



POSITIONING CHAIR

JORDI™



USER MANUAL





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!

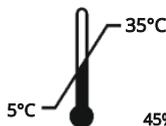
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Product marked with the CE sign is Class I medical device, of rule 1, consistent with the requirements of Regulation (EU) 2017/745 of the European Parliament and of the Council of 5 April 2017 on medical devices.



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 and contrindications 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
 - 8.3 How to use vest.....23
- 9. Selfy rules.....26
- 10. Terms of warranty.....28
- 11. Maintenance and cleaning.....29
- 12.Labelling.....33



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:

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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 MANUAL



The instruction manual contains basic information necessary to properly prepare the chair before use, use the chair, maintain and clean the chair.

This user manual should be kept in an easily accessible place. The manual is intended for people who look after disabled users, as well as for doctors and physiotherapists handling the chair. Before using the chair for the first time, the user (or caregiver) is obliged to familiarize himself/herself with the user manual.

2 INDICATIONS AND CONTRINDICATIONS FOR USE

These medical devices are intended for people with orthopedic, neurological and cardiological diseases and for people after surgery, with musculoskeletal dysfunctions, who have not acquired the ability to sit independently or who have difficulties in adopting and maintaining the sitting position.

Both for flaccid people with reduced muscle tone and for people with spasticity. The device can also be really useful for people who require long-term relief of one or both lower limbs. It is an irreplaceable aid in the rehabilitation process, both in terms of movement and social integration. The device is great help during everyday activities such as rehabilitation but also during playing, studying or having meals. The selection of the appropriate size of the device depends on medical indications and anatomical parameters, regardless of the age of the user.

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.

Contraindications for sitting

- Critical condition of the user;
- Paralysis;
- Deep sedation;
- Unstable fractures with specific orthopedic recommendations, including spine fractures;
- Untreated deep vein thrombosis;
- Hemodynamic instability;
- Identified brain dysfunction when sitting upright;
- Severe arthritis of the cervical spine;
- Pulmonary embolism;
- Recent myocardial infarction in the last 24 hours;
- Fresh postoperative wounds or non-healing wounds in the back area, pelvic girdle area, hip joints and thighs;
- Users with mental disorders should not be left in the device without the supervision of a caregiver.



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.

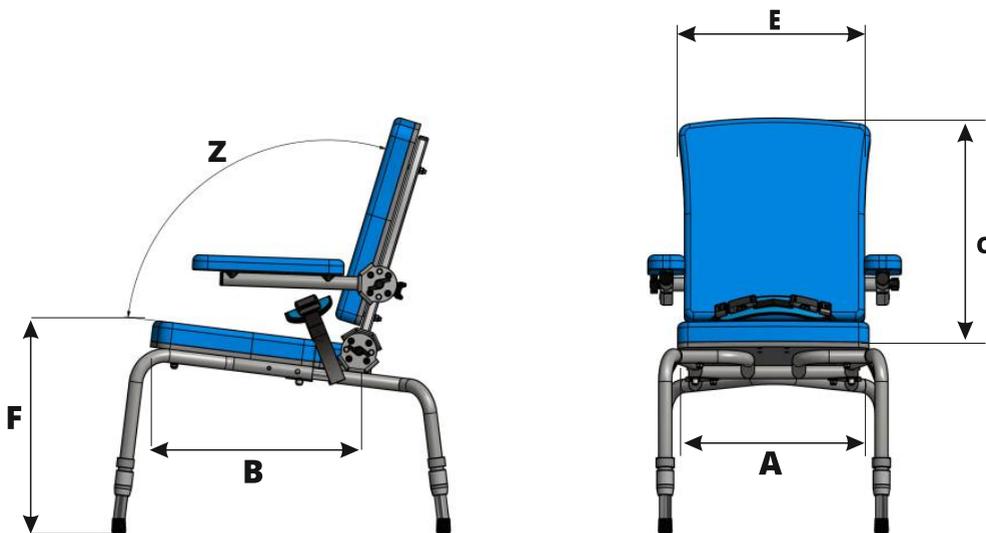


3.2. Additional equipment

		
<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.

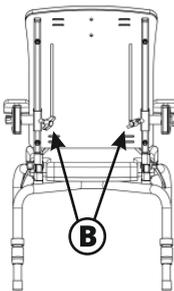
To adjust the angle of the backrest unscrew and remove the knobs (fig 12), on the side of the seat frame, set the desired angle and then insert the knobs and tighten.



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.

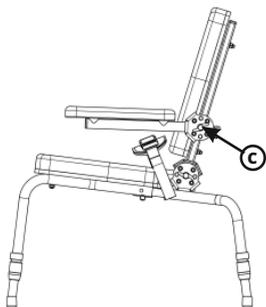


fig.16



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.

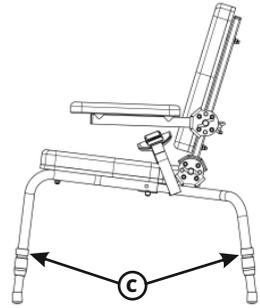


fig.21



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**



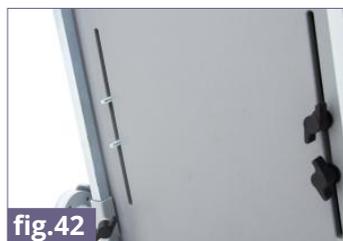
Next, insert the knee separator or the adjustable wedge into the designated place under the seat, until it is completely locked. You can adjust the degree of protrusion of the separator or wedge with the latch, which you must pull away, and then position the elements in the selected position (photo 35-38).



7.4. REF KDO_155 **Lateral Support**

To assembly the laterall support you must:

Remove the seat cushion of the backrest (fig 41). Next apply the laterall 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)



STEP 2. Insert the wheel and tighten with a wrench (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!

8.3. How to use vest



The vest provides posture support for wheelchair users as well as patients sitting in positioning chairs or other rehabilitation seats. When properly used, the vest allows the patient to adopt the correct sitting position for a longer period of time. The design and shape of the vest make it possible for the patient to be free to move their upper limbs within the constraints of the patient. **If the vest is not used properly, it can pose a serious threat to the health and life of the patient!**

Possible threats incident to the use of the vest:

- 1) If the lower vest straps are fastened too loosely, there is a risk that the vest will move upwards to the patient's neck, making it difficult to breathe** – always check the tension of the straps and set them in such a way that the lower edge of the vest is located near the lower abdomen of the patient.
- 2) In a situation when the patient slips off the seat, the upper edge of the vest covers the patient's neck and blocks the trachea, making it difficult to breathe** – it is therefore necessary to ALWAYS use the accessories stabilizing the patient's pelvis, such as a pelvic belt, thigh abduction belts or an abduction block.
- 3) There is a risk that the upper straps of the vest will press the patient's neck, blocking the trachea and making it difficult to breathe.** This might happen if the patient's body is improperly secured in the seat or stroller – it is then necessary to use the optional accessories of these devices and stabilize the patient's body using the lateral supports. If there is no possibility to use such accessories with the device and the patient's body cannot be properly stabilized, the device should be replaced with the one having such an option.
- 4) The vest is fastened too tightly to the backrest and as a result the patient cannot breathe easily** – in this case the vest should be loosened in such a way that it is possible for the caregiver to insert a straightened hand between the vest and the patient's body. If, however, we want to stabilize the patient's body properly, we should use a dynamic orthopedic vest, e.g. a Flex-point vest, which does not cause the breathing difficulty for the patient.

**Instructions for the proper use of the vest:**

- 1) Make sure that the patient is sitting in the best possible position:
 - in the middle of the seat,
 - deeply in the seat in such a way that the patient's lumbar spine rests against the backrest.
- 2) Secure the patient's pelvis with, for example, a pelvic belt, thigh abduction belts or an abduction block.
- 3) Make sure that the side supports of the device, if used, are set in the correct position. It is required that the patients with the poor trunk control use the side supports. The side supports limit the lateral movements of the patient's body, which could lead to the compression of the vest straps on the neck of the patient.
- 4) Secure the vest:
 - fasten and adjust the lower straps of the vest, so that the lower edge of the vest is located near the lower abdomen of the patient,
 - fasten the horizontal strap of the vest (if present),
 - fasten the shoulder straps of the vest,
 - check if the buckles of the vest do not open under pressure.
- 5) Check the patient's position:
 - make sure that the vest cannot move by itself towards the patient's neck,
 - make sure that you can insert a straightened hand between the vest and the patient's body.

To prevent injuries and to minimize the risks associated with the use of the vest, the following rules should be followed:

- 1) The position of the vest **MUST** be checked each time after putting the patient in the seat.
- 2) Special attention should be paid to protecting the patient from falling forward, slipping off the seat or lifting the pelvis. The vest **MUST** be used with the accessories which will secure the patient's pelvis at all times (e.g. the pelvic belt, thigh abduction belts or the abduction block). The use of the vest cannot be considered separately but as a part of a general posture support system including supports such as pelvic belts, foot support, torso stabilization, thigh abduction belts, tilt-in-space position and reclining backrest.
- 3) Special attention should be paid to ensuring that the entire foot of the patient has stable support. If the device is not equipped with a foot support, the patient's feet must rest firmly against the ground.





- 4) It should be remembered that any change of the inclination angle of the backrest, seat, foot support or tilt-in-space function might affect the effectiveness of the belts and supports!
- 5) Special attention should be paid to the use of stabilization elements or side supports. If the patient has poor trunk control, the side supports will limit the lateral movements, which could lead to the compression of the vest straps on the neck of the patient.
- 6) The mounting of the vest and adjusting it to the patient can only be carried out by a suitably trained person, who is familiar with the instructions for the use of the vest and the rules of its safe use.
- 7) Do not make any repairs or modifications to the vest on your own. In order to repair or replace any part of the vest, please contact the manufacturer.
- 8) Do not use a damaged or incomplete vest, as this poses a serious threat to the health and life of the patient!
- 9) Do not leave the patient in the device unattended!
- 10) The correctness of the use of the vest should be particularly controlled in accordance with the recommendations in case of children, patients with impaired memory or mentally ill.
- 11) Make sure that all people taking care of the patient are familiar with the rules of the safe use of the vest.

How to care for the vest:

The vest works effectively only if kept clean and maintained in accordance with the manufacturer's instructions. Before each use of the vest, check whether:

- 1) The vest straps are not frayed or worn. If so, have them exchanged for new ones,
- 2) The vest straps are not attached to the wheels of the device,
- 3) The buckles are not damaged. If so, have them exchanged for new ones,
- 4) The Velcro fastening holds firmly. If not, remove any dirt or hair from the Velcro, or have it replaced with a new one,
- 5) There have been no changes in the patient's height or weight from the moment the vest was adjusted to the patient,
- 6) The shoulder straps of the vest are adjusted so that they are not too loose or too tight,
- 7) The vest should be cleaned regularly with the use of warm soapy water and dried out of the direct sunlight and other sources of heat. The vest must always be dry before usage.

If you have any doubts or questions about the use of the vest, please contact your doctor or physiotherapist.





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. 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.
13. Before using the chair, remove all paper and plastic packaging. The packaging is not a toy! Keep away from children and animals.



Incorrect product adjustment can lead to such side effects as fainting, body deformities, joint overload, etc. If the abovementioned symptoms occur, stop using the product immediately, take the user out of the product and lay them down. If the undesirable symptoms persist, contact a physician immediately. If the symptoms have disappeared, inform the attending physician about this fact in order to make a decision about the further rehabilitation process. It is forbidden to place the patient in the device while being in car, bus or train.

The product contains small parts which children may swallow.

This device can be only used inside the buildings.





Do not use a product that has any signs of damage, tearing or wear. Only an undamaged product and proper use guarantee its right and safe working. If the product is damaged, discontinue use and contact the manufacturer.



Under no circumstances should an unqualified person repair or alter the product and its construction, as the health and safety of the user depend on it as well as it will lead to the loss of warranty.

The weight of user should not be bigger than maximal weight described on page 9 where you will find information regarding this issue.

Serious incidents involving this device should be reported both to manufacturer and to the competent authority in your country

10 TERMS OF WARRANTY

- 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)



11 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.





TECHNICAL INSPECTION

Technical inspections should be performed regularly. Before servicing, the product should be thoroughly cleaned to reveal any hidden damage.

Frequency	What should be checked? What should be done?	Remarks
Before each use.	<p>General condition of the product.</p> <p>Check:</p> <ul style="list-style-type: none"> the entire product for any visible damage, cracks or mechanical defects,, if the product complete, if all bolts, screws, knobs, nuts and other elements of the construction are complete and tightened.. 	In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.
	<p>Wheels and brakes.</p> <p>Check:</p> <ul style="list-style-type: none"> if the wheels are properly mounted and if they are not damaged, if the brake is blocking the spinning wheel, if the wheels are not dirty. If necessary, clean the wheels. 	In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.
	<p>Fastening of the construction elements.</p> <p>Check all the mechanisms of the product and its moving parts. Check in particular:</p> <ul style="list-style-type: none"> if the seat is properly mounted (if applicable), if the wheels are properly mounted (if applicable), if the elements securing the user are properly mounted and if they work well (if applicable), if all the moving parts are complete, work properly, do not jam, if the adjustment mechanisms of the following elements work properly (if applicable): headrest, backrest, seat, abduction block, armrests, footrests. 	In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.
	<p>Upholstery elements.</p> <p>Check:</p> <ul style="list-style-type: none"> if there is any damage, tears, rips, loose seams or deformations on the upholstery elements, if the stabilizing straps, vests or safety belts are not frayed or twisted and if the buckles work properly, if the stabilizing straps, vests or safety belts work correctly and do not unfasten under pressure or when pulled. 	In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.
Once a week.	<p>Product cleaning.</p> <p>If the frame and upholstery get dirty (dusty, muddy, etc.) during everyday use, wipe them with a damp cloth without detergents. Remove dirt (e.g. hair, food remains, etc.) from the moving parts of the product.</p>	The product should be cleaned when necessary, but at least once a week. Do not use any chlorine based cleaners or methylated spirit. Before using the product, check if the upholstery is dry.





Frequency	What should be checked? What should be done?	Remarks	
Once a month.	Wheel axles, quick connectors (if applicable).	<p>Check:</p> <ul style="list-style-type: none"> if the wheels are rolling and if they are not loose. To maintain the wheels, apply a small amount of a preservative-lubricant between the axle and the wheel hub. Check if you can easily remove and attach the wheels. 	<p>Clean the wheels when dirty.</p> <p>In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.</p>
	Product construction connectors (welding, threading, soldering)	<p>Check:</p> <ul style="list-style-type: none"> the condition of the product frame in the places of joining (welds, threads, soldering). 	<p>In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.</p>
	Tires/innertubes (if applicable).	<p>Check:</p> <ul style="list-style-type: none"> tire wear condition. Check for visible damage. Check tire pressure (if applicable). 	<p>If the tire pressure is too low, inflate them to the correct level.</p> <p>In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.</p>
Once every 6 months.	Construction moving parts.	<p>Check:</p> <ul style="list-style-type: none"> if the moving parts of the construction have not been damaged. Maintain them using a proper cleaning agent. 	<p>In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.</p>
	Product labeling.	<p>Check:</p> <ul style="list-style-type: none"> if the marking and labels are readable. 	<p>In case of any damage or defects, discontinue the use of the product and contact your Supplier/Distributor or the Manufacturer.</p>
After the life time of the product finishes.	Detailed product check.	Check the product.	<p>The manufacturer specifies the life time of the product, which is given in the user manual. After the given period, the user may use the product only if it is sent back to the manufacturer to be checked first. After that, the manufacturer will re-define the life time of the product and the date of the next check.</p>

The list of all spare parts is available for download after selecting a product on www.akces-med.com.

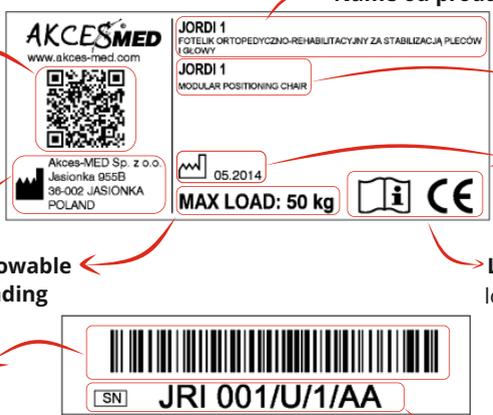


12 LABELLING

12.1. 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

Name of product in English

Date of production

Maximum allowable product loading

Labeling - look above

Serial number in the form of a bar code

Serial number

AKCESMED
www.akces-med.com

JORDI 1
FOTELIK ORTOPEDYCZNO-REHABILITACYJNY ZA STABILIZACJĄ PLECOW I GLOWY

JORDI 1
MODULAR POSITIONING CHAIR

Akces-MED Sp. z o.o.
Jasiionka 85SEB
38-002 JASIONKA
POLAND

05.2014

MAX LOAD: 50 kg

CE

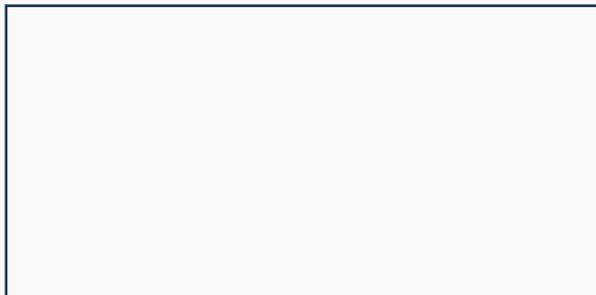
JRI 001/U/1/AA

MANUFACTURER



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Authorised Dealer



akces-med.com

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