

300 SERIES FOOT TRAY RETRO KIT STANDARD-SINGLE CASTER

Product:	-300 AND 310 RECLINERS
Tools Required:	-7/16" WRENCH -RATCHET WITH 7/16" SOCKET
Tools Recommended:	-IMPACT GUN WITH 7/16" SOCKET
Components Supplied:	-FOOT TRAY RETRO KIT STANDARD-SINGLE CASTER -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:

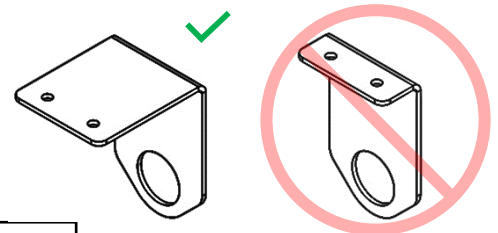
Please read all the directions before beginning the repair. Refer back to the directions as you make the replacement. Call if you have any questions or problems. Suggested tools are not required. Note that references to "left" or "right" are determined from the seated position.

⚠ 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. Actuate the chair into the full recline position and verify that the back is lowered before proceeding to the next step. The outside springs of the mechanism should be visible past the arms if the chair is positioned correctly.
4. Under each side of the seat, locate the nylon hex-nuts (NU-HEXN) securing the seat to the mechanism rails (2 total).
5. Remove the nylon hex-nuts with a 7/16" wrench (or recommended tools). Do not discard hardware, set aside.
6. Before removing the seat, make note of the original mounting hole locations for the threaded studs on the seat frame.
7. Raise the front of the seat until the threaded studs clear the mounting holes, you should now be able to remove the seat by sliding it forward off the mechanism rails. Set aside the seat and continue with the repair.
8. With the seat removed, identify the cross bars (front and rear) on the base frame.

Rear Cross Bar Installation:

9. Identify the rear foot tray base mounts (002212) these are the longer of the two brackets. See picture 1.
10. Use a Ratchet with 7/16" socket to remove bolts (BL-14X1H) and lock-washers (WA-14SL) from the cross bar. Set aside hardware.



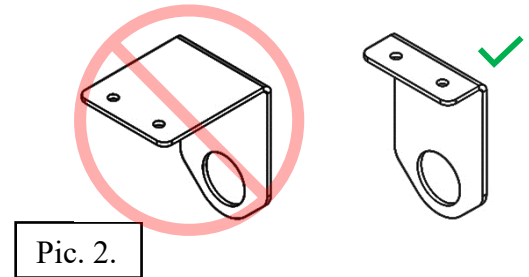
Pic. 1.

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11. Align the bolt holes on the rear foot tray base mount (002212) to the rivet nuts on the rear cross bar. The brackets should be mounted with the circular guide hole down and facing the front of the chair.
12. Using hardware removed in step 10, place 1 lock-washer (WA-14SL) onto bolt (BL-14X1H) and hand-tighten bolt assembly to secure the base mounts (002212) to the rear cross bar. Repeat for remaining bolt locations.
13. Use a Ratchet with 7/16" socket to tighten bolts to the rear cross bar.
14. From the backside of the chair, insert black plastic grommet (002072) into the circular guide hole of the foot tray base mounts. Tabs will "click" when secured properly.

Front Cross Bar Installation:

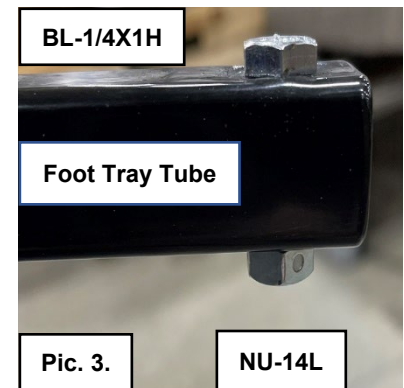
15. Identify the front foot tray base mounts (002209) these are the shorter of the two brackets. See picture 2.
16. Use a Ratchet with 7/16" socket to remove bolts (BL-14X1H) and lock-washers (WA-14SL) from the cross bar. Set aside hardware.
17. Align the bolt holes on the front foot tray base mount (002209) to the rivet nuts on the front cross bar. The brackets should be mounted with the circular guide hole down and facing the back of the chair.
18. Using hardware removed in step 16, place 1 lock-washer (WA-14SL) onto bolt (BL-14X1H) and hand-tighten bolt assembly to secure the base mounts (002209) to the front cross bar. Repeat for remaining bolt locations.
19. Use a Ratchet with 7/16" socket to tighten bolts to the front cross bar.
20. From the frontside of the chair, insert black plastic grommet (002072) into the 3/8" openings of the foot tray mounts. Tabs will "click" when secured properly.



Pic. 2.

Foot Tray Installation:

21. On the foot tray assembly provided, remove the bolt (BL-1/4X1H) and lock-nut (NU-14L) from each foot tray prong-these should only be hand-tight. See picture 3. Set aside removed hardware for use later.
22. From the front of the chair, install the foot tray assembly provided by inserting the prongs through the installed foot tray mounts under the base-frame. The foot tray must be fully inserted.
23. Access the ends the foot tray prongs extending from the rear of the chair.
24. Using hardware removed in step 21, insert bolt (BL-1/4X1H) from the top-down and hand-tighten a lock-nut (NU-14L) for each foot-tray prong.
25. Tighten all hardware using a 7/16" wrench and a ratchet with 7/16" socket (or recommended tools).
26. Pull the tray forward to verify correct assembly. Confirm that it is fully secured to the base-frame before returning to service.



NU-14L

Seat Installation:

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27. Fit the rear rail-guides on the frame of the seat removed in step 7 onto the mechanism rail and slide the seat into position.
28. Place the threaded studs towards the front of the seat through the mounting hole locations on each mechanism rail.
29. Using removed hardware, hand-tighten 1 nylon hex-nut (NU-HEXN) onto each threaded stud (2 total).
30. Use a 7/16th wrench or recommended tools to tighten all hardware.
31. Place the chair in the upright position and actuate the chair to check the seat is assembled correctly and functional.