

USER MANUAL  
VELA LATIN 100/200

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## ATTACHING THE BACKREST

The lever for backrest adjustment (1) must be in open position. Press the locking pin spring (2) and push the backrest arm through the hole. Tighten the lever afterwards.

**Note:** The backrest arm must be pushed through completely so the pin spring locks the backrest arm. Make sure that the backrest arm cannot be pulled out again.

## INTRODUCTION

### **Dear customer,**

Thank you for choosing VELA Latin 100/200, which is certain to give you years of enjoyable use.

The user manual contains useful information on set-up, operation, maintenance, technical data etc.

This user manual refers to the VELA Latin 100 or VELA Latin 200.

### **Important**

Please read this manual carefully and keep it for future reference. It must always be readily available to the user. It is a good idea to keep the user manual with the chair.

The manual is also available on VELA's website:  
[www.vela.eu](http://www.vela.eu)

If you have any questions, please contact your local VELA distributor.

You can also find information about VELA Latin 100/200 on VELA's website: [www.vela.eu](http://www.vela.eu)

### **Safety**

This chair carries the CE mark and complies with all current EU regulations.

The chair is made by **VELA, Vermund Larsen A/S, Gøteborgvej 12, 9200 Aalborg SV, Denmark.**

The VELA Latin 100/200 chair is designed for indoor use. It is not intended for standing on.

VELA reserves the right to make changes to this document.

## **WARRANTY**

VELA offers a warranty and right of complaint according to the Danish Sale of Goods Act (Købeloven). VELA's warranty only applies on condition that original spare parts and accessories are used, and that adjustments are carried out by authorized service technicians. VELA assumes no responsibility for damage to the product or injury to the user as a result of:

- Transport
- Misuse
- Ordinary wear and tear
- Incorrect use
- Using non-original spare parts and accessories
- Adjustments carried out by unauthorised service technicians

## **UNPACKING THE CHAIR**

VELA Latin is supplied in cardboard packaging which is developed and produced to ensure the least possible impact on the environment and with focus on ease of use.

If there are any defects or transport damage to the chair, please contact VELA immediately. You must not try to repair any damage yourself or start using the chair.

### **The box in which the chair was supplied should contain:**

- VELA Latin 100/200 fitted with any additional accessories
- This user manual

## **MAINTENANCE OF VELA Latin 100/200**

We recommend that you have your VELA Latin 100/200 serviced once a year to identify any defects or worn parts. However, removable parts should be regularly checked and tightened.

Wheels: Wheels should be regularly checked and cleaned of any fluff etc.

Base: Wash with a mild solution of lukewarm water and pH-neutral washing-up liquid.

## **Upholstery**

The fabric is made of polyester, which only needs to be vacuumed occasionally and wiped with a cloth rinsed in clean water and tightly wrung. Any incontinence cover should be machine-washed on a gentle program.

## **Stain removal**

Make sure to remove any marks as quickly as possible.

Always use a clean, white cotton cloth.

**Blood:** Blood should be washed off with cold water. If that doesn't help, add some pH-neutral washing-up liquid to the water.

**Ink:** Remove as much as possible with kitchen roll/blotting paper. Rinse with 20% denatured ethanol. Then wash with a mild solution of lukewarm water and pH-neutral washing-up liquid.

**Chocolate, grease & sweets:** Wash in a solution of lukewarm water and pH-neutral washing-up liquid.

**Grass & vegetables:** Wash in lukewarm water, perhaps adding pH-neutral washing liquid.

**Coffee, tea & milk:** Soak up as much as possible with kitchen roll. Then wash with a mild solution of lukewarm water and pH-neutral washing-up liquid.

**Biro ink & cosmetics:** Rinse with denatured ethanol.

**Shoe polish:** Carefully dab with a cloth moistened in denatured ethanol or benzine.

**Wax:** Use a hot iron over absorbent paper. Wash with turpentine. Dab with a mild solution of lukewarm water and pH-neutral washing-up liquid. Alternative: See chewing gum.

**Jam, syrup, fruit & juice:** Remove as much as possible with a spoon. Then wash with a mild solution of lukewarm water and pH-neutral washing-up liquid.

**Chewing gum:** Cool with ice cubes in a plastic bag or a freezer pack. Then scrape off. Any remnants can be carefully removed with benzine.

**Urine:** One part white vinegar to two parts water. Use a dry cloth as a pad under the fabric when soaking the patch. Remove the vinegar mix alternately using a dry cloth and then a wet cloth.

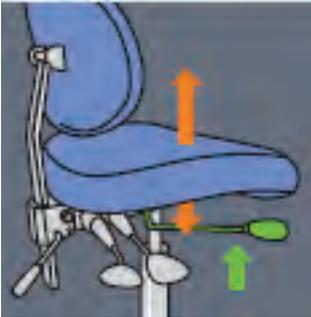
**Wine & spirits:** Soak up as much as possible with kitchen roll. Then wash with a mild solution of lukewarm water and pH-neutral washing-up liquid, and rinse with denatured ethanol.

## USER MANUAL VELA Latin 100/200

### ◀ SEAT HEIGHT

The height of the VELA Latin 100/200 can be adjusted by pressing the height adjustment lever located on the right-hand side beneath the seat.

The gas spring should only be replaced by a VELA technician or other qualified person with relevant experience.



Height adjustment

### ◀ BACK TILT

To change the back tilt use the lever on the right-hand side beneath the seat



VELA Latin 200 only:  
The back angle on VELA Latin 200 can be locked in the needed position by adjusting the lever on the back.

Back tilt

### ◀ BACK HEIGHT

To change the position of the back, use the lever which is placed on the backside of the chair.



Back height

### ◀ SEAT TILT

To change the seat tilt, use the lever on the right-hand side beneath the seat.

### ARMREST (ACCESSORY)

The height is adjusted by loosening the lever on the armrest.

The width is set by loosening the lever under the seat and adjusting the width. Remember to tighten the levers again.



Seat tilt



## Column

After several years of use, the chair can feel a bit stiff when adjusting the seat height and the springs, so it is a good idea to lubricate the inner tube with acid-free oil so it again functions optimally.

## GENERAL GUIDELINES

To ensure correct use of the VELA Latin chair, please note the following:

### TRANSPORT

Always remember to lock the chair in position when transporting VELA Latin. No one should sit in the chair while it is being transported.

### STABILITY AND BALANCE

VELA Latin is designed to be used on a daily basis at school, work or in the home. It is intended for quiet, seated work. All movements in VELA Latin have a bearing on the centre of gravity. To enhance safety, we recommend that:

- Maximum user weight is 125 kg
- You do not stand on the chair.

### RECYCLING

Many of the materials used in the chair's construction can be recycled. Deliver the chair to a VELA distributor or your local recycling centre.

## TECHNICAL DATA

	VELA Latin 100	VELA Latin 200
<b>Height adjustment</b>	Gas, 350N	Gas, 500N
<b>Seat (D x W)</b>	44 x 44 cm	47 x 49 cm
<b>Seat tilt</b>	-6° - +6°	6° - +6°
<b>Seat depth</b>	37 – 44 cm	37 – 44 cm
<b>Back (H x W)</b>	37 x 30 cm	43 x 45 cm
<b>Back tilt</b>	-10° - +13°	-10° - +13°
<b>Sitting height</b>	39-54 cm 44-64 cm 50-70 cm 60-86 cm	39-54 cm 44-64 cm 50-70 cm 60-86 cm
<b>Five star aluminium base</b>	Black/shining	Black/shining
<b>Capacity</b>	125 kg	125 kg