

Service Solution (SS-0309)

Product: SSS 301-Lever Style Backrest
Removal of Backrest/Tightening of Lever

Object: Removing the back of the chair from the chair assembly for tightening of the height lever adjustment.

Tools/Material: Back Off tool. Torx 25 wrench.-Both supplied by RGP. Supplemental engineering drawing. Call RGP at 800-522-9695 for a copy of the drawing.

Time: This procedure could take up to 30 minutes depending on the efficiency at which the back is removed.

Procedures:

1. Position the chair so that you facing the back of the chair from the rear.
2. Using the back height adjustment lever- raise the back to its maximum height adjustment.
3. Review drawing that accompanied the back off tool- The object it so use the back off tool to bypass the safety spring so the back can be removed from the chair mechanism.
4. Insert the back off tool in the vertical slot while at the same time attempting to take the back rest off the chair upright by loosening the height adjustment lever and lifting upward. This is not an exact science and make take a few trys- It will come off.
5. Viewing the backrest (now removed from chair upright) from the front position you will see a 3/8 inch diameter hold. Insert the Torx25 wrench into the hole and firmly tighten the torx screw that goes into the lever tightening bracket.
6. This will tighten the locking bracket and ensuring that it does not slide down the upright.
7. Reinstall the backrest onto the upright and adjust height as required.
8. Save the back off tool, Torx wrench and drawing in case further adjustment is required.

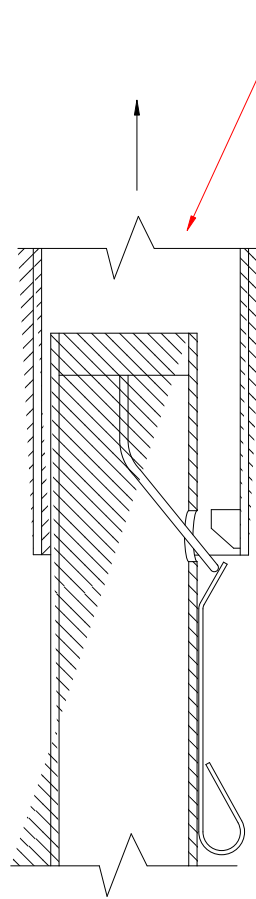
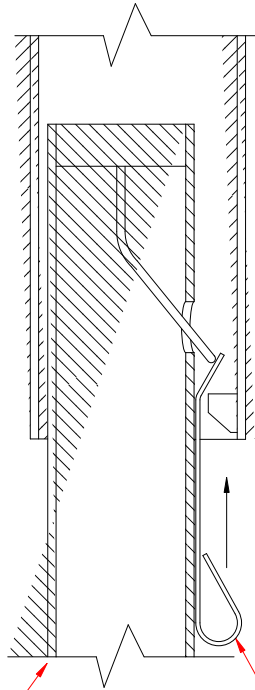
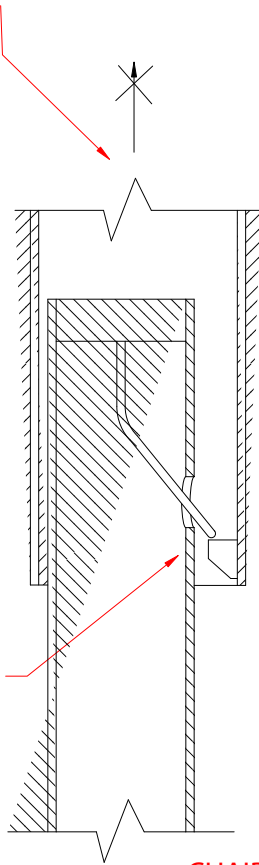
Revised:10/18/4



BACKREST IS PREVENTED FROM GOING ANY HIGHER BY LOCKING SPRING MECHANISM

BACKREST IS SLID UP PAST BLOCKING SPRING

LOCKING SPRING MECHANISM



CHAIR SUPPORT POST

BACK OFF TOOL IS SLID UP OVER END OF LOCKING SPRING, THE SPRING IS DEFEATED