

Disassembly Instructions for Work / Task Chairs

These products are by nature designed for changes, upgrades and refreshes. Each component can be broken down and replaced or exchanged with minimal effort, using standard tools and techniques. On all task chair, height adjustment cylinders can be substituted for alternatives with different heights. Armrests and armcaps can be easily removed and replaced. Back Upholstery and Seat Upholstery pans can be exchanged.

The chairs applicable to this category include: Amicus, Contessa, Fitz, Marini, Metrix, Projek, RBT, Savera, Savera Stool, Savera XL, t-3, t-3 Stool, and Visio.

Height Adjustment Cylinders

Height adjustment cylinders allow the user to swivel about the center of the chair and modify the seating height. Teknion's cylinders come in a variety of lengths and all chairs are compatible with each cylinder. A cylinder is secured to the mechanism and base by a press fit. The cylinder can be substituted on site by the user. To remove the cylinder, use a mallet to separate the cylinder from both the base and mechanism. Height Adjustment Cylinders can be returned for replacement as needed within the prescribed warranty period of 10 years.

Casters / Glides

Casters allow the user to roll a chair. Glides keep the chair firmly in place. Glides and casters can be removed easily onsite. To remove the glides and casters, the user must simply pull the caster stem out of the base socket for all five casters. Glides and casters can be returned for replacement as needed.

Base

The base can be separated from the casters and glides by pulling on each of the casters out of the base sockets. The base can be separated from the height adjustment cylinder by using a mallet to dislodge the cylinder case from the base.

Armrests and Armcaps

Armcaps can be separated from armrests by removing all visible fasteners underneath the armcap. To remove the armrest for task chairs from the rest of the chair, separate the seat pan from the structural seat (attached via quarter turns). Remove the nut securing the armrest assembly to structural seat using a 1/2" wrench. The rest of the armrest can be broken down and separated by material by removing all internal components.

Seat and Back Upholstery Pans

Seat upholstery pans are attached to structural seats with visible quarter turn screws. Quarter turn screws can be removed using large flat bladed screwdrivers.

Back Upholstery Pans are attached to structural back frames with visible plastic screws or plugs. For upholstery pans secured by plugs, the pans can be separated by pulling them apart from the frame. For upholstery pans secured by plastic screws, simply use a Phillips screwdriver to remove each one.

Disassembly Instructions for Multi-Use Chairs

The chairs applicable to this category include: Ability, Amicus Guest, Andria, Asana, Cerné, Harrington Guest, Projek guest, Sitara, Savera Guest, Synapse and Taiga.

Glides

Glides are secured to the chair legs or frames using screws, nails, or via press fit. These can easily be removed by using the appropriate tool or, in the case of press fit glides, pulling out each glide.

Seat and Back Upholstery Pans

Seat upholstery pans are attached to structural seats with plastic screws. These plastic screws can be removed using standard Phillips screwdrivers.

Back Upholstery Pans are attached to structural back frames with visible plastic screws or plugs. For upholstery pans secured by plugs, the pans can be separated by pulling them apart from the frame. For upholstery pans secured by plastic screws, simply use a Phillips screwdriver to remove each one.

Armrests

Swivel / Height Adjustment Cylinder

Some multi-use chairs such as Topic and Ability feature a swivel or height adjustment cylinder. A cylinder is secured to the mechanism and base by a press fit. The cylinder can be substituted on site by the user. To remove the cylinder, use a mallet to separate the cylinder from both the base and mechanism. Height Adjustment Cylinders can be returned for replacement as needed within the prescribed warranty period of 10 years.

Base

The multi-use chairs such Topic and Ability feature a base. The base can be separated from the casters and glides by pulling on each of the casters out of the base sockets. The base can be separated from the height adjustment cylinder by using a mallet to dislodge the cylinder case from the base.

Disassembly Instructions for Stacking Chairs

The chairs applicable to this category include: Volume, Zone, and Zone Stool.

Plastic Back

For Volume, Zone, and Zone Stool, the plastic back can be separated from the metal frames by removing all visible fasteners.

Plastic Seat

For all stacking chairs, the seats are secured to the metal frames with fasteners. For the Volume stacking chair, the plastic back must be removed prior in order to remove the plastic seat.

Glides

Glides are secured to the chair legs or frames using screws, nails, or via press fit. These can easily be removed by using the appropriate tool or, in the case of press fit glides, pulling out each glide.

Tablet

The tablet assembly is composed of several parts and these can be separated from one another by removing all visible screws. Furthermore, the tablet frame is attached to the chair frame via screws and these can be easily removed using a standard Phillips screwdriver.

Disassembly Instructions for Soft Seating

The chairs applicable to this category include: Aegis, Aegis Bench, Belize, Teknion dna, Ferrarra, Freesia, Hosta, Tux, Vasari, and Vignette.

Upholstery Assemblies

Upholstery assemblies in the soft seating category are usually loose to the assembly. Simply remove to separate the assembly by means of a xacto knife or similar tool.

Base and Frames

Made from either steel or solid wood, these components can be separated and broken down by removing all visible screws or nails.