

**300 SERIES ARM MECH. ACTUATOR (SINGLE)**

**Product:** -ALO RECOVERY (MANUAL) STD RECLINERS, AND 300 SERIES RECLINERS

**Tools Required:**

- 7/16", 9/16" WRENCH
- 7/16", 9/16" RATCHETING WRENCH
- #2 PHILLIPS SCREWDRIVER
- #8 SQUARE BIT
- 3/8"X1/4 STAPLES WITH STAPLE GUN
- STAPLE PULLER
- PLIERS
- PRY TOOL/FLAT HEAD SCREWDRIVER

**Tools Recommended:**

- 7/16", 9/16" SOCKET
- IMPACT GUN

**Components Supplied:**

- ARM MECH. ACTUATOR
- INSTALLATION HARDWARE

**⚠ CAUTION:** This part was designed for a specific repair, based on the build of the chair from the serial number you provided. If the part is used on another chair, you may get unexpected results. Discard these directions once the repair is complete.

**Directions:**

Please read all the directions before beginning the repair. Refer back to the directions as you make the replacement. Call if you have any questions or problems. Suggested tools are not required. Note that references to "left" or "right" are determined from the seated position.

**⚠ CAUTION:** This chair has moving parts that may create pinch points. Work or cleaning should be performed only in the upright position with the chair latched or in the full recline position. Keep your hands clear of the mechanism when moving the chair from one position to another.

1. Assemble your tools and move the chair to your chosen work area.
2. Lock the casters, a carpeted work area is suggested.
3. Identify the arm to be replaced.

**ALO RECOVERY HEIGHT – ARM MECH. ACTUATOR (SINGLE)**

4. Remove the table from the arm insert and arm using #2 Phillips screwdriver (if applicable). 4 plcs Set table aside.
5. Remove the actuator handle by unscrewing SC-81W with a #8 Square bit. 2 plcs
6. Using a pry tool or a small flat head screwdriver, pry the black SNAPCAP from the arm insert. 3 plcs located on the outer edges of the arm insert. Remove the arm insert by unscrewing snap cap assembly with a #8 Square bit. 3 plcs (w/table(s))/4 plcs (w/o table(s))
7. Open up the arm, and follow the actuator cable to the chair mechanism, note the location of the retainer clip securing the cable to the mechanism and the "S" barrel mounting hole on the recline latch.

**300 SERIES ARM MECH. ACTUATOR (SINGLE)**

8. Squeeze the tabs of the actuator cable retainer clip with a pair of pliers and pull to release it from the mechanism.
9. Disconnect the “S” barrel at the end of the actuator cable from the mechanism recline latch.
10. The arm actuator cable is now disconnected. Using a staple puller, remove the necessary areas of the upholstery to free the actuator cables. Remove the actuator cable and handle from the wood arm insert. Discard the old actuator cable and handle.
11. Place the new replacement cable and handle in the wood insert of the arm. Routing the cables accordingly to the wood insert. Using 3/8”x1/4 staples and staple gun to secure cables with the upholstery.
12. Feed the actuator cable in the arm and run it outside the rear hole on the other side of the arm. Feed the cable through the small gusset hole towards the rear of the base.
13. Attach the actuator cable retainer clip to the mechanism (noted in step 8), and verify that it’s secure.
14. Insert the “S” barrel at the end of the actuator cable into the mechanism recline latch (noted in step 9).
15. Align the actuator handle holes of the arm insert to the wood insert of the arm. Secure and hold the arm insert while screwing the snap cap assembly screw into the wood. 3 plcs (w/table(s))/4 plcs (w/o table(s))
16. Locate the 4 holes for the table brackets. Align the two holes of the table bracket to the arm insert. 2 plcs
17. Screw and fasten table(s) with SC-141BO and WA-14FB washer.
18. Secure and hold the handle while screwing the two holes of the actuator handle. Screw in SC-81W screw in an approx.. 30-degree angle to the wood insert.

**300 SERIES ARM MECH. ACTUATOR (SINGLE)**

19. Prop the bottom of the arm to secure it during assembly if needed.
20. Unzip the zipper on the rear of the arm.
21. Remove the actuator handle by unscrewing SC-81W with a #8 Square bit. 2 plcs
22. Use a flat screwdriver/pry tool to remove the black hex cap on the arm post of the base – 3 plcs. Set caps aside.
23. Remove the rear hardware of the arm with 7/16” socket and impact gun – 3 plcs.
24. Use a flat screwdriver/pry tool to remove the black hex cap – 2 plcs located in the front of the arm and underneath.
25. Remove hex bolt with 7/16” socket and impact gun - 2 plcs.
26. Lay the arm flat, and follow the actuator cable to the chair mechanism, note the location of the retainer clip securing the cable to the mechanism and the “S” barrel mounting hole on the recline latch

**300 SERIES ARM MECH. ACTUATOR (SINGLE)**

27. Squeeze the tabs of the actuator cable located by the mech latch with a pair of pliers, and pull tab.
28. Disconnect the “S” barrel of the cable from the mech latch.
29. The arm actuator cable is now disconnected. Remove the actuator cable and handle from the wood arm insert. Discard the old actuator cable and handle.

***FIXED ARM – SINGLE***

30. Remove the replacement actuator handle from the actuator cable.
31. Insert the replacement cable from the bottom inside hole of the arm. Fish the cable upward towards the actuator wood insert mounting hole. Reconnect the actuator handle and cable. Make sure that the cable is secure. Proceed to step 36.

***TRANSFER ARM – SINGLE***

32. Insert the replacement cable from the actuator wood mounting hole. Fish the cable downward towards the bottom corner of the arm through the upholstery slit.
33. Attach the actuator cable retainer clip to the mechanism (noted in step 27), and verify that it's secure.
34. Insert the “S” barrel at the end of the actuator cable into the mechanism recline latch (noted in step 28).
35. Align the actuator handle to the arm wood insert of the actuator mounting hole. Secure and hold the handle while screwing the two holes of the actuator handle. Screw in SC-81W screw in an approx.. 30-degree angle to the wood insert.
36. Put a block or prop the bottom of the arm to secure it during assembly (if needed).
37. Align rear mounting holes of the rear of the arm to the rear of the base post. Insert ¼-20 1 ½” long bolt from the outside of the arm mounting plate through the rear post. Add a washer and hand tighten nut. Repeat 3 times
38. Install ¼-20 1” bolt in the front and underneath of the fixed arm. Start by hand tightening bolt into the rivnut. 2 plcs
39. Using 7/16” socket with impact gun, tighten the front bolts of hardware – 2 plcs
40. Using 7/16” socket with impact gun and a 7/16” wrench, tighten the 3-rear hardware.
41. Apply black hex caps to hex bolts. 5plcs (use rubber mallet if needed)
42. Using applicable tools to tighten all hardware.
43. Place the chair in the upright position and actuate the chair to check the arm is assembled correctly and functional.