

# INSTRUCTION SHEET

## Addition of Caster Pin Lock

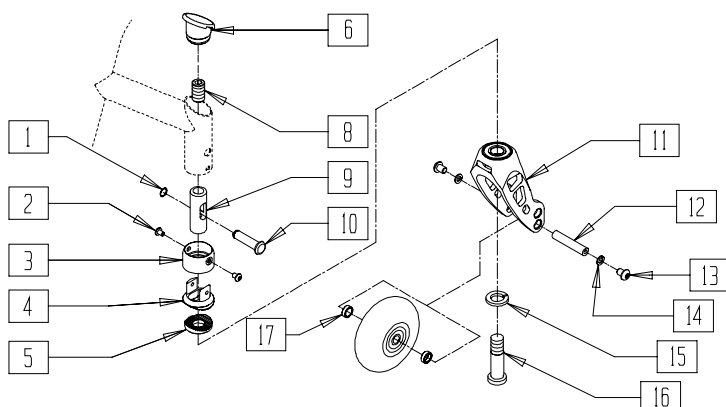
**(Please read and understand instructions before beginning installation)**

### Tools Required:

- Small Flat Screwdriver
- (2) Torx T-25 Wrenches
- 8mm Allen Wrench
- 6mm Allen Wrench
- 4mm Allen Wrench
- 3mm Allen Wrench
- Small Drafting Triangle or Framing Square
- Small Needlenose pliers
- Torque Wrench capable of delivering at least 192 in-lb torque.
- 8mm Allen Drive for Torque Wrench

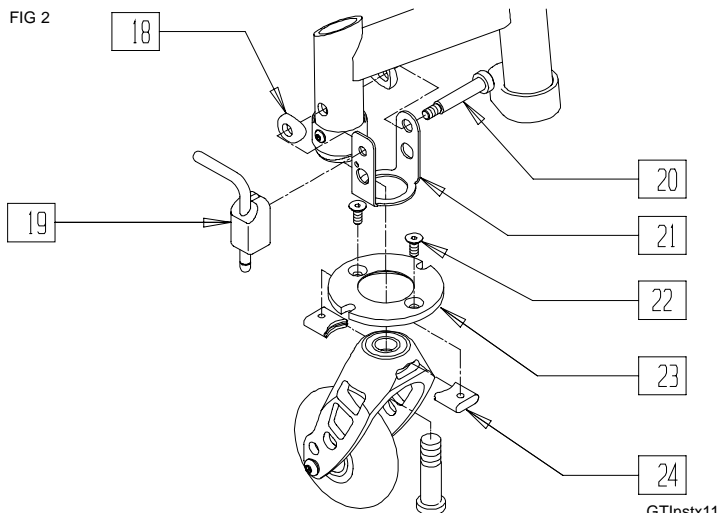
- 1) Note which fork hole the caster wheel is installed in. Remove Caster Wheel by removing one of the M5 Button Head Screws (item 13) and lockwasher (item 14) using two (2) Torx T-25 Wrenches. Slide Caster Axle (item 12) out of fork.
- 2) Unscrew M12 Cap Screw (item 16) and remove fork (item 11), Lockwasher (item 15), and Lower Spline (item 5) from frame. Set aside.
- 3) Remove Caster Cap (item 6) using a small flat screwdriver, gently prying up in slots provided in cap.
- 4) Loosen M12 set screw (item 8) approximately 3 full turns.
- 5) Remove retaining ring (item 1) from Pivot Pin (item 10) using small needlenose pliers. Damage to the Pivot Pin or Retaining Ring is not critical, as they will not be used for the caster pin lock. Slide Pivot Pin out. Remove Barrel (item 9) and Set Screw through the top of the frame tube.
- 6) Place one Caster Lock Key (item 24) into each of the oval slots in the front and rear of Caster Fork as shown. Place Caster Lock Plate (item 23) on top of fork with countersunk holes facing up as shown. Attach Plate to Keys (item 24) with M5 Flat Head Screws (item 22).
- 7) Note the orientation of the Yoke. The arm of the Yoke with 3 holes in it always goes to the outside of the chair. Slide Barrel (item 9) back into frame tube with set screw up. Hold Yoke (item 21) in place over Saddles (item 18), aligning the holes in both saddles and the holes in the Yoke with the upper hole in the frame tube and slot in Barrel. A small allen wrench or screwdriver may be used to align all holes at once. Right side is shown in figure. Slide Shoulder Screw (item 20) through saddles, yoke, frame tube and slot in Barrel, with the head toward the inside of the chair as shown. Tighten Shoulder Screw into Block Assembly (item 19), aligning roll pin with hole in yoke. Again, note the right and left hand assemblies. When installed properly, the lock should be disengaged when the locking handle is pointing towards the rear of the chair.
- 8) Slide caster fork assembly back into frame tube, re-threading M12 Cap Screw through the fork and lower spline (item 15) into the Barrel. Tighten firmly.
- 9) Re-Install the Caster Wheel by sliding the axle through the caster and fork and re-installing M5 Button Head Screw and Lockwasher. Be sure to install caster into the same hole as it was removed from in Step 1.
- 10) Re-Square the caster fork using a small framing square or triangle against the vertical trailing surface of the caster fork (see Figure 3). Tighten M12 Set Screw (Fig 1 item 8) to 192 in-lb. **BE SURE TO ALIGN THE TEETH IN THE UPPER SPLINE (FIG 1 ITEM 4) WITH THE TEETH OF THE LOWER SPLINE (FIG 1 ITEM 5). CROSSING THE TEETH MAY PERMANENTLY DAMAGE OR DESTROY BOTH PARTS.**
- 11) Press Caster Cap (item 6) back into top of tube.
- 12) Repeat steps 1-11 for left side of chair.

FIG 1



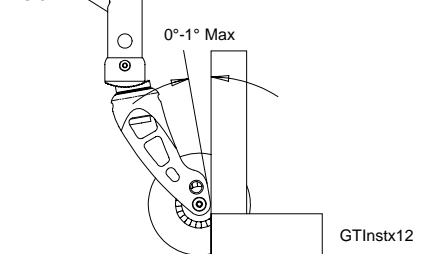
GTInstx10

FIG 2



GTInstx11

FIG 3



GTInstx12

**FOR DEALER USE** Installed by: \_\_\_\_\_ Serial #: \_\_\_\_\_ Date: \_\_\_\_\_ (retain as record of installation)