



Multi Height & Tilt Base

INSTRUCTION MANUAL



CONTENTS

Warranty	1
Important Safety Advice	2
Operating Brakes	2
Manual Height Adjustment.....	3
Powered Base Height Adjustment (Upgrade Option)	3
Push Handle.....	4
Push Handle Folding and Angle	4
Mounting Seat to Base	5
Removal of Seating Unit from Base	6
Tilt In Space.....	6
Cleaning & Care	7
Servicing via Approved Repairer.....	7
General Maintenance	8
Service Record Log.....	9
Inspecting & Reissuing of Equipment.....	9-10

Warranty



The majority of products manufactured by JCM are covered with a manufacturers 3 year warranty.

What it Covers

The warranty covers all aspects of product failure due to faulty workmanship or manufacturing.

Period of Cover

The period of the warranty runs for 3 years from the date that the product is dispatched.

The Work JCM is Obligated to Complete

JCM's obligation under this warranty is to replace or repair any defective goods within the period of the warranty free of charge.

What the Warranty Does Not Cover

- Items that are damaged or fail due to natural wear and tear, extreme usage, neglect or misuse.

- Accidental damage, modifications or repairs carried out by a third party unauthorized by JCM or non professional healthcare representative.

Customer Responsibility

To ensure the warranty remains valid, customers are advised that servicing, maintenance and re-issuing guidelines must be followed and documented as stated in the manual.

JCM will require proof of service (see page 9) for any warranty claims or orders.

When making a claim JCM reserve the right to inspect the product and all necessary documentation.

Only valid for products purchased after 1st April 2006. Applies only to certain products exclusively manufactured by JCM does not include any bicycle / trike / quad or go-kart products.

IMPORTANT JCM Tel: 01733 405830

JCM Seating Solutions Ltd. will not be held responsible for any damage or injury caused by incorrect use of this product. For any information or guidance on the use of this product please call our office who will put you through to your local representative or send you any additional information you may require.

Important Safety Advice

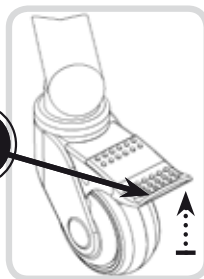
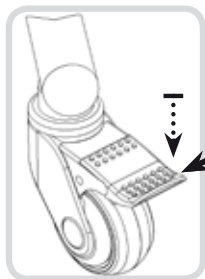


We at JCM are committed to producing products of the highest standard. All of our products fulfil the essential safety and environmental requirements as defined in the European Directives. However, improper use of the products will potentially put the users at risk and therefore JCM strongly suggest that the following information is strictly adhered to at all times.

Throughout the manual there are important points to note identified by the symbol:

- Ensure all adjustment mechanisms are secure and in place before operation. If it is likely that the hand-wheels will be repeatedly loosened, JCM can supply allen key bolts as an alternative. We strongly recommend this if there is a danger from those in the vicinity of the user.
- After completing any alterations ENSURE all nuts, bolts, knobs, hand wheels and other fixings are securely tightened and in position, and that they are regularly checked as part of the maintenance of the chair. Never over adjust or over tighten moving parts.
- When a seating system is fitted to a multi height & tilt base frame it should always be positioned on a level, flat floor. The chair can be moved between one working area and another. For safety ALWAYS return the product to a neutral position and lower before moving (lower in height, level the seat, ensure the back is upright etc). After the chair has been moved and during use the chair should be placed in a static position with the brakes applied. Indoor base frames such as the multi height & tilt base are designed to be used inside, however it is acceptable to take these bases externally for a brief period if transferring the chair from one indoor area to another.
- Keep all products away from excessive sources of heat, cigarettes and naked flames.
- If you suspect that the system may be faulty, cease use of the equipment straight away and immediately contact the organization who supplied the system. (JCMs contact information can be found on the back cover).
- The equipment will be labelled with important information. NEVER REMOVE these information labels or allow them to be defaced, overlaid or altered.
- All modifications, adjustments, reconditioning, repairs, disposal, and servicing of the seating unit must ONLY be carried out by the agencies who supplied the equipment (see pages 7 and 8).

Operating Brakes



Applying Brakes

Depress lever (A) with your foot. To secure the chair in place you should suppress all the brakes fitted to the wheels on the base.

Releasing Brakes

To release the brakes you should flick lever (A) up using the top of your foot. When all brakes are released the chair will be free to travel in any direction.

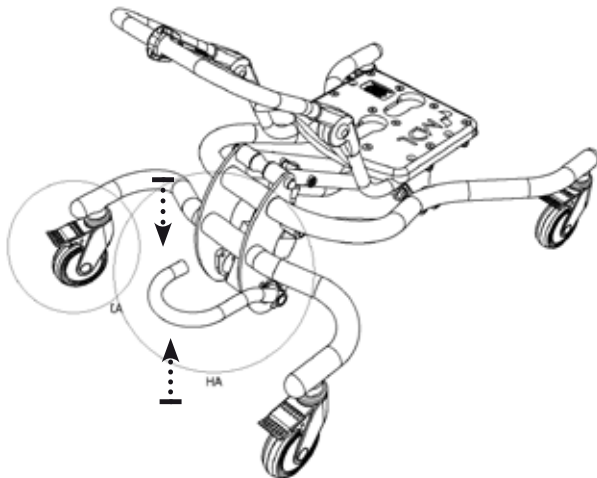


Always apply the brakes while the chair is stationary.

Manual Height Adjustment

To Raise The Chair

- Pump the foot pedal several times until the desired height is reached. (The chair will raise with each pump.)



RAISE
Pump down on pedal

LOWER
Lift pedal up with foot

To Lower The Chair

- Place your foot under the pedal and gently lift the pedal up. (The chair will automatically lower.)

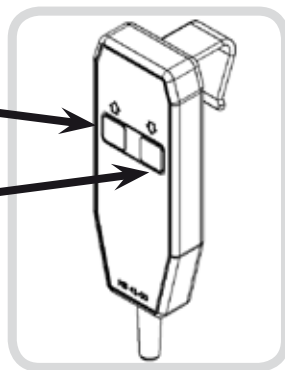
Powered Base Height Adjustment (Upgrade Option)

Button A

Up

Button B

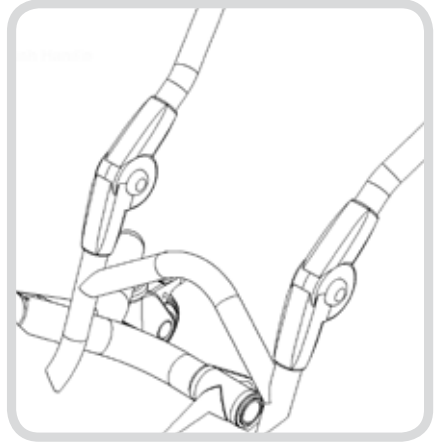
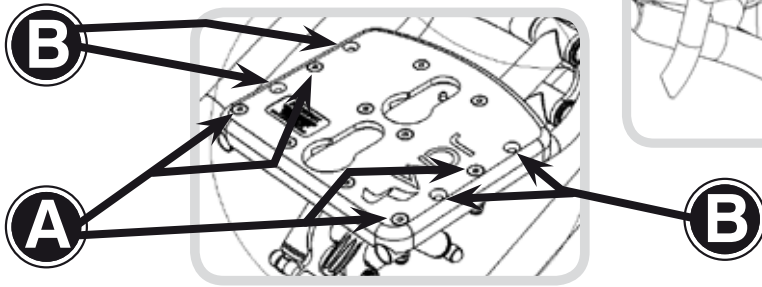
Down



Always ensure that adjustment mechanism is free from obstruction before operating this chair.

Push Handle

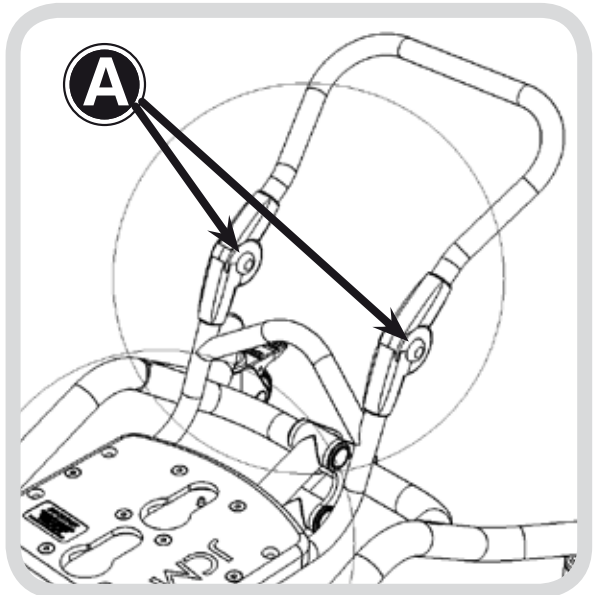
- The handle is fixed onto the base at points (A) on the seat base and is set assuming that the seating system is being used on the shortest seat depth.
- As the chair grows or larger seats are used the handle can be re-positioned at one of the other points on the seat base (B) or a longer handle supplied.



Push Handle Folding and Angle

Only use the push handle to move the chair. The push handle should be folded down when not in use.

- Depress both buttons (A) on the inside of the handle.
- Manually alter the position of the handle by pushing the top section up or down.
- To adjust the angle simply re-position and release the buttons.
- To unfold, pull the handle up until you hear a 'click' ensuring it is in place.



Items should not be placed or hung from the push handle as this can compromise the stability of the base and may lead to injury or damage to the system.

Mounting Seat to Base

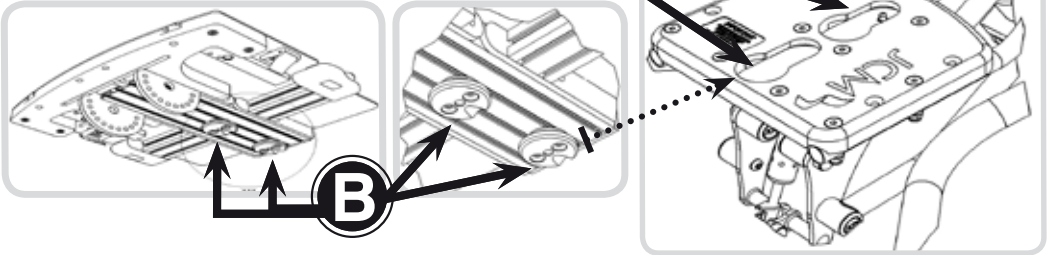


Always ensure the base is stable and that the brakes are applied before mounting the seating unit.

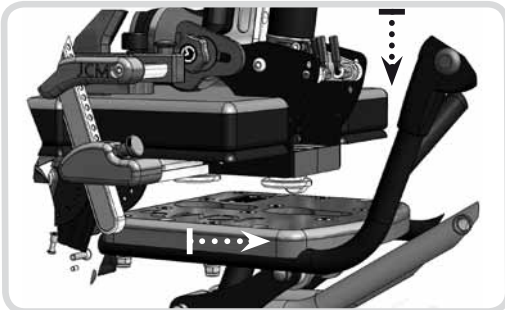


Please note that the handle fitted will have been specified according to the seat depth of the chair. You therefore need to ensure the handle is positioned to enable the seat to be fully latched back onto the base frame.

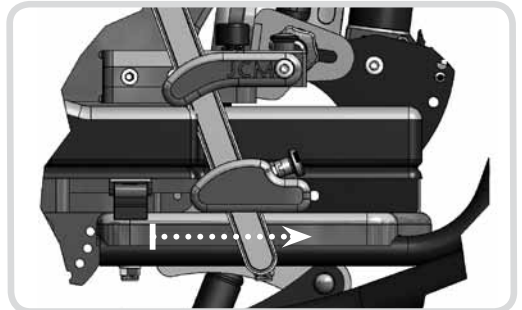
- There are 2 cut outs on the top of the interface plate (A) which are for locating lugs (B) on the seating unit to fit into.



- Position the seating unit above the interface plate, lining up the locating lugs (B) with the cut outs (A) on the interface plate.
- Carefully lower the seat onto the interface plate ensuring the locating lugs (B) slide into the cut outs on the interface plate (A).
- Push the seating unit inwards towards the back of the chair until the locating lugs 'click' into place.
- Ensure the seat is securely located on the base before using.



View from the side showing the seating unit lugs lowering into the interface plate cut outs.



View of seat engaged with the base.

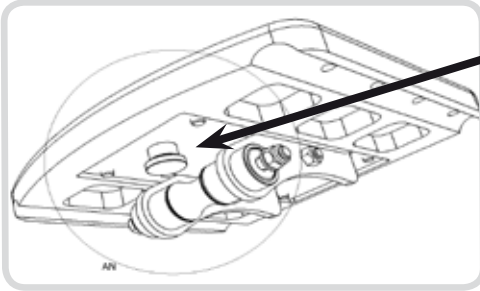


Always ensure that the locating lugs are fully engaged and that seat is securely locked in place and secure on the base before using.

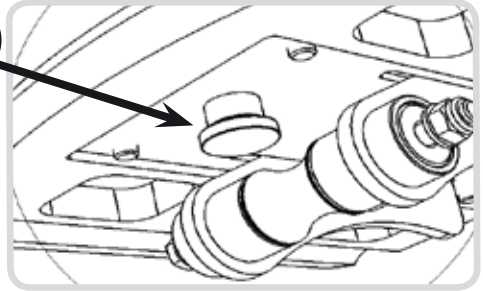


When mounting the seating system to a base for the first time, or when an adjustment has been made to the size of the system, a stability assessment should be carried out prior to use of the equipment.

Removal of Seating Unit from Base



C



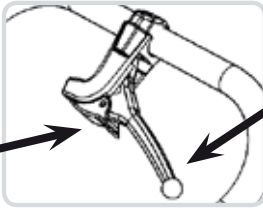
- Release index plunger (C) which is underneath the interface plate and slide seat forward to remove it from the base.

Tilt In Space

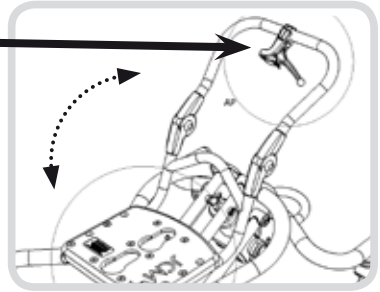


Always ensure the base is stable and that the brakes are applied before performing the following adjustments.

A



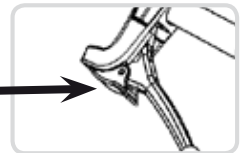
B



- Release the locking mechanism on the handle by squeezing the small latch (A) up on the handle.
- **To Recline:**
Use one hand to squeeze handle (B) and push down the chair handle, at the same time use the other hand positioned on the chair arm or side to help guide the chair into the recline position.
- **To put into Prone:**
Squeeze handle (B) and pull the chair handle upwards and forwards. at the same time use the other hand positioned on the chair arm or side to help guide the

chair into the prone position.

- Once in position release handle (B) to lock the tilt mechanism.
- Ensure that the latch (A) on the handle moves back into a closed position, this ensures the tilt position is locked in place.



The operator should control the motion of the chair while the squeeze handle is engaged. The amount of support required will vary with the size and weight of the user.

We recommend practicing this operation on first use before placing the client in the chair.

Cleaning & Care

We recommend the following points for successful cleaning of the metal framework.

- The metal framework can be cleaned with hot soapy water and detergent or it can be steam cleaned. (Labelling may need to be replaced following steam cleaning).
- Ensure that the framework is thoroughly dried after cleaning.
- Always ensure that any moving or adjustable parts are re-lubricated.

Servicing via Approved Repairer

What should be completed during a service?

A service is a comprehensive combination of inspection, maintenance and repair or replacement of worn, faulty or missing components. The growth and any changes of the occupants needs since the original assessment is taken into account when performing the service. This is in contrast to general maintenance (opposite), where only straightforward checks, inspections and adjustments take place and primary services are planned.

What happens if a fault is found?

If any faults are found that could prove to be a risk to either the user or the operator then all use of the equipment should be ceased immediately until the product has been repaired.

Who should carry out the service?

It is stressed that only a JCM approved repairer or a person with competent training of a Class 1 medical device should carry out this work.

Any modifications must not be carried out without prior agreement of JCM Seating Solutions Ltd. It must be understood that unauthorised modifications may pose a risk to users and attendants. Unauthorised modifications will also invalidate the warranty.

Any new parts required should be genuine JCM Seating Solutions Ltd. approved parts, fitted to JCM specifications.

Frequency of Service

JCM recommend that a service of this product is completed once every 6 months as a minimum. However, the frequency of inspection and service must be altered depending upon the severity of use. If the system is used in any of the following ways then the use could be said to be fairly heavy and constant. Therefore we would recommend the service interval be reduced to once every three months;

- Daily for around 8 to 10 hours.
- Weekly for at least 6 days out of 7.
- Monthly for at least 11 months a year.
- By an active user or somebody who is very active voluntarily or involuntarily.
- By a user who is above 80% of the maximum user weight recommended.
- Transported in a moving vehicle twice or more in a day.

If the usage exceeds the amount highlighted above it is possible that services every six weeks or less might be needed.

How To Book A Service

JCM have specified technicians trained to service our products. If you would like JCM to service your chair or for further information please contact us on 01733 405830.

Alternatively, contact the person who issued you with the product.

General Maintenance



General maintenance should be carried out by a competent, professional person who is well informed on how to use the equipment (see warranty - page 1) if there is no such person available or a more thorough check is needed, a service via an approved repairer (see opposite) should be booked. The person who carries out the maintenance check or service should always fill out the service history log record (page 9) in order to ensure the warranty remains valid.

As documented opposite, the degree of maintenance required is dependant on various factors relating to the use of the product. In addition to the specific functional adjustment warnings specified in this manual, it should be ensured that a thorough inspection of the following should be completed at no greater than 6 month intervals: (Points listed here are generic across the JCM range and do not apply to all products).

Castors	<ul style="list-style-type: none"> • Lift base and check each wheel to ensure it is not damaged, loose or worn.
Brakes	<ul style="list-style-type: none"> • Removing any grease or dirt that has built up on the wheels, check that the brakes stop the wheels rotating. • Check they are securely fixed in place & that there are no signs of damage or wear & tear.
Pushing Handles	<ul style="list-style-type: none"> • Ensure handles are functioning correctly. • Check there are no signs of damage or wear and tear. • Ensure push handle grips are secure.
Seat Tilt In Space Mechanism	<ul style="list-style-type: none"> • With the tilt lock released check for free movement with no signs of damage or wear to the mechanism, lever or cables. • Tighten the lock and ensure it holds the seat angle.
Base Height Adjustment	<ul style="list-style-type: none"> • With the seat unloaded, press the lever & ensure it moves freely to the maximum height. • In incremental stages add weight up to the maximum load (40, 60, 80 or 100kgs) and, over a period of time (approx 10 - 15 minutes), check that there is no creep (lowering) of the seat. If it is not practical to perform this test, as a minimum requirement, immediately following the maintenance check, the static position of the seat should be monitored whilst a user is positioned in the system. • With the load on, press the lever & ensure the seat travels freely to the lowest position.
Interface	<ul style="list-style-type: none"> • Check there are no signs of damage or wear and tear. • Ensure the function secures the seating unit properly.
<p>Frame With correct maintenance the frame should provide at least 5 years trouble free use but, depending on conditions of use, wear will occur and a thorough inspection is recommended.</p>	<ul style="list-style-type: none"> • Check all metal parts to ensure there are no signs of damage or wear and tear, paying particular attention to adjustable or moving parts. • Check there are no signs of failure in joints and welds. • Check tightness & security of all fixings, bolts, nuts, spring loaded pegs, & other fitments. • Check for signs of fatigue wears, replace parts that show signs of wear or repeatedly becoming loose. • ANCHOR POINTS (where applicable) for transportation must be checked to ensure security, check there are no signs of damage, wear and tear or failure.

- **Electrical and Electronic Equipment Decommissioning**

If your product is set up with an electrical function you should always contact JCM or your authorised representative for de-commissioning information.

- **Appropriateness of Equipment**

Check that the equipment supplied is appropriate for the needs of the user taking age, weight, ability, diagnosis, and any other important factors into account. For instance, JCM Seating Solutions Ltd. products may not be suitable for persons with severe challenging patterns of behaviour. Also ensure safe specified limits for use are not exceeded by the new user. Your sales representative can advise on the suitability of the equipment.

- **Manuals and Records**

Ensure this instruction manual and any additional manuals for the seating unit are handed over to the new user with the equipment and ensure the servicing log history is up to date. Records on the new user must be updated to maintain traceability.

- **Inspection**

The equipment should have a rigorous inspection prior to the reissue, to include the points covered in the six monthly routine check, regardless of if the checks were recently completed. The equipment should be free of excessive wear or distortion in any aspect of its main construction or accessories.

- **Condition**

Wheels, tyres and brakes must be in good working condition, properly adjusted and inflated as appropriate.

- **Accessories**

Check all accessories carefully for damage and potential shortcomings which may pose a risk to the user.

- **Function**

Ensure that all the functions of the chair

are working correctly e.g. tilt in space, height adjustment, back recline, folding etc.

- **Fixings**

Check that any knobs, hand wheels, nuts, bolts, levers and fixings are in good condition and fitted in place securely.

- **Modifications**

Any special modifications, adaptations, alterations or other such procedures including added accessories may require review. If they are found inappropriate, remedial action (if considered safe and practical) should be taken to reverse them if possible.

- **Labelling**

Any labelling specific to the previous user should be removed and replaced with labelling specific to the new user.

- **Adjustment**

Adjustment of the equipment to the new user must be carried out by suitably qualified and experienced professionals. These adjustments along with the other appropriate checks and tests should be completed with the owners knowledge and agreement.

- **Hand Over**

Competent handing over of the equipment to the new user or attendant must include proper training and advice in safe use, particularly regarding transportation issues.

- **Packaging**

Always ensure that the chair is packaged correctly before delivery.

- **Handle Fitting**

Please note that the handle fitted is dependent on the size of the chair. You therefore need to ensure the size label on the handle matches the size of the chair being used.

www.jcmseating.co.uk



15 -18 Maxwell Road,
Woodston Industrial Estate,
Peterborough,
Cambridgeshire
PE2 7HU

Tel: 01733 405830

Fax: 01733 405838

Email: enquiries@jcmseating.co.uk



INVESTOR IN PEOPLE

