

# Assembly

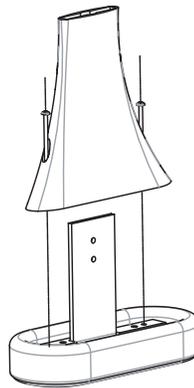
## Neutral Posture Big & Tall Series

Time 10 minutes

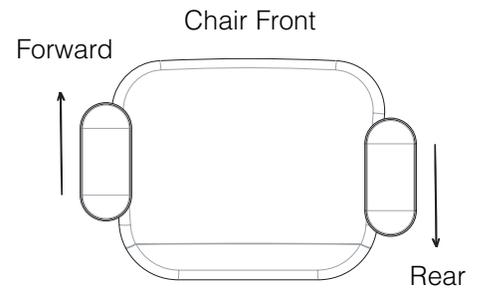
People 1

Tools 3/16" Hex Wrench (provided)

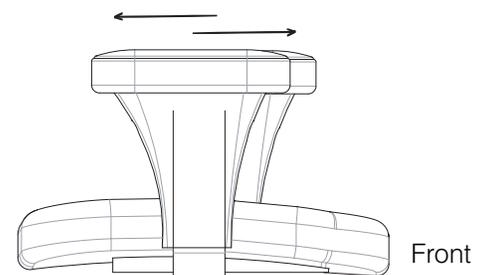
Parts Flat head hex screws (4)



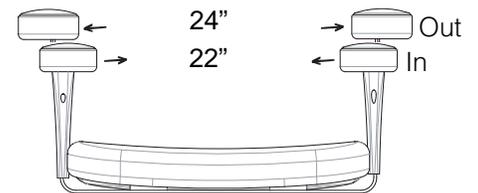
T-BAR & PAD



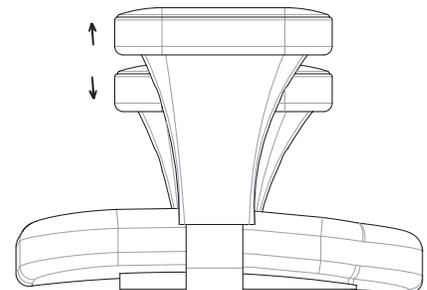
FROM ABOVE  
(Step 5a)



FROM THE SIDE  
(Step 5a)



FROM THE FRONT  
(Step 6)



(Step 7)

### Instructions:

1. Remove unit from box.
2. Remove two 2-1/2" screws from each urethane cover. Set aside.
3. Remove urethane covers from arm. Set aside.
4. Remove two 1/2" hex screws from each arm bracket. Set aside.
5. Decide on T-bar and Pad FORWARD or REAR positioning.
  - a. By default, the vertical stitching on the inside of the armpad should face the inside of the chair. As shipped, this places the armpad FORWARD and to the INSIDE. If you would like the armpads in the REAR position, simply rotate the T-bar and Pad assembly around 180°. Now the vertical arm pad stitching will be to the outside and your armpad is to the REAR and OUTSIDE.

6. Decide on armpad IN-OUT positioning.
  - a. The distance between the armpads can be adjusted. To do so, unscrew the 2 screws beneath each armpad and move it in or out to the desired position. Use the same 2 screws to reattach armpad in new position.

**NOTE:** Urethane cover must be unscrewed then pulled down to access the 2 screws which are used to move the armpads laterally.

7. Decide HEIGHT position
  - a. Decide how high you would like the armrest.

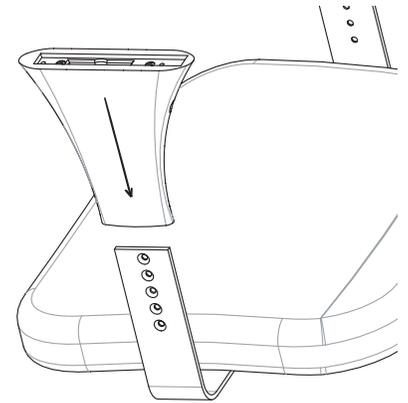
(over)

May 04  
Rev. 1

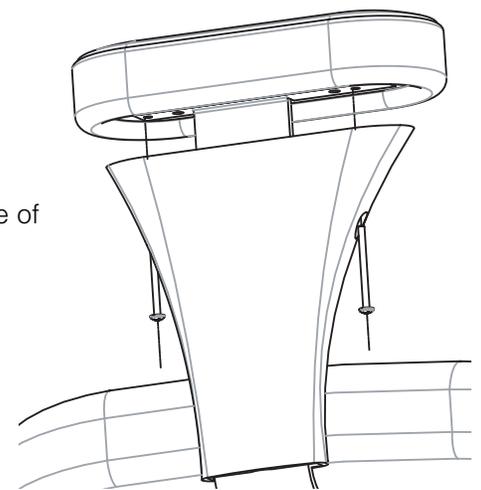
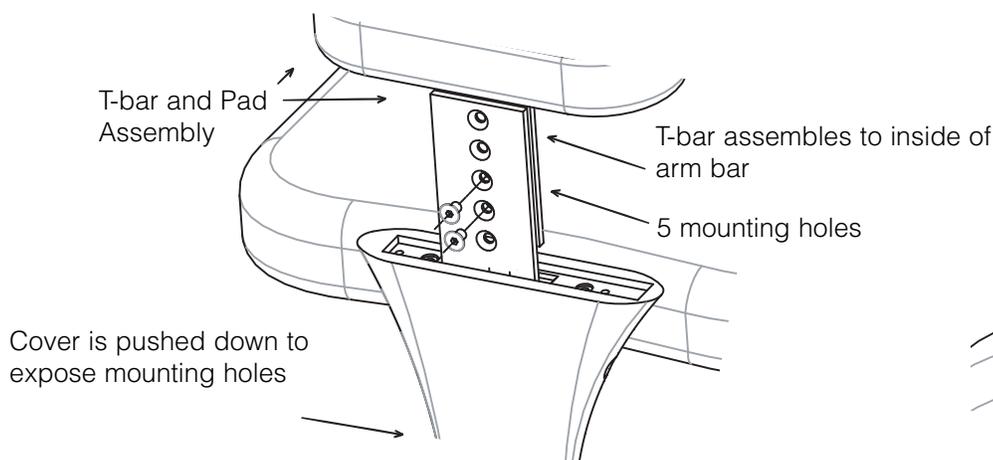


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8. Bolt the Tbar and Pad assembly to the arm bar.
  - a. Slide the urethane cover down onto the metal arm bar.  
**IMPORTANT!** Before doing this, decide which way the urethane cover should be turned. This will be based on your decision made in step 5.
  - b. Push the urethane cover down around the bend in the metal arm bar. This will expose all 5 mounting holes.
  - c. Hold the T-bar and Pad assembly to the inside of the arm bar and align mounting holes with corresponding holes at the desired height.
  - d. Insert Flathead hex screw (1/2" long, supplied) into upright from the outside of bracket and thread into T-bar. Tighten with hex wrench.
  - e. Repeat process for second screw.



(Step 8a)



(Step 9b)

9. Install arm covers.
  - a. Slide (pull up) urethane cover against the bottom of the pad.
  - b. Carefully insert one of the truss-head screws (2-1/2" long, supplied) into one of the holes located on the back and front edge of the urethane arm cover and thread into the T-bar.  
**Hand tighten only!** Repeat for the second hole in the arm cover.
  - c. Repeat steps 8 & 9 for the other arm.

If you have any questions about how to properly adjust your Big & Tall chair, visit our website at [www.iGoErgo.com](http://www.iGoErgo.com) or call our customer service department at (800) iGoErgo (446-3746). Let us know if there is anything we can do to help you get the best possible use out of your Neutral Posture chair.

