



USE AND MAINTENANCE BOOKLET

Codutti Furniture S.r.l.



in compliance with the legislative decree 6 October 2005 n. 206

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Codutti products must be used for the purpose for which they were built.

The manufacturer declines all responsibility for damage caused to things or people resulting from improper use of the product.

The products are intended for internal use: high temperatures, exposure to sunlight and conditions of high humidity could irreparably compromise the structures and aesthetics of the product.

Any electrification passing next to or through the cabinet must be insulated in ducts by authorized personnel: cables without suitable insulation mustn't come into contact with the cabinet.

The products are not designed for be used by children: small metal parts and keys must be kept out of their reach. The product must be placed on a horizontal, stable surface of suitable size.

The packaging containing the product must be lifted and placed with care, avoiding to leverage on the edges. Use cutters or sharp objects with extreme care to open the packaging, to avoid the risk of damaging the material inside.

The assembly of the products must be performed by qualified personnel. The hardware and the necessary assembly instructions are contained inside the packaging.

The packaging consists of: cardboard, polystyrene, PVC regent and polyethylene film. The disposal of products and packaging is responsibility of the buyer and must be carried out in authorized facilities, taking care to separate the different materials.



5 YEAR PRODUCT WARRANTY

Codutti Furniture Srl guarantees the products for 5 years starting from the date of shipment of the goods from our factory for reasons attributable to manufacturing defects.

To access the guarantee, it is necessary to communicate the invoice number and date to Codutti Furniture Srl within 8 days from the damage, by sending an e-mail to the certified mail address coduttifurnituresrl@legalmail.it.

The warranty does not cover wearable parts (such as wheels, guides and sliding balls of the drawers, hinges, gas movements) and damage caused by incorrect use, poor care, tampering and alteration and cleaning with unsuitable methodologies or detergents. Normal wear and tear, cuts, scratches, damage caused by bumps and accidents, variations due to prolonged exposure to sunlight and storage and installation in outdoor or humid environments are also excluded. Please note that Codutti Furniture Srl uses natural materials such as thin leather, thick leather, wood for its executive lines: color variations over time are normal and can't be considered production defects, the same for sagging of the leather and chromatic variations in the materials, that can occur between different supplies.

The replacement or repair, in case Codutti accepts that the damage is due to a manufacturing defect, are intended ex works and are valid only if the defects significantly exceed the normal tolerability limits. Codutti Furniture Srl isn't responsible for accidental or indirect accidents or damages, including the loss of time and the use of money. The liability of Codutti Furniture Srl will not exceed the value of the product or the amount necessary for the replacement. Codutti Furniture Srl is not liable for any damage,



direct or indirect, caused to people, things, animals, defects and / or defects in the goods, nor for any damage in consequence of the forced suspension of their use.

In particular for the seats, the warranty is valid for normal use of 8 hours a day with the exclusion of parts subject to wear such as upholstery, wheels and gas movements. For intensive use, the warranty is reduced to 3 years for 16-hour use per day and to 1 year for 24-hour use per day.

These conditions are valid from 1 June 2020. For the solution of disputes, the competent court is Udine, as indicated in the General Conditions.

This is the only valid guarantee. No one is authorized to modify the terms or to issue other verbal or written ones.



TABLES AND DESKS

Avoid overloading the desk with heavy materials, not relevant to normal office use. Do not use desk tops as steps on a staircase. Make sure that the desk rests well on the floor, using the adjustable feet for this purpose.

Maximum allowed load: 100kg

Movable desks

Do not approach movable desks of the worktop with fixed tops, to avoid the guillotine effect during the movement of the top. Furthermore, do not place under the desk top elements that are higher than that which can be reached from the worktop in its lowest position.

For folding desks, make sure that there is sufficient space for the top to rotate and that people present are at a safe distance during the maneuver, in order to avoid collisions.

ORDINARY CLEANING

Use a soft, damp cloth.

Pay attention to the proximity of electrical, telephone and data sockets when cleaning the floor.



BOOKCASES, DRAWERS, EXTENSIONS, CONTAINERS

The door drives (hinges, locks, etc.) and the internal and external equipment (extractable frames, drawers, etc.) are built and tested, as per current legislation, to withstand the stresses deriving from normal use. Avoid overloads and violent impacts.

The doors of the containers have a variable rotation width depending on the product: do not force beyond the maximum extension allowed by the hinge; do not force the drawers to open beyond the end of the runners.

The shelves and extractable frames can be removed and placed in another position without the intervention of qualified personnel, just checking the flatness and correct attachment of the equipment. Cabinet shelves are designed to support only distributed weights: a wooden shelf can hold a maximum of 72 kg, a metal shelf a maximum of 90 kg. The file holder frames bear a maximum weight of 80 kg. In the case of adjacent cabinets, all elements containing filing drawers must be fastened together. It is always suggested to secure the cabinets to a supporting wall using the Codutti fixing kit and to ensure that it is suitable for the type of anchoring wall.

To access the shelves in the upper positions, use ladders and similar equipment; do not climb using the lower shelves, and / or the drawers as steps. When moving containers on wheels, avoid obstacles on the floor by slightly lifting the container.

Keep away from sources of heat with high radiation that can damage the furniture.

The locks are supplied with a pair of keys: they must be kept separate. If problems arise in opening the locks, it is necessary to contact the manufacturer or specialized personnel.



ORDINARY CLEANING

Use a soft, damp cloth. Be careful when cleaning the floor or other adjacent surfaces to avoid deterioration of the surface finish.

Daily use of the product requires periodic annual maintenance to tighten the mechanical parts that can loose with normal use (feet, hinges, etc.).

ACCESSORIES

The front screens, mounted in front of the desks to divide workspaces, are not built to lean on.

The object holders and supports for the central unit of the personal computer should be used for the purpose for which they were designed, not as support surfaces for heavy loads.

ORDINARY CLEANING

Use a soft, damp cloth.

Pay attention to the proximity of electrical, telephone and data sockets when cleaning the floor.

DIVIDING WALLS AND PANELS

Do not hang pictures, mirrors, lamps, etc. to the walls without the prior consent of the Supplier, to avoid damage, structural weakening and / or danger deriving from unexpected electrical contacts, etc.

Pay attention to the glass parts and in particular not to violently slam glass doors and shutters.

The passageways of the doors must always be kept completely free from obstacles. Transparent glass panels and doors must be clearly marked to avoid accidental collisions.

The drive parts of the doors and small doors (hinges, handles, door closers, etc.) and the mobile equipment of the container walls (extractable frames, drawers, etc.) are built and tested according to current regulations to withstand the stresses deriving from normal use: therefore avoid overloads and violent impacts.

Avoid overloading hanging and storage equipment, respecting the maximum permissible capacity.

Daily use of the product or structural adjustment can cause slight displacements of some moving parts (door and leaf hinges), making it necessary to adjust them. The mechanical parts must be subjected to periodic maintenance at least once a year using appropriate lubricants.

ORDINARY CLEANING

Ordinary cleaning is carried out without having to dismantle the components that make up the movable wall. Do not lean stairs against the glass wall. Pay attention to the proximity of electrical, telephone and data sockets when cleaning the floor. Avoid excessive use of the detergent which can cause infiltration in the gaskets and / or profiles.



SITTINGS

This product is made exclusively for seating and is ergonomically designed to maximize seating comfort. It must not be used for other purposes, such as: getting on the seat with feet, sitting on the backrest and / or armrests, getting on the seat and using it as a ladder, swinging, using the seats with wheels to move. The product must be used with all legs / base / feet / wheels resting on the floor: improper use of the seat on two legs or with the legs arranged on different levels does not ensure the comfort for which it was designed and can seriously be danger for the user.

The seats can be equipped with systems that allow adjustments to the height of the seat or the movement of the backrest. If necessary, these devices should only be replaced or repaired by a specialized technician.

Maximum load: 100kg

ORDINARY CLEANING

Use a soft cloth moistened with water and mild all-purpose detergents.

Avoid cleaning surfaces with alcohol.

The wheels should be cleaned regularly using non-aggressive detergents. Remove dust residues that accumulate on the wheel axle for optimal sliding.

CLEANING AND MAINTENANCE

Leather and hide upholstery

Leather and hide are natural materials and each single piece has its own characteristics as well as the typical natural signs. Natural leathers undergo a slight discolouration over time.

Do not expose the product outdoors, do not store or keep the product in humid areas.

Do not expose the product to direct sunlight and do not place it too close to heat sources.

Beware of straps, studs, buttons or other sharp metal objects that could irreparably damage the leather.

Do not leave heavy objects on the seat as these could mark the upholstery. Normal use of the product causes a gradual crushing of the padded parts which is to be considered natural during its average life.

If not specifically provided, do not stack. Any accidental spills of liquids such as water or oily substances must be removed immediately to avoid the formation of bubbles or stains.

Protect the parts resting on the ground from shocks and contact with rigid parts and from liquids or cleaning products containing corrosive chemical agents.

For normal cleaning use the Codutti Cleaning Kit.

Ecoleather upholstery

Dust with a soft, dry cloth. To remove any stains, we recommend cleaning with cold water, using soaps or neutral liquid detergents applied with a sponge or soft cloth, and then dry with a soft cloth.

Do not use powdered soaps or other abrasive materials, alcohol and solvents.



Fabric upholstery

Regularly brush gently or pass with a vacuum cleaner. Do not use nylon brushes or other synthetic fibers. In the case of stains, it is necessary to remove them as soon as possible, using a mild dry stain remover, or soap and water. Local treatment of stains must be carried out with a sponge or absorbent paper, dabbing gently. It is necessary to rinse well and to remove the detergents used. It is very important to avoid rubbing strongly during the treatment, in order not to cause surface alterations. If the stains are large or the fabric is generally dirty, clean the entire fabric using, for example, the low-intensity steam wash.

Do not expose to direct sunlight. Do not use aggressive detergents.

Acrylic - Tailor

In case of slight stains, wipe the surface with a damp cloth or a solution of neutral detergent, rinsing with water. For particularly resistant stains, Tailor can also be treated with a solution of water and alcohol.

PEN - Treat promptly with pure colorless denatured alcohol. Then brush with neutral detergent, rinse well.

MILK, BUTTER, OIL -Dab promptly with absorbent paper. Then brush with neutral detergent, rinse well.

DRINKS - Rinse promptly with water and neutral soap, rinse well.

ADHESIVES AND CHEWINGUMS - Harden with ice, remove residues, apply a lubricating solution and allow to dry. If necessary, repeat the operation and wash with a neutral detergent solution, rinse well.



Trevira

If the stains do not penetrate inside the fiber and remain on the surface, they can generally be removed with a sponge. Instead, a stain remover should be used for old stains.

For small stains, use a damp sponge or brush and moisten the fabric without getting it wet. The underlying natural fiber coating may shrink. Before using stain removers, carefully follow the manufacturer's instructions. A local stain remover is sufficient for small stains. If the stains are larger, it is advisable to have all the upholstery removed (eg: aerosol stain remover).

If necessary, use an anionic cleaner. The use of a suction brush is not recommended. After the stain removal it is necessary to proceed with a complete drying of the fabric, avoiding however high temperatures.

Boiled wool

Remove the stain by dabbing with a white cotton cloth soaked in pure ethyl alcohol (colorless from liqueurs) or alternatively with a white cotton cloth soaked in Marseille soap solution (5 g / l).

Suede

Dust gently and in case of slight stains wipe the surface with a damp cloth or with a solution of neutral detergent, rinsing with water. Leave to dry avoiding direct sun exposure. Do not use solvents.

Light colors should not be placed in contact with fabrics and clothing treated with unfixed dyes, or with poor dye fastness, in order to avoid stains and dye halos.



Structure or parts in wood

Use a cloth dampened in slightly soapy water with neutral soap. Rinse with a well wrung cloth and dry all surfaces well, without scratching them. Avoid products containing acetone, ammonia, chlorine and solvents, abrasive products and furniture waxes. Do not use pumice, metal scouring pads, rags with rough surfaces or various abrasives.

The use of the cleaning liquid must always be moderate to avoid infiltration between the panel and the edge, with possible swelling of the panel.

If necessary, before proceeding with the treatment of the entire surface, it is advisable to perform a preliminary test on a limited and hidden area, making sure that the product in question does not damage the finish of the artifacts and does not alter their color and opacity.

Lacquered surfaces require particularly careful maintenance to avoid scratches. For cleaning, you can use neutral soap or alcohol diluted with plenty of water, drying immediately with a soft, preferably white, non-abrasive cloth. It is possible that, upon initial cleaning, a slight color may remain on the cloth used.

Parts in stone

Immediately remove liquids and stains using a soft, damp cloth. For normal maintenance it is sufficient to clean the surfaces with water and neutral products, absolutely do not use solvents, abrasive materials or aggressive liquids.

Parts in plastic material

Use a soft sponge with water and common cream or liquid detergents.



Do not use solvents or acetone, metal wool or various abrasives, furniture waxes.

Structure or metal parts

To remove dust, use a soft, dry cloth.

For oily dirt it is recommended to use detergents for cleaning windows or neutral liquid detergents, better if diluted in water: avoid products containing solvents and / or alcohol and cloths with stiff fibers that could damage and / or scratch the surfaces.

For the polished chrome finish, treat periodically with specific products for cleaning / polishing metals.

Glass parts

Use in moderate quantities specific products for glass surfaces; the lacquered glass parts must be treated only with water.

When combining glass with other materials such as wood or metal, it is recommended not to spray the product directly on the surface, but on a cloth.

Most glass cleaning products contain ammonia, a substance that can attack the surfaces of wooden or lacquered frames, etc.

Tempered glass is subject to spontaneous breakage; this risk is inherent to this type of product and cannot be eliminated, the Supplier is not liable for such breakages, nor for the consequent damages.