

Melford

User Instructions

Melford User Information
October 2004

Contents

- 1 Introduction to the Melford chair
- 2 Melford Product Information
- 2 Guidelines for Best Practice
- 2 The User Instructions
- 2 Questions and Concerns

General Operation of the Melford:

- 2 Inflatable Lumbar Support
- 2 Back Angle Recline
- 3 Seat Angle Adjustment
- 3 Seat Depth Adjustment
- 4 Legrest
- 4 Seat Raise Facility
- 4 Care and Maintenance
- 4 Potential Risks, Cautions and Warnings
- 4 Helpline



Introduction to the Melford Chair

What is the Melford?

The Melford chair is a traditional, high backed chair that can be configured at the time of manufacture to meet individual requirements whilst providing comfort and support.

Who should consider using the Melford?

Designed for ambulant and semi-ambulant users, the Melford can be used within a variety of different environments including domestic homes, general hospital wards and rehabilitation units as well as hospices and nursing home dayrooms and bedside use.

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 Melford has been designed to incorporate these values in a standard product yet provides the ability to tailor to specific needs thus fulfilling the need to maintain an individual's seated posture yet ensure comfort and support.

Melford Product Information

Range

- Melford chair with a 5° ramped seat

Accessories

- Transflo pressure relieving seat cushion built into seat module
- Inflatable Lumbar Support
- Back Angle Recline facility
- Seat Raise Facility
- Adjustable Seat Angle and Length
- Legrest
- Wings
- Infill Arms
- Headroll
- Dacron Headrest
- 10° Ramped Seat Module
- Flat Seat Module
- Outside Pocket
- Loose Cover for Seat
- Mahogany Finish on Frame

Guidelines for Best Practice

To ensure good practice when considering purchasing a Melford chair 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. It is recommended that following receipt of the chair all staff members that will be supervising the user(s) should be trained in adjusting the chair, where applicable, to ensure it is adjusted safely and correct positioning is maintained for the benefit of the user. This is of particular importance where the chair is used by several different users.

4. Users of the Melford should be supervised and checked regularly to ensure their most appropriate sitting 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 Melford chair.

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

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

Questions and Concerns

Should you experience any difficulties or have any concerns regarding the initial purchase or subsequently adjusting the Melford 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.

General Operation of the Melford

The Melford chair is either a “standard” chair without any accessories or alternatively a “non standard” chair that will have additional features that have been ordered at the time of manufacture.

Not all the instructions outlined will be applicable to your chair, it will be dependent on the accessories ordered and applied at the time of manufacture.

It is however, recommended, where applicable that the Melford is adjusted to accommodate each user’s specific requirements in terms of the seat length and angle, back angle adjustment and lumbar support.

Begin by sitting the user in the chair and check the dimensions of the chair against the user. The back angle adjustment and lumbar support can be changed with the



user seated in the chair however, it is made easier to adjust the seat module with the user out of the chair having pre-determined the correct positioning.

Inflatable Lumbar Support (optional accessory)

The lumbar support is situated behind the zip fastening within the back cushion at the rear of the chair and can be inflated/deflated by the user or carer to provide more or less back support.

To increase the prominence of the lumbar support, repeatedly squeeze the hand pump to individual preference.

To release and deflate, simply press the button on the hand held pump.

The pump can be made secure at the rear of the chair to prevent access when necessary or when moving the chair by clipping the tubing into the small clip.

Back Angle Recline (optional accessory)

There are four different angles of recline 95°, 100°, 105°, 110° degrees.

The adjustment mechanism is simple to operate: lift the horizontal bar at the rear of the chair and slide to one of the four settings along the 'zig-zag' brackets.

Ensure the back is located securely into one of the four settings before using.

Seat Angle Adjustment (optional accessory)

Always make seat angle adjustments when the chair is unoccupied.

The angle of the seat can be adjusted by releasing the two snap adjusters underneath the seat cushion. Pull the snap adjusters on both sides and rotate into the released lock position, adjust the seat angle to preference by pushing the front of the seat module up or down.

Once this movement is completed return the snap adjusters to their original locked position and check that the pins are fully engaged on both sides.

Seat Depth Adjustment (optional accessory)

Always make seat depth adjustments when the chair is unoccupied.

To adjust the seat depth, locate two white knobs under the seat and loosen until the seat moves freely. **Lifting the seat can ease this action.** Set the required seat depth and tighten the knobs.

After checking that the new setting is suitable, ensure the knobs are tight and the seat does not move.

Establishing the Correct Seat Depth

It is important to set the seat depth correctly with the user's pelvis as far back in the seat as possible and a 1" (25mm) gap between the back of the user's calf and the seat front.

Seat Raise Facility (optional accessory)

The user should prepare for standing by placing both feet directly on the floor and use the arms of the chair to try to assure a steady position when standing.

Lift the handle situated on the right hand side of the chair upwards to raise the seat module forwards. The gas action will assist the user to stand.

When sitting back down on the raised seat module the user's weight when sitting will push the seat module back down into a flat position. The armrests should be used for support when sitting and standing from the chair.



Legrest (optional accessory)

The angled legrest will provide comfortable support for the legs in a relaxed position. It has been designed to position the legs at an appropriate angle to the seat.

Ensure the legrest is positioned directly in front of the chair at an appropriate distance dependent on the height of the user for optimum support.



Care and Maintenance

Please refer to the care and maintenance instructions enclosed with your chair.

- Clean fabric as per instructions supplied.
- Wipe down the framework with soapy water and a cloth, if required.
- Cleaning with scouring pads, solvents or liquids is not advised.

Potential Risks, Cautions & Warnings

- The user is at risk if the Cavendish is not specified and adjusted to their particular requirements.
- Never leave anyone with a poor postural sitting ability in a fully upright position as they may tip forwards and out of the chair.
- **Do not** stand or sit on the legrest.
- Ensure the legrest does not block access ways.
- Move the legrest clear of all paths whilst getting into and out of the chair.
- The arms are strong enough to push on when rising from the chair but it is not advisable to sit on the chair arms or optional footstool as this will put undue strain on the wooden frame over time and reduce the life of the product.
- **Never** move or tip the Cavendish

chair backwards while it is occupied even if optional housekeeping wheel have been attached.

- Housekeeping wheels are only for moving an unoccupied chair to different locations.
- Care should be taken not to leave sharp or pointed objects such as pens or cutlery between cushions and infill arm panels where used.
- It is not advisable to overfill or store sharp or pointed objects in the optional magazine pocket as this may damage the material.

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 the seat module on 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**