

Operating and Care Instruction User/Owner Manual



Comflex[®] Adjustable Hospital Sitting
Chairs, including Mobile models.

CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR



SAFETY WARNINGS



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



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.

- **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.**
- Do not allow **CHILDREN** to play on or with the chair at any time.
- Do not force the operation of any part of the chair. Doing so may cause damage, and may also compromise the safe operation/functioning of the chair.
- Brakes must be applied when transferring client into or out of chair and when not in use (if your chair is fitted with the mobile option).
- Whenever you adjust the chair, assess whether you need to apply the **brakes** first (if your chair is fitted with the mobile option).
- When adjusting back or seat, always ensure that the hand control is re-engaged securely. For lever type controls - 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. For Hand screw type adjustment – Make sure hand screws are done up tight once the adjustment has been made.
- Chairs are designed to be used on smooth, level paved areas and are mainly mobile for repositioning and floor cleaning.
- Leg rest/Footrest must not be sat on or stood upon.
- 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 If client or carers safety is at risk, the unit should be withdrawn from service until repaired and safe for use.
- **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.
- Keep the chair away from any source of open flame.
- 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.
- Please check / assess client / patient suitability for this type of chair (including but not limited to ability to egress from chair etc.)
- This chair must not be used by more than one occupant at any time or for carrying any other loads.
- This chair is not suitable for use for persons exceeding the recommended weight limit - SWL. Refer to the label on the chair, or the owner's manual for the recommended SWL for your particular chair – in the absence of either, please consult your supplier of this product. The warranty is voided if persons exceeding the recommended SWL weight use the chair.
- Design and specifications are subject to change without notice.

DO NOT USE CHAIR UNTIL YOU HAVE FULLY READ THE INSTRUCTIONS

1. INTRODUCTION




Thank you for purchasing another quality **Comflex**[®] Product. The chair you have purchased combines top quality components with comfort, style, flexibility of function and safety.

Understanding how to properly operate and care for your chair should bring you years of trouble free use. Read and follow all instructions, and warnings in this manual before operating your chair for the first time. This manual is your guide to operating, cleaning and routine maintenance of this **Comflex**[®] series Hospital Adjustable and/or Mobile Sitting Chair. It must be kept with the chair at all times.

If there is any information in this manual which you do not understand, or if you require additional explanation or assistance, please contact your **Comflex**[®] authorised dealer. Failure to follow all instructions, and warnings outlined in this manual may result in personal injury, and/or product damage and may void the **Comflex**[®] product warranty.

MODIFICATIONS: This chair has been designed and manufactured to provide maximum comfort and enhanced mobility. However to prevent personal injury and/or damage to your chair, you should not modify, add, remove, or disable any feature, part, or function of the chair. Unauthorised modifications may also void your **Comflex**[®] product warranty. By accepting delivery of this chair you commit that you will not change, alter, or modify your chair, or remove or render inoperable or unsafe any guards or any other safety features of your chair.

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2. PRODUCT DESCRIPTION

The **Comflex**® Series Hospital Adjustable Sitting Chair and/or Mobile Sitting Chair, provides comfort, mobility, adjustability, style and safety for the client. They also provide practical solutions for the carer.

Some of the following features that may be included on the chair/s you have selected are:

- Adjustable Height
- Reclining Backrest
- Adjustable Seat depth
- Mobile for manoeuvrability
- Push handle
- On chair Tray storage
- Tilt 'N' Move Wheels
- Provision for an optional Activity or Meal Tray
- Beige colour powder coated steel frame
- Strong construction for durability
- Client and Carer friendly operation
- Australian Designed and Manufactured

Optional features that may be applicable to the chair/s you have selected are:

- Pressure Care seating system
- Activity Tray
- A large variety of frame colour and material choices to your requirements
- Headrest cushion (at time of manufacture)

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3. OPERATING INSTRUCTIONS



1. Weight Limitations.

Please consult your distributor and or the **SWL** label on your chair to determine the appropriate maximum weight of the person that may use this/your chair. This must be done before allowing clients/persons to use the chair for the client/user and carer's safety. Use of this chair by a person that exceeds the maximum allowable SWL (Safe Working Load) may endanger the user, may damage the chair and its functions, and will void the warranties that apply to this product.

2. Height Adjustment (for models fitted with this feature)



Warning: Adjustment should not be attempted with the client in the chair
This model has telescopic height adjustment. Adjustable legs lock into position with a spring pin/snap button located inside the leg.

To make adjustment:

1. Tip the chair backwards or onto its side in a safe manner
2. Depress the head of the snap buttons/spring pins and move leg to required position making sure the head of the snap button/spring pin is correctly located into adjustment hole.
3. Tip chair back onto its legs. All legs **must** be adjusted to the same height.



3. Tilt 'N' Move Wheels – for models fitted with this feature

Adjustable Height Models: Adjust as above (Point 2)

Operation: For ease of relocation of chair, tip chair back onto the tilt & move wheels, and push chair.



Warning: Chair must not be moved with a person in the chair.



4. Adjust Seat Depth (for models fitted with this feature)

Some models are fitted with a seat that moves, to adjust the seat depth, and other models are fitted with a backrest that slides back and forth, to adjust the seat depth. Both are adjusted by **hand screws** located underneath the seat.



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3. OPERATING INSTRUCTIONS – cont'd

To adjust the seat depth

1. Loosen the hand screws that are located underneath the seat.
2. Adjust either the seat position or the backrest position by moving forwards or backwards (depends on model purchased), until the desired seat depth has been achieved.
3. Tighten the hand screws again until they are very firm.
4. **Ensure the seat or backrest is secure before returning the chair into use.**



5. Castors - Braking (depending on chair model you have purchased)



- a. **Warning:** do not operate castor tabs by hand, or by feet without shoes
- b. **To activate** Individual brakes on rear castors
 - i. **To engage**, press down RED brake tab at point **A** with your foot – see diagram below
 - ii. **To disengage**, press RED tab at point **B** with your foot – see diagram below



Castor photo has been used for illustration purposes only. May not represent the exact style on your chair

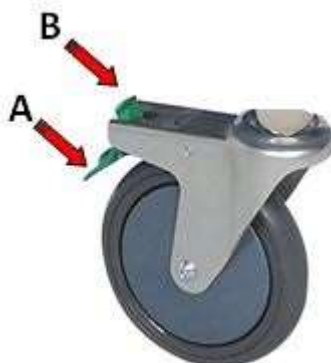
6. Castors – Directional Lock (depending on chair model you have purchased)



- a. **Warning:** do not operate castor tabs by hand, or by feet without shoes
- b. **To activate** Directional Lock on front castors

Note: *Front castors may be factory fixed in one position/direction for safe and effective operation of your chair – therefore no tab will be present for locking*

 - i. **To engage**, press down GREEN tab at point **A** with your foot – see diagram below
 - ii. **To disengage**, press GREEN at point **B** with your foot – see diagram below



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3. OPERATING INSTRUCTIONS – cont'd

7. Operate Slide-out Footplate (depending on chair model you have purchased)



- a. **Apply brakes** as described in step **No. 5** before using this function
- b. **To slide out the plastic footplate**, grip the front of the footplate with hand and slide it out until you hear and feel it drop into a retaining position. **See picture below.**
- c. **To retract or return the footplate to the hidden/closed position**, using the front of your foot, or by gripping the front of the footplate with your hand, slightly lift the footplate to disengage the 'locked' position and then slide the footplate back until it is no longer projecting beyond the front of the chair.



8. Reclining Backrest (For chairs models fitted with this feature)

Recliner activation/release lever is located on the right side of the chair, just under the edge of the seat frame.



1. **Apply brakes** as described in step **No. 5** before using this function
2. Make sure that the client/user is positioned safely, including limbs and clothing etc.
3. To recline the backrest, slide the release lever towards the front of the chair, whilst applying slight pressure on the backrest of the chair. Once the desired position is reached, let go of the release lever to hold this position.
4. To return the backrest to the upright position, slide the release lever towards the front of the chair and allow the backrest to recline to the desired position, and then let go of the release lever to hold this position.

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3. OPERATING INSTRUCTIONS – cont'd



9. Push Handle, and Activity Tray holder/storage (only chairs models fitted/available with this feature)

Tray holder is located at the rear of the chair below the push handle. Slip the arm of the tray into the tubular slot, and the tray will hang on the back of the chair (tray top facing out)



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3. OPERATING INSTRUCTIONS – cont'd

10. To fit Activity Tray (option)

Tray locating or locking pins are positioned towards the front of the chair.

To fit the tray:

1. Remove the plastic plugs in front of the steel armrest tube (if your chair came fitted with these)
2. Pull down, and $\frac{1}{4}$ turn the "Tray locking pin"
3. Insert the Activity Tray arms into the arm tubes of the chair.
4. Turn head of "Tray locking pin" until pin locates in correct hole in Activity Tray arm. You may have to move the tray back and forth a little bit until you can locate the hole position you require.
5. **Ensure "Tray locking pin" has locked/engaged into the locating holes in the tray arm before use.**

To remove the tray:

1. Pull down, and $\frac{1}{4}$ turn the "Tray locking pin"
2. Remove the tray and store safely for future use.



WARNING: REMEMBER!!




In any manoeuvre, the safety of the Client and Carer 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 organization before use. E&OE

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4. TECHNICAL SPECIFICATIONS

GENERAL TECHNICAL DATA

Description	Standard Range					
	CF16101 – Mobile Hospital Sitting Chair	CF16201 – Mobile Reclining Hospital Sitting Chair	CF16301 – Bariatric 60cm Mobile Hospital Sitting Chair	CF17100 – Adjustable Hospital Sitting Chair	CF17200 – Bariatric 60cm Adjust. Hospital Sitting Chair	CF17300 – Bariatric Adjust. Hospital Sitting Chair
<p>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 distributor that sold the chair to you.</p> 						
Armrest Height - at hips (from seat cushion)	210	210	210	220	220	TBA
Backrest - Height (from seat cushion)	710	710	710	740	740	TBA
Backrest - Recline Range (SEAT = 0°)	N/A	100°-115°	N/A	N/A	N/A	N/A
Overall - Height (Backrest upright)	1150	1150	1150	1120	1120	TBA
Overall – Length/Depth (Seated Position)	760	760+	760	750+	750+	TBA
Overall - Width	660	660	760	710	810	TBA
Seat – Depth, Minimum	440	440	440	440	440	TBA
Seat – Depth, Maximum	N/A	N/A	N/A	510	510	TBA
Seat – Height (from floor), Minimum	500	500	500	430	430	TBA
Seat – Height (from floor), Maximum	N/A	N/A	N/A	580	580	TBA
Seat – Height (from Footplate/rest)	410	410	410	N/A	N/A	TBA
Seat - Width (between arms)	520	520	620	510	610	TBA
Weight Capacity - Maximum (SWL), KG'S	120	120	200	140	220	350
ARTG Number	136977 /137356	136977 /137356	136977 /137356	136978	136978	136978

- All dimensions are nominal and are quoted are in **mm**
- Design and specifications are subject to change without notice. E&OE.

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.

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5. CLEANING & MAINTENANCE



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 carer or the client, 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.



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 **Comflex®** 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 your **Comflex®** supplier for any repairs required
 - ❖ Cleaning and light oiling cables and activating heads facilitate better operation of mechanisms and gas strut/s.
 - ❖ Grease and oil points as needed, but DO NOT oil or grease gas strut or electric actuator shafts.
- **Upholstery inspection** – any tears, rips, parts missing, etc – refer to your **Comflex®** supplier for replacement parts
- **Castors – please check the following** (if your chair model is fitted with these):
 - ❖ 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

DO NOT USE CHAIR UNTIL YOU HAVE FULLY READ THE INSTRUCTIONS

5. CLEANING & MAINTENANCE

- ❖ **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 or its mounting point, please contact your **Comflex®** distributor for repair advice

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

Regular cleaning (at least weekly) of headrest, arms, seat and backrest cushions is important to remove body oils. To clean, wipe with a cloth or sponge which has been moistened in warm soapy water, then dry with a clean cloth. The use of mild non-abrasive pure soap is recommended. Stubborn grime may require gentle scrubbing with a soft brush. For cleaning fabric covered lounges (non-vinyl) please refer to the fabric care label attached to the chair or refer to the supplier for more detail. Comflex® distributors have recommended vinyl cleaner available – refer to point 3.

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/vinyl surface. Sunlight will also shorten the life of most vinyls and fabrics.

2. Framework

The framework of your **Comflex®** 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

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5. CLEANING & MAINTENANCE

3. Vinyl Protector

Distributors of the **Comflex**[®] ranges of Hospital Seating Solutions can 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 fabric, please email info@comflexcare.com

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.

6. WARRANTY

PRODUCT GUARANTEE

Your COMFLEX® products are guaranteed (as listed below) from the date of purchase against faults arising due to defects in manufacture or materials. We reserve the right to replace or repair the faulty part or parts. Parts replaced or repaired under the terms of this guarantee will be covered for the balance of the guarantee period. This guarantee applies only to parts made or approved by COMFLEX®. This guarantee is NOT TRANSFERABLE.

Upholstery - Guaranteed for the period of **TWELVE (12) MONTHS** from date of original purchase – subject to a documented care and maintenance regime using our guidelines.

Frame - Guaranteed for the period of **TWO (2) YEARS** from date of original purchase.

Castors - Guaranteed for the period of **TWO (2) YEARS** from date of original purchase.

Hardware - All other parts guaranteed for the period of **TWELVE (12) MONTHS** from date of original purchase.

EXCLUSIONS

This guarantee does not extend to those items which may need replacement due to normal wear and tear or to damage caused by misuse or accident for which COMFLEX® or its reseller cannot be held responsible. It is the responsibility of the purchaser to train and instruct staff on the proper use of these products. It is the responsibility of the purchaser to select the appropriate COMFLEX® product to address the needs of the individual. If in doubt, seek the input of a suitably qualified therapist/professional. COMFLEX® disclaims any responsibility for accidents, mishaps or injury caused by the combination of COMFLEX® products with any other item/s or another manufacturer's equipment or parts, whether attached or unattached. Overloading or transport damage is not covered. Cost of transport for repairs is to be paid by the purchaser. Repair of any product which is found to be faulty due to abuse and/or misuse shall be charged to the purchaser at COMFLEX®'s service rates (current at that time) and parts (current list price). If serial number is removed or changed and/or the product altered, modified or changed in any way without COMFLEX®'s authorization the WARRANTY / GUARANTEE is VOIDED.

SERVICE CHECKS

As with all equipment, your COMFLEX® equipment must have regular service/inspections to keep it in pristine condition. Warranty may be voided if the regular maintenance is not carried out. The frequency of these service/inspections will depend on the type of equipment and the amount of use your equipment is put to. Your COMFLEX® product should be serviced at least every once every month, or more frequently if conditions and use require it. Equipment must be checked daily to ensure that it is safe for both carer and client. See individual product details for variations of this. Check Instruction Leaflet for further details.

Please contact your local reseller who will be able to advise you of the current costs affecting this service if you do not have your own service program.

WARRANTY SERVICE VISIT

If your product should need attention due to failure as defined under the guarantee terms, please contact the Reseller from whom you purchased your equipment.

For complete warranty terms and conditions please refer to the separate warranty card supplied with your chair. If you cannot locate the card, please email info@comflexcare.com for a free copy.

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Notes

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What a choice!



READ THE OPERATOR & INSTRUCTION MANUAL



APPLY BRAKES WHEN TRANSFERRING PATIENTS



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