILT CONTROL COVER TO TILT CONTROL HOUSING. SET ASIDE TILT CONTROL COVER. SEE FIGURE 6.

9. REMOVE AND SET ASIDE PAD AND SPRING FROM TILT LIMITER LEVEL. REMOVE TILT LIMITER CABLE FROM TILT LIMITER LEVEL. PROPRIETARY DISPOSE OF TILT LIMITER CABLE AND ATTACHED SECTOR GEAR. SEE FIGURE 11.

10. SELECT APPROPRIATE SECTOR GEAR, ONE THAT PRINTS ON POST OF TILT LIMITER VERSION OR ONE WITH INTEGRAL PIVOTING POST THAT INSERTS IN TILT LIMITER LEVEL.

11. SLIDE SECTOR GEAR AND ATTACHED TILT LIMITER CABLE INTO SECTOR GEAR POST & SECTOR GEAR MOUNTING HOLE. ATTACH SPRING TO SECTOR GEAR. SEE FIGURES 13 & 14.

12. SLIDE LIMITER LEVER ON CAM POST, ALIGING TIMING MARKS ON SECTOR GEAR AND REAR LIMITER CAM. SECURE WITH E-RING. SEE FIGURE 14.

13. SLIDE REPLACEMENT TILT LIMITER CABLE COUPLING INTO SLOT IN TILT LIMITER LEVER. INSERT SPRING OVER CABLE INTO SOCKET OF LEVER. PLACE PAD OVER SPRING. SEE FIGURE 11.

14. INSTALL TILT CONTROL COVER ON TILT CONTROL HOUSING AND SECURE WITH (#2) SCREWS. SEE FIGURE 10.

15. SECURE TILT CONTROL TO SECTOR ARM WITH SCREW. SEE FIGURE 10.

NOTICE

Tilt Limiter must be in released position to service. (Tilt Limiter lever all the way down).

CAUTION

Make sure seat link is supported while removing seat link from arm. Failure to comply may cause seat link to fail causing product damage.

CAUTION

When removing screw holding tilt control to swing arm, isolate from other hardware. Failure to use same screw in same location will cause product damage.

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15. SLIDE BOTTOM TILT COVER UP TO TILT. MAKE SURE NOTCHES IN TILT SPACES GROOVES ENGAGE SLOTS IN TILT COVER. IF NECESSARY, ROTATE TILT SPACERS TO ALIGN NOTCHES WITH SLOTS. ALIGN (2) HOLES IN TILT COVER WITH HOLES IN TILT AREA. INSTALL (2) SCREWS AND TIGHTEN. SEE FIGURE 7.

16. PLACE TOP TILT COVER ON TILT AND ALIGN TO BOTTOM TILT COVER. ROUTE ALL CABLES THROUGH CABLE OPENINGS AND SNAP COVERS TOGETHER. SEE FIGURE 6.

17. PLACE SEAT FRAME WITH ATTACHED SEAT LINKS BETWEEN SWING ARMS. INSERT SCREWS SECURING SEAT FRAME TO SWING ARM. TORQUE SCREW TO 175-225 IN-LBS. SEE FIGURE 4.

**NOTICE**

On older chairs, bushings may become dislodged from seat link while chair is serviced. Check all unattached seat link ends to account for bushings and proper orientation of bushings before attaching to chair.

**NOTICE**

On older chairs, hold bushings in seat link while mounting to chair.

18. ALIGN MOUNTING HOLE OF SEAT LINK TO THAT OF TILT AND HAND THREAD FRONT SHOULDER SCREW. IF CHAIR WAS EQUIPPED WITH SPACERS AND BUSHINGS, MAKE SURE ALL BUSHINGS ARE ACCOUNTED FOR AND ORIENTED TO NOTCH IN SEAT LINK BEFORE INSTALLING AND SPACERS ARE INSTALLED BETWEEN SEAT LINKS AND TILT COVER. TORQUE SCREW TO 125-150 IN-LBS. REPEAT FOR OPPOSITE SIDE. SEE FIGURES 1-5.
Aeron® Rear Limit Cam, Tilt Sector Gear & Cable Replacement

**TOOLS NEEDED**
- Ratchet Wrench w/ 6mm Hex Head Bit
- 1" Putty Knife
- Kneedle Nose Pliers
- Ring Retainer Tool
- #2 Phillips Head Screwdriver

**PARTS INCLUDED**
- Old & New Style Sector Gears
- E-Ring
- Spring
- Tilt Limiter Cable
- Rear Limit Cam

**PROCEDURE**

**NOTICE**
Make sure fasteners are torqued to specified values.

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**CAUTION**
- Forward tilt must not be in activated position before this service procedure begins.
- Tilt tension must be put at the lowest position to install this service item.
- CAUTION
- Forward tilt must not be in activated position before this service procedure begins.
1. Attach front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.

TO REMOVE:

1. While supporting seat link, use 6MM socket, ratchet wrench to remove shoulder screw attaching seat link to tilt. Set aside shoulder screw. Let seat link hang. Remove spacers and or bushings if applicable and set aside. Repeat for opposite side.

TO REINSTALL:

1. Attach front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.

CAUTION

Make sure all cables are routed through cable openings on tilt cover before snapping tilt cover in place or product damage occur.

TO REMOVE:

1. Apply pressure on front of bottom tilt cover to start separation of tilt covers. Insert 1" putty knife between top and bottom covers and twist to completely separate tilt covers. Set top tilt cover aside.

TO REINSTALL:

1. Place top tilt cover on tilt and align to bottom tilt cover. Route all cables through cable openings and snap covers together.
1. Using needle nose pliers, remove plastic pin from rivet flange from under side of lower tilt cover on left side and set aside. Using needle nose pliers, remove rivet flange from tilt cover and set aside. Let bottom cover rest on base. Older chairs secure cover to align notches with slots. Align hole in tilt cover to hole in tilt. Install rivet flange into tilt cover and tilt. Insert rivet pin into rivet flange.

**TO INSTALL:**

1. Slide bottom tilt cover up to tilt. Make sure notches in tilt spacer grooves engage slots in tilt cover. If necessary, rotate tilt spacers to align notches with slots. Align hole in tilt cover to hole in tilt.

**TO REMOVE:**

1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area. Repeat for other hip pivot bushing.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm and insert hip pivot bushing.

3. Insert other hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6MM head bit and ratchet wrench, partially thread hip pivot fastener into seat frame. Repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 lbs.

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**TO REMOVE:**

1. Using ratchet and 6MM hex bit, remove hip pivot screw from each swing arm. If threaded insert turns with hip pivot screw, STOP immediately and do the following step: Tighten hip pivot screw into threaded insert as much as possible. Using a quick jerking motion with ratchet wrench. Back out hip pivot screw from threaded insert. If threaded insert turns with hip pivot screw, repeat process.

**CAUTION**

If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.

**TO REINSTALL:**

1. Place seat frame between swing arms. Attach seat frame to swing arms with hip pivot screws. Tighten and torque to 180-200 in lbs.
5

1. Using #2 phillips head screwdriver, remove and set aside screw control housing with (2) screws.

2. Using #2 phillips head screwdriver, secure tilt control to swing arm with screw.

6

TO REINSTALL:


2. Slide tilt limiter cable mounting flange into slot on end of tension yoke.

TO REMOVE: (FOR CHAIRS MANUFACTURED BEFORE 8-23-04)

1. Using #2 phillips head screwdriver, remove and set aside screw tilt control to swing arm. Keep this screw isolated from all other hardware while undergoing this procedure. Remove and set aside (2) screws fastening tilt control cover to tilt control housing. Set aside tilt control cover.

TO REINSTALL:

1. Using #2 phillips head screwdriver, secure tilt control cover on tilt control housing with (2) screws.

2. Using #2 phillips head screwdriver, secure tilt control to swing arm with screw.
Remove tilt limiter cable from tilt limiter lever.

1. Remove and set aside pad and spring from tilt limiter lever. Remove tilt limiter cable from tilt limiter lever.

To Reinstall: (for chairs manufactured before 8-23-04)

1. Select appropriate sector gear, one that pivots on post of tilt (older version) or one with intrgrel pivoting post that inserts in tilt (newer version).

2. Insert L-shaped end of replacement tilt limiter cable into keyhole slot.
Aeron® Bumper & Set Screw Replacement

**Tools Required:** 6mm hex bit
- Ratchet wrench
- 1/4" putty knife
- #2 Phillips head screwdriver
- 1/8" drill bit
- Drill motor
- Adjustable pliers
- 1/4" Allen wrench
- Torque wrench with 150 in-lbs capacity

**Procedure:**

**Notice**
Make sure fasteners are torqued to specified values.

**CAUTION**
Support seat link when removing seat link from chair. Failure to comply may cause seat link to fall causing product damage.

1. With seat link supported and using 6mm hex bit and ratchet wrench, remove and save front shoulder screw.

   **Note:** If spacer is used between tilt cover and seat link, remove spacer and set aside. If bushings used in seat link become dislodged, set aside.

   Let seat link hang free. Repeat for opposite side. See Figures 1 & 2.

2. Apply thumb pressure on front of bottom tilt covers to start separation of tilt covers. Insert #2 putty knife between top and bottom covers and tilt to completely separate tilt covers. Set top tilt cover aside. See Figures 4 & 5.

3. Using #2 Phillips head screwdriver, remove and set aside (2) screws securing bottom tilt cover to tilt. Replace bottom tilt cover on chair base. See Figure 6.

   **Replacing Bumper**

   **Notice**
   Tilt Limiter must be in released position to service. (Tilt Limiter lever all the way down).

   **CAUTION**
   Keep drill bit aligned with bumper or drill bit will grab steel edges of rear limit arm.

4. Using 1/4" drill bit and drill motor, drill out "X" area of bumper. Steel near limit arm will act as guide for drill bit. See Figure 7.

5. Remove old bumper and dispose of properly. Insert properly oriented replacement bumper by hand as far as possible. Continue applying pressure using pair of adjustable pliers until bumper is flush with rear limit arm. See Figure 8.

6. With 1/4" Allen wrench, remove set screw located in front limit arm and replace it with replacement set screw. See Figure 9.

7. Adjust rear limit arm so profile of bumper is aligned with neutral line of rear limit. Rear limit is regarded with "N" on side of rear limit cam. Adjust set screw in front limit arm until rear limit cam just clears bumper during rotation. Rear limit prevents rear limit cam from traveling to next lower check adjustment by thrusting rear limit lever up and down. Firmly, rear limit cam should move freely during rotation without locking up on rear limit arm. See Figures 10 & 11.

   **CAUTION**
   Make sure all cables are routed through cable openings on tilt cover before snapping tilt cover in place or product damage may occur.

8. Slide bottom tilt cover up to tilt. Make sure notches in tilt spacer grooves engage slots in tilt cover. If necessary, rotate tilt spacers to align notches with slots. Align (2) holes in tilt cover to holes in tilt. Reinstall (2) screws and tighten. See Figure 6.

9. Place top tilt cover on tilt and align to bottom tilt cover. Route all cables through cable openings and snap covers together. See Figure 5.

   **Notice**
   On older chairs, bushings may become dislodged from seat link while chair is serviced. Check all unattached seat link ends for bushings and proper orientation of bushings before attaching to chair.

   **Notice**
   On older chairs, hold bushings in seat link while mounting to chair.

10. Align mounting hole of seat link to that of tilt and hard threaded front shoulder screw. If chair was equipped with spacers and bushings, make sure all bushings are accounted for and oriented to notch in seat link before installing. Replace spacers and bushings are installed between seat links and tilt cover. Torque screw to 12-150 in-lbs. See Figures 1-3.
Aeron® Bevel Gear & Tension Shaft Replacement

**TOOLS NEEDED:**
- 1 PUTTY KNIFE
- #2 PHILLIPS HEAD STUB SCREWDRIVER OR T-20 TORX BIT / 1/4" RATHEMET DRIVE NEEDLE NOSE PLIERS

**PROCEDURE:**

**WARNING**
Tilt tension must be set to the lowest setting before any servicing begins. Failure to do so may cause personal injury.

1. **APPLY THUMB PRESSURE ON FRONT OF BOTTOM TILT COVER TO START SEPARATION OF TILT COVERS. INSERT 1 PUTTY KNIFE BETWEEN TOP AND BOTTOM COVERS AND TWIST TO COMPLETELY SEPARATE COVERS. REMOVE TOP COVER AND SET ASIDE. SEE FIGURE 1 AND 2.**

2. **IF CHAIR IS EQUIPPED WITH TILT LIMITER, USE FINGER PRESSURE TO REMOVE CABLE FITTING FROM TENSION YOKE ON TILT AND LET HANG. SEE FIGURE 3.**

3. **IF CHAIR IS EQUIPPED WITH FORWARD TILT OPTION, USE FINGER PRESSURE TO REMOVE CABLE FITTING FROM TENSION YOKE ON TILT AND LET HANG. SEE FIGURE 4.**

4. **USING #2 PHILLIPS STUB SCREWDRIVER OR T-20 TORX BIT AND 1/4" RATHEMET DRIVE, REMOVE #2 SCREWS HOLDING TENSION YOKE TO TILT. SEE FIGURE 5.**

5. **REMOVE TENSION YOKE FROM TENSION SCREW AND PIVOT TOWARD FRONT OF CHAIR. SEE FIGURE 6.**

**NOTICE**
If shims were used, make certain all shims are removed from bevel gear (top and bottom) before disposing of gear and shims.

6. **REMOVE TENSION SCREW BUSHING, SHIMS (IF USED) AND BEVEL GEARS. MAKE certain ALL SHIMS ARE REMOVED FROM BEVEL GEAR (TOP AND BOTTOM). PROPERLY DISPOSE OF BEVEL GEAR AND SHIMS (IF USED). SEE FIGURE 6.**

7. **USING NEEDLE NOSE PLIERS, REMOVE RING/SPRING NEAR CLIP FROM TENSION SHAFT AND DISPOSE OF PROPERLY. PULL OUT TENSION SHAFT FROM TILT AND DISPOSE OF PROPERLY. MAKE certain TENSION SHAFT BUSHINGS REMAIN IN TENSION SHAFT TUBE. SEE FIGURE 7.**

8. **INSERT REPLACEMENT TENSION SHAFT INTO TENSION SHAFT TUBE. MAKE certain TENSION SHAFT BUSHING (INSIDE TILT) IS FLUSH AGAINST GUSSET PLATE WHEN TENSION SHAFT IS PROTRUDING THROUGH GUSSET PLATE. Secure TENSION SHAFT WITH REPLACEMENT SPRING NEAR CLIP. BRUSH ON LUBRICANT (PROVIDED WITH SERVICE KIT), TO PROTECT GEARS TEETH. SEE FIGURE 7.**

9. **BRUSH ON LUBRICANT TO BEVEL GEARS TEETH AND PLACE ON TENSION SCREW. SEE FIGURE 6.**

10. **PLACE TENSION YOKE OVER TENSION SCREW, ALIGNING HOLES IN GUSSET PLATE. INSERT SCREWS AND TIGHTEN. IF CHAIR IS EQUIPPED WITH FORWARD TILT OPTION OR TILT LIMITER, CHECK TO MAKE SURE SPRING(S) HAVE REMAINED SECURE. SEE FIGURE 5.**

**CAUTION**
Make sure all cables are routed through cable openings on tilt cover before snapping tilt cover in place or product damage may occur.

13. **PLACE TILT COVER ON TILT AND ALIGN TO BOTTOM TILT COVER. ROUTE ALL CABLES THROUGH CABLE OPENINGS AND SNAP COVERS TOGETHER. SEE FIGURE 2.**
Aeron® Pneumatic Actuator Replacement (for product before 4-10-02)

**TOOLS REQUIRED:**
- 1" PUTTY KNIFE
- #2 PHILLIPS HEAD SCREWDRIVER
- 4MM HEX KEY
- PLIERS

**PROCEDURE:**

**NOTICE**
Before servicing chair, set seat height at mid range for pneumatic actuator adjustment during installation.

1. **USING THUMB PRESSURE, PRESS FRONT OF BOTTOM TILT COVER TO START SEPARATION OF TILT COVERS. INSERT 1" PUTTY KNIFE BETWEEN COVERS AND TWIST KNIFE TO SEPARATE TOP AND BOTTOM COVERS. REMOVE TOP COVER AND SET ASIDE. SEE FIGURES 1 AND 2.**

2. **USING #2 PHILLIPS HEAD SCREWDRIVER, REMOVE AND DISCARD (2) SCREWS SECURING PNEUMATIC ACTUATOR TO TILT. SEE FIGURE 3.**

3. **PRESS LEVER ON PNEUMATIC ACTUATOR AND DISengage CABLE END FROM ACTUATOR LEVER. SEE FIGURE 3.**

4. **USING PLIERS, REMOVE CABLE FITTING FROM ACTUATOR AND DISCARD ACTUATOR AND DISENGAGE ACTUATOR SEE FIGURE 3. ACTUATOR. SEE FIGURE 3.**

5. **INSTALL REPLACEMENT PNEUMATIC ACTUATOR BY FIRST SNAPPING CABLE FITTING INTO ACTUATOR. SEE FIGURE 3.**

6. **PRESS ACTUATOR LEVER AND WRAP CABLE, WITH SLEEVE AROUND TRAVEL GUIDE. INSERT CABLE END INTO SLOT IN ACTUATOR LEVER WHILE POSITIONING SLEEVE INTO TRAVEL GUIDE. PRESS LOWER END OF SLEEVE SECURELY UNDER TAB ON LOWER END OF TRAVEL GUIDE. RELEASE LEVER TO SECURE CABLE END TO LEVER. SEE FIGURE 3.**

**NOTICE**
If necessary, adjust set screw so that it is flush with underside of actuator lever, before installing actuator. See figure 4.

7. **ATTACH PNEUMATIC ACTUATOR TO TILT WITH (2) SCREWS PROVIDED. TIGHTEN SCREWS. SEE FIGURE 3.**

8. **USING 4 MM HEX KEY, ROTATE SET SCREW SLOWLY CLOCKWISE UNTIL PNEUMATIC CYLINDER (AT MID RANGE POSITION) ACTIVATES. THEN ROTATE SET SCREW COUNTERCLOCKWISE 1 1/4 TURN. SEE FIGURE 4.**

**NOTICE**
Check to ensure all cables are routed through cable openings before assembling tilt cover halves. Failure to comply may cause product damage.

9. **REPOSITION TOP TILT COVER OVER BOTTOM TILT COVER, MAKING SURE ALL CABLES ARE PROPERLY ROUTED THROUGH CABLE OPENINGS. SNAP COVER HALVES TOGETHER. SEE FIGURES 1 AND 2.**
FIGURE 3

FIGURE 4
Aeron® Pneumatic Knob and Lever Replacement (for product before 4-10-02)

**TOOLS REQUIRED:** PLIERS

#2 PHILLIPS HEAD SCREWDRIVER

**PROCEDURE:**

1. **USING PLIERS,** TWIST OFF PNEUMATIC KNOB FROM LEVER OF PNEUMATIC CONTROL. PROPERLY DISPOSE OF PNEUMATIC KNOB. SEE FIGURE 1.

2. **USING #2 PHILLIPS HEAD SCREWDRIVER,** REMOVE AND SAVE (2) SCREWS SECURING PNEUMATIC CONTROL AND COVER TO SWING ARM. SET ASIDE COVERS. SEE FIGURE 2.

3. **REMOVE PNEUMATIC CONTROL FROM SWING ARM AND UNSNAP COVER MALVES FROM LEVER. SEE FIGURES 2 & 3.

4. **PIVOT LEVER BACK TOWARD CABLE COUPLER UNTIL CABLE LINES UP WITH SLOT IN LEVER AND SLIDE LEVER OFF FROM CABLE. SEE FIGURE 4.

5. **PIVOT REPLACEMENT LEVER TO LINE UP SLOT IN LEVER WITH CABLE AND SLIDE TOGETHER. SEE FIGURE 4.

6. **INSTALL CABLE COUPLER INTO MATING CAVITY ON HALF OF COVER. INSERT LEVER INTO SAME HALF OF COVER. ATTACH OTHER COVER HALF TO EXISTING ASSEMBLY. SEE FIGURE 3.

**NOTICE**

For ease of assembly, keep pneumatic control placed in swing arm with hand pressure until cover is in place and secure.

7. **INSTALL PNEUMATIC CONTROL TO SWING ARM WHILE KEEPING HAND PRESSURE ON PNEUMATIC CONTROL. INSTALL COVER AND SECURE WITH (2) SCREWS. SEE FIGURE 2.

8. **PUSH REPLACEMENT PNEUMATIC KNOB UNTIL A "クリック" IS HEARD, INDICATING THE KNOB HAS LOCKED IN PLACE. SEE FIGURE 5.

**FIGURE 1**

**FIGURE 2**

(SEE PAGE NOT SHOWN FOR CLARITY)
Aeron® Arm Option Conversion

TOOLS NEEDED

- 1" putty knife
- Phillips head screwdriver
- Ratchet wrench w/ 5mm hex head bit
- 4mm hex key
- Torque wrench
- Pliers

PARTS INCLUDED

ADJUSTABLE ARMS

- LH swing arm/ arm yoke assembly
- Tilt level assembly
- Old & new style sector gears
- New front limit cam
- Pneumatic control

PARTS INCLUDED

FIXED ARMS

- Arm yoke/ arm pad
- Filler locator
- Screw
- Plate

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PROCEEDURE
The following procedures are for installing adjustable arms. To install Fixed Arms, to a no arm chair, go on to steps 5 - 7 & 19.

NOTICE
TILT LIMITER MUST BE IN RELEASED POSITION TO SERVICE (TILT LIMITER LEVER ALL THE WAY DOWN).

1. Using thumb pressure, press front of bottom tilt cover to start separation of tilt covers.

2. Insert 1" putty knife between covers and twist to separate top from bottom cover. Remove top cover and set aside.

TO REMOVE:
1. Attach front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.

TO REINSTALL:
1. Reposition top tilt cover over bottom tilt cover, making sure all cables are properly routed through cable openings. Snap cover halves together.

3. While supporting seat link, use 6MM hex bit and ratchet wrench to remove front shoulder screw attaching seat link to tilt. Set aside shoulder screw. Let seat link hang. Remove spacers and or bushings if applicable and set aside. Repeat for opposite side.

TO REMOVE:
1. While supporting seat link, use 6MM hex bit and ratchet wrench to remove front shoulder screw attaching seat link to tilt. Set aside shoulder screw. Let seat link hang. Remove spacers and or bushings if applicable and set aside. Repeat for opposite side.

TO REINSTALL:
1. Attach front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.
4

TO REMOVE:

1. Using needle nose pliers, remove plastic pin from rivet flange. Pull tilt cover from tilt.

5

If Equipped

TO REMOVE:

1. Using #2 phillips head screwdriver, remove and set aside screws fastening mounting bracket to right hand swing arm. Remove control mechanism from swing arm and let hang.

TO REINSTALL:

1. Place control mechanism mounting halves over locator tab (on inside of swing arm). Hook back half onto front half over locator tab and secure with screws using #2 phillips head screwdriver.

2. Route cable from back of chair over tilt, looping back under right hand swing arm.

1. Slide bottom tilt cover up to tilt. Make sure notches in tilt spacer grooves engage slots in tilt cover. If necessary, rotate tilt spacers to align notches with slots. Align hole in tilt cover to hole in tilt. Install rivet flange into tilt cover and tilt. Insert rivet pin into rivet flange.

2. Using needle nose pliers, remove plastic pin from rivet flange. Pull tilt cover from tilt.
TO REMOVE:

1. Using ratchet and 6MM hex bit, remove hip pivot bushing assembly from swing arm. Loosening pivot fastener will force hip pivot bushing assembly from swing arm. After hip pivot fastener has disengaged from seat frame, remove hip pivot bushing and set aside. Repeat for other side. Remove seat frame with b-links and set aside.

TO REINSTALL:

1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area. Repeat for other hip pivot bushing.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm and insert hip pivot bushing.

3. Insert other hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6MM head bit and ratchet wrench, partially thread hip pivot fastener into seat frame. Repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 lbs.
1. Using ratchet wrench and 5MM hex bit, remove and set aside fasteners from right and left side of back. Remove and set aside back and attached control mechanism (if equipped).

2. Note: Cable may become disconnected. To reattach after back is attached, press base of wishbone and place cable top in wishbone keyslot.

1. Place pneumatic activator on top of tilt. Secure with screws provided using #2 phillips head screwdriver.

1. Using #2 phillips head screwdriver, remove and discard (2) screws securing pneumatic actuator to tilt.

1. Place pneumatic activator on top of tilt. Secure with screws provided using #2 phillips head screwdriver.

Torque fasteners to 70-100 in lbs.
TO ADJUST ACTIVATION:

1. Check pneumatic activator function by activating lever slightly to monitor lever through viewing port on pneumatic control end. When flat area of lever is even with bottom edge of viewing port, adjustment set screw on pneumatic activator should be resting on pin of pneumatic cylinder, not yet activated. Adjust set screw using 4MM hex key until this is achieved.

TO REMOVE:

1. Slide right hand swing arm / arm yoke from hex shaft on tilt. Properly dispose of swing arm / arm yoke/pneumatic control.

TO REINSTALL:

1. Slide replacement swing arm/arm yoke on to tilt hex shaft.
2. Refer to reinstallation of step 8 to attach pneumatic activator.
TO INSTALL PNEUMATIC CONTROL:

1. Insert pneumatic control end into swing arm. Secure with (2) screws provided using #2 phillips head screwdriver.

2. Insert new knob on lever. Push until it snaps into place.

TO REMOVE:

1. Using pliers, cut above knob(s) to separate knob from lever. Properly dispose of knob(s).

FOR CHAIRS MANUFACTURED BEFORE 8-23-2004
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FOR CHAIRS MANUFACTURED AFTER 8-23-04

TO REMOVE:
1. Using hands, pull knob/s from lever/s. Properly dispose of knobs.

TO REINSTALL:
1. Push on appropriate replacement knob/s until they click into place.

13a

TO REMOVE:
1. Using #2 phillips head screwdriver, remove and set aside fastener securing tilt control to swing arm. (Keep this screw isolated).

TO REINSTALL:
1. Place tilt control on swing arm and secure with isolated screw using #2 phillips head screwdriver.

13b

MODIFYING TILT CONTROL:
Modify tilt control to accommodate chair options. If chair is fully optioned, no action is required. If chair is only equipped with tilt limiter, remove forward tilt cable and lever. If tilt was equipped with no options, remove both levers and cables.

1. Pull cable sleeve out from control housing, followed by pulling cable through slot.

2. Slide slider to open end of track and out. Properly dispose of slider and cable.
1. Using needle nose pliers, disengage spring from front limit cam.
   Using small straight head screwdriver remove E-ring holding front limit cam in place.

TO REINSTALL:
TO REMOVE:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to provide slack. Using needle nose pliers, slide cable from pocket in front limit cam.

TO REINSTALL:

1. Feed cable end under tilt shaft along side tilt housing along right side of front limit cam. Insert cable end into pocket on top of front limit cam. Wrap cable around rear of front limit cam, clockwise.

2. Using thumb pressure install replacement cable fitting into tension yoke on tilt.
WARNING

Tilt tension must be maintained during following procedure. Failure to do so may cause personal injury.

TO REMOVE:

1. Apply downward pressure to top of chair back to relieve pressure from front limit cam. This position must be maintained until front limit cam is installed with E-ring.

2. Remove front limit cam and auxiliary cable connector if applicable, and dispose of properly.

TO REINSTALL:

1. Slide front limit cam in position shown.

2. Refer back to steps 8 and 15,16b, for installing cable, securing cable fitting and installing E-clip.
1. Tilt limiter must be in released position (tilt limiter lever all the way down.) Using small needle nose pliers, remove spring from sector gear and let hang down.

2. Using small straight head screwdriver, remove e-ring securing sector gear. Remove rear limit cam and set aside. Remove sector gear with cable attached, from sector gear post/mounting hole and dispose of properly.

TO REINSTALL:

1. Select appropriate sector gear, one that pivots on post of tilt (older version) or one with integral pivoting post that inserts in tilt (newer version).

2. Insert L-shaped end of replacement tilt limiter cable into keyhole slot in replacement sector gear.
1. Slide sector gear and attached tilt limiter cable onto sector gear post/mounting hole. Attach spring to sector gear. See figure 18a.


3. Slide tilt limiter cable fitting into slot on end of tension yoke. See figure 18a.
**TO REMOVE/INSTALL:**

1. Using phillips head screwdriver, push out no arm filler from swing arm and dispose of properly. Repeat for opposite side.

2. Snap filler locators into swing arm.

3. Install yoke/arm pad to swing arm with plate and torx head screw using T-27 torx bit and ratchet wrench. Repeat for opposite side.

4. Refer back to steps 6 and 4, to complete reassembly.
Aeron® PostureFit Clip and Screw Replacement

PROCEDURE

1. Adjust control mechanism COUNTERCLOCKWISE so control is at lowest setting.

2. Depress base of wishbone and disconnect cable tip from keyhole slot in wishbone.

TO REMOVE:

TO REINSTALL:

1. Depress base of wishbone and place cable tip in wishbone keyhole slot.

PARTS INCLUDED

TOOLS NEEDED

#2 PHILLIPS HEAD SCREWDRIVER

AWL

CLIP

SCREW
TO REMOVE:
1. Pull cable sleeve from cable receiver.
2. Pull cable so cable tip rests on end of cable receiver.
3. Push cable tip with forefinger to dislodge cable receiver from clip.

NOTE: TAKE SPECIAL CARE NOT TO SNAG CABLE TIP WHEN PASSING THROUGH PELLICLE.

TO REINSTALL:
1. Adjust control mechanism COUNTERCLOCKWISE, so control is at lowest setting.
2. Carefully insert awl into pellicle and remove to create opening where cable tip will pass through.
3. Slide cable receiver towards cable tip and insert into clip, poking cable tip through pellicle opening.
4. Slide cable sleeve into cable receiver.

NOTE: TAKE CARE NOT KINK CABLE WHILE INSERTING.
TO REMOVE:

1. Using #2 phillips head screwdriver, remove screw from clip.

2. Remove clip from back frame. Properly dispose of clip and screw.

TO REINSTALL:

NOTICE! After April of 2007, all replacement cable clips are the "C" size chair cable clips. When installing these clips to an A or B size seat frame make sure clip is positioned vertically when tightening replacement screw to secure clip.

1. Place replacement clip over back frame aligning clip screw hole to back frame mounting hole. Insert replacement screw, hold clip in vertical position and tighten replacement screw.
Aeron® PostureFit Seat Frame Applique Installation

PARTS INCLUDED

Seat Frame Applique

NO TOOLS REQUIRED:

1.1 Install seat frame applique over seat frame at rear center of frame, so that notch straddles posture fit control cable.

2.1 Engage long formed (upper) edge of applique onto upper rim of seat frame. Roll applique around seat frame and snap formed edges on each side of notch, onto lower seat frame rim.

NOTICE

Adjust Posture Fit control knob to lowest setting before starting procedure.
**PARTS INCLUDED**

1. **CABLE DISCONNECT:**
   1.1 Adjust control mechanism counter-clockwise to set posturefit at minimum support setting.
   1.2 Depress base of wishbone and disconnect cable end from keyhole slot in wishbone.

**TOOLS REQUIRED**

- (1 or 2) Straight head screwdriver
WISHBONE REPLACEMENT:

3.1 Using screwdrivers, remove and save screws from wishbone. Set support pad aside and dispose of old wishbone properly.

NOTE: Support pads manufactured before November, 2005, do not have the snap on feature that allows removal or installation of pad with screws installed in wishbone.

3.2 Install replacement wishbone to support pad, reinstalling screws as necessary for type of pad present.

REASSEMBLY NOTES:

1. By hand, install replacement wishbone and support pad to back frame. Seat wishbone completely onto back frame.

2. Reconnect control mechanism cable to keyhole slot in wishbone.
Aeron® PostureFit Control Mechanism Replacement

**PROCEDURE**

1. Adjust control mechanism COUNTERCLOCKWISE so control is at lowest setting.

2. Depress base of wishbone and disconnect cable tip from keyhole slot in wishbone.

**TO REMOVE:**

**TO REINSTALL:**

1. Depress base of wishbone and place cable tip in wishbone keyhole slot.

**TOOLS NEEDED**

- #2 Phillips head screwdriver

**PARTS INCLUDED**

- Control mechanism

Illustrations and specifications are based on the latest product information available at the time of publication. The right is reserved to make changes in design and specifications at any time, without notice, and also to discontinue products.
**1.** Pull cable sleeve from cable receiver.

**2.** Pull cable so cable tip rests on end of cable receiver.

**3.** Push cable tip with forefinger to dislodge cable receiver from clip.

**NOTE:** **TAKE SPECIAL CARE NOT TO SNAG CABLE TIP WHEN PASSING THROUGH PELLICLE.**

**TO REINSTALL:**

1. Adjust control mechanism **COUNTERCLOCKWISE**, so control is at lowest setting.

2. Carefully insert awl into pellicle and remove to create opening where cable tip will pass through.

3. Slide cable receiver towards cable tip and insert into clip, poking cable tip through pellicle opening.

4. Slide cable sleeve into cable receiver.

**NOTE:** **TAKE CARE NOT KINK CABLE WHILE INSERTING.**
TO REMOVE:
1. Using #2 phillips head screwdriver, remove screws fastening mounting bracket to control mechanism. Remove control mechanism from swing arm. Properly dispose of control mechanism and screws.

TO REINSTALL:
1. Place mounting bracket with control knob of control mechanism approximately (1") back from seat mounting of swing arm. Hook on other half of mounting bracket. Insert phillips head screws. Tighten screws using #2 phillips head screwdriver to secure mounting brackets to each other. DO NOT TIGHTEN to swing arm at this time.

2. Slide mounting brackets back on swing arm until they wedge in place. Tighten screws.

3. Route cable from control mechanism under right hand swing arm towards front of tilt turning towards back of chair.
Aeron® PostureFit Support Pad Replacement

**PROCEDURE:**

1. **SUPPORT PAD REMOVAL:**
   1.1 Adjust control mechanism counter-clockwise to set posturefit wishbone at minimum support setting.
   1.2 Determine if pad being replaced is equipped with snap on feature by applying hand pressure between wishbone and installed support pad. If support pad does not snap free, remove and save 2-piece screw set using (2) straighthead screwdrivers.
   1.3 Remove old support pad from wishbone and dispose of pad, properly.

**PARTS INCLUDED**

- (QTY 2) STRAIGHT HEAD SCREWDRIVER
- POSTUREFIT SUPPORT PAD

**TOOLS REQUIRED**

- SNAP ON FEATURE (SEE NOTE)

**NOTE:** Product manufactured before November, 2005 does not have snap on feature which allows removal or installation of support pad without removing 2-piece screw set that secures support pad to wishbone.
SUPPORT PAD INSTALLATION:

2.1 If removal of 2-piece screw set was necessary for removal of old support pad, reinstall and tighten screw set.

2.2 Place support pad between wishbone and back pellicle. Press support pad into back pellicle and slide pad down until snap on feature aligns with 2-piece screw set, then engage snap on feature onto screw set.
Aeron® PostureFit Wishbone/Support Pad Replacement

PROCEDURE

1. Adjust control mechanism counter-clockwise to set posturefit at minimum support setting.

2. Depress base of wishbone and disconnect cable end from keyhole slot in wishbone.

3. By hand, grasp upper wishbone arms and slide wishbone, with support pad, up off back frame. Dispose of old wishbone and support pad properly.

PARTS INCLUDED

- (QTY 2) STRAIGHT HEAD SCREWDRIVER

TOOLS REQUIRED

WISHBONE/SUPPORT PAD ASSEMBLY REMOVAL:

Note: Actual parts may or may not be assembled.
WISHBONE ASSEMBLY, (AS REQUIRED):

2.1 Using screwdrivers, assemble 2-piece screw set to wishbone as shown.

2.2 Install support pad to wishbone by engaging snap on feature onto installed 2-piece screw set.

WISHBONE INSTALLATION:

3.1 By hand, grasp wishbone upper arms and slide wishbone, with support pad, down onto back frame, as shown. Make sure wishbone is completely seated on back frame.

3.2 Reconnect control mechanism cable to keyhole slot in wishbone.
Aeron® Frame Applique Installation

TOOLS NEEDED

- PHILLIPS HEAD SCREWDRIVER
- PUTTY KNIFE
- RATCHET WRENCH W/ 6MM HEX HEAD BIT
- RATCHET WRENCH W/ 5MM HEX HEAD BIT
- 4MM HEX KEY
- RATCHET WRENCH W/ T-27 TORX BIT
- TORQUE WRENCH
- PLIERS

PARTS INCLUDED
ADJUSTABLE ARMS

- LH SWING ARM/ARM YOKE ASSEMBLY
- ROLLER BUMPER
- BACK BUMPER
- RH SWING ARM/ARM YOKE ASSEMBLY
- OLD & NEW ROLLER GEAR ASSEMBLY
- FRONT LIMIT CAM
- TILT LEVEL ASSEMBLY
- PNEUMATIC ACTUATOR

PARTS INCLUDED
FIXED ARMS

- BACK BUMPER
- FILLER LOCATOR
- ARM YOKE/ARM PAD
- PLATE
- SCREW
- SEAT BUMPER

PHILLIPS HEAD SCREWDRIVER
PROCEDURE

Remove sticker from all Aeron chairs.

The following procedures are for products with adjustable arms. For **Fixed Arms**, go on to steps 6-10 & 23.

1. Place arm pad on arm pad support. Insert screws in arm pad and secure arm pad using #2 phillips head screwdriver. Repeat for opposite side.

2. Using #2 phillips head screwdriver, remove screws securing arm pad to arm pad support.

3. Set arm pad and screws aside. Repeat procedure for opposite side.

TO REINSTALL:
1. Place arm pad on arm pad support. Insert screws in arm pad support and secure arm pad using #2 phillips head screwdriver. Repeat for opposite side.

TO REMOVE:
1. Using thumb pressure, press front of bottom tilt cover to start separation of tilt covers.

2. Reposition top tilt cover over bottom tilt cover, making sure all cables are properly routed through cable openings. Snap cover halves together.

3. Using #2 phillips head screwdriver, remove screws securing arm pad to arm pad support.

TO REMOVE:
1. Insert 1" putty knife between covers and twist to separate top from bottom cover. Remove top cover and set aside.

TO REINSTALL:
1. Reposition top tilt cover over bottom tilt cover, making sure all cables are properly routed through cable openings. Snap cover halves together.
TO REMOVE:

1. While supporting seat link, use 6MM socket, ratchet wrench to remove shoulder screw attaching seat link to tilt. Set aside shoulder screw. Let seat link hang. Remove spacers and bushings if applicable and set aside. Repeat for opposite side.

TO REINSTALL:

1. Attach front mount of seat link to tilt with shoulder screw. Tighten and torque to 120-150 in-lbs.
6 If Equipped

TO REMOVE:
1. Using #2 phillips head screwdriver, remove and set aside screws fastening mounting bracket to control mechanism. Remove control mechanism from swing arm and let hang.

TO REINSTALL:
1. Place control mechanism mounting halves over locator tab (on inside of swing arm). Hook back half onto front half over locator tab and secure with screws using #2 phillips head screwdriver.

2. Route cable from back of chair over tilt, looping back under right hand swing arm.

7a

TO REMOVE:
1. Using ratchet and 6MM hex bit, remove hip pivot bushing assembly from swing arm. Loosening pivot fastener will force hip pivot bushing assembly from swing arm. After hip pivot fastener has disengaged from seat frame, remove hip pivot bushing and set aside. Repeat for other side. Remove seat frame with b-links and set aside.

TO REINSTALL:
1. Make certain flat area around fasteners head in hip pivot bushing is flat and aligned with bushing area. Repeat for other hip pivot bushing.

2. Lower seat in place. Align fastener in seat frame to mounting hole in swing arm and insert hip pivot bushing.

3. Insert other hip pivot fastener into swing arm aligning top and bottom guides into slots in swing arm opening.

4. Using 6MM head bit and ratchet wrench, partially thread hip pivot fastener into seat frame. Repeat for opposite side.

5. Secure fasteners of hip pivot bushing, drawing hip pivot bushing into seat frame. Torque fasteners to 180-200 lbs.
7b

TO REMOVE:

1. Using ratchet and 6MM hex bit, remove hip pivot screw from each swing arm. If threaded insert turns with hip pivot screw, STOP immediately and do the following step: Tighten hip pivot screw into threaded insert as much as possible. Using a quick jerking motion with ratchet wrench. Back out hip pivot screw from threaded insert. If threaded insert turns with hip pivot screw, repeat process.

2. Remove seat frame with b links and set aside.

CAUTION

If threaded inserts turn while removing hip pivot screws from seat frame, STOP IMMEDIATELY and follow instructions.

TO REINSTALL:

1. Place seat frame between swing arms. Attach seat frame to swing arms with hip pivot screws. Tighten and torque to 180-200 in lbs.

8

TO INSTALL:

1. Install seat bumper around edge of seat frame, being certain that bumper snaps securely over edge in all locations and that holes in bumper align with hip pivot screw holes in seat frame.

9

TO REMOVE:

1. Using ratchet wrench and 5MM hex bit, remove and set aside fasteners from right and left side of back. Remove and set aside back and attached control mechanism (if equipped).

TO REINSTALL:

1. Using ratchet wrench and 5MM hex bit, secure back to swing arm. Torque fasteners to 70-100 in lbs.
TO INSTALL:
1. Install back bumper around edge of back frame, being certain that bumper snaps securely over edge in all locations and that holes in bumper align with screw holes in back frame.

TO REMOVE:
1. Using #2 phillips head screwdriver, remove and discard (2) screws securing pneumatic actuator to tilt.

TO REINSTALL:
1. Place actuator end of pneumatic cable assembly on top of tilt. Secure with screws provided using #2 phillips head screwdriver.
1. Check pneumatic cable assembly’s activation by activating lever slightly to monitor lever through viewing port on pneumatic control end. When flat area of lever is even with bottom edge of viewing port, adjustment set screw on activation end of cable assembly should be resting on pin of pneumatic cylinder, not yet activated. Adjust set screw using 4MM hex key until this is achieved.

2. Refer back to reinstallation of each step to reassemble chair.
**TO REMOVE:**
1. Slide right hand swing arm / arm yoke from hex shaft on tilt. Properly dispose of swing arm / arm yoke.

**TO REINSTALL:**
1. Slide replacement swing arm/arm yoke on to tilt hex shaft.
2. Refer to reinstallation in step 11 to attach pneumatic actuator.

1. Route cable from tilt as shown, behind bracket, and insert pneumatic control end into swing arm. Secure with (2) screws provided using #2 Phillips head screwdriver.
TO REMOVE:
1. Using pliers, cut above knob(s) to separate knob from lever. Properly dispose of knob(s).

TO REINSTALL:
1. INSERT NEW KNOB ON LEVER. PUSH UNTIL IT "SNAPS" INTO PLACE.
TO REMOVE:
1. Using hands, pull knob/s from control lever/s. Properly dispose of knob/s.

TO REINSTALL:
1. Push on appropriate knob/s until they click into place.

TO REMOVE:
1. Using #2 phillips head screwdriver, remove and set aside fastener securing tilt control to swing arm. Keep this screw isolated.

TO REINSTALL:
1. Place tilt control on swing arm and secure with screw using #2 phillips head screwdriver.
MODIFYING TILT CONTROL

Modify tilt control to accommodate chair options. If chair is fully optioned, no action is required. If chair is only equipped with tilt limiter, remove forward tilt cable and lever. If tilt was equipped with no options, remove both levers and cables.

1. Pull cable sleeve out from control housing, followed by pulling cable through slot.
2. Slide slider to open end of track and out. Properly dispose of slider and cable.

TO REMOVE:
1. Slide left hand off swing arm/yoke assembly from tilt hex shaft.

TO REINSTALL:
1. Slide on replacement swing arm/yoke assembly to tilt hex shaft. Align orientation of swing arm to position of back frame. Refer back to each step in the opposite order to reassemble chair.
TO REMOVE:
1. Using needle nose pliers, disengage spring from front limit cam. Using small straight head screwdriver remove E-ring holding front limit cam in place.

TO REINSTALL:
20b

(FOR CHAIRS MADE BEFORE 3-9-04)

TO REMOVE:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to create loop and disengage cable end from auxiliary cable connector.

TO REINSTALL:

1. See instructions to reinstall chairs made after 3-09-04 on this page.

(FOR CHAIRS MADE AFTER 3-9-04)

TO REMOVE:

1. Use thumb pressure to remove forward tilt cable fitting (RH side) from tension yoke on tilt. Move cable forward to create loop. Using needle nose pliers, slide cable from pocket in front limit cam.

TO REINSTALL:

1. Feed cable end under tilt shaft along side tilt housing along right side of front limit cam. Insert cable end into pocket on top of front limit cam. Wrap cable around rear of front limit cam, clockwise.

2. Using thumb pressure install replacement cable fitting into tension yoke on tilt.
TO REMOVE:

1. Tilt limiter must be in released position (tilt limiter lever all the way down.) Using small needle nose pliers, remove spring from sector gear and let hang down.


TO REINSTALL:

1. Slide sector gear and attached tilt limiter cable onto sector gear post/sector gear mounting hole. Attach spring to sector gear.


3. Slide tilt limiter cable mounting flange into slot on end of tension yoke.
21b

TO REINSTALL:
1. Slide sector gear and attached tilt limiter cable onto sector gear post/sector gear mounting hole. Attach spring to sector gear.
3. Slide tilt limiter cable mounting flange into slot on end of tension yoke.

22
TO REINSTALL:

1. Select appropriate sector gear, one that pivots on post of tilt (older version) or one with integral pivoting post that inserts in tilt (newer version).
2. Insert L-shaped end of replacement tilt limiter cable into keyhole slot in replacement gear.

3. Install yoke/arm pad to swing arm with plate and torx head screw using T-27 torx bit and ratchet wrench. Repeat for opposite side.
4. Refer back to steps 6-10, to complete reassembly.

TO REMOVE/INSTALL:

1. Using phillips head screwdriver, push out no arm filler from swing arm and dispose of properly. Repeat for opposite side.
2. Snap into place filler locators into swing arm.
3. Install yoke/arm pad to swing arm with plate and torx head screw using T-27 torx bit and ratchet wrench. Repeat for opposite side.
4. Refer back to steps 6-10, to complete reassembly.
Aeron® Stool Foot Ring Cover Replacement

PARTS INCLUDED:

Foot Ring Assembly (fasteners included)

TOOLS REQUIRED:

Ratchet
6 mm Hex Bit
5 mm Hex Bit
Torque Wrench
#2 Phillips Screwdriver

NOTE: To avoid any potential damage to pneumatic cylinder internal components, set stool height to its lowest setting before beginning service procedure.

1

1.1 Lay stool on its back on clean soft material or carpeted surface.

1.2 Using #2 Phillips screwdriver, remove and discard (10) screws securing foot ring cover to foot ring.

2

2.1 Return stool to upright position. Using ratchet and 6 mm hex bit, remove and save seat link front shoulder bolt securing seat link to tilt housing.

2.2 Repeat step 2.1 for opposite seat link.

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Illustrations and specifications are based on the latest product information available at the time of publication. The right is reserved to make changes in design and specifications at any time, without notice, and also to discontinue products.
3.1 Using 6 mm hex bit, unthread hip pivot bolt assembly from seat frame. Unthreading of first hip pivot bolt will force hip pivot bolt assembly to dislodge from swing arm. Set hip pivot bolt assembly aside.

3.2 Unthread opposite hip pivot bolt assembly while supporting free side of seat frame.

3.3 Remove seat assembly with seat links and set it aside.

4.1 Set Posture Fit lumbar tension to its lightest setting to move lumbar pad away from seat back.

4.2 Press in on wishbone to dislodge end of activation cable from keyhole slot in wishbone.

4.3 Slide activation cable up and disengage cable from wishbone by sliding cable out of wishbone.

4.4 Using Phillips screwdriver, remove and save screw securing Posture Fit cable bracket to chair back frame.

4.5 Grasp Posture Fit cable bracket and remove it from chair back frame. Allow cable end to pull free from pellicle material and let cable and bracket hang free.

NOTE: For any chairs without posture fit lumbar option, proceed to step 5.
5.1 Using ratchet and 5 mm hex bit, remove and save (4) back mounting screws, securing back assembly to swing arms.

5.2 Remove back assembly from swing arms and set it aside

**NOTE:** Either step 6 or 7 is acceptable method of providing clearance for removal of foot ring cover over upper portion of chair.

6.1 On chairs with height adjustable arms, loosen one arm and set it to lowest height position to allow clearance for foot ring cover removal

7.1 On chairs with fixed arms, temporarily remove (1) swing arm by sliding arm off hex shaped swing arm shaft.

8.1 Position one side of foot ring cover up under lower tilt cover and lift the opposite side over upper portion of chair.

8.2 Dispose of old foot ring cover properly.

8.3 Install replacement foot ring cover in reverse sequence of step 8.1 and secure foot ring cover to foot ring with screws provided.
Reassembly Notes:
Reverse disassembly steps, referring to figures and sequence as necessary, and as noted below.

**NOTE:** Make sure noted fasteners are torqued to values specified. Failure to comply can cause unsafe usage of product.

**NOTE:** Use caution when reinstalling back mounting screws to avoid damaging threads in chair back. Failure to comply can result in damage to product.

When reinstalling dislodged hip pivot bolt assembly make sure (2) small tabs on outside of assembly engage (2) small slots in swing arm. Retightening of bolt will draw hip pivot assembly back into swing arm.

Fastener Torque Values:

<table>
<thead>
<tr>
<th>FASTENER DESC.</th>
<th>TORQUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIP PIVOT BOLT ASSEMBLY</td>
<td>180 -200 IN-LBS</td>
</tr>
<tr>
<td>BACK MOUNTING SCREWS</td>
<td>70 -100 IN-LBS</td>
</tr>
<tr>
<td>SEAT LINK SHOULDER BOLT</td>
<td>120 -150 IN-LBS</td>
</tr>
</tbody>
</table>
Aeron® Stool Foot Ring Replacement

PARTS INCLUDED:

[Image of Foot Ring Subassembly]

TOOLS REQUIRED:

- Ratchet
- 6 mm Hex Bit
- Straight Blade Screwdriver
- # 2 Phillips Screwdriver
- Tilt Removal Tool From Tool Kit P/N UWC000G
- Torque Wrench

NOTE: To help minimize risk of damaging pneumatic cylinder internal components, set stool height to its lowest setting before beginning service procedure.

1. Using ratchet and 6 mm hex bit, remove and save seat link front shoulder bolt, securing seat link to tilt housing.

1.1 Repeat step 1.1 for opposite seat link.

2. Using 6 mm hex bit, unthread hip pivot bolt assembly from seat frame. Unthreading of first hip pivot bolt will force hip pivot bolt assembly to dislodge from swing arm. Set hip pivot bolt assembly aside.

2.1 Repeat step 2.1 for opposite hip pivot bolt assembly.

2.2 Unthread opposite hip pivot bolt assembly while supporting free side of seat frame.

2.3 Remove seat assembly with links and set it aside.
3.a.1 On left side of tilt covers, press in on upper tilt cover with thumb, while holding lower cover with fingers, as shown. This will shift upper cover and dislodge 2 of 3 internal spring tabs securing covers together. As upper cover shifts and tabs disengage, push upper cover up with thumb, to begin separation of covers.

3.b.1 At right side of tilt covers, insert finger(s) behind lower cover, as shown, and disengage third and last spring tab.

3.c.1 With all internal spring tabs disengaged, rotate upper tilt cover forward to disengage (2) interlocking tabs at front of covers.

3.c.2 Remove upper cover and set it aside.

4.1 Using #2 Phillips screwdriver, remove and save (2) screws securing pneumatic cylinder actuator to top of tilt.

4.2 Remove actuator from top of tilt and let it hang free.
5.1 Place tilt removal tool from kit onto top of pneumatic cylinder with hole in end of tool towards cylinder.

5.2 Support stool slightly off floor by swing arm(s) and strike removal tool sharply with a 2-lb hammer until tilt is unseated from end of pneumatic cylinder.

5.3 Set upper portion of chair aside on padded surface.

6.1 Remove foot ring subassembly from pneumatic cylinder and dispose of it properly.

Reassembly Notes:
Reverse disassembly steps, referring to figures and sequence as necessary, and as noted below.

When installing replacement foot ring subassembly, rotate subassembly to engage (4) internal guides into (4) grooves in pneumatic cylinder.

After installing foot ring subassembly, check to ensure subassembly is fully seated on pneumatic cylinder. Refer to dimension noted in figure above to confirm
When reinstalling upper portion of stool to foot ring sub-assembly, hole in bottom of tilt housing must engage steel pin on foot ring subassembly.

**NOTE:** reseating of tilt assembly to pneumatic cylinder is acheived by sitting in chair after reassembly is completed.

**NOTE:** make sure noted fasteners are torqued to values specified. Failure to comply can cause unsafe usage of product.

### Fastener Torque Values:

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<td>120 -150 IN-LBS</td>
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When reinstalling dislodged hip pivot bolt assembly make sure (2) small tabs on outside of assembly engage (2) small slots in swing arm. Retightening of bolt will draw hip pivot assembly back into swing arm.
**Aeron® Stool Gearbox Replacement**

**PARTS INCLUDED:**
- Push Nut fastener

**TOOLS REQUIRED:**
- Ratchet
- 6 mm Hex Bit
- #2 Phillips Screwdriver
- Torque Wrench
- Straight Head Screwdriver
- 1 1/2" Dia. X 4" long Standard Pipe Nipple W/End Cap

**NOTE:** To help minimize risk of damaging pneumatic cylinder internal components, set stool height to it’s lowest setting before beginning service procedure.

---

1. **Using ratchet and 6 mm hex bit, remove and save seat link front shoulder bolt, securing seat link to tilt housing.**

2. **Using 6 mm hex bit, unthread hip pivot bolt assembly from seat frame. Unthreading of first hip pivot bolt will force hip pivot bolt assembly to dislodge from swing arm. Set hip pivot bolt assembly aside.**

3. **Remove seat assembly with links and set it aside.**

---

1. **Repeat step 1.1 for opposite seat link.**

2. **Unthread opposite hip pivot bolt assembly while supporting free side of seat frame.**

3. **Remove seat assembly with links and set it aside.**
3.a. On left side of tilt covers, press in on upper tilt cover with thumb, while holding lower cover with fingers, as shown. This will shift upper cover and dislodge 2 of 3 internal spring tabs securing covers together. As upper cover shifts and tabs disengage, push upper cover up with thumb, to begin separation of covers.

3.b.1 At right side of tilt covers, insert finger(s) behind lower cover, as shown, and disengage third and last spring tab.

3.c.1 With all internal spring tabs disengaged, rotate upper tilt cover forward to disengage (2) interlocking tabs at front of covers.

3.c.2 Remove upper cover and set it aside.

4.1 Using #2 Phillips screwdriver, remove and save (2) screws securing pneumatic cylinder actuator to top of tilt.

4.2 Remove actuator from top of tilt and let it hang free.
5.1 Place tilt removal tool from kit, onto top of pneumatic cylinder with hole in end of tool towards cylinder.

5.2 Support stool slightly off floor by swing arm(s) and strike removal tool sharply with a 2-lb hammer until tilt is unseated from end of pneumatic cylinder.

5.3 Set upper portion of chair aside on padded surface.

6.1 Locate push nut securing gearbox assembly to foot-ring subassembly. At any slot in push nut, snap through push nut to separate it.

6.2 Grasp free end of separated push nut with wire cutters and remove and discard it.

7.1 Remove old gearbox assembly from lower gear housing on foot ring assembly and dispose of it properly.

8.1 Apply a light coat of supplied lube to gearbox ring gear before installing gearbox assembly.

8.2 Before installing replacement gearbox, inspect small driven gear in lower housing on foot ring for damage or excessive wear. Replace as needed.

8.3 With supplied lube applied to ring gear, install replacement gearbox assembly onto foot ring subassembly.
9.1 Place supplied push nut onto support sleeve, with push nut spring tabs angling upward, as shown.

**CAUTION:** Use light striking force with tools noted. Excessive force may result in product damage.

9.2 Place a 1 1/2 inch diameter x 4 inch long standard pipe nipple w/end cap onto push nut. Using 2-lb hammer, drive push nut down onto support sleeve until it is fully engaged in support sleeve groove. Make sure all spring tabs are engaged in groove.

**Reassembly Notes:**
Reverse disassembly steps, referring to figures and sequence as necessary, and as noted below.

**NOTE:** Make sure noted fasteners are torqued to values specified. Failure to comply can cause unsafe usage of product.

When reinstalling dislodged hip pivot bolt assembly make sure (2) small tabs on outside of assembly engage (2) small slots in swing arm. Retightening of bolt will draw hip pivot assembly back into swing arm.
Aeron® Stool Pneumatic Cylinder Replacement

PARTS INCLUDED:

- Pneumatic Cylinder Assembly

TOOLS REQUIRED:

- Ratchet
- 6 mm Hex Bit
- Straight Blade Screwdriver
- #2 Phillips Screwdriver
- Tilt Removal Tool From Tool Kit P/N UWC00G
- Base Removal Tool From Tool Kit P/N 254502
- Torque Wrench

1. Using ratchet and 6 mm hex bit, remove and save seat link front shoulder bolt, securing seat link to tilt housing.

   1.1 Repeat step 1.1 for opposite seat link.

2. Using 6 mm hex bit, unthread hip pivot bolt assembly from seat frame. Unthreading of first hip pivot bolt will force hip pivot bolt assembly to dislodge from swing arm. Set hip pivot bolt assembly aside.

   2.1 Unthread opposite hip pivot bolt assembly while supporting free side of seat frame.

   2.2 Remove seat assembly with links and set it aside.
3.a.1 On left side of tilt covers, press in on upper tilt cover with thumb, while holding lower cover with fingers, as shown. This will shift upper cover and dislodge 2 of 3 internal spring tabs securing covers together. As upper cover shifts and tabs disengage, push upper cover up with thumb, to begin separation of covers.

3.c.1 With all internal spring tabs disengaged, rotate upper tilt cover forward to disengage (2) interlocking tabs at front of covers.

3.c.2 Remove upper cover and set it aside.

3.b.1 At right side of tilt covers, insert finger(s) behind lower cover, as shown, and disengage third and last spring tab

3.c  INTERLOCKING TABS

INTERLOCKING TABS

UPPER TILT COVER

LOWER TILT COVER

SPRING TABS

THIRD INTERNAL SPRING TAB

3.c  INTERLOCKING TABS

4.1 Using #2 Phillips screwdriver, remove and save (2) screws securing pneumatic cylinder actuator to top of tilt.

4.2 Remove actuator from top of tilt and let it hang free.
5.1 Place tilt removal tool from kit, onto top of pneumatic cylinder with hole in end of tool towards cylinder.

5.2 Support stool slightly off floor by swing arm(s) and strike removal tool sharply with a 2-lb hammer until tilt is unseated from end of pneumatic cylinder.

5.3 Set upper portion of chair aside on padded surface.

6.1 Remove foot ring subassembly from pneumatic cylinder and set it aside.

7.1 With assistance, support base assembly off floor. Place base removal tool from service tool kit 254502 over pneumatic cylinder canister as shown. Strike base removal tool with 2-lb hammer to remove pneumatic cylinder from base casting.

8.2 Dispose of pneumatic cylinder properly.

Reassembly Notes:

Place base assembly in upright position and install replacement pneumatic cylinder into base assembly.

NOTE: reseating of pneumatic cylinder to base and tilt assemblies is achieved by sitting in chair after reassembly of chair is complete. DO NOT strike pneumatic cylinder to reseat it to base or tilt.

Reverse disassembly steps, referring to figures and sequence as necessary, and as noted below.
When reinstalling foot ring subassembly, rotate subassembly to engage (4) internal guides into (4) grooves in pneumatic cylinder.

When reinstalling upper portion of stool to foot ring subassembly, hole in bottom of tilt housing must engage steel pin on gearbox assembly.

When reinstalling dislodged hip pivot bolt assembly make sure (2) small tabs on outside of assembly engage (2) small slots in swing arm. Retightening of bolt will draw hip pivot assembly back into swing arm.

**Fastener Torque Values:**

<table>
<thead>
<tr>
<th>FASTENER DESC.</th>
<th>TORQUE</th>
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<tr>
<td>HIP PIVOT BOLT ASSEMBLY</td>
<td>180 - 200 IN-LBS</td>
</tr>
<tr>
<td>SEAT LINK SHOULDER BOLT</td>
<td>120 - 150 IN-LBS</td>
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**NOTE:** Make sure noted fasteners are torqued to values specified. Failure to comply can cause unsafe usage of product.

Illustrations and specifications are based on the latest product information available at the time of publication. The right is reserved to make changes in design and specifications at any time, without notice, and also to discontinue products.
Aeron® Stool Tilt Replacement

PARTS INCLUDED:

NOTE: Additional tilt control components may be included to accommodate occasional upgrades to tilt assembly. Use any included control components as needed.

TOOLS REQUIRED:

1. Using ratchet and 6 mm hex bit, remove and save seat link front shoulder bolt, securing seat link to tilt housing.

1.2 Repeat step 1.1 for opposite seat link.

2.1 Using 6 mm hex bit, unthread hip pivot bolt assembly from seat frame. Unthreading of first hip pivot bolt will force hip pivot bolt assembly to dislodge from swing arm. Set hip pivot bolt assembly aside.

2.2 Unthread opposite hip pivot bolt assembly while supporting free side of seat frame.

2.3 Remove seat assembly with links and set it aside.

NOTE: To help minimize risk of damaging pneumatic cylinder internal components, set chair height to its lowest setting before beginning service procedure.
3.a.1 On left side of tilt covers, press in on upper tilt cover with thumb, while holding lower cover with fingers, as shown. This will shift upper cover and dislodge 2 of 3 internal spring tabs securing covers together. As upper cover shifts and tabs disengage, push upper cover up with thumb, to begin separation of covers.

3.b.1 At right side of tilt covers, insert finger(s) behind lower cover, as shown, and disengage third and last spring tab.

3.c.1 With all internal spring tabs disengaged, rotate upper tilt cover forward to disengage (2) interlocking tabs at front of covers.

3.c.2 Remove upper cover and set it aside.

4.1 Using #2 Phillips screwdriver, remove and save (2) screws securing pneumatic cylinder actuator to top of tilt.

4.2 Remove actuator from top of tilt and let it hang free.
5.a

5.a.1 Remove forward seat angle control cable by first disconnecting cable from cable bracket, using needle nose pliers.

6.a

6.a.1 Remove tilt limit control cable by first removing cable from cable bracket with needle nose pliers.

5.b

5.b.1 Disconnect forward seat angle control cable from forward seat angle limit cam by sliding cable end out of cam with needle nose pliers, as shown. Allow cable to hang free.

6.b

6.b.1 Remove tilt limit control cable end from tilt cam sector gear by rotating cable end forward 90 degrees to release cable end from keyhole slot in sector gear. Allow cable to hang free.
7.1 Using 5 mm hex bit, remove and save (4) back mounting screws, securing chair back to swing arms.

**NOTE:** If back is equipped with posture fit lumbar, as shown, lumbar control cable connects to right swing arm and chair back. Keep back in close proximity to right swing arm during entire procedure to avoid damaging lumbar control cable.

8.1 By hand, slide right hand swing arm off tilt assembly hex shaft. Set swing arm and any attached posture fit type chair back aside.

9.1 By hand, slide left hand swing arm off tilt assembly and set swing arm aside.

**CAUTION:** Maintain grasp on tilt assembly as it is freed from pneumatic cylinder to prevent it from falling and causing product damage. Some help removing tilt is recommended.

10.1 Place tilt removal tool from kit, onto top of pneumatic cylinder with hole in end of tool towards cylinder.

10.2 Support chair base and tilt assembly slightly off floor and strike removal tool sharply with a 2-lb hammer until tilt is unseated from end of pneumatic cylinder.
11.1 Slide lower tilt cover free of swing arm spacers and tilt assembly and set it aside.

11.2 Remove swing arm spacers from hex shafts and set them aside.

11.3 Dispose of old tilt assembly properly.

**Reassembly Notes:**
Reverse disassembly steps, referring to figures and sequence as necessary, and as noted below.

Reinstall swing arm spacers, groove first. Make sure tilt cover sides engage grooves in spacers with an audible snap.

Check to ensure all control cables are properly routed through lower tilt cover. Insert interlocking tabs on upper cover into slots on lower cover, then rotate upper cover over onto lower cover and press covers together to engage spring tabs.

**NOTE:** On Aeron stools only, make sure steel pin on base assembly engages hole in tilt housing when installing replacement tilt assembly.

**NOTE:** Reseating of tilt assembly to pneumatic cylinder is achieved by sitting in chair after reassembly is completed.
When reinstalling dislodged hip pivot bolt assembly make sure (2) small tabs on outside of assembly engage (2) small slots in swing arm. Retightening of bolt will draw hip pivot assembly back into swing arm.

**NOTE:** make sure noted fasteners are torqued to values specified. Failure to comply can cause unsafe usage of product.

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