

## General Information

### 017/022 Swivel Feature Activation/Deactivation

**Tool Required:** T-30 Torx Driver

#### To Activate the Swivel Feature:

1. Turn the unit on its back.
2. Locate the two Spacer Bushings, two  $\frac{1}{4}$ -20 x  $1\frac{3}{4}$ " Truss Head Screws and the Swivel Base Bottom (FIGURE 1).
3. Remove the two  $\frac{1}{4}$ -20 x  $1\frac{3}{4}$ " Truss Head Screws using a T-30 torx driver while holding the Swivel Base Bottom steady.

**Note:** The two polyethylene washers are attached with adhesive and do not need to be removed.

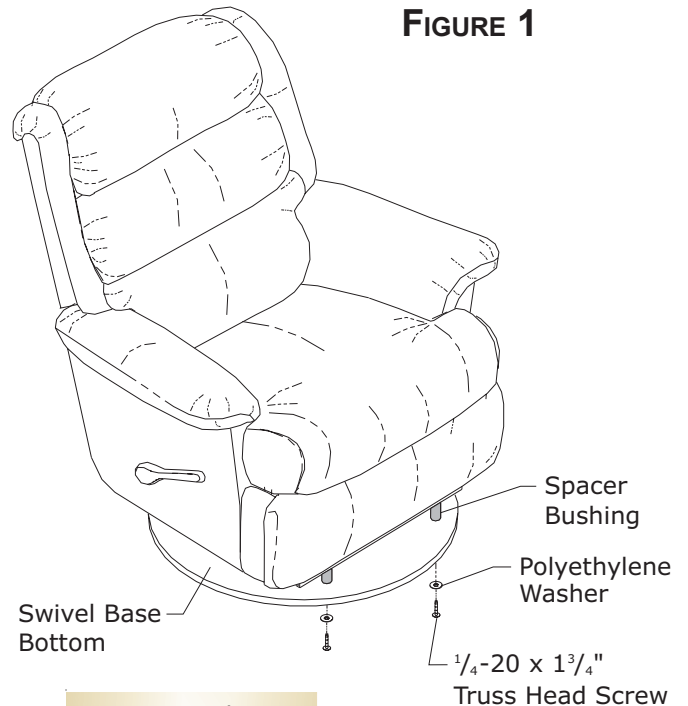
4. Remove the two Spacer Bushings from between the Swivel Base Bottom and Glide Base Subassembly (FIGURE 2).
5. Return the chair to the upright position.
6. Store the parts for future use in order to deactivate the swivel feature.

#### To Deactivate the Swivel Feature:

1. Turn the unit on its back.
2. Rotate the Swivel Base Bottom until the holes in the Swivel Base Bottom line up with the holes in the Glide Base Subassembly (FIGURE 2).
3. Hold the Swivel Base Bottom steady. Place the Spacer Bushings between the holes in the Swivel Base Bottom and the Glide Base Subassembly. Insert the  $\frac{1}{4}$ -20 x  $1\frac{3}{4}$ " Truss Head Screws through the holes in the Swivel Base Bottom, through the Spacer Bushings and into the holes in the Glide Base Subassembly. Fasten each screw using the T-30 torx driver.
4. Return the chair to the upright position.

*Please read through all instructions prior to beginning the work.*

**FIGURE 1**



Note: Swivel Base Bottom is shown forward of normal position to clearly show parts.

**FIGURE 2**

