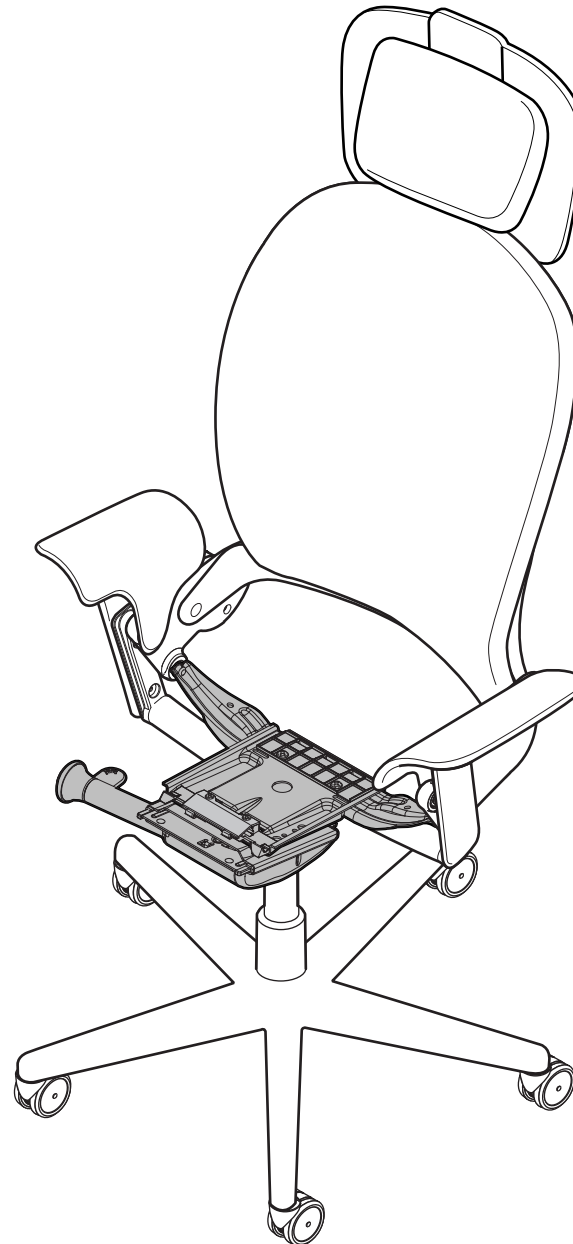


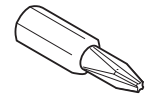
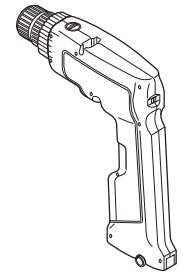
464 Leap® WorkLounge Chair Control Replacement (Customer Service)



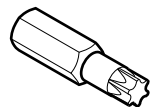
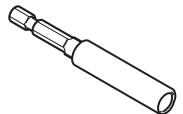
If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you. (Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500) Or visit our website: www.steelcase.com

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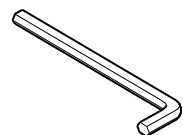
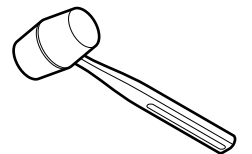
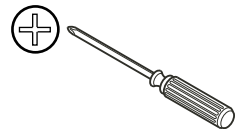
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#3 Phillips



T-30 Driver

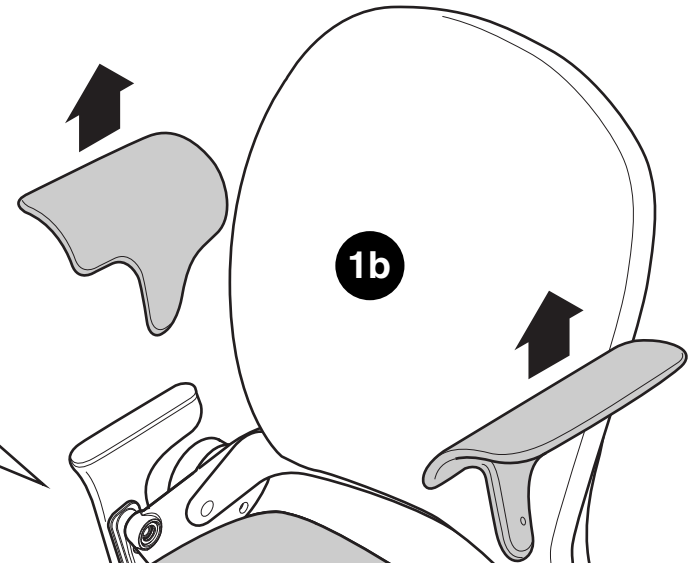
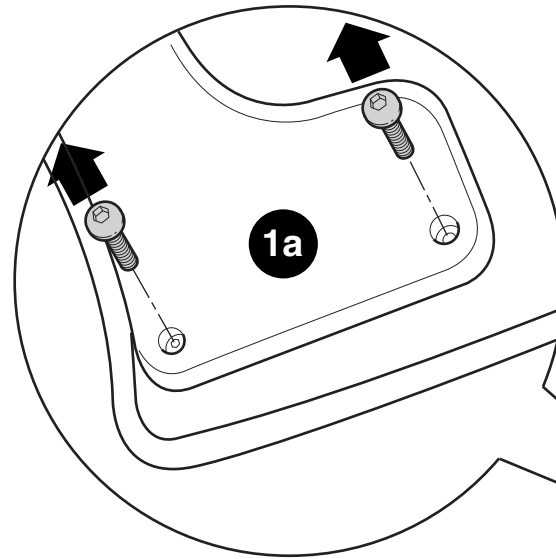


1/8 Allen Wrench

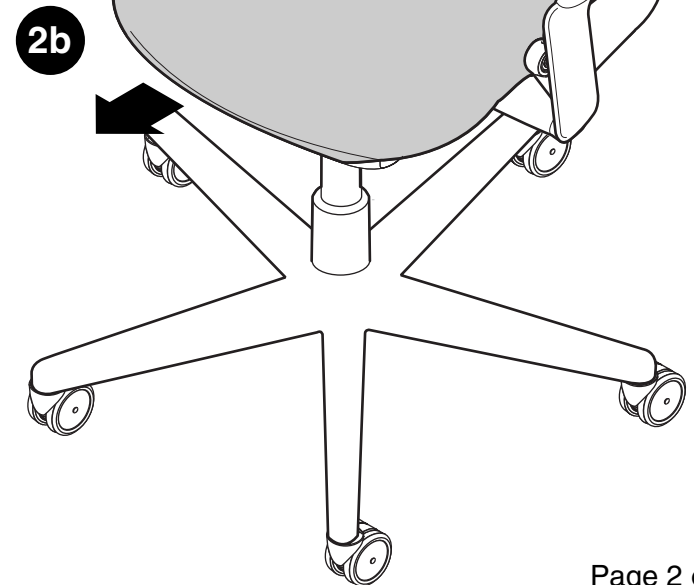
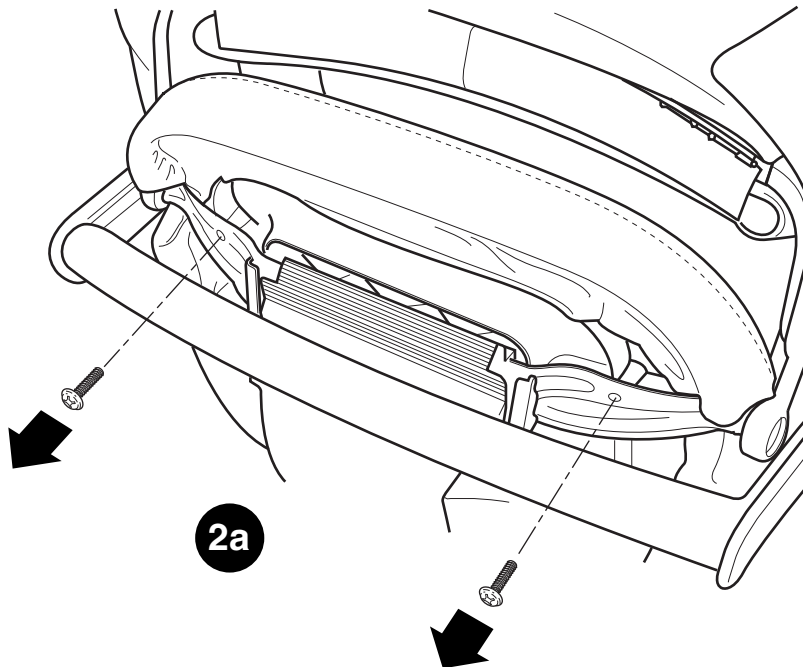
Underside of Arm

1. Remove arm cap screws from underside of aluminum armrest structure (1a) and remove both arm caps (1b).

2. Flip chair over. Remove rear seat screws (2a) and remove seat by sliding seat forward and lifting (2b).

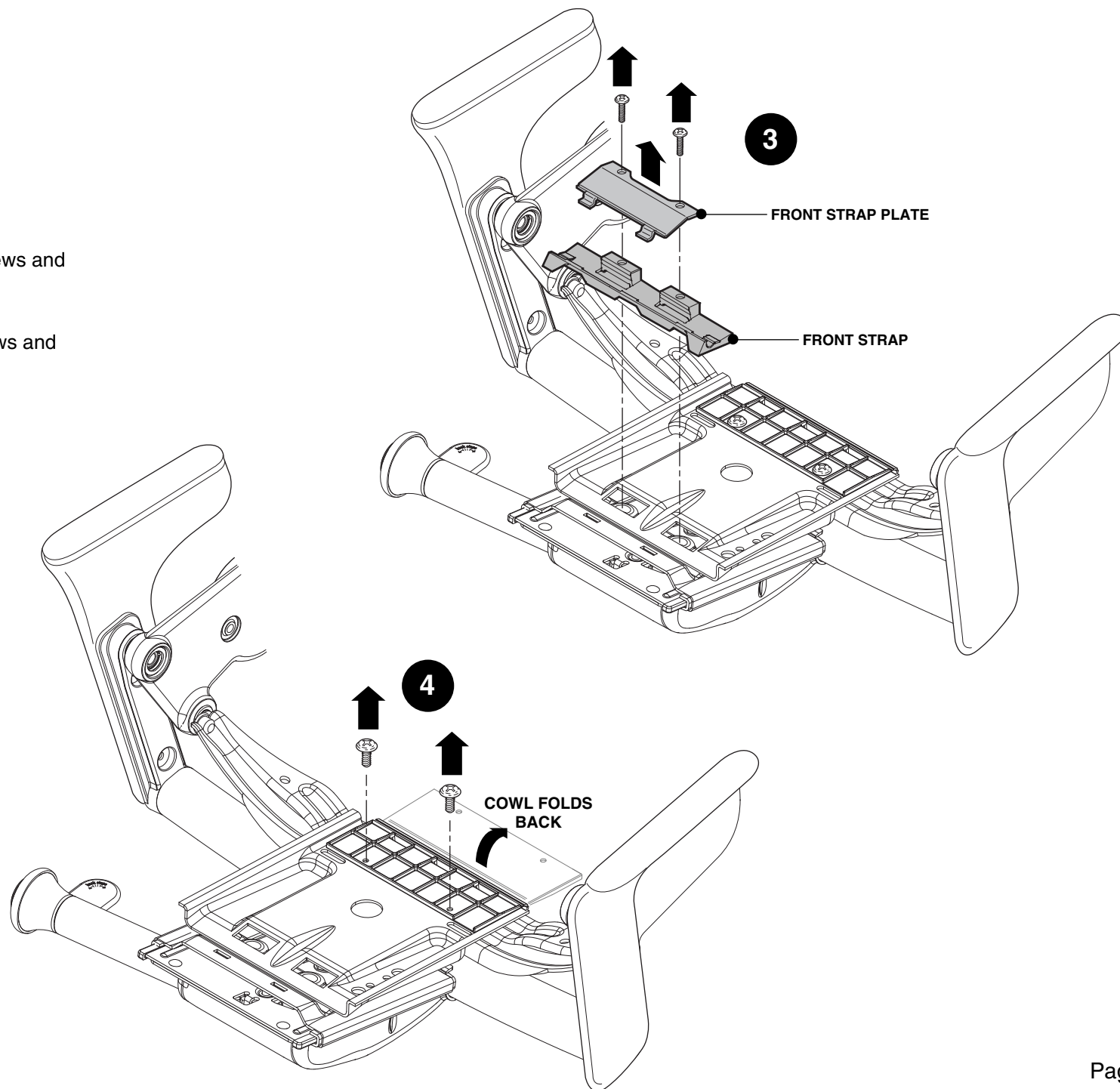


Underside Rear of Chair



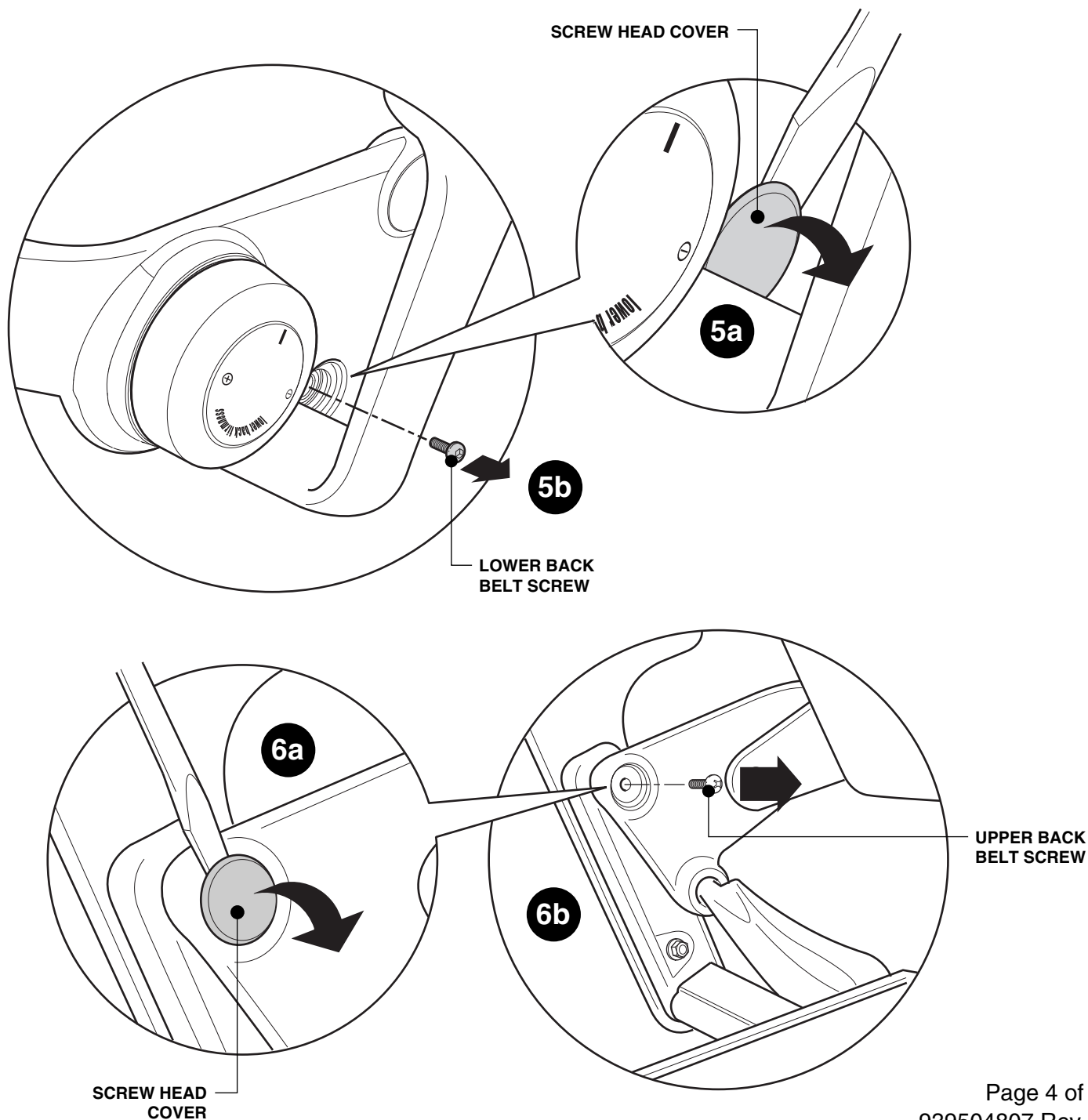
3. Remove front strap screws and front strap.

4. Remove rear cowl screws and loosen top part of cowl.

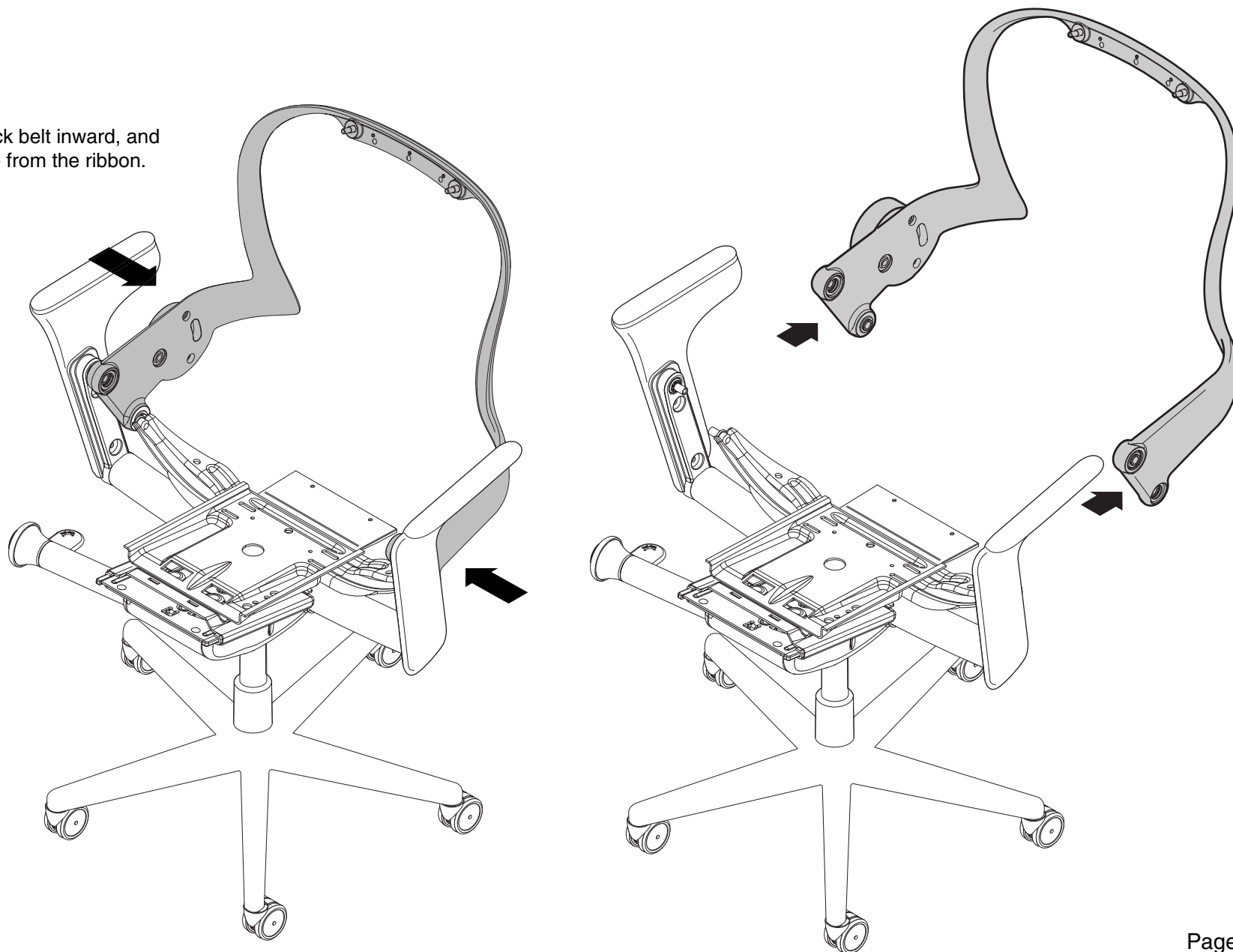


5. Pivot backrest assembly forward. Using a flat head screwdriver, remove the screw head covers (5a). Using a #3 phillips, remove both the lower back belt screws (5b).

6. Using a flat head screwdriver, remove the screw head covers (6a). Using a #3 phillips, remove both the upper back belt screws (6b).

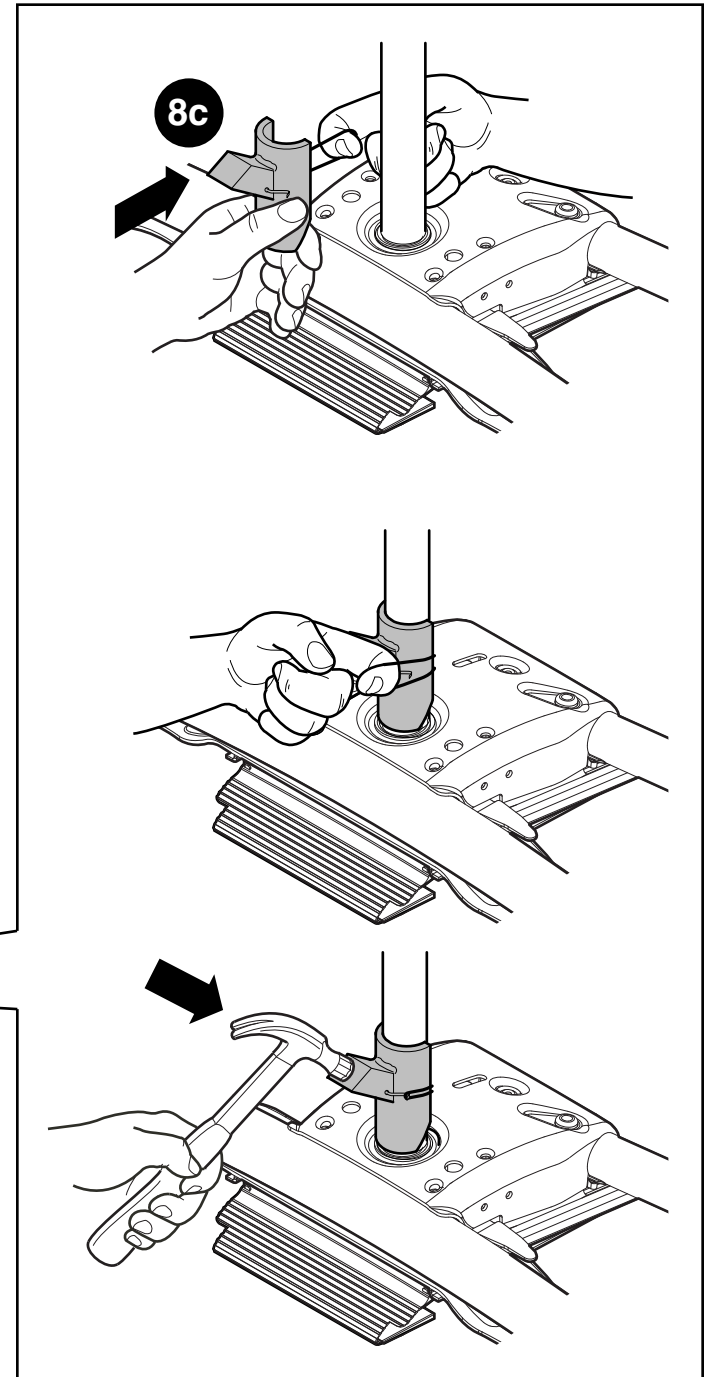
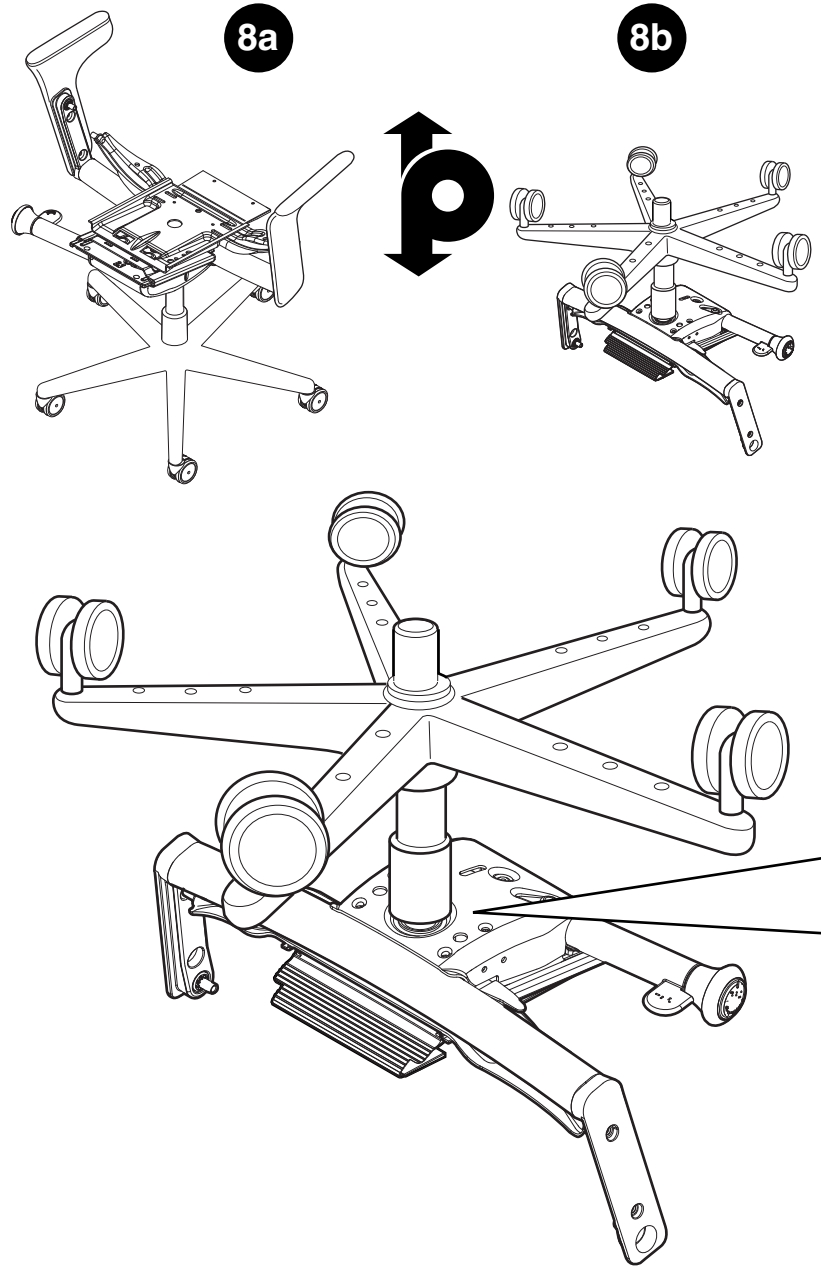


7. Flex the back belt inward, and it will disengage from the ribbon.



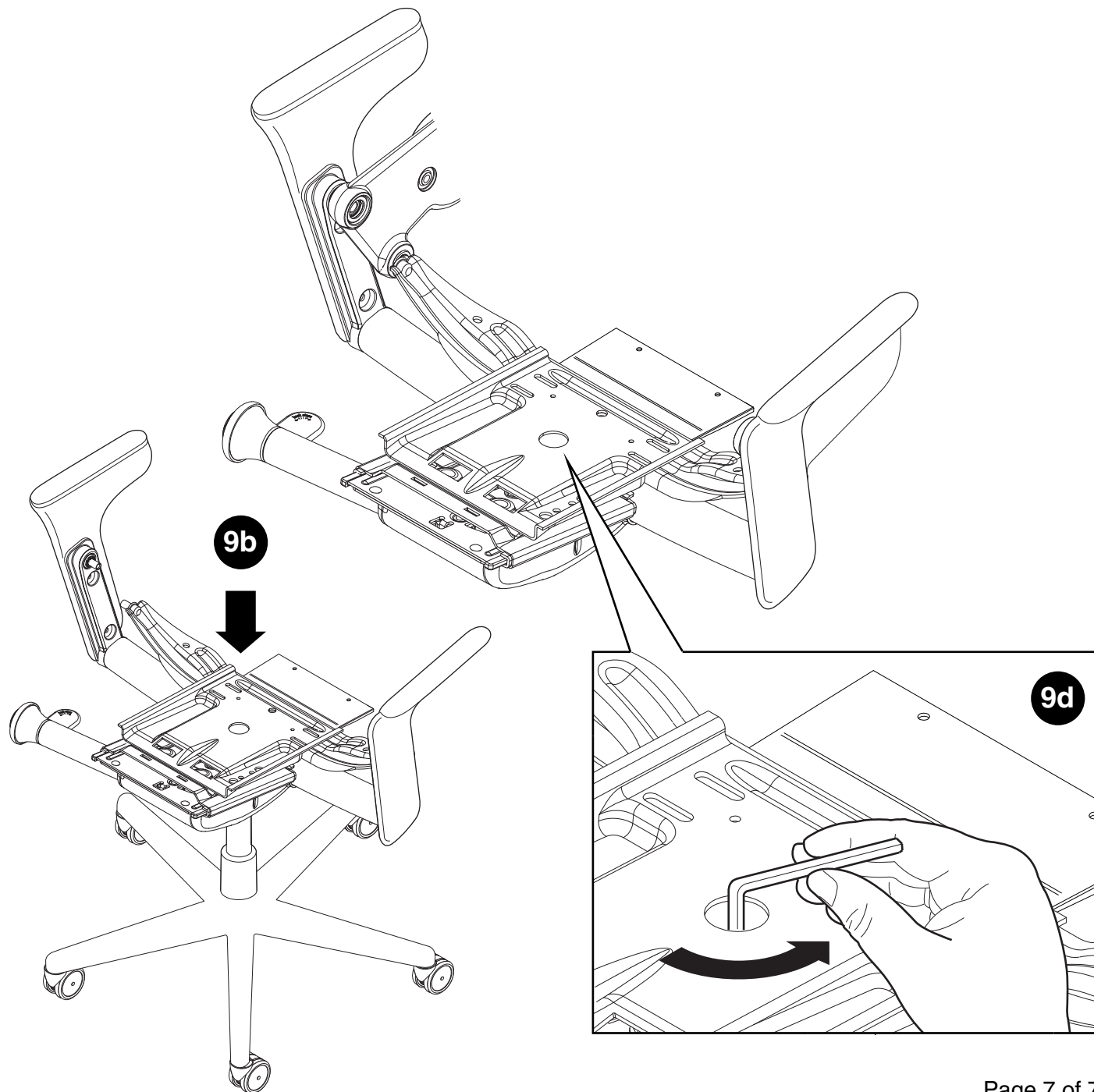
8. Remove pneumatic cylinder and base from chair control.

- Adjust chair to maximum seat height.
- Turn chair upside down or set on its side.
- Remove the pneumatic cylinder/base assembly from the chair control by twisting and pulling on the column with a pipe wrench or by using the removal tool.
- Install the pneumatic cylinder/base assembly into the new chair control by inserting the tapered cylinder end into the chair control housing and tapping the base firmly with a rubber mallet.



9. Pneumatic cylinder adjustment directions

- a. If chair rises by itself, sinks with an occupant or does not raise and lower when seat height lever is lifted, the cylinder adjustment screw may not be in the correct adjustment.
- b. Place the seat at its lowest position.
- c. If the chair self-rises, turn the adjustment screw counter-clockwise until the chair does not rise. Otherwise, turn the adjustment screw clockwise until the chair begins to self-rise.
- d. Turn the adjustment screw counter-clockwise (approximately half of a turn or more).
- e. Return the seat to the lowest position.
- f. Slowly activate the handle. The chair should begin to rise at approximately half of the stroke on the handle.



10. Reassemble chair by performing steps 1 thru 7 in reverse order.