



2010 SYMMETRIKIT MODULAR SEATING SYSTEM

INSTRUCTION MANUAL

Low, Medium and Large models





In order for the user to be well supported, it is essential that the seating system is adjusted properly to fit. The following guide will explain how to simply adjust, operate and use the chair, along with tips on correct settings.

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INTRODUCTION

Your Symmetrikit chair has been designed specifically for the use of those who require maximum support, in order to maintain their comfort and posture. Great care has been taken to ensure that your chair is simple to use and easy to maintain. Should you have any questions about positioning, please contact your Therapist.

Your chair is the most versatile chair available and has many adjustments including:

- ◆ Arms which can be independently adjusted in height. They can also be tilted, swivelled in and out and moved in and out
- ◆ Fold down arms for access
- ◆ The seat width and seat length can be altered
- ◆ Adjustable back height with Kyphotic adjustment
- ◆ Adjustable recline
- ◆ Adjustable headrest
- ◆ Adjustable leg rest
- ◆ Adjustable footrest height and angle
- ◆ True Tilt in Space; the chair can be tilted back or forward without altering ankle/knee/hip or back angles
- ◆ Your chair can be used flat for side lying, prone, and supine positions, combined with the tilt in space, 'Head Down' positions can be used for postural drainage
- ◆ Covers can be removed for machine washing or wiped clean in situ
- ◆ Seat cushions can be easily removed for cleaning

Model	
Size	
Serial No	
Manufactured	

Guarantee

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

The 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 washing instructions.

Should spare covers be ordered subsequent to the purchase of this chair, 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. Footplate covers are not covered in the warranty.

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

Please note : Wide arm settings and Big Wheel Kit wheels may cause difficulty in moving the chair through narrow doorways.

This chair is not intended for outdoor use.

Warning

Do not allow children or pets to play with the chair at any time.

Adequately supervise children in the area near the chair.

Electric models: Always use the isolator switch when the chair is not in use. Detach from charger before moving. Warn visitors with children of the potential danger of entrapment.

Safe use of your Symmetrikit Chair

These chairs are not designed for use in vehicles. Please ensure the chairs are transported WITHOUT seated clients. **When the chair is specified for users who will rest their feet on the floor, and do not have a foot plate, the chair must not be moved with the client sat in the chair. Failure to follow this advice could cause injury to the client.**

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.

This chair is capable of passive joint movement, it should only be used following therapeutic advice.

Seating requirements may change. The user should be regularly reassessed to ensure that the chair is adjusted appropriately.

It is recommended that therapists and carers complete the following checklist when assessing the appropriate use of Symmetrikit chairs.

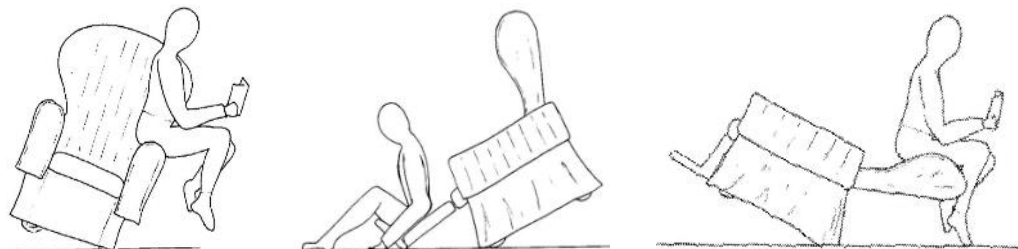
1. Is the users posture acceptable in the chair?
2. Are there concerns about pressure and are they being addressed?
3. Is the user considered to be safe in the chair or would harnessing be needed to keep them safe? A posture belt is recommended at all times.
4. Does the user or others around them have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

Safety restrictions

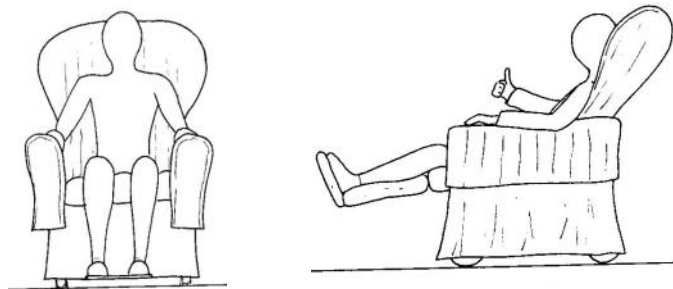
Great care is taken in the design of this product to ensure that it complies with all the appropriate safety legislation.

Please ensure that all staff are familiar with the following restrictions.

Incorrect use of this product can cause accidents.



Do not allow anyone to kneel or stand on the leg rest, arms or back rest of this chair. Ensure that there is normal weight distribution in the lying position.



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

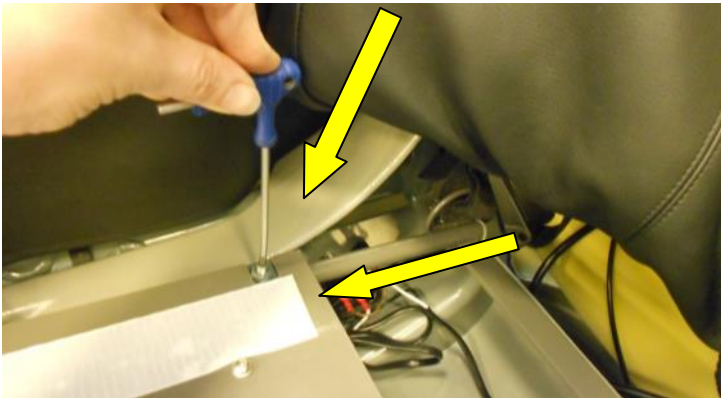
1) Seat depth - *This should be set during the initial installation of the chair*



To set the seat depth, first remove the seat cushion and locate the two locking screws at the back of the seat plate.

Loosen the screws using a 4mm Allen key and slide the seat along the guide rails as required and tighten to maintain position.

Replace the seat cushion when the seat adjustment is complete; you should be able to fit two fingers between the clients' calves and the seat cushion when adjusted correctly.



2) Leg rest settings



Before setting the height of the foot rest (if fitted) it is necessary to open the three zips on the leg rest cover.

The position of the zips is indicated by the arrows.

Inside the zips you will find the adjuster screws (on both sides) Loosen these with the 4mm Hex key supplied. The footplate can now slide to the required height.

When the height is correct all of the underside of the user's thigh should be in contact with the seat cushion. Their feet must be flat on the foot plate and not hanging above it.



Ensure the area between the base tilt plate is clear of obstruction before and during operation



It may be necessary to adjust the angle of the footplate to get the user's foot fully supported. The lever to adjust the footplate is underneath the plate and is shown in red below.

To adjust the angle, hold the front of the plate with one hand and reach underneath to locate the handle with the other.



Pull the handle back whilst moving the footplate to the required angle. It is locked when the handle is released.



3) Leg rest angle (Power)

The angle of elevation of the leg rest can easily be altered.

On the power chair simply push the button on the handset to raise or lower the user's legs. The green light on the handset will illuminate during operation, as shown below.

Ensure the area around the leg rest actuator shaft is clear of obstruction before and during operation.

Check that the footplate height is still correct after adjusting the angle.

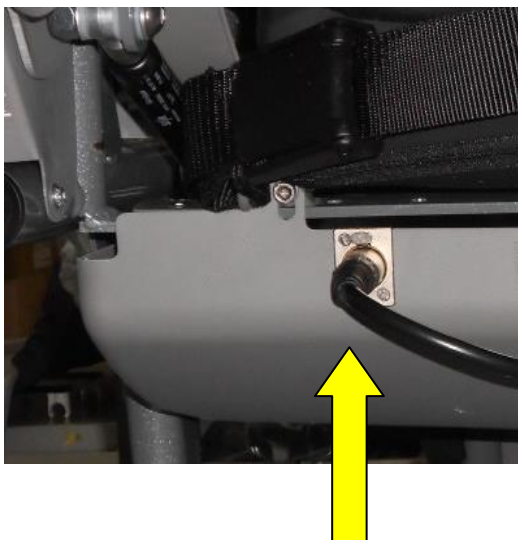


4) Leg rest angle (Manual)

To raise the manual leg rest simply lift to the required angle. To lower it locate the handle behind the cushion on the left side of the chair, shown here in red.

Lift the leg rest slightly whilst pulling the lever and then lower to the required angle. It will lock when the lever is released.

CARE SHOULD BE TAKEN THAT THE LEGREST DOES NOT TOUCH THE FLOOR WHEN TILTING FORWARD.



5) Back Rest height and angle

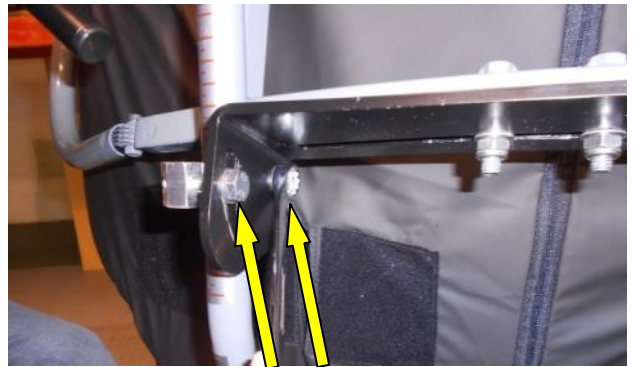
Before setting the height it is necessary to remove the back shell. Disconnect the plug from the socket at the base of as shown.

To do this lift the top front edge off the Velcro and hinge the shell back. This will expose the back rods of the chair.

The headrest height and angle is adjusted by loosening the clamp bolts arrowed as well as the ones on the other side. Once loose, set the headrest in the required position, making sure the clamping blocks are at the same height on both sides. Tighten all four bolts equally until the headrest is securely locked in place.



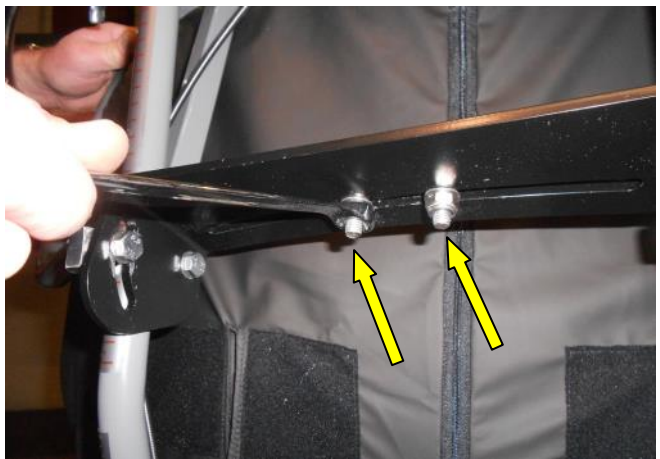
On the side of the right hand upright tube there are calibration markings. When adjusting the chair compare these settings with those on the settings chart supplied with the chair. As the user's requirements change record the new settings for future reference.



REMEMBER - After adjustment to refit the cover and reconnect the cable.

Head Rest sideways offset

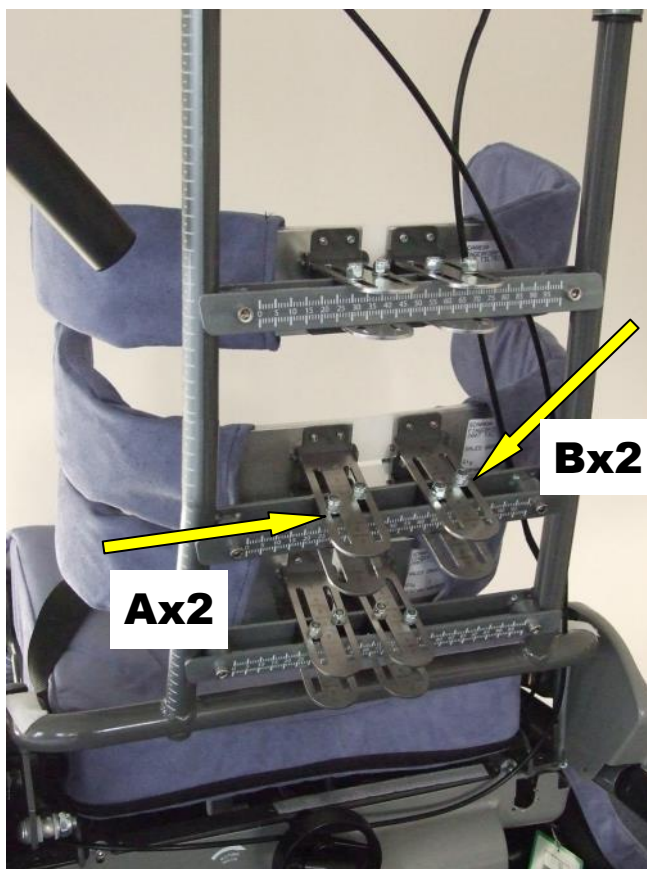
The headrest can be offset to the left or the right if required. Remove the back shell as previously described and loosen the two nuts underneath the black bracket as shown. Position the headrest as required and tighten the nuts to lock in place



When adjusting the headrest on a manual chair, care should be taken so the cables are not pulled and unintentionally activate the tilt or recline mechanisms.



Your Symmetrikit chair can be fitted with a variety of back designs to suit from the most simple to most complex needs. The fitting and adjustment of these backs is described below;



6) Finger form (for complex needs)

Before adjusting remove the back shell by hinging down as before. Once hinged down pull the shell off the lower pivot pins.

To adjust the height of the armatures, loosen the screws at the back of the armatures labelled A & B. Slide into position and retighten the screws.

To alter the position of the Armatures loosen all four Adjuster Buttons (arrowed). The armature can then be moved in any direction required to support the user. Once in the correct position tighten the buttons using the spanner provided. Note the number beside each button against the settings chart. Also take note of the position of the armature on the cross slide scale. This should be read from the outer most edge of each silver bracket.



If required armatures can be simply added or removed.

Lift the backrest cushion to allow access to the uprights (not shown for clarity).

With the clamp screws tight the armature bracket should be twisted so that it no longer overlaps the upright. It can then be removed forwards. Reverse this to add more.

After adjusting a Fingerform back or fitting a new type of back refit the back shell.

To do this slot the recesses in bottom of the shell onto the Velcro by the pivot pins either side of the back.

Once fitted to the Velcro by the pins, hinge it up and secure to the top bar with the Velcro.



7) Symmetricare Backrest

The Symmetricare back module gives additional support over a conventional chair back. Within the cushion is a version of Fingerform technology.

To adjust the width or shape of the back simply bend it in to the required position. It will then retain this shape for as long as needed.

The unbent module is also shown here for reference.





8) Back rest angle (Power)

The angle of elevation back rest can easily be altered.

On the power chair simply push the button on the handset to alter the users recline angle. The green light on the handset will illuminate during operation.



9) Back rest angle (Manual)

Hold the backrest firmly with both hands. Pull the left hand lever back and move to the required angle. Release the lever before letting go of the backrest.

On power or manual chairs the recline angle can be read for the scale on the lower section of the back shell on the left hand side.

10) Tilt in space

Both power and manual chairs have a Tilt in Space function. This allows the whole chair to be tilted forwards or backwards, independently of any recline or leg rest settings.

To operate the tilt on the manual chairs, hold the backrest with both hands and pull the right hand lever. Move the chair to the desired angle and release the handle.



On single function power chairs simply activate the tilt in space by pressing the rear rocker switch on the back moulding, until the desired angle is reached.



On full function power chairs, simply operate the handset buttons.



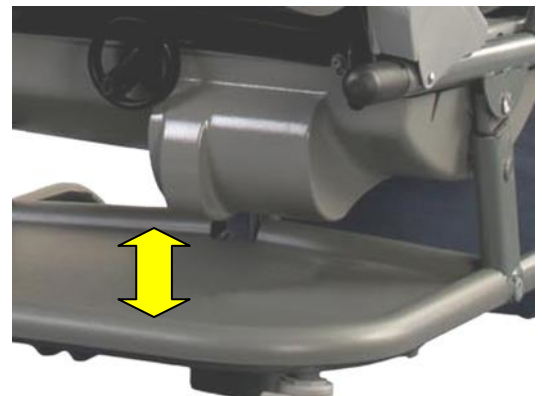
Tilt in space - Safety

When tilting the chair keep fingers and hands away from the pivot mechanism

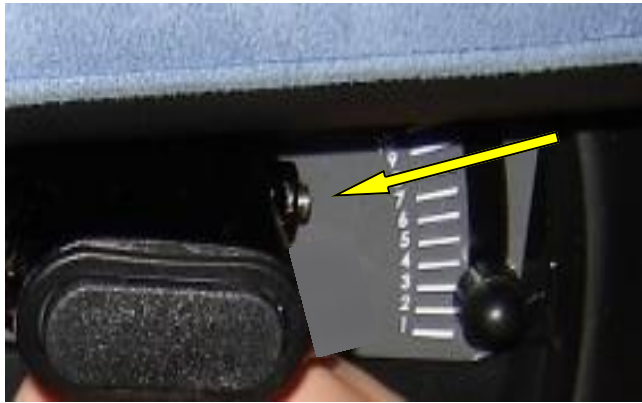
Tilt in space - Clearance

Ensure the area under the under seat actuator plastic cover and the base tray is clear of obstructions before tilting the chair. Ensure the area under the base tray is free from obstructions before operating the tilt mechanism.

Care should also taken to ensure the leg rest does not foul on the floor when tilting forwards



WHEN ADJUSTING THE LOW CHAIR, EXTRA CARE SHOULD BE TAKEN WHEN TILTING THE CHAIR BACKWARDS WHEN THE BACKREST IS RECLINED. DAMAGE MAY OCCUR IF THE CHAIR IS TILTED TOO FAR BACK.



11) Arm rests Width adjustment

To adjust the width between the arms, loosen the adjuster screw, move the arm in or out as required. There is a calibration marking on the horizontal post attached to the arm to check against your settings chart.



Height adjustment

To adjust the height of the arms, loosen the adjuster screw move the arm up or down as required. Retighten the screw when the arm is at the correct height.

On the vertical post there is a calibration scale. Although this will not be visible on the lowest setting of the arm.



Angle adjustment.

If required the back of the armrest can be raised to give additional trunk support.

To adjust this angle, remove nut caps A and B and loosen the nuts beneath. By moving the back of the armrest in towards the middle of the chair it is disengaged.

It can then be moved to the required angle and re-engaged in the support.

To lock tighten both nuts and replace the caps.

NB You may find it easier to fold the arm out first – see Page 15.

Swing out arms

Firstly ensure that the chair occupants are clear of the folding arm mechanism before operating. To allow easy access the whole arm can easily be swung out of the way.

To move the arm unscrew the nut towards the back of the chair with your hand.

After a few turns, the arm will start to hinge outwards, tucking down neatly beside the chair frame.

Relocating the arm is completed by hinging it firmly back up into place and retightening the nut.

Ensure that the nut is fully secure before use.



Tall chairs

Tall chairs are fitted with a long wheelbase chassis for enhanced stability



Care instructions

Regular maintenance will ensure that your chair gives many years of reliable service. We recommend that the chair is inspected and serviced annually. In cases where the chair is subject to excessive loads i.e. used by a person with repetitive or destructive movement patterns that the chair is inspected monthly. Ensure the area around the castors is clear before and during moving the chair.

Cleaning:

Covers

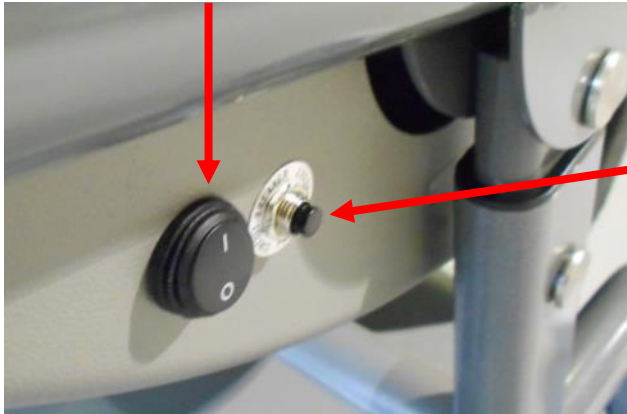
All of the covers are removable for cleaning or can be wiped down in situ. If the outer covers are removed for washing the chair can still be used as all the cushions are either made from closed cell foam or have water proof covers. All of the fabrics are Teflon treated for easy cleaning and are waterproof. They can be washed at 40°C using a mild detergent. **Do not iron, dry clean, bleach or tumble dry.**

Frames

The frame of the chair can be cleaned by wiping down with a mild disinfectant solution. If necessary it can be steam cleaned but must be thoroughly dried before use.

Battery maintenance:

There is a power switch below the arm pivot on the **right hand side** of the chair which will need to be turned on to allow operation . It may be necessary to raise the fabric valance to see it.



To protect the unit from damage there is also a reset/trip switch fitted. If the unit stops working, firstly check the power switch is on.

Locate the reset/trip switch as shown above and push the button to reset it.

The battery of your chair has been designed to give a good working time between charges but it must be charged regularly. When the battery has a low charge, an audible warning will indicate a recharge is required.

When the battery is in need of charging a buzzer will sound when any button is pressed on the handset. A full charge from a flat battery should take no more than 8 hours.

However, **it is recommended that the battery is charged on a weekly basis.** In order to protect the batteries the chair will not operate when the voltage gets too low.

When recharging use only the charger provided with your chair

Ensure the cable is connected to the socket in the charger and then connect the other end to the charge socket at the back of the chair. Marry up the two pins from the charger to the two pins in the charge socket from the chair, click together, plug the charger into the your electrical supply and turn on to charge. A green light will illuminate on the charger when the power is on.



As a safety feature, the mains cable will disconnect from the charger if the chair is pulled away whilst still connected to the mains. Simply unplug from the mains supply and reconnect the cable to the charger if this occurs.

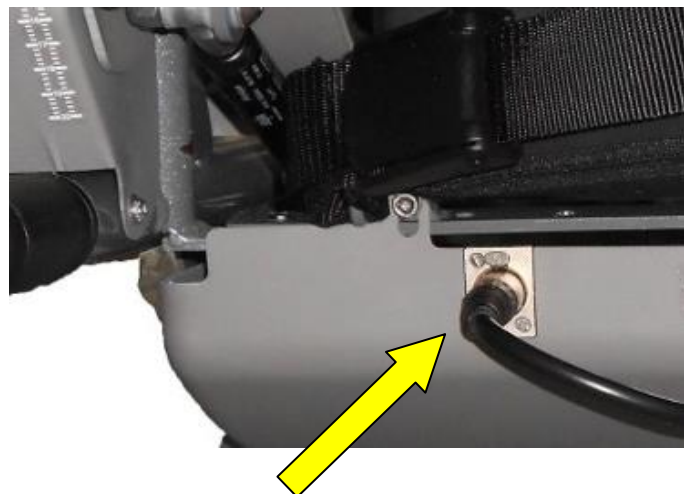


Powered back disconnection

For access to the back for cleaning or adjustment purposes the power tilt function can be disconnected by the base tray located at the rear of the chair.

Simply depress the button on the panel to release the cable.

To reconnect the cable, align the holes and button slot and click back into place.



Powering the chair off the mains, in an emergency

The charger allows you to use the chair in an emergency if the battery is flat. Simply connect the charger as specified in the previous section.

OPTIONS



A) Big Wheel Kit

For those who require the security of extra stability while sitting in your chair, we provide a big wheel kit option.

The breaking system differs to the smaller castors.

To engage the brake, press your foot down on the brake plate.

Sliding your foot under the brake plate and lifting will release the brake.



B) Pommels

There are two alternative pommels available for the chair. These vary in width to allow for the requirements of different users.

The pommel is fitted by sliding the lower tube into the socket provided in the seat frame.



Should it be necessary to change the pommel head size or adjust the height of the pommel first locate the screw behind the stem.

Once this is loosened, the pommel head and the upper bracket can then be moved up, down or removed altogether.

Once in the correct position, simply tighten the screw.

C) Harnesses

**PLEASE FAMILIARISE YOURSELF WITH THESE PRODUCTS BEFORE USE.
IT IS ESSENTIAL THAT CORRECT HARNESS FIXINGS ARE FULLY UNDERSTOOD.**

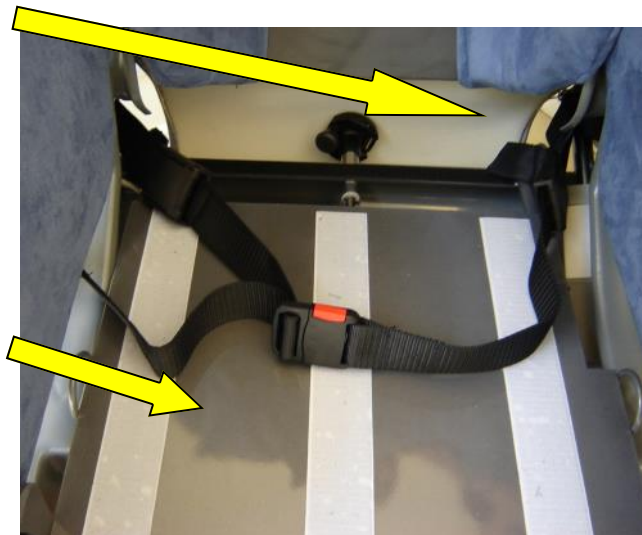
ALWAYS CHECK HARNESSES FOR DAMAGE OR WEAR

C1) Lap Strap

Standard or padded

To fit the standard or padded lap strap first remove the seat cushion and then locate the rear seat mounting straps.

Take the strap end fittings and attach around the seat mounting using the Velcro fixings provided.



The main part of the strap can then be fitted through the cam buckles at either end and adjusted for length.

Replace the chair cushion.
The side release buckle can then be released ready for use/adjusted to fit.



C2) 4 Point Lap Strap

BES lap strap

Remove the seat cushion and connect the 4 fixing points to the side/rear D rings using the slide locks and cam buckles provided.

Ensure the belt is central on the chair and replace the cushion.
Adjust the cam buckles and main clip to suit the client



C3) 4 Point Lap Strap

Standard or padded



Remove the seat cushion and locate the rear and side seat mountings.

Secure the strap with the Velcro fixings, ensuring the 'back' labels are on the rear straps.



Refit the seat cushion and pass the strap ends around the sides.

Check that the strap is fitted correctly; by ensuring the main strap runs horizontally across the cushion.



The buckle can now be released ready for use.

Once the client is seated, connect the buckle and adjust the strap to suit.

The standard lap strap is used to secure the client within the chair with minimal intrusion. Clients prone to involuntary movements may benefit from the 4 point lap strap in order to provide additional security.

C4) Groin Harness

Padded as standard (SA2820/2825)

First remove the seat cushion and fit the rear mounting straps around the lower backrest bar (outside the cover). Now place the main part of the harness on the seat with the long straps to the back.



Thread the long straps through the 'D' rings and the rear mounting straps.

Secure the main part of the harness to the chair by passing the wide straps on either side under the seat and joining them with the Velcro provided.



Replace the seat cushion as shown



With the client seated on the harness bring the two front straps up between the thighs. Bring the rear straps over the thighs and secure to the front ones using the cam buckles.

Adjust straps as required



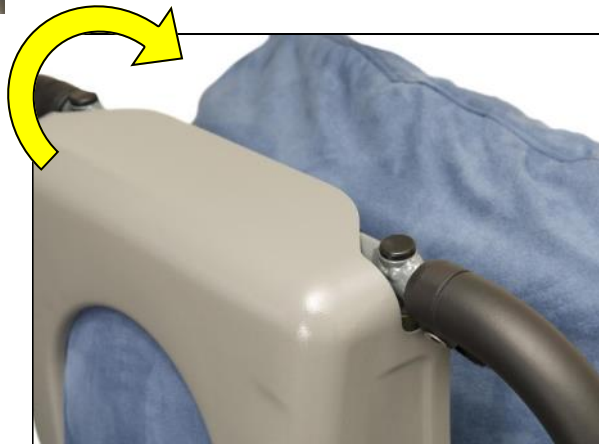
C5) 4 Point Chest Harness

Standard



Remove the back cover and locate the headrest hinges.

A hole must be made in the cover adjacent to these hinges.



Refit the cover and pass the strap end fittings through. Secure these around the hinges using the Velcro fastenings.

Route the straps over the back cushion and down the front. The lower fittings should be secured around the lower bar of the backrest using the Velcro provided.



With the client seated, locate the four mounting straps.

Place the bib in front of the client's chest and secure to the four point lap straps, using the cam buckles provided.



Call us today



Personal, high quality and cost effective service solutions for individual and organisational needs. Providing compliance with current legislation, peace of mind as well as value for money.

*Please have the serial number of the chair to hand when you call.
It is located on page 4 of this manual or on the back of the headrest.*

NOTES





www.supportiveseating.com

Symmetrikit Postural Care
Bromyard Road, Ledbury Herefordshire HR8 1NS, UK
Tel: 01531 635388 Fax 01531 638059
sales@helpinghand.co.uk www.helpinghand.co.uk

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PATENTS PENDING

