

# Suffolk

# User Instructions



## Suffolk User Information

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## Introduction to the Suffolk chair

### What is the Suffolk?

The Suffolk is a "working chair" designed to complement the efforts of therapists and care staff assisting the recovery and rehabilitation of patients to the fullest extent.

## Why is there a need for this type of chair?

Ease of mobility and simple, quick adjustments make the Suffolk a comprehensive and complete rehabilitation chair. The adjustable lateral supports, multi-positioning, integral headrest and highly supportive backrest provide comfort and positioning for the user. The Suffolk can be uniquely tailored to each individual user through seat height, angle and length adjustment along with an effective back recline facility. Indeed the seat height adjustment is a manual geared handle that when turned either increases or decreases seat height to accommodate the user.

The Suffolk chair encompasses the essential elements of specialist seating in terms of the correct chair dynamics as well as providing a choice of different pressure relieving seat modules depending on individual user's pressure management requirements.



## Who should consider using the Suffolk?

This chair is the second-generation to the original and highly successful Suffolk Rehab. Designed for those undergoing rehabilitation following a stroke, head injury or any other neurological or physical condition requiring postural support, positioning and pressure care management.

## Suffolk Product Information

### Pressure Relieving Seat Options (integral)

- Intelli-Gel® Seat Module
- Transflo Gel Seat Module
- Reflexion™ Foam Seat Module

## Features

- Highly mobile metal frame with sliding footrest and 100mm wheels
- Mechlok back recline action
- Supportive backrest
- Multi-positioning, integral headrest
- Adjustable seat angle and seat length
- Seat height adjustment
- Choice of pressure relieving seat modules
- Lateral supports
- Sliding footrest
- Push handle
- Clear plastic tray with elbow pads

## Accessories

- Universal headrest
- Cushioned headrest

## Questions and Concerns

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

## Guidelines for Best Practice

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

1. Seek advice and input from a qualified therapist/professional and/or Kirton representative/distributor at the initial prescription of the chair.
2. If unsure when ordering the chair and any accessories contact either the therapist involved or your Kirton representative or distributor or our Customer Services Team on **Freephone 0800 212709 or +44 (0) 1440 705352** to discuss further.
3. It is recommended that following receipt of the chair all staff members that will be supervising the user(s) should be trained in adjusting the chair to ensure it is adjusted safely and correct positioning is maintained for the benefit of the user.
4. Users of the Suffolk should be supervised and checked regularly to ensure their most appropriate position is maintained in the chair.

## The User Instructions

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

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

The Suffolk **must** be adjusted in terms of seat length, seat angle and back angle positioning for each individual using the chair to ensure safe and comfortable use.

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

## Lateral Supports

The Suffolk is fitted with a pair of lateral supports that operate independently but are adjusted in the same way.

The lateral support bar has two fitting options and can easily be moved for better positioning.

- To detach or adjust the lateral supports loosen the “triangular” handle and adjust to preference.
- The two supports can be moved horizontally across the bar to suit the individual in the chair (ie: they can be positioned closer or further from the person’s rib cage).
- The lateral supports are also marked to ensure they are positioned evenly to provide balanced support where appropriate.
- Ideally the lateral supports should be positioned firmly against the lower rib cage rather than underneath the armpit area. When the most appropriate position has been found then the “triangular” handles should be tightened to provide stable and secure support.



## Seat Height Adjustment

The seat height of the chair can be either raised or lowered according to the needs of the user.

At the left side of the chair is a retractable handle that facilitates the seat height adjustment.

### To raise the chair:

- Turn the handle clockwise.

### To lower the chair:

Turn the handle anticlockwise.

## Seat Angle Adjustment

It is important to set the seat angle to meet each individual's requirements.

- The seat module has 14° of adjustment from horizontal upwards.
- Ensure the chair is unoccupied. Pull the spring bolt out of the hole on the right hand side of the seat and half turn so that the bolt stays out.
- Pull out the bolt on the left hand side of the seat and guide the seat to the desired angle with your right hand. Release the bolt so that it finds the appropriate hole. There are 5 holes on each side, one for each angle.
- Make sure to half turn the bolt on the right hand side so that it locks back into the same corresponding hole. The seat module will now be securely in place for the user.
- It is vital that this adjustment must be conducted with the chair unoccupied and when the adjustment is complete, both bolts should be locked into place.



## Seat Length Adjustment

It is important to establish the correct seat length for each individual user of the chair. A clearance of 25mm or one inch between the front of the seat cushion and the calf is desirable when the user's pelvis is firmly against the back of the seat, where possible.

- The seat length adjustment must be carried out when the chair is unoccupied.
- Loosen the two "easy release" wing nuts situated underneath the seat base.
- Once loosened, push or pull the seat module to the desired length and then retighten the two "easy release" wing nuts on the underside of the seat base.

## Back Angle Recline

The angle of the back is adjustable in relation to the seat in order to ensure comfort and facilitate correct positioning.

- To alter the angle, squeeze the "brake-style" handle on the right hand side of the push handle at the back of the chair. This activates the positioning mechanism and enables the back to recline.
- Release the lever when the desired angle is achieved.
- To bring the chair back to an upright position, squeeze the "brake-style" handle on the right hand side of the push handle at the back of the chair and guide the chair to the desired position.

## Sliding Footrest

The 100mm fully braked wheels enable the Suffolk to be moved easily even when occupied and ensure stability and security when “working” with the user.

A sliding footrest is incorporated to facilitate movement of the chair when occupied (feet aren't catching on the floor) and as support for the shorter individual.

There are 3 different settings for the sliding footrest to accommodate different user leg length. As a rule, the sliding footrest is fixed on the middle setting but this can be easily adjusted.

- Making sure the chair is unoccupied, carefully tilt it on its side making sure it is on carpet or a piece of material to protect the chair. This will expose the base of the chair.
- Remove the 4x M8 bolts that secure the sliding footrest to the metal frame using a 13mm spanner.
- Move the sliding footrest either up or down to the required height and replace all 4 of the M8 bolts securely in their new position.



## Integral Head Support

- The top part of the back rest has a built in variable angle head support.
- This head support can be adjusted by simply pushing or pulling on the top of the chair. Relatively firm pressure will be required to successfully adjust this feature but this is deliberate to ensure the stable support of the individual once they are using the chair.

## Potential Risks, Cautions and Warnings

- The user is at risk if the Suffolk is not specified and adjusted to their particular requirements.
- **Do not** try moving the chair without first ensuring that all wheels are unlocked.
- **Do not** sit on the arms as this can cause damage to the covering and could make the stability of the chair unsafe.
- Users should be **regularly** checked and supervised when in the chair to mitigate the user moving or sliding into an inappropriate position.
- Users and carers should take care not to trap fingers down either the side of the chair or between the back and the seat module.
- **Do not** let sharp or pointed objects be placed down the side of the infill arms.



## Care and Maintenance

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

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

## Cleaning Instructions

### Chieftain Vinyl / Brookland Vinyl

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

### Panvelle Stretch

- Routine soap and warm water sponging is effective for ordinary soiling.
- Do not use solvents, bleaches, abrasives, synthetic detergents, wax polishes or aerosol sprays.

### Dartex

- Clean superficial dirt using a disposable wipe and a warm solution of neutral detergent or an organic solvent for stubborn stains.
  - **Never** use abrasive cleansers.
- Dry fabric before re-use or storage.

## Helpline

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

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





1. Lateral Supports
2. Seat Length
3. Seat Angle
4. Seat Height
5. Sliding Footrest
6. Integral Head Support
7. Back Angle Recline



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