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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 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.

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.

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.