



Multifunctional Chair SELLA

UN-PACKING MANUAL
INSTRUCTION MANUAL



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Multifunctional Chair SELLA

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Related links: <http://www.linnet.com/cs/borcad-medical>

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Introduction








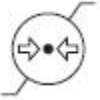



Please read carefully this complete instruction manual which was designed to familiarize you with its correct use and with the parameters of your new reclining relax chair. Please always follow the instructions of this manual and use the chair always only in accordance with these instructions.

Please keep these instructions always near the chair throughout its operation course. Every person operating the chair must read and understand the contents of these instructions.

Very important information is marked throughout the manual by the following symbols:

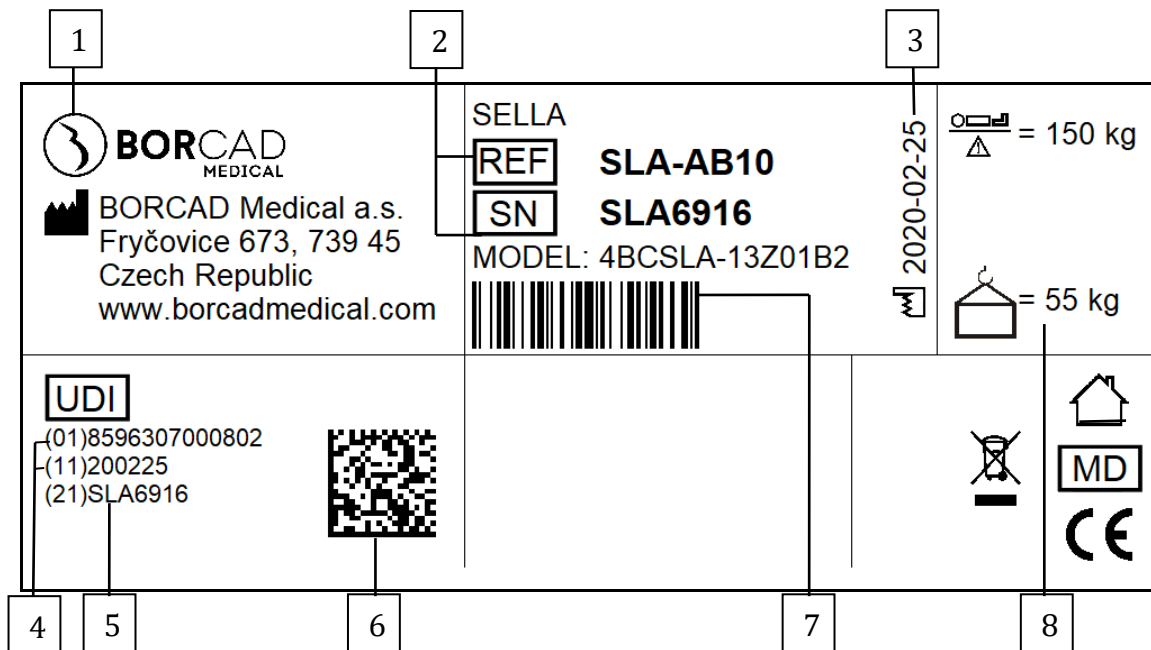
Logo	Meaning
	EU legislation compliant product
	Quality management systems certification authority marking
	UK conformity assessed (UKCA) marking (product normatively harmonized for Great Britain economic area)
	Authorized representative in Great Britain

Pictogram	Meaning
	Warning
	Warning: Dangerous electric voltage
	This symbol introduces any information, that may help you to avoid operative problems
	B type accessory part
SN	Production number
int x/y	Marking of intermittent operation, i.e. if the product has been continuously operated for time period “x”, then it must rest idle for time period “y”. For example int 10 / 20 means that after 10 minutes of continuous use /positioning the product must be out of use/not positioned for 20 minutes
IP X #	Constructional protection against water leakage, dangerous touch contact and intrusion of foreign objects
 = kg	Safe operational load
 = kg	Safe patient load
	Producer
	Date of production

Pictogram	Meaning
	Follow the instructions manual.
	Equipotentiality
	Packaging material: "Keep dry"
	Packaging material: "Fragile!"
	Packaging material: "This side up"
	Temperature limitation
	Transportation marking: „Relative air humidity“.
	Transportation marking: "Air pressure".
	Marking according to the directive EC 2002/96/EC (Directive about the disposal of old electric and electronic appliances). Symbol for: "Do not dispose of the product into communal waste. Use special collection points for old electronic appliances."
	MEDICAL DEVICE (compatible with Medical Device Regulation)
	UNIQUE DEVICE IDENTIFIER

Abbreviation	Meaning
REF	Catalogue number
ME	Medical
LED	Light emitting diodes
VA	Power intake units
VGA	Computer standard for computer imaging technology
USB	Universal serial bus
LCD	Liquid crystal display
IT	Information technology
PC	Personal computer
dB	Sound intensity unit
hPa	Pressure unit
ČSN	Protected marking of the Czech technical norms
Hz	Frequency unit in the SI system

Production label – explanation of symbols:



1	Address of Manufacturer
2	Type of product, serial number
3	Manufacturing Date (Year-Month-Day)
4	DI (Device Identifier)/ GTIN (Global Trade Item Number)
5	PI (Product Identifier)
6	2D Bar Code (GS1 DataMatrix) DI+PI=UDI
7	1D Bar code GS1-128 (Serial number)
8	Symbols



Any potential queries please address to the authorized representative or directly to the producer BORCAD Medical a.s.

1 Un-packing manual

Cut the tapes and remove the upper cover.

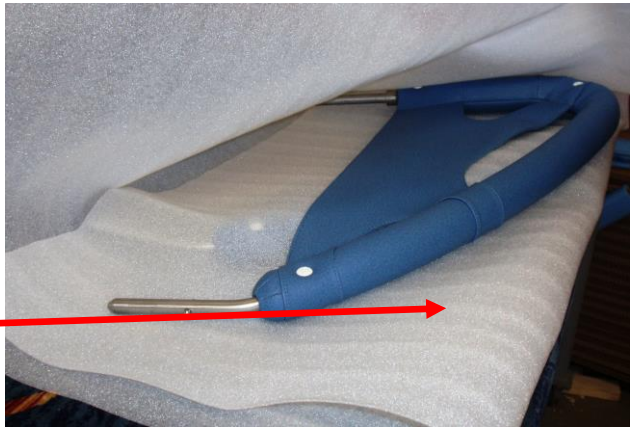


Remove all boxes with accessories and the accessory equipment from the bottom lid.



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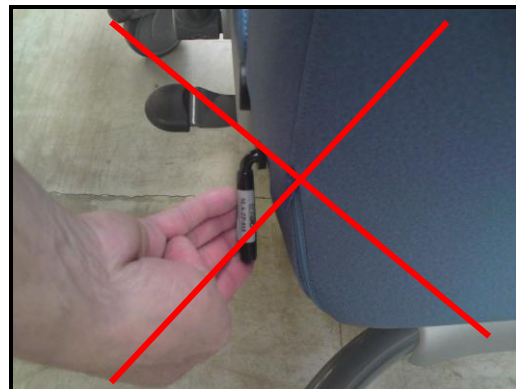
Remove the equipment if it is a part of your order (Telescopic infusion stand, Side support (pair)).



Pull out the chair from the bottom slots and move out of the bottom lid.



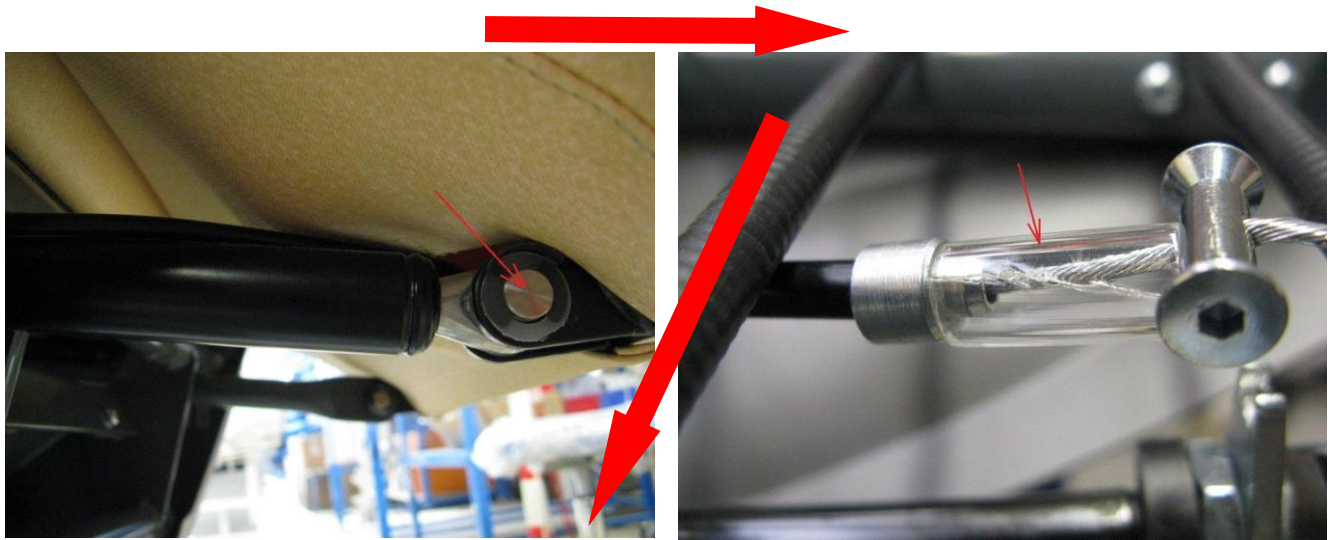
Unless the chair is completely assembled, you may not use the lever for adjusting the backrest or the lever for adjusting the backrest separately!



+

Installation of gas spring (for SLA-IB version)

Put gas spring on the back section and remove protective plastic tube.



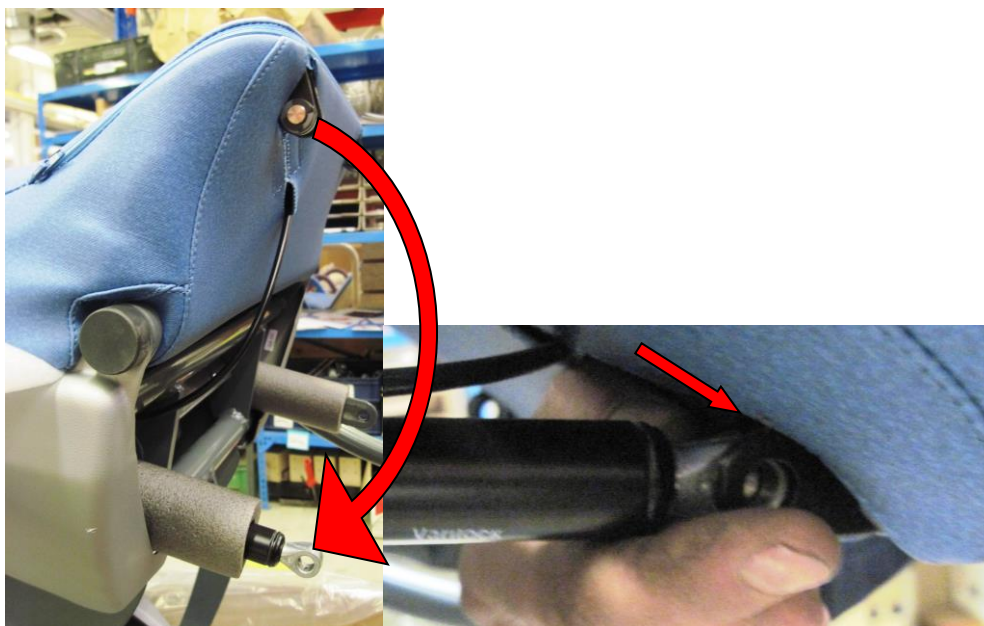
Put a rope on the control head (it helps, when you push the control hook).



Remove the protective caps from the gas spring and draw bar.

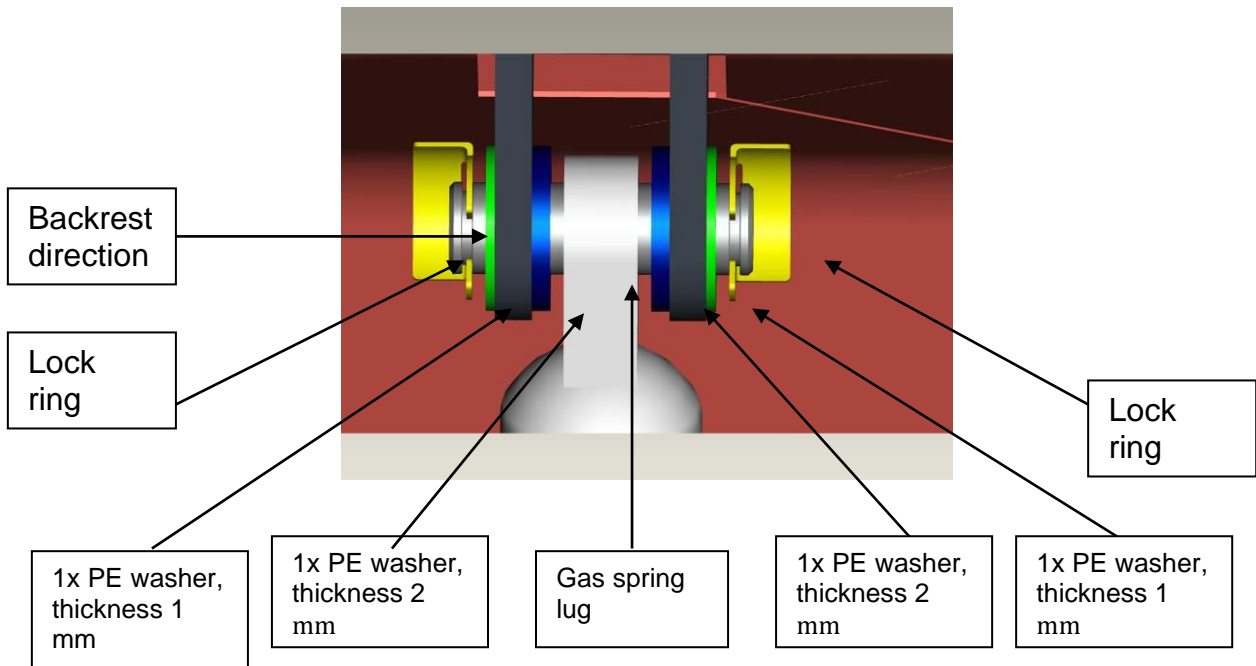


Use the pins to connect the gas spring lug to the fork at the bottom part of the backrest. Define dimensional clearances using plastic washers and secure the pin with the enclosed lock rings.



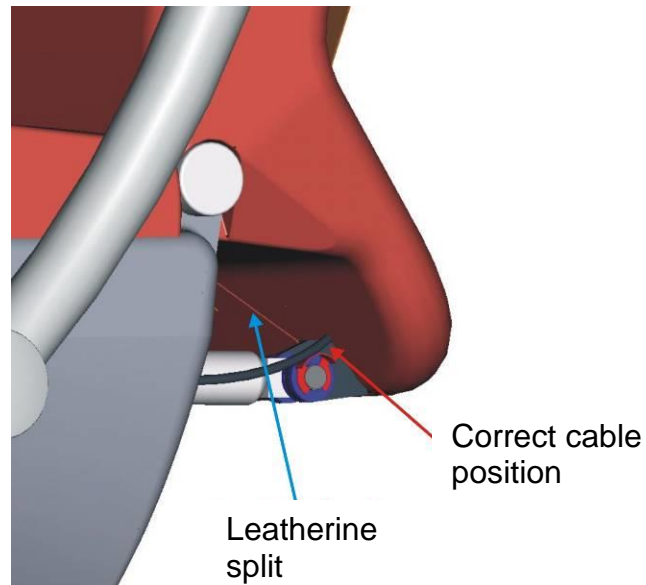


Scheme of the connection between the gas spring lug and the backrest lug



Similarly, connect the draw bar lug with the backrest fork situated on the other side of the chair.

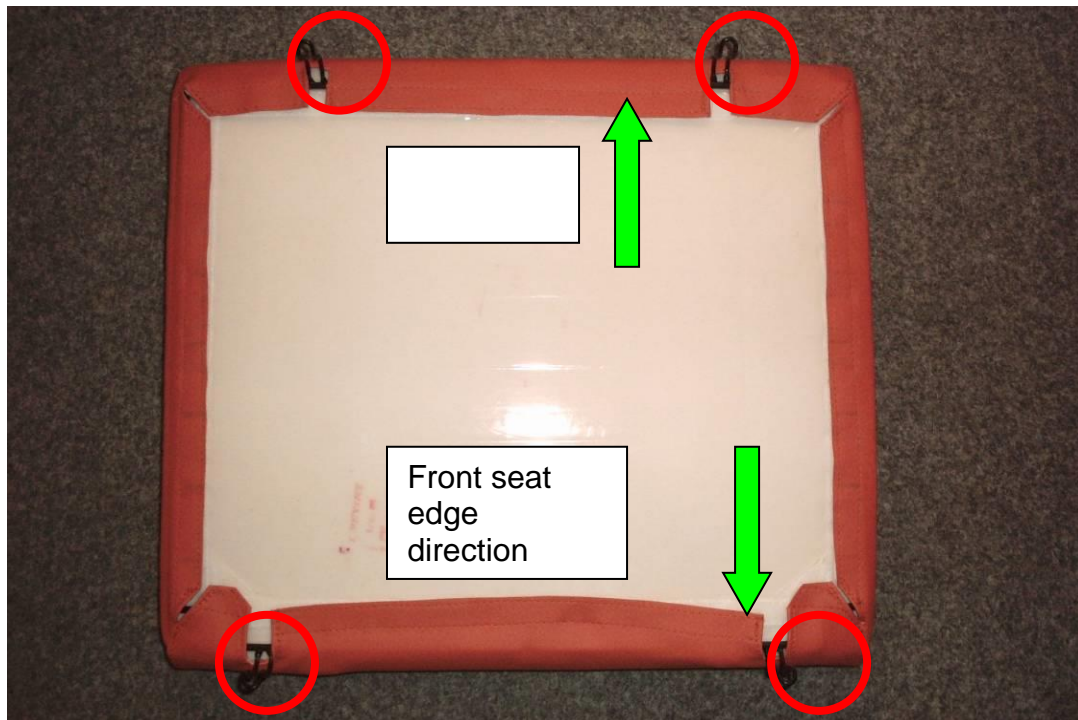
Undo the leatherine connection at the fork where the gas spring lug is fixed and move the cable into correct position.



Cut the tape securing the gas spring head under the seat.

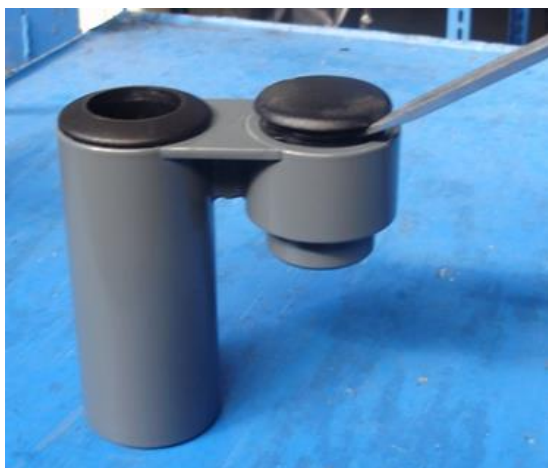


Remove the seat part from the box with accessories and put the seat into the chair frame. Pay attention to the seat orientation.



Connect the infusion rod holder to the chair if it is included.

- First remove the infusion holder plug
- Then screw the infusion holder to the pin of the right rear wheel and put the plug back.








2 Overview of the basic parts



1	Back part
2	Seat
3	Footrest
4	Safety step
5	Control lever for function help with getting on /getting off
6	Plastic chassis cover
7	Front wheels 7a – small, 7b - large
8	Rear wheels
9	Headrest adjustable for height
10	Handle of the back part with a hook + Control lever for adjusting bearing area
11	Multifunctional armrest
12	Armrest release lever
13	Lift pedal – only in models with lift
14	Central brake (if equipped)

2.1 Overview of the basic product versions

SLA-AX	SLA-CX	SLA-DX
		
<p>Fixed chassis with large front wheels</p>	<p>Fixed chassis with front turning wheels</p>	<p>Chassis with lift and turning wheels</p>
SLA-IX	SLA-JX	
		
<p>Chassis with lift and front large wheels and getting off aid</p>	<p>Chassis with lift and front turning wheels and getting off aid</p>	

Color versions of cushioned parts (X)

Type	Color (X):
A	Apricot -orange
B	Baltic - blue
C	Crème
F	Schwarz - black
D3	Pastel orange

3 General instructions

3.1 General information's

According to the Act on Means of Medical Instrumentation the product may only be operated by persons with adequate qualification.

Performance of servicing works: Borcad Medical a.s. authorized service personal can only responsibly evaluate the safety technological features if any repairs or changes on the product have been performed by the manufacturer's authorized representatives and the chair is operated in full compliance with the operating instructions.



3.2 General safety

- See to correct fixation and setting of accessories
- Do not dismantle and/or interfere with motors, control unit, etc.
- Structural alternations reserved!
- Never use other than original accessories. All original accessories are marked with original label containing the name and brand of the manufacturer, serial number or batch ID and date of manufacture.
- Any serious incident that has occurred in relation to the device should be reported to the manufacturer and the competent authority of the Member State in which the user and/or patient is established!**
- Only authorised and trained person using the tool is allowed to change fuses and power supplies!**
- This medical device is not intended for oxygen enriched environment!**
- This medical device is not intended for use with flammable substances!**
- This medical device is not portable medical electrical equipment!**
- Make sure the duty cycle (2 min ON/18 min OFF) is not exceeded during bed positioning!**
- Patient is allowed to use selected control elements only if hospital personnel had assessed that the patient's physical and psychological state is in accordance with use of them and only if the hospital personnel had trained the patient in accordance with the instructions for use!**
- "Modifications are not permitted, the manufacturer guarantees only a configuration which it supplied and which is used according to the instructions for use"

Fire Extinguishing Information**Warning:**
Note

Danger of frostbite by contact of CO₂ with human skin!
Do not use halotron extinguisher in closed rooms without ventilation – danger to your health!

Use	Do not use
Powder extinguisher	Foam extinguisher
CO ₂ extinguisher	Water extinguisher
Halotron extinguisher	

4 Intended use



Sella is an adult reclining relax chair designed for use by hospital and nursing home residents in order to support physiological function, facilitate care, patient comfort and activities of daily living.

- Physiological functions: adjustment of different positions to support blood-flow, prevention of oedema and reducing the risk of pressure injuries, ... (a good sitting position can increase the ability of the body's organs to work more efficiently and can facilitate physiological functions such as respiration, swallowing digestion, elimination and blood-circulation).
- Psychological functions: adding comfort to the patient during the hospital stay, supporting to relax the patient, improving
- social interactions such as talking, working or watching TV and improving the self-image of the patient.
- Activity related functions: active contributing to the advanced / early mobilization concepts by augmenting the level of activity with the goal increasing physiological functions and an increase of the patient's level of independence.

4.1 User population

- Suitable in a variety of clinical settings including nursing homes, ICU, emergency, one day care, acute care (med-surge)/ geriatrics and rehabilitation centers by adult patients/residents
- Caregivers & patients (nurses, nursing assistants, doctors, technical personnel)

4.2 Contraindications

- The medical device is not intended for pediatric patient use.
- Not suitable for patients who exceed the maximum patient weight indicated in the instructions for use or have impaired sitting balance.
- Not suitable for patients with cognitive impairment, confused or in delirium, who might try to stand on a safety step and walk.
- In case of severe tissue damage at the sacral level, pressure injury risk management should define the length of stay in the chair.
- Clinical judgment should be exercised when seating with pressure injuries to the sacrum, coccyx, ischia with regards to the suitability of the seating surface and length of time sitting.
- Sedated patients should be supervised at all times.

4.3 Operator

- Caregiver
- Patient (based on individual patient status assessment by caregiver the patient can utilize dedicated device functions)



Any other use, such as transportation trolley for equipment, with unacceptable accessories is not approved!

5 Setting the chair

- The chair is not designed for persons heavier than 150 Kg.
- Check the position of the person sitting in the chair in order to prevent injury resulting from handling/adjustments.
- During lowering to the lowest position no objects that could collide with the chair or block it may be present nearby!
- When stopping the chair, it must be braked using the central brake, alternatively the rear wheel brake to prevent spontaneous movement. When setting the chair ensure that all wheels are in contact with the ground.
- Before a person is seated and/or before any further handling the brakes on the chair must be engaged!

5.1 Basic positions of the chair



6 Operating the chair

6.1 Moving and braking

The chair is fitted with four wheels. The rear small wheels rotate around their axis and are braked simultaneously using the central brake (versions SLA-AX, SLA-CX, SLA-DX, SLA-IX a SLA-JX). Braking is initiated by stepping on the central brake footrest.



It is released by lifting the pedal of central brake.



The front wheels may be, depending on the model, either small or large. Large front wheels are fixed, not turning, and nor do they have a brake but allow movement of the chair on uneven surface (balconies, terraces, transfer between buildings, etc.)



Small front wheels turn around the axle and have no brake; it is possible to set forward direction by stepping on arrest. Small wheels are very suitable when negotiating tight lanes or corners (e.g. accessing the bed, x-ray, etc.).



6.2 Lifting and lowering

Only on versions with lift (SLA-DX, IX, JX). When the chair is transformed into the bed shape or position, it may be adjusted to the necessary height by repeated stepping on the lifting pedal, which is situated on both sides of the chassis.



Lowering the height is done by lifting the foot pedal.



6.3 Positioning the bed

The bed part of the chair may be altered easily using the incorporated gas spring. When the chair is transformed into the bed shape or position, it may be altered easily using the incorporated gas spring.



By pressing or pulling the handle optimal position of the bed may be obtained. After releasing the control lever the position remains arrested.



6.4 Adjusting the multifunctional armrests

The armrests serve for arm support and can be adjusted to four positions. They are cushioned on the upper part. Positions are altered by pressing the armrest lever and simultaneous adjusting to the desired position.

Transportation position

Getting on/off position



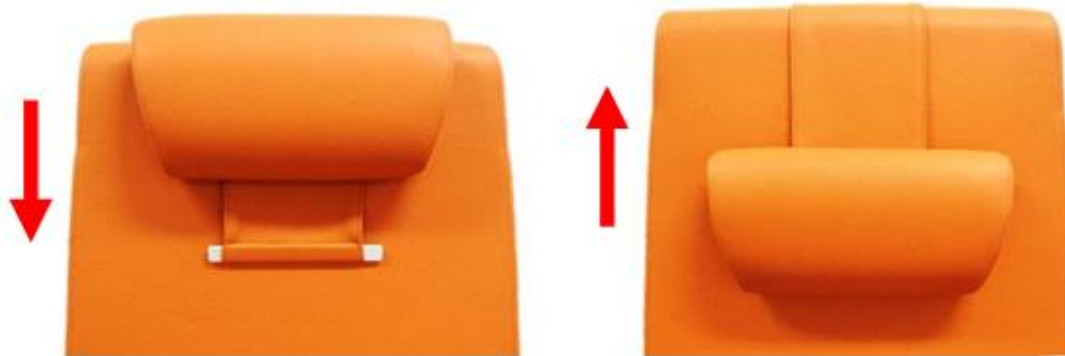
Resting position

Relaxing position



6.5 Height adjustment of the headrest

Headrest rests on a strap and may be shifted up or down as needed.



6.6 Safety step

The step serves several functions, it functions as support for the feet during sitting and transporting, during getting on/off it acts as an active security element, and the projecting side edges protect the feet during transportation and eliminate risk of injury. The step is balanced by springs and when it is stepped on the chair brake is activated, the step rests on the ground and stabilizes the chair against movement during getting on/off.



6.7 Help with getting on/off

Equipment of models SLA-IX, SLA-JX. A unique function of the multifunctional chair SELLA, which minimizes physical effort for personnel manipulating the patients. The bed part of the chair must be at the lowest basic position. Then a mechanism for helping may be activated using the push of the two-way lever (as far as the “click”) in the direction of the arrow.

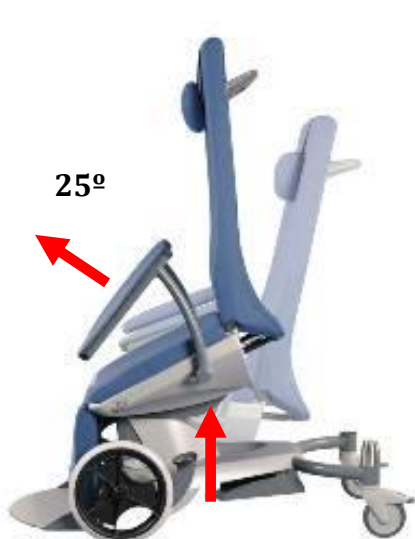
Basic position



Activation of getting on/off help



By repeated stepping on the lifting pedal the bed first inclines by 25° forward and then it starts lifting upwards.



By lifting the lifting pedal the bed part of the chair slides down to the basic position and automatic arrest is engaged – the lever is in basic position. Now it is possible to use lifting of the chair immediately without any intervention.



Make sure the oxygen hose lines and lengths are correct because of possible pinching.

6.8 Hook

An integral part of the driving handle is a shifting hook of bearing capacity up to 20 kg.



7 Accessories

Mandatory selection

7.1 SLA-ZP-037 Armrests standard (pair)

7.2 SLA-ZP-038 Armrests for blood donation (pair)



Vertical adjustment

By pressing the lever in front of the arm rest and by pressing the arm rest, the arm rest may be positioned to lower position. Contrary motion (pressed lever) – and pulling up the arm rest may be set to higher position.

Horizontal adjustment

Each arm rest may be adjusted horizontally to the side by simple lifting of the arm rest and rotating it to the side. There are 4 preset positions. When the client is sitting in the chair, it is useful to set the arm rest to “entering position”, i.e. 180°. Armrests of the product are designed for a maximum load of 30kg. In case of overload the component may lose its functionality. Observing the maximum loading of the armrest is strongly recommended.



Optional Accessories



7.3 SLA-ZP-001 Table

The maximum loading of the table from above and from the side (when used as a side support) is 40 Kg!

The table can't be used with SLA-ZP-038 Armrests for blood donation



7.4 SLA-ZP-024 Table with safety barrier

The maximum loading of the table from above and from the side (when used as a side support) is 40 Kg!

The table can't be used with SLA-ZP-038 Armrests for blood donation



7.5 SLA-ZP-023 Table safety lock

The pins of the table are inserted in the front openings in the multifunctional armrests. It is possible to adjust two secure positions – more and less inserted.



7.6 SLA-ZP-020 Table holder

The table holder can't be used together with SLA-ZP-038 Armrests for blood donation or SLA-ZP-005-X Stacking pocket or SLA-ZP-119 Urine bag holder.



Procedure:

- 1) Because of safe installation, always slip the table into the holder with stainless steel interposer bars directing to the right (Fig. 1).
- 2) First slip the upper bar into the upper holder by moving it up (Fig. 2).
- 3) Then fix the bottom bar into the bottom holder (Fig. 3 and 4).
- 4) The table is safely fitted (it does not drop out of fixtures when manipulating with the chair).



Fig. 1

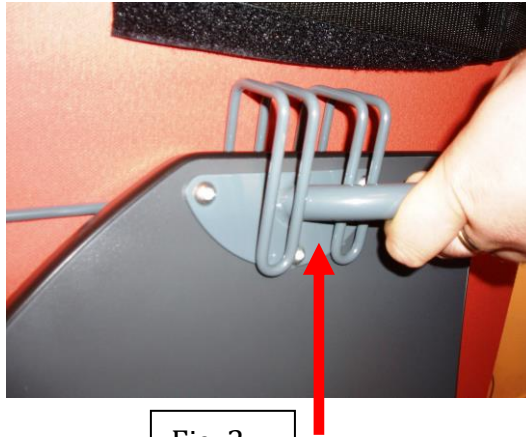


Fig. 2

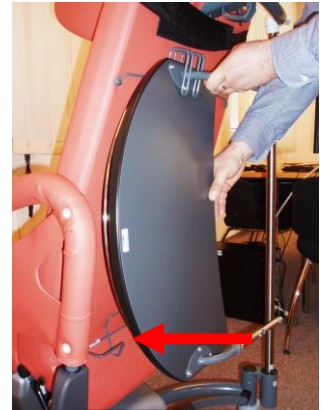


Fig. 3



Fig. 4



7.7 SLA-ZP-005-X Stacking pocket



7.8 SLA-ZP-102 Holder of infusion stand

After removing the plastic plug, the stand is screwed in the left or right opening over the rear wheel.



7.9 SLA-ZP-003 Telescopic Infusion stand

The infusion stand is inserted in the holder SLA-ZP-002 – it is impossible to use the infusion stand without the holder. Maximum bearing capacity of the stand is 30 kg.



7.10 SLA-ZP-011.10-X Side support (pair)



7.11 SLA-ZP-010-X Headrest, big



7.12 SLA-ZP-013-X Prolonged stripe for headrest

7.13 SLA-ZP-019 Urine bag holder



7.14 SLA-ZP-119 Urine bag holder

If you use this type of Urine bag holder, then you can't use side guards at the same time.



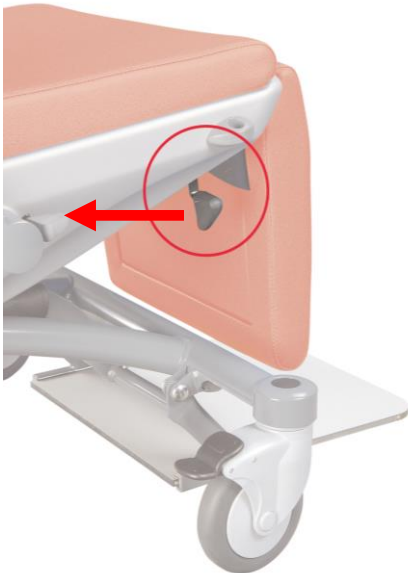
7.15 SLA-ZP-018 Independent adjustment of backrest

For all models. Setting of the back part may be controlled by a two-way lever located in the back behind the seat. After lifting the lever the person sitting in the chair may adjust the position of the back part. After releasing the lever the position is fixed.



7.16 SLA-ZP-006 Independent adjustment of legrest

The position of leg rest only may be altered by pressing the control lever (1), which controls the gas spring. The desired position of the leg rest is set by hand, release the control lever – see image. The provisioned function cannot be combined with getting on/off help function available on models SLA-IX, SLA-JX!

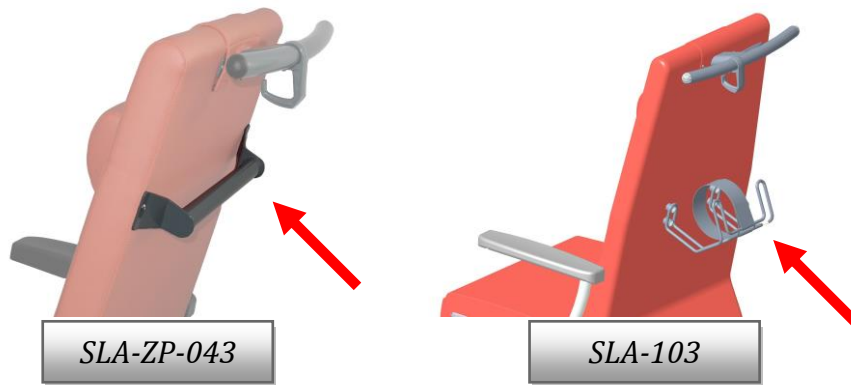


7.17 SLA-ZP-043 Oxygen bottle holder with box, SLA-103 Oxygen bottle holder

Not possible to combine with SLA-ZP-020 table holder. Placed on the back side of the chair. The attachment serves for the hanging of an oxygen bottle in a sitting position only.



Be especially careful when transporting the chair and the oxygen bottle. The oxygen bottle may fall out when the back side is reclined and upon incautious manipulation.



7.18 SLA-ZP-044-X Patient's belt

It secures a patient against falling-down from an arm-chair by clamping him/her over the belly or the breast by means of Velcro. The belt width is 15 cm and the belt length is 180 cm. Belt color depends on the arm-chair leatherette color.



8 Care



All BORCAD Medical a.s. products are designed for many years of service under the condition of correct use. Please use your chair and its accessories with care.

Please follow this instruction manual and the herein described operation procedures. Avoid negligent handling. Do not, in case of function failure, undertake any repairs and never use force!

8.1 Cleaning and Disinfection



Do not use any automated cleaning or disinfection methods!

- Get the chair to its highest elevation and position the lying surface horizontal.
- For the basic leaning use a soft cloth and a mild solution of an alkali multi-purpose cleaner (soap water). For disinfection we recommend using standard preparations for disinfection of surfaces based on for example quaternary ammonia compounds, aldehyde preparations, peroxy-compounds and preparations containing active chlorine. The dilution ratio recommended by the preparation producer must always be followed!
- Do not use any abrasive washing aids or solvents (such as Nitro, Acetone, etc.).
- By using too much cleaner you risk water leakage into some parts of the product, which may render the product not functional.
- In case of improperly performed cleaning and disinfection, there is a risk of nosocomial infection.
- Discoloration of the upholstery due to the transfer of color pigment from clothing or other products coming into contact with the surface (e.g. jeans pants) is not a sign of reduced quality of the leatherette and this discoloration cannot be claimed under warranty
- We recommend performing proper cleaning according to hygienic standards of medical facilities.
- It is recommended to cover the cushioning before every use with a clean blanket for hygienic reasons" This medical appliance with all its parts and accessories is not designed to undergo sterilisation.**



We recommend using cleaning and disinfection aids based on:



- quaternary ammonia compounds
- aldehyde preparations
- peroxide compounds
- preparations with active chlorine

We recommend using cleaning and disinfection aids from renowned producers such as:

- Bochemie
- B.Braun Medical
- Bode Chemie
- ECOLAB
- Johnson Diversey

Hygiene products have been tested at the highest recommended concentrations.

It is always necessary to follow the manufacturer's instructions for individual cleaning and disinfecting agents.

BORCAD Medical a.s. is not responsible for damage to cushioning (e.g. cracking, paint flaking, etc.), which would result from improper use of disinfectants. The warranty is not valid in such cases.

It is crucial to cover the cushioning before every use with a clean blanket for hygienic reasons.

9 Maintenance

- Treads of the fastening screws or the joints on the frame parts may be degreased by disinfectants. In such cases, timely lubrication prevents costly repairs.
- The product destined for disposal or repair must be properly cleaned and disinfected.

9.1 Technical specification

Chair version	AX / CX	DX	IX / JX
Total length when lying	1610 mm	1610 mm	1610 mm
Minimum length in the default position	910 mm	910 mm	910 mm
Seat length	450 mm	450 mm	450 mm
Backrest length	790 mm	790 mm	790 mm
Leg support length	345 mm	345 mm	345 mm
Total width	685/705 mm	685/705 mm	685/705 mm
Upholstery width (maximum)	500 mm	500 mm	500 mm
Total height in the default position	1325 mm	1325 mm	1325 mm
Height of the supporting area including upholstery (seat)			
Minimum	490/495 mm	505 mm	500/505 mm
Maximum	490/495 mm	745 mm	740/745 mm
Vertical lift	-	240 mm	240 mm
Lift speed	-	manual	manual
Upholstery thickness			
Leg support	40 mm	40 mm	40 mm
Backrest	30-54 mm	30-54 mm	30-54 mm
Seat	60 mm	60 mm	60 mm
Positioning angle			
Backrest positioning angle	12° -> 70°	12° -> 70°	12° -> 70°
Seat positioning angle	-10°	-10°	-10° -> 15°
Trendelenburg position	-	-	-
Leg support positioning angle	11° -> 87°	11° -> 87°	11° -> 87°
Armrest positioning angle	25°, 0°, -25°, -90°	25°, 0°, -25°, -90°	25°, 0°, -25°, -90°
Wheel diameter			
At the front	300 / 125	300 / 125	300 / 125
At the back	125	125	125
Safety step			
safety step height	25 mm	25 mm	25 mm
Load			
Maximum patient weight	150 kg	150 kg	150 kg
Safe operation load	150 kg	150 kg	150 kg
Permitted load on the leg support (edge, when lying)	30kg	30kg	30kg
Permitted load on the backrest (edge, when lying)	75 kg	75 kg	75 kg
Loading of the table from above (classic use)	40 kg	40 kg	40 kg
Loading of the table from the side (used as a side support)	40 kg	40 kg	40 kg
Permitted load of armrest	25 kg	25 kg	25 kg
Infusion holder	30 kg	30 kg	30 kg
1 hook of the infusion stand	2 kg	2 kg	2 kg
Hook on the handgrip	20 kg	20 kg	20 kg
Ingress protection	IPX4		
Product weight	38.5 kg	55 kg	57.5 kg

9.2 Transportation, storage and operation conditions

Packed chairs may be exposed for a period of up to 15 weeks in conditions that do not exceed the following limits:

Transport and storage conditions:

10°C – 40°C, 30% – 75%, 795 hPa – 1060 hPa

Operation conditions:

-10°C – 50°C, 20% – 90% (non-condensing), 795 hPa – 1060 hPa

9.4 Service repairs

The warranty period for the product is 2 years provided that regular annual service checks are made. For all medical equipment produced by the BORCAD Medical a.s. company, the operator must ensure regular technical safety inspections according to the producer's recommendation. The inspections must take place at least 1x per year or after the carrying out of any repair of the medical equipment or after any malfunction of the electrical system of the medical equipment. The details about the scope, parameters and procedures of the technical safety inspection are specified in the service manual of the medical equipment. In case the product is not functioning please contact the dealer in your country. In case of any other nonconformities, please contact (preferably in English) the manufacturer at:

Address of manufacturer:

BORCAD Medical a.s.

Fryčovice 673

739 45 Fryčovice

Czech Republic

Tel.: +420 558 640 632, +420 736 628 209, +420 736 628 211

Fax : +420 558 668 087

e-mail : service@borcadmedical.com

www.borcadmedical.com

For repairs only use original BORCAD Medical a.s. spare parts and use the services of trained service technicians licensed to repair products of this type. Unprofessional repairs shall be considered as material breach of the warranty conditions and at the same time, in such cases the manufacturer does not bear any responsibility for any other possible damage to the product which might result from unprofessional intervention.

Extended guarantee does not include:

- PUR surfaces (A warranty of 2 years is given for these parts)
- upholstery (A warranty of 2 years is given for these parts)
- All revisions, service inspections, or technical inspection must be done by technician trained by BORCAD Medical a.s.**
- Diagrams, parts lists, descriptions or other information to aid service personnel in the repair of product parts, repairable by service personnel in opinion of the manufacturer, are available on request at the manufacturer**



9.5 Environmental protection and disposal of the product

Estimated service life of this medical device is 15 years.

BORCAD Medical a.s. is aware of the important role that the protection of our environment plays for future generations. The materials of this product are environmentally compatible. It does not contain hazardous substances on the basis of cadmium, mercury, asbestos, PCB or CFC. The noise level of the product meets the requirements of the regulations for the protection of the public health against the adverse effects of the noise and vibration in the protected indoor areas of the buildings.

The packaging materials are produced according to the respective directives. Dispose of the packaging material according to the symbols and by delivering it to an authorised person. The product consists of recyclable steel, plastic and electronic components.



Disposal



Within Europe

To dispose of the appliance:

- When you dispose of your appliance do not put it into the household waste.
- Send the appliance to the recycling of electrical appliances.

The materials of the appliance are reusable. By reusing, material recycling or other forms of use of old appliances you give an important contribution to the protection of our environment. Ask the responsible environmental protection authorities for the appropriate disposal point.

Outside Europe

Dispose of the product or its components in accordance with local laws and regulations:

- After using
- Following maintenance and installation work
- Hire an approved waste disposal company for disposal

