

# Echo Systems

## Fabric Replacement Instructions



# Step 1

## Prepare the Panel

### Step 1A

If necessary, uninstall the panel from any existing furniture.

### Step 1B

Remove all hardware from the panel, including, but not limited to:

- Top Caps
- Top Cap Clips
- Siderails
- Glides
- Glide Housings
- Baseplate
- Power/Non-Power Strips
- GLAO/FLAO (if applicable)

*The panel should appear something like this:*



### Step 1C

Lay the panel down on a safe, non-damaging surface, (i.e. carpet or cardboard) with the side to be replaced facing up.

# Step 2

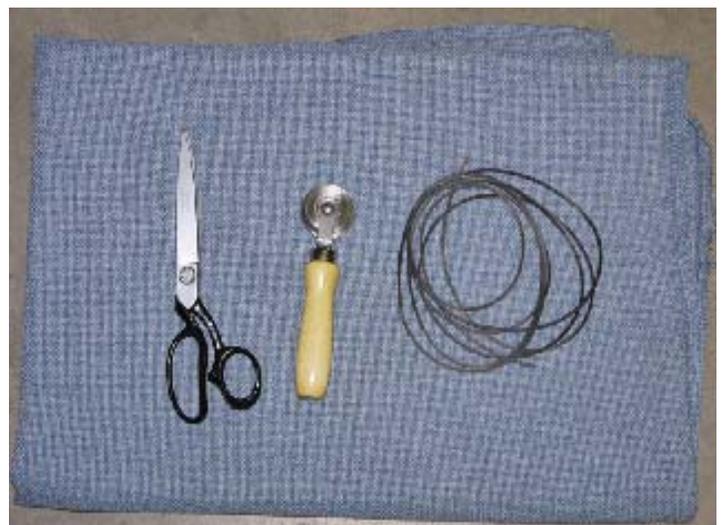
## Locate your Fabric Replacement Kit

The Fabric Replacement Kit includes:

- Replacement Fabric*
- Scissors*
- Roller*
- Spline*

Other required tools include:

- Flathead Screwdriver*
- Plastic Mallet*



## Step 3

Strip the fabric off the appropriate side of the panel



### Step 3A

On one corner of the panel, insert a flat head screwdriver into the fabric rail (the small gap that the fabric is tucked into), and lightly pry out the spline.

*Note: The rail may need to be slightly pried apart with the screwdriver in order to get to the spline.*



### Step 3B

Once the spline has been worked out of one side, remove the spline from all four sides of the panel.

*Note: There may be two sets of spline. If the fabric doesn't start to come out of the rail at this point, repeat step 2A to remove the second set of spline.*



### Step 3C

Remove the fabric from the panel.



*The stripped panel should look something like this:*

## Step 4

### Prepare the Fabric Rails

#### Step 4A

Use a plastic mallet to lightly tap down any fabric rails that may have been excessively widened when removing the spline.



#### Step 4B

Once the rails have been tapped down, insert the roller into the fabric rail. Work the roller around the entire panel, to ensure the appropriate gapping has been achieved.



## Step 5

### Prepare the Fabric Rails



Lay out the new fabric with the correct side up and proper direction (compare with existing panels if unsure). Smooth out any wrinkles that may exist.



## Step 6

### Place the Spline



#### Step 6A

Place the middle of the spline along the rail on one end of the panel as shown.

### Step 6B

Pulling lightly, tie the two ends of the spline together approximately one foot away from the opposite end of the panel.



### Step 6C

Stretch the spline around the two remaining corners until the spline is resting in the fabric rail.

*Note: If the spline is too tight or too loose, untie the knot (step 5B) and adjust the knots location as necessary.*



### Step 6D

Run a finger between the spline and the fabric rail around the panel to equalize the tension between the spline and fabric, ensuring the spline is resting properly in the channel of the fabric rail.



## Step 7

### Insert the Spline



#### Step 7A

Use the roller to seat the spline into the rail. This should stretch the fabric into place.

#### Step 7B

Cut off any excess spline that may exist at the spline knot.

## Step 8

### Trim the Fabric



Use the scissors along the rail to trim any excess fabric off of the panel.

## Step 9

### Tap the Rails

Once again, use the plastic mallet to lightly tap down the fabric rails along all four sides of the panel, and corners as well. This will help ensure that the spline will not work its way loose, as well as ensure the fabric is stretched uniformly over the length of the panel.



## Step 10

### Finished

The panel is now recovered and is ready to be reassembled.

*Refer to step 1 for a list of parts that should be re-installed onto the panel.*

