

## general information

TEKNIPAIN & TEKNISTAIN . . . . .	99
FABRIC DIRECTIONAL GUIDELINES . . . . .	100
CUSTOMER'S OWN MATERIAL (COM) . . . . .	105
CARE & MAINTENANCE . . . . .	106
TOUCH-UP KITS . . . . .	107

# teknipaint & teknistain

## teknipaint

A TekniPaint form is required if the customer requires a custom paint color.

The color matching procedures will take a minimum of 10 working days.

Standard lead times apply once customer approved sample is received by Teknion Customer Service Representative.

## using the teknipaint

Prior to placing the order, Dealer submits the color match sample (minimum size 2" x 2") to Teknion Customer Service Representative in conjunction with a completed TekniPaint form.

After the color match process is completed, two (2) samples are returned to the Customer Service Representative who forwards them to the Dealer with a sign-off sticker, attached to the back of the sample, for approval by the customer.

Customer formally signs-off on the color samples by signing the attached sticker.

Dealer returns one (1) of the customer approved samples to a Customer Service Representative or a fax of the signed off sample to Teknion.

Dealer submits the order, quoting the paint name and paint number as indicated on the customer sign-off sticker.

### Teknion products included in this program:

- Panels and Supports
- Providers, Overheads & Active Storage Products
- Electrical Products
- Pedestals, Lateral files & Storage Cabinets.

TekniPaint forms and information on how to use these forms can be found at [www.teknion.com/products](http://www.teknion.com/products) for your printing convenience.

## teknistain

A TekniStain form is required if a Teknion Wood product is needed in colors outside our standard offering.

To order a Custom Wood Stain, follow these instructions:

If specifying a custom color for Seating, please use code NOCWS.

If specifying a custom color for District, Interpret, Leverage, Marketplace, TOS, Transit or Expansion Casegoods, please use code ZOCWS.

If specifying a custom color for Dossier, Cana, Westcoast, Solitär, Grayson, Agenda, Gemini, Table&Conferencing and Executive Casegoods, please use code ZCCWS.

Please forward a TekniStain form to your Customer Service Representative along with two color samples. Allow two (2) weeks for the TekniStain approval process. The Custom Wood Stain sample must be signed off prior to placing product order. The total lead time will begin once final approval samples have been received from customer to Teknion.

## using the teknistain

Teknion requires dealer or client to supply one (1) TekniStain form for each color being custom matched.

Include three (3) for U.S./two (2) for Canada minimum 3 x 3 color samples for each color being submitted for Custom Wood Stain

Teknion will provide customer with two color samples for each TekniStain submitted. The customer must sign the back of the approved sample. The second sample to be kept for customer reference.

TekniStain forms and information on how to use these forms can be found at [www.teknion.com/products](http://www.teknion.com/products) for your printing convenience.

# fabric directional guidelines

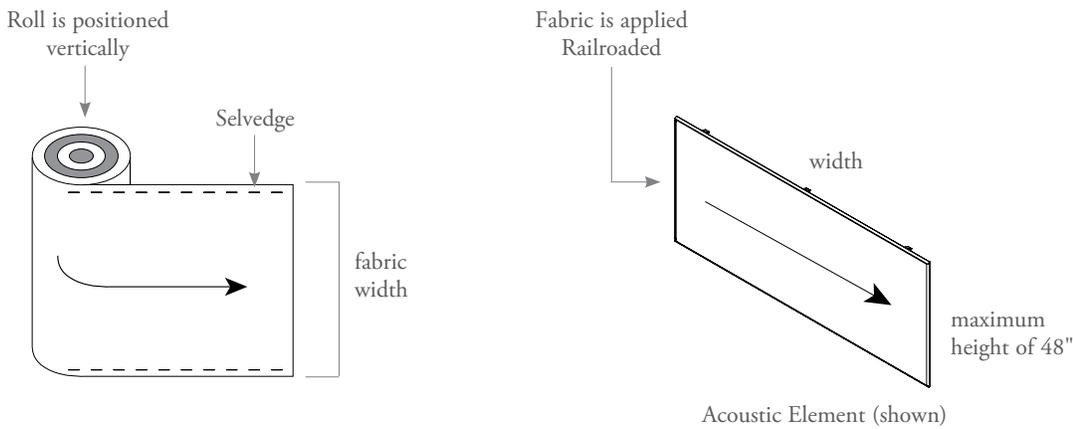
Railroaded and Off-the-Bolt are terms that describe the orientation the fabric is applied to furniture.

## railroaded

All Teknion Standard panel fabrics are applied Railroaded.

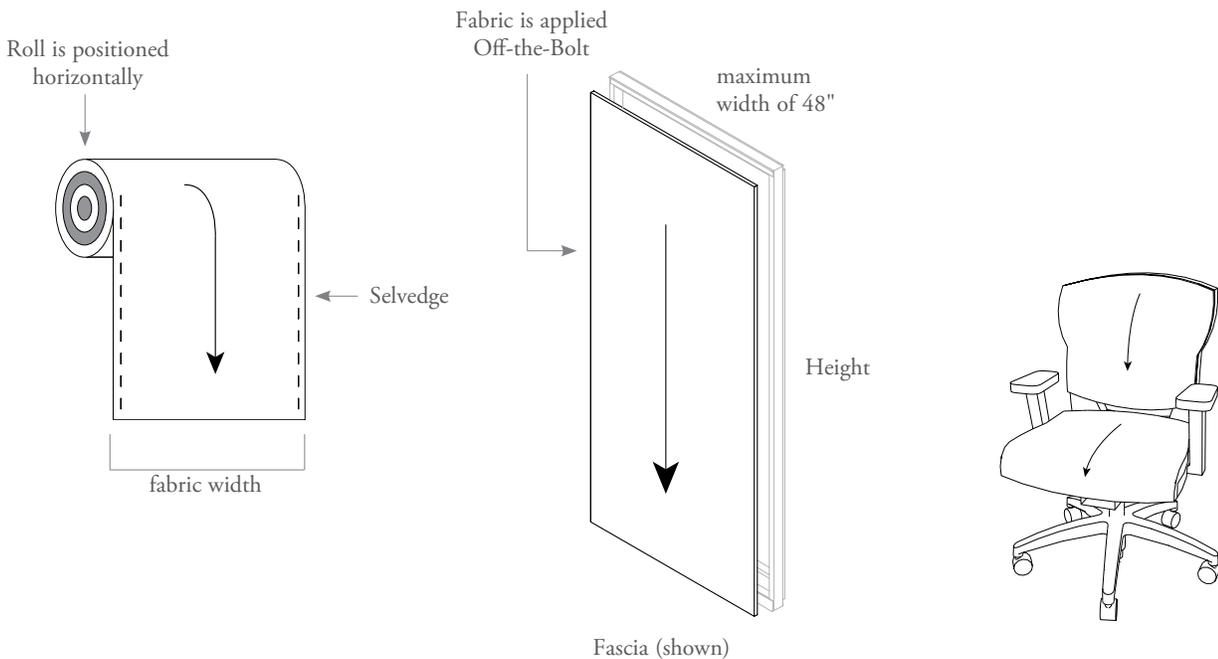
Panel fabrics are typically 66" wide and are applied Railroaded regardless of a pattern orientation on the fabric. The fabric width equals the height of the element. For panel elements or screens greater than 60" in height, fabric direction is applied Off-the-Bolt, as the height of the product is greater than the width of the fabric.

The combination of panel heights up to 60" with higher panels will result in opposite pattern directions. Non-directional fabrics are recommended for these installations.



## off-the-bolt

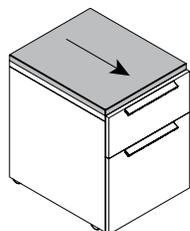
All Teknion Standard Architectural and Upholstery fabrics are applied Off-the-Bolt. Most upholstery and seating fabrics are 54" wide.



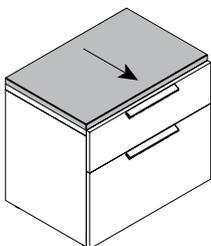
# fabric directional guidelines

## pedestal & credenza cushions

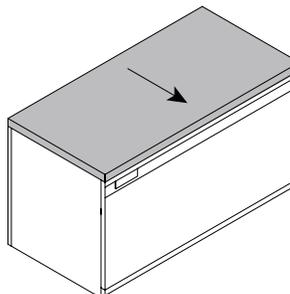
Cushions on Teknion Pedestals and Credenzas are also applied Off-the-Bolt as illustrated below. The combination of storage cushions and the orientation of these products within an environment will result in fabric patterns appearing in opposite directions. If there is a need to change the orientation of the pattern on the cushion, a CR/Special is required.



Pedestal



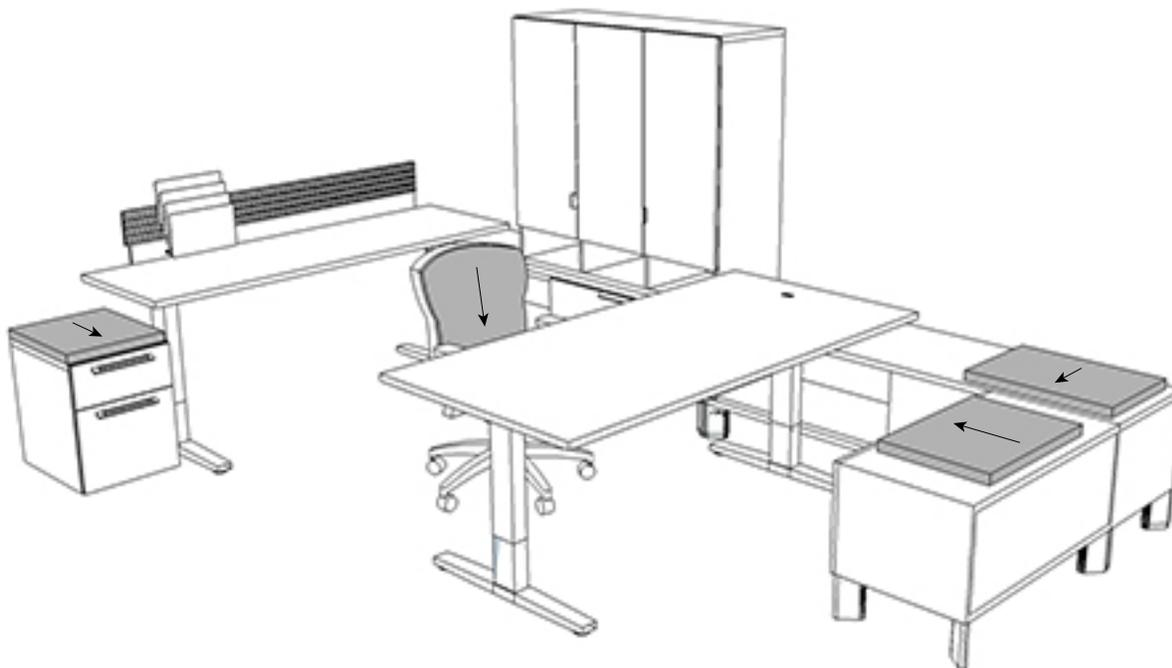
Stretch Pedestal



Extra Large Stretch Pedestal

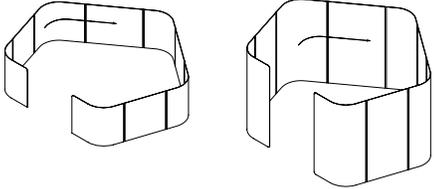
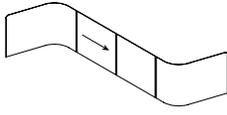
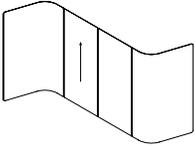
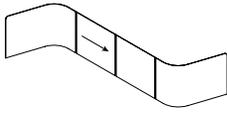
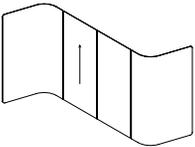
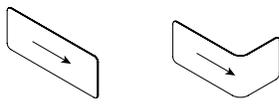
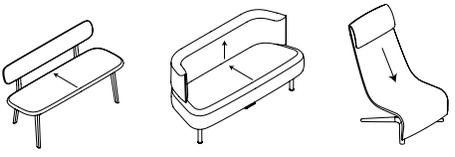
## pattern directions

The placement of storage within the workstation can result in the fabric pattern running in the opposite direction. Please see example below.



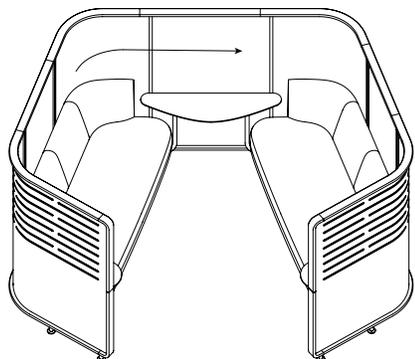
# fabric directional guidelines

The following should be considered when planning with Enclosures, Screens, Easels and Seating.

	Railroaded	Off-the-Bolt
Zones Enclosures – 55" high (Panel and Upholstery Fabric)	 <p>with partial buffer      with full buffer</p>	
Zones Screens– 55" high (Panel and Upholstery Fabric)	 <p>with partial buffer</p>	 <p>with full buffer</p>
Zones Screens – 72" high (Panel and Upholstery Fabric)	 <p>with partial buffer</p>	 <p>with full buffer</p>
Zones Desk Edge Screens (Panel and Upholstery Fabric)		
Zones Easels (Panel and Upholstery Fabric)		
Zones Seating (Upholstery Fabric) Note: Panel Fabric not available on Seating		 <p>All Zones Seating</p>

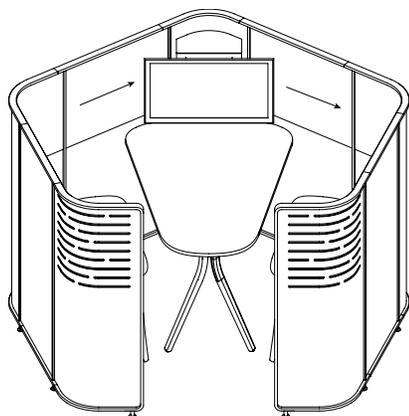
# fabric directional guidelines

## zones enclosures



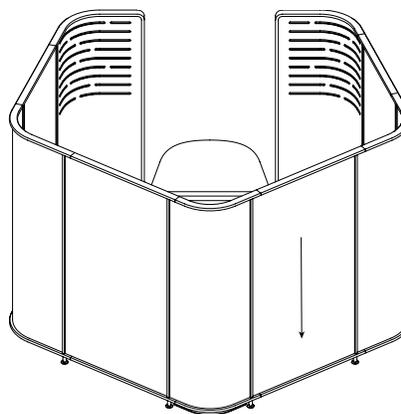
### 55" High Enclosure

When applying a Panel or Upholstery Fabric to Fabric Buffers, the fabric direction will run Railroaded on the Fabric Buffer.



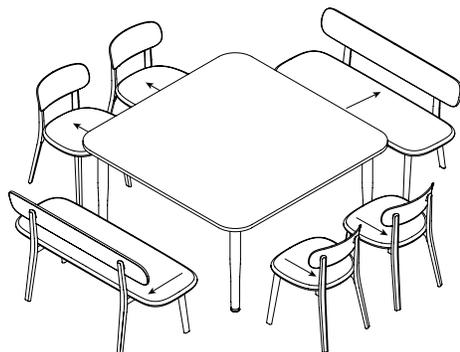
### 72" High Enclosure, Interior

When applying a Panel or Upholstery Fabric to partial Fabric Buffers, the fabric direction will run Railroaded on the Fabric Buffer.



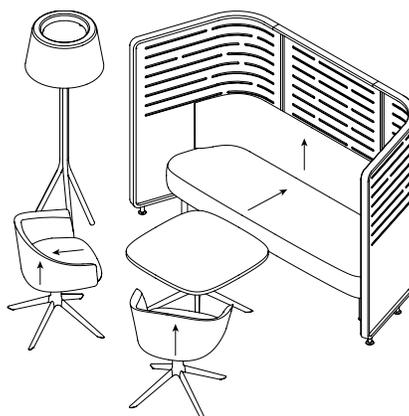
### 72" High Enclosure, Exterior

When applying a Panel or Upholstery Fabric to full Fabric Buffers, the fabric direction will run Off-the-Bolt on the Fabric Buffer.



### Zones Seating

When applying Upholstery Fabric to all Zones seating, the fabric direction will run Off-the-Bolt.



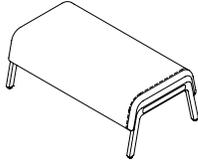
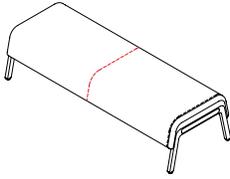
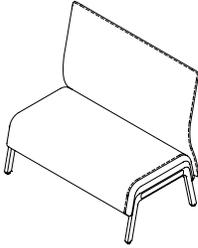
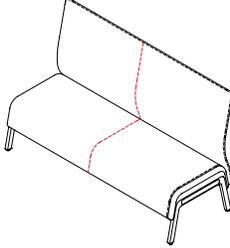
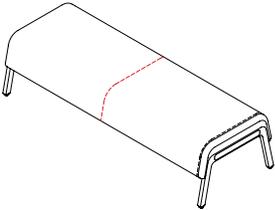
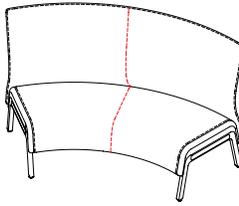
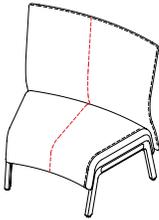
# fabric directional guidelines

## zones fabric pattern for seams

All fabrics for Zones Modular Seating are applied Off-the-bolt (front to back). Patterned upholstery is not recommended due to the curved form and manner in which the upholstery is applied.

COMs will follow the same fabric orientation and pattern seams.

Seams are required in the center-line of 3-seater straight upholstered benches and curved concave units as indicated below. Seams are applied to the back side and front face of the bench backs.

Model	Fabric Pattern Seams	Model	Fabric Pattern Seams
Zones Modular Seating – Straight Upholstered Bench – No Back 2-Seater		Zones Modular Seating – Straight Upholstered Bench – No Back 3-Seater	
Zones Modular Seating Straight Upholstered Bench Low and High Back 2-Seater		Zones Modular Seating Straight Upholstered Bench Low and High Back 3-Seater	
Zones Modular Seating 30° concave Upholstered Bench Low and High Back		Zones Modular Seating 60° concave Upholstered Bench Low and High Back	
Zones Modular Seating 90° concave Upholstered Bench Low and High Back			

# customer's own material

## customers own material or leather (COM / COL)

A COM form is required if a Teknion product is needed in a textile outside our Standard or Graded-In Programs. For any COM/COL requests, please check with Teknion Customer Service for a record of the test results. If the fabric/leather has been approved, a serial number for the fabric and a cutting direction will be supplied by Teknion. This number must be shown on the order. Please note, for various reasons, certain fabrics/leathers may not be approved for use. The required COM/COL yardages given on the price pages are for orders up to 100 chairs. This number is approximate and can vary depending on the pattern repeat.

The COM process will take a minimum of 5 working days once the test yardage has been received by Teknion.

COM forms and information on how to use these forms can be found at [www.teknion.com/products](http://www.teknion.com/products) for your printing convenience.

## COM pattern directional guidelines for seating

Usually, seating fabrics are patterned to run Off-the-Bolt. At the request of the customer, upholstery can be applied railroaded but yardage requirements may vary.

To avoid unnecessary confusion, you must always specify Off-the-Bolt or railroaded when using a COM fabric.

## estimated material requirement

More yardage may be required depending upon the upholstery pattern, repeat, directionality and pattern matching. Leather yield varies from 60-80% and may be affected by the quality of the COL including location and quantity of blemishes, size and shape of hide. The size of the sewing pattern and the number of units ordered may also impact yield. Always round-up to the next hide.

## teknion dna™

When selecting a COM fabric on Teknion dna, please note fabrics containing the following characteristics may result in poor application and therefore may be rejected :

- Lack of elasticity & recovery from an extension (below 3% threshold)
- Higher percentage of fiber content, (i.e. Cotton, Viscose rayon & polyolefin fibers)
- Very tight fabric construction
- Special finishes (Crypton, GreenShield, stain resistant, etc.)

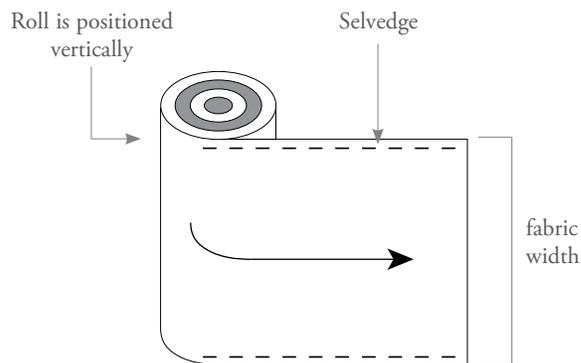
## zones seating

Due to the unique shape and size of Zones Seating and the inherent properties of some fabrics, mild creasing or puckering may result and is not considered a quality issue by Teknion. In most cases, the fabric can be smoothed-over by hand to improve the appearance.

## fabric direction

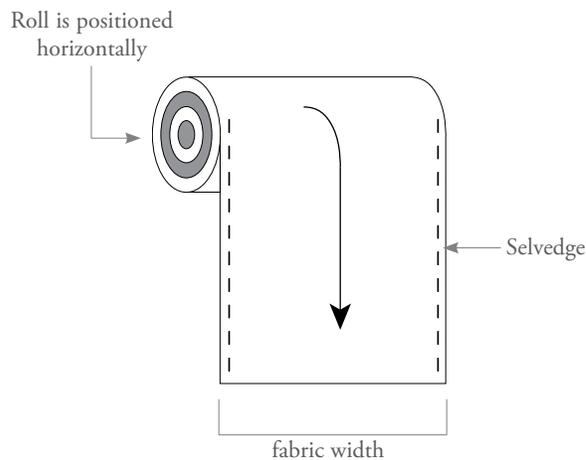
All Standard Panel Fabrics are applied railroaded.

### Railroaded application (RR)



All Standard Seating and Architectural Fabrics are applied Off-the-Bolt.

### Off-the-Bolt application (OB)



## care & maintenance

Regular cleaning of your furniture system will maintain the appearance and optimize the long term return on investment.

### fabric

Panel and Seating fabrics are comprised of a variety of fiber construction. They are colorfast to standard wet and dry cleaning procedures. Avoid excessive brushing or rubbing during cleaning to prevent fuzzing of the fabric surface. Due to the low absorption properties, soiling will tend to remain on the fiber surface. To prevent overall soiling, frequent vacuuming or light brushing to remove dust and grime is recommended.

Oil or grease-type spots will respond to mild solvents or dry cleaning agents. When spot cleaning with a mild solvent or dry cleaning agent, follow instructions carefully and clean only in a well ventilated room. Avoid any product which contains carbon tetrachloride or other toxic materials. The blotting technique, without rubbing, should be sufficient to remove most spots.

To remove general dirt or grime spots, sponge with the foam from a mild detergent or upholstery shampoo. Rinse well with a clean sponge to remove traces of the water-based cleaning agent.

When spot cleaning with either the water-base or solvent-base type cleaning agents, test a small inconspicuous area before proceeding to spot clean the fabric any further. If an overall soiled condition has been reached, contact a professional furniture cleaning service.

### leather

Clean leather with a damp cloth and mild soap using light, circular motions. Repeat the process with a clean moist cloth and allow the leather to dry. A soft, dry cloth can then be used to polish the leather. Do not clean leather with detergents.

### vinyl durable

Should be periodically cleaned to maintain its appearance and prevent build-up of dirt and contaminants. Any stain, spill or soiling should be cleaned up promptly to prevent the possibility of permanent staining. When cleaning, always rub gently.

#### Dried on Dirt

Remove with a soft cloth dampened with water. Wipe with soft cloth dampened with water. Allow to air dry.

#### Liquid Spills

Wipe immediately with a clean absorbent cloth. Rinse with clean water.

#### Stubborn Dirt

Wash with a soft cloth moistened with a mild soap and water. Rinse with clean water. Stubborn Spots and Stains: Spray with either *Formula 409*®, or *Tannery Car Care Cleaner*® and rub with a soft cloth. Rinse with clean water. Powdered abrasives, abrasive cleaners, and steel wool damage vinyl, as do strong solvents, lacquer solvents and inks. Lotions, waxes and polishes, etc., contain oils and dyes that can cause stiffening and staining of vinyls.

### ultra durable

Cleaning Ultra Durable vinyl for most stains is achieved by prompt, energetic washing using a sponge and warm, soapy water, clear water rinses or a mild, non-abrasive cleaner. Moderate scrubbing with a medium bristle brush will help to loosen soiling materials from the depressions of embossed surfaces but have not penetrated the vinyl surface.

#### Advanced Cleaning Methods

Use the following commercially available mild detergents in accordance with the manufacturer's instructions, *Formula 409*®, *Fantastik*®, or *Mr. Clean*®. When opening a new container, please test the cleaner in an inconspicuous area as cleaner manufacturers may change formula without notice.

Full strength rubbing alcohol or mineral spirits may be tried with caution if the commercially available cleaners do not work. Indiscriminate use of strong solvents can severely damage or discolor Ultra Durable vinyl.

Ultra Durable offers enhanced resistance to most of the common chemicals used for sterilization and cleaning in medical environments. Ultra Durable will resist, without serious discoloration, the repeated action of normal dilutions of chlorine bleaches, ammonia based cleaners, excluding Quaternary Ammonium Compounds and Phenolics, as well as many common oxidizing and reducing chemicals.

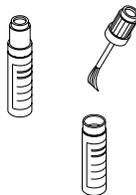
Bleach can be diluted up to 9:1 ratio (10%). Liberally apply diluted disinfectant using a sponge, rinse with cold water several times, and then wipe dry. Repeat if necessary. Federal regulation requires that guidelines on the bleach label need to be followed for antiseptic or antimicrobial purposes.

# touch-up kits

Teknion offers two types of Touch-Up Kits; a bottle with brush (paint) or a crayon, depending on which finish the product is applied.

## KT100 – Bottle with brush is available for:

- Foundation
- Mica
- Accent
- Filling & Storage Paint Colors
- Seamless Color (not available for Group 2 colors)



## How to Use the Crayon (KT401)

Apply by simply rubbing the semi-hard compound into the defect or damaged substrate or finish in a variety of directions.

Once applied, and slightly overfilled, the excess filler is removed by carefully leveling off using a semi-flexible plastic leveling card. An old bank card works sufficiently for this step. To finish off the task, use a soft lint free cloth for wiping off any further excess material from the area being worked on. Paper towel can also be substituted for a lint free cloth and this purpose.

## KT401 – Crayon is available for:

- Fascia Laminate
- Flintwood
- Natural Veneer
- Seamless Color (available for Group 1 colors)

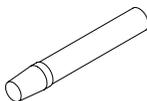


## How to Use the Marker (KT402)

Shake marker thoroughly to get full color strength. Depress the nib to begin material flow. Do not overload the nib with material. With light strokes, slowly apply color to the damaged area being careful not to “puddle” the material. Gently feather the applied material with a finger to blend the color in with the surrounding area.

## KT402 – Marker is available for:

- Flintwood
- Natural Veneer
- Seamless Color (available for Group 1 colors)



## Ordering Touch-Up Kits:

Touch-Up Kits can be ordered through the Leverage product line specification software.

## touch-up kit directions

### Before You Begin

Make sure the surface is clean, dry and free of grease and oil. If needed, use a mild solvent and a clean cloth to wipe down surface. NOTE: Touch-Up should be used on small nicks and scratches only. It is not meant for large areas or deep gouges.

### How to Use the Small Brush (KT100)

Always shake the bottle for at least one minute after the mixing balls begin to rattle. If the product is not adequately mixed, the color of the paint will not be correct. (Do not try to get all of the residue on the bottom of the bottle; it will never totally blend). Make sure that the product is capped tightly before shaking.

Dip brush into the bottle as far as it will go.

Slowly remove the brush from the bottle. The brush wiper which is mounted in the bottle opening reduces the opening diameter and helps to wipe excess paint from the brush. This eliminates dripping paint from the brush after removing it from the bottle.

Brush paint on with smooth strokes. Use very slight pressure when touching the brush to the substrate. Avoid retouching the wet paint film with the brush after it is applied. Do not try to retouch applied paint after paint has set up for more than 2 minutes.

When finished, recap the bottle.