Repair & Replacement Instructions

Altus Fabric & Mesh Back Task Chairs

Seat & Back Slip Cover Replacement

August 2010



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6

Seat Slip Cover Replacement

1. With the chair in the upright position, locate the rear corners of the seat slip cover at the underside back of the seat framework. Pull down and back on the seat corners, releasing the velcro securing the corners to the seat framework, then lift the back of the slip cover up from the seat (Figure 1).

2. Next, release the front of the seat slip cover from the chair underside by pulling away the velcro that secures it along the entire front of the chair (Figure 2).

3. Remove the seat slip cover and cushion assembly from the framework and set aside (Figure 3).

   Note: If the Altus Fabric Chair "back slip cover" is to be replaced as well, it is easier to perform if the seat cover is removed first. Consider following step 1 on page 2 before continuing below with step 4.

4. Take the replacement seat slip cover cushion assembly in hand, and locate the long strip of velcro attached to the front underside, at the inside of the cover against the cushion (Figure 4).

5. Open the velcro away from the cushion and slip the front of the cushion onto the front of the Altus seat framework allowing the velcro of the new seat slip cover to be oriented near the velcro along the front edge of the seat framework (Figure 5).

6. Starting at one front corner of the chair, begin securing the velcro of the seat cover to the velcro under the front of the chair, moving from one side of the front to the other, taking care to attach it straight.

7. Gently pull the rear fabric triangles of the seat slip cove over the back to the underside of the seat framework and attach to the velcro (Figure 6).

8. Check the seat slip cover for correct alignment and/or wrinkles. Remove and reposition the velcro as needed to achieve a nice fit.

1330 Bellevue Street • P.O. box 8100 • Green Bay, WI 54308-8100 • Tel 1-800-424-2432 • www.ki.com

© 2010 KI All Rights Reserved • Litho in USA • Code KI-62215/HT/PDF/0810

Furnishing Knowledge®

Back Slip Cover Replacement

Note: It is easier to replace the back slip cover if the seat slip cover has been temporarily removed. See instructions on page 1.

1. Begin removal of the old back slip cover at the lower rear of the chair back as illustrated. Grasp and gently pull the fabric out of the lower groove first. Continue pulling fabric from the groove, working around the chair back until the entire back slip cover can be removed. Set the back slip cover aside (Figures 1, 2 & & 3).

2. Begin installing the new back slip cover at one top corner. Align the corner of the fabric with the upper corner of the back structure and press the fabric edge into the groove in the back, taking care to not press the foam into the groove (Figure 4).

3. Continue working along the top, pressing fabric into the groove. Use a rubber mallet to tap the fabric edge into the groove along the top of the chair back. When fabric is all tapped into the top groove in the seat back, check that the fabric corners align with the chair back corners. Stretch and adjust if necessary (Figure 4).

4. Next, work down one side of the chair back, pressing and tapping fabric into the groove. It is recommended to use a thumb to guide the fabric and to use fingers to help keep the foam out of the groove. At the bottom, assure that the fabric corner meets the chair back corner and adjust as necessary. Repeat the process at the other side of the chair (Figure 5).

5. Carefully tip the Altus Chair forward onto a clean floor surface to expose the lower rear of the chair back. As with the top and sides, tuck and tap the fabric into the bottom chair back groove. At the center bottom of the chair back, the handle of the mallet may be used to press the fabric into the groove of the chair (Figure 6).

6. Carefully turn the chair to the upright position. If needed, remove, replace and adjust fabric in the groove to achieve a nice fit.



Figure 1



Figure 2



Figure 3

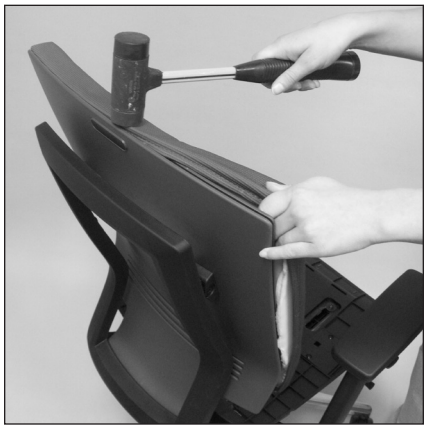


Figure 4



Figure 5



Figure 6