# NowyStyl

# XiliumG

Price list



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Valid from: June 2022

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Nowy Styl sp. z o.o. reserves the right to change the constructional features and finishes of products.

Note: Colours and patterns illustrated here may vary from the originals.

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# Product dimensioning

#### 1. Standard references

Measurements should be carried out in accordance with EN standards.

#### 1.1. For swivel chairs:

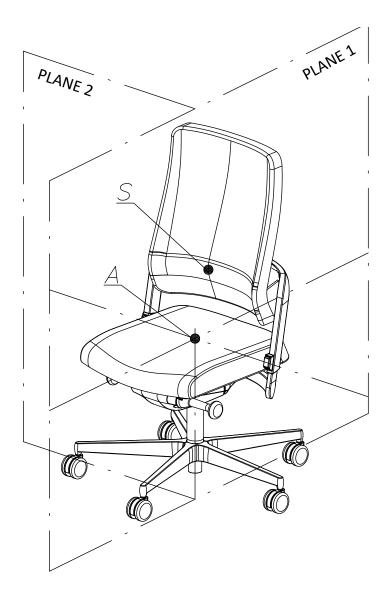
EN 1335 –1:2000 / AC:2002 – Office furniture – Office operative chair – Part 1: Dimensions - dimension meaning

#### All dimensions are given in millimeters.

The given dimensions may vary depending on the selected product configuration (applies to optional components, e.g. type of upholstery, castors / glides, gas lift)

#### **Definitions:**

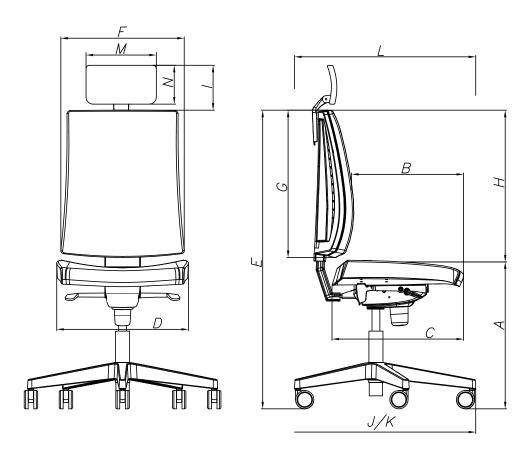
- "A" point the point at which the chair axis of rotation intersects the seat loaded with a 64 kg heavy dummy,
- median plane (PLANE 1) vertical plane passing through the "A" point and dividing the chair into two symmetrical parts,
- transverse plane (PLANE 2) vertical plane perpendicular to the median plane, passing through the "A" point,
- "S" point the most forward point of backrest lying in the median plane.



#### 2. Swivel chairs

The measurement of swivel chairs is performed with the mechanism set in such a position that the seat is as horizontal as possible and the backrest is as vertical as possible.

Swivel chairs are measured on castors for soft floors.



#### A - Seat height

(according to "a" standard)

Seat height is the vertical distance between the ground and the "A" point of the chair.

For products with a gas lift, the measurement is performed with the minimum and maximum shock absorber extension.

#### B - Seat depth

(according to "b" standard) Seat depth is the distance between the seat front edge and the vertical projection of "S" backrest points measured in the median plane. For products with seat depth adjustment, the measurement is performed with the minimum and maximum seat extension.

#### C - Seat surface depth

(according to "c" standard)

Seat surface depth is the maximum distance between vertical lines passing through the front and rear edges of the seat, measured in the median plane.

D - Seat width (according to "d" standard) Seat width is the distance between the vertical lines passing through the seat side edges, measured in transverse plane.

#### E - Overall height (not included in standard) Overall height of the product measured in straight perpendicular line to the ground, from the ground to the backrest highest point. For products with a gas lift, the measurement is given with the minimum and maximum gas lift extension.

For products with height adjustable backrest, the measurement is given with the minimum and maximum position of backrest and gas lift. For chairs in which the headrest is structurally an integral part of the backrest, the overall height should be given by taking into account the headrest.

#### F - Backrest width

(according to "i" standard) Backrest width is the maximum distance between the backrest side edges.

#### G - Backrest length

(according to "g" standard) Backrest length is the vertical distance between the top and bottom edges of backrest, measured in the median plane.

#### H - Backrest height

(according to "h" standard) Backrest height is the vertical distance between the top edge of backrest and the "A" point, measured in the median plane. In case of a product with height adjustable backrest, the measurement is given with the minimum and maximum backrest position.

#### I - Headrest height

(not included in standard) Headrest height is the vertical distance between the top edge of headrest and the top edge of backrest, measured in the median plane. The headrest is positioned maximally in vertical position to the upper and lower edge of headrest. In case of a product with height adjustable headrest, the measurement is given with the minimum and maximum position of backrest.

#### M - Headrest width

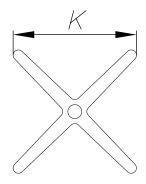
(not included in standard) Headrest width is the maximum distance between side edges of headrest length.

#### N - Headrest height

(not included in standard) Headrest height is the vertical distance between the upper and lower edges of headrest length.

#### J – Base diameter

(not included in standard) Base diameter measured from the extreme outer points of five-star base.



#### K – Base width

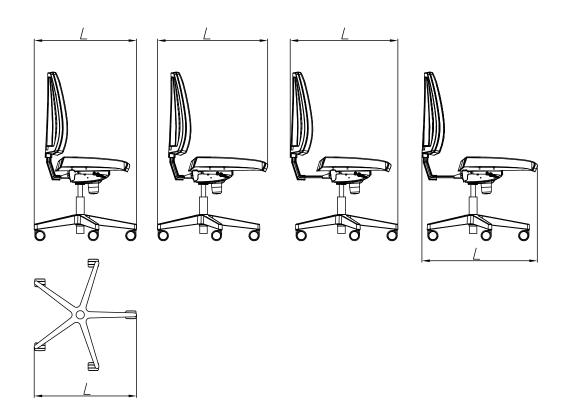
(not included in standard) For bases other than five-star bases, the dimension is given at the extreme points of the base. As shown in the picture below.

#### L - Overall depth

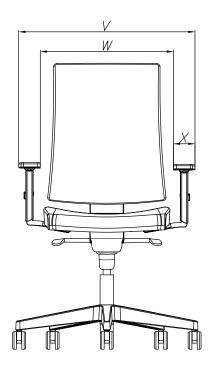
(not included in standard)

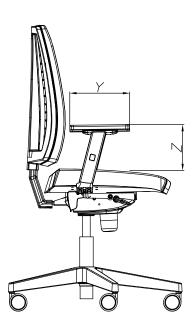
Measured at the extreme points of chair in the side view. In case the extreme points of chair are the chair base, dimension should be given by setting the base and castors as shown in the figure below.

For products with adjustable seat depth, measurement is performed at the minimum and maximum seat extension.



In case of chairs with armrests, additional dimensions are required:





#### Z - Armrest height

(according to "p" standard)

Armrest height is the vertical height between the top edge of the armrest and the "A" point. For armrests of non-horizontal shape, with rounded ends or non-rigid material, the armrest height is the distance between the horizontal plane, situated 20 mm below the highest point of the armrest, and the "A" point.

In case of a product with height adjustable armrests the measurement is given at the minimum and maximum position of armrest.

#### Y - Armrest length

(according to "n" standard)

Armrest length is the distance between the vertical lines passing through its front and rear edges. For armrests of non-horizontal shape, with rounded ends or non-rigid material, the distance is to be measured 20 mm below the usable area of the armrest.

In case of a product with adjustable armrest pad position, the measurement is given at the minimum and maximum extension of the pad.

#### X - Armrest width

(according to "o" standard)

Armrest width is the distance between the vertical lines passing through the inner and outer edges of the pad / handrail in front view. If the shape of the armrest makes it impossible to measure the width, the measurement should be performed 20 mm below the top edge.

#### W - Internal width between armrests

(according to "r" standard)

Internal width is the distance between vertical lines passing through the inner edges of the armrests, measured in the transverse plane. If internal width can be adjustable, the measurement should be performed at both extreme positions of the adjustable armrest components.

#### V - External width between armrests

(not included in standard)

Distance measured between vertical lines passing through the outer points of the armrests in the front view.

If there is a possibility of adjustment, the measurement should be performed at both extreme positions of the adjustable armrests.

#### 1. Dimensions / Weight



XiliumG

Measuring standard on page 3	Dimensions (mm)										Weight (kg)	
Model	Α	В	С	D	E	F	G	н	ı	J	L	
XILIUM G (SY1-ST)	400-525	370-495	500	450	940-1180	450	470	530-615	230-290	Ø 735	670	15,5

A - Seat height

B - Seat depthC - Seat surface depth **D** – Seat width

E - Overall height

F - Backrest widthG - Backrest length

H - Backrest height

I - Headrest height

J - Base diameterL - Overall depth

Measuring standard on page 3		Weight (kg)				
Armrest	Z	Υ	х	w	V	, 0,
R55-POL	200-300	240	100	280-650	480-850	3,2

**Z** – Armrest height **Y** – Armrest length

X - Armrest width

W- Internal width between armrests

 ${f V}-{f E}$ xternal width between armrests

#### 2. Materials / Versions

#### 2.1. Base / Frame

Bases:

- Ø 735 mm five-star aluminium powder-coated in Carmine red RAL 3002 colour (ST56-RE),
- Ø 735 mm five-star aluminium powder-coated in Distant blue RAL 5023 colour (ST56-DB),

#### 2.2. Castors / Glides

 $\emptyset$  65 mm black plastic self-braking castors for hard floors (ESHH) as an standard.

#### 2.3. Mechanisms

<u>SY1-ST synchronous mechanism</u> – functions:

- free-floating synchronous backrest and seat tilt,
- backrest tilt synchronized with the seat tilt at rate 2.5:1.
- maximum backrest tilt angle of 30°,
- backrest multi-lock in 5 positions,
- backrest tilt force adjustment with a knob to user's weight in range of 45–150 kg,
- seat depth adjustment 100 mm plus 20 mm resulting from backrest height adjustment,
- Anti-Shock a feature that controls chair backrest to avoid hitting user's back after releasing the lock,
- smooth height adjustment of chair with pneumatic gas lift.

#### 2.4. Seat, backrest and headrest

Seat, backrest and headrest are equipped with phosphorescent embroidery emphasizing functionality of chair.

#### Seat

Structure and cover made of polypropylene (PP) covered with injected foam, thickness 50 mm, density  $65 \text{ kg/m}^3$ .

For XiliumG redł, seat upholstered in Sempre SM01 fabric with side drops upholstered in Sempre SM12 fabric as standard.

For XiliumG blue, seat upholstered in Bondai BN8033 fabric with side drops upholstered in Bondai BN6006 fabric as standard.

#### **Backrest**

Height adjustable in range of 110 mm, lock in 12 positions with two buttons on the backrest supporting frame. Buttons matching colour version of chair (red or blue).

<u>Duo-Back backrest</u> – structure made of polypropylene (PP) covered with injected foam, thickness 35 mm, density 80 kg/m³. Backrest cover made of black polypropylene (PP).

For XiliumG red, backrest upholstered in Sempre SM01 fabric with side drops upholstered in Sempre SM12 fabric as standard.

For XiliumG blue, backrest upholstered in Bondai BN8033 fabric with side drops upholstered in Bondai BN6006 fabric as standard.

<u>Backrest movement X-move</u> (XV) – allows for backrest side movement and slight rotation.

#### Adjustable Headrest

Structure made of polypropylene (PP) covered with injected foam, thickness 25 mm, density 55 kg/m<sup>3</sup>.

For XiliumG red, headrest upholstered in Sempre SM01 fabric with side drops upholstered in Sempre SM12 fabric as standard.

For XiliumG blue, headrest upholstered in Bondai BN8033 fabric with side drops upholstered in Bondai BN6006 fabric as standard.

Headrest cover made of polypropylene (PP) in black color.

Headrest supporting element made of black glass fiber reinforced polyamide (PA + GF). Adjustment range: height adjustment 60 mm, lock in 7 positions, depth adjustment 20 mm (resulting from headrest height adjustment), headrest pad rotation 96°.

#### 3. Armrests

X-D armrests (R55) – armrest bar made of polished aluminium, armrest structure made of black glass fiber reinforced polyamide (PA + GF), armrest pad made of black soft polyurethane (BPU).

Adjustment range of the armrests: height 100 mm, side movement of the armrests 50 mm (25 mm to one side), forward / backward movement of the pad 40 mm, pad rotation – two pivot points: front pivot point ± 360°, second pivot point for additional rotation: 90° (30° outward and 60° inward).

#### 4. Packaging

<u>Chair partially assembled, compact cardboard packaging</u> (dimensions suitable for courier delivery) (PACK-A1) – 1 piece per box, 8 pieces on pallet – as standard.

The box contains 3 elements:

- seat with assembled mechanism and armrests, backrest with assembled headrest,
- base with assembled castors,
- gas lift.

<u>Chair assembled, cardboard packaging (PACK-ASM)</u> – 1 piece per box, 4 pieces on pallet – as an option.

# 5. Technical regulations, approvals and quality marks for the chairs (for selected product configurations)

- GS safety certificate for users' weight up to 150 kg,
- Approvals compliant with EN 1335,
- Ergonomics Certificate,
- Blue Angel Certificate.

#### 6. Colour concept

#### XiliumG blue edition





- Headrest cover
- 2 Headrest supporting element
- 3 Backrest cover
- 4 Backrest supporting frame
- 5 Base
- 6 Backrest height adjustment button

XiliumG blue – elements in black:

- armrest pad and armrest structure,
- backrest supporting frame,
- backrest cover,
- headrest cover and headrest supporting element.

XiliumG blue – elements in blue:

- button on backrest supporting frame for backrest height adjustment,
- base.

Seat, backrest and headrest are equipped with phosphorescent embroidery emphasizing functionality of chair

#### XiliumG red edition





- Headrest cover
- 2 Headrest supporting element
- 3 Backrest cover
- 4 Lumbar support
- 5 Base
- Backrest height adjustment button

XiliumG red – elements in black:

- armrest pad and armrest structure,
- backrest supporting frame,
- backrest cover,
- headrest cover and headrest supporting element.

XiliumG red – elements in red:

- button on backrest supporting frame for backrest height adjustment,
- base.

Seat, backrest and headrest are equipped with phosphorescent embroidery emphasizing functionality of chair

# Price list

# XiliumG





XiliumG red edition	XiliumG blue edition							
XILIUM GAMING CHAIR RED	XILIUM GAMING CHAIR BLUE							
Basic price (GBP)								
1190	1190							

								1190			1190	
C01	Mecha	nism										
SY1-ST	Synchr	onous m	nechanism	with seat de	epth a	djustment		•			•	
C02	Backre	st move	ment				"					
XV	X-MOV	Æ: Backı	est side mo	ovement fur	nction			•			•	
C06	Headre	est										
HRUA-SD-SM01/SM12	Upholst	tered, w	ith plastic c	over, with h	height	and tilt		•			-	
IRUA-SD-BN8033/BN6006	adjustment						djustment •					
C09	Backre	st finish										
BA-SD-SM01/SM12								•			_	
BA-SD-BN8033/BN6006	Ophoisi	Upholstered, with side drops						_			•	
C10	Seat fir	nish										
SE-SD-SM01/SM12	Unholst	Unbalatored with side drang						•			_	
SE-SD-BN8033/BN6006	Ophoisi	Upholstered, with side drops						_			•	
C11	Armres	Armrests										
	Туре	Armre	est bar	Armrest structur		Armrest pad						
R55-POL/B/BPU	XD	Polished Black		Black polyami		Black polyurethane (PU)		•			•	
C12	Gas lift	:										
GL-STD	Standa	rd (405	- 525 mm)					•			•	
C13	Base											
ST56-RE	Ø 735 i	mm,	Aluminiu	m C	Carmin	ne red RAL 3002		•			-	
ST56-DB	five-sta	ar	powder-o	coated	Distant blue RAL 5023			_			•	
C14	Castors	S										
ESHH	Ø 65 m	ım, blacl	k I	For hard floo	ors			•			•	
C15	Foam	Foam										
FOAM-I	Backre	Backrest – injected Seat – injected						•			•	
C19	Assemi	Assembly / Packaging										
PACK-A1	Partially assembled, cardboard packaging (box dimensions suitable for courier delivery)						•			•		
PACK-ASM		Assembled, cardboard packaging						0			0	
Sample order	XILIUM	GAMING	CHAIR RED (E	ER-ST XV HRU	IA-SD-SI	M01/SM12 BA-SD-SM	01/SM12 SE-SD-SN	101/SM12 R55-P	OL/B/BPU GL	STD ST56-RE ES	HH FOAM-I PACK-	<b>A1</b> )

<sup>•</sup> Available as standard (included in basic price)

O Available as an option (included in basic price)

# Finishes

# **Finishes**



PRICE GROUP

#### BN

# | Bondai





BN8033

BN6006

# SM | Sempre





#### Metal





RAL 3002 Carmine red

RAL 5023 Distant blue

# General

**Business Conditions** 

General terms of product use, maintenance and cleaning



#### **General Business Conditions**

#### 1. Prices

This price list is expressed in GBP and takes effect as of June 2022. This price list supersedes previous price lists, what means that all previous price lists now become invalid.

Prices are exclusive of delivery and installation / assembly costs. The delivery and installation/assembly costs will be invoiced at fixed prices agreed by the parties. Prices are net and do not include VAT (Value Added Tax). Please note that some chairs are sold assembled. In such situations Nowy Styl sp. z o.o. (further referred to as Nowy Styl sp. z o.o.) does not charge an additional fee for installation / assembly.

#### 2. Orders

All orders must be submitted in a in a written or a document like form such as fax, e-mail etc. to avoid errors or duplication. Orders can be placed via EDI after mutual agreement.

After receiving the purchase order, the seller shall be entitled either to accept entirely the purchase order, to accept the purchase order in part, or to reject the purchase order (the "order confirmation") within 5 business days as of receiving the final order clarification. The Order binds the seller only after its written or document like form (including e-mail) confirmation by an authorized representative/representatives of the seller. The order can only be rejected by the Seller in case of a major mismatch of the required delivery time or any other case which makes it impossible to the Seller to fulfil obligation.

Written orders will be accepted in the form of a signed and approved seller's proposal or in the form of a buyer's purchase order. No phone orders will be accepted. Orders cannot be changed or cancelled once the order had been confirmed in writing by Nowy Styl sp. z o.o., unless the parties have agreed otherwise.

#### **Shipping delays:**

Shipping date specified in seller's proposal is seller's best estimation of shipping date at the time of proposal. However, the seller shall not be held responsible to the purchaser for failure to ship by a particular date unless the seller has agreed to an explicit shipping date in a separate written document signed by seller's authorized officer.

#### **Shipping suspension:**

In the event if the purchaser defaults in any payment due to the seller, the seller shall have the right, after prior notice to the purchaser, to defer or discontinue shipment of any goods permanently or until such time as the default is corrected or the purchaser provides assurance of payment in such form, content and / or amount as the seller deems adequate.

#### 3. Delivery

Deliveries will take place according to EXW Poland, Incoterms 2010, unless otherwise expressly agreed. Products are dispatched

wrapped in standard packaging. The goods are delivered according to Nowy Styl sp. z o.o. practices unless specific packing, labeling, marking or means of transportation are requested by the buyer and confirmed by Nowy Styl sp. z o.o.

The confirmed delivery date is an estimated date only. Nowy Styl sp. z o.o. cannot be held responsible for any loss that the buyer may suffer due to a delayed delivery or lack of delivery.

#### 4. Payment

Terms of payment shall be agreed with the buyer. Unless otherwise agreed, payment for a consignment must be effected in accordance with the payment terms indicated on commercial invoice and order confirmation.

Nowy Styl sp. z o.o. reserves the ownership of all goods sold, which are explicitly described on order confirmation, until the purchase amount has been paid in full. The buyer is responsible to Nowy Styl sp. z o.o. for any damage that the goods sold may suffer, until the goods have been paid for, Unless otherwise agreed, payments shall be made in the currency referenced on the invoice.

Transfer of payments shall be made by electronic means directly to Nowy Styl sp. z o.o. bank account. Should any change occur in buyer's financial and economic position, and Nowy Styl sp. z o.o. deems buyer's solvency situation to be changed, Nowy Styl sp. z o.o. may require immediate or earlier payment.

#### 5. Complaints and deficiencies

The buyer is obliged to inspect the consignment immediately upon receipt. Complaints and / or visible damages in transport, if any, shall be specified on delivery note / waybill immediately upon receipt of the goods and shall be reported to the carrier immediately.

Complaints concerning damages in transport that are not visible shall be made in writing and received by Nowy Styl sp. z o.o. no later than 7 days from the date of delivery. The buyer has no right to return goods without Nowy Styl sp. z o.o. approval. Returned goods shall only be accepted if a prior written agreement has been made. The goods should be carefully packaged when being

Once the risk of the goods has passed to the buyer, Nowy Styl sp. z o.o. is no longer responsible for any damage that may occur, with the exception of product liability (injury caused by a defective product manufactured by Nowy Styl sp. z o.o.). To the maximum extent permitted by law, Nowy Styl sp. z o.o. shall not be liable under any theory of liability, for indirect, incidental, special, consequential or punitive damages, which includes without limitation damages for lost profits or revenues, lost business opportunities, loss of image, or loss of reputation or the like.

For complaints made within the warranty period Nowy Styl sp. z o.o. demands a description of the defect or deficiency to be made in writing by

the buyer In order to file a complaint the buyerr should contact the person at Nowy Styl sp. z o.o. Customer Service Department who is responsible for the region.

The buyer is further required to supply a photo supporting the description or to return the product. Nowy Styl sp. z o.o. shall not be liable as specified above if damages have been caused by incorrect or abnormal product use or storage under extreme temperatures and climate conditions, or in case of product use inconsistent with Nowy Styl sp. z o.o. instructions.

To make a complaint please contact a designated person at Nowy Styl sp. z o.o. Customer Service Department, otherwise write directly to: export@nowvstvl.com.

Collect as much information about the problem (description of the situation, photos) and send it in along with a copy of your receipt. Based on that information an official complaint form will be sent back to you.

#### 6. Warranty

Manufacturer declares that the products shall be free from defects in material or workmanship.

The warranty is given to the original purchaser only, for normal commercial usage.

Standard use / normal use is defined as the wear which occurs in an office environment during the course of a normal eight-hour work day with weight limitation not exceeding 110 kg. We will replace, to the original purchaser only, any defects in products, parts or components resulting from normal single - shift use. Natural wear and tear of fabrics, products, parts and components is not covered by the warranty.

The warranty does not cover labour, freight / shipping-handling charges, or damages caused by neglect, abuse, misuse, alterations or damage caused by shipment, fire, flood or other natural disasters.

Detailed terms of warranty and warranty periods are available at:

www.nowystyl.com/en/warranty or may be requested by contacting Nowy Styl sp. z o.o. Customer Service Department at export@nowystyl.com.

#### 7. Governing law and jurisdiction

All orders shall be exclusively governed by and construed in accordance with Polish law without reference to its collision rules. The Parties hereby exclude the application of Vienna Convention on Contracts for the International Sale of Goods, signed in Vienna on 11 April 1980.

The seller and the buyer shall take all possible measures to settle any disputes or differences that may arise out of or in connection with this Agreement through amicable negotiations. If the Parties fail to reach an agreement within 60 days since the beginning of the dispute or difference, any and all dispute or difference arising out of or connected with the order shall be subject to exclusive jurisdiction of the court competent for the registered office of the seller.



# General terms of product use, maintenance and cleaning

We entrust you with products that meet the highest standards and requirements, translating directly into their long-term and reliable use. For your complete satisfaction, please refer to the terms of proper use, maintenance and cleaning of our products. By following the guidelines provided below you can enjoy the highest quality of our products not only within the warranty period, but also for many years to come. Please keep in mind that all products must always be used for their intended purpose.

Note: If improperly used, maintained or cleaned, furniture will wear much faster. Damage caused to a piece of furniture as a result of non-observance of these guidelines provides basis for rejection of any complaints.

#### 1. General

#### Packaging and transport

Our products are packaged very carefully, to ensure they are protected from damage. Be careful when opening packages, as the use of sharp objects may damage the furniture. Products in transport and storage should always be handled in accordance with indications on their packaging, eg. fragile etc. (if applicable). Dents and irregular folds on upholstered furniture usually occur due to handling. The problem is normally resolved after no later than a several of days from unpacking. In case of damage to new products, it is recommended that you keep the packaging to help us verify the legitimacy of your claim.

#### Assembly

For a product to be safely used for a long time it is necessary to have it assembled correctly, i.e. in accordance with guidelines provided in the assembly instruction for the product (which specifies the assembly method, the number of components and the tools needed for assembly), and later used in line with operating instructions and the guidelines that follow.

#### After assembly

- a. furniture needs to be set evenly and levelled (failure to do so may cause malfunction of drawers and deformation of the furniture);
- b. for chairs, use of appropriate castors/glides is recommended (depending on the type of surface – soft or hard), otherwise the floor can be damaged. The Manufacturer does not bear responsibility for damage to flooring caused by improper use of products. For wooden floors, protective mats may be helpful too. It is also important to keep the floor clean, because dirt may stick or become absorbed by castors/glides, which can cause damage to the floor;
- stackable conference chairs should not be stacked higher than stated in the specific product's operating instructions (safety reasons, risk of damage to products);
- d. repair or replacement of a gas lift can be carried out only by qualified staff. **Note:** It is dangerous to disassemble, dismantle or heat up a gas lift, and doing so may lead to its damage and oil spills.

#### Optimal conditions for use

- Furniture should be used indoors and should be protected from adverse weather conditions. It is recommended that ambient conditions should be optimal, i.e.:
  - a. air temperature of 15–30° C, relative air humidity of 40–65% (both, too dry and too humid air can cause deformation of components),
  - b. it is recommended that rooms should be aired regularly.
- Furniture must not be placed or stored directly next to heat sources such as heaters, radiators, fan heaters etc. Place furniture at a distance of no less than 1 m from active sources of heat.
- Furniture surfaces should be specially protected from direct heat (such as items with a temperature higher than 40°C). Avoid placing furniture in rooms with high humidity, or on a wet surface (furniture may absorb water).
- Furniture must not be exposed to direct sunlight.
   Prolonged exposure of a product to UV radiation may lead to discolouration.

#### Loading capacity

Furniture must be used for its intended purpose. Do not sit, stand or walk on its surface, if not designed for that purpose. Doing so may result in an accident or damage to furniture components. It is not recommended to overload furniture in excess of its maximum loading capacity. Please exercise special caution when placing a heavy object on furniture, as it may easily damage the surface. Upholstered furniture is particularly prone to deformation and denting.

#### Surface scratches

Furniture can be easily damaged by objects with sharp or coarse surfaces, so never place or move such objects over product surface. Use of mouse pads and mats placed under a keyboard or other equipment which could potentially damage desktop surface is recommended. Resting user's shoes on swivel chair base during use is not recommended.

#### Chemical substances

Use isolating mats when working with chemical substances (liquids, alcohol, nail polish removers, solvents etc.). Any spilt liquids must be wiped off immediately with a soft absorbent cloth. Avoid contact of lacquered surfaces with skin care cosmetics (creams, lotions etc.).

#### Operation

- a. a chair is intended to be used by one person at a time (with a body weight of no more than 110 kg¹, as specified by the standard, for no longer than 8 hours per day²):
- a sofa is intended to be used by the number of people the given model is designed for or fewer (e.g. a 3-seater sofa must not be used by more than three people at a time);
- c. screw connections in furniture may become loose during usage; loose connections must be fixed immediately by tightening the appropriate screws and connectors. It is recommended that screw connections are checked regularly (once every six months) and tightened, if necessary.

#### Moving furniture

The most convenient way to move a piece of furniture is to hold it by its vertical walls. It is not recommended to hold furniture by fittings, handles or small upholstered parts (such as headrest) not intended for carrying, as this can damage the product; lift a desk or table by holding its supporting structure, not its desktop. Move fixed furniture by lifting it up – sliding may cause damage to the furniture or the floor. Before moving cabinets, remove their contents and lock doors and drawers. At least two people are required to move a piece of fixed furniture, unless stated otherwise in the assembly instruction. Mobile furniture can be moved by one person. To move modular seats forming a set, first detach all components of the set.

By moving individual components of a system separately you make sure they stay undamaged. It is recommended that a piece of furniture should be re-levelled after it has been moved.

### 2. Detailed terms of use, cleaning and maintenance of furniture

#### Melamine faced chipboard (MFC)

Due to its characteristics, melamine faced chipboard is very often used to produce office furniture. It has good mechanical properties and it is scratch and stain-resistant. To clean MFC, simply use a moist, soft cloth. For greater stains, add a mild detergent, e.g. soap or dishwashing liquid to water. After cleaning, wipe the surface with a dry cloth. Do not use steam cleaning devices. Remove dirt immediately. Long exposure can cause permanent damage to the surface.

#### Use:

 furniture needs to be set evenly and levelled (failure to do so may cause malfunction of drawers and deformation of the furniture);

#### Cleaning and maintenance:

- clean with a moist cloth,
- a gentle detergent is acceptable (e.g. soap or dishwashing liquid),
- DO NOT use aggressive detergents, (for cleaning and polishing), bleaching agents, acid and acid salts based detergents,
- wipe with a dry cloth,
- DO NOT use steam cleaning devices.

#### Laminates

Laminates are used in furniture products intended for heavy use. They are characterized by high resistance to abrasion and temperatures.

The antistatic surface prevents dirt and dust from sticking. Laminates should be cleaned with a moist cloth. For larger stains, a gentle detergent can be used. After laminate surface is cleaned, it should be wiped with a dry cloth.

#### <u>Use:</u>

- temperatures of  $15-30^{\circ}$  C air humidity of 40-65%,
- at least 1 m distance from active sources of heat,
- protect from direct sunlight,
- do not exceed the maximum loading capacity.
   Cleaning and maintenance:
- clean with a moist cloth,
- gentle detergent is allowed,
- wipe with a dry cloth.



<sup>&</sup>lt;sup>1</sup>Not applicable to chairs approved for use by user of weight up to 150 kg.

 $<sup>^{\</sup>rm 2}\,\text{Not}$  applicable to chairs dedicated for 24 / 7 use.

## General terms of product use, maintenance and cleaning

#### **FENIX NTM**

FENIX NTM surfaces have a unique non-porous external layer, allowing you to keep it neat with simple, everyday care and cleaning methods. The surface should be cleaned regularly. Almost all regular household cleaning products can be safely used. For the most common stains, you can simply clean the surface with warm water using a non-abrasive cloth. Tougher stains can be removed with non-abrasive household cleaners or solvents. For older, dried or caked-on stains, use a magic sponge or soft cloth to remove them. After using any solvents, we recommend rinsing the surface with warm water and a detergent.

Always rinse thoroughly to remove the detergent with clean water, preferably warm.

#### Use

- at least 1 m distance from active sources of heat.
- use mats under hot dishes,
- do not exceed the maximum load bearing capacity.

#### Cleaning and maintenance:

- clean with perfectly clean soft cloth,
- marks may be removed by rinsing with hot water,
- wipe dry gently after cleaning,
- never use abrasive cleaners, strongly acidic or alkaline products, bleach and heavily-chlorinated products.

#### To clear micro-scratches:

- 1. With an iron:
  - a. place a dampened sheet of kitchen roll over the area where, the micro-scratches can be seen,
  - b. place the hot iron on the surface, that needs repairing. Do not leave the iron on the surface for more than 10 seconds at a time,
  - c. rinse the repaired area with lukewarm water and a microfiber cloth.
- 2. With magic sponge:
  - a. Rub the magic sponge on the area where the micro-scratches can be seen. The sponge can be used dry or slightly damp.

Protect from deep scratching and other mechanical damage.

#### Linoleum

Linoleum is a fully organic and decorative furniture finish. The coating is matte, pleasant and natural to the touch. The antistatic surface prevents dirt and dust from sticking. Small colour variations in furniture from various deliveries are unavoidable and show the natural origin of the materials. Linoleum surface should be cleaned with a moist cloth. For larger stains, a pH-neutral detergent can be used. Use of mats under flower pots, vases or dishes is recommended. Stains from ink, coffee, tea and red wine must be removed immediately. They should be removed using a clean cloth and an alcohol (ethanol)based product. Do not use cleaning or conditioning agents which contain silicone and wax derivatives or abrasive substances. Avoid the use of furniture cleaning and conditioning chemicals which may result in stains or persistent streaks on the surface of linoleum.

#### Use:

- temperatures of 15–30°C air humidity of 40–65%,
- avoid contact with water,
- at least 1 m distance from active sources of heat,
- use mats under hot dishes,
- protect from direct sunlight,
- do not exceed the maximum loading capacity.

#### Cleaning and maintenance:

- clean with a moist cloth,
- pH-neutral detergent is allowed,
- stains from coffee, tea etc. should be removed with an alcohol-based product,
- do not use cleaning agents containing silicones and waxes.

#### **Lacquered MDF boards**

Lacquered MDF boards should be dusted with a dry, soft cloth. For more difficult stains use a moist cloth. Do not use cleaning or conditioning agents containing silicone and wax derivatives, abrasive substances or solvents (such products may cause permanent

damage to furniture surface).

#### Use:

- temperatures of 15–30° C air humidity of 40–65%,
- avoid contact with water,
- at least 1 m distance from active sources of heat
- use mats under hot dishes,
- protect from direct sunlight.
- do not exceed the maximum load bearing capacity.

#### Cleaning and maintenance:

- dust with a dry, soft cloth,
- clean with a moist cloth,
- do not use cleaning agents containing silicones, waxes, abrasives or solvents.

#### Topalit®

Topalit® table tops are characterized by exceptional resistance to high temperatures, scratching, changeable weather conditions and of high loading capacity. They are relatively easy to keep clean. Topalit® table tops should be cleaned with a soft sponge or cloth using warm water with dishwashing liquid. After washing, wipe the top with a dry cloth. Repeat if necessary. When leaning Topalit® table tops, do not use sharp materials/scourers or acid-based detergents.

#### Use:

- resistant to high temperatures, scratching, <u>Cleaning and maintenance:</u>
- clean with a moist sponge or cloth using warm water with dishwashing liquid,
- wipe with a dry cloth,
- for considerable stains, a stronger detergent can be used.

#### Solid wood, plywood, veneer (finished with lacquers or enamels)

Furniture made from solid wood, plywood and veneer shows the natural beauty and structure of the material used. Natural variations in the look of individual components of a piece of furniture or between furniture sets are acceptable, making every product different, unique and original. They show the natural origin of the material, which additionally emphasizes the value of a piece of furniture

made with these materials. The surfaces of such furniture should be dusted with a clean, moist cloth, moving along the grain. Then, the surface should be dried immediately by wiping with a dry cloth. Do not use cleaning or conditioning agents which may contain silicone and wax derivatives, abrasive substances or solvents. Avoid using chemical furniture cleaning and conditioning detergents as those may have adverse effect on the look of lacquer coatings, leading to permanent damage of the surface, for which the manufacturer bears no liability.

#### Use:

- temperatures of 15–30° C air humidity of 40–65%,
- avoid contact with water,
- at least 1 m distance from active sources of heat.
- do not place hot dishes on furniture,
- protect from direct sunlight,
- do not exceed the maximum loading capacity,
- avoid contact of surfaces with skin care cosmetics (creams, lotions etc.).

#### Cleaning and maintenance:

- clean with a moist cloth, moving along the grain direction,
- do not use cleaning agents containing, silicones, waxes, abrasives or any kinds of solvents,
- dry with a dry cloth.

#### **Glass surfaces**

Glass is an extremely durable material, but it requires proper care. Avoid moving objects made from hard materials (e.g. ceramics or metal) on glass surfaces, as they can scratch the surface of the glass. Glass is prone to rapid changes of temperature, therefore insulating mats should be placed under hot dishes. Glass components should be cleaned with a soft cloth and special glass cleaning products.

#### <u>Use:</u>

- protect from scratching,
- do not place hot dishes on glass surfaces,
- do not hit with hard objects.

#### Cleaning and maintenance:

- clean with a soft cloth,
- gentle detergent is allowed.

### Metal surfaces: powder-coated, chromium plated, polished

In the process of powder coating, a special powder paint is evenly distributed (sprayed) on a metal surface. The coating is extremely smooth and durable, but it is not resistant to scratching or other kinds of mechanical damage (its function is more of a decorative nature, the same as chromium plated and polished surfaces, however, they have higher anti-scratch properties). After washing, wipe the metal surface of furniture dry. Metal elements should be cleaned with generally available non-scratching detergents intended for this type of finishes. The surfaces of furniture should be cleaned with a soft cloth.

#### <u> Use:</u>

protect from scratching and other mechanical damage.

#### Cleaning and maintenance:

- clean with a soft cloth,
- generally available, non-scratching cleaning products.



## General terms of product use, maintenance and cleaning

#### Plastic elements

Plastic elements are normally resistant to chemicals and moisture, but sensitive to strongly oxidizing agents and high temperatures; plastic components should not be exposed to strong sunlight, frost or heavy rain. They should be cleaned with warm water with an addition of generally available detergents such as soap or dishwashing liquid. Do not use sharp or abrasive sponges, brushes or scouring pads.

#### Use:

 temperatures of 15–30° C protect from scratching.

#### Cleaning and maintenance:

- clean with a soft cloth.
- generally available, non-scratching cleaning products.

#### Thermoformed felt

Building sound absorbing structures is one of the many uses of felt. Felt is rigid, yet pleasant to the touch. Product components made from thermoformed felt should be vacuumed regularly and cleaned with a soft, moist cloth with no detergents, if necessary.

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 avoid: frequent rubbing and touching other objects against felt, sudden changes of temperature and soaking.

#### Cleaning and maintenance:

- regular vacuuming and/or cleaning with a soft brush,
- soft, moist cloth,
- do not use detergents.

#### Leather, imitation leather

If properly cared of, leather products can be preserved in a perfect condition for many years. Leather/imitation leather should not be soaked, greased or treated with abrasive agents; they should always be protected from direct sunlight. All stains should be removed immediately. Leather/imitation leather should first be cleaned with a cloth slightly moistened with a mild cleaning solution of water and soap. Then, the surface should be wiped dry delicately. Use of vacuum cleaner is not recommended as it may scratch the surface of leather/imitation leather. If special leather/imitation leather care products are used. it is recommended to carry out a test on an unseen part of upholstery first to check if it does not cause any damage to the surface.

#### Use:

- do not soak or grease,
- protect from scratching (do not use vacuum cleaner),
- protect from direct sunlight.

#### Cleaning and maintenance:

- clean with a soft cloth,
- mild cleaning solution of soap and water,
- wipe dry gently after cleaning.

#### **Fabrics**

Furniture with upholstery must always be protected against direct sunlight to avoid fading of fabrics. All stains should be removed immediately. When removing stains and dirt from upholstery, it is recommended to use a moist cloth soaked with warm water or delicate cleaning products/shampoos, dedicated to the particular type of stains. The effect of a detergent should be tested on a piece of an unseen area of upholstery first, before cleaning. Upholsteries must be vacuumed regularly.

#### Use:

- protect from UV radiation
- all stains should be removed immediately.
   Cleaning and maintenance:
- clean with a soft, moist cloth soaked with warm water with an addition of a delicate cleaning agent/shampoo dedicated to furniture upholsteries,
- vacuum regularly.



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