















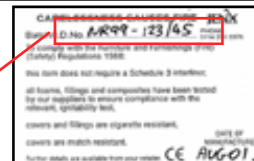


IMPORTANT SAFEGUARDS

	NEVER LEAVE CHILD UNATTENDED WHILE THEY ARE USING THIS PRODUCT.
	Failure to follow instructions, especially with regard to moving parts may pose a risk to the user. Always read instructions before use.
	Do not use this product if you suspect it is faulty or broken. Contact Jenx Limited immediately for advice. +44 (0) 114 285 3376
	This product should be used on a level floor and never on raised or uneven surface. Do Not use this product as a Mobility Device.
	This product contains small parts which could present a choking hazard to small children.
	All Jenx Limited products are tested to current fire regulations. Always keep products away from naked flames, cigarettes and sources of heat. E.g. Radiators, Heaters etc.
	Allen Keys are supplied with certain Jenx products. The Allen Key is supplied for adjustments to be made by the therapist. Store in a safe place. Keep Away from children. Do Not make adjustments, other than instructed to do so.
	Adjust the Pelvic Strap if needed for change in clothing or size of child. If for some reason this is not possible, E.g. your child is wearing a spinal jacket, please contact Jenx Limited for advice. Ensure a fingers width between the belt and the child to prevent over tightening or the child moving to an inappropriate position.
	Assemble product fully before use. Please contact Jenx Limited if you have any problems at this stage.
	Look after your product well, clean regularly and do not use abrasive cleaners.
	Always use all of the positioning straps provided. Velcro should overlap by at least 3 inches (7.5 cm) on all straps.
	This product conforms to the European Medical Devices Directive. It has not been tested in conjunction with other manufacturer's products. Do not add any accessories other than Jenx Limited accessories to this product. If in doubt, contact Jenx Limited for advice.
	When not in use store, this product in a dry place that is not subject to extremes of temperature. E.g. Places not to store this product are Attics or garden Sheds.
	Ensure your Therapist has signed the inspection log as "Set Up" before using the product. If this product has not been set up by your Therapist. DO NOT USE THE PRODUCT
	If the tray is in use: Clear all items from tray before adjustment. DO NOT USE hot or cold drinks on the tray while in angled position.
	Any service or repair carried out by persons other than a Jenx authorised service person will invalidate the guarantee and Jenx can accept no liability for any injury or damage so caused.









The **batch number** is written on the fire label (see picture below) which is located on the inside of the product body. Or in some instances on the underside of the seat. Please quote this number on all correspondence.

Batch number



SAFETY LABEL



	Warning / Attention.		DO NOT USE as a mobility device Never use product on rough ground or uneven surface.
	Please read Instructions		Do not leave child unattended
	Only use indoors		Maximum user weight. (New products will show the maximum user weight).
	Always fasten and adjust positioning straps and belts to suit the child. Adjust to suit changes in clothing. Allow one fingers width between the belt and the child.		Conforms to CE Marking Regulations Medical Devices Directive (MDD) 93/42 EEC

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45° Pelvic Strap/Lap and Chest Straps



Important Warnings for All Users of Seating Systems.

To ensure the safe use of your product, you should read the following instructions carefully and act on them every time you use this product.

Failure to tighten straps properly can lead to serious injury or death.

45° Pelvic Strap/Lap Straps:

45° Pelvic Strap/Lap Straps **MUST** always be used for **ALL** users.

Incorrect adjustment of lap belts can cause serious injury or death. If belts are not adjusted correctly, it is possible for the user to slip down in the seat.

Correct adjustment:

The 45° Pelvic Strap/lap strap should only be long enough to allow one finger between the strap and the user. The user's hips **MUST** be back into the back of the seat. If the user's hips are not well back into the seat, the strap will be too loose and could still allow them to slip.

The 45° Pelvic Strap/lap Strap **MUST** be routed under the hip pads.

The 45° Pelvic Strap/lap strap should be adjusted to be as close to the child in all places, not allowing them sideways movement.

Chest Straps:

Incorrect adjustment of chest straps can cause serious injury or death.

Correct Adjustment:

The thoracic pads should be adjusted to allow two fingers width between the user's armpit and the strap. This is to prevent pressure into the armpit.

The chest strap length should allow one finger's width between the user and the strap to ensure that it is tight enough but not restrictive. The user should be back in the seat and not leaning forward. If they are leaning forward the strap will not be tight enough and they still may be able to slip.

PRODUCT INDUCTION and HAND OVER

This product is a Prescribed Medical device as such it is important that all users understand the use and adjustments this product offers. This booklet shows the range of adjustments and gives guidelines for each type of user to follow.

Technical users

This section refers to Prescribing Professional

Ensure you read all sections in this booklet and are fully familiar with all adjustments. As well as the selection, prescription and set up of the product to suit the child's needs. The technical user has the responsibility for the induction of the Home User or Carer, ensuring that the Home user has:

- Familiarity with the product. What to use and what not to use.
- Understanding of the care and cleaning procedures.
- Understanding all of the safety aspects of the product.
- **Tools issued with Jenx Limited products are for Technical users only, Do Not issue Home Users with adjustment tooling.**

A formal handover procedure should be adopted for this product. Use the recording sheet at the rear of this booklet to record set ups and changes to the product.

Jenx Limited offer **Product Courses** (UK only) for Technical Users please contact us for more information.

Home User

This section refers to Home or School Carer.

This product is a Prescribed Medical Device it should only be used with the guidance of a Prescribing Professional.

Do not perform any other adjustment than instructed to do so.

The Prescribing Professional will give guidance to aid the daily use.

Any other adjustments are only to be performed by the Prescribing Professional.

Re-Issue

This section refers to Stores Personnel.

Stores personnel must follow the checks and maintenance guide before re issue. The MHRA release regular bulletins regarding product updates and issues, these should be regularly monitored.

- Records should be kept on all products serviced or re-issued. Repairs or replaced parts should be traceable.
- The batch number identifier should always stay with the product and never be removed.
- Instructions should always be issued with the product. Copies are available from Jenx limited or can be downloaded from www.jenx.com
- Technical users should always be informed when a product is issued to a home for set up purposes.
- If the product is to be redelivered ensure adequate and secure packaging is used.
- If in any doubt to the safety of this product do not issue, contact Jenx Limited for advice.

Jenx Limited offer **Stores Courses** (UK only) for Stores Personnel. The course gives guidance for:

- Maintenance
- Inspection the products
- Regulatory information
- Cleaning

Please contact us for more information.

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MAINTENANCE

Daily Checks of the equipment should be carried out by carers. These checks are not technical but a basic understanding of the product is needed. Multiple daily checks may be needed in schools or therapy rooms where the products are used by multiple users.

Daily Checks

- Replace any lost or worn washers or bolts.
- Check tray for damage. Ensure that the tray edging is secure and that the tray is clean and free of any rough or sharp corners.
- Check all upholstery for any signs of wear and tear.
- Brush Velcro® to remove fluff.
- Check wooden parts for splitting or splintering.
- Check straps for fraying and missing or broken buckles.
- Clean any stains or spillages.
- Contact Jenx Limited if any accessories not manufactured by Jenx Limited have been attached to the product. Unauthorised accessories may affect the safety of this product and invalidate your warranty.

We recommend that on a monthly basis a competent person who is familiar with this piece of equipment and who has been trained in its use should carry out a more detailed check

Monthly Checks

- Check all nuts and bolts are secured and that none is missing.
- Check all mechanical movements operate fully.
- Check the structure of the product for signs of fatigue or splintering.
- Castors: Lift base and check each wheel to ensure it is not loose or worn. Remove any grease or dirt that has built up on the wheels, check that the brake stops the wheels rotating (where applicable).
- Check gas springs for creep by placing a weight on the chair at the highest setting, (simulating the child) and leave for 1 hour. If the product has reduced significantly in height contact our Customer Service Department for advice.

Please ensure the name of the therapist who recommended the equipment is noted on the check/inspection log, along with the competent person who has been trained in the use of the equipment. Please also ensure that this is updated for changes in staff. Please note any "Set up" procedures should always be recorded.



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INSPECTING AND RE-ISSUING

Jenx Limited products are usually assessed for an individual client therefore the following points must be adhered to prior to re-issuing of any Jenx products.

1. Check with issuing Therapist that the Product is standard and no Special attachments or modifications have been made.
If modifications have been made contact Jenx Limited for advice.
2. Check that the product has been fully cleaned, taking into account the condition of the fabric and the foam inside.
3. Check that all hand wheels and levers are in good condition and fitted securely.
4. Check the product and any accessories fully for any sign of wear and tear, or distortion.
5. Check that all the functions of the product are working correctly e.g. tilt, height adjustment or back recline, etc
6. Always ensure that the Instruction for Use stay with the product and are passed onto the new user. For new sets of instructions please contact our Sales Support Department on +44 (0)114 285 3376 or visit www.jenx.com
7. If the product is being delivered, always ensure that the product is packed securely.

Follow the inspection guide on the opposite page.

Fill in the Inspection/Check Sheet to record all services and repairs to the product. Use extra pages if required, extra sheets are available from Jenx Limited website. www.jenx.com

INSPECTING AND RE-ISSUING

Stores should follow the Medicines and Healthcare products Regulatory Agency (MHRA) guidelines for the recording, issuing, servicing or repairing of products in their charge. Check the MHRA website for the latest bulletins, www.mhra.gov.uk

1. Structure

Is the product Structurally sound, no wobbles or lose parts?

2. Safety

Is the Product safe and fit for use?

3. Straps

Are the straps in good condition and not showing signs of wear?

4. Stability

Is the product stable on an even surface, no rocking?

5. Screws, Nuts and Bolts

Are there nuts and bolts missing or damaged?

6. Swivels, castors

Are the castors in good order? Do swivels and brakes work?

7. Springs

Do all gas springs work and hold pressures and weight?

Test by weighting the product with the maximum user weight and leaving for one hour.

8. Sandals

Are the sandals in good condition? Do straps and Velcro show no signs of wear?

9. Seats, backs and upholstery

Is the upholstery in good clean condition with no rips, wear or gaping of the cushions?

10. Steel and wood work

Is the steel and wood work in good order? Check for bends splinters or breaks.

If there is any doubt about the safety of a Jenx Limited product, do not hesitate to contact our Sales Support Department for advice.

CARE AND CLEANING INSTRUCTIONS

Fabrics, Vinyl's and Cloth covers

1. Minor spills can be removed with kitchen roll and the area wiped with clean water.
2. Staining should be removed as quickly as possible after contact.
3. Do not rub, rubbing will spread the stain over a larger area and may distort the surface texture of the fabric.
4. For water based spills such as food, drink and vegetable oils, blot up the spill by applying pressure with non-coloured paper towels, tissues or dry absorbent cloths. Soak a small piece of cloth in a solution of mild detergent and warm water (use cold water for blood), using a small amount of the solution at a time and with a dabbing or blotting motion, work inwards from the edge of the stain to prevent it spreading. Do not over wet. Excessive soaking may cause rings on the surface spreading the stain further and may also damage the fabric or foam.
5. This step may need to be repeated and is dependent on the nature of the stain and the amount of staining present. Continue treatment until stain is removed, always remembering to remove excess moisture from the fabric prior to the next treatment.
6. Rinse by applying clear tepid water using a small piece of non-coloured sponge or clean white cloth, again working inwards from the edge of the treated area.
7. Disinfectants which do not contain organic solvents may be used according to the manufacturer's directions. Antibacterial spray or wipes can be used, be sure to dry the product before use.
8. Do not soak the fabric.
9. **Do not use organic solvents or dry cleaning fluids. Do not use abrasive cleaners.**
10. For disinfectant purposes, a small quantity of household bleach diluted with water (no more than 3% bleach) can be used, take care to rinse with water.
11. **Do not use** industrial bleaches such as Caustic Soda or Sodium Hypochlorite
12. Always ensure that the product is dry before use.

Wooden Products and Parts

1. For deep cleaning a low pressure Steam Cleaner can be used.
2. **Do Not** use solvents of any kind to clean Jenx Products.
3. Soap and water or antibacterial spray can be used.
4. Check for breaks or splintering of the wood before re-issuing.
5. Daily cleaning: Spray polish or wax polish can be used.

Metal Frames and Coated Parts.

1. For deep cleaning a low pressure Steam Cleaner can be used.
2. **Do Not** use solvents of any kind to clean Jenx Products.
3. Soap and water or antibacterial spray can be used.
4. Daily cleaning: wipe framework down with a damp cloth.

Distributor Stamp



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