Place the chair upside down on a clean sturdy table or similar object.

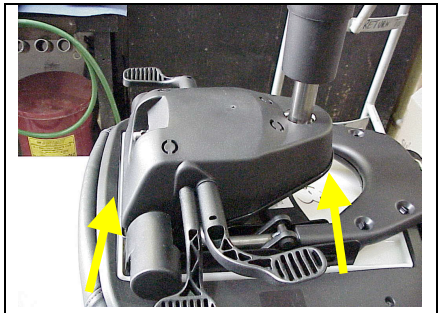
2

Press height adjustment handle to fully raise the base. Slide the cylinder shroud up towards base.

3

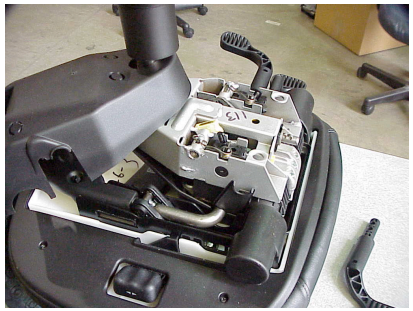
Pull on the tension knob to remove it from the front of the mechanism.

4



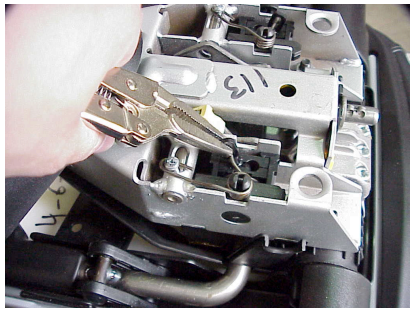
Remove the bottom mechanism shroud pictured above by pulling on the bottom of the shroud where indicated.

5



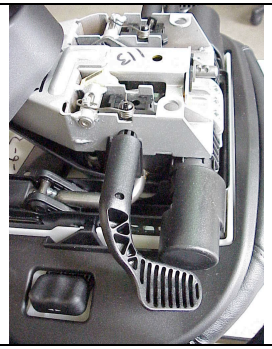
Rotate the bottom mechanism shroud towards the back of the chair to expose the mechanism as shown above.

6



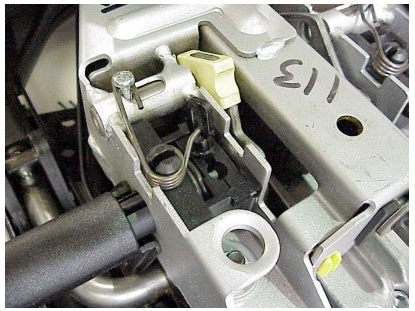
Using a pliers remove the small black locking pin by pulling away from mechanism. Place locking pin aside.

7



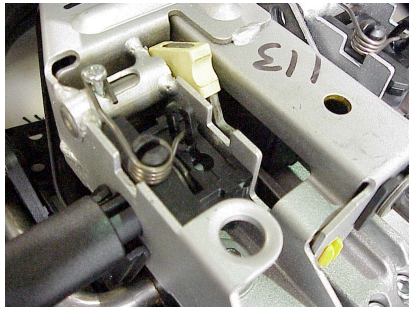
Remove the short stool handle rod. Insert new handle and rod into mechanism as shown above.

8



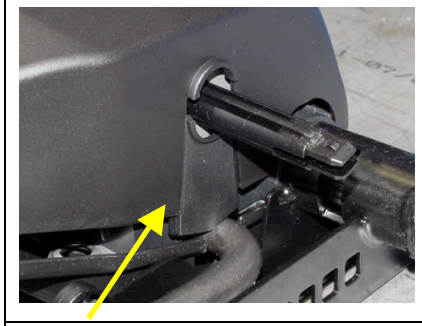
Place the Locking Pin into hole of rod. Place the wire inside of the locking pin loop.

9



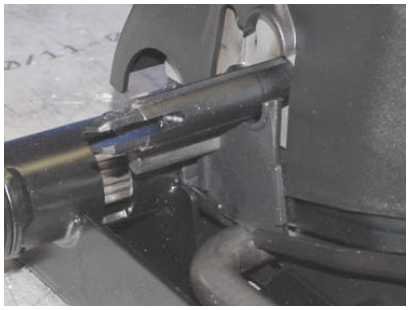
Snap the locking pin all the way down as shown above. Note: The pin is in position when it is the same depth as pin on opposite side.

10



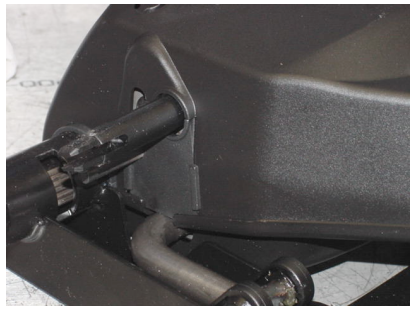
Position left lateral shroud under activation stem and into cover shroud.

11



Position right lateral cover under opposite side of lower mechanism shroud and under height adjustment, back adjustment stems.

12



Snap the shroud in place over mechanism. Ensure that the lateral tabs are positioned correctly so they are not loose.

13

Replace tension knob onto front of mechanism.

14

Remove chair from worksurface and place on floor.