

Universal Mobile Tray User Instructions

Universal Mobile Tray User Information November 2006

Contents

- 1 Introduction to the Universal Mobile Tray
- 2 Universal Tray Product Information
- 2 Questions and Concerns
- 2 Guidelines for Best Practice

General Use of the Universal Mobile Tray

- 3 General Use
- 3 Universal Mobile Tray – How to use
- 3 Care and Maintenance
- 3 Potential Risks, Cautions and Warnings
- 4 Helpline



Universal Mobile Tray

Introduction to the Universal Mobile Tray

What is the Universal Mobile Tray?

The Universal Tray is a free-standing design that sits astride the chair.

Initially designed for use with the Signature range of chairs, the Universal Tray has evolved to be used with many of the Kirton seating portfolio.

Universal Mobile Tray Product Information

Universal Mobile Tray

The Universal Mobile Tray is a free-standing design that sits astride the chair. If a person wishes to get out of the chair, the tray can simply be pushed forward out of the way.

It is highly mobile on 40mm twin wheel castors with a height adjustment between 570mm and 790mm.

The Universal Tray allows for an extending legrest beneath the table top, where applicable.

Range

- Universal Mobile Tray

Questions and Concerns

Should you experience any difficulties or have any concerns regarding the initial purchase or subsequently when using the accessory or have any concerns regarding its use, 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.

Guidelines for Best Practice

To ensure good practice when considering purchasing a Universal Mobile Tray 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 accessory.
2. If unsure when ordering the 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 tray all staff members that will be supervising the user(s) should be trained in adjusting the tray to ensure it is adjusted safely and correct positioning is maintained for the benefit of the user. This is of particular importance where the tray is to be used by several different users.

The User Instructions

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

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

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



General Use

- For use with the majority of Kirton seating systems providing the height of the arms are less than 790mm and the overall width of the chair is less than 725mm wide
- Nursing and residential homes
- General hospital and care of the elderly wards
- Hospices, nursing and residential homes
- For general domestic use

How to Adjust the height of the Universal Mobile Tray

The Universal Mobile Tray can be set at four different heights.

- To **adjust**, undo the two black butterfly knobs underneath the tray in an anti-clockwise direction.
- Move the tray to the desired height, taking care to ensure it is level and there are the same amount of holes on either side exposed.
- Tighten the two black butterfly knobs underneath the tray in a clockwise direction, taking care not to over-tighten.

Care and Maintenance

For recommended care, cleaning and maintenance, wipe clean the laminate surface.

Keep castors free from dust and dirt particles for smooth operation.

Potential Risks, Cautions and Warnings

- Under **no circumstances** should the tray be used as a walker or mobility aid.
- Users should be **regularly** checked and continuously supervised when using the Universal Tray to mitigate the user moving or sliding into an inappropriate position.
- **Always** ensure that the wing nuts are level and tightly secured to prevent either an uneven surface or slippage of the tray before using.



Helpline

Should you have any concerns either pre or post purchase of the accessory 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 accessory from a Kirton distributor in the first instance please contact your point of reference there.

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



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