



JORDI™

POSITIONING CHAIR



USER MANUAL

Our passion - your independence!

AKCES[®]MED



CAUTION! Manufacturer takes responsibility for proper usage of the device only when the product was purchased from qualified Akces-Med employee or at specialized medical store!

CAUTION! AKCES-MED Ltd. reserve the right to introduce technical and trading changes in the content of the instruction without warning.

Medical product first class according to the Regulation 93/42/EWG of European Parliament and Council regarding medical products. For this product the producer issued relevant declaration of conformity.

Akces-Med. Sp. z o.o. Company introduced quality management system ISO 13485 regarding production, sales and service. The system is certified by Det Norske Veritas.





CONTENTS

- 1. The purpose of user.....5
- 2. Indications for use.....5
- 3. Overall construction of the seat6
 - 3.1 Standard equipment.....6
 - 3.2 Additional equipment.....7
- 4. Size table.....8
- 5. Description how to assemble positioning chair.....9
- 6. Regulation of the seat - description.....11
 - 6.1 Backrest.....11
 - 6.2 Armrest.....11
 - 6.2.1 The height od the arm support.....11
 - 6.2.2 The tilt angle of arm support.....12
 - 6.3 Seat.....12
 - 6.4 The height of the seat.....13
 - 6.5 Tilt-in-Space.....13
- 7.Optional equipment.....14
 - 7.1 HexagonPro Headrest.....14
 - 7.1.1 Assembly of the headrest.....14
 - 7.1.2 Adjusting the headrest.....14
 - 7.2 Hip guides.....15
 - 7.3 Knee Abductor/Abduction Block.....15
 - 7.4 Laterall Support.....16
 - 7.5 Wheels with breaks.....17
 - 7.6 Footrest.....18
 - 7.7 Grip Handle.....19
 - 7.8 4-Points Safety Vest.....19
- 8. The use of chair.....20
 - 8.1 Preparation of the patient.....29
 - 8.2 How to use chair.....21
- 9. Selfy rules.....23
- 10. Maintenance and cleaning.....26
- 11.Labelling.....28



INTRODUCTION

Taking a sitting position by a handicapped child from birth, is an extremely important part of the complex process of rehabilitation ,has an essential effect on the stimulation of psychomotor development and improves mobility.

Sitting independently by a child which has lost the ability to move as a result of illness or an accident has a huge positive impact on the psychological state of the young patient as well as his caregivers.

The seat **JORDI™** is a device designed for use in the process of daily rehabilitation of children with disorders that prevent them from sitting and standing alone. It is an universal device, it can seat very flaccid children with decreased muscle tone, as well as children the joint contractures. The seat is an individual device, and will only fulfill its function, if properly adjusted to the height and weight.

Please read this manual carefully. You will find find information about our product and you will learn how to safely and effectively use it.

If you have any questions or comments, please contact us:

Medical Officer: mob. +48 516 183 883

Akces-MED Sp. with o.o. : tel. +48 17 864 04 70

e-mail: export@akces-med.com



CAUTION! Before using the product, user is obliged to familiarize himself/herself with user manual. Remember that complying with guidelines is highly important. It assures safety and extends durability as well as aesthetics of the device.



1 THE PURPOSE OF USER

The present user manual contains basic information which is essential for proper usage, preparation, maintenance, cleaning and guarantee conditions regarding **JORDI™** positioning chair.

User manual should be kept in easily accessible place. It is designed for people who look after disabled children, and for both doctors as well as physiotherapists who operate the device.



CAUTION! Before using the product, user is obliged to familiarize himself/herself with user manual.

Remember that complying with guidelines is highly important. It assures safety and extends durability as well as aesthetics of the device.

2 INDICATIONS FOR USE

The device is recommended for people in the following cases:

- Cerebral palsy – various types and forms.
- Brain and spinal cord injuries with lower limbs paralysis and weakness, balance and motor coordination disorders with different etiology.
- Demyelinating disease (e.g. multiple sclerosis - SM).
- Meningocele.
- Muscles diseases with weakness and paralysis (dystrophy, myasthenia gravis, myositis).
- Genetic disorders.
- Degeneration and neurological diseases.
- Other condition connected with muscles weakness, paralysis and musculoskeletal disorders.
- After head and spinal cord injuries and spine trauma with paralysis and paresis.



3 OVERALL CONSTRUCTION OF THE SEAT

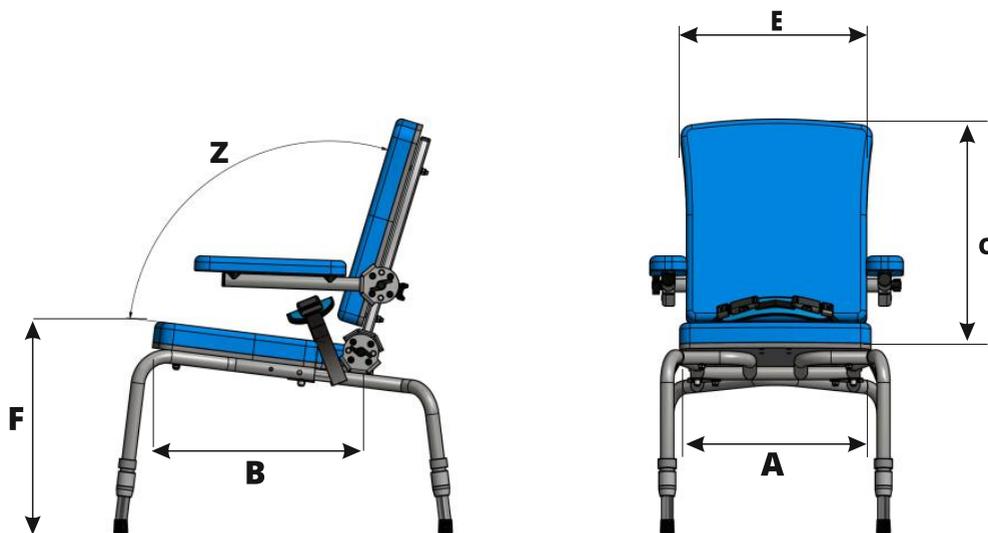
3.1. Standard equipment:

1. Washable medical upholstery
2. Hand support with adjustable height and tilt
3. Pelvic belt
4. Seat with adjustable depth
5. The backrest with adjustable angle of inclination
6. Frame with the possibility of changing the height of the seat.



3.2. Additional equipment

| | | |
|--|---|---|
|  |  |  |
| <p>JRI_104 HexagonPro Headrest</p> | <p>JRI_128 Abduction block</p> | <p>JRI_130 4 points safety vest (instead/additional)</p> |
|  |  |  |
| <p>JRI_135 Hip guide</p> | <p>JRI_147 5 point belts stabilizing the feet</p> | <p>JRI_154 Knee Abductor</p> |
|  |  |  |
| <p>JRI_155 Laterall Supports</p> | <p>JRI_156 2-points feet stabilizing</p> | <p>JRI_403 Tray</p> |
|  |  |  |
| <p>JRI_423 Castors with brakes</p> | <p>JRI_429 Soft footrest cover</p> | <p>JRI_431_Handle for pushing chair</p> |
|  |  | |
| <p>JRI_436 Table JOY</p> | <p>JRI_619 Footrest</p> | |

**4 SIZE TABLE**

| Symbol | Measurement | Unit | Size 1 | Size 2 | Size 3 | Size 4 |
|----------|----------------------|------|--------|--------|--------|--------|
| A | Seat width | [cm] | 25 | 30 | 37 | 45 |
| B | Seat depth | [cm] | 23-29 | 26-34 | 30-40 | 35-45 |
| C | Back height | [cm] | 33 | 39 | 46 | 55 |
| E | Back width | [cm] | 25 | 30 | 37 | 45 |
| F | Seat height to floor | [cm] | 26-30 | 31-39 | 37-49 | 42-56 |
| Z | Backrest tilt angle | [°] | 90-135 | 90-135 | 90-135 | 90-135 |
| | Maximum user weight | [kg] | 50 | 65 | 80 | 100 |

Weight and dimensions of the device

| | | | | | |
|--------|------|-----|----|----|----|
| Width | [cm] | 37 | 42 | 49 | 57 |
| Length | [cm] | 48 | 54 | 60 | 68 |
| Height | [cm] | 56 | 68 | 80 | 92 |
| Weight | [kg] | 6,5 | 8 | 10 | 12 |

UWAGA: Tolerancja wymiarów zawartych w tabeli wynosi +/- 1 cm.



5 DESCRIPTION HOW TO ASSEMBLE POSITIONING CHAIR

Follow the steps below in order to assemble the product:

STEP 1. Unscrew the knobs which you can find on the backrest (fig.1, 2).



STEP 2. Put the round backrest mount into the seat exactly where and in the way it was shown on the pictures (fig.3-5).



STEP 3. Please protect the screws with the knobs



STEP 4. The last step is to put the seat and backrest cushions on using velcro, fasten the pelvic belt and put the armrests up (see point 6.2. Armrests, p.11)





6 REGULATION OF THE SEAT - DESCRIPTION

6.1 Backrest

The angle of inclination of the backrest depends on the type of dysfunction and degree of adjustment of the child to a sitting position.

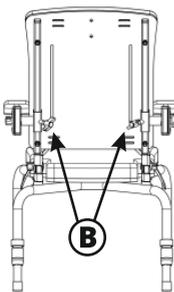
To adjust the angle of the backrest unscrew and remove the knobs (fig 12), on the side of the seat frame, set the desired angle and then insert the knobs and tighten.



6.2. Armrest

6.2.1 The height of the arm support

To adjust the height of the arm support we must loosen mounting B, make adjustments, and then tighten the knobs. Before applying the table the armrests should be set to the same height, parallel to the ground.



CAUTION! Before use it is necessary to make sure that all knobs for adjustments are stable and locked!



6.2.2. The tilt angle of arm support

To adjust the angle of the arm support, loosen the mounting C, adjust, and then tighten the knobs. Before applying the tray, the armrests should be placed at the same height, parallel to the ground.

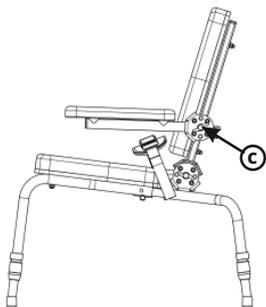


fig.16



fig.17

6.3. Seat

To adjust the seat depth, loosen the mounting located under the seat (fig.18), set the desired depth and then tighten the knobs. Maximum extension of the seat is indicated by snaps in the holes of the pipes seat on both sides. To reduce the seat depth after reaching the maximum extension you must press the latch/lock with your finger to the inside of the pipe.



fig.18



fig.19



fig.20



WARNING! Do not slide the seat outside the latch.



6.4. The height of the seat

To adjust the height of the seat, the quick connector (fig.21) must be removed, next loosen the plastic nut (fig.22), set the desired height and fasten the quick connector to the desired height (fig.23), tighten the nut.

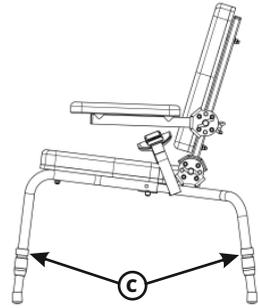


fig.21



fig.22



fig.23

6.5. Tilt-in-Space

Thanks to appropriately setting the height of the footrests we can achieve a tilt-in-space function of the seat (fig.24).



fig.24



WARNING! There is a risk that the chair can tilt back, which increases due to extreme equipment settings (maximum backrest tilt/devation , maximum tilt-in-space function, wheel use). In the case of hyperactive children or with a tendency to tilt back, it is recommended to use a footrest and take extra precaution.



7 OPTIONAL EQUIPMENT

7.1. **REF** JRI_104 HexagonPro Headrest

7.1.1. Assembly of the headrest

To assemble the headrest you should remove the upholstery from the backrest (fig.25), apply the headrest to the backrest in place of the holes and screw the two supplied screws using the Allen key (fig.26).



7.1.2. Adjusting the headrest

The headrest can be freely adjusted with an Allen key. It is also possible to change the width of the headrest. After the adjustment, tighten all the fixings!





7.2. **REF KDO_135** Hip Guides

To assembly hip guides you should remove the seat upholstery (fig.23), place the hip guides to the seat in place of the holes and screw the two supplied screws using an allen key (fig 34) Make sure the wider side of the supports is facing the backrest..



fig.33



fig.34

7.3. **REF KDO_154** Knee Abductor **REF KDO_128** Abduction Block

To mount the knee separator or adjustable wedge, you must first remove the seat upholstery, place the adapter in the places where the holes are, and screw the four attached screws with an allen wrench.



fig.35



fig.36



fig.37





Next, insert the knee separator or the adjustable wedge into the designated place under the seat, until it is completely locked. You can adjust the degree of protrusion of the separator or wedge with the latch, which you must pull away, and then position the elements in the selected position (photo 35-38).



7.4. REF KDO_155 Lateral Support

To assemble the lateral support you must:

Remove the seat cushion of the backrest (fig 41). Next apply the lateral support on the backrest based on the desired height and secure it with knobs (fig.43).





7.5. REF JRI 423 Wheels with breaks

To assembly the wheels you must :

STEP 1. Remove the cap (fig.46)



fig.45



fig.46

STEP 2. Insert the wheel and tighten with a wrench (fig 47, fig 48)



fig.47



fig.48



7.6. REF JRI 619 Footrest

Assembly

STEP 1.

To mount the footrest should glide it in the plastic tabs placed on the seats frame (fig.49). After adjusting the height of the footrest you should tighten the clamps using a cross screwdriver.



fig.49



fig.50

STEP 2.

To reduce the distance between the seat and the footrest you should :

- Loosen the clamps and pull out the footrest.
- Loosen the nut, press the lock button (fig 51) while slipping the metal tube from the plastic cap (fig 52).
- Insert the metal tube on the opposite side of the nut, tighten the nut.
- insert the ready footrest (fig 54) into the plastic tabs placed on the seats frame. After adjusting the height of the footrest you should tighten the clamps using a cross screwdriver.



fig.51



fig.52



fig.53



fig.54



fig.55





7.7. **REF JRI 431** Grip Handle

Assembly of handle for guiding/leading

To assembly the handle, loosen the lock on the handle (fig.56). Then push the handle located on the rear part of the backrest (fig 57), tighten the lock of the handle with an allen wrench (fig 58).



7.8. **REF JRI 130** 4 Points Safety Vest

To assembly the 4-points safety vest you should:

- Unhook the vest straps
- Insert the strap into the hole as shown in the picture (fig 51).
- Interweave the end of the strap through the plastic grommet (fig.61).
- Join the fixed strap (fig.62) with the front of the vest.



8 THE USE OF CHAIR



CAUTION! **JORDI™** chair has to be used with compliance to guidelines included in this user manual. Remember to use the product only with someone who is trained and knowledgeable. Do not forget to prepare both product as well as patient before using **JORDI™** chair

8.1. Preparation of the patient

Before using the product, it is essential to make sure that:

- patient's outfit is light and comfortable sporty clothes are advisable;
- shoes should be comfortable and, moreover, they should stabilize ankle;
- due to hygienic reason and to avoid abrasion it is advisable for the patient to always wear clothes when using the device, skin must not be naked especially in places of regular contact with upholstery;
- drains, bags, catheters etc. if applied, have to be secured to function properly and not to disturb during using the product;
- if it is necessary for a patient to wear orthopedic supply (collar, corset, orthosis, shoes) if it is recommended by doctor.



CAUTION! Outfit should protect patient's skin from direct contact with upholstery as well as other parts of equipment.

CAUTION! Only doctor can make a decision concerning using any kind of orthopedic supply!

8.2. How to use chair

1. Before use it is necessary to:
 - Unfold the device;
 - Place the device on even ground;
 - Make sure that all parts are serviceable, correctly mounted and stable;
 - Block brakes;
 - Adjust the device to patient's measurements;
 - Undo vest, trunk belts etc so as to place easily the patient in the device;
 - Place patient in the device;
 - Fasten all elements which stabilize patient e.g. vest, trunk belts, feet stabilizing belts etc.;
 - Mount additional equipment e.g. tray.
2. In case of patients who have problem with bladder, it is necessary to put special cloth on seat. This cloth can be purchased in pharmacy or medical shops.



CAUTION! Before the product is used, it is highly necessary to make sure that all belts as well as safety equipment are correctly fastened as well as adjusted. What is more, check if they do not become undone due to the pressure and, moreover, make sure that clampings from adjustable elements are firmly tightened!

Equipment works correctly only when the device is adjusted according to patient's height as well as weight. Remember to take all these measurements into account while purchasing the product. Correct adjustment is the most important due to the fact that only then the product is safe. It is forbidden to force child to keep specific position because he/she will feel uncomfortable and it may lead to wrong posture.



CAUTION! Incorrect adjustment of the device can lead to side effects such as: fainting, body deformities, overloading joints. It is highly advisable to adjust the device before every use of a standing frame. This adjustment has to be done only by a trained person or therapist. If any of these side effects appear, it is highly important to stop the upright position process, take out the patient from the device and lie him/her down. If these undesirable side-effects still occur it is necessary to contact doctor. If these side effects disappeared, remember to inform doctor so as to make decision concerning further upright position process.

CAUTION! Only doctor can make decision concerning the use of rehabilitation chair!

9 SAFETY RULES



CAUTION! JORDI™ chair has to be used in compliance with guidelines in this user manual.

It is highly important to consult either doctor or physiotherapist in order to make right decision concerning the choice of chair and its size. It is also essential to familiarize with the guidelines described in user manual before using the device.

1. Before use it is necessary to:

- make sure that there are no damages or different faults which could endanger patient's life; check if all parts are working and are correctly mounted and, moreover, check if they are not broken;
- check if all screws, knobs and all glued, sewed or tapped parts are tightened;
- check if brakes are operating correctly;
- check if buckles are operating correctly;
- always use safety belts, Velcro tapes should overlap min. 8cm;
- adjust the device according to patient's measurements and needs e.g. the adjustment of pelottes, footplate etc.;
- make sure that all movable parts and knobs for adjustments are stable and locked;
- secure patient with the aid of elements such as vest, foot stabilizing belts, pelottes, abduction block, headrest. It is highly important to secure patient because it safeguards him/her from falling out. If abduction contracture occurs, it is recommended to use abduction block in order to prevent ulcers between knees;



2. It is forbidden to use chair for different purposes that it is intended to.
 3. It is forbidden to use chair when it is damaged or any part is missing.
 4. It is forbidden to leave the patient unattended.
 5. Chair should be used only when there is someone who is trained and knowledgeable.
 6. It is forbidden to leave chair and the patient on unstable ground unattended, even if the brake is engaged.
 7. It is forbidden to either go up or down the stairs; it doesn't matter if the patient is placed in the device or not.
 8. It's important to make sure that patient doesn't stand on footer during either getting into or getting out the chair.
 9. It is important to engage brake during getting into and getting out the chair.
 10. Make sure that all limbs are not close to spokes or other adjustable elements.
 11. Although the device and the upholstery are made of fire-resistant materials, please pay your attention when approaching to sources of fire or sources of high temperature during using the device. Moreover, chair shouldn't be stored in rooms with high humidity.
 12. Secure chair during transportation in order to avoid any possible damages. Manufacturer doesn't take responsibility for damages which appeared due to improper preparation of the device during transportation.
-



CAUTION! Taking the sitting position for the first time by the little patient usually happens in the rehabilitation, neurology, neurosurgery or orthopaedic ward. Upright standing is supervised by the doctor and physiotherapist due to the possibility of occurrence such medical problems like: loss of consciousness, drop of blood pressure etc. It is very important to adjust all parts of the device to the condition of the child, taking into consideration contractures and deformations.





CAUTION! The product contains small parts which children may swallow.

CAUTION! It is forbidden to make any changes concerning stroller 's structure due to the fact that it is dangerous and it results in loosing warranty.



CAUTION! The weight of user should not be bigger than maximal weight described on page 8 where you will find information regarding this issue.

CAUTION! This device can be only used inside the buildings.

- 1) AKCES-MED Sp. z. o. o sells products free from manufacturing defects or faults.
- 2) Manufacturer gives the purchaser 24-month guarantee from the date of purchase. All defects revealed during warranty period will be repaired free of charge.
- 3) All defects which appear after warranty period can be repaired only when the user will pay for it. This rule doesn't apply to refunded products - user can ask National Health Refund for refund.
- 4) Manufacturer claims that the product can be used for 36 months. User can use this product after this period only when he/she will send the device to manufacturer so as to service it. Next, manufacturer determines again how long the product can be used and, moreover, the date of the next service will be determined.
- 5) If product is damaged, please contact our dealer or AKCES-MED customer service (ph. 17/864 04 70)





10 MAINTENANCE AND CLEANING

Chair should be kept clean and used in compliance with the manufacturer's recommendations. The device should be kept in clean, dry and ventilated room. Maintenance as well as cleaning have to be performed at least once a month. Regular cleaning and maintenance of chair are indispensable to maintain its correct functionality as well as safety.

It is highly advisable to remember about proper maintenance in order to extend product's aesthetics. So as to do that, it is essential to comply with these guidelines:

1. It is recommended to clean upholstery with the aid of cleaning product, soft sponge and warm water. If you use sponge which is too wet, stain may get bigger, upholstery may be destroyed. It is necessary to remember that the excess of dampness should be removed from fabric before next cleaning. Please rinse upholstery with warm water and clean white cloth once stain is removed.
2. It is forbidden to soak upholstery!
3. It is forbidden to clean upholstery with the aid of hard brushes.
4. It is forbidden to clean upholstery with strong chemical agents such as solvent or caustic chemicals.



CAUTION! Akces-MED Sp z o. o takes no responsibility for damages caused by use of wrong clearing agent.

5. It is forbidden to soak upholstery during cleaning. Remember that upholstery has to be always dry before using.
6. It is forbidden to clean, make any changes and maintain stroller during using it.
7. All metal as well as plastic elements should be cleaned by hand with the aid of general cleaning products. Remember to familiarize yourself with cleaning product's leaflet.





CAUTION! Remember that upholstery has to be always dry before using!

Before using it is necessary to:

- clean wheels;
- check if base as well as wheels are correctly mounted; check if brake stops turning wheel;
- make sure that all wooden parts e.g. tray don't have splinters;
- check if stroller construction is free of breaks or any kinds of deformities;
- check if all movable parts are working and all screws, nuts, knobs etc. are correctly tightened;
- check if belts, vests, trunk belts, feet stabilizing belts etc are not frayed; check if buckles and clamps work correctly.



CAUTION! Manufacturer takes responsibility only for hidden faults or damages which appeared despite the fact that user complied with the guidelines.

CAUTION! In case of any damages, it is essential to contact the person who sold you the product.





11 LABELLING

11.1. Symbols

| | | | |
|--|---|--|---|
| | Declaration that the product meets the essential requirements | | Protect from sunlight |
| | Catalog number | | Storage temperature limitation |
| | Serial number | | Relative humidity storage |
| | Please read the manual instructions before use | | Dry vertically |
| | Attention! | | Do not chlorinate |
| | Producer | | Do not iron |
| | Production date | | Do not dry in a drum dryer |
| | The product does not contain | | Do not bleach |
| | Store in a dry place | | Careful! delicate content |
| | Prohibition of use without fastened safety belts | | Prohibition to leave the patient without care during use of the product |
| | | | Product designed for indoor use |

11.2. Example of identification plate

QR code - after scan you are directed to the website of the product

Producers address

Name of product in Polish: JORDI 1 FOTELIK ORTOPEDYCZNO-REHABILITACYJNY ZA STABILIZACJĄ PLECÓW I GŁOWY

Name of product in English: JORDI 1 MODULAR POSITIONING CHAIR

Date of production: 05.2014

Maximum allowable product loading: MAX LOAD: 50 kg

Labeling - look above: CE mark and manual icon

Serial number in the form of a bar code: SN JRI 001/U/1/AA

Serial number: JRI 001/U/1/AA





ORTHOPAEDIC DEVICES MANUFACTURER



Akces-MED Sp. z o.o.

Jasionka 955B

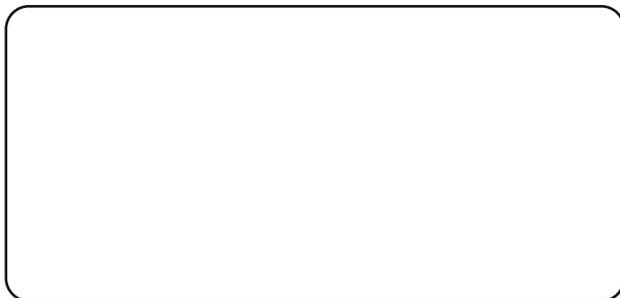
36-002 Jasionka

tel. (17) 864 04 77

www.akces-med.com

e-mail: export@akces-med.com

Authorised Dealer



Date of issue: **20.03.2017**

The last update: **24.05.2017**

Our passion - your independence!