

CHANGE NOTICE



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Change Notice No. 166

Implemented By: OEI

Notification By: Jeff Oettinger

Date: 10/14/10

Effective: 10/14/10

ECN: # OM

Component Product Title: Ithaca Back Shroud

Description of Change: The Ithaca back shroud boss clips that attach the shroud to back board have been changed to a new design. The new clip design is now replaceable if required. See Attached Instruction.

Reason: The new boss clip design is now replaceable. Just the clips can be replaced if required by removing the screw and replacing the clip. Will not need to replace the whole back shroud, just the clip.

Action Required:

- The new back shroud will be included in chair kits.
- Review new back shroud instructions. The J-Bar ratchet is now attached as shown in the back instruction. The mounting screw for ratchet to J-Bar should be to the inside of the chair as shown.

Customer Notification:

AL,AR,CO,NE,WA,IL,ID,IA,KY,MD,MI,MS,WI,OH,RI,ND,SC,TX,TN,UT,VA,WV

PLEASE DISTRIBUTE TO ALL RELEVANT PERSONEL

10/12/2010

ASSEMBLY INSTRUCTIONS FOR ITHACA CHAIR BACKS

STEP 1



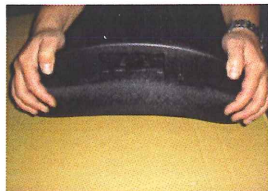
Old Assembly of ratchet box



New Assembly of ratchet box

Basically we are turning ratchet box upside down to match better with New Plastic Inner & New Plastic Back Shell

STEP 2



Line up mushroom head with insert hole. Push back shell forward to cover bottom inner board completely.

STEP 3



Press down to snap in place. Lift edge slightly to feel retention.

Back shell needs to cover plastic inner board completely to snap in place and have proper retention.

STEP 4



Press down center mushroom into insert to snap in place. Lift edge slightly to feel retention.

STEP 5

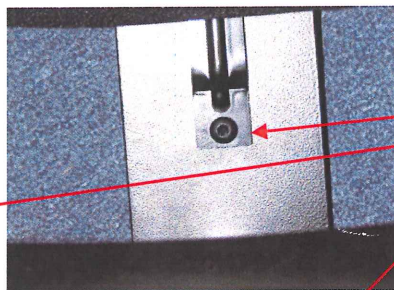
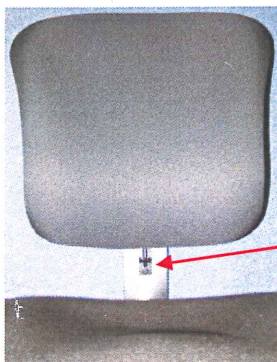


Press down top chair back mushroom into insert to snap in place. Lift edge slightly to feel retention.

STEP 6

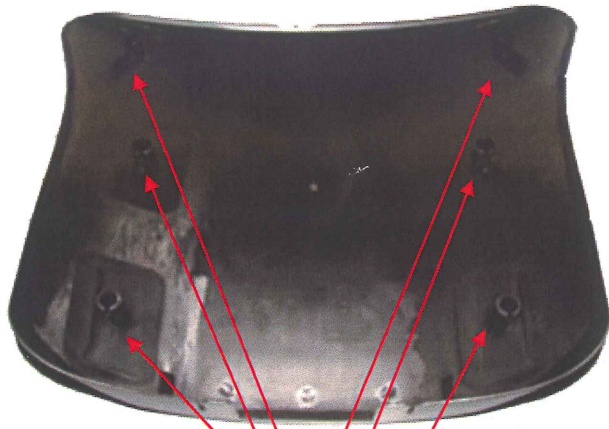


Check shell to be secure on chair back.

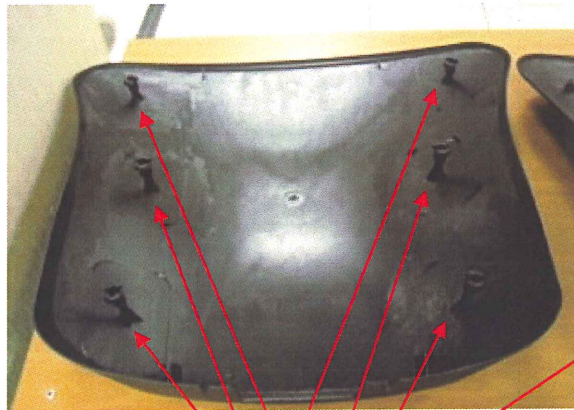


New Assembly would require ratchet tail on inside of Back Upright of chair and fastened with screw from inside

Impress/Ithaca Task Chair- Back Outer Shell Fastener



OLD STYLE OUTER SHELL FASTENER



NEW STYLE OUTER SHELL FASTENER

