

MODEL 7707 & 7708 BACK PIVOT PIN

REPLACEMENT INSTRUCTIONS

Illustration 1

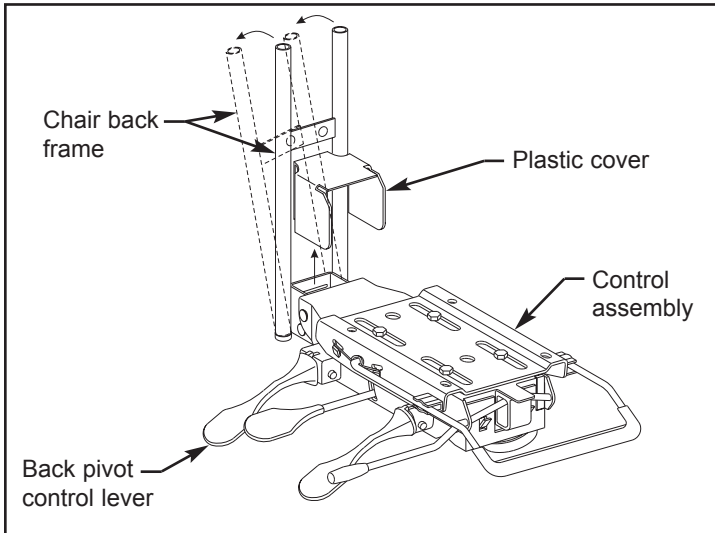
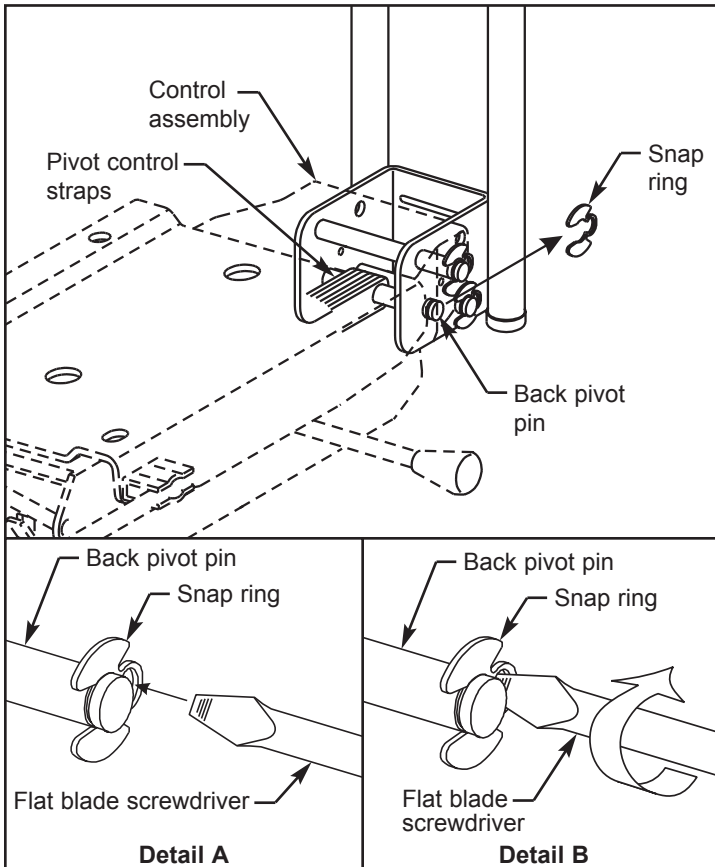


Illustration 2



Read all instructions and review illustrations before replacing back pivot pin.

Tools required for assembly:
Flat blade screwdriver
Snap ring tool (provided)

This assembly includes:
(2) Snap ring (includes one spare)
(1) Pivot pin
(1) Snap ring tool

WARNING

Moving parts can pinch or crush fingers. Do not place fingers between or under chair control parts during replacement.

NOTE

For clarity reasons, illustrations do not show chair back, seat, or base.

Pin Removal and Replacement:

1. Refer to Illustration 1. With back pivot control lever in the up position, press and hold chair back rearward. Press back pivot control lever down, locking back into place.
2. Refer to Illustration 1. Remove plastic cover from rear of control assembly.
3. Set chair upside down onto a clean surface. Have an assistant apply steady downward pressure onto chair back frame (this relieves tension on chair back springs and makes pin replacement easier).
4. Refer to Illustration 2. Use a flat blade screwdriver to remove snap ring from back pivot pin (pin installed through pivot control straps).

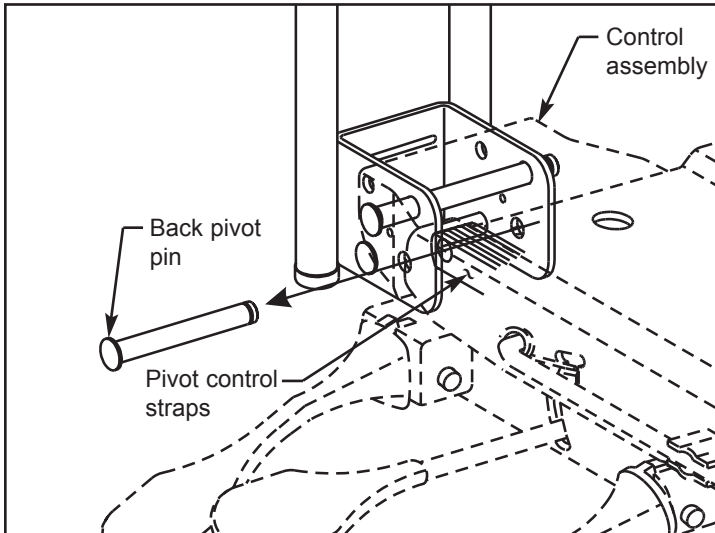
Refer to Detail A. Insert tip of the flat blade screwdriver into opening between back pivot pin and snap ring.

Refer to Detail B. Twist screwdriver until snap ring comes free from back pivot pin.

Discard snap ring.

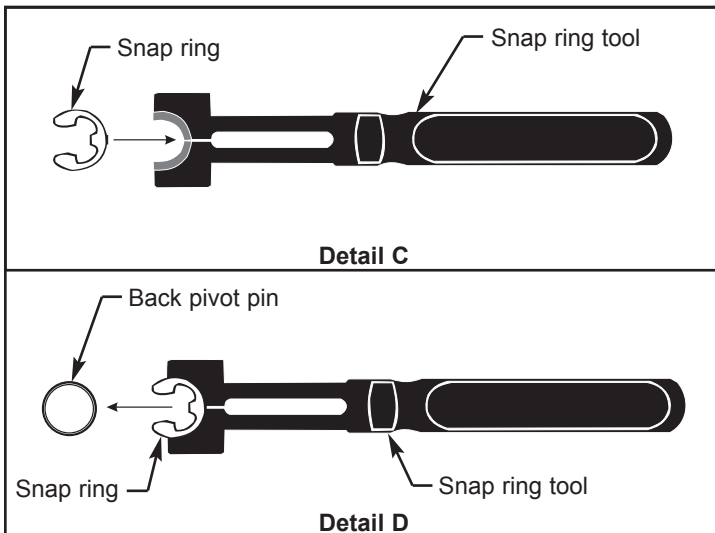
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Illustration 3



5. Refer to Illustration 3. Remove and discard back pivot pin.
6. Install replacement pivot pin. Ensure pin is inserted through all pivot control straps.

Illustration 4



7. Refer to Illustration 4. Use the snap ring tool (provided) to install replacement snap ring onto end of pivot pin. Refer to Detail C. With open end of snap ring facing away from tool, insert snap ring into notched end of snap ring tool.

Refer to Detail D. Locate groove on end of back pivot pin. Press open end of snap ring overtop groove in end of back pivot pin. Ensure snap ring is fully seated inside of groove.

Pull back on snap ring tool to release snap ring.

8. Set chair upright and reinstall plastic cover.
9. Test chair operation.

If chair operates properly, return chair to service.

If chair does not operate properly, contact HON Company Customer Service at 1-800-336-8398 for assistance.