

Encora

User Instructions

Encora User Information June 2017

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IMPORTANT NOTICE for Encora Electric chairs

- On receipt of the chair the battery must be fully charged before use.
- It is recommended that the battery is charged for at least 8 hours.
- DO NOT let the battery completely discharge as this will render it unable to fully recharge again. If the battery is left to completely discharge it will have to be replaced and this **is not** covered under warranty.
- It is recommended that the battery is charged regularly overnight to prevent complete discharge.
- The chair may be used and operated whilst it is being charged.
- **WARNING** – If the chair is moved whilst plugged into the wall socket, damage may occur to the charger.

Introduction to the Encora chair

The Encora 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. From the highly advanced Intelli-Gel® seat module for those at very high risk of developing pressure problems through to the Transflo Gel cushion and Reflexion™ foam seat modules for those at medium to high risk. Indeed the flexibility of the Encora range enables users to either integrate their own pressure relieving seat cushion into the seat module of the chair or apply a flat seat board upon which it can be effectively used.



Introduction to the Encora chair

What is the Encora?

The Encora chair has a simple, manual action that enables the chair to be lowered or raised to attain the correct seat height for each user. This helps maintain an even weight distribution, the posture and stability of the individual allowing feet to be positioned firmly on the floor when seated and assists the ambulant to stand from the chair more readily.

Furthermore the Encora has the ability for carers to easily adjust the tilt-in-space positioning to facilitate ultimate pressure management without over-exertion using either a simple gas action adjustment mechanism or effortlessly if the electric model has been selected. The independent back recline facility enables the user to attain the most comfortable, relaxed resting position possible either manually through the assistance of a carer or at the touch of a button on the electric model. Similarly the legrest can be elevated by the touch of a small lever on the arm of the chair on the manual version or a button on the easy to use handset on the Encora Electric. .

Why is there a need for this type of chair?

The ability of a seated person to function efficiently and perform activities depends on their ability to adopt the appropriate posture. All activity is posture dependent. If a person cannot move or has problems adjusting their posture, it may be necessary to use seating to try to provide externally what is limited internally.

The Encora helps fulfil the need to maintain an individual's seated posture yet re-orientate and redistribute pressure. This is achieved by using the tilt-in-space back angle recline and legrest elevation properties that are key to the functionality of the Encora chairs.

Who should consider using the Encora?

Designed for those seated for long periods, semi and non-ambulant users or for those with pressure related problems. The Encora can be used within a variety of different environments including specialist care units, general and care of the elderly wards, nursing homes and hospices and individual home environments.

Encora Product Information

Models: Encora with Gas Action Adjustment

Encora Electric

Pressure Relieving Seat Options

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

Features

- Gas Action Adjustment or Electric Tilt-in-Space and Legrest elevation
- Independent back angle recline
- Choice of pressure relieving seat modules
- Advanced Comfort Backrest
- Innovative pressure relieving Reflexion™ foam on patient contact surfaces
- Multi-positioning, integral headrest
- Adjustable seat height and seat length
- Integral lateral supports
- Arcing, cushioned legrest
- Multi-directional, breathable Dartex material on all patient contact surfaces

Accessories

- Laminated Tray with straps
- Cushioned or Universal Headrest
- Lap-Belts and Pelvic Positioners
- D-Ring Straps

Questions and Concerns

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

The User Instructions

The purpose of the following user instructions is to provide a guide on how to utilise, adjust and maintain the Encora 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 Encora **must** be adjusted in terms of seat length, seat height, back angle, tilt-in-space and legrest 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.

Guidelines for Best Practice

To ensure good practice when considering purchasing an Encora 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 Encora should be supervised and checked regularly to ensure their most appropriate position is maintained in the chair.

Adjusting the Encora chair for the User

It is recommended that the chair is adjusted to accommodate each user's specific requirements in terms of seat length and height, back angle and tilt-in-space.

Begin by sitting the user in the chair and check the leg dimensions of the user against the position of the legrest.

Most adjustments can be easily made with the user in the chair with the exception of the seat length adjustment that is easier to facilitate when the chair is unoccupied.

Encora Gas Action Model only

Operating the Tilt-in-Space and Elevating Legrest

The Encora Gas Action enables the carer to manually adjust the Tilt-in-Space facility and/or the elevating legrest.

- To tilt the chair backwards, squeeze the “brake-style” handle on the left hand side of the push handle at the back of the chair. This activates the positioning mechanism and enables the chair to tilt-in-space. Release the lever when the desired position is achieved.
- To tilt the chair forwards, squeeze the “brake-style” handle on the left hand side of the push handle at the back of the chair and guide the chair to the desired position.
- To elevate the legrest, locate the lever on the right hand side of the armrest, and lift. While doing so, gently guide the legrest into an elevated position. Release the lever when the desired position is achieved.
- To retract the legrest, pull the same lever and push the legrest downwards.
- **Always ensure the legrest is fully retracted before exiting the chair.**



Encora Gas Action Model only

Back Angle Adjustment

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.

Maintenance of the cable



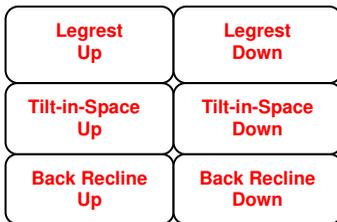
Gas Action only

Regularly check the cables to ensure they are not trapped or catching on any framework causing them to kink and stop the chair from working properly.

Encora Gas Action & Electric

Operating the Tilt-in-Space, Elevating Legrest & Back Angle Adjustment

The Encora Electric enables the carer or the user, where appropriate, to adjust the Tilt-in-Space facility and/or the elevating legrest and/or the back angle adjustment by the simple touch of a button on an easy to use handset.



Button configuration on Handset

Seat Length Adjustment

To ensure that the correct seat length is achieved for each user a clearance of 25mm or one inch between the front of the seat cushion and the calf is desirable when the user is firmly against the back of the seat.

- To **adjust**, locate at the rear of the seat module at the back of the chair frame a silver-spring adjuster. Lifting the spring will enable the seat module to be moved forwards or backwards according to the user's needs.
- The seat module may be stiff to adjust but by moving to the front of the chair and positioning one hand at the back of the seat module and the other at the front the correct seat length should be achieved.
- Check that the silver-spring adjuster is securely in place and the seat module is not movable.
- Sit the user in the chair and check the dimensions.

Seat Height Adjustment

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

At the back of the chair is a retractable handle that facilitates the chair movement.

To raise the chair:

- Turn the handle clockwise.

To lower the chair:

- Turn the handle anticlockwise.

Legrest Length Adjustment

When the legrest is elevated it is possible to extend the legrest further to offer calf support to those with longer legs.

Locate the silver spring adjuster at the end of the legrest on the right hand side, pull the spring out and lift up the third legrest cushion until it is level with the other two cushions. Release the silver spring so that it locks into the hole and check that the legrest is secure.

Always make sure the third roll is retracted before lowering the legrest.

Advanced Comfort Backrest

The Encora's Advanced Comfort Backrest incorporating the highly acclaimed Reflexion™ foam is able to mould itself to the contours of the user to help disperse body weight more evenly over a greater surface area contributing to the comfort and support of the user.

Essential to the design of the sculpted backrest are the built in lateral and lumbar supports. The integral flexible headrest provides further positioning support and comfort for the user.



Laminated Tray with Straps (optional accessory)

The tray rests across the two armrests of the Encora. It is fixed in position by taking the two webbing straps down either side of the chair feeding the straps through the buckle and clamping them in place with the flip lock.

The tray must be removed before attempting to exit the chair by lifting the clamp and releasing the webbing strap.

Footboard (optional accessory)

- The footboard provides added support and positioning for the feet.
- It has a fixed 90° angle and is height adjustable.
- The length of the footboard can be extended or shortened according to user need by simply pulling the silver spring adjuster behind the legrest, moving the footboard up or down accordingly and replacing the silver spring.
- k** • Care should be taken when extending the footboard and bringing the chair forwards through tilt-in-space as the legrest may foul on the floor if extended too long.
- The legrest should be removed completely when bringing the chair to a fully upright position so as to avoid it fouling on the floor.

Wheels

The Encora chair is fitted with two 100mm fully locking wheels at the rear of the chair that will not roll or swivel when activated.

- To **apply** the brakes, press down on the front edge of the ridged pad on each wheel. The brakes should be applied during all transfer operations.
- To **unlock** the brakes, push down the top edge of the ridged pad until it is level with the rest of the wheel.
- Always check that wheels are not locked before moving the chair.

Care and Maintenance

General Care

- 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.

Vyflex

- The recommended cleaning instructions should be followed.
- Use a brush and tepid soapy water (non-alkaline), rinse with clear water.
- **Never** use polish, stain remover or solvent.
- Thoroughly clean off any cleaning solutions with clean water and dry fabric before re-use or storage.

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.

Potential Risks, Cautions & Warnings

- The user is at risk if the Encora is not properly specified and adjusted to their particular requirements.
- **Never** leave anyone with poor postural sitting ability in a fully upright position as they may tip forwards and out of the chair.
- It is recommended that the tilt-in-space is changed at regular intervals to reduce the risk of pressure sores.
- **Never** allow the legrest to be used as a seat, nor allow the chair to be pushed along by it. This will cause damage to the legrest mechanism.
- **Do not** stand on the footboard as this may cause the chair to become unstable and tip forwards.
- **Always** remove or shorten the footboard and lower the legrest before returning the chair to its fully upright position, to allow the user to stand up from the chair with ease without damaging the footboard on the floor as the chair moves forward.
- **Always** retract the extending legrest before lowering the legrest.
- **Do not** try to push down the legrest without utilising the gas action lever as this may damage the mechanism.
- **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.
- Care should be taken when adjusting the chair not to trap fingers or clothing in the framework.



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 on the base of each chair and helps us identify your details and deal with your enquiry efficiently.



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