

**Universal Folding Tablet Arm
Accessory
on a Nota Standard Chair**

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Visit the Nota Chairs web page at wengercorp.com for more information.

Note: Please read and understand these instructions before proceeding.
Note: If you need additional information, contact Wenger Corporation using the information below.

Important User Information

General

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The information in this document is not intended to cover all possible conditions and situations that might occur. The end user must exercise caution and common sense when assembling or installing Wenger Corporation products. If any questions or problems arise, call the Wenger Corporation at (800) 4WENGER (493-6437) or +1-507-455-4100 worldwide.

Manufacturer

The Universal Folding Tablet Arm Accessory is manufactured by:

Wenger Corporation
555 Park Drive
Owatonna, MN 55060
(800) 4WENGER (493-6437) • +1 (507) 455-4100
wengercorp.com

Intended Use

- This product is intended for indoor use in normal ambient temperature and humidity conditions – it must not be exposed to outside weather conditions.
- This product is intended to be assembled and used only as described in these instructions.

Warranty

Warranty information is available at wengercorp.com.

Safety Precautions

Throughout this document you may find cautions and warnings which are defined as follows:

- **WARNING:** Failure to follow the instruction could result in serious injury or damage to property.
- **CAUTION:** Failure to follow the instruction could result in minor injury or damage to property.

Read all of these safety instructions before using the equipment.

CAUTION

Make sure anyone assembling, installing or using this product has read and understands these instructions.

CAUTION

Failure to comply with Warnings and Cautions in this document or on the equipment can result in damage to property or injury.

Required Tools

The following tools must be supplied for assembly and installation.

- Socket wrench or electric drill with 1/2" socket
- 7/32" Allen wrench
- 3/32" Allen wrench (if left hand set up is desired)
- Plastic or wood mallet
- 1/8 " Allen wrench or electric drill with 1/8" hex drive bit
- Petroleum jelly or a dry film spray lubricant
Rem DriLube™ teflon spray is recommended

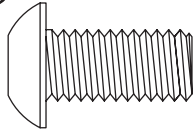
Recommended Tools

The following tool is recommended for assembly and installation.

- Torque wrench capable of a 25 ft-lb (300 in-lb) setting

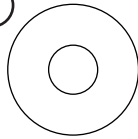
Supplied Hardware

1



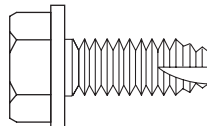
**3/8-16 x 3/4"
Button Head Screw**

2



**1-1/4" OD
Fender Washer**

4



**5/16 x 3/4"
Self-tapping
Hex Head Screw**

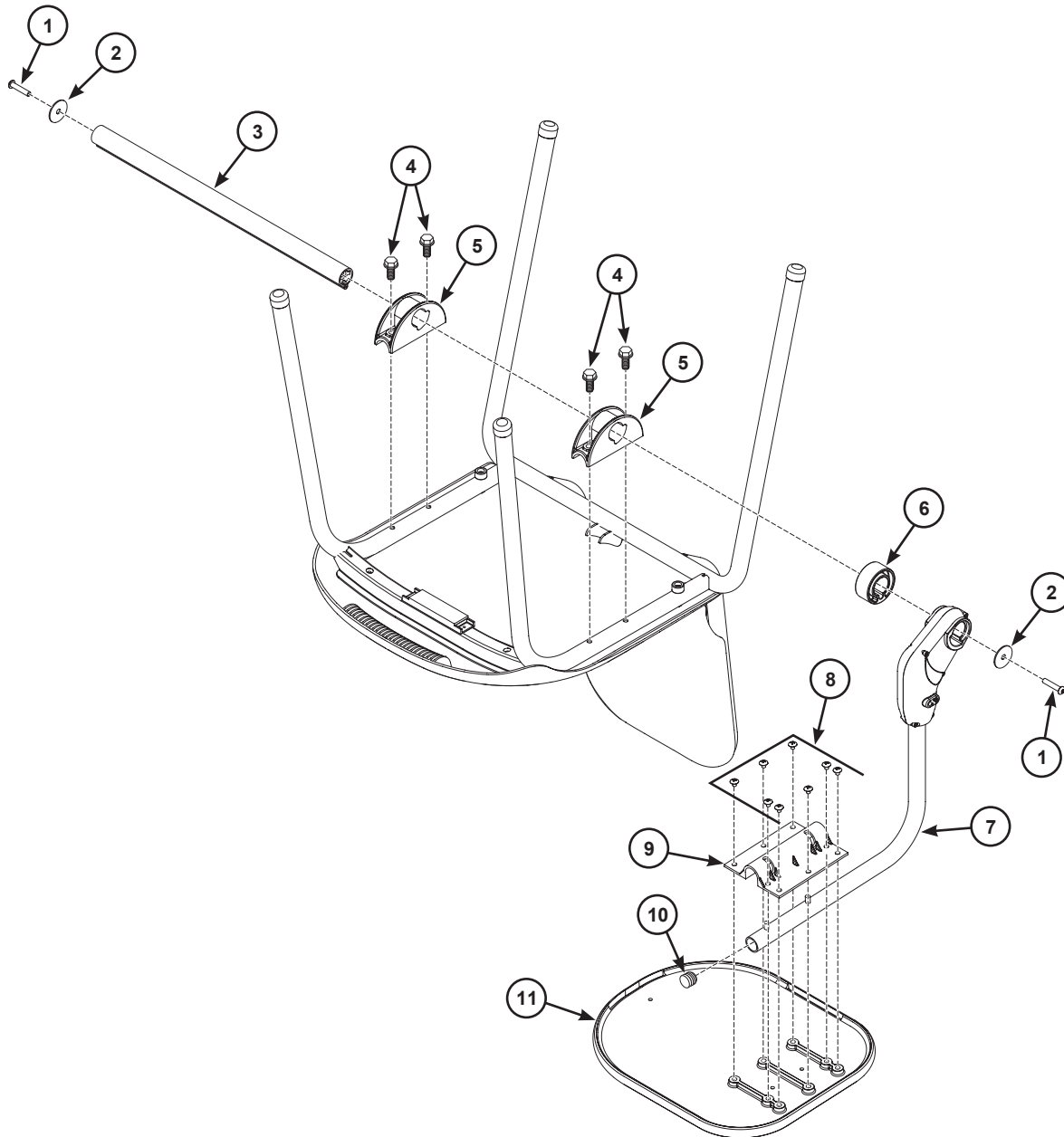
8



**#10-24 x 1/2"
Button Head
Machine Screw**

Parts List

Item	Qty	Description	Item	Qty	Description
1	2	3/8-16-3/4" Button Head Screw	7	1	Tablet Arm Arm Assembly
2	2	1-1/4" OD Fender Washer	8	8	#10-24 x 1/2" Button Head Screw
3	1	Tablet Arm Spindle Assembly	9	1	Desk Mounting Plate
4	4	5/16 x 3/4" Self-tapping Hex Head Screw	10	1	Plug
5	2	Tablet Arm Spindle Bracket	11	1	Tablet Arm Desk
6	1	Tablet Arm Spindle Spacer			



Determine Left or Right Hand Set up

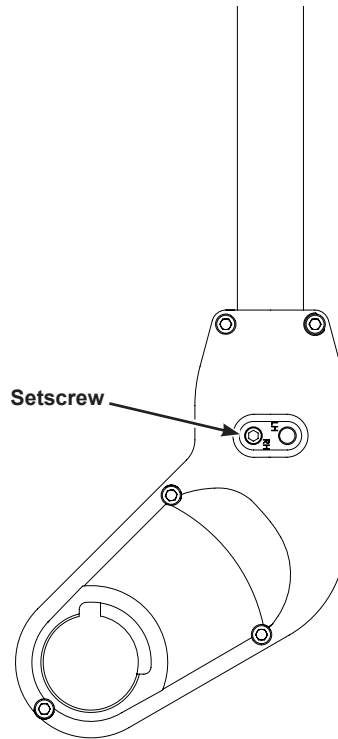


*These instructions are valid for both right hand (RH) and left hand (LH) set up.
The universal folding tablet arm assembly is factory-set for right hand set up.*

If left hand set up is desired:

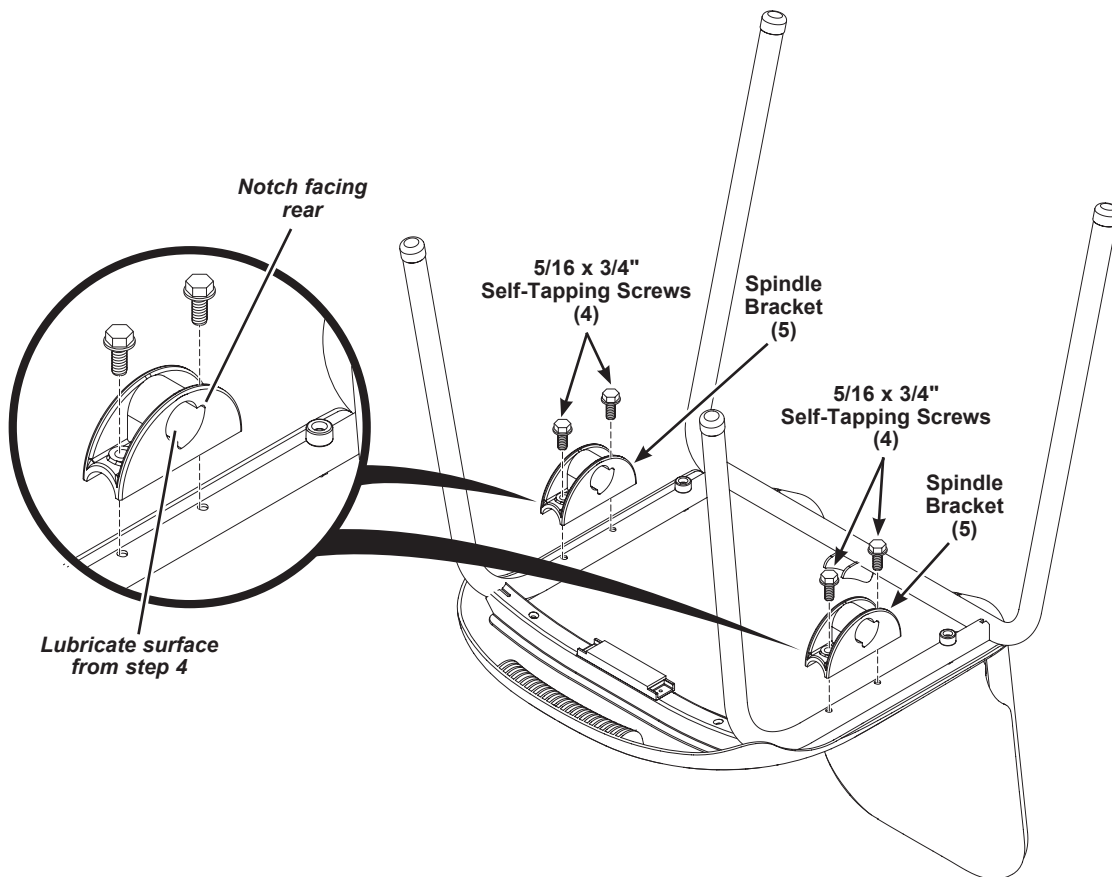
1. Remove the setscrew from the hole marked RH on the side of the molded lever using a 3/32" allen wrench.
2. Thread the setscrew into the hole marked LH until it is flush with or slightly recessed, in the hole.
3. Assemble and mount the tablet arm as described in the following steps.

But for left hand set up, all of the images would be reversed and on the opposite side of the chair.



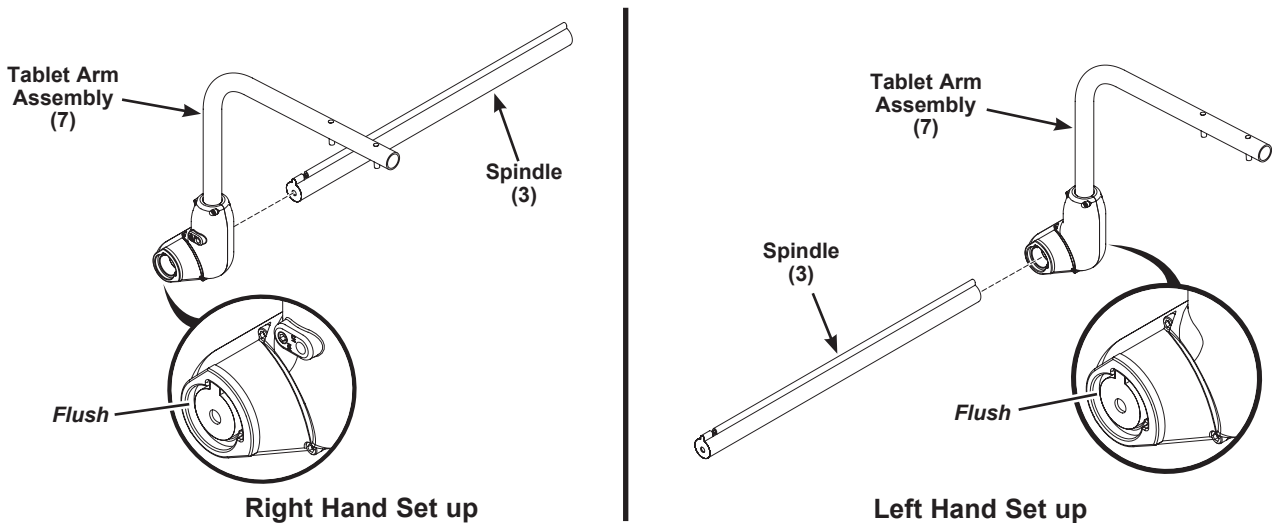
Assembly

1. Place the chair upside down on a table or bench.
Protect the chair by placing a pad or blanket on the work surface.
2. Pre-cut the spindle bracket mounting holes by threading, and then removing, the 5/16 x 3/4" self-tapping screws (4) into the pre-punched mounting holes on the bottom of the chair frame front legs.
3. Attach the spindle brackets (5) with the notches facing the rear of the chair.
Use the four 5/16 x 3/4" self-tapping screws (4).
Do not fully tighten the screws at this time.
You should be able to move the spindle brackets back and forth slightly around the leg tubes.
4. Spread a thin layer of petroleum jelly, light oil, or dry-film synthetic lubricant such as Rem DriLube™ Teflon spray on the surface of the 1" diameter hole at the center of both spindle brackets to provide smooth operation during the initial tablet arm wear-in period.
5. Place the chair right side up on the floor.



Assembly (continued)

6. Press the plastic lever of the tablet arm assembly (7) onto the spindle (3) until the end of the spindle is flush with the recessed surface of the plastic lever.
A plastic or wood mallet may be used to tap the tablet arm assembly into place.
Reference the appropriate illustration depending on whether left or right hand set up is required.



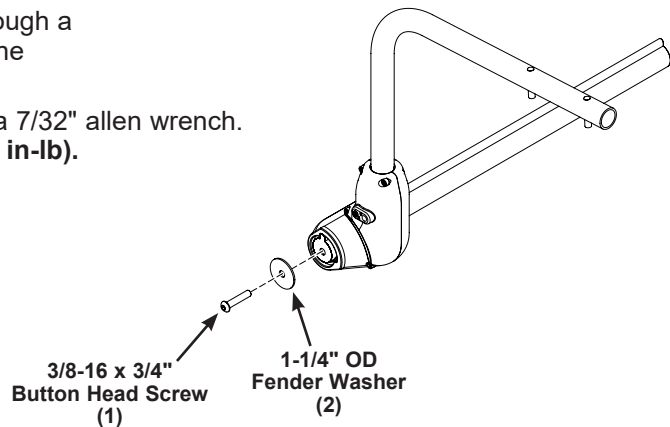
A light oil-based or synthetic lubricant such as Rem DryLube™ may be used to help press the plastic lever over the end of the spindle assembly, if necessary.



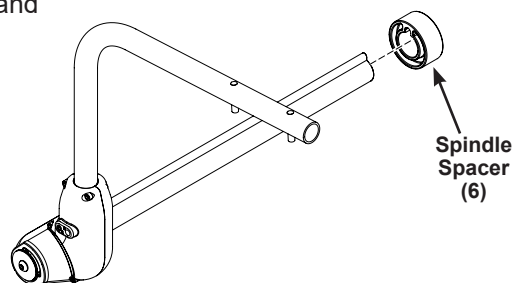
The remaining instructions are written for right hand set up.

For left hand set up, all of the images would be reversed and on the opposite side of the chair.

7. Insert a 3/8-16 x 3/4" button head screw (1) through a 1-1/4" OD fender washer (2) and thread it into the threaded hole inside of the spindle.
Tighten the button head screw completely with a 7/32" allen wrench.
Do not exceed a torque value of 25 ft-lb (300 in-lb).



8. Slide the spindle spacer (6) onto the spindle and push the spindle spacer on as far as it goes.



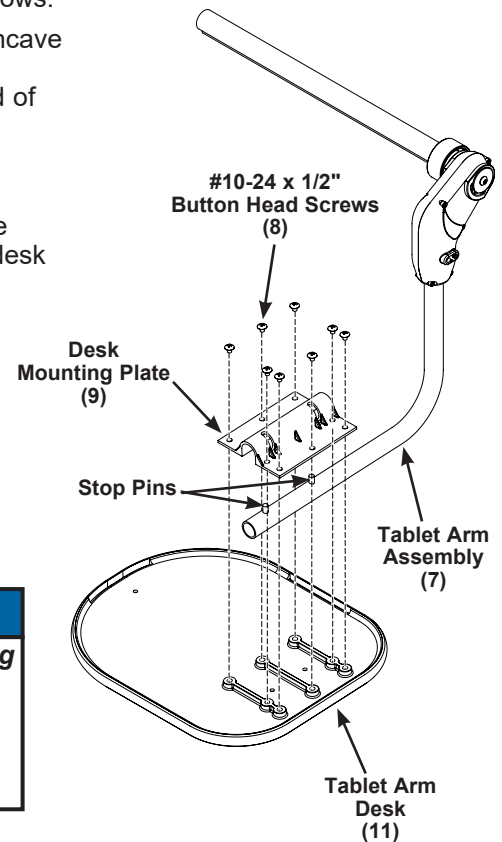
Assembly (continued)

9. Mount the tablet arm desk (10) to the tablet arm assembly (7) as follows:
 - a. Apply a thin coat of petroleum jelly or spray lubricant on the concave surface of the desk mounting plate (9) between the two slots. This will provide smooth rotation during the initial wear-in period of the tablet arm desk.
 - b. Slide the desk mounting plate (9) over the end of the tablet arm assembly so that the slots engage the stop pins. Be sure that the slots in the mounting plate are orientated to the outside of the chair (towards the straight end of the tablet arm desk and away from the curved end). From the user's viewpoint, this allows the tablet arm desk to rotate clockwise for right hand set up and counterclockwise for left hand set up.
 - c. Thread the eight black #10-24 x 1/2" button head screws (8) through the desk mounting plate and into the threaded inserts on the bottom of the tablet arm desk. Tighten the screws with a 1/8" allen wrench or with a powered 1/8" hex drive screwdriver on a low setting until they are fully seated.

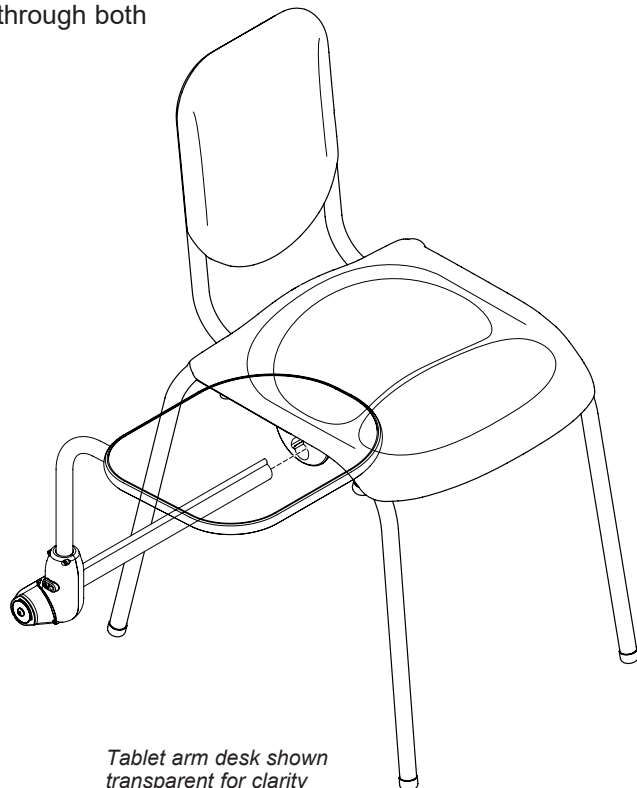
NOTICE

The brass threaded inserts in the tablet arm desk have self-locking threads. The screws may turn harder than normal because of the locking threads.

Extra pressure on the tightening tool may be required to keep the allen wrench or powered hex driver in place.



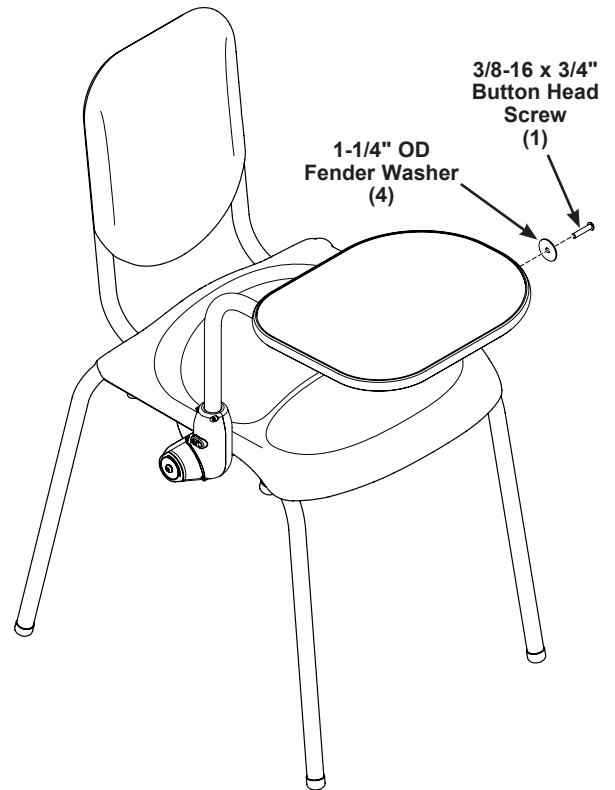
10. Slide the spindle with the tablet arm assembly through both spindle brackets.



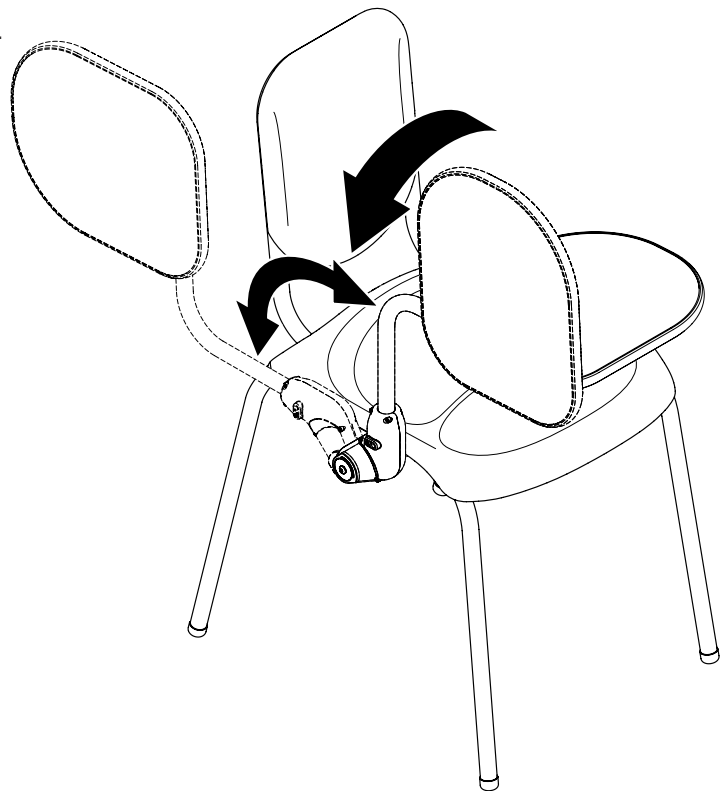
Tablet arm desk shown transparent for clarity

Assembly (continued)

11. Tighten the four self-tapping screws installed in step 3.
Do not exceed a torque value of 14 ft-lb (170 in-lb).
12. Slide the remaining 3/8-16 x 3/4" button head screw (1) through the remaining 1-1/4" OD fender washer (4) and thread it into the threaded hole inside of the spindle. Tighten the button head screw completely with a 7/32" allen wrench.
Do not exceed a torque value of 25 ft-lb (300 in-lb).



13. Check the operation of the tablet arm assembly.
 - a. Rotate the tablet arm desk until the work surface is perpendicular to the floor.
 - b. The tablet arm assembly should be able to rotate 90° upward and 90° toward the back of the chair.

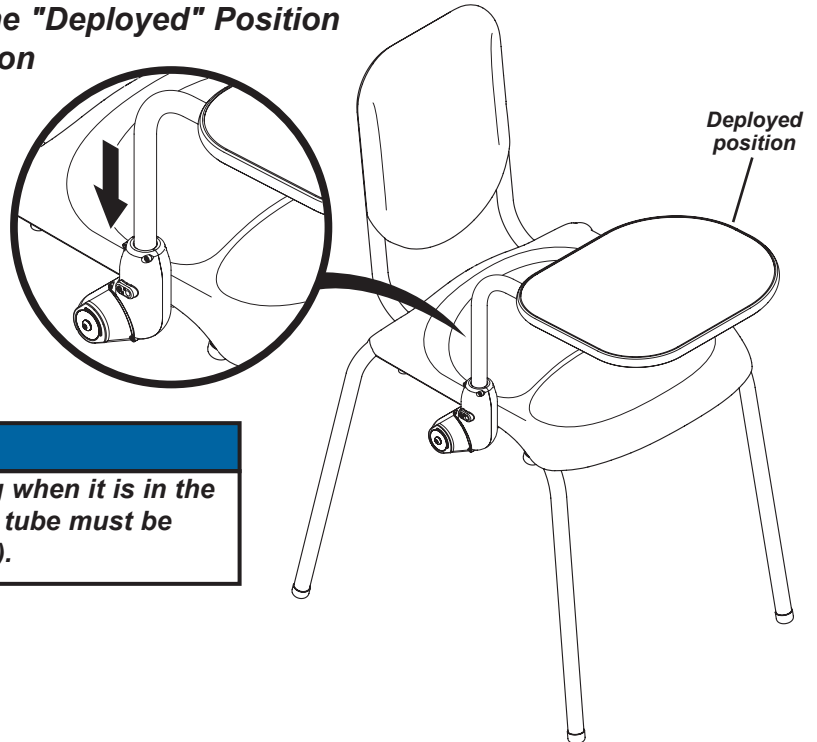


Operation

CAUTION

Never exceed 65 lb (29 kg) of weight on the tablet arm desk. Loads that exceed this limit could cause damage or injury.

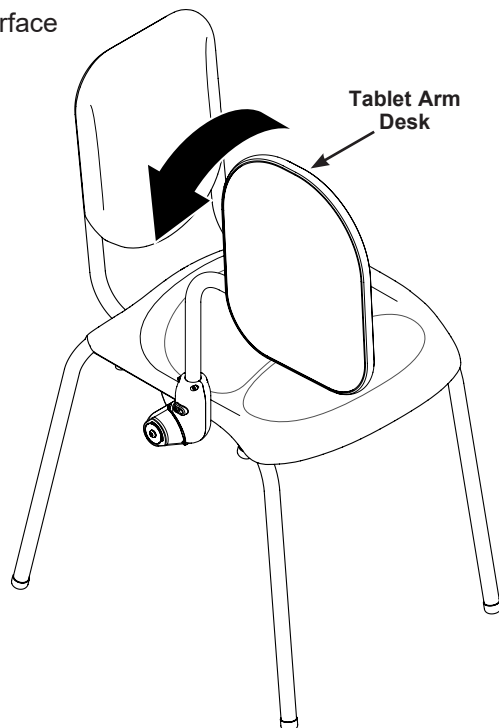
Move Tablet Arm Assembly from the "Deployed" Position to the "Intermediate Parked" Position



NOTICE

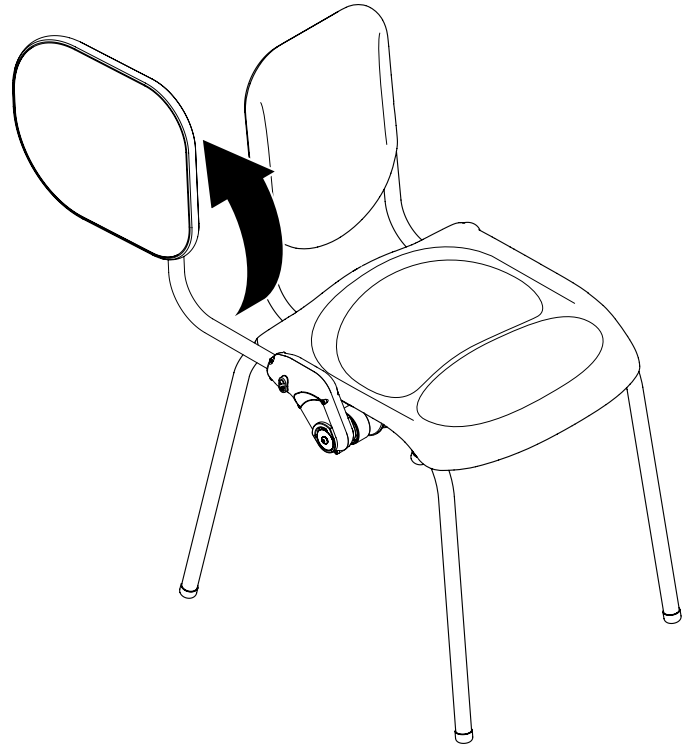
To keep the tablet arm desk from rotating when it is in the deployed position as shown, the support tube must be pushed downward (into the molded lever).

1. Rotate the tablet arm desk until the work surface is perpendicular to the floor.

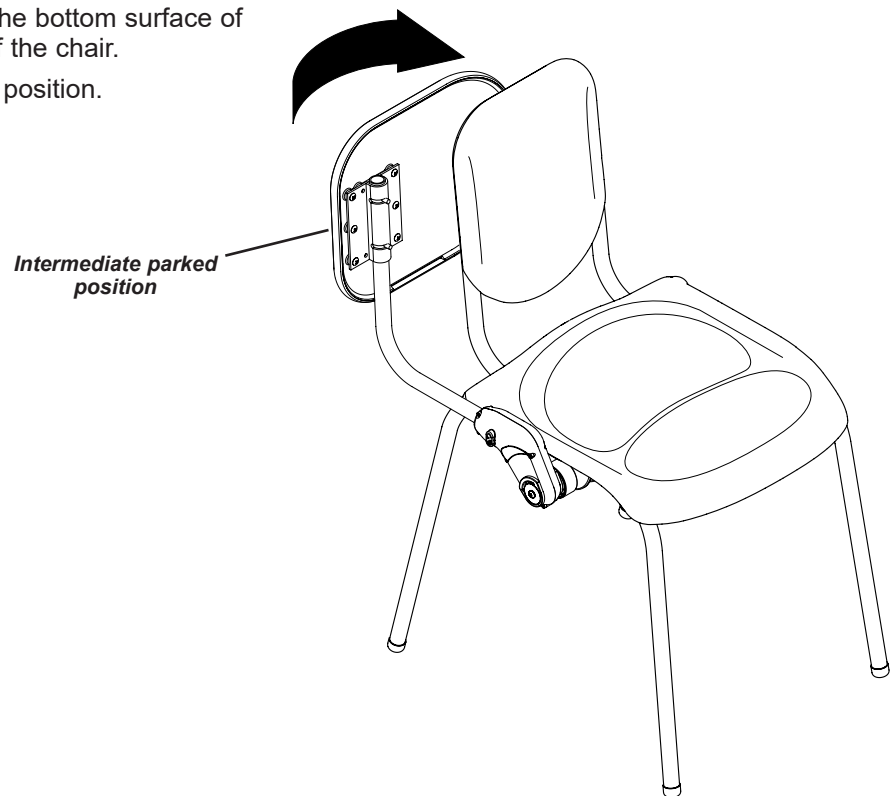


Operation (continued)

2. Rotate the entire tablet arm assembly toward the back of the chair until it stops.



3. Rotate the tablet arm desk until the bottom surface of the desk is parallel to the back of the chair.
This is the "intermediate parked" position.

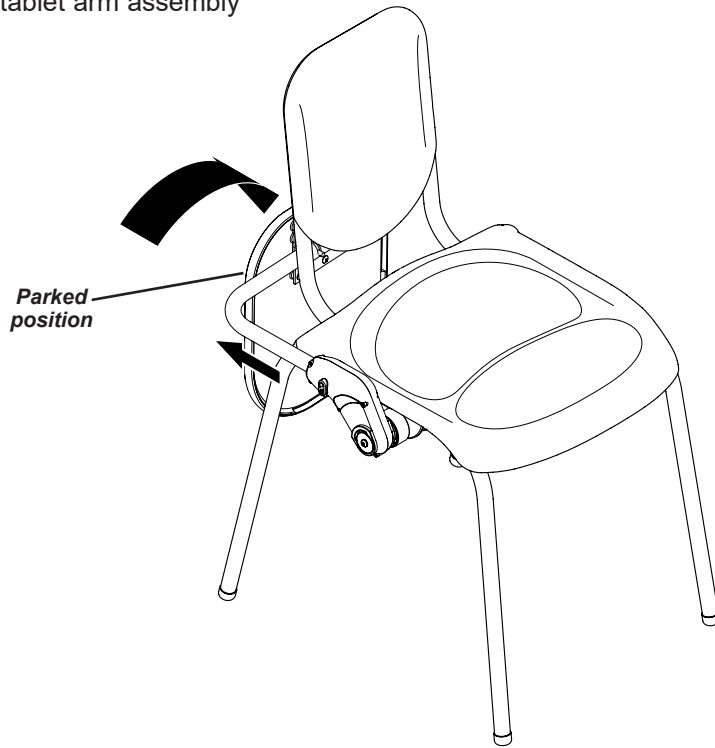


Operation (continued)

Move Tablet Arm Assembly from "Intermediate Parked" Position to "Parked" Position

1. Pull out the support tube and allow the tablet arm assembly to rotate towards the ground.

This is the "parked" position.



Alternatively:

The support tube may be pulled upward when in the "deployed" position.

This allows the tablet arm assembly to be moved to the "parked" position in one motion by skipping the "intermediate" position.

To get the tablet arm assembly back to the "deployed" position, reverse the previous steps.

Routine Maintenance

1. Replace damaged parts promptly.
2. Lubrication of Tablet Arm components is not necessary under normal circumstances. In dusty or abnormal environments, moving parts may be lubricated using any light duty oil-based or synthetic lubricant.

CAUTION

Strong chlorine (bleach) solutions or cleaners with high concentrations of isopropyl alcohol should not be used to clean or disinfect the polymer plastic components of the tablet arm assembly.

High concentrations of these chemicals may cause discoloration and other damage.

NOTICE

Dry film lubricants are less likely to trap dust or other contaminants.