

Service Solution (SS-0349)

Product: RGP Chair – Attaching a foot-ring

Object: To attach a foot-ring to a stool.

Tools: Claw Hammer, Allen Wrench 3/64”

Time: This procedure should take about 20 minutes

Materials: Foot ring

Procedures:

1. Remove the back of the chair utilizing SS -0301 or SS 0341
2. To remove the cylinder from the base- Grasp the base in your less dominant hand with the wheels in the upward position.
3. With your dominant hand grasp the hammer and strike the cylinder. **NOTE: Strike the cylinder on the edge (rim) of the cylinder. DO NOT strike the cylinder in the center. Gravity and the tapping of the cylinder will cause the separation of the cylinder from the foot-ring.** This will remove the star base and wheels from the chair.
4. Install the new foot ring by sliding it onto the bottom of the now exposed cylinder. Be sure that the flat portions of the foot ring are facing upwards towards the seat of the stool.
5. Place the base of the stool onto the exposed bottom of the cylinder. Place assembled stool onto floor and check that the stool's functionality is proper.
6. Adjust the height of the foot ring by loosening the adjustment knob on the foot ring and raising or lowering to the desire height. Securely tighten adjustment knob.

NOTE:

7. If the stool has a tall gas cylinder, the three-piece telescoping cylinder cover may remain on the stool. **If you have a standard size or small cylinder, you will have to remove the three-piece telescoping cylinder cover by following the remaining directions.**

8. Grasp the base in your less dominant hand and turn the chair upside down. While the chair is upside down visually locate the date stamp (on the mechanism) which is just forward of the shiny cylinder.
9. With your dominant hand grasp the hammer and give the date stamp a firm strike (s). The cylinder will dislodge from the mechanism.
10. If you have an assistant's armrests, remove the J-bar by lifting up and sliding off the mechanism. **If you do not have an Assistant Armrest go to Step 12 then Step 16.**
11. Remove the locking ring by loosening the three Allen Screws and lifting off the cylinder along with the black rubber O-ring.
12. Remove the three plastic telescopic cylinder covers.
13. Place the rubber O-ring over the cylinder.
14. Reinstall the locking ring four inches from the top of the cylinder. Securely tighten the three Allen screws.
15. Place the J bar over the cylinder, there should be approximately one-inch of cylinder showing above the white nylon insert of the J-Bar mounting bracket.
16. Take the seat mechanism and place in on the cylinder. CAREFULLY kneel on the chair and exert downward pressure this will lock the mechanism onto the cylinder.
17. Insert the assistant arm into the vertical portion of the J-bar.
18. Re-install the back rest onto the vertical upright of the mechanism.
19. Adjust the stool to its desired settings.

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