**Freedom Task Chair**  
Disassembly Instructions

### Components for Breakdown

- **Cushions**
- **Plastics**
- **Metal Frame**
- **Base**
- **Gas Cylinder**

### Tools Required

- Safety Glasses
- Torx T-20, T-30 Driver
- Standard Hex Key Set
- Knife
- Hammer
- Flat Screwdriver
- Phillips Screwdriver
- Snap Ring Pliers
- Pliers
- 7/16” Socket

Some components may not be recyclable in your area.
1. Cushion Removal

Step 1
Remove screws from back using a T-20 Screw Driver. If equipped, remove headrest cushions. (Figure A)

Step 2
Remove back and armrest cushions using a T-20 Screw Driver. (Figure B)

Step 3
Remove staples.

Step 4
Peel textile away from cushion.

Step 5
Peel foam from plastic shell.

Step 6
If chair is equipped with urethane arm pads separate cover from base and foam.

Tools Required

Safety Glasses  Torx T-20 Driver  Knife  Flat Screwdriver  Pliers

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2. Plastics: Headrest Shell Removal

Step 1
Remove snap ring from pin and remove pin connecting rod to plastic moving support. (Figure A)

Step 2
Remove two barbed fastener using a flat screw driver.

Step 3
Remove two screws attaching shell to rods with 3/32nd hex key.

Step 4
Slide rods through moving support.

Step 5
Peel foam from plastic shell.

Step 6
Remove set screws from moving support with 1/8th hex key and tap spring and plunger from moving support.

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3. Plastics: Back Removal

Step 1
Remove two screws securing handle to frame with 1/8th hex key and remove handle.

Step 2
Remove two snap rings from back pins and remove back pins. (Figure A)

Step 3
Slide back sliders off frame, headrest chairs will require the removal of the small roll pin. (Figure B)

Step 4
Remove rubber guards from back sliders.

Step 5
Remove pin from plastic release lever with pliers. (Figure C)

Tools Required

- Safety Glasses
- Torx T-20 Driver
- Knife
- Flat Screwdriver
- Pliers
- Standard Hex Key Set
- Snap Ring Pliers

Glass Filled Nylon

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4. Plastic: Seat Removal

Step 1
Remove four snap rings and pins.

Step 2
Remove four screws securing rails to shell with T-30 screwdriver.

Step 3
Remove rubber guards from rails.

Step 4
Remove screw from retaining plate with Philips driver.

Step 5
Remove pin from lever with pliers.

Tools Required

- Safety Glasses
- Torx T-30 Driver
- Knife
- Flat Screwdriver
- Pliers
- Snap Ring Pliers

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5. Upper Frame Removal

Step 1
Remove four screws securing upper back to lower back using a 3/16th hex key.

Step 2
Remove eight plastic bearings from arms using a flat screw driver.

Step 3
Remove ratchets from lower arm using a 9/64th hex key and pliers to hold ratchet. (Figure B)

Step 4
Remove ratchet from lower back using a socket wrench to remove standoffs and 9/64th hex key for screws.

Step 5
Remove friction screws using 9/64th hex key

Step 6
Remove pivot screws using 3/16th hex key. These screws may be difficult as thread lock is applied during assembly process.
6. Lower Frame Removal

Step 1
Remove retaining plate from housing by removing two screws with 3/16th hex key.

Step 2
Remove plastic actuator from handle using 5/64th hex key to remove two screws.

Step 3
Remove front axle set screw using 3/32nd hex key (very old chairs use a 5/64th hex key).
(Figure B)

Step 4
Remove front axle and place to side for next step.

Step 5
Remove main spring.

Step 6
Remove spring pivot with 3/16th hex key.

Step 7
Remove rubber bumper.

Step 8
Drive pin from friction pack with hammer, drive friction pack without pin from housing.

Tools Required
- Safety Glasses
- Torx T-20 Driver
- Knife
- Flat Screwdriver
- Pliers
- Standard Hex Key Set
- Hammer

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7. Cylinder Removal

Step 1
Using front axle from previous step place it on exposed portion of cylinder inside housing and strike with hammer to remove cylinder from housing.

Step 2
Drive cylinder from base with hammer by striking from the bottom. (Figure A)

Step 3
Remove casters. (Figure B)

Step 4
Remove metal stem from caster with pliers.

Tools Required
- Safety Glasses
- Flat Screwdriver
- Pliers
- Hammer

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