

Solo

The Kirton logo consists of the word "kirton" in a white, lowercase, sans-serif font, centered within a dark blue oval shape.

User Instructions

Solo User Information

August 0 2011

Contents

- 2 Introduction to the Solo range
- 2 Solo Product Information
- 2 Questions and Concerns
- 3 Guidelines for Best Practice
- 3 The User Instructions

General Operation of the Solo:

- 3 Adjusting the chair for the user
- 4 Back and Frame Height Adjustment
- 5 Elevating Legrest
- 5 Sliding Footrest
- 5 Footrest Height
- 6 Tilt-in-Space
- 6 Flat Back Facility
- 7 Seat Length Adjustment
- 7 Seat Width Adjustment
- 8 Headrest Adjustment
- 8 Lateral Supports
- 8 Removable Arms
- 9 Arm Height
- 9 Loose Covers
- 9 Seat Cover
- 9 Headrest/Back Cushion Cover
- 9 Arm Covers
- 10 Frame Covers
- 10 Lapstrap, Lap-Belt and Pelvic Positioner
- 11 Potential Risks, Cautions and Warnings
- 11 Care and Maintenance
- 12 Helpline



Introduction to the Solo range of chairs

What is the Solo?

The Solo range of chairs are multi-adjustable and multi-positional seating systems.

Why is there a need for this type of chair?

The ability of a seated person to function efficiently and perform activities depends on their ability to adopt the appropriate posture. All activity is posture dependent. If a person cannot move or has problems adjusting their posture, it may be necessary to use seating to try to provide externally what is limited internally.

The Solo helps fulfil the need to maintain an individual's seated posture yet re-orientate and redistribute pressure. This is achieved by using the tilt-in-space and back angle recline features that are key to the Solo's functionality.

Who should consider using the Solo?

Designed for those with or at risk of developing an unconventional body shape or for those with postural related problems, the Solo can be used within a variety of different environments including domestic homes, hospital, hospice and nursing home environments.

Solo Product Information

Range

There are two Solo chair designs:

1. Winged-Back Solo
(Major and Minor versions available)
2. Slim Back Solo
(Major version only)

Options

- Elevating Legrest or Sliding Footrest
- Six different seat modules

Accessories

- Transflo Pressure Relieving Seat Cushion built into seat module
- Flat Back Facility for horizontal positioning (Winged Back only)
- Interchangeable Slim or Winged Back modules for Major versions
- Split Wing Headrest for Winged Back version
- Wing Extensions and Pivots for increased head support (Winged Back version only)
- Moulded or cushioned headrest for Slim Back version
- Lateral Supports
- Pommel
- Laminated Tray with Velcro attachments
- Loose Cover
- Foot Sandals
- Lap-Belt
- Lapstrap

Questions and Concerns

Should you experience any difficulties or have any concerns regarding the initial purchase or subsequently adjusting the Solo chair or have any concerns regarding its use or operation then immediately contact either your Kirton representative, distributor or our Customer Services Team on **Freephone 0800 212709 or +44 (0) 1440 705352**, they will be delighted to help you.



Guidelines for Best Practice

To ensure good practice when considering purchasing a Solo and effective use post purchase we advise that the following guidelines are considered:

1. Seek advice and input from a qualified therapist/professional and/or Kirton representative/distributor at the initial prescription of the chair.
2. If unsure when ordering the chair and any accessories contact either the therapist involved or your Kirton representative or distributor or our Customer Services Team on **Freephone 0800 212709 or +44 (0) 1440 705352** to discuss further.
3. Following delivery of the Solo chair, it is necessary for it to be configured/adjusted for the user. This can either be carried out by a therapist or individual trained in the set-up and configuration of the Solo chair or the regional Kirton representative, where possible.
4. It is recommended that during the initial set-up of the chair other staff members that will be supervising the user(s) should be trained in adjusting the chair to ensure the chair is adjusted safely and correct positioning is maintained for the benefit of the user. This is of particular importance where the chair is to be used by several different users who will all require different configurations of the chair to varying degrees.
5. Users of the Solo should be supervised and checked regularly to ensure their most appropriate position is maintained in the chair.

The User Instructions

The purpose of the following user instructions is to provide a guide on how to utilise, adjust and maintain the Solo chair.

These instructions should be read by all those involved with the supervision of the user and/or the care of the chair before configuration and use.

The Solo **must** be set-up or configured specifically for each individual using the chair.

The necessary steps for configuration are detailed in this document to ensure correct positioning and to make postural adjustments to the chair to ensure safe and comfortable use.

Please retain these instructions with the Care and Maintenance card enclosed for future reference.

Adjusting the Solo for the User

It is recommended that the chair is set-up for each individual user's measurements:

- Begin by sitting the user in the chair and check the body dimensions against those of the chair. Adjust accordingly to achieve an appropriate sitting or lying posture.
- Most adjustments can be easily made with the user in the chair with the exception of the back height, seat length and flat back positioning which is easier when the chair is unoccupied.



Back Support Adjustment

The back cushion may require more or less foam support dependent on the back height required. Foam blocks can be added or removed as required.

- Leave the loose cover panel at the back of the chair undone after adjusting the back height, stand at the front of the chair and gently pull the bottom of the back cushion towards you.
- Undo the flap on the bottom and pull out the vinyl sleeve beneath.
- Add, using the extra foam blocks provided, or remove as required before replacing the vinyl sleeve over the cushion bottom.
- Fasten the loose covers and re-attach the cushion to the cover by fastening the loose cover panel across the back panel.
- Ensure that the internal velcro fastenings and individual straps under the rear fabric cover panel are secured, preventing the back cushion from sagging when in use.

k

Frame Height Adjustment

- The frame height can be raised or lowered by removing the retaining clips on all four legs.
- All four legs must be at the same height and the retaining clips fully replaced before using.

Back Height Adjustment

(for Winged or Slim Back Solo)

The correct postural position for the user is for the top of the back to be the same height as the top of the user's ear.

- To **adjust**, detach the loose cover back panel under the back angle recline lever by unfastening the Velcro.
- It is easily adjusted by using spring pull "snaps". When retracted and turned 90° the snaps will stay out whilst the correct position is selected. Slide the upper part of the back up or down until the height required is achieved and allow both pins to snap back into the required hole.
- Ensure both "snaps" are located correctly before use.

Back Angle Adjustment

(for Winged Back and Slim Back Solo with elevating legrest or sliding footrest)

- The angle of the back is adjustable in relation to the seat.
- To alter the angle, squeeze the thumb lever located on the push handle at the back of the chair, upwards. This activates the positioning mechanism and enables the back to recline.
- Release the lever when the desired angle is achieved.

Elevating Legrest

(for elevating legrest Solo only)

The legrest is integrated into the footboard structure and uses a separate legrest cushion that has been specifically designed to position the legs at an appropriate angle to the seat.

- To **raise** the legrest, lift the user's legs, flip up the footboard, lift the whole assembly into an elevated position and slide the cushion in place between the user's legs and the footboard assembly.
- To **lower**, reduce the weight on the legrest by lifting the legrest assembly slightly upwards. Pull the bar located underneath the legrest upwards to release the lock.
- Remove the cushion and flip down the footboard, whilst holding the user's feet clear. Feet should then be repositioned on the footboard.

Sliding Footrest

(for sliding footrest Solo only)

The footrest has the ability to slide forwards and backwards to either support the feet whilst sitting or enable easy standing respectively.

The footrest must never be used for standing on when transferring into or out of the chair.



Footrest Height

(for elevating legrest Solo only)

It is important to try and support the whole foot from heel to toes with the thighs evenly distributed on the seat cushion to ensure the least possible pressure directly behind the knee.

- The complete footboard assembly slides up and down the front tubes. It is easily adjusted by using spring pull "snaps". When retracted and turned 90° the snaps will stay out whilst the correct position is selected.
- To find the "snaps" on the footrest, tilt the footboard upwards and pull out both pins.
- Slide the footboard up or down as required and allow the pins to click back into the required hole.



Footboard Angle Adjustment

The angle of the footboard can be adjusted to two different settings - 90° and 40°.

- Using the black spring pull "snap" adjusters, just pull out and do not turn as they will remain out while the correct position is selected. The pins snap back into place to retain positioning.

Tilt-in-Space

This facility adjusts the position of the seat and back angle simultaneously providing a range of tilt positions for different activities from sitting upright to sleeping without altering the body posture or the angle between the back and seat module.

- To **adjust** the Tilt-in-Space position; locate the fold-away handle on the right side of the chair (hidden from view under the loose cover).
- Turn the handle anti-clockwise to tilt the chair backwards to the desired position.
- Turn the handle clockwise to return the chair to the upright position.



Tilting the chair back affects the seat to floor height. The seat height should, therefore, be set according to the most frequently used tilt angle.

Flat Back Facility

(Winged-Back Solo optional extra)

The flat back facility enables a horizontal position to be achieved.

- Ensure the user is not sitting in the chair.
- Remove the travel bolts upon delivery of the chair: these can be found at the base of the back frame, underneath the loose cover.
- Remove the spring-loaded rods that can be found at the base of the back frame. Depress the button on rods and pull to remove.
- Lower the back frame towards the floor, extending the supporting leg and ensure that it is in contact with the floor.
- Place the infill cushion between the seat and the back to fill the gap.
- Elevate the legrest and extend the footplate, as required.



Seat Length

(for Winged Back and Slim Back Solo with elevating legrest or sliding footrest)

A clearance of 25mm or one inch between the front of the seat cushion and the calf is desirable when the user is firmly against the back of the seat.

- To **adjust**, lift the seat flap and undo the butterfly knobs under the seat.
- **For the elevating legrest Solo:** slide the complete seat assembly backwards or forwards to the desired length whilst holding one of the vertical silver footrest tubes.
- **For the sliding footrest Solo:** take hold of the metal bar underneath the seat module and slide the complete seat assembly backwards or forwards to the desired length.
- Tighten the knobs ensuring the seat is fully secured after adjusting and before use.

Seat Width

The seat width depends on the user's hip width and will vary according to the level of pelvic support required. If substantial support is needed, the chair arms should fit firmly against the user. Both arms should be at the same distance from the seat cushion, to obtain a central position for the user.

- To **adjust** the arms in and out, lift the loose cover, locate and loosen the butterfly knob at the rear of the under arm and lever at the front.
- Slide the arm in or out, position to the required width, keeping the gap between each arm and the seat the same.
- Tighten lever and the wing nut at the desired setting.

For the widest seat option:

- To **adjust** the arms in and out, lift the loose cover, locate and remove the wing nut at the rear of the under arm and lever at the front.
- Remove the arm completely and slide the arm stem bracket off.
- Reverse the bracket completely and replace on the chair and tighten the lever at the front of the arm and wing nut at the rear.

Winged Headrest Angle Adjustment



The headrest tilts backwards or forwards, supporting the user's head as required.

- Unzip the loose covers at the rear of the chair.
- Using the small spring-loaded lever on the left of the back, release the locking mechanism by turning the lever anti-clockwise.
- Move the headrest to the desired position and turn the lever clockwise to lock. The lever is ratcheted and will rotate freely when pulled out.
- To avoid damaging the ratchet mechanism, push the lever in when loosening or tightening the locking mechanism.

Advice: Try not to restrict the angle of vision too much when adjusting the headrest and wing positions whilst ensuring user comfort – keep it within range for watching television and conversation when the head is against the headrest.

Headrest Wings Adjustment (Single and Twin)

The wings provide lateral support to the user's head and shoulders. They can be angled in or out for a more centralising effect and should be adjusted to provide support to the user in the centre of the chair.

- Unzip the loose covers at the rear of the chair.
- The locking mechanism is a wing nut on the base of the headrest frame.
- Turn anti-clockwise to loosen and reposition the wing from outside the loose cover.
- Turn the wing nut clockwise to tighten in the desired position.

Lateral Supports (optional)

(for Winged-Back or Slim Back Solo)

- The Solo can be fitted with two lateral supports that operate independently but are adjusted in the same way.
- Both lateral supports can be completely removed.
- To detach or attach the lateral supports, loosen the "triangular" handle and adjust to preference.
- The two supports can be moved horizontally across the bar (wider or narrower) or vertically to suit the individual in the chair. They are marked to ensure that they are positioned evenly to provide balanced support where appropriate.
- When appropriate positioning has been found then the "triangular" handles should be tightened to provide stable and secure support.

Removeable Arms

Arms are detachable for easy side transfer and sling positioning if a hoist is used.

- To **remove**, loosen the front and back spring loaded orange-topped levers. Rotate anti-clockwise until loose.
- Lift off arm.
- When replacing the arm secure both the front and back levers at the original height where the winged "memory" stoppers are positioned.
- To ensure user safety, **never** remove both arms at the same time and **never** sit on the arms or put undue pressure at the front.

Arm Height

The user's elbow should rest comfortably on the armrest, high enough to provide support without having shoulders raised or hunched.

- To **adjust** the arm height, lift the loose cover on the arm to reveal the two armrest stems.
- Loosen the butterfly black “memory” stoppers.
- Loosen the front and back spring loaded orange-topped levers. Rotate anti-clockwise until loose.
- Raise or lower the arm to the required setting.
- Secure both the front and back levers and reset the butterfly “memory” stoppers in the new position.

Loose Covers

- Headrest/Back Cushion Cover
- Arm Covers
- Seat Cover
- Footrest Cover
- Frame Cover

Loose covers can be removed for easy cleaning. Each individual item can be removed. Velcro fastenings must always be undone carefully to avoid damaging the covers or pulling the velcro from the steelwork.

Refer to the label sewn into the loose cover for the correct washing/cleaning instructions.

Seat Cover

The loose cover is attached to the seat cushion with internal velcro fastening:

- To **remove** the cover, undo the velcro fastening on the underside at the front and back and gently lift off the cover from the front.
- When **replacing** the cover, attach the fastening at the back of the cushion first.

Headrest/Back Cushion Cover

(Winged Solo only)

- Unfasten the two zippers at the rear of the back panel.
- Ensure that the wings of the headrest are facing forward so that the covers are able to slide off.
- To **replace**, hold the cover with the long flap at the top of the back and carefully pull on the cover, locating the internal velcro strips around the headrest metal work.
- Reposition the back panel.



Arm Covers

- Velcro strips on the inside of the arm covers adhere to the Velcro strips on the inner arm edges.
- To **remove** the cover, undo the internal velcro strips on the top and bottom of the arm.
- To **replace** the cover, pull down over the arm, ensuring the longest side is on the inside of the arm.
- Secure by fastening the velcro on the inside flap to the underside arm edge.

Frame Covers

Side Skirt and Rear Covers

- There is a side skirt and rear cover, combined in one piece.
- To remove, lift off from the frame, taking care not to pull from just one corner.
- To replace, reposition below the rear cross tube to ensure the fabric does not drag on the floor or get caught in the wheels.

Front Frame Cover/Flap

- Situated beneath the seat, the cover velcros directly onto the front face of the framework on either side of the seat cushion area.

Footrest Upright Cover/Sock (Elevating Legrest Solo only)

- This is held in place with elasticated areas top and bottom.
- To **remove** the cover the footboard must be slid down and off.
- Don't forget to record the hole where the footboard was located before removal to make re-assembly quicker.

Footrest Cover (Sliding Footrest Solo only)

- The footrest cover is easy to remove by undoing the rear of velcro flap and sliding the cover over the wooden board.
- When **replacing**, remember to put the cover's padded side on the top of the board.
- Pull the velcro flap up from under the footplate and press it into the top of the loose cover.

Lapstrap, Lap-Belt and Pelvic Positioner

Lapstrap

- To **attach** the Lapstrap, clip the fastenings at the end of each strap onto the D-Ring straps that are located down both sides of the seat cushion.
- Undo the buckle joining the two halves of the strap and place the straps over the arms or to the side of the seat before transferring the user into the chair.
- When the user is seated, bring the two sides of the buckle together and fasten.
- Adjust the strap to give firm control but take care not to restrict user movement.

Lap-Belt

- To use the Lap-Belt effectively, undo the buckle joining the two halves of the strap by depressing the button on the central console and place the straps over the arms or to the side of the seat before transferring the user into the chair.
- When the user is seated, bring the two sides of the buckle together and fasten.
- Adjust the strap by pulling on the plastic loop to give firm control but take care not to restrict user movement.

NOTE: Please refer to Lap-Belt User Instructions enclosed for further information.

Pelvic Positioner

- Lay the positioner out flat.
- Place the positioner in the seat of the chair with the buckles pointing towards the chair front and the levers on the buckles facing down.
- Feed the lengths of the straps of the D-Rings on either side of the seat cushion.
- Place the ends of the straps over the arms of the chair before transferring the user into the chair.
- Sit the user into the chair with their pelvis firmly back in the seat and their buttocks on the back edge of the harness.
- Bring the straps over the users thigh and through the buckles on each end of the harness.
- Pull the straps tight and fasten down the levers on the buckles. The fit should be snug – not too tight and not too loose.

Potential Risks, Cautions & Warnings

- The user is at risk if the Solo is not properly configured to their particular physique and requirements.
- It is recommended that the tilt-in-space is changed at regular intervals to reduce the risk of pressure sores.
- When tilting a user who has their feet on the floor or on the sliding footrest, exercise care to avoid pressure build up behind the users knees.
- The footrest must **never** be stood on when transferring into or out of the chair. It will not support the user's full weight and may cause the chair to tip.
- **Never** sit on the elevating legrest or push the chair around by it as this will damage the locking mechanism and may cause the chair to tip.
- To ensure user safety **never** remove both arms at the same time.
- **Never** sit on the arms or put under undue pressure.
- **Do not** sit on the back/headrest when in a horizontal position.
- When adjusting the headrest angle or the arms, push the lever in when tightening or loosening the locking mechanism to avoid damaging the ratchet mechanism.
- Users should be **regularly** checked and supervised when sitting or lying in the chair to mitigate the user moving or sliding into an inappropriate position.
- Care should be taken when adjusting the chair not to trap fingers or clothing in the framework.
- The user is at risk if the Lap-Belt and Lapstrap are not properly specified and adjusted to their particular requirements.
- Users should be **regularly** checked and continuously supervised when using the Lap-Belt or Lapstrap to mitigate the user moving or sliding into an inappropriate position.

- Thrusts, spasms and strong movements, for example as well as partial loosening of the Lap-Belt or Lapstrap could cause injury to the user.
- Care should be taken not to over tighten the Lap-Belt or Lapstrap in order to reduce the risk of harm to the user.

Care and Maintenance

For recommended care, cleaning and maintenance, please refer to the care and maintenance guidelines enclosed with your chair and the care label fixed to the chair.

General Care

- Wipe down framework with soapy water and a soft cloth.
- Check castors regularly for build up of fluff and dirt particles.
- Cleaning with scouring pads is not advised.

Chieftain Vinyl – Cleaning Instructions

- Clean with a damp soapy cloth and rinse well with clean water. A soft brush can be used for heavy soiling.
- Do not use solvents, bleaches, abrasives, synthetic detergents, wax polishes or aerosol sprays.

Helpline

Should you have any concerns either pre or post purchase of the chair contact our Customer Services Team on **Freephone 0800 212709** or from outside the UK **+44 (0) 1440 705352** to discuss further. Alternatively, if you purchased your chair from a Kirton distributor in the first instance please contact your point of reference there.

If your call concerns a specific seating product or item of furniture please have ready your sales order number before you telephone. This can be located on the base of each chair and helps us identify your details and deal with your enquiry efficiently.



23 Rookwood Way
Haverhill
Suffolk
CB9 8PB
England

Telephone: +44 (0)1440 705352
Fax: +44 (0)1440 706521
Freephone: 0800 212709

Email: info@kirtonhealthcare.co.uk
www.kirton-healthcare.co.uk

