



Service Solution (SS-0306)

**Product:** SSS-301 – Removal/Replacement of Casters

**Object:** Removing and replacing the casters.

**Tools:** Flathead Screwdriver, medium size hammer

**Procedures:**

1. Tip the chair on its side
2. With your less dominant hand grasp the base of the chair. With your dominant hand grasp the caster and pull away from the base.
3. The caster should come out, if it does not, place the blade of the screwdriver between the base and caster base and gently pry away from the chair base. Remove the remaining four in the same method
4. When inserting the new one, tip the caster at a very slight angle and push inwards. It will snap into place. If it does not go in easily, gently tap the bottom of the caster with a hammer until fully inserted. Do the remaining four in the same method.
5. Return the chair to its upright position.