

Allied Medical Set-Up Guide

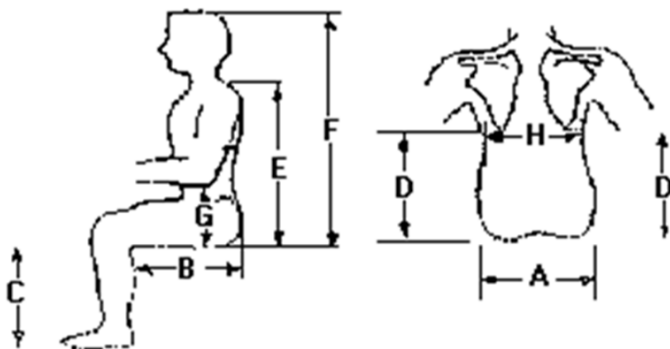


Jazzy 623

Tools required:

- Tape measure/White out pen
- Paper & Pen
- Toolbox (13mm Spanner x 2, Allen Key Set, Phillips/Flathead Screwdriver)
- Script/Packing Slip to refer to requested build measurements
- Velcro
- Instruction manual

1. Required measurements for set up



Letter	Body Part	Required (Y/N)
A	Width	Y
B	Depth	Y
C	Seat to Footplate Height	Y
D	Backrest height	Y
E	Shoulder to seat	Y
F	Headrest	
G	Armrest Height RHT	
G	Armrest Height LFT	



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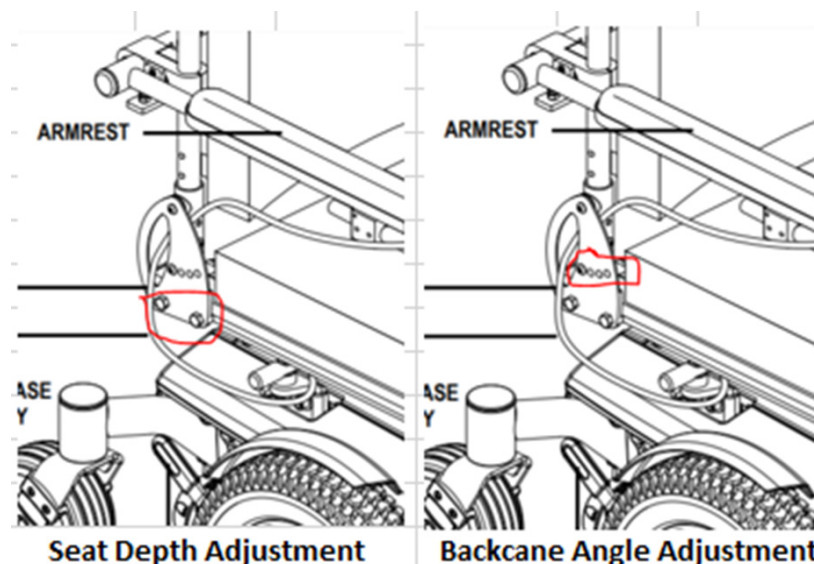
The measurements required may have already been taken at the initial seating assessment and or from the initial script, but it is always good to double check before placing the client in the chair. Depending on the time frame, from the original Assessment/Scripting to the chair set-up, things can change.

- Check that the seat width of the chair is correct.
- Check that the chair seat depth is still correct once the backrest has been put on - remember, if you are trialling more than 1 backrest option, the profile may not always be the same and you may need to reduce or increase the seat depth to accommodate this.
- Check the seat to footplate measurement – this can be done while the client is positioned in the chair. It is also a good option to have the client in foot attire, as they would most likely be wearing shoes when using the powerchair. If the initial assessment showed leg discrepancy, then this is a good chance to check the leg rest option can accommodate this adequately.
- Remember if you are trialling various cushions, the profile may not always be the same and you may need to reduce or increase the footplate measurement.

2. Available adjustments and options

To be clear, this is a quick set-up guide outlining the simple adjustments that can be made to get your trial started. If there are other adjustments needed outside of what is presented in this sheet, or the chair needs further adjustments to programming, then contact your Business Territory Manager and they can then either book an appointment to attend or recommend you to speak to a sub-contractor if the chair has already been purchased.

- Changing the backrest depth involves unscrewing 2x 13mm bolts on either side of the powerchair.
- The 13mm bolts are located on the seat rails at the rear of the powerchair seat base. Unscrewing these bolts frees the T-nut that sits inside the seat rail to slide, thus allowing freedom to slide back or forward to the desired position.
- Changing the backcane angle involves unscrewing 1 x 9mm screw on either side of the powerchair. These are located on the seat rails at the rear of the powerchair seat base. Unscrewing these bolts frees the T-nut that sits inside the seat rail to slide, thus allowing freedom to slide back or forward to the desired position.

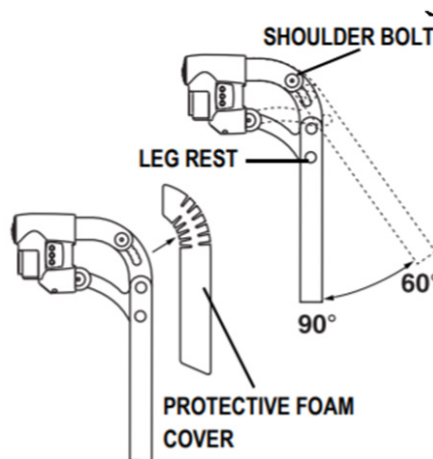


Legrest/Footplate Adjustments

To change the hanger angle on the legrest (if this type is selected)

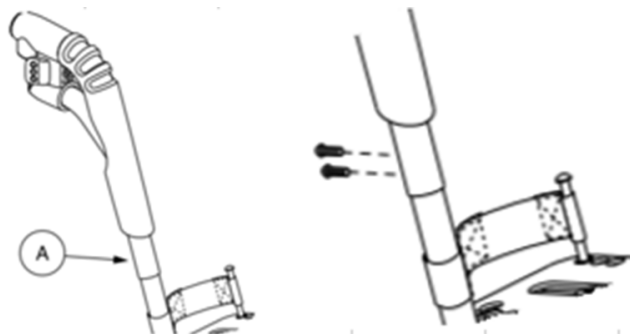
To adjust the forward/back position:

- Remove the adjustment bolt from each side rail.
- Move the legrest hanger in or out to the desired position.
- Align the adjustment holes in the legrest hanger with those in the side rail.
- Re-install the adjustment bolts to secure the legrest hangers.



To change the legrest length

- (A) Remove (loosen on swing-always) the hardware.
- Move the legrest to the desired position.
- Re-install (tighten on swing-always) the hardware.



Change the footplate position

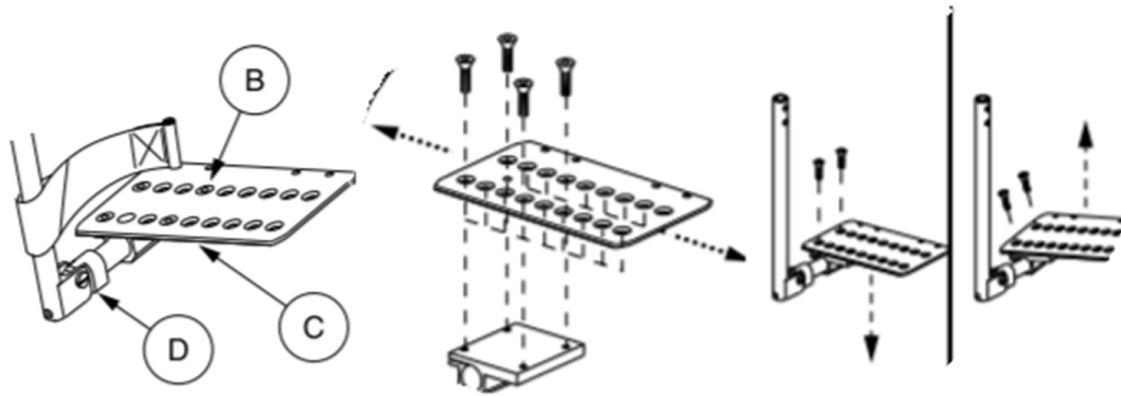
- (B): Remove (loosen on swing-always) the hardware.
- Move the footplate to the desired position.
- Re-install (tighten on swing-always) the hardware.

To change the footplate tilt and angle on swing-always

- (C): 1. Loosen the hardware. 2. Tilt (rotate on swing-always) the footplate to the desired position. 3. Tighten the hardware.

To change footplate angle

- (D): 1. Turn the setscrew(s) clockwise to decrease the angle. 2. Turn the setscrew(s) counter clockwise to increase the angle.



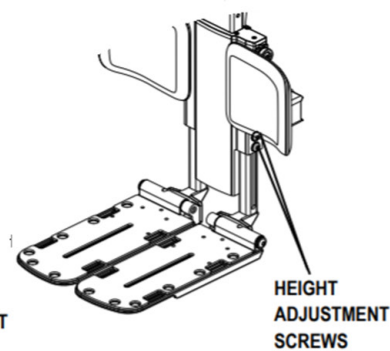
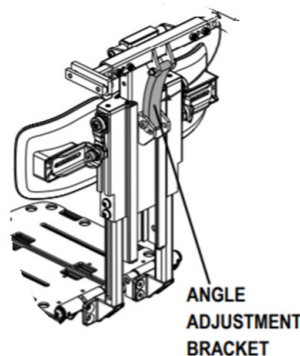
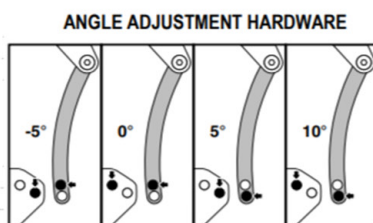
Changing the Adjustable Centre-mount Foot Platform

The adjustable centre-mount foot platform is height and angle adjustable. To adjust the foot platform angle:

- Remove the angle adjustment hardware from the angle adjustment bracket.
- Adjust the foot platform to the desired angle.
- Re-install the angle adjustment hardware into the angle adjustment bracket and tighten.

To adjust the foot platform height

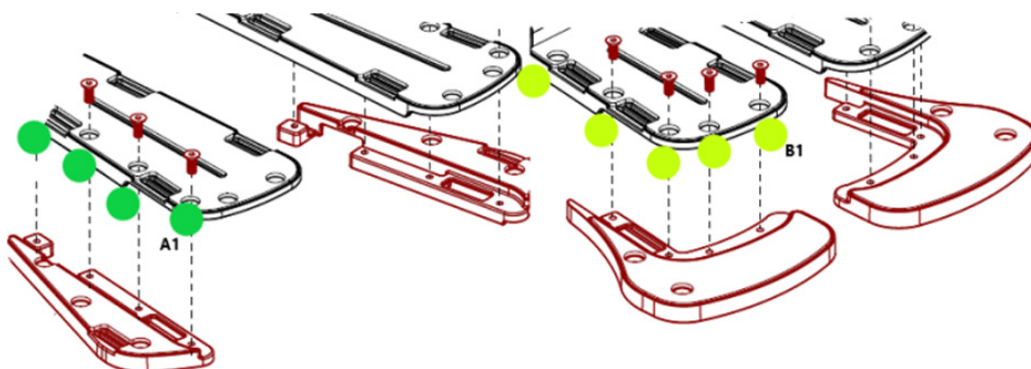
- Loosen the height adjustment screws.
- Slide the foot platform up or down to the desired height.
- Tighten the height adjustment screws.
- Repeat on the other side if necessary.



Adjustable Centre-mount Footplate Extensions

Footplate Extensions should be already attached to the footplate when the chair arrives, if they are not:

- For Side extensions attach by 4 x M6 Screws (Supplied) see in Fig A1
- Bell Top Extensions attach by 5 x M6 Screws (supplied) see in Fig B1



Armrest Adjustments

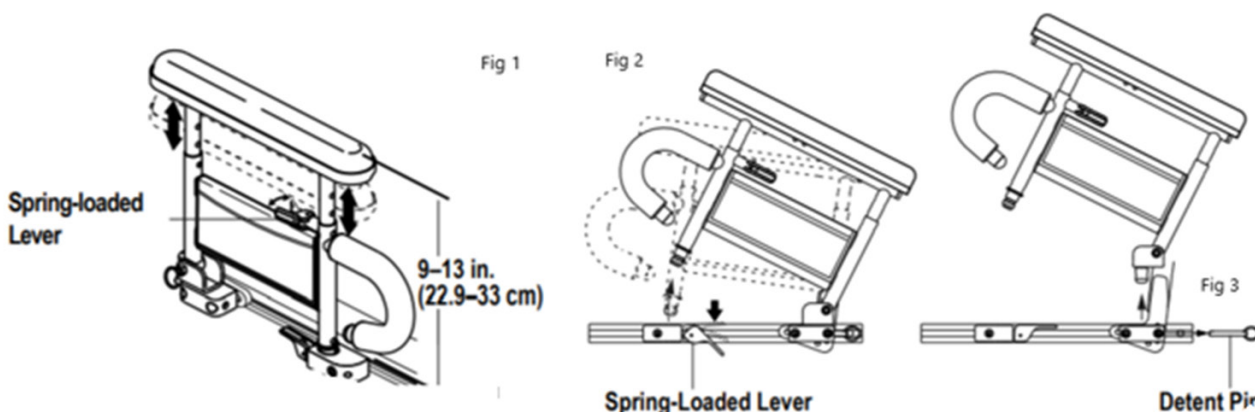
Two Post Armrest

To adjust the armrest height

- Push the spring-loaded lever inward. See figure 1.
- Move the armrest up or down to the desired height.
- Rotate the spring-loaded lever outward and lock the armrest in place. If necessary, move the armrest up or down to ensure that the armrest is secure.

To lift up and or remove armrest

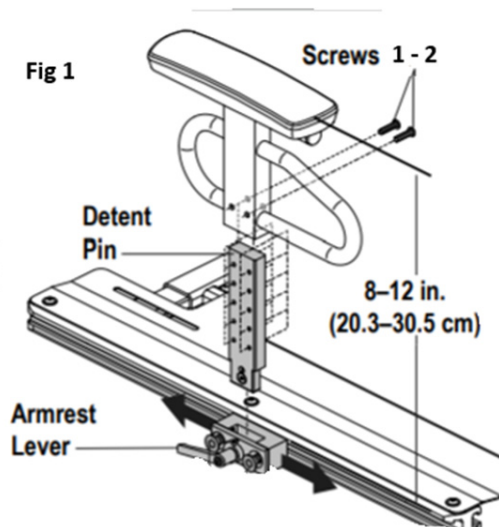
- Push the spring-loaded lever downward and pull up on the front of the armrest. See figure 2.
- Remove the detent pin from the back of the seat. See figure 3. Pull up on the rear of the armrest to remove the assembly.



Heavy Duty Armrest

To adjust the armrest height

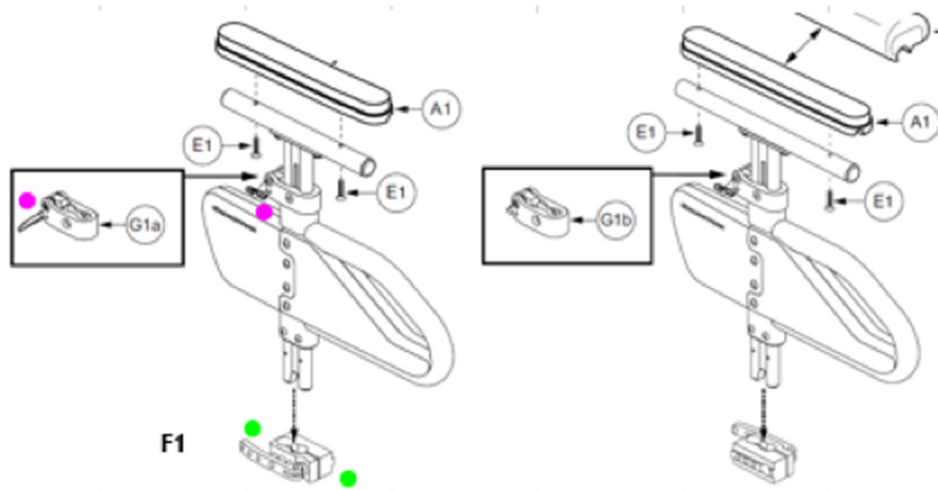
- Remove screws 1 and 2. See figure 1 below.
- Slide the armrest up or down the detent bar to the desired height.
- Re-install screws 1 and 2.
- Repeat for the other armrest if necessary.
- If you cannot get the desired height you may need to order detent bar 10"-14"



Drop-in Height Adjustable Armrest

To adjust the armrest height

- Push the lever down and remove the pin - see figure G1a.
- Move the armrest up or down to the desired height and replace the pin.
- To remove the drop-in armrest, see F1. Rotate the spring-loaded lever outward towards you -you will now be able to remove the armrest for transfers.
- Once the transfer is complete, drop the armrest back into position and lock the armrest in place.



3. Tips & Tricks

- Always remember - Lefty Loosey – Righty Tightly.
- When removing small screws or parts, have a small container handy – this stop parts from getting lost.
- Don't be afraid to ask any questions - we are always happy to help either by phone, video call, Zoom or by making an appointment to set-up the client with you.

3. Checklist

What to check	Done
Make sure all bolts have been re-tightened.	
There are no loose straps hanging down that can get caught in the wheels.	
If you have done a client transfer from the controller side of chair, make sure all cables are again secure and not caught anywhere.	
Client is aware where the brakes are and how they work.	
Client feels confident in using the chair and understands how to use the controller. Also check their response time to lifting their hand off the controller to stop the chair quickly .	
Client understands where and how to charge the chair.	
Client has contact details of a local sub contractor - technician.	
If multiple carers are involved, then make sure all team members are aware of how the chair works.	



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