CARE & MAINTENANCE

Classroom ™ Furniture

May 2016



General Cleaning

Proper care and careful use are the best methods of maintaining the appearance and finish of any product. For normal cleaning of poly shells, work surfaces, upholstery, and powder-coated metal or chrome frames, use a soft cloth with mild soap and lukewarm water. Rinse thoroughly and dry with a soft cloth. Do not use solvents, citrus- or orange-based cleaners, heavy-duty kitchen cleaners (like Fantastic or 409), or any cleaners with bleach, including Clorox Wipes. For tough stains, spots or dirt accumulation, refer to the following recommendations:

Textured Poly Shells

Sunnyside Plastic Cleaner is ideal for light cleaning and to restore luster to smooth surfaces. Its anti-static properties help repel dust and dirt. High-quality wax, such as Johnson's "Glo Coat" or "Simonize", restores luster and protects the finish. Always follow the manufacturer's directions.

Powder Coated Metal or Chrome Frames

It is recommended that frames be kept dry and away from water, rain, ice, snow and salt. If additional cleaning is needed, use chrome polish on chrome frames. Once clean and dry, use a high-quality wax such as Johnson's "Glo Coat" or "Simonize" to restore luster and protect the finish. Always follow the manufacturer's directions.

Worksurfaces - Laminate or Hard Plastic

To clean, use a soft cloth with mild soap and lukewarm water. Do not soak the surface. Always rinse thoroughly and dry the surface with a dry cloth. Never use harsh, abrasive cleaners; scrub pads; etc. to clean the surface.

CAUTION: Do not use a coarse cloth when applying cleaning agents to smooth surfaces.

Upholstery Fabric

Vacuum upholstery frequently and thoroughly. Use a foam-type cleaner such as Johnson Wax "Glory" or Earl Grissmer Co. "Blue Lustre" for general cleaning. For more stubborn spots and stains, use Texis Chemical Co.'s "K2r". Always follow the manufacturer's directions for spot testing and application.

CAUTION: Do not use dry cleaning agents on upholstery.

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Operating and Care Instructions

Altus® Conference Chair

Save for future reference

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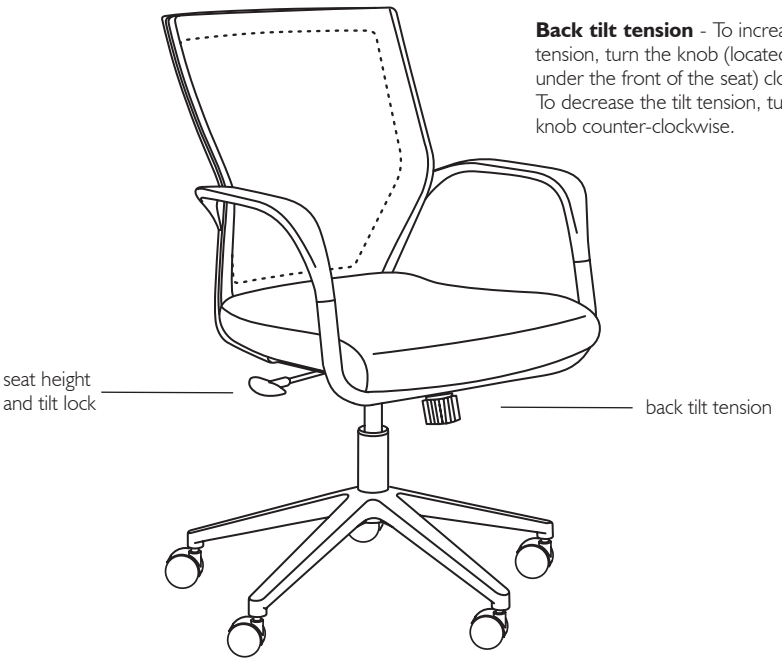
Deriving maximum benefit from your Altus conference chair

To benefit from the Altus conference chair's ergonomic features, individual adjustments need to be made.

Seat height - To lower height while seated, lift the lever at the right of the seat. To raise the height, remove your weight from the seat while lifting the lever.

Tilt lock - To lock the back in place, push the lever in. To tilt the back, pull the lever out.

Back tilt tension - To increase the tilt tension, turn the knob (located directly under the front of the seat) clockwise. To decrease the tilt tension, turn the knob counter-clockwise.



Care of your Altus conference chair

Care of your Altus conference chair is easy.

It requires no more care than any other fine seating. Exclusive functional mechanisms and component integrity are thoroughly tested. A ten-year warranty covers structural integrity, while a one-year warranty covers upholstery.

Periodic light cleaning is all that is necessary. Be certain to vacuum upholstery frequently and thoroughly.

Use mild soap or detergent with luke-warm water and a soft, non-scratching cloth to clean plastic surfaces, upholstery, and powder-coated metal.

Stains and spots may require a more thorough cleaning. For this we recommend:

Fabric Upholstery - Use a foam-type cleaner such as Johnson Wax "Glory" or Earl Grissmer Co. "Blue Lustre" for general cleaning.

For more stubborn spots and stains, use Texie Chemical Co.'s "K2r". Always follow the manufacturer's directions.

Plastic parts and powder-coated finishes - Chewing gum and similar stubborn spots may be removed with cigarette lighter fluid. Wipe dry immediately. Sunnyside Plastic Cleaner is ideal for light cleaning. Buffing with this product restores luster to smooth surfaces. Its anti-static properties help repel dust and dirt. High quality wax, such as Johnson's "Glo-Coat" or "Simonize", restores luster and protects the finish. Follow container directions and apply with a soft cloth and buff thoroughly.

Caution: Do not use dry cleaning agents on upholstery, or a coarse cloth when applying cleaning agents to smooth surfaces.

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Operating and Care Instructions

Altus® Task Chair

(Fabric or Mesh Back)

Save for future reference

Furnishing Knowledge®

Deriving maximum benefits from your Altus task chair

To benefit from the Altus task chair's range of ergonomic features, individual adjustments need to be made.

Seat Height – Proper cardiovascular circulation requires the seat be at the correct height. To achieve the correct height, your feet should be flat on the floor. To lower height while seated, lift the lever at the right front of the seat. To raise the height, remove your weight from the seat while lifting the lever.

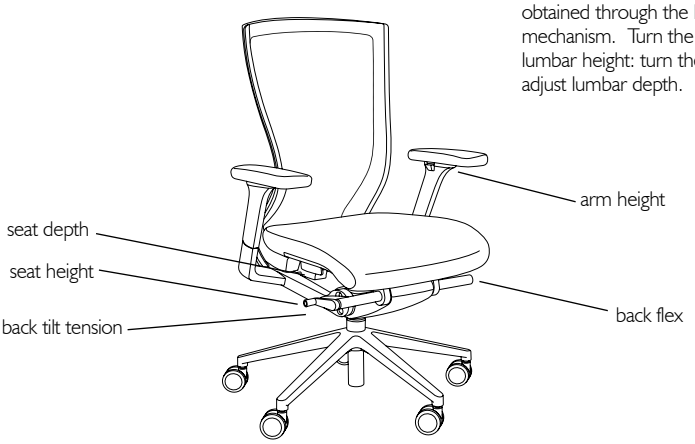
Back Flex – To limit the back flex range, lean back to the desired flex angle and lift the lever to the left of the seat. To restore maximum back flex, push the lever down.

Back Tilt Tension – To adjust the back tilt tension, use the handle at the right of the seat. To increase tilt tension, turn the handle clockwise. To decrease tilt tension, turn the handle counter-clockwise.

Seat Depth – To adjust the Altus chair for your leg length, pull outward on the handle near the right of the seat. With the handle pulled, slide the seat forward or back to the depth comfortable for you. The most comfortable seat depth is usually one that allows you to sit well into the seat with your back resting against the chair back and with a slight space between the underside of your knees and the front of the seat. It may be easier for you to adjust seat depth while standing next to the chair rather than while seated.

Arm Height – On adjustable T arms, activate the button on the side of each arm and raise or lower to desired height. Chair arms can also be adjusted for angle/pivot and depth by simply moving them to the desired position.

Lumbar Support (optional on Altus Mesh chair) – Additional lumbar support obtained through the lumbar support mechanism. Turn the left knob to adjust lumbar height: turn the right knob to adjust lumbar depth.



Care of your Altus Task Chair

Care of your Altus task chair is easy. It requires no more care than any other fine seating. Exclusive functional mechanisms and component integrity are thoroughly tested. A ten-year warranty covers structural integrity, while a one-year warranty covers upholstery.

Periodic light cleaning is all that is necessary. Use mild soap or detergent with lukewarm water and a soft, non-scratching cloth to clean plastic surfaces, upholstery, and powder-coated metal.

Stains and spots may require a more thorough cleaning. For this we recommend:

Fabric Upholstery - Use a foam-type cleaner such as Johnson Wax "Glory" or Earl Grissmer Co. "Blue Lustre" for general cleaning. For more stubborn spots and stains, use Texie Chemical Co.'s "K2r". Always follow the manufacturer's directions.

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Caution: Do not use dry cleaning agents on upholstery, or a coarse cloth when applying cleaning agents to smooth surfaces.

Arms - If your chair has arms, the fasteners attaching the arms to the underside of the seat should be periodically tightened.

Slip Cover Replacement - Back (fabric only) and seat slip covers are field replaceable. Visit http://www.ki.com/uploadedFiles/Altus_Chair_Fabric_and_Mesh_Back_Task_Chairs_Seat_and_Slip_Cover_Replacement_Repair_and_Replace_Instructions.pdf for complete instructions.