
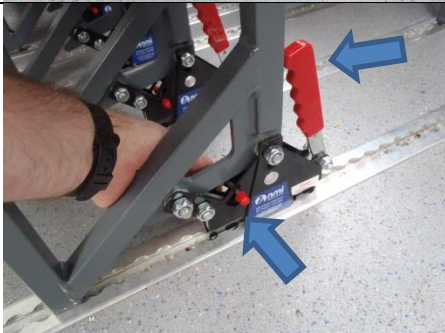






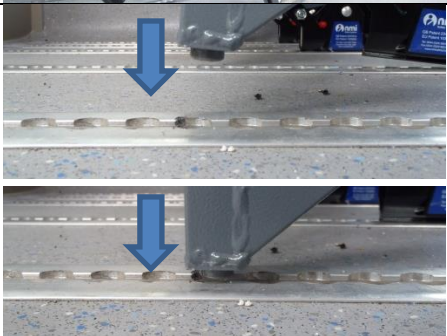






### REMOVING A SEAT





1		<p>When a seat is in use, the two red handles should be in an upright position and the top end should be touching the chair frame.</p> <p>Note that the toggle with a red end cover at each end is loose. This toggle will stop anyone tampering with the mechanism in transit, for example children, as it locks the release mechanism when the handle is engaged.</p>
2		<p>To release the fixing mechanism, lift the double red ended toggle with one hand and whilst lifted, pull the red handle down towards the floor.</p> <p>Note: do not use your feet to move the red handles.</p>
3		<p>Repeat the process for the second red handle.</p>
4		<p>The seat fixing mechanism is now released and the seat may be removed. The seat may need rocking from one side to the other to lift it out of the floor tracking.</p> <p>Note: The seat is a significant weight and is of an awkward shape – if you have a back complaint please ensure you have assistance. Everyone should follow the manually handling training when lifting or carrying. Ensure the load is close to your body and you do not over stretch or twist.</p>
5		<p>Ensure the seat fixing mechanism is not damaged when moving or storing the seat, including keeping it dry and away from dirt.</p> <div style="display: flex; align-items: center;">   </div>

### FITTING A SEAT



1		Note the disc shape under the front legs.
2		Lower the front of chair onto the tracking  Connect the front of chair disc into the "hole" along the floor tracking
3		You can check that the bottom of the front legs is flush with the tracking and that the disc is submerged into the tracking groove
4		Check both black mechanisms on the rear leg have dropped into the tracking groove.
5		Lock the mechanism in place by lifting each red handle into an upright position

6		<p>Inspect both front legs and both rear legs are in the tracking.</p> <p>Note: the black mechanism should be sat inside the tracking groove – check to make sure it is not sat above the groove.</p>
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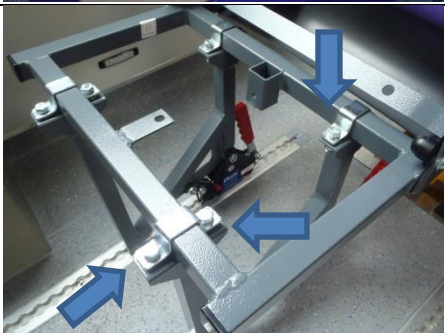
## PROBLEMS TO WATCH OUT FOR

1		<p>The seat legs may, over time, appear to warp out of alignment</p>
2		<p>With one leg fixed into the tracking, check the other leg. If it does not line up with the tracking, you may need to “guide” the mechanism into the groove. If this occurs, please inform the office that this has occurred and provide the seat number (ie seat JBY-05).</p>
3		<p>Care should be taken when locking the seat fixing mechanism. As pictured, the farthest mechanism has not dropped into the groove prior to lifting the handle</p>
4		<p>This shows a close up of the locked mechanism sitting on top of the groove.</p>



5		Note that this handle has been lifted, and the seat mechanism locked, but the mechanism is locked outside the groove – THIS SEAT IS DANGEROUS AND IS LIABLE TO FAILURE, POSSIBLE <b>INJURY</b> OF PASSENGERS IS LIKELY
6		Always make sure the black mechanism base plate is under the silver lip of the tracking groove when fitting a seat

## CORRECTING 'WARPED' OR 'OUT-OF-ALIGNMENT' IN SEAT LEGS

1		Remove the thumb nut underneath the seat and lift the seat cushion base off the seat frame
2		Using a 13mm socket or spanner, loosen the three bolts on <b>one</b> side of the seat. Using a rubber hammer re-align the legs so that they fall straight into the tracking. Re-tighten the three bolts. Replace the seat and fixing bolt.