

NOTES

Acheeva LS

learning station

INSTRUCTION MANUAL



SYMMETRI
Kit

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INDEX

| | |
|---------------------------------------|----|
| INTRODUCTION | 3 |
| GUARANTEE | 4 |
| ACCESSORIES | 6 |
| ADJUSTMENTS - OPERATIONAL | 6 |
| SPECIAL POSITIONS | 11 |
| CLEANING INSTRUCTIONS | 11 |
| CARE AND USE OF THE BATTERY SYSTEM | 12 |
| HELPING HAND AND SYMMETRIKIT PRODUCTS | 13 |
| FINAL INSPECTION CHECKLIST | 14 |
| NOTES | 16 |

SECTION 2

FINAL INSPECTION AND COMPLETED REWORK TO BE SIGNED OFF BY THE FINAL INSPECTOR

| | FINAL IN- SPECTION | CHECKED BY USER |
|---|-----------------------|--------------------|
| 8 Upholstery Are the mattress and cot side covers fitting correctly? Are they free of damage, excess wrinkles, tears and dirty marks? Replace or clean as required. | | |
| 9 Castors Do all four castors touch the ground? If not, adjust the heights in accordance with the WIS Do the castors all roll smoothly and the brakes work efficiently? Replace any faulty units. | | |
| 10 Do all functions operate correctly, smoothly and without excess noise? If not, replace faulty actuators. Check that all cables are correctly secured to prevent damage and undue strain. Where possible, minimise amount of cable on view. | | |
| 11 Check that the contents of the completed package matches the works order. | | |
| 12 Is the battery charged? | | |
| 13 Check the items for function and quality that are packed and stored on the mattress: | | |
| Battery Charger | | |
| Acheeva Positioning Pack (an accessory so may not be applicable) | | |
| Prone Table (an accessory so may not be applicable) | | |
| Air Mantle - 1550 x 800 x 10 (an accessory so may not be applicable) | | |
| Air Mantle - 1550 x 800 x 20 (an accessory so may not be applicable) | | |



FINAL INSPECTION CHECKLIST

PRODUCT SERIAL NUMBER

SECTION 1

TO BE SIGNED OFF BY THE LEARNING STATION BUILDER

Please tick in the box provided only after the check has been successfully completed

| | BUILD CHECK | REWORK COMPLETE | CHECKED BY USER |
|---|--------------------------|--------------------------|--------------------------|
| 1 Paint inspection Is all the paint the correct colour and of consistent finish? If not the part must be replaced Is the paint free from scratches and chips? If not, refinish or replace the part. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Inspect the learning station for sharp edges and weld spatter. Replace any faulty components. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Does the body frame pivot freely and smoothly about the central tilt mechanism and to full extents? If not, adjust power cable as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Does the learning station raise and lower to full extents smoothly? If not, check column actuator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Does the headrest recline mechanism move freely and smoothly and to full extents? If not, adjust power cable accordingly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Do the cot sides operate fully and lock in position when upright? If not, adjust as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Does the interchangeable arc bumper work correctly? If not adjust as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INTRODUCTION

The Acheeva Learning Station's compact design means that students with complex and continuing healthcare needs can be easily included in classroom activities.

A multi-positional learning station that enables pupils to learn to lie straight and work in a supported, balanced posture.

Working height and angle are easily adjusted so that children can make eye contact and communicate. A good working height is obviously kinder on teaching and support staff!

Being off the floor protects vulnerable children and allows them to be involved safely in more activities.

The Acheeva provides full support in supine, prone or side lying to protect body shape and respiratory function.

Powered height adjustment facilitates sliding or standing transfer. Moving from class to bathroom can also be easily achieved with less disruption than with a hoist.

Great care has been taken to ensure that your learning station is simple to use and easy to maintain. Should you have any questions about positioning, please contact your therapist.

GUARANTEE

| | |
|----------------------|-------|
| SERIAL NUMBER: | |
| DATE OF MANUFACTURE: | |

The learning station, including upholstery and covers, is guaranteed against faulty materials and faulty workmanship for a period of **TWELVE MONTHS** from the date of manufacture.

This guarantee is valid for fair wear and tear only. It is not valid in cases of misuse, or uses other than those specified in the manufacturer's instruction manual. We do not guarantee fabrics against shrinkage so please pay careful attention to cleaning instructions.

Should spare covers for the mattress or cotsides be ordered subsequent to the purchase of this learning station, we cannot guarantee an exact colour match as dye strengths vary. We reserve the right to withdraw patterns or colours from the range, but will always endeavour to find the closest match available.

Certain movement patterns and behaviours may accelerate fabric wear. This cannot be covered by guarantee.

Whilst electrical components are carefully chosen for the intended environment we cannot guarantee components against damage from liquid ingress.

A monthly inspection of the unit is recommended - using the checklist found at the back of this manual - as well as a full service at twelve monthly intervals.

WARNING

Do not allow children or pets to play with the learning station at any time. Adequately supervise children in the area near the station. Remove the plug from the battery when not in use. Warn visitors with children of the potential danger of entrapment.

HELPING HAND AND SYMMETRIKIT PRODUCTS

If you would like help and information about postural care or manual handling issues, visit our website at www.helpinghand.co.uk

You can also access an increasing collection of downloads and view the other products available within our range, some of which are illustrated below:

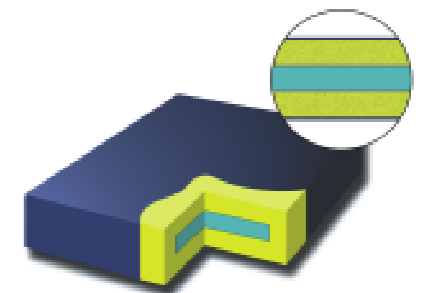


Meywalk

Can be used anywhere in which you can safely go in a wheelchair - standing up

Lowzone

Supportive, comfortable cushions and Mattresses



Poser Slings

Easier sling fitting, better positioning, less hassle all round



Hoists

Mobiles and overhead installations



Symmetrisleep

Helping adults and children to learn to lie straight

CARE AND USE OF THE BATTERY SYSTEM

The battery power system has been incorporated into the design of the learning station to allow easy manoeuvrability.

The battery pack will be fully charged before delivery. For safety reasons it will not be connected whilst the station is in transit.



To connect the battery and prepare the learning station for use, firstly locate the battery. This can be found in the recess at the foot end of the tray beneath the mattress. You will see that the unit has a lead coming out of the battery box, which has a female plug on it. This plug is used to power the learning station and when disconnected it can be used to recharge the battery.



Locate the power lead into the control unit. This will be the only disconnected lead when the learning station is delivered. This lead has a mating socket for the battery lead.

Note that there is a catch to ensure that the plug cannot accidentally become detached. When connecting the plugs ensure that they are correctly lined up before pushing them together. If the plug is difficult to push home, then the parts are not aligned. If the plug is forced it may be damaged.

REMOVAL AND CONNECTION OF BATTERY

The battery will last for over one hundred operations. When it requires charging please use only the battery charger provided. Ideally the battery should be charged weekly. To charge, disconnect the male and female plugs and plug the charger into the female plug on the battery, taking care to align the plug carefully. A red light will illuminate on the charger whilst it is charging. When the light goes out, the battery is fully charged and should take approximately 12 hours. The battery will not be damaged if left on charge for a longer period of time.



To protect the unit from damage there is a trip switch fitted. If the unit stops working locate the trip switch on the battery holder as shown here and push the button to reset it. If the problem persists please call an engineer to find the fault.

SAFE USE OF YOUR ACHEEVA LEARNING STATION

Using the learning station in transit is **NOT** recommended and the warranty will be void.

When selecting and issuing a piece of equipment it is the responsibility of the therapist to carry out a risk analysis on its use. This is particularly pertinent for non-ambulant users who may require assisted transfers.

Positioning requirements may change. The user should be regularly reassessed to ensure that the station is adjusted appropriately. Incorrect adjustment may cause discomfort and lasting problems.

It is recommended that therapists and carers complete the following checklist when assessing the appropriate use of product:

- Is the user's posture acceptable in the learning station?
 - Are there concerns about pressure and are they being addressed?
 - Is the user considered to be safe in the station or would harnessing be needed to ensure they are safe? A posture belt is recommended at all times.
 - Does the user or others around them have any behaviours which would render the product unsafe?
 - Is the learning station appropriate for the proposed environment?
- When using the station to provide different postures always check the user's respiratory competence.

SAFETY RESTRICTIONS

Great care is taken in the design of this product to ensure that it complies with all the appropriate safety legislation.

Please ensure that all staff are familiar with the following restrictions. It is recommended that this user manual be kept with the learning station at all times.

INCORRECT USE OF THIS PRODUCT CAN DAMAGE THE UNIT AND CAUSE ACCIDENTS.

Do not allow anyone to sit, stand or put excessive weight on the end bumpers, base rail or tray of this learning station.

Do not use the end bumpers to lift the Acheeva into vehicle or across uneven surfaces.

The user must always be positioned within the wheelbase of the station. A posture belt may be necessary to achieve this at all times.

Do not use the learning station in wet environments - its intended use is for indoors.

ACCESSORIES

A full range of accessories is available to compliment your learning station, which includes the following:

- Prone Table
- Airmantle 1550 x 800 x 10mm
- Airmantle 1550 x 800 x 20mm
- Spare battery
- Acheeva Positioning Kit consisting of:
 - Lowzone crumb cushion
 - Pair of small brackets and bracket pads
 - Pair of medium brackets and bracket pads
 - One large bracket and bracket pad
 - Medium side lying leg support
 - Medium roll

ADJUSTMENTS

BEFORE YOU BEGIN

Prior to first using this learning station, please take note of the safety warning at the end of this manual.

The learning station is operated using the battery provided.



HANDSET

The three main mechanisms are operated by the handset shown to the left, which shows the six buttons.

HEIGHT ADJUSTMENT

The height of the learning station can be altered mechanically. To raise, simply press the bottom left button on the handset, alternatively lower the station by pressing the bottom right button.



LEARNING STATION - RAISED



LEARNING STATION - LOWERED

SPECIAL POSITIONS

PRONE LYING AND POSTURAL DRAINAGE

Put the learning station into the horizontal position using the handset. The tilt-in-space mechanism can then be used to angle the station so that the head is slightly above the feet for prone lying, or alternatively, slightly below the feet for postural drainage.

SIDE LYING

Use the handset to lower the headrest into the horizontal position.

CLEANING INSTRUCTIONS

PU WIPE DOWN "BREATHABLE" COVER

- Wipe clean with a soft cloth moistened with water and a neutral detergent. **DO NOT** use bleach or any biological cleaners.
- Machine wash* or dry clean with detergent up to 60°C - some surface wrinkling may occur, however this has no adverse effect on the fabric properties.
(* Always remember to remove the foam inserts from both the mattress and cotside covers prior to washing)
- Hang or tumble dry (on a cool setting) thoroughly before storage.

VELCRO SHEET

- Machine wash up to 40°C. Do not iron, tumble dry or use chlorine bleach.

METALWORK AND PLASTIC FINISHES

- If necessary, this should be wiped down with dilute detergent and thoroughly dried.

The photos below show how to attach the bracket pads to the brackets and then to the Velcro sheet.



PREPARATION OF BRACKETS WITH PADS



ATTACHING BRACKETS TO THE VELCRO SHEET



STORAGE OF BRACKETS IN TRAY

Brackets can be stored in the tray as shown to the left.

The side lying leg support and its accompanying four support blocks can be attached to the Velcro sheet in the same manner as the brackets and are positioned as shown below.



POSITIONING OF SIDE LYING BOARD

TILT-IN-SPACE

To tilt the learning station forwards or backward in space, use the top buttons on the handset. The button on the left tilts the station forwards, the right button backwards.



LEARNING STATION - TILTED FORWARDS



LEARNING STATION - TILTED BACKWARDS

RECLINING HEADREST



LEARNING STATION - HEAD REST RAISED

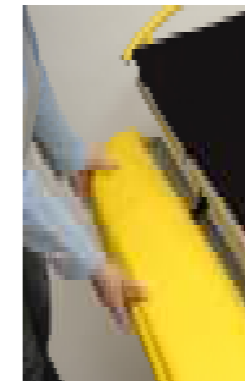
The headrest angle can also be altered mechanically. To lower, press the middle left button on the handset, to raise press the middle right button.

CAUTION When the occupant of the station is brought from the lying to a more upright position, it is important that this is done slowly and gently. Friction between the occupant's back and the headrest can cause the user's spine to be compressed downwards. To avoid this, move the headrest upwards a few degrees at a time and release the friction by gently easing the occupant's shoulders forwards.

COT SIDE RELEASE MECHANISM

This enables the complete cotside to be lowered out of the way, so that side transfer can be achieved or a sling can be put in position. In their standard position the cotsides are vertical and are locked about a pivot pin.

To "unlock" simply take the cotside with two hands, push inwards and lift upwards, then rotate the cotside downwards where it hangs freely and out of the way. To return the cotsides to their vertical position, ensure that it relocks about the pivot pin. The photo shown above used to describe the reclining of the headrest also illustrates the learning station with one cotside raised and one lowered.



LOWERING OF THE COTSIDES

STATIONARY POSITION



APPLYING THE BRAKE

In order to prevent the learning station from moving about it is possible to lock each of four castors. To lock the wheels, press down with one foot on the small lever arm attached to the castor. To release again, lift lever up.

BUMPER - PRONE TABLE INTERCHANGE

The learning station has two bumpers at either end, which can be used for manoeuvring and steering. One bumper is permanently fixed whilst the other can be replaced by the prone table accessory if so required.



RED RELEASE BUTTON



REMOVAL OF THE INTERCHANGABLE BUMPER



In order to remove the interchangeable bumper, press the red release button on the outside of both the left and right hand arms of the bumper. Pull the bumper out of the main learning station frame. To connect the prone table, insert both the left and right arms into the guide pieces from which the bumper was removed. Ensure that the table is locked in position - the red release button should "click" and the table remains stationary.



LEARNING STATION WITH PRONE TABLE ACCESSORY

TABLE HEIGHT ADJUSTMENT



HEIGHT ADJUSTMENT PLUNGER



USE OF HEIGHT ADJUSTMENT PLUNGER

The table's height can be adjusted to suit the user's arm length. To change this height release the cross lever on both the left and right hand table arms, in so doing "unlocking" its position. The table can then be moved up or down the table arms and relocated at the required height within the slots. Ensure the table is located at the same height on both sides and that it is securely locked in position.

Releasing the clamping lever can alter the angle of the table. Once set in the required position, tighten the lever.

ACHEEVA POSITIONING PACK



LEARNING STATION WITH SYMMETRISLEEP ACCESSORIES

This is similar to the Symmetrisleep system and is recommended for protecting the body shape of the user. The system consists of a cushion, a Velcro sheet, a side lying leg support, medium roll and a number of positioning brackets. The photograph to the left also shows the air mantle when used in conjunction with the positioning pack.



The Acheeva comes with a drawstring Velcro sheet that goes over the mattress. This enables positioning and firm attachment of the brackets. The brackets can be attached to the Velcro sheet at any point. To reposition, simply pull the brackets away from the Velcro sheet and place where required.