



PROFESSIONAL SEATING

# USER MANUAL CONSERVATION AND ERGONOMICS

Swivel Chairs

Congratulations! You have purchased a genuine Cavaletti product, manufactured with highest quality and safety standards.

Cavaletti always leads the way in management processes, committing itself to the environment and especially to the company's relations with its employees, partners and the community. Be aware and prioritize recycling or reuse of purchased products. See some tips and guidelines at: <http://www.cavaletti.com.br/empresa/detalhes/sustentabilidade/>

## CLASSIFICATION OF OPERATING SWIVEL CHAIRS

Operational swivel chairs are classified according to type A, B, C or D as required (O) or optionally (F) for the adjustment devices described in Table 1.

Regulating Devices	Typo A	Typo B	Typo C	Typo D
Seat height	O	O	O	O
Lumbar Support Height <sup>a</sup>	O	O	O	F
Backrest inclination <sup>b</sup>	O	O	F	F
Seat Depth <sup>c</sup>	O	F	F	F
Seat Inclination	O	F	F	F

The letter "O" is mandatory and the letter "F" is optionally.

- <sup>a</sup> Height adjustment of the lumbar support can be achieved by moving the entire backrest or only the portion of the backrest that provides the lumbar support.
- <sup>b</sup> Backrest tilt adjustment can be achieved by devices that fix the backrest in different positions or by means of elastic elements or joints that make it able to adapt to the user's back.
- <sup>c</sup> Useful seat depth adjustment can be achieved by relative displacement between the seat and the backrest resulting from the seat and the chair support structure.

## KEEPING YOUR CAVALETTI

Cavaletti employs differentiated quality standards in the development and production of seats for professional and collaborative environments. At the time of purchase, check the product that best suits your needs.

By following the recommendations below, you will keep the functionality and beauty of your Cavaletti product for much longer. Please read carefully the following guidelines:

### CLEANING GUIDELINES:



Do not Wash/Soak



Do not dry clean



Do not Bleach



Do not press

**FABRICS AND MESHES:** For the removal of dust and / or debris use brush with soft bristles.

**CEC AND VINYL:** To clean, use a clean, soft white cloth with a little diluted neutral soap, remove the soap with a damp cloth and dry immediately.

**NATURAL LEATHER:** To clean use a clean soft white cloth with a little mild soap, remove the soap with a damp cloth and then dry. Use automotive leather moisturizer one or two times a year to prevent dryness of material.

**Note:** To remove coffee stains, sweat or pen ink, use a brush with soft bristles moistened with water with mild soap. Do not use a damp cloth for cleaning fabrics, thus avoiding the transfer of fibers, formation of pillings and color transfer.

By performing the quick cleaning, there is a greater possibility that many common stains from everyday life will be removed effectively, such as: grease, pen paints and coffee. For fabrics with anti-flame treatment the cleaning must be done dry avoiding water and soap.

**PAINTED METALS:** For dust removal use only a cloth lightly moistened with water on painted surfaces.

**CHROMED METALS:** Use a cloth slightly moistened with 70% ethyl alcohol (77° GL, the same as for disinfection). This will be enough to remove dust accumulation from the component surfaces. It is recommended to use dry wax and flannel or other soft and dry fabric, never rough sponges or steel wool.

**PLASTICS:** To clean, use a clean, soft white cloth (preferably cotton cloth) lightly moistened with water and mild detergent, drying immediately. To revitalize the gloss, use only silicone gel (the same used in automobiles for plastic parts).

**CASTERS:** Clean the casters monthly. The dirt present on the floor can adhere and with the friction, can stain the floor. If used incorrectly they can break.

#### **GENERAL GUIDELINES:**

- Do not use the product on uneven floors.
- Avoid exposing the product to direct sunlight and moisture.
- Never use the backrest or the armrests as a seat.
- Avoid using vacuum cleaners, if use is required, do so with care as they may damage the coating.
- Avoid hitting, crimping or scraping the plastic, metal, upholstery or wooden parts of the chair.
- Avoid supporting heavy and irregular objects on the chair for many days in a row, this can damage the foam.
- Do not perform repairs or repairs in places not authorized by Cavaletti.
- Never use chemicals or abrasives (soap, acids, solvents, bleaches, furniture polish, tinnitis, alcohol or petroleum products, etc.) to clean the coatings.
- Do not use abrasive materials (sponges or steel mesh) scratching objects, solvents or acids, on plastic, metal and varnished wood surfaces.

**-Some types of fabric have a higher percentage of cotton or polyurethane in their composition and, therefore, it is natural for coatings such as PoliteX, Mixture and CEC to**

**undergo conformation according to their use, since the perception of comfort of these fabrics is related precisely in this ability of the fabric to conform to the pressure exerted on the foam or the backrest and the seat compared to fabrics having a higher percentage of polyester and synthetic fibers in their composition are less rigid and the deformation is less.**

-Plastic and painted finishes in light gray or silver need cleaning more frequently than others, especially on the surface of the spiders, where contact with the sole of the shoes can scratch and increase the deposit of waste.

-Clean your Cavaletti product monthly. The accumulation of dust in direct contact with moisture or sweat can stain the fabric, leaving the product looking old and making removal more difficult, deeply impregnating the material. In case of accidental stains, please contact Cavaletti so that we can assist in the best solution to the problem.

-Products with dyeing (ex: Jeans) may transfer color to the chair's coat, not featuring defect.

## **CASTERS USE**

**Polyurethane Casters (Type W):** Recommended use for hard flooring, such as: woodwork, porcelain tiles, ceramics, floor tiles and vinyl flooring;

**Nylon Casters (Type H):** Recommended use for carpets, rugs and the like;

The 65mm casters (Polyurethane and Nylon) have a protective cover. Remove it before using the chair, breaking the central sealing of it.

## HOW TO USE YOUR CAVALETTI



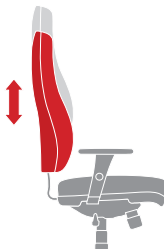
- Directional guidance refers to a seated user.
- Check which adjustments are available for your seat model, depending on the type of mechanism or arm.

## SAFETY RECOMMENDATIONS

- Do not use the backrest as a seat.
- Avoid leaning on the armrest to lift the chair. Do not use the armrests as a seat.
- Avoid sitting on the front edge of the seat, there is risk of tipping.
- To extend the life of your Cavaletti chair, it is recommended that the chair be used on flat floors, avoiding uneven or wavy surfaces, as these can cause damages to the shoes and casters, which can cause the user to fall.
- Never leave the mechanism unlocked when leaving the chair, as it may cause accidents in the next use, and may even cause the user to fall.
- It is recommended to re-tighten the bolts annually.

\* For special models like extra chairs, consult one of our dealers for the necessary instructions for use.

## HOW TO USE YOUR CAVALETTI



### AUTOMATIC BACKREST HEIGHT

Move the backrest vertically to the desired height. To restart the adjustment, move it to maximum height and then return the backrest to the minimum height. Resume the vertical movement to the desired height.

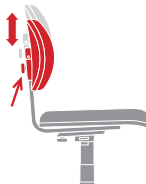
\* Valid for SRE and optional for Relax, Synchron, SR-MC and Synchron RP.



### BACKREST HEIGHT BY LEVER

Activate the lever located on the back of the Backrest to the right. Slide the backrest up and down and release the lever in the desired position.

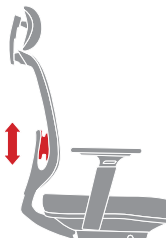
\* Valid only for Cavaletti Idea.



### BACKREST HEIGHT BY LEVER

**Adjust:** Turn the knob located behind the backrest counterclockwise and move the backrest up or down.

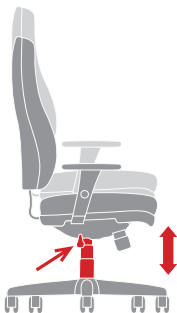
**Lock:** Turn the same knob clockwise to lock in position.



### ADJUSTABLE LUMBAR SUPPORT

Slide the adjustable lumbar support up and down until you reach the desired position. Adjust sitting with both hands.

\* Valid for Cavaletti Air, Cavaletti C3, Cavaletti C4, Cavaletti 16001 with lumbar support and Cavaletti Vélo.



### SEAT HEIGHT

Pull up the lever located to the right under the seat. Release the weight on the seat to increase, and press the seat to decrease the height, release the lever when it reaches the desired height.

\* For mechanisms with two levers, this lever is on the right and front of the mechanism

\*\* For Backrest Recliner System (SRE) and Synchron Plus, the flap of the lever must be pushed upwards, causing it to rotate.



### SRE (BACKREST RECLINING SYSTEM)

**Adjust:** Pull up on the right and left lever. Increase or relieve weight on backrest and incline to desired position.

**Free movement:** Pull down the lever located on the right and rear and it will remain activated allowing that the backrest is free for movement.

**Lock:** Pull the lever to the neutral position by locking the mechanism in the desired position.



### SRE DOUBLE (BACKREST RECLINING SYSTEM WITH TILTING OF THE SEAT)

#### Adjusting the Backrest:

Pull up on the right and left lever. Increase or decrease the weight on the backrest and tilt it to the desired position.

**Seat Tilt:** Pull up on the right and left lever. Press the seat on the front or rear edge to tilt to the desired position.

**Free movement:** Pull down the lever located on the right and rear and it will remain engaged allowing the backrest to move freely.

**Lock:** Pull the lever to the neutral position by locking the mechanism in the desired position.



## SYNCRON

**Free mode:** Press the left lever forward to unlock the mechanism, press the backrest with the backrest for the mechanism to release.

**Lock:** Push the same lever back into one of 4 positions. When locked and unlocked, the levers produce a click sound.

**Adjust:** To adjust the movement according to your weight, rotate the knob located at front and under the seat counterclockwise to decrease spring tension and clockwise to increase tension;



## RELAX

**Free mode:** Push the right lever forward to unlock the mechanism.

**Lock:** Release the weight on the backrest and push the same lever back. When locked and unlocked, the levers produce a click sound.

**Adjust:** To adjust the free movement according to your weight, turn the knob located at the front and under the seat.



## SYNCRON WITH AUTOMATIC TENSION

**Free mode:** Turn the left levers back to unlock the mechanism.

**Lock:** Push the same lever forward in one of the positions.

**Adjust:** The adjustment of the tension to adjust the movement according to its weight is done automatically.

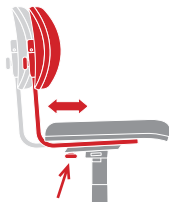
\* Valid only for Cavaletti C3 and C4.



## SEAT DEPTH BY TRIGGER / LEVER

Trigger the trigger / lever located under the seat on the right, pull to the right (in the case of lever pull up). Press on the seat and slide it back and forth, holding the to facilitate movement, release the trigger / lever in the desired position.

\* Valid only for seats with Synchron and SRE mechanism.



### SEAT DEPTH BY KNOB

**Adjust:** Rotate the knob located underneath and behind the seat in the counter-clockwise direction and slide the seat backrest + backrest bracket forward or back.

**Lock:** Turn the same knob clockwise to lock in position.



### MOOV

**Free mode:** Pull the lever out, unlocking the mechanism, press the backrest with your back to release the mechanism.

**Lock:** Push the same lever inward at the start or end position to lock. It has no locking in intermediate stages.

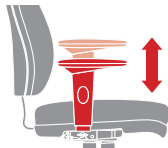
**Adjust:** The adjustment of the tension to adjust the movement according to its weight is done automatically.



### 2D PU ARM SUPPORT

**Height:** Press the side button, move vertically to the desired position and release the button.

**Spin:** Rotate the Armrest on the horizontal axis.



### ARMS SUPPORT SL/SL NEW PU / SL NEW PP

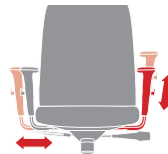
**Height:** Press the side button, move vertically to the desired position and release the button.

### \* OPTIONAL SIDE ADJUSTMENT

#### Lateral adjustment:

Turn the knobs or screws counterclockwise to loosen them slightly, move the arms so that they are closer or farther from the side of the seat. Turn the knobs or screws clockwise to retighten them to the desired position.

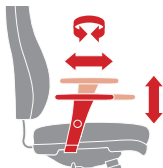
\* Option available for arm models SL, SL New PU, SL New PP and 2D PU.



### ARM SUPPORT ID

**Height:** Press the side button, move vertically to the desired position and release the button.

**Lateral adjustment:** Turn the knobs counterclockwise to loosen them slightly, move the arms so they are closer or farther from the side of the seat. Turn the knobs clockwise to re-tighten them to the desired position.



### 3D ARM SUPPORT

**Height:** Press the side button, move vertically to the desired position and release the button.

**Horizontal Rotation and**

**Shift:** Move the Armrest freely forwards or backwards or rotate it on the horizontal axis.



### 3D C4 ARM SUPPORT

**Height:** Press the side button, move vertically to the desired position and release the button.

**Horizontal Displacement:**

Push the upper button on the inside of the armrest and freely move the Armrest forward or back, to the right and to the left.

\* Valid only for Cavaletti C4.



### 4D ARM SUPPORT

**Height:** Press the side button, move vertically to the desired position and release the button.

**Horizontal Rotation and Shift:** Move the

Armrest freely forwards or backwards, to the right and to the left, or rotate it on the horizontal axis.



### 4D ARM SUPPORT

**Height:** Press the side button, move vertically to the desired position and release the button.

**Horizontal Rotation and**

**Displacement:** Move the Armrest freely forwards or backwards, to the right and to the left, or rotate it on the horizontal axis.

**Side Displacement:** Activate the lever on the bottom of the seat and move your arm freely to the right and left.



### FOOT SUPPORT ARO

**Adjust:** Turn the knob counterclockwise to release the hoop. Move it up and down.

**Lock:** Turn the same knob clockwise to lock the ring in the desired position.

\* Make sure that you are not resting on the footrest when adjusting.

\* Do not use the hoop as a support for raising or lowering the chair, there is a risk of tipping.



### HEAD RESTRAINT

**Adjust:** Slide up or down and one of the 6 available positions to adjust height. It has flexibility in the horizontal and vertical axes.

**Free floating backward movement with automatic spring return:**

- It has up and down swivel movement.
- It has turning movement for left and right.

\* Valid only for Cavaletti C3.



## POSTURE AND ERGONOMICS

- 1 Keep the upright position with the lumbar spine fully supported on the back of the chair/armchair;
- 2 Position the monitor at eye level;
- 3 Keep your elbows 90° degrees resting on the arm of the 4 chair and table aligned to the forearm;
- 5 Position your knees 90°;
- 6 Let your feet fully resting on the floor or footrest when necessary;



- Use the rotating movement of the chair, thereby protecting your spine and upper limbs.

- Get used to using Synchron/Relax/SRE regularly to rest the musculature of your spine.



- Avoid crossing your legs and making regular movements with your feet to stimulate circulation and avoid leg fatigue.
- Take short breaks and stretching exercises with professional guidance.

## WARRANTY TERMS CAVALETTI

According to Paragraph 2 of Article 26 of the Consumer Protection Code - Law 8078 of September 11, 1990 "The right to claim the apparent defects or easily lapse observation in ninety (90) days, in the case of service provision and durable products." But **Cavaletti S/A Professional Seating** extends the warranty of their products for a period of Six **(6) years** against manufacturing defect in the metal and plastic parts with structural function structure, and one **(1) year** to the other components and chrome finish, when considering an 8 work shift (eight) hours a day by people weighing up to 110 kg, provided they observed the normal conditions of use and observing the recommendations of Use and Conservation of the product, in this manual.

The warranty period is valid with the presentation of the invoice of the product and is counted from the date of issue of this.

For work shifts of more than 8 (eight) hours a day, the warranty time is proportional to 12 (twelve) hours shifts per day, the warranty is 4 years, and for 24 (twenty four) hours shifts the warranty is 2 years.

### This term **COVERS**:

- Plastic parts with structural function and defective metal components.

### This term does **NOT COVER**:

- Defects caused by improper use of the product, lack of minimal care, improper assemble or installation, maintenance performed by third parties without prior authorization from Cavaletti.
- Parts or components with natural wear and tear of the product, such as regulators, bushings, slippers, cloth, canvas, vinyl materials, leather, colored plastics, and other coating / finishing materials.

- Difference of tonality between coatings of products acquired on different dates.
- Deformations on foam used in seats and backrests up to 10% of their original size are considered appear with the use.
- Damage caused by exposure to the elements, use of the product in outdoor or moisture / high heat areas, as well as use on rough terrain.
- Chrome finish in plastic parts.
- Damage caused by natural disasters such as flood, fire, etc.
- Defects occurred during transport carried out by the customer or carrier under the customer's responsibility.
- Amendments made to the product by the owner and / or unauthorized persons.
- Materials provided by the customer, such as tissue or other material that is not standard Cavaletti line.

In case of defect, in order to enjoy the warranty, the consumer should contact the company where he purchased the product, with the invoice of the same. A product shall not be considered defective and Cavaletti shall not be obliged to replace it if it is not installed or used as recommended in the instruction manual of this manual.

Cavaletti is available to answer any questions regarding your products and services, as well as to guide you in the best way about warranty procedures or the conservation of your product.

**[www.cavaletti.com.br](http://www.cavaletti.com.br)**  
**[comex@cavaletti.com.br](mailto:comex@cavaletti.com.br)**  
**Phone: +55 (54) 3520.4100 | +55 (54) 2107.4100**

(To obtain the warranty you will need).

Date of Purchase: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dealer: \_\_\_\_\_

Invoice N°: \_\_\_\_\_

Model and Description: \_\_\_\_\_



Access the digital version of the Manuals and check the compatibility with your product.



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