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Embody™ Dome Replacement

PARTS INCLUDED:



Dome



Christmas Tree Clip

1



Slide your finger between the antler and the fabric cover and pull up to release the Christmas Tree Clips from the antler.

2



Pull fabric away from dome.

3



Remove Dome from fabric.

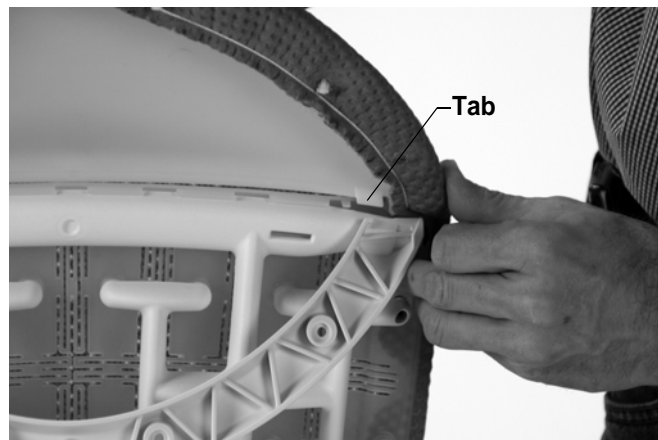
1B5BP9 REV A

4



Assemble 4 Christmas Tree Clips onto replacement Dome.

7



Make sure tabs are placed over back collar as shown.

5



Position Dome into fabric.

8



Fold Dome over Antler. Firmly press down making sure Christmas Tree Clips fully engage into Antler.

6



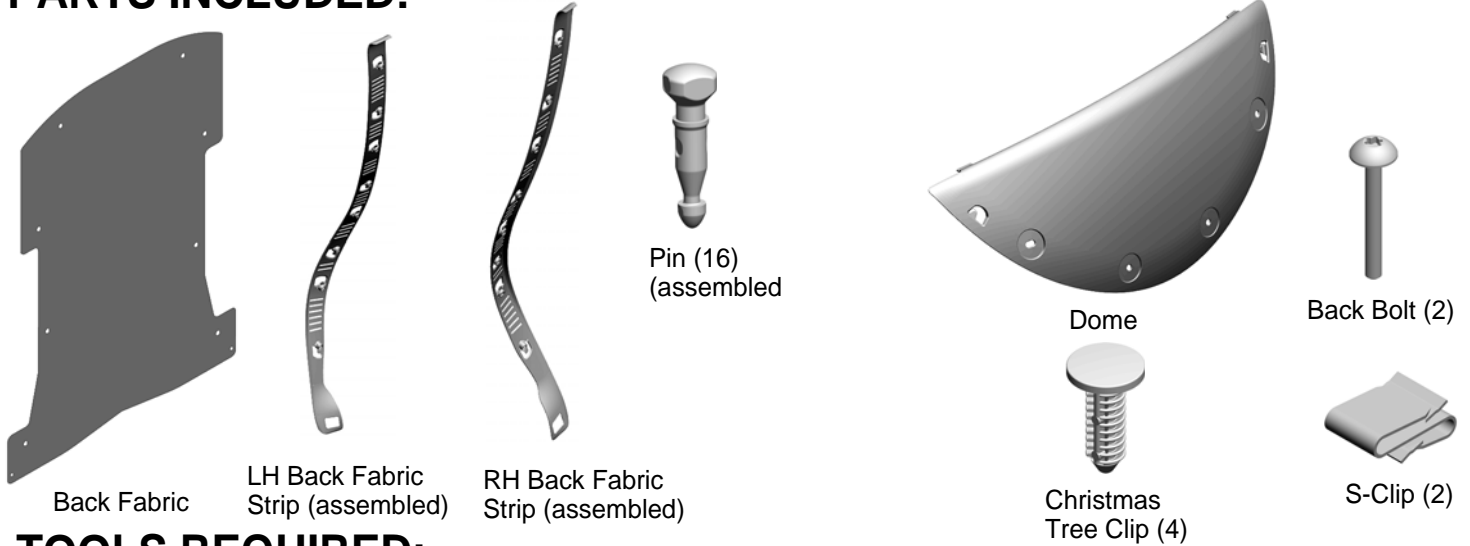
Pull fabric over Christmas Tree Clips.

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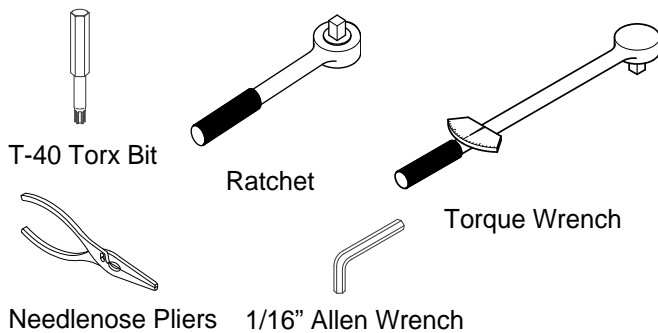
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Embody™ Back Fabric Replacement

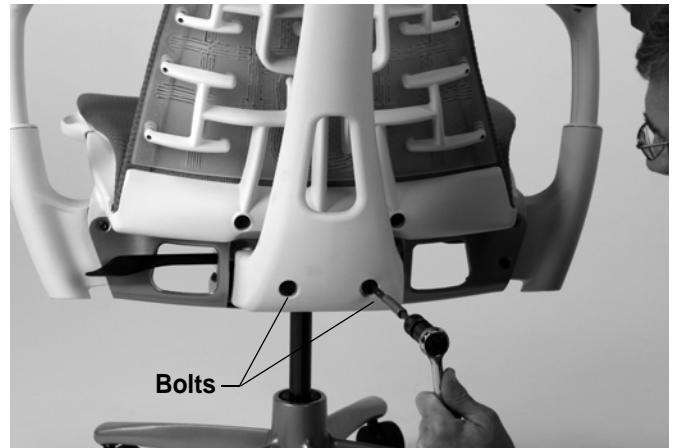
PARTS INCLUDED:



TOOLS REQUIRED:

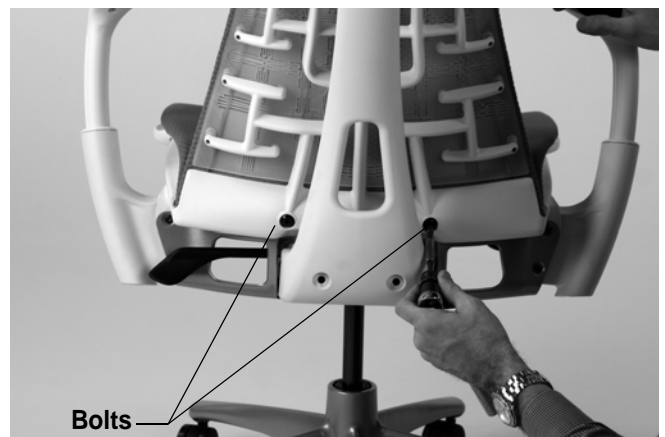


2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1



Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

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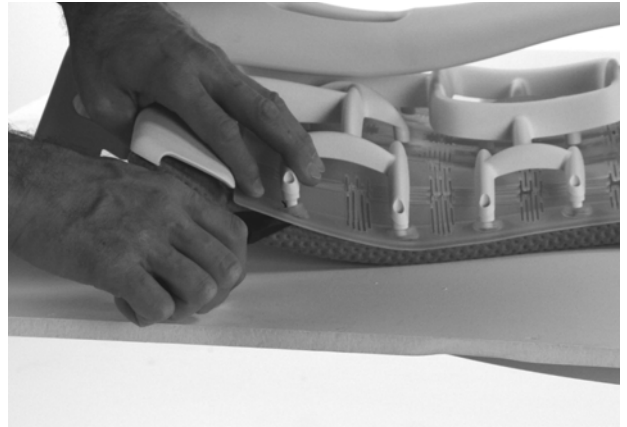
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4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free.

6



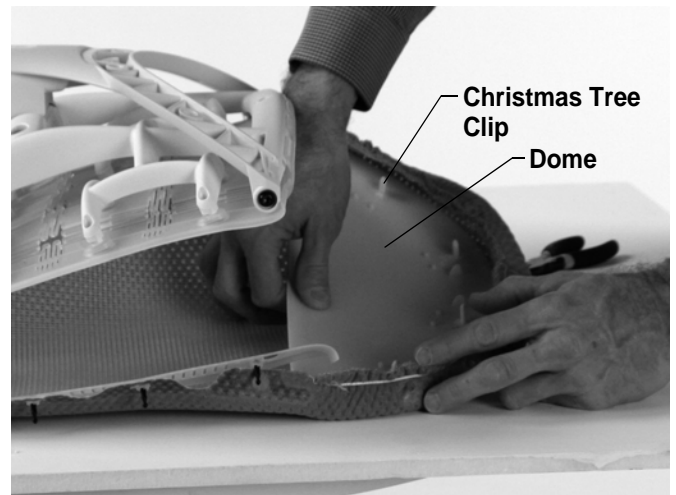
Insert needle-nose pliers between fabric and waffle material. Twist pliers until attachment pegs pop loose. Repeat for all pegs.

5



Slide your finger between the antler and the fabric cover and pull up to release the Dome trees from the antler.

7



Lay back onto replacement Fabric. Insert 4 replacement Christmas Tree Clips into replacement Dome. Position Dome onto Fabric.

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8



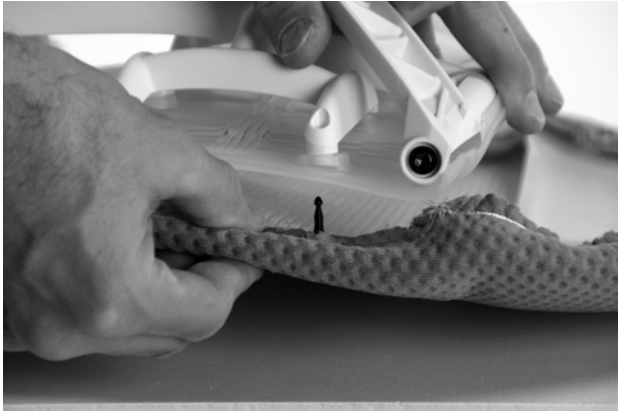
Pull Fabric over Christmas Tree Clips.

11



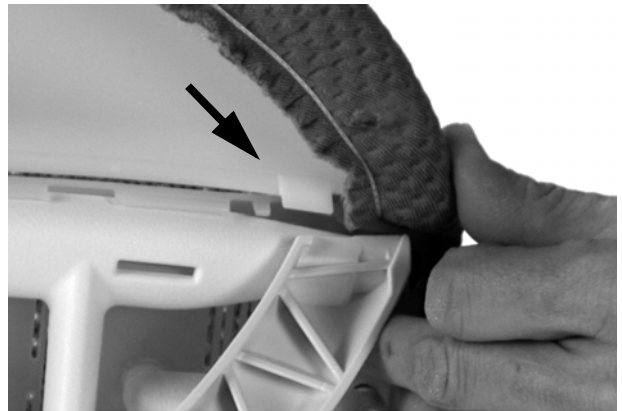
Fold Dome over antler.

9



Starting at top of back on one side and working down, insert posts into Back Assembly.

12



Make sure the Dome tabs are placed over the back collar as shown when assembling.

10



Push in until posts fully engage with a "snap". Repeat process for other side.

13



Firmly press down making sure christmas tree clips fully engage into antler.

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14



Note. If Clips popped off during disassembly replace them as shown in Step # 16.

15

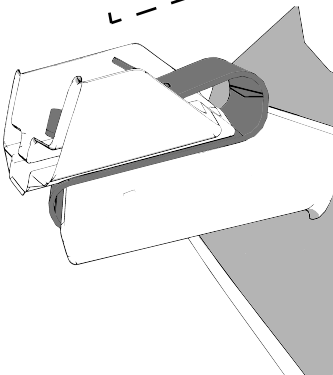
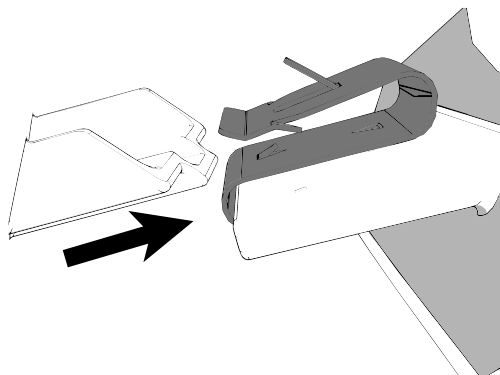
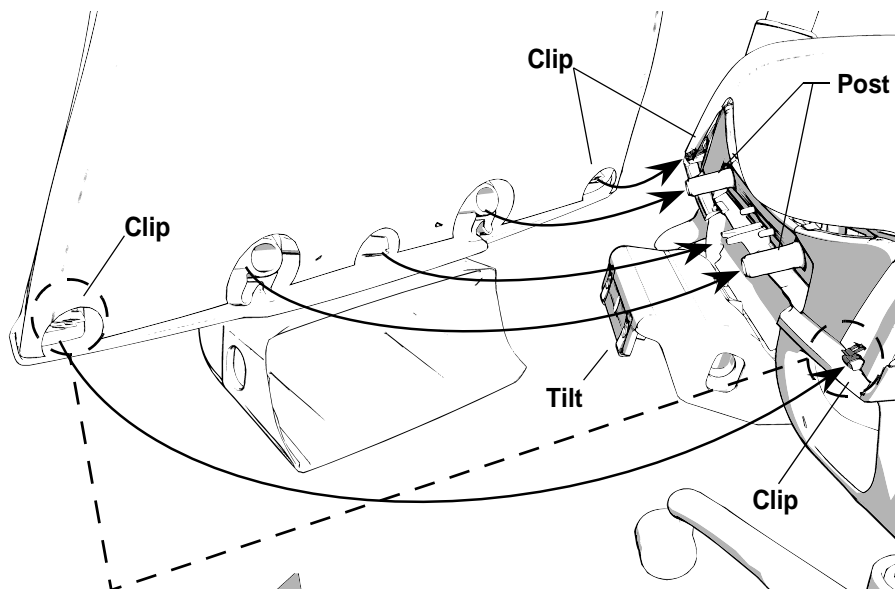


Check to make sure the seat fabric flaps, are secure over the seat clips and do not visibly protrude where the spine engages the seat.

16

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.



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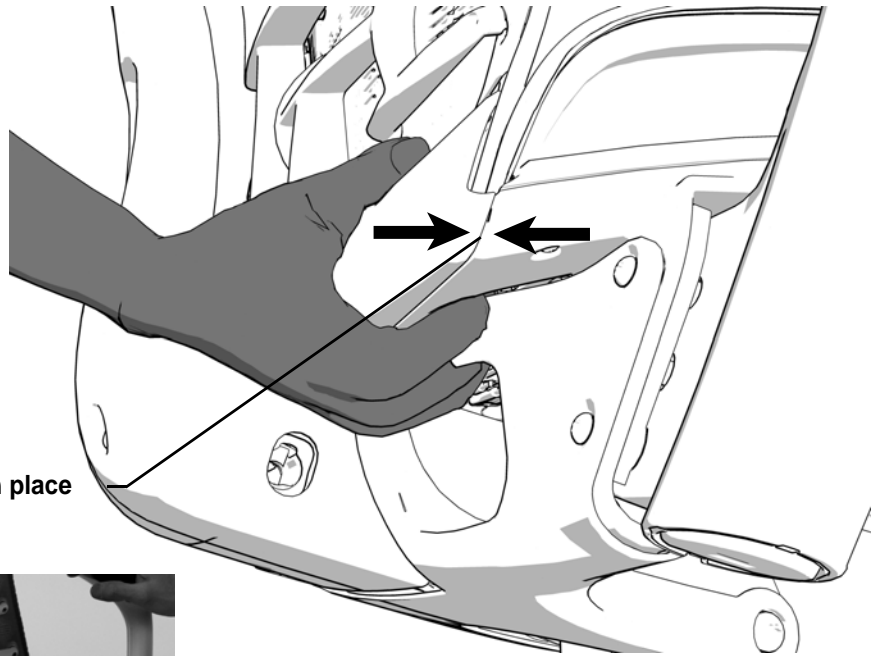
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17

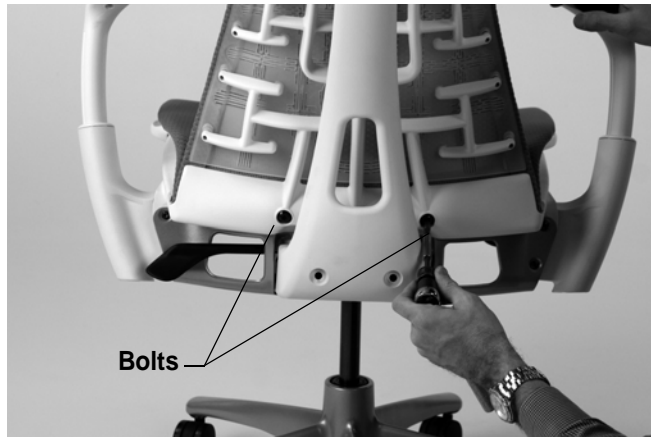
Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



18



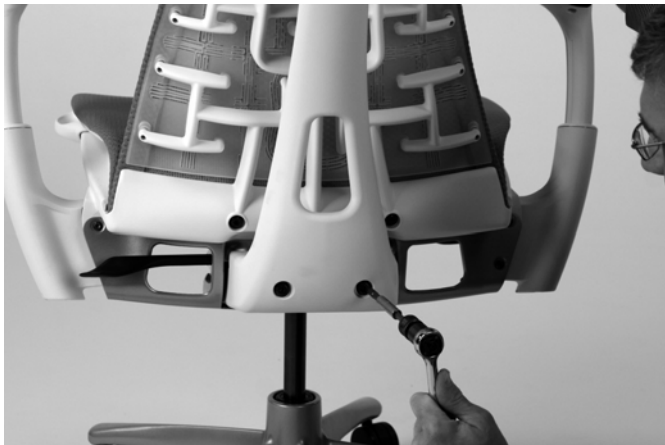
Install replacement lower back bolts using t-40 torx wrench (90 in/lbs)

20



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

19



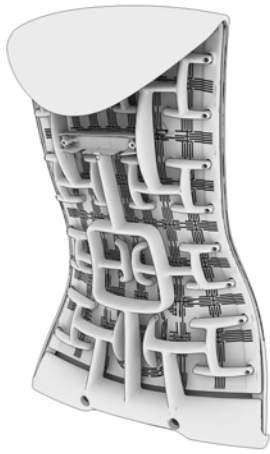
Install lower spine bolts using t-40 torx wrench (90 in/lbs)

1B4YJD REV A

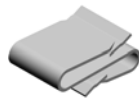
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Embody™ Back Replacement

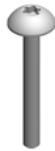
PARTS INCLUDED:



Back Assembly

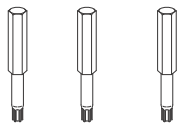


S-Clip (2)



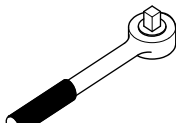
Back Bolt (2)

TOOLS REQUIRED:

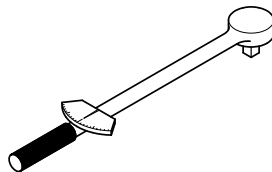


T-27 T-30 T-40

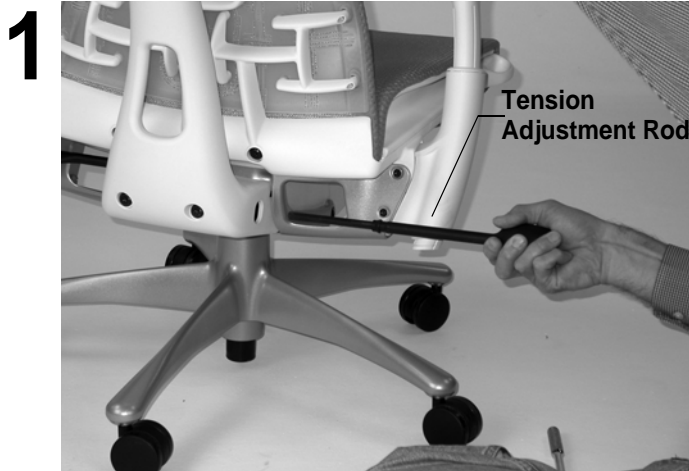
Torx bits



Ratchet



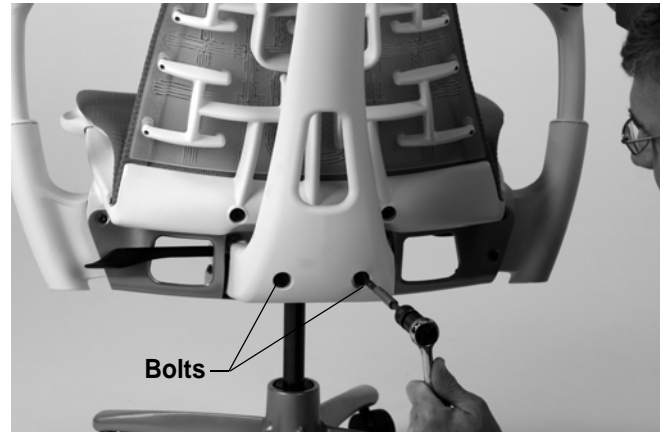
Torque Wrench



Tension Adjustment Rod

Remove back tension adjustment rod by wiggling up and down while pulling out to disengage

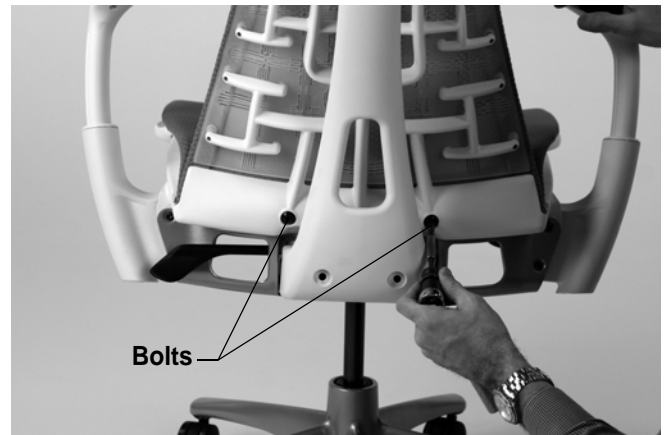
2



Bolts

Remove lower spine bolts using t-40 torx wrench and remove spine.

3



Bolts

Remove lower back bolts using t-40 torx wrench

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

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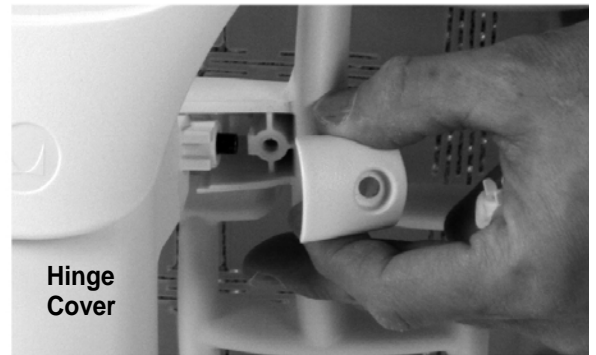
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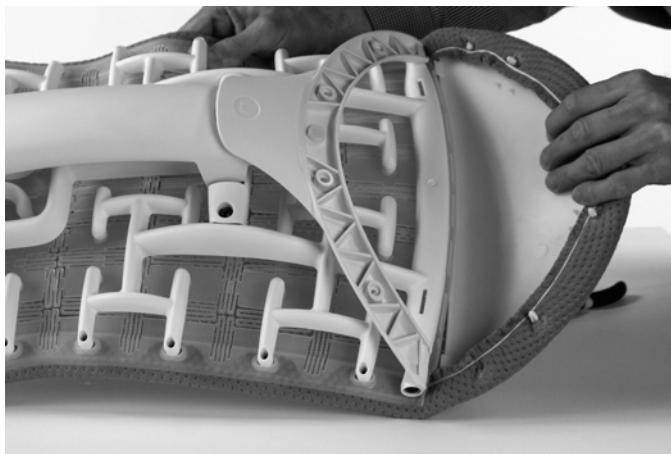
Slide your finger between the antler and the fabric cover and pull up to release the Dome trees from the antler.

8



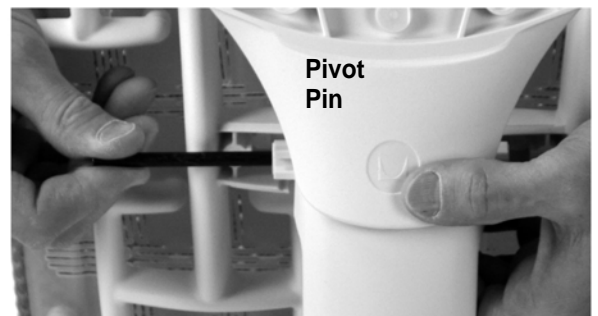
Remove Hinge Covers

6



Fold Dome back.

9



Pull out Pivot Pin.

7



Using T-27 Hand Tool, remove Spine Cap Screws.

10



Lift up on Antler to release it from spine.

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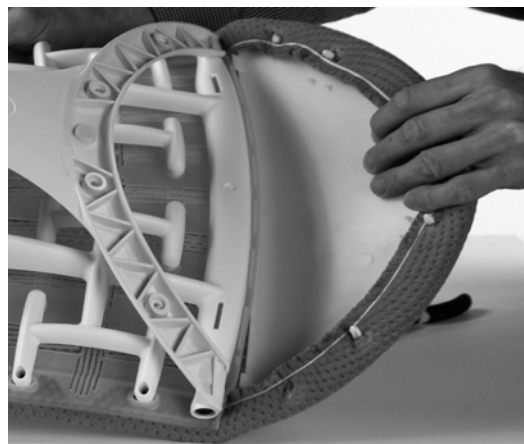
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11



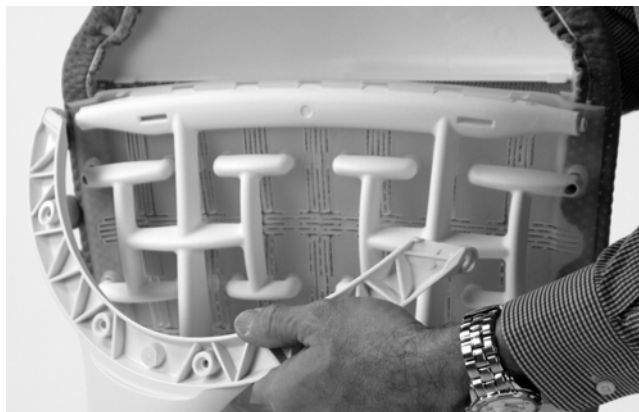
Remove the two top antler attachment screws using a t-27 torx bit

14



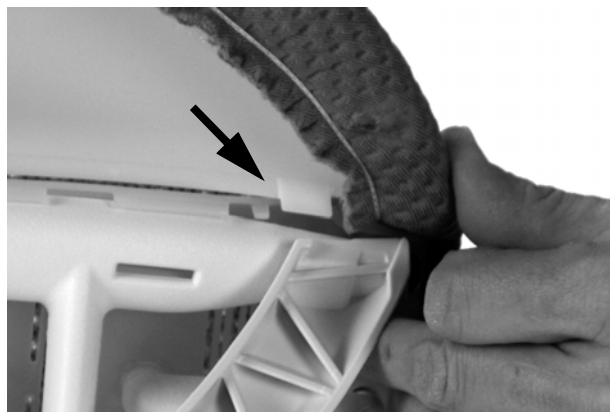
Fold Dome over antler.

12



Pull one end of the Antler away from top frame and remove

15



Make sure the Dome tabs are placed over back collar as shown when assembling.

13



Assemble Antler onto replacement Back.

16



Firmly press down making sure christmas tree clips fully engage into antler.

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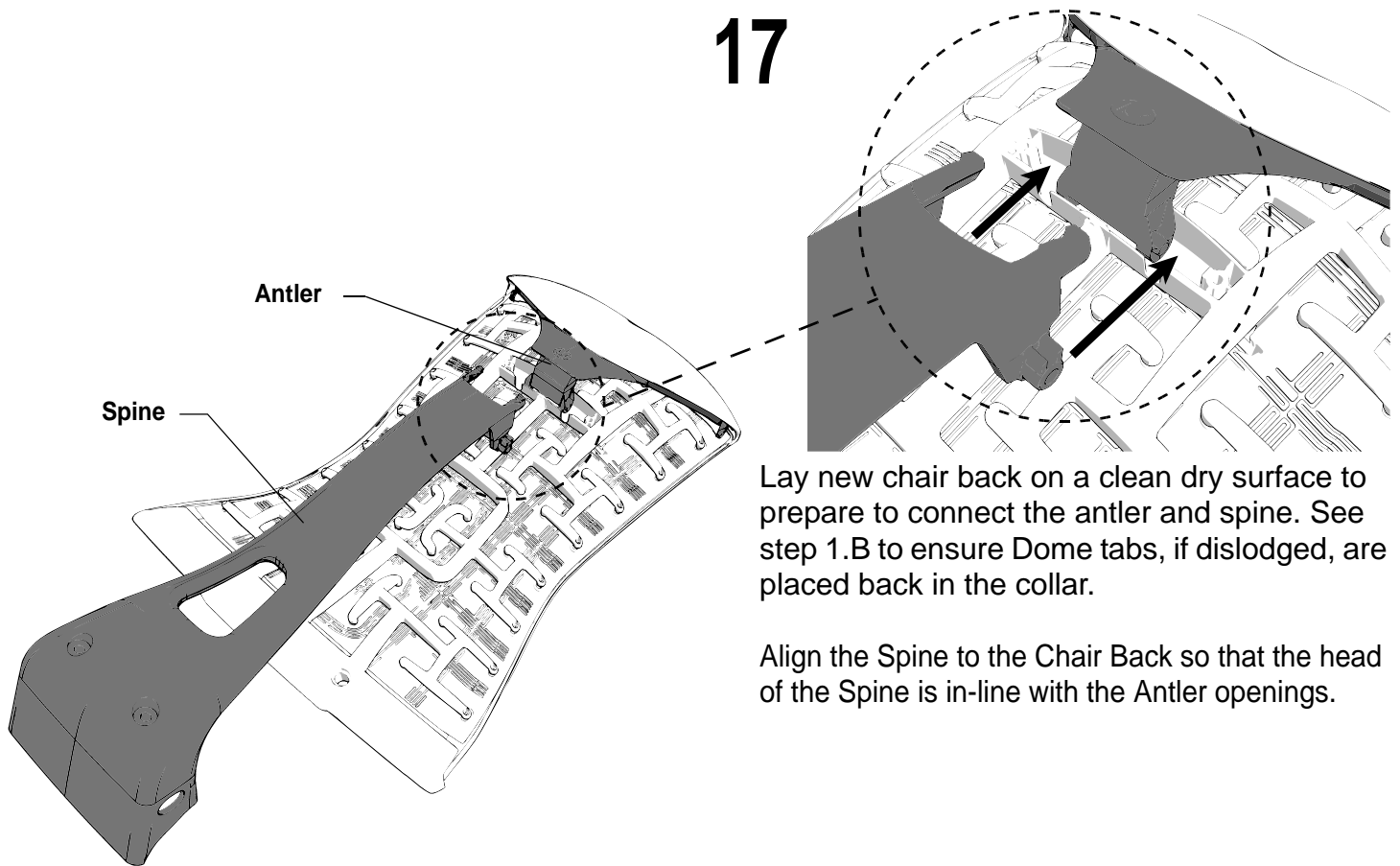
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17



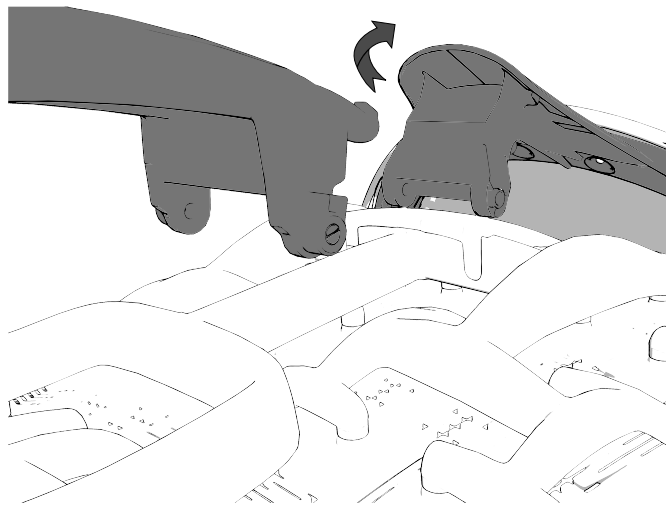
Lay new chair back on a clean dry surface to prepare to connect the antler and spine. See step 1.B to ensure Dome tabs, if dislodged, are placed back in the collar.

Align the Spine to the Chair Back so that the head of the Spine is in-line with the Antler openings.

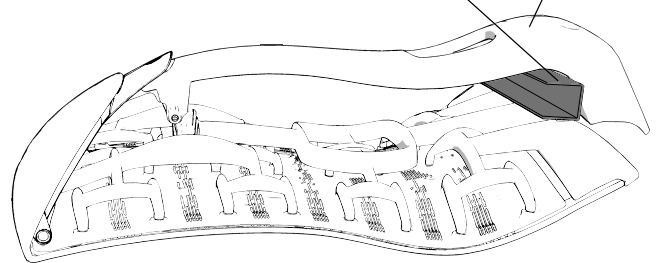
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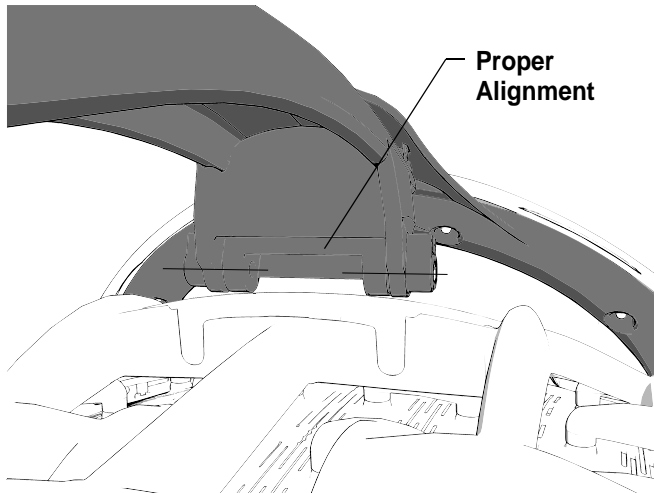
18



Detachable Cardboard filler— Heel

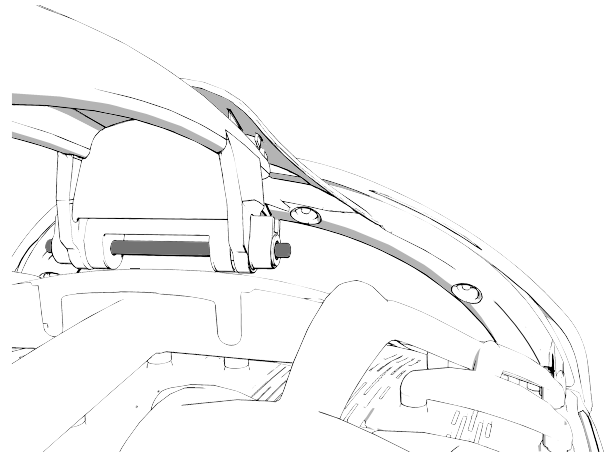
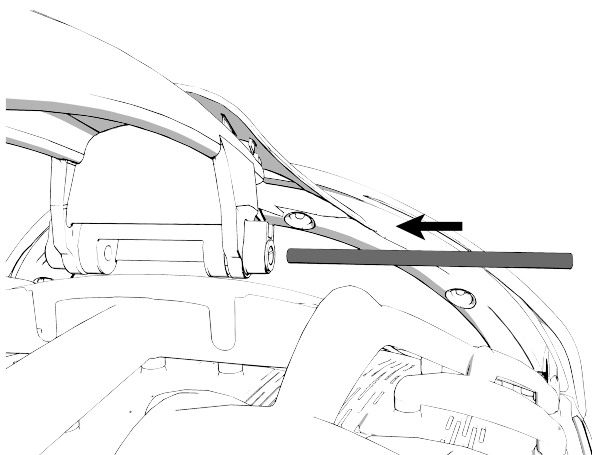


Note: Placing a cardboard filler under the heel of the Spine will aid in the next couple of steps.



Rotate Antler up until you can align the head of the Spine to the tail

19



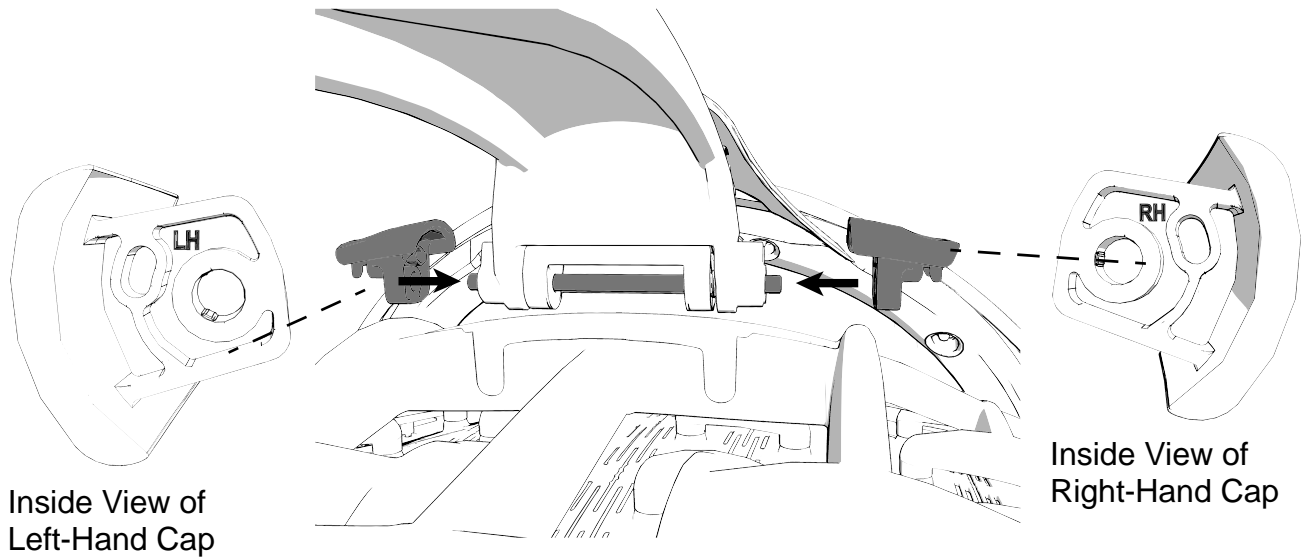
Slide Spine Shaft through the head of the Spine and into the Antler tail. The Shaft should stick out evenly on both ends

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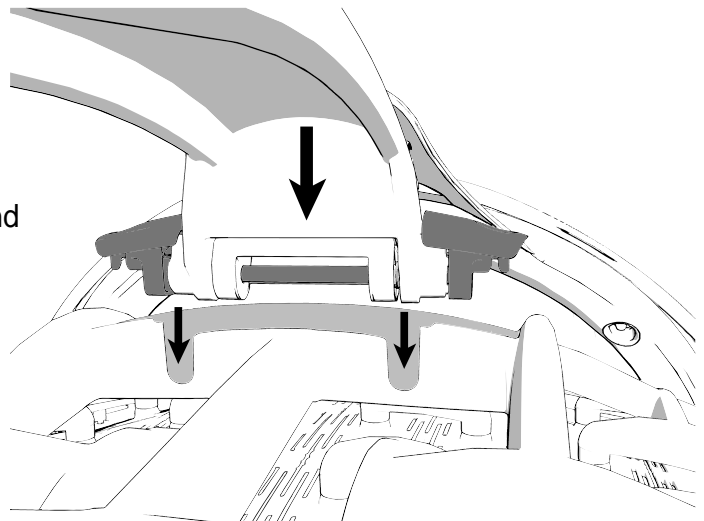
20



Set the Left and Right Hand End Caps on their corresponding ends of the Spine Shaft.

21

While holding the End Caps in Place, rotate the Antler and Spine down until the Caps are firmly in place in the Chair Back.

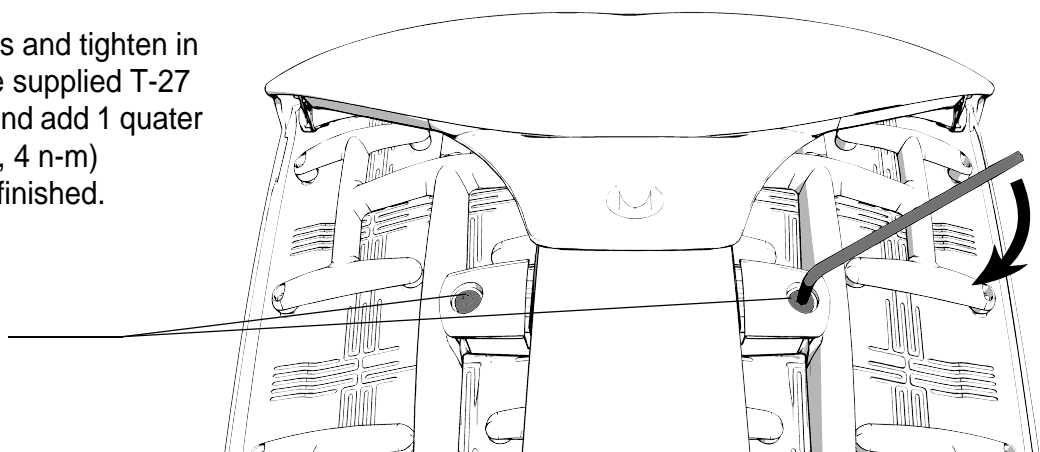


22

Insert the (2) Spine Cap Screws and tighten in a clock-wise direction using the supplied T-27 Hand Tool. Tighten until snug and add 1 quarter turn. (Torque specs = 35 in-lbs, 4 n-m) Remove cardboard filler when finished.



(shown actual size)



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23



Note. If Clips pop off replace them as shown in Step #25.

24

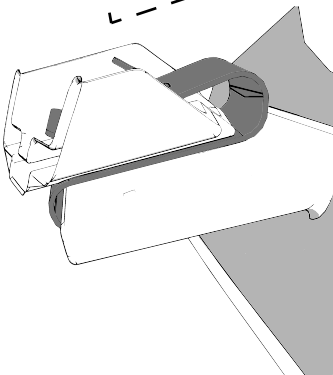
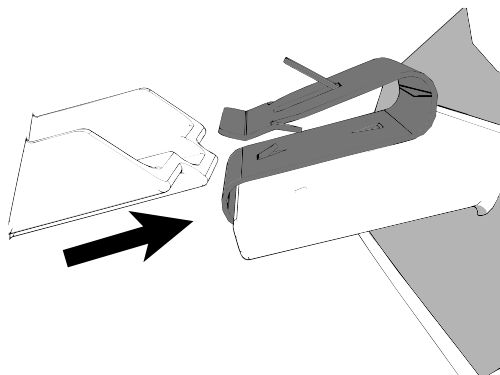
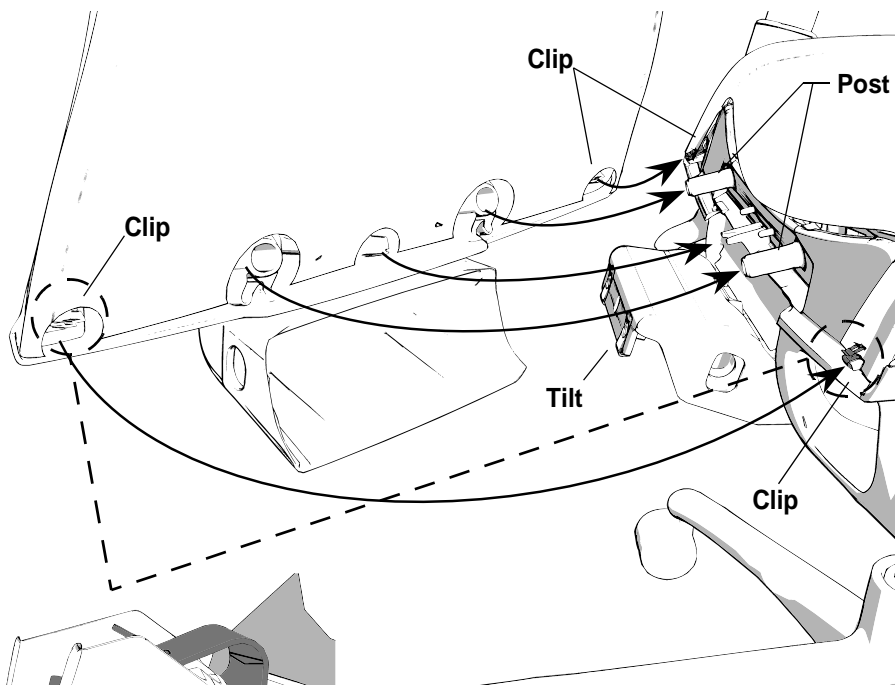


Check to make sure the seat fabric flaps, are secure over the seat clips and do not visibly protrude where the spine engages the seat.

25

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.



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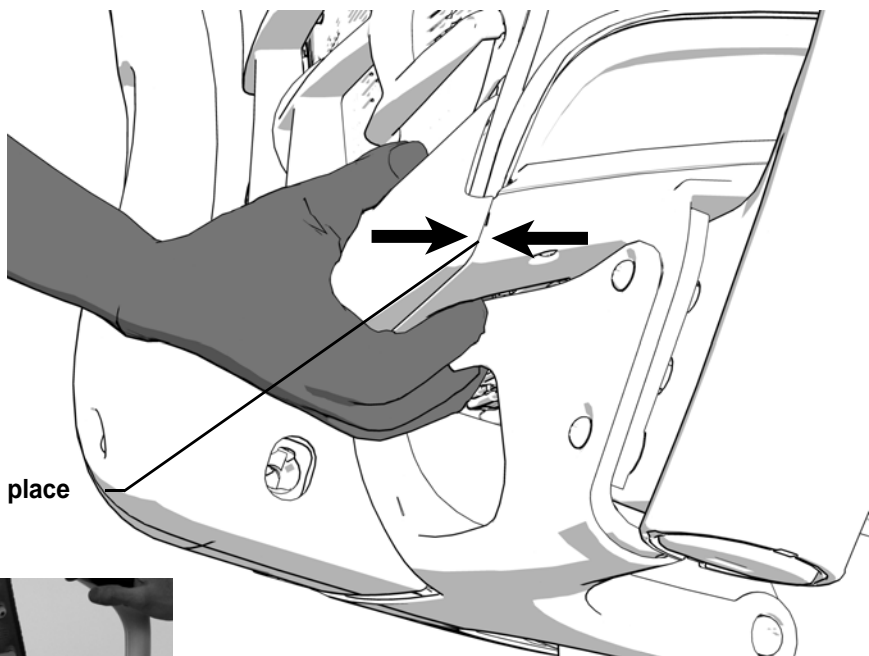
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26

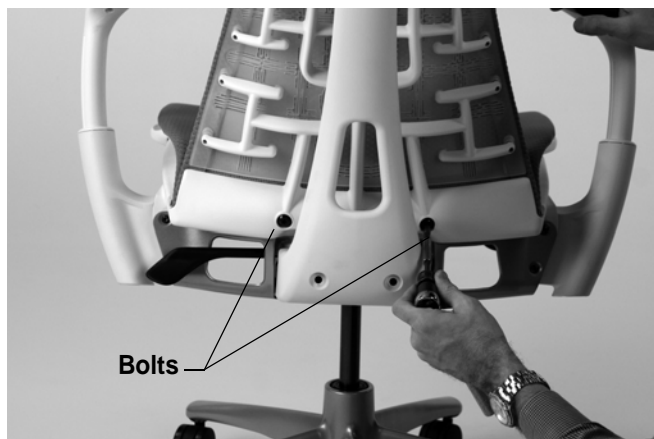
Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



27



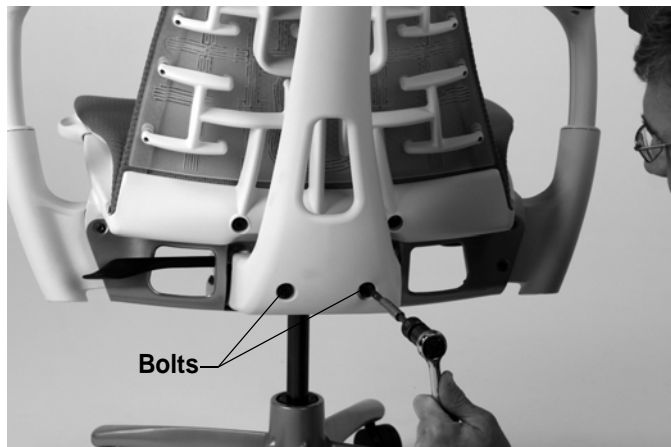
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

29



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

28



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

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Embody™ Seat Fabric Replacement

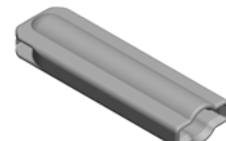
PARTS INCLUDED:



Seat Fabric



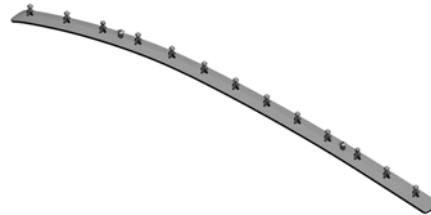
Fabric Cable (2)



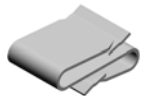
Seat Slide Guide (2)



Spring (2)



Lower Fabric Attach Strips (LH, RH)

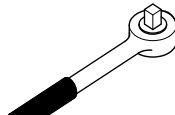


S-Clip (2)

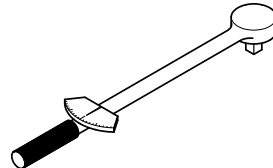
TOOLS REQUIRED:



T-27 T-30 T-40
Torx bits



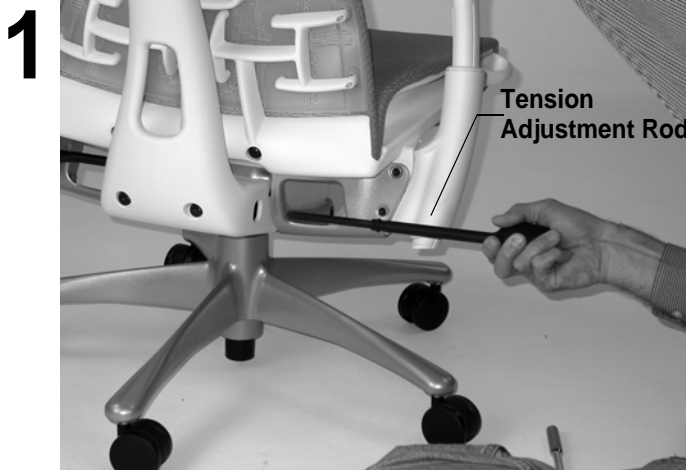
Ratchet



Torque Wrench

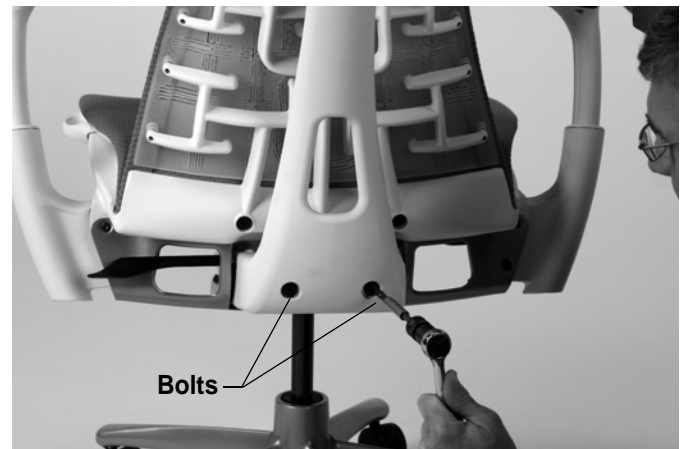


1/16" Allen Wrench



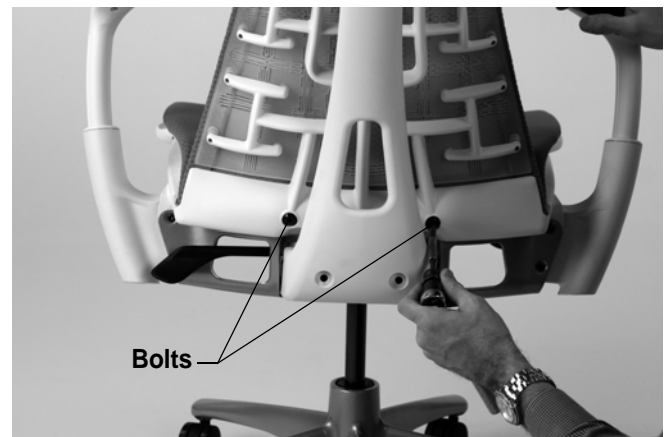
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3

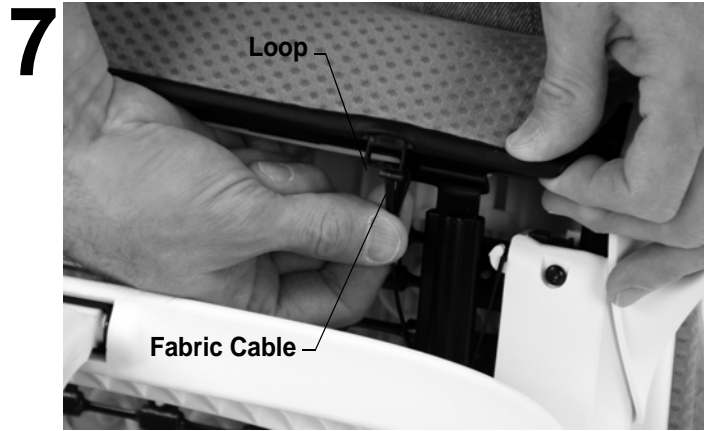


Remove lower back bolts using t-40 torx wrench

1B4YJB REV A



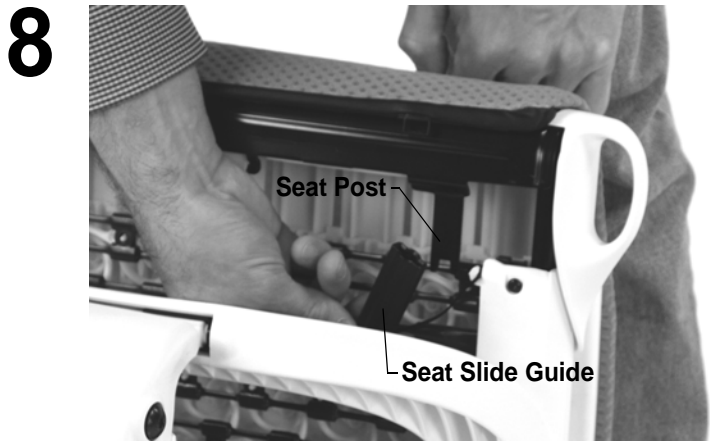
Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free



Depress end of Fabric Cable. Remove Hook on Fabric Cable from Loop on fabric cover.



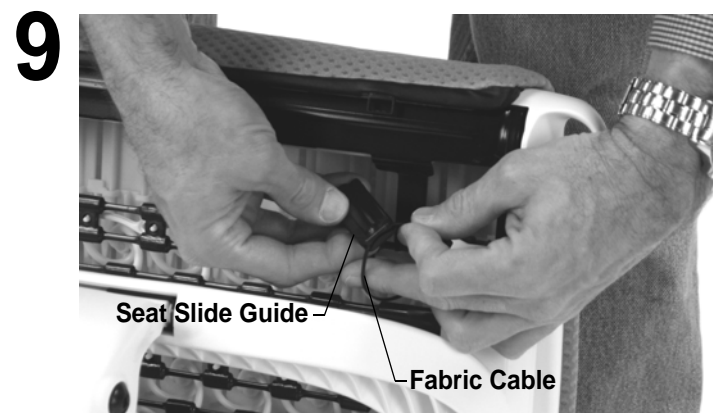
Note. If Clips pop off please discard.



Pull Seat Slide Guide free from Seat Post.



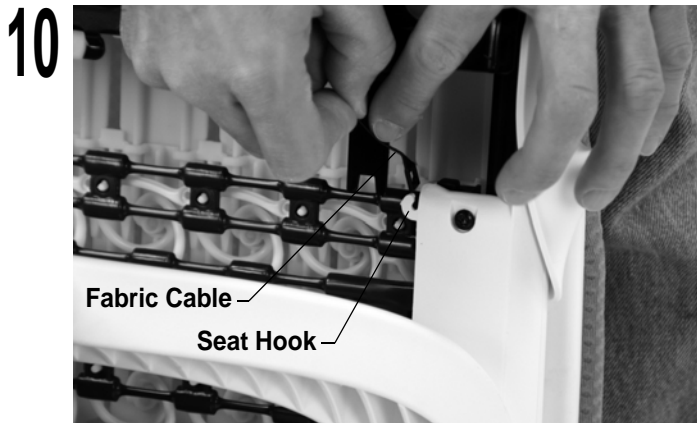
Lay chair on back. Grasp Seat Slide Handles. Slide seat out to longest position.



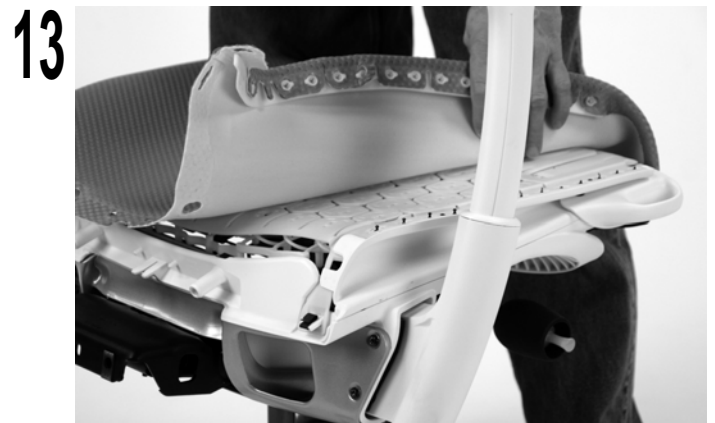
Remove Fabric Cable from Seat Slide Guide.

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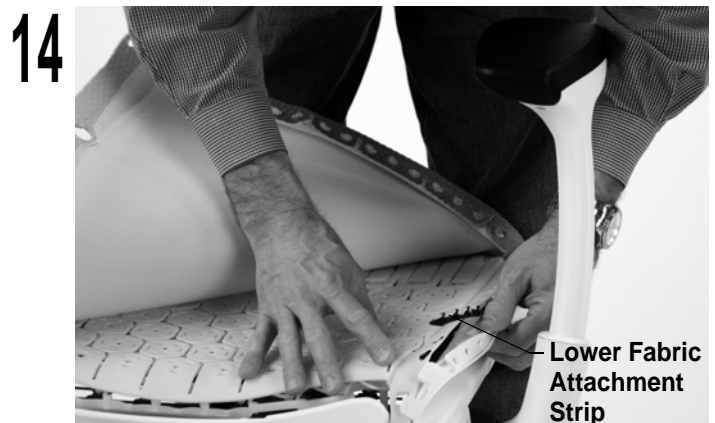
Disconnect Fabric Cable from Seat Hook.



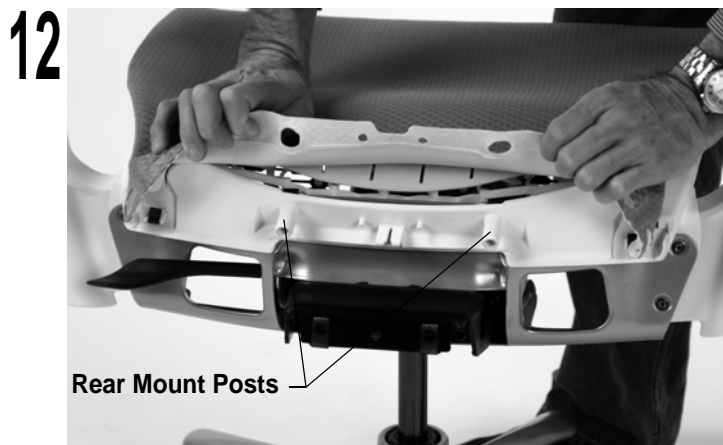
Pull up gently on fabric. Work from back to front of chair.



Remove back corners of fabric from Clip Posts.



Remove lower fabric attachment strip. Repeat steps 13 and 14 for other side.



Remove fabric from Rear Mount Posts.



Insert replacement Lower Fabric Attachment Strip into seat assembly.

1B4YJB REV A

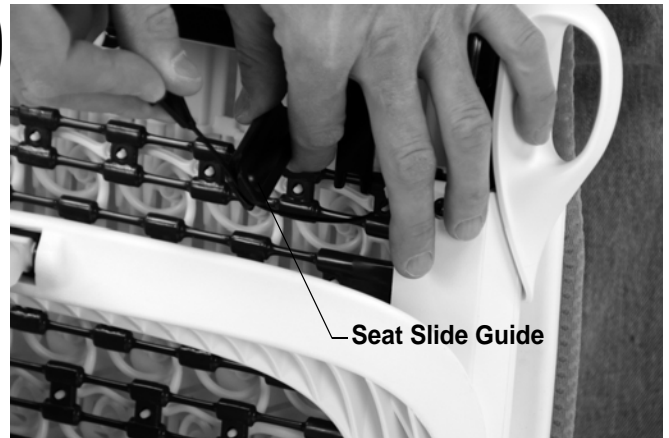
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16



Position Waffle Seat Flap over Pegs.

19



Insert cable into slot in replacement Seat Slide Guide.

17



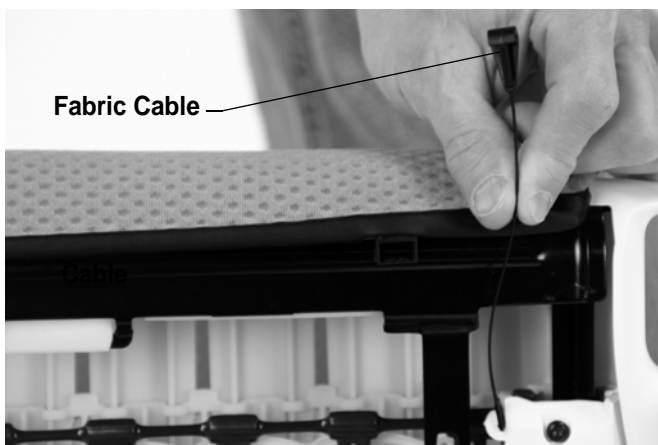
Make sure fabric is captured by Receivers.

20



Slide replacement Seat Slide Guide with Spring inside onto Seat Post.

18



Attach replacement Fabric Cable to Seat Hook.

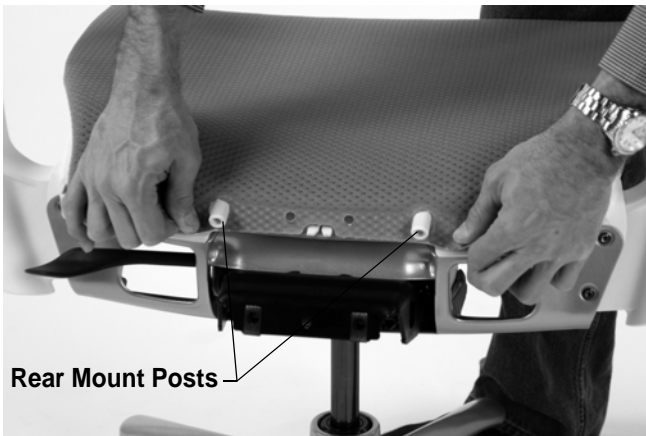
21



Snap end of Fabric Cable onto loop on Fabric Cover.

1B4YJB REV A

22



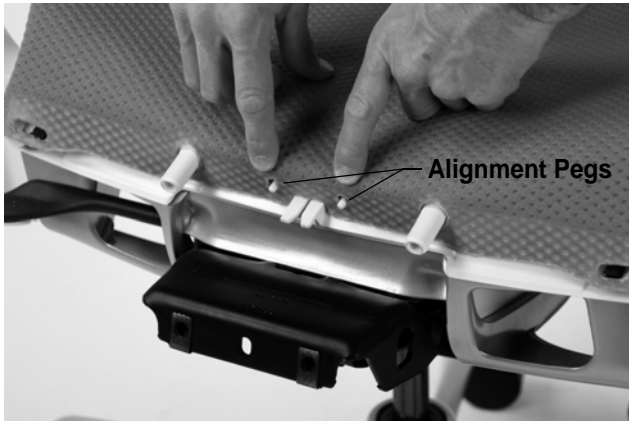
Stretch fabric over Rear Mount Post.

25



Press strips together until snap is heard.
Start at back and work forward, both sides.

23



Make sure fabric is over Alignment Pegs.

26



Fold fabric flap under. Align slots.

24



Align the attachment pegs on lower strip with receivers on upper strip.

27



Stretch fabric over Clip Post.

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28

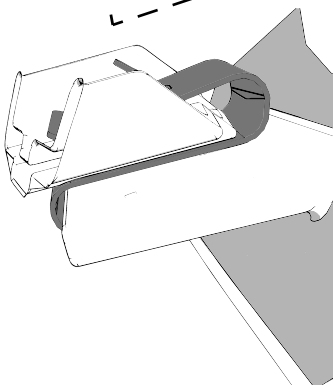
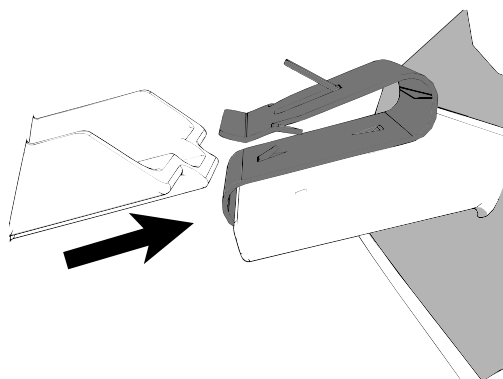
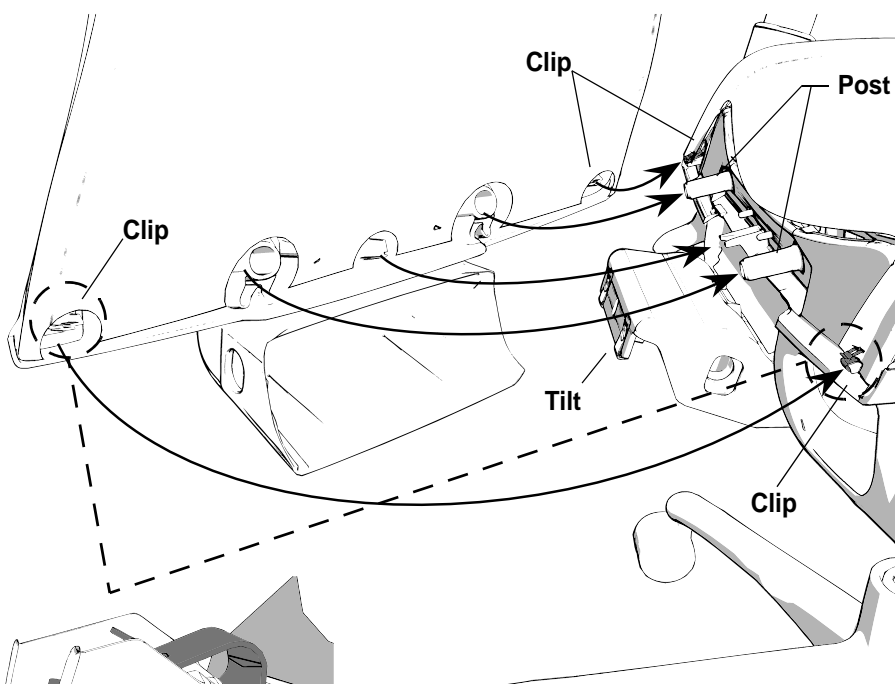


Note. If Clips popped off during disassembly replace them as shown in Step #29.

29

Align the spine to the tilt, and seat locator post and clips to the to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.



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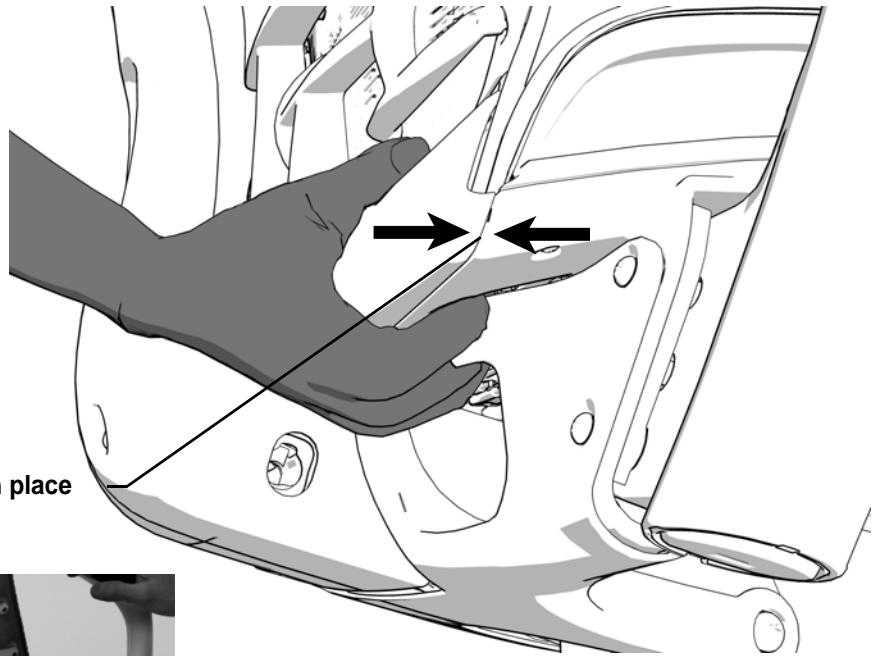
 **HermanMiller**

30

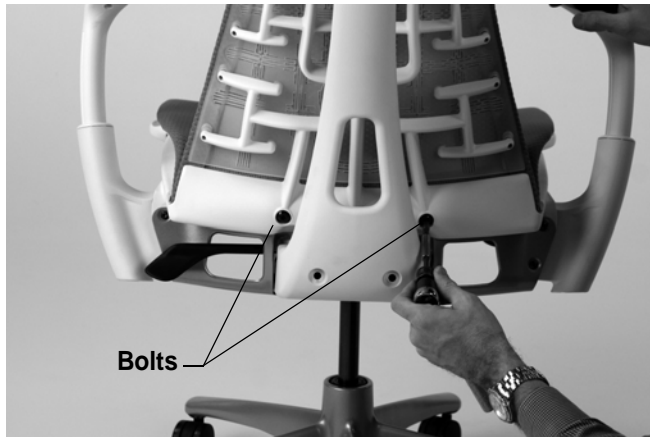
Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place

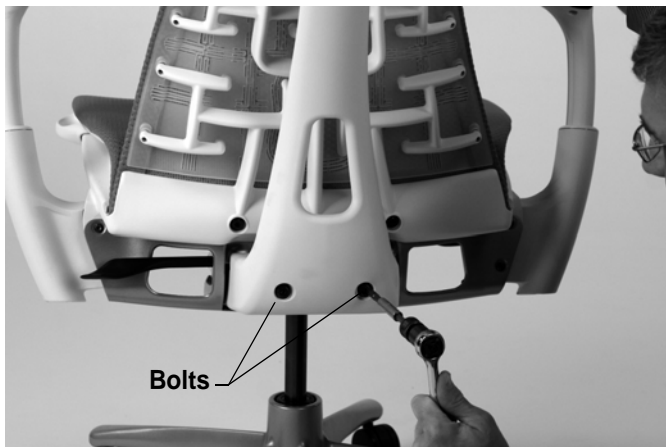


31



Install the lower back bolts using t-40 torx wrench (90 in/lbs)

32



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

33



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

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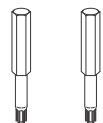
Embody™ Seat Replacement

PARTS INCLUDED:

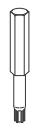


Seat Assembly

TOOLS REQUIRED:



T-27

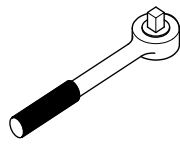


T-30

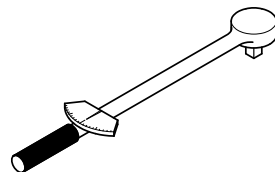


T-40

Torx bits

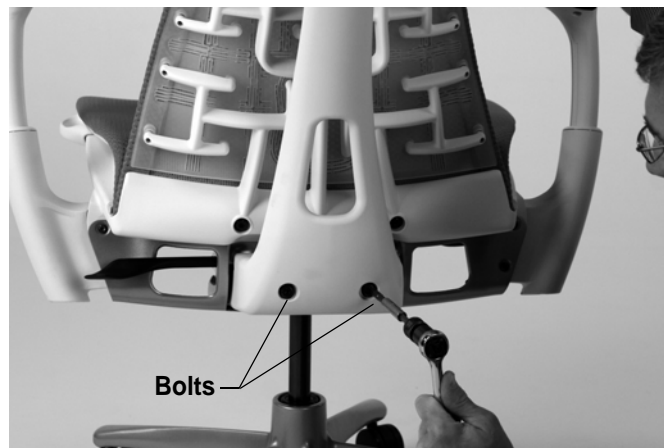


Ratchet



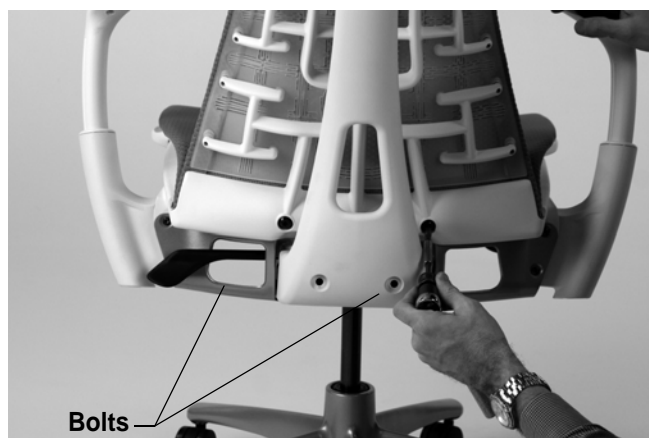
Torque Wrench

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1



Remove back tension adjustment rod by wiggling up and down while pulling out to disengage

1B4YJ9 REV A

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



Bolt

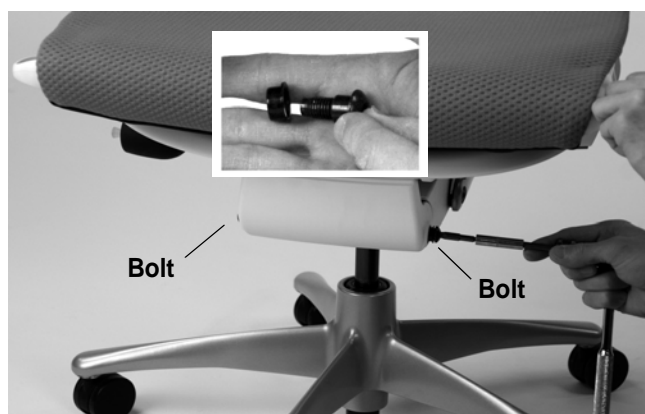
Remove single lower bolt from each arm housing using t-27 torx wrench

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8



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

9



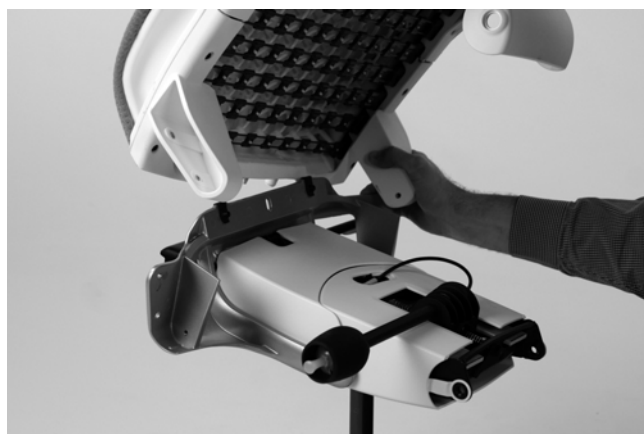
Pull lower cover forward

10



Lift up front of seat assembly

11



Remove seat

12



1. Locate the two lower cover removal holes on the top of the front center of the seat frame.
2. Using the paper clip tool device insert into hole and push down to disengage flange bushing



3. Pull front link out

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13



Transfer the front link assembly to the new seat by inserting one corner and rotating opposite corner into seat frame until it snaps into place.

16



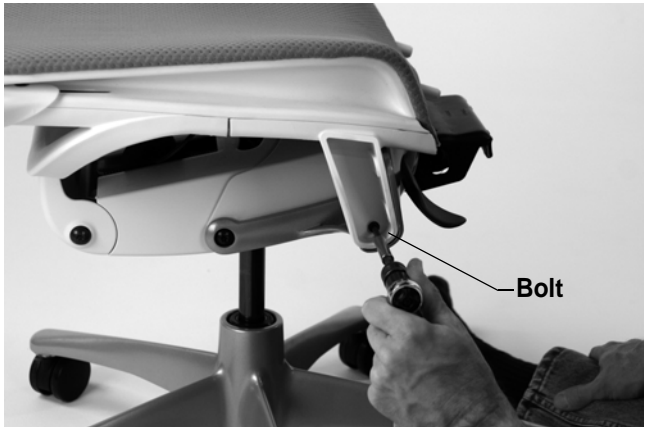
Install bushings and shoulders bolts using t-40 torx wrench. (250 In/lbs)

14



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

17



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

15



Rotate front link cover down until holes are aligned

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Replace both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

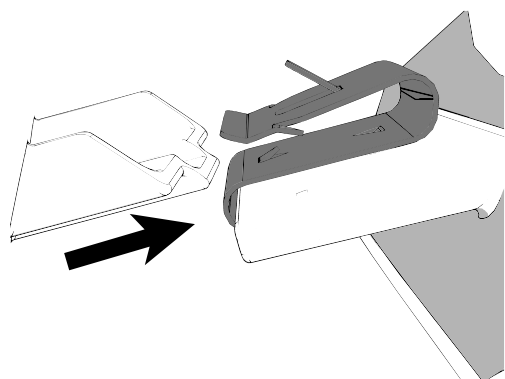
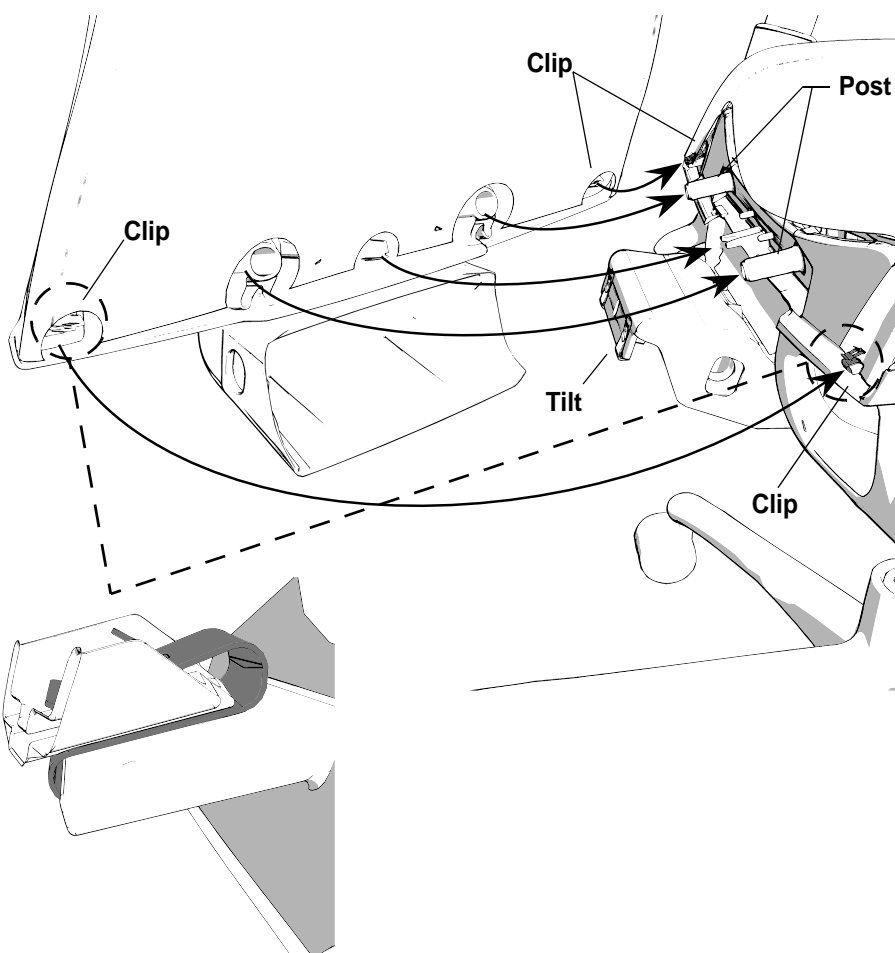


Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat.

20

Align the spine to the tilt, and seat locator post and clips to the to the back attachment points as shown in the figure on the right.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.



1B4YJ9 REV A

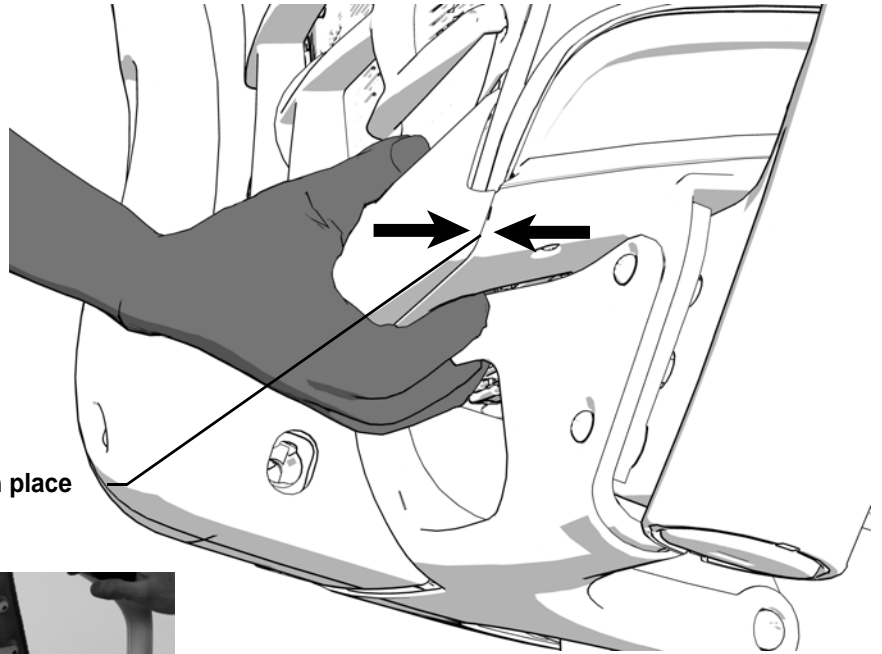
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21

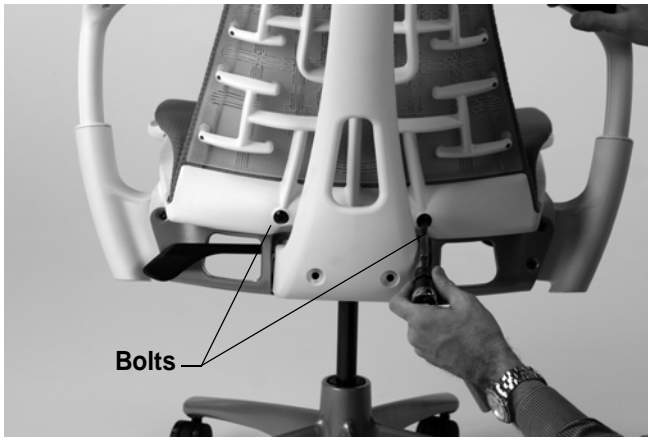
Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place

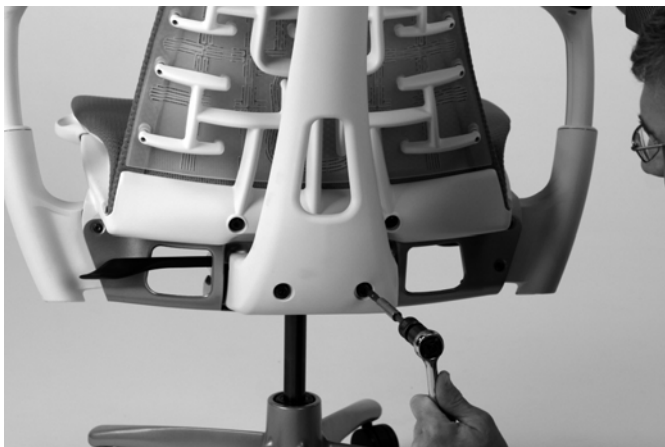


22



Install the lower back bolts using t-40 torx wrench (90 in/lbs)

22



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

23



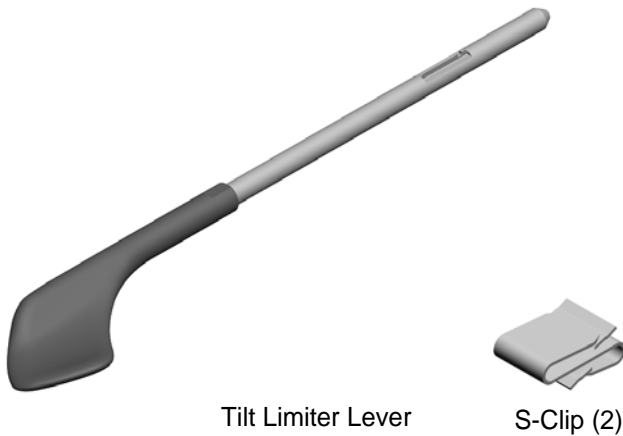
Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

1B4YJ9 REV A

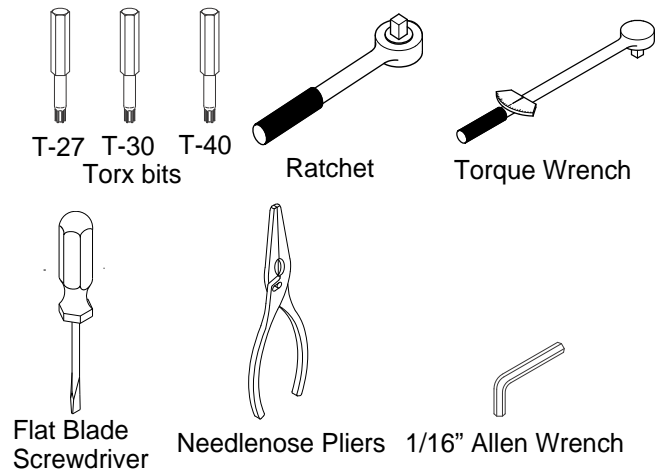
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Embody™ Tilt Limiter Lever Replacement

PARTS INCLUDED:



TOOLS REQUIRED:

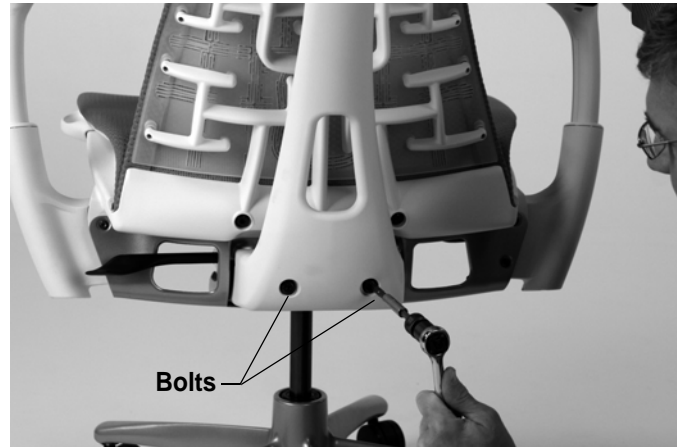


1



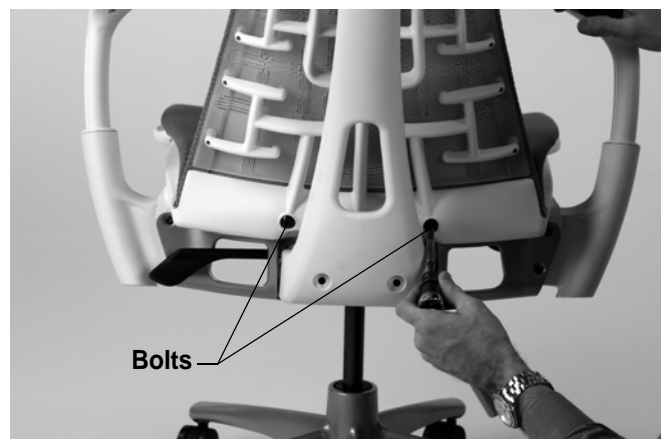
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

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4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Note. If Clips pop off please discard.

6



1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



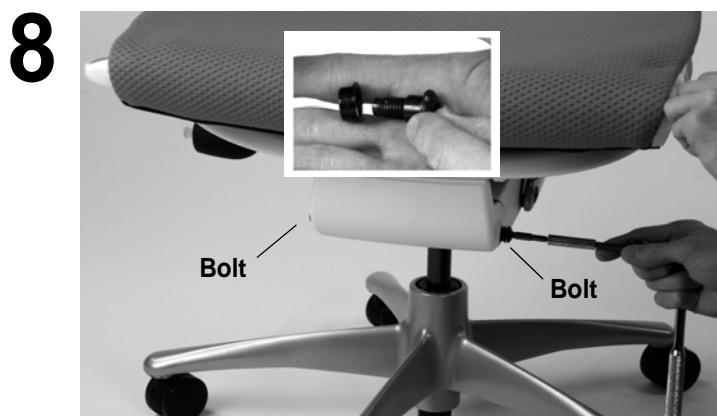
3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



Remove single lower bolt from each arm housing using t-27 torx wrench

1B4YJ8 REV A



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench



Remove seat



Pull lower cover forward

12 **NOTE:** Front Tilt Cover does not need to be removed. Cover not shown for clarity.



Slide flat blade screwdriver along side of rear tilt cover and pry off.



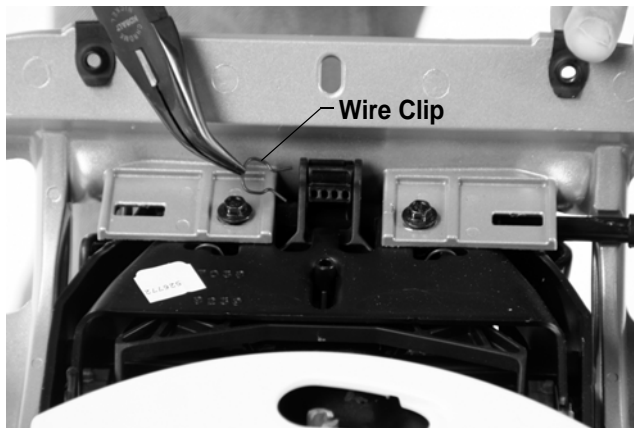
Lift up front of seat assembly



Rotate back of rear tilt cover up and pull off.

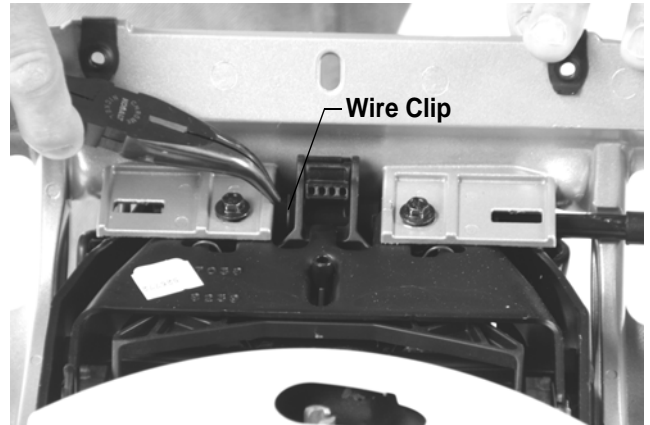
1B4YJ8 REV A

14



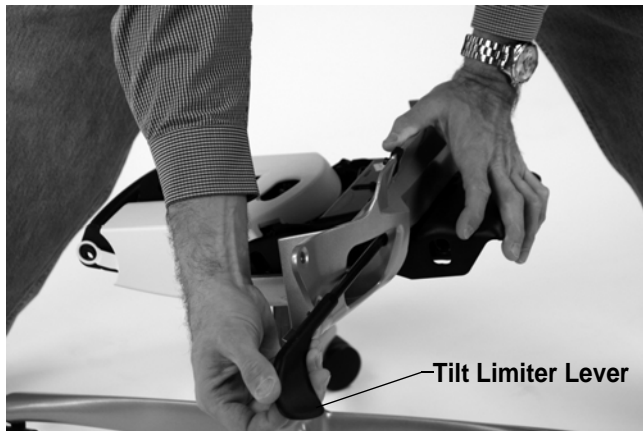
Remove Wire Clip from end of Tilt Limiter Lever. Set Clip aside.

17



Return Wire Clip to end of Lever.

15



Pull Tilt Limiter Lever free from assembly.

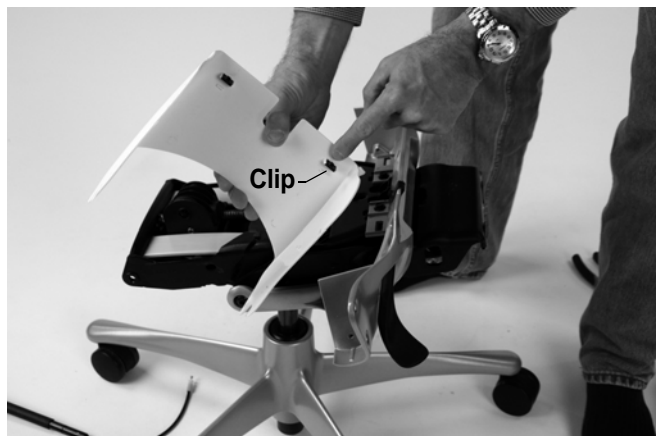
18



16



Insert replacement Tilt Limiter Lever into assembly.



Set front of rear tilt cover onto bushings in pivot assembly. Press down on back of cover making sure clips fully engage into slots in tilt.

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19



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

20



Rotate front link cover down until holes are aligned

21



Install bushings and shoulders bolts using t-40 torx wrench. (250 In/lbs)

22



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

23



Return both arms or plugs using t-30 torx. wrench (repeat for opposite side) (75 in/lbs)

24



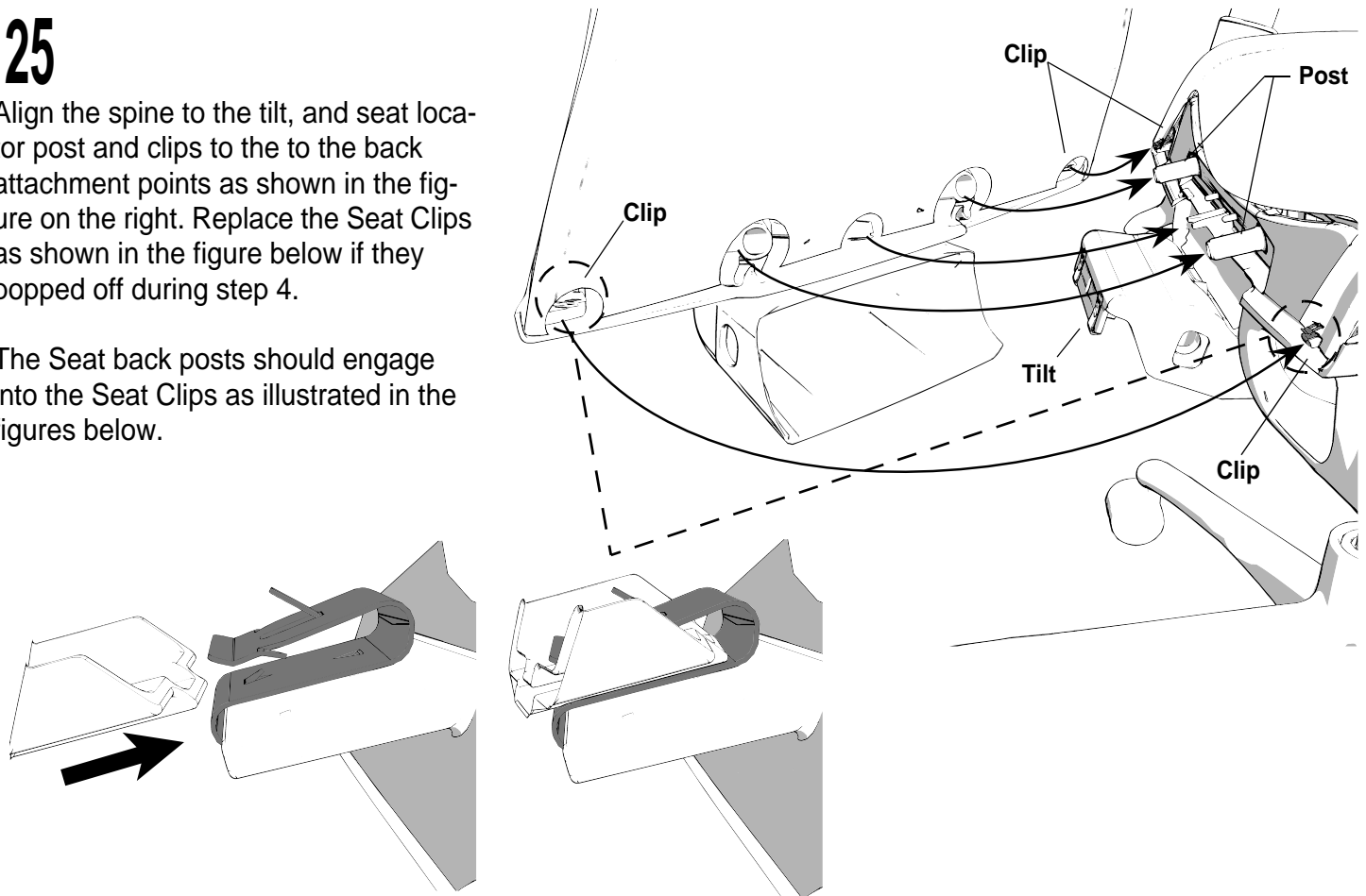
Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat. Note. If Clips popped off during disassembly replace them as shown in Step # 25.

1B4YJ8 REV A

25

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

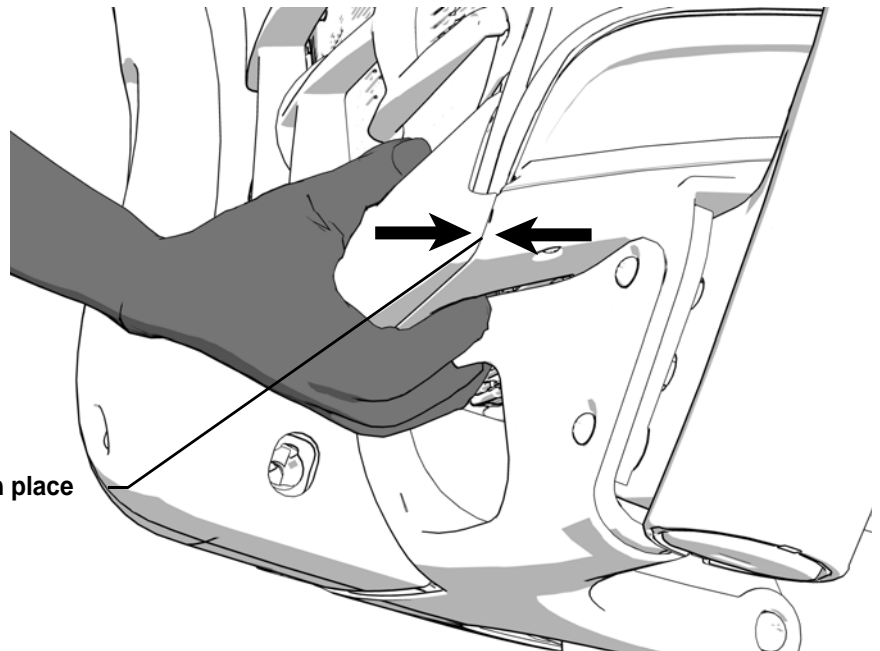


26

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

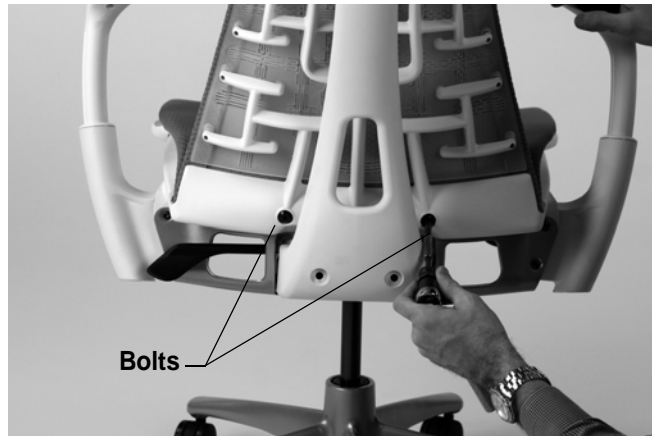
There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



1B4YJ8 REV A

27



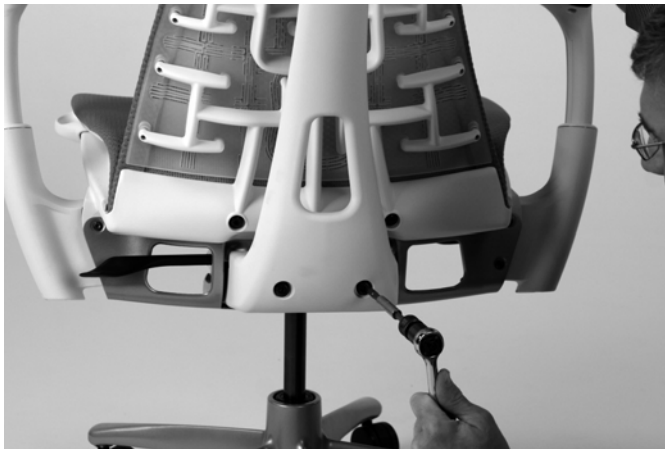
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

29



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

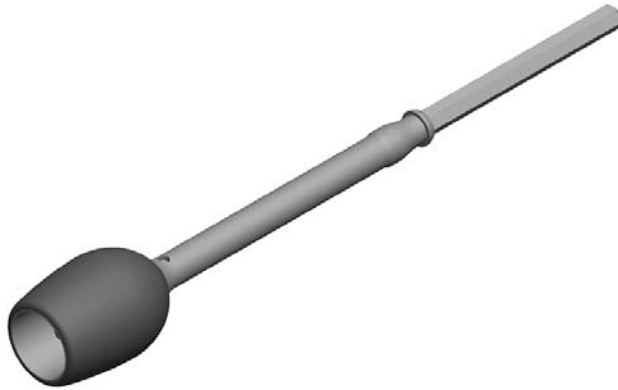
28



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

Embody™ Back Fit Adjustment Handle Replacement

PARTS INCLUDED:



Back Fit Adjustment Handle

TOOLS REQUIRED:



1/16" Allen Wrench

1



Tension Adjustment Rod

Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Insert the replacement Back Fit Adjustment Handle into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

1B4YJ7 REV A

Embody™ Antler Replacement

PARTS INCLUDED:



Antler



Torx Button Head Screw



Dome

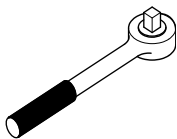


Christmas Tree Clip

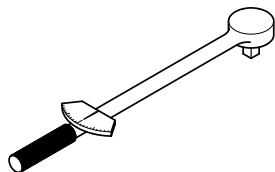
TOOLS REQUIRED:



T-27 Torx Bit



Ratchet



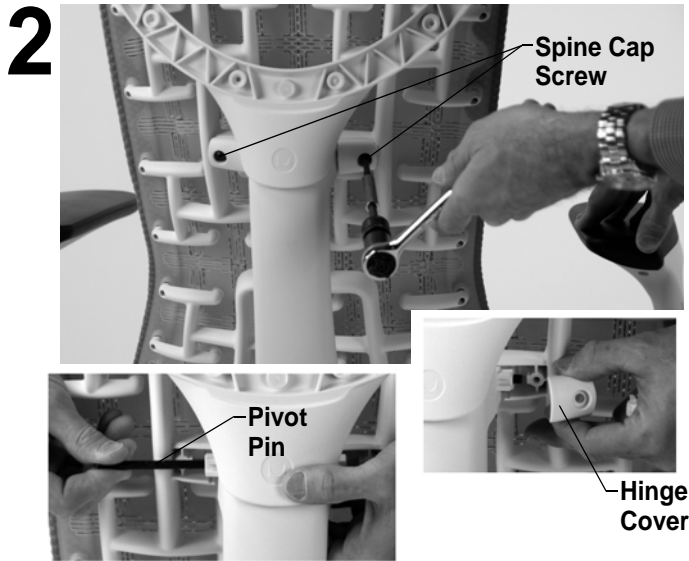
Torque Wrench

1

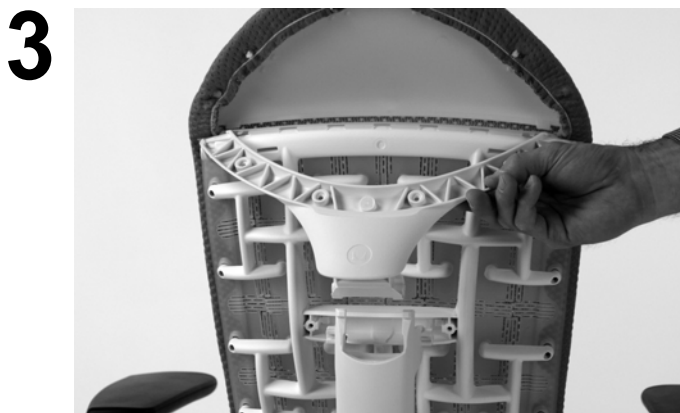


Slide your finger between the antler and the fabric cover and pull up to release the Christmas Tree Clips from the antler.

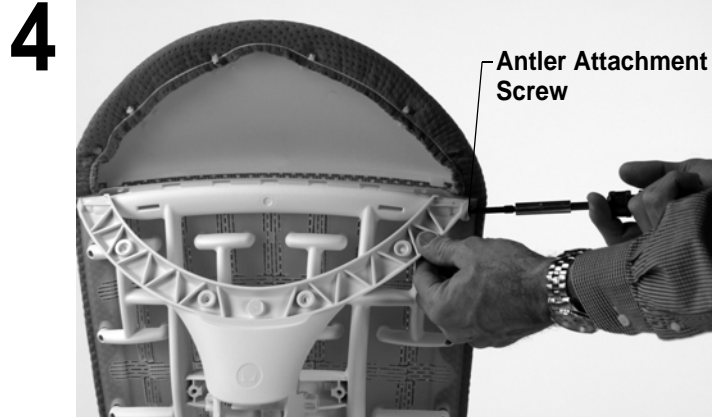
1B4YJ6 REV A



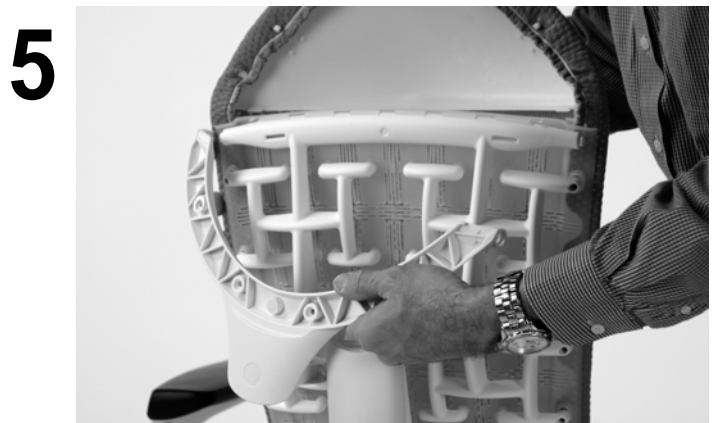
Using the T-27 Hand Tool remove the Spine Cap Screws by turning in a counter-clockwise direction. Remove the Spine Caps and Pivot Pin and set aside



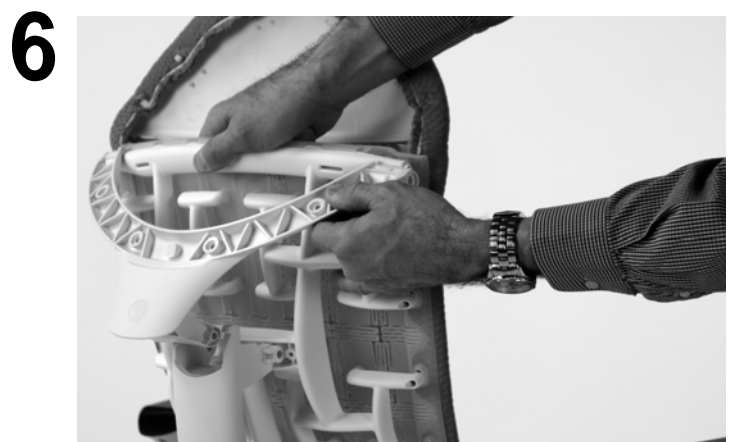
Lift up on Antler to release it from upper spine



Remove the two top antler attachment screws using a t-27 torx bit

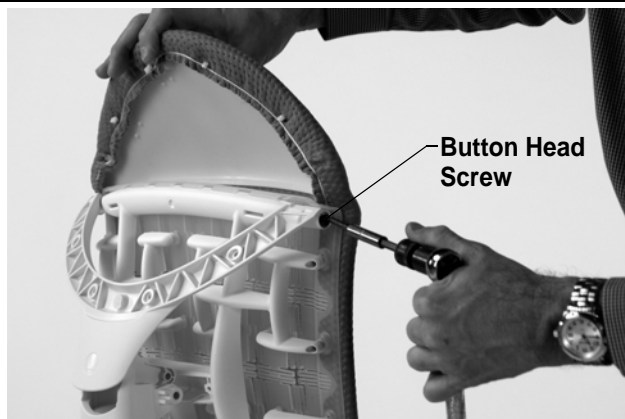


Pull one end of the Antler away from top frame and remove



Assemble replacement Antler onto Back.

7



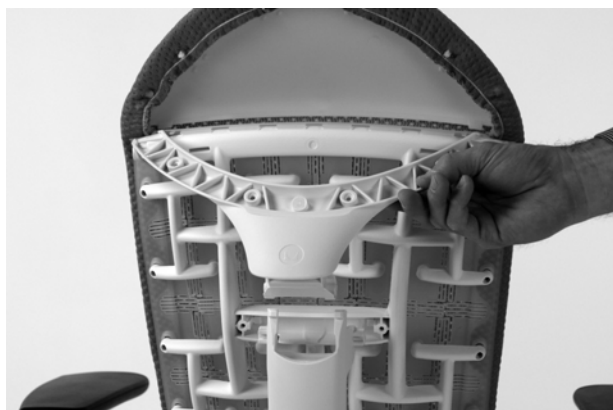
Secure Antler to Back with 2 Torx Button Head Screws using a T-27 torx bit. Torque screws to 22 in/lbs.

10



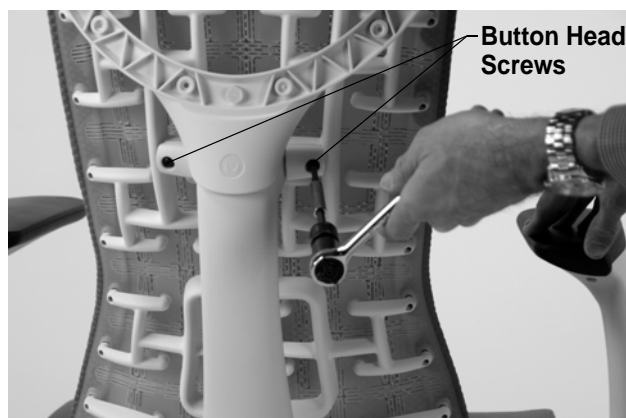
Assemble Hinge Covers onto Pivot Pin and press into Back.

8



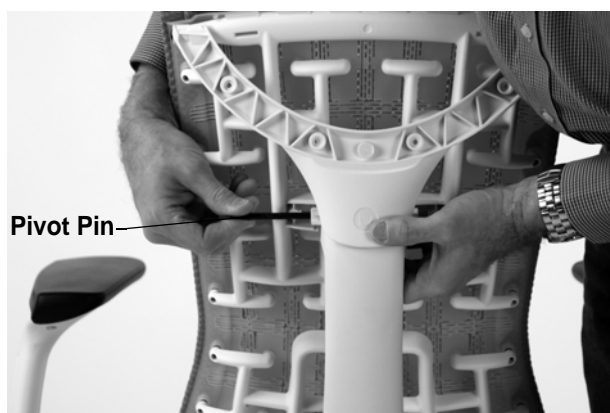
Assemble Antler to Spine.

11



Install 2 Torx Button Head Screws previously removed. Torque screws to 35 in/lbs.

9



Insert Pivot Pin.

12



Pull fabric away from dome.

1B4YJ6 REV A

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13



Remove Dome from fabric.

16



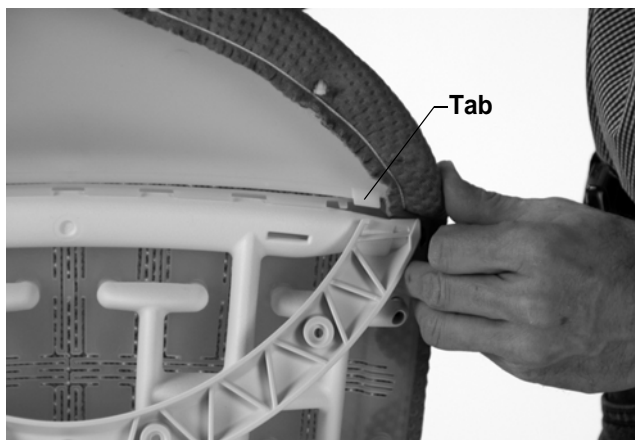
Pull fabric over Christmas Tree Clips.

14



Assemble 4 Christmas Tree Clips onto replacement Dome.

17



Make sure tabs are placed over back collar as shown.

15



Position Dome into fabric.

18



Fold Dome over Antler. Firmly press down making sure Christmas Tree Clips fully engage into Antler.

1B4YJ6 REV A

©

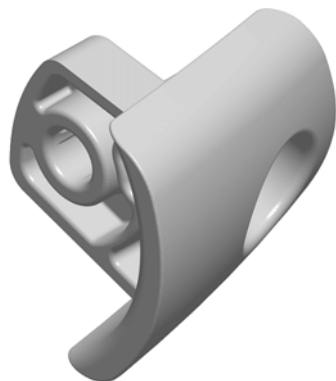
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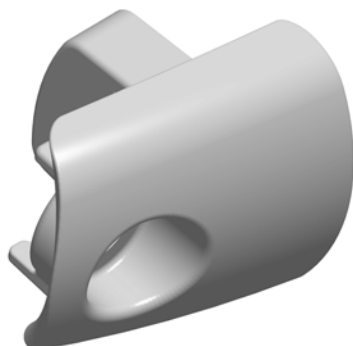
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Embody™ Backrest Hinge Cover Replacement

PARTS INCLUDED:



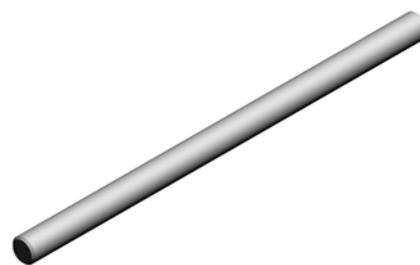
RH Cover



LH Cover

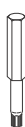


Torx Button Head Screw (2)

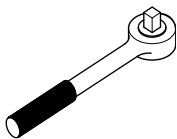


Pivot Pin

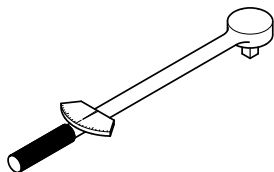
TOOLS REQUIRED:



T-27 Torx Bit

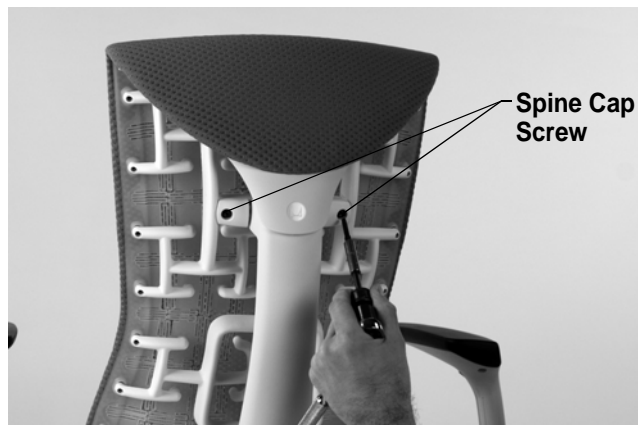


Ratchet



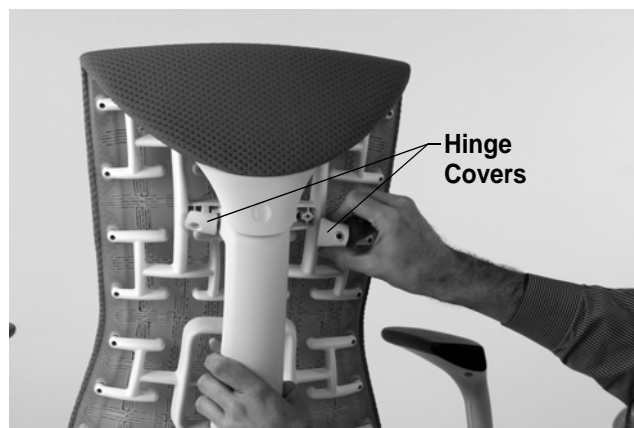
Torque Wrench

1



Using the T-27 Hand Tool remove the Spine Cap Screws by turning in a counter-clockwise direction.

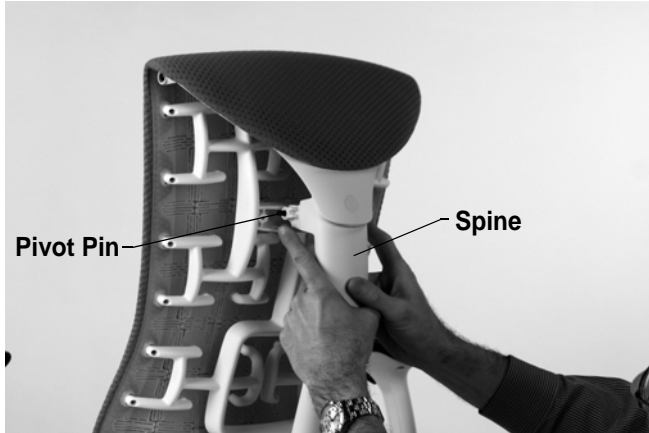
2



Remove both Hinge Covers.

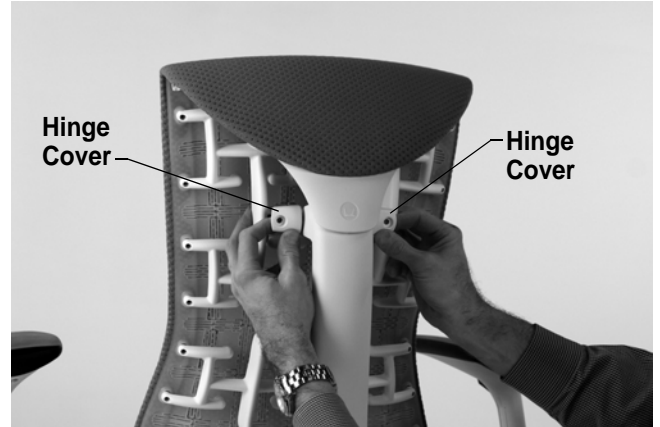
1B4YJ5 REV A

3



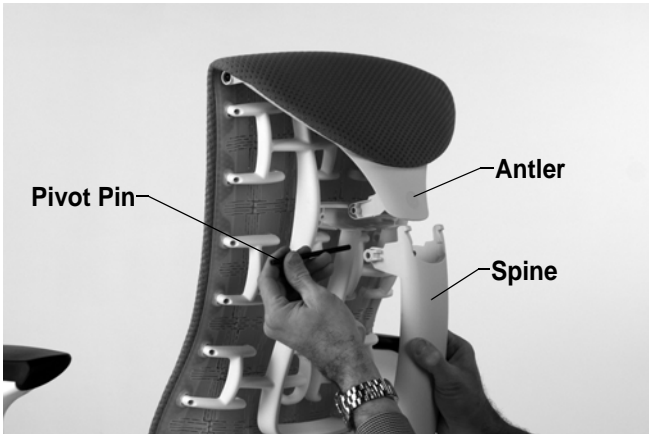
Pull out on Spine just enough to slide out Pivot Pin.

5



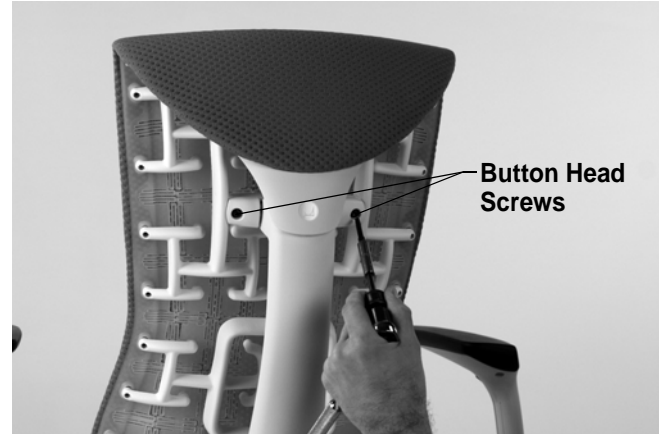
Assemble replacement Hinge Covers onto Pivot Pin and press into Back.

4



Insert replacement Pivot Pin into Antler and Spine.

6



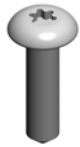
Install 2 replacement Torx Button Head Screws. Torque screws to 35 in/lbs.

Embody™ Spine Replacement

PARTS INCLUDED:

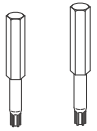


Spine

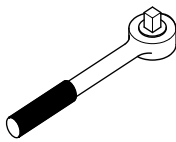


Torx Button Head Screw (2)

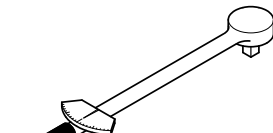
TOOLS REQUIRED:



T-27 T-40
Torx Bits



Ratchet



Torque Wrench



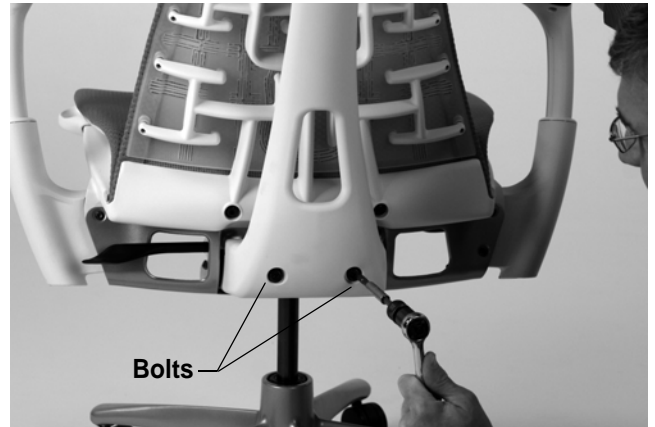
1/16" Allen Wrench

1



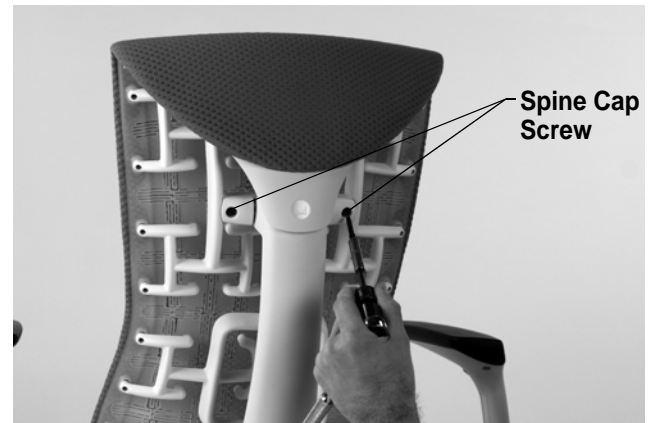
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench and remove spine.

3



Using the T-27 Hand Tool remove the Spine Cap Screws by turning in a counter-clockwise direction.

4



Remove both Hinge Covers.

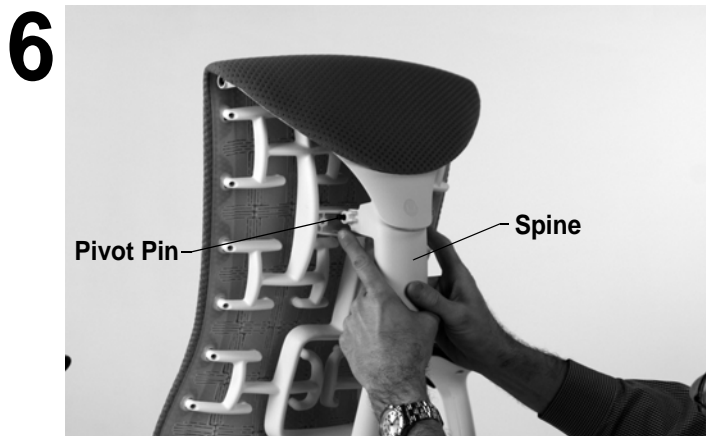
1B4YJ4 REV A



Pull lower Spine from tilt housing.



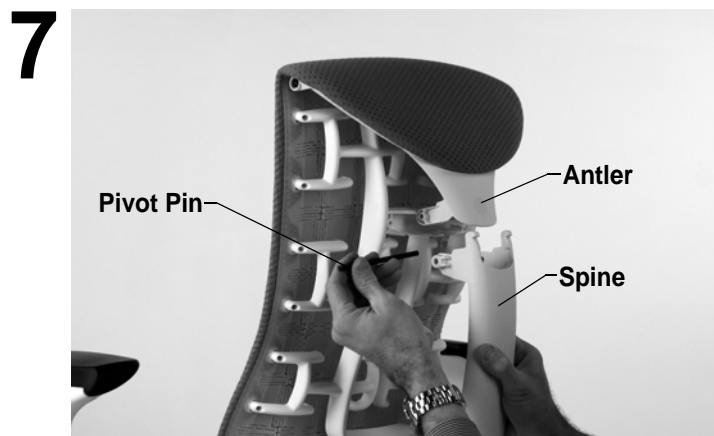
Assemble Hinge Covers onto Pivot Pin and press into Back.



Slide out Pivot Pin.



Install 2 Torx Button Head Screws previously removed. Torque screws to 35 in/lbs.



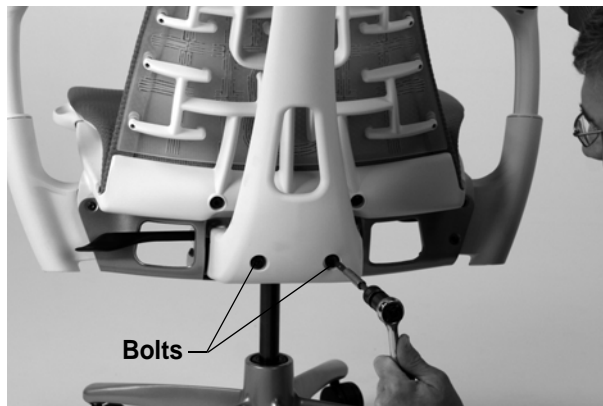
Insert Pivot Pin into Antler and replacement Spine.



Slide lower Spine onto tilt housing.

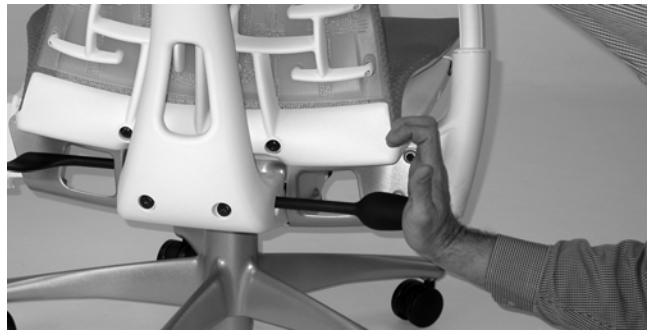
1B4YJ4 REV A

11



Install 2 lower spine bolts using t-40 torx wrench and remove spine. Torque bolts to 35 in/lbs.

12



Insert the Back Fit Adjustment Handle into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

1B4YJ4 REV A

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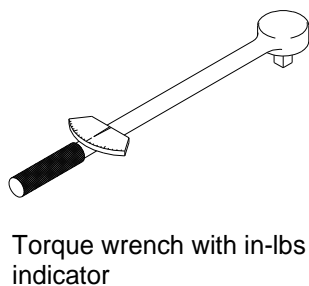
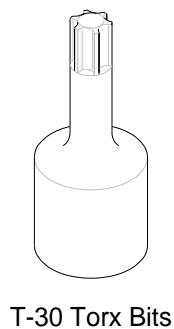
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Embody™ Arm Plug Replacement

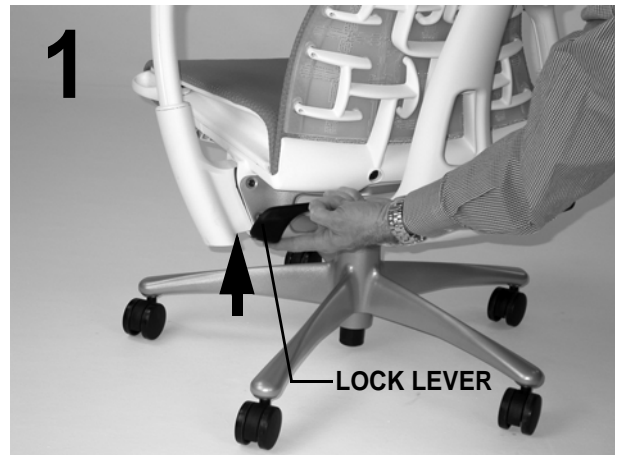
PARTS INCLUDED:



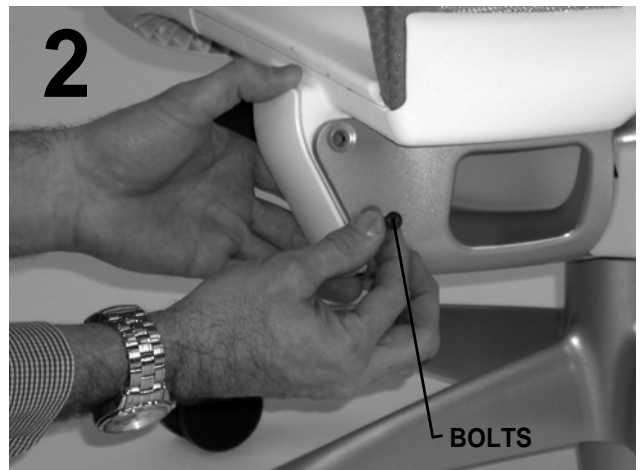
TOOLS REQUIRED:



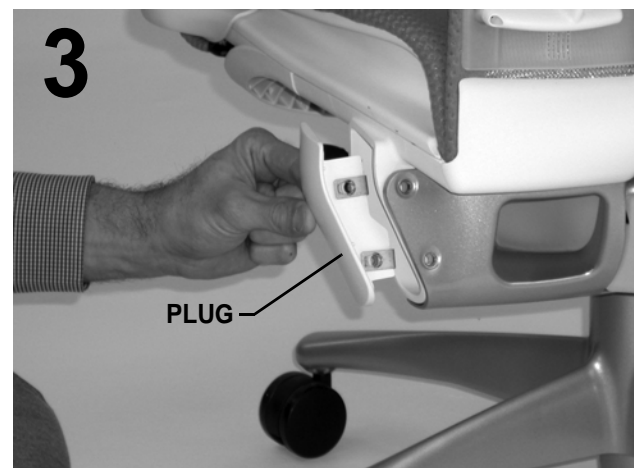
LEFT ARM PLUG



1. Raise tilt lock lever to lock position (up).

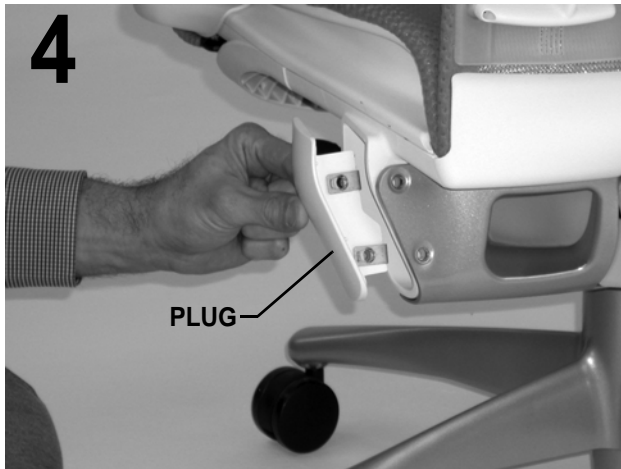


2. Remove both bolts using T-30 Torx Bit.

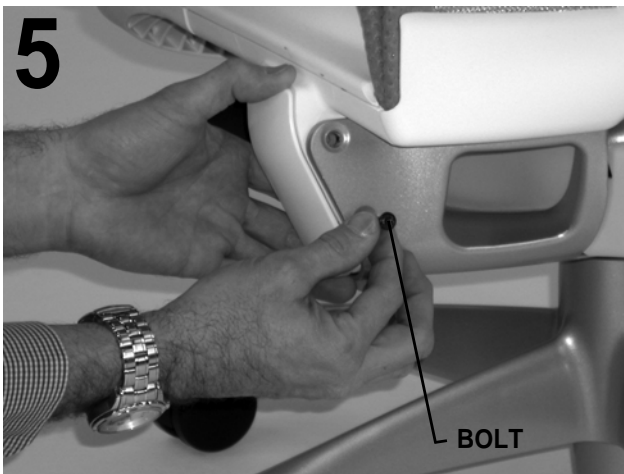


3. Remove arm plug.

1B4YJ3 REV A



4. Replace with new arm plug.



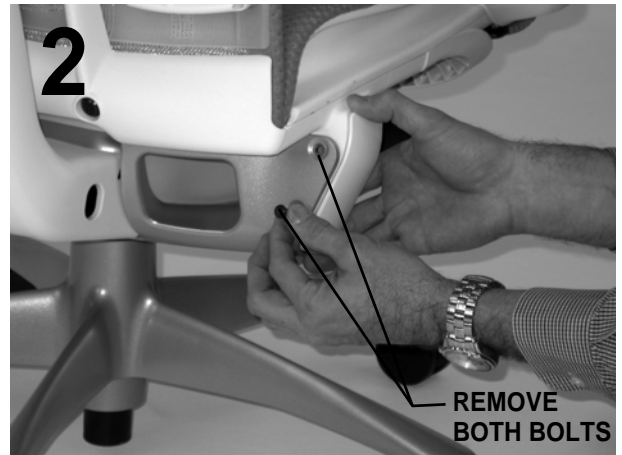
5. Install bolts snug.

6. Tighten bolts to 85 in/lbs.

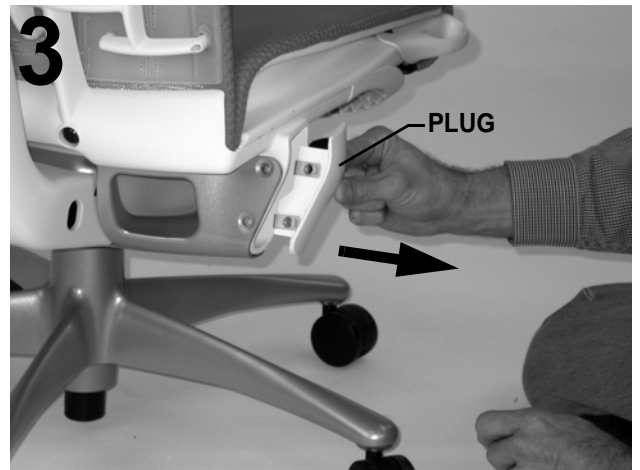
RIGHT ARM PLUG



1. Remove back tension adjustment rod by wiggling up and down while pulling out to disengage.

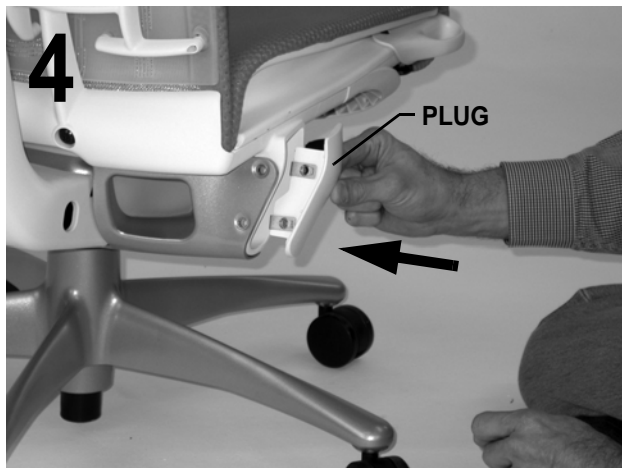


2. Remove both bolts using T-30 Torx Bit.

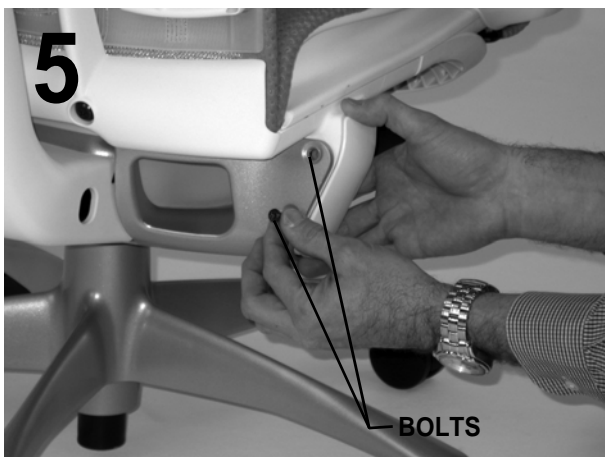


3. Remove arm plug.

1B4YJ3 REV A



4. Replace with new arm plug.



5. Install bolts snug. Tighten to 85 in/lbs.



6. Replace back tension adjustment knob by pushing all the way in and then strike with palm of hand until seated. An audible click should be heard.

Embody™ Arm Pad Assembly Replacement

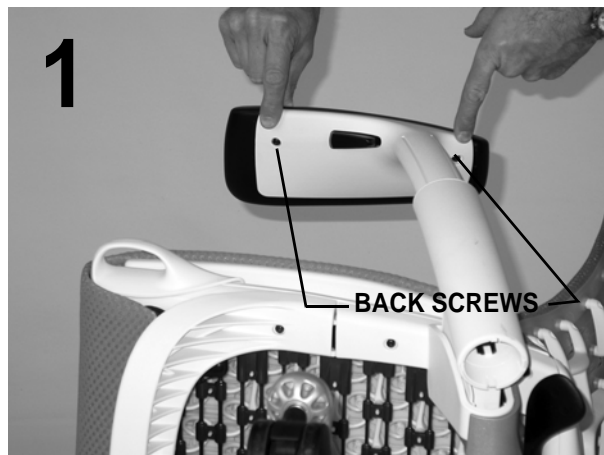
PARTS INCLUDED:



Right Arm Pad

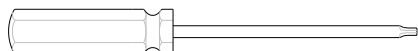


Left Arm Pad

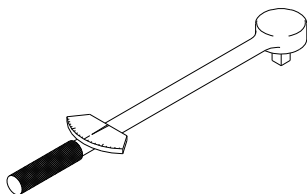


1. Remove front and back screws.

TOOLS REQUIRED:



T-20 Torx Driver



Torque wrench with in-lbs indicator



2. Replace with new arm pad.

3. Re-install screws. Do not overtighten.

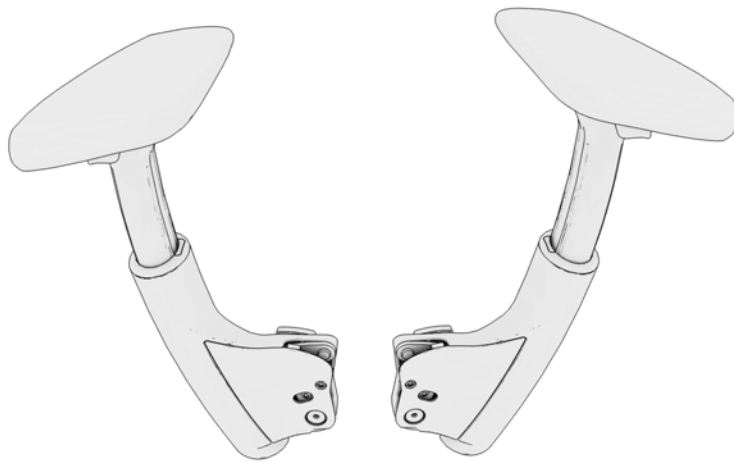
Torc specs 15 in/lbs.

4. Repeat process for other arm pad.

1B4YJ2 REV A

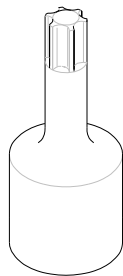
Embody™ Arm Replacement

PARTS INCLUDED:

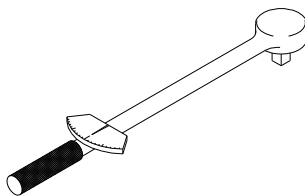


Arms

TOOLS REQUIRED:

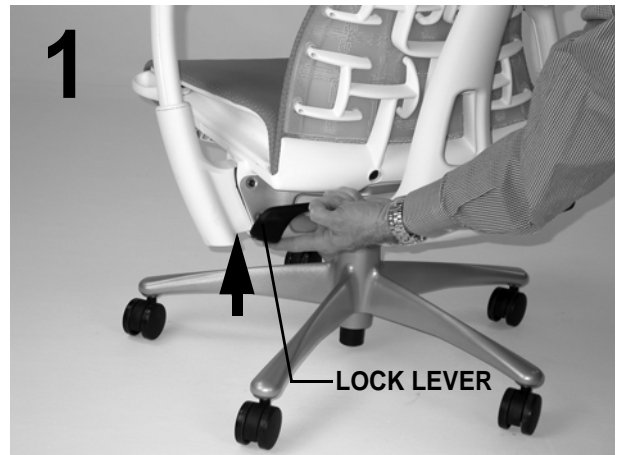


T-30 Torx Bits

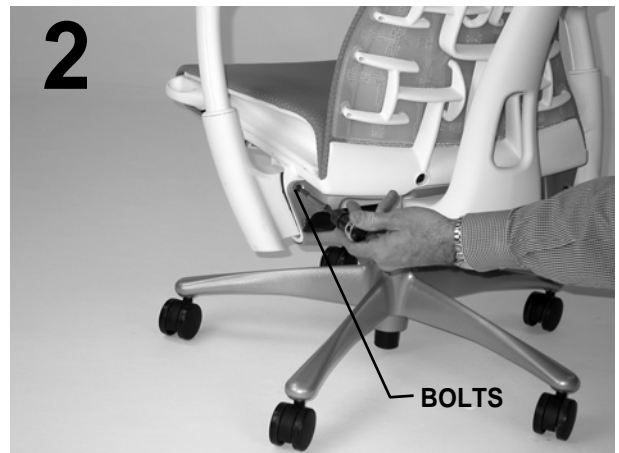


Torque wrench with in-lbs indicator

LEFT ARM



1. Raise tilt lock lever to lock position (up).



2. Remove both bolts using T-30 Torx Bit.

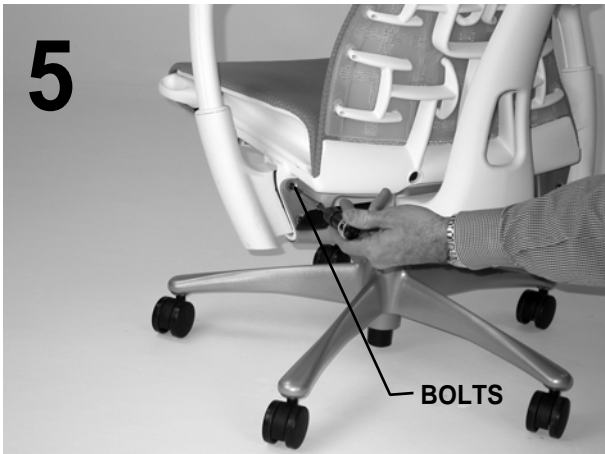


3. Remove arm.

1B4YJ0 REV A



4. Replace with new arm.



5. Re-install bolts snug.

6. Tighten to 85 in/lbs.

RIGHT ARM



1. Remove back tension adjustment rod by wiggling up and down while pulling out to disengage.

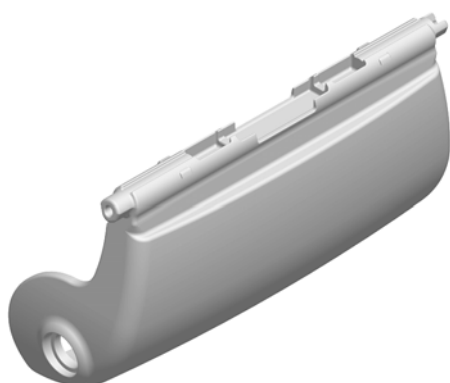
2. "Repeat steps 2-6 of Left arm Replacement Procedures".



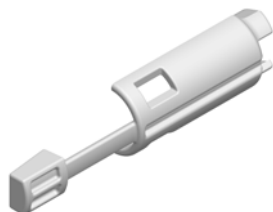
7. Replace back tension adjustment knob by pushing all the way in and then strike with palm of hand until seated, and audible click should be heard.

Embody™ Front Seat Link Replacement

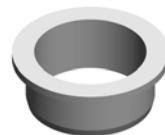
PARTS INCLUDED:



Front Seat Link



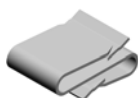
Upper Link Bushing (2)



Flange Bushing (2)

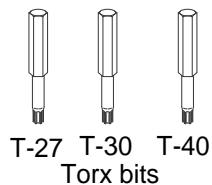


Shoulder Bolt (2)

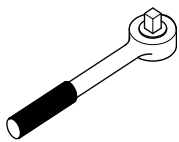


S-Clip (2)

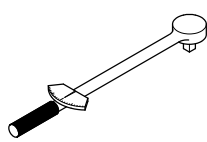
TOOLS REQUIRED:



T-27 T-30 T-40
Torx bits



Ratchet



Torque Wrench



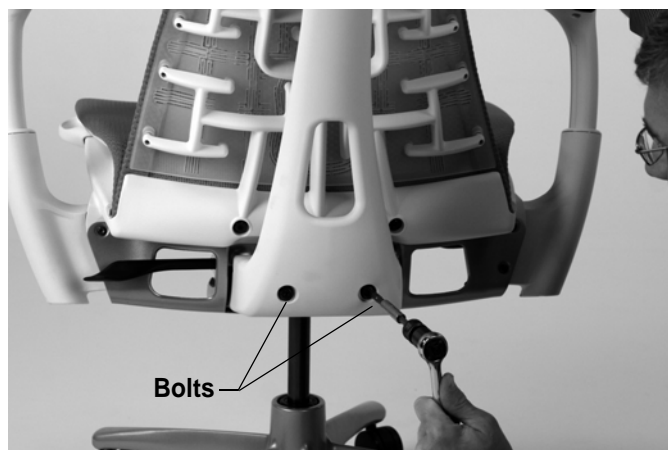
1/16" Allen Wrench

1



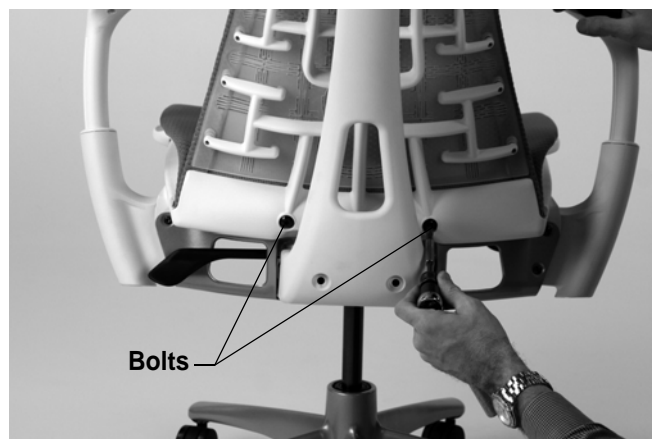
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1B4YHZ REV A

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



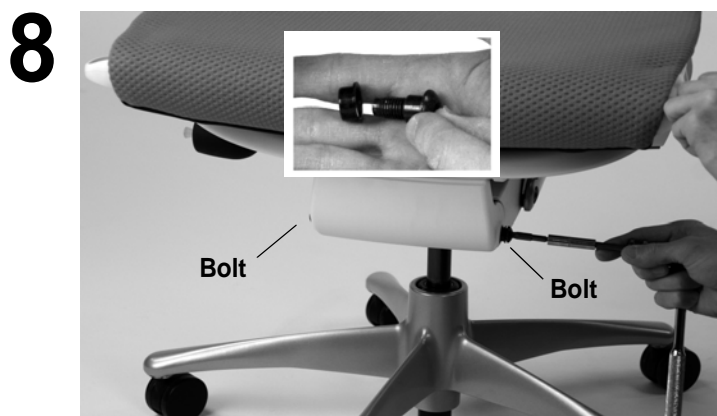
Bolt

Remove single lower bolt from each arm housing using t-27 torx wrench

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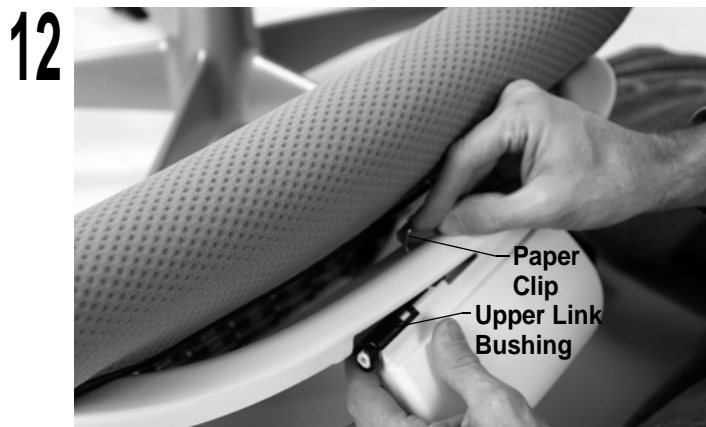
Remove two lower front link shoulder bolts and bushings using t-40 torx wrench



Remove seat



Pull lower cover forward



Locate 2 front seat link removal holes on top of front center of seat frame. Insert bent paper clip into holes to disengage flange bushings.



Lift up front of seat assembly

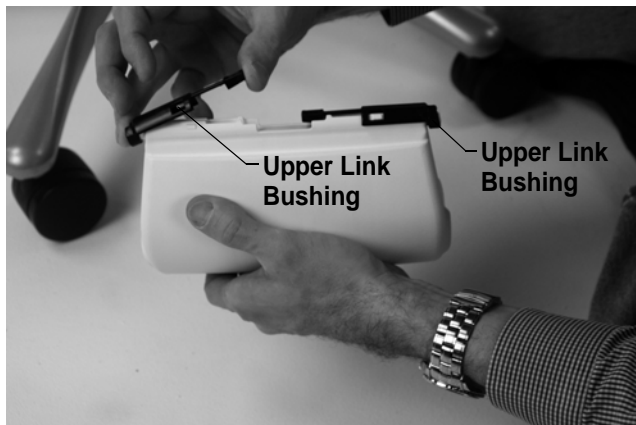


Pull Front Seat Link out.

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14



Assemble Upper Link Bushings to replace Front Seat Link.

17



Rotate front link cover down until holes are aligned

15



Insert one side of Front Seat Link into seat frame. Rotate other side up until it snaps into

18



Install bushings and shoulder bolts using t-40 torx wrench. (250 In/lbs)

16



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

19

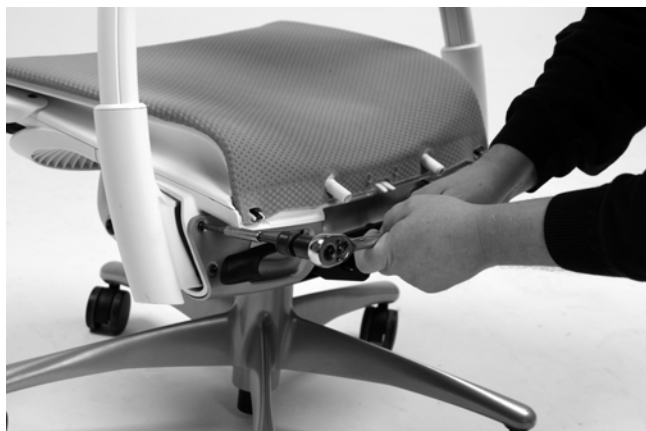


Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

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20



Return both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

21



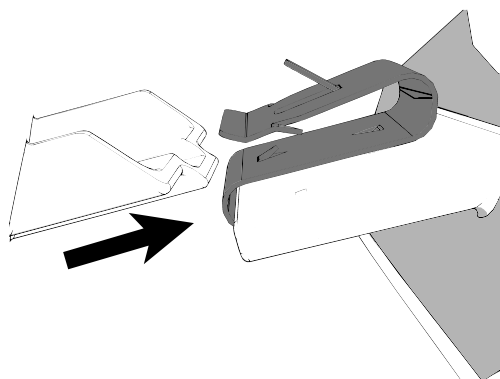
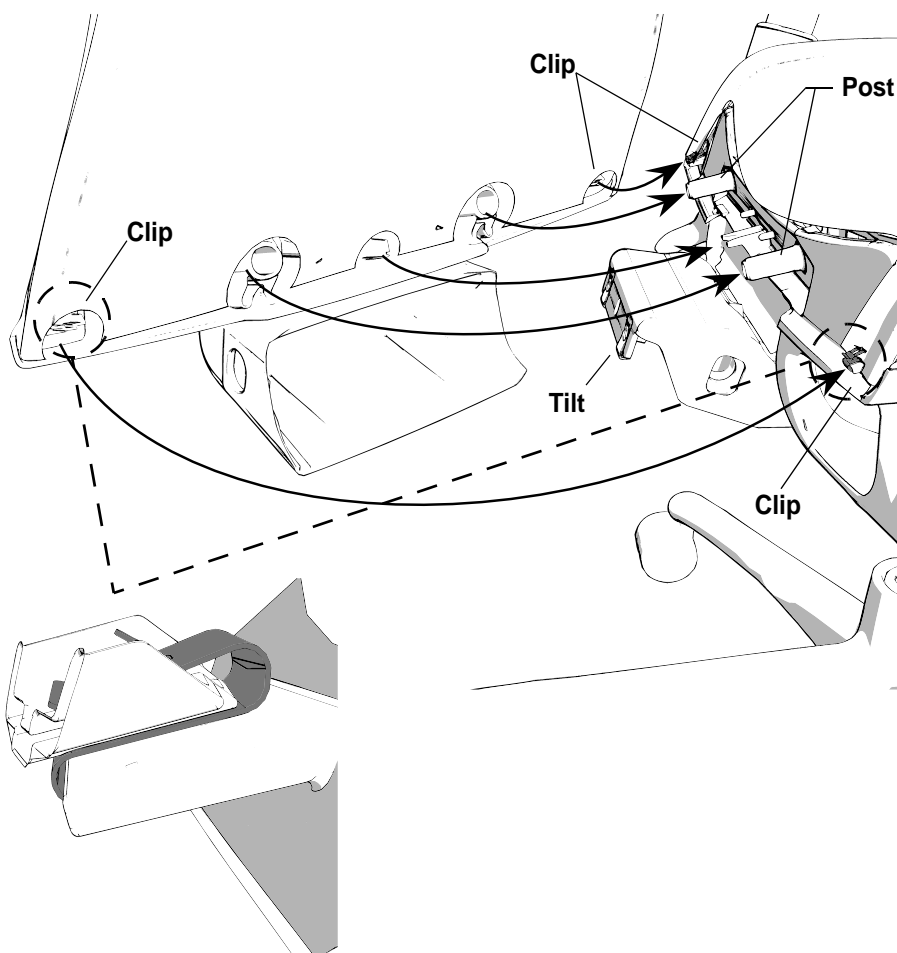
Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat.

Note. If Clips popped off during disassembly replace them as shown in Step # 22.

22

Align the spine to the tilt, and seat locator post and clips to the to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.



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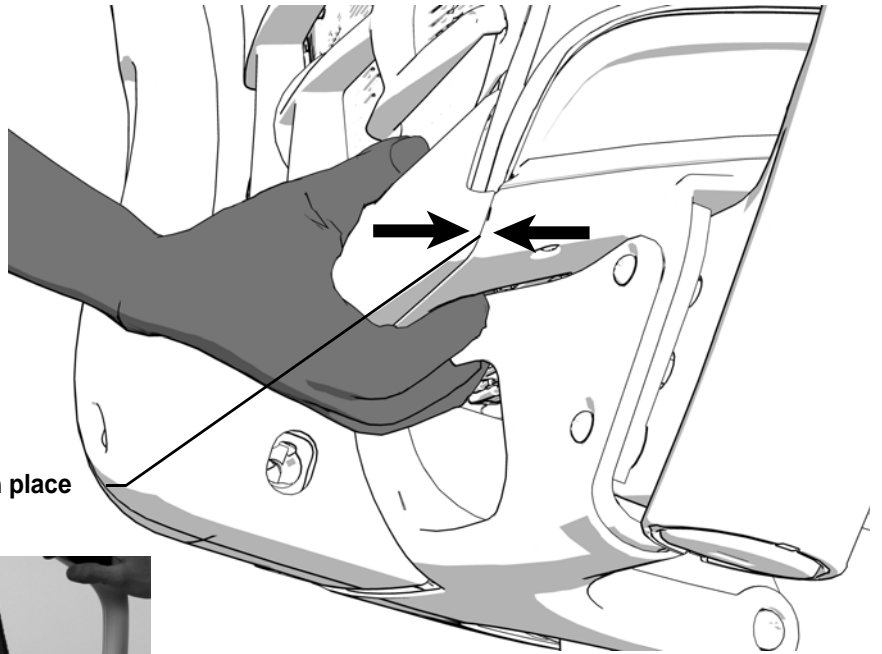
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23

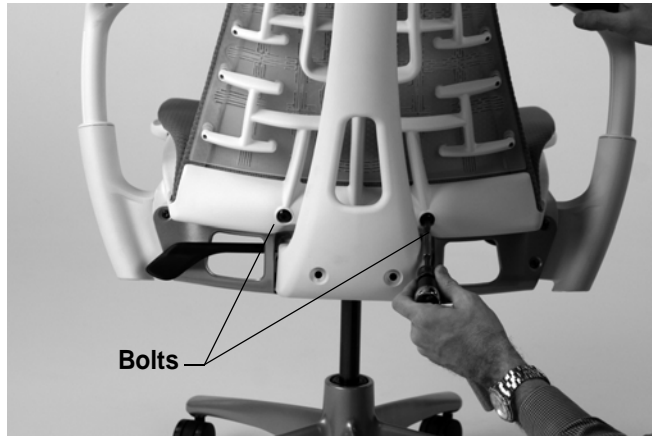
Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



24



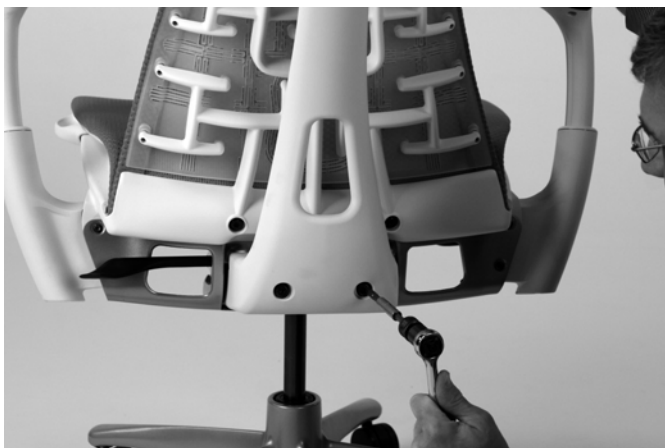
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

26



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

25



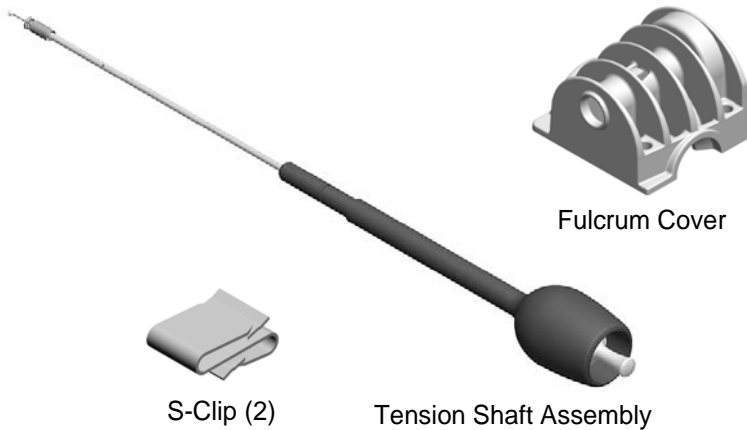
Install lower spine bolts using t-40 torx wrench (90 in/lbs)

1B4YHZ REV A

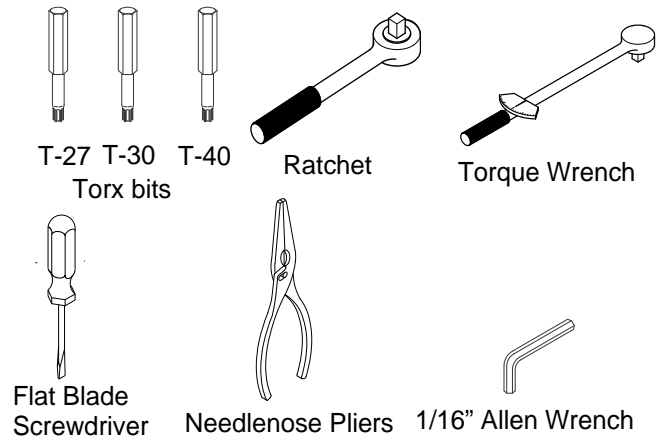
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Embody™ Tension Shaft Assembly Replacement

PARTS INCLUDED:



TOOLS REQUIRED:

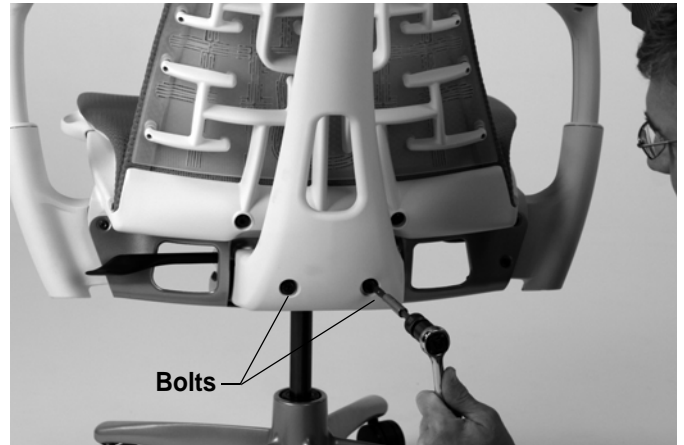


1



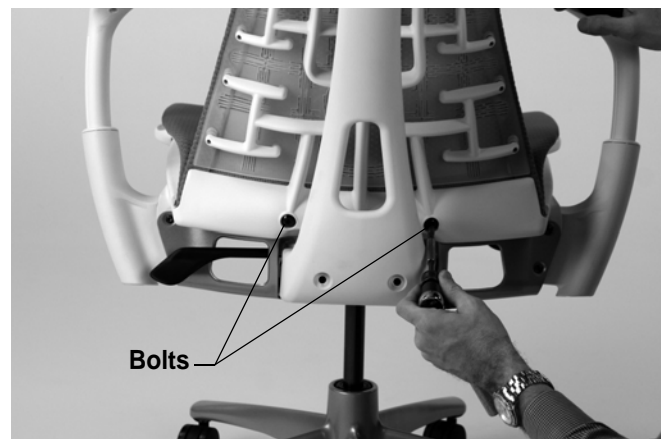
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench.

1B4YHY REV B

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)

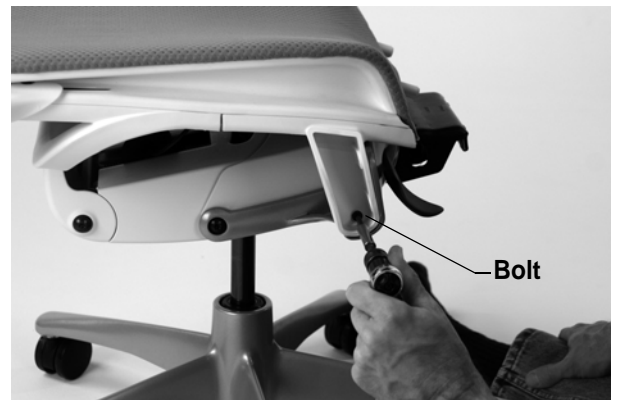


2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



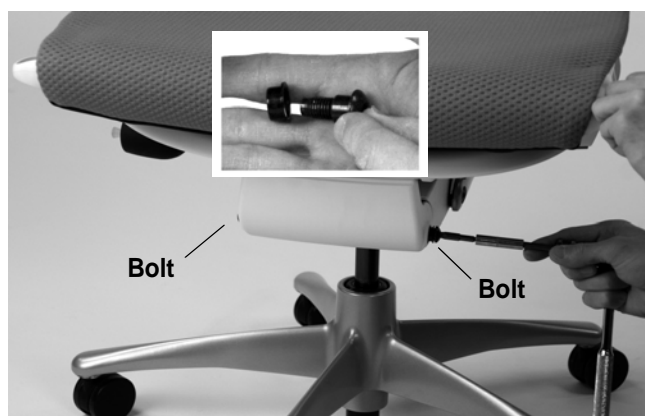
Bolt

Remove single lower bolt from each arm housing using t-27 torx wrench

1B4YHY REV B

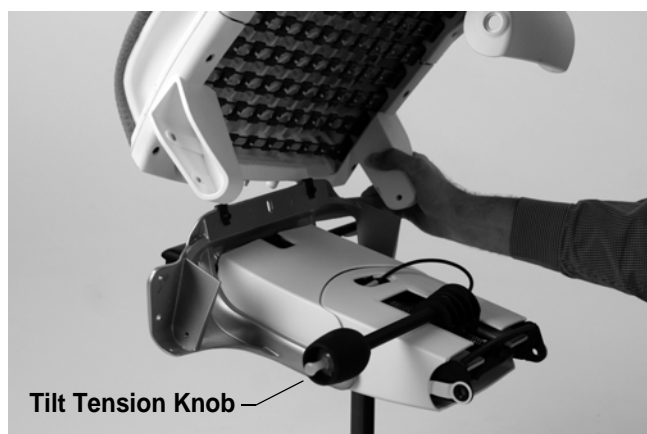
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8



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

11



Remove seat. Set tilt tension to minimum.

9



Pull lower cover forward

12



Locate wire clip for tilt tension knob. Slide flat headed screwdriver under cable collar. Pry up gently until cable collar is free.

10



Lift up front of seat assembly

13



Grasp the cable and push it forward to release ball end from cylinder.

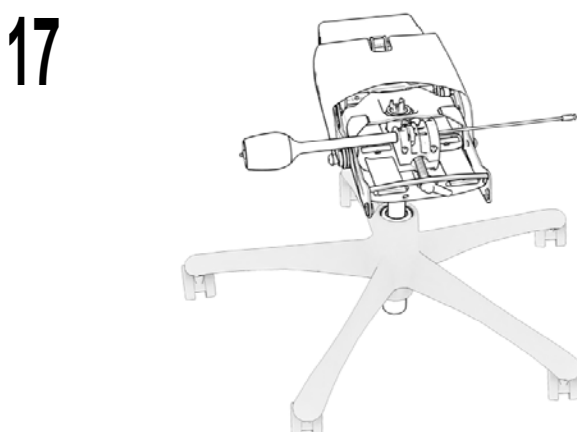
1B4YHY REV B

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14

Remove wire clip from tilt tension knob assembly.



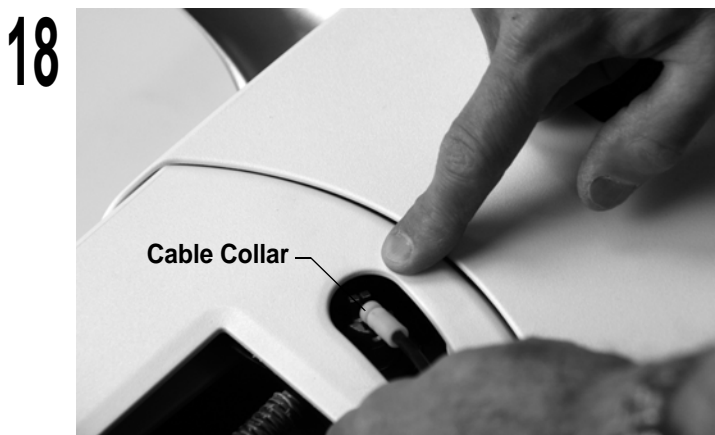
17

Insert new tension knob assembly into hole in housing. Rotate until it fully seats. Install new wire clip. (Cover not shown for clarity.)



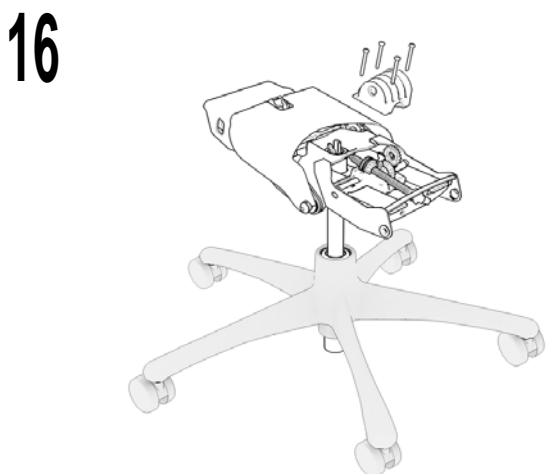
15

Pull tension knob assembly free from housing.



18

Connect ball end of cable onto end of cylinder. Press cable collar onto bracket.



16

Remove fulcrum cover removing four Screws. (Cover not shown for clarity.)



19

Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

1B4YHY REV B

20



Rotate front link cover down until holes are aligned

23



Replace both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

21



Install bushings and shoulders bolts using t-40 torx wrench. (250 in/lbs)

24



Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat.

Note. If Clips popped off during disassembly replace them as shown in Step # 24.

22



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

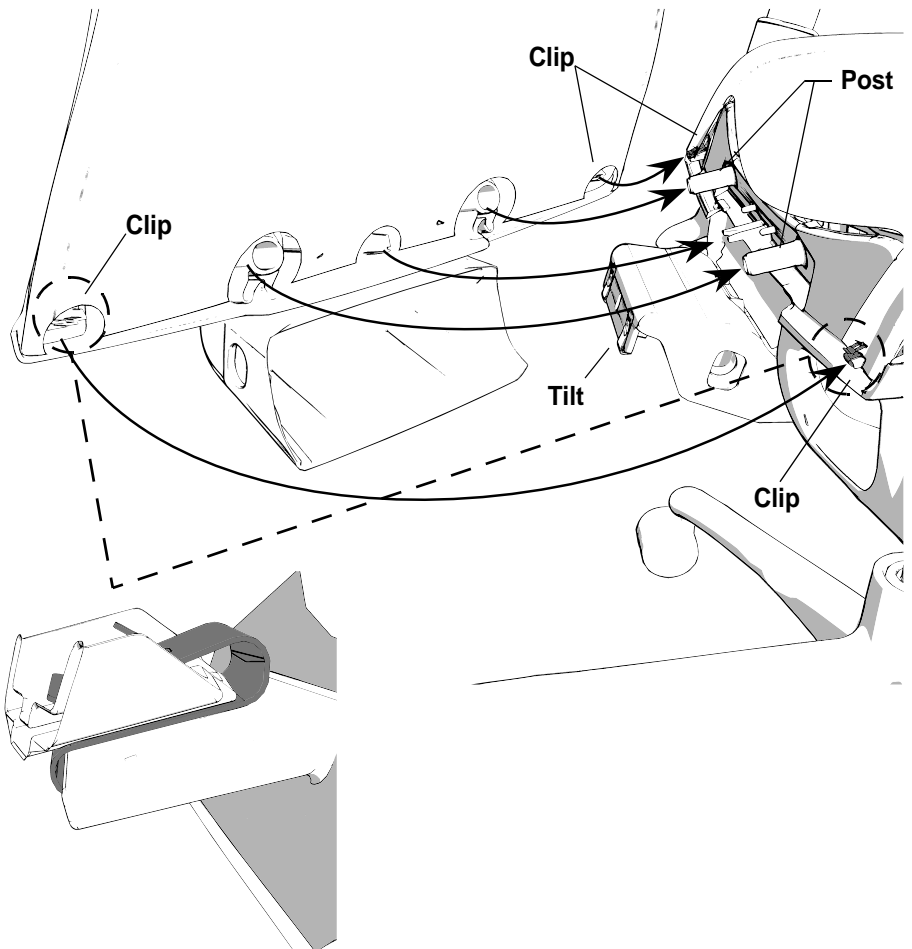
1B4YHY REV B

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25

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

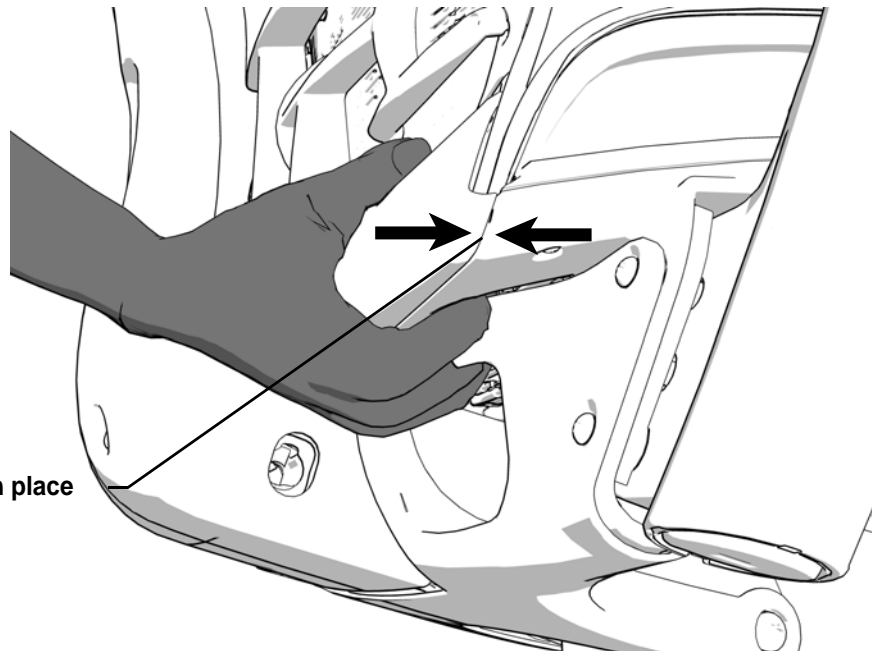


26

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

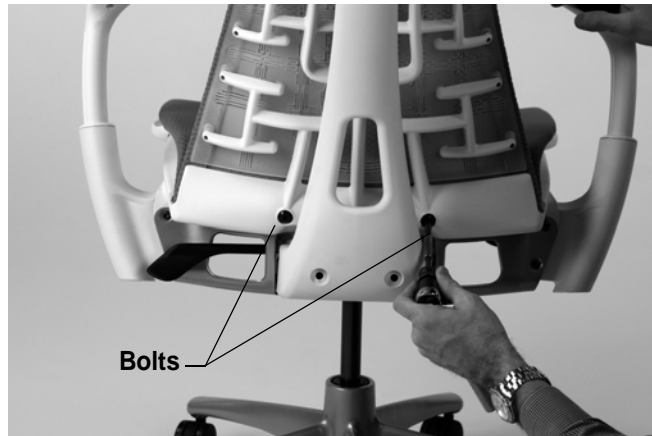
There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



1B4YHY REV B

27



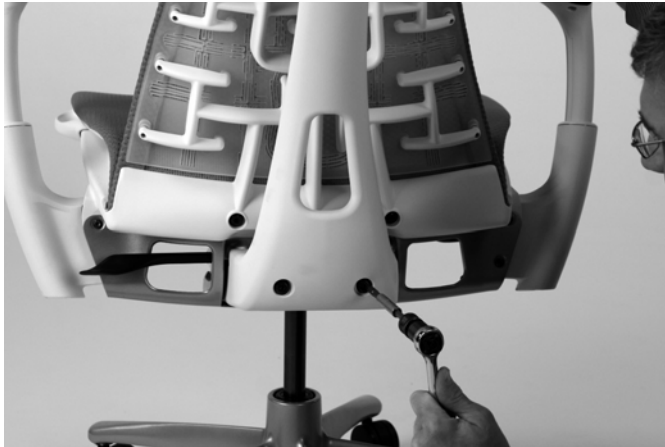
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

29



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

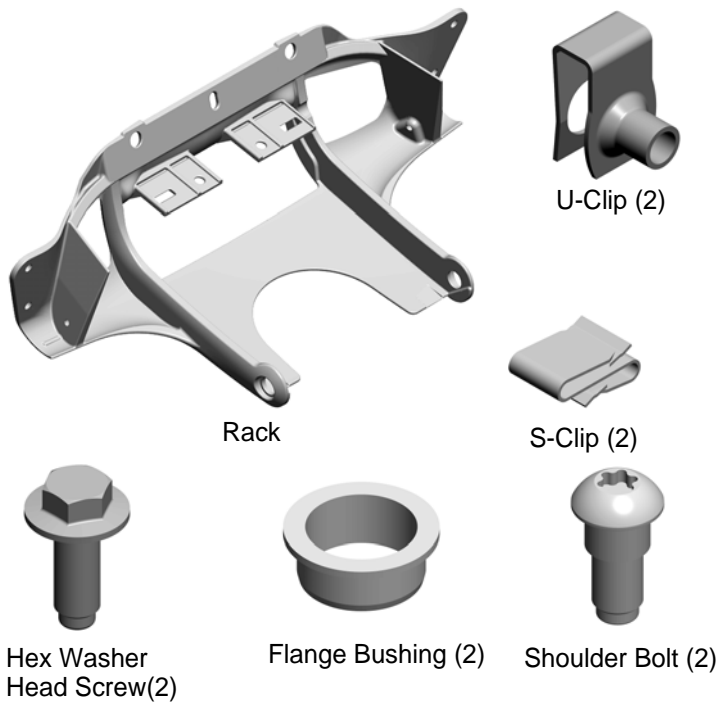
28



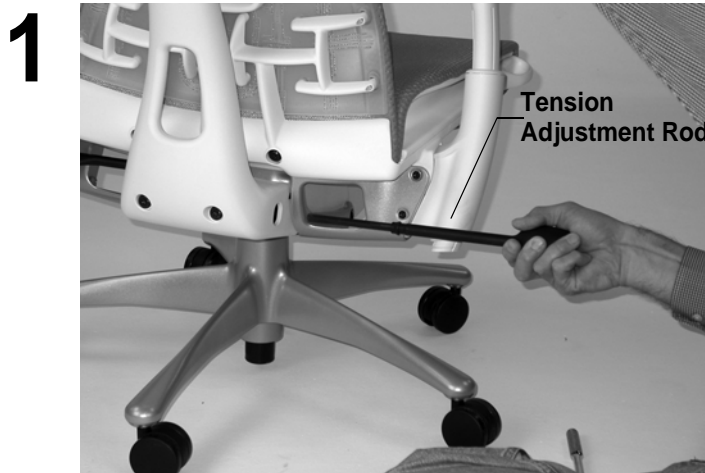
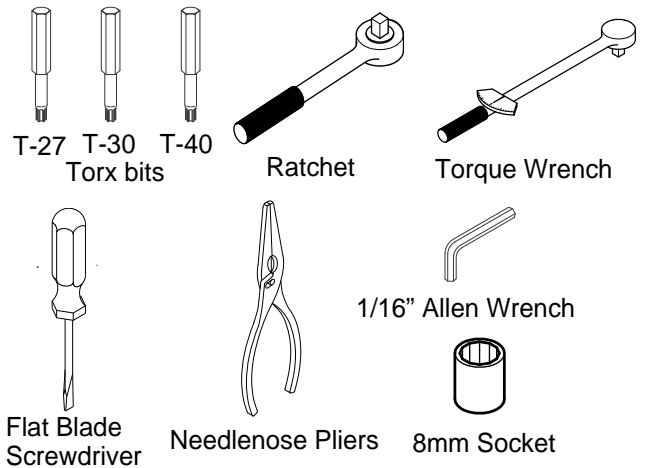
Install lower spine bolts using t-40 torx wrench (90 in/lbs)

Embody™ Rack Replacement

PARTS INCLUDED:

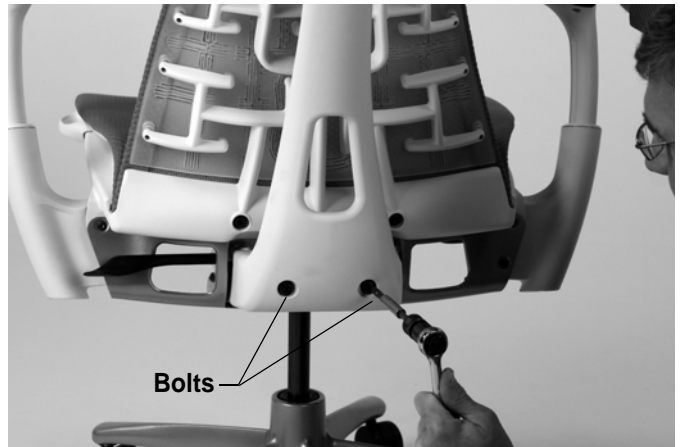


TOOLS REQUIRED:



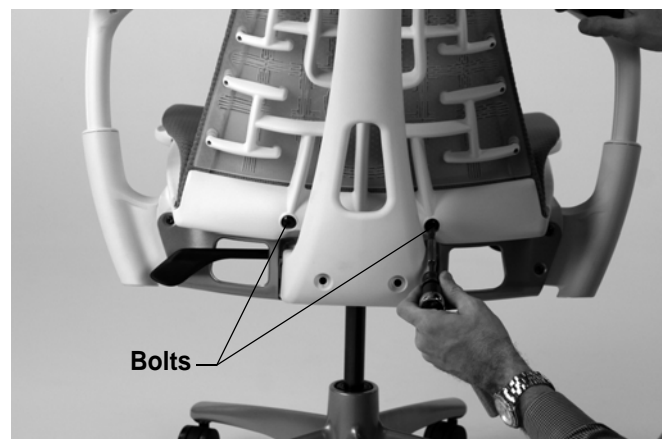
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1B4YHX REV A

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



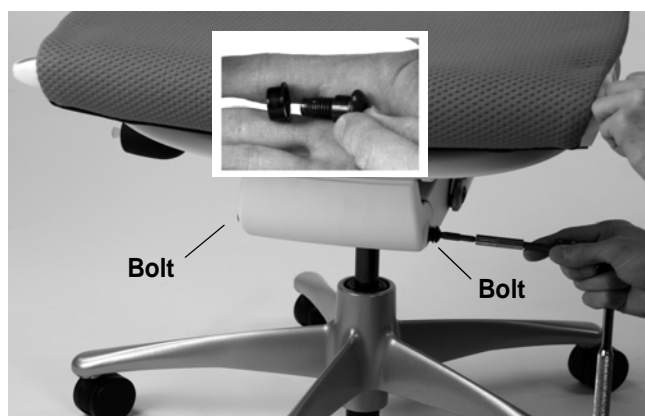
Bolt

Remove single lower bolt from each arm housing using t-27 torx wrench

1B4YHX REV A

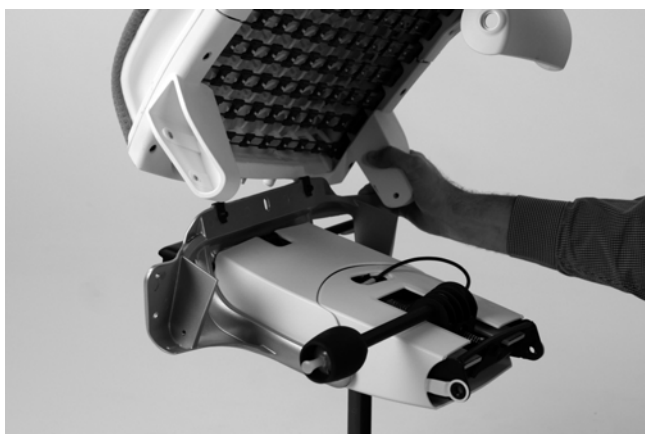
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8



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

11



Remove seat

9



Pull lower cover forward

12



Slide flat blade screwdriver along side of rear tilt cover and pry off.

10



Lift up front of seat assembly

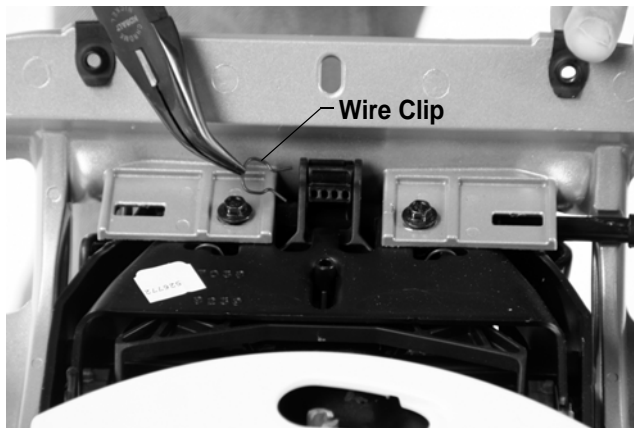
13



Rotate back of rear tilt cover up and pull off.

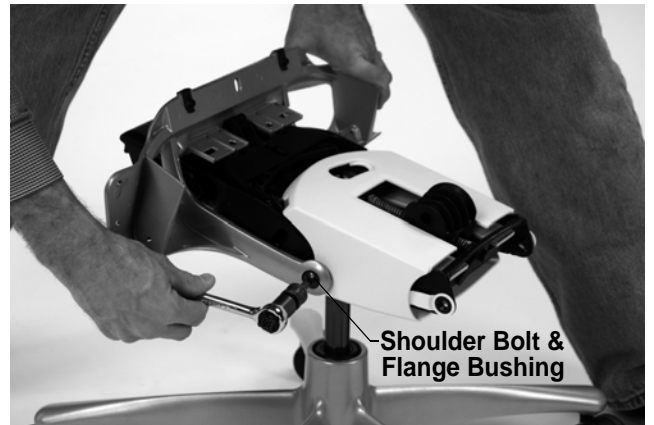
1B4YHX REV A

14



Remove Wire Clip from end of Tilt Limiter Lever. Set Clip aside.

17



Remove Shoulder Bolt and Flange Bushing from each side of Rack.

15



Pull Tilt Limiter Lever free from assembly.

18



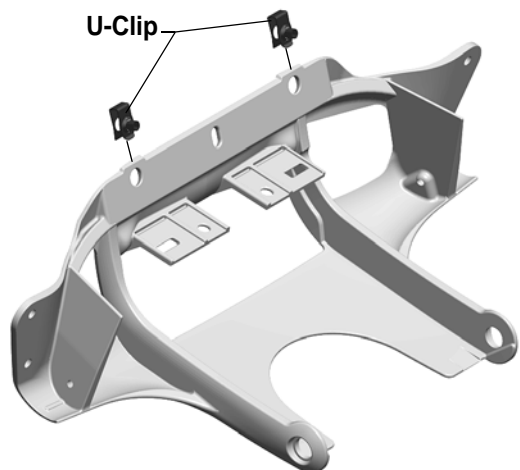
Rotate Rack and pull free from assembly.

16



Remove 2 Hex Washer Head Screws.

19

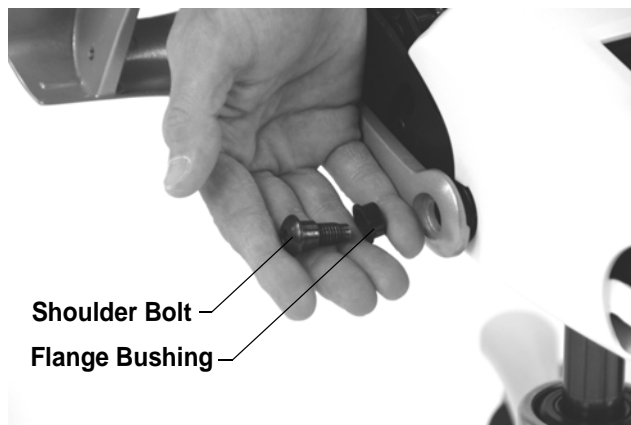


Install 2 U-Clips onto replacement Rack.

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21



Shoulder Bolt
Flange Bushing

Position Replacement Rack onto assembly.
Install Flange Bushing and Shoulder bolt.

23



Tilt Limiter Lever

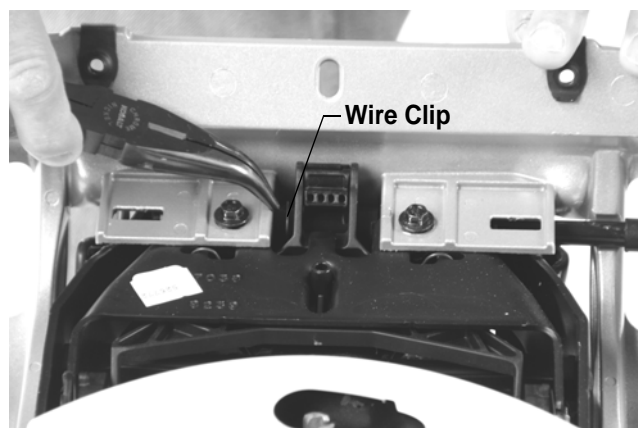
Insert Tilt Limiter Lever into assembly.

21



Tighten Shoulder Bolts to 250 in/lbs.

24



Wire Clip

Return Wire Clip to end of Lever.

22



Hex Washer
Head Screw

Install 2 Hex Washer Screws. Tighten
Screws to 55 in/lbs.

25



Bushing

Set front of rear tilt cover onto bushings in
pivot assembly. Press down on back of cover
making sure clips fully engage into slots in tilt.

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26



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

27



Rotate front link cover down until holes are aligned

28



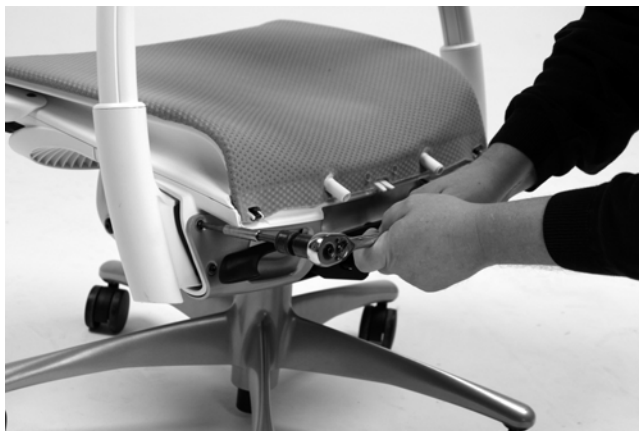
Install bushings and shoulders bolts using t-40 torx wrench. (250 In/lbs)

29



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

30



Return both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

31



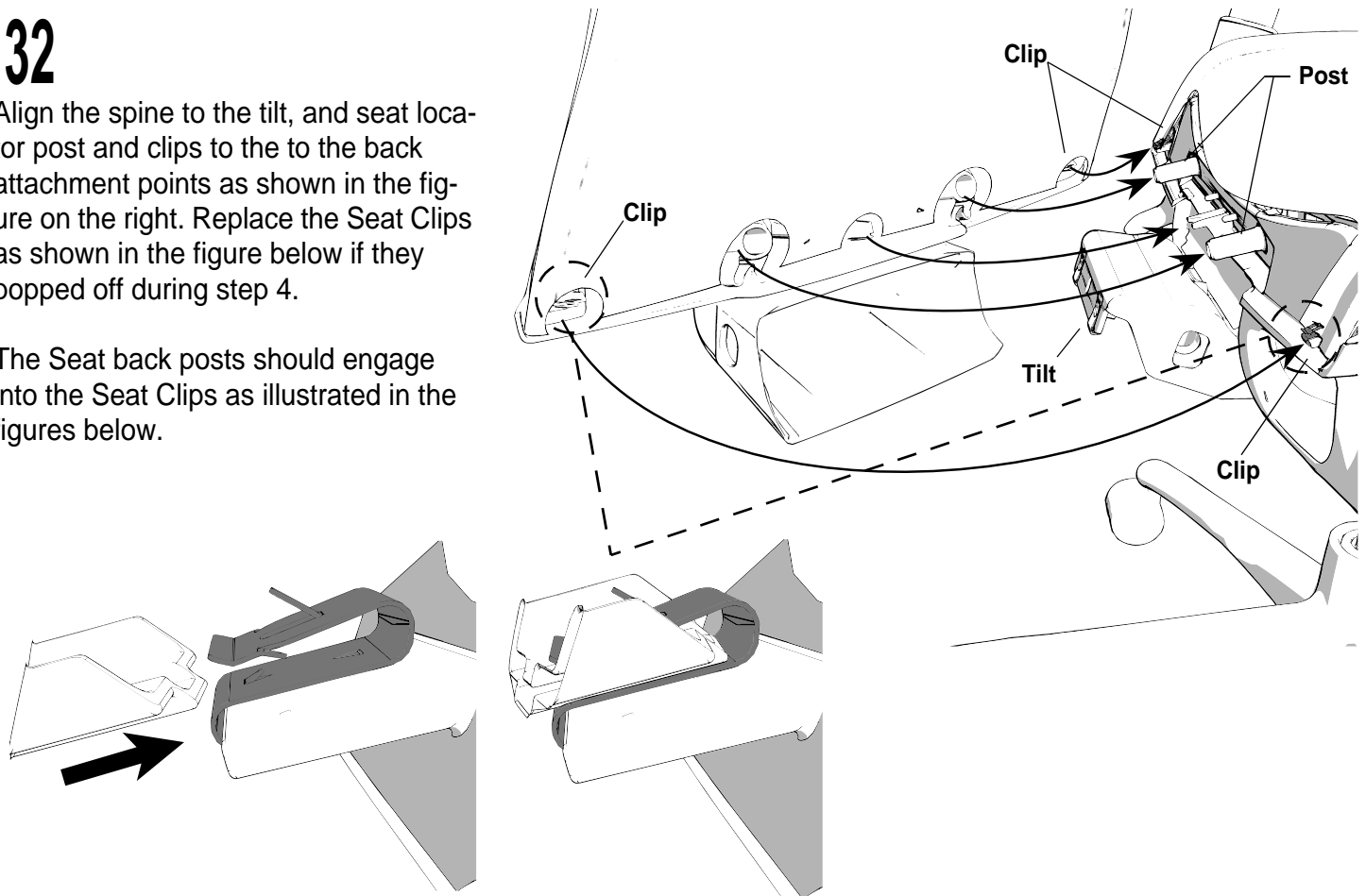
Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat. Note. If Clips popped off during disassembly replace them as shown in Step # 32.

1B4YHX REV A

32

Align the spine to the tilt, and seat locator post and clips to the to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

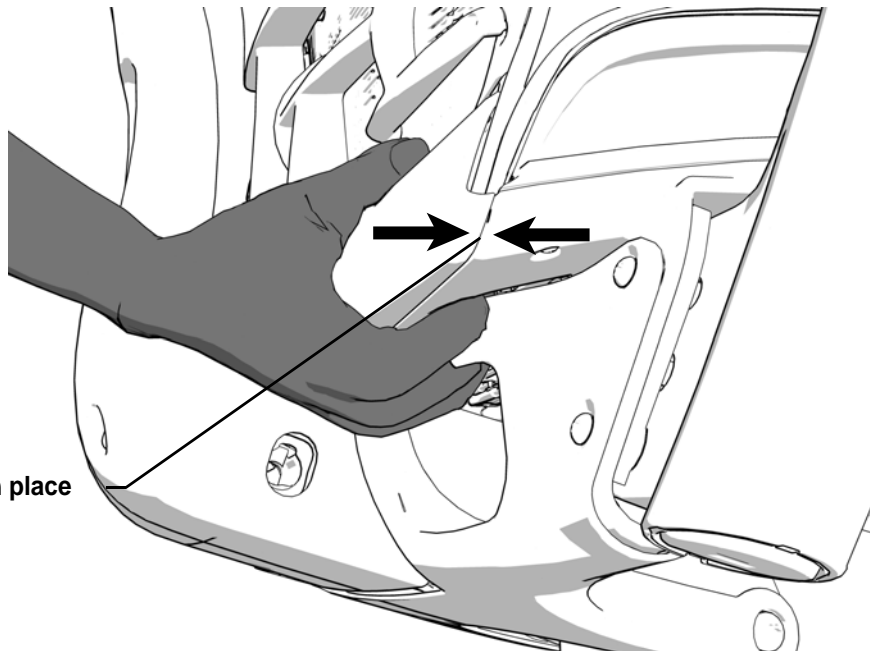


33

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

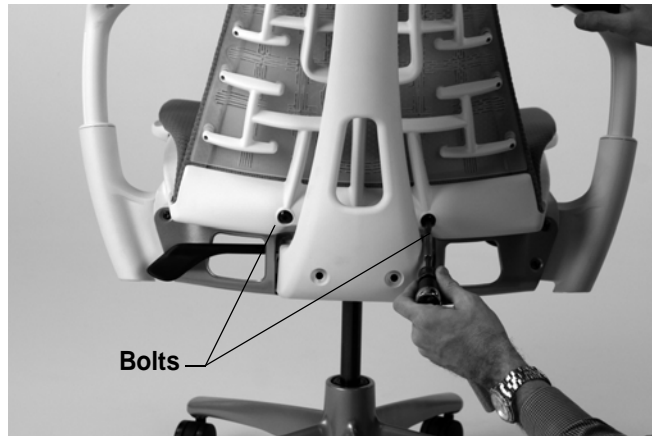
There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



1B4YHX REV A

34



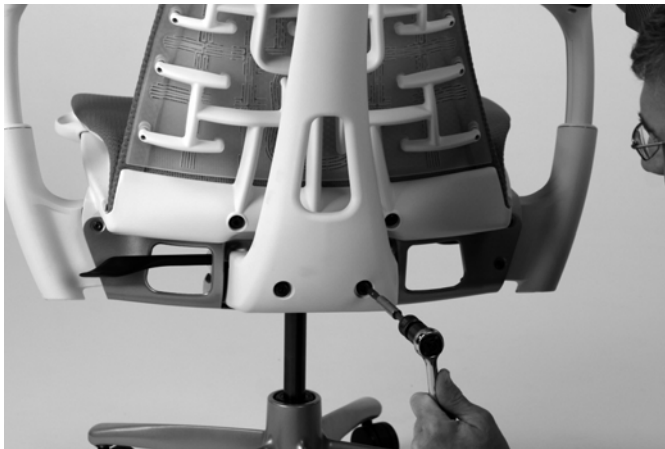
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

36



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

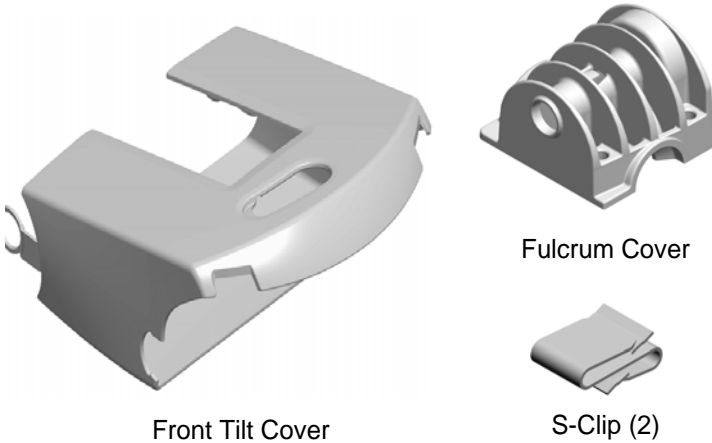
35



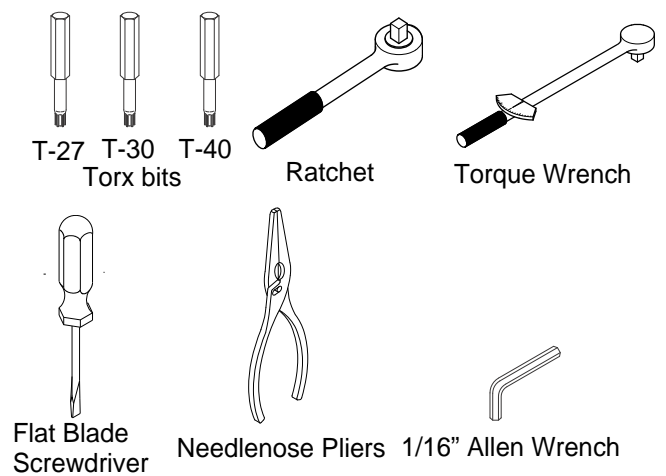
Install lower spine bolts using t-40 torx wrench (90 in/lbs)

Embody™ Front Tilt Cover Replacement

PARTS INCLUDED:



TOOLS REQUIRED:

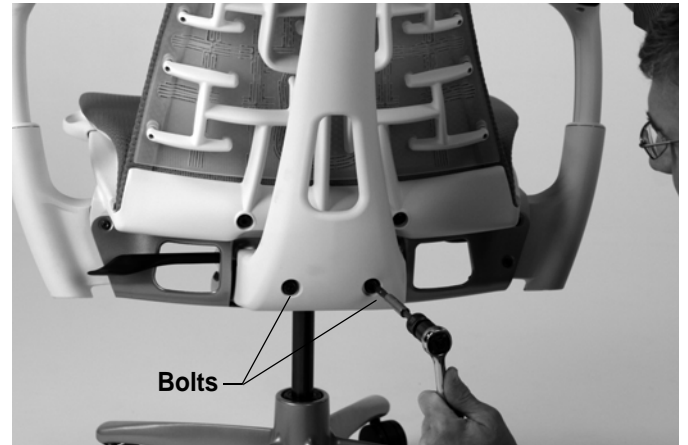


1



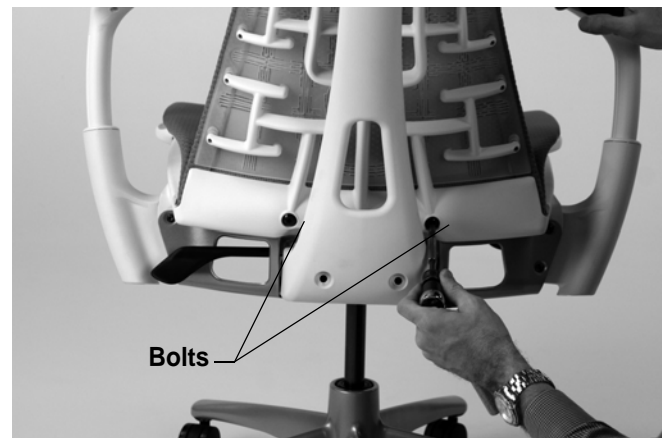
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1B4YHW REV C

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs

1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



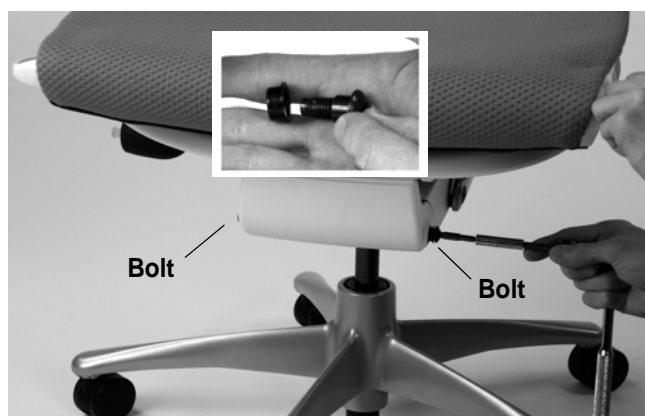
Bolt

Remove single lower bolt from each arm housing using t-27 torx wrench

1B4YHW REV C

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8



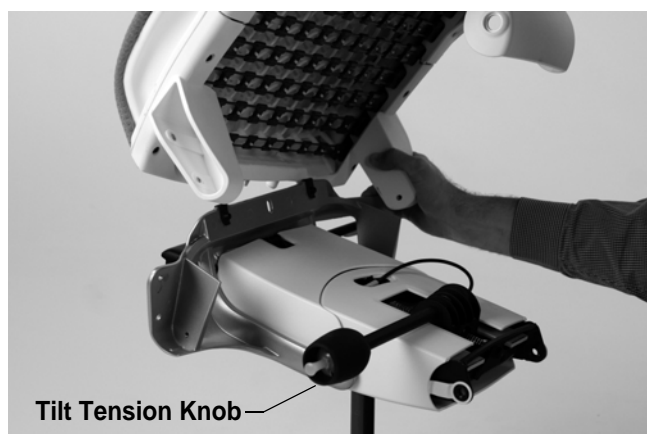
Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

9



Pull lower cover forward

11



Remove seat Set tilt tension to minimum.

12



Locate wire clip for tilt tension knob. Slide flat headed screwdriver under cable collar. Pry up gently until cable collar is free.

10



Lift up front of seat assembly

13



Grasp the cable and push it forward to release ball end from cylinder.

1B4YHW REV C

14



Remove wire clip from tilt tension knob assembly.

Note: For Chairs manufactured before 4/20/2010

16



While pulling out on front ears, pull front tilt cover forward and out.

17



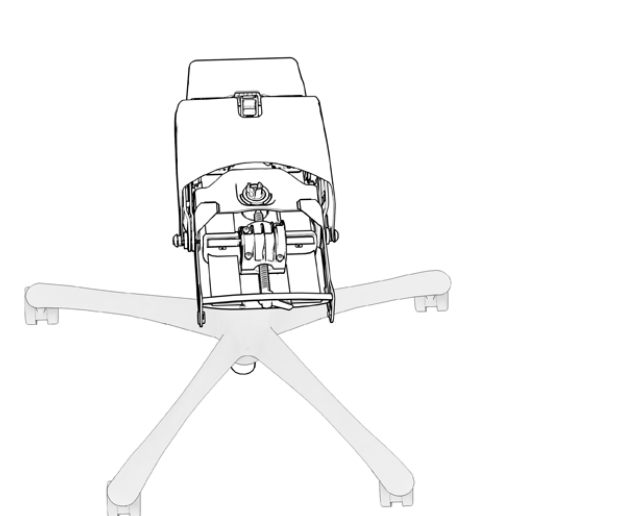
Slide new front tilt cover in and back over tilt.

15



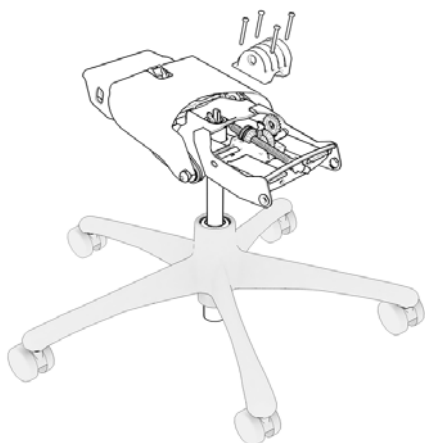
Pull tension knob assembly free from housing.

18



Assemble new fulcrum cover to tilt assembly.
(Cover not shown for clarity.)

15a



Remove fulcrum cover removing four Screws.

1B4YHW REV C

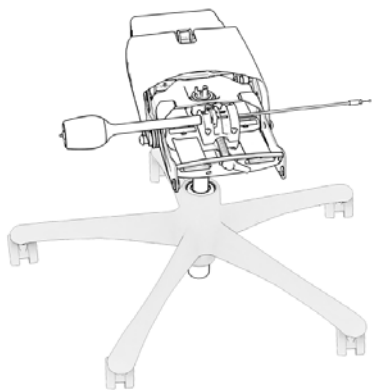
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19



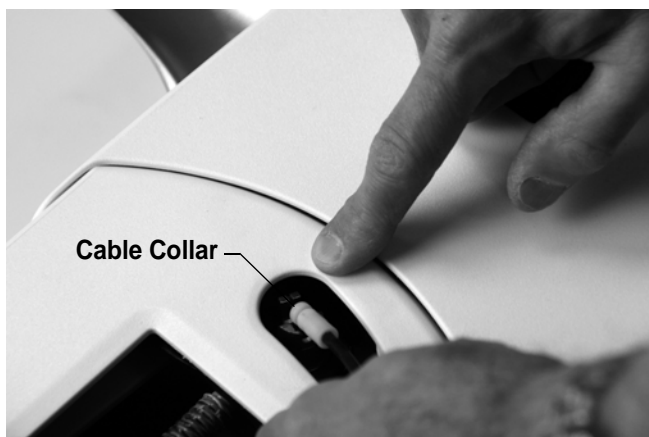
Insert tension knob assembly into hole in housing. Rotate until it fully seats. (Cover not shown for clarity.)

22



Rotate front link cover down until holes are aligned

20



Connect ball end of cable onto end of cylinder. Press cable collar onto bracket.

23



Install bushings and shoulders bolts using t-40 torx wrench. (250 In/lbs)

21



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

24



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

1B4YHW REV C

25



Replace both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

26

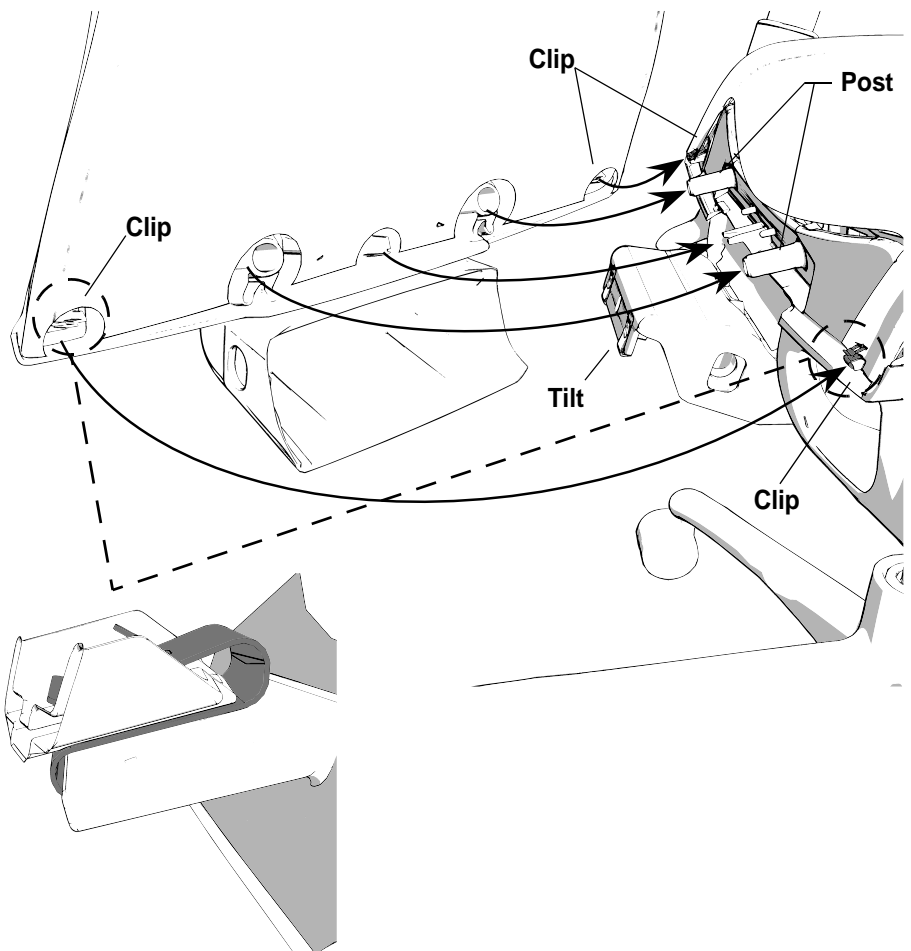


Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat. Note. If Clips popped off during disassembly replace them as shown in Step # 26.

27

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.



1B4YHW REV C

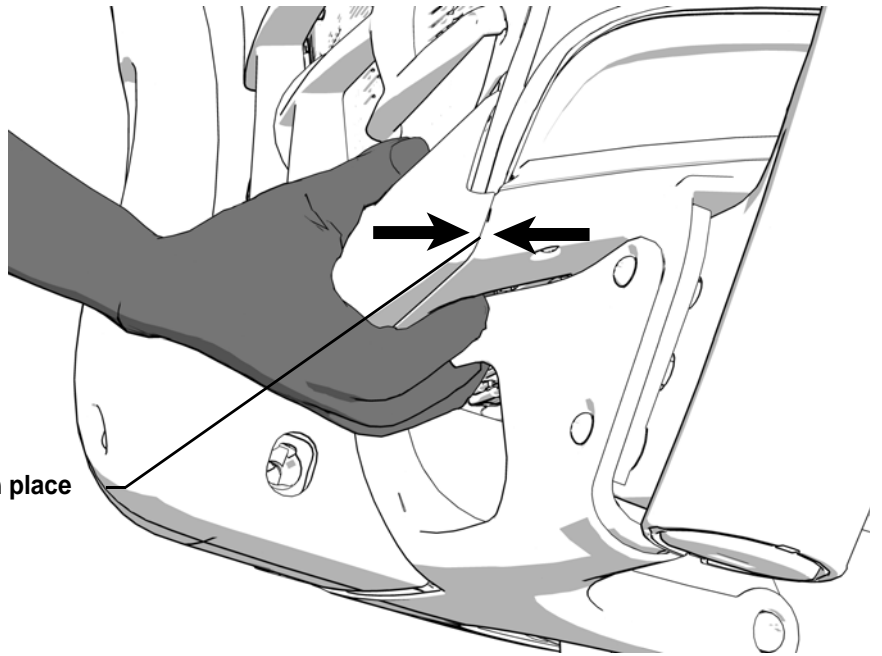
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28

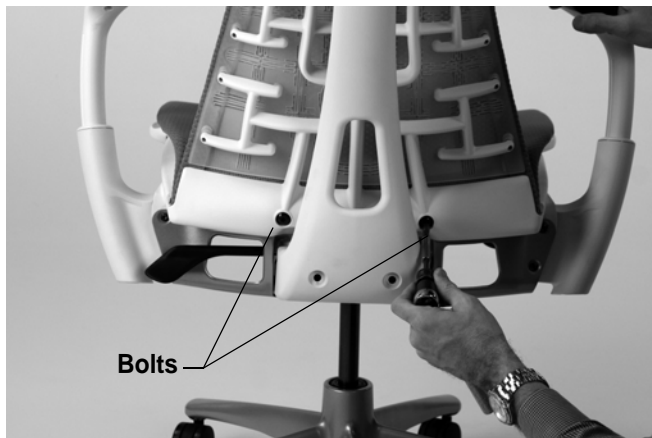
Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place

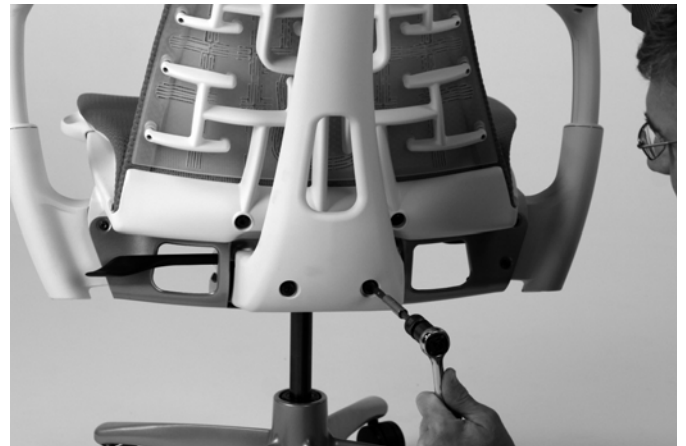


29



Install the lower back bolts using t-40 torx wrench (90 in/lbs)

30



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

31



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

Embody™ Rear Tilt Cover Replacement

PARTS INCLUDED:



Rear Tilt Cover

2



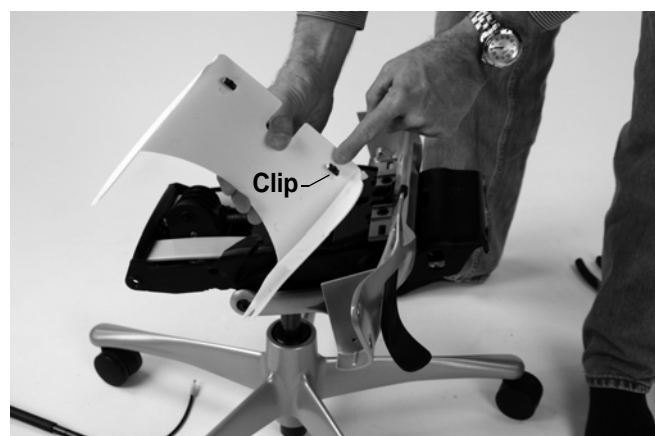
Rotate back of rear tilt cover up and pull off.

TOOLS REQUIRED:



Flat Blade
Screwdriver

3



Set front of new rear tilt cover onto bushings in pivot assembly. Press down on back of cover making sure clips fully engage into slots in tilt.

1

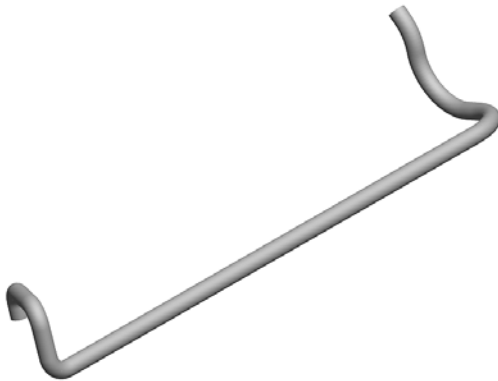


Slide flat blade screwdriver along side of rear tilt cover and pry off.

1B4YHV REV A

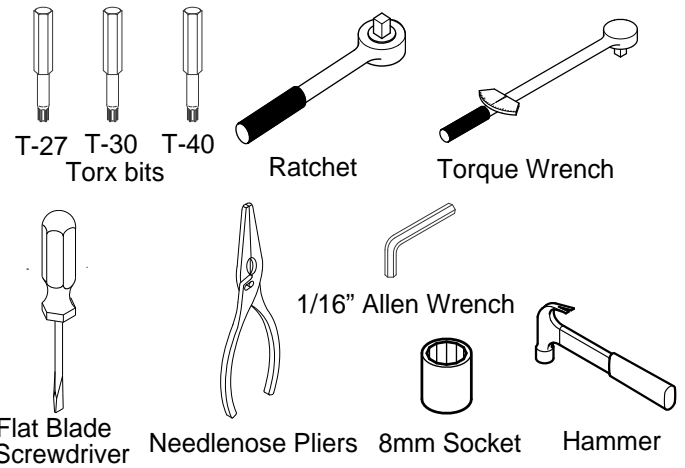
Embody™ Back Angle Adjuster Spring Replacement

PARTS INCLUDED:



Back Angle Adjuster Spring

TOOLS REQUIRED:

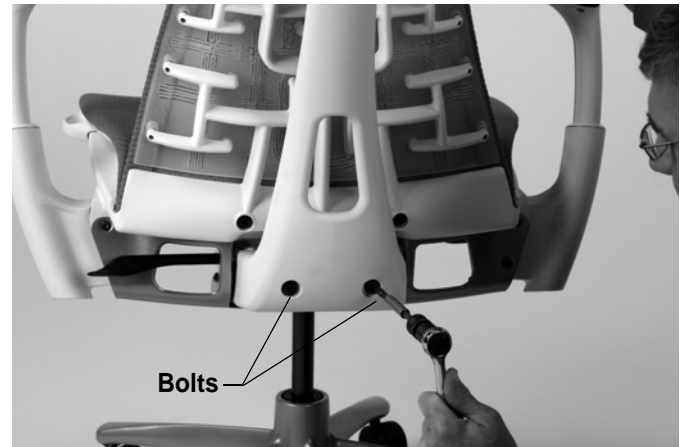


1



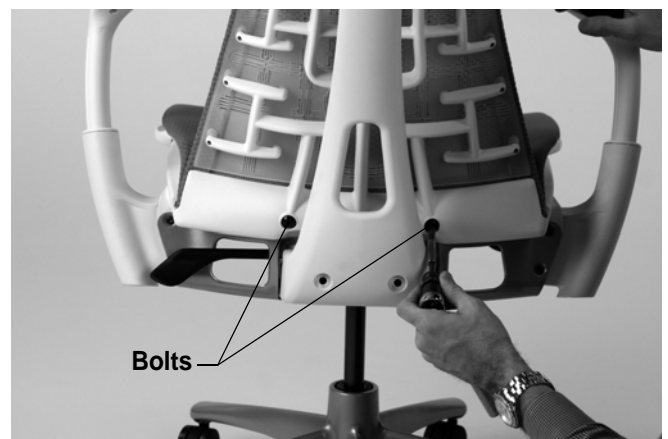
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1B4YHT REV A

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7



Bolt

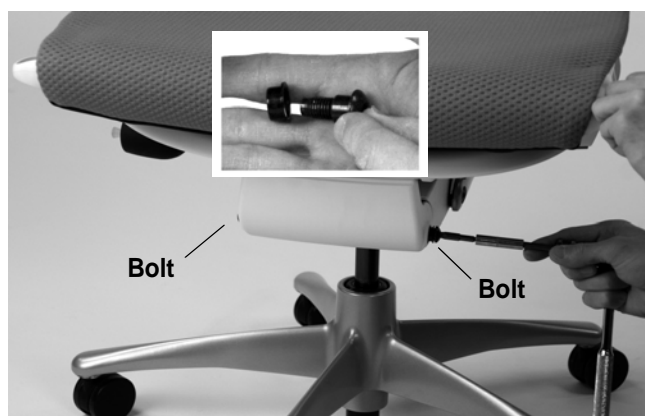
Remove single lower bolt from each arm housing using t-27 torx wrench

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8



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

9



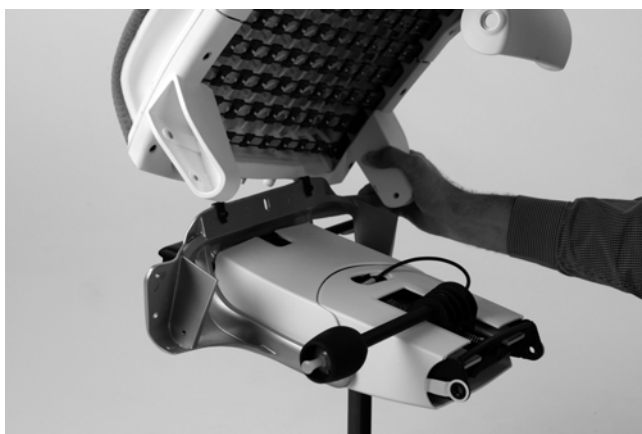
Pull lower cover forward

10



Lift up front of seat assembly

11



Remove seat

12

NOTE: Front Tilt Cover does not need to be removed. Cover not shown for clarity.



Slide flat blade screwdriver along side of rear tilt cover and pry off.

13

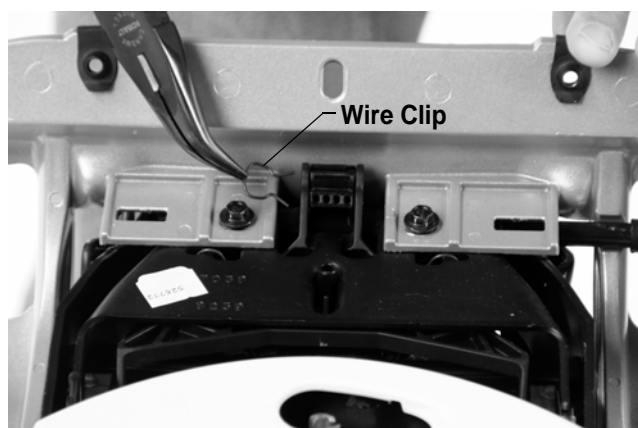


Rotate back of rear tilt cover up and pull off.

1B4YHT REV A

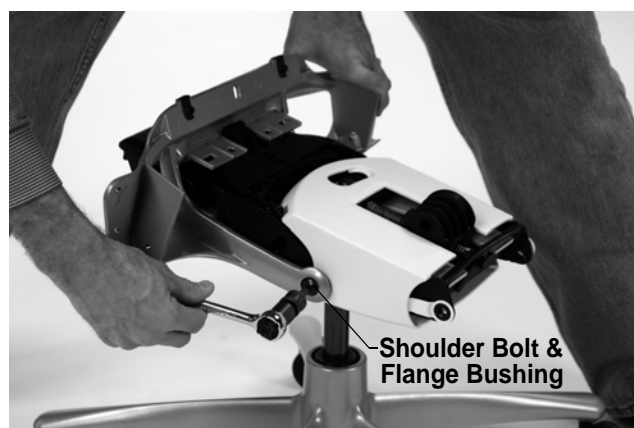
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14



Remove Wire Clip from end of Tilt Limiter Lever. Set Clip aside.

17



Remove Shoulder Bolt and Flange Bushing from each side of Rack.

15



Pull Tilt Limiter Lever free from assembly.

18



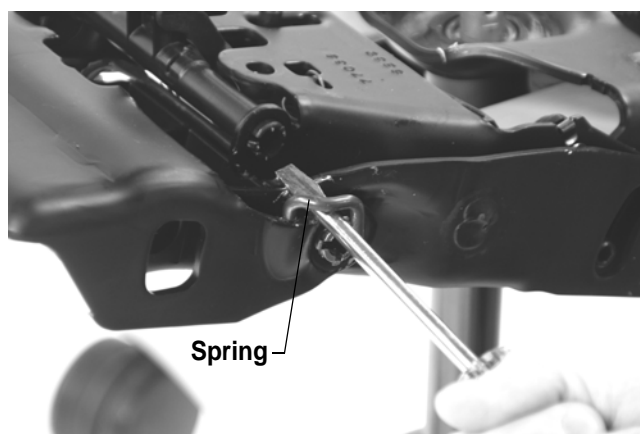
Rotate Rack and pull free from assembly.

16



Remove 2 Hex Washer Head Screws.

19



While wearing safety glasses, use hammer to tap flat blade screwdriver under Tension Spring. Pry up on spring until end is free from tilt assembly.

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20



Reverse screwdriver and pop spring free of tilt assembly.

23



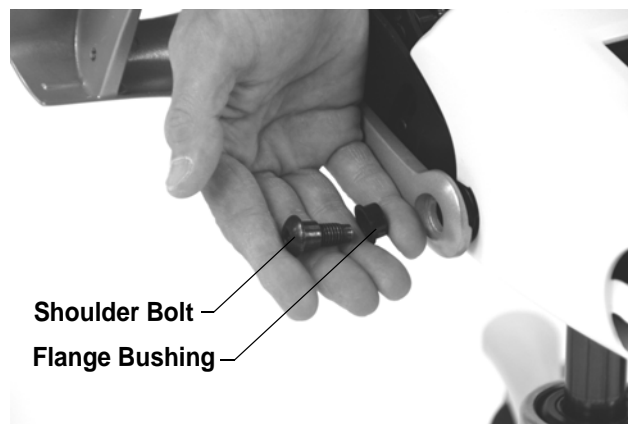
Use flat blade screwdriver to connect Spring to tilt assembly.

21



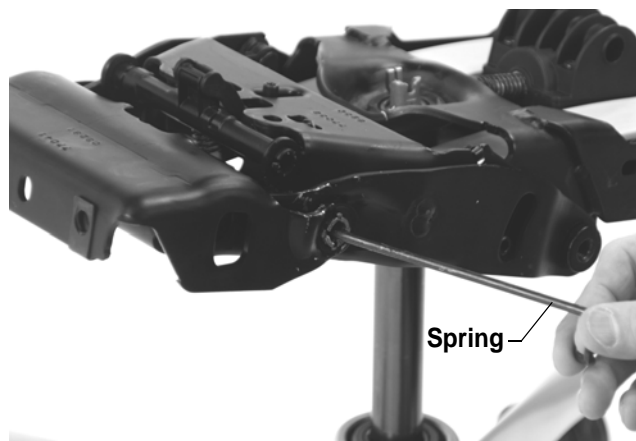
Pull Spring out and rotate up to remove from tilt assembly.

24



Position Rack onto assembly. Install Flange Bushing and Shoulder bolt.

22



Close Lid. Insert replacement Spring into tilt assembly.

25



Tighten Shoulder Bolts to 250 in/lbs.

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26



Install 2 Hex Washer Head Screws. Tighten Screws to 55 in/lbs.

29



Set front of rear tilt cover onto bushings in pivot assembly. Press down on back of cover making sure clips fully engage into slots in tilt.

27



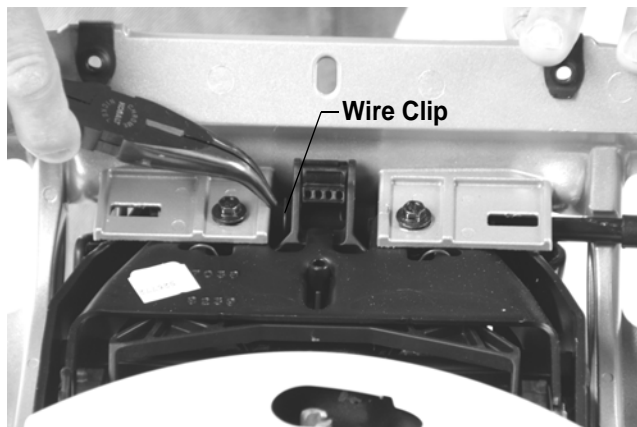
Insert Tilt Limiter Lever into assembly.

30



Put the back edge of the seat assembly outside of the rack and rotate front of the seat

28



Return Wire Clip to end of Lever.

31



Rotate front link cover down until holes are aligned.

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32



Install bushings and shoulder bolts using t-40 torx wrench. (250 In/lbs)

35



Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat.

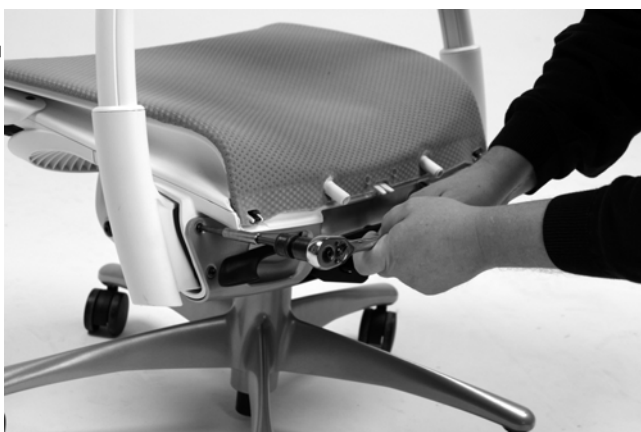
Note. If Clips popped off during disassembly replace them as shown in Step # 36.

33



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

34



Return both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

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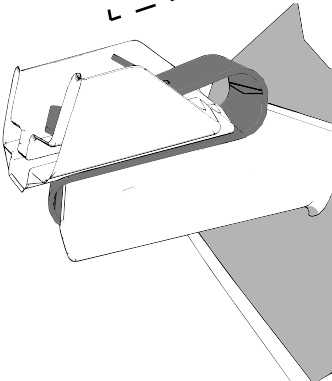
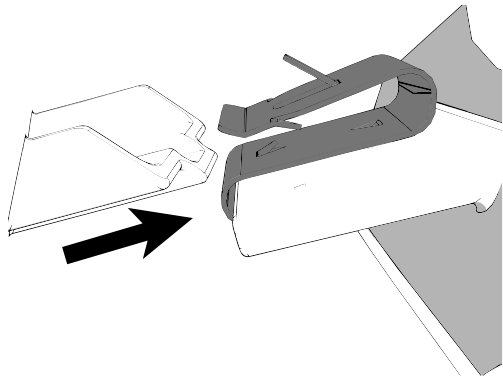
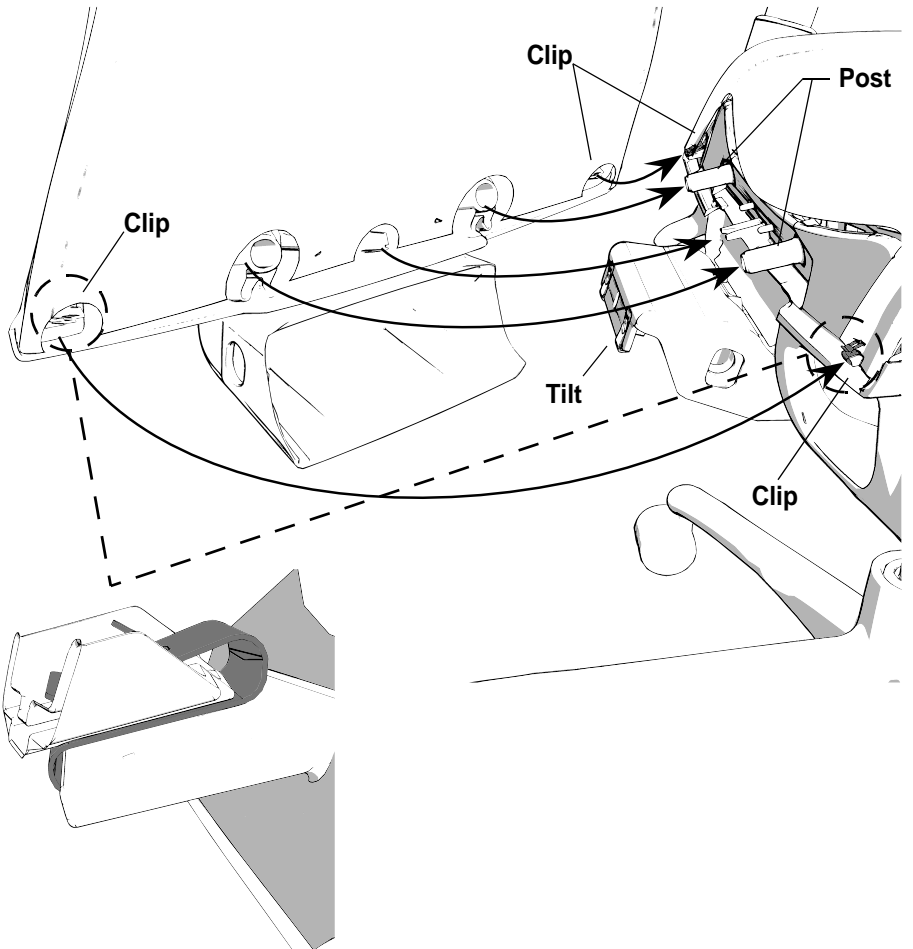
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36

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

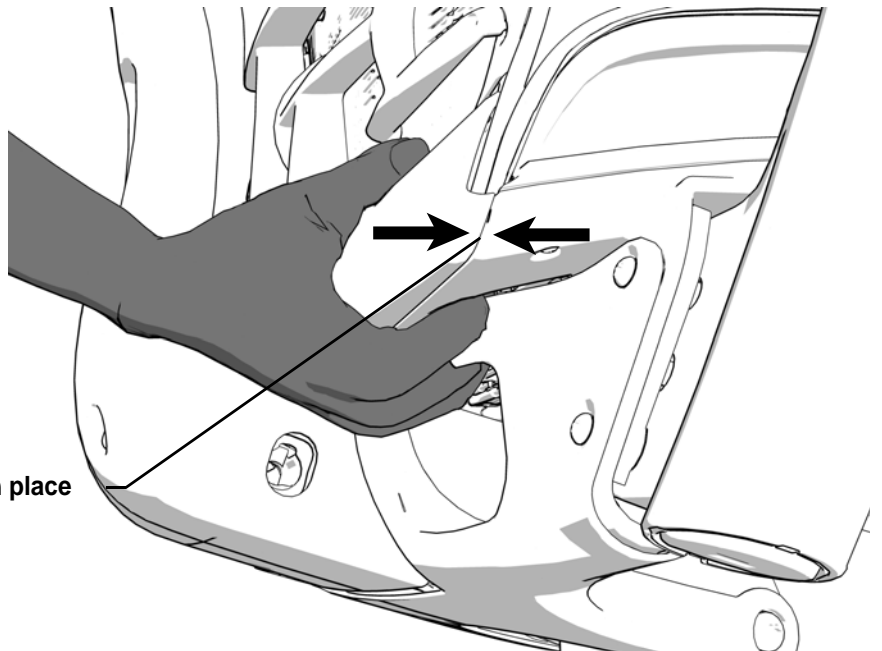


37

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

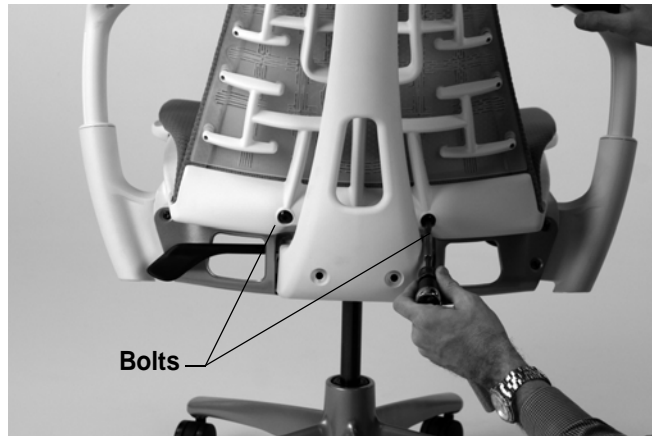
There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



1B4YHT REV A

38



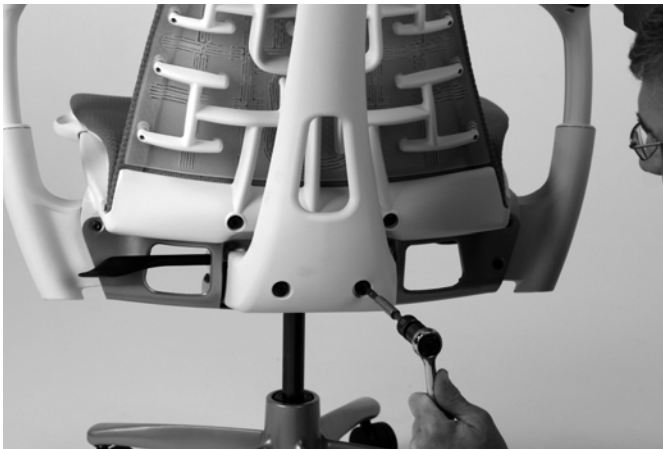
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

40



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

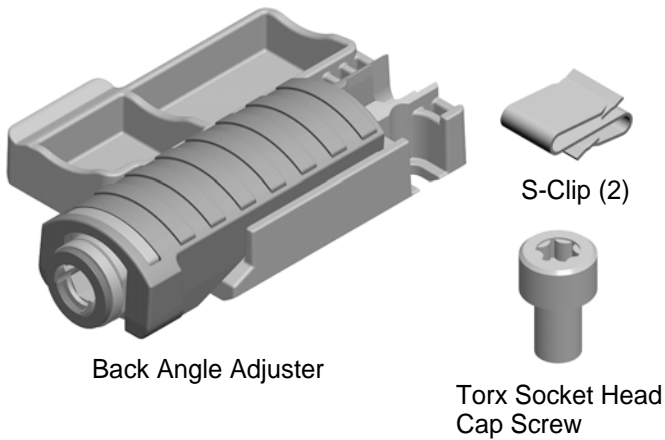
39



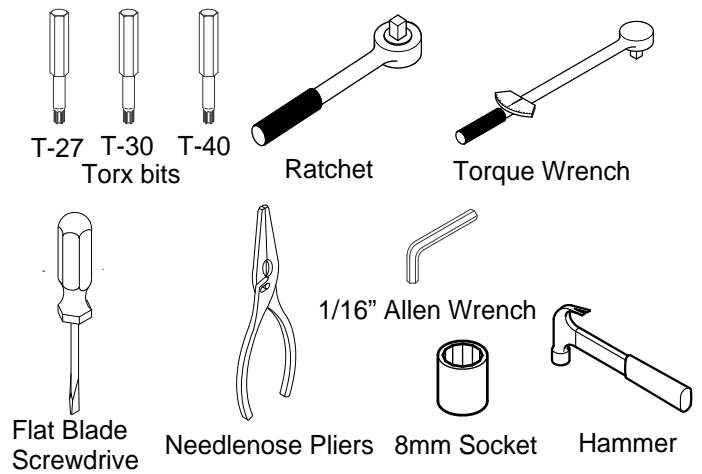
Install lower spine bolts using t-40 torx wrench (90 in/lbs)

Embody™ Back Angle Adjuster Replacement

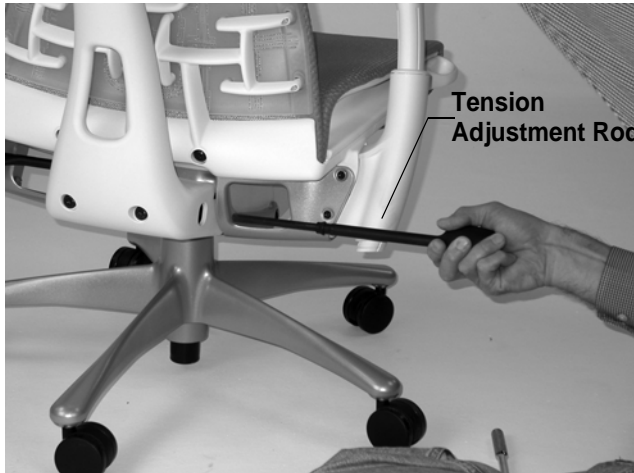
PARTS INCLUDED:



TOOLS REQUIRED:

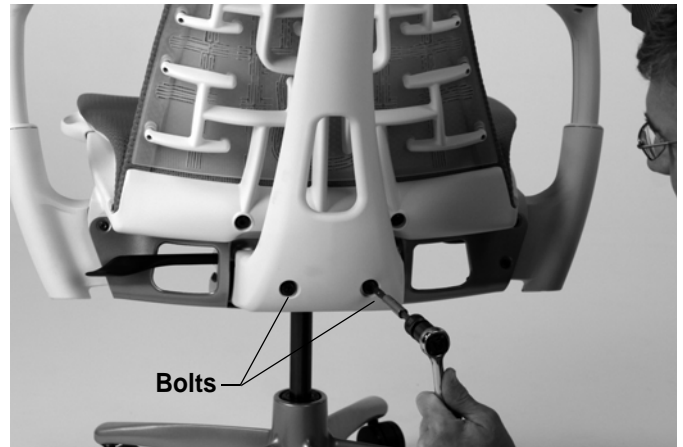


1



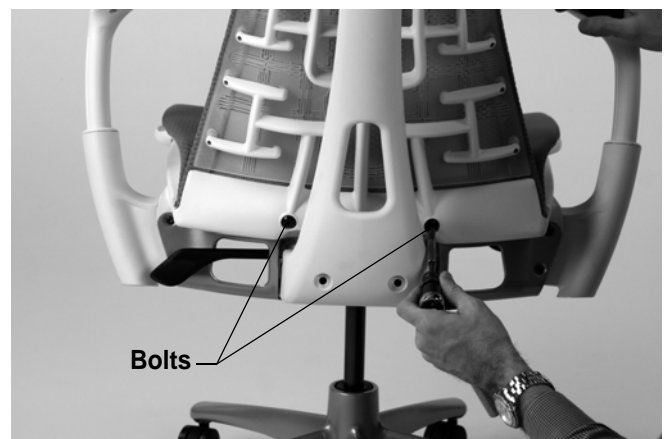
Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

2



Remove lower spine bolts using t-40 torx wrench

3



Remove lower back bolts using t-40 torx wrench

1B4YHS REV A

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Note. If Clips pop off please discard.

6



Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

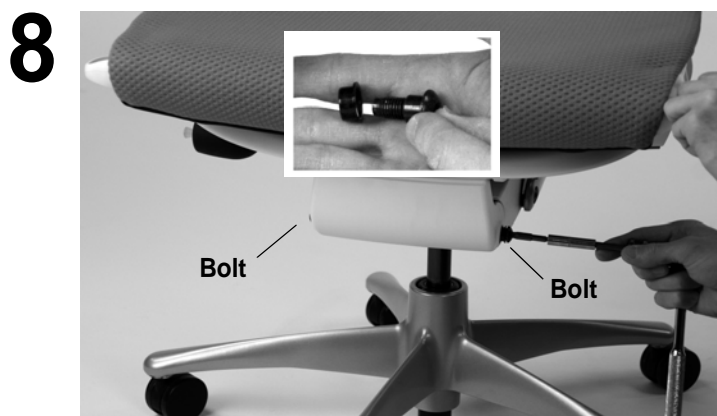
7



Remove single lower bolt from each arm housing using t-27 torx wrench

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Remove two lower front link shoulder bolts and bushings using t-40 torx wrench



Remove seat



Pull lower cover forward

12 **NOTE:** Front Tilt Cover does not need to be removed. Cover not shown for clarity.



Slide flat blade screwdriver along side of rear tilt cover and pry off.



Lift up front of seat assembly

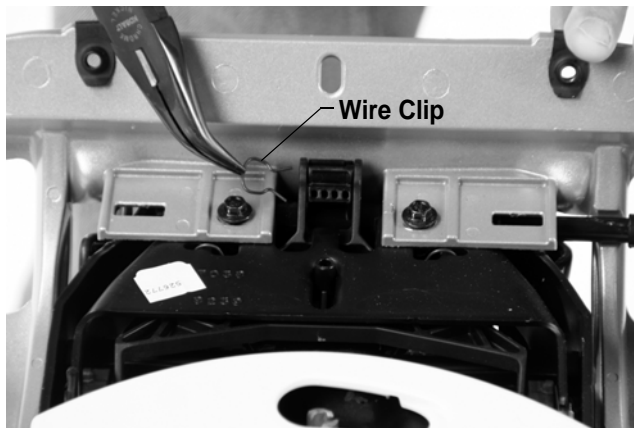


Rotate back of rear tilt cover up and pull off.

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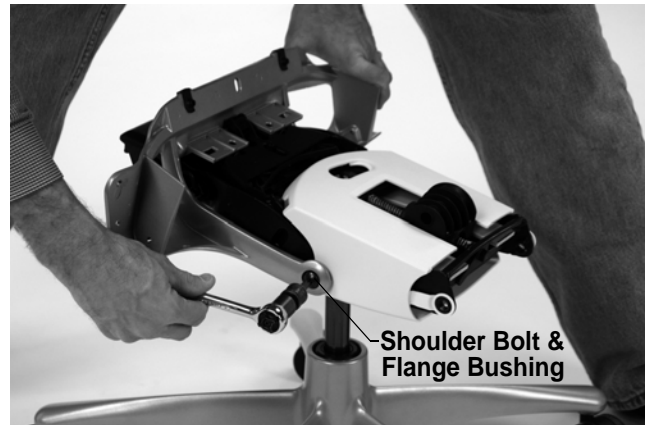
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14



Remove Wire Clip from end of Tilt Limiter Lever. Set Clip aside.

17



Remove Shoulder Bolt and Flange Bushing from each side of Rack.

15



Pull Tilt Limiter Lever free from assembly.

18



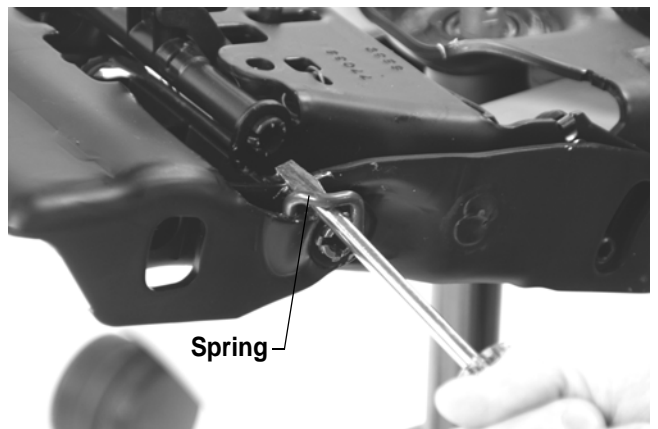
Rotate Rack and pull free from assembly.

16



Remove 2 Hex Washer Head Screws.

19



While wearing safety glasses, use hammer to tap flat blade screwdriver under Tension Spring. Pry up on spring until end is free from tilt assembly.

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20



Reverse screwdriver and pop spring free of tilt assembly.

23



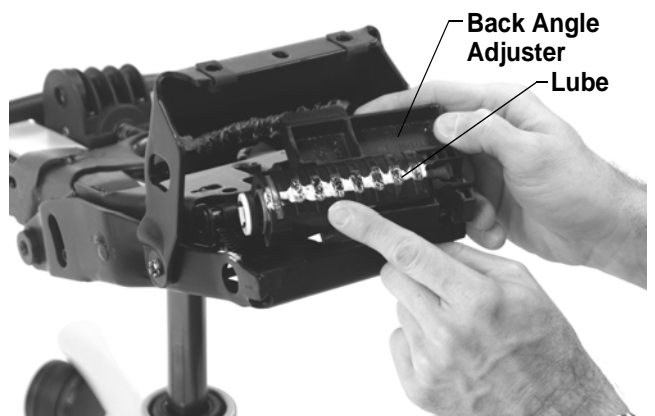
Rotate Back Angle Adjuster up and out from tilt assembly.

21



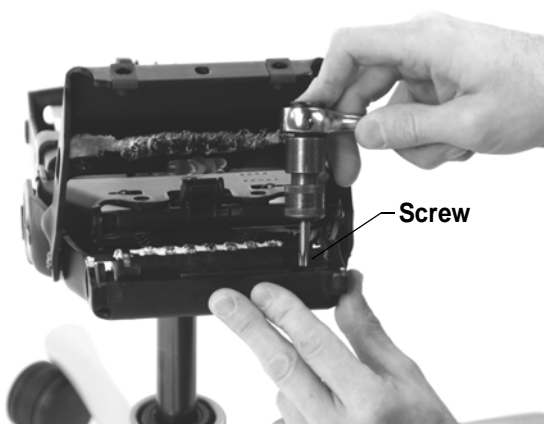
Pull Spring out and rotate up to remove from tilt assembly.

24



Lubricate top of replacement Back Angle Adjuster.

22



Open Lid on tilt. Remove screw attaching Back Angle Adjuster to tilt assembly.

25

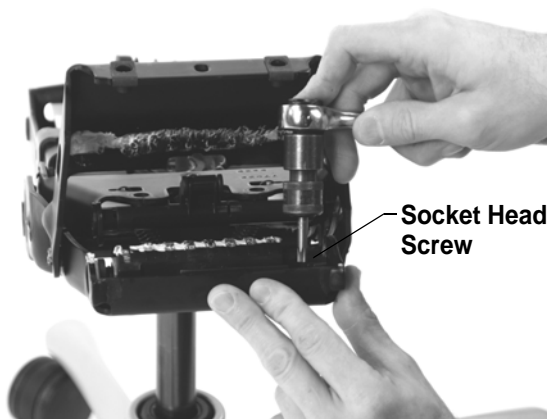


Slide Adjuster down and into tilt assembly. Make sure locating pins engage into mating holes in tilt.

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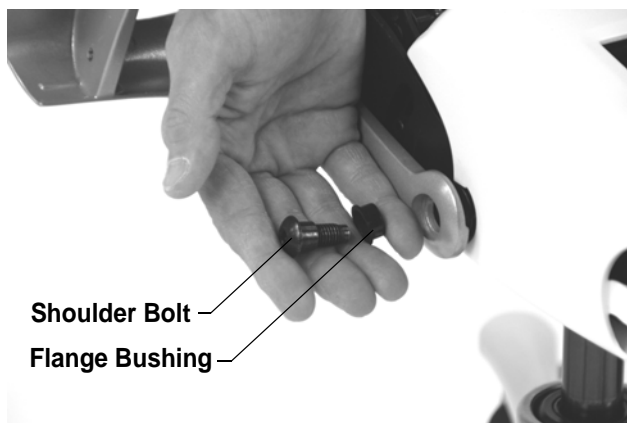
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26



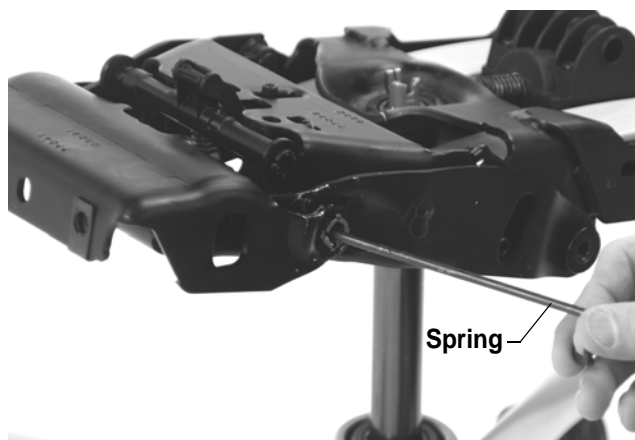
Secure Adjuster to tilt with Socket Head Screw. Torq to 75 in/lbs.

29



Position Rack onto assembly. Install Flange Bushing and Shoulder bolt.

27



Close Lid. Insert Spring into tilt assembly.

30



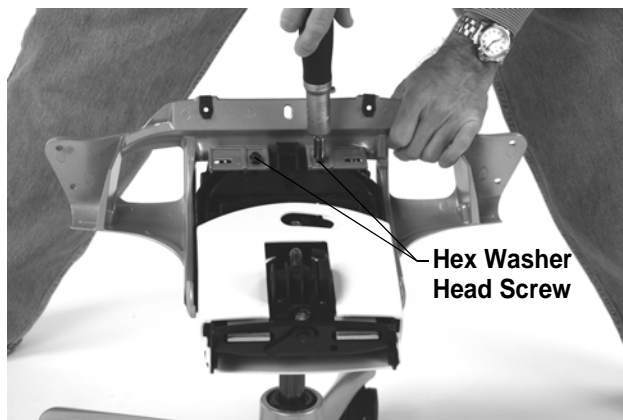
Tighten Shoulder Bolts to 250 in/lbs.

28



Use flat blade screwdriver to reconnect Spring to tilt assembly.

31



Install 2 Hex Washer Head Screws. Tighten screws to 55 in/lbs.

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32



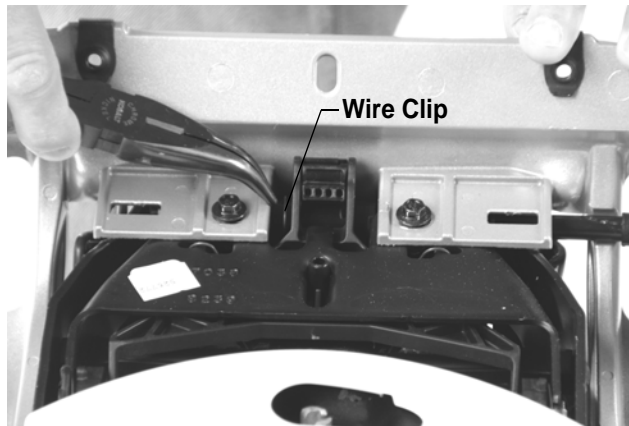
Insert Tilt Limiter Lever into assembly.

35



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

33



Return Wire Clip to end of Lever.

36



Rotate front link cover down until holes are aligned

34



Set front of rear tilt cover onto bushings in pivot assembly. Press down on back of cover making sure clips fully engage into slots in tilt.

37



Install bushings and shoulder bolts using t-40 torx wrench. (250 In/lbs)

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38



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

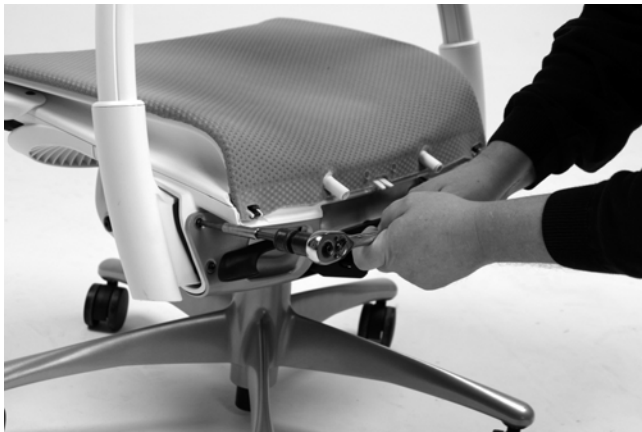
40



Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat.

Note. If Clips popped off during disassembly replace them as shown in Step # 41.

39

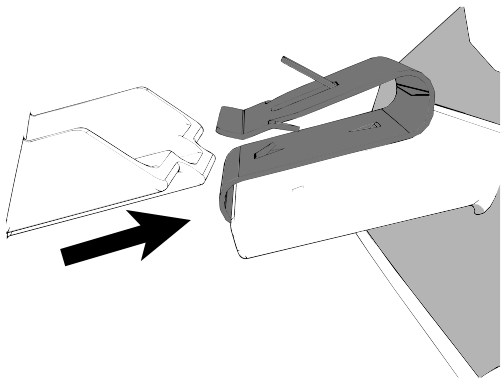
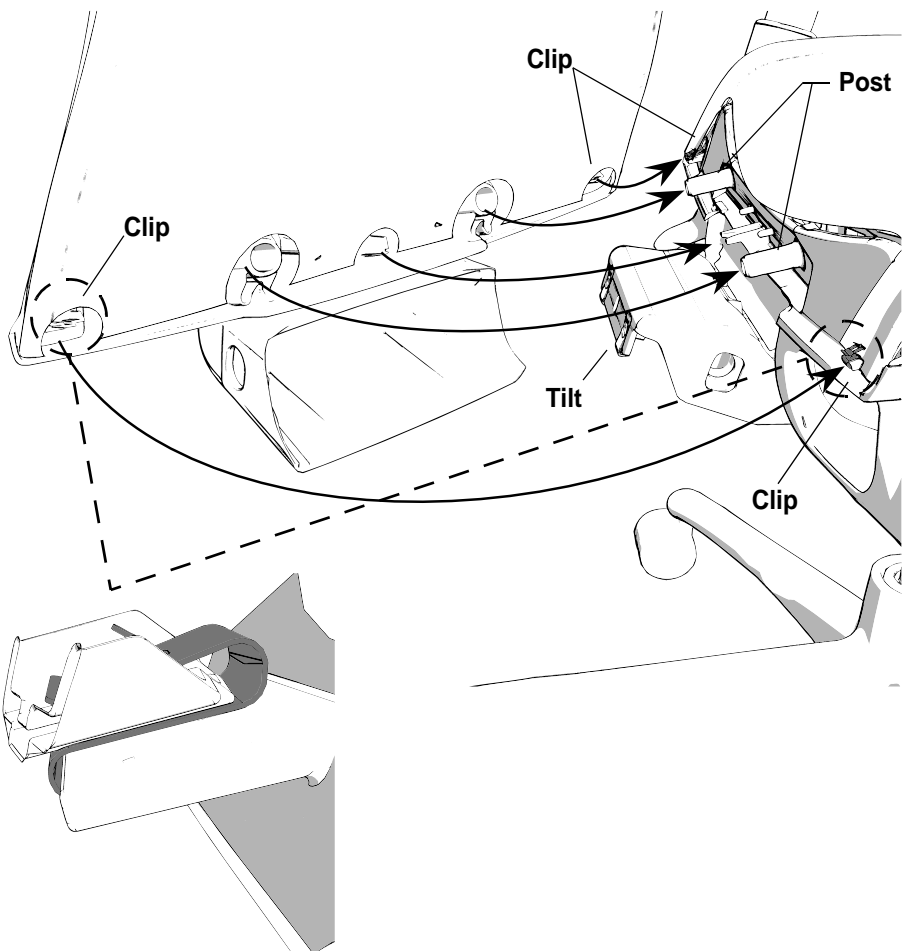


Return both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

41

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

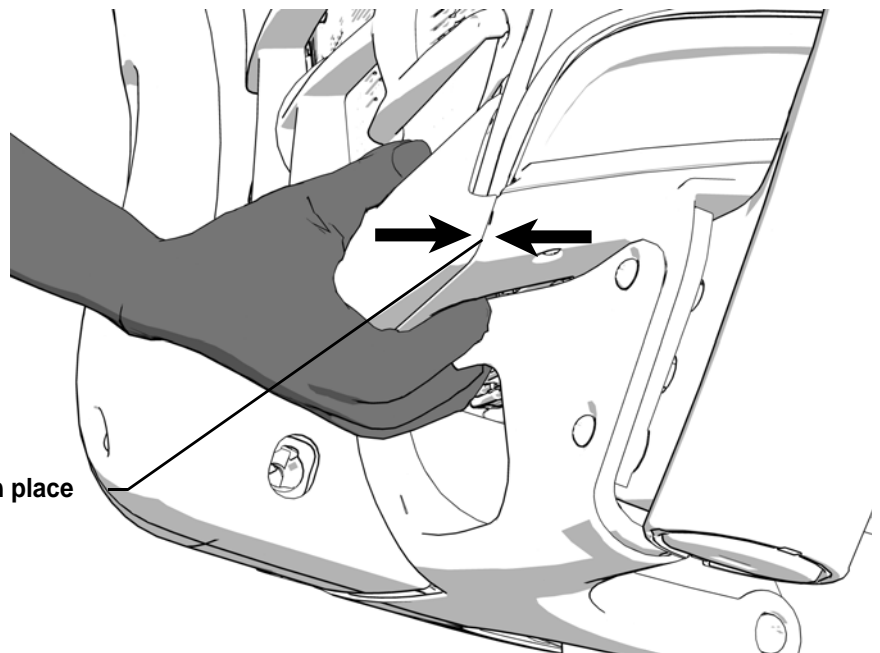


42

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

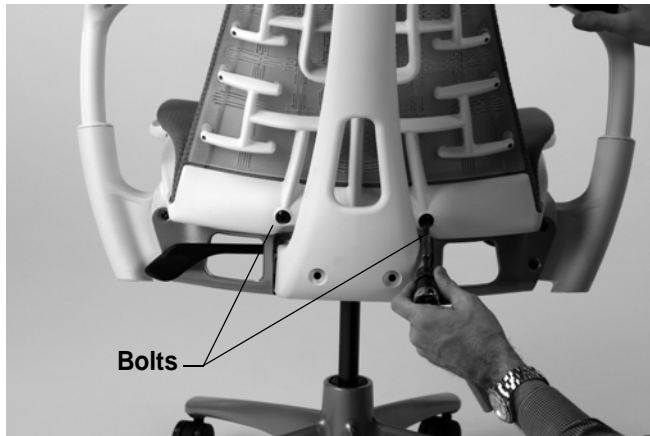
There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



1B4YHS REV A

43



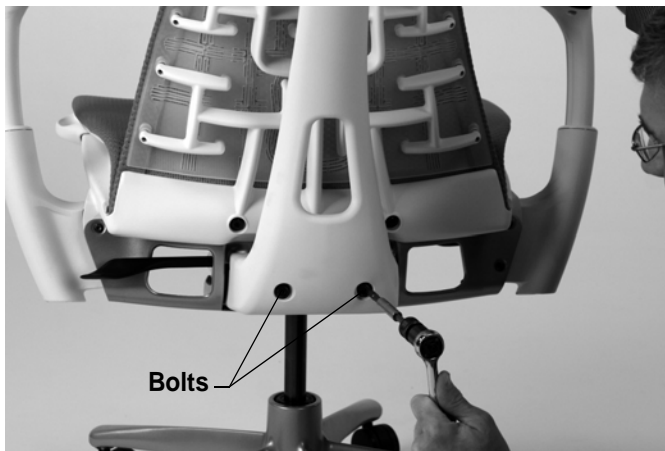
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

45



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

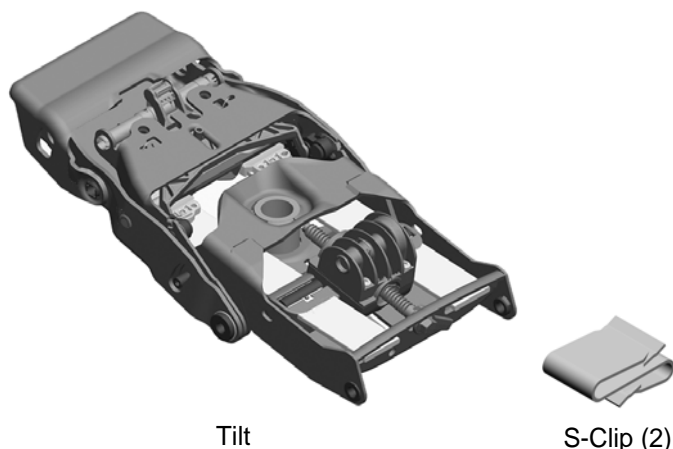
44



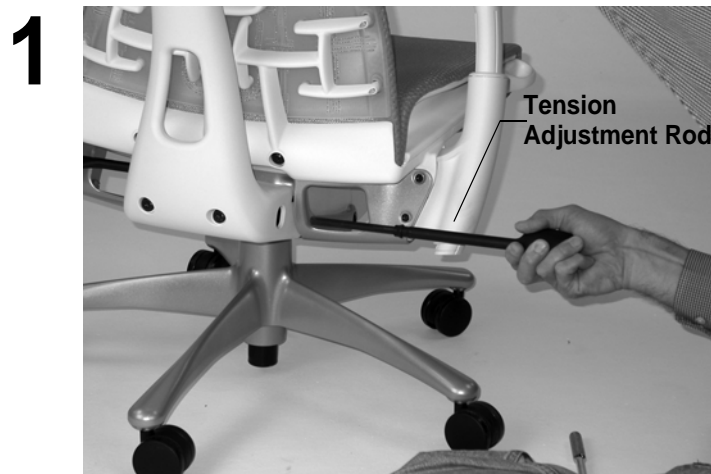
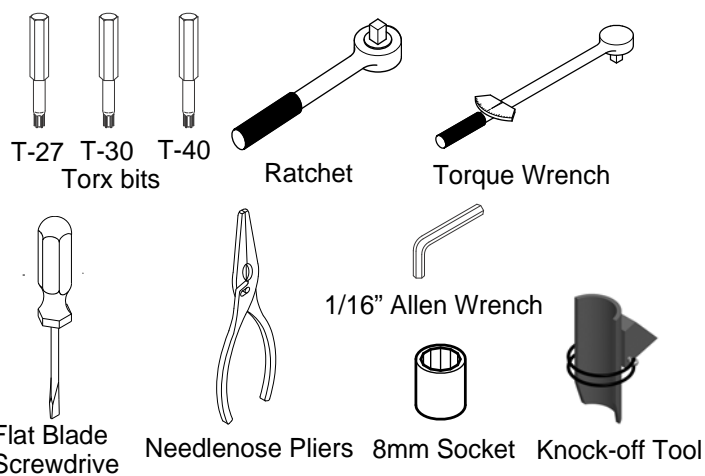
Install lower spine bolts using t-40 torx wrench (90 in/lbs)

Embody™ Tilt Replacement

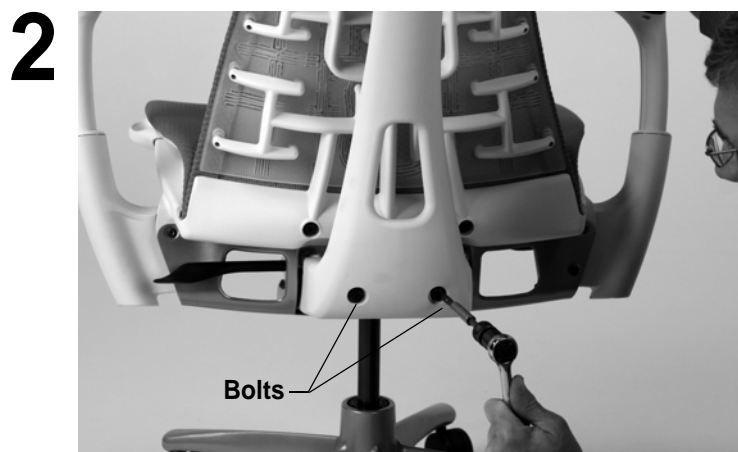
PARTS INCLUDED:



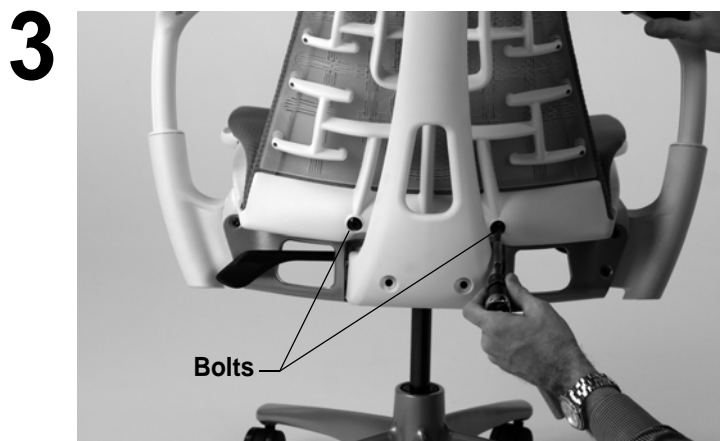
TOOLS REQUIRED:



Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)



Remove lower spine bolts using t-40 torx wrench



Remove lower back bolts using t-40 torx wrench

1B4YHR REV C

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

5



Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs
1. Raise tilt lock lever to lock position (up)



2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug
4. Repeat for other Arm or Plug.

7

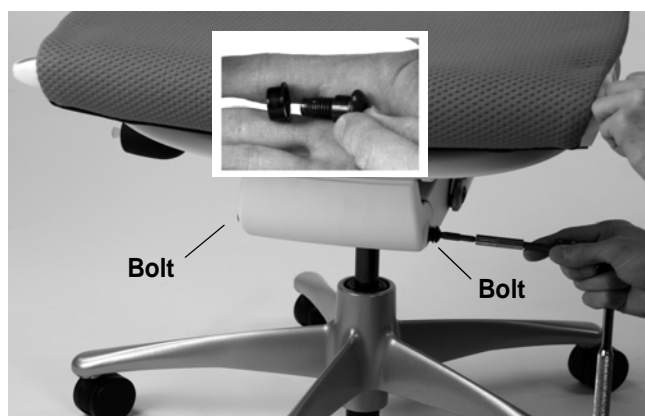


Remove single lower bolt from each arm housing using t-27 torx wrench

1B4YHR REV C

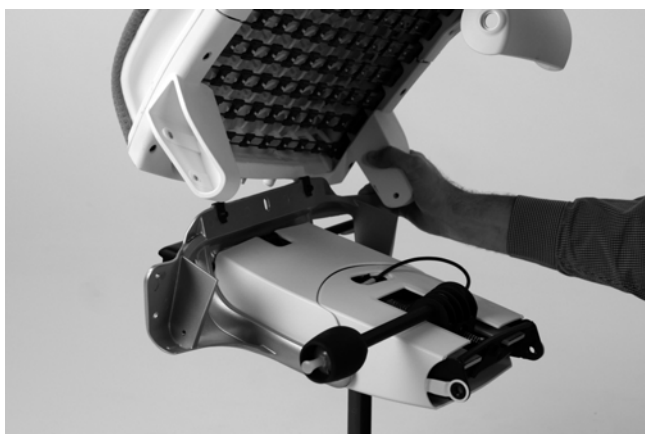
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8



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

11



Remove seat

9



Pull lower cover forward

12



Locate wire clip for tilt tension knob. Slide flat headed screwdriver under cable collar. Pry up gently until cable collar is free.

10



Lift up front of seat assembly

13



Grasp the cable and push it forward to release ball end from cylinder.

1B4YHR REV C

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14



Remove wire clip from tilt tension knob assembly.

16



While pulling out on front ears, pull front tilt cover forward and out.

15



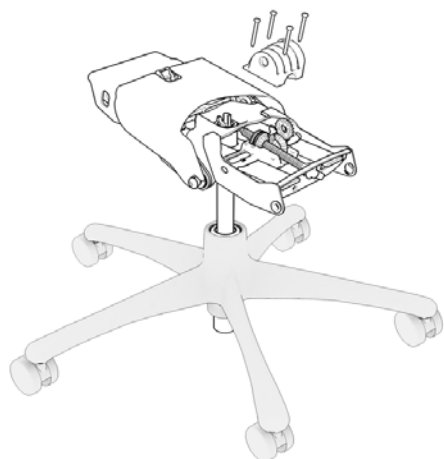
Pull tension knob assembly free from housing.

17



Slide flat blade screwdriver along side of rear tilt cover and pry off.

15a



Remove fulcrum cover removing four Screws.

18



Rotate back of rear tilt cover up and pull off.

1B4YHR REV C

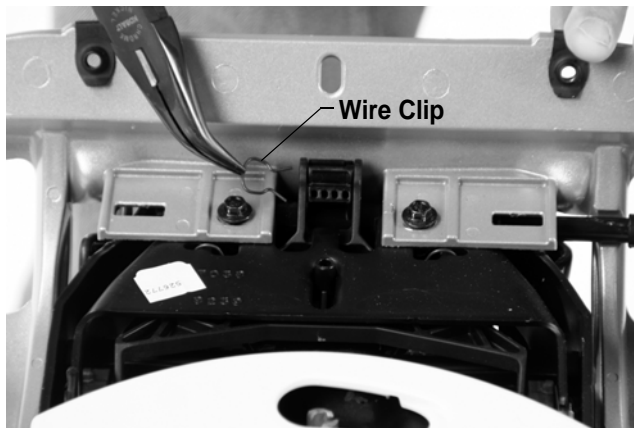
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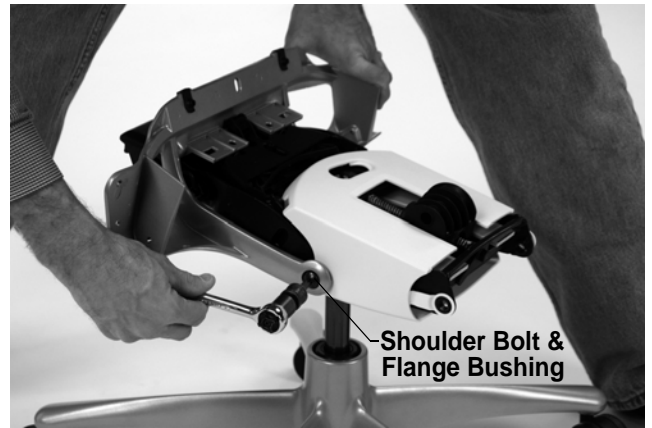
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19



Remove Wire Clip from end of Tilt Limiter Lever. Set Clip aside.

22



Remove Shoulder Bolt and Flange Bushing from each side of Rack.

20



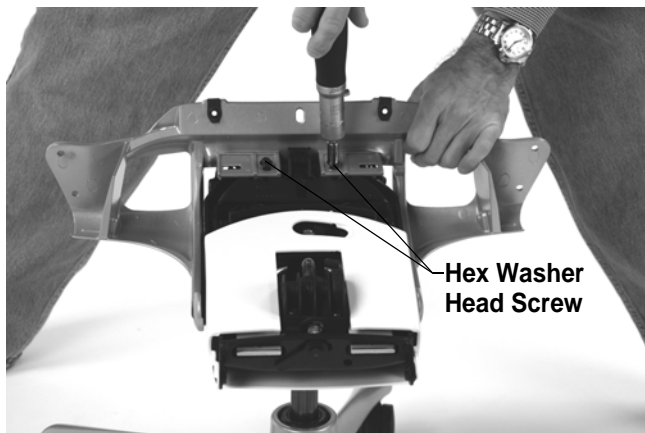
Pull Tilt Limiter Lever free from assembly.

23



Rotate Rack and pull free from assembly.

21



Remove 2 Hex Washer Head Screws.

24



Place Knock Off tool over end of Cylinder.

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25



Strike end of knock off tool with hammer to separate tilt from cylinder. Remove Tilt.

28



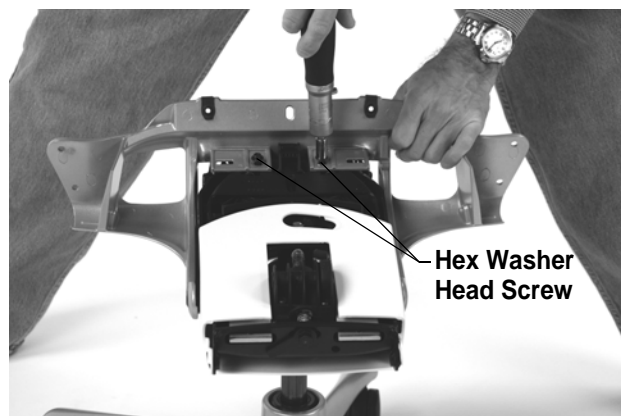
Tighten Shoulder Bolts to 250 in/lbs.

26



Set replacement Tilt onto Base/Cylinder assembly. Firmly push down on Tilt.

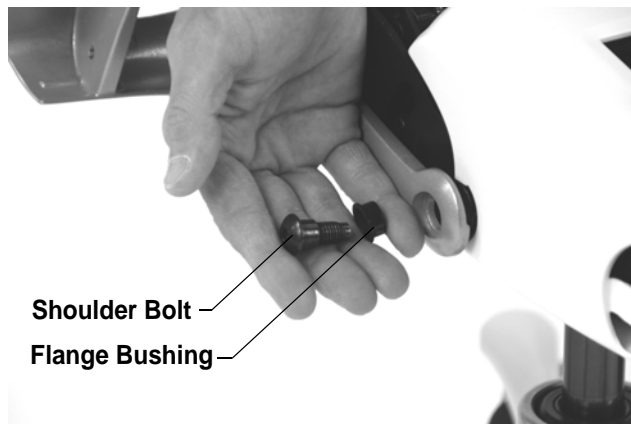
29



Hex Washer
Head Screw

Install 2 Hex Washer Screws. Tighten Screws to 55 in/lbs.

27



Shoulder Bolt

Flange Bushing

Position Rack onto assembly. Install Flange Bushing and Shoulder bolt.

30



Tilt Limiter Lever

Insert Tilt Limiter Lever into assembly.

1B4YHR REV C

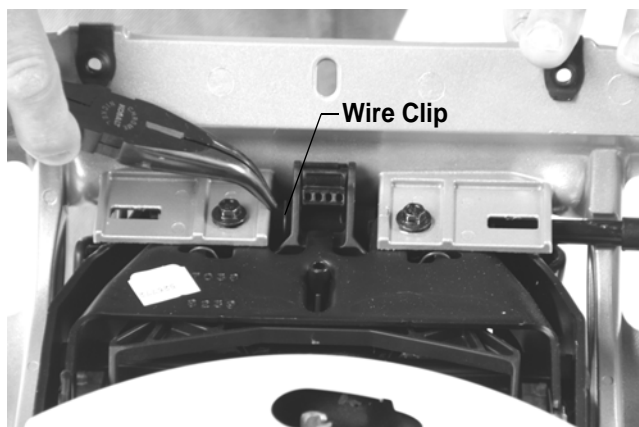
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31



Return Wire Clip to end of Lever.

33



Slide new front tilt cover in and back over tilt.

32



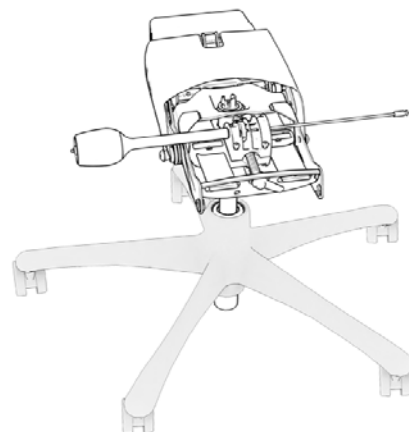
Bushing



Clip

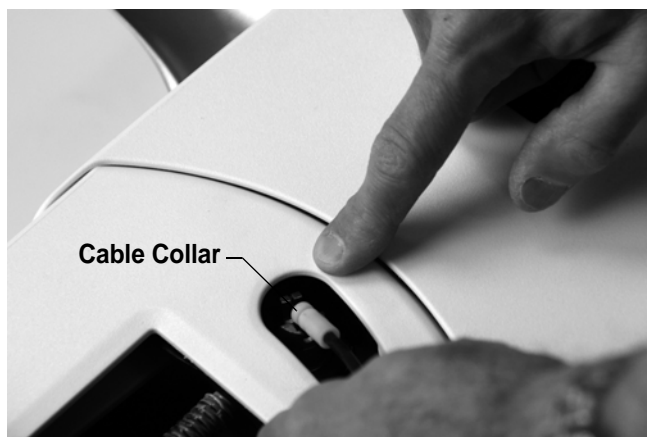
Set front of rear tilt cover onto bushings in pivot assembly. Press down on back of cover making sure clips fully engage into slots in tilt.

34



Insert tension knob assembly into hole in housing. Rotate until it fully seats. Install wire clip. (Cover not shown for clarity.)

35



Cable Collar

Connect ball end of cable onto end of cylinder. Press cable collar onto bracket.

1B4YHR REV C

36



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

37



Rotate front link cover down until holes are aligned

38



Install bushings and shoulders bolts using t-40 torx wrench. (250 In/lbs)

39



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

40



Return both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

41



Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat. Note. If Clips popped off during disassembly replace them as shown in Step # 42. 1B4YHR REV C

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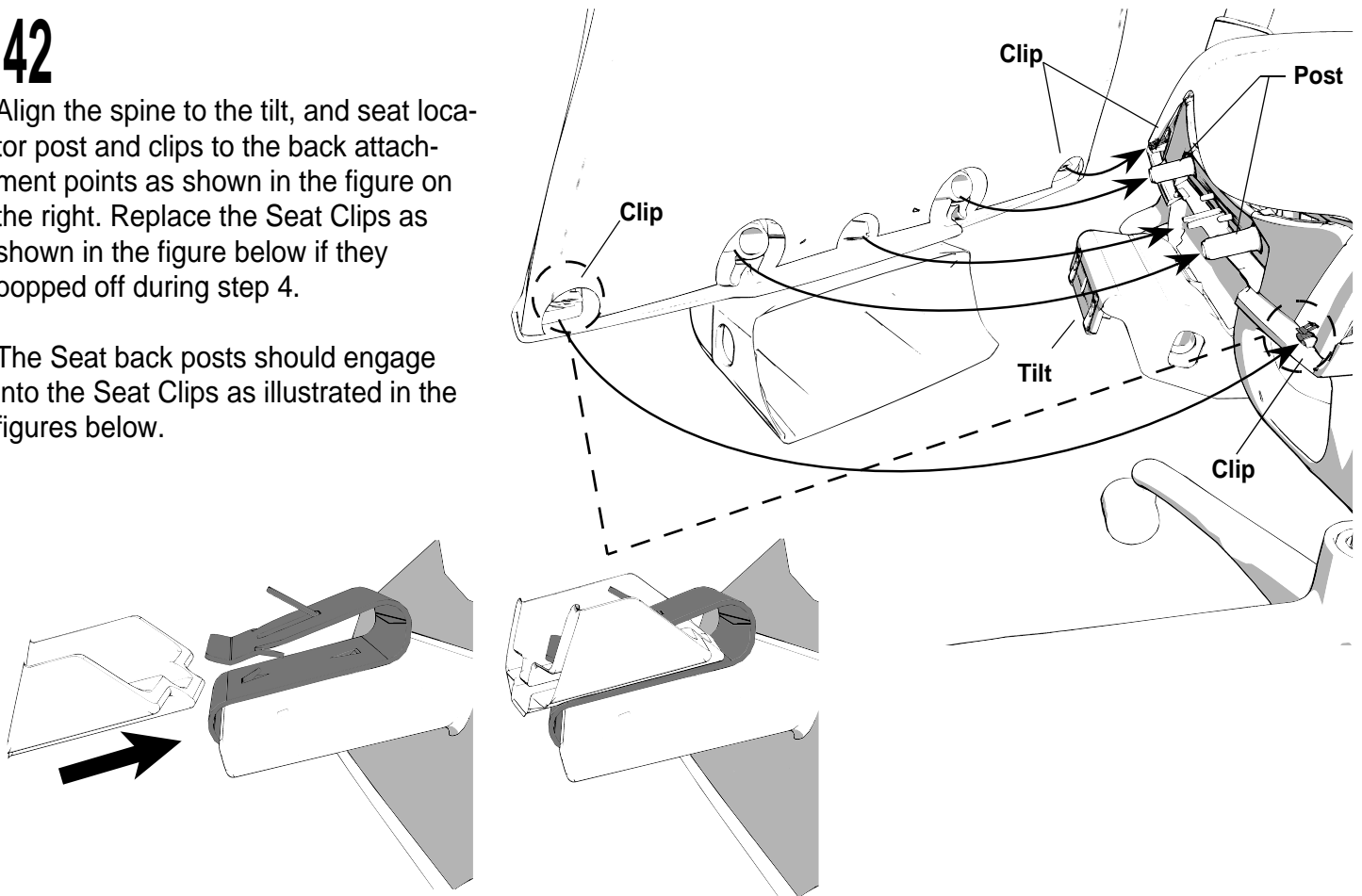
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42

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

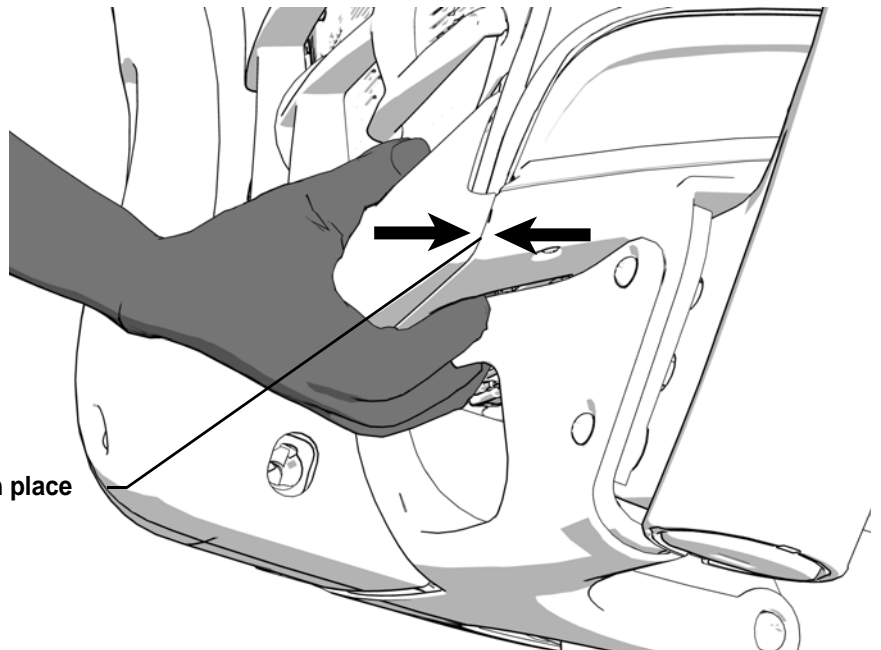


43

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

There should be a credit card's thickness between the seat back and bottom once in place.

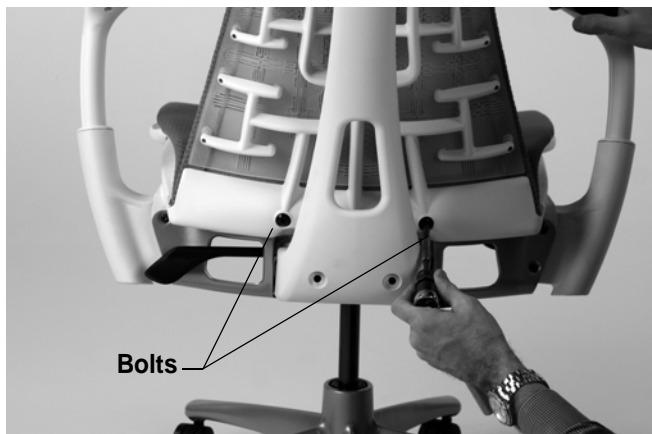
Credit Card thickness gap when in place



1B4YHR REV C

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44



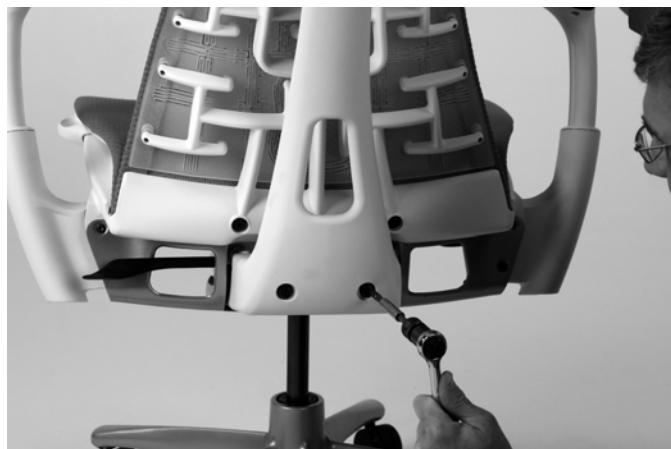
Install the lower back bolts using t-40 torx wrench (90 in/lbs)

46



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

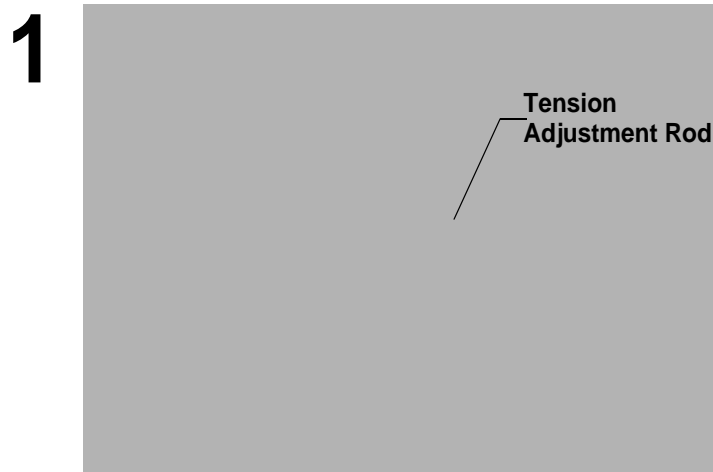
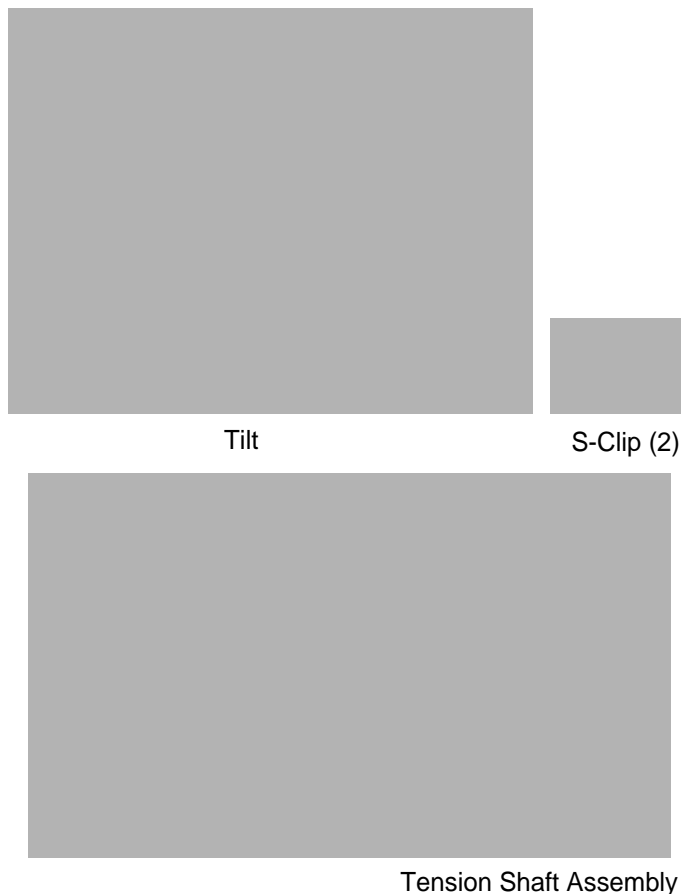
45



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

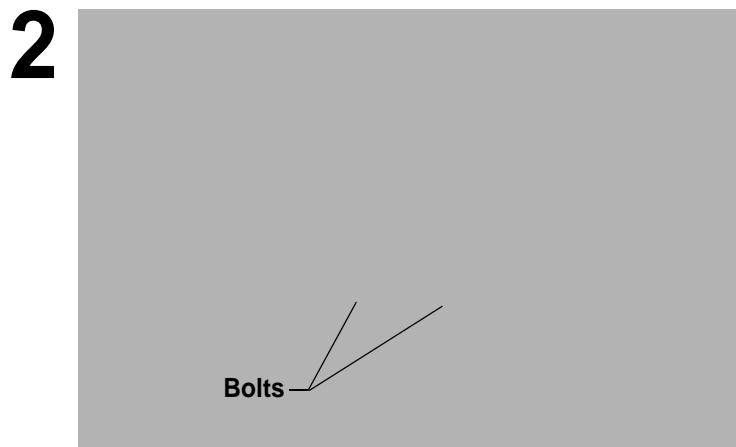
Embody™ Tilt Replacement

PARTS INCLUDED:

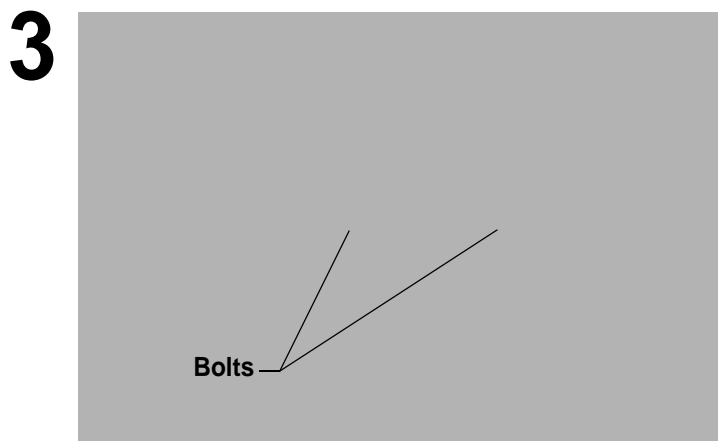


Remove back tension adjustment rod by inserting 1/16" allen wrench underneath rod to release and then pulling out. (Chairs built prior to 4/3/09 can be removed by wiggling up and down while pulling out to disengage.)

TOOLS REQUIRED:



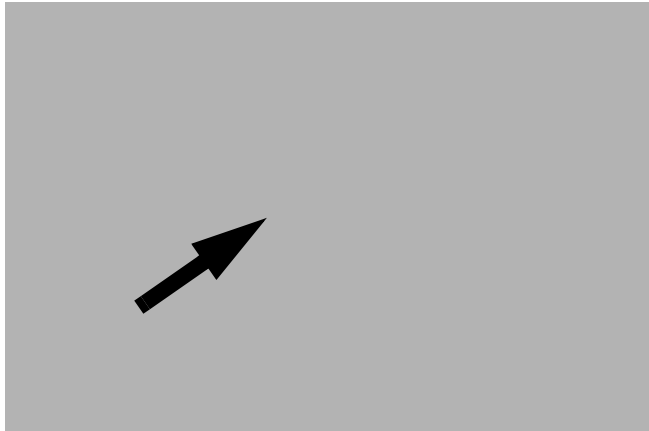
Remove lower spine bolts using t-40 torx wrench



Remove lower back bolts using t-40 torx wrench

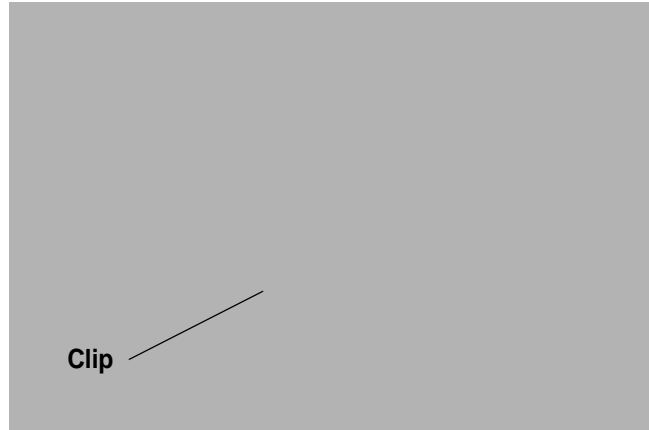
1B7061 REV A

4



Remove back assembly by sliding fingers between the seat and back and pull the back corners away from the seat until free

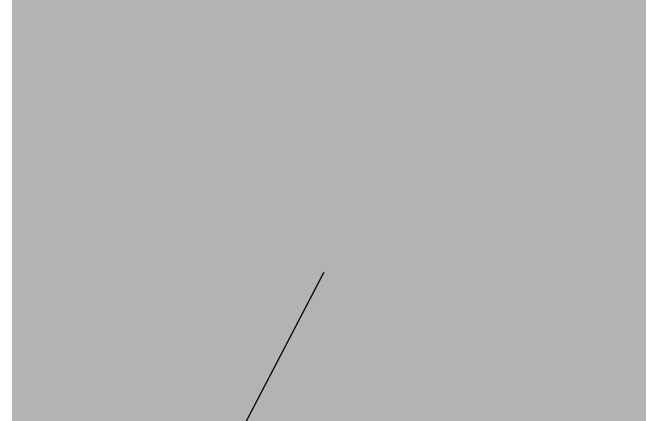
5



Clip

Note. If Clips pop off please discard.

6



Tilt Lock Lever

Remove both Arms or Plugs

1. Raise tilt lock lever to lock position (up)



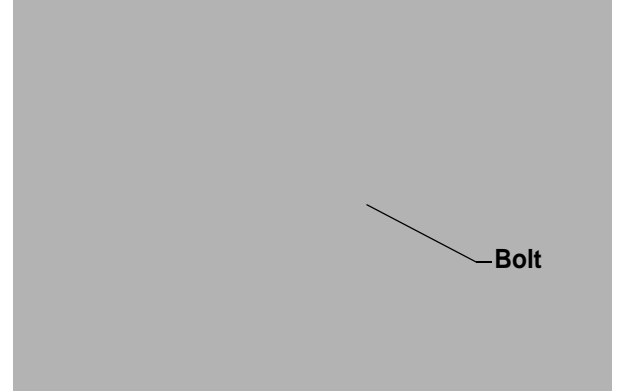
2. Remove both bolts using t-30 torx bit



3. Remove arm and or plug

4. Repeat for other Arm or Plug.

7



Bolt

Remove single lower bolt from each arm housing using t-27 torx wrench

1B7061 REV A

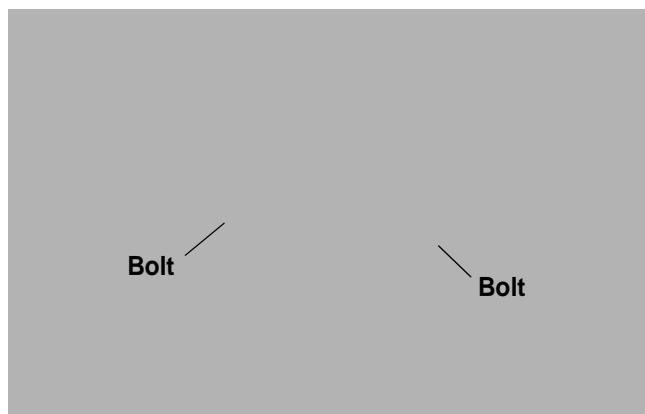
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8



Remove two lower front link shoulder bolts and bushings using t-40 torx wrench

11



Remove seat

9



Pull lower cover forward

12



Locate wire clip for tilt tension knob. Slide flat headed screwdriver under cable collar. Pry up gently until cable collar is free.

10



Lift up front of seat assembly

13



Grasp the cable and push it forward to release ball end from cylinder.

1B7061 REV A

14



Remove wire clip from tilt tension knob assembly.

16



While pulling out on front ears, pull front tilt cover forward and out.

15



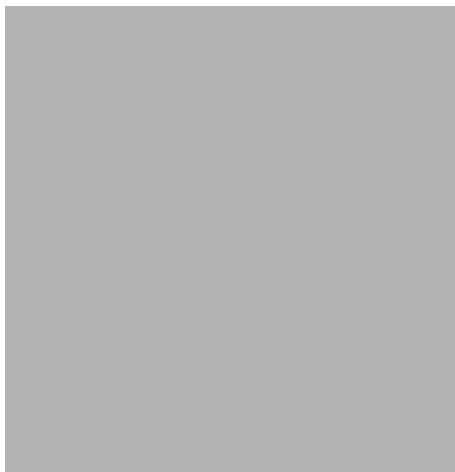
Pull tension knob assembly free from housing.

17



Slide flat blade screwdriver along side of rear tilt cover and pry off.

15a



Remove fulcrum cover removing four Screws.

18



Rotate back of rear tilt cover up and pull off.

1B7061 REV A

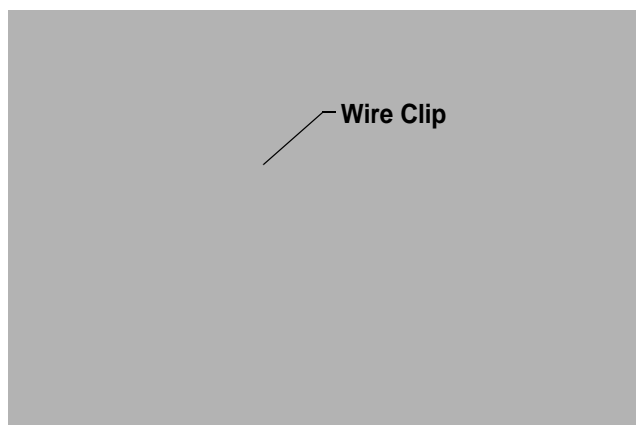
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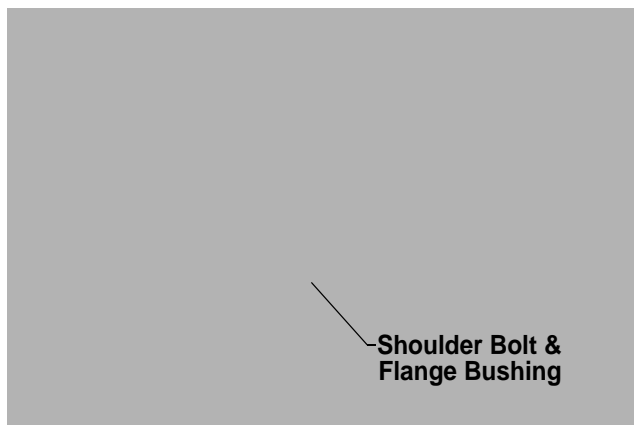
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19



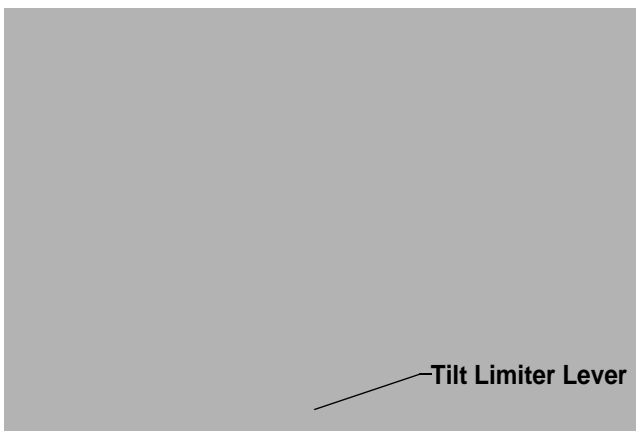
Remove Wire Clip from end of Tilt Limiter Lever. Set Clip aside.

22



Remove Shoulder Bolt and Flange Bushing from each side of Rack.

20



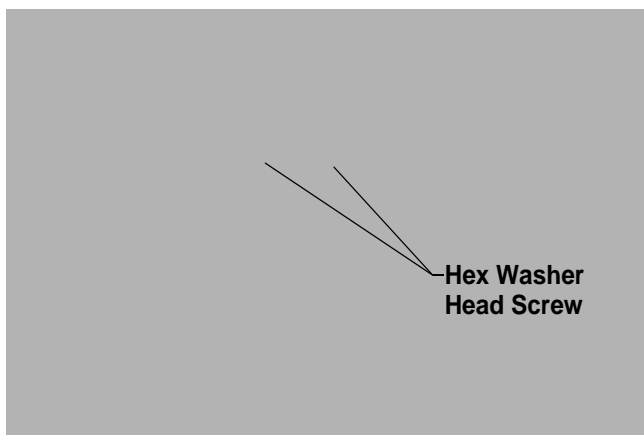
Pull Tilt Limiter Lever free from assembly.

23



Rotate Rack and pull free from assembly.

21



Remove 2 Hex Washer Head Screws.

24



Place Knock Off tool over end of Cylinder.

1B7061 REV A

25



Strike end of knock off tool with hammer to separate tilt from cylinder. Remove Tilt.

28



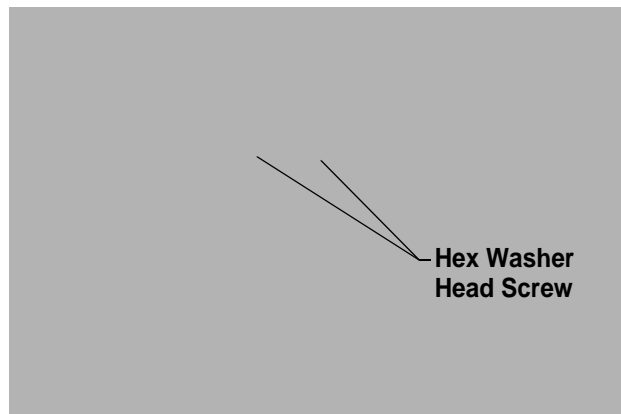
Tighten Shoulder Bolts to 250 in/lbs.

26



Set replacement Tilt onto Base/Cylinder assembly. Firmly push down on Tilt.

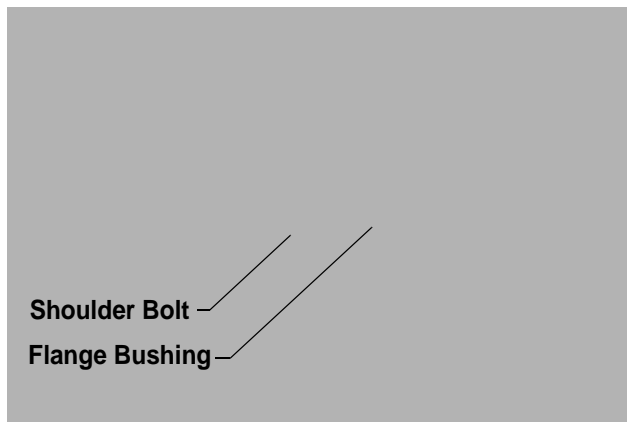
29



Hex Washer
Head Screw

Install 2 Hex Washer Screws. Tighten Screws to 55 in/lbs.

27

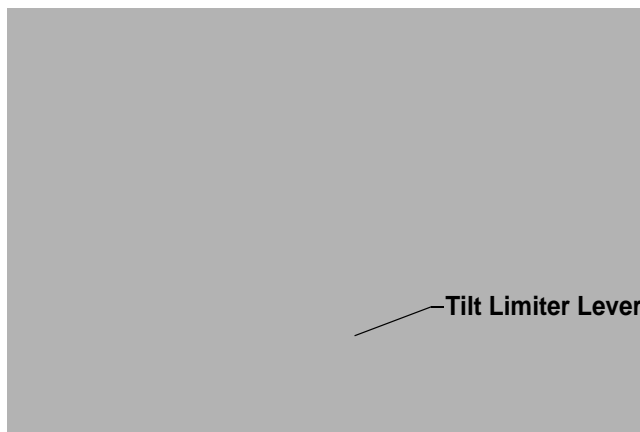


Shoulder Bolt

Flange Bushing

Position Rack onto assembly. Install Flange Bushing and Shoulder bolt.

30



Tilt Limiter Lever

Insert Tilt Limiter Lever into assembly.

1B7061 REV A

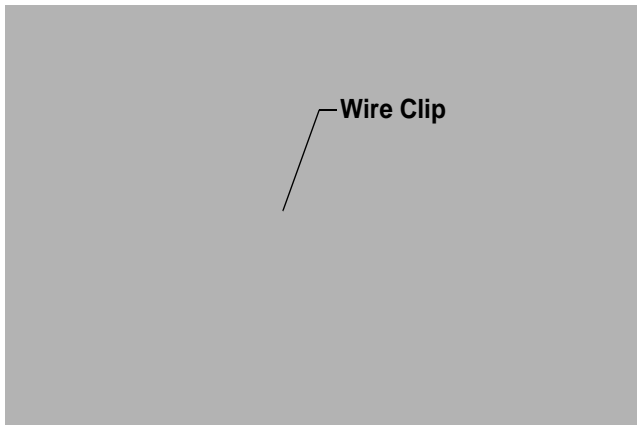
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31



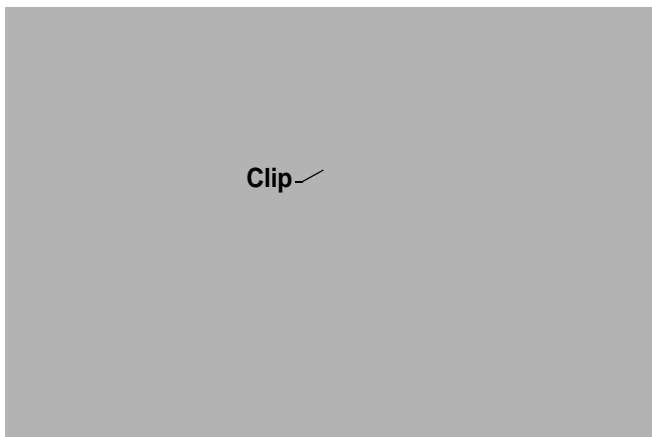
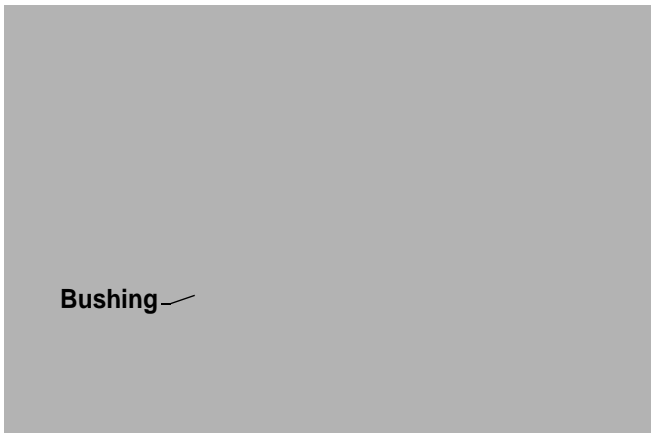
Return Wire Clip to end of Lever.

33



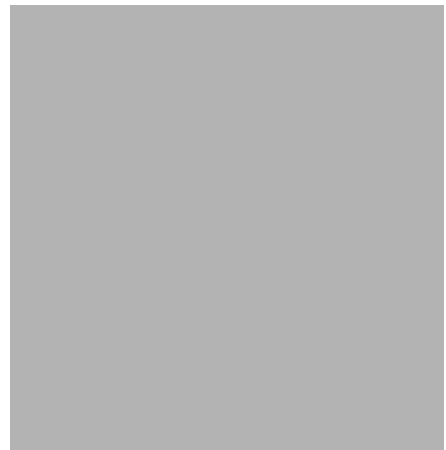
Slide new front tilt cover in and back over tilt.

32



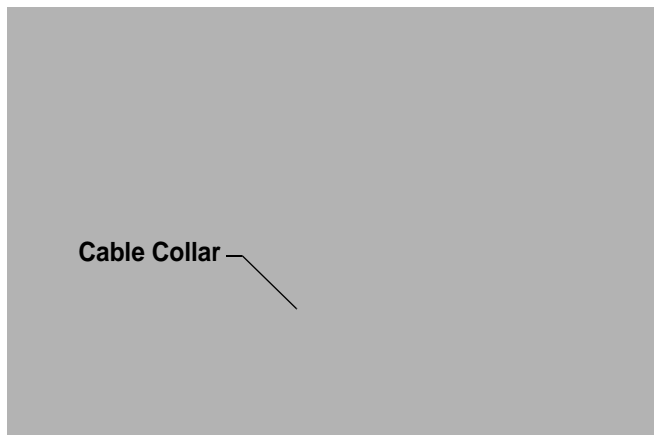
Set front of rear tilt cover onto bushings in pivot assembly. Press down on back of cover making sure clips fully engage into slots in tilt.

34



Insert tension knob assembly into hole in housing. Rotate until it fully seats. Install wire clip. (Cover not shown for clarity.)

35



Connect ball end of cable onto end of cylinder. Press cable collar onto bracket.

1B7061 REV A

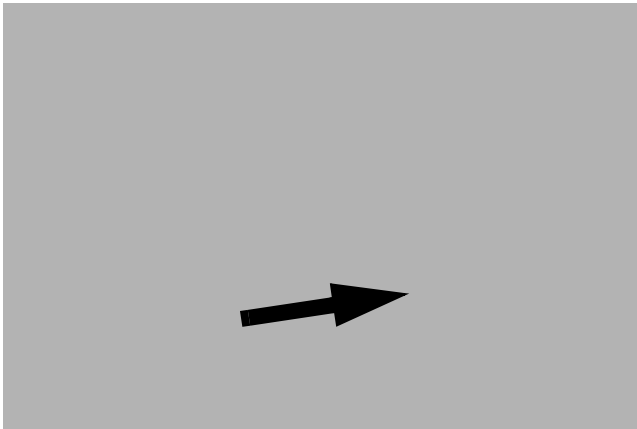
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36



Put the back edge of the seat assembly outside of the rack and rotate front of the seat down.

37



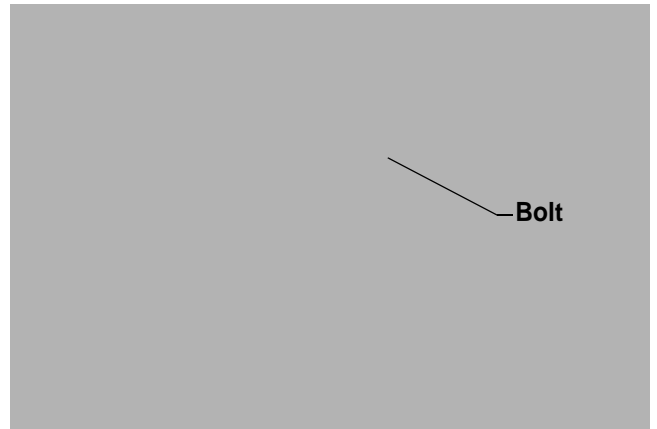
Rotate front link cover down until holes are aligned

38



Install bushings and shoulder bolts using t-40 torx wrench. (250 In/lbs)

39



Install single lower bolts into each arm housing using t-27 torx wrench (repeat for opposite side) (75 in/lbs)

40



Return both arms or plugs using t-30 torx wrench (repeat for opposite side) (75 in/lbs)

41



Check to make sure the seat fabric flaps are secure over the seat clips and do not visibly protrude where the spine engages the seat. Note. If Clips popped off during disassembly replace them as shown in Step # 42. 1B7061 REV A

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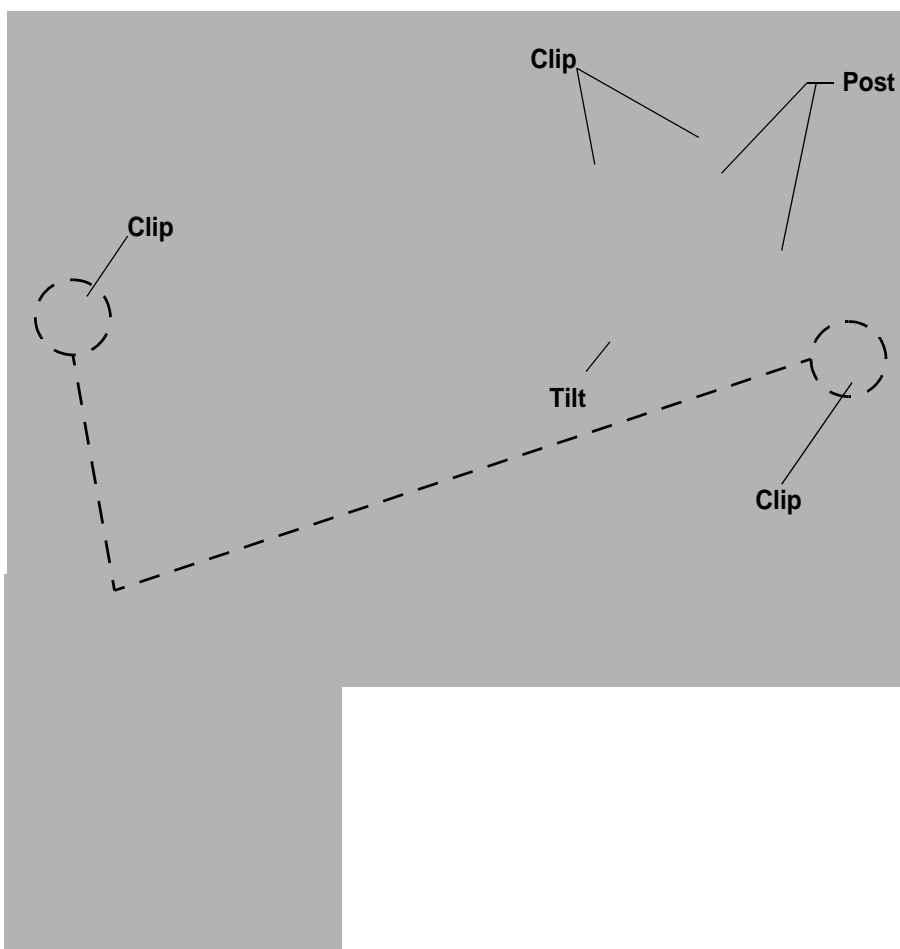
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42

Align the spine to the tilt, and seat locator post and clips to the back attachment points as shown in the figure on the right. Replace the Seat Clips as shown in the figure below if they popped off during step 4.

The Seat back posts should engage into the Seat Clips as illustrated in the figures below.

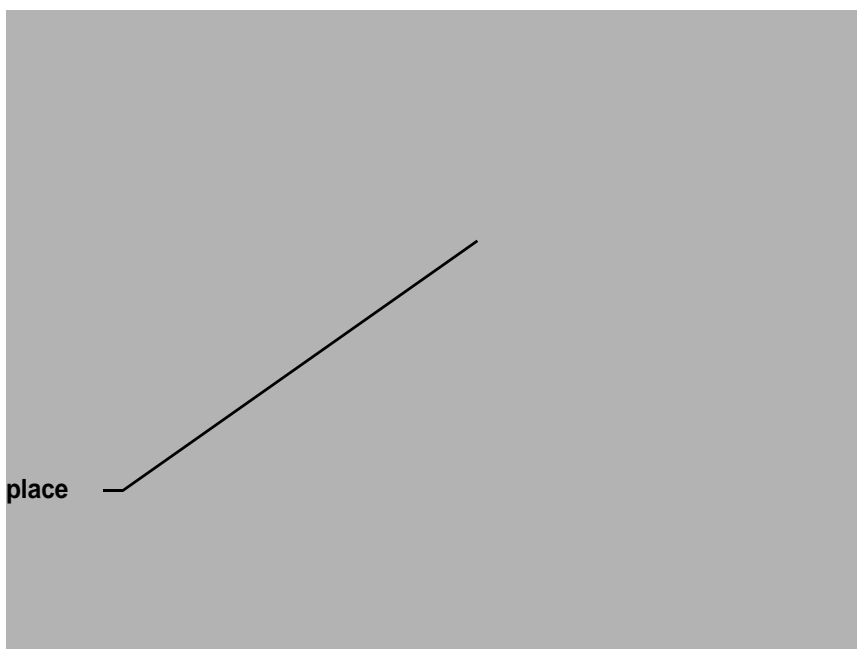


43

Secure the back Seat Clips by tapping with palm of hand until seated firmly in place. An audible click will typically be heard when clips have engaged properly.

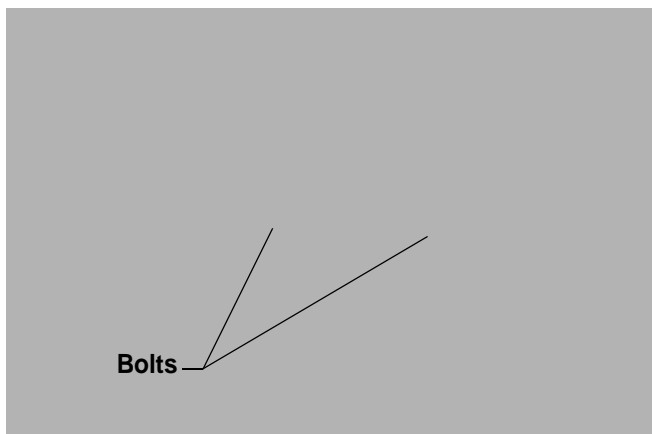
There should be a credit card's thickness between the seat back and bottom once in place.

Credit Card thickness gap when in place



1B7061 REV A

44



Install the lower back bolts using t-40 torx wrench (90 in/lbs)

46



Insert the Back Angle Knob into the Spine by sliding it into the slot as shown. Make sure the Knob is fully engaged by pushing it in as far as possible. Verify that the knob is securely seated by striking the end of the Knob with either the palm of your hand or a rubber mallet.

45



Install lower spine bolts using t-40 torx wrench (90 in/lbs)

Embody™ Cylinder Replacement

PARTS INCLUDED:

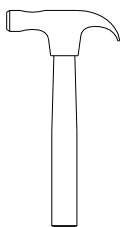


Cylinder

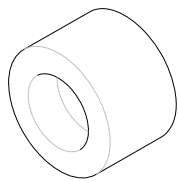
TOOLS REQUIRED:



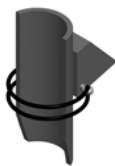
Flat Screwdriver



Hammer



Nylon Cap



Lift-Off Tool

2



1. Slide flat head screw driver blade under cable collar and pry up gently until cable collar is free.



2. Grasp the cable and push it forward to release the ball end from cylinder.

1



Raise chair seat to highest position. Lay chair on back.

1B4YHP REV A

3



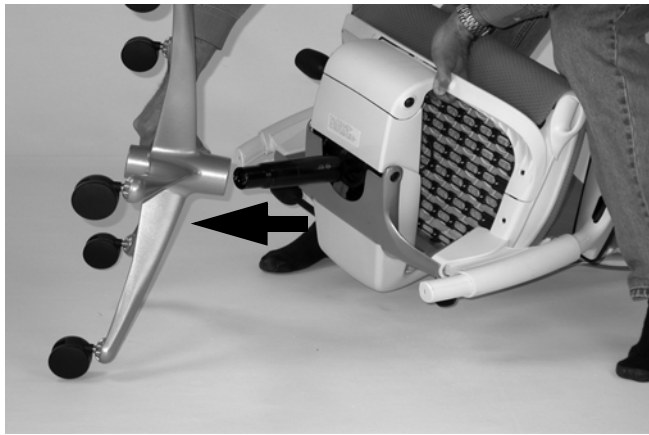
Place white nylon cap over bottom of cylinder and Strike the cap with 2 pound hammer until base comes loose.

6



Place one hand on the can of cylinder and hit knock-off tool with end of hammer striking until cylinder separates from tilt housing.

4



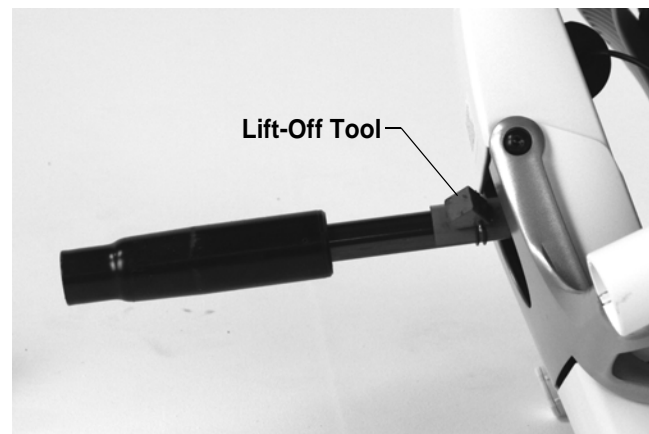
Remove base.

7



Insert replacement cylinder into Tilt.

5



Strap lift-off tool onto end of cylinder that touches the tilt housing.

8

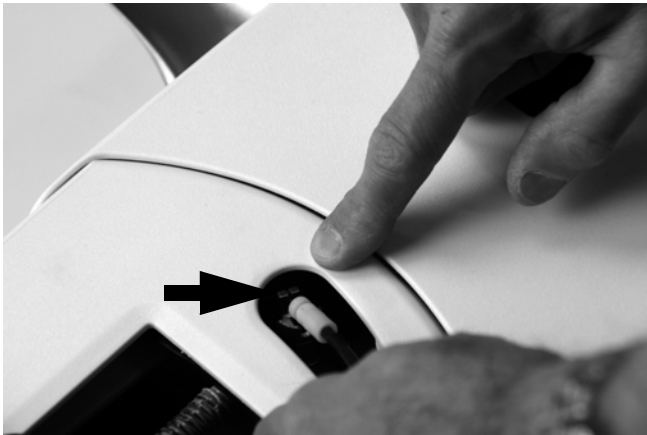


Slide base onto cylinder.

1B4YHP REV A

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8



Re-connect the cable to the top of the cylinder, ball end first, and re-snap the cable to the top head of cylinder.

Place chair upright.

Sit down firmly several times to set cylinder.

1B4YHP REV A

Embody™ Base Assembly Replacement

PARTS INCLUDED:

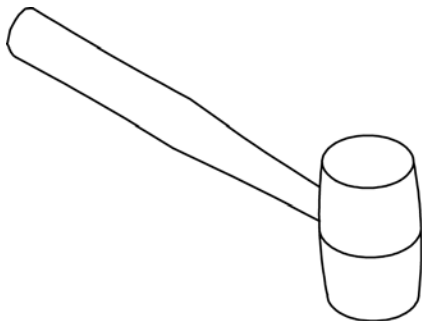


Base

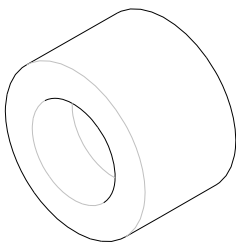


1. Lay chair on back.

TOOLS REQUIRED:



Hammer



Nylon Cap



2. Remove all the caster by grabbing and pulling out.

1B4YHN REV A



3. Place white nylon cap over bottom of cylinder and strike the cap with 2 pound hammer until base comes loose.



4. Transfer casters by pressing in with thumb in shown position.



5. Slide new base on cylinder.

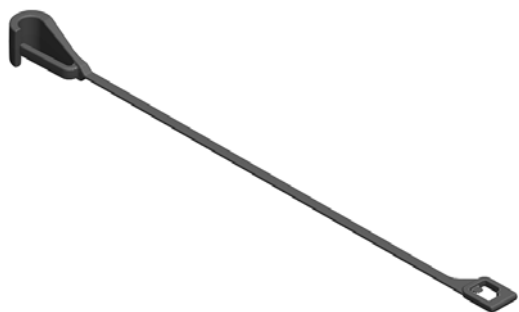
6. Place chair upright.

7. Set down firmly several times to set cylinder.

1B4YHN REV A

Embody™ Fabric Cable Replacement

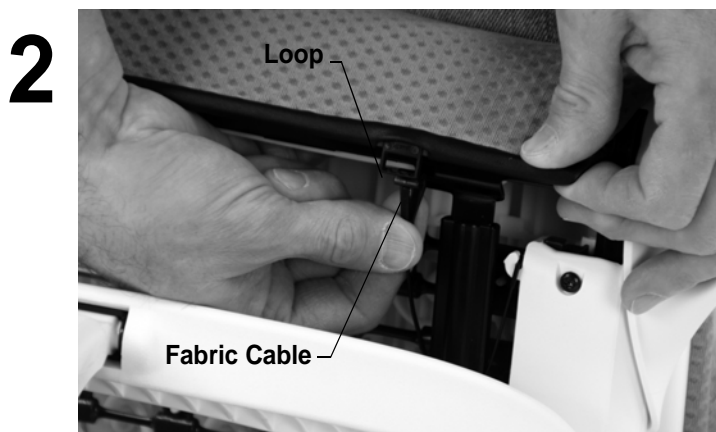
PARTS INCLUDED:



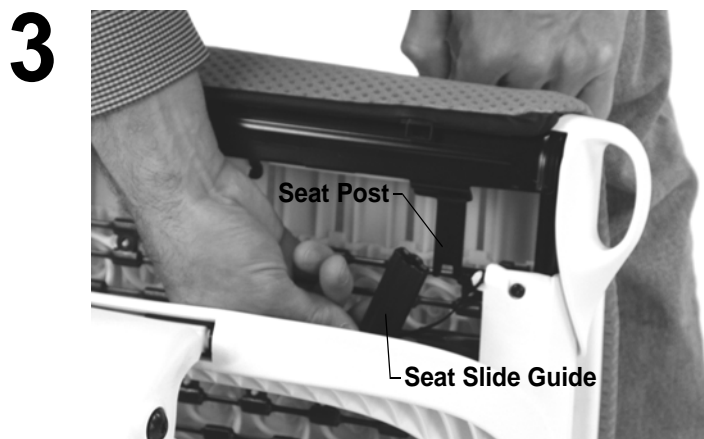
Fabric Cable



1 Lay chair on back. Grasp Seat Slide Handles. Slide seat out to longest position.



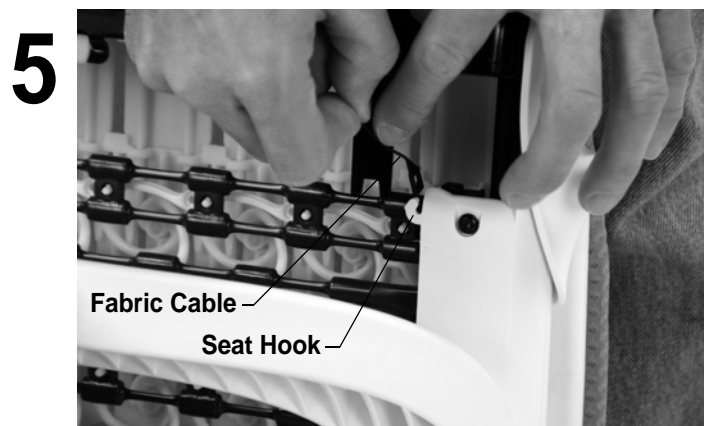
2 Depress end of Fabric Cable. Remove Hook on Fabric Cable from Loop on fabric cover.



3 Pull Seat Slide Guide free from Seat Post.



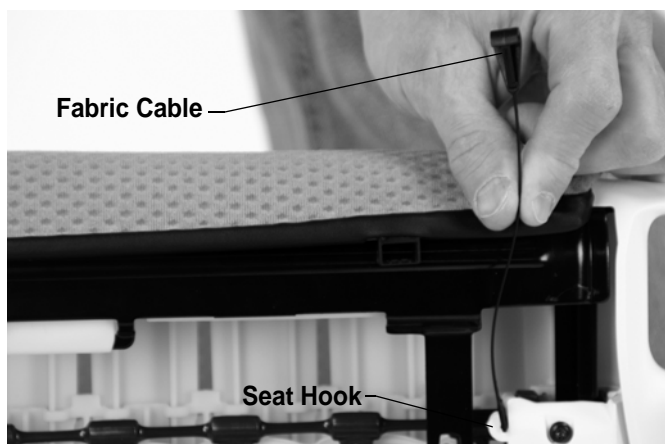
4 Remove Fabric Cable from Seat Slide Guide.



5 Disconnect Fabric Cable from Seat Hook..

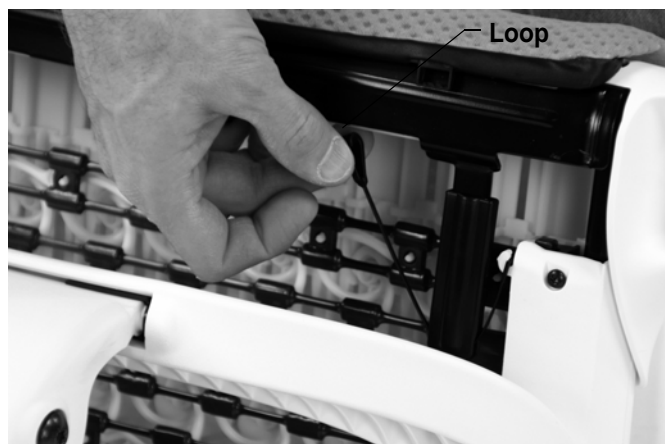
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6



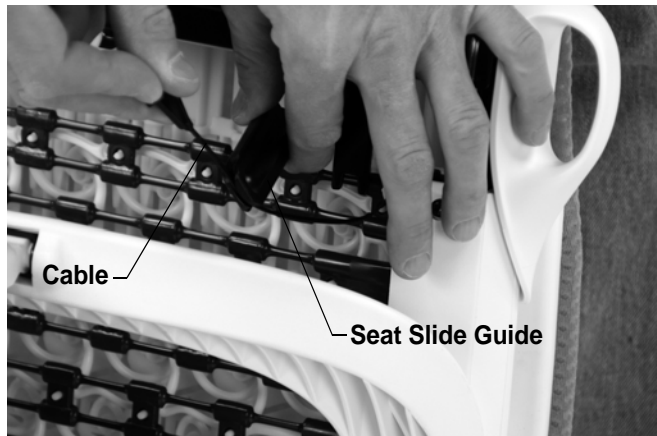
Attach replacement Fabric Cable to Seat Hook.

9



Snap end of Fabric Cable onto loop on Fabric Cover.

7



Insert cable into slot in Seat Slide Guide.

8



Slide Seat Slide Guide onto Seat Post.

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