

General Usage Instructions

1. Chairs shall be used with four feet (five or six feet for office chairs) safely resting on the floor
2. Never mount with your feet on the chairs, on the tables or on the furniture tops. Do not cling to shelves.
3. Do not jump or sit on the overhanging parts, the backrests and the hand rests.
4. Do not drag the product, lifting it instead so as to avoiding damage to the parts resting on the floor.
5. In case of tables with heavy legs (i.e. cast iron or other metal legs) lift the table holding the leg, not the tabletop.
6. Do not overload the shelves or the drawers with excessive weights (especially on the edge of the tables, when fully extended or tables with central legs) to avoid the danger of overturning.
7. Avoid even short exposure of the of the wood parts to water or other liquids
8. The furniture shall never be close to sources of heat exceeding 45° C.
9. Do not leave the products exposed to weather conditions, except if the furniture especially made for outdoor use.
10. Do not expose the products to direct sun rays, even the dark colored outdoor furniture color can fade in time.
11. Avoid any maintenance operation on the components (in particular on the gas lifts for seat height adjustments) if such action is not performed by an expert damages can happen. In any case contact your supplier or manufacturer.
12. For extending tables keep to the sketch/drawing to obtain the extended configuration.
13. Assembly of the wall hanging items shall be done by expert, after having ascertained the soundness of the wall.
14. Periodically check whether the possible mechanical locking systems (screws, bolts) are suitably secured.
15. If upon removing products from their packaging any special smell arises, this is not dangerous and appears within a couple of hours of exposure to a well aired environment (this applies to leather covers and relevant by products)
16. For cleansing purposes follow the specific instructions set forth is "Maintenance and Cleaning".
17. Once not used anymore the product or components shall not be disposed in the environment, but conveyed to the public waste disposal systems.
18. Packaging parts (e.g. plastic bags, polystyrene) could be dangerous and cause chocking. Keep packaging material away from children!

Special Care and Cleaning Instructions

1. **Stained or Lacquered Natural wood and Natural Veneered surfaces**
 - The furniture must be used indoors, at ambient temperatures, preferably from 15°C to 30°C.

- Humidity conditions: avoid direct contact with water, maintain relative air humidity at the level of 30% - 70%
- The furniture must not be exposed to direct sunlight.
- The furniture must not be placed in the direct neighborhood of heat sources: e.g. heaters, radiators, etc.
- Elements with temperatures of more than 40°C must not be placed directly on worktops, but on additional mats.
- Cleaning and maintenance of surfaces must be performed according to the following instructions:
 - dust must be removed “dry” from natural wood or veneer elements using soft fabrics (e.g. cotton),
 - wooden elements and veneered surfaces, following pre-cleaning, must be maintained using mild maintenance agents for natural veneer furniture, in compliance with the manufacturer’s instructions and recommendations specified on the packaging,
 - never use abrasive products, alcohols or solvents

2. Open grain Natural wood and Natural Veneered surfaces

- **Teak:** Teak outdoor furniture ages faster than indoor furniture, but is still one of the best woods you can get for patio and outdoor furniture. Outdoors, teak attracts mold and mildew, and this can take away from the woods beautiful natural color. To clean the wood, and get the color back, you need to use a cleaner specifically for teak wood. To use the cleaner you will need to apply it and then use a soft brush or cloth to scrub gently for 15 minutes. After doing this you should rinse the wood.
- **Natural cane:** use water and glycerin every 3 months to keep cane drying out.

3. Melamine, Polypropylene and other plastic materials

Recommended methods of cleaning dirt of different intensities:

- Light, fresh dirt:
 - Wipe off using paper towels, soft, clean cloths (wet/dry) or a sponge. Once wiped wet, the surface must be dried using an absorbent paper towel or a microfiber cloth.
 - Avoiding smudges: Smudges often arise as a result of cleaning with cloths or chamois which have already been used several times or when organic cleaning agents are used in combination with cold water. In order to avoid smudges, wipe the surface off with warm water, then dry with generally available paper towels or microfiber cloths.
- Normal dirt i.e. from prolonged use:
 - Clean using warm water, clean fabric or microfiber cloth, a soft sponge. Use generally available household cleaning agents, soft soap or dye-free and abrasive-free soap. Then wash with clean water to avoid smudges. Wipe dry using absorbent clean cloth or paper towels.
 - Note: Cleaning agents which must not be used:
 - Cleaning or scrubbing agents (abrasive powders, sponges with a rough surface, wire brushes)
 - Polishing agents, washing powders, furniture cleaning agents, bleaching substances
 - Cleaning agents containing strong acids and salts with strongly acidic reaction

- Avoid chemicals and solvents, acetone, trichloroethylene, ammonia and detergents that contains even just a small amount of those substances as they can turn bright shiny surfaces into opaque very easily.
- Steam cleaning machines

4. MDF and Laminates

- Thermal conditions:
 - the furniture must be used indoors, at ambient temperatures, preferably from 16°C to 25°C,
 - the furniture must not be exposed to direct sunlight,
 - the furniture must not be placed in the direct neighborhood of heat sources: e.g. heaters, etc.
 - elements with temperatures higher than 40°C must be placed on additional mats on the worktop.
- Humidity conditions:
 - avoid direct contact with water,
 - maintain air humidity in compliance with the Polish standards pertaining to the use of furniture.
- Cleaning and maintenance of surfaces must be performed according to the following instructions:
 - dust must be removed from board elements using soft and dry fabric, e.g. cotton,
 - once pre-cleaned, the surfaces can be further cleaned using cloths moistened with water-based solutions of mild detergents or clean water,
 - once cleaning is finished, the surfaces must be wiped dry,
- Worktops of tables are characterized by durability and resistance to scratching caused by daily use in accordance with the intended purpose of a furniture item.

5. Glass

Glass elements must be cleaned with glass cleaning agents using soft fabrics. Proceed as follows: apply a small amount of liquid on the dirty surface and wipe dry until you see the surface shine. Hardware used in the furniture does not require any maintenance; systematic cleaning will suffice.

6. Marble, Granite and other stone surfaces

Stones are generally used for outdoor items, even though it is not recommended to use marble and limestone for outdoor, and leave outside for prolonged time, because the changing weather conditions and straight sunlight can damage the stone surface. Please consult with our Sales team before ordering stone items for outdoor.

General guideline: use coasters under all glasses, particularly those containing alcohol, cola, milk or citrus juices. Do not place hot items right off a stove or out of an oven directly on the stone surface. Use trivets or mats under hot dishes and placemats under china, ceramics, silver, or other objects that can scratch the surface.

For marble: many common foods and drinks contain acids that will etch or dull the stone surface. Wipe off stains and liquid spills immediately. Clean stone surfaces with a few drops of neutral cleaner, stone soap (available at hardware stores or from your stone dealer), or a mild liquid dishwashing detergent and warm water. Use a clean soft cloth for best results. Too much cleaner or soap may leave a film and cause streaks. Do not use products that contain lemon, vinegar, or other acids on marble or limestone. Rinse the surface thoroughly after washing with the soap solution and dry with a soft cloth. Do not use steel wool scouring powders or creams; these products contain abrasives that may scratch the surface.

□ **Coated Marble and Granit**

Clean with damp cloth with diluted soap. Do not use abrasive products as above. Wipe with lukewarm water. Clean more thoroughly with spray glass cleaner or other none abrasive solutions.

7. Cement

Use soap based household cleaner.

8. Chrome and Satin chrome

MAT CHROME base is suggested to use a damp cloth and rub softly. Metal surfaces usually needs to be cleaned with a normal cloth and warm water, for the most persistent stains a small amount of liquid soap diluted in water may be used. We recommend always drying immediately after the cleaning process by using a soft cloth. Never use: cleaning products for steel ovens, chlorine, bleach, or other strong detergents. Avoid abrasive creams, score pads and abrasive sponges that can scratch the metal surfaces. Usage: Mind the stains of food such as coffee, juices, coke, if not removed immediately they might leave indelible marks on the surface.

9. Coated or Anodized Aluminium

Plain water, mild soap or detergent should be used for cleaning. After applying the cleaner, Aluminum should be washed down thoroughly with water and dried with a clean cloth. Try not to allow concentration of the cleaner at the bottom edges of the Aluminum. Apply paste wax or non- abrasive car polish twice a year to prevent oxidation. For stubborn stains or discoloration, apply navel jelly aluminium cleaner.

10. Brass and Copper

Basically you can clean with dry cloth or water and wipe dry after it. For special shine you can use special cleaners to polish. You can use also environment friendly solutions by a mixture of Vinegar and Sauces or Lemon and Salt and clean with water and dry cloth afterward.

11. Stainless steel, Nickel

Steel surfaces usually needs to be cleaned with a normal cloth and warm water, for the most persistent stains a small amount of liquid soap diluted in warm water may be used. It is recommended always to dry immediately after the cleaning process by using a dry soft cloth.

Never use: cleaning products for steel ovens, chlorine, bleach, or other strong detergents. (To quickly clean fingerprints and smudges from stainless steel is to spray with window cleaner and wipe with a paper towel.) Never use abrasive cleansers, abrasive sponges or steel wool on stainless steel as it may scratch the finish. Never use silver cleaners or polish on stainless steel as they may leave a stain.

UPHOLSTERY MATERIALS

GENERAL UPKEEP OF UPHOLSTERED FURNITURE

- Vacuum or brush lightly the piece of furniture thoroughly and frequently to remove surface dust, being sure to use when vacuuming use soft brush attachment (leather scratches easily). If the suction on your vacuum is too strong, consider using a smaller hand held vacuum with less power to prevent leaving marks on the leather.
- Do not use any type of detergent or soap, unless specified.
- Try a hidden area to test color fastness for all stain removal methods.
- Professional upholstery cleaning should be done regularly to remove heavy soiling.
- If liquid spilled, dry up immediately.
- Check Velcro closings periodically, to make sure, that no folds form from the normal use of the product. If there is no Velcro, smooth the cover manually, from the inside towards the outside. We suggest to remove cushion covers fluff up as instructed below. Once cushions have been fluffed up, air the padding, outside if possible, for approximately 30 minutes, before refitting the covers. Pat down the covers (“fluffing up”) making sure that alternate the seat positions (where possible, switch the most used cushions with the ones used least). By “fluffing up” we mean shaking the cushion on all sides (seat- side panels): We recommend doing this by lifting the cushions of the sofa/ armchair frame to allow for improved air circulation.

12. Artificial leather (vinyl)

The vinyl should be cleaned periodically in order to maintain its appearance and prevent build-up of dirt and contaminants. Any stain, spills, or soiling should be cleaned up promptly to prevent the possibility of permanent staining. Use soft soapy solutions or special cleaning products for vinyl fabrics to remove stains on the surface of the material. Remove only with a damp white cloth. Lacquers, strong cleaners, detergents, xylene-based solutions, acetone, or MEK cause immediate damage and contribute to the deterioration of the material. The use of such cleaners is at the owner’s risk. Certain clothing and accessory dyes (such as those used on denim jeans) may migrate to lighter colors. This phenomenon is

increased by humidity and temperature and is irreversible. Our company will not assume responsibility for dye transfer caused by external contaminants and possible permanent staining caused by this phenomenon.

13. Full Grain covered Leather and Eco Leather

Leathers usually do not ask or extra maintenance. Clean dust with dry cloth or vacuum cleaner with soft brush and gentle circular movements. Stains can be cleared by wet cloth and id necessary add neutral detergent, Never rub hard or use chemicals, aggressive cleaners and solvents. For resistant stains please contact professionals from the nearest leather cleaning company.

- Mix a few drops of liquid soap with about a quart of distilled water, mixing until suds form.
- Test a small, inconspicuous area of the furniture first.
- Dip one of the rags in the soapy water and wring out thoroughly.
- Working one section at a time, wipe the surface of the furniture with the damp rag.
- Dip a separate rag in clean distilled water (no soap), wring thoroughly, and wipe away the soap residue.
- Dry thoroughly with the third rag.
- Buff the surface with the fourth clean rag to restore luster.
- Treat the surface with leather protector/conditioner as per product instructions.

14. Naked Leather, Aniline Leather

Wipe entire surface with a soft cloth and cool water. Do not spot rub.

15. Suede and Velour Leather

Blot up spills immediately. Do brush occasionally. Remove general soil with a suede cleaning block.

16. Textiles

We recommend cleaning fabrics regularly to preserve the appearance of textile coatings and prolong their lifespan. As dust and dirt wear fabric out, this should be vacuum cleaned regularly (using a low suction power setting).

Do not brush fabric or use a vacuum attachment with a rotary brush. Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.








Stains should be dealt with quickly and liquids absorbed using a white napkin or absorbent cloth. Do not dry the stain completely or it may set.

Do not apply water or any liquid solution to the panel cloth. Wetting the fabric with any liquid solution may result in permanent damage.





If further cleaning is needed, dry-clean or spot clean fabric with solvent cleaner. Test the cleaning solution on a small, concealed area first. If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes. Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric. Several light applications are better one heavy application. Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Always check the textile care instructions attached to the furniture.

CARE SYMBOLS FOR TEXTILES




Care Symbol	Written Care Instructions	What Care Symbol and Instructions Mean
Wash		
	Machine Wash, Normal	Garment may be laundered through the use of hottest available water, detergent or soap, agitation, and a machine designed for this purpose.
	Machine Wash, Cold	Initial water temperature should not exceed 30C or 65 to 85F.
	Machine Wash, Warm	Initial water temperature should not exceed 40C or 105F.
	Machine Wash, Hot	Initial water temperature should not exceed 50C or 120F.
	Machine Wash, Hot	Initial water temperature should not exceed 60C or 140F.
	Machine Wash, Hot	Initial water temperature should not exceed 70C or 160F.
	Machine Wash, Hot	Initial water temperature should not exceed 95C or 200F.

NOTE: SYSTEM OF DOTS INDICATING TEMPERATURE RANGE IS THE SAME FOR ALL WASH PROCEDURES.



	Machine Wash, Permanent Press	Garment may be machine laundered only on the setting designed to preserve Permanent Press with cool down or cold rinse prior to reduced spin.
	Machine Wash, Gentle or Delicate	Garment may be machine laundered only on the setting designed for gentle agitation and/or reduced time for delicate items.
	Hand Wash	Garment may be laundered through the use of water, detergent or soap and gentle hand manipulation.
	Do Not Wash	Garment may not be safely laundered by any process. Normally accompanied by Dry Clean instructions.




Bleach

NOTE: All (98+%) washable textiles are safe in some type of bleach. IF BLEACH IS NOT MENTIONED OR REPRESENTED BY A SYMBOL, ANY BLEACH MAY BE USED.








	Bleach When Needed	Any commercially available bleach product may be used in the laundering process.
	Non-Chlorine Bleach When Needed	Only a non-chlorine, color-safe bleach may be used in the laundering process. Chlorine bleach may not be used.
	Do Not Bleach	No bleach product may be used. The garment is not colorfast or structurally able to withstand any bleach.

Dry


	Tumble Dry, Normal	A machine dryer may be regularly used at the hottest available temperature setting.
	Tumble Dry, Normal, Low Heat	A machine dryer may be regularly used at a maximum of Low Heat setting.

	Tumble Dry, Normal, Medium Heat	A machine dryer may be regularly used at a maximum of Medium Heat setting.
	Tumble Dry, Normal, High Heat	A machine dryer may be regularly used at a High Heat setting.
	Tumble Dry, Normal, No Heat	A machine dryer may be regularly used only at No Heat or Air Only setting.

NOTE: SYSTEM OF DOTS INDICATING TEMPERATURE RANGE IS THE SAME FOR ALL DRY PROCEDURES.

	Tumble Dry, Permanent Press	A machine dryer may be regularly used only at the Permanent Press setting.
	Tumble Dry, Gentle	A machine dryer may be regularly used only at the Gentle setting.
	Do Not Tumble Dry	A machine dryer may not be used. Usually accompanied by an alternate drying method symbol.
	Do Not Dry	A machine dryer may not be used. Usually accompanied by an alternate drying method symbol.
	Line Dry	Hang damp garment from line or bar, in or out doors.
	Drip Dry	Hang dripping wet garment from line or bar, in or out doors, without hand shaping or smoothing.
	Dry Flat	Lay out horizontally for drying.
	Dry In Shade	Usually added to Line or Drip Dry. Dry away from direct sunlight.





Wring

	Do Not Wring	Do Not Wring.
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Iron






NOTE: IF IRONING IS NOT A NECESSARY, REGULAR CARE PROCEDURE IT NEED NOT BE MENTIONED.





	Iron, Any Temperature, Steam or Dry	Regular ironing may be needed and may be performed at any available temperature with or without steam is acceptable.
	Iron, Low	Regular ironing, steam or dry, may be performed at Low setting (110C, 230F) only.
	Iron, Medium	Regular ironing, steam or dry, may be performed at Medium setting (150C, 300F).
	Iron, High	Regular ironing, steam or dry, may be performed at High setting (200C, 290F).

NOTE: SYSTEM OF DOTS INDICATING TEMPERATURE RANGE IS THE SAME FOR ALL IRONING PROCEDURES.

	Do Not Steam	Steam ironing will harm garment, but regular dry ironing at indicated temperature setting is acceptable.
	Do Not Iron	Item may not be smoothed or finished with an iron.

Dryclean

	Dryclean	Dry Clean, any solvent, any cycle any moisture, any heat.
	Dryclean, Any Solvent	Dry Clean, any solvent. Usually used with other restrictions on proper dry cleaning procedure.
	Dryclean, Petroleum Solvent Only	Dry Clean using only petroleum solvent. Usually used with other restrictions.
	Dryclean, Any Solvent Except Trichloroethylene	Any dry cleaning solvent other than trichloroethylene may be safely used.
	Dryclean, Short Cycle	May be used with A, P, or F solvent restriction.

	Dryclean, Reduced Moisture	May be used with A, P, or F solvent restriction.
	Dryclean, Low Heat	May be used with A, P, or F solvent restriction.
	Dryclean, No Steam	May be used with A, P, or F solvent restriction.
	Do Not Dryclean	Garment may not be commercially drycleaned.