



ULTIMATE

Range



Operating and Care Instruction Manual

Regency™ Carer Chair Series

R3940, RR3945

Manual or Electric Function



SAFETY WARNING



This manual MUST be read and understood before use of this product.

- The use of this system is only part of an overall care plan. The patient must still be repositioned regularly (subject to specific requirements).
- Do not force the operation of any part of the chair. Doing so may cause damage. Refer to the manual for correct operation of the chair.
- Brakes must be applied when transferring client into or out of chair and when not in use.
- Whenever you adjust the chair, assess whether you need to apply the **brakes** first.
- Manual Control - When adjusting back or seat, always ensure that the hand control is re-engaged securely. Only one lever must be activated at any one time, **not** both at the same time. This is for the safety of both the client and the carer.
- Chairs are designed to be used on smooth, level paved areas.
- This chair must not be used for transport of a client in a taxi vehicle.
- The Backrest and/or Leg Rest must not be sat on at any time. Doing so may seriously damage the chair.
- Any damaged, worn, broken or non-functioning parts should be reported and repaired. If client or carers safety is at risk, the unit should be withdrawn from service until repaired and safe for use.
- The electrical system (where applicable) of this chair is designed to be used with a 240V power source when supplied in Australian format. Ensure you have been supplied the correct format.
- Do not allow the battery back-up system to fully discharge before connecting to mains supply where this accessory is fitted.
- Do not continue to operate the handset by repeatedly pressing the buttons if any of the functions will not move.
- Do not continually operate the chair functions. Doing this may cause the thermal fuse in the control box to cut off power.
- Do not use the system in the presence of flammable gases (such as anaesthetic agents). We recommend that this system is used under the guidance of a healthcare professional.
- The control unit should only be serviced by authorized personnel. Return to your authorized distributor for repair.
- Switch off the electrical supply to the chair and disconnect from power source before cleaning and inspection.
- Care should be exercised that power cords are not in the way of any mechanism or moving parts.
- **Communication:** Carers must always inform other carers, the client and any other person in the vicinity, when positioning, transporting or using any of the chairs functions.
- Never operate this chair while under the influence of alcohol or any other substances that could detract from your alertness or physical and intellectual acuity.
- This chair must not be used by more than one occupant at any time or for carrying any other loads.
- **CHILDREN MUST NOT** be allowed to operate chair or controls **AT ANY TIME**. Any child in the vicinity of the chair **MUST BE SUPERVISED AT ALL TIMES**.
- Design and specifications are subject to change without notice.
- **WARNING: - DO NOT LEAVE CLIENT UNATTENDED, ESPECIALLY WHILE SEAT IS RAISED.**





NOTICE

This manual does not override the OH&S Policy of any organisation using this product. Please refer to your organisation's OH&S Policy before using this product.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

1. INTRODUCTION

Thank you for choosing another quality Regency™ Product. This manual is your guide to operating, cleaning and routine maintenance of this Regency™ Carer Series Chair. It must be kept with the chair at all times.

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2. PRODUCT DESCRIPTION

The **Regency™ Carer Series** Care Chair range provides comfort, adjustable and assistive pressure care, and flexibility for those persons who are at risk of developing pressure sores who may spend a large part of their day sitting or lying down and who require a quality care solution.

The **Regency™ Carer Series** chairs have the following features in common (subject to model chosen/purchased):

- Reclining backrest
- Forward and reverse seat tilt (depending on model)
- Elevating leg rest - infinite adjustment through-out the range of movement or automatic adjustment with seat recline (depending on model)
- Adjustable Footplate - single fold out footplate - where these options are fitted.
- Removable Armrests
- Head Wings - Swing-away 2-position head wings
- Euro Shaped Backrest (no head wings) - where this option is fitted.
- Headrest Cushion – adjustable
- Pressure area management foam, gel and air seating system - If this option is selected
- Low skin shear 2-way stretch fabric on most skin contact surfaces (unless client has requested otherwise)
- Castors, 150mm (Std) – Swivel, Tracking / Total Braking
- Client and Response friendly operation

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

3. OPERATING INSTRUCTIONS



3.1. Seat Tilt Adjustment

Apply brakes before carrying out this function.

Before tilting seat, make sure it is safe to do so. Make sure the client/patient and the Response are safe and the client is positioned correctly.

3.1.1 Gas Strut Operated Models – Tilt Chair to desired position by operating the Seat Tilt Hand Lever located on the Push Handle.

3.1.2 Electric 3 Function Operated Models – Tilt Chair to desired position by depressing the left or right hand buttons on the handset either side of the **SEAT** icon as shown in image

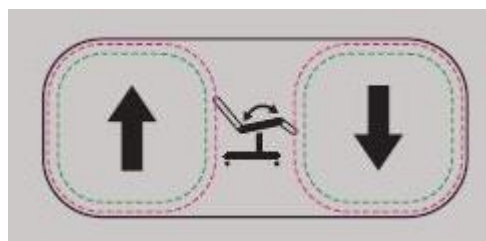


FIG 1b

3.2 Backrest Adjustment (for models with this feature)

Apply brakes before carrying out this function.

Before adjusting the backrest recline, make sure it is safe to do so. Make sure the client/patient and the Response are safe and the client is positioned correctly.

3.2.1 Gas Strut Operated Models – Adjust Backrest to desired position by supporting the backrest and operating the hand lever located on the push handle.

3.2.2 Electric 3 Function Operated Models – Adjust backrest to desired position by depressing the left or right hand buttons on the handset either side of the **Backrest** icon as show in image.

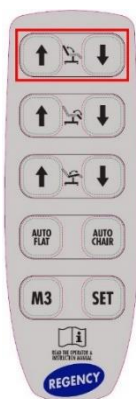
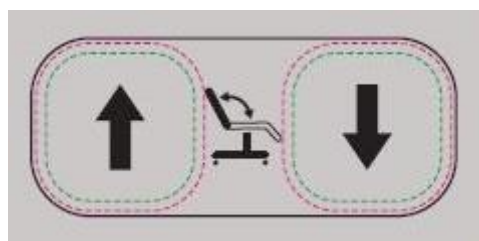


FIG 2b

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

3. OPERATING INSTRUCTIONS cont'd

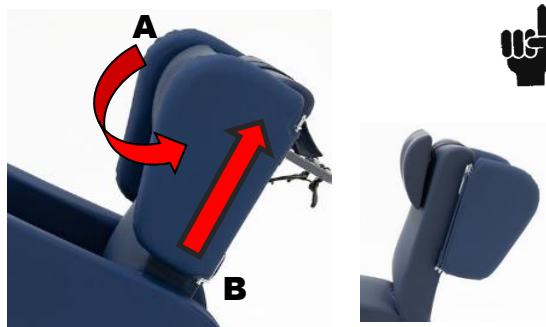


FIG 4

3.4 Swing Away Head Wings (for models with this feature)

Make sure client/patient and Response are safe and client is positioned safely.

While applying light pressure on head wing at 'A', lift wing from the bottom at 'B', and swing the wing outwards and relocate into the desired position. To return to the original position reverse this procedure. Assess need for brakes to be engaged.

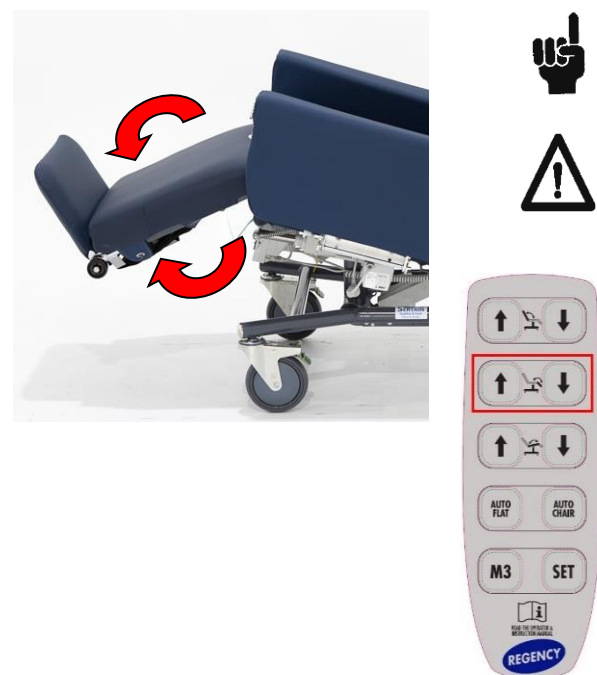


FIG 5

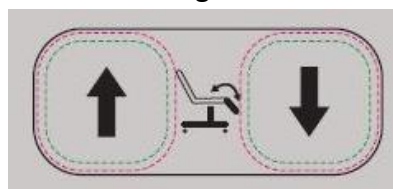
3.5 Elevating Leg rest

Make sure the client is correctly positioned and all limbs and castors are clear of legrest path. Apply brakes.

3.5.1 Gas Strut Operated Models – To Raise or Lower:

To Raise Lift release lever and lift the legrest to required height. To Lower also Lift the release lever and lower to required height.

3.5.2 Electric 3 Function Operated Models – See Figure 5, and use the **handset** buttons on the 2nd row to either elevate or lower the leg rest to the desired position.



Leg rest MUST NOT be used for sitting, weight bear or egressing on at any time.



FIG 6

3.6 Adjust Leg Rest for forward transfer and stand-up lifter access (for models with this feature)

- **Apply brakes before carrying out this function.**
- **Make sure all limbs and castors are clear of legrest path**

3.6.1 Make sure the tracking castors are locked in the inline/forward position – refer to **Point 10**.

3.6.2 Follow directions contained in **Section 3.5**, being sure to tuck the leg rest away as far as possible. Tilt the seat as far forward as possible - see **Point 1**.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

3. OPERATING INSTRUCTIONS cont'd

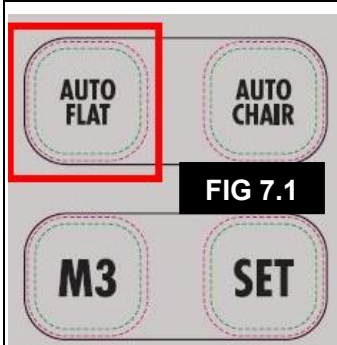


FIG 7.1

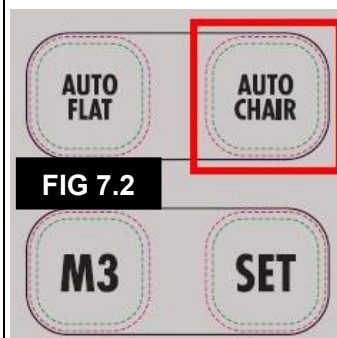


FIG 7.2

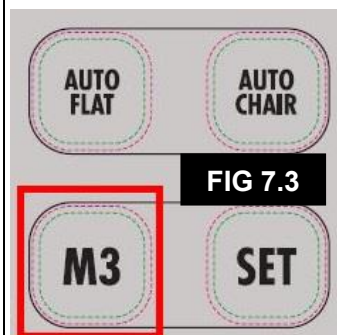
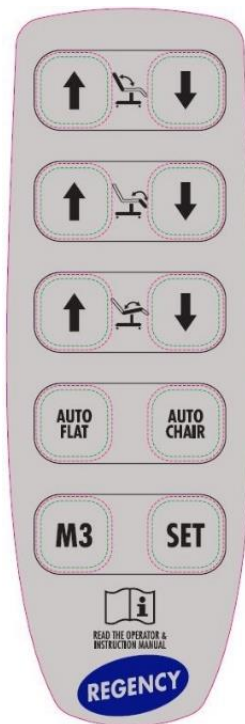


FIG 7.3



3.7 Auto Position Functions (for models with this feature)

- **Apply brakes before carrying out these functions.**
- **Make sure all limbs and Equipment are clear of legrest and backrest paths**

3.7.1 Auto Flat, position function – this Supine/Flat position has been pre-set for your convenience. To operate – lay the chair position out flat or supine, *press & hold* the button on the handset labelled 'Auto Flat' until all actuators/functions have stopped moving or the desired position has been reached. **See Figure 7.1**
The seat will level, the backrest lay flat, and the legrest will raise up/elevate.

3.7.2 Auto Chair, position function – this chair or seated position has been pre-set for your convenience. To operate, *press & hold* the button on the handset labelled 'Auto Chair' until all actuators/functions have stopped moving and the desired chair position has been reached. **See Figure 7.2**
The seat will tilt to 2 degrees forward, the backrest raise up, and the leg rest will lower completely.

3.7.3 Auto M3, position function – this third Auto memory position can be programmed to suit your needs for an alternative 'Auto' position. **To program this button to a chair position of your choice, please refer the Section 5 of this Manual.**

To operate, *press & hold* the button on the handset labelled 'M3' until all actuators/functions have stopped moving and the desired chair position has been reached. **See Figure 7.3**

3.8 Footplates (for models with this feature)

3.8.1 Fold Away Footplate Type (figure 8b) - Make sure the client is correctly positioned and brakes are on. Unhook the flaps each side of the legrest cushion. Lift up only the end of the legrest cushion and fold out the footplate. Re-attach the flaps to the side of the legrest frame.

NB: Before any forward transfer, this footplate must be folded away/stowed under the legrest cushion.



FIG 8a

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

3. OPERATING INSTRUCTIONS cont'd



FIG 9

3.9 Adjust Leg/Foot Plate length (for models with this feature)

Unfasten the 'hook and loop' (or press stud) straps from the underside of the leg rest – shorten or lengthen Leg Rest/Footplate to desired position and re-fasten straps. Always make sure the 'loop and hook' (or press stud) straps have been fully re-fastened with sufficient grip. Do not over lengthen. ***Always consider suitability for the client.***



FIG 10

3.10 Operate Brake Castors

Individual brakes on front and rear castors:

3.10.1 To engage, press down red tab at (a)

3.10.2 To disengage, press top of red tab (b)



Brake (Total Braking) position needs to be engaged before operating chair functions.



FIG 11

3.11 Operate Tracking (DL) Castors - Front Castor (Models with this feature)

3.11.1 To engage, Swing castor into the forward position (trailing). Press down green or grey tab at (a) and click into position.

3.11.2 To disengage, press top of green tab at (b).



Tracking (Directional Lock) position needs to be engaged before putting the leg rest down.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

3. OPERATING INSTRUCTIONS cont'd

FIG 12a

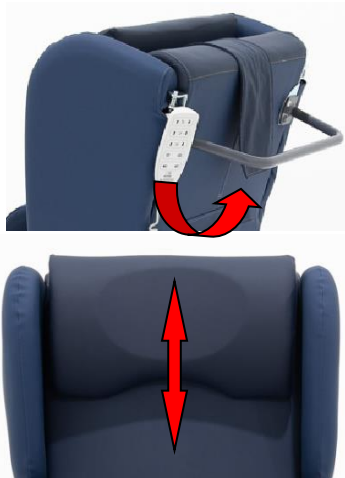


FIG 12b



3.12 Adjust Headrest (all models)

Raise or lower headrest cushion to desired position by adjusting the headrest flap via the fastening system.

Some Key Features Illustrated

*3 Function Gas assisted OR
3 Function Electric*



2 Position Swing-away Wings



Supine Position



Tilt and Recline

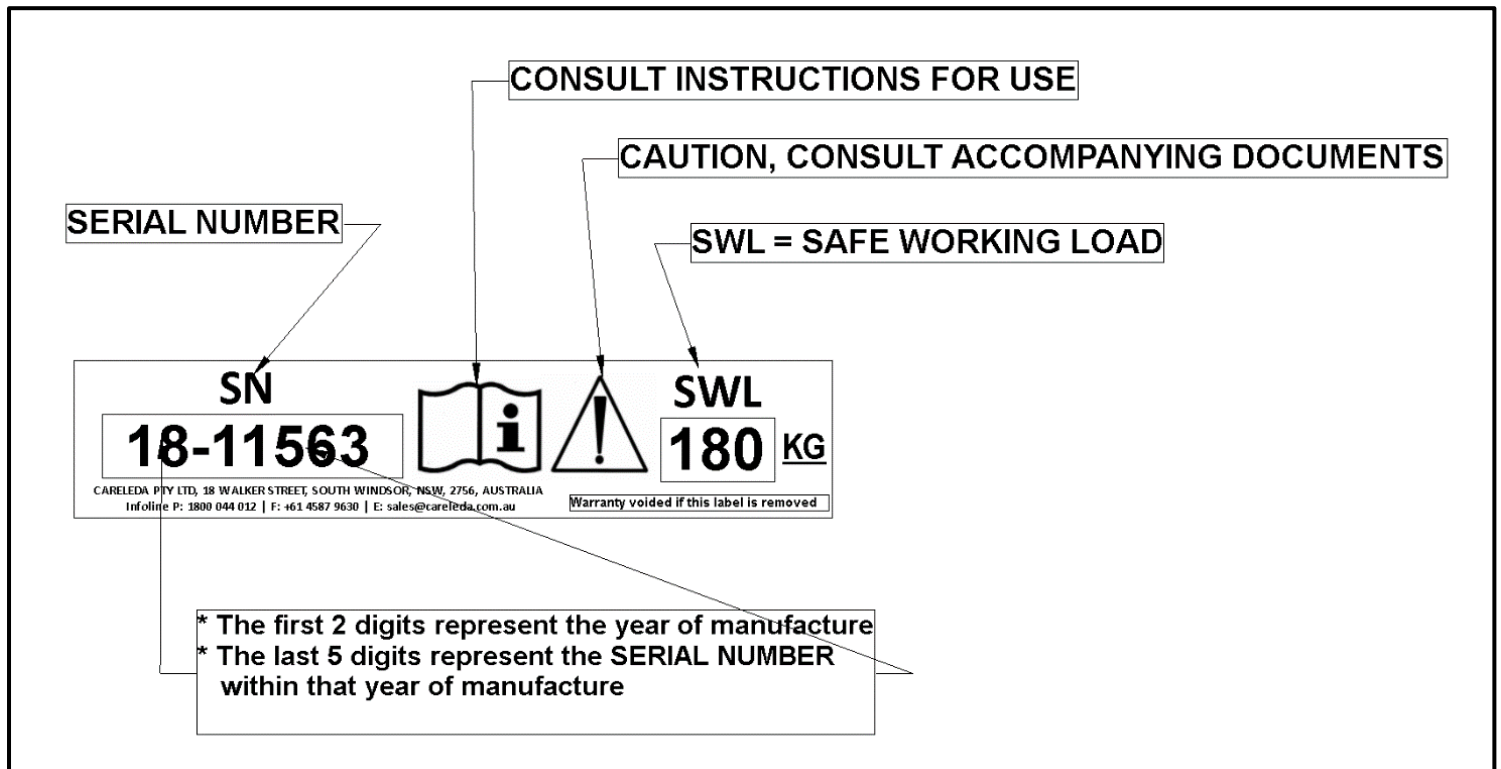
CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

3. OPERATING INSTRUCTIONS cont'd

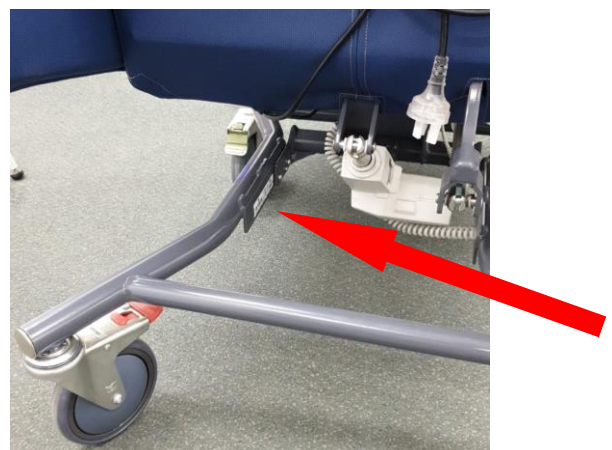
Some Key Features Illustrated

3.13 Serial Number & Safe Working Load

The **Safe Working Load** and **Serial Number** can be found on the label attached to the inside of the Base frame as shown in the following images. Please note: Removal of this label may result in voiding of warranty.



The serial number label is usually located on the inside of the Base Frame on the R3940 series recliner. Refer to arrow for general direction of label location.



CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

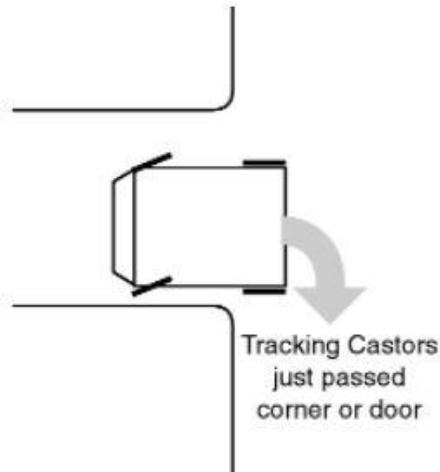
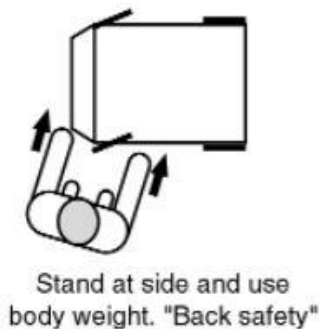
4. Client & Equipment Positioning

OH & S and Correct Equipment Use

1

(FOR CHAIRS WITH TRACKING CASTORS)

Corridor Manoeuvring
and through doorways

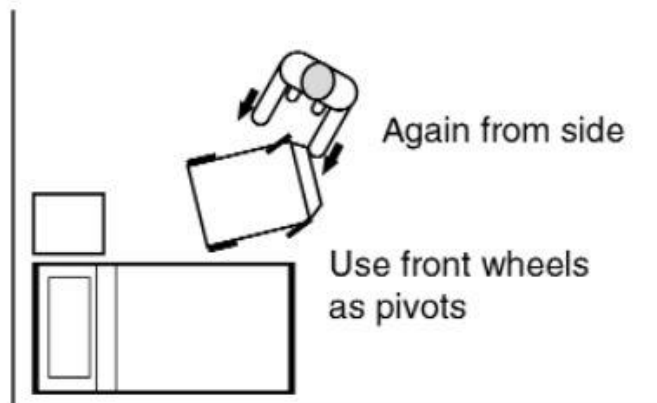


NOTE:

Tracking Castors are
designated by the
'GREEN' tabs on the
front castors.

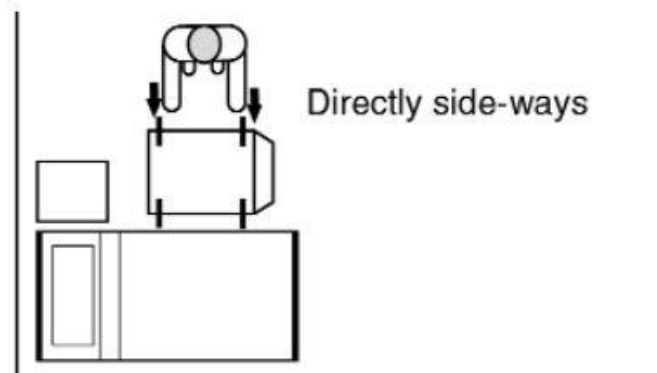
2

Tracking Castors –
(Taking chair close to
wall/Bed)



3

As above with
tracking castors 'off'



NOTE: REMEMBER!! In any manoeuvre, the safety of the Client and Response is paramount. This is only a guide and does not take the place or override your OH&S training or Client handling techniques. This must be approved by those responsible persons in your organisation before use. E & OE

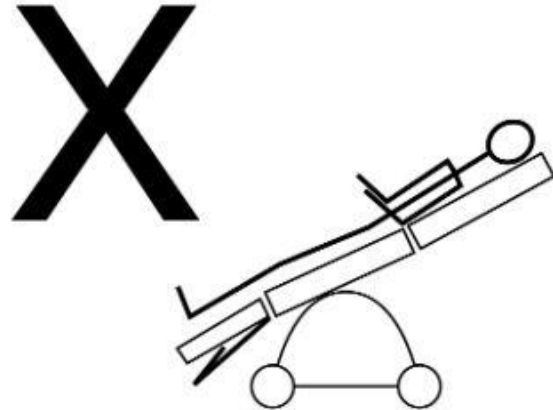
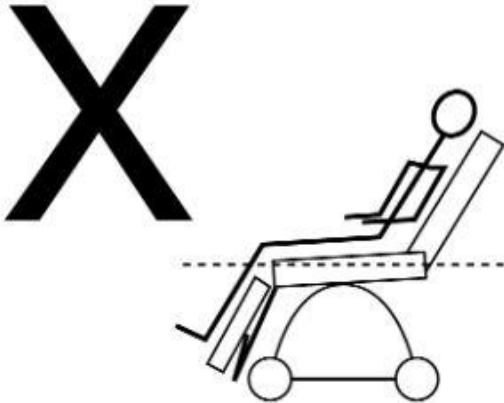
CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

4. Client & Equipment Positioning



REMEMBER! POSITION YOUR CLIENT CORRECTLY

These simple ideas may decrease the incidence of the Patient/Client sliding forward in the chair and increase their safety

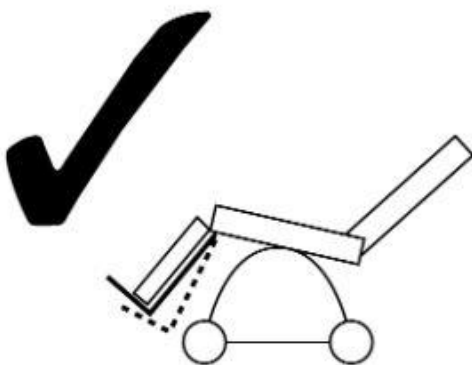


Patients/Clients tend to slide in the above positions ...
'You can't go to sleep on a slippery-dip'



REMEMBER! Make sure Client is well positioned into the chair!

POTENTIAL SOLUTION 1: FOOTREST



POTENTIAL SOLUTION 2: SEAT TILT with/ without Footrest



NOTE: REMEMBER!! In any manoeuvre, the safety of the Client and Response is paramount. This is only a guide and does not take the place or override your OH&S training or Client handling techniques. This must be approved by those responsible persons in your organisation before use.

E & OE

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

4. Client & Equipment Positioning



OH & S and Correct Equipment Positioning



To ensure the safe operation of this equipment, please allow the sufficient operating space around the chair – refer to the diagram below.

Sufficient space is required so that:

- The functions of the chair can be used safely and without interference from surrounding equipment.
- Interference of surrounding equipment may cause serious damage to your equipment or safety issues for the client or carer.

Failure to comply with the space requirements, in the event of an incident involving this equipment, may void warranty.

NOTE: REMEMBER!! In any manoeuvre, **the safety of the Client and Response is paramount.** This is only a guide and does not take the place or override your OH&S training or Client handling techniques. This must be approved by those responsible persons in your organisation before use. E & OE

Side View Clearance Diagram

4. Client & Equipment Positioning

Plan View Clearance Diagram

5. Technical Data, Incl. System Information

GENERAL TECHNICAL DATA

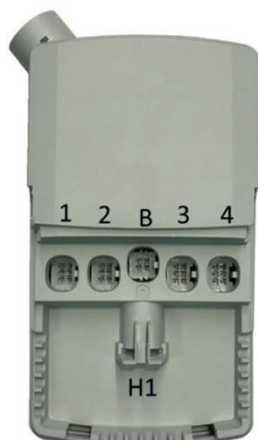
| DESCRIPTION | MODEL | | | | | |
|--|---|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <i>Please note: that your particular model may have some of the features listed and not others, depending on the configuration chosen. The list of technical specifications below is not exhaustive and if you require any further information, please contact the company that sold the chair to you.</i> | R3940D.S Manual & Electric version | R3945D.S Manual & Electric version | R3940DE.L Electric version | R3945DE.L Electric version | R3940DE.X Electric version | R3945DE.X Electric version |
| Armrest Height - at hips (from seat cushion) | 180 | 180 | 180 | 180 | 180 | 180 |
| Backrest - Height (from seat cushion) | 720 | 720 | 720 | 720 | 720 | 720 |
| Backrest - Recline Range (SEAT = 0°) | 95° - 180° | 95° - 180° | 95° - 180° | 95° - 180° | 95° - 180° | 95° - 180° |
| Wings – Swing Away Head Wings | ✓ | N/A | ✓ | N/A | ✓ | N/A |
| Castors - DL & TB type (individual locking) | 150mm | 150mm | 150mm | 150mm | 150mm | 150mm |
| Overall - Height (Backrest upright / seat at approx. 5°) | 1320 | 1320 | 1320 | 1320 | 1320 | 1320 |
| Overall - Length (Supine Position) - Deluxe Leg Rest Type (Footplate out) | 1820 | 1820 | 1870 | 1870 | 1950 | 1950 |
| Overall - Length (Seated position – footplate away) | 1320 | 1320 | 1320 | 1320 | 1320 | 1320 |
| Overall - Width – SR / NT Arms | 720 | 720 | 820 | 820 | 920 | 920 |
| Overall - Width – PA / PTA / DA / Rio Arms | 760 | 760 | 860 | 860 | 960 | 960 |
| Seat - Depth | 520 | 520 | 570 | 570 | 600 | 600 |
| Seat - Height - @ 0° degrees | 550 | 550 | 550 | 550 | 550 | 550 |
| Seat - Height - tilted forward | 540 | 540 | 540 | 540 | 540 | 540 |
| Seat - Width (between arms) SR / NT Arms | 510 | 510 | 610 | 610 | 710 | 710 |
| Seat - Width (between arms) PA/PTA / DA / Rio Arms | 550 | 550 | 650 | 650 | 750 | 750 |
| Weight Capacity (SWL) - Maximum | 200kg | 200kg | 300kg | 300kg | 350kg | 350kg |
| ARTG Number | 136977 | 136977 | 136977 | 136977 | 136977 | 136977 |
| <ul style="list-style-type: none"> ➤ Dimensions are nominal and are measured in mm without covers depressed ➤ Specifications are subject to change without notice ➤ E & OE | | | | | | |

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

5. Technical Data, Incl. System Information



For Electric Models Only - SYSTEM INFORMATION



- 1 – BACK REST (LA27)
- 2 – N/A (PORT PLUG)
- B – Battery (KB19)
- 3 – LEG REST (LA27)
- 4 – SEAT TILT (LA27)
- H1 – HAND CONTROL

Examples of models with this control Box

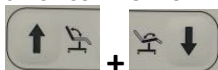
- R3940DE.S
- R3940DE.L ...
- R3940DE.X ...
- R3945DE.S ...
- R3945DE.L ...
- R3945DE.X ...
- RR3245D.3E ...
- RR3240D.3E ...

If in doubt, please contact your supplier to confirm.

- | | | |
|--------------|--|----------------|
| BACK REST UP | | BACK REST |
| LEG REST UP | | LEG REST DOWN |
| SEAT TILT UP | | SEAT TILT DOWN |
| AUTO FLAT M1 | | AUTO CHAIR |
| MEMORY M3 | | SET (STORE) |



SETUP CONTROL BOX



This function must be performed when running a chair for the first time, when replacing a Control Box or when adding to or removing an actuator from the chair.

The function will automatically detect the actuators connected and run all connected actuators through a cycle of initialisation and stroke length checking.

Only actuators detected during this process will be able to work.

The Auto Chair and Auto Flat functions will be setup during this process.

If the Control Box has already been setup and you wish to add or remove an actuator, the buttons must be held for approx. 10 seconds before movement starts.

Please note that if you have started but not completed the setup process, all functions will be disabled.

Simultaneously press and hold the **BACK REST UP** and **SEAT TILT DOWN** buttons until all connected actuators have run fully OUT and then fully IN at least once.

During movements, the control box may buzz POSITION LOST.

To indicate that all movements are complete, the control box will buzz CONFIRM.

INIT ALL



To be used after an actuator and/or actuator cable replacement.

Simultaneously press and hold the **BACK REST UP** and **BACK REST DOWN** buttons.

The Leg Rest actuator will drive fully DOWN, then drive UP a few mm.

The Back Rest and Seat Tilt actuators will drive fully UP, then drive DOWN a few mm.

During movements, the control box may buzz POSITION LOST.

To indicate that all movements are complete, the control box will buzz CONFIRM.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

5. Technical Data, Incl. System Information



For Electric Models Only - SYSTEM INFORMATION

FATAL ERROR RESET



A Fatal Error is automatically RESET approx. 5 seconds after the last key press (no buzzer).

As an alternative, do the following (will only work if there is a current Fatal Error).

Simultaneously press and hold the **LEG REST UP** and **LEG REST DOWN** buttons for 5 seconds.

To indicate that reset is in progress, the control box will buzz RESET.

Please note that the two buttons must be pressed at the same time.

SET (STORE)



Press and hold **SET** button for approx. 5 seconds.


To indicate that Store Mode has been enabled, the control box will buzz STORE.




Release the button and within 2 seconds press **AUTO FLAT**, **AUTO CHAIR** or **M3** to store the current actuator positions.


To indicate that the positions has been stored, the control box will buzz CONFIRM.

BUZZERS

STORE – one short beep (100mS) 

CONFIRM – two short beeps (200mS beep, 100mS pause) 


RESET – 10 beeps (500mS beep, 50mS pause) 

ENDSTOP ERROR – continuous (50mS beep, 50mS pause) 

FATAL ERROR – continuous (50mS beep, 500mS pause) 

POSITION LOST – continuous (200mS beep, 200mS pause) 

HOOT – continuous beep (indicates that an operation is disabled or illegal) 

BATTERY LOW – one beep (1 second) 

6. Troubleshooting Guide - Electronics

| Problem | Possible Cause | Possible Remedy/Action |
|--|---|--|
| 1 Power indicator does not light up / No functions at all | - No power to the system i.e. not connected to mains | - Check the power cable is plugged into the mains power socket and that the power is switched on. |
| | - The fuse has blown | - Replace or send control box for repair |
| | - Defective Power Cable | - Defective power cable - On control boxes with exchangeable power cable change the cable. - On control boxes with fixed cable send it for repair |
| | - Control box defective | - Send control box for repair |
| 2 Power indicator lights up, but actuators/functions do not run | - Actuator plug not pushed into control box properly | - Push actuator plug into control box properly |
| | - Control box/control panel defective | - Replace or send control box for repair |
| 3 No functions at all when the power cable is disconnected from mains power | - Battery pack is missing | - Replace missing battery pack |
| | - Bad Battery connection | - Check the battery connections |
| | - Batteries are flat | - Plug the power cable into mains power and charge for a minimum of 24hrs. If problem persists employ an approved Sertain/Linak qualified technician to check the batteries/charging circuit and/or replace the batteries. |
| | - Batteries are damaged or at the end of their lifespan | - replace the batteries with Linak approved batteries |
| 4 Relays in control box are heard clicking | - Actuator defective | - Replace actuator |
| | - Control box defective | - Replace the control box |
| 5 Actuator will drive OUT but not IN | Position Lost on actuator | Try performing the Reset/Initialisation procedure. If problem persists, replace the actuator. |
| 6 No relay noise is heard from control box Not valid for CB20/CB6S OBF/CB16 OBF | Handset defective | - Send handset for repair - Replace handset |
| 7 Actuator does not run on battery power, but relay clicking is heard | - Actuator plug not properly pushed | - Push actuator plug properly into control box |
| | - Actuator defective | - Replace actuator or send for repair |
| | - Control box defective | - Replace control box or send for repair |
| 8 Control Box functions okay apart from one direction | - Handset defective | - Replace handset or send handset for repair |
| | - Control box/panel defective | - Send control box for repair or replace |
| 9 Actuator will not drive IN or OUT. Intermittent beeping from the control box when button is pressed | - Electronics need resetting | - Perform the Reset/Initialisation procedure |
| | - Cable to the actuator is either disconnected or faulty. | - Reconnect or replace the faulty component |
| | - Actuator is faulty | - Replace actuator or send for repair |

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

6. Troubleshooting Guide - Electronics

| | Problem | Possible Cause | Possible Remedy/Action |
|----|---|---|---|
| 10 | One or more actuators stop while operating them | Actuator is overloaded | Reduce or remove load on the chair and try again |
| 11 | HILO columns will not drive IN or OUT (if applicable) | - Electronics need resetting | - Perform the Reset/Initialisation procedure |
| | | - Cable to column is disconnected or Faulty. | - Reconnect or replace the faulty component |
| | | - Column is faulty | - Replace column or send for repair |
| 12 | POSITION LOST on an actuator is indicated via an intermittent beep 200msec ON / 200msec OFF. | If problem persists, locate faulty actuator or cable and replace. | Try the RESET/INITIALISATION procedure, and then in turn run all functions. |
| 13 | FATAL ERROR is indicated via an intermittent beep 50msec ON / 500msec OFF. | If problem persists, locate faulty actuator/cable and replace. This could also be caused by CB6/CU20 problems, replace as required. | Try the RESET/INITIALISATION procedure, and then in turn, run all functions. |

7. CLEANING & MAINTENANCE

DESCRIPTION OF THE VARIOUS SIGNS USED IN THIS MANUAL



Warning!

Failure to comply with these instructions may result in accidents involving serious personal injury.



Failing to follow these instructions can result in the product being damaged or destroyed.



GENERAL MAINTENANCE



Daily - A daily visual inspection should be performed by any staff member that is going to use the chair. This is to make sure that the chair is in a safe operating condition. If there are any features/items that require attention that may affect the safety of the the client or carer, the chair should be removed from service until these issues have been rectified.



Weekly – Upholstery cleaning and maintenance must be carried out weekly (minimum) to ensure longevity and hygienic conditions are maintained. Please refer to section titled General Cleaning Instructions for recommended cleaning practices.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

7. CLEANING & MAINTENANCE



Monthly - The following should be checked and adjusted if required.

- **All nuts and bolts on pivot points:**
 - ❖ If they are loose, tighten without restricting pivot operation.
 - ❖ If they are worn, replace with a **Careleda P/L** approved fastener.
 - ❖ **Mechanism and Gas Strut fasteners must be cared for in like manner to pivot point fasteners.**
- **All functions of chair** – i.e. backrest, seat tilt, leg rest, footrest, wings and arms, directional lock, braking system – refer to supplier for any repairs required
 - ❖ Cleaning and light oiling of cables and activating heads facilitates better operation of mechanisms and gas strut.
 - ❖ Grease and oil points as needed, but **DO NOT** oil or grease gas strut shafts.
- **Upholstery inspection** – any tears, rips, parts missing, etc – refer to supplier of chair for replacement parts
- **Castors – please check the following:**
 - ❖ The condition and ensure they are freewheeling and bearings are not loose.
 - ❖ The wheels for any distortion or damage
 - ❖ The tyres for any damage – i.e. cuts or chunks out of tyre
 - ❖ The forks are straight
 - ❖ Axle nuts are secure
 - ❖ Wheel bushing and axle for wear and deterioration
 - ❖ Remove any hair and grime build-up on castors
 - ❖ Check that directional lock and brake functions both work correctly
 - ❖ **Please note:** All pintles must be checked at regular intervals. They must be fully and firmly fitted in tube and locating device. Retaining screw must be tight
 - ❖ If there is any doubt about the integrity of the castor, please contact your REGENCY™ distributor for repair advice
- **Electrics**
 - ❖ All cables and motors to be inspected for damage.

ELECTRICS – MAINTENANCE

Valid for all LINAK products

- The LINAK products must be cleaned at regular intervals to remove dust and dirt and inspected for mechanical damage, wear and breaks.
- The LINAK products are closed units and require no internal maintenance.
- Only type IP66 are waterproof and type IP66W tolerates being washed in tunnels.
- This chair and its LINAK components are not rated IP66 washable.

Valid for all LINAK actuators and Lifting columns

- Actuators / lifting columns must be inspected at attachment points, wires, piston rod, cabinet, and plugs, as well as checking that the actuator / lifting columns function correctly.
- To ensure that the pre-greased inner tube remain lubricated the actuator must only be washed down when the piston rod is fully retracted.

Valid for all LINAK control boxes and handsets

- Electronics must be inspected at attachment points, wires, cabinet, and plugs.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

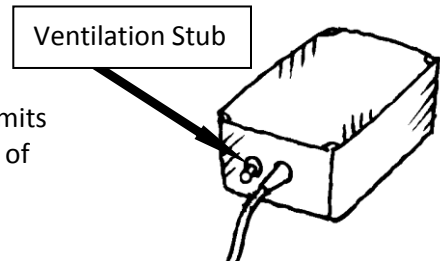
7. CLEANING & MAINTENANCE

- Inspect the connections, cables, cabinet, and plugs, and check for correct functioning (does not apply to battery versions).
- With the exception of the CS16 and CS18 PCB the control boxes are sealed and maintenance-free.
- Inspect at regular intervals that the ventilation aperture on the external battery is positioned correctly and is intact throughout its length, approx. 20mm, **see figure 1.**

Figure 1

Ventilation of external batteries, BA18 (for models fitted with this type)

Check at regular intervals that the ventilation stub is undamaged and intact. The construction of the ventilation stub permits the battery gases to get to get out, but does not permit penetration of water.



Maintenance of batteries

The batteries are to be replaced after 4 years at the latest - perhaps earlier, dependent on the pattern of use. Frequent and high-powered discharges reduce the battery life. For an optimum lifetime the product must be connected to the mains voltage as often as possible. The batteries must be charged at least every

3rd month - otherwise they will be damaged in due to self-discharge. It is recommended to test the battery function at least once every year.

Replacement and Maintenance of Batteries

The batteries must only be replaced with Linak approved battery types – please contact your supplier for further information.

The batteries must be new or maintained by means of charging at least every 3rd month. The batteries, which make a set, must be supplied with identical production codes. Mismatching of production codes may lead to severely reduced life time expectancy.

Before mounting ensure that the battery set is correctly connected, compare with the drawing in the battery room, and check that no connectors are loose.



Warning!

- From the factory the battery room is hermetically separated from the electronics room. When replacing the batteries this separation must not be damaged or modified as this may allow penetration of battery gas into the electronics room with risk of explosion.
- When replacing batteries in waterproof products (IP 65 and IP 66) precautions must be taken that the sealing material (silicone ring or joint filler) is not damaged and that it is correctly placed in the groove. Hereafter the screws in the cover are to be fastened with approximately 1 Nm. If the seal is damaged it must be replaced by a new silicone string (LINAK article no. 0008004 for a roll of 100 metres).
- If a non-LINAK battery is used, it is important to check that the current is not reversed (plus and minus swapped over) This applies to both control boxes, which always run off battery and control boxes with battery backup. Contact your nearest LINAK dealer for specification of type, size etc

Disposal

The batteries, which are lead-acid batteries, can be returned to LINAK or disposed in the same way as car batteries.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

7. CLEANING & MAINTENANCE

Warning!



The battery room is supplied with ventilation that ensures correct and necessary airing of the battery room. This airing must not be blocked or covered as a positive pressure may occur with risk of explosion.

If the product has been exposed to mechanical overload (lost on the floor, collision/squeezing in the application or a powerful stroke) the product must be sent to an authorised workshop for control of the hermetic separation between the battery and electronics rooms.

CLEANING & DISINFECTION of ELECTRICAL COMPONENTS

The products can be cleaned as follows according to their IP protection, which is stated on the product label:

| IP | CLEANING INSTRUCTIONS |
|---------|---|
| IPX0 | Clean with a damp cloth. |
| IPX1 | Clean with a damp cloth. |
| IPX2 | Clean with a damp cloth. |
| IPX3 | Clean with a damp cloth. |
| IPX4 | Clean with a damp cloth. |
| IPX5 | Wash with a brush and water, but not water under pressure. |
| IPX6 | Wash with a brush and water. The water can be under pressure, but the system must not be hosed down directly with a high pressure cleaner. Max. 20°C. |
| IPX6 W* | Clean by the use of water tunnels |

X can have a value of between 1 and 6.

* The following products can be marked with IPX6, but they are still allowed for wash tunnels: ACP, ACM (mini), ACM (new), BA18, CB12/14/18, DJB, FS2, HB40, LA28, LA32, LA34 stand, LA34 comp.

The materials are resistant to the majority of cleaners and disinfectants used in the hospital and nursing home sector. Cleaning with a steam cleaner, for example, is not permitted, as it will not be possible to maintain a minimum distance of 300 mm from the electrical parts.

IP 66W products can be washed in wash tunnels that wash according to the “Machine Decontamination” provided that the following guidelines are complied with:

- The cleaning and disinfection cycle in the wash tunnel must not last longer than 10 minutes.
- The nozzle pressure in the wash tunnel must not exceed 10 bar.
- The distance between the nozzle and the electrical parts must be at least 300 mm.
- The handset and motor plug must be pushed right in.
- The water temperature must not exceed 85°C.
- Cooling with cold water is not permitted.

To avoid degreasing of the piston rod, the actuator should be retracted to minimum stroke before washing.

The following directions regarding cleaners and disinfectants must be complied with:

- They must not be highly alkaline or acidic (pH value 6-8).
- They must not contain caustic agents.
- Their contents must not be able to change the structure of the surface or adhesion of the plastic.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR

7. CLEANING & MAINTENANCE

- They must not break down grease.



Warning!

The systems must not be sprayed directly with a high pressure cleaner.



WARNING – ANY DAMAGED, WORN, BROKEN OR NON-FUNCTIONAL PART SHOULD BE REPORTED AND REPAIRED IMMEDIATELY. IF THE CLIENT OR CARERS SAFETY IS AT RISK, THE UNIT SHOULD BE WITHDRAWN FROM SERVICE UNTIL REPAIRED FOR SAFE USE.

This general maintenance outline is a guide only, and the manufacturer does not accept any liability/responsibility for use thereof. The above maintenance program is comprehensive but not exhaustive.



GENERAL CLEANING INSTRUCTIONS

1. General Cleaning

For longevity, wiping the chair covers with a neutral detergent and a warm water solution is preferable, then dry with a soft, clean cloth. The use of mild non-abrasive pure soap is recommended. Stubborn grime may require gentle scrubbing with a soft brush. (Refer to standard instructions). Armrests, wings etc can all be easily hinged away/removed to allow cleaning access across the chair, for models with these features.

DO NOT MACHINE WASH. DO NOT DRY CLEAN.

FOR TREATING SPECIFIC STAINS; ALWAYS REMEMBER THAT PROMPT ATTENTION YIELDS MORE COMPLETE REMOVAL.



WARNING: Never use furniture polishes, abrasive cleaners or steel wool. Regular use of cleaners containing hydrocarbons or similar additives may cause damage to the vinyl and harden the surface. Strong solvents, e.g. Acetones are detrimental to the vinyl surface. Avoid exposure to excessive heat and non-colour-fast dye stuffs found in some articles of clothing as they may transfer to the fabric surface. Sunlight will also shorten the life of most vinyls. Oil, petroleum and solvent based products should not come in contact with the upholstery.

2. Replaceable Foams and Vinyl

Should it be necessary replacement foams and vinyls are available to keep the product up to standard. The modular design of the Regency™ Response Chair ensures that individual covers can be replaced without the need for full re-covering as per traditionally upholstered chairs.

3. Framework

The framework of your **Regency®** chair is manufactured from quality steel, coated with powder coatings for corrosion protection. In the event of soiling, spillages and contamination the most of the chair frame can be easily rinsed using a neutral detergent solution. Note: Do Not Rinse Electrical Equipment

4. Vinyl Protector

Distributors of the Regency, Regency & Sertain® ranges of high-dependency seating supply a vinyl Protectant treatment, containing a plasticiser. This easy to apply solution can be sprayed on and left to air dry, after cleaning, leaving the chair vinyl surface fresh and supple.

For an up-to-date list of cleaning chemicals approved for use on POLYSOFT multi-stretch PU fabrics, please email sales@careleda.com

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Essential Pressure Care

ULTIMATE Range



READ THE OPERATOR &
INSTRUCTION MANUAL



APPLY BRAKES
WHEN
TRANFERRING
PATIENTS



ANOTHER GLOBAL LEADING CARE PRODUCT

Contact us on: sales@careleda.com

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