

## FreedMan Chair Dismantling and Reassembling Process

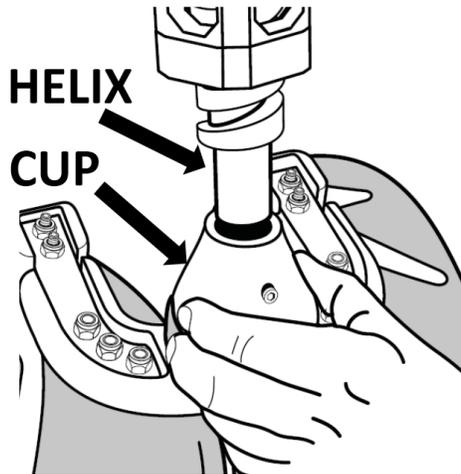
Whilst the majority of people have had no trouble assembling their FreedMan Chair, a few have run into issues during assembly. NB if you get the steps in the wrong order you can run into problems.

Don't worry if this happens - we've been able to sort these issues out by guiding people through a dis-assembly and re-assembly process and the end result has been perfect chairs.

Some people have found the 'cup' has become stuck on the top of the 'helix' meaning the components can't be fully tightened up leading to the chair base and back rest wobbling when the chair is fully assembled.

The usual cause is the cup not being held firmly down when the helix was screwed into the cup.

Over the next few pages we show you how to disassemble the chair and check the parts before restarting the assembly process.



As the chairs are not designed to be taken apart, you need to take it slowly and follow this step by step guide.

We have also updated our instructions and video. Information for both can be found at the end of this guide.

If at any point it seems like your chair is not cooperating then it's best to stop and get in touch (email [info@freedmanchair.com](mailto:info@freedmanchair.com) or [freedmanchair@a365uk.co.uk](mailto:freedmanchair@a365uk.co.uk) )

Good luck and we hope you enjoy your new way of sitting.

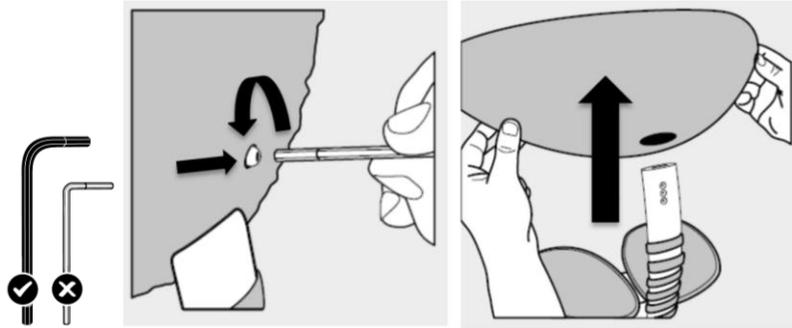
Best regards,

The FreedMan Chair Team

**Disassembly Guide:** Please follow the dismantling instructions as closely as possible as **the chair has to be dismantled in strict order.**

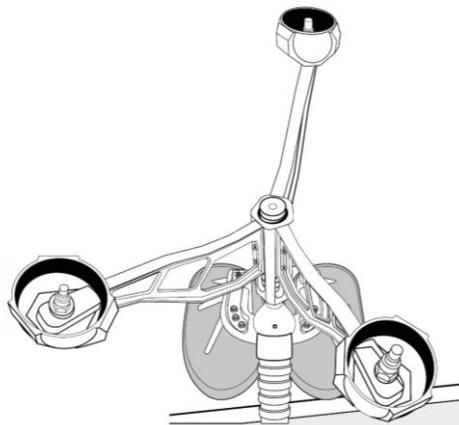
### 1. Backrest Removal

Remove the bolt from the back-rest and then lift off the back-rest.  
(if you did get to the stage of putting the backrest on the chair, please move directly to step 2.)



### 2. Removing two legs

Place the chair with pads down on a table. Remove two legs (as shown below) by unscrewing the two bolts per leg using the larger allen key.



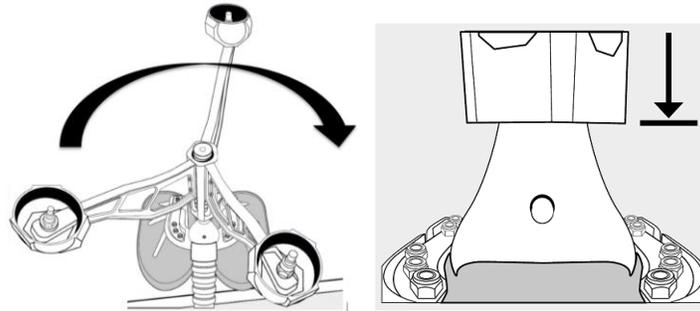
### 3. Bolt Removal

Completely remove the bolt from the 'cup' using the smaller allen key.



#### 4. Pushing Cup off Helix

Rotate the legs down (clockwise) until an increased resistance is felt. The bronze nut should now be resting on the cup. Hold the seat pads firmly to the table and rotate the legs clockwise a further 45 degrees.



(the rotation should push the cup a small amount down and away from the helix allowing the helix to be unscrewed in the next step.)

#### 5. Removing the chair base

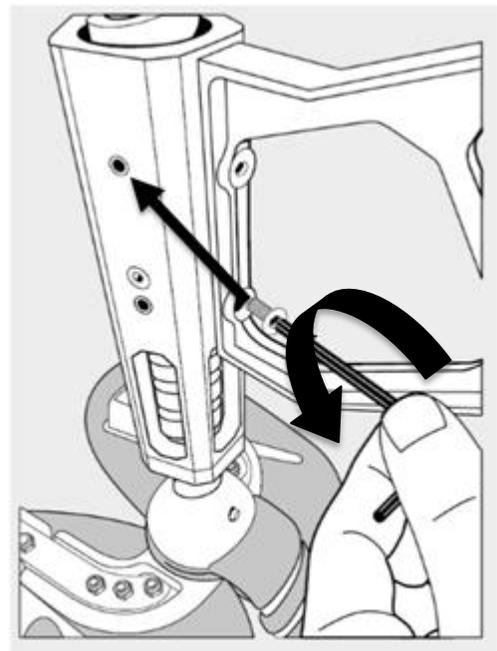
**Holding the cup down firmly** rotate the legs up (anti-clockwise) until you reach to the top of the helix and feel resistance. **Holding the cup down firmly**, continue to rotate the legs up. The helix should start to unscrew. Continue turning (still holding down on the cup) until the helix is free from the cup.

#### 6. Removing the final legs

Unscrew the bolt indicated first using the larger allen key.

With the bolt removed screw the bolt into the hole shown **by hand**. Keep screwing the bolt in by hand until it touches the helix inside then rotate it back by one rotation.

Remove the last two legs from the chair base by unscrewing the remaining leg bolts in each leg.

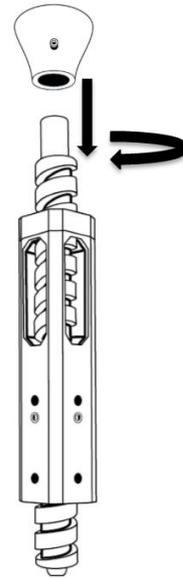


## Checking the Parts

The removal process could have left marks on the helix and cup. To check if they will assemble again as intended, take the cup and place it lightly on top of the helix. The cup should rotate freely on the helix with no gap between the helix and cup.

If the cup rotates freely, proceed to reassemble the chair following the updated instructions available at <http://freedmanchair.com/help/>

If not, then the helix and cup have become damaged and will need some reworking.



## Helix/Cup Reworking Instructions

1. You'll need some sandpaper which is between 300 and 600 grade roughness, some lightly abrasive metal polish (Brasso etc), a cloth and some light vegetable oil.
2. Lightly sand the sides of the very top ridge of the helix to smooth it down a little. It should only take a few minutes.
3. When you've sanded the helix, place a little metal polish on a cloth and polish the top.
4. Feel the inside of the cup with your index finger (taking care of any sharp edges). If it doesn't feel smooth on the inside then sand the inside and polish as in step 2 and 3 above.
5. Wipe both the top of the helix and inside of the cup with a cloth.
6. Now wipe a little vegetable oil on the inside of the cup with a cloth.
7. If you now place the cup on the top of the helix it should spin around freely. If not then repeat steps 2. to 6. above, until it does.
8. Reassemble using the assembly instructions available on the above link.

Again, a reminder that if you have any problems following the procedure above please drop us a line at [info@freedmanchair.com](mailto:info@freedmanchair.com)

To view the instructions and video please visit  
[www.freedmanchair.com/help](http://www.freedmanchair.com/help)