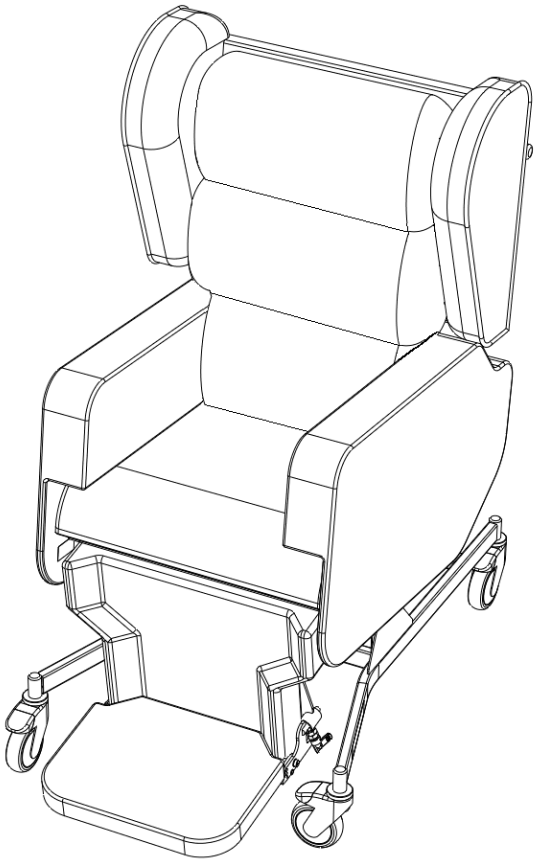
Configura® Advance by Accora



Configura Advance Chair Instruction Manual

IFU-SC1-001EN Rev 04
May 2022

Accora

Contents

Before using the Configura Advance chair, you must read and understand the instructions in this user manual. All actions and handling of the chair must be performed in accordance with the instructions in this manual.
Any actions that are inconsistent with the manual are performed at your own risk and Accora shall not be liable for any injury or damage. Please ensure that the manual is available to users and operators throughout the chair's service life.

Welcome

Dear Customer,

Thank you for purchasing an Accora healthcare product. We feel sure that this product will exceed your expectations.
This manual is important for understanding how to use your new Configura Advance chair; please read it before use. If you need further information, or require the information in a different format, please contact Accora:

Tel: 01223 206100
Fax: 01223 206120
E-mail: info@accora.care

General

The Configura Advance chair is classified as a Class 1 Medical Device in accordance with the Medical Devices Regulation 2002 as amended and the Medical Device Regulation 2017/745.

UK CA CE

Notice to User

If a serious incident occurs in relation to this medical device, affecting the user or the patient, then the user or patient should report the serious incident to the medical device manufacturer (or distributor) and, in the European Union, the user should also report the serious incident to the Competent Authority in the member state where they are located.

EC REP

Accora Ltd, 38 Main Street,
Swords, Co. Dublin, Ireland, K67 E0A2
T: +353 (0)1 695 0614

Design Policy and Copyright

GENERAL WARNINGS

1. Keep this Instruction Manual available for future reference.
2. These instructions must be observed to ensure the safe and effective use of this chair and the safety of users and carers.
3. This chair must be assembled, positioned and used in accordance with these instructions.
4. The safety features for operating the chair and instructions concerning the chair must be strictly observed.
5. The chair must not be exposed to smoke, naked flame, extreme temperature, flammable gases or other hazardous substances or situations.
6. Accora shall not be held liable for any damage, injuries or accidents arising from unauthorised modifications, non-genuine spare parts, negligence or use that is at variance with this manual which can result in serious injury or death.
7. Electrical equipment can be hazardous if misused or abused. Ensure the electrical supply cable is not damaged by crushing and does not create a trip hazard.
8. Keep children and pets away from this chair unless supervised by an adult as there is a risk of injury and/or choking on small parts.
9. When routing cables for other electronic equipment used with the chair (e.g. air cushion pump), ensure cables cannot be squeezed, crushed or damaged by the moving parts of the chair.
10. The electric hand control should be positioned to avoid strangulation risk. Inappropriate use of the hand control (e.g. kinking, shearing) could lead to dangerous electrical hazards. The chair must not be used if there is any visible damage to the handset or cable.
11. Inappropriate use of power supply cable (e.g. kinking, shearing) could lead to dangerous electrical hazards. The chair must not be used if there is any visible damage to this cable.
12. It is essential to consult Accora in advance if you wish to use the chair for any purpose outside the use detailed in this manual.
13. When repairing the chair, only original materials and components may be used, otherwise Accora cannot guarantee against any damage that might occur.
14. Inappropriate routing of accessory cables, e.g. cushion pump cable, could lead to dangerous electrical hazards if squeezed or crushed between moving parts. The chair must not be used if there is any visible damage to any cables.
15. If using the electrical functions adversely affects the health of the patient, disconnect the power supply and only use the chair in the static mode.
16. Do not move the chair when it is in the forward tilt position.
17. This chair is not recommended for users outside the weight specifications detailed in Section 4.
18. Do not modify this chair without the authorisation of Accora.
19. Before operating this chair, ensure the patient is safely positioned to reduce the risks of falling, entrapment and imbalance.
20. Electrical installations must meet local requirements.
21. Patients, or users, should be risk assessed to ensure they are able to understand this manual and to operate the Configura Advance chair safely without risk to themselves or others.
22. Patients or users should only be allowed to operate the chair independently if they are able to understand the safety instructions in this manual and have been risk assessed as appropriate to do so.
23. Patients, or users, must be risk assessed before using the chair to make sure that the chair is suitable for the patient/user.
24. When plugged into an extension lead, ensure the lead is not overloaded and there are no trip hazards.
25. Surface temperatures can increase when exposed to sunlight.
26. If the medical staff state that the patient's medical condition is inappropriate for the patient to be able to adjust the chair independently, the chair's position must only be adjusted by the carer.
27. The chair may not be used where there is a danger of explosion or in the presence of uncontained flammable liquids.
28. Damaged or torn fabric may cause injury.
29. It is recommended that a patient does not smoke while using the chair.
30. The chair is not suitable for transporting patients outside e.g. in vehicles or aircraft.

1. Means of delivery

The Configura Advance chair is supplied boxed. An inspection must take place upon receipt to ensure the delivery is complete and undamaged.
Any missing parts, faults or damage must be reported immediately to the carrier and Accora in writing.

2. Safety instructions

1. Before using the chair, you must read the instruction manual and use the chair in accordance with it.
2. The chair must not be used if faults have been detected on it that may injure the patient, staff or a third person.
3. The chair must only be operated by persons who are able to operate it in accordance with this manual.
4. Users must make the patient aware of the control functions that apply to the patient, subject to an assessment by a professional.
5. Before using the chair, the user should understand the chair and its functionality.
6. The safe working load, as specified in Section 4, must never be exceeded.
7. If a patient is left alone in the chair, the chair castors must be locked as an unlocked chair can cause injury to a patient who leaves the chair or changes position.
8. When operating the moving parts of the chair, care must be taken to ensure that the patient, other people and objects do not become trapped.
9. Before cleaning the chair, the electrical supply must be disconnected.
10. The chair may not be used where there is a danger of explosion or in the presence of uncontained flammable liquids.

3. Intended use

1. The Configura Advance chair is intended to be used as a portable chair with built in size, pressure and posture options in the acute, long-term care and homecare environments. The chairs are intended for patients who do not exceed the safe working load and height recommendations for the device.
2. The Configura Advance chair range is intended for use in primary healthcare environments where supervision can be provided if necessary, for example, long-term residential care, nursing homes or convalescent units. The Configura Advance chair may also be placed in private homes where there is unlikely to be 24-hour supervision by clinical staff, but where the patient or caregiver is considered competent in its use.
3. A typical patient / user ranges from those who are physically dependent on caregivers for their mobility, social and daily care needs, through to rehabilitating patients.
4. Patients using the chair may also have declining cognitive awareness, with symptoms ranging from mild forgetfulness and poor concentration through to end-stage dementia.
5. Patients may require postural support for the accommodation, encouragement and management of good posture.

4. Technical specification

The table below lists the Configura Advance chair part numbers; some may not be available in your region. Part numbers may be suffixed (EU etc) to show regions.

Part number	**Description**
CHAIR-0-SC1-030	Advance chair, 100mm castors, standard backrest, manual
CHAIR-0-SC2-030	Advance chair, 100mm castors, standard backrest, electric
CHAIR-0-SC3-030	Advance chair, 125/150mm castors, standard backrest, manual
CHAIR-0-SC4-030	Advance chair, 125/150mm castors, standard backrest, electric
Description	**Value**
Model name	SC1, SC2, SC3, SC4
Overall dimensions	700mm W × 880mm D x 1300mm H 27.6in W x 34.6in D x 51.2in H
Chair castor	4 x 100mm or 2x 125mm/2x 150mm with brake
Safe Working Load	160kg
Maximum Patient Weight	160kg / 352lbs / 25 st
Audible noise	<60 dBA
Mass of Chair	85.1kg / 188lbs
Flammability	Cover fabric: BS EN 7161(BS EN1021-1 and BS EN1021-2)
Expected service life	Typically 7 years

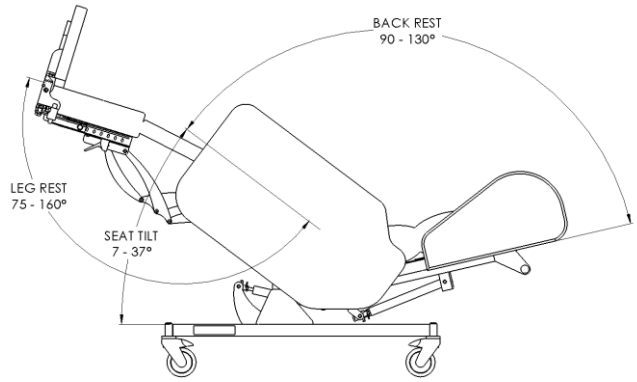
General specification

Condition	**Temperature Range**	**Relative Humidity**	**Atmospheric pressure**
Operating	+10°C to +25°C (+50°F to +77°F)	30% to 75% (Non-condensing)	700 hPa to 1060 hPa
Transport/ storage - Manual version	-20°C to +50°C (-4°F to +122°F)		
Transport/ storage - Electric version	+10°C to +25°C (+50°F to +77°F)		

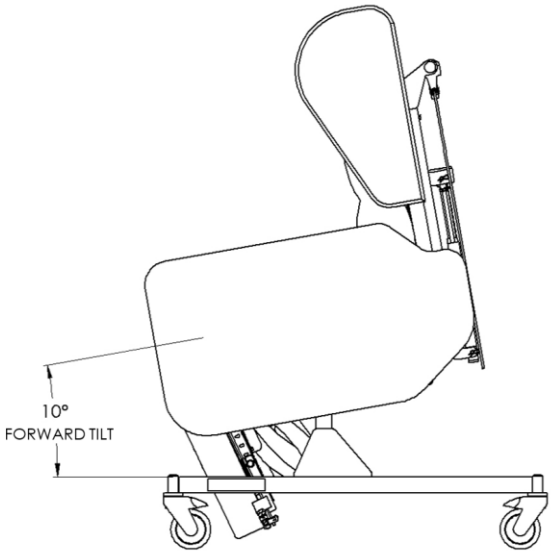
Environmental information:

Note: Always store out of direct sunlight. If the chair is stored in conditions outside the normal operating range, it should be allowed time to stabilise, in normal operating conditions, before use.

Configura Advance Chair position setting ranges:

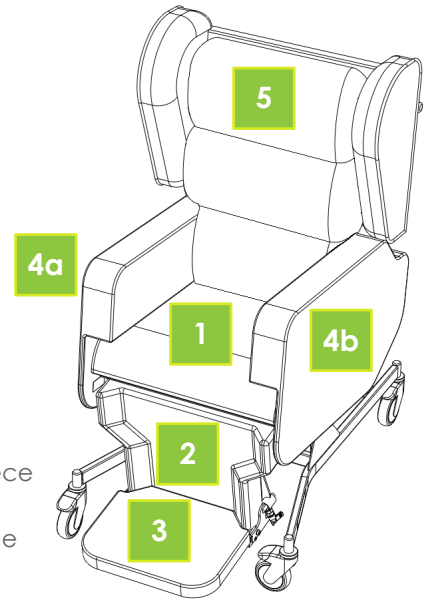


Standard position range settings



Forward tilt position setting

Key parts of the chair:



1 Seat
2 Leg Rest
3 Foot Plate
4a Right Sidepiece
4b Left Sidepiece
5 Backrest

5. Accessories

Part number	Description
BRPOSKT-0-SC1-030	Postural backrest includes all metal frames and cushions
HRPF-0-SC1-020	Backrest profiled headrest
DRPSIDKT-0-SC1-030	Dropdown sidepieces and covers, set of 2
DRPARM-0-SC1-230	Dropdown armrests, 400-550mm (16-22"), set of 2
DRPARM-0-SC1-030	Dropdown armrests, 350-500mm (14-20"), set of 2
DRPARM-0-SC1-130	Dropdown armrests, 450-550mm (18-22"), narrow, set of 2
EXTLAT-0-SC1-020	External laterals, set of 2
TRAY-0-SC1-000	Tray
PELVS4-0-SC1-000	Pelvic positioning belt
KITCA-0-SC1-000	Advance Cushionair system

For more information, refer to the relevant instruction manual or contact Accora.

6. Electrical specification

Mains electrical system:

Description	Value
Supply voltage	100 – 240VAC
Supply frequency	50/60Hz
Max supply current	3.9 Amps
Degree of protection against liquid ingress	IPX4
Degree of protection against electric shock	Class II Double Insulated

Low voltage electrical system:

Description	Value
Operating voltage	24V
Battery Specifications	-
- Type	Lithium Ion
- Output Voltage	25.9V
- Capacity	2.25Ah
- Duty Cycle	5% (1 min continuous, 19 min off)
- Charging time	Approx. 10 hours
- LED light	Solid yellow – charging, No light – fully charged, Flashing yellow – error during charge
- Recharging during storage	First recharge of the battery must be no later than 12 months after production date stated on the label. Thereafter the battery must be recharged at least every 12 months.

	The B symbol indicates this product has a degree of protection against electric shock for type B equipment.
	Caution, read the instructions before use.
IPX4	Degree of protection against liquid ingress.
	Do not dispose of in household waste.
	Degree of protection against electric shock: Class II Double Insulated.
	For indoor use only

For or a full list and explanation of symbols used see Section 23.

7. Assembly

WARNING

Assembly MUST be carried out by suitably trained and qualified personnel.

All functions MUST be tested and approved after assembly by suitably trained and qualified personnel.

Assembly MUST take place in a clear, uncluttered area and children and pets should be kept away.

Only the power supply supplied with the chair may be used.

If chair has become soiled or contaminated during transit refer to cleaning and disinfection instructions.

1. Check that the delivery is complete and whether any visible damage has occurred to the chair during transport.
2. Remove the cardboard box and other packaging and the chair should appear as fig 1.
3. The following components should be present:
    A. Chair frame assembly
    B. Right Sidepiece
    C. Left Sidepiece
    D. 3 x Backrest cushions
    E. Footplate
    F. Instruction manual
4. Remove the R-clip (Fig 2, Item 1), then remove the clevis pin (Fig 2, Item 2).
5. Rotate the backrest upward and hold in place. Align the mounting hole at the bottom of the gas strut (Fig 3, Item 2) and the mounting hole at the bottom of the backrest lockout slide (Fig 3, Item 3) with the clevis at the back of the main frame (Fig 3, Item 1). Ensure the Tilt-in Space operating cable (Fig 3, Item 4) is routed between the backrest and the backrest actuator assembly.

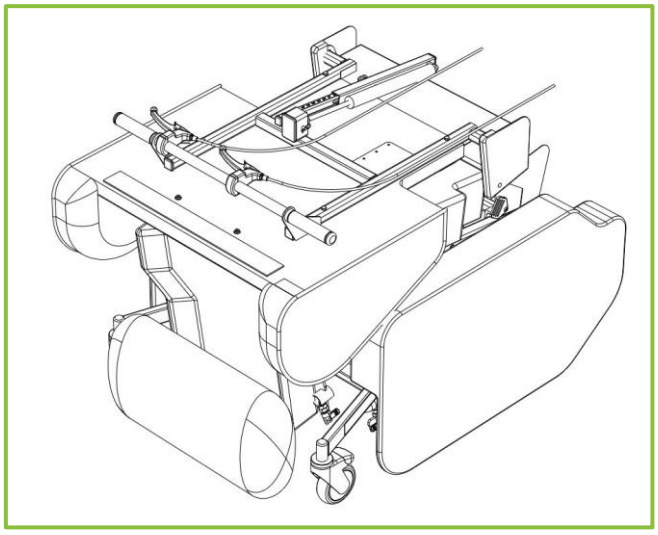


Figure 1 - Chair as delivered (side pieces are loose)

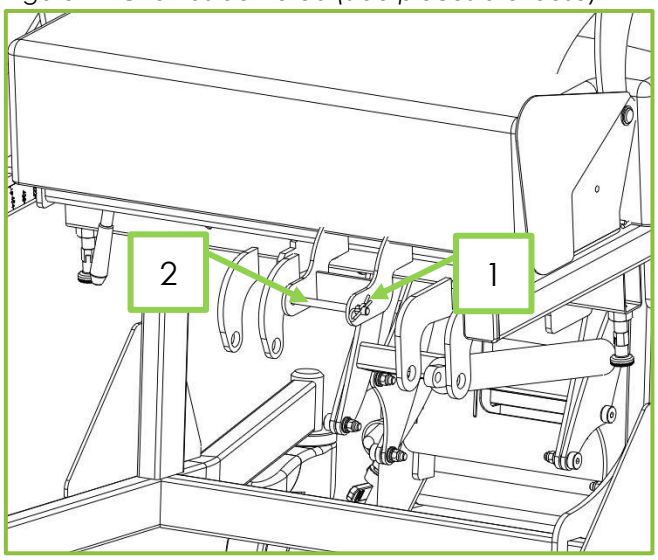


Figure 2 – Backrest clevis pin

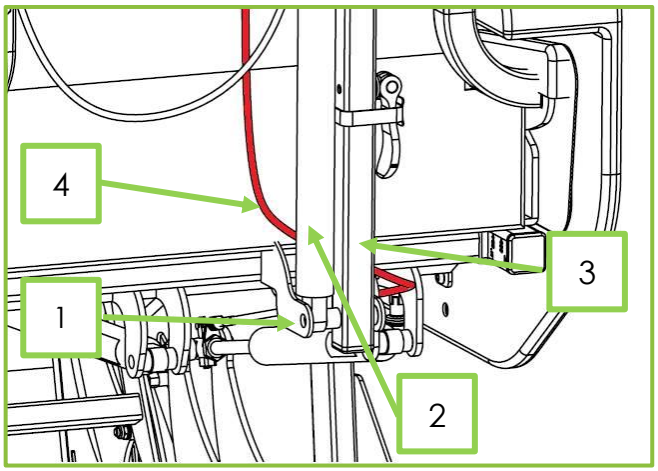


Figure 3

6. Insert the clevis pin (Fig 4, Item 1) through the clevis at the back of the main frame, the gas strut and the backrest lockout slide. Secure the pin with the R-clip (Fig 4, Item 2).

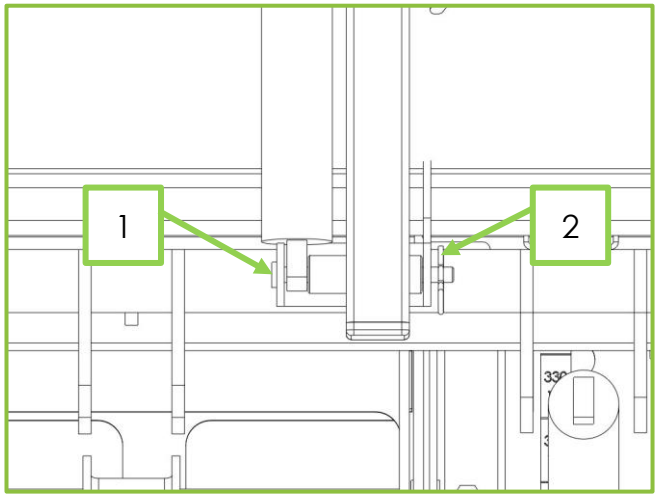


Figure 4

7. There is a cover attached to the bottom of the backrest to cover the backrest hinge. To fit this cover, place the first part of the cover (Fig 5, Item 1) over the rear part of the hinge protection plate (Fig 5, Item 2), then pull the front part of the cover (Fig 5, Item 3) down over the hinge.

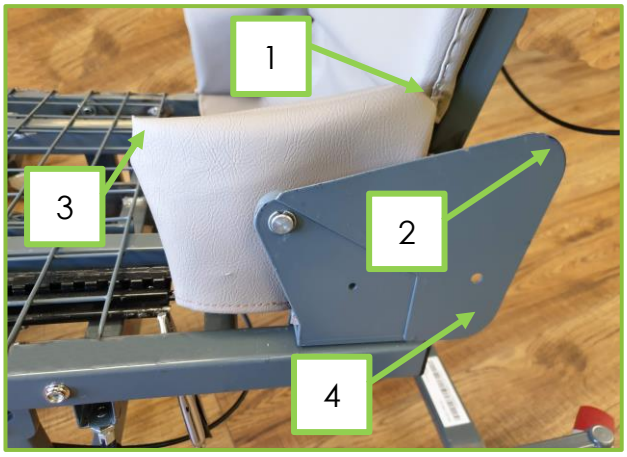


Figure 5 – (Seat cushion shown removed for clarity.)

8. Figure 6 shows the backrest hinge cover from the inside. Place the lower pocket of the backrest hinge cover (Fig 6, Item 1) over the lower part of the hinge protection plate (Fig 5, Item 4) to secure the hinge cover in place.
9. Repeat steps 7 and 8 to secure the cover on the other side.
10. Secure the backrest cushions to the backrest with the Velcro flaps. Each cushion is attached to the backrest with the Velcro flap at the top of the cushion. The top cushion has a double width Velcro flap and is marked Pillow – Top. The middle and bottom cushions are identical.
11. Ensure the female poppers on the overlay are engaged on the male poppers on the frame, 3 EA on left- and right-hand side. (Fig 7, Item 1)
12. To fit the sidepieces, pull out the plunger located under the seat on one side of the chair (Fig 8, Item 1) and rotate it through 90 degrees to lock it open. Fig 9 shows the plunger locked open.
13. Undo the hand screw (Fig 8, Item 2).

Figure 6

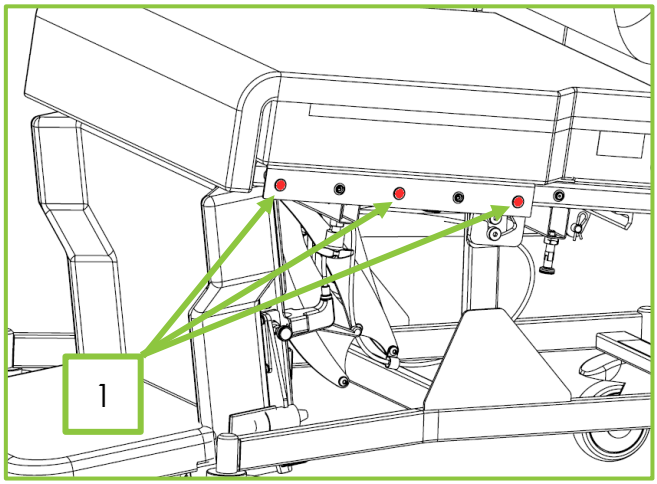


Figure 7

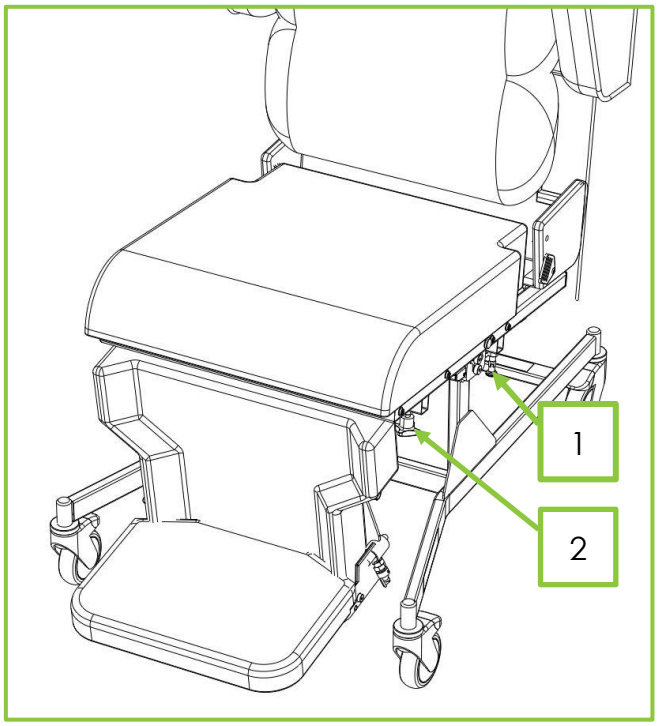


Figure 8

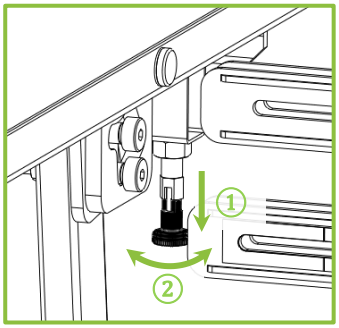


Figure 9

14. Locate the two sidepiece fixing bars into the chair frame. Push the sidepiece all the way in (Fig 10) and release the plunger by rotating it until the cap engages with the base (Fig 11).

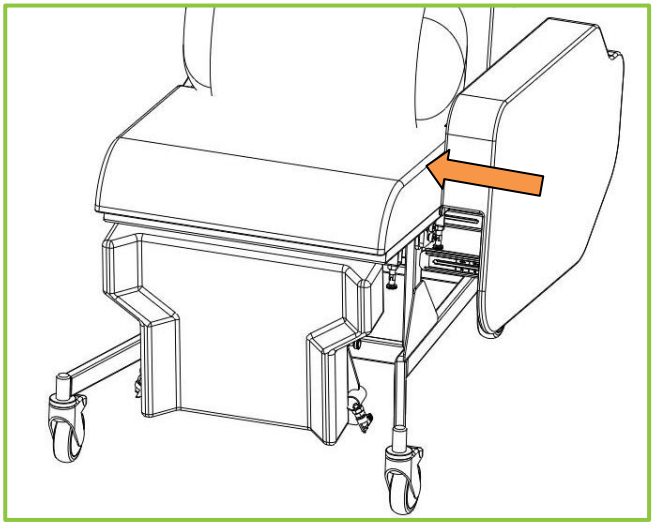


Figure 10

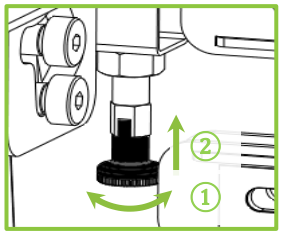


Figure 11

15. Ensure the plunger is engaged by moving the sidepiece in and out – the sidepiece should not move.
16. Tighten the hand screw to secure the sidepiece.
17. Repeat steps 12 to 16 to fit the other sidepiece.
18. Carry out a functional check (see section 14).

8. Chair adjustment

WARNING

Adjustment MUST be carried out by suitably trained and qualified personnel.

A clinical assessment and risk assessment MUST be carried out by suitably trained and qualified personnel before adjustments are made to the chair.

Do not adjust the width or the depth of the chair when a patient or user is in the chair.

The Configura Advance chair can be adjusted in the following areas:

1. **Chair Width range** – The chair width has 4 widths that can be set, adjusted using the armrest locking plungers and hand screws. The available width dimensions are:
   400 mm (16")
   450 mm (18")
   500 mm (20")
   550 mm (22")
2. **Chair Depth range** – The chair depth can be adjusted in 9 increments from approximately 400 mm (16") to 550 mm (22"). The depth is adjusted using a lever and slide mechanism.
3. **Armrest Height range** – The armrest height can be set at 165mm (6.5"), 200mm (8") or 225mm (9"). The height is adjusted by changing the armrest bracket fitting position.
4. **Footplate Height range –** The footplate height can be adjusted from 330mm (13") to 533mm (21"). The height is adjusted using two plungers.

Chair Width adjustment

1. Make sure a patient is not in the chair.
2. Make sure the brakes on all 3 locking castors are locked on (See section 13).
3. On one side of the chair, underneath the base of the sidepiece, locate the locking plunger (Fig 8, Item 1).
4. Pull the plunger out and rotate 90 degrees to lock the plunger open (Fig 9).
5. Loosen the hand screw (Fig 8, Item 2).
6. With two hands, pull or push the sidepiece until the desired measurement is achieved. The measurement can be read just inside the sidepiece at the front between the seat and the sidepiece (See Fig 12).
7. Pull the plunger out, rotate 90 degrees and let go to lock the plunger in position (Fig 11).
8. Move the sidepiece in and out to make sure that the plungers have locked the sidepiece in position.
9. Tighten the hand screw.
10. Adjust the opposite sidepiece in a similar manner to match the same measurement on both sides.

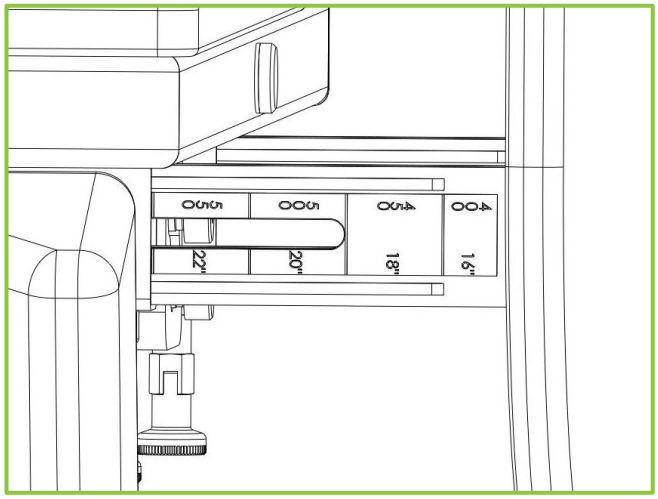


Figure 12

Chair Depth adjustment

1. Make sure a patient is not in the chair.
2. Make sure the brakes on all 3 locking castors are locked on (See section 13).
3. At the back of the chair, under the seat on the left-hand side, locate the depth adjustment lever (Fig 13, Item 1)
4. Turn the lever clockwise to release the backrest slide mechanism and move the backrest to the desired measurement with the other hand. The depth setting can be read off the scale on the back part of the seat frame (Fig 14, Item 1).

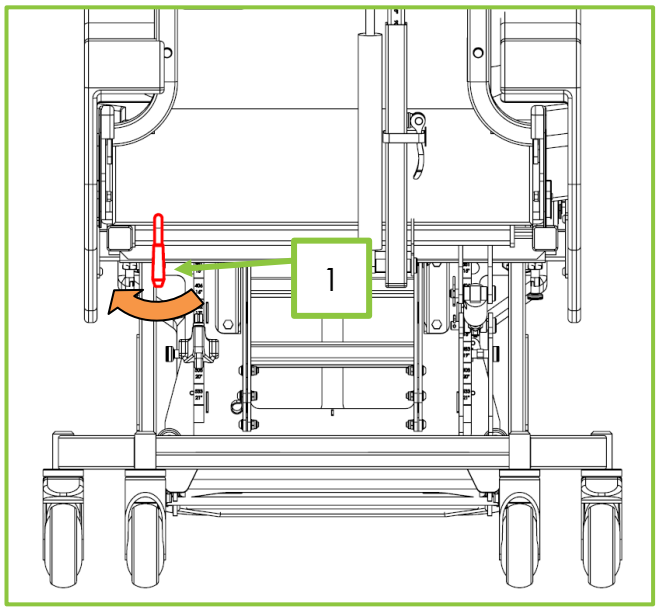


Figure 13

5. Release the depth adjustment lever and move the backrest in and out slightly to ensure the locking mechanism has engaged.

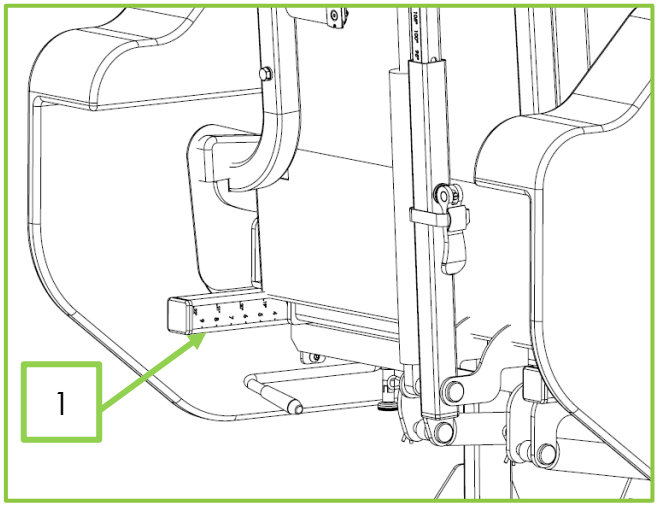


Figure 14

Armrest height adjustment

1. Make sure a patient is not in the chair.
2. Undo the hand screw and sidepiece locking plunger (Figure 8).
3. Pull the sidepiece from the chair seat frame, undo the screws (Figure 15) from the fixing bars.

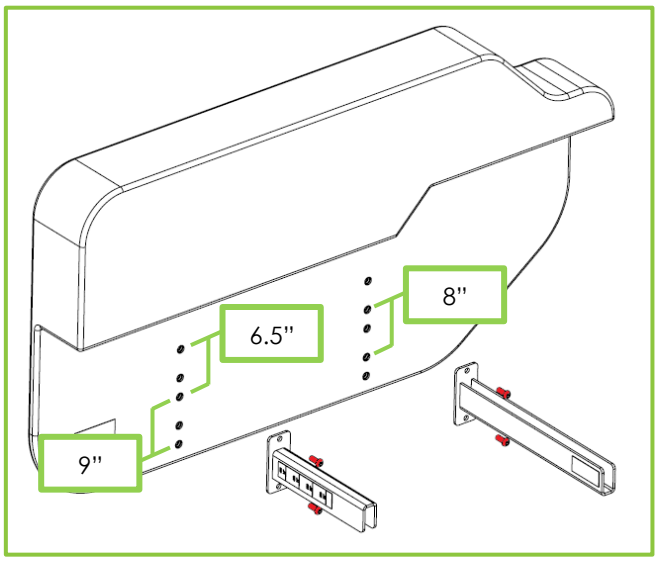


Figure 15

4. Locate the fixing bars to the desired position for armrest height, secure the fixing bars with screws. Refer to Figure 15 for armrest height position and fixing bar location.
5. Fit the sidepieces to the chair. Pull and rotate the locking plunger to lock the fixing bar and tighten the hand screws.

Footplate Height adjustment

1. Make sure a patient is not in the chair.
2. Make sure the brakes on all 3 locking castors are locked on (See section 13).
3. Locate the footplate height adjustment plungers on either side of the leg rest (Fig 16, Items 1&2).
4. Pull and hold the caps of the two plungers to release the footplate height frame and move the footplate to the desired height measurement. The

footplate height measurement can be read off the scale located at the rear of the leg rest (Fig 17).

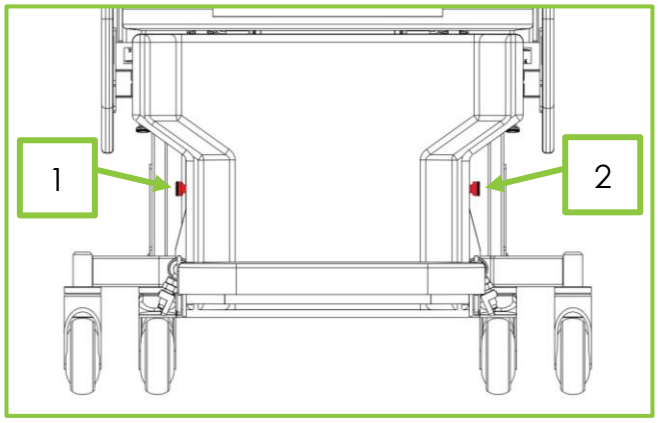


Figure 16

5. Release the caps of the plungers to lock the footplate height.
6. Ensure both plungers are locked and that they both read the same measurement off the scale.

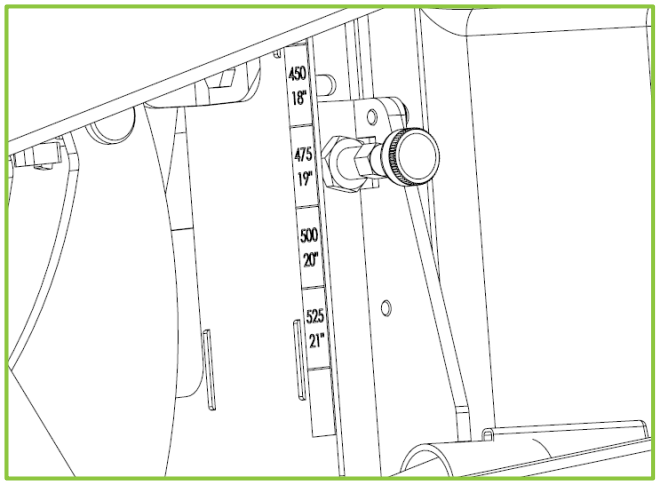


Figure 17

Note: On completion of any of the above adjustments a functionality check must be carried out (see section 14).

9. Footplate operation & adjustment

WARNING

Always engage the castor brakes when the chair is stationery or left unattended.

Ensure the patient is in a stable sitting position while the footplate is adjusted, fitted or removed.

The Configura Advance chair is supplied with a removeable angle adjustable footplate. The footplate has 3 angle settings: 90°, 105°and 120°.
The height adjustment system of the footplate is separate from the footplate removal – for details on how to adjust the footplate height refer to section 8 of this manual. The footplate may be fitted, removed and adjusted with the patient in the chair. Ensure the patient is sitting securely and cannot slide out.

Operation – Fitting the Footplate

1. Ensure that the plungers that secure the footplate (Fig 18, Items 1&2) are in the closed position (Fig 19).
2. Take the footplate (Fig 21) and insert the two tapered spigots (Fig 21, Items 1&2) into the two sockets either side of the footplate height adjustment frame (Fig 18, Items 3&4). Push the footplate into the tubes until the plungers latch with an audible click.
3. Ensure the plungers are latched by moving the footplate in and out slightly.

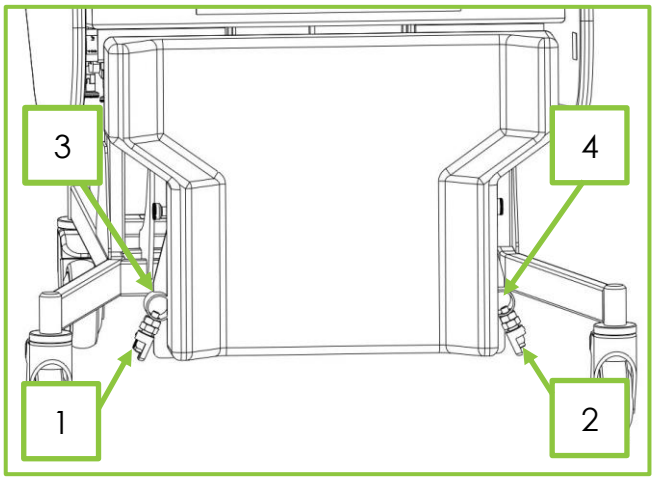


Figure 18

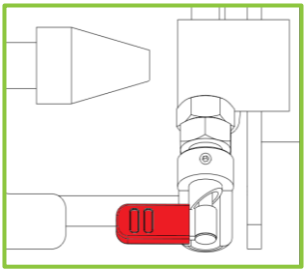


Figure 19 – Plunger Open

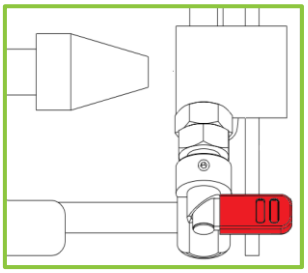


Figure 20 – Plunger Closed

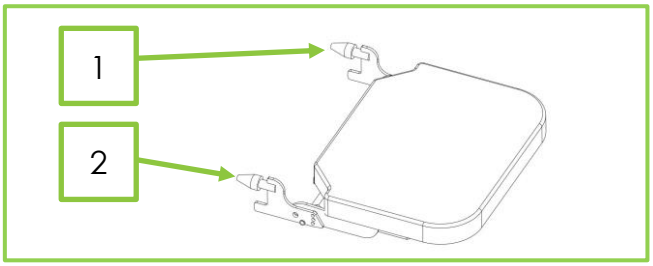


Figure 21

Operation - Removing the Footplate

1. Locate the plungers that secure the footplate either side of the leg rest, at the bottom of the footplate height adjustment frame (Fig 18, Items 1&2).
2. Turn the levers on the two plungers towards the front of the chair until they latch. The lever arm plungers are now locked in the open position. See Figure 19.
3. Pull the footplate out.

Adjustments – Changing the Footplate Angle

1. Locate the footplate angle adjustment plunger underneath the footplate (Fig 22, Item 1).

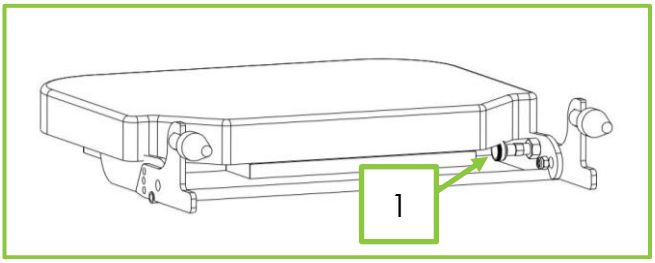


Figure 22

2. Pull and hold the cap of the plunger whilst moving the footplate to the desired measurement. The measurement setting is shown on the scale (Fig 23, Item 1) by the indicator on the frame (Fig 23, Item 2). Setting 1 = 90˚, Setting 2 = 105° and Setting 3 = 120° from the vertical.

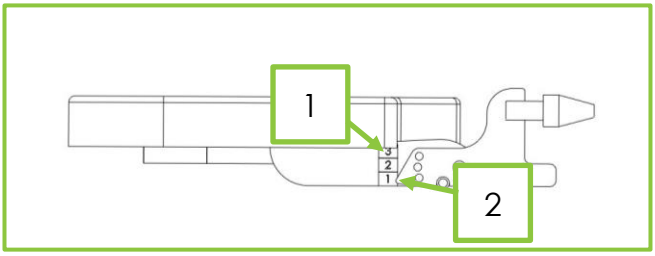


Figure 23

10. Manual controls

WARNING

Check for obstructions around, above and below the chair frame and position the chair so that it can operate through the full adjustment range without any possibility of obstruction or entrapment.

Always engage the castor brakes when the chair is stationery or left unattended.

Make sure the castor brakes are in the locked position before using the manual controls.

Be aware of entrapment risks through opening and closing gaps as the chair is adjusted.

Ensure the patient is in a stable sitting position while any of the following adjustments are made.

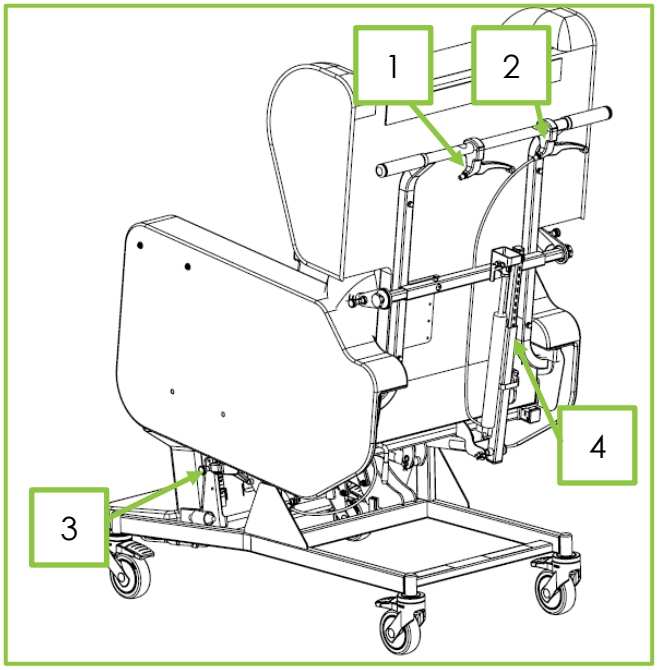


Figure 24 – Overview of manual controls

NOTE: For the electric version of the Configura Advance chair, refer to section 11.

The manual (non-powered) version of the Configura Advance chair has the following controls:

1. **Manual Backrest** – The backrest can be adjusted between 90 degrees and 130 degrees from the seat angle; see page 5 for a diagram of this. The backrest lever (Fig 24, Item 1) is used to adjust this angle. The backrest is also fitted with a lockout slide (Fig 24, Item 4.) that can be used to restrict the use of the backrest angle adjustment.

2. **Manual Tilt-in-Space** – The tilt-in-space position can adjust the seat angle from 7 degrees to 37 degrees from the horizontal position; see page 5 for a diagram of this. The Tilt-in- space lever (Fig 24, Item 2) is used to adjust this angle.

3. **Manual Forward Tilt** – The chair can tilt forwards from 7 degrees normal tilt to 10 degrees of forward tilt with lock bolts removal.

4. **Manual Leg rest** – The leg rest can be adjusted between 75 degrees and 160 degrees; see page 5 for a diagram of this. The Leg rest lever (Fig 24, Item 3) can be used to adjust this angle.

Manual Backrest Adjustment

1. Make sure the brakes on all 3 locking castors are locked on.
2. Locate the locking lever (Fig 25, Item 2) on the side of the backrest lockout slide (Fig 25, Item 1).
3. Release the backrest lockout slide by lifting the locking lever away from the backrest lockout slide. The backrest can now be adjusted using the backrest lever.

4. Pull the locking catch on the backrest lever, then pull the main lever (Fig 24, Item 1). Move the backrest to the desired measurement. The backrest angle measurement can be read off the scale at the top of the backrest adjustment slide (Fig 25, Item 3).

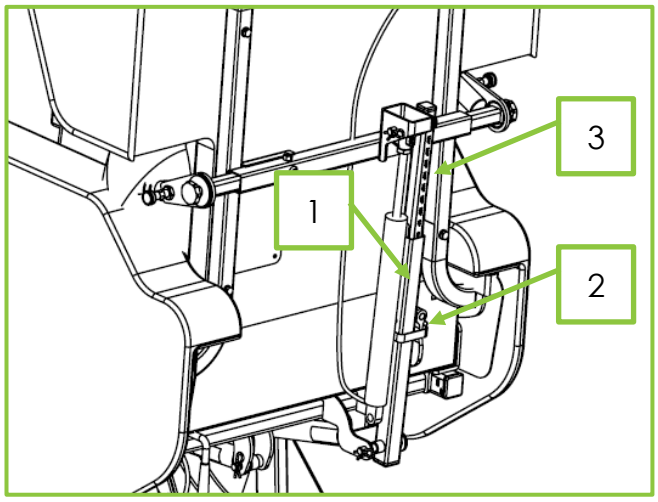


Figure 25

5. Release the backrest adjustment lever to secure the backrest at the desired angle.
6. If locking out the backrest is required, return the locking lever to the locked position. If the locking lever is too loose or too tight it may be necessary to rotate the whole lever clockwise or anti-clockwise respectively to achieve the desired locking action.
7. If locking out the backrest is not required there is a Velcro strap that can be used to hold the lever in the unlocked position – see Fig 26.

Figure 26

Tilt-in-Space Angle Adjustment

1. Make sure the brakes on all 3 locking castors are locked on.
2. Pull and hold the tilt-in-space lever (Fig 24, Item 2) and move the chair to the desired tilt-in-space angle
3. Release the lever to lock the tilt-in-space angle.

Manual Forward Tilt Adjustment

This function enables some patients to exit the chair more easily, however it must only be used following a risk assessment of the patient.

WARNING
Footplate must be removed before using the manual forward tilt function.

1. The chair is delivered with this function locked. Remove the lock bolts on both LHS and RHS side on the chair using an Allen key. Ensure the correct bolts (item 1 in Figure 27) are removed.
2. Retain the lock bolts in case they need refitting in the future.

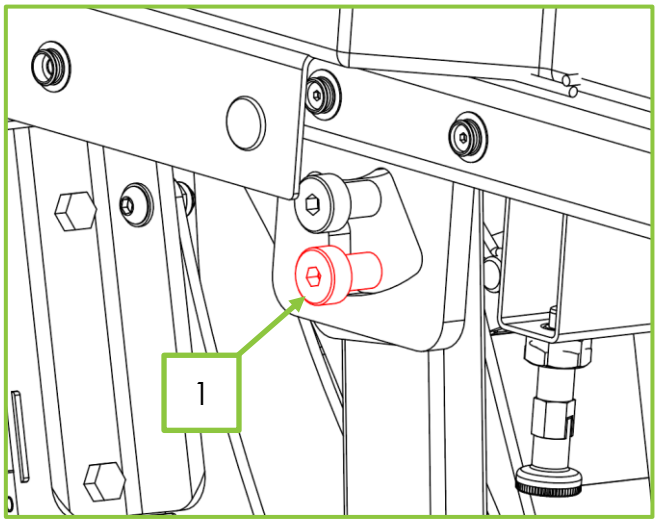


Figure 27

3. Remove the footplate (See section 9).
4. Make sure the brakes on all 3 locking castors are locked on.
5. Ensure it is safe to move the chair into the forward tilt position.
6. Pull and hold the tilt-in-space lever (Fig 24, Item 2) and move the chair forward to the forward tilt position.

Leg rest Adjustment

1. Make sure the brakes on all 3 locking castors are locked on.
2. Locate the leg rest adjustment lever (Fig 24, Item 3).
3. Pull and hold the lever, then move the leg rest to the desired position.
4. Release the handle to secure the leg rest in position.

11. Electric controls

WARNING

Check for obstructions around, above and below the chair frame and position the chair so that it can operate through the full adjustment range without any possibility of obstruction or entrapment.

Always engage the castor brakes when the chair is stationery or left unattended.

Patients should only be allowed to operate the chair independently if they are able to understand the safety instructions in this manual and have been risk assessed as able to use the handset.

Always store the handset in a safe place when not in use to avoid risk of strangulation and entrapment in the chair mechanism.

Make sure the castor brakes are in the locked position before using the handset to change the positions of the chair.

Be aware of entrapment risks through opening and closing gaps as the chair is adjusted.

Keep children and pets away from the chair unless supervised by an adult.

Ensure the patient is in a stable sitting position while any of the following adjustments are made.

Do not move chair when in the forward tilt position.

NOTE: For the manual version of the Configura Advance chair, refer to section 10.

The electric version of the Configura Advance chair has the following controls:

1. **Manual Backrest** – The backrest can be adjusted between 90 degrees and 130 degrees from the seat angle. The backrest lever (Fig 24, Item 1) is used to adjust this angle. The backrest is also fitted with a lockout slide (Fig 24, Item 4.) that can be used to restrict the use of the backrest angle adjustment.
2. **Electric Tilt-in-Space** – The tilt-in-space position can adjust the seat angle from 7 degrees to 37 degrees from the horizontal position. The buttons marked 3 and 4 on Figure 28 are used to adjust this angle.
3. **Electric Forward Tilt** – The chair can tilt forwards from 7 degrees normal tilt to 10 degrees of forward tilt using the buttons marked 3, 4 and 5 on Figure 28.
4. **Electric Leg rest** – The leg rest can be adjusted between 75 degrees and 160 degrees. The buttons marked 1 and 2 on Figure 28 are used to adjust this angle.

The handset is used to change the position of the leg rest and operate the tilt in space function. Always check for obstructions before operation. Before the patient uses the handset, the controls must be explained by a suitably qualified person.

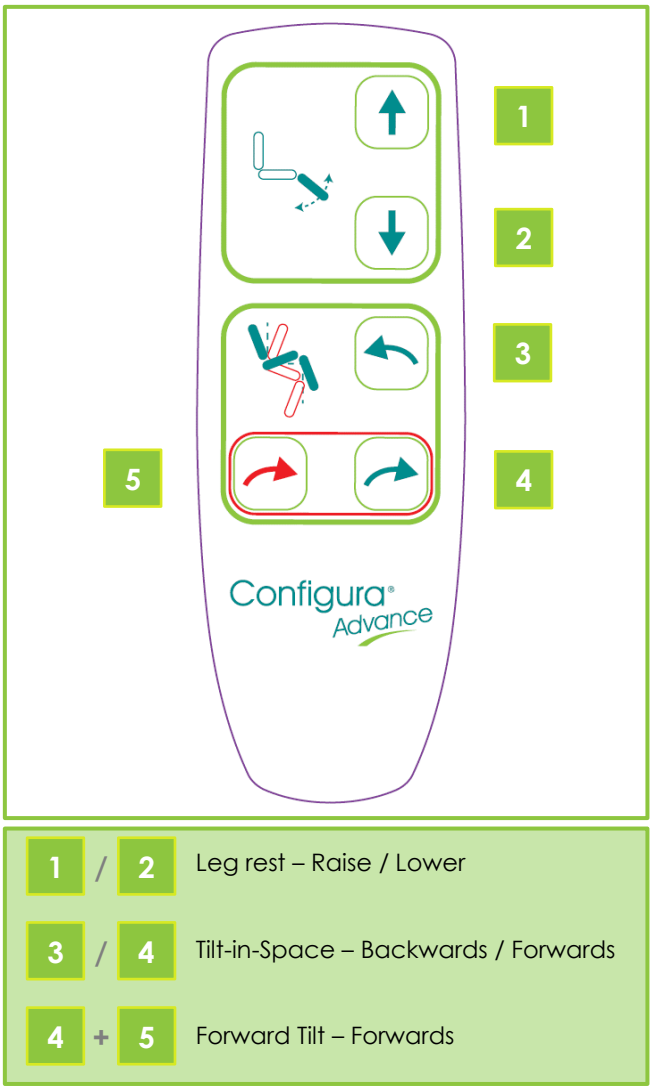


Figure 28 – Handset controls

Manual Backrest Adjustment

1. Make sure the brakes on all 3 locking castors are locked on.
2. Locate the locking lever (Fig 29, Item 2) on the side of the backrest lockout slide (Fig 29, Item 1).
3. Release the backrest lockout slide by lifting the locking lever away from the backrest lockout slide. The backrest can now be adjusted using the backrest lever.
4. Pull the locking catch on the backrest lever, then pull the main lever (Fig 24, Item 1). Move the backrest to the desired measurement. The backrest angle measurement can be read off the scale at the top of the backrest adjustment slide (Fig 29, Item 3).

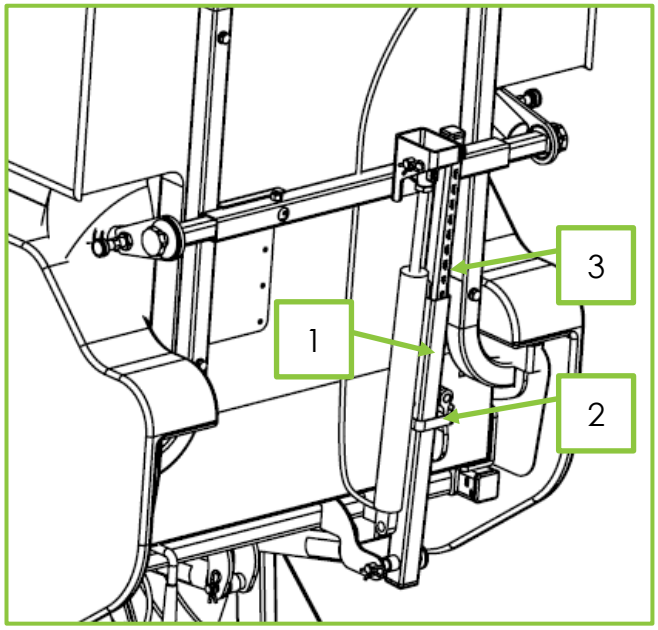


Fig 29

5. Release the backrest adjustment lever to secure the backrest at the desired angle.
6. If locking out the backrest is required return the locking lever to the locked position, if the locking lever is too loose or too tight it may be necessary to rotate the whole lever clockwise or anti-clockwise respectively to achieve the desired locking action.
7. If locking out the backrest is not required, there is a Velcro strap that can be used to hold the lever in the unlocked position – see Figure 30.

Figure 30

Electric Tilt-in-Space Function

1. Make sure the brakes on all 3 locking castors are locked on.
2. Using the handset press and hold the button marked 3 on Figure 28 to increase the tilt-in-space angle.
3. Using the handset press and hold button 4 on Figure 28 to decrease the tilt-in-space angle.
4. Release the button on the handset when the desired tilt-in-space angle has been reached.

Electric Forward Tilt Function

This function enables some patients to exit the chair more easily, however it must only be used following a risk assessment of the patient.

WARNING
Footplate must be removed before using the electric forward tilt function.

1. Remove the footplate (See section 9)
2. Make sure the brakes on all 3 locking castors are locked on.
3. Ensure it is safe to move the chair into the forward tilt position.
4. Press buttons 4 and 5 shown on Figure 28 at the same time to enter the forward tilt position.
5. To exit the forward tilt position, press button 3 shown on Figure 28.

The electric forward tilt function can be switched off or on by pressing buttons 1 and 5 shown on Figure 28 simultaneously for 5 seconds. When this function is toggled off, the chair won't perform forward tilt when pressing button 4 and 5.

Electric Leg rest Function

1. Make sure the brakes on all 3 locking castors are locked on.
2. Using the handset, press and hold the button marked 1 on Figure 28 to raise the leg rest. To lower the leg rest, press and hold button 2 on Figure 28.
3. Release the button when the desired angle has been reached.
4. If a warning alarm sounds when either button 1 or 2 is pressed, the chair is in forward tilt position. Press button 3 to return the chair to normal tilt position.

Please see Section 16 Troubleshooting if the chair does not operate as expected.

12. Battery operation and charging

The Configura Advance electric version has a rechargeable battery fitted to power the electric functions.
When a handset button is pressed, the relevant function will operate.
If a warning beep sounds when any handset button is pressed, the battery may be low on charge and must be recharged as soon as possible.
Please see Section 16 Troubleshooting if the chair does not operate as expected.

Figure 31

The charging lead is in two sections. The short section plugs into the control box, and the long section plugs into a mains socket.
The two sections are connected by an inline plug and socket. To charge the Configura Advance:

1. Ensure the round connector is plugged into the control box on the back of the chair.
2. Ensure the two sections of the charging lead are connected securely.
3. Plug the mains plug into a mains socket.

Ensure that the charging lead does not create a trip hazard, and do not move the chair while the battery is being charged.
If the chair is moved inadvertently and the charging lead is stretched, the two sections may come apart from each other. Move the chair nearer to the mains socket and reconnect the two sections of the charging lead.
We recommend that the battery is charged weekly. If the chair functions are used a lot, then it should be charged daily.
When charging is complete, disconnect the long charging lead at the inline connector and store the lead away from the chair.

The battery box and control box are on the rear of the backrest. There are two warning lights as shown in Figure 32.

Control Box Warning Light

See Figure 32 Item 1.
This warning light will show the following:

Solid green:	Chair plugged into mains electricity.
No light:	Normal operation.
Solid orange:	Handset button pressed.

Battery Box Warning Light

See Figure 32 Item 2.
This warning light will show the following:

Solid yellow:	Battery charging
No light:	Normal operation
Flashing yellow:	Error while charging

If there is an error while charging, check that all charging lead connections are secure. Contact Accora if problem persists.

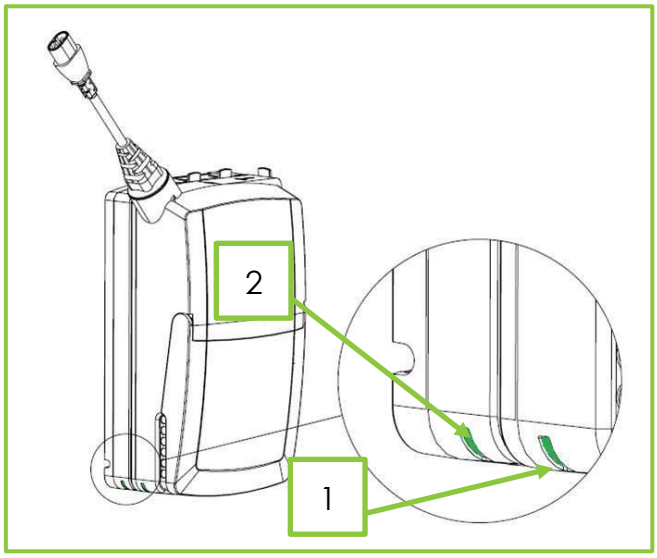


Figure 32

Battery Storage

Follow the directions in Section 4 for storage conditions.
The battery must be recharged at least every 12 months when in storage.

13. Using the castor brakes

The Configura Advance has two castor systems:

Individually braked 100mm Castor Set

Front: One green pedal 100mm castor (directional lock) and one red pedal 100mm castor (normal brake).
Rear: Two red pedal 100mm castors (normal brake).

Care must be taken to ensure the castor brakes are always locked when the chair is in use, being assembled or dismantled, so that the chair does not move accidentally.

1. To lock the castor brake, press on the outer edge of the red lever. The lever will flip up.
2. To unlock the castor brake, press on the top of the red lever to bring it back horizontal.

Brake on

Brake off

The green castor has a directional locking function that assists with pushing the chair in straight/forward direction.

1. Push the chair forward so the castor is running in the direction of travel.
2. To lock the castor swivel, press on the outer edge of the green lever. The lever will flip up.
3. Push the chair forward, moving slightly from side to side, to ensure
4. To unlock the castor swivel, press on the top of the green lever to bring it back horizontal.

Directional lock on

Directional lock off

Centrally Braked 125/150mm Castor Set

Front: One green pedal 125mm castor (directional lock) and one red pedal 125mm castor (normal brake).
Rear: Two linked pedal brake 150mm castors (pedal marked green and red to show which end to press).

The individual 125mm red and green pedal castors operate in the same way as the 100mm type. Please see section above for operating instructions.

The two rear 150mm castors of the chair can be braked at the same time using the foot lever.

1. To lock the central brake, press the central brake pedal bar down until the brake locks. Figure 33 shows the brake locked.
2. To unlock the brake, lift the central brake pedal bar up until the brake disengages. Figure 34 shows the brake unlocked.

NOTE: Older chairs may have a lever on each side of the castors instead of a single brake pedal at the rear.

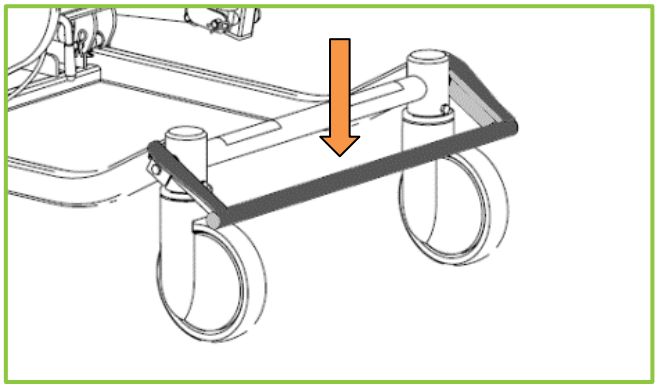


Figure 33 – Brake locked

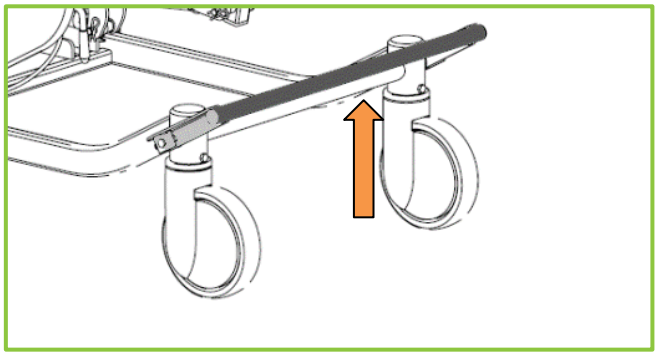


Figure 34 – Brake unlocked

14. Functionality check

WARNING

Functionality check MUST be carried out by suitably trained and qualified personnel.

Check for obstructions around, above and below the chair frame and position the chair so that it can operate through the full adjustment range without any chance of obstruction or entrapment.

Always engage the castor brakes when the chair is stationary or left unattended.

These checks must be carried out after chair assembly, adjustment or maintenance.

Using the manual levers or handset, test all chair functions. On the electric version, check all cables for risk of crushing.

Manual version

1. Check overlay poppers are engaged (Fig 7, Item1)
2. Tilt the chair backwards
3. Tilt the chair forward to upright position
4. Raise the leg rest
5. Lower the leg rest
6. Lower the backrest
7. Raise the backrest
8. Check the correct function of the castors.
9. Ensure footrest is fitted correctly.
10. Ensure sidepieces are fitted correctly.

Electric version

1. Check overlay poppers are engaged (Fig 7, Item1)
2. Press button 3 to tilt the chair backwards.
3. Press button 4 to tilt the chair forwards to the upright position.
4. Press buttons 4 and 5 together to tilt the chair to the forward tilt position.
5. Press button 3 to return the chair to the upright position.
6. Press button 1 to raise the leg rest.
7. Press button 2 to lower the leg rest.
8. Check that all actions are completed smoothly and without any cables being crushed.
9. Check the correct function of the castors.
10. Ensure the handset cable is routed without any snags or kinked cable.
11. Ensure footrest is fitted securely.
12. Ensure sidepieces are fitted correctly.

15. Cleaning & disinfection

WARNING

The chair must be disconnected from the power supply when being cleaned or disinfected.

All functions MUST be tested and approved by a competent person after cleaning or disinfection.

The chair MUST be cleaned and disinfected before re-using the chair for a different patient.

Cleaning Information:

To disinfect the chair, only use detergents designed for use in healthcare e.g. warm soapy water. Do not use abrasives, scourers or other materials that could damage the coating. Do not use corrosives, caustics or strong acids.
Do not use detergents that could alter the structure or behaviour of the plastics (petrol etc.).

Clean by wiping with a damp cloth. Alternatively use Microfibre cleaning cloth without any soap.
For extreme soiling use a 5% Sodium Hypochlorite solution.
The chair is not designed for maintenance in automatic chair washers or for cleaning with pressurised water, spraying, showering or steam cleaning.
Accora cannot be liable for any damage or risk of damage if inappropriate cleaning or disinfectant agents are used.

Cleaning procedure:

1. Disconnect the chair from the power supply.
2. Move the chair to where cleaning will take place and lock the chair castors.
3. Remove the cushions and any accessories such as profiled headrest, external laterals.
4. Clean as described in the “Cleaning Information”.

16. Troubleshooting

WARNING

Troubleshooting MUST be carried out by suitably trained and qualified personnel.

Do not attempt to open any electrical part enclosures.

Do not attempt to repair any electrical parts.

All functions MUST be tested and approved by a competent person after troubleshooting.

Problem	Possible solution(s)
The chair is not functioning (electric version).	Ensure that the chair is plugged in. If it is necessary to move the chair around, the chair will need to be plugged in for around 10 hours to fully charge the battery.
The chair does not function as expected (electric version).	Reset the chair by pressing button 2 to fully retract the leg rest, then button 3 to fully recline the chair.
Alarm beeping (electric version).	Connect the chair to the mains power supply to recharge the battery.
Backrest will not recline (manual version).	Ensure the backrest lockout slide is released – see section 10 of this manual.
Leg rest will not raise or lower, alarm sounds when button pressed (electric version)	Chair is in forward tilt position. Move chair to standard tilt position.
Alarm beeping quickly when button pressed (electric version)	Fault in actuator. Check all connections. Contact Accora if problem persists.
Battery box warning light solid yellow	Battery charging – OK.
Battery box warning light flashing yellow	Fault while charging battery. Contact Accora.

If the Configura Advance chair still does not function correctly after following through the troubleshooting procedure, please contact Accora for further advice.

17. Storage

For problem-free storage we recommend:

1. Disconnect the chair from the electric supply
2. Remove the accessories
3. Wrap the chair and accessories or cover them so that the coating and plastic parts are not damaged
4. Chair should be stored in a temperature between 10°C to +25°C (50°F to +77°F) for the electric version and between -20°C to +50°C (-4°F to +122°F) for the manual version.
5. Chair should be stored in a relative humidity (non-condensing) between 30% and 75%

18. Daily inspection

Daily visual inspection is strongly recommended and may be carried out by carer, user or another person.

The following checks must be carried out:

1. Does the chair operate as per its intended purpose without unexpected noise or motion?
2. Are there any signs of abuse or excessive wear?
3. Is any fabric torn or damaged? Pay particular attention to the seat overlay.
4. Check that the overlay is secured to the frame with the press studs.
5. Are all fixtures and fittings tight and secure?
6. Does the chair frame appear stable and secure?
7. Are all accessories fitted in line with the accessory manufacturer or accessory supplier's instructions?
8. Are all the castor brakes in the locked position?
9. Are all electrical cables (including accessories, e.g. air pump) secured and routed to prevent damage?
10. Is the area around, above and below chair clear of possible obstruction?
11. Is the footplate securely attached?
12. Are the plungers securing the sidepieces locked and secure?
13. Is there any risk of entrapment or patient injury?
14. Are any electrical cables pinched, crushed or damaged in any way?

If any damage, performance issue or cause for concern is noted during this inspection the chair should be withdrawn from service and appropriate steps should be taken.

19. General maintenance

WARNING

Maintenance MUST be carried out by suitably trained and qualified personnel.

All functions MUST be tested and approved after maintenance by suitably trained and qualified personnel.

Only power supply supplied with chair may be used.

Do not carry out maintenance with service user or patient on the chair.

Repairs to the Configura Advance chair must be carried by suitably trained and qualified personnel.

After any maintenance has taken place a functionality check must be carried out (see section 14).

20. Guarantee

Model	Configura Advance chair
Warranty period	2 years

21. Disposal

In the event of the disposal of materials from the chair, end-of-life parts must be disposed of in accordance with current environmental regulations.
Take care in disposing of batteries according to local regulations.

22. EMC statement

Guidance and manufacturer's declaration-electromagnetic emissions		
The chair is intended for use in the electromagnetic environment specified below. The customer or the user of the chair should assure that it is used in such an environment.		
Emission test	**Compliance**	**Electromagnetic environment-guidance**
RF emissions CISPR 11	Group 1	The chair uses RF energy only for its internal function. Therefore, its RF emissions are very low and are not likely to cause any interference in nearby electronic equipment.
RF emissions CISPR 11	Class B	The chair is suitable for use in all establishments, including domestic establishments and those directly connected to the public low-voltage power supply network that supplies buildings used for domestic purposes.
Harmonic emissions IEC 61000-3-2	Class A	
Voltage fluctuations /flicker emissions IEC 61000-3-3	Compliance	

Guidance and manufacturer's declaration-electromagnetic immunity The chair is intended for use in the electromagnetic environment specified below. The customer or the user of the chair should assure that it is used in such an environment.			
Immunity test	**IEC 60601 test level**	**Compliance level**	**Electromagnetic environment-guidance**
Electrostatic discharge(ESD) IEC 61000-4-2	+ 6 kV contact + 8 kV air	+ 6 kV contact + 8 kV air	Floors should be wood, concrete or ceramic tile. If floors are covered with synthetic material, the relative humidity should be at least 30%
Electrical fast transient/burst IEC 61000-4-4	+ 2kV for power supply lines + 1kV for input/output lines	+ 2kV for power supply lines Not applicable	Mains power quality should be that of a typical commercial or hospital environment.
Surge IEC 61000-4-5	+ 1kV line(s) to line(s) + 2kV line(s) to earth	+ 1kV differential mode Not applicable	Mains power quality should be that of a typical commercial or hospital environment.
Voltage Dips, short interruptions and voltage variations on power supply input lines IEC 61000-4-11	<5% UT(>95% dip in UT) for 0,5 cycle 40% UT(60% dip in UT) for 5 cycles 70% UT(30% dip in UT) for 25 cycles <5% UT(>95% dip in UT) for 5 s	<5% UT(>95% dip in UT) for 0,5 cycle 40% UT(60% dip in UT) for 5 cycles 70% UT(30% dip in UT) for 25 cycles <5% UT(>95% dip in UT) for 5 s	Mains power quality should be that of a typical commercial or hospital environment. If the user of the chair requires continued operation during power mains interruptions, it is recommended that the chair be powered from an uninterruptible power supply or a battery.
Power frequency(50, 60 Hz) magnetic field IEC 61000-4-8	3 A/m	3 A/m	The chair power frequency magnetic fields should be at levels characteristic of a typical location in a typical commercial or hospital environment.
NOTE: UT is the a.c. mains voltage prior to application of the test level.			

Guidance and manufacturer's declaration-electromagnetic immunity

The chair is intended for use in the electromagnetic environment specified below.

The customer or the user of the chair should assure that is used in such and environment.

Immunity test	IEC 60601 test level	Compliance level	Electromagnetic environment-guidance
Conducted RF IEC 61000-4-6	3 Vrms 150 KHz to 80 MHz	3 Vrms	Portable and mobile RF communications equipment should be used no closer to any part of the chair including cables, than the recommended separation distance calculated from the equation applicable to the frequency of the transmitter. Recommended separation distance: $d = 1,2 \sqrt{P}$ $d = 1,2 \sqrt{P}$ 80MHz to 800 MHz $d = 2,3 \sqrt{P}$ 800MHz to 2,5 GHz Where P is the maximum output power rating of the transmitter in watts (W) according to the transmitter manufacturer and d is the recommended separation distance in metres (m). Field strengths from fixed RF transmitters, as determined by an electromagnetic site survey, a should be less than the compliance level in each frequency range Interference may occur in the vicinity of equipment marked with the following symbol: 
Radiated RF IEC 61000-4-3	3 V/m 80MHz to 2,5 GHz	3 V/m	

NOTE1 At 80 MHz and 800 MHz, the higher frequency range applies.

NOTE2 These guidelines may not apply in all situations. Electromagnetic propagation is affected by absorption and reflection from structures, objects and people.

a	Field strengths from fixed transmitters, such as base stations for radio (cellular/cordless) telephones and land mobile radios, amateur radio, AM and FM radio broadcast and TV broadcast cannot be predicted theoretically with accuracy. To assess the electromagnetic environment due to fixed RF transmitters, an electromagnetic site survey should be considered. If the measured field strength in the location in which the chair is used exceeds the applicable RF compliance level above, the chairshould be observed to verify normal operation. If abnormal performance is observed, additional measures may be necessary, such as re-orienting or relocating the chair.
b	Over the frequency range 150 kHz to 80 MHz, field strengths should be less than 3 V/m.

Recommended separation distance between portable and mobile RF communications equipment and the chair.

The chair is intended for use in an electromagnetic environment in which radiated RF disturbances are controlled.

The customer or the user of the chair can help prevent electromagnetic interference by maintaining a minimum distance between portable and mobile RF communications equipment (transmitters) and the chair as recommended below, according to the maximum output power of the communications equipment.

Rated maximum output power of transmitter W	Separation distance according to frequency of transmitter M		
	150 kHz to 80 MHz d =1,2√P	80 MHz to 800 MHz d =1,2√P	800 MHz to 2,5 GHz d =2,3√P
0,01	0,12	0,12	0,23
0,1	0,38	0,38	0,73
1	1,2	1,2	2,3
10	3,8	3,8	7,3
100	12	12	23

For transmitters rated at a maximum output power not listed above, the recommended separation distance d in metres (m) can

be estimated using the equation applicable to the frequency of the transmitter, where p is the maximum output power rating of

the transmitter in watts (W) according to the transmitter manufacturer.

NOTE1 At 80 MHz and 800 MHz, the separation distance for the higher frequency range applies.

NOTE2 These guidelines may not apply in all situations. Electromagnetic propagation is affected by absorption and reflection from structures, objects and people.

23. Table of symbols

	Warning, beware of potential hazard – refer to instruction for use
	Refer to instructions for use
CE	Complies with the European Medical Device Regulation 2017/745
REF	Model number
SN	Serial number
	Manufactured date
	Manufacturer
	Unique Device Identification (UDI) label
	The B symbol indicates this product has a degree of protection against electric shock for type B equipment
IPX4	Degree of protection against liquid ingress
	Do not dispose of in household waste
	Degree of protection against electric shock: Class II Double Insulated
	For indoor use only
MD	Medical Device in accordance with EU Medical Device Regulation 2017/745.
UK CA	Complies with the Medical Devices Regulations 2002 as amended.
EC REP	EC Representative

24. Contact details

	UK and Rest of World	USA
Address	Accora Ltd. Charter House, Barrington Road Orwell, Cambridge SG8 5QP, UK	Accora Inc. 9210 Corporate Blvd. Suite 120 Rockville, MD 20850 USA
Telephone	+44 (0)1223 206100	+1 301-560-2400
Email	info@accora.care	information@accora.care
Website	www.accora.care	www.accora.care

Accora

Accora
Barrington Road
Orwell
Cambridge
SG8 5QP
United Kingdom

T: +44 (0) 1223 206100
info@accora.care
www.accora.care