

These instructions can be used to disassemble all versions of our Accent seating line, including our standard, midsize and bariatric widths, wood and upholstered backs, as well as our Easy Access and Behavioral Health models.



Time Required:

7 minutes.

Tools Required:

All models: #2 Philips screwdriver; small flat blade screwdriver; rubber mallet, pliers, knife (preferably a box cutter)

Exposed wood backs: Two 5/ 32" Allen keys



A & B: Using a #2 Philips screwdriver remove the back (four screws) and the seat (four screws). Two 5/ 32" Allen keys are required for those with exposed wood backs.



C: Place the chair frame upside down. Using pliers firmly secure and twist the four glides free from the legs.

D: Place the chair on its side. Using firm blows knock the armrest free from the frame. Flip the chair over and repeat the process for the other side.

Upholstery and foam Removal



Chair Back

Using a knife (preferably a box cutter) carefully slice the upholstery around the bottom so that the upholstery is free from the staples. Remove the upholstery. Taking the knife again, carefully slice the foam away from the wood panel.

Chair Seat

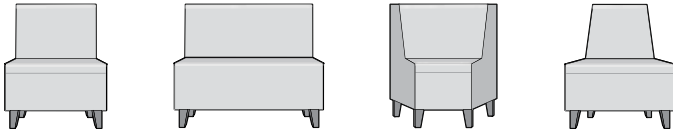
Using the pliers remove the staples from the bottom of the seat and remove the dust cover and upholstery. A small flat blade screwdriver may be handy here. Taking the knife, carefully slice the foam away from the wood panel.

Material Breakdown

Quantity	Component	Material
1	Seat frame	Steel 
2	Arm caps (option)	Glass filled nylon
4	Nylon glides	Nylon
1	Dust cover	Vinyl
1	Chair back panel	Wood
2	Seat and back	Foam
2	Upholstery pieces – seat and back	Vinyl, fabric
Various	Fasteners and staples	Steel 

Attessa Seating

These instructions may be used to disassemble all versions of the Attessa Seating including our single, double and inside and outside 30° chairs.

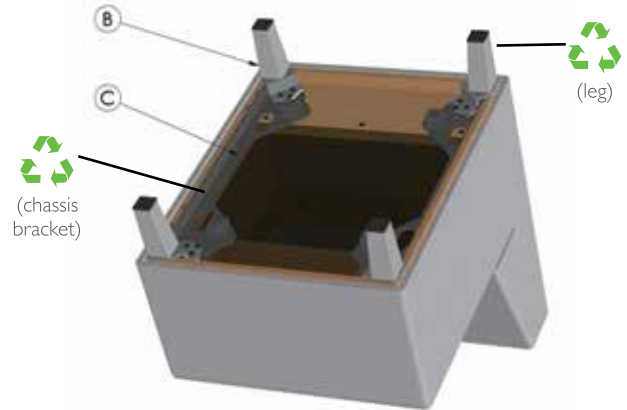


Time Required:

Approximately 10 minutes per chair.

Tools Required:

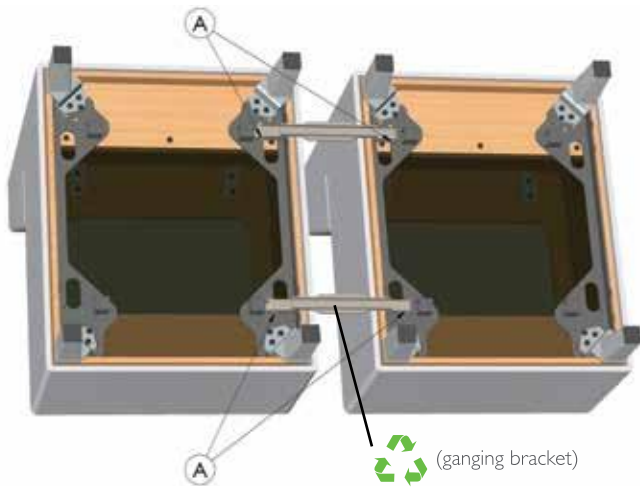
#2 Philips screwdriver, flat blade screwdriver, hammer and knife (preferably a box cutter).



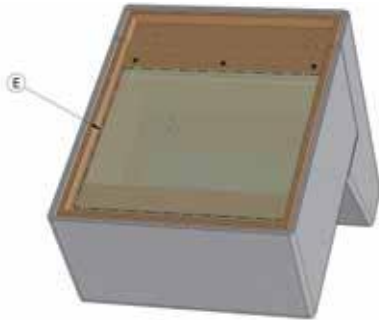
B & C: Now turn the seat upside down. Using the Philips screwdriver, remove the legs and chassis brackets from the seat box.



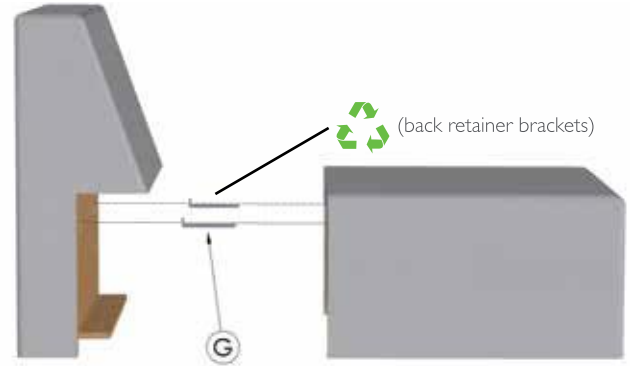
D: Next using the flat blade screwdriver and hammer, remove the plastic glides from the bottom of each leg.



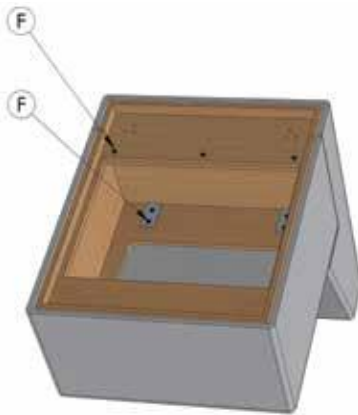
A: If two or more chairs are ganged together, they should be separated from their neighbor first. To do this squeeze and hold the quick release button at one end of the ganging bracket and push the two seats apart by about an inch. Repeat this procedure with the second ganging bracket; the seats can now be pulled fully apart. Remove the ganging bracket from the neighbor.



E: Take the knife or box cutter and carefully slice the dust cover alongside the staples attaching it to the seat box.



G: You can now separate the seat and back boxes from each other.



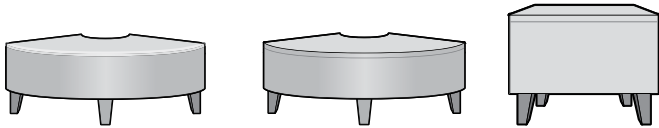
H: Take the knife or box cutter and carefully slice the fabric alongside the staples attaching the fabric to the seat box. Do the same to the back box.

I: Now taking the knife, or preferably a box cutter and carefully slice away the foam from the plywood boxes.

F: Using the Philips screwdriver, remove the screws securing the back retainer brackets and the three screws attaching the seat box to the back box.

Attesa Tables

These instructions may be used to disassemble all versions of the Attesa Connecting Tables including our 23", 46" and our quarter round tables. The disassembly procedure is more involved where two tables are connected to each other.



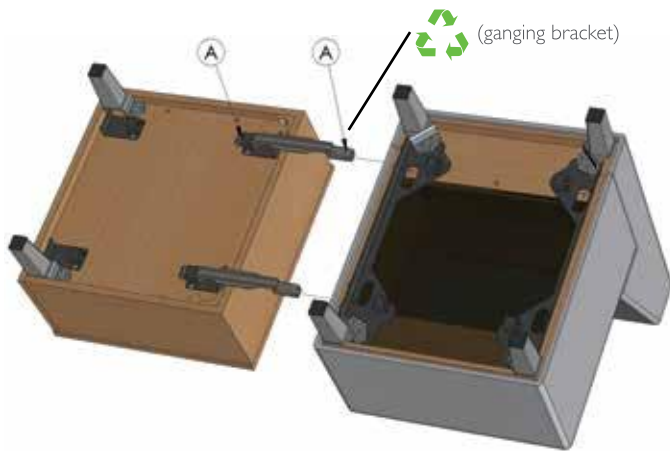
The following disassembly instructions are for tables connected to seating.

Time Required:

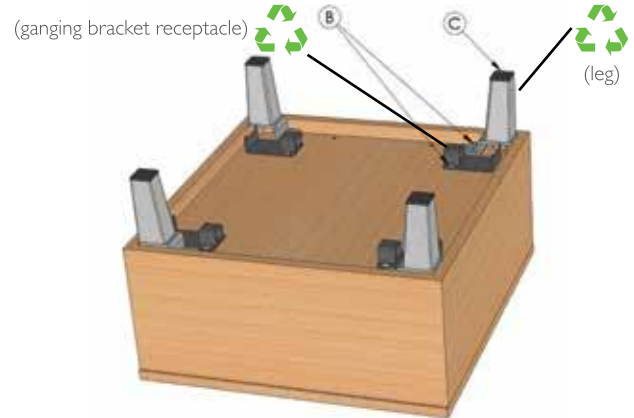
Approximately 5 minutes per table.

Tools Required:

All models: #2 Philips screwdriver; flat blade screwdriver and hammer.

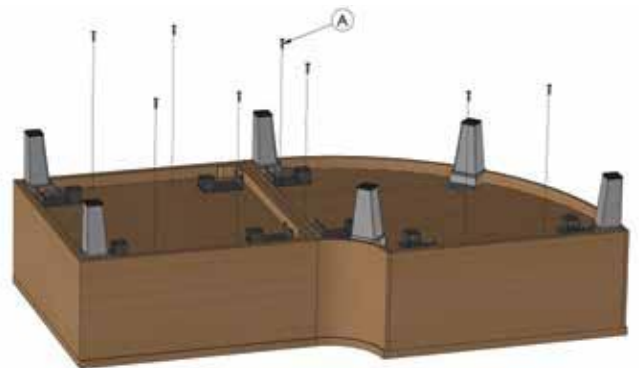


A: Separate the table from the chair by squeezing the quick release button at one end of the ganging bracket and slide the two apart by about an inch. Repeat this procedure with the second ganging bracket; the chair and table can now be pulled fully apart. Remove the ganging bracket from the neighbor.

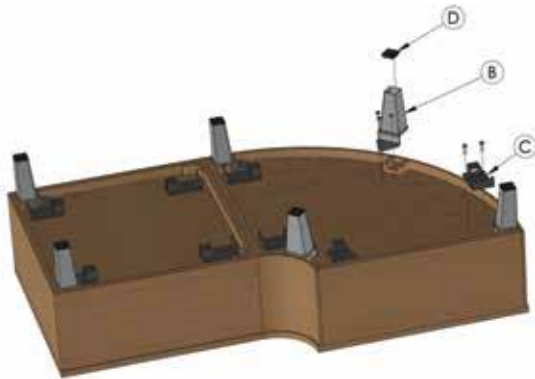


B & C: Now flip the table over and using the Philips screwdriver, remove the legs and ganging bracket receptacles. Next using the flat blade screwdriver and hammer, remove the plastic glides from the bottom of each leg.

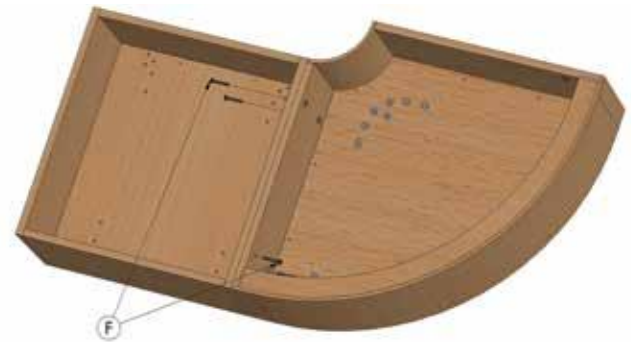
The following disassembly instructions are for two tables connected together.



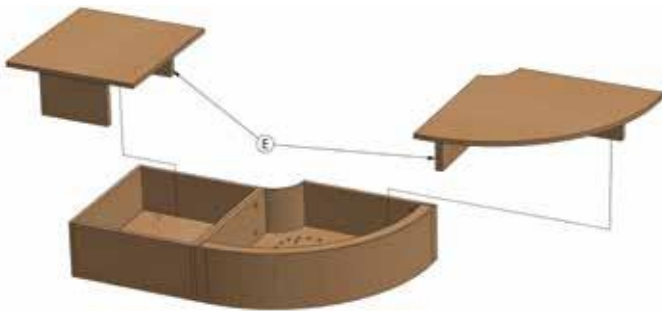
A: Using the Philips screwdriver, remove the four screws as shown above.



B - D: Using the Philips screwdriver, remove the legs and ganging bracket receptacles (with ganging brackets if present). Next using the flat blade screwdriver and hammer, remove the plastic glides from the bottom of each leg.



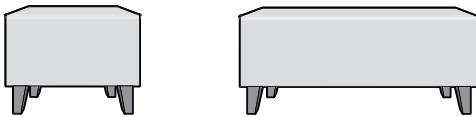
F: Using the Philips screwdriver, remove the four screws holding the tables together.



E: Now flip the two tables over and remove the tops from both tables.

Attesa Benches

These instructions may be used to disassemble all versions of the Attesa Connecting benches including our 23", 46" and our quarter round benches. The disassembly procedure is more involved where two tables are connected to each other.



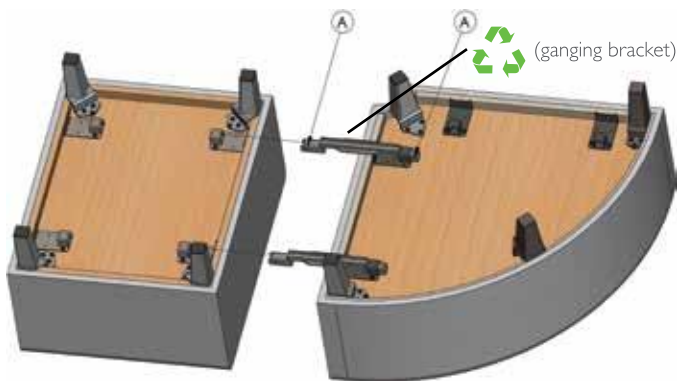
The following disassembly instructions are for tables connected to seating.

Time Required:

Approximately 5 minutes per bench

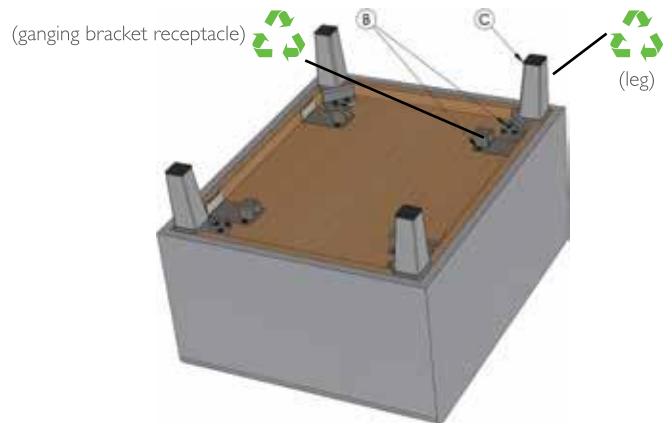
Tools Required:

All models: #2 Philips screwdriver; flat blade screwdriver and hammer.



A: Separate the bench from the neighboring chair; table or bench.

To do this squeeze the quick release button at one end of the ganging bracket and slide the two apart by about an inch. Repeat this procedure with the second ganging bracket; the two items can now be pulled fully apart. Remove the ganging brackets from its neighbor.








B & C: Now flip the bench over and using the Philips screwdriver, remove the legs and ganging bracket receptacles. Next using the flat blade screwdriver and hammer, remove the plastic glides from the bottom of each leg.

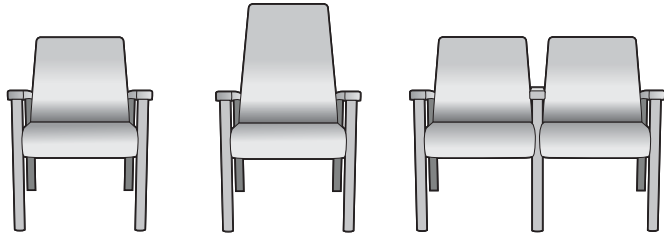
D: Take the knife or box cutter and carefully slice the fabric alongside the staples attaching the fabric to the bench.

E: Now taking the knife, or preferably a box cutter and carefully slice away the foam from the plywood box.

Material Breakdown

Quantity	Component	Material
1	Seat box	Wood
1	Back box	Wood
2	End frame box (option)	Wood
4	Glides	Nylon
2	Upholstery pieces – seat and back	Vinyl, fabric
1	Dust cover	Fabric
2	Seat and back foam	Foam
2	Seat support rails	Steel 
2	End frame	Steel 
2	Retainer straps	Steel 
3	Support rails	Steel 
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Boardwalk seating line including our standard, midsize single, double and triple seating configurations, as well as our bariatric and Easy Access models.



Time Required:

Approximately 12 minutes per single chair.

Tools Required:

All models: #2 Philips screwdriver, #3 (black) Robertson screwdriver, scissors, pliers, knife (preferably a box cutter).



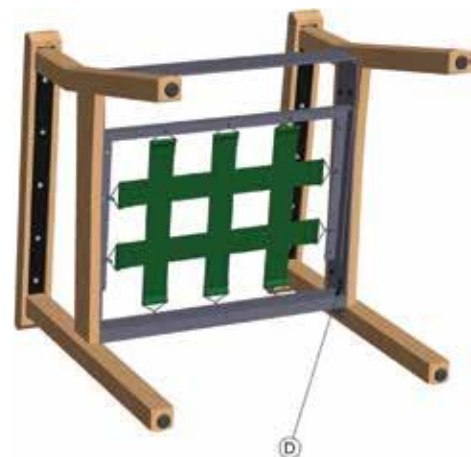
A: Remove the upholstered seat cushion by pulling away the Velcro® tabs at the front and rear of the cushion.



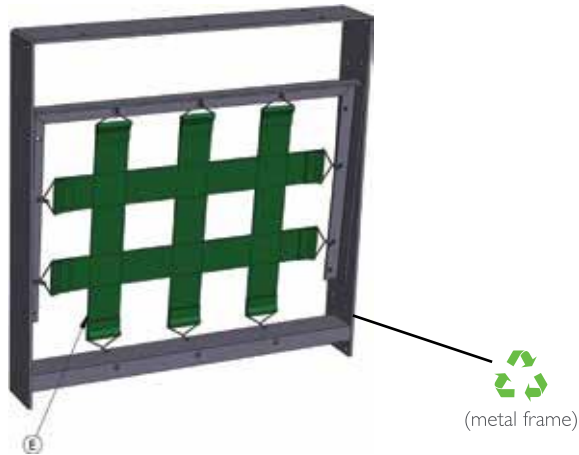
B: Separate the Velcro® at the bottom of the seat back cover to reveal the fasteners attaching the seat back to the frame.



C: Using a #2 Philips screwdriver remove the back(s) (six screws each).



D: Using a #2 Philips screwdriver remove the end frames from the seat frames. On double or triple seat configurations you will need to do the same with the center arms.



Upholstery and Foam Removal

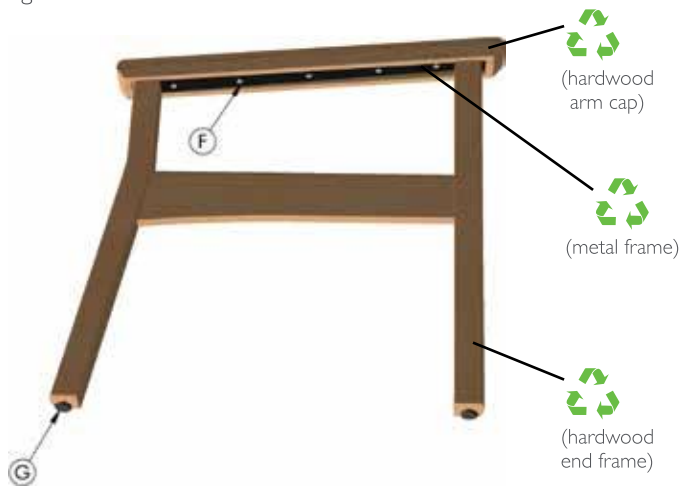
Chair Back:

Pull off the fabric or vinyl cover. Next, take a knife (preferably and box cutter) and carefully slice the foam away from the internal steel frame.

Chair Seat:








Pull off the fabric or vinyl cover:

E: Take a pair of scissor and cut the seat webbing straps at the point where the hook connects to the webbing. Separate the webbing and hooks.

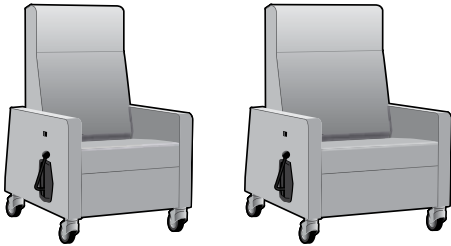


F & G: Remove the wood or optional polyurethane arm cap from each end frame using a #2 Philips screwdriver. Next, using a #3 Robertson screwdriver, remove the metal arm strap from each end frame. Using pliers, unscrew the nylon glides from each end frame.

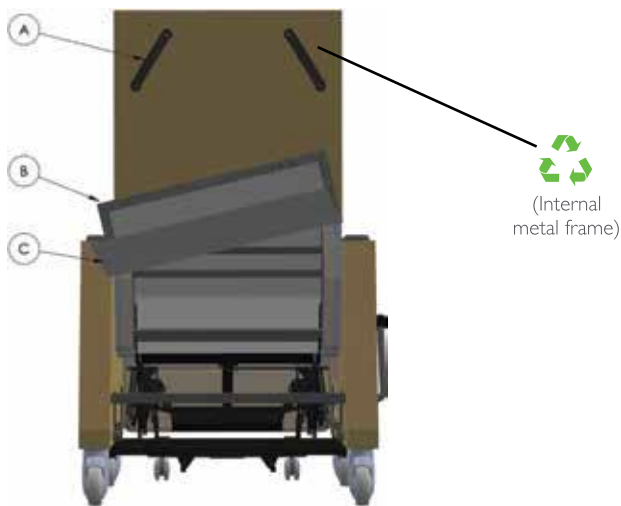
Material Breakdown

Quantity	Component	Material
1	Seat frame	Steel 
1	Back frame weldment (foam must be stripped away)	Steel 
2	Arm caps (option)	Hardwood 
2	Arm caps (option)	Polyurethane
2	Arm Straps	Steel 
2	End frames	Hardwood 
7	Seat webbing	Nylon
10	Seat webbing hooks	Steel 
4	Glides	Steel /nylon
2	Upholstery pieces – seat and back	Vinyl, fabric
2	Seat and back	Foam
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Carson Recliner seating line and available options.



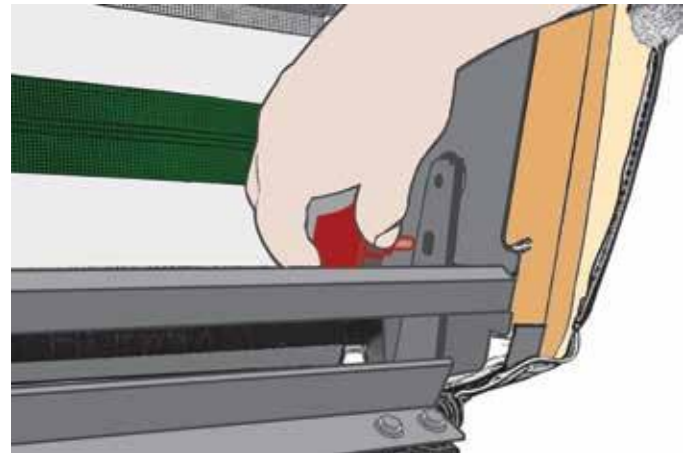
Time Required:
20 minutes.



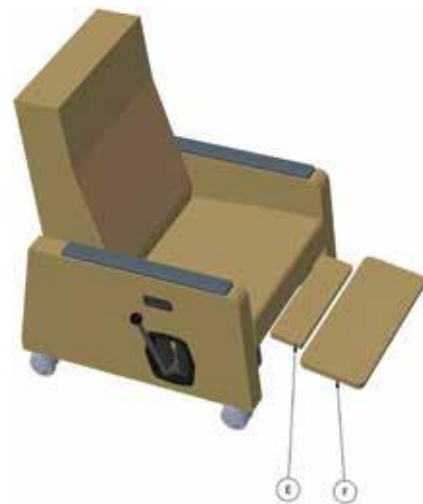
Tools Required:

All models: 7/16" wrench, #2 Robertson screwdriver, #2 and #3, 4 Philips screwdrivers, Channel lock pliers, #3 metric, 1/8, 5/32, 3/16, 5/16" Allen keys, side cutters and knife (preferably a box cutter).

- A:** Remove the two push handles using a 5/16" Allen Key.
- B:** Raise the flap at the bottom of the chair (next to the floor) and detached it from the cross support bar. It is attached with Velcro®.
- C:** Keeping the flap elevated, now detached the upholstery (attached with Velcro®) covering at the bottom of the recliner back and pull it up out of the way.

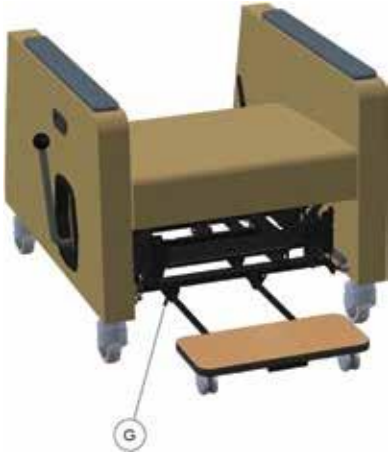


D: Reaching up and inside the back, unscrew the two hand knobs securing the back to the recliner mechanism. The back can now be lifted directly up and off of the mechanism and put to one side. We will return to this later:

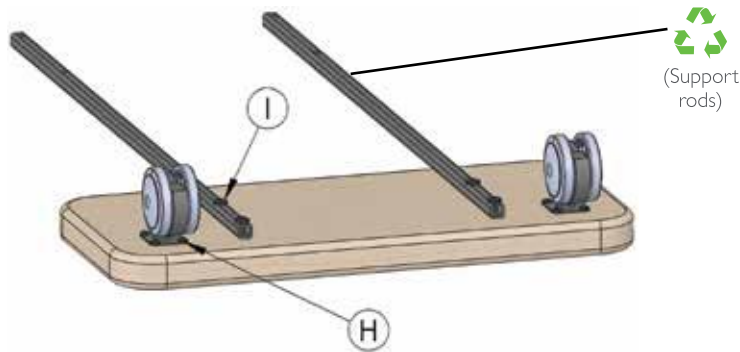


E & F: Now extend the ottoman by rotating the caregiver lever and detach the leg supports from the mechanism using a #2 Philips screwdriver:

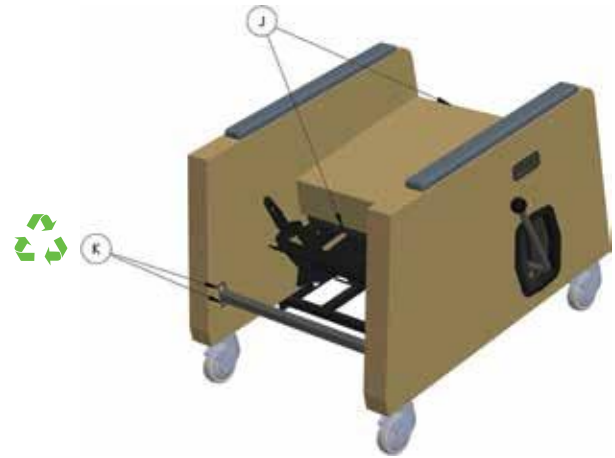
If the recliner is equipped with an optional pull-out foot rest, follow the steps below for removing it. If it is not equipped with one, skip to Step J.



G: With the footrest fully retracted, retract the footrest, remove the stop bolts with a 3/16" Allen key and a 7/16" wrench and slide the footrest out from the front of the recliner until it is free of the recliner.



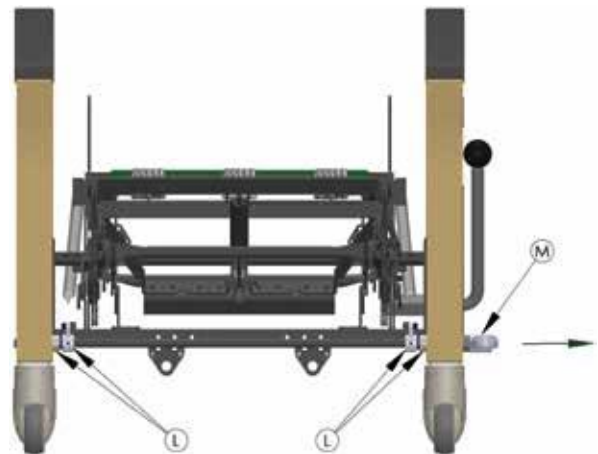
H & I: Using a #2 Philips screwdriver, remove the casters and the two support rods from the foot rest.



J & K: Remove that seat cushion from the mechanism by detaching the flaps secured with Velcro®, at the front and rear of the cushion.

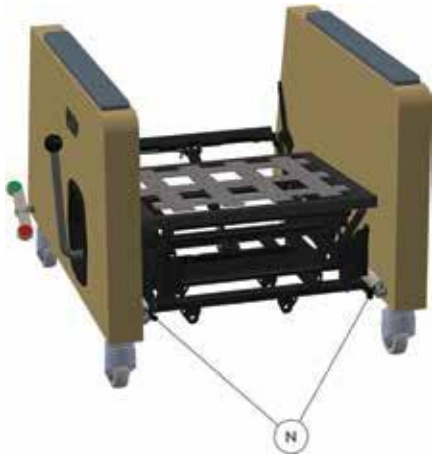
Remove the cross support bar located at the back of the recliner from the side frames using a #2 Philips screwdriver:

If the recliner is equipped with an optional central caster locking system, follow the steps below for removing it. If it is not equipped with one, skip to Step N.



L & M: At the back of the recliner loosen the two connecting levers (#3 metric Allen key), and the two locking collars (1/8" Allen key) which are mounted on the hexagon cross shaft.

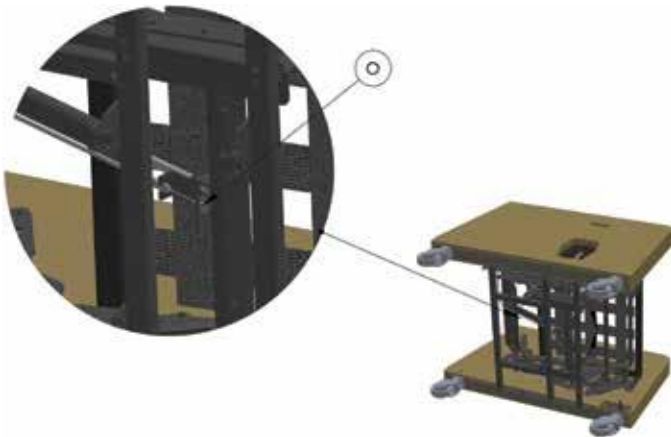
Now slide the hexagon cross shaft free of the recliner by pulling on the pedal (see arrow). Remove the pedal from the hexagon cross shaft using a #4 metric Allen key.



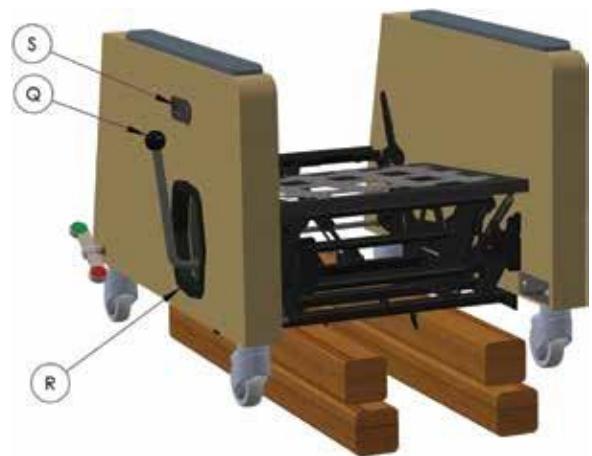
N: Using a 5/32" Allen key, remove the shoulder bolts securing the two linkages at the front of the recliner.



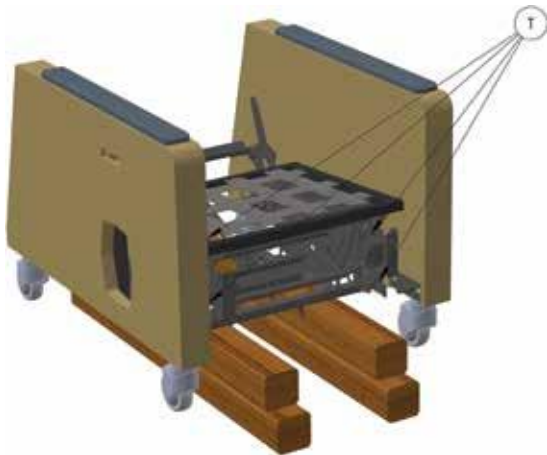
P: With the help of an assistant, block up the recliner mechanism so that the casters are free of the floor.



O: Reaching in from the back of the recliner, cut the cable which runs to the mechanism using side cutters. Alternatively, using pliers spread the metal clasp which secures the cable end to the mechanism and then slip the ball end of the cable free from the activating lever.



Q, R & S: Unthread the ball knob from the end of the caregiver lever using a Channel lock pliers. Using a #2 Phillips screwdriver, remove the shroud around the caregiver lever and the actuator lever. The actuator lever and cable will slide free of the side frame.



T: Using a #2 Philips screwdriver, remove the four bolts securing the left and right side frames. Place both side frames on a bench.



X: Remove the seat webbing from the recliner mechanism.

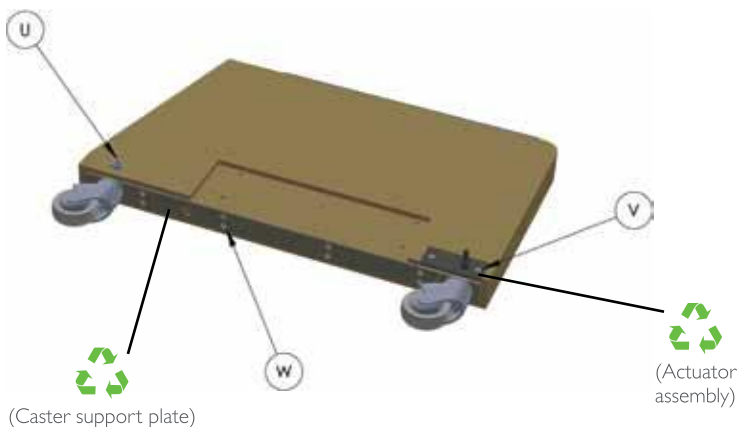
Removal of Optional Arm Caps

The optional wood or polyurethane arm caps can only be removed using a special tool. If the recliner has polyurethane arm caps, the polyurethane can be cut free of the internal plywood core by carefully running a sharp knife around the perimeter of the arm cap.

Removal of Upholstery and Foam

Side Frames

- A:** If the side frames have arm caps, using a sharp knife, carefully cut the upholstery around the full perimeter of the side frame just below the arm cap.
- B:** If the side frames do not have arm caps, using a sharp knife, carefully cut the upholstery around the full perimeter of the side frame just above the bottom.
- C:** Remove the upholstery, and using a knife (preferably a box cutter) carefully slice away the foam from the wood panels.



U, V & W: If the recliner is equipped with an optional central caster locking system, remove the actuator assemblies from the two end frames using a #2 Philips screwdriver. The two front casters can now be pulled free of the end frames.

If the recliner is not equipped with the optional locking caster system, remove the screw and washer using a #3 Philips screwdriver securing the four casters. All four casters can now be pulled free of the side frames.

Remove the caster support plate from the bottom of each side frame.

Leg Rests

Using pliers, remove the staples from the bottom of the seat and remove the dust cover and upholstery. A small flat blade screwdriver may be handy here. Taking the knife, carefully slice the foam away from the wood seat panel.

Recliner Back

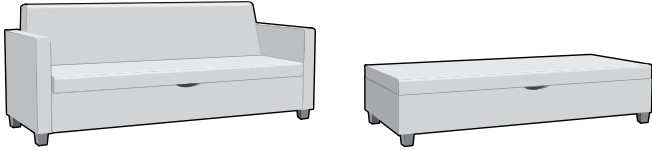
A: The upholstery can be rolled upward until a flap secured with Velcro® is exposed on the back. Remove this flap and continue rolling the upholstery up until it is free of the back. Taking a knife (preferably a box cutter), slice the foam away from the internal frame.

B: Remove the seat webbing. Using a #2 Phillips screwdriver, remove the plywood from the sides of the metal frame.

Material Breakdown

Quantity	Component	Material
2	Caster support plates	Steel 
1	Back frame (foam must be peeled off)	Steel 
2	Backframe upholstery strips	Wood
1	Mechanism	Steel 
1	Cross support tube	Steel 
7	Seat webbing straps	Nylon
10	Seat webbing hooks	Steel 
6	Upholstery pieces – seat cushion, end frames, back and leg supports	Vinyl/ Fabric
1	Caregiver lever shroud	ABS plastic
2	Footrest support rods	Steel 
1	Footrest	Wood
4	Casters	Polymide / thermoplastic rubber
2	Push handles	glass filled nylon
1	Ball knob	Phenolic plastic
2	Arm caps (option)	Wood
2	Arm caps (option)	Polyurethane
2	Arm cap substrate (option with polyurethane arm caps)	Wood
2	Actuator assemblies (option)	Steel 
1	Foley hook (option)	Steel 
2	footrest casters (option)	Polymide / thermoplastic rubber
1	Cable release actuator	Steel/ Nylon
1	IV pole holder (option)	Aluminum 
1	Hexagon cross shaft (option)	Steel 
6	Connecting levers and locking collars (option)	Steel 
1	Pedal for central locking system (option)	Polymide / thermoplastic rubber
2	Linkages (option)	Steel 
Various	Seat cushion, end frames, back and leg supports	Foam
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Carson Sleeper.



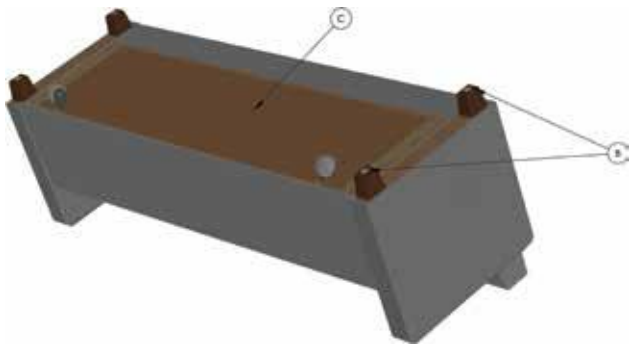
Time Required:

20 minutes for sleeper with all options.

Tools Required:

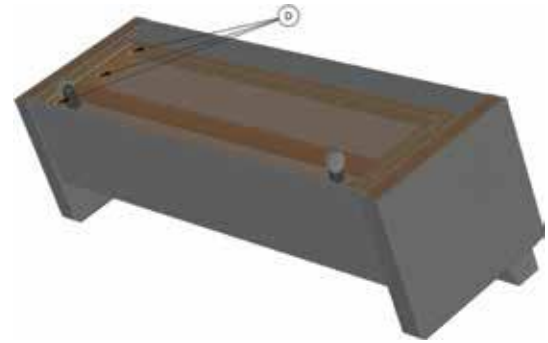
Flat screwdriver; flat pry bar; large Philips screwdriver; #2 Robertson (red handle) screwdriver; 7/16" wrench or ratchet and socket, and knife (preferably a box cutter).

A: With the aid of an assistant, turn the sleeper upside down.

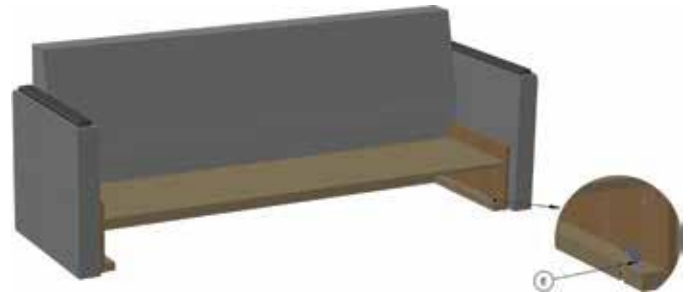


B: Using the Robertson screwdriver, remove the wood screws securing the four wood legs or the optional casters from the sleeper. Next, using a screwdriver pry the nylon glides off of the wood legs.

C: Using a screwdriver or a flat pry bar, remove the Masonite board from the bottom of the sleeper.



D: Using a ratchet and 7/16" socket, unscrew the six 3 1/4" long bolts that secures the Cross-Member Assembly to the Upper Deck. This Cross-Member Assembly along with the Lower Deck can now be separated from the Upper Deck, and set to one side.

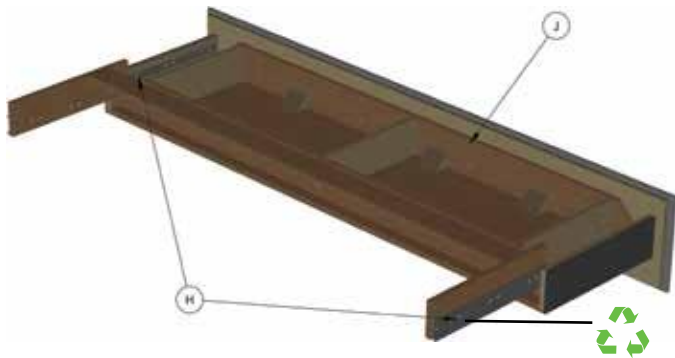


E: Remove the metal spring clips from the two hardwood spacers.

Upholstery and Foam Removal

F: Using a screwdriver or a flat pry bar, remove the cardboard from the bottom of the Lower Deck.

G: Next, using a 7/16" wrench or ratchet and socket, remove the carriage bolts which attach the casters to the caster mounting brackets. With the large Philips screwdriver now remove the caster mounting brackets from the Lower Deck.

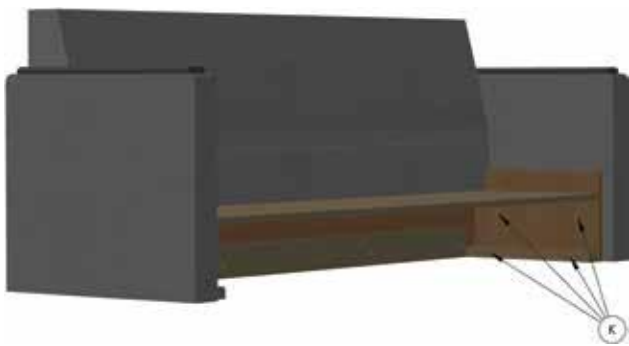


H: Now extend the Lower Deck and the Cross-Member Assembly apart from each other in order to gain access to the 12 Robertson screws securing the metal slides. Once the slides are removed the two assemblies will be separate from each other.

I: Remove the two nylon glides from the bottom edge of the side panels of the Lower Deck.

J: Using the Philips screwdriver, remove the 8 machine screws which secures the Front Kick Panel to the Lower Deck.

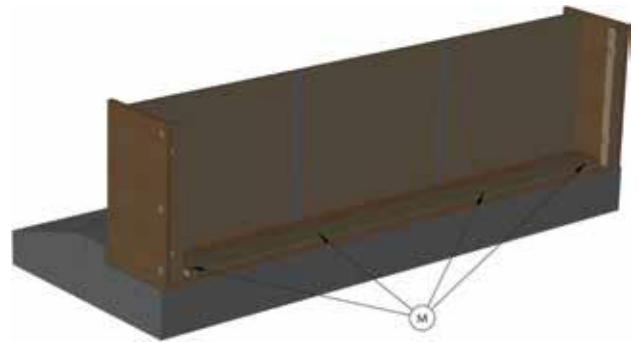
Disassembling the Upper Deck



K: If the sleeper has optional End Frames, use a 7/16" wrench, or ratchet and socket, to unscrew the 4 bolts which secure the side frames.



L: If the End Frames have optional arm caps, use a large flat blade screwdriver or a flat pry bar, to pry off the arm caps. Unscrew the threaded rods from the arm caps.








M: If the sleeper has an optional Back, with the aid of an assistant, lay the sleeper on its back and, with a knife, slice the fabric along the seam between the Back and the Upper Deck. Next remove the 4 Philips screws which attaches the Back to the Upper Deck. Now slide the Back up slightly, and then pull it away from the Upper Deck so as to free the metal clips securing the Back to the Upper Deck. Remove the metal clips with the Philips screwdriver.

Upholstery and Foam Removal

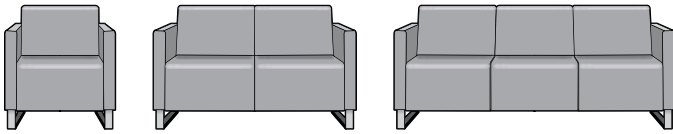
N: Using a utility knife, slice away the fabric next to the staples lines on all components of the sleeper. Next, using a knife (preferably a box cutter) remove the foam from all the components.

O: Using a screwdriver or a scraper, remove the self-adhesive plastic UHMW slides attached to the underside of the Upper Deck.

Material Breakdown

Quantity	Component	Material
2	Drawer slides	Steel 
2	Back mounting clips	Steel 
2	Spring Clips	Steel 
2	Arm caps (option)	Wood
2	Arm caps (option)	Polyurethane
1	Upper deck	Wood
1	Upper deck	Foam
1	Upper deck	MDF
1	Lower deck	Wood
1	Lower deck	Foam
1	Lower deck	Cardboard 
2	Wheel mounting brackets	Steel 
1	Front panel	Wood
1	Front panel (option)	PVC thermoform covered particle board

These instructions may be used to disassemble all versions of the Cassia Lounge chair including our single, double and triple versions. We recommend the help of an assistant in disassembling the 2 and 3 seat arrangement.

**Time Required:**

Approximately 15 minutes per chair.

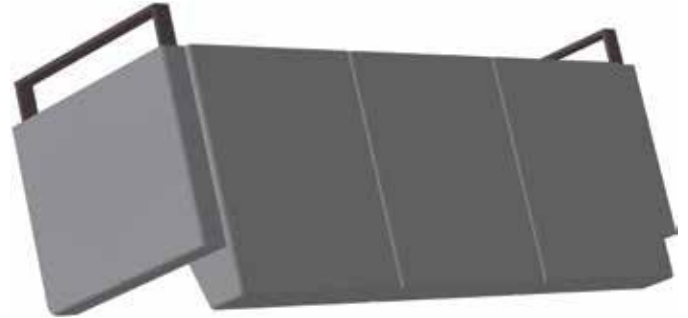
Tools Required:

A 3/8" socket, extension and ratchet, #2 Philips screwdriver; flat blade screwdriver; hammer and knife (preferably a box cutter).

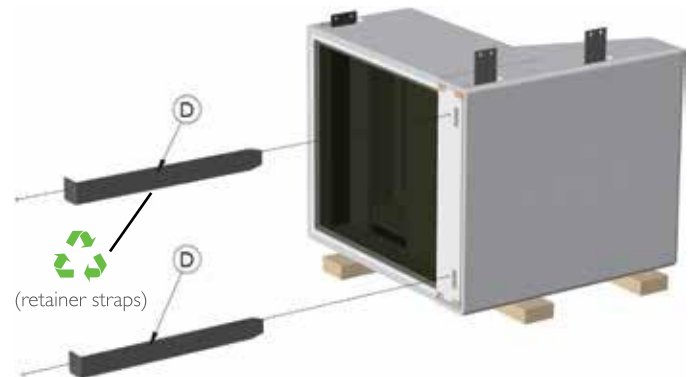
Disassembling the Seat and Back Boxes

A & B: If disassembling a single chair, lay the chair on its side as shown. If you are disassembling a 2 or 3 seat arrangement, use the help of an assistant to tilt the chair forward on its front as shown.

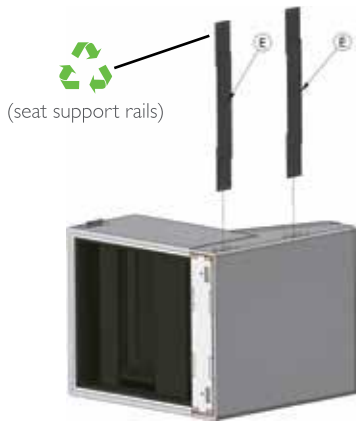
The following instructions are the same for each chair in a 2 and 3 seat arrangement.



C: Carefully cut away the upholstery from around the brackets attaching the arms to expose the fasteners securing the arms to the seats. Using a 3/8" socket, extension and ratchet, remove the fasteners. Place the arms to one side.



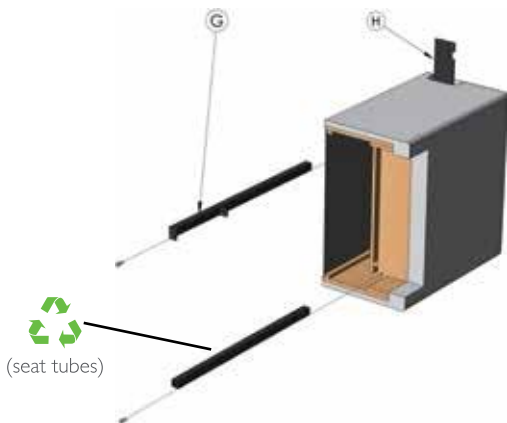
D: If you are disassembling a single chair, it may be easier now to place blocks of wood under the chair so that the seat and back support rails clear the floor. Using the Philips screwdriver, remove the screws from the retainer straps securing the support rails in place. It may require a screwdriver and a hammer to remove the straps, particularly with a 2 or 3 seat arrangement as there will be some binding on the rails if the seat boxes are resting on the floor.



E: Slide out the seat support rails.



F: Now separate the seat box from the back box.



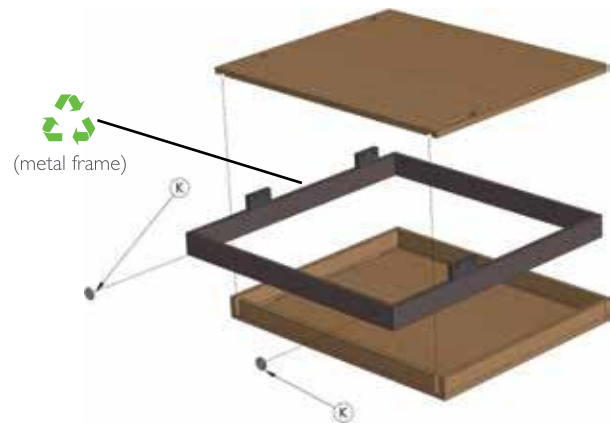
G & H: Using the Philips screwdriver; remove the screw securing the seat tubes to the seat box and slide them out. Next slide out the seat box support rail.

H: Take the knife or box cutter and carefully slice the fabric alongside the staples attaching the fabric to the seat box. Do the same to the back box.

I: Now taking the knife, or preferably a box cutter carefully slice away the foam from the plywood boxes.



Disassembling the Arms

Taking the knife, or preferably a box cutter carefully slice away the foam.

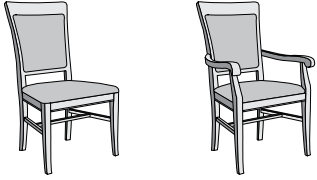


J: As you did with the seat and back boxes, carefully remove the fabric and foam from each arm box. Next taking the flat blade screwdriver and hammer, pry away one side of the arm box. Remove the metal frame from the box. Now remove the glides using the flat blade screwdriver and hammer.

Material Breakdown

Quantity	Component	Material
1	Seat box	Wood
1	Back box	Wood
2	End frame box	Wood
4	Glides	Nylon
2	Upholstery pieces – seat and back	Vinyl, fabric
1	Dust cover	Fabric
2	Seat and back foam	Foam
2	Seat support rails	Steel 
2	Metal frame	Steel 
2	Retainer straps	Steel 
3	Support rails	Steel 
Various	Fasteners and Staples	Steel 

These instructions may be used to disassemble the armless and armed versions of this seating line.



Time Required:

7 minutes.

Tools Required:

All models: #2 Robertson screwdriver; (or power driver with a #2 Robertson bit) pliers and knife (preferably a box cutter)



A & B: Turn the chair upside down and remove the upholstered seat cushion by removing the four #2 Robertson wood screws in each corner. In order to remove the upholstered back, remove the #2 Robertson screw located at the bottom center of the back. Push the bottom of the back free from the chair frame and then wiggle the back free from the wood dowels which secure the back at the top of the chair frame.



C: Using pliers, remove the nylon glide from the bottom of each leg.

Upholstery and Foam Removal

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the seat and back. Next, take the knife (preferably a box cutter) and carefully slice the foam away from the seat and back plywood panels. Finally cut away the seat mesh next to the staples on the seat panel.

Material Breakdown

Quantity	Component	Material
1	Seat Frame	Hardwood 
4	Glides	Steel/ Nylon
2	Seat and Back	Foam
2	Seat and Back Panels	Plywood
1	Seat Mesh	Hytrel Elastomer Polyester Composite
Various	Fasteners and Staples	Steel 

These instructions may be used to disassemble all models of our Integrity seating line.



Time Required:

10 minutes.

Tools Required:

All models: #2 Philips screwdriver, flat blade screwdriver, hammer and knife (preferably a box cutter).



A: Turn the chair upside down and remove the upholstered seat cushion by removing the four #2 Philips wood screws.



B: Set the chair upright. Standing behind the chair pull down on the bottom edge of the upholstery and unclip the J extrusion from the back bar. Pulling up the fabric will expose the screws securing the chair back to the chair frame.



C: Using the #2 Philips screwdriver, remove the six screws securing the back.



D & E: Place the chair on its side. Using firm blows with the hammer, knock the polyurethane arm free out of the frame. Remove the aluminum transition rings. Next, take the flat blade screwdriver and hammer pry the glides free from two of the legs. Flip the chair over and repeat the process for the other side.

Upholstery and Foam Removal





Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take the knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam. Note, the fabric and foam are glued together.

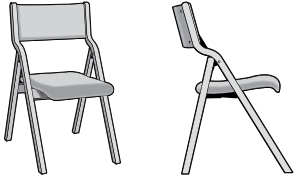
Chair Seat

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the bottom wood seat panel, as well as the elastic mesh. Remove the fabric. Next take the knife (preferably a box cutter) and carefully slice the foam away from the wood panel.

Material Breakdown

Quantity	Component	Material
1	Chair frame	Steel 
4	Glides	Nylon
2	Arms (polyurethane must be stripped from internal metal bar)	Steel/ Polyurethane 
4	Arm Inserts	Nylon
4	Transition rings	Aluminum 
2	Panels – seat and back	Wood
1	Seat mesh	Hytrel Elastomer Polyester Composite
1	Dust cover	Vinyl
2	Upholstery pieces - seat and back	Vinyl or fabric
2	Seat and back	Foam
Various	Staples and various fasteners	Steel 

These instructions may be used to disassemble our Kite folding chair.



Time Required:

7 minutes.

Tools Required:

Tools Required: Two #2 Philips screwdriver, (or power driver with a #2 Philips bit) pliers and knife (preferably a box cutter)



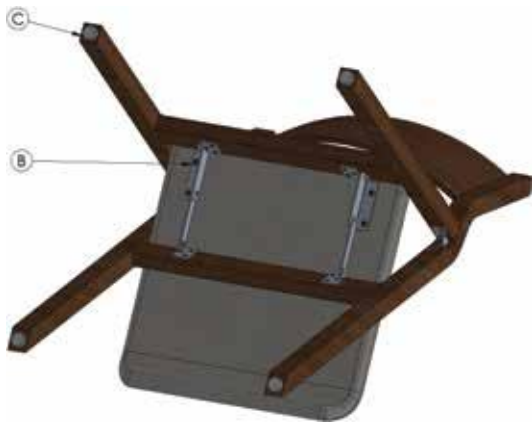
D & E: With the #2 Philips screwdriver, remove the 12 wood screws attaching the metal hinging arms.



A: Remove the six wood screws securing the back with the #2 Philips screwdriver.



F & G: Using two #2 Philips screwdrivers, remove the mating hinge pins.



B & C: Turn the chair upside down and, using a 3/16" Allen Key, remove the four Allen screws securing the upholstered seat cushion. Using pliers, remove the nylon glide from the bottom of each leg.





H: Using the #2 Philips screwdriver, remove the two screws securing the from the rear leg frame.

Upholstery and Foam Removal

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the seat and back. Next, take the knife (preferably a box cutter) and carefully slice the foam away from the seat and back plywood panels.

Material Breakdown

Quantity	Component	Material
1	Seat Frame	Wood
4	Glides	Steel/ Nylon
2	Seat and Back	Foam
2	Seat and Back Panels	Plywood
4	Hinge Lever Assembly	Steel 
Various	Fasteners and Staples	Steel 

These instructions may be used to disassemble all models of our Legend seating line.



Time Required:

8 minutes.

Tools Required:

All models: #2 Phillips screwdriver; flat blade screwdriver; hammer; knife (preferably a box cutter).



A: Turn the chair upside down and remove the upholstered seat cushion by removing the four #2 Phillips screws.

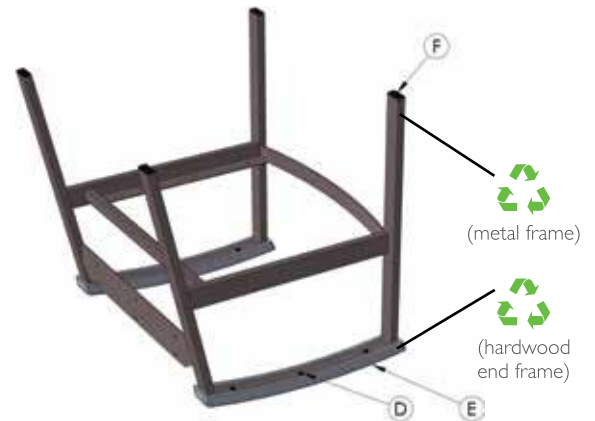


B: Set the chair upright. Standing behind the chair unzip the zipper that is under the bottom edge of the back. Pulling up

the fabric will expose the screws securing the chair back to the chair frame.



C: Using the #2 Phillips screwdriver remove the six screws securing the back.



D & E: Place the chair upside down or on its side. Next, using the #2 Phillips screwdriver; remove the three screws attaching each arm cap to the frame. Take the flat blade screwdriver and hammer knock out the glide free from each leg.

Upholstery and foam Removal





Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take the knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam.

Chair Seat

Using a knife, carefully cut the upholstery next to the staples securing the upholstery and dust cover to the wood seat panel, as well as the elastic mesh. Remove the fabric and then take the knife (preferably a box cutter) and carefully slice the foam away from the wood panel.

Material Breakdown

Quantity	Component	Material
1	Chair frame	Steel 
4	Glides	Nylon
2	Arm Caps (polyurethane must be stripped from internal metal bar)	Steel/Polyurethane 
2	Arm Caps (optional)	Hardwood 
2	Panels – seat and back	Plywood
1	Seat elastic mesh	Hytrel elastomer polyester composite
1	Dust cover	Vinyl
2	Upholstery pieces - seat and back	Vinyl or fabric
2	Seat and back	Foam
Various	Staples and various fasteners	Steel 

These instructions may be used to disassemble all models of the Marathon seating line



Time Required:
10 minutes.

Tools Required:
All models: #2 Philips screwdriver, flat blade screwdriver, hammer and knife (preferably a box cutter).



A: Turn the chair upside down and remove the upholstered seat cushion by removing the four #2 Philips wood screws.



B: Set the chair upright. Standing behind the chair unzip the zipper that is under the bottom edge of the back. Pulling up

the fabric will expose the screws securing the chair back to the chair frame.



C: Using the #2 Philips screwdriver, remove the six screws securing the back.



D & E: Place the chair on its side. Using firm blows with the hammer, knock the polyurethane arm free out of the frame. Next, take the flat blade screwdriver and hammer break the glides free from two of the legs. Flip the chair over and repeat the process for the other side.

Upholstery and foam Removal




Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take the knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam. Note, the fabric and foam are glued together.

Chair Seat

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the bottom wood seat panel, as well as the elastic mesh. Remove the fabric. Next take the knife (preferably a box cutter) and carefully slice the foam away from the wood panel.

Material Breakdown

Quantity	Component	Material
1	Chair frame	Steel 
4	Glides	Nylon
2	Arms	Glass filled Nylon
2	Panels – seat and back	Plywood 
1	Seat elastic mesh	Hytrel elastomer polyester composite
1	Dust cover	Vinyl
2	Upholstery pieces - seat and back	Vinyl or fabric
2	Seat and back	Foam
Various	Staples and various fasteners	Steel 

These instructions may be used to disassemble the armless, armed and armed with upholstered insert versions of this seating line.



Time Required:

7 minutes.

Tools Required:

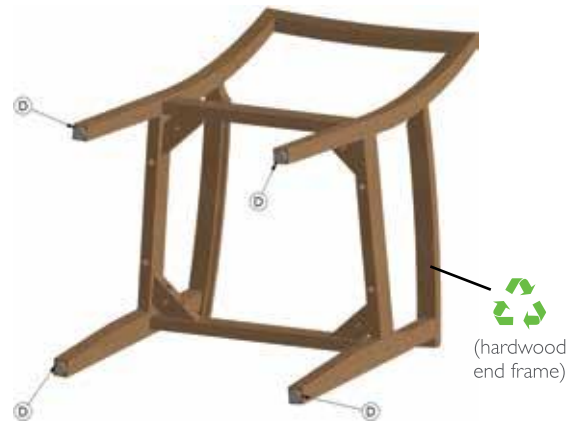
All models: #2 Robertson screwdriver, (or power driver with a #2 Robertson bit) pliers and knife (preferably a box cutter)



A & B: Turn the chair upside down and remove the upholstered seat cushion by removing the four #2 Robertson wood screws. In order to remove the upholstered back, remove the two #2 Robertson screws located at the bottom outside corners of the upholstered back. Next pull down on the back to free it from the wood dowels which secure the back to the top of the chair.



C: If the chair has upholstered panels in the side frames, use a #2 Robertson to remove the four screws located on the underside of the stretchers. Push the bottom of the panels to one side and wiggle them free from the wood dowels which secure them to the arms of the chairs.




D: Using pliers, remove the nylon glide from the bottom of each leg.

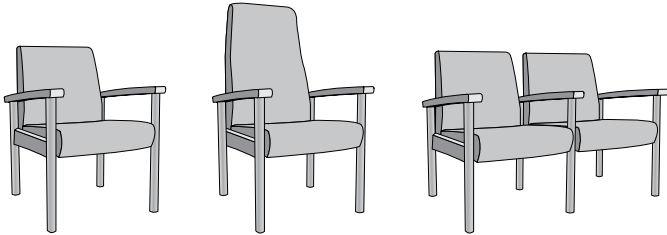
Upholstery and Foam Removal

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the seat, back, and if the chair is so equipped, from the upholstered side panels. Next, take the knife (preferably a box cutter) and carefully slice the foam away from the seat, back and side panels. Finally cut away the seat mesh next to the staples on the seat panel.

Material Breakdown

Quantity	Component	Material
1	Seat Frame	Wood 
4	Glides	Steel/ Nylon
2	Seat and Back	Foam
2	Panels - Seat and Back	Plywood
1	Seat Mesh	Hytrel Elastomer Polyester Composite
Various	Fasteners and Staples	Steel 

These instructions may be used to disassemble all versions of our Oasis seating line including our standard, midsize single, double and triple seating configurations, as well as our bariatric and Easy Access models.



Time Required:

15 minutes per single chair.

Tools Required:

All models: #2 Philips screwdriver; flat blade screwdriver; hammer; scissors and knife (preferably a box cutter).



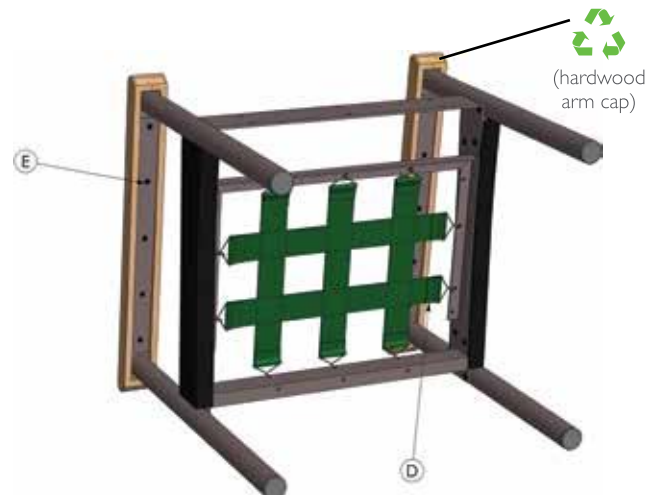
A: Remove the upholstered seat cushion by pulling away the Velcro® tabs at the front and rear of the cushion.



B: Separate the Velcro® at the bottom of the seat back cover to reveal the fasteners attaching the seat back to the frame.



C: Using a #2 Philips screwdriver; remove the back(s) (six screws each) from the chair frame.



D & E: Take a pair of scissor and cut the seat webbing straps at the point where the hook connects to the webbing. Separate the webbing and hooks.

Remove both the wood or optional polyurethane arm caps from the chair frame using a #2 Philips screwdriver.



F & G: Using a #2 Philips screwdriver; remove the plastic trim panels from the chair frame.

Using a flat blade screwdriver and hammer; remove all four glides from the chair frame.

Upholstery and Foam Removal






Chair Back:

Pull off the fabric or vinyl cover. Next, take a knife (preferably and box cutter) and carefully slice the foam away from the internal steel frame.

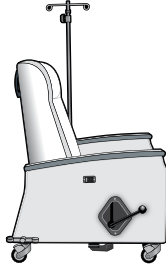
Chair Seat:

Pull off the fabric or vinyl cover.

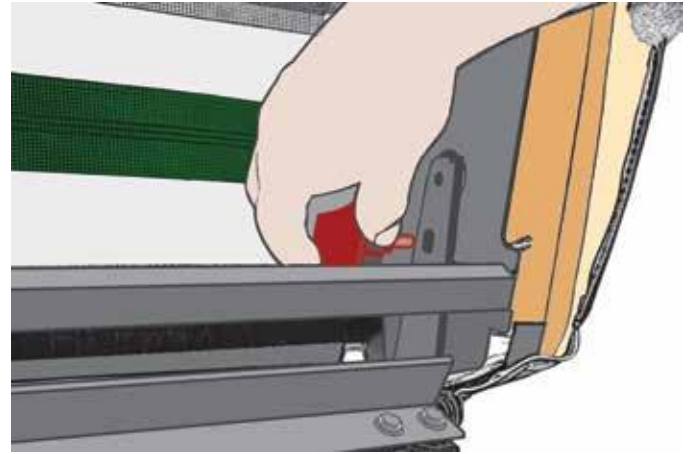
Material Breakdown

Quantity	Component	Material
1	Seat frame	Steel 
1	Back frame weldment (foam must be stripped away)	Steel 
2	Arm caps (option)	Hardwood 
2	Arm caps (option)	Polyurethane
7	Seat webbing straps	Nylon
10	Seat webbing hooks	Steel 
4	Glides	Steel /nylon
2	Upholstery pieces – seat and back	Vinyl, fabric
2	Seat and back	Foam
2	Trim Panels	ABS plastic
Various	Fasteners and staples	Steel 

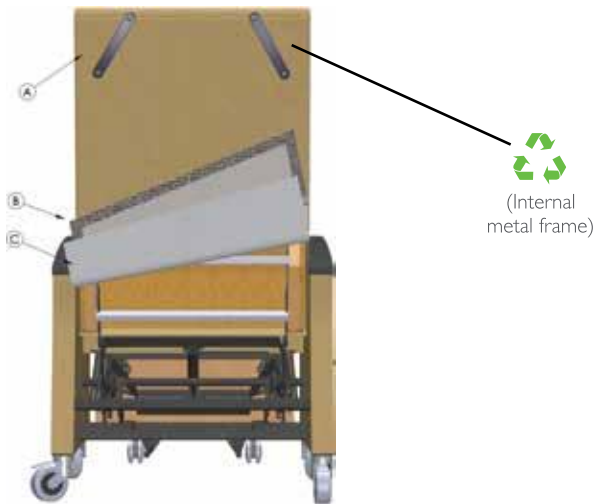
These instructions may be used to disassemble all versions of our Oasis Recliner seating line and available options.



Time Required:
20 minutes.



D: Reaching up and inside the back, unscrew the two hand knobs securing the back to the recliner mechanism. The back can now be lifted directly up and off of the mechanism and put to one side. We will return to this later.



Tools Required:

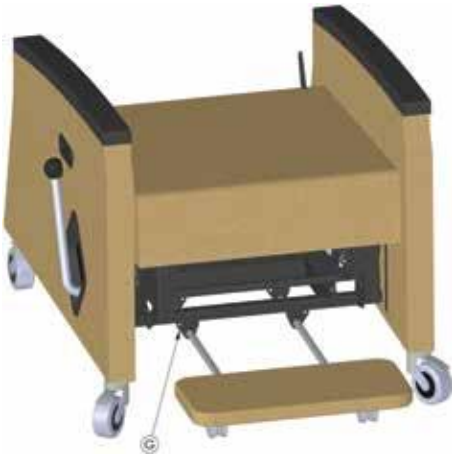
All models: 7/16" wrench, #2 Robertson screwdriver, #2 and #3, 4 Philips screwdrivers, Channel lock pliers, #3 metric, 1/8, 5/32, 3/16, 5/16" Allen keys, side cutters and knife (preferably a box cutter).

- A:** Remove the two push handles using a 5/16" Allen Key.
- B:** Raise the flap at the bottom of the chair (next to the floor) and detached it from the cross support bar. It is attached with Velcro®.
- C:** Keeping the flap elevated, now detached the upholstery (attached with Velcro®) covering at the bottom of the recliner back and pull it up out of the way.

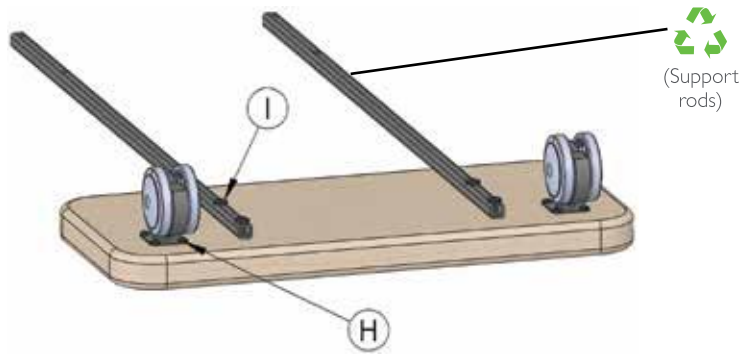


E & F: Now extend the ottoman by rotating the caregiver lever and detach the leg supports from the mechanism using a #2 Philips screwdriver.

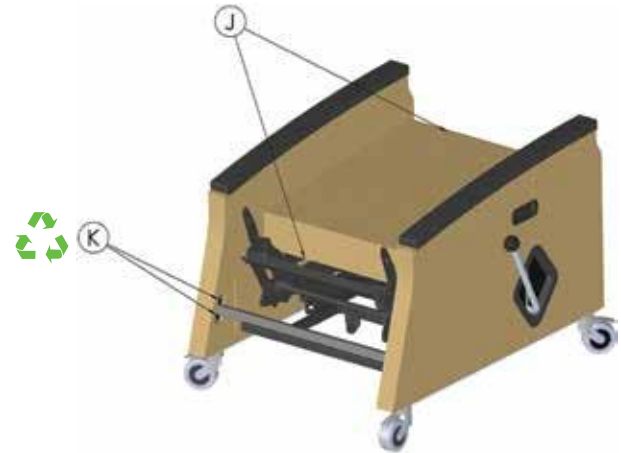
If the recliner is equipped with an optional pull-out foot rest, follow the steps below for removing it. If it is not equipped with one, skip to Step J.



G: With the footrest fully retracted, retract the footrest, remove the stop bolts with a 3/16" Allen key and a 7/16" wrench and slide the footrest out from the front of the recliner until it is free of the recliner.



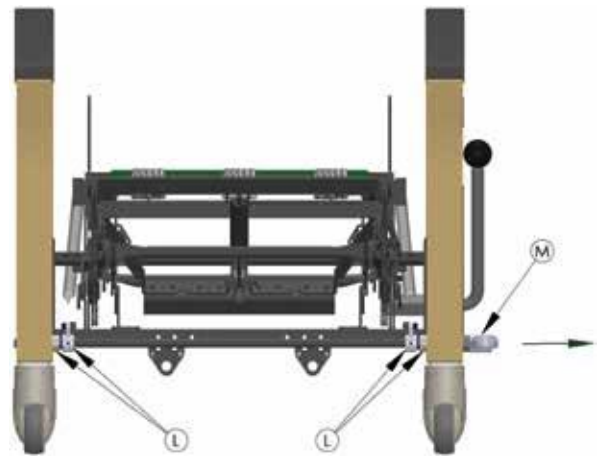
H & I: Using a #2 Philips screwdriver, remove the casters and the two support rods from the foot rest.



J & K: Remove that seat cushion from the mechanism by detaching the flaps secured with Velcro®, at the front and rear of the cushion.

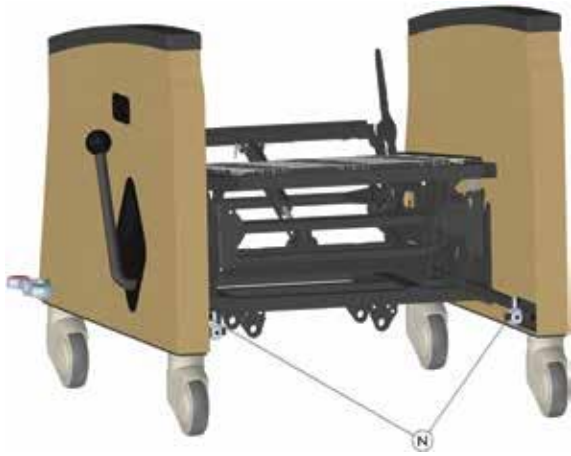
Remove the cross support bar located at the back of the recliner from the side frames using a #2 Philips screwdriver:

If the recliner is equipped with an optional central caster locking system, follow the steps below for removing it. If it is not equipped with one, skip to Step N.

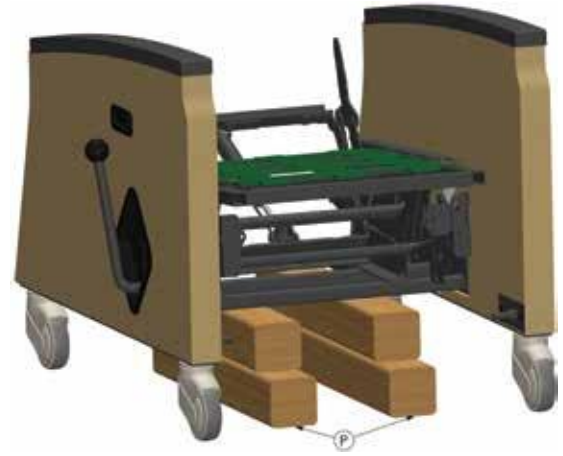


L & M: At the back of the recliner loosen the two connecting levers (#3 metric Allen key), and the two locking collars (1/8" Allen key) which are mounted on the hexagon cross shaft.

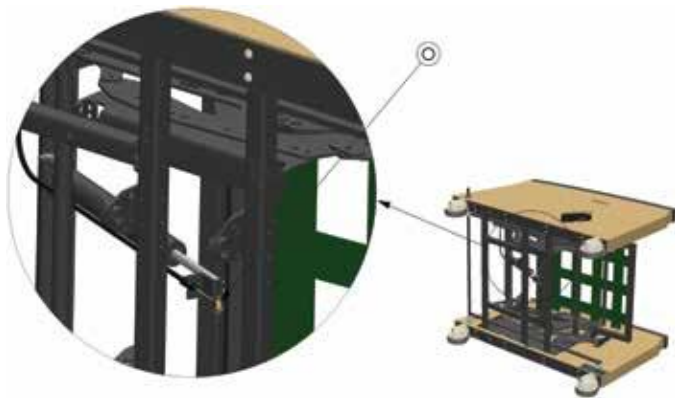
Now slide the hexagon cross shaft free of the recliner by pulling on the pedal (see arrow). Remove the pedal from the hexagon cross shaft using a #4 metric Allen key.



N: Using a 5/32" Allen key, remove the shoulder bolts securing the two linkages at the front of the recliner.



P: With the help of an assistant, block up the recliner mechanism so that the casters are free of the floor.



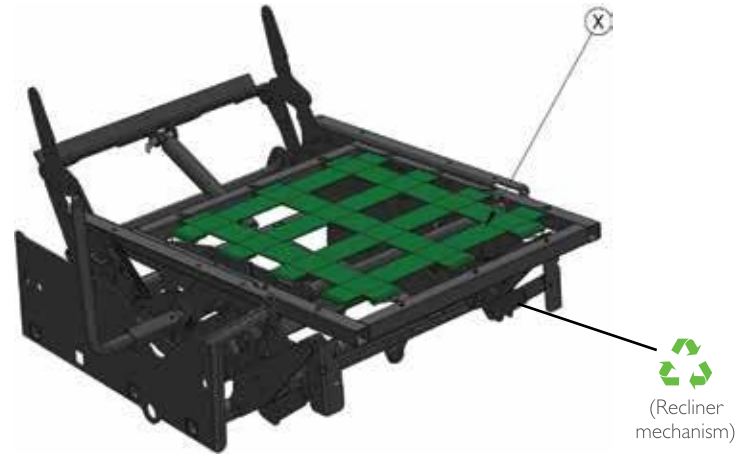
O: Reaching in from the back of the recliner, cut the cable which runs to the mechanism using side cutters. Alternatively, using pliers spread the metal clasp which secures the cable end to the mechanism and then slip the ball end of the cable free from the activating lever.



Q, R & S: Unthread the ball knob from the end of the caregiver lever using a Channel lock pliers. Using a #2 Phillips screwdriver, remove the shroud around the caregiver lever and the actuator lever. The actuator lever and cable will slide free of the side frame.



T: Using a #2 Philips screwdriver, remove the four bolts securing the left and right side frames. Place both side frames on a bench.



X: Remove the seat webbing from the recliner mechanism.

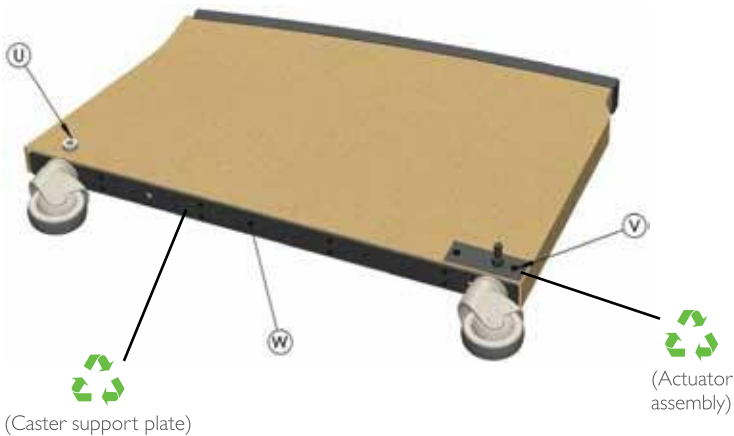
Removal of Optional Arm Caps

The optional wood or polyurethane arm caps can only be removed using a special tool. If the recliner has polyurethane arm caps, the polyurethane can be cut free of the internal plywood core by carefully running a sharp knife around the perimeter of the arm cap.

Removal of Upholstery and Foam

Side Frames

- A:** If the side frames have arm caps, using a sharp knife, carefully cut the upholstery around the full perimeter of the side frame just below the arm cap.
- B:** If the side frames do not have arm caps, using a sharp knife, carefully cut the upholstery around the full perimeter of the side frame just above the bottom.
- C:** Remove the upholstery, and using a knife (preferably a box cutter) carefully slice away the foam from the wood panels.



U, V & W: If the recliner is equipped with an optional central caster locking system, remove the actuator assemblies from the two end frames using a #2 Philips screwdriver. The two front casters can now be pulled free of the end frames.

If the recliner is not equipped with the optional locking caster system, remove the screw and washer using a #3 Philips screwdriver securing the four casters. All four casters can now be pulled free of the side frames.

Remove the caster support plate from the bottom of each side frame.

Leg Rests

Using pliers, remove the staples from the bottom of the seat and remove the dust cover and upholstery. A small flat blade screwdriver may be handy here. Taking the knife, carefully slice the foam away from the wood seat panel.

Recliner Back

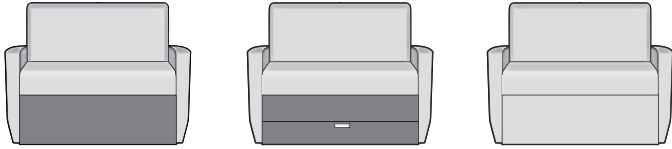
A: The upholstery can be rolled upward until a flap secured with Velcro® is exposed on the back. Remove this flap and continue rolling the upholstery up until it is free of the back. Taking a knife (preferably a box cutter), slice the foam away from the internal frame.

B: Remove the seat webbing. Using a #2 Phillips screwdriver, remove the plywood from the sides of the metal frame.

Material Breakdown

Quantity	Component	Material
2	Caster support plates	Steel 
1	Back frame (foam must be peeled off)	Steel 
2	Backframe upholstery strips	Wood
1	Mechanism	Steel 
1	Cross support tube	Steel 
7	Seat webbing straps	Nylon
10	Seat webbing hooks	Steel 
6	Upholstery pieces – seat cushion, end frames, back and leg supports	Vinyl/ Fabric
1	Caregiver lever shroud	ABS plastic
2	Footrest support rods	Steel 
1	Footrest	Wood
4	Casters	Polymide / thermoplastic rubber
2	Push handles	glass filled nylon
1	Ball knob	Phenolic plastic
2	Arm caps (option)	Wood
2	Arm caps (option)	Polyurethane
2	Arm cap substrate (option with polyurethane arm caps)	Wood
2	Actuator assemblies (option)	Steel 
1	Foley hook (option)	Steel 
2	footrest casters (option)	Polymide / thermoplastic rubber
1	Cable release actuator	Steel/ Nylon
1	IV pole holder (option)	Aluminum 
1	Hexagon cross shaft (option)	Steel 
6	Connecting levers and locking collars (option)	Steel 
1	Pedal for central locking system (option)	Polymide / thermoplastic rubber
2	Linkages (option)	Steel 
Various	Seat cushion, end frames, back and leg supports	Foam
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Oasis Sleeper and available options.

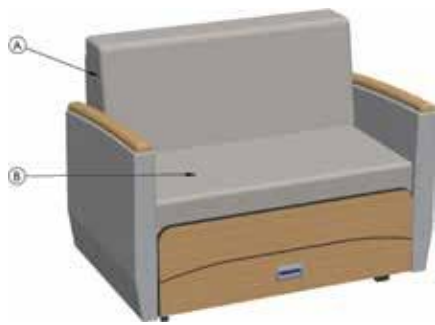


Time Required:

18 minutes.

Tools Required:

All models: #2 Philips screwdriver, pliers, knife (preferably a box cutter).



A & B: Remove the bolster and seat cushions.



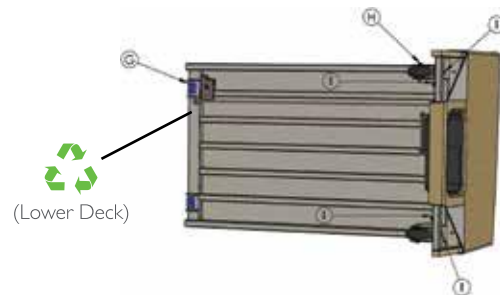
C: Remove the rear back panel using a 5m metric Allen key on the seven bolts.



D & E: Remove the optional drawer by sliding it out and up when fully open. Use a mallet knock the kickboard loose (held on by quick disconnect fasteners).

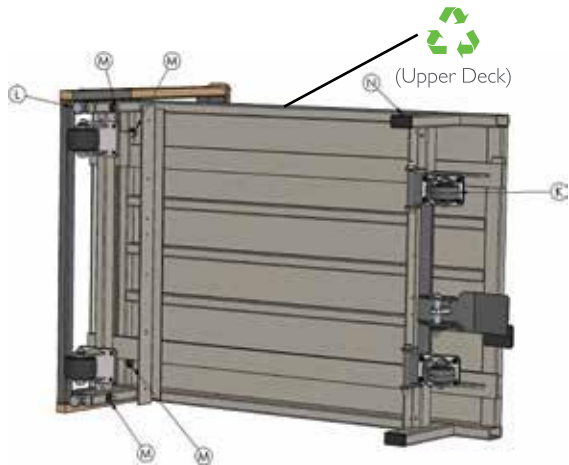


F: Step on the Lower Deck release pedal and roll out the Lower Deck until it is full extended. Next, raise the extended end of the lower deck and “wiggle” the opposite end out from under the upper sleeper deck until it comes free. An assistant may be helpful at this point.

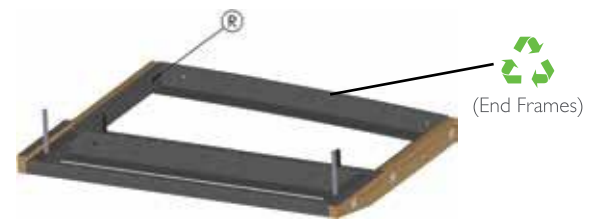


G: Lay the Lower Deck on its side as shown. Using a small flat blade screwdriver, free the “C” clips which hold the roller axles in place. Slide the axles out and remove the rollers.

H & I: Using a 3/16” Allen key and a 1/2” wrench, remove the shoulder bolt holding each wheel on the Lower Deck. Now remove the end frame with a 9/16” wrench or a 9/16” socket and ratchet. Set the End Frame on a bench for further disassembly.

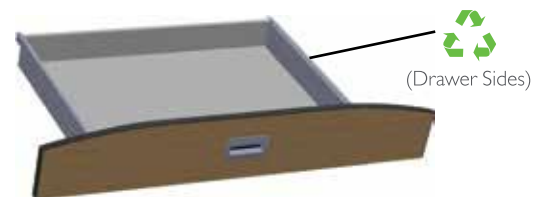


Q: If the sleeper is equipped with optional arm caps you will see threaded rods securing the arm caps; remove the 1/2" nuts on the threaded rods and pull the arm cap free of the End Frame by pulling directly up on the arm cap. Unscrew the threaded rods from the arm cap using pliers or locking pliers. The fabric can now be pulled up and off the top of the End Frame. Use a knife (preferably a box cutter) to remove the foam from the End Frame.



R: Using a #2 Philips screwdriver, remove the plywood strips from both ends of the End Frame.

S: Follow the same procedure as described in Steps O and P for the Upper Deck End Frame.



T: If the sleeper is equipped with an optional drawer, remove the drawer front, handle and bottom using a #2 Philips screwdriver:

K: Now lay the Upper Deck on its side. If the sleeper is equipped with an optional caster system, use an 11/16" wrench to remove the wheel from each of the four casters.

L: If the sleeper is not equipped with an optional caster system, remove the two glides, using a 3/4" wrench.

M: Next remove the End Frame with a 9/16" wrench or a 9/16" socket and ratchet. Set the End Frame on a bench for further disassembly.

N: Using a flat blade screwdriver and hammer, knock out the plastic glides.











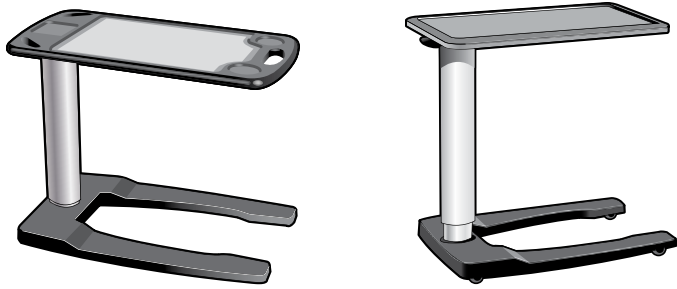
O: Now take the End Frame that came off of the Lower Deck. Use a #2 Philips and remove the screws securing the pedal shroud.



P: Flip the End Frame over and pull away the fabric attached with Velcro®, as shown.

Material Breakdown

Quantity	Component	Material
2	Upper deck weldment	Steel 
2	Lower deck weldment	Steel 
1	End frames weldments	Steel 
4	End frame upholstery strips	Plywood
1	Pedal shroud	ABS plastic
2	Glides	Steel/ nylon
6	Upholstery pieces – seat cushions, end frames and bolsters	Vinyl, fabric
3	Front trim and back board panels	Composite Wood
2	Drawer panels - front and back	Compostie Wood
2	Arm caps (option)	Hardwood 
2	Arm caps (option)	Polyurethane
2	Arm cap substrate (option with polyurethane arm caps)	Plywood
4	Caster wheels (option)	Polyurethane
1	Caster actuator weldment (option)	Steel 
4	Caster housings (option)	Steel 
2	Drawer sides (option)	Steel 
1	Upholstered front trim panel (option)	Vinyl, fabric
Various	Seat cushions, end frames and bolsters	Foam
Various	Fasteners and staples	Steel 

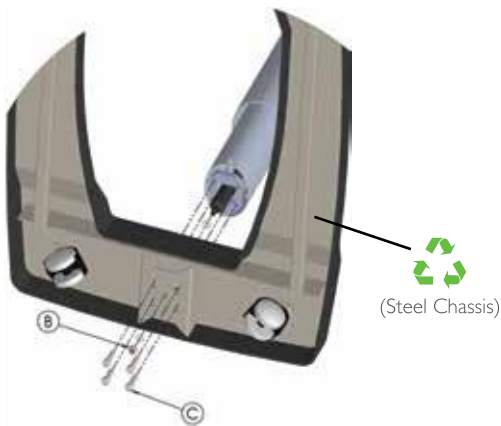


Time Required:
Approximately 5 minutes

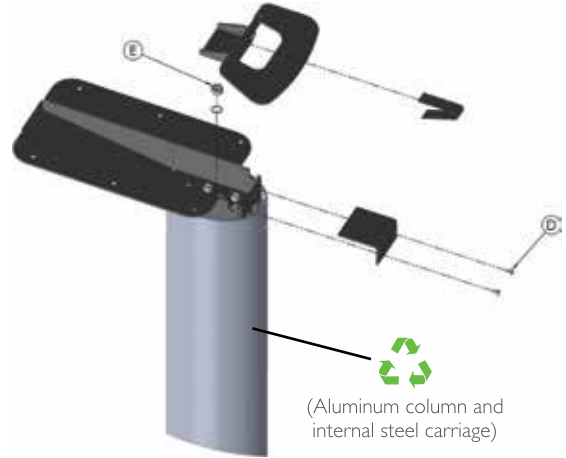
Tools Required:
#2 Philips screwdriver, large flat blade screwdriver, 8/32" and 5/16" Allen keys, M8 and M10 socket and ratchet.



A: Lay the over bed table on its end or side. Take a #2 Philips screwdriver and remove the six screws that attached the table top to the column.



B & C: Using a M10 socket and ratchet, remove the M10 nut which secures the gas spring to the base. Next, using a 5/16 Allen key detach the base from the column.



D & E: Next step is to remove the gas spring from the top end of the column. First, using an 8/32" Allen key, remove the Paddle retainer and lift off the paddle.



F & G: Lay the over bed table base upside down on a table and remove the casters by prying them upward with a large flat blade screwdriver. A small block of wood under the screwdriver shaft will provide more leverage. Next take the screwdriver and pry the ABS plastic cover off of the metal base chassis.

Disposal of Bloc-o-Lift Lockable Gas Spring

**!Gas Springs are under Pressure! They must not be heated!
Do not dispose of gas springs in waste containers!**

They must be opened to dispose of the internal oil in compliance with the accidental prevention and environment protection regulations. **Eye protection must be worn.**

1. Clamp gas spring or damper in a vice.
2. Screen off the drilling point to prevent splashes.
3. Drill open units at the specified point with an approximately 3mm thick drill bit to allow the gas to escape. The hole must be drilled to a depth of about 3/8".




4. Operate valve pin at piston rod end and allow the piston rod to extend fully to expunge oil. Drill holes as shown below in the bead groove at the end of the pressure tube at the piston rod end. Then, drill a second hole about 3/8" away from the bottom of the pressure tube. Press the valve at the piston rod end and push in piston rod.



Material Breakdown

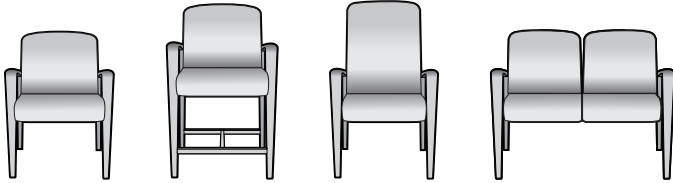
Quantity	Component
1	Base cover
1	Metal internal base chassis
1	Column extrusions
1	Carriage weldment
1	Gas spring
4	Rollers
4	Casters
Various	Fasteners
1	Top (option)
1	Top (option)

Material

- ABS Plastic 
- Steel 
- Aluminum
- Steel
- Steel/ rubber
- Delrin Plastic
- Polymide / thermoplastic rubber
- Steel 
- Laminate, poly-resin and chipboard
- PVC covered chipboard

These instructions may be used to disassemble all versions of our Onward seating line, including our standard, midsize single, double and triple seating configurations, as well as our bariatric and Easy Access models.

An assistant may be required for the two and three seat configurations.



Time Required:

12 minutes per single chair.

Tools Required:

All models: #2 Philips screwdriver, pliers, knife (preferably a box cutter)



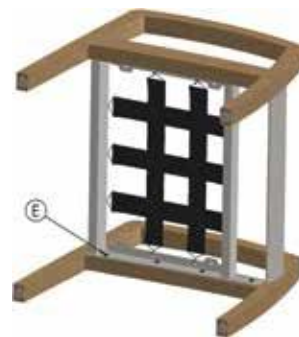
A: Remove the upholstered seat cushion by pulling away the Velcro® tabs at the front and rear of the cushion.



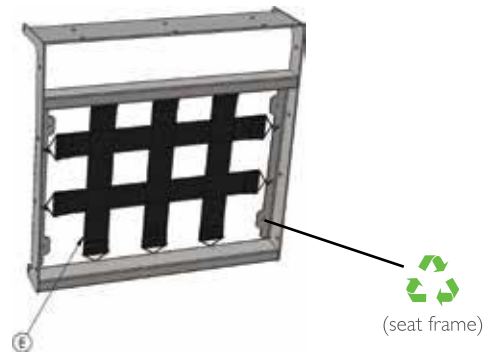
B: Separate the Velcro® at the bottom of the seat back cover to reveal the fasteners attaching the seat back to the frame.



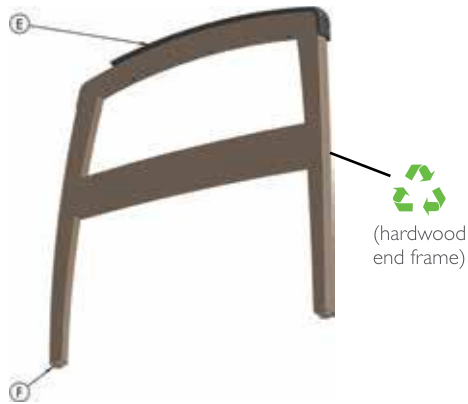
C: Using a Philips screwdriver remove the back(s) (six screws each).



D: Using a #2 Philips screwdriver remove the end frames from the metal seat frames. On double or triple seat configurations you will need to do the same with the center arms.



E: Take a pair of scissor and cut the seat webbing straps at the point where the hook connects to the webbing. Separate the webbing and hooks.



Upholstery and Foam Removal

Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take a knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam.





Chair Seat

Remove the fabric cover from the foam.

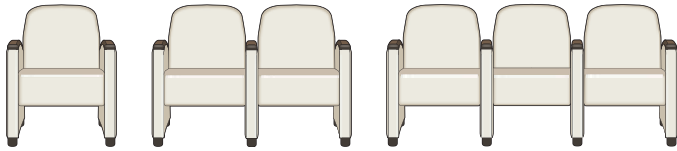
F: If equipped, remove the optional polyurethane arm cap from each end frame using a 3/16" Allen key.

G: Using pliers, remove the two glides from each end frame.

Material Breakdown

Quantity	Component	Material
1	Seat frame	Steel 
2	End frames	Hardwood 
7	Seat Webbing straps	Nylon
10	Seat webbing hooks	Steel 
4	Glides	Steel /nylon
2	Upholstery pieces – seat and back	Vinyl, fabric
1	Dust cover	Vinyl
1	Chair back panel	Plywood
2	Seat and back	Foam
2	Arm Caps (option)	Polyurethane
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Onward Lounge seating line including our standard, midsize single, double and triple standard and midsize seating configurations, as well as our bariatric model.



Time Required:

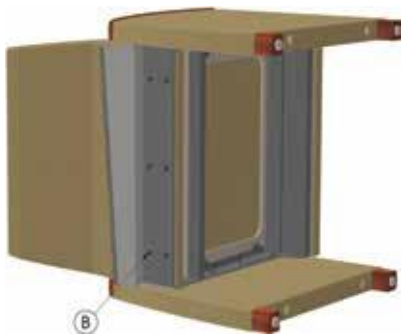
15 minutes per single chair. We recommend assistance with the double and triple seat configurations.

Tools Required:

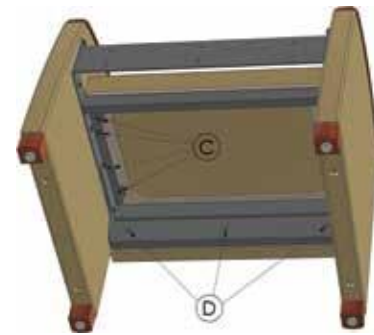
All models: #2 Philips screwdriver; pliers, knife (preferably a box cutter) and a 3/8" ratchet with 7/16" socket.



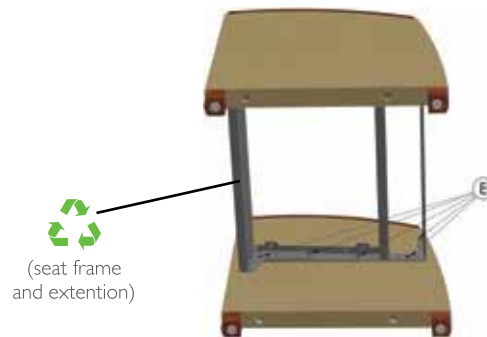
A: Separate the Velcro® at the bottom of the seat back cover to reveal the fasteners attaching the seat back to the frame.



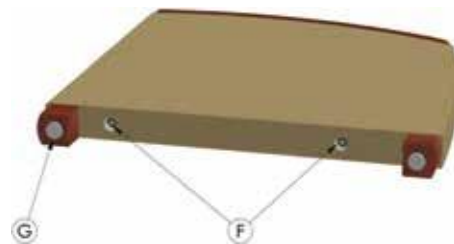
B: Using a Philips screwdriver remove the back(s) (six screws each).



C & D: Using a #2 Philips screwdriver, remove seat cushion from the seat frame.



E: Using a #2 Philips screwdriver, remove the end frame and seat extension from the seat frames. On double or triple seat configurations you will need to do the same with the center arms. Place the seat frame and seat extension to one side.



F: If equipped, remove the optional wood or polyurethane arm cap from each end frame by unthreading the two 1/4 - 20" nuts recessed in the underside of the frame, using a 3/8" ratchet with 7/16" socket. Now pull straight up on each arm cap until the threaded rods securing the arm caps are free of the end frame. Repeat with the other end frame(s). Use pliers to unthreaded the rods from each arm cap.

G: Using pliers, remove each glide (two) from each end frame.

Upholstery and Foam Removal




Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take a knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam.

Chair Seat

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the bottom wood seat panel. Remove the fabric and then take a knife (preferably a box cutter) and carefully slice the foam away from the wood panel.

Material Breakdown

Quantity	Component	Material
1	Seat Frame	Steel 
1	Seat Frame Extension	Steel 
4	Glides	Steel/ Nylon
2	Seat and Back	Foam
2	Seat and Back Panels	Plywood
2	Arm Caps (Optional)	Wood
2	Arm Caps (Optional)	Polyurethane
Various	Fasteners and Staples	Steel 

These instructions may be used to disassemble our Onward Recliner. Because of the weight we suggest you use an assistant.

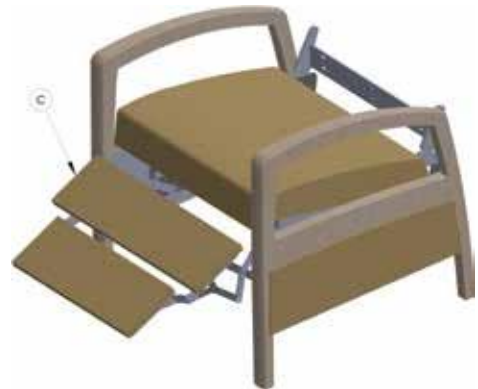


Time Required:
15 minutes per chair

Tools Required:
All models: #1 Philips and #2 Philips screwdrivers, flat blade screwdriver; hammer, pliers and knife (preferably a box cutter)



B: Separate the Velcro® at the bottom of the chair back cover. Now peel back the front foam along the bottom of the internal plywood panel to reveal the fasteners attaching the chair back to the frame.



C: Using a #2 Philips screwdriver, remove the two upholstered leg rest panels.

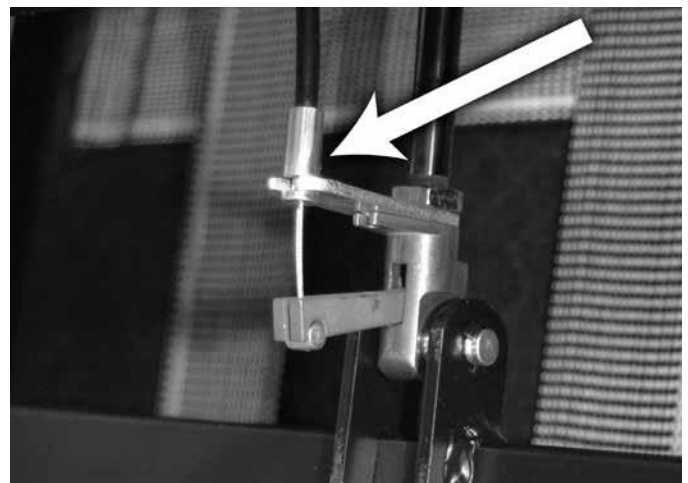


Seat Front

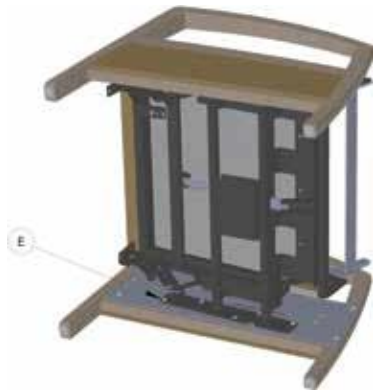


Seat Back

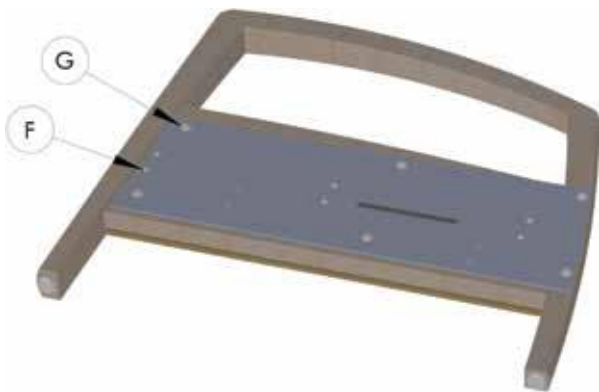
A: Extend the leg rest. Next remove the upholstered seat cushion by pulling away the Velcro® tabs at the front, sides and rear of the cushion. To access the rear of the seat cushion, lift up the flap at the back and the second flap attached to the mechanism with Velcro®.



D: Next lay the chair frame on its side, and using a flat blade screwdriver, pry open the prongs of the retainer clip which secures the release cable to the mechanism. Next remove the barrel end of the cable from the actuator lever.

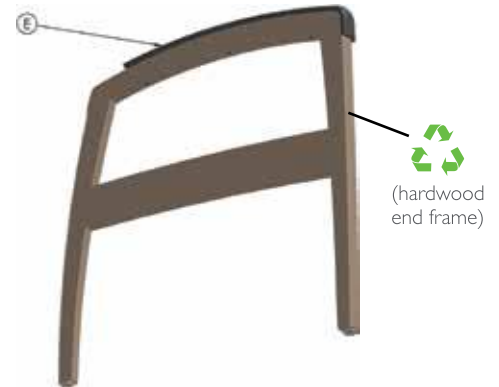


E: Using a #2 Philips screwdriver, remove the end frames from the mechanism.



F: Using a # 1 Philips screwdriver, remove the six screws which secure the side panel to each end frame.

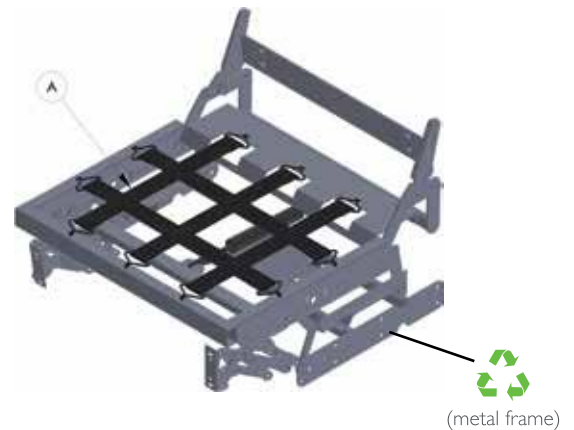
G: Using a #2 Philips screwdriver, remove the steel plates attached to the end frames.



H: If equipped, remove the optional polyurethane arm cap from each end frame using a 3/16" Allen key.

I: Using pliers, remove the two glides from each end frame.

Disassembly of the Mechanism



A: Take a pair of scissors and cut the seat webbing straps that are attached to the mechanism, at the point where the hook connects to the webbing. Separate the webbing and hooks.



B: Next, using a flat blade screwdriver, remove retainer clip from one end of the clevis pin which secures the cylinder end of the gas spring to the mechanism. Now take a pin punch and drive the clevis pin so that the cylinder end of the gas spring is separated from the mechanism.

C: Following the same procedure remove the clevis pin from the rod end of the gas spring. Set aside the gas spring for disposal.

Disposal of Gas Spring





!Gas Springs are under Pressure! They must not be heated! Do not dispose of gas springs in waste containers!

They must be opened to dispose of the internal oil in compliance with the accidental prevention and environment protection regulations. **Eye protection must be worn.**

1. Clamp gas spring or damper in a vice.
2. Screen off the drilling point to prevent splashes.
3. Drill open units at the specified point with an approximately 3mm thick drill bit to allow the gas to escape. The hole must be drilled to a depth of about 3/8".
4. Operate valve pin at piston rod end and allow the piston rod to extend fully to expunge oil.

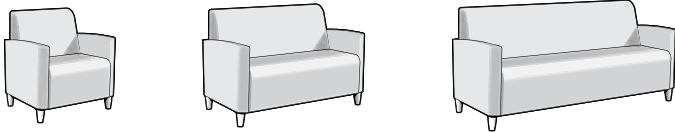


Material Breakdown

Quantity	Component	Material
1	Mechanism	Steel 
1	Actuator Lever and Cable	Plastic, Steel
2	Foam, Seat and Back	Foam
2	End frames	Hardwood 
2	Side Panels	Plywood
7	Seat Webbing straps	Nylon
10	Seat webbing hooks	Steel 
4	Glides	Nylon
2	Upholstery pieces - seat and back	Vinyl, Fabric
1	Seat back plywood	Plywood
2	Arm Caps (optional)	Polyurethane
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Verity Lounge seating line, including our single, double and triple seat configurations.

An assistant is recommended for the two and three seat configurations.



Time Required:

15 minutes for a single chair.

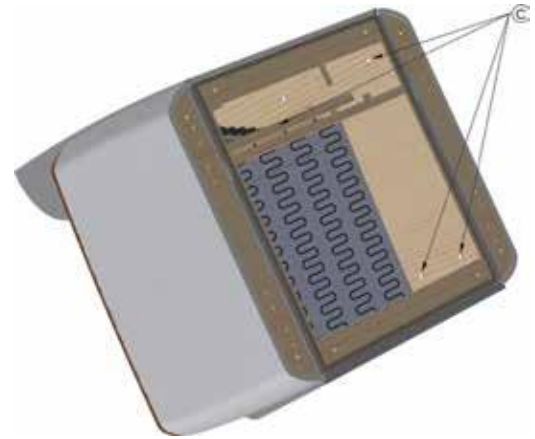
Tools Required:

All models: Safety glasses, 3/8 ratchet with 1/2" socket, flat blade screwdriver; hammer, knife (preferably a box cutter), 1/4" Allen key (if equipped with casters), Channel lock pliers (if equipped with wood legs).



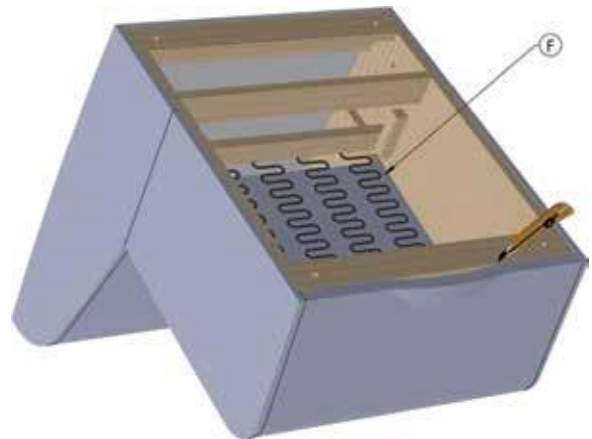
A: With an assistant, tip the chair over on its front. If equipped with casters, use the 1/4" Allen key to remove the four casters. If equipped with wood legs, remove the nylon glides from the bottom of each leg, and then unscrew the legs. Use the Channel lock pliers to loosen them, if needed. If a bench vice is available, secure the hanger bolts of each leg in the vice, and unscrew the bolt from the leg.

B: Using a knife, cut the dust cover around the perimeter of the chair next to the staples.

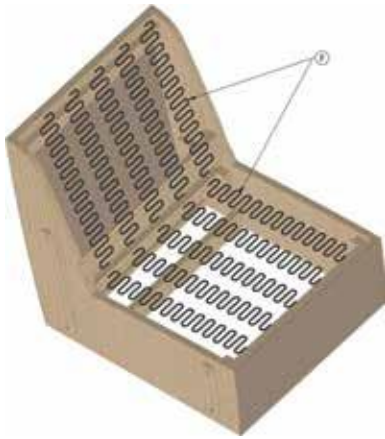


C: Next, using the 3/8" ratchet with 1/2" socket, remove the four bolts attaching each side frame. Lay the side frames to the side.

D: Next step is to remove the fabric covering the chair. The fastest way to do this is to run a knife next to every staple line, rather than pull every staple, as this would take much longer! Pull or peel back the fabric from the chair frame.



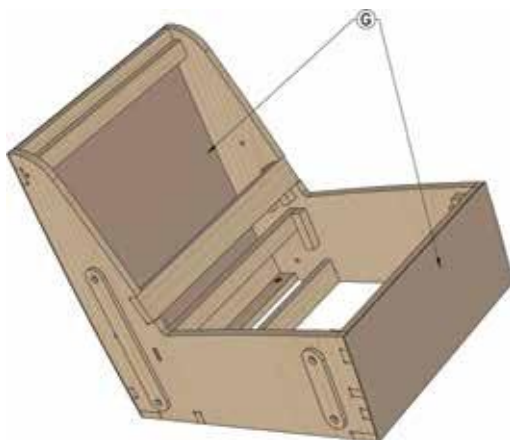
E: Using a knife (a box cutter will work much better for this), slice the foam away wherever it is glued to the frame.



F: Once the foam is removed, the next step is to remove the sinuous springs mounted to the seat and back.

IMPORTANT: THESE SPRINGS ARE UNDER TENSION. SAFETY GLASSES MUST BE WORN FOR THIS STEP!

:Taking the flat blade screwdriver and hammer, knock out the staples securing the nylon clips and springs to the frame. Separate the clips from the springs.



G: Using the screwdriver, pry away the cardboard from the front and rear of the wood chair frame.

End Frames:









H: If the chair has arm caps, toward the outside rear of the arm cap is a small gap between the arm cap and the upholstered side. You will need to feel for it. Using the flat blade screwdriver, as shown above, locate and pry down the metal clip securing the arm cap pin. Using the hammer, you should then be able to knock the arm cap forward and up out of the clips. If you are not able to remove the arm caps, you will need to break them away from the end frames.

I: Using a knife, slice the fabric next to the staples around the bottom perimeter of the end frame. Remove the fabric.

J: Next, taking a knife (preferably a box cutter), slice away the foam from the sides and top of the end frame.

Material Breakdown

Quantity	Component	Material
1	Chair frame	Plywood
2	End frame	Plywood
4	Wood leg (option)	Hardwood 
2	Arm cap (option)	Hardwood 
2	Arm cap (option)	Polyurethane/ Steel
4	Nylon Glide	Wood/ Steel
4	Casters (option)	Polymide/ thermoplastic rubber 
Varies	Chair and end frames	Foam
Varies	Upholstery	Vinyl/ Fabric
Varies	Cardboard	Paperboard 
Varies	Spring clips	Nylon
Varies	Sinuuous springs	Steel 
Varies	Fasteners and staples	Steel 

These instructions may be used to disassemble our Verity Recliner. An assistant is recommended for this process.



Time Required:

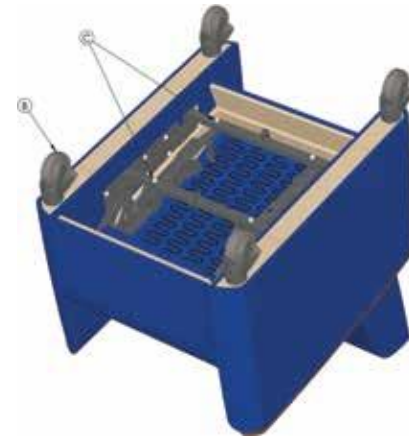
18 minutes

Tools Required:

All models: Safety glasses, #2 Philips screwdriver; #2 (red) Robertson screwdriver; flat blade screwdriver 3/8 ratchet with 7/16" socket, 7/16" open end wrench, hammer; knife (preferably a box cutter), 3/16" and 1/4" Allen keys (the latter if equipped with casters), Channel lock pliers (if equipped with wood legs).

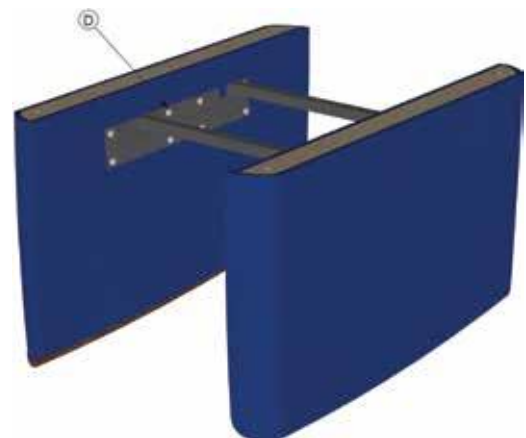


A: As shown in the left photo above, raise the rear flap and lift the latches (right photo) that secure the recliner back. The easiest way is to release the catch on one side, have your assistant lift that side up slightly, and then repeat on the other side. The back will then lift straight up. Lay the back to one side.

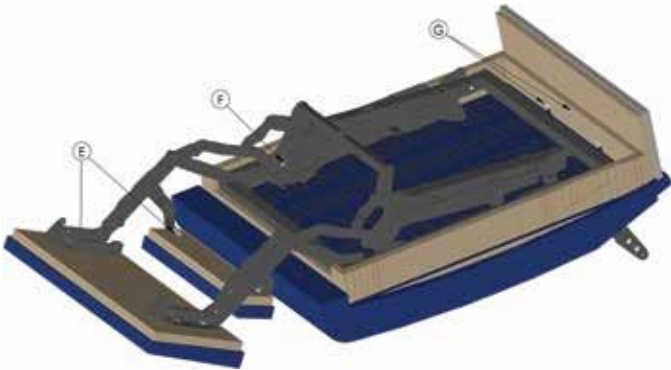


B: With an assistant, tip the recliner over on its front. If equipped with casters, use the 1/4" Allen key to remove the four casters. If equipped with wood legs, remove the nylon glides from the bottom of each leg, and then unscrew the legs. Use the Channel lock pliers to loosen them, if needed. If available, secure the hanger bolts of each leg in a bench vise, and unscrew the hanger bolt from the leg.

C: Next, using the 3/8" ratchet with 7/16" socket and 7/16" open end wrench, remove the four bolts securing the mechanism to the seat chassis. With the help of your assistant, place the mechanism with seat frame on a table.



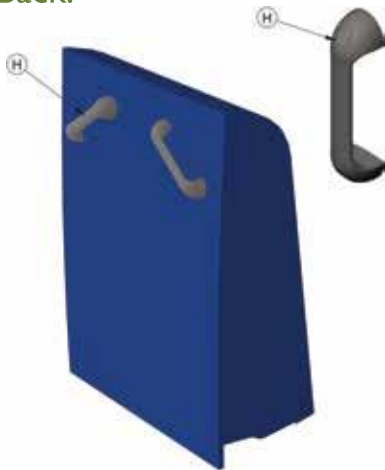
D: With the Philips screwdriver; remove the pan head 8 machine screws that secure each end frames. Lay the end frames to one side.



E & F: Using the Philips screwdriver, the next step is to remove the 8 machine screws that secure the leg rest and the intermediate flipper. Next remove the 4 machine screws securing the seat frame, and lay the seat frame to one side.

G: Using the Philips screwdriver, remove the 2 machine screws securing the rear valance. Remove the wood screw using the Robertson screwdriver.

Recliner Back:

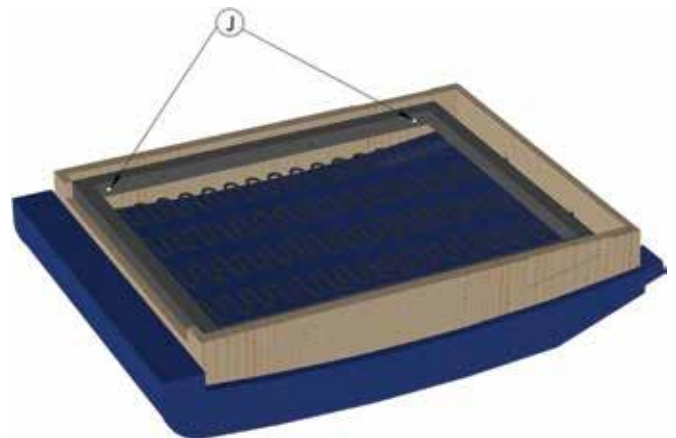


H: Using a knife, pop the small caps on the back of the push handles. Remove the cap screws with a 3/16" Allen key.



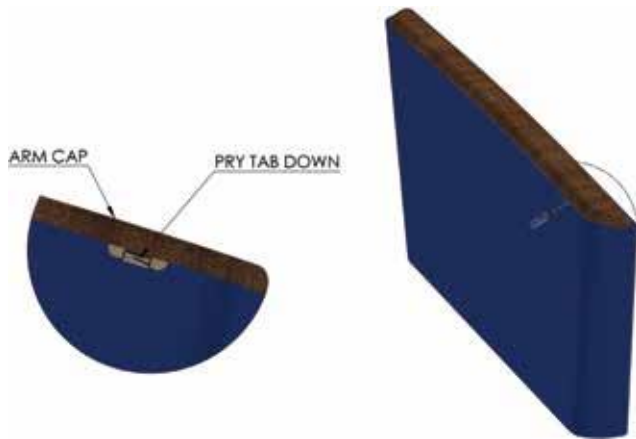
I: Using the Philips screwdriver, remove the machine screws securing metal KD brackets.

Seat Frame:

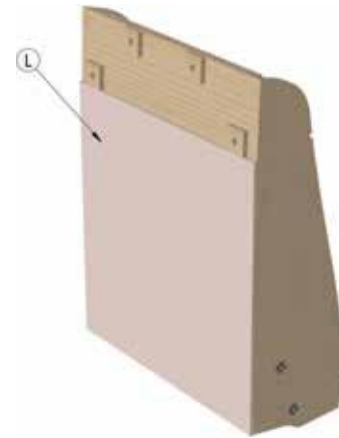


J: Using the Robertson screwdriver, remove the 4 wood screws which attach the seat frame to the seat cushion frame.

End Frame:



K: If the chair has arm caps, toward the outside rear of the arm cap is a small gap between the arm cap and the upholstered side. You will need to feel for it. Using the flat blade screwdriver, as shown above, locate and pry down the metal clip securing the arm cap pin. Using the hammer, you should then be able to knock the arm cap forward and out of the clips. If you are not able to remove the arm caps, you will need to break them away from the end frames.



L: Using the screwdriver, pry away the cardboard from the rear of the wood chair frame.












Foam and Upholstery:



For all of the upholstered components, the fastest way to remove the fabric is to run a knife next to every staple line, rather than pull every staple, as this would take much longer! The fabric can then be peeled our pulled back.

Using a knife (a box cutter will work much better for this), slice the foam away wherever it is glued.

Material Breakdown

Quantity	Component	Material
1	Seat cushion frame	Plywood
2	End frame	Plywood
1	Back frame	Plywood
1	Leg rest	Plywood
1	Intermediate flipper	Plywood
1	Valance	Plywood
4	Wood leg (option)	Hardwood 
2	Arm cap (option)	Hardwood 
2	Arm cap (option)	Polyurethane/Steel
4	Nylon glide	Nylon/Steel
1	Seat Frame	Steel 
1	Mechanism	Steel 
1	Seat chassis	Steel 
2	KD brackets	Steel 
4	Casters (option)	Polymide/Thermoplastic rubber 
2	Push handles	Glass filled nylon 
1	Cardboard	Paperboard 
Varies	Chair and end frames	Foam
Varies	Upholstery	Vinyl/ Fabric
Varies	Spring clips	Nylon
Varies	Sinuous springs	Steel 
Varies	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Verity Sleeper and available options.

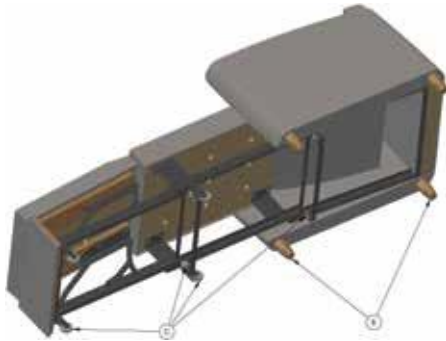
**Time Required:**

20 minutes.

Tools Required:

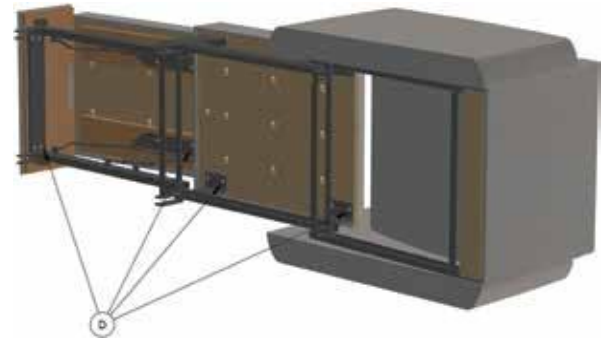
#2 Philips screwdriver, flat blade screwdriver, 1/2" wrench or ratchet and socket, and knife (preferably a box cutter).

A: Place the sleeper into the sleep position by extending the Leg sections and lowering the Back between the Side Frames. Next, with an assistant, lay the sleeper on its side.

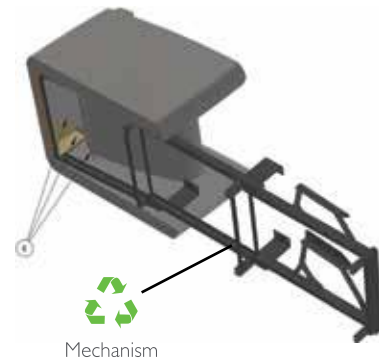


B: With a #2 Philips screwdriver, remove the four swivel casters mounted to the Side Frames of the sleeper. If equipped with optional wood legs (shown), unscrew them from the Side Frames. With a screwdriver, pry the nylon glide free from each leg.

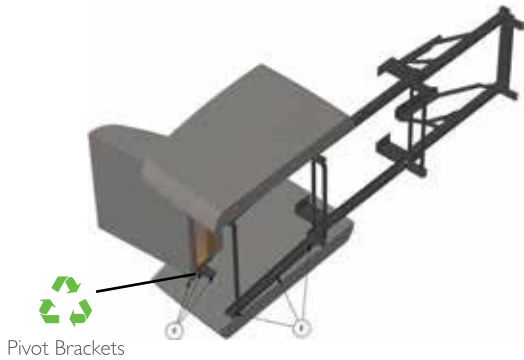
C: With a #2 Philips screwdriver and a blade screwdriver, remove the eight wheels from the Retractable Mechanism. This can be done by holding the axle stationary at one end with the Philips screwdriver, and prying loose the retainer "C" clip at the other end. Remove the axles and the wheels.



D: Using the #2 Philips screwdriver again, remove the two leg sections and end panel from the Retractable Mechanism. Lay these to one side for further disassembly.



E: Next, pull away the dust cover which is attached with Velco® to the inside lower portion of the back section. This will provide access to the eight bolts attaching the Back Frame to the two Side Frames. Using a 1/2" wrench, or ratchet with socket, remove these bolts. Next, pull away the Velco® flap between the Back Frame and the Back, and place the Back Frame to one side.






Upholstery and Foam Removal

G: Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the plywood panels and interior wood frame of the various components. Next, take the knife (preferably a box cutter) and carefully slice the foam away from these components. Remove the fabric and foam.

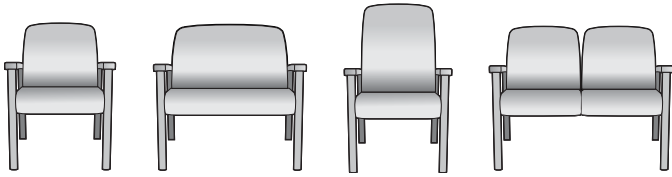
F: Using the #2 Phillips screwdriver, remove the screws from the left and right pivot brackets used to mount the Back to the Side Frames. Next remove the screws that attach the mechanism to the side Frames. Now with an assistant, flip the sleeper over on its other side and repeat the same process.

Material Breakdown

Quantity	Component	Material
1	Retractable mechanism	Steel 
2	Pivot brackets	Steel 
2	Side frames	Wood
2	Side frames	Foam
1	Back frame	Wood
1	Back frame	Foam
4	Back, leg sections and end panel	Wood
4	Back, leg sections and end panel	Foam
1	Dust cover	Fabric
2	Upholstered pieces	Vinyl or fabric
4	Wheels	Polymide / thermoplastic rubber / plastic
4	Casters	Polymide / thermoplastic rubber / steel
2	Arm caps (option)	Wood
2	Arm caps (option)	Polyurethane
4	Legs (option)	Wood
Various	Staples and various fasteners	Steel 

These instructions may be used to disassemble all versions of our Vista seating line, including our standard, midsize single, double and triple seating configurations, as well as our bariatric and Easy Access models.

An assistant may be required for the two and three seat configurations.



Time Required:

12 minutes per single chair.

Tools Required:

All models: #2 Philips screwdriver, pliers, knife (preferably a box cutter).



A: Remove the upholstered seat cushion by pulling away the Velcro® tabs at the front and rear of the cushion.



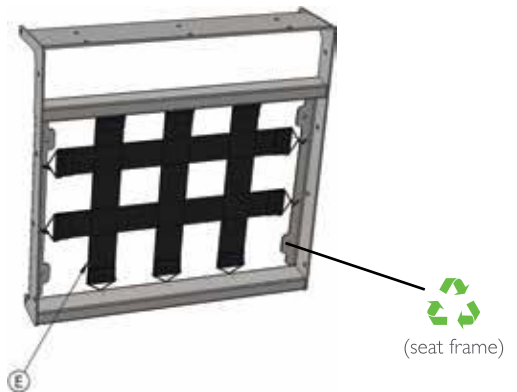
B: Separate the Velcro® at the bottom of the seat back cover to reveal the fasteners attaching the seat back to the frame.



C: Using a #2 Philips screwdriver remove the back(s) (six screws each).



D: Using a #2 Philips screwdriver remove the end frames from the metal seat frames. On double or triple seat configurations you will need to do the same with the center arms.



E: Take a pair of scissor and cut the seat webbing straps at the point where the hook connects to the webbing. Separate the webbing and hooks.



F: Using pliers, remove the two glides from each end frame.

Upholstery and Foam Removal





Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take a knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam.

Chair Seat

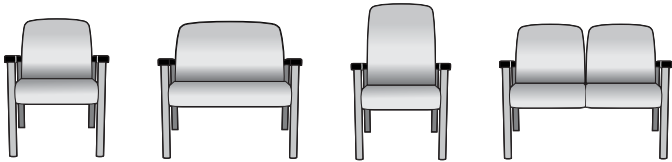
Remove the fabric cover from the foam.

Material Breakdown

Quantity	Component	Material
1	Seat frame	Steel 
2	End frames	Hardwood 
7	Seat Webbing straps	Nylon
10	Seat webbing hooks	Steel 
4	Glides	Steel /nylon
2	Upholstery pieces – seat and back	Vinyl, fabric
1	Dust cover	Vinyl
1	Back panel	Plywood
2	Seat and back	Foam
Various	Fasteners and staples	Steel 

These instructions may be used to disassemble all versions of our Vista II seating line including our standard, midsize single, double and triple seating configurations, as well as our bariatric and Easy Access models.

An assistant may be required for the two and three seat configurations.



Time Required:

7 minutes per single chair.

Tools Required:

All models: #2 Philips screwdriver, pliers and scissors.



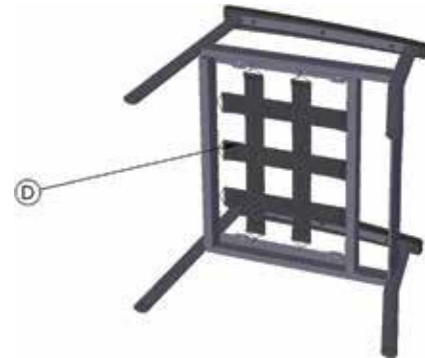
A: Remove the upholstered seat cushion by pulling away the Velcro® tabs at the front and rear of the cushion.



B: Separate the Velcro® at the bottom of the seat back cover to reveal the fasteners attaching the seat back to the frame.



C: Using a #2 Philips screwdriver remove the back(s) (six screws each).



D: Place the chair frame on the floor. Take a pair of scissor and cut the seat webbing straps at the point where the hook connects to the webbing. Separate the webbing and hooks.



E&F: Using a #2 Philips screwdriver remove each arm cap (three screws). Using the pliers, remove each the glide from the bottom of each leg.

Upholstery and Foam Removal




Chair Back

Using a knife, carefully cut the upholstery next to the staples securing the upholstery to the wood panel. Next, take a knife (preferably a box cutter) and carefully slice the foam away from the wood back panel. Remove the fabric and foam.

Chair Seat

Remove the fabric cover from the foam.

Material Breakdown

Quantity	Component	Material
1	Chair frame	Steel 
5	Seat webbing straps	Nylon
10	Seat webbing hooks	Steel 
4	Glides	Steel /nylon
2	Arm caps (option)	Hardwood 
2	Arm caps (option)	Polyurethane
2	Upholstery pieces – seat and back	Vinyl, fabric
1	Dust cover	Vinyl
1	Back panel	Plywood
2	Seat and back	Foam
Various	Fasteners and staples	Steel 