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Accessing the Service

Enable Ireland is a national organisation which provides services for children and adults who have disabilities. The organisation was founded in 1948 and now has many centres located throughout Ireland.

SeatTech is a custom posture and mobility service based in Sandymount, Dublin. The range of services provided by **Seat**Tech includes the provision of a wheelchair and seating assessment service. In addition to the prescription of commercially available equipment, such as wheelchairs and cushions, the staff in **Seat**-Tech design and manufacture custom-made seating systems.

At **Seat**Tech we are committed to working in partnership with people who attend the services, and their families in order to meet needs in a friendly and efficient manner.

If you have any queries or concerns regarding your wheelchair or seating please do not hesitate to contact us.

How to Contact Us

You can contact us by:

Telephone:

(01) 261 5926

Fax:

(01) 269 5816

Email:

seattech@enableireland.ie

Post:

SeatTech

Enable Ireland,

Sandymount Ave.,

Sandymount,

Dublin 4, Ireland.

Web Access:

More information on the **Seat**Tech service and an electronic version of this manual can now be found on the web at:

www.enableireland.ie/seattech/fullmanual

▲ Safety Warning: FIRE/HEAT

Under no circumstances should any part of the wheelchair, frame, components or upholstered parts be exposed to excessive heat or to naked flame, matches or cigarettes.



Wear and tear will have a negative impact on the flame resistance properties of devices. If your system becomes excessively worn, or sections of your system become damaged or torn and internal sections are exposed, please refer the matter immediately to your therapist or **Seat**Tech.



NAKED FLAME:

The seating system should not be exposed to naked flames from matches, fires or similar sources.



NO SMOKING:

A client or carer should avoid smoking when a **Seat**Tech seating system is in use or in close proximity.

⚠ Safety Warning: Straps & Harnesses

Straps and Harnesses fitted to a wheelchair or seating system are generally referred to as Secondary Supports. They are intended to work with the primary support surfaces (i.e. the head support, back support, seat and foot support, etc.) of the seating system. Straps and Harnesses mounted on wheelchair and seating systems are **NEVER** intended to be the primary means of support to a person in a wheelchair. Care and attention need to be paid to the correct positioning of the person in their seating system before the straps or harnesses are secured.



Always follow the advice of the person issuing the equipment to you. Please ensure that your fitted Straps and Harnesses are not too loose, too tight, or fitted incorrectly: If fitted too loose, they may not function as originally intended; If fitted too tight, or in the incorrect position, they may cause pain, discomfort, or redness and may lead to skin breakdown.



There have been reported incidents where persons who use wheelchairs have slipped down in their seats and have choked on their harnesses. It is critically important that a hip or pelvic strap has been fitted and is securely tightened before fitting a harness to a wheelchair. It is also very important that the harness be correctly fitted to suit the user. The lower retaining straps ought to be tightened first, and the harness set up so the upper portion of the harness does not pose a choking hazard to the user.



Straps and harnesses fitted to wheelchairs and seating systems are NOT vehicle occupant restraints. Only certified wheelchair tie-down and occupant restraint systems (WTORS) may be used for this purpose.

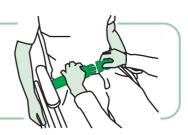


Where it is possible for the person to sit correctly for the duration of the journey without use of their chest harness, it is recommended that the chest harness be removed for the duration of the journey so as not to pose the risk of choking.

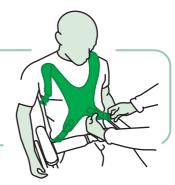
Please follow these steps to ensure all straps and harnesses are secured correctly. **Note**: A person may be issued with some, all, or none of these secondary supports.

If you have any queries please contact your therapist or **Seat**Tech immediately.

1. Secure the person in their seating system. Fasten the Hip and/or Groin Strap first; this minimizes the risk of the person sliding down within their seat.



2. To ensure a clear airway, always secure the lower retaining straps of a Chest Harness first.



3. The over-shoulder/upper straps of the Chest Harness are the last to be adjusted



All straps and harnesses used in a wheelchair and a seating system should be regularly checked for position and potential problems.

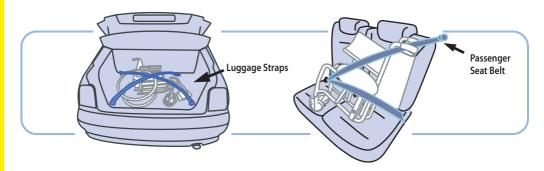
A Safety Warning: Transport

Where possible it is recommended that wheelchair occupants transfer from their seating systems to a car/bus seat.

Unrestrained wheelchairs and seating components have the potential to cause serious injury to the occupant and/or other occupants of the vehicle in the event of a collision.

Unoccupied Chairs

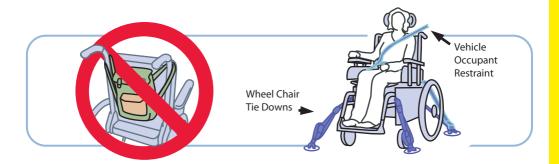
An unoccupied wheelchair and Seating System must be adequately secured within a vehicle. It is recommended that the boot/trunk of a vehicle is used. Alternatively, if the backseat/passenger seat is used, luggage straps or suitable strapping equipment should be used.



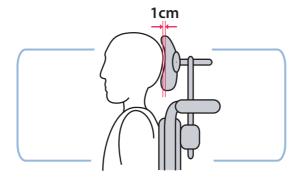
Occupied Chairs

To minimize the risk of injury, it is advised that:

- 1. The person is positioned correctly in the chair and all equipment such as trays, bags, communication aids have been removed and safely stowed in the vehicle
- In the case of a manual chair, the parking brakes have been applied to the wheelchair. In the case of a powered chair that the power should be switched off.
- 3. The Wheelchair Tie-down and Occupant Restraint System (WTORS) appropriate to the wheelchair have been selected, and used in accordance with the manufacturer's instructions
- The wheelchair be transported in the manner outlined in the manufacturer's User Manual



- 5. Where it is possible for a wheelchair user to sit correctly for the duration of the journey without the use of their positioning harness, it is recommended that the positioning harness be removed for the duration of the journey so as not to pose the risk of choking hazard.
- **6.** Ensure the head support on the chair is positioned correctly, i.e. at the correct height, and close, i.e. no more than 1cm from the back of the person's head.
- **7.** Should you have any concerns, queries, or worries please do not hesitate to contact your therapist.



Locking Systems

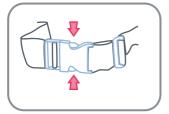
SeatTech seating systems can be completely or partly removed for both cleaning and transport purposes. Different locking methods are used to secure these systems into place. The diagrams and text below explain how these systems operate.



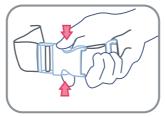
Care should be taken in order not to injure fingers while opening and closing the locking system.

Please check which types of locks are present on your seating system by referring to your Quickstart Guide.

Straps/Buckles



Arrows indicate Release Buttons

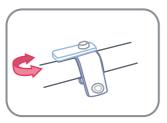


1) Press Release Buttons



2) Separate Clips on Buckle

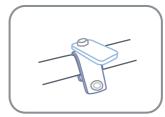
Swivel Locks



Arrows indicate Swivel Direction

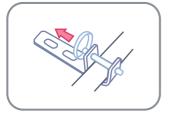


1) Hold and Turn Lock

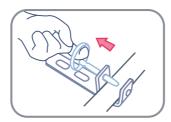


2) Opened Lock

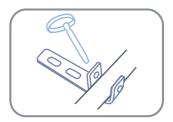
Pin Locks



Arrows indicate Direction to Pull to Open

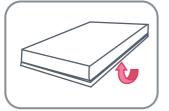


1) Hold and Turn Lock



2) Opened Lock

Velcro



Arrow indicates Direction of Action

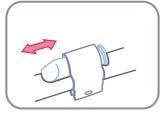


1) Grip Cushion and Pull Away from Base Board

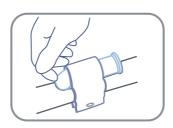


2) Remove from Base Board

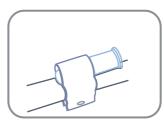
Push Locks



Arrow indicates Motion of Lock

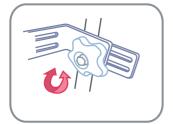


1) Push Lock from End to Release

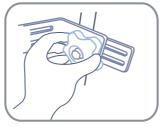


2) Lock Pushed to Open

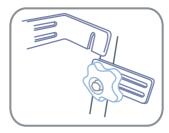
Turn release



Arrow indicates Direction of Action



1) Twist Knob to Loosen Bracket



2) Remove from Mounted Lock Post

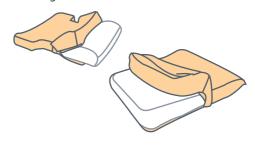
Cleaning

In order to preserve the quality and shape of your seating system, the following instructions should be followed:

1) Take removable parts off the wheelchair.



2) Where removable covers are supplied., only the outer cover is to be taken off for cleaning.



- 3) Clean removable cushion covers.
 - Covers may be laundered at □30°c /□50°c.
 - Where possible fasten velcro hook and loop closures before machine washing
 - Covers can be tumble-dried.





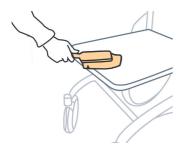


- 3) Continued...
 - Covers should NOT be ironed
 - Covers should NOT be dry cleaned





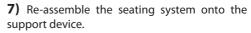
4) Brush down or hoover the remaining surfaces.

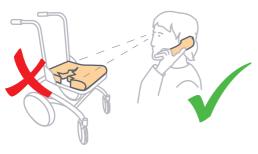


5) Clean surfaces and non-removable covers by wiping with a soft cloth moistened with water containing a neutral detergent.



6) Check that all components are intact and are in full working order. Please take note of any damage and report it to your therapist or **Seat**Tech.







8) Ensure that all locking mechanisms are operating properly.



Notes:			

Assembly / Disassembly

SeatTech designs and manufactures many different types of seating and support products. Your system may include many different components based on the nature of the support you require.

In order to identify the parts which you may need to assemble and disassemble for transport or cleaning purposes, please refer to the **Quickstart Guide** which was issued to you with your seating system. Information regarding how to assemble and disassemble these specific parts can be found in this section.

Head Supports

Check the type of head support provided with your system on your Quickstart Guide

A **Head Support** is provided with seating systems as a supportive device and to prevent over extension of the neck.

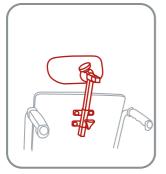


Head supports can help to prevent personal injury in a motor vehicle accident and should always be used during transport.



The position of a head support is critical. If you wish to remove the head support, please note its position before removing so it can be returned to the correct position.

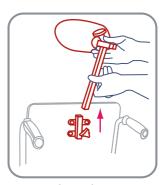
Type 1



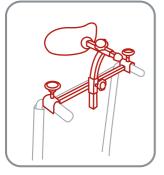
Backrest Mounted Head



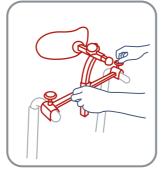
1) Unscrew to Release from Mount



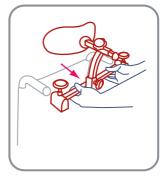
2) Lift out of Mount



Push Handle Mount Head Support



1) Unscrew at Push Handle to Release



2) Slide off Push Handle

- Manufacturer's model Information will be outlined by the orginal equipment manufacturer in their own-branded manual or instructions sheet. Please refer to these items in your SeatTech pack
- If you have any questions about this product please contact the manufacturer directly.

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Trays

A **Tray** provides a solid surface on which to place object.

- Be very careful when placing any liquid-containing vessels on a tray as there is a danger of spillage if the vessel gets toppled.
- Exercise caution when fitting a tray to a wheelchair to ensure that no part of the user gets caught in the tray or associated bracketry.
- When a tray is fitted on your chair, always ensure that it is equally supported by both arm supports.
- When replacing a tray, please ensure that it has been replaced fully, is securely in place, and that any locking mechanism has been engaged.
- ALWAYS remove your wheelchair tray when travelling in your wheelchair in a motorised vehicle.
- Where a tray has been removed for transport, always ensure that the tray is stowed in a secure location such that it cannot become a projectile in the event of an accident
- NEVER sit on a tray.
- Never place heavy objects on a tray, as this may cause it to flex and/or break.



Armrest Mounted Tray



1) Turn Release Lock



2) Slide Out From the Front

V	Manufacturer's model - Information will be outlined by the original equip-
	ment manufacturer in their own-branded manual or instructions sheet
	Please refer to these items in your SeatTech pack

If you have any questions about this product please contact the manufacturer directly.

Note	s:			

Arm Supports

Check the type of arm support provided with your system on your Quickstart Guide

Arm Supports are provided on a wheelchair to give you a place to rest your arms. Padding helps to improve comfort/reduce the pressure felt under the arms.

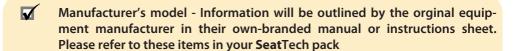
- V Arm supports should be set at a height such that you can rest your forearms comfortably on the surface of the arm supports.
- When replacing an arm support that has been removed, please ensure that V the arm support has been replaced fully, is securely in place, and that any locking mechanism has been engaged
- Exercise caution when negotiating obstacles such as doorways to ensure that the arm support does not get caught and become damaged
- 区 Arm supports are designed to carry the weight of your arms only. They are NOT intended to carry a person's full weight. People should not sit on, or lean against, the arm supports.
- 囟 Third parties should NOT sit on, or lean against, a wheelchair user's arm supports
- 区 Do NOT balance fragile items or items containing liquids on an arm support

Type 1



Fixed Arm Supports

Type 1 is fixed and is not intended to be adjusted. Please contact **Seat**Tech if any problems arise.



If you have any questions about this product please contact the manufacturer directly.

Hip Supports

Check the type of hip support provided with your system on your Quickstart Guide

Hip Supports (hip guides) are fitted to assist you to sit in a comfortable position in the centre of your seat. They also provide gentle support for your hips.



If Hip Supports are removable, please take note of their position prior to removing them so that they can be replaced in the correct position.



If Hip Supports are too tight or causing discomfort, please contact your therapist or **Seat**Tech to have them reviewed.

Type 1



Fixed Hip Support

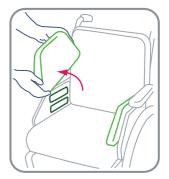
Type 1 is fixed and is not intended to be adjusted. Please contact **Seat**Tech if any problems arise.



Velcro Mounted Hip Support



1) Pull Hip Support Away From Side Support



2) Remove Hip Support



Slip-On Hip Support

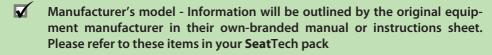


1) Pull Back Slip Covering Side Guard



2)Remove Hip Support

Type 4



If you have any questions about this product please contact the manufacturer directly.

Notes:

Trunk Supports

Check the type of head support provided with your system on your Quickstart Guide

Trunk Supports are provided in order to assist you to sit in an upright position and to prevent leaning to both the side and/or front



The height of a Trunk Support is critical.

- Please refrain from altering this height, unless advised to do so by your Therapist/Technician.
- Please contact your therapist or **Seat**Tech to have them reviewed.



If your Trunk Supports have a strap with buckle which joins the two supports together, please ensure that the buckle and any other straps/harnesses are sufficiently tightened and do not pose a risk of choking.

Type 1



Fixed Trunk Support



Type 1 is fixed and is not intended to be adjusted. Please contact SeatTech with any concerns or queries.



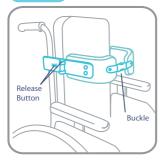
Swing Away Trunk Support Note: Please locate the Release Button at either location illustrated.



1) Press Release Button



2) Swing Support Away



Flexi-lateral Trunk Support Note: Release Button & Buckle



1) Undo Buckle and Press Release Button

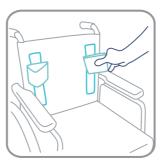


2) Swing Support Away

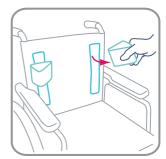
Type 4



Velcro Trunk Support



1) Grip Support

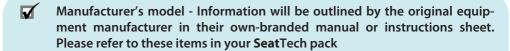


2) Pull to Release from Velcro



If you wish to remove a Trunk Support, please note the position before removing so it can be returned to the correct position.

Type 5



If you have any questions about this product please contact the manufacturer directly.

Back Supports

Check the type of back support provided with your system on your Quickstart Guide

Back Supports aid in aligning posture. As this alignment is unique for each person, different methods of attachment and support have been devised.



- Please refrain from altering this position, unless instructed by your Therapist/Technician.
- Markings(arrows) on the wheelchair frame indicate where the hardware should be mounted.
- Unless otherwise stated, the Back Support should be positioned so that the closure/zip is positioned to the lower rear side.
- When replacing the Back Support ensure that the position of the Back Support does not restrict access to a hip belt or chest harness.
- A locking system may be used to secure your Back Support in place. For more information on how your locking system works please refer to Quickstart guide to see what type of locking systems you have. Then refer to the section in this manual dedicated to locking systems.
- Having replaced the Back Support always ensure it is secure and the hardware i.e. locking system etc., are well connected and working correctly before sitting in the seat. Please contact your therapist or SeatTech with any concerns or gueries.

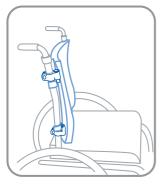
Type 1



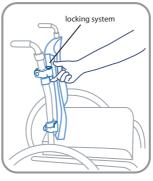
Fixed Back Support



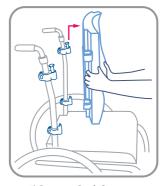
Type 1 is fixed and is not intended to be adjusted. Please contact **Seat**Tech if any problems arise.



Hardware Attached Back Support



1) Release Locks



2) Remove Back Support

For more information on how your Locking System works please refer to your Quickstart Guide to see what type of Locking Systems you have. Then refer to the section in this Manual dedicated to Locking Systems.



Velcro Attached Back Support

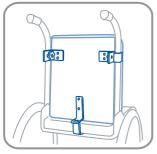


1) Remove Back Support from Canvas

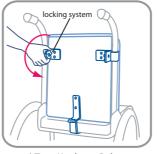


2) If Solid Board Present Release Locks and Remove

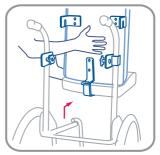
- If your cushion is velcroed to a Solid Board please refer to your Quickstart Guide to see what type of Locking Systems this board has. Then refer to the section in this Manual dedicated to Locking Systems.
- If your Back Support is removable, please take note of its position prior to removing it so that it can be replaced in the correct position.



Knob Release Attached Back Support



1) Turn Knobs to Release



2) Back may be Connected to Seat. Ensure Underneath Knobs are Released Before Removing



If your Back Support is connected to your Seat please reference the Seat section (Type 4) for knob location and other relevant information.

Type 5

V

Manufacturer's model - Information will be outlined by the original equipment manufacturer in their own-branded manual or instructions sheet. Please refer to these items in your **Seat**Tech pack.

V

If you have any questions about this product please contact the manufacturer directly.

Notes:

Medial Knee Support Check the type of pommel provided with your system on your Quickstart Guide / Pommel

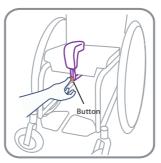
A Medial Knee Support or Pommel is fitted to a wheelchair to prevent knees from touching and also to assist you to keep your thighs in a straight and parallel position.

- V Always ensure that you are seated with your bottom to the rear of your wheelchair seat so that the pommel is not in contact with your groin area.
- $\overline{\mathbf{V}}$ Unless absolutely necessary for positioning purposes, your pommel should be removed or swung-away when travelling in your wheelchair in a motorised vehicle
- The pommel will not prevent you slipping down in your seat and should not be used to do so. Correct use of a hip strap will normally help to prevent you slipping forward in your seat.

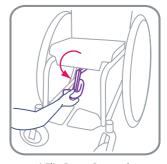
Type 1



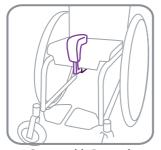
Press Release (Flip-down) **Pommel**



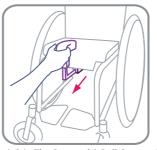
1) Press Release Button



2) Flip Down Pommel



Removeable Pommel



1) Grip The Pommel & Pull Outwards



2) Remove Pommel

14/	

As the pommel is removable, please take note of its position prior to removing it so that it can be replaced in the correct position.

Type 3



Manufacturer's model - Information will be outlined by the original equipment manufacturer in their own-branded manual or instructions sheet. Please refer to these items in your **Seat**Tech pack.



If you have any questions about this product please contact the manufacturer directly.

N	ot	es:

The **Seat** acts as the base of support for you, offering support, comfort and pressure relief.

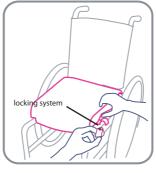
- When removing a seat from a wheelchair, take note of the location and orientation of the seat in the wheelchair, so that it can be returned to its original position upon reassembly.
- V To prevent accidental detachment of a seating system while being used, ensure that all locking mechanisms are engaged when reassembling the system.
- If you experience any discomfort when sitting on the seat, this should immediately be brought to the attention of a primary therapist or member of SeatTech.
- Where a branded cushion is provided as part of a SeatTech seating system, for example a Jay or ROHO cushion, please ensure that all instructions provided by the manufacturer are followed.
- $\overline{\mathbf{V}}$ The wheelchair/seating system combination has not been crash-tested for use in transport. However, the risks associated with the use of the system in transport are outweighed by the ongoing benefits to the person using an adapted system. The transport guidelines provided by the wheelchair manufacturer and the manufacturer of any wheelchair occupant tie-down and occupant restraint systems used should be followed at all times.

Type 1



Type 1 is fixed and is not intended to be adjusted. Please contact **Seat**Tech if any problems arise.







Removable Seat

1) Release Locks

2) Remove Seat

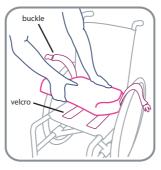
V

For more information on how your Locking System works please reference your Quickstart Guide to see what type of Locking Systems you have. Then refer to the section in this Manual dedicated to Locking Systems.

Type 3



Velcro Attached Seat



1) Undo Buckle at Rear and Remove Seat from Canvas



2) If Solid Board is Present Release Locks and Remove



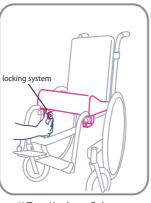
As an added safety measure, cushions which are attached to seat bases are also fitted with a webbing strap which buckle-fastens around the back of the wheelchair posts. This strap must be opened before the seat cushion can be removed and should always be fastened when the wheelchair is being used.



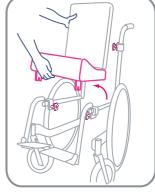
If your cushion is velcroed to a Solid Board please reference your Quickstart Guide to see what type of Locking Systems this board has. Then refer to the section in this Manual dedicated to Locking Systems.



Knob-release Seat Base



1) Turn Knobs to Release



2) Seat base may be connected to the back support. Ensure the release knobs on seat and backrest are opened before removing

If your Back Support is connected to your Seat please refer to the Seat section (Type 4) for knob location and other relevant information.

Type 5

- Manufacturer's model Information will be outlined by the original equipment manufacturer in their own-branded manual or instructions sheet. Please refer to these items in your SeatTech pack
- If you have any questions about this product please contact the manufacturer directly.

Notes:

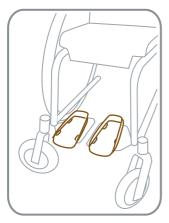
Lower Leg Supports

Foot Cups

'Foot Cups' are normally used to help to hold a person's feet in a good position.

- Care should be taken while positioning your feet in the cups so that your feet fit comfortably in the support area and are not in contact with the thin, vertical edges of the foot cups.
- If foot cups are fitted to your chair it is advisable to wear shoes or socks so that your feet are protected against the plastic surface of the cups.
- When folding a wheelchair that has foot cups mounted, remove the foot supports first. Failure to do so may result in damage to the foot cups.
- Should a foot cup become damaged, please contact your therapist or SeatTech immediately for a replacement.

Type 1



Fixed Foot Cup

Type 1 is fixed and is not intended to be adjusted. Please contact **Seat**Tech if any problems arise.

Foot Straps

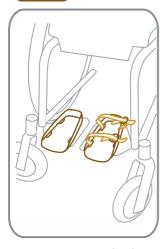
Foot Straps may be fitted to the foot supports (or used alone) to provide additional support to your feet.



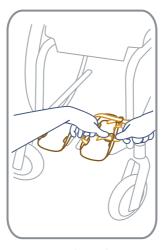
Ensure that you are seated comfortably in your wheelchair before foot straps are fastened.



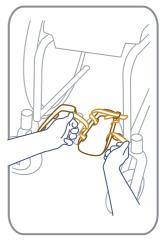
Where foot straps have been fitted, ensure that they are unfastened before attempting to transfer out of the wheelchair



Foot Strap mounted with Footcup



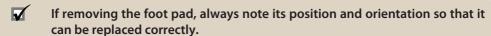
1) Press Release Clasp



2) Slide Strap from Buckle

Foot Pads

A **Foot Pad** may be fitted to a chair when a person is unable to wear shoes and therefore needs a soft surface on the footplate upon which to rest their foot or when the footplate hangars provided with the wheelchair are too long to permit the person to rest their feet on the plates.



Monitor the foot pad for excessive wear, and contact your therapist or SeatTech immediately for a review if the pad becomes excessively worn.

Type 1

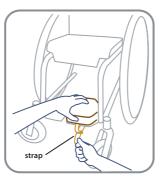


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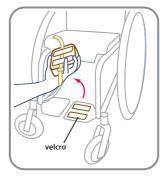
Type 1 is fixed and is not intended to be adjusted. Please contact **Seat**Tech if any problems arise.



Removeable Foot Pad



1) Release Strap from Under Foot Plate and/or remove from velcro

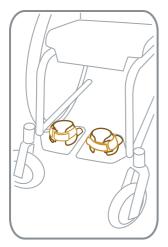


2) Remove Foot Pad

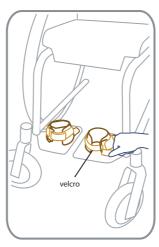
Ankle Straps

Ankle Straps are mounted on foot plates to help to hold the person's feet in a good position.

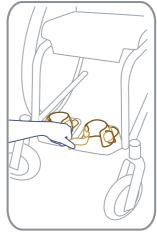
- Ensure that you are sitting comfortably in your wheelchair before the Ankle Straps are fastened.
- Where Ankle Straps have been fitted, ensure that they are unfastened before attempting to transfer out of the wheelchair.
- Should an Ankle Strap become damaged or excessively worn, please contact your therapist or **Seat**Tech.



Foot Strap mounted with Footplate



1) Press Release Clasp



2) Slide Strap from Buckle

Calf Strap

A **Calf Strap** may be fitted to your wheelchair in order to prevent your feet from slipping rearwards off the footplates.

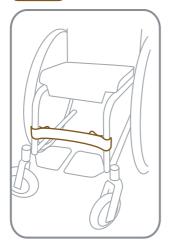
- If the calf strap is to be removed, note the position it is in before removing it so that it can be replaced correctly.
- When fitting the calf strap, ensure that it is not too tight, as this might cause excessive pressure on the calves or push the legs forward so that the feet are pushed off the front of the foot supports.
- When fitting the calf strap, ensure it is not too loose, as this might render it ineffective.
- Should any redness become apparent on the user's calves, please contact your therapist or SeatTech immediately for a review.

Type 1

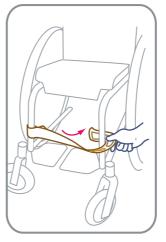


Fixed Calf Strap

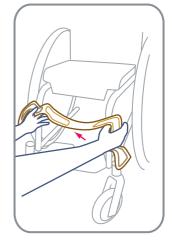
Type 1 is fixed and is not intended to be adjusted.
Please contact SeatTech if any problems arise.



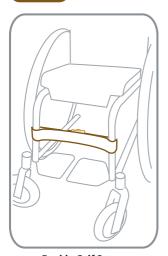
Velcro Fastened Calf Strap



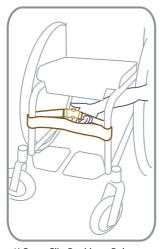
1) Pull Away End to Release Velcro



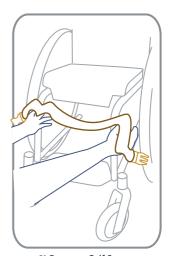
2) Remove Calf Strap



Buckle Calf Strap



1) Press Clip Buckle to Release



2) Remove Calf Strap

Custom Additions

Specialised custom additions may be added to your **Seat**Tech seating system. If this is the case for your system, please find below a description/diagram of this addition and any relevant information. If you have any queries or comments please contact **Seat**Tech immediately.

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Safety Standards

SeatTech seating systems, have been designed to comply with the provisions of the European Medical Devices Directive and relevant International Standards.

Fire Safety Standard

Devices manufactured by **Seat**Tech, for use in seating systems, comprise of material combinations that have been tested to stringent fire resistance tests. Samples have been composite tested to European Standard EN 1021 parts 1 & 2, the cigarette and match flame equivalent tests, as required under the provisions of the European Medical Devices Directive, and to BS 5852:Part 2 Ignition Source 5, a standard which applies to domestic furniture sold in Ireland.

Crash Testing

As with any road vehicle, there is a possibility of a wheelchair-adapted vehicle being involved in a road-traffic accident (RTA). For this reason, the International Standards Organisation (ISO) devised standards of testing for crashworthiness of wheelchairs and wheelchair tie-down and occupant restraints (WTORS); ISO 7176:19 and ISO 10542 respectively.

The crash-testing of custom-built, special seating systems mounted onto wheelchairs is the next phase for development, and **Seat**Tech is actively working in collaboration with several third-level research institutions, to improve the crash-integrity of our seating systems.

Where possible, **Seat**Tech staff will prescribe wheelchairs which are certified crashworthy. It is important to note that the combination of a **Seat**Tech seating system, designed for a particular person, combined with a crash-tested wheelchair may not be certified as a crash-tested combination

Note: There is an increased risk of injury associated with traveling in a vehicle while seated in a wheelchair and seating system.