Repair & Replacement Instructions ■

Matrix® Chair

Back Replacement - Chairs Manufactured After July 5, 2005

February 2019

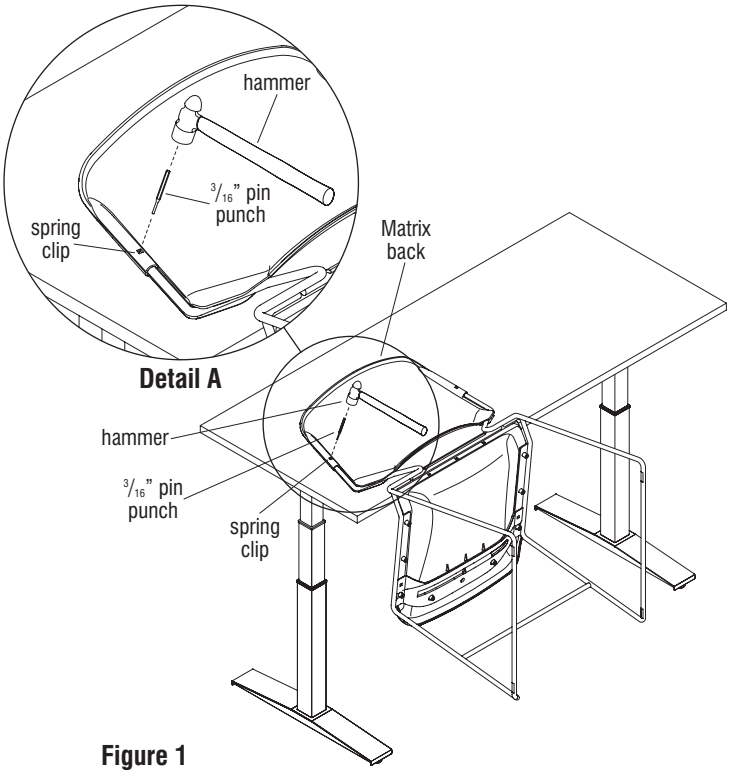


Figure 1

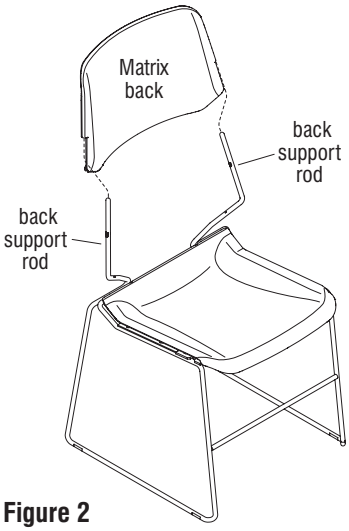


Figure 2

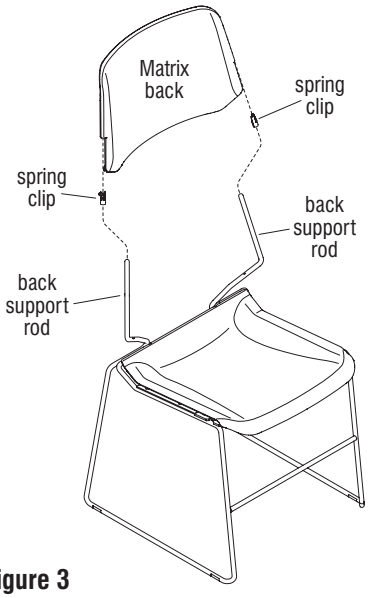
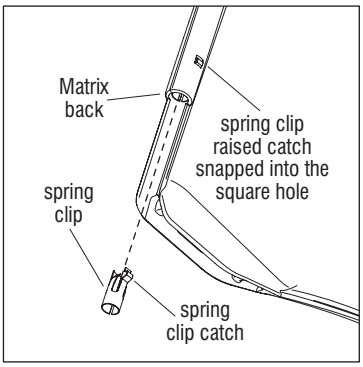


Figure 3



Detail B

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Tools Required

- Hammer
- 3/16" Pin Punch
- Lubricant (Dish Soap)

Matrix Back Removal & Replacement

1. Place the Matrix chair on a hard, sturdy surface (table) with the Matrix back resting on the surface and the seat portion hanging down over the edge. The back of the chair should be facing up as illustrated in figure 1.

2. Using a 3/16" pin punch and hammer, flatten the two spring clips located inside the square openings of the Matrix back (Figure 1).

3. Place the chair upright on the floor. Holding the chair firmly to the ground, pull up on the Matrix back with enough force to remove it from the frame. If unable to remove the back, repeat steps 1 through 2 until spring clips are completely flat and back can be removed (Figure 2).

   Note: If replacement Matrix back does not have spring clips pre-installed in the two holes located at the bottom of the back, follow step 4 to install spring clips. If clips are already installed in the two holes located at the bottom of the back, skip to step 5.

4. If spring clips must be installed, insert one clip into each of the two holes, making sure the slotted end enters the hole first with the catch (raised bump) aligned with the square hole located in the back of the Matrix back. When clips are fully inserted, the raised catch will snap into the square hole (Figure 3 & Detail B).

5. With the chair frame upright on the floor, flex the Matrix back to help align the holes in the back with the back support rods, then slide the new Matrix back onto the back support rods until the bottom of the back rests firmly against the wire frame. Pull up on the back to assure proper engagement of the spring clips. If the back pulls up, the back was not pushed down far enough to engage the spring clips.

   Note: Applying a small amount of dish soap as lubricant to the two frame back support rods prior to assembly, will allow the plastic to slide easier.

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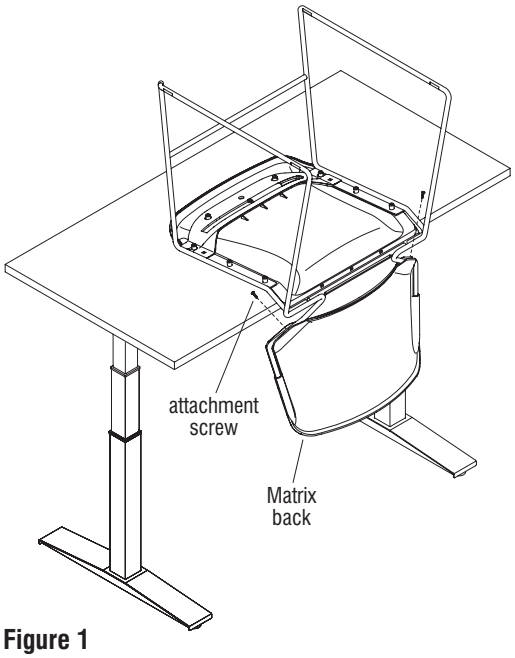


Figure 1

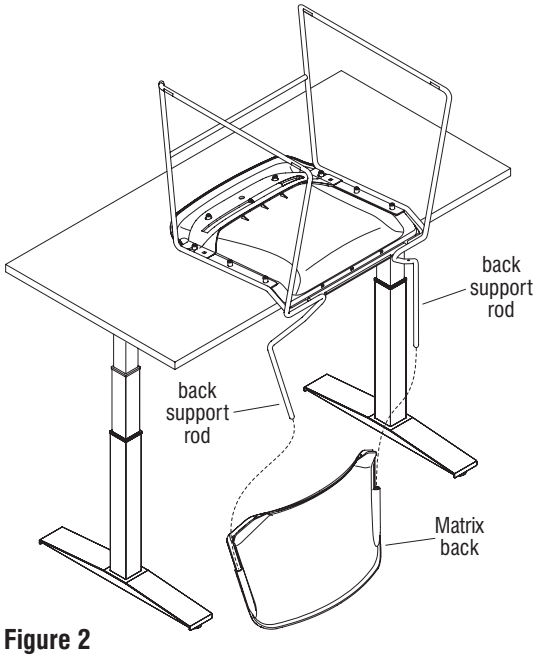


Figure 2

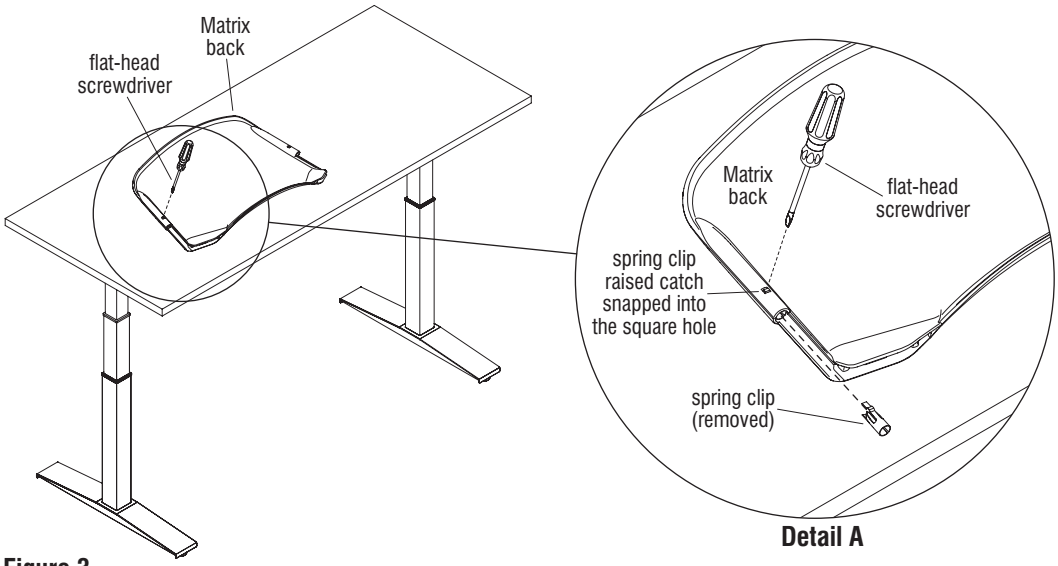


Figure 3

Detail A

Tools Required

- Flat-Head Screwdriver
- Lubricant (Dish Soap)
- #32 Drill Bit if using #12.0695.PLAS, #6-19 x $^{7}/_{8}$" Plastite self-tapping screws
- #2 Phillips Driver Bit
- Cordless Drill/Screwdriver

Matrix Back Removal & Replacement

1. Place the Matrix chair upside down with the seat portion resting on a sturdy surface (table) (Figure 1).

2. Remove the existing Matrix back by unscrewing the two attachment screws located along the bottom edge of the back (Figure 1).

3. Once screws are removed, pull the Matrix back free from the back support rods (Figure 2).

   Note: If replacement Matrix back has spring clips pre-installed in the two holes located at the bottom of the back, follow step 4 to remove spring clips. If clips are not pre-installed in the two holes located at the bottom of the back, skip to page 2, step 6.

4. If spring clips must be removed, place the Matrix back on a hard, sturdy surface (table). The square openings on the back should be facing up as illustrated in Figure 3 & Detail A.

5. Using a flat-head screwdriver, press down on each spring clip raised catch located inside the square openings of the Matrix back and pry the clips from the two holes at the bottom of the back (Figure 3 & Detail A).

CAUTION

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Repair & Replacement Instructions

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Matrix Back Removal & Replacement (cont.)

Note: Applying a small amount of dish soap as lubricant to the two frame back support rods prior to Matrix back assembly, will allow the plastic to slide easier.

6. Place the chair frame upright on the floor, flex the Matrix back to help align the holes in the back with the back support rods, then slide the new Matrix back onto the back support rods until the bottom of the back rests firmly against the wire frame (Figure 4).

   Note: Drilling the holes at the correct angle & depth into the Matrix back is critical. Angle the drill so the hole goes directly down the center of the plastic web. Drilling too close to the front or back surface will result in unwanted holes, or white stress marks will appear during or after the screws are inserted. KI does not cover damage resulting from incorrect assembly.

7. Place the Matrix chair upside down with the seat portion resting on a sturdy surface (table). Verify you are using the correct screw (12.0695.PLAS) for a #32 pilot hole. With the Matrix back held firmly against the wire frame, drill one pilot hole at each side, approximately $^1/_2$" deep in the Matrix back using the existing frame holes as your guide. Make sure the pilot holes do not break through the front or rear surface of the back (Figure 5).

   Note: Be careful not to strip the threads in the Matrix back when inserting the #6-19 x $^7/_8$" Plastite self-tapping screws.

8. Insert two #6-19 x $^7/_8$" Plastite self-tapping screws through the holes in the frame and into the pilot holes in the Matrix back, making sure the screws do not break through the front or rear surface of the back and that there are no visible stress marks associated with inserting the screws (Figure 5).

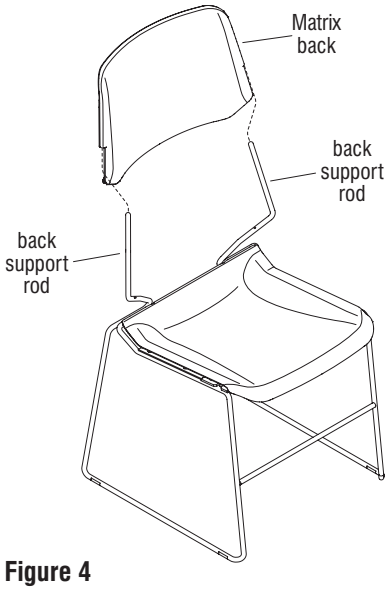


Figure 4

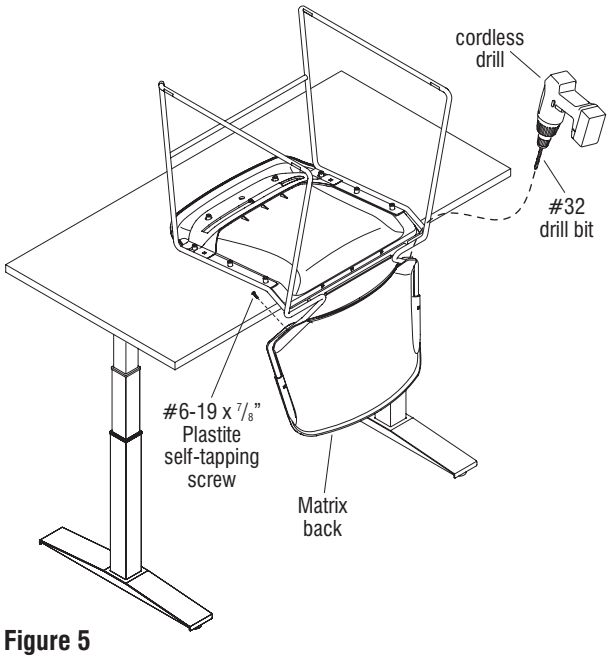


Figure 5

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